

Voiding / Deleting a New Issue Plate Deal

IMPORTANT NOTES

If you have pre-paid taxes on this deal on a previous day you will not re-coup the funds for this deal after backing it out. You must apply for a credit of these funds manually through the Illinois Department of Revenue


Be fully aware of where the license plates and registration certificate for this transaction are. All voided inventory must be returned to the Illinois Secretary of State via the established Illinois inventory return procedure

1. First, go to  **Process** Tab from the left sliding menus.

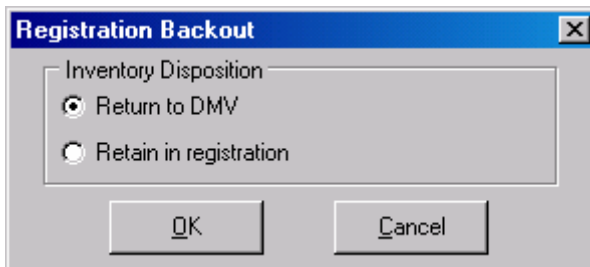
2. Then the  **Registration** **Icon**.

3. **Highlight the New Issue Plate Deal** you want to back out.

4. Then, select the  **Open** **Icon** to open the deal.

5. Once the deal is open, select the  **Delete** **Icon**.

6. **You will then be prompted** about the **Inventory Disposition**.
You are given two options:



7. Select **Return to DMV**.
(This will void out both the license plates & registration certificate)

8. When you have selected **Return to DMV**, click **OK**.

9. **You may then be prompted** if you would like to delete the transaction completely out of CVR, or if you would like to make the transaction editable to start again from scratch:

- Select **Yes** if you want to put the transaction into an **Incomplete** status in your Title & Registration list.
- Select **No** if you want to completely remove this transaction from your Title & Registration list.