



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Known Enhancements to Existing Systems (KEES)

Registration and Title System (RTS)

Version 6.7.0

Release Notes

Spring Release

2011

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Document Guide

The Registration and Title Systems (RTS) Release Notes have the following purposes:

- Prepare RTS users for upcoming system changes
- Provides a short-term reference tool for the period after a release when changes are still new to users
- Serve as a historical reference regarding the technical changes made to TxDMV applications

In each section of this document, you will find an overview of the RTS change and, in most cases, screen shots to help familiarize you with the new features and/or changes. In addition, the following icons have been added to draw attention to certain sub-sections of the release notes that might be of particular interest to RTS users.



RTS Change – New RTS feature, correction or modification included in the release.



How To... – Provides basic steps for using the RTS change Item.



Resource Link – links to additional resources relevant to this change.



TAC Office Considerations – This section includes important points to consider when determining how to implement the new RTS change, reminders and useful tips.

Release at A Glance

This document describes new features, enhancements and defect corrections to the Registration and Title System (RTS) 6.7.0 and Internet Vehicle Title and Registration Service (IVTRS) 3.8.0. The visible changes in this release of known enhancements include:

- ◆ Registration Fee Simplification
- ◆ Multi-Year Registration
- ◆ Vehicle Color
- ◆ TAC Information Hub (The Hub)
- ◆ Special Plates: Temporary Insignia
- ◆ Reports on Demand: Batch Report Management
- ◆ Reprint Reports: Monthly Reports
- ◆ Disabled Parking Placard: Institutional Parking Placard
- ◆ Title Application: Automated Sales Tax Penalty
- ◆ Accounting: Additional Collections/Time Lag
- ◆ Specialty Plates: Crossover Plates
- ◆ RTS Saves CCO Transaction Information When Escaping Back
- ◆ Reprint Reports: Duplicate CCO Reports

RTS Release 6.7.0 statewide release date: May 2, 2011



Registration Fee Simplification – Effective September 1, 2011

Overview

This change provides standardization for most registration fees allowing for easier fee calculation and maintenance. The registration fee for passenger vehicles is now based on vehicle weight and not the vehicle age (year model). The registration fees for passenger vehicles, light trucks (pick-ups) and trailers less than 6,000 lbs are a flat fee.

Most Registration Classes that previously paid varying registration fees based on the gross weight are combined into weight groups. This simplifies the more than 1,600 weight base registration fees into just a few as shown in the New Registration Fee Table. Additionally, the following fees have been changed, reduced, or eliminated:

- ◆ The Automation Fee is collected in all counties (\$1.00).
- ◆ The Reflectorization Fee is eliminated (.30).
- ◆ The Replacement Fee is now \$6.00 for plates and stickers (with some exceptions).
- ◆ The \$5.00 Plate Transfer Fee is eliminated.

Note: The new Fee Descriptions (account item codes) will appear on reports (Batch Reports 5902, etc...) prior to September 1, 2011. Only the names of the Fee Descriptions have changed, the fee distribution remains the same. The new Fee Descriptions will appear in the Additional Collections drop down menu after September 1, 2011.

See this [Appendix](#) for the tables listed below:

- ◆ New Registration Fee Table – Only the fees that have changed appear in this table. All other fees remain the same.
- ◆ Point of Sale (POS) Fee Simplification Chart – The chart illustrates how RTS will charge fees for renewals.

Classic Plate Change

Classic license plates will no longer display the words Classic Auto, Classic Motorcycle, Classic Truck, or Classic Travel Trailer. Instead, only the word Classic will display on the plate. All Classic vehicles will be issued the redesigned **Classic Plate** when initially issued or upon replacement.

Existing Classic Motorcycle, Classic Truck and Classic Travel Trailer plates may continue to be used until they need to be replaced (Needs Program), lost, stolen or mutilated. Upon replacement, customers will receive a redesigned Classic Plate.

Additionally, old plates issued the same year as the vehicle year model will no longer be approved for Classic registration. Existing Classic registration with old plates may continue as long as the registration is renewed each year.

Other Plate and Fee Changes

Parade Plates are no longer available, customers with existing Parade plates are required to replace them at the time of renewal in 2013. Upon renewal, customers will have the option to apply for a Classic plate, general issue plate or a different specialty plate.

Replacement Fees

Fees for replacement plates and stickers are now \$6 with the exception of some plates that have a \$5 replacement fee.

Fees Description	Item Price
REPLACEMENT FEE \$6	\$6.00
AUTOMATION FEE	\$1.00

Transaction Total: \$7.00
 Previous Trans. Total: \$0.00
 Total Due: \$7.00

Replacement Fee Exceptions

\$5 Replacement Fees	
Antique	
Antique Motorcycle	
Classic Plates	Classic Auto, Classic Truck, Classic Motorcycle, Classic Travel Trailer
Machinery	
Motorcycle	
Military Vehicle	
Military Motorcycle	
Old Plate Classic	
Z-Call TxDMV	
Permit	

Additional Collections

The **Select Fee Description** drop down menu on the Additional Collections/Time Lag (ACC001) screen includes the new \$6 replacement fee and existing \$5 replacement fees. Replacement fees must be in multiples of \$5 and \$6 and must reflect multiple amounts. See an example of [Additional Collections/Time Lag \(ACC001\) replacement fees](#).

Personalized Dealer Plate Replacement Fees

The fees for Personalized Dealer and Personalized Dealer Motorcycle plates have changed. The new fees are:

- ◆ Personalized Dealer \$91 (includes the \$6 replacement fee)
- ◆ Personalized Dealer Motorcycle \$91 (includes the \$6 replacement fee)

Personalized Dealer and Personalized Dealer Motorcycle replacement fees are collected through Additional Collections/Time Lag event under **Select Fee Description** as show in the table below.

Personalized Dealer Plate Replacement Fees	
Dealer Plt	\$45.00
Personalization Fee	\$40.00
Replacement Fee \$6	\$6.00
Total	\$91.00



How To...

Request a replacement for a Personalized Dealer or Personalized Dealer Motorcycle Plate:

1. Collect the replacement fees through Additional Collections.
2. Fax the Additional Collections receipt and a letter on county stationary requesting the replacement plate and/or sticker to the Special Plates Branch (SPB) at (512) 374-5035.



TAC Office Considerations...

1. At this time, there are no changes to the actual printed/mailed/emailed renewal notices.
2. There is **no** annual fee for the first set or additional sets of Classic plates.
3. For approximately three months prior to September 1, 2011, customers may receive renewal notices with the current and new registration renewal fees. This affects printed, mailed and possibly emailed reminders.
4. The renewal fee amount charged will depend on the date of expiration; those with an expiration month and year of August 2011 or later will have fees based on the new fee schedule.



Multi-Year Registration

Overview

A multi-year registration (24 or 36 months) is now available for most new and used vehicle types in both RTS and IVTRS in addition to the standard 12-month registration. This does not include annual plate types such as Combination, Apportioned, etc.



How To...

Renew a vehicle with Multi-year Registration:

1. Click on Customer in the RTS Main Menu.
2. Select Registration Only.
3. Click on Renewal.
4. Enter Plate No or VIN.
5. On the REG029 **Enter Expiration Month and Year** (only if purchasing multi-year registration)
6. Press the **Tab** key or **Enter** to recalculate the fees.
7. Click on **Enter** again to complete the transaction.

Before – 6.6.0

12 to 23 months of Registration

Enter registration expiration month and year REG029

Minimum Exp. Month/Year: 02/2012 Maximum Exp. Month/Year: 01/2013

Minimum fee total: \$51.80 Maximum fee total: \$88.93

Enter Expiration Month and Year (MM/YYYY): 02/2012

This reflects 12 months of registration.

Fees Description	Item Price
WINDSHIELD STICKER	\$40.50
REG FEE-DPS	\$1.00
REFLECTORIZATION FEE	\$0.30
CNTY ROAD BRIDGE ADD-ON FEE	\$9.00
AUTOMATION FEE (LARGE CNTY)	\$1.00

Transaction Total: \$51.80

Enter Cancel Help

After 6.7.0

12 to 36 months of Registration

Enter registration expiration month and year REG029

Minimum Exp. Month/Year: 02/2012 Maximum Exp. Month/Year: 02/2014

Minimum fee total: \$63.75 Maximum fee total: \$189.25

Enter Expiration Month and Year (MM/YYYY): 02/2014

This reflects 36 months of registration.

Fees Description	Item Price
WINDSHIELD STICKER	\$152.25
REG FEE-DPS	\$3.00
CNTY ROAD BRIDGE ADD-ON FEE	\$30.00
AUTOMATION FEE	\$3.00
MAIL IN FEE	\$1.00

Transaction Total: \$189.25

All registration fees double or triple except the Mail in Fee.

Fees have been recalculated based on new expiration month and year.

Enter Cancel Help

New Renewal Messages

Renewal Notice

A new multi-year registration message appears on renewal notices.

 **VEHICLE REGISTRATION RENEWAL NOTICE**
 IF YOU NO LONGER OWN THIS VEHICLE PLEASE COMPLETE THE VTR 346 FORM AVAILABLE ON OUR WEB SITE AT: TxDMV.gov.

Renew online @ www.texas.gov. Check this site or contact your local County Tax Office for a list of participating counties.

VEHICLE INFORMATION	
LICENSE PLATE NUMBER	XXX98X
VEHICLE IDENT. NO.	1GXXC16L3FF211570
YEAR/MAKE/BODY STYLE	1997/CHEV/LL
CURRENT EXP. MON YR	FEB 2010
TOTAL FEE DUE (in person)	\$ 63.26
IF MAILED	64.26

Send bottom part of form, proof of insurance, and correct fee to your county tax office in the enclosed envelope. Make check or money order payable to your local tax assessor-collector. Allow 15 days for processing by mail. Driver's license number required on checks.

FOR QUESTIONS CALL YOUR LOCAL TAX ASSESSOR-COLLECTOR: 254-757-5151

YOU MAY RENEW THIS REGISTRATION FOR MORE THAN ONE YEAR ONLINE OR AT YOUR COUNTY TAX OFFICE.
YOUR CHECK MAY BE CONVERTED TO AN ELECTRONIC FUND TRANSFER.

▲KEEP TOP SECTION FOR YOUR RECORDS▲

CUSTOMER COPY

New Message

Registration Renewal Receipt (VTR-500)

A new message appears on the Registration Renewal Receipt.

 Texas Department of Motor Vehicles

REGISTRATION RENEWAL RECEIPT

COUNTY: BASTROP TAC NAME: LINDA HAR EFFECTIVE DATE: 03/28/2011
 PLATE NO: Z40 DATE: 03/28/2011 EXPIRATION DATE: 2/2014
 DOCUMENT NO: 1783003897 TIME: 02:48PM TRANSACTION ID: 0112004062
 EMPLOYEE ID: DC

OWNER NAME AND ADDRESS
 ISAAC
 13 STREET
 PORT TX 78

REGISTRATION CLASS: PASSENGER-LESS/BQL 6000
 PLATE TYPE: PASSENGER PLT
 ORGANIZATION:
 STICKER TYPE: WS

PREVIOUS PLATE NO: Z40 VEHICLE CLASSIFICATION: PASS
 VEHICLE IDENTIFICATION NO: 4Y7WE097075 UNIT NO:
 YR/MAKE: 2002/MITS MODEL: ERS BODY STYLE: 2H GROSS WT: 2800 TONNAGE: 0.00
 EMPTY WT: 2800 CARRYING CAPACITY: 0 TRAVEL TRLR LENGTH: 0
 BODY VEHICLE IDENTIFICATION NO:

INVENTORY ITEM(S)	YR	FEE ASSESSED		
WINDSHIELD STICKER	2014	WINDSHIELD STICKER	\$0.00	152.25
		REG FEE-DPS		3.00
		CNTY ROAD BRIDGE ADD-ON FEE		30.00
		AUTOMATION FEE		3.00
		TOTAL	\$	188.25

VEHICLE RECORD NOTATIONS
 ACTUAL MILEAGE
 PAPER TITLE

METHOD OF PAYMENT AND PAYMENT AMOUNT:
 CHECK # \$ 188.25

TOTAL AMOUNT PAID \$ 188.25

New Message
 Purchased registration remains with this vehicle and will not be returned if the vehicle is sold.

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.
 Purchased registration remains with this vehicle and will not be refunded if the vehicle is sold.

IVTRS (Online Customers)

A multi-year registration (24 or 36 months) is now available for most new and used vehicle types in both RTS and IVTRS in addition to the standard 12-month registration. This does not include annual plate types such as Combination, Apportioned, etc.

Note: County processing of online renewals through RTS remains the same.

Vehicle Information

Plate No	LIFER
Vehicle Identification No	1GTDC7
Document No	00000
Model Year	1988
Make	GMC
Exp. Date	4/2011

Fees Due

WINDSHIELD STICKER	152.25
PERSONALIZED PLATE FEE	120.00
REG FEE-DPS	3.00
CNTY ROAD BRIDGE ADD-ON FEE	30.00
MAIL IN FEE	1.00
SERVICE FEE (NON-REFUNDABLE)	2.00
Total	308.25

Select registration term: 36 months (selected), 12 months, 24 months, 36 months

Is this your vehicle? Yes No

Annotations:

- Callout box: All Registration fees double or triple except the Mail in Fee and Service Fee.
- Arrow points to '36 months' registration term.
- Arrow points to 'Total' fee amount of 308.25.
- Callout box: New Message



Resource Link: Motor Vehicle Registration Manual

If you have questions about the requirements and uses for Multi-Year Registration or Owner Designated Registration Periods, refer to the [Motor Vehicle Registration Manual](#), Chapter 14 Application for Registration, Section 14-4 Minimum Registration Fee, Multi-Year Registration Page 14-13 and Owner Designated Registration Periods Page 14-15.



TAC Office Considerations...

1. Prior to this release, RTS only provided this option for new passenger cars and light trucks never registered or titled.
2. Special Plate expirations must be synched with the vehicle registration expiration in order for the multi-year registration option to appear online.
3. If you need assistance with Multi-Year Registration, contact the Help Desk at 1-877-933-2020.



Vehicle Color

Overview

This change captures the vehicle color in the RTS Title event only, which includes Salvage, Non-Repairable and DTA as a required field and is available for all vehicle types. County users will select the color that best represents the vehicle. If the vehicle has two colors, select the predominant color as the Major Color and the secondary color as the Minor Color. If the vehicle has multiple colors (camouflage, custom painted, etc...), select the two most predominant colors.

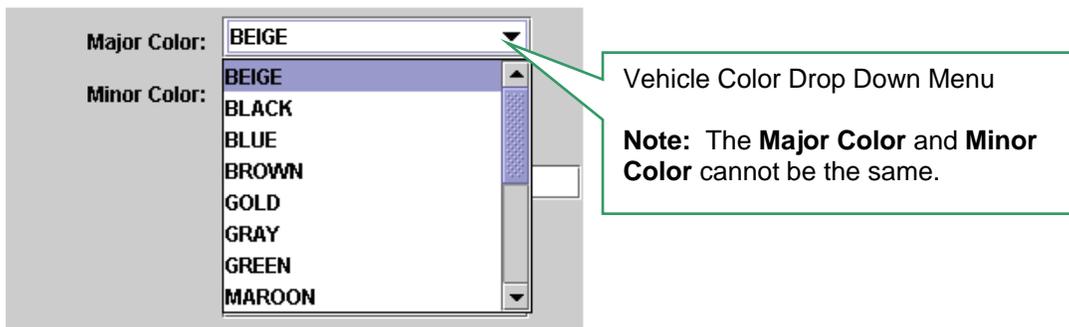
Below is the 16 vehicle color choices available in RTS based on the National Crime Information Center standard. The selection of a major color is mandatory however selecting a minor color is optional (not required).

Vehicle Color	Vehicle Color Code
BEIGE	BGE
BLUE	BLU
BLACK	BLK
BROWN	BRO
GREEN	GRN
GOLD	GLD
GRAY	GRY
MAROON	MAR
ORANGE	ONG
PINK	PNK
PURPLE	PLE
RED	RED
SILVER	SIL
TAN	TAN
WHITE	WHI
YELLOW	YEL

Vehicle Color Drop Down Menu

The two new vehicle color fields (drop down menus) are **Major Color** and **Minor Color**. They appear after the Model field on the following screens:

- ◆ No Title Record TTL003
- ◆ Title Record TTL004
- ◆ DTA TTL016 (RTS will pick up the vehicle color from the vendor software)





How To...

Add or change a vehicle color in the title event:

1. Click on Customer in the RTS Main Menu.
2. Click on Title/Registration.
3. Click on Title.
4. Enter the VIN or Plate No.
5. Select a **Major Color** from the drop down menu.
6. Select a **Minor Color**.
7. Complete Transaction (only the **Major Color** prints on the receipt).

Single Color Title Transfer - No Title Record

Two Color Title Transfer – Existing Title Record

Title Application and Title Application Receipt

The Application for Texas Certificate of Title (130-U) includes two new fields for capturing the vehicle color.

Current (Old) Form 130-U (Rev. 11/09)

APPLICATION FOR TEXAS CERTIFICATE OF TITLE
 SHADED AREAS ARE TO BE COMPLETED BY THE SELLER
 TYPE OR PRINT NEATLY IN INK

TAX OFFICE USE ONLY
 Tax Collector _____ County _____
 Date _____ Transaction Number _____

1. Vehicle Identification Number _____ 2. Year _____ 3. Make _____ 4. Body _____

5. Model _____ 6. Odometer Reading _____ 7. Empty Weight _____ 8. Carrying Capacity (lbs.) _____ 9. Tonnage _____
 Appraisal Value \$ _____

10. Trailer Type Semi Full 11. Plate No. _____ 12. Vehicle Unit No. _____

14. Applicant's/Owner's Name(s) _____
 Address _____
 City, State, Zip Code _____ County Name _____

When capturing the Major and Minor Vehicle Colors on the Current (old) Form 130-U (Rev. 11/09), customers will write in the vehicle color(s) in the grayed-out field next to Box 12.

New Form 130-U (Rev. 04/11)

APPLICATION FOR TEXAS CERTIFICATE OF TITLE
 SHADED AREAS ARE TO BE COMPLETED BY THE SELLER
 TYPE OR PRINT NEATLY IN INK

TAX OFFICE USE ONLY
 Tax Collector _____ County _____
 Date _____ Transaction Number _____

1. Vehicle Identification Number _____ 2. Year _____

5. Model _____ 6. Odometer Reading _____ 7. Empty Weight _____ 8. Carrying Capacity _____ 9. Tonnage _____
 Appraisal Value \$ _____

10. Trailer Type Semi Full 11. Plate No. _____ 12. Vehicle Unit No. _____

13. Major Vehicle Color _____ 13a. Minor Vehicle Color (two colored) _____

New Vehicle Color Boxes
 ♦ Box 13 Major Vehicle Color
 ♦ Box 13a Minor Vehicle Color

TITLE APPLICATION RECEIPT

COUNTY: BASTROP TAC NAME: _____
 PLATE NO: BBB02B DATE: 03/2012
 DOCUMENT NO: 01120040621131150 TIME: 01:11
 EMPLOYEE ID: _____

OWNER NAME AND ADDRESS
 JANE DOE
 123 ANY ST
 ANY TOWN, TX 77777

VEHICLE IDENTIFICATION NUMBER: _____
 YR/MAKE: 2008/FORD
 EMPTY WT: 4500 CARRYING CAPACITY: _____
 BODY VEHICLE IDENTIFICATION NUMBER: _____
 PREV OWNER NAME: ANY OWN

INVENTORY ITEM(S) YR
 PASSENGER PLT 2012
 WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS
 ACTUAL MILEAGE _____
 PAPER TITLE _____
 MAJOR COLOR: MAROON

Only the Major Color prints on the receipt.

**TAC Office Considerations...**

1. The Major Color (predominant color) and the Minor Color (secondary color) will appear in the remarks field of RTS and print on the Title Application Receipt.
2. Vehicle colors will not be added to existing records, it is only required for new or used vehicle title transfers or corrected titles.
3. For existing vehicle records, owners can add or change the vehicle color by applying for a corrected title.
4. Vehicle colors do not appear on renewal notices and titles.
5. When describing a vehicle with two colors, the colors should be listed from top to bottom or front to rear.

Flash Drive Update

Remember to export existing transactions to the flash drive before flashing the laptop so these transactions are not lost. If you do not export before flashing the laptop, the data could become corrupt and you may have to enter these transactions manually.



TAC Information Hub (The Hub)

Overview

Prior to this release, county users were required to go through a multi-step process when accessing the TAC Information Hub.

County user's can now access the new TAC Information Hub link, which provides direct access to the [Resources for Tax Assessor-Collectors](#) page from any RTS workstation.

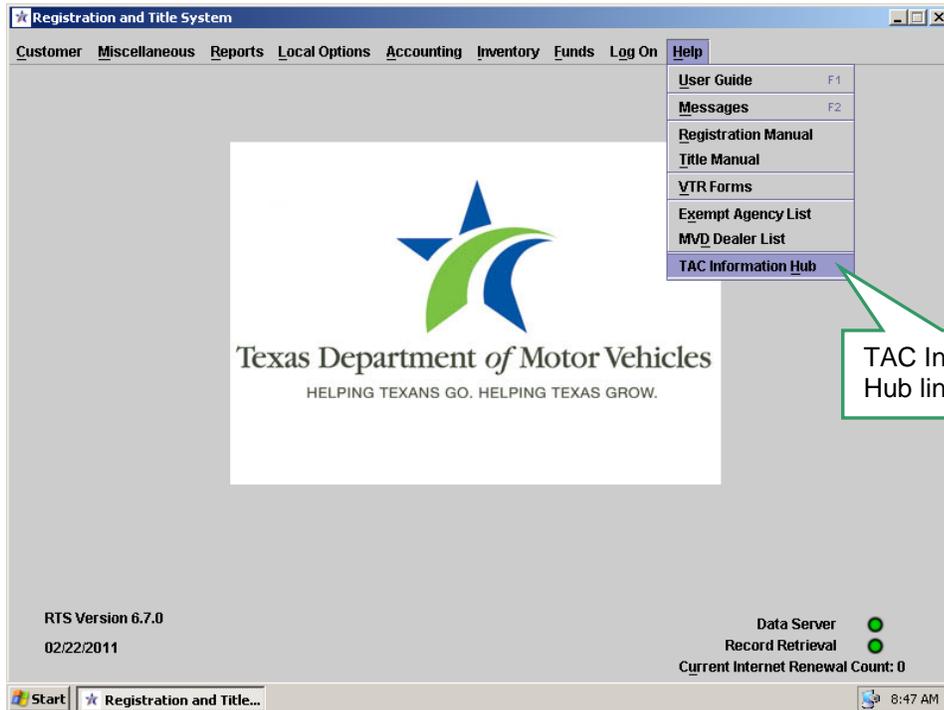


How To...

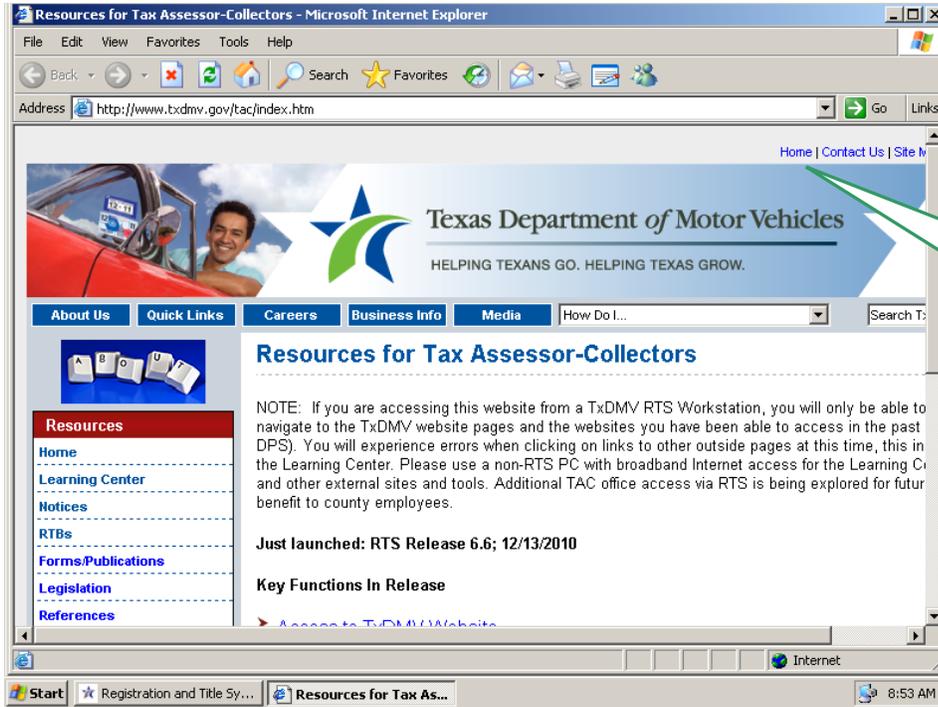
Access the TAC Information Hub site:

1. Click on the Help option in the RTS Main Menu.
2. Select the TAC Information Hub option from the drop-down menu.
3. The Resources for Tax Assessor-Collectors page displays in an Internet browser window.

RTS Main Menu



TAC Information Hub



Click on **Home** to access to the TxDMV home page.



TAC Office Considerations...

1. If you discover an error while trying to navigate the TAC Information Hub, contact the Help Desk at 877-933-2020.
2. If you discover an error with links to external sites and tools, we recommend using a non-RTS PC with broadband Internet access.



Special Plates: Temporary Insignia

Overview

A specialty plate Temporary Insignia will print automatically when a specialty plate is ordered and linked to a vehicle record. This replaces the use of the existing 15-Day Temporary Permit (VTR-24-SP). At this time, Special Characters and the International Symbol of Access (ISA) symbol do not print on the Temporary Insignia. Please advise customers with special parking needs to use their Disabled Parking Placard.

The Temporary Insignia processed in RTS is valid for 60 calendar days from date of issuance. The insignia prints the same as a timed permit and requires a plastic sleeve for protection. If the original Temporary Insignia is lost, stolen or mutilated, a **Duplicate Insignia** is available and valid for the same date of issuance as the original.

When a specialty plate is ordered, the Temporary Insignia is linked to the vehicle at the **Pending Transaction screen**. Once the transaction is complete, the Temporary Insignia and applicable RTS receipts print in one of the following events:

- ◆ Title
- ◆ Renewal
- ◆ Exchange
- ◆ Replacement

How To...



Issue a Temporary Insignia:

1. Click on Customer in the RTS Main Menu.
2. Select Special Plates followed by Application from the sub menu.
3. Complete transaction through to the Pending Transaction Screen.
4. At the Pending Transaction Screen, click on Customer in the RTS Main Menu.
5. Select Registration Only or Title/Registration.

The Temporary Insignia includes the following information:

- ◆ Specialty plate number assigned
- ◆ Effective date of insignia
- ◆ Expiration date of the insignia (Valid for 60 calendar days only)
- ◆ Vehicle Year
- ◆ Vehicle Make
- ◆ VIN
- ◆ County Name (Issued By:)
- ◆ Disclaimer (This Temporary Insignia Must Be Removed Upon Receipt of Your Special Plates.)

Note: Counties should retain their current stock of the cardboard 15-Day Temporary Permits (VTR-24-SP) in the event the connection to RTS is lost or the TxDMV server is down.

Texas Temporary Insignia



Valid for 60 Days only.

Effective and Expiration Dates

Disclaimer



TAC Office Considerations...

1. Prior to this change, the 15-day Temporary Permits were processed manually when a specialty plate was ordered.
2. The registration on a vehicle must be current when linking a Temporary Insignia.
3. A Temporary Insignia does not print if the specialty plate is not linked to a vehicle (wall hanger).
4. Transactions update within a 48-hour window.
5. The vehicle color does not print on the Temporary Insignia however, the color does print on the receipt.

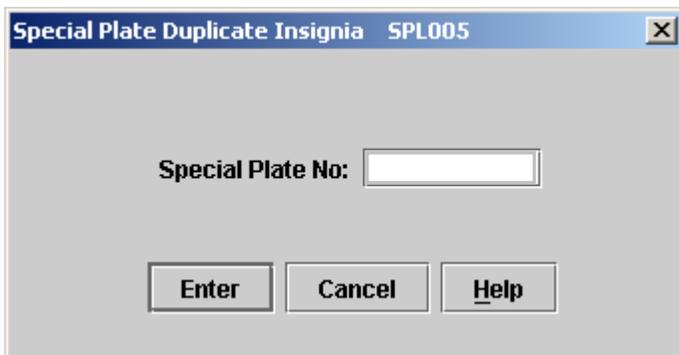
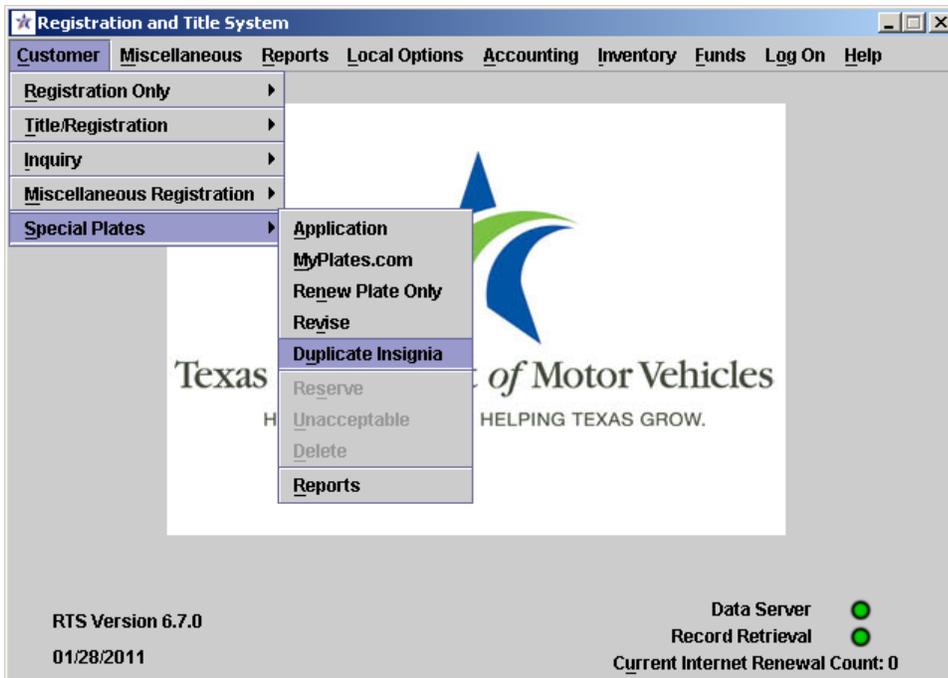
Duplicate Insignia



How To...

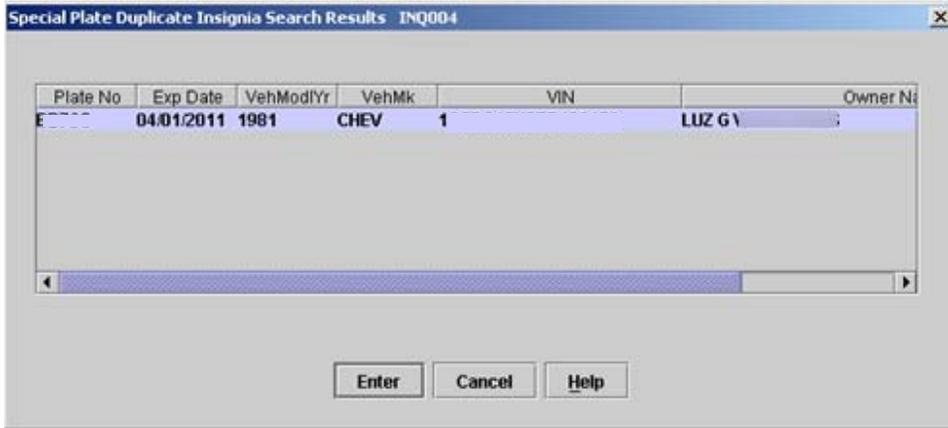
Print a Duplicate Insignia:

1. Click on **Customer** in the RTS Main Menu.
2. Select **Duplicate Insignia** from the sub menu.
3. The Special Plate Duplicate Insignia SPL005 screen displays.
4. Enter the **Special Plate No.**

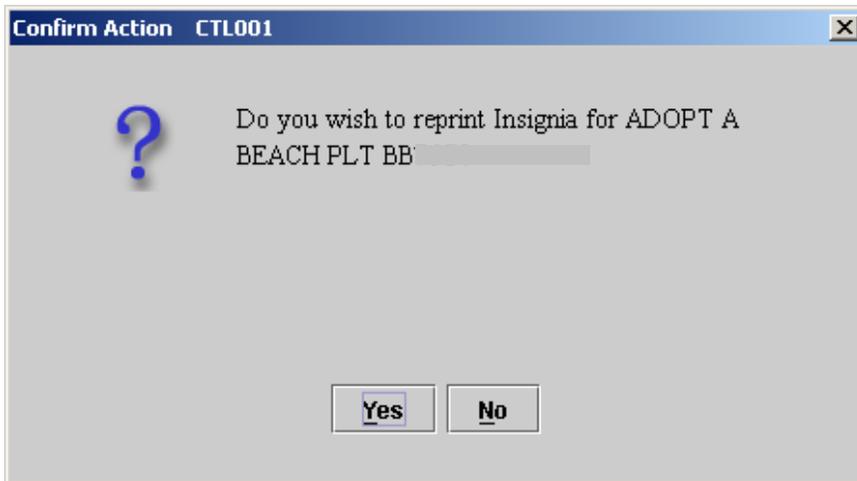


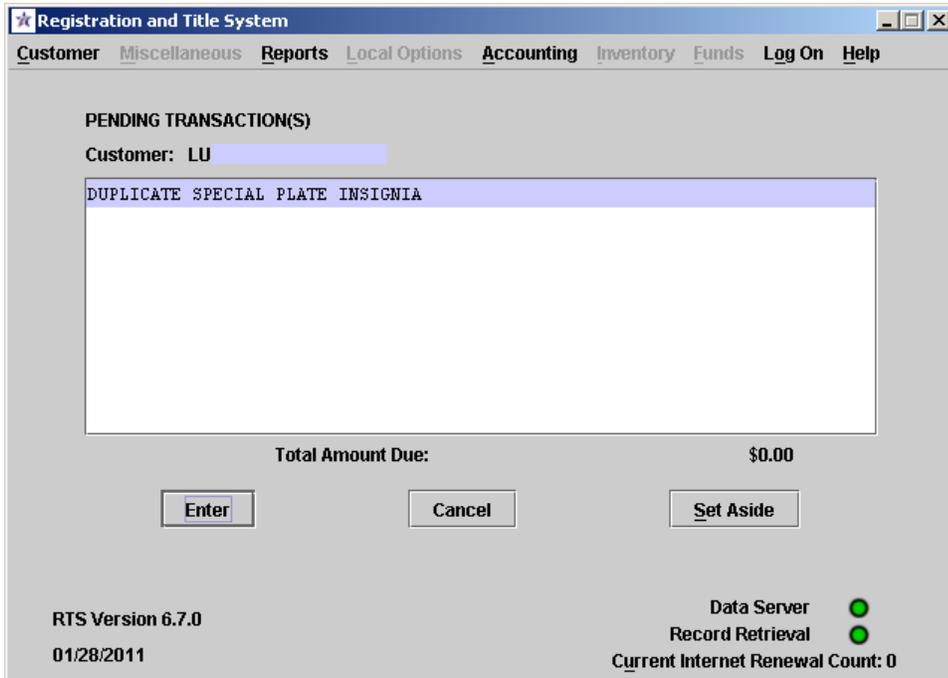
To Complete the Transaction:

1. Click on vehicle record in the search results list box and click **Enter**.



2. Click **Yes** on the Confirm Action CTL001 screen
3. Click **Enter** to complete transaction at the Pending Transaction Screen
4. The Duplicate Insignia plate prints (no additional receipts print)





TAC Office Considerations...

1. A Duplicate Insignia plate is valid for 60 calendar days from the original date of issuance.
2. There is no limit to the number of Duplicate Insignias printed per plate number.
3. If the plate is expired, you cannot print a Duplicate Insignia.



Reports On-Demand: Batch Report Management

Overview

This feature allows counties to print batch reports automatically or on-demand based on their preference. This print feature should reduce the unnecessary printing of reports not used in all counties, while still providing access to the information when needed.

The Batch Report Management OPT008 screen offers a new Auto Print feature that allows users to choose which reports will not print automatically. The Auto Print status automatically defaults to **Yes** and all batch reports in the list box will print unless the user revises the default status to **No**.

Initial Security Set-up: Employee Security Access Rights

The following directions provide the set-up procedure needed the **FIRST** time the user assigns access rights to **Batch Report Management**.



How To...

Assign Security Access Rights:

1. Click on Customer in the RTS Main Menu.
2. Select Local Options.
3. Click on Security.
4. Click on Employee Security.
5. Enter Employee Id and Press the Tab key.
6. Click on Local Options.
7. Click on Batch Report Management.
8. Click Enter.
9. Click on Revise.
10. Click Yes on the Confirm Action.
11. Click Cancel to Return the Main Menu.

The screenshot shows a window titled "Security Access Rights Local Options SEC013". It contains the following information:

- Employee Id: NEWUSER
- Employee Name: USER NEW
- Section: Local Options
- Checked items:
 - Local Options
 - Dealer Updates
 - Subcontractor Updates
 - Lienholder Updates
 - Credit Card Fee Update
 - RSPS Status Updates
 - Batch Report Management (highlighted with a green arrow)
 - Dealer Report
 - Subcontractor Report
 - Lienholder Reports
 - Security
 - Administration
- Footer text: "If 'Security' is checked, access will also be allowed for Employee Security & Employee Security Reports."
- Buttons: Enter, Cancel, Help



How To...

Revise the Auto Print status:

1. Click on Local Options in the RTS Main Menu.
2. Click Batch Report Management.
3. Click on a Report Name.
4. Click Revise.
5. The Auto Print status changes to No. (selected report(s) no longer print automatically).
6. Repeat Step 5 as needed or press **Cancel** to return to the **Main Menu**.

The following reports will automatically print unless the Auto Print status changes.

Report Number	Report Name	Auto Print
9901	Batch Inventory Action	Yes
9021	Completed Set-Aside Transaction	Yes
7472	County IRP Transmittal Invoice	Yes
9422	County Title Statistical	Yes
5901	Countywide Batch	Yes
9172	Duplicate CCOs Issued	Yes
4604	Funds Remittance	Yes
4603	Funds Summary	Yes
4602	Funds Transactions	Yes
4702	Inventory Transactions	Yes
7402	IRP Transmittal Invoice	Yes
4802	Monthly Funds	Yes
9482	Monthly Production	Yes
3564	Special Plates County Invoice	No Updated 05:14:39 PM
9352	Title and Registration Summary	Yes
5911	Title Package	Yes
5152	Voided Transaction	Yes



TAC Office Considerations...

1. RTS users with access rights to the Batch Report Management can modify the Auto Print status anytime from any RTS workstation.
2. When the Auto Print status updates the revision time is no longer visible.
3. If the report status is **No**, users can reprint a report through **Reports>Reprint Reports**.



Reprint Reports: Monthly Reports

Overview

Due to the poor quality of faxed images, the following reports will be downloaded to each county monthly:

- ◆ 9352 – Title Registration Summary Report (downloaded once a month to each county in addition to calendar and fiscal year reports)
- ◆ 9422 – County Title Statistical Report (downloaded once a month to each regional office)
- ◆ 9362 – Monthly Statewide Grand Totals (emailed to selected HQ and FIN personnel)



TAC Office Considerations...

File size restrictions may limit the ability to email some reports to HQ and FIN personnel.



Carrying Capacity Validation

Overview

This change enforces the various weight validation rules when transferring a title or renewing a registration which requires a carrying capacity.

The registration class/vehicle class combinations below now require the user to enter a carrying capacity.

Carrying Capacity Required

Registration Class Description	Vehicle Class Code
ANTIQUE	PASS-TRK
CITY BUS-LESS/EQL. 6000	PASS-TRK
CMOH	PASS-TRK
DISASTER RELIEF	PASS-TRK
DISABLED VETERAN	PASS-TRK
PARADE	PASS-TRK
POW	PASS-TRK
PRIVATEBUS-LESS/EQL6000	PASS-TRK
PEARL HARBOR SURVIVOR	PASS-TRK
PURPLE HEART	PASS-TRK
EXEMPT	PASS-TRK
CITY BUS-MORE THAN 6000	PASS-TRK
PRIVATEBUS-MORETHAN6000	PASS-TRK
LEGION OF VALOR	PASS-TRK
FOREIGN ORGANIZATION	PASS-TRK
FLYING CROSS MEDAL RECPNT	PASS-TRK
SILVER STAR MEDAL	PASS-TRK
LEGION OF MERIT	PASS-TRK
TITLE ONLY (NO REGIS)	PASS-TRK
TITLE ONLY (NO REGIS) ★	TRLR ★

★ **Note:** This change applies to all trailers titled as Title Only. RTS requires a carrying capacity, but there will be no validation that the carrying capacity is at least 1/3 of the empty weight.

Additionally, RTS will validate that the carrying capacity entered is consistent with the vehicle tonnage (example: vehicle tonnage is .50 so carrying capacity must be at least 1,000 pounds)



TAC Office Considerations...

Farm trailers no longer have a minimum weight requirement.



Resource Link: Motor Vehicle Title Manual

If you have questions about the requirements and uses for Manufacturer's Rated Carrying Capacity (MRCC), refer to the [Motor Vehicle Title Manual](#), Chapter 10 Evidence of Ownership, Section 10-1 Title receipt on First Sale, Manufacturer's Certificate, and Page 10-8 Manufacturer's Rated Carrying Capacity (MRCC).



Disabled Parking Card: Institutional Parking Placard

Overview

Licensed institutions, facilities, and residential retirement communities, are not eligible for Temporary Parking Placards. Prior to this release, the system allowed the user to select and issue a Temporary Parking Placard.

The system will automatically default to Permanent when issuing a placard to institutions, facilities, and residential retirement communities. The Temporary Placard option is grayed-out because these entities are only eligible for Permanent Disabled Parking Placards.



How To...

Process an application for institutions, facilities and residential retirement communities:

1. Click on Customer in the RTS Main Menu.
2. Select Miscellaneous Registration then Disabled Placard.
3. Click on Placard Management.
4. Enter Applicant Id.
5. Select **Facility #** (Id Type) from the drop down menu.
6. The system automatically defaults to the **Permanent** radio button in the **Select Type** panel.

Disabled Person Information (MRG022)

The screenshot shows a software window titled "Disabled Person Information MRG022". It contains several input fields and radio buttons. The "Applicant Id" field contains "78945". The "Id Type" dropdown menu is set to "FACILITY #". Under "Select One:", the "Institution" radio button is selected. The "Institution Name" field is empty. The "Disabled Person" section has "First Name", "Middle Initial", and "Last Name" fields, all empty. The "Address" section has a "USA" checkbox checked and several empty fields. The "County No" field contains "11". Under "Select as Appropriate:", the "Existing Disabled Plate" and "Existing Disabled Veteran Plate" checkboxes are unchecked. The "Select Type:" section has the "Permanent" radio button selected and the "Temporary" radio button grayed out. A green callout box with a white background and black border points to the "Temporary" option with the text: "The Temporary placard option is grayed-out." At the bottom of the window are "Enter", "Cancel", and "Help" buttons.



Resource Link: Motor Vehicle Registration Manual

If you have questions about the requirements and uses for Disabled Persons, refer to the [Motor Vehicle Registration Manual](#), Chapter 3 Disabled Persons, Section 3-10 Institutional Parking Placards.



TAC Office Considerations...

Prior to this release, both Permanent and Temporary Placard selections were available on the Disabled Person Information screen (MRG022).



Title Application: Automated Sales Tax Penalty

Overview

This change allows the system to collect the correct sales tax penalty of 5% or 10% applicable to the general public and military personnel by using the Date of Assignment/Sales Tax Date (TTL012).

In addition to the sales tax penalty change there is a new check box that appears in the Sales Tax Info panel on the Sales Tax (TTL012) screen when collecting the sales tax penalty for military personnel. When the Military checkbox is checked, the system automatically calculates the correct sales tax penalty percent.

The system calculates the applicable sales tax penalty as follows:

General Public

- ◆ 1 – 30 calendar days = no penalty (20 working days)
- ◆ 31 – 60 calendar days late = 5% penalty
- ◆ 61 calendar days or more = additional 5% penalty

Military

- ◆ 1 – 60 calendar days = no penalty
- ◆ 61 – 90 calendar days late = 5% penalty
- ◆ 91 calendar days or more = additional 5% penalty

Note: a new **Military** check box appears in **Sales Tax Info panel**.



How To...

Add the default penalty on the Sales Tax (TTL012)

1. Enter the Date of Assignment/Sales Tax Date.
2. Press the Tab key.
3. The system defaults to the correct 5% or 10 % penalty based on the Date of Assignment/Sales Tax Date.

Sales Tax (TTL012) Screens

5% Penalty

Public - 31 – 60 calendar days late

Military - 61 – 90 calendar days late

10% Penalty

Public - 61 calendar days or more

Military - 91 calendar days or more



TAC Office Considerations...

1. Prior to this change, counties would manually calculate the 5% and 10% penalty when the sales tax penalty was due. The minimum penalty imposed is \$1.00.
2. County users can override the penalty percentage when applicable however, this will require a **Supervisor Override Code**.



Accounting: Additional Collections/Time Lag

Overview

When processing transactions for Delinquent Transfer Penalty, Delq Trans Penalty 2008, Replacement Fee \$5, and Replacement Fee \$6, through Additional Collections, the correct **Qty** (quantity) matches the **Total Price** in the Fee Description box. Prior to this release, users were able to enter a quantity that was in conflict with the total in the Fees Descriptions field.

In addition to the fee description changes, there are four new error messages that will display when the incorrect quantity and total price do not match.

- ◆ Delinquent Transfer Penalty - \$10
- ◆ Delq Trans Penalty 2008 - \$25

Before – 6.6.0

County Name: GREGG
County No: 92
Select Fee Description: DELINQUENT TRANSFER PENALTY
Qty: 1
Total Price: \$

Fee Descriptions	Qty	Total
DELINQUENT TRANSFER PENALTY	1	20.00

Total: \$ 20.00

Reason:

Enter Cancel Help

Quantity does not match the Total Price.

After – 6.7.0

County Name: BASTROP
County No: 11
Select Fee Description: DELINQUENT TRANSFER PENALTY
Qty: 2
Total Price: \$ 20.00

Fee Descriptions	Qty	Total
DELINQUENT TRANSFER PENALTY	2	20.00

Total: \$ 20.00

Reason:

Enter Cancel Help

Quantity and Total Price match.

In Additional Collections/Time Lag (ACC001), the **Select Fee Description** drop down menu includes the new replacement fees.

- ◆ Replacement Fee - \$5
- ◆ Replacement Fee - \$6

Additional Collections/Time Lag ACC001

County Name: BASTROP

County No: 11

Select Fee Description

Qty: 1 Total Price: \$

REPLACEMENT FEE \$5

REPLACEMENT FEE \$5

REPLACEMENT FEE \$6

RESTRICTION LIEN RECORD. FEE

RICE UNIVERSITY PLT

RICHLAND COLLEGE PLT

ROTARY INTERNATIONAL PLT

SALES TAX EMISSION FEE 1%

SALES TAX EMISSIONS FEE

Total: \$ 0.00

Reason:

Enter Cancel Help

Note: The new Fee Descriptions will appear in the Additional Collections drop down menu after September 1, 2011.

At this time, the new Fee Descriptions (account item codes) will appear on reports (Batch Reports 5902, etc...) prior to September 1, 2011. Only the names of the Fee Descriptions have changed, the fee distribution remains the same.

New Error Messages

One of the four new error messages will display when the incorrect quantity and total price do not match.

Delinquent Transfer Penalty (\$10.00)

RT5000033

THE FEE ENTERED MUST BE A MULTIPLE OF \$10.00 AND THE QUANTITY MUST REFLECT THAT MULTIPLE.

OK Help

Delq Trans Penalty 2008 (\$25.00)

RT5000033

THE FEE ENTERED MUST BE A MULTIPLE OF \$25.00 AND THE QUANTITY MUST REFLECT THAT MULTIPLE.

OK Help

Replacement Fee \$5

RT5000033

THE FEE ENTERED MUST BE A MULTIPLE OF \$5.00 AND THE QUANTITY MUST REFLECT THAT MULTIPLE.

OK Help

Replacement Fee \$6

RT5000033

THE FEE ENTERED MUST BE A MULTIPLE OF \$6.00 AND THE QUANTITY MUST REFLECT THAT MULTIPLE.

OK Help



Specialty Plates: Crossover Plates

Overview

A crossover plate is a plate that leaves the State program and moves to a Private Vendor program. These specialty plates are no longer available through the RTS Special Plate Application event. All future crossover plates will move over in the same manner.

The following specialty plates are crossing over to the private vendor's site effective with this release:

- ◆ Stephen F. Austin University
- ◆ Texas Christian University
- ◆ Texas State University
- ◆ University of North Texas
- ◆ Texas A & M University
- ◆ University of Texas at Arlington



TAC Office Considerations...

Plates already purchased are grandfathered and may be renewed, replaced etc. indefinitely.



Resource Link: [My Plates.com](http://MyPlates.com)

If you would like to view the specialty plates that have crossed over, refer to the [My Plates](http://MyPlates.com) web site.

Regional Office Changes



RTS Saves CCO Transaction Information when Escaping Back

Overview

The system now retains most transaction information without losing data when navigating backwards when processing a Certified Copy of Original (CCO). Users can cancel or escape back without losing data already entered on the **CCO Mailing Info (TTL019)** screen and correct it.

Exception

The transaction information resets if the user navigates back to the Main Menu.

CCO Mailing Info TTL019: Example of heavy data-entry screen

Mail CCO To:

BUCKHOLTS STATE BANK

ATTN: ALICE SMALEY

Mailing Address: USA

P O BOX 278

BUCKHOLTS TX 76518 - 1804

Enter Cancel Help



Regional Office Considerations...

1. If the USA checkbox is de-selected and no data exists in the Country Field, when the user cancels back to TTL018, the USA checkbox is re-selected when returning to the TTL019.
2. This is consistent with other USA checkboxes.



Reprint Reports: Duplicate CCO Report

Overview

VTR Regional offices have the option to reprint a Duplicate CCO Report if the report does not print or if the report is not set up to automatically print. The report is a mainframe report and is available for seven iterations. The report includes the following information:

- ◆ Duplicated CCO's As of Date
- ◆ TRANSID
- ◆ TRANSCD
- ◆ DOCNO
- ◆ VIN
- ◆ OWNRTTLNAME (owners name)



How To...

Reprint a Duplicate CCO's Issued Report

1. Click on Customer in the RTS Main Menu.
2. Select Reports.
3. Click on Reprint Reports.
4. Select Downloaded.
5. Select Duplicate CCOs Issued.
6. Click Enter to print report.

Reprint Reports (RPR002)

Select a Report Category:

Batch Downloaded Funds Inventory Title Other

Display report(s) before printing

Report Description	Rpt#	Wsld	Date	Time
Duplicate CCOs Issued	9172		2011/03/07	19:51:08
Duplicate CCOs Issued	9172		2011/03/04	19:54:09
Duplicate CCOs Issued	9172		2011/03/03	19:49:32
Duplicate CCOs Issued	9172		2011/03/03	14:21:38
Duplicate CCOs Issued	9172		2011/02/25	19:55:06
Duplicate CCOs Issued	9172		2011/02/24	19:49:29
Duplicate CCOs Issued	9172		2011/02/23	19:52:23
Funds Remittance	4604		2011/03/07	19:44:29
Funds Remittance	4604		2011/03/04	19:44:00
Funds Remittance	4604		2011/03/03	19:43:53

Enter Cancel Help

Sample Duplicate CCO's Report (9172)

RTS.TTL.9172		TEXAS DEPARTMENT OF MOTOR VEHICLES				
TST5		REGISTRATION AND TITLE SYSTEM				
DUPLICATE CCO'S ISSUED, ALL REGIONS						

DUPLICATED CCO'S AS OF March 8, 2011 (40608)						
-----TRANSID-----	TRANSCO	-----DOCNO-----	VIN	-----OWNRTTLNAME-----		
275 100	40608 095003	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40608 094911	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40590 105036	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40590 105005	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40589 145511	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40589 144855	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40587 090538	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
275 100	40587 081833	CCO	03125035819093629	1G1JC14G0M7	LUZ	G
... END OF REPORT ...						



Appendix

New Registration Fee Table

Only the fees that have changed appear in the table below. All other fees remain the same.

Fee Description	Current Registration Fees	New Registration Fees
Registration Fees - previously more than 79 different fees simplified to 4		
0 - 6,000 lbs Trailers	\$26 - \$45	\$45.00
Passenger Vehicles	\$40.80,\$50.80,\$58.80	\$50.75
Light Trucks	Avg. \$54.54	\$50.75
Weight Classification Registration Fees - previously more than 1,600 different fees simplified to 7		
6,001-10,000 lbs	\$45 - \$86	\$54.00
10,001-18,000 lbs	\$86 - \$164	\$110.00
18,001-25,999 lbs	\$134 - \$254	\$205.00
26,000-40,000 lbs	\$182 - \$421	\$340.00
40,001-54,999 lbs	\$266 - \$566	\$535.00
55,000-70,000 lbs	\$354 - \$740	\$740.00
70,001-80,000 lbs	\$446 - \$840	\$840.00
Over 80,000 lbs	Varies	Varies
Alternate Registration Fees		
Golf Cart	\$10.00	\$6.00
Plate Fees - previously 9 fees simplified to the same fee		
Classic	\$15.00	- 0 -
Cotton Vehicles	\$8.00	- 0 -
Forestry Vehicles	\$8.00	- 0 -
Lic. Plate Replacement	\$5.00	\$6.00
Personalized LP Replacement	\$30.00	\$6.00
Radio Operators	\$1.00	- 0 -
Tow Trucks	\$15.00	- 0 -
Volunteer Firefighter	\$4.00	- 0 -
Miscellaneous Fees - standardized automated fee for all counties and eliminated separate reflectorization fee		
Automated System Fee	\$1.00 certain counties	\$1.00 all counties
Reflectorization Fee	\$0.30	- 0 -
Plate Transfer Fee	\$5.00	- 0 -

Point of Sale (POS) Fee Simplification Chart

The chart illustrates how RTS will collect fees for registration renewals.

- ◆ If the fee is prior to 9/1/2011, RTS will collect the existing (old) renewal fees.
- ◆ If the fee is 9/1/2011 or later, RTS will collect the new renewal fees.

Processing Month	Expiration Month	Valid or Invalid	Result
July 2011	June 2011	Valid	Old Fees June 2012 Expiration
		Invalid	Old Fees June 2012 Expiration
	July 2011	NA	Old Fees July 2012 Expiration
	August 2011	NA	New Fees August 2012 Expiration
August 2011	June 2011	Valid	Old Fees July 2012 Expiration
		Invalid	Old Fees June 2012 Expiration
	July 2011	Valid	Old Fees July 2012 Expiration
		Invalid	Old Fees July 2012 Expiration
	August 2011	NA	New Fees August 2012 Expiration
	September 2011	NA	New Fees September 2012 Expiration
September 2011	June 2011	Valid	New Fees August 2012 Expiration
		Invalid	Old Fees June 2012 Expiration
	July 2011	Valid	New Fees August 2012 Expiration
		Invalid	Old Fees July 2012 Expiration
	August 2011	Valid	New Fees August 2012 Expiration
	August 2011	Invalid	New Fees August 2012 Expiration
	September 2011	NA	New Fees September 2012 Expiration

Processing Month	Expiration Month	Valid or Invalid	Result
September 2011	October 2011	NA	New Fees October 2012 Expiration
October 2011	June 2011	Valid	New Fees September 2012 Expiration
		Invalid	Old Fees June 2012 Expiration
	July 2011	Valid	New Fees September 2012 Expiration
		Invalid	Old Fees July 2012 Expiration
	August 2011	Valid	New Fees September 2012 Expiration
		Invalid	New Fees August 2012 Expiration
	September 2011	Valid	New Fees September 2012 Expiration
		Invalid	New Fees September 2012 Expiration
	October 2011	NA	New Fees October 2012 Expiration
	November 2011	NA	New Fees November 2012 Expiration