

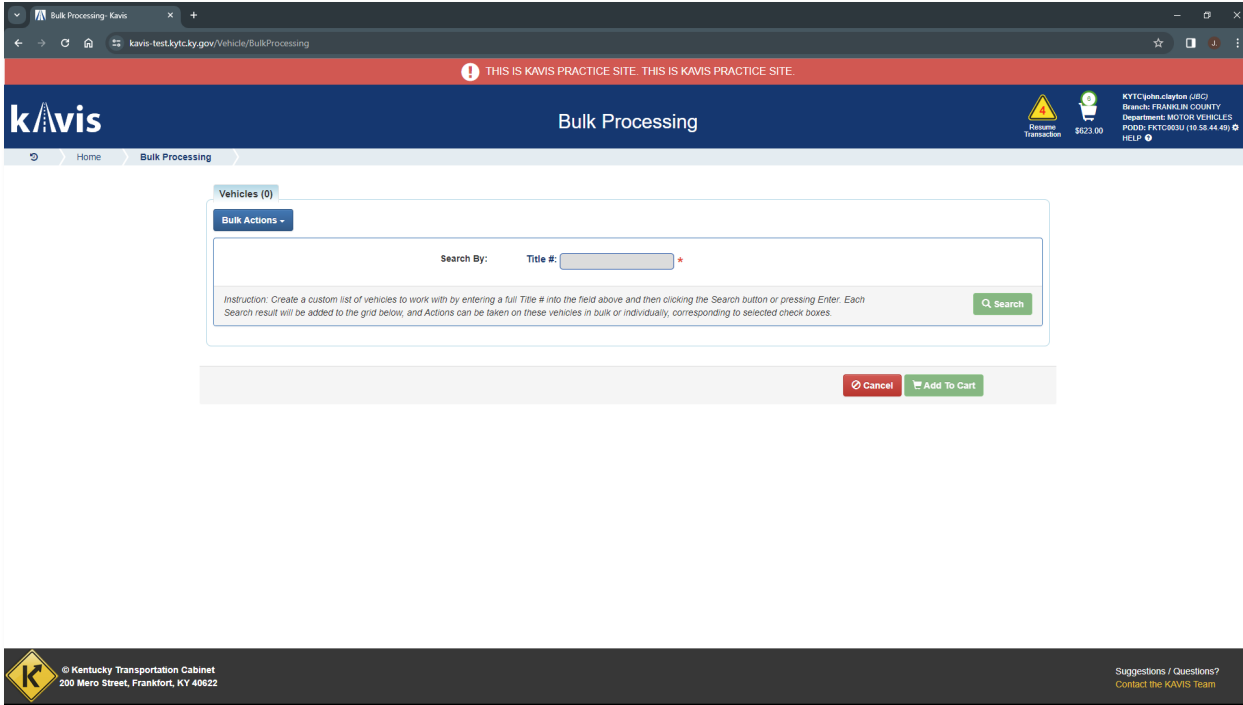
Bulk Processing Ad Valorem

This guide demonstrates Bulk Processing Ad Valorem

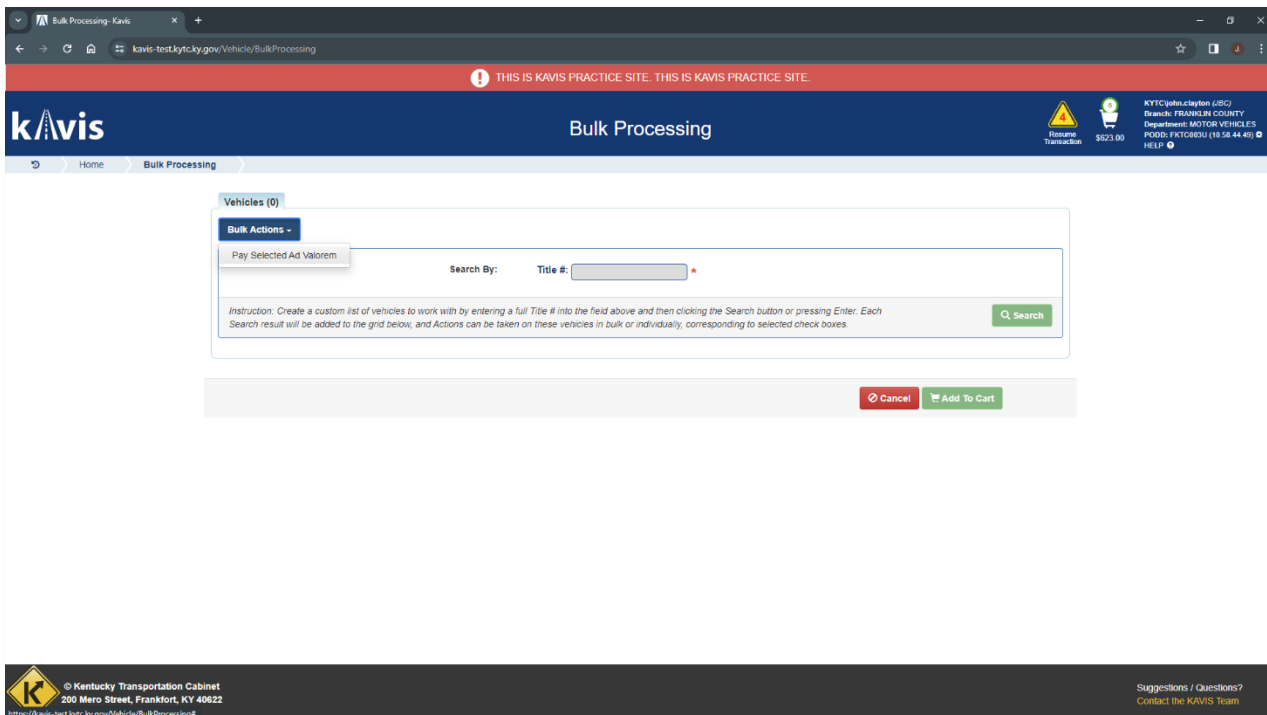
KAVIS Bulk Processing Overview:



1. Bulk Processing is accessed from the KAVIS Home Page, and allows you to enter a list of title numbers to process Ad Valorem for multiple titles in a single checkout.
2. Click the Bulk Processing tile on the Home Page to enter the Bulk Processing page:



3. From the blue Bulk Actions dropdown, select 'Pay Selected Ad Valorem':



4. Enter a Title Number and click the Green Search button

The screenshot shows the KAVIS Bulk Processing interface. At the top, there is a red banner with the text "THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE." Below this is the KAVIS logo and the text "Bulk Processing". On the right side, there are icons for "Revenue Transaction" and "5623.00", along with contact information for KYTC/John Clayton (SIC) in Franklin County, Kentucky.

The main content area is titled "Vehicles (1)". It features a search bar with the text "Search By: Title #: 171510561123" and a green "Search" button. Below the search bar, there is a table with one row of results:

<input checked="" type="checkbox"/>	2016 HOND CRV	Title #: 171510561123	Plate #: 121WNA	VIN: 5J6RM4H45GL086936	Amount: \$452.03	<input type="checkbox"/>	<input type="button" value="Remove"/>
-------------------------------------	---------------	-----------------------	-----------------	------------------------	------------------	--------------------------	---------------------------------------

Below the table, the text "Total Due: \$452.03" is displayed. At the bottom of the interface, there are "Cancel" and "Add To Cart" buttons.

5. KAVIS lists the vehicle information and amount of Ad Val to be paid
6. Enter a 2nd Title Number and click the green Search button:

The screenshot shows the KAVIS Bulk Processing interface. At the top, there is a red banner with the text "THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE." Below this is the KAVIS logo and the text "Bulk Processing". On the right side, there are icons for "Revenue Transaction" and "5623.00", along with contact information for KYTC/John Clayton (SIC) in Franklin County, Kentucky.

The main content area is titled "Vehicles (2)". It features a search bar with the text "Search By: Title #: " and a green "Search" button. Below the search bar, there is a table with two rows of results:

<input checked="" type="checkbox"/>	2016 HOND CRV	Title #: 171510561123	Plate #: 121WNA	VIN: 5J6RM4H45GL086936	Amount: \$452.03	<input type="checkbox"/>	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	2014 FORD ESCAPE	Title #: 140510560010	Plate #: 306RCS	VIN: 1FMCU0F71EUB9556	Amount: \$161.15	<input type="checkbox"/>	<input type="button" value="Remove"/>

Below the table, the text "Total Due: \$613.18" is displayed. At the bottom of the interface, there are "Cancel" and "Add To Cart" buttons.

7. KAVIS displays the Ad Valorem due for the 2nd vehicle.
8. Repeat for all Titles you'd like to include in the transaction.
9. You can also select an option to only 'Pay Delinquent Only'

Pay Delinquent Only



10. Click the green  button to proceed to Checkout.

