



An 3VERTICALS company

BUSINESS INFORMATION SYSTEMS

Dealer Plate Renewal Guide

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Intro

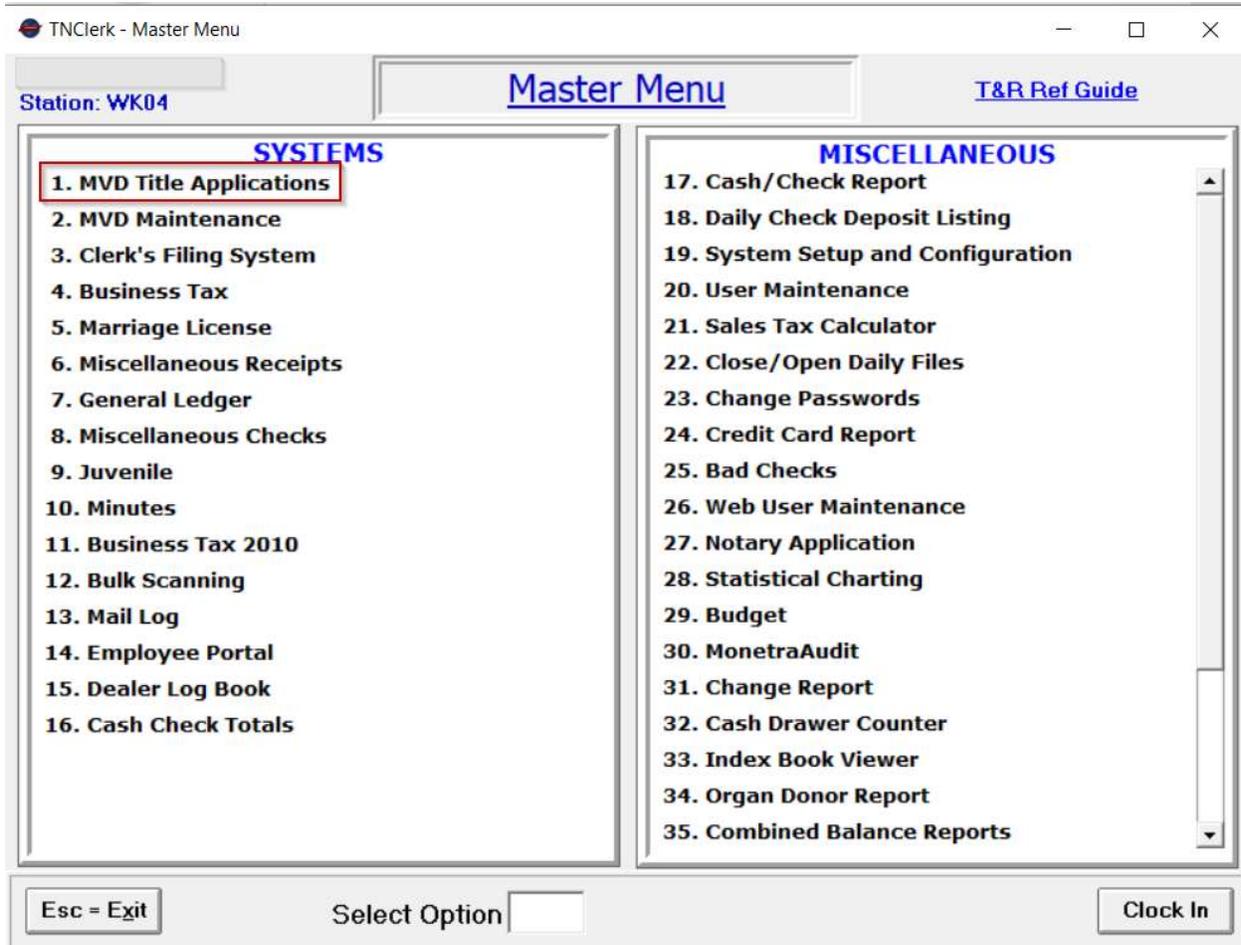
Beginning this year, dealer plates will be renewable instead of new metal being issued annually. TN Clerk's dealer menu has new additions to facilitate this change, which will be explained in detail throughout this guide. The changes include a new button used to search for renewable dealer plates and a grid to display them.



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Loading the Dealer Application

To begin, from the Master menu, select MVD Title Applications from the main menu as shown below.





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335 In-Use of Pop-Up Menu Lists In 33484

Another menu will appear, where the first option will need to be selected. This option is named MVD Transactions.





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333 Ind. of Pop. Pl. Hwy. Dept. IN 33484

85 The date and invoice can be selected from the screen that appears after (shown below). Once everything is correct, press F10 – Continue to load Motor Vehicle.

Title And Registration

Title And Registration

Transaction Date 03/21/2022 ▾

Invoice No 22080 ▾

Site Number 1

Cash Drawer 1

Fleet/Batch Mode

Current Date: 04/08/2022
Version 1.0.4130

Esc - Exit

F10 - Continue



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335 1st St, Paducah, KY 40364

Everything for dealer can be found by pressing F8 – Dealer, highlighted in the figure below.

Title And Registration (Version - 1.0.4130)

F2 = Renewal Mail Fee
 F6 = Return To Last Type

T & R Transaction Entry

KNOX COUNTY

Trans Date: 03/21/2022
Invoice: 22080

Site No: 1
Drawer: 1

Transaction Type ...

Web Dealer

Select or enter a transaction type (Esc to Cancel)

BIS CHAT

Esc - Exit F1 - Manual Override F3 - Placard F5 - Change **F8 - Dealer** F12 - Access State



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Searching and Renewing Dealer Plates

Once in Dealer, a form will be loaded as shown below. There are new changes that can be seen.

Dealer Registration
KNOX COUNTY

Plate No: Invoice No:

Trans Date: 03/21/2022 Site No: 1
Invoice: 22080 Drawer: 1

Expiration Date *Enter the plate(s) new expiration date

Dealer Number: *Enter the Dealer Number
Dealer Name: Representative:
State License No.: *Enter the Dealer's State License Number
Street No.: Mail Street No.:
Address 1: Mail Address 1:
City, State, Zip: Mail City, State, Zip:

Beginning License No.:
Ending License No.:
Class: *Enter the Class
Issue Year: *Enter the Issue Year Master License?

No. County WT Fees:
Begin County WT No.: P Copy Fee: .00
License Type: Total Due: .00

F3 - Renew F9 - Comments BIS CHAT
Esc - Exit F6 - Retrieve F11 - Calculate F12 - Checkout

The fields noted in the figure above with an asterisks and text to the right of them are required fields in order to search for renewable dealer plates. Once the fields form is filled out, users can press the F3 – Renew button to find the dealer’s plates that are up for renewal. The search finds plates that expire a year prior to the expiration date entered. For example, if the user were to enter 05/31/2023 into the expiration date field, fill out the rest of the form and press F3 – Renew, a grid would be loaded with plates of the dealer that expire 05/31/2022 and prior.



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Below is an example showing the grid that comes up when renewing the plates for "RV's for Less LLC."

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No	<input type="text"/>	Dealer Registration KNOX COUNTY	Trans Date:	<input type="text" value="03/21/2022"/>	Site No: 1
Invoice No	<input type="text"/>		Invoice:	<input type="text" value="22080"/>	Drawer: 1

Expiration Date: # Dealer Plates Remaining: **204**

Dealer Number: Representative:

Dealer Name: State License No.:

Street No.: Mail Street No.:

Address 1: Mail Address 1:

City, State, Zip: Mail City, State, Zip:

Beginning License No.:

Ending License No.:

Class: Master License?

Issue Year:

No. County WT Fees:

Begin County WT No.: Copy Fee:

License Type:

Total Due:

Issue Year:

F3 - Renew **F9 - Comments** **BIS CHAT**

Esc - Exit **F6 - Retrieve** **F11 - Calculate** **F12 - Checkout**

Above figure shows the form before pressing F3 – Renew.



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555 Industrial Park Rd. Eddyville, TN 37686
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Dealer No. 52 Renewals (5 records)

	Invoice	Trans Date	Exp Date	License No	Class	Issue Year
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000102	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000103	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000106	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000107	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000108	1110	2021

Esc - Exit F2 - Check 50 F3 - Check 100 F6 - Check All F7 - Uncheck All

The user will see a grid, such as the one in the figure above, which will display the plates up for renewal. Each plate has a checkbox next to it to allow the user to select the plates that need to be renewed, or deselect plates that should not be renewed. Also seen, there are buttons in the grid window for checking or unchecking multiple plates at once. F2 – Check 50 checks the first 50 plates in the grid, F3 – Check 100 checks the first 100 plates, F6 – Check All checks all of the plates and F7 – Uncheck All will uncheck all of the plates.



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Once the plates that need to be renewed are checked, the user can press Esc – Exit to close the renewal grid and go back to the dealer form.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No	<input type="text"/>	Dealer Registration KNOX COUNTY	Trans Date: 03/21/2022	Site No: 1
Invoice No	<input type="text"/>		Invoice: 22080	Drawer: 1
Expiration Date	05/31/2023	# Dealer Plates Remaining: 204		
Dealer Number	52	Dealer Name	RV'S FOR LESS LLC	
State License No.	52	Representative	<input type="text"/>	
Street No.	8035	Mail Street No.	<input type="text"/>	
Address 1	RUTLEDGE PIKE	Mail Address 1	<input type="text"/>	
City, State, Zip	KNOXVILLE TN 3792413	Mail City, State, Zip	<input type="text"/>	
Beginning License No.	D000115	Total Plates Sold	3	
Ending License No.	D000117	Total Renewals	5	
Class	1110 - AUTO DEALER "D" NEW	Issue Year	2021	
No. County WT Fees	8	Master License?	<input checked="" type="checkbox"/>	
Begin County WT No.	P	Copy Fee	.00	
License Type	D - DEALER	Total Due	532.85	
Total Due		F3 - Renew	F9 - Comments	BIS CHAT
Esc - Exit	F6 - Retrieve	F11 - Calculate	F12 - Checkout	

As shown in the figure above, it will keep a count of Total Renewals, where applicable. Also, if needed, the user can issue dealer plates during the same transaction as renewing other dealer plates. However, users do not have to issue plates in order to renew other plates. Fee information can be entered as normal to denote if the master license is being issued/renewed, as well as any additional fees that may need to be charged. Once that is complete, the user can press F12 – Checkout to confirm the amount due and enter the payment into the payment window as usual. Once payment is entered, the transaction will be saved and all paperwork will be printed, including a registration card with decal for each plate issued and renewed.



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Retrieving and Deleting Dealer Transactions

Retrieving dealer transactions will allow the user to pull up the batch of dealer plates that were issued/renewed in bulk. In order to search for a dealer transaction, the user will need to enter a plate that was included in the batch of dealer transactions done as well as the invoice that the transaction was done on.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No	D000117	Dealer Registration KNOX COUNTY	Trans Date:	03/21/2022	Site No: 1
Invoice No	22080		Invoice:	22080	Drawer: 1

Expiration Date: ____/____/____

Dealer Number: [dropdown]
Dealer Name: [dropdown] Representative: [text]
State License No.: [text]
Street No.: [text] Mail Street No.: [text]
Address 1: [text] Mail Address 1: [text]
City, State, Zip: [dropdown] [dropdown] [dropdown] Mail City, State, Zip: [dropdown] [dropdown] [dropdown]

Beginning License No.: [text]
Ending License No.: [text]
Class: [dropdown]
Issue Year: [text] Master License?

No. County WT Fees: [text]
Begin County WT No.: P [text] Copy Fee: [text].00

License Type: [dropdown] Total Due: [text].00

Expiration Date [text] F3 - Renew F9 - Comments BIS CHAT

Esc - Exit F6 - Retrieve F11 - Calculate F12 - Checkout

Shown in the figure above, the fields encased in the red rectangle are required for retrieving the batch of dealer transactions. Once that information is entered, press F6 – Retrieve to pull the transactions.



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The figure below shows the screen that comes up once the user presses F6 – Retrieve.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No	D000117	Dealer Registration KNOX COUNTY	Trans Date:	03/21/2022	Site No: 1
Invoice No	22080		Invoice:	22080	Drawer: 1

Expiration Date: 05/31/2023

Dealer Number: [dropdown]
Dealer Name: RV'S FOR LESS LLC Representative: [text]
State License No.: 52
Street No.: 8035 Mail Street No.: [text]
Address 1: RUTLEDGE PIKE Mail Address 1: [text]
City, State, Zip: KNOXVILLE TN 3792413 Mail City, State, Zip: [dropdown]

Beginning License No.: D000115 Total Plates Sold: 3
Ending License No.: D000117
Class: 1110 - AUTO DEALER "D" NEW
Issue Year: 2021 Master License?

No. County WT Fees: 8
Begin County WT No.: P Copy Fee: .00

License Type: [dropdown] Total Due: .00

Expiration Date

F3 - Renew F9 - Comments BIS CHAT

Esc - Exit F2 - Save **F5 - Delete Trans** F6 - Retrieve F7 - Print Dealer App



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333 Dealer No. 52 Renewals (5 records)

Invoice	Trans Date	Exp Date	License No	Class	Issue Year
22080	3/21/2022	5/31/2023	D000102	1110	2021
22080	3/21/2022	5/31/2023	D000103	1110	2021
22080	3/21/2022	5/31/2023	D000106	1110	2021
22080	3/21/2022	5/31/2023	D000107	1110	2021
22080	3/21/2022	5/31/2023	D000108	1110	2021

Esc - Exit F2 - Check 50 F3 - Check 100 F6 - Check All F7 - Uncheck All

Similar to the grid for selecting which dealer plates to renew, this grid is view only and shows the plates renewed on the transaction. If the transactions need to be deleted for any reason, the user can press F5 – Delete Trans to delete the batch of transactions. Note, if any plate has a transaction that has been done after the one being deleted, it will not be deleted but the other transactions will be.