


## Reprinting a VSD-330 (Title Only Application)

### **IMPORTANT NOTES**

\*Reprinting a VSD-330 for correction should be done after all corrections have been made and the deal has been completed after said corrections. This is also recommended to negate any redundancy in printing\*

\***What if the customer signed a now void or incorrect VSD-330?** – Simply attach the new VSD-330 to the old, with the new copy on top, and completely line through the barcode on the old and/or voided VSD-330 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 select an option on the format of the form, select the appropriate selection, and click **"OK"**

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