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.

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.

3. 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.

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