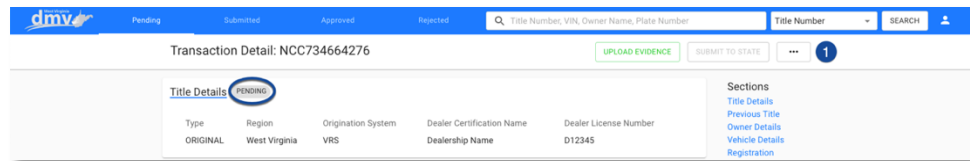


dTRs Dealer Portal: Editing Functionality Instructional Step-by-Step

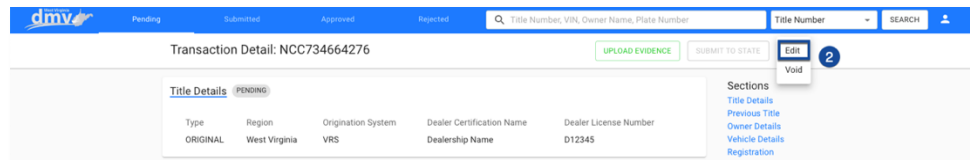
The dTRs V2.2.2 release introduces the ability for dealers to edit various fields on the Title Application directly within Dealer Portal. This functionality reduces the need for Title Applications to be voided and resubmitted when a correction and/or change is required by permitting revisions in the portal resulting in an improved dealer experience.

How it works:

- 1 Open the Pending Title Application:**
Locate the Pending Title Application and open the record. To initiate editing, select the button with three dots in the upper right-hand corner.



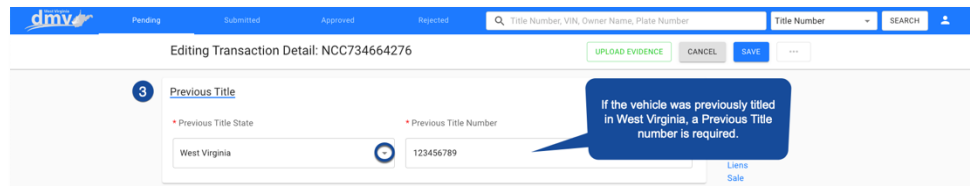
- 2 Edit Button:**
Select the Edit Button to begin editing the Title Application.



- 3 Previous Title Card:**
All fields on the Previous Title card are editable.

NOTE:

If the Previous Title state is West Virginia, the Previous Title Number is required.



4 Owner Details Card:

Select the drop-down arrow to expand the Owner Details card.

Once expanded, all fields on the Owner Details card are editable.

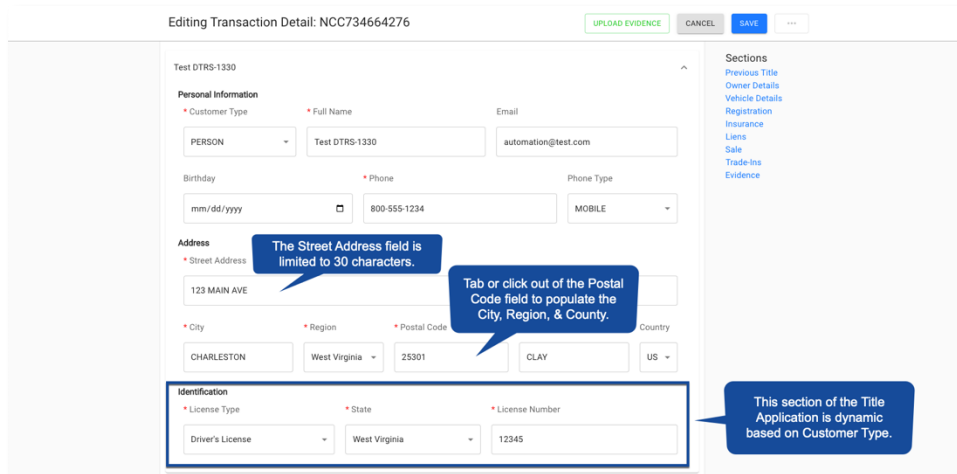
NOTES:

All fields indicated with an asterisk (*) are required.

The Street Address field is limited to 30 characters.

Navigate out of the Postal Code field by using the Tab key or by clicking out to populate the City, Region, and County field.

The last section of the Owner Details card is dynamic based on the Customer Type. Relevant fields will display for data entry upon Customer Type selection.



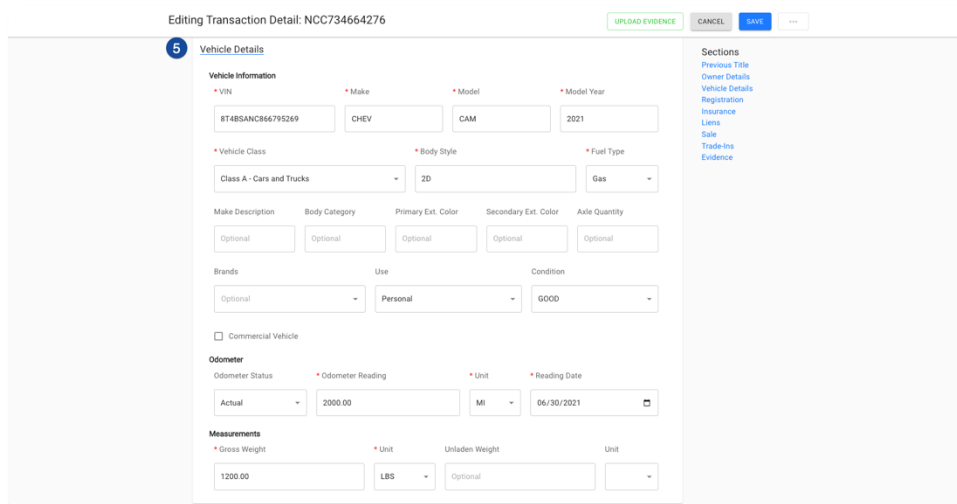
5 Vehicle Details Card:

All fields on the Vehicle Details card are editable.

NOTES:

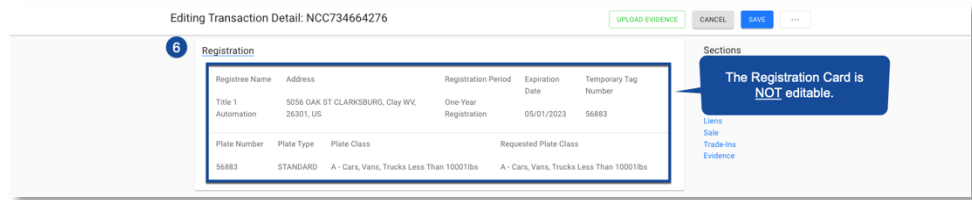
All fields indicated with an asterisk (*) are required.

To decode a different VIN, input the correct VIN into the associated field and navigate out by using the Tab key or clicking. The VIN will decode, and the appropriate Vehicle Details will populate on the Title Application.



6 Registration Card:

The Registration Card is not editable in Dealer Portal. If edits or corrections are needed, please follow the existing process. The Title Application will need to be voided and resubmitted through VRS.



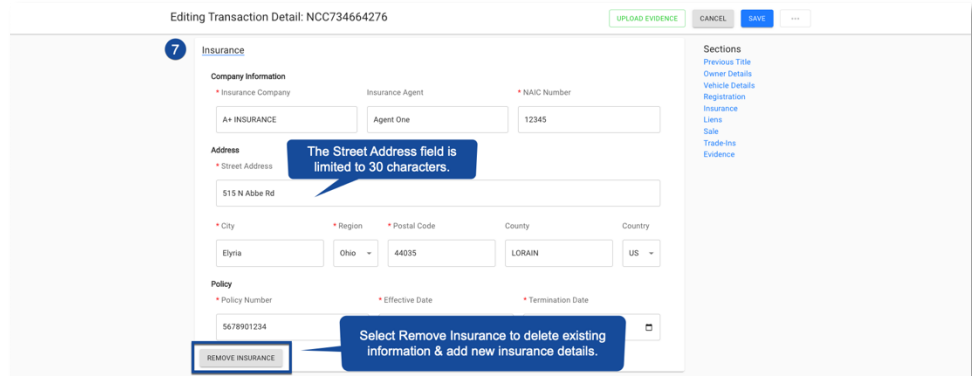
7 Insurance Card:

All fields on the Insurance card are editable.

NOTES:

All fields indicated with an asterisk (*) are required.

Existing insurance information can be deleted by selecting the Remove Insurance button and using the Add Insurance button to input new insurance details.



8 Liens:

All fields on the Liens card are editable.

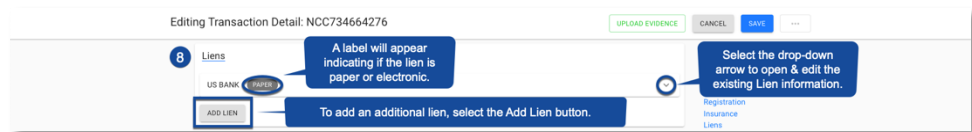
NOTES:

All fields indicated with an asterisk (*) are required.

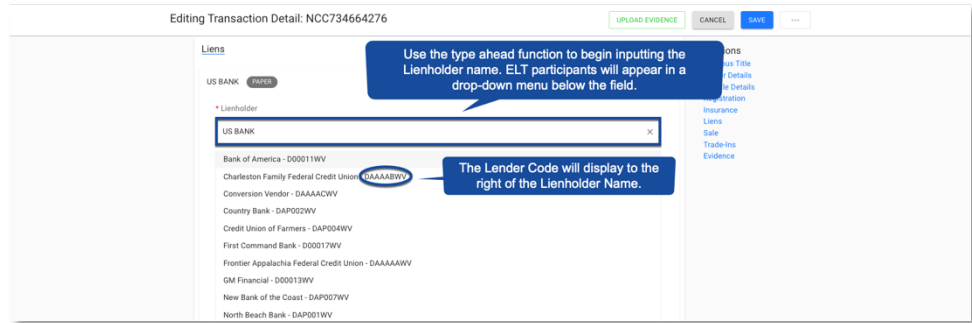
A label will display near the Lienholder name to indicate if the lien is paper or electronic.

To edit the existing lien information, select the drop-down arrow to expand the card.

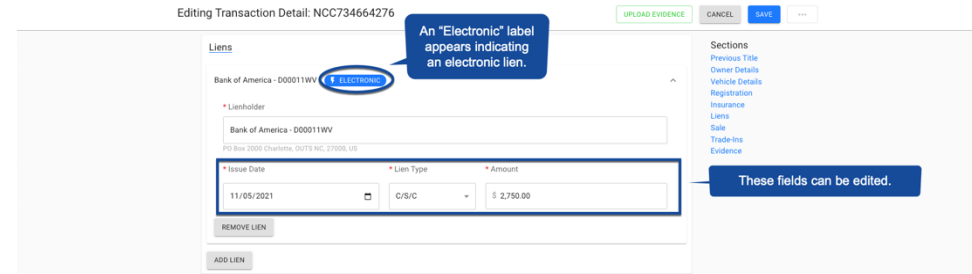
Additional lienholders may be added by selecting the Add Lien button.



Participating ELT lienholders display in a drop-down list upon data entry into the Lienholder field. Select the appropriate lienholder from the list.



Once selected, an “electronic” label will appear. Issue date, Lien Type, and Amount can be edited.



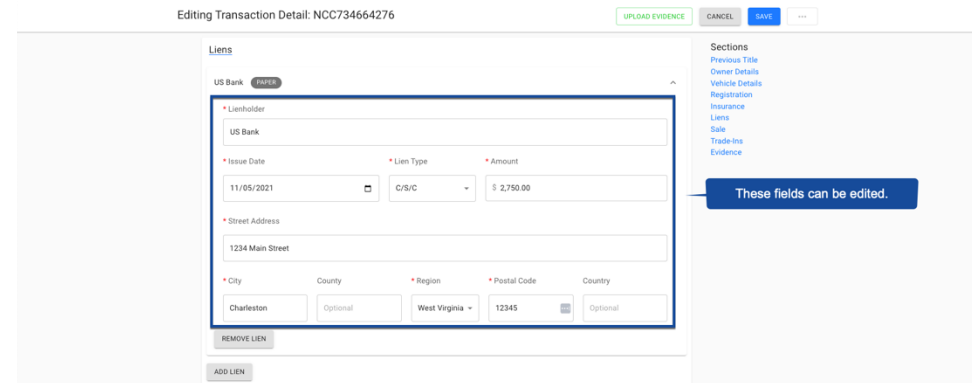
For Paper Liens (Non-ELT Participants):

All fields are editable.

NOTES:

All fields indicated with an asterisk (*) are required.

Liens can be removed using the Remove Lien button.



- 9 **Sale:**
Sale Type, Transaction Date, and Purchase Price are editable.

NOTES:
The fields on the Sale card are dynamic based on the selected Sale Type. Relevant fields will display for data entry upon Sale Type selection.

For Leases: Transaction Date, Lease Price, Down Payment, Monthly Payment, and Term are editable.

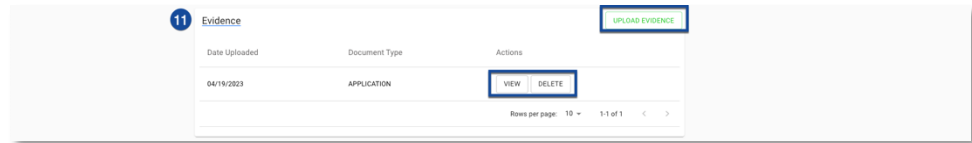
- 10 **Trade-Ins:**
Title Number and Amount are editable on the Trade-Ins card.

NOTES:
Trade-Ins can be added/removed using the appropriate button.

This card cannot be saved without a valid West Virginia trade in.

11 Evidence:

Evidence can be uploaded to the Title Application using the Upload Evidence button. To view or delete evidence, select the appropriate button.



12 Save Edited Title Application:

Select the Save button to save the edited Title Application in Dealer Portal.

