







Starting a New Issue Plate Transaction (With Import)

1. First select the  **Process** Menu from the left.
2. Select the  **Registration Icon**.
3. Select the  **Get Deals Icon** in the horizontal menu at the top center of the page.
4. A control number for this transaction is generated automatically by your DMS system, and will serve as the transactions unique identifier.
5. You may then step through the tabs (*that appear*) at the bottom:



6. Any fields requiring information will appear as white. Any not requiring information will be gray. You may change gray areas if you believe they are wrong. **It is highly recommended you check all fields to assure there are no errors.**
7. As the tabs **Owner, Vehicle, etc**, are being completed, a green check mark will appear over them. This means that required fields in the tab are completed. Some tabs like **Sales, Dealer & Lien** may begin green, but it is a good idea to check them to assure there are no errors.
8. 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**.
9. On screen instructions at this point will tell you **EXACTLY** what plates / registration certificates you should be using. **Do not proceed until you have all pieces of inventory in hand, have checked the fees and/or made the appropriate corrections.**
 - Select the appropriate  button for the relevant piece of inventory if the screen shows a plate and/or certificate number you do not have in your stations allotment after searching. You will need to then mark the inventory as damaged/missing and click "OK" before it will generate the next piece of inventory in line. Canceling the transaction and re-transmitting may be necessary to align your new numbers.
10. After confirming you have correct inventory and have checked the fees select . Then, feed the stickered registration certificate as instructed into your laser printer as instructed. The relevant Tax Form(s) and a License & Title Application may print out from your 8.5" x 11" paper tray, depending on your printer and form settings.