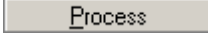



Starting a Title Only Transaction

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

1. Select  from the left menus. Then select the  **Registration Icon**.

2. Then select  **New Icon** in the horizontal menu at the top center of the page.

3. You will be prompted to enter a control number for the transaction. **Make sure to enter a unique control number that will be used only for this transaction. Once a control number is used, it cannot be used again.**

4. Make sure the **Deal Type** is set to "Title Only".


5. It is suggested you process as a **Two-Step Transaction**.

6. Click **Done**.

7. You will then step through the icons of the new transaction from left to right:



8. 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 such corrections and/or modifications.**

9. Once all icons are green, the deal is ready to be transmitted. Select the  **Transmit Icon** from the horizontal menu at the top.

10. You may be prompted for your **user name** and **password**. If so, enter it accordingly.

- *If there is an error in transmission, an error message will appear. If you cannot determine the issue, call CVR Central Support at **1-800-333-6995***

11. Upon successful transmission, a VSD-330 and ST-556 forms should print from your 8.5" x 11" paper tray automatically. The transaction will then be Pended.