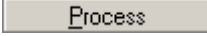



Completing a Full/Conversion Title Transaction

IMPORTANT NOTES

*A Full / Conversion Title transaction is used to obtain a new title for the purpose of gaining more reassignment space, or converting an out of state title into an Illinois title. **Be sure you have the surrender title to remit with this transaction***

*If applicable, **DO NOT FORGET** to indicate the Title Mailing Address on the **Owner Screen** of the transaction. If this is not inputted, the new title will be mailed to the address specified otherwise. CVR is not responsible for negligent data entry*

1. Select  from the left menus. Then select the  **Registration Icon**.

2. Then select  **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. **Make sure to enter a unique control number that will be used only for this transaction. Once a control number is used, it cannot be used again.**

4. Make sure the **Deal Type** is set to **"Full Title / Conversion Title"**.

5. Note: this is a **One-Step Transaction**.

6. Click **Done**.

7. You will then step through the icons of the new transaction from left to right:



New Transaction

Control Number
CTRLNUM

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


Template

STANDARD DEFAULT

Done Cancel Help

8. On the  **Vehicle Screen**, there is a label & dropdown menu: Dup/Reason: . The options from this dropdown menu include **"OOS CONVERSION"** & **"FULL TITLE"**. Select the appropriate option.

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 such corrections and/or modifications.**

10. Once all icons are green, the transaction may be transmitted. Select the  **Transmit Icon** from the horizontal menu at the top.

11. You may be prompted for your **user name** and **password**. If so, enter it accordingly.
 - *If there is an error in transmission, an error message will appear. If you cannot determine the issue, call CVR Central Support at **1-800-333-6995***

12. Upon successful transmission, a VSD-330 form should print out from your 8.5" x 11" paper tray automatically. The transaction will then be complete. **Ignore any tax form that may print with this transaction. It is not necessary for submission or your records; there is no tax return number printed on the form.**