


Reprinting a VSD-190 (License & Title Application)

IMPORTANT NOTES

Reprinting a VSD-190 for correction purposes should be done after all corrections have been made and the deal has been completed with said corrections at the Title Clerk Station. This is recommended to negate any redundancy in printing

***What if the customer signed a now void or incorrect VSD-190?** – Simply attach the new VSD-190 to the old, with the new copy on top. On the signed copy, completely line through the barcode on the old and/or voided VSD-190 when you send your paperwork with your bundle*

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 horizontal menu.

5. Select the  **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 may be prompted to print the Full Form, or the Fee Note.**

- a. If you are not prompted skip to the next numbered step.
- b. If you are prompted select either one
 - i. The **Full Form** will reprint the full VSD-190 (recommended)
 - ii. The **Fee Note** will require you to manually feed in the existing uncompleted VSD-190.

Then **click OK**.

7. A print preview window will appear. **To print what is in this window, select the**  **Icon**.