

## ATTACHMENT D1

Please review and distribute as appropriate:

Texas NICUSA (NIC), the new managing partner of the TexasOnline Web site, requires that each county employee needing access to the Transaction Processing Engine (TPE) to print reports or view processed transactions for TexasOnline motor vehicle registrations receive a user login. Print the form Attachment D2 TPE USER SET-UP FORM and complete it as instructed below.

Instructions for completing the TPE USER SET-UP FORM:

- 1) Prepare a form for each of your employees who need access to the TPE.
- 2) Don't change any of the check boxes which have been pre-checked.
- 3) Vendor Name(s): Enter your county's name, leave "CNTY VEHREG" at the end of the line.
- 4) Vendor ID(s): Enter your county's number with a prefix of "2."  
Example: **2015** for Bexar County (015)
- 5) Organization Name: Enter your county name plus "County tax office."  
Example: "Bexar County tax office"
- 6) Organization Address: Enter your county office's street address.
- 7) Organization City / State / Zip: Enter your county office's City/State/Zip.
- 8) User Name: Enter the name of the employee who needs access to TPE.
- 9) User Telephone: Enter the user's work telephone number.
- 10) User Mobile: Enter the user's cell phone number.
- 11) User Email: Enter the user's work email address.
- 12) County Approved By: Responsible county manager's or official's name.
- 13) State Approval: Don't Change.
- 14) Agency Number: Don't Change.

15) Fax or mail the TPE USER SET-UP FORM to the TxDMV at:

---Fax: (512) 467-3994

---Mail: Texas Department of Motor Vehicles  
Attn: County Agreement Coordinator  
4000 Jackson Ave.  
Austin, TX 78731

NOTE: The completed TPE USER SET-UP FORM must be returned to the TxDMV prior to April 30, 2010. After June 30th, 2010, NICUSA will process the TPE USER SET-UP FORM directly with the counties to make changes to users and passwords.

If you have any questions or need additional information please contact the VTR Help Desk at 1-877-933-2020.