


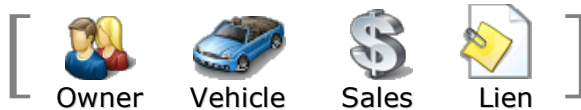


Starting a Title Only Transaction

IMPORTANT NOTES

A Title Only transaction is to be used only for the titling of a vehicle to a new buyer without processing the registration. **Do not use this transaction to process full titles, or to turn out of state titles into Illinois titles**

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 **"Title Only"**.
6. **NOTE:** This may be processed as a **One-Step OR Two-Step Transaction**.
7. Click the **Done** Button to the right.
8. You will then step through the icons of the new transaction from left to right:



New Transaction

Control Number
CTRLNUM

Deal Type

Title Registration

Standard Renewal

Salvage/Junk

Title Only

Duplicate Title

Corrected Title

Duplicate/Corrected Title


Full Title / Conversion Title

Tax Return Only ST556

Transaction Processing

1-Step

2-Step

9. Required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. **It is highly recommended you check all fields for corrections and/or modifications.**
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. Upon successful transmission, a VSD-330 and relevant tax form will be print out from your 8.5" x 11" paper tray automatically if it is configured to do so.
 - **If this transaction was processed as a One-Step**, the title & tax forms will be validated and the forms will be effectively filed/paid.
 - **If the transaction was processed as a Two-Step**, the title & tax forms will not be validated, and the transaction will need to be completed for it to be formally filed/paid.