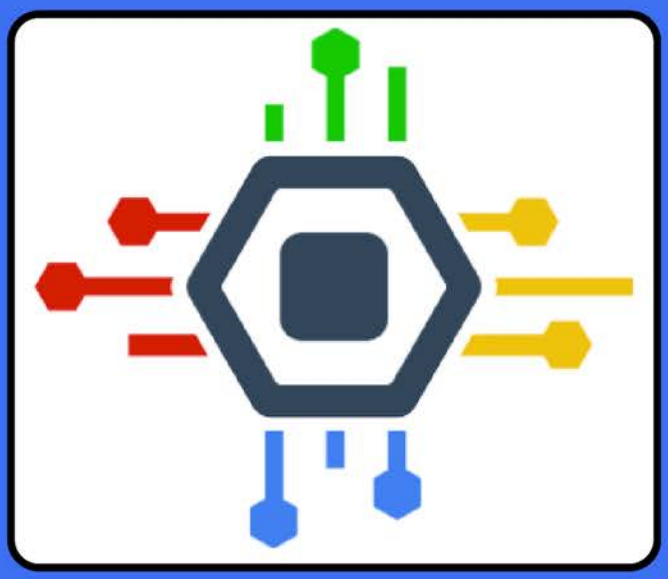
CHAMPtitles
ELTS User Guide



kyelt

Kentucky EAP
COUNTIES ONLY

V.1.0

20240415

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SYSTEM ACCESS

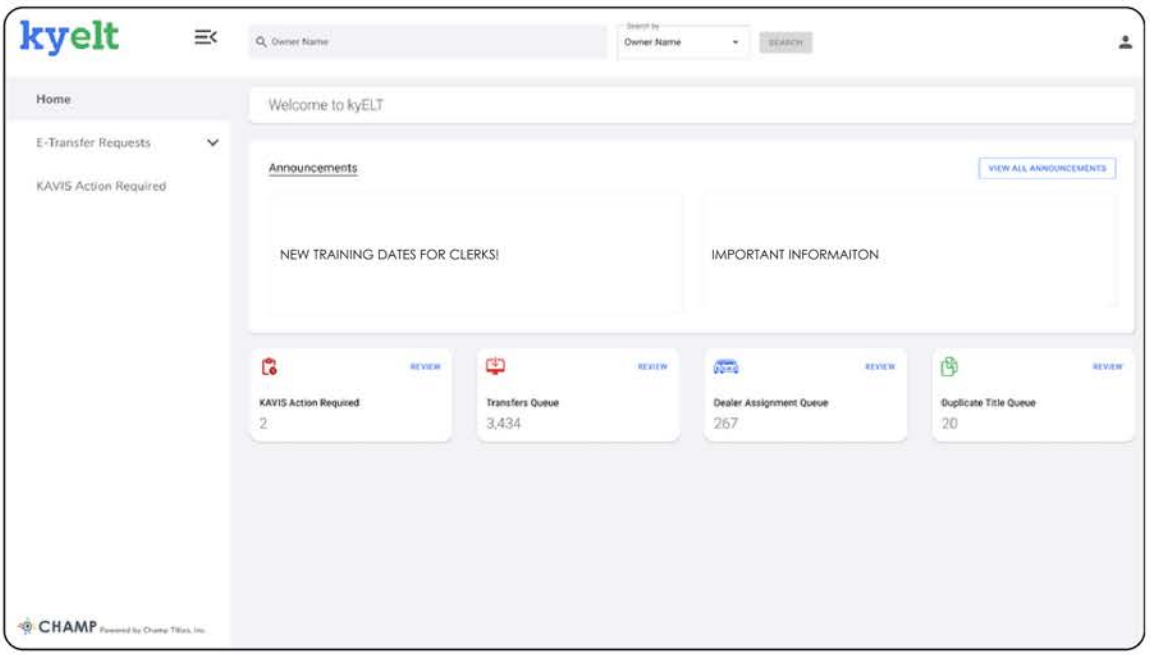
Log In: KyELT end users will log in using their KYTC Windows user name and password.

Home Page:

Announcements
E-Transfer Requests

- Transfer Queue
- Dealer Assignment Queue
- Duplicate Title Queue

KAVIS Action Required



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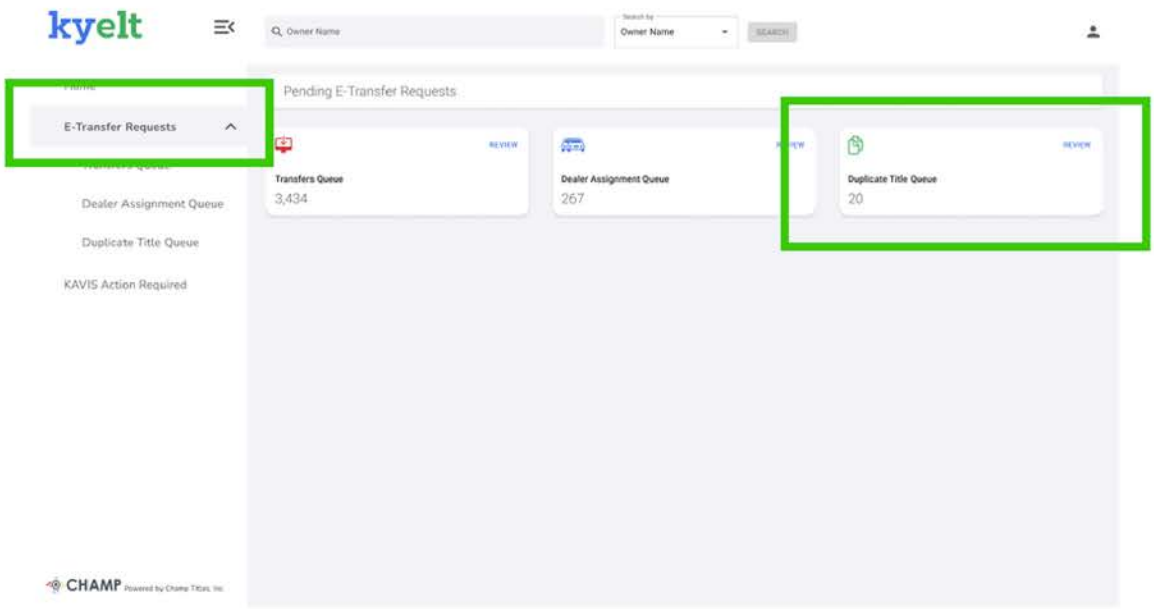
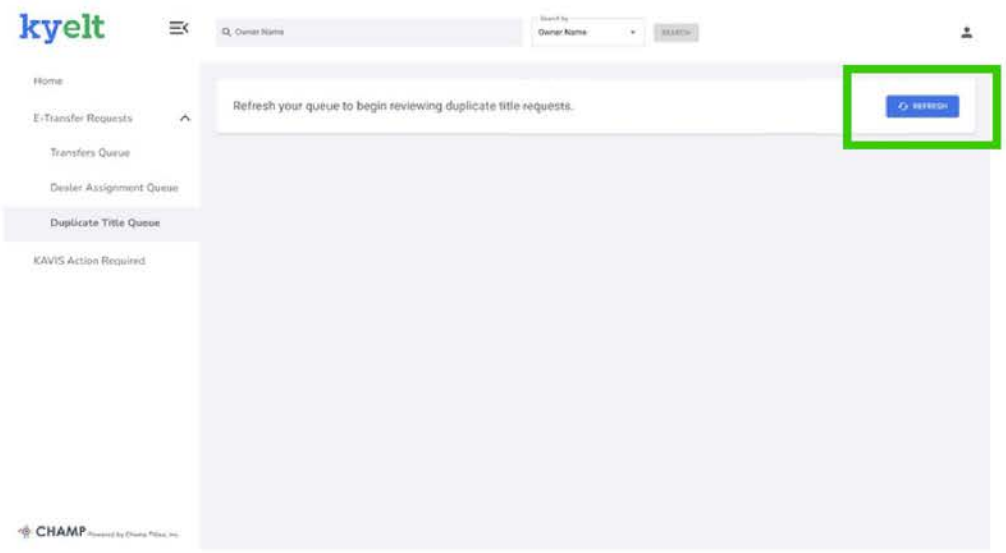
DUPLICATE TITE REQUEST

Access Duplicate Title Queue by selecting the card or side bar.



Once you are in the queue, click Refresh to load your personal work queue with work requests.



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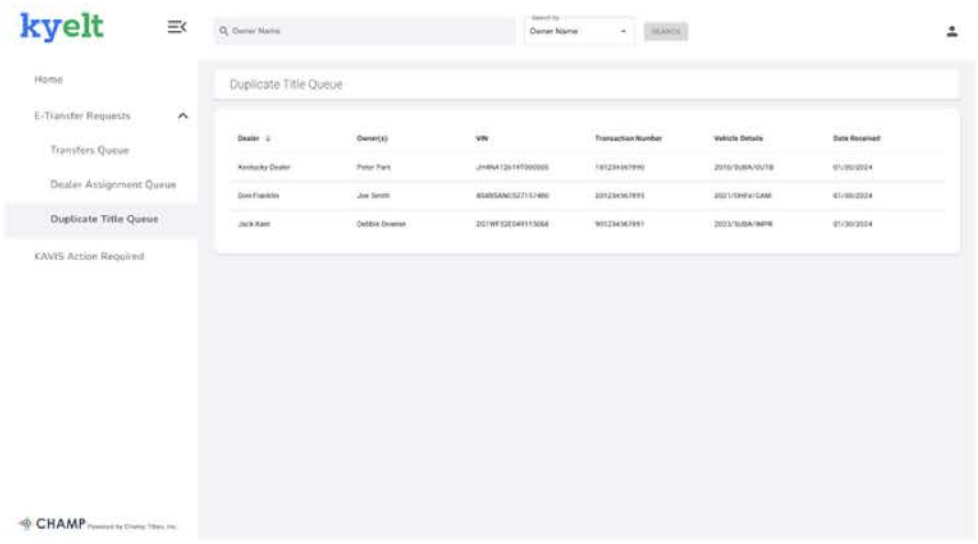
The work requests that populate are now assigned to you and will not be accessed by others. Click on the the work request to to begin processing.

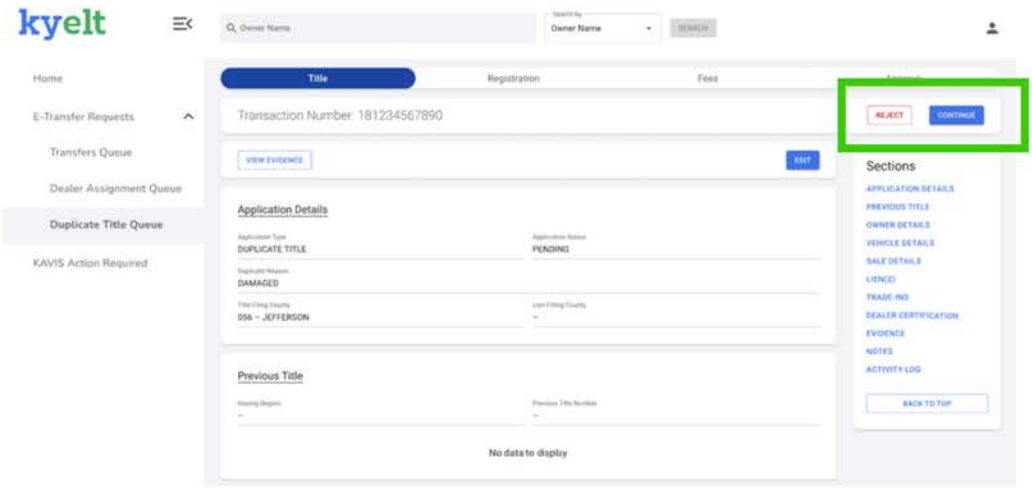
- The system automatically populates the list beginning with the oldest work request
- Users can sort work requests by Dealer by clicking on the arrow at the top of the column
- Work requests will be removed/unassigned upon logging out of kyelt



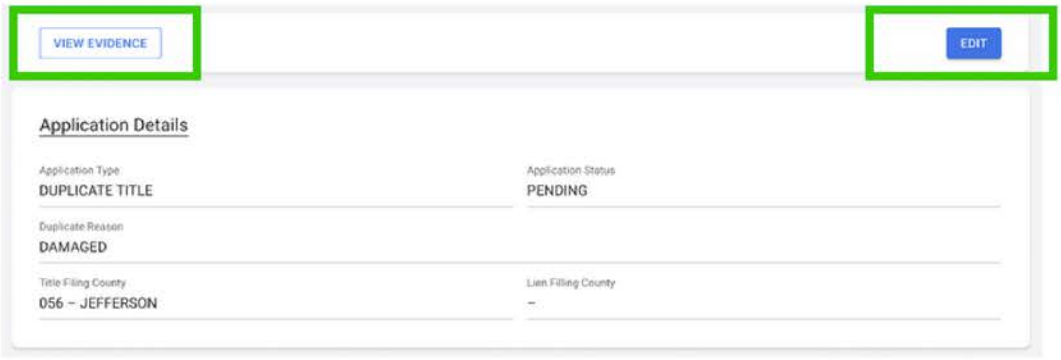
Title Page

The title page and is comprised of the sections listed below. Section details are outlined on the following pages.

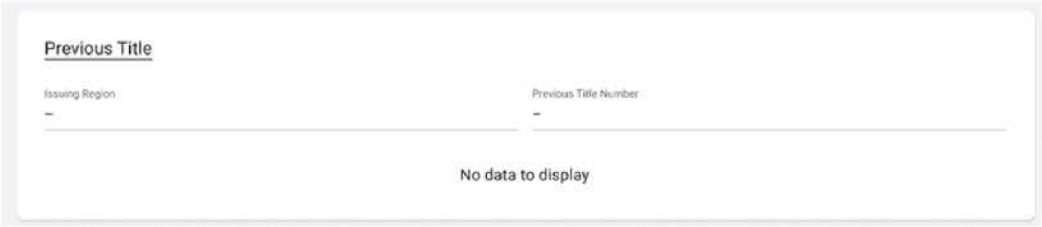
- View evidence and confirm that information matches kyelt fields
- Edit functionality is for minor misspellings only and cannot be used to change information that would impact the overall transaction.
- Click Continue to move on to the Registration page, or Reject to send the work request back to the dealership for corrections. ** Note it is recommended to review all pages prior to rejection to ensure all errors are caught and noted.



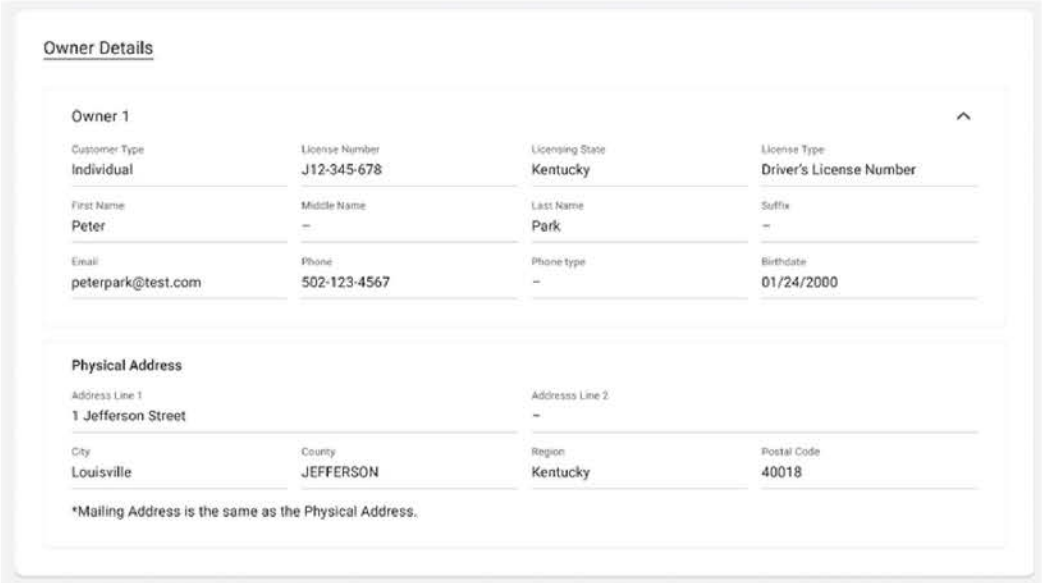
Application Details and Evidence Access



Previous Title



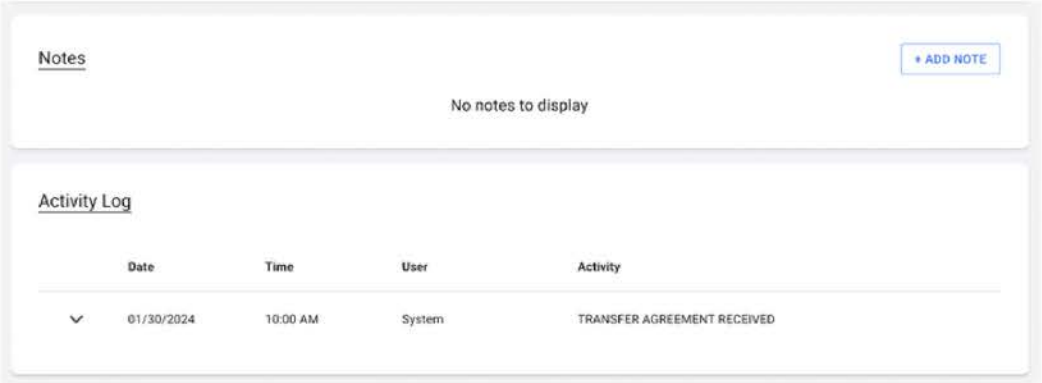
Owner Details



Evidence

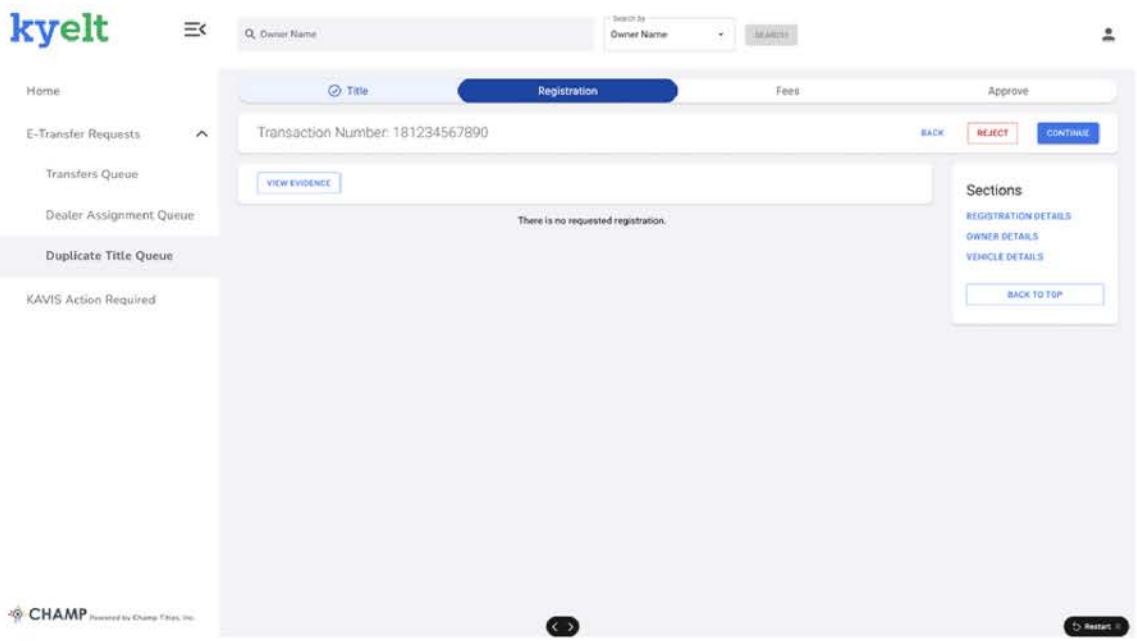
Notes & Activity Log

Activity Logs will provide a history of all actions taken for the specific work request, including Date, Time, User, and Activity.



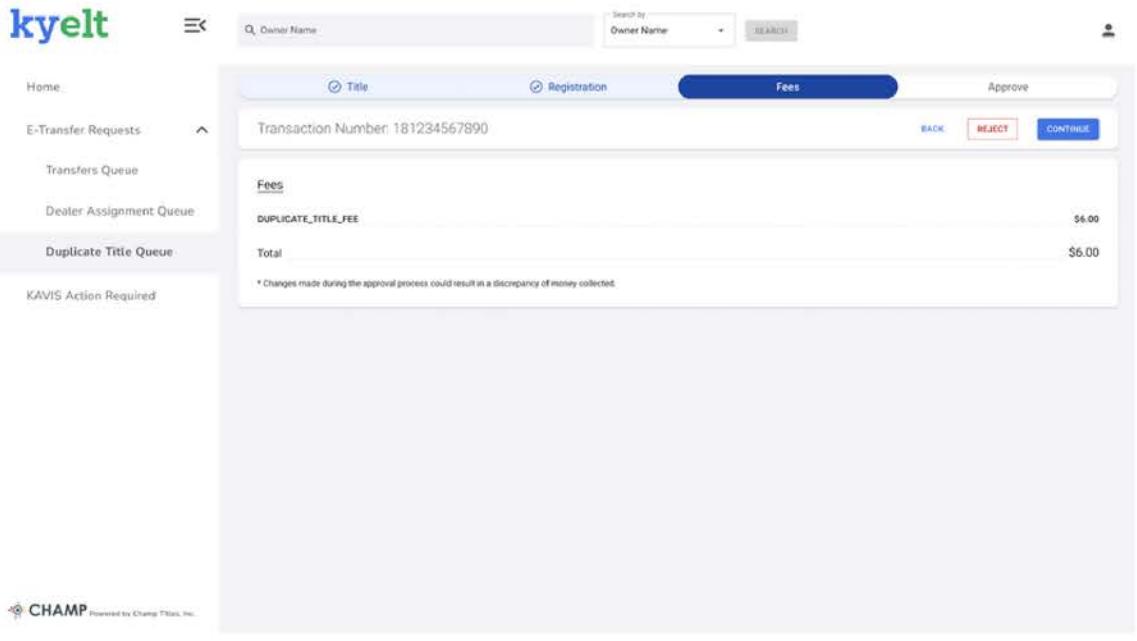
Registration Page

Because this transaction is simply requesting a duplicate title, no registration information will be populated on this page.



Fees Page

Fees are automatically calculated by kyet and dealers pay via ACH draft, which is triggered upon completion of the work request.

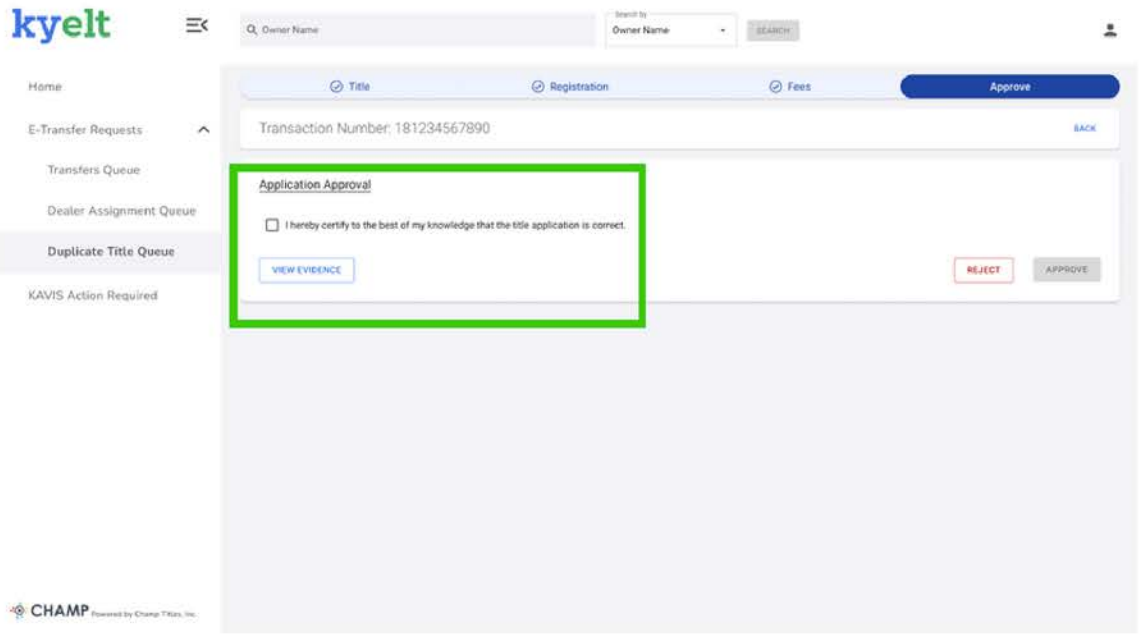


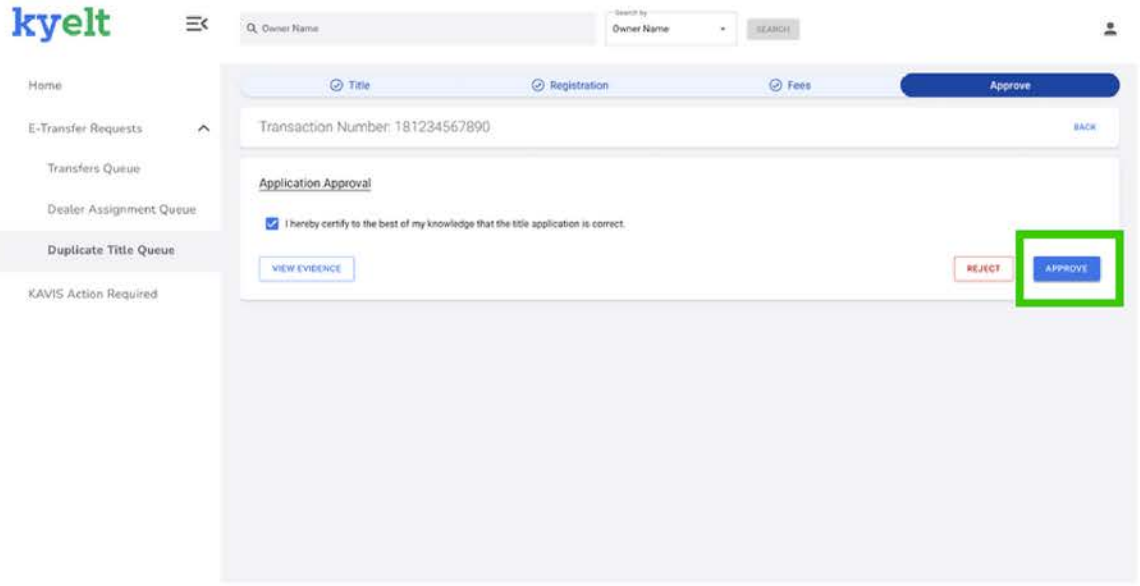
Approve Page

After fully reviewing the work request and evidence you will either approve the request, or reject the request.

Approve Steps:

1) Select the box to verify that all information contained in the file is accurate
2) Click the Approve button

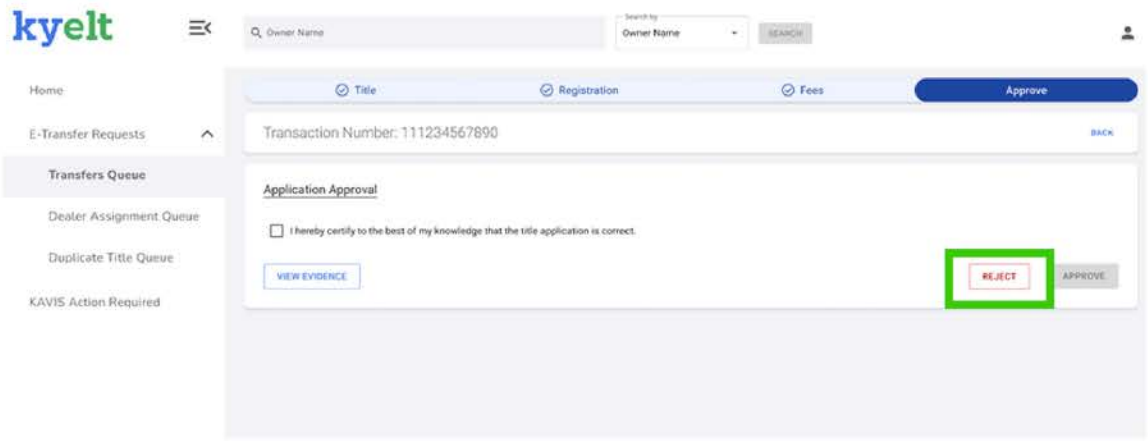


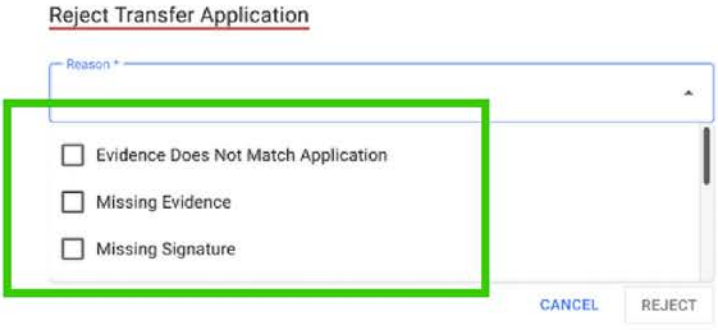


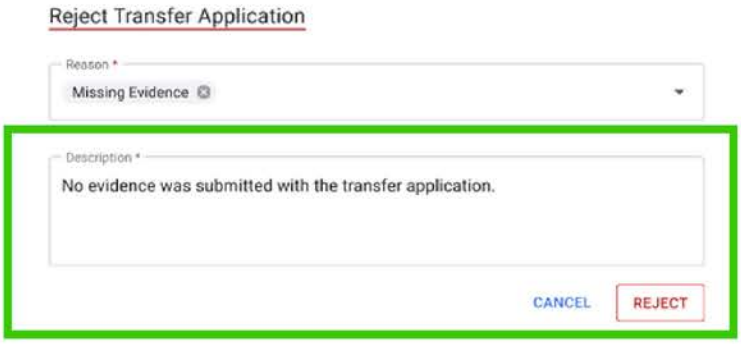
Reject Steps:

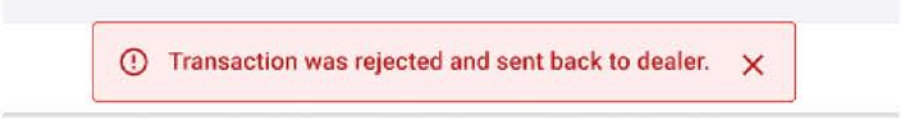
1) Select the Reject button
2) Select the Reason from the drop-down list
3) Add Description
4) Click Reject button

The system will generate a message indicating that the transaction has been sent back to the dealer for corrections and resubmission.









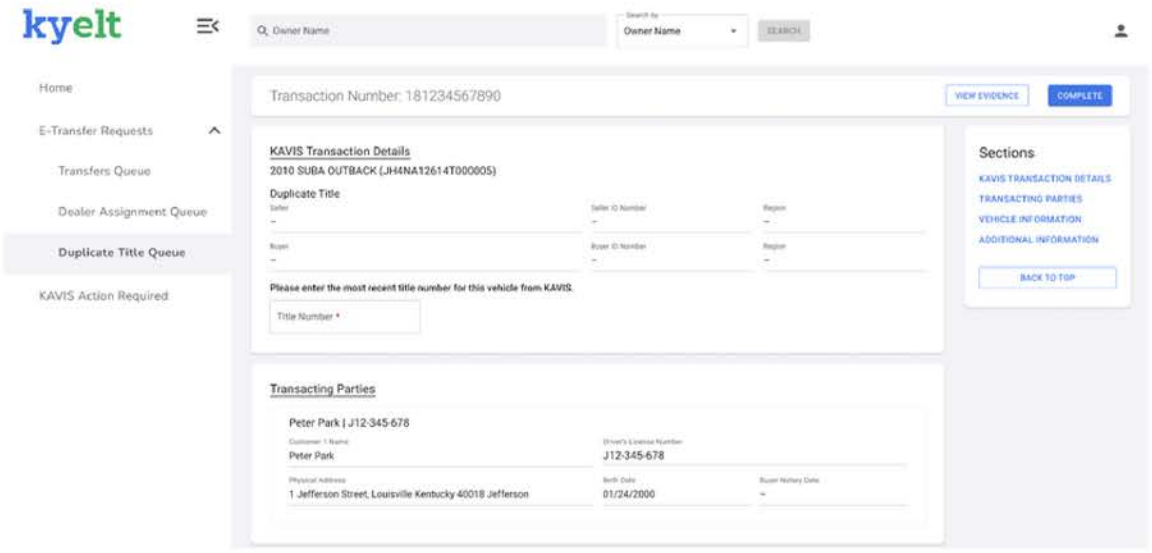
KAVIS Dual Entry Page

This step is temporary, and will be eliminated with the CHAMP/KAVIS API integration.

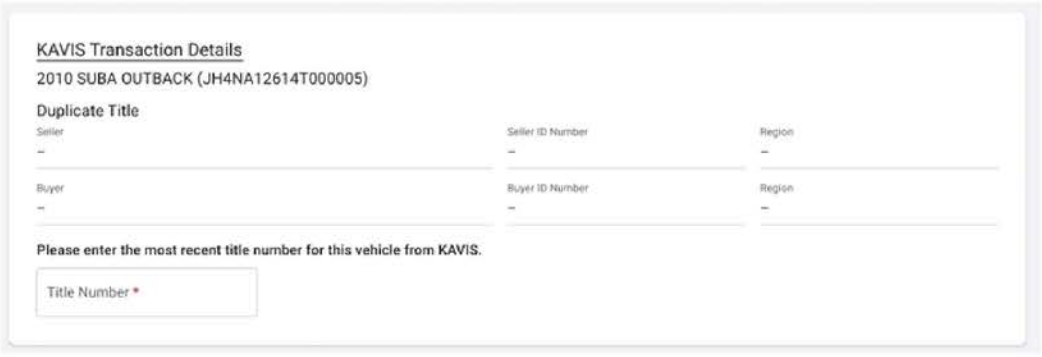
The information needed to process the Duplicate Title Request in KAVIS is located on the last page of the kyelt process.

Sections:

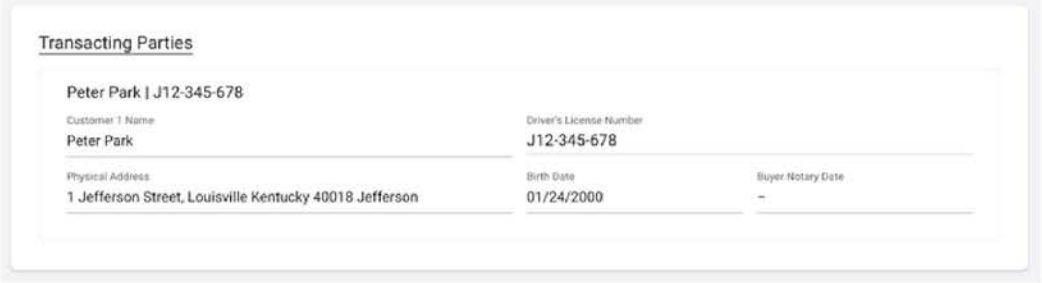
- KAVIS Transaction Details
- Transacting Parties
- Vehicle Information
- Additional Information



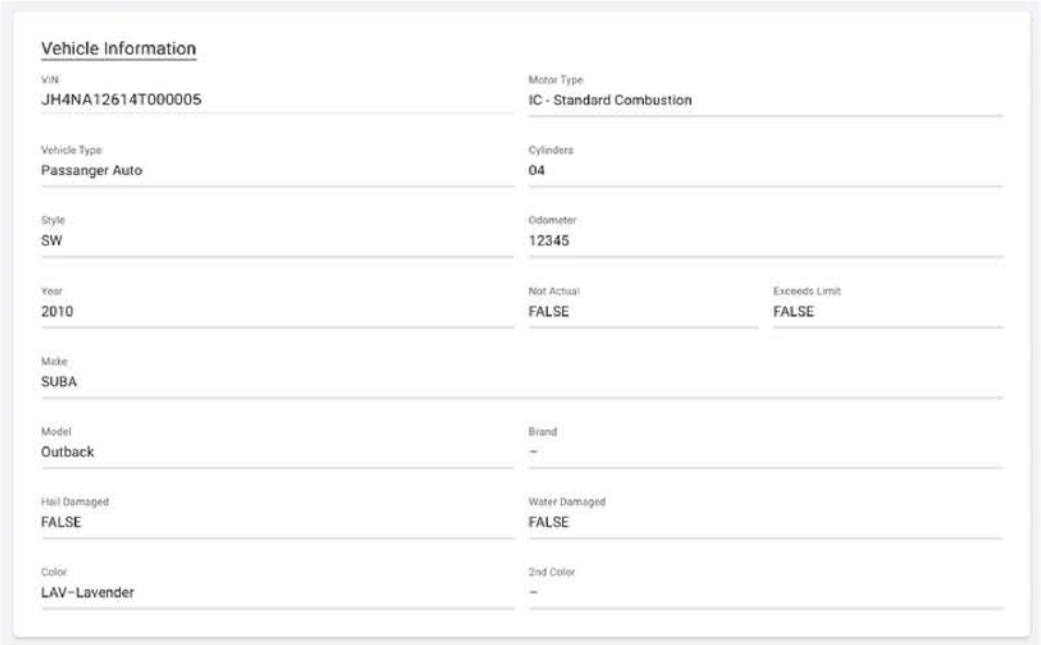
KAVIS Transaction Details



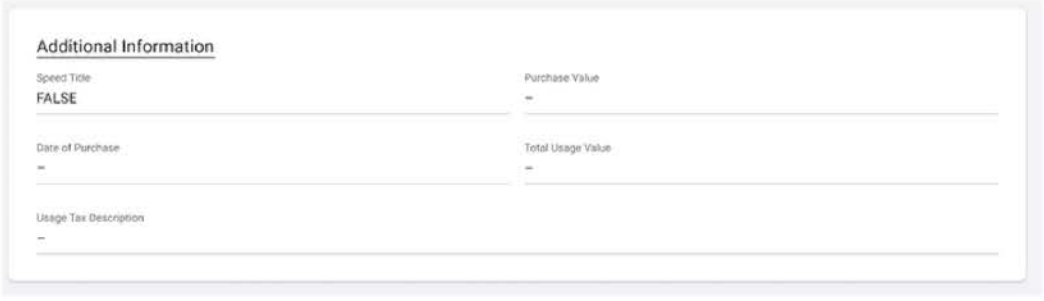
Transacting Parties



Vehicle Information



Additional Information

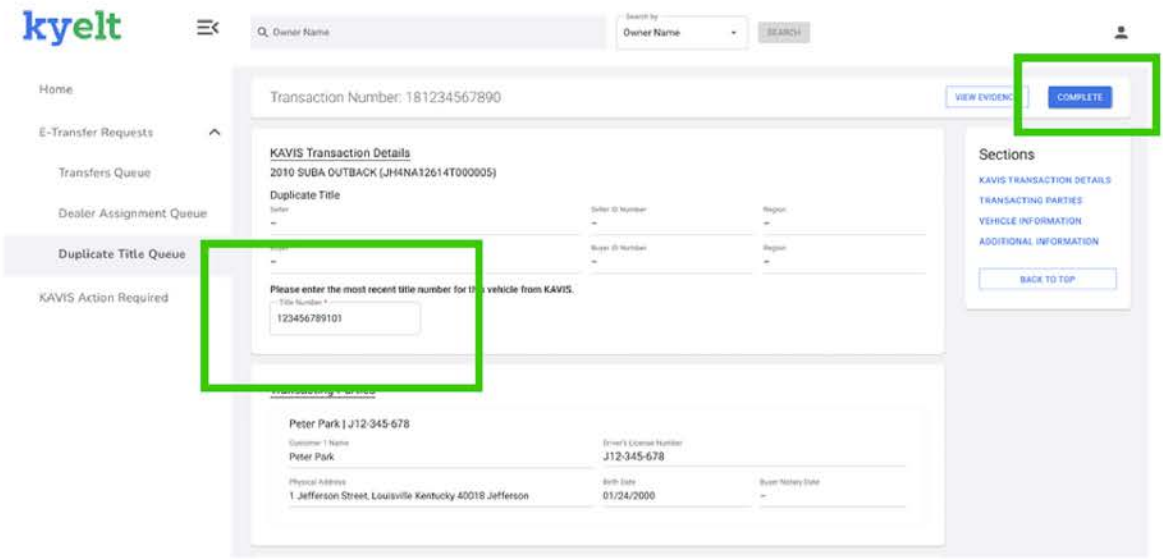


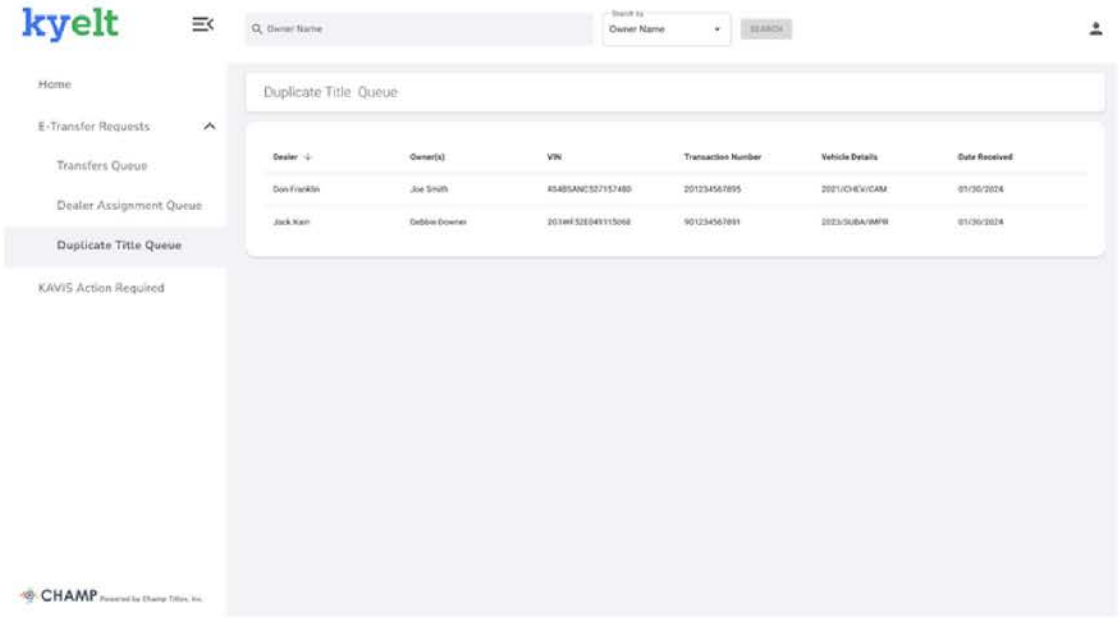
Complete Work Request

Once all of the information has been entered into KAVIS you will return to kyelt to process the work request.

1) Enter the Title Number from KAVIS in the required field
2) Select Complete

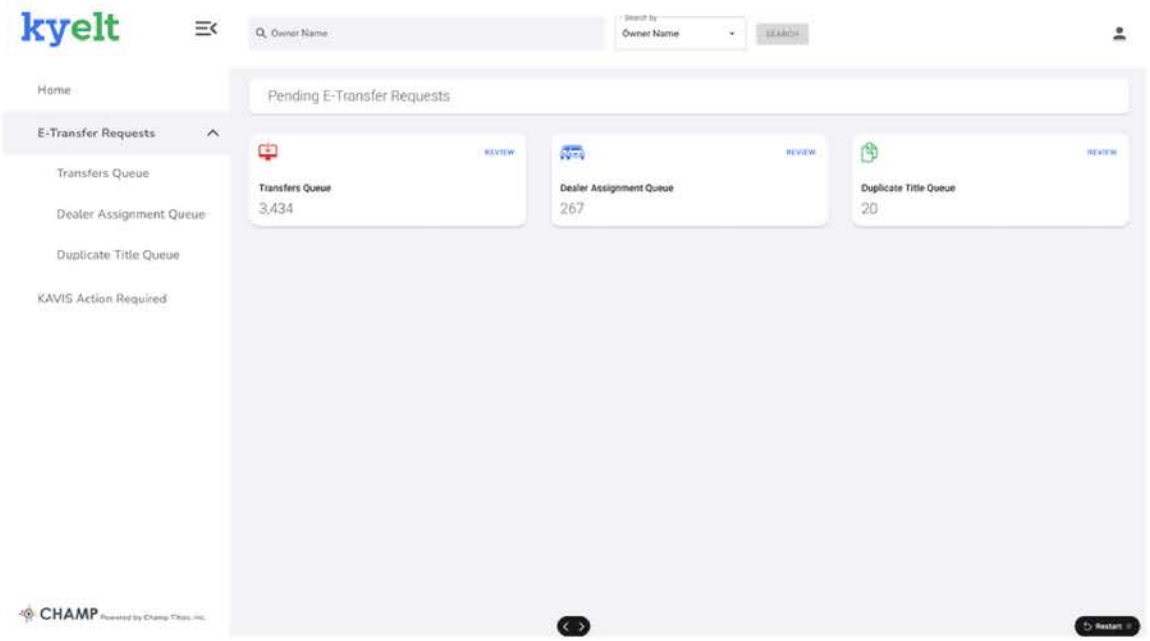
Once you complete the work request you will be returned to the work queue.





DEALER ASSIGNMENT

Access Duplicate Title Queue by selecting the card or side bar.



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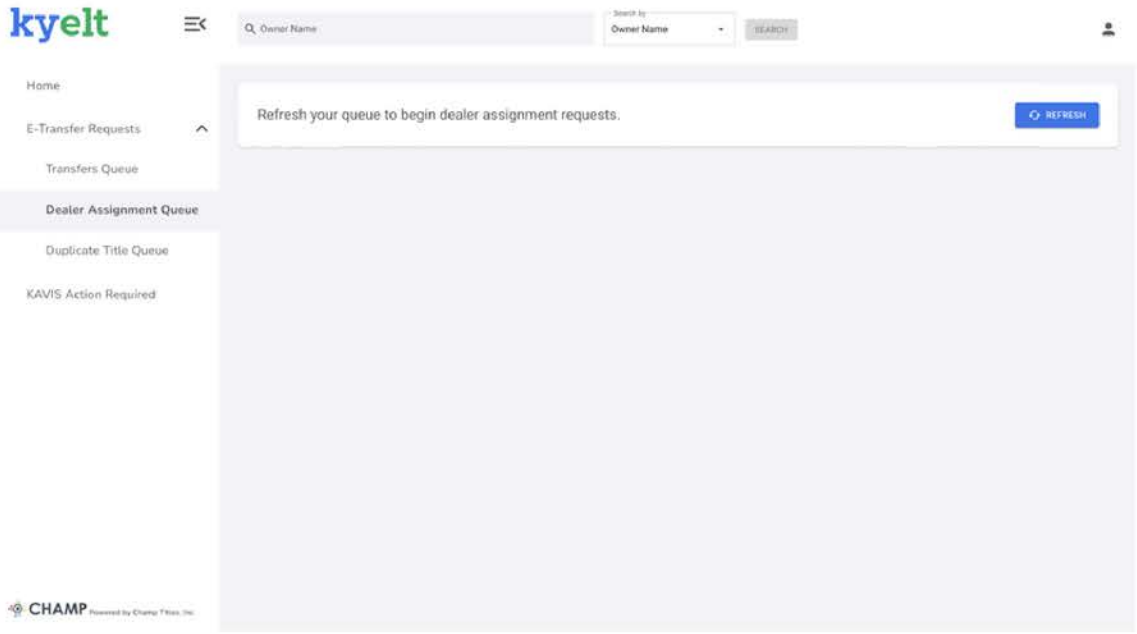

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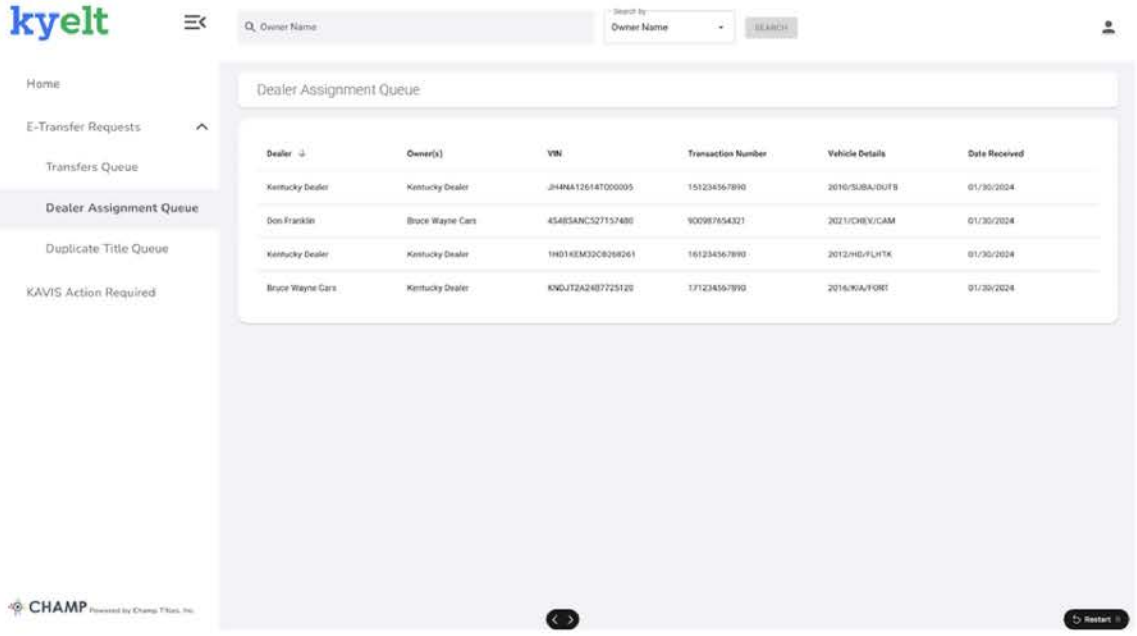
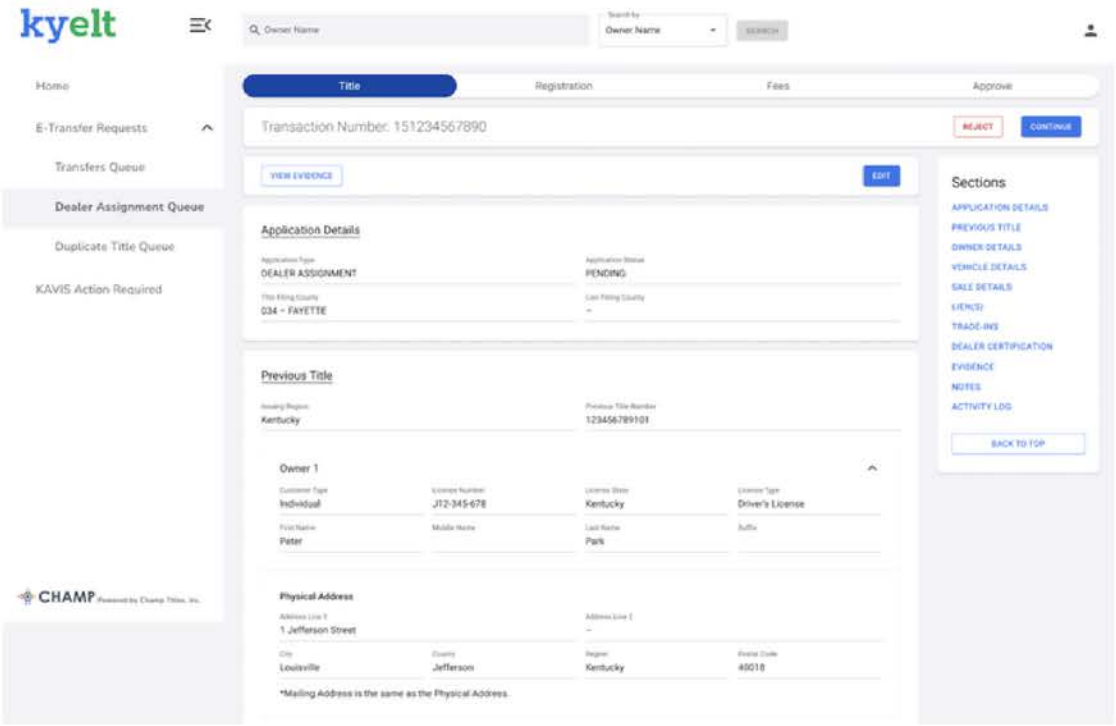


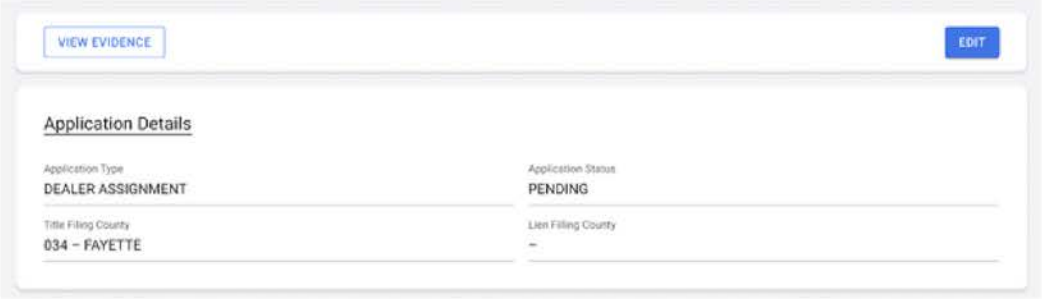
Title Page

The title page and is comprised of the sections listed below. Please see section details on the following pages.

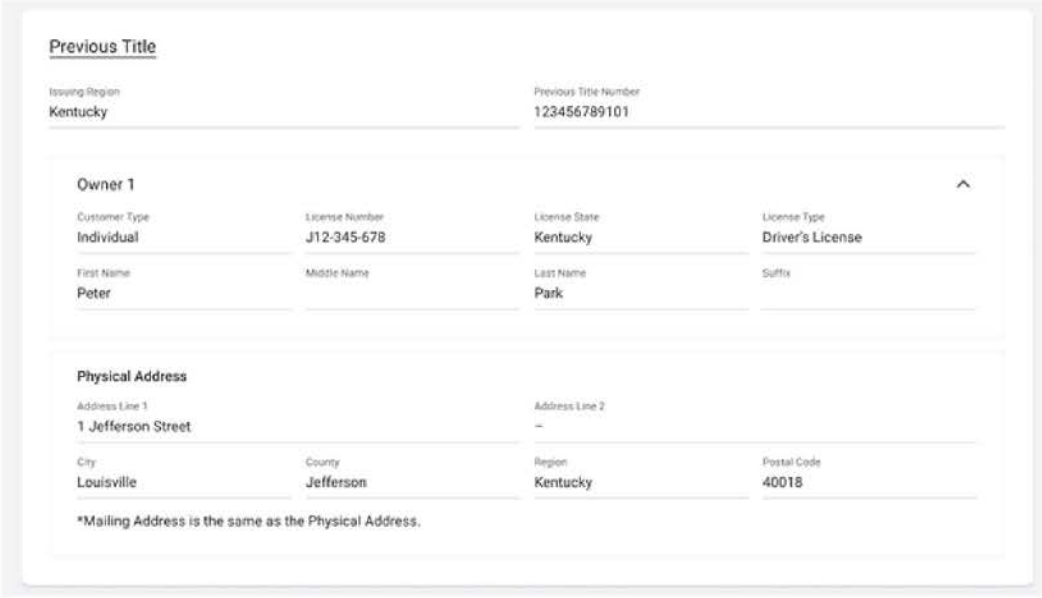
- Application Details
- Previous Title
- Owner Details
- Vehicle Details
- Sale Details
- Lien(s)
- Trade-Ins
- Dealer Certification
- Evidence
- Notes
- Activity Log



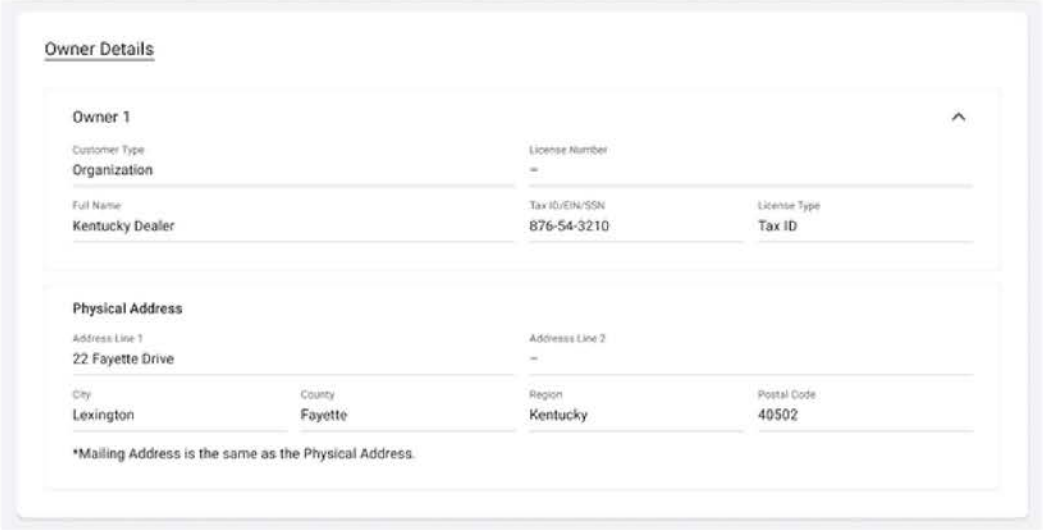
Application Details and Evidence Access



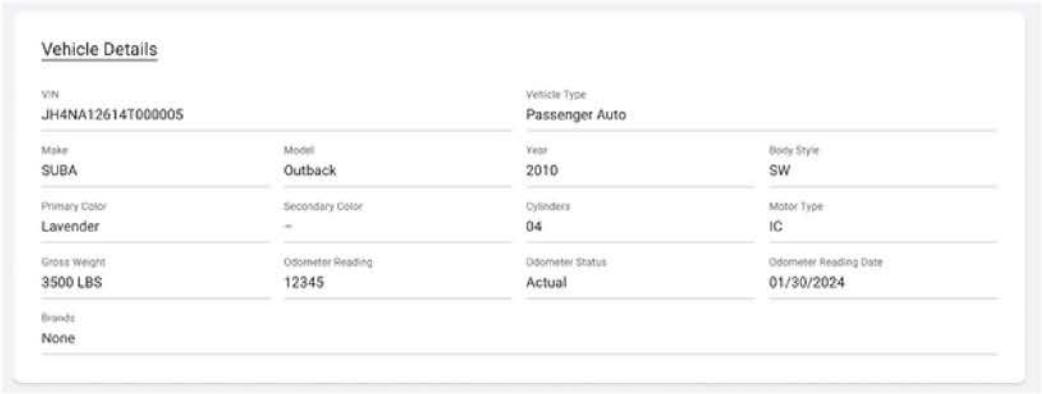
Previous Title



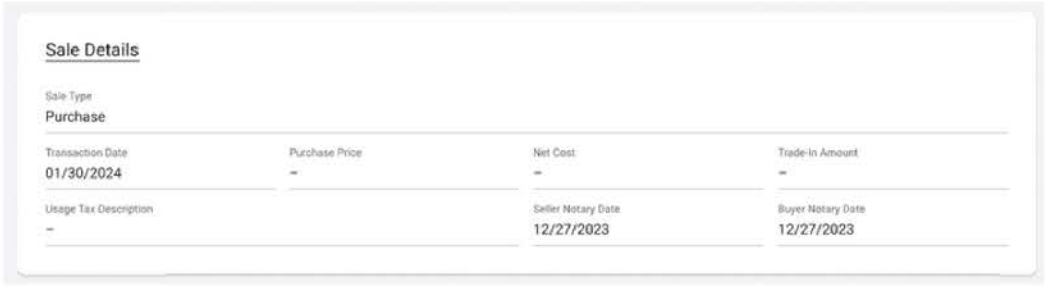
Owner Details



Vehicle Details

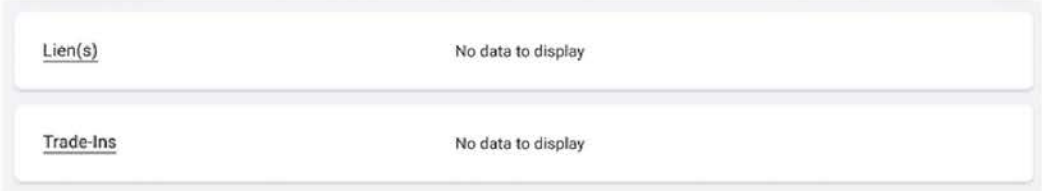


Sale Details



Lien(s) and Trade-Ins

These sections will be empty for Dealer Assignment work requests.



Evidence

Notes and Activity Log

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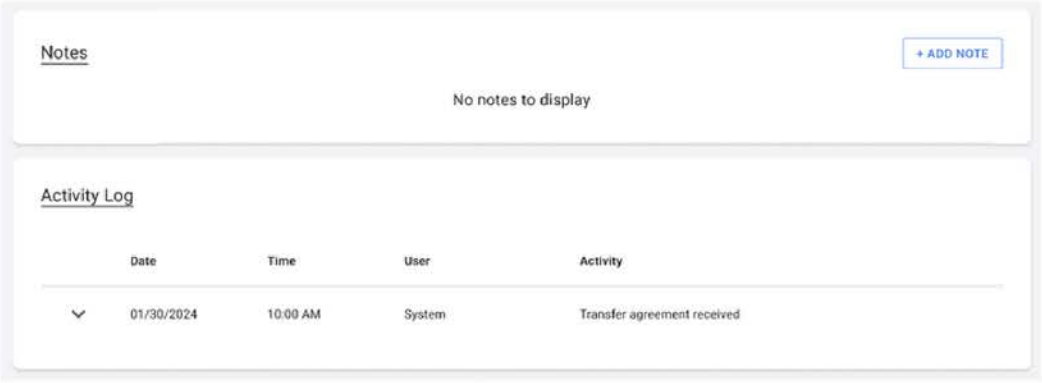
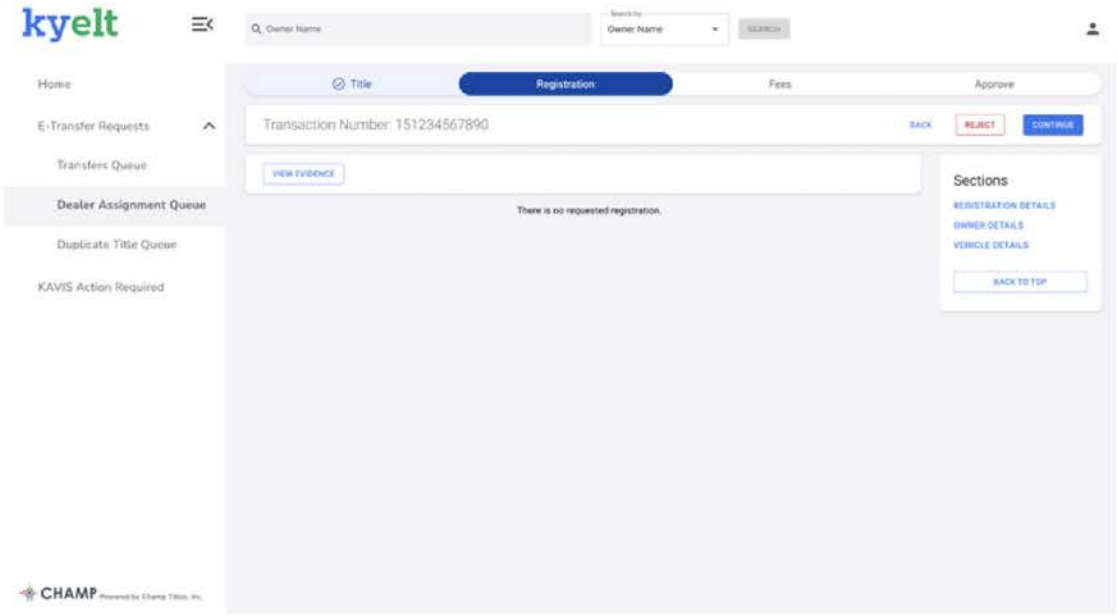


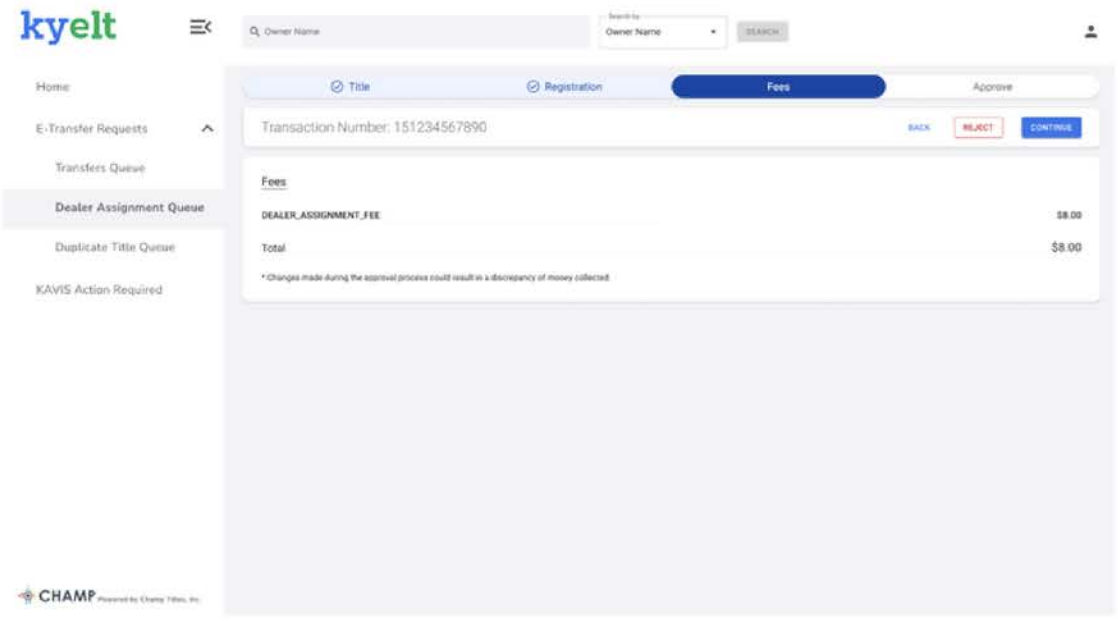
Registration Page

Because this transaction is simply requesting a dealer assignment, no registration information will be populated on this page.



Fees Page

Fees are automatically calculated by kyet and dealers pay via ACH draft, which is triggered upon completion of the work request.

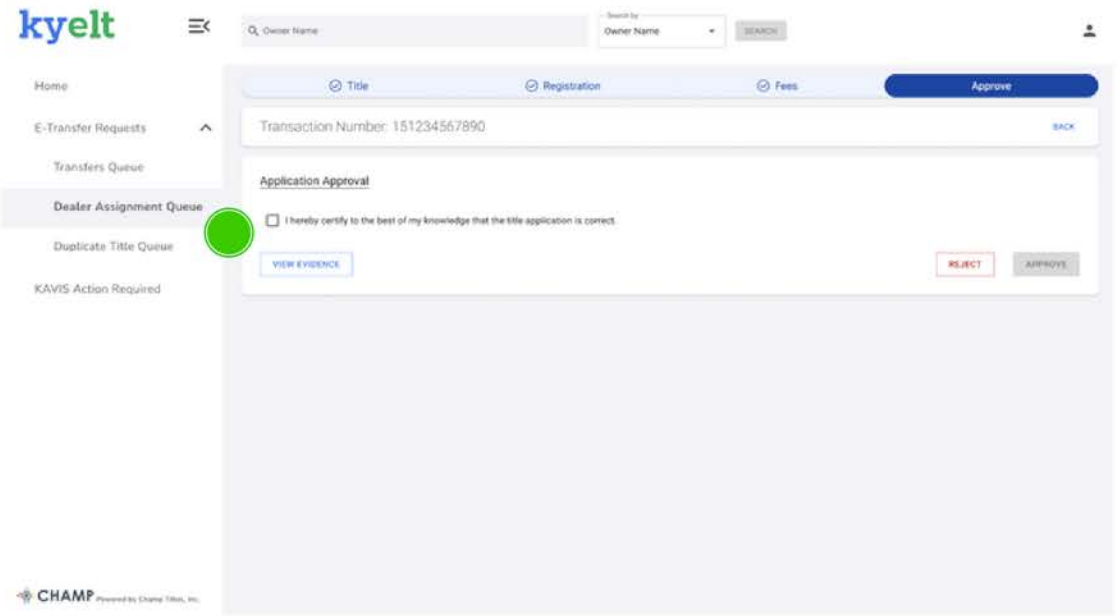


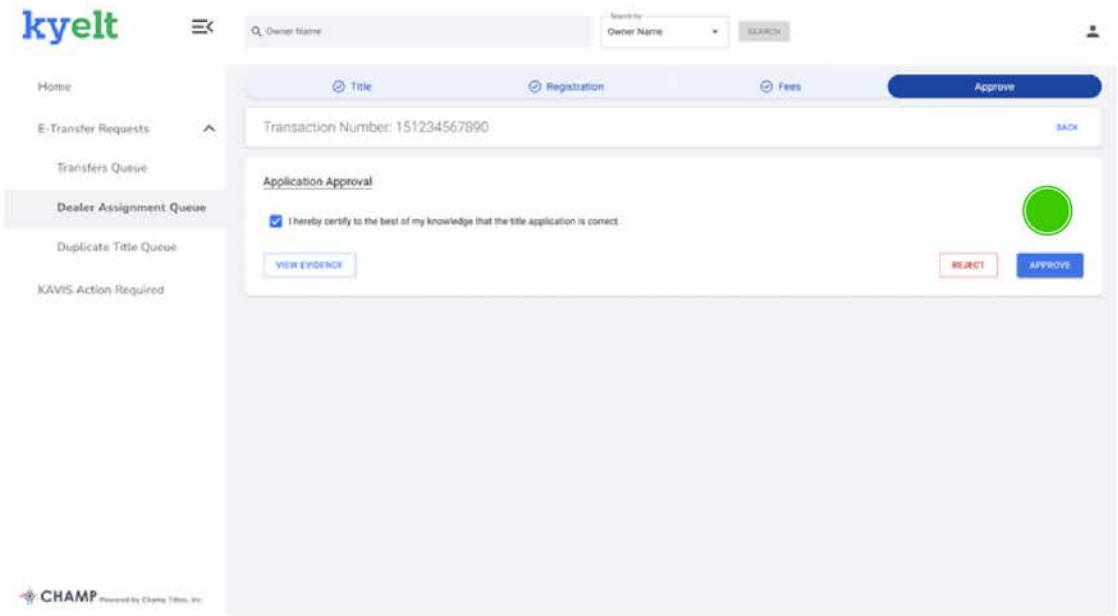
Approve Page

After fully reviewing the work request and evidence you will either approve the request, or reject the request.

Approve Steps:

1) Select the box to verify that all information contained in the file is accurate
2) Click the Approve button

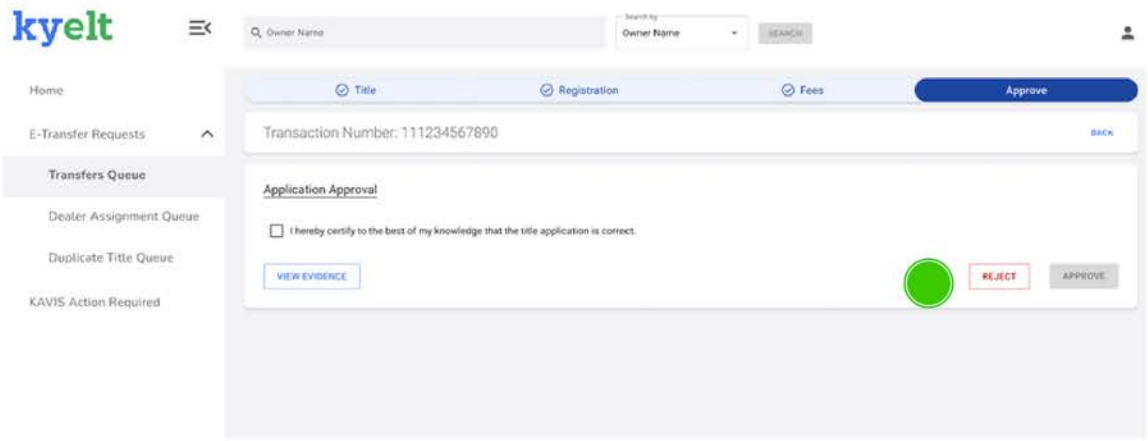


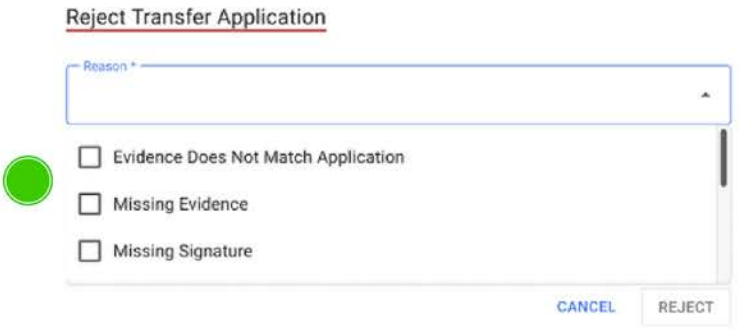


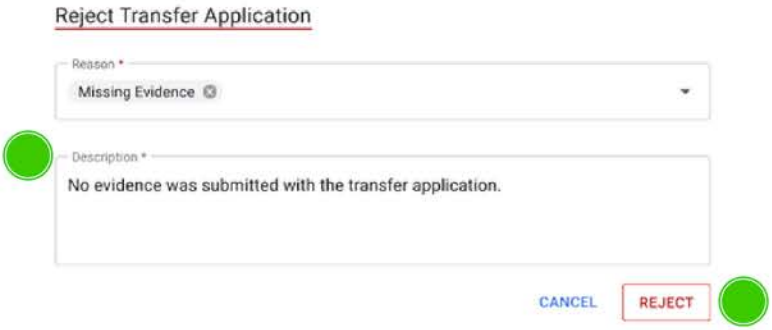
Reject Steps:

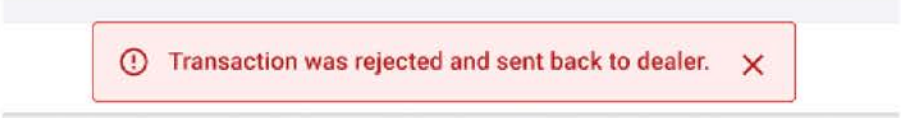
1) Select the Reject button
2) Select the Reason from the drop-down list
3) Add Description
4) Click Reject button

The system will generate a message indicating that the transaction has been sent back to the dealer for corrections and resubmission.









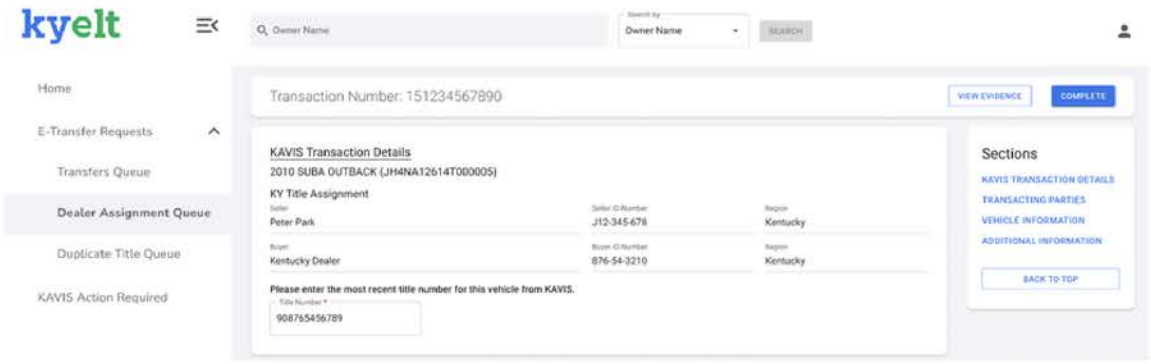
KAVIS Dual Entry Page

This step is temporary, and will be eliminated with the CHAMP/KAVIS API integration.

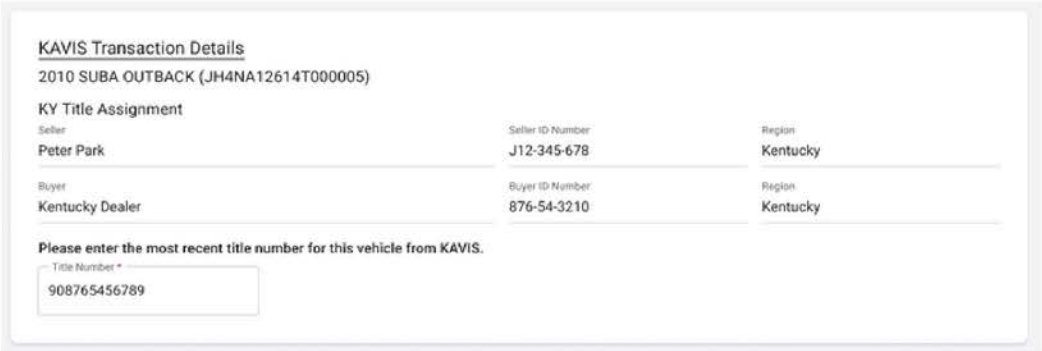
The information needed to process the Duplicate Title Request in KAVIS is located on the last page of the kyelt process.

Sections:

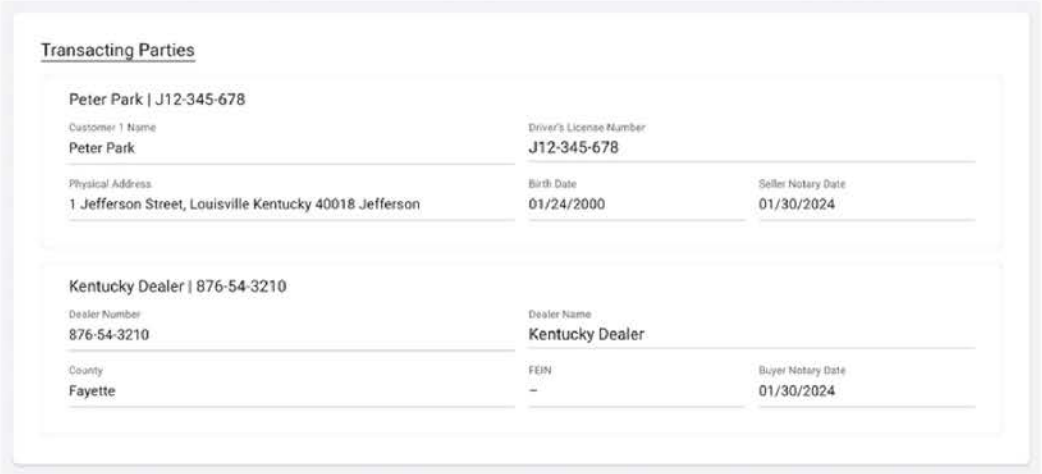
- KAVIS Transaction Details
- Transacting Parties
- Vehicle Information
- Additional Information



KAVIS Transaction Details



Transacting Parties



Transacting Parties

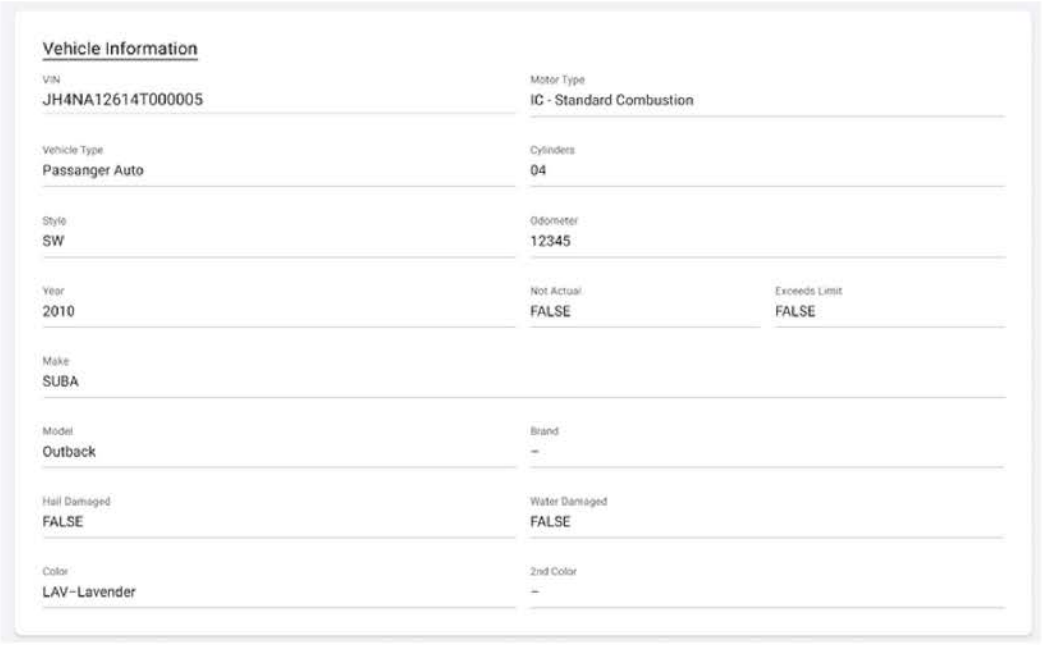
Peter Park | J12-345-678

Customer 1 Name	Driver's License Number	
Peter Park	J12-345-678	
Physical Address	**Birth Date**	**Seller Notary Date**
1 Jefferson Street, Louisville Kentucky 40018 Jefferson	01/24/2000	01/30/2024

Kentucky Dealer | 876-54-3210

Dealer Number	Dealer Name	
876-54-3210	Kentucky Dealer	
County	**FEIN**	**Buyer Notary Date**
Fayette	–	01/30/2024

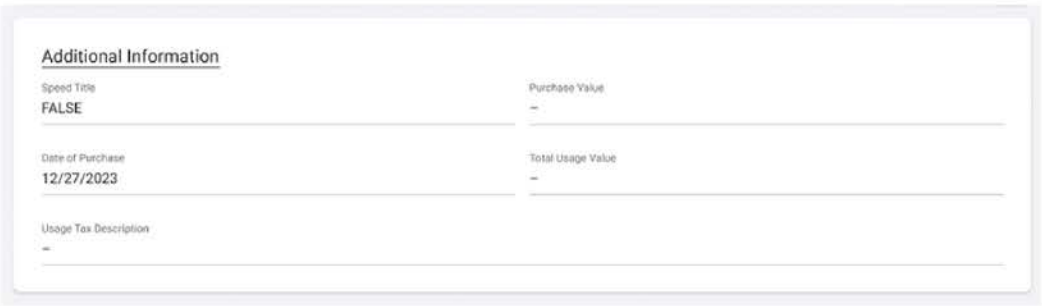
Vehicle Information



Vehicle Information

VIN	Motor Type	
JH4NA12614T000005	IC - Standard Combustion	
Vehicle Type	**Cylinders**	
Passanger Auto	04	
Style	**Odometer**	
SW	12345	
Year	**Not Actual**	**Exceeds Limit**
2010	FALSE	FALSE
Make		
SUBA		
Model	**Brand**	
Outback	–	
Hail Damaged	**Water Damaged**	
FALSE	FALSE	
Color	**2nd Color**	
LAV–Lavender	–	

Additional Information



Additional Information

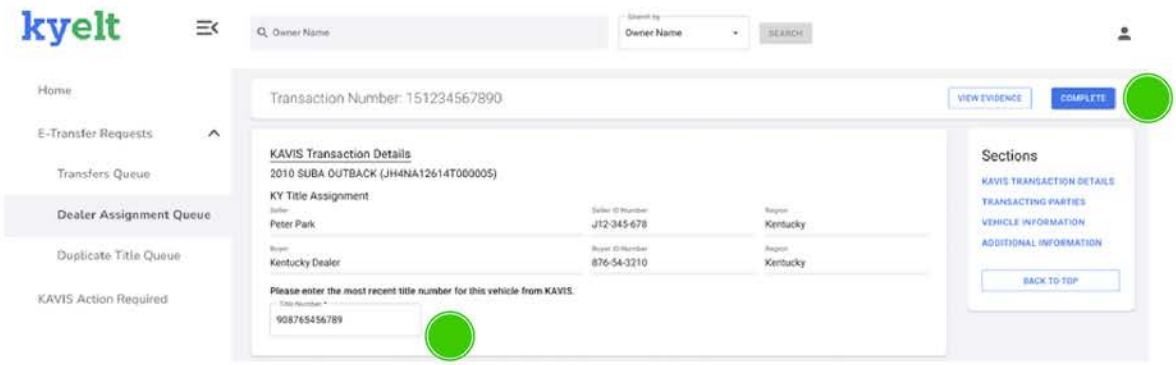
Speed Title	Purchase Value
FALSE	–
Date of Purchase	**Total Usage Value**
12/27/2023	–
Usage Tax Description	
–	

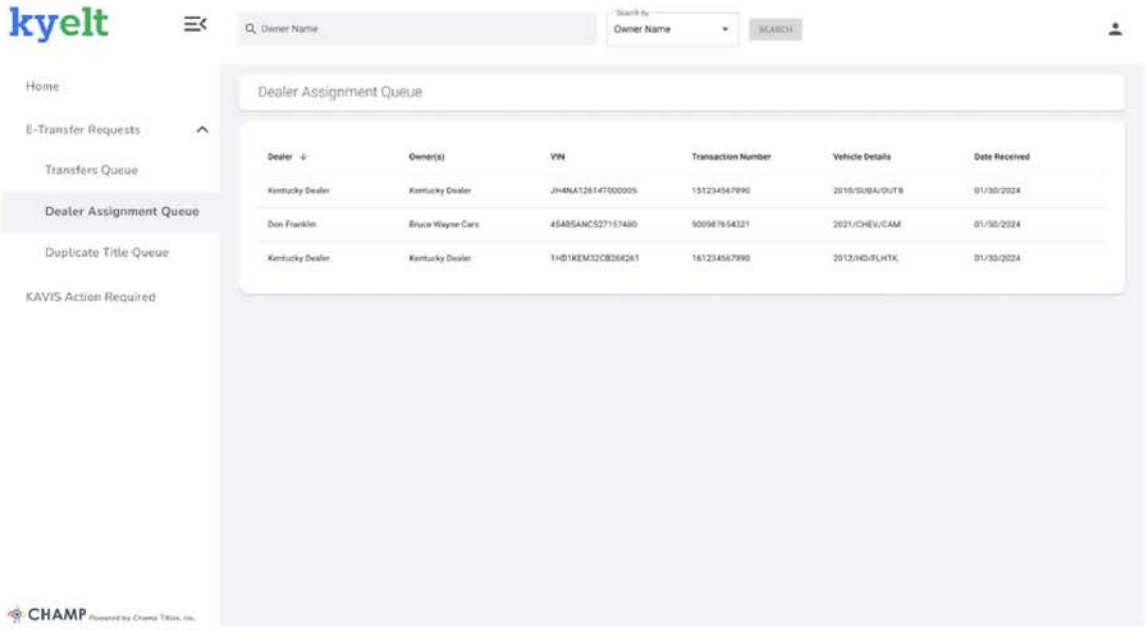
Complete Work Request

Once all of the information has been entered into KAVIS you will return to kyelt to process the work request.

1) Enter the Title Number in the required field
2) Select Complete

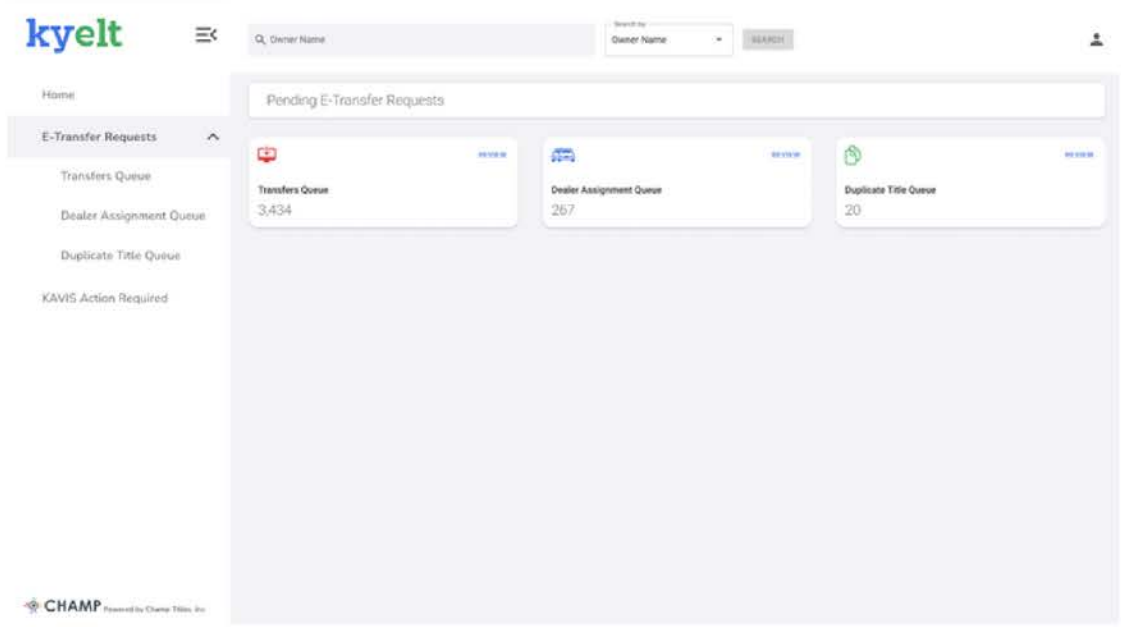
Once you complete the work request you will be returned to the work queue.





DEALER REASSIGNMENT

Access the Dealer Assignment Queue by selecting the card or side bar.



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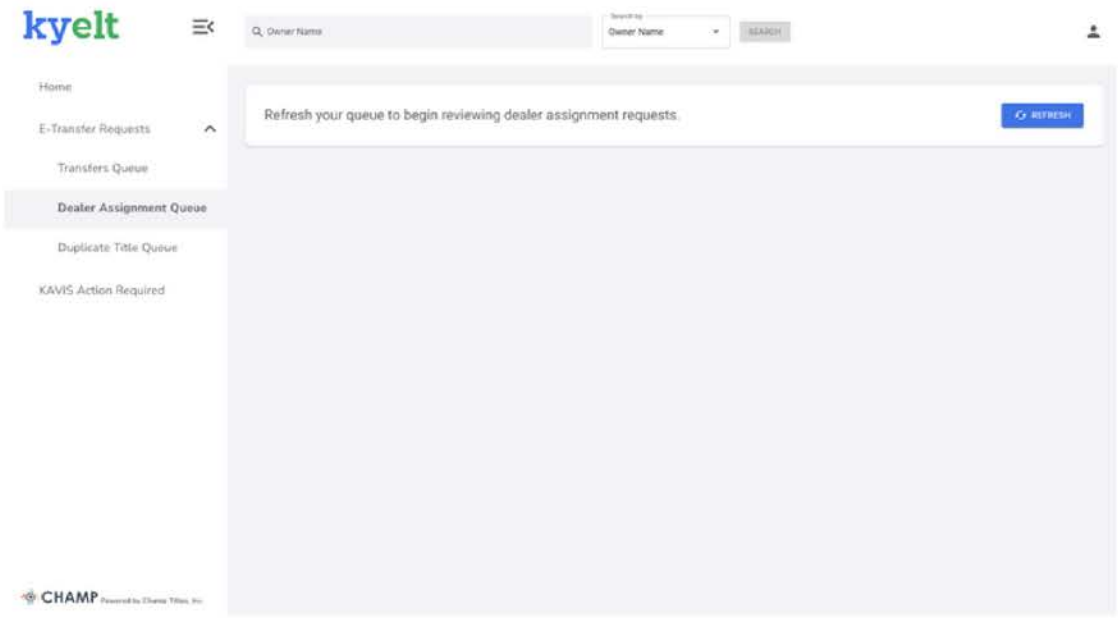
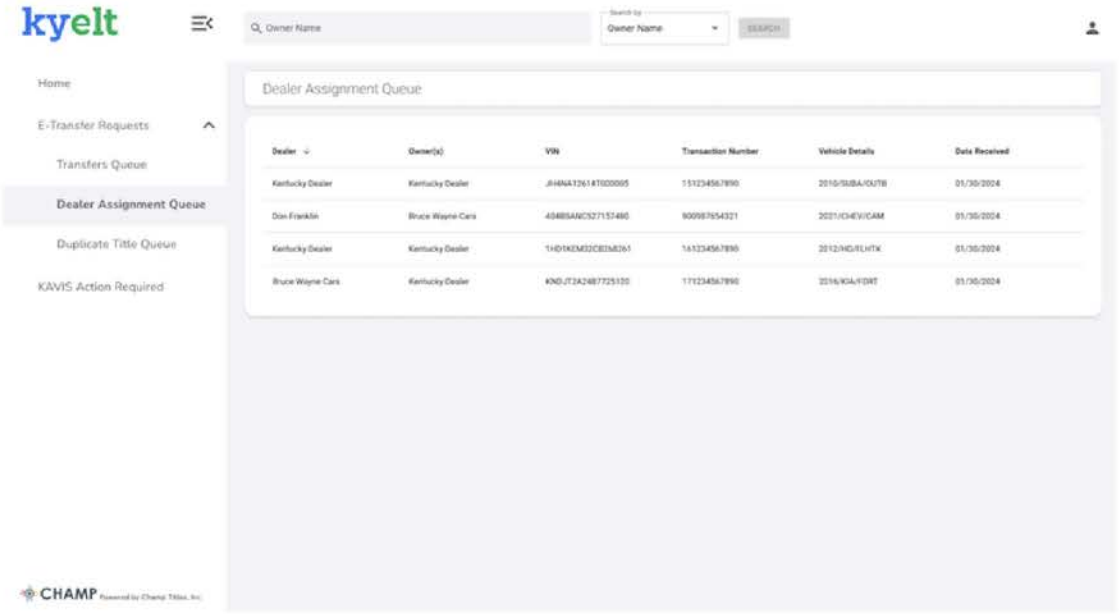
Once you are in the queue, click Refresh to load your personal work queue with work requests.



The work requests that populate are now assigned to you and will not be accessed by others. Click on the the work request to to begin processing.

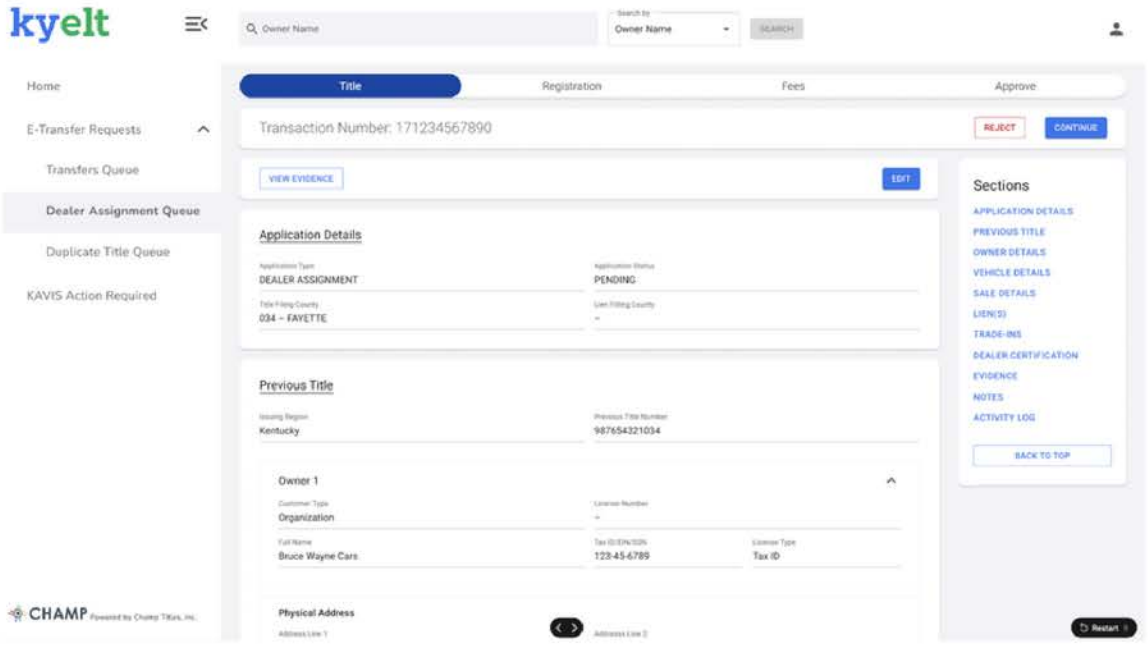
- The system automatically populates the list beginning with the oldest work request
- Users can sort work requests by Dealer by clicking on the arrow at the top of the column
- Work requests will be removed/unassigned upon logging out of kyelt



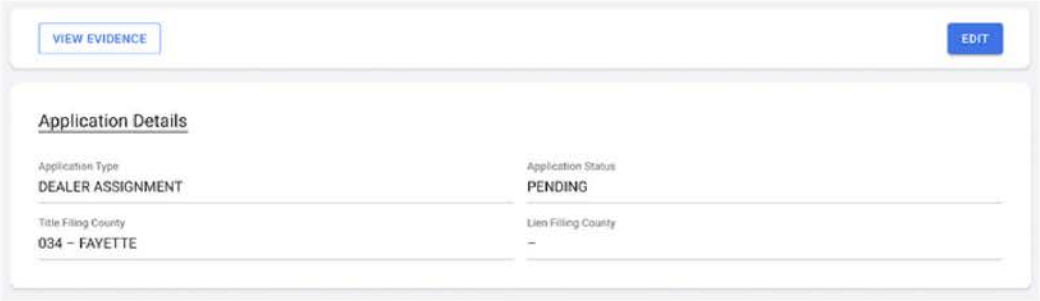
Title Page

The title page and is comprised of the sections listed below. Please see section details on the following pages.

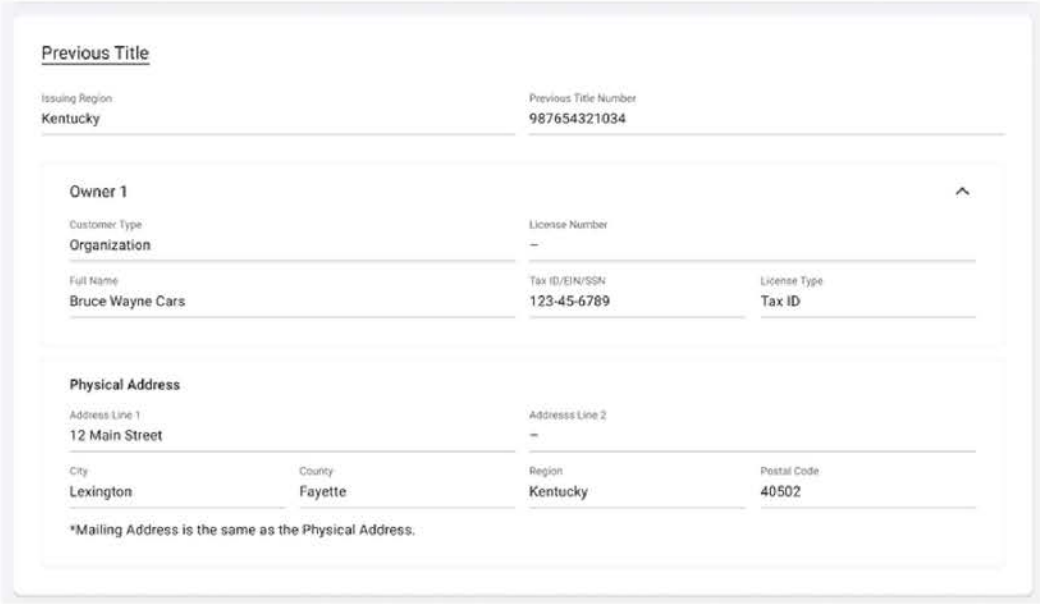
- Application Details
- Previous Title
- Owner Details
- Vehicle Details
- Sale Details
- Lien(s)
- Trade-Ins
- Dealer Certification
- Evidence
- Notes
- Activity Log



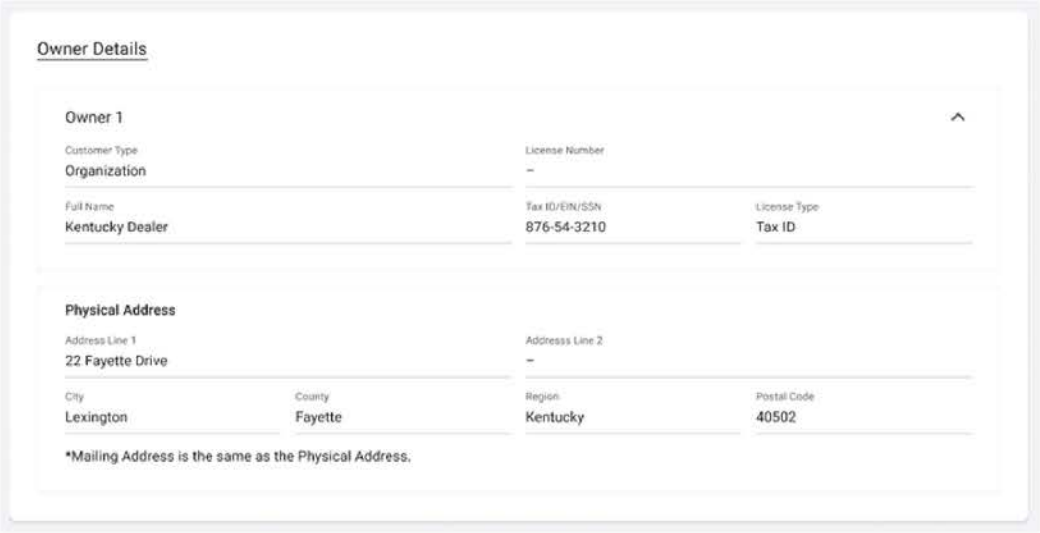
Application Details and Evidence Access



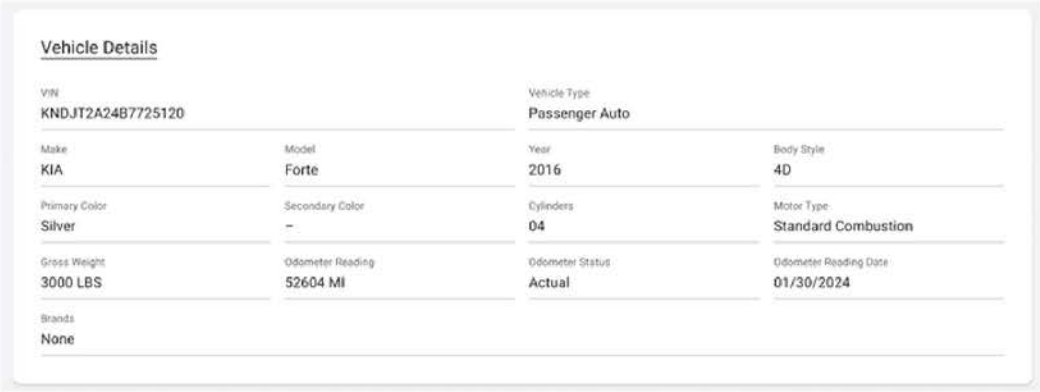
Previous Title



Owner Details

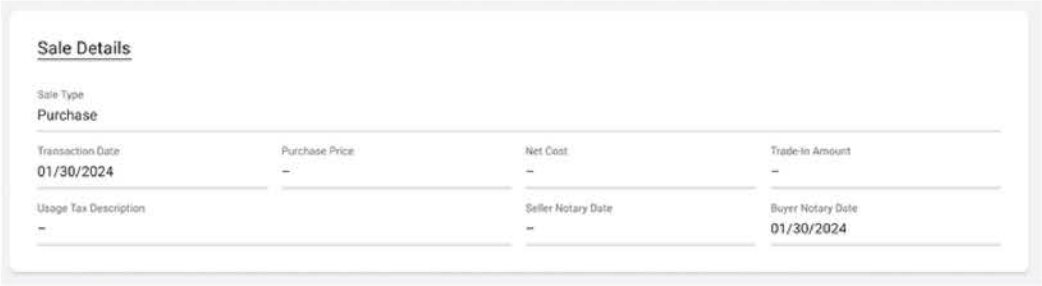


Vehicle Details



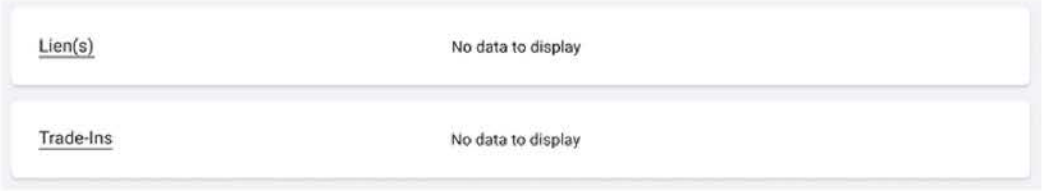
Sale Details

This section will be empty for Dealer Assignment work requests.

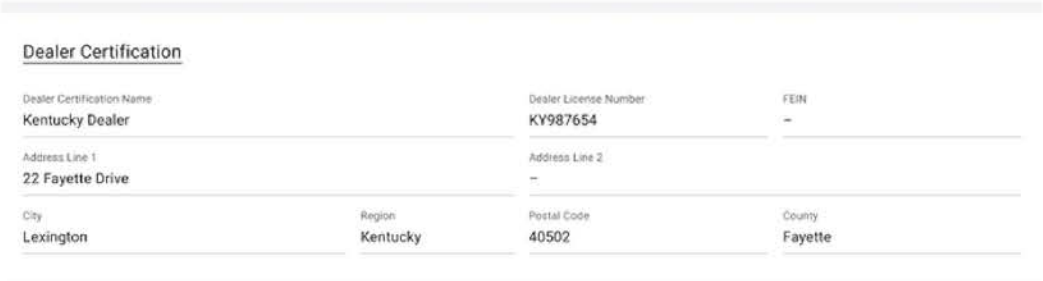


Lien(s) and Trade-Ins

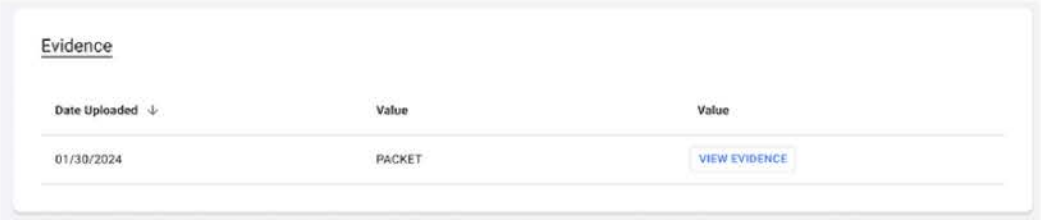
These sections will be empty for Dealer Assignment work requests.



Dealer Certification

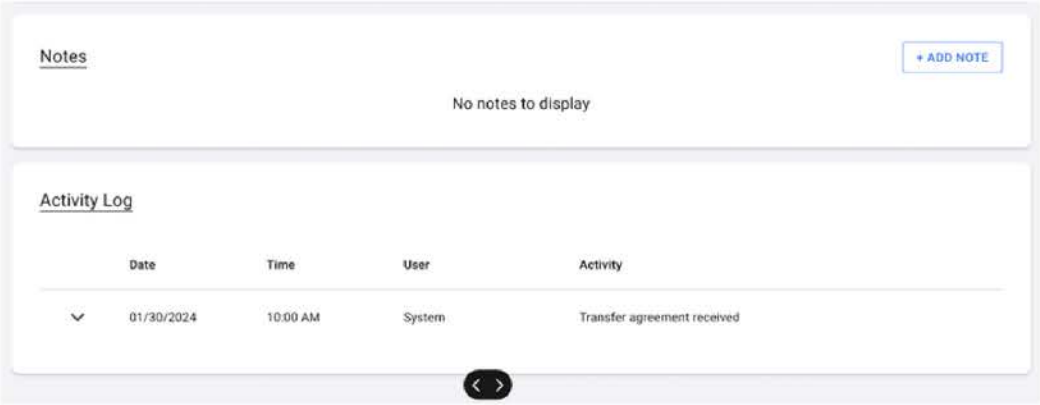


Evidence



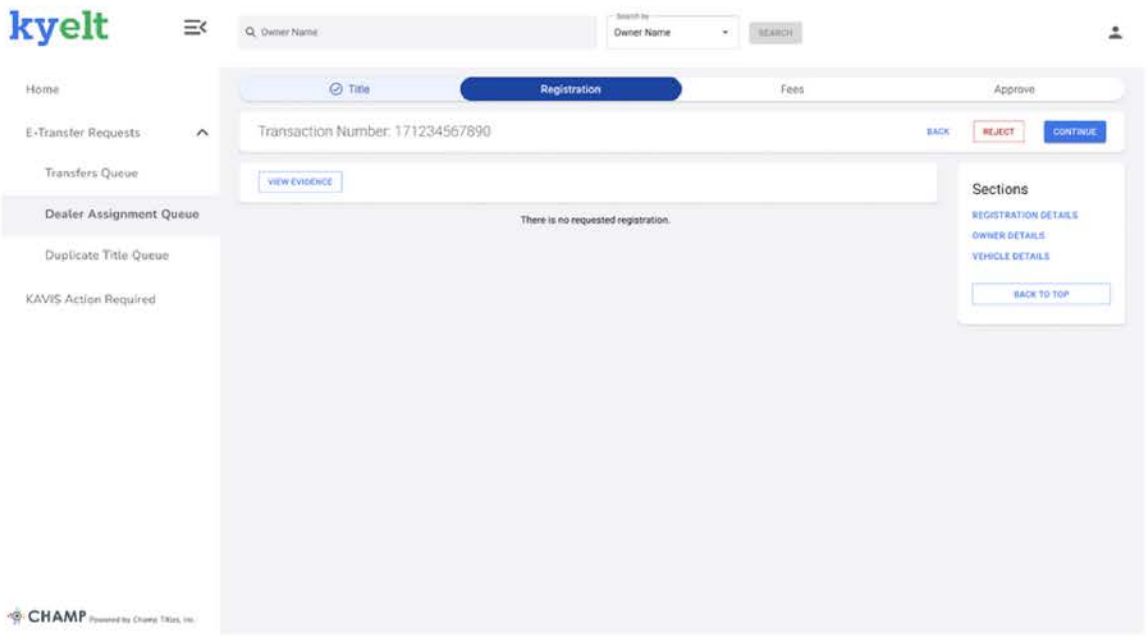
Notes and Activity Log

Activity Logs will provide a history of all actions taken for the specific work request, including Date, Time, User, and Activity.



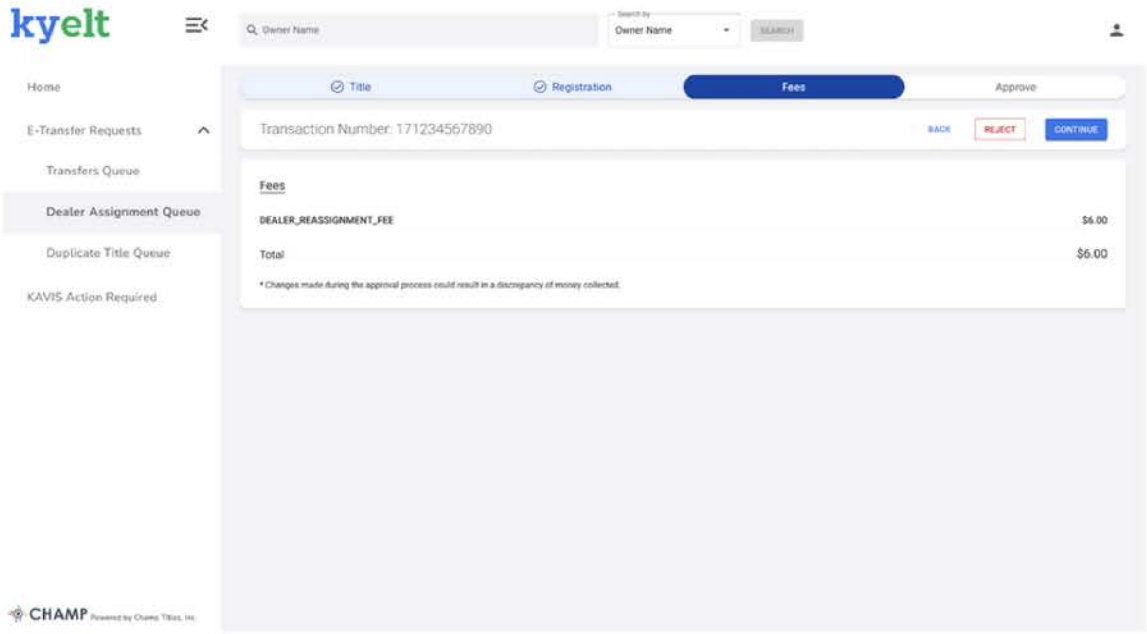
Registration Page

Because this transaction is simply requesting a dealer reassignment, no registration information will be populated on this page.



Fees Page

Fees are automatically calculated by kyet and dealers pay via ACH draft, which is triggered upon completion of the work request.

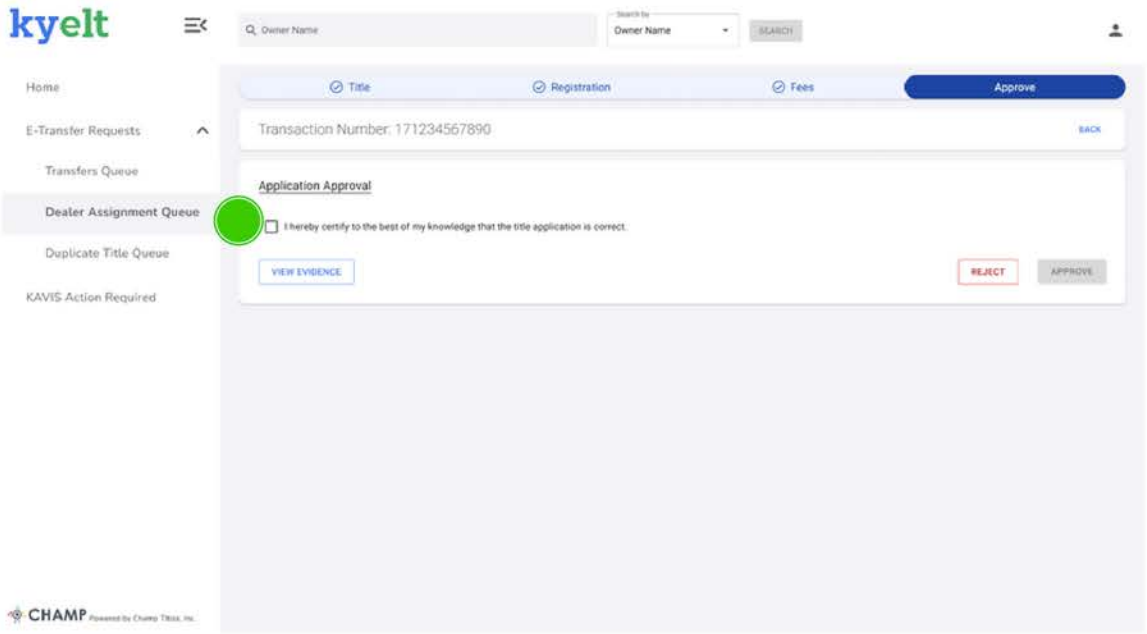


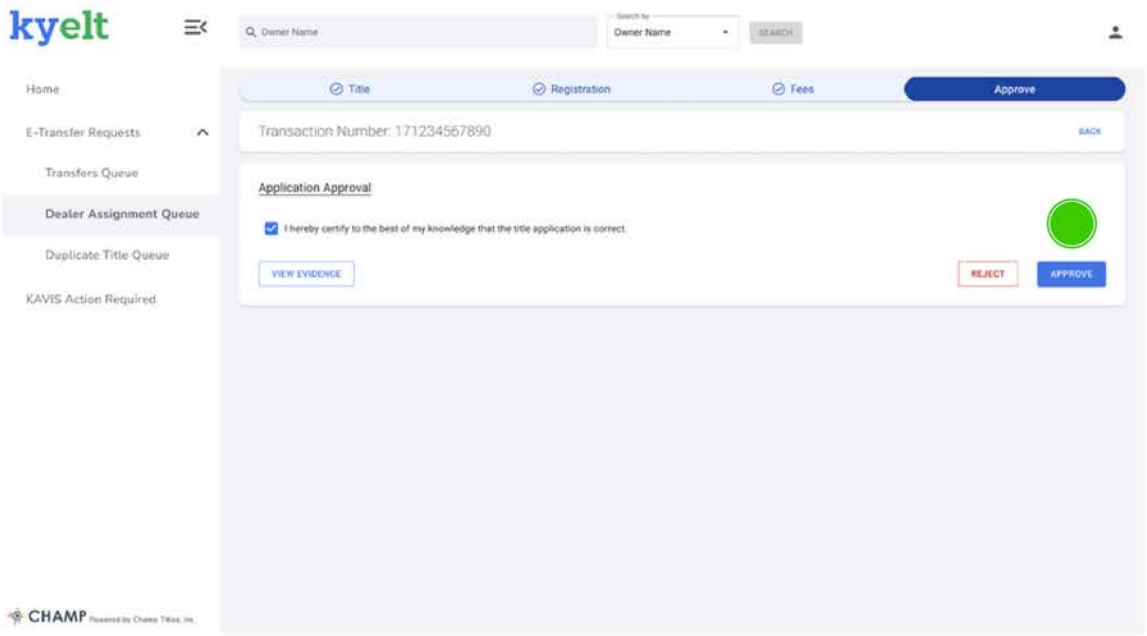
Approve Page

After fully reviewing the work request and evidence you will either approve the request, or reject the request.

Approve Steps:

1) Select the box to verify that all information contained in the file is accurate
2) Click the Approve button

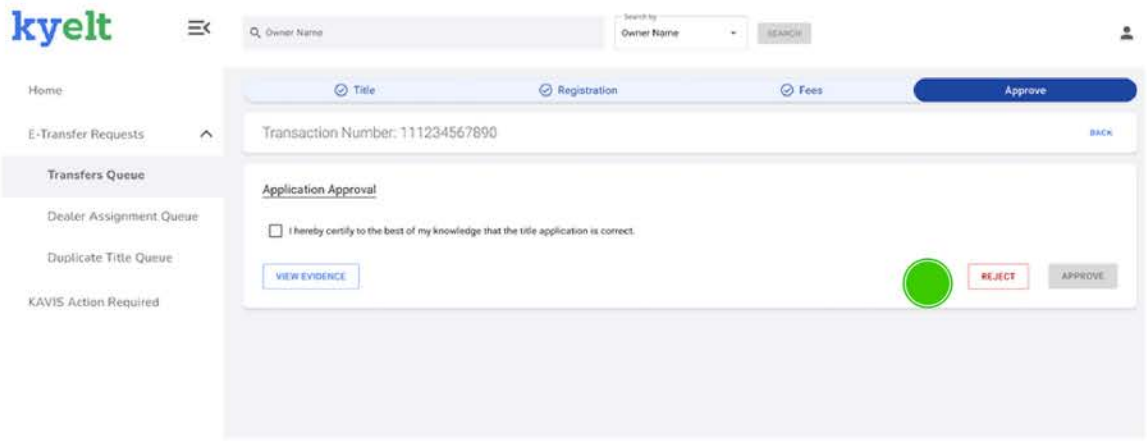


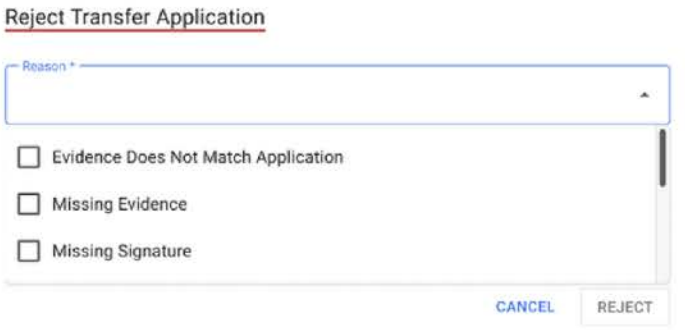


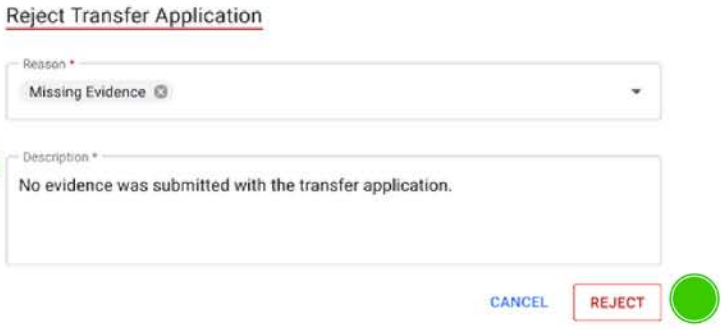
Reject Steps:

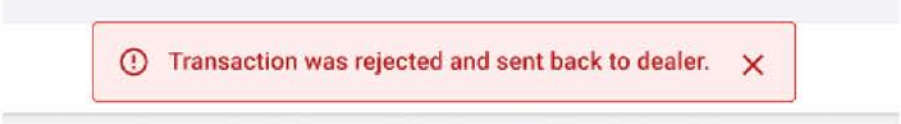
1) Select the Reject button
2) Select the Reason from the drop-down list
3) Add Description
4) Click Reject button

The system will generate a message indicating that the transaction has been sent back to the dealer for corrections and resubmission.









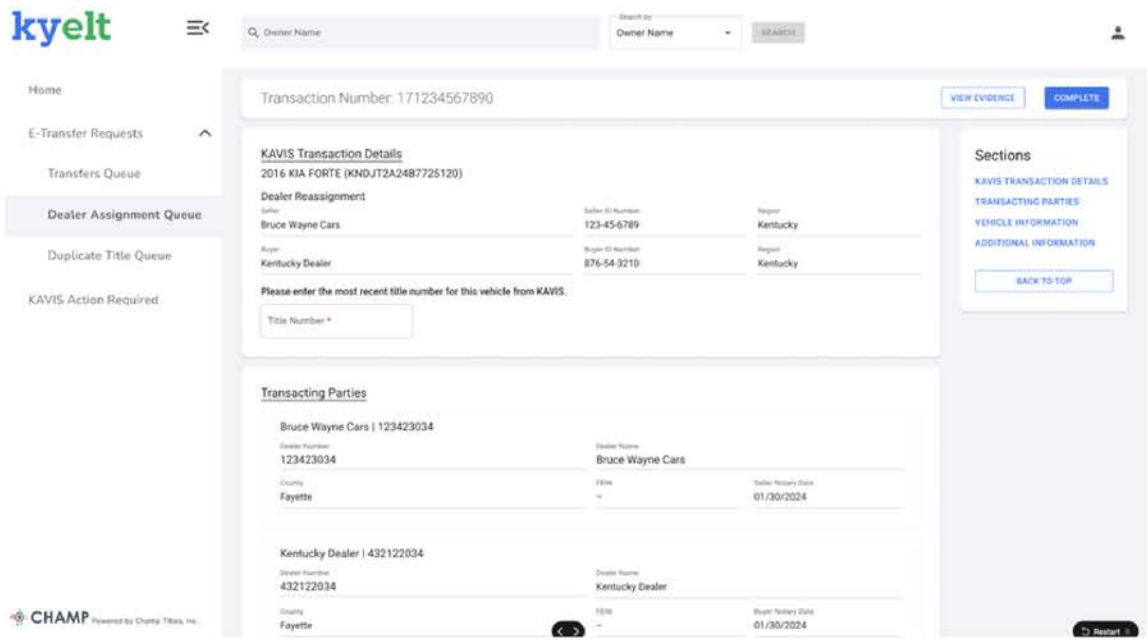
KAVIS Dual Entry Page

This step is temporary, and will be eliminated with the CHAMP/KAVIS API integration.

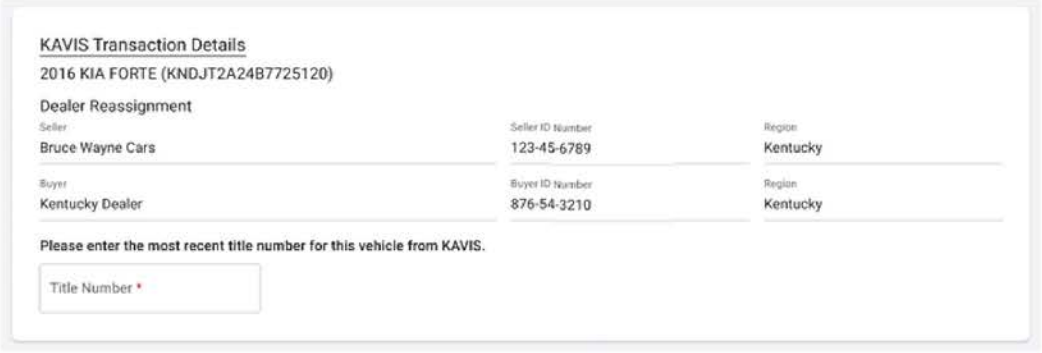
The information needed to process the Duplicate Title Request in KAVIS is located on the last page of the kyelt process.

Sections:

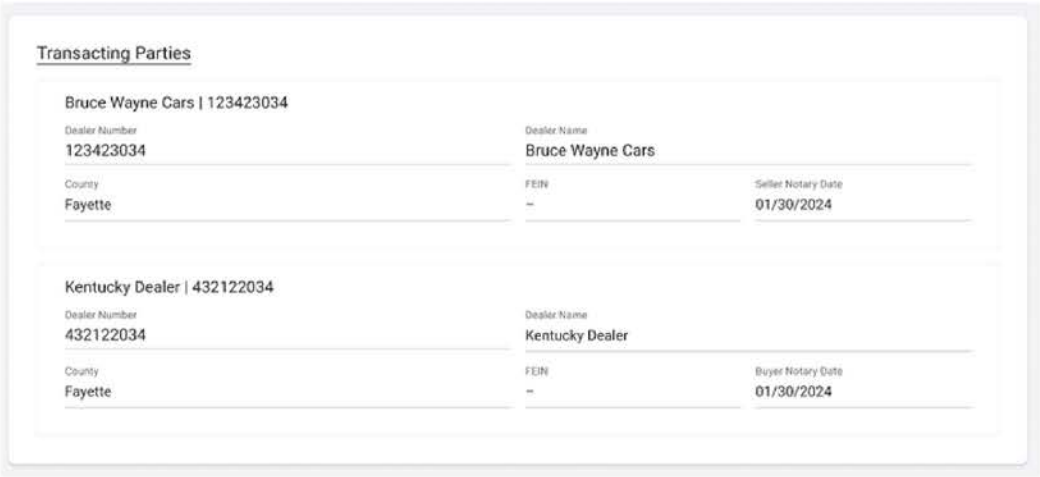
- KAVIS Transaction Details
- Transacting Parties
- Vehicle Information
- Additional Information



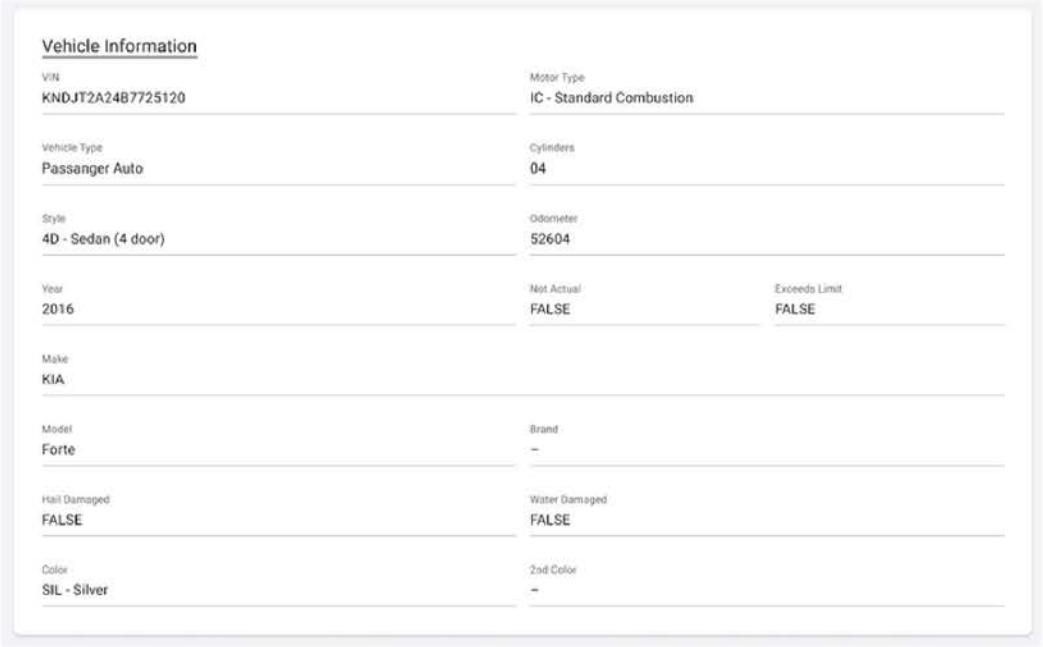
KAVIS Transaction Details



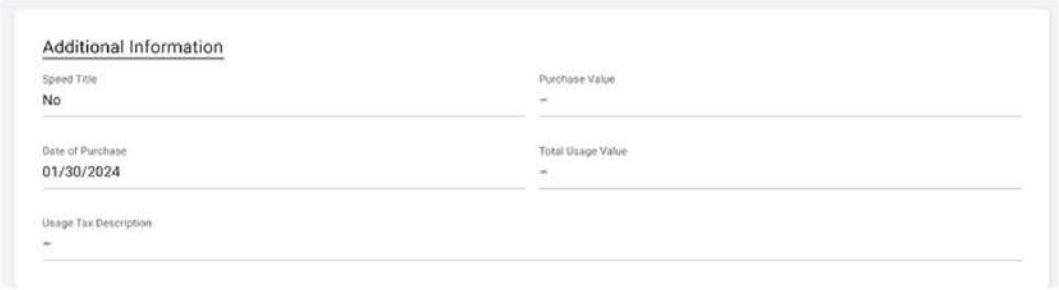
Transacting Parties



Vehicle Information



Additional Information

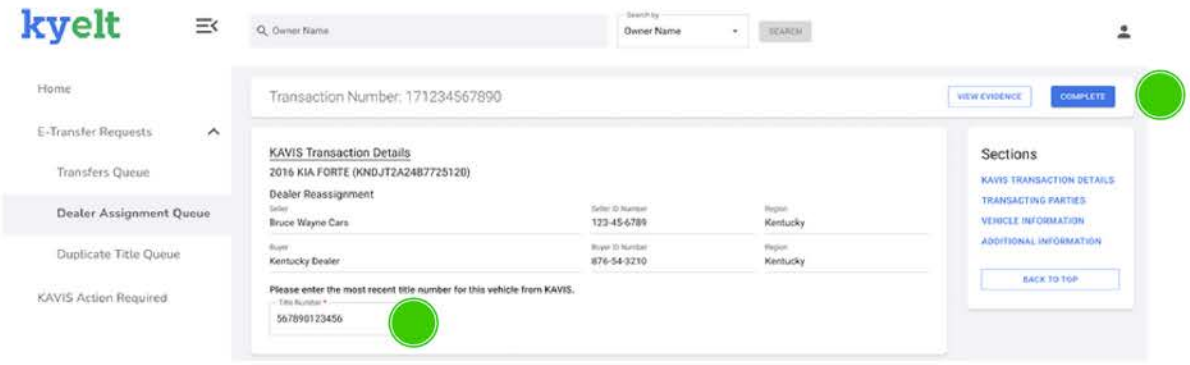


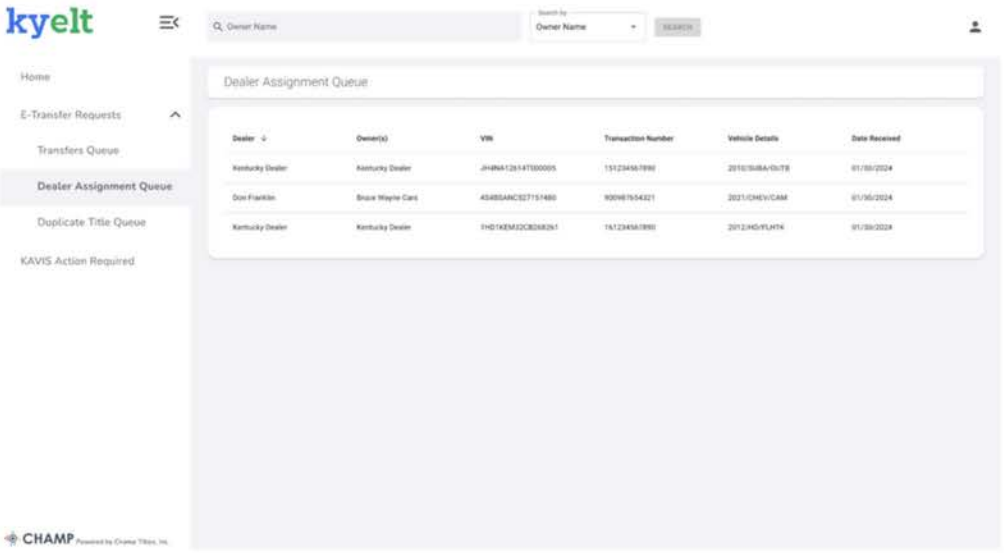
Complete Work Request

Once all of the information has been entered into KAVIS you will return to kyelt to process the work request.

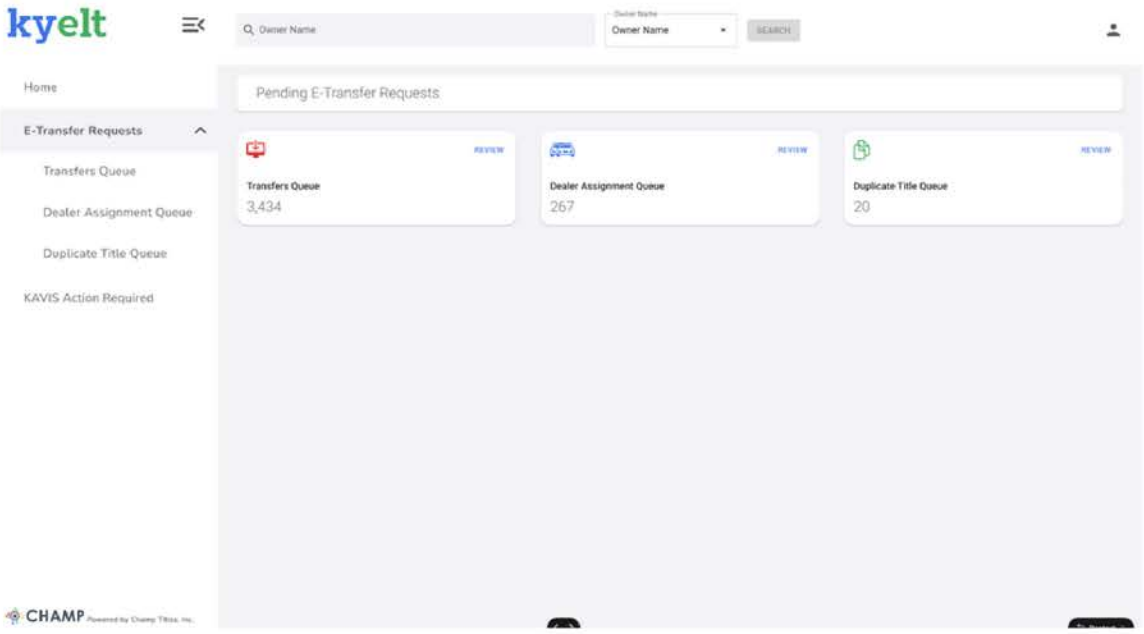
1) Enter the Title Number in the required field
2) Select Complete

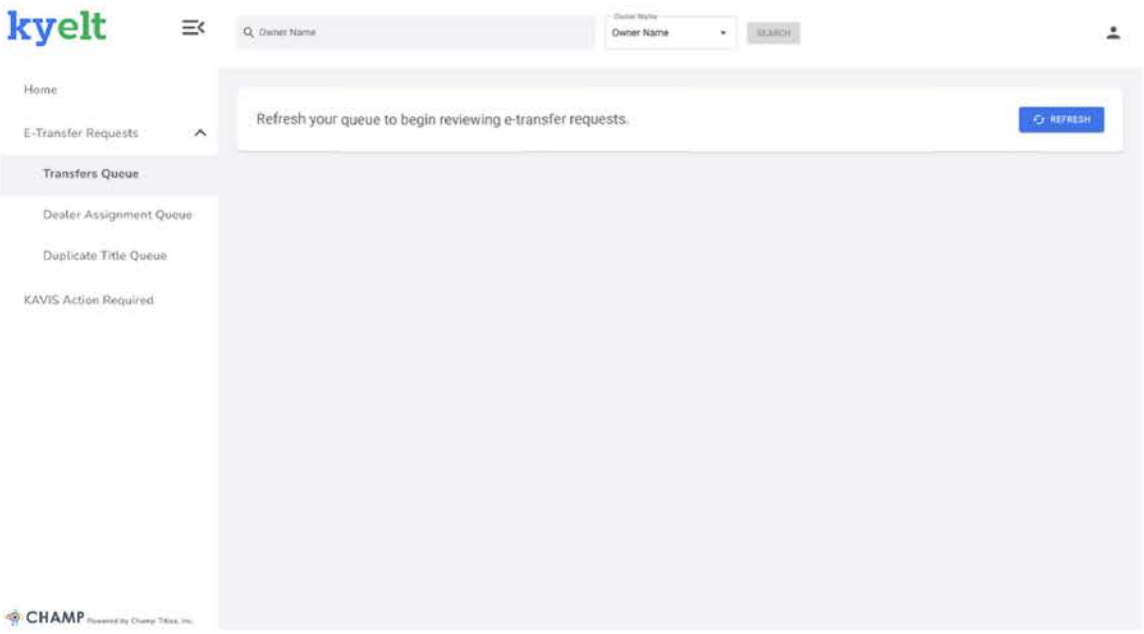
Once you complete the work request you will be returned to the work queue.





NO LIEN
NEW VEHICLE PURCHASE





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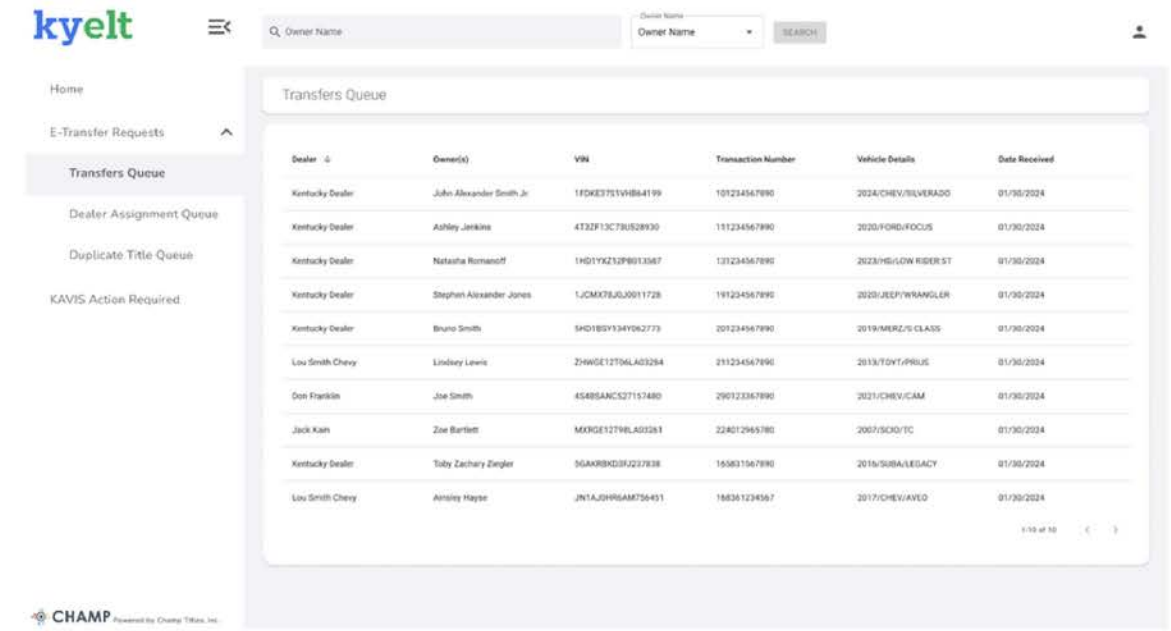

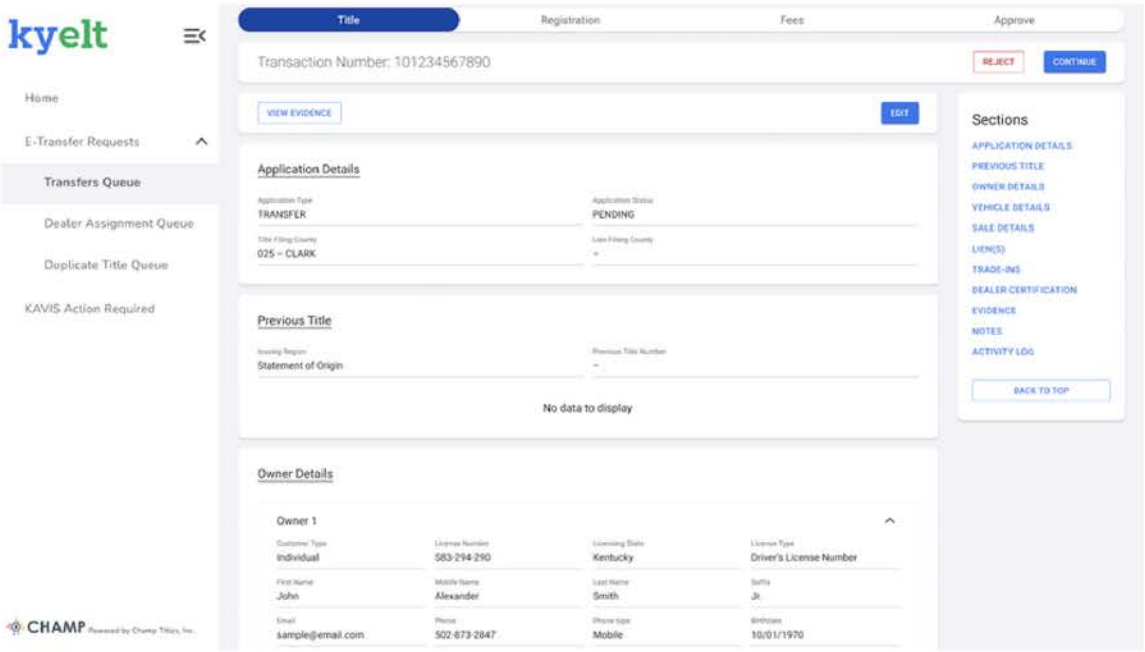

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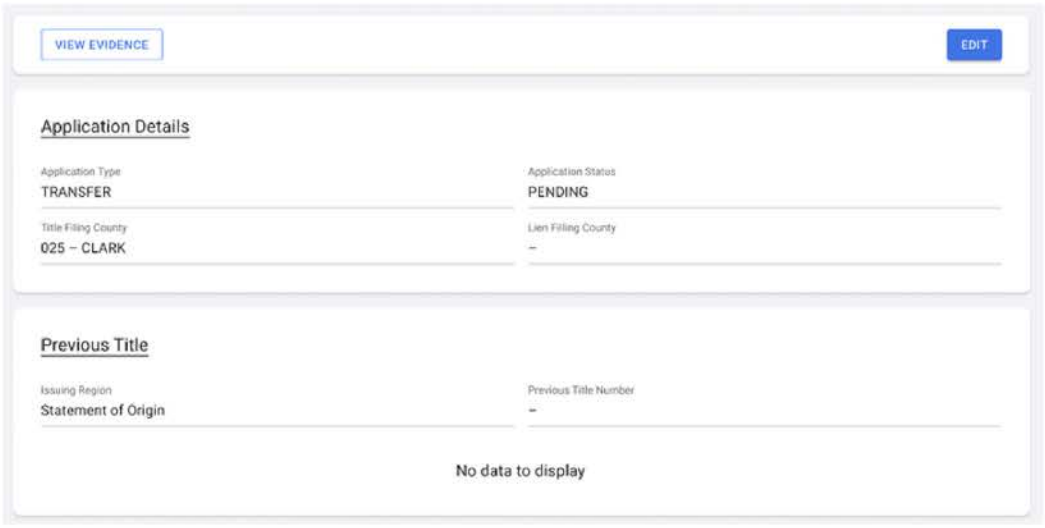

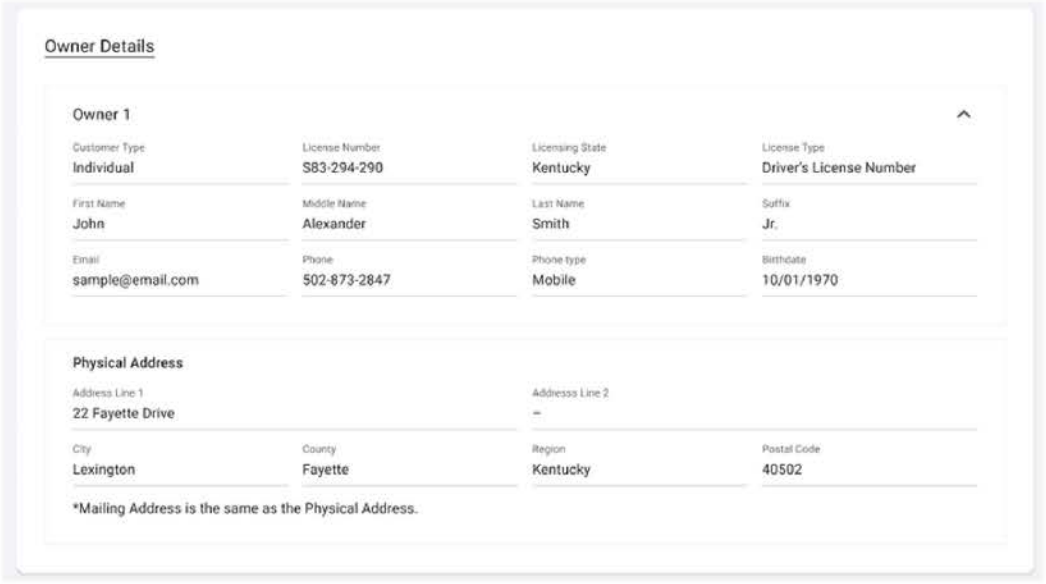

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Vehicle Details

VIN 1FDKE37S1VHB64199		Vehicle Type Passenger Auto	
Make CHEV	Model Silverado	Year 2024	Body Style PK
Primary Color Red	Secondary Color Black	Cylinders 6	Motor Type IC
Gross Weight 4500 LBS	Odometer Reading 15 MI	Odometer Status Actual	Odometer Reading Date 01/30/2024
Brands None			

Sale Details

Sale Type Purchase			
Transaction Date 01/30/2024	Purchase Price $30,000.00	Net Cost $25,000.00	Trade-In Amount $5,000.00
Usage Tax Description –		Seller Notary Date 01/30/2024	Buyer Notary Date 01/30/2024

Lien(s)

No data to display

Trade-Ins

Trade-In 1

VIN 1FTRF12298KC89504		Vehicle Type Passanger Auto	
Year 2010	Make TOYT	Model Corolla	Amount $5,000.00

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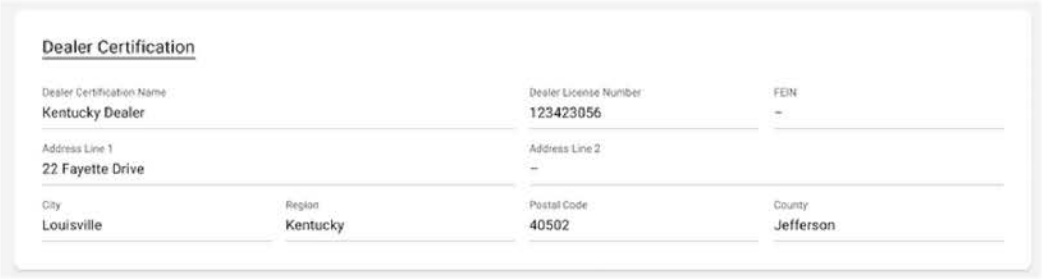

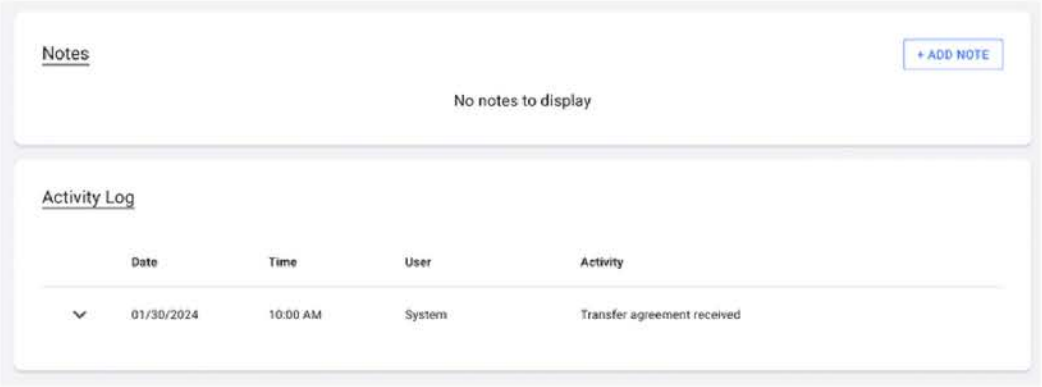

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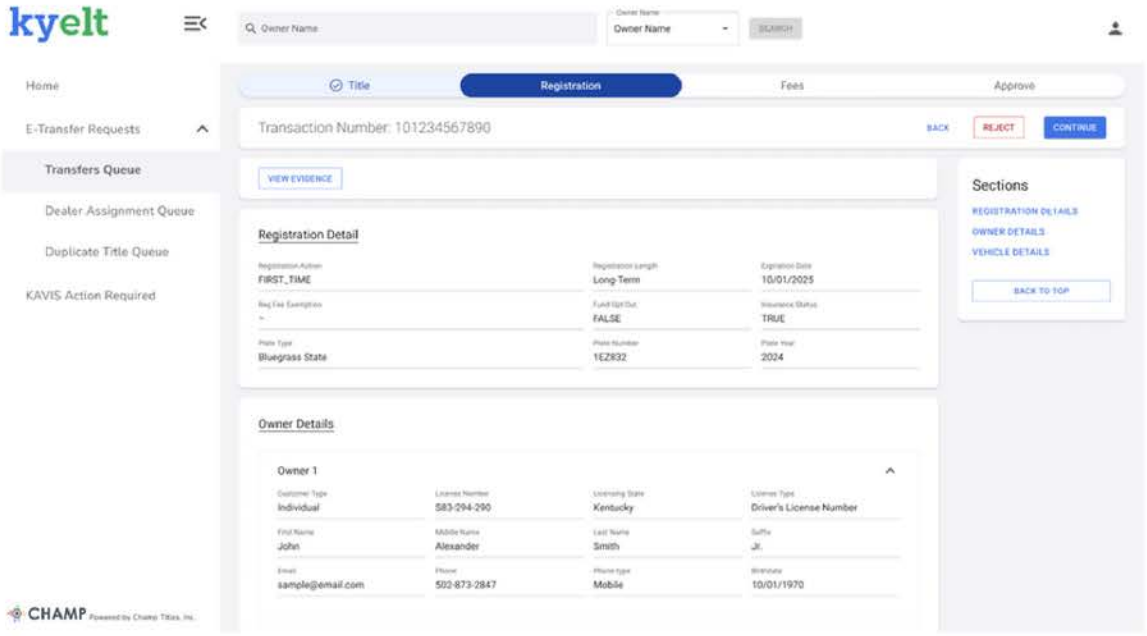

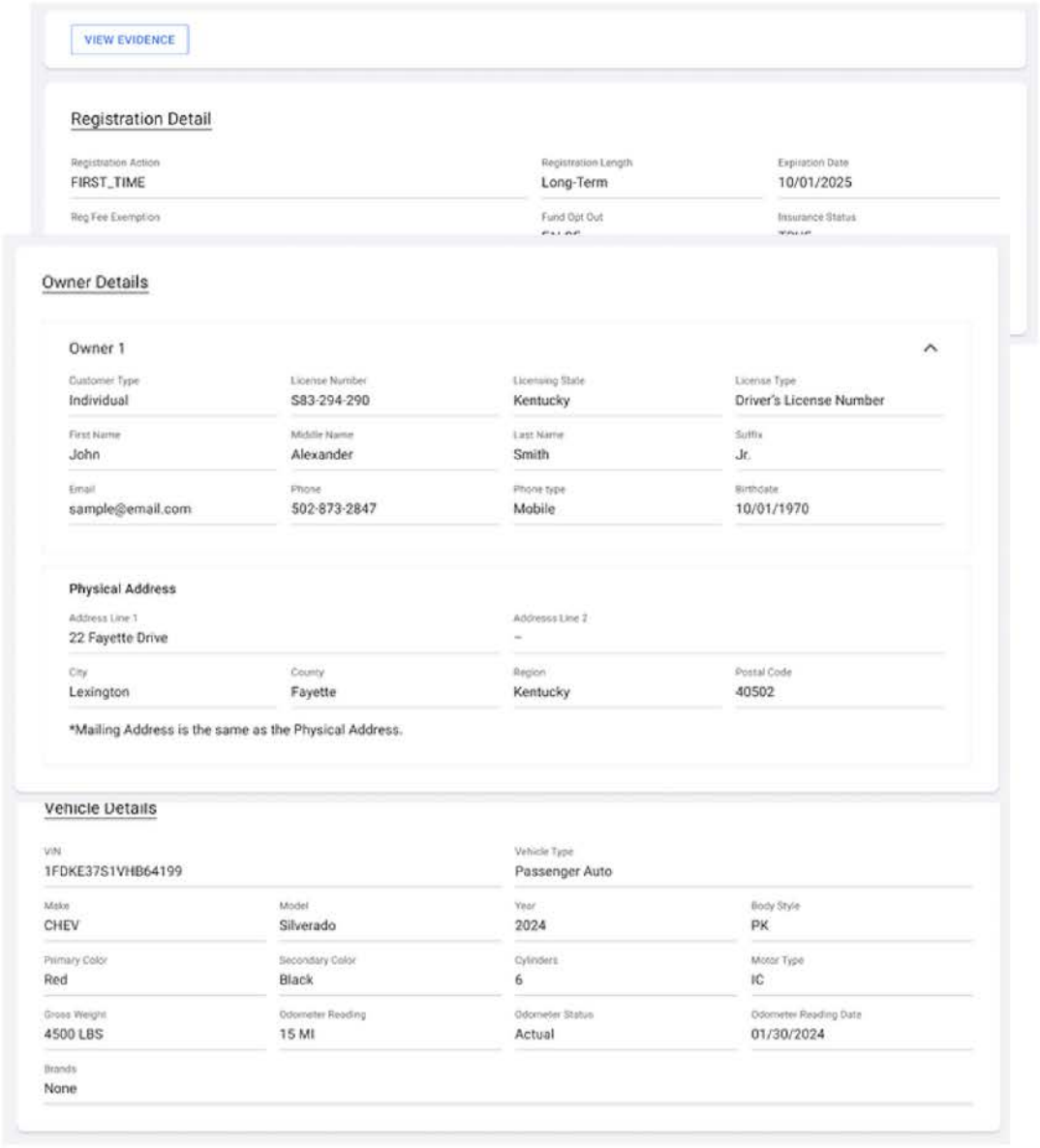

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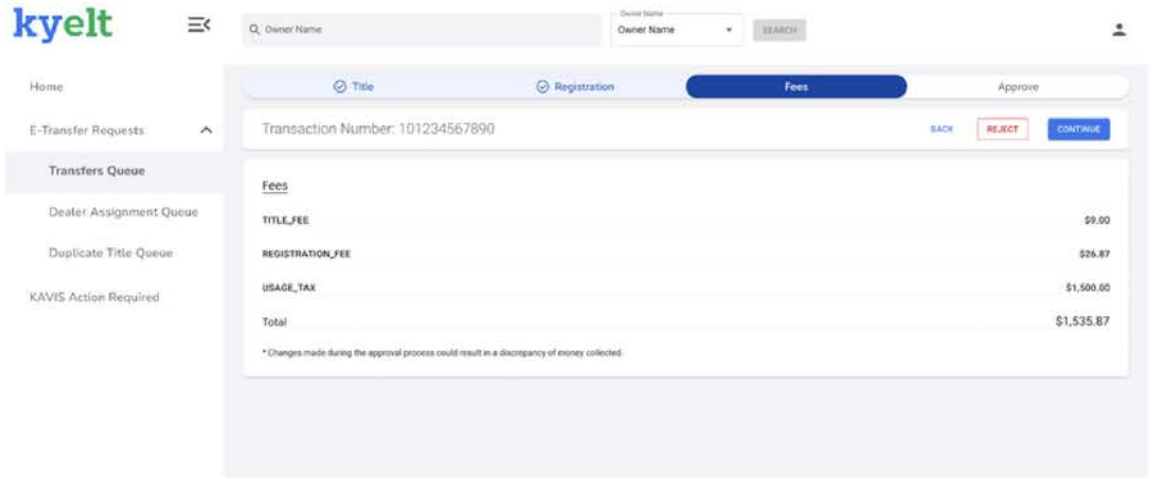

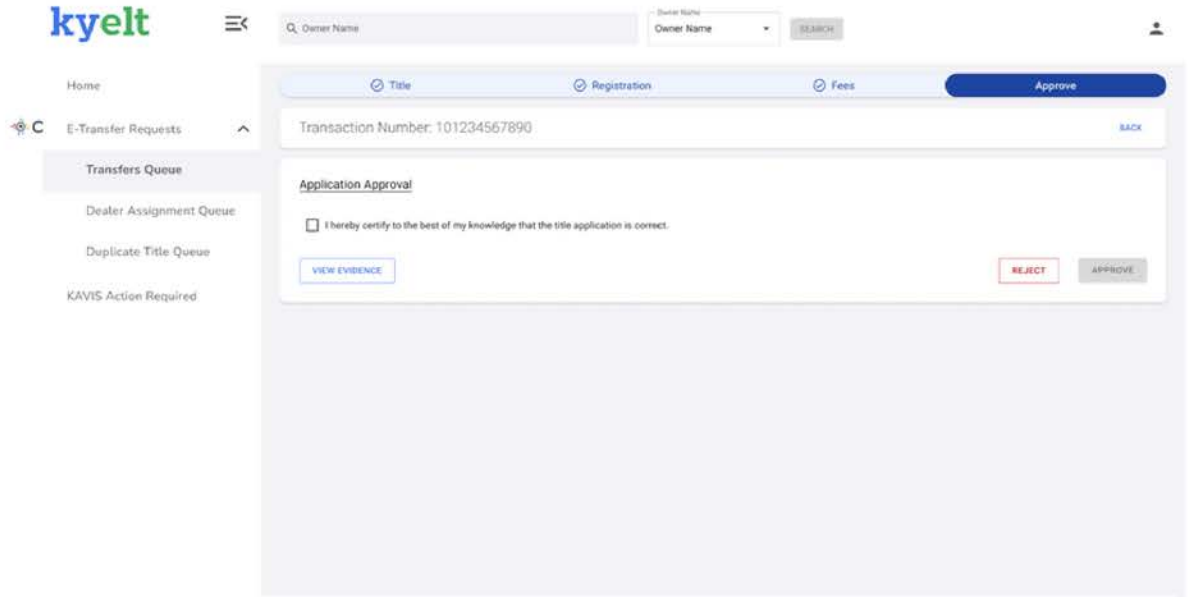

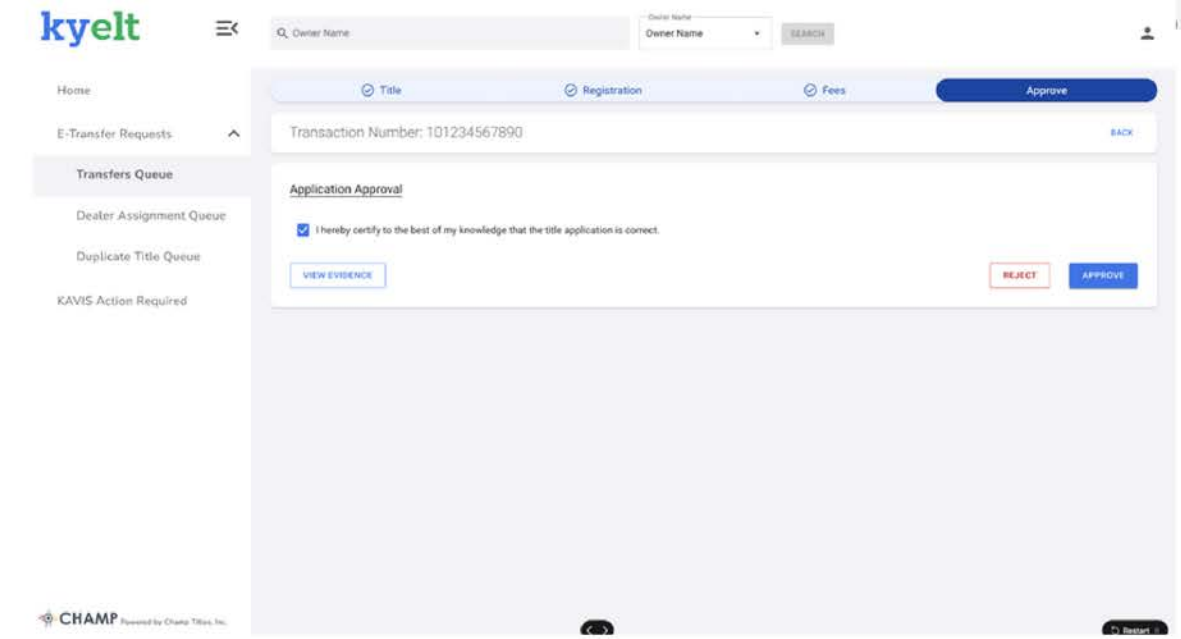

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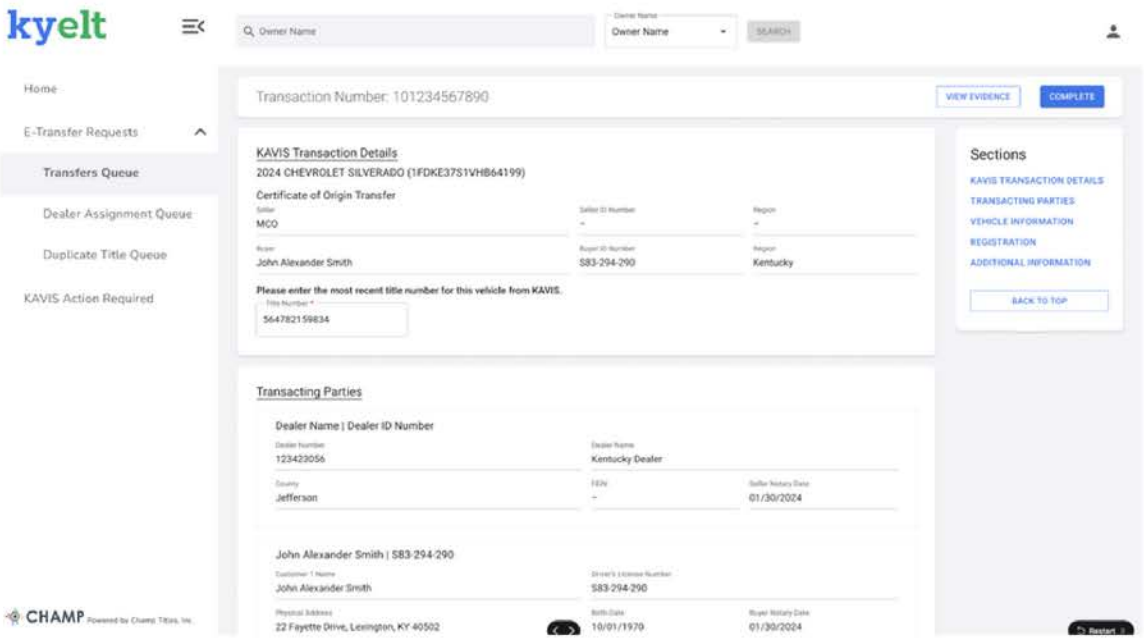

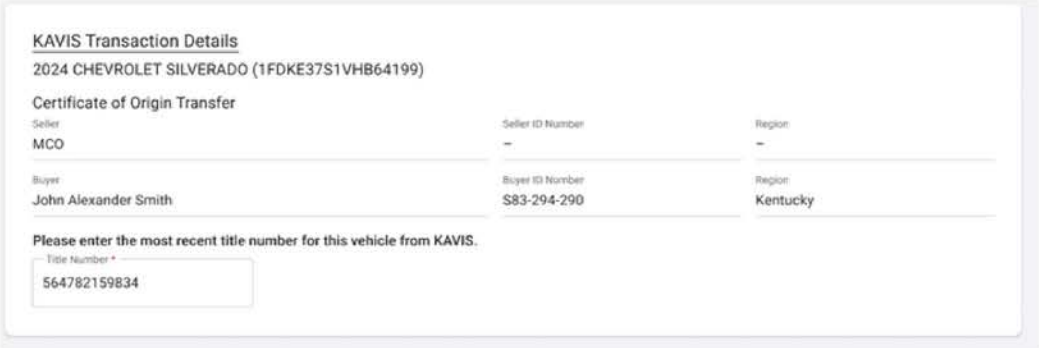

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KAVIS Transaction Details

2024 CHEVROLET SILVERADO (1FDKE37S1VHB64199)

Certificate of Origin Transfer

Seller	Seller ID Number	Region
MCO	–	–

Buyer	Buyer ID Number	Region
John Alexander Smith	S83-294-290	Kentucky

Please enter the most recent title number for this vehicle from KAVIS.

Title Number *

Transacting Parties

Dealer Name | Dealer ID Number

Dealer Number	Dealer Name	
123423056	Kentucky Dealer	
County	**FEIN**	**Seller Notary Date**
Jefferson	–	01/30/2024

John Alexander Smith | S83-294-290

Customer 1 Name	Driver's License Number	
John Alexander Smith	S83-294-290	
Physical Address	**Birth Date**	**Buyer Notary Date**
22 Fayette Drive, Lexington, KY 40502	10/01/1970	01/30/2024

Vehicle Information

VIN	Motor Type	
1FDKE37S1VHB64199	IC	
Vehicle Type	**Cylinders**	
Passanger Auto	6	
Style	**Odometer**	
PK	15	
Year	**Not Actual**	**Exceeds Limit**
2024	FALSE	FALSE

Make		
CHEV		
Model	**Brand**	
Silverado	–	
Hail Damaged	**Water Damaged**	
FALSE	FALSE	
Color	**2nd Color**	
Red	Black	

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Registration

Registration Type
–

Registration Action
FIRST_TIME

Expiration Date
10/01/2025

Gross Weight
4500

Registration Length
Long_Term

Registration Exemption
–

Plate Type
Bluegrass State

Plate #
1EZ832

Plate Year
2024

Additional Information

Speed Title
FALSE

Purchase Value
$30,000.00

Date of Purchase
01/30/2024

Total Usage Value
$25,000.00

Usage Tax Description
–

KAVIS Transaction Details

2024 CHEVROLET SILVERADO (1FDKE37S1VHB64199)

Certificate of Origin Transfer

Seller
MCO

Seller ID Number
–

Region
–

Buyer
John Alexander Smith

Buyer ID Number
S83-294-290

Region
Kentucky

Please enter the most recent title number for this vehicle from KAVIS.

Title Number *
564782159834

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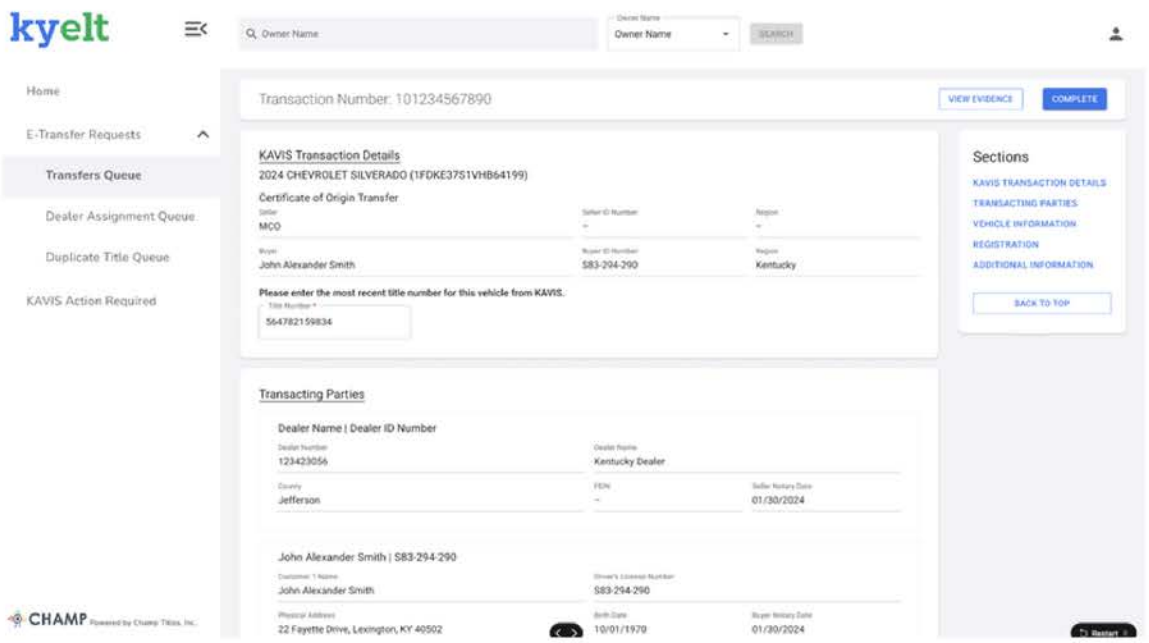

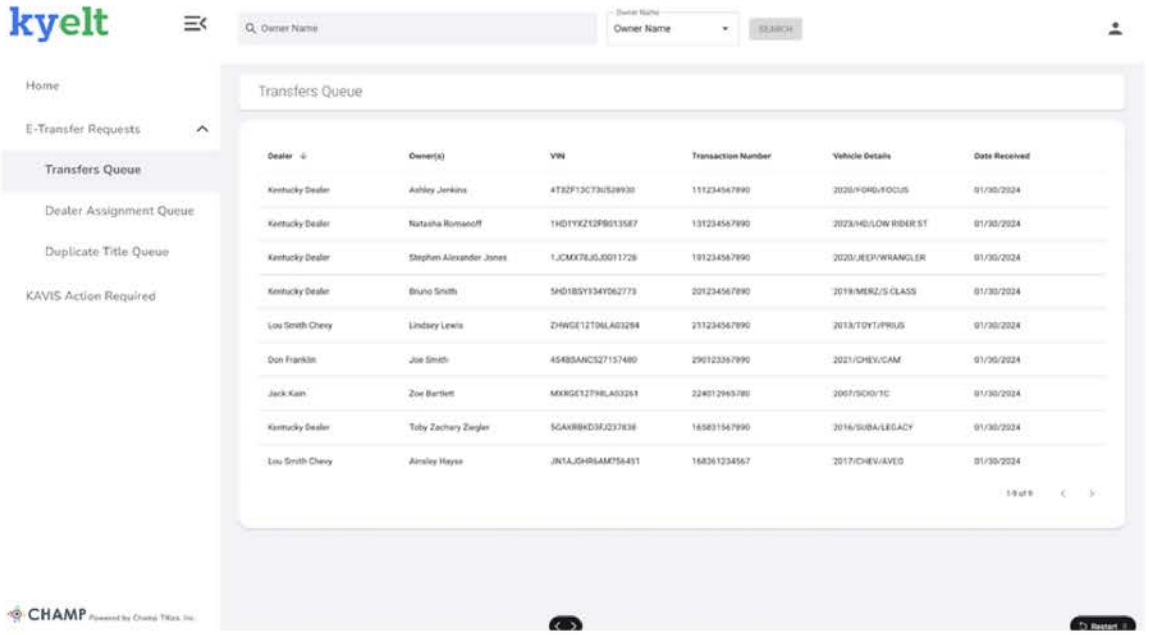

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NO LIEN
USED VEHICLE PURCHASE

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PAPER LIEN

Full = EAP County

Lien County

Dealer County

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LIEN COUNTY ACTION

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(216) 423 - 6163

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