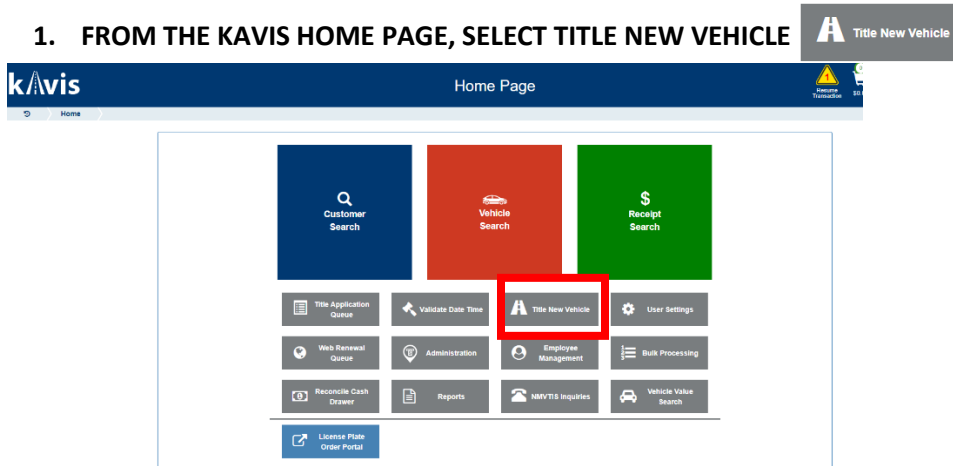


# Title Action- Dealer Assignment- Out of State

This manual will address how to dealer assign a title coming in from out of state to meet statutory requirements pursuant to KRS 186A.220

## 1. FROM THE KAVIS HOME PAGE, SELECT TITLE NEW VEHICLE



## 2. KAVIS WILL NAVIGATE YOU TO BUBBLE ONE (TITLE INFORMATION)

- a. Select the drop-down menu for title action.
- b. Choose Dealer Assignment
- c. Choose Vehicle Type
- d. Enter information for Titling State
- e. Enter Out of State Title #
- f. Click [Continue >](#)

**Title: Dealer Assignment**

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

**Total Due:** \$8.00 [Continue >](#)

**Title Action**

Multi-Transfer:  No  Yes      Title Only:  No  Yes

Title Action:  \*

Vehicle Type:  \*

Kentucky Title  Out of State Title \*

Titling State:  \*

Out of State Title #:  \*

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

**3. KAVIS WILL NAVIGATE TO BUBBLE 2 (VEHICLE INFORMATION)**  
**a. Enter the vehicle vin and click 'tab key' or hit 'enter key'**

**Total Due:** \$8.00 [Continue >](#)

**Passenger Auto Details**

<b>VIN:</b> <input type="text" value="1G4AH51N1K6437778"/> *	<b>Motor Type:</b> <input type="text" value="Select One..."/> *
<b>Vehicle Type:</b> Passenger Auto	<b>Cylinders:</b> <input type="text" value=""/> *
<b>Style:</b> <input type="text" value="2D - Sedan (2 door)"/> *	<b>Odometer:</b> <input type="text" value=""/> *
<b>Year:</b> <input type="text" value=""/> *	<input type="checkbox"/> Not Actual <input type="checkbox"/> Exceeds Limit
<b>Make:</b> <input type="text" value=""/> *	<b>Brand:</b> <input type="checkbox"/> Half Damaged <input type="checkbox"/> Water Damaged
<b>Model:</b> <input type="text" value=""/> *	
<b>Model #:</b> <input type="text" value=""/> *	
<b>Color:</b> <input type="text" value="Select One..."/> *	
<b>2nd Color:</b> <input type="text" value="Select One..."/> *	

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

**4. NMVTIS WILL RUN AN INQUIRY TO ENSURE THERE'S NO ISSUES PERTAINING TO VEHICLE**

Verify Used Vehicle

**Error and Warning Messages**

✖ 415: VIN NOT ON FILE

🚗 1989 BUIC CENTURY VIN / JURISDICTION / TITLE #: 1G4AH51N1K6437778 MN 17051472-1

**Title/Vehicle**

<p><b>Title Information</b></p> <p><b>Type:</b> <span style="float: right;"><b>Issued Date:</b> 03/02/2023</span>  <b>Title Status:</b> <span style="float: right;"><b>Status Date:</b></span>  <b>Title #:</b> 17051472-1 <span style="float: right;"><b># of Liens:</b></span>  <b>Jurisdiction:</b> MN - Minnesota</p>	<p><b>Owner(s)</b></p>	
<p><b>Vehicle Information</b></p> <p><b>Vehicle Type:</b> Passenger Auto (VINtelligence)  <b>Year:</b> 1989  <b>Make:</b> BUIC - BUICK  <b>Model:</b> CENTURY (VINtelligence)  <b>Brands:</b></p>	<p><b>Vehicle Style</b></p> <p><b>Color:</b>  <b>Minor Color:</b></p>	<p><b>Vehicle Attributes</b></p> <p><b>Odometer:</b> EXEMPT  <b>Gross Wt.:</b>  <b>Cylinders:</b> 6 (VINtelligence)</p>

Cancel, Go Back
Confirm & Proceed

5. Click Confirm & Proceed **Confirm & Proceed**

- a. The results from NMVTIS will populate the screen with the vehicle attributes received from the response
- b. Any fields that were not included will be editable for the clerk to complete
- c. Complete the required fields and click **Continue >**

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

NMVTIS Check Complete Total Due: \$8.00 Continue >

Passenger Auto Details

VIN: 1G4AH51N1K643778 \*

Vehicle Type: Passenger Auto

Style: SD - Sedan \*

Year: 1989 \*

Make: BUICK \*

Model: CENTURY \*

Color: BLU - Blue x \*

2nd Color: Select One...

Motor Type: IC - Standard Combustion \*

Cylinders: 6 \*

Odometer: 65000 \*

Not Actual  Exceeds Limit

Brand:  Hail Damaged  Water Damaged

Cancel Title Application Continue >

6. KAVIS WILL NAVIGATE TO BUBBLE 3 (SELLER INFORMATION)

- a. Enter all required information for the Seller
- b. Select **Add**
- c. Then click **Continue >**

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

NMVTIS Check Complete Total Due: \$8.00 Continue >

Seller Information

At least one Seller is required.

Seller Name: David Harrod \*

E-Mail Address: d.harrod@gmail.com

Phone Number: (201) 256-9999

Dealer Type:

Seller Address

Address 1: 4000 Southwest Ct \*

Address 2:

City: Bloomington \*

State: Minnesota \* Zip: 55425 \*

Attn:

Cancel Add

Cancel Title Application Continue >

7. The following Screen will display with the Seller's Information

- a. If you need to add an additional seller click **Add Seller**
- b. Enter Seller Notary Date
- c. Click **Continue >**

NMVTIS Check Complete Total Due: \$8.00 **Continue >**

**Seller Information**

▼ David Harrod

Seller Name: David Harrod  
Email: d.harrod@gmail.com  
Phone: (201) 555-2222  
Address: 4000 Southwest Ct  
Bloomington, MN 55425

**Add Seller** **Remove**

Seller Notary Date:

**Cancel Title Application** **Continue >**

8. KAVIS WILL NAVIGATE TO BUBBLE 4 (BUYER INFORMATION)

- a. Enter a Dealer Number OR Dealer name and hit enter or click **Search**

9. The following screen will display with the Dealer's information

- a. Verify all information is correct
- b. Enter Buyer Notary Date
- c. Select **Continue >**

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

NMVTIS Check Complete Total Due: \$8.00 **Place On Hold** **Continue >**

**Buyer Information**

County:

Dealer Number:  Dealer Name:  FEIN:

*Instruction: Type a valid Dealer Number and press Enter, or Search using either Dealer Name or FEIN.*

Designated Owner	Customer ID	Dealer Name	Dealer Number	Inc. Month	Physical Address	Alerts	
<input checked="" type="checkbox"/>	015829176	Neil Huffman Acura at Oxmoor	1591056	MAY	100 Oxmoor Court, Louisville, KY 40222		<b>Remove</b>

Buyer Notary Date:  \*

**Cancel Title Application** **Continue >**

## 10. KAVIS WILL NAVIGATE TO BUBBLE 5 (LIEN INFORMATION)

- a. Click [Continue >](#) to navigate to Bubble 7 (Additional Information)

**NOTE:** Lien information and Registration is non-applicable to dealer assignments. You cannot dealer assign a title that has an active lien

Title: Dealer Assignment

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

▲ NMVTIS Check Complete ⓘ Total Due: \$8.00 [Place On Hold](#) [Continue >](#)

Lien Information

Primary Owner County of Residence: JEFFERSON

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

## 11. KAVIS WILL NAVIGATE TO BUBBLE 7 (ADDITIONAL INFORMATION)

- a. Enter the Date of Purchase
- b. Enter the Usage Tax Description
- c. Click [Continue >](#)

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

▲ NMVTIS Check Complete ⓘ Total Due: \$8.00 [Place On Hold](#) [Continue >](#)

Additional Information

ⓘ Title applications with NMVTIS issues receive extra review by MVL. Select the Extra Review Button to add Comments and view details.

Date of Purchase: 12/28/2023 \*  
Usage Tax Description: DA - Dealer Assignment \*  
Reg Receipt Comments:   
\* These comments will print on the PODD Receipt.

[Extra Review](#) Usage Tax Amount: \$0.00

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

**NOTE:** Title applications with NMVTIS issues will be sent to MVL for 'Extra Review' You may click on the **Extra Review** button to review the information and add comments or another reason that you would like for MVL to review this application (i.e. fraud, odometer correction, VIN correction etc)

Review Information ✕

Review Reason	Comment	Clerk Name	
<div style="border: 1px solid black; padding: 2px;">           Select Reason...            Select Reason...            Fraud            Towing &amp; Storage            Mechanics Lien            Court Order            Other            Odometer Correction            VIN Correction            NMVTIS Review         </div>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	kytelorir.woods	✖ Delete
	<div style="border: 1px solid gray; padding: 5px;">           0 - No results returned from NMVTIS         </div>	kytelorir.woods	

Add Extra Review Reason
Confirm

**12. KAVIS WILL NAVIGATE TO BUBBLE 8 (FINALIZE)**

- a. If anything is in red, click on either the bubble at the top or the warning itself to navigate to the page that needs attention
- b. If all required data is showing green and complete, click Add To Cart

**NOTE:** Transactions cannot be added to the cart until all items on the checklist are green

Clicking Cancel Title Application cancels the application and deletes all information with this transaction

Clicking Place On Hold allows the clerk to place transaction on hold if a customer needs more paperwork, money etc.

Clicking Print Preview will print the VTR for this transaction



▲ NMVTIS Check Complete ⓘ
**Total Due:** \$8.00
Place On Hold

**Finalize Title Application**

1. Title Action - Dealer Assignment

2. Vehicle Information

Required Fields Complete

3. Seller Information

Seller 1  Name and Address Complete

Seller Information Complete

4. Buyer Information

Notary Date Complete

Buyer 1 Neil Huffman Acura at Oxmoor  Required Fields Complete

Neil Huffman Acura at Oxmoor is Designated Owner

5. Lien Information

6. Registration






Title Only

7. Additional Information

Additional Information Complete

Cancel Title Application
Place On Hold
Print Preview
Add To Cart

13. KAVIS WILL NAVIGATE TO THE SHOPPING CART SUMMARY PAGE

- a. If you need to edit information, click the  button and select 'Yes'
- b. To delete, click the  button and click 'Yes'
- c. To cancel the application, click the  button (THIS DELETES ALL INFORMATION)
- d. To return to the Home page and select other options, click 
- e. To check out, click 

### Shopping Cart Summary

\$ Payoff Debits Send Items

Current Department: Motor Vehicles

[Collapse All](#) / [Expand All](#)

Select All Items (0 of 1 Selected)

Neil Huffman Acura at Oxmoor + Add Miscellaneous Item  
Customer ID: 015829176  
(Items: 4)

Item	Description	Qty	Price	Amount	Edit	Delete
<span style="border: 1px solid #00aaff; padding: 1px;">KAVIS</span>	Passenger Auto, 1989 BUICK CENTURY					
Action: Title (Dealer Assignment)						
	Clerk Vehicle Registration Fee	1	6.00	\$6.00		
	Dealer Assignment - Motor Vehicle	1	2.00	\$2.00		
				<span style="font-size: x-small;">+</span> Add		
<span style="border: 1px solid #00aaff; padding: 1px;">KAVIS</span>	Passenger Auto, 1988 CHEV CO21305					
Action: Title (Dealer Assignment)						
	Clerk Vehicle Registration Fee	1	6.00	\$6.00		
	Dealer Assignment - Motor Vehicle	1	2.00	\$2.00		
				<span style="font-size: x-small;">+</span> Add		
Customer Total:					\$16.00	

GUEST CUSTOMER  
(Items: 0)

Item	Description	Qty	Price	Amount	Add
No Miscellaneous Items have been added					
				<span style="font-size: x-small;">+</span> Add	
Sub Total:					\$16.00
Total:					\$16.00

+ Force AVIS ItemsCancelSuspend ItemsContinue ShoppingCheckout