
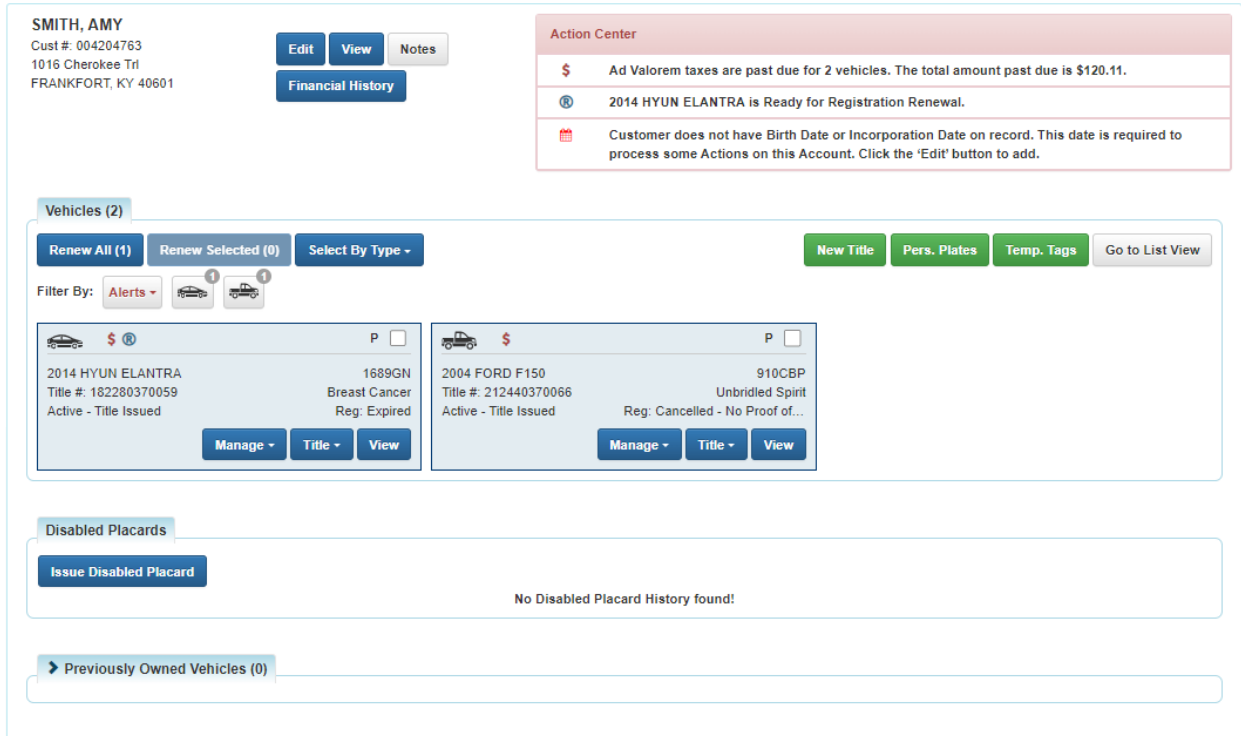



## Update Title Application

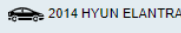
The Update Title functionality is used when a piece of information from the Owner(s) on the Title or the Vehicle information has changed, and the title needs to reflect those changes.

1. From a **Customer Account Page**, in the tile view, click the **Title** dropdown and select  **Update**.



The screenshot displays a customer account page for SMITH, AMY. At the top left, the customer's name and address are listed. To the right, there are buttons for 'Edit', 'View', 'Notes', and 'Financial History'. An 'Action Center' box contains three alerts: a tax due notice, a registration renewal notice for a 2014 HYUN ELANTRA, and a notice about missing birth or incorporation dates. Below this is a 'Vehicles (2)' section with buttons for 'Renew All (1)', 'Renew Selected (0)', and 'Select By Type'. There are also buttons for 'New Title', 'Pers. Plates', 'Temp. Tags', and 'Go to List View'. A 'Filter By' section shows 'Alerts' and vehicle icons. Two vehicle cards are shown: a 2014 HYUN ELANTRA and a 2004 FORD F150. Each card has 'Manage', 'Title', and 'View' buttons. Below the vehicles is a 'Disabled Placards' section with an 'Issue Disabled Placard' button and a message 'No Disabled Placard History found!'. At the bottom is a 'Previously Owned Vehicles (0)' section.

2. From a **Vehicle Summary Page**:
  - a. Choose  **Update** from the **Title** dropdown menu.



Previous
Viewing 2 of 2 Titles
Next

Reversal -

Owner(s)
Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
004204763		SMITH, AMY	<a href="#">xxx-xx-2406</a>	1016 Cherokee Trl, FRANKFORT, KY 40601-2535	FRANKLIN	

▼ Title
Title -

Status: Active - Title Issued

Type: Transfer	State Fee: \$6.00
Title #: 182280370059	Clerk Fee: \$3.00
Prior Title #: 181920340444	Usage Tax: \$0.00

Usage Tax Description: Tax Credit Given

▼ Purchase Information

Date of Purchase:	Purchase Price: \$5,000.00
Trade-in Amount: \$0.00	Usage Tax Credit: \$300.00

▼ Registration Information
Manage -

Status: Expired

Type: Renewal	County: FRANKLIN
Reg. Date: 11/14/2022	Plate Type: Breast Cancer
Exp. Date: 10/31/2023	Plate #: 1689GN
Reg. Exemption:	Plate Action: Renew
Remarks:	Gross Weight: PC

Comments:

State Vehicle Registration Fee:	\$38.00
KYTC Vehicle Registration Fee:	\$0.00
Clerk Vehicle Registration Fee:	\$6.00

3. KAVIS will navigate to Step 2: Vehicle Information page. Change or add the information that needs revision for the updated title and click one of the **Continue** buttons.
  - a. Placing the Title Application on hold will save the application to the Seller's Customer Account Page for 60 days.
  - b. If delinquent taxes are due, click 'here' to choose whether they will be paid with this application's fees or in a separate transaction.
  - c. **Cancel Title Application** at any point of this process will delete all progress on this application.

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

Total Due: \$0.00 Place On Hold Continue >

Delinquent taxes are owed on this vehicle in the amount of \$63.50. Click here to view and optionally pay your delinquent taxes for this vehicle.

Passenger Auto Details

VIN: 5NPDH4AE9EH484157 \*

Vehicle Type: Passenger Auto

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

Year: 2014 \*

Make: HYUN \*

Model: ELANTRA \*

Model #: \*

Color: BLK - Black x \*

2nd Color: Select One...

Motor Type: Select One... \*

Cylinders: 04 \*

Odometer: 17930 \*

Not Actual  Exceeds Limit


Special Tag:

Brand:  Hail Damaged  Water Damaged

Cancel Title Application Continue >

\*Note: Motor Type will have to be entered. AVIS did not capture this information, however KAVIS will.

4. The Seller Information step will be automatically skipped and will continue to Step 4: Buyer Information step.

- a. If  appears next to an Owner if their Customer Account page is missing required information.
  - i. You cannot continue without clicking the icon and editing the necessary fields.
  - ii. An Owner cannot be added or removed to an Update Title Application.

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

Total Due: \$0.00 Place On Hold Continue >

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	004204763	AMY SMITH	11/18/2011	1016 Cherokee Trl, FRANKFORT, KY 40601-2535	

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

Cancel Title Application Continue >

5. Click **Add Lien** if there is a Lien to add.

a. If there is not a lien to enter, click **Continue**.

- b. Pending or Filed is available from the dropdown menu, depending upon if your User account has permission to File a lien, and if the Primary Owner's County of Residence matches your County.

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

Total Due: \$0.00 Place On Hold Continue >

Lien Information

Primary Owner County of Residence: FRANKLIN

Add Lien

Cancel Title Application Continue >

6. From Step 6: Registration, add a registration if desired. User can choose to do no action, add a registration, renew, or preform a Plate Change action.

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

Total Due: \$0.00 Place On Hold Continue >

Registration

Registration Status: Expired Expiration Date: 10/31/2023

Registration Type: Receipt Only

Registration Action: No Action

Plate Type: No Action

Plate #: Year: 08

Cancel Title Application Continue >

a. Renewal: Enter in the necessary information and select



Total Due: \$0.00 Place On Hold Check PVA Continue >

**Registration**

Registration Status: Active Prior Expiration Date: 10/31/2023  
 RegistrationType: Renewal Expiration Date:  
 Registration Action: Renewal  
 Plate Type: Breast Cancer  
 Plate #: 1689GN Plate Year: 08  
 Registration Length:  Short  Long \*  
 Insurance Status: Uninsured  
 Proof Type:  \* Proof Type is required  
 Policy Type:  \* Policy Type is required

Attestment is required  
 I attest that the customer has presented proof of insurance and that it has been scanned into PODD. \*

- b. Plate Change:
  - i. Enter in Plate #
  - ii. Registration Length
  - iii. Insurance Information:

Total Due: \$0.00 Place On Hold Check PVA Continue >

**Registration**

Registration Status: Active Prior Expiration Date: 10/31/2023  
 RegistrationType: Plate Change Expiration Date:  
 Registration Action: Plate Change  
 Plate Type: Breast Cancer  
 Plate #: 1689GN Plate Year: 08

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Plate # is required!  
 Plate #:  \*  
Registration Length is required!  
 Plate Type:  \*  
 Registration Length:  Short  Long \*  
 Insurance Status: Uninsured  
 Proof Type:  \* Proof Type is required  
 Policy Type:  \* Policy Type is required

Attestment is required  
 I attest that the customer has presented proof of insurance and that it has been scanned into PODD. \*

Cancel Title Application Check PVA Continue >

7. On the Additional Information Page, a user can add an alternate mailing address, perform a Speed Title, and 'Waive Title Fees'.

- a. When adding a Speed Title, a user gets a selection of mailing it to their residents or picking up at the KYTC building.

8. Review the Finalize Title Application Page. If anything is red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention.

- a. When all necessary data is entered, click **Add To Cart** and check out as normal.



Total Due: \$0.00

Place On Hold

Finalize Title Application

1. Title Action - Update

2. Vehicle Information

Required Fields Complete

3. Seller Information

Not Applicable

4. Buyer Information

Buyer 1 SMITH, AMY

Required Fields Complete

Master Record Check Complete

SMITH, AMY is Designated Owner

5. Lien Information

Add Lien

6. Registration

Registration Complete

7. Additional Information

Additional Information Complete

Cancel Title Application

Place On Hold

Print Preview

Add To Cart