County Tax Assessor-Collector Administrator
Approving Batches

A county must access webSub through RTS in order to Approve batches. You must first add security rights to webSub in RTS. Once set up, you can follow the steps below to approve batches.

RTS- Security Access to webSub:

Step 1. Access RTS and click "Local Options."

Step 2. Click on "Security."

Step 3. Click on "Employee Security."

Step 4. Enter Employee ID of the person needing security changes.

Step 5. On the Employee Access Rights Screen, click on the Registration Only box.

RTS – Employee Access Rights Screen

Step 6. Check the box for 'WebAgent" and press enter.

Step 7. Click "Revise" and confirm action.

Step 8. Click "Cancel" to get back to the main RTS screen.

> *In order for the changes to take effect you must log out of RTS and then log back in.*

RTS -Access to webSub:

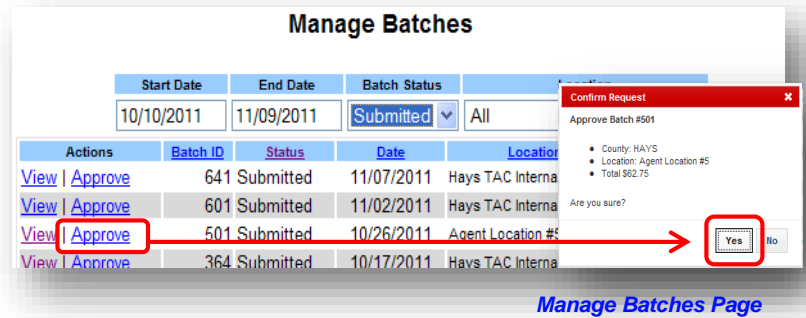Step 1. In RTS, click "Customer."

Step 2. Click "Registration Only."

Step 3. Click "WebAgent." This will take you to the webSub Login page.

Texas Department *of* Motor Vehicles

Steps to Approving batches in webSub:

Step 1. Login to webSub.

Step 2. Select your County's "Administration" location.

Step 3. Click "Manage Batches" from the Actions menu.

Manage Batches Page

Step 4. On the Manage Batches page, the filters automatically filter all batches within 30 days and those in a Submitted status. You can also filter by a specific location.

*Submitted batches are the only batches a county has the ability to approve.*

Step 5. Click "Approve" on the batch that is ready to be approved.

Step 6. Confirm your request by clicking "Yes."

The batch status automatically updates to Approved.

Another opportunity to approve a batch:

Step 1. On the Manage Batches page under the Actions column click "View" on the line of a batch you want to approve.
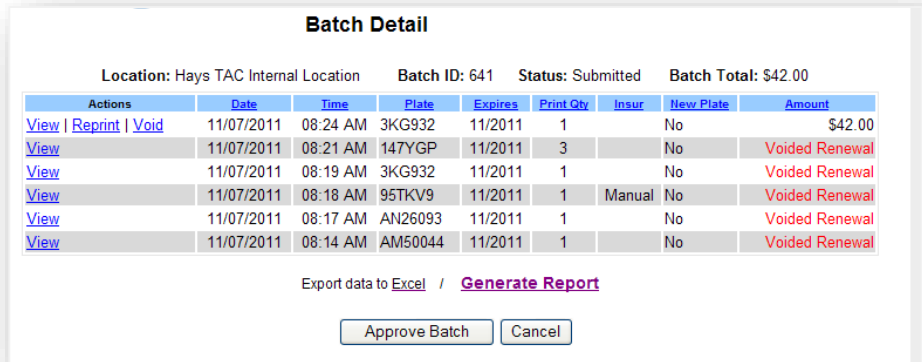
Step 2. Click "Approve Batch" at the bottom of the page.

Batch Detail Page

Step 3. Confirm your request by clicking "Yes."

The batch status on the Manage Batches page is automatically updated to Approved.

Batches that are approved prior to close-out of the RTS machine will show up on the nightly reports. The approved transactions will take 48 hours to update into the mainframe.

Upon deleting Agent or TAC locations, any batches that were not submitted will automatically update to a submitted status.

Rev. 5/16

Texas Department *of* Motor Vehicles