



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Salvage Dealer Licenses

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1. Salvage Dealer Licenses

A person or business entity must have a Salvage Dealer or GDN license to buy, sell, repair, or rebuild salvage motor vehicles or dismantle non-repairable motor vehicles. You may also store or display a motor vehicle as an agent or escrow agent of an insurance company.

Note: If you operate a used automotive parts recycling business in Texas, you must have a license issued by the Texas Department of Licensing and Regulation (TDLR).

1.1 License Term and License Fees

Salvage Dealer licenses are issued for a term of two years.

The fee for a Salvage Dealer license is \$190.

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 Salvage Dealer License Numbers

In eLICENSING, new Salvage Dealer license numbers assigned are 10 digits with the first 3 digits representing the county of operation.

1.3 Gathering Appropriate Information for the Salvage Dealer License Application

You must have the following information to complete your Salvage Dealer 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.
- NMVTIS identification number.
- The numbers of licenses the individuals or business entity may possess or have possessed in the past.

- Facts of the criminal history of anyone (officer, partner, trustee, or in other representative capacity) associated with the salvage business that was arrested, has been convicted, has received deferred adjudication, or has been court martialled. 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 Offense and Charges

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)
- Current Sales and Use Tax Permit issued by the Texas Comptroller of Public Accounts
- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only)
- Franchise Tax Account permit issued by the Texas Comptroller of Public Accounts (Corporations, LP, LLP, or LLC only)

2. Applying for a New License

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

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


2.1 Getting Started

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

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

To get started, follow these steps:

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

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

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

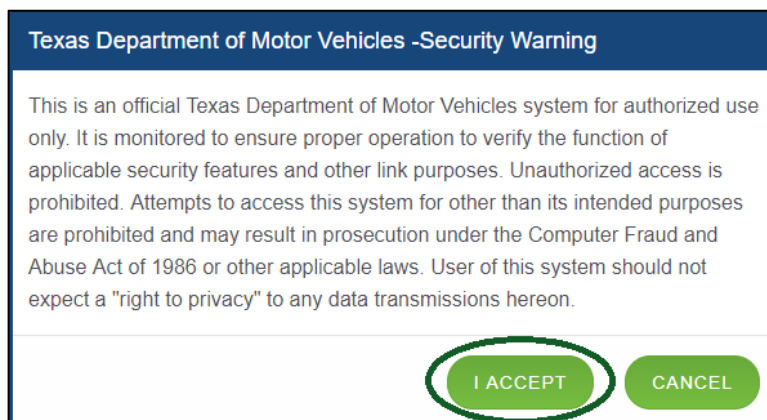


Figure 2: Security Warning Pop-up

3. On the *Login* page, type in your **Username**.

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




Figure 3: Login Page

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

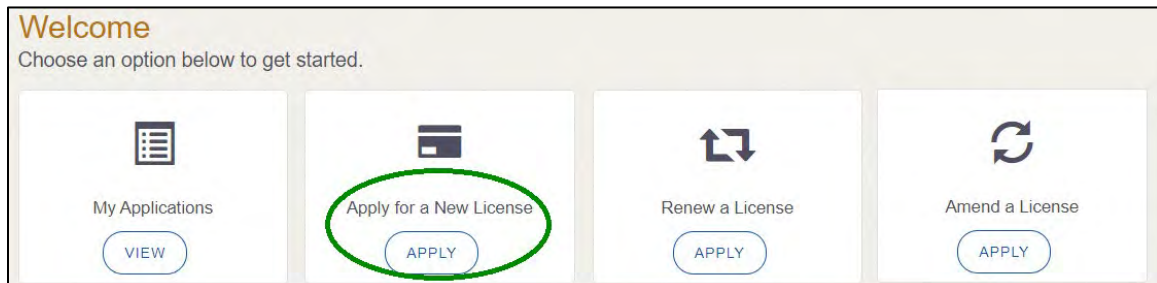


Figure 4: Welcome, Apply for a New License

7. On the *License Type* page, locate the **Salvage Dealer License** area and click **SELECT**.

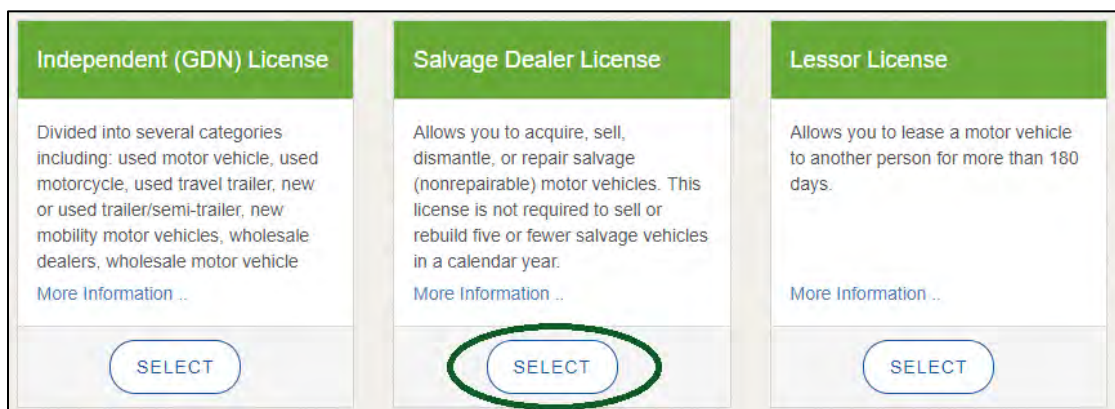


Figure 5: Select License Type

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




Figure 6: Select Organization

2.2 Contact Information

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

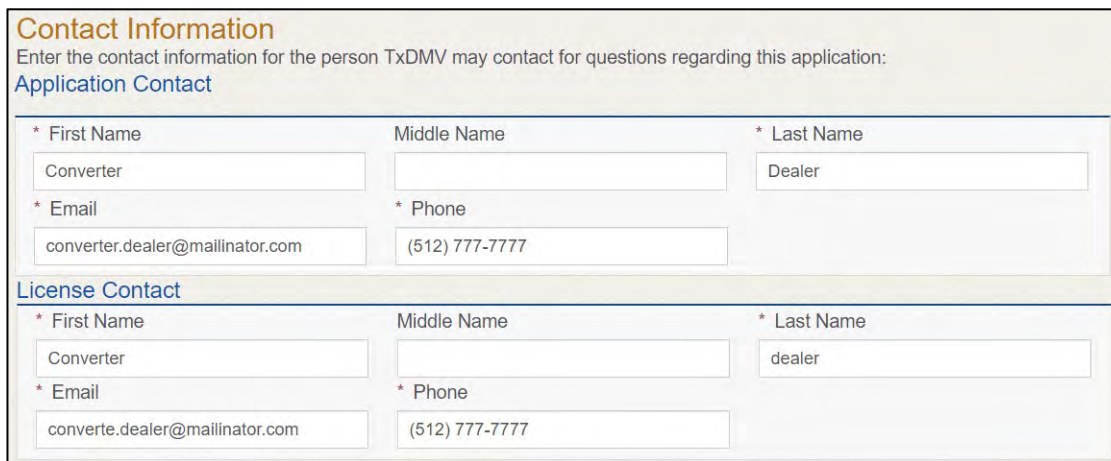


Figure 7: Contact Information

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

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

1. 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.

- Relocation (if the business is moving to a new address in another county).
- Previous license was not renewed.

2.3.1 Apply for New License Reason

On the *Application Reason* page:

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



* Application Reason
Apply for New License

Figure 8: Apply for New License Reason

2. Click **SAVE AND NEXT**.

2.3.2 Relocation Reason

On the *Application Reason* page:

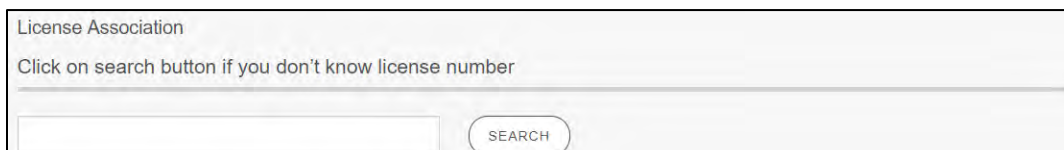
1. From the dropdown, select **Relocation**.



* Application Reason
Relocation

Figure 9: Relocation Reason

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



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

Figure 10: License Association

If you do not know this information:

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

2.3.3 Previous License Not Renewed Reason

On the Application Reason page:

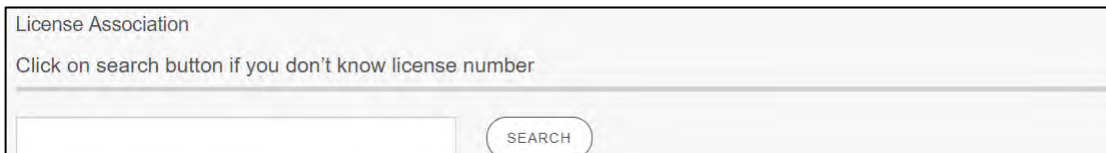
1. From the dropdown, select **Previous License Not Renewed**.



* Application Reason
Previous license not renewed

Figure 11: Previous License Not Renewed

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



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

Figure 12: License Association

If you do not know this information:

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

2.4 Application Details

The Application Details are spread across several pages.

2.4.1 Business Information

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



Business Website * Business Phone

* Business Email Business Fax

SOS Filing Number

* Texas Sales Tax Identification Number * NMVTIS Identification Number

Figure 13: License Information

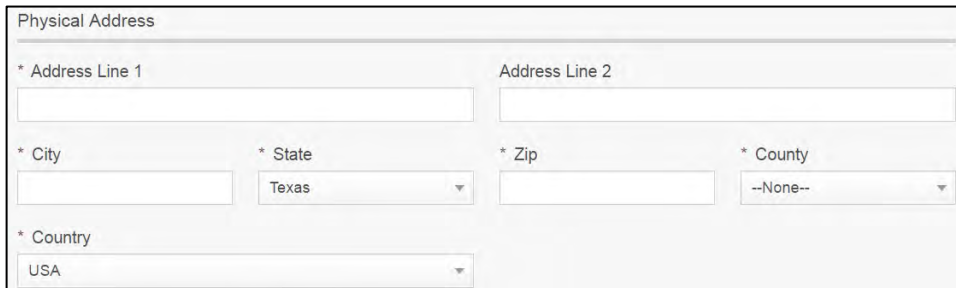
- a. For **Business Website** (optional), enter the web address (URL) of the business website.
- b. For **Business Phone Number**, type the business phone number where calls will be answered.
- c. For **Business Email Address**, type the email address at which the business will receive emails.
- d. For **Business Fax** (optional), type the business fax number.
- e. For **Secretary of State Filing Number**, type in the filing number issued by the Secretary of State when the business was established.
- f. For **Texas Sales Tax Identification Number**, type in the appropriate number.
- g. For **NMVTIS Identification Number**, type in the appropriate number. Visit vehiclehistory.gov for more information on this requirement.

If you do not know this information:

1. Go to the bottom of the page, 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 form titled "Physical Address" with the following fields:

- * Address Line 1: Text input field
- Address Line 2: Text input field
- * City: Text input field
- * State: Dropdown menu with "Texas" selected
- * Zip: Text input field
- * County: Dropdown menu with "--None--" selected
- * Country: Dropdown menu with "USA" selected

Figure 14: Physical Address

- a. For **Address Line 1**, type in the street number and name where the business will be located.
 - b. For **Address Line 2** (optional), type in the additional street information, such as a suite number.
 - c. For **City**, type in the name of the city.
 - d. For **State**, select Texas 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 USA 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) or 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.

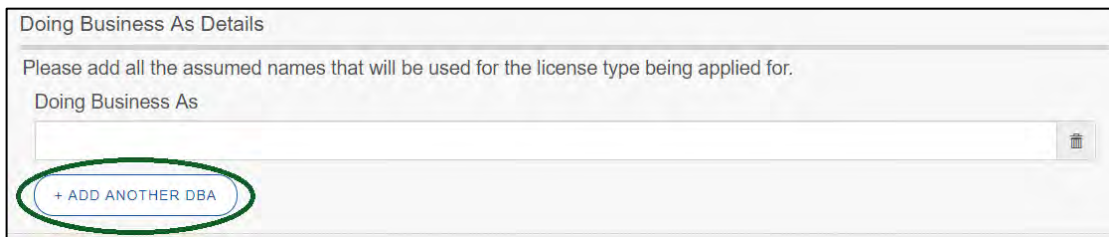


Figure 15: Doing Business as Details Page

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

The assumed name entered must exactly match the DBA as registered with the appropriate filing authority.

If the business is a sole proprietorship or a general partnership that conducts business under an assumed name, you will provide proof of the Assumed Name Certificate by uploading (on the *Attachments* page) a file-stamped copy of the assumed name

certificate filed with the office of the county clerk in the county where the dealership will be located.

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

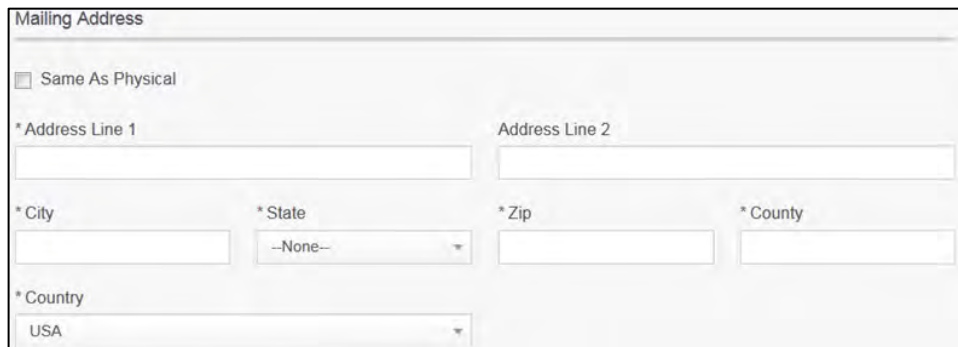
2.4.4 Mailing Address

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

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

1. To either:

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



The screenshot shows a web form titled "Mailing Address". At the top left is a checkbox labeled "Same As Physical". Below this are two text input fields: "* Address Line 1" and "Address Line 2". Underneath these are four fields: "* City" (text input), "* State" (dropdown menu with "--None--" selected), "* Zip" (text input), and "* County" (text input). At the bottom is a "* Country" dropdown menu with "USA" selected.

Figure 16: Mailing Address

- a. For **Address Line 1**, type in the street number and name where mail can be delivered.
- b. For **Address Line 2** (optional), type in any additional street information, such as the suite number.
- c. For **City**, type in the name of the city.
- d. For **State**, select the name of the state from the dropdown.
- e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
- f. For **County**, select the name of the county from the dropdown.

- g. For **Country**, 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 Additional Business Locations

You are required to answer a question about do you want to add an additional business location? Additional business locations must be located in the same county as the original physical location.

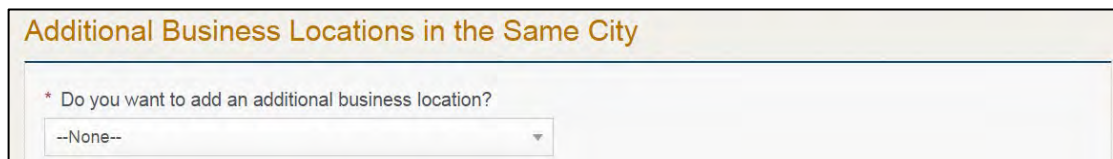


Figure 17: Additional Business Location

1. If you select:
 - **No**, click **SAVE AND NEXT**.
 - **Yes**, in the Business Details section:

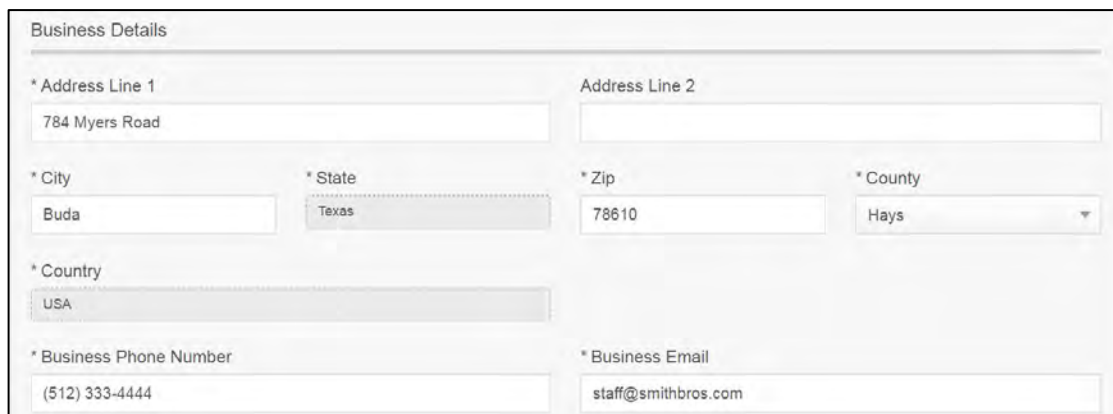


Figure 18: Business Details Pop-up

- a. For **Address Line 1**, type in the number and name of the street where mail can be delivered.
- b. For **Address Line 2** (optional), type in any additional street information, such as the suite number.
- c. **For City**, type in the name of the city.
- d. For **State**, select Texas 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 **Business Phone Number**, type the phone number where business calls will be answered.
- h. For **Business Email**, type the email address where email messages will be accepted and answered.
- i. Click **Validate Address** to be sure the address entered is recognized by the United States Postal Service (USPS) or capable of receiving US mail.

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

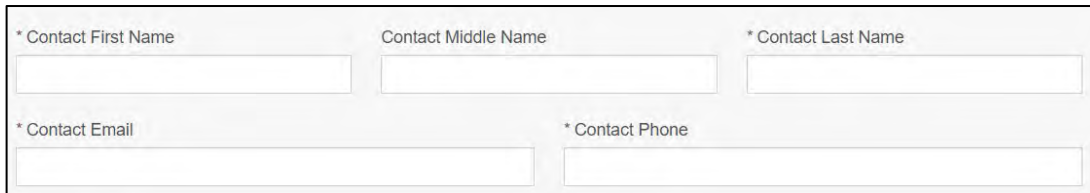


Figure 19: Location Contact Details

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

3. In the **Doing Business As** section, enter the assumed name under which the company also operates (if any).

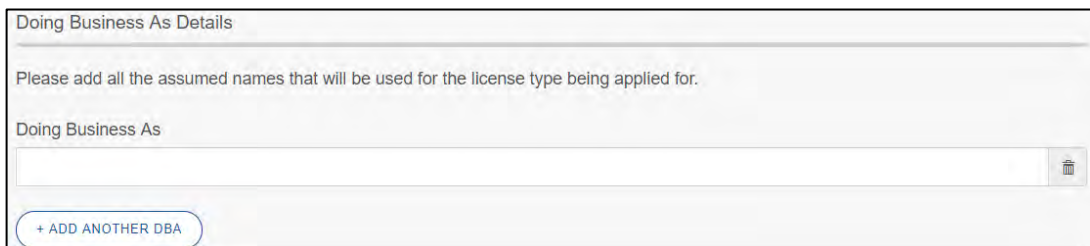


Figure 20: Doing Business As

Note: Click **+ADD ANOTHER DBA** for each additional assumed name.

4. Click **SAVE** to continue.
5. Back on the *Additional Business Locations* page, click **SAVE AND NEXT** to continue.

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.

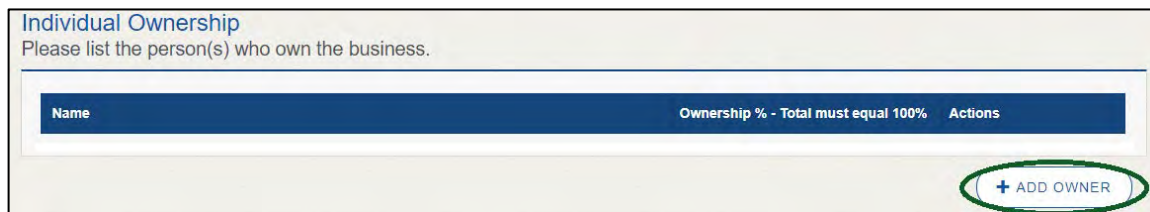


Figure 21: Individual Ownership Information

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



Figure 22: Individual Ownership Details

Sole proprietorship

1. For **First Name** and **Last Name**, type in the legal name of the proprietor.
2. For **Title**, select the job title the proprietor prefers from the dropdown.
3. For **Email**, type in the email address where the proprietor receives and responds to email messages.
4. For **SSN**, type in the nine number social security number issued to the proprietor.

5. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
 6. For **Driver License State**, select the appropriate state from the dropdown.
 7. For **Driver License Number**, type in the numbers on the driver license.
 8. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar).
- Note:** A copy of the driver license is requested on the *Attachments* page, later in the application process.
9. For **Ownership %**, type in 100%.
 10. Click **ADD** and continue to the **Ownership Questions** section on the page.

General partnership

1. Click **+ADD OWNER**.

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

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

For the additional partners, type in the information and repeat steps a-h from the sole proprietorship section.

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

2.5.2 Business Ownership

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

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

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

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

Company Name	Ownership % - Total must equal 100%	Actions
+ ADD BUSINESS		

Figure 23: New Business Ownership

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

* Business Name	* Business EIN	* Ownership %
<input type="text"/>	<input type="text"/>	<input type="text"/>
Is it Non Profit ?	Is it Publicly Traded?	
--None--	--None--	

Figure 24: 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 Internal Revenue Service for the business.
- c. For **Ownership %**, type in the percentage that this company owns.
- d. For **Is It Non-Profit**, select the appropriate option.
- e. For **Is It Publicly Traded**, select the appropriate option.
- f. Click **Add**.

To add another business entity, repeat 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 25: New Management/ Representative

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



Figure 26: Management Ownership Details

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

3. Click **ADD** to continue with the **Ownership Questions** section.

2.5.4 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 the license holder.

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

This is important:

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

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

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	--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 27: Ownership Questions

If you answer:

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

2.5.5 Criminal History

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

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

Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Salvage Dealer	salvagedealer@mailinator.com	05/21/2018	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 28: Add Criminal History

2. Click **ADD CRIMINAL HISTORY**.

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

ADD CRIMINAL HISTORY

Figure 29: Add Criminal Histories

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

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

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

* County * State * Court

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

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

Figure 30: Offense and Charge Details

- a. In the **State the Exact Crime Section**, type in a short description of the charges/crime committed.
- b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
- d. For **Is person currently on parole or probation**, select the appropriate response.
- e. For **County**, type in the name of the county in which the offense occurred.
- f. For **State**, select the name of the state from the dropdown in which the offense occurred.
- g. For **Court**, type in the type of court in which the offense was adjudicated.
- h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
- i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
- j. Click **APPLY**.
- k. After the pop-up closes, repeat the steps above for each 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.

4. Click **SAVE AND NEXT**.

2.6 Questions

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

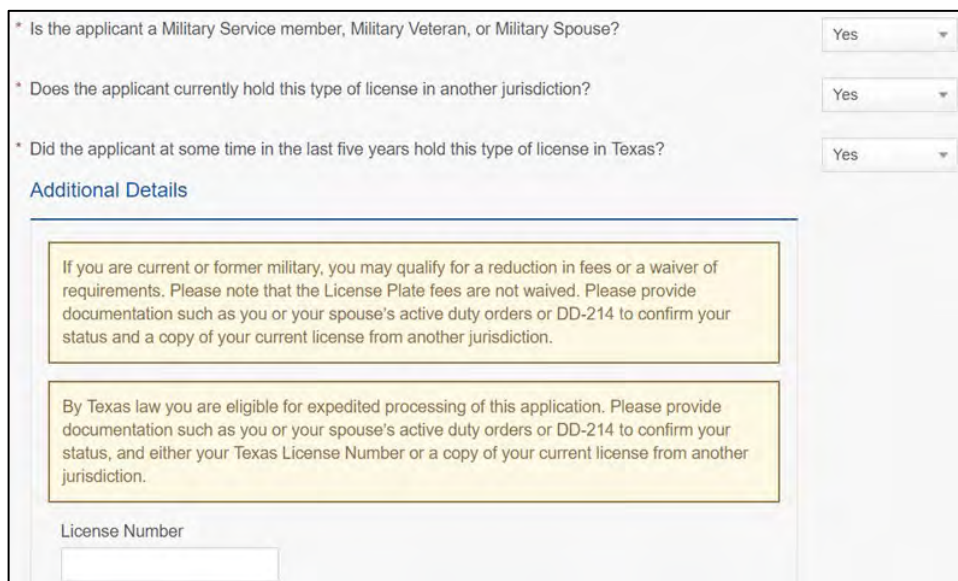
If you do not know the answer or have to leave the application to find it:

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 so far.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, click **View**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page, click **SAVE AND NEXT** to display the *Questions* page again.

2.6.1 Military Service Questions

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

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



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

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

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

Additional Details

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

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

License Number

Figure 31: Military Service Questions

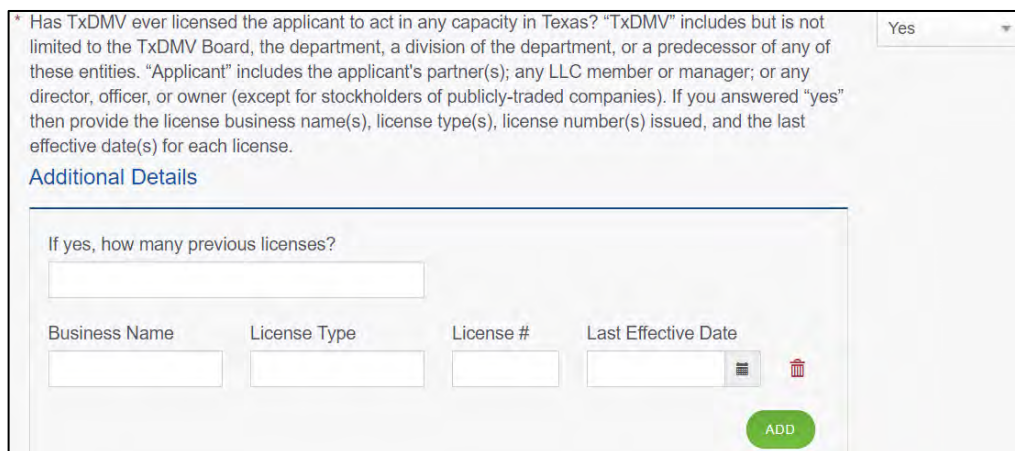
If you select:

- **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 are 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 license number or a copy of the current license from the other jurisdiction.

2.6.2 Previous Licenses Question

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



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

Additional Details

If yes, how many previous licenses?

Business Name License Type License # Last Effective Date

ADD

Figure 32: Previous Held Licenses

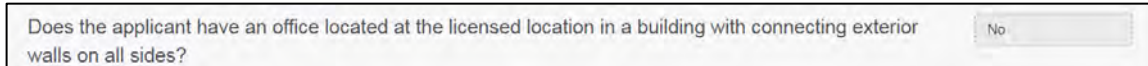
If you select:

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

- f. Repeat the steps above for each license.

2.6.3 Office Location with Connecting Exterior Walls Question

You are required to answer whether you have an office location at the Licensed Location in a building with connecting exterior wall on all sides.

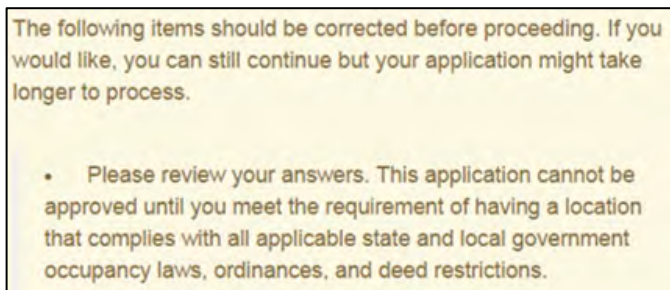


Does the applicant have an office located at the licensed location in a building with connecting exterior walls on all sides?

Figure 33: Office Location

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved by the licensing specialist until you can provide proof that you have an office that meets the requirements. Click **CONTINUE ANYWAY** to proceed to the Required Attachments page.



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

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

Figure 34: Possible Business Location Issues Pop-up

2.6.4 Signage Question

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



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

Figure 35: Signage Question

If you select:

- **Yes**, continue to the next question.

- **No**, the *Possible Issues* pop-up will display and the application will not be approved by the licensing specialist until you can provide proof that you have a sign that meets requirements. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

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

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

Figure 36: Possible Signage Issues Pop-up

2.6.5 Posted Business Hours Question

On the *Questions* page, you are required to answer a question about whether you have appropriate business hours posted that meet all TxDMV licensing requirements.

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

* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?	Yes ▾
---	-------

Figure 37: Business Hours Posted Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you provide proof that you have permanently posted business hours. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

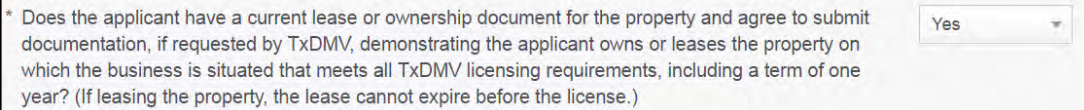
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having appropriate business hours posted that meet licensing requirements.

Figure 38: Possible Business Hours Issues Pop-up

2.6.6 Lease/Ownership of Property Question

You are required to answer a question about if the dealership has a lease or ownership document for the property. This will confirm the dealership meets all TxDMV licensing requirements, including the term of one year if the property is leased.



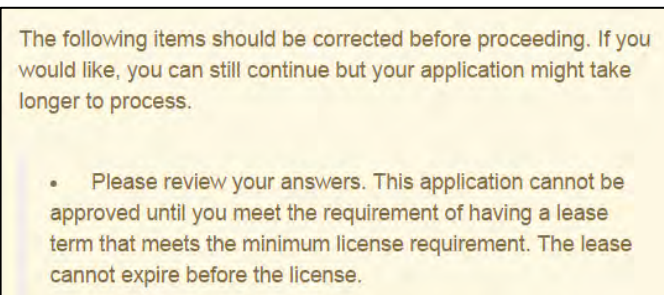
* Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.)

Yes

Figure 39: Lease/Ownership Property Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected. Select **CONTINUE ANYWAY** to proceed with the application or click **CLOSE AND CORRECT** to fix the issues with the application.



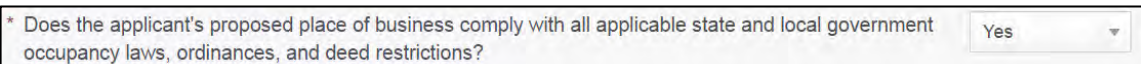
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a lease term that meets the minimum license requirement. The lease cannot expire before the license.

Figure 40: Possible Lease/Ownership Property Issues Pop-up

2.6.7 Property Compliance Question

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



* Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions?

Yes

Figure 41: Property Compliance Question

If you select:

- **Yes**, continue to the next question.

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

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

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

Figure 42: Possible Property Compliance Issues Pop-up

2.6.8 Proof of Occupancy Question

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

* Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location?

Figure 43: Proof of Occupancy Question

If you select:

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

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

- Please review your answers. This application cannot be approved until you meet the requirement of having all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location.

Figure 44: Possible Issues Proof of Occupancy

2.6.9 Place of Business Structure Question

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

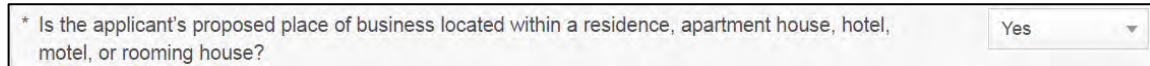


Figure 45: Place of Business Structure Question

If you select:

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

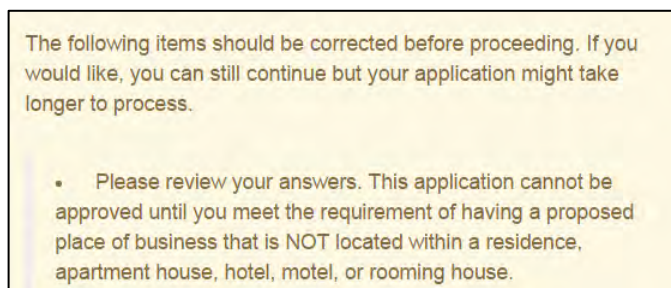


Figure 46: Possible Business Structure Issues Pop-up

2.6.10 Previous Salvage License Application Question

You are required to answer a question about whether you have previously applied for a Salvage License.

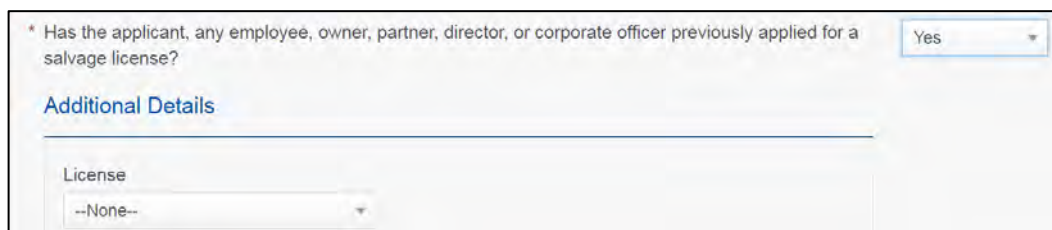


Figure 47: Previous Salvage License Question

If you select:

- **No**, continue to the next question.

- **Yes**, from the dropdown select whether the license was **Approved** or **Denied**.

2.6.11 Previous Salvage License Revoked Question

You are required to answer a question about whether you have ever had a salvage license revoked or suspended.



Figure 48: Previous Salvage License Revoked Question

If you select:

- **No**, continue to the next question.
- **Yes**, enter the required information on the Additional Details question.
 - For **Business Name**, type in the name of the business licensed.
 - For **Dates**, type in the date the license was revoked or suspended.
 - From the **Licenses revoked or suspended** dropdown, select the appropriate answer.
 - Click **ADD** to enter another business.
 - 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.

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

2.7.1 Uploading Attachments

To upload each file:

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

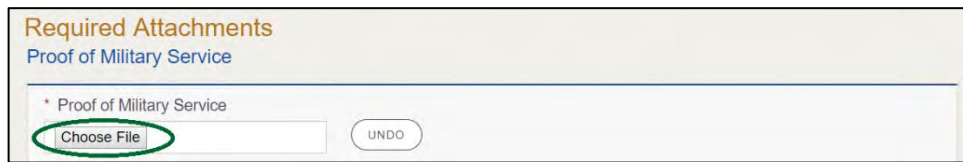


Figure 49: Choose File for Required Attachments Upload

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

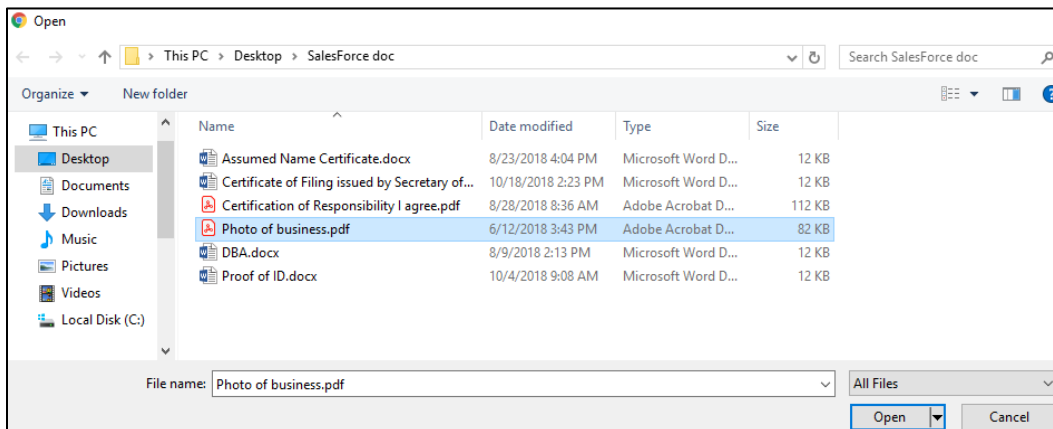


Figure 50: Browse for File

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

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

2.7.2 Business Photo

You may be required to upload a file containing images of your business.

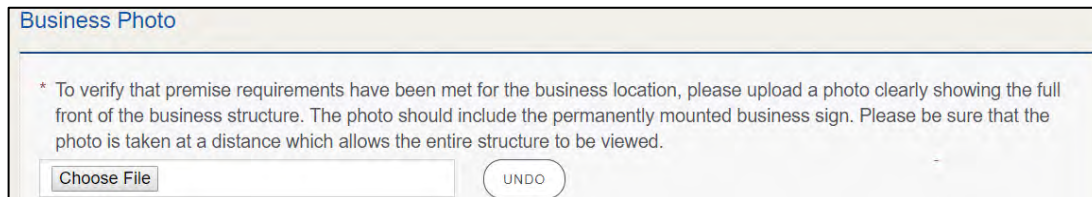


Figure 51: Upload Business Photo

Note: If you need to upload more than one image of your business, upload the images in the **Other Attachments** section.

2.7.3 Lease Agreement

You may be required to upload a file containing a scanned copy of your lease agreement.

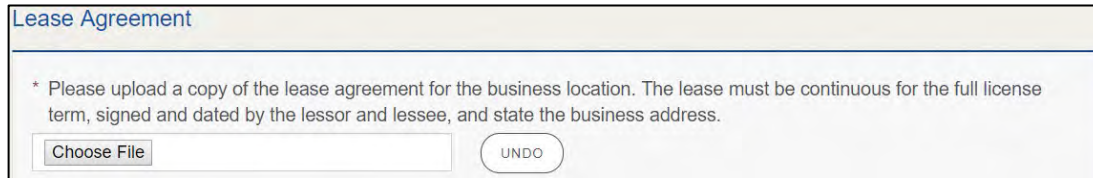


Figure 52: Upload Lease Agreement

2.7.4 Proof of Identity

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



Figure 53: Upload Proof of Identity

2.7.5 Texas Sales and Use Tax Permit

You may be required to upload a file containing a scanned copy of the Texas Sales and Use Tax Permit.

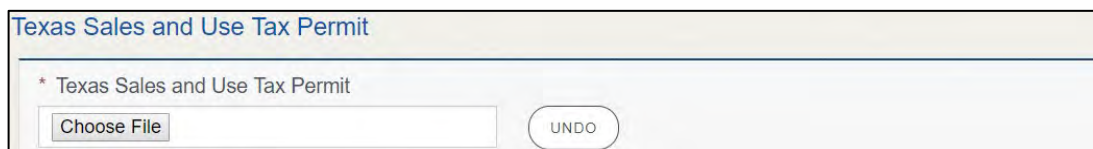


Figure 54: Upload Texas Sales and Use Tax Permit

2.7.6 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.

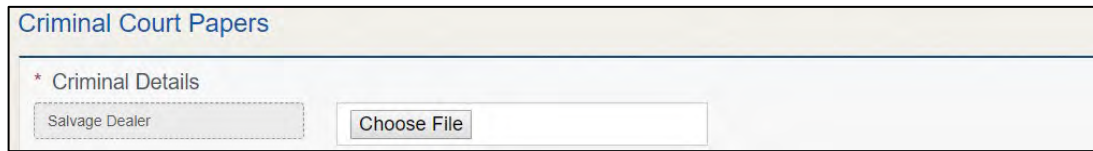


Figure 55: Upload Criminal Court Papers

2.7.7 Other Attachments

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

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



Figure 56: Add More Attachments

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

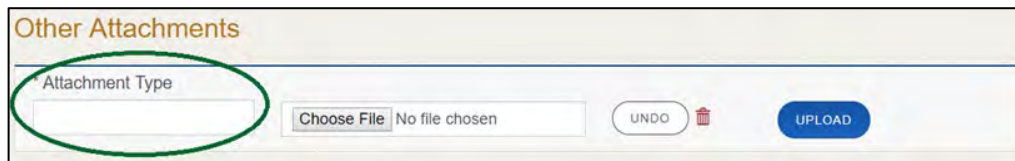


Figure 57: Other Attachments Type

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

2.7.8 Problems with Your Application

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

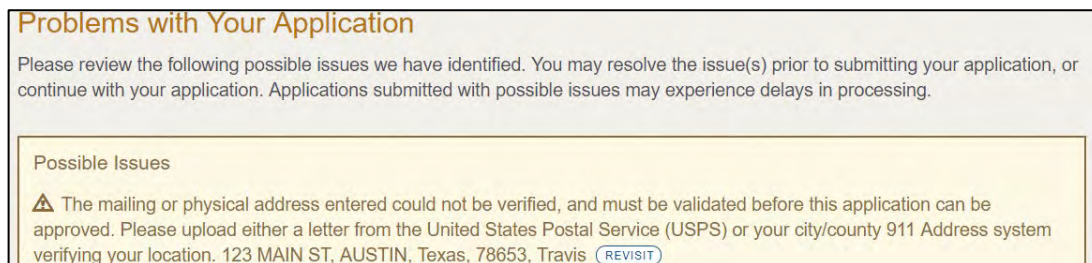


Figure 58: Problems With Your Application

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

2.8 Summary

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

Organization	Salvage Brother's Autos	Application Type	New
Business Name	Salvage Brother's	License Type	Salvage Dealer
Type of Business	Sole Proprietor	SSN	134-65-7489
Endorsement Type	New Automobile Dealer Endorsement	Application Status	Pending
Application Reason	Apply for New License	Created Date	12/18/2018
Associated License	N/A	Submitted Date	

Figure 59: Summary of Application Information

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

2.9 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 2.9.2, 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		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 60: 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 as it appears on your driver license.
- c. For **SSN**, type in the numbers of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- f. For **Driver License Number**, type in the numbers.
- g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
- h. Click **SAVE AND NEXT**.

2. On the *Certification of Responsibility* page:

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

Certification of Responsibility

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

Figure 61: Electronic Certification of Responsibility

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

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

4. Click **I Agree**.

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

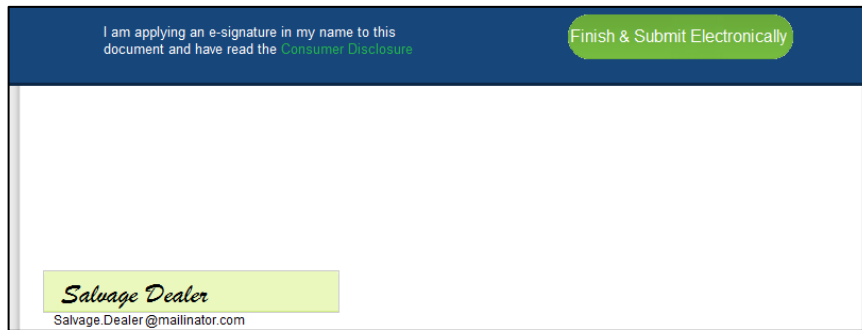


Figure 62: Electronic Signature

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

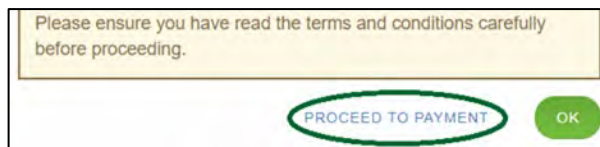


Figure 63: Proceed to Payment

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

2.9.2 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
<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 64: eSign 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**.

Click the CERTIFICATION OF RESPONSIBILITY PDF link.

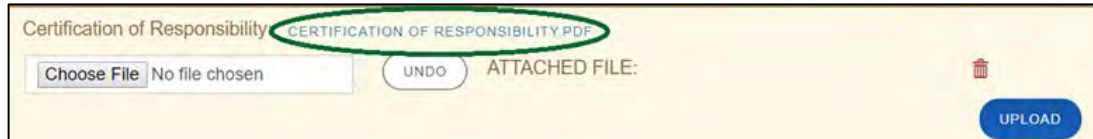


Figure 65: Certification of Responsibility PDF Link

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

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 66: Certification of Responsibility Manually Print

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

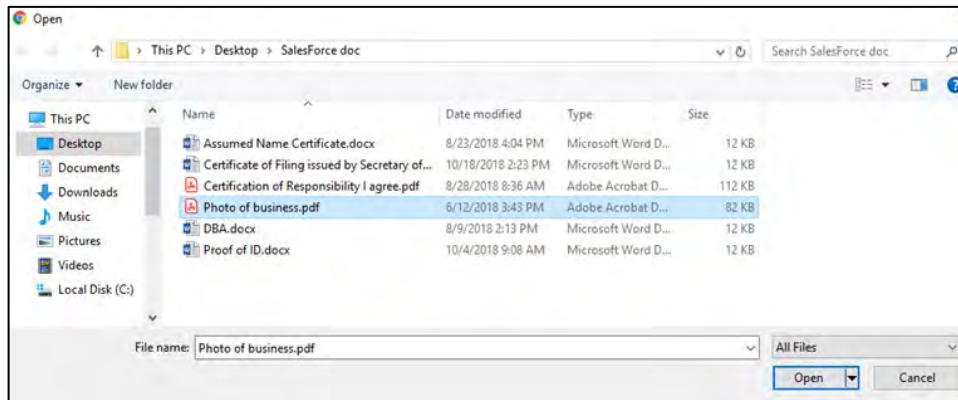


Figure 67: Browse for File

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

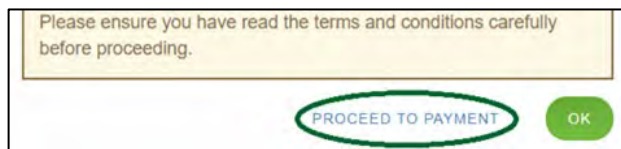


Figure 68: Proceed to Payment

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 69: Payment Summary

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

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

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

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



Method of Payment :

Credit Card ACH/eCheck

Grand Total : \$0.00*

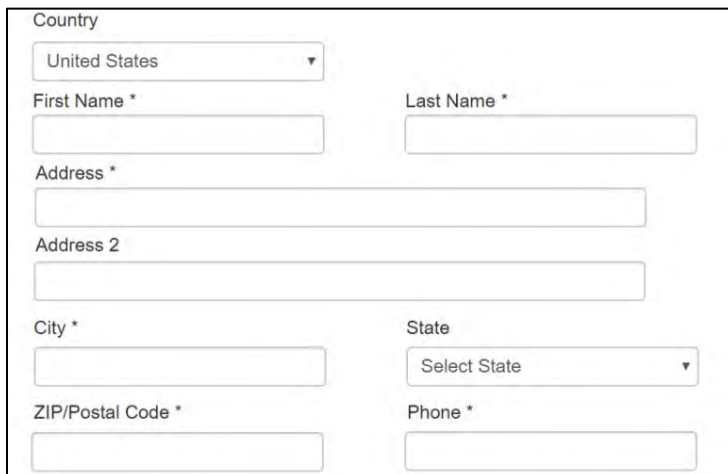
*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Figure 70: 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):



Country
United States ▼

First Name * Last Name *

Address *

Address 2

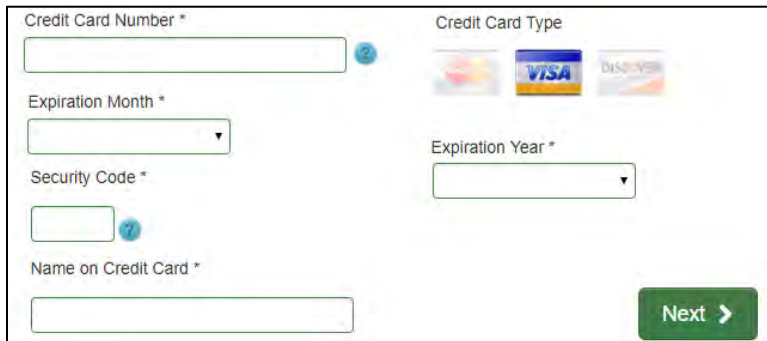
City * State

ZIP/Postal Code * Phone *

Figure 71: Credit Card Customer Information

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

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



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

- Credit Card Number ***: A text input field with a blue eye icon to its right.
- Expiration Month ***: A dropdown menu.
- Security Code ***: A text input field with a blue eye icon to its right.
- Name on Credit Card ***: A text input field.
- Expiration Year ***: A dropdown menu.
- Credit Card Type**: Three icons representing MasterCard, VISA, and Discover.
- Next >**: A green button with a white arrow pointing right.

Figure 72: Credit Card Information

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



The screenshot shows a section titled 'Verification'. It contains:

- An unchecked checkbox labeled **I'm not a robot**.
- The **reCAPTCHA** logo, which includes a circular arrow icon and the text 'reCAPTCHA Privacy - Terms'.

Figure 73: I'm Not a Robot

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



Figure 74: Verification Image

6. Click **Submit Payment**.

To pay by **ACH/eCheck**

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

Payment Type *

Electronic Check ▼

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

Figure 75: Foreign Source Payment

3. On the *Customer Information* page:

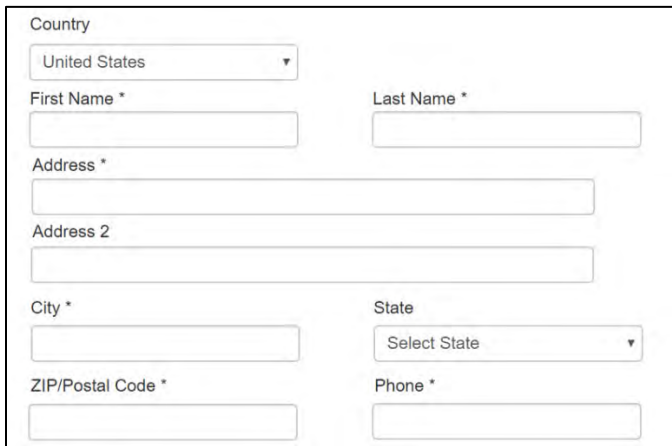


Figure 76: ACH/eCheck Customer Information

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

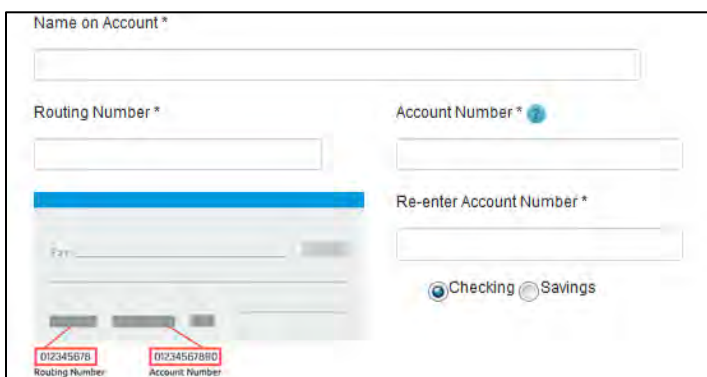


Figure 77: Checking Account Information

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

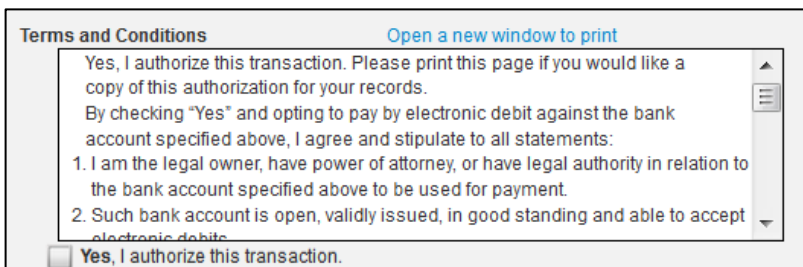


Figure 78: Terms and Conditions Page

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

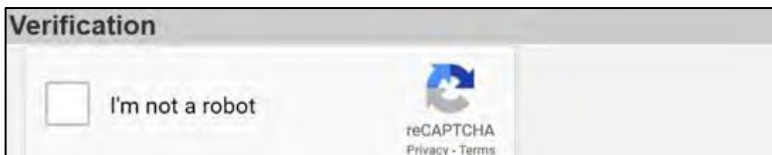


Figure 79: I'm Not a Robot

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



Figure 80: Verification Image

10. Click **SUBMIT PAYMENT**.

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

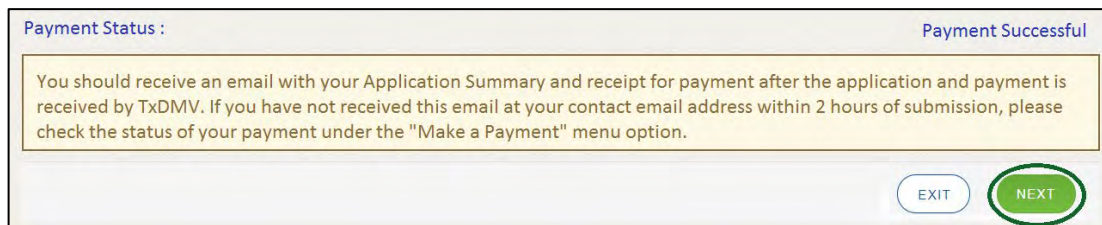


Figure 81: Payment Status

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

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 list of saved applications. The application will open to the last page you have completed. You can use **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, on the *Welcome* page, click **VIEW** on the **My Pending Applications** area.

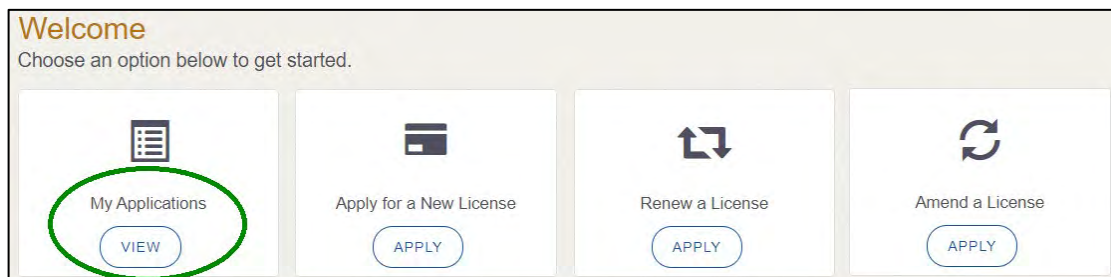


Figure 82: Welcome, My Pending Applications

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

Below is the list of all the applications you have created:


Application Name	License Type	License Number	Expiration Date	Physical Address	Type	Status	Business Name	Delete
000431416	Salvage Dealer		6/30/2020	221 S Main St. AUSTIN, Texas, Travis	Plate/Sticker	Pending	Salvage Dealer	

Figure 83: 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, 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.

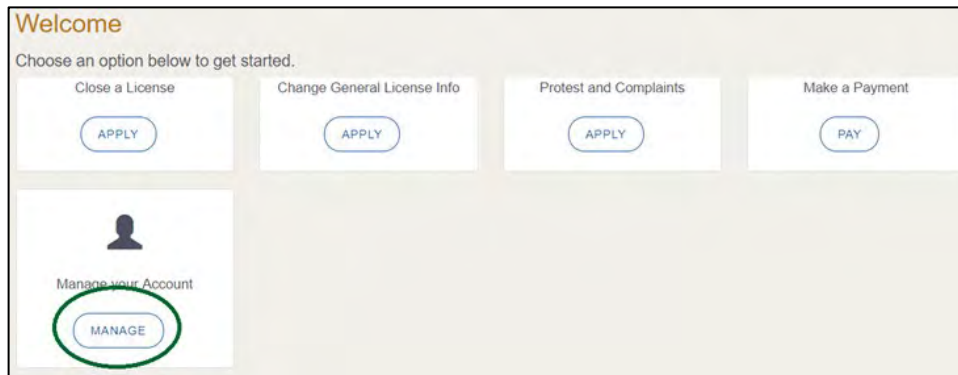


Figure 84: Welcome, Manage Your Account

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

Account Name	Business Type	View Contacts
SALVAGE DEALER, LLC	Sole Proprietor	VIEW & CREATE CONTACTS

Figure 85: View the Account Details from Registration

4. The *Account Details* page will open.

Business Name Salvage Dealer, LLC	Business Type Limited Liability Company	EIN _____
Is it Non Profit? No	Is it Publicly Traded? No	

Figure 86: Account Information Page

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

Account Name	Business Type	View Contacts
SALVAGE DEALER	Limited Liability Company	VIEW & CREATE CONTACTS

Figure 87: View Authorized Users

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

Contact First Name	Contact Last Name	Role	Email	Phone	Action
SALVAGE	Dealer	Administrator	Salvagedealer@mailinator.com	(512) 555-5555	

Figure 88: My Contacts List

- The *Contacts Details* page will open.

Name	Email	Phone
Salvage Dealer	Salvagedealer@mailinator.com	(512) 555-5555
Associated Organizations :		
Add or Remove the organizations you want to associate this contact with and save your changes		
Select	Organization	
<input checked="" type="checkbox"/>	Salvage Dealer, LLC	

Figure 89: Account Contact Details Page

4.2 Adding New Account Users

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

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


Welcome			
Choose an option below to get started.			
Close a License APPLY	Change General License Info APPLY	Protest and Complaints APPLY	Make a Payment PAY
 Manage your Account MANAGE			

Figure 90: Welcome, Manage your Account

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

Account Name	Business Type	View Contacts
SALVAGE DEALER, LLC	Sole Proprietor	VIEW & CREATE CONTACTS

Figure 91: View and Create Contacts

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

Contact First Name	Contact Last Name	Role	Email	Phone	Action
SALVAGE	Dealer	Administrator	Salvagedealer@mailinator.com	(512) 555-5555	

Figure 92: Associate New User

4. On the *Create User* page:

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Confirm Email Address	
<input type="text"/>	<input type="text"/>	
* Phone	* User Role	* Organization Name
<input type="text"/>	Dealer	Salvage Brothers

[eLICENSING Administrator Account Liability Statement](#)

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

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

Figure 93: Create New User

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

- On the *My Accounts* page, be sure the new user name, role, email, and phone number display correctly in the list.

4.3 Adding an Account to Your Organization

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

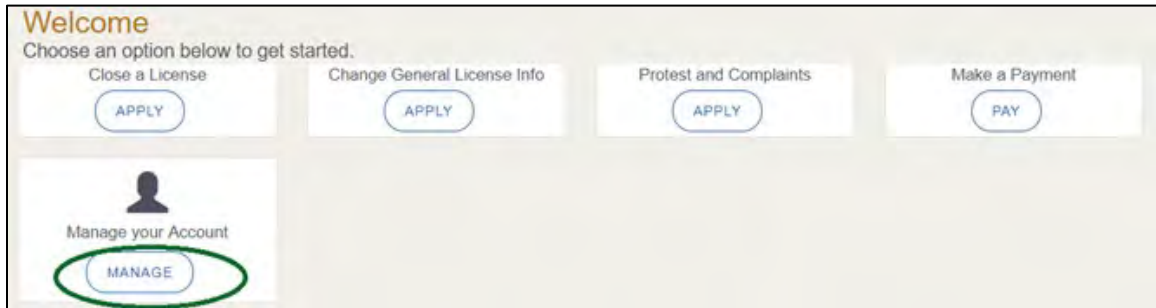


Figure 94: Welcome, Manage Your Account

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

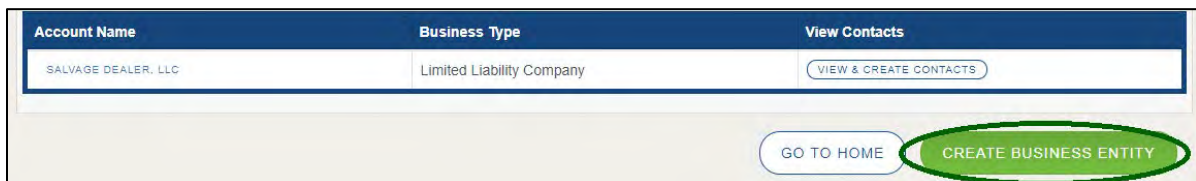
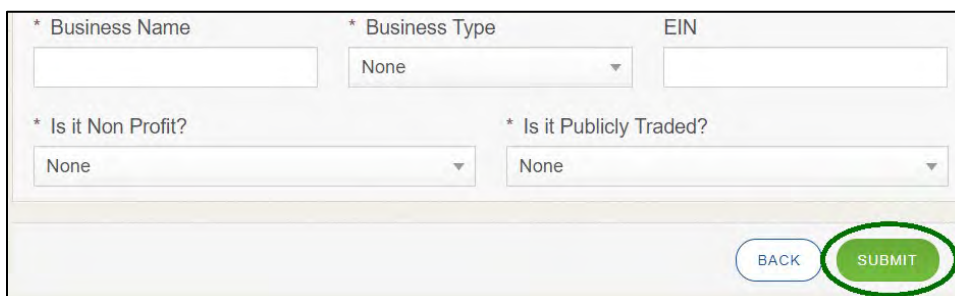


Figure 95: Create Business Entity

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



The screenshot shows a form with the following fields:

- * Business Name: [text input]
- * Business Type: [dropdown menu with 'None' selected]
- EIN: [text input]
- * Is it Non Profit?: [dropdown menu with 'None' selected]
- * Is it Publicly Traded?: [dropdown menu with 'None' selected]

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

Figure 96: Create Account

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

5. Amending a Salvage Dealers License

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

- Change your business name if you convert from one entity to another or make an update.
- Change ownership and management information.

Note: Sole proprietors cannot transfer ownership of their salvage dealer licenses to another person.

- Change the 911 Address if the city or county changes the address of the office/dealership location.
- Add, remove, or update address locations and assumed names (DBAs).

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

5.1 Amendment Fee

There are no fees to amend a salvage dealer license.

5.2 Gathering Information for this Application

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

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

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.

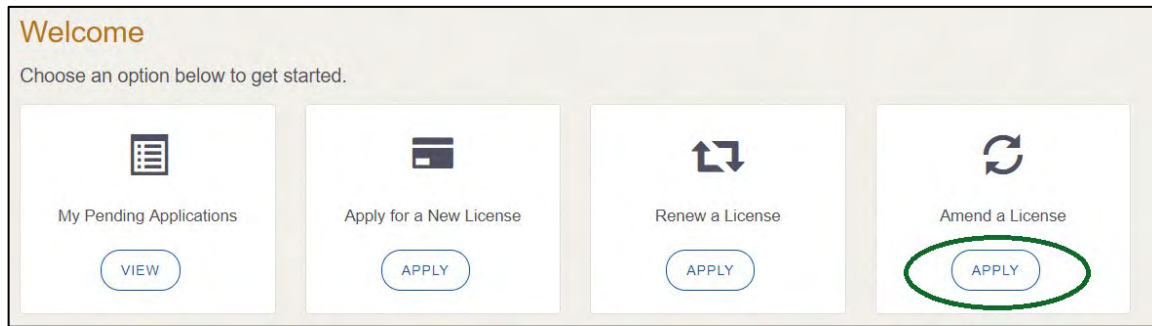


Figure 97: Welcome, Amend a License

5.3.1 Accounts

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



Figure 98: Select Your Organization

5.3.2 Select License

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

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

Figure 99: Select Your License to Amend

5.3.3 Contact Information

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

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

Figure 100: Contact Information

5.3.4 Amend Reason

On the *Amend Reason* page:

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

Figure 101: Select Amendment Reason

- To **Change Business Name**, select Change Business Name.
- To **Change Ownership and Management**, select Change Ownership and Management.

Note: If you also hold a GDN license, please make this change with your GDN license.

- For **Address and DBA Changes**, select Address and DBA Changes.
- For **911 Address Changes**, select the 911 Address Changes.

Change Business Name:

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

Type of Business	General Partnership	EIN	*****3333
Business Name	Salvage Brothers	Secretary of State Filing Number	334444444

Figure 102: 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 103: Update Ownership Information

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

This is important:

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

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

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	--None--
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	--None--
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?	--None--

Figure 104: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

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

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

* County * State * Court

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

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

Figure 105: Criminal Offense and Charge Information

- a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjudication reason.
 - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
 - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
 - d. For **Is the person currently on parole or probation**, select Yes or No.
 - e. For **County**, type in the name of the county 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 incident leading up to the arrest for the offense.
2. Click **APPLY**.
 3. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.
 4. When you are finished, click **SAVE AND NEXT**.

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

911 Address

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

Address	Location Type	Actions
123 MAIN ST, MANOR, Texas, 78653, Travis	Mailing	<input type="button" value="EDIT"/>
123 MAIN ST, AUSTIN, Texas, 78653, Garza	Mailing	<input type="button" value="EDIT"/>

Figure 106: Address Change

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

Business Details

Address Type
Physical

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

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

* Country: USA

Figure 107: Business Address Change Pop-up

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

Requested Changes

Address	Location Type	Action Type	Actions
45 MAIN STREET, Building 1, KYLE, Texas, 78640, Hays	Physical	911 Address Changed	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Figure 108: 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.

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

Address	LocationType	Actions
123 MAIN ST, MANOR, Texas, 78653, Travis	Mailing	<input type="button" value="EDIT"/>
123 MAIN ST, AUSTIN, Texas, 78653, Garza	Mailing	<input type="button" value="EDIT"/>

Figure 109: Manage Locations and DBA

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

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 110: Manage Business Locations

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?

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

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

Figure 111: Military Questions

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

If you select:

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

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

1. Click **SAVE AND NEXT**.

5.3.6 Required Attachments

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

- DBA certificates that have changed, if you are amending your DBA
- Current DBA issued by the county in which your business is located or by the Texas Secretary of State's office.
- Driver licenses (or passport, or official ID) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled.
- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

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

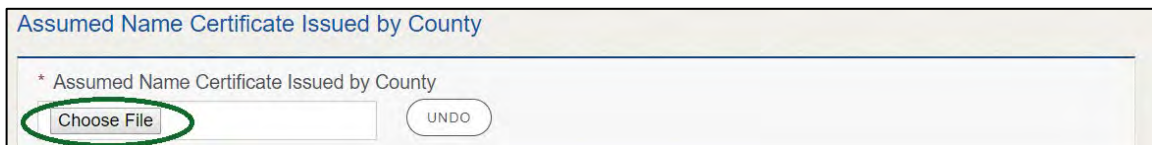


Figure 112: Choose File to Upload

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

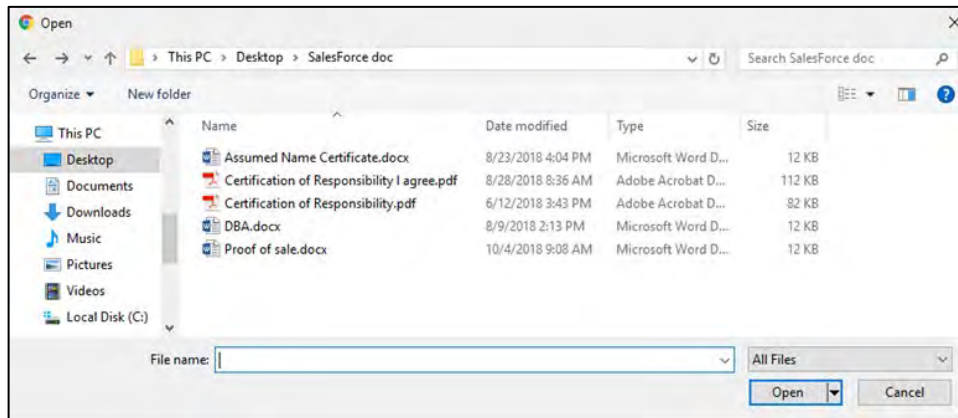


Figure 113: Browse for File

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

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

5.3.7 Other Attachments

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

- Click **+ADD MORE ATTACHMENTS**.

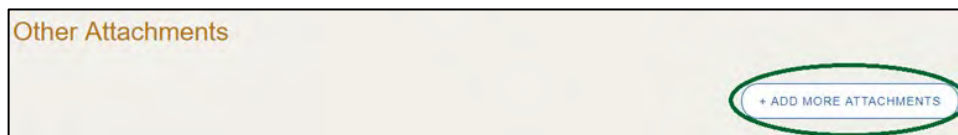


Figure 114: Add Other Attachments

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



Figure 115: Upload Other Attachments

- Click **UPLOAD**.
- Click **SAVE AND NEXT**.

5.3.8 Problems with Your Application

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

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

5.3.9 Summary

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

Organization Salvage Brothers	Application Type Amendment
New Business Name Salvage Brothers, LLC	License Type Salvage Dealer
Type of Business Sole Proprietor	SSN 651-34-7489
Endorsement Type	Application Status Pending
Amend Reason Change Business Name Info	Created Date 12/20/2018
Associated License N/A	Submitted Date

Figure 116: Summary of Amendments

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



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

Figure 117: Options for Summary Complete Actions

5.3.10 Signature

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

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

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

5.3.10.1 Electronic Signature Submission

1. On the *eSign* page:

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

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

Figure 118: eSign Information

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

2. On the *Certification of Responsibility* page:

Certification of Responsibility

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

Figure 119: Certification of Responsibility

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

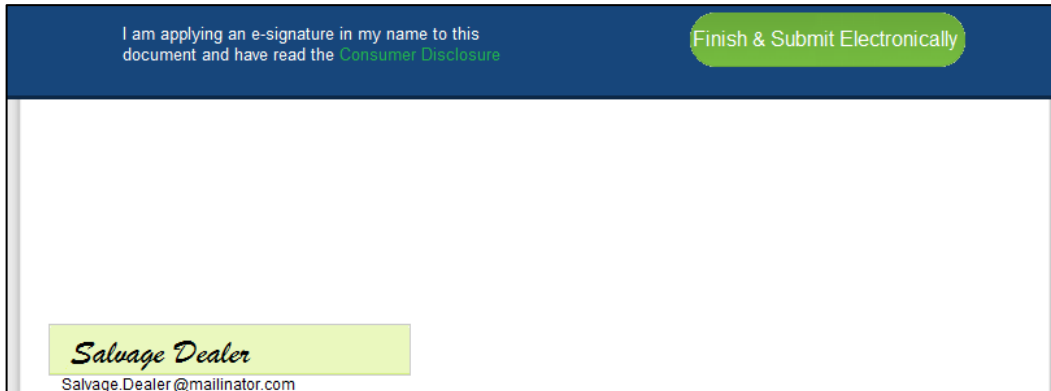


Figure 120: Electronic Signature Page

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

5.3.10.2 Manual Signature Submission

- 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 121: Manual eSign Information

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

Certification of Responsibility **CERTIFICATION OF RESPONSIBILITY PDF**

Choose File No file chosen UNDO ATTACHED FILE:

UPLOAD

Figure 122: Certification of Responsibility PDF

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

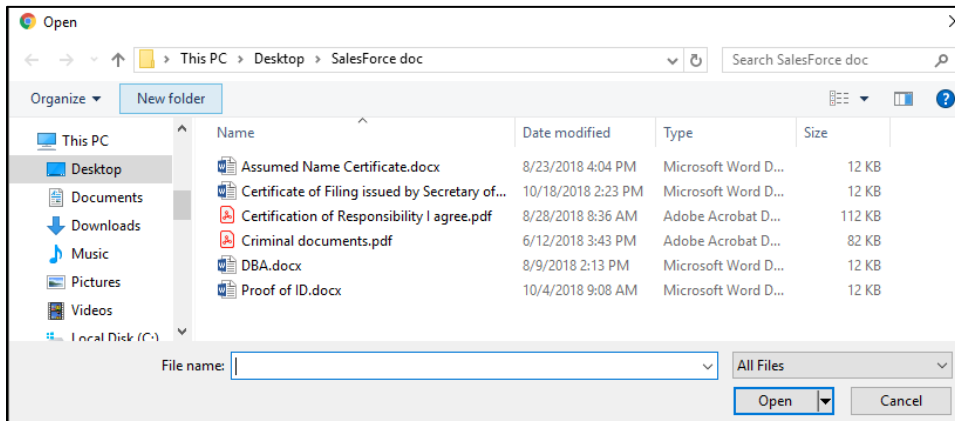


Figure 123: Browse for File

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

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

- 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 Salvagedealer@mailinator.com

Application Name	License Type	Status	Business Name
071656745	Salvage Dealer	Received	Salvage Dealer

Figure 124: 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.

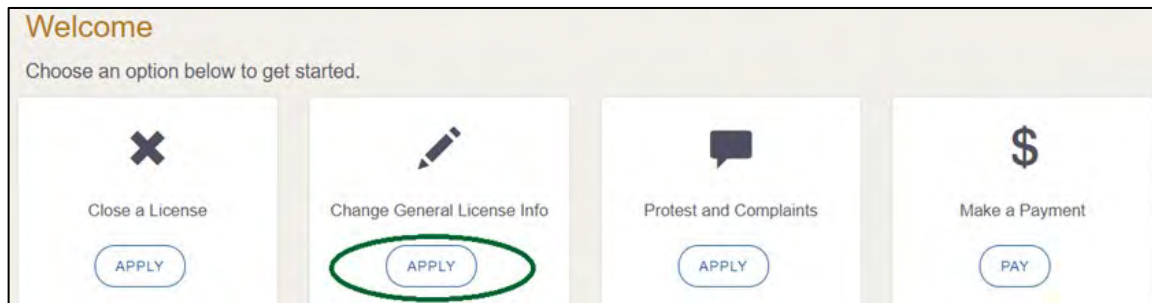


Figure 125: Welcome, Change General License Information

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



Figure 126: Select Organization from Dropdown

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

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

Figure 127: Select Licenses

4. On the *Apply Changes* page:

License Contact Information			
First Name	Middle Name	Last Name	
Salvage		Dealer	
* Email	Phone		
Salvagedealer@mailinator.com	(512) 123-5555		
License Information			
Business Website	SalvageBrothers.com	Business Phone	(512) 123-5555
Business Email	Salvagebrothers@mailinator.com	Business Fax	
Mailing Address			
* Country	USA		
* Address Line 1	123 main st		
* Address Line 2			
* State	* County	* City	* Zip
Texas	Travis	Austin	78653

Figure 128: Edit License Contact Information Page

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

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email salvagedealertest@gmail.com	
<input type="button" value="CLOSE"/>	

Figure 129: Change General License Information Submitted

7. Renewing Licenses

You should receive a renewal notice in your email 90 days in advance of the expiration date of your license. The application to renew your license follows a process similar to the original application.

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

7.1 Renewal Fees

The fee to renew a license prior to the expiration date is \$170.

If you are renewing your license less than 90 days after the expiration date, in addition to the renewal fee of \$170, you will be assessed an additional fee of \$85, for a total of \$255. If you are renewing your license 91-365 days after the license expiration, in addition to the renewal fee of \$170, you will be assessed an additional fee of \$170, for a total of \$340.

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, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates.
 - Franchise Tax Account Status from the Texas Comptroller's Office.
 - 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.

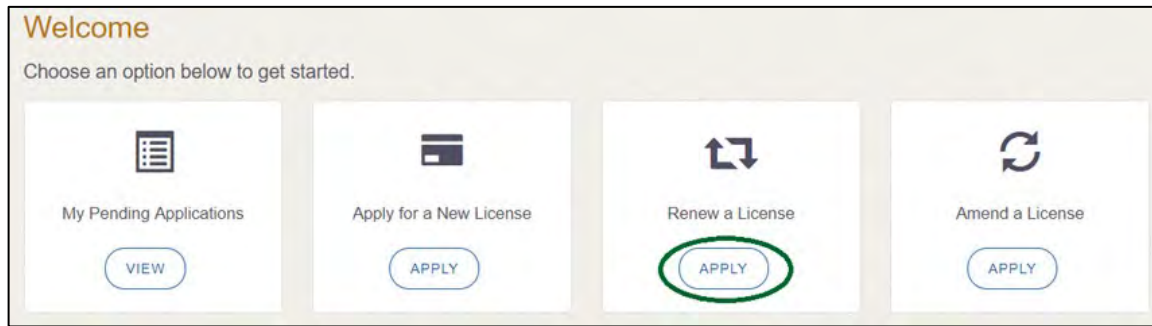


Figure 130: Welcome, Renew a License

7.3.1 Accounts

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



Figure 131: 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.

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

Figure 132: Select License to Renew

2. Click **SAVE AND NEXT**.

7.3.3 Contact Information

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

Application Contact		
* First Name Salvage	Middle Name 	* Last Name Dealer
* Email salvagedealerlicensee@mailinator.c	* Phone (512) 555-5555	

Figure 133: Update Application Contact Information

2. Click **SAVE AND NEXT**.

7.3.4 License Information

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

* First Name Salvage	Middle Name 	* Last Name Dealer
* Phone (512) 555-5555	* Email salvagedealerlicensee@mailinator.c	

Figure 134: Verify Contact Information is Correct

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

Business Website 	* Business Phone (512) 123-5555
* Business Email Salvagebrothers@mailinator.com	Business Fax
NMVTIS Identification Number P123456	

Figure 135: Verify Business Information is Correct

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

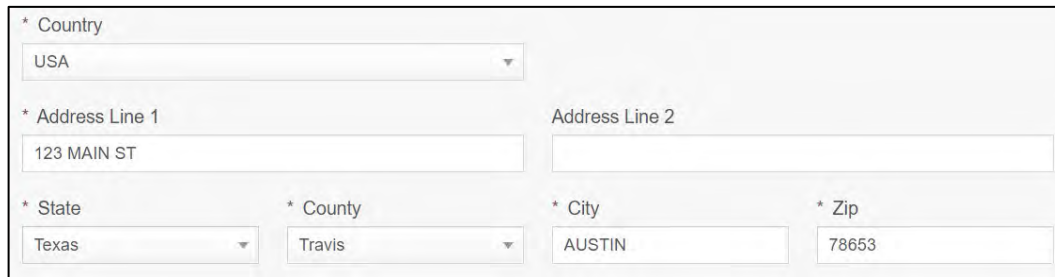


Figure 136: Verify Mailing Address Information is Correct

4. Click **SAVE AND NEXT**.

7.3.5 Ownership

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

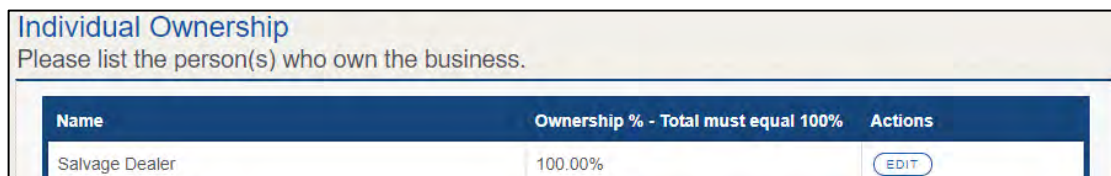


Figure 137: Review Ownership Information

2. In the *Ownership Questions* section:

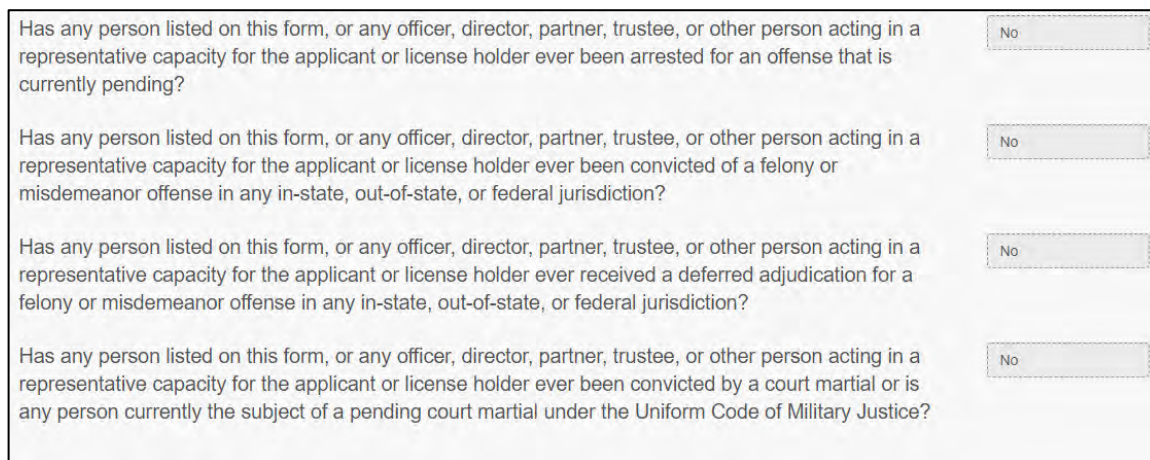


Figure 138: Ownership Questions

If you answer:

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

1. On the *Criminal History* page displayed, 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
Salvage Dealer	salvagedealer@mailinator.com	05/21/2018	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 139: View Owners Criminal History

2. 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 140: Criminal History Details

- a. In the first field in the **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjunction reason.
 - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
 - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
 - d. For **Is person currently on parole or probation**, select Yes or No.
 - e. For **County**, type in the name of the county in which the offense occurred.
 - f. For **State**, select the state from the dropdown where the offense occurred.
 - g. For **Court**, type in the type of court in which the offense was adjudicated.
 - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
3. Click **UPDATE**.

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

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

7.3.6 Questions

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

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

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

* Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location?	No ▾
* Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?	No ▾
* Has the applicant, any employee, owner, partner, director, or corporate officer previously applied for a salvage license?	No ▾
* Has the applicant, owner, partner, director or corporate officer ever had a salvage license revoked or suspended?	No ▾

Figure 141: Required Questions

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

7.3.7 Required Attachments

You may be required to upload the following information:

- Assumed Name Certificates

- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).
- Franchise Tax Account Status from the Texas Comptroller's Office.
- Texas Sales and Use Tax Permit.
- Facts of the 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.
- Files containing scanned copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.

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



Figure 142: Choose File

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

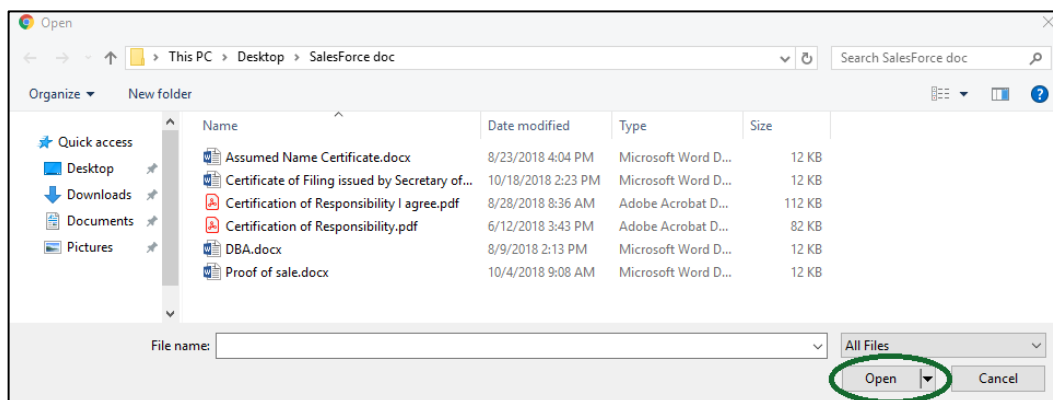


Figure 143: Browse for File

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

For attachments not required:

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

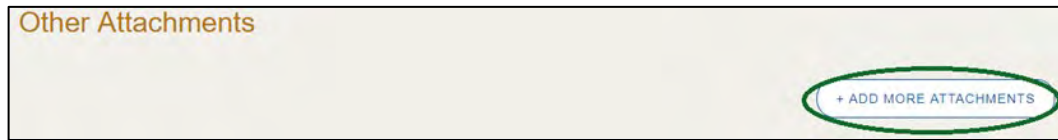


Figure 144: Add More Attachments

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

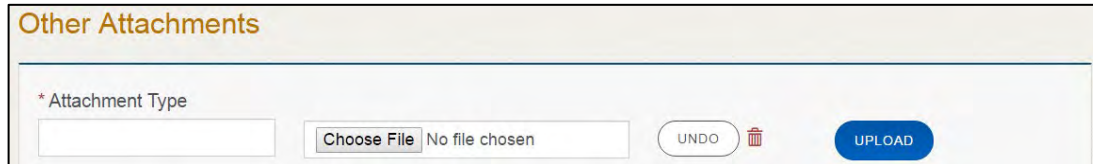


Figure 145: Attachment Type

3. Choose 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.

7.3.8 Summary

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

Organization Salvage Brothers	Application Type Renewal
Business Name Salvage Brothers	License Type Salvage Dealer
Type of Business Sole Proprietor	SSN 651-34-7489
Endorsement Type	Application Status Pending
Application Reason	Created Date 12/20/2018
Associated License N/A	Submitted Date

Figure 146: Summary of Application

2. Click **SAVE AND NEXT**.

7.3.9 Signature

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

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

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

7.3.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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

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

Figure 147: Electronically Sign the Document

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

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 7.3.9.2.

Certification of Responsibility

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

Figure 148: 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.

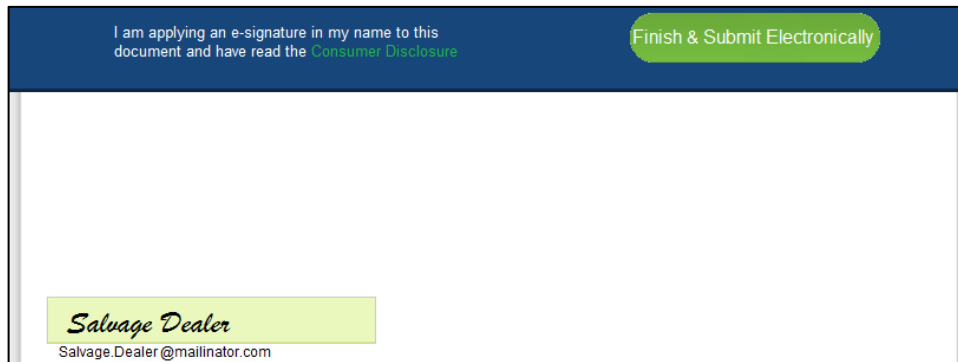


Figure 149: Electronic Signature

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

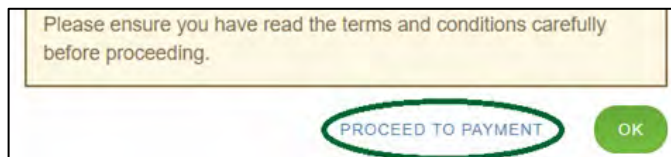


Figure 150: Proceed to Payment

11. Continue to the **Payment and Application Submission** section 7.3.10.

7.3.9.2 Manually Signing the Application

1. On the *eSign* page displayed:

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

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

Figure 151: 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.

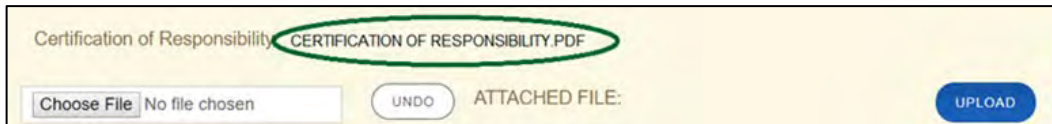


Figure 152: Print Certification of Responsibility PDF

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign with your full legal name 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 153: Certification of Responsibility Manual Print

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

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

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

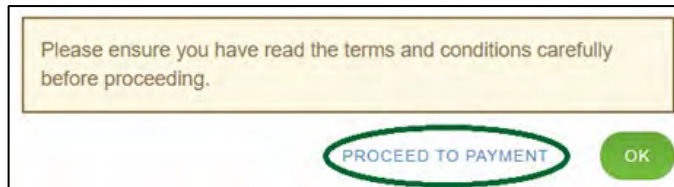


Figure 154: Proceed to Payment

7.3.10 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:

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

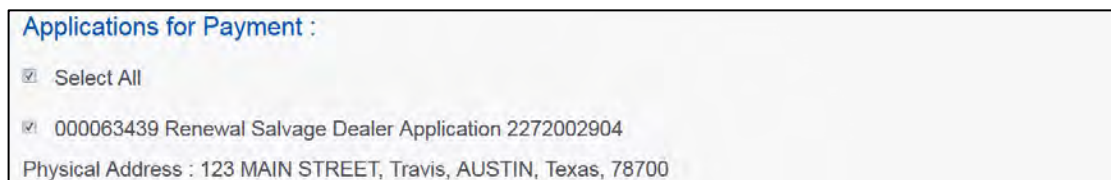


Figure 163: Applications for Payment

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

Figure 155: Select Method of Payment

3. Click **PROCEED TO PAY**.

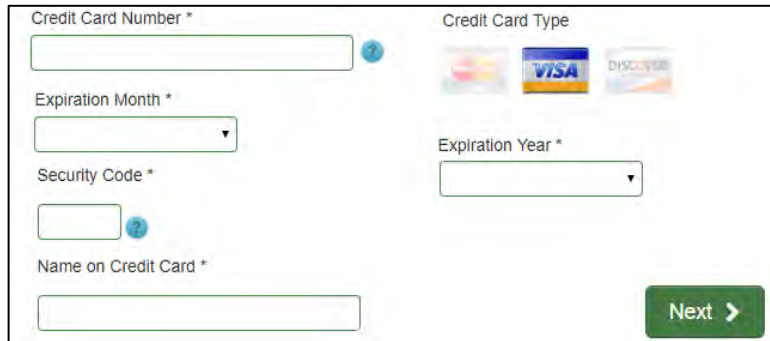
Credit Card Payment

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

Figure 156: Credit Card Customer Information

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

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



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

- Credit Card Number ***: A text input field with a blue question mark icon to its right.
- Expiration Month ***: A dropdown menu.
- Security Code ***: A text input field with a blue question mark icon to its right.
- Name on Credit Card ***: A text input field.
- Expiration Year ***: A dropdown menu.
- Credit Card Type**: A section with icons for Discover, Visa, and Discover.
- Next >**: A green button with a white arrow pointing right.

Figure 157: Credit Card Payment Information

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



The screenshot shows a "Verification" section with a checkbox labeled "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo, which includes the text "reCAPTCHA" and "Privacy - Terms" below it.

Figure 158: I'm Not A Robot

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



Figure 159: Verification Image

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

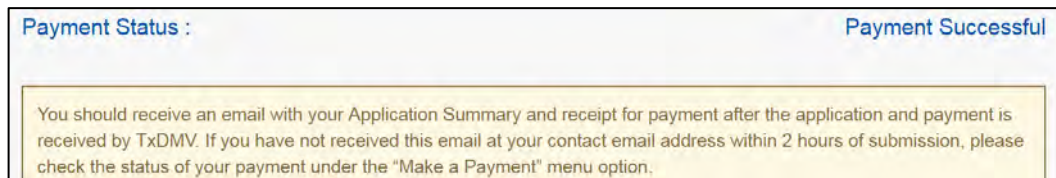
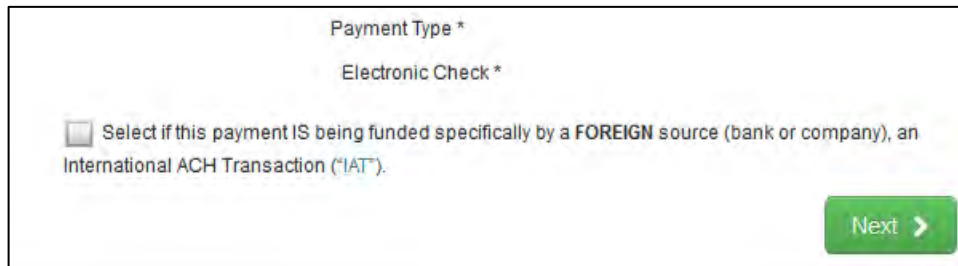


Figure 160: Payment Successful Status

8. Click **Next**.

ACH/eCheck Payment

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



Payment Type *

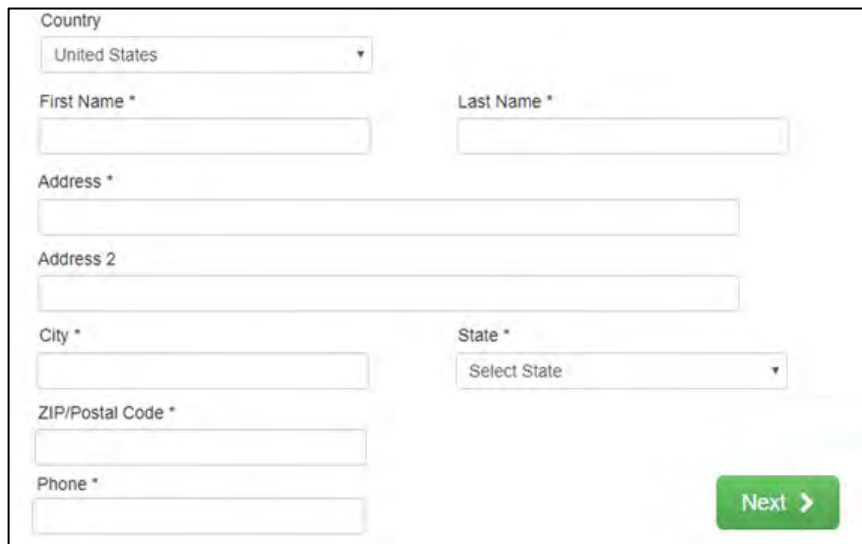
Electronic Check *

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

Next >

Figure 161: Payment by a Foreign Source

3. On the *Customer Information* screen:



Country
United States

First Name * Last Name *

Address *

Address 2

City * State *
Select State

ZIP/Postal Code *

Phone *

Next >

Figure 162: eCheck Customer Information

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

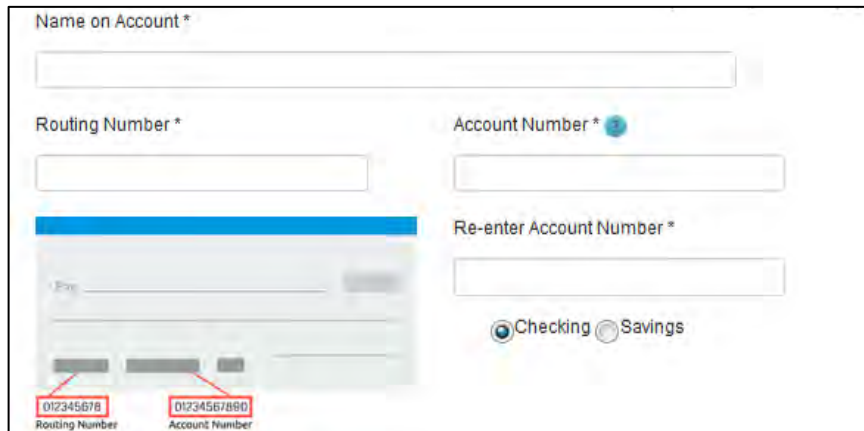


Figure 163: ACH/eCheck Payment Information

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

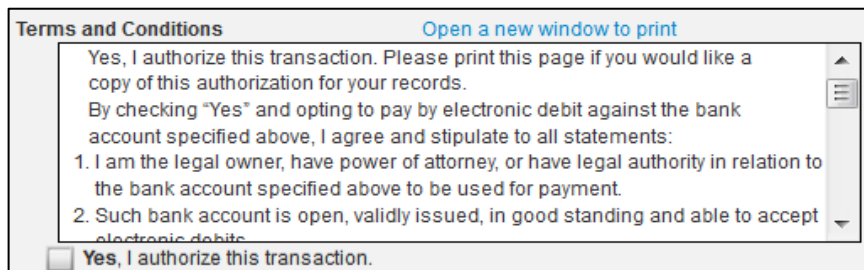


Figure 164: Terms and Conditions

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

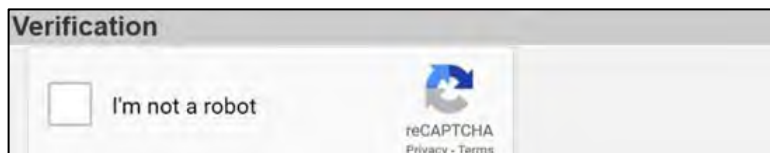


Figure 165: I'm Not a Robot

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



Figure 166: Verification Image

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

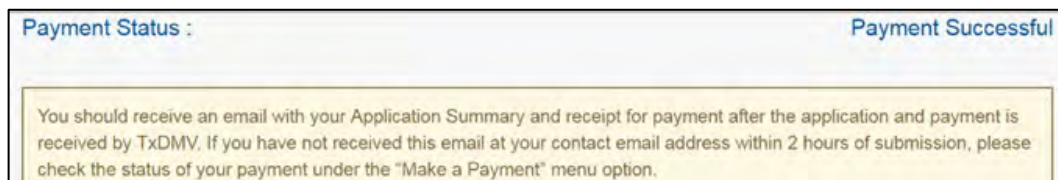


Figure 167: Payment Successful Status

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

8. Closing a License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed, you relocated outside of the city in which the location of the license was issued 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 and displaying the *Welcome* page, click **APPLY** on the **Close a License** area.

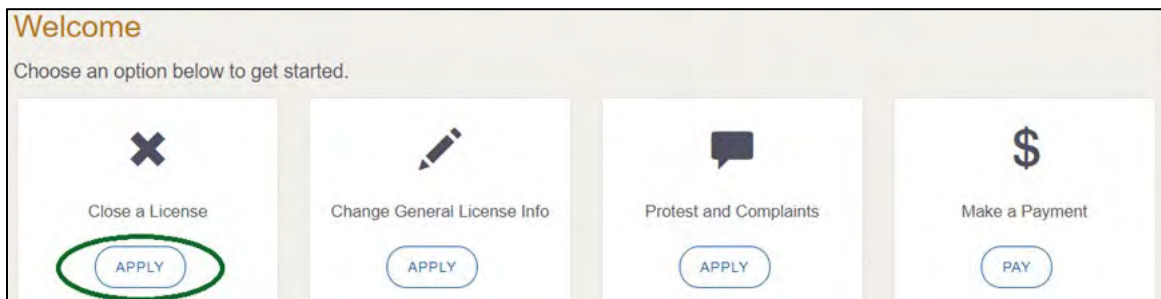


Figure 168: Welcome Close a License Page

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



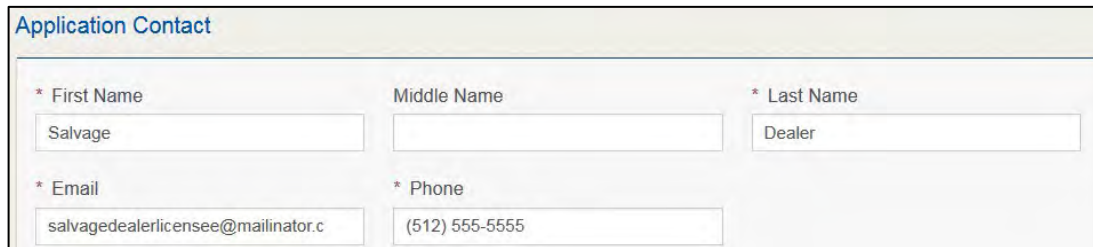
Figure 169: Select Organization

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

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

Figure 170: Select License to Close

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



Application Contact

* First Name: Salvage Middle Name: * Last Name: Dealer

* Email: salvagedealerlicensee@mailinator.c * Phone: (512) 555-5555

Figure 171: Review License Contact Information

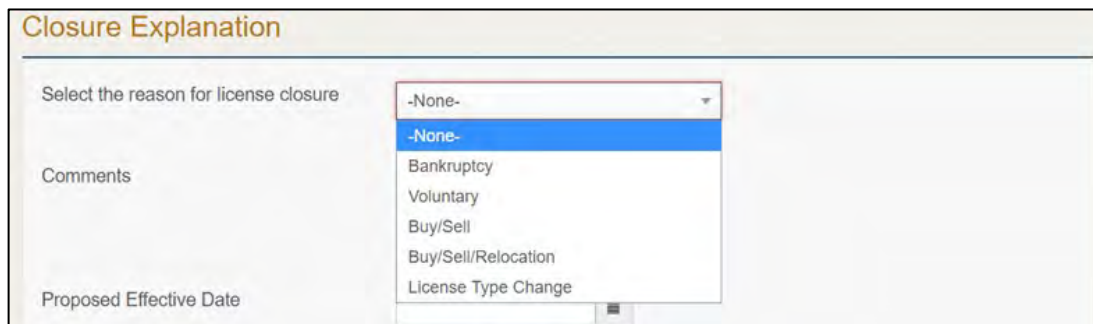
5. On the *License Information* page, confirm the information is correct and click **SAVE AND NEXT**.



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

Figure 172: Review License Business Information

6. On the *Closure Explanation* page:



Closure Explanation

Select the reason for license closure: -None- (dropdown menu)

Comments: Proposed Effective Date: Bankruptcy Voluntary Buy/Sell Buy/Sell/Relocation License Type Change

Figure 173: Closure Reason

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



Attachment Name

Choose File

UNDO

UPLOAD

Figure 174: Upload a Statement About Closure

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

Organization Salvage Dealer Licensee, LLC	Application Type Close License
Business Name Salvage Dealer Licensee, LLC	License Type Salvage Dealer
Type of Business Limited Liability Company	EIN 12-3456789
Endorsement Type	Application Status Pending
Application Reason	Created Date 05/17/2017
Associated License N/A	Submitted Date

Figure 175: 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 it. Then you must scan the file and upload it.

If you decide to Manually sign the Certification of Responsibility, you must select other for driver license issuing state.

8.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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

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

Figure 176: 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**, Texas from the dropdown.
 - e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.
 - f. For **Driver License Number**, type in the numbers.
 - g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
2. Click **Save and Next**.
 3. On the *Certification of Responsibility* page:

Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 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 §503.038, 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 177: Electronic Certification of Responsibility

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

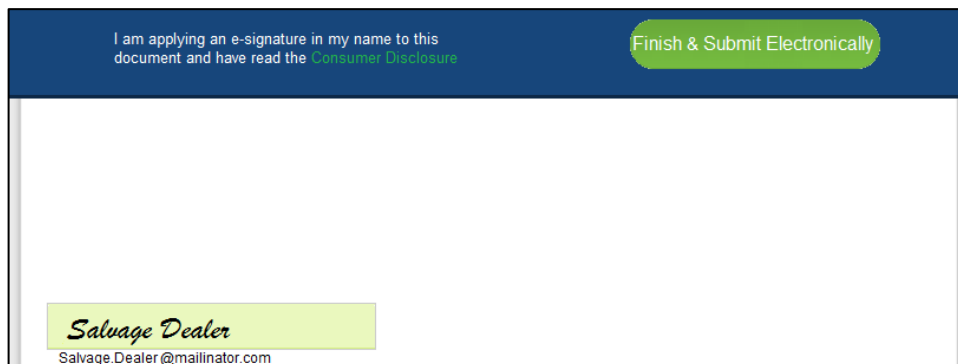


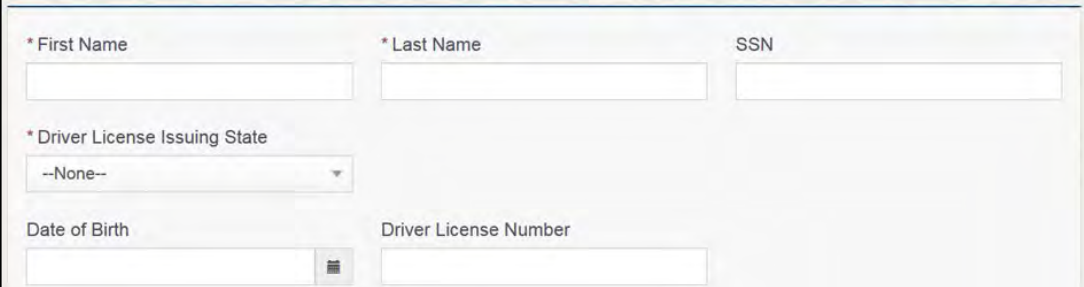
Figure 178: Electronic Signature Page

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

8.2.2 Printing and Manually Signing the Application

- On the *eSign* page displayed:

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

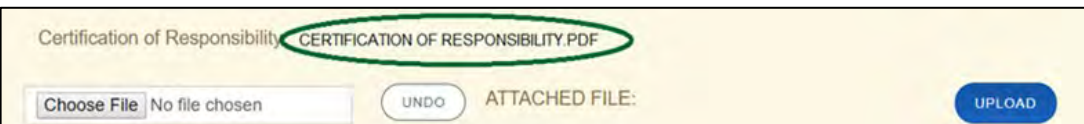


The form contains the following fields:

- * First Name: Text input field
- * Last Name: Text input field
- SSN: Text input field
- * Driver License Issuing State: Dropdown menu with "--None--" selected
- Date of Birth: Text input field with a calendar icon
- Driver License Number: Text input field

Figure 179: Electronic Signature Information Page

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



The interface shows a file upload area with the following elements:

- Text: "Certification of Responsibility" followed by a link "CERTIFICATION OF RESPONSIBILITY.PDF" which is circled in green.
- File selection: "Choose File" button, "No file chosen" text, "UNDO" button, and "ATTACHED FILE:" text.
- Upload: "UPLOAD" button.

Figure 180: Certification of Responsibility Link

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

Certification of Responsibility

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

Date: _____

Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 181: Manually Sign Certification of Responsibility

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

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

6. Click **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.

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

Click **CLOSE** to return to the *Welcome* page.

Your application has been submitted. A confirmation email has been sent to your email Salvagedealer@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 and enter "Plate Return" in the search box or call 1.888.368.4689 for additional information.

Figure 182: Notice that Closure Application was Submitted

9. Making Payments

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

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

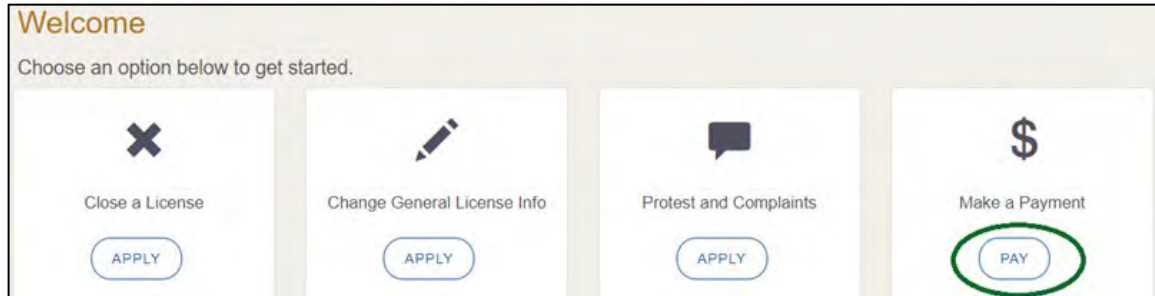


Figure 183: Welcome, Make a Payment

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



Figure 184: Select Organization

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

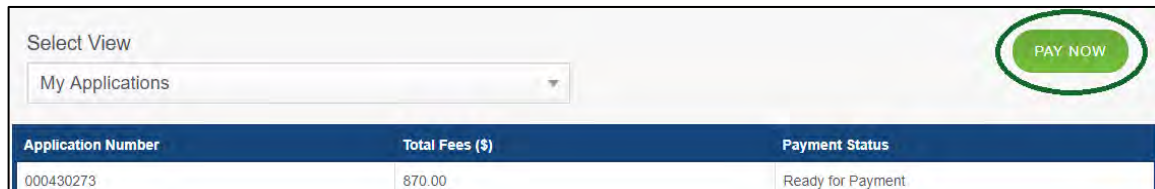


Figure 185: Payment Summary Page

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

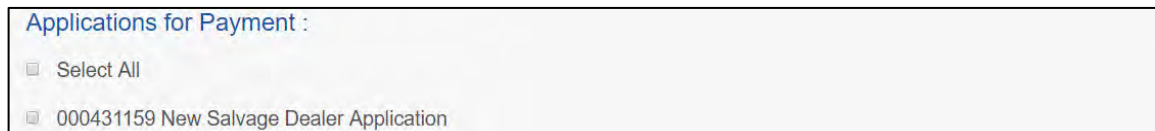


Figure 186: Applications for Payment

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

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

Figure 187: Select Method of Payment

6. Click **PROCEED TO PAY**.

Credit Card Payment

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

Figure 188: Credit Card Customer Information

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

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

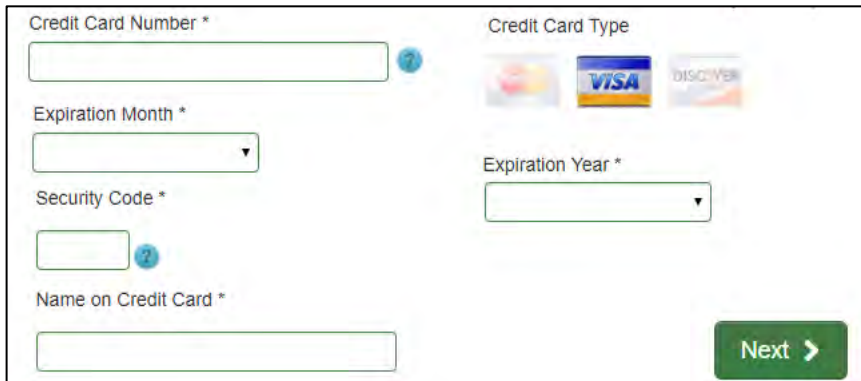


Figure 189: Credit Card Payment Information

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

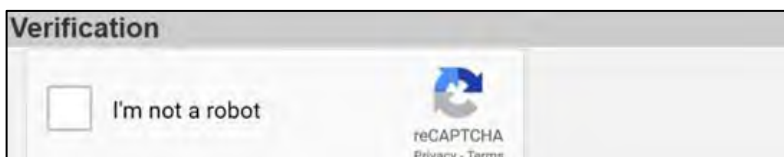


Figure 190: I'm Not a Robot

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



Figure 191: Verification Image

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

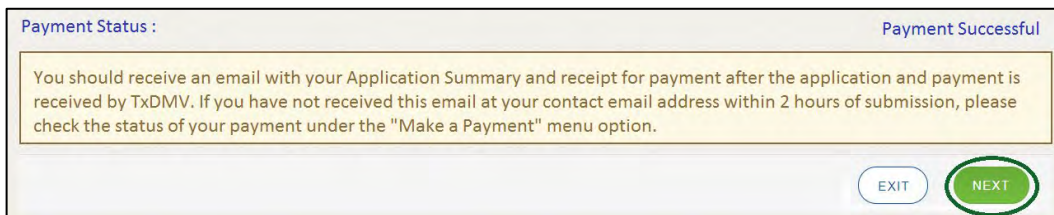


Figure 192: Payment Successful Status

8. Click **Next**.

ACH/eCheck Payment

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

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

Payment Type *

Electronic Check *

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

Figure 193: Payment by a Foreign Source

2. On the *Customer Information* screen:

Country
United States

First Name * Last Name *

Address *

Address 2

City * State *
Select State

ZIP/Postal Code *

Phone *

Next >

Figure 194: 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 Info* page:

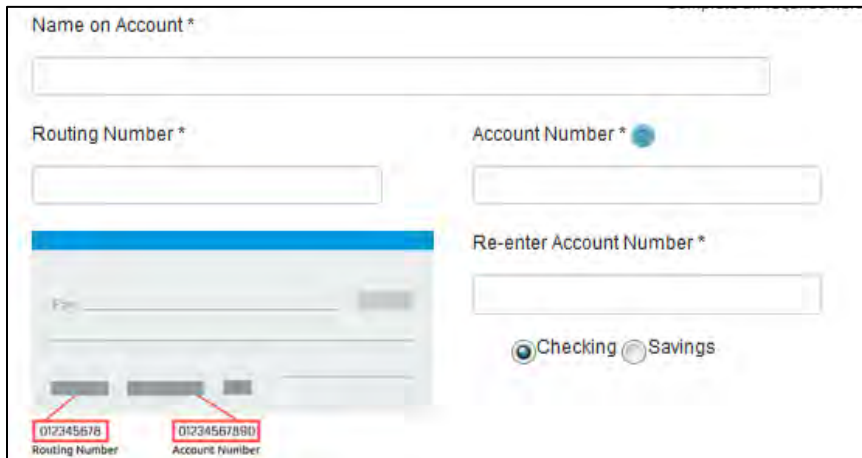


Figure 195: ACH/eCheck Payment Information

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

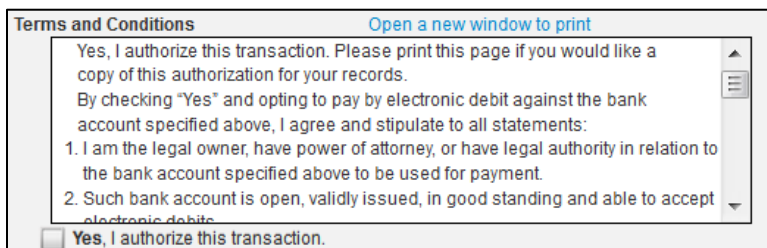


Figure 196: Terms and Conditions

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

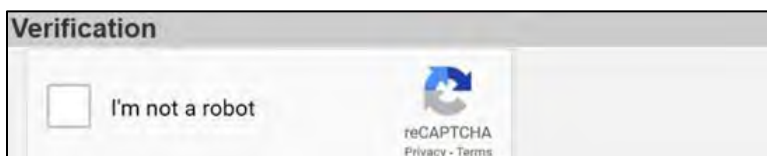


Figure 197: I'm Not a Robot

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



Figure 198: Verification Image

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

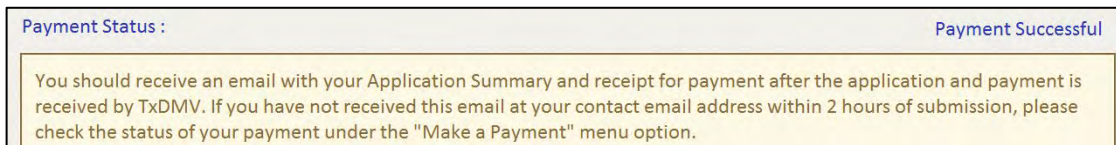


Figure 199: Payment Successful Status

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