




## Completing a Full/Conversion Title Transaction

### IMPORTANT NOTES

Be sure to reference the **Title Only Transaction Explanations** before processing

1. Select the  **Process Menu** from the left, then the  **Registration Icon**.
2. Select the  **New Icon** in the horizontal menu at the top center of the page.
3. You will be prompted to enter a control number for the transaction. This will be the identifier that indexes this transaction to make it unique from all others. **Recommended control numbers are any value that will be unique to the transaction.**
4. Make sure the **Deal Type** is set to **"Full Title/Conversion Title"**.
5. **NOTE:** this is a **One-Step Transaction**.
6. Click **Done** Button to the right
7. You may then step through the tabs of the new Full Title/Conversion Title Transaction:



**New Transaction**

Control Number

Deal Type

Title Registration

Standard Renewal

Salvage/Junk

Title Only

Duplicate Title

Corrected Title

Duplicate/Corrected Title



Full Title / Conversion Title

Tax Return Only ST556

Transaction Processing

1-Step

2-Step

8. On the  **Vehicle Tab**, there is a dropdown menu: Dup/Reason: 
  - **FULL TITLE & OOS CONVERSION.**
  - **FULL TITLE** should be selected when processing a full Illinois title.
  - **OOS CONVERSION** should be selected when processing an out of state title.
9. On all other screens, required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. **It is highly recommended you check all fields for corrections and/or modifications.**
10. Once all tabs have a green check, select the  **Transmit Icon** from the horizontal menu at the top.
  - You may be prompted for your **user name** and **password**. If so, enter it accordingly.
  - If there is an error in the transmission process, at the bottom of the screen there may be an error code and message stating why the transmission was not successful. If you need further assistance please call the customer support line at: **1-800-333-6995**.
11. At this point with the transaction completed, a validated VSD-330 form will print from your printer automatically if it is configured to do so.