
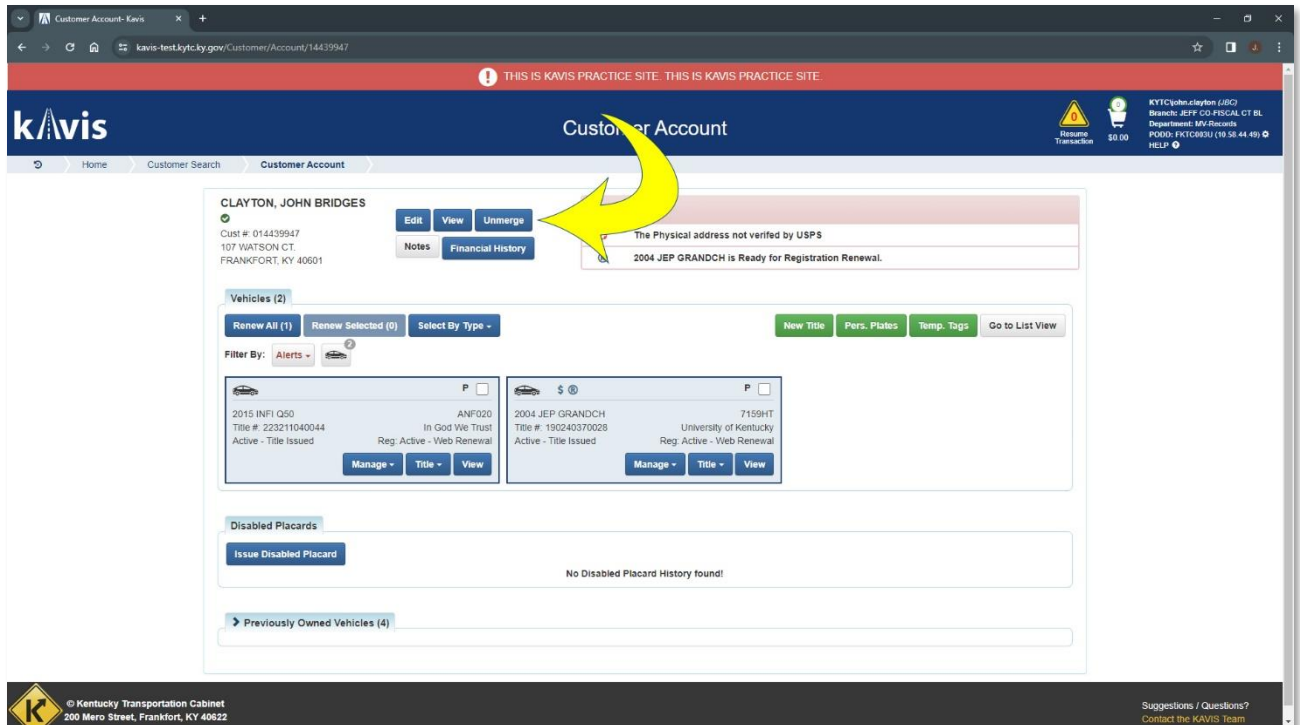


Unmerge Customer:

- KAVIS allows you to 'Unmerge' a merged Customer Account to correct any errors that may have occurred during the Merge process.
1. Start by navigating to the Customer Account page of a Customer who previously was merged.
 2. Click the  button to begin the Unmerge process.

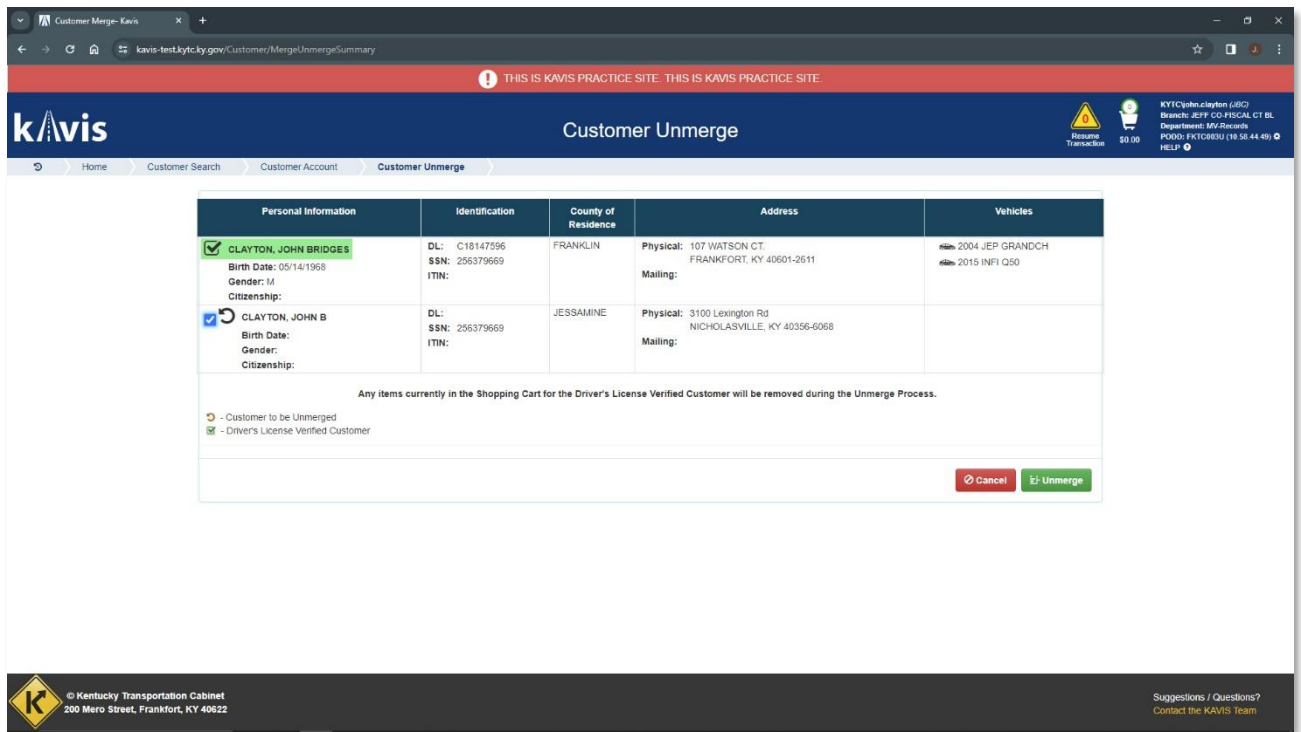



The screenshot shows the KAVIS Customer Account page for Clayton, John Bridges. The page includes a header with the KAVIS logo and a navigation bar. The main content area displays customer information, including name, address, and contact details. A yellow arrow points to the 'Unmerge' button in the top right of the customer information area. Below the customer information, there is a 'Vehicles (2)' section with a table of vehicles. The table has columns for vehicle details and actions. The first vehicle is a 2015 INFI Q50, and the second is a 2004 JEP GRANDCH. The 'Unmerge' button is highlighted with a yellow arrow.

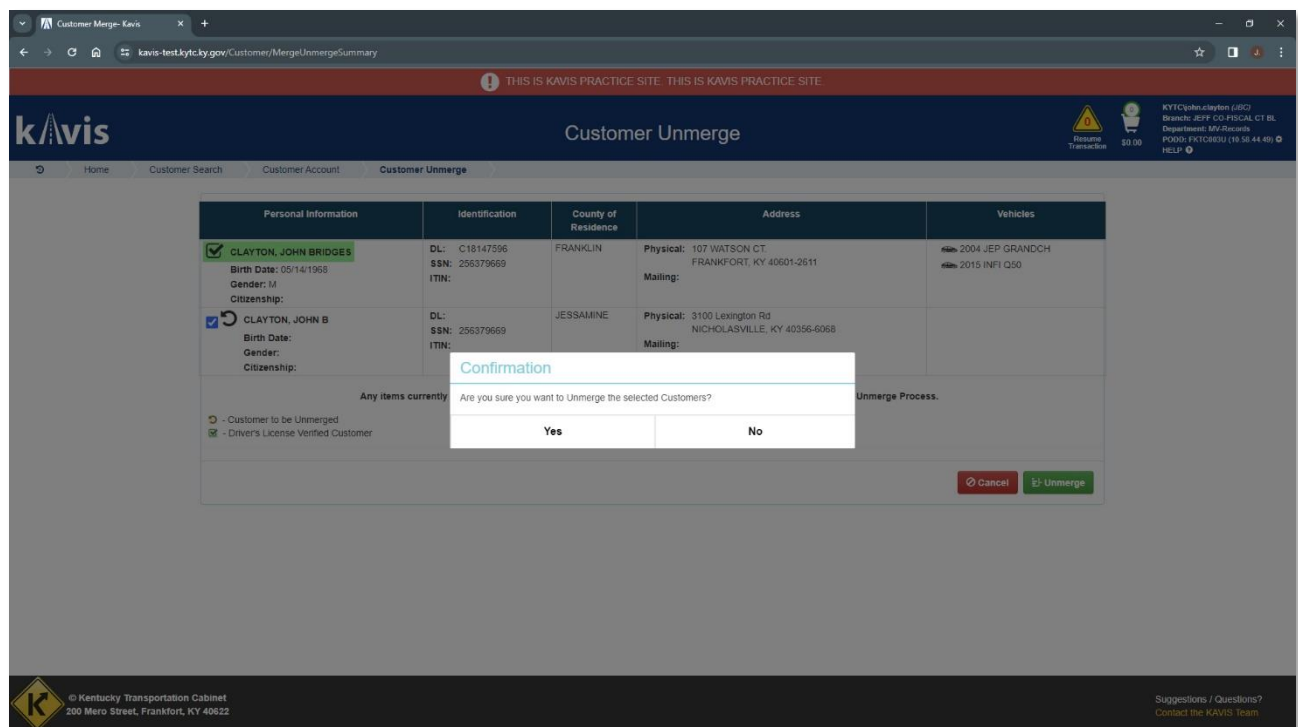
3. You'll be navigated to the Customer Unmerge page where you will select the Customer Account using the



checkbox seen below:



- Next, click the  button in the bottom right of the page to complete the Unmerge Action.
- Click the YES confirmation in the pop-up screen:



- Finally, the Unmerge Action is complete. Select the Customer Account you'd like to work with:

Customer Merge - Kavis

kavis-test.kytc.ky.gov/Customer/MergeUnmergeSummary

THIS IS KAVIS PRACTICE SITE. THIS IS KAVIS PRACTICE SITE.

kavis Customer Unmerge

Home Customer Search Customer Account Customer Unmerge

Records Transactions \$0.00

KYTC Info: clayton (682)
Branch: JEFF CO-PSICAL CT BL
Department: MV Records
Phone: KYTC0831 (18.38.44.00)
HELP

Personal Information	Identification	County of Residence	Address	Vehicles
<input checked="" type="checkbox"/> CLAYTON, JOHN BRIDGES Birth Date: 05/14/1968 Gender: M Citizenship:	DL: C18147596 SSN: 256379669 ITIN:	FRANKLIN	Physical: 107 WATSON CT FRANKFORT, KY 40601-2611 Mailing:	2004 JEP GRANDCH 2015 INFI Q50
<input checked="" type="checkbox"/> CLAYTON, JOHN B Birth Date: Gender: Citizenship:	DL:	JESSAMINE	Physical: 3100 Lexington Rd	

Confirmation - Records Successfully Unmerged

Select the Customer you would like to work with:

Driver's License Verified Customer, CLAYTON,JOHN

Unmerged Customer, CLAYTON,JOHN

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200 Mero Street, Frankfort, KY 40622

Suggestions / Questions?
Contact the KAVIS Team