

## **Temporary Tag Issued to Individuals**

This guide demonstrates the process of issuing single Temporary Tags to Customer Accounts.

1. Click 'Temp. Tag' on the Customer Account page of the customer the Temporary Tag will be issued to navigate to the Temporary Tags page.

Vehicles (2)							
Renew All (2) Renew Selected (0)	Select By Type -			New Title	Pers. Plates	Temp. Tags	to to List View
Filter By: Alerts -							
<del></del>	PM	🚗 \$ ®	M	]			
2023 SUBA FORSTER Title #: 230170340196 Active - Title Issued	E7D116 Unbridled Spirit Reg: Active	2010 HOND CIVIC Title #: 210500760090 Active - Title Issued	E2Y162 Butterfly Reg: Active				
Manage +	Title - View		Manage - Title - View				

- 2. On the Temporary Tags page complete the following fields:
  - a. VIN
  - b. Select an Expiration Date of expiring 1, 7, or 60 days from today's date.
  - c. Enter a Temporary Tag.

Note: The 'Comments' field is optional.

Issue New Temporary Tag	
VIN:	hgtv1231231231 *
Expiration Date:	12/18/2023 (7 days) × *
Tag Number:	A000143 *
Comments:	
	O Cancel 📜 Add To Cart

- After entering the Temporary Tag click/tab away and KAVIS will confirm that the Temporary Tag is available to be issued.
- 4. Click the 'Add To Cart' button to navigate to the Shopping Cart Summary. -
- 5. In the Shopping Cart the item can be removed by clicking the 'Delete' icon.

Select All Items (0 of 1 Selected)					
WYLIE, JAROD + Add Miscellaneous Item					
Customer ID: 015642849					
(Items: 2) (Vehicles: 1)					
Item Description	Qty	Price	Amount		
KAVIS Individual Temporary Tag: A000143 VIN: hgtv12312312312			×		
			Delete		
Clerk Temporary Tag Fee	1	1.00	\$1.00		
State Temporary Tag Fee	1	1.00	\$1.00		
			+		

6. To complete the issuance of the Temporary Tag click Checkout and Finalize the Transaction.