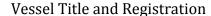


Vessel Registration and Title Transfer	Vessel Registration and Title Transfer	
In Tapestry, you must also know how to Title and Register Vessels. You will notice that the		
transaction for Vessels will look very similar to Vehicles.		
New Manager springboard	Select Vehicle Management manager	
We want to Title and Register this vessel by selecting the <b>Register (and Title) a Vessel</b> hyperlink.		
	Select Register (and Title) a Vessel hyperlink	
Like vehicles, we will enter the HIN twice for vesse	ls new to Tapestry.	
HIN	SKE32765H813	
Re-Enter HIN	SKE32765H813	
The first question Tapestry will ask once the HIN ha	as been verified is if the Vessel is 10 feet or longer.	
This is because if it is over ten feet it must be titled. In our case, the vessel is 18 feet.		
Is the Vessel 10 feet or longer?	Yes	
We are transferring this title from another state.		
Transaction Type	Title Transfer	
Because this is a Title Transfer Tapestry will ask if the vessel has ever been registered Out of State.		
This is because some states do not title vessels, they just register them. In this instance the Vessel is		
coming from Colorado, a registration only state.		
Has Vessel Ever Been Registered OOS?	Yes	
Most Recent State Registered	Colorado	
Since the owner only has a registration and no title, he will have to fill out an Affidavit Certifying		
Ownership of the vehicle at the office. Today he has his ACO		
Document Acquired	Affidavit Certifying Ownership	
Previous Registration Number	AE12345CO	
Once all fields have been satisfied, we will continue.		
	Select <b>Next</b> action button	

Vessel Details	
Unlike vehicles, there is no national database for HINs to pull vessel details from and we need to	
enter all the information for vessels new to the state of New Mexico.	
Make	SKEETER
Model	TZX
Year	2013
It is best practice to enter all information available. Although it is not required, if we enter the	
Engine ID Number	
Engine ID Number	V11541739
horsepower becomes mandatory	
Horsepower	115
Color 1	WHITE
Color 2	GREEN
Tapestry now requires we enter the dimensions of the vehicle. The length is used to generate the	
registration fees and the length and width together calculate the Passenger Capacity. Notice how	
these fields update as we add dimension information.	
Overall Length – <u>feet</u>	18
Inches defaults to zero.	





Beam (width) – feet

After entering the Beam width, Tapestry calculates the capacity as 7 passengers and 1,080 pounds. Should the Document provided state a different capacity, the override capacity checkbox can be selected, making these fields editable.

2

Transom, which is the depth, is optional. We will enter 2 feet.

Transom (depth) – **feet** 

The next few fields are used to collect information used by Game and Fish and law enforcement. This information will populate on the registration printed.

### This vessel will be used for Pleasure

Type of Use	Pleasure
The Type of Vessel is asking if it is an open or close	ed cabin. This cabin is open.

Type of Vessel Open

Next we need to enter how the vessel is propelled. If you cannot find your propulsion type here you can select other. In that instance, Tapestry will populate another field to enter that information. In our case, outboard is on the list.

Propulsion	Outboard
Our hull material is not listed so we'll select Other and enter the material of Composite.	
Hull Material	Other
Other	Composite
Fuel Type	Gasoline

Like with vehicles, Tapestry needs to know information about the Owners for the vehicles to populate the appropriate sub-sections as you go through this transaction. The Vessel has individual primary owners and a lien holder as well.

Primary Owner Type	Individual
State of Primary Operation	NM
Is this vessel leased?	No
Is there a lienholder?	Yes

Like vehicles, vessels can be titled only as well if the owner does not plan to operate it here in NM. When all fields are complete, select the **Next** action button to continue.

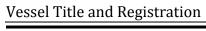
Select **Next** action button





Lien Holder Information		
Since we told Tapestry a lien holder exists, the Lien Holders sub-section has opened for us. This sub-		
section acts exactly as it does for vehicles.		
Lien Holder Name	DURANGO CREDIT UNION	
Date Filed	Today's Date	
Maturity Date	073125	
Remember: Lien holder addresses can be out of state. Our out of state vessel has an out of state lien		
holder.		
Lien Holder Address	15 BODO DR 81303	
	Select <b>Next</b> action button	
Again, we can add as many lien holders as necessary.		
Do you want to add another lien holder?	Select <b>No</b> action button	

Owner Information		
We are now prompted to enter Owner Information for an Individual because of our selection in the		
Vessel Details sub-section. The owner of this vessel does not hold New Mexico license, but we can		
still enter the information from his out-of-state licenses. First we need to enter the owner's <b>Proof of</b>		
Identity.		
Proof of Identity	Driver's License	
It's important to change the Credential State if it is	s not from New Mexico. In this case, the owner's	
license is from Colorado.		
Credential State	CO - Colorado	
Now we can enter the owner's <b>Credential Number</b> .		
Credential Number	9873469548	
Next we need to select the <b>Search for Owner</b> action button so that Tapestry can determine if this		
individual is already in our system.		
	Select <b>Search for Owner</b> action button	
Since none of the fields populate with information, we know this person does not exist in Tapestry.		
We will need to enter their information manually.	Starting with the <b>First Name</b>	
First Name	Daniel	
Middle Name	Alfred	
Last Name	Raymonds	
Date of Birth	11-14-1951	
Since it is a best business practice to gather as much information as the customer is willing to		
provide, we will also enter an <b>E-mail Address</b> and <b>Telephone Number</b> .		
Email Address	Rayman@email.com	
Phone Type	Cell	
Telephone Number	904-384-1978	
When all fields are complete, select the <b>Next</b> action button to continue.		
	Select <b>Next</b> action button	





Owner Address	
Since Daniel did not previously exist in Tapestry, there is no address to pull in. So we'll need to enter it manually as well.	
Single Line	12412 Grand Avenue NE 87123
Is Owner's Mailing Address same as physical address?	Yes
Is Owner's Renewal Address same as Mailing Address?	Yes
When all addresses have been entered and verified, select the <b>Next</b> action button to continue.	
	Select <b>Next</b> action button

Purchase Information		
The first sub-section within the Required Documents section is Purchase Information. Daniel did		
have the vessel registered to his name in Colorado. Therefore, he should not be charged excise tax.		
To view what purchase type we should select in this instance, use the Additional Information icon on		
the Purchase Type drop-down.		
Purchase Type	Select Additional Information icon	
Here we see all of the purchase types and what they can be used for.		
We need to select the <b>None</b> Purchase Type because this is a Same owner out of state transfer. We		
can make our selection from this window by selecting the <b>None</b> hyperlink.		
Purchase Type window	Select <b>None</b> hyperlink	
The date acquired field will not affect fees for late title transfers. For now, let's enter today's date.		
Date Acquired	Today's Date	
	Select <b>Next</b> action button	

Documents	
First, flip through the documents collected and make sure they are all marked as collected in	
Tapestry. Let's mark our HIN Inspection and enter that information.	
HIN Inspection	Select <b>Collected</b> checkbox
Inspection Type	Law Enforcement
In-State VIN Inspector?	Yes
Date of Inspection	06/27/18
Scanning Required! Click to Scan	Scan documents
	Select <b>Next</b> action button

Registration and Fees	
All the fees look good and we have confirmed with the Raymonds that they have money to pay the	
debt. Remember: this is your last sub-section to save this transaction and come back to it later.	
	Send Vehicle Verification
Fees sub-section	Select <b>Next</b> action button
Summary section	Select <b>Submit</b> action button



### **Vessel Customer springboard**

Like we saw for vehicles, the Account ID will not become the Vessel Registration Number until you except a payment. In order to accept a payment, we'll need to navigate to the **Vessel Ownership** springboard.

Vehicle Customer springboard	Select <b>Account ID</b> hyperlink

Vessel Ownership springboard		
From this springboard we can select the <b>Accept a Payment</b> action button.		
	Select Accept a Payment action button	
	Select <b>Cash</b> hyperlink	

Cashiering Payment	
Tendered	\$50
	Select <b>Save</b> action button

Cashiering Interation	
Cashiering Interaction	Select Quick Print header button
Cashiering Receipt Vessel Title Application Form	Select <b>Print</b> header button
Vessel Temporary Registration	
	Close IE tabs containing letters
Vessel Title	Select <b>Print</b> header button
	Close IE tabs containing letters
Mail	Close <b>X</b> icon
Scn Title App	Scan Title app
	Select <b>OK</b> action button

### **Account springboard**

We see the Boat Registration Number is now assigned and the appropriate expiration date is added.

We see the Vessel Ownership springboard looks very similar to the Vehicle Ownership springboard.

Let's close the springboards for this vessel to move to our next exercise.

Navigation Panel	Select <b>Close Group</b> icon

