



kAvis

DISABLED PLACARD
TRAINING MANUAL

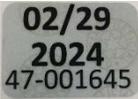


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Rules for Issuing Disabled Placards

Rules for Issuing **Blue** Disabled Placards to Individuals

- Good for 6 years.
 - o Must have a doctor's note or other documentation.
 - o Expires the last day of the individual's birth month.
- 1st Placard free.
- 2nd Placard \$10.
- KAVIS will print a PODD receipt with a decal to be placed inside the white box at the bottom of the placard.
 - o Decal identifies the Placard Number and Expiration Date → 
- **Replacement**
 - o Replacements for damaged placards that are **brought back in** are free.
 - o Replacements for all other reasons are \$10.
- **Renewals** are no longer an option, simply issue a new placard.
 - o If they want to 'renew' before their current placards expire, you will need to inactivate their current placards before issuing new ones with new documentation.

Rules for Issuing **Temporary** Disabled Placards to Individuals

- Good for 3 months.
 - o Must have a doctor's note or other documentation
- No cost.
- No 2nd placard, only 1 temporary placard per individual.
- Same replacement rules as stated above for the blue disabled placard.

Rules for Issuing Blue Disabled Placards to **Organizations**

- Red temporary parking placards are not available for Organizations.
- Good for 6 years.
 - o Expires the last day of the Organization's incorporation month.
- 1st placard is free.
- Each subsequent placard is \$10.
 - o For example: If an organization orders 5 placards, they will be charged \$40.00.
- Same replacement rules as stated above for issuing a blue disabled placard to an individual.

Suspending Placards from the Shopping Cart

- KAVIS will not allow you to suspend placards from the Shopping Cart into the Resume Transaction queue. If the transaction needs to be cancelled, the placard(s) must be issued again from the Customer's Profile page.

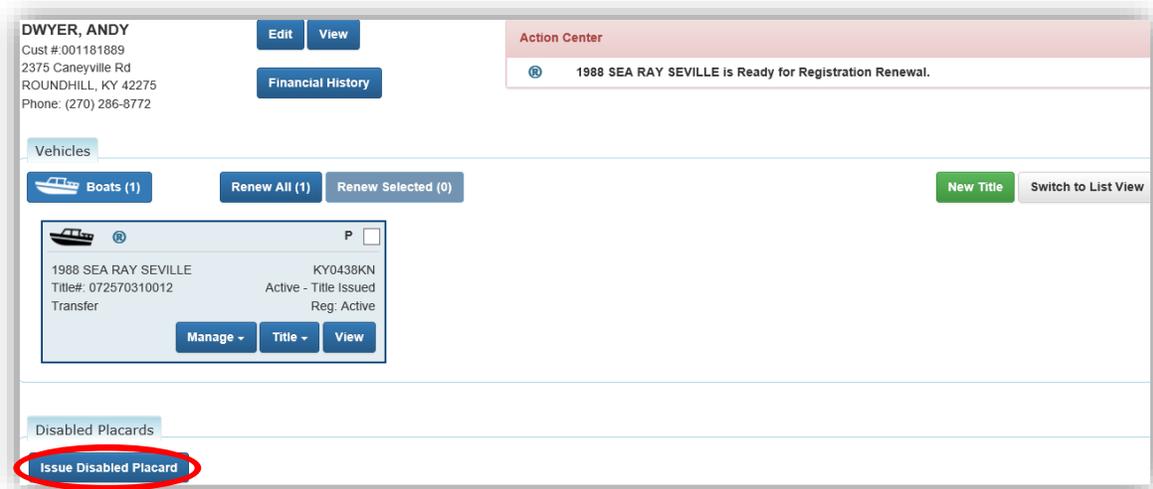
Decal Reprint

- Decals can be reprinted by selecting the printer icon on the Transaction Summary page.

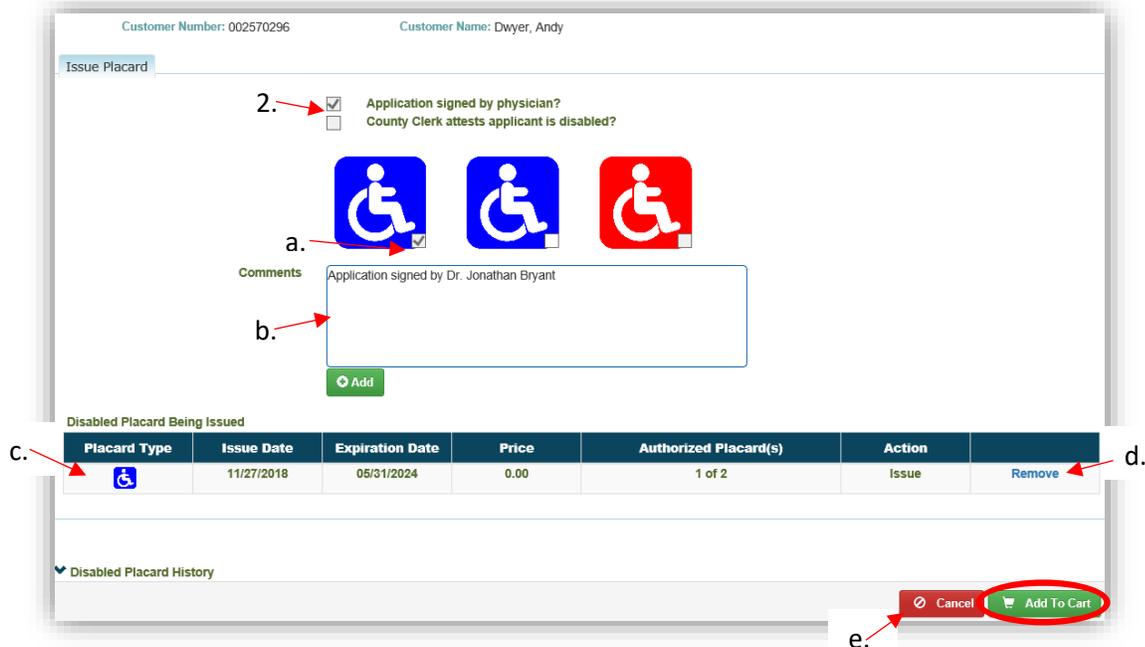
Issuing Disabled Parking Placards to an Individual

Issuing One Blue Placard

1. From a Customer Account Page, click **Issue Disabled Placard**.

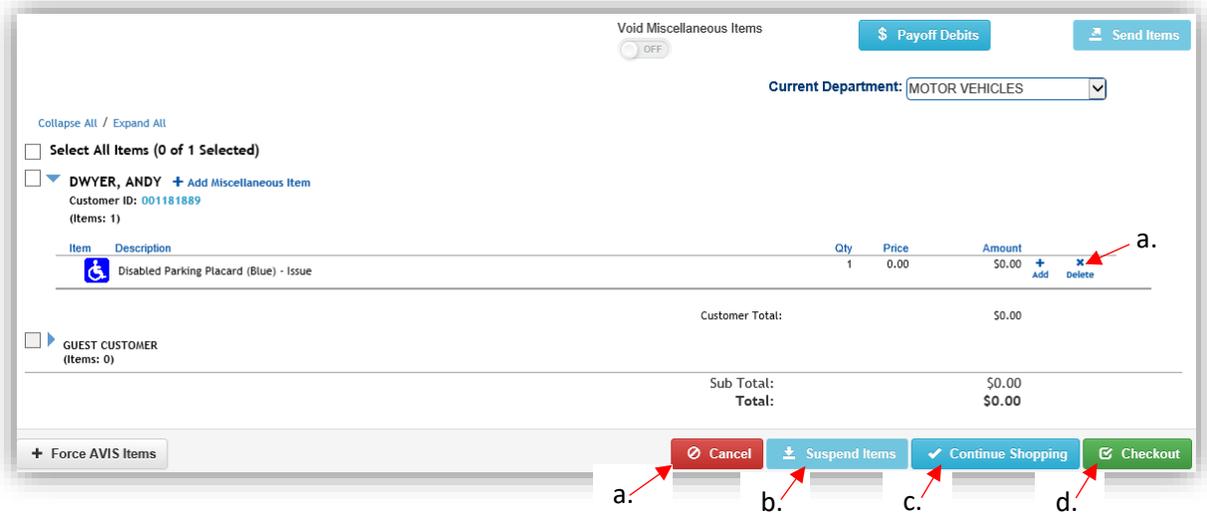


2. Check either “Application signed by physician?” or “County Clerk attests applicant is disabled?”, ensuring that the correct documentation is on file.
 - a. Select the type of disabled placard to issue.
 - b. Enter any comments that may be helpful and click **Add**.
Note: Comments become a permanent part of the record, so professional content is recommended.
 - c. Review the placard information being issued and click **Add To Cart**.
 - d. If you would like to remove the placard at this time, select **Remove**.
 - e. **Cancel** will also remove the placard and return you to the Customer Account Page.

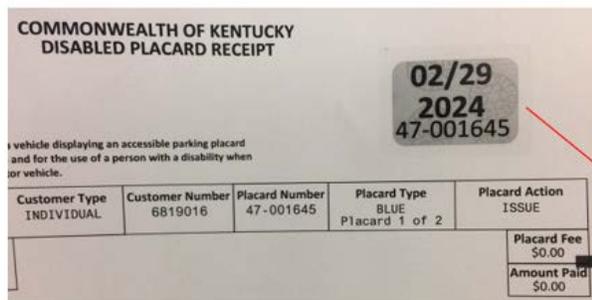


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3. Once in the Shopping Cart, you can either.
 - a. **Cancel** will remove the placard from the cart.
 - b. **Suspend Items** is NOT an option, KAVIS will not allow you to suspend placards from the Shopping Cart.
 - c. **Continue Shopping** to return to the Home Page, keeping this in the Shopping Cart.
 - d. **Checkout** to move to Checkout and finish the transaction.
 - o Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.



4. Upon completing the transaction, a PODD decal receipt will print.
 - o Place the decal on the placard inside the white box:



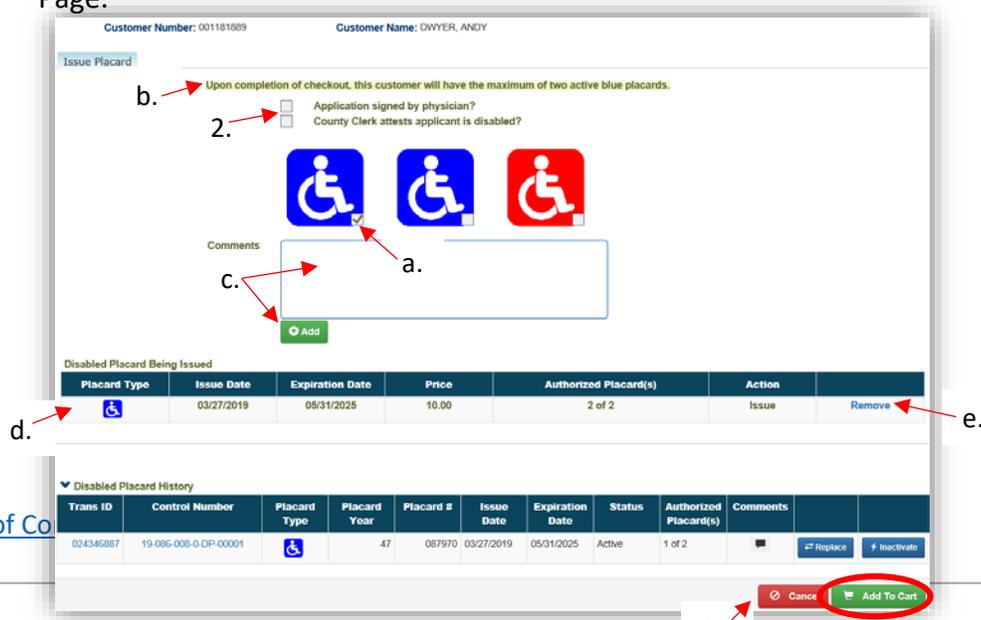
Issuing a Second Blue Placard

For a Customer that already has 1 active blue placard and would like another:

1. On the customer account page, the previously assigned placard on file will appear at the bottom of the screen.
 - a. Select **Issue Disabled Placard**.



2. You will not be able to select either checkbox at the top, the information will remain the same as the 1st placard issued.
 - a. Select the 1st blue disabled placard.
 - b. The highlighted message will appear, "Upon completion of checkout, this customer will have the maximum of two active blue placards."
 - c. Enter any comments that may be helpful and click **Add**.
Note: Comments become a permanent part of the record, so professional content is recommended.
 - d. Review the placard information being issued and click **Add To Cart**.
 - o Notice the \$10.00 fee for the 2nd placard.
 - o The expiration date of the 2nd will match that of the active placard.
 - e. If you would like to remove the placard, select **Remove** next to the specific placard.
 - f. **Cancel** will remove the placards and return you to the Customer Account Page.



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3. See Step 3 of the [‘Issuing One Blue Placard’](#) section of this manual for info on the Shopping Cart. Also reference the Point of Sale Manual for info on Checking Out.
4. Upon completing the transaction, a PODD decal receipt will print
 - a. Place the decal on the placard inside the white box.

COMMONWEALTH OF KENTUCKY
DISABLED PLACARD RECEIPT

02/29
2024
47-001645

vehicle displaying an accessible parking placard
and for the use of a person with a disability when
for vehicle.

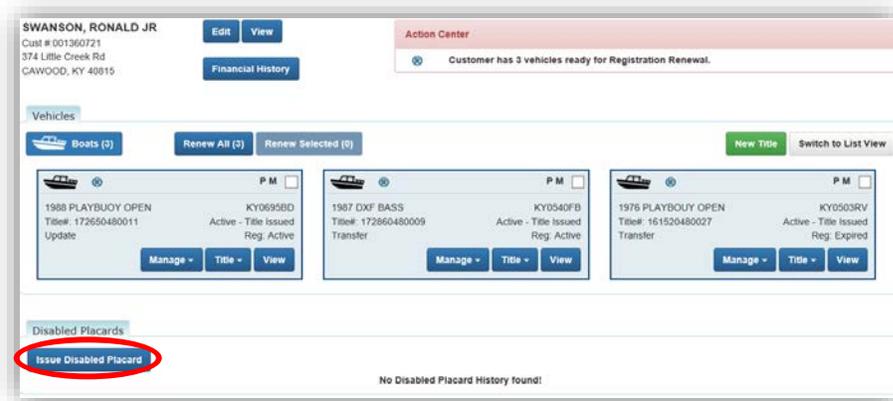
Customer Type	Customer Number	Placard Number	Placard Type	Placard Action
INDIVIDUAL	6819016	47-001645	BLUE Placard 1 of 2	ISSUE

Placard Fee	\$0.00
Amount Paid	\$0.00

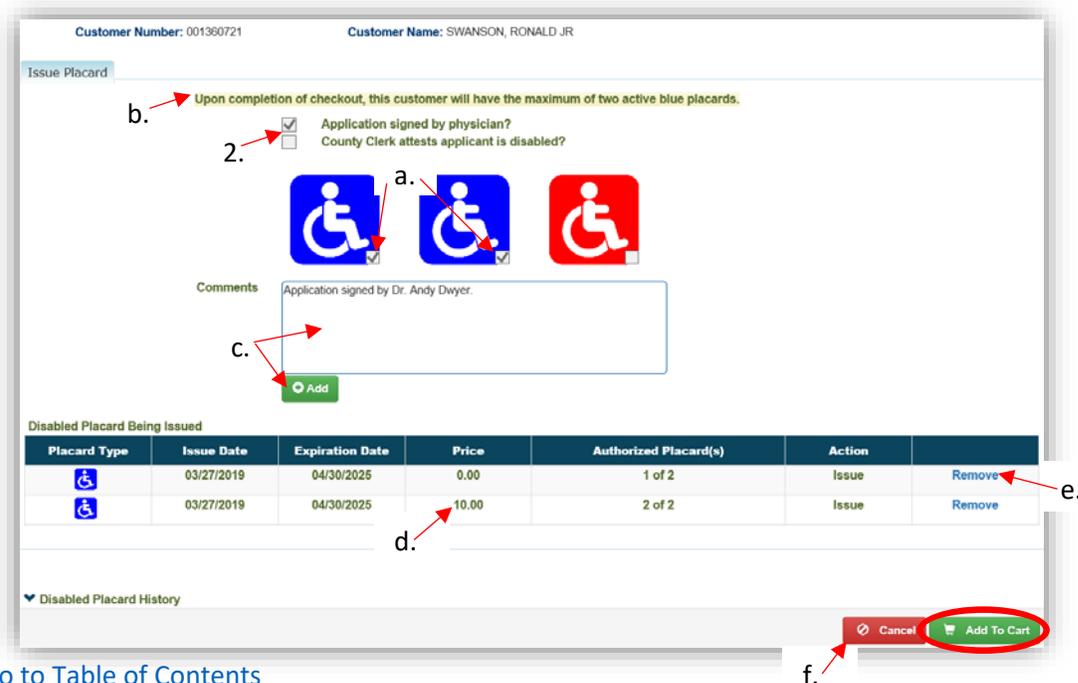


Issuing Two Blue Disabled Placards

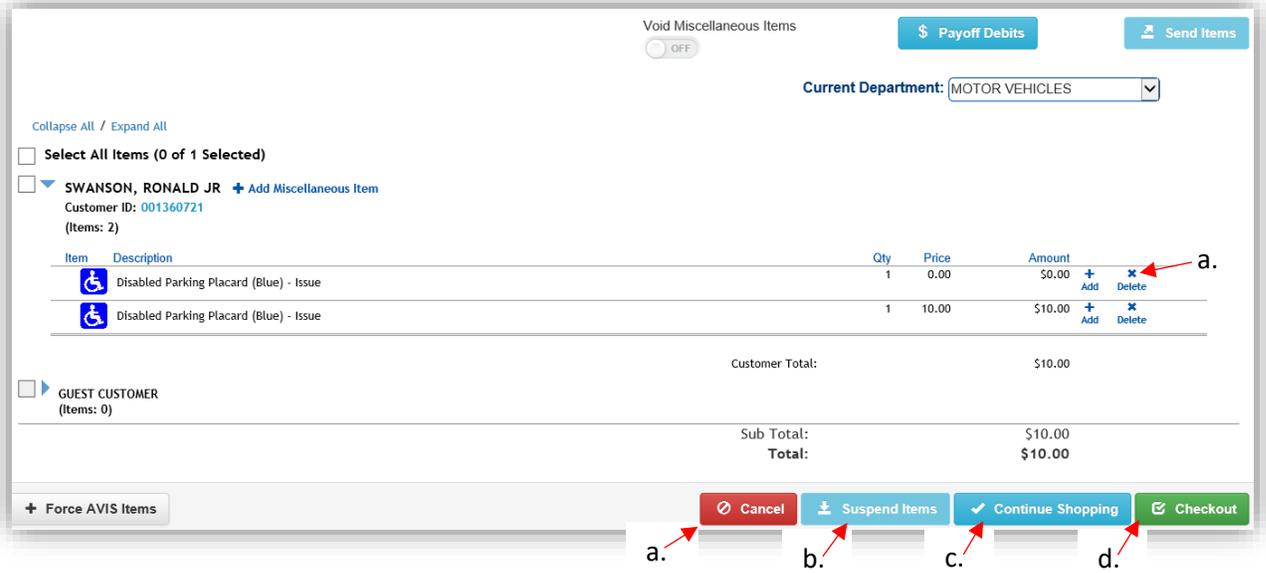
- From a Customer Account Page, click **Issue Disabled Placard**.



- Check either “Application signed by physician” or “County Clerk attests applicant is disabled”, ensuring that the correct documentation is on file.
 - Select both blue disabled placards.
 - The highlighted message will appear, “Upon completion of checkout, this customer will have the maximum of two active blue placards.”
 - Enter any comments that may be helpful and click **+ Add**.
Note: Comments become a permanent part of the record, so professional content is recommended.
 - Review the placard information being issued and click **Add To Cart**
 - Notice the \$10.00 fee for the 2nd Placard.
 - If you would like to remove a placard, select **Remove** next to the specific placard.
 - Cancel** will remove the placards and return you to the Customer Account Page.



3. Once in the Shopping Cart, you can either.
 - a.  **Delete** will remove a specific placard from the cart,  **Cancel** will remove both.
 - b.  **Suspend Items** is NOT an option, KAVIS will not allow you to suspend placards from the Shopping Cart.
 - c.  **Continue Shopping** to return to the Home Page, keeping this in the Shopping Cart.
 - d.  **Checkout** to move to Checkout and finish the transaction.
 - o Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

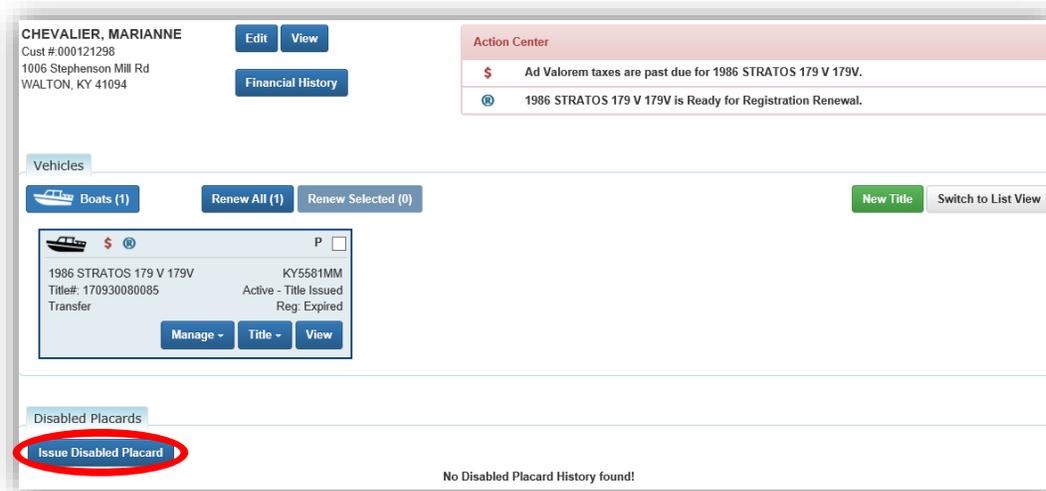


4. Upon completing the transaction, a PODD decal receipt will print.
 - o Place the decal on the placard inside the white box.

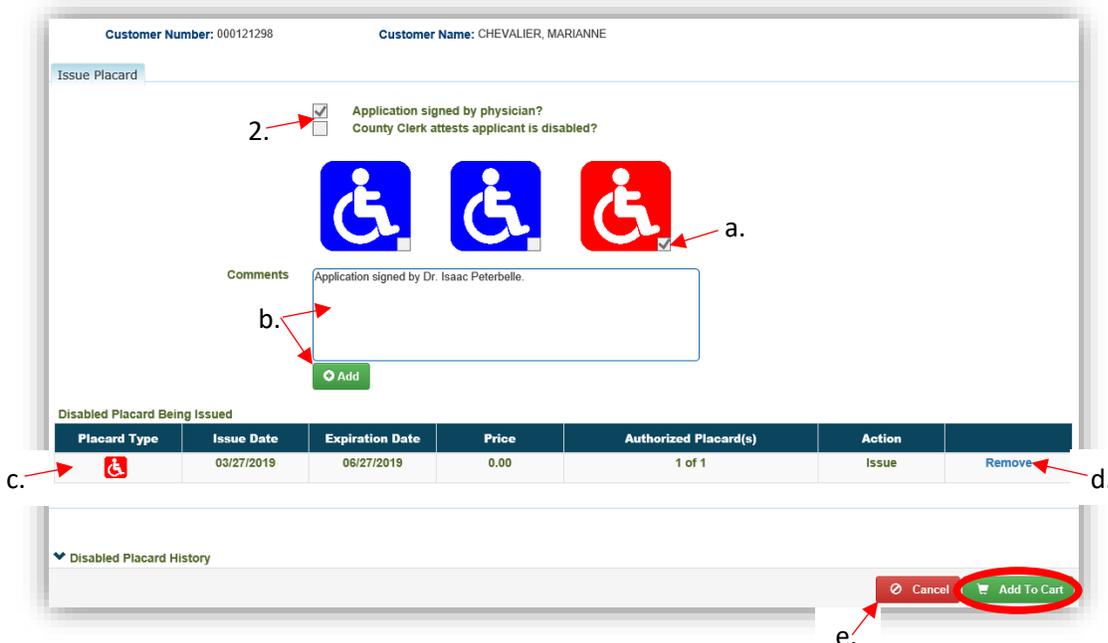


Issuing a Temporary Disabled Placard

- From the customer's account page, select **Issue Disabled Placard**.



- Check either “Application signed by physician” or “County Clerk attests applicant is disabled”, ensuring that the correct documentation is on file.
 - Select red disabled placard.
 - Enter any comments that may be helpful and click **+ Add**.
Note: Comments become a permanent part of the record, so professional content is recommended.
 - Review the placard information being issued and click **Add To Cart**.
 - If you would like to remove the placard at this time, select **Remove**.
 - Cancel** will also remove the placard and return you to the Customer Account Page.



3. See Step 3 of the [‘Issuing One Blue Placard’](#) section of this manual for info on the Shopping Cart. Also reference the Point of Sale Manual for info on Checking Out.
4. Upon completing the transaction, a PODD decal receipt will print
 - a. Place the decal on the placard inside the white box on the bottom.

COMMONWEALTH OF KENTUCKY
DISABLED PLACARD RECEIPT

02/29
2024
47-001645

vehicle displaying an accessible parking placard
and for the use of a person with a disability when
for vehicle.

Customer Type	Customer Number	Placard Number	Placard Type	Placard Action
INDIVIDUAL	6819016	47-001645	BLUE Placard 1 of 2	ISSUE

Placard Fee	\$0.00
Amount Paid	\$0.00



Issuing Disabled Parking Placards to an Organization

1. From the Organization's Account Page, select **Issue Disabled Placard**.

The screenshot displays the account page for "ACTII AUTO SALES AND BOAT SALES". The page includes contact information, an action center with a notification about a vehicle registration renewal, and a "Vehicles" section with a "Boats (1)" tab. A detailed view of a boat is shown, including its VIN, title number, and status. At the bottom, the "Disabled Placards" section is visible, with the "Issue Disabled Placard" button circled in red. The text "No Disabled Placard History found!" is displayed below this section.

ACTII AUTO SALES AND BOAT SALES
Cust #: 001461334
1170 Cunningham Ln
CADIZ, KY 42211
Phone: (502) 522-0050
E-mail:

Action Center
1987 POLAR KRAFT 1651 is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (0) New Title Switch to List View

1987 POLAR KRAFT 1651 KY0208TB
Title#: 081071110019 Active - Title Issued
Transfer Reg: Active
Manage Title View

Disabled Placards
Issue Disabled Placard
No Disabled Placard History found!

2. Indicate if an application was received by clicking the “Application Received” check box.
 - o This is required if there is not a current application on file.
 - o If the new placards are covered by a current application on file, do not check this box. The new placards will have an expiration date that matches the existing application.
 - o If this is a new application, any previous placards will stay on their original expiration date and this application will initiate a new 6-year expiration date for the placards issued today.
- a. Enter the number of placards they are requesting, up to 50 per transaction.
- b. Enter any comments that may be helpful and click **Add**.

Note: Comments become a permanent part of the record, so professional content is recommended.
- c. Review the placards being issued.
 - o Notice the first placard is free, and each additional placard is \$10.00.
- d. Review the placard information being issued.
- e. If you would like to remove the placard at this time, select **Remove**.
- f. **Cancel** will also remove the placard and return you to the Customer Account Page
- g. When all placards are added, click **Add To Cart**.

Issue Placard

2. Application Received?

Number Placards Requested: 15

a.

Comments

b. **Add**

Disabled Placard Being Issued

Placard Type	Issue Date	Expiration Date	Price	Action
	03/27/2019	06/30/2025	0.00	Issue Remove
	03/27/2019	06/30/2025	10.00	Issue Remove
	03/27/2019	06/30/2025	10.00	Issue Remove
	03/27/2019	06/30/2025	10.00	Issue Remove
	03/27/2019	06/30/2025	10.00	Issue Remove

▼ Disabled Placard History

Cancel **Add To Cart**

3. See Step 3 of the [‘Issuing One Blue Placard’](#) section of this manual for info on the Shopping Cart. Also reference the Point of Sale Manual for info on Checking Out.
4. Upon completing the transaction, a PODD decal receipt will print.
 - b. Place the decal on the placard inside the white box on the bottom.

COMMONWEALTH OF KENTUCKY
DISABLED PLACARD RECEIPT

02/29
2024
47-001645

vehicle displaying an accessible parking placard
and for the use of a person with a disability when
for vehicle.

Customer Type	Customer Number	Placard Number	Placard Type	Placard Action
INDIVIDUAL	6819016	47-001645	BLUE Placard 1 of 2	ISSUE

Placard Fee	\$0.00
Amount Paid	\$0.00



Reprinting a Decal

There are 2 ways to get started.

1. From the Customer Account Page, click the 'Trans ID' next to the decal to be reprinted
 - a. This will take you to the Transaction summary Page in step 3.

DWYER, ANDY
 Cust # 001181889
 2375 Caneyville Rd
 ROUNDHILL, KY 42275
 Phone: (270) 286-8772

Action Center
 1988 SEA RAY SEVILLE is Ready for Registration Renewal.

Vehicles
 Boats (1) Renew All (1) Renew Selected (0) New Title Switch to List View

1988 SEA RAY SEVILLE KY0438KN
 Title#: 072570310012 Active - Title Issued
 Transfer Reg: Active

Disabled Placards
 Issue Disabled Placard

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments		
024346887	19-086-008-0-DP-00001		47	087970	03/27/2019	05/31/2025	Active	1 of 2		Replace	Inactivate
024346893	19-086-008-0-DP-00002		47	087972	03/27/2019	05/31/2025	Active	2 of 2		Replace	Inactivate

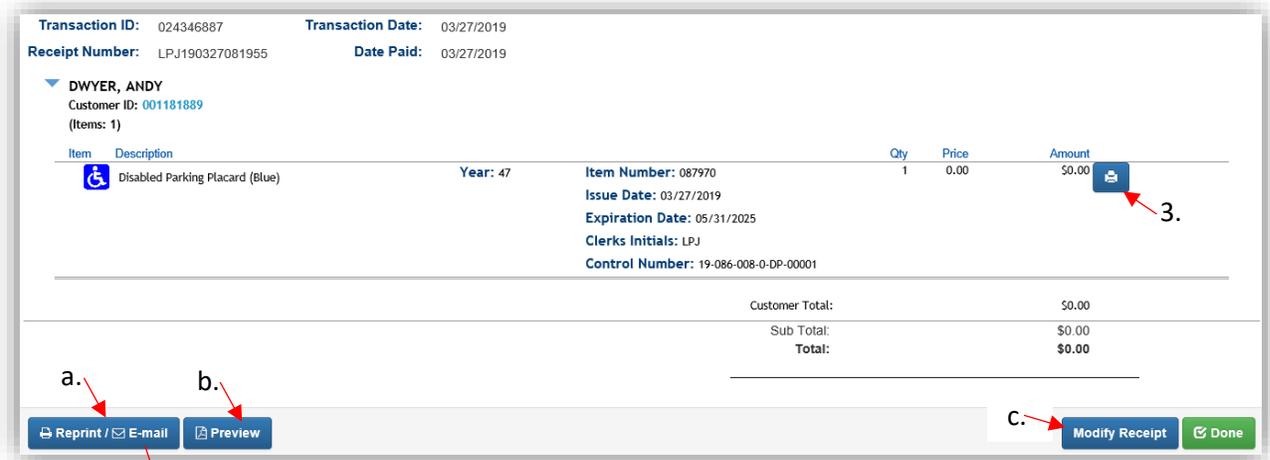
OR

2. From a Receipt Search results click **Recall** to reprint the decal.
 - a. **Preview Receipt** will open a PDF of the receipt if that is all you need to print.

Showing 1 to 4 of 4 entries

Receipt Number	Date - Time Paid	Processed by User Name		
LPJ190327081955	03-27-2019 08:20:00 AM	Jebsen, Lara	Preview Receipt	Recall
LPJ190327084014	03-27-2019 08:41:00 AM	Jebsen, Lara	Preview Receipt	Recall

3. From the Transaction Summary Page, click the printer icon  to reprint the decal.
 - a. To print or email a financial receipt WITHOUT a decal, click  **Reprint / E-mail**.
 - o This will open a pop-over where you can choose to print and/or email.
 - b.  **Preview** will open a PDF of the receipt.
 - c. See the ['Issuing a Refund for a Placard'](#) section of this manual for what to do from the **Modify Receipt**.



Transaction ID: 024346887 Transaction Date: 03/27/2019
Receipt Number: LPJ190327081955 Date Paid: 03/27/2019

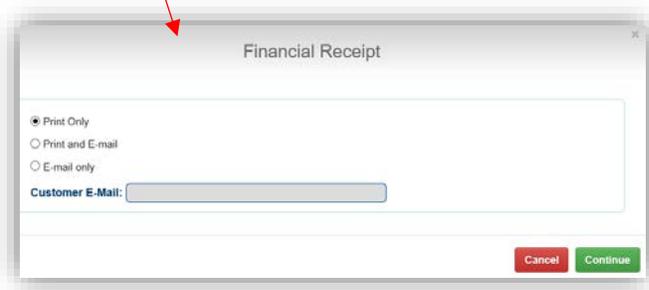
▼ DWYER, ANDY
Customer ID: 001181889
(Items: 1)

Item	Description	Year	Item Number	Qty	Price	Amount	
	Disabled Parking Placard (Blue)	47	087970	1	0.00	\$0.00	 3.

Issue Date: 03/27/2019
Expiration Date: 05/31/2025
Clerks Initials: LPJ
Control Number: 19-086-008-0-DP-00001

Customer Total: \$0.00
Sub Total: \$0.00
Total: \$0.00

a.  b.  c.  



Financial Receipt

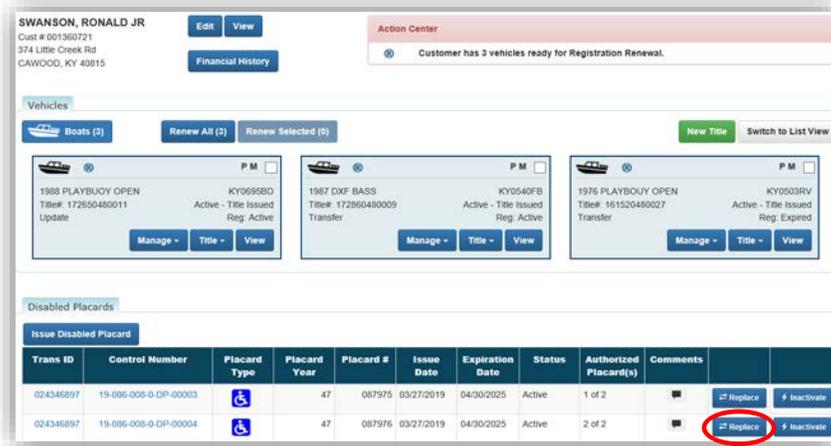
Print Only
 Print and E-mail
 E-mail only

Customer E-Mail:

Replacing a Placard

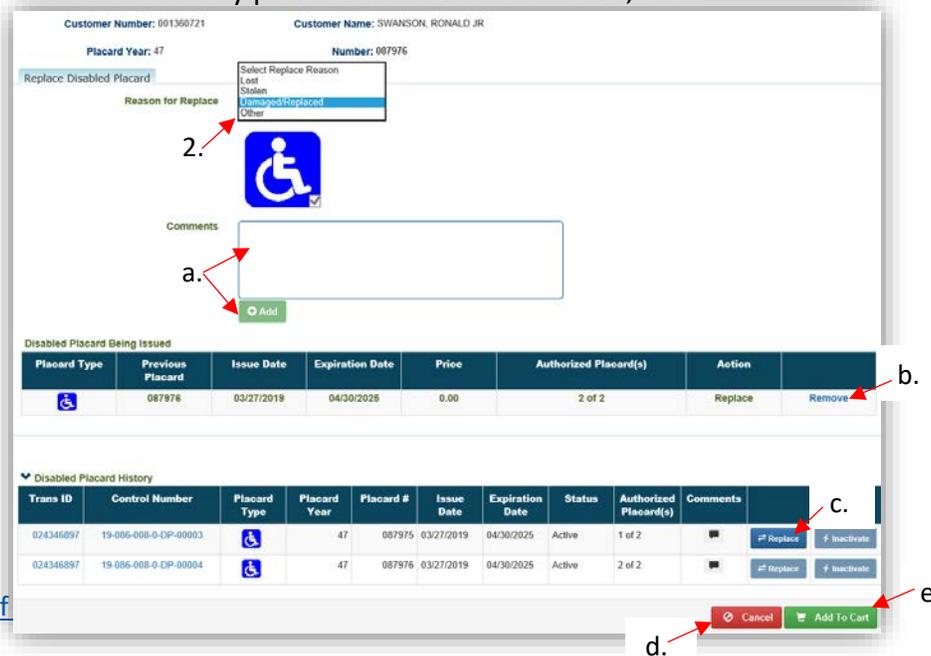
Replacing a Disabled Placard includes a charge to the Customer of \$10. If it has been damaged AND returned to the Clerk's Office, there is no charge.

1. From the Customer Account page, click  **Replace** next to the placard to be replaced.



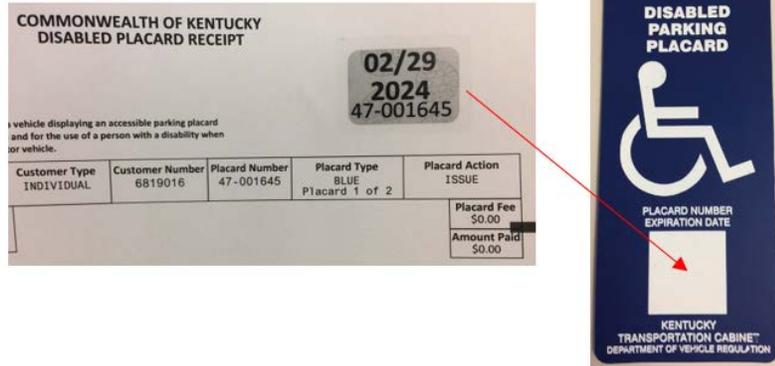
2. Select the reason for replacement from the dropdown menu and type any useful comments in the comment box.
 - o Replacement of a damaged placard is free **if it is returned**.
Follow your county clerk's operating procedures for disposing of or archiving the damaged placard.
 - o All other reasons for replacement will be charged \$10.00
- a. Enter any helpful comments and click  **Add**.

Note: Comments become a permanent part of the record, so professional content is recommended.
- b. If you would like to remove the placard at this time select **Remove**.
- c. You can replace the other placard by clicking  **Replace**.
- d.  **Cancel** will also remove the placard(s) and return you to the Customer Account Page.
- e. When all necessary placards have been removed, click  **Add To Cart**.



[Go to Table of](#)

3. See Step 3 of the [‘Issuing One Blue Placard’](#) section of this manual for info on the Shopping Cart. Also reference the Point of Sale Manual for info on Checking Out.
4. Upon completing the transaction, a PODD decal receipt will print.
 - a. Place the decal on the placard inside the white box.



Inactivating a Placard

Inactivating a Disabled Placard will not issue a refund. It can be reactivated as long as it is done within the original expiration date.

1. From the Customer Account Page, click **Inactivate** next to the placard you wish to inactivate.

DWYER, ANDY
Cust #: 001181889
2375 Caneyville Rd
ROUNDHILL, KY 42275
Phone: (270) 286-8772

Action Center
1988 SEA RAY SEVILLE is Ready for Registration Renewal.

Vehicles
Boats (1) Renew All (1) Renew Selected (0) New Title Switch to List View

1988 SEA RAY SEVILLE KY0438KN
Title#: 072570310012 Active - Title Issued
Transfer Reg: Active
Manage Title View

Disabled Placards
Issue Disabled Placard

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments		
024346887	19-086-008-0-DP-00001		47	087970	03/27/2019	05/31/2025	Active	1 of 2		Replace	Inactivate
024346893	19-086-008-0-DP-00002		47	087972	03/27/2019	05/31/2025	Active	2 of 2		Replace	Inactivate

2. Enter any useful comments (they are required) and click **Continue**
* This is **not a refund** and it cannot be reversed.

This action will **NOT** refund money. If you would like to refund money, perform a reversal. Are you sure you want to continue?

Previous Comments: Application signed by Dr. Ronald Swanson.

Reason for Inactivating: Inactivating comment here. *

Comment from issuing the placard

Cancel Continue

3. The placard will now have the status of 'Inactive'.

Disabled Placards
Issue Disabled Placard

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments		
024346893	19-086-008-0-DP-00002		47	087972	03/27/2019	05/31/2025	Active	1 of 2		Replace	Inactivate
024346887	19-086-008-0-DP-00001		47	087970	03/27/2019	05/31/2025	Inactive	1 of 2			Reactivate

See the ['Reactivating a Placard'](#) section of this manual on how to reactivate a placard that has been Inactivated.

Reactivating a Placard

Reactivating a Disabled Placard can be done if the placard has been previously inactivated and it is still within the original expiration date.

1. From a Customer Account Page, click **⚡ Reactivate**.

The screenshot shows a customer account page for DWYER, ANDY. The 'Vehicles' section lists a boat, '1988 SEA RAY SEVILLE', with a status of 'Active'. Below this, the 'Disabled Placards' section contains a table with two rows. The second row, representing a disabled placard, has a red circle around the '⚡ Reactivate' button in the 'Actions' column.

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments	Actions
024346893	19-086-008-0-DP-00002		47	087972	03/27/2019	05/31/2025	Active	1 of 2		
024346887	19-086-008-0-DP-00001		47	087970	03/27/2019	05/31/2025	Inactive	1 of 2		

2. A pop-over will appear with all comments entered for this placard.
 - a. Enter a reason for reactivating and click **✔ Continue**.

The pop-over contains the following text: 'Upon Reactivation, the selected disabled placard will be set to it's original state with original expiration date. Are you sure you want to continue?'. It has two text input fields: 'Previous Comments:' with the value 'Application signed by Dr. Ronald Swanson. Inactivating Comment will be here.' and 'Reason for Reactivating:' with the value 'Reactivating comment here.'. A red box highlights the 'Previous Comments' field. A red arrow labeled 'a.' points from the 'Reason for Reactivating' field to the '✔ Continue' button. There are also labels 'Comment from issuing the placard' and 'Comment from inactivating the placard' with arrows pointing to the respective parts of the 'Previous Comments' text.

3. The placard's status will now be 'Active'.
 - a. Hovering over the icon will show you all comment that have been entered for the placard.

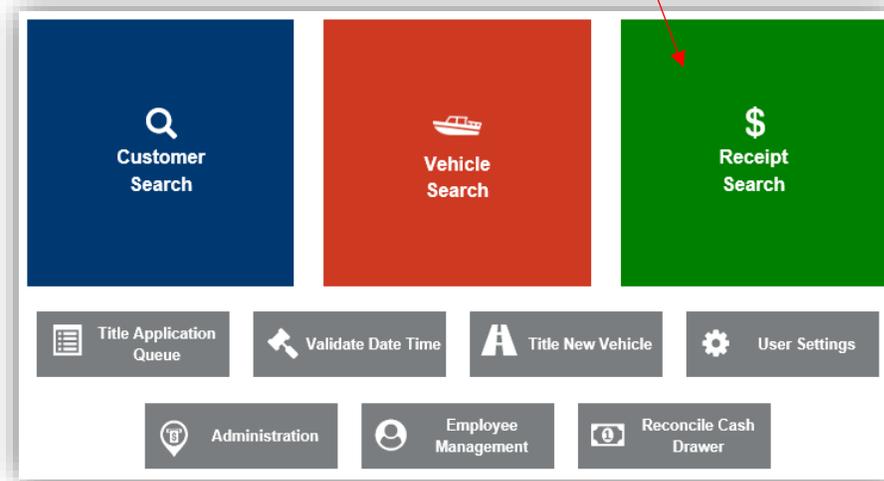
The screenshot shows the 'Disabled Placards' table. The second row, which was previously 'Inactive', now has its 'Status' column set to 'Active', which is circled in red. A tooltip is visible over the message icon in the 'Comments' column of this row, displaying the text: 'Application signed by Dr. Ronald Swanson. Inactivating Comment will be here. Reactivating comment here.'

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments	Actions
024346912	19-086-008-0-DP-00006		47	087985	03/27/2019	05/31/2025	Active	1 of 2		
024346912	19-086-008-0-DP-00007		47	087986	03/27/2019	05/31/2025	Active	2 of 2		

Issuing a Refund for a Placard

Issuing a refund for a Disabled Placard can only be done BEFORE the cash drawer that issued the placard is reconciled. Inactivating will not issue a refund, you must perform a reversal from the original receipt.

1. From the Home Page, click on the **Receipt Search** tile.



2. Search for your receipt by using one of the options from the dropdown menu.

The screenshot shows a search form with a 'Search By:' dropdown menu. The dropdown menu is open, showing options: 'Receipt Number', 'Control Number', 'Vehicle Information', 'Transaction ID', 'Check Details', 'ACH Details', 'Date and Time', and 'User'. The 'Receipt Number' option is selected. To the left of the dropdown is a text input field labeled 'Receipt Number:'. Below the dropdown are three buttons: 'Cancel', 'Reset', and 'Search'. The 'Search' button is circled in red.

3. Click **Recall** on the correct receipt.

The screenshot shows a table with the following data:

Receipt Number	Date - Time Paid	Processed by User Name		
LPJ190327081955	03-27-2019 08:20:00 AM	Jebsen, Lara	Preview Receipt	Recall
LPJ190327084014	03-27-2019 08:41:00 AM	Jebsen, Lara	Preview Receipt	Recall
LPJ190327093133	03-27-2019 09:37:00 AM	Jebsen, Lara	Preview Receipt	Recall

The 'Recall' button for the third receipt is circled in red.

4. Click on **Modify Receipt**.

Transaction ID: 024346897 Transaction Date: 03/27/2019
Receipt Number: LPJ190327093133 Date Paid: 03/27/2019

▼ SWANSON, RONALD JR
Customer ID: 001360721
(Items: 2)

Item	Description	Year	Item Number	Qty	Price	Amount	
	Disabled Parking Placard (Blue)	47	087975 Issue Date: 03/27/2019 Expiration Date: 04/30/2025 Clerks Initials: LPJ Control Number: 19-086-008-0-DP-00003	1	0.00	\$0.00	
	Disabled Parking Placard (Blue)	47	087976 Issue Date: 03/27/2019 Expiration Date: 04/30/2025 Clerks Initials: LPJ Control Number: 19-086-008-0-DP-00004	1	10.00	\$10.00	

Customer Total: \$10.00
Sub Total: \$10.00
Total: \$10.00

Cash Payment: \$10.00

[Reprint / E-mail](#) [Preview](#) **Modify Receipt** [Done](#)

5. Select the 'Reversal' checkbox to inactivate that placard(s) and click **Continue**.

Transaction ID: 024346897 Transaction Date: 03/27/2019
Receipt Number: LPJ190327093133 Date Paid: 03/27/2019

▼ SWANSON, RONALD JR Void All
Customer ID: 001360721
(Items: 2)

Item	Description	Year	Item Number	Qty	Price	Amount	
	Disabled Parking Placard (Blue)	47	087975 Issue Date: 03/27/2019 Expiration Date: 04/30/2025 Clerks Initials: LPJ Control Number: 19-086-008-0-DP-00003	1	0.00	\$0.00	<input type="checkbox"/> Reversal
	Disabled Parking Placard (Blue)	47	087976 Issue Date: 03/27/2019 Expiration Date: 04/30/2025 Clerks Initials: LPJ Control Number: 19-086-008-0-DP-00004	1	10.00	\$10.00	<input checked="" type="checkbox"/> Reversal

Customer Total: \$10.00
Sub Total: \$10.00
Total: \$10.00

Cash Payment: \$10.00 Void

[Cancel](#) **Continue**

5.

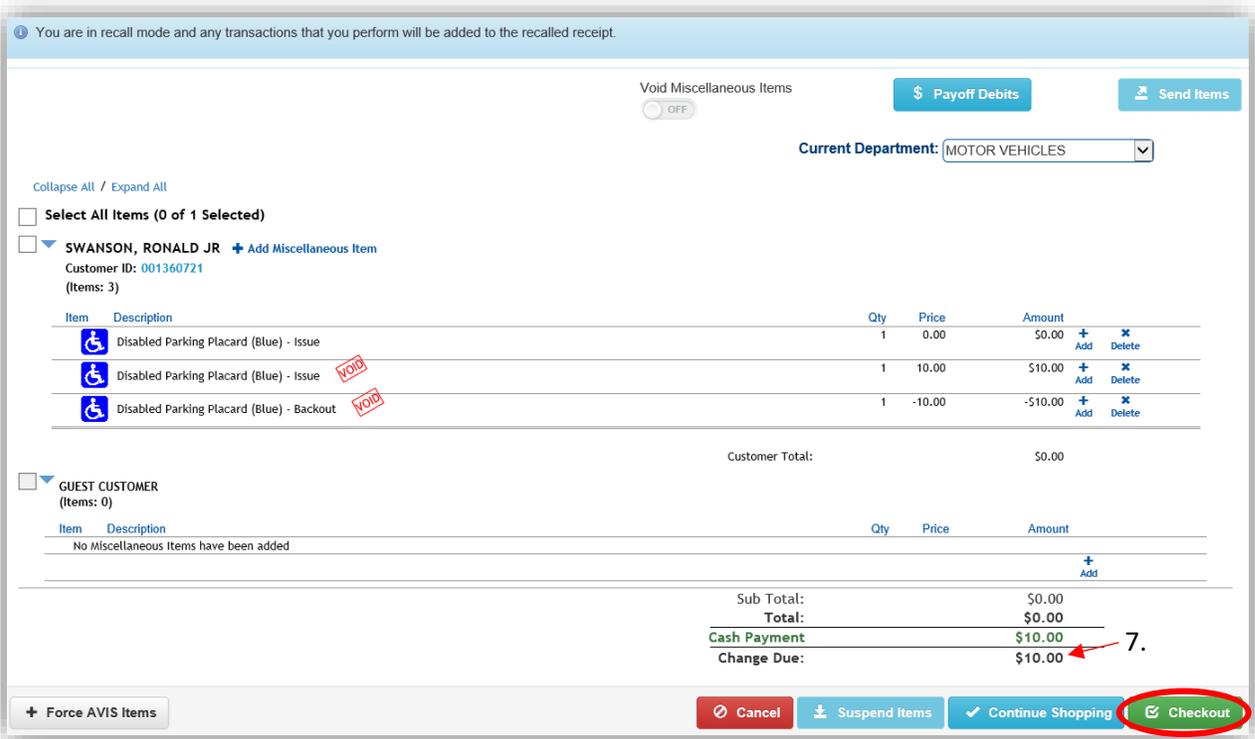
6. Enter a required comment and click .



Void Comments

Comments: *

7. The change due will reflect the refund from voiding the placard. Click  to proceed to Checkout and refund them however your specific office proceeds with refunds.



You are in recall mode and any transactions that you perform will be added to the recalled receipt.

Void Miscellaneous Items OFF

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

SWANSON, RONALD JR + Add Miscellaneous Item
Customer ID: 001360721
(Items: 3)

Item	Description	Qty	Price	Amount		
	Disabled Parking Placard (Blue) - Issue	1	0.00	\$0.00	+ Add	✕ Delete
	Disabled Parking Placard (Blue) - Issue	1	10.00	\$10.00	+ Add	✕ Delete
	Disabled Parking Placard (Blue) - Backout	1	-10.00	-\$10.00	+ Add	✕ Delete

Customer Total: \$0.00

GUEST CUSTOMER (Items: 0)

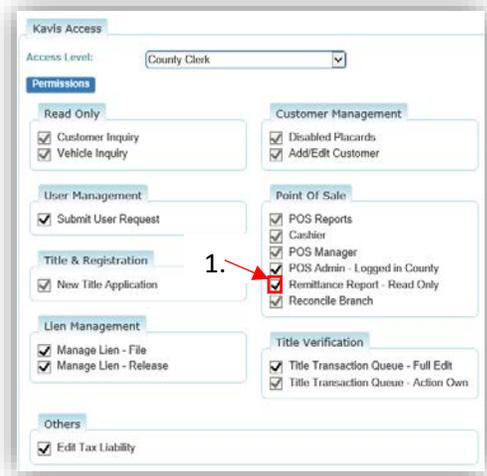
Item	Description	Qty	Price	Amount
No Miscellaneous Items have been added				+ Add

Sub Total: \$0.00
Total: \$0.00
Cash Payment: \$10.00
Change Due: \$10.00

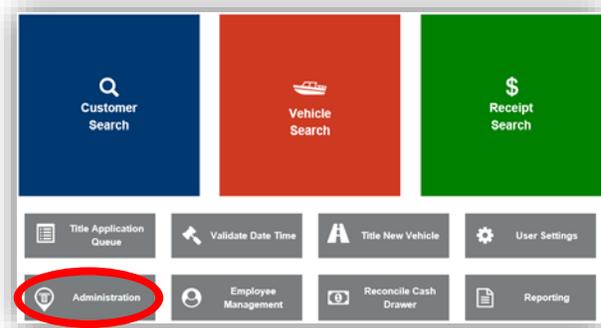
Reference the Point of Sale Manual for info on Shopping Cart options and Checking Out a Refund.

Remittance Report

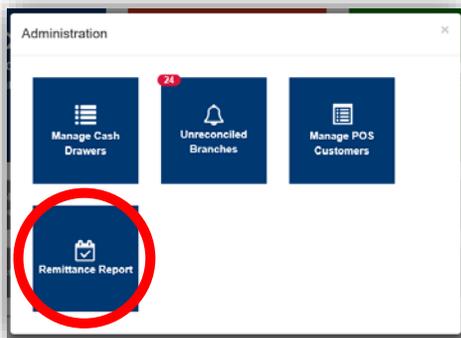
Remittance Reports are available for a user with a Manager or County Clerk role with the 'Remittance Report' permissions.



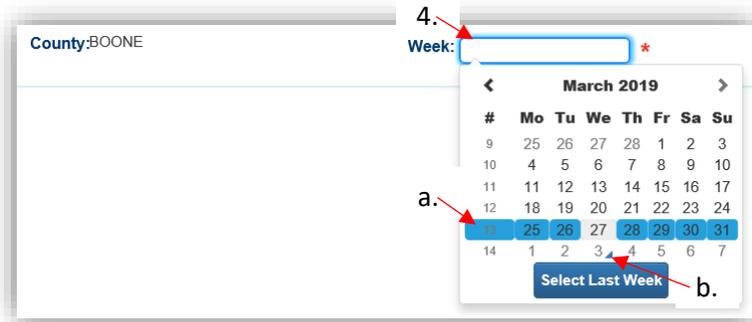
1. From the Home Screen, choose  Administration.



1. Select .



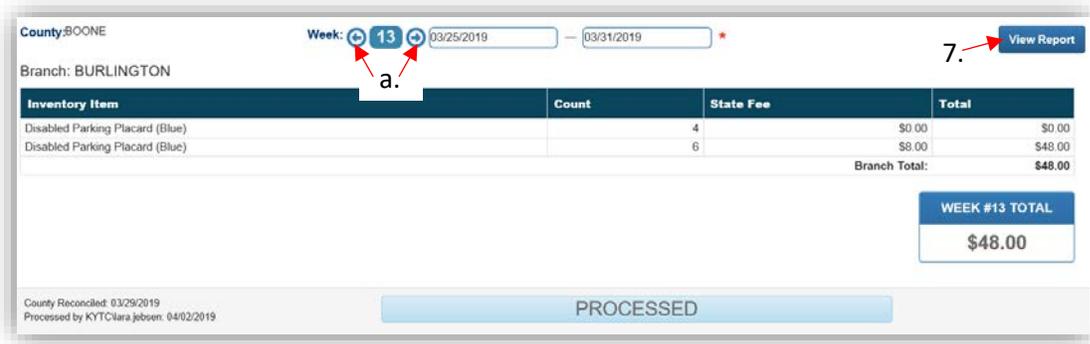
2. Click on the box to select the week of the report you would like to see.
 - a. As you hover over a date, the week will highlight in blue.
 - b. The blue triangle will appear on the current date.



3. If your county is not reconciled for the specific week you have chosen, you will not be able to generate a Remittance Report.
 - a. See the 'Reconciling Branches' section of the Customer and User Management Manual for guidance on how to do this.



4. You can change the week you are viewing.



5. click on **View Report** to open a pdf of the Remittance Report.

Remittance Report				
Week Number:	13			
Day(s) of Business:	3/25/2019	To:	3/31/2019	
Printed Date:	4/3/2019 8:09 AM			
County:	Boone	County Total:	\$48.00	
Branch Name:	BURLINGTON			
Account Number	Item Description	Count	State Fee	Total
95000	Disabled Parking Placard (Blue)	4	\$0.00	\$0.00
95000	Disabled Parking Placard (Blue)	6	\$8.00	\$48.00
Branch Total:			\$48.00	