

DESCRIPTION: This procedure describes the reprinting of documents for a processed transaction. The reprinting of a document for a processed transaction is used to reprint a title document, transcript, registration card, etc. because it was damaged when received from the printer or failed to print.

To Reprint a receipt or registration card from the “Details” on a transaction:

1. Recall the transaction. Select “Details” from the top of the transaction screen. “Transaction Details” box will display.
2. Select “View Receipt” or “Registration Card”.

To Reprint a title document from the Main Menu:

1. Select “Titling Transactions” then select “Reprint Title”.
2. Key in title number and last 4 of the vin number. Click “Inquire”, the “Reprint Title” screen will display.
3. Verify information displayed, click “Process”.

To Reprint a registration/overload from the Main Menu under “Tools”:

1. Select “Print Registration/Overload.”
2. Key in required information (title number, last 4 of vin, etc.). Click “Inquire”.
3. Verify information displayed. Scroll down to “Print Registration Card”.
4. Key in required information (Current plate, temporary plate, reason, etc). Click “process”.