


Completing a Renewal

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

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 deal. **This is an identifier you will use to index this transaction and can only be used ONCE! Be sure to make it unique from all others.**

5. Make sure the **Deal Type** is set to **Standard Renewal**.

6. Note that this is a **One-Step Transaction**, and to **Select the Proper Template (if applicable)**.

7. Click **Done**.


8. You will then be brought to the **Renewal Screen**.

On this screen the following fields are required*:


- VIN
- Plate Number
- The Current Expiration Date
- Insurance Information


**Other information while optional may be inputted. For example, if in an error arises mentioning a "better address is needed", input one. The "Renewal Bar Code" field is used for systems utilizing a bar code scanner.*

9. It is recommended you check all fields to assure there are no errors.

10. Once all fields have changed from white to gray, the renewal is ready to be transmitted. Select the  **Icon** from the horizontal menu at the top.

11. You may be prompted for your **user name** and **password**. If so, input it accordingly.
 - *If there is an error in the transmittal process, check the error message at the bottom of the screen. If an error arises you cannot decipher, you may call the customer support line at: **1-800-333-6995**.*

11. 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.
 - *If the screen shows a certificate number you do not have in your stations allotment after searching, select the  button to mark the certificate as damaged/missing and select OK. This will damage out/mark missing the previous certificate and ask for the next in the series.*

12. After confirming that you have the inventory in hand and have checked the fees select . Feed the stickered registration certificate as appropriate in your printer and follow the on-screen instructions.