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.
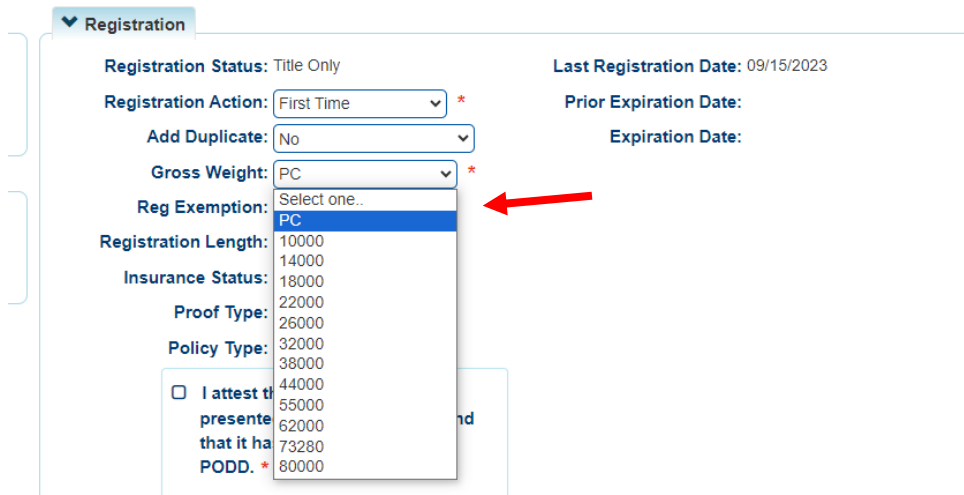
First Time Registration

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

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

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.
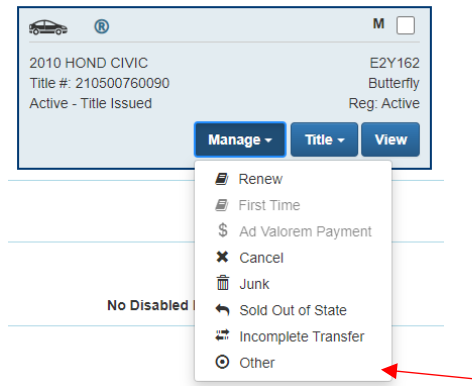
2. On the Manage page select the Registration Action dropdown and select Plate Change.
    a. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
3. The License Plate section will now display an open Plate # number field below 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'.

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.

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

10. 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.

11. On the Manage page select the Registration Action dropdown and select Weight Change.
    a. **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'.

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.

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.
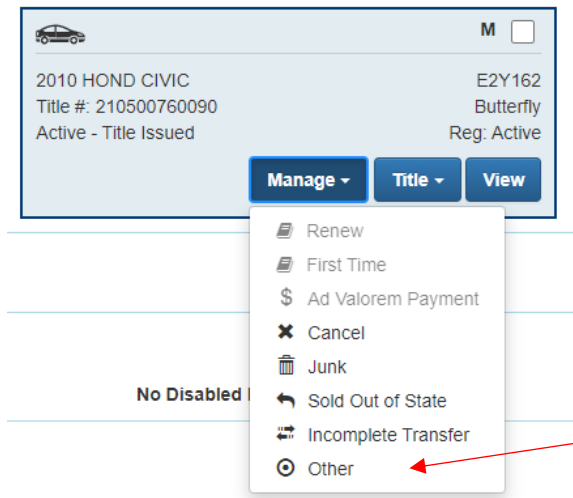
2. On the Manage page select the Registration Action dropdown and select Plate Replacement.
   a. The License Plate section will now display an open Plate # number field below the currently issued Plate Type and Plate Number.
   b. Insurance status will need to be verified for this action. If the Insurance 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'.


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.

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

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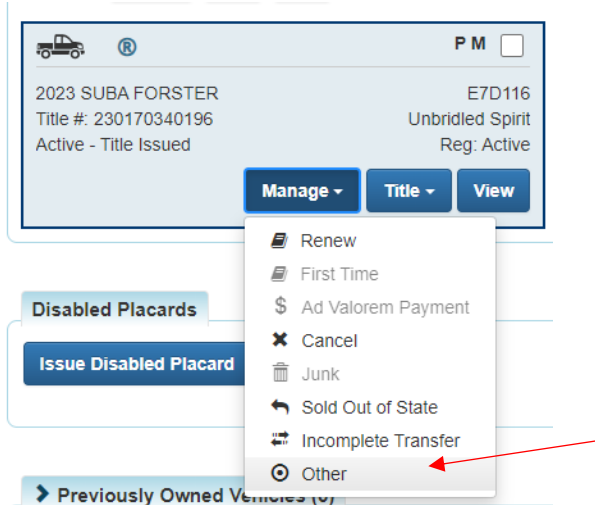
2. On the Manage page select the Registration Action dropdown and select Decal Replacement.
   a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer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

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

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

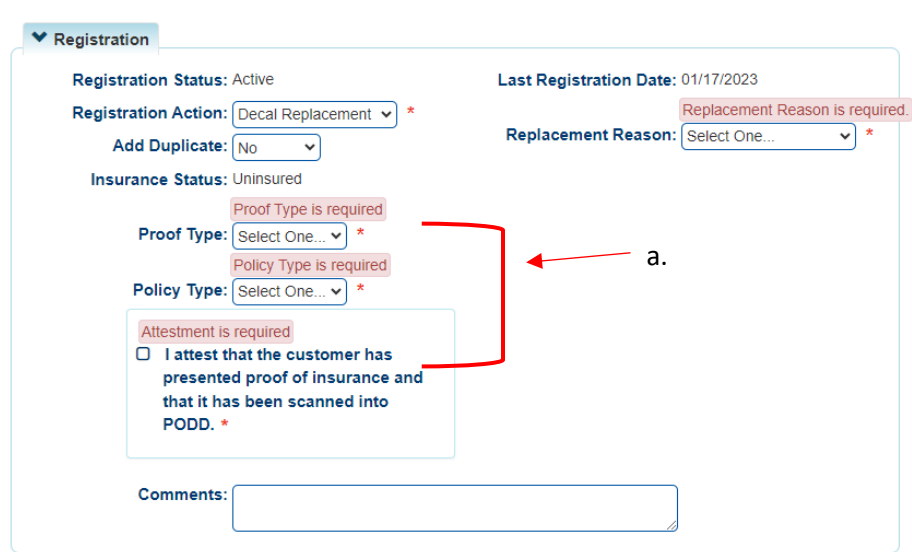2. Once the Replacement Reason is selected and the Insurance is verified the Plate Replacement can be completed by clicking 'Add To Cart' button to navigate to the Shopping Cart, clicking Checkout and Finalizing the transaction.

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.
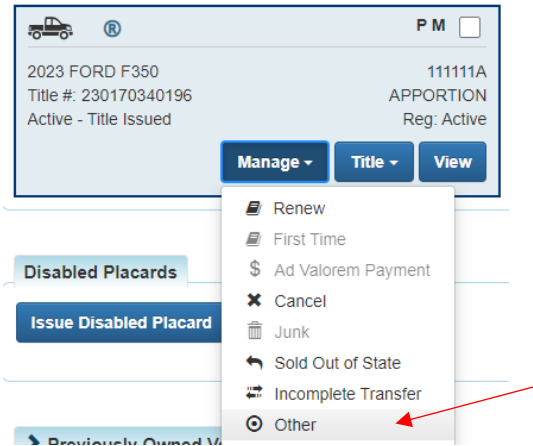
2. On the Manage page select the Registration Action dropdown and select Apportion Certificate.

   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'.

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

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.

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**, <u>tile view</u>:
    a. In the `Manage ▾` dropdown menu, select ⊙ Other .
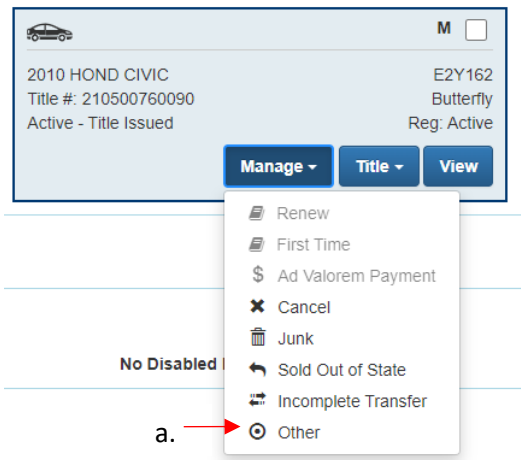
2. You will be brought to the Manage Page, choose 'Print Only' from the Registration Action dropdown options.
    a. Insurance status will need to be verified for this action. If the Insurance is not already verified enter the Proof Type, Policy Type, Company Code (if applicable), and click the 'I attest that the customer has presented proof of insurance and that it has been scanned into PODD'.

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 <u>NO</u> 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.
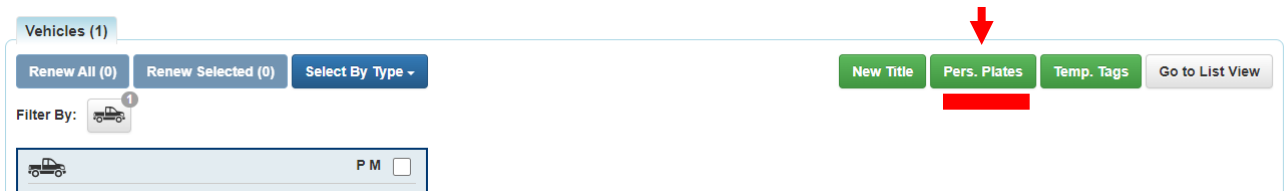
2. From the Action dropdown select the 'Inquiry' Action.
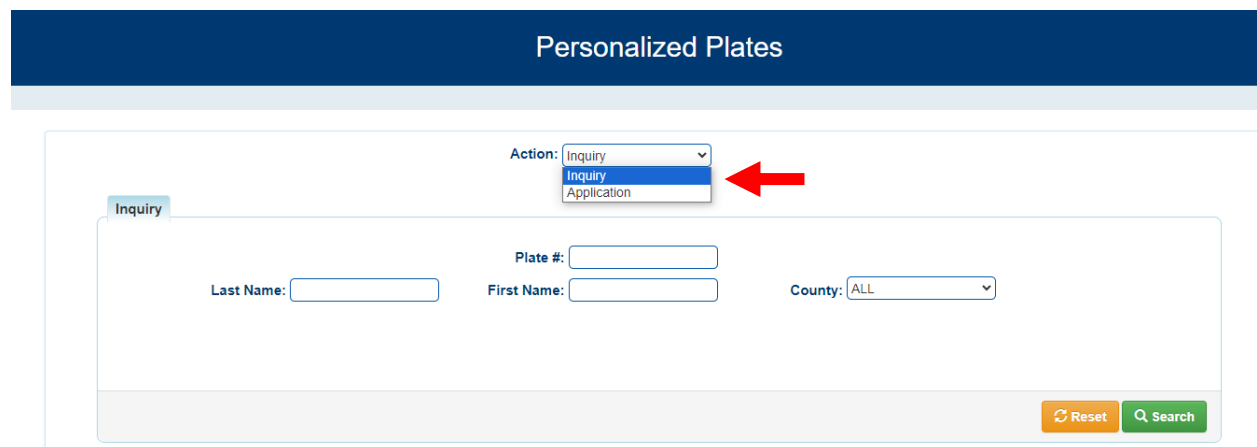
3. The Inquiry action has multiple filters in which a Personalized Plate can be searched for.
   a. Last Name and First Name will show all Personalized Plates associated with Customer Accounts that have this name.
   b. County will filter the options to display only Personalized Plates for where the 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.
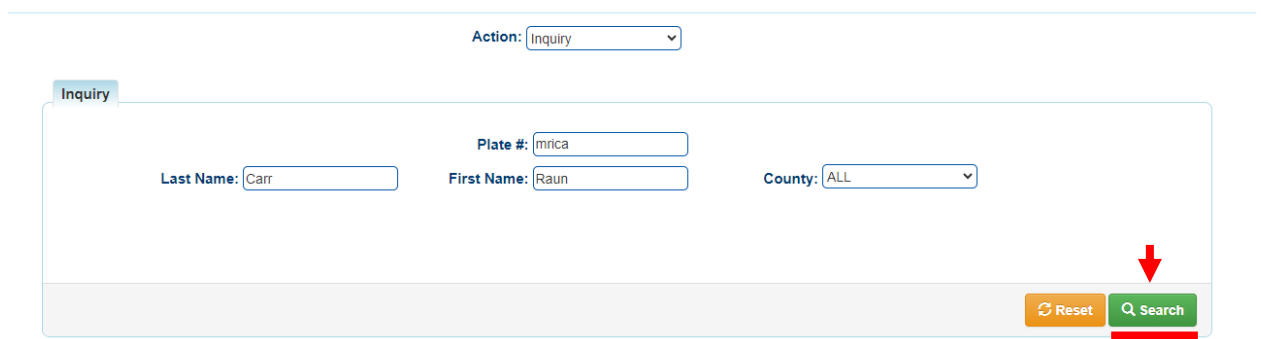
5. The results of the search will display below in a table. Click the corresponding 'Select' button to view more information for this Plate.

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

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.

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

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

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

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

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

⊘ Cancel   🛒 Add To Cart

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

Item	Description		Qty	Price	Amount	
KAVIS	Personalized Plate: KAVIS2	KY/Plate #: KAVIS2				✖ Delete
	State Pers. Application Fee		1	20.00	$20.00	
	Clerk Pers. Application Fee		1	5.00	$5.00	
						✚ 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.

Action: Remake
Inquiry
Application
Remake
Convert
Reversal

Remake Plate

Plate Information

Plate #: MRICA	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: Select One...
County: KENTON	

Owner Information

CARR, RAUN OR
Cust #: 005666695
Address: 12013 CHIANI CT
         WALTON, KY 41094 - 2804

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

Total Due: $0.00

⊘ Cancel   🛒 Add To Cart

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 #: MRICA * ❶
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...
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.
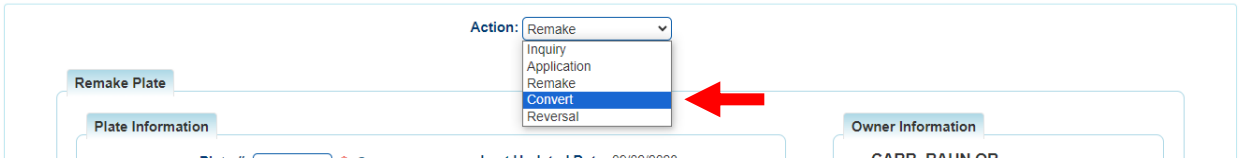
2. The Plate Information section will display the following information:
    i. Plate Number
    j. Plate Type
    k. Tagline
    l. Status
    m. Application Date
    n. County
    o. Last Updated Date
    p. Last Updated By (KAVIS User Initials)
    q. Remake Date
    r. Remake Reason

3. 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

4. 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

5. Click 'Add To Cart' button.

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

Total Due: $25.00

⊘ Cancel   🛒 Add To Cart

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

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

7. 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

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

Vehicles (2)

| Renew All (2) | Renew Selected (0) | Select By Type ▾ | | | New Title | Pers. Plates | Temp. Tags | Go to List Vie |

Filter By: Alerts ▾

2023 SUBA FORSTER	P M	2010 HOND CIVIC	M
Title #: 230170340196	E7D116	Title #: 210500760090	E2Y162
Active - Title Issued	Unbridled Spirit	Active - Title Issued	Butterfly
	Reg: Active		Reg: Active
Manage ▾ Title ▾ View		Manage ▾ Title ▾ View	

2. On the Temporary Tags page complete the following fields:
    a. VIN
    b. Select an Expiration Date of expiring 1, 7, or 60 days from today's date.
    c. Enter a Temporary Tag.
Note: The 'Comments' field is optional.

Issue New Temporary Tag

VIN:	hgtv1231231231231	*
Expiration Date:	12/18/2023 (7 days) ▾	*
Tag Number:	A000143	*
Comments:		

⊘ Cancel   🛒 Add To

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

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

Tag Number: A000143 *

Comments:

Cancel | Add To Cart

5. 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	
KAVIS	Individual Temporary Tag: A000143	VIN: hgtv1231231231231				× Delete
	Clerk Temporary Tag Fee		1	1.00	$1.00	
	State Temporary Tag Fee		1	1.00	$1.00	
						+ Add

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

Temporary Tag Issued to Dealerships

7. 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)

Renew All (0) | Renew Selected (0) | Dealer Plate ▾ | Temp. Tags | Go to List Viev

PLATE	PLATE	PLATE
X9396 Dealer Master Reg: Active	X9396A Dealer Duplicate Reg: Active	X9396 Dealer Duplicat Reg: Activ
Manage ▾	Manage ▾	Manage ▾

8. 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: A000163 *   **Ending Tag:** A000165 *   + Add Temp Tag Range

Comments:

9. Click the 'Add Temp Tag Range' button.

10. 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.