



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

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# **eLICENSING Quick Start Guide for In-Transit Licenses**

**October 2020**

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## 1. In-Transit Licenses

A person or business entity must have an In-Transit license to work as a drive-a-way operator in Texas. A drive-a-way operator is a person who transports and delivers a vehicle in Texas using the vehicle's own power or using the full-mount method, the tow-bar method, or a combination of those methods.

### 1.1 License Term and License Fees

In-Transit licenses are issued for a term of 2 years and can be renewed for subsequent 2-year terms.

The fee for an In-Transit license is \$90 and \$10 for each In-Transit plate.

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

### 1.2 In-Transit License Numbers

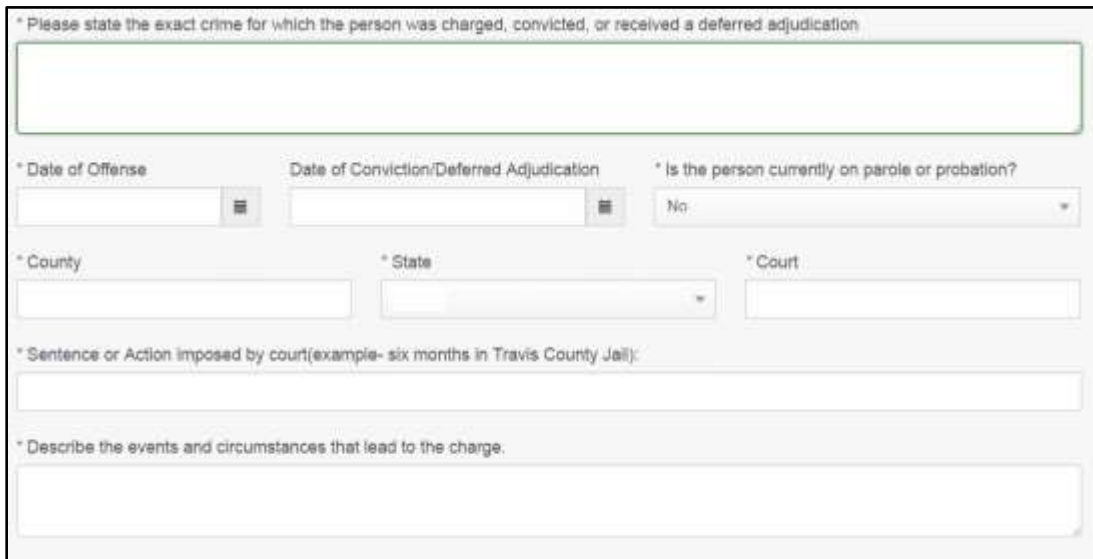
In eLICENSING, an In-Transit license number consists of numbers without any letters.

### 1.3 Gathering Information for the In-Transit License Application

You must have the following information available to enter into the In-Transit 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's social security number, if applying as a sole proprietor.
- The previous license numbers individuals or business entities possess or have possessed in the past.

- Facts of the criminal history of anyone (officer, partner, trustee, or other representative capacity) associated with the business that was arrested, has been convicted, has received deferred adjudication, or has been court martialled, or has any of these actions currently pending. This information is required for the application, as shown below, for each person and each offense.



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

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

\* County      \* State      \* Court

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

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

Figure 1: Criminal History Details

Files containing scanned copies of official documents, including:

- Driver license (or official ID) of owners or officers of the corporation (if applicable).
- Assumed Name Certificates issued by the County Clerk (individual owners) or Secretary of State (all others).
- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).

## 2. Applying for an In-Transit License

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

Important: All of the answers and requirements to obtain a license must be kept in place for the entire term of the license.


### 2.1 Getting Started

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

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

To get started, follow these steps:

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

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

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



Figure 2: TxDMV Security Warning

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

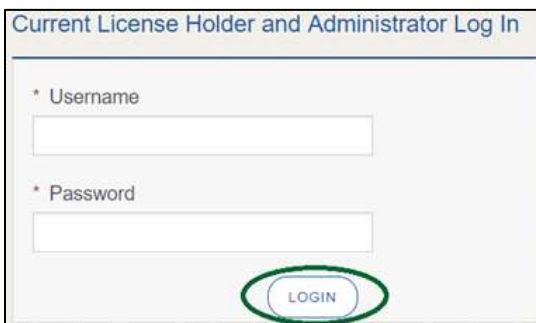


Figure 3: Login Page

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

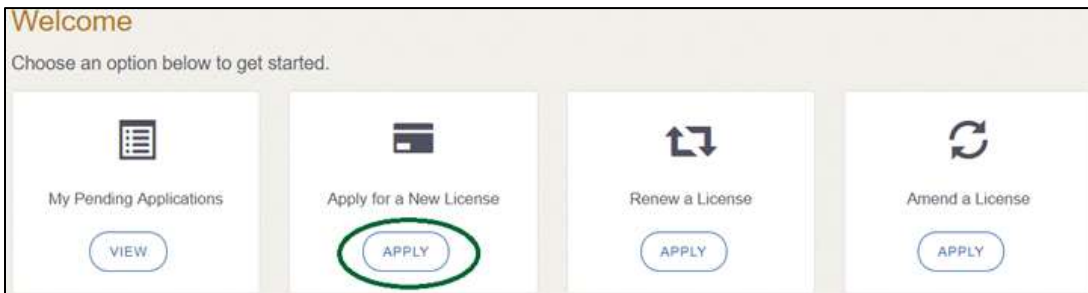


Figure 4: Welcome, Apply for a New License

8. On the *License Type* page, locate the **In-Transit License** area and click **SELECT**.

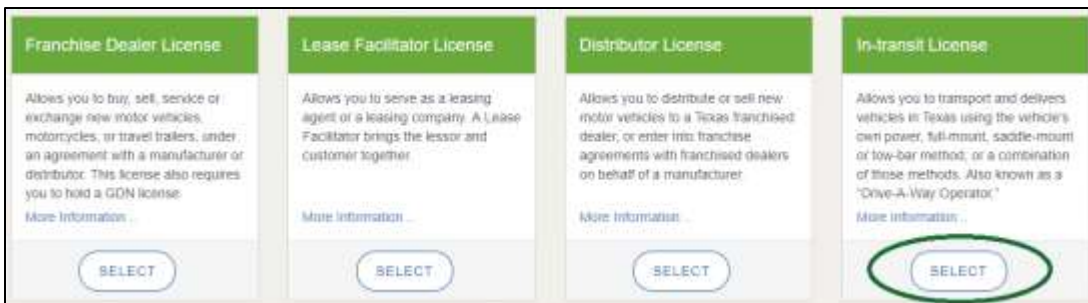


Figure 5: Select License Type

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

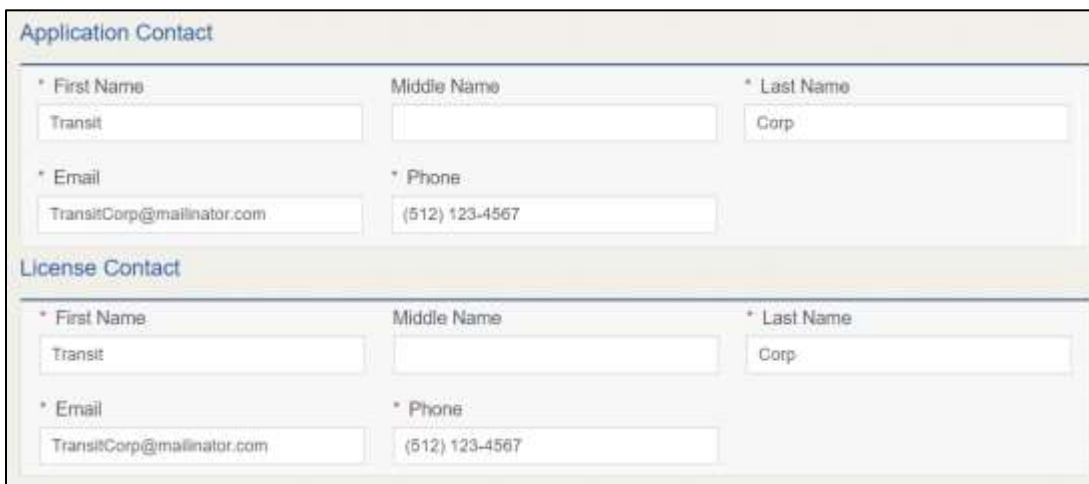


The screenshot shows a form titled "Organizations" with the instruction "Please select the organization linked to your account." Below this is a dropdown menu labeled "\* Select Organization" with "Transit Corp" selected. At the bottom right, there are two buttons: "CANCEL" and "SAVE AND NEXT", with the latter being highlighted by a green oval.

Figure 6: Select Organization

## 2.2 Contact Information

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



The screenshot shows two forms. The top form is titled "Application Contact" and contains the following fields:
 

- \* First Name: Transit
- Middle Name: (empty)
- \* Last Name: Corp
- \* Email: TransitCorp@mailinator.com
- \* Phone: (512) 123-4567

 The bottom form is titled "License Contact" and contains the following fields:
 

- \* First Name: Transit
- Middle Name: (empty)
- \* Last Name: Corp
- \* Email: TransitCorp@mailinator.com
- \* Phone: (512) 123-4567

Figure 7: Application Contact Information

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

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

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



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

2. Click **SAVE AND NEXT**.

## 2.3 Application Reason

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

- Apply for New License
- Entity Change
- Previous License Not Renewed

Note: Entity Change means a business entity with an existing license that has changed and requires a new application. When this new application is approved, the previous license will be closed. Only select this when a new entity needs a license and to replace an existing license.

### 2.3.1 Apply for New License Reason

On the *Application Reason* page:

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

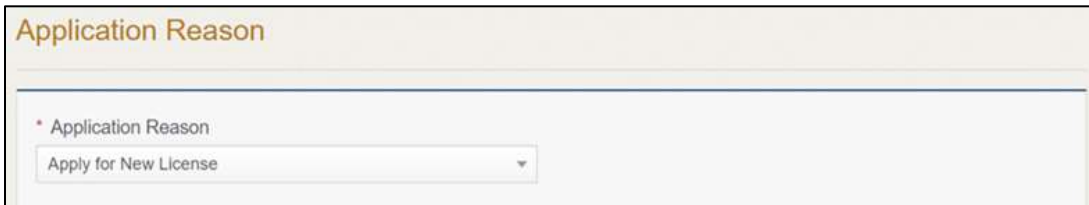
A screenshot of a web form titled "Application Reason". It features a dropdown menu with the text "Apply for New License" selected. The dropdown is set against a light gray background with a thin border.

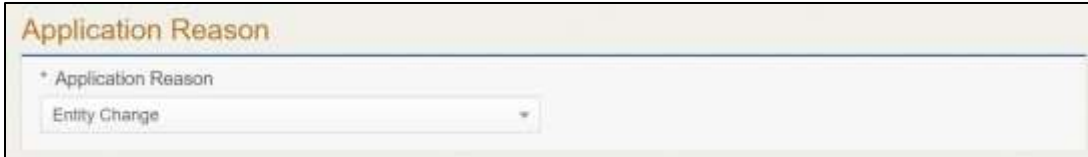
Figure 8: Select Application Reason

2. Click **SAVE AND NEXT**.

### 2.3.2 Entity Change

On the *Application Reason* page:

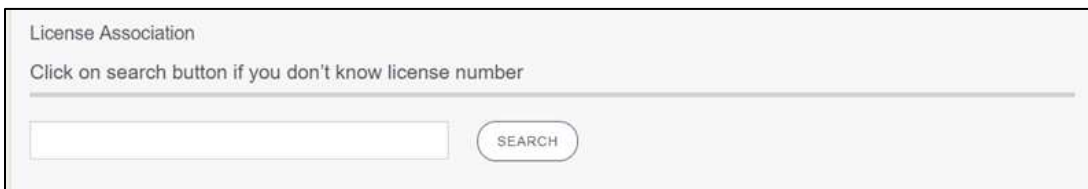
1. From the dropdown, select **Entity Change**.



The screenshot shows a form titled "Application Reason". Below the title is a dropdown menu with the label "\* Application Reason". The selected option is "Entity Change".

Figure 9: Entity Change Reason

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



The screenshot shows a form titled "License Association". Below the title is a text input field and a "SEARCH" button. The text below the input field reads "Click on search button if you don't know license number".

Figure 10: License Association

If you do not know this information:

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

### 2.3.3 Previous License Not Renewed Reason

On the Application Reason page:

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



The screenshot shows a form titled "Application Reason". Below the title is a dropdown menu with the label "\* Application Reason". The selected option is "Previous license not renewed".

Figure 11: Previous License Not Renewed

2. Type the existing license number and click **SAVE AND NEXT**.

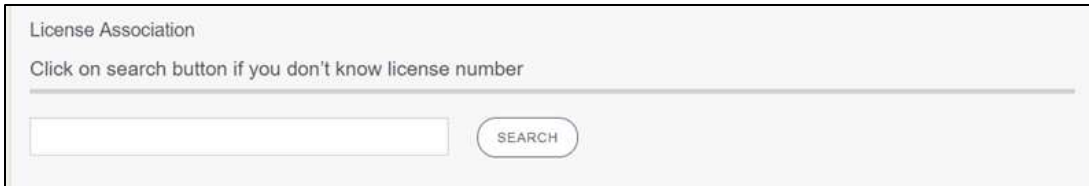


Figure 12: License Association

If you do not know this information:

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

## 2.4 Application Details

The Application Details are spread across several pages.

### 2.4.1 Business Information

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



Figure 13: License Information

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

- c. For **Business Email Address**, type the email address at which the business will receive emails.
- d. For **Business Fax** (optional), enter the business fax number.
- e. For **Secretary of State Filing Number**, type in the filing number issued by the Secretary of State when the business was established.

If you do not know this information:

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** to save all information entered so far.
2. After retrieving this information, return to the *Welcome* page, locate the **My Pending Applications** section, and click **VIEW**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. Click **SAVE AND NEXT** to display the page where you left off and then enter the appropriate information.

## 2.4.2 Physical Address (The Licensed Location)

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

The screenshot shows a web form titled "Physical Address". It contains several input fields: a dropdown menu for "Country" with "USA" selected; a text input field for "Address Line 1"; a text input field for "Address Line 2"; a dropdown menu for "State" with "--None--" selected; a text input field for "County"; a text input field for "City"; and a text input field for "Zip". A "VALIDATE ADDRESS" button is located at the bottom right of the form.

Figure 14: Physical Address Information

- 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 a suite number.
- c. For **City**, type in the name of the city.

- d. For **County**, select the name of the county from the dropdown.
  - e. For **State**, select the name of the state from the dropdown.
  - f. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
  - g. For **Country**, leave USA or select the appropriate option from the dropdown.
2. After entering the components of the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by the United States Postal Service (USPS) and capable of receiving US mail. Select the correct address option and click **SAVE**.

### 2.4.3 Assumed Names (DBAs)

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




Figure 15: Doing Business as Details Information

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 business/dealership will be located.

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

## 2.4.4 Mailing Address

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

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

1. To either:

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

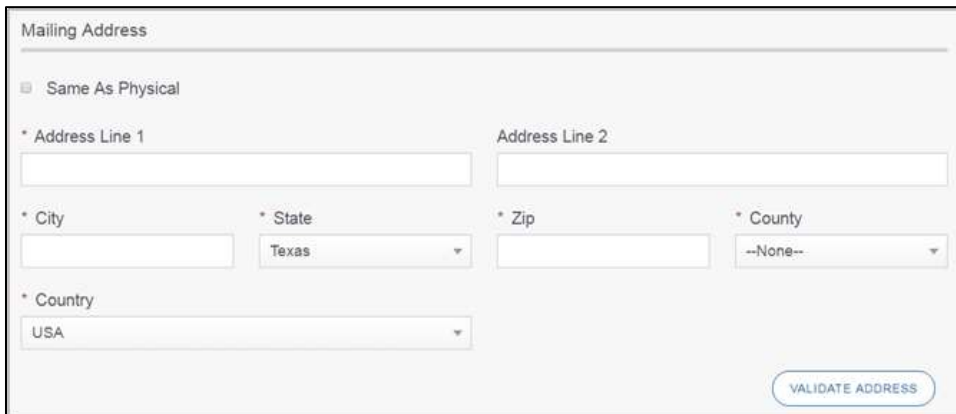


Figure 16: Mailing Address Information

- 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 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**, select the name of the country from the dropdown.
- h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) and capable of receiving US mail.

2. Click **SAVE AND NEXT**.

## 2.4.5 Dealer Plates

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



Dealer Plates

\* Do you want to order metal dealer plates?

Figure 17: Order Metal Dealer Plates Question

The fee is \$10 per metal plate.

If you select the:

- **No**, click **SAVE AND NEXT**.
- **Yes**, type in the quantity of requested plates and click **SAVE AND NEXT**.



Enter the number of plates you want to order:

License Type	Quantity Requested for Motor Vehicle Plates	Plate limit
In-transit	<input type="text" value="0"/>	Unlimited

Figure 18: Order More Dealer Plates

Note: Return damaged, canceled or no longer needed plates to your 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.

## 2.5 Ownership Information

The Ownership information is spread across several pages.

## 2.5.1 Individual Ownership

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



Figure 19: Individual Ownership Information

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




Figure 20: Ownership Detail Information

### Sole proprietorship

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



10. 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.

11. For **Ownership %**, type in 100%.

12. Click **ADD** and continue to the **Ownership Questions** section on the page.

### General partnership

13. Click **ADD OWNER**.

For the first partner, type in the information and repeat steps a-h, from the sole proprietorship section (see section above).

14. For **Ownership %**, type in the appropriate amount.

15. Click **Add**.

16. 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.

17. For **Ownership %**, type in the appropriate amount to make the total 100%.

18. Click **Add** and continue to the **Ownership Questions** section on the page.

## 2.5.2 Business Ownership

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

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

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

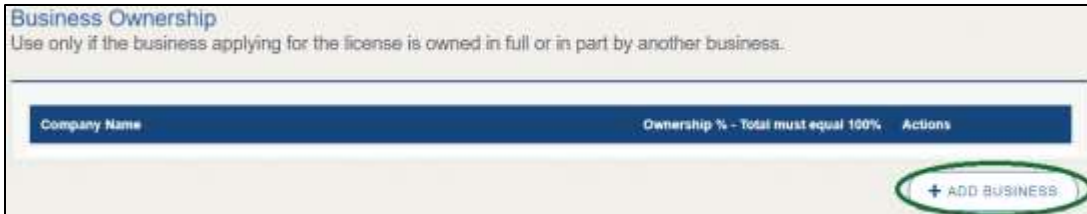


Figure 21: New Business Ownership

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



Figure 22: 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.

3. Click **ADD**.

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

### 2.5.3 Management Details

If the business is a corporate entity that is owned by another corporate entity or if the entity is publicly traded in the stock market, you must complete information in the business management section.

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

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

Name	Title	Actions
+ NEW MANAGEMENT/REPRESENTATIVE		

Figure 23: New Management/ Representative

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

Management Details

* Suffix	* First Name	Middle Name	* Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--None--
Email	* SSN	* Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Driver License State	Driver License #	Driver License Expiration Date		
--None--	<input type="text"/>	<input type="text"/>		

Figure 24: New Management 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 9 numbers of the Social Security Number issued to the Individual person or the management Taxpayer Identification Number (ITIN).
  - e. For **Driver License State**, select the state where the license was issued from the dropdown.
  - f. For **Driver License Number**, type in the number for the license.
  - g. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license will expire.
3. Click **ADD**.
  4. When you are finished, continue with the **Ownership Questions** section.

## 2.5.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about 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 arrested for an offense that is currently pending? --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 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 25: Ownership Questions

If you answer:

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

## 2.5.5 Criminal History

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

5. For each name shown, click VIEW/ADD CRIMINAL HISTORIES.



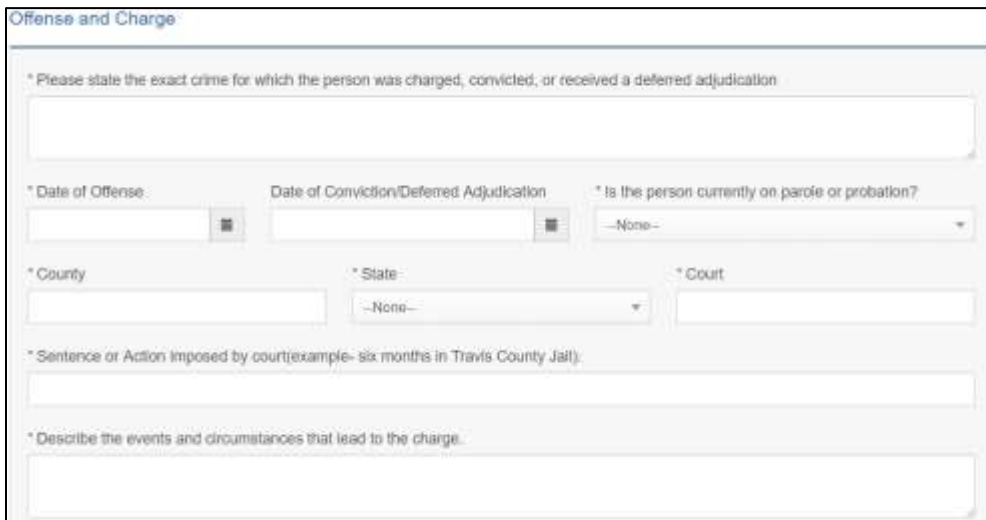
Figure 26: Add Criminal History

6. Click **ADD CRIMINAL HISTORY**.



Figure 27: Criminal History Details

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



Offense and Charge

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

\* Date of Offense: [ ] Date of Conviction/Deferred Adjudication: [ ] \* Is the person currently on parole or probation?: [None-]

\* County: [ ] \* State: [None-] \* 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 28: Offense and Charge Information

- In the **State the Exact Crime Section**, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
- 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 in which the offense occurred from the dropdown.
  - 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 incidents leading up to the arrest for the offense.
8. Click **APPLY**.
- After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.
- Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charges.
9. Click **SAVE AND NEXT**.

## 2.6 Application Questions

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

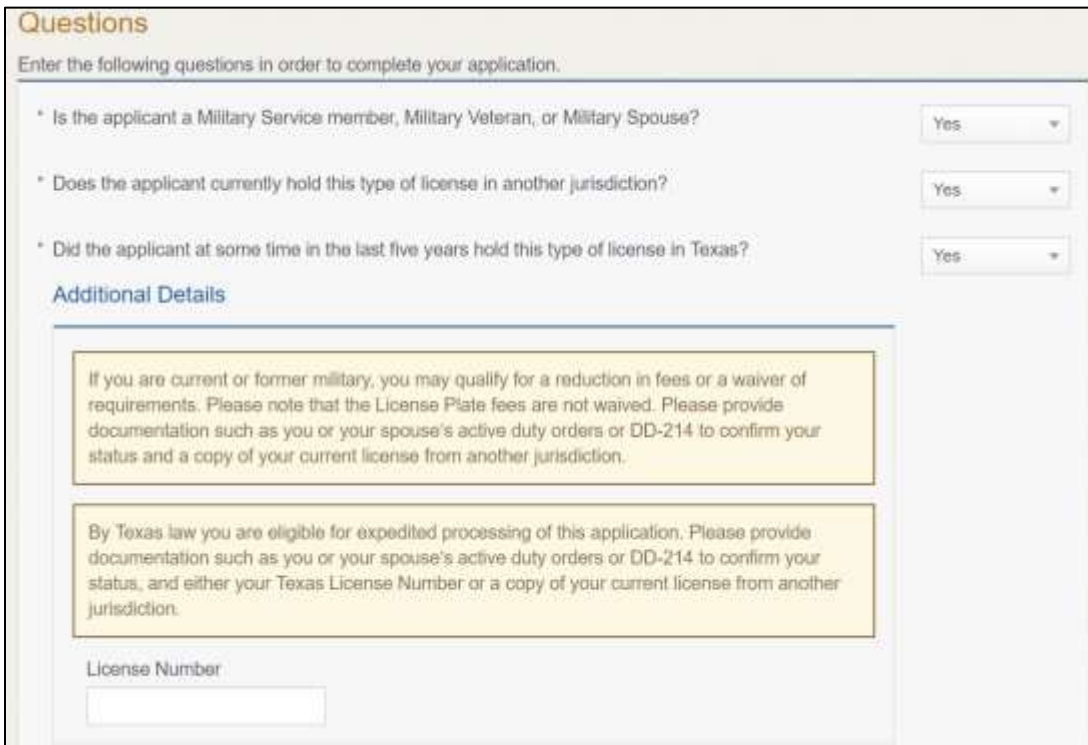
If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Pending 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 displayed, click **SAVE AND NEXT** to display the *Questions* page again.

### 2.6.1 Military Service

On the *Questions* page, 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 29: Military Service

If you select:

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

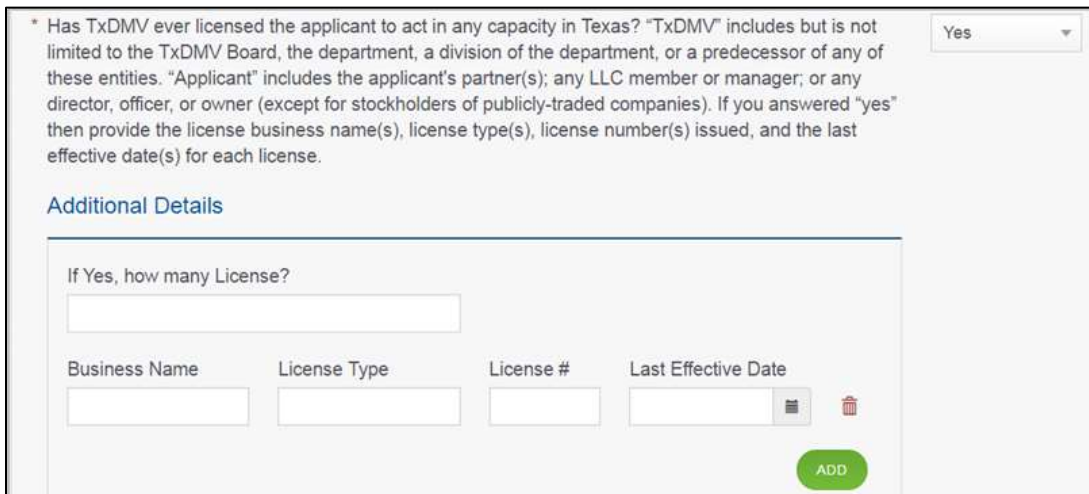
Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders for you or your spouse or DD-214) to confirm the status with either your Texas driver license number or a copy of the current license from the other jurisdiction.

## 2.6.2 Previously Held Texas Licenses

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 License?

Business Name License Type License # Last Effective Date

ADD

Figure 30: Previously Held License

If you select:

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

1. Click **ADD**.

Repeat the steps above for each license.

### 2.6.3 Denied, Suspended, or Revoked Licenses Holders

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) have 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 31: Denied, Suspended or Revoked License

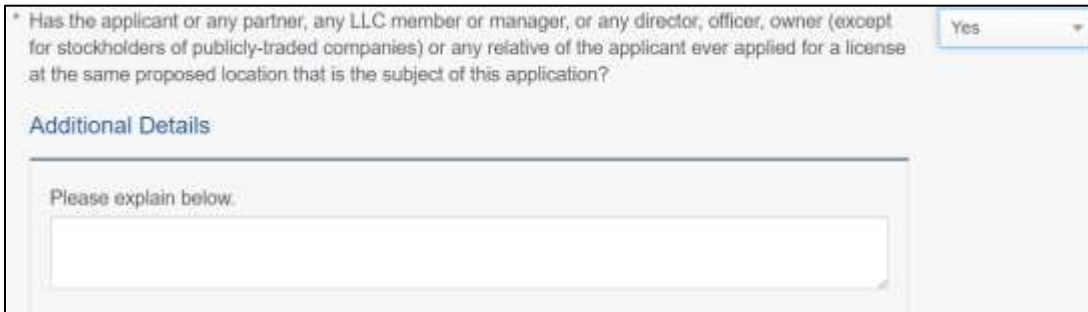
If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses denied, suspended, or revoked:
  - a. For the **Business Name**, type in the name of the licensed business.
  - b. For the **License #**, type in the number issued for the license.
  - c. For the **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.

1. Click **ADD**.

## 2.6.4 Same Proposed Location

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) or any relative have ever applied for a license at the same proposed location that is the subject of 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 32: Same Proposed Location Question

If you select:

- **No**, click **SAVE AND NEXT**.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

1. Click **SAVE AND NEXT**.

## 2.7 Required Attachments

On the *Required Attachments* page, you will be 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, Business Photo, Lease Agreement, Proof of Owner Identity, Texas Sales and Use Tax Permit statements are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

You should be sure that the files to upload are on your computer or a shared network resource you can access.

### 2.7.1 Uploading Required Attachment Files

To upload each file:

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



Figure 33: Required Attachments Uploads

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

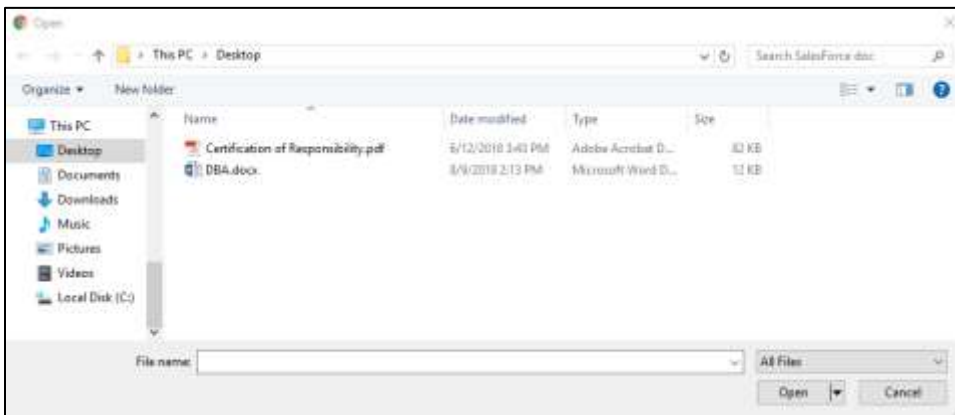


Figure 34: Browse for File

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 uploaded file field. To upload a different file, click **UNDO** or the red trash can.

## 2.7.2 Proof of Identity

You may be required to upload a file containing a scanned copy of the sole proprietor's driver license, passport (U.S. or foreign), official ID card, or U.S. Armed Forces Identification Card.



Figure 35: Proof of Identity

### 2.7.3 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 36: Upload Criminal Court Papers

### 2.7.4 Other Attachments

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

1. Click **ADD MORE ATTACHMENTS**.



Figure 37: Add Other Attachments

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



Figure 38: Other Attachments Upload

## 2.7.5 Problems with Your Application

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



Figure 39: 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.
- Click **NEXT** to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

## 2.8 Summary

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

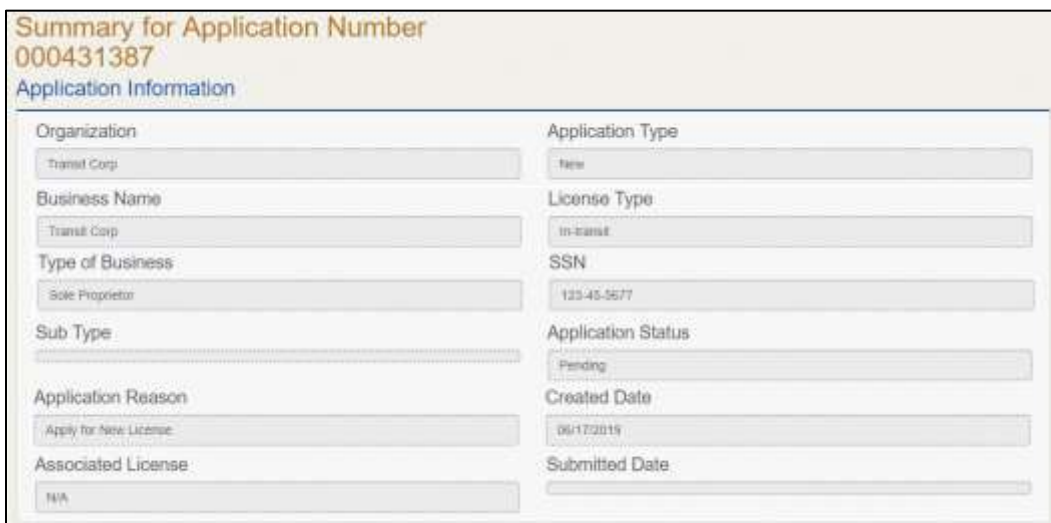


Figure 40: Summary of Application Information

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 corrections need to be made.
- **SAVE AND EXIT** to store all the information without submitting the application.
- **SAVE AND NEXT** to continue to the next page.

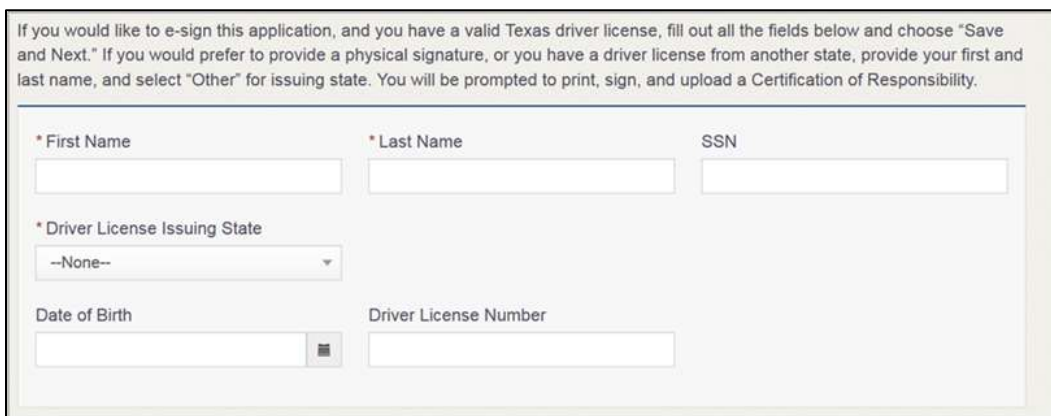
## 2.9 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 2.9.2, for instructions.

### 2.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:



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

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

Figure 41: 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 from your license.
  - 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:

If the system cannot verify your information, continue to section 2.9.2 for printing and signing the *Certification of Responsibility* instructions.

### 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 42: Electronic Certification of Responsibility

4. 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.

5. Click **I Agree**.

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



Figure 43: 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, you can click **OK** to go back and read the certification again or click **PROCEED TO PAYMENT** link to start the payment process.

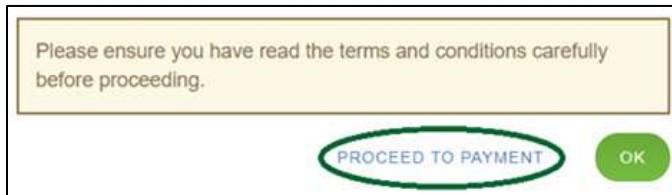


Figure 44: Proceed to Payment

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

## 2.9.2 Manually Signing the Application

1. On the *eSign* page:



Figure 45: 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.
2. Click **SAVE AND NEXT**.
  3. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.

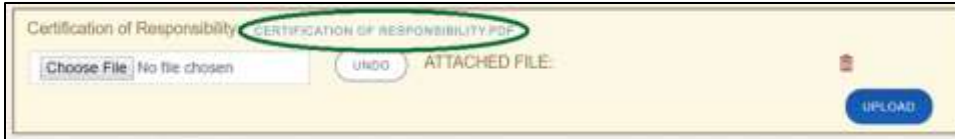


Figure 46: Certification of Responsibility PDF Upload

4. On the PDF file, click the **Printer** icon to send the PDF to your local printer.
5. 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 47: Certification of Responsibility to Print

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

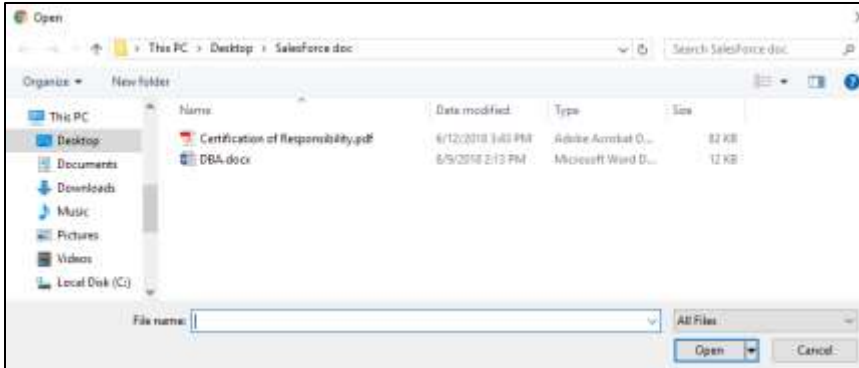


Figure 48: Browse for File

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

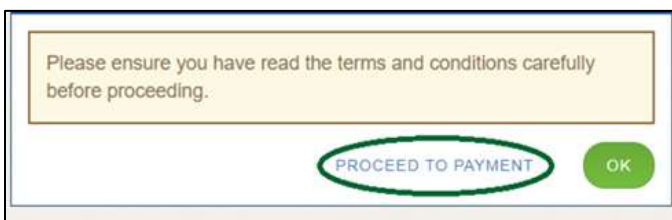


Figure 49: Proceed to Payment

## 2.10 Payments and Application Submission

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

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

To make a payment:

1. On the *Payment Summary* page:

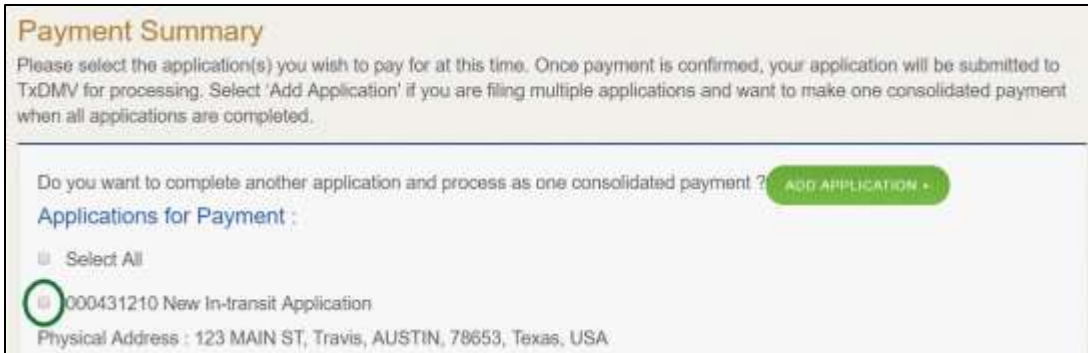


Figure 50: Select Applications for Payment

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**

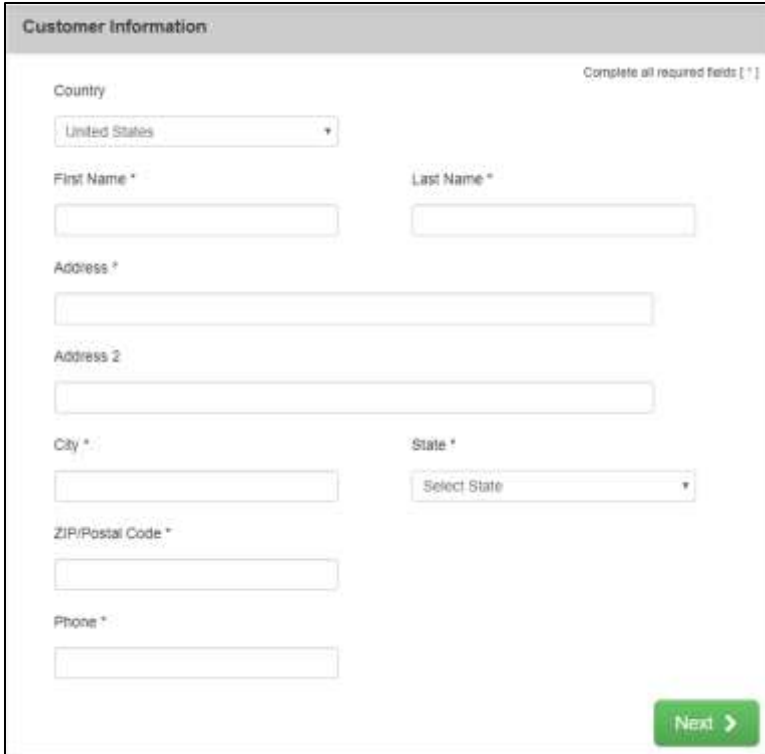


Figure 51: Select Method of Payment

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):



**Customer Information** Complete all required fields [ \* ]

Country  
United States

First Name \*

Last Name \*

Address \*

Address 2

City \*  State \*

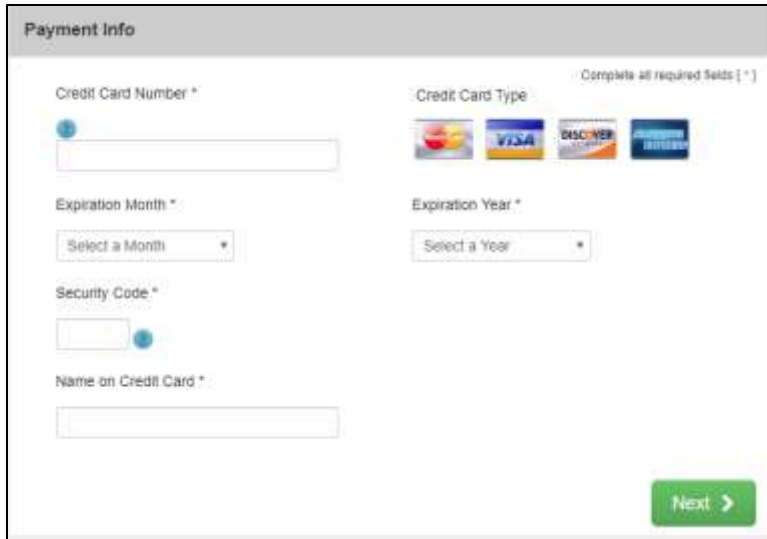
ZIP/Postal Code \*

Phone \*

**Next** >

**Figure 52: Credit Card 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.
2. Click **NEXT**.
  3. In the **Payment Info** section:



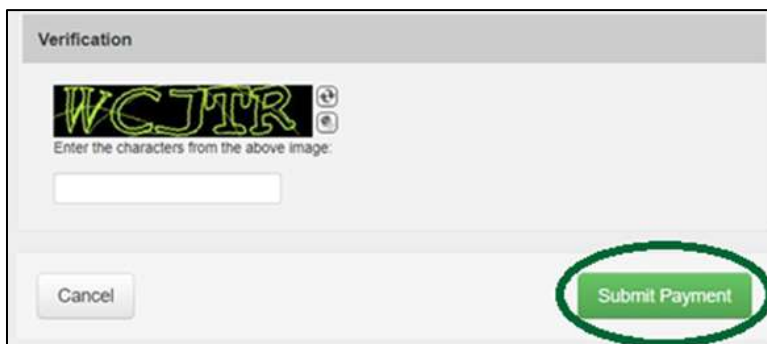
The screenshot shows a 'Payment Info' form with the following fields and options:

- Credit Card Number \***: A text input field with a blue dot on the left.
- Credit Card Type**: A dropdown menu showing icons for American Express, VISA, DISCOVER, and Mastercard.
- Expiration Month \***: A dropdown menu with 'Select a Month'.
- Expiration Year \***: A dropdown menu with 'Select a Year'.
- Security Code \***: A text input field with a blue dot on the left.
- Name on Credit Card \***: A text input field.
- Next >**: A green button with a right-pointing arrow.

At the top right of the form, it says 'Complete all required fields [\*]'.

Figure 53: 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**.
4. In the **Verification** section, enter the characters from the image displayed and then click **Submit Payment**.



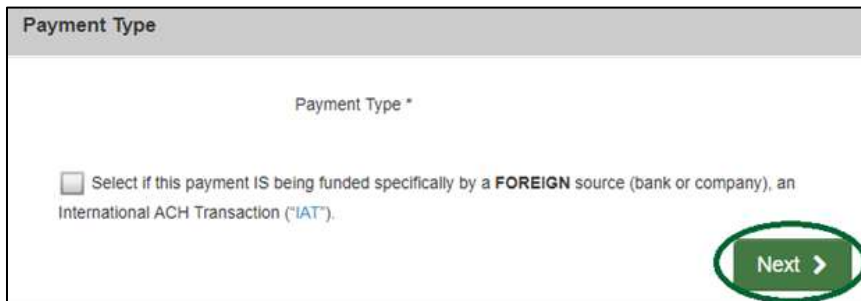
The screenshot shows a 'Verification' section with the following elements:

- Verification**: A header for the section.
- Image**: A distorted image of the characters 'WCJTR' with a green outline and a blue dot on the left.
- Text**: 'Enter the characters from the above image:'
- Input Field**: A text input field for entering the characters.
- Buttons**: A 'Cancel' button and a 'Submit Payment' button (circled in green).

Figure 54: Verification Page

To pay by ACH/eCheck

1. To pay by **ACH/eCheck**, in the **Customer Information** section on the *Payment* page:
  - a. Click the checkbox if the payment is being funded by a foreign source. Otherwise, click **NEXT**.



**Payment Type**

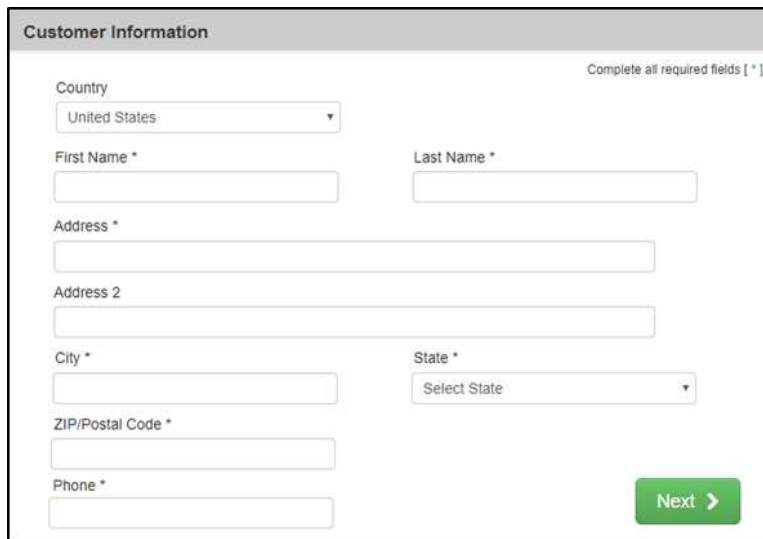
Payment Type \*

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

Next >

Figure 55: eCheck Foreign Payment

2. On the *Customer Information* page:



**Customer Information** Complete all required fields [ \* ]

Country  
United States

First Name \*      Last Name \*

Address \*

Address 2

City \*      State \*  
Select State

ZIP/Postal Code \*

Phone \*

Next >

Figure 56: eCheck Customer Address

- 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 on the bank account information used.

- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
  - e. For **City**, type in the name of the city.
  - f. For **State**, select the name of the state from the dropdown.
  - g. For **ZIP/Postal Code**, type in the five number ZIP code (or, the nine numbers of the extended code).
  - h. For **Phone**, type in the phone number associated with the bank account holder.
3. Click **NEXT**.
  4. On the *Payment Info* page:

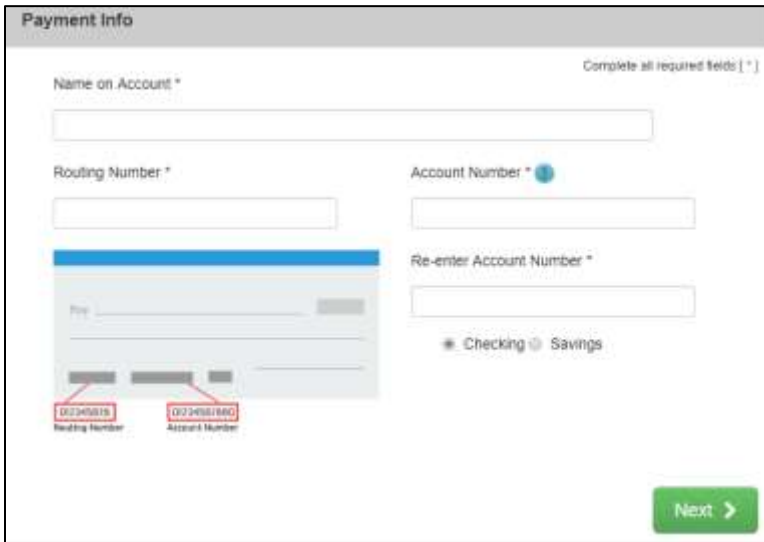


Figure 57: Checking Account Information

- 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.
5. Click **NEXT**.



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

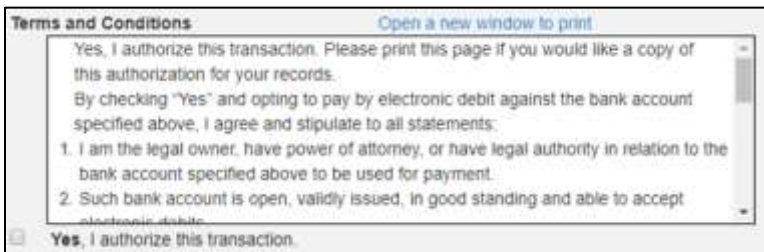


Figure 58: Terms and Conditions

- Enter the characters from the verification image.

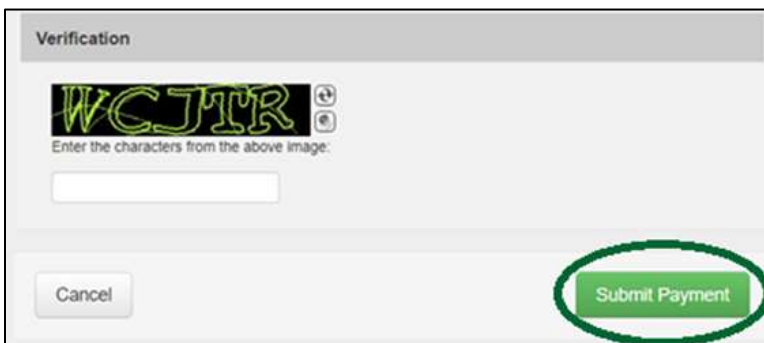


Figure 59: Verification Page

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

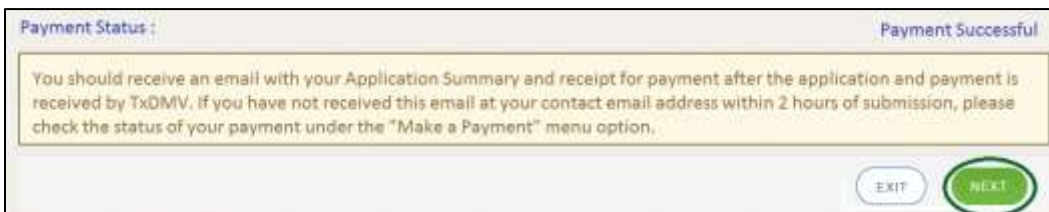


Figure 60: Payment Status Page

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

### 3. Accessing Your Saved 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 saved applications list. The application will open to the last page you have completed. You can click **PREVIOUS** to return to another page if necessary.

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

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

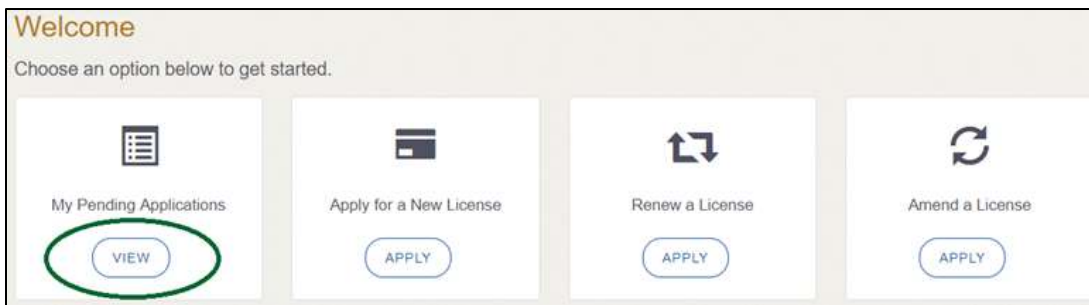


Figure 61: Welcome, My Pending Applications

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



Figure 62: Select Application

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

## 4. Working with Your Account

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

### 4.1 Viewing Account and User Information

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

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

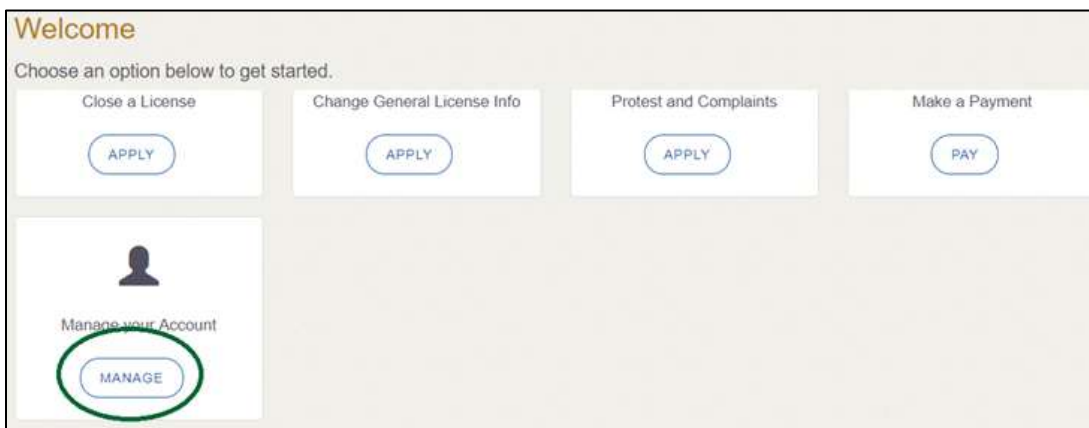


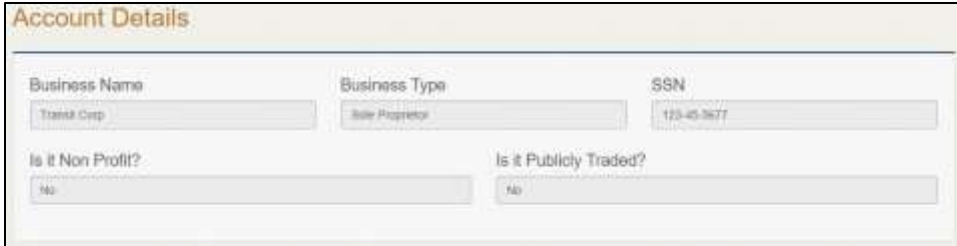
Figure 63: Welcome, Manage Your Account

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



Figure 64: View the Account Details from Registration

4. The *Account Details* page will open.



**Account Details**

Business Name: Transit Corp

Business Type: Sole Proprietor

SSN: 123-45-6777

Is it Non Profit?: No

Is it Publicly Traded?: No

Figure 65: Account Information Page

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



**My Accounts**  
Select the account name to view account details.

Account Name	Business Type	View Contacts
TRANSIT CORP	Sole Proprietor	<a href="#">VIEW &amp; CREATE CONTACTS</a>

Figure 66: View Authorized Users

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

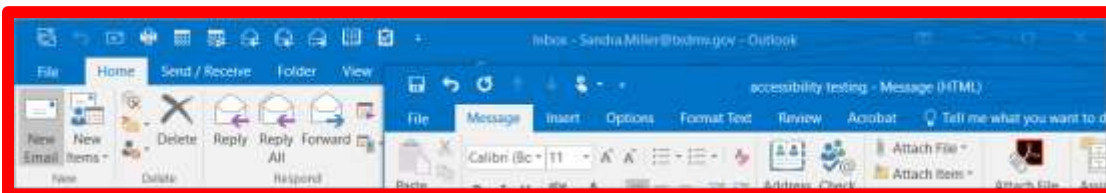


Figure 67: Select Authorized User

- The *Contact Details* page will open.



**Contact Details**

Name: Transit Corp

Email: transitcorp@maininbox.com

Phone: (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"/>	Transit Corp

Figure 68: Account Contact Detail Page

## 4.2 Adding New Account Users

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

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

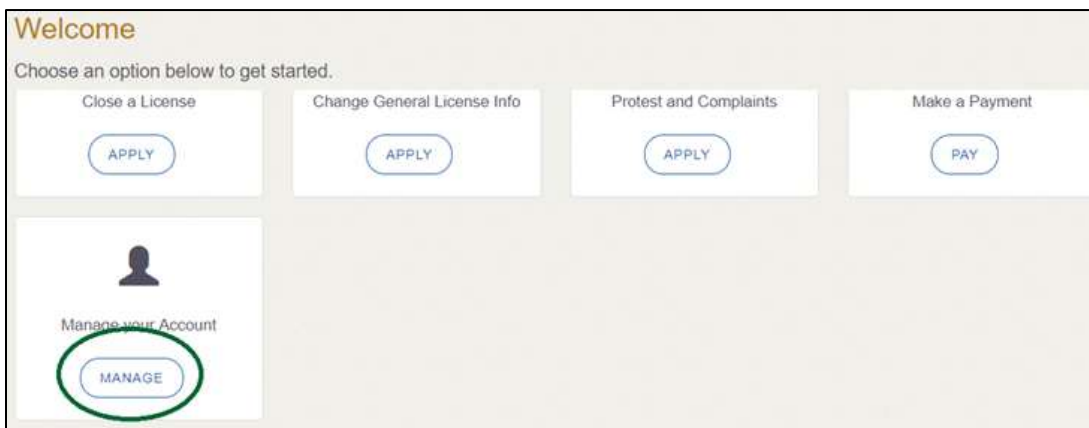


Figure 69: Welcome, Manage Your Account

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



Figure 70: View and Create Contacts

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

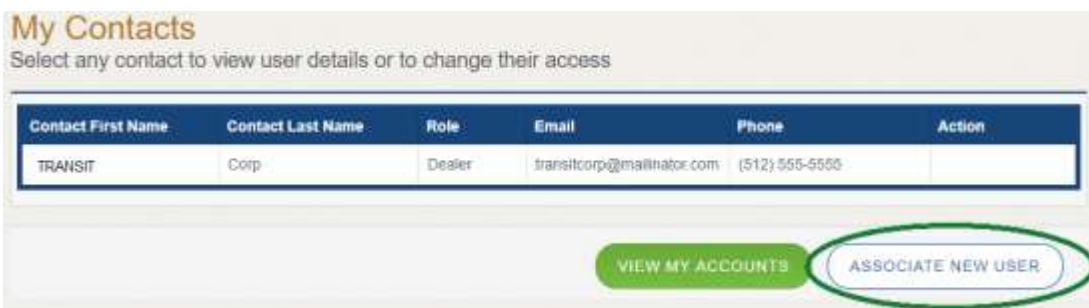
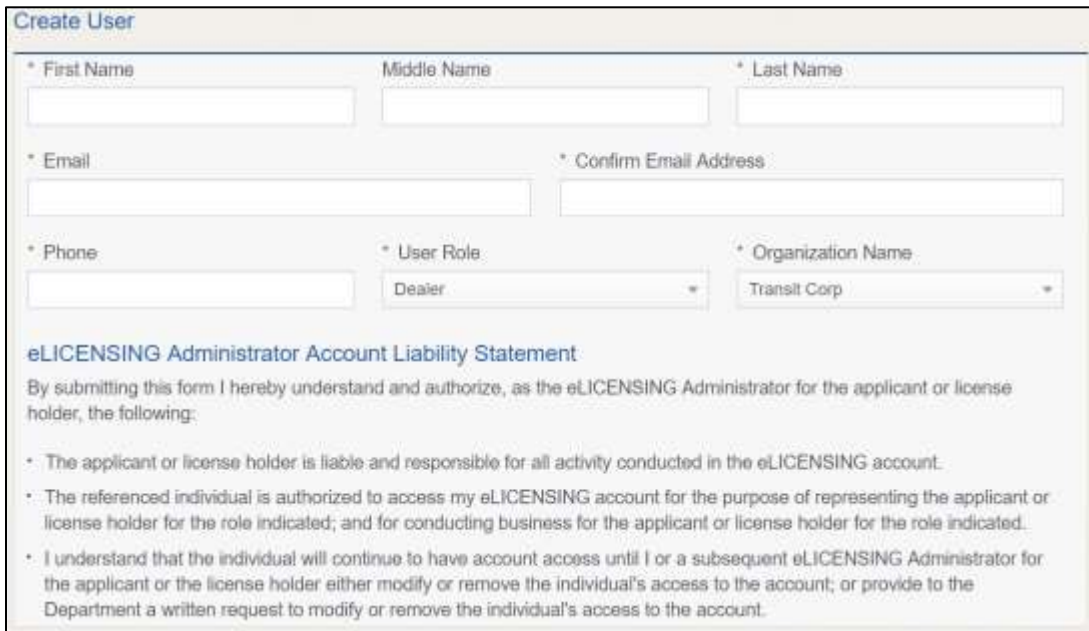


Figure 71: Associate New User

4. On the *Create User* page:



**Create User**

\* First Name      Middle Name      \* Last Name

\* Email      \* Confirm Email Address

\* Phone      \* User Role: Dealer      \* Organization Name: Transit Corp

**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 72: Create New User Page

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

### 4.3 Adding an Account to Your Organization

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





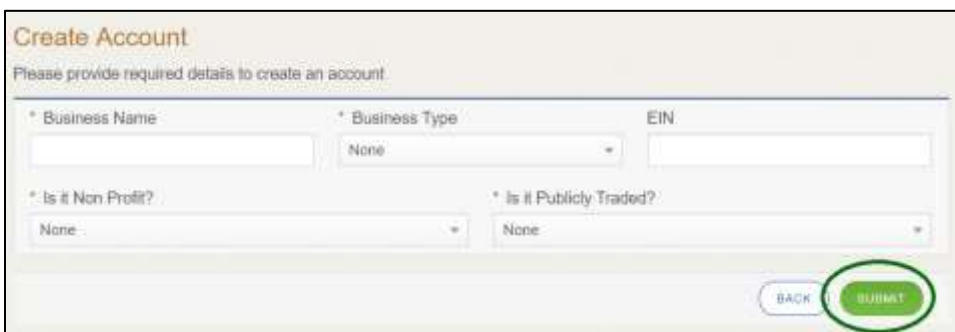
Figure 73: Welcome, Manage Your Account

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



Figure 74: 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 heading 'Please provide required details to create an account.' The form includes fields for Business Name, Business Type (set to None), EIN, Is it Non Profit? (set to None), and Is it Publicly Traded? (set to None). At the bottom right, the 'SUBMIT' button is circled in green.

Figure 75: Create Account

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

## 5. Amending an In-Transit 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.
- Change your address due to moving to a new location.
- Add, remove, or update address locations, or assumed name (DBA).

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

### 5.1 Amendment Fee

The fee to amend a license is \$25.

### 5.2 Gathering Information for the Amendment Application

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

- Assumed Name Certificate issued by the county or the Secretary of State.
- 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.



## 5.3 Applying for the Amendment to a License

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

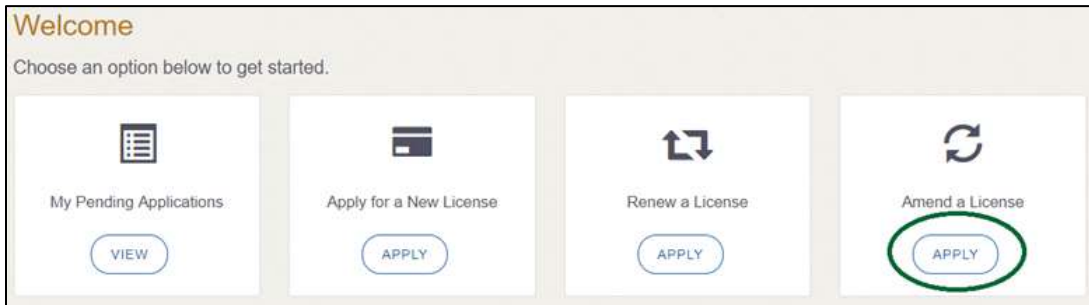


Figure 76: Welcome, Amend a License

### 5.3.1 Accounts

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



Figure 77: Select Your Organization from the Dropdown

### 5.3.2 Select License

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



Figure 78: Select License to Amend

### 5.3.3 Contact Information

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



The screenshot shows a form titled "Application Contact" with the following fields:

- \* First Name: Intransit
- Middle Name: (empty)
- \* Last Name: Corp
- \* Email: Intransit.corp@mailinator.com
- \* Phone: (512) 777-7777

Figure 79: Contact Information

### 5.3.4 Amend Reason

On the *Amend Reason* page, select the appropriate checkbox:



The screenshot shows a form titled "Select one or more reasons below:" with a table of amendment reasons and an "Effective Date" field.

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

\* Effective Date: [ ] [calendar icon]

Figure 80: Select an Amendment Reason

- To **Change Business Name**, select Change Business Name.
- To **Change Ownership and Management**, select Change Ownership and Management.
- For **911 Address Change**, select 911 Address Change.
- For **Manage Locations and DBA**, select Manage Locations and DBA.

#### Change Business Name

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

2. Click **SAVE AND NEXT**.
3. On the *Business Information* page, make your changes and click **SAVE AND NEXT**.



**Business Information**

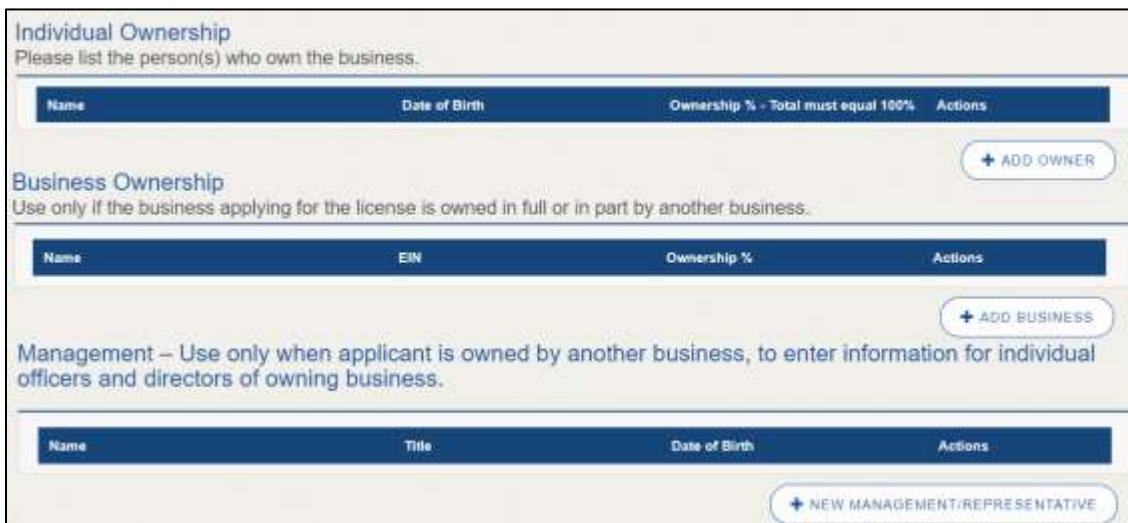
Type of Business: Limited Liability Company ▼ EIN:

Business Name: Intransit Corp, LLC Secretary of State Filing Number:

Figure 81: Update Business Information

### Change Ownership and Management

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



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

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

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

Name	EIN	Ownership %	Actions
+ ADD BUSINESS			

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

Name	Title	Date of Birth	Actions
+ NEW MANAGEMENT/REPRESENTATIVE			

Figure 82: 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 arrested for an offense that is currently pending?

\* 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 83: Ownership Questions

6. Click **SAVE AND NEXT**.

If the *Criminal History* page displays, click **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 84: Offense and Charge Information

- a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjunction reason.
  - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
  - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
  - d. For **Is 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**, type in the name of the state in which the offense occurred.
  - g. For **Court**, type in the type of court in which the offense was adjudicated.
  - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
  - i. For **Describe the events**, type in a brief explanation of the incidents leading up to the arrest for the offense.
2. Click **APPLY**.
  3. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.
  4. When you are finished, click **SAVE AND NEXT**.

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

### 911 Address

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

1. Click **SAVE AND NEXT**.
2. 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	Location Type	Actions
123 MAIN ST, MANOR, Texas, 78653, Travis	Mailing	<a href="#">EDIT</a>
123 MAIN ST, AUSTIN, Texas, 78653, Garza	Mailing	<a href="#">EDIT</a>

Figure 85: Address Change

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

**Business Address**

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 86: Business Address Change Pop-up

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

**911 Address Change**

Requested Changes

Address	Location Type	Action Type	Actions
321 EXCHANGE DR, AUSTIN, Texas, 78754, Travis	Physical	911 Address Changed	<a href="#">EDIT</a> <a href="#">DELETE</a>

Figure 87: Address Change Verification

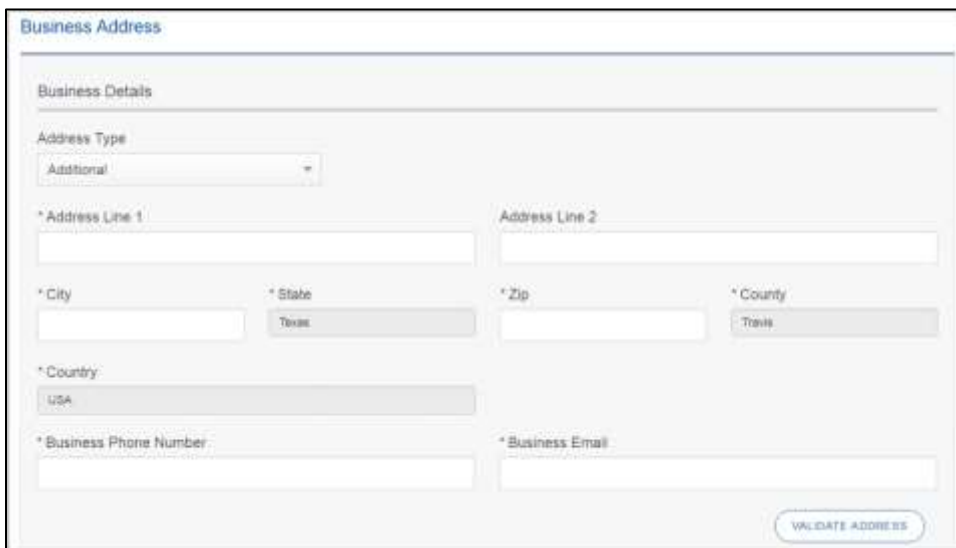
### Manage Locations and DBAs

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



Figure 88: Manage Location and DBA

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



**Business Address**

Business Details

Address Type  
Additional

\* Address Line 1

Address Line 2

\* City

\* State  
Texas

\* Zip

\* County  
Travis

\* Country  
USA

\* Business Phone Number

\* Business Email

Figure 89: Business Address Changes

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

## 5.3.5 Questions

Respond to the following questions presented.



**Questions**

Enter the following questions in order to complete your application.

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

Figure 90: Military Service Questions

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

1. If you select:

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

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

2. Click **SAVE AND NEXT**.

### 5.3.6 Required Attachments

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

- Assumed Name Certificate Issued by the Texas Secretary of State.
- DBA certificates that have changed.
- Driver licenses (or passport, or official ID) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, 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 91: Choose Assumed Name Certificate File

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

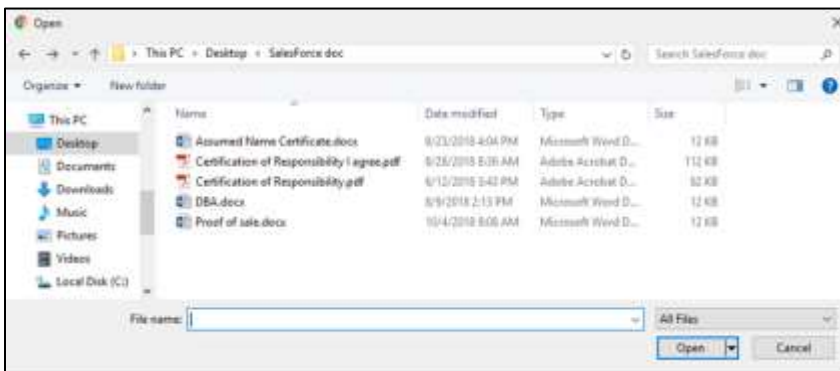


Figure 92: Browse for a File

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

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

### 5.3.7 Other Attachments

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

1. Click **ADD MORE ATTACHMENTS**.



Figure 93: Add Other Attachments

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



Figure 94: Upload Other Attachments

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

### 5.3.8 Problems with Your Application

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

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

### 5.3.9 Summary

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



Application Information	
Organization	Application Type
Intransit Corp	Amendment
Business Name	License Type
Intransit Corp	In-transit
Type of Business	EIN
Corporation	
Application Status	Sub Type
Pending	
Created Date	Application Reason
05/01/2018	
Submitted Date	Associated License
05/02/2018	N/A

Figure 95: Summary of Amendments

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 corrections 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.



Figure 96: Options for Summary Complete Actions

### 5.3.10 Signature

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

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

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

#### 5.3.10.1 Electronically Signing the Application

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 97: eSign Information

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

- c. For **SSN**, type in the numbers of your social security number.
  - d. From the **Driver License Issuing State** dropdown, select Texas.
  - e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.
  - f. For **Driver License Number**, type in the numbers.
  - g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
2. Click **SAVE AND NEXT**.
  3. 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 98: Certification of Responsibility

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



Figure 99: Electronic Signature Page

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

### 5.3.10.2 Manually Signing the Application

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  
--None--

Date of Birth  Driver License Number

Figure 100: Customer Information

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

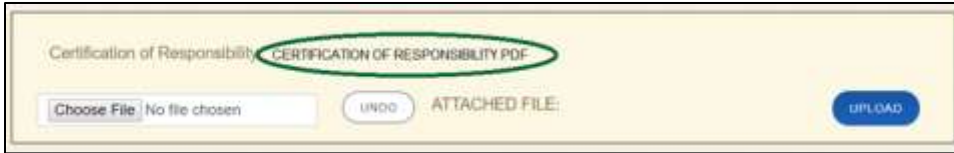


Figure 101: Certification of Responsibility PDF

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

To upload and attach the signed document to this application:

1. Scan the document to a file and save it.
2. Back on the eLICENSING page, click **CHOOSE FILE**.
3. In the *Open Windows* dialog, navigate to the file, select it and then click **Open**.

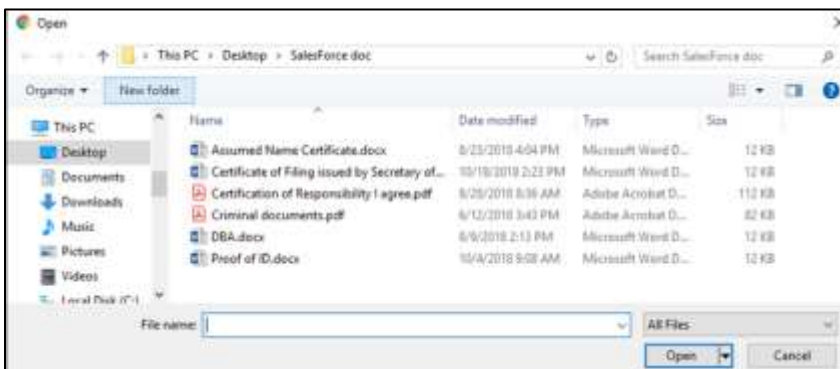


Figure 102: Browse for File

4. 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.

5. Click **SAVE AND NEXT**.

### 5.3.11 Amendment Application Submitted

After you have successfully submitted your amendment application, you will receive a confirmation notice in eLICENSING. Click **CLOSE** to return to the *Welcome* page.

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

Application Name	License Type	Status	Business Name
0716567	In-transit	Received	Transit Corp

Figure 103: Application Submitted



## 6. Changing General License Information

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

There are no fees to make these changes.

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

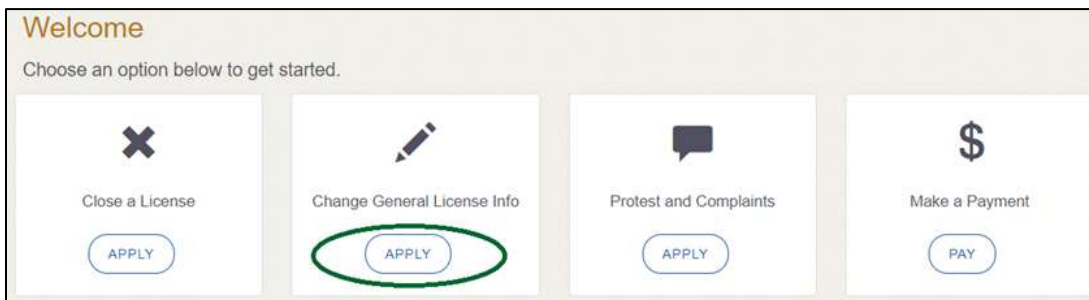


Figure 104: Welcome, Change General License Information

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



Figure 105: Select Organization

3. On the *Licenses* page, click the appropriate license for which information needs to be changed. Click **SAVE AND NEXT**.



Figure 106: Select Licenses

4. On the *Apply Changes* page:



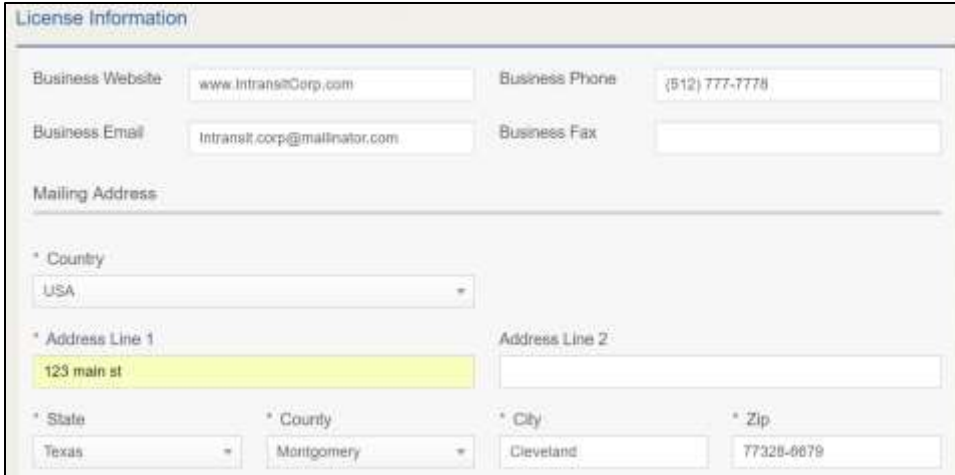


Figure 107: Edit License Information Page

- 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.

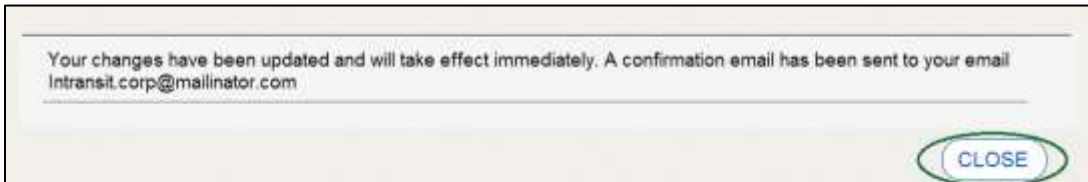


Figure 108: Change General License Information Submitted

## 7. 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 used car sales locations in the same city as the main physical location or changed business structure or ownership since the last application or renewal.

### 7.1 Renewal Fees

The fee to renew a license is \$90 and \$10 for each plate.

If the renewal application is received after the license expiration date, a late fee will be assessed. The late fee is 50% of the license fee for each 30 days late. If a renewal application is not received on or before the 90th day after the license expiration date, the license will be closed and you will be required to apply for a new license.

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

### 7.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the organization (officer, director, member, or partner) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending for each person and each offense.
- Files containing the following information scanned in:
  - Assumed Name Certificate.
  - The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).
  - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable).

## 7.3 Renewal Application

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

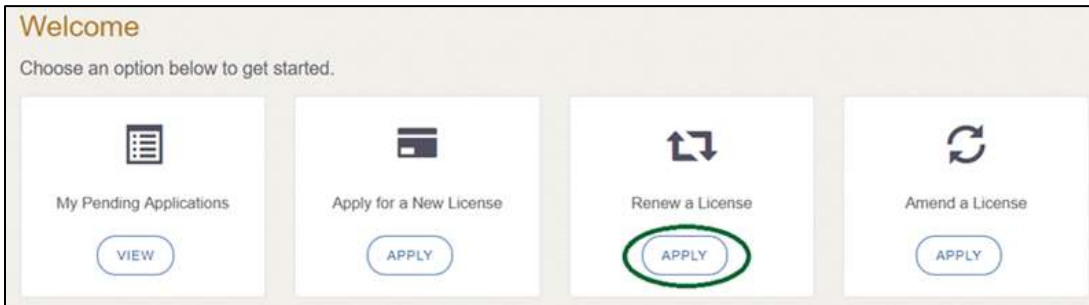


Figure 109: Welcome, Renew a License

### 7.3.1 Accounts

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



Figure 110: Select Your Organization

2. Click **SAVE AND NEXT**.

### 7.3.2 Select License

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



Figure 111: Select License for Renewal

2. Click **SAVE AND NEXT**.

### 7.3.3 Contact Information

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



The screenshot shows a form titled "Application Contact" with the following fields:

* First Name Intransit	Middle Name 	* Last Name Corp
* Email intransit.corp@mailinator.com	* Phone (512) 777-7777	

Figure 112: Update Application Contact Information

2. Click **SAVE AND NEXT**.

### 7.3.4 License Information

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



The screenshot shows a form titled "License Contact Information" with the following fields:

* First Name Intransit	Middle Name 	* Last Name Corp
* Email intransit.corp@mailinator.com	* Phone (512) 777-7777	

Figure 113: Verify License Contact Information

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

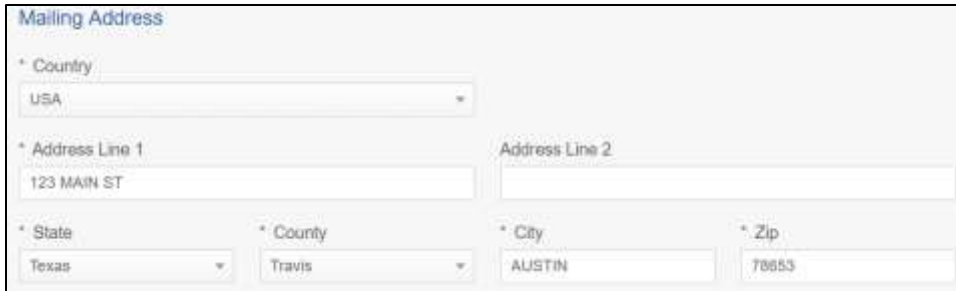


The screenshot shows a form titled "Business Information" with the following fields:

Business Website www.intransit.com	* Business Phone (331) 312-3112
* Business Email intransitcorp@intransit.com	Business Fax 

Figure 114: Verify Business Information

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



Mailing Address

\* Country  
USA

\* Address Line 1  
123 MAIN ST

Address Line 2

\* State  
Texas

\* County  
Travis

\* City  
AUSTIN

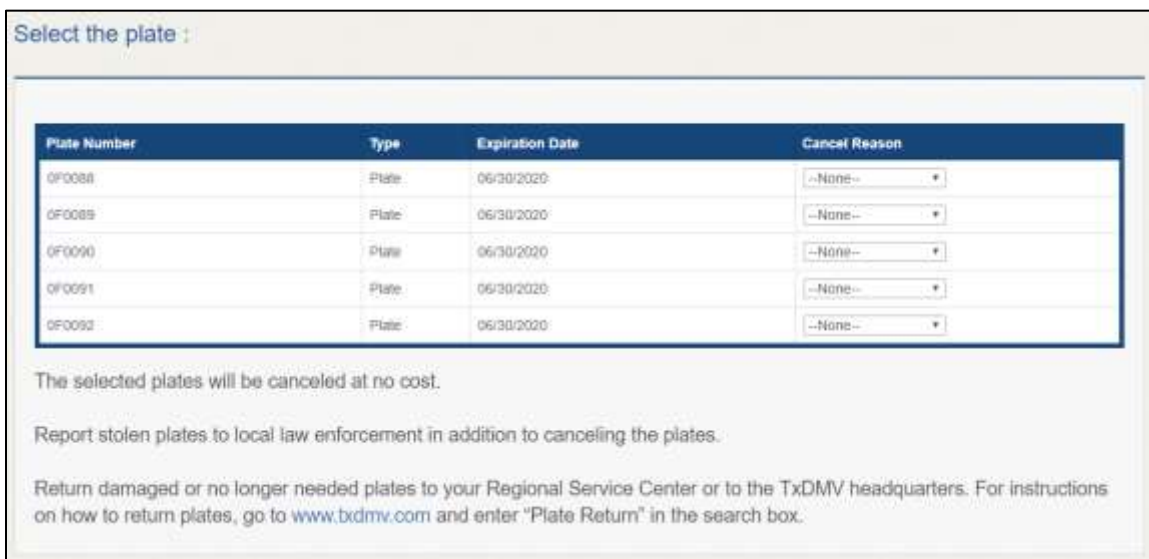
\* Zip  
78653

Figure 115: Verify Mailing Address Information

4. Click **SAVE AND NEXT**.

### 7.3.5 Renew or Cancel Plates

1. On the Plates page, under the ACTIONS column, select to renew or cancel.



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--

The selected plates will be canceled at no cost.

Report stolen plates to local law enforcement in addition to canceling the plates.

Return damaged or no longer needed plates to your Regional Service Center or to the TxDMV headquarters. For instructions on how to return plates, go to [www.txdmv.com](http://www.txdmv.com) and enter "Plate Return" in the search box.

Figure 116: Renew or Cancel Option

Note: The selected plate(s) will be canceled at no cost. All canceled plates must be returned to your Regional Service Center or TxDMV headquarters. For instructions on how to return plates, go to [TxDMV Dealer License Plates](#). You will have the opportunity to order additional plates on the next screen.

2. Click **SAVE AND NEXT**.

### 7.3.6 Purchase New Plates

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

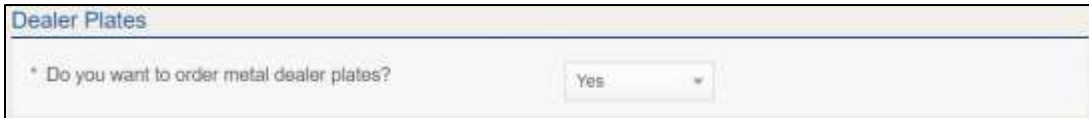


Figure 117: Purchase Additional Plates

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



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
P147374	05/30/2020	5		0	0	5	5	

Figure 118: Quantity Requested

2. Click **SAVE AND NEXT**.

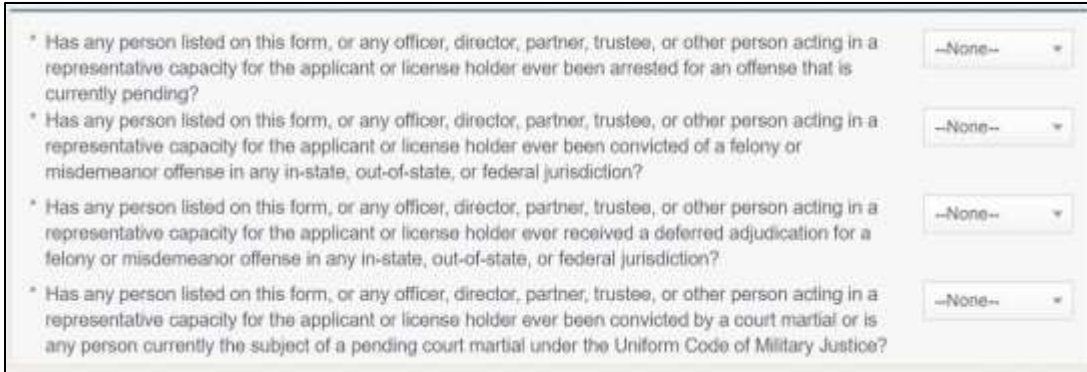
### 7.3.7 Ownership

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



Figure 119: Verify Ownership Information

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



\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? --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 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 120: Ownership Questions

If you answer:

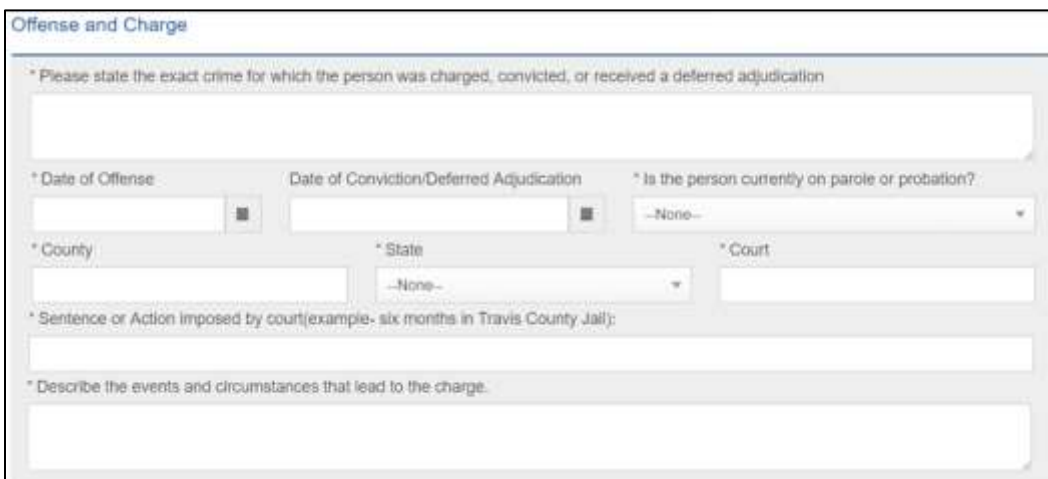
- **No**, click **SAVE AND NEXT**.
- **Yes**, to any of the questions:
  1. On the *Criminal History* page, click **VIEW/ADD Criminal Histories** for the first name. Then click **ADD CRIMINAL HISTORY**.



Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Transit Corp	transitcorp@matinalor.com	05/21/2018	Individual		<a href="#">VIEW/ADD CRIMINAL HISTORIES</a>

Figure 121: View Owners Criminal History

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



**Offense and Charge**

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

\* Date of Offense: [ ] Date of Conviction/Deferred Adjudication: [ ] \* Is the person currently on parole or probation?: --None--

\* County: [ ] \* State: --None-- \* 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 122: Criminal Offense and Charge Information

- a. In the first field in the **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjunction reason.
  - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
  - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
  - d. For **Is person currently on parole or probation**, select Yes or No.
  - e. For **County**, type in the name of the county in which the offense occurred.
  - f. For **State**, select the state from the dropdown where the offense occurred.
  - g. For **Court**, type in the type of court in which the offense was adjudicated.
  - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
  - i. For **Describe the events**, type in a brief explanation of the incidents 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 *Required Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

### 7.3.8 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 **VIEW**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click **SAVE AND NEXT** to display the *Question* page again.

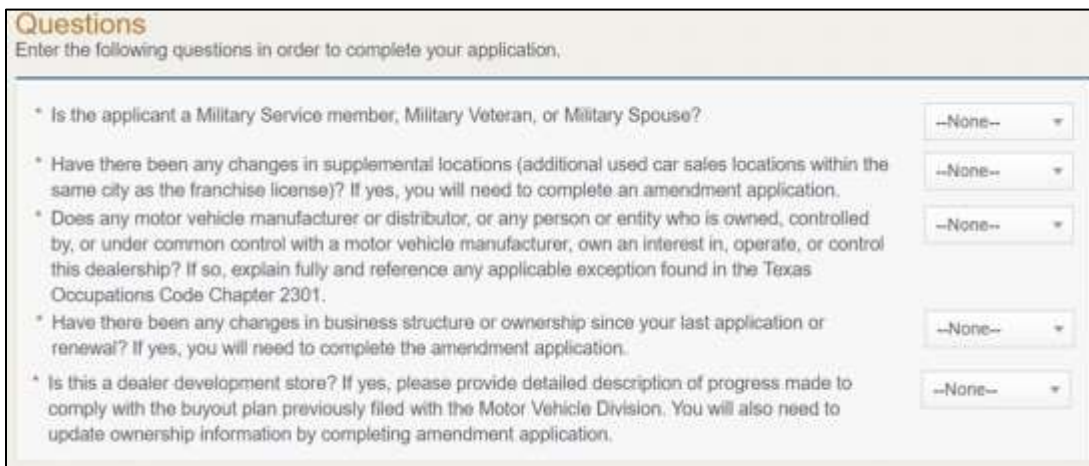


Figure 123: Military Service Questions

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

### 7.3.9 Required Attachments

You may be required to upload the following information:

- Assumed Name Certificates
- 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
- Proof of ID for any owner/management changes

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



Figure 124: Required Attachment Upload

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

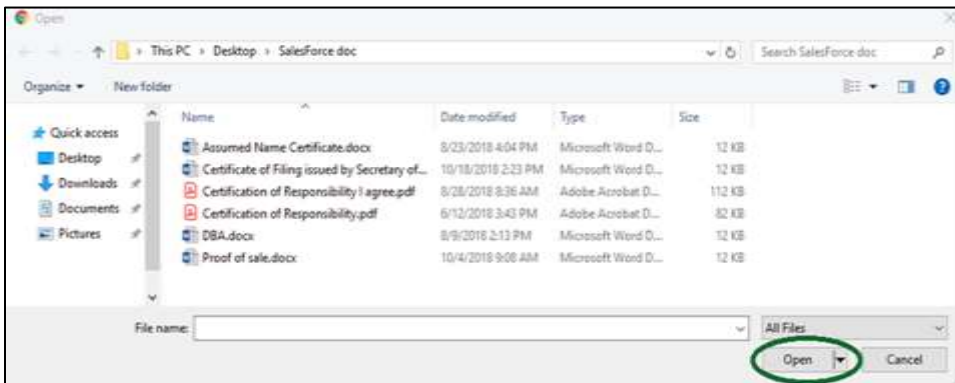


Figure 125: Browse for File

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

### Attachments not Required

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



Figure 126: Add More Attachments

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

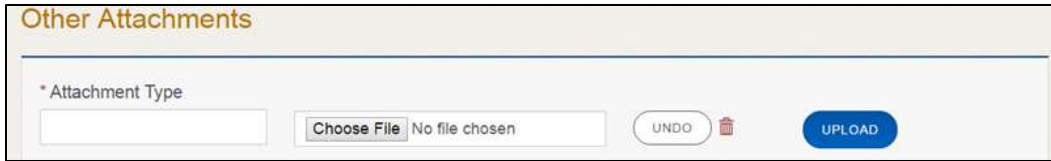


Figure 127: Attachment Type

3. Click the file.
4. Click **UPLOAD**.
5. Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

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

### 7.3.10 Summary

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

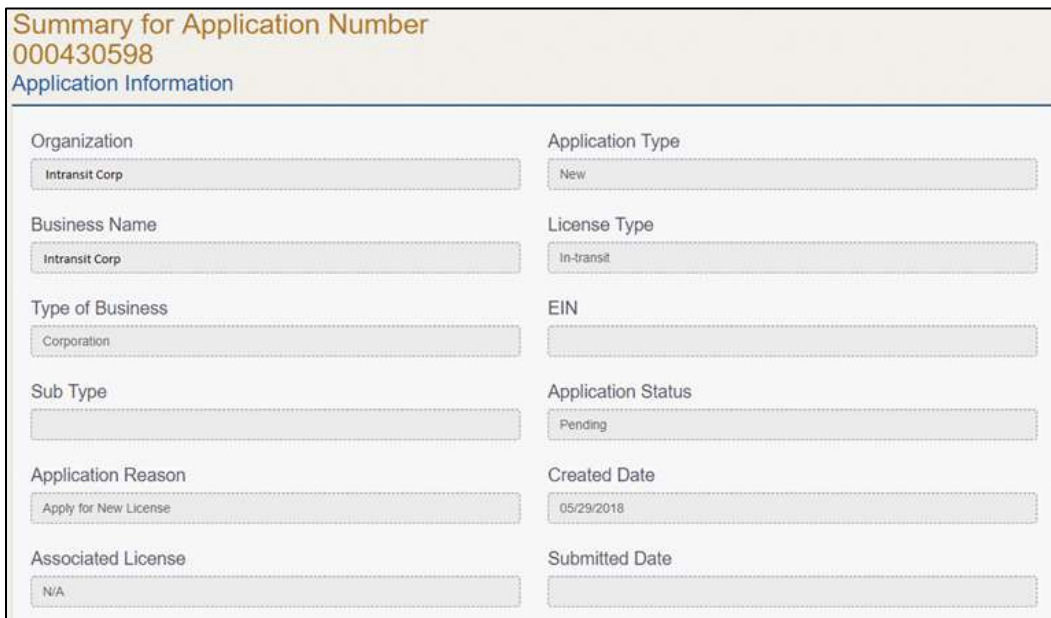


Figure 128: Summary of Application

2. Click **SAVE AND NEXT**.

### 7.3.11 Signature

If you are not going to make a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature electronically 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.

#### 7.3.11.1 Electronically Signing the Application

1. On the *eSign* page:

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

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

Figure 129: Electronically Sign the Application

- a. For **First Name**, type it in as it appears on your driver license.
- b. For **Last Name**, type it in as it appears on your driver license.
- c. For **SSN**, type in the numbers of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.

- f. For **Driver License Number**, type in the numbers.
  - g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
2. Click **SAVE AND NEXT**.
  3. On the *Certification of Responsibility* page:

Note: If the system cannot verify your information, continue to print and signing the *Certification of Responsibility* in section 7.3.11.2.

## Certification of Responsibility

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

I Agree

Figure 130: Certification of Responsibility

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



Figure 131: 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 **PROCEED TO PAYMENT** link to start the payment process.

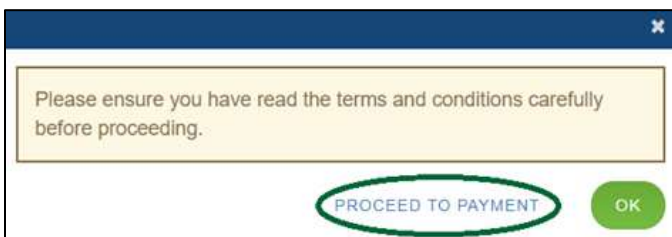


Figure 132: Proceed to Payment Pop-up

11. Continue to the **Payments and Application Submission**, section 7.3.10.

### 7.3.11.2 Manually Signing the Application

1. On the *eSign* page only three fields are required:

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 133: eSign Customer Information

- a. For **First Name**, type it in as it appears on your driver license/ID.
  - b. For **Last Name**, type it in as it appears on your driver license/ID.
  - c. For **Driver License Issuing State**, 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 134: Print Certification of Responsibility PDF

- a. On the PDF file, click the **Printer** icon 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 52301.651, Texas Transportation Code 5503.034 and 5503.038, Texas Government Code 52005.052 and 52005.053, Texas Penal Code 537.10, 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 135: Printed Certification of Responsibility PDF

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

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

6. Click **SAVE AND NEXT**.
7. On the *Please ensure you have read the terms and conditions* pop-up, click **PROCEED TO PAYMENT** link.

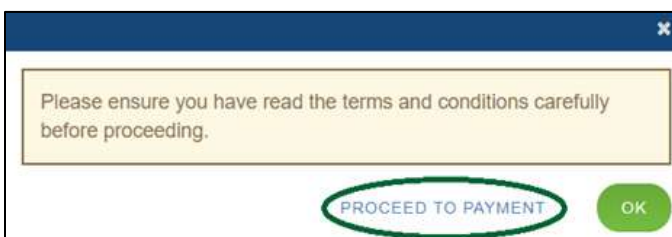


Figure 136: Proceed to Payment



## 7.3.12 Payment

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

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

To pay the fees and submit this application, follow these steps:

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



Figure 137: Select Application for Payment

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

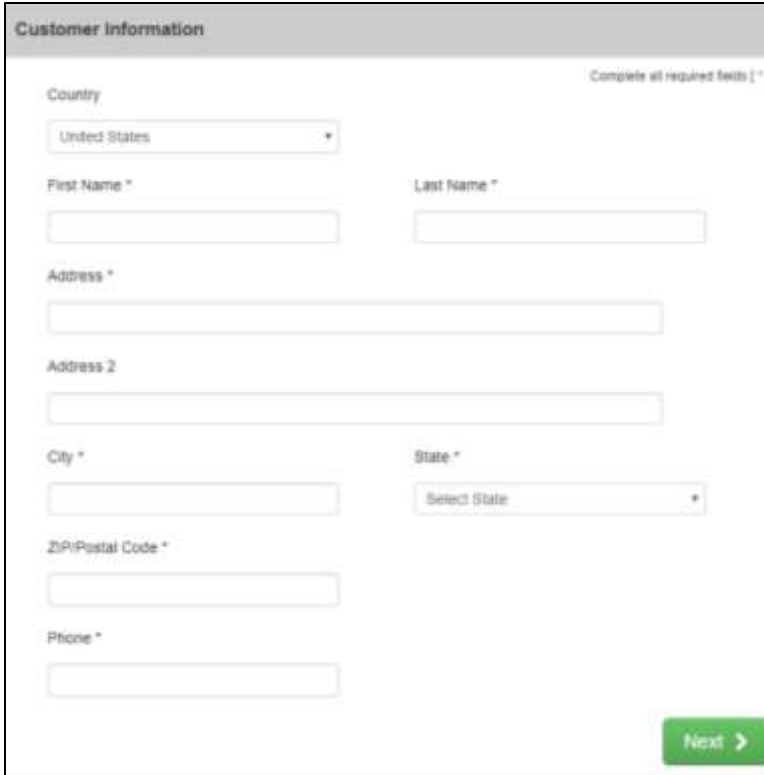


Figure 138: Select Method of Payment

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):



The screenshot shows a web form titled "Customer Information" with a sub-header "Complete all required fields (\*)". The form contains the following fields:

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

A green "Next >" button is located at the bottom right of the form.

Figure 139: Credit Card Payment Address 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.
2. Click **Next**.
  3. In the **Payment Info** section:

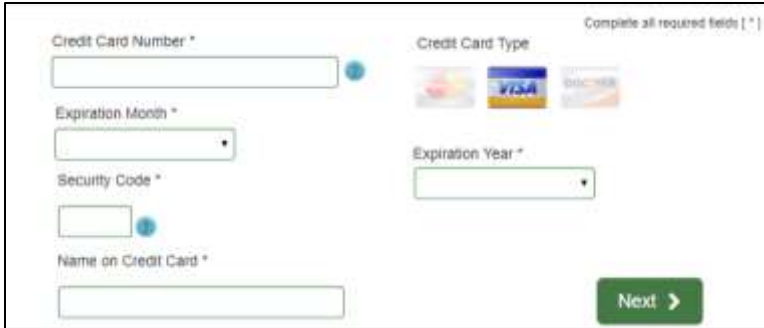


Figure 140: Credit Card Payment Information

- a. For **Credit Card Number**, type in the numbers of the credit card.
  - b. For **Expiration Month**, select the appropriate month from the dropdown.
  - c. For **Expiration Year**, select the appropriate year from the dropdown
  - d. For **Security Code**, type in the number on the back of the card.
  - e. For **Name on Card**, type in the full name printed on the credit card.
  - f. Click **NEXT**.
4. In the **Verification** section, enter the characters from the image displayed.



Figure 141: Verification Page

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

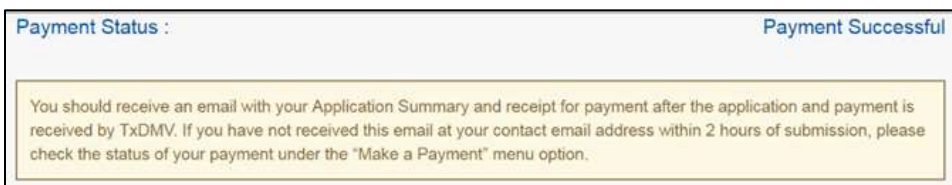


Figure 142: Payment Successful Status

7. Click **NEXT**.

### ACH/eCheck Payment

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

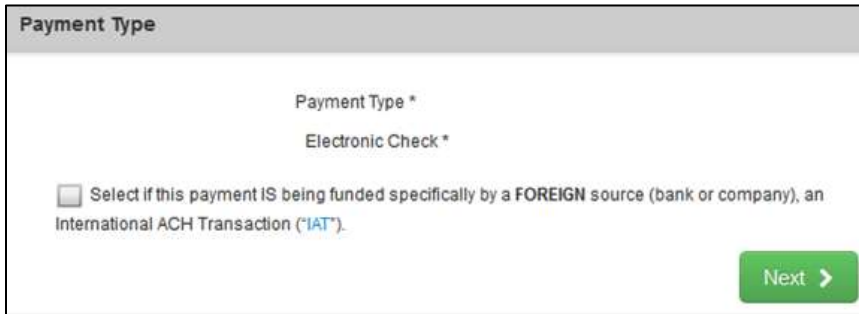


Figure 143: Payment by Foreign Source

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

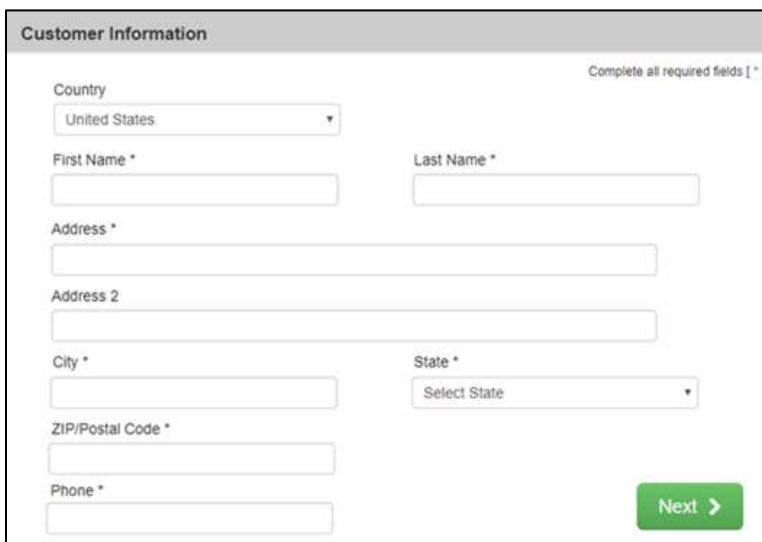
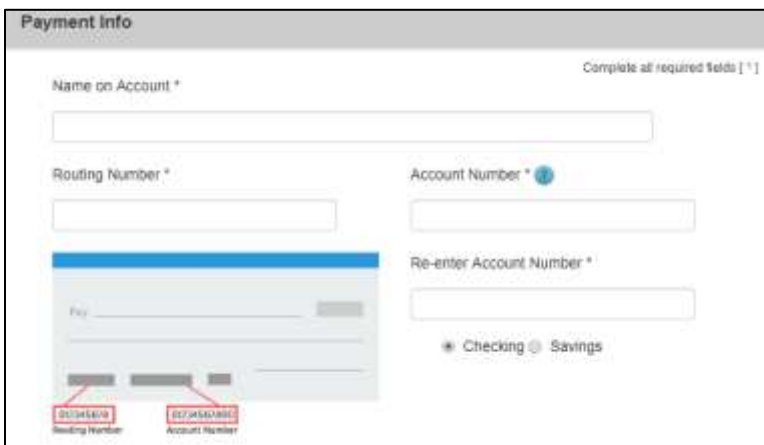


Figure 144: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account used.

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



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

- Name on Account \***: A text input field.
- Routing Number \***: A text input field.
- Account Number \***: A text input field.
- Re-enter Account Number \***: A text input field.
- Account Type**: Radio buttons for **Checking** (selected) and **Savings**.
- Pay**: A button.
- Complete all required fields [ \* ]**: A note in the top right corner.
- Red boxes highlight the **Routing Number** and **Account Number** fields.

Figure 145: 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**.

- Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

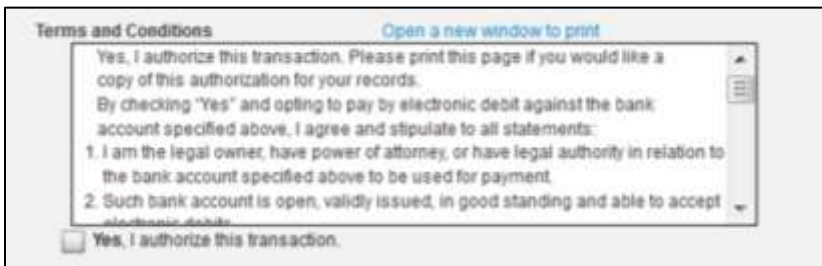


Figure 146: Terms and Conditions

- Enter the characters from the verification image.



Figure 147: Verification Page

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

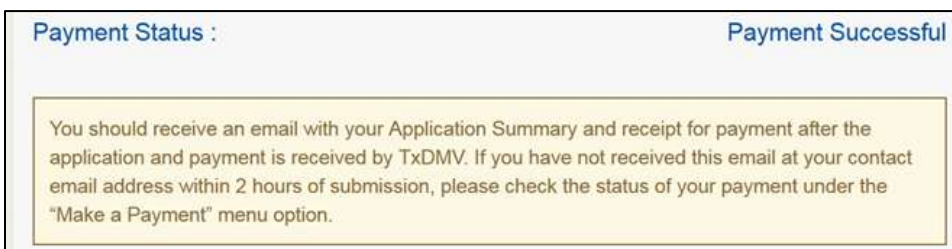


Figure 148: Payment Successful Status

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

## 8. Closing an In-Transit Dealer's License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed, or if you have filed for bankruptcy.

There is no fee to close a license.

### 8.1 Application to Close a License

#### 8.1.1 Steps to Close Your License

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

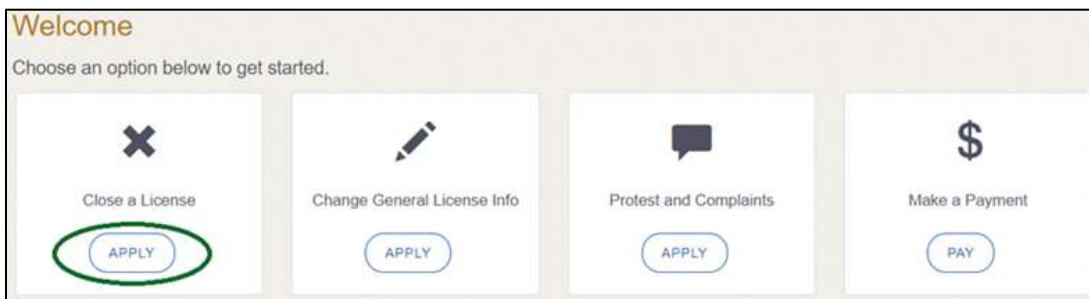


Figure 149: Welcome, Close a License

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



Figure 150: Select Your Organization

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

**Licenses**

Select the License to make amendment to  
If you are a franchise dealer select your franchise license number.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	071656745	Transit Corp	In-transit		221 S Main St, AUSTIN, Texas, Travis	Active

Figure 151: Select a License

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

* First Name Intransit	Middle Name	* Last Name Corp
* Email intransit.corp@mailinator.com	* Phone (512) 777-7777	

Figure 152: Verify Contact Information

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

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

Figure 153: Summary of License Contact Information

- On the *Closure Explanation* page:

**Closure Explanation**

Select the reason for license closure

Comments

Proposed Effective Date

-None-

-None-

Bankruptcy

Voluntary

Buy/Sell

Buy/Sell/Relocation

License Type Change



Figure 154: Reason for Closure

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



Figure 155: Upload a Statement About Closure

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

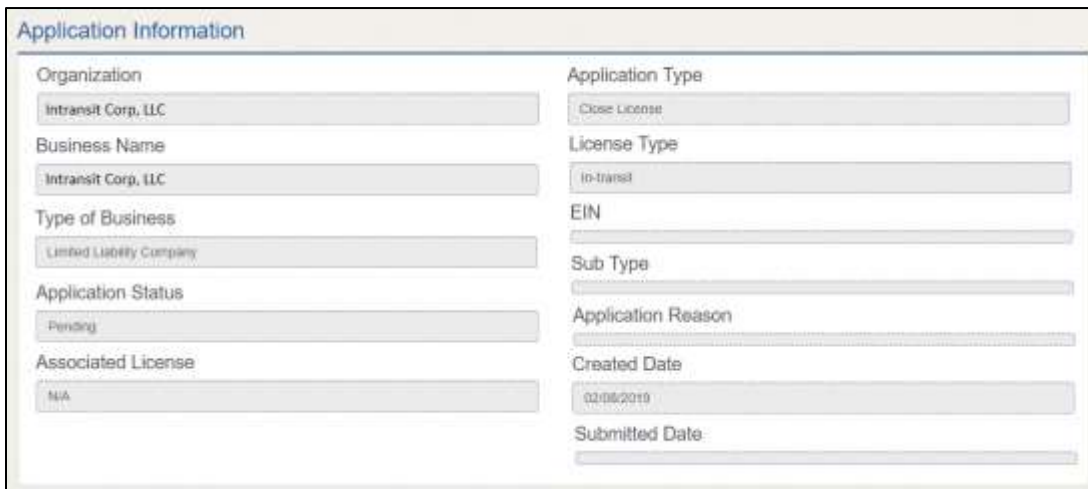


Figure 156: Summary of Application

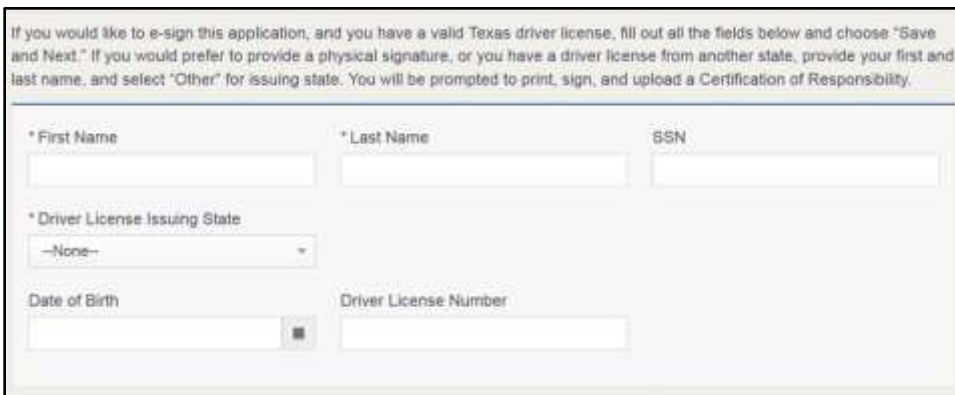
## 8.2 Signing the License Closure Application

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

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

## 8.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:



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

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

Figure 157: Electronic Signature Page

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

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 8.2.2

### 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 §503.036, 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 158: Electronic Certification of Responsibility

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



Figure 159: Electronic Signature Page

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

## 8.2.2 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

\* Driver License Issuing State  
--None--

Date of Birth  Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

Figure 160: Electronic Signature Page

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

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

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

Figure 161: Certification of Responsibility Link

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

### Certification of Responsibility

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

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Figure 162: Manually Sign Certification of Responsibility

5. To upload and attach the signed document to this closure application:
  - a. Scan the document and save it to your local computer (or a shared network resource).
  - b. On the *eLICENSING* page, click **CHOOSE FILE**.
  - c. In the *Open Window* dialog, navigate to the file (on the computer or a shared network resource), select it and then click **Open**.
  - d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

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

6. Click **SUBMIT**.

## 8.3 Closure Application Confirmation Statement

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

Your application has been submitted. A confirmation email has been sent to your email [Intansit.Corp@mailinator.com](mailto:Intansit.Corp@mailinator.com)

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

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

Figure 163: Notice That the Application Was Submitted

## 9. Making Dealer License Fee Payments

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

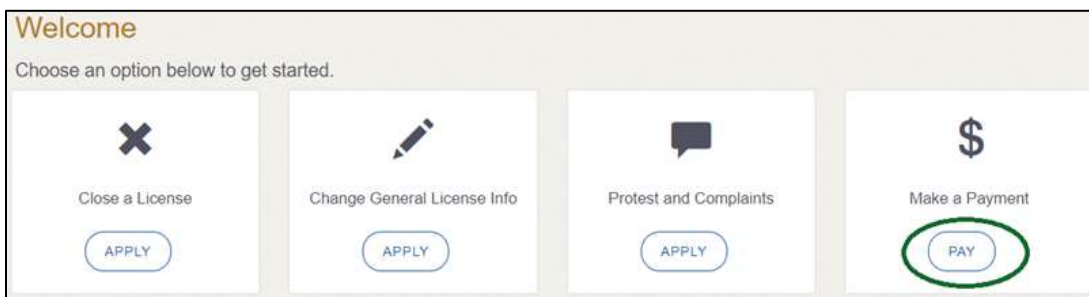


Figure 164: Welcome, Make a Payment

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



Figure 165: Select Your Organization

3. Click **SAVE AND NEXT**.
4. On the *Payment Summary* page, select the appropriate item and click **PAY NOW**.



Figure 166: Payment Summary Page

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

Applications for Payment :

Select All

000431159 New Salvage Dealer Application

Physical Address : 123 MAIN ST, Travis, AUSTIN, 78653, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Salvage Dealer New Application Fee	\$95.00	per application	1		\$95.00
				Total	\$95.00

Figure 167: Applications for Payment

6. On the bottom portion of the *Payment Summary* page, for **Method of Payment**.

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

Method of Payment :

Credit Card  ACH/eCheck

Grand Total : \$0.00\*

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

\*\*Original fee amount has been corrected/modified by DMV staff

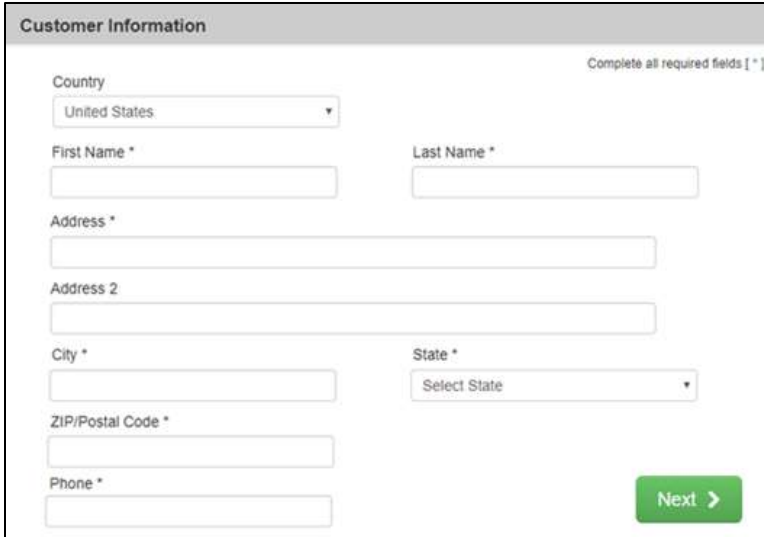
Figure 168: Select Method of Payment

7. 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**).





Customer Information Complete all required fields [ \* ]

Country  
United States

First Name \*  Last Name \*

Address \*

Address 2

City \*  State \*

ZIP/Postal Code \*

Phone \*

Figure 169: 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 for the account.
  - d. For **Address 2** (optional), type in additional information such as the suite number.
  - e. For **City**, type in the name of the city.
  - f. For **State**, select the 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:

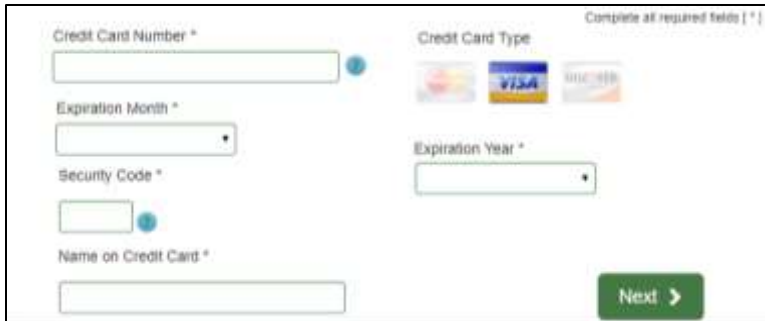


Figure 170: Credit Card Information

- a. For **Credit Card Number**, type in the numbers from the credit card.
  - b. For **Expiration Month**, select the appropriate month from the dropdown.
  - c. For **Expiration Year**, select the appropriate year from the dropdown.
  - d. For **Security Code**, type in the number on the back of the card.
  - e. For **Name**, type in the name as it appears on the credit card.
  - f. Click **Next**.
4. In the **Verification** section, enter the characters from the image displayed.



Figure 171: Verification Page

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



Figure 172: Payment Successful Status

7. Click **NEXT**.

### ACH/eCheck Payment

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

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

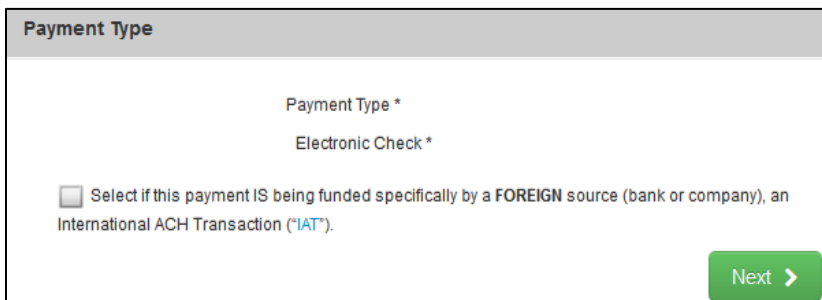


Figure 173: Payment by Foreign Source

2. On the *Customer Information* screen:

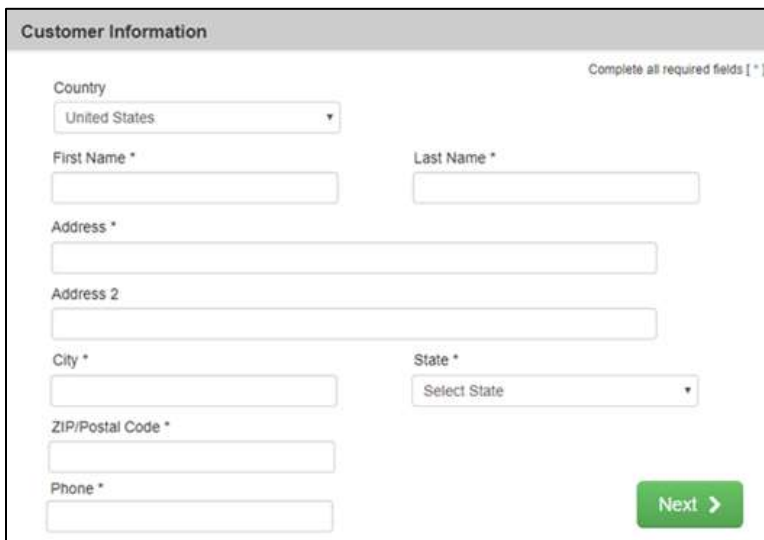
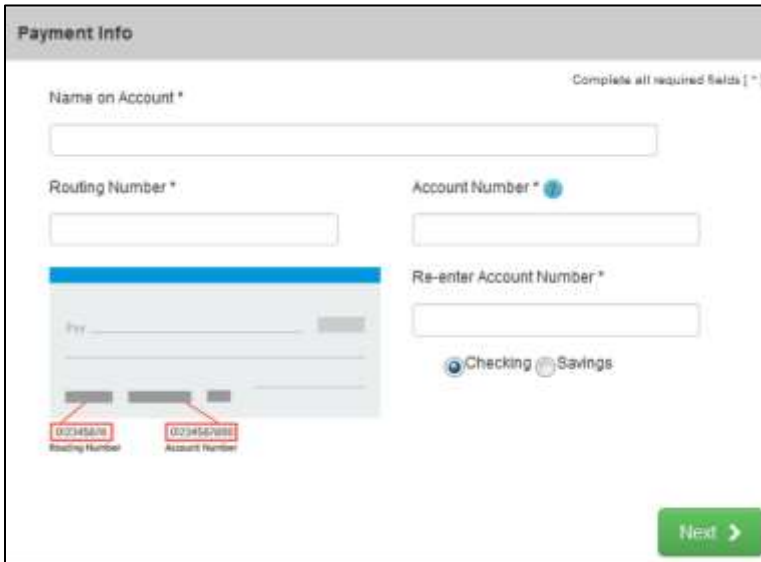


Figure 174: eCheck Customer Information

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

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



The screenshot shows a web form titled "Payment Info" with a sub-header "Complete all required fields [\*]". The form contains several input fields: "Name on Account \*", "Routing Number \*", "Account Number \*", and "Re-enter Account Number \*". There are also radio buttons for "Checking" (selected) and "Savings". A "Next >" button is at the bottom right. A small inset image shows a check with red boxes highlighting the routing and account numbers, with labels "Routing Number" and "Account Number" below them.

Figure 175: ACH/eCheck 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.

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

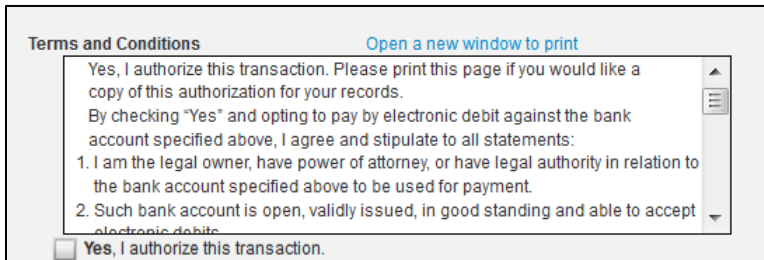


Figure 176: Terms and Conditions

7. Enter the characters from the verification image.



Figure 177: Verification Page

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

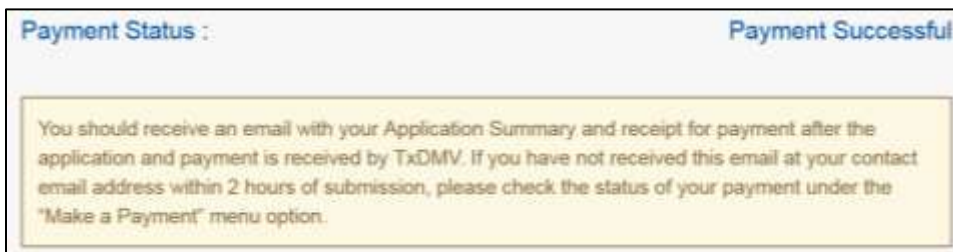


Figure 178: Payment Successful Status

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