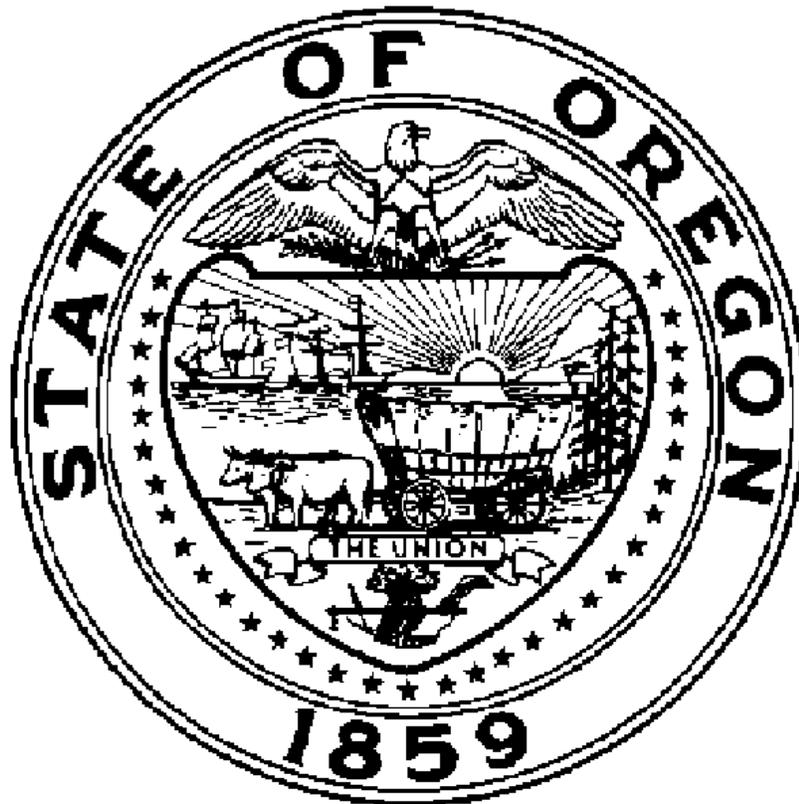


# **LOIS Manufactured Structure System User Manual for Dealer Users**



Updated 6/18/2008

## **GENERAL INFORMATION**

### **Manufactured Home Ownership Tracking And Dealer Licensing Shift to Building Codes Division**

Effective May 1, 2005, responsibility for maintaining ownership and siting information for manufactured structures was transferred from Driver and Motor Vehicles (DMV) to the Building Codes Division (BCD). Homeowners and other interested parties no longer contact DMV with manufactured structures related questions. Instead, most transactions now take place at the county taxation/assessment office, which will be acting on behalf of BCD. A second change is that instead of “titling” a manufactured home like a car, the owner or security interest holder receives an “Ownership Document”.

### **LOIS Manufactured Home System**

The division has designed a manufactured housing computer system, nicknamed LOIS, to track a home as it moves from manufacturer to dealer to the owner (and any resale). The system links the parties to a manufactured structure transaction and maintains a central database of information. Because LOIS is Web-based, most paperwork and delay will be eliminated for everyone involved.

### **LOIS System Features**

- Maintains siting and ownership information for manufactured structures sited in Oregon
- Provides real-time access to data
- Limits access to authorized users and customizes functionality based upon the specific user group
- Generates ownership documents, trip permits, and manufacturers’ certificates of origin
- Allows sophisticated data-reporting tools

### **Benefits of the LOIS System**

Depending upon the user, LOIS allows an individual to:

- Record ownership information quickly, with less paperwork
- Access the system day or night – anywhere there is an Internet connection
- Search for ownership and security interest information
- Track secured interests online
- Purchase and print trip permits online
- Generate reports that you can use to track your work

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**Roles and Responsibilities**

Generally, the roles of each of the user groups include:

**Building Codes Division**

- ✓ Regulates access to ownership system
- ✓ Processes problem transactions and transactions not processed by others
- ✓ Notifies owners and interest holders when ownership changes are made

**Manufactured Home Manufacturers**

- ✓ Initialize new homes in the system
- ✓ May generate Certificate of Origin
- ✓ May use system-generated form for Federal 302 (HUD) Report

**Dealers**

- ✓ Record ownership of new and used homes
- ✓ Record siting of new and used homes
- ✓ May purchase trip permits

**Lenders**

- ✓ Record security interests
- ✓ May release, assign, or subordinate security interests

**Title/Escrow**

- ✓ May represent dealers, lenders, and private owners and may execute transactions on their behalf

**Transporters**

- ✓ Purchase trip permits
- ✓ Report delivery of home

**Counties**

- ✓ Process any transactions listed above
- ✓ Approve home exemption status
- ✓ Process problem transactions

## LOIS SYSTEM BASICS

### Logging onto the LOIS System

You must be a LOIS system user before you will be able to conduct any transactions in the LOIS system. If you are not currently a LOIS system user, a System User Application can be downloaded at [www.bcd.oregon.gov/lois](http://www.bcd.oregon.gov/lois).

(NOTE: The screen shots you see in this manual are pulled from the LOIS Test System.)

#### Step 1:

##### User Name and Password

Each time you open the LOIS system, you must enter your **User Name** and **Password**. Your user name and password will be determined at the time you are established as a system user. Your initial password will be a temporary password. Users should change their password the first time they log in. Passwords expire after 90 days and you will be prompted to update your password to maintain access to the system. If you have trouble remembering your password or it has expired, contact Building Codes for assistance.

Oracle Window Manager v1.1.7  
Main Menu Running Applications

Sign In

Enter your Single Sign-On user name and password to login

User Name

Password

Login Cancel

Unauthorized use of this site is prohibited and may be subjected to civil and criminal prosecution

Ready For User Input

After you have entered the requested information, select **Login**.

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**Step 2:  
Application**

If you want to process any transactions in the LOIS system, you must select **LOIS Start Page**. Once you have selected the appropriate application, the “LOIS Home Page” will appear.

**The LOIS System Home Page**

**The Main System Menu**



Notice the menu at the left of your screen. This is the main menu and will remain visible during all transactions. Notice that some of the options on this menu are “grayed out”. This means that these transactions are currently inactive. There must be another transaction performed before these transactions will become active. For example, trip permits cannot be purchased until there is a home identified and a pending site for that home has been entered. Once the home has been identified and a pending site entered into the system, the **Permit Purchase** transaction will become active.

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### The Search Function

The search function has been placed at the top of the menu because most transactions will begin with a search for the particular home the transaction applies to. Even when adding a new home, you should first select **Search** to reduce the possibility of a duplicate data entry. Detailed search instructions are located by clicking the **Help** tab.

### Transactions

The next set of menu options, listed under the heading “**Transactions**,” will be used to conduct business within LOIS. These functions will be fully explained later in this manual. To summarize:

The first option, **New Home Entry**, is used to add a new home to the system. If an existing home has been identified through the search function, this option will change to **Update Home**.

The second option, **Ownership/Site Mod**, is used to update information on the Ownership Document including changes in ownership, home relocation, adding or removing security interests, and adding or removing issues.

The **Permit Purchase** function is used to purchase trip permits for movement of Manufactured Structures.

The **Permit Completion** function is used to enter information on a permit after the home has been moved and the permit can be finalized.

### Documents

BCD forms relating to the Manufactured Structure Ownership Program are available from this button. Forms generated from the system are populated with information contained in the LOIS system on the selected home. The Bill of Sale, Change of Security Interest Holder, Multi-purpose, Notice of Sale, and Supplemental Information forms are currently available when using the **Documents** function. You can also use this function to generate a Status Document.

### Reports

Several reports have been developed to assist you in tracking your transactions within the LOIS system. If you need a report that is not already included in the system, contact the Building Codes Division for assistance.

### Help

The **Help** button will direct you to a web page that contains information about the LOIS system. From the help screen you will be able to access general information regarding the system as well as instructions about using the system, search criteria, contact information, and system forms.

### Home Page

Selecting the **Home Page** button from anywhere within LOIS will bring you back to the main start screen.

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**WARNING!!!!**

Any transactions not saved or processed before selecting **Home Page** will be lost. Use this option with care.

### **Exit**

The last option, **Exit**, prompts the user to log-off the LOIS system. You should always use the **Exit** function when leaving the LOIS System.

### **User Group**

The very last item on the main menu is your user name and the name of the **User Group** you are logged in under. If you contact BCD for technical support, the first question you will be asked is what user group you are in.

## **Navigating the LOIS System**

### **Home Page**

As mentioned above, the “Home Page” is the starting place for most transactions. If you become lost in the system, simply select **Home Page** from the main system menu, and the LOIS system will return you to this point.

Remember that any transactions not saved or processed will be cancelled by returning to the “Home Page.”

### **Transaction Screens**

All transaction screens utilize “tab” functionality. The following screen is an example only, yours may look different.

# LOIS Manufactured Home System Dealer Manual

The screenshot displays the LOIS System for Manufactured Structures interface. The window title is "LOIS [test]" and the application title is "LOIS System for Manufactured Structures". The main content area is titled "Ownership / Site Change" and features several tabs: "Sale/Transfer", "Supplemental", "New Site", "Owner", "Security Int.", "Issues", and "Payment". The "Sale/Transfer" tab is currently selected. The "Home ID" field contains the value "326777". Below this, the "Exemption Status" is set to "EXEMPT, DEALER INVENTORY" via a dropdown menu. The "Dealer" field is set to "WILLAMETTE REALTY". The "Dealer Holds Interest" checkbox is checked. Under "Transaction Classification", the "Sale" radio button is selected, and the "Non-sale" radio button is unselected. A "Cancel" button is located at the bottom of the form. On the left side, there is a "Menu" section with "Housing Unit Info" (Search), "Transactions" (Update Home, Ownership/Site Mod., Permit Purchases, Permit Completion), "Documents" (Reports), "Help" (Home Page, Exit), and "TEST07 DEALER" at the bottom. The status bar at the bottom left shows "Record: 1/1".

Notice the tabs at the top of this screen (e.g., Sale/Transfer, Supplemental, New Site, Owner, Security Interest Issues, Issues, and Payment). These tabs are used throughout LOIS for easy navigation. You can conduct transactions within all tabs before saving or processing your work, or you can conduct transactions within a single tab.

## Logging Off

To exit the system, select **Exit**, and then select **Logout** on the next screen. You must log back on to LOIS before conducting any other transactions.

## FINDING A HOME

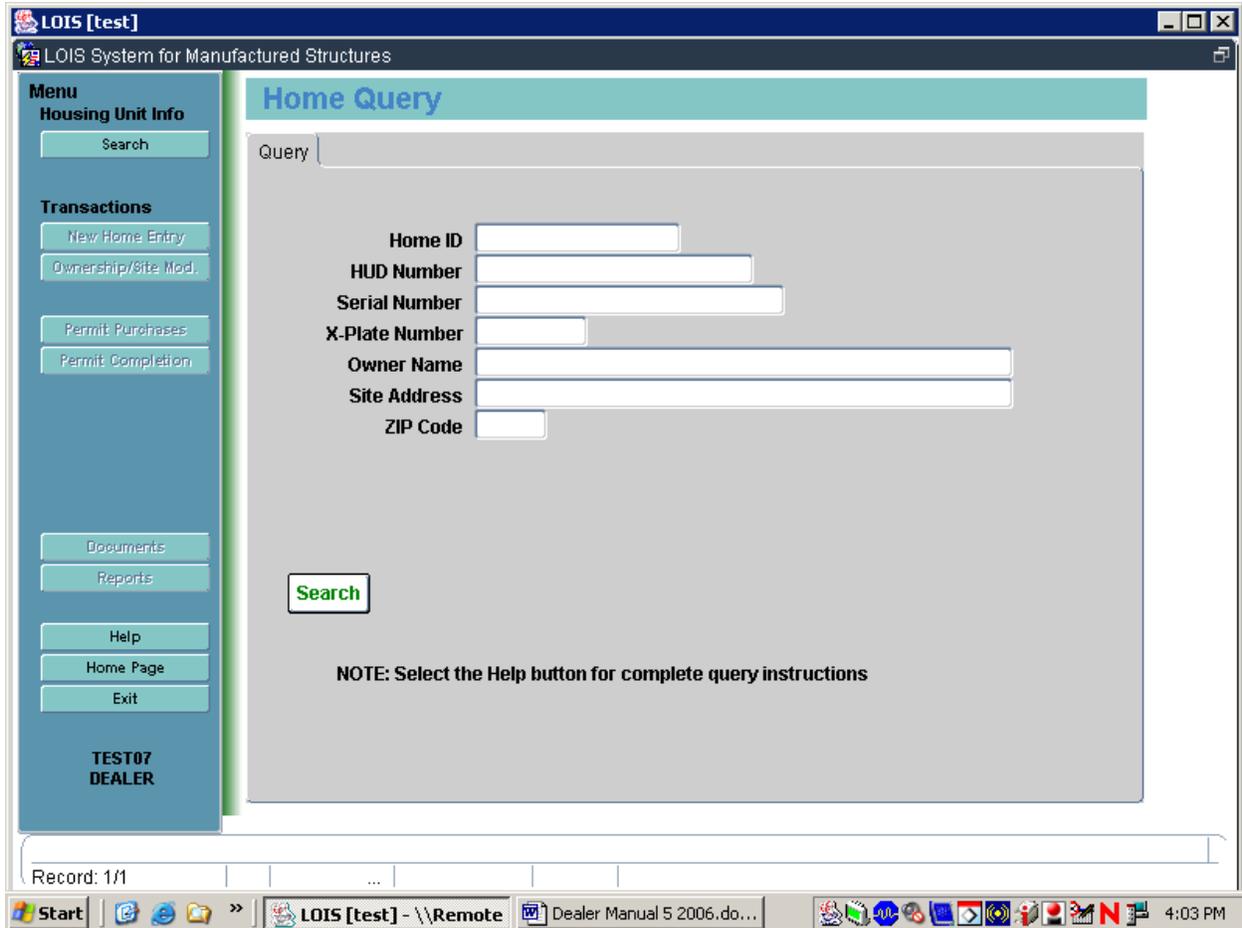
With the exception of adding a new home to the LOIS system, all other transactions require that a home be identified as the first step in performing the transaction. To reduce the possibility of duplicate homes entered into LOIS, you ***must first perform a comprehensive search*** for the home before adding a new (or used) home.

**Note:** All new homes manufactured in Oregon are inputted into the system by the manufacturer. If you cannot locate the **new** home by performing a thorough search, please contact the manufacture to enter the home into the LOIS System.

# LOIS Manufactured Home System Dealer Manual

## Step 1: Search

Select **Search** from the main system menu at the left of the LOIS screen.



## Step 2: Search Criteria

LOIS allows searches on any or all of the following criteria: **Home ID, HUD Number, Serial Number, X-Plate Number, Owner Name, Site Address, and Zip Code**. The more information entered, or the more unique the information entered, the shorter the list results will be. The **Home ID, X-Plate** (license number from DMV), and **HUD Number** are unique to each home. If you have any of these numbers, use them first to perform the search. **LOIS also allows the use of the percent sign (%) as a wild card**. You can narrow or broaden the search by entering more, or less, data. If you have problems performing a search, the help button will provide detailed instructions.

If you are performing a search using the HUD or X-plate numbers, enter your search criteria as %123456. Leaving the ORE (for a HUD number) or X (for the X-plate) will produce more successful search results.

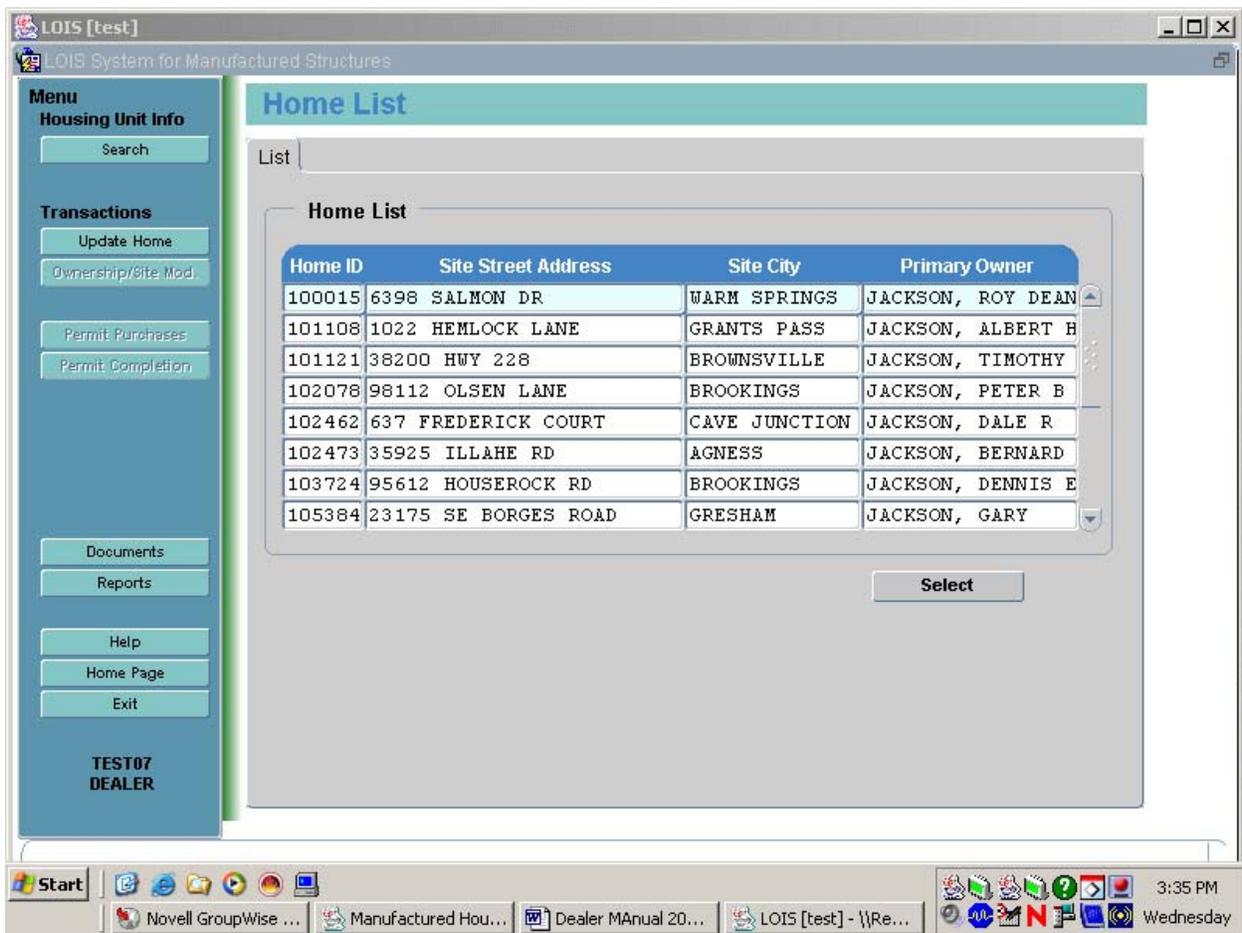
## LOIS Manufactured Home System Dealer Manual

If you are performing a search using the Serial number (SN), do not enter the entire SN as you know it. The most successful way to search by Serial number is to use a series of numbers in the SN and the wild card. For example, if the SN is ORFL567956A, use %567956% as your search criteria.

### Step 3: Perform Search

Once you have entered the search criteria, select the **Search** button to initiate the search. A list similar to the following will appear.

### Step 4: Search Results



The screenshot shows the LOIS System for Manufactured Structures interface. On the left is a menu with options like 'Housing Unit Info', 'Transactions', 'Documents', 'Reports', 'Help', 'Home Page', and 'Exit'. The main area displays a 'Home List' table with columns for Home ID, Site Street Address, Site City, and Primary Owner. A 'Select' button is located below the table. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock indicating 3:35 PM on Wednesday.

Home ID	Site Street Address	Site City	Primary Owner
100015	6398 SALMON DR	WARM SPRINGS	JACKSON, ROY DEAN
101108	1022 HEMLOCK LANE	GRANTS PASS	JACKSON, ALBERT H
101121	38200 HWY 228	BROWNSVILLE	JACKSON, TIMOTHY
102078	98112 OLSEN LANE	BROOKINGS	JACKSON, PETER B
102462	637 FREDERICK COURT	CAVE JUNCTION	JACKSON, DALE R
102473	35925 ILLAHE RD	AGNESS	JACKSON, BERNARD
103724	95612 HOUSEROCK RD	BROOKINGS	JACKSON, DENNIS E
105384	23175 SE BORGES ROAD	GRESHAM	JACKSON, GARY

The above list is the result of a search for the last name of “Jackson”. This search resulted in a long list of possible homes. You can scroll through the list using the scroll bar on the right or by using the “Page Down” button on your keyboard, or add more search criteria to refine the search results. Also, the order of the homes listed appear with the smallest home id # and go in order to the largest. By clicking on the column heading ( home id, site street address, site city, primary owner) you can place the homes in order based on these field. Ex: the home is located in Brookings, Oregon. Select **Site City** and it will place the order the homes are in by city.

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### **NOTE:**

There may be times when the owner name entered into the search screen does not appear in the **Primary Owner** column on the results screen. When a search is performed, LOIS will search all data in the database. Although only the primary owner name will be listed on the results screen, a home will appear in the search results if the secondary owner name matches the search criteria.

### **Step 4: Select the Home**

When you find the home you are looking for, highlight that home by either using the arrow keys on your keyboard, or by using your mouse and clicking on the home. Follow instructions elsewhere in this manual to conduct the appropriate transaction.

If the home you are seeking is not on this list, and you are sure you have performed a thorough search, go back to the Home Page and select **New Home Entry**. Follow instructions elsewhere in this manual for adding a new home to the LOIS system. Only enter the home as new if you have exhausted all options to use as search criteria.

**NOTE:** If you are searching for an older home, you need to be aware that DMV purged all homes that were in their system with no activity for 10 or more years. For example, if the home was purchased 12 years ago and never had an ownership or site change, the home was not in DMV's system to transfer to the LOIS system. You should still perform a thorough search to find the home before entering it as new. DMV also did not enter new homes that went straight to "exempt" (or detitled as DMV called it). If the home was exempted as real property at the time of initial purchase, you may not find the home in the LOIS system.

## **HOME INFORMATION**

This function is used to create a home in the LOIS system as a prerequisite for conducting other business transactions, such as changing the site, changing ownership, or purchasing trip permits. Homes should only be added to the system if you have been unable to find the home after using the search function.

### **Adding a Home**

#### **Step 1: Find the Home**

To avoid duplication in the LOIS system, it is recommended that a comprehensive search for the home be conducted before a new home is added to the system. See *FINDING A HOME* for instructions on searching for a home within LOIS.

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## Step 2: Add the Home

If you do not find the home through your search efforts, select **New Home Entry** from the main menu.

Record: 1/1 | ... | List of Valu...

The **Home ID** is a unique identifying number assigned by the LOIS system. Notice that this field has a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the user.

Use the look up list to select the **Manufacturer**. If the manufacturer is not on the list, enter the name of the **Manufacturer**.

Use the look up list to select the **Model** of the home being added. If the model is not in the LOIS system, type in the model name. If you selected a manufacturer above, only models associated with that appear on the list.

Use the drop-down list to select the **Home Type**. Choices are: *Manufactured Dwelling, Pre-Fab Housing, or Recreational Unit*.

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The **Exempt Code** and **Dealer** for the home cannot be preformed by dealers. Therefore the field has a yellow background and the information is already assigned.

Use the look up list to select the **Flooring Lender**. If the flooring lender is not on the list, contact BCD to enter them into the system.

Enter the **Mfg Year**.

If the **Model** was selected from the drop-down list above, the **Square Footage, Wind Zone, Roof Load, and Thermal Zone** will be populated by LOIS from previously entered data. Check this data for accuracy for the specific home you are adding to the system. You can alter the populated data if necessary.

If the **Model** was not selected from the drop-down list above, enter all known information regarding the **Square Footage, Wind Zone, Roof Load, and Thermal Zone** of the home. Please note that **Square Footage** is required information

Enter the manufacturer's **Serial Number** for the first section of the home. At least one section is required for each home. If you have only one serial number, and there are two or more sections for the home, enter the same serial number repeatedly with a letter at the end. For example, serial number 12345A for the first section, and 12345B for the next section.

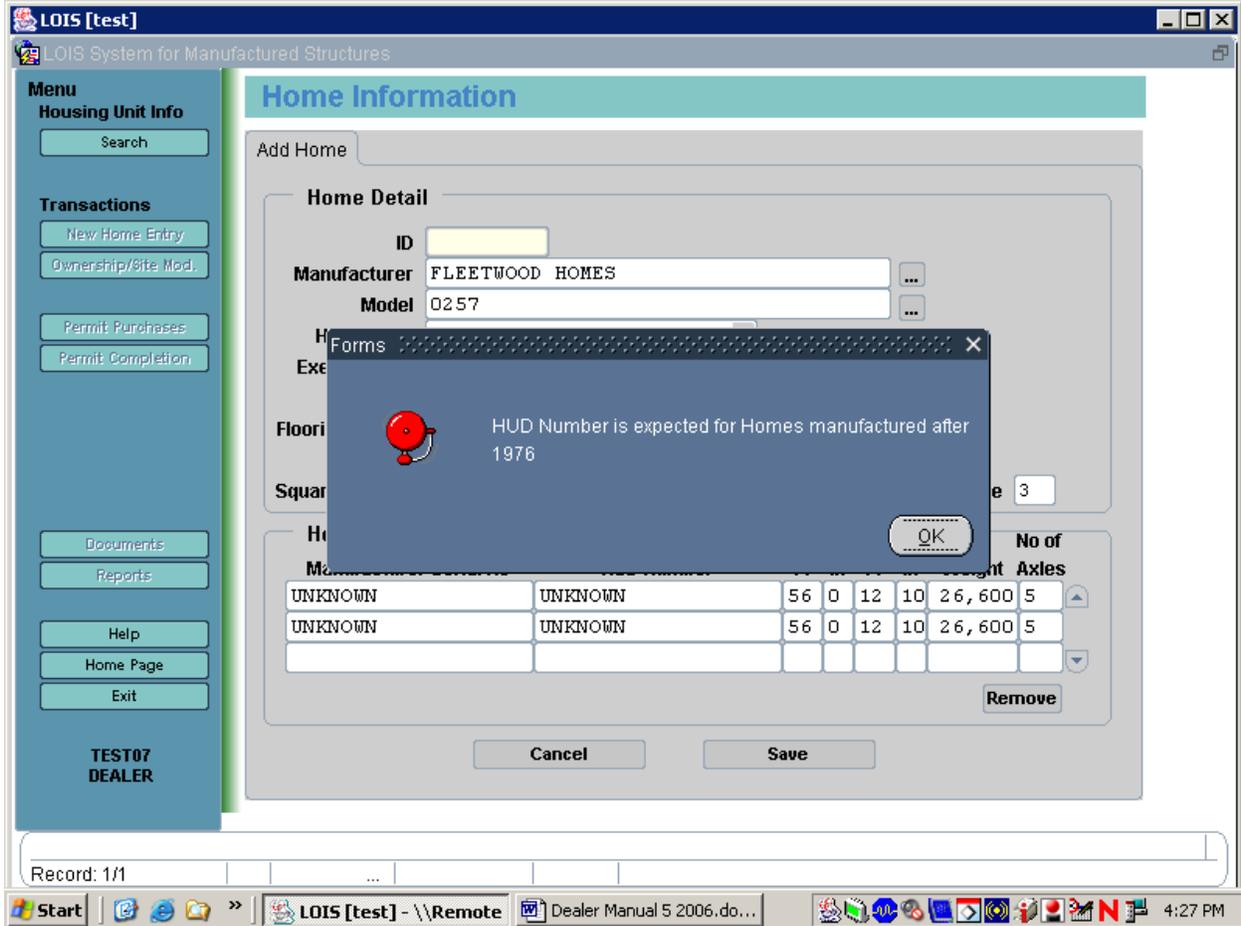
Enter the **HUD Number** for the first section. If the HUD number is not known, leave this field blank. If this field is left blank, the system will give you a warning and ask if you want to continue without entering a number into this field. The HUD number must be unique. If you enter a HUD number that is already associated with another home, the system will give you an error code. HUD numbers are unique to each individual home. If you receive this error message, go back out and search for the home in the system by HUD numbers. This home is in the system already.



**Warning!!!!**

If you do not enter a **HUD number** for each section, the system will give you the following message.

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**NOTE:** You are not required to enter the **HUD number**, this message is simply a reminder to add the numbers if they are available to you.

If the **Model** was selected from a drop-down list above, the **Length, Width, Weight, and Number of Axles** will all be populated by LOIS for that model. Check this data for accuracy for the specific home you are adding to the system. You can alter the populated data if necessary.

If the **Model** was not selected from the drop-down list above, enter all known information regarding the **Length, Width, Weight, and Number of Axles** of the home.



If there is more than one section, repeat steps for adding the **Serial Number, HUD Number, Length, Width, Weight, and Number of Axles** for each section.

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## Step 3: Save your Work

When you are sure that all information entered is correct and you are ready to post the data, select **Save** at the bottom of your screen. The home id number will then appear in the field at the top of the screen.

Make a note of the **Home ID** number for future reference and to search for the home when performing other transactions.

## Next Steps:

You can go on to perform other transactions on this home by searching from the **Home Page** and selecting the appropriate option from the main menu.

## Updating Home Information

### Step 1: Find the Home

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

### Step 2: Update Home

Select **Update Home** on the main menu.

The screenshot displays the 'LOIS System for Manufactured Structures' application window. The main menu on the left includes options like 'Search', 'Update Home', and 'Home Page'. The 'Update Home' form is active, showing fields for 'Home Detail' and 'Home Section'.

**Home Detail**

ID: 310795  
Manufacturer: FLEETWOOD HOMES  
Model: Q257  
Home Type: MANUFACTURED DWELLING  
Exempt Code: EXEMPT, DEALER INVENTORY  
Dealer: ABC HOMES  
Flooring Lender: [Empty]  
Mfg Year: 2005  
Square Footage: 1,437  
Roof Load: 20  
Wind Zone: 1  
Thermal Zone: 3

**Home Section**

Manufacturer	Serial No	HUD Number	Length Ft In	Width Ft In	No of Weight Axles
UNKNOWN		ORE 20021	56 0	12 10	26,600 5
UNKNOWN		ORE 31553	56 0	12 10	26,600 5

Buttons: Cancel, Save, Remove

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Update the information as appropriate by typing over the existing information.

**Step 3:**

**Save your Work**

When you are sure that all information entered is correct and you are ready to post the changes, select **Save** at the bottom of your screen.

There are no fees associated with adding or updating a home.

**Next Steps:**

You can go on to perform other transactions on a home by searching from the Home Page and selecting the appropriate transaction on the main menu.

## SELLING OR TRANSFERRING A HOME

**Step 1:**

**Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

**Step 2:**

**Select the Home**

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

**Step 3:**

**Recording a Sale or Transfer**

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LOIS [test]  
LOIS System for Manufactured Structures

**Ownership / Site Change**

Sale/Transfer Supplemental New Site Owner Security Int. Issues Payment

Home ID 326777

Exemption Status EXEMPT, DEALER INVENTORY

Dealer WILLAMETTE REALTY

Dealer Holds Interest

Transaction Classification

Sale  
 Non-sale

Cancel

Record: 1/1

Use the drop-down list to select the appropriate **Exemption Status**.

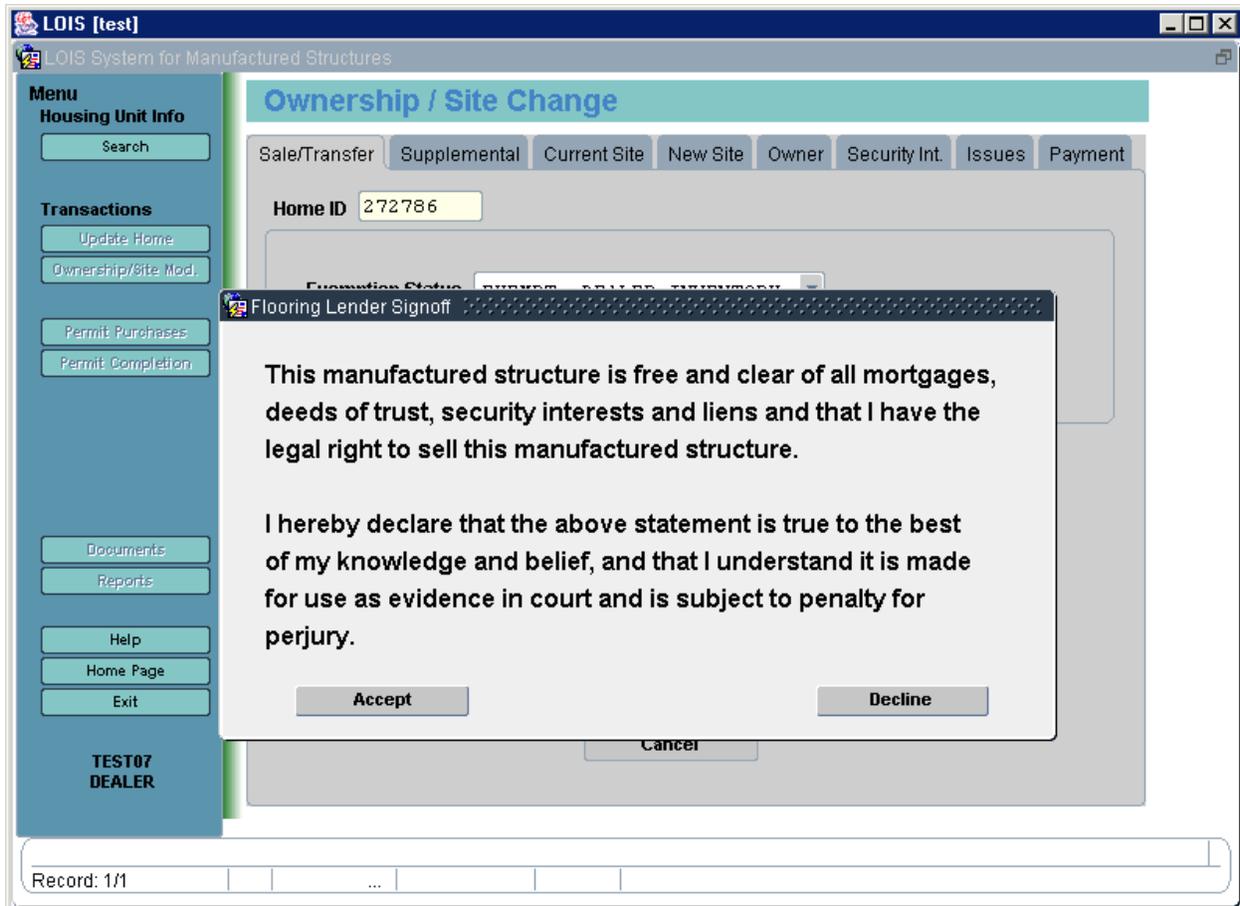
The **Dealer** name will be populated based on your log-on information.



**Warning!!!!**

If the home is a new home, it will default with your **Dealer Holds Interest** flag on. If you are ready to release your interest, click on the **Dealer Holds Interest** box to remove the checkmark. If the home has a flooring lender attached, you will not be able to release your interest. You must contact BCD to remove the flooring lender (we will want a copy of the Manufacturer's Certificate of Origin before removing the flooring lender). When you remove your interest, you will see this screen:

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You must click on **Accept** to remove your interest. If you click **Decline** your interest will remain on the home.

If you are still holding interest (waiting for payment from the bank, etc.), leave the box checked. The **Dealer Holds Interest** flag is set to "On" by the system if there are no current owners and a dealer is identified. The **Dealer Holds Interest** flag may be set to "Off" only if an owner has been identified. Setting the **Dealer Holds Interest** flag to "Off" triggers the transaction fee and document generation, and ownership transfers to the owners/secured parties. Only the dealer of record can set the **Dealer Holds Interest** flag to "Off", thereby releasing interest in the home.

If the home already exists in the system (used home), you must be set as the dealer and your **Dealer Holds Interest** on before you have access to the **Ownership/Site Mod** button.

You will then want to mark whether or not the changes you are about to make is for a sale or non sale.

**Step 4:**

**Supplemental Information Tab**

The information on the **Supplemental** tab is required in order for an ownership document to generate from the system. However, if the transaction is due to a non sale and you have marked the appropriate spot on the **Sale/Transfer tab**, the **date of sale, purchase price, and includes Land** fields are not required to be filled out.

Enter the information accordingly. If you have information in the optional section of this screen, please enter it in.

The screenshot shows a web application window titled "LOIS [test]" with a sub-header "LOIS System for Manufactured Structures". The main content area is titled "Ownership / Site Change" and has several tabs: "Sale/Transfer", "Supplemental" (selected), "New Site", "Owner", "Security Int.", "Issues", and "Payment".

Under the "Supplemental" tab, there are input fields for "Home ID" (326736), "X-Plate", and "Serial No" (SDFG). Below these are "Required" and "Optional" radio buttons. A red warning message states: "All data on this screen MUST be provided to issue Ownership Document".

The "Required" section includes:

- Date of Sale: 01/01/2008
- Purchase Price: 25,000
- Includes Land:
- Square Footage: 1,245
- No. of Bathrooms: 2
- No. of Bedrooms: 3

The "Optional" section includes dropdown menus for:

- Roofing Material: COMPOSITION
- Siding Type: VERTICAL CEMENT COMPOSITION
- Heating Type: HEAT PUMP
- Cooling Type: HEAT PUMP

A "Cancel" button is located at the bottom of the form area. The left sidebar contains a "Menu" with options like "Housing Unit Info", "Transactions", "Permit Purchases", "Permit Completion", "Documents", "Reports", "Help", "Home Page", and "Exit". The bottom of the window shows a Windows taskbar with the Start button, system tray, and a clock showing 9:31 AM on Monday.

**Step 5:**

You can go on to perform other transactions on this home, or you can return to your Home Page and start a new process.



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**The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .**

## SITE INFORMATION

This option allows siting information to be added or updated on a home already in the LOIS system. The home must already exist in LOIS before this transaction can be conducted.

DO NOT use this option to record the sale or transfer of a home. See *SELLING OR TRANSFERING A HOME* for instructions on how to process these transactions.

Site changes may be blocked through the issue/message module. If this is the case, sites cannot be changed or modified until the message on the issues tab is removed.

A home may have only one current site, and one pending site. A system user may only enter a new site only if there is no previously existing site for this home. If there is a current site for the home, the new site will be listed as a pending site.

Once sited the first time, a home must always have a current site, or be traded back to dealer inventory.

Site information cannot be modified if the home is exempt, the exemption status needs to be changed before adding a new site, see *EXEMPTION PROCESS* in this manual for exemption instructions.

### Adding a site

#### **Step 1: Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

#### **Step 2:**

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

#### **Step 3: Add Site Information**

When the next screen appears, select the New Site tab at the top of the screen. The following screen will appear.

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Use the drop-down list to select the **Siting Type**. Choices are: *Dealer Lot, Landfill, Owner Site, and Storage*.

If the site address is in a park, select the correct **Park** from the drop down list. Be sure to enter the **Park Lot/Space** number(s) as well. If the park name is not on the list, contact the Building Codes Division and they will enter the park information into the system.

If you know the County Xref and County Land Xref enter them. If you do not have them, skip to the next step.

If you have the **Map & Tax Lot** numbers, enter them. If you do not have them, skip to the next step.

**NOTE:**

The **Site Address** is entered into separate fields in an effort to keep the address format standard. For example, the address, 123A North Main Street South, Salem, OR 97305, would be entered in the following manner:

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**No:** 123

**Sub No:** A

**Prefix Dir:** N

**Street Name:** Main

**Type:** St

**Suffix Dir:** S

**Unit Type:** Leave blank (used for apartments)

**Unit No:** Leave blank (used for apartments or Spaces in Parks)

**City:** Salem (if you leave blank, LOIS will populate based on zip code)

**State:** LOIS will populate with OR

**Zip:** 97305

**County:** LOIS will populate based on zip code. As some zip codes cross county lines, check to ensure the county entered is correct. If it is not, change it by selecting the appropriate county form the drop-down list.



**Warning!!!!**

The **Delivery Date** and **Removal Date** fields cannot be modified through this transaction (note the yellow background). These fields will be populated through the permit purchase and completion transactions.

You can go on to perform other transactions on this home, or you can return to your [Home Page](#) and start a new process.



**Warning!!!!**

The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .

## Clerical Corrections to Current Site Information

### Step 1: Find the Home

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

### Step 2: Select the Home

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

### Step 3: Clerical Corrections to Current Site Information

When the next screen appears, select the **Current Site** tab at the top of the screen.

The screenshot shows the 'Ownership / Site Change' window in the LOIS system. The 'Current Site' tab is active. The 'Home ID' field is highlighted in yellow and contains '251253'. Below it, the 'Current Site' section contains several fields: 'Siting Type' (dropdown menu), 'Park' (dropdown menu), 'County Xref' (text field), 'Park Lot / Space' (text field), 'Cnty Land Xref' (text field), 'Map & Tax' (text field), 'No' (text field), 'Sub No' (text field), 'Prefix Dir' (text field), 'Street Name' (text field), 'Type' (text field), 'Suffix Dir' (text field), 'Unit Type' (text field), 'Unit No' (text field), 'Site Address' (text field with '2115 SPRINGS DR' and an 'Update' button), 'Zip+4, City, State' (text field with '97367 LINCOLN CITY OR' and a 'County' dropdown menu with 'LINCOLN'), 'Delivery Date' (text field with '08/04/2000'), and 'Removal Date' (text field). A 'Cancel' button is at the bottom. The left sidebar shows a menu with 'Ownership/Site Mod.' selected. The bottom status bar shows 'Record: 1/1' and the system tray with the time '9:27 AM'.

Notice the fields with a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user. Update the appropriate data by typing over existing data.

LOIS Manufactured Home System  
Dealer Manual

You can go on to perform other transactions on this home, or you can return to your [Home Page](#) and start a new process.



**Warning!!!!**

**The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .**

## **OWNER INFORMATION**

This option allows ownership information to be added or updated on a home already in the LOIS System. The home must already exist in LOIS before this transaction can be conducted.

DO NOT use this option to record the sale or transfer of a home. See *SELLING OR TRANSFERING A HOME* for instructions on how to process these transactions.

### **Adding an Owner**

#### **Step 1:**

##### **Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

#### **Step 2:**

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

#### **Step 3:**

##### **Enter Owner Information**

When the next screen appears, select the **Owner** tab at the top of the screen. The following screen will appear.

# LOIS Manufactured Home System Dealer Manual

LOIS [test]  
LOIS System for Manufactured Structures

Menu  
Housing Unit Info  
Search

Transactions  
Update Home  
Ownership/Site Mod.  
Permit Purchases  
Permit Completion

Documents  
Reports  
Help  
Home Page  
Exit

TEST07  
DEALER

Ownership / Site Change

Sale/Transfer Supplemental New Site Owner Security Int. Issues Payment

Home ID 310794 Add Remove

Owner Name	Entity Type	Interest Date	Pos.

Entity Type  Pos.  Notify on Change?

Owner Type

Owner Name  ↑ ↓

Last Name, Suffix

First, Middle

USA  International Bad Address

Mailing Address

City, State, Zip

Cancel

Record: 1/1

Start Dealer Manu... LOIS [test]... Manufacture... 9:37 AM

Notice that there are several fields with a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user.

## Step 4:

Select **Add** near the top of this module screen.

## Step 5:

In the middle portion of the screen you will see an **Entity Type** field. Use the drop-down list to select the appropriate type. Choices are Business or Person.

The LOIS system considers all owners as equal in their interest in the home. This position number simply tells the system in what order the names should appear on any printed documents. Note that the owner in the top position will receive the original Ownership document if there are no Security Interest Holders in the home. All others will receive a Status Document.

## Step 6:

If the owner wants to be notified of any changes made to this home, select the **Notify on Change?** box. This box must be checked for at least one owner.

LOIS Manufactured Home System  
Dealer Manual

**Step 7:**

Use the drop-down list to select the appropriate **Owner Type**. Choices are: Conservator, DBA(doing business as), Flooring Lender, Guardian, Leasee, Lessor, Other, Personal Representative, Registered Owner, Security Interest Holder, Trustee, Trustee Leasee, Trustee Lessor.

If you chose “Person” as the **Entity Type**, the LOIS system will make fields available for entering the full name of the person, as shown above. If you entered “Business” as the **Entity Type**, the LOIS system will make fields available for the name of the business (rather than a person’s name). Notice that the name for “Person” is separated into separate fields. This is done so that all printing will appear in a standard format. Complete these fields as appropriate.

The **Bad Address** box is used to indicate that the address in the LOIS system is not good and should only be checked when mail is returned, or some other source has indicated the address is bad. When adding a new owner, skip this box, leaving it unchecked.

**Step 8:**

Enter the **Mailing Address** of the person or business being added to this home. There must be at least one mailing address for each owner.

**Step 9:**

If the owners have checked **right of survivorship** on the signed forms, check the box above the owner’s names.

You can go on to perform other transactions on this home, or you can return to your [Home Page](#) and start a new process.



**Warning!!!!**

**The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .Next Steps:**

## **Clerical Updates to Ownership Tab**

**Step 1:**

**Find the**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

**Step 2:**

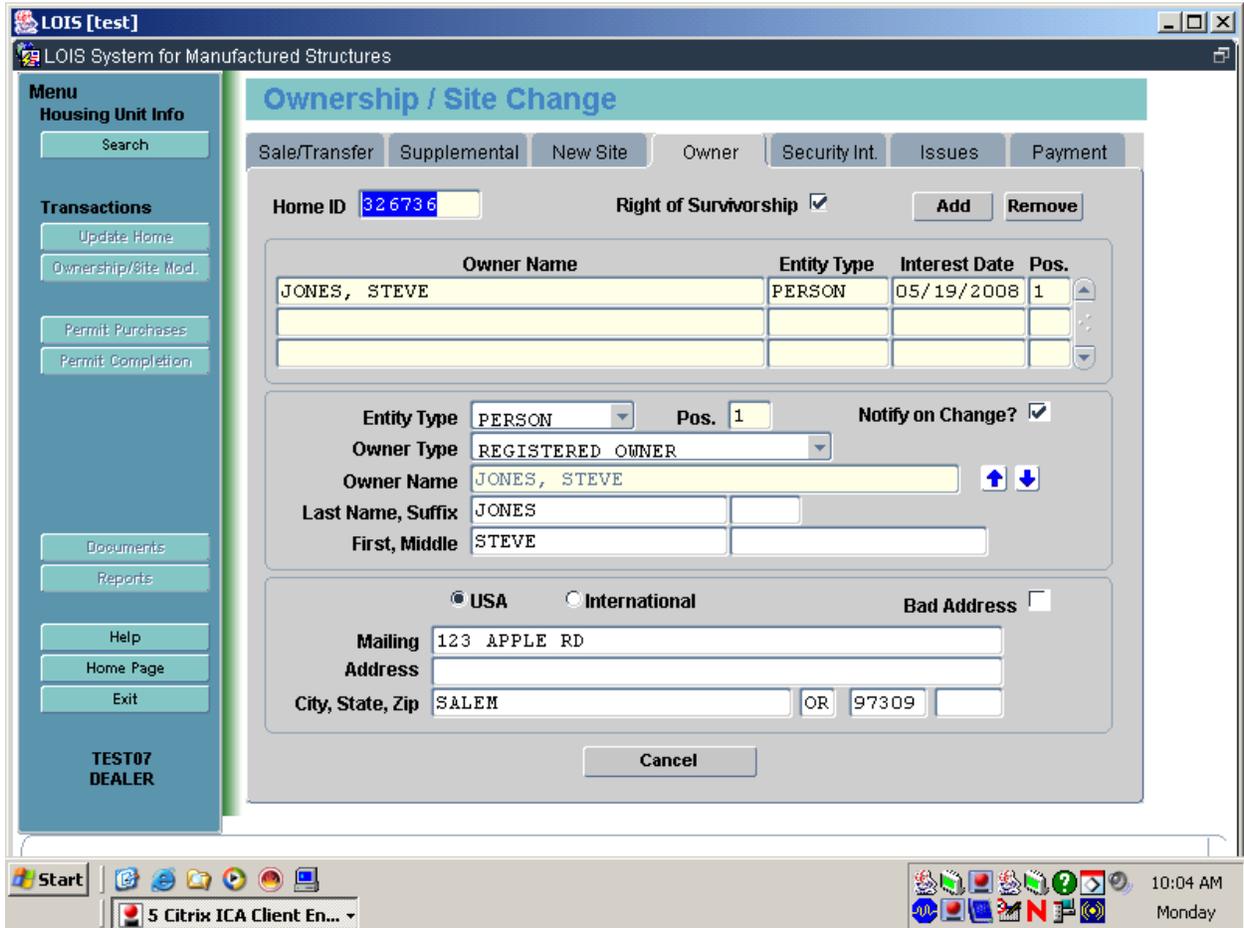
LOIS Manufactured Home System  
Dealer Manual

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

**Step 3:**

**Update Owner Information**

When the next screen appears, select the **Owner** tab at the top of the screen.



Notice that the owner information in the top section of this screen has a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user. Use the center and lower sections of the screen to modify/update the appropriate information.

**Step 4:**

Select the name of the owner you want to update by using your mouse and clicking on the name in the top portion of the screen. The information associated with that owner will appear in the middle and bottom portion of your screen.

LOIS Manufactured Home System  
Dealer Manual

Update the appropriate information in the middle and lower portions of your screen by typing over existing information.

You can go on to perform other transactions on this home, or you can return to your Home Page and start a new process.



**Warning!!!!**

**The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .**

## **SECURITY INTEREST INFORMATION**

This option allows ownership information to be updated on a home already in the LOIS System. The home must already exist in the LOIS System before this transaction can be conducted.

Only the security interest holder can release their own interest in a home. Such release can be performed by the security interest holder personally, or through an authorized agent. Any change to security interest holders will generate a letter to all owners and security interest holders, notifying of change.

**DO NOT** use this option to record the sale or transfer of a home. See *SELLING OR TRANSFERING A HOME* for instructions on how to process these transactions.

## Adding a Security Interest Holder

### Step 1: Find the Home

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

### Step 2: Select the Home

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

### Step 3: Add Security Interest Information

When the next screen appears, select the **Security Int** tab at the top of the screen.

The screenshot shows the LOIS System for Manufactured Structures interface. The main window is titled "Ownership / Site Change" and has several tabs: "Sale/Transfer", "Supplemental", "New Site", "Owner", "Security Int.", "Issues", and "Payment". The "Security Int." tab is selected. The "Home ID" is 310794. Below this is a table of security holders:

Security Holder Name	Entity Type	Interest Date	Pos.
TEXTRON FINANCIAL - GOLDEN VALLEY	BUSINESS	07/19/2006	1

Below the table is a form for adding a new security holder. The "Related Business" is "TEXTRON FINANCIAL - GOLDEN VALLEY", "Entity Type" is "BUSINESS", and "Pos." is "1". The "Secured Party Type" is "FLOORING LENDER" and the "Secured Party Name" is "TEXTRON FINANCIAL - GOLDEN VALLEY". The "Mailing Address" is "701 XENIA AVE S #300" and the "City, State, Zip" is "GOLDEN VALLEY MN 55416". There are also radio buttons for "USA" and "International", and a "Bad Address" checkbox. A "Cancel" button is at the bottom.

LOIS Manufactured Home System  
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The top portion of the screen indicates any security interest holders already associated with the home. Notice that these fields have a yellow background, indicating that they cannot be modified by the system user.

The lower two sections of this screen will show details on the security interest holder that is highlighted at the top of the screen. If this is the first security interest holder added to this home, this screen will be blank.

**Step 4:**

Select **Add** at the top right of the screen.

**Step 5:**

Select whether the security interest holder is a person or business by selecting the from the **Entity Type** drop down list.

**Step 6:**

Use the drop-down list to select the **Related Business**. If the business is not in the system you may type the business name in the **secured party name** field. If the business is selected from the drop-down list, the secured party name field will automatically be filled in.

**Step 7:**

Use the drop-down list to select the **Secured Party Type**. Choices are Consercator, DBA, Flooring Lender, Guardian, Leasee, Lessor, Other, Persaonl Representative, Registered Owner, Security Interest Holder, Trustee, Trustee Leasee, or Trustee Lessor.

If you entered “Business” as the **Entity Type**, the LOIS system will provide fields for the business name. If you selected “Person” as the **Entity Type**, the LOIS system will provide fields for the person’s full name. Enter the name of the business or person.

**Step 8:**

Enter the **Mailing Address** of the security interest holder.

You can go on to perform other transactions on this home, or you can return to your [Home Page](#) and start a new process.



**Warning!!!!**

**The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .**

## Assigning/Subordinating a Security Interest Holder

### Step 1: Find the Home

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

### Step 2: Select the Home

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

### Step 3: Adding the Security Interest that Interest will be Assigned/Subordinated to

When the next screen appears, select the **Security Int** tab at the top of the screen.

The screenshot displays the LOIS System for Manufactured Structures interface. The window title is "LOIS [test]". The main menu on the left includes "Housing Unit Info" (Search), "Transactions" (Update Home, Ownership/Site Mod, Permit Purchases, Permit Completion), "Documents", "Reports", "Help", "Home Page", and "Exit". The user is identified as "TEST07 DEALER".

The main content area is titled "Ownership / Site Change" and has several tabs: "Sale/Transfer", "Supplemental", "New Site", "Owner", "Security Int.", "Issues", and "Payment". The "Security Int." tab is selected.

The "Home ID" field contains "310794". There are "Add" and "Remove" buttons next to it.

Security Holder Name	Entity Type	Interest Date	Pos.
TEXTRON FINANCIAL - GOLDEN VALLEY	BUSINESS	07/19/2006	1

Below the table, there are fields for "Related Business" (TEXTRON FINANCIAL - GOLDEN VALLEY), "Entity Type" (BUSINESS), and "Pos." (1). There is an "Assign/Subord" button.

The "Secured Party Type" is "FLOORING LENDER" and the "Secured Party Name" is "TEXTRON FINANCIAL - GOLDEN VALLEY". There are up and down arrow buttons next to the name.

At the bottom, there are radio buttons for "USA" (selected) and "International", and a "Bad Address" checkbox. The "Mailing Address" field contains "701 XENIA AVE S #300". The "City, State, Zip" field contains "GOLDEN VALLEY MN 55416". There is a "Cancel" button at the bottom.

The status bar at the bottom shows "Record: 1/1" and the Windows taskbar with the time "9:49 AM".

## LOIS Manufactured Home System Dealer Manual

The top portion of the screen indicates any security interest holders already associated with the home. Notice that these fields have a yellow background, indicating that they cannot be modified by the system user.

The lower two sections of this screen will show details on the security interest holder that is highlighted at the top of the screen. If this is the first security interest holder added to this home, this screen will be blank.

### **Step 4:**

Select **Add** at the top right of the screen.

### **Step 5:**

Select whether the security interest holder is a person or business by selecting the from the **Entity Type** drop down list.

### **Step 6:**

Use the drop-down list to select the **Related Business**. If the business is not in the system you may type the business name in the **secured party name** field. If the business is selected from the drop-down list, the secured party name field will automatically be filled in.

### **Step 7:**

Use the drop-down list to select the **Secured Party Type**. Choices are Consercator, DBA, Flooring Lender, Guardian, Leasee, Lessor, Other, Persaonl Representative, Registered Owner, Security Interest Holder, Trustee, Trustee Leasee, or Trustee Lessor.

If you entered “Business” as the **Entity Type**, the LOIS system will provide fields for the business name. If you selected “Person” as the **Entity Type**, the LOIS system will provide fields for the person’s full name. Enter the name of the business or person.

### **Step 8:**

Enter the **Mailing Address** of the security interest holder.

### **Assigning/Subordinating**

### **Step 9:**

Select the name of the Security Interest Holder that will be assigning/subordinating their interest to the party below them on the **Security Holder Name** portion of the screen.

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Dealer Manual

LOIS [test]  
LOIS System for Manufactured Structures

**Menu**  
Housing Unit Info  
Search  
Transactions  
Update Home  
Ownership/Site Mod.  
Permit Purchases  
Permit Completion  
Documents  
Reports  
Help  
Home Page  
Exit  
TEST07  
DEALER

**Ownership / Site Change**

Sale/Transfer Supplemental New Site Owner Security Int. Issues Payment

Home ID 326757 Add Remove

Security Holder Name	Entity Type	Interest Date	Pos.
WILLAMETTE COMMUNITY BANK	BUSINESS	06/04/2008	1
21ST MORTGAGE CORP	BUSINESS	06/04/2008	2

Related Business 21ST MORTGAGE CORP  
Entity Type BUSINESS Pos. 2 Assign/Subord  
Secured Party Type SECURITY INTEREST HOLDER  
Secured Party Name 21ST MORTGAGE CORP

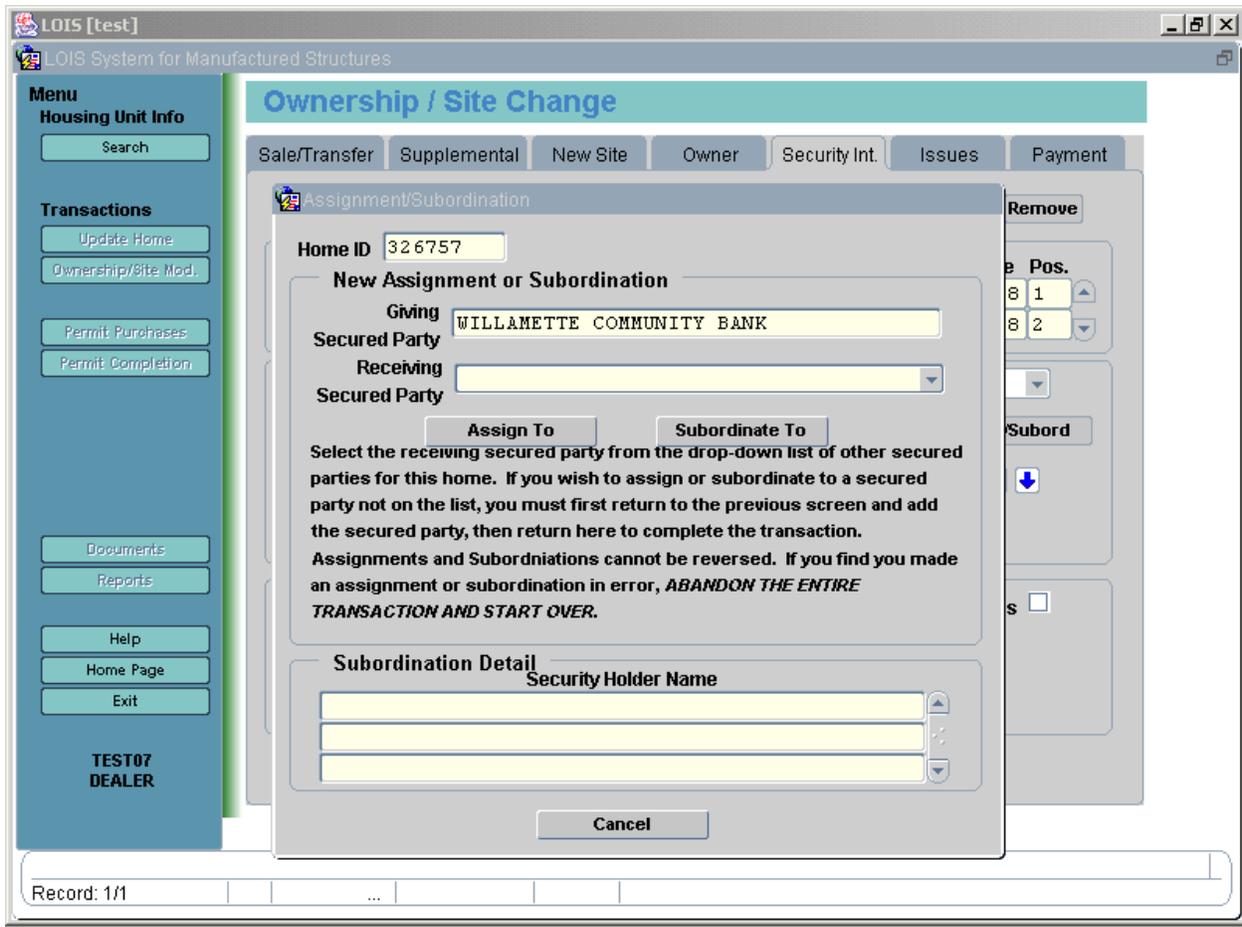
USA  International Bad Address   
Mailing P O BOX 477  
Address  
City, State, Zip KNOXVILLE TN 37901  
Cancel

Record: 2/3

**Step 10:**

Click the **Assign/Subord** button in the middle of the screen.

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**Step 11:**

Select the name from the **Receiving Secured Party** drop-down list and select either **Assign To** or **Subordinate To** depending on what the transaction is that is taking place.

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Dealer Manual

The Assigned/Subordinated lien holder will then populate the field that the previous lien holder was in and now have their perfection date.

You can go on to perform other transactions on this home, or you can return to your Home Page and start a new process.



**Warning!!!!**

The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .

## Clerical Update to Security Interest Information

### Step 1: Find the Home

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

### Step 2: Select the Home

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

### Step 3: Update Security Interest Information

When the next screen appears, select the **Security Int** tab at the top of the screen.

LOIS [test]  
LOIS System for Manufactured Structures

**Ownership / Site Change**

Sale/Transfer Supplemental New Site Owner **Security Int.** Issues Payment

Home ID: 326757 [Add] [Remove]

Security Holder Name	Entity Type	Interest Date	Pos.
21ST MORTGAGE CORP	BUSINESS	06/04/2008	1

Related Business: 21ST MORTGAGE CORP  
Entity Type: BUSINESS Pos. 1 [Assign/Subord]

Secured Party Type: SECURITY INTEREST HOLDER  
Secured Party Name: 21ST MORTGAGE CORP [Up] [Down]

USA  International Bad Address

Mailing Address: P O BOX 477  
City, State, Zip: KNOXVILLE TN 37901

[Cancel]

Record: 1/1

LOIS Manufactured Home System  
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Notice that the security interest information in the top section of this screen has a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user. Use the center and lower sections of the screen to modify/update the appropriate information.

**Step 4:**

Select the name of the security interest holder you want to update by using your mouse and clicking on the name in the top portion of the screen. The information associated with that security interest holder will appear in the middle and bottom portion of your screen.

**Step 5:**

Update the appropriate information in the middle and lower portions of your screen by typing over existing information.

You can go on to perform other transactions on this home, or you can return to your [Home Page](#) and start a new process.



**Warning!!!!**

The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .

## ISSUES AND MESSAGES

There are two ways to add “free form” comments to a home. The first is through the “Ownership/Site Mod” module. Every time a user goes into this module s/he will have the opportunity to add comments that are specific to the particular transaction being performed. This comment section should be used only for comments that are specific to that transaction.

To add comments that will stay with the home (rather than the transaction), use the issue messages screen as described below.

### **Adding an issue or message**

**Step 1:**

**Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

LOIS Manufactured Home System  
Dealer Manual

**Step 2:**

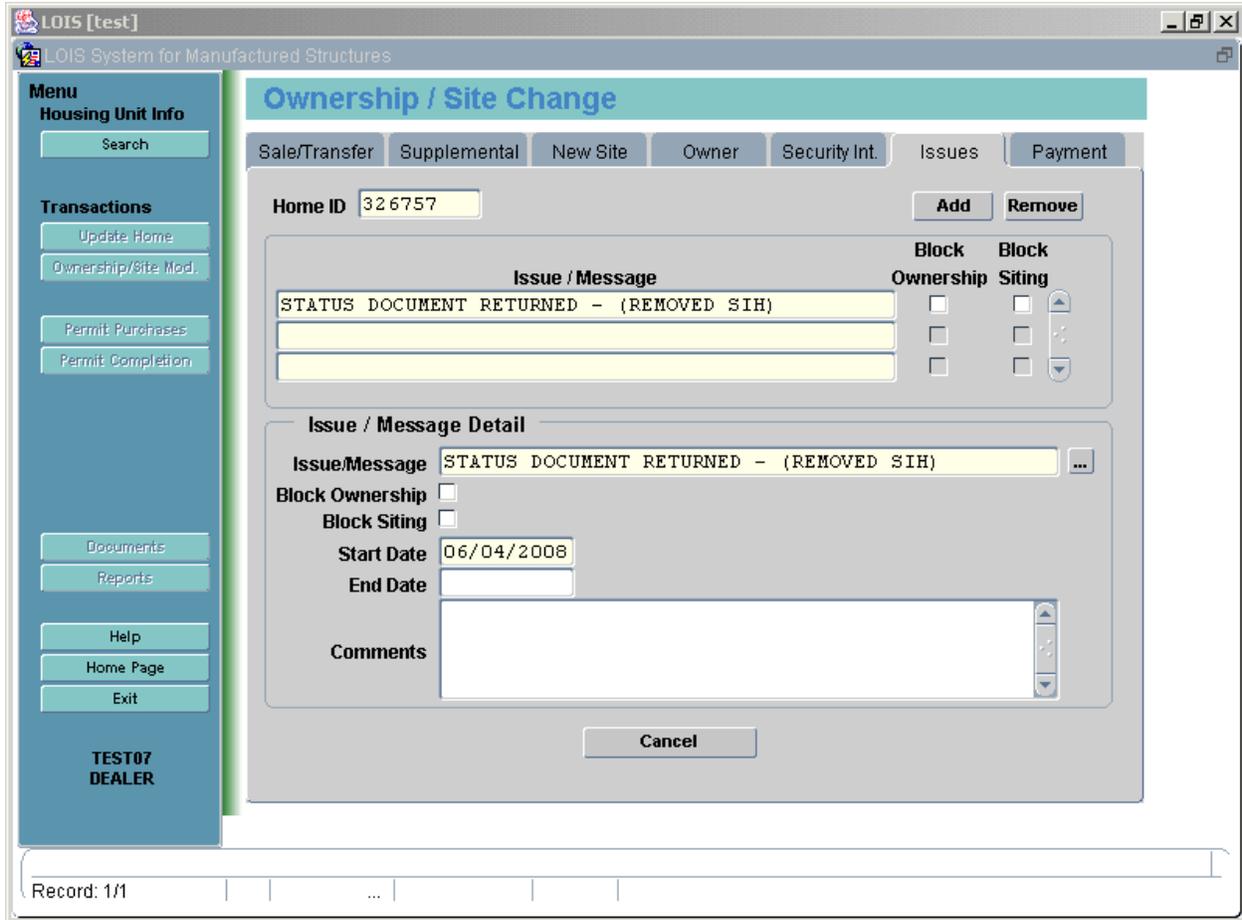
**Select the Home**

When you find the home you are looking for, highlight the home and select **Ownership/Site Mod** from the main menu.

**Step 3:**

**Add Issue Message**

When the next screen appears, select the **Issues** tab at the top of the screen.



Notice that the top part of this screen lists the issue messages that have already been associated with this home, if any. If the issue messages are set up to block ownership or siting changes, these boxes will have a check mark in them. Ownership and siting blocks are associated with the issue message and set up by the Building Codes Division.

The bottom portion of the screen will show the detail of any issue message that is highlighted in the top portion of the screen. The detail information cannot be changed on this screen.

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Dealer Manual

**Step 4:**

To add an issue to this home, select **Add** near the top right of the screen.

**Step 5:**

Click the  to view a list of issues from the drop-down list to select the **Issue/Message** to be added to this home.

Note that some issue messages will cause a **Block** to siting, ownership, or visibility. When a site or ownership block is associated with a home, a message will be shown to future system users who attempt modification. The siting and ownership block boxes will be populated by the LOIS system.

The LOIS system will populate the **Start Date** with the date of the transaction. This date cannot be modified by the system user.

If this is a temporary issue, you can enter a **End Date**. This field can be left blank if you don't know the end date, or expect the issue to remain permanently.

**Step 6:**

Enter any **Comments** specific to this home and this issue, if appropriate.

You can go on to perform other transactions on this home, or you can return to your Home Page and start a new process.



**Warning!!!!**

The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .

**Deleting an issue or message**

**Step 1:**

**Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

**Step 2:**

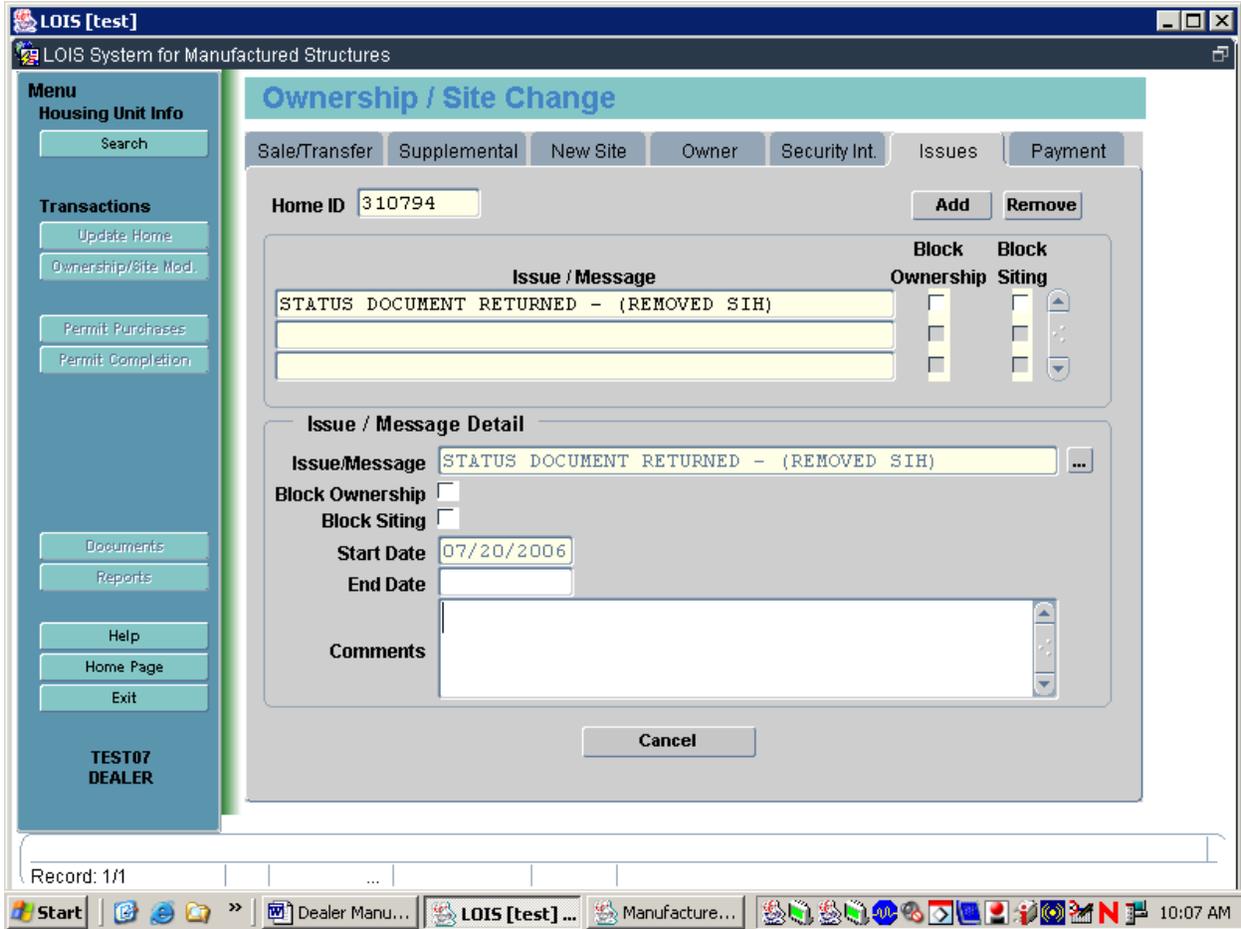
**Select the Home**

When you find the home you are looking for, highlight the home and select **Ownership/Site** **Mod** from the main menu.

LOIS Manufactured Home System  
Dealer Manual

**Step 3:**  
**Delete the Issue Message**

When the next screen appears, select the **Issues** tab at the top of the screen



**Step 4:**

Highlight the Issue you want to delete from this home. Select **Remove** and the LOIS System will ask you to verify that you want to remove this issue. Select **OK**.

An issue can also be removed by entering an **End Date** in the field.

**Note:** Issues that have blocked ownership or siting can only be removed by the counties or BCD.

Removing the Issue from a home does not delete the fact that the issue was once associated with the home. The LOIS Systems keeps a history of all transactions, including issue messages, associated with a home throughout the life of that home.

You can go on to perform other transactions on this home, or you can return to your Home Page and start a new process.



**Warning!!!!**

The transaction will not be saved until the payment screen has been completed and processed. Even if there are no charges for the transaction, this screen must be completed and processed. See *PAYMENT* for instructions on how to complete this screen .

## **TRIP PERMITS**

The LOIS System allows you, as a Dealer System User, to issue Trip Permits and print those permits on your local printer.

Trip permits are needed for each section of a home being moved, but do not have to be purchased at the same time. One person can purchase a trip permit for one section, and another person purchase a trip permit for another section. One person can purchase a trip permit for all sections simultaneously, or during separate transactions. This is completely at the discretion of the purchaser.

More than one trip permit can be issued for each section of a home, but only one permit for each section can be completed.

Before a trip permit can be issued, a pending site must be in the LOIS system. If there is no pending site in the system, a trip permit cannot be purchased.

### **Issuing a Trip Permit**

#### **Step 1:**

##### **Find the Home**

The first step to any transaction within the LOIS system is to perform a comprehensive search for the home. See *FINDING A HOME* for instructions on performing this search.

#### **Step 2:**

##### **Activate Transaction**

When you find the home you are looking for, highlight the home and then look at the main system menu at the left of your screen. If the home has a Pending Site on record, the **Permit Purchases** transaction will become active. If the **Permit Purchases** transaction does not become active, you will not be able to continue this transaction.

#### **Step 3:**

##### **Identify the Purchaser**

Select **Permit Purchases** from the main menu.

LOIS Manufactured Home System  
Dealer Manual

The screenshot shows a web application window titled "LOIS [test]" with a sub-header "LOIS System for Manufactured Structures". The main content area is titled "Trip Permit Purchase" and contains a form for entering permit information. The form includes a "Home ID" field with the value "326757". Below this is a section titled "Permit Transaction Information" with several fields: "Permit Buyer" (WILLAMETTE REALTY), "Placement Permit ID" (blank), "Issue Date" (06/04/2008), and "Expire Date" (07/04/2008). There are two address sections: "Source Address" (1014 HAWAII STREET SE) and "Destination Address" (123 APPLE RD). Both address sections include "City, State, Zip" fields with "SALEM OR 97301" and "SALEM OR 97309" respectively. The "Permit Buyer" field is highlighted in yellow. At the bottom of the form are "Cancel" and "Continue Trip Permit Process" buttons. A sidebar on the left contains a "Menu" with options like "Housing Unit Info", "Transactions", "Documents", "Reports", "Help", "Home Page", and "Exit". The bottom of the window shows "Record: 1/1".

**Step 4:**

Enter the name of the person purchasing the permit in the **Permit Buyer** field.

**Step 5:**

If the person has the **Placement Permit ID** number from the county, enter the number(s), otherwise, leave the fields blank.

Notice that the rest of the fields have a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user.

The LOIS system will populate the **Issue Date** with the date of the transaction.

Trip Permits expire 30 days after the issue date. The **Expire Date** will be calculated by the LOIS system.

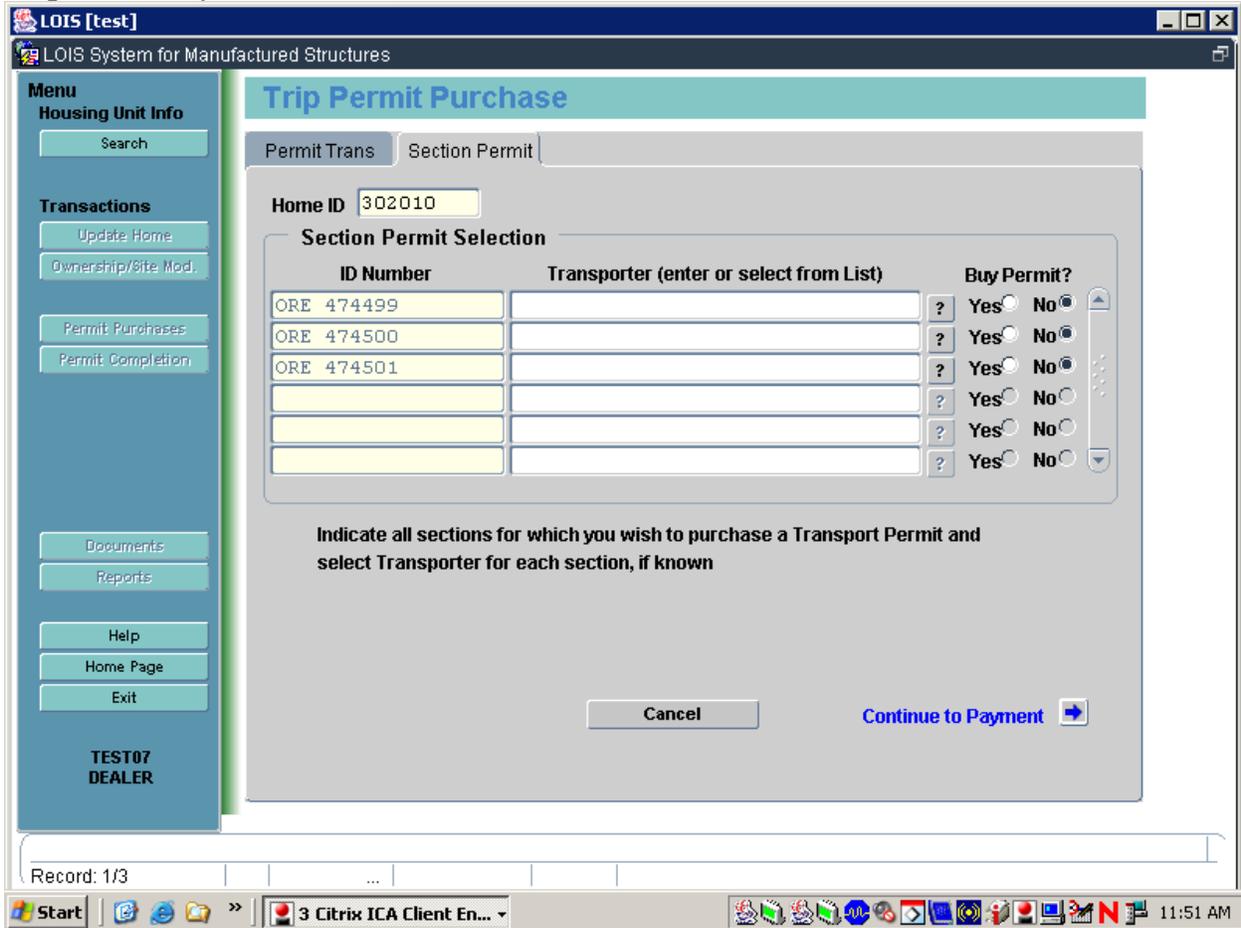
The **Source Address** and **Destination Address** will be populated by the LOIS system based on information previously entered. These addresses represent the current and pending sites for this home.

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**Step 6:**

Select **Continue Trip Permit Process** at the bottom of the screen.

**Step 7: Identify the Section(s)**



Determine which section(s) you want to issue a permit for based on the Section ID number.

**Step 8:**

Click the  to select the **Transporter**. If the transporter is not in the list, you may type it in the above screen. If the Transporter is not known, select “unknown” from this list. For every section where a transporter has been identified, whether specified or unknown, the system will check the **Yes** indicator to the right of the transporter field.

Double check the **Yes** and **No** buttons for accuracy.

**Step 5:  
Payment**

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Notice the yellow background in most of the fields on this screen. The yellow background is used throughout the LOIS system as an indicator of fields that cannot be modified by the system user.

The **Issue Date** will always be the date of the transaction.

The screenshot shows a web application window titled "LOIS [test]" with a sub-header "LOIS System for Manufactured Structures". The main content area is titled "Trip Permit Purchase" and contains a form with the following fields and options:

- Home ID:** 302010
- Issue Date:** 07/20/2006
- Expire Date:** 08/19/2006
- Charge/Payment Information:**
  - Transaction Type:** PERMIT FEE
  - Transaction Fee:** 15.00
  - Payment Method:**  Credit Card,  On Account

At the bottom of the form are "Cancel" and "Process" buttons. The left sidebar contains a "Menu" with sections for "Housing Unit Info", "Transactions", and "Documents/Reports". The status bar at the bottom indicates "Record: 1/1" and the system time is 2:00 PM.

Trip Permits expire 30 days after the issue date. The **Expire Date** is calculated by the LOIS system.

The **Transaction Type** field will always be Permit Fee.

The **Transaction Fee** field will be calculated by the LOIS system. This fee will be based upon fees specified in ORS 446.646(4)(a).

See the *PAYMENT* section of this manual for instructions on the **Payment Method** and **Process**.

## EXEMPTION PROCESS

LOIS Manufactured Home System  
Dealer Manual

Dealers should contact the county taxation/assessment office regarding their procedures for exempting a manufactured structure.

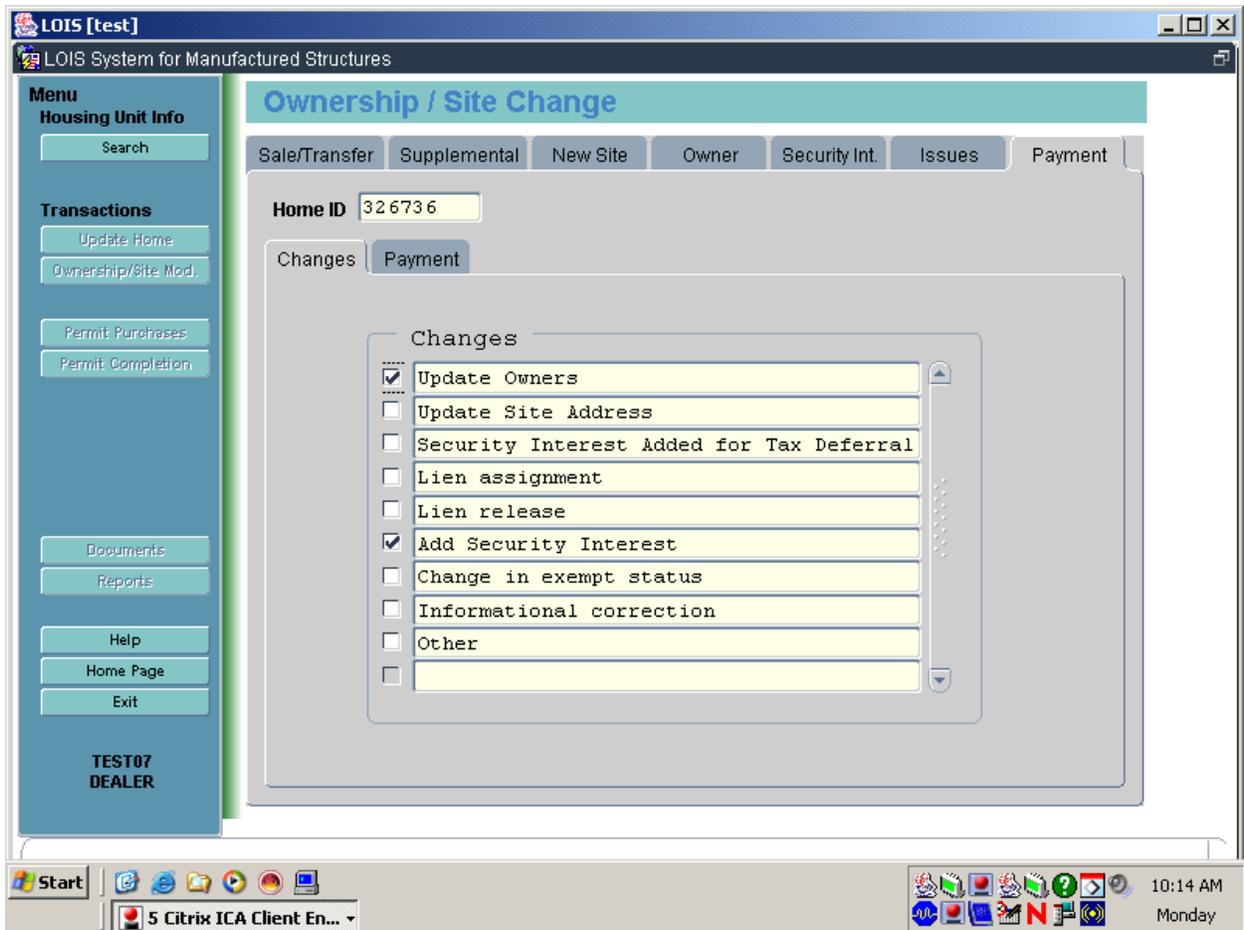
## PAYMENT

All transactions must end with the payment screen, even if there are no charges accrued. Exiting a transaction without completing this payment screen will cancel the transaction. The payment screen is identical for all transactions except the **Permit Purchase**, see step 6 of the *PERMIT PURCHASE* section for instructions on the permit payment screen.

### Step 1:

#### Payment Options

Select the **Payment** tab at the top of the screen.



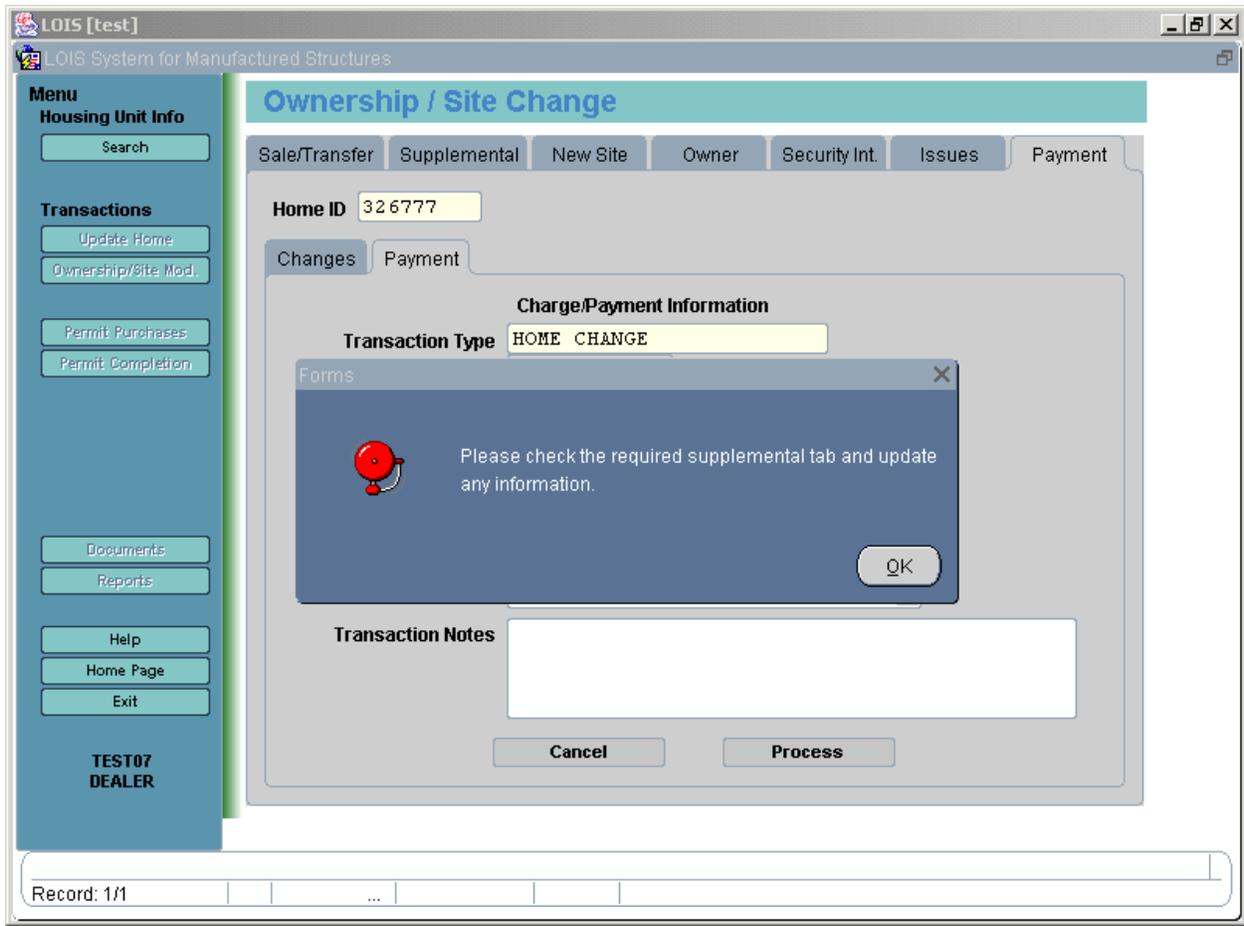
A list will appear for you to check the **change types** that have occurred in this transaction.

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**Step 2:**

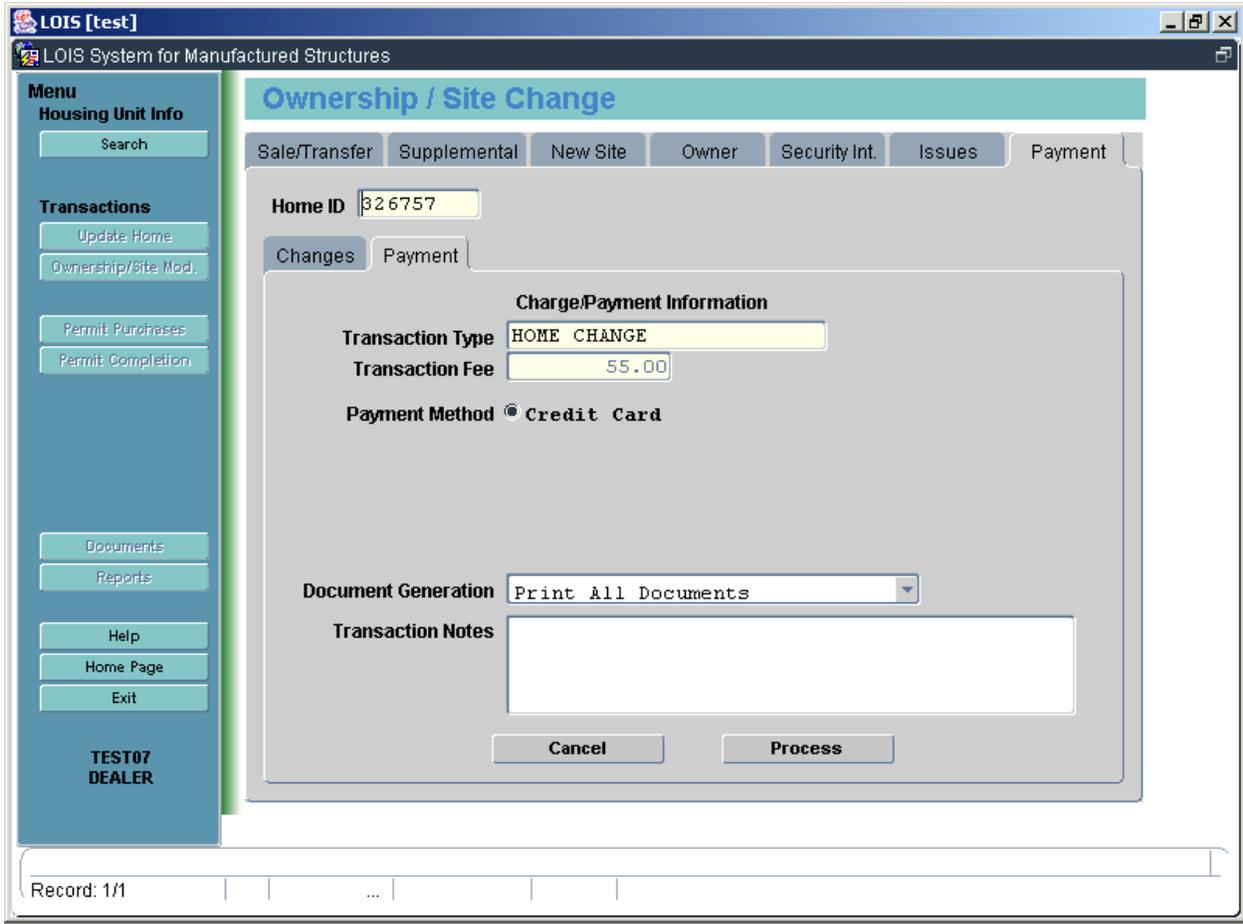
After selecting the changes that have taken place a **payment tab** will appear next to the change tab in the middle of the screen. Select the tab and continue with the payment.

You will receive the following pop up message for all transactions before you are able to save any work. This message is just a reminder to check the supplemental tab and verify or correct any information.



If all information is filled out and correct on the **supplemental tab**, select **ok** to continue with payment.

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No fees will be charged, or documents generated until the **Dealer holds Interest** flag has been released.

Notice that the **Transaction Type** field has a yellow background. This yellow background is used throughout the LOIS system to indicate fields that cannot be modified by the system user. The LOIS system will populate this field based on the transaction(s) the system user has just entered.

The **Transaction Fee** field will also be populated by the LOIS system. Only chosen system users can modify this field, generally management.

The LOIS system will populate the **Document Generation** field with a description of what documents will be printed based on the transaction(s) being processed. A system user can generate documents where none are generated by the system, but cannot cancel the system generated documents.

### Step 3:

There are several **Payment Methods**:

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a. **Credit Card.** This payment should be selected if the customer has given credit card information for payment. When this method is selected, the LOIS system will connect the system user to the credit authorization screen. The system user will enter credit card information as directed. The system user will receive either an authorization or a rejection of the credit card payment at the end of processing. If a rejection is received, the system user will be responsible for collecting another payment method. All system users have access to this payment method.

b. **On Account.** If you have been issued an account from BCD, this option will appear as one of your payment options. BCD will not issue out any new accounts.

If you have an account, contact BCD if you are unsure how to generate your monthly billing statement.

**Step 4:**

**Transaction Notes:** Enter in a short explanation of that transaction that is taking place.

**Step 5:**

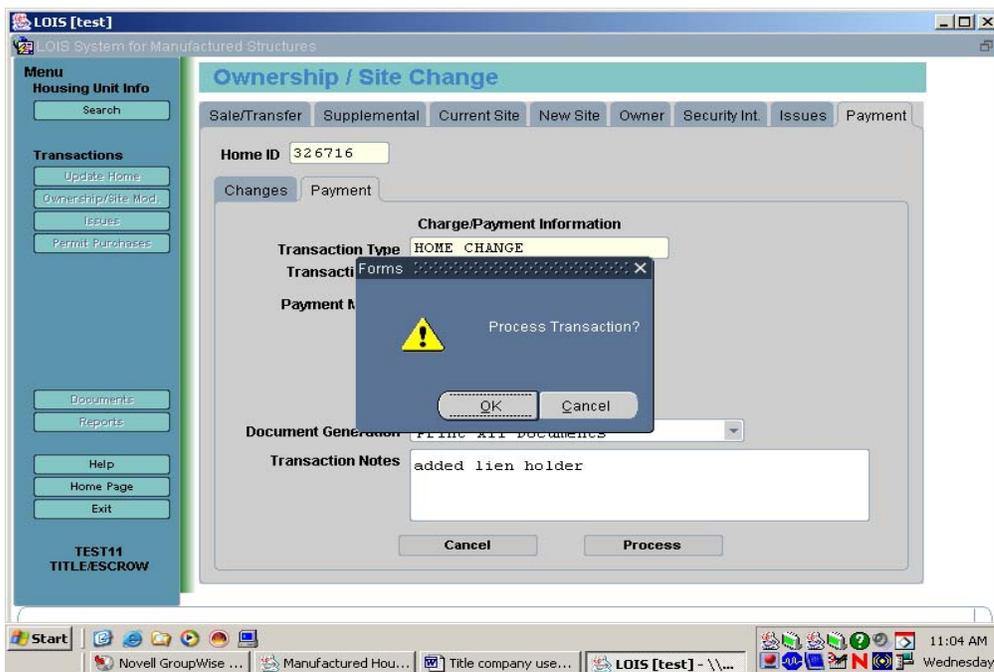
**Posting the Transaction**

When all information is correct, select **Process** near the bottom of the screen.

**Step 6:**

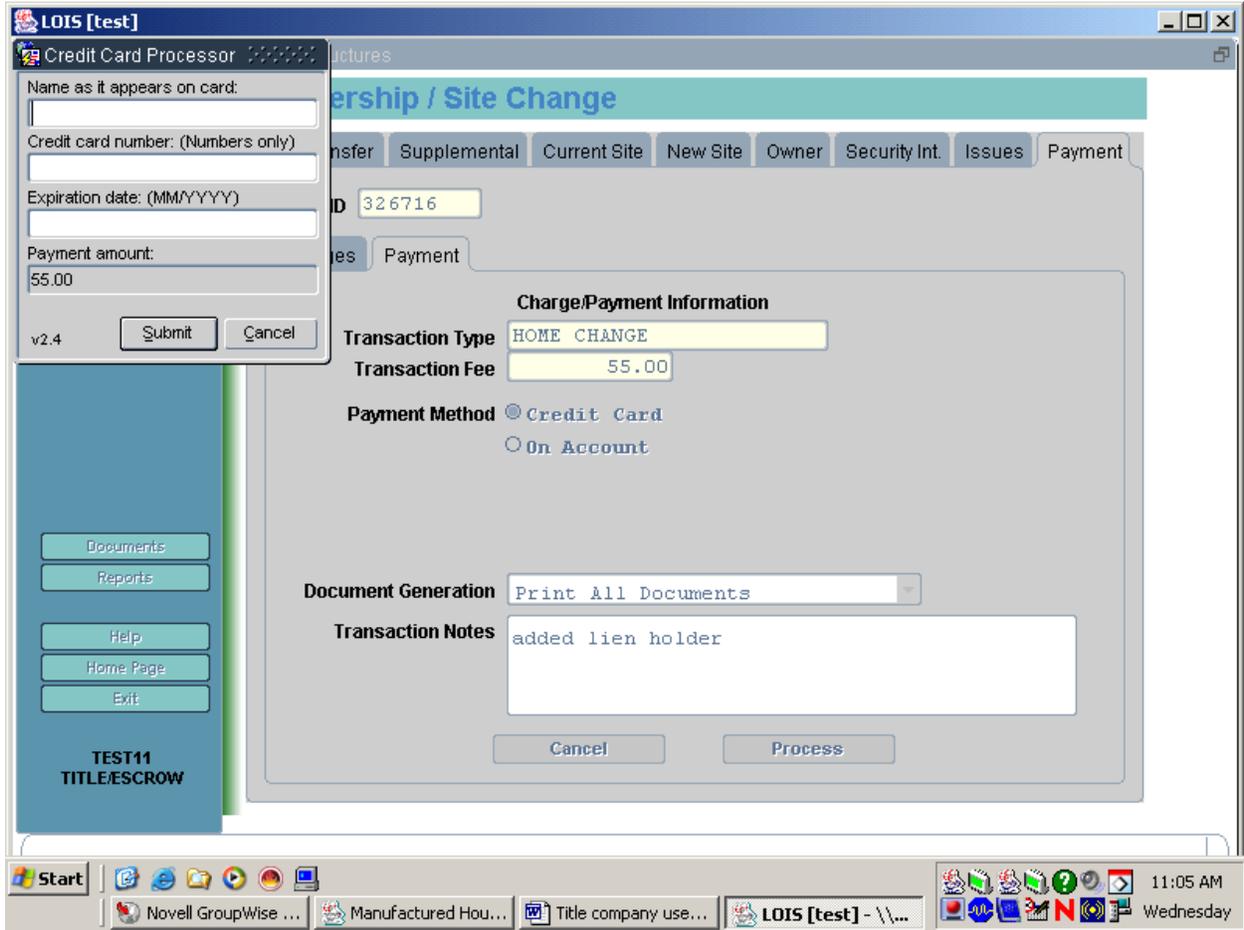
The LOIS system will ask you to verify that you are ready to process this transaction. Select **OK** to continue processing, or **Cancel** to go back to the payment screen.

Once you have selected **OK**, the LOIS system will post the transaction and return with a verification.



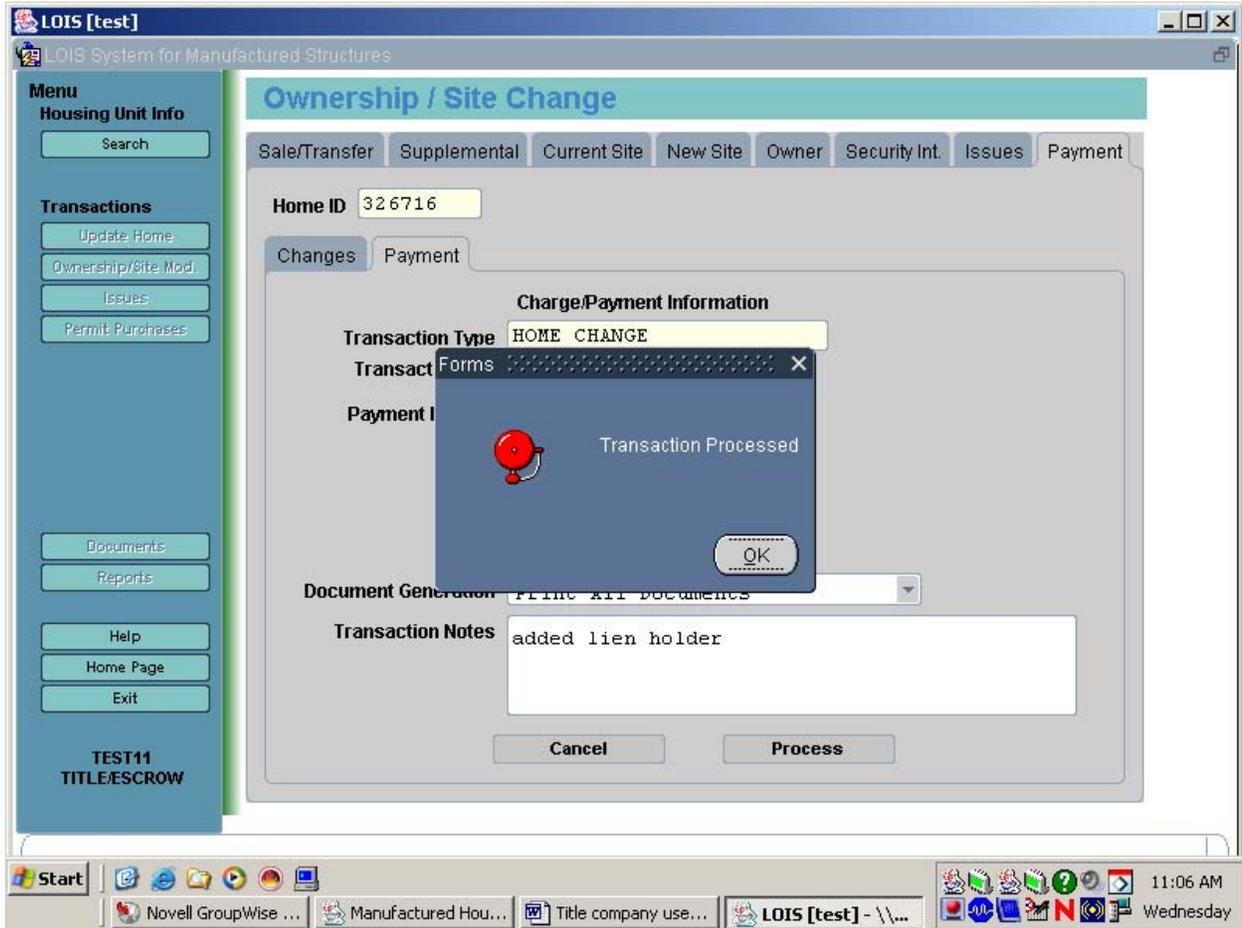
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If you are using a credit card, this screen will appear next:



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If using an account (and once the credit card has gone through), you will see this screen:



### Step 7:

Select **OK** and the LOIS system will return you to the list from your search.

## REPORTS

The LOIS System provides you with several reports for your ease of tracking and monitoring your transactions within the system. If you are in need of a report that is not currently available, contact the Building Codes Division for assistance.