








Reprinting a Registration Certificate

*** WITH AN EXPIRATION STICKER ***

IMPORTANT NOTES

*Reprinting a corrected registration card can only be done after all corrections have been made and the deal has been completed by the Central Title Clerk Station.

If this needs to be done, follow the instructions on reprinting a registration certificate without an expiration sticker*

1. First, select the  **Tab** from the left sliding menus.
2. Then select the  **Registration Icon**.
3. **Highlight the deal** you want to reprint the form for.
4. **Make sure the**  **Certificate Icon is selected** from the top horizontal menu.
5. Select the  **Display Icon**.
We Select Display for two reasons.
 - a. To load the image of the document into the computers memory.
 - b. To print preview the document before actually printing.
6. **You then will be prompted if you need to print on a stickered form. These instructions assume you DQ need to print on a stickered form.**
 - a. Make sure the checkbox '**reprint on stickered form**' is checked.
 - b. Below this, indicate whether the previous sticker is **missing**, or **damaged**.
7. Then select the  **Send Icon**.
8. The print icon in this same window () **will change from unavailable and un-selectable, to available and selectable when ready**. Select this print icon when it is available.
9. A print preview window will appear. **To print what is in this window, select the  Icon.**
10. **The program will then prompt you to enter your next stickered registration certificate into your printer. VERIFY THIS NUMBER IS CORRECT BY READING IT FROM LEFT TO RIGHT EXACTLY, OMITTING EXTRA DIGITS. Once inserted in your printer, click OK.**