

Updating Title Application

This guide demonstrates how processing an updated title should be completed in KAVIS. The update title functionality is used when a piece of information from the owner(s) on the title or vehicle information has changed and the title needs to reflect those changes.

Updating Title

- From the Vehicle Summary Page, click the **Title** drop-down and choose **Update**

The screenshot shows the '2009 INFI G37' vehicle summary page. The 'Title' dropdown menu is open, displaying the following options: Kentucky Transfer, Dealer Assignment, Edit Title Application, Duplicate, Update (highlighted), Update - Vehicle Type Correction, Repossession ---, Salvage ---, Classic ---, and Multiple Dealer---. The background shows the 'Owner(s)' table with one entry for FOX, SHANE ERIC, and the 'Title' section with details like 'Status: Active - Title Issued', 'Type: Out-of-state', and 'State Fee: \$6.00'.

- KAVIS will automatically navigate to bubble 2 because properties in bubble 1 cannot be modified.

The screenshot shows the registration process flow with 8 steps. Step 2, 'Vehicle Information', is the active step. Below the flow is a form for 'Passenger Auto Details' with the following fields and values: VIN: JNKCV68EX9M724772, Vehicle Type: Passenger Auto, Style: CV - Convertible, Year: 2009, Make: INFI, Model: G37, Color: BLU - Blue, 2nd Color: Select One..., Motor Type: Select One..., Cylinders: 06, Odometer: 48560. The 'Total Due' is \$6.00, and there is a warning about delinquent taxes of \$93.94.

NOTE: THE BLUE BANNER THAT APPEARS AT THE TOP REGARDING DELINQUENT TAXES OWED IS AN INFORMATIONAL MESSAGE. THE CUSTOMER CAN CHOOSE TO PAY THE DELINQUENT TAXES AT THIS TIME, BUT **IT IS NOT REQUIRED TO PROCESS THE UPDATED TITLE**



Total Due: \$6.00 Place On Hold Continue >

Delinquent taxes are owed on this vehicle in the amount of \$93.94. Click here to view and optionally pay your delinquent taxes for this vehicle.

Passenger Auto Details

VIN: JNKCV66EX9M724772 * Vehicle Type: Passenger Auto Style: CV - Convertible * Year: 2009 * Make: INFI * Model: G37 * Model #: <input type="text"/> Color: BLU - Blue * 2nd Color: Select One...	Motor Type: Motor Type is required Select One... * Cylinders: 06 * Odometer: 48560 * <input type="checkbox"/> Not Actual <input type="checkbox"/> Exceeds Limit Special Tag: Brand: <input type="checkbox"/> Hail Damaged <input type="checkbox"/> Water Damaged
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Cancel Title Application Continue >

3. Motor Type is a required field, then choose Continue >
4. KAVIS will automatically navigate to bubble 4 because bubble 3 is not applicable in this title flow
 - a. If a appears next to the owner this means their customer account page is missing required information. You cannot continue without clicking the icon and editing the necessary fields
 - b. You cannot add or delete an owner during a title update application.



Total Due: \$6.00 Place On Hold Continue >

Buyer Information

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Physical Address	Alerts
✓		<input checked="" type="checkbox"/>	003737328	SHANE ERIC FOX	01/18/1974	505 Turnstile Trce, LOUISVILLE, KY 40223-3465	

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

Cancel Title Application Continue >

5. Clicking **Continue >** KAVIS will navigate to bubble 5 (Lien Information)



Total Due: \$6.00 **Place On Hold** **Continue >**

Lien Information

Primary Owner County of Residence: JEFFERSON

▼ SANTANDER CONSUMER U	Lien File Number: B214262	Date Filed: 02/24/2021	Filing Fee: \$0.00
Lien Status: Filed	Lien File #: B214262	Date Filed: 02/24/2021	County Filed: JEFFERSON
Address: PO BOX 961288	City: FORT WORTH	State: TX	Zip: 761610000
Lien Expires: 02/24/2031			
Comments:			

Total Lien Filing Fee Due: \$0.00

Add Lien

Cancel Title Application **Continue >**

6. Click **Add Lien** if applicable to your transaction

a. If you don't have a lien to add, click **Continue >**

NOTE: Pending or filed is available from the drop-down menu, depending on if your user account has permissions to file a lien, and if the primary owner's county of residence matches your county

7. KAVIS will navigate to bubble 6 (Registration)

NOTE: IF YOU TAKE ANY TYPE OF REGISTRATION ACTION **OTHER THAN 'NO ACTION'** DELINQUENT TAXES MUST BE PAID WITH THIS TRANSACTION. ANY PLATE OR REGISTRATION ACTION DURING AN UPDATE TITLE APPLICATION WILL REQUIRE TAXES TO BE PAID IN ORDER TO PROCESS THIS APPLICATION. **'NO ACTION' DURING BUBBLE 6 WILL NOT REQUIRE TAXES TO BE PAID**



Total Due: \$6.00 **Place On Hold** **Continue >**

Registration

Registration Status: Expired Expiration Date: 01/31/2024

RegistrationType: Receipt Only

Registration Action: **No Action** ▼

Plate Type: **No Action** ▼

Plate #: _____ Year: 19

Cancel Title Application **Continue >**

8. KAVIS will navigate to bubble 7 (Additional Information)
 - a. You may choose to add an alternate mailing address if applicable
 - b. You may choose to process a speed title
 - c. You may choose to waive title fees
 - d. You may also add comments that will print on the PODD receipt

The screenshot shows a progress bar at the top with 8 bubbles. Bubbles 1 through 6 are green, and bubble 7 is highlighted in blue. Below the progress bar, a light blue header contains 'Total Due: \$6.00', a 'Place On Hold' button, and a 'Continue >' button. The main content area is titled 'Additional Information' and contains the following fields:

- Add Alternate Mailing Address:
- Speed Title:
- Waive Title Fees:
- Reg Receipt Comments:

A note at the bottom right of the comments box states: '* These comments will print on the PODD Receipt.' At the bottom of the form, there is a red 'Cancel Title Application' button on the left and a green 'Continue >' button on the right.

9. KAVIS will navigate to bubble 8 (Finalize)
 - a. Review the page. If anything is highlighted in red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention
 - b. When all necessary data is entered, click **Add To Cart**

The screenshot shows a progress bar at the top with 8 bubbles. Bubbles 1 through 7 are green, and bubble 8 is highlighted in blue. Below the progress bar, a dark blue header contains 'Title: Update'. A light blue header below that contains 'Total Due: \$6.00', a 'Place On Hold' button, and a 'Continue >' button. The main content area is titled 'Finalize Title Application' and displays a summary of the application with green progress bars and checkmarks:

- 1. Title Action - Update
- 2. Vehicle Information: Required Fields Complete
- 3. Seller Information: Not Applicable
- 4. Buyer Information: Buyer 1 FOX, SHANE ERIC
 - Required Fields Complete
 - Master Record Check Complete
 - FOX, SHANE ERIC is Designated Owner
- 5. Lien Information
- 6. Registration: Registration Complete
- 7. Additional Information: Additional Information Complete

At the bottom of the form, there is a red 'Cancel Title Application' button on the left, and 'Place On Hold', 'Print Preview', and 'Add To Cart' buttons on the right.

A red rectangular button with a white border and a white icon of a crossed-out circle to the left of the text "Cancel Title Application".

At any point during this process will delete all information on this application

An orange rectangular button with a white border and the text "Place On Hold" in white.

Will save the title application to the customer account page for 60 days.