



Registration and Plate Action Manual

Updated December 2023



Plate Registration Actions

- To take any Registration of the Registration Actions in this section, Customers must pay all delinquent Ad Valorem on all vehicles.
Ad Valorem does not need be paid in a separate transaction before the registration; it will be included with the Registration Action payment.
- Salvage titles are not eligible to be registered and so these Registration Action cannot be completed for these.

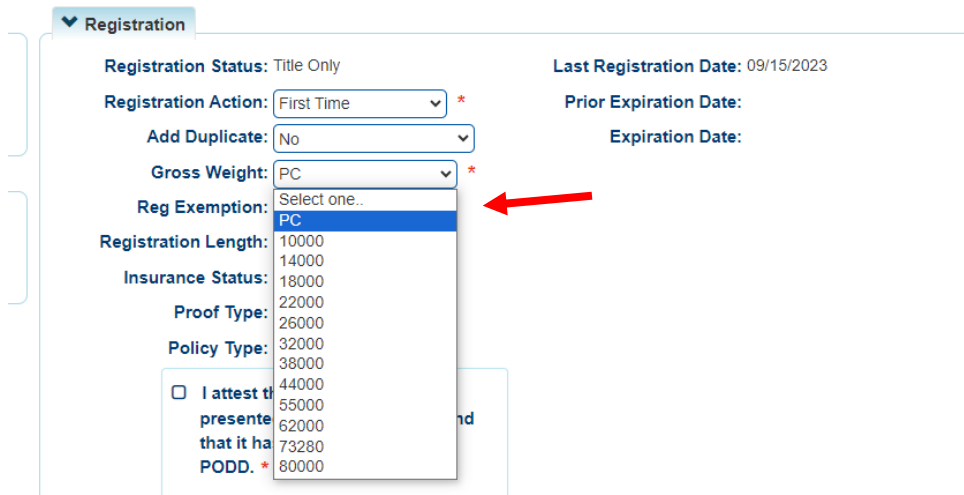
First Time Registration

- To navigate to the Manage page click on the Manage dropdown and select 'First Time'.
 - The 'First Time' option will be in bold and selectable when the Vehicle Registration is Title Only or Cancelled.



The screenshot shows the 'Registration Information' section of a vehicle registration page. The status is 'Title Only'. A 'Manage' dropdown menu is open, showing options: Renew, First Time (highlighted with a red arrow), Ad Valorem Payment, Cancel, Junk, Sold Out of State, Incomplete Transfer, and Other. The registration details include: Type: None, County: ROCKCASTLE, Reg. Date: 09/15/2023, Plate Type: (blank), Exp. Date: (blank), Plate #: (blank), Reg. Exemption: (blank), Plate Action: (blank), Gross Weight: (blank), Remarks: (blank), and Comments: (blank). Fees listed are: State Vehicle Registration Fee: \$0.00, KYTC Vehicle Registration Fee: \$0.00, and Clerk Vehicle Registration Fee: \$0.00.

- Upon navigating to the Manage page the First Time Registration Action will be selected by default.
- From the Gross Weight dropdown in the Registration section select the appropriate weight for the License Plate to be entered.



The screenshot shows the 'Registration' section of a vehicle registration page. The registration status is 'Title Only' and the last registration date is '09/15/2023'. The registration action is set to 'First Time'. The 'Add Duplicate' dropdown is set to 'No'. The 'Gross Weight' dropdown is open, showing a list of weights: 10000, 14000, 18000, 22000, 26000, 32000, 38000, 44000, 50000, 55000, 62000, 73280, and 80000. The 'PC' option is selected, highlighted with a red arrow. The 'Reg Exemption' dropdown is set to 'PC'. The 'Registration Length' dropdown is set to '10000'. The 'Insurance Status' dropdown is set to '18000'. The 'Proof Type' dropdown is set to '22000'. The 'Policy Type' dropdown is set to '32000'. There is a checkbox for 'I attest that the vehicle is presented to the state and has a valid PODD.' with a red asterisk next to it.

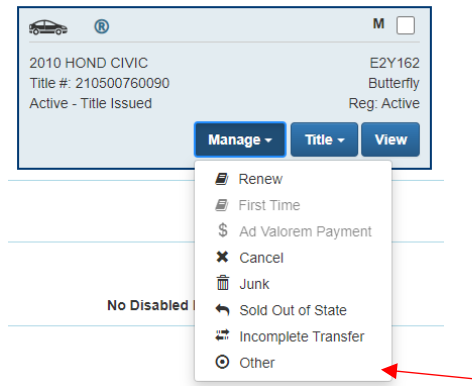
4. Enter the License Plate being issued to this vehicle into the Plate # field in the License Plate section. Click away and KAVIS will confirm the following:
 - a. The License Plate is available to be issued.
 - b. The License Plate is in the inventory of the user's County and Branch.
 - c. The Vehicle Type is appropriate to be issued to the Plate Type
 Upon confirming the plate can be issued to the vehicle KAVIS will auto-populate the Plate Type.

5. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

6. Once the required information has been entered the First Time registration can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

Plate Change

1. To navigate to the Manage page click on the Manage dropdown and select 'Other'. This Manage button is found on the Vehicle Tile of the Customer Account page and also within the Registration section on the Vehicle Summary page.



2. On the Manage page select the Registration Action dropdown and select Plate Change.
 - a. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
3. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
 - a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

Title

Title Status: Active - Title Issued
Title Number: 210500760090
Title Type: Out-of-state

License Plate

Plate Type: Butterfly
Plate #: E2Y162 Plate Year: 13

a. Plate #: *
Plate Type: *

Registration

Registration Status: Active
Registration Action: Plate Change *
Add Duplicate: No
Registration Length: Short Long *
Insurance Status: Uninsured
Proof Type: Select One... *
Policy Type: Select One... *
I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Last Registration Date: 12/21/2023
Prior Expiration Date: 12/31/2024
Expiration Date:

b.

7. In the open Plate #: field Enter the Plate Number of the License Plate the customer changing to. Click away and KAVIS will confirm the following:
 - d. The License Plate is available to be issued.
 - e. The License Plate is in the inventory of the user's County and Branch.
 - f. The Vehicle Type is appropriate to be issued to the Plate Type

8. Upon confirming the Plate can be issued to this vehicle KAVIS will populate the Plate Type field automatically.

License Plate

Plate Type: Butterfly

Plate #: E2Y162 Plate Year: 13

→ Plate #: *

Plate Type: *

9. Once this information is populated the Plate Change can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

Weight Change

- To navigate to the Manage page click on the Manage dropdown and select 'Other'. This Manage button is found on the Vehicle Tile of the Customer Account page and also within the Registration section on the Vehicle Summary page.



The screenshot displays the 'Registration Information' section of a vehicle summary page. The status is 'Active'. The registration details include: Type: Corrected, County: GREENUP, Reg. Date: 09/01/2023, Plate Type: 10000#, Exp. Date: 12/31/2023, Plate #: 929790, Reg. Exemption, Plate Action: Issue, Remarks: 000, Gross Weight: 10000, and Comments: RESCAN 00022590. Registration fees are listed as \$0.00 for State, KYTC, and Clerk. A 'Manage' dropdown menu is open, showing options: Renew, First Time, Ad Valorem Payment, Cancel, Junk, Sold Out of State, Incomplete Transfer, and Other. A red arrow points to the 'Other' option.

Type: Corrected	County: GREENUP
Reg. Date: 09/01/2023	Plate Type: 10000#
Exp. Date: 12/31/2023	Plate #: 929790
Reg. Exemption:	Plate Action: Issue
Remarks: 000	Gross Weight: 10000
Comments: RESCAN 00022590	
State Vehicle Registration Fee: \$0.00	
KYTC Vehicle Registration Fee: \$0.00	
Clerk Vehicle Registration Fee: \$0.00	

- Manage
- Renew
- First Time
- Ad Valorem Payment
- Cancel
- Junk
- Sold Out of State
- Incomplete Transfer
- Other

- On the Manage page select the Registration Action dropdown and select Weight Change.
 - Note:** Weight Change will only display for Vehicle Types Truck, Bus, and Wrecker.

12. From the Gross Weight dropdown select the new weight.
 - a. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
 - b. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

The screenshot shows two main sections: 'Title' and 'Registration'.
 The 'Title' section includes:
 - Title Status: Active - Title Issued
 - Title Number: 232440450021
 - Title Type: Transfer
 - License Plate section: Plate Type: 10000#, Plate #: 929790, Plate Year: 08
 - Below this, a new 'Plate #' field is highlighted with a red arrow and labeled 'a.', and a 'Plate Type' dropdown is highlighted with a red arrow and labeled 'b.'.
 The 'Registration' section includes:
 - Registration Status: Active
 - Last Registration Date: 09/01/2023
 - Registration Action: Weight Change (dropdown)
 - Add Duplicate: No (dropdown)
 - Gross Weight: 22000 (dropdown)
 - Reg Exemption: None (dropdown)
 - Registration Length: Short (radio), Long (radio)
 - Insurance Status: Uninsured
 - Proof Type: Select One... (dropdown)
 - Policy Type: Select One... (dropdown)
 - Attestation is required checkbox: I attest that the customer has presented proof of insurance and that it has been scanned into PODD.
 Red arrows from 'a.' and 'b.' point to the new 'Plate #' field and the 'Policy Type' dropdown respectively.

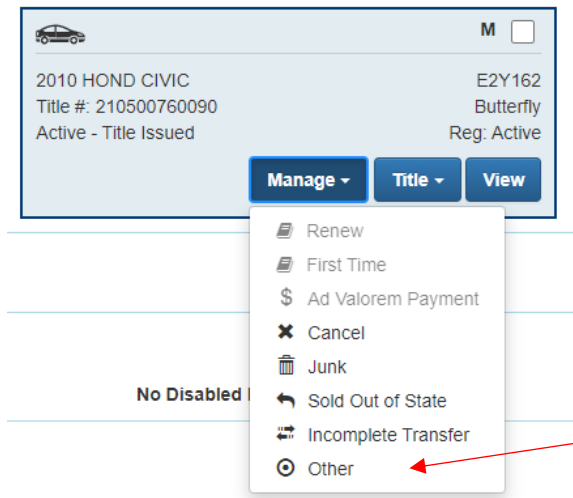
13. In the open Plate #: field Enter the Plate Number of the License Plate the customer changing to. Click away and KAVIS will confirm the following:
 - g. The License Plate is available to be issued.
 - h. The License Plate is in the inventory of the user's County and Branch.
 - i. The Vehicle Type is appropriate to be issued the Weighted Plate
14. Upon confirming the Plate can be issued to this vehicle KAVIS will populate the Plate Type field automatically.

The screenshot shows the 'License Plate' section with the following information:
 - Plate Type: 10000#
 - Plate #: 929790
 - Plate Year: 08
 - Below a horizontal line, the 'Plate #' field is now populated with '189723' and the 'Plate Type' dropdown is populated with '22000#'. A red arrow points to the 'Plate Type' field.

15. Once this information is populated the Weight Change can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

Plate Replacement

1. To navigate to the Manage page click on the Manage dropdown and select 'Other'. This Manage button is found on the Vehicle Tile of the Customer Account page and also within the Registration section on the Vehicle Summary page.



2. On the Manage page select the Registration Action dropdown and select Plate Replacement.
 - a. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
 - b. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

Title

Title Status: Active - Title Issued
Title Number: 210500760090
Title Type: Out-of-state

License Plate

Plate Type: Butterfly
Plate #: E2Y162 Plate Year: 13
Plate #: *
Plate # is required!

Registration

Registration Status: Active
Last Registration Date: 12/21/2023
Registration Action: Plate Replacement *
Add Duplicate: No
Insurance Status: Uninsured
Replacement Reason: Select One... *
Replacement Reason is required!

Proof Type: Select One... *
Proof Type is required!

Policy Type: Select One... *
Policy Type is required!

Attestation is required
 I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Comments:

3. In the open Plate #: field Enter the Plate Number of the License Plate the customer changing to. Click away and KAVIS will confirm the following:

- a. The License Plate is available to be issued.
- b. The License Plate is in the inventory of the user's County and Branch.
- c. The License Plate Type is different from the currently issued Plate Type.
4. Upon confirming the Plate can be issued to this vehicle KAVIS will populate the Plate Type field automatically.
5. A 'Replacement Reason' will need to be selected from the dropdown. Click on the dropdown and select the appropriate Reason.

Registration

Registration Status: Active

Last Registration Date: 01/17/2023

Registration Action: Plate Replacement *

Add Duplicate: No

Insurance Status: Uninsured

Proof Type: Alternate *

Policy Type: Self-insured *

Company Code: S1132 *

I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Comments:

Replacement Reason: Select One... *

Replacement Reason is required.

- Select One...
- Lost
- Stolen
- Destroyed
- Rusted
- County Change
- Other
- Other - No Fee

6. The amount due for the Plate Replacement will be determined by the Reason selected and display at bottom right of the Manage page.

Clerk Plate Replacement Fee: \$3.00

State Plate Replacement Fee: \$3.00

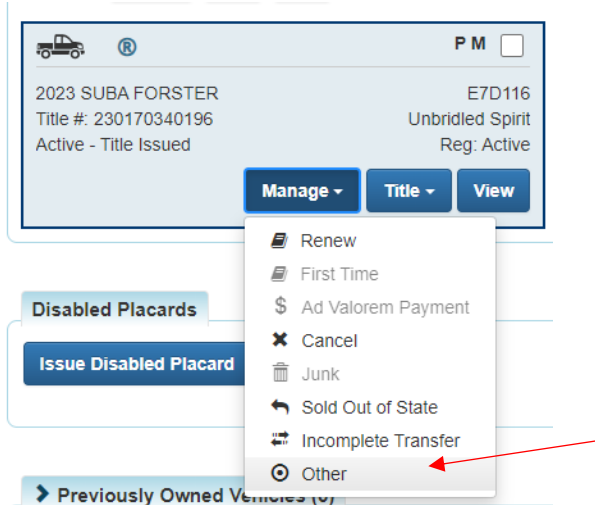
Total Due: \$6.00

Cancel Add To Cart

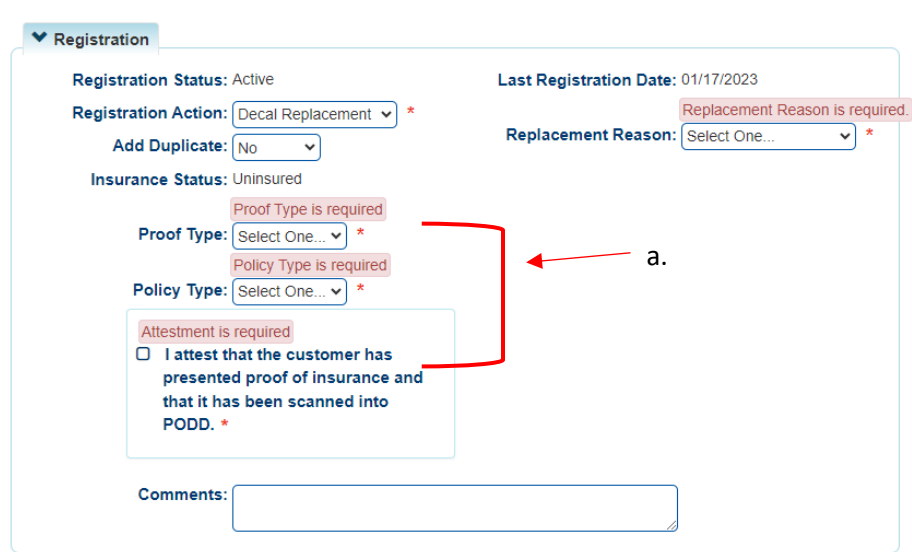
1. Once the Plate Information is populated, the Replacement Reason is selected, and the Insurance is verified the Plate Replacement can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

Decal Replacement

1. To navigate to the Manage page click on the Manage dropdown and select 'Other'. This Manage button is found on the Vehicle Tile of the Customer Account page and also within the Registration section on the Vehicle Summary page.



2. On the Manage page select the Registration Action dropdown and select Decal Replacement.
 - a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

A screenshot of the 'Registration' section in the Manage page. The form is titled 'Registration' and shows the following fields and options: 'Registration Status: Active', 'Last Registration Date: 01/17/2023', 'Registration Action: Decal Replacement *', 'Add Duplicate: No', 'Insurance Status: Uninsured', 'Replacement Reason: Select One... *', 'Proof Type: Select One... *', 'Policy Type: Select One... *', and 'Attestment is required' checkbox with the text 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *'. A red arrow points to the 'Attestment is required' checkbox, labeled 'a.'. There are also red error messages: 'Proof Type is required', 'Policy Type is required', and 'Replacement Reason is required.'.

3. A 'Replacement Reason' will need to be selected from the dropdown. Click on the dropdown and select the appropriate Reason.

The screenshot shows a 'Registration' form with the following fields and values:

- Registration Status:** Active
- Registration Action:** Decal Replacement *
- Add Duplicate:** No
- Insurance Status:** Uninsured
- Proof Type:** Alternate *
- Policy Type:** Self-insured *
- Company Code:** S1132 *

Additional information:

- Last Registration Date:** 01/17/2023
- Replacement Reason:** A dropdown menu is open, showing options: Select One..., Select One..., Lost, Stolen, Destroyed, Other, and Other - No Fee. A red arrow points to the dropdown, and a red box above it says 'Replacement Reason is required.' *

Attestation:

I attest that the customer has presented proof of insurance and that it has been scanned into PODD. *

Comments:

4. The amount due for the Plate Replacement will be determined by the Reason selected and display at bottom right of the Manage page.

The screenshot shows the fee summary section with the following information:

- Clerk Decal Replacement Fee:** \$3.00
- State Decal Replacement Fee:** \$3.00

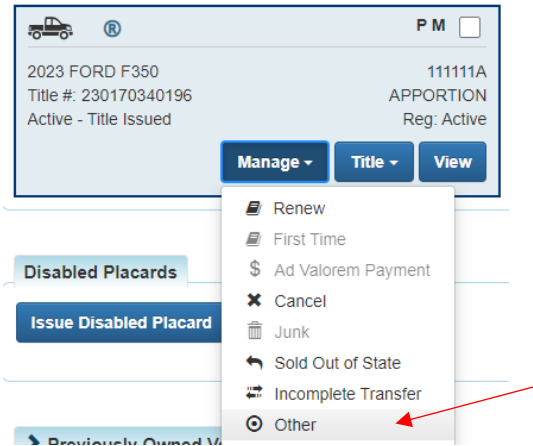
Total Due: \$6.00

Buttons:

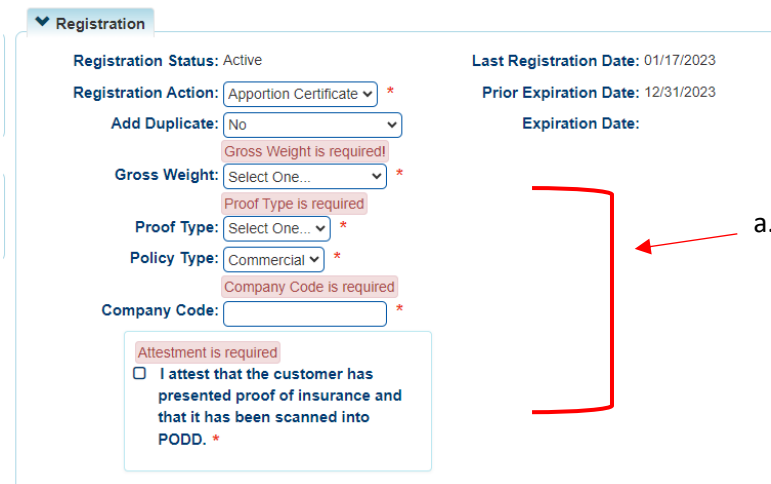
2. Once the Replacement Reason is selected and the Insurance is verified the Plate Replacement can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

Apportion Certificate

1. To navigate to the Manage page click on the Manage dropdown and select 'Other'. This Manage button is found on the Vehicle Tile of the Customer Account page and also within the Registration section on the Vehicle Summary page.



2. On the Manage page select the Registration Action dropdown and select Apportion Certificate.
 - a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

A screenshot of the 'Registration' section in the Manage page. The 'Registration Action' dropdown is set to 'Apportion Certificate'. Below this are several required fields: 'Gross Weight' (with a 'Gross Weight is required!' error), 'Proof Type' (with a 'Proof Type is required' error), 'Policy Type' (set to 'Commercial'), and 'Company Code' (with a 'Company Code is required' error). At the bottom, there is a checkbox labeled 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD.' with an 'Attestment is required' error. A red bracket on the right side of the form groups the Gross Weight, Proof Type, Policy Type, and Company Code fields, with a red arrow pointing to it from the letter 'a.'.

3. A 'Gross Weight' will need to be selected from the dropdown. Click on the dropdown and select the appropriate weight.

The screenshot shows a registration form with the following fields and values:

- Registration Status: Active
- Registration Action: Apportion Certificate *
- Add Duplicate: No
- Gross Weight: Select One... * (dropdown menu is open)
- Proof Type: Select One...
- Policy Type: 10000, 14000, 18000
- Company Code: 22000, 26000, 32000, 38000, 44000, 55000, 62000, 73280, 80000
- I attest that it has PODD. *

A red arrow points to the 'Gross Weight' dropdown menu. A red error message 'Gross Weight is required!' is displayed above the dropdown.

4. The amount due for the Plate Replacement will be determined by the Gross Weight selected and will display at bottom right of the Manage page.

The screenshot shows a fee summary section with the following information:

- Clerk Apportion Certificate Fee: \$30.00
- State Apportion Certificate Fee: \$4.00
- Total Due: \$34.00**
- Buttons: Cancel, Add To Cart

Two red arrows point to the 'Clerk Apportion Certificate Fee' and 'State Apportion Certificate Fee' lines.

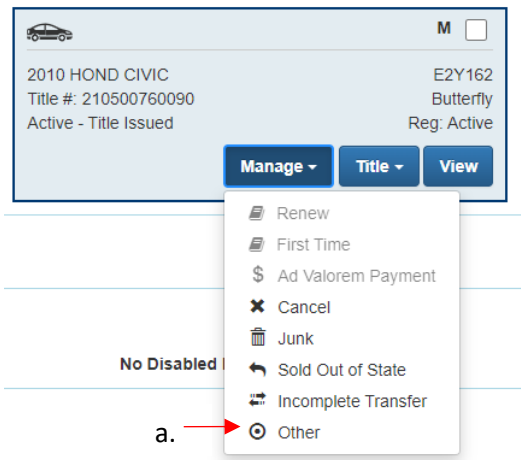
5. Once the desired Gross Weight is selected and the Insurance is verified the Apportion Certificate can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.
6. Upon Finalizing the transaction the Apportion Certificate will print.

Print Only

This is how to print a duplicate registration with or without a \$3 charge to the Customer.

You can reprint the Registration/PODD Receipt through the Manage dropdown, or from the Transaction Summary (see step 6).

1. From the **Customer Account Page**, tile view:
 - a. In the **Manage** dropdown menu, select Other .



2. You will be brought to the Manage Page, choose 'Print Only' from the Registration Action dropdown options.
 - a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

The screenshot shows the 'Registration' management page. At the top, there is a 'Registration' tab. Below it, the 'Registration Status' is 'Active' and the 'Last Registration Date' is '12/21/2023'. The 'Registration Action' dropdown is set to 'Print Only'. The 'Add Duplicate' dropdown is set to 'No Decal No Fee'. The 'Insurance Status' is 'Uninsured'. The 'Proof Type' dropdown is set to 'Select One...' and has a red error message 'Proof Type is required'. The 'Policy Type' dropdown is set to 'Select One...' and has a red error message 'Policy Type is required'. Below these, there is a checkbox labeled 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD.' which is unchecked. A red error message 'Attestment is required' is shown next to it.

3. The Add Duplicate dropdown has two options to choose from:

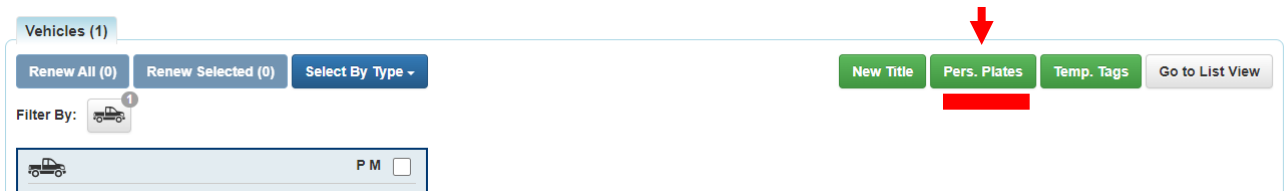
Notes:

- The Add Duplicate can be used during *any* Registration action in order to print a duplicate copy of the Registration Receipt being printed.
 - There is NO option to print the Decal with the Add Duplicate dropdown. Please refer to the Decal Replacement section of this manual.
- a. No Decal No Fee – this selection is a \$0.00 action and will prepare KAVIS to print a duplicate PODD Receipt upon finalizing the transaction.
 - b. No Decal with Fee – this selection is a \$3.00 action and will prepare KAVIS to print a duplicate PODD Receipt upon finalizing the transaction.
4. Once the desired Gross Weight is selected and the Insurance is verified the Apportion Certificate can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.
 5. Upon Finalizing the transaction the duplicate Registration will print.

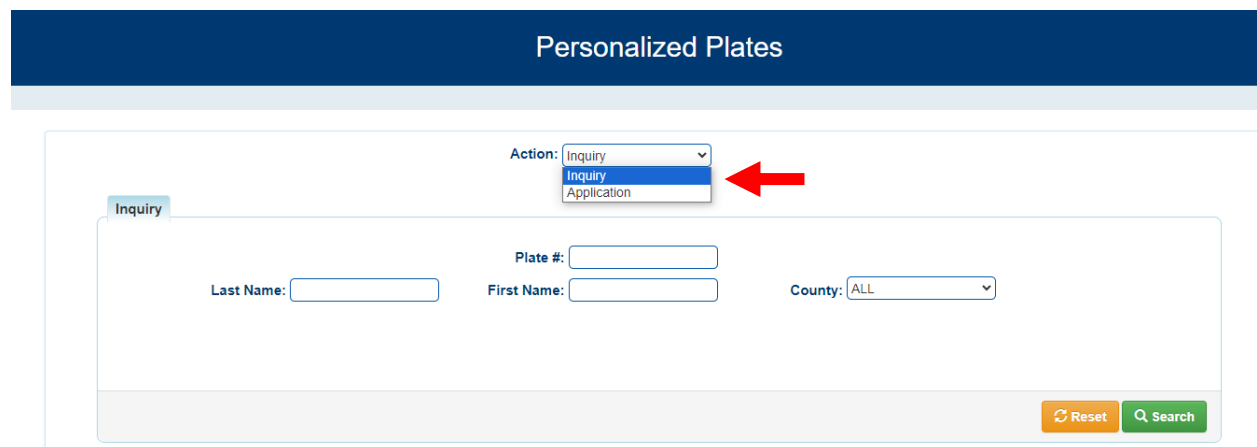
Personalized Plates

Inquiry

1. On the Customer Account page of the Personalized Plate Owner click the button ' Pers. Plates'. This will navigate to the Personalized Plates page.



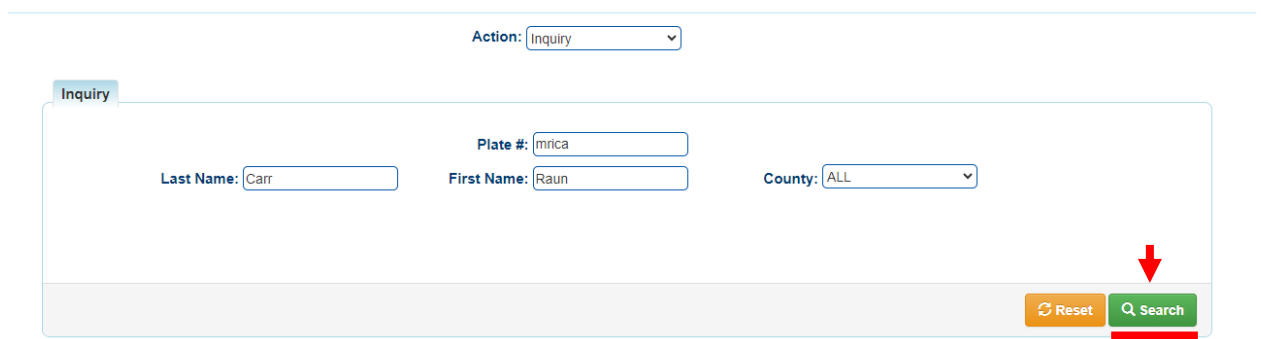
2. From the Action dropdown select the 'Inquiry' Action.



3. The Inquiry action has multiple filters in which a Personalized Plate can be searched for.
 - a. Last Name and First Name will show all Personalized Plates associated with Customer Accounts that have this name.
 - b. County will filter the options to display only Personalized Plates for where the Customer is a Resident.
 - c. Plate # will display current and past Personalized Plates that used this sequence.

Note: These filters can be used in combination with one another. For example searching for John Smith's 'GO CATS' plate will provide more precise results if you are only concerned with John Smith's Personalized Plate and other plates in the past that also had this sequence.

4. Enter in the desired fields to filter by and click Search.



5. The results of the search will display below in a table. Click the corresponding 'Select' button to view more information for this Plate.

Last Name:
 Plate #:
 First Name:
 County:

Customer ID	Name	Address	County	Plate #	
005666695	CARR, RAUN OR	12013 CHIANI CT, WALTON, KY 41094-2804	KENTON	MRICA	 <input type="button" value="Select"/>

6. The Personalized Plate page will default to an Action selection of 'Remake' and will have a Plate Information section displaying the following information:
 - a. Plate Number
 - b. Plate Type
 - c. Status
 - d. Application Date
 - e. County
 - f. Last Updated Date
 - g. Last Updated By (KAVIS User Initials)
 - h. Remake Date

Plate Information


Plate #: * 
Last Updated Date: 09/02/2023

Plate Type: Pers I Support Veterans
 Last Updated By: CX

Status: Issued
 Remake Date: 12/26/2023

Application Date: 01/24/2014
 Remake Reason: *

County: KENTON
 Shipping: To County Clerk
 To Customer Address

Application

1. On the Customer Account page of the Customer the Personalized Plate Application is being done for click the button 'Pers. Plates'. This will navigate to the Personalized Plates page.

The screenshot shows the top navigation area of the 'Personalized Plates' page. It includes a 'Vehicles (1)' tab, buttons for 'Renew All (0)', 'Renew Selected (0)', and 'Select By Type'. On the right, there are buttons for 'New Title', 'Pers. Plates', 'Temp. Tags', and 'Go to List View'. A red arrow points to the 'Pers. Plates' button. Below these buttons is a 'Filter By:' section with a vehicle icon and a 'P M' checkbox.

2. From the Action dropdown select the 'Application' Action.

The screenshot shows the 'Inquiry' form. The 'Action:' dropdown menu is open, showing options for 'Inquiry' and 'Application'. A red arrow points to the 'Application' option. Below the dropdown are input fields for 'Last Name:', 'First Name:', and 'County: ALL'. There is also a 'Plate #' field.

3. KAVIS will display the Plate Information section where the Plate # and Plate Type will be entered.

The screenshot shows the 'Plate Information' section. It contains the following fields: 'Plate #:' (with a red asterisk and an information icon), 'Plate Type:' (a dropdown menu with 'Select One...' and a red asterisk), 'Status: Pending', 'Application Date: 12/27/2023', 'Registration Year: 2023', and 'County: FRANKLIN'.

4. Enter the sequence that is being applied for into the Plate # field.

The screenshot shows the 'Plate Information' section. The 'Plate #' field is highlighted with a red arrow, indicating where the user should enter the sequence. The other fields are the same as in the previous screenshot.

5. Click on the Plate Type dropdown and make the appropriate selection for the customer.

The screenshot shows the 'Plate Information' section. The 'Plate Type:' dropdown menu is open, showing a list of options. A red arrow points to the dropdown menu. The 'Plate #' field contains the text 'KAVIS2'. The list of options includes: 'Pers Air Force Academy', 'Pers Air Force Academy MC', 'Pers Air Force Cross', 'Pers Air Force Cross MC', 'Pers Air Force Veteran', 'Pers Air Force Veteran MC', 'Pers Alice Lloyd College', 'Pers Alpha Kappa Alpha Sorority', 'Pers Alzheimer's', 'Pers Army Cross', 'Pers Army Cross MC', 'Pers Army Veteran', 'Pers Army Veteran MC', 'Pers Asbury College', 'Pers Autism Awareness', 'Pers Bardstow Community', 'Pers Be Kind', 'Pers Bellarmine College', and 'Pers Berea College'.

1. In the bottom right corner the Fees will be calculated according to the Reason selected.

State Pers. Application Fee: \$20.00
 Clerk Pers. Application Fee: \$5.00

Total Due: \$25.00

2. Click 'Add To Cart' button.

State Pers. Application Fee: \$20.00
 Clerk Pers. Application Fee: \$5.00

Total Due: \$25.00

3. The 'Remake' Fees will be added to the Shopping Cart.

Item	Description	Qty	Price	Amount	
KAVIS	Personalized Plate: KAVIS2				KY/Plate #: KAVIS2 <input type="button" value="Delete"/>
	State Pers. Application Fee	1	20.00	\$20.00	
	Clerk Pers. Application Fee	1	5.00	\$5.00	
					<input type="button" value="Add"/>
Customer Total:				\$25.00	

4. To complete the Application action click Checkout and Finalize the transaction.

Remake

Please see the 'Inquiry' section of this manual to learn how to navigate to the Personalized Plate page of a plate.

5. On the Personalized Plate page, select 'Remake' from the Action dropdown.

Remake Plate

Plate Information

Plate #: * ⓘ

Plate Type: Pers I Support Veterans

Status: Issued

Application Date: 01/24/2014

County: KENTON

Last Updated Date: 09/02/2023

Last Updated By: CX

Remake Date: 12/26/2023

Remake Reason: *

Owner Information

CARR, RAUN OR

Cust #: 005666695

Address: 12013 CHIANTI CT
WALTON, KY 41094 - 2804

State Remake Fee: \$0.00
 Clerk Remake Fee: \$0.00
 Shipping Fee: \$0.00

Total Due: \$0.00

6. The Plate Information section will display the following information:

- a. Plate Number
- b. Plate Type
- c. Status
- d. Application Date

- e. County
 - f. Last Updated Date
 - g. Last Updated By (KAVIS User Initials)
 - h. Remake Date
7. Select an option from the Remake Reason dropdown.

Plate Information

Plate #: * ⓘ

Plate Type: Pers I Support Veterans

Status: Issued

Application Date: 01/24/2014

County: KENTON

Last Updated Date: 09/02/2023

Last Updated By: CX

Remake Date: 12/26/2023

Remake Reason: Select One... *

Shipping: Select One... *

Select One...

Damaged

Destroyed


Lost

Manufacture Defect

Physical Plate # Change

Rusted

Stolen



8. In the bottom right corner the Fees will be calculated according to the Reason selected.

State Remake Fee: \$3.00

Clerk Remake Fee: \$3.00

Shipping Fee: \$0.00

Total Due: \$6.00


9. Click 'Add To Cart' button.

State Remake Fee: \$3.00

Clerk Remake Fee: \$3.00

Total Due: \$6.00

Cancel
Add To Cart



10. The 'Remake' Fees will be added to the Shopping Cart.

(Items: 3)

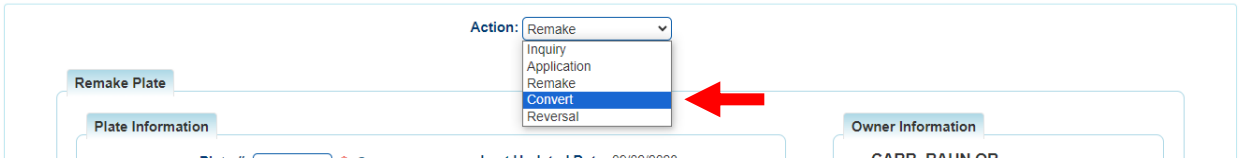
Item	Description	Qty	Price	Amount	
KAVIS	Personalized Plate: MRICA				KY/Plate #: MRICA ✖ Delete
	State Remake Fee	1	3.00	\$3.00	
	Clerk Remake Fee	1	3.00	\$3.00	
				+ Add	
Customer Total:				\$6.00	

11. To complete the Remake action click Checkout and Finalize the transaction. ITI will be signaled to Remake the plate upon Finalize.

Convert

Please see the 'Inquiry' section of this manual to learn how to navigate to the Personalized Plate page of a plate.

1. On the Personalized Plate page, select 'Convert' from the Action dropdown.



2. The Plate Information section will display the following information:

- i. Plate Number
- j. Plate Type
- k. Tagline
- l. Status
- m. Application Date
- n. County
- o. Last Updated Date
- p. Last Updated By (KAVIS User Initials)
- q. Remake Date
- r. Remake Reason

- Below the read only plate information selections must be made for Plate Type. Click on the Plate Type dropdown and make the appropriate selection for the customer.

Plate Information

Plate #: MRICA	Last Updated Date: 09/02/2023
Plate Type: Pers I Support Veterans	Last Updated By: CX
Tagline: None	Remake Date: 9/2/2023
Status: Issued	Remake Reason: None
Application Date: 01/24/2014	
County: KENTON	

Plate Type: Select One... *
Plate #: Select One...

- Pers Air Force Academy
- Pers Air Force Academy MC
- Pers Air Force Cross
- Pers Air Force Cross MC
- Pers Air Force Veteran
- Pers Air Force Veteran MC
- Pers Alice Lloyd College
- Pers Alpha Kappa Alpha Sorority
- Pers Alzheimer's
- Pers Army Cross
- Pers Army Cross MC
- Pers Army Veteran
- Pers Army Veteran MC
- Pers Asbury College
- Pers Autism Awareness
- Pers Bardstown Community
- Pers Be Kind
- Pers Bellarmine College
- Pers Berea College

Customer ID	Address
00500005	4000 CHANLOT WILTON, KY 40014

- In the bottom right corner the Fees will be calculated according to the Plate Type selected.

State Pers. Convert Fee: \$20.00
Clerk Pers. Convert Fee: \$5.00

Total Due: \$25.00

- Click 'Add To Cart' button.

State Pers. Convert Fee: \$20.00
Clerk Pers. Convert Fee: \$5.00
Total Due: \$25.00
<input type="button" value="Cancel"/> <input type="button" value="Add To Cart"/>

- The 'Convert' Fees will be added to the Shopping Cart.

Item	Description	Qty	Price	Amount	
KAVIS	Personalized Plate: MRICA				KY/Plate #: MRICA
	State Pers. Convert Fee	1	20.00	\$20.00	Delete
	Clerk Pers. Convert Fee	1	5.00	\$5.00	
					+ Add
Customer Total:				\$25.00	

- To complete the Convert action click Checkout and Finalize the transaction. ITI will be signaled to create the Converted plate upon Finalize.

Temporary Tags

Temporary Tag Issued to Individuals

- Click 'Temp. Tag' on the Customer Account page of the customer the Temporary Tag will be issued to navigate to the Temporary Tags page.

- On the Temporary Tags page complete the following fields:
 - VIN
 - Select an Expiration Date of expiring 1, 7, or 60 days from today's date.
 - Enter a Temporary Tag.

Note: The 'Comments' field is optional.

- After entering the Temporary Tag click/tab away and KAVIS will confirm that the Temporary Tag is available to be issued.

- Click the 'Add To Cart' button to navigate to the Shopping Cart Summary.

Tag Number: *

Comments:

- In the Shopping Cart the item can be removed by clicking the 'Delete' icon.

Select All Items (0 of 1 Selected)

WYLIE, JAROD + Add Miscellaneous Item
Customer ID: 015642849
(Items: 2) (Vehicles: 1)

Item	Description	Qty	Price	Amount	
	Individual Temporary Tag: A000143				VIN: hgtv1231231231
	Clerk Temporary Tag Fee	1	1.00	\$1.00	
	State Temporary Tag Fee	1	1.00	\$1.00	

- To complete the issuance of the Temporary Tag click Checkout and Finalize the Transaction.

Temporary Tag Issued to Dealerships

- Click 'Temp. Tag' on the Customer Account page of the customer the Temporary Tag will be issued to navigate to the Temporary Tags page.

Plates (3)

X9396
Dealer Master
Reg: Active

X9396A
Dealer Duplicate
Reg: Active

X9396
Dealer Duplicate
Reg: Active

- On the Temporary Tags page enter a 'Beginning Tag' and an 'Ending Tag'.

Note: The 'Comments' field is optional.

Issue New Temporary Tag

Beginning Tag: * Ending Tag: *

Comments:

- Click the 'Add Temp Tag Range' button.

- KAVIS will confirm each Tag is available in the given range to be issued.

11. A table will display with the Temporary Tag range to be issued.

Issue New Temporary Tag

Beginning Tag: * Ending Tag: * + Add Temp Tag Range

Beginning Tag	Ending Tag	Count	Price	
A000163	A000165	3	\$6.00	✖ Remove

12. Multiple Temporary Tag ranges can be added to the Shopping Cart from the Temporary Tag page. Enter another range into the Beginning and Ending Tag range and click 'Add Temp Tag Range'.

Beginning Tag: * Ending Tag: * + Add Temp Tag Range

Beginning Tag	Ending Tag	Count	Price	
a000163	a000165	3	\$6.00	✖ Remove
a000134	a000134	1	\$2.00	✖ Remove

13. To remove an entered range before navigating to the Shopping Cart Summary click the 'Remove' in the same row of the corresponding Temporary Tag.

a000163	a000165	3	\$6.00	✖ Remove
a000134	a000134	1	\$2.00	✖ Remove

14. Once the desired Temporary Tags have been entered click the 'Add To Cart' button.

15. KAVIS will add each Temporary Tag range as an individual item.

Item	Description	Qty	Price	Amount	
KAVIS	Dealer Temporary Tag: a000134 - a000134				✖ Delete
	Clerk Temporary Tag Fee	1	1.00	\$1.00	
	State Temporary Tag Fee	1	1.00	\$1.00	+ Add
KAVIS	Dealer Temporary Tag: a000163 - a000165				✖ Delete
	Clerk Temporary Tag Fee	3	1.00	\$3.00	
	State Temporary Tag Fee	3	1.00	\$3.00	+ Add

16. In the Shopping Cart the either of the items can be removed by clicking the 'Delete' icon.

17. To complete the issuance of the Temporary Tag ranges in the Shopping Cart click Checkout and Finalize the Transaction.