



eTAG - Creating Internet Down Tags

Internet Down Tags are issued when the Internet or the system is down. These tags must be preprinted prior to the system being unavailable. After printing the Internet Down Tags, they must be kept in a safe and secure location. The Internet Down Tag must be manually completed prior to providing the tag to the customer. An Internet Down Tag must be assigned to the purchaser (in the eTAG system) when the system becomes available in order to ensure customer information appropriately displays in the event the customer is stopped by law enforcement.

From the *Tag* menu option, select **Internet Down Tag**.

1. The system displays the *Internet Down Tag – Request for Tag Numbers* page.

Internet Down Tag - Request for Tag Numbers

Dealer Information

Business Name: ABC DEALERSHIP	GDN: P51769
Address: 12931 RESEARCH BLVD	
City: AUSTIN	License Type: Dealer
Phone: 5125125555	License Category: 01

Tag Count

Tags Allowed: 500	Remaining: 491
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Request for Tag Numbers

Number of Tags:

2. Make sure the number of remaining tags is greater than zero.
3. Enter the number of Internet Down Tags you would like to create in the *Request for Tag Numbers* section. Click **Next**.

Note: The number entered must be equal to or less than the remaining number of tags.

4. Click the checkbox next to the tag(s) to print or click the checkbox located in the upper left side of the blue shaded area to select all tags for print.
5. Click the **Print Tag(s) & Receipt(s)** button.