

RegUSA Legacy



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Transaction Processing

Workflow Overview

This page outlines the recommended workflow for using the RegUSA application:

1. F&I/Sales staff uses the **Fee Estimate** section to work a deal with the customer present.
2. Billing/Title Clerk uses the **Enter Deal** section to double-check the fee estimate and submit the deal.
3. The RegUSA office receives the paperwork and processes the transaction.

Fee Estimate

Through the **Fee Estimate** tab, and with the customer present, F&I/Sales can enter information on a deal to estimate fees and taxes, and generate a checklist of required forms, documents and information for the deal. They should:

- Obtain signatures on required forms
- Collect the supporting documents needed
- Communicate specific state requirements, e.g., in-state emissions inspections, etc., to the customer

All of the above should be done prior to delivery.

F&I/Sales will then include the fee estimate and checklist in the deal package and forward this to the Billing/Title Clerks.

Enter Deal

Billing/Title Clerks will use **Enter Deal** to signify, through the system, that RegUSA will be receiving paperwork to process the deal.

When entering a deal, the Billing/Title Clerks will receive a second estimate of fees and taxes, allowing them to check the accuracy of the deal before it leaves the dealership.

They should accurately follow the checklist, ensuring all documentation is assembled, then package all required documents including the Transaction Receipt, and send the package to the RegUSA office in NY.

Note: It is best to hold the paperwork until all documentation specified on the checklist is available. Sending an incomplete package to RegUSA will significantly impact turnaround times because the deal will be placed on hold, and the dealership will be contacted to provide missing documentation.

RegUSA Receives and Reviews Paperwork

After receiving the deal packet, RegUSA will:

- Use the Power of Attorney to complete forms (where allowed by the registration state)
- Verify everything required has been provided
- And then communicate with the state to complete the registration and titling of the vehicle

If RegUSA identifies missing or incomplete information, the deal status is placed on hold, and the submitter is notified through a problem report.

Fee Estimates

Through a **Fee Estimate**, and with the customer present, F&I/Sales can enter information on a deal to estimate fees and taxes, and generate a checklist of required forms, documents and information for the deal.

Fee estimates for most transactions are available online, and manual fee estimates are also available by submitting a fax or email request.

NOTE: Online fee estimates are available only to dealerships that have elected to enroll for this additional service.

Online Fee Estimates

An online fee estimate provides a real-time *estimate* of fees and taxes prior to submitting an out-of-state deal for processing. It is designed to allow F&I/Sales staff to work deals with the customer present. Users can get an *estimate* of fees and taxes for each deal, obtain a checklist of all required forms and documents, and collect signatures and supporting documents (e.g. driver's license, insurance information, etc.).

This service provides an *estimate* of the expected fees for the transaction based on publicly available information. The actual fees will be determined when the transaction is processed at a DMV and may vary from the estimated amount. For example, if the customer owes money to the state of registration (i.e. unpaid parking tickets or taxes), that is not public information and will not be included in the fee estimate.

NOTE: When generating an online Fee Estimate, note that some fields have a default value, which should be reviewed for accuracy.

Main Screen

To process an online fee estimate, click on the **Fee Estimate** tab.

The **Main Screen** of the **Fee Estimate** section is used to enter basic information about the deal, including the transaction type, state of registration, and tax data.

The information entered on the Main Screen will affect the fees, taxes, and the checklist provided.

How To Complete the Main Screen

Note: It may be possible to import data from the DMS into RegUSA.

1. Complete the following fields:

- **VIN:** Vehicle Identification Number.
- **Zip Code:** The Zip Code for the state of registration.
 - Press **Tab**. The State, County and City may populate. If necessary, select the appropriate locations from the drop-down menus.

- **Purchase Date:** In MM/DD/YYYY format, or select date from calendar.

Note: Enter T to default to the current date.

- **Purchaser is an:** Select **Individual** or **Business**.
- **Does the purchaser have a military ID?:** Select **Yes** or **No**.
- **The vehicle purchase was a:** Select **Sale** or **Lease**.
- **Is there a Trade-in vehicle?:** Select **Yes** or **No**.
- **Vehicle is:** Select **New** or **Used**.
- **Number of liens:** Use the drop-down menu to select the number of liens on the vehicle.

Note: Number of liens is a required field. If this is a cash deal, select 0.

- **Transaction Type:** Use the drop-down menu to select the applicable transaction type (choices vary by state).
 - The Fee Estimator can be used to determine the cost of various transactions with the state's DMV. However, for processing a vehicle after sale or lease, always include registration and titling.
- **Ship To:** Select **Dealer**, **Registrant**, or **One Time**.
 - If **Dealer** is selected, plates and/or registration documents will be returned to the dealership once the deal has been completed with the state.
 - If **Registrant** is selected, the plates will be sent overnight (with signature required) to the registrant address, and the dealership will receive copies of all registration documents. A \$15.00 shipping fee will be added to the deal.
 - If **One Time** is selected, the plates will be sent overnight (with signature required) to the address provided, and the dealership will receive copies of all registration documents. A \$15.00 shipping fee will be added to the deal.
- **Estimate the following:** Use the drop-down menu to select the estimate type.
 - **DMV Fees & Taxes** - Always select this choice if available.
 - **DMV Fees Only** - If this Fee Estimate is for a lease, and this is the only option presented, contact the Leasing Company to determine the taxes.
 - **Taxes Only**

2. The next two questions relate to tax reciprocity between the state of purchase and the state of registration:

Note: The system will determine if there are applicable tax credits in the registration state based on taxes collected in the state of purchase.

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Welcome back,

Deal Status Enter Deal Fee Estimate Reports Profile Password Feedback Help

Fee Estimate Main DMV Fees Taxes

Please Enter VIN

Registration Zip and City

Zip Code State County City

Fee Estimate Information

Purchase State Purchase Date

Purchaser is an ☒ Individual ☐ Business

Does the purchaser have a military ID? ☐ Yes ☒ No

The vehicle purchase was a ☐ Sale ☐ Lease

Is there a Trade-in vehicle? ☒ Yes ☐ No

Vehicle is ☐ New ☒ Used

Number of liens

Lienholder 1

Address

Zip

City State

Transaction Type

Ship To

Estimate the following

Do you intend to remit sales tax to NY? ☒ Y ☐ N

Will you be supplying your tax ID to remit sales tax to CT? ☐ Y ☒ N

Tax Amount remitted

Tax ID

Registrant's Email (optional)

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Fee Estimate - Vehicle screen

1. Do you intend to remit sales tax to (*state where dealership is located*)?: Select **Yes** or **No**.
 - If **Yes**, enter the **Tax Amount** collected.
2. Will you be supplying your tax ID to remit sales tax to (*state where vehicle is being registered*)?: Does the dealership have a tax ID in the state of registration? Select **Yes** or **No**.
 - If **Yes**, enter the **Tax ID**.
3. Click **Next** to proceed to the **DMV Fees** screen.

DMV Fees Screen

The required fields on the **DMV Fees** screen vary depending on the registration state. The fields that display on this screen are determined by the answers to the questions on the **Main Screen** of the **Fee Estimate** section. All fields on this screen should be completed with accurate data. Use the provided hyperlinks for additional explanation if there is any uncertainty regarding the data required on this screen.

How to Complete the DMV Fees Screen

1. Complete all fields required by the registration state.

Possible fields include:

- **Vehicle Type**
- **Carrying Capacity**
- **Owner DOB**
- **Last Name**
- **Vehicle Weight**
- **School District**
- **Municipality**
- **Model Year**
- **Desired Reg Period (in years)**
- **Are additional reg cards required?**
 - Answer **Yes** if the Title for the vehicle being sold is not from the state where it will be registered.
- **MSRP**
- **Kelly Blue Book Value**

2. Click **Next** to proceed to the **Sales Tax** screen.

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Welcome back,

[Deal Status](#) [Enter Deal](#) [Fee Estimate](#) [Reports](#) [Profile](#) [Password](#) [Feedback](#) [Help](#) 

DMV Fees [Main](#) [DMV Fees](#) [Taxes](#)

Registration State: CT
Transaction Type: NEW TITLE/NEW REG (Sale)
Please enter the following required fields.

What is the new Vehicle Type?

Weight of the Vehicle (lb):

Model Year:

Owner Date of Birth:

Desired Reg Period (in years):

Does the vehicle have an out-of-state title? ☒ Y ☐ N

Is it a Company purchase for Employee use? ☐ Y ☒ N

Are additional registration cards desired? ☐ Y ☒ N # of Cards:

[Previous](#) [Cancel](#) [Next](#)

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Fee Estimate - DMV Fees screen

Sales Tax Screen

Like the **DMV Fees** screen, the **Sales Tax** screen varies based on the registration state. It is important that all fields are completed with accurate data. The **Sales Tax** screen will only ask for information that is pertinent to the state of registration and will only ask for items that affect the taxes.

How to Complete the Sales Tax Screen

1. Complete all fields required by the registration state.

Possible fields include:

- **Price** - this could be Purchase Price, List Price, or MSRP
 - This should only be the top selling price of the vehicle. Do not subtract any rebate or trade credit from the Purchase Price.
- **Accessories**
- **Trade-In**
- **Rebates**
- **ESA** - Extended Service Agreement
 - This includes any type of servicing contract.
- **Documentary Fees**
- **Extended Warranty**
- **Services**
 - Anything done to the vehicle such as VIN etching, rust-proofing, paint sealant, fabric guard, etc...
- **Gap Insurance**

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Welcome back,

Deal Status Enter Deal Fee Estimate Reports Profile Password Feedback Help

Sales Tax Main DMV Fees Taxes

Registration State: CT
Transaction Type: NEW TITLE/NEW REG (Sale)
Please enter the following:

Purchase Price: 16500
Documentary Fees: 75
ESA: 2400
Accessories: 0
Trade-In: 5000
Services: 899
Rebates: 0
Dealer Discount: 0

Is the Buyer a Non-Resident Military Member of the Registration State? ☐ Y ☒ N

Previous Cancel Submit

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Fee Estimate - Sales Tax screen

2. Click **Submit**.

The Transaction Receipt will be displayed. This can be retrieved at a later time using the Deal Status tab.

Fax and Email Fee Estimate Requests

Fee estimates for commercial, motorcycle, recreational, travel and utility trailers are not currently supported in the online fee estimator and must therefore be requested by fax or email.

To submit a fee estimate request by fax or email:

1. Complete the **RegUSA Fees Fax Sheet** which can be **Downloaded Here**
2. Email a saved copy of the completed form to **RTS-RegUSAFeeEstimate@coxautoinc.com**. (preferred method)

or

3. Fax the completed form to **860-360-7528**

Completed fee estimates will be returned to you within 24 hours, and are not available on weekends.

If, within thirty (30) days of the date of inquiry, **RegUSA** has not received the deal associated with this request, there will be a **\$26.00** charge for this inquiry.

NOTE: This service provides an *estimate* of the expected fees for the transaction based on publicly available information. The actual fees for the transaction will be determined when the transaction is processed at a DMV and may vary from the estimated amount. For example, if the customer owes money to the state of registration

(i.e. unpaid parking tickets or taxes), it is not public information and will not be included in the fee estimate.

<http://us.dealertrack.com/content/dam/dealertrack/solution/rt/out-of-state/RegUSA-Estimated-Fees-Fax-Sheet.pdf>

Deal Status

The screen will default to displaying the ten most recent deals and fee estimates submitted for the account.

Display results can be changed by selecting the desired **Search** option using the drop-down menu.

The information can be sorted by the columns if the column header is a hyperlink.

If the Receipt Number displays as a hyperlink, it allows access to the Transaction Receipt.

- The **Status** column will reflect one of the following Status values:

- Saved:** The deal has been started using **Enter Deal**, but not yet submitted.
- Submitted:** The deal has been entered, either in **Enter Deal** or **Fee Estimate**, and the Transaction Receipt was generated.

*Note: The **Registrant** column will display the name of the registrant for deals entered using **Enter Deal**. This column displays "Fee Estimate" for deals submitted through the **Fee Estimate** tab.*

- Paperwork Received:** The RegUSA processing center has received the deal packet.
- Hold:** The RegUSA processing center has reviewed the paperwork and found missing information or needs clarification.

*Note: In this case, the **Notes** column provides a link to information from the problem report.*

- Sent to DMV:** RegUSA has verified the packet and begun communicating with the registration state.
- Completed:** RegUSA has received and shipped the plates.
- Click **Download** to export the data displayed to an Excel file.
- Click the arrow to the left of a deal to expand the details of that deal.
- Click the notecard icon to view Notes attached to a deal.
- Click pencil icon to edit a deal. The ability to edit disappears once RegUSA receives the packet.

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Welcome back,

Deal Status Enter Deal Fee Estimate Reports Profile Password Feedback Help ?

Deal Status

Receipt No:

2 Deals [Download](#)

	Date	Receipt	Last 8 VIN	Registrant	Submitted By	Purch / Reg	Status		
>	11/07/2016	362169	FH076661	FEE ESTIMATE		NY / CT	SUBMITTED - EREGUSA		
▼	11/07/2016	362168	FH076661	JOHN J SMITH		NY / CT	SUBMITTED - EREGUSA		

Deal Details

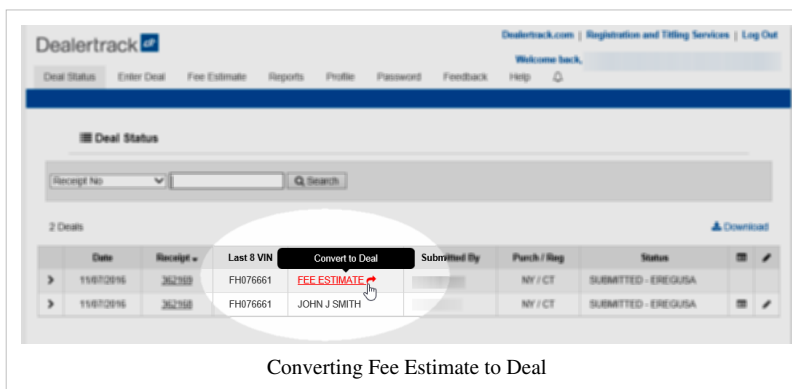
RegUSA: Yes	VIN: 5NPE24AF7FH076661	Expected Completion Date:
Tracking:	Ship To: DEALER	Transaction Type: Estimate Fee
Invoice:		

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Deal Status Screen

Converting Fee Estimates

Convert a Fee Estimate to a Deal by clicking on the **Fee Estimate** link in the Registrant column on the **Deal Status** screen.



Click **Yes** to proceed with converting the Deal. Proceed with completing the screens using Enter Deal.

CONVERT TO DEAL

Do you want to convert **362169** from a
Fee Estimate to a deal?

Confirmation Screen

Entering Deals

Use **Enter Deal** to submit deals to the RegUSA office for processing. Each deal submission includes a Fee Estimate and Transaction Receipt (listing fees, taxes, and all required documentation).

When a deal is submitted, the RegUSA staff is notified to expect a shipment of the registration paperwork. Paperwork should be received by the RegUSA office within 30 days. Deal Status can be monitored through the **Deal Status** tab.

When using Enter Deal, note that some fields have a default value, which should be reviewed for accuracy.

At any point in this process, the transaction can be saved and returned to at a later time.

DMS Recall Screen

The **DMS Recall** screen is the first screen to display in the **Enter Deal** tab, and is optional. If DMS import capabilities are enabled, RegUSA is able to import data from a Dealer Management System (DMS) (e.g., Reynolds & Reynolds, ADP, etc.). Dealership staff can use this screen to recall data from the DMS system by entering the **Deal ID** or **Stock Number** and then selecting **Recall**.

For help setting up DMS Importing, call RegUSA Customer Support at **800-211-3638**.

To enter a deal without importing DMS data:

Click **Next** to proceed to the **Vehicle Information** screen.

If your dealership does not have the DMS import functionality enabled, the first screen presented is the **Vehicle Information** screen.

Vehicle Information Screen

Use the **Vehicle Information** screen to enter information about the vehicle to be registered. This is a standard screen and the fields will not vary depending upon the state of registration.

How to Complete the Vehicle Information Screen

1. Complete the following fields:

- **Sale/Lease:** Select **Sale** or **Lease**.
- **New/Used:** Select **New** or **Used** vehicle.
- **Is there a Trade-in vehicle?:** Select **Yes** or **No**.
- **Vehicle Type:** Use the drop-down menu to select the applicable vehicle type.
- **VIN:** Vehicle Identification Number

2. Click **Decode**. The following fields should populate with vehicle data:

- **Vehicle Year**
- **Vehicle Make**

3. Complete the remaining fields:

- **Purchase Date:** Enter this in MM/DD/YYYY format, or use the calendar to select the purchase date.
- **Number of liens:** Use the drop-down menu to select the number of liens. (*If this is a cash deal, select 0.*)
- **Lienholder:** Enter the lienholder name, if there is a lien, as it is to appear on the Title.

4. Click **Next** to proceed to the **Transaction Details** screen.

The screenshot shows the Dealertrack web interface for the 'Vehicle Information' screen. The top navigation bar includes links for Deal Status, Enter Deal, Fee Estimate, Reports, Profile, Password, Feedback, and Help. The main heading is 'Vehicle Information' with tabs for Vehicle Info, Trans Info, Fees & Taxes, and Review & Submit. The form prompts the user to 'Please enter vehicle information' and lists required fields with asterisks. The form is pre-filled with the following data: Vehicle Type (AUTO), VIN (5NPE24AF7FH076661), Vehicle Year (2015), Vehicle Make (HYUNDAI), Purchase Date (11/07/2016), Number of liens (1), Lienholder (ABC BANK), Address (PO BOX 123), Zip (06360), and City/State (NORWICH, CT). A 'Decode' button is next to the VIN field. At the bottom, there are 'Cancel' and 'Next' buttons. The footer includes the copyright notice '© 2016 Dealertrack, Inc. All rights reserved' and the 'A COX AUTOMOTIVE BRAND' logo.

Enter Deal - Vehicle Information (Sample Transaction).

Transaction Details Screen

Use the **Transaction Details** screen to enter information about the vehicle owner and the transaction.

How to Complete the Transaction Details Screen

1. Complete the following fields for the primary owner:

- **Registrant 1 is an:** Select **Individual** or **Business**.
 - If this is a lease deal, this must be the name of the person signing the lease contract.
- **Was a military ID presented?:** Select **Yes** or **No**.
- **Last Name or Business Name:** Enter the owner's last name or the business name.
 - The following fields will be grayed-out for business owners:
 - **First Name**
 - **Middle Name/Initial:** Enter this if this appears on identification.

Enter Deal - Transaction Detail (Sample Transaction).

- **Suffix:** Select a suffix, if applicable.
 - Important: All name information must match documentation being submitted.
 - **Address:** Enter the owner's street address.
 - **Zip:** Enter the owner's Zip Code. The following fields may populate. If there is more than one county or city associated with this Zip Code, select the applicable county/city.
 - **Resident County**
 - **City**
 - **State**
 - **Lessor:** Enter the name of the leasing company, if this is a lease deal.
 - **Registrant Email (Optional):** *This field is not currently utilized by the system.*
2. If there is a second owner, complete the following fields:
- **Registrant 2 is an:** Select **Individual** or **Business**.
 - **Was a military ID presented?:** Select **Yes** or **No**.
 - **Last Name or Business Name:** Enter the owner's last name or the business name.
 - The following fields will be grayed-out for business owners:
 - **First Name**
 - **Middle Name/Initial:** Enter this if this appears on identification.
 - **Suffix:** Select a suffix, if applicable.
 - Important: All name information must match documentation being submitted.
3. Complete the remaining fields:

- **Deal Type:** Select the applicable deal type.
 - For processing a vehicle after sale or lease, always include registration and titling.
 - **Ship To:** Select **Dealer**, **Registrant**, or **One Time**.
 - If **Dealer** is selected, plates and/or registration documents will be returned to the dealership once the deal has been completed with the state.
 - If **Registrant** is selected, the plates will be sent overnight (with signature required) to the registrant address, and the dealership will receive copies of all registration documents. A \$15.00 shipping fee will be added to the deal.
 - If **One Time** is selected, the plates will be sent overnight (with signature required) to the address provided, and the dealership will receive copies of all registration documents. A \$15.00 shipping fee will be added to the deal.
 - **Estimate the Following:** Select the estimate type.
 - This must be changed from the default of "Do Not Estimate Fees" to include an estimate of fees and taxes on the Transaction Receipt.
 - **Special Comments:** Use this field to add any notes to the deal.
4. Click **Next** to proceed to the **DMV Fees** screen.

DMV Fees Screen

The required fields on the **DMV Fees** screen vary depending on the registration state. The fields that display on this screen are determined by the answers to the questions on the previous screens. All fields on this screen should be completed with accurate data. Use the provided hyperlinks for additional explanation if there is any uncertainty regarding the data required on this screen.

How to Complete the DMV Fees Screen

1. Complete all fields required by the registration state.

Possible fields include:

- **Vehicle Type**
- **Carrying Capacity**
- **Owner DOB**
- **Last Name**
- **Vehicle Weight**
- **School District**
- **Municipality**
- **Model Year**
- **Desired Reg Period (in years)**
- **Are additional reg cards required?**
 - Answer **Yes** if the Title for the vehicle being sold is not from the state where it will be registered.
- **MSRP**
- **KBB**

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Welcome back,

Deal Status | Enter Deal | Fee Estimate | Reports | Profile | Password | Feedback | Help

DMV Fees | Vehicle Info | Trans Info | Fees & Taxes | Review & Submit

Registration State: CT
Transaction Type: NEW TITLE/NEW REG (Sale)
Please enter the following required fields.

What is the new Vehicle Type?

Weight of the Vehicle (lbs):

Model Year:

Owner Date of Birth:

Desired Reg Period (in years):

Does the vehicle have an out-of-state title? ☐ Y ☒ N

Is it a Company purchase for Employee use? ☐ Y ☒ N

Are additional registration cards desired? ☐ Y ☒ N # of Cards:

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Enter Deal - DMV Fees (Sample Transaction).

- Click **Next** to proceed to the **Sales Tax** screen.

Sales Tax Screen

Like the **DMV Fees** screen, the **Sales Tax** screen varies based on the registration state. It is important that all fields are completed with accurate data. The **Sales Tax** screen will only ask for information that is pertinent to the state of registration and will only ask for items that affect the taxes.

How to Complete the Sales Tax Screen

- Complete all fields required by the registration state.

Possible fields include:

- **Price** - this could be Purchase Price, List Price, or MSRP
 - This should only be the top selling price of the vehicle. Do not subtract any rebate or trade credit from the Price.

- **Accessories**
- **Trade In**
- **Rebates**
- **ESA - Extended Service Agreement**

- This includes any type of servicing contract.

- **Documentary Fees**
- **Extended Warranty**
- **Services**

- Anything done to the vehicle such as VIN etching, rust-proofing, paint sealant, fabric guard

- **Gap Insurance**

- The next two questions relate to tax reciprocity between the state of purchase and the state of registration:

Note: The system will determine if there are applicable tax credits in the registration state based on taxes collected in the state of purchase.

- Do you intend to remit sales tax to (state where dealership is located)?**: Select **Yes** or **No**.

- If **Yes**, enter the **Tax Amount** collected.

- Will you be supplying your tax ID to remit sales tax to (state where vehicle is being registered)?**: Does the dealership have a tax ID in the state of registration? Select **Yes** or **No**.

- If **Yes**, enter the **Tax ID**.

- Click **Next**.

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Welcome back,

Deal Status Enter Deal Fee Estimate Reports Profile Password Feedback Help

Sales Tax Vehicle Info Trans Info Fees & Taxes Review & Submit

Registration State: CT
Transaction Type: NEW TITLE/NEW REG (Sale)
Please enter the following:

Purchase Price: 16500
Documentary Fees: 75
ESA: 2400
Accessories: 0
Trade-In: 5000
Services: 899
Rebates: 0
Dealer Discount: 0

Is the Buyer a Non-Resident Military Member of the Registration State? ☐ Y ☒ N

Do you intend to remit sales tax to NY? ☐ Y ☒ N Tax Amount Remitted: 0

Will you be supplying your tax ID to remit sales tax to CT? ☐ Y ☒ N Tax ID:

Previous Cancel Save Next

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Enter Deal - Sales Tax

Review & Submit Screen

This screen provides a summary of all entries made in the previous screen. Review all entries carefully before submitting the deal for processing.

How to Complete the Review & Submit Screen

1. Review all entries for accuracy.
 - If corrections need to be made, either click **Previous** or one of the screen numbers at the top.
2. Click **Submit** to submit the deal for processing.

Once the deal has been submitted, the Transaction Receipt is displayed and the transaction progress can be tracked using the Deal Status tab.

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Review your deal submission

[Vehicle Info](#)
[Trans Info](#)
[Fees & Taxes](#)
[Review & Submit](#)

Fee Information

What is the new Vehicle Type? PASSENGER

Weight of the Vehicle (lbs): n/a

Model Year: 2015

Owner Date of Birth: 01/01/1980

Desired Reg Period (in years): 2

Does the vehicle have an out-of-state title? Y

Is it a Company purchase for Employee use? N

Are additional registration cards desired? N # of Cards: 0

Tax Information

Vehicle Information

VIN: 5NPE24AF7FH076661

Vehicle Year: 2015

Vehicle Make: HYUN

Lienholder Information

Lienholder 1 Name: ABC BANK

Address: PO BOX 123

City/State/Zip: NORWICH, CT 06360

Registrant Information

Registrant 1 Name: JOHN J SMITH

SSN/FEIN: ***-**-6789

Address: 1 MAIN ST.

City: GROTON State CT

County: NEW LONDON (NEW LONDON)

Registrant 2 Name:

Transaction Information

Deal Type: NEW TITLE/NEW REG

Ship Completed Deal To: DEALER

State of Registration: CT

[Previous](#)
[Cancel](#)
[Submit](#)
[Save](#)

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Enter Deal - Review and Submit

Transaction Receipts

The Transaction Receipt provides a list of the required documentation, forms and information for the state, as well as a fee estimate for the transaction. Each section of the Transaction Receipt is described below.

General Format and Header Information

Each transaction receipt follows a specific format. There is a link at the top (as well as at the bottom of the receipt) to print the document.

The header identifies transaction information, including:

- Transaction Type
- Registration State
- Shipping direction for completed transaction
- Account Name
- User ID

Dealertrack RegUSA

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Welcome back, JEREMY GLEASON! (DT TRAINING STAFF)

Deal Status Enter Deal Fee Estimate Reports Profile Password Feedback Help

[Click here for printer-friendly version](#)

Transaction Receipt

All fee estimates are based on publicly known information as it relates to each transaction. Estimates do not include itemization for late fines, tax penalties, insurance penalties or any other fines or information that is not made publicly available without actually processing the transaction. Payment of all fees, which may include but are not limited to additional DMV fines or fees not listed in the RegUSA estimate, are the sole responsibility of the RegUSA customer. Payment in full of all fees, including the RegUSA processing fee, is required before the transaction will be delivered back to the RegUSA customer.

Receipt No: 1533145	Transaction: NEW TITLE/NEW REG (DMV Fee and Taxes Fee Estimate)	Reg State: NC
Owner Name: n/a Ship To: DEALER	Tax ID: N	Tax ID No: n/a

USER SUMMARY

Company: DT TRAINING STAFF Company State: TX	User ID: JEREMY GLEASON Tran Date: 09/06/2018
---	--

Header of Transaction Receipt

The **Receipt Number** is a unique identifier for each transaction, and displays under the bar code and on the top left portion of the receipt. This Receipt Number is helpful to have available when contacting Customer Support.

Checklist

In addition to standard requirements such as MCO or Title and Bill of Sale, each checklist will include state-specific requirements. Each item on the checklist should be reviewed and the following actions taken:

- Print and Include
- Collect and Review
- Complete, Print, and Sign
- Communicate Customer Instructions

Print and Include

Items noted as "Optional with Limited Power of Attorney" may be printed and included in the packet as is. The RegUSA processing team will utilize the POA and ensure the form is completed correctly and will sign on behalf of the customer.

For example, for a NY deal, the registration forms (MV82, DTF-802, DTF-803, MV-900) can all be completed by RegUSA when the Limited POA has been provided.

Collect and Review

Some items on the checklist must be requested from the customer and reviewed to ensure they meet the registration state's specific rules and criteria. Examples include:

- Proof of identification - Names must match documentation and the identification must not be expired. States will vary as to whether:
 - An out of state license is acceptable
 - SSN is required, or a copy of the Social Security card is required
 - The copy of the license must be front and back
- Proof of Insurance - Names must match documentation, and the policy must not be expired. States will vary as to whether:
 - The effective date must be evident
 - The proof must be a binder or a card
 - The vehicle being purchased is listed on the card/binder
- Copy of registration for Transfer transactions

Complete, Print, and Sign

Some items on the checklist cannot be completed using Limited Power of Attorney. These items must be completed and the customer(s) must sign them. Examples include:

- Limited Power of Attorney
- Odometer Statement
- Registration Forms - if they do not have the designation of "Optional with Limited Power of Attorney".

Communicate Customer Instructions

The **Special Instructions** section can include not only items that need to be provided with the paperwork for the deal, but may also include information that the user should be aware of (e.g. penalty fees if paperwork is not at the DMV within a specified period of time). These items are state-specific instructions to help users complete the required paperwork.

Fee Estimation Parameters

The **Fee Estimation Parameters** section provides a summary of the information that was entered into the system regarding the transaction. It allows the user the opportunity to review what was entered if they have questions on certain requirements listed on the Transaction Receipt.

FEE ESTIMATION PARAMETERS	
Registration State: CT	Registration ZIP: 06340
Registration County: NEW LONDON	Vehicle Purchase was a: Sale
Registration City: GROTON	Purchase State: NY
Lienholder 1: ABC BANK	
Address: PO BOX 123	
City: NORWICH	
State: CT	
ZIP: 06360	
VIN: 5NPE24AF7FH076661	Vehicle Year: 2015
Sales Date: 11/07/2016	
Purchaser Is: Individual	
Vehicle Is: Used	
Number of Liens: 1	
What is the new Vehicle Type? PASSENGER	
Weight of the Vehicle (lbs): n/a	
Model Year: 2015	
Owner Date of Birth: 01/01/1980	
Desired Reg Period (in years): 2	
Does the vehicle have an out-of-state title? Y	
Is it a Company purchase for Employee use? N	
Are additional registration cards desired? N # of Cards: 0	
Purchase Price: \$16500.00	
Documentary Fees: \$75.00	
ESA: \$2400.00	
Accessories: \$0.00	
Trade-in: \$5000.00	
Services: \$899.00	
Rebates: \$0.00	
Dealer Discount: \$0.00	
Is the Buyer a Non-Resident Military Member of the Registration State? N	
Do you intend to remit sales tax to NY? N Tax Amount Remitted: \$0.00	
Will you be supplying your tax ID to remit sales tax to CT? N TaxID: n/a	

Fee Estimation Parameters Section

Fee Estimate

The **Fee Estimate** section reflects an estimate of DMV fees and/or taxes for the deal (depending upon what the user opted to estimate). The estimate is dependent upon the accuracy and completeness of the information entered for the deal.

FEE ESTIMATE (CT)	
Registration Fee:	\$ 80.00
Federal Clean Air Act Fee:	\$ 10.00
Title Fee:	\$ 25.00
Plate Fee:	\$ 5.00
Emissions Fee:	\$ 40.00
Lien Fee:	\$ 10.00
Inspection Fee:	\$ 10.00
CT DMV Fee owed:	\$ 180.00
CT Sales Tax of 6.3500%(NEW LONDON County):	\$ 944.50
Tax Credit(for taxes paid to NY):	\$ -0.00
CT Sales Tax owed:	\$ 944.50
RegUSA Service Fee:	\$
Total Fee and Taxes:	\$1,240.50

Fee Estimate Section

The actual total will not be known until RegUSA completes processing the transaction at the DMV. There may be financial obligations which the customer may be required to resolve, e.g., unpaid property taxes, delinquent child support, unpaid parking tickets, etc. These types of obligations are not in the public record; thus, RegUSA will only discover them when contacting the DMV using Power of Attorney.

The estimate will reflect, if applicable, credit for in-state sales tax paid if tax reciprocity arrangements exist between the purchase state and the registration state.

Payment Information and Shipping Information

Below the **Fee Estimate** are sections detailing the **Payment Information** and **Shipping Information** for the registration paperwork. Registration paperwork should be sent to the address listed for RegUSA in the **Shipping Information** section.

NOTE: The contact information for RegUSA should never be shared with a customer. RegUSA will only communicate with its dealership clients.

Click the link for more information regarding Shipping Best Practices

Forms

For users subscribing to the Forms service, click **Forms** at the bottom of the Transaction Receipt to access the **Forms Menu**.

Estimated Return Times

The estimated time for a registration transaction to be completed will vary based on the state of registration.

The estimated return times for each state are listed in the Help tab of the application.

Expected completion date for submitted deals is added when the Status changes to "Sent to DMV".

Key Points for Estimated Return Times:

- Times are in business days (Monday - Friday).
- Times apply to plates and registrations only.
- There are 16 states where RegUSA is required to interact with the DMV on a "by county" basis. The turnaround time listed for these states reflects the county with the longest turnaround time.
- The Estimated Return Times chart is updated periodically.
- Entering incorrect data in the RegUSA program will result in processing delays and extended return times.
- **Times begin once RegUSA has verified that they have received a complete deal packet.**

Note: If a submitted transaction is missing any required documentation or information specified on the Transaction Receipt, the deal will be placed on hold and the dealership will be notified. The clock for estimated return times will start once all of the required documentation is received by the RegUSA office.

Frequently Asked Questions

RegUSA Frequently Asked Questions

How do I add a new user?	The Primary User needs to add a new user on their own Profile Tab in RegUSA.
How do I get tracking info for a completed deal?	For tracking information on deals being sent to your dealership, call Customer Support at 800.211.3638.
How do I add a new user if the Primary User has left the dealership?	Fax a completed New User Affidavit form, notated "Make New Primary" at the top, to 860.236.2712. The form is linked here: User Affidavit ^[1]
How do I get a fee estimate for a vehicle when the application says it exceeds the weight limit?	Complete and submit the RegUSA Fees Fax Sheet which can be downloaded here ^[2] .
Where do I put the color of the vehicle when listed as necessary on the transaction receipt?	You may make a note in the Special Comments when using the Enter Deal Tab. You may also note it on the registration document itself.
Where can I find Power of Attorney forms?	These can be downloaded through the Power of Attorney page.
Where can I find turnaround times for registrations?	The RegUSA Estimated Return Times document can be found in the Estimated Return Times page.
How do I reset my password?	Click "Forgot Password" on the login screen. You will be emailed a temporary password. You may also use the Password Tab to make changes whenever you like.
How do I check the status of my deal?	Use the Deal Status Tab on the RegUSA application.
I made a mistake on my fee estimate; can I edit it?	Once a fee estimate has been completed it cannot be edited. Depending on your fee plan, you may be able to generate a replacement at no extra cost. Contact Customer Support at 800.211.3638 if you are unsure.
When entering a deal, I noticed an error after clicking Submit. What do I do now?	Locate the deal using Deal Status. Click Edit and make the corrections. Edits can only be made prior to the Processing Center receiving the packet.

I am the Primary User, and I just created a new user. How do I create his/her password?	A temporary password is automatically generated and emailed to the new user upon creation. The Primary User communicates the Username and RegUSA Code to the new user. To ensure receipt of the temporary password, verify the email address and that the Password Email will not be sent to the spam folder.
---	---

References

- [1] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/out-of-state-registration-and-titling/component/UserAffidavitRev130820ePDF.ashx>
- [2] <http://us.dealertrack.com/content/dam/dealertrack/solution/rt/out-of-state/RegUSA-Estimated-Fees-Fax-Sheet.pdf>

Shipping Best Practices

The following best practices will help ensure timely processing of your deals:

- All deals should be sent to the address shown on the Transaction Receipt.
- Keep a record of the tracking number for your packages to ensure proper delivery.
- The Transaction Receipt should accompany the deal paperwork.
- If sending more than one deal in the same package, separate individual deals by using envelopes or folders and include a packing list with the following information:
 - Total number of deals in package
 - Individual Receipt Numbers
 - The states where the deals will be registered

RegUSA expects to receive paperwork within 30 days of a deal being submitted online.

Forms

Power of Attorney

A Power of Attorney (POA) is a document which grants a person the legal authority to sign documents on behalf of another party. RegUSA utilizes both a Restricted and a Limited Power of Attorney to facilitate the processing of transactions by minimizing the need for original signatures by the purchaser.

Restricted POA

A Restricted POA authorizes RegUSA to complete transaction paperwork on behalf of the dealership. The Restricted POA must be completed as part of the account sign up process, and an original, notarized copy of a completed Restricted POA must be supplied to RegUSA along with, or prior to, the submission of the dealer's first transaction.

Note: RegUSA will request a new POA when the notary seal expires or a state has requested the original. In either case, RegUSA will ask you to provide a new one with your next deal.

A blank copy of RegUSA's Restricted Power of Attorney is available for download by clicking here ^[1].

Limited Dual POA

A Limited Dual POA allows your dealership and RegUSA to handle matters related to registering and titling a vehicle. If allowed by the pertinent state, it can be used by RegUSA to complete forms on behalf of the customer, including signing for them, which reduces the amount of paperwork the dealership needs to complete.

An original Limited Dual POA for each registrant should be sent in with the paperwork for the deal. The POA must be signed and notarized.

The lines in the form labeled "or", "or", and "of" below the registrant and dealership names should be left blank.

To download a Limited POA Click Here ^[2]

Some states require a state-specific form for the limited POA. This will be noted on the checklist when entering a deal. Currently there are six state-specific forms that are commonly used:

- Alaska (AK) ^[3]
- Colorado (CO) ^[4]
- Connecticut (CT) ^[5]
- Georgia (GA) - Fulton County ^[6]
- Michigan (MI) ^[7]
- Ohio (OH) ^[8]
- Washington D.C. (DC) ^[9]

The image shows the top portion of a "LIMITED POWER OF ATTORNEY" form. It includes fields for the Date, the name and address of the Principal, and the name and address of the Agent. There are also fields for the Agent's capacity (e.g., "as", "or", "of") and a section for the Agent's signature and notary seal. The form is titled "LIMITED POWER OF ATTORNEY" and includes a note at the bottom: "To act for me, in applying for an original or duplicate certificate of title, to register, transfer title, or record a lien to the motor vehicle, mobile home or vessel described below, and to grant my name and sign these names."

References

- [1] https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/out-of-state-registration-and-titling/component/RegUSA_Restricted_POA.ashx
- [2] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/out-of-state-registration-and-titling/component/Limited-Dual-POA.ashx>
- [3] [https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/Limited-Power-of-Attorney---AK-Only-\(847\).ashx](https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/Limited-Power-of-Attorney---AK-Only-(847).ashx)
- [4] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/LimitedPowerofAttorneyCOOnlyDR2175.ashx>
- [5] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/LimitedPowerofAttorneyCTOnlyA83.ashx>
- [6] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/LimitedPowerofAttorneyGAOnlyT8.ashx>
- [7] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/out-of-state-registration-and-titling/component/LimitedDualIPOAMI.ashx>
- [8] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/LimitedPowerofAttorneyOHOnlyBMV5736.ashx>
- [9] <https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/component/Limited-Power-of-Attorney---Washington-DC-Only.ashx>

User Affidavit

A **User Affidavit** ^[1] is a form for adding or changing the Primary User for a RegUSA account. The form must be signed by the Primary User and an officer or manager of the organization. The form must be returned to Dealertrack, per the instructions at the top of the form, in order for the change to be completed.

To complete a **User Affidavit**:

1. Complete the **Contact Information** section. This section requires the following be provided for the organization the user will be processing for:
 - Business Name
 - Customer ID (provided by Dealertrack)
 - Street Address
 - City, County, State, and Zip Code
 - Telephone number, extension, fax number, and email address.
2. Complete the **New User Information** section. This section requires the following be provided for the user:
 - Name
 - Job Title
 - Mother's Maiden Name

Note: this will be used as a security response if the user calls customer support for a password reset or other account change.

- Telephone number, extension, fax number, and email address.
- The product(s) the user will need an account created for must be indicated.
 - OLRS (State specific title and registration software)
 - NJ/MD Temp Tags
 - RegUSA (50 state title and registration processing)
3. Complete the **New User** signature section.
4. Complete the **Corporate** signature section.

General Information

Fee Payment

Transaction fees and taxes, as well as the RegUSA service fees, are due at the time the transaction is processed at a DMV. These fees may be paid using one of the following methods:

- Automated Clearing House (ACH) or Electronic Funds Transfer (EFT)
- Check

Payment By Automated Clearing House (ACH) or Electronic Funds Transfer (EFT) Authorization

Payment by ACH requires the completion of the **ACH Agreement** available here ^[1]. A completed copy of this form must be provided to RegUSA, along with a **voided check** or a letter from your bank as proof of your account information.

To submit this form, fax to **800.360.7528**.

Payment By Check

Payment must be provided either by:

- Blank check made payable to RegUSA. This will be completed by the RegUSA office once the deal is completed.
- Check for the amount shown on the Transaction Receipt generated in **Enter Deal**. A second check may be required if the actual amount is greater than the estimate on the Transaction Receipt. Deals will not be shipped until all payment has been received by the RegUSA office.

References

[1] https://www.dealertrack.com/~media/site-data/home/dealers/registration-and-titling-services/out-of-state-registration-and-titling/component/RTS_ACH_EFT_Authorization_Form.ashx

DMS

DMS importing enables end users to import data from a Dealer Management System (DMS) (e.g., Dealertrack DMS, ADP, Reynolds & Reynolds, etc.) into RegUSA, resulting in fewer manual entries.

DMS Enrollment

To enroll in DMS import, a DMS Enrollment form must be completed and returned to Dealertrack. This can be obtained through Customer Support. Dealertrack representative will then contact your DMS Administrator to verify information and complete the DMS set up.

DMS Systems

Depending on the DMS system, data import is either a one- or two-step process. Users with a one-step process can use the instructions below directly for importing data in **Fee Estimate** or **Enter Deal**. Users with a DMS requiring a two-step process should use the procedure specific to their DMS system for generating the export file.

Importing DMS Data in Fee Estimate

Use the procedure below to import DMS data in the **Fee Estimate** tab.

1. In the **Fee Estimate** tab, enter the **DMS Deal ID** or the vehicle **Stock Number**.
2. Click **Recall**.
 - A pop-up window will appear identifying information for the deal being imported. Click **Close** to close the window.
3. Data from the DMS will be populated in various fields in the Fee Estimate.


[eRegUSA Home](#) | [User Assistance](#) | [Navigation and Billing Services](#) | [Log In/Out](#) |
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FIR Estimate
 Make ▼
 DFF Fees ▼ Taxes ▼

Personal Fees

VOT Bk. Book Number

Registration Fee and Cdn.

Zip Code: State Country City

Purchase State: Purchase Value:

Purchaser is an: ☐ Individual ☐ Business Does the purchaser have a military ID? ☐ Yes ☐ No
 Is the vehicle purchased on: ☐ Cash ☐ Finance Is there a Prebuilt vehicle? ☐ Yes ☐ No

Vehicle is a: ☐ Heavy ☐ Lighted
 Number of Axles:

Conversion Type:

Ship To:

Complete the following: DFF Fees & Taxes

Register's Email (optional):

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Importing DMS Data in Enter Deal

Use the procedure below to import DMS data in the **Enter Deal** tab.

1. In the **Enter Deal** tab, enter the **Deal ID** or **Stock Number**.
2. Click **Recall**.
 - A pop-up window will appear identifying information for the deal being imported. Click **Close** to close the window.
3. Data from the DMS will be populated in various fields in Enter Deal.

[RegUSA Home](#) | [Desktoptrack Home](#) | [Registration and Titling Services](#) | [Log In/Out](#) |
[Welcome back, AMN \(DT TRAINING STAFF\)](#)

[ENTER DEAL](#) | [Deal Status](#) | [Fee Estimate](#) | [Profile](#) | [Password](#) | [Feedback](#) | [Contact Us](#) | [Help](#)



DMS Recall

[DMS Recall](#) | [Vehicle Info](#) | [Trans Info](#) | [Fee & Taxes](#) | [Review & Submit](#)

1 2 3 4 5

Please Enter

Deal ID Or

Stock Number

[Find](#)

[Cancel](#) [Find](#)

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System Requirements

Compatible browsers:

- Internet Explorer (v8 or higher)
- Chrome
- Firefox

To enable DMS importing, the PC must have the current version of Java software installed and use Internet Explorer.

Note: When a new version of Java is released, the update must be downloaded when prompted or go to www.java.com ^[1] to install the most current version.

References

[1] <http://www.java.com>

Logging In

To log into RegUSA, enter the following information:

- Username
 - This is provided by the primary user for the account
- Password
 - This is case sensitive
- RegUSA Code
 - This is the unique identifier for the account.
 - It must always be entered beginning with the letters 'USA'; this is not case sensitive.

Dealertrack  Dealertrack.com | Registration and Tinting Services | Log In

Contact Us

Log In

Required fields are indicated by a red asterisk (*)

Username*:

Password*:

RegUSA Code*:

[Forgot your password?](#)

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RegUSA Log In Screen

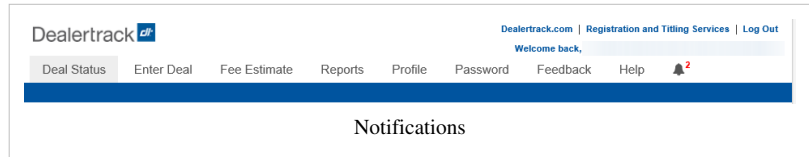
Instructions specific to logging in for the first time are provided here.

The 'Forgot Your Password?' link can be used at any time to have the system reset a password and send a new, temporary password to the email address in the user profile.

A user account will be deactivated after three unsuccessful login attempts. Either click the **Forgot Your Password?** link or contact RegUSA Customer Support at 800-211-3638 for assistance should this occur.

Notifications

Important system messages will be posted in the Notifications area, which is identified by the bell icon under username. A number enclosed will indicate the presence and quantity of Notifications.



These Notifications can include, but are not limited to:

- Messages from Dealertrack to users regarding important items such as system updates.
- Alerts regarding state-specific processing changes.

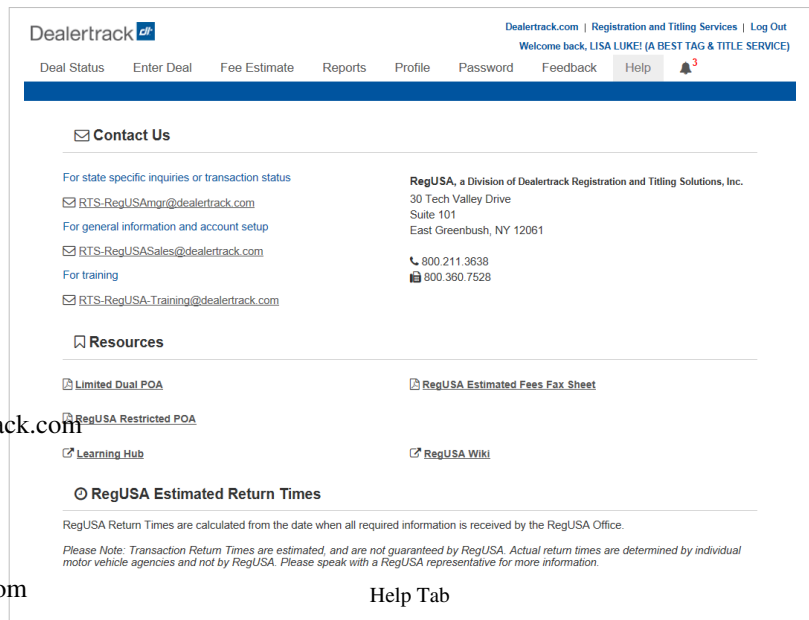
RegUSA Help

Contact Information

RegUSA Customer Support is available: Monday - Friday 8:00am - 6:00pm ET

- Phone: 800.211.3638
- Fax: 800.360.7528
- Email:
 - For state specific inquiries or transaction status: RTS-RegUSAmgr@dealertrack.com [1]
 - For general information and account setup: RTS-RegUSASales@dealertrack.com [2]
 - For training: RTS-RegUSA-Training@dealertrack.com [3]
- RegUSA Mailing Address:

30 Tech Valley Drive, Suite 101
East Greenbush, NY 12061



Resources

- [Limited Dual POA](#)
- [RegUSA Restricted POA](#)
- [RegUSA Estimated Fees Fax Sheet](#)
- [Learning Hub](#)
- [RegUSA Wiki](#)

RegUSA Estimated Return Times

Check the **Help** tab for current estimated return times for each state.

References

- [1] <mailto:RTS-RegUSAmgr@dealertrack.com>
 - [2] <mailto:RTS-RegUSASales@dealertrack.com>
 - [3] <mailto:RTS-RegUSA-Training@dealertrack.com>
-

Article Sources and Contributors

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