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| 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 Register (and Title) a Vessel hyperlink. | |
| | Select Register (and Title) a Vessel hyperlink |
| Like vehicles, we will enter the HIN twice for vessels new to Tapestry. | |
| HIN | SKE32765H813 |
| Re-Enter HIN | SKE32765H813 |
| The first question Tapestry will ask once the HIN has 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 Next action button |

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| 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 – feet | 18 |
| Inches defaults to zero. | |

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| <i>Vessel Details continued</i> | |
| Beam (width) – feet | 6 |
| 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. | |
| Transom, which is the depth, is optional. We will enter 2 feet. | |
| Transom (depth) – feet | 2 |
| 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 closed 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 <i>Other</i> 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 |

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| 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 Next action button |
| Again, we can add as many lien holders as necessary. | |
| Do you want to add another lien holder? | Select No action button |

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| 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 Proof of Identity . | |
| Proof of Identity | Driver's License |
| It's important to change the Credential State if it is 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 Credential Number . | |
| Credential Number | 9873469548 |
| Next we need to select the Search for Owner action button so that Tapestry can determine if this individual is already in our system. | |
| | Select Search for Owner 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 First Name . . . | |
| 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 E-mail Address and Telephone Number . | |
| Email Address | Rayman@email.com |
| Phone Type | Cell |
| Telephone Number | 904-384-1978 |
| When all fields are complete, select the Next action button to continue. | |
| | Select Next action button |

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| 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 Next action button to continue. | |
| | Select Next action button |

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| 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 None Purchase Type because this is a Same owner out of state transfer. We can make our selection from this window by selecting the None hyperlink. | |
| Purchase Type window | Select None 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 Next action button |

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| 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 Collected checkbox |
| Inspection Type | Law Enforcement |
| In-State VIN Inspector? | Yes |
| Date of Inspection | 06/27/18 |
| Scanning Required! Click to Scan | Scan documents |
| | Select Next action button |

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| 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 Next action button |
| Summary section | Select Submit 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.

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| Vehicle Customer springboard | Select Account ID hyperlink |
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Vessel Ownership springboard

From this springboard we can select the **Accept a Payment** action button.

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| | Select Accept a Payment action button |
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| | Select Cash hyperlink |
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Cashiering Payment

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| Tendered | \$50 |
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| | Select Save action button |
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Cashiering Iteration

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

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| Navigation Panel | Select Close Group icon |
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