

30-Day Print-on-Demand Temporary Permits Through the KDOR Dealer Web Portal Frequently Asked Questions

Q. What is required to get signed up to use the Dealer Web Portal?

A. You will access the Dealer Web Portal through the KS Webtax site, so you must be signed up to use KS Webtax first. Video tutorials that show you how to sign up for and use KS Webtax are on our website at www.ksrevenue.gov/tutorials.html. Once you have your KS Webtax access set up, view the Dealer Web Portal tutorials on our website at www.ksrevenue.gov/edudealers.html. After you view the tutorials, complete the Dealer Web survey to get your personal identification number.

Q. If I am already registered with the Kansas Department of Revenue for sales tax reporting, do I need a new user ID to do print-on-demand 30-day permits?

A. No. You can use your existing user ID to access the Dealer Web Portal through KS Webtax. From there, you attach your dealership account to your KS Webtax account using your dealer folder number. Your dealer folder number is located in the upper left-hand corner of the monthly sales report cover sheet or on your license renewal notice. If you do not know your dealer folder number, call 785-296-3621 and choose option 4, or send an email to kdor_dealer.licensing@ks.gov.

Q. It looks like I have to log in twice. Is that right?

A. Yes, but you should only have to do that once to attach your dealer account to your KS Webtax account. First you log in to KS Webtax and then to the Dealer Web Portal. Your user name for the Dealer Web Portal is your dealer number. Your PIN will be sent to you after you watch the Dealer Web Portal tutorials and complete the survey on our website at www.ksrevenue.gov/edudealers.html. Once you attach your dealer account to your KS Webtax account, your dealer account will be available immediately after login to your KS Webtax account.

Q. Are the dealer number and PIN required to sign in or just to set up the account?

A. They are required only to set up the account.

Q. I've got sales people who are not involved with reporting sales tax and they will need to be able to login to do print-on-demand 30-day permits. I don't want them to see all the sales tax information. Can I set them up with their own logins and limit what they can see?

A. Yes. You can assign each one a username and password and then tailor their access for only the parts of the portal they need. To do this, have each person who needs access to the Dealer Web Portal to generate print-on-demand 30-day permits register through KS Webtax at <https://www.kdor.org/TaxCenter/login.aspx>. During registration, the person will choose a user ID and password. He or she will give you the username, which you will add to your Dealer Web Portal account. You can set the person's level of access to full or to 30-day permit only. After that, the person can login using his or her username and password. This

process is demonstrated in the Introduction and Privacy Controls tutorial, which is not yet posted on the Dealer Web Portal Tutorials page.

Q. When do we need to be signed up to use the Dealer Web Portal?

A. You will want to be signed up before we convert to the new DMV System, so we recommend you sign up as soon as possible.

Q. Do I have to use a bank card or a credit card to pay for the 30-day temporary permits I print?

A. All transactions are by electronic funds transfer (EFT). Credit cards cannot be used.

Q. I do my sales tax filing online, so I have an EIN number, but I do not use the system to pay. What do I need to do differently to be able to pay?

A. You will need to set up an electronic funds transfer to pay for the print-on-demand 30-day permits. Instructions are included in the Introduction tutorial on the Dealer Web Portal Tutorials page.

Q. My dealership is open on Saturday and Sunday. Will I be able to do print-on-demand permits on those days?

A. Yes. The system is available 24 hours a day, seven days a week.

Q. If a buyer backs out on a sale and the vehicle is sold to someone else, will I be able to get another 30-day permit for that vehicle?

A. Yes. These are temporary permits. The system does take into account that events like you describe will occur. The system is not so restrictive that it will not allow you to print another permit within the 30 days, but it will be monitored for signs of misuse. If we discover the system is being used in ways we do not intend, we will investigate the circumstances.

Q. If an error occurs with the print-on-demand permit, or if I forget to print it, is there a way to go back and get it?

A. If you are unable to print the permit for some reason, or you accidentally close the window before you print it, then you've lost the ability to print that permit.

Q. What if you need to issue a 30-day permit after the date of sale, like when the buyer's tag expires within 30 days of the purchase?

A. We are considering adding a date-of-sale field so that is possible, but it's not in place now.

Q. What if a customer comes back because his or her permit has been stolen? Will we be able to print another temporary permit?

A. You can, but you are charged for each permit processed. In a situation like this, if you had saved the original electronic permit (PDF), or had printed two copies so you could save one in the file, you would be able to print another copy (from the PDF) or make a photocopy of the one you saved in the file. Saving the permit electronically or on paper is recommended.

Q. Does this work the same for tractor trailers?

A. If you are currently issuing cardboard permits for them, then yes.

Q. What protects the paper 30-day permits from the weather?

A. Tags are protected by a plastic bag. The bags have holes in them that line up with the screw holes on the vehicle. We also provide a piece of cardstock to provide stability for the permit.

Q. Will tag bags be sent automatically?

A. We plan to have the initial shipment of bags go directly to dealers who are past users of the portal. The number of bags they receive will be based on 2010 reported sales. If you have not used the portal in the past, you will need to sign up to use it to have the bags sent directly to you. If you recently signed up, or will sign up soon, we will give you a letter to take to your county treasurer's office to get tag bags from them.

Q. What do we do with old permits once the new system is in place?

A. Our advice to dealers is to not order any more than you think you will use to get you through the end of January 2012.

Q. What do we do with cardboard permits we don't use?

A. The director of vehicles has said that dealers can be credited for a reasonable number of unused cardboard permits when we convert to the new DMV System. The rules for how that will work are still being developed, but a dealer should not expect to be credited for an excessive number of unused cardboard permits after being advised to not buy any more than a dealer can reasonably expect to use through the end of January 2012. Cardboard permits must not be used once the new DMV System is in place.