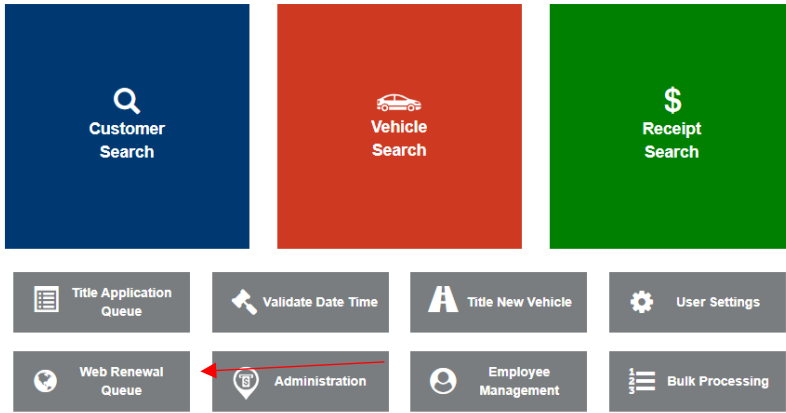


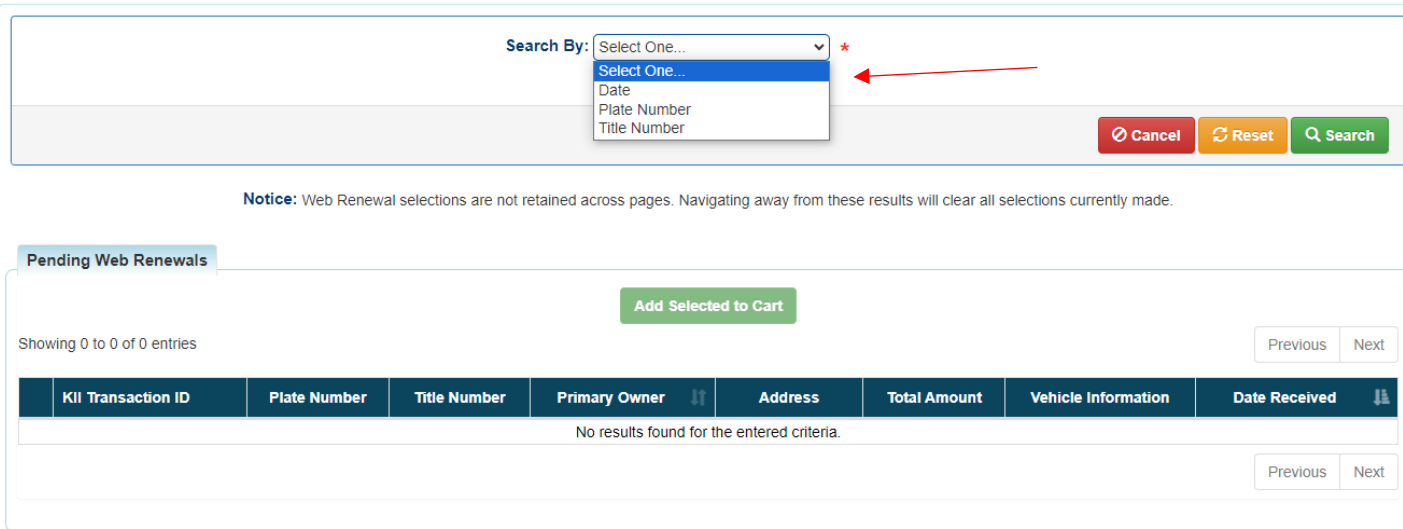
## Web Renewal Queue

This guide demonstrates how to use the Web Renewal Queue to complete Web Renewals.

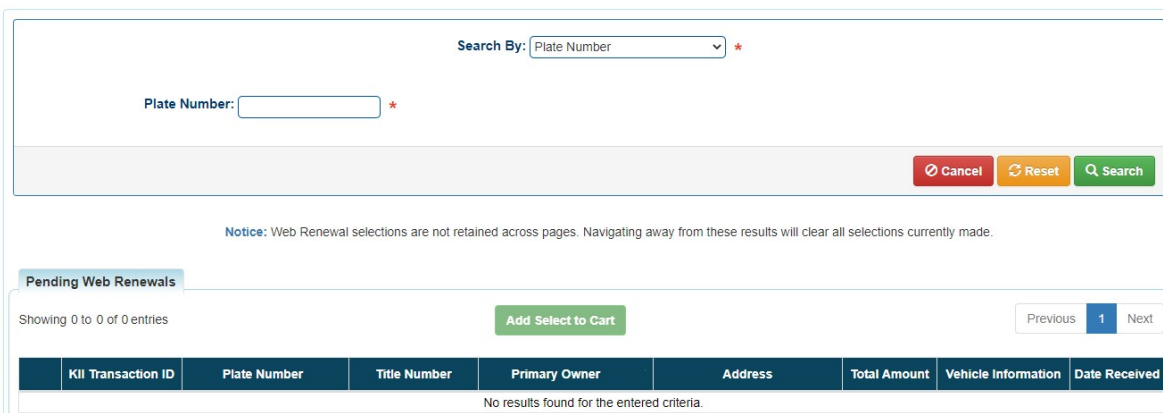
1. Click 'Web Renewal Queue' on the Home page.



2. On the Web Renewal Queue page click the 'Search By' dropdown and select either Date, Plate Number, or Title Number.



3. Search by Plate Number or Title Number will filter Pending Web Renewal by the Plate or Title Number entered.



- The 'Date' Search By option can be selected to show a range of Web Renewals ready to be completed. Select a '[Start Date](#)' and '[End Date](#)'. Click the 'Search' button and the results will be filtered by the '[Date Received](#)'.

Search By: Date \*

Start Date: 10/30/2022 \* End Date: 10/30/2022 \*

Cancel Reset Search

**Notice:** Web Renewal selections are not retained across pages. Navigating away from these results will clear all selections currently made.

**Pending Web Renewals**

Showing 1 to 50 of 50 entries Add Select to Cart Previous 1 2 Next

<input type="checkbox"/>	KII Transaction ID	Plate Number	Title Number	Primary Owner	Address	Total Amount	Vehicle Information	Date Received
<input type="checkbox"/>	46077648	573JKS	191150340237	HAASE, JAMES E	243 Mcdonald Rd Apt 4 LEXINGTON, KY 40505-1994	\$100.22	1997 MITS MIRAGE	10/30/22
<input type="checkbox"/>	46077649	abc123	191150340237	SPENCER, HAROLD	300 No Where Lane LEXINGTON, KY 50505-1994	\$130.32	2001 Honda	10/30/22
<input type="checkbox"/>	46077658	abc124	191150340237	STACY, VERNA	302 RIDGEWOOD DRIVE LEXINGTON, KY 49405-1954	\$200.22	2013 Ford Escape	10/30/22

**Note:** All Web Renewals received on this date and not yet completed will display in the Web Renewal Queue.

- Select the checkbox in the far right corner and notice how the '[Add Selected to Cart](#)' button becomes enabled.
- Select as many Web Renewals as needed and then click the '[Add Selected to Cart](#)' button.
- In the Shopping Cart the item can be removed by clicking the 'Delete' icon.
- To complete the Web Renewal Checkout and Finalize the Transaction.
- Upon Finalizing the Transaction KAVIS will print the PODD Receipt for each Web Renewal.
  - Note:** As Web Renewals are Checked Out and Finalized they will no longer be searchable in the Web Renewal Queue. The Customer Account or Vehicle Summary page will need to be used if more actions are needed to be taken for the Vehicle.