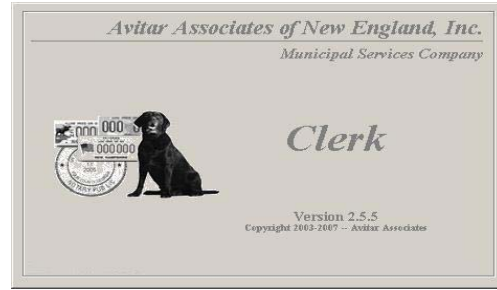




Avitar Associates

Municipal Services Company



Avitar Clerk/Motor Vehicle System

The Avitar Clerk/Motor Vehicle System is a stand alone Clerk system, allowing for the maintenance and reporting of all clerk functions and fees. The system consists of the core application interface with common reporting and fee settlement functions. The system has distinct modules built around the common core, each of which can be enabled or disabled based on the needs of the Town and its individual users. Each of the modules is detailed below, but the common core application has the following features:

- Common fee settlement process so different types of transactions (e.g. dog license, dump sticker, and/or motor vehicle registration) for a single resident can be paid on a single receipt.

Avitar Clerk
File Utilities Services Reports Help

Fee Settlement Transactions

Transaction #	Description	Amount	Actions
#1: DMV -- TITLE - PS	JOHN ZINKO Vehicle: 2007 TOYT VIN: 2T1BR32E97C811000 CTA: 13989066	\$27.00	[?] [X]
#2: DMV -- NEW	JOHN ZINKO Vehicle: 2007 TOYT VIN: 2T1BR32E97C811000 Plate: ZINKO IPASS Decal: 0182254 (2011)	\$159.03	[?] [X]
#3: DOG -- LICENSE NEW	JOHN ZINKO Type: SPAYED/NEUTERED Year: 2010 Tag #: 213	\$6.50	[?] [X] [Print]
#4: DOG -- LICENSE NEW	JOHN ZINKO Type: SPAYED/NEUTERED Year: 2010 Tag #: 214	\$6.50	[?] [X] [Print]
#5: TCS -- VITAL STATISTICS	JOHN ZINKO CERTIFICATE NUMBER: 12345678 TYPE OF STATISTIC: BIRTH REQUESTOR: JOHN ZINKO	\$15.00	[?] [X] [Print]

Cart (5)

Hold Cart Clear Agent Delete Cart Pay

Total Fees

	Town	State
Fees:	\$115.00	\$99.03
Less Credit:	\$0.00	\$0.00
Amount Due:	\$115.00	\$99.03

Payor Phone #: 603-555-5858

Town Payment State Payment

Payor Name: JOHN ZINKO

Payment Method	Check #	Amount
CHECK	123	\$115.00
CHECK		\$0.00
CHECK		\$0.00

Over Payment: \$0.00

Disable Cash Back / Force Credits

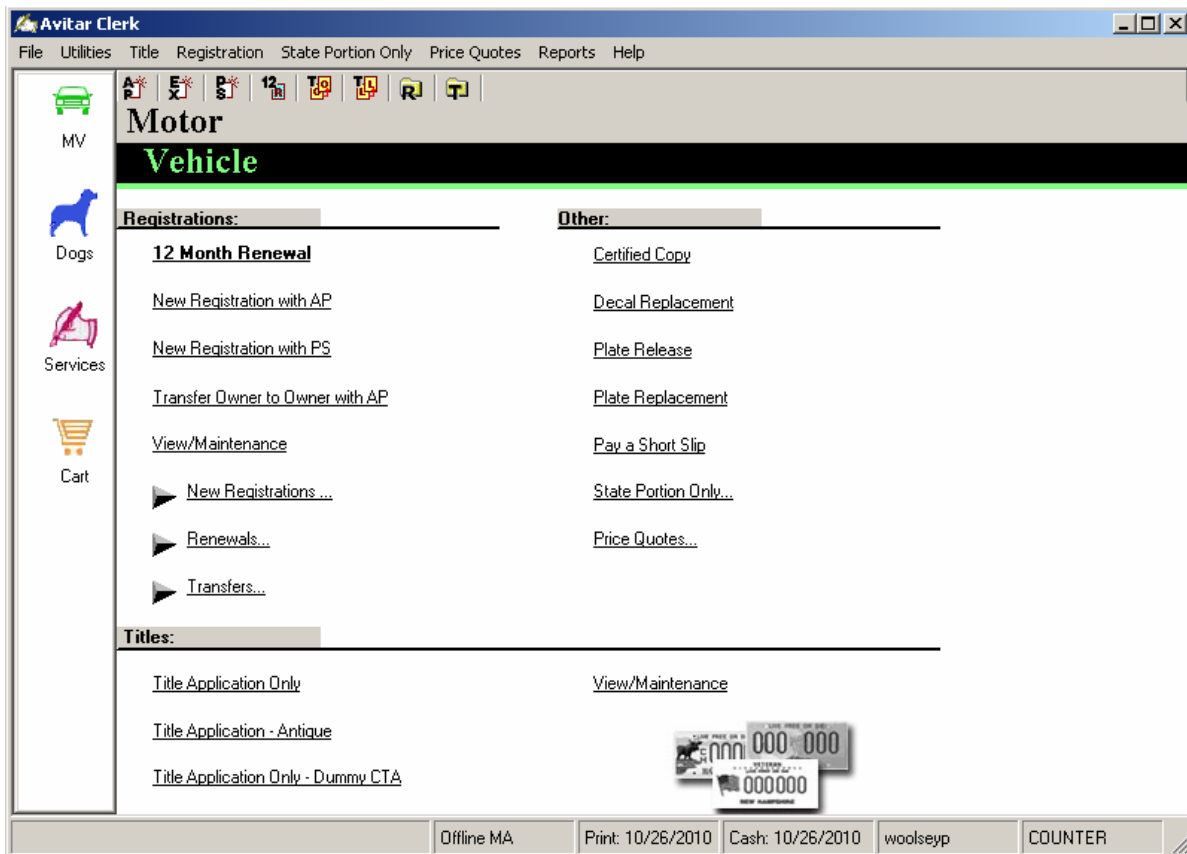
Location:

MAAP Online Print: 9/30/2010 Cash: 9/30/2010 woolseyp COUNTER

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Express database platform.
- The ability to place transactions on Hold for instances when residents may not have brought sufficient funds.
- Maintenance of Account Numbers that can be associated with each individual fee to track the disbursement of collected monies to various Town accounts.
- Full functions for void transactions and the issuance and application of credits.
- End of day deposit functions to assist with balancing cash drawers.
- Integrated Crystal Reports components for reporting functions, allowing the ability to produce dozens of standard reports for a single day or date range that can be exported to any of a number of standard file formats, including Microsoft Word, Microsoft Excel, and Adobe PDF.
- Auditing of transactions and deposits to secure the municipality and the user against accounting mistakes and mishaps.

Motor Vehicle MAAP Module

The Motor Vehicle MAAP Module of Avitar Clerk is uniquely designed for New Hampshire communities and provides the Town with a complete motor vehicle solution that is fully compatible with the State of New Hampshire's Municipal Agent Automation Project (MAAP). The Motor Vehicle system can be configured to perform as an online municipal agent or as Town only.



- Intuitive screens, drop-down menus, tool bars, and tab controls that allow the user to view owner, vehicle, fee, and registration information from a single screen, eliminating the need to scroll through pages and pages of information.
- Allows clerks (depending on the Town's municipal agent status) to perform all of the common motor vehicle functions such as Renewals, New Registrations, Transfers, Decal Replacements, and Plate Replacements.

- Processes for ownership functions such as Surviving Spouse transactions and Primary/Secondary Owner Swaps.
- Functions for Title Only, Antique Titles, and Certified Copies.
- Price Quotes for New, Renewal, and Transfer Registrations to provide residents with cost information prior to processing the complete transaction.
- Provides streamlined functions to assist with the often complicated process of Fleet Renewals.
- Provides a daily MAAP Financial Close Out Report to assist with balancing the cash drawer.
- Monthly Activity and Daily DMV Transaction Log Reports.
- Inventory reports for the accounting of Permits, CTA, Plates, and Decals.
- Function to import the monthly DMV CD-ROM of Renewal Registration data.
- Renewal Registration Notice printing or file export to presort mailing service.
- COMPASS support.

Dog Licensing Module

The Dog Licensing Module of Avitar Clerk satisfies all of the New Hampshire requirements for the licensing of dogs, as well as the reporting of both the State and Town fees.

- Conforms to all aspects of the New Hampshire RSA laws, providing licenses, reports, and notices as required.
- Simple functions for New Licenses, Renewal Licenses, Transfers, and Tag Replacements.
- Provides complete functions for generating Group and Commercial Kennel Licenses, as well as Armed Forces and Service Guide dog licenses.

Dog Name	Lic. Type	Lic. Yr	Lic. Tag	M/F	Breed	Rabies Tag	Rabies Exp
SALLY	GROUP	2010	138	F	SHELTIE	25634	08/08/2012
DUKE	GROUP	2010	139	M	SHELTIE	58745	09/09/2012
SADIE	GROUP	2010	140	F	SHELTIE	253987	02/02/2011
MARLEY	GROUP	2010	141	M	SHELTIE	25478	08/08/2012
LILY	GROUP	2010	142	F	SHELTIE	74585	06/06/2012

Dog Details

Name: SALLY Chip ID: _____
 Breed: SHELTIE Sex: FEMALE
 Color: TRI-COLOR Spayed/Neutered: YES
 Purpose: PET DOB: _____

License Type:
 License Year: Expiration:
 Tag Number:
 Rabies Expiration:
 Rabies Tag:

Dog License Fees

Fees for SALLY:

License Fee: \$ 0.00
 Late Fee: \$ 0.00
 Forfeiture Fee: \$ 0.00
\$ 0.00

Fees for All of Owner's Dogs (5):

License Fee: \$ 20.00
 Late Fee: \$ 0.00
 Forfeiture Fee: \$ 0.00
\$ 20.00

- Produces standard and customizable notices to remind dog owners to renew existing licenses.
- Generates Rabies Notification letters to send to residents.
- Generates the Warrant and Civil Forfeitures for residents that have not licensed their dogs.
- Reports for all collected State and Town dog licensing fees.
- Maintains inventory of all dog license tags.

Clerk Services Module

The Clerk Services Module of Avitar Clerk is designed to eliminate the need for manual bookkeeping by allowing for the entry of all financial transactions of the Town Clerk's office. This module is intended to process all Clerk transactions that are not related to either motor vehicles or dog licensing, such as beach permits or dump stickers.

- Preconfigured with standard services for Vital Statistics, Marriage Licenses, and UCC Filings.
- Fully customizable, allowing the Town to add services and associated fees for anything for which the clerk collects money, including such items as dredge and fill applications, recycling bins, town publications, and beach permits.

The screenshot displays the Avitar Clerk software interface. The window title is "Avitar Clerk" and the menu bar includes "File", "Utilities", "Services", "Reports", and "Help". The interface is divided into several sections:

- Navigation Panel (Left):** Contains icons for "MV" (Motor Vehicle), "Dogs", "Services", and "Cart".
- Address Section:** Divided into "Mailing Address" and "Legal Address".
 - Owner:** Last/Business Name: SMITH; First: PHYLLIS; MI: M; Suffix: []; Co: []
 - Street:** PO BOX 123
 - C/S/Z/C:** BOSCAWEN; State: NH; Zip: 03303-1150; Country: US
- Service Type Section:**
 - Service: VITAL STATISTICS (dropdown)
 - NUMBER OF COPIES: 2
 - CERTIFICATE NUMBER: 123456789
 - REQUESTOR: AMY SMITH
 - TYPE OF STATISTIC: BIRTH
- Service Fees Table:**

VITAL STATISTICS - TOWN - FIRST	4.00
VITAL STATISTICS - STATE - FIRST	8.00
VITAL STATISTICS - STATE GF - FIF	3.00
VITAL STATISTICS - STATE - ADDL	5.00
VITAL STATISTICS - TOWN - ADDL	3.00
VITAL STATISTICS - STATE GF - AD	2.00
Total: \$25.00	
- Buttons:** "Exit" and "Next" buttons are located at the bottom right.
- Status Bar (Bottom):** Displays "Offline MA", "Print: 10/11/2011", "Cash: 10/11/2011", "woolsey", and "COUNTER".

- Fees can be set up to allow the entry of a variable fee at the time a service is rendered, giving the user a powerful tool with which to handle virtually any type of service.
- Process NSF check penalties and owner messages warning clerks not to accept checks.
- Comprehensive reporting tools to track all services, as well as collected fees that must be submitted to the State.

Avitar Clerk Electronic Presentment & Payment

Avitar and Invoice Cloud have partnered to provide seamless integration between Avitar's Clerk/Motor Vehicle system and Invoice Cloud's web based Electronic Invoicing Presentment and Processing (EIPP) portal, which allows customers to access renewal notices online and make payments over the Internet. See the Avitar Clerk Electronic Invoice Presentment & Payment brochure for additional information.

Type	Plate	Invoice Number	Due Date	Balance Due
Motor Vehicle	8FK-788	1232712335	11/30/2011	\$79.00
Motor Vehicle	9987475	9544312335	11/30/2011	\$286.20

When would you like to pay?

Select a Payment Date:

Please select a date you would like for your payment to apply by clicking on the calendar icon to the right of the date field. Next, choose the date when you would like for your payment to apply.

Payments with a selected date of today are processed real-time. Payments with a future date will be scheduled for that day. These are one-time payments.

How would you like to pay?

NEW BANK ACCOUNT NEW CREDIT CARD ACCOUNT

Please add a Payment Account in order to make a Payment.

Please click continue to proceed to the next step ->

Contact Avitar...

Avitar Associates is a New Hampshire based corporation specializing in Municipal Services for the State of New Hampshire since 1986. Over that period, Avitar has developed numerous software applications in response to the unique needs of New Hampshire municipalities. We strive to make our software simple enough for the occasional user while at the same time sophisticated enough to meet the diverse needs of all our communities.

Avitar's software development team develops and supports all software in-house specifically for New Hampshire municipalities. We take great pride in our reputation for unparalleled software support and for continually updating and enhancing our applications to reflect input from our users. We are happy to schedule a complete demonstration of any program in our suite of municipal software applications.

Municipal Software For:
Assessing
Tax Collect
Clerk/Motor Vehicle
Building Permits
Utility Billing

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