



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

eLICENSING User Guide for Converter Licenses

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1. Converter Licenses

A person or business entity must have a converter license to assemble, install or affix a body, cab or special equipment to a chassis prior to the retail sale of a vehicle, or to substantially add to, subtract from or modify a previously assembled or manufactured motor vehicle unless the resulting vehicle is a motor home, ambulance or fire-fighting vehicle.

Converter license holder cannot sell converted new motor vehicles directly to the retail public, including cities and municipalities. Only a franchised dealer for the underlying chassis of the converted vehicle may sell the vehicle to retail customers.

A converter may also hold a manufacturer license or a GDN License, but not both.

A converter may also hold a manufacturer license or a franchise dealer license, but not both.

The converter is not required to purchase the motor vehicle it will convert from a Texas franchised dealer. However, once the conversion is complete, the vehicle can only be sold to the end-user by a franchised and licensed Texas motor vehicle dealer for the underlying chassis line-make. The franchised dealer must invoice the end-user for the entire purchase price of the vehicle, including the conversion package, obtain payment for the entire purchase price, and perform the titling work on the complete vehicle. How the converter is paid for the conversion package and conversion work is between the converter and the franchised dealer.

Substantial modifications performed on vehicles that have already been the subject of a retail sale are considered after-market conversions and are not subject to regulation by Texas Department of Motor Vehicles.

If a person makes substantial modifications to a new motor vehicle and the resulting product is an ambulance, fire-fighting vehicle, or motorhome, as those terms are defined in Chapter 2301 of the Texas Occupations Code, then the person must obtain a manufacturer license, not a converter license. However, if even one of the conversions produced does not meet the exact definition of ambulance, fire-fighting vehicle, or motorhome, then a converter license, as well as a manufacturer license, is required.

Converters are not required to be physically located in Texas. Even if the converter is located in another state, as long as new motor vehicles they convert are sold in Texas, the converter must have a converter license issued by Texas Department of Motor Vehicles.

1.1 License Term and Fees

Converter licenses are generally issued for terms of two years.

The fee for a converter license is \$750.

You can use a credit card or electronic check (eCheck) to pay your fees in eLICENSING. 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 Basic Converter License Information

1.2.1 Converter License Plates

Metal Converter License Plates may be used only by the converter or the converter's employees on unregistered vehicles to:

- Demonstrate the vehicle, or cause the vehicle to be demonstrated, to a prospective buyer who is a franchised motor vehicle dealer or an employee of a franchised motor vehicle dealer.
- Convey the vehicle or cause the vehicle to be conveyed from one of the converter's places of business in this state:
 - a. To another of the converter's places of business in this state.
 - b. From the converter's place of business to a place where the vehicle is to be assembled, repaired, reconditioned, modified or serviced.
 - c. From the state line or a location in this state where the vehicle is unloaded to the converter's place of business.
 - d. From the converter's place of business to a place of business of a franchised motor vehicle dealer.
 - e. To road test the vehicle.

Converter Plates may be displayed only on the type of vehicle that the converter is engaged in the business of assembling or modifying. Converter's Plates are attached to the rear license plate holder of vehicles. These plates expire on the same day as the converter's license.

When an unregistered new motor vehicle is sold to a converter, the selling dealer must remove the dealer's temporary tag. The selling dealer may attach a buyer's temporary

tag to that vehicle or the purchasing converter may display a converter's temporary tag that vehicle.

A converter must maintain a record of each Converter Plate issued to that converter that contains:

- Assigned metal plate number
- Year and make of the vehicle to which the metal plate is affixed
- Vehicle identification number (VIN)
- Name of the person in control of the vehicle

The converter business record must be available at the converter's location during normal working hours for review by a representative of TxDMV. Converter metal plates that cannot be accounted for will be voided in the dealer's record and reported as missing to TxDMV within three days of the date that the discovery is made. After a plate is reported as missing it is no longer valid.

A converter may issue converter temporary tags only. Dealers and converters are required by law to have Internet access at their place of business to connect to the temporary tag database.

1.2.2 Converter License Numbers

In eLICENSING, converter license numbers are numeric strings without any letter designations.

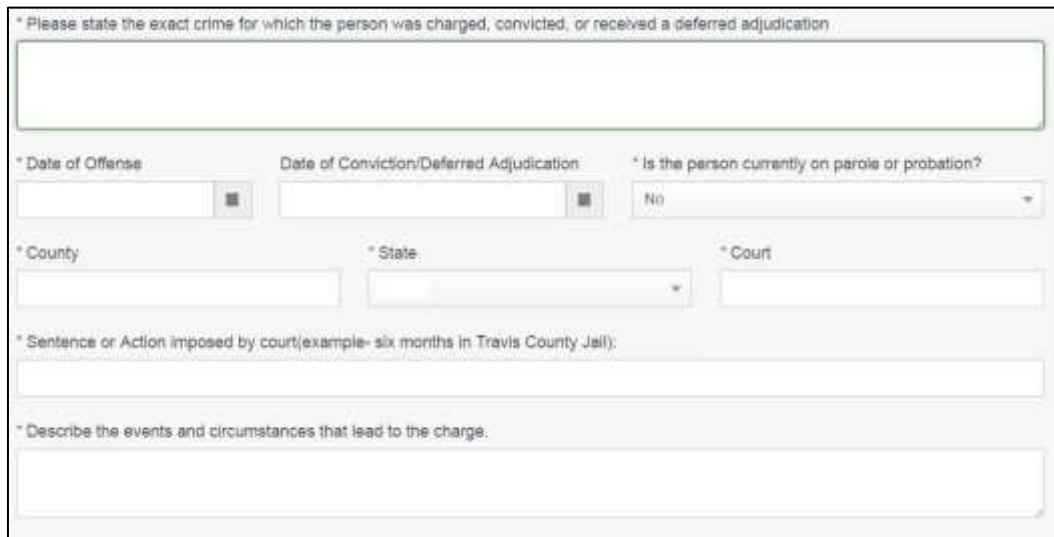
1.3 Gathering Appropriate Information for the Converter License Application

You must have the following information available to complete your lessor license applications:

- The filing number with the Texas Secretary of State when the business entity registered (SOS number), if located in Texas.
- The employer identification number (EIN) of the business or the owner's social security number
- The license numbers the individuals or business entity may possess or have possessed in the past
- Files containing scanned copies of official documents, including the:
 - Assumed Name Certificate

- Driver licenses (or passport, official identification cards, etc.)
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the state in which you were incorporated.
- Sample copy of the Vehicle Lease Contract provided to customers.
- A copy of each signed agreement between you and a lease facilitator.
- A statement disclosing fees paid to any lease facilitator. This is a document the lessee signs acknowledging that they are aware that the lessor may pay the lease facilitator a fee for establishing the lease on their behalf.

Additionally, if anyone associated with the organization (any officer, partner, trustee, or in other representative capacity) has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, you must be able to fill out certain information (as shown below) for each person and each offense.



* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation? No

* County * State * Court

* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

Figure 1: Criminal Offense and Charges

You must also supply copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.

2. Applying for a Converter License

The Converter License application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on the Attachments Page.

Important: All of the requirements to obtain the salvage dealer license must be kept in place for the entire term of the license.

2.1 Getting Started

Before you can begin, you must be registered in eLICENSING with an organization account and at least one user account who is referred to as the eLICENSING Administrator. For registration and account information, refer to the eLICENSING Quick Start Guide, available at [TxDMV Dealers](#).

Note: If you or your company are existing TxDMV license holders and you are the eLICENSING Administrator, you may already be registered. If you are already registered, you should have received 3 emails with your user name, password, and link to the eLICENSING login page.

To get started, follow these steps:

1. Access eLICENSING using the link sent to you by email from TxDMV with your eLICENSING login credentials.

Note: You can also go to the [TxDMV Dealers](#) page and click  to access eLICENSING.

2. On the *Security Warning* pop-up, click **I ACCEPT**.



Figure 2: Security Warning Pop-up

3. On the *Login* page:
4. Type in your **User Name**.
5. Type in your **Password**.
6. Click **LOGIN**.



Figure 3: Login Page

7. On the *Welcome* page, displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.

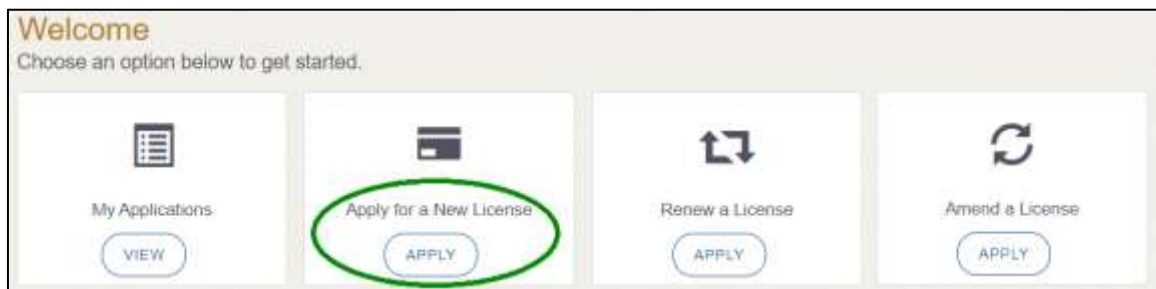


Figure 4: Welcome, Apply for a New License

8. On the *License Type* page, locate the **Converter License** area and click its **SELECT** button.

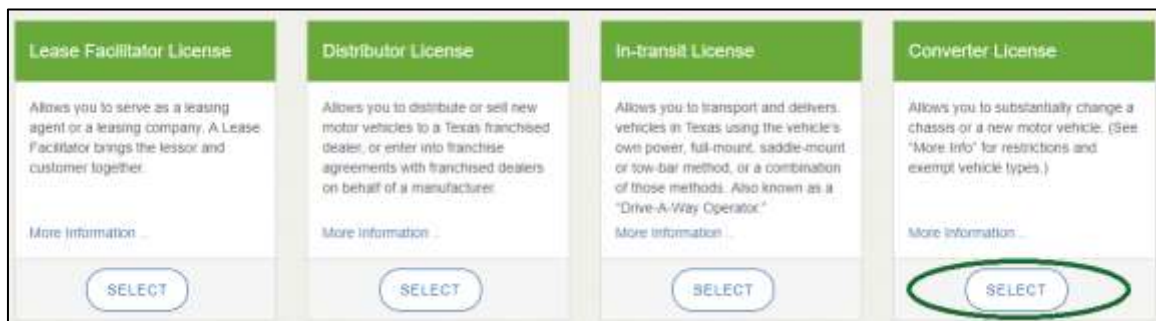


Figure 5: Select License Type

- On the *Organizations* page, select the organization name used to register the company or this license holder and then click **SAVE AND NEXT**.

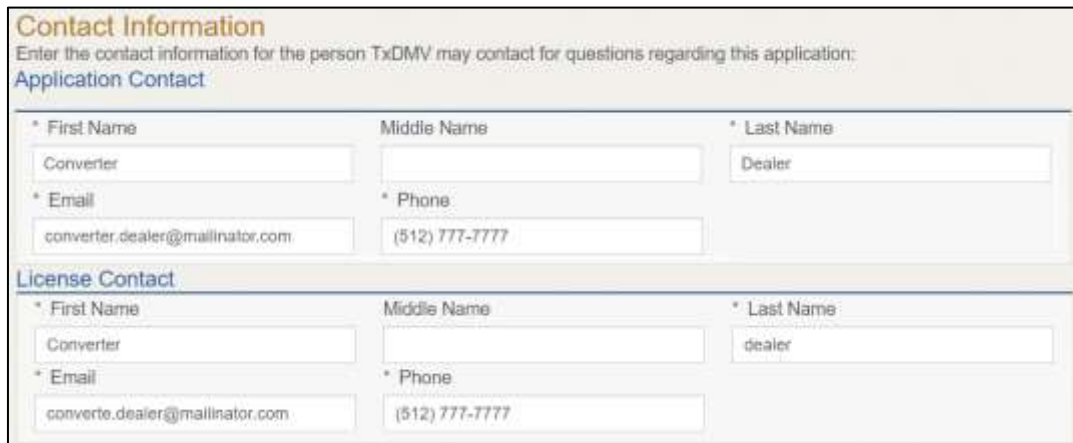


The screenshot shows a web form titled "Organizations". Below the title is the instruction "Please select the organization linked to your account." There is a dropdown menu with the text "Select Organization" and "ConversionPlus" selected.

Figure 6: Select Organization

2.2 Contact Information

On the *Contacts* page, you will identify the people that MVD can contact for information about your license status, and daily operations.



The screenshot shows a web form titled "Contact Information" with the instruction "Enter the contact information for the person TxDMV may contact for questions regarding this application:". There are two sections: "Application Contact" and "License Contact". Each section has fields for First Name, Middle Name, Last Name, Email, and Phone. The Application Contact fields are filled with "Converter", "Dealer", "converter.dealer@mailinator.com", and "(512) 777-7777". The License Contact fields are filled with "Converter", "dealer", "converte.dealer@mailinator.com", and "(512) 777-7777".

Figure 7: Contact Information

For **Application Contact**, eLICENSING automatically enters the information for the person who is logged in and who initiates the new application. The application contact is the person TxDMV can speak with regarding application details.

Note: You have the ability to change the contact through the Manage my Account area of eLICENSING. See Chapter 4, Working with Your eLICENSING Account.

- For **License Contact**, type in the name, email address, and phone number for the license contact. The license contact is the person TxDMV can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

Note: The license contact may be a different person than the application contact who is handling the application details through the approval of the license.

2. For **eTAG Contact**, click the same as to automatically fill in contact information or type in completely new information for the person who will be the eTAG contact person for this license.

Note: The eTAG system is separate from eLICENSING, but the login credentials are generated in this step. More information about eTAG, as well as the login for the eTAG Database, can be found on our website at [TxDMV eTAG](#).

3. Click **SAVE AND NEXT**.

2.3 Application Reason

You are required to select a reason for this application from the following options:

- Apply for new license
- Entity change
- Previous license was not renewed

Note: If you have a previous/current license, enter the license number as requested.

2.3.1 Apply for New License Reason

On the *Application Reason* page:

1. From the dropdown, select **Apply for New License**.

A screenshot of a web form showing a dropdown menu. The dropdown is titled '* Application Reason' and has 'Apply for New License' selected. The dropdown is enclosed in a rectangular box.

Figure 8: Apply for New License Reason

Click **SAVE AND NEXT**.

2.3.2 Entity Change Reason

If the organization is a sole proprietorship and then incorporates or takes on a partner, you can use the entity change reason to apply for a new license.

On the *Application Reason* page:

1. From the dropdown, select **Entity Change**.



* Application Reason
Entity Change

Figure 9: Entity Change Reason

2. Type the existing license number into the license association field.



License Association
Click on search button if you don't know license number

SEARCH

Figure 10: License Association

If you do not know this information:

- a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.
 - b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.
 - c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.
3. Click **SAVE AND NEXT**.

2.3.3 Previous License Not Renewed Reason

On the *Application Reason* page:

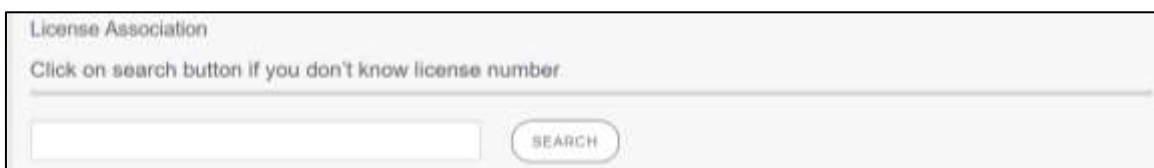
1. From the dropdown, select **Previous License Not Renewed**.



* Application Reason
Previous license not renewed

Figure 11: Previous License Not Renewed

2. Type the existing license number into the license association field.



License Association
Click on search button if you don't know license number

SEARCH

Figure 12: License Association

If you do not know this information:

- a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.
 - b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.
 - c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.
3. Click **SAVE AND NEXT**.

2.4 Application Details

The Application Details are spread across several pages.

2.4.1 Business Information

1. In the **License Information** section on the *Applications Detail* page:



Business Website	<input type="text"/>	* Business Phone	<input type="text" value="(512) 777-7777"/>
* SOS Filing Number	<input type="text"/>	Business Fax	<input type="text"/>
* Business Email	<input type="text" value="Converter.Dealer@mailinator.com"/>		

Figure 13: License Information

- a. For **Business Website** (optional), enter the web address (URL) of the business website.
- b. For **Business Phone Number**, type the business phone number where calls will be answered.

Note: If the converter license holder shares their primary location with:

- Multiple other converter license holders, each license holder must have a separate telephone number and listing.
 - Another business they own (same business name or DBA), the dealer can use the same telephone number and listing.
 - Another business they do not own or has a separate DBA, the converter license holder must have a separate telephone number and listing.
- c. For **Business Email Address**, type the email address at which the business will receive emails.
 - d. For **Business Fax** (optional), type the business fax number.

- e. For **Secretary of State Filing Number**, type in the filing number issued by the Secretary of State when the business was established.

If you do not know this information:

- a. Go to the bottom of the page, click **PREVIOUS** and then click **SAVE AND EXIT** to save all information entered so far.
 - b. After retrieving this information, return to the *Welcome* page, locate the **My Pending Applications** section, and click **VIEW**.
 - c. On the *My Accounts* page, locate this application in the list and click it.
2. Click **SAVE AND NEXT**.

2.4.2 Physical Address (“The Licensed Location”)

1. On the next section of the *Application Details* page, type in the physical address information for the business.

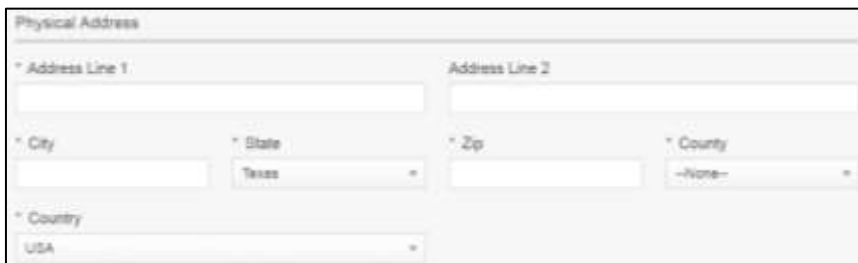


Figure 14: Physical Address Information

- a. For **Address Line 1**, type in the street number and name where the conversion shop will be located.
- b. For **Address Line 2** (optional) type in the additional street information, such as the suite number.
- c. For **City**, type in the name of the city.
- d. For **State**, select the name of the state from the dropdown.
- e. For **Zip**, type in the five number ZIP code (or, the nine numbers of the extended code).
- f. For **County**, select the name of the county from the dropdown.
- g. For **Country**, leave USA or select the appropriate option from the dropdown.

After entering the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by the United States Postal Service (USPS) or capable of receiving US mail. Select the correct address option and click **SAVE**.

2.4.3 Assumed Names/DBA

On the next section of the *Application Details* page, enter the assumed name under which you will conduct business, if any. After entering the first Assumed Name, you can click **+ADD ANOTHER DBA** to enter the next one.



Figure 15: Doing Business as Details Page

The term **assumed name** is a name the business uses to operate in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as.”

The assumed name entered must exactly match the DBA as registered with the appropriate filing authority. The eLICENSING system will verify that the assumed name entered for LPs, LLPs, LLCs, and Corporations is registered with the Secretary of State.

If the business is a sole proprietorship or a general partnership that conducts business under an assumed name, you will provide proof of the Assumed Name Certificate by uploading (on the *Attachments* page) a file-stamped copy of the assumed name certificate filed with the office of the county clerk in the county where the dealership will be located.

For other business entities, you will provide proof of Assumed Name Certificates by uploading (on the *Attachments* page) a file-stamped copy of the assumed name certificate filed with the Texas Secretary of State

2.4.4 Mailing Address

On the last section of the page, you must identify the address where the US Postal Service can deliver mail.

Note: If the mailing address is out of state, any metal dealer license plates will be mailed to the physical address in Texas or an alternate in-state mailing address, if one is provided.

1. To either:

- Use the same address as entered above for the physical address, click the **Same as Physical** checkbox to have the system automatically fill in the information.
- Type in a different address:

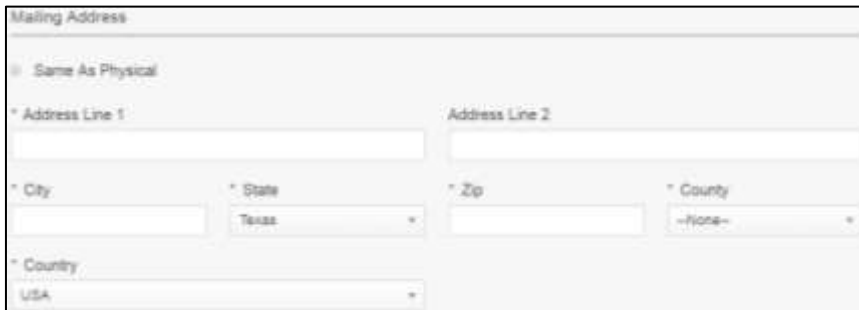


Figure 16: Mailing Address

- For **Address Line 1**, type in the street number and name where mail can be delivered.
- For **Address Line 2** (optional), type in any additional information, such as the suite number.
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown.
- For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
- For **County**, select the name of the county from the dropdown.
- For **Country**, select the name of the country from the dropdown.
- Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) and capable of receiving US mail.

2. Click **SAVE AND NEXT**.

2.4.5 Dealer Plates

On the *Dealer Plates* page, you can choose to order metal dealer plates and specify the number ordered.

The fee per metal dealer plate is \$40.



Figure 17: Order Metal Dealer Plates

1. For **Do you want to order metal dealer plates**, select:
 - **No**, click **SAVE AND NEXT** to continue.
 - **Yes**, enter the number of plates in the **Quantity Requested** field and then click **SAVE AND NEXT** to continue.

2.4.6 Conversion Packages

On the *Conversion Packages* page, you can search for and select the conversion packages that your business will work with.

1. On the *Conversion Packages* page, click **+NEW CONVERSION PACKAGE**.



Figure 18: Conversion Packages

On the *Conversion Package Details* page:




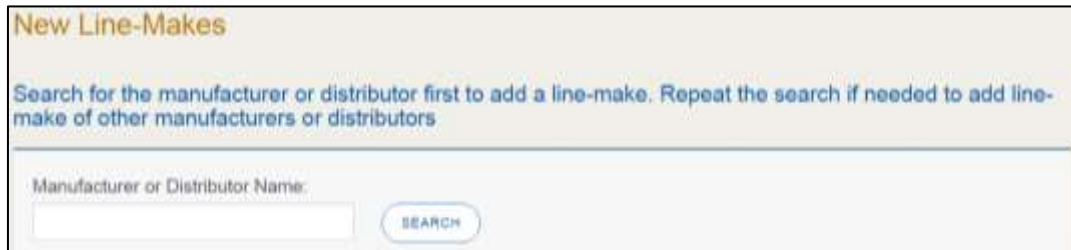
Figure 19: Conversion Package Details Page

- a. For **Conversion Package Name**, type in the name of package available.
- b. For **Conversion Description**, type in a description of the package.
- c. Click **ADD**.
- d. Repeat these steps for each package being offered.
- e. Click **SAVE AND NEXT**.

2.4.7 New Line-Makes

On the *New Line-Makes* page, you can search for and select the line-makes of the manufacturers or distributors whose vehicles that your business will work with.

1. If you are not purchasing your lines from another dealer or relocating your current dealership type in the name of the manufacturer or distributor and click **SEARCH**.



New Line-Makes

Search for the manufacturer or distributor first to add a line-make. Repeat the search if needed to add line-make of other manufacturers or distributors

Manufacturer or Distributor Name:

Figure 20: Search for New Line-Makes

2. On the *Account and Line-Make Details* pop-up, scroll through the list and click **SELECT** for the appropriate line-make.



Account Details				
Manufacturer/Distributor Name	License Number or Application Number	License Type or Application Type	Address	Action Type
Ford Steel LLC	UNKNOWN	Manufacturer	24800 Ford Rd, PORTER, Texas, 77365-5450, Montgomery	<input type="button" value="SELECT"/>
FORD MOTOR COMPANY	0348	Manufacturer	1 American Rd, Dearborn, Michigan, 48126-2701, NOT IN TEXAS	<input type="button" value="SELECT"/>

Figure 21: Account and Line-Make Details

3. In the **Line-Makes Details** section, select the checkbox of the manufacturer or distributor the dealership wants to use:
4. For **Line-Make Actions**, click appropriate option from the dropdown.



Manufacturer/Distributor Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Line-Make Actions	Action Type	Remove
FORD MOTOR COMPANY	0348	FORD MEDIUM TRUCK	MT-Medium Truck	New Point	--None--	<input type="button" value="Remove"/>

Figure 22: Line-Make Actions

5. For **Action Type**, click appropriate option from the dropdown.


Manufacturer/Distributor Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Line-Make Actions	Action Type	Remove
FORD MOTOR COMPANY	0348	FORD MEDIUM TRUCK	MT-Medium Truck	New Point	Sell Only	

Figure 23: Action Type

6. Click **SAVE** to close the pop-up.

Note: To add another manufacturer or distributor, repeat the steps above.

7. Review your selections and verify the appropriate information displays in the **Selected Line-Makes** section.

8. Click **SAVE AND NEXT**.

2.5 Ownership Information

The *Ownership* information is spread across several pages.

2.5.1 Individual Ownership

1. On the *Ownership* page, click **+ADD OWNER** under the **Individual Ownership** section.



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

Name	Ownership % - Total must equal 100%	Actions
+ ADD OWNER		

Figure 24: Individual Ownership Information

On the *Individual Ownership* pop-up:



* Suffix * First Name Middle Name * Last Name Title
 * Email * SSN * Date of Birth
 Driver License State Driver License # License Expiration Date * Ownership %

Figure 25: Individual Ownership Details

Sole Proprietorship

1. For **First Name** and **Last Name**, type in the legal name of the proprietor.
2. For **Title**, select the job title the proprietor prefers from the dropdown.
3. For **Email**, type in the email address where the proprietor receives and responds to email messages.
4. For **SSN**, type in the nine number social security number issued to the proprietor.
5. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
6. For **Driver License State**, select the appropriate state from the dropdown.
7. For **Driver License Number**, type in the letters and numbers of the driver license.
8. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar).

Note: A copy of the driver license is requested on the *Attachments* page, later in the application process.

9. For **Ownership %**, type in 100%.
10. Click **ADD** and continue to the **Ownership Questions** section on the page.

General partnership

1. Click **+ADD OWNER**.

For the first partner, type in the information as described in steps a-h from the **Sole Proprietorship** section.

2. For **Ownership %**, type in the appropriate amount.
3. Click **+ADD**.
4. Click **+ADD OWNER** again (under the **Individual Ownership** section).

For the additional partners, type in the information and repeat steps a-h from the **Sole Proprietorship** section.

5. For **Ownership %**, type in the appropriate amount to make the total 100%.
6. Click **+ADD** and continue to the **Ownership Questions** section on the page.

2.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity.

Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity's ownership.

1. On the *Ownership* page, click **+ADD BUSINESS** under the **Business Ownership** section.



Figure 26: New Business Ownership

On the *Business Ownership* pop-up:

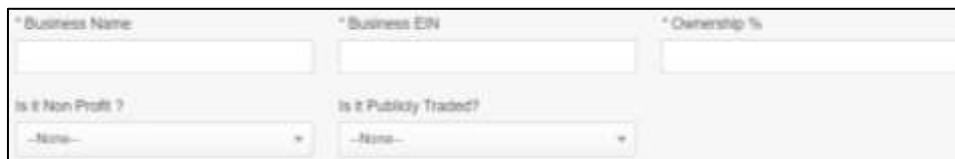


Figure 27: Business Ownership Details

- a. For **Business Name**, type in the legal name of the business entity.
- b. For **Business EIN**, type in the employee identification number issued by the government for the business.
- c. For **Ownership %**, type in the percentage that this company owns.
- d. For **Is It Non-Profit**, select the appropriate option.
- e. For **Is It Publicly Traded**, select the appropriate option.
- f. Click **ADD**.

To add another business entity, repeat step 1 and 2 above.

2.5.3 Management

If the business is a corporate entity that is owned by another corporate entity or if the

entity is publicly traded in the stock market, you must complete information in the business management section.

1. On the *Ownership* page, click **+NEW MANAGEMENT/REPRESENTATIVE** under the **Management Ownership** section.



Figure 28: New Management/Representative

On the *Management Details* pop-up:



* Suffix * First Name Middle Name * Last Name Title
 Email * SSN * Date of Birth
 Driver License State Driver License # Driver License Expiration Date

Figure 29: Management Ownership Details

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporation officer.
 - b. For **Title**, select the job title of this management person from the dropdown.
 - c. For **Email**, type in the email address where the management person receives and responds to email messages.
 - d. For **SSN**, type in the nine number social security number issued to the management person.
 - e. For **Driver License State**, select the state where the license was issued.
 - f. For **Driver License Number**, type in the numbers for the license.
 - g. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license will expire.
3. Click **Add** to continue with the **Ownership Questions** section.

2.5.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or the license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

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.

- * 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? No ▾
- * 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? No ▾
- * 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? No ▾

Figure 30: Ownership Questions

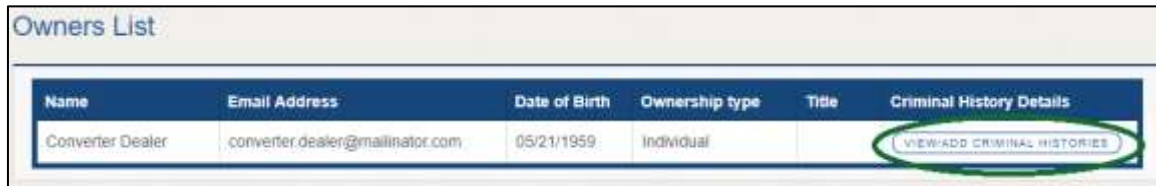
If you answer:

- **No**, click **SAVE AND NEXT** to continue to the *Questions* page.
- **Yes**, to any of the questions, the *Criminal History* page displays.

2.5.5 Criminal History

If the *Criminal History* page displays, supply information about each offense and for each owner listed.

1. For each name shown, click **VIEW/ADD CRIMINAL HISTORIES** for the name shown that has a criminal history.



Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Converter Dealer	converter.dealer@mailinator.com	05/21/1959	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 31: View/Add Criminal Histories

Click **ADD CRIMINAL HISTORY**.

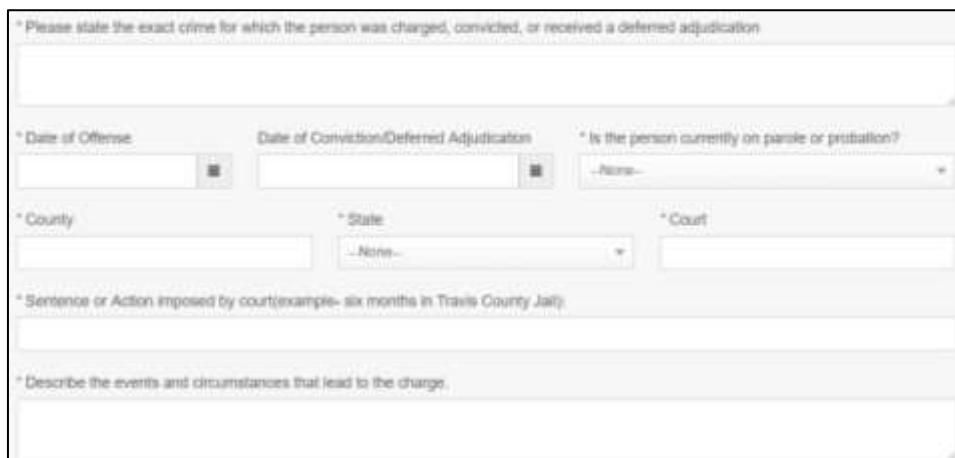


No criminal history present for Franchise Dealer : franchise.dealer@mailinator.com

[ADD CRIMINAL HISTORY](#)

Figure 32: Add Criminal History

On the *Criminal History Details* pop-up:



* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense:

Date of Conviction/Deferred Adjudication:

* Is the person currently on parole or probation?

* County: * State: * Court:

* Sentence or Action imposed by court (example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge:

Figure 33: Offense and Charge Details

- a. In **State the Exact Crime Section**, type in a short description of the charges/crime committed.
- 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 person currently on parole or probation**, select the appropriate response.
- e. For **County**, type in the name of the county in which the offense occurred.

- f. For **State**, select the name of the state in which 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.
- j. Click **APPLY**.
- k. After the pop-up closes, repeat the steps above for each criminal offense on the *Criminal History* page.

Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

Click **SAVE AND NEXT**.

2.6 Additional Questions

You must answer a series of questions about military service, ownership, previous licensing, and the premises of your business. All questions require a “Yes” or “No” answer.

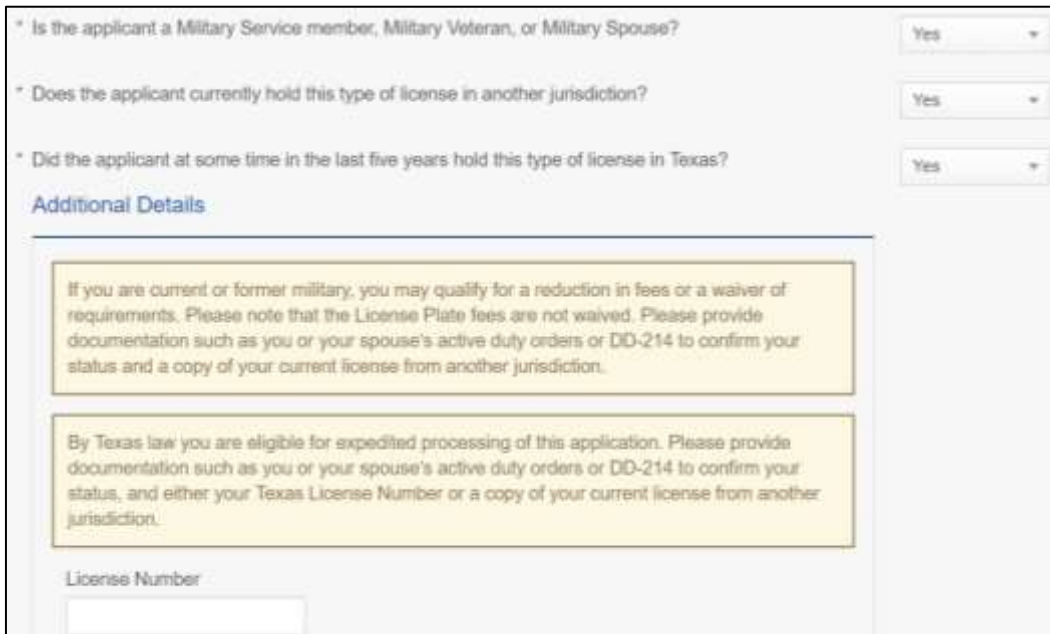
If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click **Previous** and then click **Save and Exit** on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the Welcome page, locate the **My Applications** section, and click **View**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page, click **SAVE AND NEXT** to display the *Question* page again.

2.6.1 Military Service Questions

You are required to answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.

If your response is Yes, additional questions display to determine if you currently have a license, which may mean the licensing fee will be waived.



* 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 ▾

Additional Details

If you are current or former military, you may qualify for a reduction in fees or a waiver of requirements. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

Figure 34: Military Service 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 for you or your spouse or DD-214) to confirm their status with either their Texas license number or a copy of their current license from the other jurisdiction.

2.6.2 Previous License Question

You are required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

* Has TxDMV ever licensed the applicant to act in any capacity in Texas? "TxDMV" includes but is not limited to the TxDMV Board, the department, a division of the department, or a predecessor of any of these entities. "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). If you answered "yes" then provide the license business name(s), license type(s), license number(s) issued, and the last effective date(s) for each license.

Yes - ▾

Additional Details

If yes, how many previous licenses?

Business Name License Type License # Last Effective Date

Figure 35: Previous Held Licenses

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 - a. For the **Business Name**, type in the name of the business that is licensed.
 - b. For the **License Type**, type in the appropriate type.
 - c. For the **License #**, type in the number issued for the license.
 - d. For **Last Effective Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license expired or will expire.
 - e. Click **ADD**.
 - f. Repeat the steps above for each license.

2.6.3 Previous Denied, Suspended, or Revoked License Question

You are required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? *Applicant* includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). *Authorization* includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▾

Additional Details

If yes, how many previous licenses or applications have been denied, suspended, or revoked?

Business Name License #

Reason For Denial/Suspended Or Revoked Last Effective Date

License Status
Revoked ▾




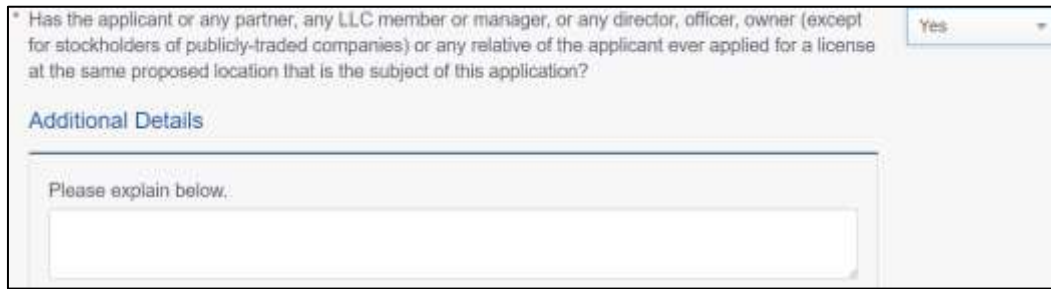
Figure 36: Denied, Suspended, or Revoked Licenses Question

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 - a. For **Business Name**, type in the name of the business licensed.
 - b. For **License #**, type in the number issued for the license.
 - c. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
 - d. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
 - e. For **License Status**, select the appropriate option from the dropdown.
 - f. Click **ADD**.
 - g. Repeat the steps above for each license.

2.6.4 Same Proposed Location

You are required to answer a question about whether you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative of the applicant ever applied for a license at the same proposed location that is the same as this application.



* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application? Yes ▾

Additional Details

Please explain below.

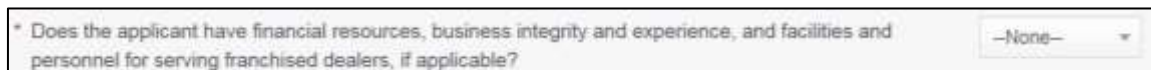
Figure 37: Same Proposed Location Page

If you select:

- **No**, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question. Once done continue on to the next question.

2.6.5 Financial Resources

You are required answer a question confirming your financial resources, business integrity, and experience for serving franchised dealers.



* Does the applicant have financial resources, business integrity and experience, and facilities and personnel for serving franchised dealers, if applicable? -None- ▾

Figure 38: Financial Resource Question

If you select:

- **No**, the licensing specialist reviewing your application may contact you about your answer.
- **Yes**, click **SAVE AND NEXT**.

2.7 Required Attachments

On the *Required Attachments* page, you are required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity, Assumed Name Certificates, Sales and Service Agreement/Evidence of Franchise statements are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

Be sure the files to upload are on your personal computer or a shared network resource you can access.

2.7.1 Uploading Attachments

To upload each file:

1. For each file required on the *Required Attachments* page, click **CHOOSE FILE**.



Figure 39: Choose File for Required Attachments Uploads

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

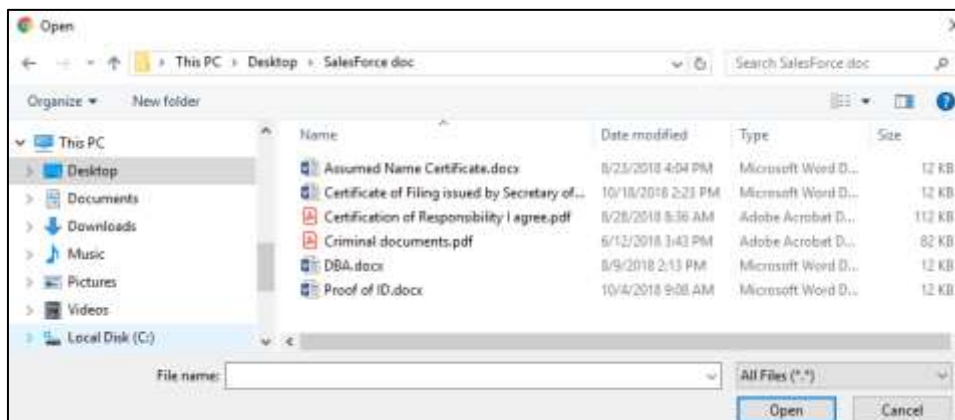


Figure 40: Browse for File

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 different file, click **UNDO** or the red trash can.

2.7.2 Assumed Name Certificate

You may be required to upload a file containing the scanned copy of the Assumed Name Certificate issued by the county clerk in the county where the business was formed.



Assumed Name Certificate Issued by the Texas Secretary of State

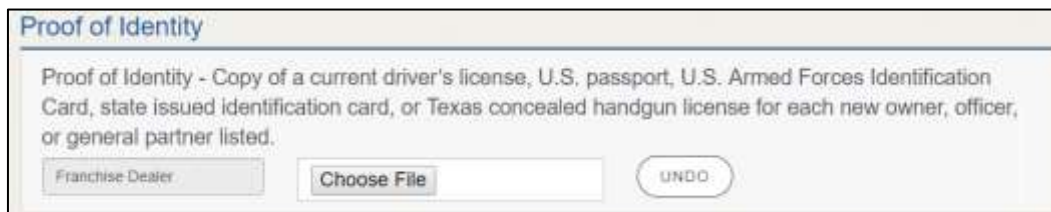
* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File No file chosen UNDO

Figure 41: Assumed Name Certificate Upload

2.7.3 Proof of Owner Identity

You may be required to upload files containing the scanned copies of driver licenses, passports (U.S. or foreign), official state or government issued picture identification cards, or U.S. Armed Forces Identification cards for the owners, officers, and other people listed in the application.



Proof of Identity

Proof of Identity - Copy of a current driver's license, U.S. passport, U.S. Armed Forces Identification Card, state issued identification card, or Texas concealed handgun license for each new owner, officer, or general partner listed.

Franchise Dealer Choose File UNDO

Figure 42: Proof of Identity Upload

2.7.4 Certificate of Incorporation

If the ownership is other than sole proprietor or general partnership, you are required to upload a file containing a scanned copy of the Certificate of Incorporation filed with the Texas Secretary of State.



Certificate of Incorporation filing from Texas Secretary of States Office

* Certificate of Incorporation filing from Texas Secretary of States Office

Choose File UNDO

Figure 43: Certificate of Incorporation Upload

2.7.5 Criminal Court Papers

If you responded **Yes** to the *Ownership* or other *Questions* about criminal history, you are required to upload a file containing the scanned court document about the offense and adjudication details.



Figure 44: Criminal Court Papers Upload

2.7.6 Brochures and Product Specifications

You are required to upload files containing the scanned copies of the brochures and product specifications, of the conversion parts you have listed in the application.



Figure 45: Brochures and Product Specifications Upload

2.7.7 Other Attachments

You can add other files to explain other circumstances pertinent to the application.

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

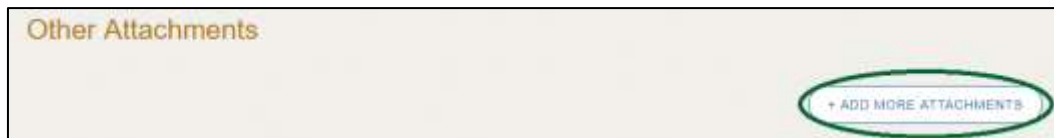


Figure 46: Add More Attachments

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



Figure 47: Attachment Type

2.7.8 Problems with Your Application

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

Problems with Your Application

Please review the following possible issues we have identified. You may resolve the issue(s) prior to submitting your application, or continue with your application. Applications submitted with possible issues may experience delays in processing.

Possible Issues

⚠ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. 123 MAIN ST, AUSTIN, Texas, 78653, Travis [REVISIT](#)

Figure 48: Problems with Your Application

- **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.

2.8 Summary

1. Scroll through the *Summary* page and review the entries and selections you have made.

Organization Converter Business	Application Type New
Business Name Converter Business	License Type Converter
Type of Business Sole Proprietor	SSN
Application Status Pending	Sub Type
Created Date 08/19/2019	Application Reason Apply for New License
Submitted Date	Associated License N/A

Figure 49: Summary of Application Information

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

2.9 Signature

After saving the summary, you will be prompted for your social security number and driver license information in order to electronically verify who you are and then are enabled to electronically agree to the Certification of Responsibility and submit your signature for this application.

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 2.10.2, for instructions.

2.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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 50: Electronically Sign the Application

- 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** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- 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:

If the system cannot verify your information, continue to section about printing and signing the Certification of Responsibility in section 2.9.2.

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.

I Agree

Figure 51: Electronic Certification of Responsibility

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

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

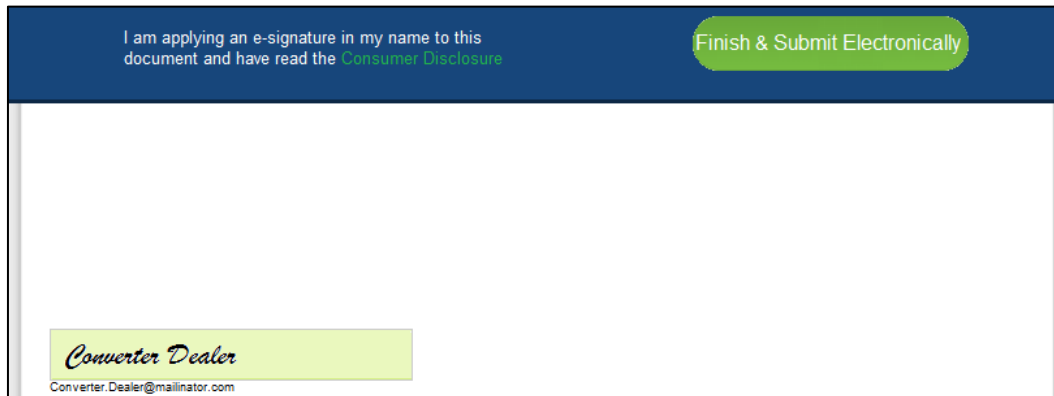


Figure 52: Electronic Signature

6. Click **Finish & Submit Electronically** on the top of the screen.
7. On the *Thank You* page of the popup, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.
9. On the *Please ensure you have read the terms and conditions* popup, you can click **OK** to go back and read the certificate again or click **PROCEED TO PAYMENT** link to start the payment process.

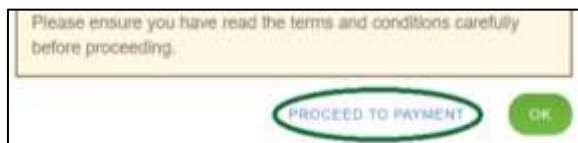


Figure 53: Proceed to Payment

Note: If you click **CANCEL** on the *Certification of Responsibility* page, the system will save all of the information in the application. Later when you return to submit payment for the application, you will select the pending application from the **My Applications** option on the home page.

2.9.2 Manual 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		
Other		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 54: eSign Page

- 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.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.



Figure 55: Certification of Responsibility PDF Link

4. On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to your local printer.
5. Carefully read the document and sign it.

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.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 56: Certification of Responsibility Manually Print

6. To upload and attach the signed certification document to this Converter Dealer license application:
 - a. Scan the document to a file and save it.
 - b. Back on the eLICENSING page, click **CHOOSE FILE**.
 - c. In the *Open Windows* dialog box, navigate to the file, select it and then click **Open**.

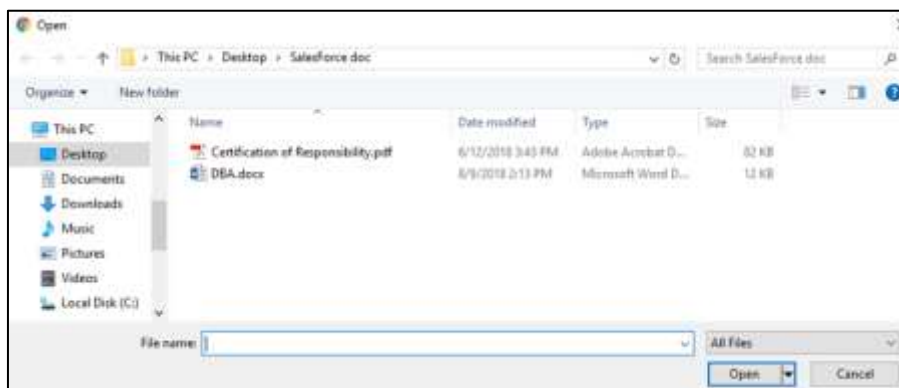


Figure 57: Browse for File

- d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.

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

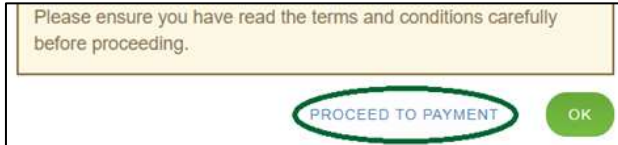


Figure 58: Proceed to Payment

2.10 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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:



Figure 59: Payment Summary

2. Click the checkbox of the application or click **Select All**.

Note: After an application is selected, the subtotal section updates with the amount due.

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

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

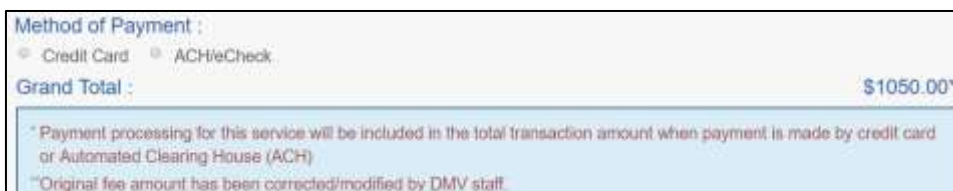


Figure 60: Method of Payment

4. Click **PROCEED TO PAY**.

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):

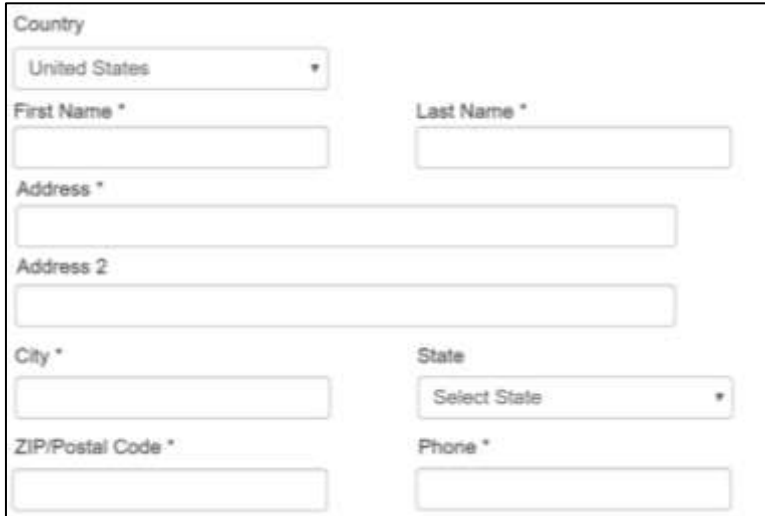
A screenshot of a web form titled "Credit Card Customer Information". The form contains several input fields and dropdown menus. At the top is a "Country" dropdown menu with "United States" selected. Below this are two text input fields for "First Name *" and "Last Name *". There are two text input fields for "Address *" and "Address 2". Below these are two text input fields for "City *" and "State" (a dropdown menu with "Select State" selected). At the bottom are two text input fields for "ZIP/Postal Code *" and "Phone *".

Figure 61: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
 - b. For **Last Name**, type in your last name as it appears on the credit card.
 - c. For **Address**, type in the street 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.
 - i. Click **Next**.
2. In the **Payment Info** section:

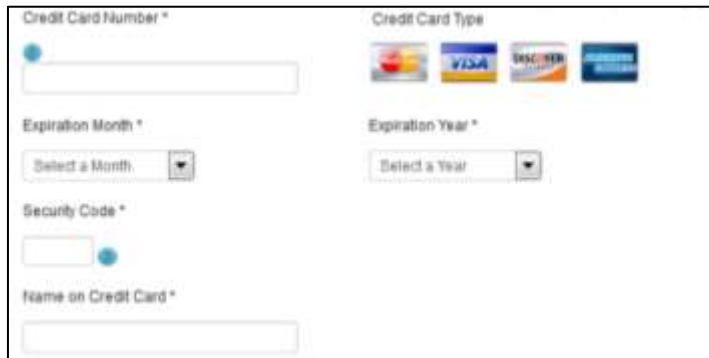
A form titled "Credit Card Information" with the following fields: "Credit Card Number *" (text input), "Credit Card Type" (radio buttons with icons for MasterCard, VISA, DISCOVER, and American Express), "Expiration Month *" (dropdown menu with "Select a Month"), "Expiration Year *" (dropdown menu with "Select a Year"), "Security Code *" (text input with a blue dot), and "Name on Credit Card *" (text input).

Figure 62: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the 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 full name printed on the card.
 - f. Click **NEXT**.
3. In the **Verification** section, click **I'm not a robot**.

A "Verification" section containing an "I'm not a robot" checkbox and a reCAPTCHA logo with the text "reCAPTCHA Please - Terms".

Figure 63: Verification "I'm not a robot"

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



Figure 64: Verification Image

5. Click **Submit Payment**.

To pay by **ACH/eCheck**

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




Figure 65: Foreign Source Payment

2. On the *Customer Information* page:

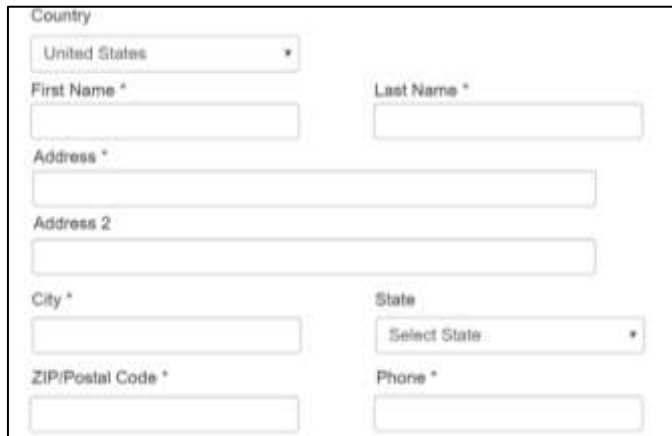


Figure 66: eCheck Customer Information

- 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 used to bill 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.
 - i. Click **NEXT**.
3. On the **Payment Info** page:

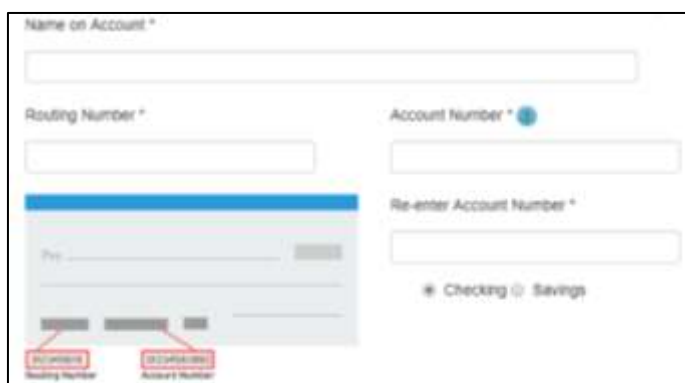


Figure 67: Checking Account Information

- 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.
4. Click **NEXT**.
 5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.

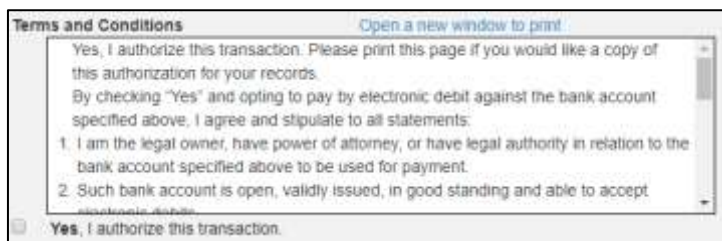


Figure 68: Terms and Conditions Page

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



Figure 69: Verification "I'm not a robot"

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



Figure 70: Verification Image

8. Click **SUBMIT PAYMENT**.
9. After the *Please Wait* pop-up closes verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

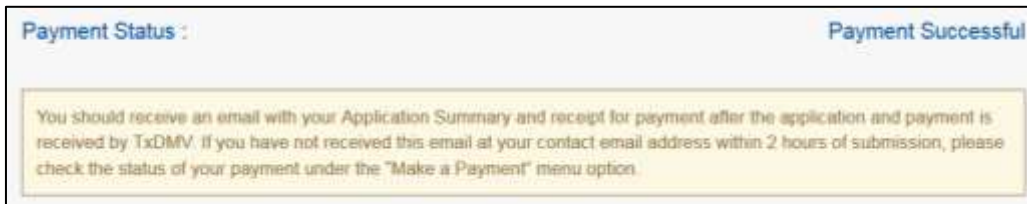


Figure 71: Payment Status

10. 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**.

3. Accessing Your Saved License Applications

If you have started an application (such as a new license, a renewal, or an amendment application), but have not finished it or were waiting to submit it, you can access it from a list of saved applications. The application will open to the last page you have completed. You can use the **PREVIOUS** to return to another page if necessary.

Note: If you only need to pay the application fees, use the Make a Payment instructions, available in Chapter 9, Making Payments.

1. After logging in and displaying the *Welcome* page, click **VIEW** on the **My Applications** area.

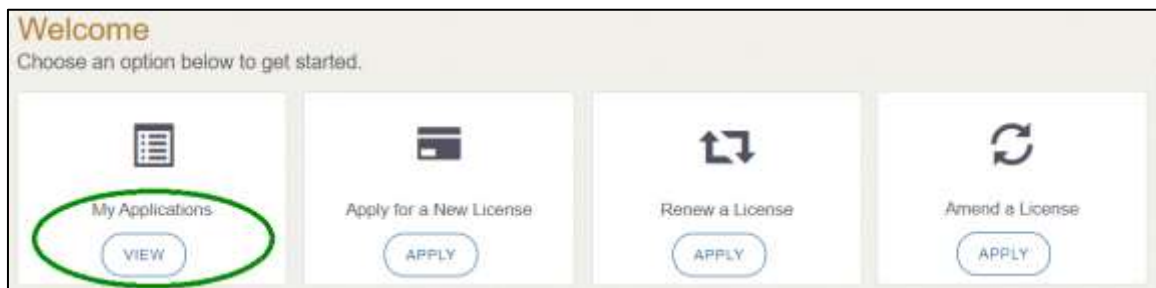
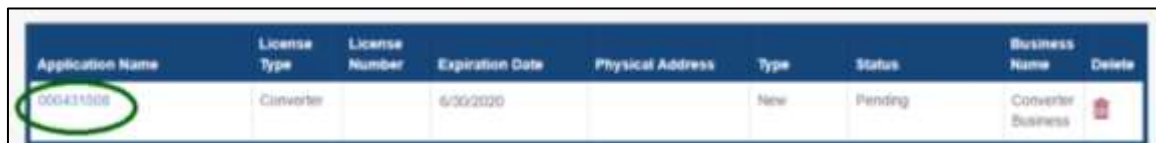


Figure 72: Welcome, My Applications

2. From the list of saved applications, click the name of the application you want to work with.




Application Name	License Type	License Number	Expiration Date	Physical Address	Type	Status	Business Name	Delete
000431006	Converter		6/02/2020		New	Pending	Converter Business	

Figure 73: Select Application

3. On the open page of the application:
 - a. Complete the information and click **SAVE AND NEXT** on each page until you submit the application.
 - b. Click **PREVIOUS** to return to a specific page to add or verify information.

4. Working with Your Account

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created for it. You can also add members of your staff personnel, as well as authorized attorneys, as new account users if you are the eLICENSING administrator.

4.1 Viewing Account and User Information

You can view your account to display the type of business associated with it and the account users.

1. After logging in the *Welcome* page displays, click **MANAGE** on the **Manage your Accounts** area.

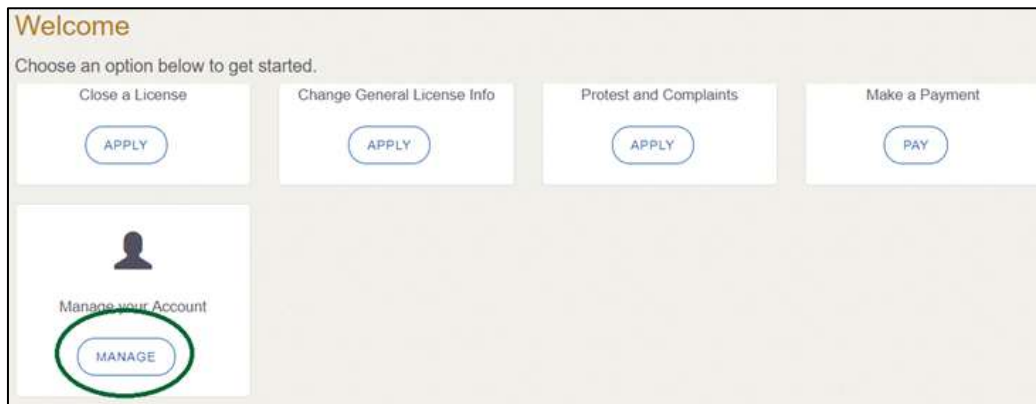


Figure 74: Welcome, Manage Your Account Page

2. On the *My Accounts* page, view the details submitted when the account was registered with TxDMV, click the name of the account.

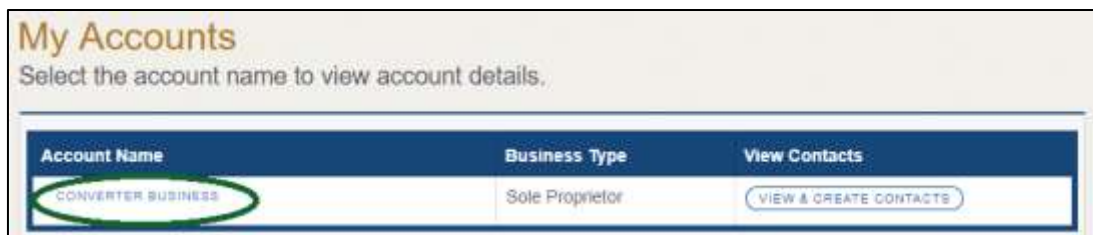


Figure 75: View the Account Details From Registration

3. The *Account Details* page will open.

Business Name Converter Business	Business Type Sole Proprietor	SSN
Is it Non Profit? No	Is it Publicly Traded? No	

Figure 76: Account Information Page

- To view the authorized users for your account, click **VIEW & CREATE CONTACTS**.

Account Name	Business Type	View Contacts
CONVERTER BUSINESS	Sole Proprietor	VIEW & CREATE CONTACTS

Figure 77: View Authorized Users

- To view the details about a user, click **Contact First Name**.

Contact First Name	Contact Last Name	Role	Email	Phone	Action
CONVERTER	Dealer	Dealer	converter.dealer@mailinator.com	(512) 777-7777	

Figure 78: My Contact List

- The *Contacts Details* page will open.

Name Converter Dealer	Email converter.dealer@mailinator.com	Phone (512) 777-7777
Associated Organizations : Add or Remove the organizations you want to associate this contact with and save your changes		
Select	Organization	
<input checked="" type="checkbox"/>	Converter Business	

Figure 79: Account Contact Details Page

4.2 Adding New Account Users

If you are the eLICENSING Administrator, you can create new users in your account and assign them to the Dealer role or Authorized Attorney role, which dictates how they can access and use the eLICENSING system.

- After logging in and displaying the *Welcome* page, click **MANAGE** on the **Manage My Account** area.

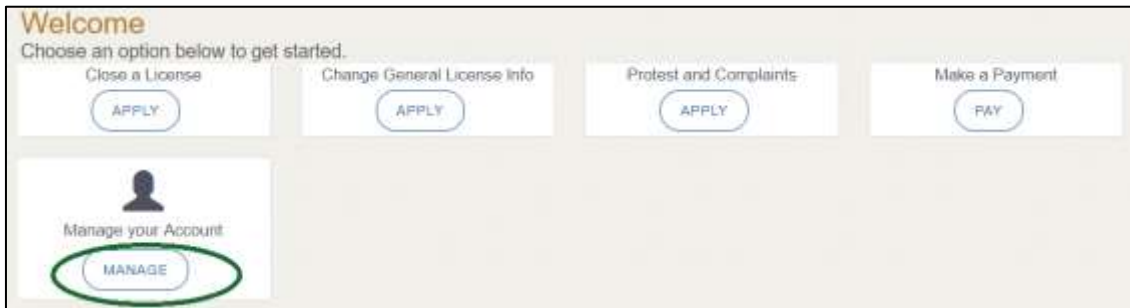


Figure 80: Welcome, Manage your Account

2. On the *My Accounts* page, click **VIEW & CREATE CONTACTS**.

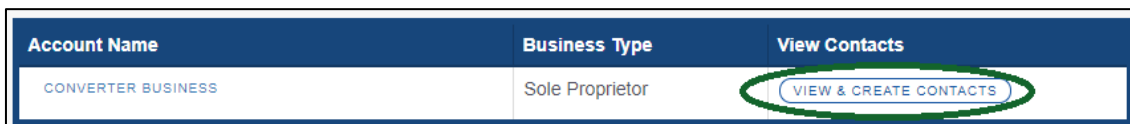


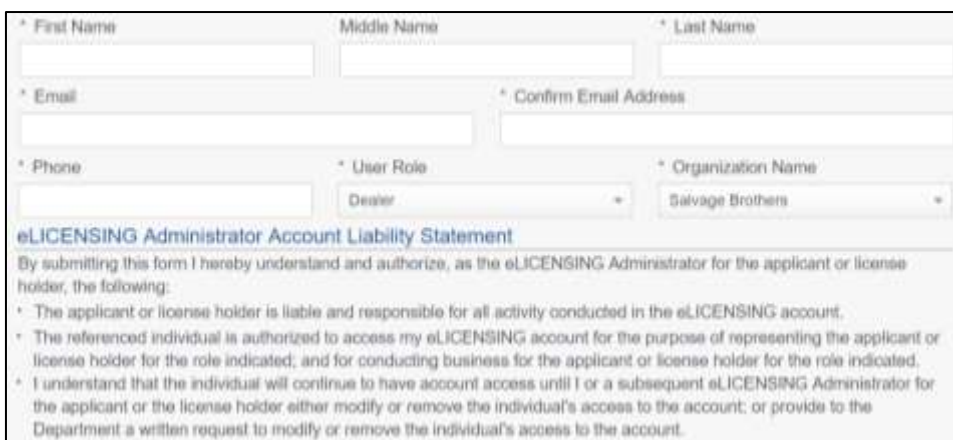
Figure 81: View and Create Contacts

3. On the *My Contacts* page, click **ASSOCIATE NEW USER**.



Figure 82: Associate New User

4. On the *Create User* page:



The form includes the following fields:

- * First Name
- Middle Name
- * Last Name
- * Email
- * Confirm Email Address
- * Phone
- * User Role (Dropdown menu, currently set to 'Dealer')
- * Organization Name (Dropdown menu, currently set to 'Salvage Brothers')

eLICENSING Administrator Account Liability Statement
 By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:

- * The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- * The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- * I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

Figure 83: Create New User

- a. For **First Name** and **Last Name**, type in the appropriate information.

- b. For **Email**, type in the email address where this user can receive email messages.
 - c. For **Phone**, type in the phone number where this user can be contacted.
 - d. For **User Role**, select Dealer (for a member of the staff).
 - e. Carefully read the liability statement and then click **SUBMIT**.
5. On the *My Accounts* page, be sure the new user name, role, email, and phone number display correctly in the list.

4.3 Adding an Account to Your Organization

1. After logging in and displaying the *Welcome* page, click **MANAGE** on the **Manage your Account** area.

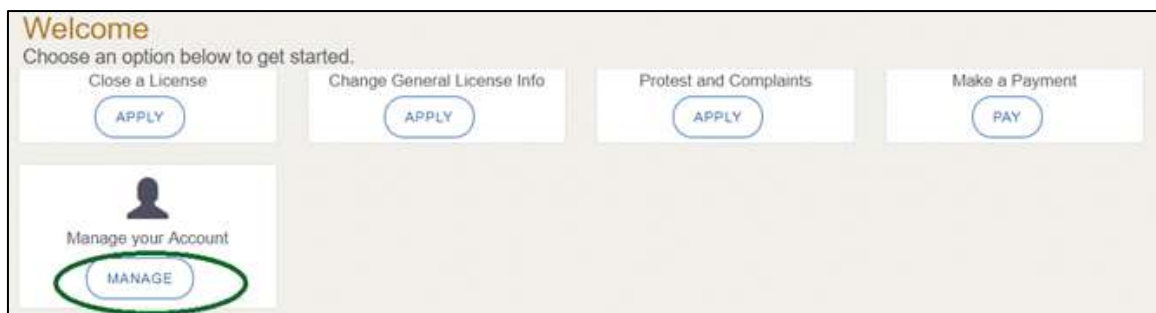


Figure 84: Welcome, Manage Your Account

On the *My Accounts* page, click **CREATE BUSINESS ENTITY**.

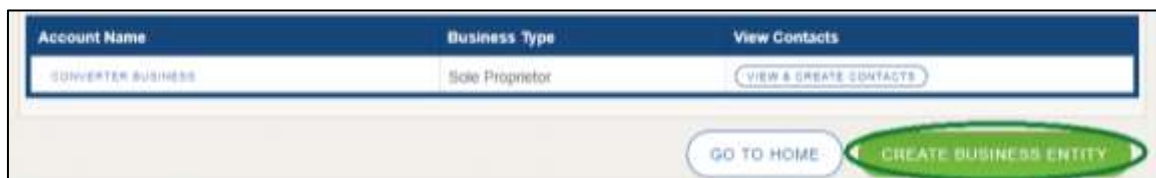


Figure 85: Click Create Business Entity

On the *Create Account* page, fill in the information and click **SUBMIT**.

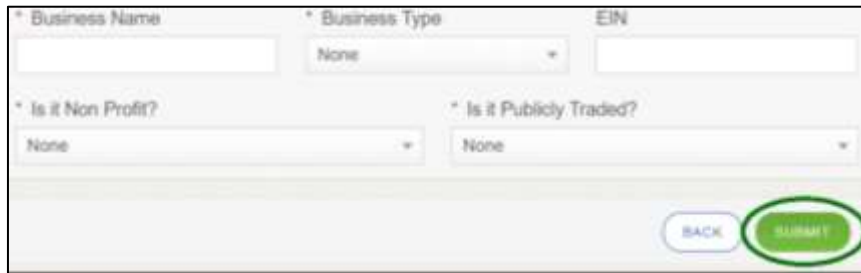


Figure 86: Create Account

On the *My Accounts* page, be sure the new account name displays in the list.

5. Working with Licenses and Plates

You can view the licenses associated with your account and print them if necessary. You can also view the plates associated with your account and order new plates and windshield stickers.

5.1 Viewing and Printing Your Licenses

1. After logging in and displaying the *Welcome* page, click **VIEW** on the **My Licenses and Plates** area.

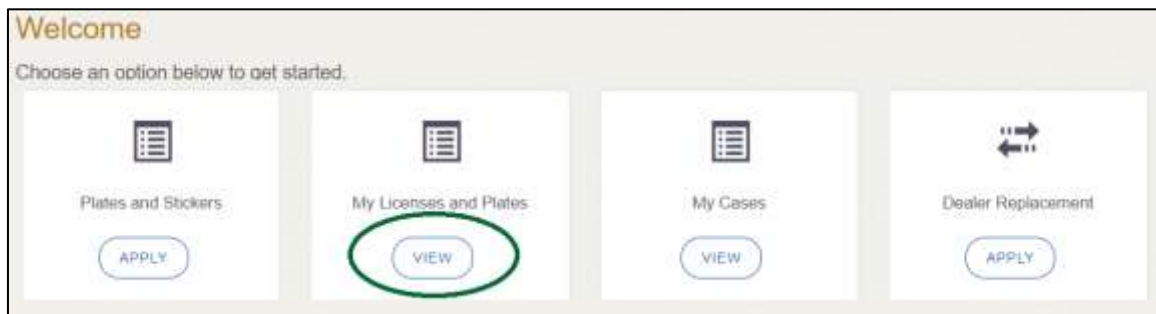


Figure 87: Welcome, My Licenses and Plates

2. On the *Organizations* page, click the dropdown and select your organization.



Figure 88: Select Organization

3. Click the **License Number** of the license account you want to view.

License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
P147374	Franchise Dealer, LLC	GDN	05/30/2020		Franchise Dealer	Franchisedealer@mailinator.com

Figure 89: Select the License Number to View Account Information

Note: If you are a franchised dealer you should always select your franchise license number not your P number.

4. On the *License Detail* page, review the information.



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

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
+ 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
+ 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
+ NEW MANAGEMENT REPRESENTATIVE			

Figure 90: License Detail Page

- To print a copy of the license, click **VIEW PRINTABLE LICENSE**.



Figure 91: View Printable Licenses

- On the *Attachments* page, click on the name of the license to view the associated plates.



Name	Attachment Types	Created Date
Attachment-000654538	Licenses	02/25/2017
Attachment-000440562	Licenses	02/25/2017

Figure 92: View the Printable Attachment Document

- To print the license, send the PDF file displayed to your printer.
- Click **GO TO HOME**.

5.2 Viewing Your Plates

- After logging in and displaying the *Welcome* page, click **VIEW** on the **My Licenses and Plates** area.

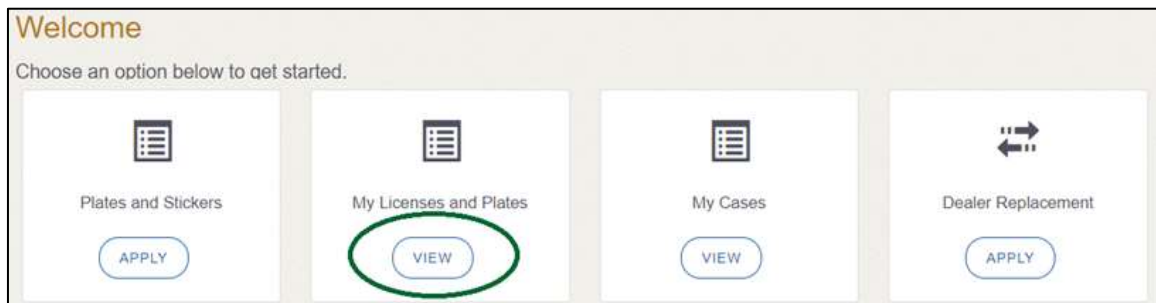


Figure 93: Welcome, My Licenses and Plates

2. On the *Organizations* page, click the dropdown and select your organization.



Figure 94: Select Organization.

3. From the list of licenses displayed, click appropriate license number.

License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
122817	Converter Business	Converter	09/30/2019		Converter Dealer	Converter@mailinator.com

Figure 95: Select the License Number

4. On the *License Detail* page, click **VIEW PLATES**.



Figure 96: View Plates

5. On the *Current Plates* page, review the information.



Figure 97: Current Plates

6. Click **GO TO HOME**.

5.3 Ordering New License Plates and Stickers

To order new plates, you must submit an application. During the application process, you will be asked about the amount of sales for the past 12 months for you to be able to purchase additional plates and must upload and attach a file containing proof of the sales.

5.3.1 Applying for the New Plates

1. After logging in and displaying the *Welcome* page, click **APPLY** on the **Plates and Stickers** area.

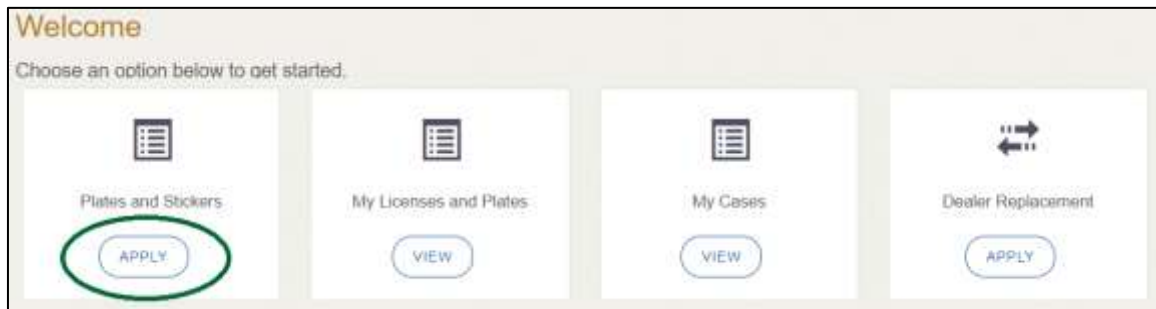


Figure 98: Welcome, Plates and Stickers

2. On the *Organizations* page, click the dropdown and select your organization.



Figure 99: Select Organization

3. On the *Licenses* page, select the appropriate license for the plate application and click **SAVE AND NEXT**.

Licenses
There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GON Type	Location	Status
<input checked="" type="radio"/>	122817	Converter Business	Converter		8036 EXCHANGE DR. AUSTIN, Texas, 78754-4800, Travis	Active

Figure 100: Select License

- On the *Contact Information* page, type in a new contact if necessary and then click **SAVE AND NEXT**.

Contact Information
Enter the contact information for the person TxDMV may contact for questions regarding this application:
Application Contact

* First Name Converter	Middle Name	* Last Name Dealer
* Email converter.dealer@mailinator.com	* Phone (512) 777-7777	

Figure 101: Contact Information

- On the *Select the Application Reason* page, select **Purchase additional plates**.

Select the Application Reason

<input checked="" type="radio"/>	Purchase additional plates or order a replacement for a lost, stolen or damaged sticker
<input type="radio"/>	Cancel active plates that were lost, stolen, damaged, or no longer needed
<input type="radio"/>	Request replacement plates/stickers for order that was never received

Figure 102: Select the Application Reason

- Select the license you want to purchase additional plates.

	License	Type	Status	Expiration Date
<input type="radio"/>	P147373	Motor Vehicle	Closed	06/30/2020
<input checked="" type="radio"/>	P147374	Motorcycle	Active	06/30/2020
<input type="radio"/>	P147375X	Utility Trailer/Semi-Trailer	Active	06/30/2020

Figure 103: Select License to Purchase Additional Plates

- On the *Purchase Additional Plates* page:



License	Expiration Date	Current Active Plate Count	Quantity Requested of Motorcycle Plates	Quantity Requested of Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P147	06/30/2020	5	0		0	5	5	

Figure 104: Purchase Additional Plates

- a. For **Quantity Requested**, type the number of plates to order.
 - b. For **Quantity of Vehicles Sold**, type in the number of motor vehicles sold by this dealership the previous year.
 - c. Click **SAVE AND NEXT**.
8. On the *License Contact* page, verify the information and click **SAVE AND NEXT**.
 9. If the *Possible Issues* popup displays:

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. 400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726. Williamson.

Figure 105: Problems with Your Application

- Click **CLOSE AND CORRECT** to make the correction, then click **SAVE AND NEXT** as many times as it takes to return to this page.
 - To skip making fixes at this time, click **CONTINUE ANYWAY**.
10. On the *Attachments* page, click **CHOOSE FILE**.

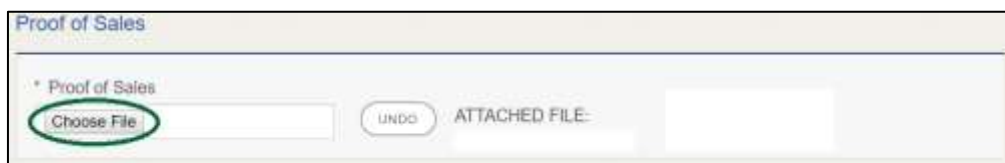


Figure 106: Proof of Sales Attachment

11. On the *Open* pop-up navigate to the file (on the computer or a shared network resource).
12. Select the file and click **Open**.

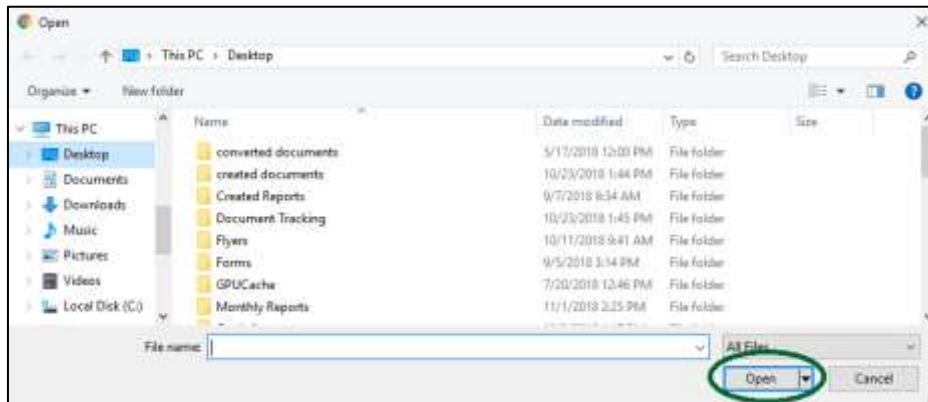


Figure 107: Browse for File

13. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

14. If the *Problems with Your Application* page displays:



Figure 108: Possible Issues with Your Application

- a. **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.
- b. **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.

5.3.2 Cancel Active Plates

Return damaged, canceled or no longer needed plates to your Regional Service Center or to TxDMV headquarters. For instructions on how to return plates, go to TxDMV Dealer and enter "Plate Return" in the search box.

1. After logging in and displaying the *Welcome* page, click **APPLY** on the **Plates and Stickers** area.

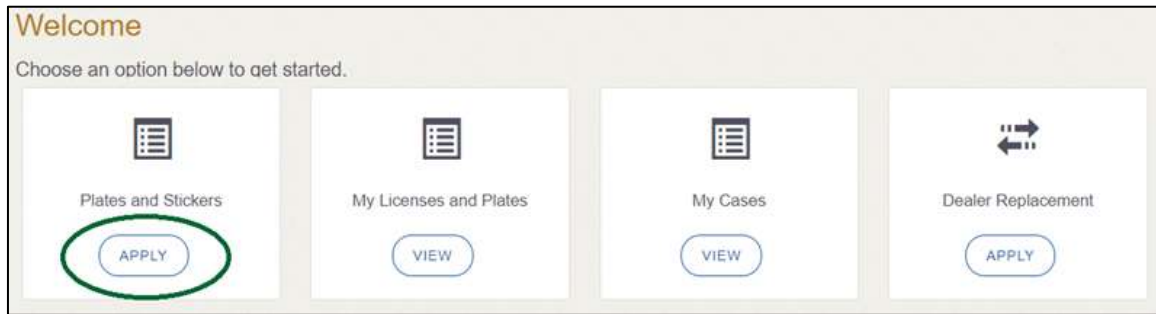


Figure 109: Welcome, Plates and Stickers

- On the *Organizations* page, click the dropdown and select your organization.



Figure 110: Select Organization

- On the *Licenses* page, select the appropriate license for the plate application and click **SAVE AND NEXT**.



Figure 111: Select License

- On the *Contact Information* page, type in a new contacts information if necessary and then click **SAVE AND NEXT**.



Figure 112: Contact Information

- On the *Select the Application Reason* page, select **Cancel active plates**.



Select the Application Reason

- Purchase additional plates or order a replacement for a lost, stolen or damaged sticker
- Cancel active plates that were lost, stolen, damaged, or no longer needed
- Request replacement plates/stickers for order that was never received

Figure 113: Select the Application Reason

6. Select the license for this plate application. Click **SAVE AND NEXT**.

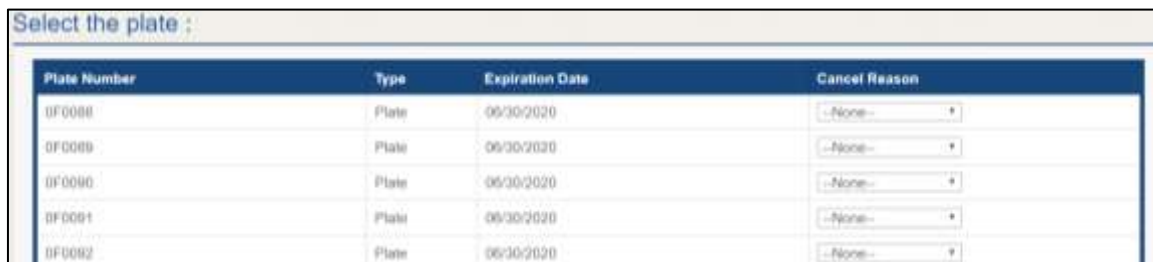


Select the active GDN license for your plate application:

License	Type	Status	Expiration Date
<input type="radio"/> P147373	Motor Vehicle	Closed	06/30/2020
<input checked="" type="radio"/> P147374	Motorcycle	Active	06/30/2020
<input type="radio"/> P147375X	Utility Trailer/Semi-Trailer	Active	06/30/2020

Figure 114: Select the License

7. Select the **Cancel Reason** for each plate you are canceling.



Select the plate :

Plate Number	Type	Expiration Date	Cancel Reason
0F0088	Plate	06/30/2020	--None--
0F0089	Plate	06/30/2020	--None--
0F0090	Plate	06/30/2020	--None--
0F0091	Plate	06/30/2020	--None--
0F0092	Plate	06/30/2020	--None--

Figure 115: Select the Cancel Reason

- Damaged
- Lost
- No Longer Needed
- Stolen

8. Click **SAVE AND NEXT**.

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

10. If the *Possible Issues* popup displays:

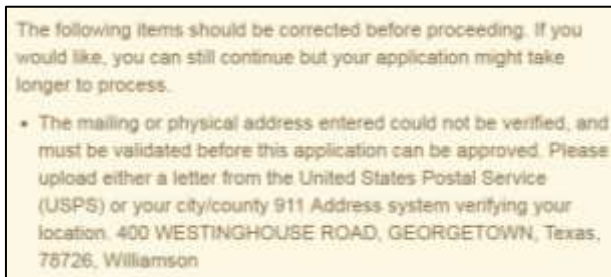


Figure 116: Problems with Your Application

- Click **CLOSE AND CORRECT** to make the correction, then click **SAVE AND NEXT** as many times as it takes to return to this page.
- To skip making fixes at this time, click **CONTINUE ANYWAY**.

11. If the *Problems with Your Application* page displays:



Figure 117: Possible Issues with Your Application

- 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.

5.3.3 Request New Plates

- After logging in and displaying the *Welcome* page, click **APPLY** on the **Plates and Stickers** area.

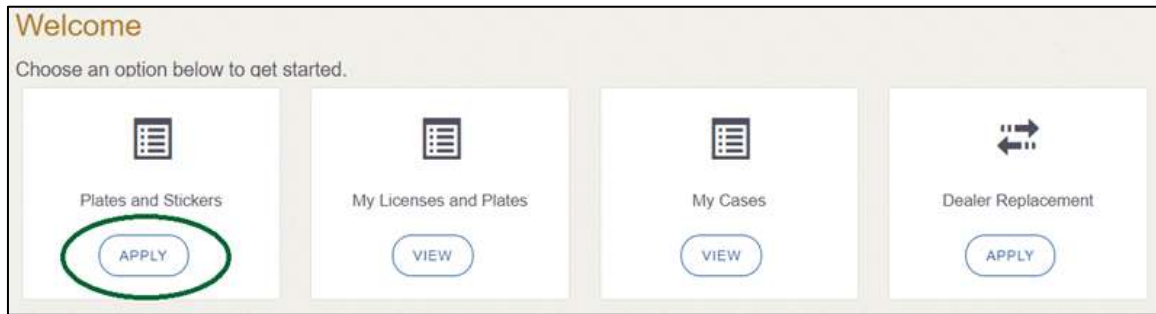


Figure 118: Welcome, Plates and Stickers

2. On the *Organizations* page, click the dropdown and select your organization.

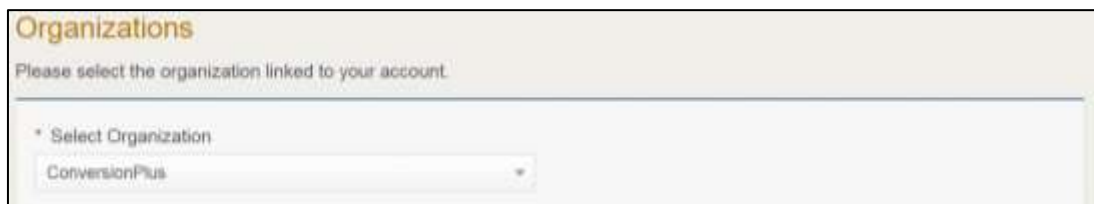


Figure 119: Select Organization

3. On the *Licenses* page, select the appropriate application reason for the plate application and click **SAVE AND NEXT**.



Figure 120: Select the Application Reason

4. Select the active license for this plate application.



Figure 121: Select the License

5. Select the previous application with a plate order which you have never received plates/sticker for. Click **SAVE AND NEXT**.

Select	License Number	Business Name	License Type	GDM Type	Location	Status
<input type="checkbox"/>	122817	Converter Business	Converter		8058 EXCHANGE DR, AUSTIN, Texas, 78754- 4800, Travis	Active

Figure 122: Select a Previous Application

6. On the *Contact Information* page, make any changes that apply and click **SAVE AND NEXT**.
7. If the *Possible Issues* popup displays:

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location, 400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson

Figure 123: Problems with Your Application

- Click **CLOSE AND CORRECT** to make the correction, then click **SAVE AND NEXT** as many times as it takes to return to this page.
- To skip making fixes at this time, click **CONTINUE ANYWAY**.

5.3.4 Problems with Your Application

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

- a. **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.
- b. **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.

5.4 Summary

1. Scroll through the Summary and review the entries and selections you have made.

Organization Converter Business	Application Type New
Business Name Converter Business	License Type Converter
Type of Business Sole Proprietor	SSN
Application Status Pending	Sub Type
Created Date 08/19/2018	Application Reason Apply for New License
Submitted Date 	Associated License N/A

Figure 124: Summary of Application

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

5.5 Signature

After saving the summary, you will be prompted for your social security number and driver license information in order to electronically verify who you are. You will then be able to electronically agree to the Certification of Responsibility and submit your signature for this application.

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 5.5.2, for instructions.

5.5.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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 125: Electronic Signing Information Page

- 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. For **SSN**, type in the numbers of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- 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 126: 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.

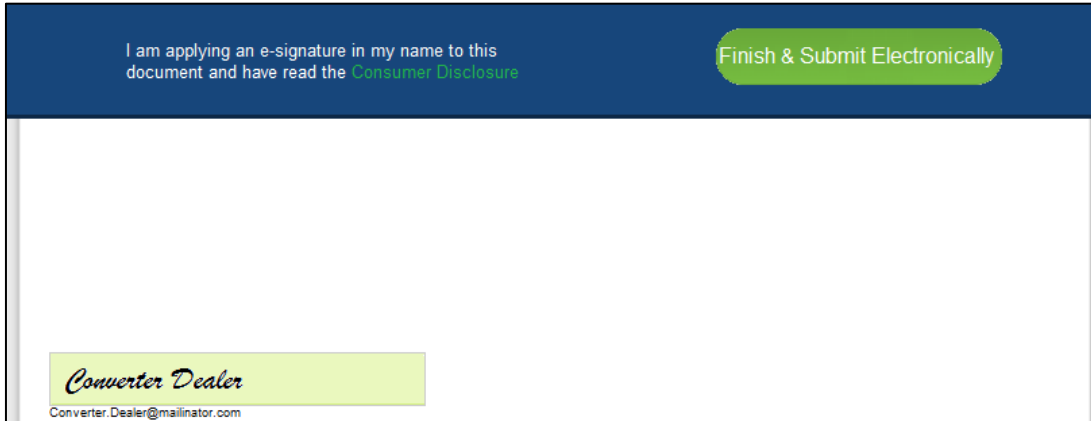


Figure 127: Electronic Sign Here Pop-up

6. Click **Finish & Submit Electronically**.
7. On the *Thank You* page of the pop-up, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.
9. On the *Please ensure you have read the terms and conditions* pop-up, you can click **OK** to go back and read the certificate again or click the **PROCEED TO PAYMENT** link to start the payment process.

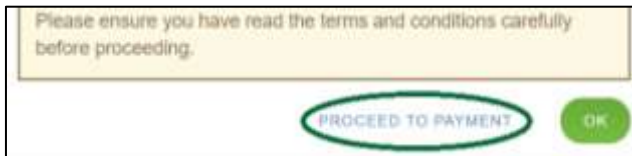


Figure 128: Proceed to Payment

5.5.2 Manual 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 129: eSign Page

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

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY PDF](#)

Choose File No file chosen UNDO ATTACHED FILE:

Figure 130: Certification of Responsibility PDF Download Link

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign and date it.

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.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 131: Certification of Responsibility Manually Print

5. To upload and attach the signed document to this application:
 - a. Scan the document to a file and save it.
 - b. Back on the eLICENSING page, click **CHOOSE FILE**.
 - c. In the *Open* dialog box, navigate to the file, select it and then click **Open**.
 - d. 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, you can click **UNDO** or the red trash can.

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

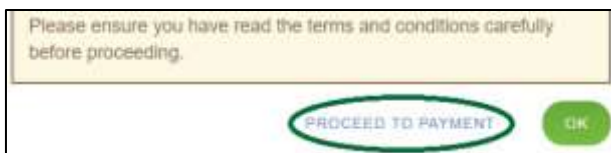


Figure 132: Proceed to Payment

5.6 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the

payments into one transaction.

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:



Applications for Payment :

Select All

000430828 New Franchise Application

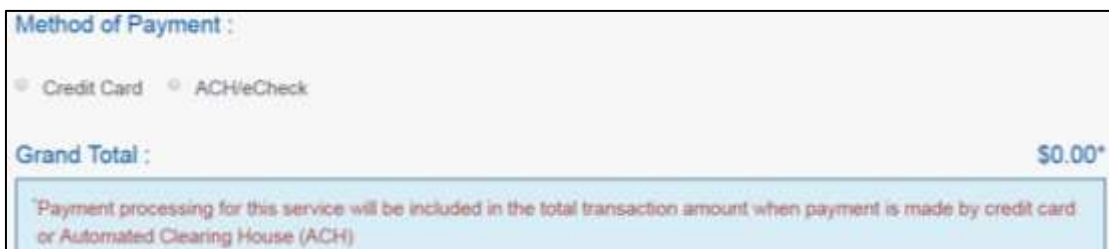
Figure 133: Payment Summary

2. Click the checkbox of the application or click **Select All**.

Note: After an application is selected for payment, the subtotal section updates with the amount due.

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

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



Method of Payment :

Credit Card ACH/eCheck

Grand Total : \$0.00*

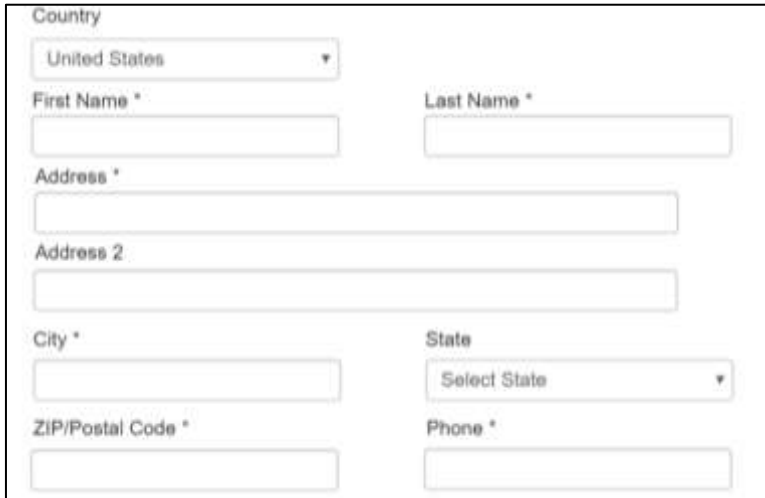
Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Figure 134: Select Method of Payment Type

4. 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):



The form is titled "Country" and contains the following fields:

- Country: A dropdown menu with "United States" selected.
- First Name *: A text input field.
- Last Name *: A text input field.
- Address *: A text input field.
- Address 2: A text input field.
- City *: A text input field.
- State: A dropdown menu with "Select State" selected.
- ZIP/Postal Code *: A text input field.
- Phone *: A text input field.

Figure 135: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
 - b. For **Last Name**, type in your last name as it appears on the credit card.
 - 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 or building 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:

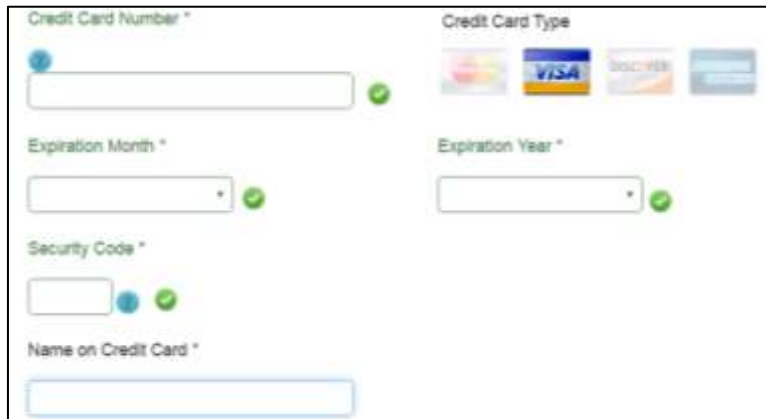


Figure 136: Credit Card Information

- 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 full name printed on the card.
 - f. Click **Next**.
4. In the **Verification** section, click **I'm not a robot**.

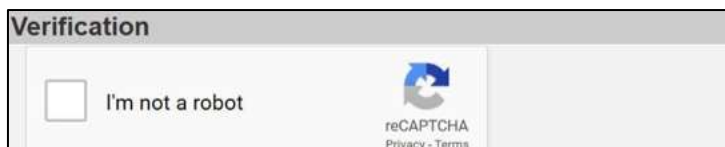


Figure 137: Verification "I'm not a robot"

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



Figure 138: Verification Image

6. Click **Submit Payment**.

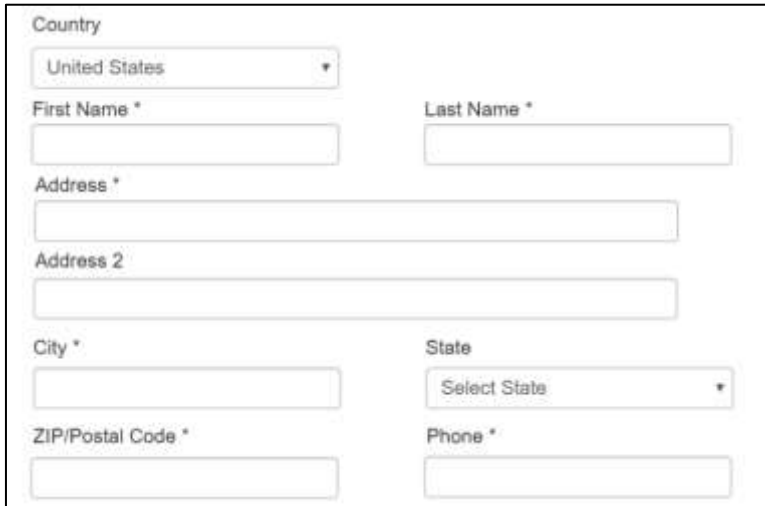
To Pay by ACH/eCheck

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**.



Figure 139: Foreign Source Payment

3. On the **Customer Information** page:



Country
United States ▼

First Name *
Last Name *

Address *
Address 2

City *
State
Select State ▼

ZIP/Postal Code *
Phone *

Figure 140: 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 street number and name of the street.
 - 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:

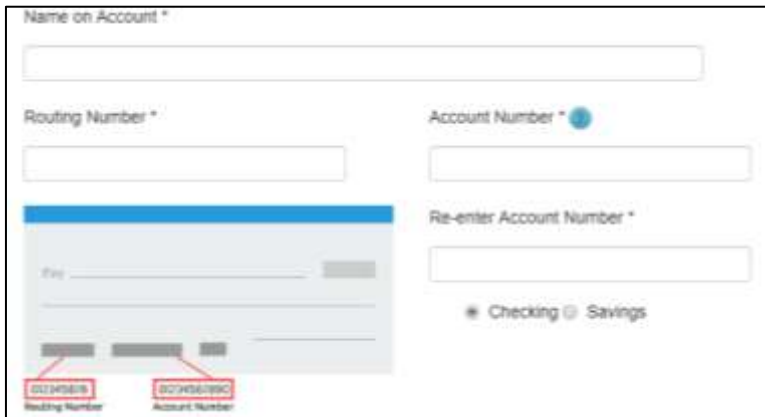


Figure 141: Checking Account Information

- 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** checkbox to authorize.

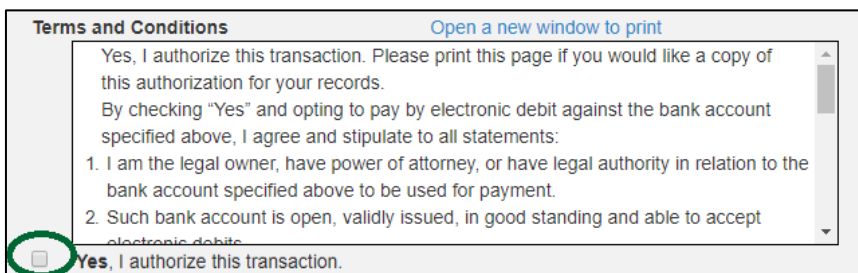


Figure 142: Terms and Conditions

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

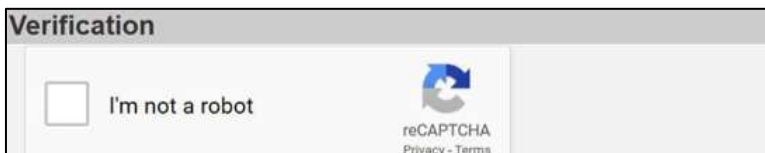


Figure 143: Verification "I'm not a robot"

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



Figure 144: Verification Image

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

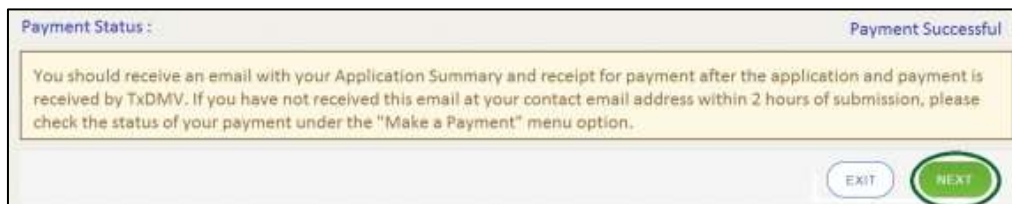


Figure 145: Payment Status Page

- 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**.

6. Amending an Converter 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 make an 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.
- Manage line makes of vehicles converted.
- Manage conversion packages.

Note: To make changes to general license information, such as the license contact, refer to Chapter 7, Changing General Licensing Information.

6.1 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.

6.2 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.
- Certificate of Conversion filed with the Texas Secretary of State.
- 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.

6.3 Applying for the Amendment to a License

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

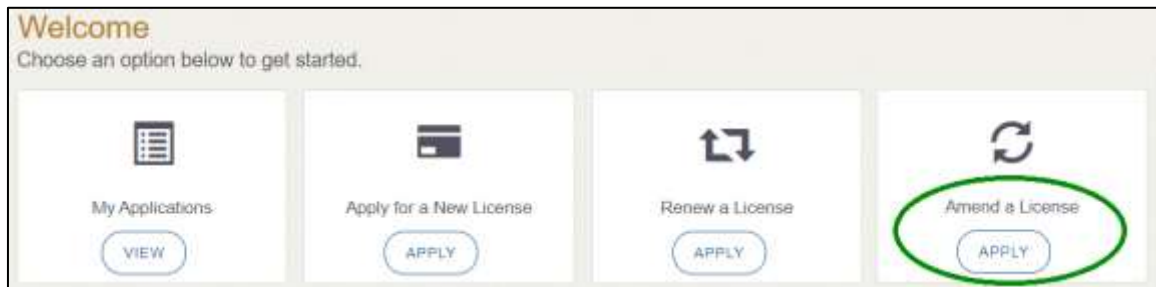


Figure 146: Welcome, Amend a License.

6.3.1 Organizations List of Accounts

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



Figure 147: Select Your Organization

6.3.2 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"/>	122817	Converter Business	Converter		8038 EXCHANGE DR. AUSTIN, Texas, 78754- 4800, Travis	Active

Figure 148: Select License to Amend

6.3.3 Contact Information

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

* First Name Converter	Middle Name	* Last Name Dealer
* Email converter.dealer@mailinator.com	* Phone (512) 777-7777	

Figure 149: Contact Information

6.3.4 Amend Reason

On *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"/>	Manage Line Make– use this reason to add or delete line makes. Select this and Manage Conversion Package to add a Conversion Package for a new dealer
<input type="checkbox"/>	Manage Conversion Package– use this reason to add or delete conversion packages. Select this and Manage Line Make to add a Conversion Package for a new dealer

Figure 150: Select Amendment Reason

- 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 **Manage Line-Make**, select Manage Line-Make.
- To **Manage Conversion Package**, select Change Manage Conversion Package.

Change Business Name

1. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) 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	Limited Liability Company +	EIN	*****1234
Business Name	Franchise Dealer, LLC	Secretary of State Filing Number	12345678

Figure 151: Update Business Information

Change Ownership and Management

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 *Ownership* page, locate the correct area and click **+ADD 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
+ 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
+ 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
+ NEW MANAGEMENT/REPRESENTATIVE			

Figure 152: Update Ownership Information

4. Make your changes.
5. 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.

* 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? No ▾

* 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? No ▾

* 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? No ▾

Figure 153: Ownership Questions

6. 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:

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

--None-- ▾

* County * State * Court

--None-- ▾

* Sentence or Action imposed by court(example- six months in Travis County Jail)

* Describe the events and circumstances that lead to the charge.

Figure 154: Criminal Offense and Charge Information

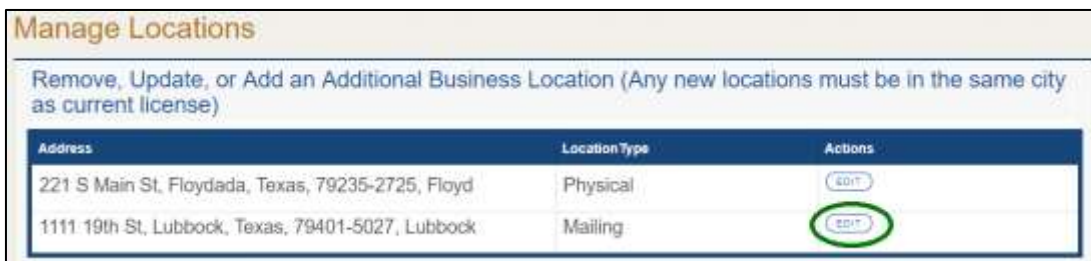
- a. For **State the Exact Crime Section**, type in a short description of the charges, conviction, or deferred adjunction reason.
- b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.

- 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	<input type="button" value="EDIT"/>
1111 19th St, Lubbock, Texas, 79401-5027, Lubbock	Mailing	<input type="button" value="EDIT"/>

Figure 155: 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**.



Figure 156: Business Address Change Pop-up

911 Address Change

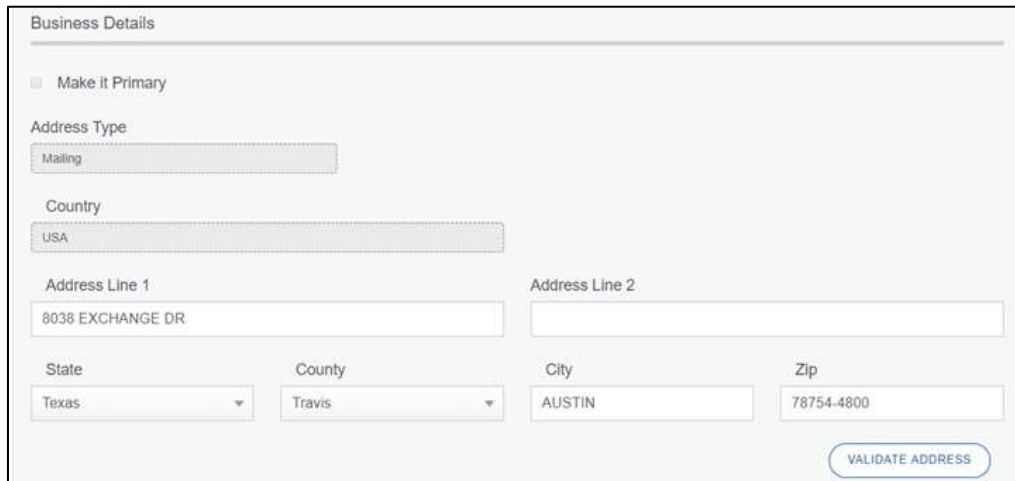
1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *911 Address Change* page, click **EDIT** from the Actions column of the item to change.



Address	LocationType	Actions
221 S Main St, Floydada, Texas, 79235-2725, Floyd	Physical	EDIT
1111 19th St, Lubbock, Texas, 79401-5027, Lubbock	Mailing	EDIT

Figure 157: Address Change

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



The form is titled "Business Details" and contains the following fields:

- Make It Primary
- Address Type: Mailing
- Country: USA
- Address Line 1: 8038 EXCHANGE DR
- Address Line 2: (empty)
- State: Texas
- County: Travis
- City: AUSTIN
- Zip: 78754-4800
- VALIDATE ADDRESS button

Figure 158: 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**.



The table is titled "Manage Locations" and has a sub-section "Requested Changes".

Address	Location Type	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 159: 911 Address Change Verification

Manage Line-Make

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 *Line-Makes* page, to add **New Line-Makes** type in the name of the manufacturer or distributor (or the first few letters) and click **SEARCH**.

New Line-Makes

Search for the manufacturer or distributor first to add a line-make. Repeat the search if needed to add line-make of other manufacturers or distributors.

Manufacturer or Distributor Name:

Figure 160: Search for New Line-Makes

4. On the *Account and Line-Make Details* pop-up, scroll through the list and click **SELECT** of the appropriate option.

Account and Line-Make Details

Account Details

Manufacturer/Distributor Name	License Number or Application Number	License Type or Application Type	Address	Action Type
Ford Stud LLC	UNKNOWN	Manufacturer	24800 Ford Rd, PORTER, Texas, 77365-5450, Montgomery	<input type="button" value="SELECT"/>
FORD MOTOR COMPANY	0348	Manufacturer	1 American Rd, Dearborn, Michigan, 48126-2701, NOT IN TEXAS	<input type="button" value="SELECT"/>

Figure 161: Account and Line-Make Details

5. In the **Line-Makes Details** section of the pop-up:
 - a. Select the checkbox of the manufacturer or distributor of a manufacturer or distributor the dealership wants to use:
 - b. For **Line-Make Actions**, click appropriate option.

Line-Make Details

Select	Manufacturer/Distributor Name	License Number or Application Number	Line-Make	Vehicle Type Code	Line-Make Actions	Associated Franchise	Action Type
<input checked="" type="checkbox"/>	FORD MOTOR COMPANY	0348	FORD	AA-Passenger Auto	Relocation	--None--	--None--
<input type="checkbox"/>	FORD MOTOR COMPANY	0348	FORD	LT-Light Truck	--None--	--None--	--None--

Figure 162: Line-Make Actions

- c. For **Action Type**, click appropriate option.

Line-Make Details

Select	Manufacturer/Distributor Name	License Number or Application Number	Line-Make	Vehicle Type Code	Line-Make Actions	Associated Franchise	Action Type
<input checked="" type="checkbox"/>	FORD MOTOR COMPANY	0348	FORD	AA-Passenger Auto	Relocation	--None--	Sell & Service
<input type="checkbox"/>	FORD MOTOR COMPANY	0348	FORD	LT-Light Truck	--None--	--None--	--None--

Figure 163: Line-Make Action Type

- d. When finished, you can click **SAVE** to close the pop-up.
- e. To add another manufacturer or distributor, repeat the above steps.
6. Review your selections and verify the appropriate information displays in the **Selected Line-Makes** section.
7. Click **SAVE AND NEXT** to continue.
8. Review the **Map of Dealership Location**.

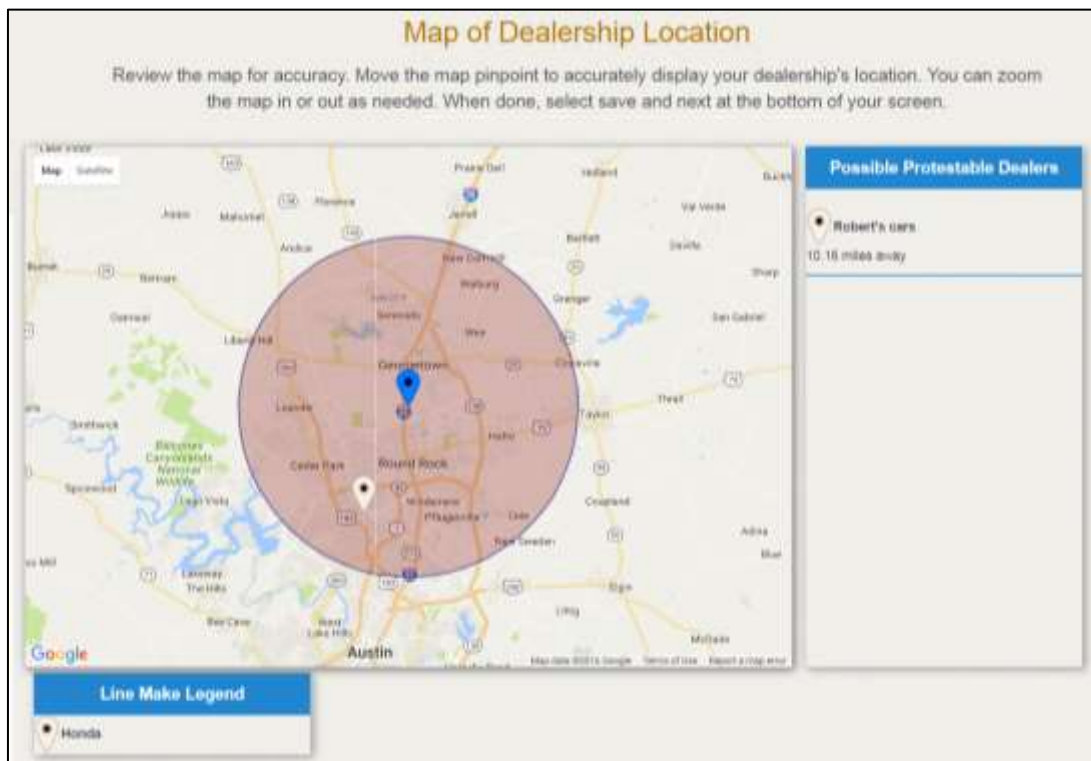


Figure 164: Dealership Location Map

- On the *Map of Dealership Location* page, verify the map displays the correct location of the proposed new line makes location.
 - You can adjust the pinpoint on the map.
 - eLICENSING will use the map to determine if existing franchised dealers in the area are eligible to protest.
9. Click **SAVE AND NEXT**.

Manage Conversion Package

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 *Conversion Packages* page, click **+New Conversion Package**.



Figure 165: Conversion Package

4. On the *Conversion Package* pop-up:



Figure 166: Conversion Package Details

- a. For **Conversion Package Name**, type in the type of package available.
 - b. For **Conversion Description**, type in a brief explanation of the conversion package.
 - c. Click **ADD**.
5. After the pop-up closes, repeat the steps above for each conversion package being offered.
 6. When you are finished, click **SAVE AND NEXT**.
 7. To *Remove Conversion Packages*, click **DELETE**.

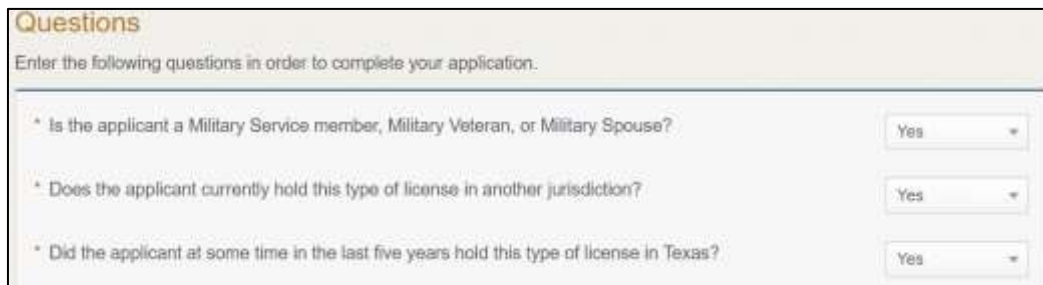


Figure 167: Remove Conversion Packages

8. Click **SAVE AND NEXT**.

6.3.5 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?
- * Does the applicant currently hold this type of license in another jurisdiction?
- * Did the applicant at some time in the last five years hold this type of license in Texas?

Figure 168: 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.

1. Click **SAVE AND NEXT**.

6.3.6 Required Attachments

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

- DBA certificates that have changed.
- Certificate of Conversion filed with the Texas Secretary of State.

- Amended Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Assumed Name Certificates.
- Driver licenses (or passport, official ID) 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 martialled, 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 169: Choose File to Upload

2. On the *Open* pop-up:

- Navigate to the file.
- Select the file and click **Open**.

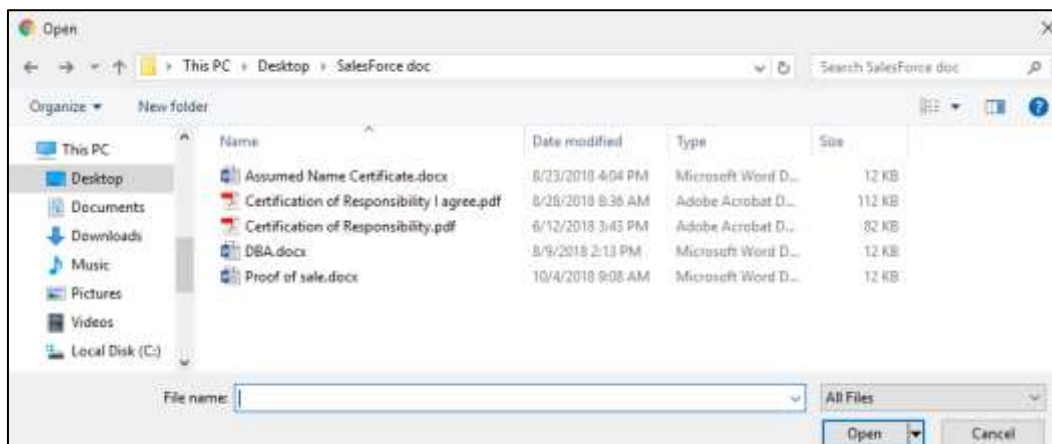


Figure 170: Browse for a File

- 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.

6.3.7 Other Attachments

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

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



Figure 171: 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 172: Upload Other Attachments

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

6.3.8 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.

6.3.9 Summary

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

Organization Converter Dealer	Application Type Amendment
Business Name Converter Dealer	License Type Converter
Type of Business Limited Liability Company	EIN 27-4109401
Sub Type	Application Status Pending
Amend Reason Change Business Name Info Change Ownership and Management 311 Address Change Manage Locations and DBAs Manage Line Make Manage Conversion Package	Created Date 09/24/2019
Submitted Date	Associated License N/A

Figure 173: 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 174: Options for Summary Complete Actions

6.3.10 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.

6.3.10.1 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 175: 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 176: 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 177: 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**.

6.3.10.2 Manual Signature Submission

1. On the *eSign* page displayed:

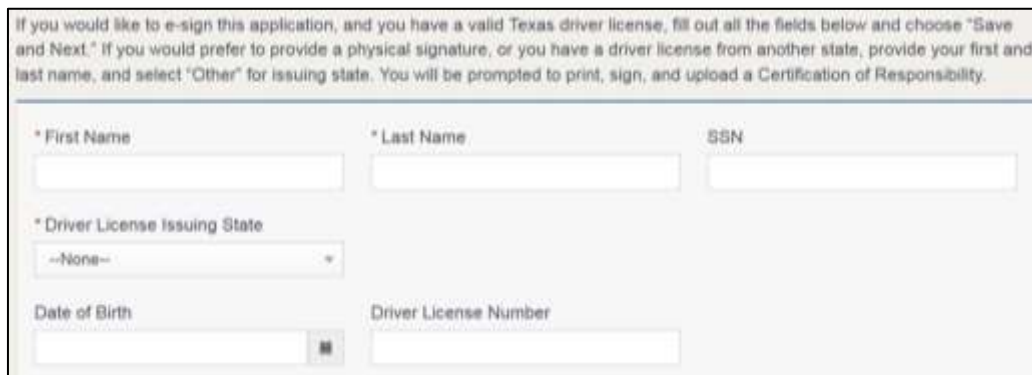


Figure 178: Manual eSign Information

- a. For **First Name**, type it in as it appears on your driver license/ ID.
- b. For **Last Name**, type it in 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.

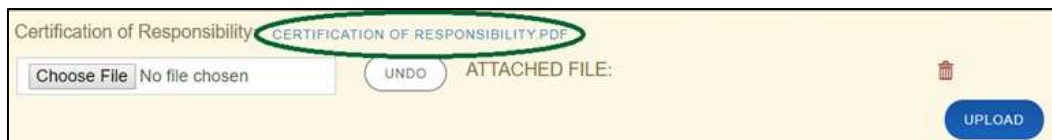


Figure 179: Certification of Responsibility

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* dialog box, 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, you can click the **UNDO** button or the red trash can.
10. Click **SAVE AND NEXT**.
11. On the pop-up, click **PROCEED TO PAYMENT** link.

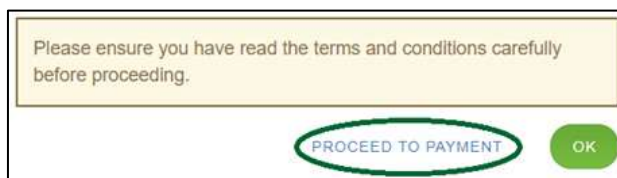


Figure 180: Proceed to Payment

6.3.11 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

To make a payment:

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



Applications for Payment :

Select All

000059900 Amendment GDN Application P001852

Figure 181: Application for Payment

2. On the bottom of the page, for **Method of Payment**, select the appropriate option.
 - **Credit Card**
 - **ACH/eCheck**



Method of Payment :

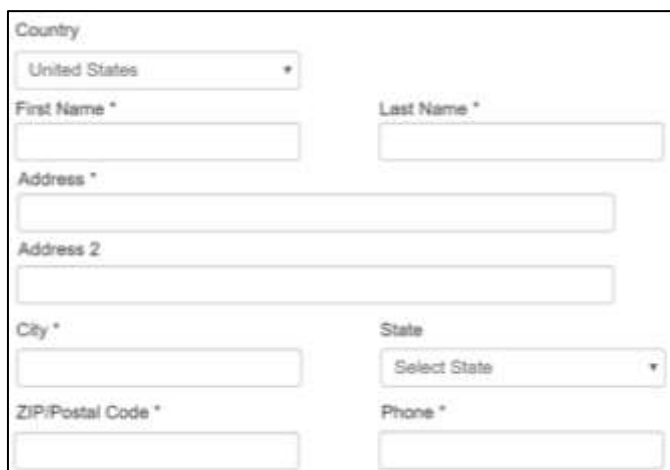
Credit Card ACH/eCheck

Figure 182: Select 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 ACH/eCheck):



Country
United States *

First Name * Last Name *

Address *

Address 2

City * State
Select State ▼

ZIP/Postal Code * Phone *

Figure 183: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
- b. For **Last Name**, type in your last name as it appears on the credit card.

- 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 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:



The screenshot shows a form titled "Credit Card Information". It contains the following fields and options:

- Credit Card Number ***: A text input field.
- Credit Card Type**: A dropdown menu with icons for MasterCard, Visa, Discover, and American Express.
- Expiration Month ***: A dropdown menu with the text "Select a Month".
- Expiration Year ***: A dropdown menu with the text "Select a Year".
- Security Code ***: A text input field with a blue dot on the right side.
- Name on Credit Card ***: A text input field.

Figure 184: 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 number to the left of the signature line on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click **Next**.
4. In the **Verification** section, enter the characters from the image displayed.



Figure 185: Verification Page

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

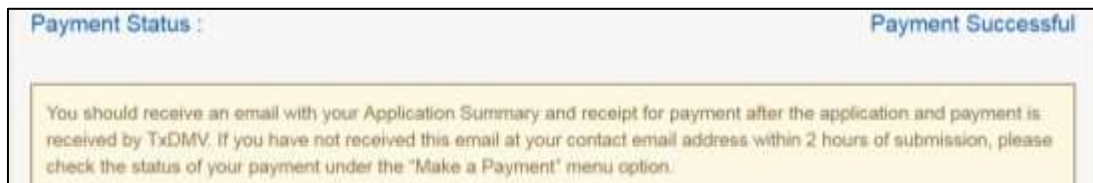


Figure 186: Payment Successful Status

7. Click **NEXT**.

To Pay by ACH/eCheck

1. To pay fees with an **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**.



Figure 187: Foreign Source Payment

3. On the *Customer Information* page:

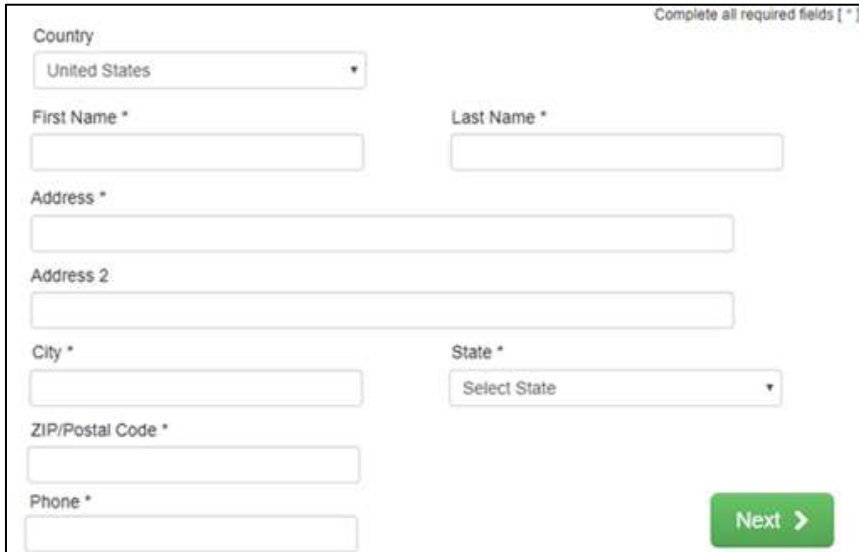


Figure 188: eCheck Customer Information

- 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 Information* page:

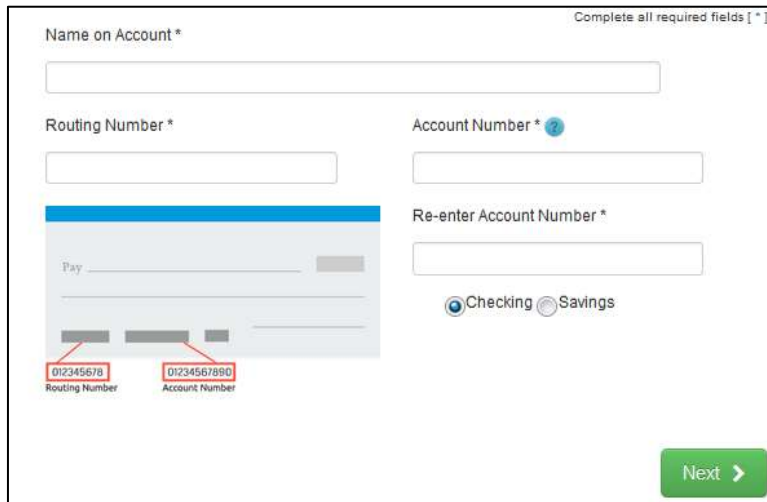


Figure 189: Checking Account Information

- 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** checkbox to authorize.

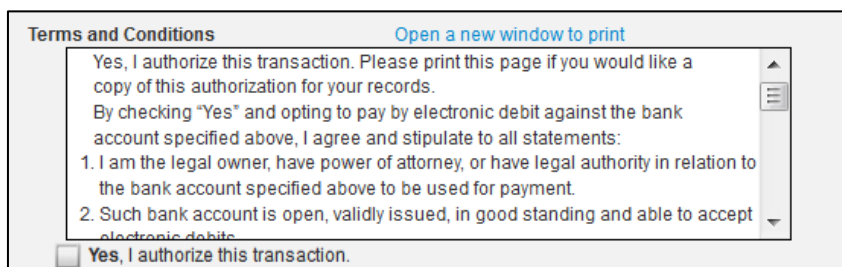


Figure 190: Terms and Conditions

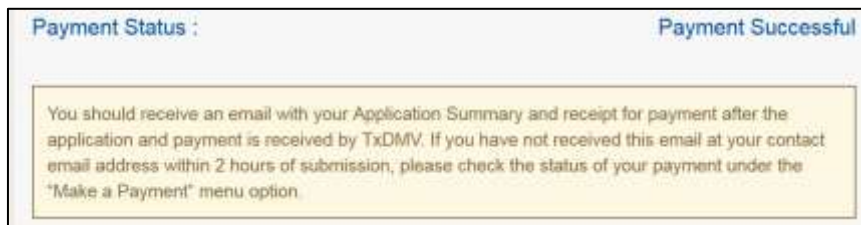
8. Enter the characters from the verification image.



A screenshot of a verification page. At the top, there is a distorted image of the license plate characters '553NB'. Below the image, the text reads 'Enter the characters from the above image:'. There is a text input field with a cursor. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Submit Payment' button.

Figure 191: Verification Page

9. Click **Submit Payment**.
10. 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**.



A screenshot of a 'Payment Successful' status message. The text 'Payment Status : Payment Successful' is displayed at the top. Below this, a yellow box contains the following text: 'You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.'

Figure 192: Payment Successful Status

11. 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**.

7. Changing General License Information

You can change general license information, such as the contact person that TxDMV may speak with about your license details.

There is no fee to make these changes.

1. After logging in and displaying the *Welcome* page, click **APPLY** on the **Change General License Info** area.

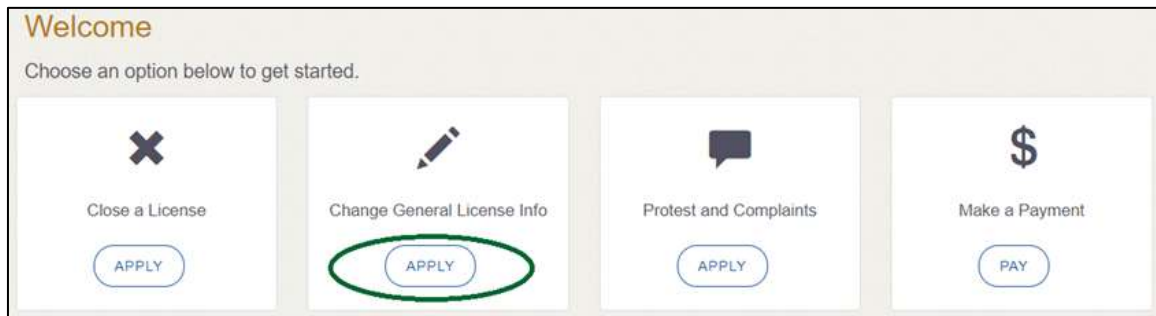


Figure 193: Welcome, Change General License Information

2. On the *Organizations* page, click the dropdown and select your organization.



Figure 194: Select Organization

3. On the *Licenses* page, click the appropriate license for which information has changed.



Figure 195: Select License

4. On the *Apply Changes* page:

License Contact Information

First Name <input type="text" value="Independent"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Dealer"/>
* Email <input type="text" value="independentcarddealer@gmail.com"/>	Phone <input type="text" value="(555) 555-1111"/>	

License Information

Business Website <input type="text" value="www.texasautomart.com"/>	Business Phone <input type="text" value="(655) 123-4567"/>
Business Email <input type="text" value="staff@texasautomart.com"/>	Business Fax <input type="text"/>

Mailing Address

* Address Line 1 <input type="text" value="400 WESTINGHOUSE ROAD"/>		Address Line 2 <input type="text"/>	
* City <input type="text" value="GEORGETOWN"/>	* State <input type="text" value="Texas"/>	* Zip <input type="text" value="78726"/>	* County <input type="text" value="Willamson"/>
* Country <input type="text" value="USA"/>			

Figure 196: Edit License Contact Information Page

- a. Click into the field to edit and make the changes.
 - b. Click **SAVE AND SUBMIT**.
5. On the *Submitted* page, click **CLOSE** to exit and display the *Welcome* page.

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email independentcarddealer@gmail.com

Figure 197: Change General License Information Submitted

8. Renewing Licenses

You should receive a renewal notice in your email in advance of the expiration date of your license. The application to renew your license follows a process similar to the original application.

Instead of renewing, the system may prompt you that you should file a new application if you have changed locations or added additional locations with the same city as the main physical location or changed business structure or ownership since the last application or renewal.

8.1 Renewal Fees

The fee to renew a license on time is \$750.

If the renewal is late, the fee is \$750 plus \$375 if renewed after the first 30 days and \$375 more if renewed after 60 days. In addition there will be a \$100 fee for each Representative if renewed after the first 30 days and \$200 if renewed after 60 days.

The Plate/Sticker renewal fee is \$40.

If your license has been expired for more than a year, you are required to file an application for a new license.

8.2 Gathering Information

To complete this application, you will need access to:

- Facts of the 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 martialled, or has any of these actions currently pending, to fill out certain information for each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates.
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State.
 - Driver licenses (or passport, official identification cards, and so on) for new owners or management staff.

- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

8.3 Renewal Application

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

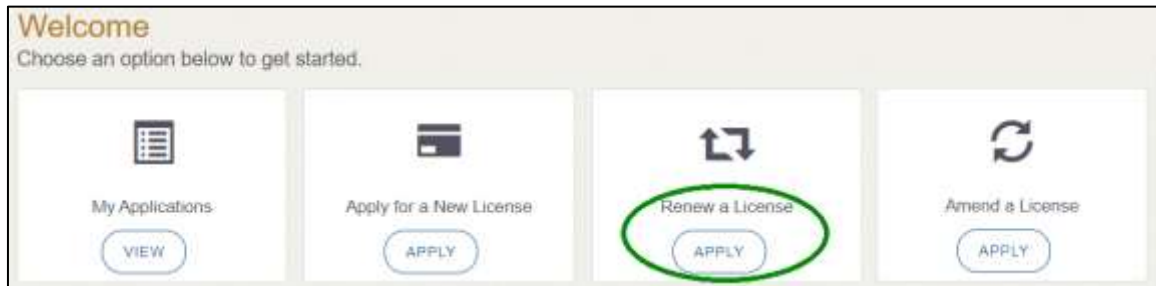


Figure 198: Welcome, Renew a License

8.3.1 Accounts

1. On the *Organizations* page, click dropdown and select your organization.



Figure 199: Select Your Organization

2. Click **SAVE AND NEXT**.

8.3.2 Select License

1. On the *Licenses* page, select the license to renew. Only the licenses eligible for renewal are displayed.

Select	License Number	Business Name	License Type	License Sub Type	Expiration Date	Location	Status
<input type="radio"/>	P002180M	Big Nose Conversions and Mobility, LLC	DDN	Independent Mobility Motor Vehicle Dealer	1/31/2017	200 W 2nd St, Freeport, Texas, Brazoria	Expired
<input type="radio"/>	002133	Big Nose Conversions and Mobility, LLC	Converter		1/31/2017	200 W 2nd St, Freeport, Texas, Brazoria	Active

Figure 200: Select License to Renew

2. Click the **SAVE AND NEXT**.

8.3.3 Contact Information

1. On the *Contact Information* page, make any changes needed to the person listed who can be contacted about this renewal application.

Figure 201: Update Application Contact Information

2. Click **SAVE AND NEXT**.

8.3.4 License Information

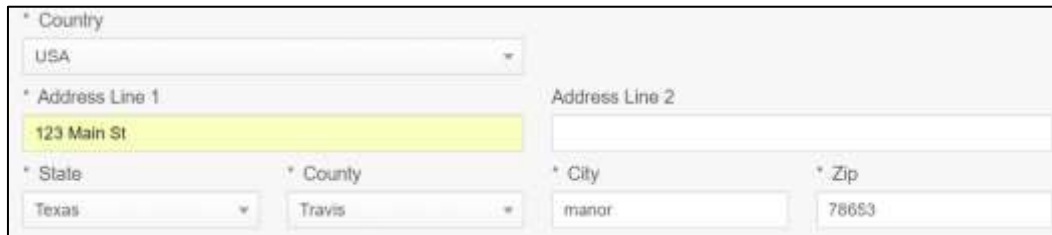
1. On the top of the *License Contact Information* page, verify that the information is correct or make any changes necessary.

Figure 202: Verify Contact Information is Correct

2. In the **Business** section of the page, verify that the information is correct or make any changes necessary.

Figure 203: Verify Business Information is Correct

3. In the **Mailing Address** section of the page, verify that the information is correct or make any changes necessary.



* Country
USA

* Address Line 1
123 Main St

Address Line 2

* State: Texas * County: Travis * City: manor * Zip: 78653

Figure 204: Verify Mailing Address Information is Correct

4. Click **SAVE AND NEXT**.
5. Select the plates you wish to **Cancel** or **Renew**.

Select the plates you wish to cancel or renew:

Plate Number	License Number	Expiration Date	Actions
5F0361	P122042	07/31/2019	Cancel
5F5670	P122042	07/31/2019	Renew

Figure 205: Select Plates to Renew or Cancel

6. Click **SAVE AND NEXT**.
7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, select:

Purchase Additional Plates

* Do you want to order metal dealer plates? Yes

Note: If during your license period any plate becomes lost, stolen, damaged, or no longer needed, it must be promptly canceled. You may cancel a plate from the eLICENSING home page by selecting Plates and Stickers and follow the prompts.

Figure 206: Purchase Additional Plates Page

- **No**, click **SAVE AND NEXT**.
- **Yes**,
 - a. In the **Quantity Requested** field, enter the number of plates needed.

Enter the number of plates you want to order:

License	Expiration Date	Current Active Plate Count	Quantity Requested for Motorcycle Plates	Quantity Requested for Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P122042	07/31/2019	3		0	3	30	Unlimited	

Figure 207: Number of Plates Requested

b. Click **SAVE AND NEXT**.

8.3.5 Ownership

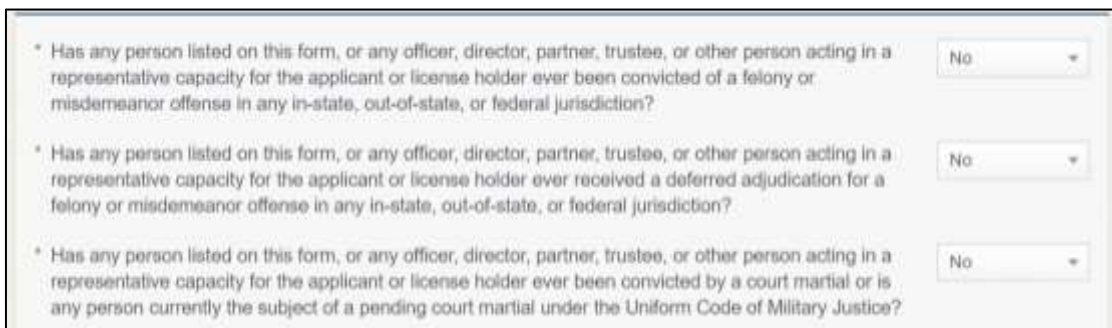
1. On the *Ownership* page:
 - a. Verify that the information listed is correct.



Individual Ownership		
Name	Date of Birth	Ownership %
Independent Vehicle	10/21/1966	100.00%

Figure 208: Review Ownership Information

b. In the **Ownership Questions** section:



* 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?

* 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?

* 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?

Figure 209: Ownership Questions

If you answer:

- **No**, click **SAVE AND NEXT**.
- **Yes** to any of the questions, the *Criminal History* page displays:

On the *Criminal History* page displayed, click **VIEW/ADD Criminal Histories** for the first name. Then click **ADD CRIMINAL HISTORY**.



Owners List						
Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details	
Franchise Dealer	franchise.dealer@matinator.com	02/05/1978	Individual		VIEW/ADD CRIMINAL HISTORIES	

Figure 210: View Owners Criminal History

On the *Criminal History Details* popup:

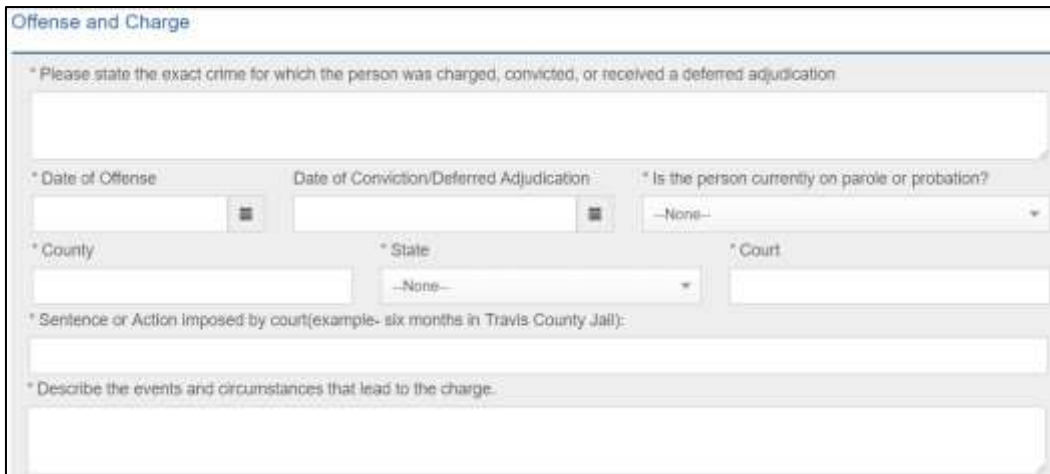


Figure 211: Criminal History Details

- a. In the first field in the **State the Exact Crime** section, type in a short description of the charges/crime committed.
- 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 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 state from the dropdown in which 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.

Click **UPDATE**.

After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT**.

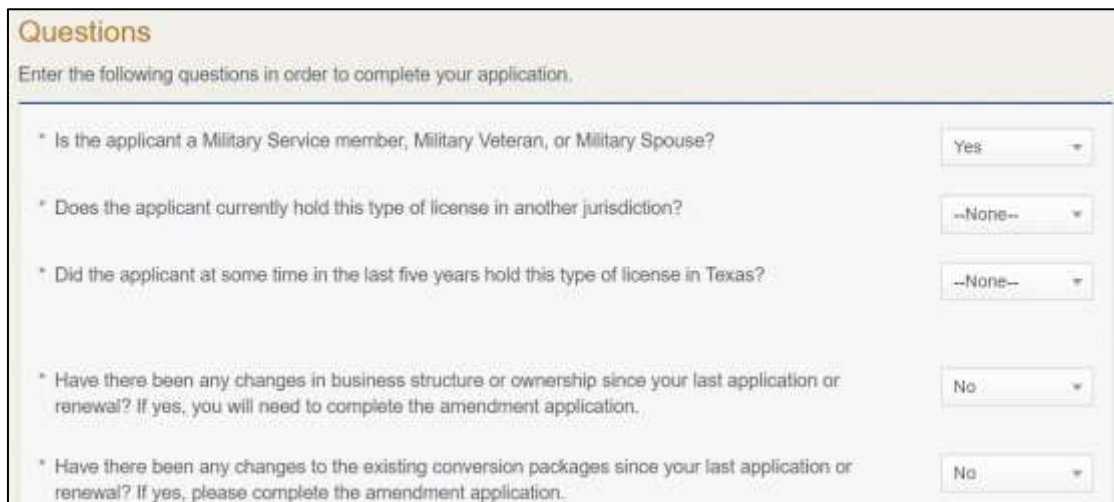
Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

8.3.6 Questions

You must answer a series of questions about military service and compliance with licensing requirements. A yes or no answer is required for each question. If you answer that you are not in compliance with the requirement, the item will display on the *Possible Issues* pop-up and the application may not be approved until you can provide proof that this requirement is satisfied.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click **SAVE AND NEXT** to display the *Questions* page again.



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?	--None--
* Did the applicant at some time in the last five years hold this type of license in Texas?	--None--
* Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application.	No
* Have there been any changes to the existing conversion packages since your last application or renewal? If yes, please complete the amendment application.	No

Figure 212: Military Service Questions

5. Respond to each question.
6. Click **SAVE AND NEXT**.

8.3.7 Attachments

You may be required to upload the following information:

- Certificate of Filing from the Secretary of State.

- Files containing scanned copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.
- Facts of the criminal history of anyone associated with the business (owner, officer, member, partner, trustee or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled.
- Proof of ID for any owner/management changes.
- Assumed Name Certificates.

For each file requested on the *Required Attachments* page, click **CHOOSE FILE**.



Figure 213: Choose File

7. On the *Open Window* pop-up:
8. Navigate to the file.
9. Select the file and click **Open**.

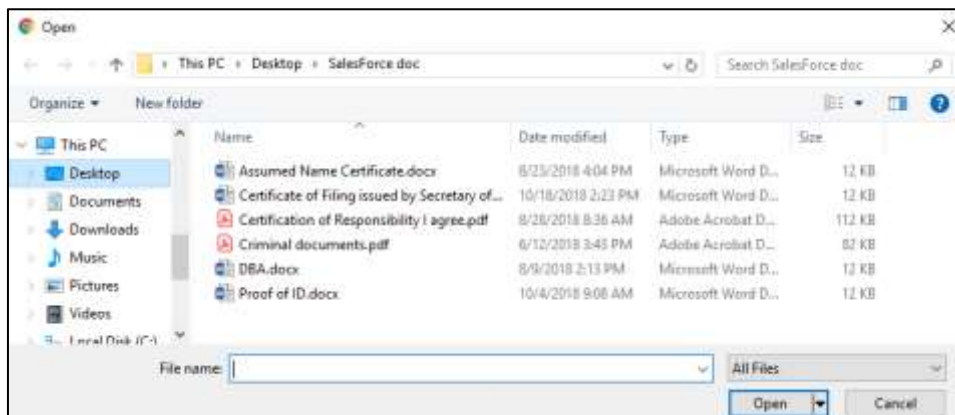


Figure 214: Browse for File

10. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

For Attachments Not Required

1. Click **+ADD MORE ATTACHMENTS** (at the bottom of the page).

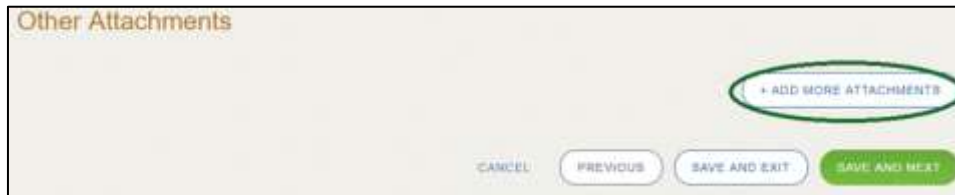


Figure 215: Add More Attachments

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



Figure 216: Attachment Type

Choose the file.

Click **SAVE AND NEXT**.

If 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.

8.3.8 Summary

1. When the Summary page displays, scroll down the page and review your entries and selections.

Application Information	
Organization auto sales	Application Type Renewal
Business Name auto sales	License Type Converter
Type of Business Limited Partnership / LTD.	EIN 76-0654602
Sub Type	Application Status Pending
Application Reason	Created Date 10/24/2019
Associated License N/A	Submitted Date

Figure 217: Summary of Application

2. Click **SAVE AND NEXT** on the bottom of the page.

8.3.9 Signature

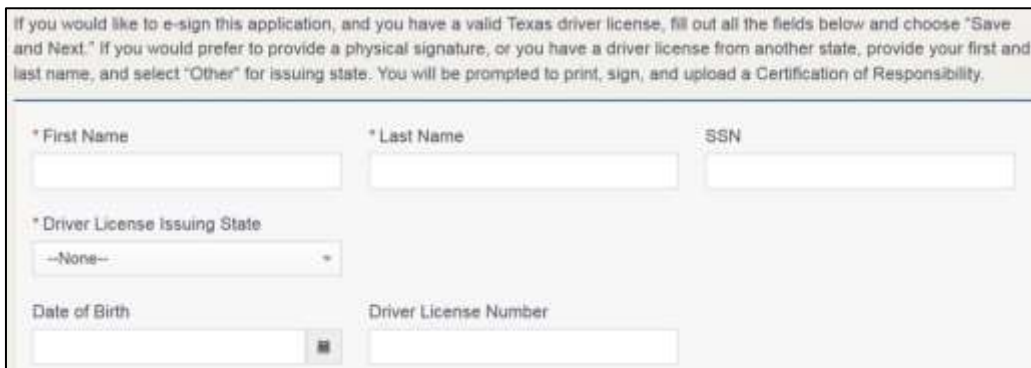
If you are not going to be making a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature and continue to the **Payments** section.

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 a place to sign it. Then you must scan the file and upload it.

8.3.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:



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		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 218: Electronically Sign the Document

- 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** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- 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).

2. Click **SAVE AND NEXT**.
3. On the *Certificate of Responsibility* page:

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 8.3.9.2.

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.

I Agree

Figure 219: Certification of Responsibility

4. Carefully read the terms and conditions for the license.
5. Click **I Agree** option.
6. Scroll down to the **Sign Here** field and type in your full legal name.

I am applying an e-signature in my name to this document and have read the [Consumer Disclosure](#)

Finish & Submit Electronically

Converter Dealer
Converter.Dealer@mailinator.com

Figure 220: Electronic Signature

7. Click **Finish & Submit Electronically**.

8. On the *Thank You* page of the pop-up, click **CLOSE**.
9. Back on the *Certificate of Responsibility* page, click **SAVE AND NEXT**.
10. On the *Please ensure you have the terms and conditions* pop-up, click the **PROCEED TO PAYMENT** link to start the payment process.

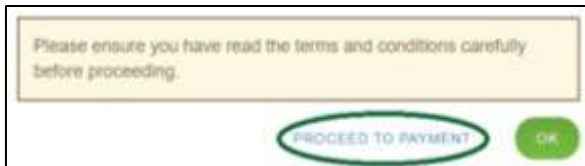


Figure 221: Proceed to Payment

11. Continue to the **Payments and Application Submission**, section 8.3.10.

8.3.9.2 Manually Signing the Application

1. On the *eSign* page displayed:

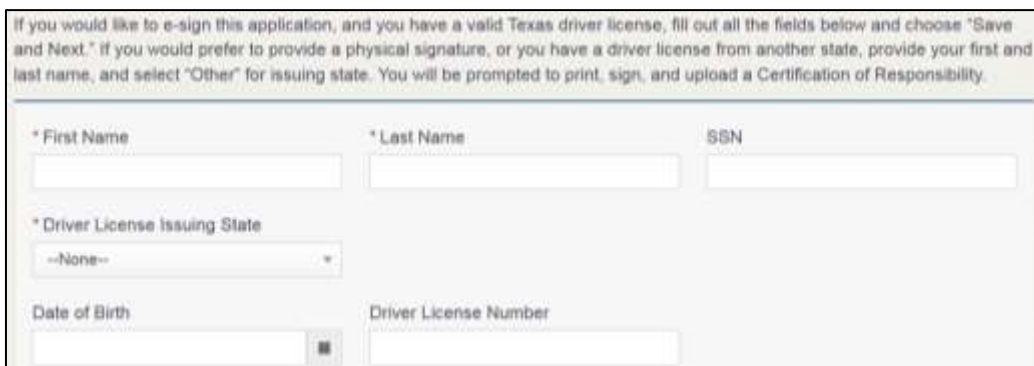


Figure 222: eSign Customer Information

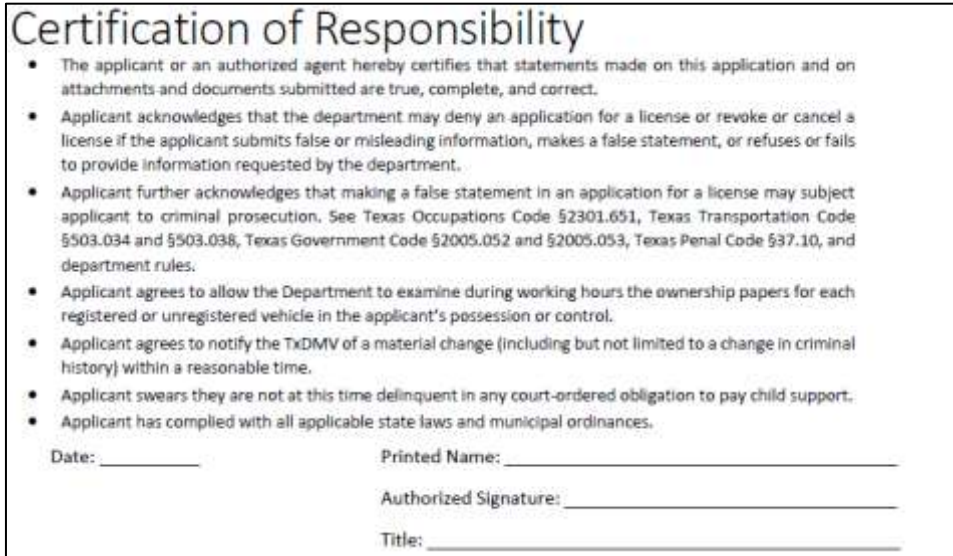
- a. For **First Name**, type it in exactly as it appears on your driver license/ID.
 - b. For **Last Name**, type it in exactly as it appears on your driver license/ID.
 - c. For **Driver License Issuing State** select Other.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATION OF RESPONSIBILITY PDF**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



Figure 223: Print Certification of Responsibility PDF

On the PDF file, click the Printer icon (in the upper right) to send the PDF to your local printer.

4. Carefully read the document and sign and date it.



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.

Date: _____ Printed Name: _____
 Authorized Signature: _____
 Title: _____

Figure 224: Printed Certification of Responsibility PDF

5. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it.
 - b. Back on the eLICENSING page, click **CHOOSE FILE**.
 - c. In the *Open Windows* dialog box, navigate to the file, select it and then click **Open**.
 - d. 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, you can click the **Undo** button or the red trash can.

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



Figure 225: Proceed to Payment

8.3.10 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

To pay the fees and submit this application:

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



Applications for Payment :

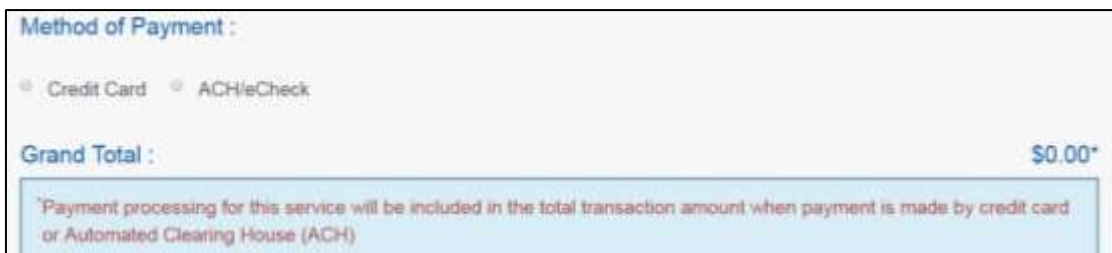
Select All

000060420 Renewal GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Figure 226: Select Method of Payment

2. On the bottom of the page, for **Method of Payment**, select the appropriate option.
 - **Credit Card**
 - **ACH/eCheck**



Method of Payment :

Credit Card ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Figure 227: Select Method of Payment

3. Click **PROCEED TO PAY**.

Credit Card Payment

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



Figure 228: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
 - b. For **Last Name**, type in your last name as it appears on the credit card.
 - 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 additional information like 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 the **Next** button.
 3. In the **Payment Info** section:



Completes all required fields [*]

Credit Card Number *

Expiration Month *

Security Code *

Name on Credit Card *

Credit Card Type

Expiration Year *

Next >

Figure 229: Credit Card Payment 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 number on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click **Next**.
4. In the **Verification** section, enter the characters from the image displayed.



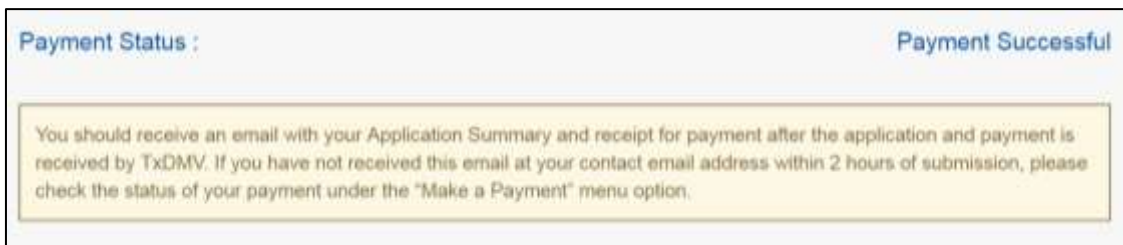
553NB

Enter the characters from the above image:

Cancel Submit Payment

Figure 230: Verification Page

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



Payment Status : Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

Figure 231: Payment Successful Status

7. Click **NEXT**.

ACH/eCheck Payment

1. To pay fees with an **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**.

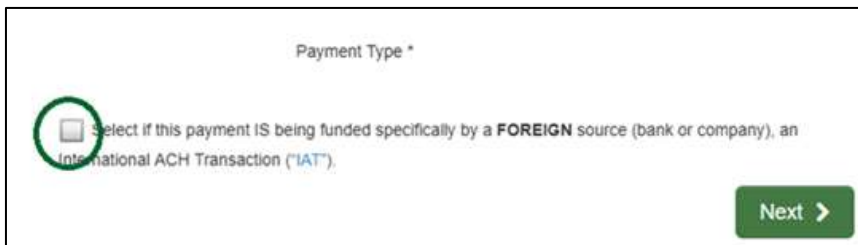


Figure 232: Foreign Source Payment

3. On the *Customer Information* page:

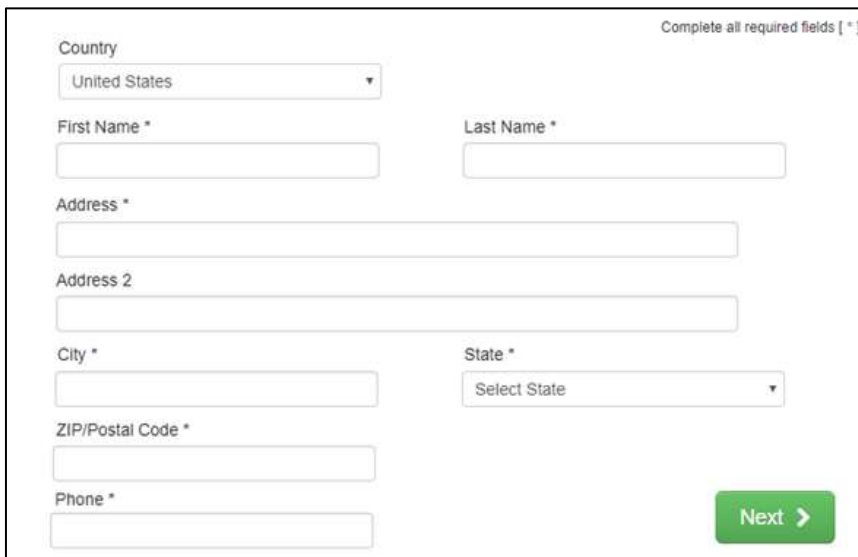
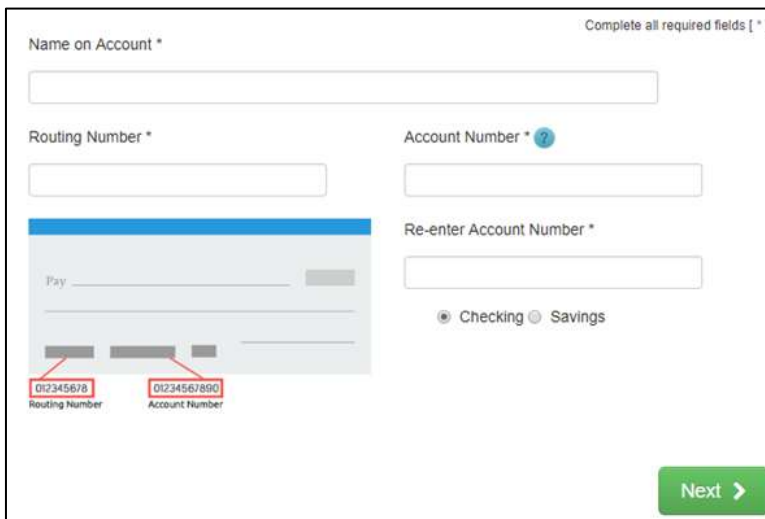


Figure 233: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account used.
- b. For **Last Name**, type in your last name as it appears on the account used.
- c. For **Address**, type in the number and name of the street used 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:



Complete all required fields [*]

Name on Account *

Routing Number *

Account Number * ⓘ

Re-enter Account Number *

Checking Savings

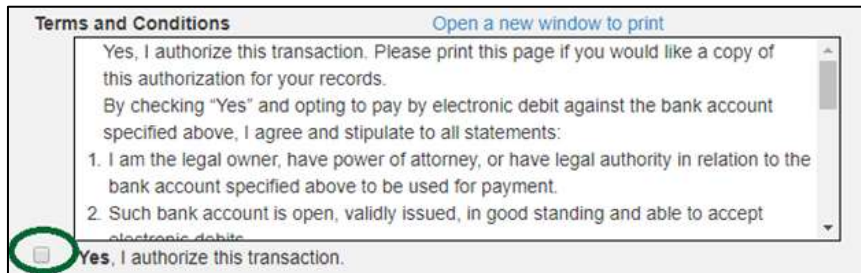
Next >

012345678
Routing Number

01234567890
Account Number

Figure 234: ACH/eCheck Payment 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.



Terms and Conditions [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.

By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

Yes, I authorize this transaction.

Figure 235: Terms and Conditions

8. Enter the characters from the verification image.



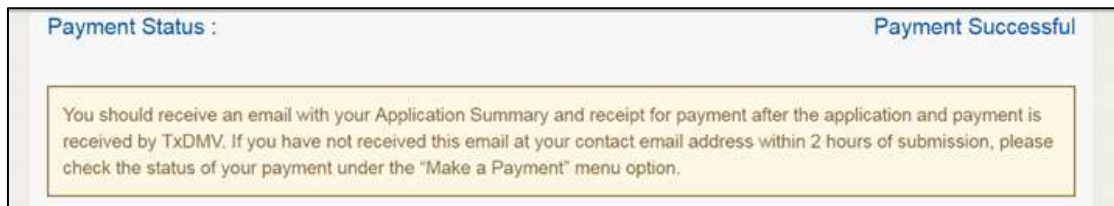
553NB

Enter the characters from the above image:

Cancel Submit Payment

Figure 236: Verification Page

9. Click **SUBMIT PAYMENT**.
10. After the Please Wait pop-up closes and the *Payment Summary* page displays, verify that the **Payment Status** is **Payment Successful**.



Payment Status : Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

Figure 237: Payment Successful Status

11. Click **NEXT**.
12. You will receive a confirmation that your application was submitted successfully.



Your application has been submitted. A confirmation email has been sent to your email Franchise.Dealer@mailinator.com

You must return any plates, temporary tags, and plate receipts within 10 days to the TxDMV headquarters, 4000 Jackson Av, Austin, Texas 78731 or to your Regional Service Center.

Items may be mailed or dropped off. For instructions on how to return plates, go to www.txdmv.gov and enter "Plate Return" in the search box or call 1.888.368.4689 for additional information.

Figure 238: Application Successfully Submitted

9. Closing a License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed, you relocated outside of the city in which the dealership was opened, the motor vehicle surety bond is cancelled, or if you file for bankruptcy.

There is no fee to close a license.

9.1 Application to Close a License

9.1.1 Steps to Close Your License

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

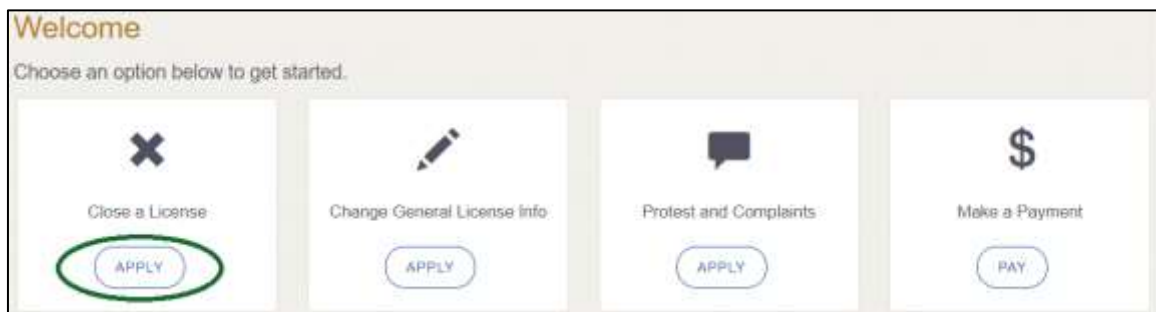


Figure 239: Welcome, Close a License Page

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

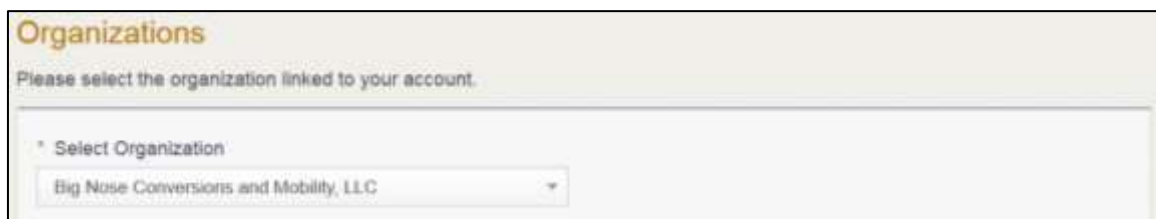


Figure 240: Select Your Organization

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="checkbox"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 75726, Williamson	Active

Figure 241: Select License to Close

- On the *Contact Information* page, confirm the information is correct and click **SAVE AND NEXT**.

* First Name Gerard	Middle Name 	* Last Name Depardu
* Email bignoseconversions@mailinator.com	* Phone (979) 233-3526	

Figure 242: Review License Contact Information

- On the *License Information* page, confirm the information is correct and click **SAVE AND NEXT**.

Business Website		Business Phone	
Business Email		Business Fax	
NMVTIS Identification Number			
Mailing Address			
Address Line 1	123 Main St	Address Line 2	
Zip	79762-9559	City	Austin
State	Texas	County	Tarrant

Figure 243: Review License Business Information

- On the Closure Explanation page:

Closure Explanation

Select the reason for license closure

Comments

Proposed Effective Date

-None-

-None-

Bankruptcy

Voluntary

Buy/Sell

Buy/Sell/Relocation

License Type Change

Figure 244: Closure Explanation

- a. For **Reason**, select the appropriate option from the dropdown.

- b. For **Effective Date**, type in the appropriate date mm/dd/yyyy (or select it from the calendar).
- c. Click **SAVE AND NEXT**.

7. On the *Attachments* page:



Figure 245: Upload a Statement About Closure

- a. Locate and upload the statement about your closure (optional).
 - b. Click **SAVE AND NEXT**.
8. On the *Summary* page, confirm that the information is correct. Then click **SAVE AND NEXT** at the bottom of the page.

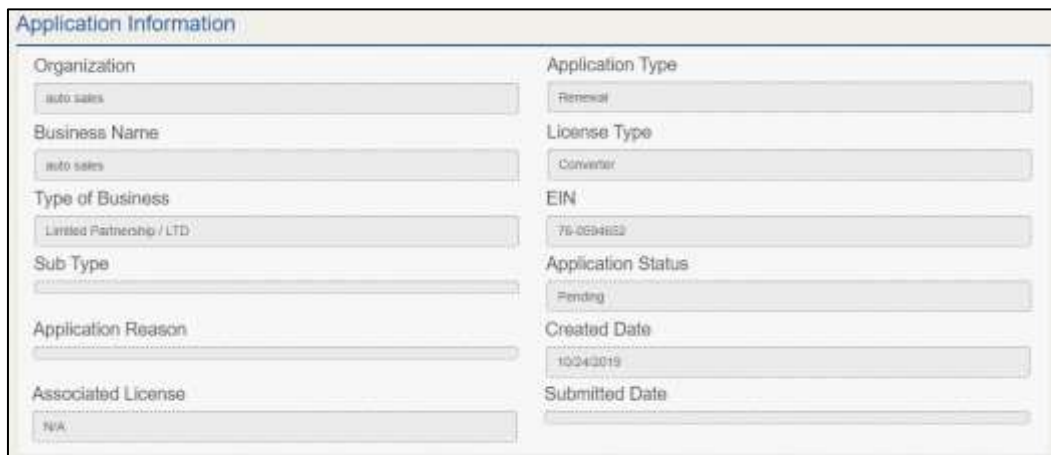


Figure 246: Summary of Application

9.2 Signing the License Closure Application

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.

9.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 247: Electronic Signature Page

- 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).
2. Click **SAVE AND NEXT**.
 3. On the *Certification of Responsibility* page:

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 9.2.2.

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 248: Electronic Certification of Responsibility

- a. Carefully read the terms and conditions.
- b. Click **I Agree**.
- c. Scroll down to the **Sign Here** field and type in your full legal name.

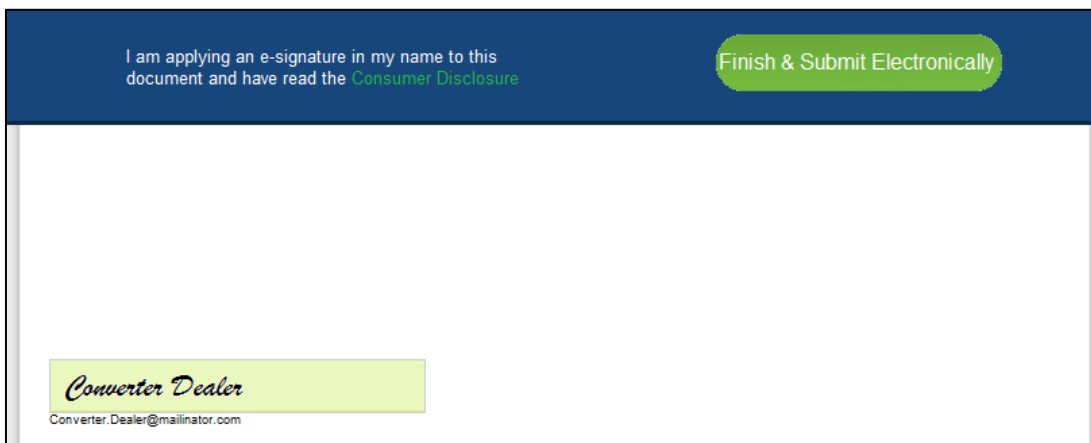


Figure 249: Electronic Signature Page

- d. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.
4. On the *Thank You* page pop-up, click **CLOSE**.

9.2.2 Printing and Manually Signing the Application

1. On the *eSign* page displayed:

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 250: Electronic Signature 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.
2. Click **SAVE AND NEXT**.
 3. Click the **CERTIFICATION OF RESPONSIBILITY PDF** link.

Certification of Responsibility [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Choose File No file chosen UNDO ATTACHED FILE: [UPLOAD](#)

Figure 251: Certification of Responsibility Link

- a. On the PDF file, click the **Printer** icon to send the PDF to your local printer.
4. Carefully read the Certification of Responsibility document, then sign and date it.

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.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 252: Manually Sign the Certification of Responsibility

5. To upload and attach the signed document to this closure application:
 - a. Scan the document and save it.
 - b. On the *eLICENSING* page, click **CHOOSE FILE**.
 - c. In the *Open Windows* dialog box, navigate to the file, select it and then click **Open**.
 - d. 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 uploaded file field. To upload a different file, you can click UNDO or the red trash can.
6. Click **SUBMIT**.

9.3 Closure Application Confirmation Statement

After you have successfully submitted your application to close your license, you will receive a notice from eLICENSING. Click **CLOSE** to return to the *Welcome* page.

Your application has been submitted. A confirmation email has been sent to your email Franchise_Dealer@mailinator.com

You must return any plates, temporary tags, and plate receipts within 10 days to the TxDMV headquarters, 4000 Jackson Av, Austin, Texas 78731 or to your Regional Service Center.

Items may be mailed or dropped off. For instructions on how to return plates, go to www.txdmv.gov and enter "Plate Return" in the search box or call 1.888.368.4689 for additional information.

Figure 253: Notice that the Application was Submitted

10. Making Payments

You can make payments separately from within a new license application or renewal and if you have other fees and penalties issued to your organization.

1. After logging in and displaying the *Welcome* page, click **PAY** on the **Make a Payment** area.

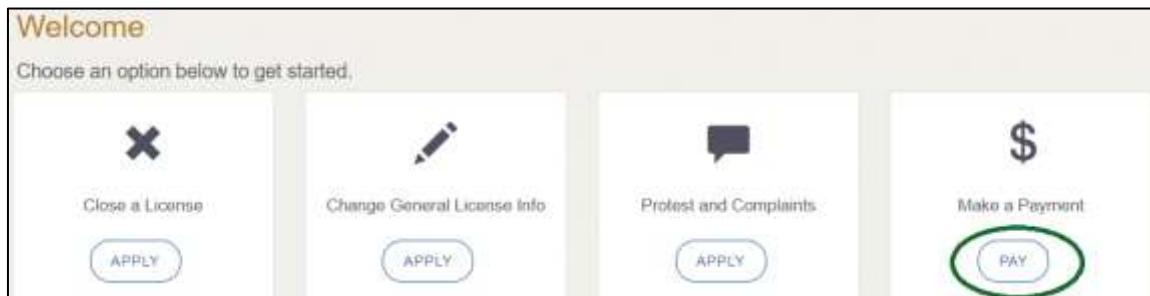


Figure 254: Welcome, Make a Payment

2. On the *Organizations* page, click the dropdown and select your organization.

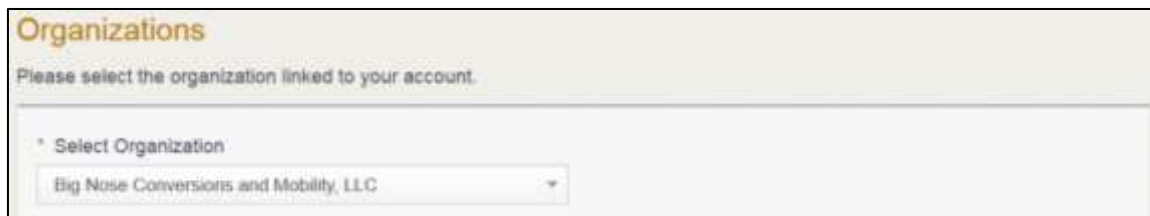


Figure 255: Select Organization

3. On the *Payment Summary* page, select the appropriate item and click **PAY NOW**.



Figure 256: Payment Summary Page

4. On the top portion of the *Payment Summary* page, click the application checkbox you want to pay or click **Select All**.



Applications for Payment :


Select All

000431364 New Franchise Application

Physical Address : 123 MAIN ST, Travis, MANOR, 78945, Texas, USA

Figure 257: Applications for Payment

5. On the bottom portion of the page, for **Method of Payment**, select the appropriate option.
 - **Credit Card**
 - **ACH/eCheck**



Method of Payment :

Credit Card ACH/eCheck

Grand Total : \$0.00*

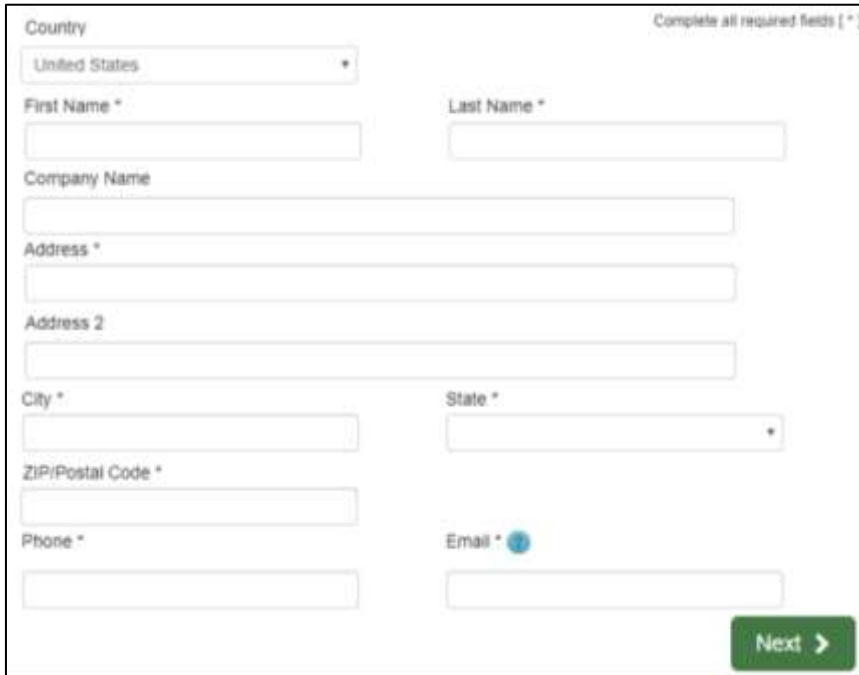
Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Figure 258: Select Method of Payment

6. Click **PROCEED TO PAY**.

Credit Card Payment

1. To pay fees with a Credit Card, in the **Customer Information** section on the *Payment* page (to pay with an eCheck, go to ACH/eCheck Payment section).



Country Complete all required fields [*]
United States

First Name * Last Name *

Company Name

Address *

Address 2

City * State *

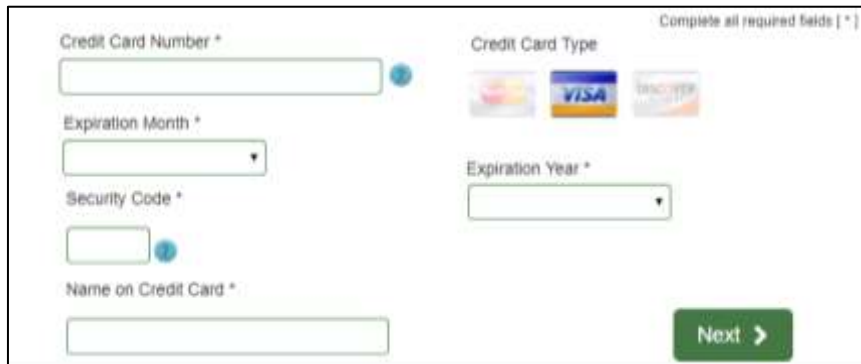
ZIP/Postal Code *

Phone * Email *

Next >

Figure 259: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
 - b. For **Last Name**, type in your last name as it appears on the credit card.
 - 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 additional 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:



Complete all required fields [*]

Credit Card Number *

Expiration Month *

Security Code *

Name on Credit Card *

Expiration Year *

Credit Card Type

Next >

Figure 260: 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 number on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click **Next**.
4. In the **Verification** section, enter the characters from the image displayed.



EBMB3

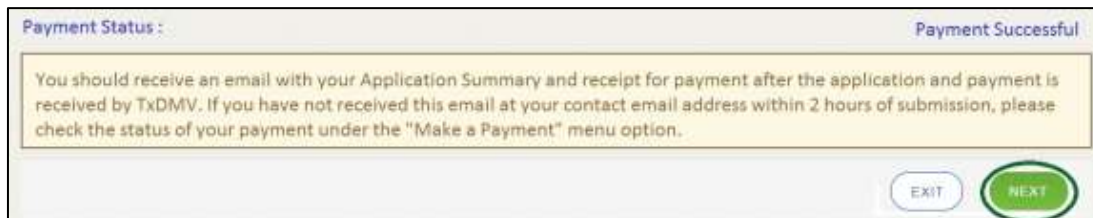
Enter the characters from the above image

Cancel

Submit Payment

Figure 261: Verification Image

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



Payment Status : Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

EXIT NEXT

Figure 262: Payment Successful Status

7. Click **NEXT**.

ACH/eCheck Payment

To pay fees with an ACH/eCheck, in the **Customer Information** section on the *Payment* page:

1. Select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.

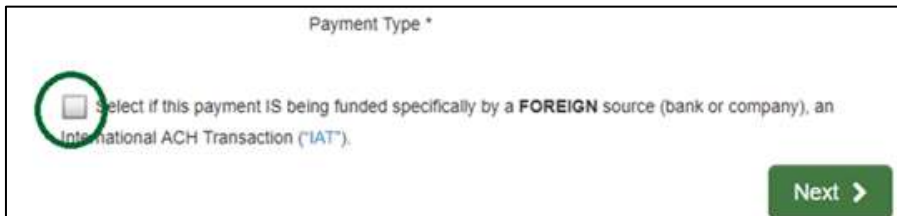


Figure 263: Payment by Foreign Source

2. On the *Customer Information* page:

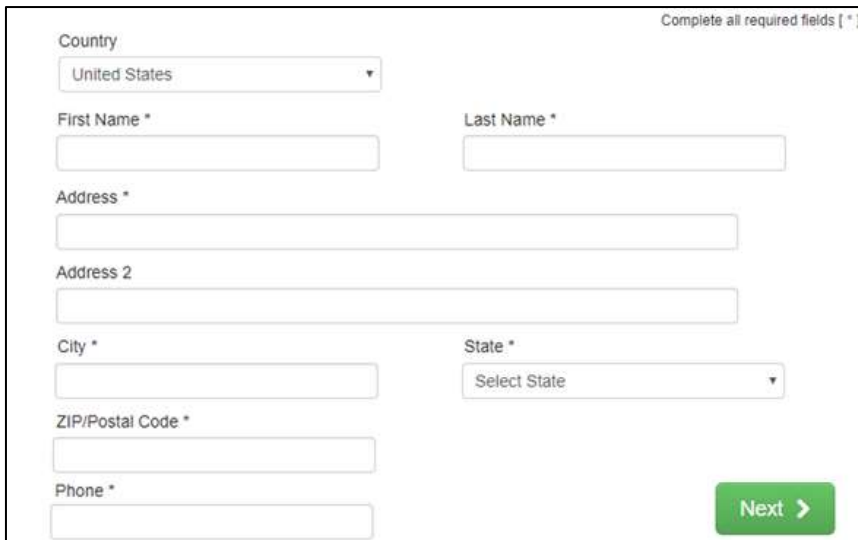
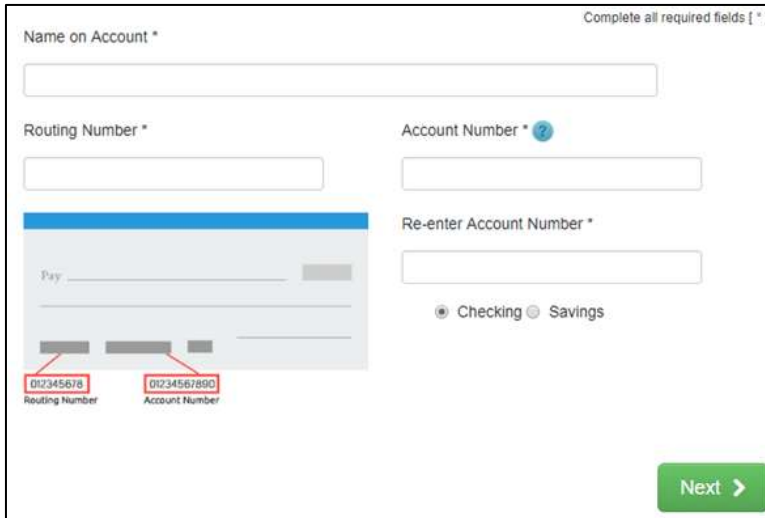


Figure 264: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account used.
- b. For **Last Name**, type in your last name as it appears on the account used.
- c. For **Address**, type in the number and name of the street used 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.
3. Click **NEXT**.
 4. On the *Payment Info* page:



Complete all required fields [*]

Name on Account *

Routing Number *

Account Number * ?

Re-enter Account Number *

Pay: _____

Checking Savings

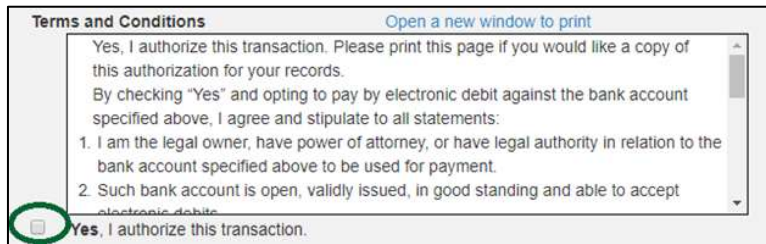
012345678 Routing Number

01234567890 Account Number

Next >

Figure 265: ACH/eCheck Payment 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.
5. Click **NEXT**.
 6. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.



The screenshot shows a dialog box titled "Terms and Conditions" with a link "Open a new window to print". The text inside reads: "Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking 'Yes' and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements: 1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment. 2. Such bank account is open, validly issued, in good standing and able to accept electronic debits." At the bottom, there is a checkbox labeled "Yes, I authorize this transaction." which is circled in green.

Figure 266: Terms and Conditions

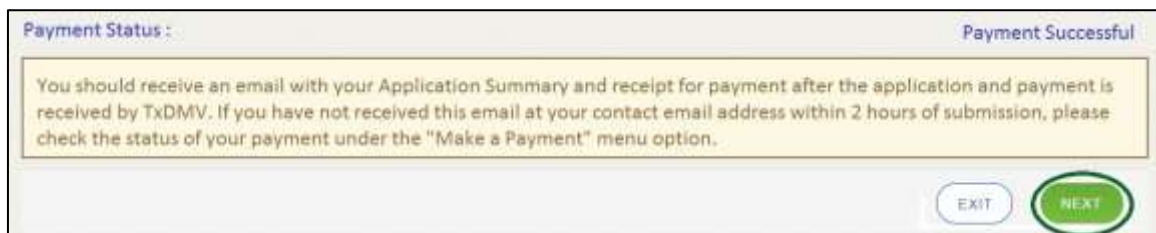
7. Enter the characters from the verification image.



The screenshot shows a verification page with a CAPTCHA image containing the characters "553NB". Below the image is a text input field. At the bottom, there are two buttons: "Cancel" and "Submit Payment".

Figure 267: Verification Page

8. Click **SUBMIT PAYMENT**.
9. After the *Please Wait* pop-up closes and the *Payment Summary* page displays, verify that the **Payment Status** is **Payment Successful**.



The screenshot shows a dialog box titled "Payment Status :". The text inside reads: "You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the 'Make a Payment' menu option." At the bottom right, there are two buttons: "EXIT" and "NEXT", with "NEXT" circled in green.

Figure 268: Payment Successful Status

10. Click **NEXT**.
11. You will receive a confirmation that your application was submitted successfully.
12. Click **CLOSE**.