

Transfers With and Without Renewal

Vehicle Details Page

#1 When you are on the vehicle details page, check to see if it has a current registration. If it does, then this is a **Transfer Without Renewal**. If it does **not** have a current registration, then this is a **Transfer With Renewal**.

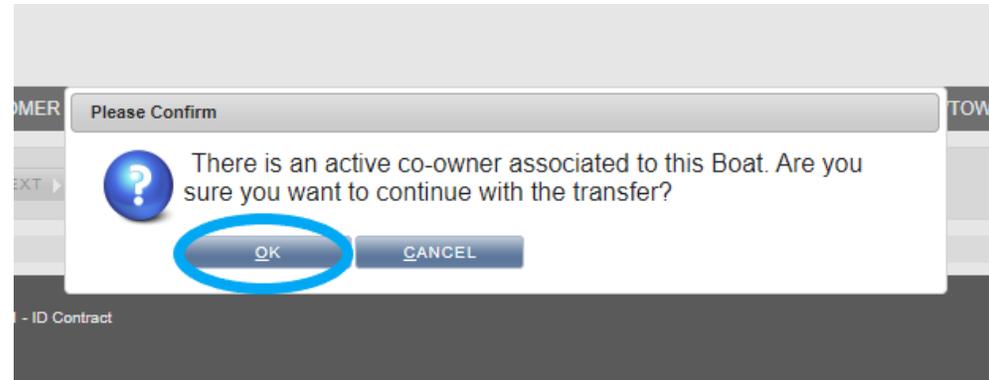
#2 Press the transfer button to get into the transfer page.

The screenshot shows the 'Vehicle Details Page' with the 'REGISTRATIONS' tab selected. The 'Actions' bar contains buttons for 'REGISTRATION', 'TITLE', 'TRANSFER' (circled in red and labeled #2), 'PRINT VEHICLE PROFILE', and 'CHANGE HISTORY'. The 'Boat Info' section includes fields for Coast Guard/Bow Number (ID6009AX), Status (Active), Vehicle Type (Boat), Registration Expiry (Thu Dec 31 2020), Creation Date (Wed Apr 22 2020), and Creation User (ao-legacyload-vrs). The 'Title Information' section includes HIN (GDY435051718), Re-Enter HIN, Questionable (No), Assign Hull ID (No), Make (GODFREY MARINE COMPANY), and Year (2018). The 'Boat Information' section includes Hull Material (Aluminum), Type of Boat (Pontoon), Model, Type of Use (Pleasure), Engine Drive (Outboard), and Propulsion Type (Propeller). The 'Customer Info' section includes Customer # (003415527), Status (Active), Customer Class (Individual), and address (Coeur D Alene, Idaho, Kootenai, 83815-5202, United States, Valid). The bottom navigation bar includes 'Notes & Alerts', 'Document Uploads', 'Co-Owners (2)***', 'Previous Owners', 'Registrations (1)', and 'Orders (2)'. The 'Actions' bar at the bottom includes 'ADD NOTE/ALERT'.

Previous Co-Owner

Note:

If there is an active co-owner on the vehicle, select **OK**



Search for New Owner

#1 Search for the customer that you need to transfer the vehicle too. This will be the primary owner on the vehicle once the transfer is complete.

#2 Click on the **Select** button. If you click on the customer number instead of the **Select** button, you will have to start over.

Vehicles Registrations

Identifier/Cert/Edu Type: Customer # Identifier/Cert/Edu #: [] State: [] Harvest #: [] Inventory Type: [] Inventory #: []

Customer Class: #1 [] Status: Active [] Receipt #: [] Order #: [] TAN: [] Permit #: [] Privilege Code: []

Last Name: Dahle First Name: Za Middle Name: [] Business Name: [] Date of Birth Match: Exact Match [] Date of Birth: [] Customer Search Type: [] Customer Search Value: []

Phone Number: [] Include Area Code: Address Type: Physical [] Street Address: [] Supplemental Address: [] City/Town: [] County: [] State: [] ZIP/Postal: [] Country: [] Email: []

Sort Order: Last Transaction Date then Customer Name []

SEARCH ADD CUSTOMER

CUSTOMER #	STATUS	CUSTOMER / BUSINESS NAME	CUSTOMER CLASS	DATE OF BIRTH	PHONE	ADDRESS	SUPP ADDRESS	CITY/TOWN	COUNTY	STATE	ZIP/POSTAL	COUNTRY	LAST TX
SELECT 203636238	Active	Dahle, Zayna []	Individual	[]	[]	[]	[]	Boise	Ada	Idaho	83709-1282	United States	

Page: 1 of 1 #2 [] [] [] [] 25 rows per page []

Production

Transfer Page

#1 If this is a **transfer with renewal**, check the **New Registration** box to make the registration current for the year. If this box is not checked, then you will be doing a **transfer without renewal** and it will not make the registration current, but it will transfer the vehicle into the other person's name.

#2 Fill out the vehicle information.

#3 If there is a co-owner to add, search for them, and add to vehicle profile.

#4 Select **OK** at the bottom of the screen.

Transfer From Customer	Customer #	Status	Customer Class	First Name	Middle Name	Last Name	Suffix	Date Of Birth
	003415527	Active	Individual					
Transfer To Customer	Customer #	Status	Customer Class	First Name	Middle Name	Last Name	Suffix	Date Of Birth
	203636238	Active	Individual					
Registration Info	Registration Expiry	Remaining Days	<input type="checkbox"/> New Registration #1					
	Dec 31 2020	192						
#2	Coast Guard/Bow Number	Status	Vehicle Type	Registration Expiry	Creation Date	Creation User		
	ID6009AX	Active	Boat	Thu Dec 31 2020	Wed Apr 22 2020	ao-legacyload-vrs		
Boat Info	HIN	Re-Enter HIN	Questionable	Assign Hull ID	Make	Year		
	GDY43505I718		No	No	GODFREY MARINE COMPANY	2018		
	<input type="checkbox"/> Allow Future Year Built							
Boat Info	Length							
	23 ft							
Title Information	Title	Title State						
	183087863							
Boat Information	Hull Material	Type of Boat	Model	Type of Use	Engine Drive	Propulsion Type		
	Aluminum	Pontoon		Pleasure	Outboard	Propeller		
	Fuel Type	Max Horsepower	Color	Primary Use Area	Secondary Use Area	Description		
	Gasoline	115		28 Kootenai	Statewide			
#3	Identifier Type	Identifier #	Last Name	First Name	<input type="button" value="REMOVE"/>			
	Customer #							
New Co-Owner Details (Max 3)	Business Name	ZIP/Postal	<input type="button" value="SEARCH"/>					
#4	<input type="button" value="ADDITIONAL CO-OWNER"/>							
	<input type="button" value="OK"/>	<input type="button" value="CANCEL"/>						

Production

Vehicle Information Verification

#1 Check **radio** button next to Transfer Without Renewal or Transfer With Renewal (whichever you are doing), input inventory number, and fill out information again.

Note: This is a good place to double check if you are doing a transfer with renewal or a transfer without renewal. If you need to change it from Transfer Without Renewal to Transfer With Renewal - Select **Cancel** and select the **New Registration** box, then fill out the information and proceed- see previous page for instructions.

#2 Select **OK**. This will take you to the shopping cart.

BOAT GDY43505I718-REGISTRATION PRODUCT(S)

TYPE	PRODUCT	INVENTORY	PRICE
<input checked="" type="radio"/> Transfer Without Renewal	V01 - Boat Registration	<input type="text"/>	\$4.50
<input type="radio"/> Transfer Without Renewal	V03 - Non-Profit Boat	<input type="text"/>	\$4.50

Type of Boat Model Type of Use Propulsion Type Fuel Type Max Horsepower

Color

Payment Screen

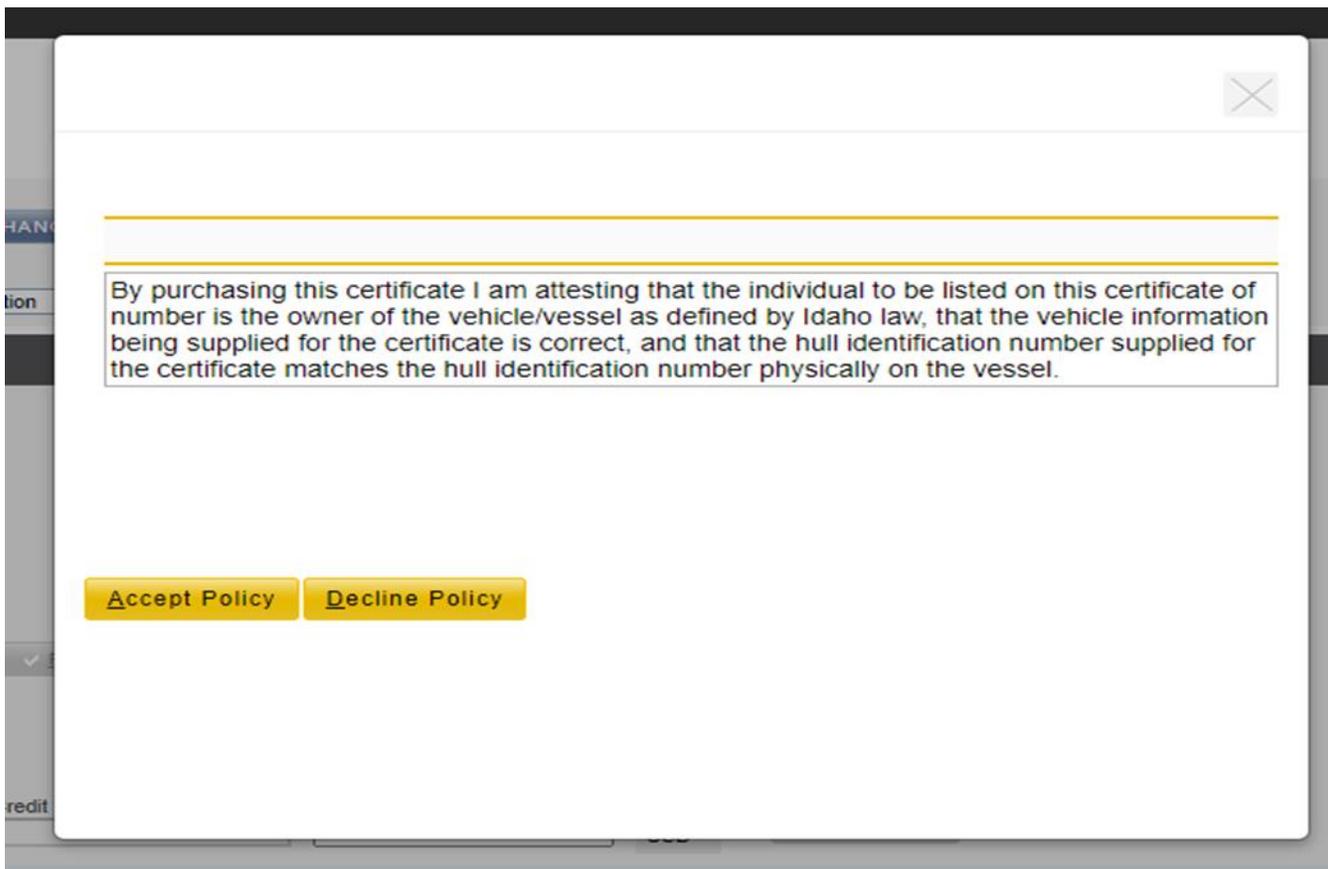
- #1 Select **Payment Type**, and input payment information, i.e. credit card, check information, cash, etc.
- #2 Select **Process Order**

Please note that when you are doing a transfer, you can only do one transaction at a time.

Customer	Name TAYLOR,JOEL	Customer # 003526379	Phone 2083047468	Zip 83713-1395	CHANGE CUSTOMER																																			
Actions	PURCHASE PERMIT PURCHASE POS		New: <input type="text" value="Boat - Registration"/>	GO																																				
Items	<table border="1"> <thead> <tr> <th>ORDER</th> <th>ITEM</th> <th>QTY.</th> <th>FEE TYPE</th> <th>PRICE</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> Renew Registration (New - 1) (2020)V05-Resident OHV(Renewal) Valid: Thu Jul 2 2020 to Thu Dec 31 2020 Registration Document: Upload Registration Document Resident OHV Registration(s): M20-112456 TAYLOR, JOEL (003526379) 5687 N Applebrook Way Boise, ID, 83713-1395 United States OHV VBKXWH2369M115922 Coast Guard/Bow Number:IDOH5175AI </td> <td>Remove 1</td> <td>State Fee</td> <td>\$8.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Vendor Fee</td> <td>\$1.50</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Transaction Fee</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Surcharge Fee</td> <td>\$1.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Additional Surcharge Fee</td> <td>\$1.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Order Total</td> <td>\$12.00</td> </tr> </tbody> </table>					ORDER	ITEM	QTY.	FEE TYPE	PRICE	<input type="checkbox"/>	Renew Registration (New - 1) (2020)V05-Resident OHV(Renewal) Valid: Thu Jul 2 2020 to Thu Dec 31 2020 Registration Document: Upload Registration Document Resident OHV Registration(s): M20-112456 TAYLOR, JOEL (003526379) 5687 N Applebrook Way Boise, ID, 83713-1395 United States OHV VBKXWH2369M115922 Coast Guard/Bow Number:IDOH5175AI	Remove 1	State Fee	\$8.50				Vendor Fee	\$1.50				Transaction Fee	\$0.00				Surcharge Fee	\$1.00				Additional Surcharge Fee	\$1.00				Order Total	\$12.00
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Totals					Total Price	\$12.00																																		
Outstanding					Total Past Paid	\$0.00																																		
					Amount Owing	\$12.00																																		
					Minimum Payment Due	\$12.00																																		
Payment	<input type="text" value="--"/>	<input type="text" value="12.00"/>	<input type="text" value="USD"/>	SWIPE CARD																																				
	ADDITIONAL PAYMENT																																							
	Process Order		Cancel Cart																																					

Attestation Statement

This box will pop up with an attestation statement. You need to read this paragraph to the customer and ask them to accept the policy.



Order Summary Page

Put in Payment information. Then, the Order Summary page will come up.

#1 Print Documents

#2 Finish Order

Order Summary

Receipt Details	Receipt # 370810241	Receipt Date & Time Mon Jun 29 2020 10:27 AM PDT	Sales Location HQ General Administration Operations	Created By Dahle,Zayna					
Customer	Name YOUNGBLOOD,ROBERT	Customer # 002573477	Phone 2088806214	Email [REDACTED]	Organization Name [REDACTED]				
								PRINT RECEIPT	PRINT DOCUMENTS
Transaction(s)	Renew Registration , Make Payment								
Receipt Item	Order #: YOUNGBLOOD, ROBERT (002573477) 324 Hickory Ct Nampa, ID, 83686-2991 United States			(2020)V01-Boat Registration(Renewal) Valid: Mon Jun 29 2020 to Thu Dec 31 2020 Boat Registration(s): B20-060581	1			State Fee Vendor Fee Transaction Fee Surcharge Fee Additional Surcharge Fee	\$32.00 \$1.50 \$0.00 \$10.00 \$0.00
	Boat ACBX7999F192 Coast Guard/Bow Number:ID4291AL							Order Total	\$43.50
Receipt Fees Summary								State Fee Vendor Fee Transaction Fee Surcharge Fee Additional Surcharge Fee	\$32.00 \$1.50 \$0.00 \$10.00 \$0.00
Totals								Total Price Total Past Paid	\$43.50 \$0.00
Payments & Change								Payment Tendered Change Tendered	\$43.50 \$0.00
Outstanding								New Amount Owing	\$0.00
Payment Details	Type Personal Check	Check Number 5550	Check Date Mon Jun 22 2020	Check Holder Name Robert M Youngblood	Amount 43.50	Currency USD			
Print Actions	<div style="display: flex; justify-content: space-between; align-items: center;"> PRINT RECEIPT PRINT DOCUMENTS #1 </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> Finish Order #2 </div>								

Production