Processing Registration Renewals

A scan gun or keyboard can be used to process registration renewals. A county decides the input method for their subcontractors.

Step 1. Click "Renew Registrations" from the Actions menu.

The *Renew Registration – Vehicle Search* page opens.

Step 2. Either scan the bar code on the renewal notice or click the keyboard icon to input using the keyboard. Click "Search."

Keyboard requires entering the full plate number and the last four numbers of the VIN from the renewal notice.

Keyboard

Step 3. If there are errors, webSub will advise you on how to proceed.

Step 4. At the time of renewal, optional donations can be made to the Veteran's Fund, State Parks, Organ Donor, or Special Olympics if the customer requests it. Click "Optional Donation Fees". A window opens to designate the amount. Enter amounts and click "Update."

Step 5. Click "Process and Print Sticker." The print dialog box should appear, allowing you to select your printer.

Renewal Vehicle Record Page

Step 6. Click "OK" to print the sticker.

Step 7. If the receipt did not print, and/or the print dialog box did not appear, use the link "If the receipt did not print, click here."

Note: *Follow your county's procedures for handling reprints and voids.*
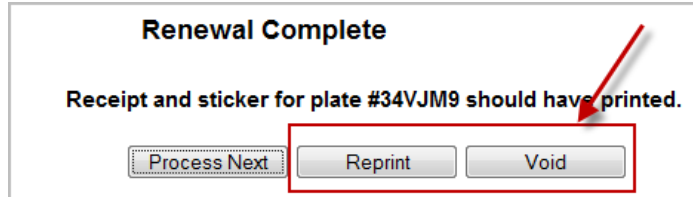

Renewal Complete Page

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Reprints

In addition to renewing registrations, some users will have access rights that allow them to reprint or void renewals.

Step 1. After you select "Process and Print Sticker," the Renewal Complete page is presented. To reprint the sticker, click "Reprint."

Step 2. Click "Yes" on the Confirmation pop-up window. You will then be given the print dialog box. Click "OK" to print the sticker again.

Void

Step 1. After you select "Process and Print Sticker," the Renewal Complete page is presented. To void the sticker, click "Void."
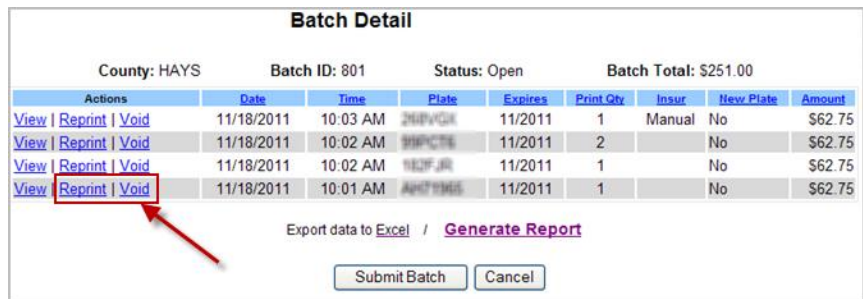
Step 2. Click "Yes" on the Confirmation pop-up window. You will return to the Vehicle Search page.

To Reprint or Void from the Manage Batches page

Reprints and Voids can also be performed at a later time in Open and Closed Batches only.

Step 1. Click "Manage Batches" on the Actions menu.

Step 2. Click "View" on the batch with the transaction you want to void or reprint.

Batch Detail Page

Step 3. From the list of renewals, locate the renewal and click "Reprint" or "Void" in the Actions column.

Step 4. Click "Yes" on the Confirmation pop-up window. For reprints, the print dialog box will appear in order to print the sticker.

Texas Department *of* Motor Vehicles