

## KAVIS BOAT RELEASE FREQUENTLY ASKED QUESTIONS

Please review the KAVIS Boat Training Manual for a more in-depth explanations and step-by-step instructions on KAVIS boat functionality.

### 1. KAVIS BOAT MANUAL

The KAVIS Boat Manual- Clerk Manual:

<https://transportation.ky.gov/motor-vehicle-licensing/KAVIS2%20Boat%20Training/KAVIS%20Boat%20Module%20Manual.pdf>

**\*Note: This document is going to be continuously updated, based on new functionality and enhancements in KAVIS. Please be sure to check the Resource Site for the latest version of the Manual.**

### 2. ORDER OF TRANSACTIONS

WHEN DO I PAY AD VALOREM?

In KAVIS, a user will be directed to Pay Delinquent Ad Valorem in all transactions. For example, when a user needs to perform a KY Transfer the user will start with the KY Transfer (**KY Transfer section in Boat Manual**). During the KY Transfer process, KAVIS will direct the user to pay delinquent taxes due, for buyer or seller, during the Title Application Flow. This means, you do NOT have to pay Delinquent Ad Valorem taxes before you start a Title or Registration Action. KAVIS will STOP you at checkout if a user has multiple of the same Ad Valorem payment in the shopping cart.

### 3. REPRINTING RECEIPTS

HOW DO I REPRINT RECEIPTS?

PODD Receipt:

- A PODD receipt can be printed from the Transaction Summary Page (by recalling a transaction) or through the Manage Page in KAVIS.
  - From the Transaction Summary Page, the  button is available for 14 days after the transaction has been checked out.
  - From the Manage Page, you can charge duplicate fees by choosing 'Registration Action: Print Only' (**'Print a Registration Duplication' section in Boat Manual**)
    - Decal No Fee- Prints a decal and charges no fees
    - Decal with Fee- Prints a decal and charges a \$3.00 fee
    - No Decal No Fee- Only prints registration without a decal and charges no fee.
    - No Decal with Fee- Only prints registration without a decal and charges fees.

**\*NOTE: These options are located in the 'Add Duplicate' dropdown menu under 'Registration Action'**



- A Financial Receipt can also be printed from the Transaction Summary Page. The  **Reprint** /  **E-mail** button will give you the option to either print the receipt, and/or email the receipt to the customer.
- A BTR/Title Application can be reprinted from the Transaction Summary Page. The  button is available for 14 days after the transaction has been checked out.

**\*NOTE: For step-by step instruction on how to reprint the BTR form in KAVIS, please visit the 'KY Transfer' section of the Boat Manual.**

#### **4. TITLE APPLICATION QUEUE**

WHAT IS THE TITLE APPLICATION QUEUE?

The Title Application Queue is where a user will review and approve (Submit to MVL) title transactions once they are completed. Submitting Title Applications in the Title Queue is an action that will need to be performed every day. If not, the completed Title Applications will never be sent nor approved by MVL.

For Approval:

- The For Approval- Title Applications that are waiting to be submitted to MVL for Approval.
- Returned Work Queue- Title Applications that have been sent back from MVL because an action needs to be taken by a clerk.

**\*NOTE: This is a new process and a Transmittal Report for boat transactions will not automatically printed out. If you would like a Transmittal Report printed, a user will need to go to the KAVIS reports in KAVIS. (See [KAVIS Boat Reports](#) section in the [KAVIS Boat Manual](#))**

#### **5. PAY NOW WITH TITLE APPLICATION**

HOW DO I PAY TAXES SEPERATELY WITH A TITLE APPLICATION?

During the Title Application process, if there are delinquent Ad Valorem due, KAVIS provides an option to . This action will create a separate transaction for the customer to pay before the title application is completed.

**\*NOTE: Please refer to the KY Transfer Portion of the Boat Manual for step-by-step instructions on how to perform a KY Transfer and Pay Delinquent Taxes with Title Application.**

#### **6. PINK BOAT TILE ON CUSTOMER ACCOUNT PAGE**

WHAT DOES IT MEAN TO HAVE A PINK TILE ON THE CUSTOMER ACCOUNT PAGE?

When a user sees a pink boat tile on the Customer Account Page, it means the boat no longer owns the boat, but owes delinquent taxes for that boat.

Once the delinquent taxes are paid, the boat will show under the 'Previously Owned Vehicles' section on the Customer Account Page.



## **7. MISSING BOAT ATTRIBUTES**

WHAT DOES IT MEAN WHEN I SEE THE RED R <sup>®</sup> ICON ON A BOAT TILE ON THE CUSTOMER ACCOUNT PAGE?

The Red R <sup>®</sup> icon on a boat tile lets a user know that there are boat attributes missing and/or there is an INVALID HIN on the boat title.

In some cases, KAVIS will prompt the user to Update the Title to rectify the issue.

**\*Note: To get step-by-step instructions on how to fill in Missing Boat Attributes, please refer to the [Boat with Missing Required Vehicle Information](#).**

## **8. REQUEST A NEW HIN NUMBER**

HOW DO I REQUEST A NEW HIN AND DO I STILL HAVE TO SEND IN ALL MY PAPERWORK?

A user can check the  **Request State-Issued HIN** checkbox on Step 2 of the Title Application process and KAVIS will issue a new state issued HIN upon checkout. Once a transaction is completed, KAVIS will automatically issue the new HIN number on the Title, PODD receipt, and on the Vehicle Summary Page in KAVIS. This can be performed on any Title Action when needed.

A user will continue to provide all current documentation to MVL.

**\*NOTE: For step-by step instruction on how to request a new HIN number in KAVIS, please visit the [KY Transfer portion of the Boat Manual](#).**

## **9. A BOAT WITH AN ACTIVE TITLE AND CANCELLED REGISTRATION**

WHAT DO I DO IF I HAVE A BOAT WITH AND ACTIVE TITLE AND A CANCELLED REGISTRATION?

If you have a boat with an active title and registration status of cancelled, please contact MVL to have them surrender the title.

**MVL: (502) 564-1257**

