



## 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.

Scan Value \* |  
Search Cancel [Keyboard Icon] [Barcode Icon]

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.*

Last 4 Digits of VIN \* |  
Search Cancel [Keyboard Icon] [Barcode Icon]

*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.”

Optional Donations and Fees [Close Icon]  
VETERAN'S FUND |  
STATE PARKS DONATION |  
ORGAN DONOR DONATION |  
SPECIAL OLYMPICS TX |  
Update Cancel

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

Renew Registration - Vehicle Record  
WILLIAMSON County Renewal

Vehicle Information	Fees Due
Plate: BW5T998	WINDSHIELD STICKER 50.75
VIN: 1GYEC63807R326012	REG FEE-DPS 1.00
Document Number: 03600040345111048	CNTY ROAD BRIDGE ADD-ON FEE 10.00
Model Year: 2007	CHILD SAFETY FUND 1.50
Make/Model: CADI / ESC	AUTOMATION FEE 1.00
Expiration Date: 2 / 2012	STATE PARKS DONATION 10.00
	VETERAN'S FUND 10.00
	<b>Total \$84.25</b>

Process and Print Sticker Cancel Optional Donations/Fees

*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  
Receipt and sticker for plate #34VJM9 should have printed.  
Process Next Reprint Void  
If the receipt did not print, click [here](#)

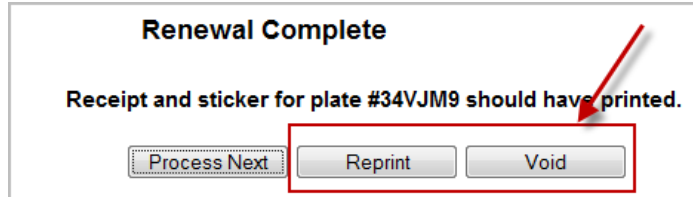
*Renewal Complete Page*

## 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."

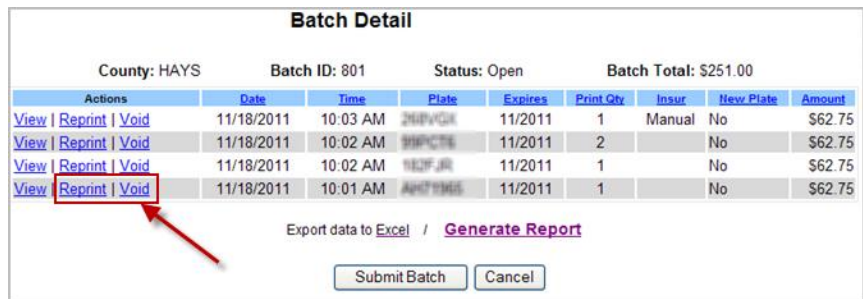
Step 2. Click "Yes" on the Confirmation pop-up window. You will return to the Vehicle Search page.

## 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.



Actions	Date	Time	Plate	Expires	Print Qty	Insur	New Plate	Amount
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	11/18/2011	10:03 AM	28FVGL	11/2011	1	Manual	No	\$62.75
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	11/18/2011	10:02 AM	98PC7E	11/2011	2		No	\$62.75
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	11/18/2011	10:02 AM	18ZF JL	11/2011	1		No	\$62.75
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	11/18/2011	10:01 AM	AKC7MG	11/2011	1		No	\$62.75

[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.