



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Franchise Dealer Licenses

July 2021

Contents

1. FRANCHISED DEALERS	1
1.1 Franchise License	1
1.2 GDN License	1
1.3 Agreement.....	2
1.4 Location.....	3
1.4.1 Showrooms at Licensed Locations	3
1.4.2 Vehicles Sold and Serviced.....	4
1.5 Franchise License Term	5
1.6 Franchise License Fees and Plate Fees.....	6
1.6.1 New Franchised Dealer License Fees	6
1.6.2 Franchised Dealer License Plate Fees	6
1.7 Forms of Payment Accepted in eLICENSING	6
1.8 Franchised Dealer License Numbers.....	6
1.9 Manufacturer or Distributor Ownership.....	6
2. LICENSING REQUIREMENTS	8
2.1 Proof of Owner Identities Requirement.....	8
2.2 Motor Vehicle Surety Bond Requirement.....	8
2.3 SOS Certificate of Business Filing Requirement	8
2.4 Temporary Tags (eTAG) for Buyers Requirement.....	9
2.5 Dealership Office Requirements.....	9
2.5.1 Sharing Space with Other Dealers.....	10
2.5.2 Office Structure	10
2.5.3 Office Equipment.....	11
2.6 Display Area Requirement.....	11
2.6.1 Sharing a Display Area	11
2.6.2 Display Area for Dealer with a Salvage Dealer License	12
2.7 Signage Requirement.....	12
2.8 Hours of Operation Requirement.....	12
2.8.1 Blue Law for Saturday and Sunday Operations	12
2.8.2 Mandatory Assistance During Certain Hours.....	12
2.8.3 Away From the Office	13
3. APPLYING FOR A FRANCHISE LICENSE	14
3.1 Gathering Appropriate Information for the License	14
3.2 Getting Started.....	17
3.3 Contact Information.....	19
3.4 Application Reason	20
3.4.1 Apply for New License Reason.....	20
3.4.2 Buy/Sell Reason.....	21

3.4.3	Buy/Sell Relocation Reason.....	22
3.4.4	Relocation Reason	22
3.4.5	Entity Change Reason.....	23
3.4.6	Replacement Dealership Reason.....	24
3.4.7	Previous License Not Renewed Reason.....	26
3.5	Application Details.....	26
3.5.1	Business Information	26
3.5.2	Physical Address (“The Licensed Location”).....	28
3.5.3	Assumed Name/DBA.....	28
3.5.4	Mailing Address.....	29
3.5.5	Location Information	30
3.5.6	Supplemental Locations.....	32
3.5.7	Dealer Plates.....	35
3.5.8	New Line-Makes.....	36
3.5.9	Location Map.....	37
3.6	Ownership Information.....	38
3.6.1	Individual Ownership	38
3.6.2	Business Ownership.....	39
3.6.3	Management	40
3.6.4	Ownership Questions.....	41
3.6.5	Criminal History.....	42
3.7	Additional Questions.....	44
3.7.1	Military Service Questions.....	44
3.7.2	Previous Licenses Question.....	45
3.7.3	Previous Denied, Suspended, or Revoked License Question.....	46
3.7.4	Same Proposed Location Question	47
3.7.5	Signage Questions	48
3.7.6	Posted Business Hours Question	48
3.7.7	Lease/Ownership of Dealership Property Question	49
3.7.8	Property Compliance Question.....	50
3.7.9	Proof of Occupancy Question.....	50
3.7.10	Place of Business Structure Question.....	51
3.7.11	Previous Texas Occupations Code Violations Question.....	51
3.7.12	Business Office Question.....	52
3.7.13	Manufacturer/Distributor Common Ownership Question	53
3.7.14	Display Area Question	53
3.7.15	Warranty Service Questions.....	54
3.8	Required Attachments	55
3.8.1	Uploading Attachments.....	55
3.8.2	Assumed Name Certificate.....	56
3.8.3	Proof of Owner Identity	56
3.8.4	Certificate of Incorporation	57
3.8.5	Criminal Court Papers.....	57
3.8.6	Sales and Service Agreement/Evidence of Franchise.....	57

3.8.7	Other Attachments.....	58
3.8.8	Problems with Your Application.....	58
3.9	Summary.....	59
3.10	Signature.....	60
3.10.1	Electronically Signing the Application.....	60
3.10.2	Manual Signature Submission.....	62
3.11	Payments and Application Submission.....	64
4.	ACCESSING YOUR SAVED LICENSE APPLICATIONS.....	71
5.	WORKING WITH YOUR ACCOUNT.....	72
5.1	Viewing Account and User Information.....	72
5.2	Adding New Account Users.....	73
5.3	Adding an Account to Your Organization.....	75
6.	WORKING WITH LICENSES AND PLATES.....	76
6.1	Viewing and Printing Your Licenses.....	76
6.2	Viewing Your Plates.....	77
6.3	Ordering New License Plates and Stickers.....	79
6.3.1	Applying for the New Plates.....	79
6.3.2	Cancel Active Plates.....	82
6.3.3	Request New Plates.....	85
6.3.4	Problems with Your Application.....	86
6.4	Summary.....	87
6.5	Signature.....	87
6.5.1	Electronically Signing the Application.....	88
6.5.2	Manual Signature Submission.....	89
6.6	Payments and Application Submission.....	91
7.	AMENDING AN FRANCHISE DEALERS LICENSE.....	97
7.1	Amendment Fee.....	97
7.2	Gathering Information for This Amendment Application.....	97
7.3	Applying for the Amendment to a License.....	98
7.3.1	Organizations List of Accounts.....	98
7.3.2	Select License.....	98
7.3.3	Contact Information.....	99
7.3.4	Amend Reason.....	99
7.3.5	Questions.....	108
7.3.6	Required Attachments.....	108
7.3.7	Other Attachments.....	110
7.3.8	Problems with Your Application.....	110
7.3.9	Summary.....	110
7.3.10	Signature.....	111
7.3.11	Payments and Application Submission.....	114

8. CHANGING GENERAL LICENSE INFORMATION	121
9. RENEWING LICENSES	123
9.1 Renewal Fees	123
9.2 Gathering Information.....	123
9.3 Renewal Application.....	124
9.3.1 Accounts.....	124
9.3.2 Select License.....	124
9.3.3 Contact Information	125
9.3.4 License Information	125
9.3.5 Ownership.....	127
9.3.6 Questions.....	129
9.3.7 Attachments	130
9.3.8 Summary	132
9.3.9 Signature	132
9.3.10 Payment and Application Submission.....	136
10. CLOSING A LICENSE	143
10.1 Application to Close a License	143
10.1.1 Steps to Close Your License	143
10.2 Signing the License Closure Application.....	145
10.2.1 Electronically Signing the Application.....	145
10.2.2 Printing and Manually Signing the Application.....	147
10.3 Closure Application Confirmation Statement.....	148
11. MAKING PAYMENTS	149

Table of Figures

Figure 1: Vehicle Type Codes	4
Figure 2: Offense and Charge Details	17
Figure 3: Security Warning Pop-up	18
Figure 4: Login Page	18
Figure 5: Welcome, Apply for a New License.....	18
Figure 6: Select License Type.....	19
Figure 7: Select Organization.....	19
Figure 8: Contact Information.....	19
Figure 9: Apply for New License Reason	21
Figure 10: Buy/Sell Reason.....	21
Figure 11: License Association	21
Figure 12: Buy/Sell Relocation Reason	22
Figure 13: License Association	22
Figure 14: Relocation Reason.....	23
Figure 15: License Association	23
Figure 16: Entity Change Reason	24
Figure 17: License Association	24
Figure 18: Replacement Dealership Reason.....	24
Figure 19: Dealers Intent to Replace Dealership Question.....	25
Figure 20: License Association	25
Figure 21: Previous License Not Renewed Reason.....	26
Figure 22: License Information.....	27
Figure 23: Physical Address.....	28
Figure 24: Doing Business As Details Page	29
Figure 25: Mailing Address.....	30
Figure 26: Location Information.....	30
Figure 27: Service Only Location	31
Figure 28: Apply For a New GDN License.....	31
Figure 29: New GDN License Types.....	31
Figure 30: Add Supplemental Location.....	31
Figure 31: Existing GDN License Type.....	32
Figure 32: Both, Apply for a New and Use an Existing GDN	32
Figure 33: Supplemental Location Question.....	32

Figure 34: Add Supplemental Location Information	33
Figure 35: Business Details.....	33
Figure 36: Location Contact Details	34
Figure 37: Doing Business As	35
Figure 38: Order Metal Dealer Plates	35
Figure 39: Number of Dealer Plates to Order	35
Figure 40: Search for New Line-Makes	36
Figure 41: Account and Line-Make Details	36
Figure 42: Line-Make Actions.....	36
Figure 43: Action Type.....	36
Figure 44: Map of Dealership Location	37
Figure 45: Individual Ownership Information	38
Figure 46: Individual Ownership Details	38
Figure 47: New Business Ownership.....	40
Figure 48: Business Ownership Details	40
Figure 49: New Management/Representative	40
Figure 50: Management Ownership Details	41
Figure 51: Ownership Questions	42
Figure 52: View/Add Criminal Histories	42
Figure 53: Add Criminal History	42
Figure 54: Offense and Charge Details	43
Figure 55: Military Service Questions	45
Figure 56: Previous Held Licenses	46
Figure 57: Denied, Suspended, or Revoked Licenses Details.....	47
Figure 58: Same Proposed Location Page.....	48
Figure 59: Signage Question.....	48
Figure 60: Possible Signage Issues Pop-up.....	48
Figure 61: Business Hours Posted Question.....	49
Figure 62: Possible Business Hours Issue Pop-up	49
Figure 63: Lease/Ownership of Dealership Property	49
Figure 64: Possible Dealership Property Issues Pop-up.....	50
Figure 65: Property Compliance Question.....	50
Figure 66: Possible Property Compliance Issues Pop-up.....	50
Figure 67: Proof of Occupancy.....	50
Figure 68: Possible Proof of Occupancy Issues	51

Figure 69: Place of Business Structure.....	51
Figure 70: Possible Business Structure Issues Pop-up	51
Figure 71: Occupations Code Violations.....	52
Figure 72: Business Office Question	52
Figure 73: Possible Dealership Office Issues Pop-up	52
Figure 74: Manufacturer or Distributor Common Ownership	53
Figure 75: Display Area Question	53
Figure 76: Possible Display Area Issues Pop-up	54
Figure 77: Warranty Service Location Questions	54
Figure 78: Separate Service Location Question.....	54
Figure 79: Third Party Warranty Service Question.....	55
Figure 80: Choose File for Required Attachments Uploads.....	55
Figure 81: Browse for File	56
Figure 82: Assumed Name Certificate Upload	56
Figure 83: Proof of Identity Upload	57
Figure 84: Certificate of Incorporation Upload.....	57
Figure 85: Criminal Court Papers Upload.....	57
Figure 86: Sales and Service Agreement/Evidence of Franchise	58
Figure 87: Add More Attachments	58
Figure 88: Attachment Type	58
Figure 89: Problems with Your Application.....	59
Figure 90: Summary of Application Information	59
Figure 91: Electronically Sign the Application	60
Figure 92: Electronic Certification of Responsibility	61
Figure 93: Electronic Signature.....	62
Figure 94: Proceed to Payment.....	62
Figure 95: eSign Page.....	63
Figure 96: Certification of Responsibility PDF Link	63
Figure 97: Certification of Responsibility Manually Print.....	63
Figure 98: Browse for File	64
Figure 99: Proceed to Payment.....	64
Figure 100: Payment Summary.....	65
Figure 101: Method of Payment.....	65
Figure 102: Credit Card Customer Information	65
Figure 103: Credit Card Information.....	66

Figure 104: Verification “I’m not a robot”	67
Figure 105: Verification Image	67
Figure 106: Foreign Source Payment	67
Figure 107: eCheck Customer Information	68
Figure 108: Checking Account Information	68
Figure 109: Terms and Conditions Page	69
Figure 110: Verification “I’m not a robot”	69
Figure 111: Verification Image	70
Figure 112: Payment Status	70
Figure 113: Welcome, My Applications	71
Figure 114: My Pending Applications	71
Figure 115: Welcome, Manage Your Account Page	72
Figure 116: View the Account Details from Registration	72
Figure 117: The Account Information Page	72
Figure 118: View Authorized Users	73
Figure 119: My Contacts List	73
Figure 120: The Account Contact Details Page	73
Figure 121: Welcome, Manage Your Account	73
Figure 122: View and Create Contacts	74
Figure 123: Associate New User	74
Figure 124: Create New User	74
Figure 125: Welcome, Manage My Account	75
Figure 126: Click Create Business Entity	75
Figure 127: Create Account	75
Figure 128: Welcome, My Licenses and Plates	76
Figure 129: Select Organization	76
Figure 130: Select the License Number to View Account Information	76
Figure 131: License Detail Page	77
Figure 132: View Printable Licenses	77
Figure 133: View the Printable Attachment Document	77
Figure 134: Welcome, My Licenses and Plates	78
Figure 135: Select Organization	78
Figure 136: Select the License Number	78
Figure 137: View Plates	78
Figure 138: Current Plates	78

Figure 139: Welcome, Plates and Stickers	79
Figure 140: Select Organization.....	79
Figure 141: Select License	79
Figure 142: Contact Information.....	80
Figure 143: Select the Application Reason.....	80
Figure 144: Select License to Purchase Additional Plates.....	80
Figure 145: Purchase Additional Plates.....	80
Figure 146: Problems with Your Application.....	81
Figure 147: Proof of Sales Attachment.....	81
Figure 148: Browse for File	81
Figure 149: Possible Issues with Your Application.....	82
Figure 150: Welcome, Plates and Stickers.....	82
Figure 151: Select Organization.....	82
Figure 152: Select License	83
Figure 153: Contact Information.....	83
Figure 154: Select the Application Reason.....	83
Figure 155: Select the License.....	83
Figure 156: Select the Cancel Reason	84
Figure 157: Problems with Your Application.....	84
Figure 158: Possible Issues with Your Application.....	84
Figure 159: Welcome, Plates and Stickers.....	85
Figure 160: Select Organization.....	85
Figure 161: Select the Application Reason.....	85
Figure 162: Select the License.....	86
Figure 163: Select a Previous Application	86
Figure 164: Problems with Your Application.....	86
Figure 165: Summary of Application.....	87
Figure 166: Electronic Signing Information Page	88
Figure 167: Certification of Responsibility	88
Figure 168: Electronic Sign Here Pop-up	89
Figure 169: Proceed to Payment	89
Figure 170: Manual eSign Page.....	89
Figure 171: Certification of Responsibility PDF Link	90
Figure 172: Certification of Responsibility Manually Print.....	90
Figure 173: Proceed to Payment	91

Figure 174: Payment Summary.....	91
Figure 175: Select Method of Payment Type	91
Figure 176: Credit Card Customer Information	92
Figure 177: Credit Card Information.....	92
Figure 178: Verification “I’m not a robot”	93
Figure 179: Verification Image	93
Figure 180: eCheck Foreign Payment	94
Figure 181: eCheck Customer Information.....	94
Figure 182: Checking Account Information.....	95
Figure 183: Terms and Conditions	95
Figure 184: Verification “I’m not a robot”	95
Figure 185: Verification Image	96
Figure 186: Payment Status Page	96
Figure 187: Welcome, Amend a License	98
Figure 188: Select Your Organization	98
Figure 189: Select License to Amend	98
Figure 190: Contact Information.....	99
Figure 191: Select Amendment Reason	99
Figure 192: Update Business Information	100
Figure 193: Update Ownership Information.....	100
Figure 194: Ownership Questions.....	101
Figure 195: Criminal Offense and Charge Information.....	101
Figure 196: Select Application Reason.....	102
Figure 197: Choose an Existing GDN License	103
Figure 198: Select GDN Type	103
Figure 199: Delete the Associated GDN License	103
Figure 200: Manage Location and DBA.....	104
Figure 201: Business Address Change Pop-up	104
Figure 202: Address Change	105
Figure 203: Business Address Change Pop-up	105
Figure 204: 911 Address Change Verification.....	105
Figure 205: Search for New Line-Makes	106
Figure 206: Account and Line-Make Details.....	106
Figure 207: Line-Make Actions.....	106
Figure 208: Line-Make Action Type	106

Figure 209: Dealership Location Map	107
Figure 210: Manage Dealer Principal and General Manager	108
Figure 211: Military Questions.....	108
Figure 212: Choose Certificate of Filing Issued File.....	109
Figure 213: Browse for a File	109
Figure 214: Add Other Attachments.....	110
Figure 215: Upload Other Attachments	110
Figure 216: Summary of Amendments	111
Figure 217: Options for Summary Complete Actions	111
Figure 218: eSign Information	112
Figure 219: Certification of Responsibility	112
Figure 220: Electronic Signature Page	113
Figure 221: Manual eSign Information.....	113
Figure 222: Certification of Responsibility PDF	113
Figure 223: Proceed to Payment	114
Figure 224: Select Application for Payment.....	114
Figure 225: Method of Payment	115
Figure 226: Customer Information	115
Figure 227: Credit Card Information.....	116
Figure 228: Verification “I’m not a robot”	116
Figure 229: Verification Page	117
Figure 230: Payment Successful Status	117
Figure 231: Foreign Source Payment.....	117
Figure 232: eCheck Customer Information.....	118
Figure 233: Checking Account Information.....	118
Figure 234: Terms and Conditions Page	119
Figure 235: Verification “I’m not a robot”	119
Figure 236: Verification Page	120
Figure 237: Payment Status	120
Figure 238: Welcome, Change General License Information	121
Figure 239: Select Organization from Dropdown	121
Figure 240: Select Licenses	121
Figure 241: Edit License Contact Information Page.....	122
Figure 242: Change General License Information Submitted.....	122
Figure 243: Welcome, Renew a License	124

Figure 244: Select Your Organization	124
Figure 245: Select License for Renewal	124
Figure 246: Update Application Contact Information.....	125
Figure 247: Verify Contact Information is Correct	125
Figure 248: Verify Business Information is Correct	125
Figure 249: Verify Mailing Address Information is Correct.....	126
Figure 250: Total Number of Vehicles Sold Last Calendar Year	126
Figure 251: Select GDNs for Renewal.....	126
Figure 252: Select Plates to Renew or Cancel	126
Figure 253: Purchase Additional Plates Page	127
Figure 254: Number of Plates Requested	127
Figure 255: Review Ownership Information.....	127
Figure 256: Ownership Question	128
Figure 257: View Owners Criminal History	128
Figure 258: Criminal History Details.....	128
Figure 259: Military Service Questions	130
Figure 260: Choose File	130
Figure 261: Browse for File	131
Figure 262: Add More Attachments	131
Figure 263: Attachment Type	131
Figure 264: Summary of Application	132
Figure 265: Electronically Sign the Document.....	133
Figure 266: Certification of Responsibility	133
Figure 267: Electronic Signature	134
Figure 268: Proceed to Payment	134
Figure 269: eSign Customer Information	134
Figure 270: Print Certification of Responsibility PDF	135
Figure 271: Printed Certification of Responsibility PDF	135
Figure 272: Proceed to Payment	136
Figure 273: Applications for Payment	136
Figure 274: Select Method of Payment.....	136
Figure 275: Credit Card Customer Information	137
Figure 276: Credit Card Payment Information.....	138
Figure 277: Verification “I’m not a robot”	138
Figure 278: Verification Image	139

Figure 279: Payment Successful Status	139
Figure 280: Foreign Source Payment	140
Figure 281: eCheck Customer Information	140
Figure 282: ACH/eCheck Payment Information	141
Figure 283: Terms and Conditions	141
Figure 284: Verification “I’m not a robot”	141
Figure 285: Verification Image	142
Figure 286: Payment Successful Status	142
Figure 287: Welcome, Close a License Page.....	143
Figure 288: Select Your Organization	143
Figure 289: Select License to Close	143
Figure 290: Review License Contact Information	144
Figure 291: Review License Business Information	144
Figure 292: Closure Explanation	144
Figure 293: Upload a Statement About Closure	144
Figure 294: Summary of Application	145
Figure 295: Electronic Signature Page	145
Figure 296: Electronic Certification of Responsibility	146
Figure 297: Electronic Signature Page	146
Figure 298: Electronic Signature Information	147
Figure 299: Certification of Responsibility Link.....	147
Figure 300: Manually Sign the Certification of Responsibility	148
Figure 301: Notice that the Application was Submitted.....	148
Figure 302: Welcome, Make a Payment.....	149
Figure 303: Select Organization.....	149
Figure 304: Payment Summary Page.....	149
Figure 305: Applications for Payment	149
Figure 306: Select Method of Payment.....	150
Figure 307: Credit Card Customer Information	150
Figure 308: Credit Card Information.....	151
Figure 309: Verification “I’m not a robot”	151
Figure 310: Verification Image	152
Figure 311: Payment Successful Status	152
Figure 312: Payment by Foreign Source	153
Figure 313: eCheck Customer Information.....	153

Figure 314: ACH/eCheck Payment Information	154
Figure 315: Terms and Conditions	154
Figure 316: Verification “I’m not a robot”	154
Figure 317: Verification Image	155
Figure 318: Payment Successful Status	155

1. Franchised Dealers

1.1 Franchise License

A person or business entity requires both a Franchise License and a General Distinguishing Number (GDN or P-number) to buy, sell, service, or exchange new motor vehicles, motorcycles, or towable RVs (including travel trailers, but not including utility trailers/semitrailers).

Note: An Independent Trailer/Semi-Trailer GDN dealer may build and sell new trailers and semi-trailers without a franchise license.

Dealerships must comply with certain requirements (having adequate signage, appropriate dealership office and display spaces). Throughout the application process, applicants must answer questions regarding these requirements and may be required to provide an explanation or documentation for the answer given (such as uploading a copy of a driver license of each owner, the SOS filing certificate). See Chapter 2, Licensing Requirements.

1.2 GDN License

As a franchise applicant, you must also apply for a GDN license for each category of vehicle you will sell, new or used. The application process includes requesting the required GDN or allowing you to use an existing GDN if it is in the same category and has the same business name.

You may select and pay for multiple GDN categories on this application. Check the category for each GDN license type you are requesting. The fee is \$700 for each category selected.

The GDN license must match the category of new vehicles being sold. For example, a franchised dealer selling motorcycles under a franchise agreement with a manufacturer must also have a motorcycle GDN license.

The GDN License types are:

- **Motor Vehicle:** The term motor vehicle refers to cars, trucks, vans, buses, all-terrain vehicles (ATVs), recreational off-road vehicles (ROVs), motor homes (RVs), ambulances, and fire-fighting vehicles (fire trucks).
- **Motorcycle:** The term motorcycle refers to the traditional two or three wheeled vehicles. It also includes motor scooters, all-terrain vehicles (ATVs), and recreational off-road vehicles (ROVs).

- **Utility Trailer/Semi-Trailer:** The term trailer refers to a vehicle without motor power that is designed and used to carry its load on its own structure or a pulling unit drawn by a motor vehicle by a tongue affixed to the front axle (such as a camper trailer, double-bottom trailer, farm trailer, house-moving dolly, house trailer, rental trailer, token trailer, and utility trailer). The term semi-trailer refers to a vehicle designed and used with a motor vehicle to carry its load as part of the weight of the vehicle and its load rests on or is carried by another vehicle. This is different with a trailer where the load rests on or is carried wholly on its own structure.
- **Mobility Motor Vehicle:** The term mobility motor vehicle refers to a motor vehicle designed and equipped to transport a person with a disability. The vehicle must have a permanently lowered floor or raised ceiling, and includes a wheel chair lift, ramp, or system to secure a wheelchair while driving.
- **Wholesale Dealer:** The term wholesale dealer refers to selling a quantity of vehicles to another business instead of the general retail public. Wholesale dealers can sell only to other licensed dealers, that buys or sells used motor vehicles, motorcycles, and travel trailers or new and used trailers/semi-trailers to other dealers licensed to sell that type of vehicle from a permanent location.
- **Wholesale Auction:** The term wholesale auction refers to selling a quantity of vehicles by bid to another business instead of the general retail public. This license is required to hold an auction, not attend one.
- **Non-motorized Travel Trailer:** The term non-motorized travel trailer refers to a trailer designed without motor power for living quarters and for carrying people or property that is designed and used as a recreational vehicle for the purpose of recreational, camping, travel, or seasonal use. The following are examples of non-motorized travel trailers, a house trailer-type vehicle or a camper trailer.

Note: TxDMV does not license mobile homes. Inquiries should be directed to the Texas Department of Housing and Community Affairs.

For the complete definition and examples, refer to Tex. Transp. Code § 501.002 and Tex. Transp. Code § 503.001. A link to Tex. Transp. Code § 503.001 statutes is available on our website at [TxDMV statutes & rules](#).

1.3 Agreement

A franchised dealer is under an agreement with:

- A manufacturer, who builds or assembles the line-makes, or

- A distributor, who provides them from the manufacturer (common with vehicles made overseas).

An applicant for a franchised dealer license is required to upload a copy of the evidence of franchise form or the sales and service agreement with the manufacturer or distributor when they submit their application as proof of a franchise relationship between your dealership and the manufacturer or distributor.

The manufacturer or distributor must be licensed for the line-make requested by the franchised dealer in the state of Texas before the franchised dealer can receive vehicle inventory from them and sell their products in Texas. The line-makes on the franchised dealer information must match the line-makes listed on the licensed manufacturer or distributor license.

The manufacturer or distributor license will indicate all of the franchised dealers they conduct business with and the line-makes they have given the dealers permission to sell or service.

1.4 Location

1.4.1 Showrooms at Licensed Locations

- Franchised dealers who sell or sell and service new vehicles must have a separate franchised dealer license for each building where new vehicle sales are conducted, referred to as their showroom.
- A franchised dealer license is issued for a specific showroom (location). This license is not transferrable to another person or another business entity.
- A separate franchise license is required for each separate showroom.
- Multiple vehicle line-makes may be sold in the same showroom, so long as each line-make is listed on the franchise license.
- Showrooms may be side-by-side at the same address, but each building requires a separate franchised dealer license.
- You may operate multiple franchise showrooms (new vehicle sales) within the same city limits with a single GDN. The dealer may use one GDN license number for all subsequent applications if it is in the same category and has the same business name. If you wish to have additional locations for used (non-franchise) vehicle sales (in the same city), state these in your application.

- If a dealer showroom moves to a new location, the dealer is required to submit a new franchised dealer license application and must have permission from the manufacturer or distributor to move. (Attach an Evidence of Relocation (EOR) form or a copy of the amended dealer agreement with the application.)
- A new franchise location or a franchise location that is relocating more than two miles may be subject to protest. All existing dealers of the proposed line that are within 15 miles of the location or within the same county may be eligible to protest. A map of the location along with any dealers that may be eligible to protest will be displayed during the application process.
- Service only facilities do not require a showroom however they do require a franchise license.

1.4.2 Vehicles Sold and Serviced

Franchised dealers are licensed to sell or service certain line-makes and types of vehicles (referred as the type code). For example, a dealer can sell Ford Light Trucks as the line-make with LT as the type code or Honda Passenger Autos as the line-make with AA as the type code.

Selected Line-Makes:




Manufacturer/Distributor Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Line-Make Actions	Action Type	Remove
FORD MOTOR COMPANY	0348	FORD	AA-Passenger Auto	Buy/Sell	Sell Only	
FORD MOTOR COMPANY	0348	FORD	LT-Light Truck	Buy/Sell	Sell Only	
FORD MOTOR COMPANY	0348	FORD MEDIUM TRUCK	MT-Medium Truck	Buy/Sell	Sell Only	

Figure 1: Vehicle Type Codes

Note: The model of the line-make (such as an F-150 or Altima) is not required.

A franchised dealer may not sell, offer to sell, or perform warranty service on any line-makes for which they are not licensed.

The franchised dealer location may provide either Sales-and-Service, Sales-Only, or Service-Only.

1.4.2.1 Sales-and-Service

The sales and service franchised dealer license allows a person or business entity to buy, sell, or exchange new vehicles to the general public or other franchised dealers licensed to sell the same vehicle line-make as well as perform warranty service.

1.4.2.2 Sales-Only

The sales only franchised dealer license allows a person or business entity to buy, sell, or exchange new vehicles to the general public or other franchised dealers licensed to sell the same vehicle line-make.

1.4.2.3 Service-Only

The service only license allows a person or business entity to perform warranty service on new motor vehicle line-makes of a sales and service franchised dealership at a location separate from the sales and service facility. If a GDN license is linked to the service location they may conduct used vehicle sales at the same location.

A service-only facility is a location occupied and operated by a franchised dealer that is a completely separate, a non-contiguous site, from the franchised dealer new vehicle sales and service or sales only location, where the franchised dealer will perform warranty repair services.

- TxDMV does not license facilities that perform only non-warranty repairs.
- Sales of new vehicles do not occur at a service-only facility.
- The facility requires a separate, service-only franchise license. The fee is \$200.
- The dealer may not obtain a service-only facility license to service a particular line-make of new motor vehicles, unless the dealer is also franchised and licensed to sell that line-make.
- If a third-party performs warranty service, please note this in your application.

Note: A service only franchised dealer license can be issued only to a dealership that has at least one sales and service or sales only franchised dealer licensed location in Texas as well. A service only application can also be submitted in conjunction with a sales and service or sales only application at another location.

1.5 Franchise License Term

Franchised dealer licenses are issued for terms of two years. If the franchise applicant has an existing GDN, their license term will align with the term of the existing GDN.

1.6 Franchise License Fees and Plate Fees

You must pay the license, plate, and processing fees in the eLICENSING system.

1.6.1 New Franchised Dealer License Fees

The fee for a franchised dealer license is \$350.

The fee for a service-only franchised license is \$200.

Each GDN license is \$700 per license category (\$0 for a service-only location).

1.6.2 Franchised Dealer License Plate Fees

The fee per metal dealer plate is \$90.

The number of metal dealer plates allowed for a new applicant depends on the type of GDN license category being applied for. Motor vehicle or motorcycle franchised dealerships can request up to 5 plates, while travel trailer franchised dealerships can request 2 plates. Refer to 43 Tex. Admin. Code § 215.139(b)(1) for more information.

1.7 Forms of Payment Accepted in eLICENSING

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 purchases and are displayed on the payment page in eLICENSING.

1.8 Franchised Dealer License Numbers

Franchise license numbers are number and letter strings that start with the letters A through F depending on the number of vehicles sold (for example, A123456, B123456, C123456 and so on).

Note: New franchise license number begins with the letter A, except service-only facilities. Each time the license is renewed the letter may change based on the number of vehicles sold in the previous year. The letters used are A, B, C, D, E, and F. Service-only facility will have a license number starting with the letter S.

1.9 Manufacturer or Distributor Ownership

Although manufacturers or distributors cannot own permanent interest in a dealership,

they may temporarily own an interest in dealer development purposes. The dealer development candidate will meet the requirements for a development dealership if the candidate:

- Is part of a group that has historically been underrepresented in the manufacturer's or distributor's body of dealers or who is otherwise qualified but lacks the resources to purchase a dealership outright.
- Is in a bona fide relationship with the manufacturer or distributor.
- Has made a significant investment in the dealership that may be subject to loss.
- Has an ownership interest in the dealership.
- Operates the dealership under a plan to acquire full ownership of the dealership within a reasonable time and under reasonable terms and conditions.

A manufacturer or distributor may own an interest in a franchised dealership, or otherwise control a dealership, for a period not to exceed 12 months from the date the manufacturer or distributor acquires the dealership if the person from whom the manufacturer or distributor acquired the dealership was a franchised dealer and the dealership is for sale by the manufacturer or distributor at a reasonable price and on reasonable terms and conditions. Refer to Tex. Occ. Code § 2301.476 and 43 Tex. Admin. Code § 215.113.

2. Licensing Requirements

Dealerships must comply with requirements such as having adequate signage and appropriate dealership office and display spaces. If not a sole proprietorship or general partnership, the business must be registered with the Texas Secretary of State and you must have an SOS number.

The Franchise Dealer 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.

If you must exit the application process before completing the application, you can save all of the information entered so far and then return later to pick up where you left off. See Chapter 4, *Accessing Your Saved Applications* for more information.

2.1 Proof of Owner Identities Requirement

Proof of identification will be required for each owner, officer, or general partner listed. Acceptable identification includes a copy of a current:

- State issued driver license or identification card (from any state)
- U.S. passport
- U.S. Armed Forces Identification
- Texas concealed handgun license

2.2 Motor Vehicle Surety Bond Requirement

A bond is not required for franchised dealers.

2.3 SOS Certificate of Business Filing Requirement

Dealers (other than Sole Proprietors and General Partnerships) must have a Certificate of Formation or Registration that they filed with the Texas Secretary of State when they registered or formed their business entity. You must have access to a copy of this certificate to upload it.

Depending on the type of business entity or when the certificate was issued, the

certificate may also be referred to as:

- Certificate of Organization
- Certificate of Incorporation
- Certificate of Partnership

If the business entity was formed out of state, upload a copy of the Certificate of Authority issued by the Texas Secretary of State.

2.4 Temporary Tags (eTAG) for Buyers Requirement

Texas law requires dealers to issue one temporary buyer's tag to a person who buys a vehicle.

- Dealers must have access to temporary tags (eTAG) so they can issue them to initial buyers and supplemental buyers for each type of vehicle they are licensed to sell.

Note: If internet access to eTAG is unavailable make sure you have printed Internet Down Tags.

- Dealers must place a temporary buyer's tag on any new or used vehicle sold to a retail purchaser. Each tag must contain a unique number from the temporary tag database.
- GDN dealers may issue dealer temporary tags, buyer's temporary tags, and Internet Down temporary tags for each type of vehicle the dealer is licensed to sell.
- Each dealer/licensee must have their own account in the eTAG database for obtaining the temporary tag number.
- More information about eTAG, as well as the login for the eTAG, can be found on the Texas Department of Motor Vehicles website at TxDMV.gov.
- The rules for use of temporary tags, or eTAG, are found in 43 TAC Chapter 215, Subchapter E.

2.5 Dealership Office Requirements

Dealers are required to lease or own the property listed as the physical address (or licensed location) of their dealership and must follow certain requirements.

Proof of occupancy is not always required but may be requested during the application process. If the licensed location is:

- Owned by the business owner, the proof of occupancy is a copy of the property deed. If the property owner name does not match the legal business name, a lease is required.
- Being leased from a property owner, the proof of occupancy is a copy of the lease document between the property owner (lessor) and the owner of the dealership (lessee). The lease must show:
 - Name and signature of the lessor;
 - Name and signature of the lessee (in the business name, not the DBA);
 - Physical address of the leased property; and
 - The lease term, which cannot expire before the license.
- Being sublet by the lessee to another dealership, the proof of occupancy is a copy of the sublease and written permission from the lessors.

2.5.1 Sharing Space with Other Dealers

Dealers may share office space with other dealers with the following restrictions:

- No more than four retail dealers can be located in the same business structure.

An application will not be approved if Texas Motor Vehicle Department records show the maximum number of dealers are already at the location. A manufacturer may have prohibitions about sharing space particularly with regard to lines that are in direct competition with them, so it may be advisable to verify the location with your manufacturer before signing any agreements.

2.5.2 Office Structure

Dealers must have an office structure located in a building with connecting exterior walls on all sides and must comply with applicable zoning ordinances and deed restrictions.

The office may be in a portable-type structure or trailer only if the structure meets the listed requirements and is not readily moveable (that is, it cannot have wheels). The undercarriage should be skirted, which means that framing has been placed around the bottom of the structure where the wheels have been removed (called a skirt).

The office cannot be located within an apartment, house, hotel, motel, or rooming house. If the office is located at a private residence, it must be completely separate from the actual residence and must meet the zoning requirements from that city/county.

2.5.3 Office Equipment

At a minimum, the dealership business office must include a desk with at least two chairs. It must have a working telephone and Internet access.

If a dealer shares their location with another business, the dealer must have their own office area and office equipment. For example, if a dealer shares their dealership location with a gas station, the dealer cannot use the gas station's office equipment to conduct dealership business and have a designated area of their own.

2.6 Display Area Requirement

The dealer display area must have the following requirements:

- Located in a building or outside at the dealer's physical address.
- Large enough to hold at least five spaces for the types of vehicles sold (for example, a dealer selling 18-wheeler trucks must have display area big enough to hold at least five 18-wheelers).
- Lighted sufficiently so that customers can inspect the vehicles.
- The display area cannot be located on a right-of-way unless the dealer has written permission from the city, county, or state.

A Manufacturer may have specific display area requirements so it may be advisable to confirm the location with the manufacturer before signing any agreements.

2.6.1 Sharing a Display Area

Space must be reserved specifically for the dealer's inventory and cannot be shared or intermingled with another business or dealer's display area, a public parking area, or a driveway to the dealership business office.

If the display area is shared with another dealership or business, the display area must be separated from the parking area of any other dealer or business by a material object or barricade that cannot be readily moved by an individual. Temporary barricades are not acceptable.

A manufacturer may have restrictions about sharing space particularly with regard to lines that are in direct competition with them so it may be advisable to verify the proposed location with your manufacturer before signing any agreements.

2.6.2 Display Area for Dealer with a Salvage Dealer License

If the dealer also holds a salvage dealer license, each salvage vehicle must be clearly marked with a sign indicating it is a salvage vehicle (for example, by putting a sign in the window of the salvage vehicle).

Note: This does not apply to a salvage pool operator because they are only licensed to sell salvage vehicles at auction.

2.7 Signage Requirement

Retail dealers must clearly display a permanent sign with their business name or DBA in letters at least 6 inches in height. The sign may omit the entity type identifiers, such as Inc., LLC, LP, etc.

A temporary sign or banner may be used if the dealer can show proof that a permanent sign that meets the requirements has been ordered.

2.8 Hours of Operation Requirement

Dealers must maintain certain operating hours and post the business hours of operation at the main office entrance. Dealers may choose their own open work hours within the 24-hour period of a day (for example, 5 p.m. to 9 p.m.), however:

- Retail dealers are required to be open at least 4 consecutive hours a day and 4 days each week.
- Wholesale dealers are required to be open at least 2 consecutive hours a day and 2 days each week.

2.8.1 Blue Law for Saturday and Sunday Operations

A dealer cannot sell vehicles on both Saturday and Sunday. A dealer may choose only one of those days to be open. Refer to Texas Transportation Code §§ 728.001 and Texas Transportation Code 728.002 for more information.

The Blue Law does not apply to the travel trailer and trailer/semi-trailer license categories – they can sell all 7 days each week. If the dealer has licenses to sell both motor vehicles and travel trailers, they can sell the travel trailers every day but they can only sell motor vehicles on either Saturday or Sunday.

2.8.2 Mandatory Assistance During Certain Hours

Regardless of business hours, the dealer's telephone must be answered from 8 a.m. to

5 p.m. weekdays by a bona fide employee, answering service, or answering machine.

2.8.3 Away From the Office

The owner or a bona fide employee must be at the dealership office during the posted business hours.

If the owner or a bona fide employee is not available to conduct business during the dealer's posted business hours, due to special circumstances or emergencies, a separate sign must be posted indicating the date and time the dealer will resume operations.

Note: A dealer is not required to notify the agency of changes to hours of operation.

3. Applying for a Franchise License

The franchised dealer application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, you may be required to upload files containing the related documents when prompted to on the *Attachments* page.

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

3.1 Gathering Appropriate Information for the License

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

- The filing number with the Texas Secretary of State when the business entity registered (SOS number)
- The employer identification number (EIN) of the business or the owner social security number
- The numbers of previous franchise license the individuals or business entity may possess or have possessed in the past
- Files containing scanned copies of official documents containing 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
- Map: You will be asked to pin-point your location on a map generated by the system.
- Sales and Service Agreement / Evidence of Franchise:
 - The Evidence of Franchise (*Form LF13*), PART A; page 1 should be submitted at the time the franchised new motor vehicle dealer license application (*Form LF101*) is filed. The form will be submitted as scanned document on the Required Attachments page.

Note: The Evidence of Franchise form can be found on the Texas Department of Motor Vehicles website at TxDMV.gov/forms.

- Upon submission of Evidence of Franchise Form Part A (*Form LF131*), executed by the appropriate manufacturer or distributor, TxDMV may begin or continue application processing, including issuance of any required notification of opportunity or right to protest the proposed licensing action.
- Submission of the Evidence of Franchise Form Part A to the TxDMV does not establish the existence of a franchise agreement by or between the applicant dealer and the manufacturer or distributor.
- Once the manufacturer or distributor and the dealer execute the franchise agreement(s), then the applicant dealer must submit a photocopy of one of the following three items representing to the agency that the manufacturer or distributor and the applicant dealer have entered into a franchise agreement:
 - The Evidence of Franchise, PART B (*Form LF131, page 2*);

Note: The PART B form will be submitted to TxDMV by mail, fax, or email.

- The executed franchise agreement in its entirety; or
- The executed franchise agreement excerpts required by 43 Tex. Admin. Code §215.110, including those pages of the franchise agreement(s) which reflect:
 - The complete legal business name of the franchised dealer;
 - The complete legal business name of all parties to the franchise agreement(s);
 - Authorized signatures of all parties;
 - Authorized dealership location(s);
 - Each line-make of motor vehicle listed in the application; and
 - Vehicle type code(s) to be sold and/or serviced.
- The franchise agreement, the excerpt pages, or Form LF131 PART B may be submitted along with the application for franchised dealer license, if the parties' franchise agreement is complete and has been executed.
- The Evidence of Franchise Form, PART B, can be submitted simultaneously or after PART A, but not before.
- Submission of one of the three items: i.e., the franchise agreement, the excerpt pages, or the Evidence of Franchise (*Form LF131 Part B*) represents to TxDMV that the manufacturer or distributor and the applicant dealer have

entered into a franchise agreement. If the dealer applicant has met all other application and licensing requirements, then upon submission of one of the three items, the TxDMV may immediately issue the franchised dealer license. When TxDMV issues the license, the applicant becomes a franchised dealer.

- Board rule (43 Tex. Admin. Code §215.110) allows submission of Evidence of Franchise, PARTs A & B (*Form LF131*) to temporarily meet the requirement of submission of the franchise agreement. The franchised dealer is required to submit to the TxDMV a photocopy of the pages of the executed (i.e., dated & signed) franchise agreement(s). The franchised dealer may submit the entire franchise agreement. In the alternative, the franchised dealer may submit current, dated, copies of those pages of the sales and service agreement or franchise agreement that reflect:
 - The complete legal business name of the franchised dealer;
 - The complete legal business name of all parties to the franchise agreement(s);
 - Authorized signatures of all parties;
 - Authorized dealership location(s);
 - Each line-make of motor vehicle listed in the application; and
 - Vehicle type codes(s) to be sold and/or serviced.
- Evidence of Relocation (*Form LF621*):
 - Attach the Evidence of Relocation form as provided on the TxDMV website, under dealer forms.
 - The form must be signed by a licensed manufacturer's or distributor's representative. It may NOT be signed by the dealer.
 - You will not be licensed for a particular line-make, unless you provide an executed sales and service agreement or Evidence of Franchise/Relocation form listing the correct line-make(s) name and vehicle type code(s) signed by a licensed manufacturer/distributor representative.

If anyone associated with the dealership (any officer, partner, trustee, or 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 2: Offense and Charge Details

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

3.2 Getting Started

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

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

To get started, follow these steps:

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

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

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

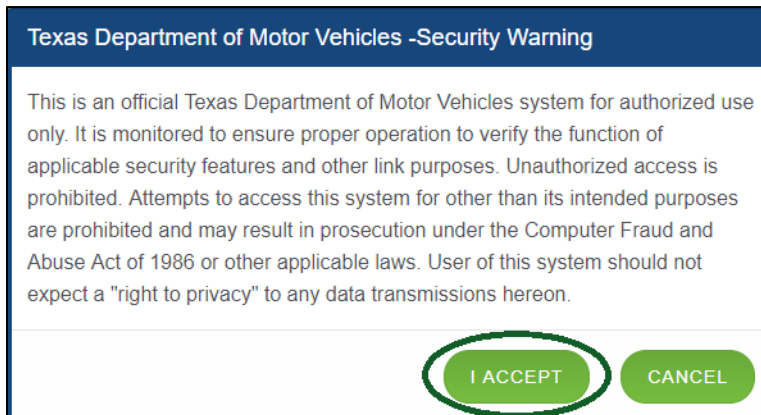


Figure 3: Security Warning Pop-up

3. On the *Login* page, type in your **Username**.
4. Type in your **Password**.
5. Click **LOGIN**.

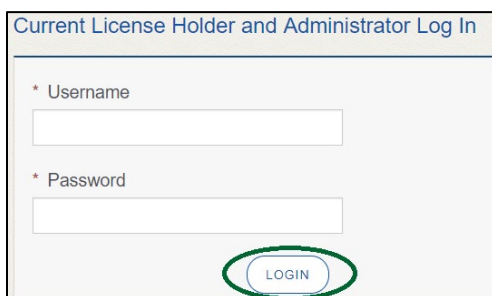


Figure 4: Login Page

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

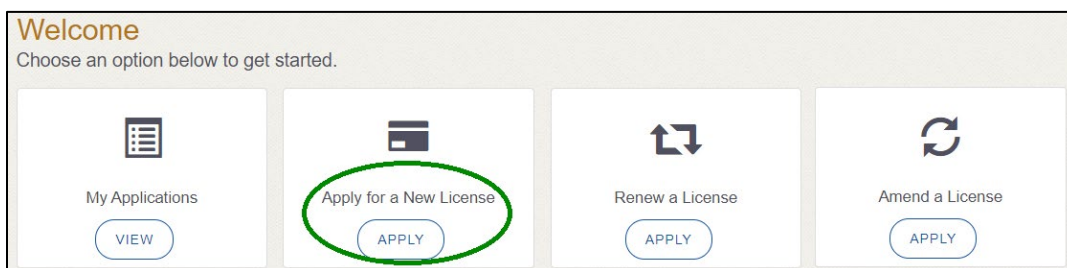


Figure 5: Welcome, Apply for a New License

7. On the *License Types* page, locate the **Franchise Dealer License** area and click **SELECT**.

Franchise Dealer License	Lease Facilitator License	Distributor License	In-transit License
Allows you to buy, sell, service or exchange new motor vehicles, motorcycles, or travel trailers, under an agreement with a manufacturer or distributor. This license also requires you to hold a GDN license. More Information ..	Allows you to serve as a leasing agent or a leasing company. A Lease Facilitator brings the lessor and customer together. More Information ..	Allows you to distribute or sell new motor vehicles to a Texas franchised dealer, or enter into franchise agreements with franchised dealers on behalf of a manufacturer. More Information ..	Allows you to transport and delivers vehicles in Texas using the vehicle's own power, full-mount, saddle-mount or tow-bar method, or a combination of those methods. Also known as a "Drive-A-Way Operator." More Information ..
<input type="button" value="SELECT"/>	<input type="button" value="SELECT"/>	<input type="button" value="SELECT"/>	<input type="button" value="SELECT"/>

Figure 6: Select License Type

- On the *Organizations* page, select the organization name used to register in eLICENSING from the dropdown and then click **SAVE AND NEXT**.

* Select Organization

Franchise Dealer, LLC

Figure 7: Select Organization

3.3 Contact Information

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

Contact Information

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

Application Contact

* First Name: Franchise, Middle Name: , * Last Name: Dealer
 * Email: Franchise.Dealer@mailinator.com, * Phone: (123) 456-7890

License Contact

* First Name: Franchise, Middle Name: , * Last Name: Dealer
 * Email: Franchise.Dealer@mailinator.com, * Phone: (123) 456-7890

eTAG Contact

Same as Application Contact
 Same as License Contact

* First Name: Franchise, Middle Name: , * Last Name: Dealer
 * Email: Franchise.Dealer@mailinator.com, * Phone: (123) 456-7890

Figure 8: 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 talk with regarding application details.

Note: You have the ability to change the contact through the Manage my Account area of eLICENSING. See Chapter 5, Working with Your eLICENSING Account.

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

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

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

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

4. Click **SAVE AND NEXT**.

3.4 Application Reason

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

- Apply for New License
- Buy/Sell
- Buy/Sell Relocation
- Relocation
- Entity Change
- Replacement Dealership
- Previous License Not Renewed

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

3.4.1 Apply for New License Reason

On the *Application Reason* page:

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



Figure 9: Apply for New License Reason

2. For **Is the dealership under construction**, select:
 - **No**, click **SAVE AND NEXT**.
 - **Yes**,
 - a. Enter the **Estimated Date of Completion**, type in the mm/dd/yyyy (or select it from the calendar).
 - b. For **Is the contact information provided earlier temporary or permanent**, select the appropriate option.
3. Click **SAVE AND NEXT**.

3.4.2 Buy/Sell Reason

On the *Application Reason* page:

4. From the dropdown, select **Buy/Sell**.

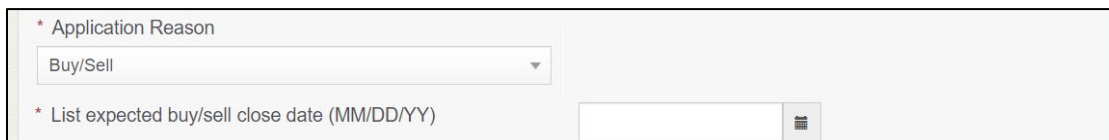


Figure 10: Buy/Sell Reason

5. Enter the **Expected buy/sell close date**, type in the mm/dd/yyyy (or select it from the calendar).
6. Type the existing license number into the license association field.

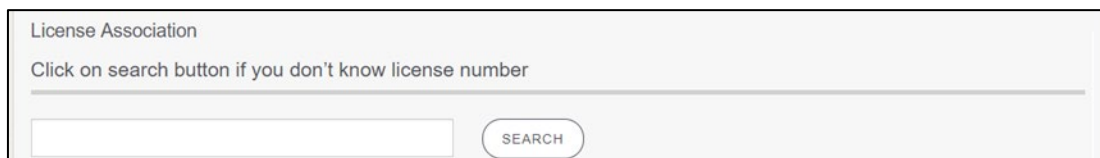


Figure 11: License Association

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.
7. Click **SAVE AND NEXT**.

3.4.3 Buy/Sell Relocation Reason

On the *Application Reason* page:

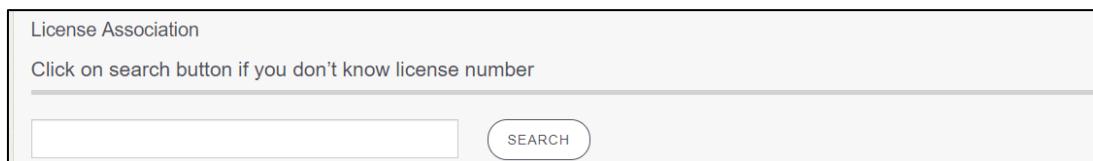
1. From the dropdown, select **Buy/Sell Relocation**.



* Application Reason
Buy/Sell/Relocation

Figure 12: Buy/Sell 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 13: License Association

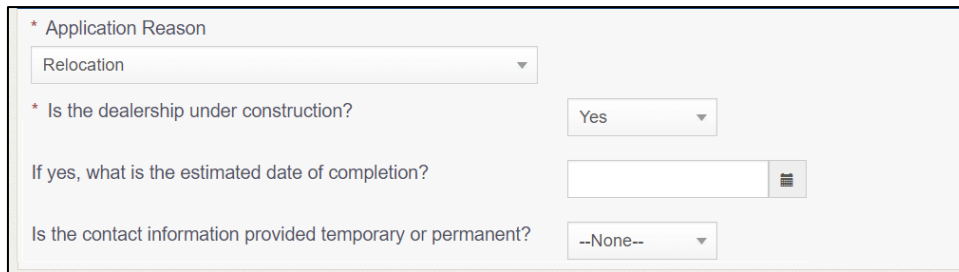
If you do not know this information:

- 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**.

3.4.4 Relocation Reason

On the *Application Reason* page:

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



* Application Reason
 Relocation

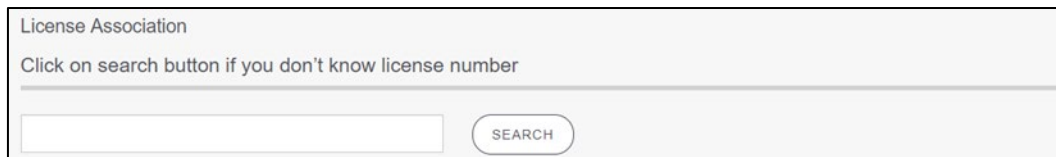
* Is the dealership under construction? Yes

If yes, what is the estimated date of completion?

Is the contact information provided temporary or permanent? --None--

Figure 14: Relocation Reason

2. For **Is the dealership under construction**, select:
 - **No**, continue to the next step.
 - **Yes**,
 - a. Enter the **Estimated Open Date**, type in the mm/dd/yyyy (or select it from the calendar).
 - b. For **Is the contact information provided earlier temporary or permanent**, select the appropriate option.
3. Type the existing license number into the license association field.



License Association

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

SEARCH

Figure 15: 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.
4. Click **SAVE AND NEXT**.

3.4.5 Entity Change Reason

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

On the *Application Reason* page:

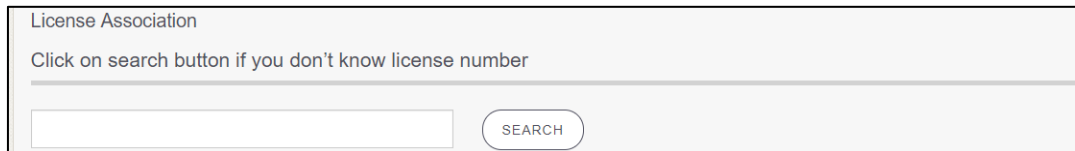
1. From the dropdown, select **Entity Change**.



* Application Reason
Entity Change

Figure 16: Entity Change Reason

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



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

Figure 17: License Association

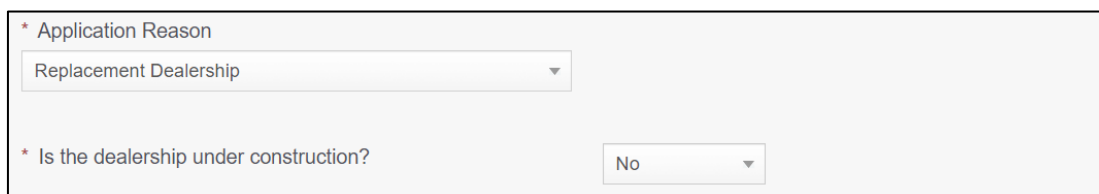
If you do not know this information:

- 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**.

3.4.6 Replacement Dealership Reason

On the *Application Reason* page:

1. From the dropdown, select **Replacement Dealership**.



* Application Reason
Replacement Dealership

* Is the dealership under construction? No

Figure 18: Replacement Dealership Reason

2. **Is the dealership under construction**, select:
 - **No**, continue to the next step.
 - **Yes**,
 - a. Enter the **Estimated Open Date**, type the mm/dd/yyyy (or select it from

the calendar).

- b. For **Is the contact information provided earlier temporary or permanent**, select the appropriate option.

3. You are required to answer questions about the Dealers intent to replace the prior dealership.

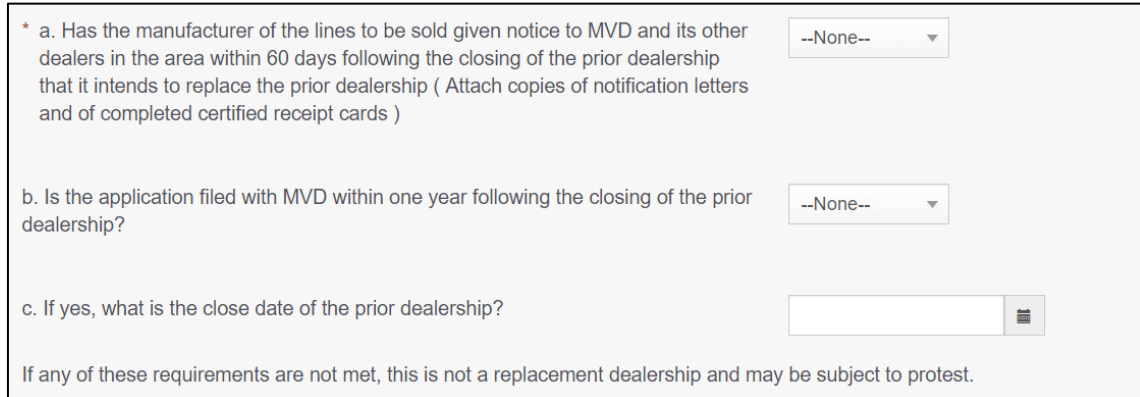


Figure 19: Dealers Intent to Replace Dealership Question

- a. Has the manufacturer of the lines to be sold given notice to MVD and its other dealers in the area within 60 days following the closing of the prior dealership that it intends to replace the prior dealership (Attach copies of notification letters and of completed certified receipt cards)?
- **No**, this is not a replacement dealership and may be subject to protest.
 - **Yes**, continue to the next question.
- b. Is the application filed with MVD within one year of following the closing of the prior dealership?
- **No**, this is not a replacement dealership and may be subject to protest.
 - **Yes**, continue to the next question and type the mm/dd/yyyy (or select it from the calendar).

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

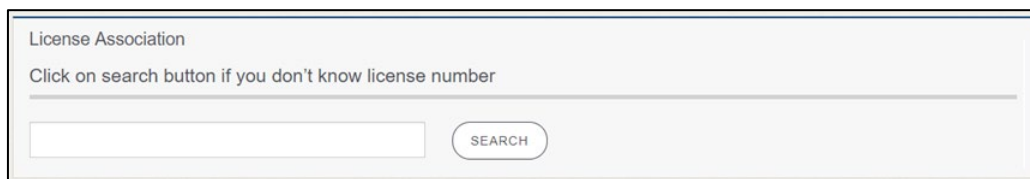


Figure 20: License Association

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.
5. Click **SAVE AND NEXT**.

3.4.7 Previous License Not Renewed Reason

On the *Application Reason* page:

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



The image shows a screenshot of a web form. At the top, there is a label '* Application Reason'. Below it is a dropdown menu with a white background and a grey border. The dropdown is currently open, showing a list of options. The option 'Previous license not renewed' is selected and highlighted in a light grey color. A small downward-pointing triangle is visible to the right of the selected option.

Figure 21: Previous License Not Renewed Reason

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

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**.

3.5 Application Details

The Application Details information is spread across several web pages.

3.5.1 Business Information

1. In the **License Information** section on the *Application Details* page:

Business Website <input type="text"/>	* Business Phone Number <input type="text" value="(512) 555-5555"/>
* Business Email <input type="text" value="Franchise.DealerLLC@gmail.com"/>	* Secretary of State Filing Number <input type="text" value="12345678910"/>
* Dealer Principal <input type="text" value="Franchise Dealer"/>	General Manager <input type="text"/>

Figure 22: 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**, enter the business phone number at which phone calls will be answered.

Note: If a dealer shares their dealership location with:

- Multiple dealers, each dealer must have a separate telephone number and listing.
 - Another business they own (same business name or DBA), the dealer can use the same telephone number and listing.
 - Another business they do not own or has a separate DBA, the dealer must have a separate telephone number and listing.
- c. For **Business Email Address**, enter the email address at which 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 **Dealer Principal**, type in the full name of the dealer principal.
 - g. For **General Manager** (optional), type in the full name of the general manager.

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, display the Welcome page, locate the **My Applications** section, and click **VIEW**.
 - c. On the *My Accounts* page, locate this application in the list and click open.
2. Click **SAVE AND NEXT**.

3.5.2 Physical Address (“The Licensed Location”)

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

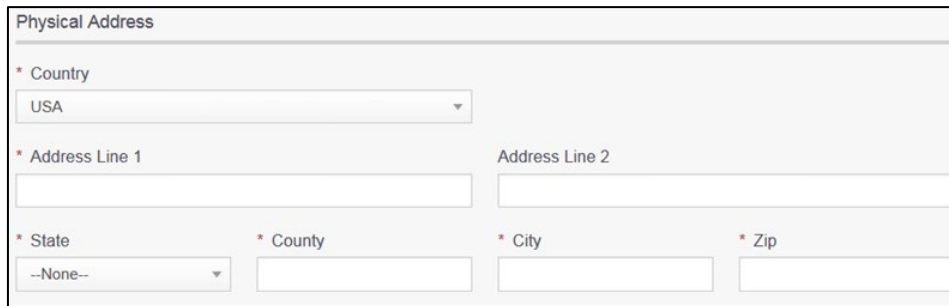


Figure 23: Physical Address

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

3.5.3 Assumed Name/DBA

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

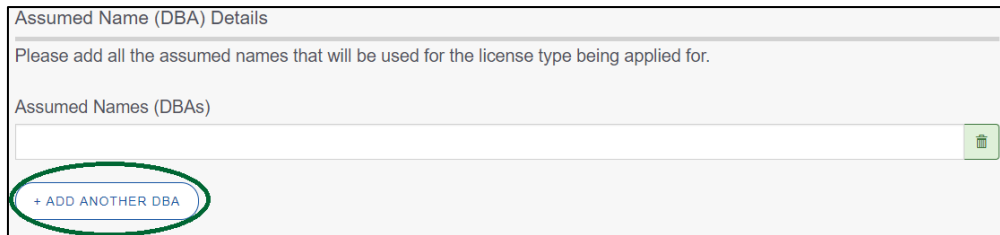


Figure 24: Doing Business As Details Page

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

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

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

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

3.5.4 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:

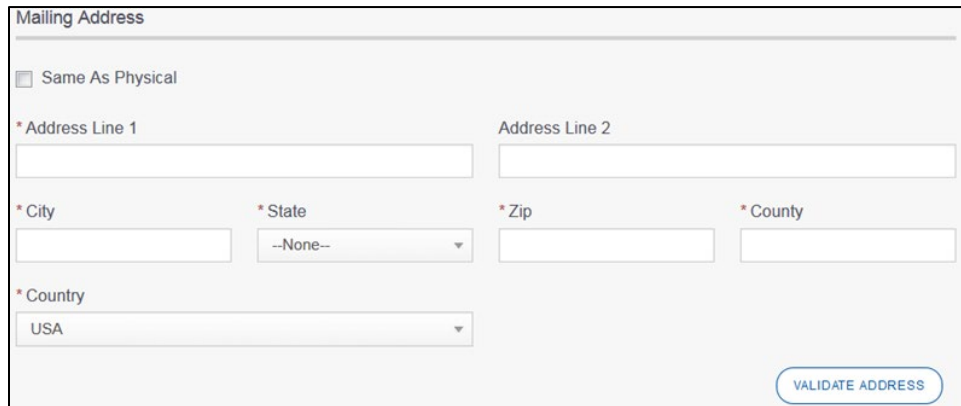


Figure 25: Mailing Address

- 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. Click **VALIDATE ADDRESS** to be sure the address entered is recognized by United States Postal Service (USPS) or capable of receiving US mail.

2. Click **SAVE AND NEXT**.

3.5.5 Location Information

You are required answer a question about **Is this location for service only?**

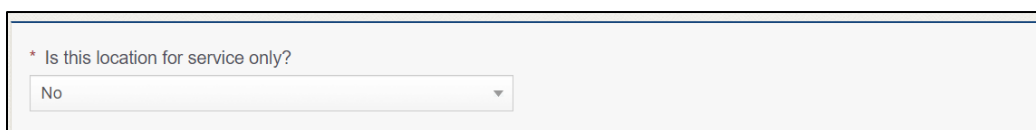


Figure 26: Location Information

1. If you select:
 - **Yes**, a message appears letting you know to apply for an GDN separately.

If you also want to apply for an Independent GDN license please create a new application.

Figure 27: Service Only Location

- a. Click **SAVE AND NEXT** and Skip to section 3.5.8 *New Line-Makes*.
- **No**, you must have the appropriate GDN license for each vehicle type you plan to sell. Choose the appropriate option.

* You must have the appropriate GDN license for each vehicle type you plan to sell. Choose your preferred option from the list below:

--None--

--None--

Apply for new GDN license(s)

Use existing GDN license(s)

Both - apply for new and use existing GDNs

Figure 28: Apply For a New GDN License

2. **Apply for new GDN license(s)**, click the checkbox of the appropriate GDN Type(s) in the list that displays.

Select new GDN license type(s). Check all that apply:

Select	GDN Type
<input checked="" type="checkbox"/>	Motor Vehicle
<input type="checkbox"/>	Motorcycle
<input type="checkbox"/>	Utility Trailer/Semi-Trailer
<input type="checkbox"/>	Non-motorized Travel Trailer

Figure 29: New GDN License Types

3. For **Do you want to add supplemental location**, select the appropriate answer.

* Do you want to add supplemental locations?

No

Figure 30: Add Supplemental Location

- **YES**, click **SAVE AND NEXT** to continue to section 3.5.6 Supplemental Locations.
 - **No**, click **SAVE AND NEXT** to continue to section 3.5.7 Dealer Plates.
4. **Use existing GDN license(s)**, click the appropriate license(s) from the list that displays.

Select	License Number	GDN Type	Expiration Date
<input checked="" type="checkbox"/>	P147375X	Motor Vehicle	6/30/2020

Figure 31: Existing GDN License Type

5. Click **Save and Next** to continue.
6. **Both**, click the appropriate GDN types and license(s) in the list that displays.

Select new GDN license type(s). Check all that apply:

Select	GDN Type
<input checked="" type="checkbox"/>	Motor Vehicle
<input type="checkbox"/>	Motorcycle
<input type="checkbox"/>	Utility Trailer/Semi-Trailer
<input type="checkbox"/>	Non-motorized Travel Trailer

List the GDN license number(s) in the same city that you want to associate to this Franchise application (example: P00001, P000002)

Figure 32: Both, Apply for a New and Use an Existing GDN

7. For Do you want to add supplemental location, select the appropriate answer.

* Do you want to add supplemental locations?

No

Figure 33: Supplemental Location Question

- **YES**, click **SAVE AND NEXT** to continue to section 3.5.6 Supplemental Locations.
- **No**, click **SAVE AND NEXT** to continue to section 3.5.7 Dealer Plates.

3.5.6 Supplemental Locations

If you selected yes on the previous screen, this page will appear. If you do not have any supplemental locations, continue to section 3.5.7 Dealer Plates.

You can select to include additional locations if the supplemental locations are located within the same city and of the same GDN license category as this application (refer to 43 Tex. Admin. Code § 215.135).

If an additional location is in (or will be in) a different city or is for a different license category, the dealer must submit a new application for a separate GDN. (No bond is

required if an entity will have a franchise license anywhere in Texas.)

Note: Franchised dealers may have multiple GDNs, as long as they also have the GDN necessary for the new vehicles (vehicle type code) they will be selling.

1. To add another location, click **+ADD LOCATION**.

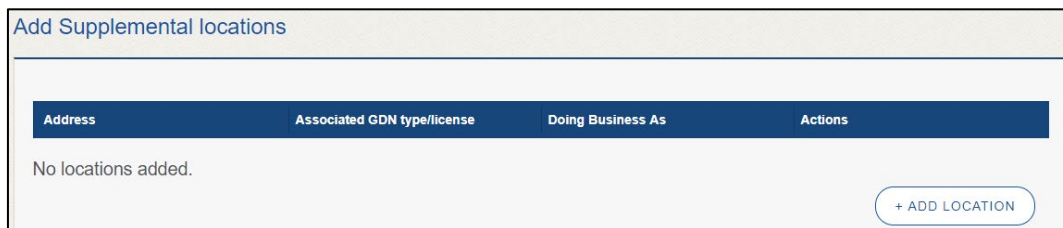


Figure 34: Add Supplemental Location Information

2. On the pop-up, add the business information, location contact details, and DBA for the Supplemental Location:
3. In the **Business Details** section:

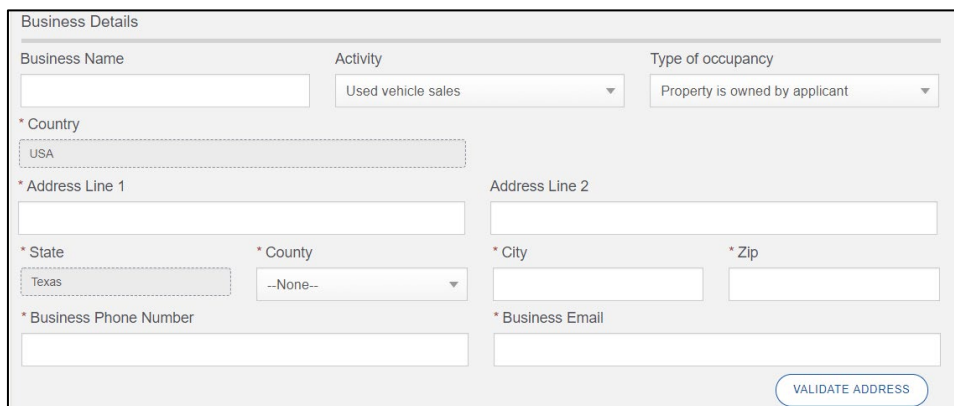


Figure 35: Business Details

- a. For **Business name**, enter the business name of the main license this is supplemental to.
- b. Select the **Activity** for your business purposes.
- c. For **Type of Occupancy**, state if you own or lease the property.
- d. For **Address Line 1**, type in the street number and name where the business will be located.
- e. For **Address Line 2** (optional), type in any additional street information, such as the suite number.
- f. For **City**, type in the name of the city.

- g. For **State**, select the name of the state from the dropdown.
- h. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
- i. For **County**, select the name of the county from the dropdown.
- j. For **Country**, leave USA or select the appropriate option from the dropdown.
- k. For **Business Phone Number**, type the phone number where business calls will be answered.
- l. For **Business Email**, enter the email address at which the business will receive emails.
- m. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) or 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.

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

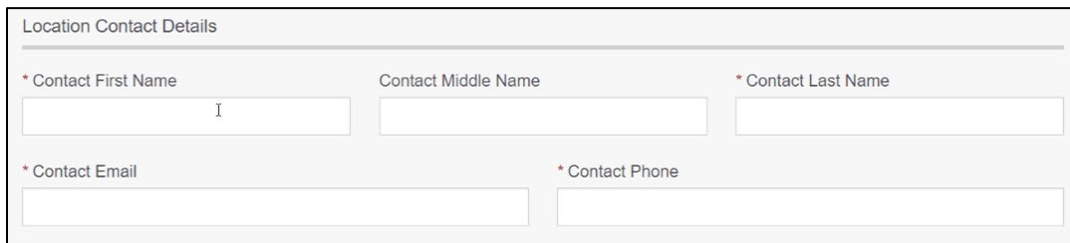


Figure 36: Location Contact Details

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

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

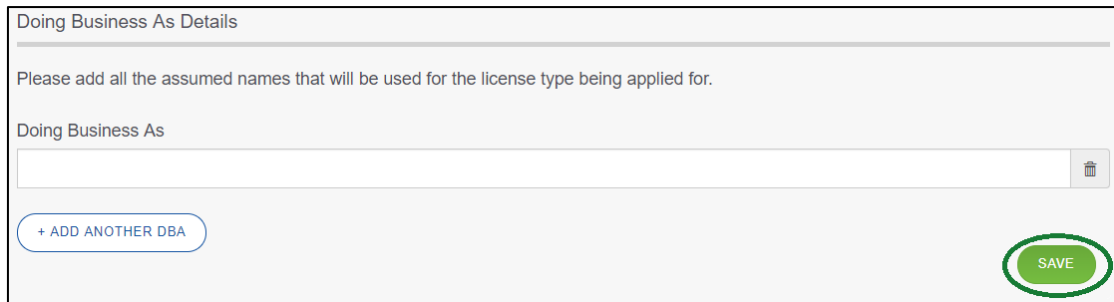


Figure 37: Doing Business As

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

3.5.7 Dealer Plates

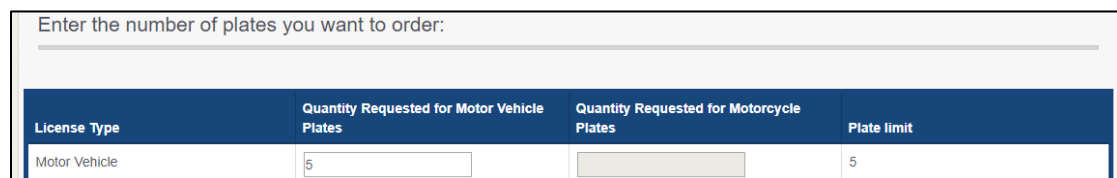
On the *Dealer Plates* page, you can choose to order metal dealer plates and specify the number ordered.

The fee per metal dealer plate is \$90.



Figure 38: Order Metal Dealer Plates

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



License Type	Quantity Requested for Motor Vehicle Plates	Quantity Requested for Motorcycle Plates	Plate Limit
Motor Vehicle	5		5

Figure 39: Number of Dealer Plates to Order

Note: You may order plates for each of the requested GDNs at the same time.

3.5.8 New Line-Makes

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

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

New Line-Makes

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

Manufacturer or Distributor Name:

Figure 40: Search for New Line-Makes

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

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

Figure 41: Account and Line-Make Details

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


Manufacturer/Distributor Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Line-Make Actions	Action Type	Remove
FORD MOTOR COMPANY	0348	FORD MEDIUM TRUCK	MT-Medium Truck	New Point ▾	--None-- ▾	

Figure 42: Line-Make Actions

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


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

Figure 43: Action Type

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

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

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

8. Click **SAVE AND NEXT**.

3.5.9 Location Map

1. On the *Map of Dealership Location* page, verify the map generated displays the correct location of the proposed new dealership. You can adjust the pinpoint on the map. It will be necessary for you to zoom in on the map to accurately pin-point your location.

Locations that will appear on the map: your proposed location, previous locations for any type of relocation, and dealerships that may have standing to protest the application.

eLICENSING will use the map to determine if existing franchised dealers in the area are eligible to protest.

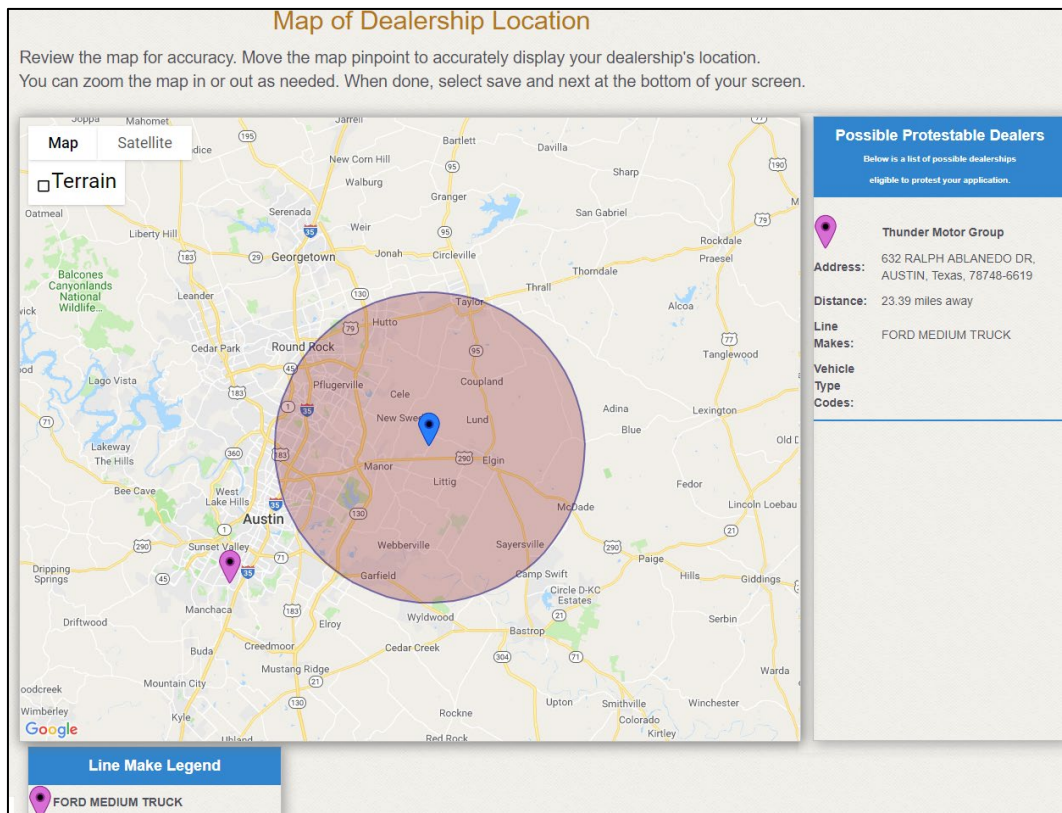


Figure 44: Map of Dealership Location

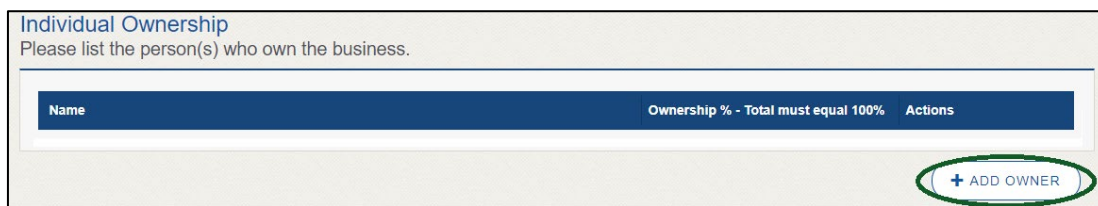
2. Click **SAVE AND NEXT**.

3.6 Ownership Information

The ownership information is spread across several pages.

3.6.1 Individual Ownership

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



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

Name	Ownership % - Total must equal 100%	Actions
------	-------------------------------------	---------

+ ADD OWNER

Figure 45: Individual Ownership Information

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



* Suffix * First Name Middle Name * Last Name Title

* Email * SSN * Date of Birth

Driver License State Driver License # License Expiration Date * Ownership %

Figure 46: 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.

- 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.

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

General partnership

- Click **+ADD OWNER**.
For the first partner, type in the information as described in steps a-h from the **sole proprietorship** section.
- For **Ownership %**, type in the appropriate amount.
- Click **ADD**.
- Click **+ADD OWNER** again (under the **Individual Ownership** section).
For the additional partners, type in the information and repeat steps a-h from the **sole proprietorship** section.
- For **Ownership %**, type in the appropriate amount to make the total 100%.
- Click **ADD** and continue to the **Ownership Questions** section on the page.

3.6.2 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.

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

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


Company Name	Ownership % - Total must equal 100%	Actions
		

Figure 47: New Business Ownership

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

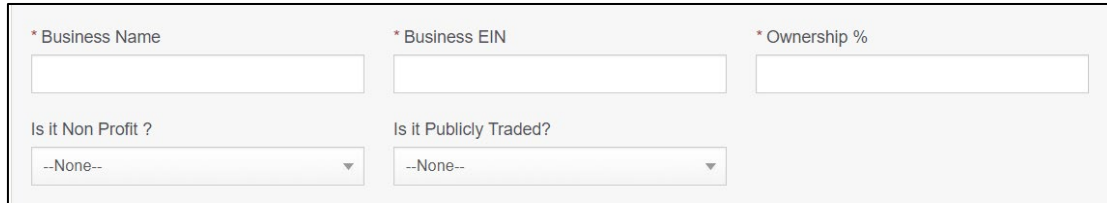


Figure 48: Business Ownership Details

- 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.

3.6.3 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.

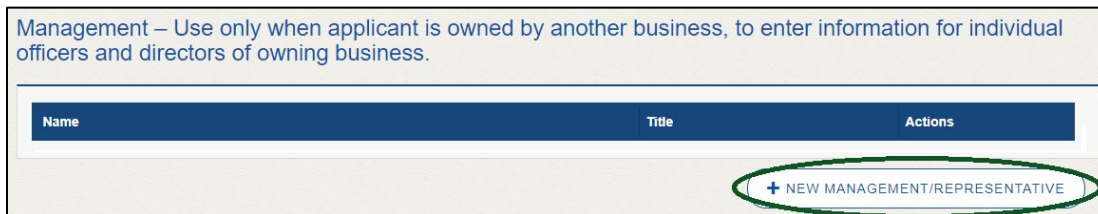


Figure 49: New Management/Representative

2. On the *Management Details* popup:

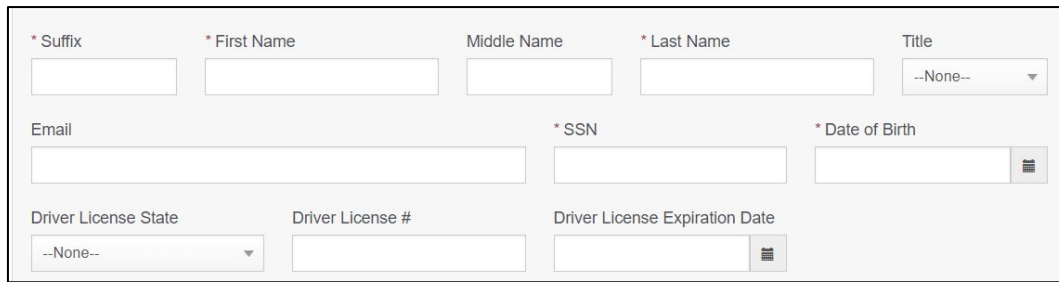


Figure 50: Management Ownership Details

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

3.6.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about the 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?
- * 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 51: 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.

3.6.5 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 52: View/Add Criminal Histories

2. Click **ADD CRIMINAL HISTORY**.

No criminal history present for Franchise Dealer : franchise.dealer@mailinator.com [ADD CRIMINAL HISTORY](#)

Figure 53: Add Criminal History

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

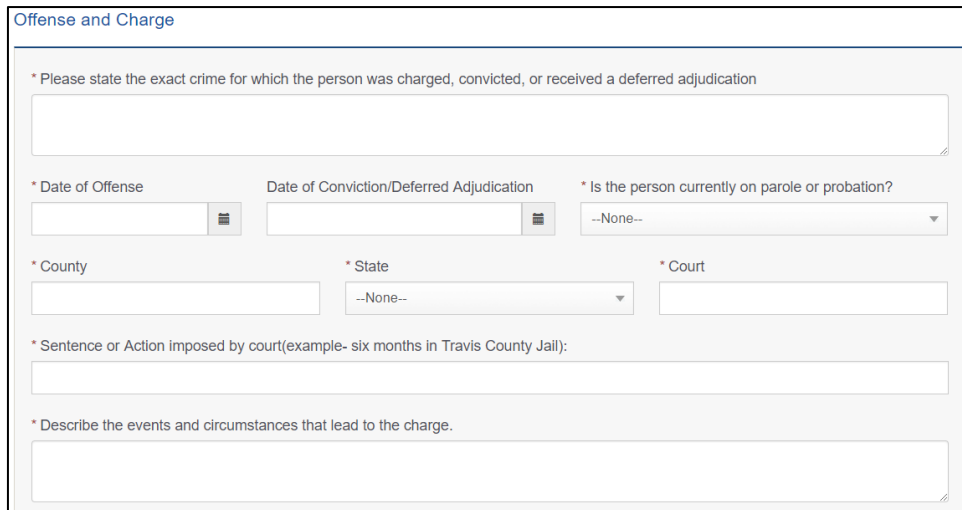


Figure 54: Offense and Charge Details

- a. In the **State the Exact Crime Section**, type in a short description of the charges/crime committed.
- b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
- d. For **Is person currently on parole or probation**, select the appropriate response.
- e. For **County**, type in the name of the county in which the offense occurred.
- f. For **State**, select the name of the state 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**.

3.7 Additional Questions

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

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

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

3.7.1 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?

* 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?

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 55: Military Service Questions

If you select:

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

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

3.7.2 Previous 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 56: Previous Held Licenses

If you select:

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

3.7.3 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 #

Reason For Denial/Suspended Or Revoked Last Effective Date


License Status
 Revoked ▾ 

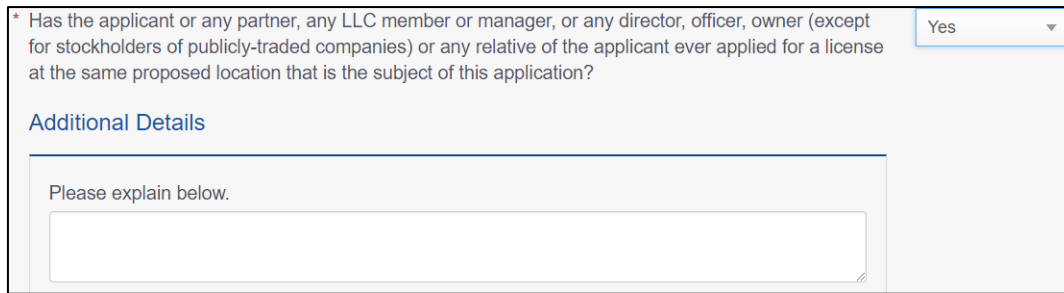
Figure 57: Denied, Suspended, or Revoked Licenses Details

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.

3.7.4 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.

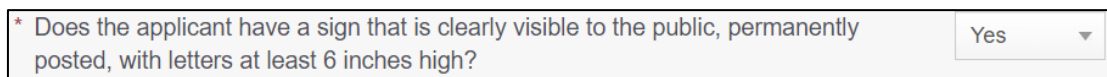
Figure 58: Same Proposed Location Page

If you select:

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

3.7.5 Signage Questions

You are required to 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.

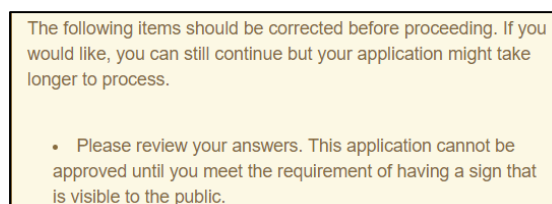


* Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high? Yes

Figure 59: 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 60: Possible Signage Issues Pop-up

3.7.6 Posted Business Hours Question

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.

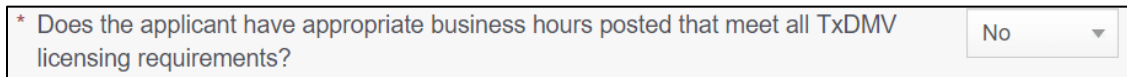


Figure 61: Business Hours Posted Question

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.

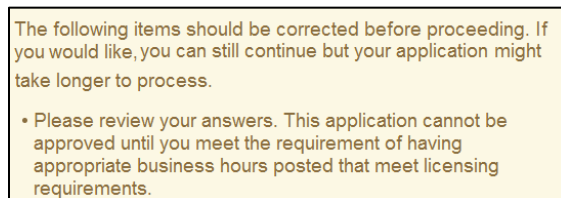


Figure 62: Possible Business Hours Issue Pop-up

3.7.7 Lease/Ownership of Dealership 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.

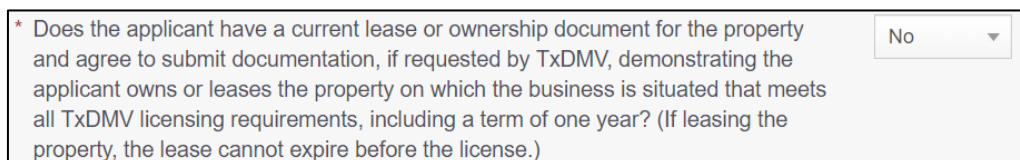


Figure 63: Lease/Ownership of Dealership Property

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.

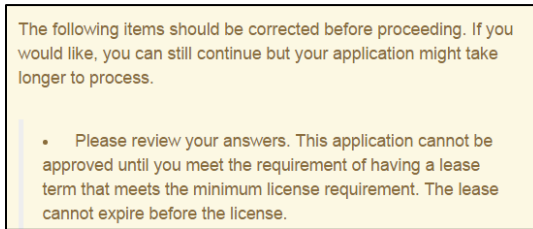


Figure 64: Possible Dealership Property Issues Pop-up

3.7.8 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.

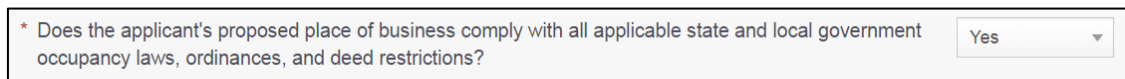


Figure 65: Property Compliance Question

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.

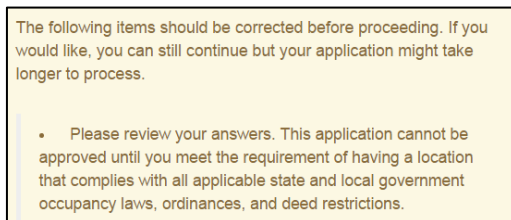


Figure 66: Possible Property Compliance Issues Pop-up

3.7.9 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.

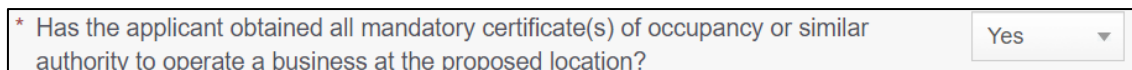


Figure 67: Proof of Occupancy

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 all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location.

Figure 68: Possible Proof of Occupancy Issues

3.7.10 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).

* Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?

Figure 69: 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.

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 proposed place of business that is NOT located within a residence, apartment house, hotel, motel, or rooming house.

Figure 70: Possible Business Structure Issues Pop-up

3.7.11 Previous 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.

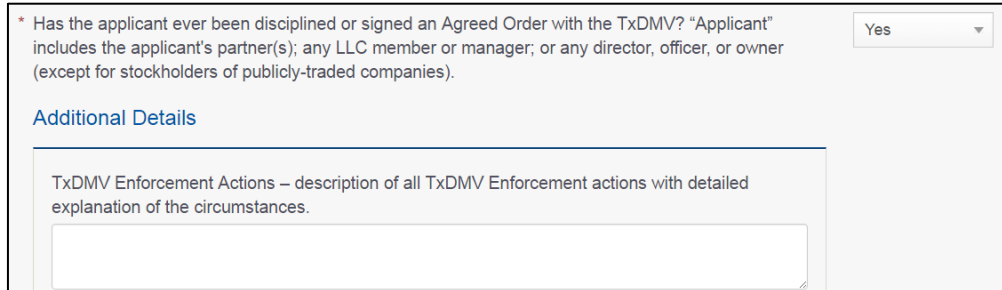


Figure 71: Occupations Code Violations

If you select:

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

3.7.12 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.

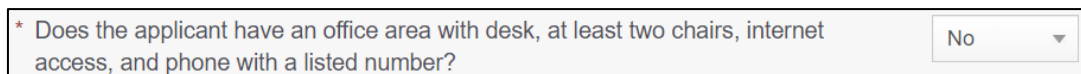


Figure 72: Business Office Question

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.

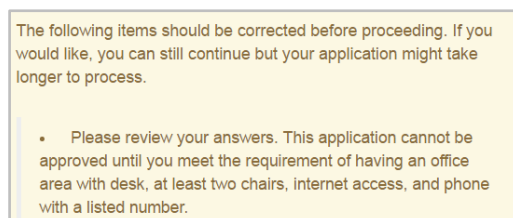
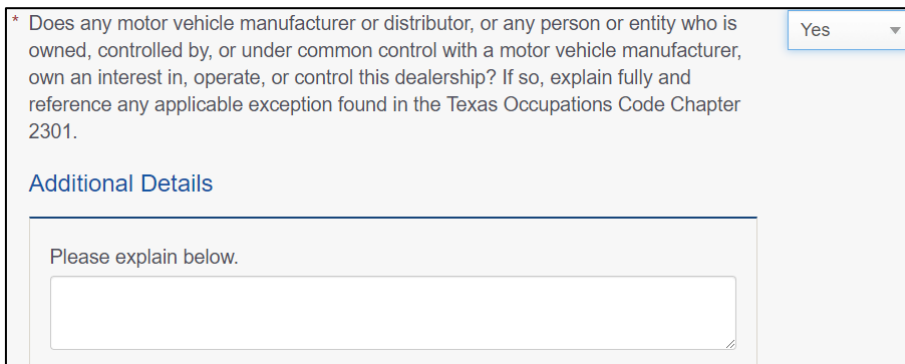


Figure 73: Possible Dealership Office Issues Pop-up

3.7.13 Manufacturer/Distributor Common Ownership Question

You are required to answer a question about whether the 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.



* 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.

Yes

Additional Details

Please explain below.


Figure 74: Manufacturer or Distributor Common Ownership

If you select:

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

3.7.14 Display Area Question

You are required to answer a question about whether the dealership has adequate display area to display at least five vehicles as required (not required for wholesale dealers).



* Does the applicant have adequate display space to display at least five vehicles?

No

Figure 75: Display Area Question

If you select:

- **No**, click **SAVE AND NEXT**.
- **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.

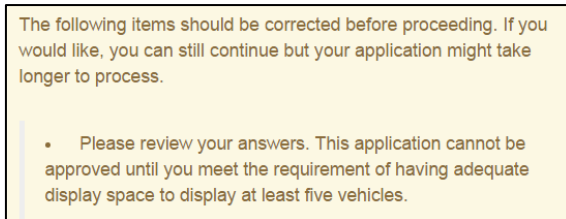


Figure 76: Possible Display Area Issues Pop-up

3.7.15 Warranty Service Questions

On the *Questions* page, you are required to answer a question about whether the dealership will perform warranty service at the same location.

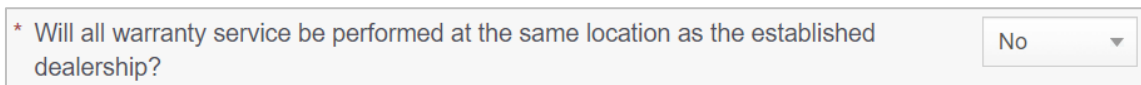


Figure 77: Warranty Service Location Questions

If you select:

- **No**, the system displays the next question about a separate service only location.
- **Yes**, click **SAVE AND NEXT** to continue to the *Required Attachments* page.

3.7.15.1 Warranty Service at a Separate Location

You are required to answer a question about service performed at a separate service only location.



Figure 78: Separate Service Location Question

If you select:

- **Yes**, the system displays a message that an application for a service-only location will need to be submitted in order for the application to be approved.
- **No**, the system displays the next question about using a third-party contractor to perform warranty services.

3.7.15.2 Third-Party Contracted to Perform Warranty Service

You are required to answer a question about if all warranty service will be performed by a third-party contracted to perform warranty service.

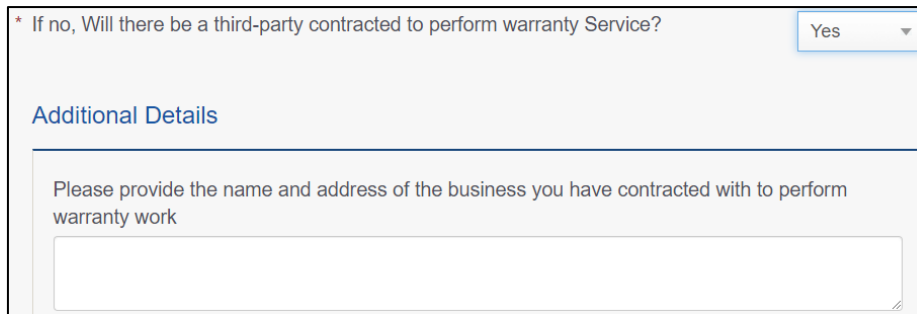


Figure 79: Third Party Warranty Service Question

If you select:

- **No**, the system displays a warning to answer the questions correctly.
- **Yes**, in the **Additional Details**, type in the name and address of the business or names of the third-party subcontractors performing the warranty service work and then click **SAVE AND NEXT**.

3.8 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.

3.8.1 Uploading Attachments

To upload each file:

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

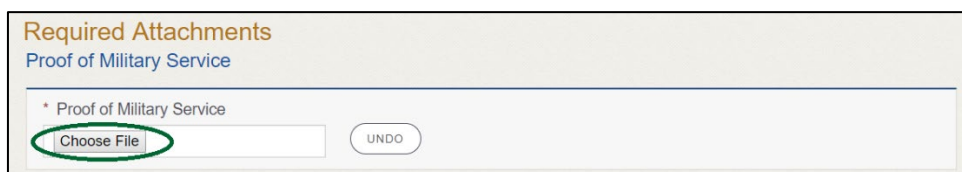


Figure 80: Choose File for Required Attachments Uploads

2. On the *Open* pop-up
3. Navigate to the file.

4. Select the file and click **Open**.

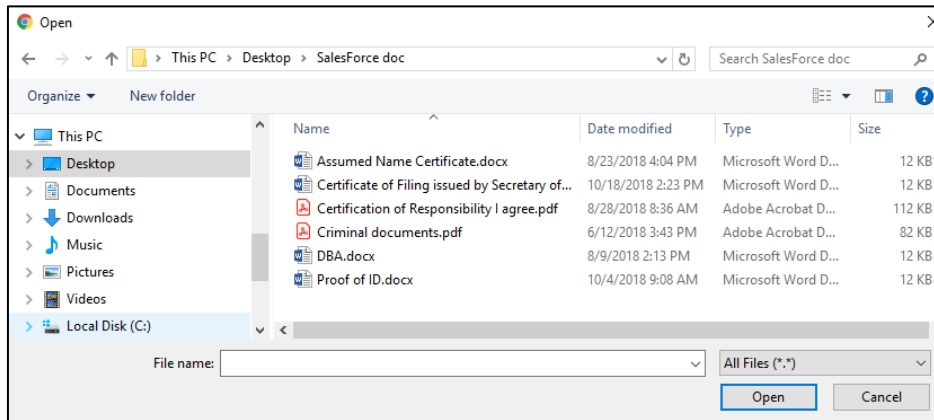


Figure 81: Browse for File

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

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

3.8.2 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.

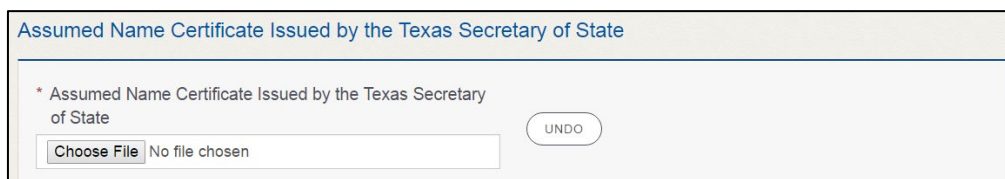


Figure 82: Assumed Name Certificate Upload

3.8.3 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.

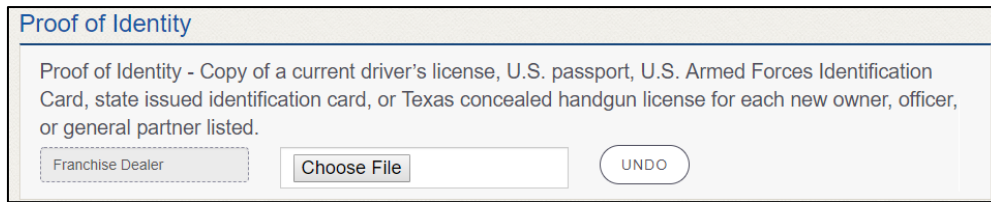


Figure 83: Proof of Identity Upload

3.8.4 Certificate of Incorporation

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



Figure 84: Certificate of Incorporation Upload

3.8.5 Criminal Court Papers

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

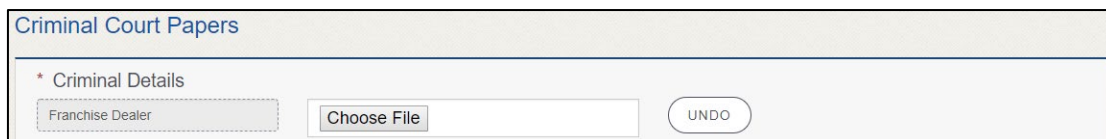


Figure 85: Criminal Court Papers Upload

3.8.6 Sales and Service Agreement/Evidence of Franchise

You are required to upload a copy of the executed franchise agreements between the dealership and the manufacturer/distributor of the line-makes they will be carrying.

The final agreement must include:

- Complete legal business name of the franchised dealer
- Complete legal business names of all parties to the franchise agreements
- Authorized signatures of the parties
- Authorized dealership locations

- Line-make of each motor vehicle type listed in the application
- Vehicle type codes to be sold and/or serviced

If the franchise agreement, is not yet complete, the applicant may scan and upload a completed Evidence of Franchise, Part A form available on the TxDMV.gov website. This will allow TxDMV to begin or continue application processing, including issuance of any required notification of opportunity or right to protest the proposed licensing action.

Note: A Letter of Intent will NOT satisfy any of the above requirements.

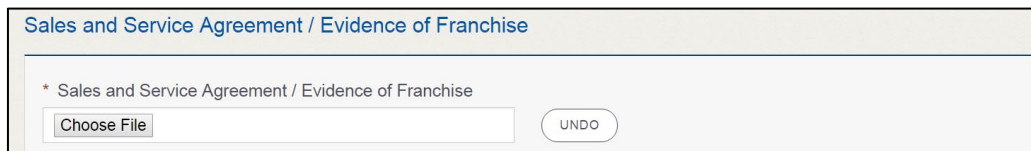


Figure 86: Sales and Service Agreement/Evidence of Franchise

3.8.7 Other Attachments

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

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

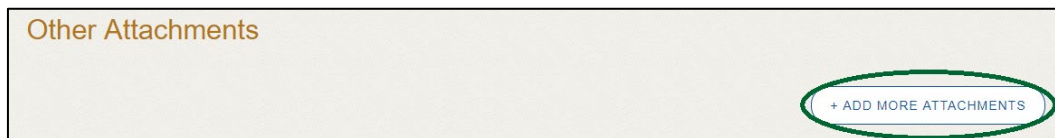


Figure 87: Add More Attachments

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

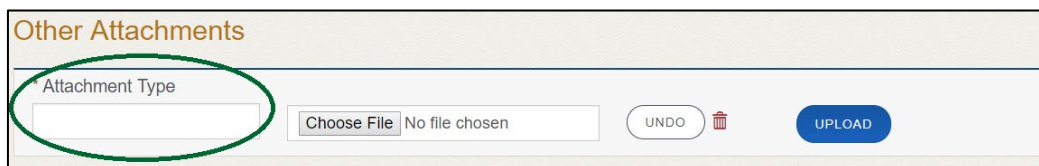


Figure 88: Attachment Type

3.8.8 Problems with Your Application

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

Problems with Your Application

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

Possible Issues

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

Figure 89: 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.

3.9 Summary

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

Organization Franchise Dealer, LLC	Application Type New
Business Name Franchise Dealer, LLC	License Type Franchise
Type of Business Sole Proprietor	SSN
Application Reason Apply for New License	Application Status Pending
Associated License N/A	Created Date 05/15/2019
	Submitted Date

Figure 90: Summary of Application Information

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

3.10 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 3.10.2, for instructions.

3.10.1 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		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 91: Electronically Sign the Application

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

If the system cannot verify your information, continue to section about printing and signing the Certification of Responsibility in section 3.10.2.

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 92: 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.

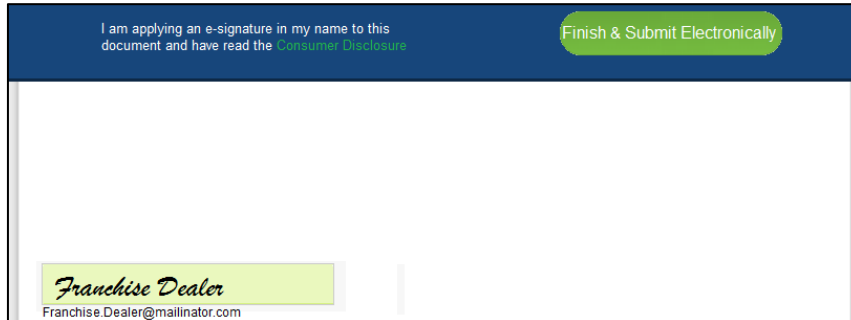


Figure 93: Electronic Signature

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

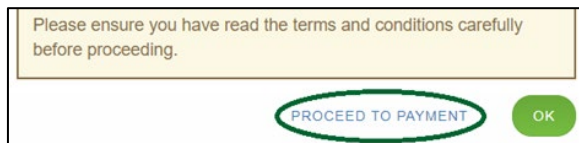


Figure 94: Proceed to Payment

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

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

* Driver License Issuing State
Other

Date of Birth Driver License Number

Figure 95: eSign Page

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

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


Choose File No file chosen UNDO ATTACHED FILE: 

Figure 96: Certification of Responsibility PDF Link

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

Certification of Responsibility

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

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

Figure 97: Certification of Responsibility Manually Print

6. To upload and attach the signed certification document to this Franchise Dealer license application:

- a. Scan the document to a file and save it to your local computer (or a shared network resource).
- 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**.

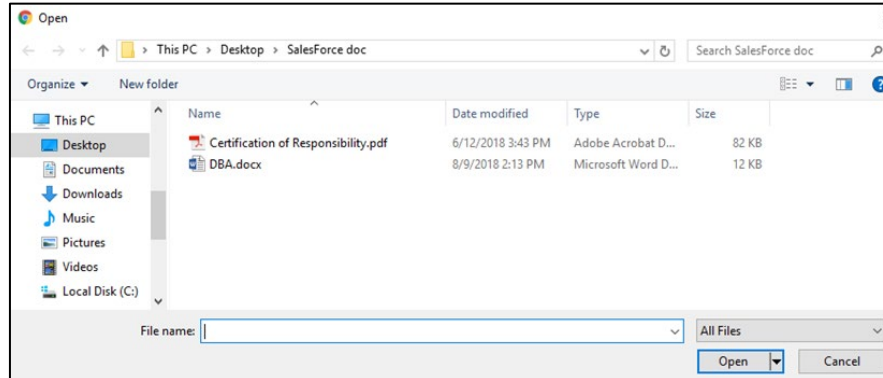


Figure 98: Browse for File

- d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.
7. Click **SAVE AND NEXT**.
 8. On the pop-up, click the **PROCEED TO PAYMENT** link.

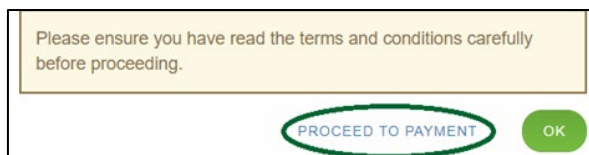


Figure 99: Proceed to Payment

3.11 Payments and Application Submission

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

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

To make a payment:

1. On the *Payment Summary* page:



Figure 100: Payment Summary

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

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

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

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

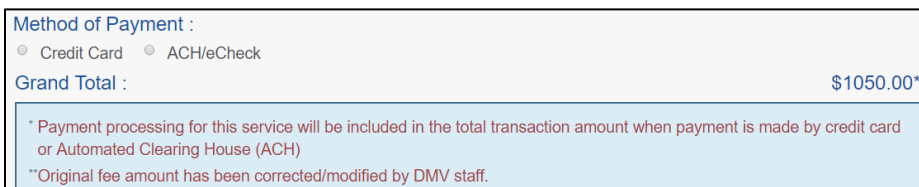


Figure 101: Method of Payment

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**):

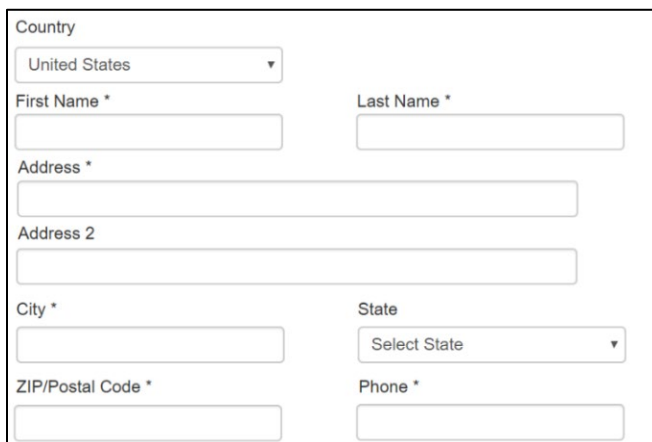


Figure 102: Credit Card Customer Information

- 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:

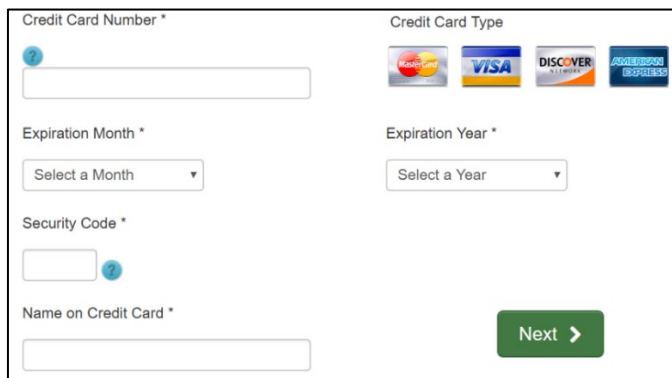


Figure 103: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the card.
- b. For **Expiration Month**, select the appropriate month from the dropdown.
- c. For **Expiration Year**, select the appropriate year from the dropdown.
- d. For **Security Code**, type in the 3-digit number from the back of the card.
- e. For **Name on Card**, type in the full name printed on the card.
- f. Click **NEXT**.

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

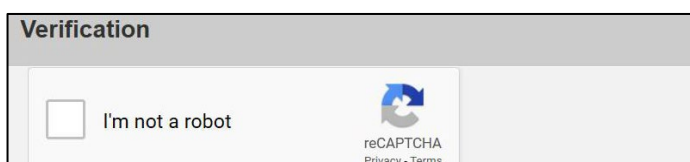


Figure 104: Verification “I’m not a robot”

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



Figure 105: Verification Image

5. 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:
 - 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 106: Foreign Source Payment

2. On the *Customer Information* page:

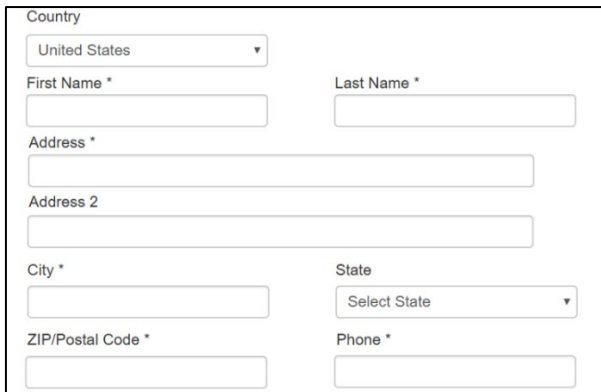


Figure 107: eCheck Customer Information

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

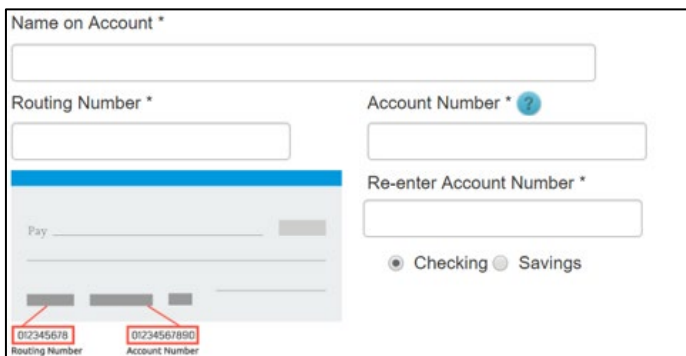


Figure 108: Checking Account Information

- a. Enter the **Name on the Account**.

- b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
4. Click **NEXT**.
 5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

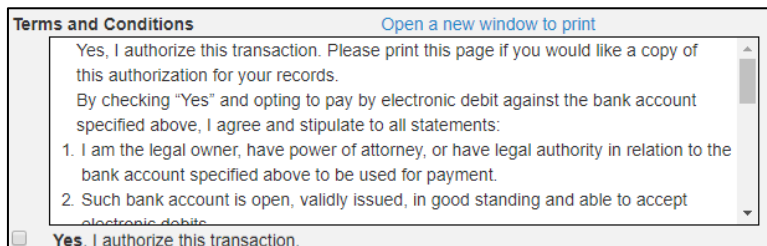


Figure 109: Terms and Conditions Page

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



Figure 110: Verification "I'm not a robot"

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



Figure 111: 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**.

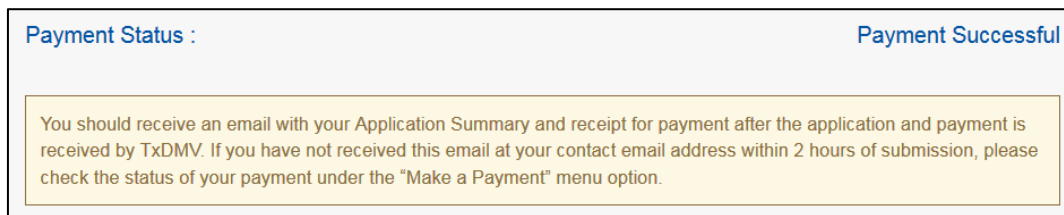


Figure 112: Payment Status

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**.

4. Accessing Your Saved License Applications

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

Note: If you only need to pay the application fees, use the Make a Payment instructions, available in Chapter 11, Making Payments.

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

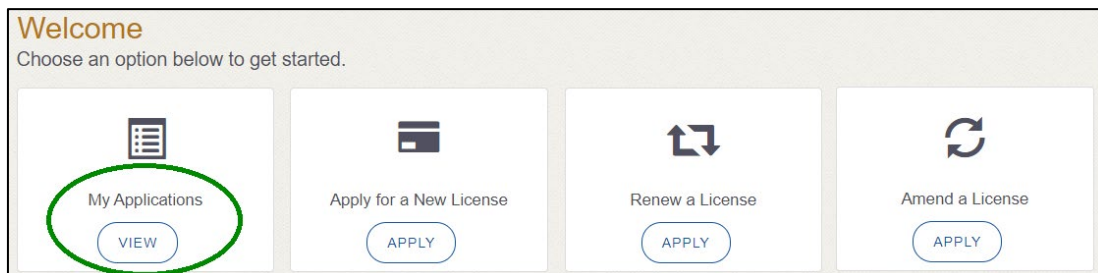
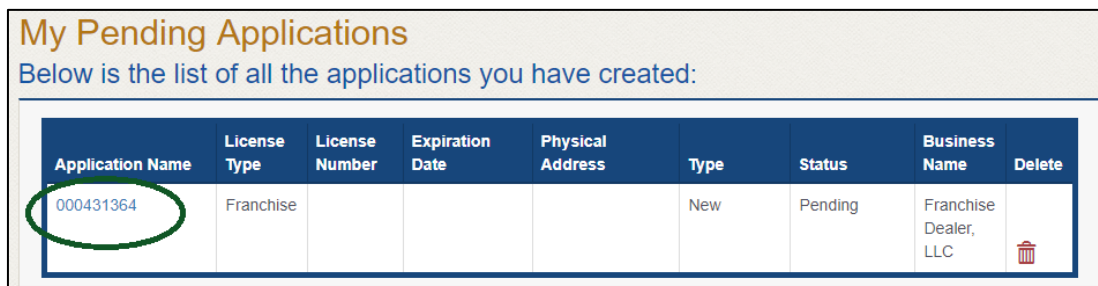


Figure 113: Welcome, My Applications

2. From the list of saved applications, click the Application Name you want to work with.



The screenshot shows a 'My Pending Applications' page with the instruction 'Below is the list of all the applications you have created:'. Below this is a table with the following data:


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

Figure 114: My Pending Applications

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.

5. 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.

5.1 Viewing Account and User Information

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

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

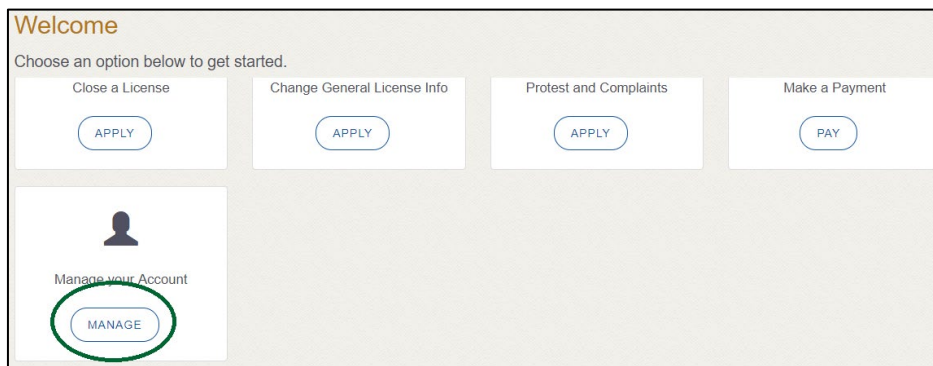


Figure 115: Welcome, Manage Your Account Page

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 116: View the Account Details from Registration

3. The *Account Details* page will open.

Business Name Franchise Dealer, LLC	Business Type Limited Liability Company	EIN 51-2405202
Is it Non Profit? No	Is it Publicly Traded? No	

Figure 117: The Account Information Page

4. 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 118: 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 119: 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 120: The Account Contact Details Page

5.2 Adding New Account Users

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

- After logging in and displaying the *Welcome* page, click **MANAGE** on the **Manage your Account** 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 121: Welcome, Manage Your Account

- 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 122: View and Create Contacts

- 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	

[VIEW MY ACCOUNTS](#)
[ASSOCIATE NEW USER](#)

Figure 123: Associate New User

- On the *Create User* page:

* First Name Middle Name * Last Name

* Email * Confirm Email Address

* Phone * User Role * Organization Name

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 124: Create New User

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

5.3 Adding an Account to Your Organization

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

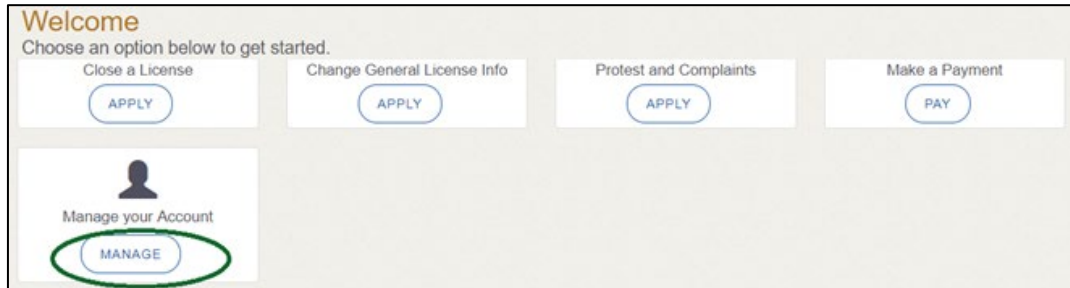


Figure 125: Welcome, Manage My Account

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

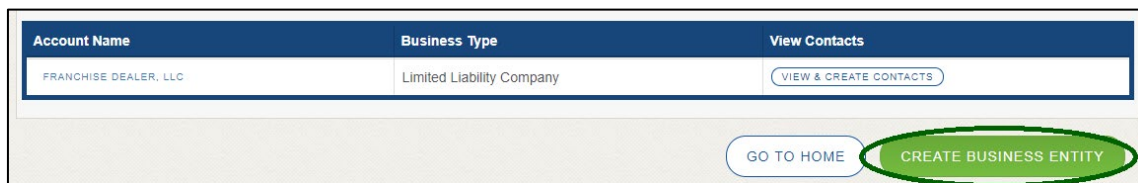
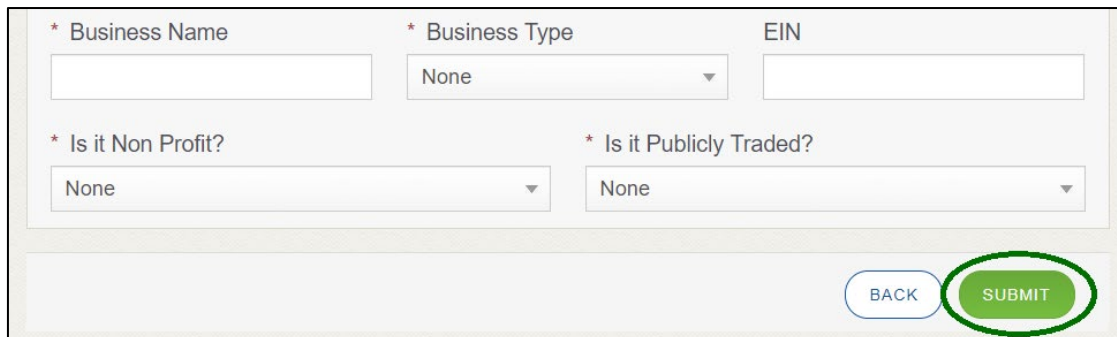


Figure 126: Click Create Business Entity

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

Figure 127: Create Account

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

6. Working with Licenses and Plates

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

6.1 Viewing and Printing Your Licenses

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

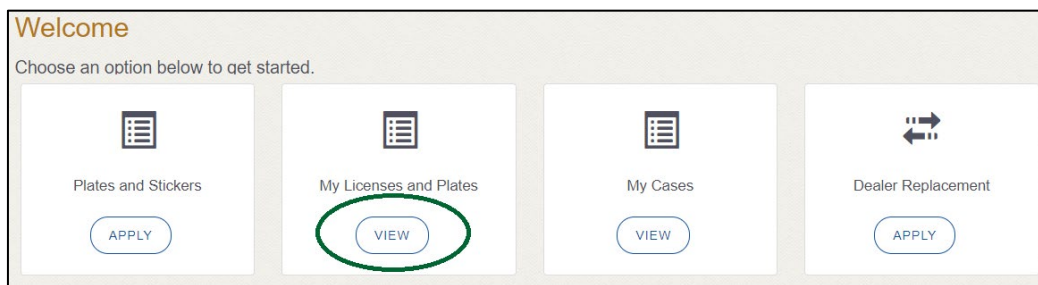


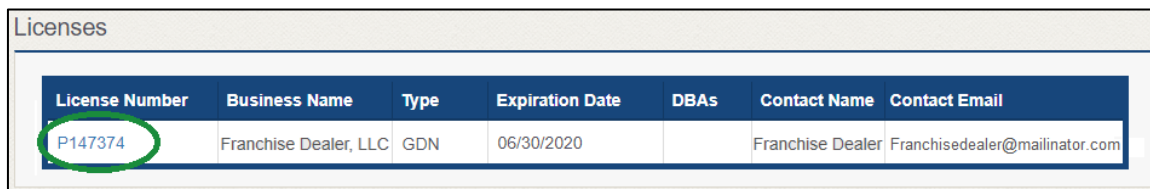
Figure 128: Welcome, My Licenses and Plates

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



Figure 129: Select Organization

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



License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
P147374	Franchise Dealer, LLC	GDN	06/30/2020		Franchise Dealer	Franchisedealer@mailinator.com

Figure 130: Select the License Number to View Account Information

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

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

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

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

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

Name	EIN	Ownership %	Actions
+ ADD BUSINESS			

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

Name	Title	Date of Birth	Actions
+ NEW MANAGEMENT/REPRESENTATIVE			

Figure 131: License Detail Page

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

License Detail

VIEW PRINTABLE LICENSE **VIEW PLATES**

Figure 132: View Printable Licenses

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

Attachments

Name	Attachment Types	Created Date
Attachment-000654538	Licenses	02/25/2017
Attachment-000445562	Licenses	02/25/2017

Figure 133: View the Printable Attachment Document

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

6.2 Viewing Your Plates

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

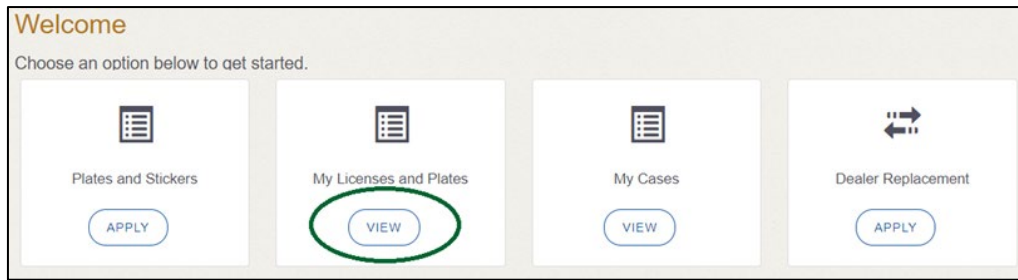


Figure 134: Welcome, My Licenses and Plates

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

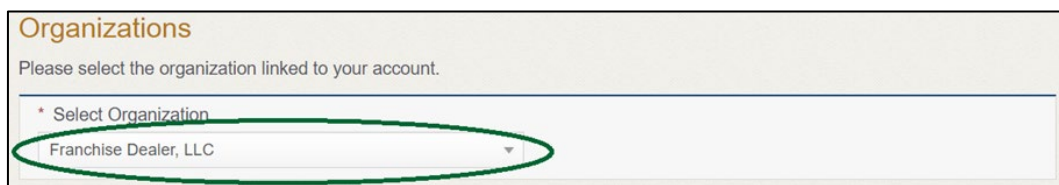


Figure 135: Select Organization.

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

License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
P147374	Franchise Dealer, LLC	GDN	06/30/2020		Franchise Dealer	Franchisedealer@mailinator.com

Figure 136: Select the License Number

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

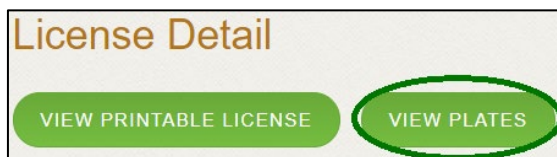


Figure 137: View Plates

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

License Expiration Date: 02/29/2020 Status: Active

Plate Numbers:

1BE3271	1BE3272	1BE3276			
---------	---------	---------	--	--	--

[Previous Page](#) [Next Page](#)

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

Figure 138: Current Plates

6. Click **GO TO HOME**.

6.3 Ordering New License Plates and Stickers

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

6.3.1 Applying for the New Plates

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

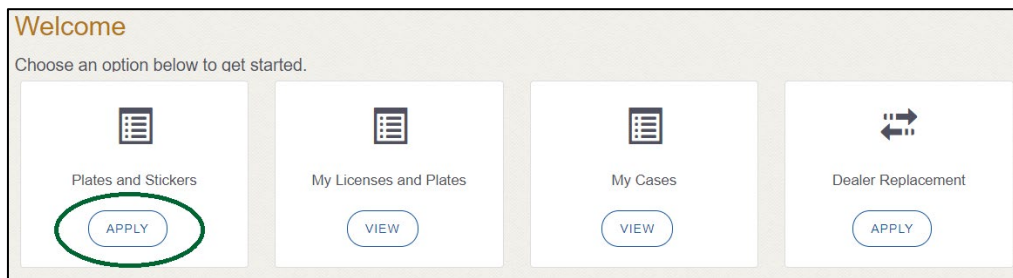


Figure 139: Welcome, Plates and Stickers

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



Figure 140: Select Organization

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

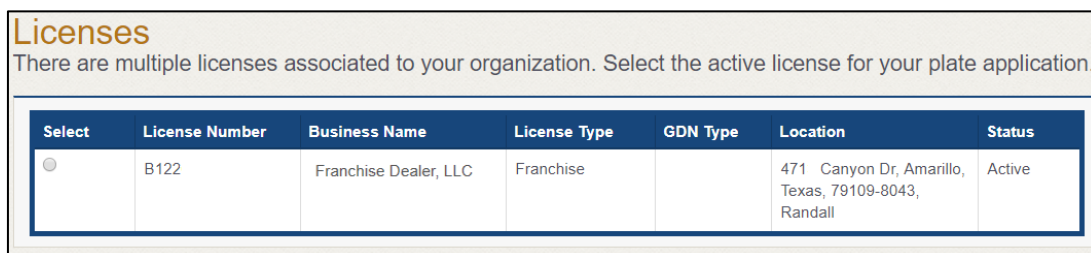


Figure 141: Select License

4. On the *Contact Information* page, type in a new contact if necessary and then click

SAVE AND NEXT.

Contact Information

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

* First Name: Franchise Middle Name: Last Name: Dealer

* Email: Franchise.Dealer@gmail.com * Phone: (512) 555-5555

Figure 142: Contact Information

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

Select the Application Reason

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

Figure 143: Select the Application Reason

6. Select the license you want to purchase additional plates for.

Select the active GDN license for your plate application:

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

Figure 144: Select License to Purchase Additional Plates

7. On the *Purchase Additional Plates* page:

Purchase Additional Plates

Enter the number of plates you want to order:

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

Figure 145: Purchase Additional Plates

- a. For **Quantity Requested**, type the number of plates to order.
- b. For **Quantity of Vehicles Sold**, type in the number of motor vehicles sold by this dealership the previous year.

- c. Click **SAVE AND NEXT**.
8. On the *License Contact* page, verify the information and click **SAVE AND NEXT**.
9. If the *Possible Issues* popup displays:

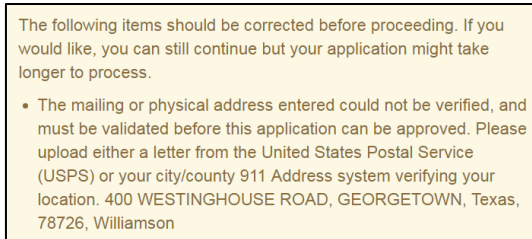


Figure 146: Problems with Your Application

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

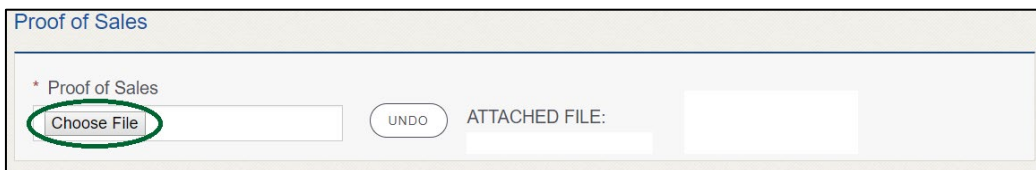


Figure 147: Proof of Sales Attachment

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

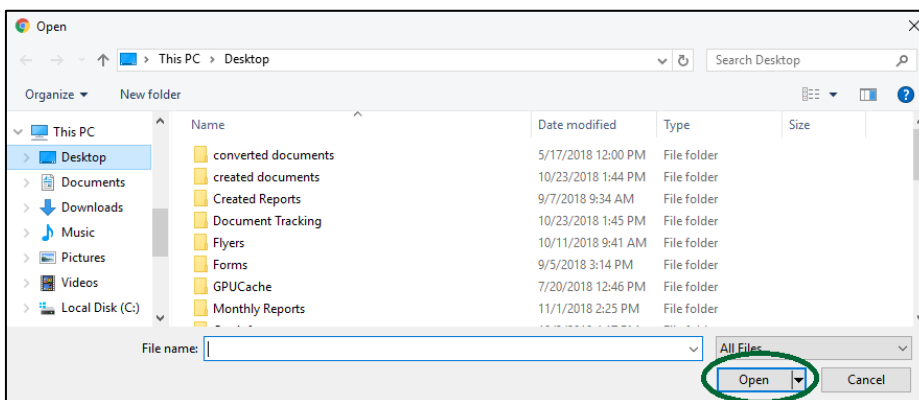


Figure 148: Browse for File

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

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

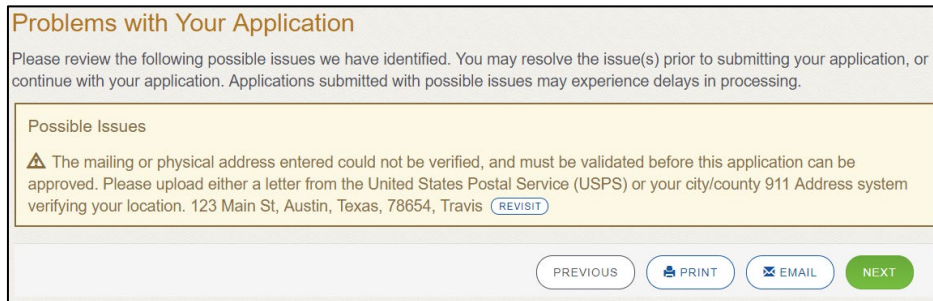


Figure 149: Possible Issues with Your Application

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

6.3.2 Cancel Active Plates

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

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

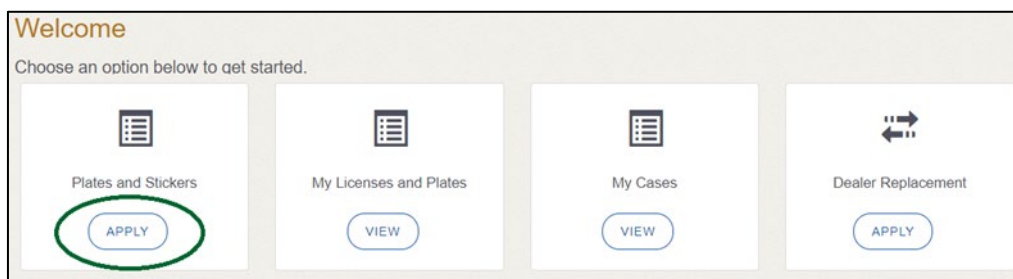


Figure 150: Welcome, Plates and Stickers

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



Figure 151: Select Organization

3. On the *Licenses* page, select the appropriate license for the plate application and

click **SAVE AND NEXT**.

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	B122	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109-8043, Randall	Active

Figure 152: Select License

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

Application Contact

* First Name: Franchise Middle Name: Last Name: Dealer

* Email: Franchise.Dealer@gmail.com * Phone: (512) 555-5555

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

Figure 153: Contact Information

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

Select the Application Reason

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

Figure 154: Select the Application Reason

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

Select the active GDN license for your plate application:

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

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

Figure 155: Select the License

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

Select the plate :

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

Figure 156: Select the Cancel Reason

- Damaged.
 - Lost.
 - No Longer Needed.
 - Stolen.
8. Click **SAVE AND NEXT**.
 9. On the *Contact Information* page, make any changes that apply and click **SAVE AND NEXT**.
 10. If the *Possible Issues* popup displays:

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

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

Figure 157: Problems with Your Application

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

Problems with Your Application

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

Possible Issues

- ⚠ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. 123 Main St, Austin, Texas, 78654, Travis [REVISIT](#)

Figure 158: Possible Issues with Your Application

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

6.3.3 Request New Plates

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

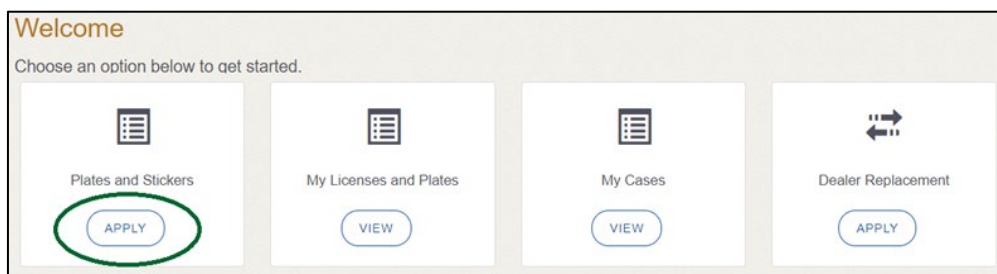


Figure 159: Welcome, Plates and Stickers

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

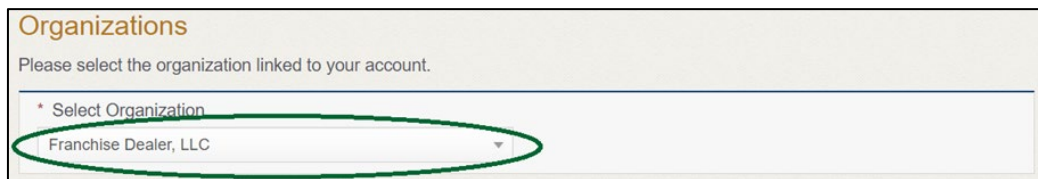


Figure 160: Select Organization

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

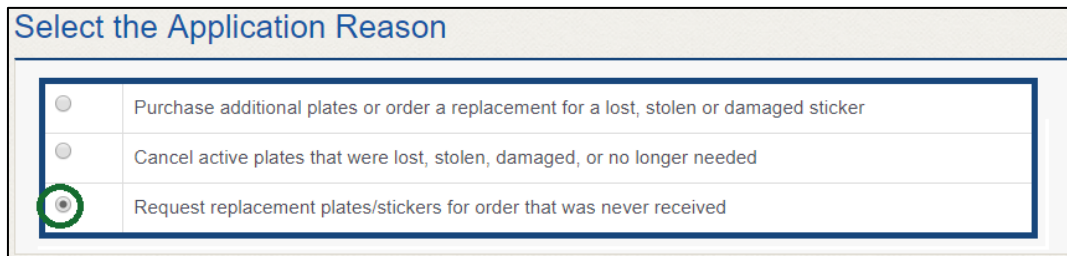


Figure 161: Select the Application Reason

4. Select the active license for this plate application.

Select the active GDN license for your plate application:

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

Figure 162: Select the License

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109.Randall	Active

Figure 163: Select a Previous Application

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

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

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

Figure 164: Problems with Your Application

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

6.3.4 Problems with Your Application

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

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

6.4 Summary

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

Application Number 000431037	Organization Franchise Dealer, LLC
Application Type Plate/Sticker	Business Name Franchise Dealer, LLC
License Number A147372	Type of Business Limited Liability Company
License Type Franchise	EIN 512-555-5555
Sub Type Independent Mobility Motor Vehicle Dealer	Application Status Pending
Application Reason Purchase additional plates or order a replacement for a lost, stolen or damaged sticker	Created Date 10/04/2018
	Submitted Date

Figure 165: 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.

6.5 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 6.5.2, for instructions.

6.5.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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

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

Figure 166: Electronic Signing Information Page

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

Certification of Responsibility

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

Figure 167: Certification of Responsibility

3. Carefully read the terms and conditions for the license.
4. Click **I Agree**.

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

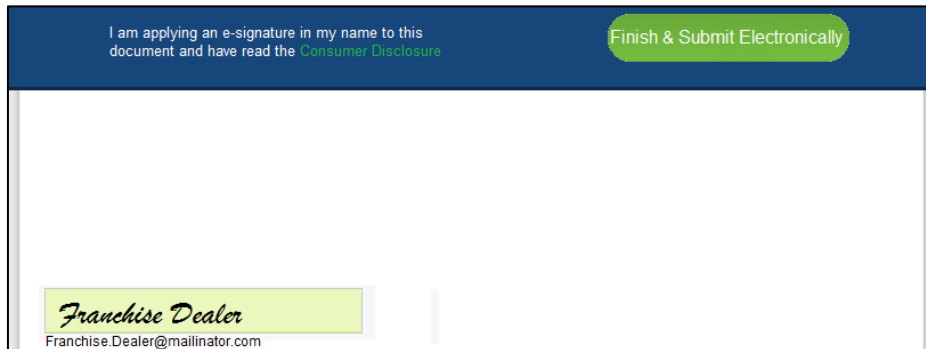


Figure 168: Electronic Sign Here Pop-up

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

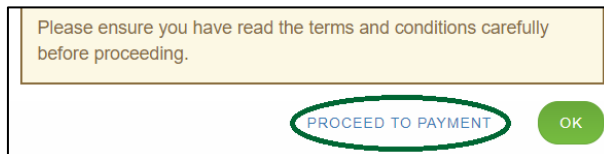


Figure 169: Proceed to Payment

6.5.2 Manual Signature Submission

1. On the *eSign* page:

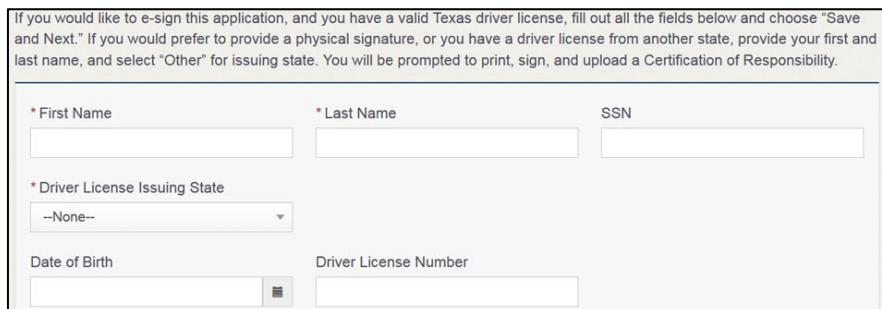


Figure 170: Manual eSign Page

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

- c. From the **Driver License Issuing State** dropdown, select Other.
- d. Click **SAVE AND NEXT**.

2. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.



Figure 171: Certification of Responsibility PDF Link

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

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 172: Certification of Responsibility Manually Print

5. To upload and attach the signed certification 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* 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.

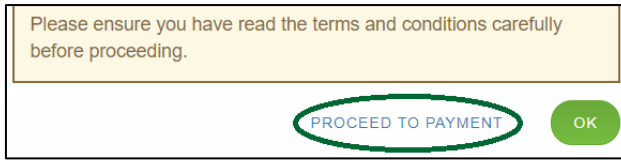


Figure 173: Proceed to Payment

6.6 Payments and Application Submission

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

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

To make a payment:

1. On the *Payment Summary* page:



Figure 174: 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**

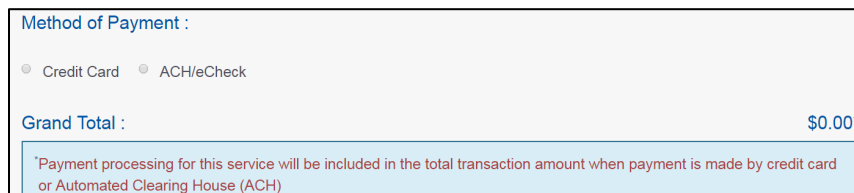


Figure 175: Select Method of Payment Type

4. Click **PROCEED TO PAY**.

To Pay by Credit Card

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

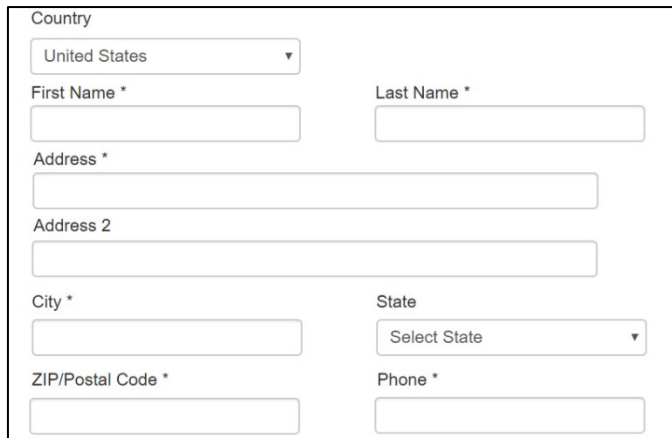


Figure 176: Credit Card Customer Information

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

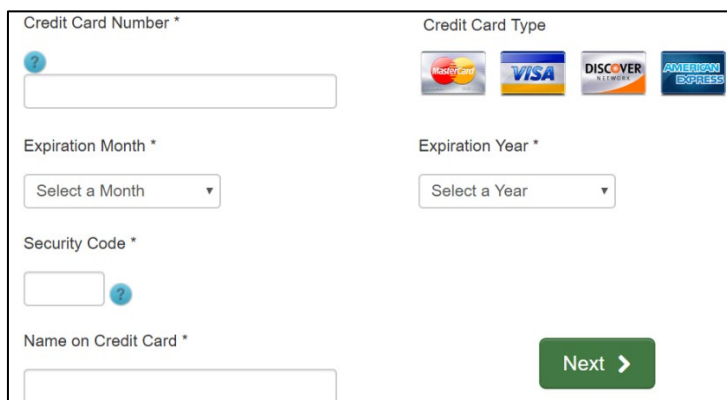


Figure 177: Credit Card Information

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

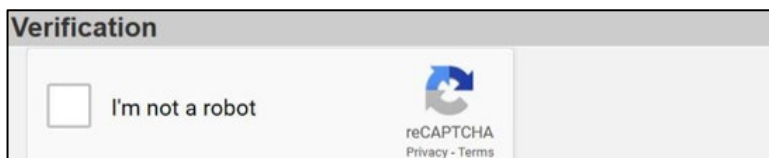


Figure 178: Verification "I'm not a robot"

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



Figure 179: Verification Image

6. Click **Submit Payment**.

To Pay by ACH/eCheck

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

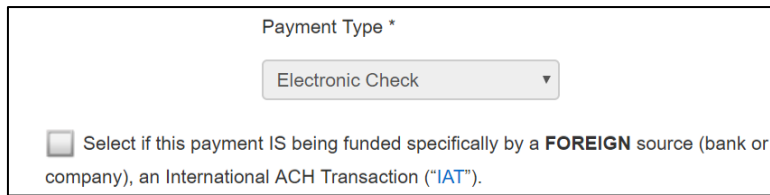


Figure 180: eCheck Foreign Payment

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

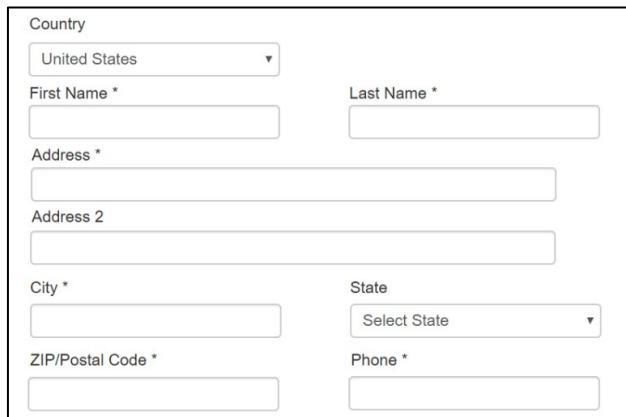


Figure 181: eCheck Customer Information

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

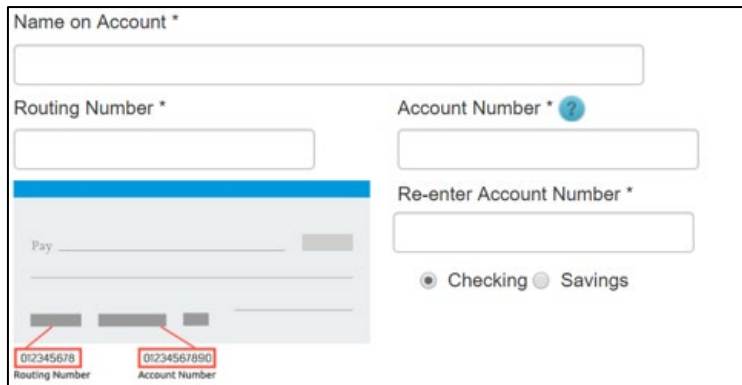


Figure 182: Checking Account Information

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

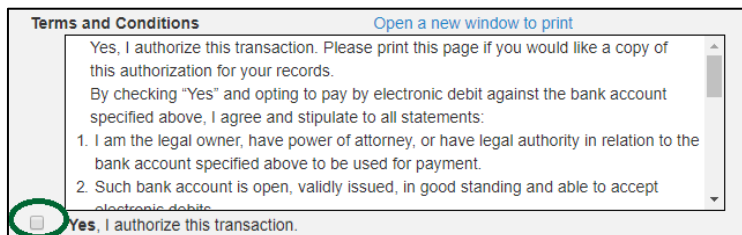


Figure 183: Terms and Conditions

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

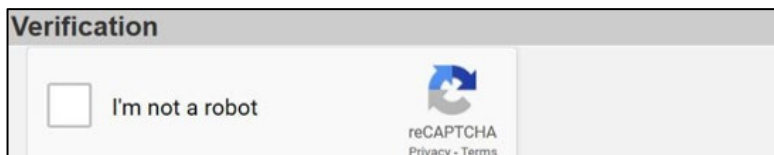


Figure 184: Verification "I'm not a robot"

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



Figure 185: 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** and click **NEXT**.

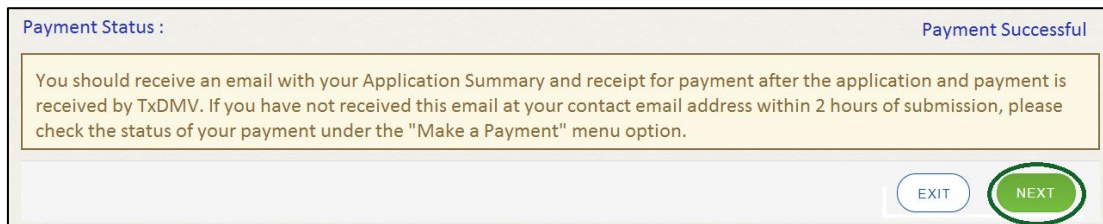


Figure 186: Payment Status Page

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

7. Amending an Franchise Dealers License

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

- Change your business name if you convert from one entity to another or to update the name.
- Change ownership and management information.
- Change the 911 Address if the city or county changes the address of the office/dealership location.
- Manage locations and DBAs.
- Add a GDN of another type or delete a GDN as long as you maintain the GDN required for your new vehicles.
- Add new line-makes.
- Change Dealer Principal or General Manager.

Note: To make changes to general license information, such as the license contact, refer to Chapter 8, Changing General Licensing Information.

7.1 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.

7.2 Gathering Information for This Amendment Application

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

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

- Amended Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Photo IDs for any new owners.
- EOF or Sales and Service Agreement for new lines.

7.3 Applying for the Amendment to a License

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

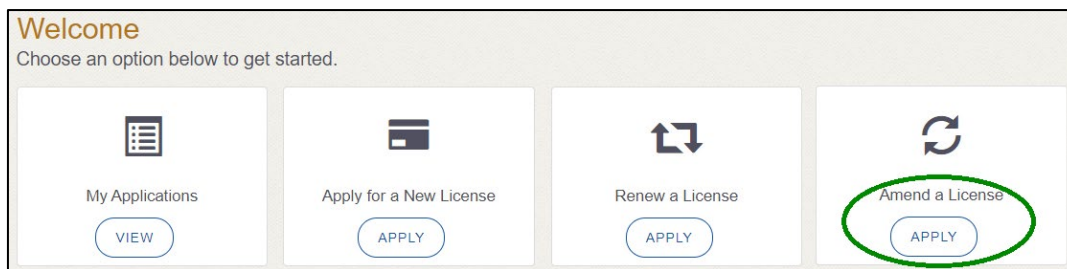


Figure 187: Welcome, Amend a License

7.3.1 Organizations List of Accounts

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

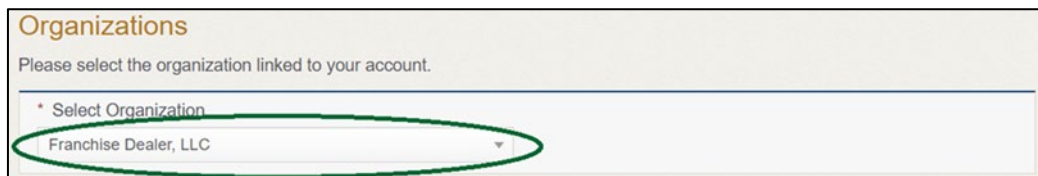


Figure 188: Select Your Organization

7.3.2 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 189: Select License to Amend

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

7.3.3 Contact Information

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

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

Figure 190: Contact Information

7.3.4 Amend Reason

On the *Amend Reason* page:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to document changes to the owners or officers
<input type="checkbox"/>	Manage GDN License Association
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Line Make– use this reason to add or delete line makes. Select this and Manage Conversion Package to add a Conversion Package for a new dealer
<input type="checkbox"/>	Change General Manager, Dealer Principal

Figure 191: Select Amendment Reason

- To **Change Business Name**, select Change Business Name.
- To **Change Ownership and Management**, select Change Ownership and Management.
- To **Manage GDN License Association**, select Manage GDN License Association.
- For **Address and DBA Changes**, select Address and DBA Changes.
- For **911 Address Changes**, select 911 Address Changes.
- To **Manage Line-Make**, select Manage Line-Make.
- To **Change General Manager or Dealer Principal**, select Change General Manager or Dealer Principal.

Change Business Name

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

Type of Business	Limited Liability Company ▾	EIN	*****1234
Business Name	Franchise Dealer, LLC	Secretary of State Filing Number	12345678

Figure 192: Update Business Information

Change Ownership and Management

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Ownership* page, locate the correct area and click **+ OWNER**, **+ADD BUSINESS**, or **+NEW MANAGEMENT/ REPRESENTATIVE**.

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

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
+ 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 193: Update Ownership Information

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

Ownership Questions

This is important:

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

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

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --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 194: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

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

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

* 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 195: Criminal Offense and Charge Information

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

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

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

Manage GDN License Association

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Add new GDN license to current Franchise license* page, select the appropriate option from the dropdown.

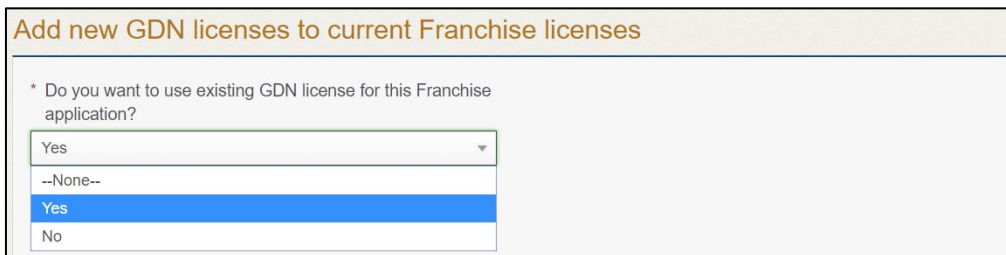


Figure 196: Select Application Reason

4. If you select:

- **Yes**, choose the existing GDN license you want to use.

Add new GDN licenses to current Franchise licenses

* Do you want to use existing GDN license for this Franchise application?

Yes

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

Figure 197: Choose an Existing GDN License

- **No**, select the GDN type to add to the franchise application.

Add new GDN licenses to current Franchise licenses

* Do you want to use existing GDN license for this Franchise application?

No

Select	GDN Type
<input checked="" type="checkbox"/>	Motor Vehicle
<input type="checkbox"/>	Motorcycle
<input type="checkbox"/>	Utility Trailer/Semi-Trailer
<input type="checkbox"/>	Non-motorized Travel Trailer

Figure 198: Select GDN Type

5. On the *Manage GDN License Association* page, you have the option to remove associated GDN.
6. To *Remove Associated GDN License*, click **Delete**.

Remove associated GDN licenses from current Franchise license.

License #	GDN Type	Expiration Date	Actions
P132289	Motor Vehicle	12/31/2020	DELETE

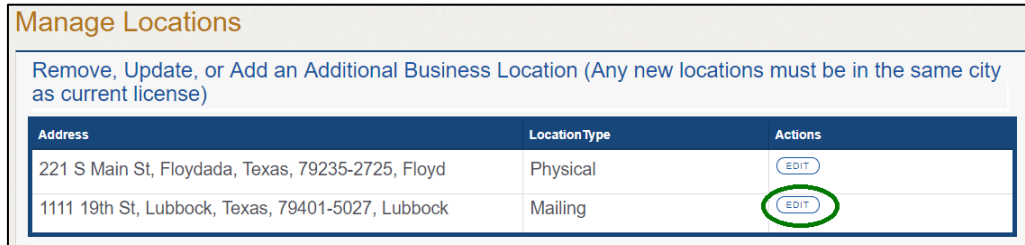
Figure 199: Delete the Associated GDN License

7. Click **SAVE AND NEXT**.

Address or DBA Changes

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

2. Click **SAVE AND NEXT**.
3. On the *Address and DBA Changes* page, click **EDIT** for the appropriate location.



Manage Locations		
Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)		
Address	Location Type	Actions
221 S Main St, Floydada, Texas, 79235-2725, Floyd	Physical	EDIT
1111 19th St, Lubbock, Texas, 79401-5027, Lubbock	Mailing	EDIT

Figure 200: Manage Location and DBA

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

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



Business Details

Make it Primary

Address Type
Mailing

Country
USA

Address Line 1
8038 EXCHANGE DR

Address Line 2

State: Texas | County: Travis | City: AUSTIN | Zip: 78754-4800

[VALIDATE ADDRESS](#)

Figure 201: Business Address Change Pop-up

911 Address Change

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

Manage Locations

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

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

Figure 202: Address Change

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

Business Details

Address Type
Physical

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

* City: KYLE * State: Texas * Zip: 79640 * County: Travis

* Country: USA

Figure 203: Business Address Change Pop-up

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

Manage Locations

Requested Changes

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

Figure 204: 911 Address Change Verification

Manage Line-Make

- For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.
- Click **SAVE AND NEXT**.
- On the *Line-Makes* page, to add **New Line-Makes** type in the name of the manufacturer or distributor (or the first few letters) and click **SEARCH**.

New Line-Makes

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

Manufacturer or Distributor Name:

Figure 205: Search for New Line-Makes

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

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

Figure 206: Account and Line-Make Details

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

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

Figure 207: Line-Make Actions

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

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

Figure 208: Line-Make Action Type

- d. When finished, you can click **SAVE** to close the popup.
 - e. To add another manufacturer or distributor, repeat the steps above.
6. Review your selections and verify the appropriate information displays in the

Selected Line-Makes section.

7. Click **SAVE AND NEXT** to continue.
8. Review the Map of Dealership Location.

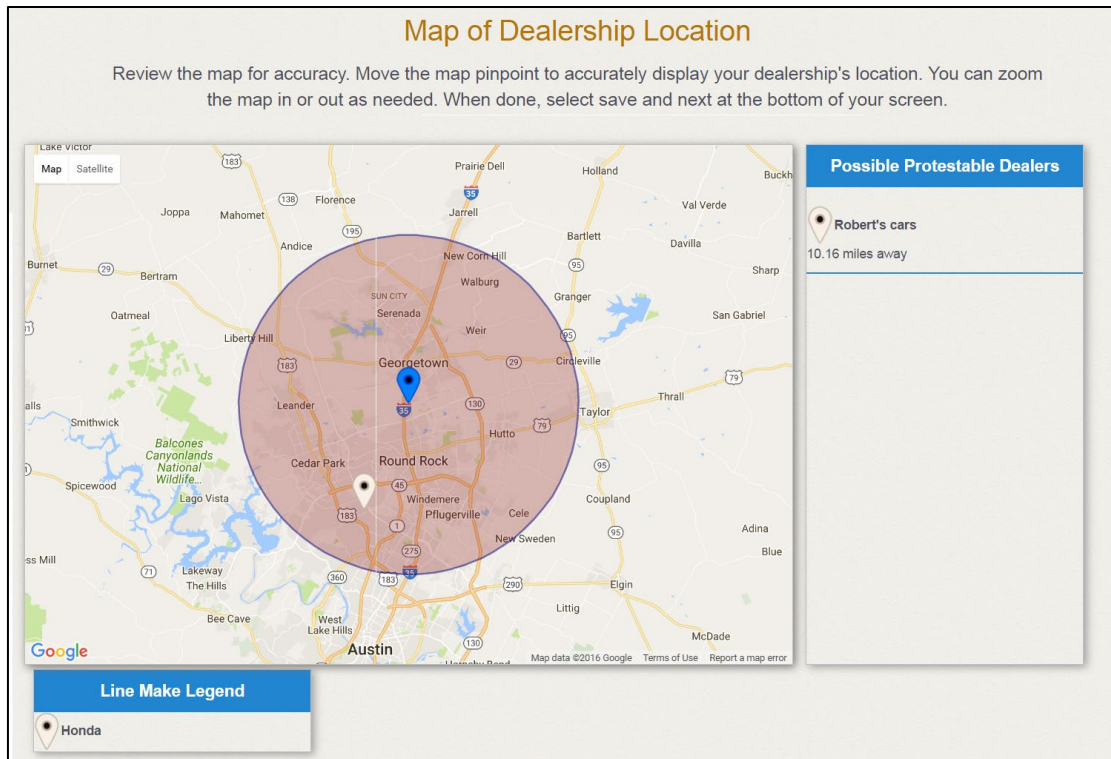


Figure 209: Dealership Location Map

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

9. Click **SAVE AND NEXT**.

Change General Manager or Dealer Principal

1. For **Effective Date**, type the mm/dd/yyyy (or click calendar and select the date) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Manage Dealer Principal & General Manager* page:

- a. Enter the name of the position you want to change.

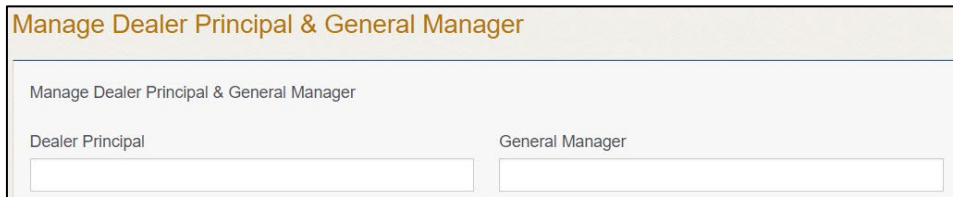


Figure 210: Manage Dealer Principal and General Manager

4. Click **SAVE AND NEXT**.

7.3.5 Questions

Respond to the following questions presented.

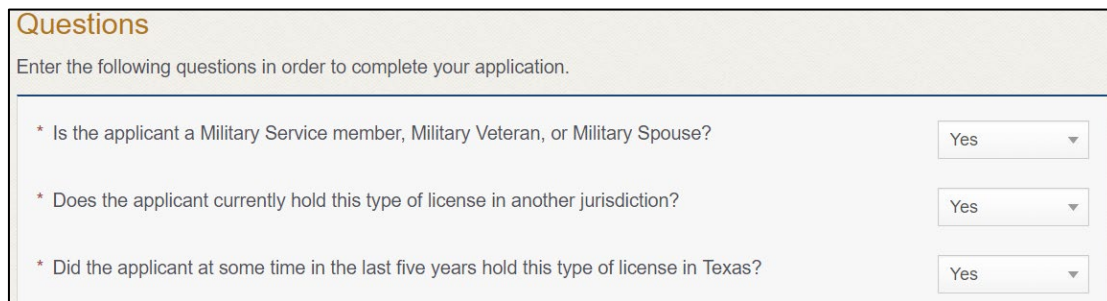


Figure 211: Military Questions

If you select:

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

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

5. Click **SAVE AND NEXT**.

7.3.6 Required Attachments

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

- Sales and Service Agreement(s).
- DBA certificates that have changed.

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

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

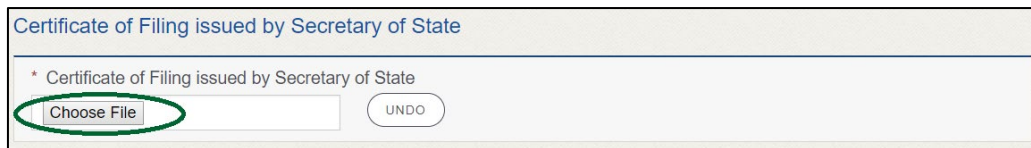


Figure 212: Choose Certificate of Filing Issued File

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

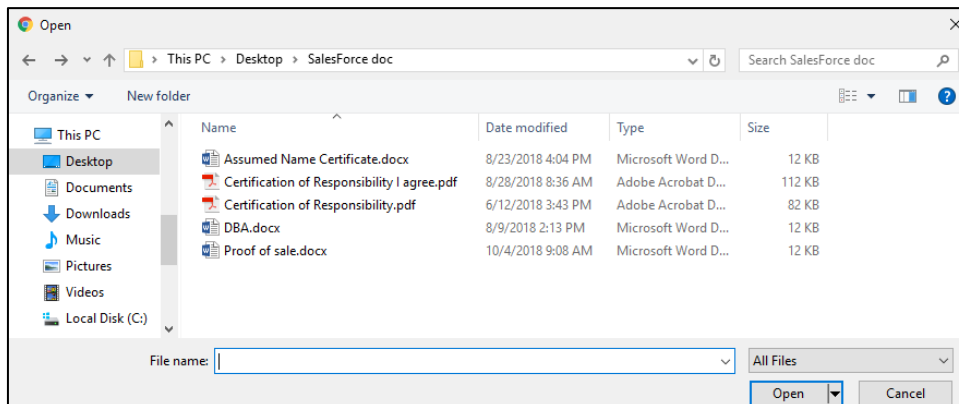


Figure 213: Browse for a File

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

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

7.3.7 Other Attachments

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

- Click **+ADD MORE ATTACHMENTS**.

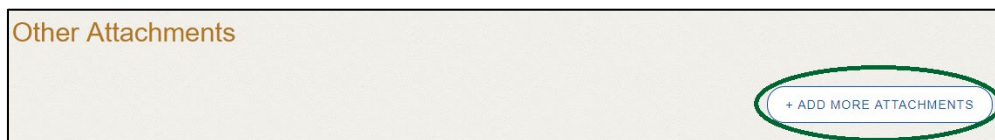


Figure 214: Add Other Attachments

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

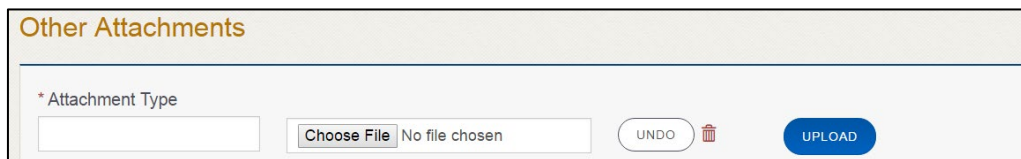


Figure 215: Upload Other Attachments

- Click **Upload**.
- Click **SAVE AND NEXT**.

7.3.8 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.

7.3.9 Summary

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

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

Figure 216: Summary of Amendments

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



A horizontal row of five buttons: 'CANCEL' (light blue), 'PRINT' (blue with printer icon), 'PREVIOUS' (light blue), 'SAVE AND EXIT' (light blue), and 'SAVE AND NEXT' (green).

Figure 217: Options for Summary Complete Actions

7.3.10 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.

7.3.10.1 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 218: eSign Information

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

Certification of Responsibility

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

Figure 219: Certification of Responsibility

3. Carefully read the terms and conditions for the license.
4. Click **I Agree**.

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

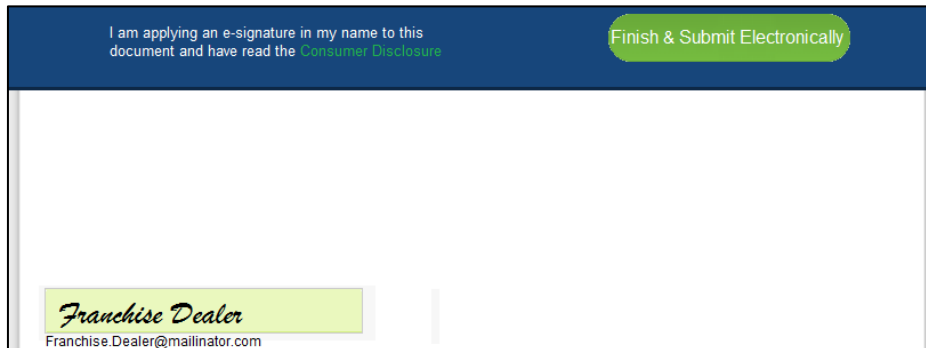


Figure 220: Electronic Signature Page

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**.

7.3.10.2 Manual Signature Submission

1. On the eSign page displayed:

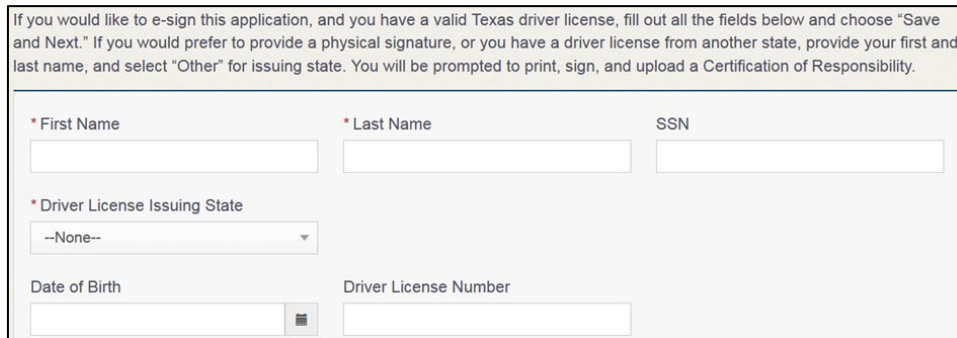


Figure 221: Manual eSign Information

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



Figure 222: Certification of Responsibility PDF

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

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

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

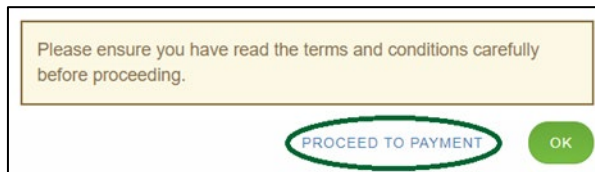


Figure 223: Proceed to Payment

7.3.11 Payments and Application Submission

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

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

To make a payment:

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



Figure 224: Select Application for Payment

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

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



Figure 225: Method of Payment

3. Click **PROCEED TO PAY**.

To Pay by Credit Card

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

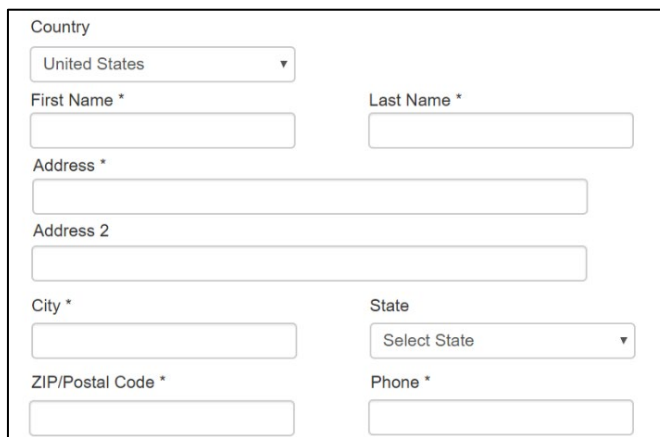
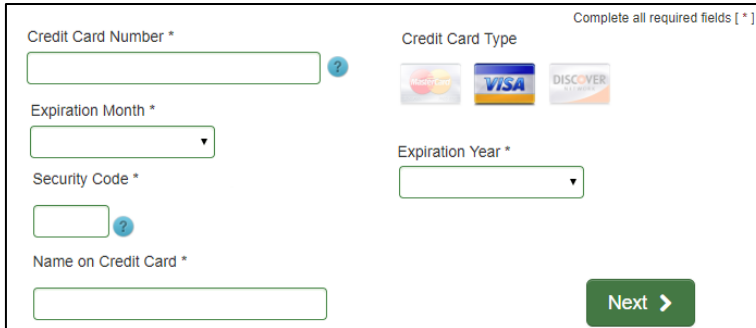


Figure 226: Customer Information

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

- h. For **Phone**, type in the phone number associated with the credit card holder.
2. Click **Next**.
3. In the **Payment Info** section:



Complete all required fields [*]

Credit Card Number *

Expiration Month *

Security Code *

Name on Credit Card *

Credit Card Type

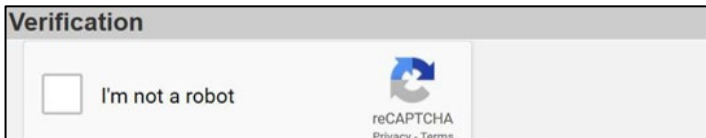
MasterCard VISA DISCOVER

Expiration Year *

Next >

Figure 227: Credit Card Information

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



Verification

I'm not a robot

reCAPTCHA
Privacy - Terms

Figure 228: Verification "I'm not a robot"

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



Figure 229: Verification Page

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



Figure 230: Payment Successful Status

8. Click **NEXT**.

To Pay by ACH/eCheck

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

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 231: Foreign Source Payment

3. On the *Customer Information* page:

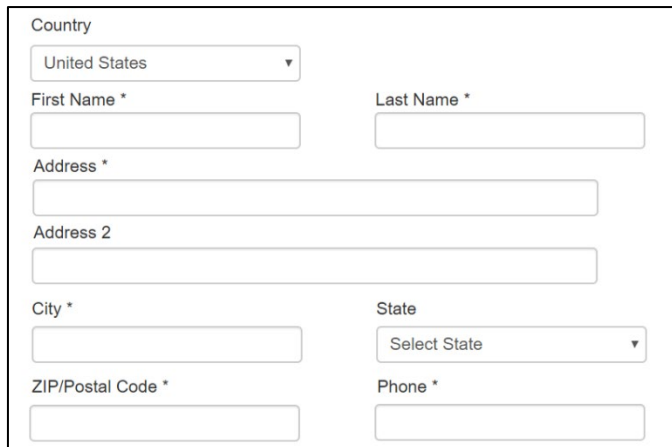


Figure 232: eCheck Customer Information

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

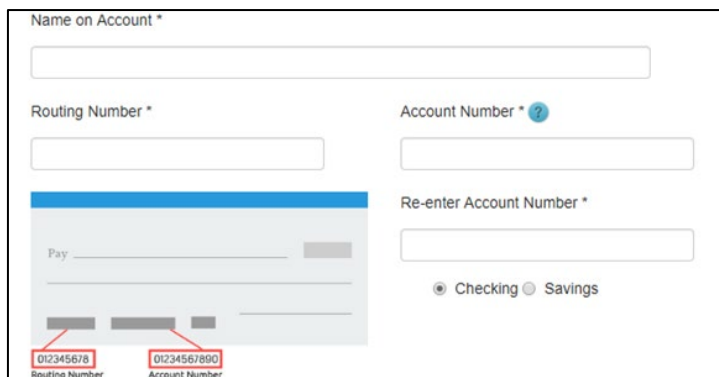


Figure 233: Checking Account Information

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

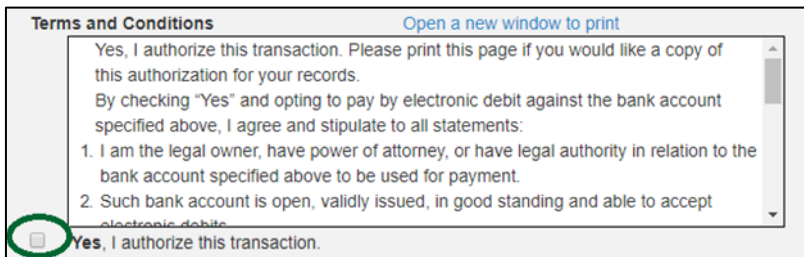


Figure 234: Terms and Conditions Page

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

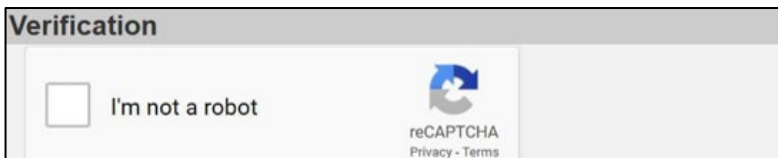


Figure 235: Verification "I'm not a robot"

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



Figure 236: Verification Page

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



Figure 237: Payment Status

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

8. Changing General License Information

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

There are no fees for these changes.

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

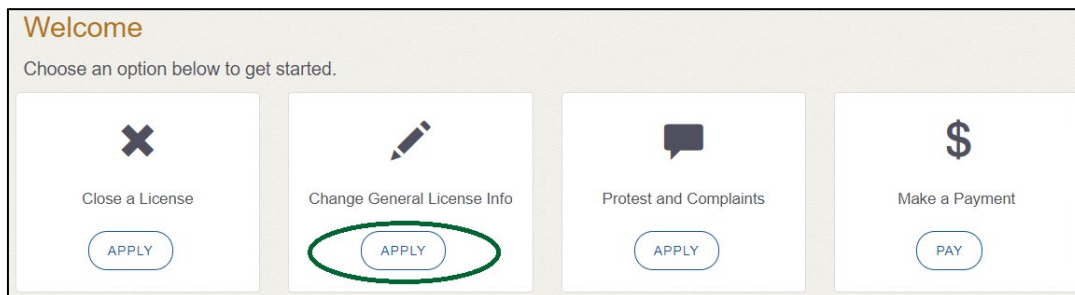


Figure 238: Welcome, Change General License Information

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



Figure 239: Select Organization from Dropdown

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"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109, Randall	Active

Figure 240: Select Licenses

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

[VALIDATE ADDRESS](#)

Figure 241: Edit License Contact Information Page

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

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

Figure 242: Change General License Information Submitted

9. Renewing Licenses

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

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

Note: If you have multiple franchise licenses that share a P number it is only necessary to select to renew the GDN and plates on one of the franchise renewals. On all subsequent franchise renewals when you reach the GDN renewal page select “Already Renewed with Another Franchise License” from the dropdown and the system will bypass the plate renewal and order screens.

9.1 Renewal Fees

The fee to renew a license on time is \$350 - \$1,500 (depending on sales) plus \$400 for each GDN. The fee to renew a service-only facility is \$200 (without a showroom).

The Plate/Sticker renewal fee is \$90.

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

9.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information for each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates.
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State.

- Driver licenses (or passport, official identification cards, and so on) for new owners or management staff.
- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

9.3 Renewal Application

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

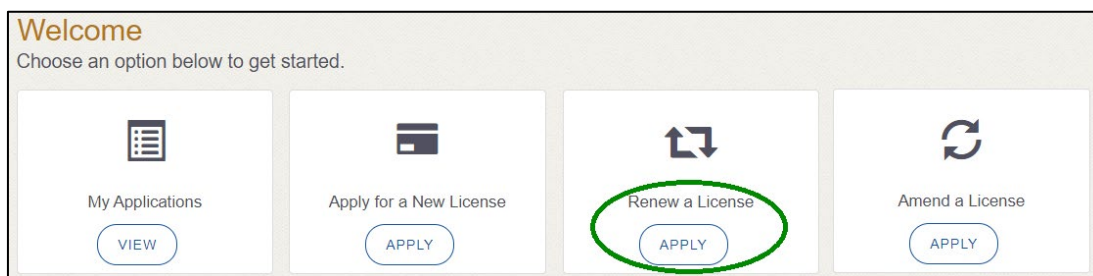


Figure 243: Welcome, Renew a License

9.3.1 Accounts

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

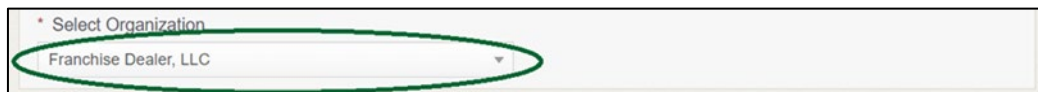


Figure 244: Select Your Organization

2. Click **SAVE AND NEXT**.

9.3.2 Select License

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109.Randall	Active

Figure 245: Select License for Renewal

2. Click **SAVE AND NEXT**.

9.3.3 Contact Information

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



License Contact Information

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

Figure 246: Update Application Contact Information

2. Click **SAVE AND NEXT**.

9.3.4 License Information

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

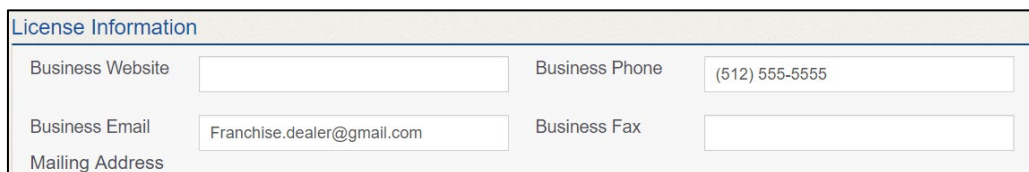


License Contact Information

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

Figure 247: Verify Contact Information is Correct

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



License Information

Business Website 	Business Phone (512) 555-5555
Business Email Franchise.dealer@gmail.com	Business Fax
Mailing Address 	

Figure 248: 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 249: Verify Mailing Address Information is Correct

4. Click **SAVE AND NEXT**.
5. Indicate your **Business Sales** from the previous calendar year.

Select the total number of NEW vehicles sold in the previous calendar year:

- DA - 200 or less
- DB - 201 to 400
- DC - 401 to 800
- DD - 801 to 1200
- DE - 1201 to 1600
- DF - 1601 or more
- DA - Service-only facility (Without a showroom)

Figure 250: Total Number of Vehicles Sold Last Calendar Year

6. Click **SAVE AND NEXT**.
7. Select the GDNs you wish to renew.

The following GDNs are associated to your franchise application. Please select the GDNs you would like to renew with your license. If the GDN is associated to more than one franchise then select 'Renew GDN' on only one franchise renewal and select 'Renewed on other Franchise' for all subsequent renewals.

License	Type	License Status	License Expiration Date	Action
P122042	Motor Vehicle	Active	7/31/2019	Renew GDN

Figure 251: Select GDNs for Renewal

8. Click **SAVE AND NEXT**.
9. Select the plates you wish to **Cancel** or **Renew**.

Select the plates you wish to cancel or renew:

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

Figure 252: Select Plates to Renew or Cancel

10. Click **SAVE AND NEXT**.

11. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates** select:

Purchase Additional Plates

* Do you want to order metal dealer plates? Yes ▾

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

Figure 253: Purchase Additional Plates Page

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

Enter the number of plates you want to order:

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

Figure 254: Number of Plates Requested

- a. Click **SAVE AND NEXT**.

9.3.5 Ownership

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

Name	Ownership % - Total must equal 100%	Actions
Franchise Dealer	100.00%	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>

Figure 255: Review Ownership Information

- a. In the **Ownership Questions** section:

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.
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**.

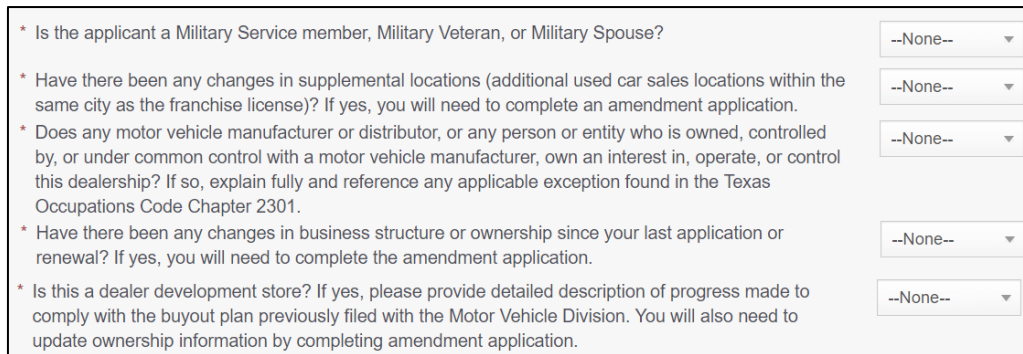
Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

9.3.6 Questions

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

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

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



* 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 259: Military Service Questions

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

9.3.7 Attachments

You may be required to upload the following information:

- Sales and Service Agreement(s).
- Assumed Name Certificates issued by the Secretary of State.
- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).
- Files containing scanned copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.

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



* Sales and Service Agreement

Choose File UNDO

Figure 260: Choose File

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

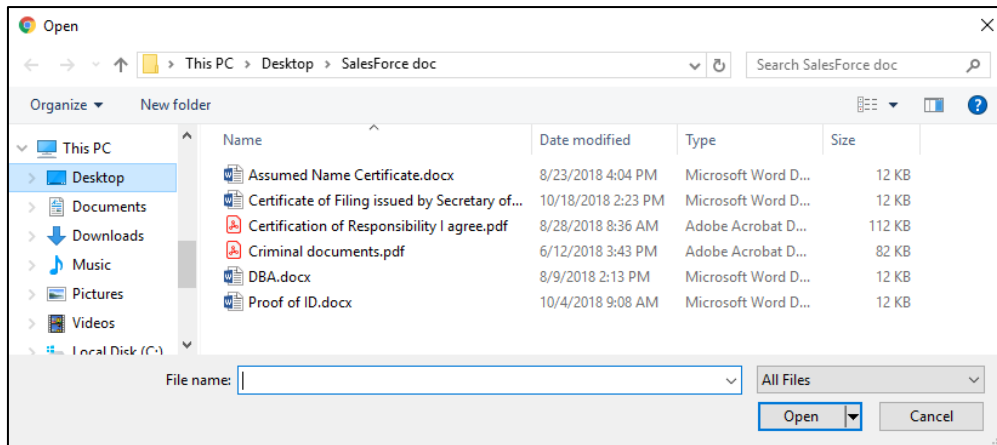


Figure 261: Browse for File

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

For Attachments Not Required

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

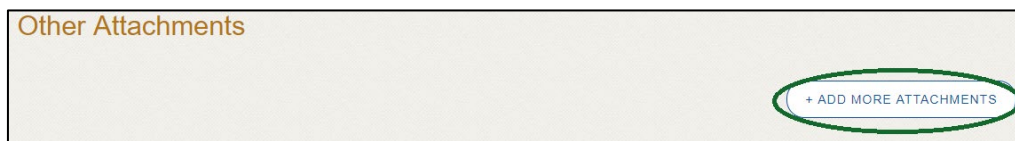


Figure 262: Add More Attachments

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

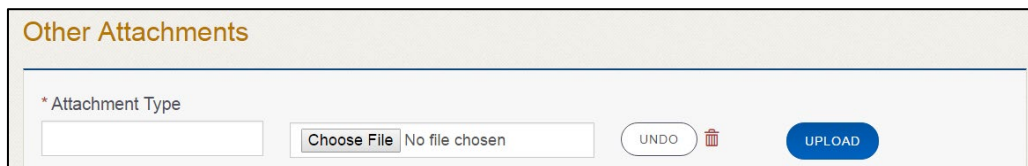


Figure 263: Attachment Type

- Choose the file.
- Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

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

9.3.8 Summary

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

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

Figure 264: Summary of Application

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

9.3.9 Signature

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

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

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

9.3.9.1 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 265: Electronically Sign the Document

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

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 9.3.9.2.

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 266: Certification of Responsibility

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

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

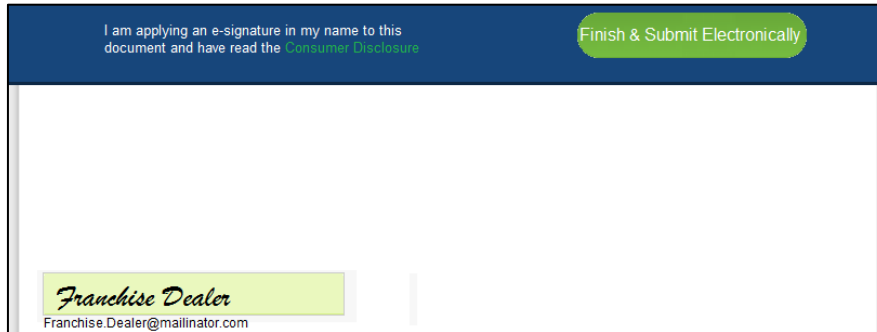


Figure 267: Electronic Signature

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

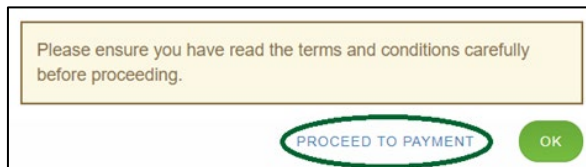


Figure 268: Proceed to Payment

11. Continue to the Payments and Application Submission, section 9.3.10.

9.3.9.2 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 269: eSign Customer Information

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

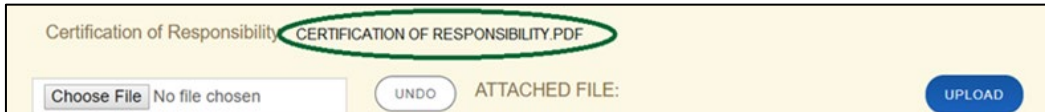


Figure 270: Print Certification of Responsibility PDF

- 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 271: Printed Certification of Responsibility PDF

5. To upload and attach the signed document to this Franchise 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 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.

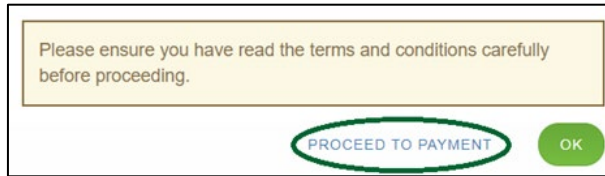


Figure 272: Proceed to Payment

9.3.10 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:

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



Figure 273: Applications for Payment

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

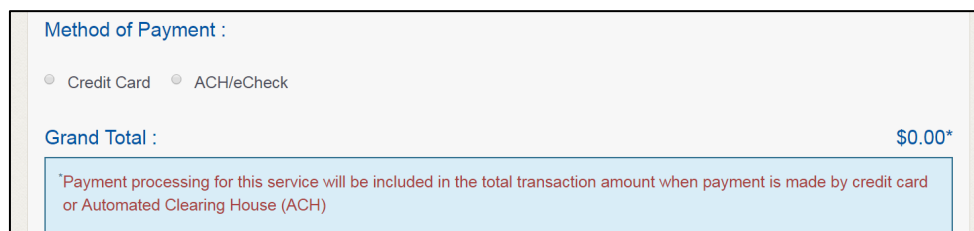


Figure 274: Select Method of Payment

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):

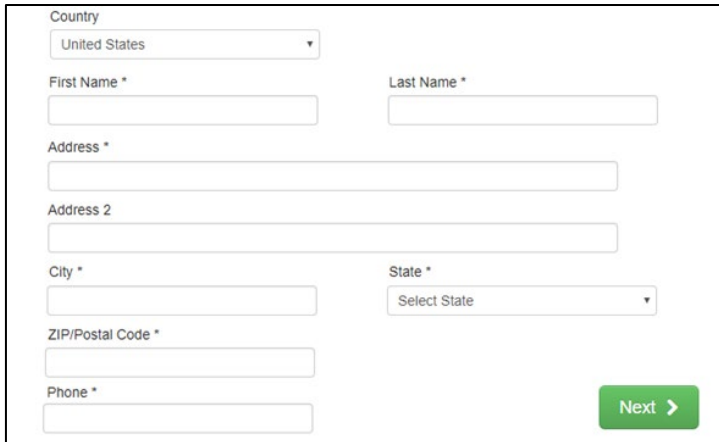
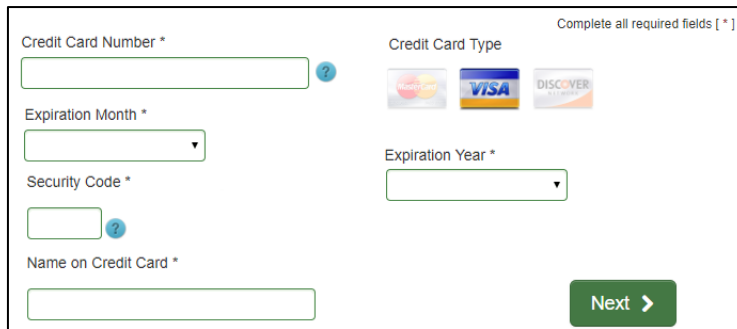
A screenshot of a web form titled "Credit Card Customer Information". The form contains several input fields: a dropdown menu for "Country" with "United States" selected; two text boxes for "First Name *" and "Last Name *"; a text box for "Address *"; a text box for "Address 2"; a text box for "City *"; a dropdown menu for "State *" with "Select State" selected; a text box for "ZIP/Postal Code *"; and a text box for "Phone *". A green "Next >" button is located at the bottom right of the form.


Figure 275: 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:



Complete all required fields [*]

Credit Card Number *

Credit Card Type 

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Next >

Figure 276: Credit Card Payment Information

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



Verification

I'm not a robot

 reCAPTCHA
Privacy - Terms

Figure 277: Verification "I'm not a robot"

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



Figure 278: Verification Image

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

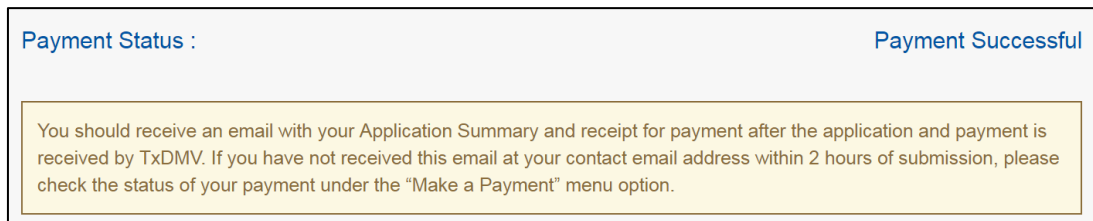


Figure 279: Payment Successful Status

8. Click **NEXT**.

ACH/eCheck Payment

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

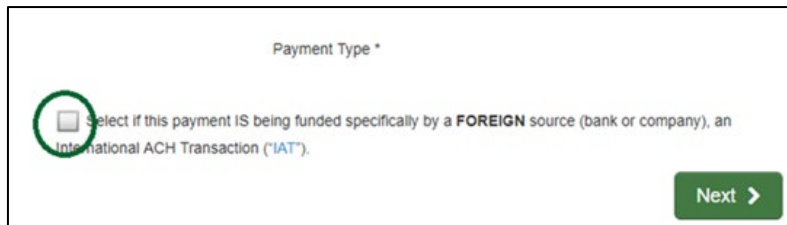


Figure 280: Foreign Source Payment

3. On the *Customer Information* page:

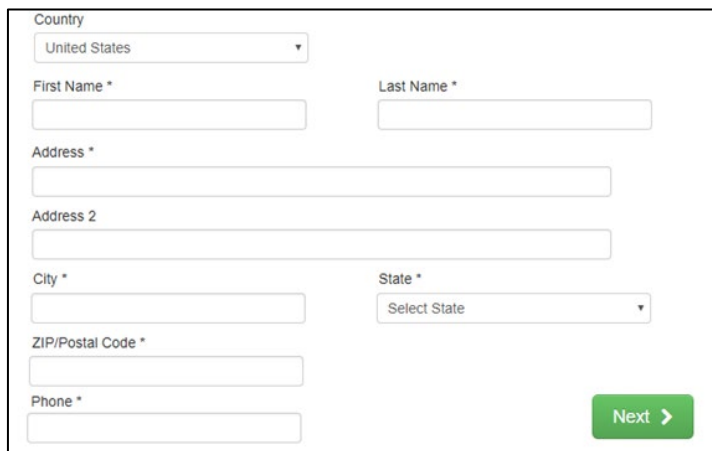


Figure 281: eCheck Customer Information

- 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 street information, such as the suite number.
 - e. For **City**, type in the name of the city.
 - f. For **State**, select the name of the state from the dropdown.
 - g. For **ZIP/Postal Code**, type in the five-number Zip code (or the nine numbers of the extended code).
 - h. For **Phone**, type in the phone number associated with the account holder.
4. Click **NEXT**.
 5. On the *Payment Info* page:

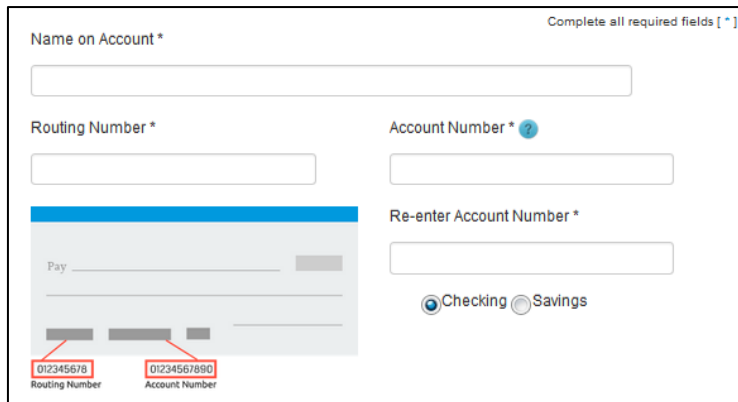


Figure 282: ACH/eCheck Payment Information

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

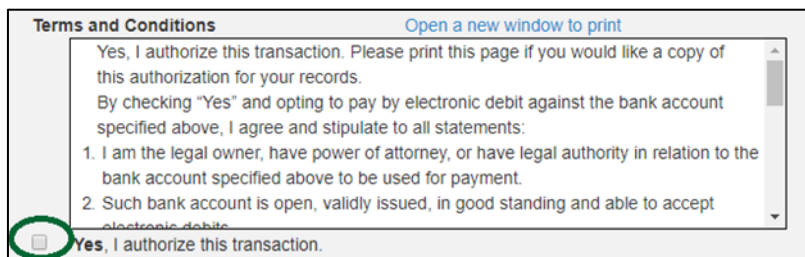


Figure 283: Terms and Conditions

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

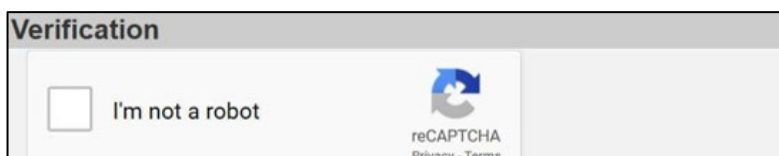


Figure 284: Verification "I'm not a robot"

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



Figure 285: 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**.

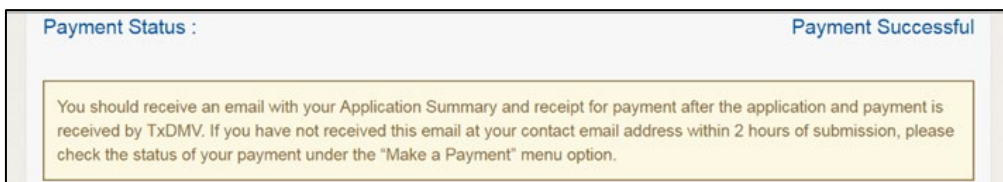


Figure 286: Payment Successful Status

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

10. Closing a License

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

There is no fee to close a license.

10.1 Application to Close a License

10.1.1 Steps to Close Your License

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

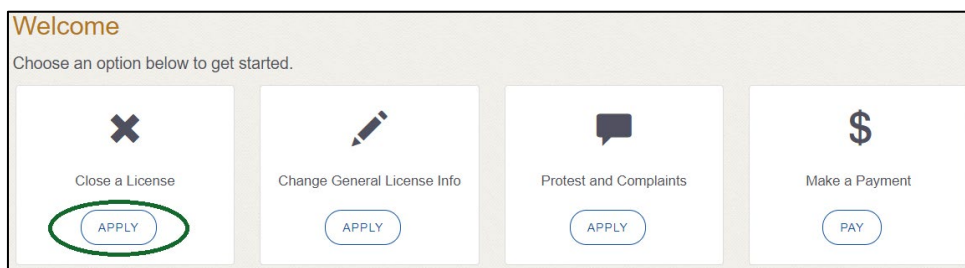


Figure 287: Welcome, Close a License Page

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



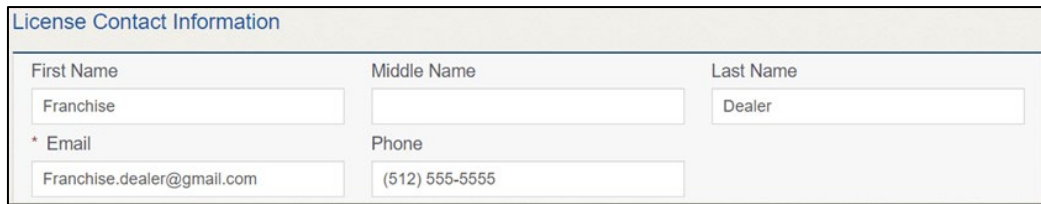
Figure 288: Select Your Organization

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109.Randall	Active

Figure 289: Select License to Close

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

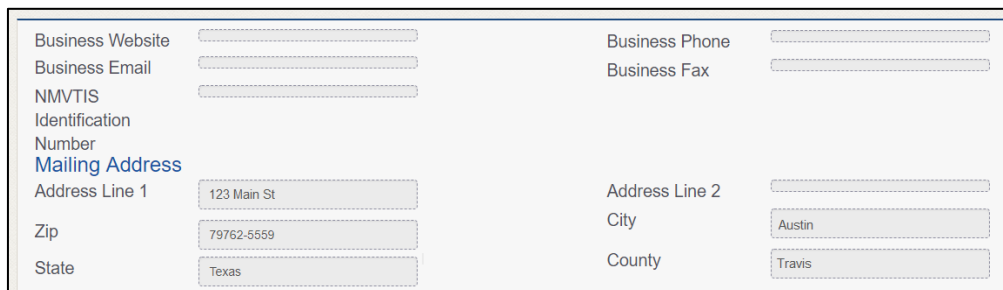


License Contact Information

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

Figure 290: Review License Contact Information

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

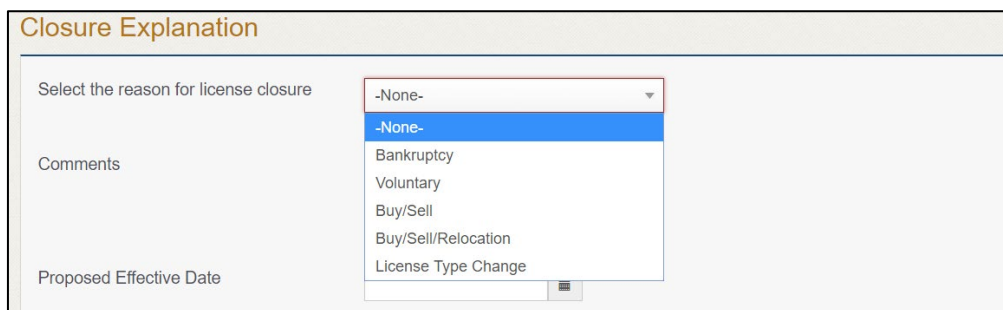


License Business Information

Business Website	Business Phone
Business Email	Business Fax
NMVTIS Identification Number	
Mailing Address	
Address Line 1 123 Main St	Address Line 2
Zip 79762-5559	City Austin
State Texas	County Travis

Figure 291: Review License Business Information

- On the *Closure Explanation* page:



Closure Explanation

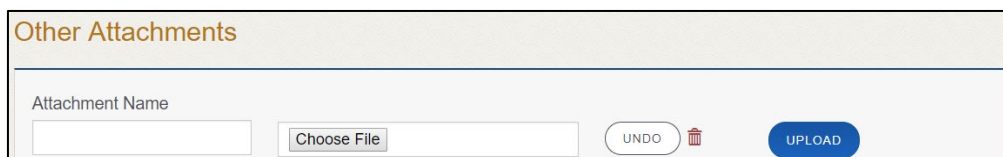
Select the reason for license closure:
 -None-
 -None-
 Bankruptcy
 Voluntary
 Buy/Sell
 Buy/Sell/Relocation
 License Type Change

Comments

Proposed Effective Date

Figure 292: Closure Explanation

- For **Reason**, select the appropriate option from the dropdown.
 - For **Effective Date**, type in the appropriate date mm/dd/yyyy (or select it from the calendar).
 - Click **SAVE AND NEXT**.
- On the *Attachments* page:



Other Attachments

Attachment Name

Choose File

UNDO

UPLOAD

Figure 293: Upload a Statement About Closure

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

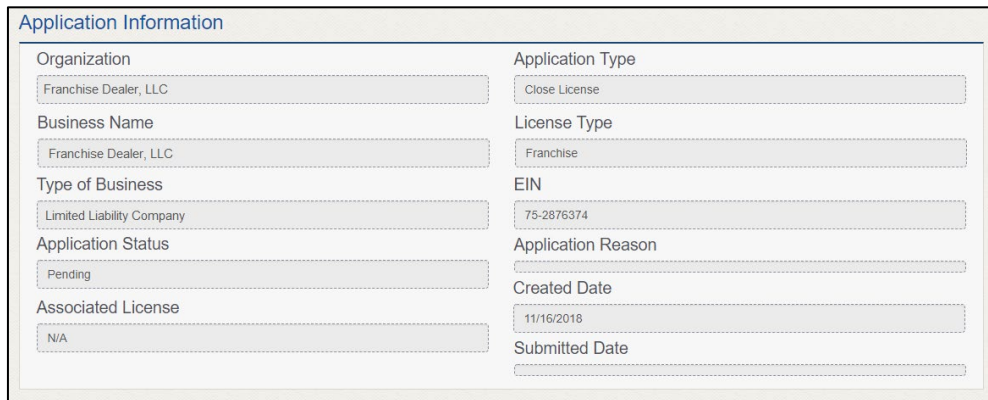


Figure 294: Summary of Application

10.2 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.

10.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:

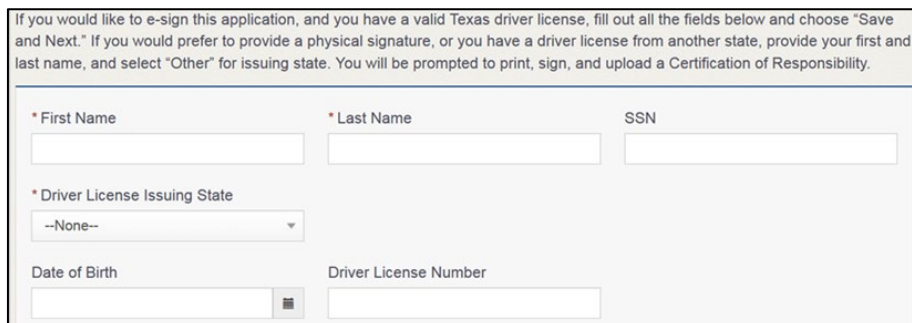


Figure 295: Electronic Signature Page

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

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

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 10.2.2.

Certification of Responsibility

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

Figure 296: Electronic Certification of Responsibility

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

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

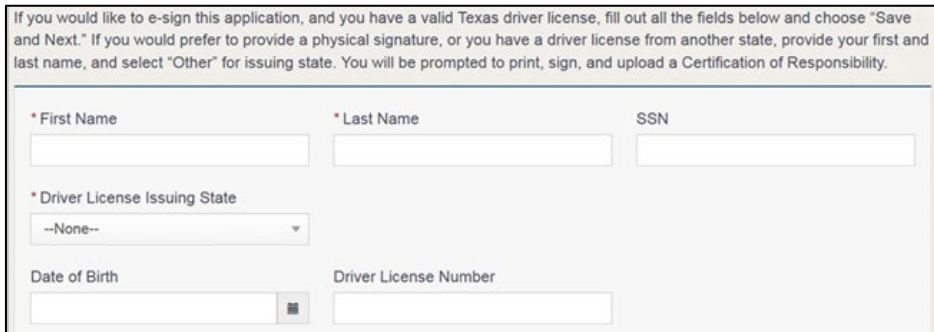
Franchise Dealer
Franchise.Dealer@mailinator.com

Figure 297: Electronic Signature Page

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

10.2.2 Printing and Manually Signing the Application

1. On the *eSign* page displayed:



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

* First Name * Last Name SSN

* Driver License Issuing State
--None--

Date of Birth Driver License Number

Figure 298: Electronic Signature Information

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



Certification of Responsibility **CERTIFICATION OF RESPONSIBILITY PDF**

Choose File | No file chosen UNDO ATTACHED FILE: UPLOAD

Figure 299: Certification of Responsibility Link

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

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 300: Manually Sign the Certification of Responsibility

5. To upload and attach the signed document to this closure application:
 - a. Scan the document and save it.
 - b. On the *eLICENSING* page, click **CHOOSE FILE**.
 - c. In the *Open Windows* dialog box, navigate to the file, select it and click **Open**.
 - d. When the name of the file displays on the appropriate **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.

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

6. Click **SUBMIT**.

10.3 Closure Application Confirmation Statement

After you have successfully submitted your application to close your license, you will receive a notice from eLICENSING.

You must return any plates, temporary tags, stickers, and plate receipts within 10 days to the TxDMV headquarters.

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 Reginal 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 301: Notice that the Application was Submitted

11. Making Payments

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

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

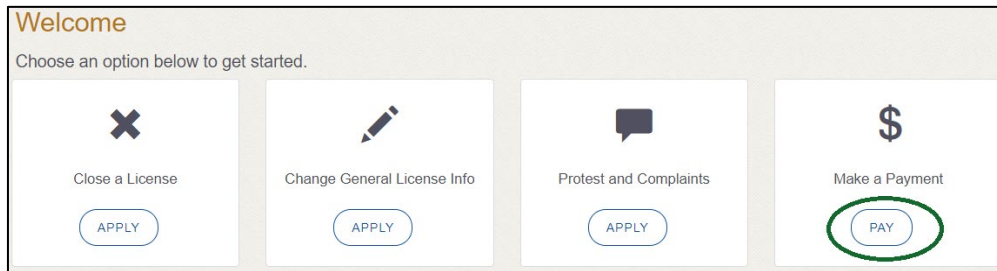


Figure 302: Welcome, Make a Payment

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

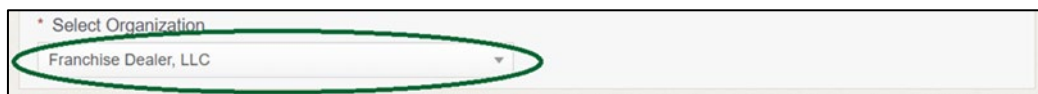


Figure 303: Select Organization

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

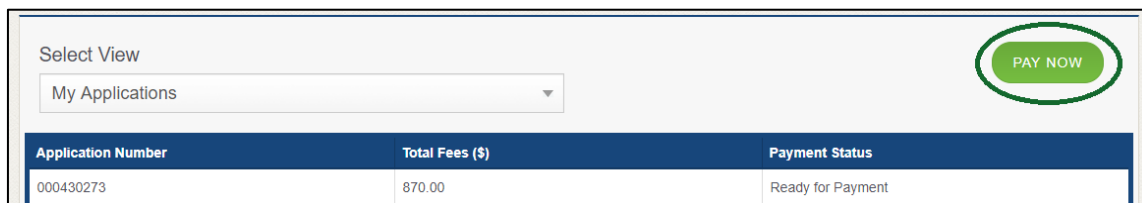


Figure 304: Payment Summary Page

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



Figure 305: Applications for Payment

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

- **Credit Card**

- **ACH/eCheck**

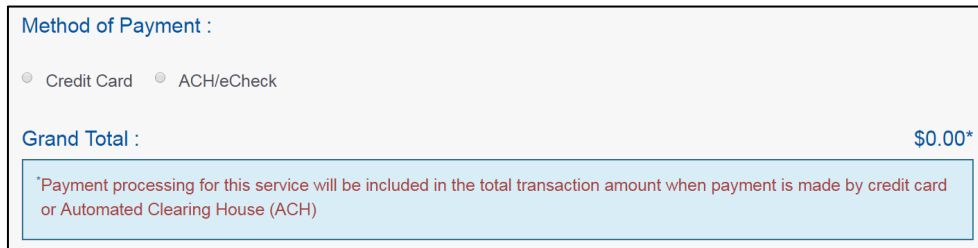


Figure 306: Select Method of Payment

6. Click **PROCEED TO PAY**.

Credit Card Payment

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

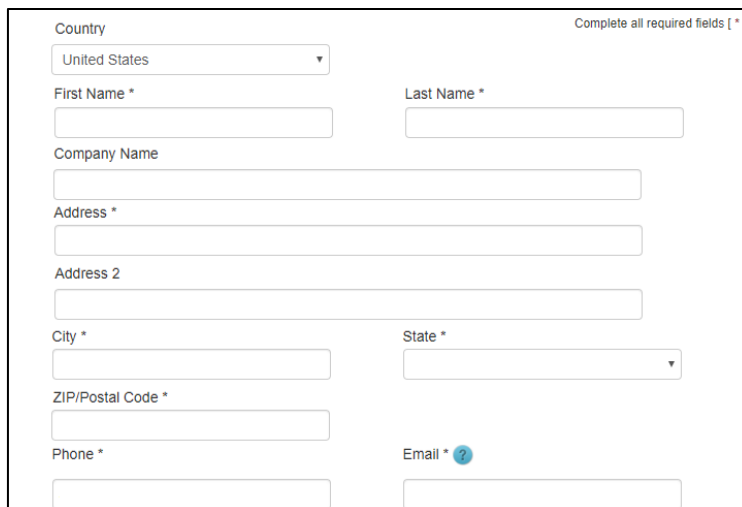
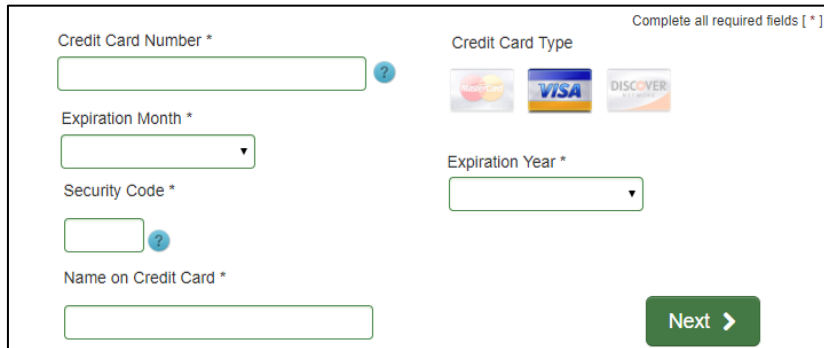


Figure 307: Credit Card Customer Information

- For **First Name**, type in your first name as it appears on the credit card.
- For **Last Name**, type in your last name as it appears on the credit card.
- For **Address**, type in the number and name of the street used to bill the credit card.
- For **Address 2** (optional), type in additional information such as the suite number.
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown.

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



Complete all required fields [*]

Credit Card Number *

Expiration Month *

Security Code *

Name on Credit Card *

Credit Card Type

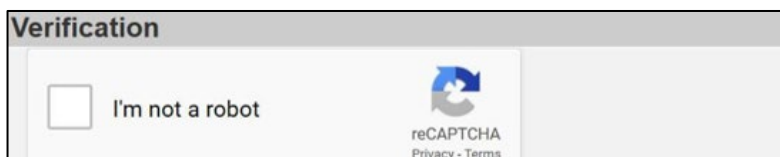
MasterCard
 VISA
 DISCOVER

Expiration Year *

Next >

Figure 308: 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**.



Verification

I'm not a robot

reCAPTCHA
Privacy - Terms

Figure 309: Verification "I'm not a robot"

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



Figure 310: 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**.

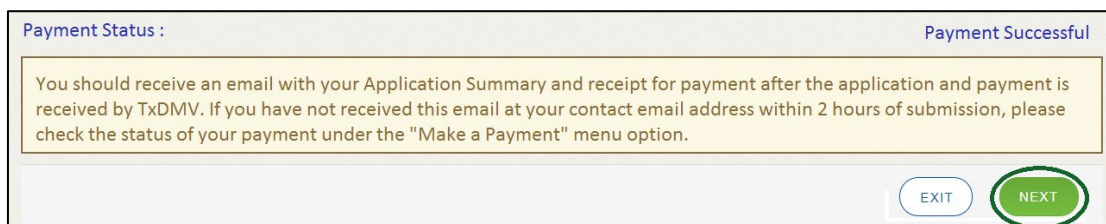


Figure 311: Payment Successful Status

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**.

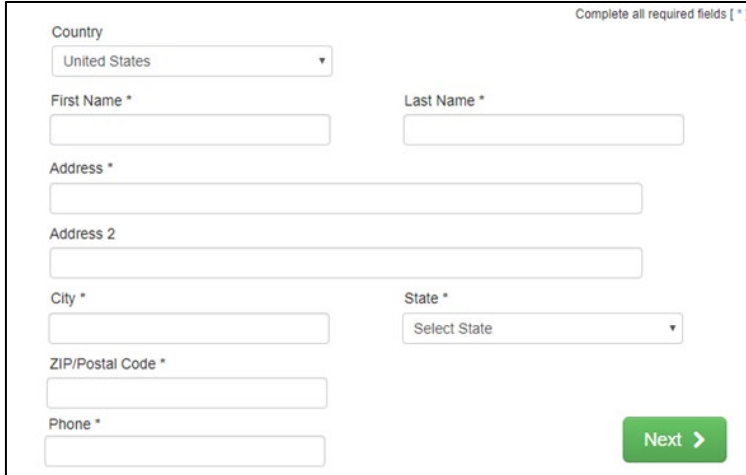
Payment Type *

Electronic Check *

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

Figure 312: Payment by Foreign Source

2. On the *Customer Information* page:



Complete all required fields [*]

Country
United States

First Name * Last Name *

Address *

Address 2

City * State *
Select State

ZIP/Postal Code *

Phone *

Next >

Figure 313: eCheck Customer Information

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

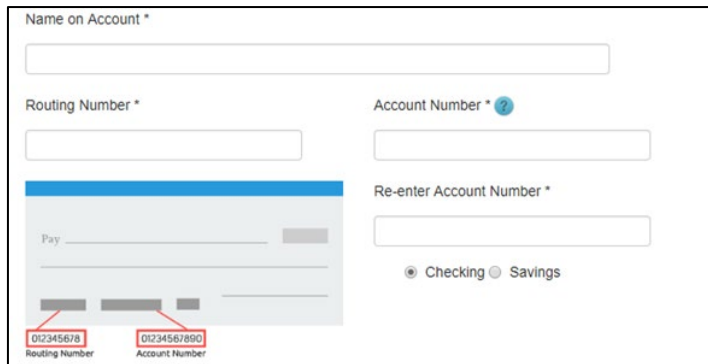


Figure 314: ACH/eCheck Payment Information

- 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.

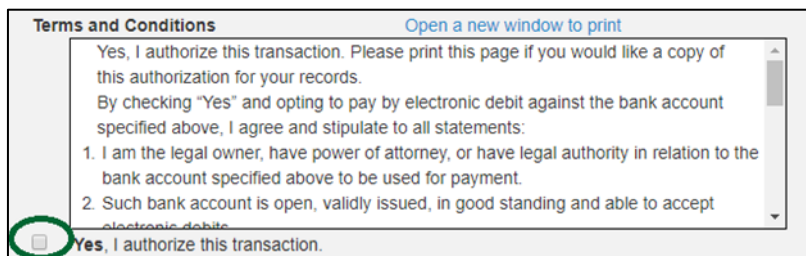


Figure 315: Terms and Conditions

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

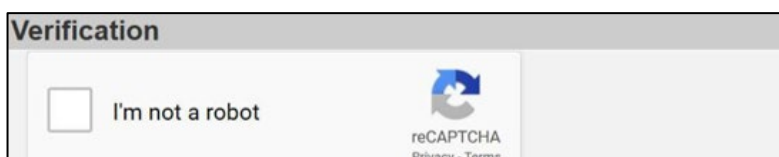


Figure 316: Verification "I'm not a robot"

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



Figure 317: 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**.

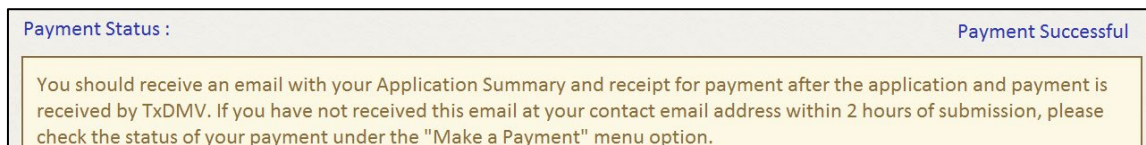


Figure 318: Payment Successful Status

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