

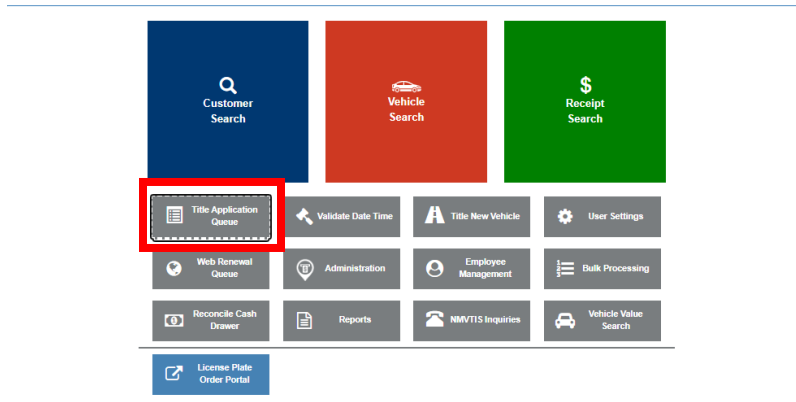
Reprocessing Title Application:

The Reprocessing Title Application functionality gives you the ability to edit some of the information in the title application before it is in active status.

- Reprocessing the Title Application can only take place if the title is in cancelled status.
- Reprocessing only allows a user to edit some of the information on the title application.
 - A user cannot edit:
 - Vehicle Type
 - Registration Information
 - Lien Information- Lien Information can be edited in the Lien Section of the Vehicle Summary Page.
- A user can cancel a title application only when it is in their 'For Approval' or 'Returned Work' Queue. If the title is MVL hands, please have them send it back to you before cancelling and reprocessing.

Steps:

1. Find the title you need to cancel and reprocess in the Title Application Queue.



- Either 'For Approval' or 'Returned Work' queue

- Select the blue hyperlink to go to the Vehicle Summary Page.

Date:
Branch:
Title Number:
Clerk Name:

☐ Exclude Suspended Applications
☐ Display Only Unlocked Title Applications

For Approval

Showing 1 to 100 of 117 entries

	Title Number	Title Action	Application Status	Primary Owner	Clerk Name	Clerk Hold	Branch	PODD Documents	Days from Application Creation
<input type="checkbox"/>	241230370002	Update	Suspended		KYFD01\alysen.martin				86
<input type="checkbox"/>	241290370092	Kentucky Transfer	Suspended		KYFD01\alysen.martin				80
<input type="checkbox"/>	241370370004	Update	Suspended		KYFD01\alysen.martin				72
<input type="checkbox"/>	241640370061	Kentucky Transfer	Checkout		KYFD01\atoyar.stewart				45

- Scroll to the bottom and select 'Cancel Title Application',

Model #:
Brand:

VIN Sequence #: 999

History

Click the chevron (▶) above to expand this section.

Review

Application Status: Checkout Complete
Last Action By: kytd\Reagan.Green
PODD Documents:

Pend Reason(s):
Add'l Text to Clerk:

Comments:

- Search for the title number of the cancelled title application.

Vehicle Search

Search By: Title Number *

Title Number: 24080003003 *

Cancel
Reset
Search

- By checking the Title Application status, the user can see the steps of the Title Status and it is ready to 'Reprocessed'.

Title Application Cancelled
✖ Title and Registration actions are restricted on the Title due to the Application being Cancelled. Please proceed with Reprocessing the Application to perform any Title or Registration actions.

2020 TOYT RAV4

Viewing 2 of 2 Titles

Next

Previous

Reversal -

Owner(s)
Chain of Ownership
Ownership Connector: OR

Customer ID	Driver License	

Title Application Status

Application Status	Date Completed
Cancelled	06/17/2024 12:01:06 AM
Suspended	05/18/2024 12:01:05 AM
Checkout Complete	03/20/2024 2:55:48 PM
Cancelled	03/20/2024 2:50:10 PM
Checkout Complete	03/20/2024 2:46:00 PM

Close

	County of Residence	Begin Tax Exempt Date
40342-9329	ANDERSON	
G, KY 40342-	ANDERSON	

Manage -

▼ Title

Status: Application Cancelled 💬

Type: Transfer

From the Title Dropdown menu, select 'Edit Title Application'.

▼ Title

Status: Application Cancelled 💬

Appl. Status

Title ▼

Type: Transfer
Title #: 240800030003
Prior Title #: 201960370135
Prior State: K5

State Fee: \$0.00
Clerk Fee: \$0.00
Usage Tax: \$720.00
Usage Tax Description: Affidavit of Total Consideration

▼ Purchase Information

Date of Purchase: 03/04/2024 Purchase Price: \$12,000.00
Trade-in Amount: \$0.00 Usage Tax Credit: \$0.00

▼ Registration Information

Status: Title Only

Manage -

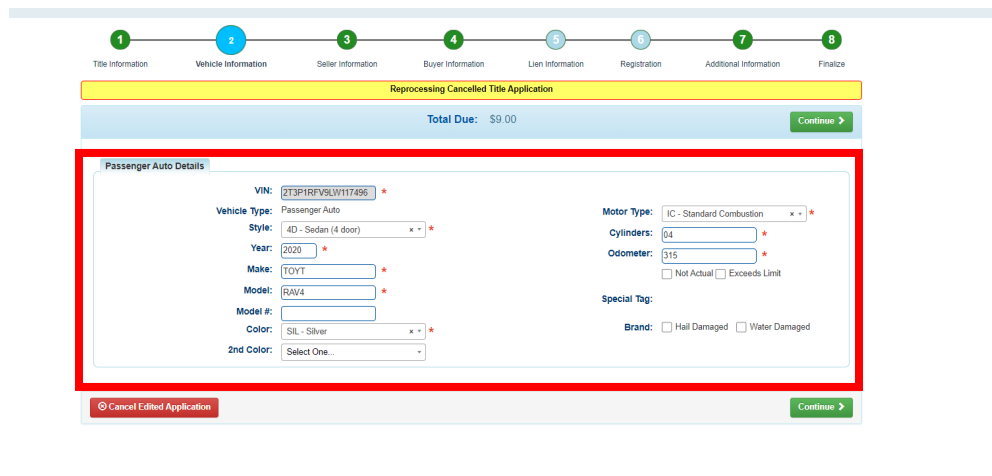
Title Only
3/20/2024
County: ANDERSON
Plate Type:
Plate #:
Plate Action:
Gross Weight:

Kentucky Transfer
Dealer Assignment
Edit Title Application
Duplicate
Update
Update - Vehicle Type Correction
Repossession ***
Salvage ***
Classic ***
Multiple Dealer***

Title Registration Fee: \$0.00
Title Registration Fee: \$0.00
Title Registration Fee: \$0.00

3

6. KAVIS will navigate to Step 2: Vehicle Information. The user can edit the following information:
 - a. Style
 - b. Year
 - c. Make
 - d. Model
 - e. Model #
 - f. Color
 - g. Motor Type
 - h. Cylinders
 - i. Odometer
 - j. Brands :
 - i. Hail Damage
 - ii. Water Damage



1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Reprocessing Cancelled Title Application

Total Due: \$9.00 [Continue](#)

Passenger Auto Details

VIN: 2T3P1RFV9LW117496 *

Vehicle Type: Passenger Auto

Style: 4D - Sedan (4 door) x *

Year: 2020 *

Make: TOYOTA *

Model: RAV4 *

Model #: *

Color: SIL - Silver x *

2nd Color: Select One...

Motor Type: IC - Standard Combustion x *

Cylinders: 04 *

Odometer: 015 *

☐ Not Actual ☐ Exceeds Limit

Special Tag:

Brand: ☐ Hail Damaged ☐ Water Damaged

[Cancel Edited Application](#) [Continue](#)

7. Selecting continue, will navigate the user to the Buyer Information step. From here a user can edit the following:
 - a. Add/Remove Buyers
 - b. Edit Owner Connector
 - c. Add a Lessee
 - d. Edit 'Buyer Notary Date'

1 2 3 4 5 6 7 8

Title Information Vehicle Information Seller Information **Buyer Information** Lien Information Registration Additional Information Finalize

Reprocessing Cancelled Title Application

Total Due: \$0.00
Continue >

Buyer Information

Ownership Connector: OR *

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts	
✓		<input checked="" type="checkbox"/>	002013922						✕ Remove
+	✓	<input type="checkbox"/>	002049217						✕ Remove

Buyer Notary Date: 03/14/2024 *

Add a Buyer

Key
 ✓ = The first two Buyers listed on the Title Application will be printed on the title.

⌂ Cancel Edited Application
Continue >

8. Selecting Continue, will navigate a user to Step 7. From here, a user can change the following:
 - a. Speed Title Option
 - b. Date of Purchase
 - c. Purchase Value
 - d. Non- Highway Use
 - e. Usage tax description
 - f. Add or Edit Trade in
- If a user does not want to charge for this reprocessing, select the **'WAVIE TITLE FEE'** check mark.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Reprocessing Cancelled Title Application

Total Due: \$0.00 [Continue >](#)

Additional Information

Speed Title: *

Date of Purchase: *

Purchase Value: *

Total Usage Value: \$12,000.00

Non-Highway Use: ☐ (Affidavit Required)

Usage Tax Description: *

[+ Add Trade-In](#)

Reg Receipt Comments:

Waive Title Fees: ☒ comments will print on the PODD Receipt.

Usage Tax Amount: Tax Difference:

[Cancel Edited Application](#) [Continue >](#)

9. Review the Finalize step.

Reprocessing Canceled Title Application

Total Due: \$0.00

Finalize Title Application

- Title Action - Kentucky Transfer
- Vehicle Information
 - ☒ Required Fields Complete
 - ☒ No Lien on vehicle
 - ☒ No Delinquent Taxes Owed
- Seller Information
 - Seller 1 ☒ Name and Address Complete
 - ☒ Not Applicable
- Buyer Information
 - Ownership Connector : OR ☒ Ownership Connector Complete
 - ☒ Notary Date Complete
 - Buyer 1 SMITH, AARON WEBSTER ☒ Required Fields Complete
 - ☒ Master Record Check Complete
 - ☒ No Delinquent Taxes
 - ☒ Ad Valorem Checks Complete
 - Buyer 2 SMITH, ADAM BOYD ☒ Required Fields Complete
 - ☒ Master Record Check Complete
 - ☒ No Delinquent Taxes
 - ☒ Ad Valorem Checks Complete
 - ☒ SMITH, AARON WEBSTER is Designated Owner
- Lien Information
- Registration
 - ☒ Title Only
- Additional Information
 - ☒ Additional Information Complete
 - ☒ Prior Use/Usage Tax Credit Applied
 - ☒ Title Fees Waived

10. Complete the checkout.

Playoff Debits Send Items

Current Department: Motor Vehicles

Collapse All / Expand All

☐ Select All Items (0 of 1 Selected)

(Items: 2)

Item	Description	Qty	Price	Amount	Edit	Delete
KAVIS	Passenger Auto, 2010 TOYT RAV4					
	Action: Title (Kentucky Transfer)					
	State Title Fee - Waived	1	0.00	\$0.00		
	Clerk Title Fee - waived	1	0.00	\$0.00		
				+	Add	
Customer Total:				\$0.00		

☐ GUEST CUSTOMER (Items: 0)

Item	Description	Qty	Price	Amount	Edit	Delete
	No Miscellaneous Items have been added					
				+	Add	
Sub Total:				\$0.00		
Total:				\$0.00		

- From the Title Application Queue, a user can tell if the Title was reprocessed by the icon next to the title number.

240800030003	Transfer Kentucky Transfer	Complete Checkout Complete		kytoReagan.Green			✓	1
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AND

By the Application Status pop-over on the Vehicle Summary Page.

Title Application Status

Application Status	Date Completed
Checkout Complete	03/20/2024 2:55:48 PM
Cancelled	03/20/2024 2:50:10 PM
Checkout Complete	03/20/2024 2:46:00 PM

Close

Usage Tax: \$720.00

Exp. Date:

Reg. Exemption:

Remarks: