


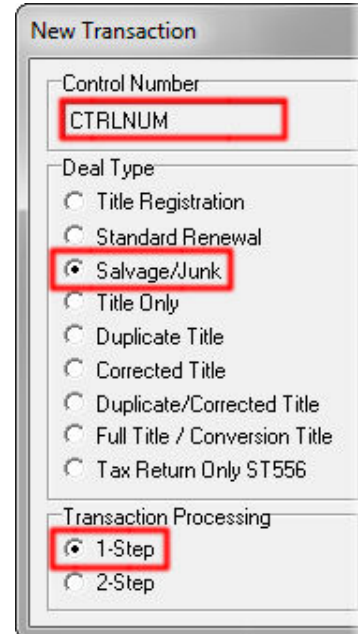


Completing a Salvage / Junk Transaction


The Salvage/Junk transaction is only available to Salvage company types (as of ILEVR 4.0E)

1. First select the  **Process** Menu from the left.
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 transaction. This will be the identifier that indexes this transaction to make it unique from all others. **Recommended control numbers are any value that will be unique to the transaction.**
5. Make sure the **Deal Type** is set to **"Salvage/Junk"**.
6. **NOTE:** this is a **One-Step Transaction**.
7. Click the **Done** Button to the right.
8. You may then step through the tabs of the new Salvage/Junk Transaction:

The screenshot shows a 'New Transaction' dialog box with the following fields and options:

- Control Number:** CTRLNUM (highlighted with a red box)
- Deal Type:**
 - Title Registration
 - Standard Renewal
 - Salvage/Junk (highlighted with a red box)
 - Title Only
 - Duplicate Title
 - Corrected Title
 - Duplicate/Corrected Title
 - Full Title / Conversion Title
 - Tax Return Only ST556
- Transaction Processing:**
 - 1-Step (highlighted with a red box)
 - 2-Step

9. Required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. Check all fields for such corrections.
10. Once all tabs have a green check, select the  **Transmit Icon** from the horizontal menu at the top.
 - You may be prompted for your **user name** and **password**. If so, enter it accordingly.
 - If there is an error in the transmission process, at the bottom of the screen there may be an error code and message stating why the transmission was not successful. If you need further assistance please call the customer support line at: **1-800-333-6995**.
11. At this point with the transaction completed, a validated VSD-330 form will print from your printer automatically if it is configured to do so.