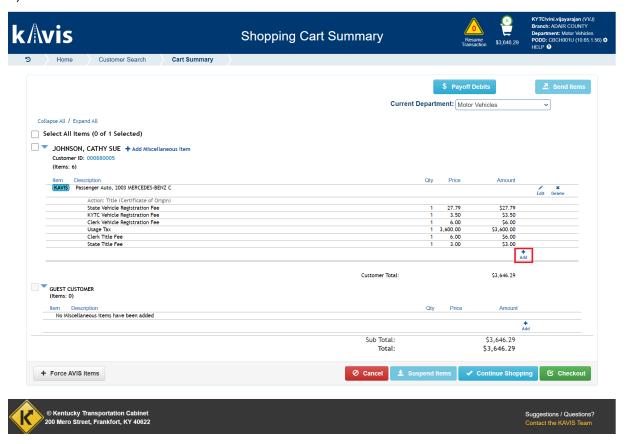


Adding EV and HV fees in KAVIS

This guide demonstrates how to add EV, HV fees for vehicles in KAVIS.

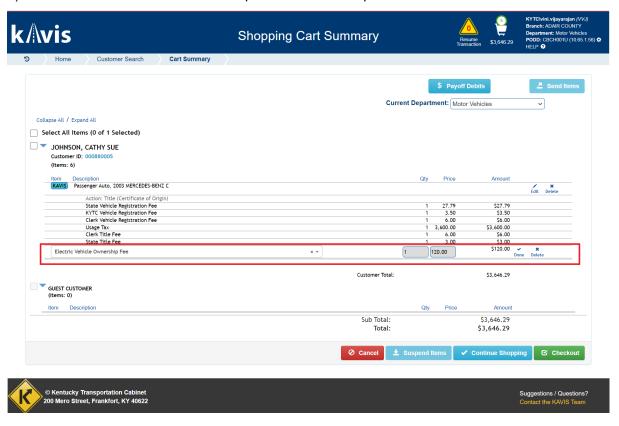
EV/HV Fees

- 1) When registering an Electric Vehicle, Hybrid Vehicle or Electric Motorcycle, KAVIS will need to collect EV or HV fees per House Bill 360.
- 2) Clerk will need to add these fees in the Shopping as a miscellaneous item for KAVIS January release.
- 3) The fees can be added under a Customer Name or under a Guest Customer.
- 4) To add under a Customer Name from the Shopping Cart
 - a) Select '+ Add' icon under the Customer.

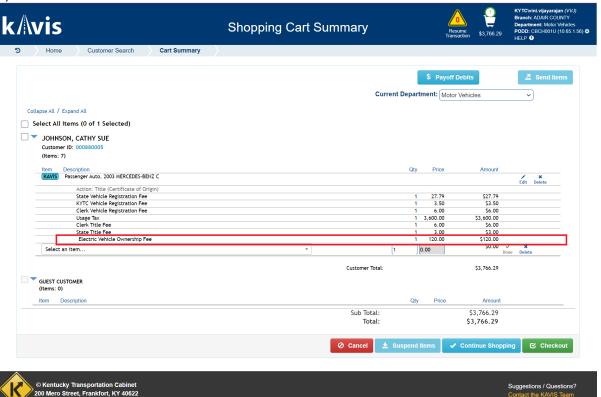




b) Choose 'Electric Vehicle Ownership Fee' from the dropdown list.



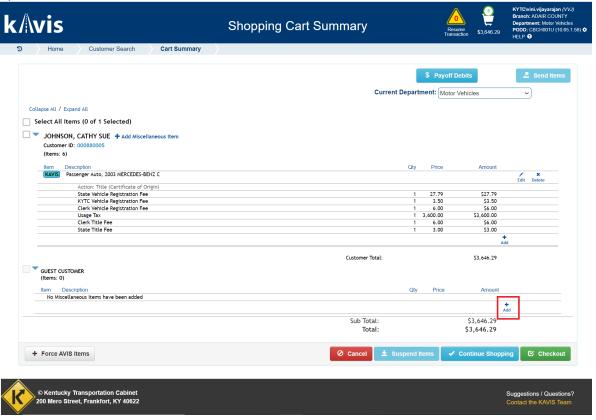
c) Select 'Done' once the item has been chosen.



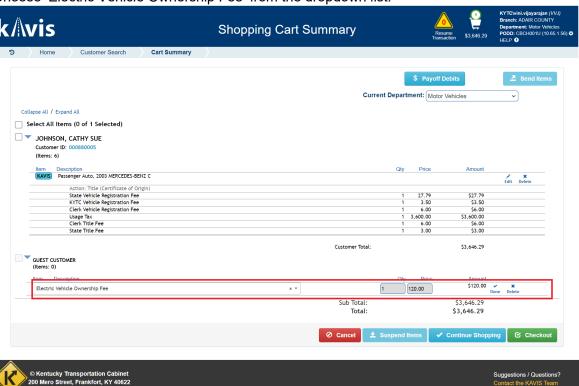


5. To add the fees under a Guest Customer

a) Select '+ Add' under Guest Customer.



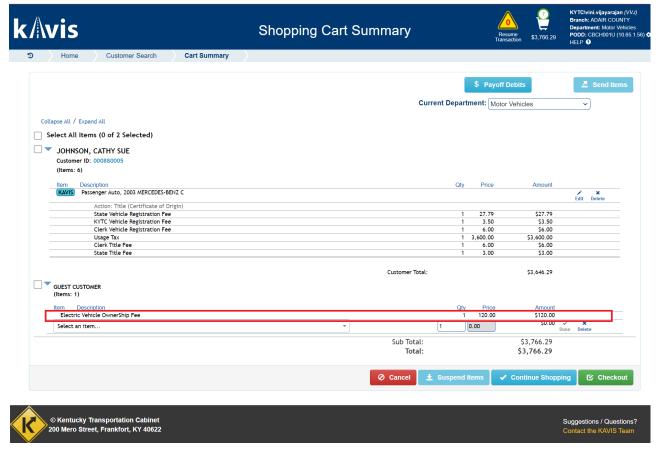
b) Choose 'Electric Vehicle Ownership Fee' from the dropdown list.



Suggestions / Questions? Contact the KAVIS Team



c) Select 'Done' to finalize the item.



6. Checkout the transaction as any other transaction.