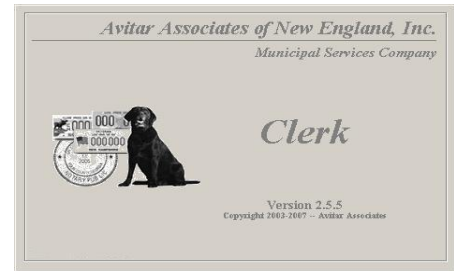




Avitar Associates

Municipal Services Company



Avitar Clerk/Motor Vehicle Browser System

The Avitar Clerk/Motor Vehicle Browser System is designed for smaller New Hampshire communities to use in conjunction with the DMV's MAAP Browser application to register motor vehicles. The system has distinct modules built around the common core with common reporting and fee settlement functions. Each of the modules is detailed below, but the common core application has the following features:

- Multi-user, Client/Server Windows application utilizing the Microsoft SQL Server/SQL Express database platform.
- 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 |
|------------------------|--|----------|
| #1: DMV -- RENEWAL | PATRICIA SMITH Vehicle: _____ VIN: _____ Plate: 12345 PASS PN: 1234567 Decal: 1234567 (2011) | \$256.00 |
| #2: DOG -- LICENSE NEW | PATRICIA SMITH Type: SPAYED/NEUTERED Tag #: 41 Year: 2010 | \$6.50 |
| #3: TCS -- CHECKLIST | PATRICIA SMITH | \$25.00 |

Total Fees

| Town | |
|--------------------|-----------------|
| Fees: | \$287.50 |
| Less Credit: | \$0.00 |
| Amount Due: | \$287.50 |

Payor Phone #: 603-777-7878

Town Payment

Payor Name: PATRICIA SMITH

| Payment Method | Check # | Amount |
|----------------|---------|----------|
| CHECK | 234 | \$287.50 |
| CHECK | | \$0.00 |
| CHECK | | \$0.00 |

Over Payment: \$0.00
Disable Cash Back / Force Credits

Location: _____

Hold Cart Delete Cart Pay

MV Browser Print: 10/21/2010 Cash: 10/21/2010 arendj COUNTER

- The ability to place transactions on Hold for instances when residents may not have brought sufficient funds.
- Process NSF check penalties and owner messages warning clerks not to accept checks.
- 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.

Clerk Browser Module

The Clerk Browser System allows the clerk to reenter vehicle registrations into the Avitar Clerk system either individually after the transaction has been processed in the State's MAAP system or as a single summary transaction at the end of the day. While this option requires that the clerk double enter transactions (if reentering each transaction), it allows smaller communities that do not have a significant volume of motor vehicle transactions to maintain the town accounting of motor vehicle transactions without incurring the costs associated with Avitar's Motor Vehicle MAAP Module option.

- A simple interface for quickly entering motor vehicle transactions already processed by the DMV's Browser application.

The screenshot shows the Avitar Clerk software interface. The window title is "Avitar Clerk" and the menu bar includes "File", "Utilities", "Reports", and "Help". On the left side, there is a vertical navigation pane with icons for "MV" (car), "Dogs" (dog), "Services" (hand holding a document), and "Cart" (shopping cart). The main area is divided into several sections:

- Owner Mailing Address** and **Legal Address** tabs are visible. The "Owner Mailing Address" section contains:
 - Owner: Last/Business Name (SMITH), First (PATRICIA), MI (A), Suffix (), and a checkbox for a business icon.
 - Street: PO BOX 123
 - Date of Birth: 01/01/1980
 - C/S/Z/C: STRATFORD, NH, 03590, US
- MV Browser Transaction Details** section:
 - Transaction: Renewal (dropdown)
 - Permit Nbr: B123456
 - Plate Type: PASS (dropdown)
 - Plate Nbr: 12345
 - Decal Nbr: 02534568
 - Decal Yr: 2011
 - CTA Nbr: (empty)
 - Charge Appl Fee:
 - Survivorship:
- MV Fee Details** section:
 - Amount Paid: 265.00
 - Clerk Fee: 1.00
 - Permit Fee: 261.00
 - MA Fee: 3.00
 - Transfer Fee: 0.00
 - Appl Fee: 0.00

At the bottom right, there are "Exit" and "Next" buttons. The status bar at the very bottom shows: "MV Browser", "Print: 10/22/2010", "Cash: 10/22/2010", "arendj", and "COUNTER".

- Inventory reports for the accounting of Permits, CTA, Plates, and Decals.
- Ability to maintain information for Boat transactions.

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's, 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.

New Dog License

| Owner Dogs | | | | | | Owner Mailing Address | | Owner Legal Address | |
|------------|-----------|---------|----------|-----|---------|-----------------------|------------|---------------------|--|
| 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

Exit Next >

MV Browser Print: 10/21/2010 Cash: 10/21/2010 arendj COUNTER

- 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 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.
- 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.
- Comprehensive reporting tools to track all services, as well as collected fees that must be submitted to the State.

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:

- Left Sidebar:** Contains icons for "MV" (Motor Vehicle), "Dogs", "Services", and "Cart".
- Top Section:** Divided into "Mailing Address" and "Legal Address".
 - Mailing Address:** Owner: SMITH; Street: PO BOX 123; C/S/Z/C: STRATFORD NH 03590 US.
 - Legal Address:** Fields for First (PATRICIA), MI (A), Suffix, and Co.
- Service Type:** Service: VITAL STATISTICS; NUMBER OF COPIES: 2; CERTIFICATE NUMBER: 123456789; REQUESTOR: AMY SMITH; TYPE OF STATISTIC: BIRTH.
- Service Fees:** A table listing fees:

| | |
|----------------------------------|------|
| VITAL STATISTICS - TOWN - FIRST | 4.00 |
| VITAL STATISTICS - STATE - FIRST | 8.00 |
| VITAL STATISTICS - STATE - ADDL | 5.00 |
| VITAL STATISTICS - TOWN - ADDL | 3.00 |
| Total: \$20.00 | |
- Bottom Section:** "Exit" and "Next" buttons.
- Footer:** MV Browser | Print: 10/21/2010 | Cash: 10/21/2010 | arendj | COUNTER

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 | BFK-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 -> [Continue](#)

Powered by [InvoiceCloud](#) | [Privacy Policy](#) | [Trustwave Trusted Commerce](#) | [128bit SSL Secure Site](#)

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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