

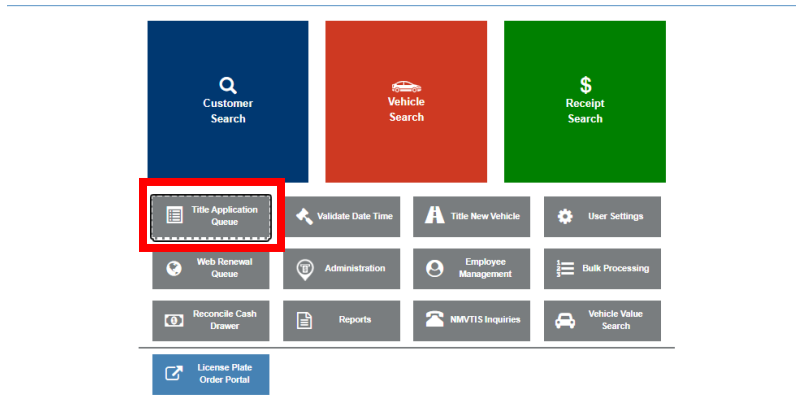
## Reprocessing Title Application:

The Reprocessing Title Application functionality gives you the ability to edit some of the information in the title application before it is in active status.

- Reprocessing the Title Application can only take place if the title is in cancelled status.
- Reprocessing only allows a user to edit some of the information on the title application.
  - A user cannot edit:
    - Vehicle Type
    - Registration Information
    - Lien Information- Lien Information can be edited in the Lien Section of the Vehicle Summary Page.
- A user can cancel a title application only when it is in their 'For Approval' or 'Returned Work' Queue. If the title is MVL hands, please have them send it back to you before cancelling and reprocessing.

### Steps:

1. Find the title you need to cancel and reprocess in the Title Application Queue.



- Either 'For Approval' or 'Returned Work' queue

- Select the blue hyperlink to go to the Vehicle Summary Page.

Date:  Branch:  Title Number:  Clerk Name:

Exclude Suspended Applications  
 Display Only Unlocked Title Applications

**For Approval**

Showing 1 to 3 of 3 entries    1

Title Number	Title Action	Application Status	Primary Owner	Clerk Name	Clerk Hold	Branch	PODD Documents	Days from Application Creation
<input type="checkbox"/> 240090030001	Update	Suspended	ARNOLD, CHARLES L	kytc john clayton			✓	72
<input type="checkbox"/> 240800030002	Kentucky Transfer	Checkout Complete	SMITH, AARON W	kytc Reagan.Green			✓	1
<input type="checkbox"/> 240800030003	Kentucky Transfer	Checkout Complete	SMITH, AARON W	kytc Reagan.Green			✓	1

- Scroll to the bottom and select 'Cancel Title Application',

Model #:  Brand:

VIN Sequence #: 999

**History**  
 Click the chevron (▶) above to expand this section.

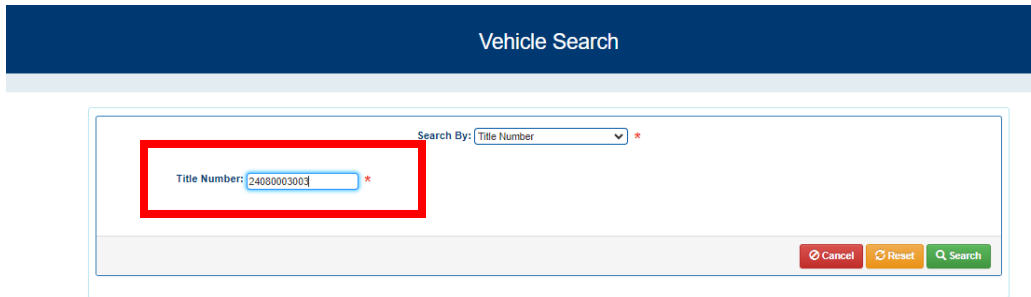
**Review**

Application Status: Checkout Complete Last Action By: kytcl|Reagan.Green PODD Documents:

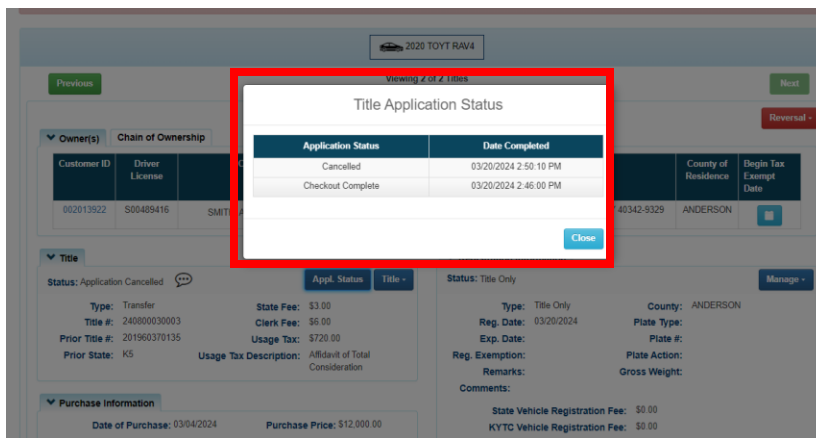
Pend Reason(s):  Add'l Text to Clerk:

Comments:

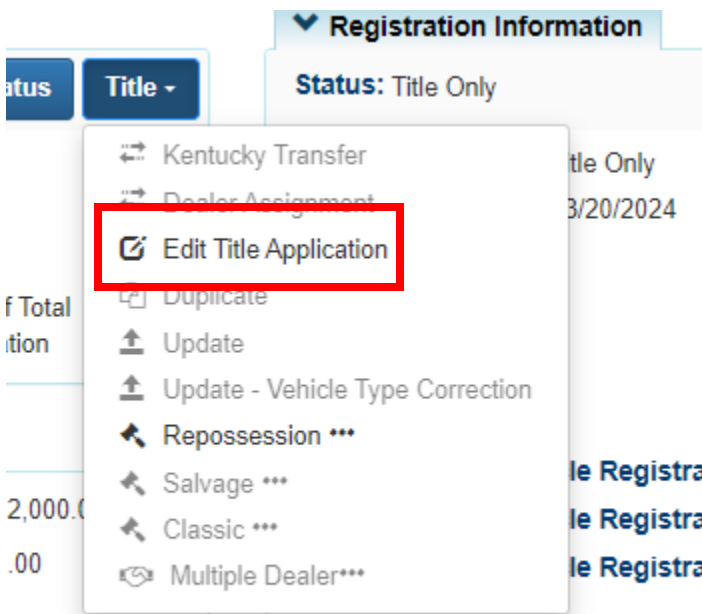
- Search for the title number of the cancelled title application.



- By checking the Title Application status, the user can see the steps of the Title Status and it is ready to 'Reprocessed'.



- From the Title Dropdown menu, select 'Edit Title Application'.



7. KAVIS will navigate to Step 2: Vehicle Information. The user can edit the following information:
  - a. Style
  - b. Year
  - c. Make
  - d. Model
  - e. Model #
  - f. Color
  - g. Motor Type
  - h. Cylinders
  - i. Odometer
  - j. Brands :
    - i. Hail Damage
    - ii. Water Damage

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

**Reprocessing Cancelled Title Application**

Total Due: \$9.00 Continue >

**Passenger Auto Details**

VIN: 2T3P1RFV9LW117496 \*

Vehicle Type: Passenger Auto

Style: 4D - Sedan (4 door) x \*

Year: 2020 \*

Make: TOYOTA \*

Model: RAV4 \*

Model #: \*

Color: SIL - Silver x \*

2nd Color: Select One...

Motor Type: IC - Standard Combustion x \*

Cylinders: 04 \*

Odometer: 315 \*

Not Actual  Exceeds Limit

Special Tbg:

Brand:  Hail Damaged  Water Damaged

Cancel Edited Application Continue >

8. Selecting continue, will navigate the user to the Buyer Information step. From here a user can edit the following:
  - a. Add/Remove Buyers
  - b. Edit Owner Connector
  - c. Add a Lessee
  - d. Edit 'Buyer Notary Date'

**Reprocessing Cancelled Title Application**

Total Due: \$9.00 Continue >

**Buyer Information**

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002013922	AARON WEBSTER SMITH	11/21/1984	None	1842 LEATHERS RD, LAWRENCEBURG, KY 40342-9329 ANDERSON	<input type="button" value="Remove"/>

Buyer Notary Date:  \*

Note  
 = The first two Buyers listed on the Title Application will be printed on the title.

9. In this example we added a 2<sup>nd</sup> buyer and added a ownership connector.

**Reprocessing Cancelled Title Application**

Total Due: -\$711.00 Continue >

**Ownership Connector:**  \*

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002013922	AARON WEBSTER SMITH	11/21/1984	None	1842 LEATHERS RD, LAWRENCEBURG, KY 40342-9329 ANDERSON	<input type="button" value="Remove"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	002049217	OR ADAM BOYD SMITH	08/26/2004	None	1017 HAWKS NEST LANE, LAWRENCEBURG, KY 40342-9667 ANDERSON	<input type="button" value="Remove"/>

Buyer Notary Date:  \*

Presentation last saved: Just now

Note  
 = The first two Buyers listed on the Title Application will be printed on the title.

10. Selecting Continue, will navigate a user to Step 7. From here, a user can change the following:
  - a. Speed Title Option
  - b. Date of Purchase
  - c. Purchase Value
  - d. Non- Highway Use
  - e. Usage tax description
  - f. Add or Edit Trade in
- If a user does not want to charge for this reprocessing, select the **‘WAVIE TITLE FEE’** check mark.

The screenshot shows a progress bar at the top with steps 1 through 8. Step 7, 'Additional Information', is highlighted in blue. Below the progress bar is a yellow banner that reads 'Reprocessing Cancelled Title Application'. The main form area has a light blue header with 'Total Due: \$0.00' and a 'Continue >' button. The 'Additional Information' section contains the following fields:

- Speed Title: No (dropdown menu)
- Date of Purchase: 03/04/2024 \*
- Purchase Value: 12000.00 \*
- Total Usage Value: \$12,000.00
- Non-Highway Use:  (Affidavit Required)
- Usage Tax Description: AF - Affidavit of Total Consideration x \*
- Reg Receipt Comments: (text area)
- Waive Title Fees:  (highlighted with a red box)

At the bottom of the form, there is a '+ Add Trade-In' button, 'Usage Tax Amount: \$720.00', and 'Tax Difference: \$0.00'. A red 'Cancel Edited Application' button is on the left, and a green 'Continue >' button is on the right.

11. Review the Finalize step.

Reprocessing Cancelled Title Application

Total Due: \$0.00

**Finalize Title Application**

- Title Action - Kentucky Transfer
- Vehicle Information
  - Required Fields Complete
  - No Lien on vehicle
  - No Delinquent Taxes Owed
- Seller Information
  - Seller 1  Name and Address Complete
  - Not Applicable
- Buyer Information
  - Ownership Connector : OR
    - Ownership Connector Complete
    - Notary Date Complete
  - Buyer 1 SMITH, AARON WEBSTER
    - Required Fields Complete
    - Master Record Check Complete
    - No Delinquent Taxes
    - Ad Valorem Checks Complete
  - Buyer 2 SMITH, ADAM BOYD
    - Required Fields Complete
    - Master Record Check Complete
    - No Delinquent Taxes
    - Ad Valorem Checks Complete
    - SMITH, AARON WEBSTER is Designated Owner
- Lien Information
- Registration
  - Title Only
- Additional Information
  - Additional Information Complete
  - Prior Use/Usage Tax Credit Applied
  - Title Fees Waived

12. Complete the checkout.

Current Department: (Motor Vehicles)

Collapse All / Expand All

Select All Items (0 of 1 Selected)



SMITH, AARON WEBSTER + Add Miscellaneous Item  
Customer ID: 002013922 (Items: 2)

Item	Description	Qty	Price	Amount	
<a href="#">KAVIS</a>	Passenger Auto, 2020 TOYT RA/4				<a href="#">Edit</a> <a href="#">Delete</a>
	Action: Title (Kentucky Transfer)				
	State Title Fee - Waived	1	0.00	\$0.00	
	Clerk Title Fee - waived	1	0.00	\$0.00	
				+	Add
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	

13. From the Title Application Queue, a user can tell if the Title was reprocessed by the icon next to the title number.

240800030003 	Transfer Kentucky Transfer	Complete Checkout Complete	SMITH, AARON W 	kyciReagan.Green			✓	1
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AND

By the Application Status pop-over on the Vehicle Summary Page.

### Title Application Status

Application Status	Date Completed
Checkout Complete	03/20/2024 2:55:48 PM
Cancelled	03/20/2024 2:50:10 PM
Checkout Complete	03/20/2024 2:46:00 PM

Close