



**Texas Department *of* Motor Vehicles**  
HELPING TEXANS GO. HELPING TEXAS GROW.

**December 2021**

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# 1. Amending an Independent GDN Dealers License

You can apply to amend your license if you need to:

- Change your business name if you convert from one entity to another or to update the name.
- Change ownership and management information.
- Change the 911 Address if the city or county changes the address of the office/dealership location.
- Manage locations and DBAs.
- Change GDN type to retail or wholesale.

## 1.1 Amendment Fee

The fee to amend a license is \$25.

You can pay amendment fees via credit card or eCheck.

In addition to the application fees, different convenience processing fees are charged when paying by credit or debit card or when paying by electronic check (eCheck) transactions. These fees are based on the amount of purchase and are displayed on the *Payment* page in eLICENSING.

## 1.2 Gathering Information for This Amendment Application

You may be required to upload attachments to the application. You will need to scan the documents into files and save them to your local computer or a shared resource you can access. Depending on the reason for your amendment, you may need files containing scanned copies of the:

- DBA certificates that have changed.
- Amended Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Photo IDs for any new owners.

## 1.3 Applying for the Amendment to a License

After logging in and displaying the *Welcome* page, click **APPLY** on the **Amend a License** area.

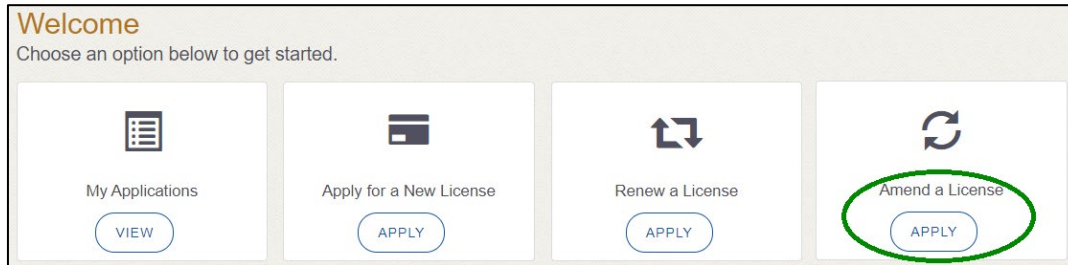
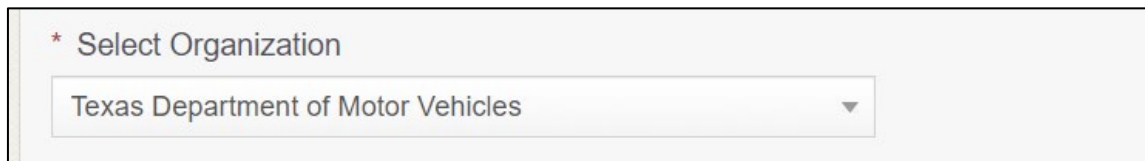


Figure 1: Welcome, Amend a License

### 1.3.1 Organizations List of Accounts

On the *Organizations* page, click the dropdown and select your organization and click **SAVE AND NEXT**.



The screenshot shows a form field labeled '\* Select Organization'. A dropdown menu is open, displaying 'Texas Department of Motor Vehicles' as the selected option.

Figure 2: Select Your Organization

### 1.3.2 Select License

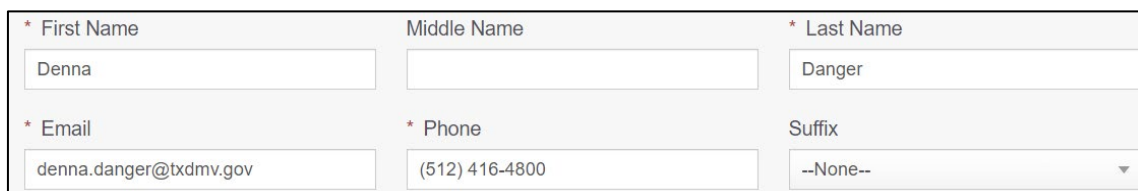
On the *Licenses* page, select the license and click **SAVE AND NEXT**.

| Select                           | License Number | Business Name                      | License Type | GDN Type      | Location                                | Status |
|----------------------------------|----------------|------------------------------------|--------------|---------------|---|--------|
| <input checked="" type="radio"/> | P105150        | Texas Department of Motor Vehicles | GDN          | Motor Vehicle | 4000 Jackson Ave, Austin, Texas, 79731, | Active |

Figure 3: Select License to Amend

### 1.3.3 Contact Information

On the *Contact Information* page, make any changes that apply and click **SAVE AND NEXT**.



The screenshot shows a contact information form with the following fields and values:

- \* First Name: Denna
- Middle Name: (empty)
- \* Last Name: Danger
- \* Email: denna.danger@txdmv.gov
- \* Phone: (512) 416-4800
- Suffix: --None--

Figure 4: Contact Information

### 1.3.4 Amend Reason

On the *Amend Reason* page:

| Select                   | Amendment Reason   |
|--------------------------|--|
| <input type="checkbox"/> | Change Business Name – use this reason for conversion from one entity to another, or to update name                                      |
| <input type="checkbox"/> | Change Ownership and Management– use this reason to document changes to the owners or officers   |
| <input type="checkbox"/> | Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)                           |
| <input type="checkbox"/> | 911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes |
| <input type="checkbox"/> | Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure                       |

- To **Change Business Name**, select Change Business Name.
- To **Change Ownership and Management**, select Change Ownership and Management.
- For **Address and DBA Changes**, select Address and DBA Changes.
- For **911 Address Changes**, select 911 Address Changes.
- To **Change GDN type to retail or wholesale**, select GDN type to retail or wholesale. NOTE: Wholesale and retail dealers cannot office within the same structure

#### Change Business Name

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Business Information* page, make your change and click **SAVE AND NEXT**.

|                  |                        |                                  |             |
|------------------|------------------------|----------------------------------|-------------|
| Type of Business | Sole Proprietor        | EIN                              | ****4545    |
| Business Name    | Texas Department of Mc | Secretary of State Filing Number | 23423423423 |

#### Change Ownership and Management

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.

- On the *Ownership* page, locate the correct area and click **+ OWNER**, **+ADD BUSINESS**, or **+NEW MANAGEMENT/ REPRESENTATIVE**.

**Individual Ownership**  
Please list the person(s) who own the business.

| Name                                       | Date of Birth | Ownership % - Total must equal 100% | Actions |
|--|---------------|-------------------------------------|---------|
| <input type="button" value="+ ADD OWNER"/> |               |                                     |         |

**Business Ownership**  
Use only if the business applying for the license is owned in full or in part by another business.

| Name  | EIN | Ownership % | Actions |
|---|-----|-------------|---------|
| <input type="button" value="+ ADD BUSINESS"/> |     |             |         |

**Management – Use only when applicant is owned by another business, to enter information for individual officers and directors of owning business.**

| Name   | Title | Date of Birth | Actions |
|--|-------|---------------|---------|
| <input type="button" value="+ NEW MANAGEMENT/REPRESENTATIVE"/> |       |               |         |

- Make your changes.
- Scroll to the **Ownership Questions** section and answer the questions.

**Ownership Questions**

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

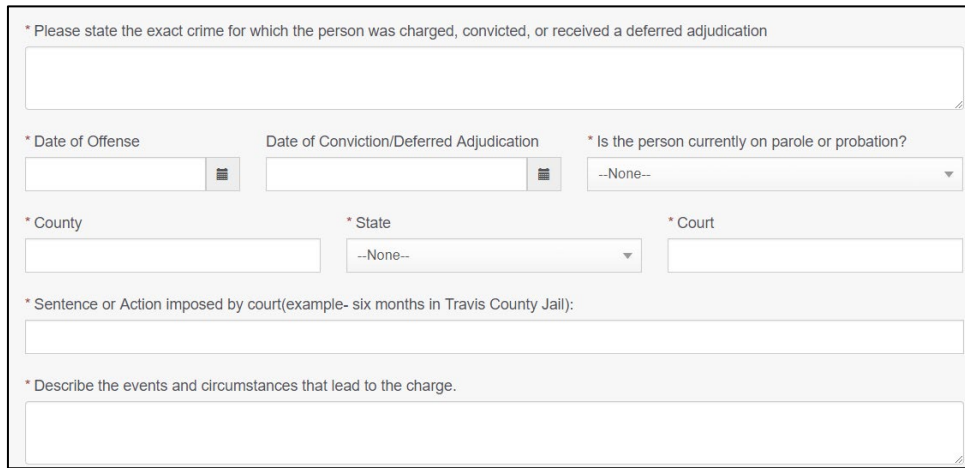
|   |   |
|---|---|
| <p>* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?</p>                                       | <input style="width: 90%;" type="text" value="--None--"/> |
| <p>* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?</p>                    | <input style="width: 90%;" type="text" value="--None--"/> |
| <p>* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?</p> | <input style="width: 90%;" type="text" value="--None--"/> |

- Click **SAVE AND NEXT**.

If the *Criminal History* page displays, **VIEW/ADD CRIMINAL HISTORIES** for the person listed that has a criminal history. Then, to add criminal history information, click **ADD CRIMINAL HISTORY**.



1. On the *Criminal History* details pop-up:



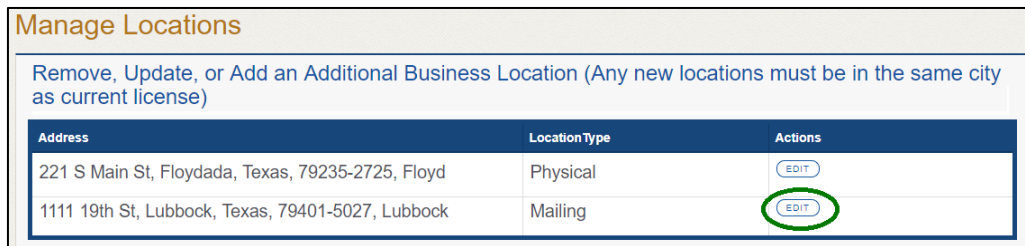
- a. For **State the Exact Crime Section**, type in a short description of the charges, conviction, or deferred adjunction reason.
  - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
  - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
  - d. For **Is the person currently on parole or probation**, select Yes or No.
  - e. For **County**, type in the name of the county in which the offense occurred.
  - f. For **State**, select the name of the state from the dropdown where the offense occurred.
  - g. For **Court**, type in the type of court in which the offense was adjudicated.
  - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
  - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
2. Click **APPLY**.
  3. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.
  4. When you are finished, click **SAVE AND NEXT**.

Note: On the *Attachments* page displayed later, you will be required to upload

documents related to the offenses and charges.

### Address or DBA Changes

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Address and DBA Changes* page, click **EDIT** for the appropriate location.



**Manage Locations**

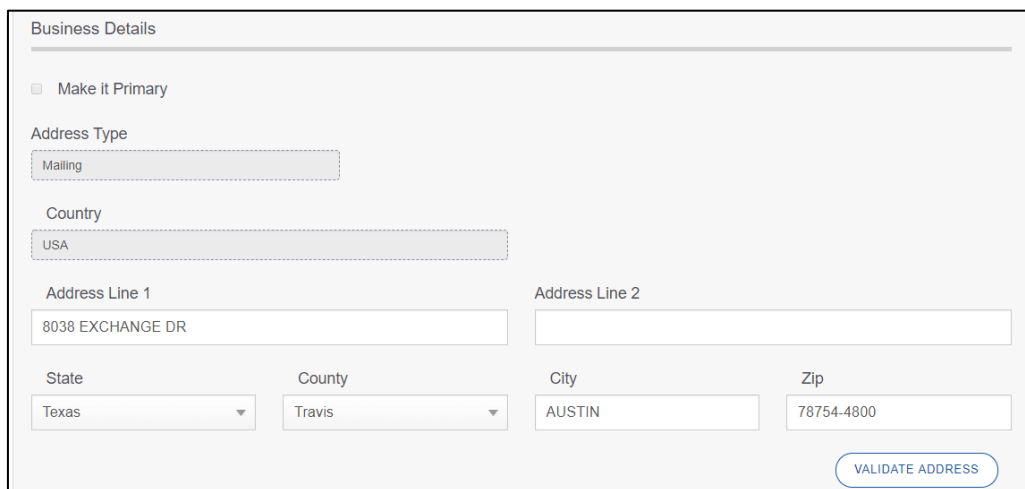
Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)

| Address   | Location Type | Actions              |
|---|---------------|----------------------|
| 221 S Main St, Floydada, Texas, 79235-2725, Floyd | Physical      | <a href="#">EDIT</a> |
| 1111 19th St, Lubbock, Texas, 79401-5027, Lubbock | Mailing       | <a href="#">EDIT</a> |

**Figure 10: Manage Location and DBA**

Note: If you have an existing DBA and you are making changes to an existing location, you will need to edit the address under the **Requested Changes** Section to add the DBA. If you have a new DBA or need to remove a DBA, select edit next to the appropriate location.

4. On the *business address* pop-up, make your changes and click **SAVE**.



**Business Details**

Make it Primary

Address Type  
Mailing

Country  
USA

Address Line 1  
8038 EXCHANGE DR

Address Line 2

State  
Texas

County  
Travis

City  
AUSTIN

Zip  
78754-4800

[VALIDATE ADDRESS](#)

**Figure 11: Business Address Change Pop-up**

### 911 Address Change

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.
3. On the *911 Address Change* page, click **EDIT** from the Actions column of the item to change.

**Manage Locations**

Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)

| Address   | LocationType | Actions                             |
|---|--------------|-------------------------------------|
| 221 S Main St, Floydada, Texas, 79235-2725, Floyd | Physical     | <input type="button" value="EDIT"/> |
| 1111 19th St, Lubbock, Texas, 79401-5027, Lubbock | Mailing      | <input type="button" value="EDIT"/> |

Figure 12: Address Change

4. On the *Business Address* pop-up, make your changes and click **SAVE**.

Business Details

Address Type  
Physical

\* Address Line 1  
222 HWY 35

Address Line 2

\* City  
KYLE

\* State  
Texas

\* Zip  
79640

\* County  
Travis

\* Country  
USA

Figure 13: Business Address Change Pop-up

5. Click **VALIDATE ADDRESS**. Select the correct address option and click **SAVE**.
6. On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click **SAVE AND NEXT**.

**Manage Locations**

Requested Changes

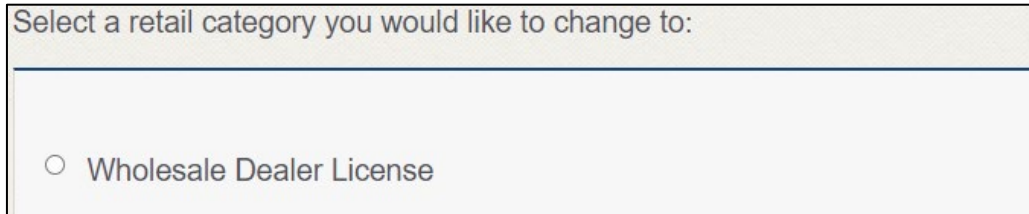
| Address                                     | LocationType | Action Type                 | Actions   |
|---|--------------|-----------------------------|---|
| 123 Main St, Lubbock, Texas, 79406, Lubbock | Mailing      | Location and/or DBA Updated | <input type="button" value="EDIT"/> <input type="button" value="DELETE"/> |

Figure 14: 911 Address Change Verification

### Change GDN Type to Retail or Wholesale

1. For **Effective Date**, type the mm/dd/yyyy (or click calendar and select the date) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.

3. On the *GDN Type to Retail or Wholesale* page:
  - a. Select a retail category you would like to change to.



Select a retail category you would like to change to:

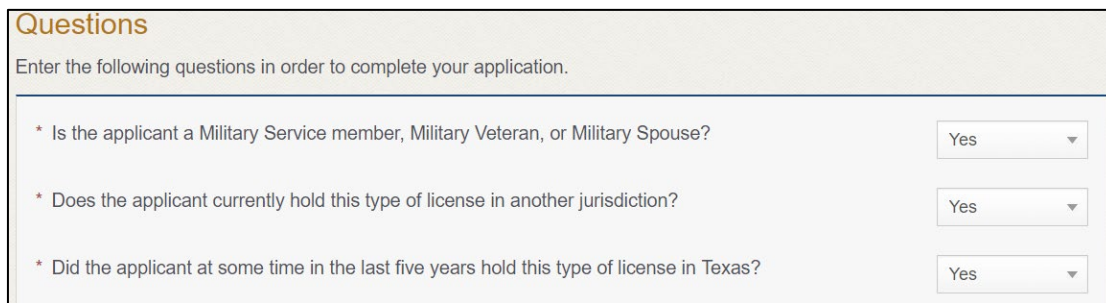
Wholesale Dealer License

Figure 15: Select a Retail Category

4. Click **SAVE AND NEXT**.

### 1.3.5 Questions

Respond to the following questions presented.



**Questions**

Enter the following questions in order to complete your application.

\* Is the applicant a Military Service member, Military Veteran, or Military Spouse? Yes

\* Does the applicant currently hold this type of license in another jurisdiction? Yes

\* Did the applicant at some time in the last five years hold this type of license in Texas? Yes

Figure 16: Military Questions

If you select:

- **No**, continue to the next question.
- **Yes**, several more questions display and if you answer Yes to either condition, type in the **License Number** of the current license.

Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

5. Click **SAVE AND NEXT**.

### 1.3.6 Required Attachments

Depending on the amendment reason, different attachments may be required.

- DBA certificates that have changed.

- Amended Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Assumed Name Certificates.
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State.
- Driver licenses (or passport, official identification cards, etc.) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending.
- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. For each file listed on the page, click **CHOOSE FILE**.

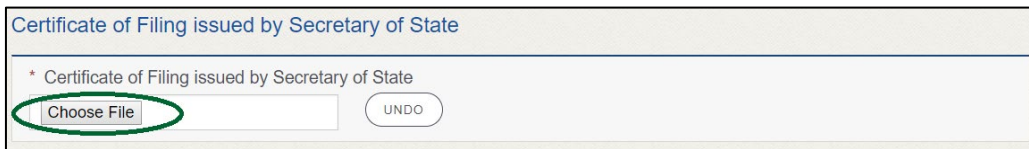


Figure 17: Choose Certificate of Filing Issued File

2. On the *Open* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.

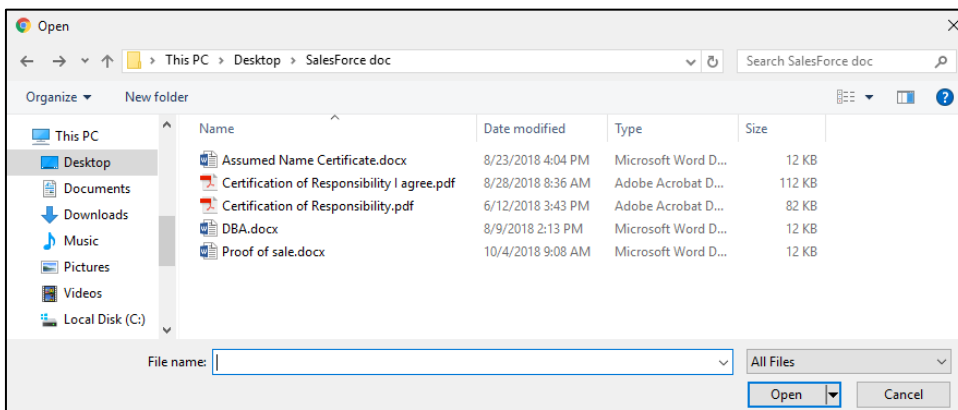


Figure 18: Browse for a File

5. When the name of the file displays on the appropriate *Attachments* page area,

scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click **UNDO** or the red trash can.

### 1.3.7 Other Attachments

For files not required, but that you want to submit to explain elements of your application:

1. Click **+ADD MORE ATTACHMENTS**.

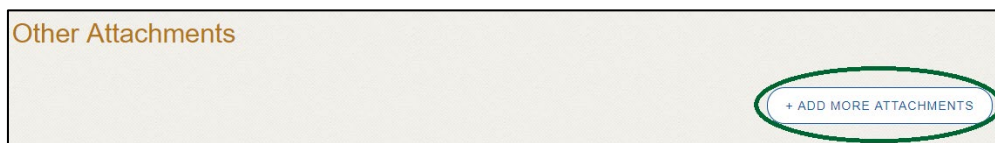


Figure 19: Add Other Attachments

2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

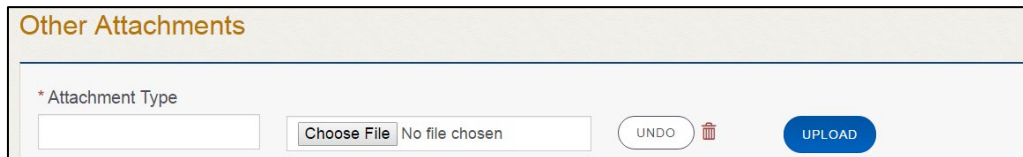


Figure 20: Upload Other Attachments

3. Click **Upload**.
4. Click **SAVE AND NEXT**.

### 1.3.8 Problems with Your Application

If the application has issues that need to be resolved, the *Problems with Your Application* page displays:

- **REVISIT** to return to the issue and make the correction, and then click **SAVE AND NEXT** as many times as it takes to return to this page.
- **NEXT** to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

### 1.3.9 Summary

1. When the *Summary* page displays, review the information.

| Application Information                       |  |
|---|--|
| Organization<br>Franchise Dealer, LLC         | Application Type<br>Amendment                            |
| Business Name<br>Franchise Dealer, LLC        | License Type<br>Franchise                                |
| Type of Business<br>Limited Liability Company | EIN<br>51-2405202  |
| Application Status<br>Pending                 | Amend Reason<br>Change General Manager, Dealer Principal |
| Created Date<br>10/08/2018                    | Associated License<br>N/A                                |
| Submitted Date                                |  |

Figure 21: Summary of Amendments

2. At the bottom of the page, choose one of the following:
  - a. **PRINT** to send the summary to print on your local printer.
  - b. **PREVIOUS** to return to the page where corrections need to be made.
  - c. **SAVE AND EXIT** to store all of the information without submitting the application.
  - d. **SAVE AND NEXT** to continue to the next page.



A horizontal row of five buttons: 'CANCEL' (text), 'PRINT' (with printer icon), 'PREVIOUS' (text), 'SAVE AND EXIT' (text), and 'SAVE AND NEXT' (text). The 'SAVE AND NEXT' button is highlighted in green.

Figure 22: Options for Summary Complete Actions

### 1.3.10 Signature

If you are not going to be making a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature and continue to the **Payments** section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.

If you do not have a Texas driver license or your license cannot be verified by the system, you must download a file containing the Certification of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

#### 1.3.10.1 Electronic Signature Submission

1. On the *eSign* page:



If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

|                                |                       |                      |
|--------------------------------|-----------------------|----------------------|
| * First Name                   | * Last Name           | SSN                  |
| <input type="text"/>           | <input type="text"/>  | <input type="text"/> |
| * Driver License Issuing State |                       |                      |
| --None--                       |                       |                      |
| Date of Birth                  | Driver License Number |                      |
| <input type="text"/>           | <input type="text"/>  |                      |

Figure 23: eSign Information

- a. For **First Name**, type it in exactly as it appears on your driver license.
  - b. For **Last Name**, type it in exactly as it appears on your driver license.
  - c. For **SSN**, type in the numbers of your social security number.
  - d. From the **Driver License Issuing State** select Texas from the dropdown.
  - e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.
  - f. For **Driver License Number**, type in the numbers.
  - g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
  - h. Click **SAVE AND NEXT**.
2. On the *Certification of Responsibility* page:

### Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances.

Figure 24: Certification of Responsibility

3. Carefully read the terms and conditions for the license.



4. Click **I Agree**.
5. Scroll down to the **Sign Here** field and type in your full legal name.

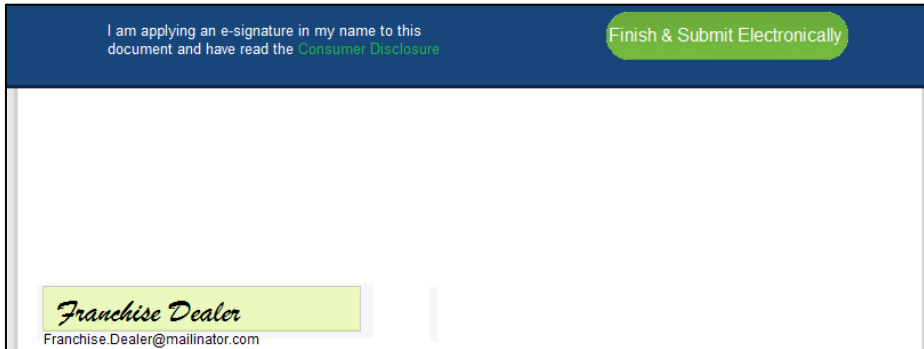


Figure 25: Electronic Signature Page

6. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.
7. On the *Thank You* pop-up, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.

### 1.3.10.2 Manual Signature Submission

1. On the *eSign* page displayed:

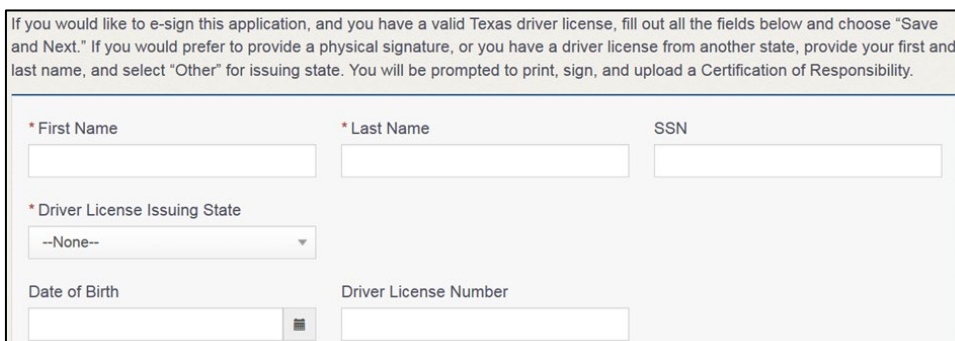


Figure 26: Manual eSign Information

- a. For **First Name**, type it in exactly as it appears on your driver license/ID.
  - b. For **Last Name**, type it in exactly as it appears on your driver license/ID.
  - c. From the **Driver License Issuing State** dropdown, select Other.
  - d. Click **SAVE AND NEXT**.
2. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.



Figure 27: Certification of Responsibility PDF

3. On the PDF file, click **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign and date it.
5. To upload and attach the signed document to this application:
6. Scan the document to a file and save it.
7. Back on the eLICENSING page, click **CHOOSE FILE**.
8. In the *Open Windows* pop-up, navigate to the file, select it and then click **Open**.
9. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, click **UNDO** or the red trash can.

10. Click **SAVE AND NEXT**.
11. On the pop-up, click **PROCEED TO PAYMENT** link.

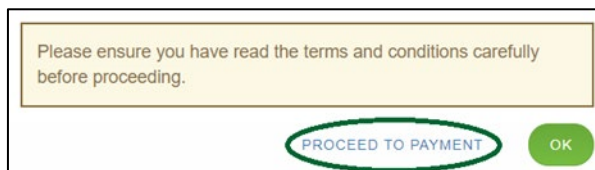


Figure 28: Proceed to Payment

### 1.3.11 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work through another application to submit, click **ADD APPLICATION**.

To make a payment:

1. On the *Payment Summary* page:
  - a. Click the checkbox of the application or click **Select All**.



Figure 29: Select Application for Payment

2. On the bottom of the page, for **Method of Payment**, select the appropriate option.

- **Credit Card**
- **ACH/eCheck**



Figure 30: Method of Payment

3. Click **PROCEED TO PAY**.

### To Pay by Credit Card

1. To pay by Credit Card, in the **Customer Information** section on the *Payment* page (to pay by eCheck, skip to ACH/eCheck):

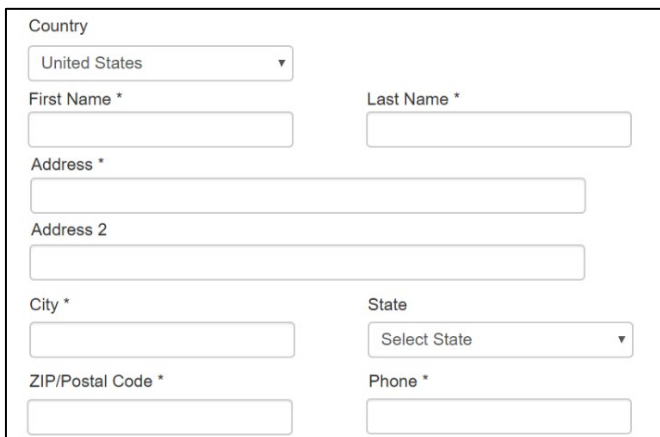


Figure 31: Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card used.
- b. For **Last Name**, type in your last name as it appears on the credit card used.
- c. For **Address**, type in the number and name of the street used to bill the credit card.
- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
- e. For **City**, type in the name of the city.

- f. For **State**, select the name of the state from the dropdown.
  - g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
  - h. For **Phone**, type in the phone number associated with the credit card holder.
2. Click **Next**.
  3. In the **Payment Info** section:

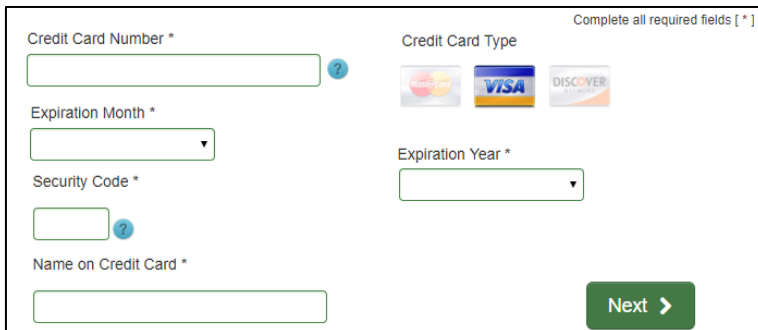


Figure 32: Credit Card Information

- a. For **Credit Card Number**, type in the numbers from the credit card.
  - b. For **Expiration Month**, select the appropriate month from the dropdown.
  - c. For **Expiration Year**, select the appropriate year from the dropdown.
  - d. For **Security Code**, type in the 3-digit number from the back of the card.
  - e. For **Name on Card**, type in the name as it appears on the credit card.
  - f. Click **Next**.
4. In the **Verification** section, click **I'm not a robot**.

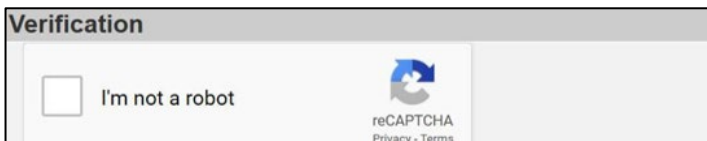


Figure 33: Verification "I'm not a robot"

5. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 34: Verification Page

6. Click **Submit Payment**.
7. After the *Please Wait* pop-up closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

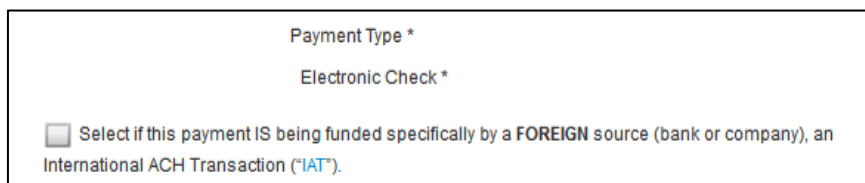


Figure 35: Payment Successful Status

8. Click **NEXT**.

### To Pay by ACH/eCheck

1. To pay fees with a ACH/eCheck, in the **Customer Information** section on the *Payment* page:
2. Select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.



The image shows a form section titled "Payment Type \*". Below the title, there is a radio button next to the text "Electronic Check \*". Below that, there is a checkbox with the following text: "Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ('IAT')."

Figure 36: Foreign Source Payment

3. On the *Customer Information* page:

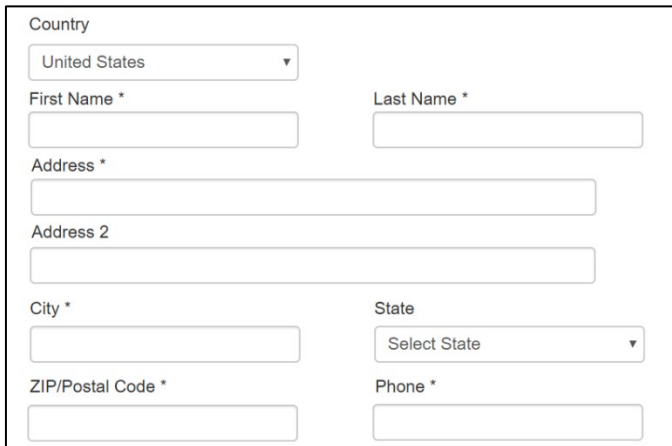
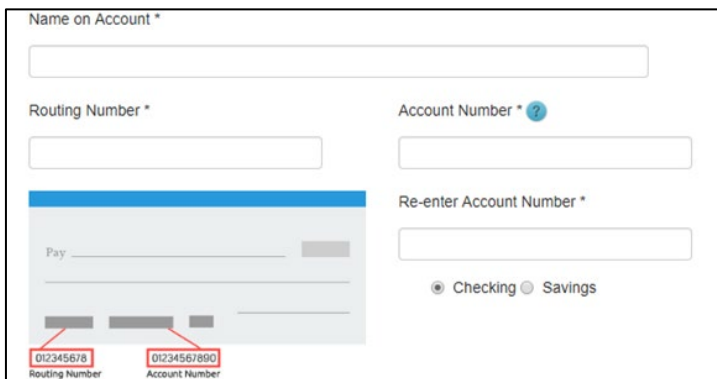


Figure 37: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account.
- b. For **Last Name**, type in your last name as it appears on the account.
- c. For **Address**, type in the number and name of the street for the account.
- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown.
- g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
- h. For **Phone**, type in the phone number associated with the account holder.

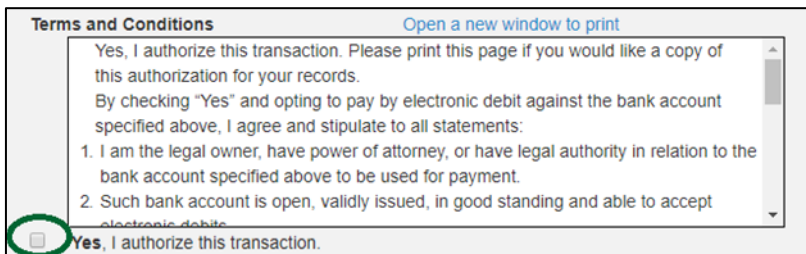
4. Click **NEXT**.

5. On the *Payment Info* page:

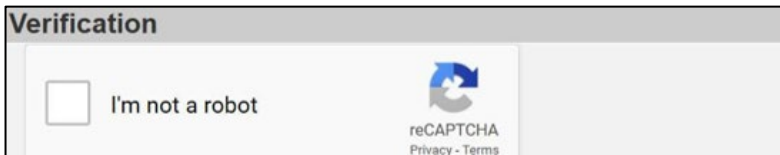


**Figure 38: Checking Account Information**

- a. Enter the **Name on the Account**.
  - b. Enter the **Routing Number**.
  - c. Enter the **Account Number**.
  - d. Re-enter the **Account Number**.
  - e. Select whether the account is a **Checking** or **Savings** account.
6. Click **Next**.
  7. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.

**Figure 39: Terms and Conditions Page**

8. In the **Verification** section, click **I'm not a robot**.

**Figure 40: Verification "I'm not a robot"**

9. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 41: Verification Page

10. Click **Submit Payment**.

11. After the *Please Wait* pop-up closes and the *Payment Summary* page displays again, verify that the **Payment Status** is **Payment Successful** and click **NEXT**.

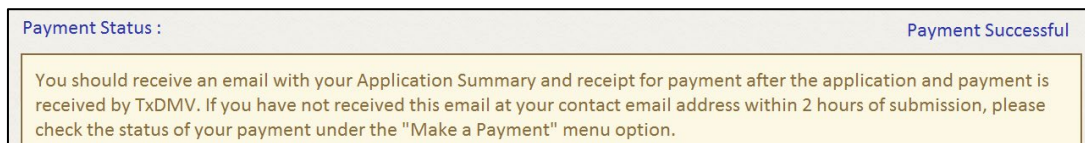


Figure 42: Payment Status

12. On the *Application Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log Out**.