



TEXAS
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Services

Texas Department of State
Health Services

TxEVER

How-To Fee/Remote Issuance

Provider Readiness and Training

Agenda

This user guide covers the following information.

Fee Module

- a. Paper Inventory
- b. Fee Registration
 - i. Record Found
 - ii. Record Not Found



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Fee Module – Paper Inventory



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GAETAN CARPENTIER , welcome to the Texas Department of

[Utilities](#)
[Import](#)
[Extract File Downloader](#)
[Local Registrar Paper Inventory](#)

ces!

Show Dashboard

Step 1: In the Fee Module, select "TOOLS," then select "Local Registrar Paper Inventory."

Fee Module – Paper Inventory



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LOCAL REGISTRAR PAPER INVENTORY

Form Type: *

Vendor Name: * AMERICAN BANKNOTE CORP

Starting Control #: *

Ending Control #: *

On Hand:

Form Type:

Step 2: In the "Forms Type" field, select "LETTER."

LETTER

BIRTH BASINETTE HEIRLOOM

BIRTH FLAG HEIRLOOM

HEIRLOOM WEDDING ANNIVERSARY

LETTER

LONG

SHORT

Type	Form Name	Ship Date	Quantity	Logged In Location
------	-----------	-----------	----------	--------------------



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Fee Module – Paper Inventory

Step 3: Select Your Local Registrar location.

--Select a value--
REGISTRAR - CITY OF HOUSTON

Step 4: Enter the shipping date.

Local Registrar: * --Select a value--

Ship Date: * / /

Form Type: * LETTER

Vendor Name: * AMERICAN BANKNOTE CORP

Starting Control #: *

Ending Control #: *

On Hand:

Box #: *

Quantity: *

Save

Clear

Step 5: Complete the inventory for paper.

Step 6: Click "Save."



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Fee Module – Paper Inventory

Form Type: Local Registrar:

Type	Form Name	Ship Date	Quantity	Start Control #	End Control #	Vendor Name	Box #	Logged In Loc
DEPOSIT	LETTER	09/13/2018	1000	QA21122	QA22121	AMERICAN BANKNOTE CORP	15	

Step 7: Assure entry is correct at the bottom of the screen.

Fee Module – Fee Registration



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FUNCTIONS

REPORTS

TOOLS

CONFIGURATION

HELP



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[Fee Registration](#)

[Fee User Work Queue](#)

[AR Registration](#)

[AR Payment](#)

[AR Invoice Generation](#)

[DFPS Search and Order](#)

[DFPS Print](#)

[RFQ Search](#)

[Print DCOA Batch](#)

[Switch Location](#)

[Exit Application](#)

Step 3: In the Fee Module, select "FUNCTIONS," then select "Fee Registration."

[Show Dashboard](#)

Fee Module – Fee Registration



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📍 | 👤 | 🏠 | [LogOut](#)



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Step 2: Select "New Request" to open the New Request page.

New
Request

New
Transaction

Search Transactions

Fee Module – Fee Registration



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Skip to main content GLOBAL BIRTH DEATH FEE

TEXAS Health and Human Services Texas Department of State Health Services

FUNCTIONS RECORD REPORTS TOOLS HELP

Request # Request Date Request Total Cost(s) Request Balance(s) NEW REQUEST Event Number Work Order

Help tips

REQUESTOR INFORMATION

Request Type: --Select a value-- Accounts Receivable: --Select a value--
Other: Remit Number: *
First Name: Middle Name:
Last Name: Suffix: --SELECT A VALUE--
No Return Address Provided:
Address 1: Address 2:
State/Country: (Click checkboxes to filter foreign countries only?) --Select a value-- City/Town:
Zip: Zip Ext:
Email: Phone:
Requestor is Minor?

IDENTITY INFORMATION

Form ID #1: --Select a value--
Other Form ID #1:
Form ID #1 Info: --Select a value--
Form ID #2:
Other Form ID #2:
Form ID #2 Info: [Show Document](#)

Priority Comment:

TRANSACTION INFORMATION

Status	Transaction	Amount(S)	Adjusted Amount(S)	SPN	Requestor's Name
--------	-------------	-----------	--------------------	-----	------------------

[Add New](#) [Edit](#) [Refund/Adjustment](#) [Delete](#) [Void](#) [Find Record](#) [Print](#) [Add DCR](#) [Add Letter](#)

PAYMENT INFORMATION

Payment Date	Payment Period	Payment Type	Reference #	Amount(S)	Receipt #	Payer's Name	Comment
--------------	----------------	--------------	-------------	-----------	-----------	--------------	---------

[Add New](#) [Edit](#) [Delete](#) [Re-assign](#) [Receipt](#)

SHIPPING INFORMATION

Shipping Method	Shipping Address	Encases	Note	Tracking No
-----------------	------------------	---------	------	-------------

[Add New](#) [Edit](#) [Delete](#)

[Windows Download](#) [Apple Download](#)

CONNECTION: Warning

Current Date: 18-Sep-2018 | Build Number: 2.0.0.0 ©2017 Genesys Systems, Inc. SEVERE

This is the New Request Page.

Fee Module – Fee Registration Navigation



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The screenshot shows the top navigation bar with the Texas Health and Human Services logo and the text 'Texas Department of State Health Services'. To the right are menu items: 'FUNCTIONS', 'RECORD', 'REPORTS', 'TOOLS', and 'HELP'. Below this is a toolbar with icons for document, search, save, cancel, delete, complete, clone, and suspend. The main form area is titled 'NEW REQUEST' and contains fields for 'Request #:', 'Request Date:', 'Request Total Cost(\$):', and 'Request Balance(\$):'. To the right of these fields are 'Remit Number:' and 'Work Queue:' (a dropdown menu with '--Select a value--'). A 'Help tips' button is located at the bottom left of the form area.



Create a new request



Search for an existing request



Save the current request



Cancel the current request



Delete a request



Complete request



Clone a request



Suspend a request

Use the following icons to complete a new feel registration request, or use the links in the "RECORD" dropdown menu.

The screenshot shows the 'RECORD' dropdown menu with the following links: [New](#), [Search](#), [Save](#), [Cancel](#), [Delete Request](#), [Complete Request](#), [Clone](#), [Print ALL](#), [Suspend](#), [Open](#), [Transaction Complete](#), and [Complete Transaction Copy](#).



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Fee Module – Fee Registration

REQUESTOR INFORMATION		IDENTITY INFORMATION	
Request Type: *	--Select a value--	Accounts Receivable:	--Select a value--
Other:	<input type="text"/>	Remit Number: *	<input type="text"/>
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name: *	<input type="text"/>	Suffix:	--SELECT A VALUE--
No Return Address Provided:	<input type="checkbox"/>	Address 2:	<input type="text"/>
Address 1: *	<input type="text"/>	City/Town:	<input type="text"/>
State/Country: <input type="checkbox"/> *	--Select a value--	Zip Ext:	<input type="text"/>
(Click checkbox to filter foreign countries only?)		Phone:	() - -
Zip:	<input type="text"/>	Requestor is Minor?	<input type="checkbox"/>
Email:	<input type="text"/>		
Priority Comment:	<input type="checkbox"/>		
	<input type="text"/>		
			Show Document
			Save Request

This is the upper section of the New Request page.



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Fee Module – Fee Registration

TRANSACTION INFORMATION					
Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name

[Add New](#) [Edit](#) [Refund/Adjustment](#) [Delete](#) [Void](#) [Find Record](#) [Print](#) [Add DCN](#) [Add Letter](#)

This is the middle section of the New Request page.



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Fee Module – Fee Registration

PAYMENT INFORMATION							
Payment Date	Payment Posted	Payment Type	Reference #	Amount(\$)	Receipt #	Payer's Name	Comment

[Add New](#) [Edit](#) [Delete](#) [Re-assign](#) [Receipt](#)

SHIPPING INFORMATION				
Shipping Method	Shipping Address	Encloses	Note	Tracking No

[Add New](#) [Edit](#) [Delete](#)

This is the bottom section of the New Request page.

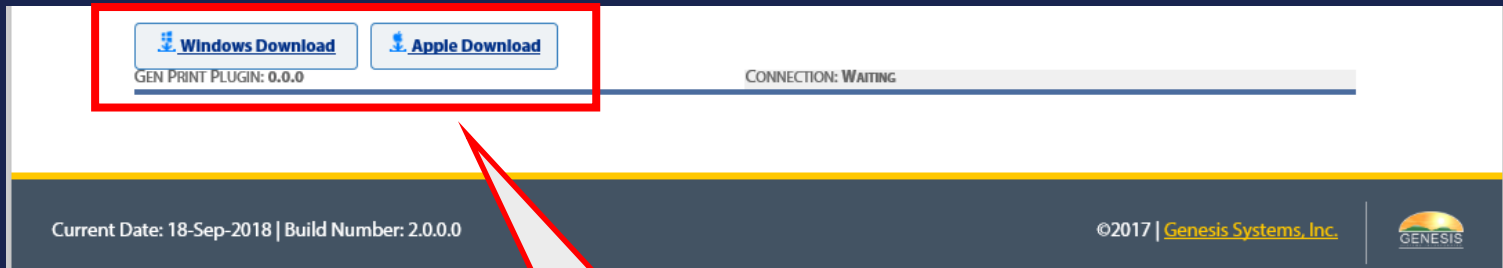
Fee Module – Fee Registration



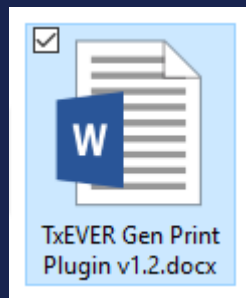
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The screenshot shows a web interface for the Fee Module. At the top, there are two buttons: "Windows Download" and "Apple Download", both with download icons. Below these buttons, the text "GEN PRINT PLUGIN: 0.0.0" is visible on the left, and "CONNECTION: WAITING" is displayed on the right. A red box highlights the download buttons. Below the main content area, there is a footer with the text "Current Date: 18-Sep-2018 | Build Number: 2.0.0.0" on the left, "©2017 | Genesis Systems, Inc." in the center, and the Genesis logo on the right.



Select the appropriate link to download Gen Print Plugin documents.

Fee Module – Remote Issuance



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REQUESTOR INFORMATION			
Request Type: *	COUNTER	Accounts Receivable: *	51
Other:		Remit Number:	
First Name:	TIM	Middle Name:	
Last Name: *	JONES	Suffix:	III
No Return Address Provided:	<input type="checkbox"/>		
Address 1: *	123 MAIN BLVD	Address 2:	
State/Country: <input type="checkbox"/> * (Click checkbox to filter foreign countries only)?	TEXAS	City/Town:	HOUSTON
Zip: *	77001	Zip Ext:	
Email:		Phone:	() -
		Requestor is Minor?	<input type="checkbox"/>

Step 1: Enter the record type. It should always be "COUNTER."

Step 2: Enter the requestor's information.

Fee Module – Remote Issuance



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IDENTITY INFORMATION

Form ID #1: * --Select a value--
Other Form ID #1:
Form ID #1 Info:

Form ID #2: --Select a value--
Other Form ID #2:
Form ID #2 Info:

Show Document

- DEBIT CARD WITH PHOTO
- DMV ID CARD
- DRIVER'S LICENSE
- EMPLOYER IDENTIFICATION CARD
- MILITARY ID
- NATURALIZATION PAPERS
- PASSPORT
- SCHOOL ID
- STATE ISSUED PHOTO ID
- TRANSPORTATION CARD WITH PHOTO
- VOTER'S REGISTRATION CARD
- OTHER
- NO ID

Step 3: Enter the requestor's identification information.

Step 4: Enter the requestor's additional identification information, if applicable.

Save Request

Step 5: Select "Save Request."

Fee Module – Remote Issuance



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Step 6: Select "OK."

Fee Registration [X]

Request saved successfully.

OK

REQUESTOR INFORMATION		IDENTITY INFORMATION	
Request Type: *	COUNTER	Accounts Receivable:	--Select a value--
Other:		Remit Number:	
First Name:	MISTER	Middle Name:	
Last Name: *	TEST MAN	Suffix:	--SELECT A VALUE--
No Return Address Provided:	<input type="checkbox"/>		
Address 1: *	4 THIS ADDRESS	Address 2:	
State/Country: <input type="checkbox"/> *	TEXAS	City/Town:	HOUSTON
(Click checkbox to filter foreign countries only?)		Zip Ext:	
Zip: *	77001	Phone:	() - -
Email:		Requestor is Minor?	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>	
<input type="button" value="Add/View Comments"/>		<input type="button" value="Save Request"/>	



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Fee Module – Remote Issuance

TRANSACTION INFORMATION

Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
--------	-------------	------------	---------------------	-----	-------------------

Add New Edit Refund/Adjustment Delete Void Find Record Print Add DCN Add Letter

Step 7: Select the "Add New" button.

Fee Module – Remote Issuance



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The screenshot shows a web form titled "Transaction Information". The form contains several dropdown menus and text fields. Red boxes and arrows highlight specific areas, with callouts providing lists of options for each. The highlighted areas are:

- Transaction Category:** A dropdown menu with options: BIRTH, DEATH, DIVORCE, FETAL DEATH, MARRIAGE.
- Transaction Type:** A dropdown menu with options: BIRTH LEGAL SIZE, BIRTH LONG, BIRTH SHORT.
- Requestor Relationship:** A dropdown menu with options: ADULT CHILD OF REGISTRANT, ADULT SIBLING OF REGISTRANT, FATHER OF REGISTRANT, GENERAL PUBLIC, GRANDPARENTS OF REGISTRANT, LEGAL GUARDIAN OF REGISTRANT, LEGAL REPRESENTATIVE, MOTHER OF REGISTRANT, REGISTRANT (SELF), SPOUSE OF REGISTRANT, OTHER (DIRECT AND TANGIBLE INTEREST).

Other fields in the form include "Transaction Type:", "Requestor Relationship:", "Transaction Reason:", "Transaction Reason - Other:", "Quantity:", "Cost:", "Department Assign:", and "Courtesy Letter". There are also buttons for "Upload Document" and "Scan Document".

Step 8: Enter the transaction category type.

Step 10: Enter the requestor relationship type.

Step 9: Enter the transaction type.

Fee Module – Remote Issuance



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The screenshot shows a web form titled "Transaction Information". The form contains several fields and checkboxes. Three callout boxes with red borders and arrows point to specific fields:

- Step 9:** Points to the "Department Assign:" dropdown menu, which is open and shows "SPECIAL ISSUANCE-CENTRAL PRINT ROOM" selected.
- Step 11:** Points to the "Transaction Reason:" dropdown menu, which is open and shows options: "DRIVING LICENSE", "OTHER", "SCHOOL", and "TRAVEL".
- Step 12:** Points to the "Quantity:" input field.

Other fields in the form include "Transaction Category:", "Requestor Relationship:", "Transaction Type:", "Transaction Reason:", "Quantity:", "Cost:", "Transaction Comments:", "Gift Number:", "Upload Document", and "Scan Document". There are "Save" and "Cancel" buttons at the bottom.

Department Assign: *
--Select a value--
SPECIAL ISSUANCE-CENTRAL PRINT ROOM

Step 9: Enter the department assignment.

Transaction Reason: *
--Select a value--
DRIVING LICENSE
OTHER
SCHOOL
TRAVEL

Step 11: Enter transaction reason.

Step 12: Enter the number of records requested.

Fee Module – Remote Issuance



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The image shows a software interface for a Fee Module. The main window is titled "Transaction Information" and contains the following fields and controls:

- Transaction Category:** A dropdown menu with a green highlight.
- Transaction Type:** A dropdown menu with "--Select a value--" selected.
- Requestor Relationship:** A dropdown menu with "--Select a value--" selected.
- Transaction Reason:** A dropdown menu with "--Select a value--" selected.
- Quantity:** A text input field.
- Cost:** A text input field.
- Department Assign:** A dropdown menu with "--Select a value--" selected.
- Transaction Reason - Other:** A text input field.
- Transaction Comments:** A text input field.
- Gift Number:** A text input field.
- Buttons:** "Upload Document" and "Scan Document" buttons.
- Checkboxes:** "Courtesy Letter", "Issued From Paper", "Veteran Benefits", "Birth Verification", and "No Fee".
- Bottom Buttons:** "Save" and "Cancel" buttons.

A secondary dialog box titled "Fee Registration" is overlaid on the main form, displaying the message "Transaction saved successfully." and an "OK" button. A red arrow points from the "Save" button in the main form to the "OK" button in the dialog box.

Step 14: Select
"Save."

Step 15: Select "OK."

Fee Module – Remote Issuance



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TRANSACTION INFORMATION					
Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
SEARCHABLE	BIRTH-BIRTH SHORT	0.00	0.00		

Add New **Edit** **Refund/Adjustment** **Delete** **Void** **Find Record** **Print** **Add DCN** **Add Letter**

Step 16: Go back to the
"Transaction Information" section.



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Fee Module – Remote Issuance

TRANSACTION INFORMATION					
Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
SEARCHABLE	BIRTH-BIRTH SHORT	0.00	0.00		

Step 17: Select the record and then select "Find Record."

Fee Module – Remote Issuance Record Found



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BIRTH REQUESTED INFORMATION

Registrant First Name:

Registrant Middle Name:

Registrant Last Name:

Registrant Suffix:

Registrant Sex:

Registrant Date of Birth:

Registrant County of Birth:

Registrant City of Birth:

SFN:

Mother First Name:

Mother Middle Name:

Mother Last Name:

Mother Maiden Name:

Father First Name:

Father Middle Name:

Father Last Name:

Father Suffix:

SEARCH INFORMATION

SFN	First Name	Middle Name	Last Name	Suffix	Sex	County of Event	Event Date	Mothe

Step 18: Complete the "Birth Requested Information."

Step 19: Select "Search" to search for the record.

Fee Module – Remote Issuance



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Fee Record Search

Wildcard Search Soundex Search

BIRTH REQUESTED INFORMATION

Registrant First Name: JAMES
Registrant Middle Name:
Registrant Last Name: BOND
Registrant Suffix: --SELECT A VALUE--
Registrant Sex: --Select a value--
Registrant Date of Birth: 04/20/1965
Registrant County of Birth: --Select a value--
Registrant City of Birth: --Select a value--
SFN:
Mother First Name:
Mother Maiden Name:

Fee Registration

No records Found for given search criteria.

Suspend Complete Transaction Cancel

Search View Assign Clear Cancel

SEARCH INFORMATION

SFN	First Name	Middle Name	Last Name	Suffix	Sex	County of Event	Event Date	Mothe

Step 20: If NO record is found, click on "Complete Transaction."

Fee Module – Remote Issuance



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Fee Record Search

Wildcard Search Soundex Search

BIRTH REQUESTED INFORMATION

Registrant First Name: JAMES
Registrant Middle Name:
Registrant Suffix: --SELECT A VALUE--
Registrant Sex: --Select a value--
Registrant Date of Birth: 09/12/2018
Registrant County of Birth: --Select a value--
Registrant City of Birth: --Select a value--
Mother First Name:
Mother Middle Name:
Mother Last Name:
Mother Maiden Name:
Father First Name:
Father Middle Name:
Father Last Name:
Father Suffix: --Select a value--

Search View **Assign** Clear Cancel

SEARCH INFORMATION

SFN	First Name	Middle Name	Last Name	Suffix	Sex	County of Event
0004052018	JAMES	GRAY	PHILIP	III	MALE	HARRIS

Fee Registration
Record assigned successfully.
OK

Step 20: If a record IS found, select the record.

Step 21: Click "Assign."

Step 22: Click "OK."

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TRANSACTION INFORMATION					
Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
READY TO PRINT	BIRTH-BIRTH SHORT	0.00	0.00	0004052018	JAMES GRAY PHILP

Buttons: Add New, Refund/Adjustment, Delete, Void, Find Record, Print, Add DCN, Add Letter

Step 23: Select the record in the "Transaction Information" section.

Step 24: Click "Print."

Fee Module – Remote Issuance



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FILE NO. 000405-2018

NAME: JAMES GRAY PHILP III

DATE OF BIRTH: 09-12-18 SEX: MALE

PLACE OF BIRTH: HARRIS COUNTY, TEXAS

FATHER: JAMES GRAY PHILP JR. MOTHER: LUCERITO GUTIERREZ

DATE FILED: 09-19-2018 I

000015050



GAE

Step 25: The record opens as a PDF document to save or print.

Sep 20 2018



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

JOHN HELLERSTEDT, MD
COMMISSIONER

P.O. Box 149347 • Austin, Texas 78714-9347
1-888-963-7111 • <http://www.dshs.state.tx.us>
TDD: 512-458-7708

September 20, 2018
MISTER TEST MAN
4 THIS ADDRESS
HOUSTON TEXAS 77001

RE: JAMES GRAY PHILP III
Born 09/12/2018
in HARRIS.
Cert 0004052018
Req. 09/19/2018 \$0.00

Dear Customer:

Thank you for contacting the Vital Statistics Unit. We have received and processed your request regarding the record identified above.

Enclosed is a certified copy (s) of the record as presently on file in our office with the official "raised" State of Texas seal.

My telephone number and email address are listed below my name if you need any further assistance. Please do not hesitate to contact me.

Sincerely,

GAETAN CARPENTIER

Vital Statistics
Phone:
Email: gaetan.carpentier@dshs.texas.gov

An Equal Employment Opportunity Employer

Fee Module – Remote Issuance



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TRANSACTION INFORMATION					
Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
PRINTED	BIRTH-BIRTH SHORT	0.00	0.00	0004052018	JAMES GRAY PHILP
SEARCHABLE	BIRTH-BIRTH SHORT	0.00	0.00		

Buttons: Refund/Adjustment, Delete, Void, Find Record, Print, Add DCN, Add Letter

Step 26: Select the record with "PRINTED" marked as the status and click "Add DCN."

DCN

Please scan/enter the Security Paper DCN barcode.

Save Cancel

Buttons: Add New, Edit, Refund/Adjustment, Delete, Void, Find Record, Print, Add DCN, Add Letter

Step 27: Scan or enter the security paper's DCN barcode and click "Save."

Fee Module – Remote Issuance



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Request #: 000000000018 Request Date: 9/19/2018 Request Total Cost(\$): 0.00 Request Balance(\$): 0.00 Remit Number: Work Queue: TEST MAN, MISTER, 09/19/2018

Please select account Receivable

REQUESTOR INFORMATION

Request Type: * COUNTER Accounts Receivable: --Select a value--
Remit Number: *
Middle Name:
Suffix: --SELECT A VALUE--

IDENTITY INFORMATION

Form ID #1: * DMV ID CARD
Other Form ID #1:
Form ID #1 Info: * 19191919191
Form ID #2: * MILITARY ID
Other Form ID #2:
Form ID #2 Info: * 1919293494

Do you want to complete this request?
Yes No

Phone: () - -
Requestor is Minor?

Save Request

TRANSACTION INFORMATION

Status	Transaction	Amount(\$)	Adjusted Amount(\$)	SFN	Registrant's Name
PRINTED	BIRTH-BIRTH SHORT	0.00	0.00	0004052018	JAMES GRAY PHILP
SEARCHABLE	BIRTH-BIRTH SHORT	0.00	0.00		

Add New Edit Refund/Adjustment Delete Void Find Record Print Add DCN Add Letter

Thank You



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If you have any questions, please contact your TxEVER Field Services team at TxEVERinfo@dshs.texas.gov or (512) 776-3010.

Please continue to visit our website at <http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/> for the latest updates.