



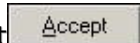


## Starting a Transfer Plate Transaction

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 & Registration** and click **Done**.
6. You may then step through the tabs (*that appear*) at the bottom:



7. Any fields requiring information will appear as white. Any not requiring information will be gray. You may change gray areas if you believe they are wrong. **It is recommended you check all fields to assure there are no errors.**
8. As the tabs **Owner, Vehicle, etc,** are being completed, a green check mark will appear over them. This means that required fields in the tab are completed. Some tabs like **Sales, Dealer & Lien** may begin green, but it is a good idea to check them to assure there are no errors.
9. 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**.
10. On screen instructions at this point will tell you **EXACTLY** what plates / registration certificates you should be using. **Do not proceed until you have all pieces of inventory in hand, have checked the fees and/or made the appropriate corrections.**
  - Make sure you have determined the transfer plate can be successfully applied to the new vehicle.
  - The certificate number field will be blank, as you will be using the un-stickered registration "letter-head" to print the customer's new registration card.
11. After confirming you have correct inventory and have checked the fees select  **Accept**  
Feed the unstickered registration certificate as needed into your laser printer. The relevant Tax Form(s) and a License & Title Application may print out from your 8.5" x 11" paper tray, depending on your printer and form settings.