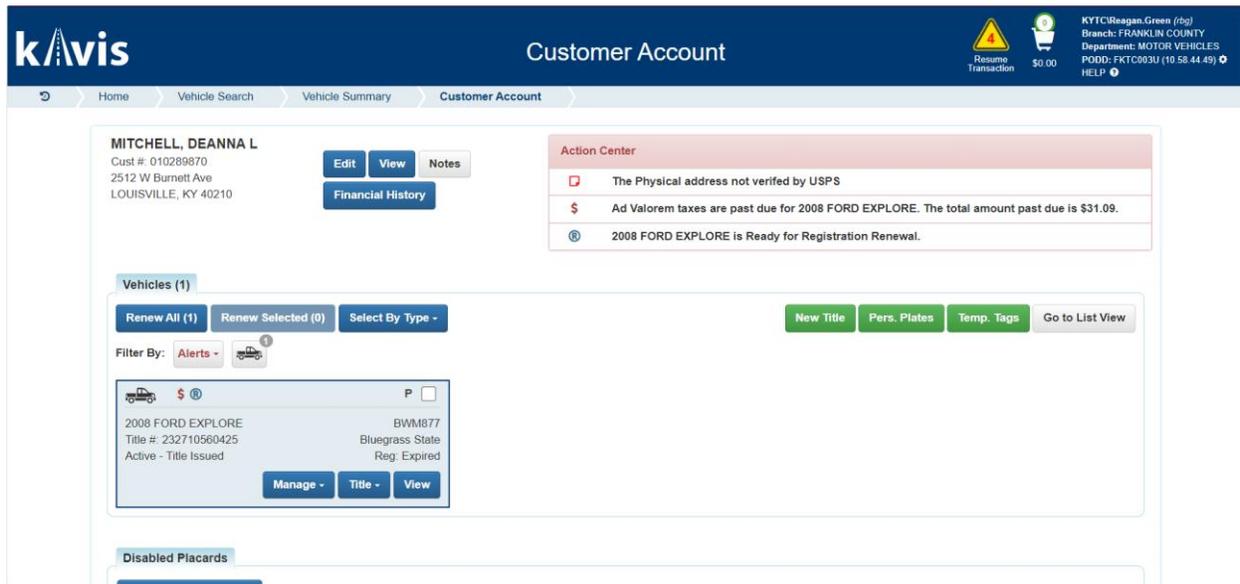


Vehicle Type Correction

Vehicle Type Correction is a title action to correct the vehicle type on the Title. This action is commonly used to correct data in the system.

1. From a **Customer Account Page**, in the tile view, click the **Title** dropdown and select  Update - Vehicle Type Correction .



The screenshot displays the KAVIS Customer Account interface. At the top, the navigation bar includes the KAVIS logo, the text 'Customer Account', and user information for KYTC/Reagan, Green (rg) at the Franklin County Motor Vehicles Department. Below the navigation bar, the breadcrumb trail shows 'Home > Vehicle Search > Vehicle Summary > Customer Account'. The main content area is divided into several sections:

- Customer Information:** MITCHELL, DEANNA L. with contact details (Cust #: 010289870, 2512 W Burnett Ave, Louisville, KY 40210) and buttons for Edit, View, Notes, and Financial History.
- Action Center:** A list of alerts including 'The Physical address not verified by USPS', 'Ad Valorem taxes are past due for 2008 FORD EXPLORE. The total amount past due is \$31.09.', and '2008 FORD EXPLORE is Ready for Registration Renewal.'
- Vehicles (1):** A section with buttons for Renew All (1), Renew Selected (0), and Select By Type -. It includes a filter by Alerts dropdown and a 'New Title' button. A vehicle tile for a 2008 FORD EXPLORE is shown with details (Title #: 232710560425, Bluegrass State, Reg. Expired) and a 'Title' dropdown menu highlighted in blue.
- Disabled Placards:** A section at the bottom of the page.

2. From a **Vehicle Summary Page**:

- a. Choose  Update - Vehicle Type Correction from the **Title** dropdown menu.

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Viewing 2 of 2 Titles

Reversal -

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
004204763		SMITH, AMY  	xxx-xx-2406	1016 Cherokee Trl, FRANKFORT, KY 40601-2535	FRANKLIN	

Title

Status: Active - Title Issued Title -

Type: Transfer State Fee: \$6.00
 Title #: 182280370059 Clerk Fee: \$3.00
 Prior Title #: 181920340444 Usage Tax: \$0.00
 Usage Tax Description: Tax Credit Given

Purchase Information

Date of Purchase: Purchase Price: \$5,000.00
 Trade-in Amount: \$0.00 Usage Tax Credit: \$300.00

Registration Information

Status: Expired  Manage -

Type: Renewal County: FRANKLIN
 Reg. Date: 11/14/2022 Plate Type: Breast Cancer
 Exp. Date: 10/31/2023 Plate #: 1689GN
 Reg. Exemption: Plate Action: Renew
 Remarks: Gross Weight: PC
 Comments:

State Vehicle Registration Fee: \$38.00
 KYTC Vehicle Registration Fee: \$0.00
 Clerk Vehicle Registration Fee: \$6.00

- KAVIS will navigate to Step 1: Title Information. Update the Vehicle Type, by selecting the correct vehicle type in the dropdown box.

kavis Title: Update - Vehicle Type Correction

 Resume Transaction
 \$0.00
 KYTC/Reagan.Green (rbg)
 Branch: FRANKLIN COUNTY
 Department: MOTOR VEHICLES
 POB0: FKT C063U (10.58.44.49)
 HELP

Home > Title

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

Total Due: \$6.00 Continue >

Title Action

Multiple Dealer: No Yes Title Only: No Yes

Title Action: Update - Vehicle Type Correction *

Prior Vehicle Type: Truck

Vehicle Type: Select One... *

Search Title Number: 232710560425 *

Cancel Title Application Continue >

- An informational pop-over will appear letting the user know is a change in the vehicle type, select okay to confirm vehicle type change.

Confirmation

KAVIS has detected that Vehicle Type has been changed on the Title. Information entered previously may be reset if you continue. Are you sure you want to continue?

Yes No

Total Due: \$6.00 [Continue >](#)

Cancel Title Application [Continue >](#)

5. Select [Continue >](#) to go to Step 2: Vehicle Information.

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Delinquent taxes are owed on this vehicle in the amount of **\$31.09**. [Click here to view and optionally pay your delinquent taxes for this vehicle.](#)

Passenger Auto Details

VIN: 1FMEU73868UB09941 *

Vehicle Type: Passenger Auto

Style: 2D - Sedan (2 door) x *

Year: 2008 *

Make: FORD *

Model: EXPLORE *

Model #: *

Color: WHI - White x *

2nd Color: Select One... *

Motor Type: Select One... *

Cylinders: 08 *

Odometer: 128725 *

Not Actual Exceeds Limit

Special Tag:

Brand: Hail Damaged Water Damaged

Cancel Title Application [Continue >](#)

6. Enter in the information requested.
 - a. AVIS did not capture Motor Type, so until Motor Type is entered into KAVIS it will ask you with every title action.
 - b. If delinquent taxes are owed, you can pay those by selecting 'here' in the informational message at the top of the screen.
7. The Seller Information step will be automatically skipped and will continue to Step 4: Buyer Information step.
 - a. If  appears next to an Owner if their Customer Account page is missing required information.
 - i. You cannot continue without clicking the icon and editing the necessary fields.
 - ii. An Owner cannot be added or removed to an Update Title Application.

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

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	010289870	DEANNA L MITCHELL	11/15/1980	2512 W Burnett Ave, LOUISVILLE, KY 40210	

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

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

8. Click **Add Lien** if there is a Lien to add.
 - a. If there is not a lien to enter, click **> Continue**.
 - b. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

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

Total Due: \$0.00 Place On Hold Continue >

Lien Information

Primary Owner County of Residence: FRANKLIN

Add Lien

Cancel Title Application Continue >

9. From Step 6: Registration, add a registration if desired. User can choose to do no action, add a registration, renew, or preform a Plate Change action. The dropdown will automatically update the registration actions based on what that vehicle is eligible for.

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

Total Due: \$6.00 Place On Hold Continue >

Registration

RegistrationType: Receipt Only Expiration Date: 10/31/2023

Registration Action: No Action

Plate Type: Bluegrass State

Plate #: BWM877 Plate Year: 19

Prior Vehicle Type Info

Registration Status: Expired Expiration Date: 10/31/2023

State Vehicle Registration Fee	\$0.00
KYTC Vehicle Registration Fee	\$0.00
Clerk Vehicle Registration Fee	\$0.00
Total Registration Fees	\$0.00

Cancel Title Application Continue >

- a. Renewal: The plate number is already filled in, enter in the registration length and insurance information and select Continue >.

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

Total Due: \$6.00 [Place On Hold](#) [Check PVA](#) [Continue >](#)

Registration

RegistrationType: Renewal Prior Expiration Date: 10/31/2023
 Registration Action: Renewal Expiration Date:
 Plate Type: Bluegrass State
 Plate #: BWM877 Plate Year: 19
 Registration Length: Short Long *
 Insurance Status: Uninsured
 Proof Type is required
 Proof Type: Select One... *
 Policy Type is required
 Policy Type: Select One... *
 Attestment is required
 I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Prior Vehicle Type Info

Registration Status: Expired Expiration Date: 10/31/2023
 Plate Type: Bluegrass State
 Plate #: BWM877 Plate Year: 19

State Vehicle Registration Fee	\$0.00
KY TC Vehicle Registration Fee	\$0.00
Clerk Vehicle Registration Fee	\$0.00
Total Registration Fees	\$0.00

[Cancel Title Application](#) [Check PVA](#) [Continue >](#)

b. Or you can preform a First Time Registration by entering in the plate #, registration length, and Insurance information. Select [Continue >](#) when completed.

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

Total Due: \$6.00 Place On Hold Check PVA Continue >

Registration

RegistrationType: First Time
 Registration Action: First Time
 Plate #: *
 Plate Type: *
 Registration Length: Short Long *
 Insurance Status: Uninsured
 Proof Type: *
 Policy Type: *
 Attestment is required
 I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Prior Expiration Date: 10/31/2023
 Expiration Date:
 Credit Prior State Reg Fees:
 Credit Prior Clerk Reg Fees:

Prior Vehicle Type Info

Registration Status: Expired
 Plate Type: Bluegrass State
 Plate #: BWM877 Plate Year: 19
 Expiration Date: 10/31/2023

State Vehicle Registration Fee	\$0.00
KYTC Vehicle Registration Fee	\$0.00
Clerk Vehicle Registration Fee	\$0.00
Total Registration Fees	\$0.00

10. On Step 7: Additional Information Page, a user can select to add a mailing address, option of a speed title, and to waive fees.

1
2
3
4
5
6
7
8

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

Total Due: \$6.00

Place On Hold
Check PVA
Continue >

Additional Information

Add Alternate Mailing Address:

Speed Title: No ▼

Purchase Value: 0.00 * Vehicle Purchase Price is required

Total Usage Value: \$0.00

Usage Tax Description: Select One... * Usage Tax Description is required

Waive State Title Fees:

Waive Clerk Title Fees:

Reg Receipt Comments:

* These comments will print on the PODD Receipt.

Credit Prior Use/Usage/Sales Tax: (I attest that the Customer has submitted the appropriate and required documentation from the Department of Revenue approving a credit toward this transaction for the amount previously paid for Use/Usage/Sales Tax on this vehicle. This documentation will be scanned into PODD upon checkout.)

Usage Tax Amount: \$0.00

Prior Vehicle Type Info

Purchase Value: \$7,150.00

Non-Highway Use: (Affidavit Required)

Total Usage Value: \$7,150.00

Usage Tax Description:

Usage Tax Amount: \$429.00

Vehicle Identification #	Vehicle Type	Make	Model	Trade-In Value
No data available in table				

Cancel Title Application
Check PVA
Continue >

11. KAVIS displays the prior Vehicle Type info at the bottom of the screen.

Usage Tax Amount: \$0.00

Prior Vehicle Type Info

Purchase Value: \$7,150.00

Non-Highway Use: (Affidavit Required)

Total Usage Value: \$7,150.00

Usage Tax Description:

Usage Tax Amount: \$429.00

Vehicle Identification #	Vehicle Type	Make	Model	Trade-In Value
No data available in table				

12. Once you have filled out this page with the correct information, you can select



to continue to Step 8: Finalize.

13. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

- a. When all necessary data is entered, click **Add To Cart** and check out as normal.