








## Reprinting a Registration Certificate

**\*\*\* WITHOUT 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 with said corrections at the Title Clerk Station\*

1. First, select the  **Tab** from the left sliding menus.
2. Then select the  **Icon**.
3. **Highlight the deal** you want to reprint the form for.
4. **Make sure the**  **Icon is selected** from the top 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 DO NOT** need to print on a stickered form.
  - a. If the option is given, **make sure the checkbox 'reprint on stickered form' is unchecked.**
7. Then select the  **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 an un-stickered registration certificate into your printer. Once inserted, click OK.**