

Completing a Transaction in CVR

1. Go to the  **Tab** from the left sliding menus.



2. Select the **Registration Icon**.
3. To the right, all **Pending/Ready/Complete** deals will be listed.

Some Deal Status Explanations:

- **A Pending Status:** is when a deal has been sent to you for revision by the F&I manager, and is currently requiring information for you to enter. Once all information is entered, it is promoted to a **Ready Status**.
- **A Ready Status:** is when in a deal all required fields have been inputted, but has not been transmitted incurring the electronic withdrawal of taxes and fees (provided you haven't pre-paid the taxes). When you transmit this deal, it will then be promoted to a **Complete Status**.
- **A Complete Status:** is when a deal has been completed, and all the appropriate funds for that deal have been electronically withdrawn. It is important to note that even if you complete even just one deal, the following day you must produce and send a Bundle Report to the IADA.

4. **Highlight the deal** you want to complete.



5. Then, select the **Open Icon** to open the deal.
6. You will then step through the icons at the top from left to right:




While much of this information has been filled in already, some still may need input. Your task is to verify this information is correct, and depending on deal type input some new information.

7. As the screens are being **checked, verified & filled in**, the backgrounds of each screen will change from gray to green. This means that the entire section is completed. Some sections may by default be green, but regardless of this **all fields should be checked & verified**.
8. Any fields inside a section requiring information will appear as white. Any not needing information will be gray. You may change gray areas with black text if you believe they are wrong.
9. Once all icons are green, there will be a check mark next to your control number (*located in the upper left hand corner*). This indicates the deal may be completed. If there is no checkmark, not all screens have been completely filled in.

IMPORTANT NOTES

- a) Before completing a deal, the paperwork must be prepared to be sent the following day with the Bundle Report.
- b) Completing a deal pays your Secretary of State (SOS) Fees via EFT.
- c) Completing a deal pays your Illinois Department of Revenue Taxes if they have not been pre-paid previously electronically.
- d) If a deal for any reason needs to be undone after completion, eliminating its record with the SOS will need to be done manually with the SOS.

10. When ready, select the  **Icon** to complete this deal.
11. You may be prompted for your **user name** and **password**. If so, enter it accordingly, if not skip to point 12.
 - *If there is an error in the transmission process, at the bottom of the page there may be an error code and message stating why the transmittal was not successful. If all else fails, you may call the customer support line at: **1-800-333-6995**.*
12. If your printing configuration is set to print the VSD-190/VSD-330 applications, you will now be feeding into your printer the CVR Title & Registration Application (VSD-190) or Title Only Application (VSD-330) depending on the transaction type, as indicated by the onscreen instructions. Do so if prompted, and click **OK**.
 - *If there is a printing error, you may reprint this form without penalty. The original copy that has the customer's signature however despite its condition must be sent to the IADA in the bundle report. Include it attached and behind the reprinted copy.*
13. If your printing configuration is set to print the relevant tax form and you **have not pre-paid taxes**, you will be prompted to **feed into your printer the Seller's Copy of the tax form** as indicated by the onscreen instructions. Do so and click **OK**.
 - *If there is a printing error, you may reprint this form without penalty. The original copy that has the customer's signature however despite its condition must be kept and filed with your Seller's Copies of the tax form.*
14. The deal will now be moved to a **Complete Status**, and the paperwork will need to be sent to the Secretary of State with your Bundle Report.