





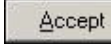


Processing a License Plate Renewal

1. First select the  **Process** **Menu** from the left.
2. Select the  **Registration Icon**.
3. Select the  **New Icon** in the horizontal menu at the top center of the page.
4. 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.
5. Make sure the **Deal Type** is set to Standard **Standard Renewal** and click **Done**.
NOTE:
 - A Renewal is a **one-step transaction**.
 - A Renewal **cannot be backed out** once completed.
6. You will then be brought to the  **Renew Tab**.
The following fields are required*:
 - VIN
 - License Plate Number
 - Current Expiration Date

**Other information while optional may be inputted. For example, if an error arises mentioning a "better address is needed", input the most recent address where the vehicle should be registered.*
7. It is highly recommended to check all fields to assure there are no errors, or omissions. These include things like a Circuit Breaker #, or a Unit #.
8. Once all fields are ready, select the  **Transmit Icon** from the horizontal menu at the top.
 - You may be prompted for your **user name** and **password**. If so, input 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 after a successful transmission at this point will tell you **EXACTLY** what registration certificate 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  **CHG** button for the relevant piece of inventory if the screen shows a 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.
10. After confirming you have correct inventory and have checked the fees select  **Accept**.
Then, feed the stickered registration certificate as instructed into your laser printer as instructed.