

KAVIS Salvage-Update Title Action Overview:

- This section describes how to process a title action of 'Salvage – Update' which is like an Update title action, but the title is either already a Salvage title type or the title is becoming a Salvage. In a Salvage – Update, ownership of the vehicle is not changing, but vehicle attributes may be changing, or one of the Owners had a name change, or a customer merge occurred.
- In this example we'll demonstrate this functionality starting with an existing Kentucky Salvage title.
 - From the Vehicle Summary of the current title, click the Title dropdown button and expand the Salvage title actions by selecting the '...' in the sub-menu.

The screenshot shows the 'Title' section of a vehicle summary. The title status is 'Active - Title Issued' and the type is 'Salvage'. A dropdown menu is open, showing options like 'Kentucky Transfer', 'Dealer Assignment', 'Edit Title Application', 'Duplicate', 'Update', 'Update - Vehicle Type Correction', 'Repossession', 'Salvage', 'Salvage - Update', 'Salvage - Transfer', 'Salvage - Dealer Assign', 'Salvage - Duplicate', 'Classic', 'Rebuilt', and 'Multiple Dealer'. The 'Salvage' option is highlighted, and its sub-menu is also visible, showing 'Salvage - Update' as the selected option.

- Because the title type is already Salvage, the options are limited to Salvage and Rebuilt types.
- Select 'Salvage – Update' and KAVIS navigates to Step 2 – Truck Details. Vehicle attributes can be updated on this screen, if needed, and Motor Type must be selected.
 - Currently, in some cases, KAVIS will enforce the collection of delinquent taxes for Duplicate and Update title actions. Required taxes will display at the top of the screen, if present.

The screenshot shows the 'Truck Details' screen in KAVIS. At the top, there is a red banner with the text 'THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.' Below this is a blue header with the title 'Title: Salvage - Update'. A progress bar at the top indicates the current step is '2' (Truck Details), with other steps like '1' (Title Information), '3' (Seller Information), '4' (Buyer Information), '5' (Lien Information), '6' (Registration), '7' (Additional Information), and '8' (Finalize) shown as completed. The 'Truck Details' form includes fields for VIN (JSSTX92V944106274), Vehicle Type (Truck), Style (UT - Sport Utility Vehicle), Year (2004), Make (SUZI), Model (XL-7), Color (UNK - Unknown), and 2nd Color (Select One...). Other fields include Motor Type (Select One...), Cylinders (06), Odometer (208801), and checkboxes for 'Not Actual', 'Exceeds Limit', 'Hail Damaged', and 'Water Damaged'. A 'Total Due: \$6.00' is displayed at the top right, along with 'Place On Hold' and 'Continue' buttons. At the bottom, there are 'Cancel Title Application' and 'Continue' buttons.

5. Enter the required fields on Step 2 and click 'Continue.'

Title: Salvage - Update

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

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Inc. Month	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	016972439	ALLSTATE INS		1051 Industry Rd, LAWRENCEBURG, KY 40342-9225	⚠

Key
 ✓ = The first two Buyers listed on the Title Application will be printed on the title.
 ⚠ = The Customer Account contains errors. Select flag to navigate to Customer Account.

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

6. Step 3 – Seller Information is skipped because it is not applicable for the Salvage – Update title action. On Step 4 – Buyer Information, the Customer is checked for completeness of their Customer Account page. If an issue exists, a flag displays.
7. Select the flag icon to fix any missing information and select 'Save' to return to the title application.

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

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Inc. Month	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	016972439	ALLSTATE INS	JAN	1051 Industry Rd, LAWRENCEBURG, KY 40342-9225	

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

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

8. Owners cannot be added or removed during an Update title. If Owners need to be added or removed, a Salvage – Transfer can be used instead.
9. When Step 4 - Buyer Information is complete, select 'Continue'.
10. On Step 5 – Lien Information, a pending or filed lien can be added, if needed. Otherwise select 'Continue' to navigate to Step 7 – Additional Information.

Title: Salvage - Update

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

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Lien Information

Primary Owner County of Residence: **ANDERSON**

[Add Lien](#)

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

11. Because this is a Salvage title type, the Registration step is skipped and is unavailable.

Title: Salvage - Update

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

Total Due: \$6.00 [Place On Hold](#) [Continue >](#)

Additional Information

Add Alternate Mailing Address:

Speed Title: No

Waive Title Fees:


Reg Receipt Comments:

* These comments will print on the PODD Receipt.

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

12. On Step 7 – Additional Information there are a few options (all optional):
- a. Add an Alternate mailing address if the title needs to be mailed other than to the Primary Owner’s mailing address.
 - b. Request a Speed title and if it should be mailed or picked up.
 - c. Waive fees - if the title application was a result of a Clerk error.
 - d. Add Registration Receipt comments.
13. Once Step 7 is complete, select ‘Continue’.

Title: Salvage - Update



1 —
 2 —
 3 —
 4 —
 5 —
 6 —
 7 —
 8

Title Information
Vehicle Information
Seller Information
Buyer Information
Lien Information
Registration
Additional Information
Finalize

Total Due: \$6.00
Place On Hold

Finalize Title Application

1. Title Action - Salvage - Update

2. Vehicle Information

Required Fields Complete

No Delinquent Taxes Owed

3. Seller Information

Not Applicable

4. Buyer Information

Buyer 1 ALLSTATE INS

Required Fields Complete

ALLSTATE INS is Designated Owner

5. Lien Information

Add Lien

6. Registration

Not Applicable

7. Additional Information

Additional Information Complete

Cancel Title Application
Place On Hold
Print Preview
Add To Cart

14. Once all the Steps are green (no errors), you can select 'Add to Cart'.

\$ Payoff Debits
Send Items

Current Department: MOTOR VEHICLES

Collapse All / Expand All

Select All Items (0 of 1 Selected)

ALLSTATE INS + Add Miscellaneous Item

Customer ID: 016972439
(Items: 2)

Item	Description	Qty	Price	Amount	
KAVIS Truck, 2004 SUZI XL-7					Edit Delete
	Action: Title (Salvage - Update)				
	Clerk Update Title Fee	1	4.00	\$4.00	
	State Update Title Fee	1	2.00	\$2.00	
				+ Add	
Customer Total:				\$6.00	

GUEST CUSTOMER (Items: 0)

Item	Description	Qty	Price	Amount	
No Miscellaneous Items have been added					
				+ Add	
Sub Total:				\$6.00	
Total:				\$6.00	

+ Force AVIS Items
Cancel
Suspend Items
Continue Shopping
Checkout

15. The Shopping Cart displays the Clerk Update title fee and the State Update title fee.

16. Select 'Checkout' to enter payment information and to continue through the checkout process, thereby creating the title application.

17. Once complete, KAVIS will navigate to the Transaction Summary, or other designated page determined by Clerk settings.
 - a. The new title number is displayed.
 - b. The PODD receipt can be reprinted by selecting the small printer icon if an error occurred during printing of the receipt.

Transaction Summary

Transaction Summary

Transaction ID: 946845737 **Transaction Date:** 12/28/2023
Receipt Number: ABG231228134034 **Date Paid:** 12/28/2023

▼ **ALLSTATE INS**
 Customer ID: 016972439
 (Items: 2)

Item	Description	Qty	Price	Amount	
KAVIS	2004 SUZI XL-7				Title #: 233620375013
	Clerk Update Title Fee	1	4.00	\$4.00	
	State Update Title Fee	1	2.00	\$2.00	
				Customer Total:	\$6.00
				Sub Total:	\$6.00
				Total:	\$6.00
				Cash Payment:	\$6.00

[Reprint / E-mail](#)
[Preview](#)

[Modify Receipt](#)
[Done](#)

18. When finished, select 'Done' to navigate back to the Home Page.