

This guide demonstrates how a Leased Vehicle will display, and how to add, remove or modify lessee(s) on a title or during New Title Application flow.

Leased Vehicle from Customer Account Page

Lessor Customer Account Page

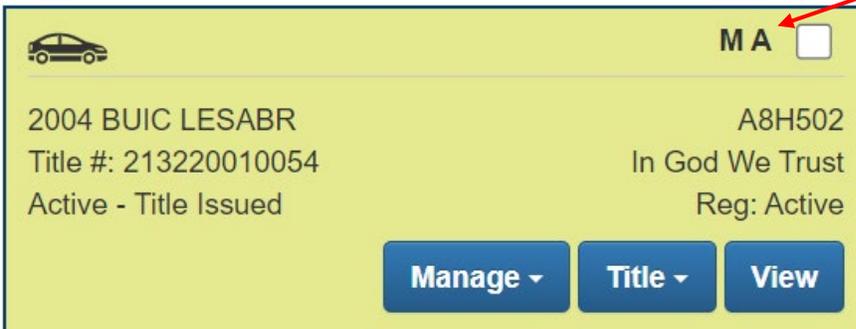
1. Search for a Customer who has vehicles leased out to other Customers.
2. On the Customer Account page, for the vehicles that have lessee(s) on them would have an extra indicator 'A' to indicate the presence of Lessee(s).
3. The Vehicle tile would be in 'Yellow' color.



Denotes presence of Lessee(s)

Lessee Customer Account Page

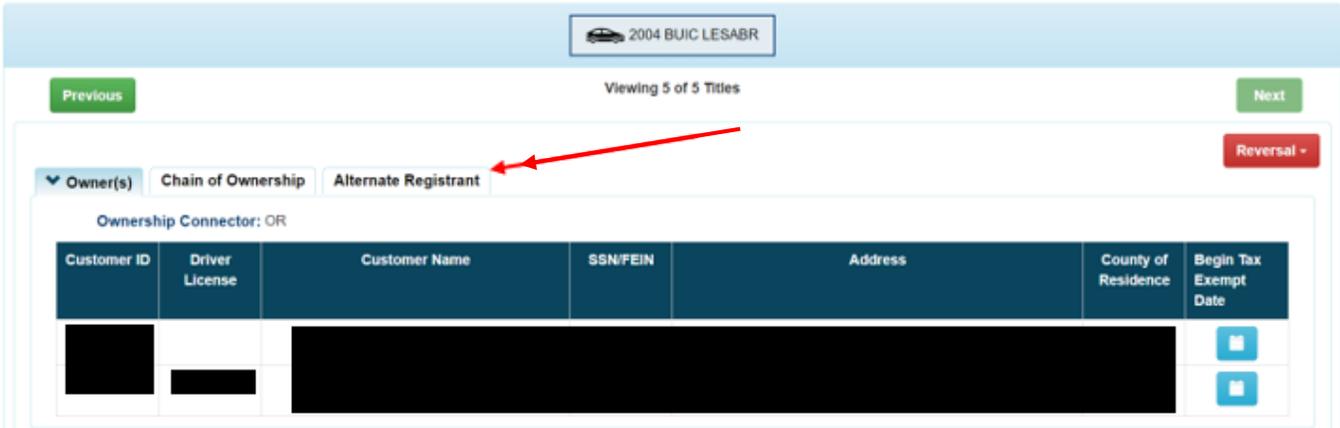
1. Search for a Customer who has leased a vehicle from another Customer.
2. On the Customer Account page, for the vehicle tile leased from a Leasing Company would have an indicator 'A'; to indicate the presence of Lessee(s).
3. The Vehicle tile would be in 'Yellow' color.



Denotes presence of Lessee

Leased Vehicle from Vehicle Summary Page

1. Search for a Vehicle which has lessee(s). On the Vehicle Summary Page, there will be a new subsection 'Alternate Registrant' near to the section 'Chain of Ownership'.
2. On the 'Alternate Registrant' subsection, KAVIS will display the lessee(s) associated with Vehicle.

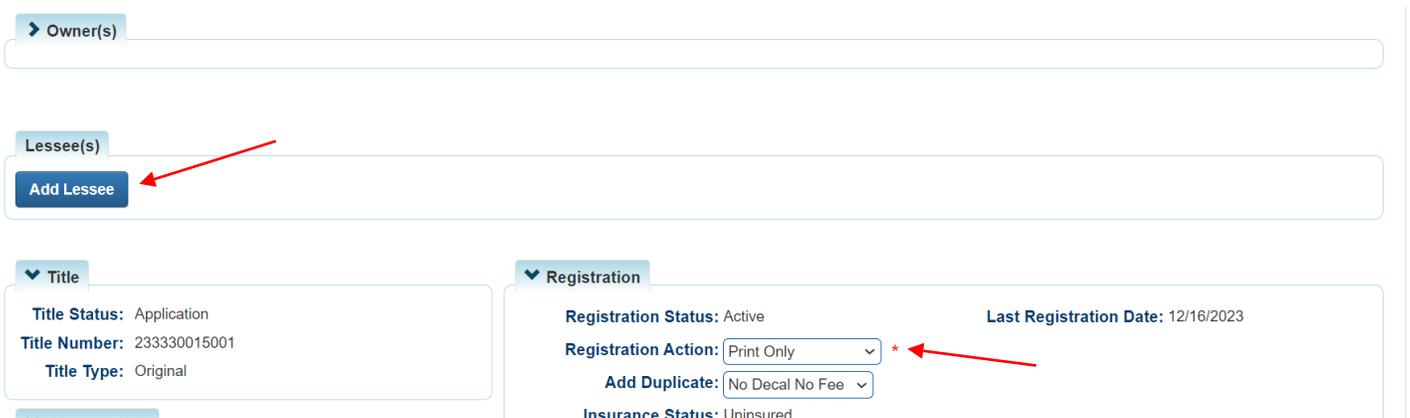


3. On the 'Alternate Registrant' page, we can edit the lessee's information using 'Edit' button.



Adding Lessee(s) on an existing Title

1. Choose manage action 'Print Only' for the Title and choose 'Add Lessee' in the 'Lessee(s)' section.
2. Search for the customer to be added as lessee from the Customer search overlay.



Removing or Modifying Lessee(s) on a Title

1. Search for a vehicle having a lessee. Choose manage option 'Other' and registration action as 'Print Only'.
2. In 'Lessee(s)' section,
 - a. Select 'Remove' button if a lessee needs to be removed from the title.
 - b. Select 'Remove' button to remove lessee and then select 'Add Lessee' to add new lessee(s) for the vehicle.

Adding Lessee(s) during New Title Application

1. During a New Title Application flow, on Bubble 4 – Buyer Information page select 'Add Lessee' button to add lessee(s) for the title.

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>					<input type="checkbox"/> Remove

Lessee Information

Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
			None		<input type="checkbox"/> Remove



Buyer Notary Date: *

[Add a Buyer](#) [Add Lessee](#)