




Processing a Renewal with a Transfer

Notes

This procedure is not a single transaction. This is a shortcut to processing a renewal for a license plate before you then transfer the same plate. You will procedurally take the first step of renewing the license plate on the old vehicle in a renewal only transaction. You will then transfer the plate the same exact way you would transfer any other set of plates in a license & title transaction once the renewal is completed.

CVR highly recommends you renew license plates that are expiring soon as a safeguard in the event paperwork takes time to complete past the current expiration date.

1. First, input this transaction just as you would a normal transfer of plates.
2. Once you reach the point where you must enter the expiration date of the plates you'll see a prompt that suggests you renew the license plates.
3. Select the '**Renewal Required**' button in the bottom right of the area labeled '**SOS Transfer Vehicle**'. This will take you into the new separate renewal transaction that will have the same control number of the previous transfer deal, with a suffix '**R/r**', denoting that this is the previous transactions associated renewal.
4. In this transaction, be sure all fields are inputted as needed.
 - *Note that the VIN shown is the vehicle being renewed, not the vehicle being purchased.*
5. When all fields are gray, select the  **Transmit Icon**.
 - *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**.*
6. On screen instructions at this point will tell you **EXACTLY** what registration certificate you should be using. **Do not proceed until you have this piece of inventory in hand, have checked the fees and/or made the appropriate corrections.**
 - *Select the  button for the relevant piece of inventory if the screen shows a certificate number you do not have in your stations allotment after searching. You will need to then mark the inventory as damaged/missing and click "OK" before it will generate the next piece of inventory in line.*
7. **Inform the customer** if you haven't already **of the renewal fee**, and select . Then, feed the stickered registration certificate as instructed into your laser printer as instructed.
 - **NOTE:** License/Title/Tax Forms will *NOT* output at this point.
8. Having renewed the license plates, you may now go back to the original transfer-of-plates transaction and finish pending/completing it to subsequently output the paperwork for the new vehicle.