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.

1. In this example we'll demonstrate this functionality starting with an existing Kentucky Salvage title.
2. 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.

3. Because the title type is already Salvage, the options are limited to Salvage and Rebuilt types.
4. 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.
   a. 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.

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

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 Title Information — 2 Vehicle Information — 3 Seller Information — 4 Buyer Information — **5 Lien Information** — 6 Registration — 7 Additional Information — 8 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 Title Information — 2 Vehicle Information — 3 Seller Information — 4 Buyer Information — 5 Lien Information — 6 Registration — **7 Additional Information** — 8 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'.

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

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.

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