



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Lessor Licenses

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1. Lessor Licenses

A vehicle lessor is a person who, under a lease, transfers to another person the right to possession and use of a motor vehicle titled in the name of the lessor for more than 180 days. This does not include rental companies that rent vehicles for less than 180 days.

Lessors do not need to have a Lease Facilitator license in order to facilitate leases for themselves. However, if the lessor facilitates leases between customers and other lessors, the lessor would need a Lease Facilitator license in addition to their Lessor License.

1.1 License Term and License Fees

Lessor Licenses are issued for terms of two years.

The fee for a Lessor License is \$350.

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 Lessor License Information

A Lessor License is not required for:

- Franchised dealers leasing vehicles they are licensed to sell;
- A state or federally chartered financial institution;
- A regulated subsidiary of a state or federally chartered financial institution; or
- A trust or other entity that owns an interest in a lease that was initiated, managed, serviced, and administered by a licensed lessor.

The above lessors are known as exempt lessors.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (e.g., uploading a copy of a photo driver license of each owner).

1.3 Gathering Appropriate Information for the Lessor 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.

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 martialled, 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?

* 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 Lessor License

The Lessor License application has several web pages that require you to type in information and make selections. Depending on the information entered and the selections made, you are required to upload files containing the related documents when prompted or on the *Attachments* page.

Important: All of the requirements to obtain the 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.gov/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 from eLICENSING 3 emails with your username, password, and a link to the eLICENSING login page.

To get started, follow these steps:

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

Note: You can also go to the TxDMV Dealers page and click  to display the eLICENSING login.

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

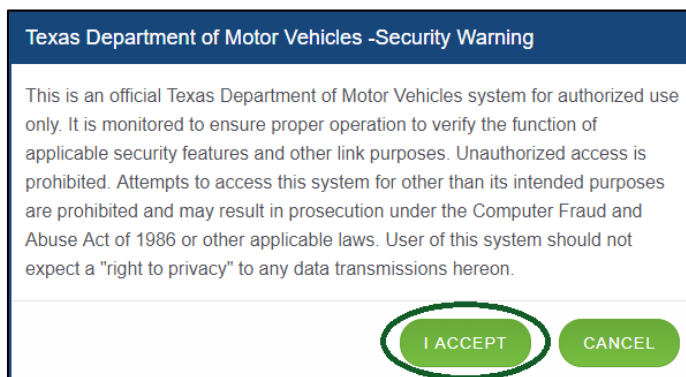


Figure 2: Security Warning Pop-up

3. On the *Login* page:

4. Type in your **Username**.
5. Type in your **Password**.
6. Click **LOGIN**.

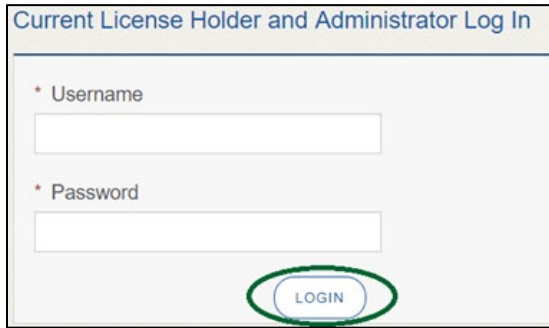


Figure 3: Login Page

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

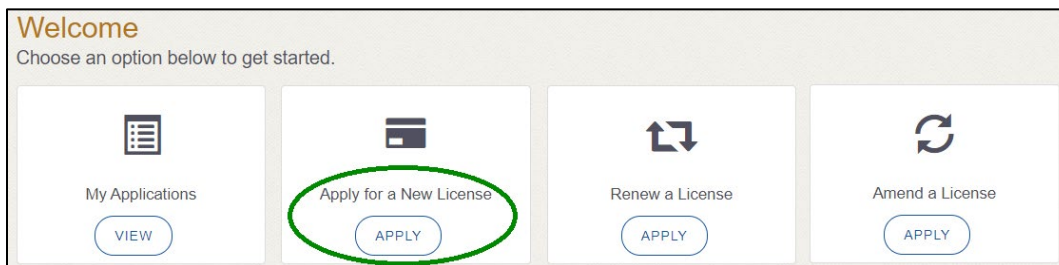


Figure 4: Welcome, Apply for a New License

8. On the *License Type* page, locate the **Lessor License** area and click **SELECT**.

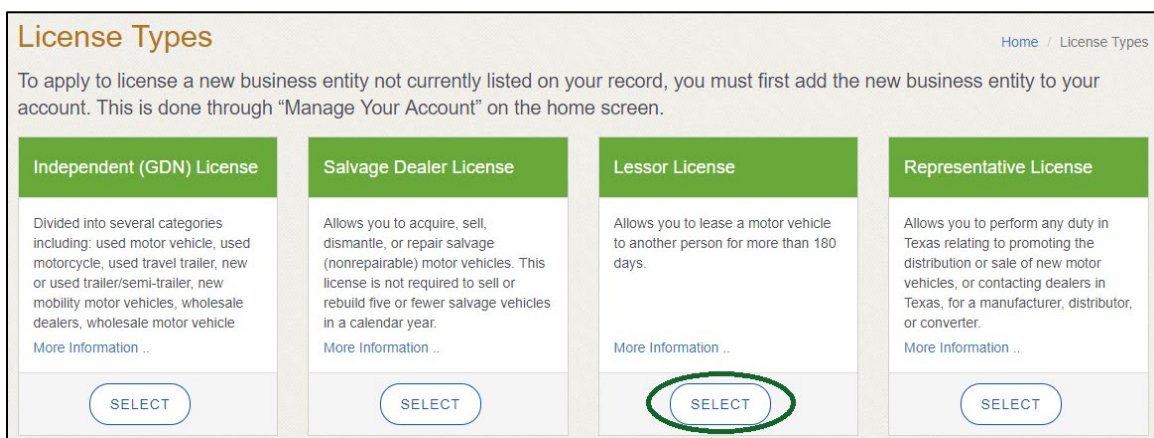


Figure 5: Select License Type

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

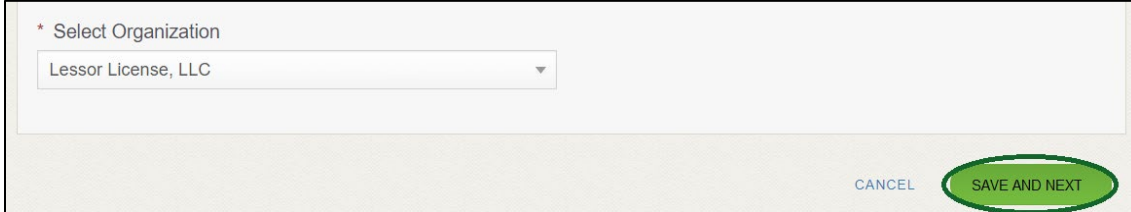


Figure 6: Select Organization

2.2 Contact Information

On the *Contacts* page, you will identify the people that the Motor Vehicle Division (MVD) can contact for information about the license, status, and daily operations.

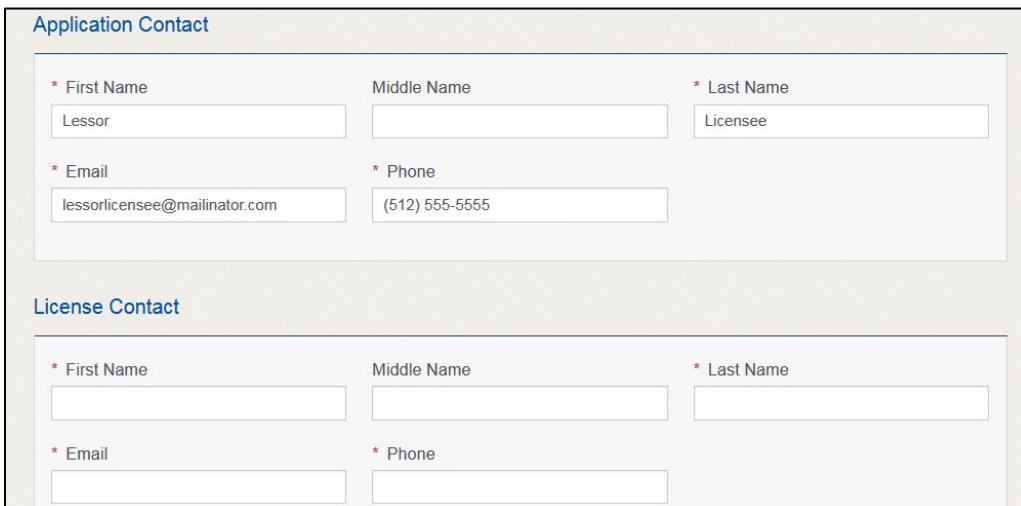


Figure 7: Contact Information

- 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 through the approval of the license.

3. Click **SAVE AND NEXT**.

2.3 Application Reason

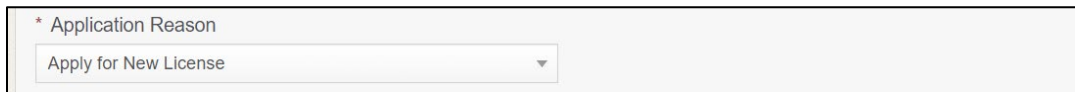
You are required to select a reason for this application from the following options:

- Apply for a new license
- Relocation (if the business is moving to a new address within the same county)
- Entity change
- Previous license not renewed

2.3.1 Apply for a New License Reason

On the *Application Reason* page:

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



* Application Reason
Apply for New License

Figure 8: Apply for New License Reason

2. Click **SAVE AND NEXT**.

2.3.2 Relocation Reason

On the *Application Reason* page:

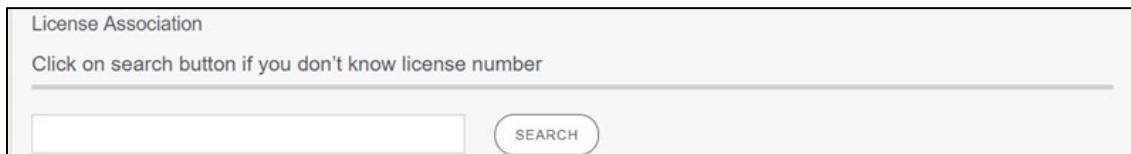
1. From the dropdown, select **Relocation**.



* Application Reason
Relocation

Figure 9: Relocation 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

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 Entity Change

On the *Application Reason* page:

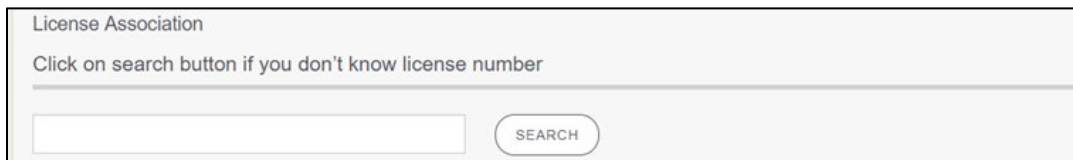
1. From the dropdown, select **Entity Change**.



* Application Reason
Entity Change

Figure 11: Entity Change Reason

2. Type the existing license number into the field.



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

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**.

2.3.4 Previous License Not Renewed

On the *Application Reason* page:

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

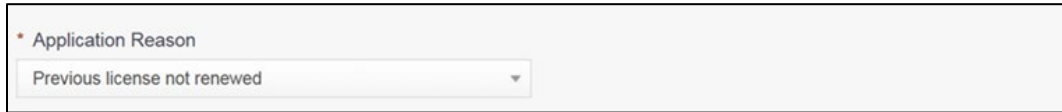


Figure 13: Previous License Not Renewed

2. Type the existing license number into the field.

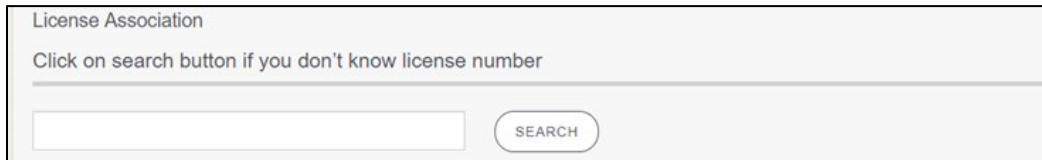


Figure 14: License Association

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 *Application Details* page:

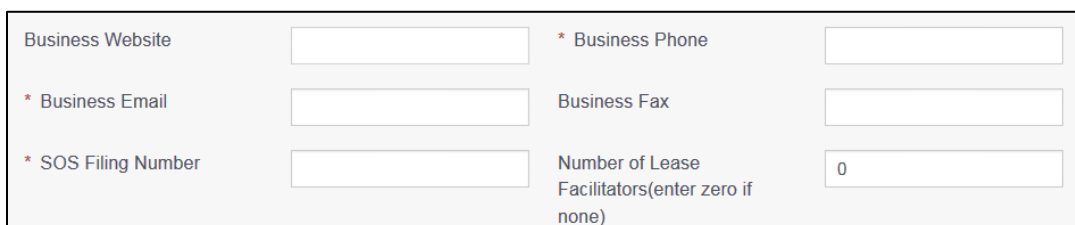


Figure 15: License Information

- a. For **Business Website** (optional), enter the web address (URL) of the business website that the public may view.

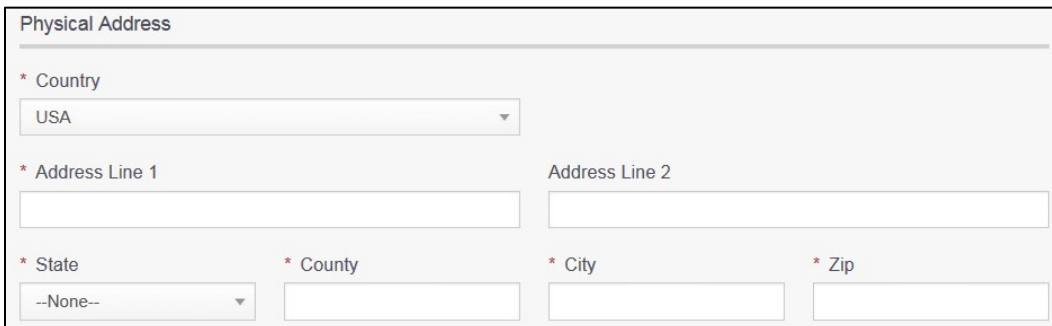
- b. For **Business Phone Number**, enter the business phone number where calls will be answered.
- c. For **Business Email Address**, enter the email address where the business will receive emails.
- d. For **Business Fax** (optional), enter the business fax number.
- e. For **SOS Filing Number**, type in the filing number issued by the Secretary of State when the business was established.
- f. For **Number of Lease Facilitators**, enter the number of lease facilitators you have agreements with. If you do not have any lease facilitators, enter “0”.

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. On the page displayed, click **SAVE AND NEXT** to display the page where you left off and then enter the appropriate information.

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.



Physical Address

* Country
USA

* Address Line 1
Address Line 2

* State
--None--

* County
* City
* Zip

Figure 16: Physical Address

- a. For **Address Line 1**, type in the street number and name where the business 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.
2. After entering the components of the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by 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 you will conduct business under, if any. After entering the first Assumed Name, you can click **+ADD ANOTHER DBA** to enter the next one.



Figure 17: Doing Business As Details

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 at which 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:

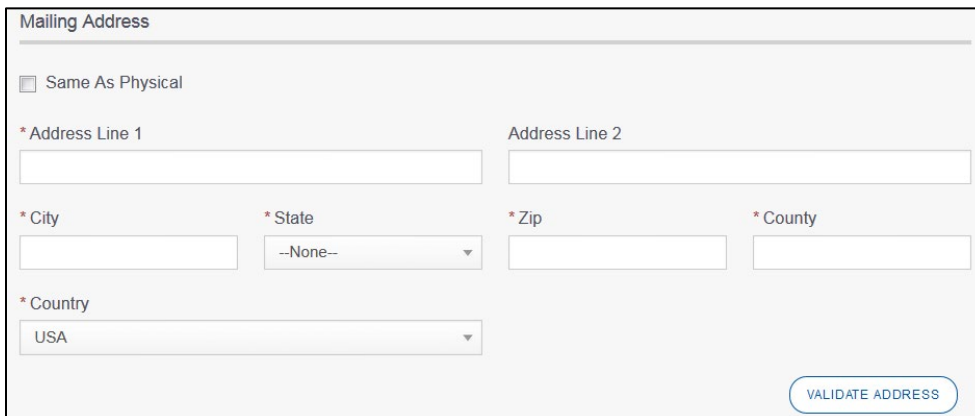


Figure 18: Mailing Address

- For **Address Line 1**, type in the street number and name where mail can be delivered.
- For **Address Line 2** (optional), type in the additional street 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**, leave USA.

h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) as capable of receiving US mail.

2. Click **SAVE AND NEXT**.

2.5 Satellite Locations

You are required to answer a question about adding an satellite location.

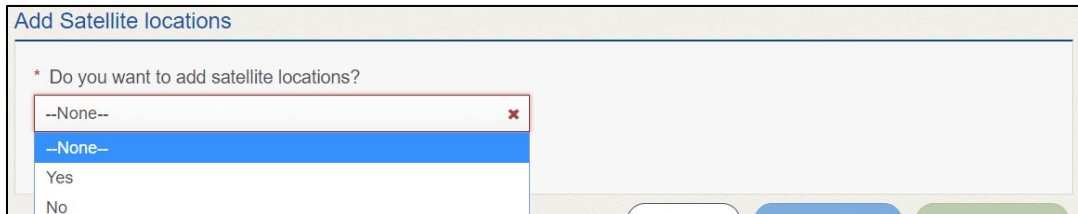


Figure 19: Do You Want to Add Satellite Location

1. If you respond:

- **No**, click **SAVE AND NEXT**.
- **YES**, click **Add Location**.

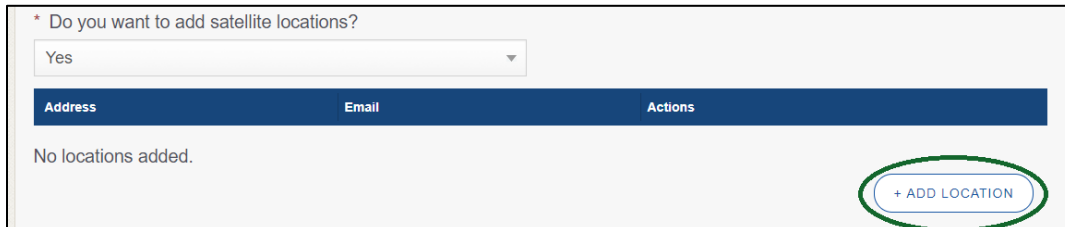


Figure 20: Add Location

2. In the **Business Details** section:

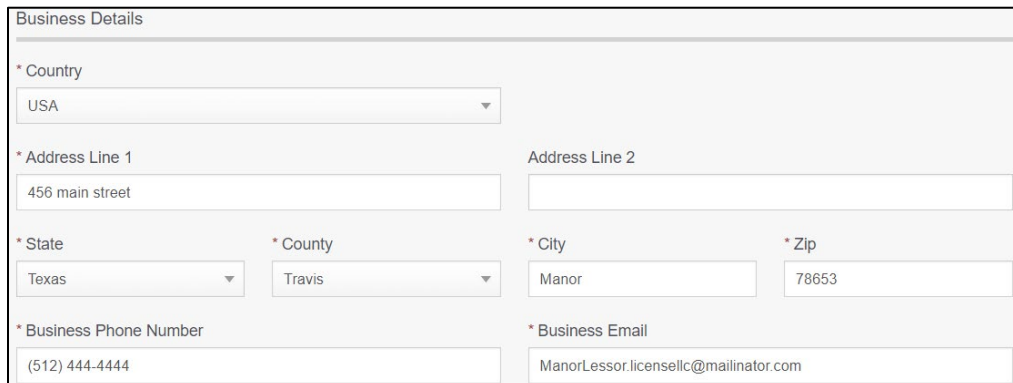
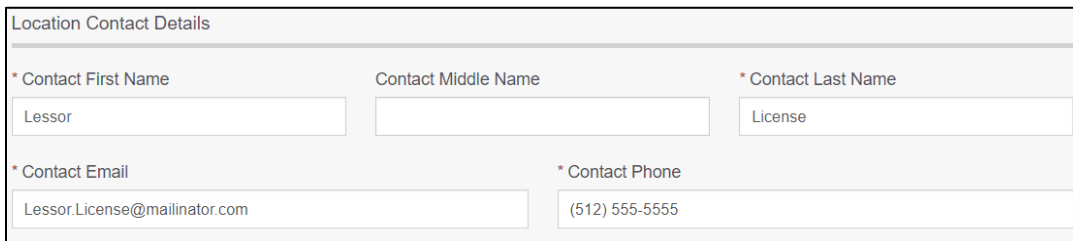


Figure 21: Business Details

- a. For **Address Line 1**, type in the street number and name where mail can be delivered.
- b. For **Address Line 2** (optional), type in any 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.
- h. For **Business Phone Number**, type the phone number where business calls will be answered.
- i. For **Business Email**, enter the email address at which the business will receive emails.
- j. Click **VALIDATE ADDRESS** to be sure the address entered is recognized by United States Postal Service (USPS) as capable of receiving US mail.

Note: If the addresses cannot be verified, you will receive a Possible Issues pop-up. Click Continue Anyway to keep moving forward with the application process or click CLOSE AND CORRECT to revisit the addresses sections on the Application Details page.

3. In the **Location Contact Details** section:



Location Contact Details		
* Contact First Name	Contact Middle Name	* Contact Last Name
Lessor		License
* Contact Email	* Contact Phone	
Lessor.License@mailinator.com	(512) 555-5555	

Figure 22: Location Contact Details

- a. For **Contact First Name**, type the first name of the contact for this location.
- b. For **Contact Middle Name** (optional), type the middle name of the contact for this location.
- c. For **Contact Last Name**, type the last name of the contact for this location.
- d. For **Contact Email**, type the email address where the contact for this location will receive and respond to email messages.

- e. For **Contact Phone**, type the phone number number at which the contact for this location will receive and respond to calls.

4. In the **Doing Business As** section:

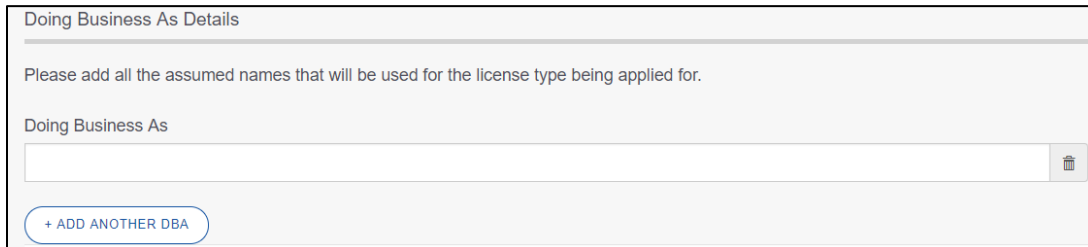


Figure 23: Doing Business As

- a. For **Doing Business As**, enter the assumed name under which the company also operates under (if any).
5. Click **Save** to continue.
- Note: To add additional DBAs, click **+ADD ANOTHER DBA** for each assumed name.
6. Back on the *Add Satellite Locations* page, click **SAVE AND NEXT** to continue.

2.6 Ownership Information

The ownership information is spread across several pages.

2.6.1 Individual Ownership

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



Figure 24: Individual Ownership Information

2. On the *Individual Ownership* pop-up:

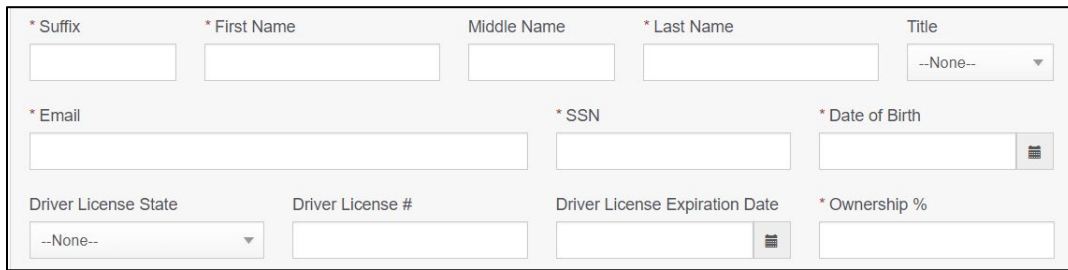


Figure 25: Individual Ownership Details

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 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 in 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 in 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.

2.6.2 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.

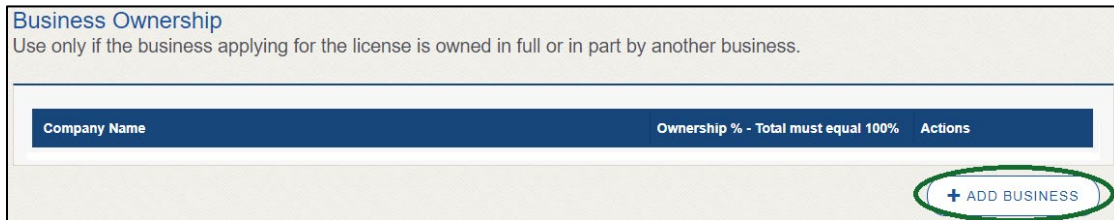


Figure 26: New Business Ownership

2. On the *Business Ownership* pop-up:

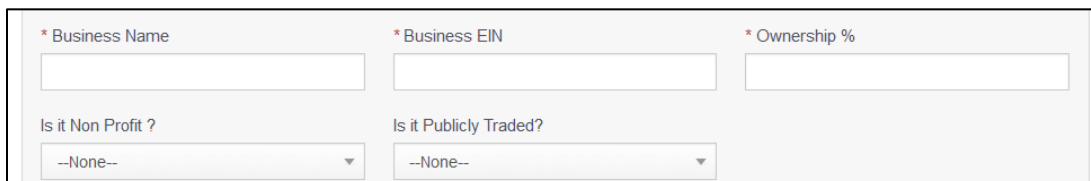


Figure 27: Business Ownership Details

- 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.

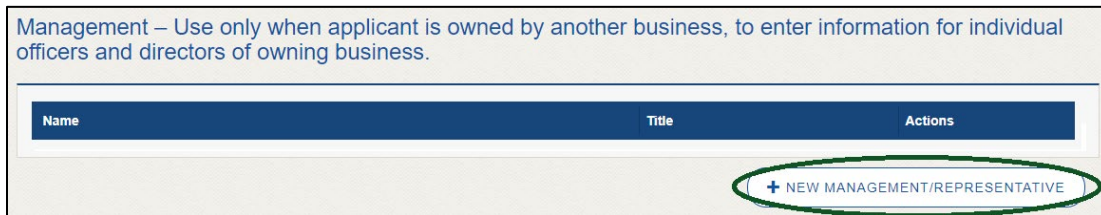
- f. Click **Add**.

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

2.6.3 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.

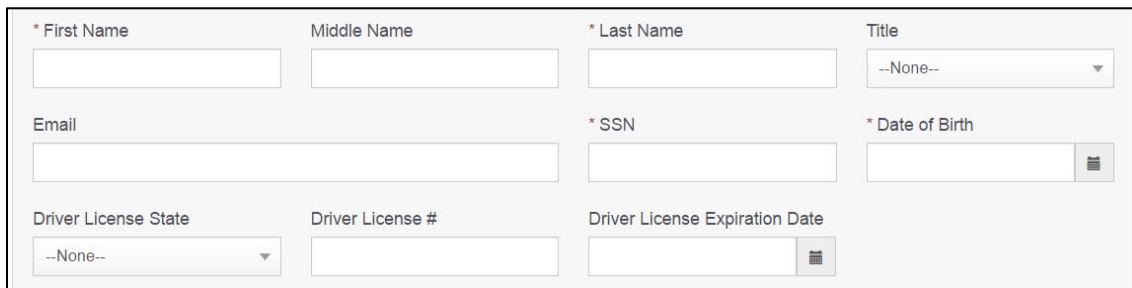


Management – Use only when applicant is owned by another business, to enter information for individual officers and directors of owning business.

Name	Title	Actions
+ NEW MANAGEMENT/REPRESENTATIVE		

Figure 28: New Management/Representative

2. On the *Management Details* pop-up:



* First Name Middle Name * Last Name Title
 --None--

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 the manager prefers 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 numbers of the 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 number 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.

2.6.4 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.

2.6.5 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.

Owners List

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

Figure 31: View/Add Criminal Histories

2. Click **ADD CRIMINAL HISTORY**.

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

ADD CRIMINAL HISTORY

Figure 32: Add Criminal History

3. 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 Detail

- 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 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.
- 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.

4. Click **SAVE AND NEXT**.

2.7 Application 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.

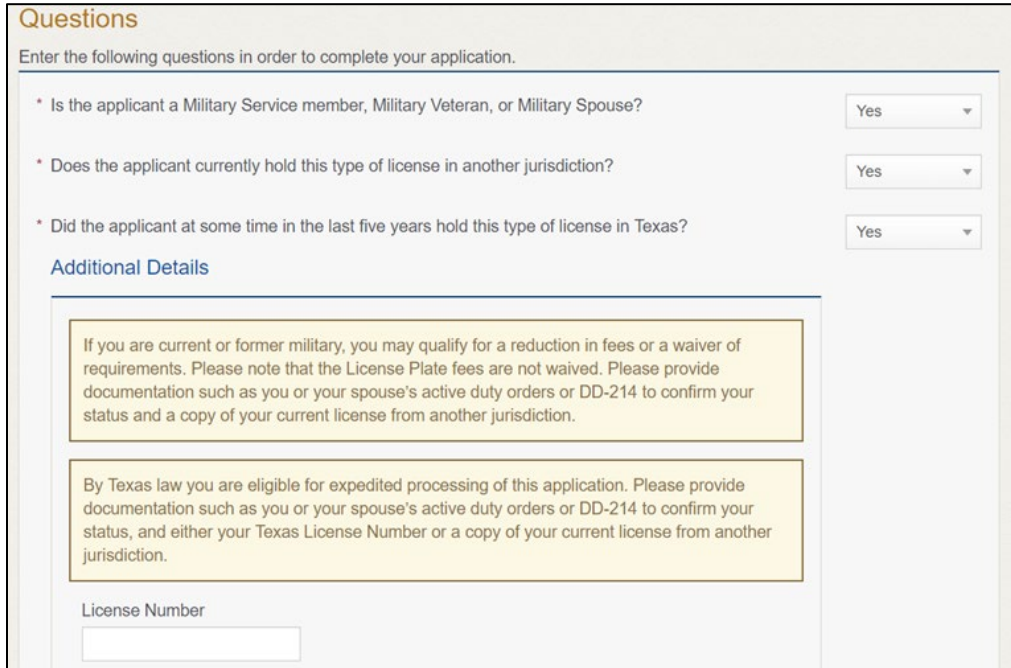
If you do not know the answer or have to leave the application to find it:

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 so far.
2. After retrieving this information, on 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 *Question* page again.

2.7.1 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.



Questions

Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse? Yes
- * Does the applicant currently hold this type of license in another jurisdiction? Yes
- * Did the applicant at some time in the last five years hold this type of license in Texas? Yes

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 are 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.

2.7.2 Previously Licenses 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

ADD

Figure 35: Previously Held License

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.

2.7.3 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 #
<input type="text"/>	<input type="text"/>
Reason For Denial/Suspended Or Revoked	Last Effective Date
<input type="text"/>	<input type="text"/> 
License Status	
Revoked ▾	

Figure 36: Denied, Suspended, or Revoked Licenses Details

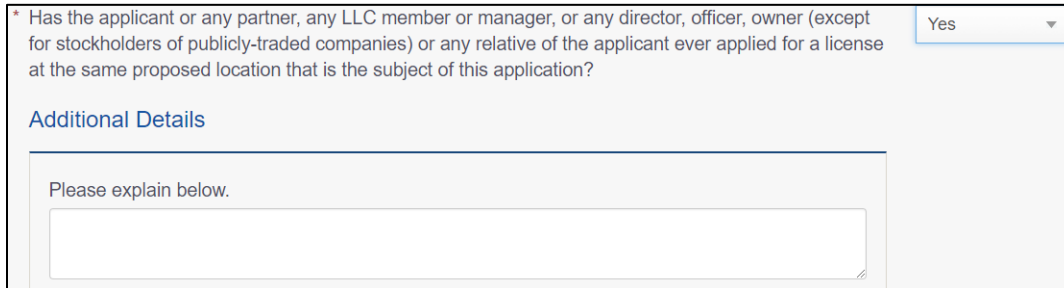
If you select:

- **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/Revoked**, type in an appropriate response.
 - 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. For **License Status**, select the appropriate option from the dropdown.
 - f. Click **ADD**.
 - g. Repeat the steps above for each license.

2.7.4 Same Proposed Location Question

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.

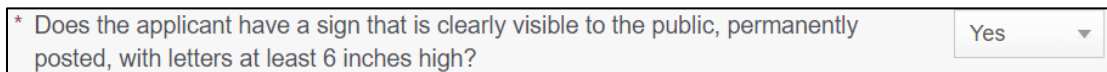
Figure 37: Same Proposed Location Question

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 to the next question.

2.7.5 Signage Question

You are required answer a question about whether the dealership has a permanent sign with the business name or DBA in letters at least 6 inches in height that is clearly visible to the public.

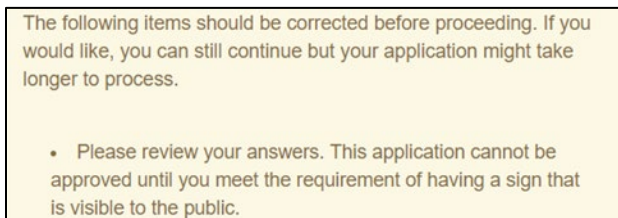


* Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high? Yes

Figure 38: Signage Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.



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

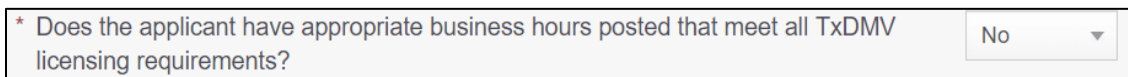
- Please review your answers. This application cannot be approved until you meet the requirement of having a sign that is visible to the public.

Figure 39: Possible Signage Issues Pop-up

2.7.6 Posted Business Hours

You are required to answer a question about whether you have appropriate business hours posted that meet all TxDMV licensing requirements.

Business hours for each day of the week must be posted at the main entrance of the office. The owner or an employee of the dealership must be at the location during the posted business hours. In the event the owner or an employee is not available to conduct business during the posted business hours, a separate sign must be posted indicating the date and time the owner or employee will resume operations.

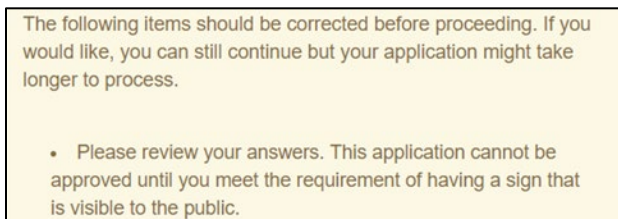


* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements? No

Figure 40: Business Hours Posted Question

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the *Possible Issues* pop-up and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.



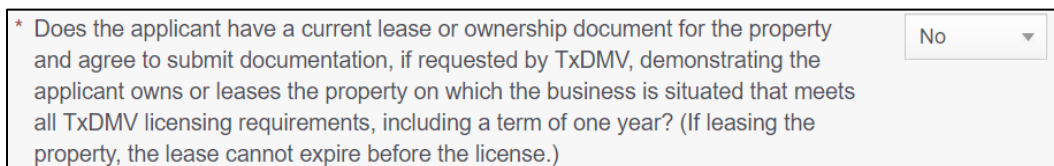
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a sign that is visible to the public.

Figure 41: Possible Business Hours Issue Pop-up

2.7.7 Lease/Ownership of Property Question

You are required to answer a question about whether the dealership has a lease or ownership document for the property that they can submit to demonstrate that the dealership meets all TxDMV licensing requirements, including a term of one year if leased.



* Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.) No

Figure 42: Lease/Ownership of Business Property Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

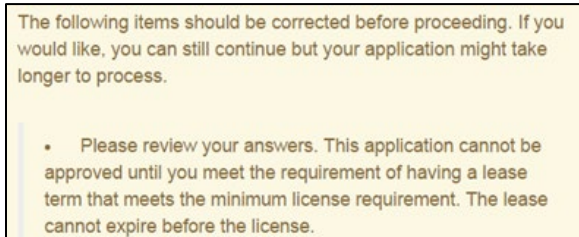


Figure 43: Possible Property Issues Pop-up

2.7.8 Property Compliance Question

You are required to answer a question about if the proposed place of business complies with the applicable state and local government occupancy laws, ordinances, and deed restrictions.

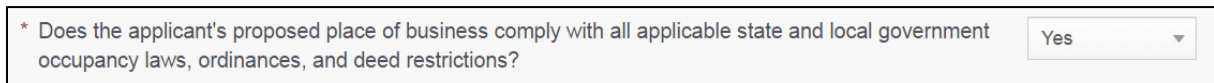


Figure 44: Property Compliance Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

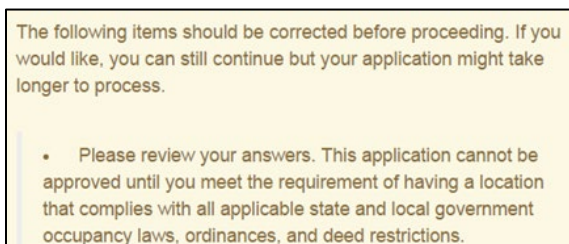


Figure 45: Possible Property Compliance Issues Pop-up

2.7.9 Proof of Occupancy Question

You are required to answer a question about whether you have obtained all mandatory certificates of occupancy or similar authority to operate a business at the proposed location.

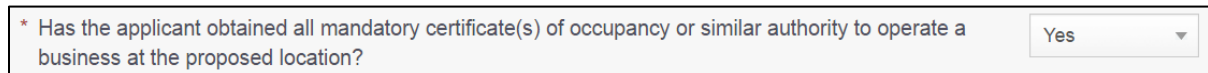


Figure 46: Proof of Occupancy Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

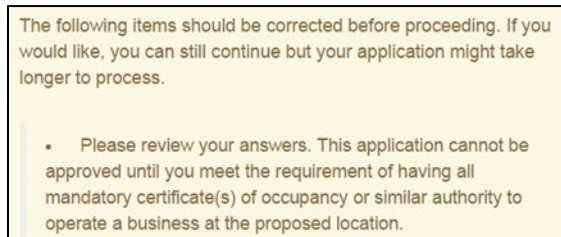


Figure 47: Possible Issues Proof of Occupancy Pop-up

2.7.10 Place of Business Structure Question

You are required to answer a question about whether the proposed place of business is located within a residence, apartment house, motel, or rooming house (which is prohibited).

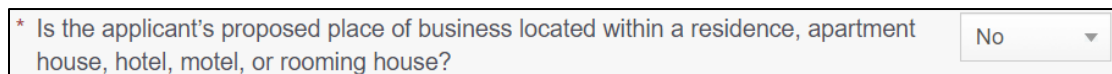


Figure 48: Place of Business Structure

If you select:

- **No**, continue to the next question.
- **Yes**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

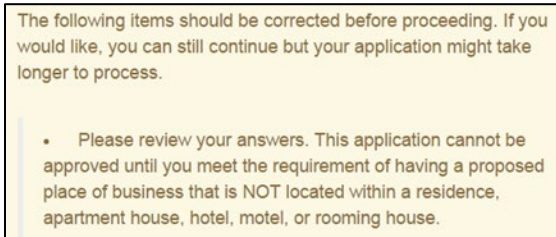


Figure 49: Possible Business Structure Issues Pop-up

2.7.11 Texas Occupations Code Violations Question

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) have ever been found to have violated the Texas Occupations Code, Chapter 2301 (formerly the Texas Motor Vehicle Commission Code) or Texas Transportation Code, Chapter 503).

Figure 50: Occupations Code Violations

If you select:

- **No**, continue to the next question.
- **Yes**, provide the Enforcement action details in the **Additional Details** area that displays.

2.7.12 Business Office Question

You are required to answer a question about whether the proposed dealership location has an office area with a desk, at least 2 chairs, a phone with a listed number, and access to the Internet.

The office area and equipment cannot be shared with another business.

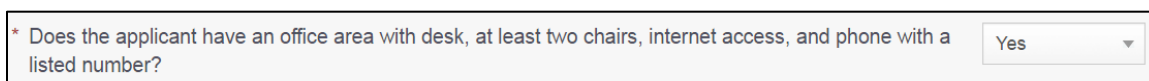


Figure 51: Business Office Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

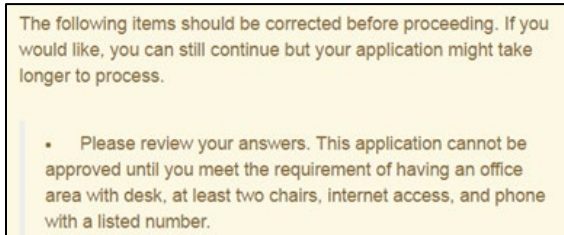


Figure 52: Possible Business Office Issues Pop-up

2.8 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.

2.8.1 Uploading Attachments

To upload each file:

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

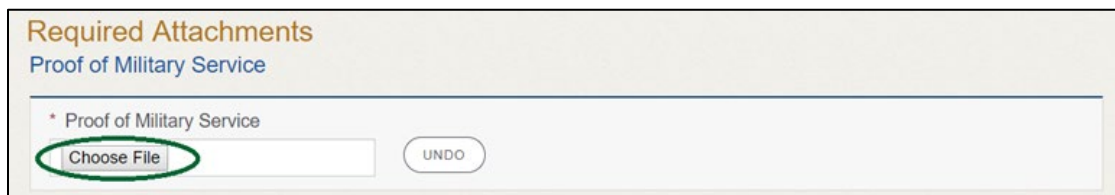


Figure 53: Choose File for Required Attachments Uploads

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

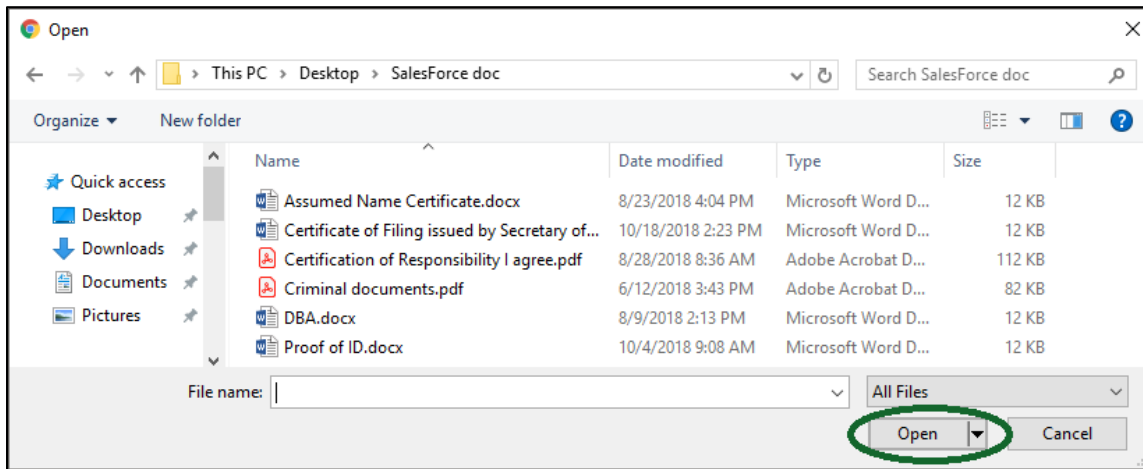


Figure 54: Browse for File

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

2.8.2 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.

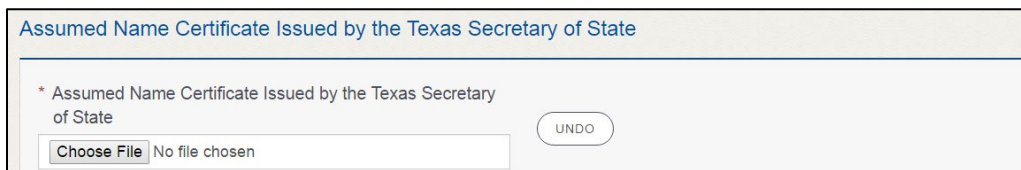


Figure 55: Assumed Name Certificate Upload

2.8.3 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.

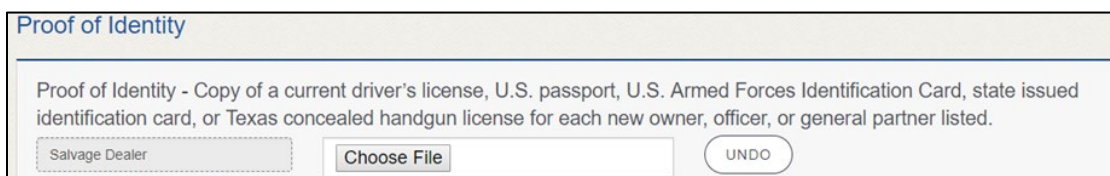


Figure 56: Proof of Identity Upload

2.8.4 Certificate of Incorporation

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

The screenshot shows a web interface for uploading a Certificate of Incorporation. At the top, it says "Certificate of Incorporation filing from Texas Secretary of States Office". Below this, there is a red asterisk followed by the text "* Certificate of Incorporation filing from Texas Secretary of States Office". To the right of this text is an "UNDO" button. Below the text is a "Choose File" button next to a text input field.

Figure 57: Certificate of Incorporation Upload

2.8.5 Vehicle Lease Contracts

Upload a copy of the vehicle lease contract entered into with customers.

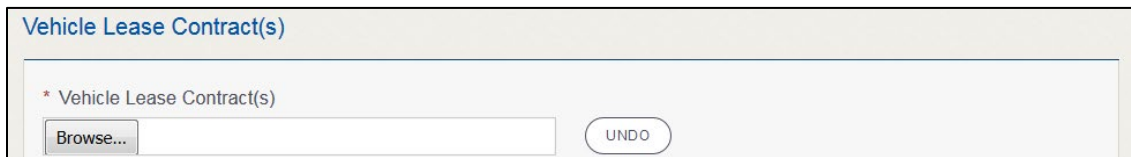
The screenshot shows a web interface for uploading vehicle lease contracts. At the top, it says "Vehicle Lease Contract(s)". Below this, there is a red asterisk followed by the text "* Vehicle Lease Contract(s)". To the right of this text is an "UNDO" button. Below the text is a "Browse..." button next to a text input field.

Figure 58: Vehicle Lease Contract(s) Upload

2.8.6 Disclosure of Fees Statement

If you are associated with any Lease Facilitators, upload copies of each statement disclosing fees paid to any Lease Facilitator. eLICENSING requires a different fee statement for each Lease Facilitator you have paid fees to as previously indicated.

The screenshot shows a web interface for uploading a Disclosure of Fees Statement. At the top, it says "Disclosure of Fees Statement". Below this, there is a red asterisk followed by the text "* Disclosure of Fees Statement". To the right of this text is an "UNDO" button. Below the text is a "Browse..." button next to a text input field.

Figure 59: Disclosure of Fees Statement Upload

2.8.7 Lease Facilitator Agreement

If you are associated with any Lease Facilitators, upload a copy of each signed agreement between you and the Lease Facilitator. eLICENSING requires a different agreement for each Lease Facilitator you are in an agreement with.



Figure 60: Lease Facilitator Agreement Upload

2.8.8 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.

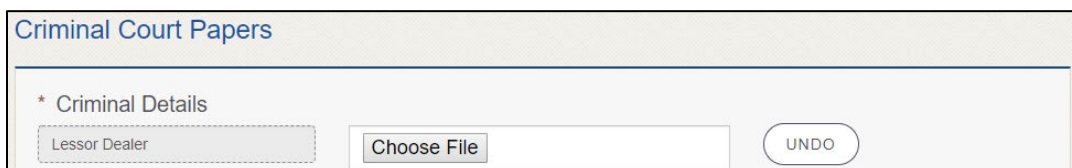


Figure 61: Criminal Court Papers Upload

2.8.9 Other Attachments

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

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

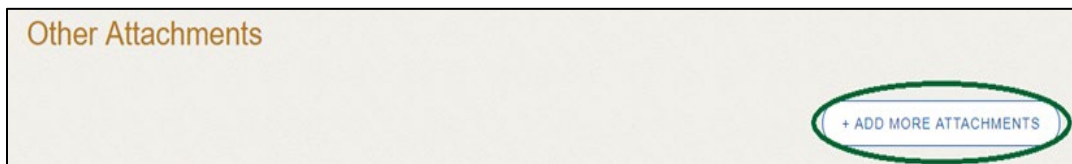


Figure 62: Add More Attachments

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

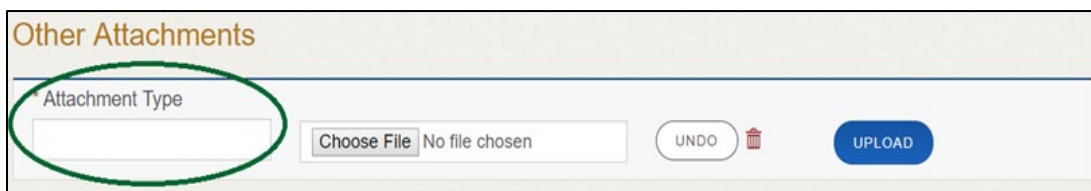


Figure 63: Attachment Type

2.8.10 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. 12724 SAINT MARYS DR, MANOR, Texas, 78653, Crosby [REVISIT](#)

Figure 64: 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.

2.9 Summary

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

Application Information

Organization Lessor License, LLC	Application Type New
Business Name Lessor License, LLC	License Type Lessor
Type of Business	EIN
Sub Type	Application Status Pending
Application Reason Apply for New License	Created Date 01/08/2019
Associated License N/A	Submitted Date

Figure 65: 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.

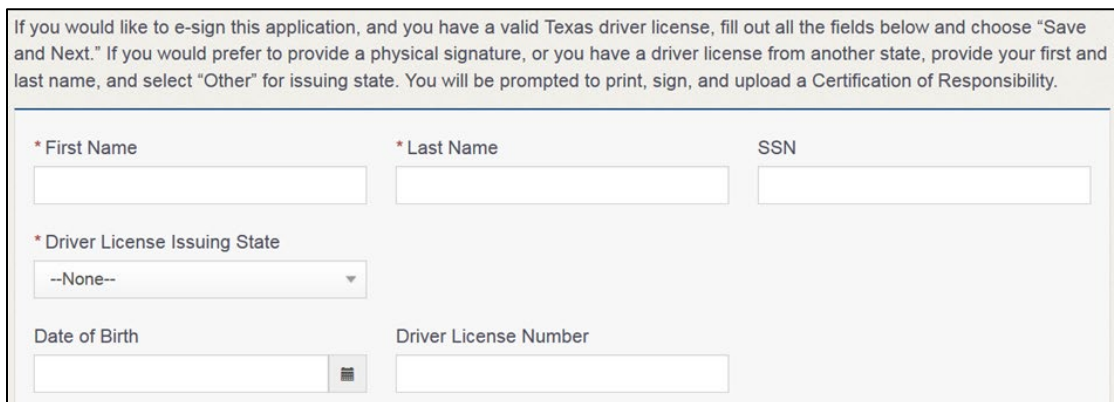
2.10 Signature

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 2.11.2, for instructions.

2.10.1 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 66: 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 with the section about printing and manually signing the Certification of Responsibility in section 2.11.2.

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 67: 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.

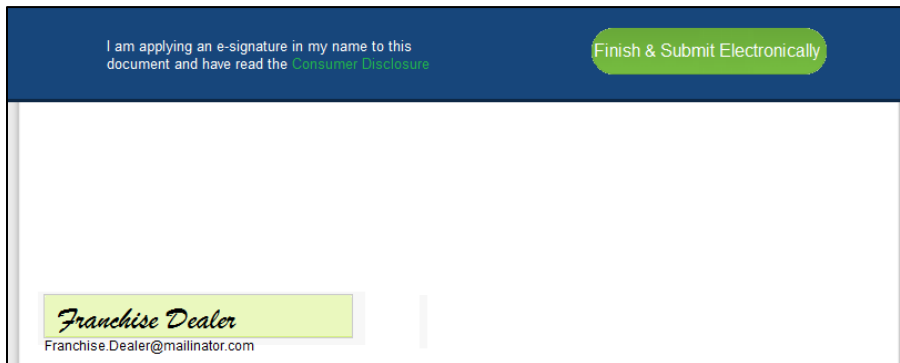


Figure 68: Electronic Signature

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* pop-up, you can click **OK** to go back and read the certificate again or click **PROCEED TO PAYMENT** link to start the payment process.

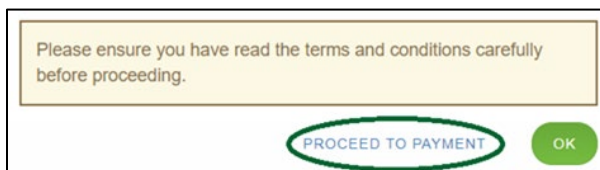


Figure 69: Proceed to Payment

Note: If you click the **CANCEL** link 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.

2.10.2 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		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 70: eSign Page

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

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

No file chosen ATTACHED FILE:

Figure 71: Certification of Responsibility PDF Download Link

- On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to your local printer.
- 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 72: Certification of Responsibility Manually Print

6. To upload and attach the signed certification document to this lessor 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**.

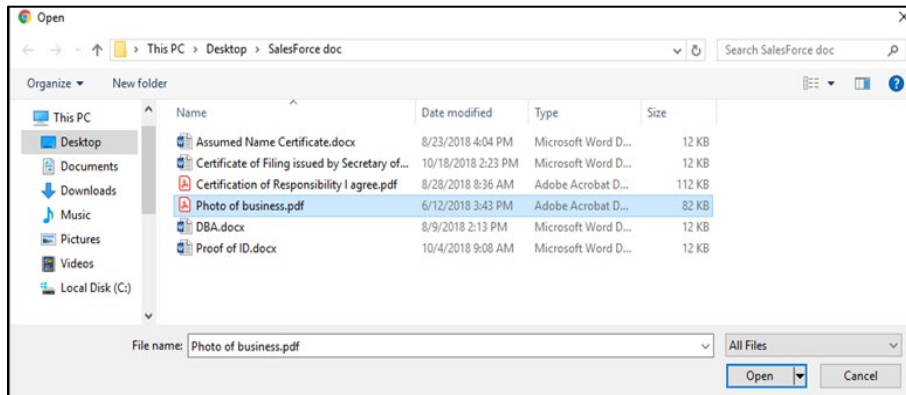


Figure 73: Browse for File

- d. When the name of the file displays in 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.

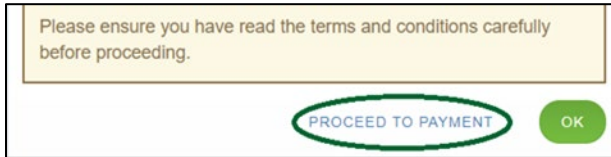


Figure 74: Proceed to Payment

2.11 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 to submit, click **ADD APPLICATION**.

To make a payment:

1. On the *Payment Summary* page:



Figure 75: 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**

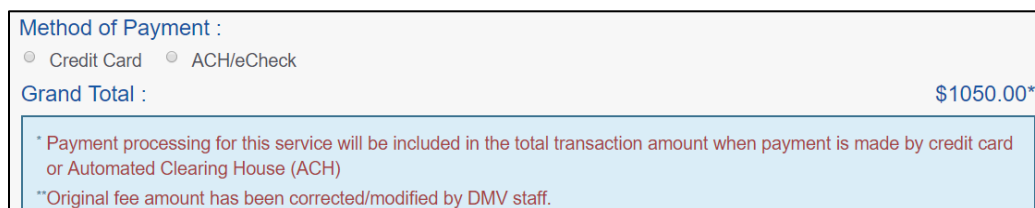


Figure 76: Method of Payment

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):

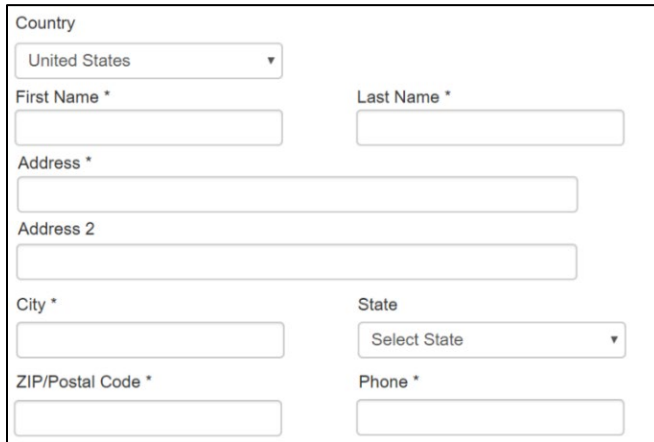


Figure 77: Credit Card Customer Information

- 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:

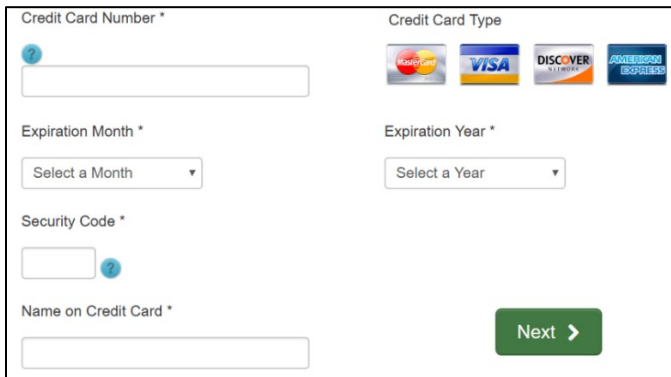


Figure 78: Credit Card Information

- a. For **Credit Card Number**, type in the numbers of 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**.



Figure 79: 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 80: 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**.

Payment Type *

Electronic Check ▼

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Figure 81: Foreign Source Payment

2. On the *Customer Information* section:

Country
United States ▼

First Name *

Last Name *

Address *

Address 2

City *

State
Select State ▼

ZIP/Postal Code *

Phone *

Figure 82: 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 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 bank account holder.
 - i. Click **Next**.
3. On the *Payment Information* screen:

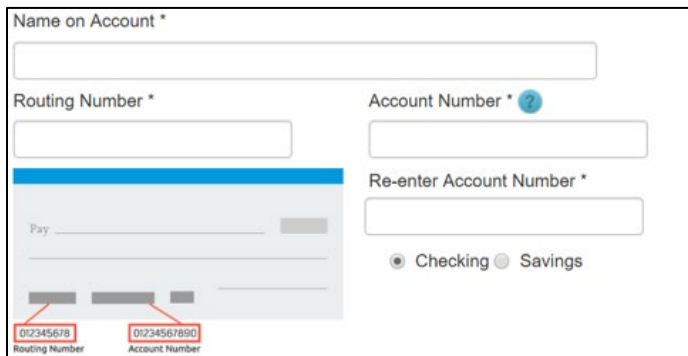


Figure 83: Checking Account Information

- 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 **Yes** to authorize.

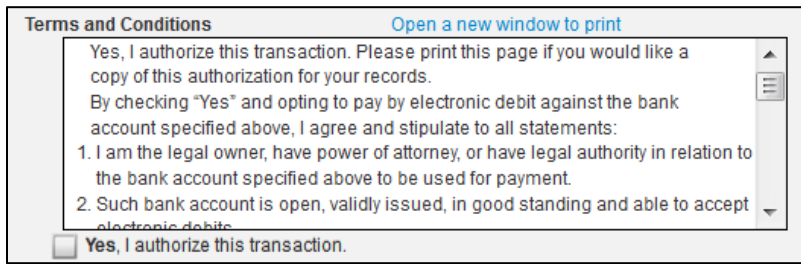


Figure 84: Terms and Conditions Page

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



Figure 85: 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 86: Verification Image

8. Click **Submit Payment**.
9. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

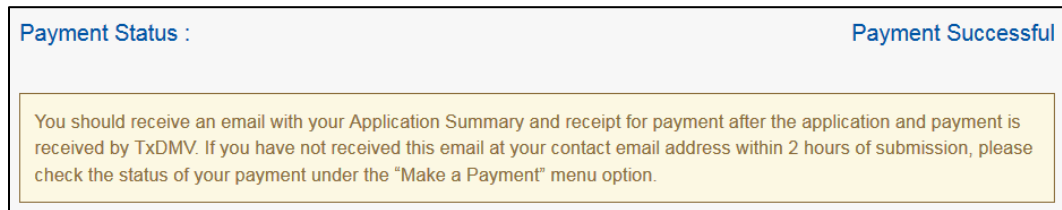


Figure 87: Payment Status

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 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 11, Making Payments.

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

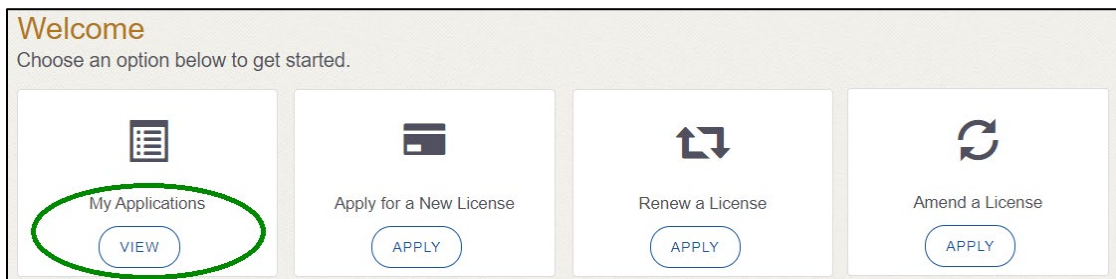


Figure 88: Welcome, My Applications

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


Application Name	License Type	License Number	Expiration Date	Physical Address	Type	Status	Business Name	Delete
000431364	Franchise				New	Pending	Franchise Dealer, LLC	

Figure 89: 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 organizations associated with it, as well as the account users.

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

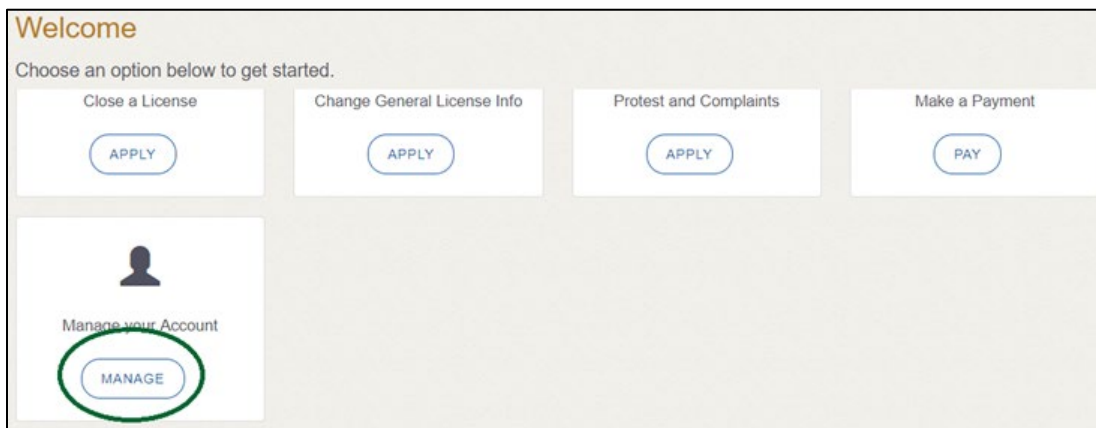


Figure 90: Welcome, Manage Your Account Page

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

Account Name	Business Type	View Contacts
FRANCHISE DEALER, LLC	Limited Liability Company	VIEW & CREATE CONTACTS

Figure 91: View the Account Details From Registration

3. The *Account Details* page will open.

Business Name Lessor Licensee, LLC	Business Type Limited Liability Company	EIN 12-3456789
Is it Non Profit? No	Is it Publicly Traded? No	

Figure 92: Account Information Page

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

Account Name	Business Type	View Contacts
FRANCHISE DEALER, LLC	Limited Liability Company	VIEW & CREATE CONTACTS

Figure 93: View Authorized Users

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

Contact First Name	Contact Last Name	Role	Email	Phone	Action
FRANCHISE	Dealer	Dealer	franchise.dealer@mailinator.com	(512) 555-5555	

Figure 94: My Contacts List

- The *Contacts Details* page will open.

Name	Email	Phone
Franchise Dealer	franchise.dealer@mailinator.com	(512) 555-5555

Associated Organizations :

Add or Remove the organizations you want to associate this contact with and save your changes

Select	Organization
<input checked="" type="checkbox"/>	Franchise Dealer, LLC

Figure 95: The 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, which dictates how they can access and use the eLICENSING system.

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

Welcome

Choose an option below to get started.


Close a License APPLY	Change General License Info APPLY	Protest and Complaints APPLY	Make a Payment PAY
 Manage your Account MANAGE			

Figure 96: Welcome, Manage Your Account

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

Account Name	Business Type	View Contacts
FRANCHISE DEALER, LLC	Limited Liability Company	VIEW & CREATE CONTACTS

Figure 97: View and Create Contacts

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

Contact First Name	Contact Last Name	Role	Email	Phone	Action
FRANCHISE	Dealer	Dealer	franchise.dealer@mailinator.com	(512) 555-5555	

Figure 98: Associate New User

4. On the *Create User* page:

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Confirm Email Address	
<input type="text"/>	<input type="text"/>	
* Phone	* User Role	* Organization Name
<input type="text"/>	Dealer	Lessor License, LLC

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 99: 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 Accounts** area.

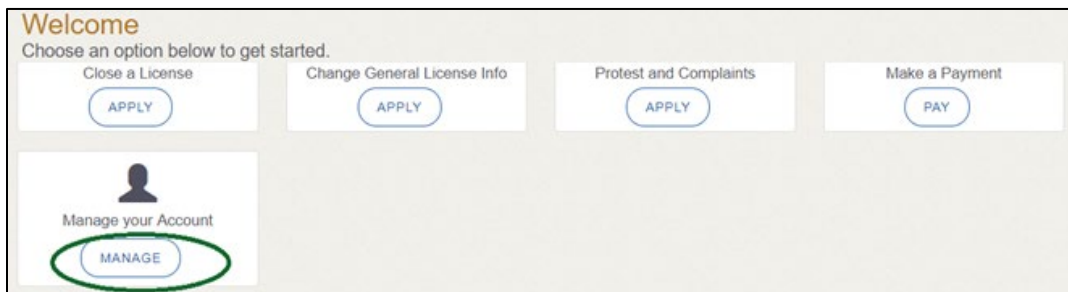


Figure 100: Welcome, Manage Your Account

2. On the *My Account* page, click **CREATE BUSINESS ENTITY**.

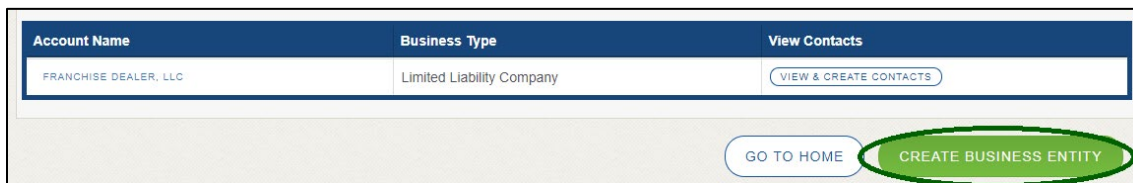
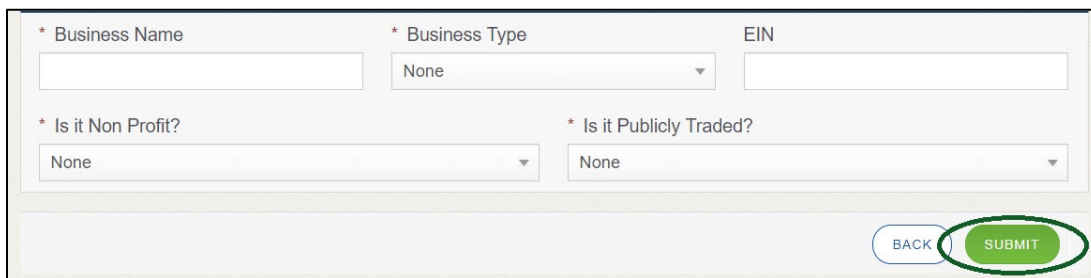


Figure 101: Click Create Business Entity

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



The screenshot shows the 'Create Account' form with the following fields:

- * Business Name: Text input field
- * Business Type: Dropdown menu with 'None' selected
- EIN: Text input field
- * Is it Non Profit?: Dropdown menu with 'None' selected
- * Is it Publicly Traded?: Dropdown menu with 'None' selected

 At the bottom right are two buttons: 'BACK' and 'SUBMIT', with the latter circled in green.

Figure 102: Create Account

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

5. Amending a Lessor License

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

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

Note: To make changes to general license information, such as the license contact, refer to Chapter 6, Changing General Licensing Information.

5.1 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.

5.2 Gathering Information for the 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:

- Assumed Name Certificates if you are changing your DBA.
- Certificate of Conversion filed with the Texas Secretary of State.
- Amendment 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.

5.3 Applying for the Amendment to a License

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

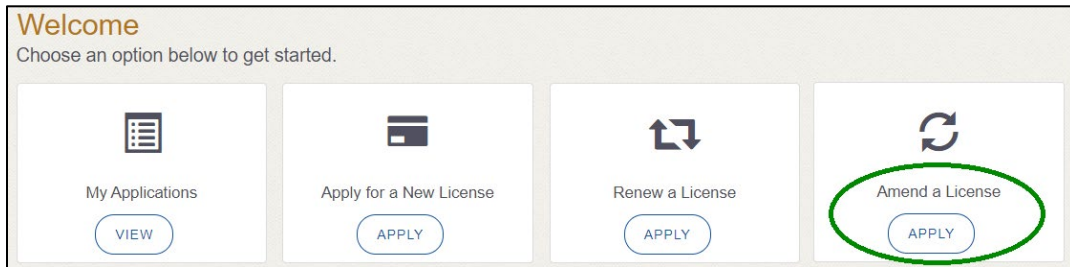
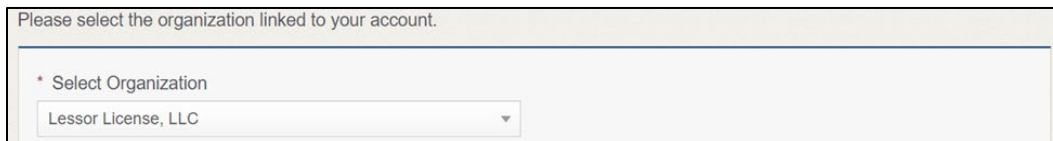


Figure 103: Welcome, Amend a License

5.3.1 Organizations List of Accounts

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



The form contains the instruction 'Please select the organization linked to your account.' Below it is a dropdown menu labeled '* Select Organization' with 'Lessor License, LLC' selected.

Figure 104: Select Your Organization

5.3.2 Select License

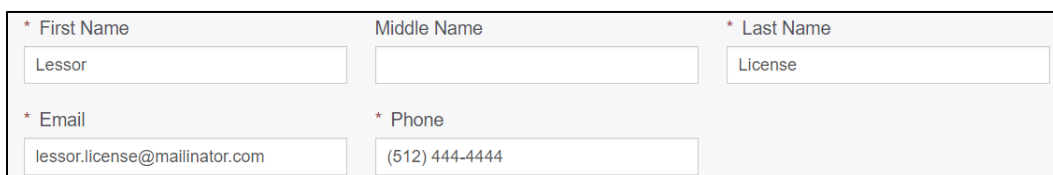
On the *Licenses* page, select the license and click **SAVE AND NEXT**.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas,MANOR,78653	Active

Figure 105: Select License to Amend

5.3.3 Contact Information

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



The form has five fields: '* First Name' (Lessor), 'Middle Name' (empty), '* Last Name' (License), '* Email' (lessor.license@mailinator.com), and '* Phone' ((512) 444-4444).

Figure 106: Contact Information

5.3.4 Amendment Reason

On the *Amend Reason* page:

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


* Effective Date 

Figure 107: 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.

Change Business Name

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when 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	Corporation	EIN	<input type="text"/>
Business Name	Lessor License	Secretary of State Filing Number	<input type="text"/>

Figure 108: Update Business Information

Change Ownership and Management

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when 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 109: Update Ownership Information

4. Make your changes.
5. Scroll to the **Ownership Questions** section and answer the 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?	--None--
* 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?	--None--
* 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?	--None--

Figure 110: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

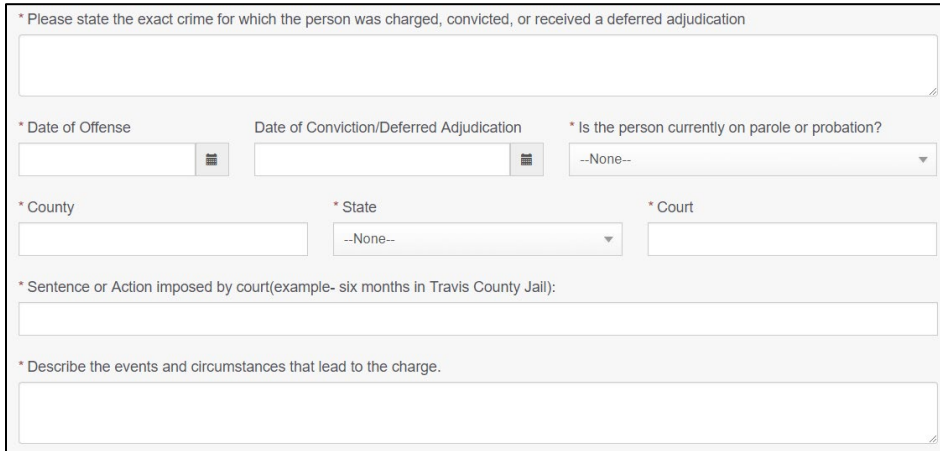


Figure 111: Criminal Offense and Charge Information

- a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjudication 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 where the offense occurred.
 - f. For **State**, select 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.

911 Address

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when 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.

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

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

Figure 112: Address Change

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

Address Type
Physical

* Address Line 1
222 HWY 35

Address Line 2

* City
KYLE

* State
Texas

* Zip
78640

* County
Travis

* Country
USA

Figure 113: Business Address Change Pop-up

5. On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click **SAVE AND NEXT**.

Manage Locations

Requested Changes

Address	LocationType	Action Type	Actions
123 Main St, Lubbock, Texas, 79406, Lubbock	Mailing	Location and/or DBA Updated	EDIT DELETE

Figure 114: Address Change Verification

Manage Locations and DBAs

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Manage Locations* 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 115: Manage Locations and DBAs

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

Business Details

Address Type
Physical

* Address Line 1: 222 HWY 35
Address Line 2:

* City: KYLE * State: Texas * Zip: 78640 * County: Travis

* Country: USA

Figure 116: Manage Business Locations

- Back on the *Manage* page, click **SAVE AND NEXT**.

5.3.5 Questions

Respond to the following question 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 117: Military Questions

Note: If you or your spouse is a military service member, you may be eligible for expedited processing of the application.

- 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.

2. Click **SAVE AND NEXT**.

5.3.6 Required Attachments

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

- DBA certificates that have changed.
- Assumed Name Certificates Issued by the county.
- Driver licenses (or passport, or official ID) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled.
- 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**.

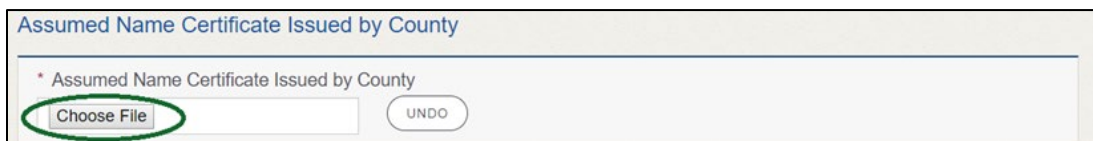


Figure 118: Choose Assumed Name Certificate File

2. On the *Open* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.
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, you can click **UNDO** or the red trash can.

5.3.7 Other Attachments

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

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



Figure 119: 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 120: Upload Other Attachments

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

5.3.8 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.

5.3.9 Summary

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

Organization BEST VALUE AUTO SALES	Application Type Amendment
New Business Name Lessor License	License Type Salvage Dealer
Type of Business	EIN
Endorsement Type	Application Status Pending
Amend Reason Change Business Name Info	Created Date 01/10/2019
Associated License N/A	Submitted Date

Figure 121: 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.



Figure 122: Options for Summary Complete Actions

5.3.10 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.

5.3.10.1 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 123: eSign Information

- a. For **First Name**, type it in as it appears on your driver license.
- b. For **Last Name**, type it in 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) 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 124: 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.

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

Franchise Dealer
Franchise.Dealer@mailinator.com

Figure 125: 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**.

5.3.10.2 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 126: 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 the **CERTIFICATION OF RESPONSIBILITY PDF** link.

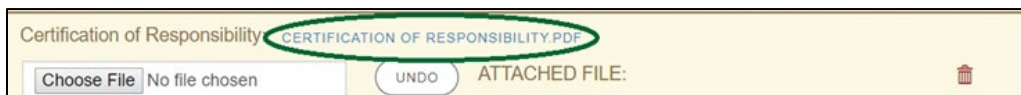


Figure 127: Certification of Responsibility PDF

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 128: 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 Windows* pop-up, 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.

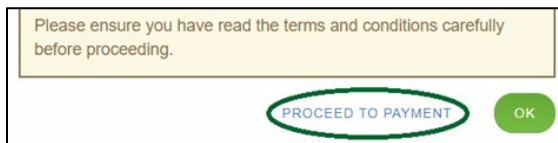


Figure 129: Proceed to Payment Pop-up

5.3.11 Payments

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:
 - a. Click the checkbox of the application you want to pay or click **Select All**.



Figure 130: Applications for Payment

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



Figure 131: Select Method of Payment Type

3. Click **PROCEED TO PAY**.

To Pay by Credit Card

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):

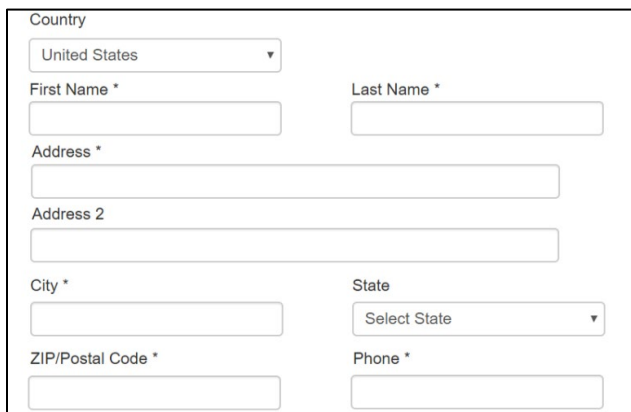
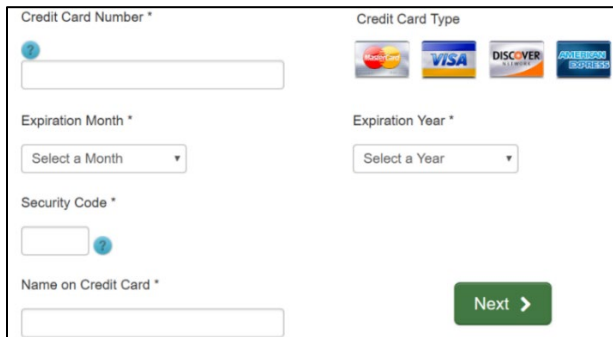


Figure 132: Credit Card Customer Information

- 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 **NEXT**.
 3. In the **Payment Info** section:

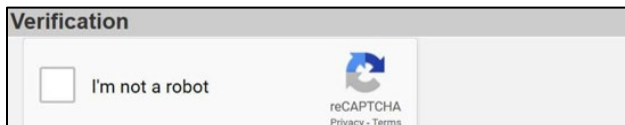


The form contains the following fields and options:

- Credit Card Number ***: A text input field with a help icon.
- Credit Card Type**: A section with logos 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 help icon.
- Name on Credit Card ***: A text input field.
- Next >**: A green button with a right-pointing arrow.

Figure 133: Credit Card Information

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



The verification section includes:

- An unchecked checkbox labeled "I'm not a robot".
- The reCAPTCHA logo and text "reCAPTCHA Privacy - Terms".

Figure 134: I'm Not a Robot

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

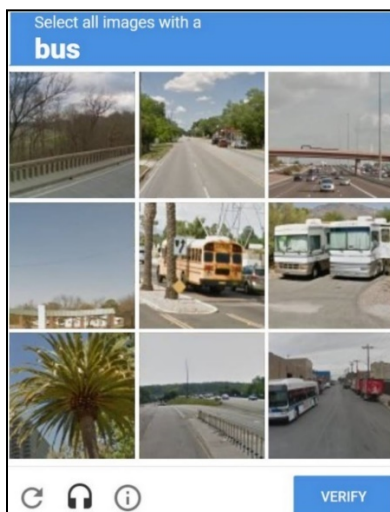


Figure 135: Verification Image

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 funded by a foreign source. Otherwise, click **NEXT**.

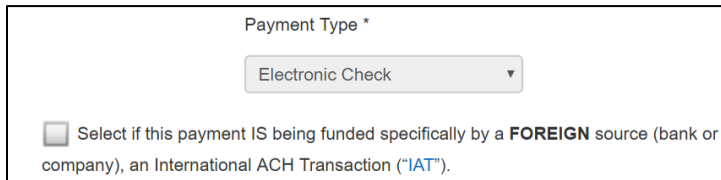


Figure 136: Foreign Source Payment

3. On the Customer Information page:

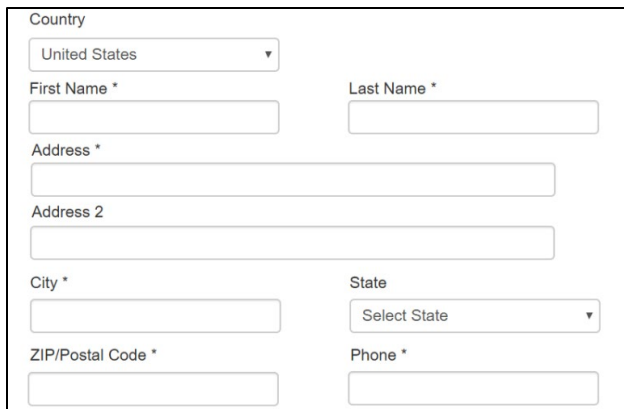
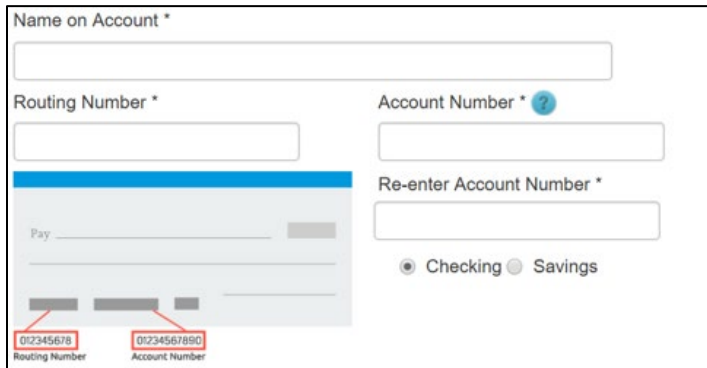


Figure 137: eCheck Customer Information

- 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.
4. Click **NEXT**.
 5. On the **Payment Info** page:



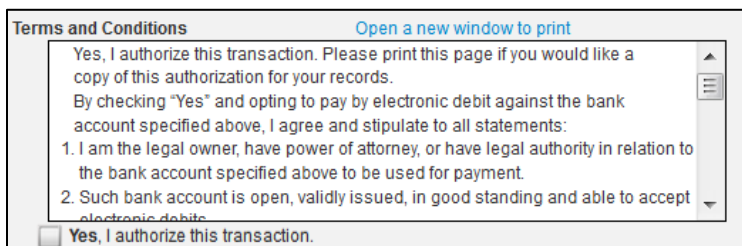
The screenshot shows a form titled "Payment Info" with the following fields and options:

- Name on Account ***: A text input field.
- Routing Number ***: A text input field.
- Account Number ***: A text input field with a help icon.
- Re-enter Account Number ***: A text input field.
- Pay**: A dropdown menu.
- Account Type**: Radio buttons for **Checking** (selected) and **Savings**.

Below the form, two examples of routing and account numbers are shown: 012345678 (Routing Number) and 01234567890 (Account Number).

Figure 138: 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 on the **NEXT**.
 7. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.



The screenshot shows the "Terms and Conditions" page with a scrollable text area containing the following text:

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

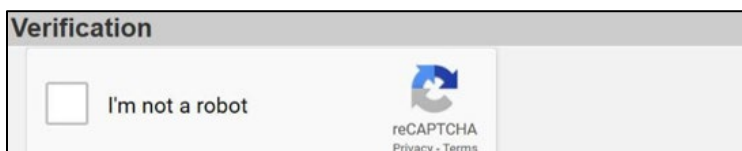
By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

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 139: Terms and Conditions Page

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



The screenshot shows the "Verification" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms".

Figure 140: Verification Page

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



Figure 141: 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 142: Payment Successful Status

- 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.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 are no fees to make these changes.

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

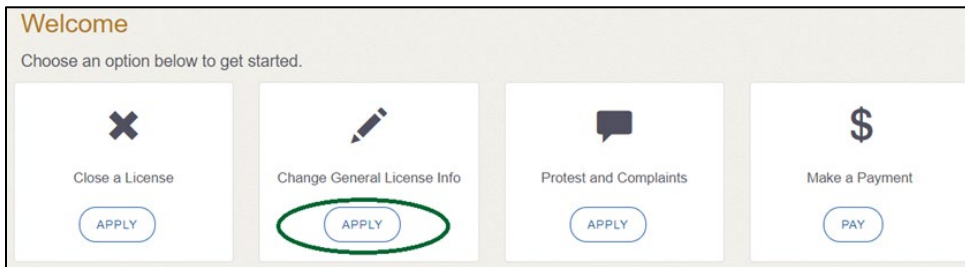


Figure 143: Welcome, Change General License Information

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

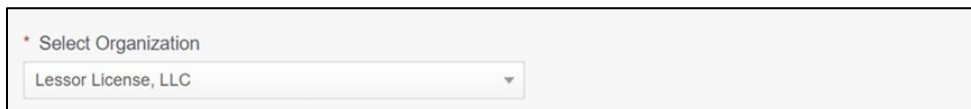


Figure 144: Select Organization

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas,MANOR,78653	Active

Figure 145: Select License

4. On the *Apply Changes* page:

License Contact Information

First Name Franchise	Middle Name 	Last Name Dealer
* Email Franchise.dealer@gmail.com	Phone (512) 555-5555	

License Information

Business Website 	Business Phone (512) 555-5555	
Business Email Franchise.dealer@gmail.com	Business Fax 	
Mailing Address		
* Country USA		
* Address Line 1 123 Main St	Address Line 2 	
* State Texas	* County Travis	* City manor
		* Zip 78653

Figure 146: 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.

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

Figure 147: Change General License Information Submitted

7. Renewing Lessor 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 last application or renewal.

7.1 Renewal Fees

The fee to renew a license is based on the number of vehicles leased in the previous calendar year.

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

7.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the organization (officer, director, member, or partner) 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 person and each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates.
 - Driver licenses (or passport, official identification cards, etc.) for new owners staff or management staff.
 - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable).

7.3 Renewal Application

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

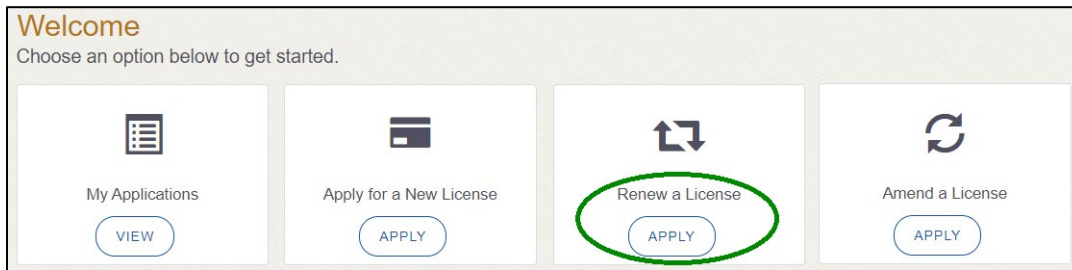


Figure 148: Welcome, Renew a License

7.3.1 Accounts

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

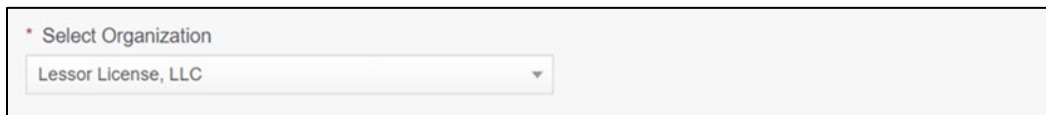


Figure 149: Select Your Organization

2. Click **SAVE AND NEXT**.

7.3.2 Select License

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

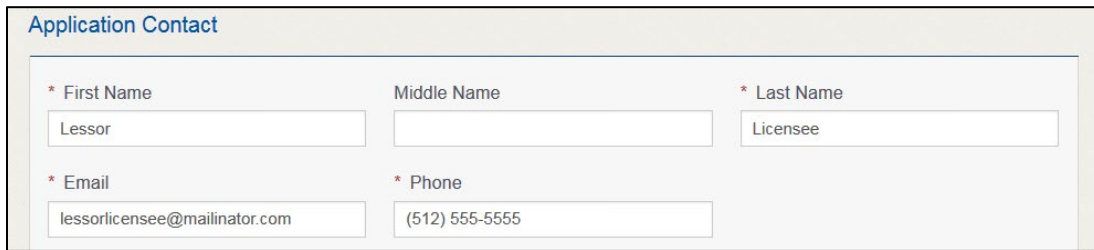
Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas, MANOR, 78653	Active

Figure 150: Select License to Renew

2. Click **SAVE AND NEXT**.

7.3.3 Contact Information

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



Application Contact

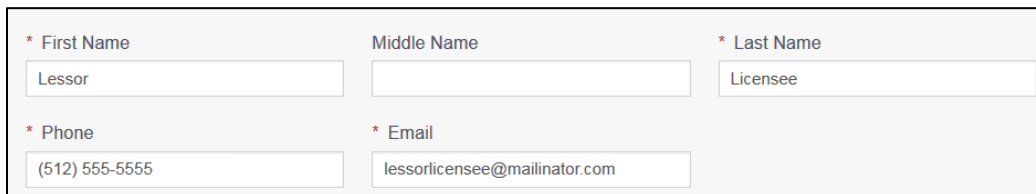
* First Name Lessor	Middle Name	* Last Name Licensee
* Email lessorlicensee@mailinator.com	* Phone (512) 555-5555	

Figure 151: Update Application Contact Information

2. Click **SAVE AND NEXT**.

7.3.4 License Information

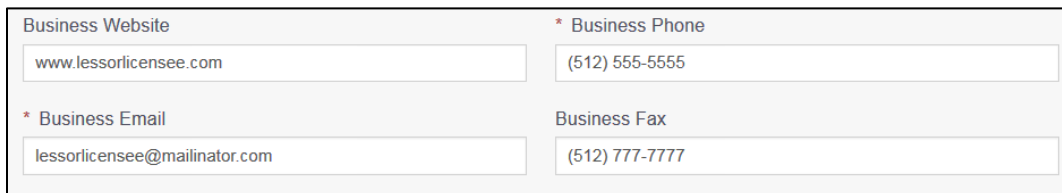
1. On the top of the *License Contact Information* page, verify that the information is correct or make any changes necessary.



* First Name Lessor	Middle Name	* Last Name Licensee
* Phone (512) 555-5555	* Email lessorlicensee@mailinator.com	

Figure 152: Verify Contact Information is Correct

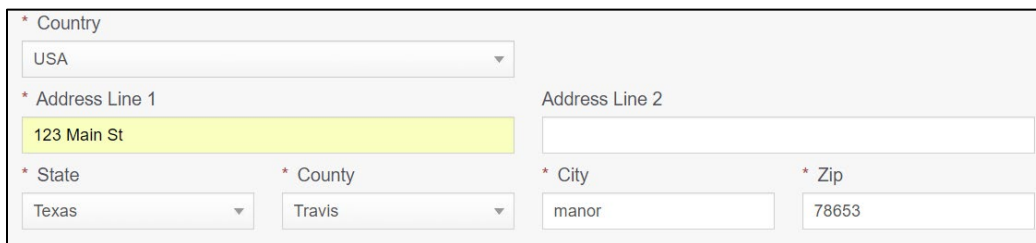
2. In the **Business** section of the page, verify that the information is correct or make any changes necessary.



Business Website www.lessorlicensee.com	* Business Phone (512) 555-5555
* Business Email lessorlicensee@mailinator.com	Business Fax (512) 777-7777

Figure 153: 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 154: Verify Mailing Address Information is Correct

4. Click **SAVE AND NEXT**.

- Indicate the number of vehicles leased in the previous calendar year.

Select the number of vehicles leased in the previous calendar year:

- LA - 200 or less
- LB - 201 to 400
- LC - 401 to 800
- LD - 801 to 1200
- LE - 1201 to 1600
- LF - 1601 or more

Figure 155: Select Number of Vehicles Leased

- Click **SAVE AND NEXT**.

7.3.5 Ownership

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

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
Lease Facilitator	02/01/1966	100%	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Figure 156: Review Ownership Information

- 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 157: 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, click **VIEW/ADD CRIMINAL HISTORIES** for the first name. Then click **ADD CRIMINAL HISTORY**.

Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Lease Facilitator	leasefacilitator@mailinator.com	04/28/1958	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 158: View Owners Criminal History

2. On the *Criminal History Details* popup:

* 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 159: Criminal History Details

- a. In the first field in the **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 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 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.
3. Click **Update**.
 4. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page or click **SAVE AND NEXT**.

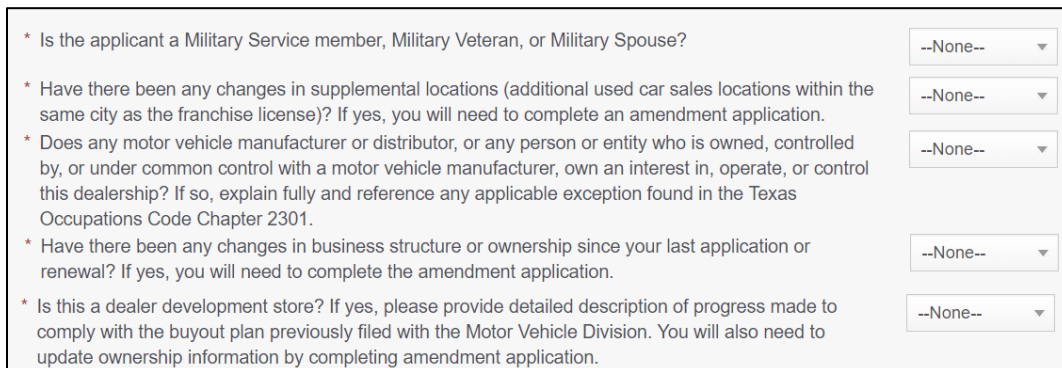
Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

7.3.6 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 so far.
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 on it.
4. On the *Ownership Details* page displayed, click **SAVE AND NEXT** to display the *Question* page again.



The screenshot shows a form with five questions, each followed by a dropdown menu set to "--None--".

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse? --None--
- * Have there been any changes in supplemental locations (additional used car sales locations within the same city as the franchise license)? If yes, you will need to complete an amendment application. --None--
- * Does any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership? If so, explain fully and reference any applicable exception found in the Texas Occupations Code Chapter 2301. --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. --None--
- * Is this a dealer development store? If yes, please provide detailed description of progress made to comply with the buyout plan previously filed with the Motor Vehicle Division. You will also need to update ownership information by completing amendment application. --None--

Figure 160: Military Service Questions

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

7.3.7 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.
- Proof of ID for any owner/management changes.
- Assumed Name Certificates issued by the Secretary of State.

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



Figure 161: Choose File

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

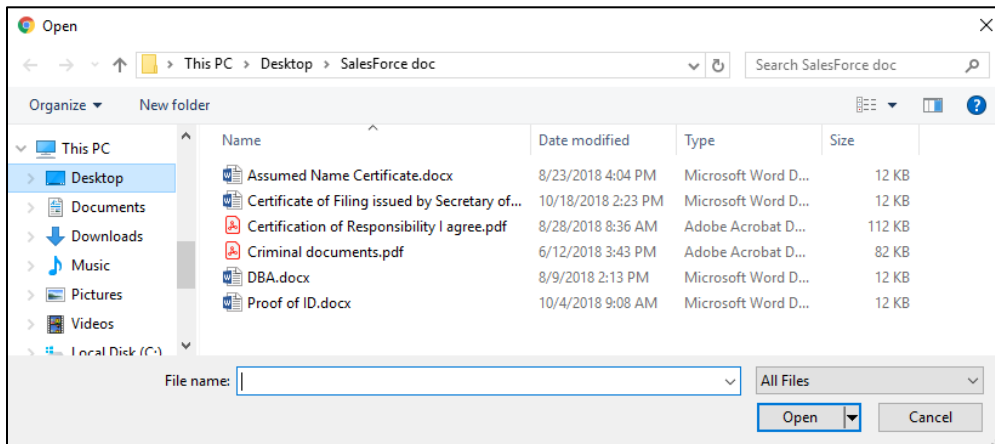


Figure 162: Browse for File

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

For Attachments Not Required

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



Figure 163: Add More Attachments

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

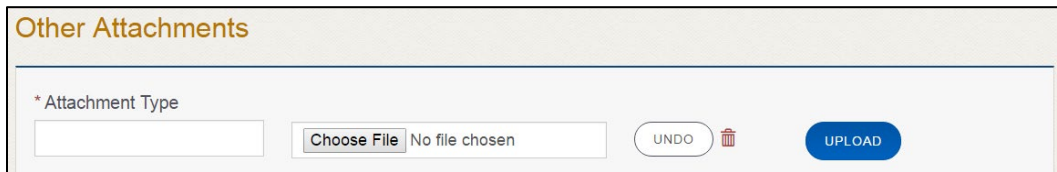


Figure 164: Attachment Type

3. Choose the file.
4. 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.

7.3.8 Summary

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

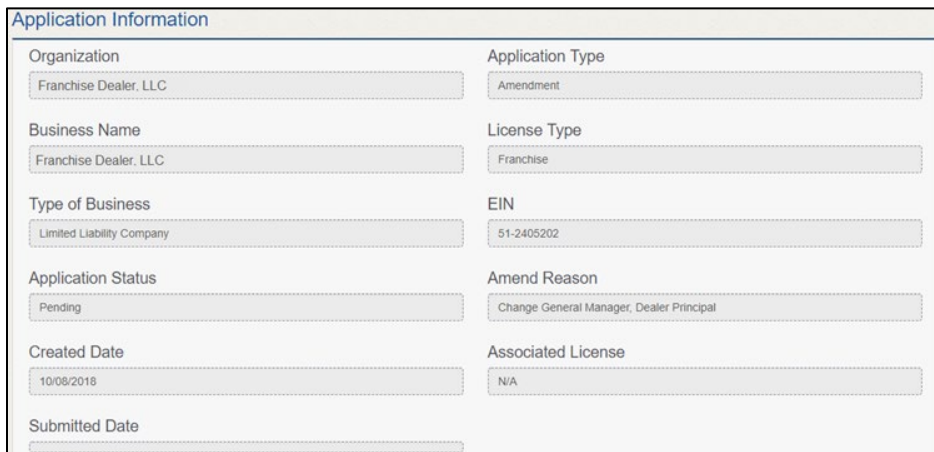


Figure 165: Summary of Application

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

7.3.9 Signature

If you are not going to make 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 it. Then you must scan the file and upload it.

7.3.9.1 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		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 166: Electronically Sign the Document

- a. For **First Name**, type it in as it appears on your driver license.
 - b. For **Last Name**, type it in 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) 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 7.3.9.2.

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.

Figure 167: Certification of Responsibility

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

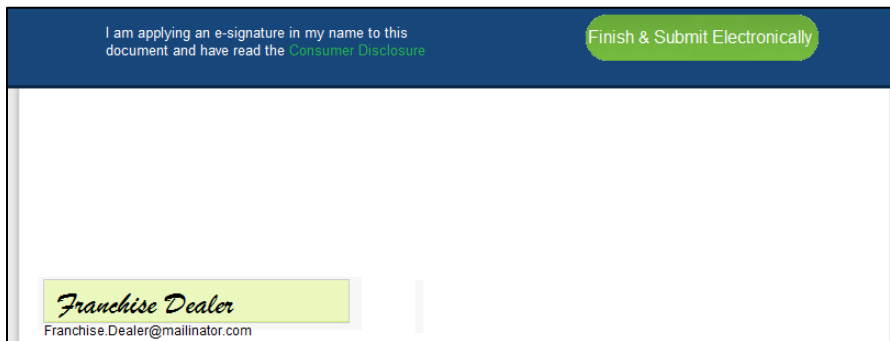


Figure 168: Electronic Signature Page

- Click **Finish & Submit Electronically**.
- On the *Thank You* page pop-up, click **CLOSE**.
- Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.
- On the *Please ensure you have read the terms and conditions* pop-up, click the **PROCEED TO PAYMENT** link to start the payment process.

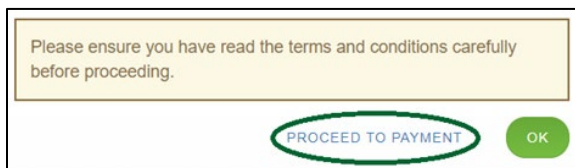


Figure 169: Proceed to Payment

- Continue to the Payment and Application Submission, section 7.3.10.

7.3.9.2 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 170: eSign Customer 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 **Driver License Issuing State**, select **Other**.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.

Certification of Responsibility **CERTIFICATION OF RESPONSIBILITY.PDF**

Choose File No file chosen UNDO ATTACHED FILE: **UPLOAD**

Figure 171: Print the Certification of Responsibility PDF

- a. 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 172: Printed Certification of Responsibility PDF

5. To upload and attach the signed document:
 - 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 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.

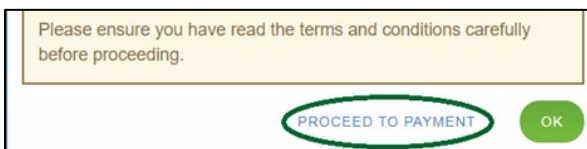


Figure 173: Proceed to Payment

7.3.10 Payment 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, follow these steps:

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




Figure 174: Application for Payment

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

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

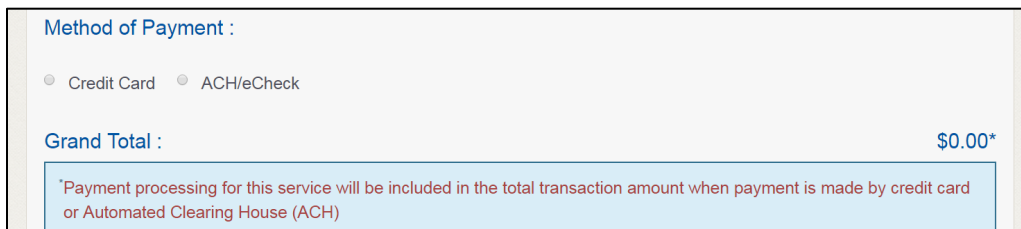


Figure 175: Select Method of Payment

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 176: 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 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:

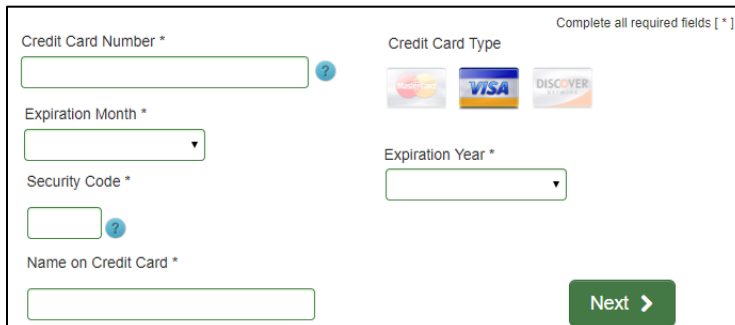


Figure 177: Credit Card Payment Information

- 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 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, click **I'm not a robot**.

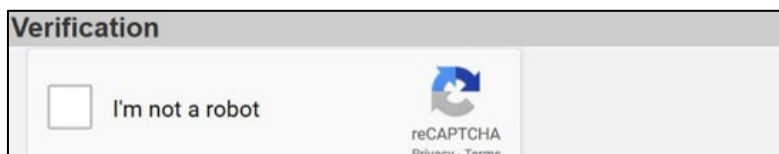


Figure 178: Verification Page

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



Figure 179: Verification Image

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

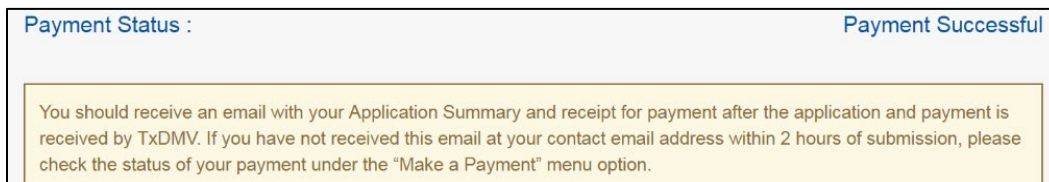


Figure 180: Payment Successful Status

- Click **Next**.

ACH/eCheck Payment

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

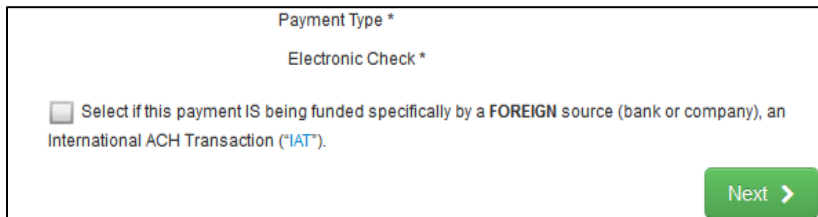


Figure 181: Payment by a Foreign Source

3. On the *Customer Information* screen:

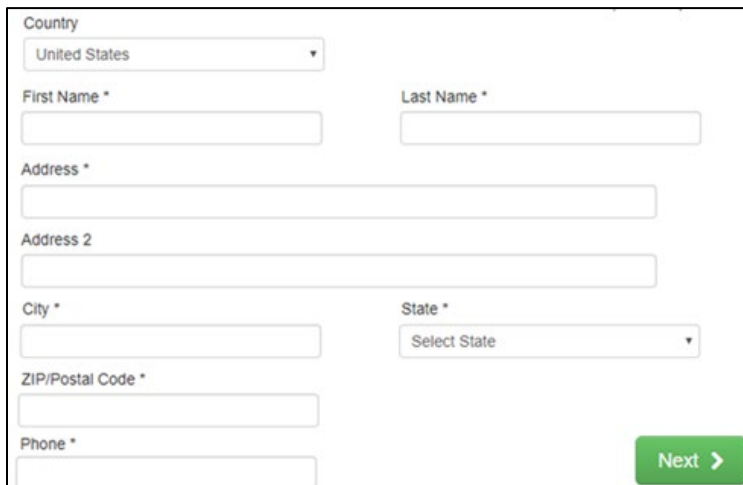


Figure 182: eCheck Customer Information

- 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 additional address information, such as the suite number.
 - e. For **City**, type in the name of the city.
 - f. For **State**, select 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* screen:

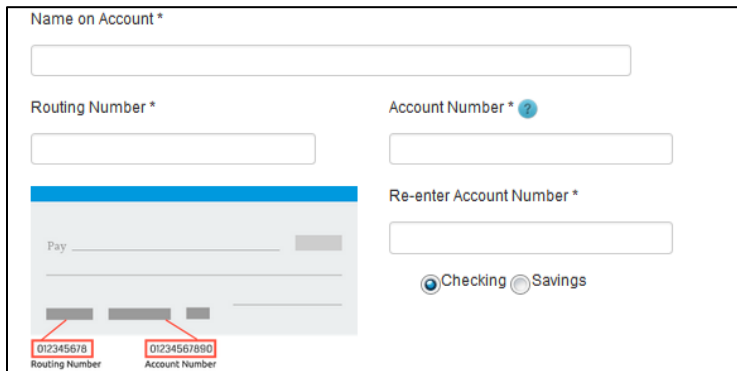


Figure 183: ACH/eCheck Payment Information

- 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 **Yes** to authorize.

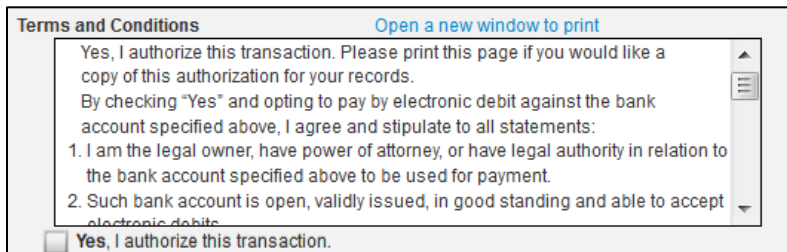


Figure 184: Terms and Conditions

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

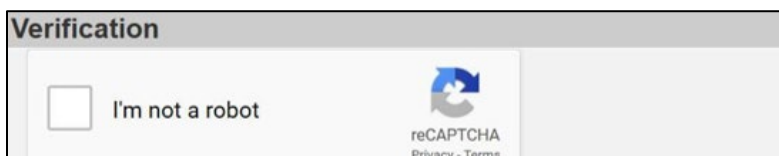


Figure 185: I'm Not a Robot

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



Figure 186: Verification Image

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

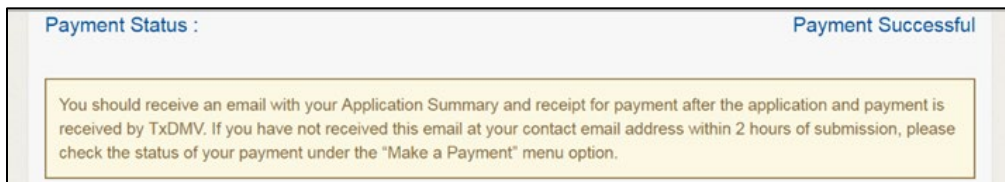


Figure 187: Payment Successful Status

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

8. 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, or if you have filed for bankruptcy.

There is no fee to close a license.

8.1 Application to Close the License

8.1.1 Steps to Close Your License

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

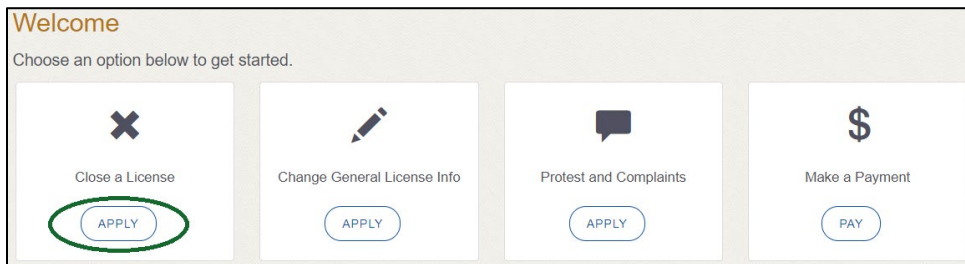


Figure 188: Welcome, Close a License Page

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

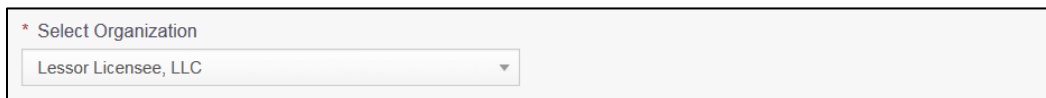


Figure 189: Select Organization

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 checked="" type="radio"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109.Randall	Active

Figure 190: Select License to Close

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



Figure 191: Review License Contact Information

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



Figure 192: Review License Business Information

6. On the *Closure Explanation* page:

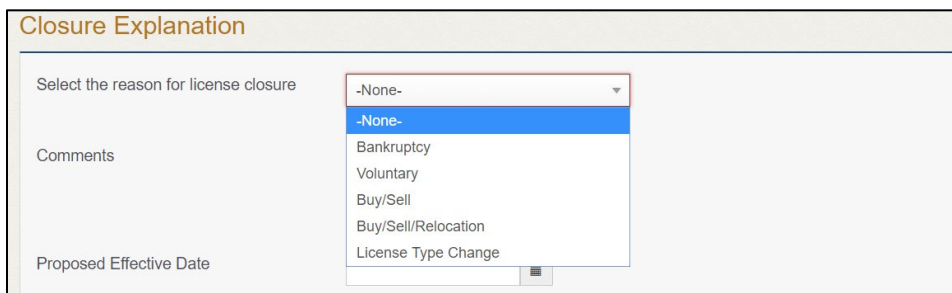


Figure 193: Closure Reason

- 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 *Questions* page:

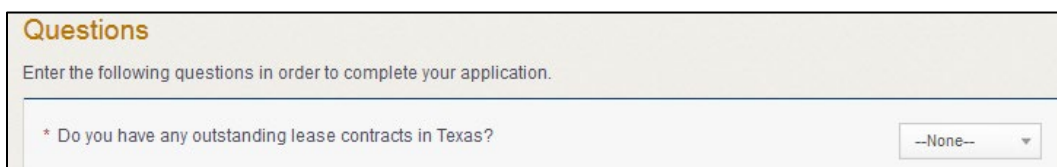


Figure 194: Outstanding Lease Contracts Question

If you select:

- **No**, click **SAVE AND NEXT**.
- **Yes**, you will receive an alert that you cannot close your license until all outstanding lease contracts in Texas are completed. You will have to attempt to close your license once all outstanding lease contracts in Texas are no longer in effect.

8. On the *Attachments* page:



Figure 195: Upload a Statement About Closure

- Locate and upload the statement about your closure.
- Click **SAVE AND NEXT**.

9. On the *Summary* page, confirm that the information is correct. Then click **SAVE AND NEXT** at the bottom of the page.

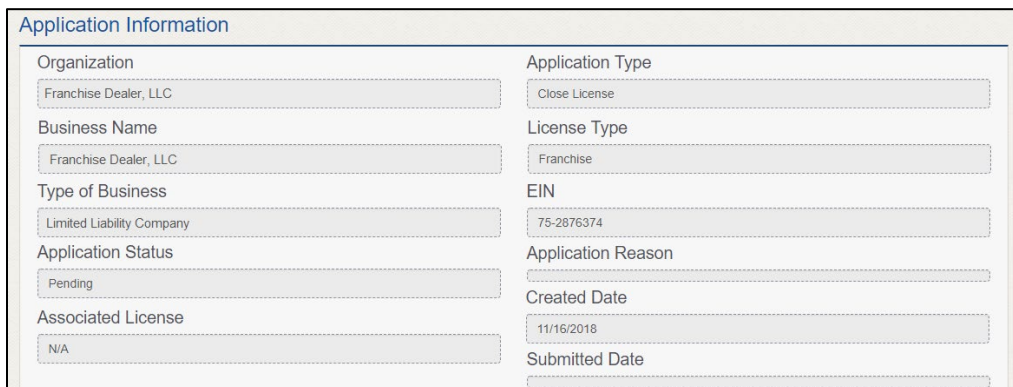


Figure 196: Summary of Application

8.2 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.

8.2.1 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		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 197: 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 the appropriate option.
 - 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 8.2.2.

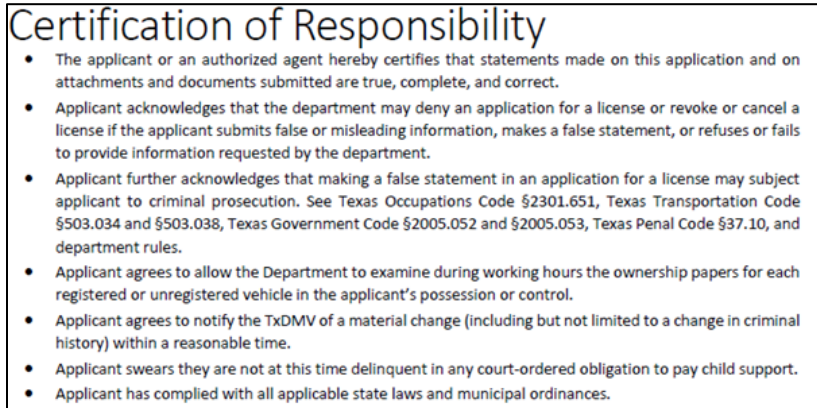


Figure 198: Electronic Certification of Responsibility

- Carefully read the Terms and Conditions for the license.
- Click **I Agree**.
- Scroll down to the **Sign Here** field and type in your full legal name.

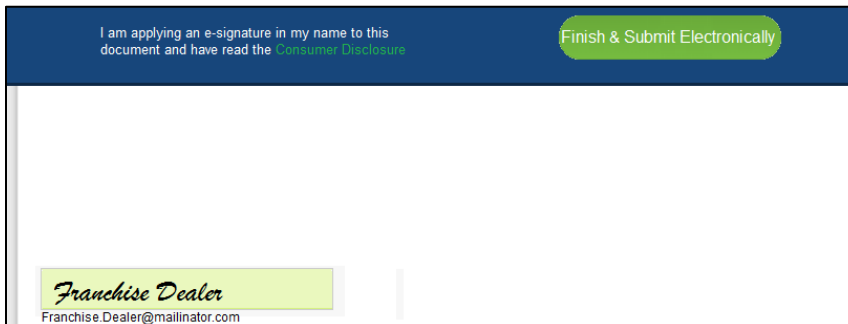


Figure 199: Electronic Signature Page

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

8.2.2 Printing and Manually Signing the Application

- 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

* Driver License Issuing State
--None--

Date of Birth Driver License Number

Figure 200: eSign Information Page

- 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.
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:

Figure 201: Certification of Responsibility Link

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on 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 202: Manually Sign Certification of Responsibility

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 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 **SUBMIT**.

8.3 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 203: Notice that the Application Was Submitted

9. Making Payments

You can make payments separately from within a new license application or renewal, or 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.

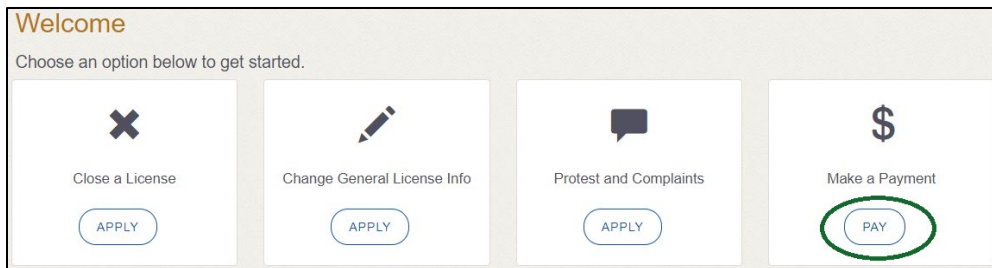


Figure 204: Welcome, Make a Payment

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

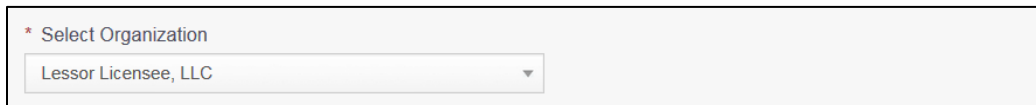


Figure 205: Select Organization

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



Figure 206: 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**.

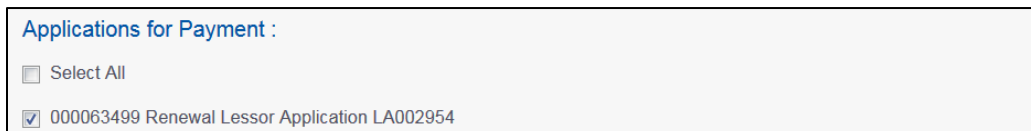


Figure 207: Applications for Payment

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

- **Credit Card**

- **ACH/eCheck**

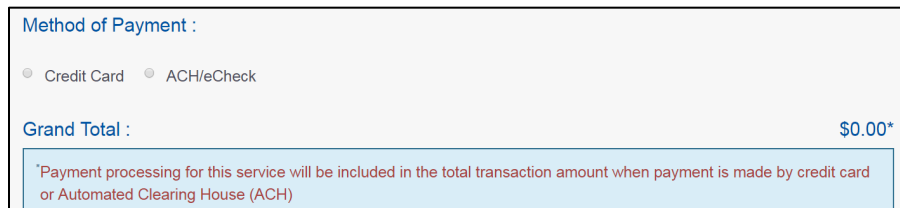


Figure 208: Select Method of Payment

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 by eCheck, go ACH/eCheck Payment section):

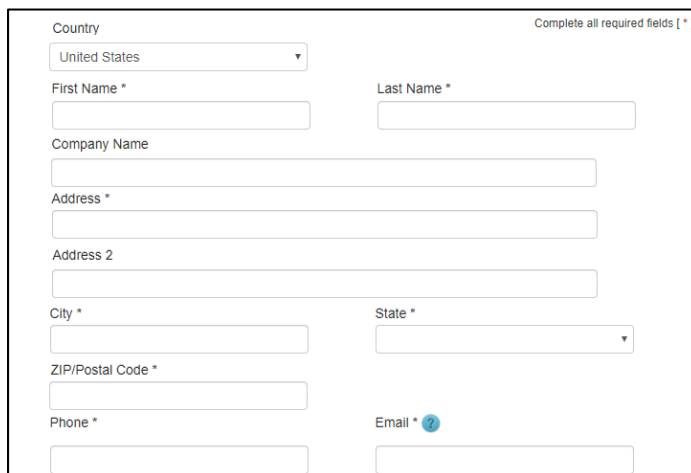


Figure 209: Credit Card Customer Information

- 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 **Next**.
3. In the **Payment Info** section:

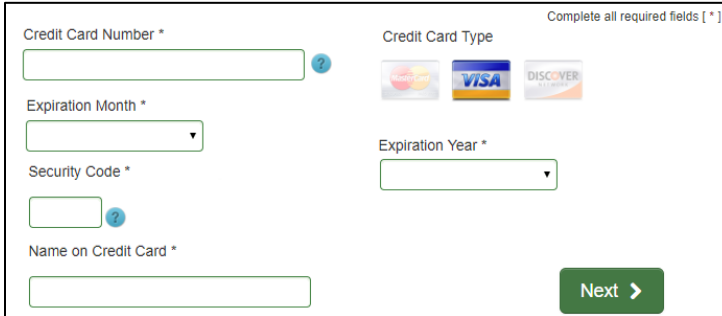


Figure 210: Credit Card Information

- 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, click **I'm not a robot**.

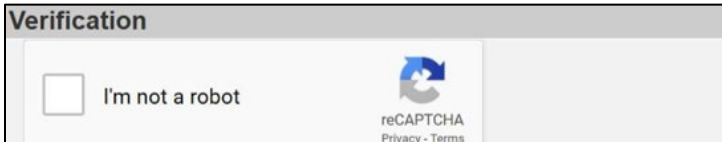


Figure 211: Verification Page

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



Figure 212: Verification Image

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

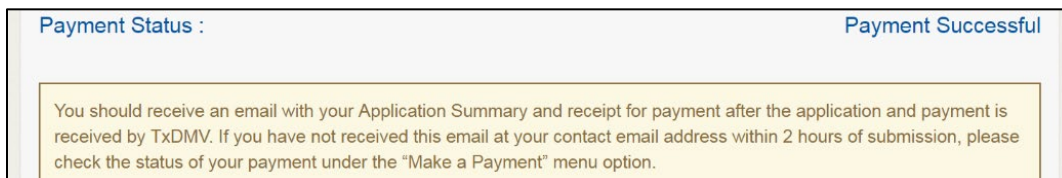


Figure 213: Payment Successful Status

8. 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**.

Payment Type *

Electronic Check *

Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").

Figure 214: Payment by a Foreign Source

2. On the *Customer Information* page:

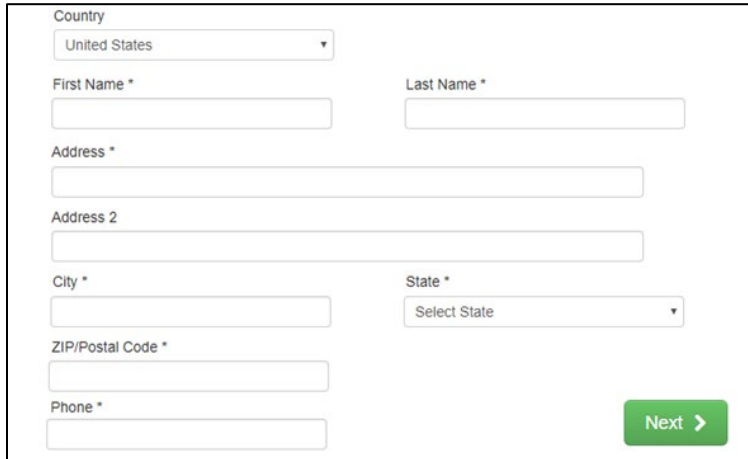


Figure 215: eCheck Customer Information

- 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.
3. Click **Next**.
 4. On the *Payment Info* page:

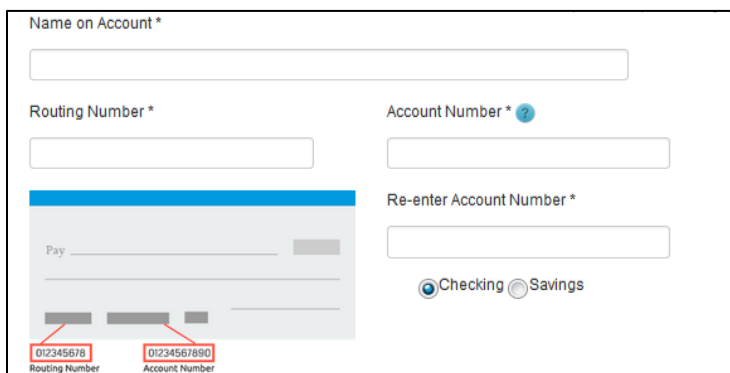


Figure 216: ACH/eCheck Payment Information

- 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.

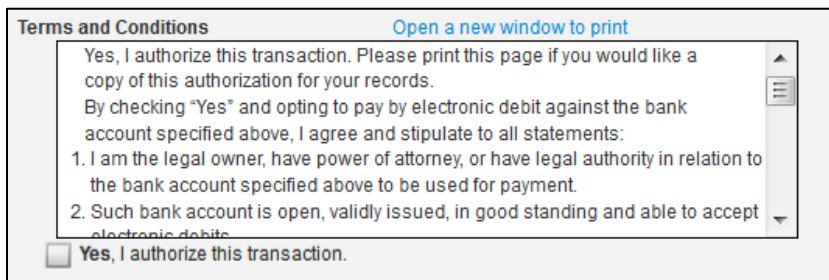


Figure 217: Terms and Conditions

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

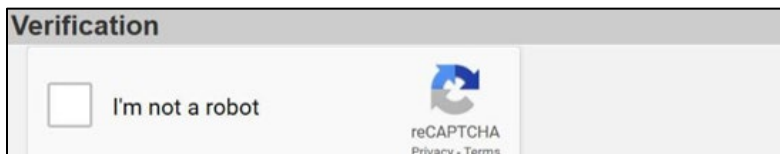


Figure 218: Verification Page

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



Figure 219: Verification Image

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**.

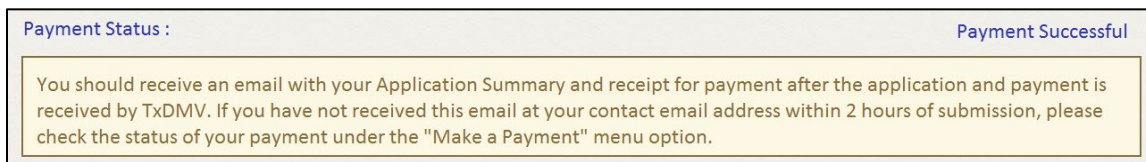


Figure 220: Payment Successful Status

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