





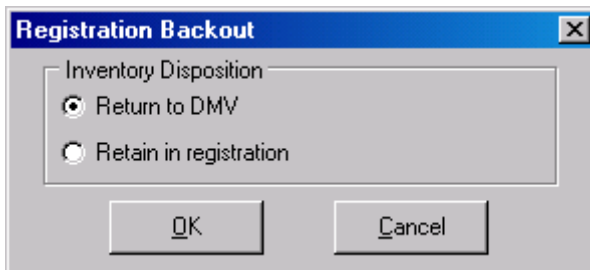
Backing Out a Pending New-Issue-Plate Transaction

IMPORTANT NOTES

If you have pre-paid taxes on this transaction on a previous day you will not recoup the funds for it 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, select the  **Process** Menu from the left.
2. Then select the  **Registration Icon**.
3. **Highlight the New Issue Plate Transaction** you wish to back out.
4. Then, select the  **Open Icon** to open the transaction.
5. Once the transaction 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 retain the transaction in your registration list, or if you would like to completely remove it from CVR:
 - 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.