Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Manufacturer and Manufacturer's Representative Licenses

September, 2017

About this Guide

This User Guide describes the Manufacturer licenses, how to apply for one using the eLICENSING system and how to manage the approved license as well as how to apply for an associated Representative license.

Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING. For this information refer to the eLICENSING Quick Start Guide and the Introduction to the eLICENSING System Guide that provides a description of the eLICENSING system at www.txdmv.gov/dealership.

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1 Manufacturer Licenses

A person or business entity must have a Manufacturer license to create or assemble new motor vehicles to be sold in Texas.

1.1 License Term

Manufacturer licenses are generally issued for terms of 2 years and can be renewed for subsequent 2-year terms.

1.2 Manufacturer License Fees

The fee for a manufacturer license is $1,800.

The franchised dealer fee is $40 for each sales/service location that carries the line-makes of a manufacturer.

The representative fee is $200 for each licensed representative.

You can use a credit card or electronic check (eCheck) to pay your fees. 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.

1.3 Manufacturer License Numbers

The Manufacturer license numbers are strings of numbers.

1.4 Manufacturer Licensee Information

Manufacturers may not sell new motor vehicles directly to Texas consumers, including municipalities. Only franchised dealers that are licensed for the line-make and type code of the vehicle are allowed to sell new motor vehicles to Texas consumers. If a new motor vehicle is sold through a bid process, the franchised dealer for the specific line-make and type code must be listed on the bid as the seller.

Ownership interest in a dealership generally prohibited. Manufacturers cannot operate, control, or own an interest in a dealership, or act in the capacity of a dealer, directly or indirectly except in dealer development. Motor vehicle manufacturers may temporarily

own an interest in a dealership for dealer development purposes if they can demonstrate:

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

A manufacturer may own an interest in a franchised dealer, or otherwise control a dealership, for a period not to exceed 12 months from the date the manufacturer acquires the dealership if the person from whom the manufacturer acquired the dealership was a franchised dealer; and the dealership is for sale by the manufacturer at a reasonable price and on reasonable terms and conditions.

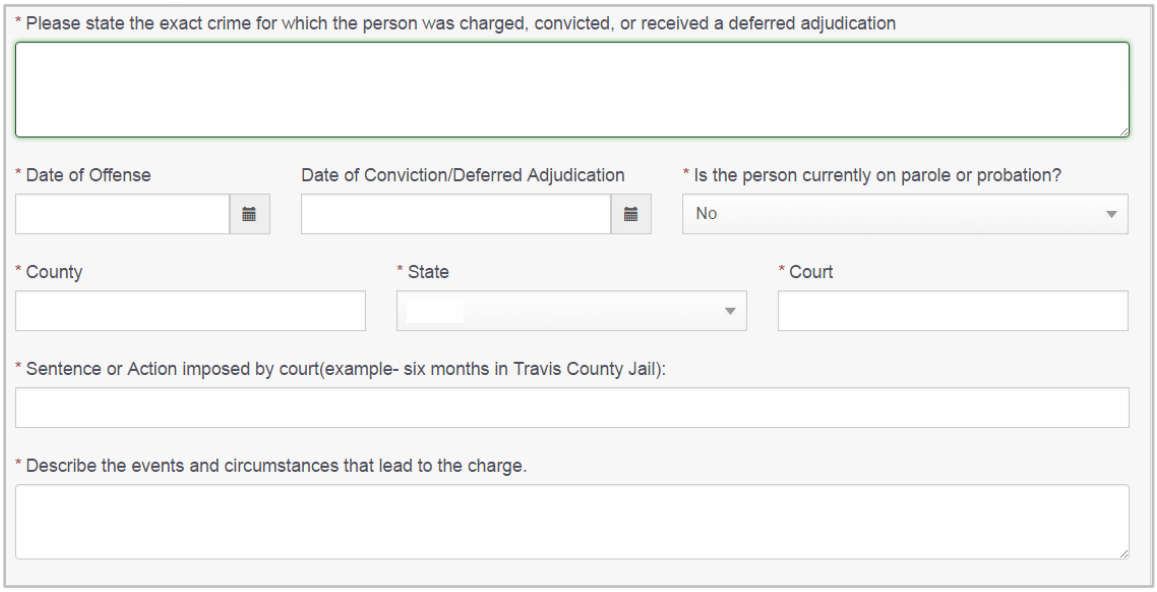
Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

1.5 Gathering Appropriate Information for the Manufacturer License Application

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

- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- The employer identification number (EIN) of the business or the owner social security number
- The numbers of all previous licenses the individuals or business entity may possess or have possessed in the past

- Facts of the criminal history of anyone associated with the manufacturing plant (officer, partner, trustee, or other representative capacity) that were arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.



- Documentation setting out the preparation and delivery obligations of applicant's franchised dealers in Texas before delivery of a new motor vehicle to a retail purchaser (if none, state so).
  - Documentation setting out the schedule of compensation to be paid to applicant's franchised dealers in Texas for work and service performed in connection with the franchised dealer's preparation and delivery obligations. (If none, state so).
  - Brochures or photographs depicting your product(s), with a description of the product specifications or a web address with instructions as to where to find this information (description and specifications) for each line-make and vehicle type code sold.
- Files containing scanned copies of official documents containing the:
  - Assumed Name Certificate issued by the County Clerk (individual owners) or Secretary of State (all others)
  - Driver's licenses (or passport, official identification cards, and so on) of owners or officers of the corporation (if applicable)
  - Brochures and Product Specifications of products and services offered
  - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)

2 Applying for a Manufacturer License

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

IMPORTANT: All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the manufacturer has certain resources available and then let the resources go once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

After you submit this application, remember to go back and apply for the Representative 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.

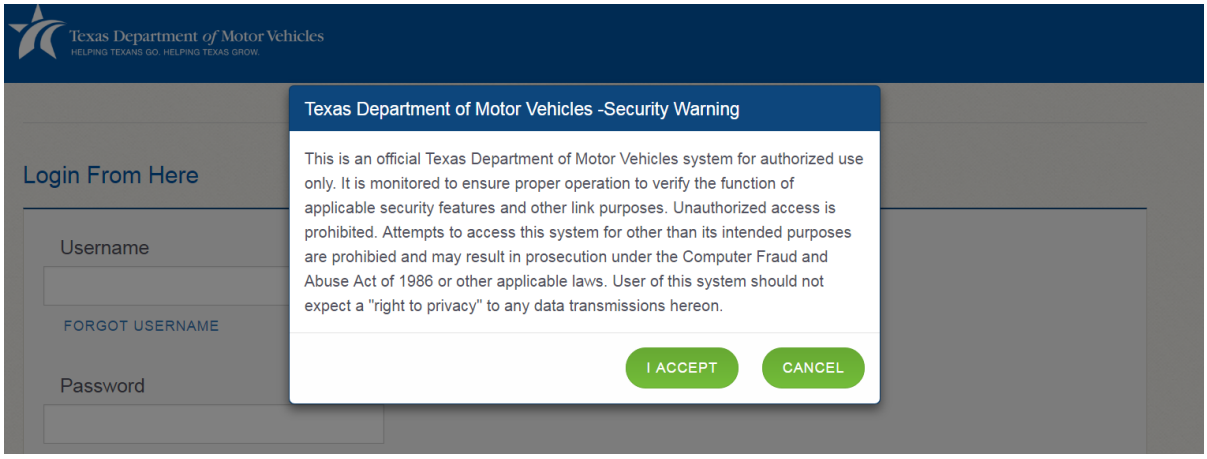
Note: If you/your company are existing TxDMV license holders and you are the eLICENSING administrator, you may already be registered. TxDMV eLICENSING will have sent you 3 emails with your user name, password, and link to the eLICENSING login page.

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

   Note: You can also display the www.txdmv.gov/dealers page and click the button to display the eLICENSING login page.

2. On the *Security Warning* popup, click the **I ACCEPT** button.

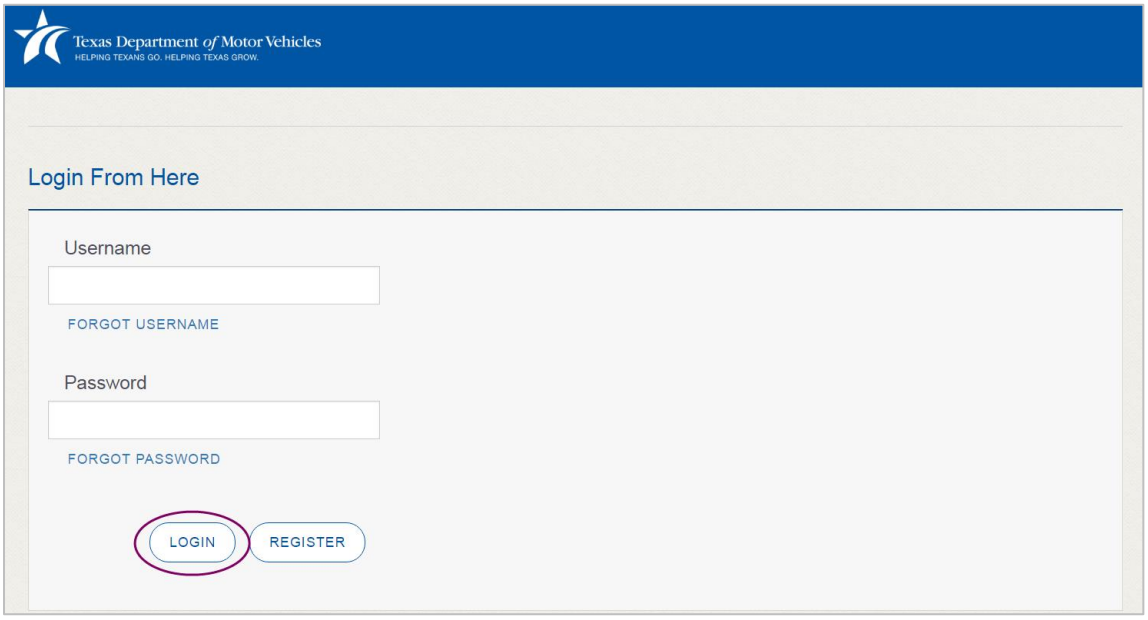


3. On the *Login* page:

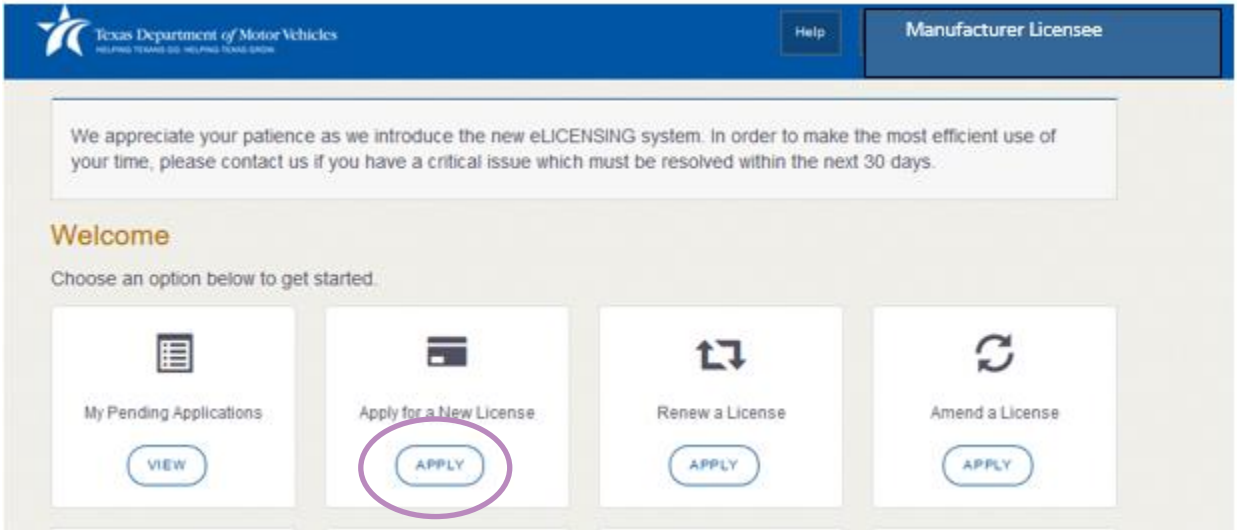
   a. Type in your **User Name**.

   b. Type in your **Password**.

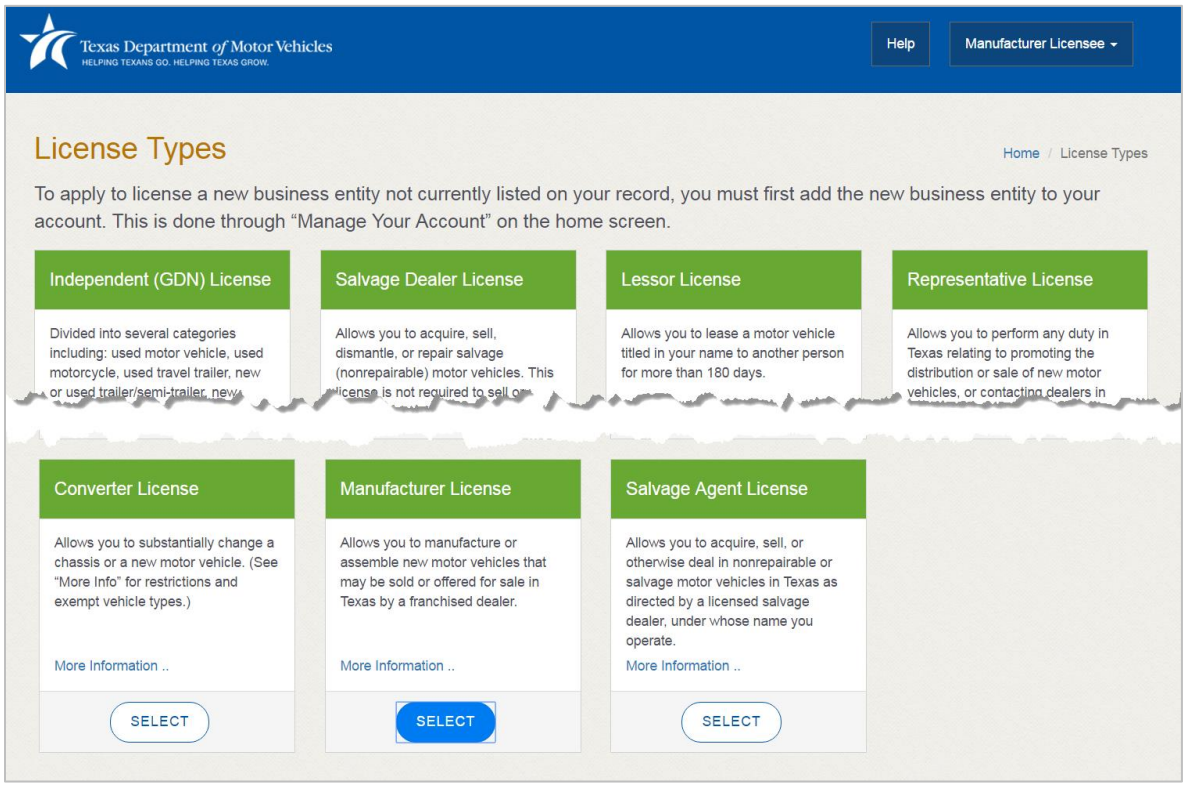
   c. Click the **LOGIN** button.



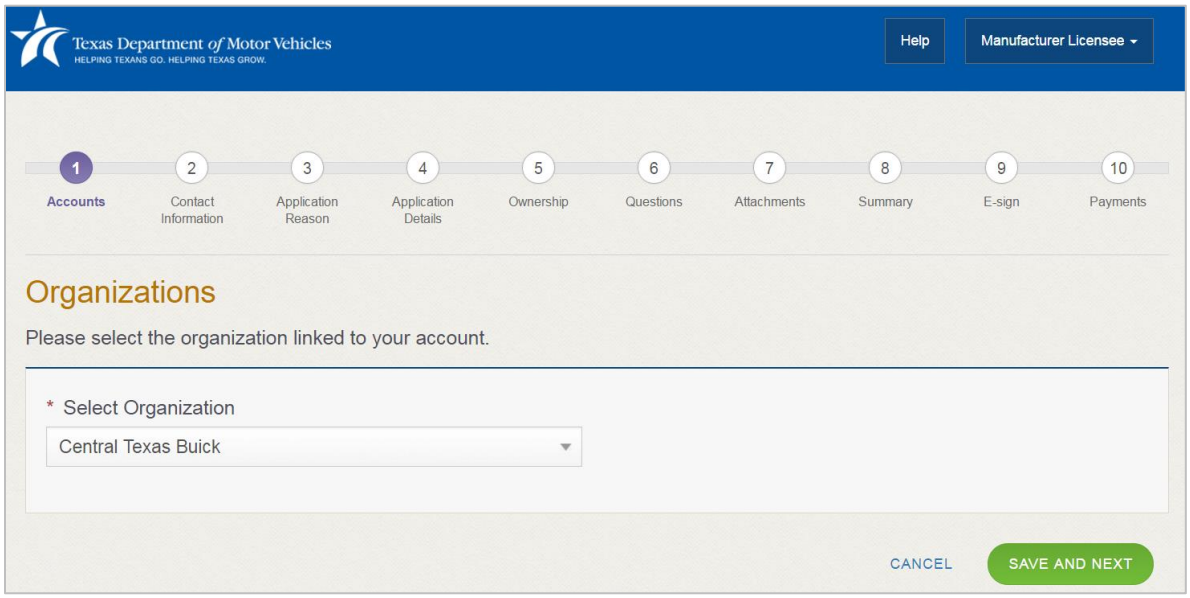
4. On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.



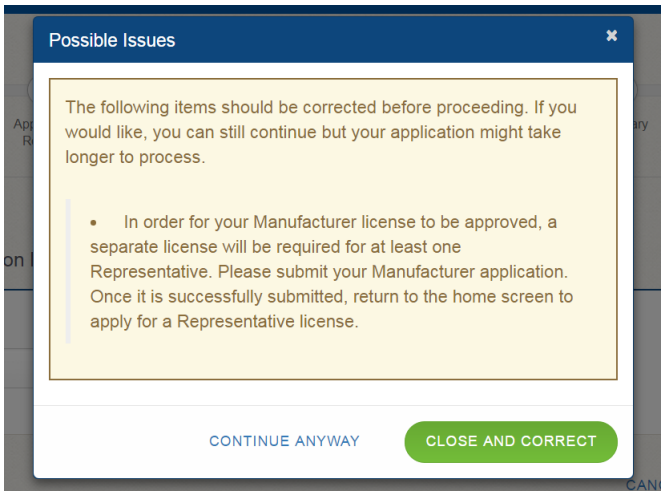
5. On the *License Type* page, locate the **Manufacturer License** area and click its **SELECT** button.



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

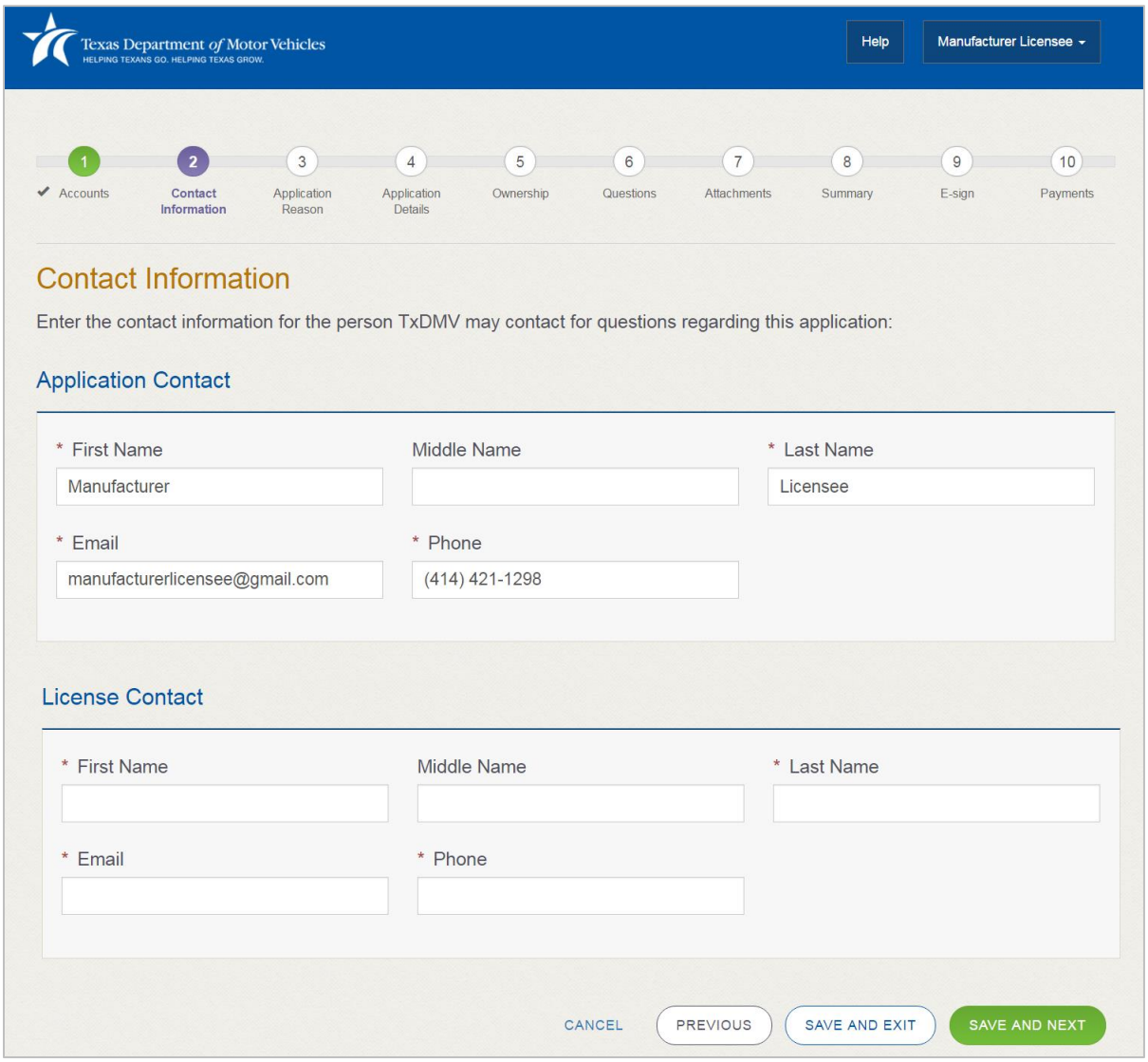


7. If the *Possible Issues* popup displays warning you that you need to have an approved Representative license before this application can be approved, click **CONTINUE ANYWAY**.



2.2 Contact Information

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



1. For **Application Contact,** the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD 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.

3. Click the **SAVE AND NEXT** button to continue.

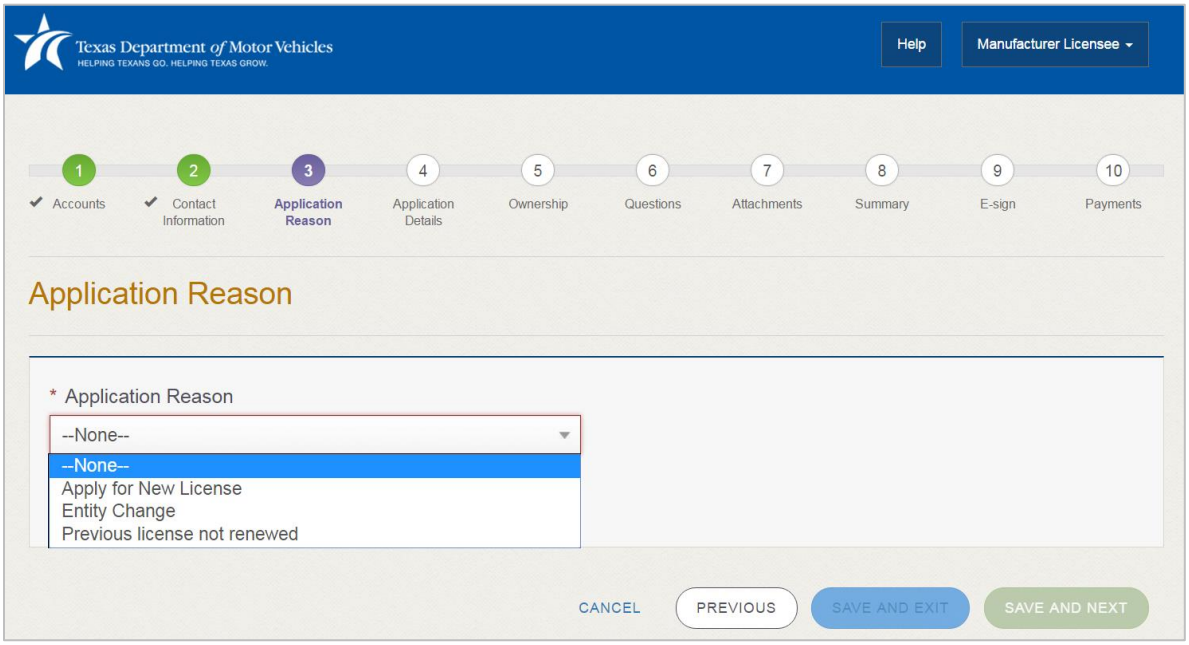
Note: You can update this contact information during the license term using the Change General License Information function.

2.3 Application Reason

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

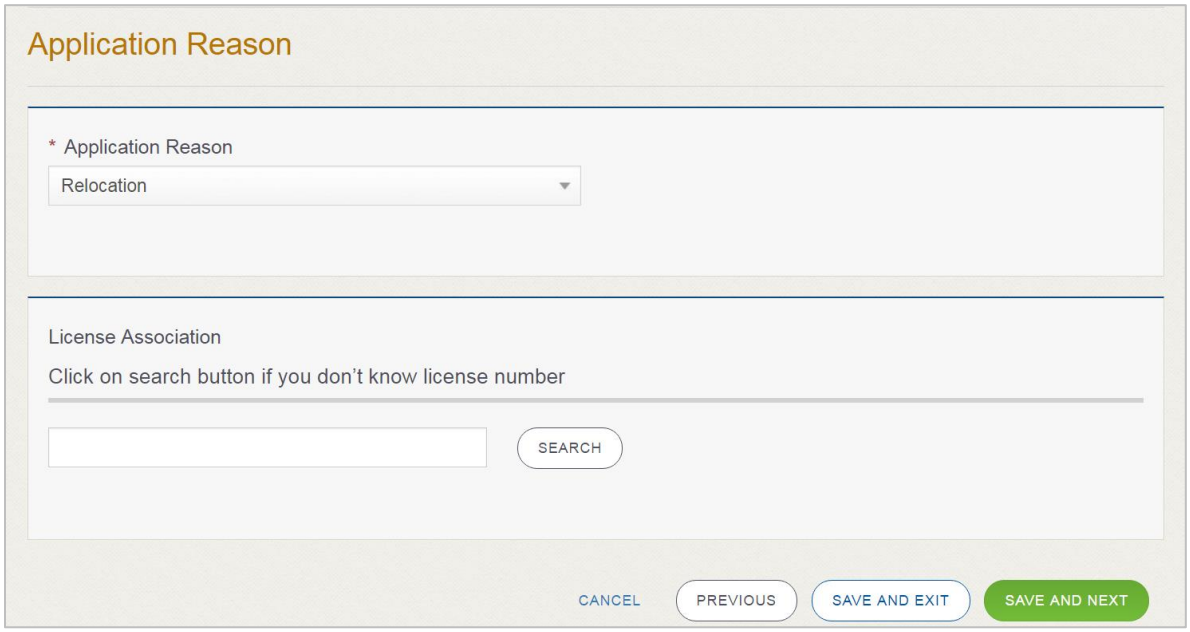
- Apply for new license
- Entity change (such as changing from a sole proprietorship to a general partnership)
- Previous license was not renewed

1. On the *Application Reason* page, select the appropriate option from the dropdown.



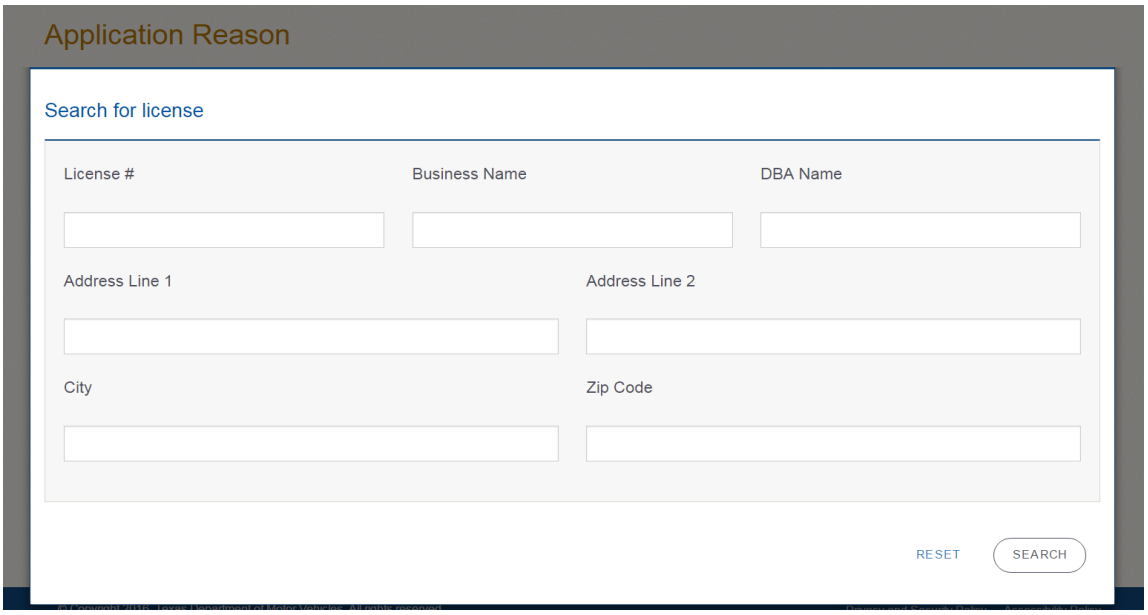
2. If you selected the:
   - **Apply for New License**, click the **SAVE AND NEXT** button and skip to the next section about the application details on page 11.

- **Relocation**, **Entity Change** or **Previous License Not Renewe**d options, for **License Association**, type in the existing license number or if you do not know this number:



a. Click the **SEARCH** button.

b. On the *License Search* popup, fill in the information you know and click the **SEARCH** button.



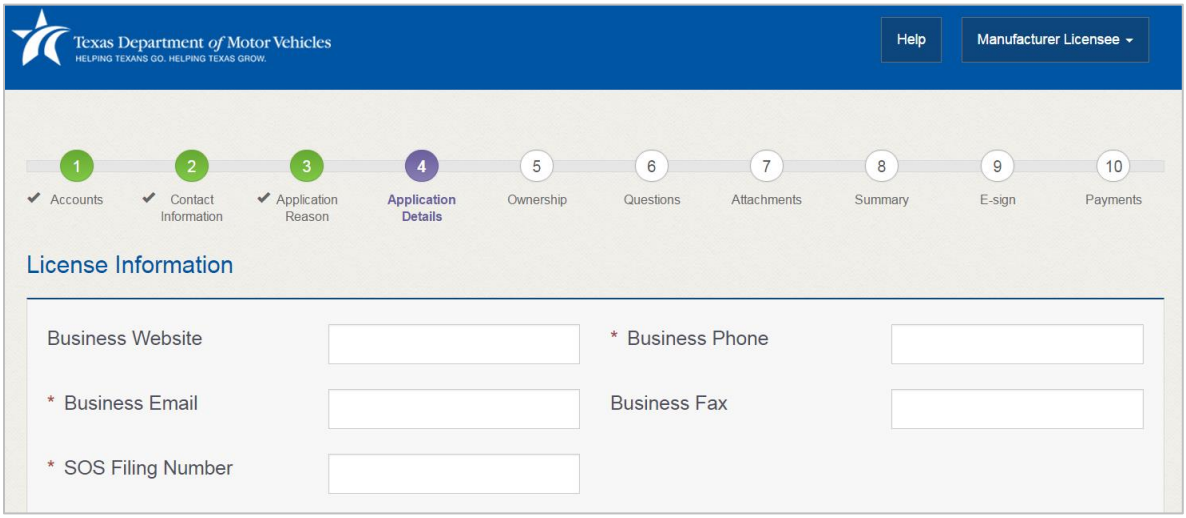
3. From the search results displayed, select the appropriate license.
4. Back on the *Application Reason* page, click the **SAVE AND NEXT** button.

2.4 Application Details

The Application Details information is spread across several web pages.

2.4.1 Business Information

On the top portion of the *Application Details* page:



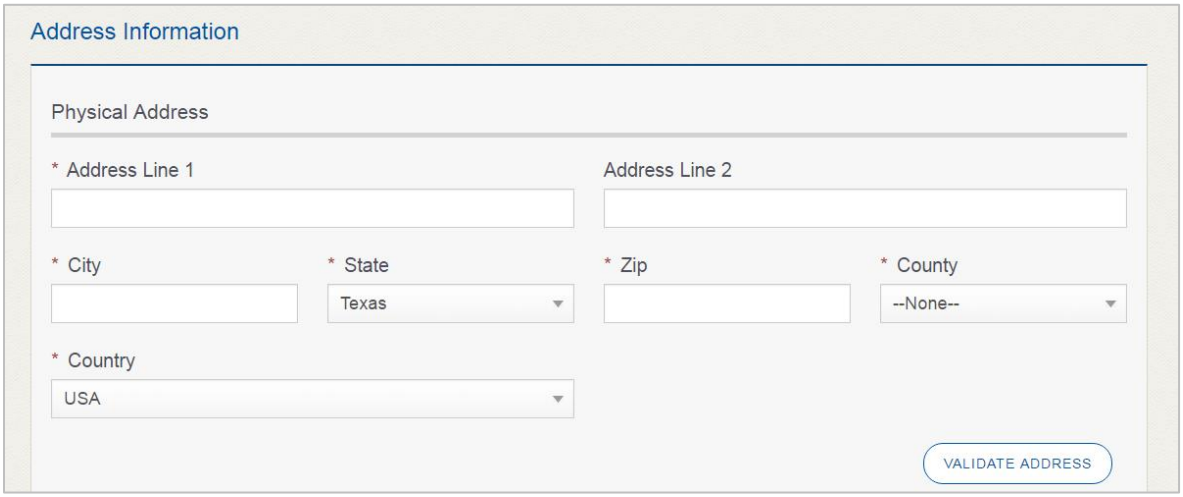
1. For **Business Website**, optionally enter the web address (URL) of the conversion shop website that the public may view.
2. For **Business Phone Number**, type the business telephone at which telephone calls will be answered.
3. For **Business Email Address**, type the email address at which the business will receive emails.
4. For **Secretary of State Filing Number**, (also known as the SOS number) type in the filing number issued by the Secretary of State when the conversion shop was established.

Note: If you do not know this information:

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

2.4.2Physical Address ("The Licensed Location")

On the next section of the page:



1. For **Address Line 1**, type in the street number and name where the conversion shop will be located.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

   If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

2.4.3Assumed Names (DBAs)

On the next section of the page, type in an assumed name under which the license holder does business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.

The term **assumed name** is another name under which the business also operates (or has operated) in addition to the legal business name. An assumed name is also referred to as a DBA, which stands for “doing business as”. Not all business will have DBAs.

For Sole Proprietorships and General Partnerships that conduct business under an assumed name, you must provide proof of the Assumed Name Certificate by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the **office of the county clerk** in the county where the license holder’s business will be located. The assumed names must exactly match the names on their certificates.

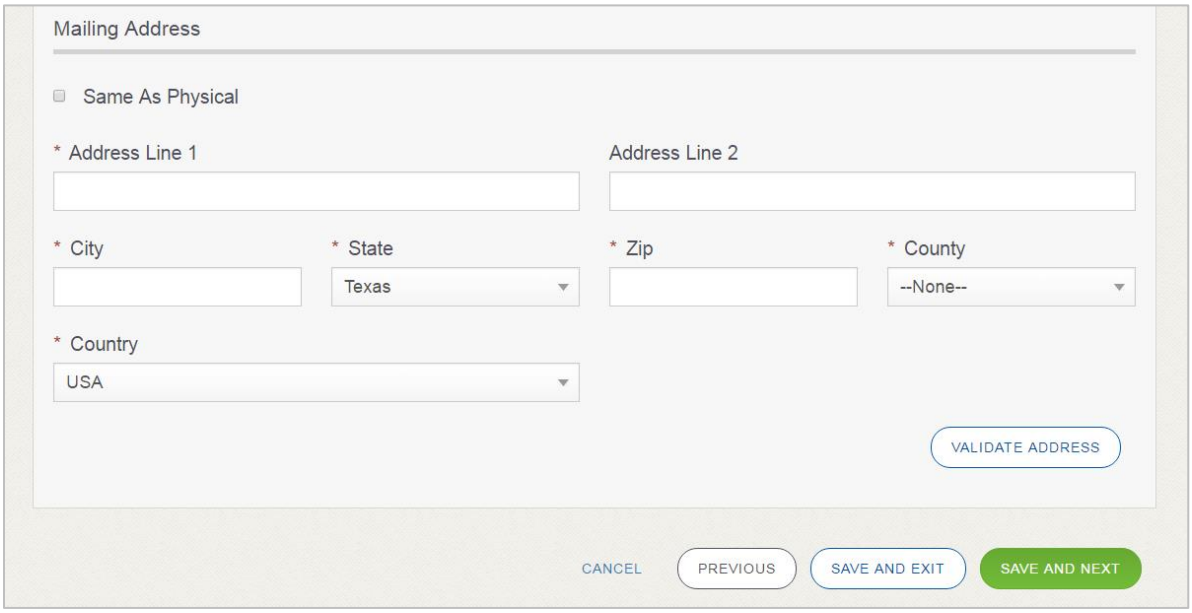
For other business entities (LP, LLP, LLC, and Inc.), you must provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the Texas Secretary of State (not the one filed with office of the county clerk). The assumed names must exactly match the names on the certificates.

Reminder: The words “Lease” or “Leasing” cannot be used in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license.

2.4.4 Mailing Address

On the last section of the page:

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



a. For **Address Line 1**, type in the street number and name where mail can be delivered.

b. For **Address Line 2**, optionally type in the additional street information, such as the suite number.

c. For **City**, type in the name of the city.

d. For **State**, select the name of the state from the dropdown list.

e. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

f. For **County**, select the name of the county from the dropdown list.

g. For **Country**, leave USA or select the appropriate option from the dropdown list.

h. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is

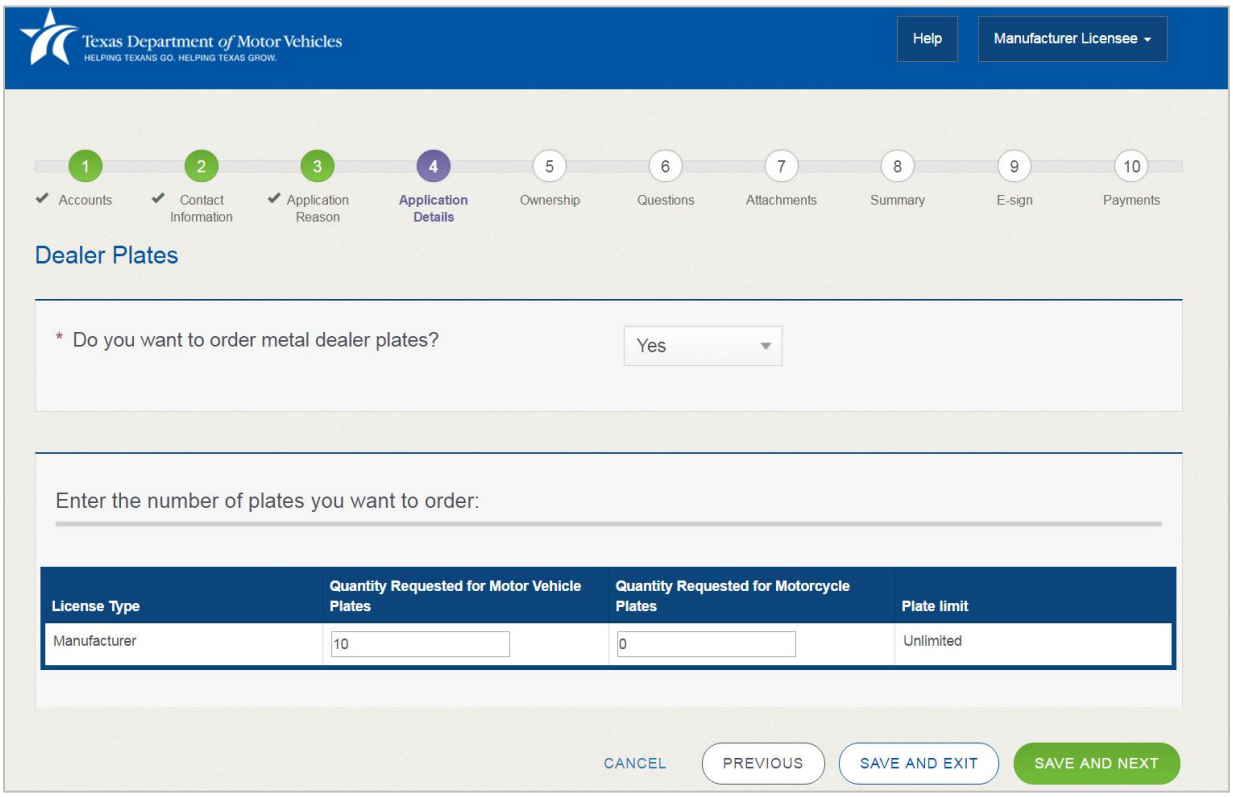
deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

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

2.4.5Dealer Plates

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

The fee is $80 per metal plate.

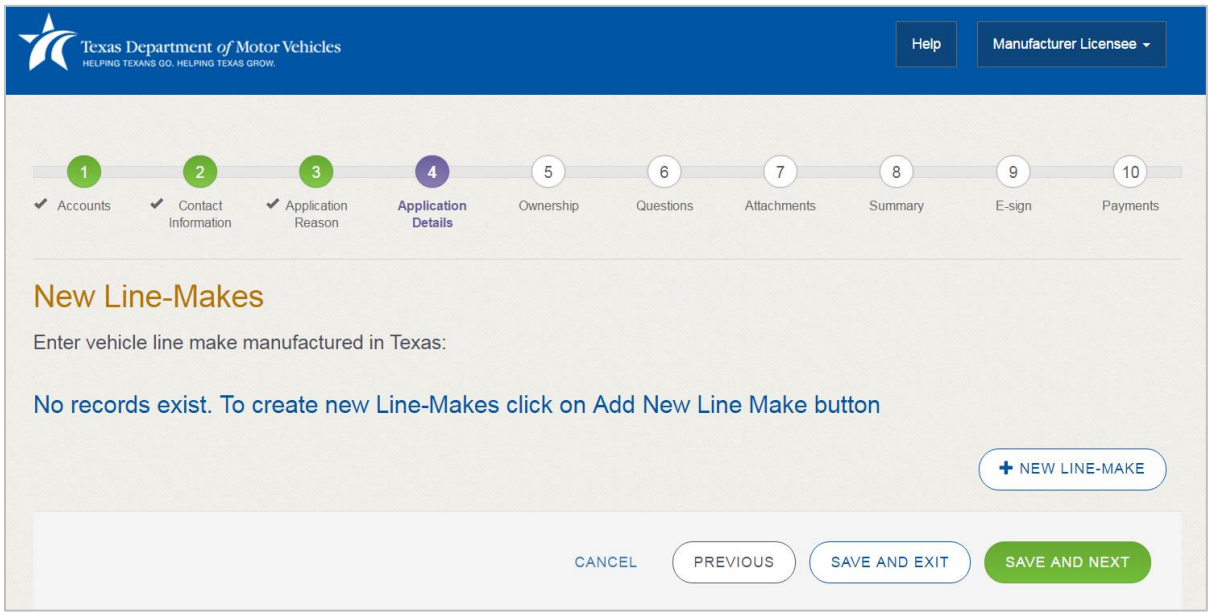


If you select the:

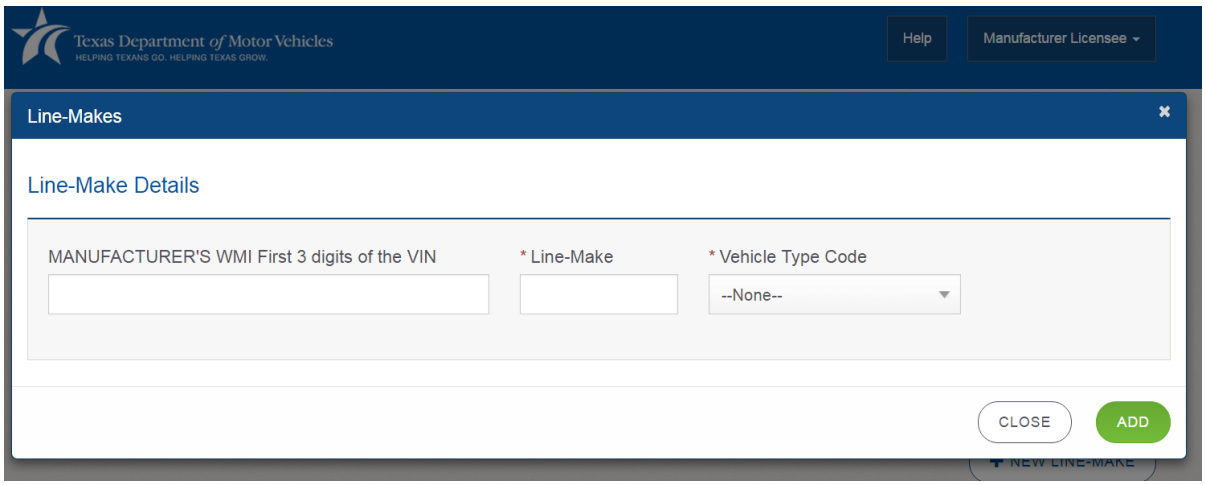
- **NO** response, click the **SAVE AND NEXT** button to continue.
- **YES** response, type in the number of plates in the area displayed and then click the **SAVE AND NEXT** button.

2.4.6 Line-Makes

1. On the *New Line-Makes* page, click the **NEW LINE-MAKE** button.



2. On the *Line-Makes Detail* popup:



   a. For Manufacturer's WMI, type in the numbers/letters assigned by NHTSA when you registered as a manufacturer (not required).

   b. For Line-Make, type in the name of the line-make.

   c. For Vehicle Type Code, select the appropriate option.

   d. Click the **ADD** button.

3. Repeat these steps for each new line make.

4. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

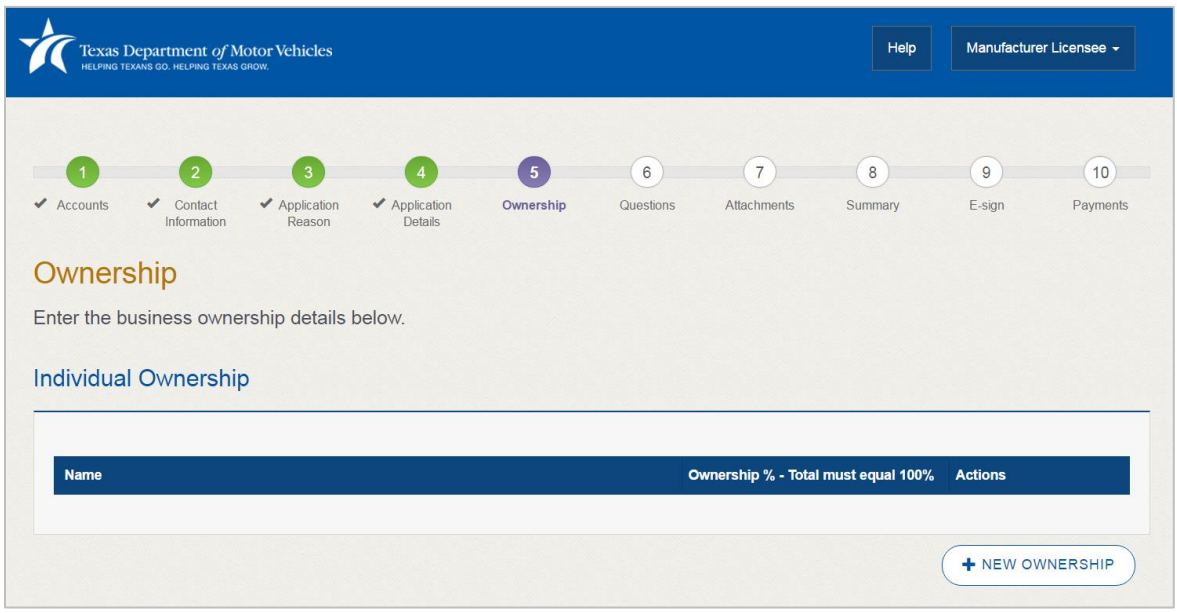
2.5 Ownership Information

The Ownership information is spread across several web pages.

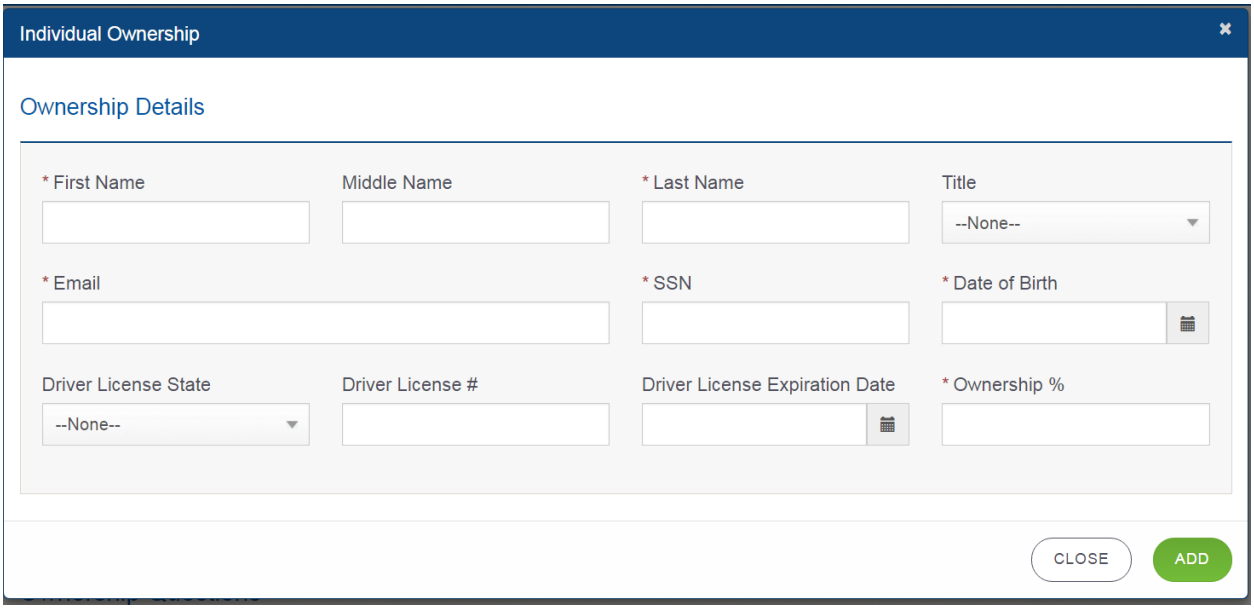
2.5.1 Individual Ownership

If the license holder's business is owned by one person or a general partnership, provide personal information about the sole proprietor or for both partners in a general partnership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Individual Ownership** section.



2. On the *Individual Ownership* popup for a:



- Sole proprietorship:
  a. For **First Name** and **Last Name**, type in the legal name of the proprietor.
  b. For **Title**, select the job title the proprietor prefers from the drop-down.
  c. For **Email**, type in the email address where the proprietor receives and responds to email messages.
  d. For **SSN**, type in the 9 number Social Security Number issued to the proprietor.
  e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
  f. For **Driver License State**, select the appropriate state from the drop-down.
  g. For **Driver License Number**, type in the string of letters and numbers of the driver license.
  h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the dd/mm/yyyy.

  Note: A copy of the driver's license is requested on the Attachments page.

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

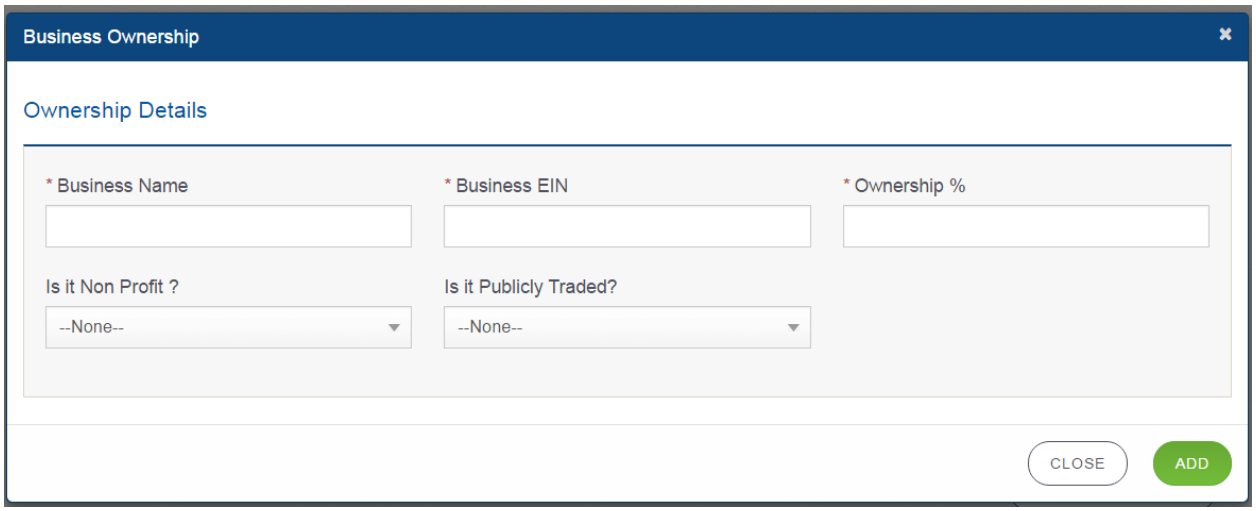
- General partnership:
  a. Click the **NEW OWNERSHIP** button.
  b. For the first partner, type in the information as described in steps a-h.
  c. For **Ownership %**, type in the appropriate amount.
  d. Click the **ADD** button.
  e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
  f. For the second partner, type in the information as described in the steps above.
  g. For **Ownership %**, type in the appropriate amount.
  h. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
  i. Repeat steps a-d as needed, until you have added all partners and the **Ownership %** totals 100%.

2.5.2Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the license holder's business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. In addition, applications with only Business Ownership, the Management Details of the applicant entity will need to be entered.

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 the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:



   a. For **Business Name**, type in the legal name of the business entity.

   b. For **Business EIN**, type in the employee identification number issued by the government for the business.

   c. For **Ownership %**, type in the percentage that this company owns.

   d. For **Is it Non Profit**, select the appropriate option.

   e. For **Is it Publicly Traded**, select the appropriate option.

   f. Click the **ADD** button.

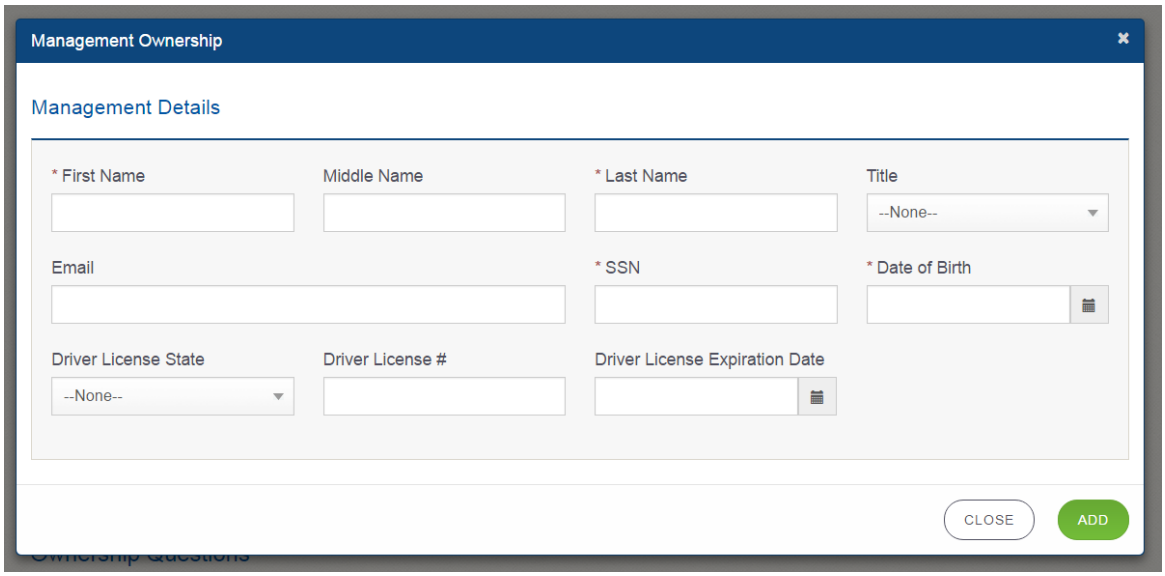
   g. To add another business entity, repeat step 1 and 2 above.

3. When finished, continue to the **Ownership Questions** section on the page.

2.5.3 Management Details

You are required to fill out information in the Business Management section if the license holder is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:



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.

c. For **Email**, type in the email address where the management person receives and responds to email messages.

d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.

e. For **Driver License State**, select the state where the license was issued.

f. For **Driver License Number**, type in the number string valid for the license.

g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.

h. Click the **ADD** button.

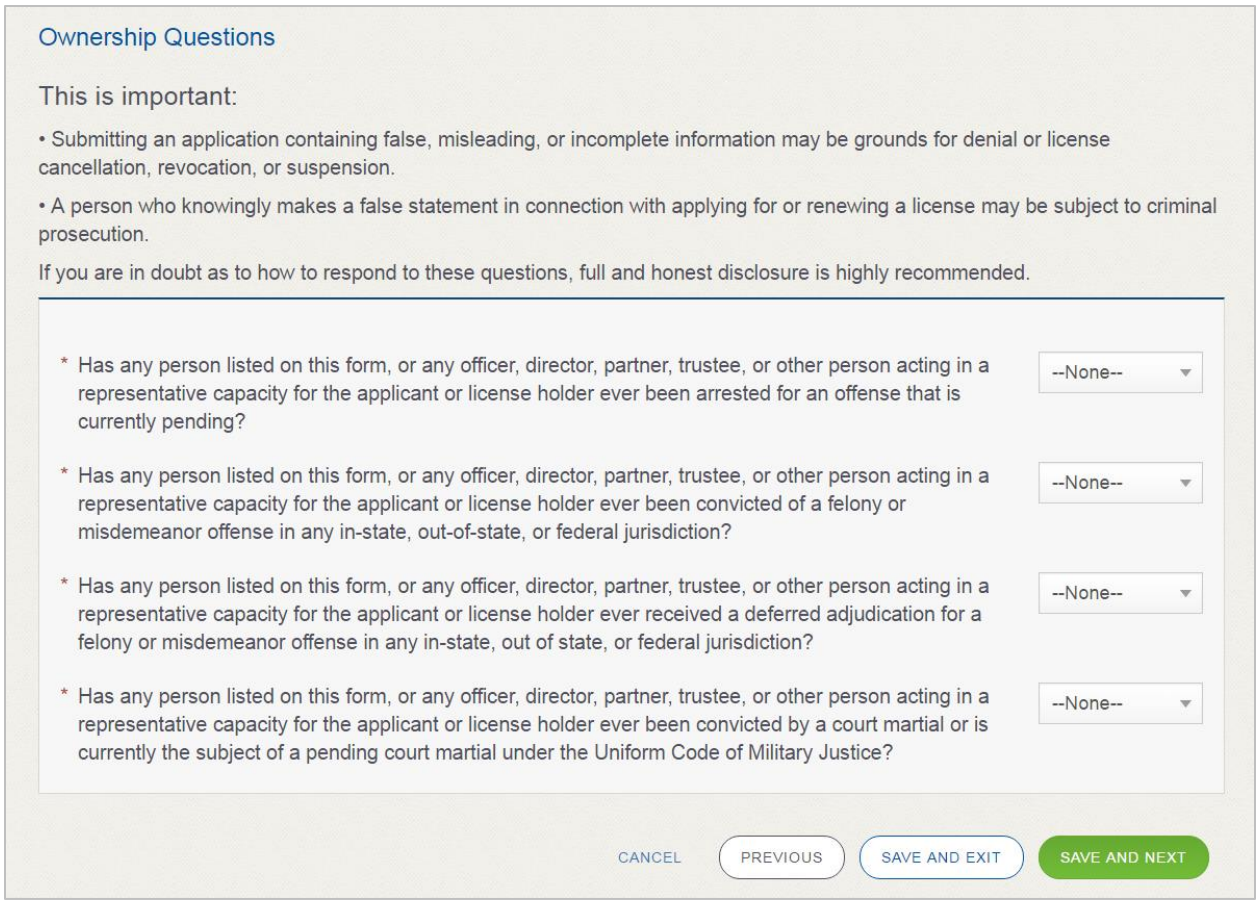
i. Repeat the steps above for each management or director.

3. When you are finished, continue with the **Ownership Questions** section.

2.5.4 Ownership Questions

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

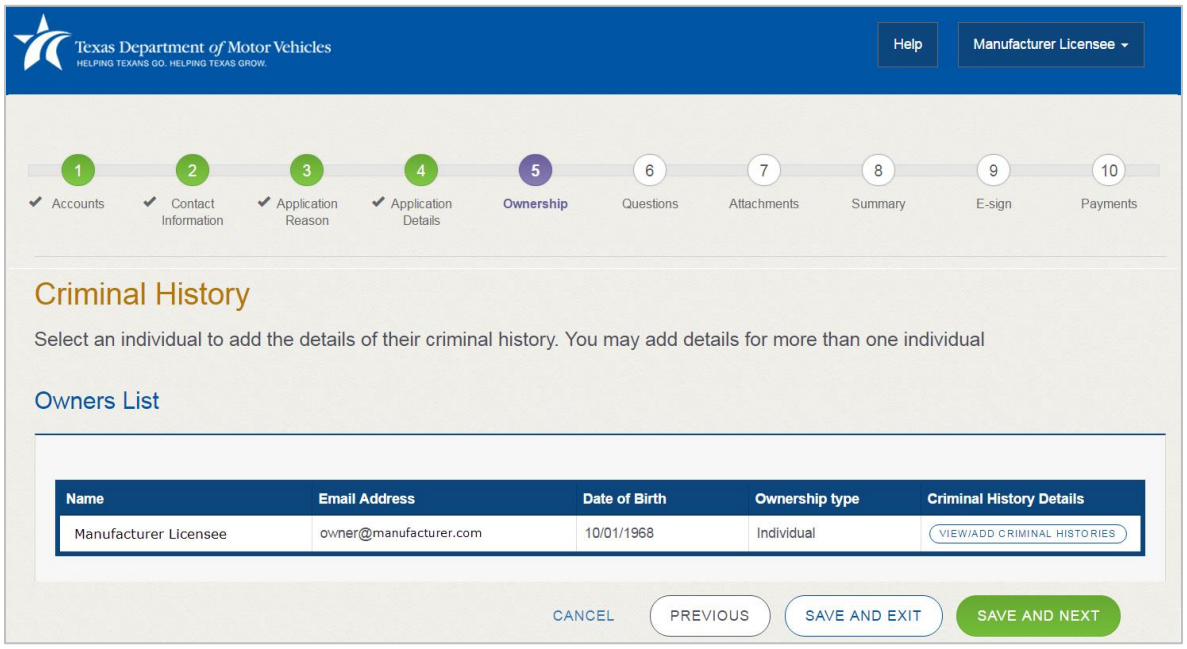


If you answer:

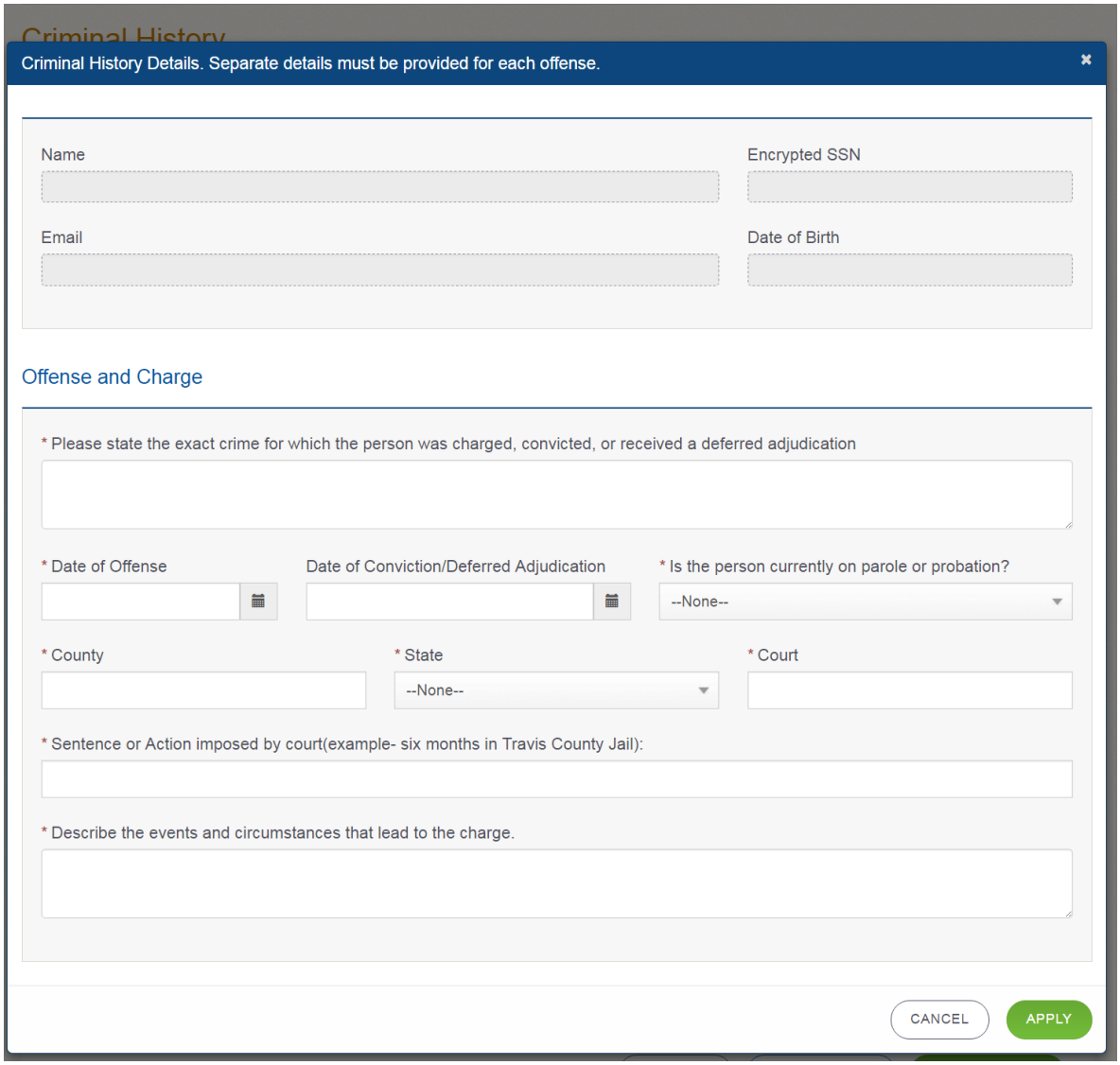
- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

2.5.5Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.



2. On the *Criminal History Details* popup:



a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

b. For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.

c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)

d. For **Is person currently on parole or probation**, select Yes or No.

e. For **County**, type in the name of the county in which the offense occurred.

f. For **State**, type in the name of the state in which the offense occurred.

g. For **Court**, type in the type of court in which the offense was adjudicated.

h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.

j. Click the **UPDATE** button.

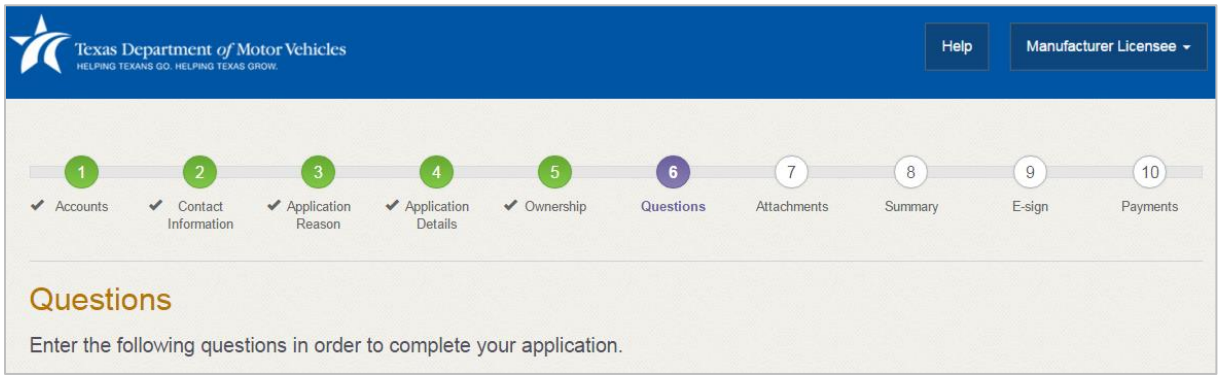
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

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

4. When you are finished, click the **SAVE AND NEXT** button.

2.6 Questions

You must answer a series of questions pertaining to the license requirements and to be sure they are met.

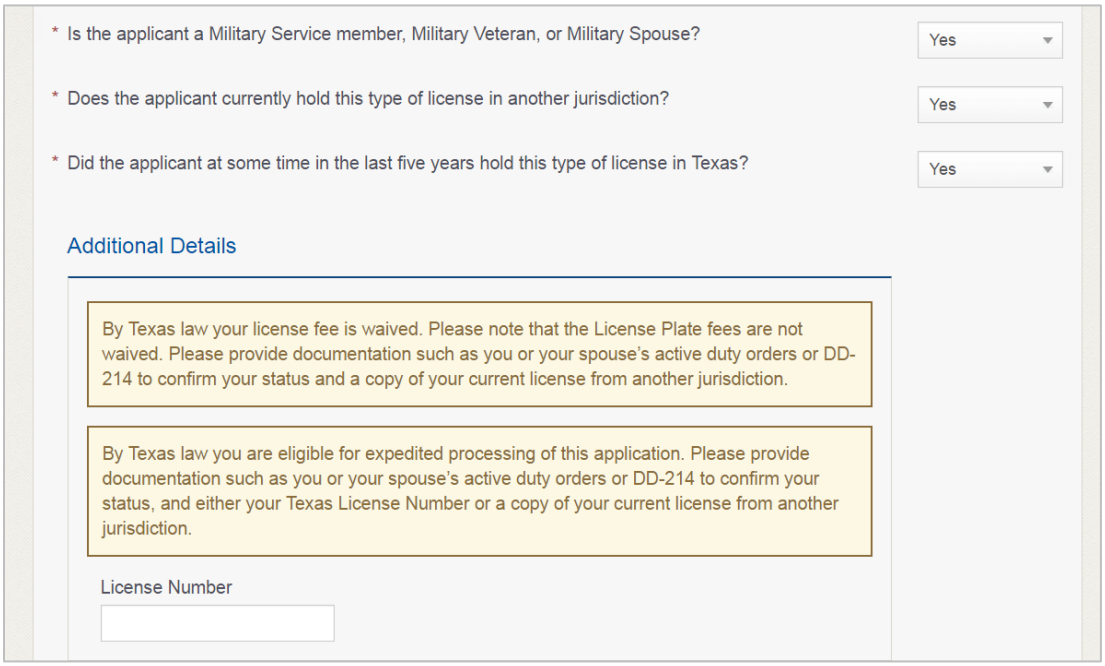


If you do not know the answer or have to leave the application to find it:

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

2.6.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.



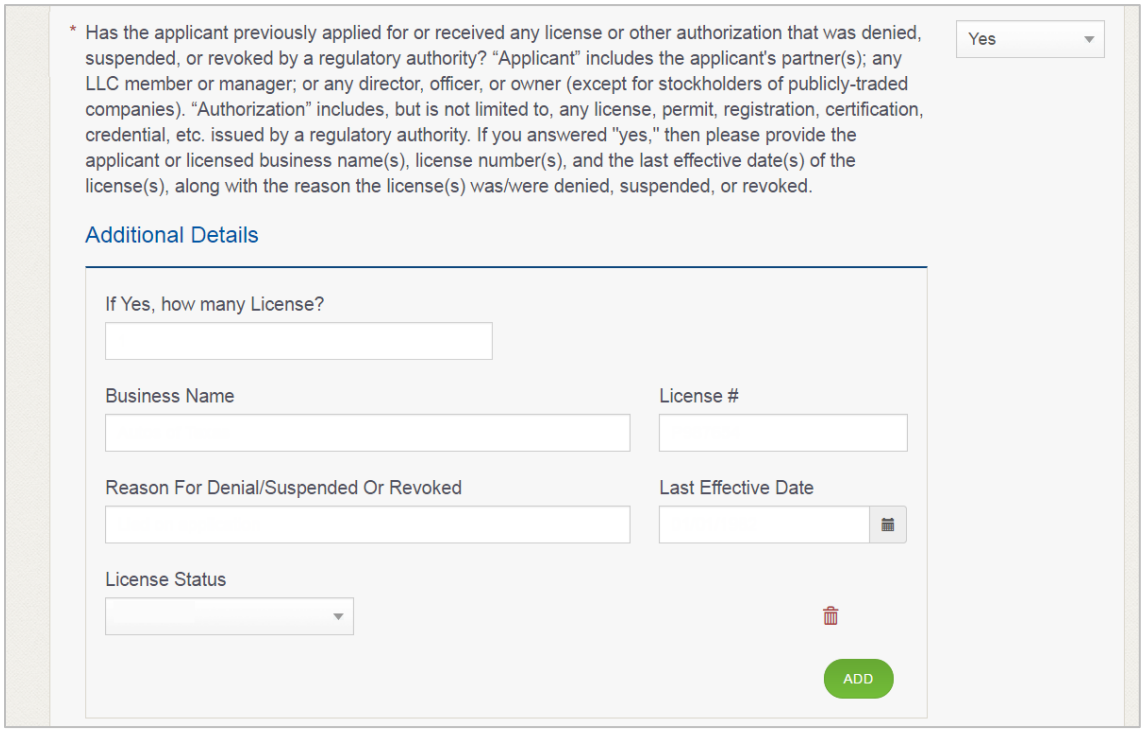
If you select the:

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

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

2.6.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be 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).

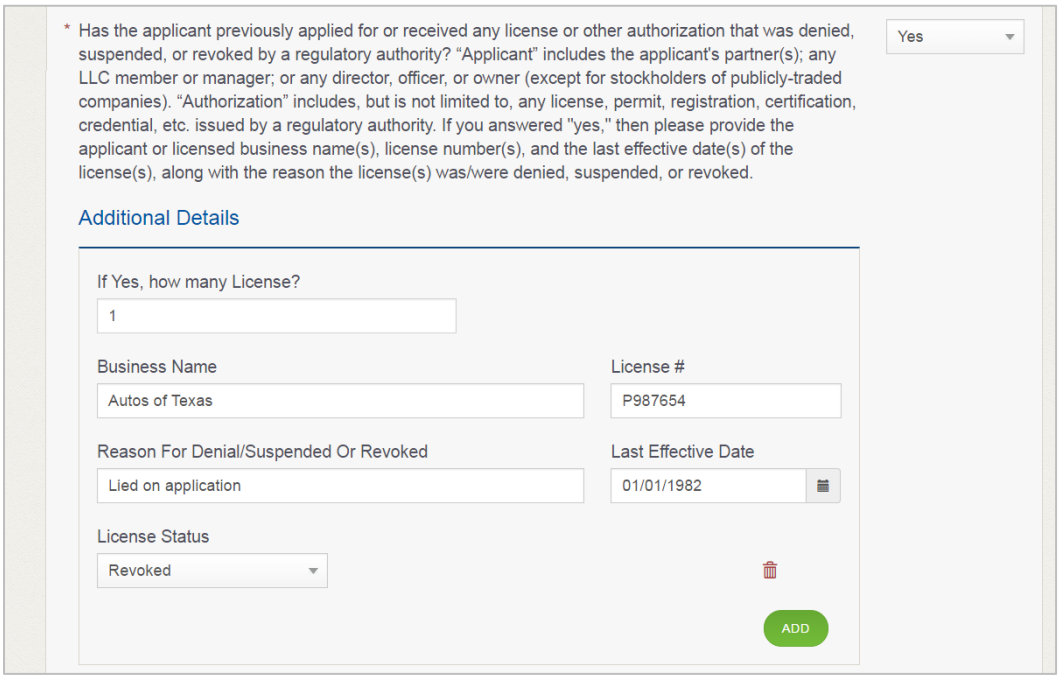


If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For the **Business Name**, type in the name of the business that is licensed.
  2. For the **License Type**, type in the appropriate type.
  3. For the **License #**, type in the number issued for the license.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
  5. Click the **ADD** button for additional entries.
  6. Repeat the steps above for each license.

2.6.3 Previous Denial, Suspension, or Revocation Question

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

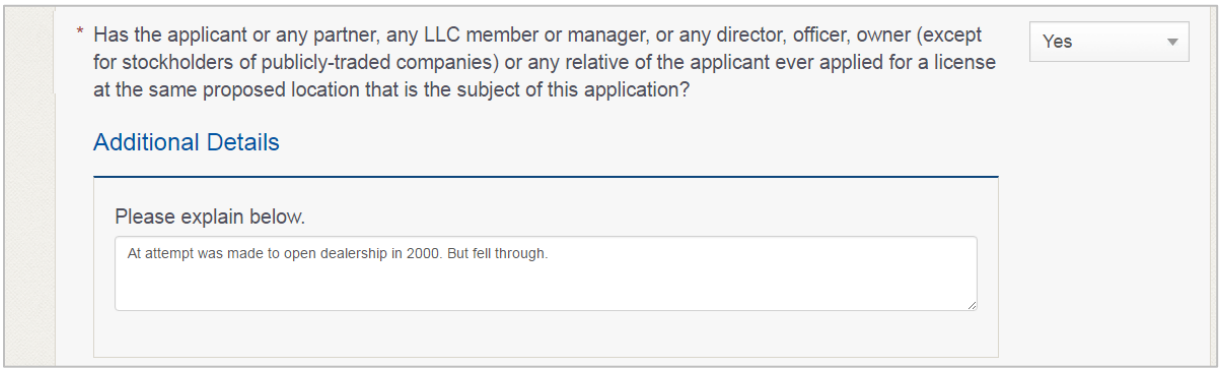


If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For **Business Name**, type in the name of the business licensed.
  2. For **License #**, type in the number issued for the license.
  3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
  5. For **License Status**, select the appropriate option from the dropdown list.
  6. Click the **ADD** button if you have additional licenses to provide.
  7. Repeat the steps above for each license.

2.6.4Same Proposed Location Question

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

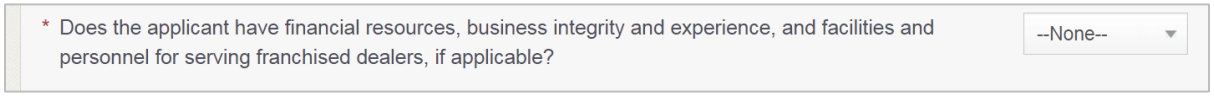


If you select the:

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

2.6.5Resources Question

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

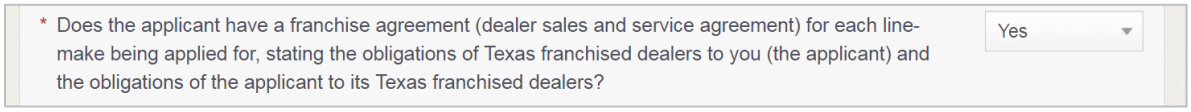


1. Select your response and click the **SAVE AND NEXT** button.

   Note: If you select No, the licensing specialist reviewing your application may contact you about your answer.

2.6.6 Franchise Agreement

You will be required to answer a question about a franchise agreement.



1. Select your response and click the **SAVE AND NEXT** button.

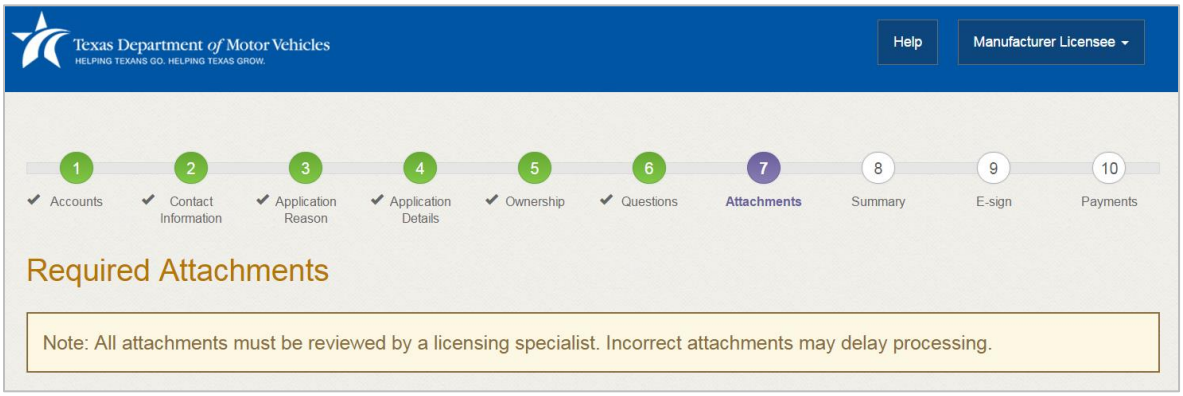
   Note: If you select No, the licensing specialist reviewing your application may contact you about your answer.

2.7 Required Attachments

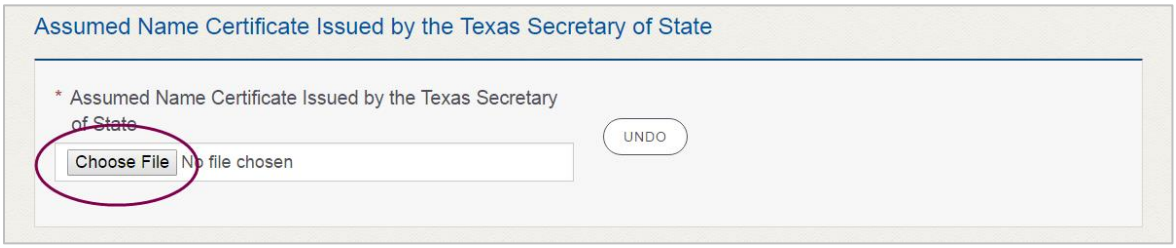
On the *Attachments* page, you will be required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity and Assumed Name Certificates for DBAs are typically requested.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

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

2.7.1 Uploading Required Attachment Files



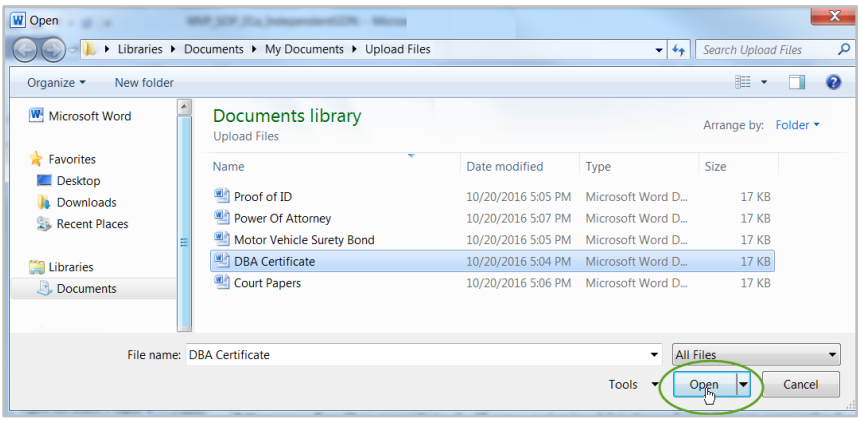
1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



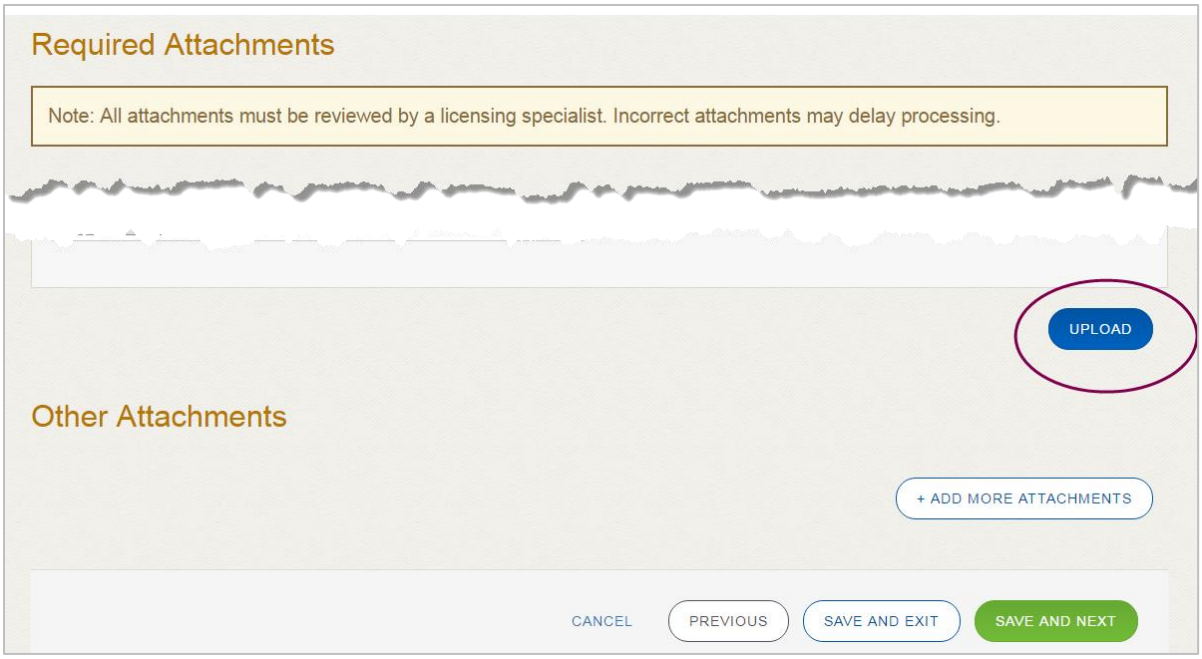
2. On the *Open* popup:

   a. Navigate to the file (on the computer or a shared network resource).

   b. Select the file and click the **Open** button.



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

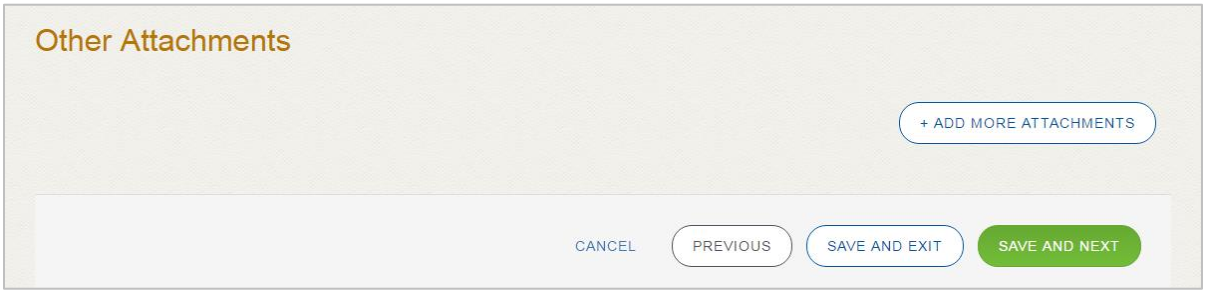


Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

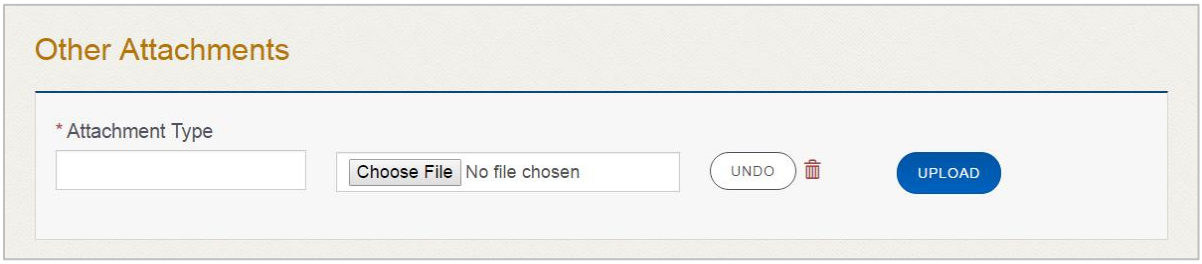
2.7.2Attaching Additional Files

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

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

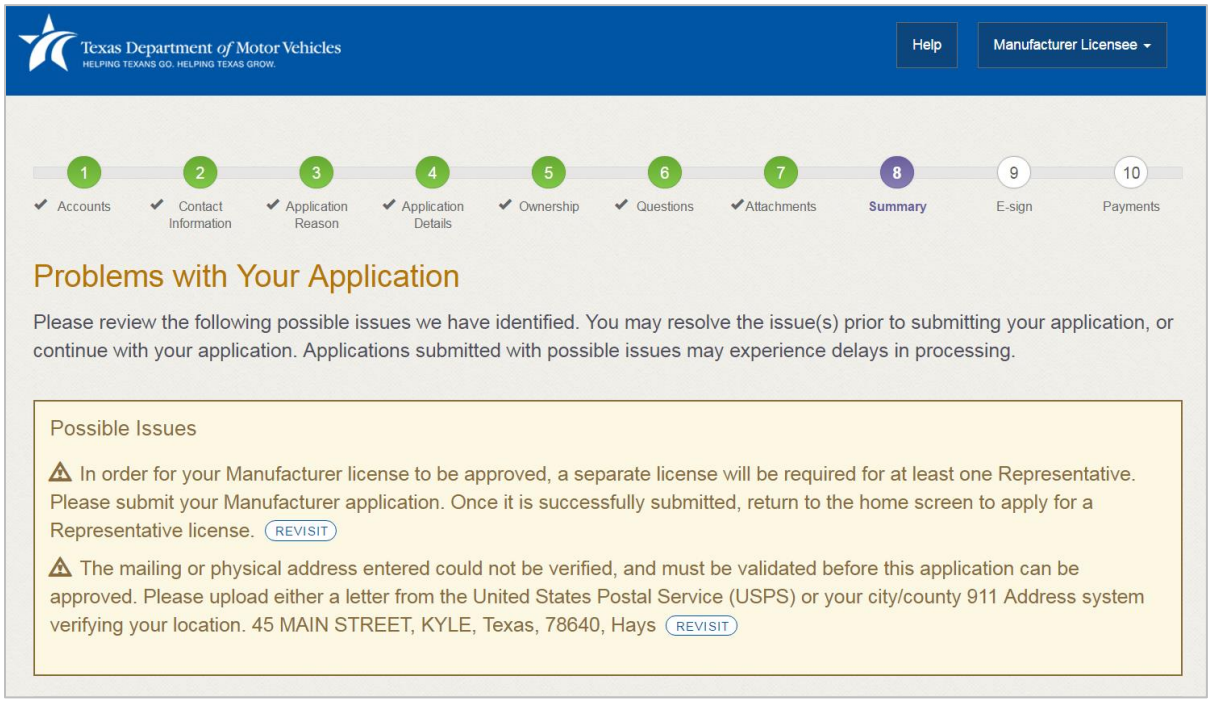


2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



2.7.3 Problems with Your Application

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

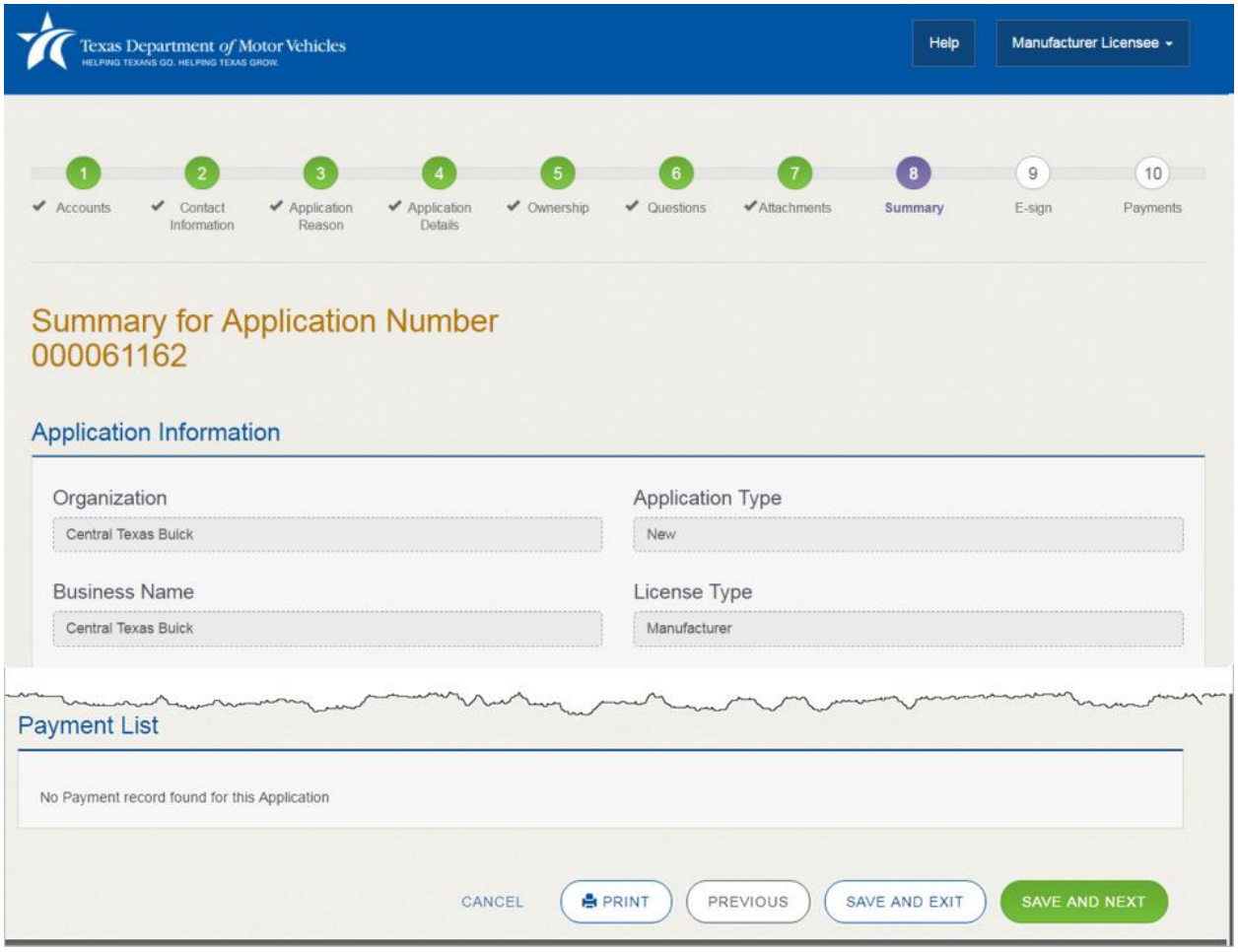


1. Click the:
   - **REVISIT** button to return to the issue and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
   - **NEXT** button to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause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

2.8 Summary

After entering all of the required information and resolving potential issues (or continuing without resolving them), the *Summary* page displays.

1. Review the entries and selections you have made.



2. Click the:
   - **PRINT** button to send the summary to print on your local printer.
   - **PREVIOUS** button to return to the page where adjustments need to be made
   - **SAVE AND EXIT** button to store all of the information before beginning the submission process.
   - **SAVE AND NEXT** button to continue to the next page.

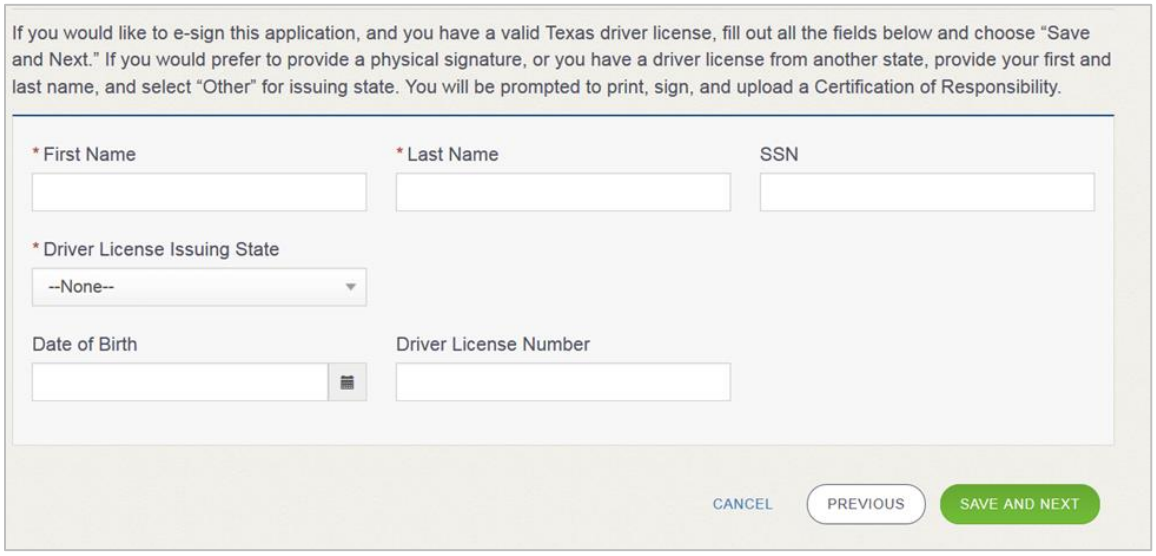
2.9 Signature

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

If you cannot provide this information (for example, your driver's license is from a state other than Texas, you do not currently hold a driver's 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 Certificate of Responsibility and sign it.

2.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:



a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

c. For **SSN**, type in the numbers and dashes 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 that appears on your driver's license

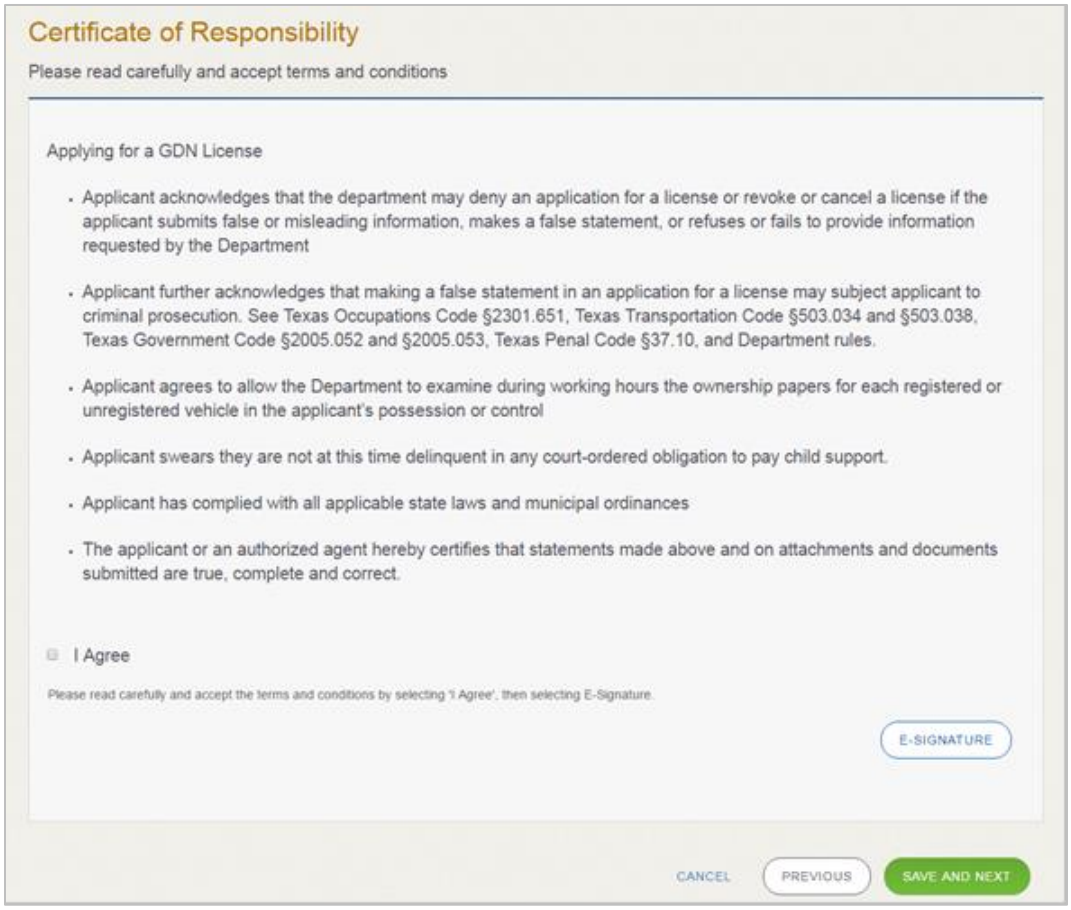
f. For **Driver License Number**, type in the string of number and letters.

g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

h. Click the **SAVE AND NEXT** button.

2. On the Certificate of Responsibility page:

   If the system displays an error that it cannot verify your information, continue with the section about printing and signing the Certificate of Responsibility on page 38.



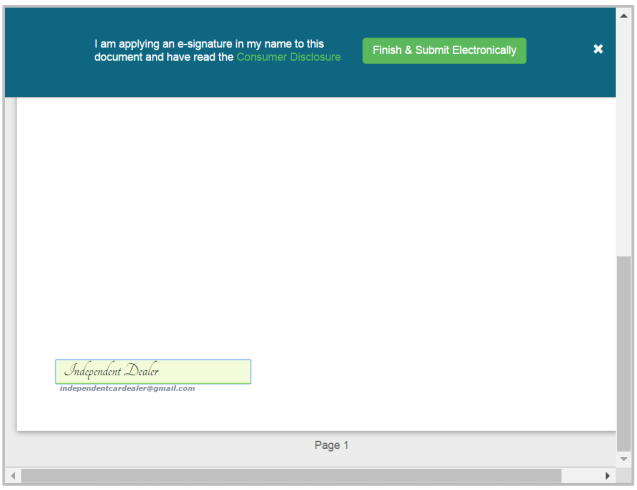
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** option button.

c. Click the **E-SIGNATURE** button.

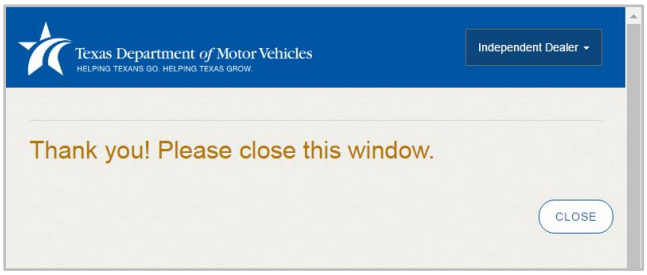
3. On the popup:

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



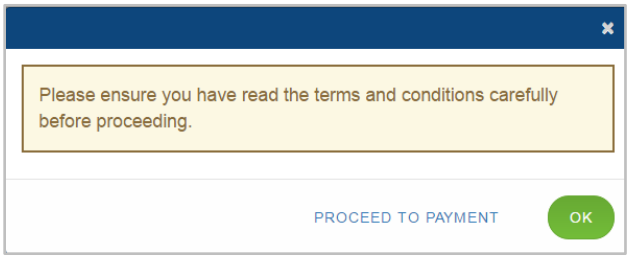
   b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

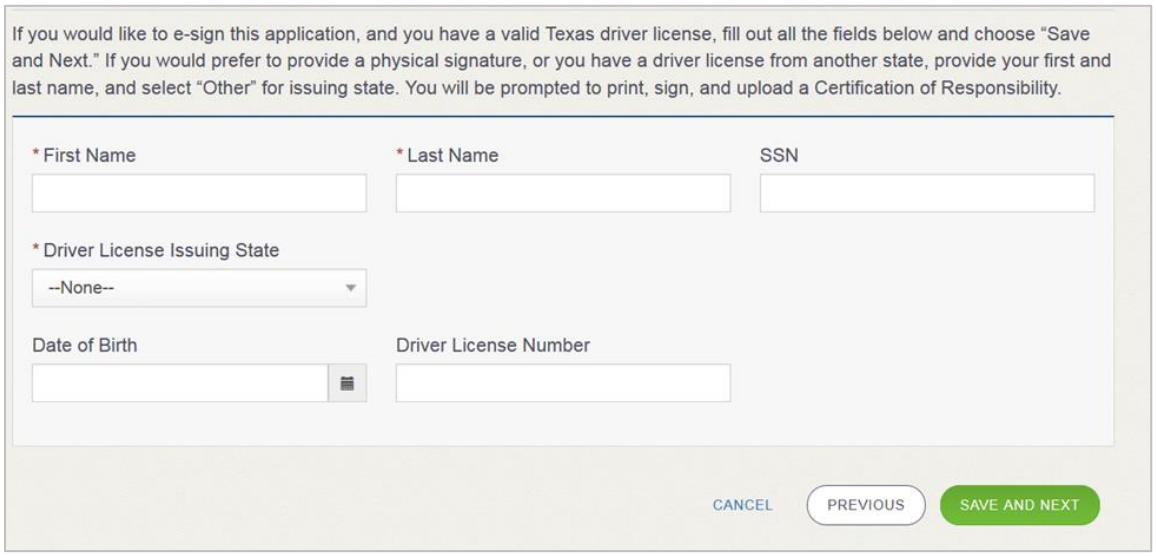
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

2.9.2 Printing and Manually Signing the Applications

1. On the *eSign* page displayed:



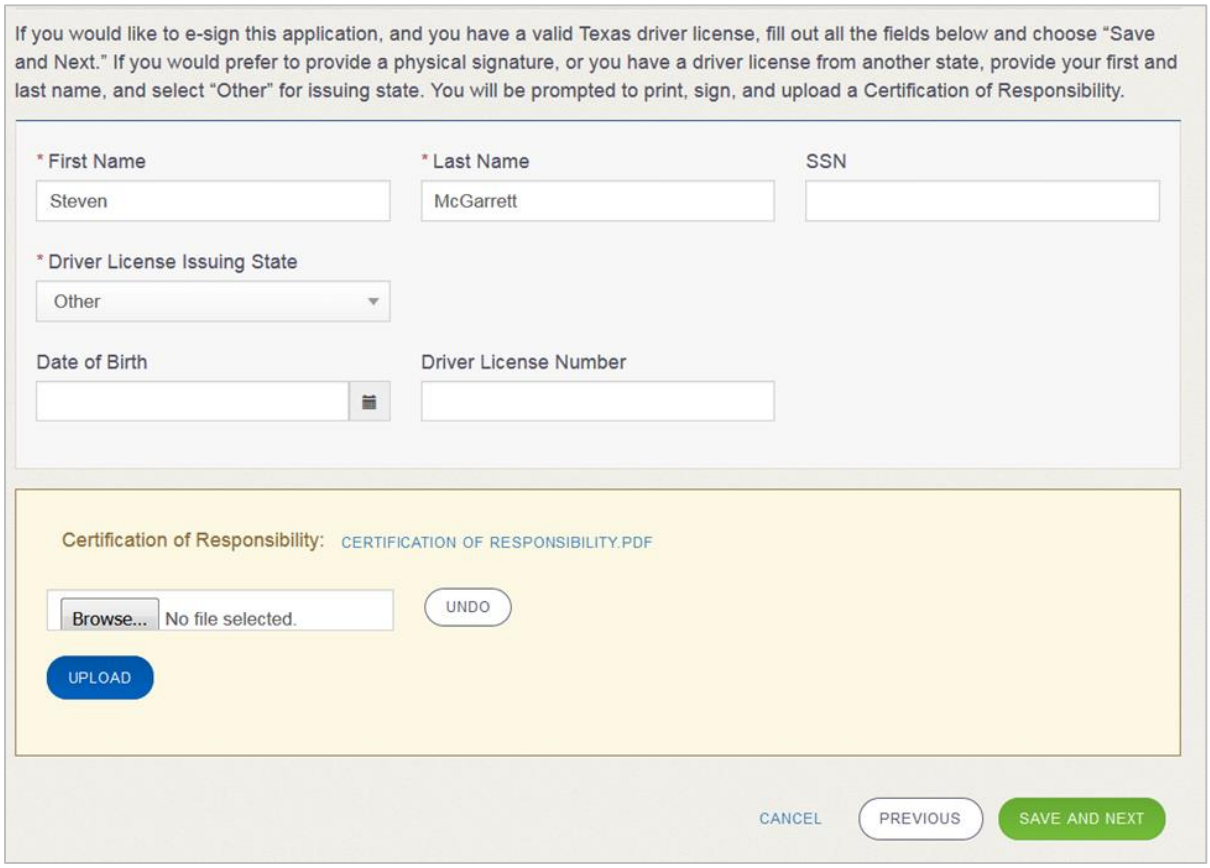
a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

c. From the **Driver License Issuing State** dropdown, select Other.

d. The screen will automatically change to offer the print scan upload section.

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



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

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

eLICENSING

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____

Printed Name: _____

Authorized Signature: _____

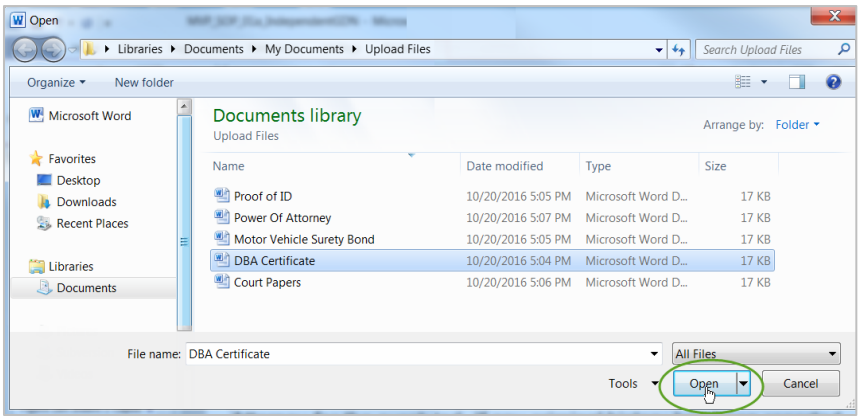
Title: _____

5. To upload and attach the signed document to this application:

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

   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.

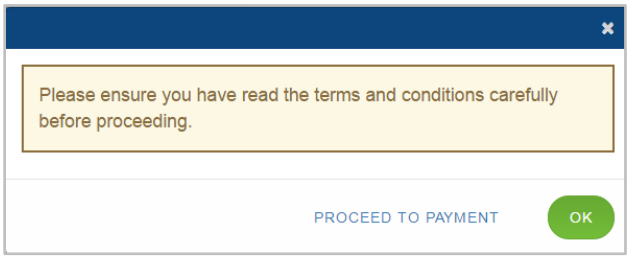
   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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

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

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

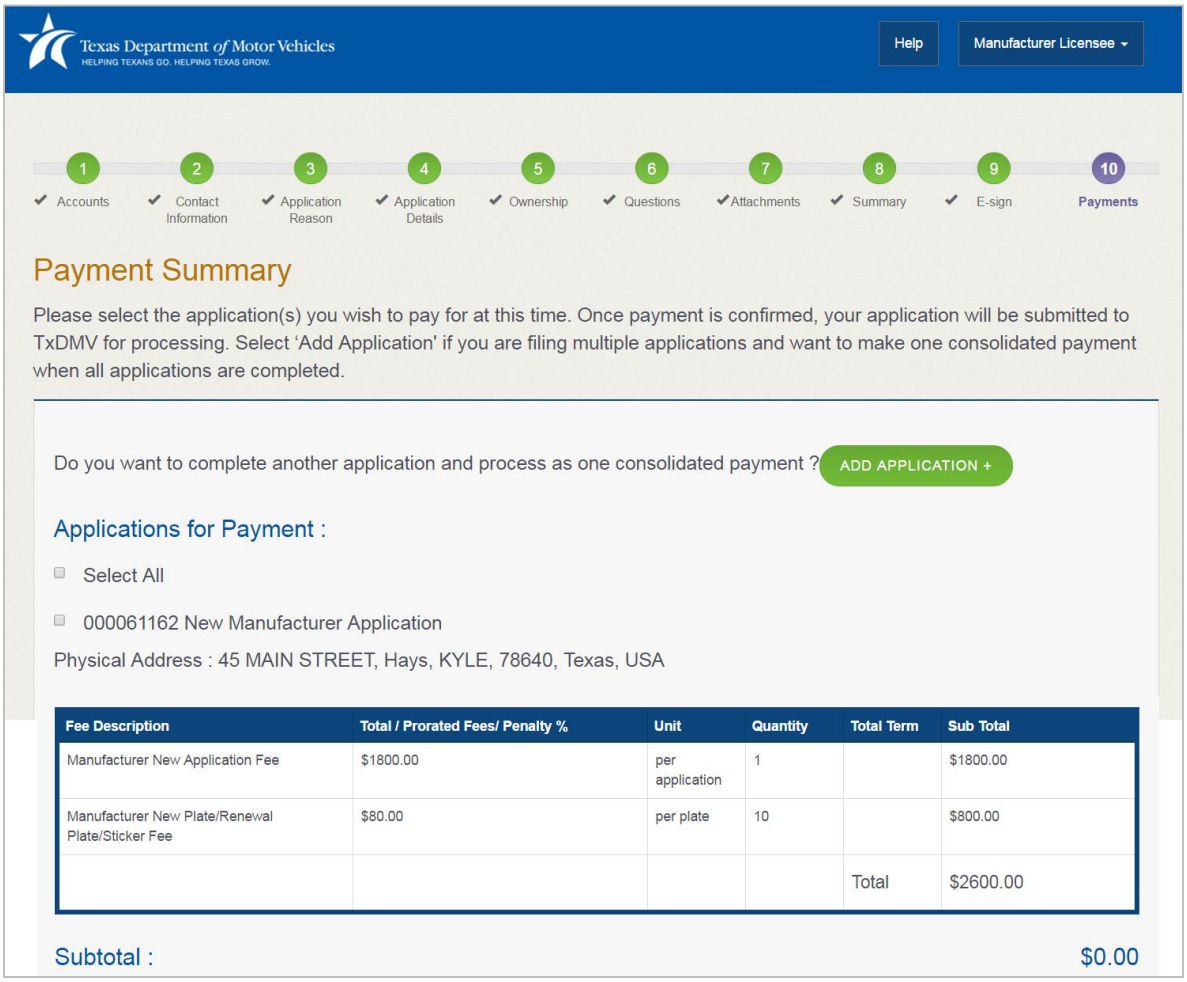


2.10 Payments and Application Submission

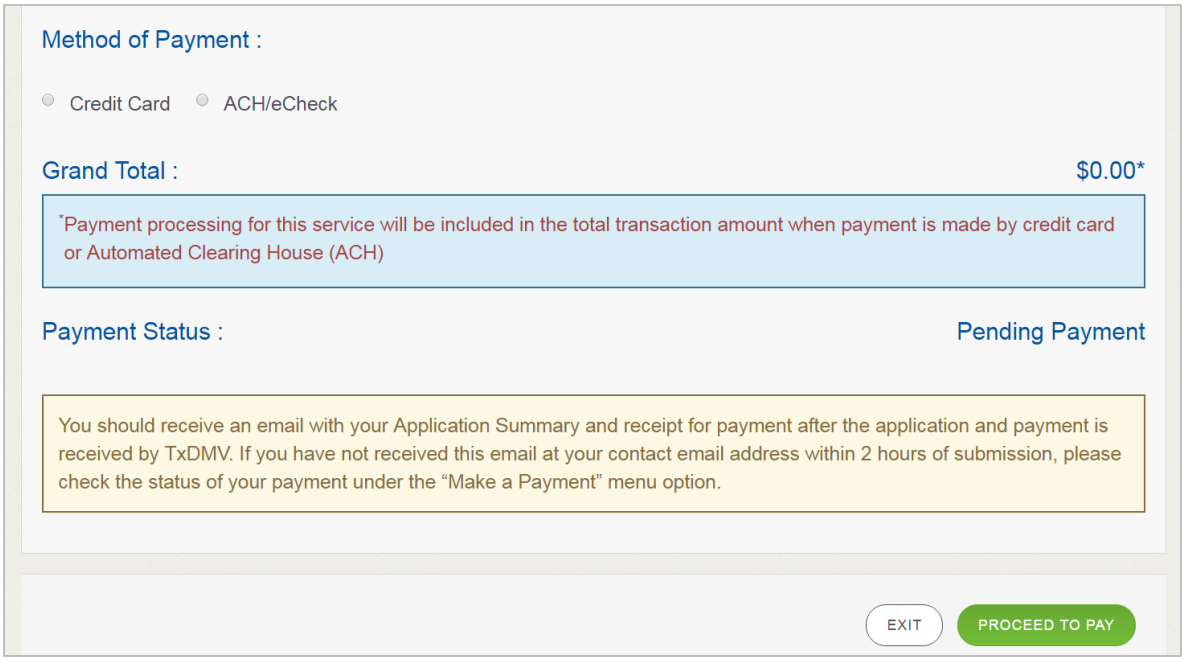
You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

1. On the *Payment Summary* page:

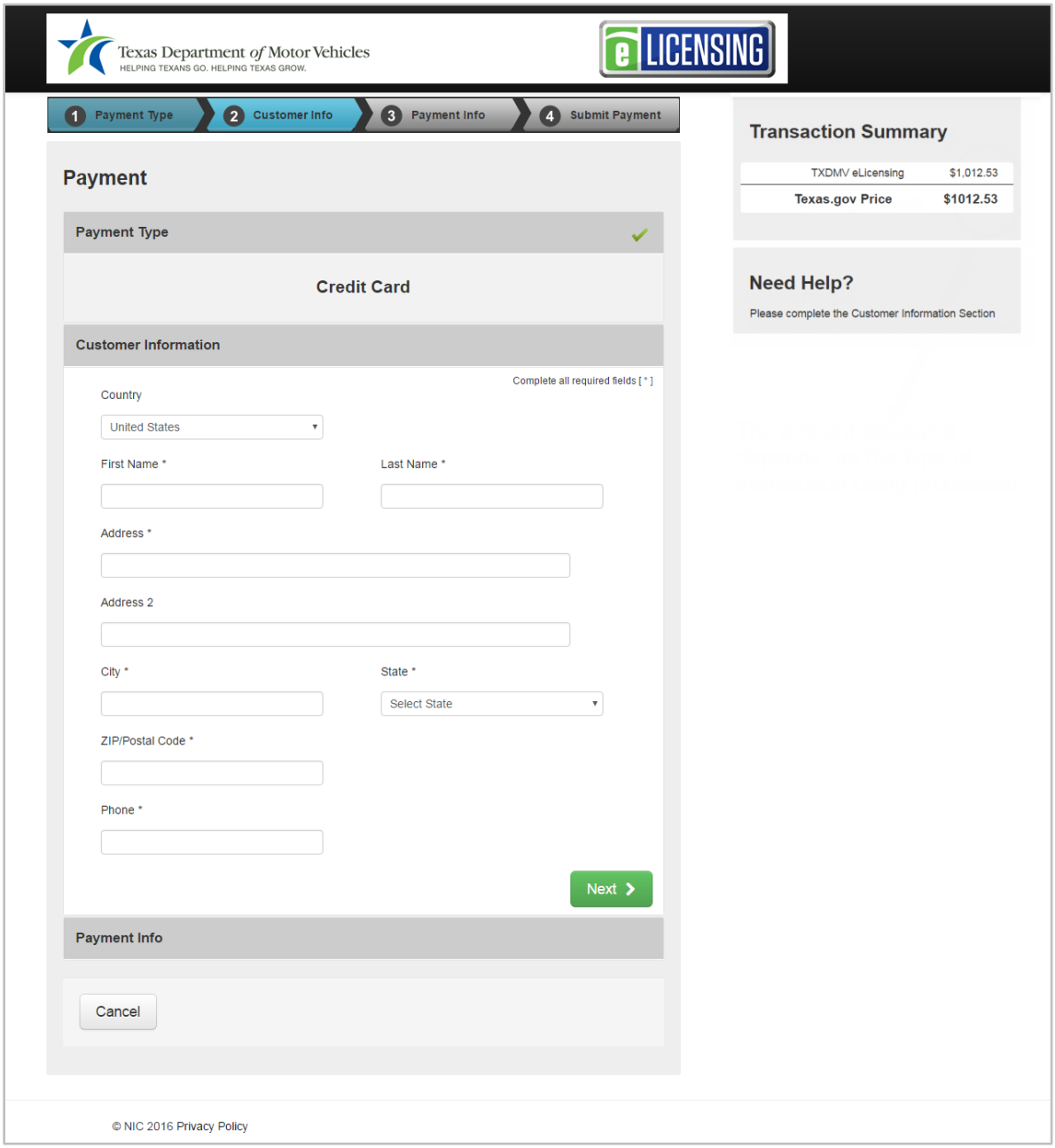


2. Click the option button of the application or click the **Select All** option button.
3. On the bottom of the page, for **Method of Payment**, select the appropriate option button.
4. Click the **PROCEED TO PAY** button.



Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

5. In the **Customer Information** section on the *Payment* page:



a. For **First Name**, type in your first name as it appears on the credit card being used.

b. For **Last Name**, type in your last name as it appears on the credit card being used.

c. For **Address**, type in the street number and name of the street used to bill the credit being used.

d. For **Address 2**, optionally type in the additional street information, such as the suite number.

e. For **City**, type in the name of the city.

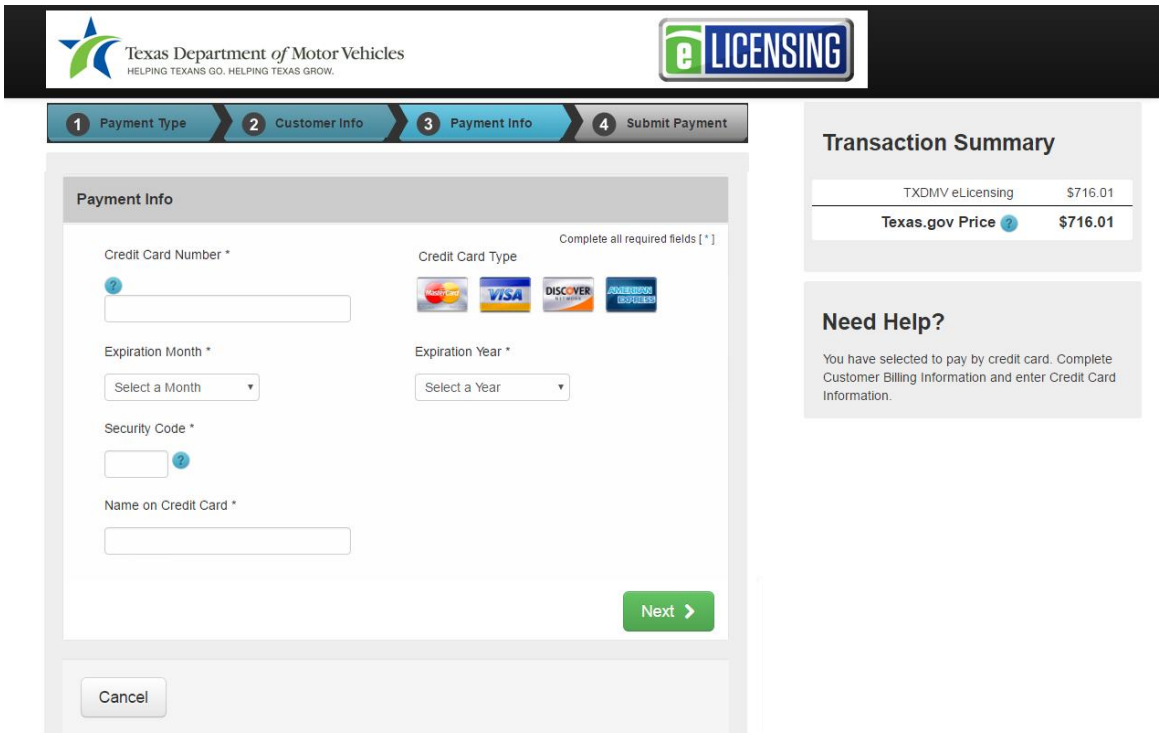
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

6. In the **Payment Info** section:



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

b. For **Expiration Month**, select the appropriate month from the dropdown.

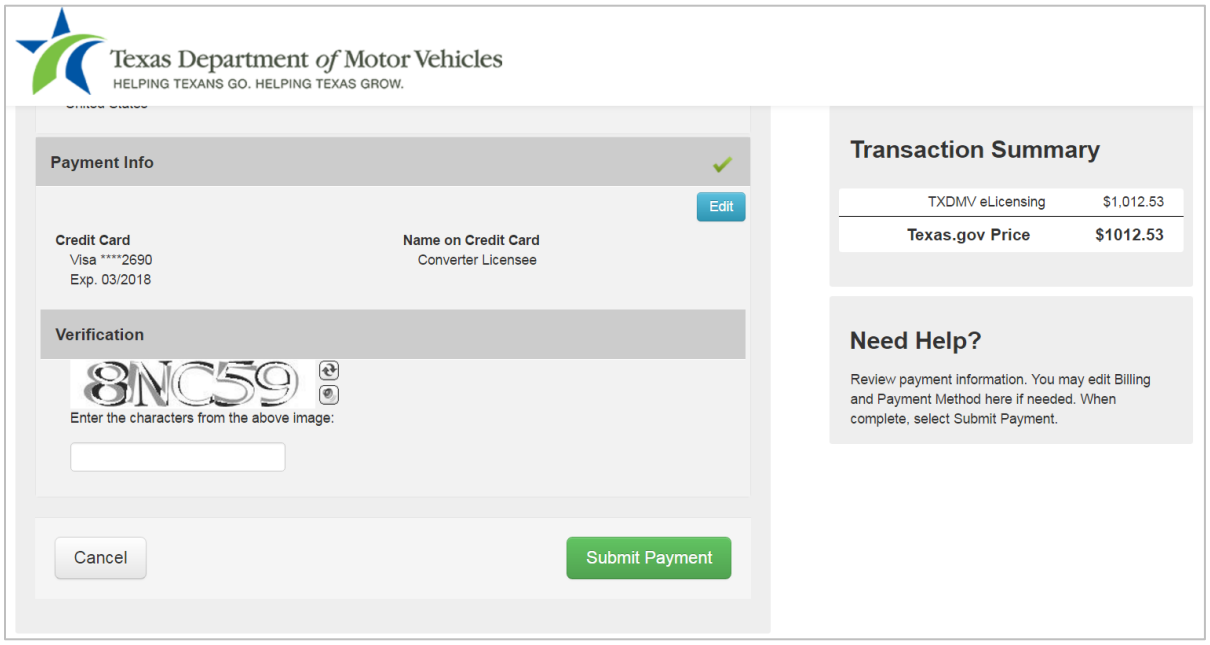
c. For **Expiration Year**, select the appropriate year from the dropdown.

d. For **Security Code**, type in the 3-digit number string from the back of the card.

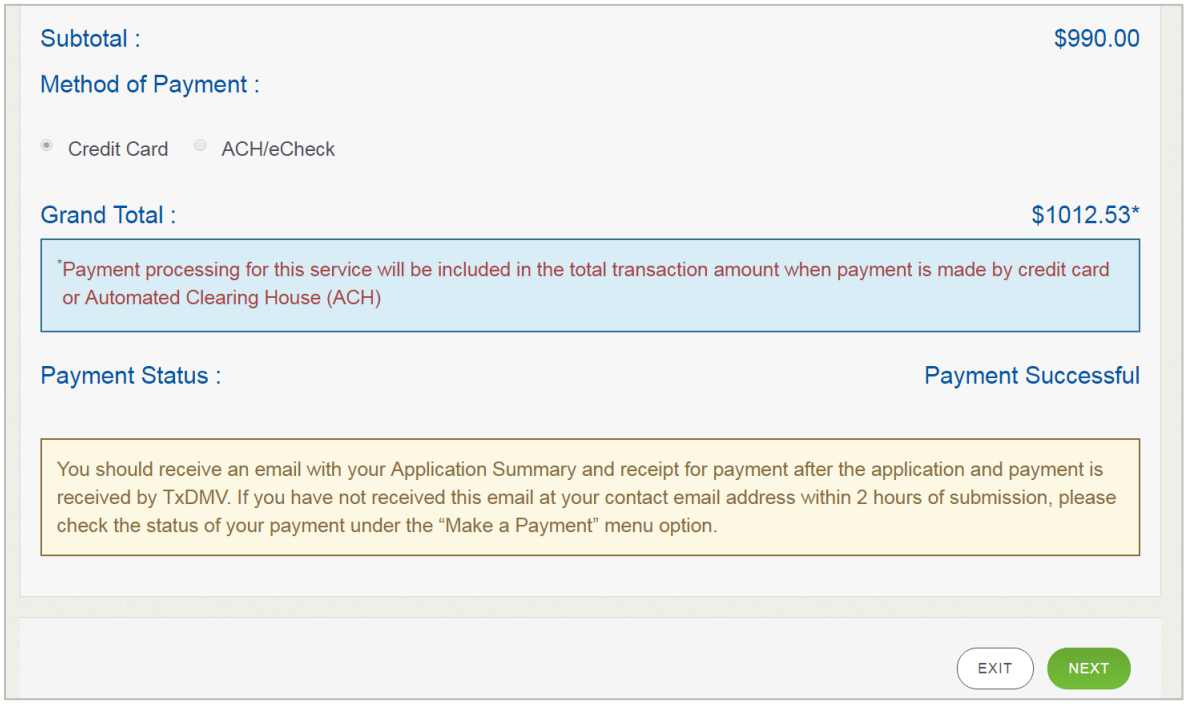
e. For **Name on Card**, type in the full name printed on the card.

f. Click the **Next** button

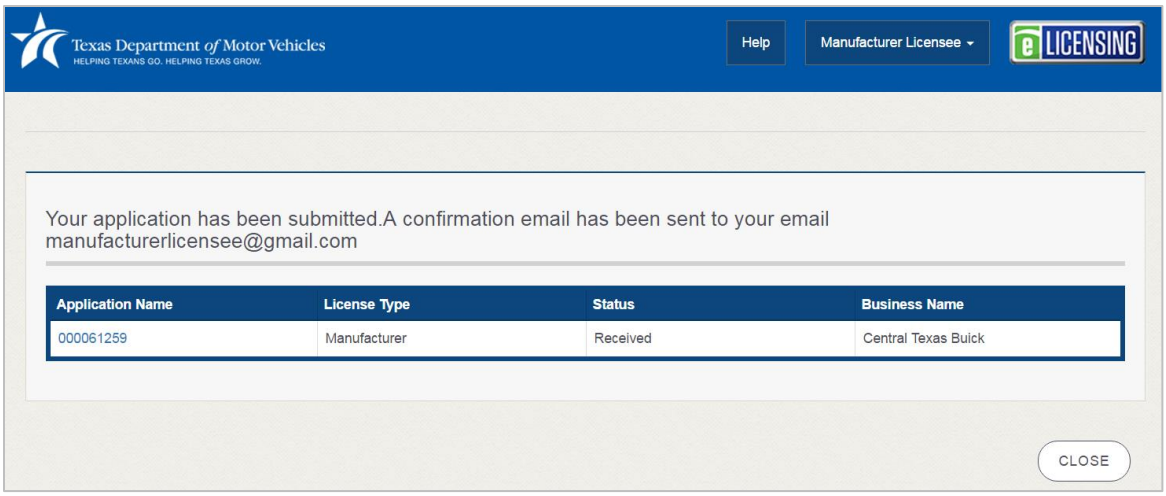
7. In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.



8. After the *Please Wait* popup closes and the *Payment Summary* page displays again, verify that the Payment Status is Payment Successful and click the **NEXT** button.



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

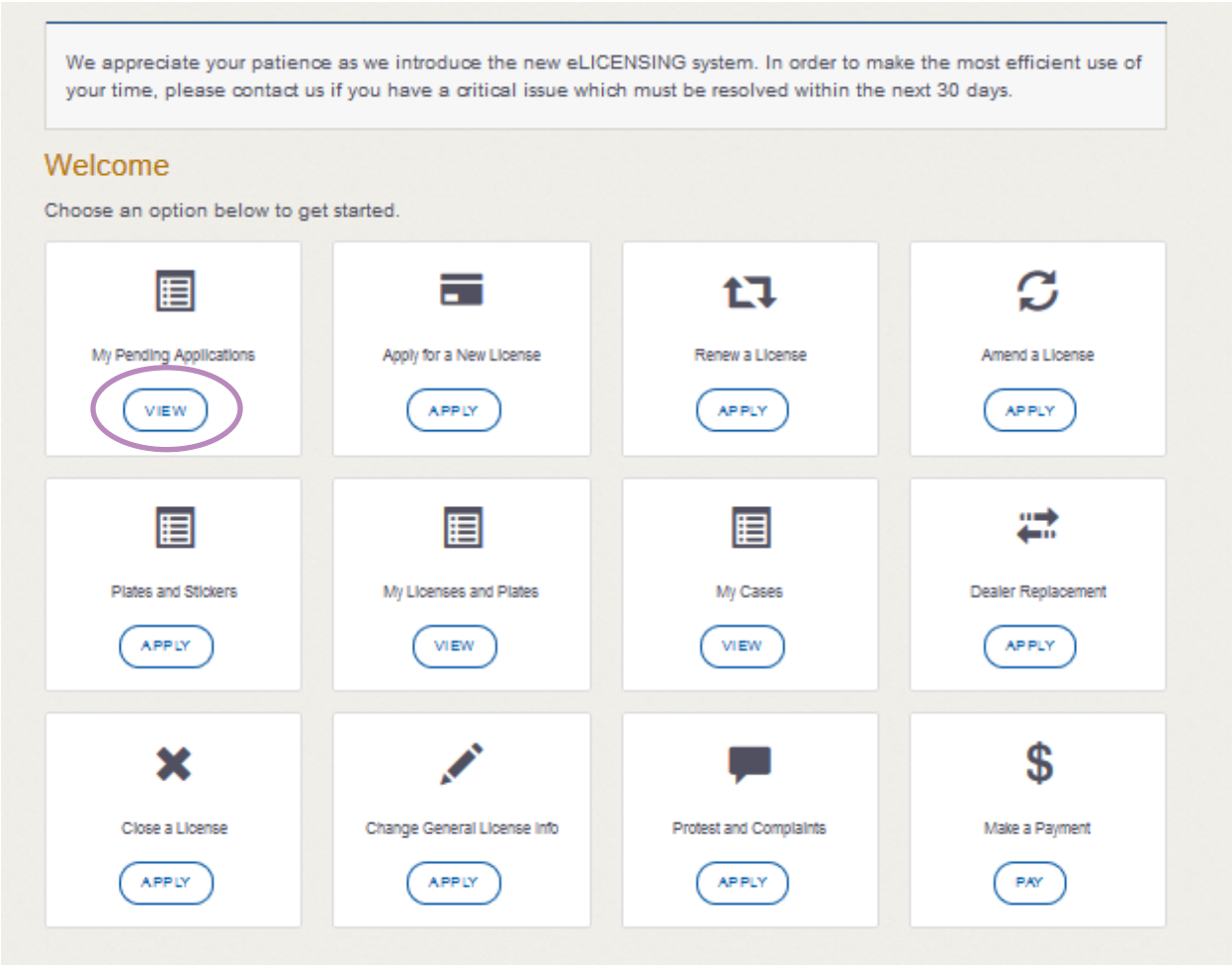


3 Accessing Saved Manufacturer Applications

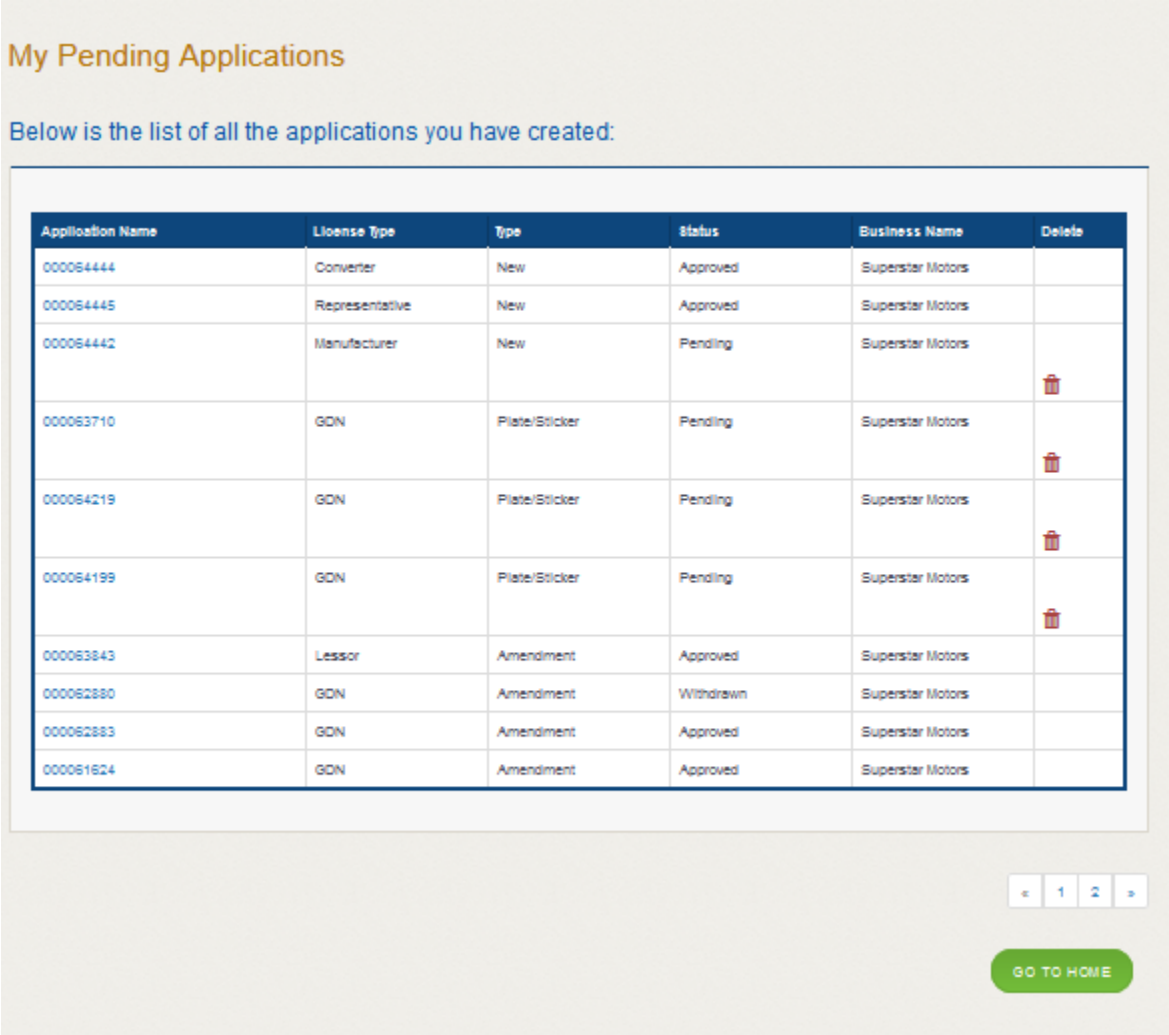
If you have started an application (such as a new license, a renewal, or an amendment) but have not finished it or were waiting to submit it, you can access it from a saved applications list. The application will open to the last page you have completed. You can use the **PREVIOUS** button to return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

Note: If you only need to pay the application fees, you can use **Make a Payment**.

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



2. From the list of pending applications, click the name of the application to work with.



Application Name	License Type	Type	Status	Business Name	Delete
000064444	Converter	New	Approved	Superstar Motors	
000064445	Representative	New	Approved	Superstar Motors	
000064442	Manufacturer	New	Pending	Superstar Motors	
000063710	GDN	Plate/Sticker	Pending	Superstar Motors	
000064219	GDN	Plate/Sticker	Pending	Superstar Motors	
000064199	GDN	Plate/Sticker	Pending	Superstar Motors	
000063843	Lessor	Amendment	Approved	Superstar Motors	
000062880	GDN	Amendment	Withdrawn	Superstar Motors	
000062883	GDN	Amendment	Approved	Superstar Motors	
000061624	GDN	Amendment	Approved	Superstar Motors	

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

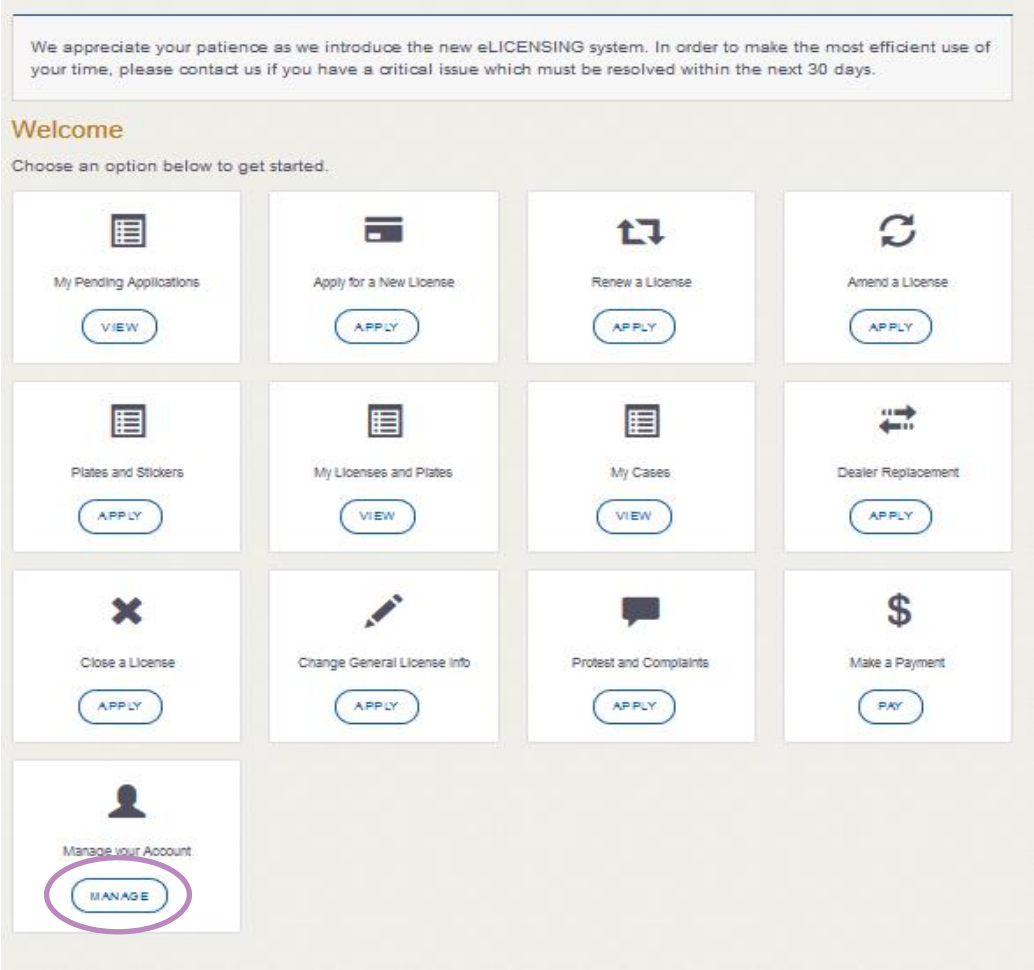
4 Working with Your Manufacturer Accounts

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created in it. You can also add dealers and attorneys from your staff personnel as new users and new business entities to your account if you are the eLICENSING Administrator.

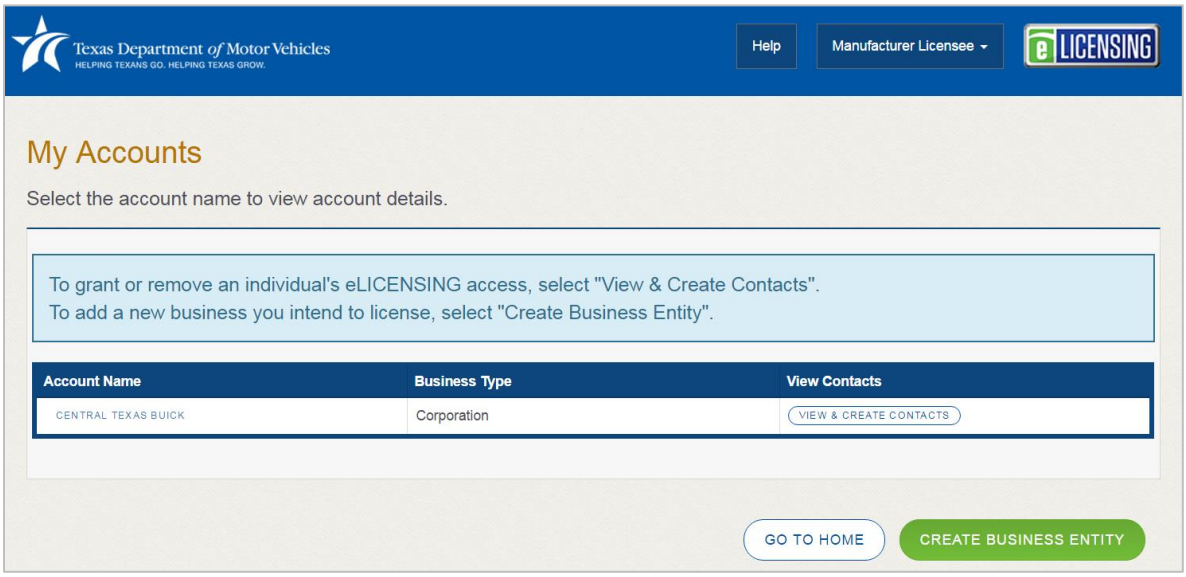
4.1 Viewing Account and User Information

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

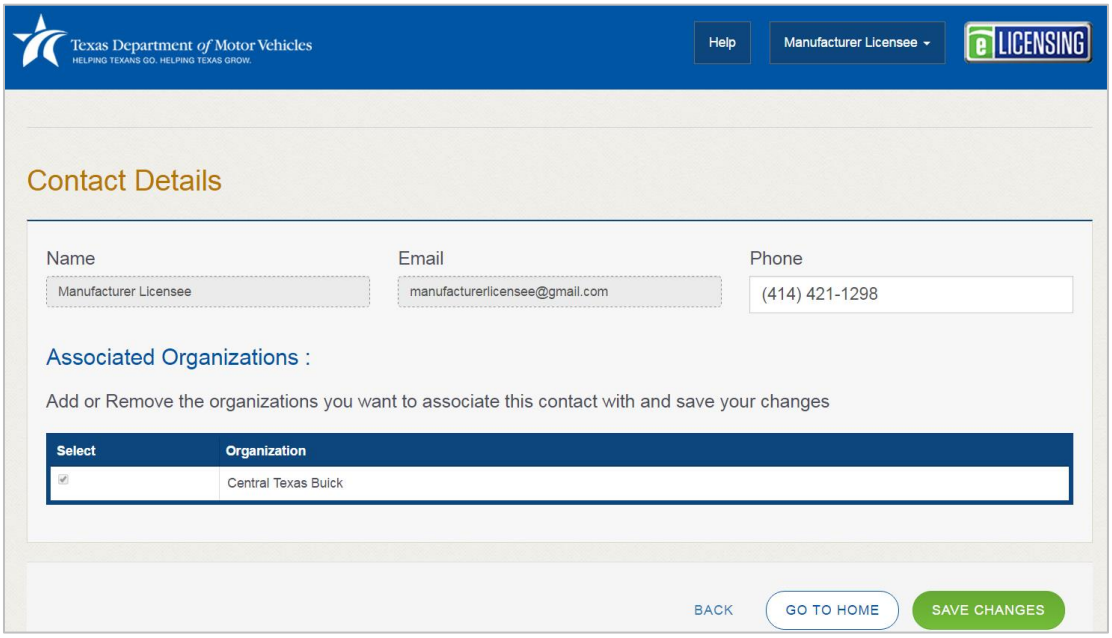
1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage Account** area.



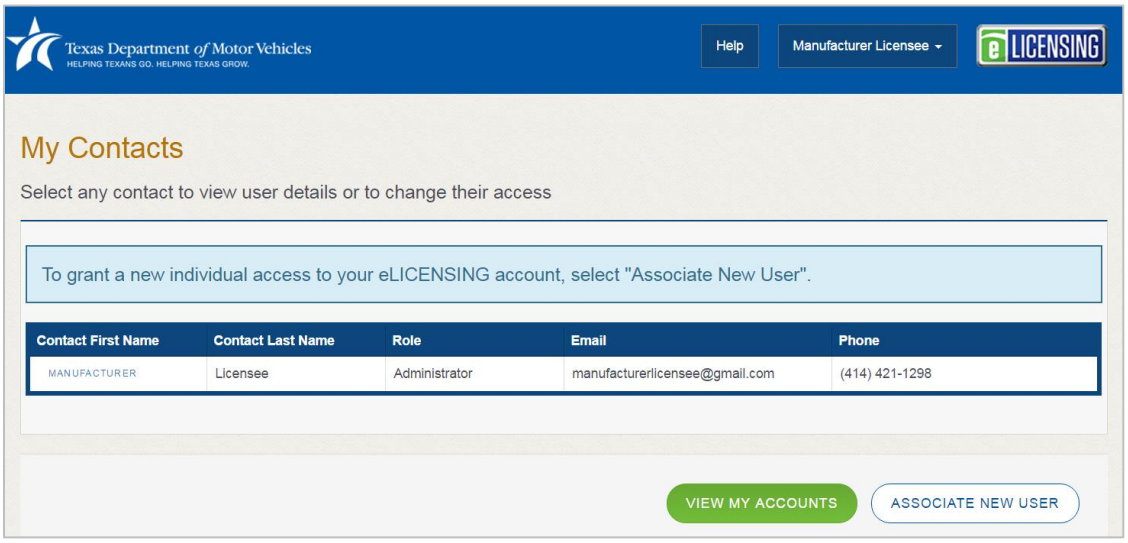
2. On the *My Accounts* page, to:



- View the details submitted when the account was registered with TxDMV, click the name of the account.



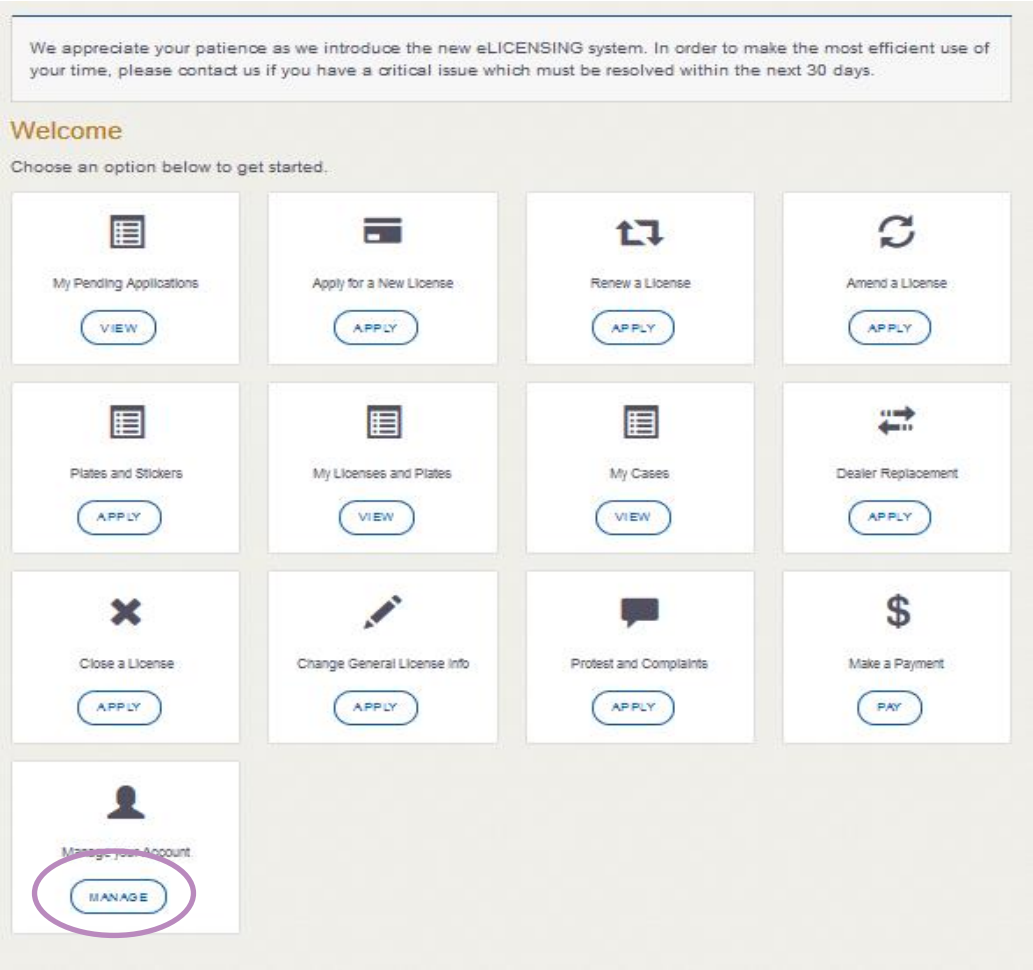
- View the users in your account, click the **VIEW & CREATE CONTACTS** button.



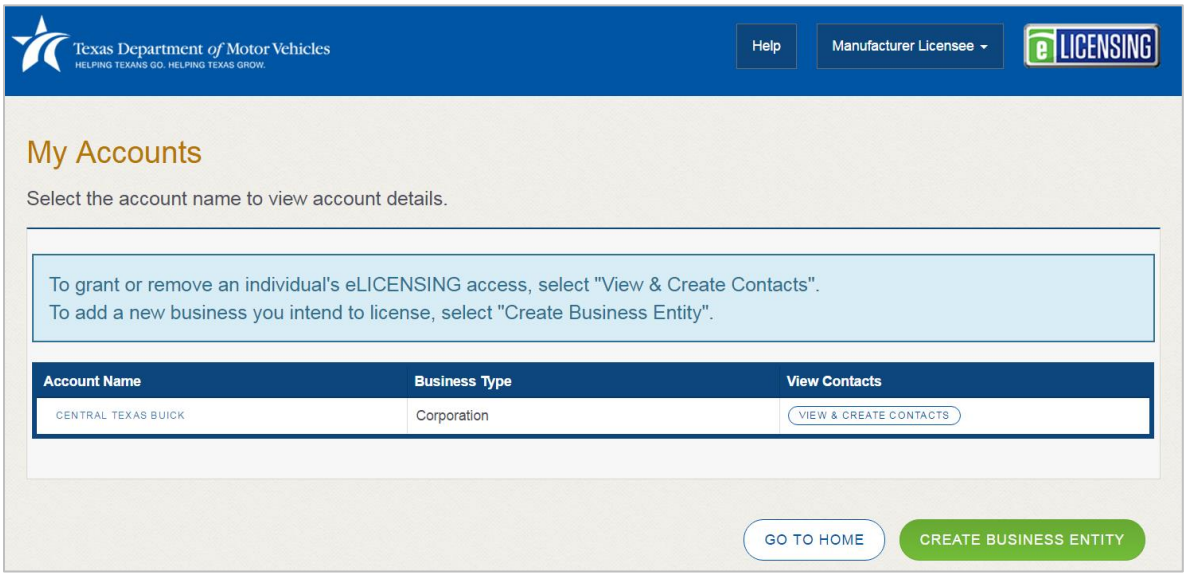
4.2 Adding New Account Users

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

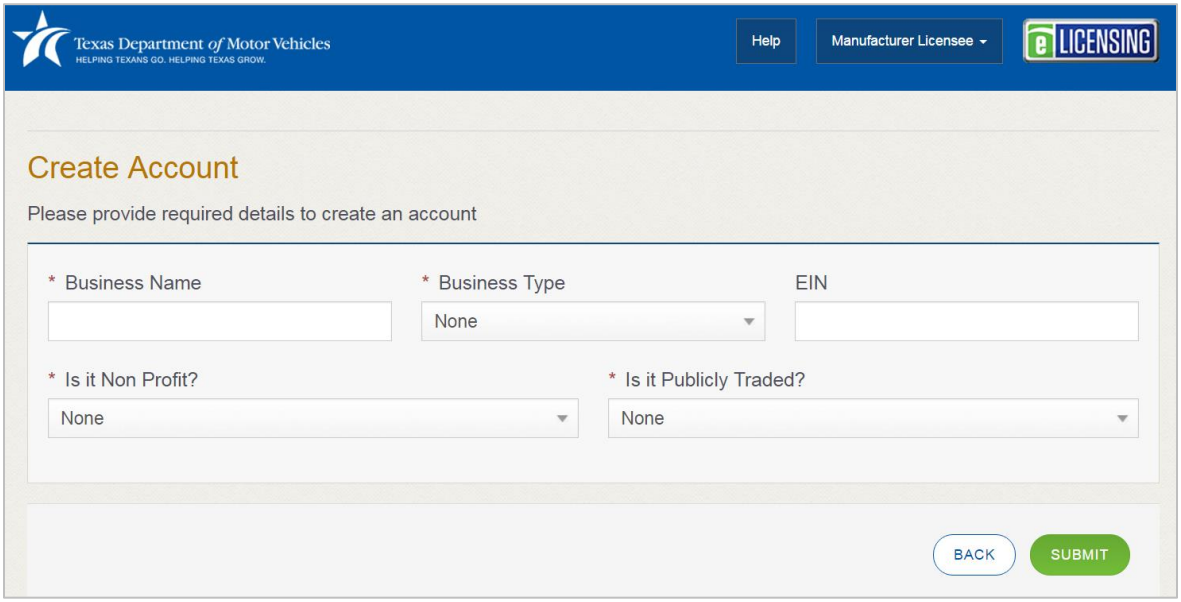
1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.


We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.
Welcome
Choose an option below to get started.
My Pending Applications
VIEW
Apply for a New License
APPLY
Renew a License
APPLY
Amend a License
APPLY
Plates and Stickers
APPLY
My Licenses and Plates
VIEW
My Cases
VIEW
Dealer Replacement
APPLY
Close a License
APPLY
Change General License Info
APPLY
Protest and Complaints
APPLY
Make a Payment
PAY
MANAGE

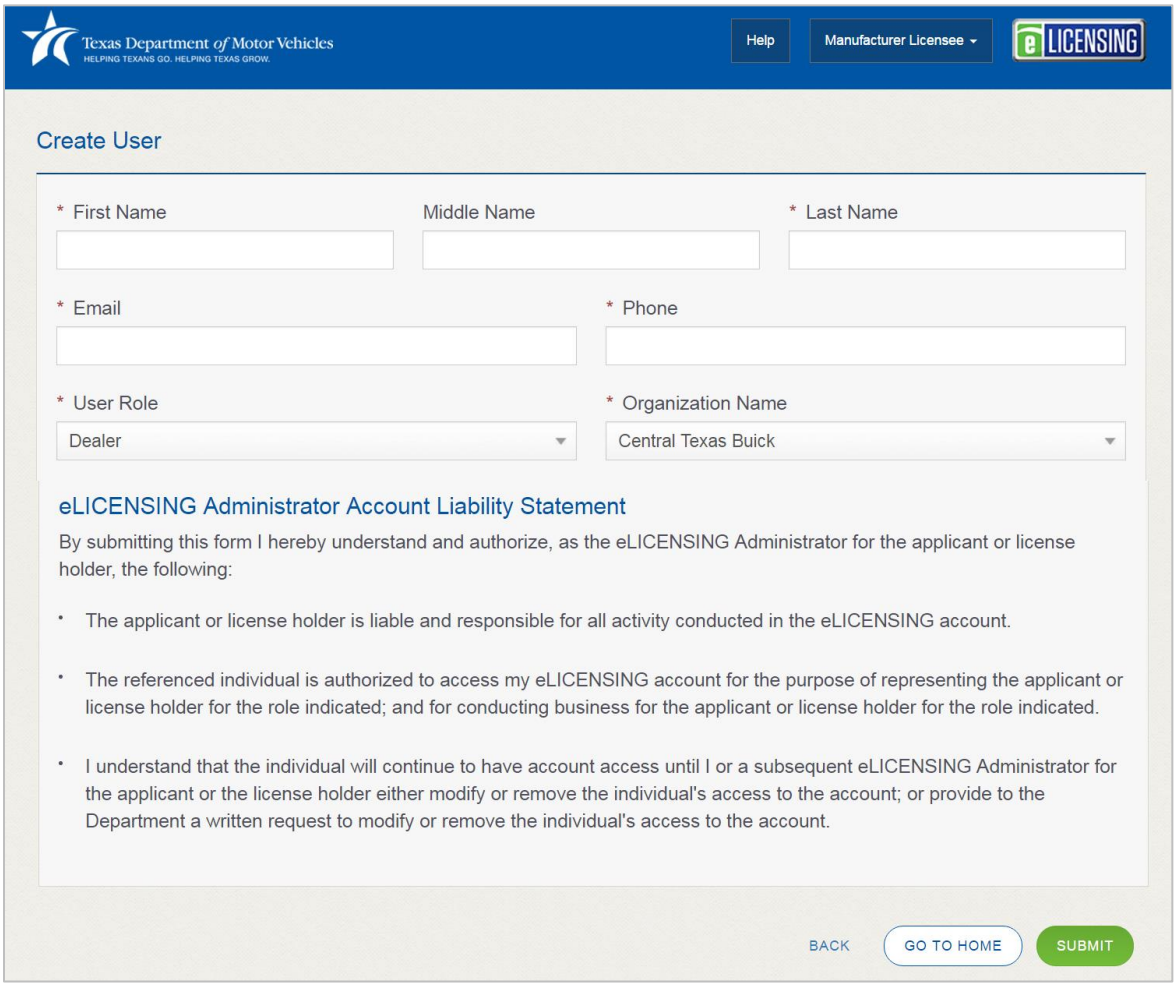
2. On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.



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



4. On the *Create User* page:



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

b. For **Email**, type in the email address where this user can receive email messages.

c. For **Phone**, type in the telephone number where this user can be contacted.

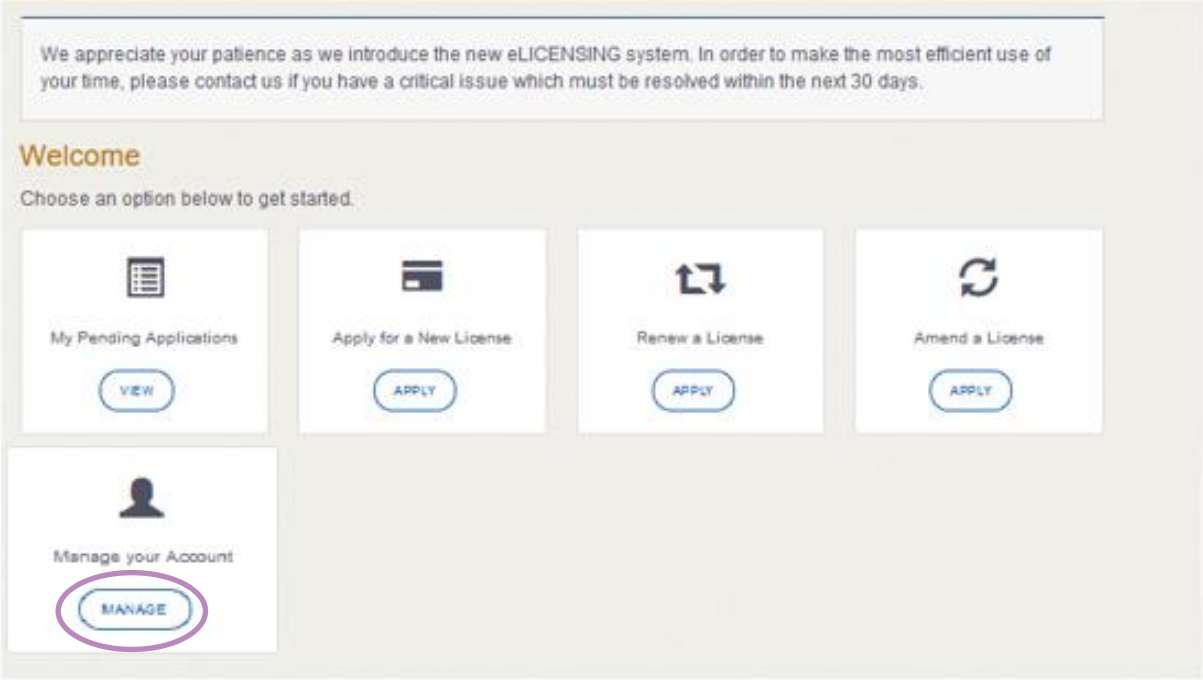
d. For **User Role**, select **Dealer** (for a member of the staff).

e. Carefully read the Liability statement and then click the **SUBMIT** button.

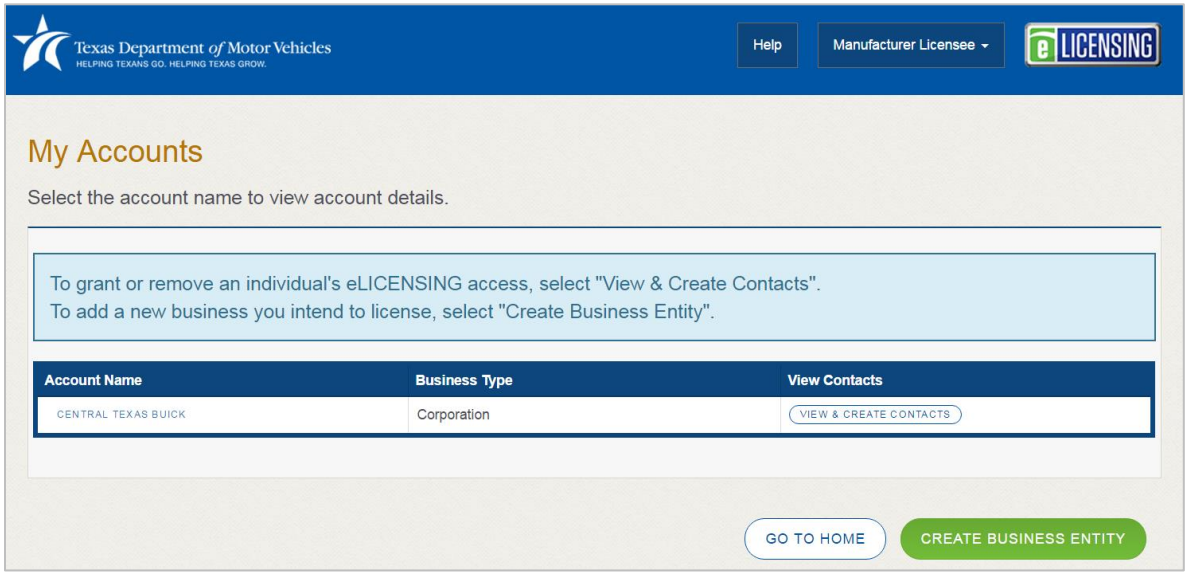
5. On the *My Accounts* page, be sure the new user name, role, email, and telephone number display correctly in the list.

4.3 Adding an Account to Your Organization

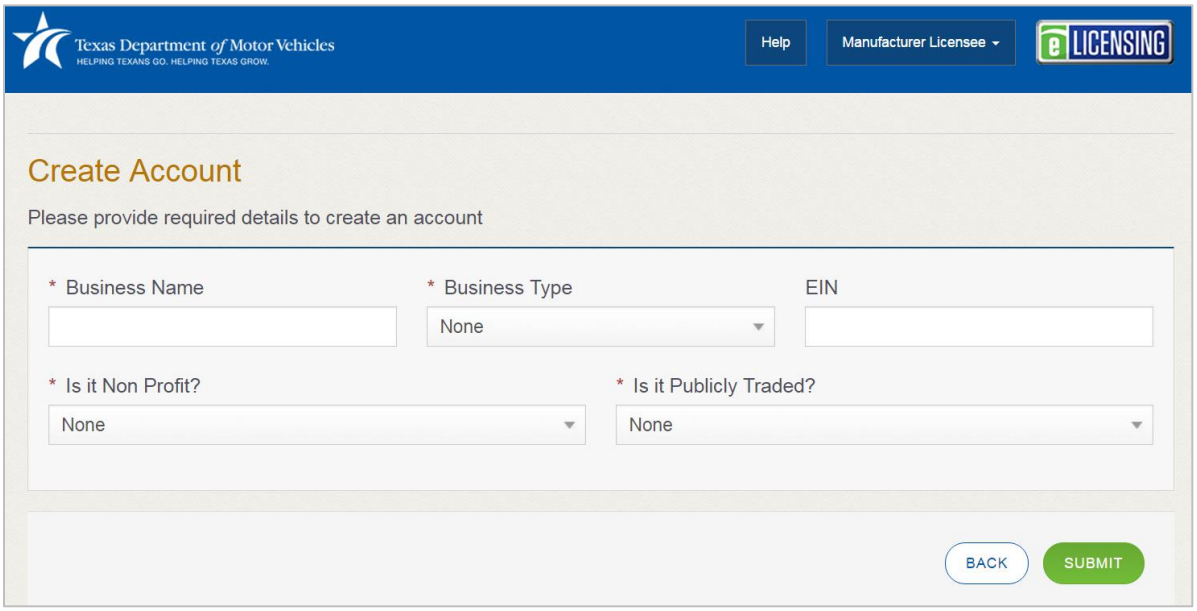
1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.



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



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



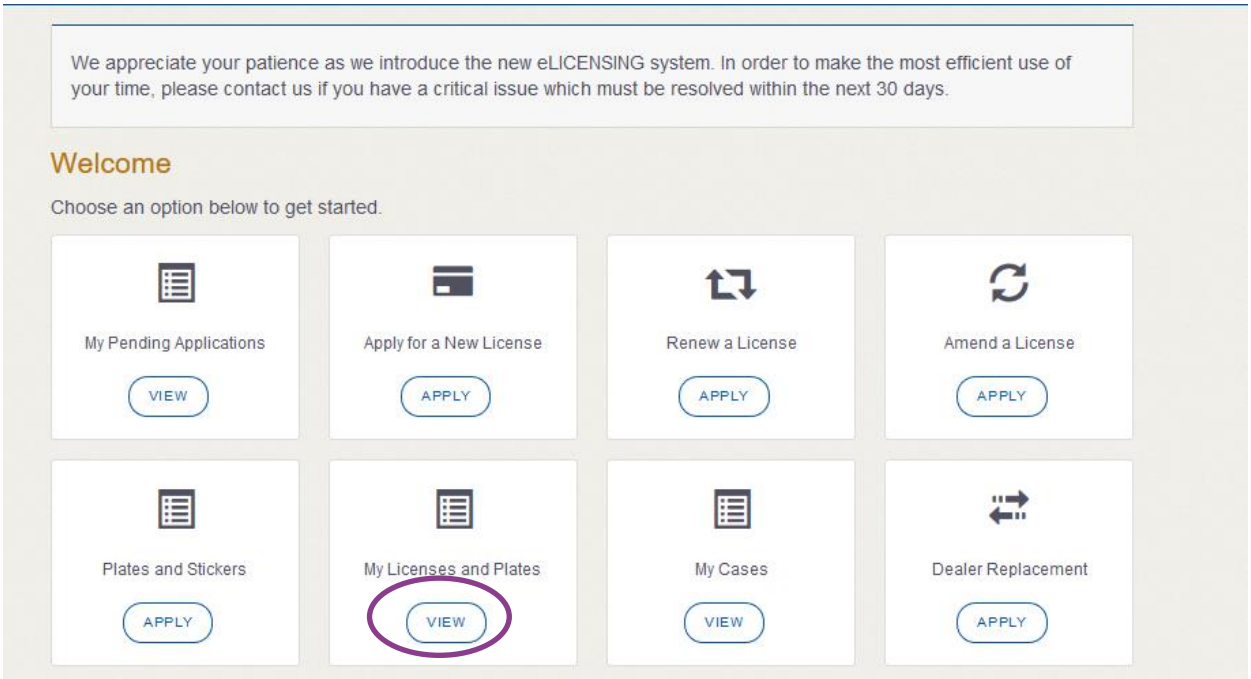
4. On the *My Accounts* page, be sure the new account name displays in the list.

5 Working with Manufacturer Licenses and Plates

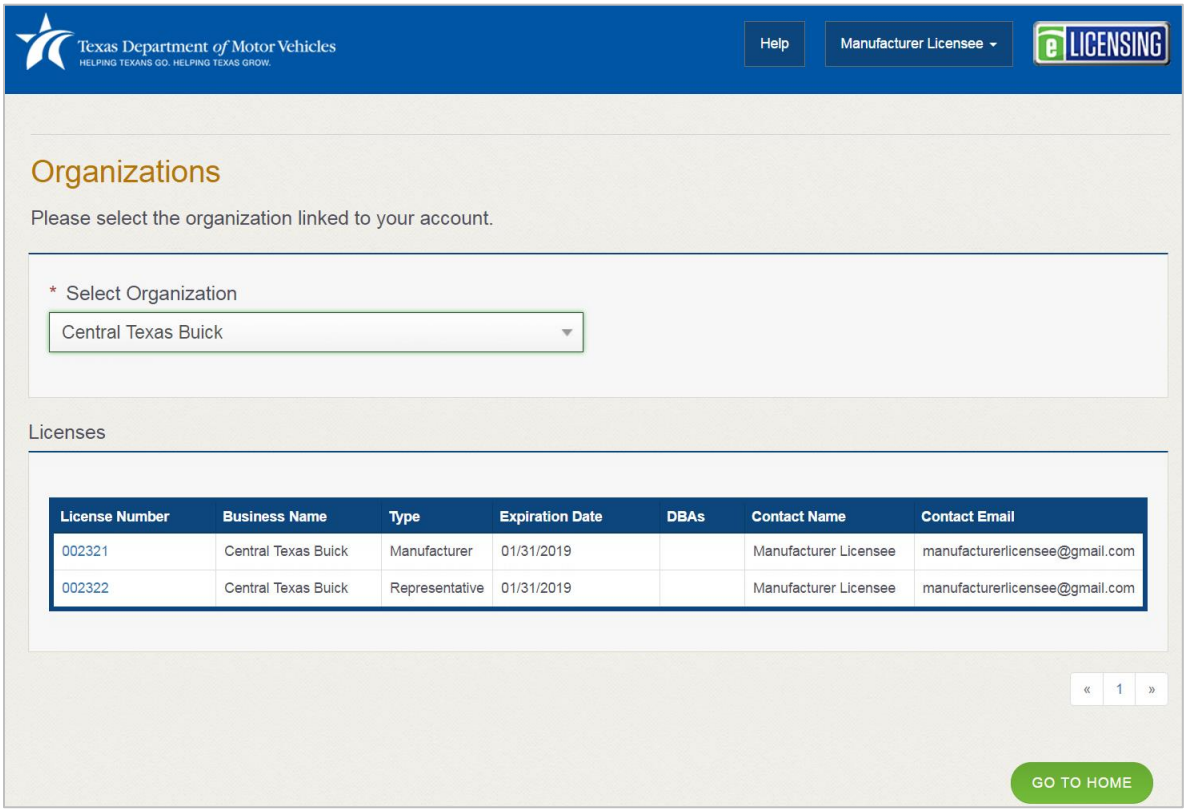
You can view the licenses associated with your account and print them if necessary. You can also view the plates associated with your account and order new plates and windshield stickers.

5.1 Viewing and Printing Your Licenses

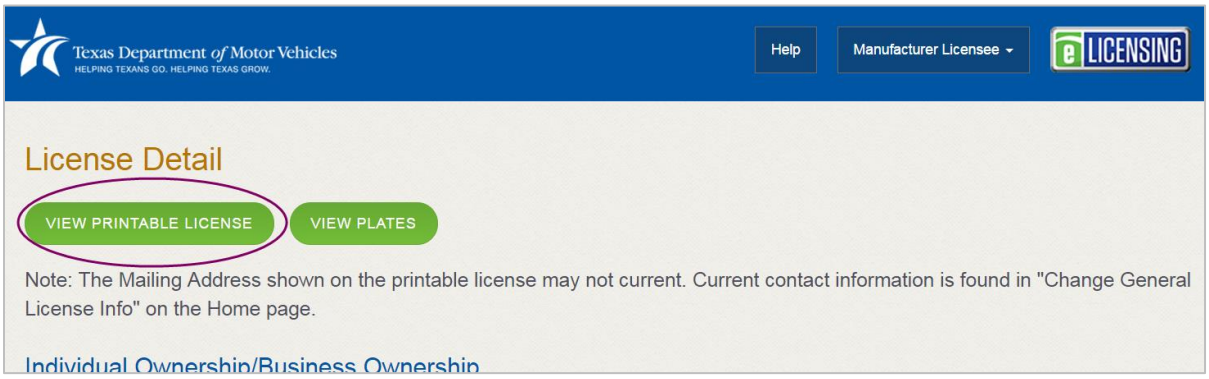
1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



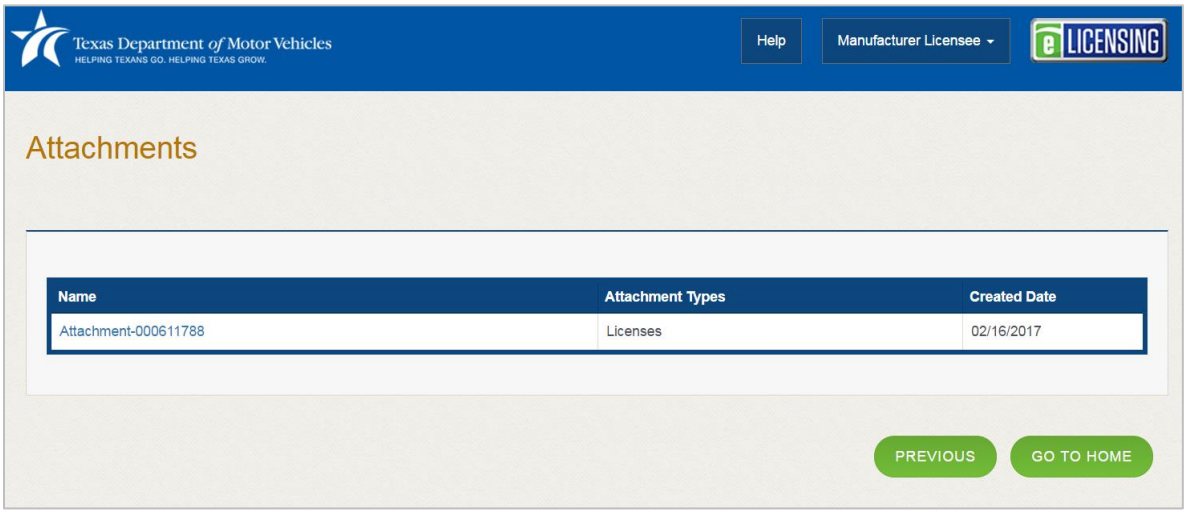
2. On the *Organizations* page, click the dropdown list and select your organization.
3. From the list of licenses displayed, click the appropriate license number.



4. On the *License Detail* page, click the **VIEW PRINTABLE LICENSE** button.



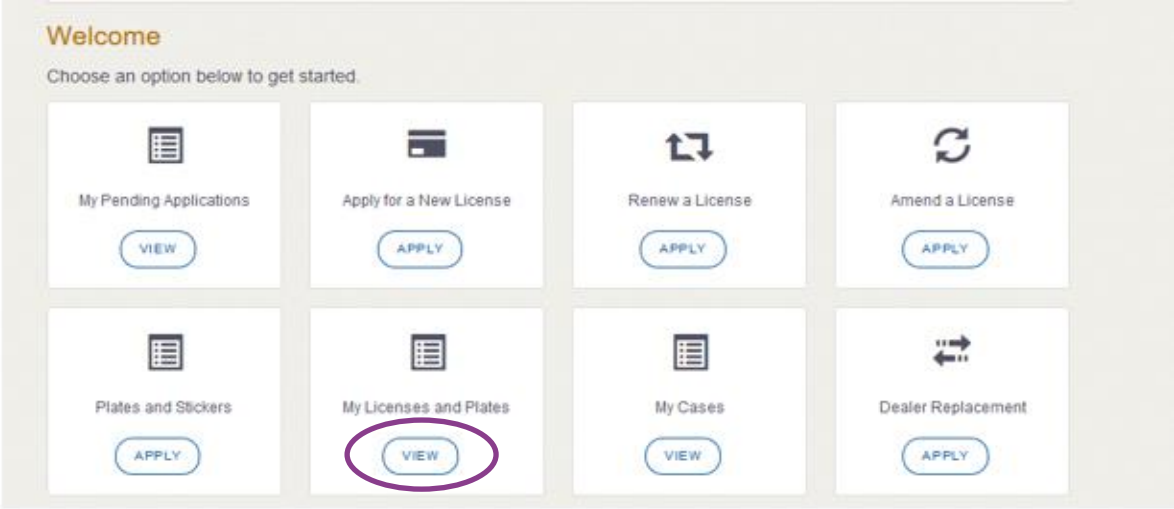
5. On the *Attachments* page, click on the name of the license.



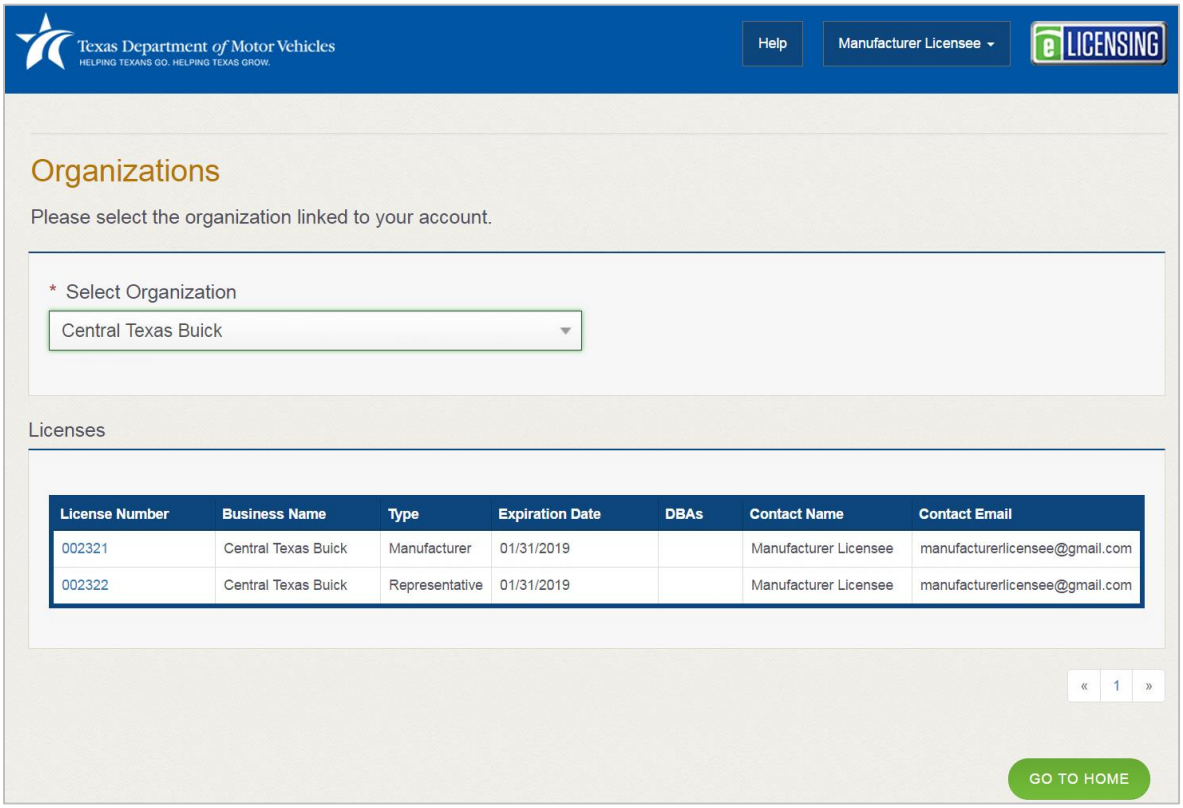
6. To print the license, send the PDF file displayed to your printer.

5.2 Viewing Your Plates

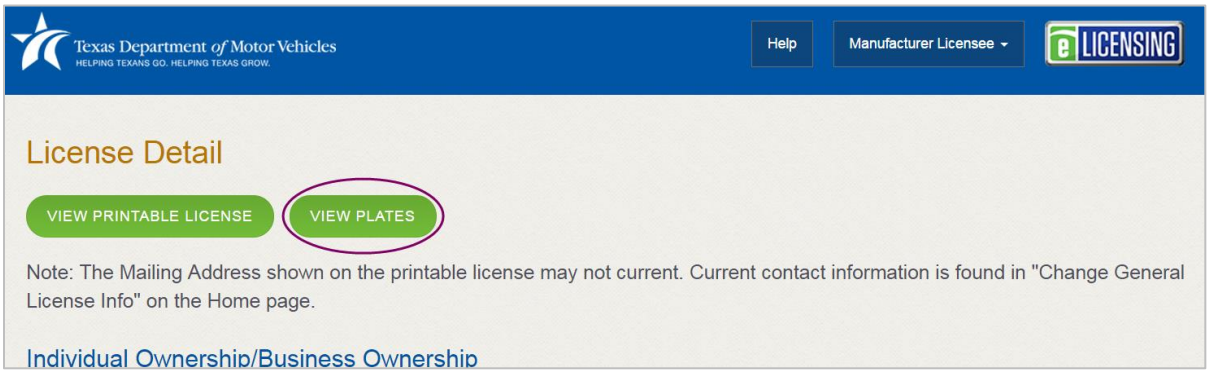
1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



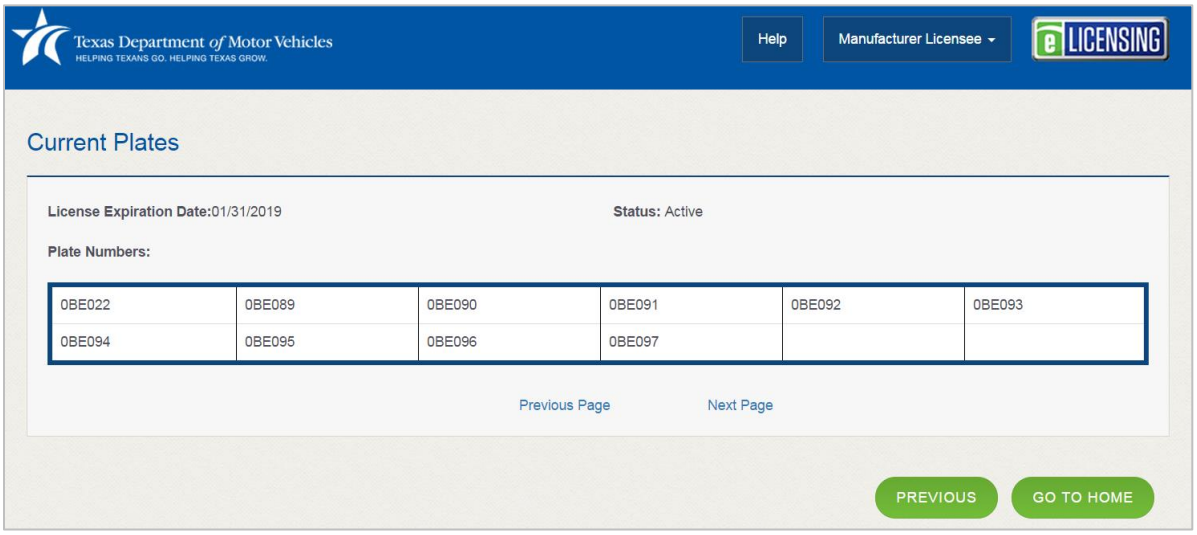
2. On the *Organizations* page, click the drop-down list and select your organization.
3. From the list of licenses displayed, click the appropriate license number.



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



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



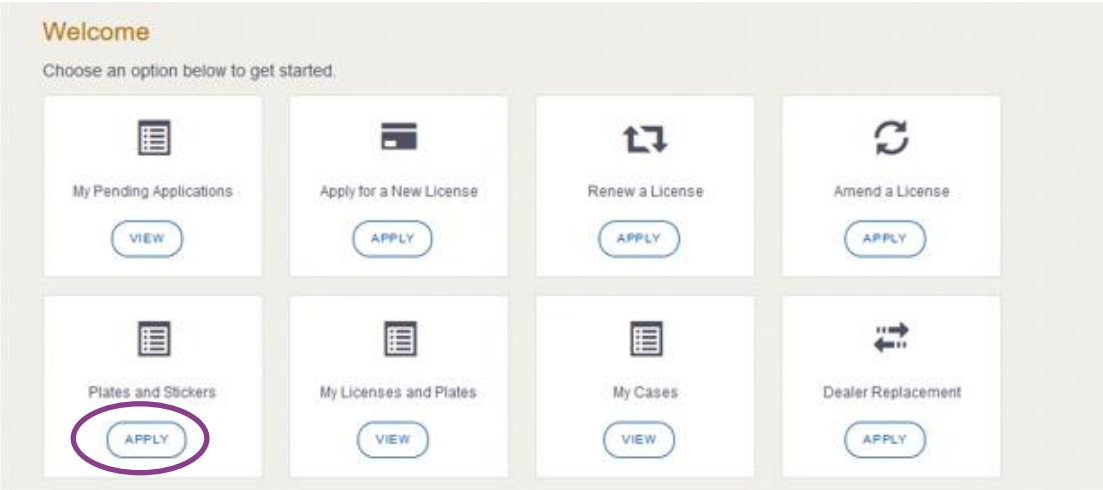
6. Click the **GO TO HOME** button

5.3 Ordering New License Plates and Stickers

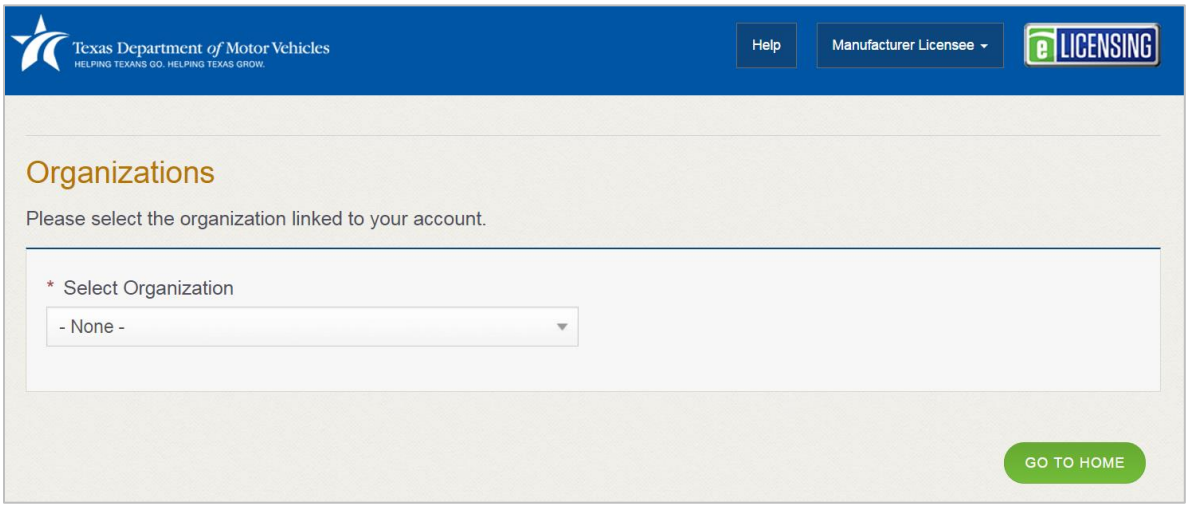
To order new plates, you must submit an application. During the application process, you will be asked about the amount of sales that requires you to purchase additional plates and must upload and attach a file containing proof of the sales.

5.3.1 Applying for the New Plates

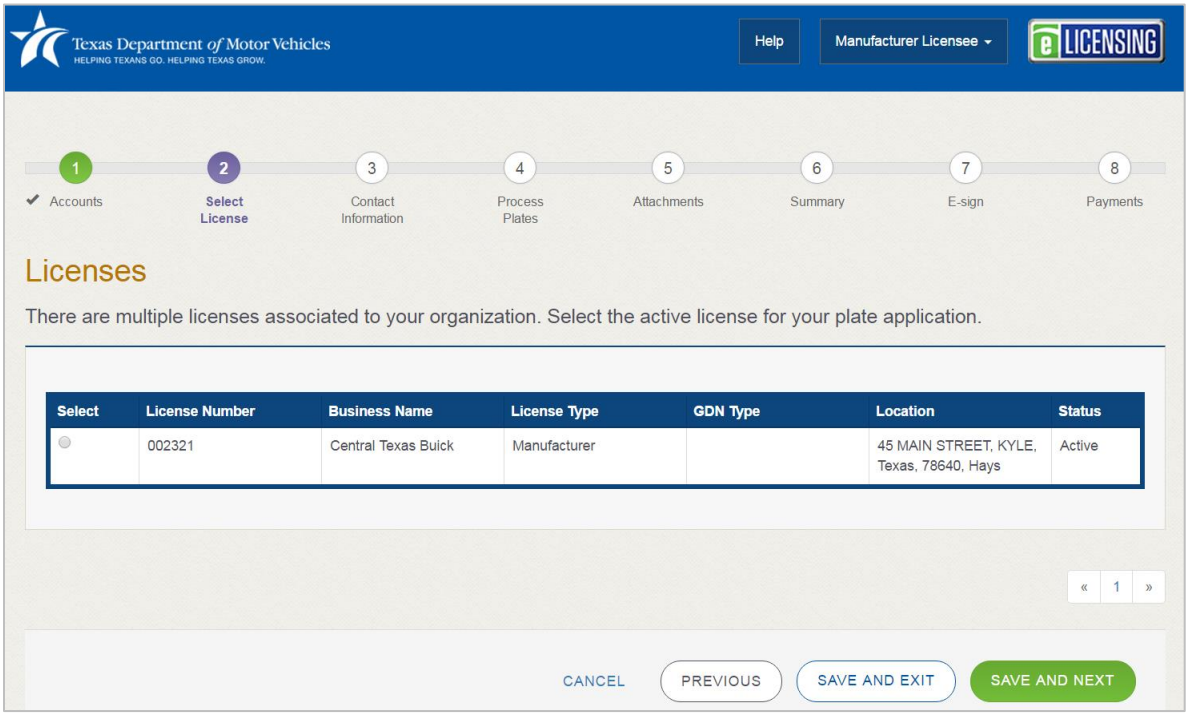
1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Plates and Stickers** area.



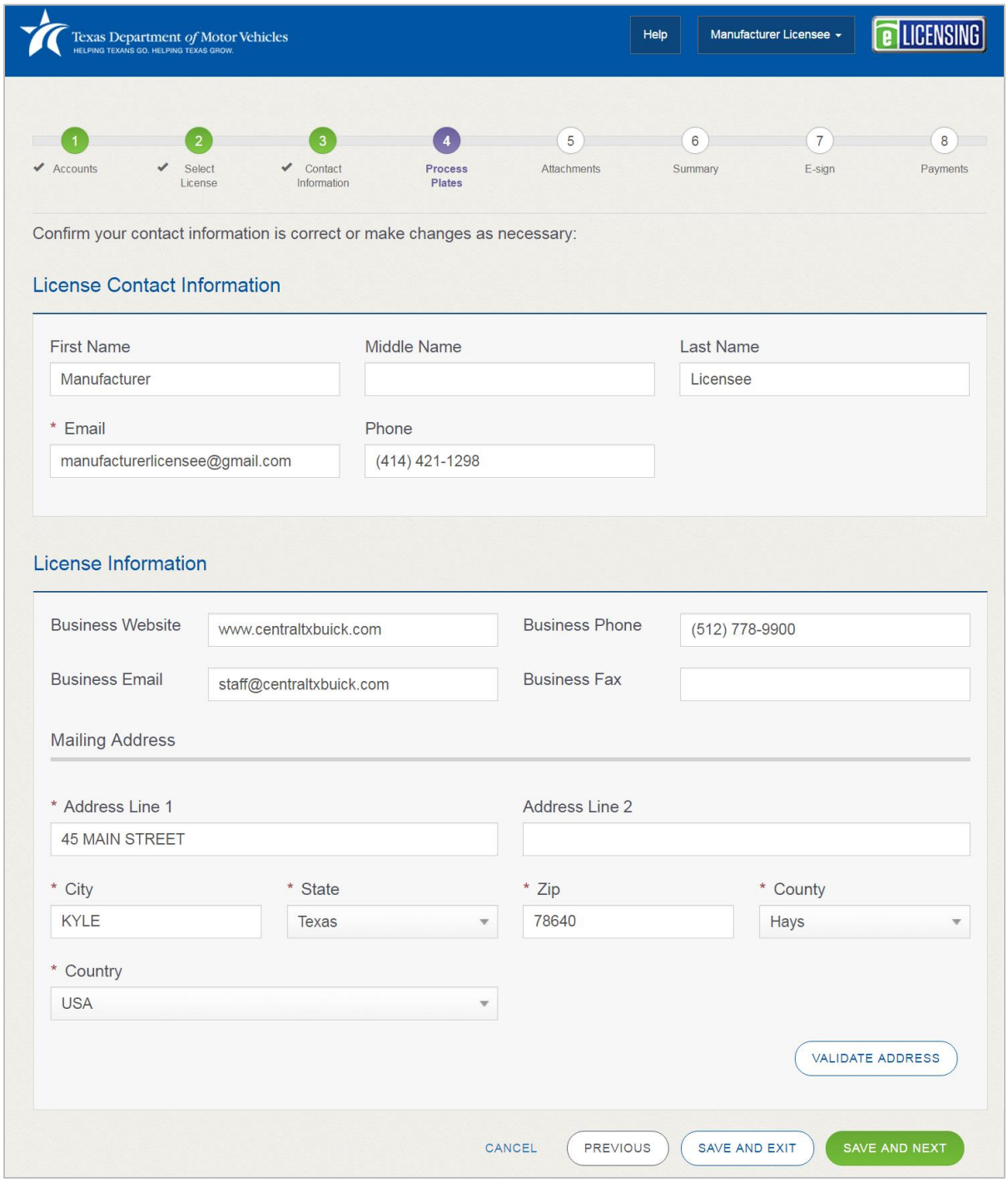
2. On the *Organizations* page, click the drop-down list and select your organization.



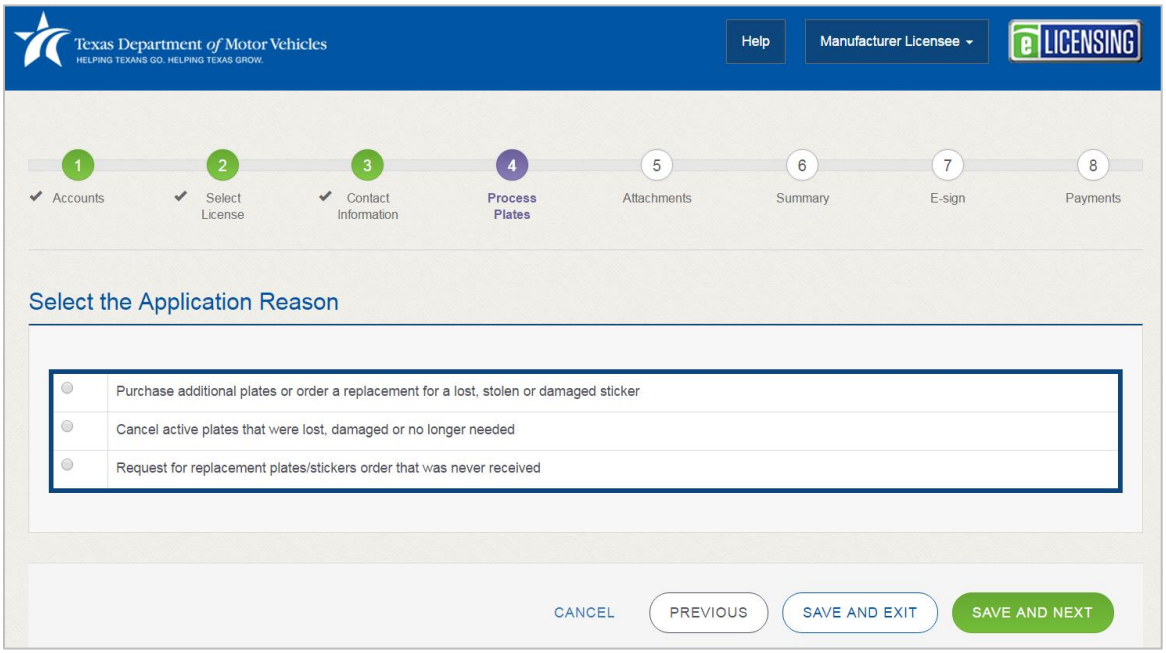
3. On the *Licenses* page, click the option button for appropriate license for the plate application and click the **SAVE AND NEXT** button.



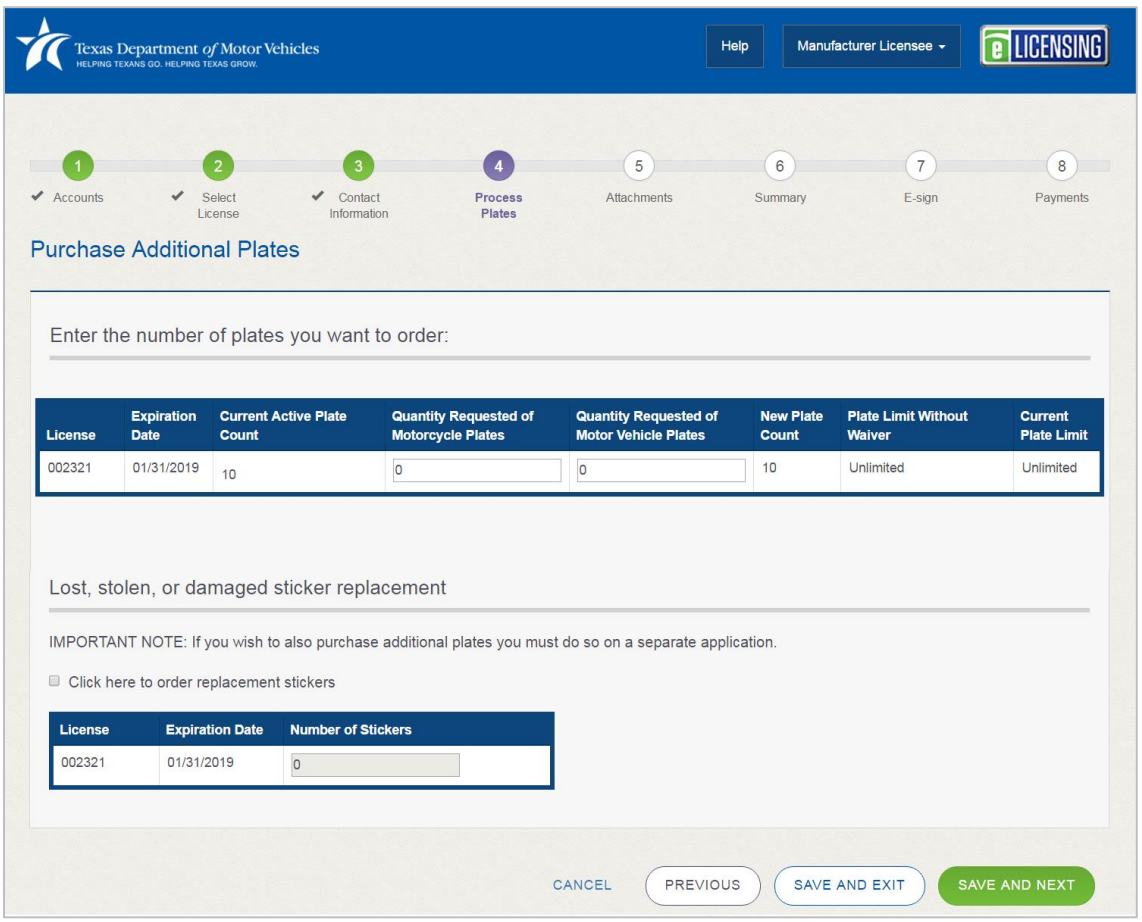
4. On the *Contact Information* page, type in a new contact if necessary and then click the **SAVE AND NEXT** button



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



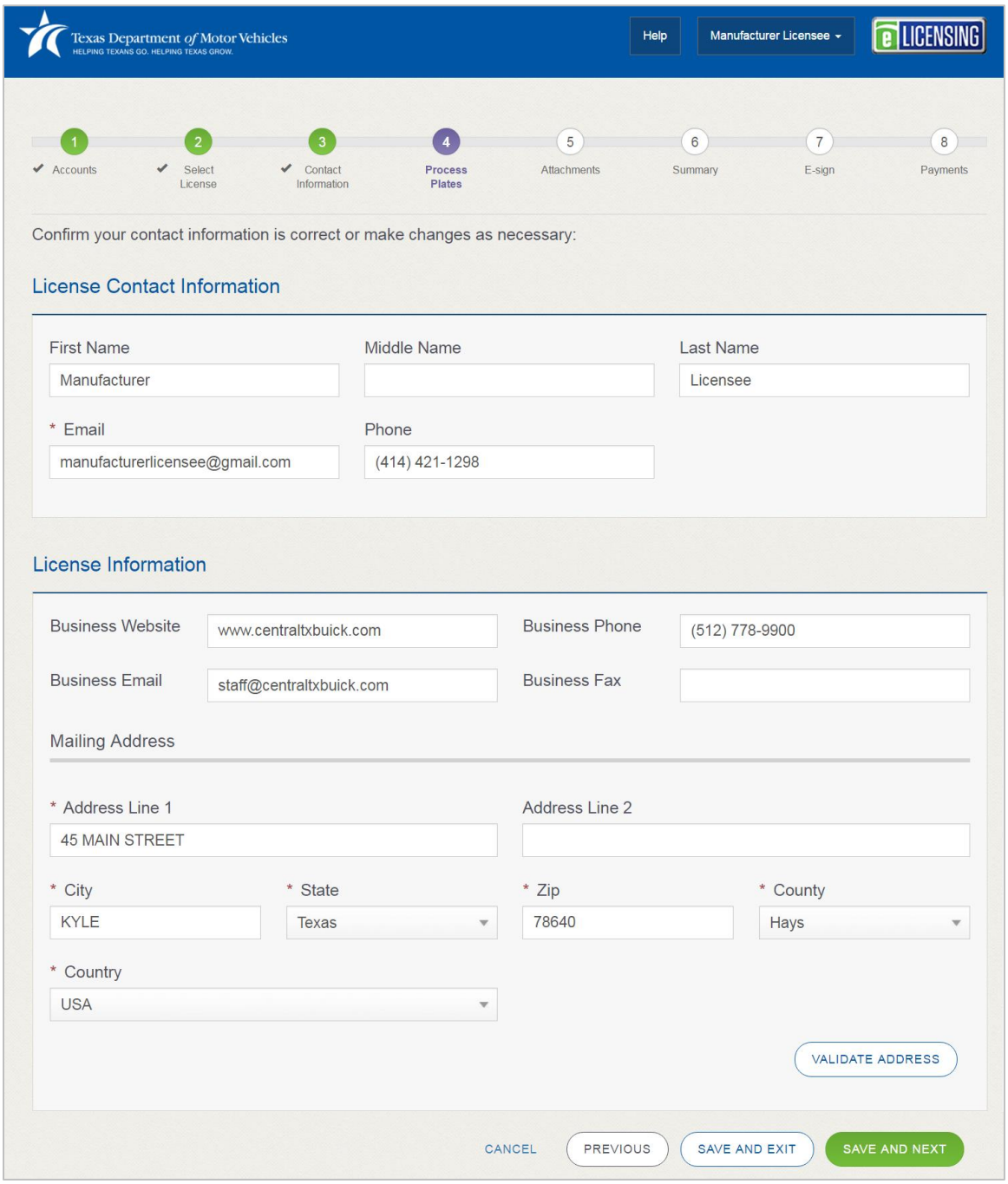
6. On the *Purchase Additional Plates* page:



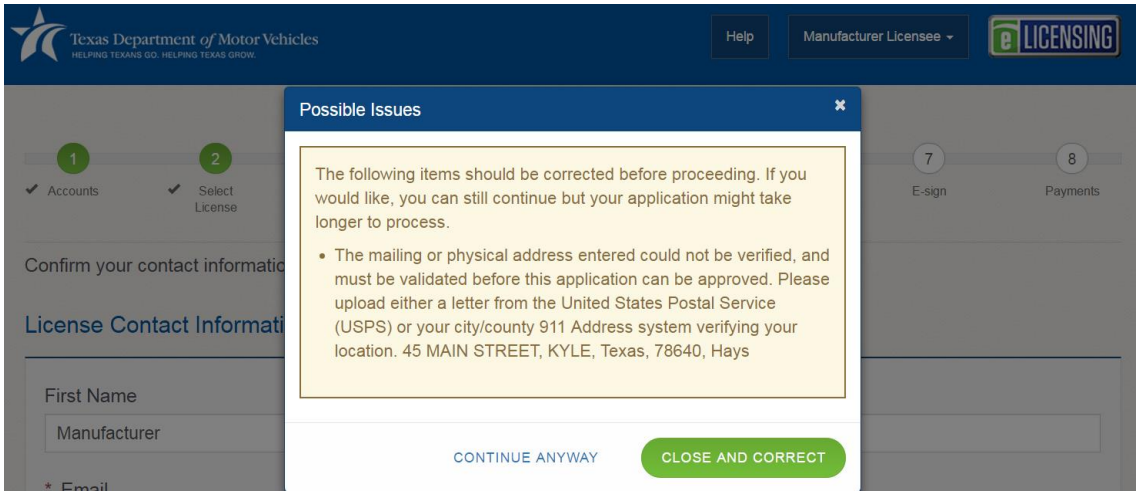
a. For **Quantity Requested**, type the number of plates to order.

b. Click the **SAVE AND NEXT** button.

7. On the *License Contact* page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.

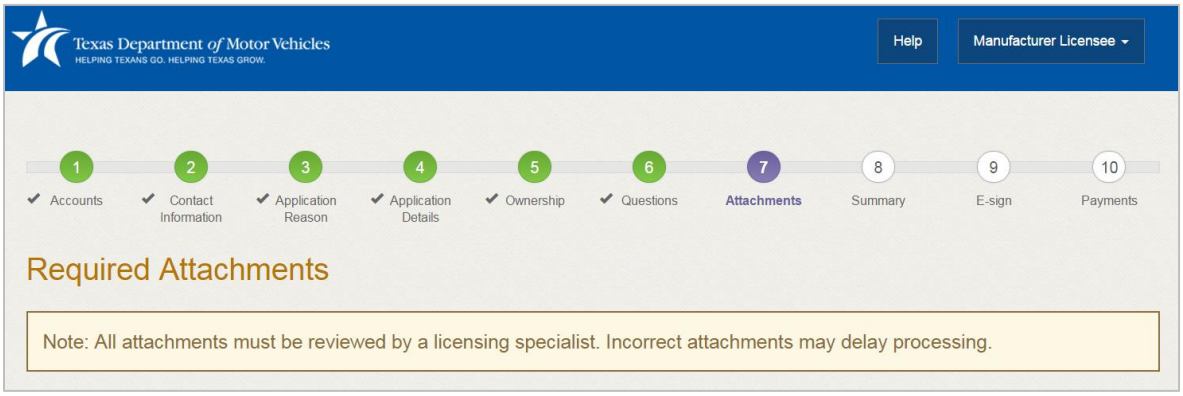


8. If the application has issues that need to be resolved, the *Possible Issues* popup displays.

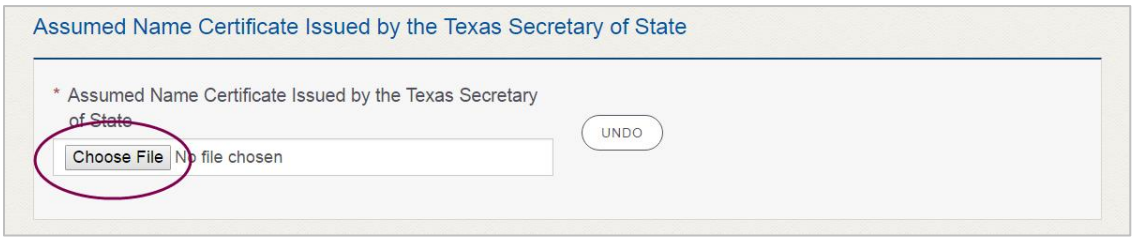


9. To:
   - Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
   - Skip making fixes at this time, click the **CONTINUE ANYWAY** button.

10. On the *Attachments* page:

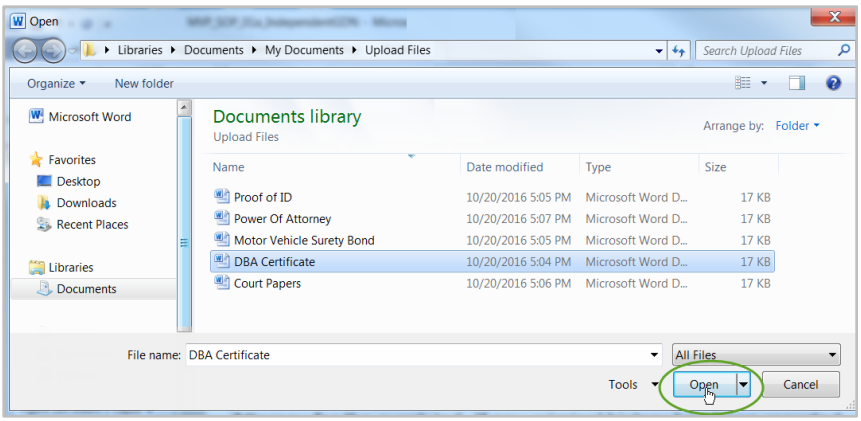


a. For each required file listed on the page, click the **CHOOSE FILE** button (as shown below).

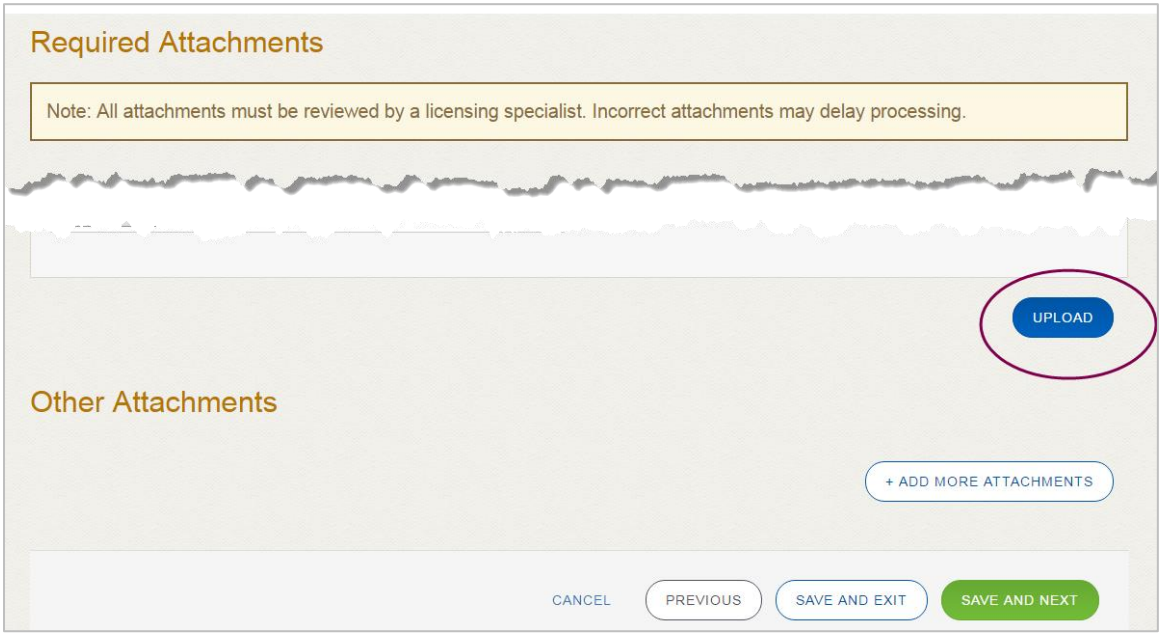


b. On the *Open* popup:

1) Navigate to the file (on the computer or a shared network resource).
2) Select the file and click the **Open** button.



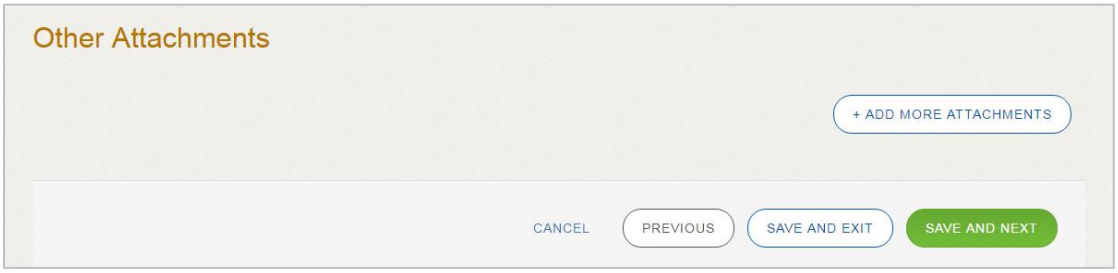
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



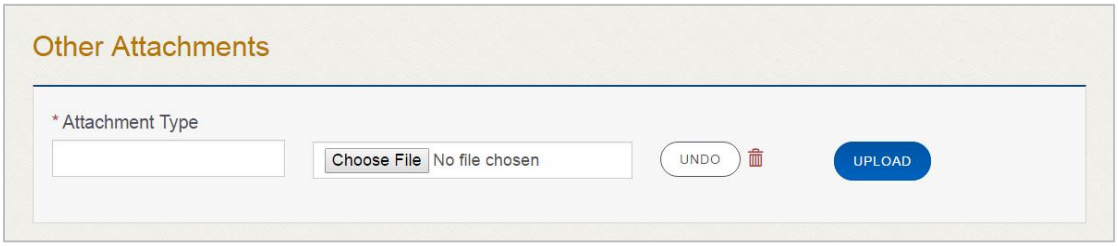
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

d. To add other files to your application that are not shown as required:

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

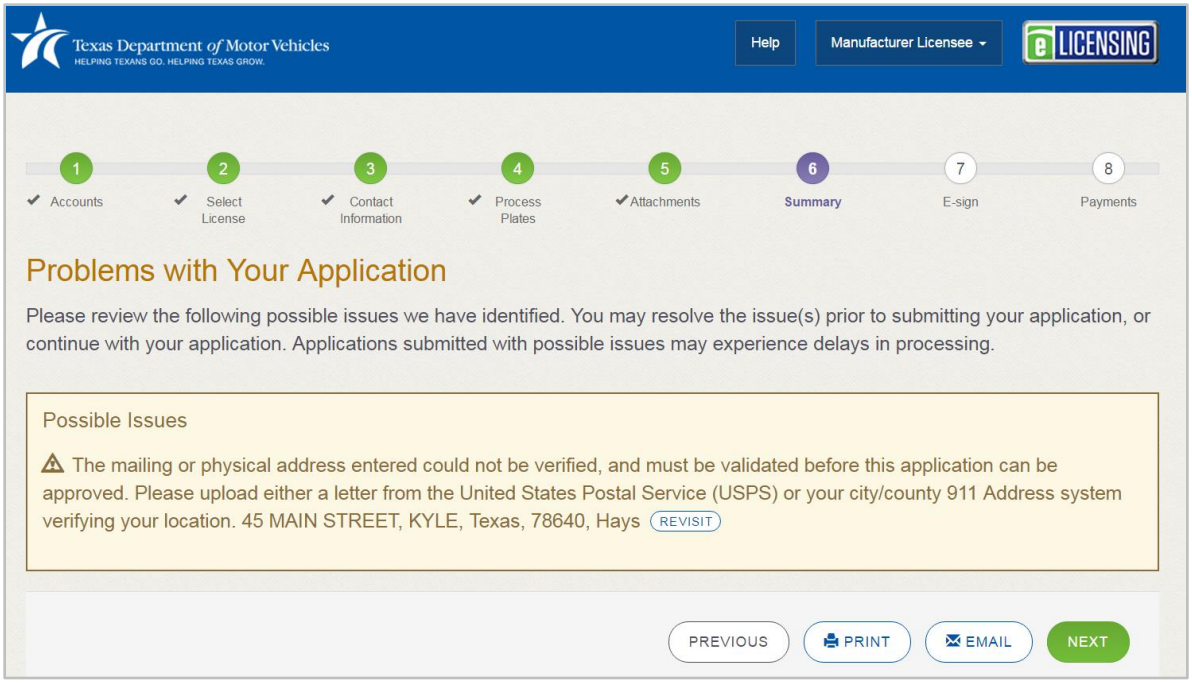


2) For **Attachment Type**, type in a short phrase that identifies the content of the file.



3) Click the **UPLOAD** button.

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



a. Click the **REVISIT** button to return to the page with error, make the correction and then click the **SAVE AND NEXT** button.

b. Click the **NEXT** button.

12. On the *Summary* page, verify the information is correct and then click the:
    - **SAVE AND NEXT** button to continue on to sign and pay for this application.
    - **SAVE AND EXIT** button to place this application in your Saved Applications list with a Pending Status. You can retrieve it from the Saved Applications and finish it when you are ready.

5.3.2 Signing the Application

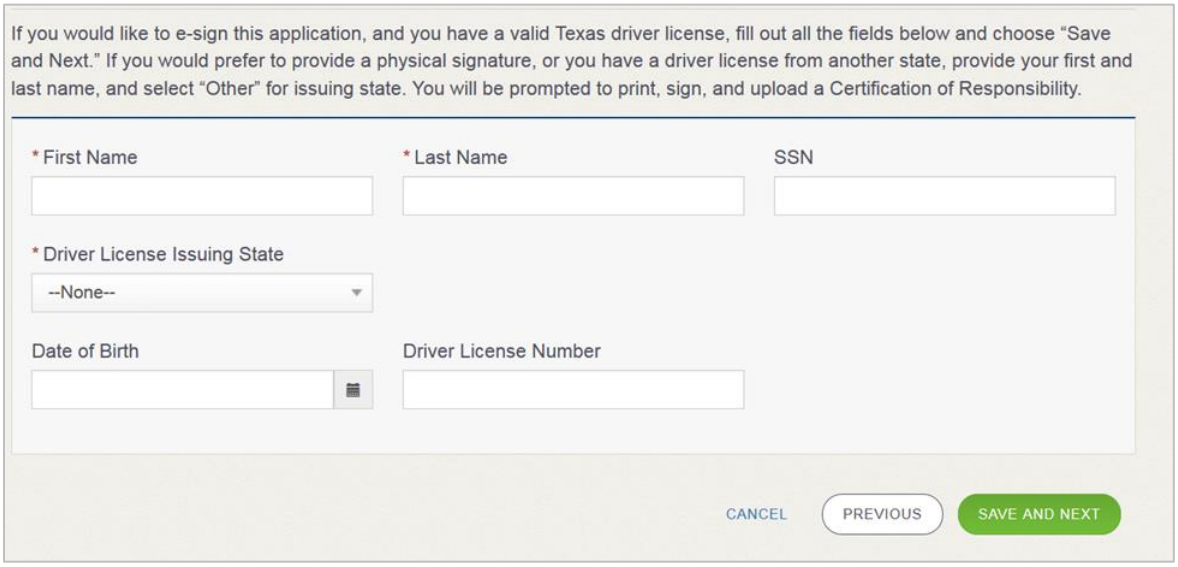
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

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

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

5.3.2.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:



   a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

> **Note:** If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

c. For **SSN**, type in the numbers and dashes of your social security number.

d. From the **Driver License Issuing State** dropdown, select the appropriate option.

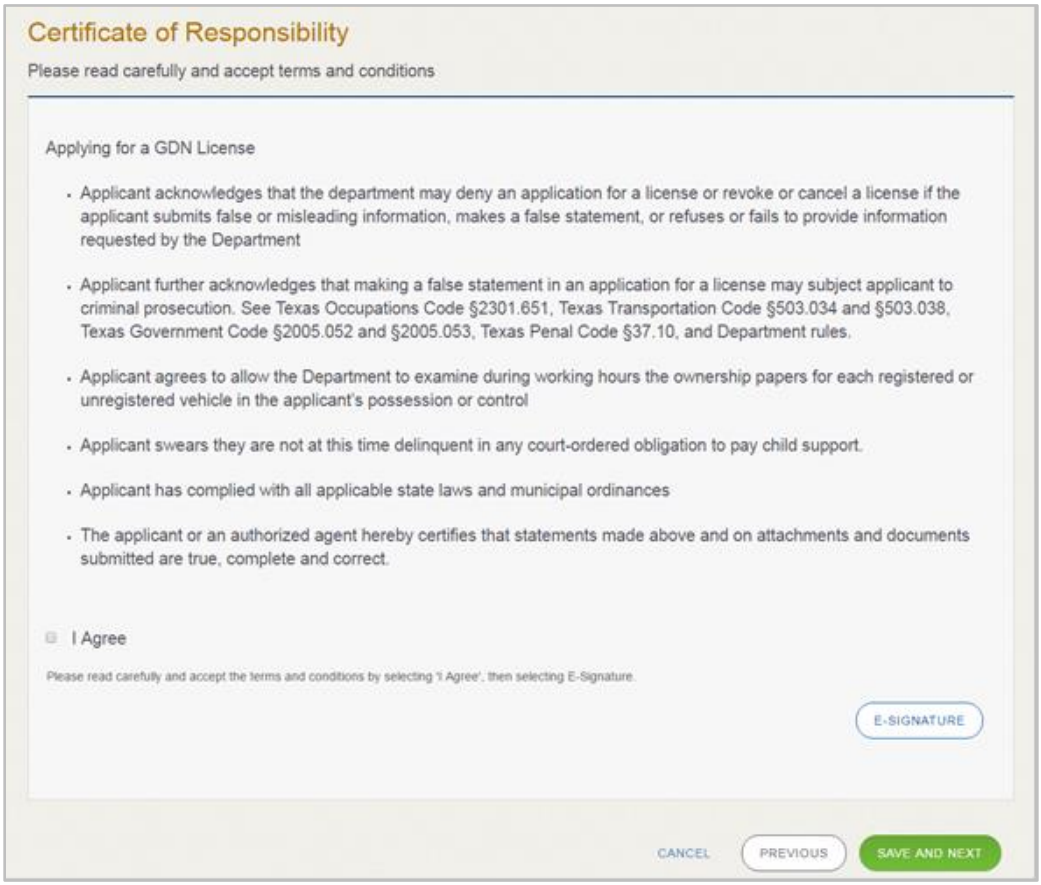
e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license

f. For **Driver License Number**, type in the string of number and letters.

g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



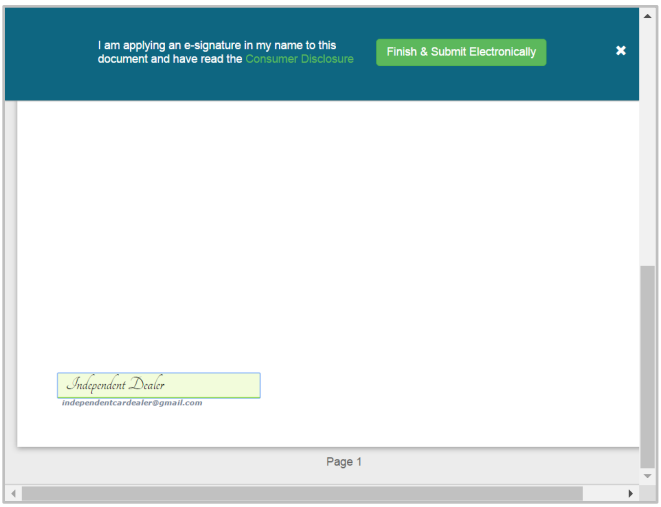
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** checkbox.

c. Click the **E-SIGNATURE** button.

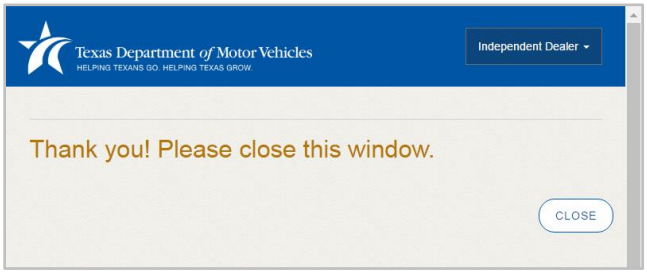
3. On the popup:

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



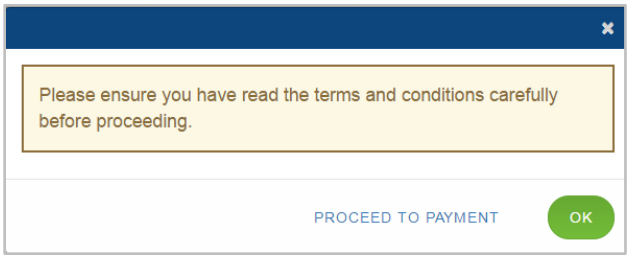
   b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

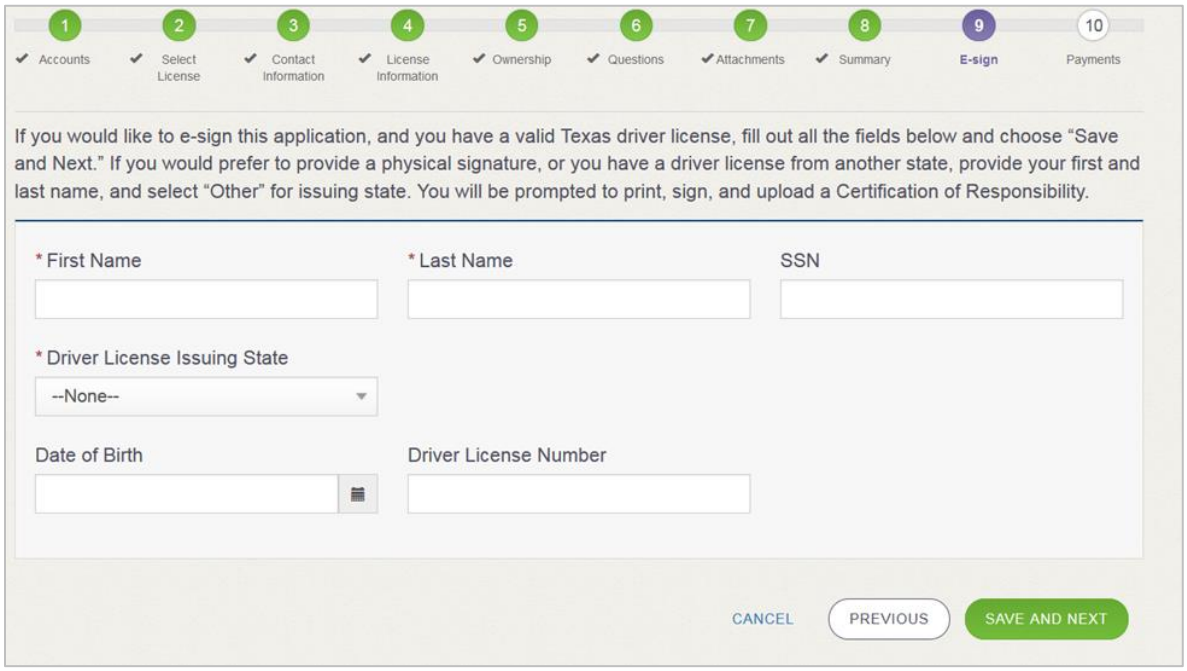
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

5.3.2.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

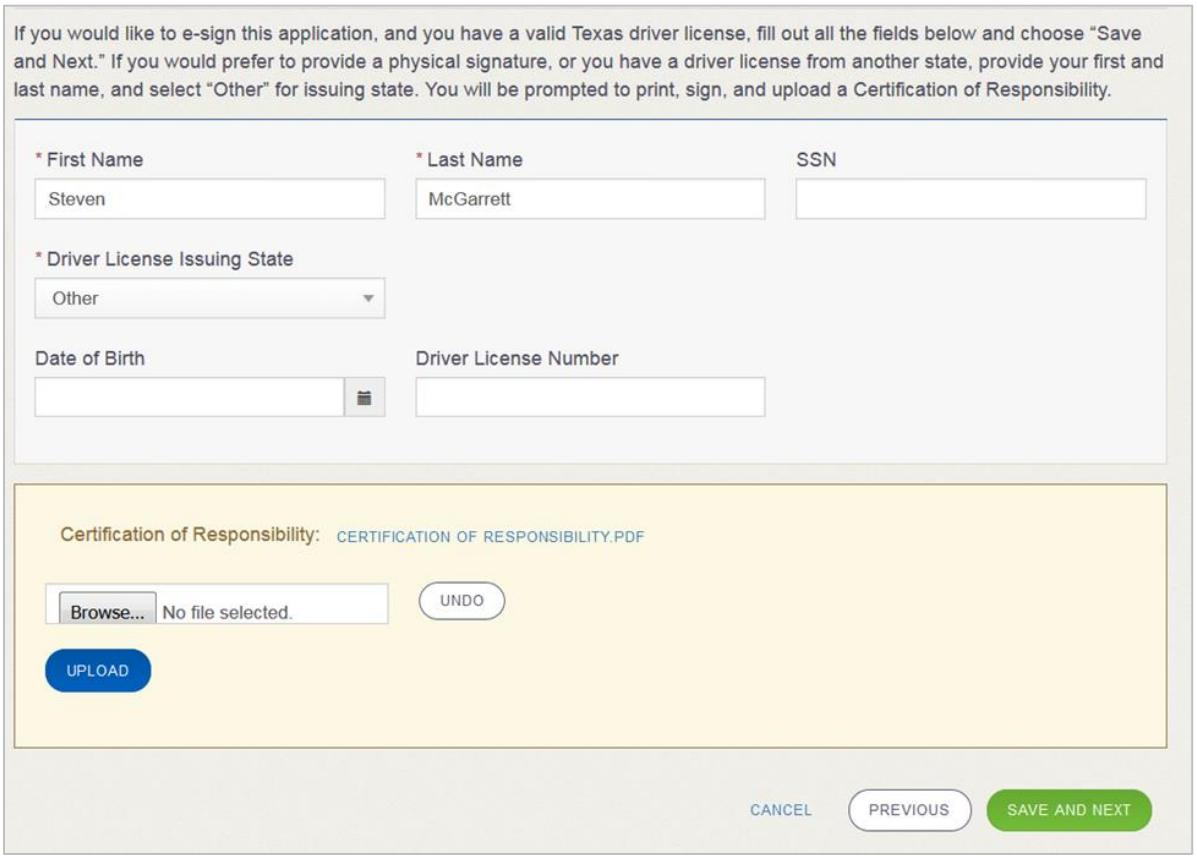


a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

c. For Driver License Issuing State select other the screen automatically updates to include the Certificate of Responsibility.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



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

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

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____

Printed Name: _____

Authorized Signature: _____

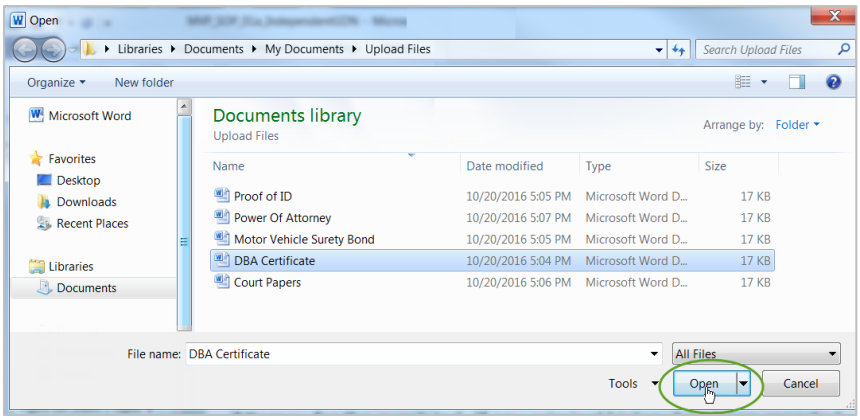
Title: _____

5. To upload and attach the signed document to this application:

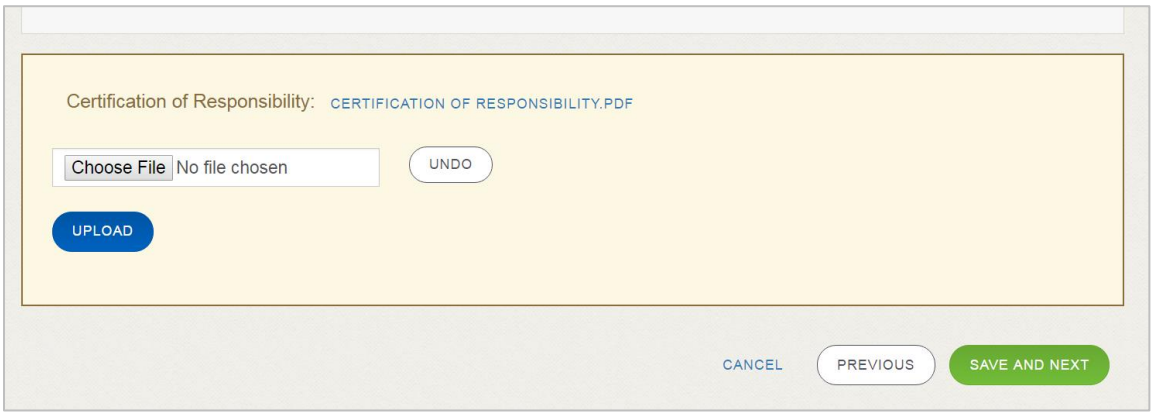
   a. Scan the document to a file and save it to your local computer (or a shared network resource).

   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.

   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

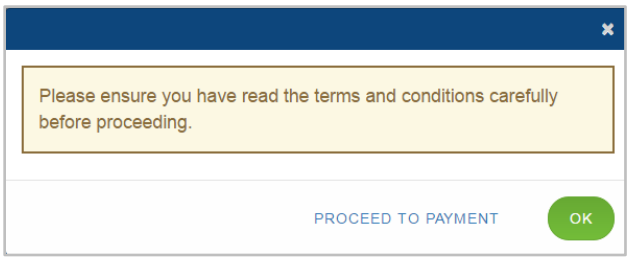


d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

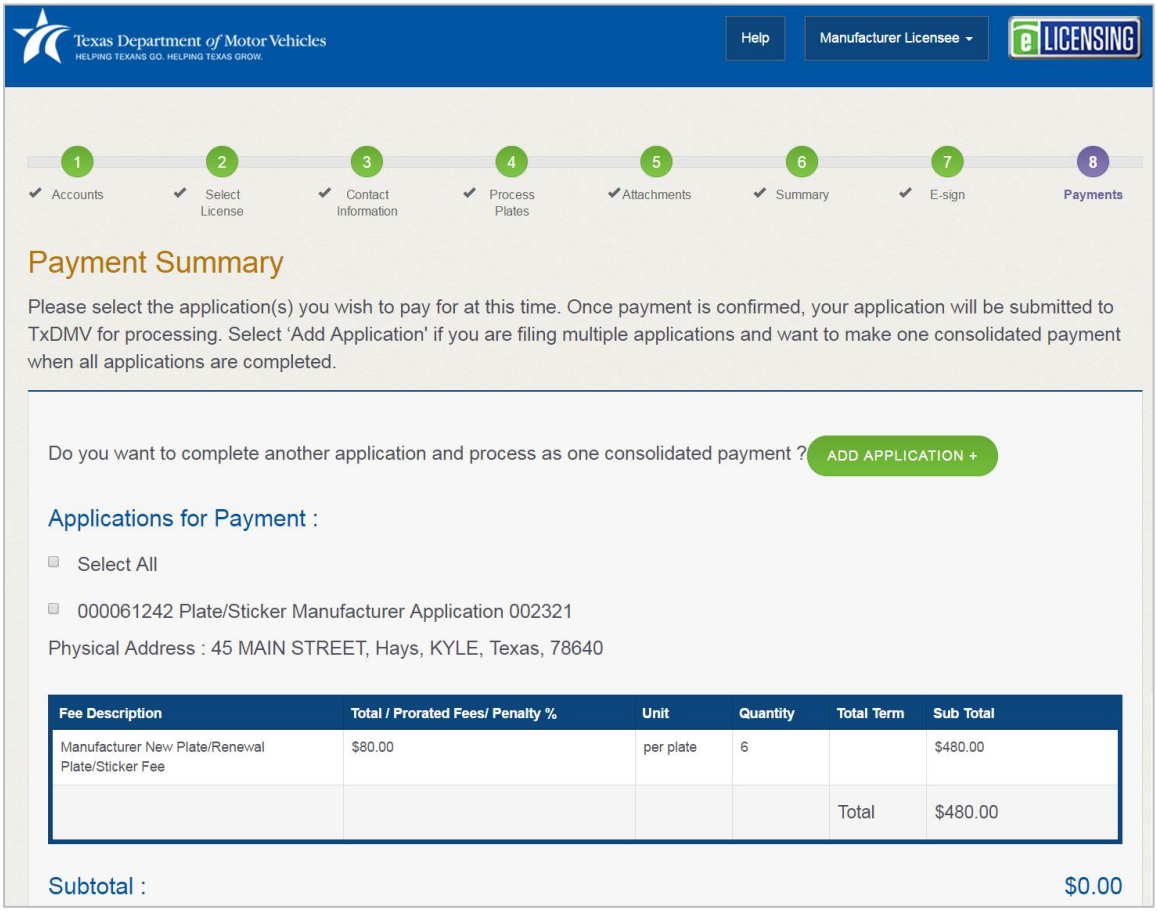
6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



5.3.3 Making the Application Payment and Submitting It

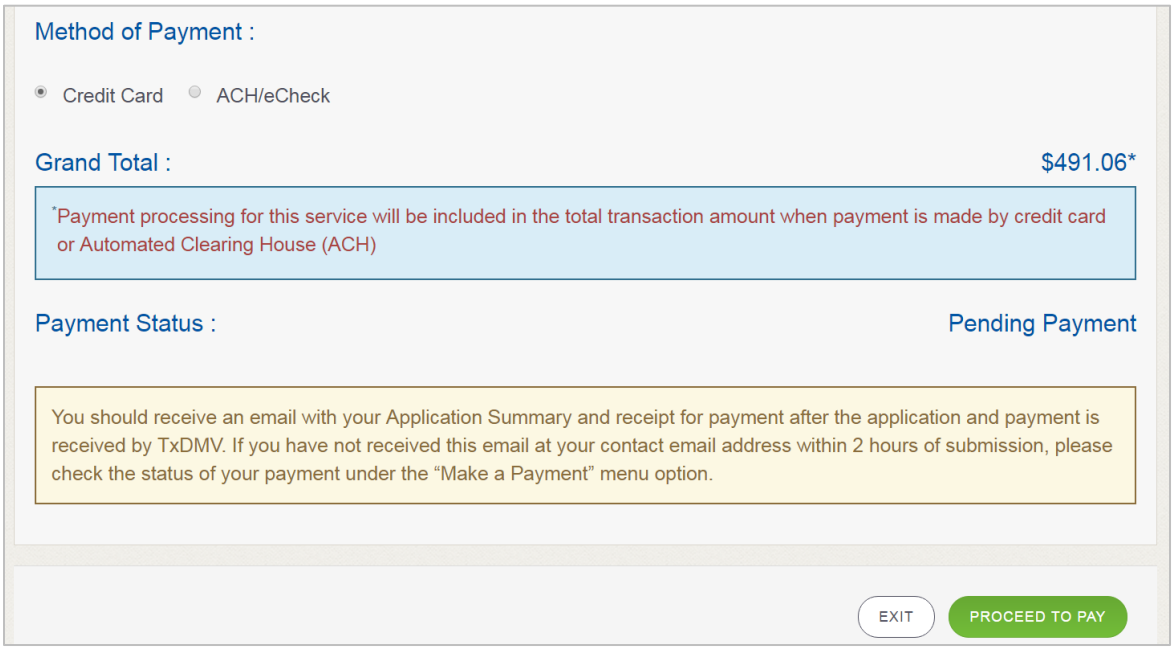
You can continue on and make the application payment now, which submits the application to MVD for review. Or you can choose to

1. On the top portion of the *Payment Summary* page, to :



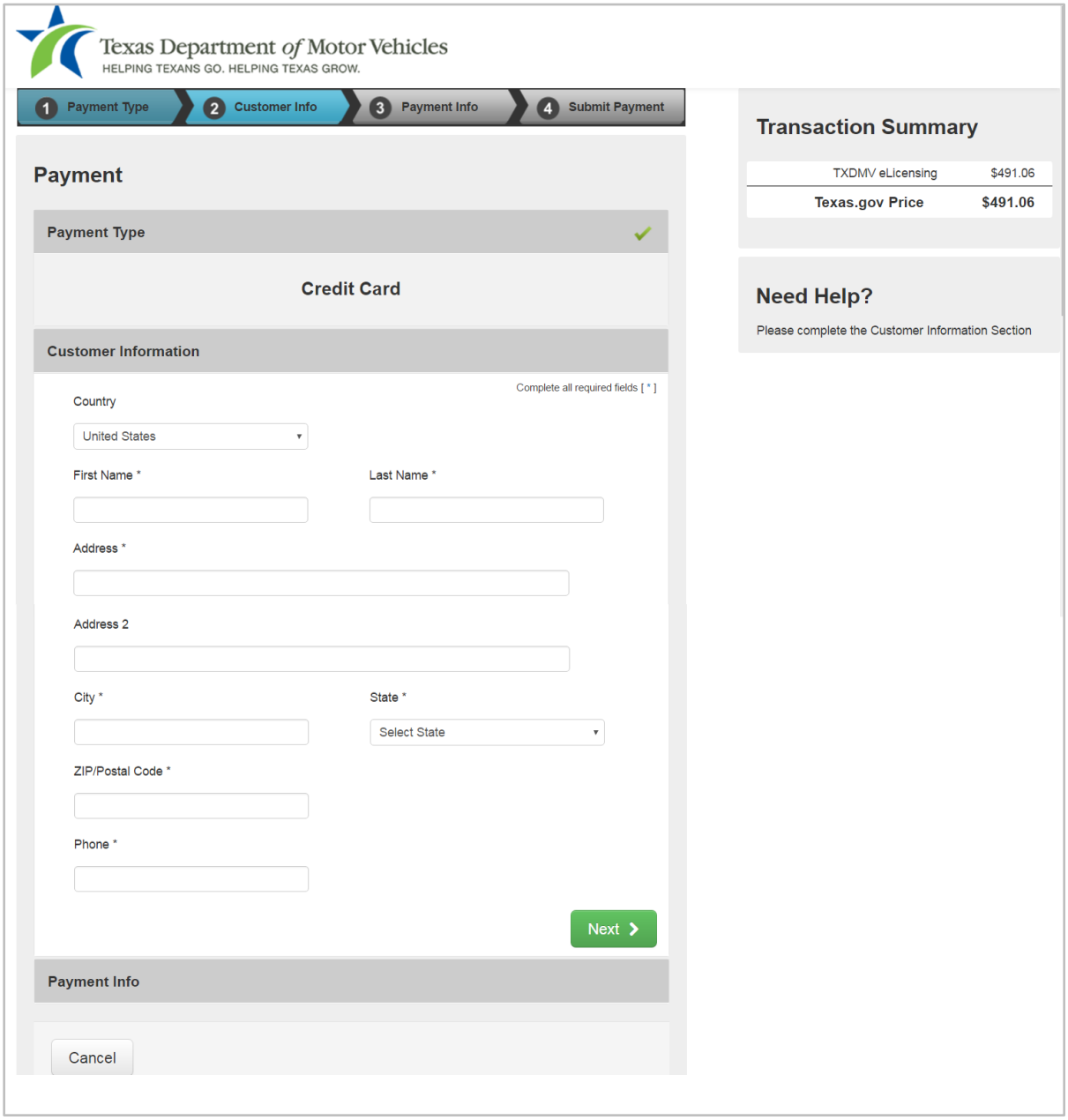
- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the **Select All** option.
- Pay for this item only, click its option button.

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



3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. In the **Customer Information** section on the *Payment* page:



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 street number and name of the street used to bill the credit being used.

d. For **Address 2**, optionally type in the additional street information, such as the suite number.

e. For **City**, type in the name of the city.

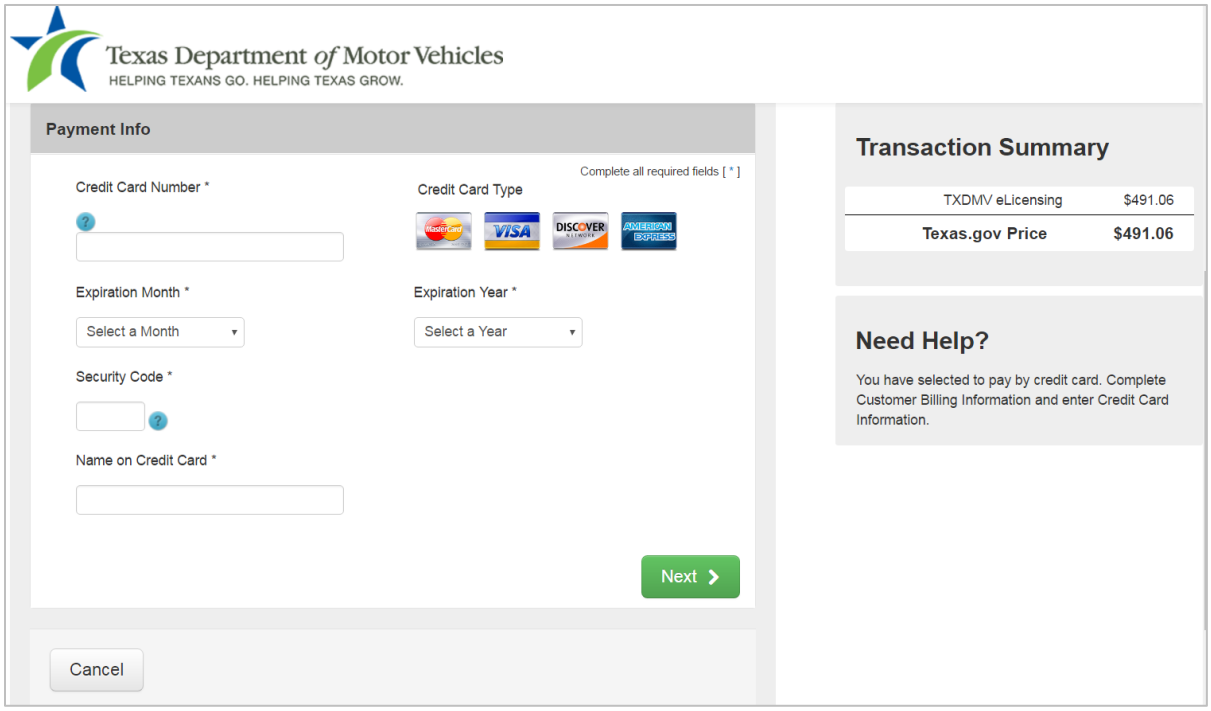
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

5. the **Payment Info** section:



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

b. For **Expiration Month**, select the appropriate month from the dropdown.

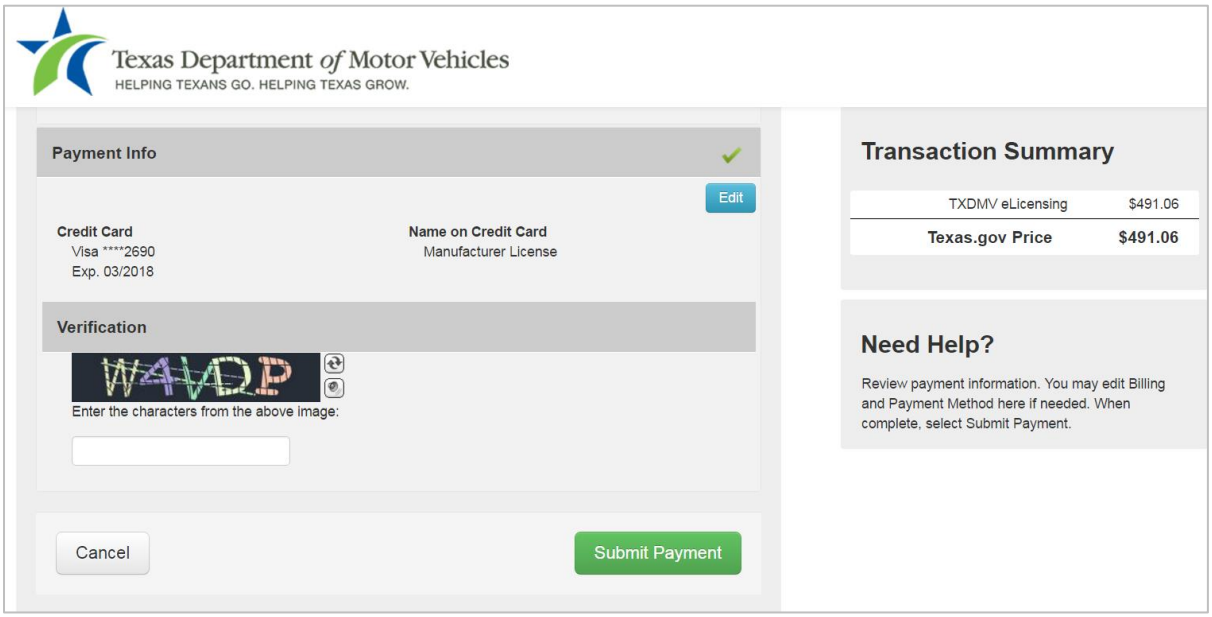
c. For **Expiration Year**, select the appropriate year from the dropdown.

d. For **Security Code**, type in the 3-digit number string from the back of the card.

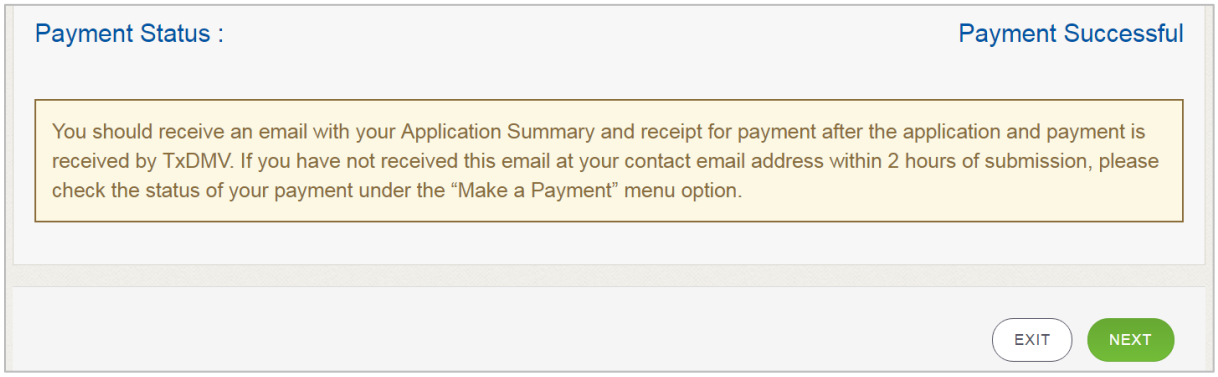
e. For **Name on Card**, type in the full name printed on the card.

f. Click the **Next** button

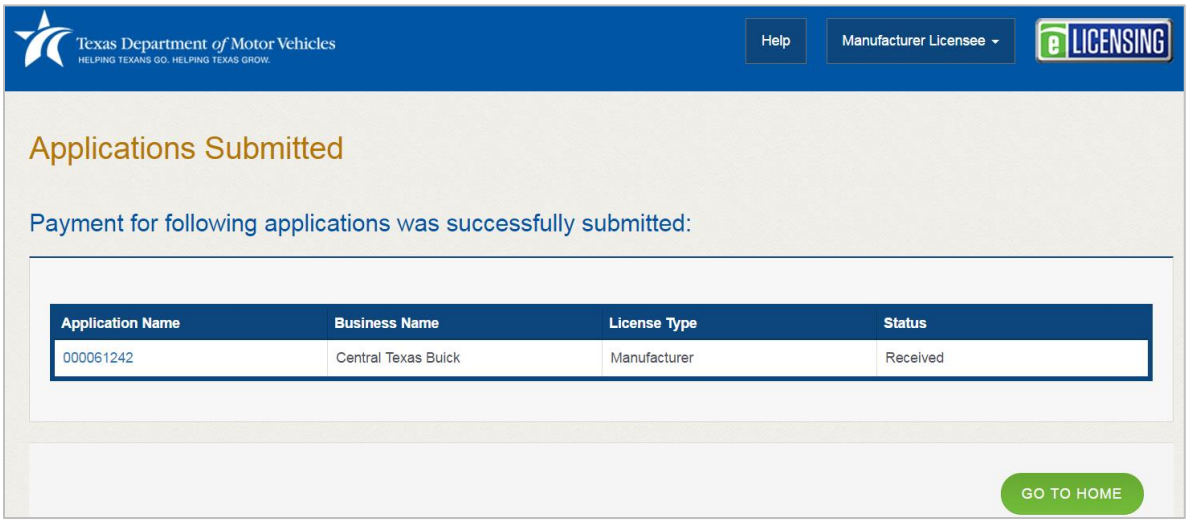
6. In the **Verification** section, enter the characters from the image displayed and click the **Submit Payment** button.



7. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.



8. On the *Applications Submitted* page, click the **GO TO HOME** button.



6 Amending a Manufacturer's 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 to it (for example, from Smith and Son to Smith Family)
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Add, delete, or make changes to Line Makes
- Make changes to Preparation and Delivery Info

Note: To make changes to general information, like the license contact, refer to the section about changing the general license information on page 112.

6.1 Amendment Fee

The fee to amend a license is $25.

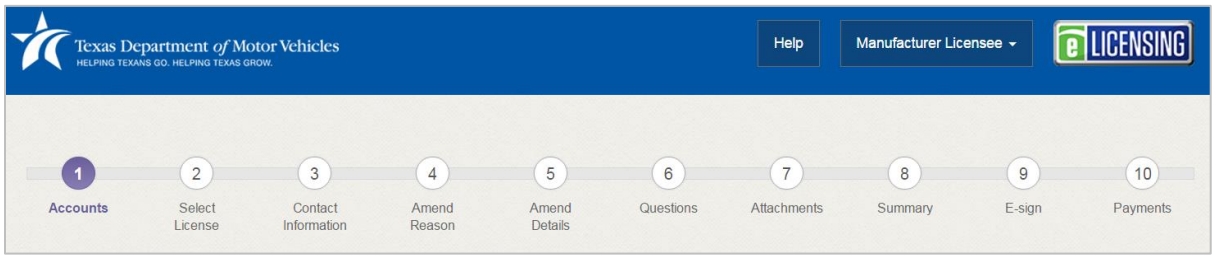
6.2 Gathering Information for this Application

You may need to scan information 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 or the State in which you incorporated if not physically located in Texas
- Amended Corporate papers filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Certificate of Filing issued by the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Compensating Dealer Document if you change delivery preparations
- Dealer list and service-only dealer list

6.3 Applying for the Amendment to a License

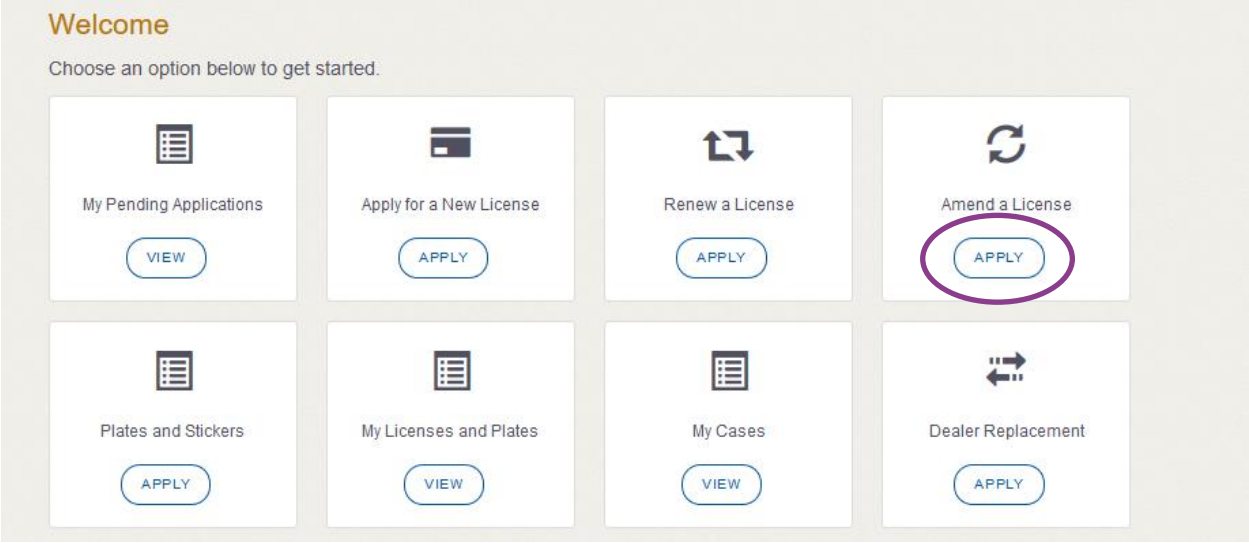
The steps for amending your license depend on the reason you are amending it.



- The Accounts, Select License, and Contact Information steps are the same for each reason.
- The Amend Reason, Amend Details, Questions, and Attachments steps are different depending on the reason selected.
- The Summary, Sign, and Payments steps are the same for each reason.

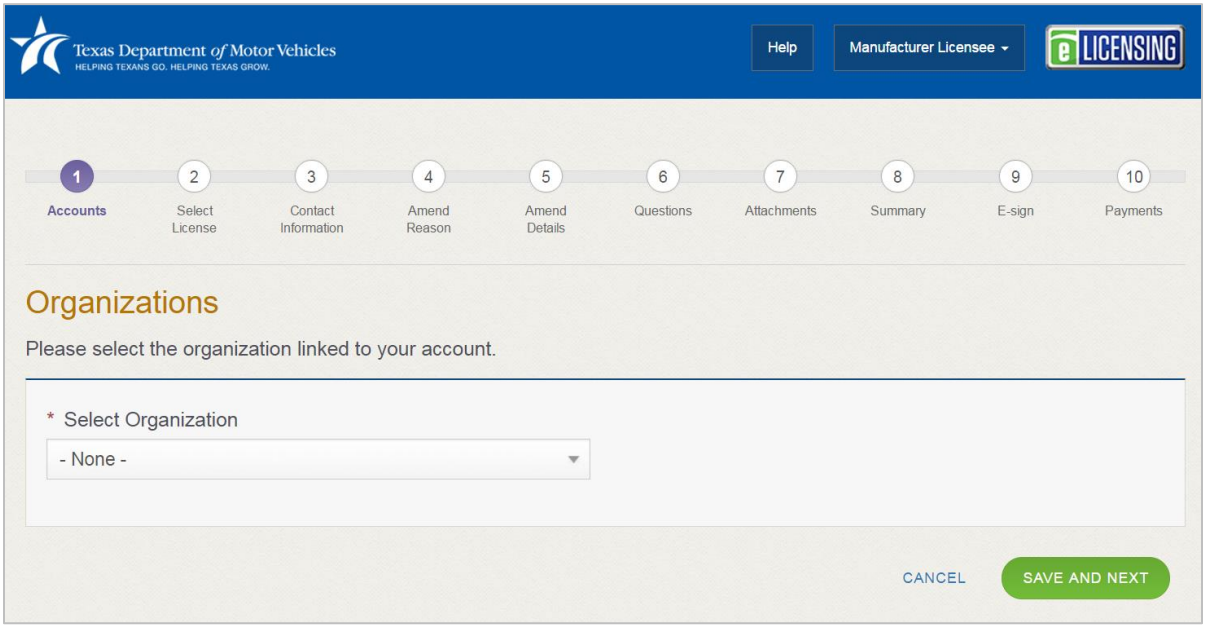
6.3.1 Getting Started

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



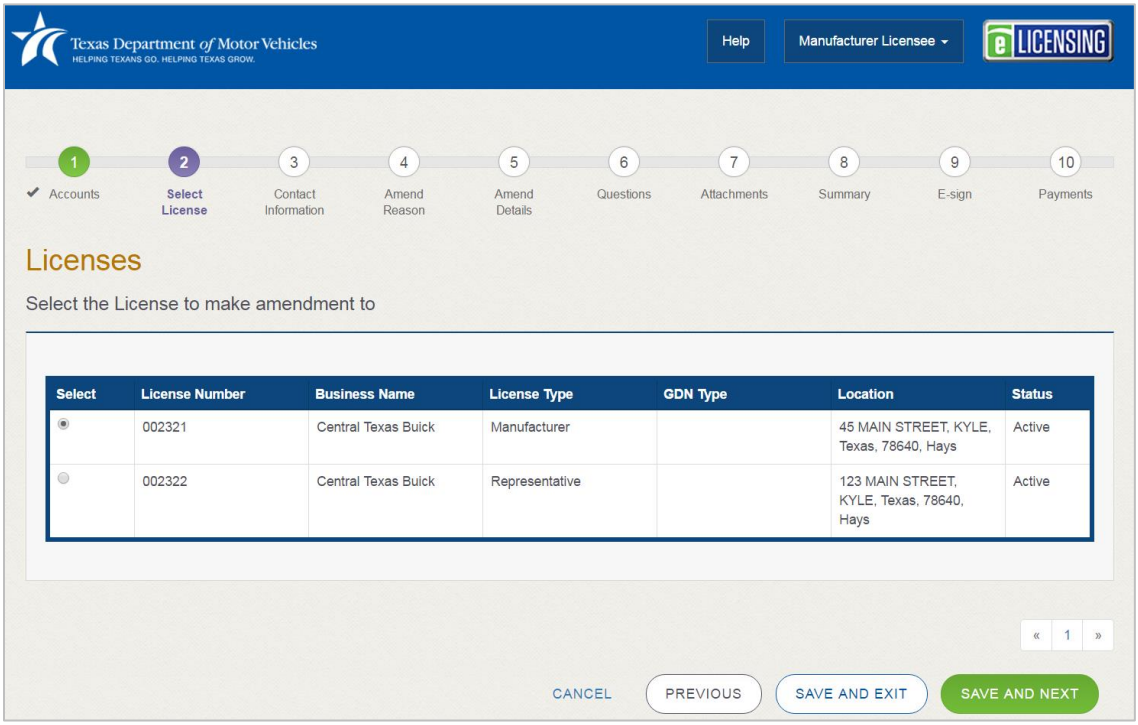
6.3.2Accounts

1. On the *Organizations* page, click the drop-down list and select your organization and click the **SAVE AND NEXT** button.



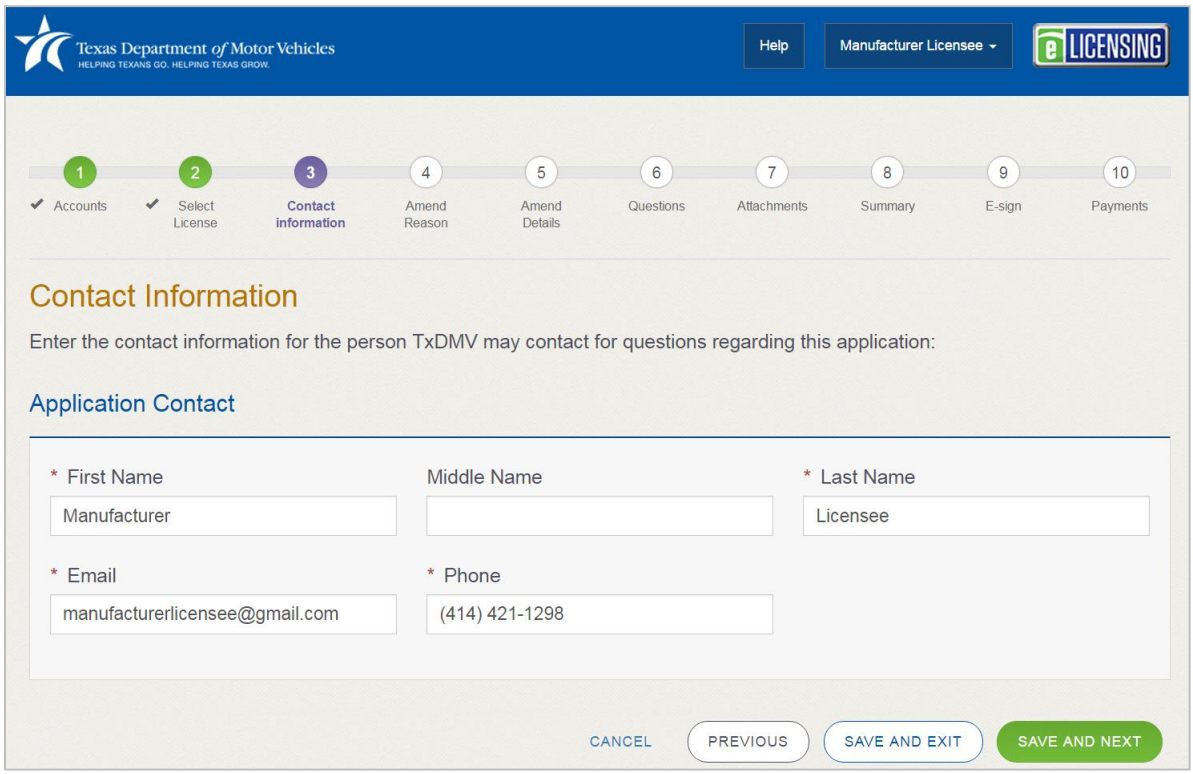
6.3.3 Select License

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



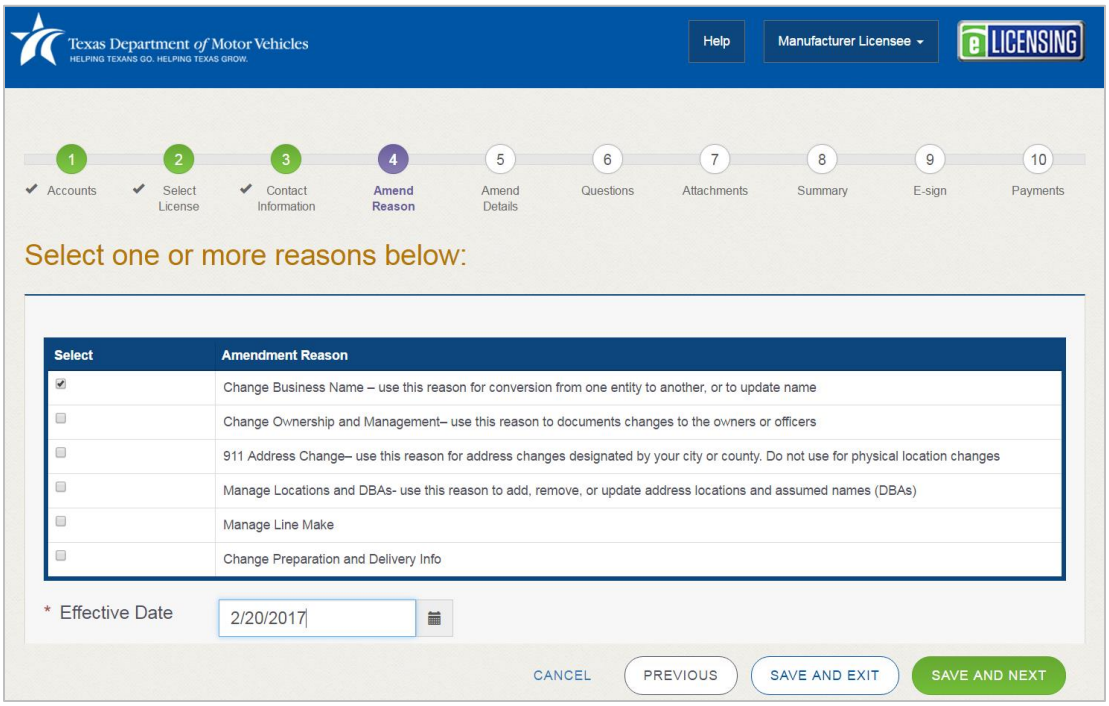
6.3.4 Contact Information

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

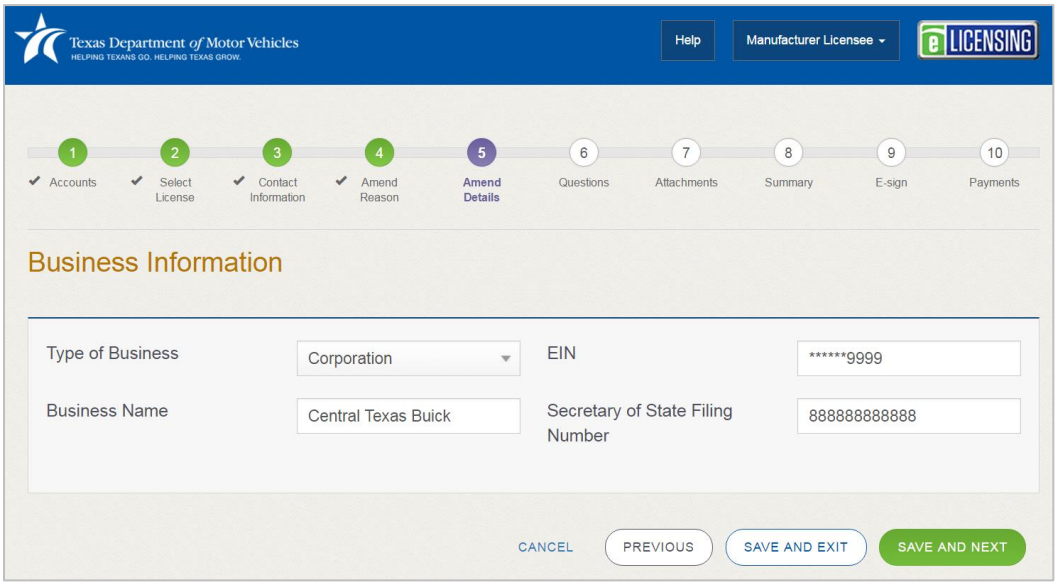


6.3.5Amend Reason

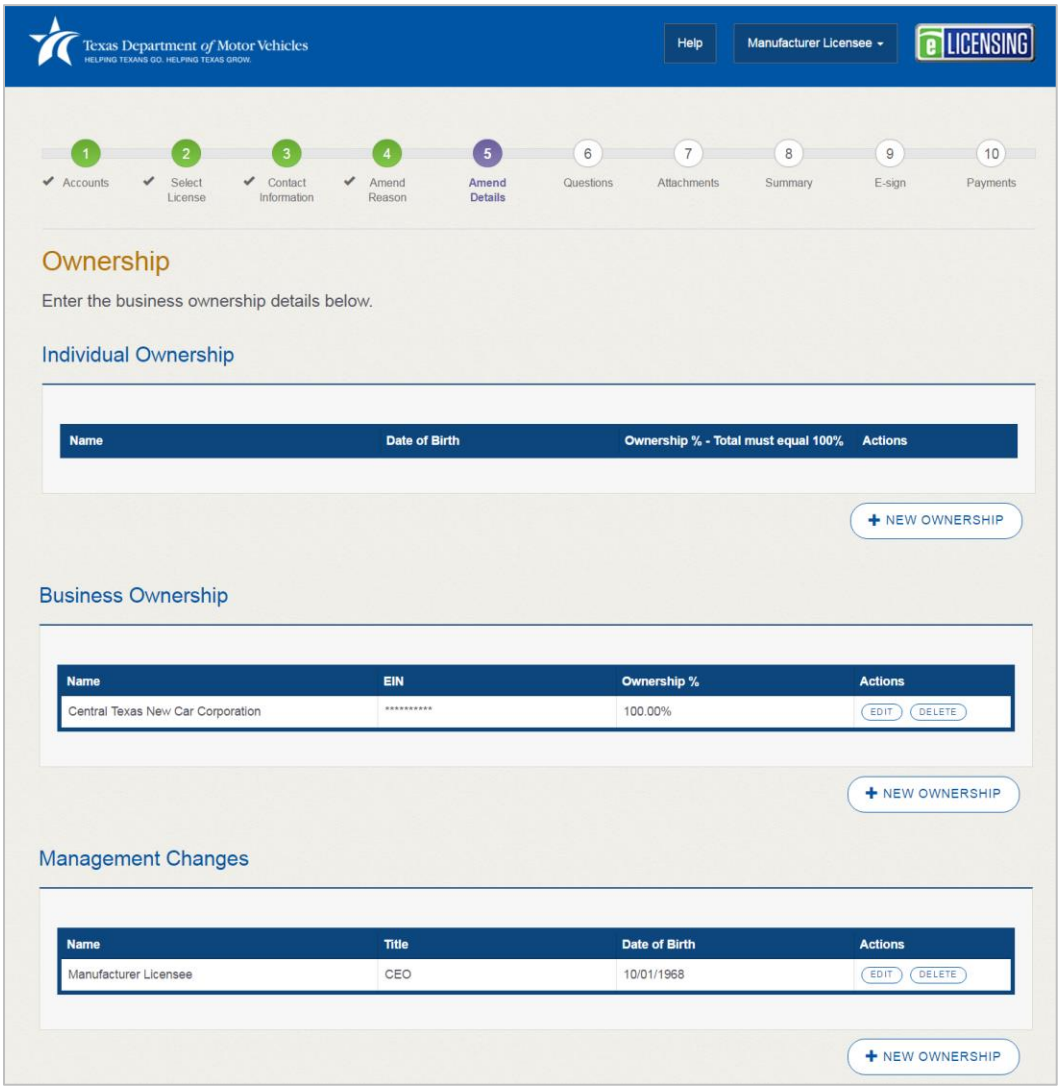
1. On the *Amend Reason* page, select the:



- **Change Business Name** checkbox.
  a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect).
  b. Click the **SAVE AND NEXT** button.
  c. On the *Business Info* page, make your change and click **SAVE AND NEXT**.

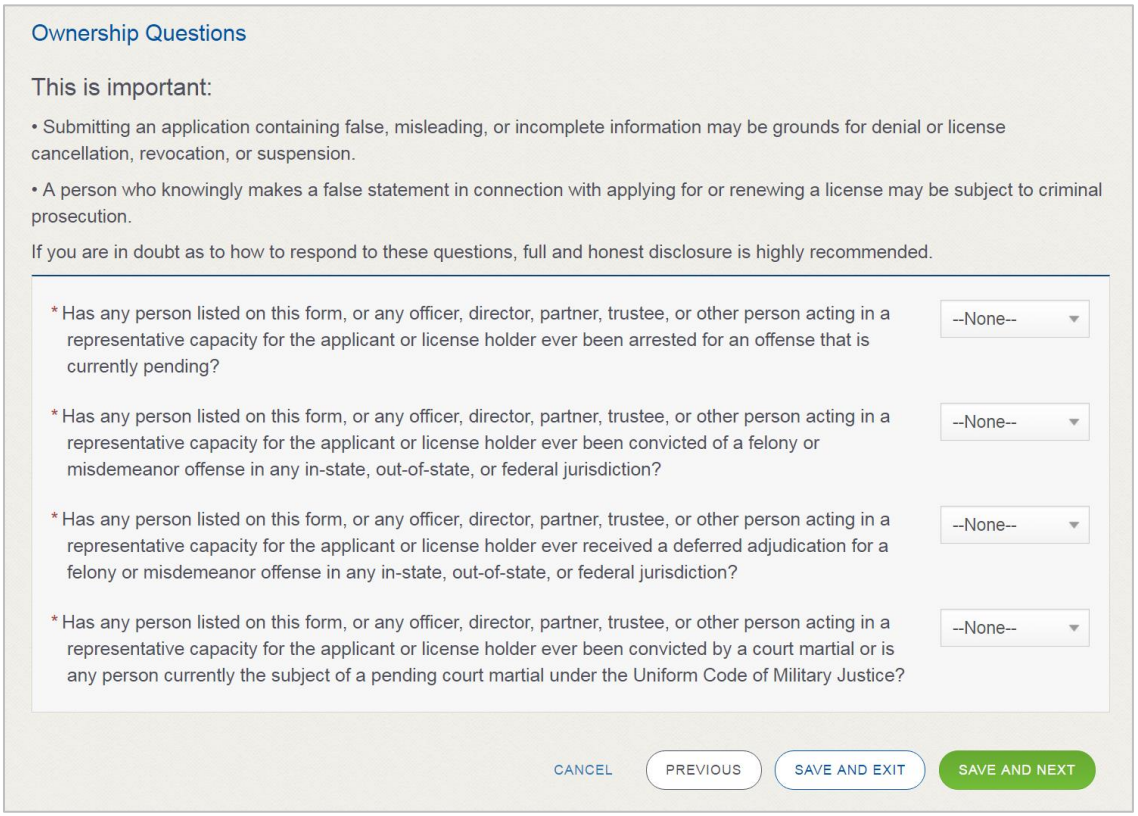


- **Change Ownership and Management** checkbox.
  a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect).
  b. Click the **SAVE AND NEXT** button.
  c. On the *Ownership* page, locate the correct Ownership/Management area and click the **NEW OWNERSHIP** button.



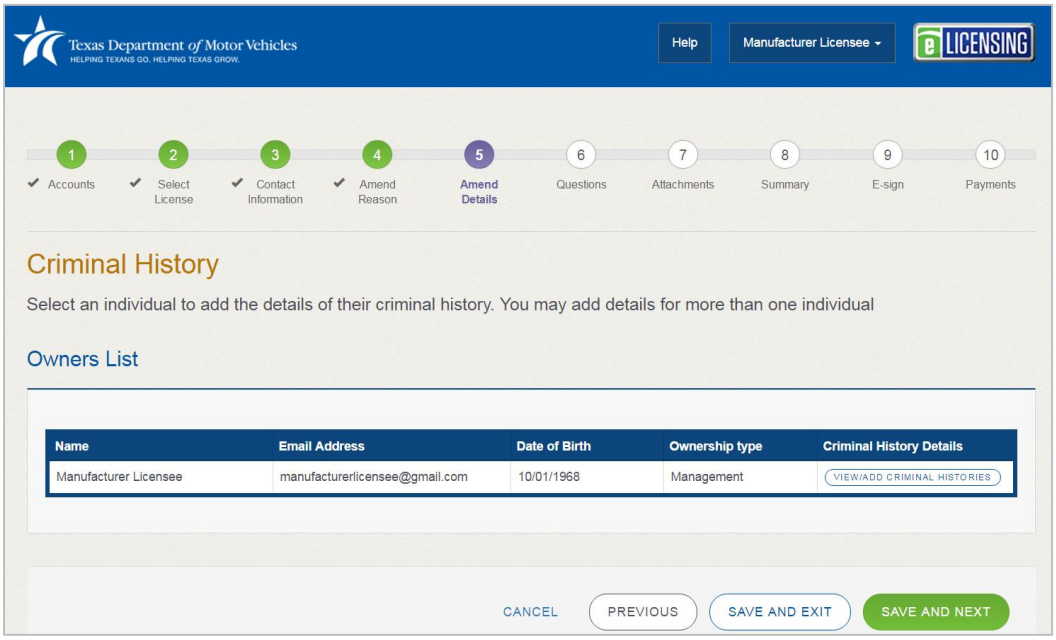
  d. Make your changes. (For example, you can split the ownership between 2 owners or change to business ownership.)

e. Scroll to the **Ownership Questions** section and answer the questions.

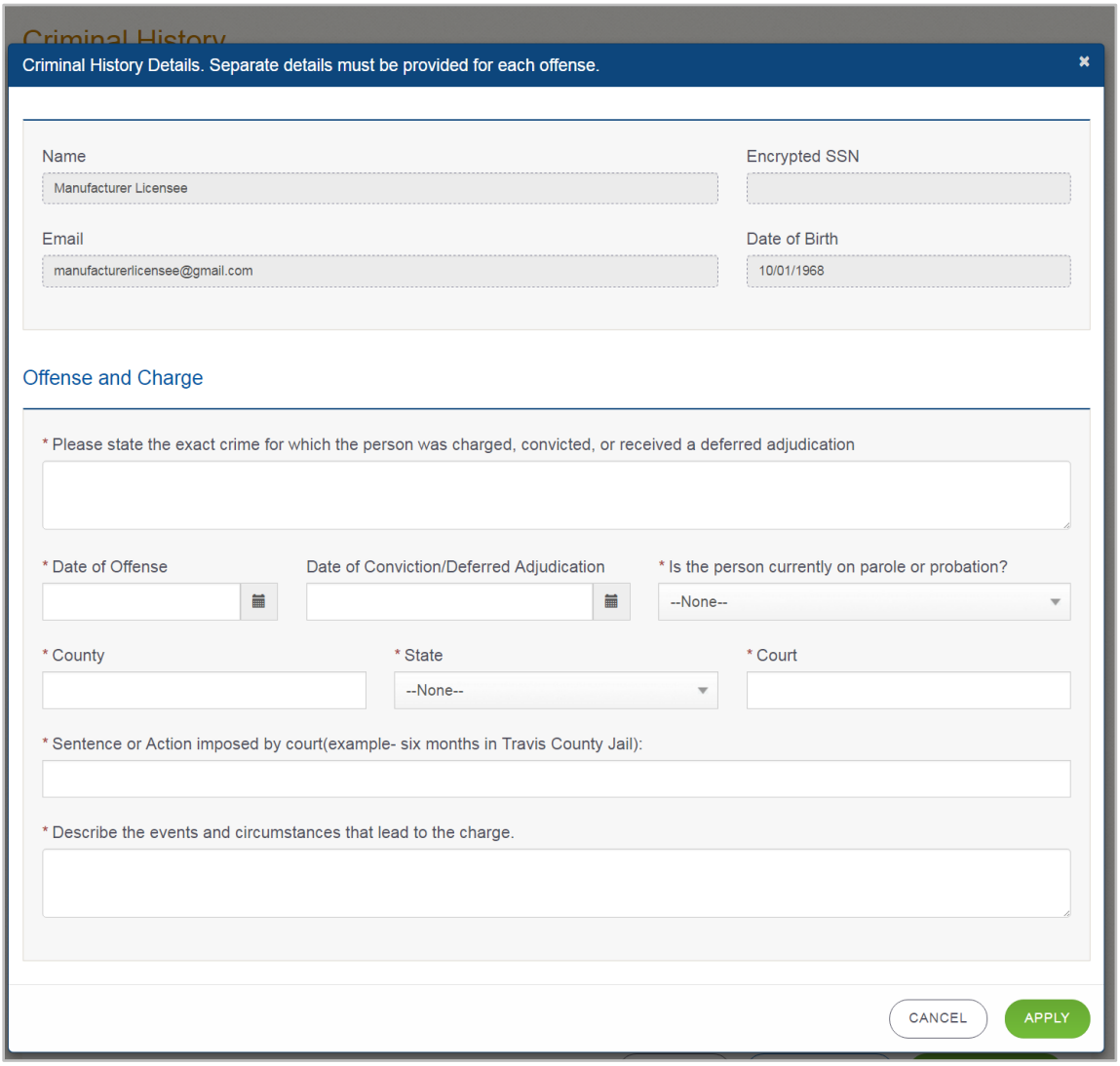


f. Click the **SAVE AND NEXT** button.

g. If the *Criminal History* page displays, click the **ADD** button for the first owner listed.



h. On the *Criminal History Details* popup:



1) In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
2) For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
3) For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar).
4) For **Is person currently on parole or probation**, select Yes or No.
5) For **County**, type in the name of the county in which the offense occurred.
6) For **State**, type in the name of the state in which the offense occurred.
7) For **Court**, type in the type of court in which the offense was adjudicated.

8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
10) Click the **UPDATE** button.

i. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

j. When you are finished, click the **SAVE AND NEXT** button.

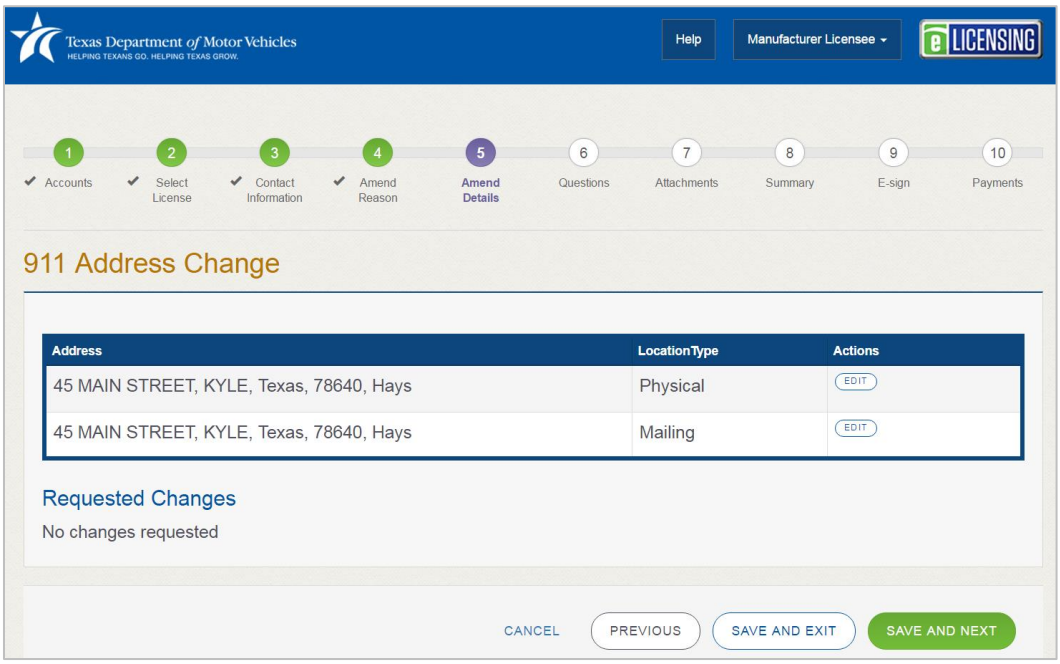
Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

- Click the **911 Address** checkbox.

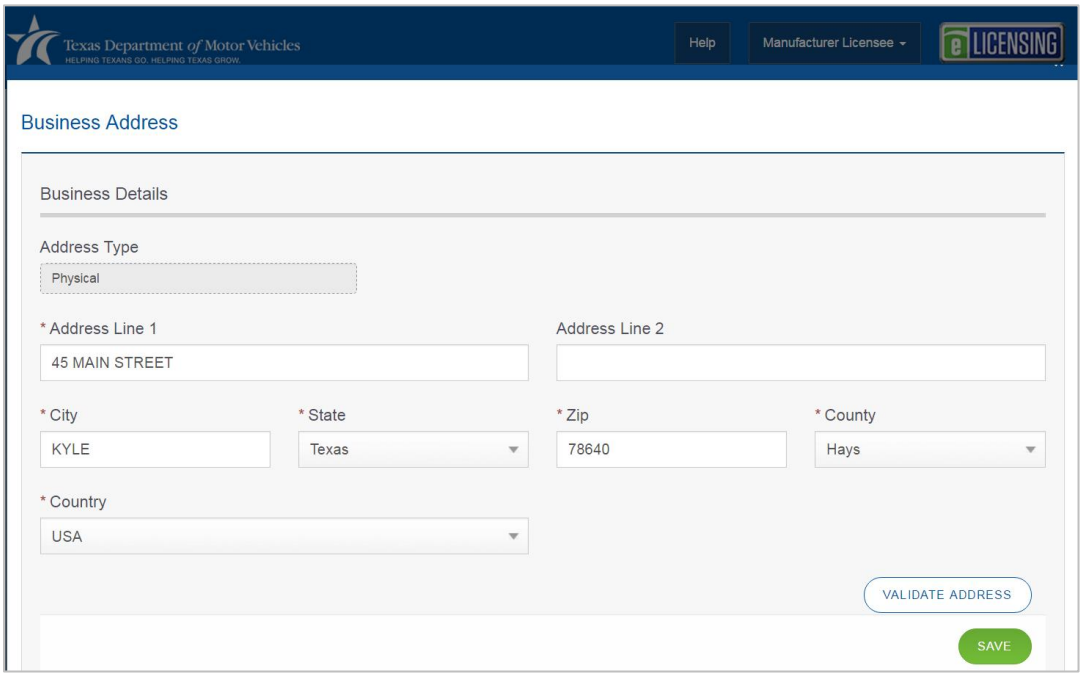
a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.

b. Click the **SAVE AND NEXT** button.

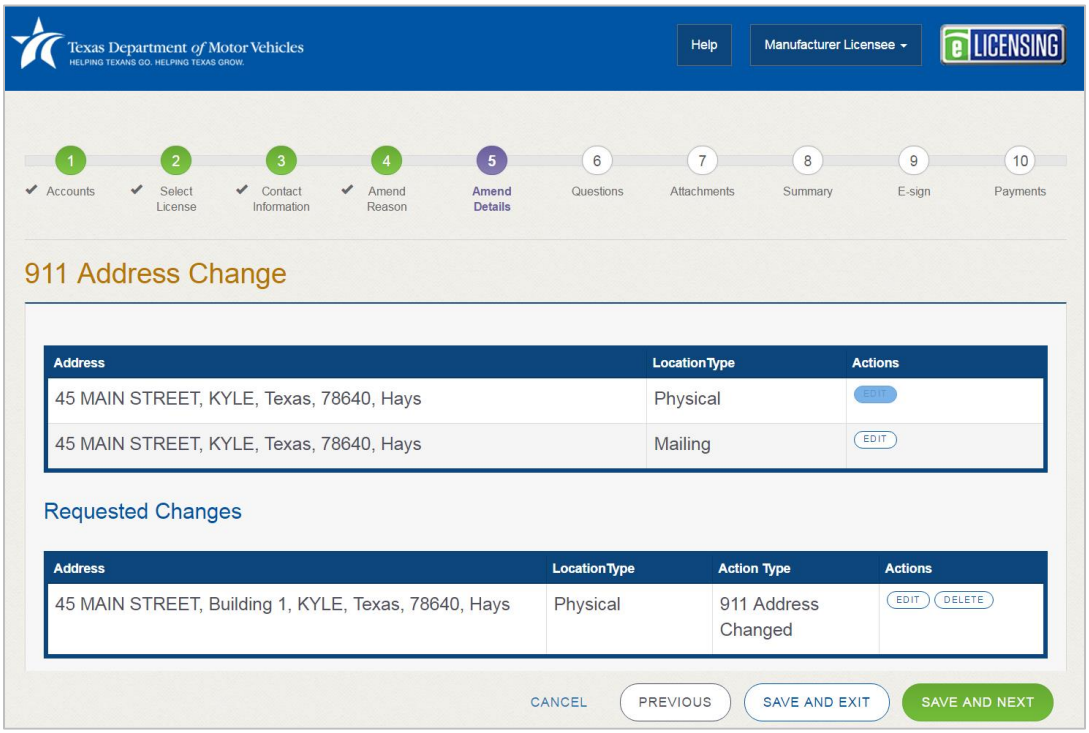
c. On the *911 Address Change* page, click the **EDIT** button from the **Actions** column of the item to change.



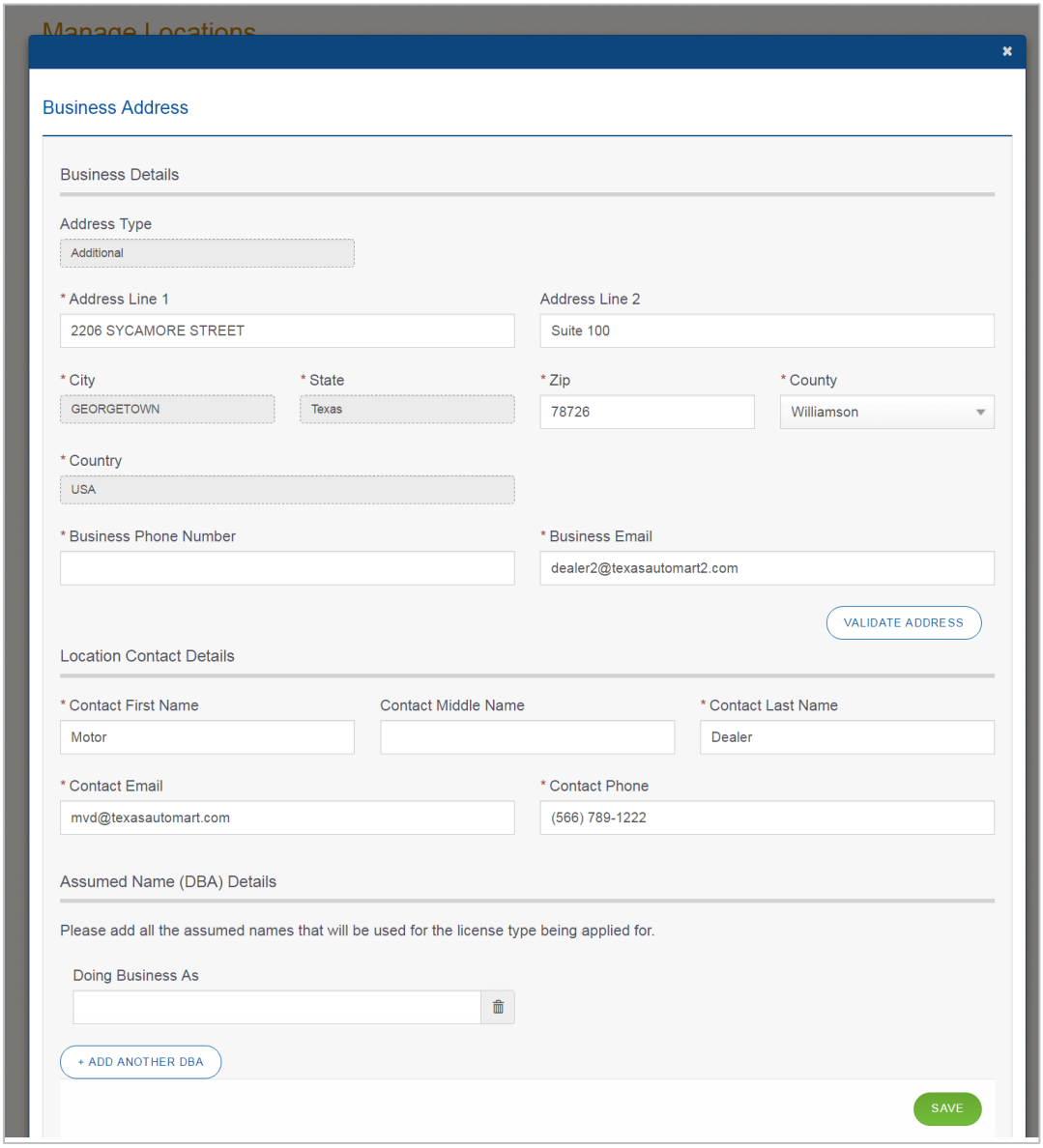
d. . On the *Address* popup, make your changes and click the **SAVE** button.



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

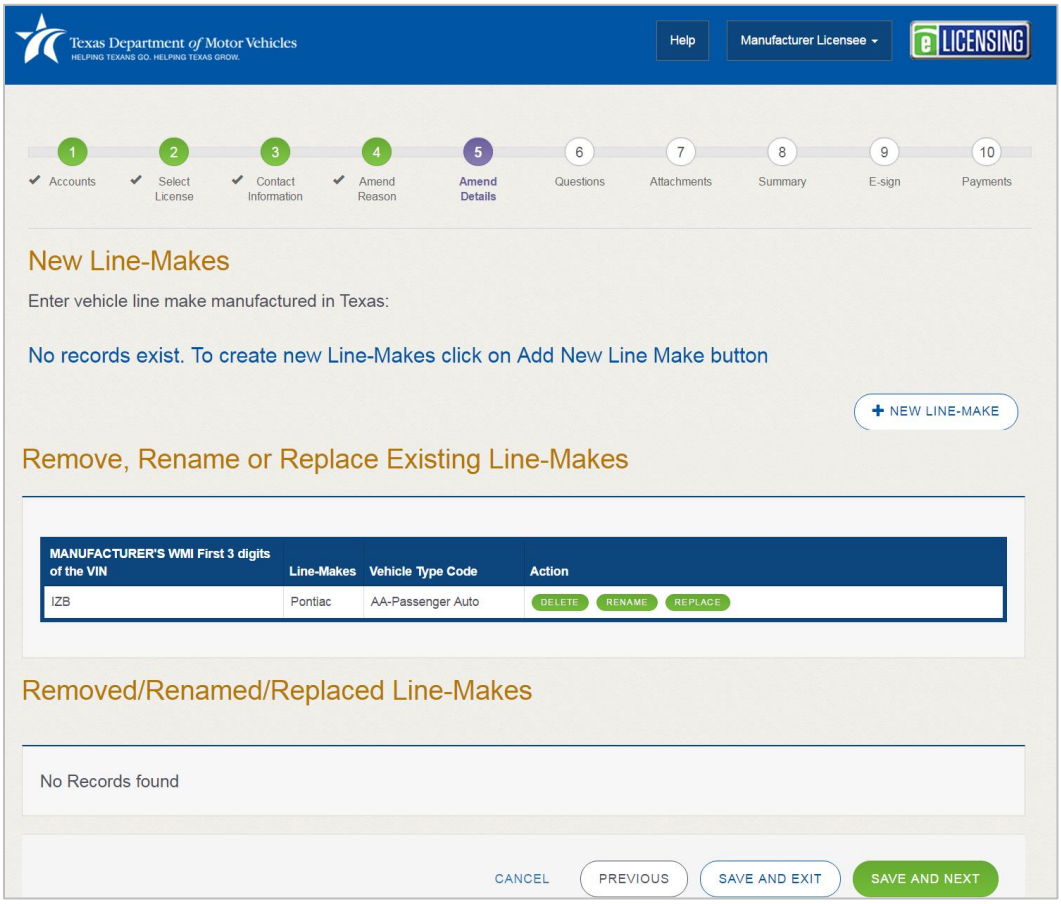


- **Manage Locations and DBAs** checkbox:
  a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  b. Click the **SAVE AND NEXT** button.
  c. On the *Manage Locations* page, click the **EDIT** button for the appropriate location.
  d. On the popup, make your changes and click the **SAVE** button.



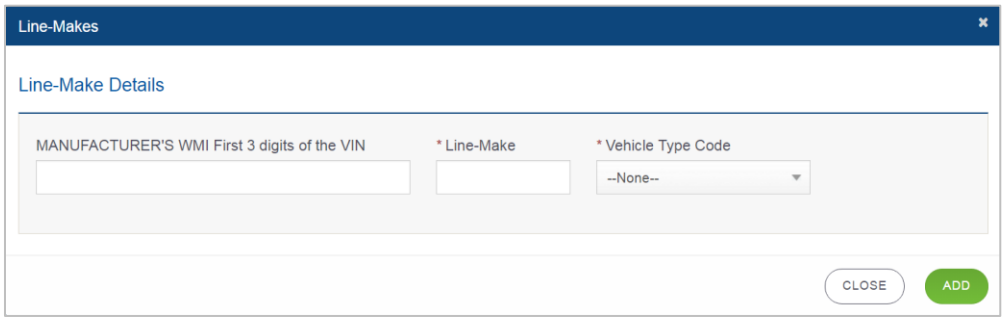
  e. Back on the *Manage* page, click the **SAVE AND NEXT** button.

- Click the **Manage Line Make** checkbox.
  a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  b. Click the **SAVE AND NEXT** button.
  c. On the *New Line Makes* page:



  – To add a new line-make:
    1) Click the **NEW LINE-MAKE** button.

2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.



– To remove a line-make:

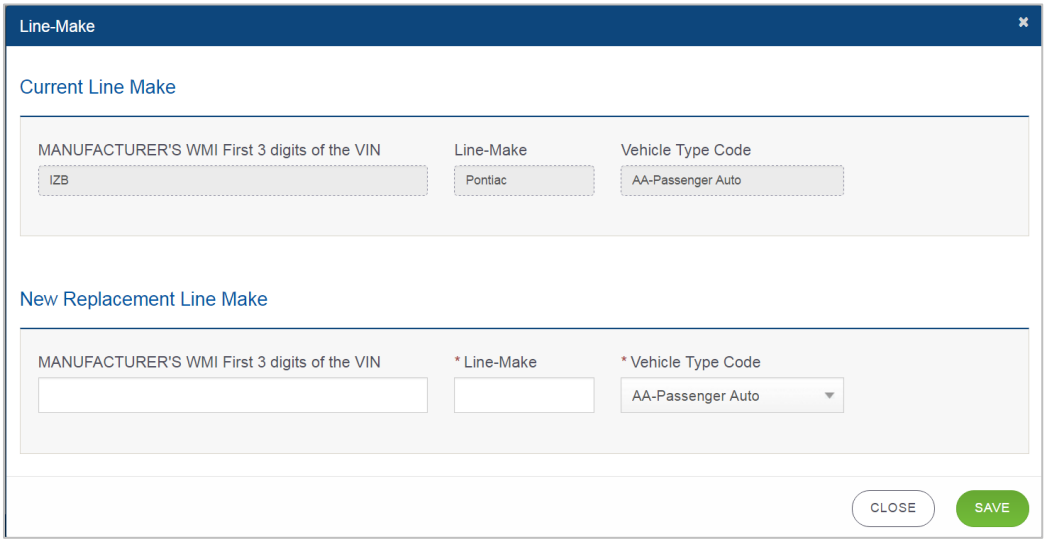
1) Click the **DELETE** button for the appropriate line-make.
2) Click OK to confirm the deletion. (Note that the deleted line-make now displays in the **Removed/Renamed/Replaced Line-Makes** section.)

– To rename a line-make:

1) Click the **RENAME** button for the appropriate line-make.
2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.

– To replace a line-make:

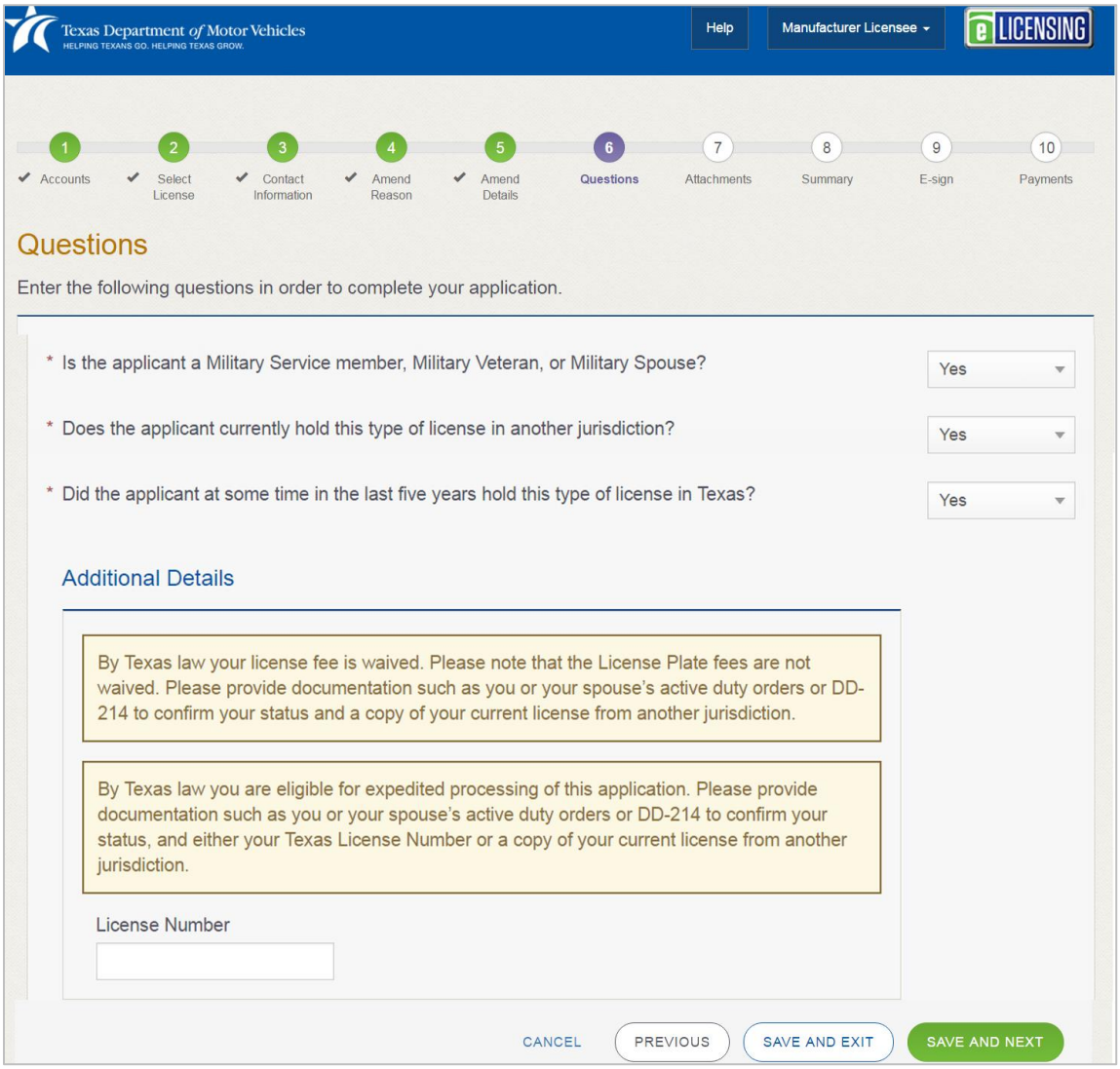
1) Click the **REPLACE** button for the appropriate line-make.
2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.



- **Change Preparation and Delivery Info** checkbox:
  a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  b. Click the **SAVE AND NEXT** button.

6.3.6 Questions

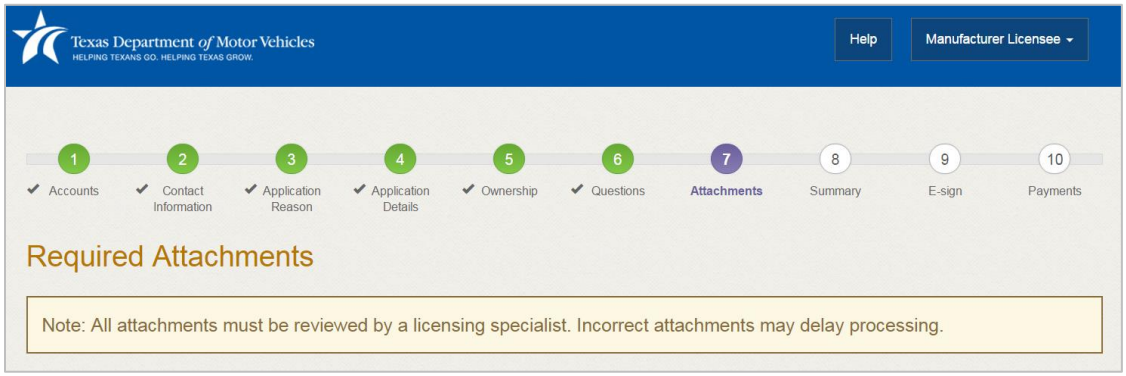
1. Respond to the questions presented.



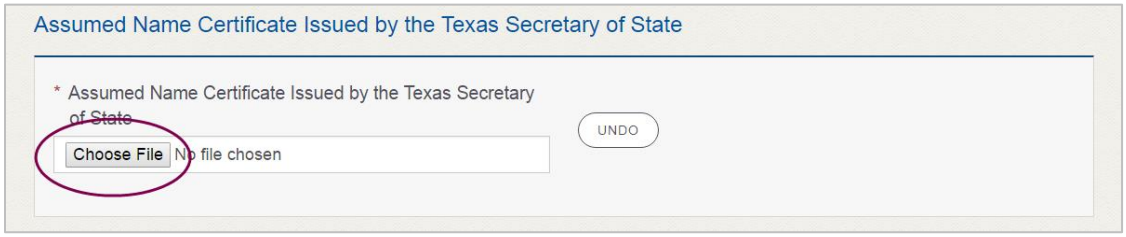
2. Click the **SAVE AND NEXT** button.

6.3.7 Required Attachments

Depending on the reason, different attachments may be requested.



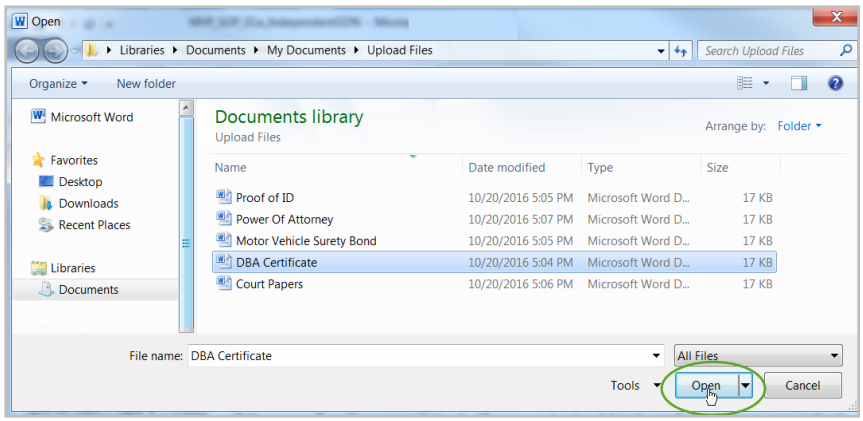
1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



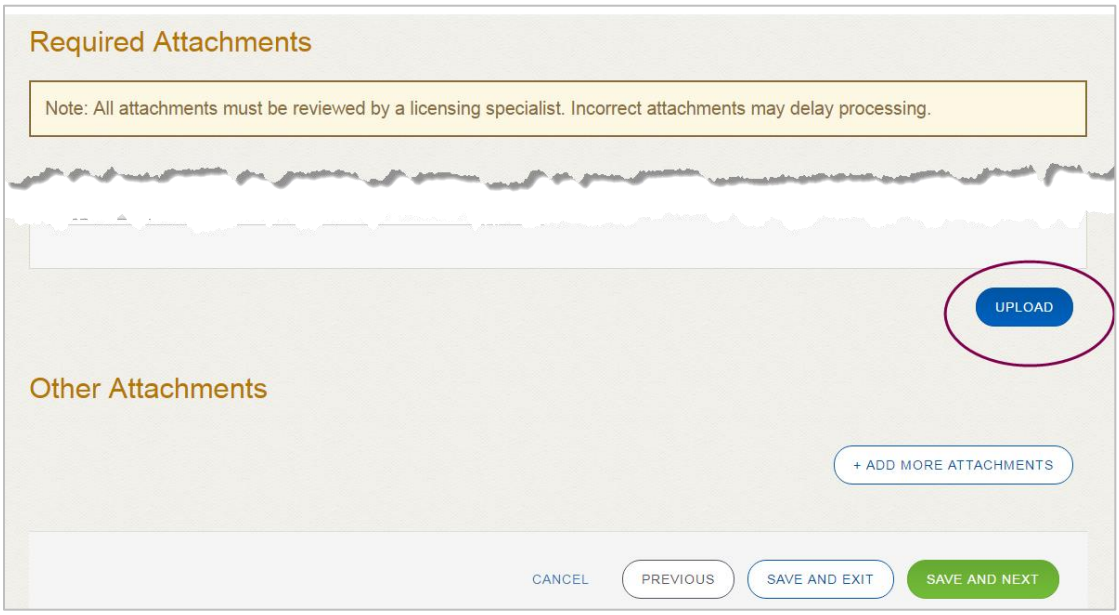
2. On the *Open* popup:

   a. Navigate to the file (on the computer or a shared network resource).

   b. Select the file and click the **Open** button.



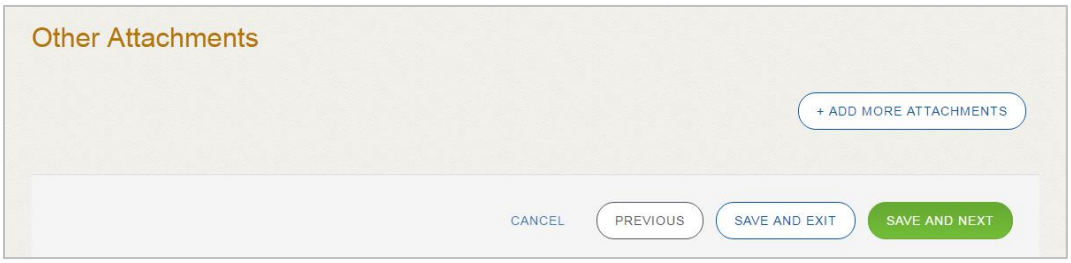
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



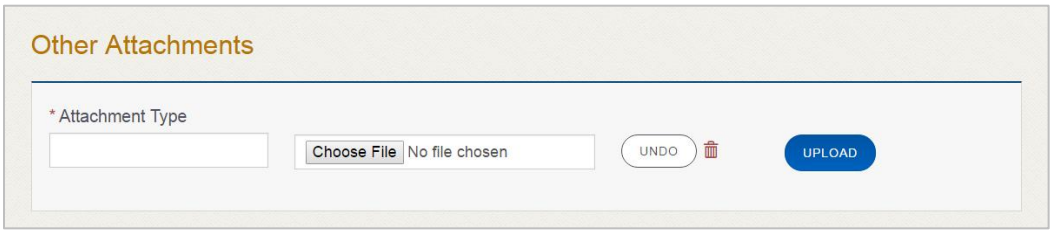
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

d. For files not required:

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



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



3) Click the **UPLOAD** button.

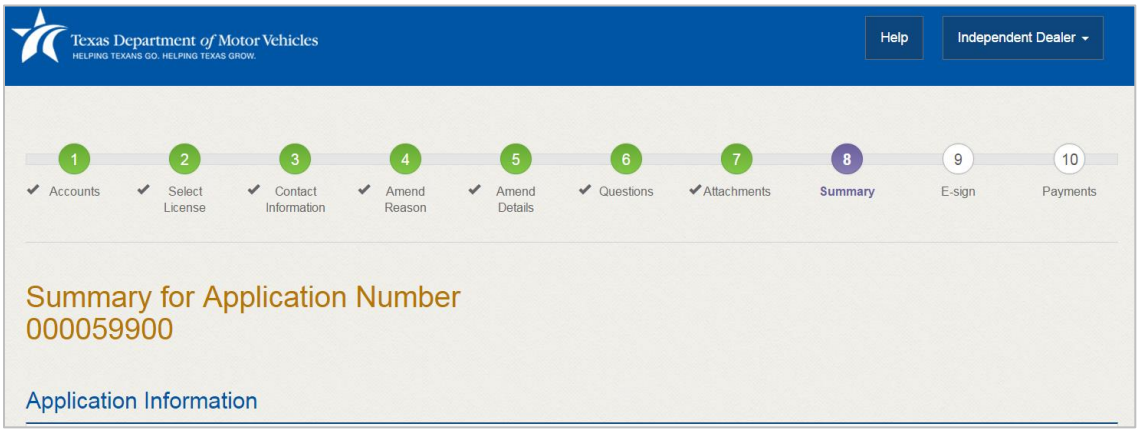
e. Click the **SAVE AND NEXT** button

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

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

6.3.8 Summary

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



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

6.3.9 Signature

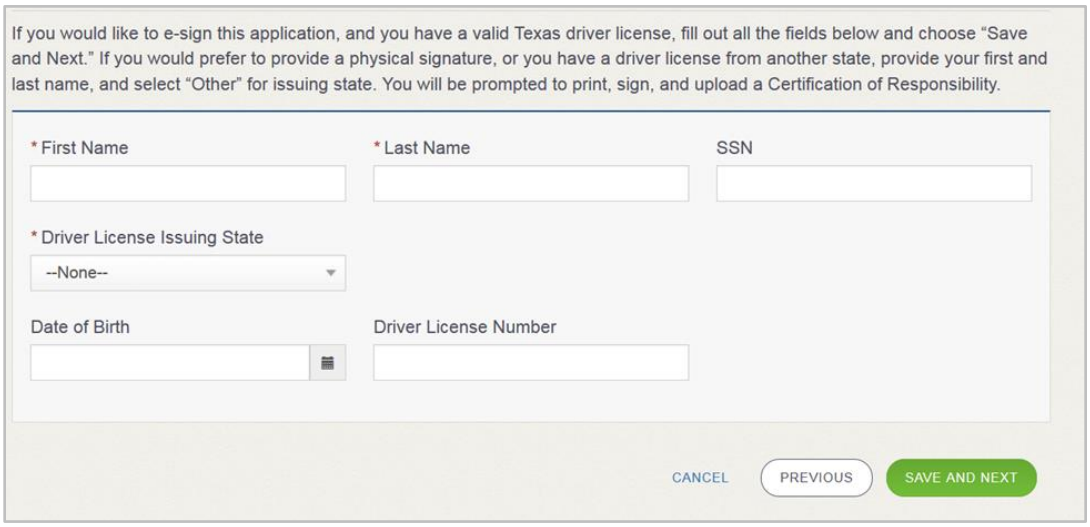
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

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

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

6.3.9.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:



   a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

   b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

   c. For **SSN**, type in the numbers and dashes of your social security number.

   d. From the **Driver License Issuing State** dropdown, select the appropriate option.

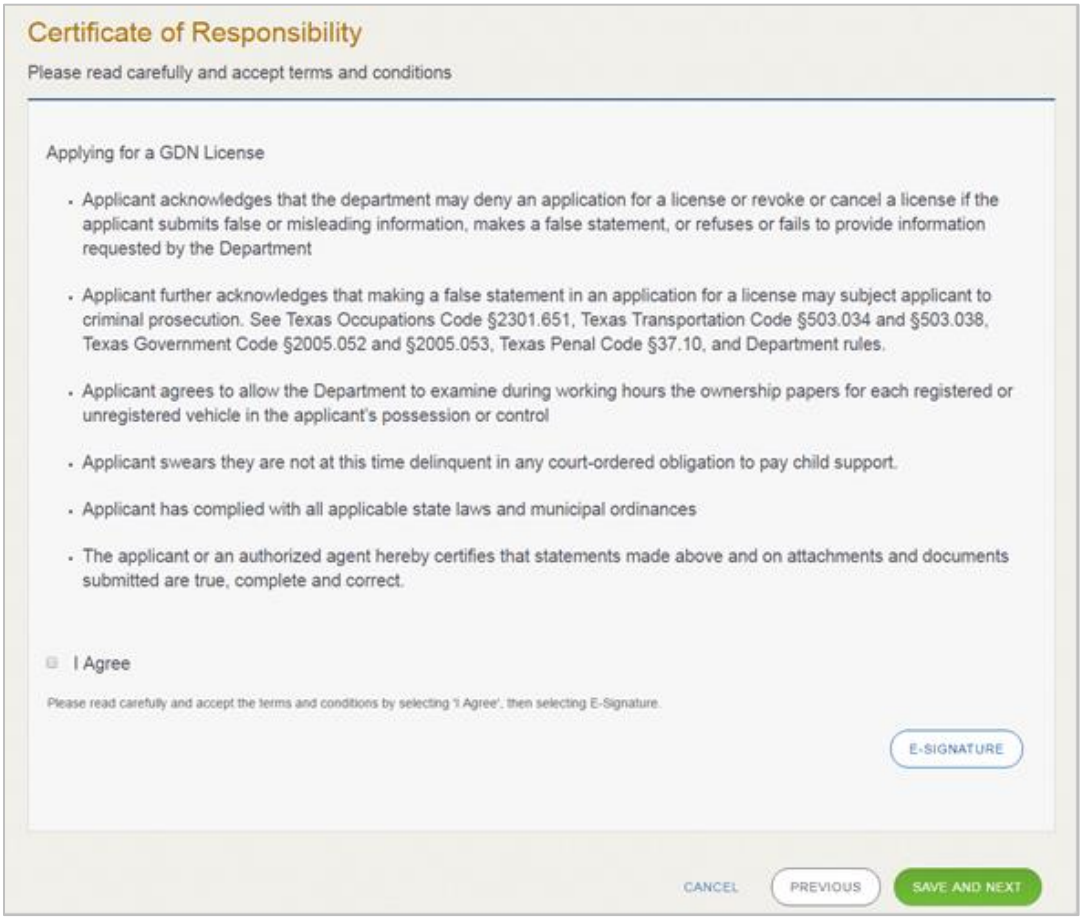
   e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license

   f. For **Driver License Number**, type in the string of number and letters.

   g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



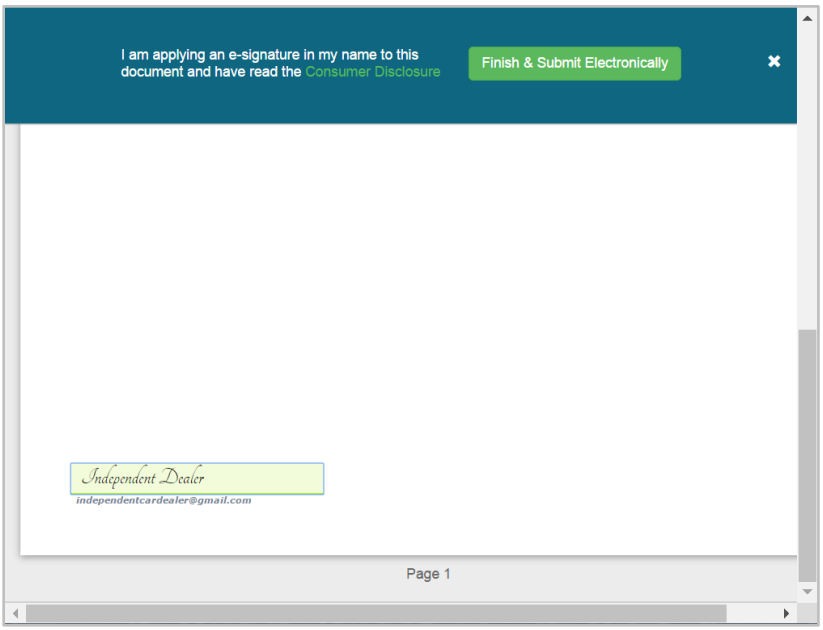
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** option button.

c. Click the **E-SIGNATURE** button.

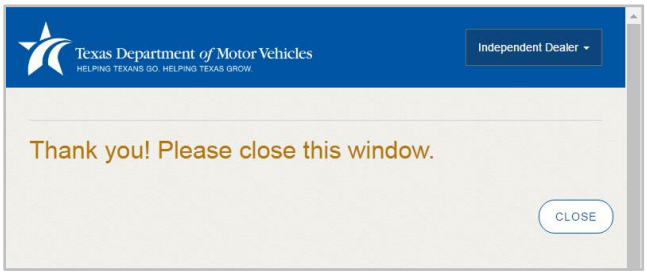
3. On the popup:

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



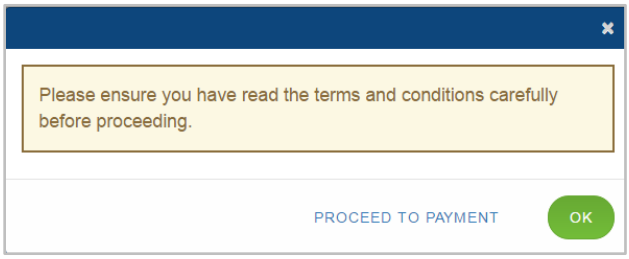
   b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

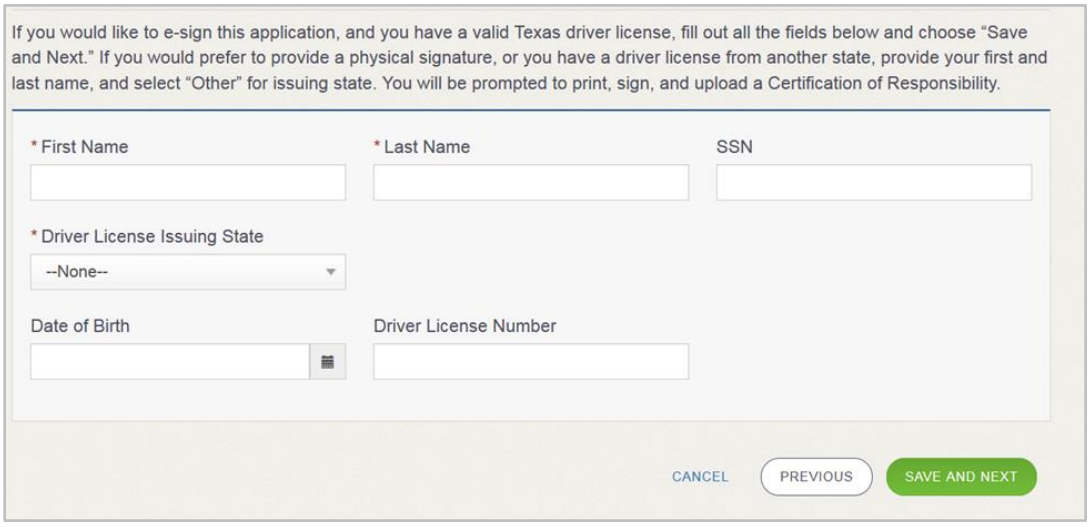
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

6.3.9.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:



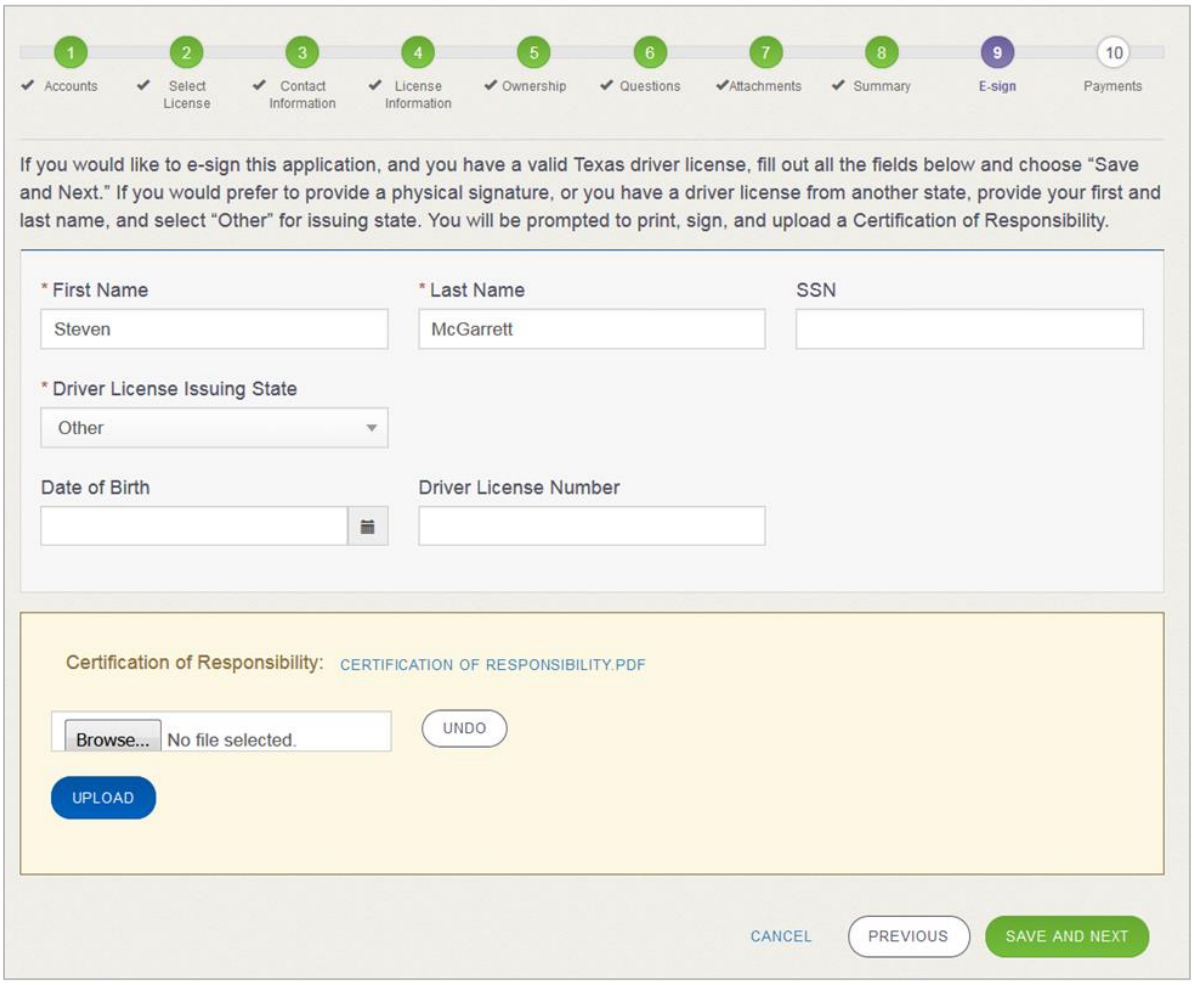
   a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

   b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

   c. For Driver License Issuing State select other.

   d. Screen automatically updates to include the Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



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

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

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

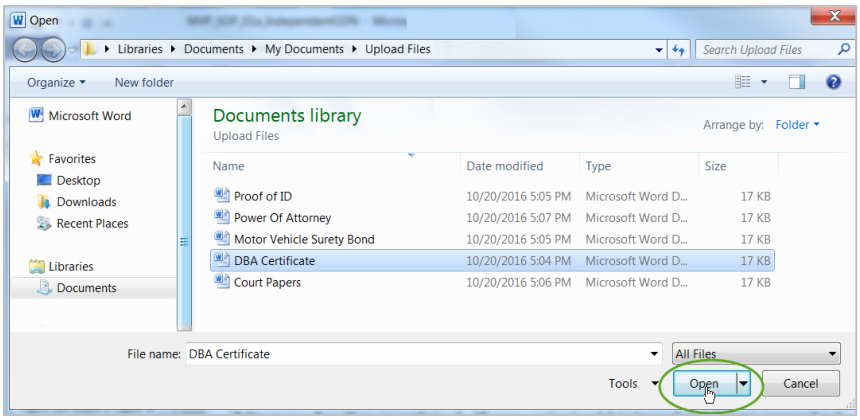
Date: _____

Printed Name: _____

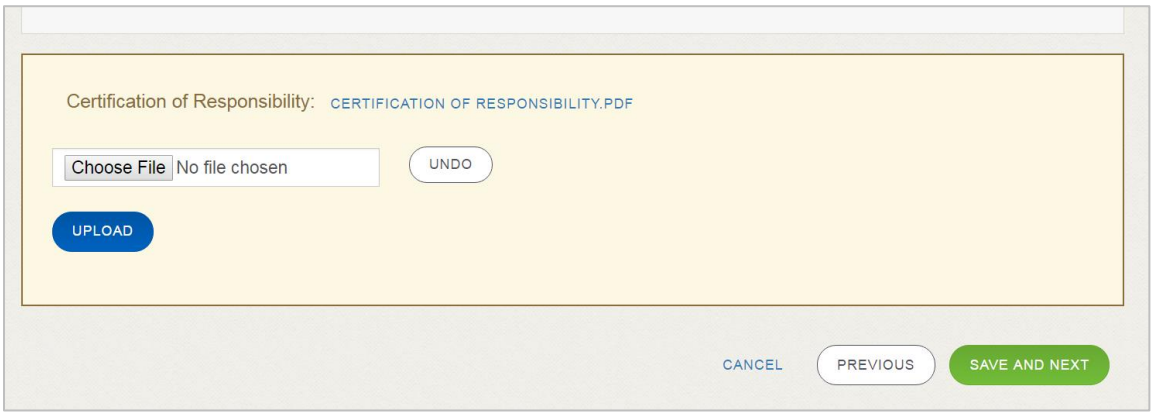
Authorized Signature: _____

Title: _____

5. To upload and attach the signed document to this application:
   a. Scan the document to a file and save it to your local computer (or a shared network resource).
   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

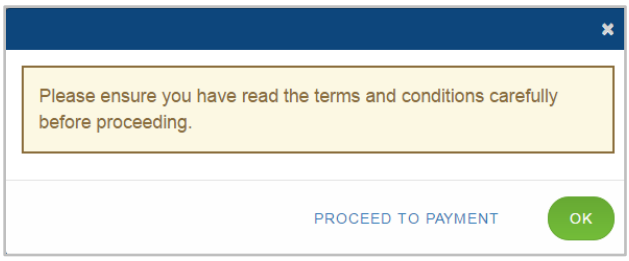


d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



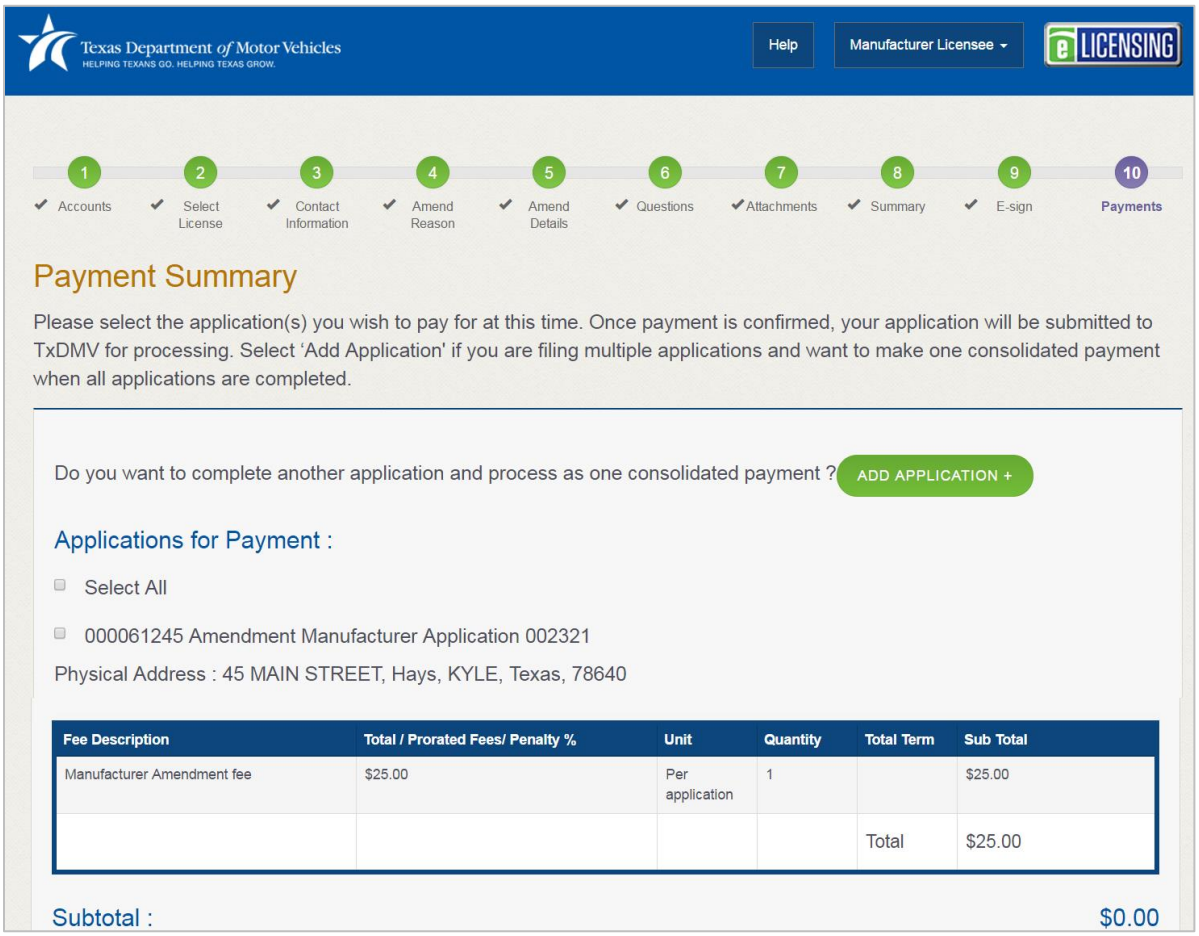
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

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



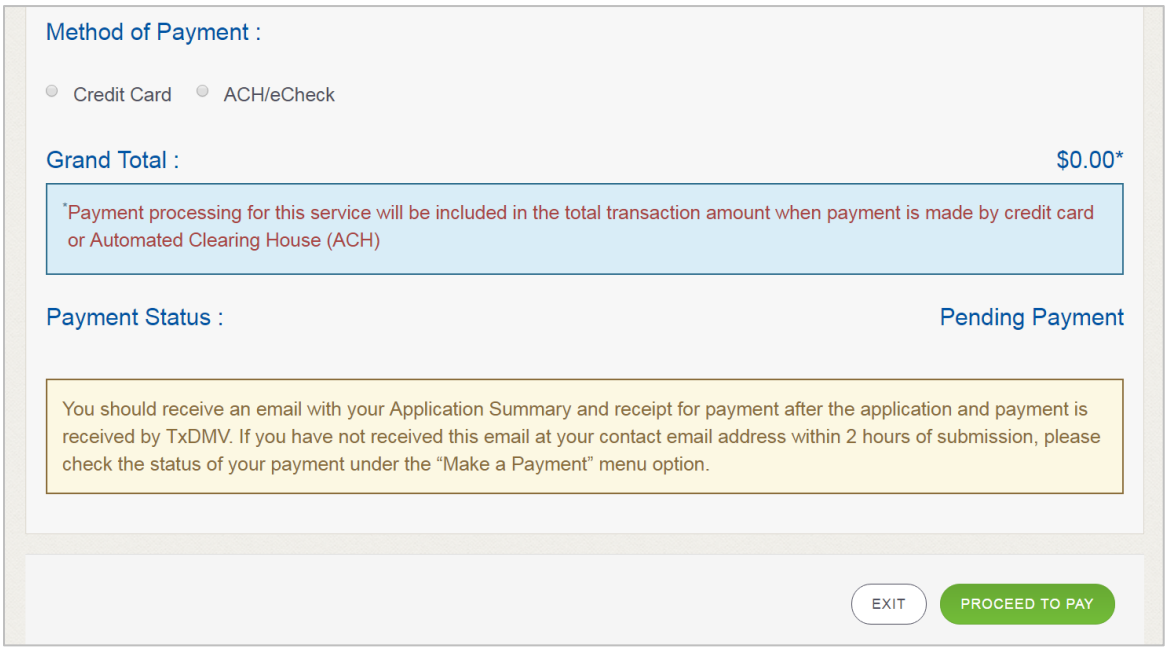
6.3.10 Payment

1. On the top portion of the *Payment Summary* page, to :



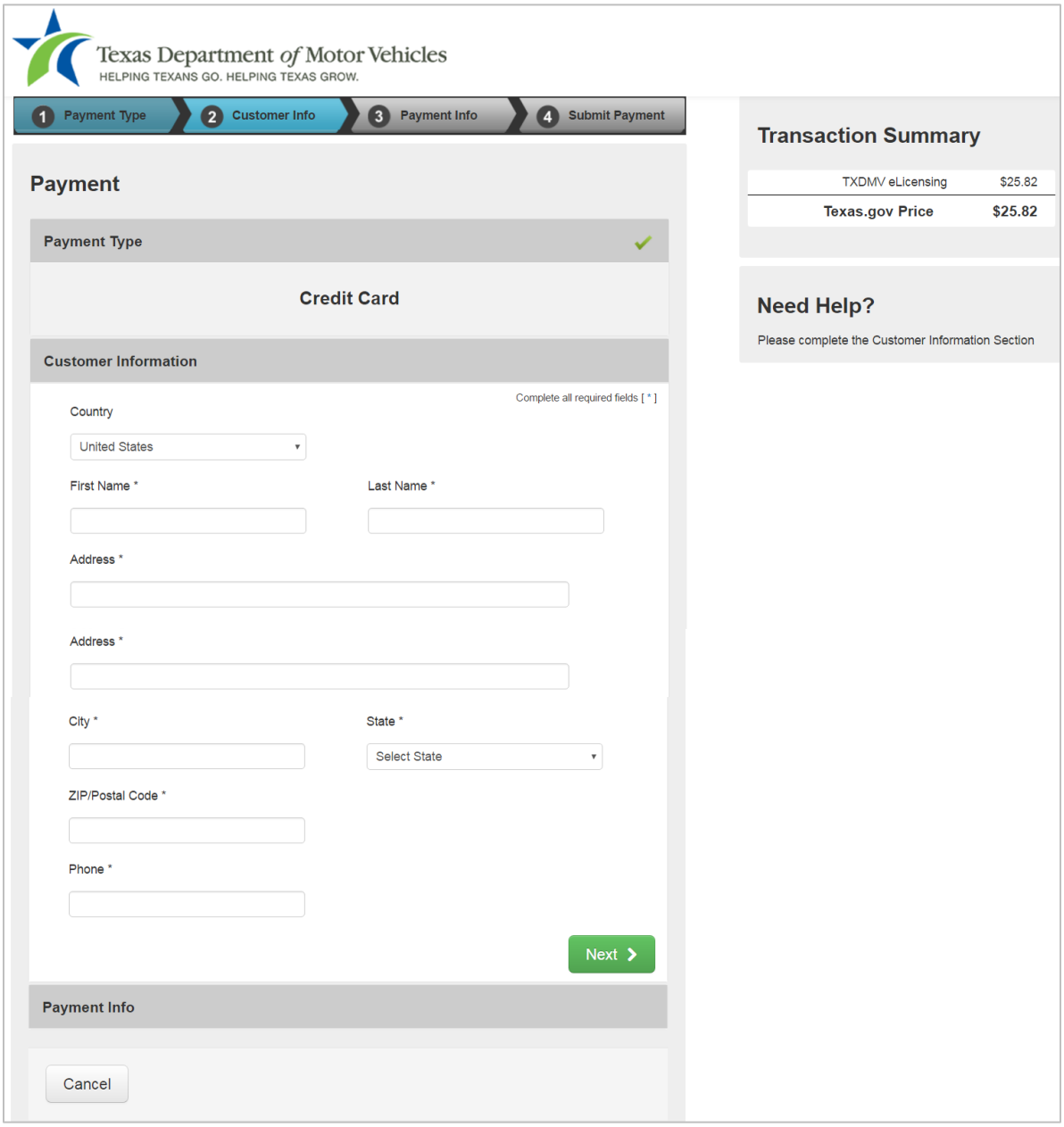
- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the **Select All** option.
- Pay for this item only, click its option button.

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



3. Read the payment processing note and then click the **PROCEED TO PAY** button.

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



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 street number and name of the street used to bill the credit being used.

d. For **Address 2**, optionally type in the additional street information, such as the suite number.

e. For **City**, type in the name of the city.

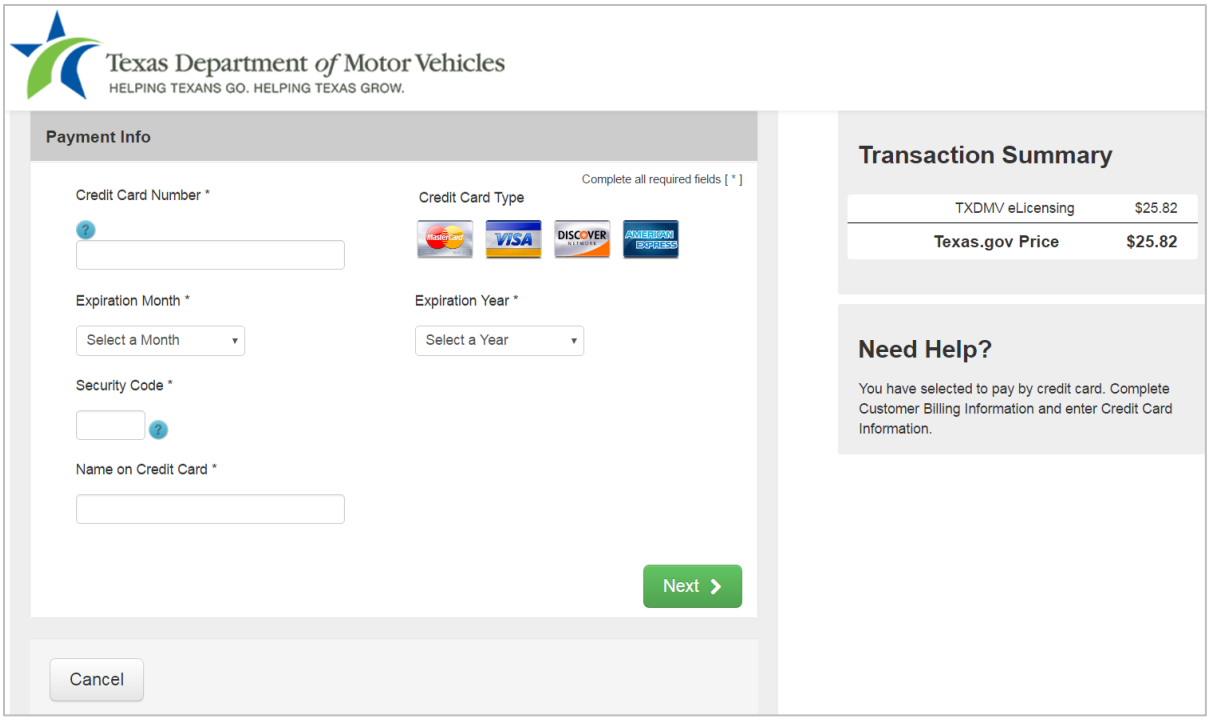
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

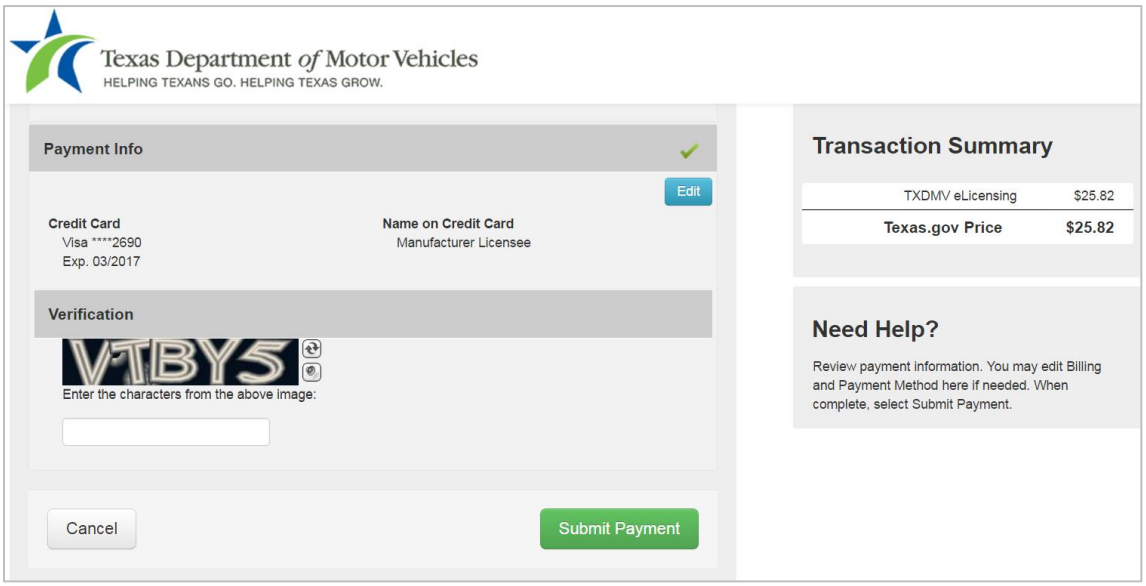
h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

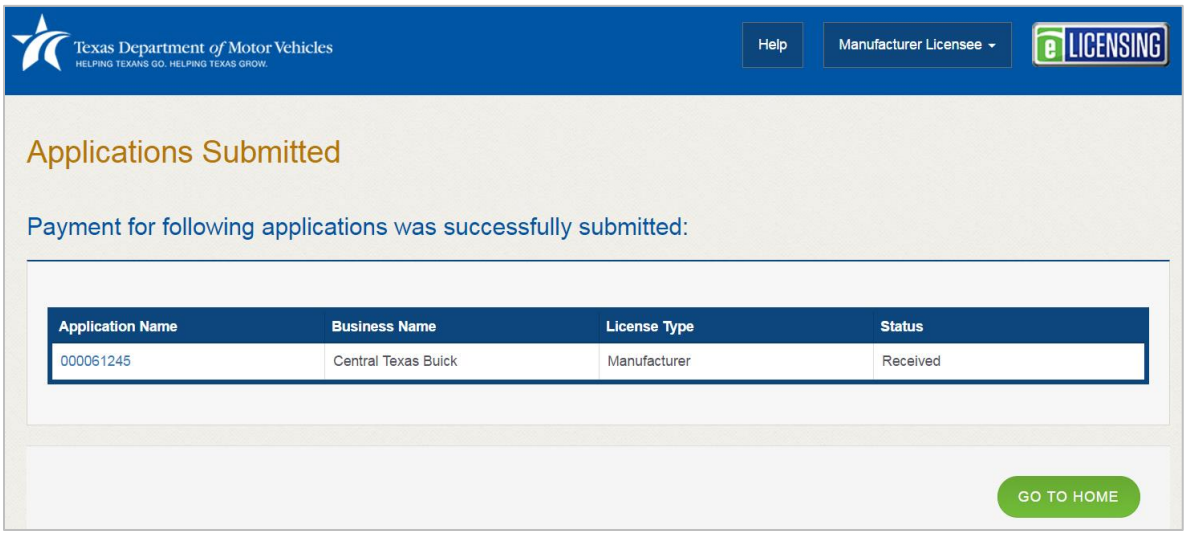
5. In the Card Info section:



6. In the **Verification** section, enter the characters from the image displayed and click the **Submit Payment** button.



7. After the *Please Wait* popup closes and verify that **Payment Successful** displays in the **Status** on the *Payment Summary* page.
8. Click the **NEXT** button.
9. On the *Application Submitted* page, click the **CLOSE** button.

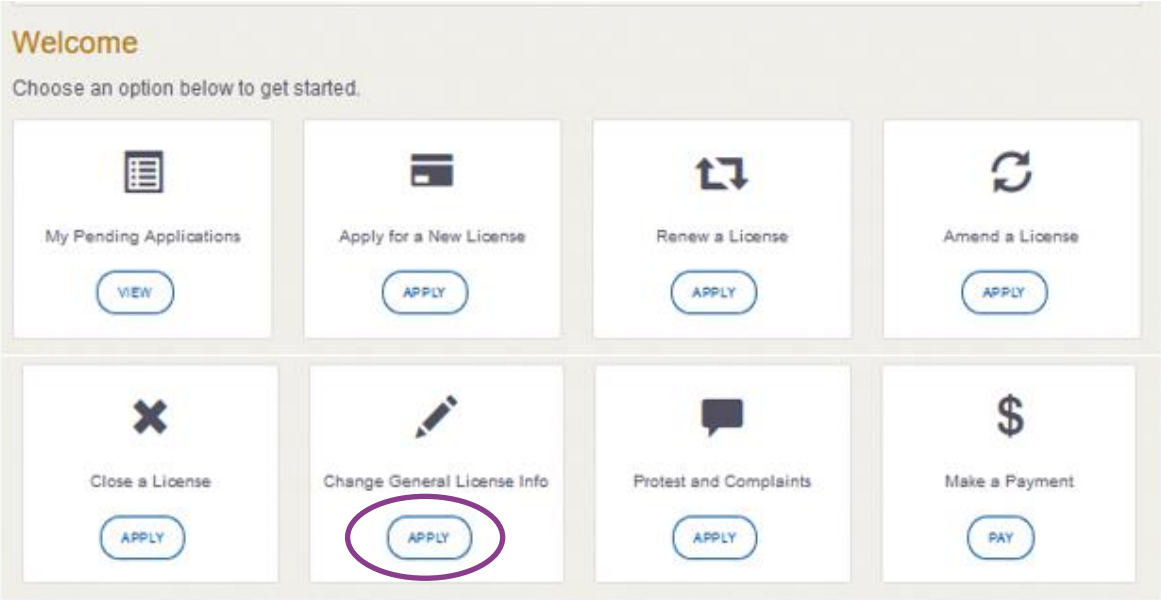


7 Changing General Manufacturer License Info

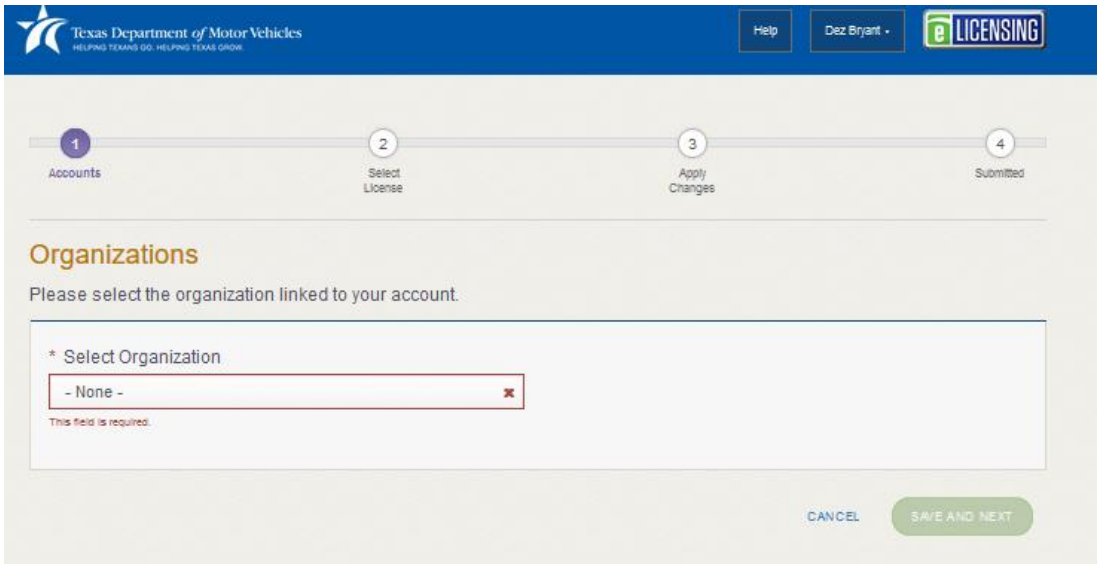
You can change general license information, such as the contact person that TxDMV may speak with about your license details.

There is no fee for these changes.

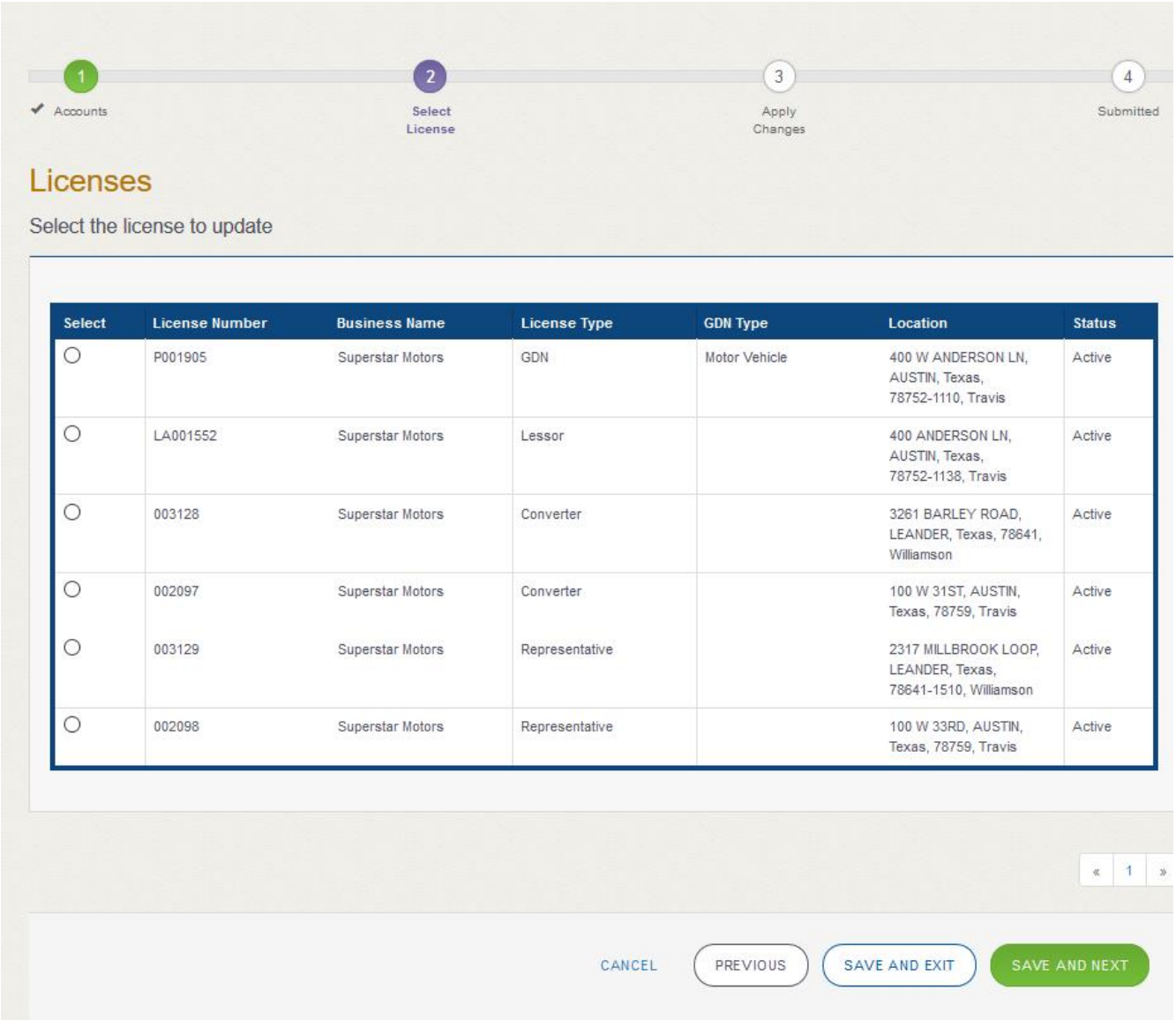
1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Change General License Info** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

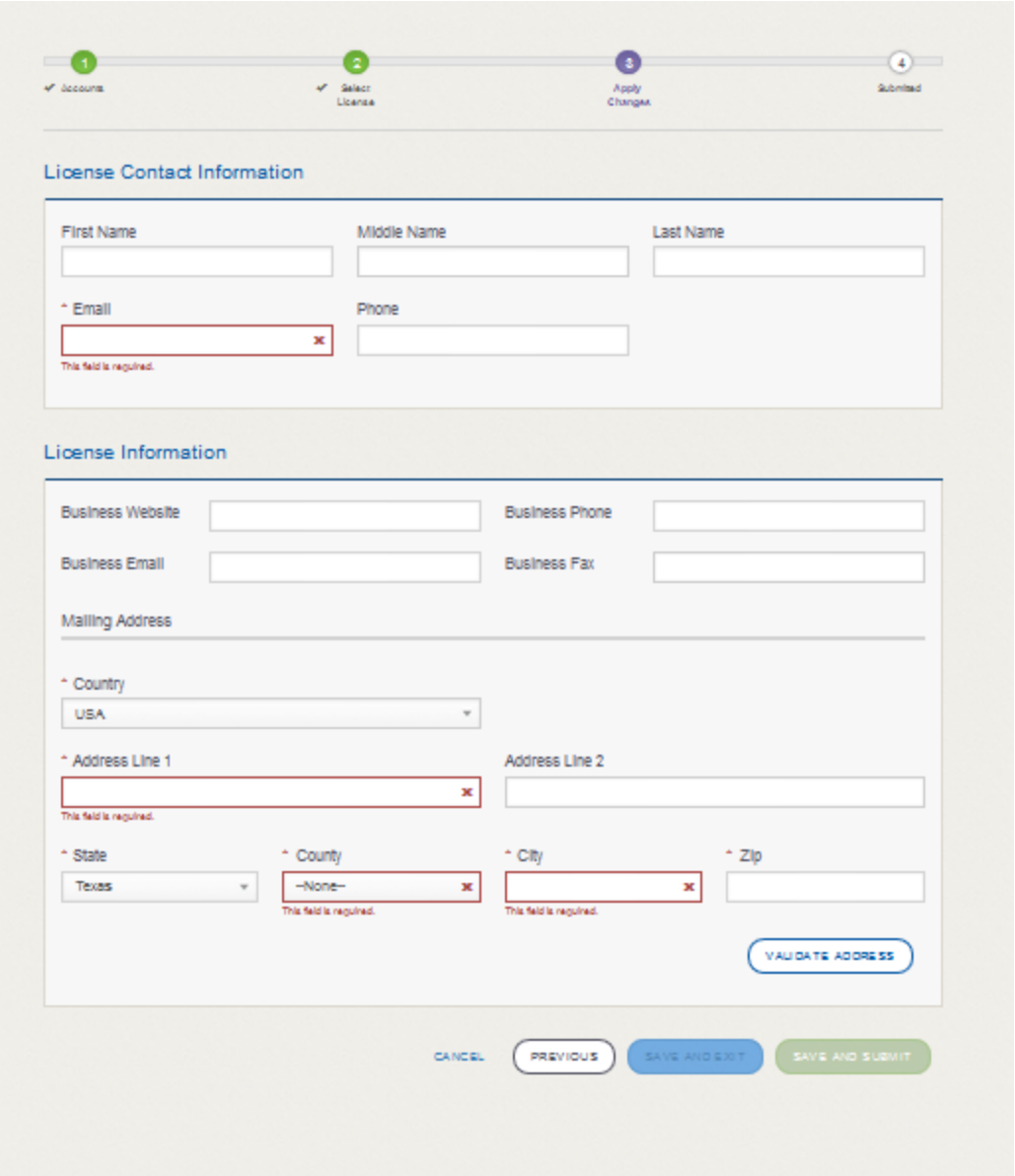


3. On the *Licenses* page, click the appropriate license for the information that has changed.



Select	License Number	Business Name	License Type	GDN Type	Location	Status
○	P001905	Superstar Motors	GDN	Motor Vehicle	400 W ANDERSON LN, AUSTIN, Texas, 78752-1110, Travis	Active
○	LA001552	Superstar Motors	Lessor		400 ANDERSON LN, AUSTIN, Texas, 78752-1138, Travis	Active
○	003128	Superstar Motors	Converter		3261 BARLEY ROAD, LEANDER, Texas, 78641, Williamson	Active
○	002097	Superstar Motors	Converter		100 W 31ST, AUSTIN, Texas, 78759, Travis	Active
○	003129	Superstar Motors	Representative		2317 MILLBROOK LOOP, LEANDER, Texas, 78641-1510, Williamson	Active
○	002098	Superstar Motors	Representative		100 W 33RD, AUSTIN, Texas, 78759, Travis	Active

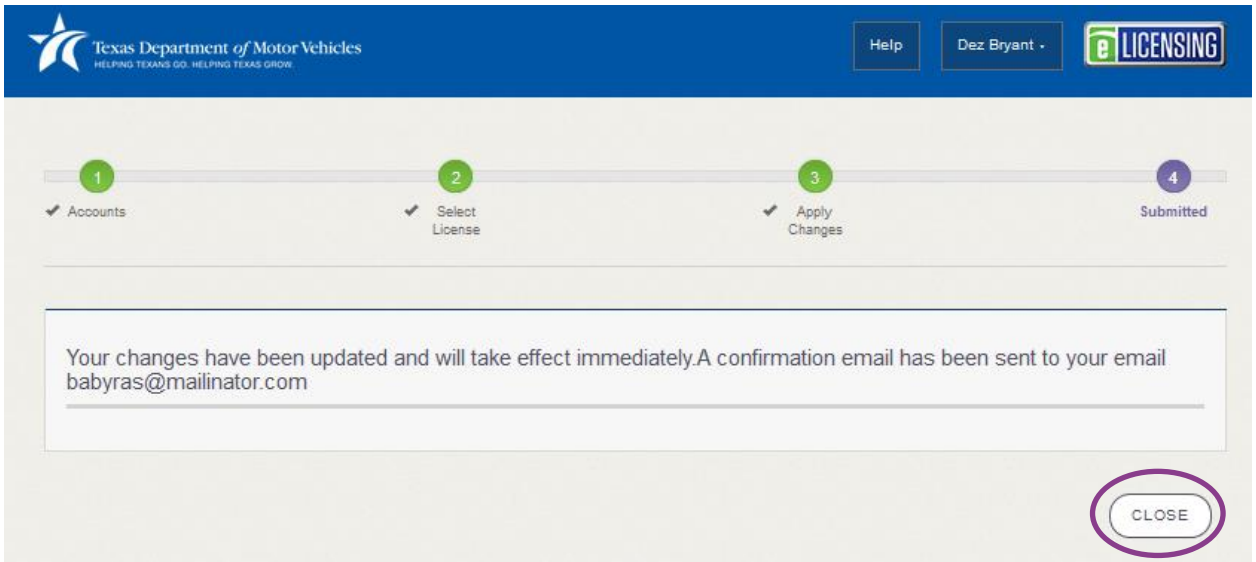
4. On the *Apply Changes* page:



a. Click into the field to edit and make the changes.

b. Click the **SAVE AND SUBMIT** button.

5. On the *Submitted* page, click the **CLOSE** button to exit.


Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.
Help
Dez Bryant
eLICENSING
1
Accounts
2
Select License
3
Apply Changes
4
Submitted
Your changes have been updated and will take effect immediately.A confirmation email has been sent to your email babyras@mailinator.com
CLOSE

8 Renewing Manufacturer's Licenses

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

Instead of renewing, the system may prompt you that you should file a new application if you have changed business structure or ownership since last application or renewal

8.1 Renewal Fees

The fee to renew a license on time is $1800 for the manufacturer license, $40 for each associated franchise dealer, and $200 for each Representative being renewed.

If the renewal is late, the fee is $1800 plus $900 if renewed after the first 30 days and $900 more if renewed after 60 days for the manufacturer license. Also included in the fees is a $200 fee for each Representative renewed plus $100 if renewed after the first 30 days and $100 more if renewed after 60 days.

Note: The Plate/Sticker renewal fee is $80.00.

8.2 Gathering Information

To complete this application, you will need access to:

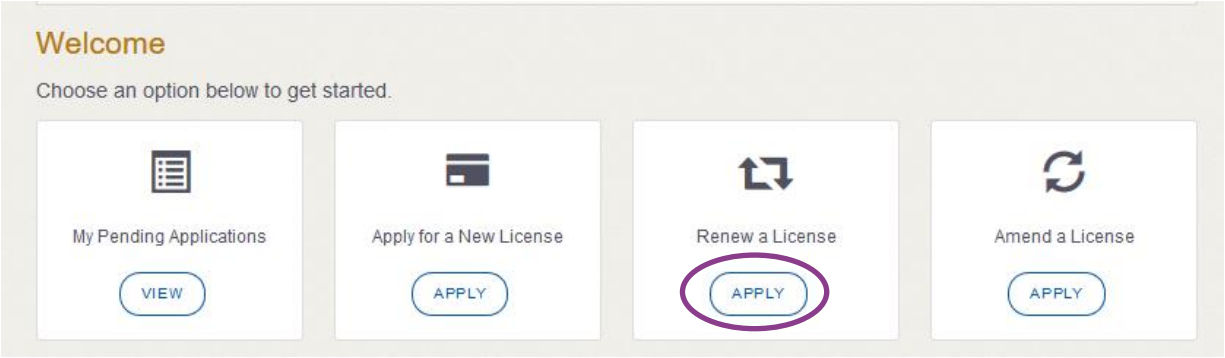
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
  - Assumed Name Certificates
  - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
  - Driver's licenses (or passport, official identification cards, and so on) for new owners or management staff

- **Note:** Driver's license information is not required for a renewal, but is required for amendments involving ownership changes

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

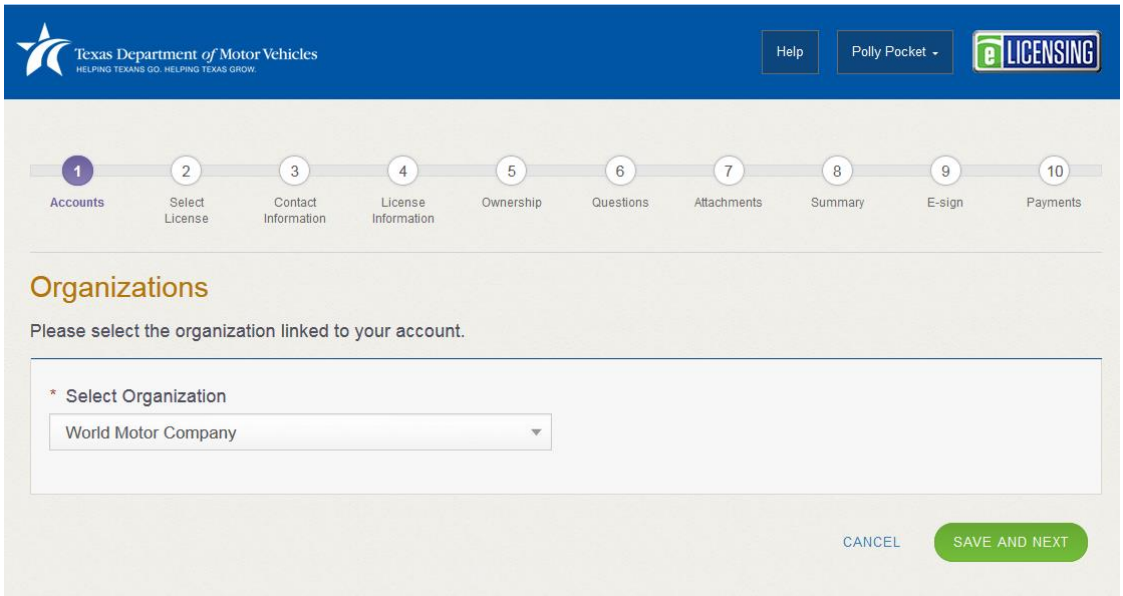
8.3 Renewal Application

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



8.3.1 Accounts

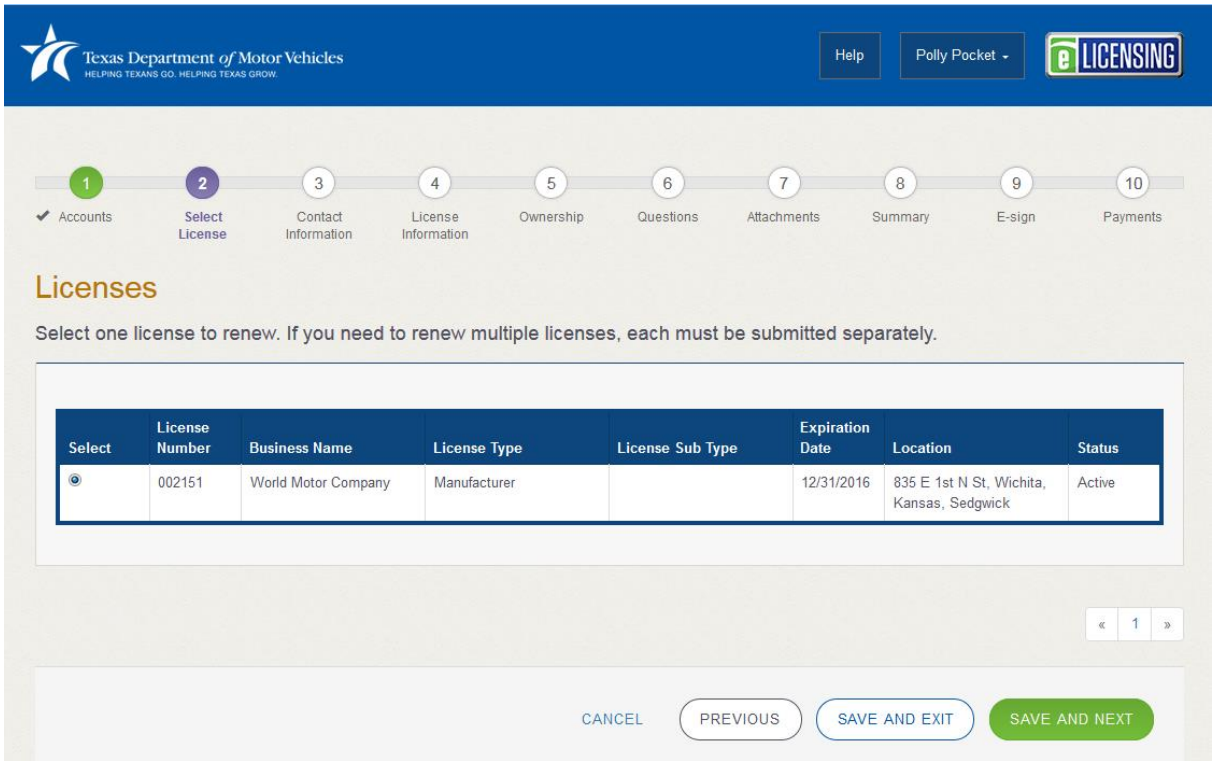
1. On the *Organizations* page, click the drop-down list and select your organization.



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

8.3.2 Select License

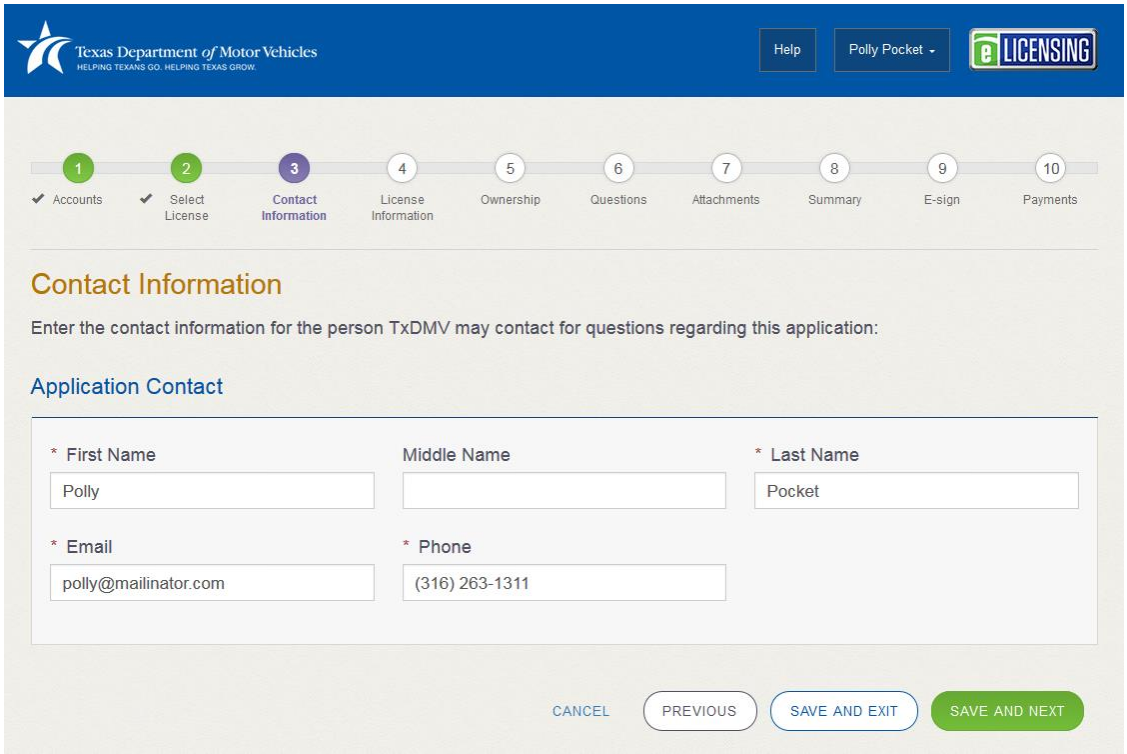
1. On the *Licenses* page, select the license to renew. Note that only the licenses eligible for renewal are displayed.



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

8.3.3 Contact Information

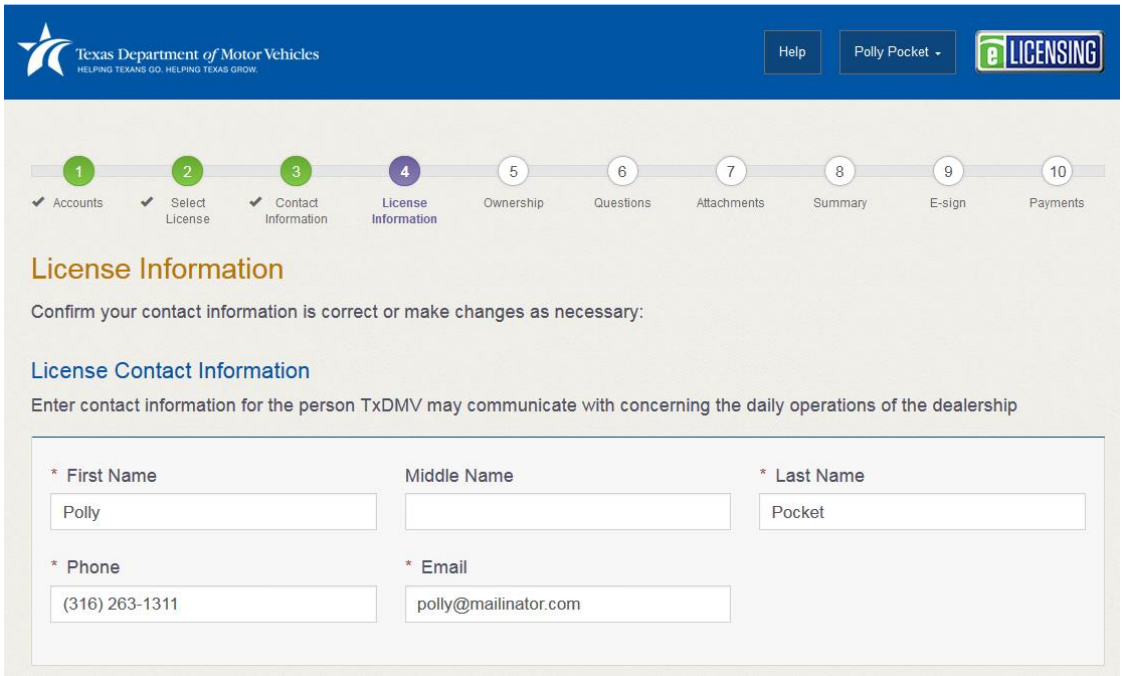
1. On the *Contact Information* page, make any changes needed to the person listed who can be contacted about this renewal application.



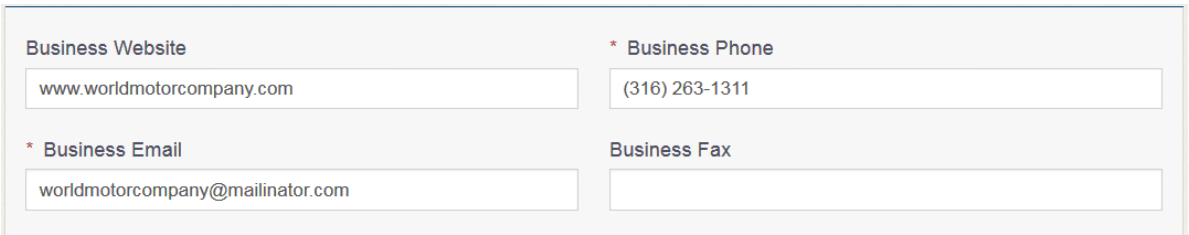
2. Click the **SAVE AND NEXT** button.

8.3.4 License Information

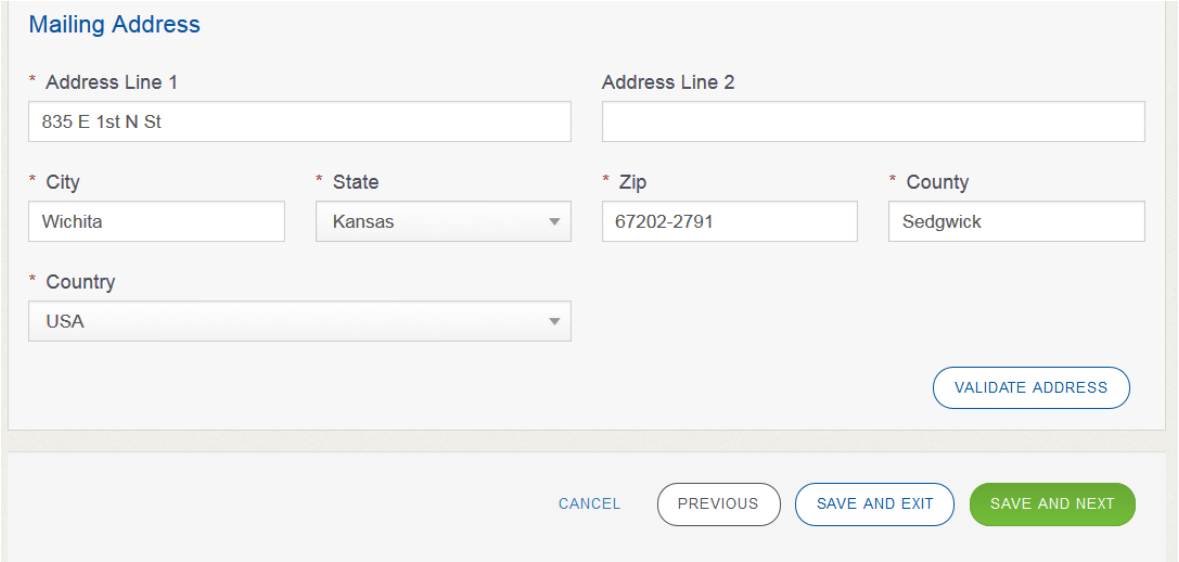
1. On the top of the *License Information* page, verify that the information is correct or make any changes necessary.



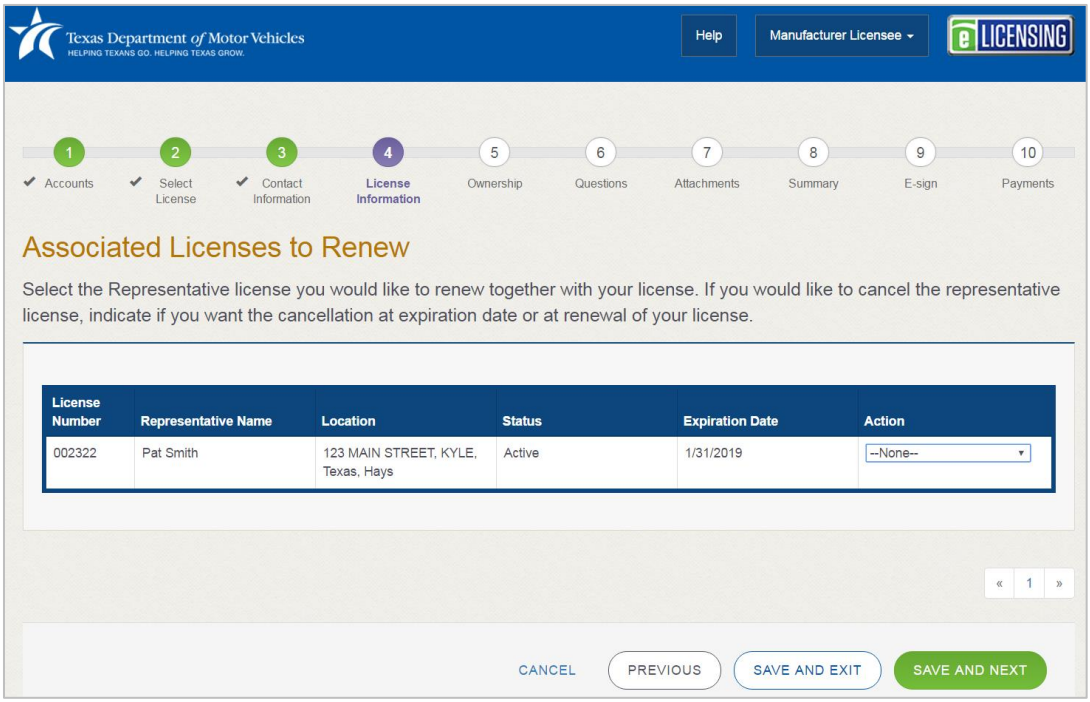
2. In the **Business section** of the page, verify that the information is correct or make any changes necessary.



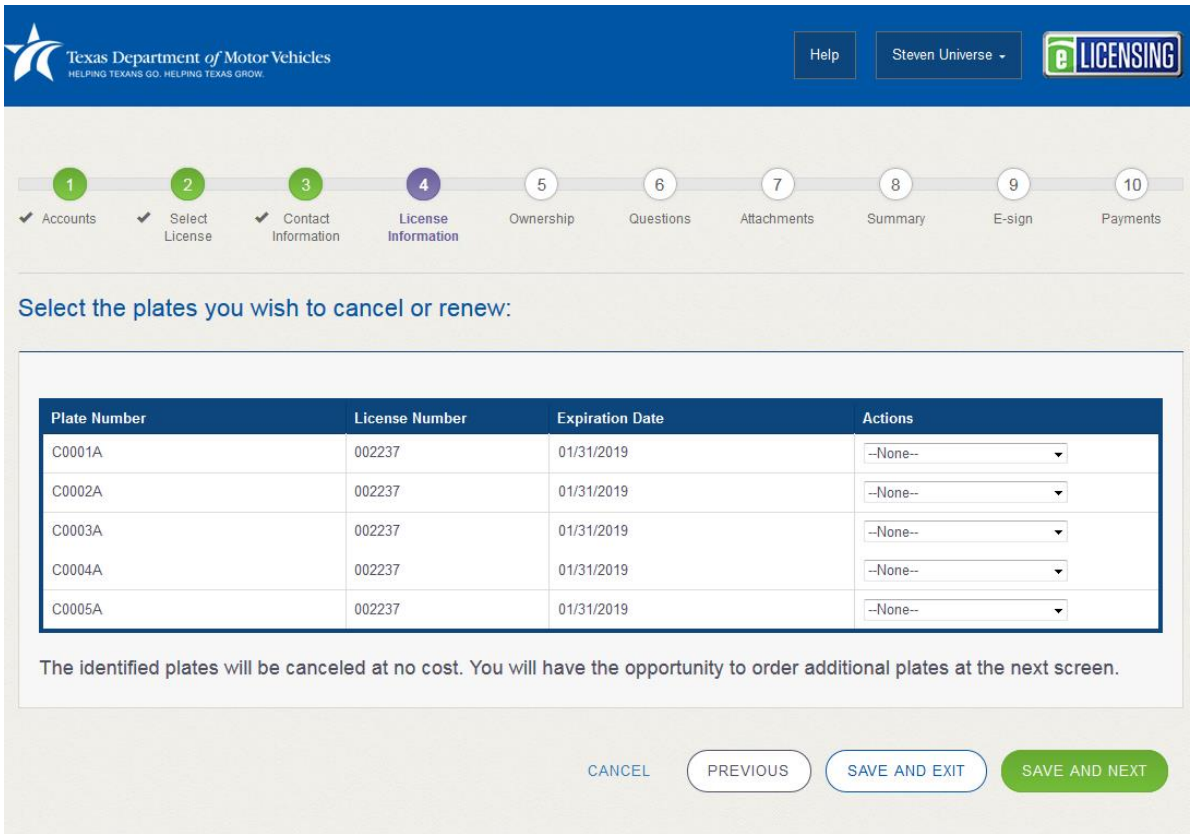
3. In the **Mailing Address section** of the page, verify that the information is correct or make any changes necessary.



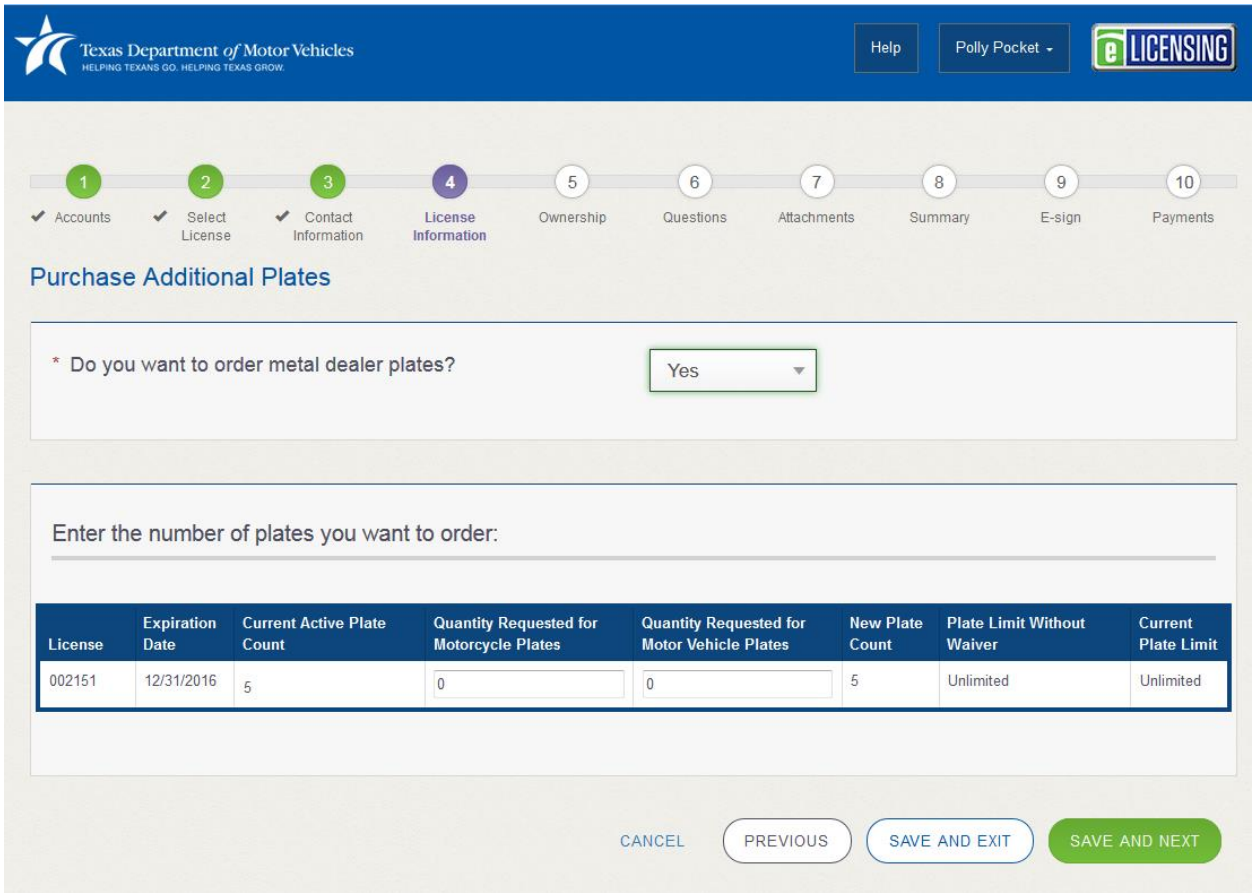
4. Click the **SAVE AND NEXT** button.
5. On the *Associated Licenses to Renew* page:
   a. To renew an existing Representative select Renew from the Action drop down



6. On the *Dealer Plates* page, select renew plate or cancel plate for each plate listed.



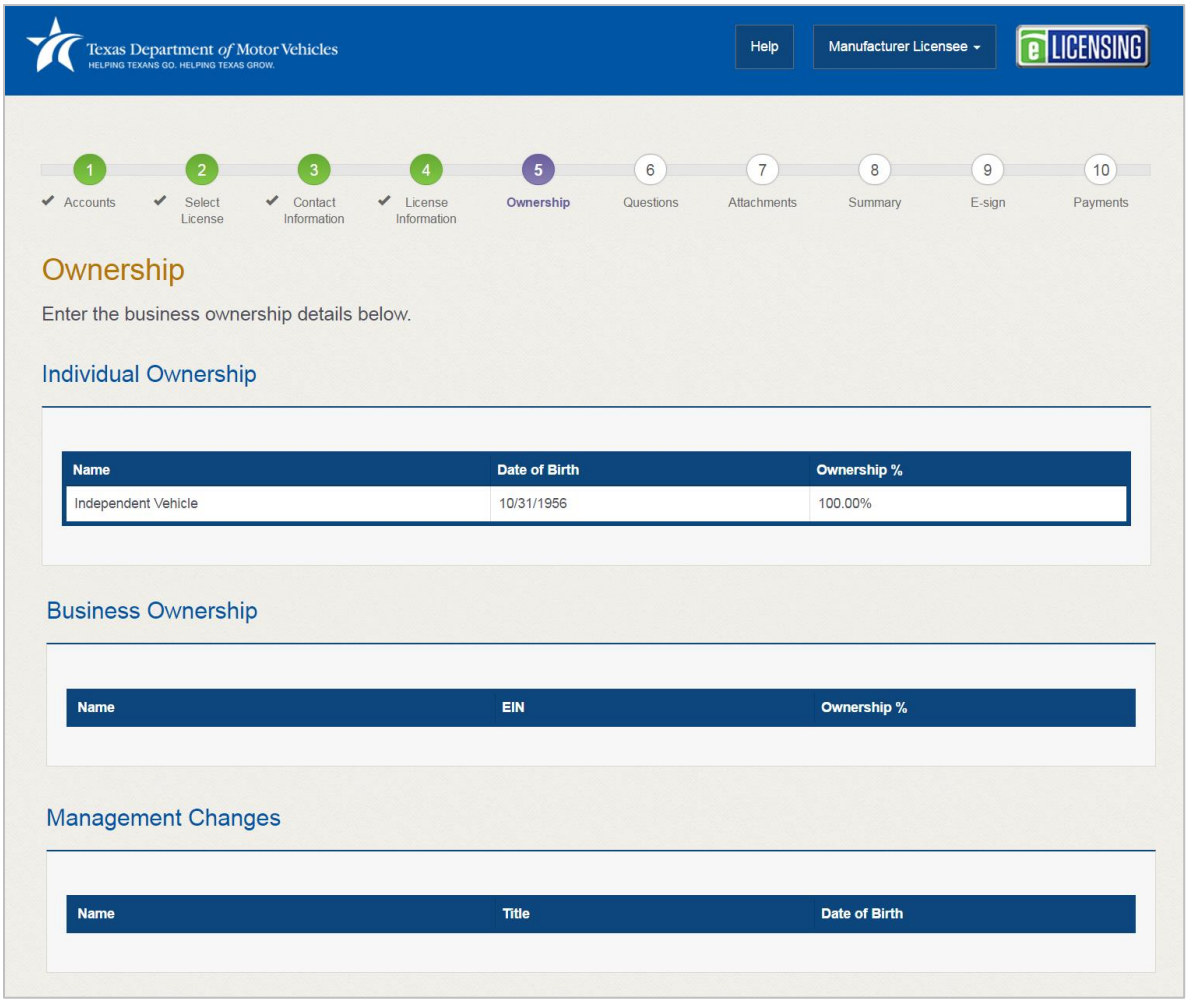
7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, click:



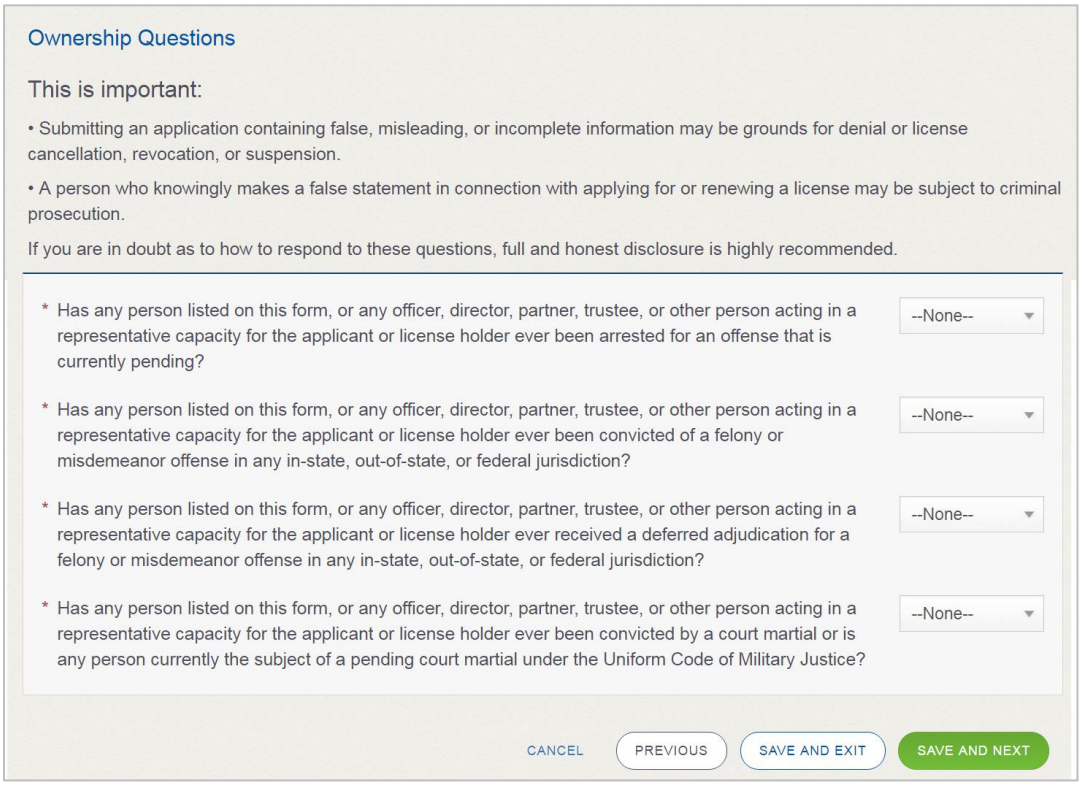
- **No** and click the **SAVE AND NEXT** button.
- **Yes**, and then in the:
  a. **Quantity Requested** field, enter the number of plates needed.
  b. Click the **SAVE AND NEXT** button.

8.3.5Ownership

1. On the *Ownership* page:
   a. Review current information (If updates are needed an amendment must be submitted)


Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.
Help
Manufacturer Licensee
eLICENSING
1 Accounts
2 Select License
3 Contact Information
4 License Information
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments
Ownership
Enter the business ownership details below.
Individual Ownership
Name
Date of Birth
Ownership %
Independent Vehicle
10/31/1956
100.00%
Business Ownership
Name
EIN
Ownership %
Management Changes
Name
Title
Date of Birth

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


Ownership Questions

This is important:

• Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.

• A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

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

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? --None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None--

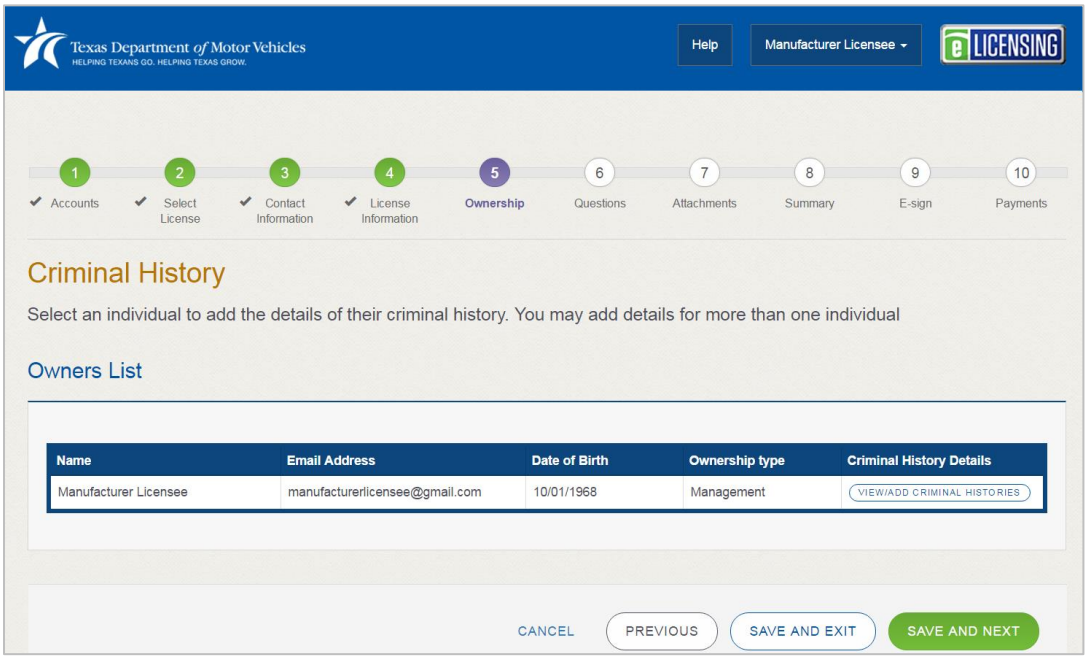
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of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

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

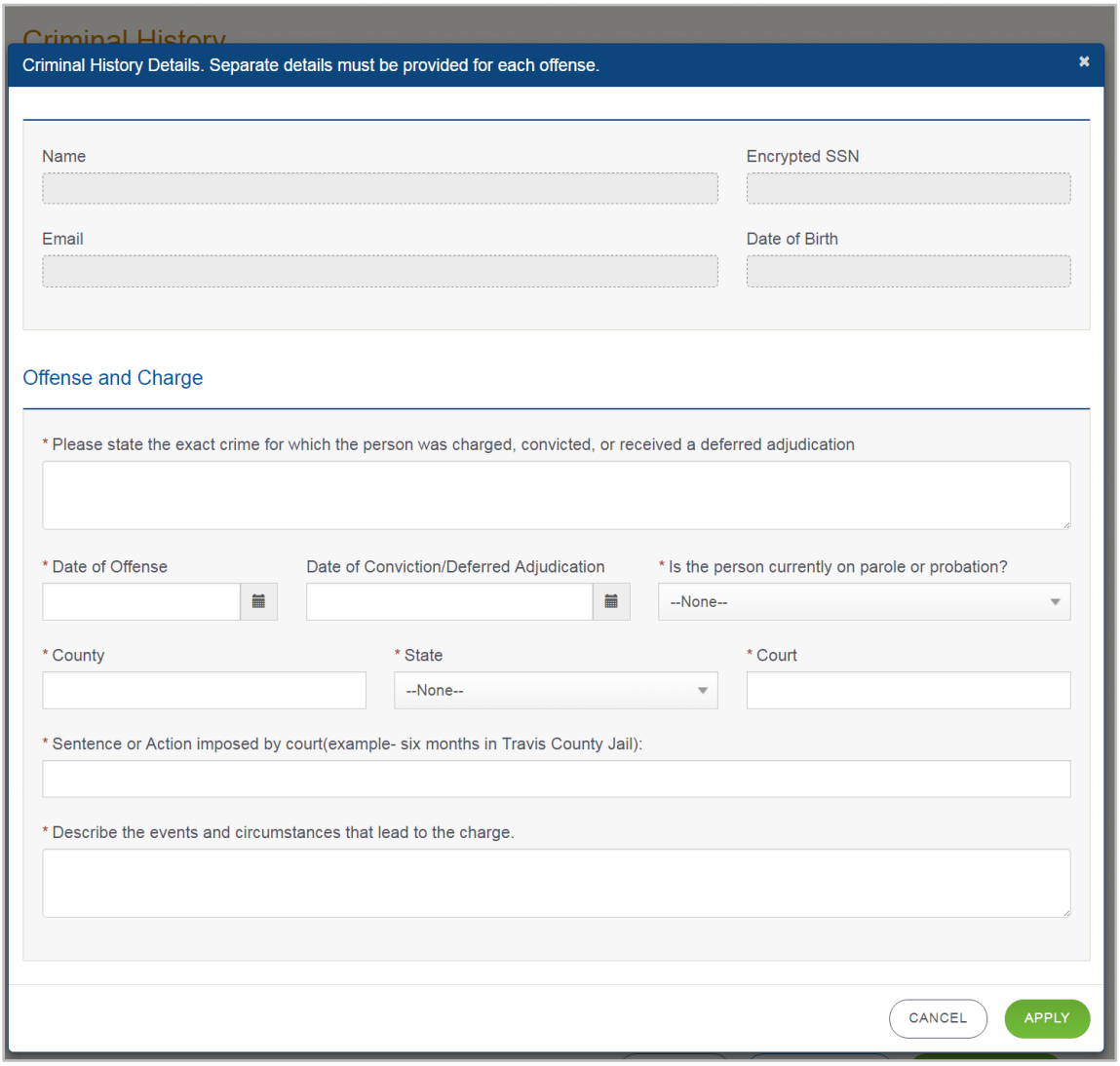
If you answer:

- **No**, click the **SAVE AND NEXT** button.
- **Yes** to any of the questions:

a. On the *Criminal History* page displayed, click the **ADD** button for the first name.



b. On the *Criminal History Details* popup:



1) In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
2) For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
3) For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
4) For **Is person currently on parole or probation**, select Yes or No.
5) For **County**, type in the name of the county in which the offense occurred.
6) For **State**, type in the name of the state in which the offense occurred.
7) For **Court**, type in the type of court in which the offense was adjudicated.

8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
10) Click the **UPDATE** button.

c. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

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

8.3.6 Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

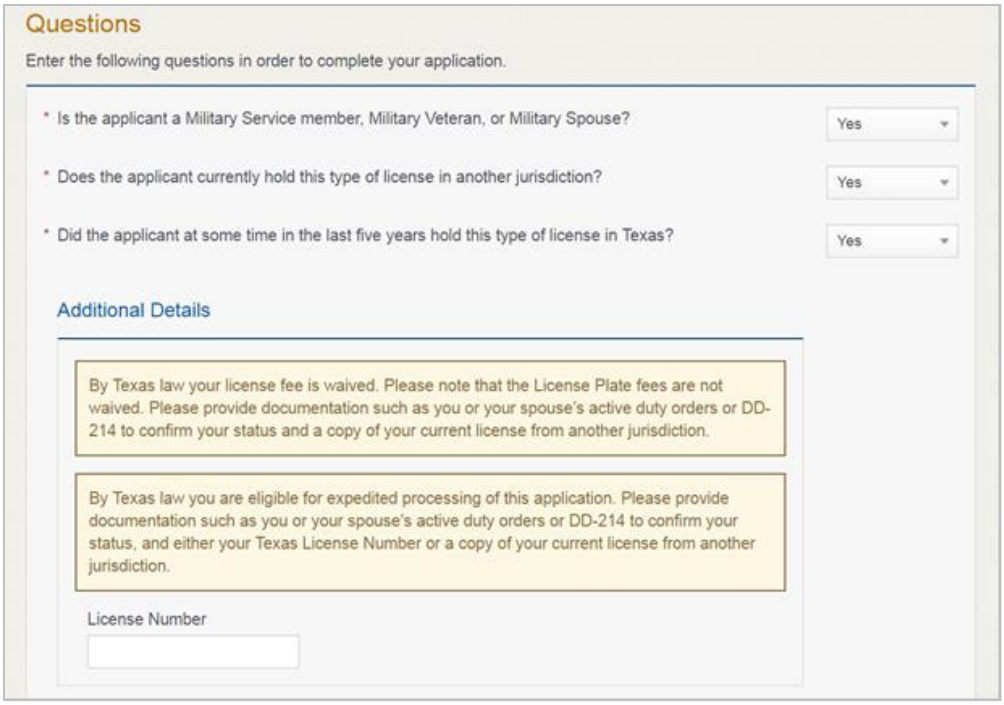
If you do not know the answer or have to leave the application to find it:

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

8.3.6.1 Military Service Questions

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

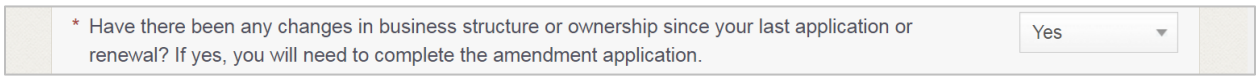
If your response is **Yes**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.



1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. If you answer **Yes** to either condition, type in the **License Number** of the current license.
     b. Continue to the next question.

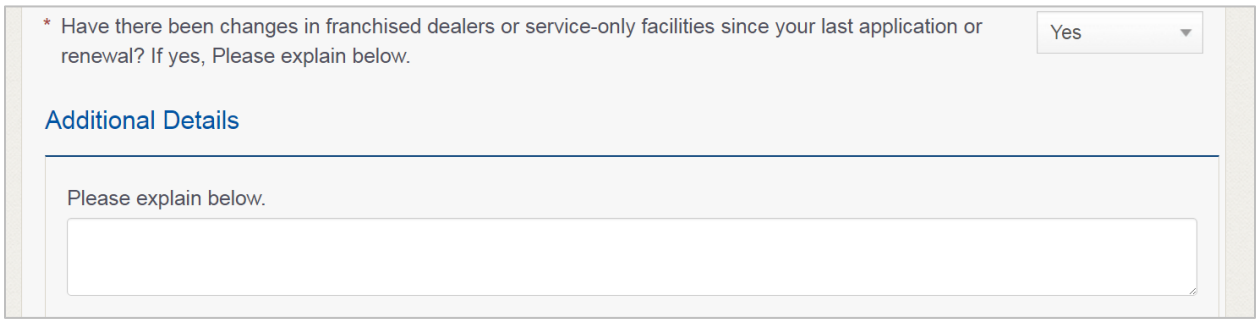
Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

8.3.6.2Changed Business Structure



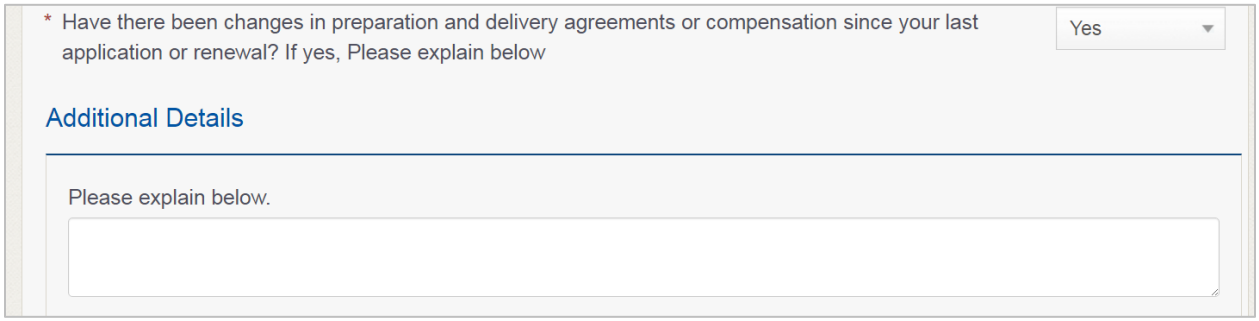
1. Select the response but be advised you may need to submit an amendment application to make the changes or apply for a new license depending on the type of change.
2. Continue with the next question.

8.3.6.3Changes In Franchised Dealers or Service-Only Facilities Question



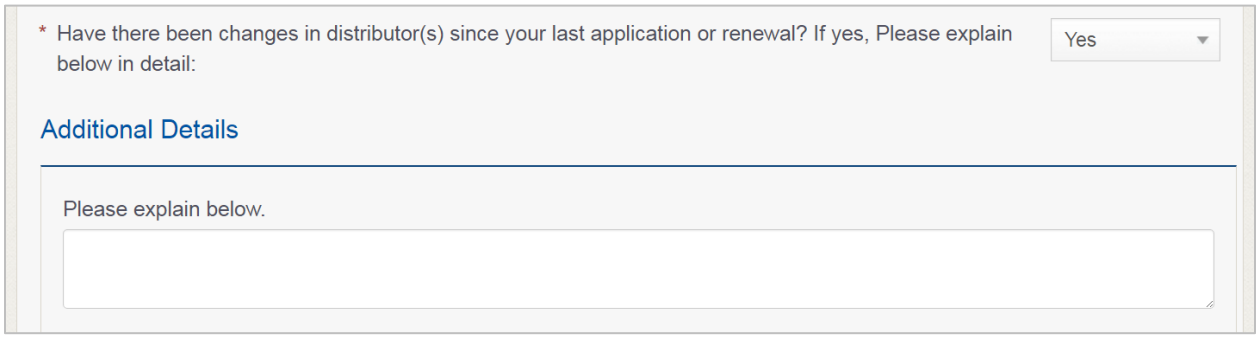
3. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. Type in the appropriate information.
     b. Continue to the next question.

8.3.6.4Changes in Preparation and Delivery Agreements or Compensation



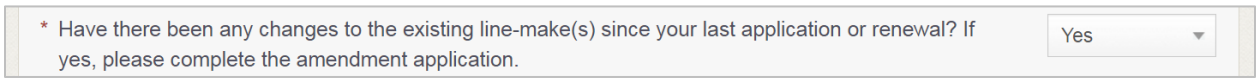
1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. Type in the appropriate information.
     b. Continue to the next question.

8.3.6.5Changes in Distributors



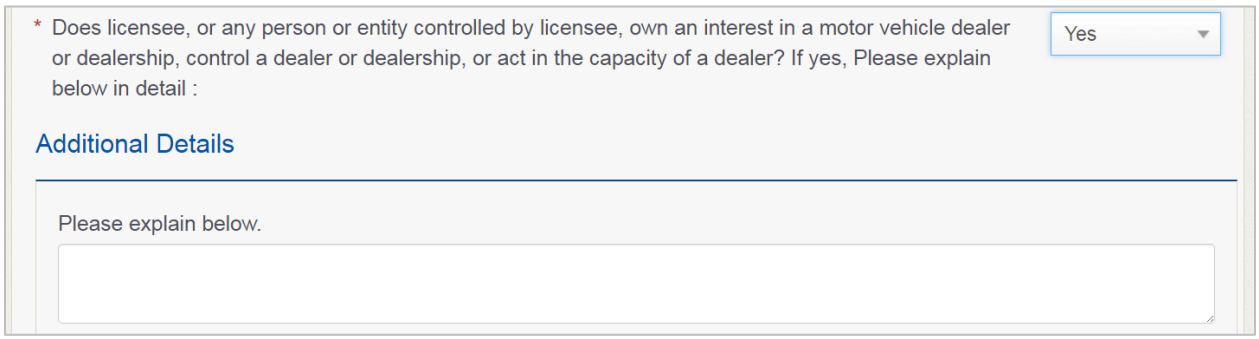
1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. Type in the appropriate information.
     b. Continue to the next question.

8.3.6.6Changes in Line-Makes



1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. Remember to file an amendment with the line-make unless specified in an earlier section.
     b. Continue to the next question.

8.3.6.7Controlling Interest in Dealerships

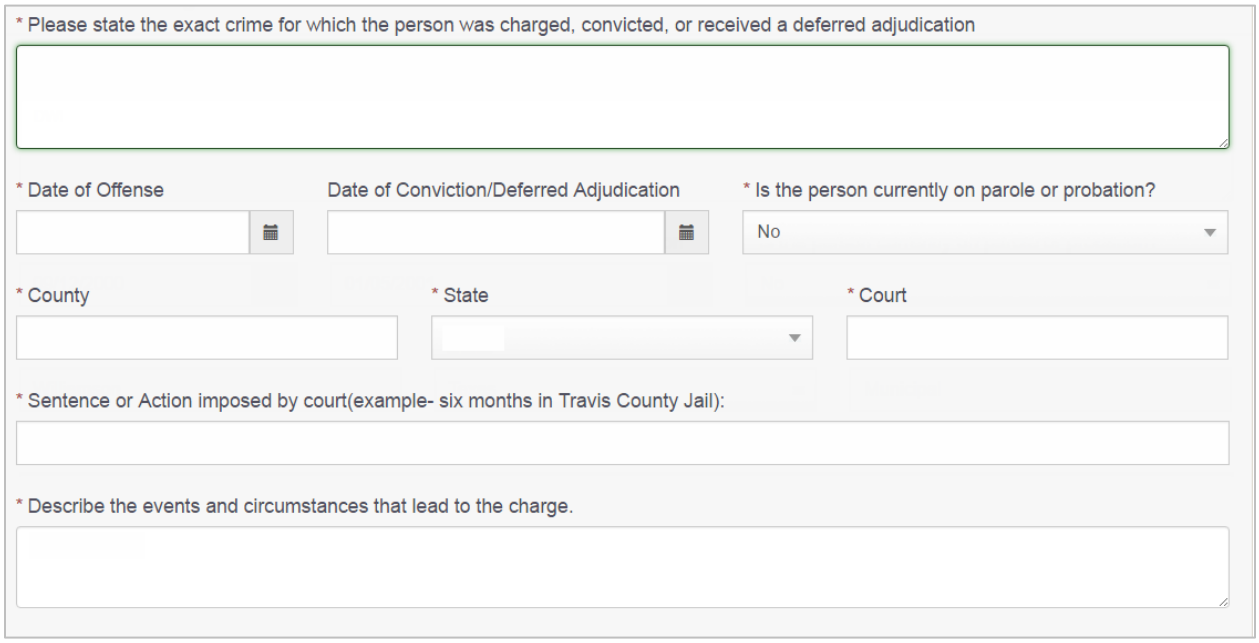


1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. Type in the appropriate information.
     b. Continue to the next question.

8.3.7 Attachments

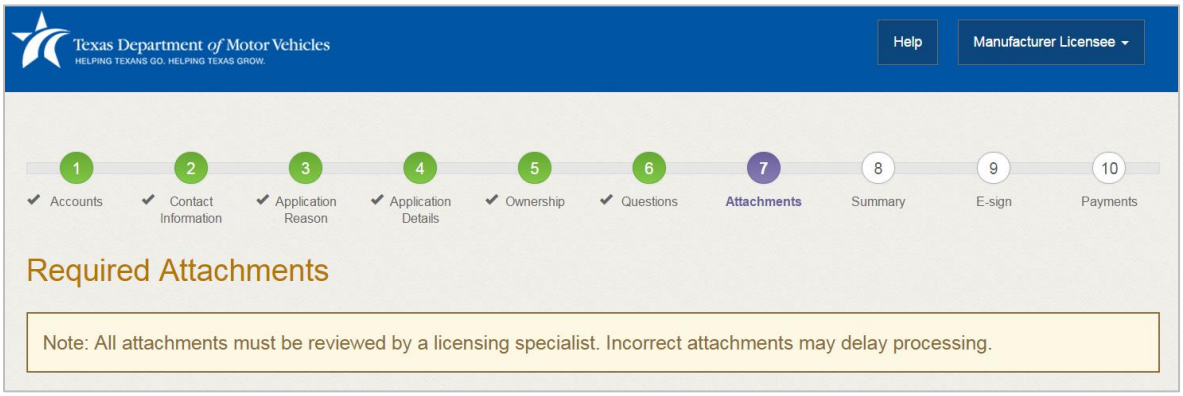
You must have the following information scanned into files so you can upload them from your local computer or a shared resource:

- Preparation and Delivery Obligations (if changed since last application)
- Assumed Name Certificates (if licensee uses one)
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you are incorporated if not physically located in Texas.
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

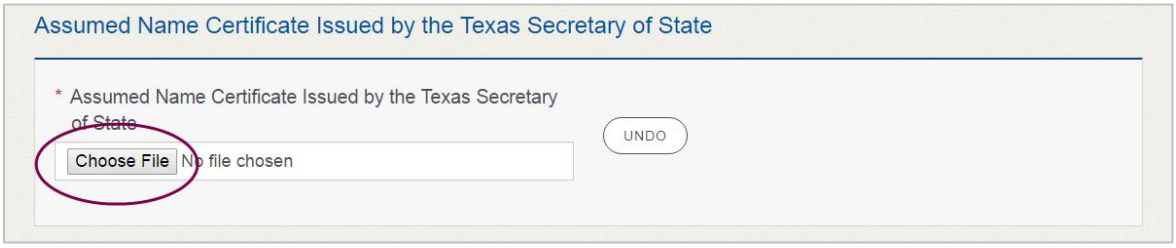


- Files containing scanned copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. On the *Required Attachments* page:

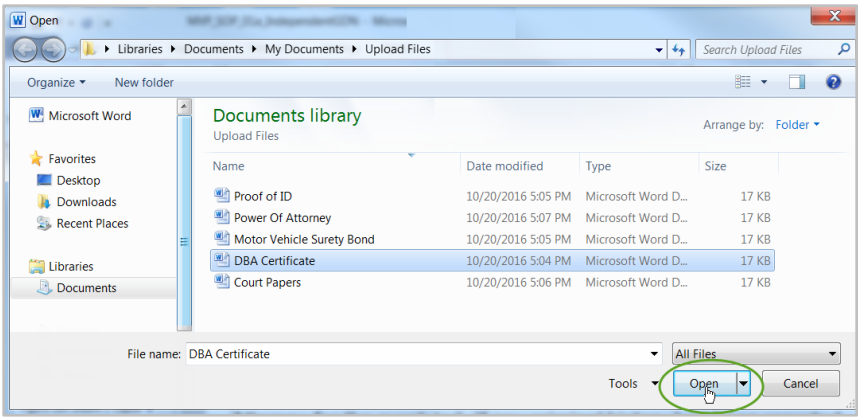


a. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).

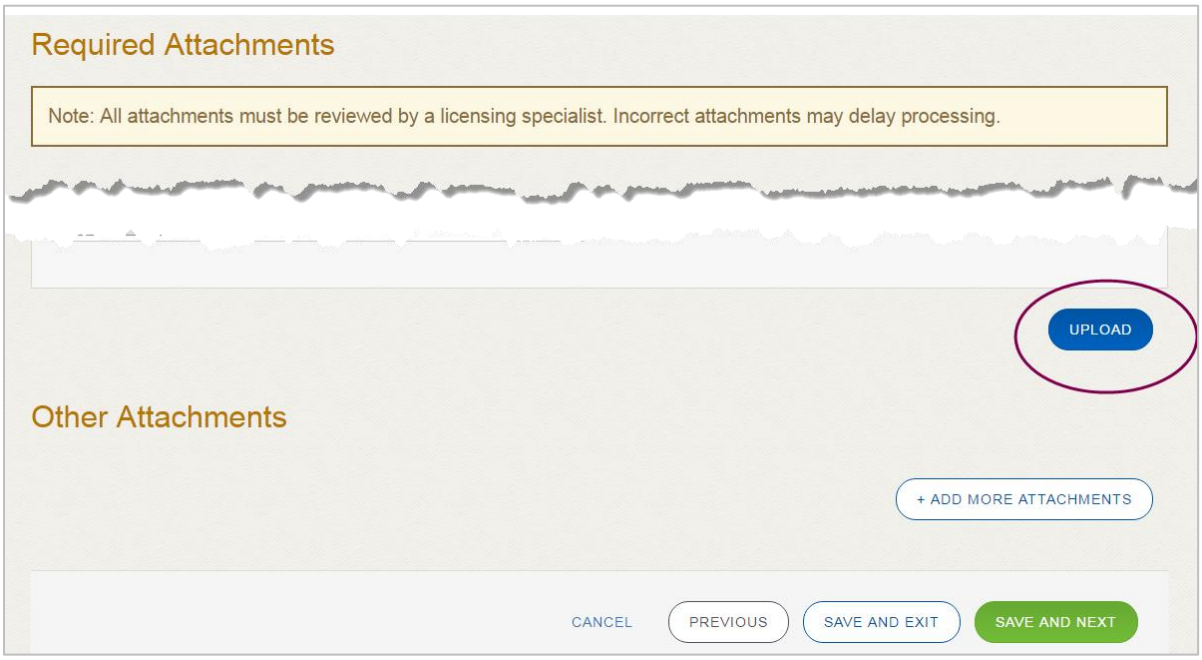


b. On the *Open* popup:

1) Navigate to the file (on the computer or a shared network resource).
2) Select the file and click the **Open** button.



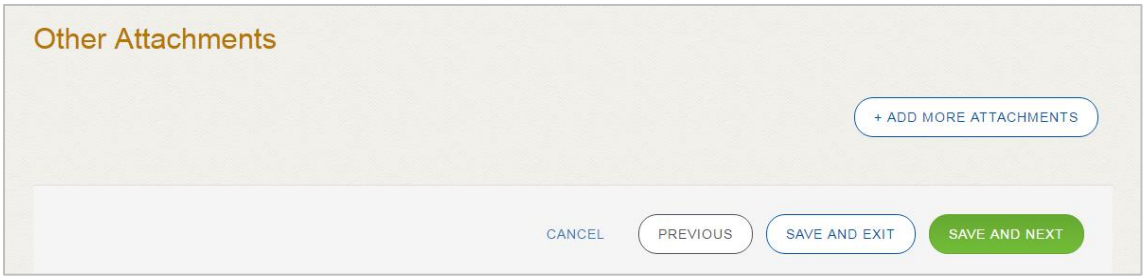
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



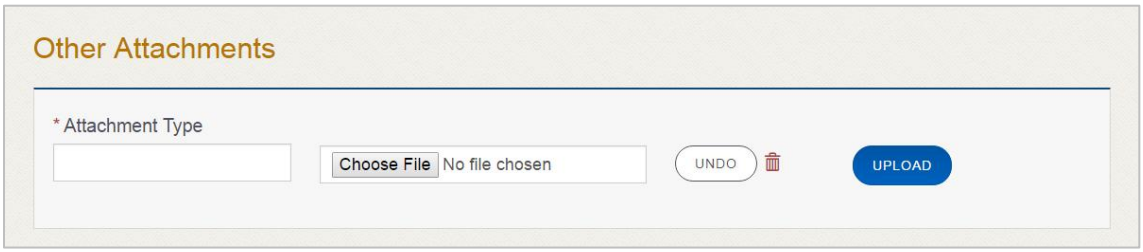
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

d. For files not required:

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



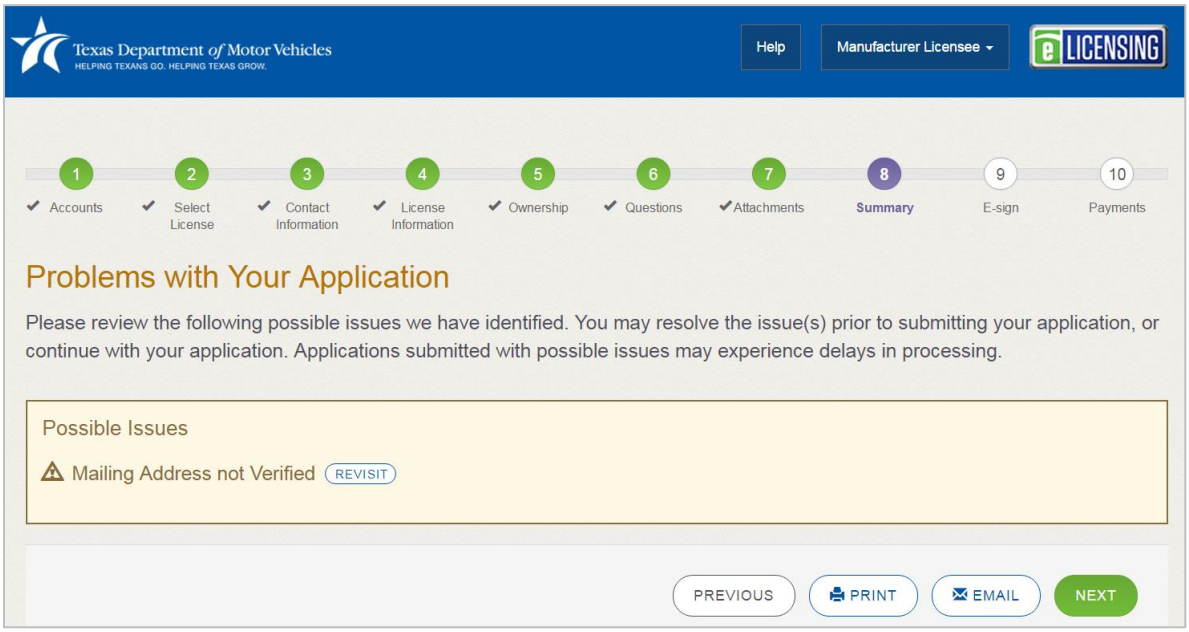
2) For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



3) Click the **UPLOAD** button.

e. Click the **SAVE AND NEXT** button

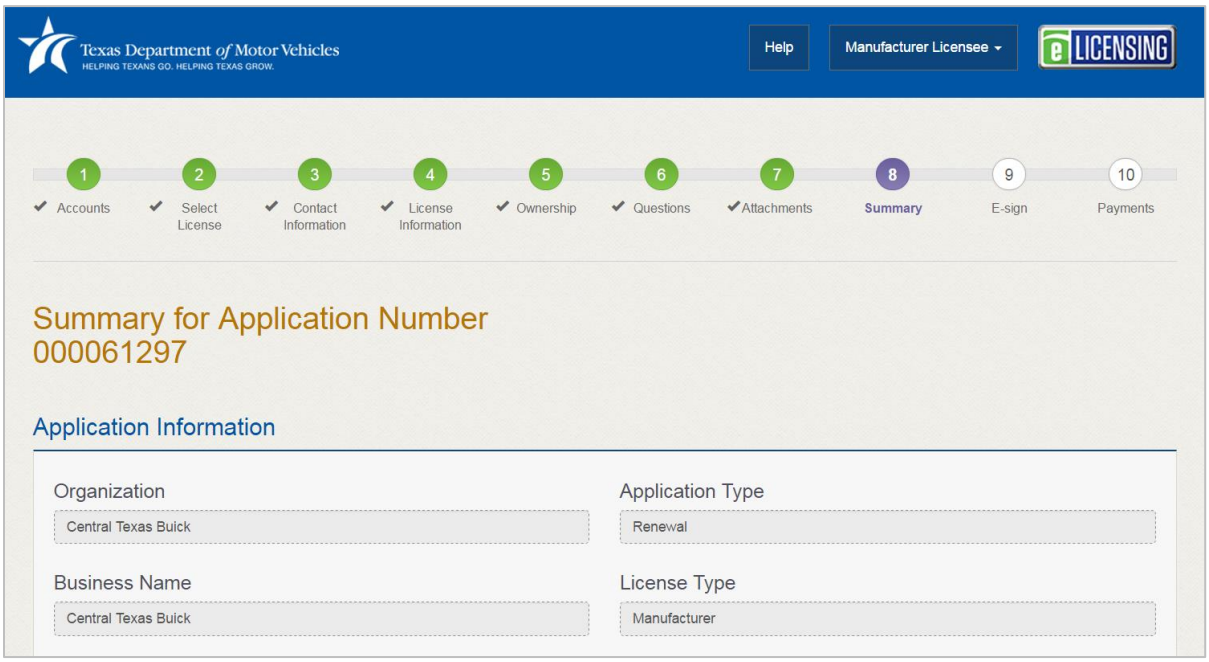
2. If the *Problems with Your Application* page displays:



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

8.3.8 Summary

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



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

8.3.9 Signature

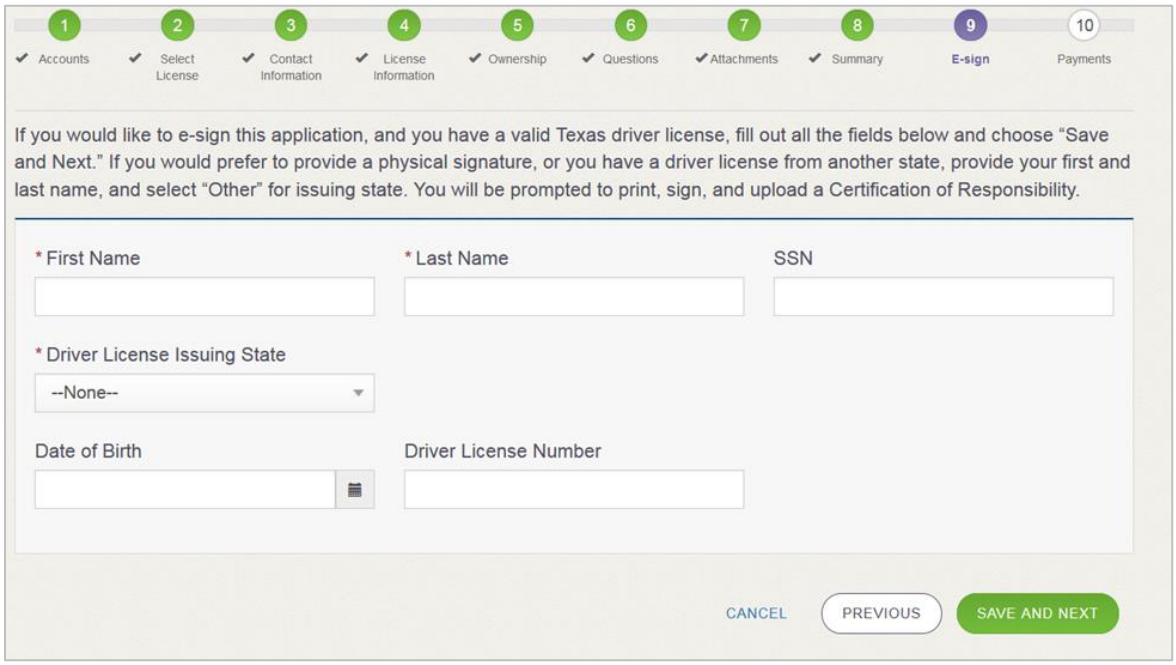
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

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

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

8.3.9.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:



   a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

   b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

      Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

   c. For **SSN**, type in the numbers and dashes of your social security number.

   d. From the **Driver License Issuing State** dropdown, select the appropriate option.

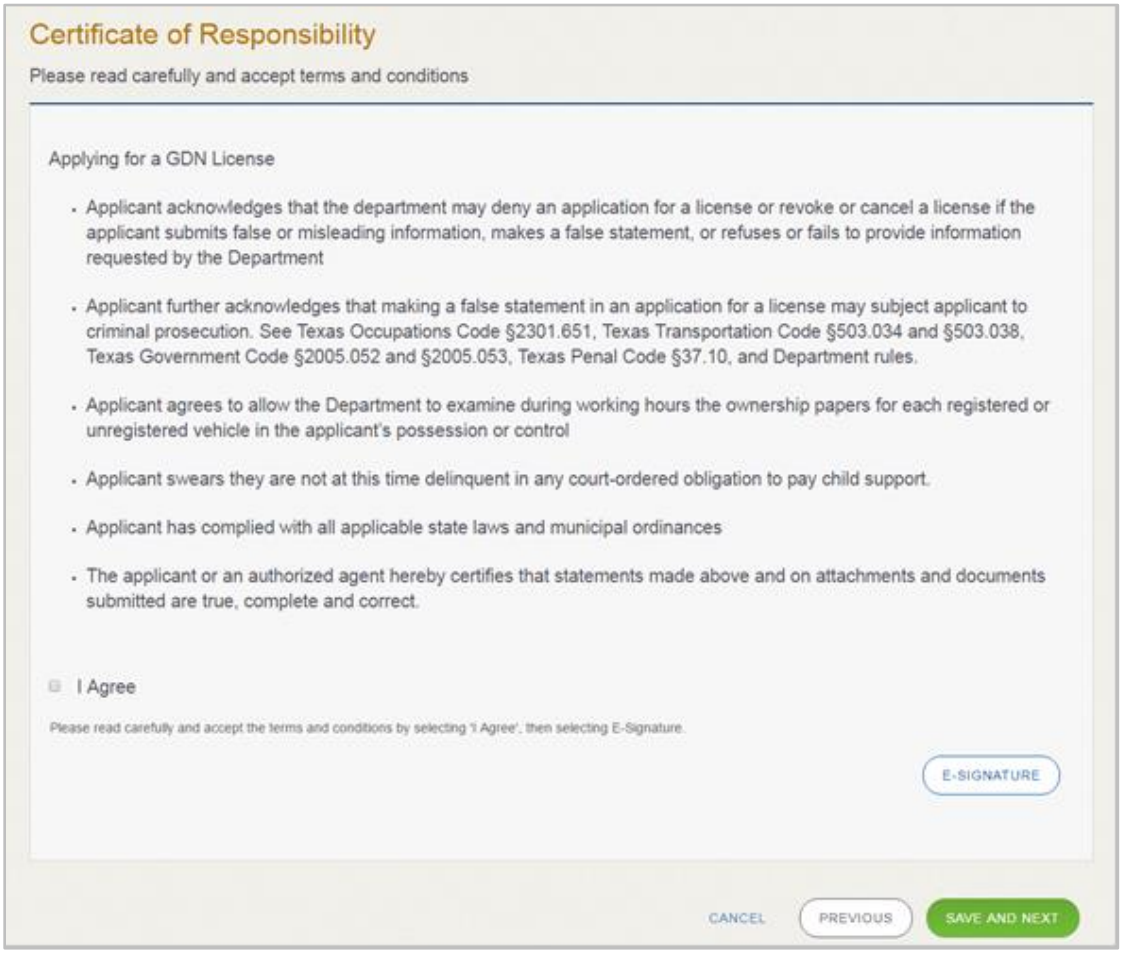
   e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license

   f. For **Driver License Number**, type in the string of number and letters.

   g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

   h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



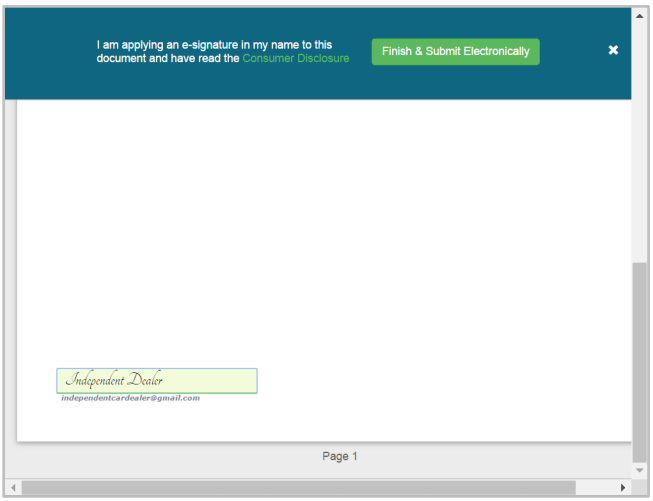
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** option button.

c. Click the **E-SIGNATURE** button.

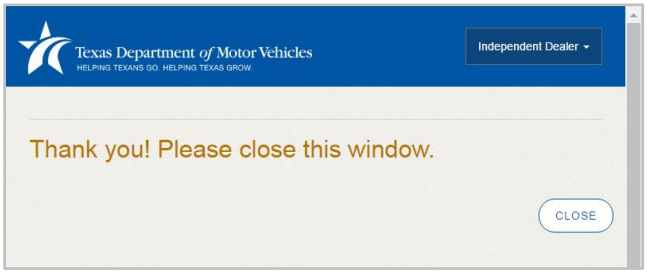
3. On the popup:

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



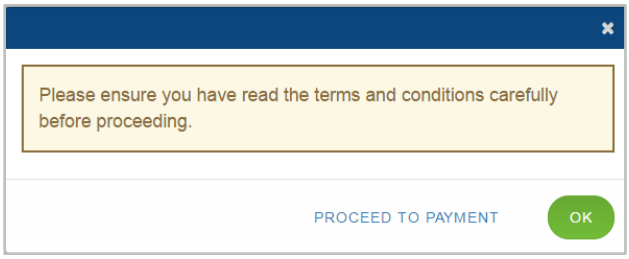
   b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

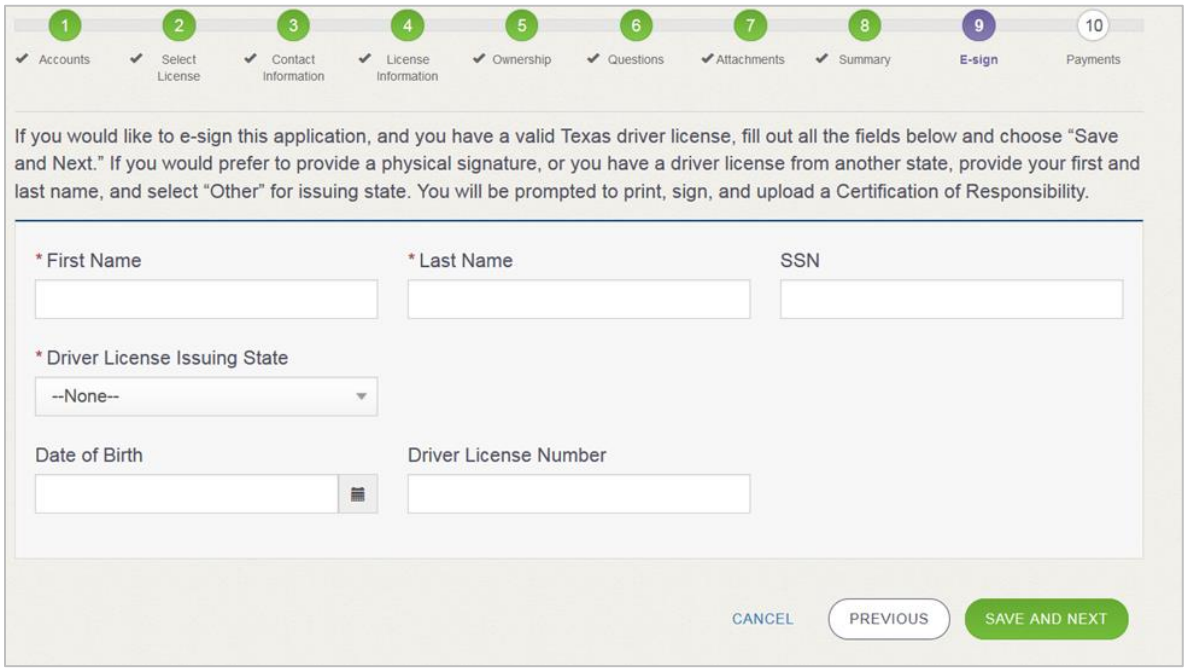
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

8.3.9.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:



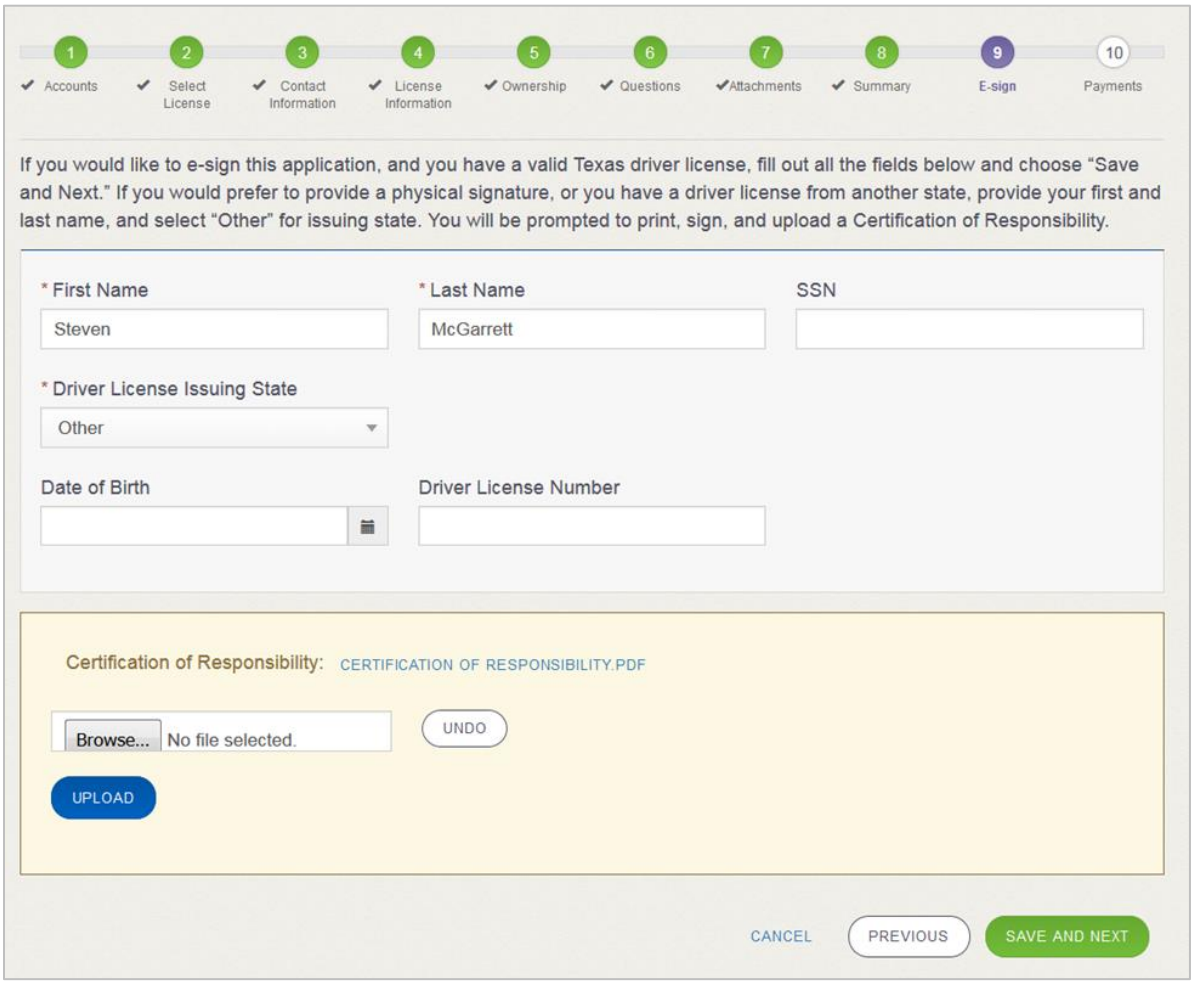
a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

c. For **Driver License Issuing State** select Other.

d. Screen automatically updates to include Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on 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 above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____

Printed Name: _____

Authorized Signature: _____

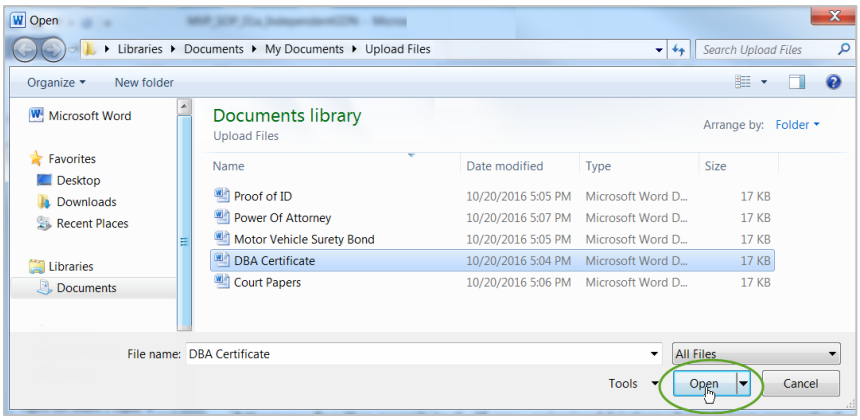
Title: _____

5. To upload and attach the signed document to this renewal application:

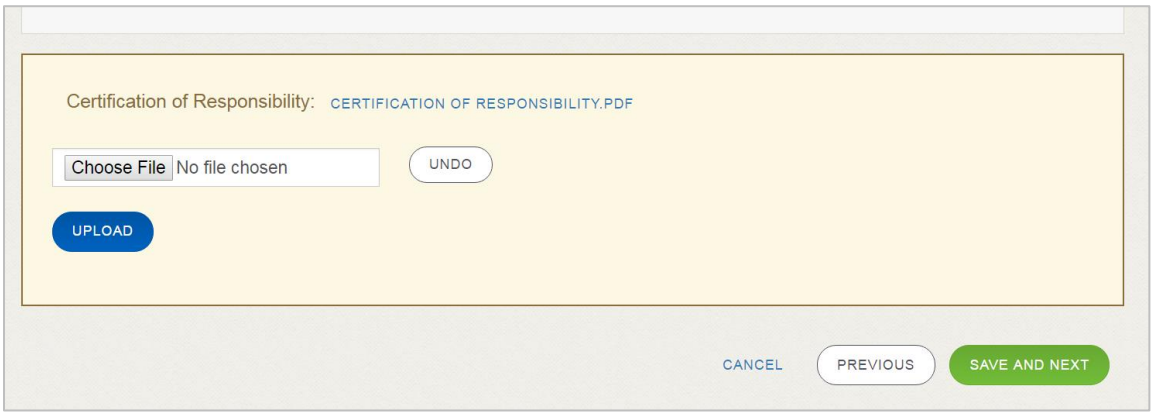
   a. Scan the document to a file and save it to your local computer (or a shared network resource).

   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.

   c. In the *Open* Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

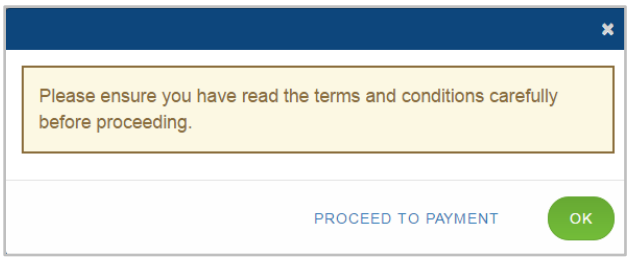


d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



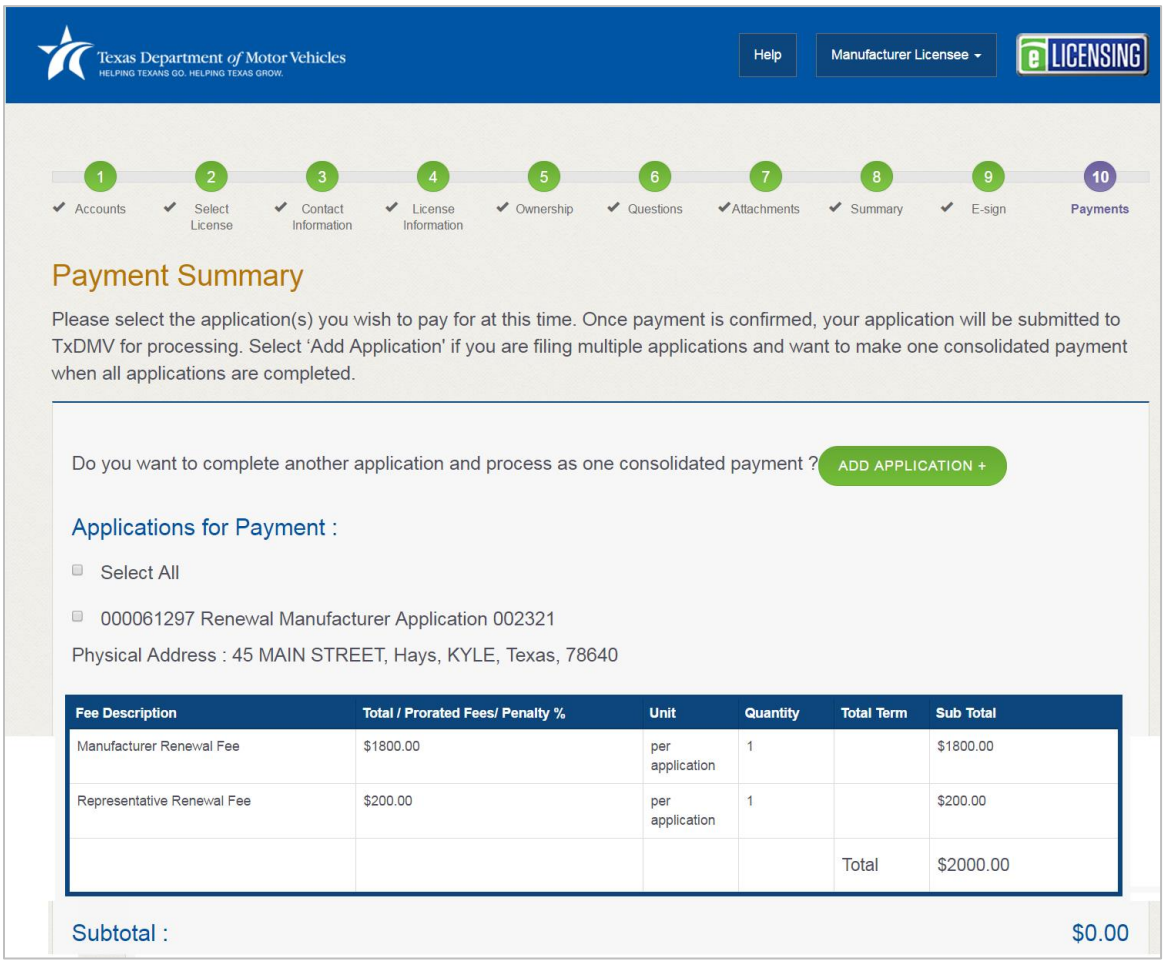
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

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

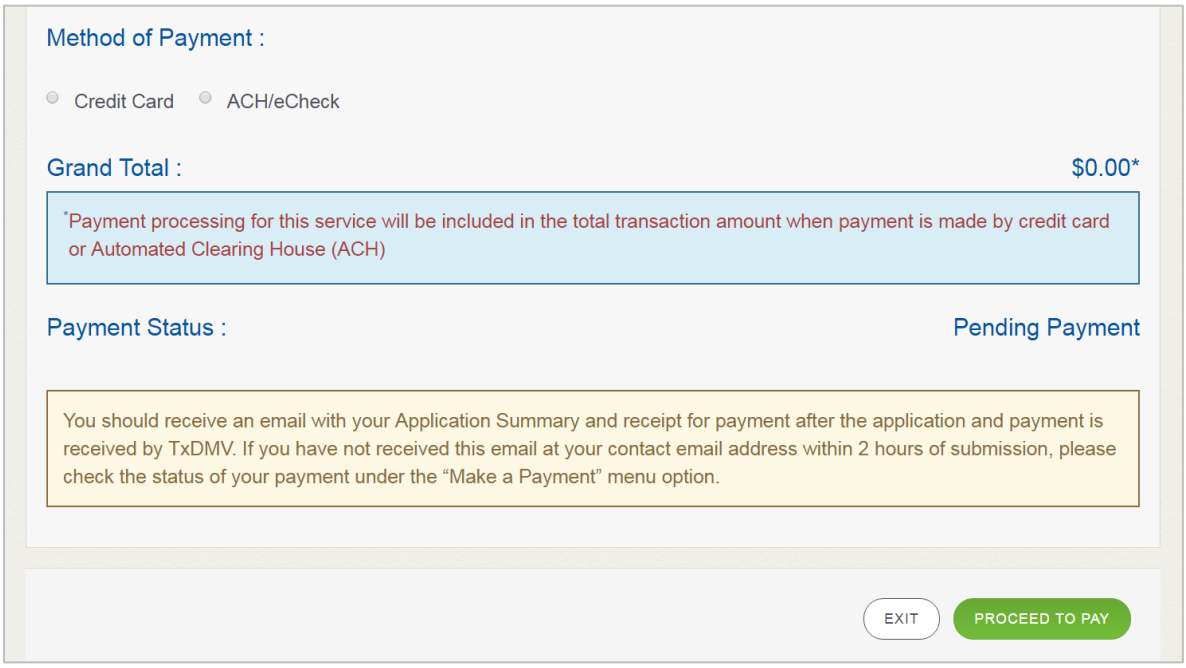


8.3.10 Payment

1. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).



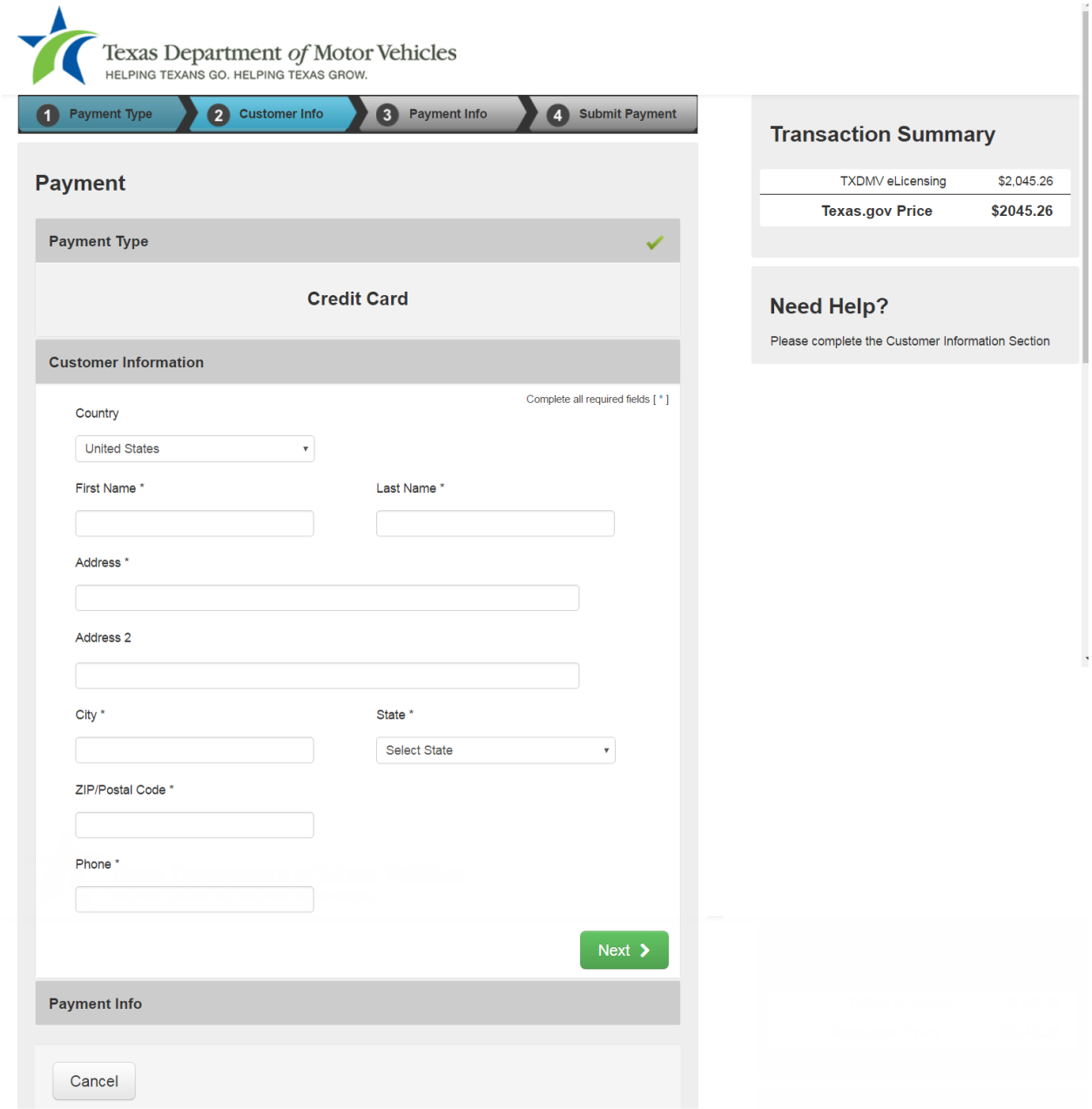
2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.



Note the convenience processing fee added to the payment total (typically a small percentage of the charges for credit card payments and a flat fee for an electronic check).

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. In the **Customer Information** section on the *Payment* page:



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 street number and name of the street used to bill the credit being used.

d. For **Address 2**, type in additional information (like the suite or building number).

e. For **City**, type in the name of the city.

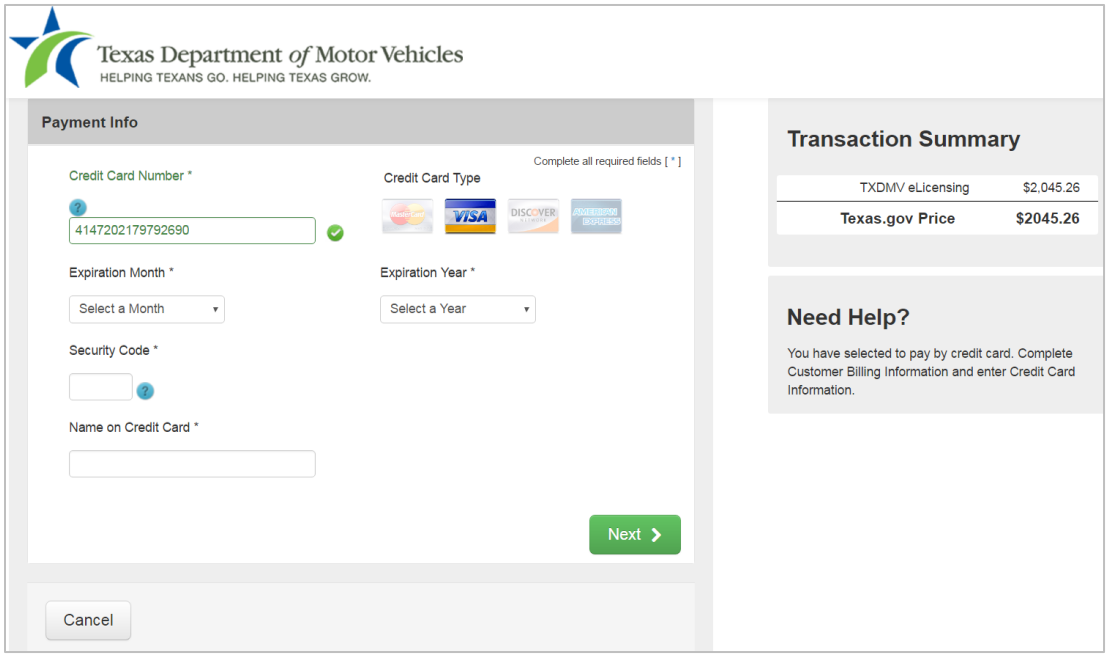
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

5. In the **Payment Info** section on the *Payment* page:



a. For **Credit Card Number**, type in the string of numbers from the credit card.

b. For **Expiration Month**, select the appropriate month from the drop-down.

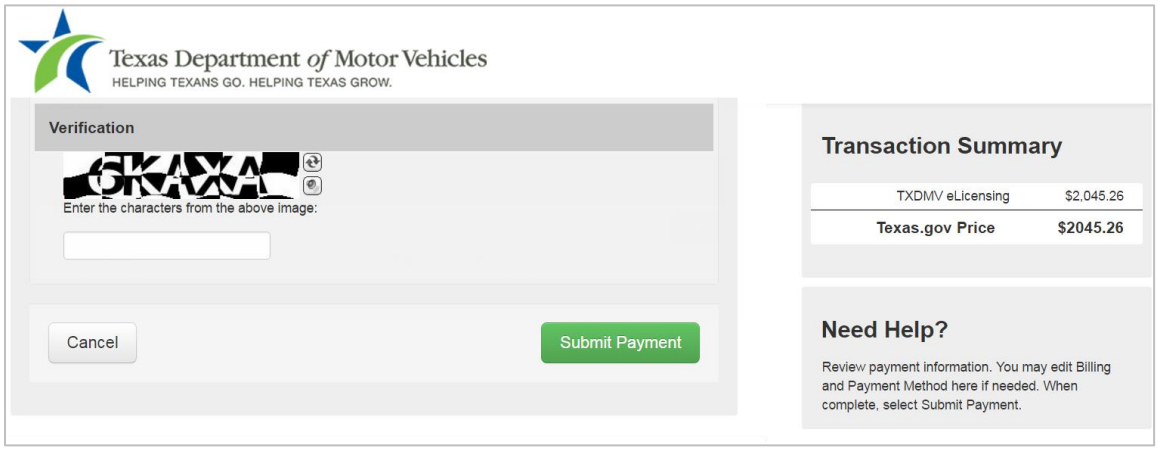
c. For **Expiration Year**, select the appropriate year from the drop-down.

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 the **Next** button.

6. In the **Verification** section, enter the characters from the image displayed.



7. Click the **Submit Payment** button.
8. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.
9. Click the **NEXT** button.
10. On the *Applications Submitted* page, click the **GO TO HOME** button.

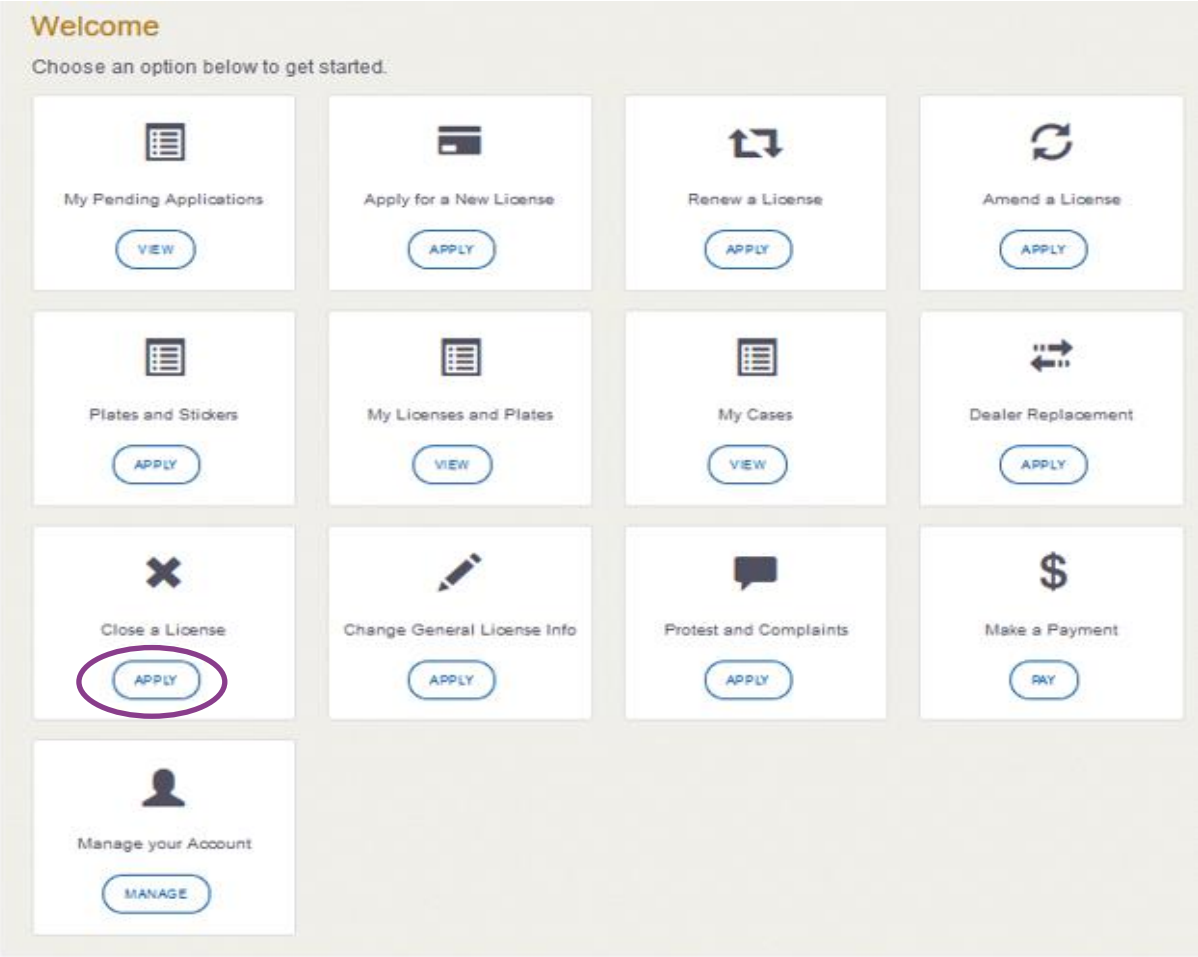
9 Closing a Manufacturer's License

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

There is no fee to close a license.

To close your license:

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



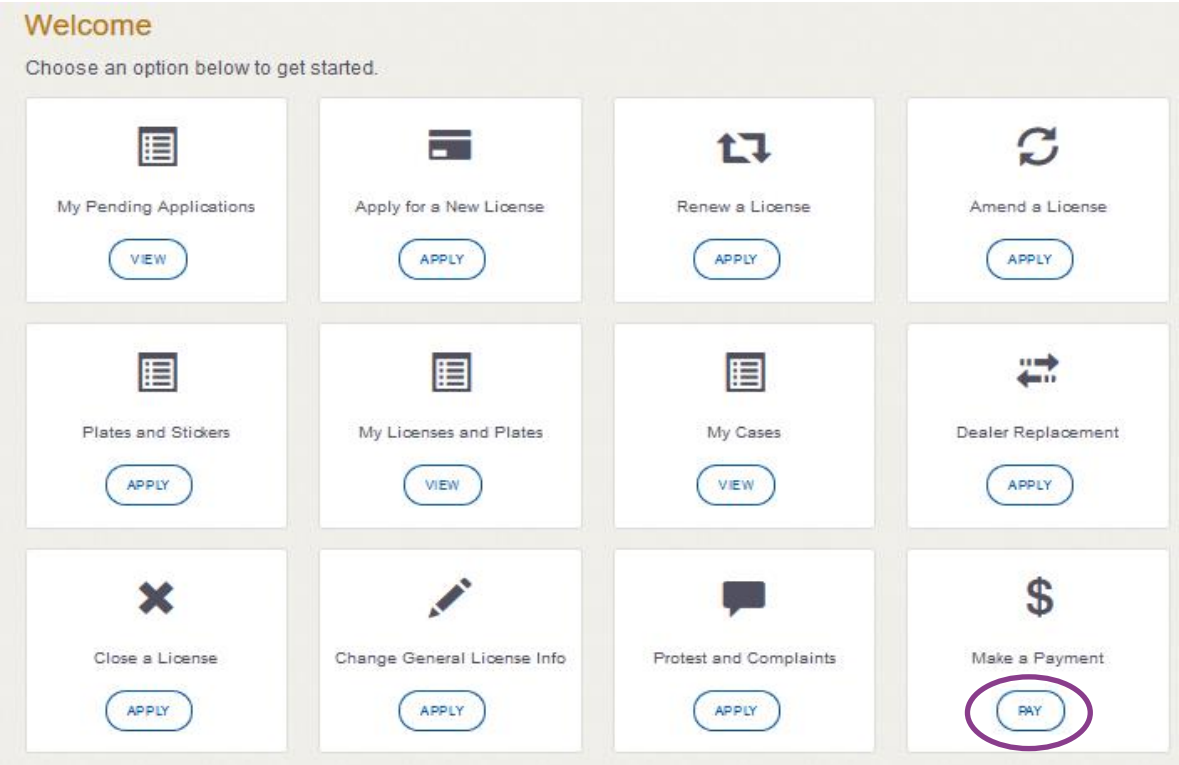
2. On the *Organizations* page, select your organization from the dropdown and click the **SAVE AND NEXT** button.

3. On the *Licenses* page, select the license to close and click the **SAVE AND NEXT** button.
4. On the *Contact Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
5. On the *License Informatio*n page, confirm the information is correct and click the **SAVE AND NEXT** button.
6. On the *Closure Explanation* page:
   a. For **Reason**, select the appropriate option button.
   b. For **Effective Date**, type in the appropriate date.
   c. Click the **SAVE AND NEXT** button.
7. On the Questions page:
   a. Answer the indicated questions
   b. If you answer Yes to “Do any of your Texas dealers have your lines for sale?” or “Do you have outstanding warranties in Texas?” you will be unable to complete the closure request.
8. On the *Attachments* page:
   a. Locate and upload the statement about your closure.
   b. Click the **SAVE AND NEXT** button.
9. On the *Application Closure Submitted* page, click the **CLOSE** button.

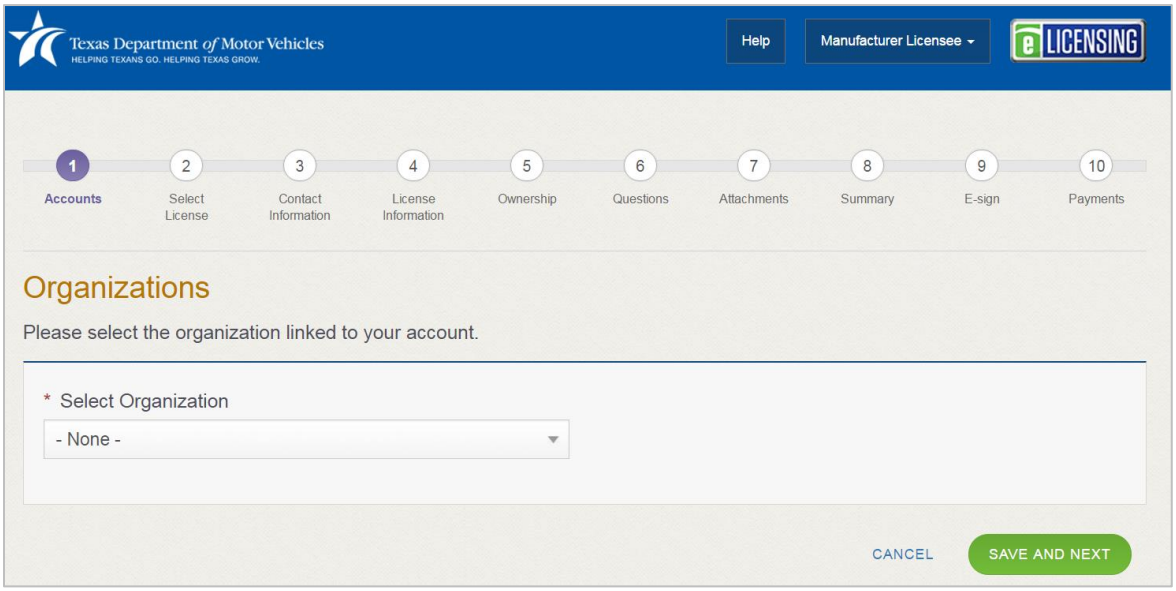
10 Making Manufacturer License Fee Payments

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.

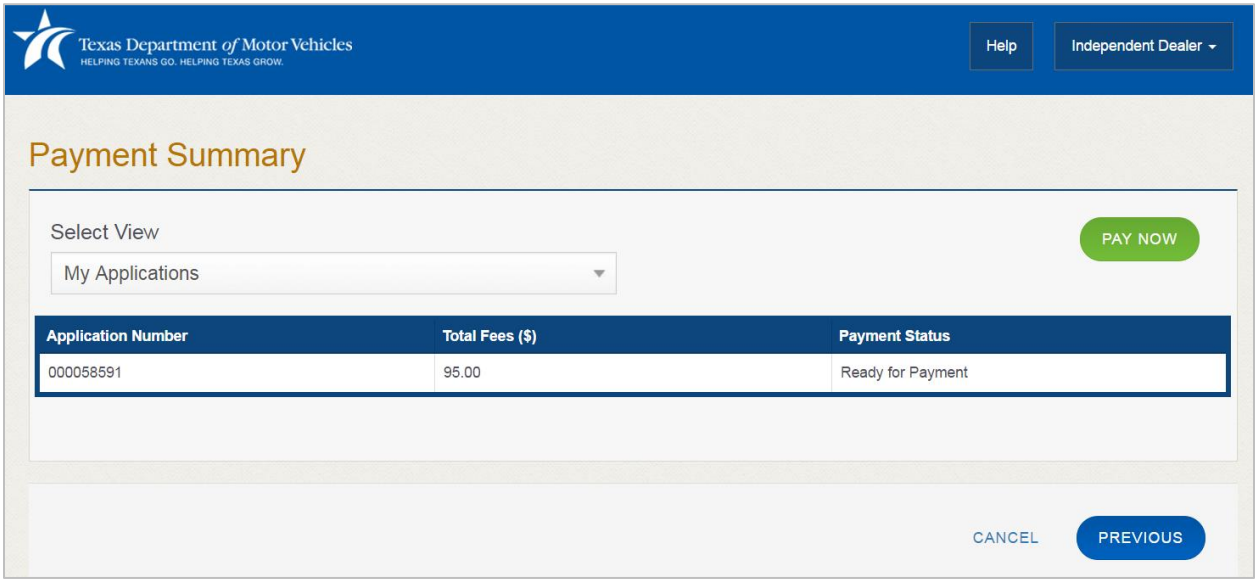
1. After logging in and displaying the *Welcome* page, click the **PAY** button on the **Make a Payment** area.



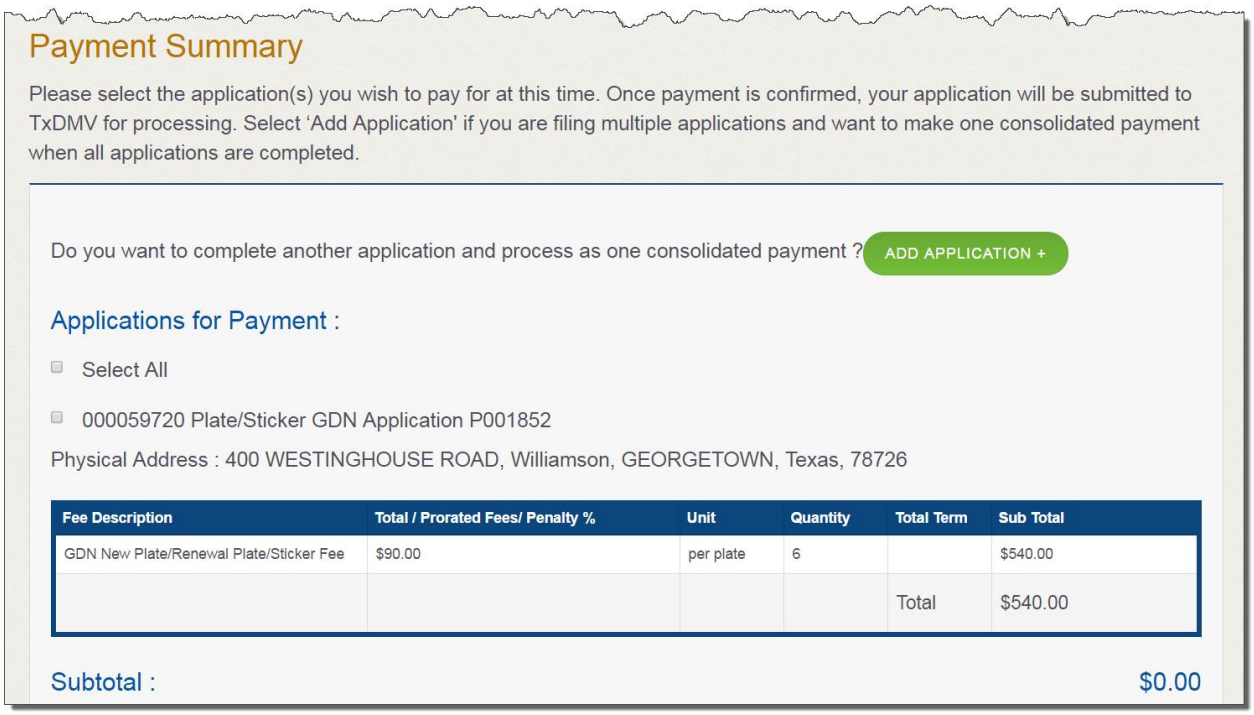
2. On the *Organizations* page, click the drop-down list and select your organization.



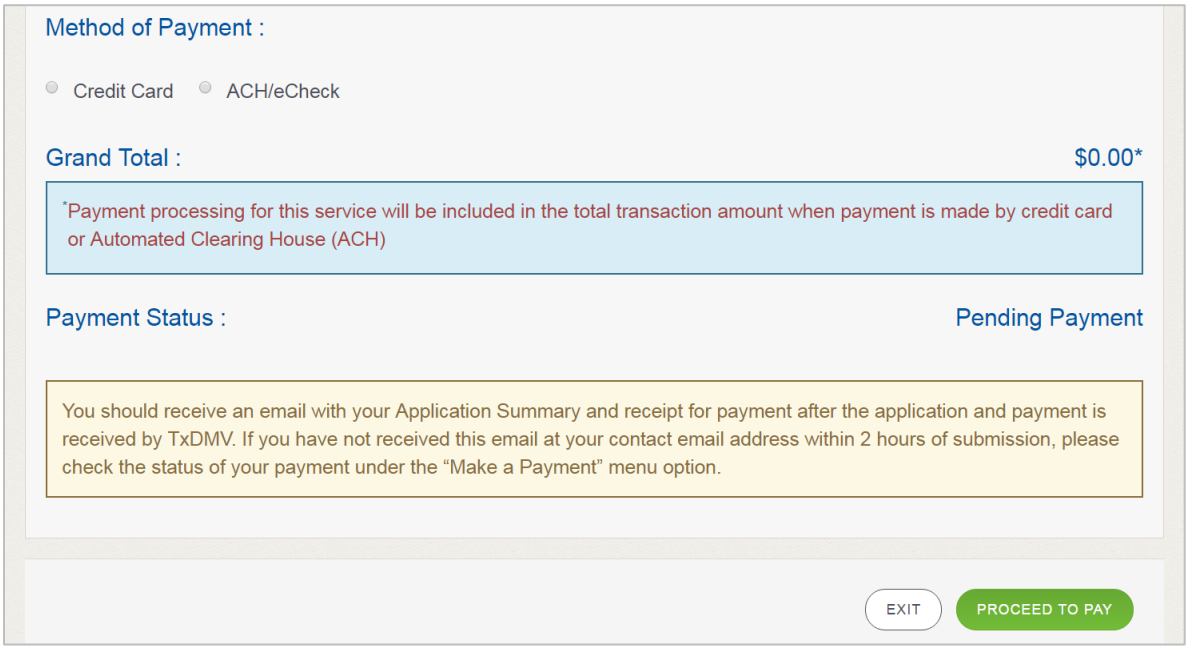
3. On the Payment Summary page, click the appropriate item and click the **PAY NOW** button.



4. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

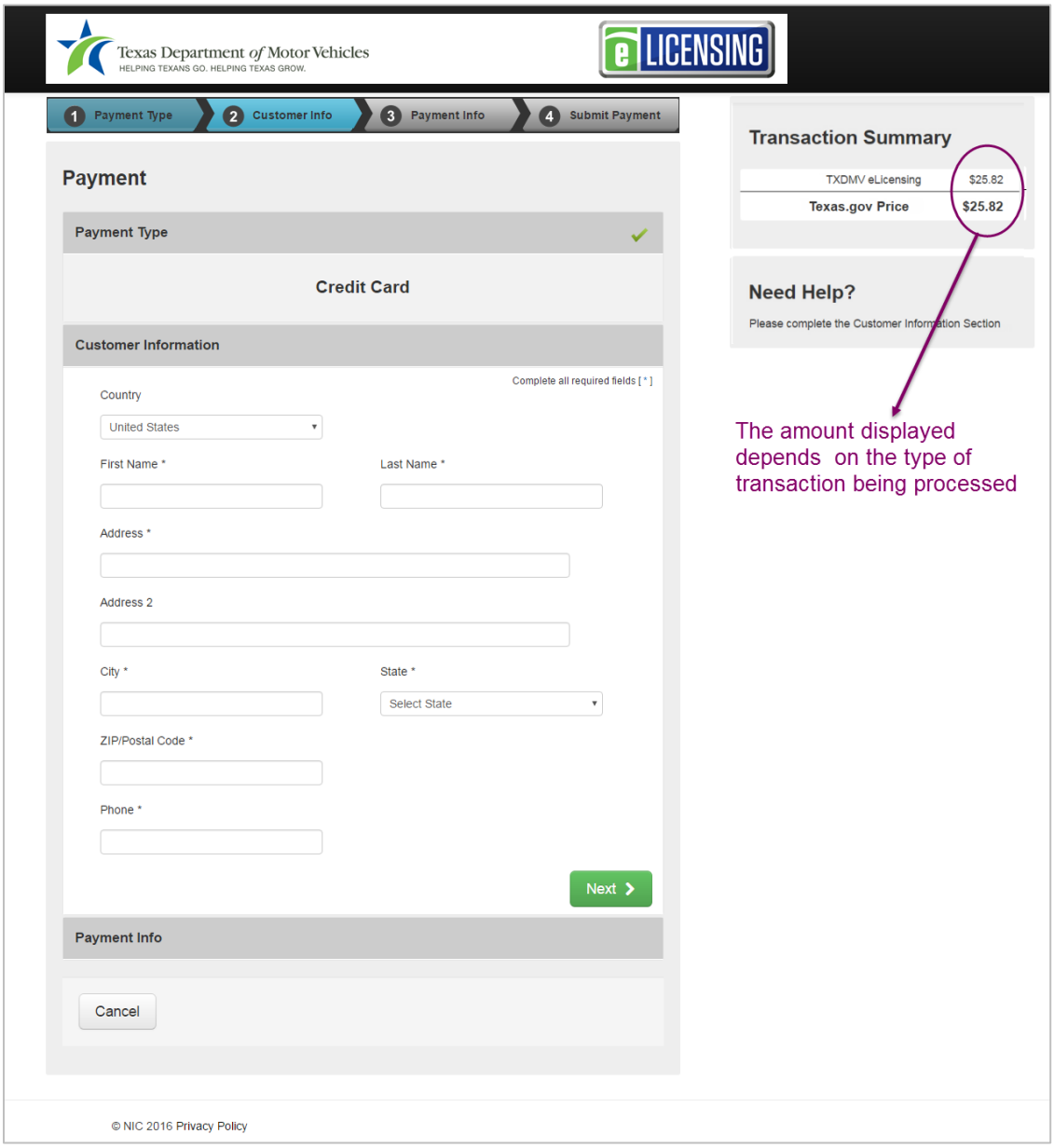


5. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.



6. Read the payment processing note and then click the **PROCEED TO PAY** button.

7. In the **Customer Information** section on the *Payment* page:



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 street number and name of the street used to bill the credit being used.

d. For **Address 2**, type in additional information (like the suite or building number).

e. For **City**, type in the name of the city.

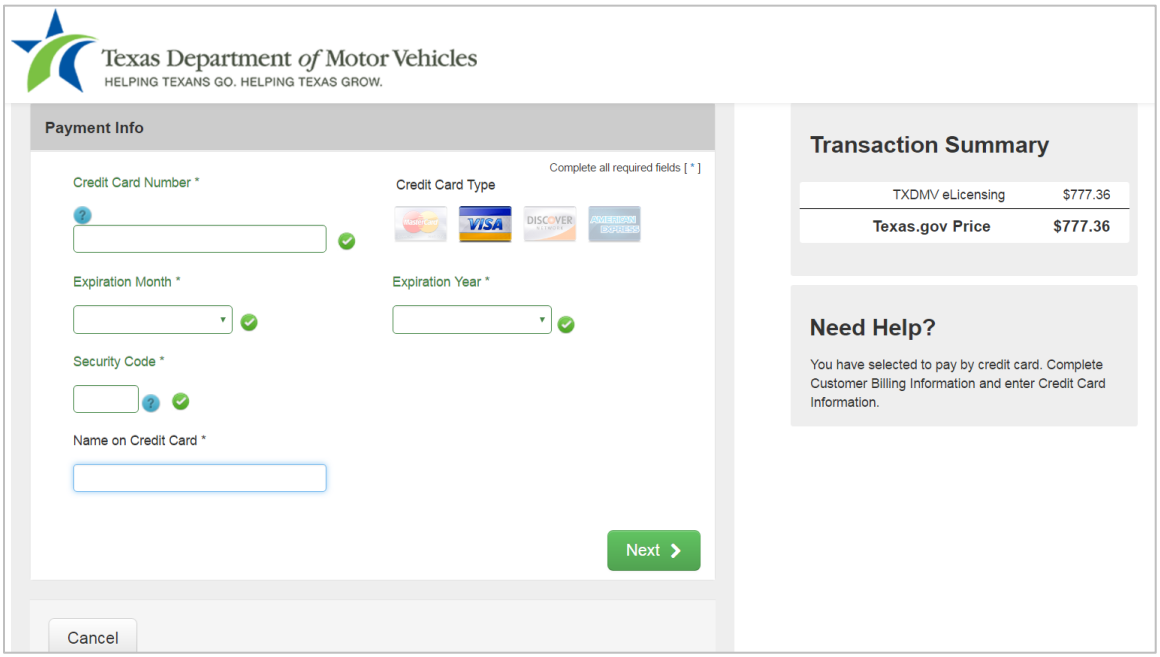
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

8. In the **Payment Info** section on the *Payment* page:



a. For **Credit Card Number**, type in the string of numbers from the credit card.

b. For **Expiration Month**, select the appropriate month from the drop-down.

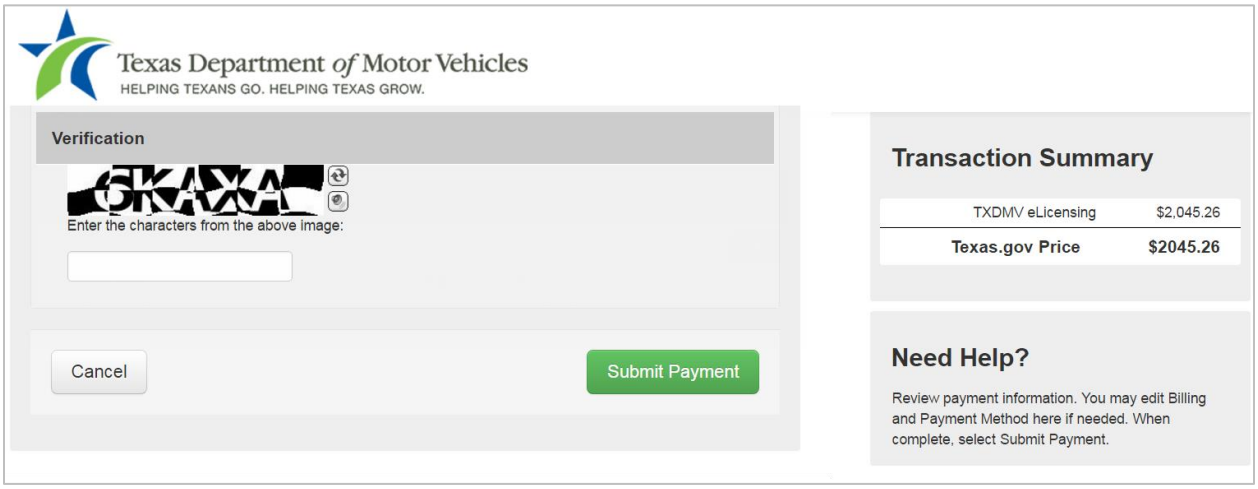
c. For **Expiration Year**, select the appropriate year from the drop-down.

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.

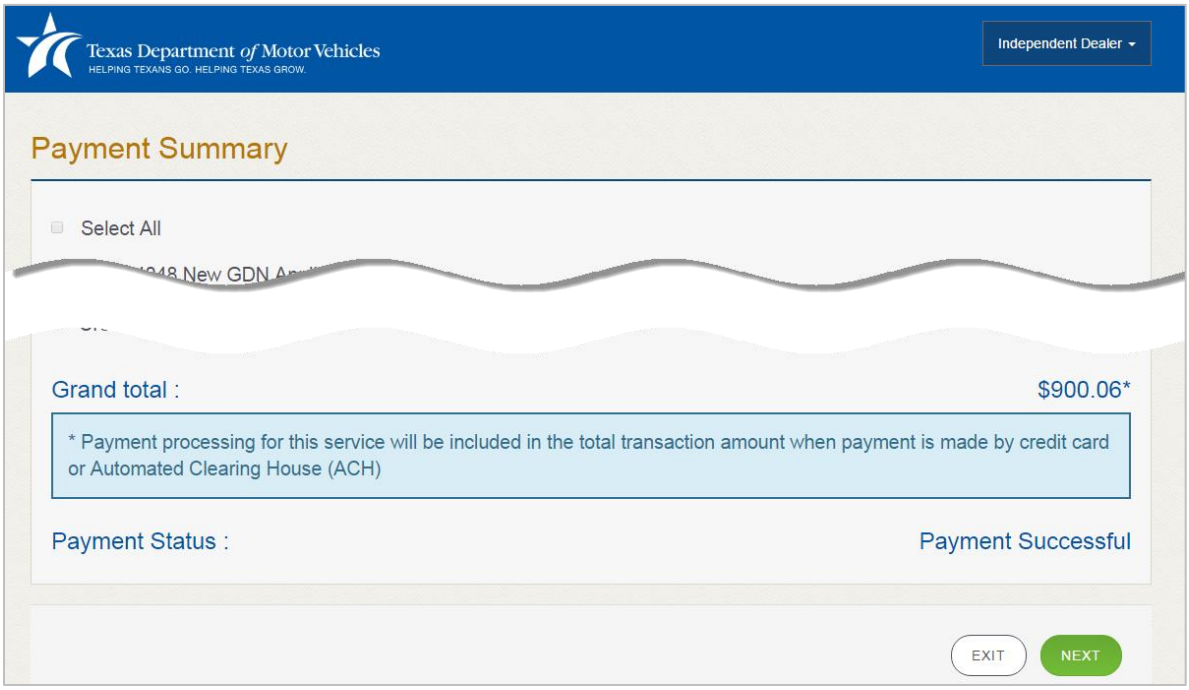
f. Click the **Next** button.

9. In the **Verification** section, enter the characters from the image displayed.



10. Click the **Submit Payment** button.

11. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.



12. Click the **NEXT** button.

13. On the *Applications Submitted* page, click the **GO TO HOME** button.

11 Manufacturer's Representative Licenses

A manufacturer must apply for a Representative License for the entity, usually an individual however it can be a company, that will act as its agent to promote, distribute, or sell new motor vehicles or to contact dealers in Texas on their behalf. Typically, the eLICENSING Administrator will apply for the Representative License after submitting their license application.

11.1 License Term

Representative Licenses are issued to match the term of the manufacturer being represented. It expires and is renewed with their license.

11.2 License Fees

The fee for a Representative License is $200.00 for a full 2 year term. However, the fee will be pro-rated to reflect the time remaining on the license term if the representative is engaged during the manufacturer's, distributor's, or converter's license term.

You can use a credit card or electronic check (eCheck) to pay your fees. 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.

11.3 Representative License Numbers

The Representative license numbers are numeric strings without any letter designations.

11.4 Representative License Information

A person may act as a representative for more than one manufacturer, distributor, or converter, but a separate Representative License must be obtained for each company represented.

The Representative License does not allow the entity to sell new or used motor vehicles to Texas consumers.

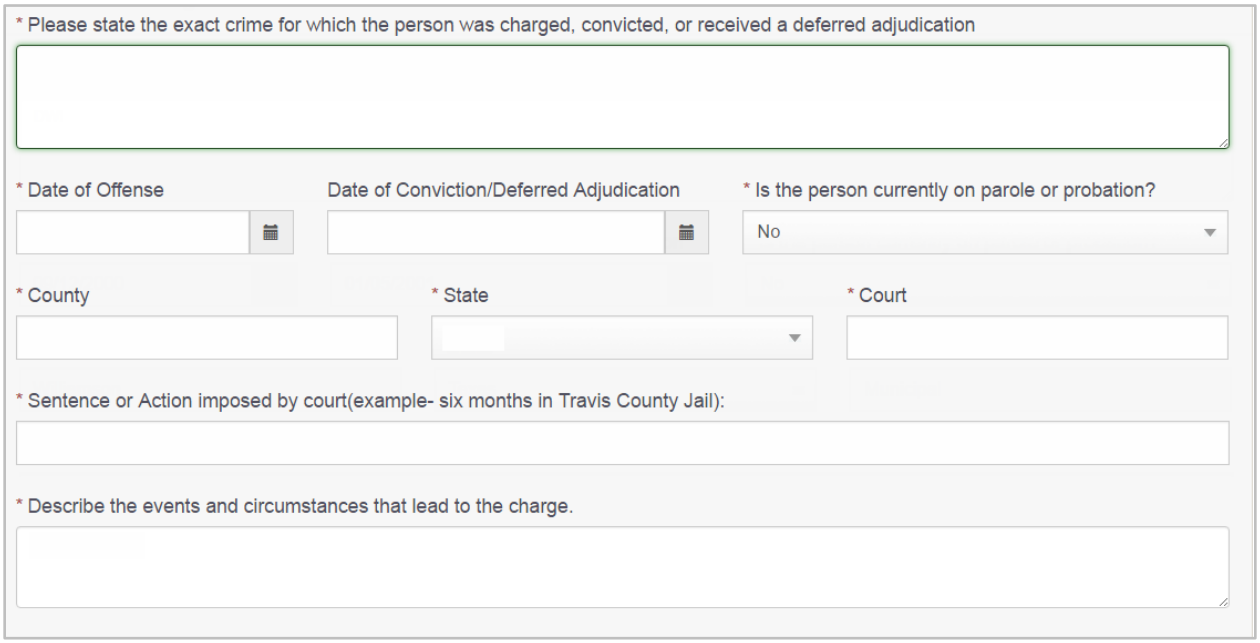
A manufacturer must have a separate entity as their Representative; that is, the manufacturer cannot be the Representative.

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

11.5 Gathering Appropriate Information for the License Application

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

- The filing number with the Texas Secretary of State, if physically located in Texas, when the business entity registered (SOS number), when the Representative is a company.
- The employer identification number (EIN) of the business, when the Representative is a company, or the owner social security number
- Facts of the criminal history of anyone associated with the Representative (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.



- Files containing scanned copies of official documents containing the:
  - Driver's licenses (or passport, official identification cards, and so on) of owners
  - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

12 Applying for a Manufacturer's Representative License

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

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

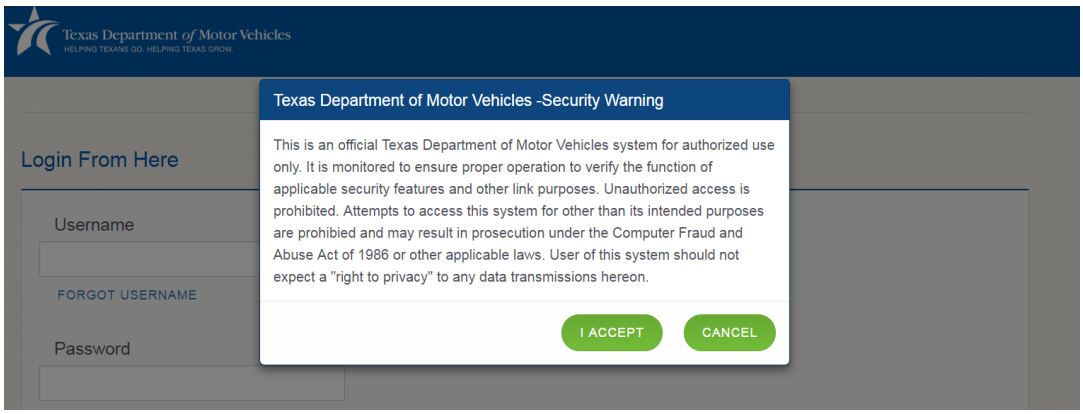
12.1 Getting Started

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

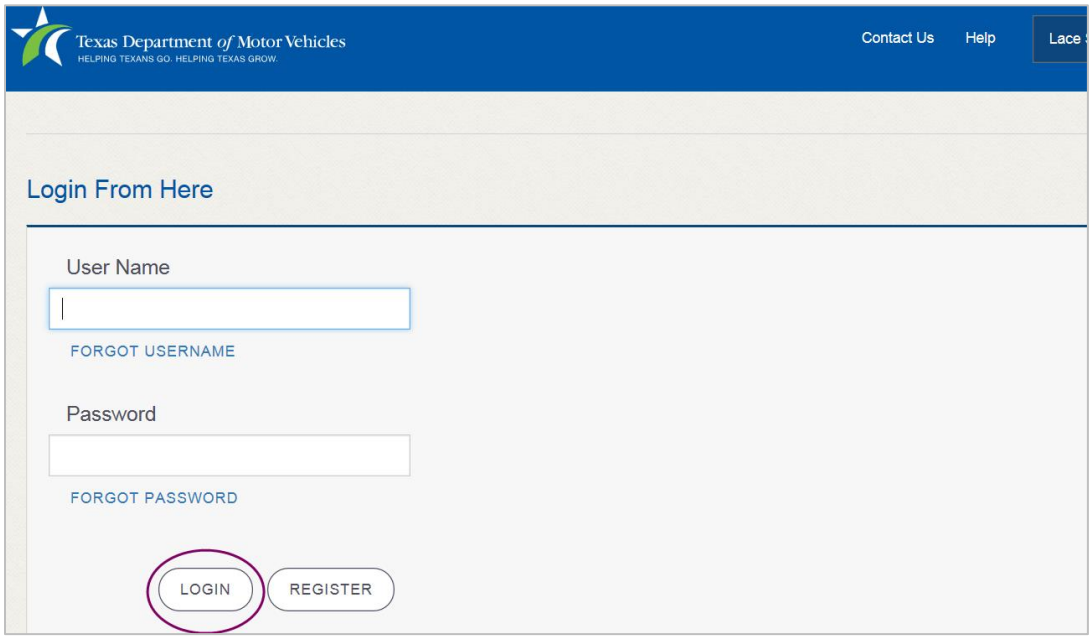
1. If you are:
   - Already logged in to your account, skip to Step 2 on the next page.
   - Not logged in:
     1) Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

        Note: You can also display the www.txdmv.gov/dealers page and click the button to display the eLICENSING login page.

     2) On the *Security Warning* popup, click the **I ACCEPT** button.

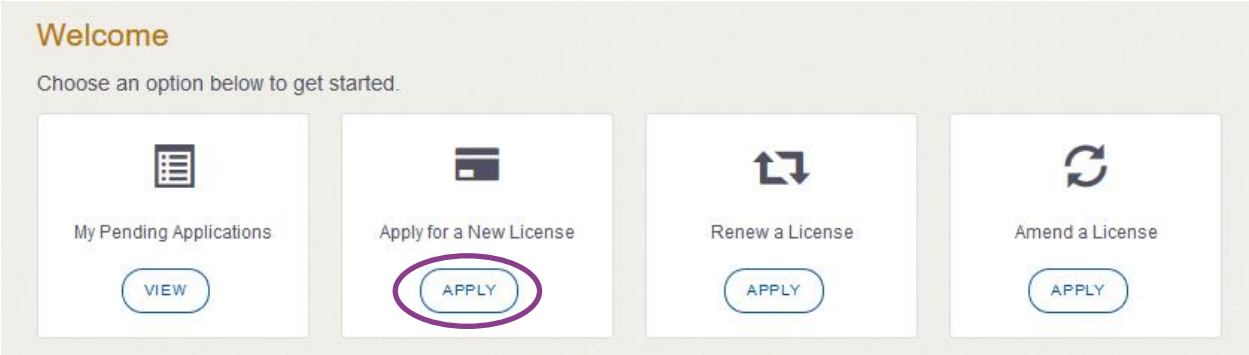


3) On the *Login* page:
   a. Type in your **User Name**.
   b. Type in your **Password**.
   c. Click the **LOGIN** button.

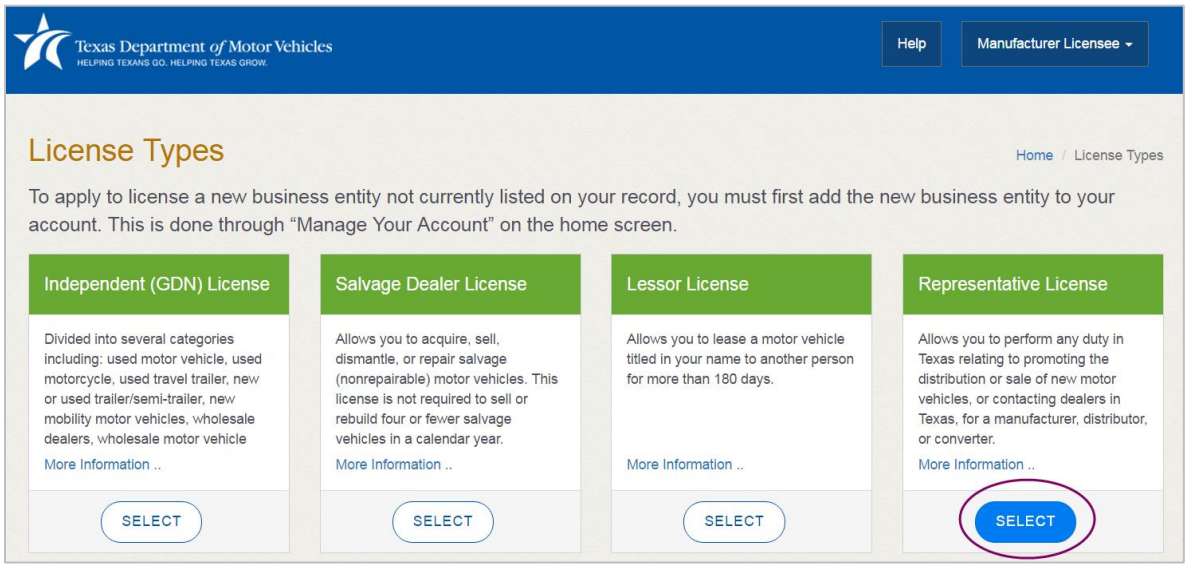


   d. Continue with Step 2 below.

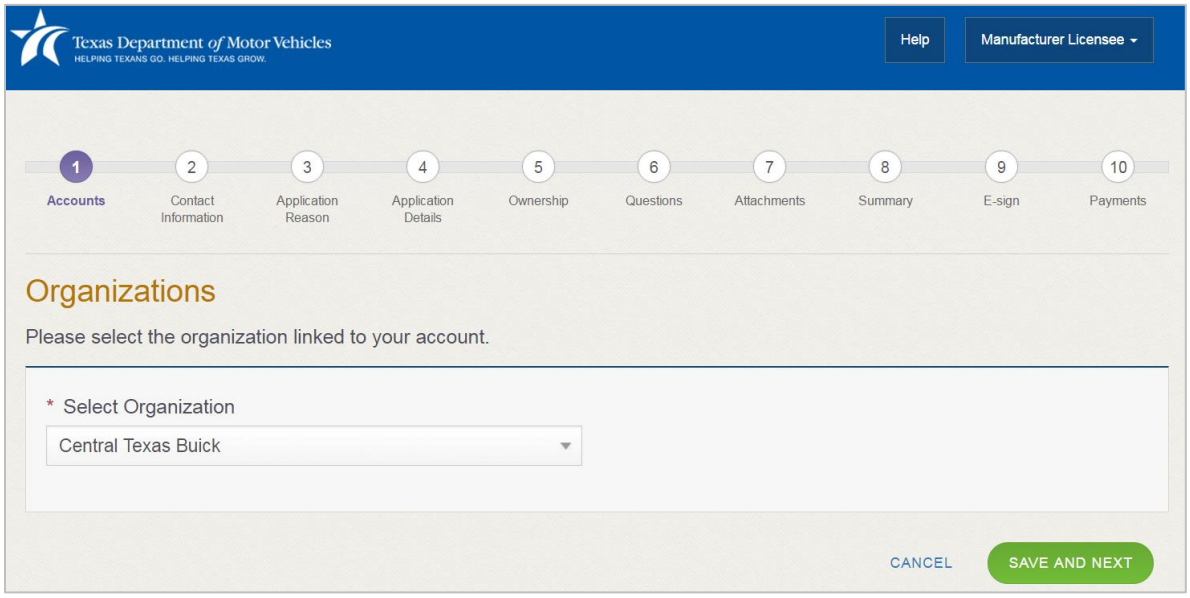
2. On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.



3. On the *License Type* page, locate the **Representative License** area and click its **SELECT** button.

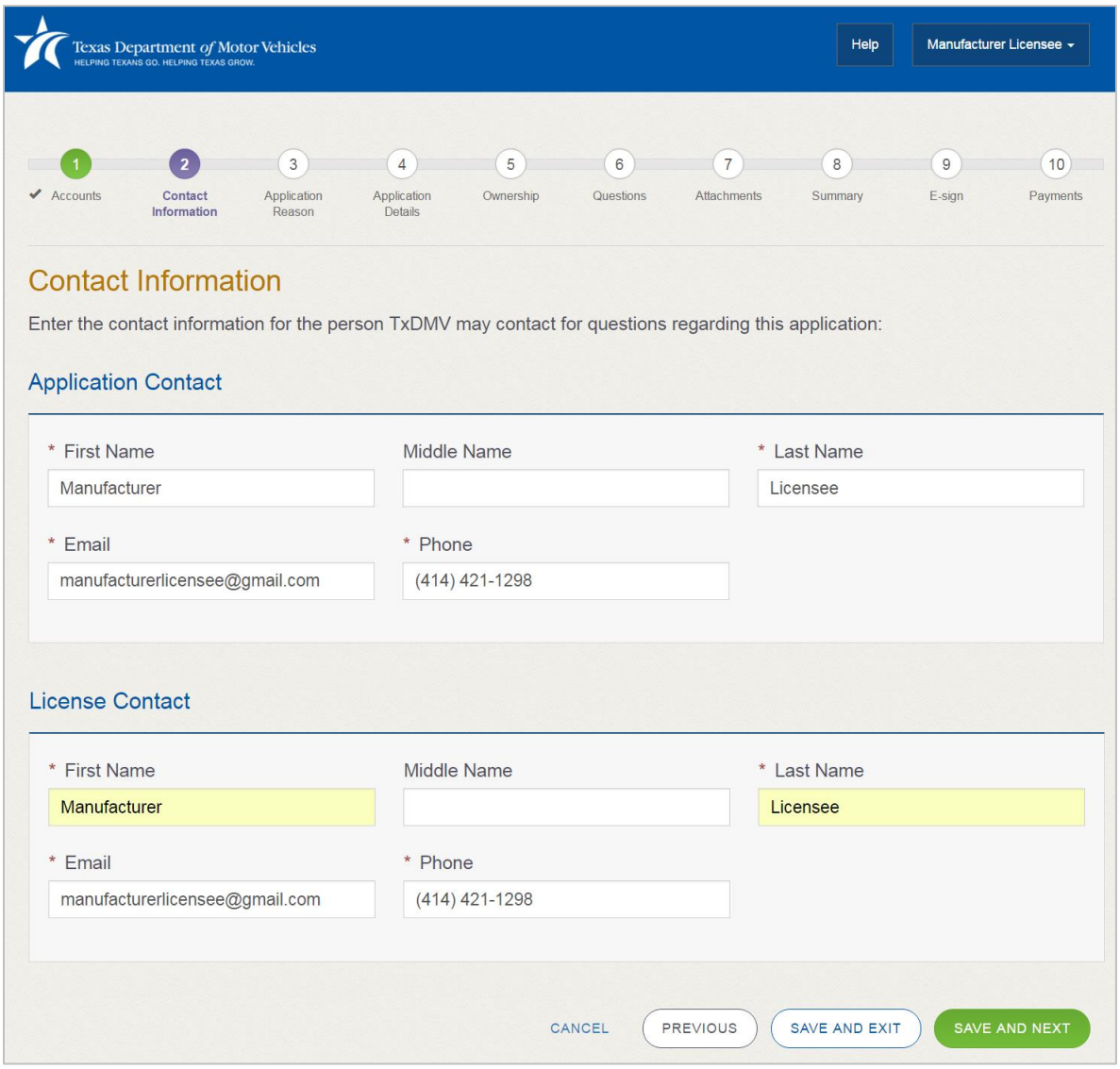


4. On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.



12.2 Contact Information

On the *Contacts* page, you will identify the people that MVD can contact for information about this application and license.



1. For **Application Contact,** the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD 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.

3. Click the **SAVE AND NEXT** button to continue.

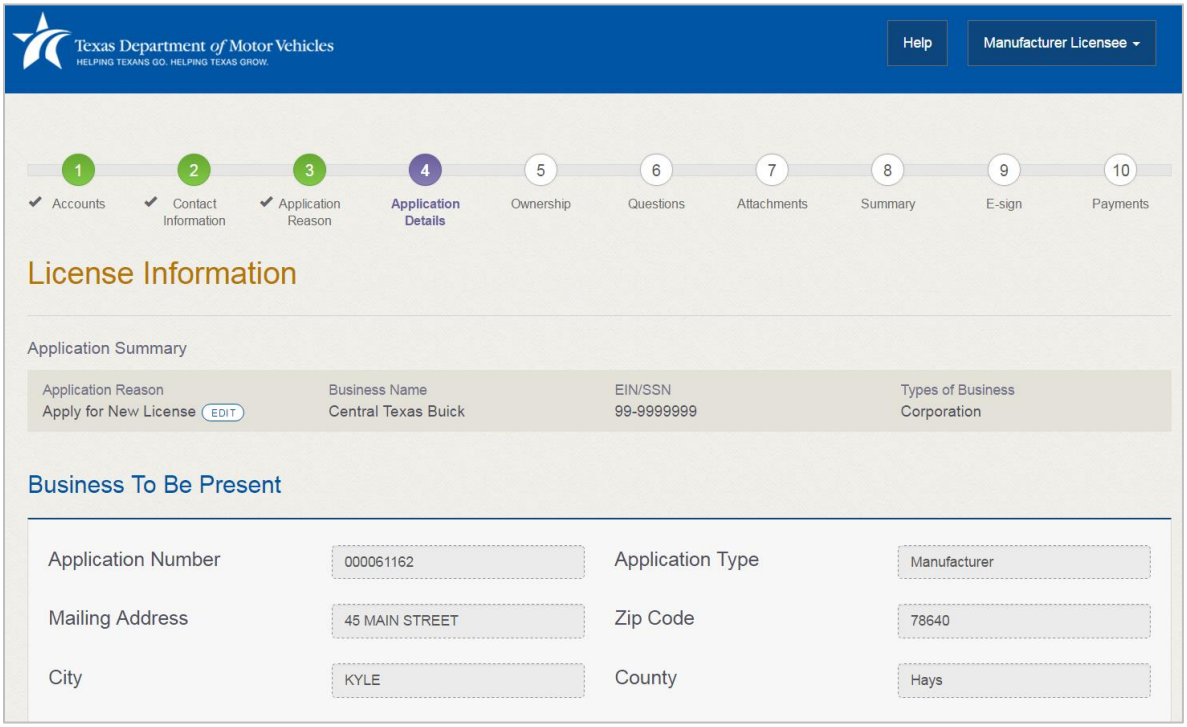
Note: You can update this contact information during the license term using the Change General License Information function.

12.3 Application Details

The Application Details information is spread across several web pages.

12.3.1 License Information

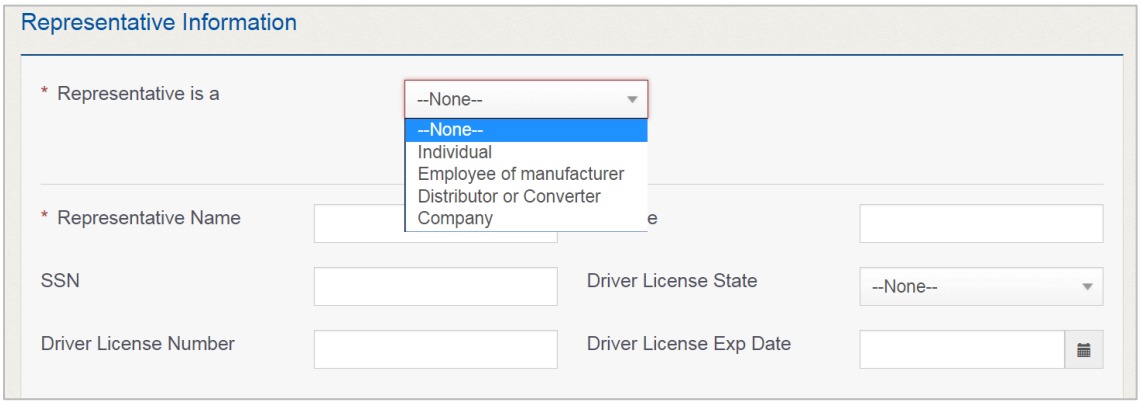
1. On the top portion of the *License Information* page, review the information (which should be for the manufacturer).



12.3.2 Representative Information

1. In the **Representative Information** section, for **Representative is a** dropdown, if you select:

   - An **Individual** or **Employee of the manufacturer**:



   a. For **Representative Name**, type in the full name of the person who will have this position.

   b. For **Job Title**, type in the title.

   c. For **SSN**, type in the social security number of the person.

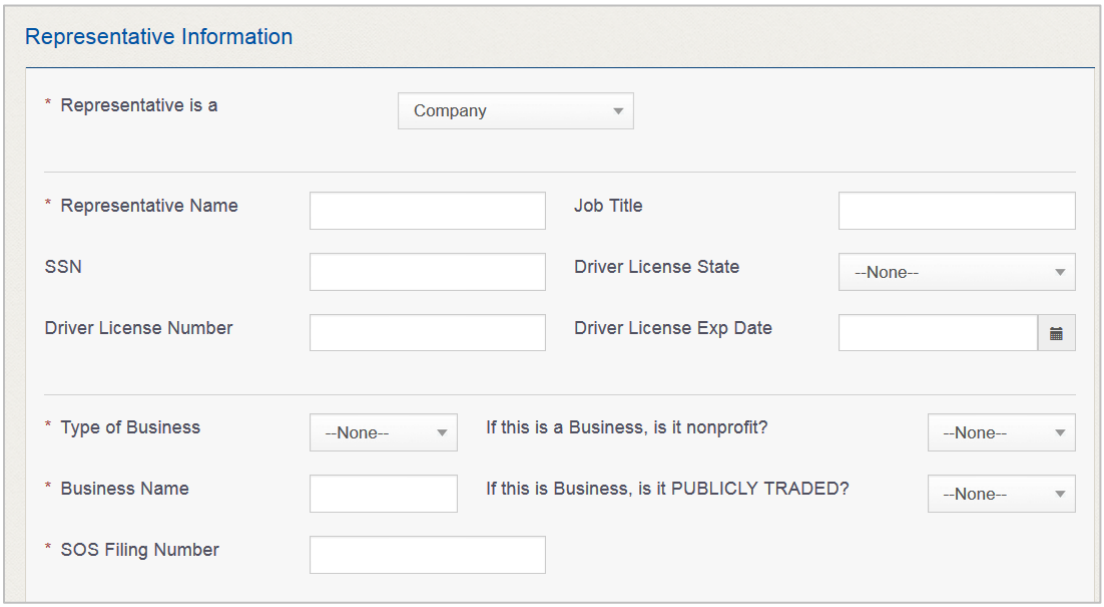
   d. For **Driver License State**, select the appropriate option from the dropdown.

   e. For **Driver License Number**, type in the number on the person's driver license.

   f. For **Driver License Exp Date**, type in the mm/dd/yyyy when the driver license expires.

   g. Skip to Physical Address

- A **Company**:



a. Skip to down to the business area.

b. For **Type of Business**, select the appropriate option from the dropdown.

c. For **Nonprofit**, select the appropriate option from the dropdown

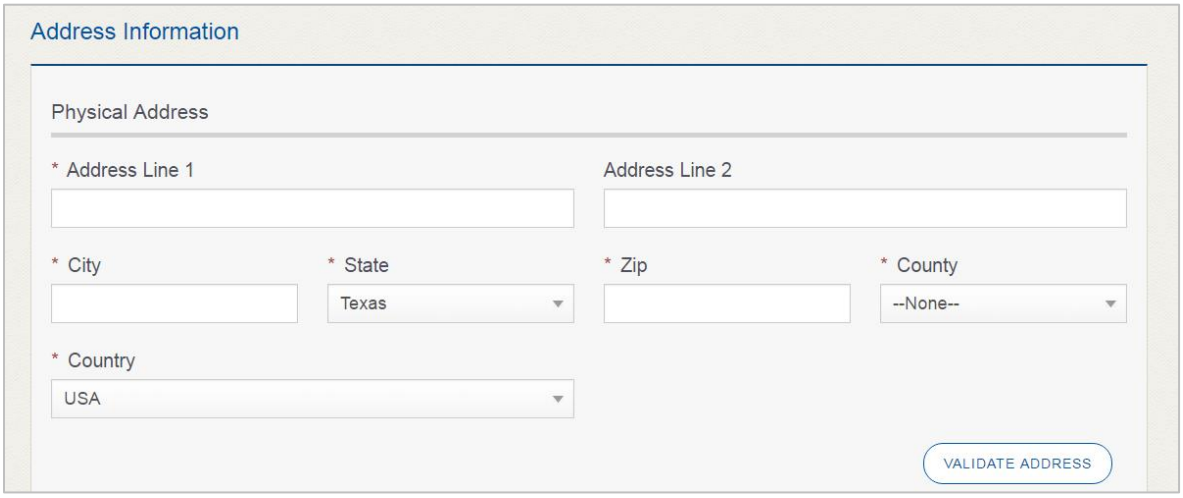
d. For **Business Name**, type in the legal name of the business if appropriate.

e. For **PUBLICLY TRADED**, the appropriate option from the dropdown

f. For **SOS Filing Number**, type in the number given by the Secretary of State.

12.3.3 Physical Address ("The Licensed Location")

On the next section of the page:



1. For **Address Line 1**, type in the street number and name where the Representative will office.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

   If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

12.3.4 Assumed Names (DBAs) (If Representative is not an individual only)

On the next section of the page, type in an assumed name under which the Representative will do business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.

The term **assumed name** is a name under which the business also operates in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as”. Businesses are not required to have DBAs but many have them.

12.3.5 Mailing Address

The system automatically uses the mailing address of the manufacturer being represented.

1. Click the **SAVE AND NEXT** button for the page.

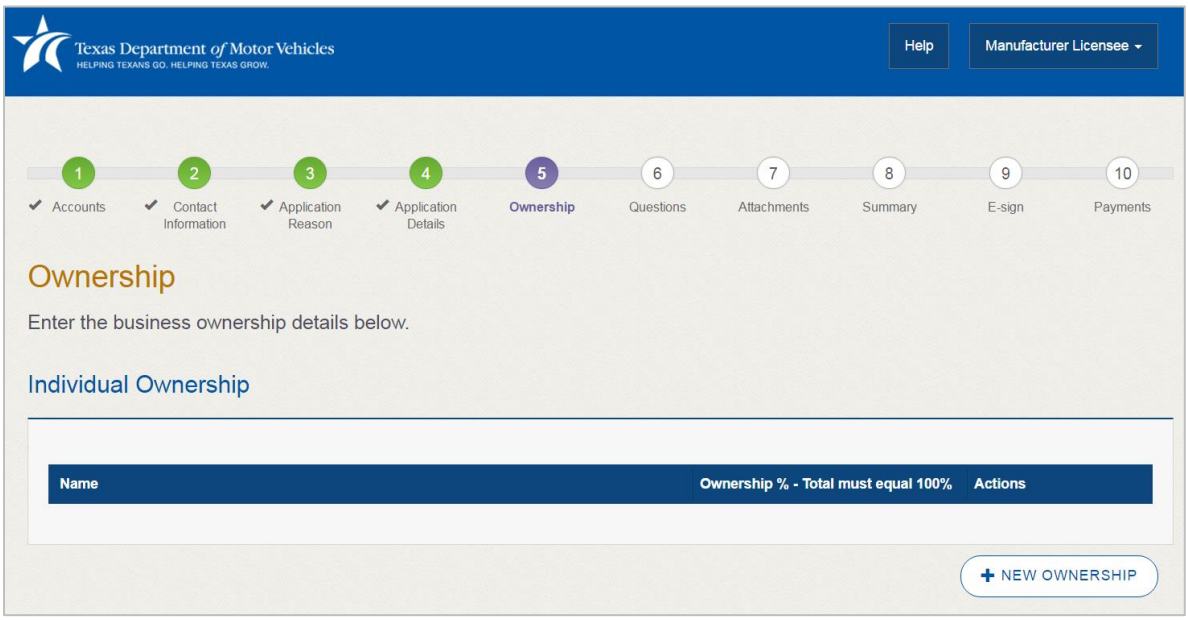
12.4 Ownership Information

The Ownership information is spread across several web pages.

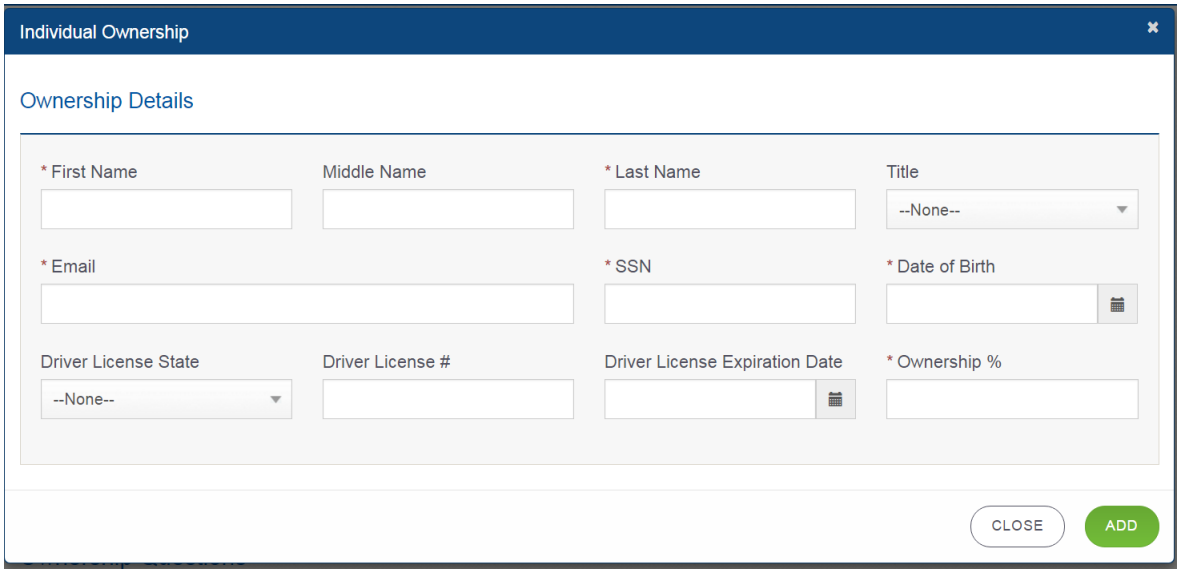
If the entity is a corporation, the licensed representative can be a corporation. Except for the president/chief executive officer, each corporation employee that performs representative functions as part of their employment is required to obtain an additional individual representative's license. General office personnel (including clerical and production staff) whose duties do not include contacting franchised dealers or dealership employees, do not need an individual representative license.

12.4.1 Individual Ownership

1. If the Representative is an individual, employee of the Manufacturer, or a corporation owned by individuals, click the **NEW OWNERSHIP** button under the **Individual Ownership** section on the *Ownership* page.



2. On the *Individual Ownership* popup:



a. For **First Name** and **Last Name**, type in the legal name of the Representative or the first owner if Representative is a corporate entity.

b. For **Title**, select the job title from the drop-down if applicable, however this can be left blank.

c. For **Email**, type in the email address where the Representative receives and responds to email messages.

d. For **SSN**, type in the 9 digit Social Security Number issued to the individual listed.

e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).

f. For **Driver License State**, select the appropriate state from the drop-down.

g. For **Driver License Number**, type in the string of letters and numbers of the driver license.

h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the mm/dd/yyyy.

i. For **Ownership %**, type in **100% or the applicable percentage**.

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

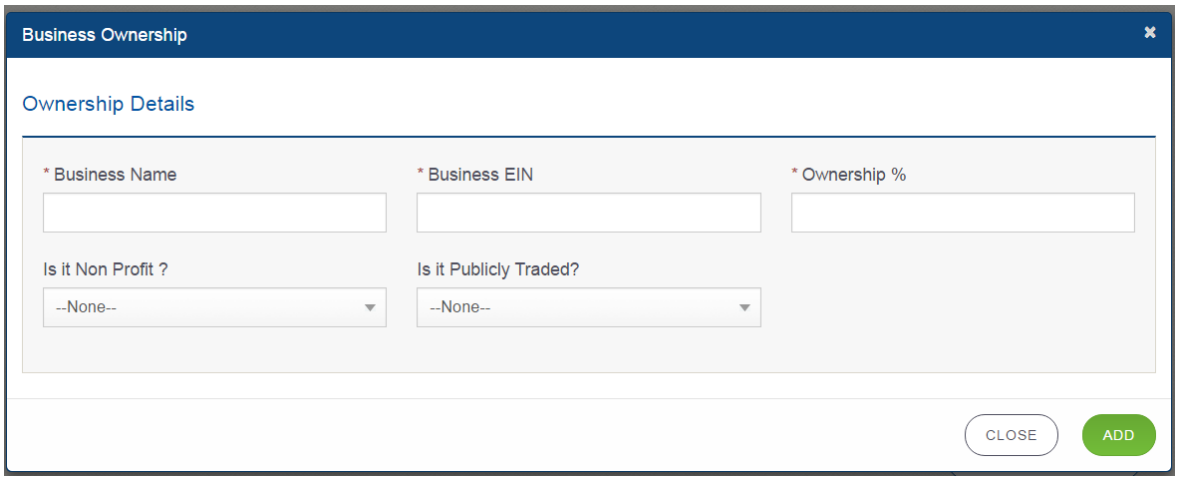
k. Continue steps a-j for each owner if Representative is a corporation owned by individuals.

12.4.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the entity that is acting as a Representative, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. For applications with only Business Ownership management of the applicant entity will need to be entered.

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 the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:

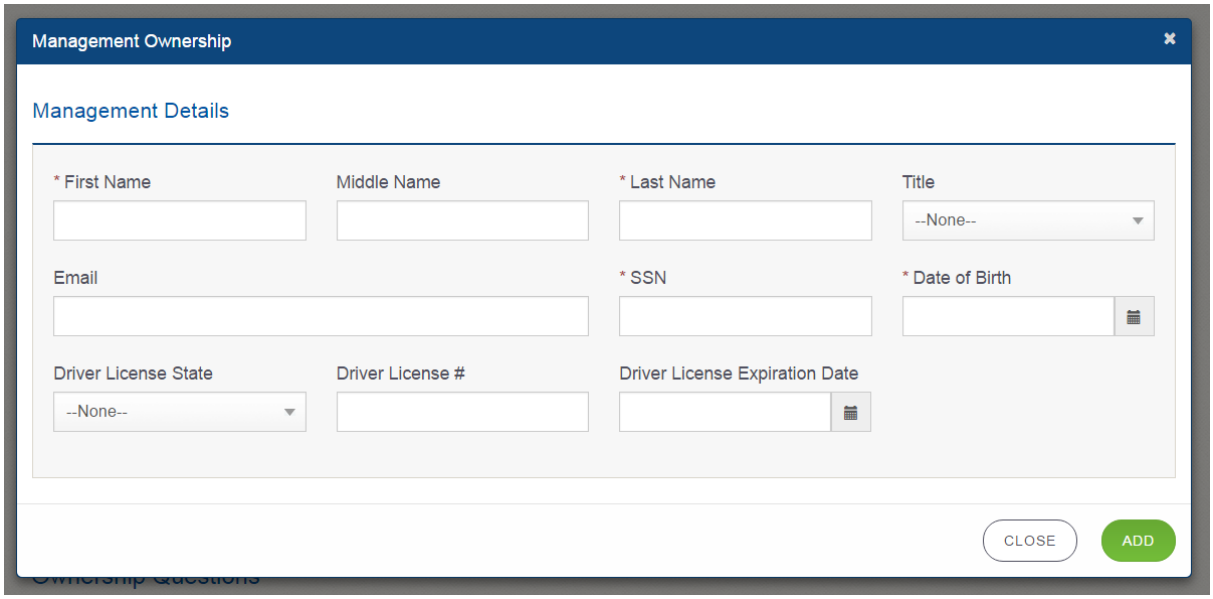


   a. For **Business Name**, type in the legal name of the business entity.
   b. For **Business EIN**, type in the employee identification number issued by the government for the business.
   c. For **Ownership %**, type in the percentage that this company owns.
   d. For **Is it Non Profit**, select the appropriate option.
   e. For **Is it Publicly Traded**, select the appropriate option.
   f. Click the **ADD** button.
3. To add another business entity, repeat step 1 and 2 above.
4. When finished, continue to the **Ownership Questions** section on the page.

12.4.3 Management

You are required to fill out information in the Business Management section if the entity acting as a Representative is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:



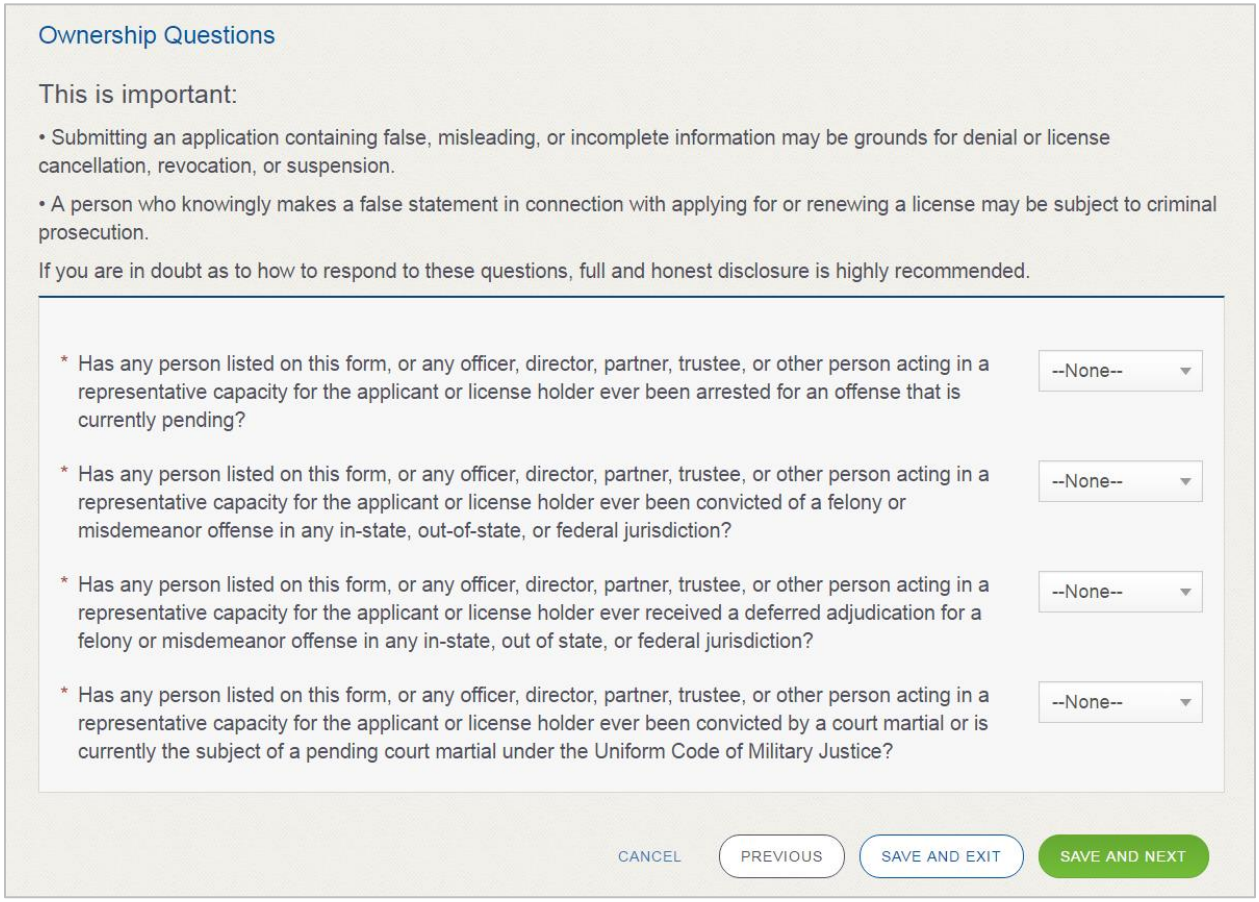
   a. For **First Name** and **Last Name**, type in the legal name of the manager or corporate officer.
   b. For **Title**, select the job title of this management person.
   c. For **Email**, type in the email address where the management person receives and responds to email messages.
   d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.
   e. For **Driver License State**, select the state where the license was issued.
   f. For **Driver License Number**, type in the number string valid for the license.
   g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
   h. Click the **ADD** button.
   i. Repeat the steps above for each manager or director.

3. When you are finished, continue with the **Ownership Questions** section.

12.4.4 Ownership Questions

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

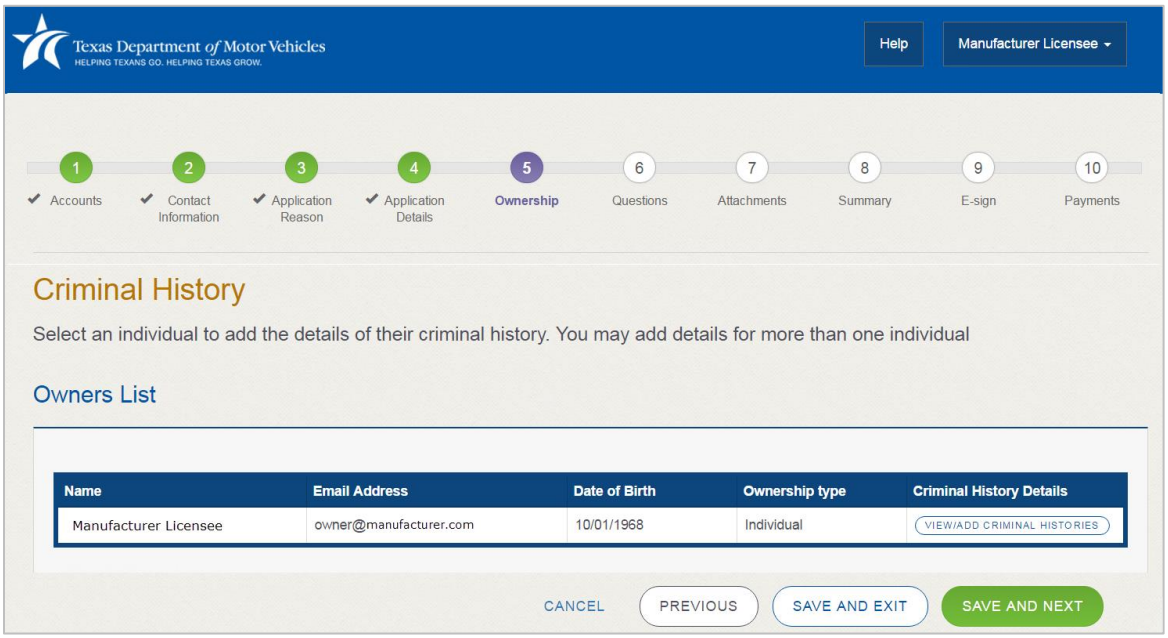


If you answer:

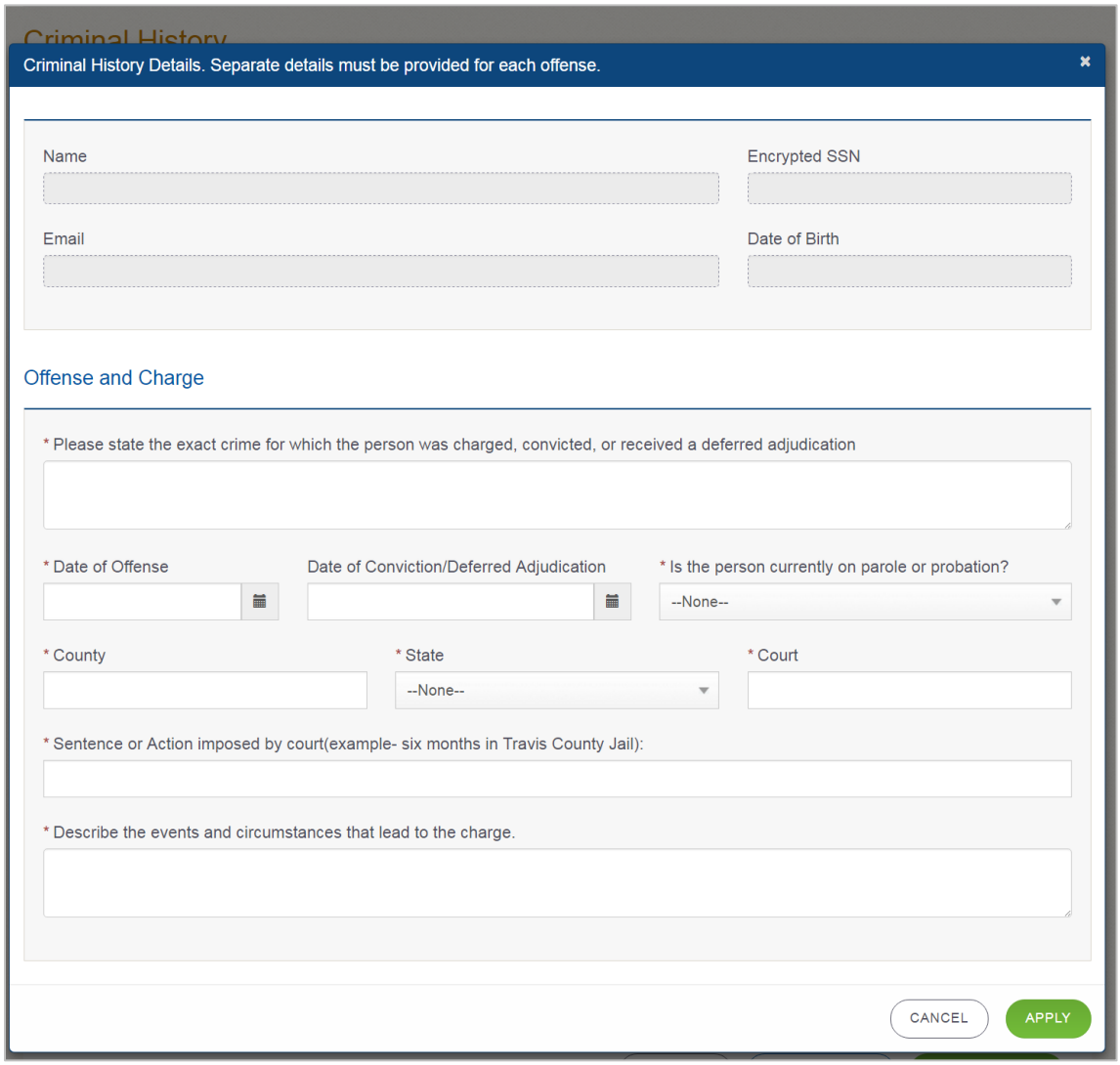
- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

12.4.5 Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.



2. On the *Criminal History Details* popup:



a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

b. For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.

c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)

d. For **Is person currently on parole or probation**, select Yes or No.

e. For **County**, type in the name of the county in which the offense occurred.

f. For **State**, type in the name of the state in which the offense occurred.

g. For **Court**, type in the type of court in which the offense was adjudicated.

h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.

j. Click the **UPDATE** button.

3. After the popup 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 charge.

12.5 Additional Questions

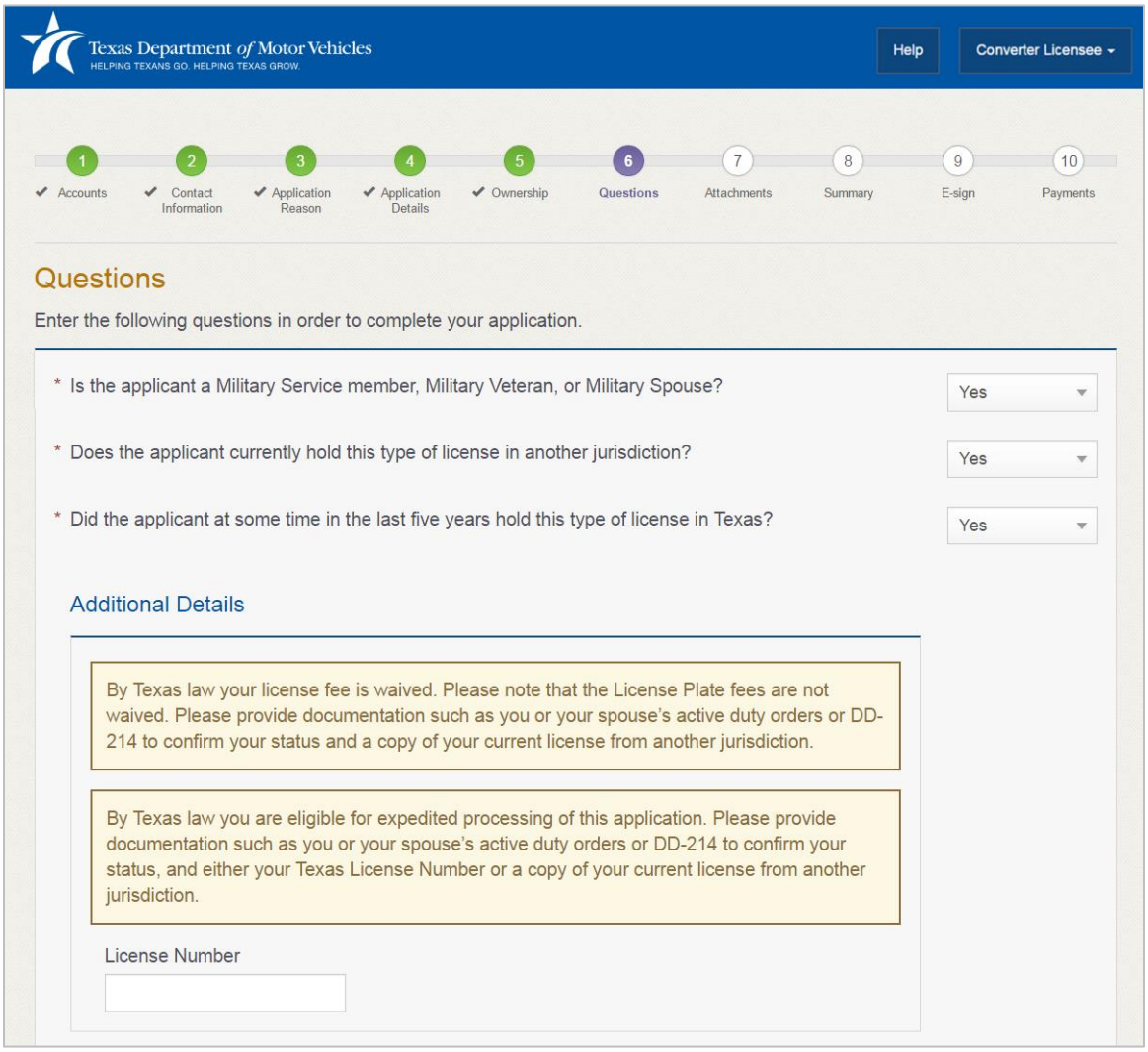
You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

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

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

12.5.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.



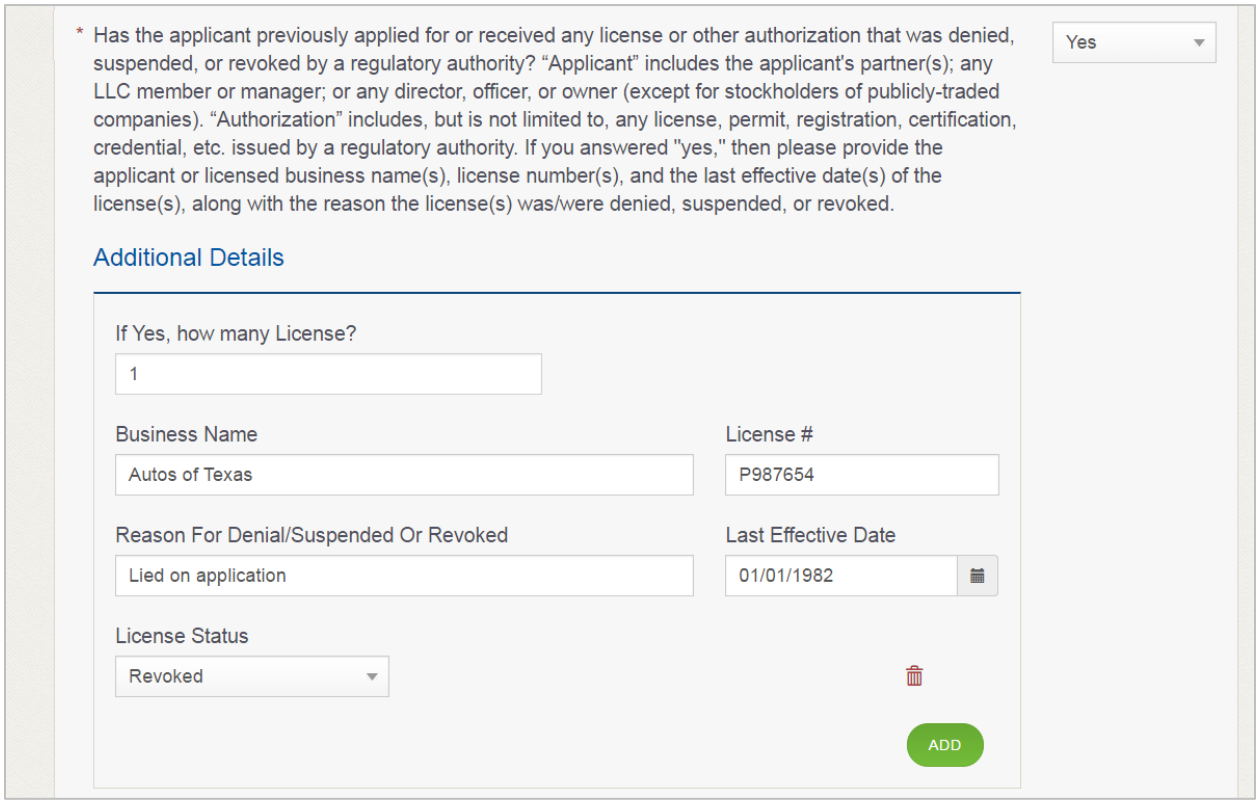
If you select the:

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

12.5.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be 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).

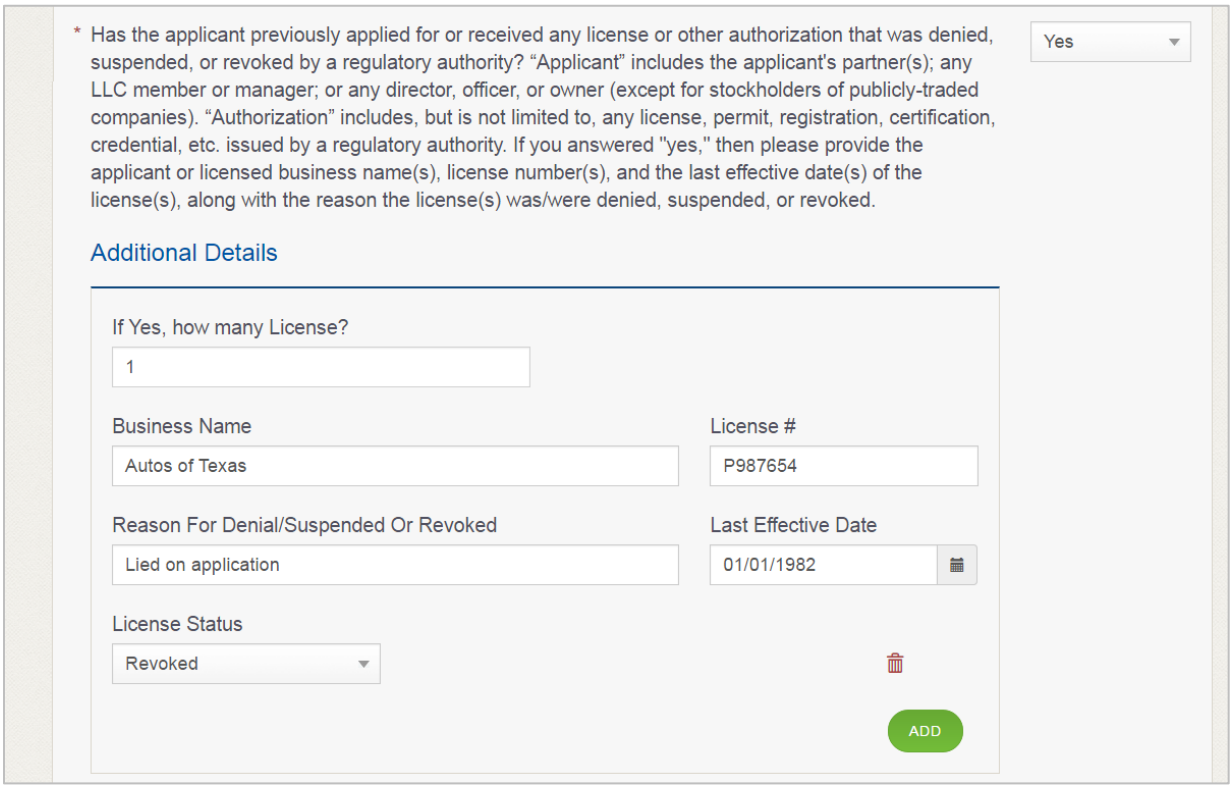


If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For the **Business Name**, type in the name of the business that is licensed.
  2. For the **License Type**, type in the appropriate type.
  3. For the **License #**, type in the number issued for the license.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
  5. Click the **ADD** button to provide information on additional licenses.
  6. Repeat the steps above for each license.

12.5.3 Previous Denial, Suspension, or Revocation Question

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

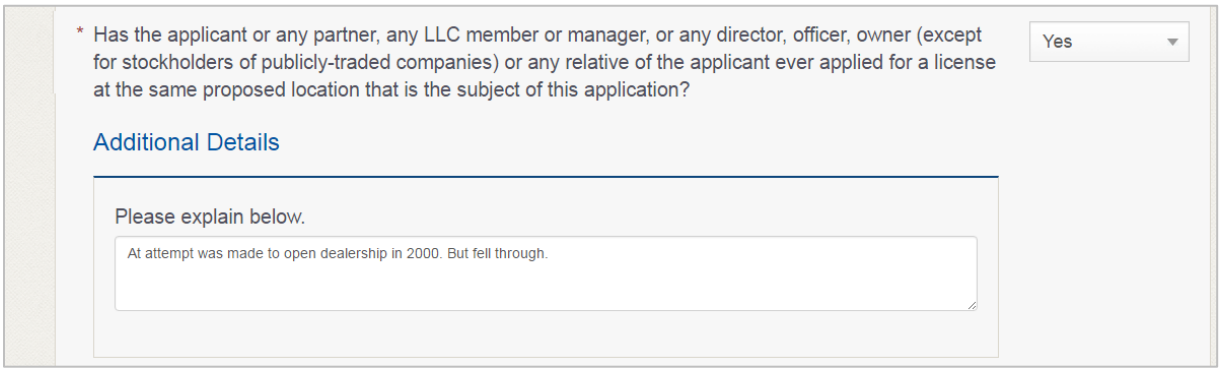


If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For **Business Name**, type in the name of the business licensed.
  2. For **License #**, type in the number issued for the license.
  3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
  5. For **License Status**, select the appropriate option from the dropdown list.
  6. Click the **ADD** button to provide information on additional licenses.
  7. Repeat the steps above for each license.

12.5.4 Same Proposed Location Question

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

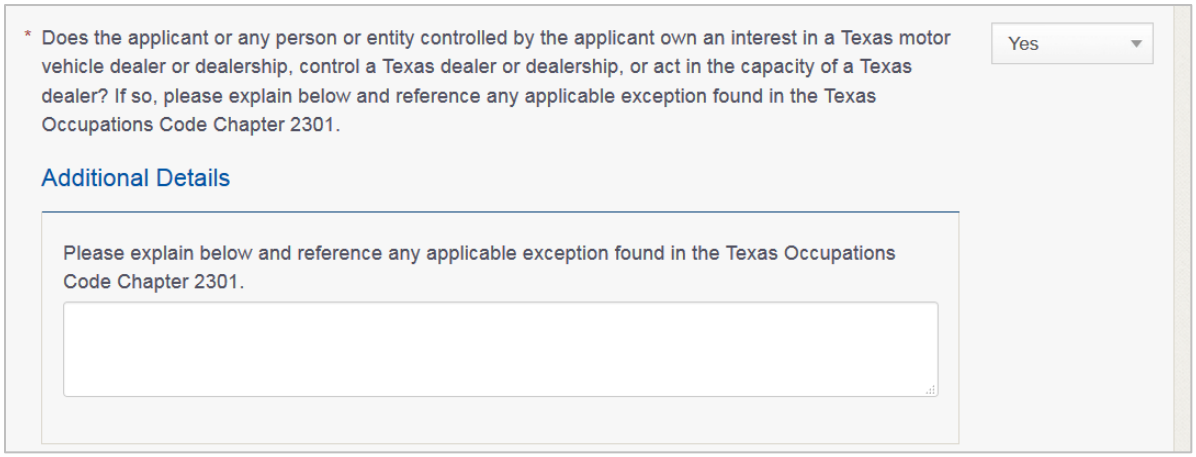


If you select the:

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

12.5.5 Manufacturer Common Ownership Question

You are required to answer a question about if the motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control of a motor vehicle manufacturer, owns an interest in, operates, or controls a Texas dealership.

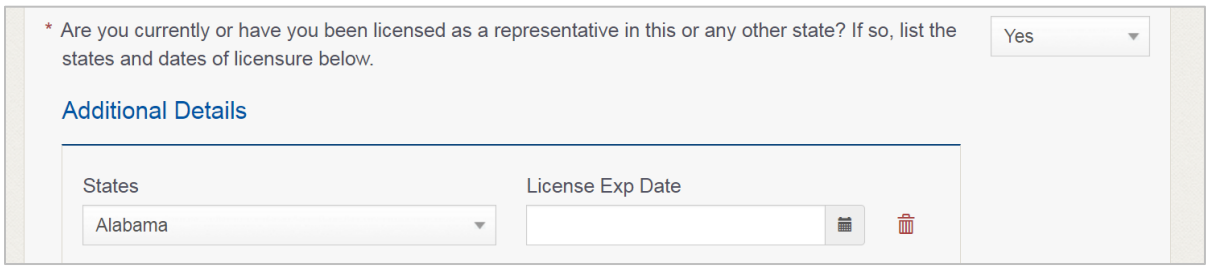


If you select the:

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

12.5.6 Licensed as a Rep in Any Other State

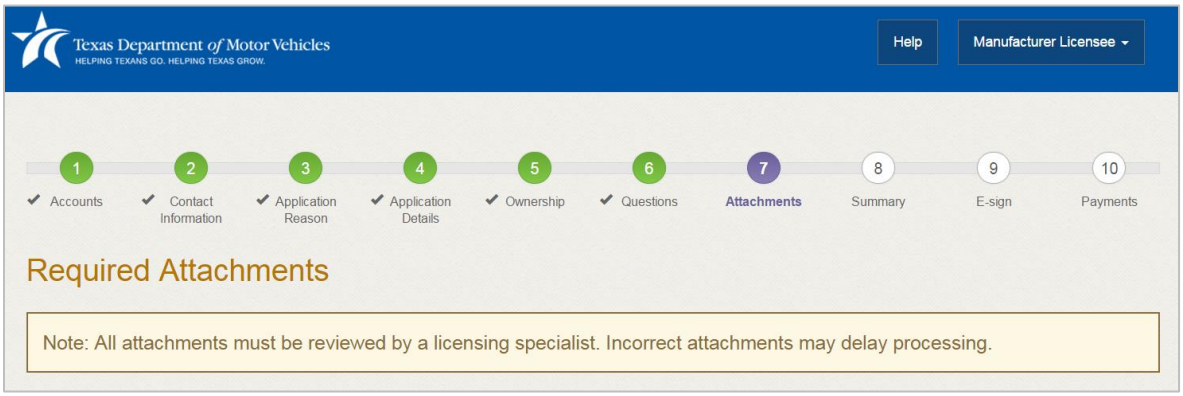
You are required to answer a question about being licensed as a representative in any state.



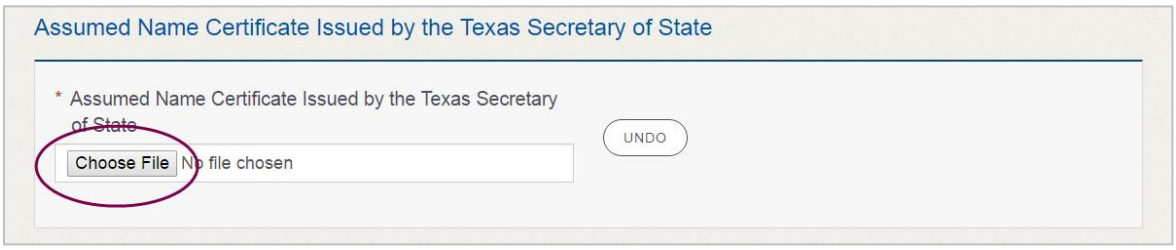
If you select the:

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

12.6 Required Attachments



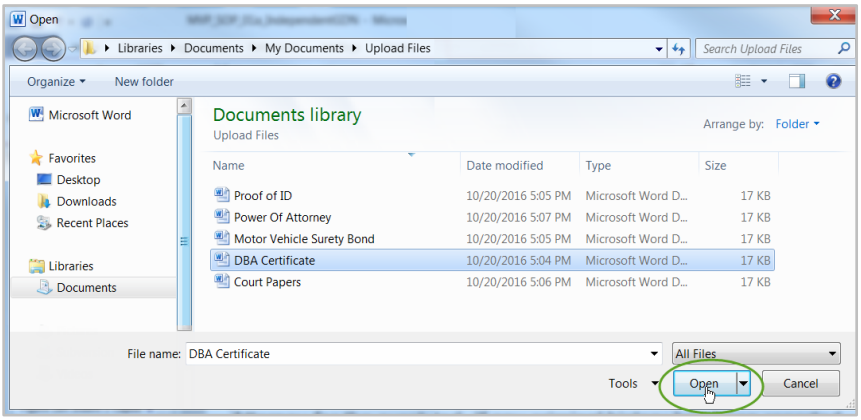
1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



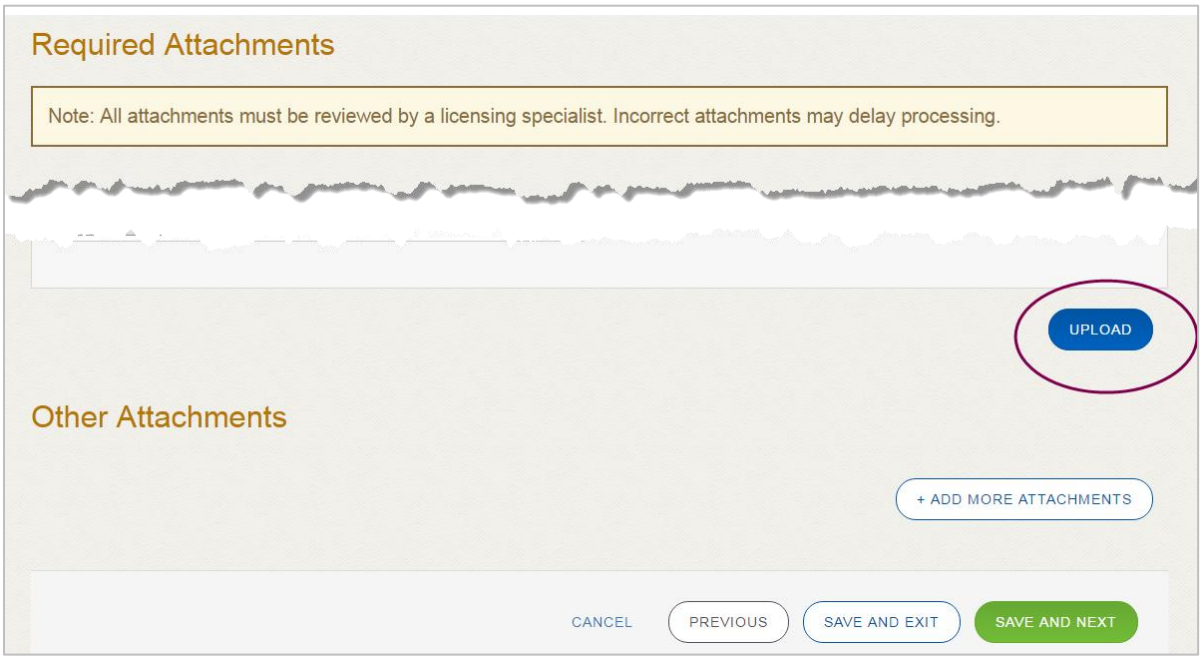
2. On the *Open* popup:

   a. Navigate to the file (on the computer or a shared network resource).

   b. Select the file and click the **Open** button.



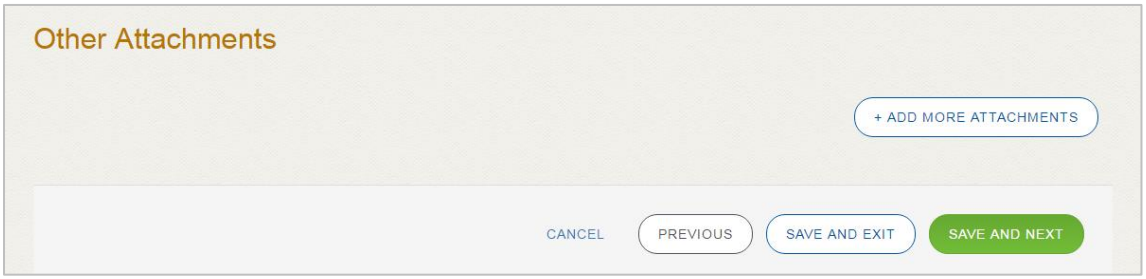
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



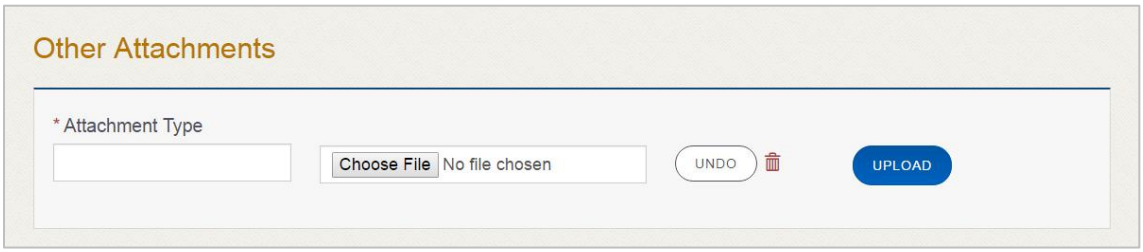
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

3. For files not required:

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



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



c. Click the **UPLOAD** button.

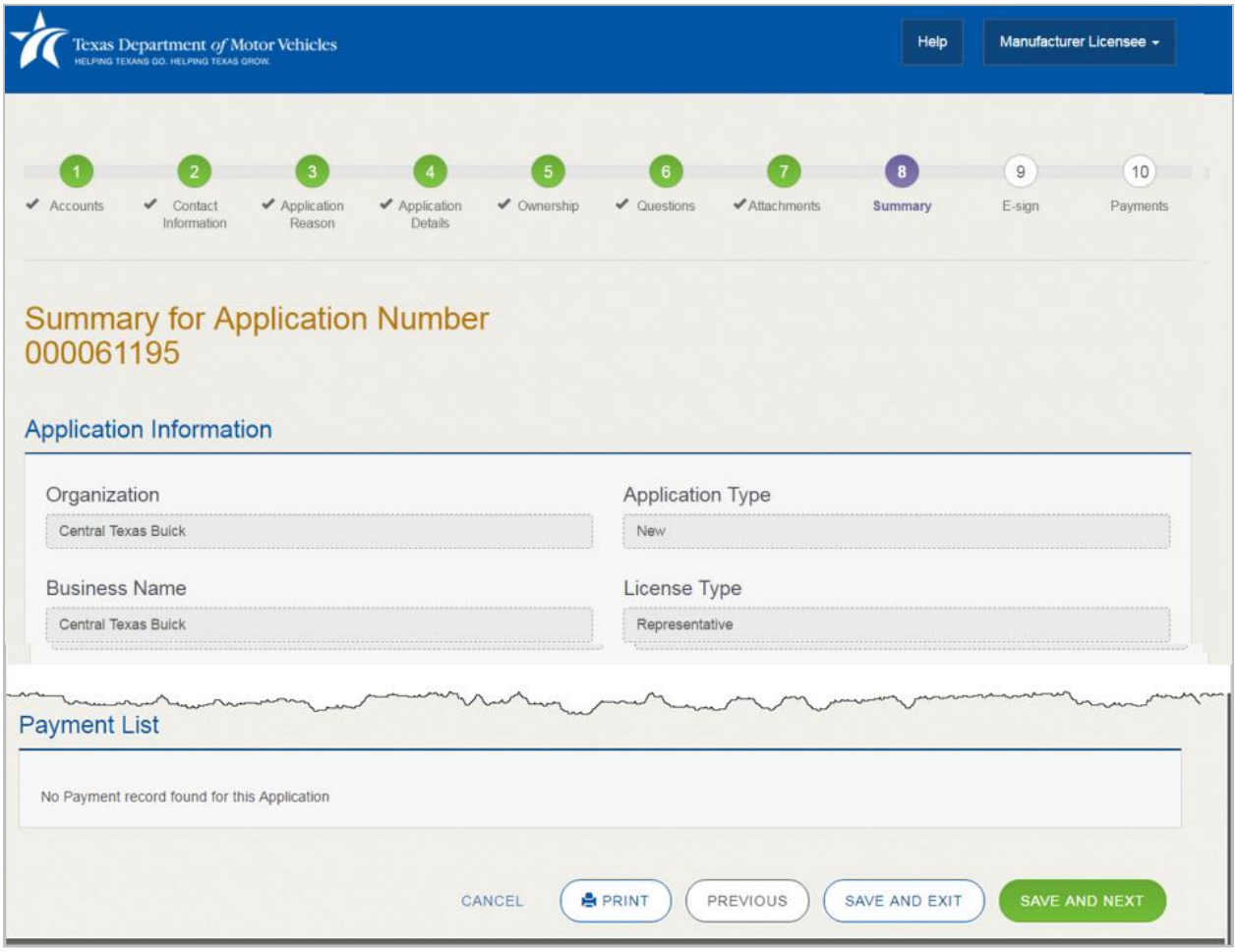
d. Click the **SAVE AND NEXT** button

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

- **REVISIT** button to return to the issue and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
- **NEXT** button 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.

12.7 Summary

1. Scroll down and review the entries and selections you have made.



2. Click the:
   - **PRINT** button to send the summary to print on your local printer.
   - **PREVIOUS** button to return to the page where adjustments need to be made
   - **SAVE AND EXIT** button to store all of the information before beginning the submission process.
   - **SAVE AND NEXT** button to continue to the next page.

12.8 Signature

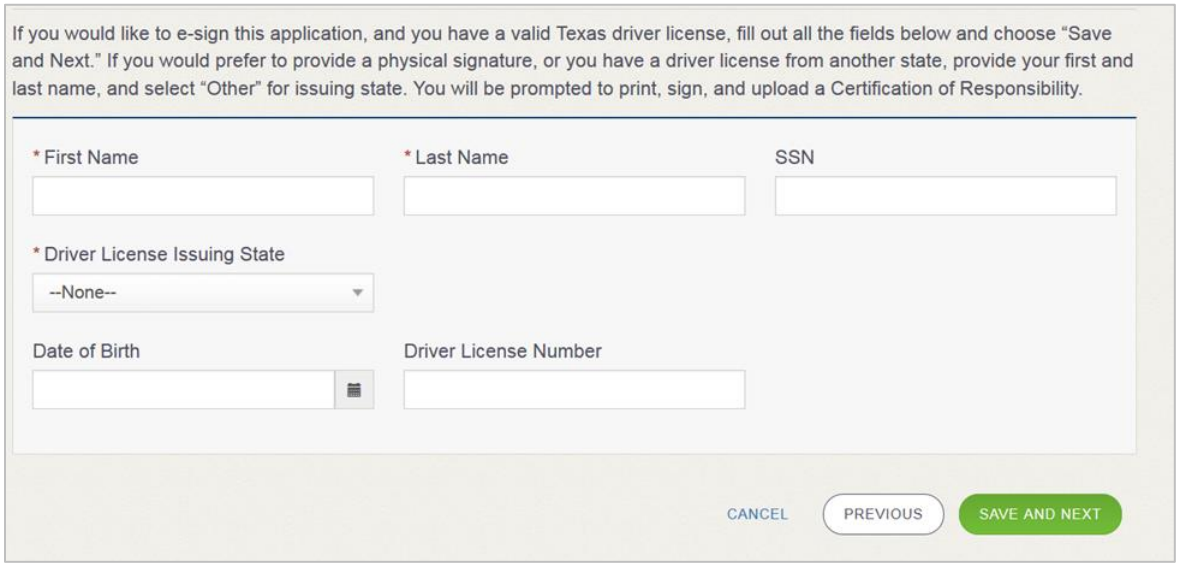
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

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

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

12.8.1.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:



   a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

   b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

      Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

   c. For **SSN**, type in the numbers and dashes of your social security number.

   d. From the **Driver License Issuing State** dropdown, select the appropriate option.

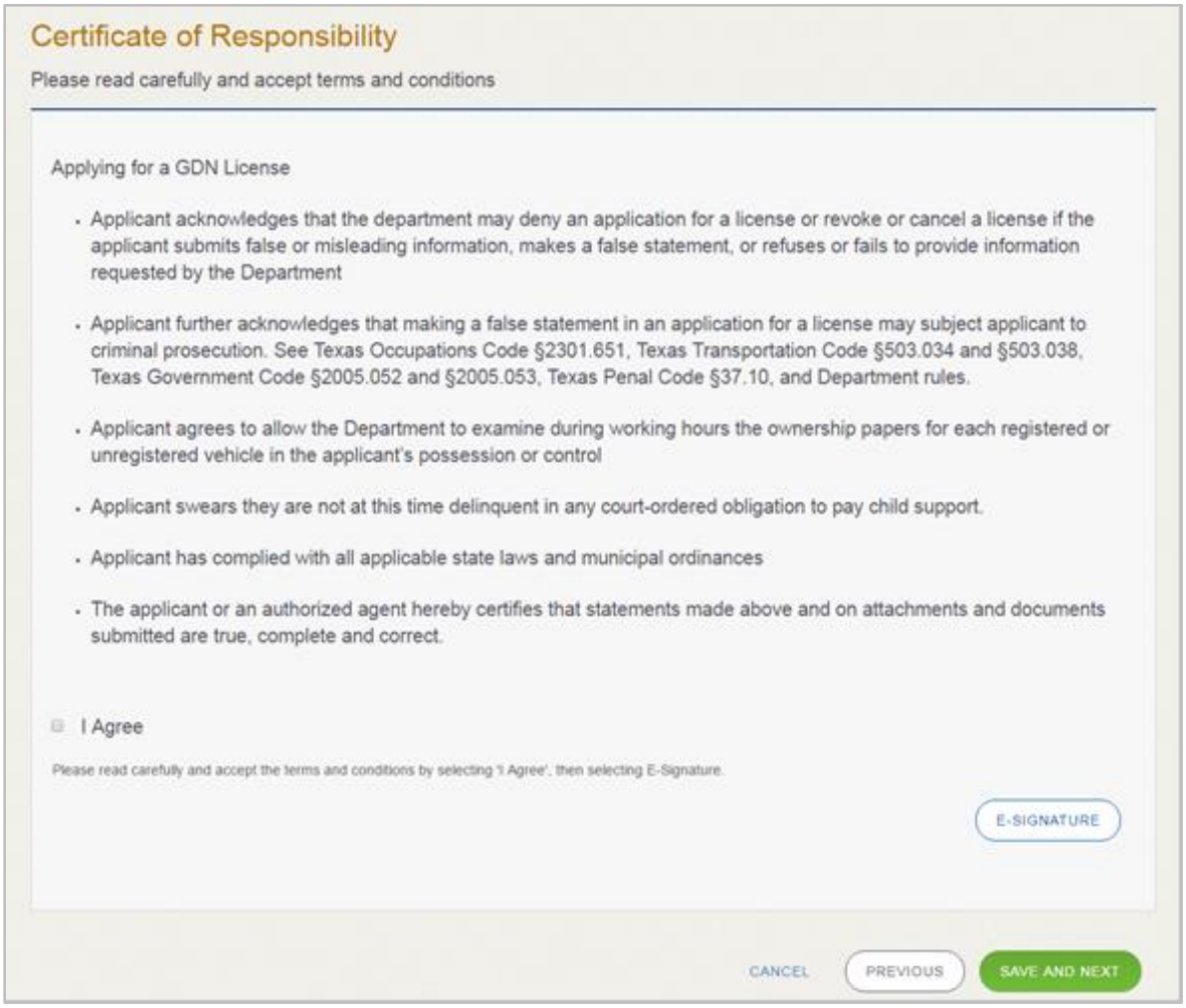
   e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license

f. For **Driver License Number**, type in the string of number and letters.

g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



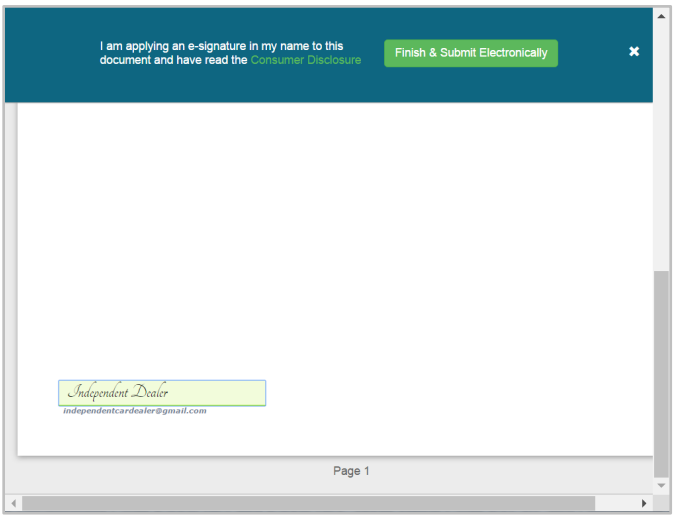
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** option button.

c. Click the **E-SIGNATURE** button.

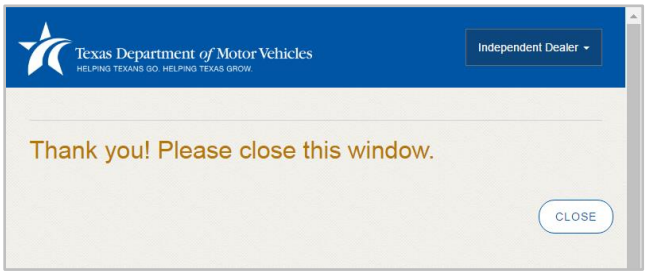
3. On the popup:

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



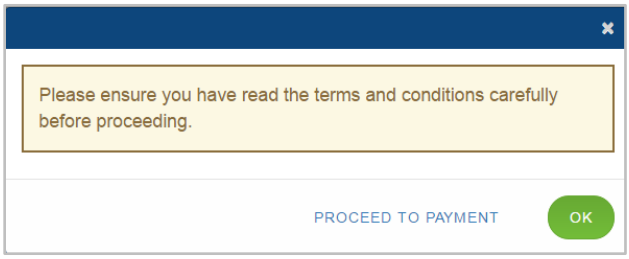
   b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

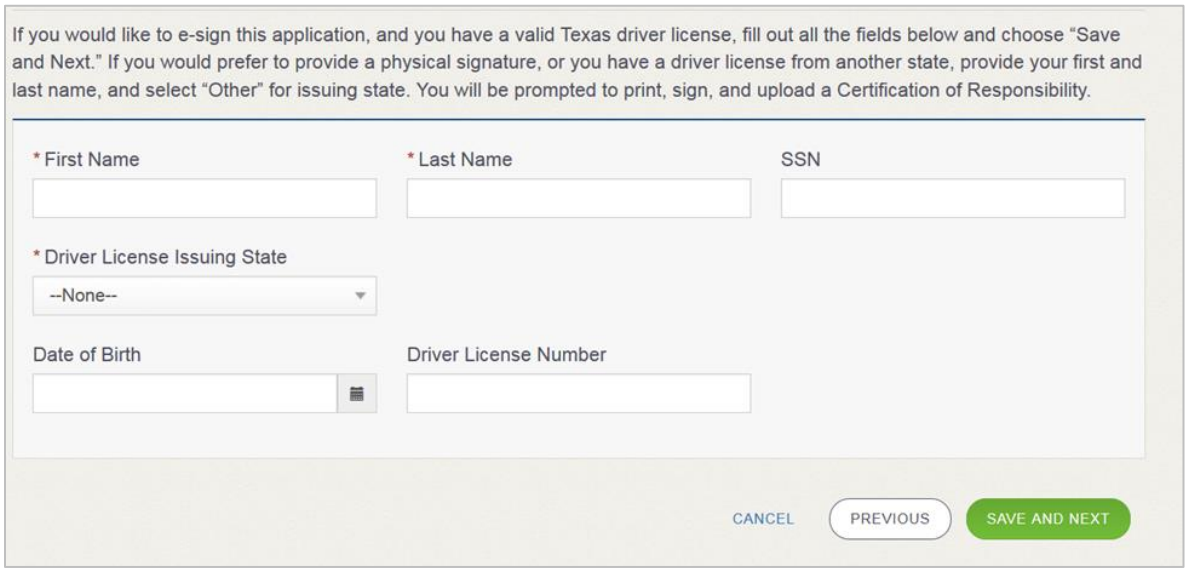
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

12.8.1.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:



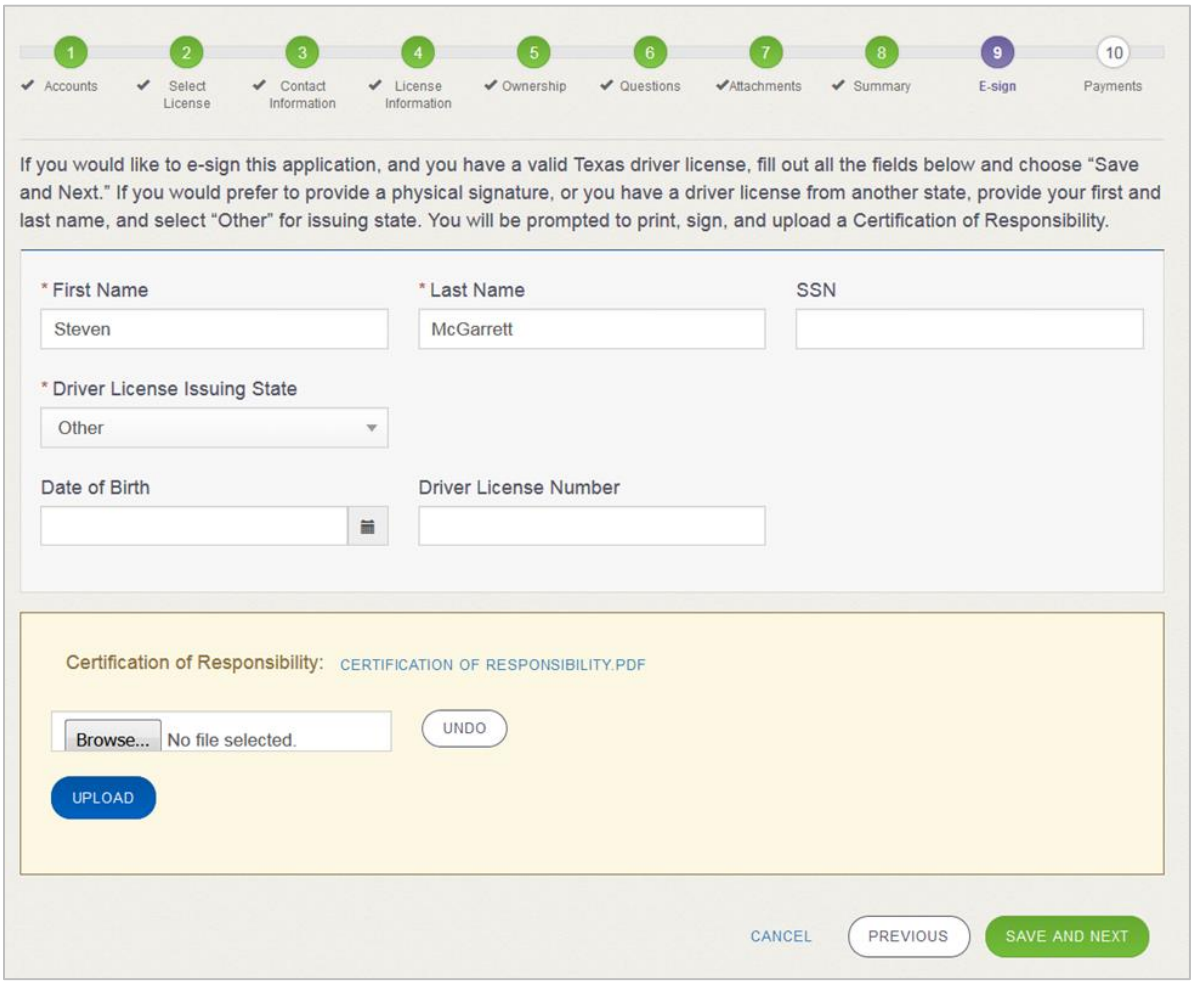
   c. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

   d. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

   e. For Driver License Issuing State select Other.

   f. The screen automatically updates to include the Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



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

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

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

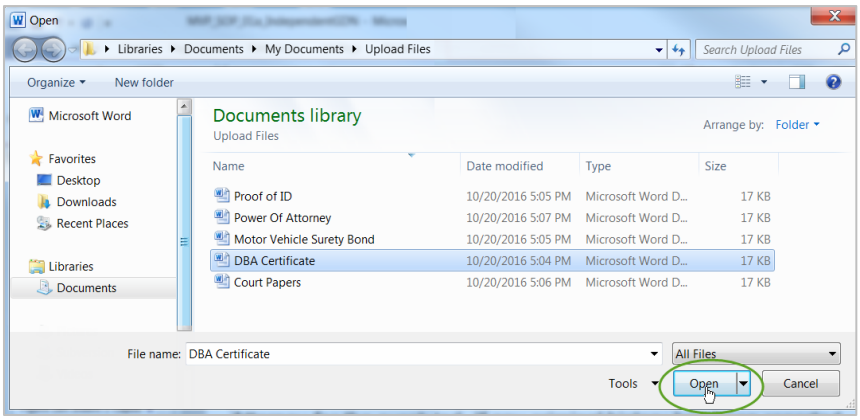
Date: _____

Printed Name: _____

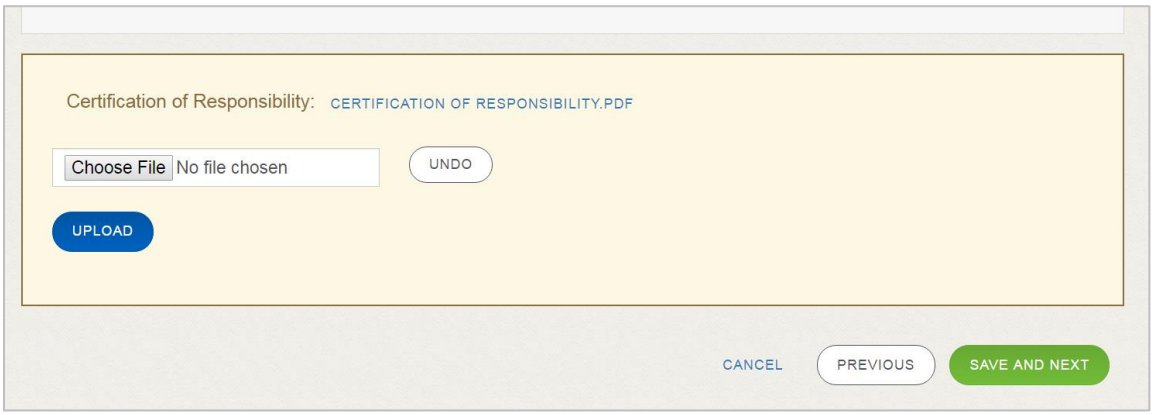
Authorized Signature: _____

Title: _____

5. To upload and attach the signed document to this application:
   a. Scan the document to a file and save it to your local computer (or a shared network resource).
   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

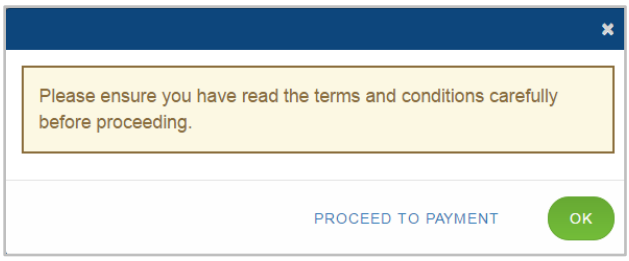


d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

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

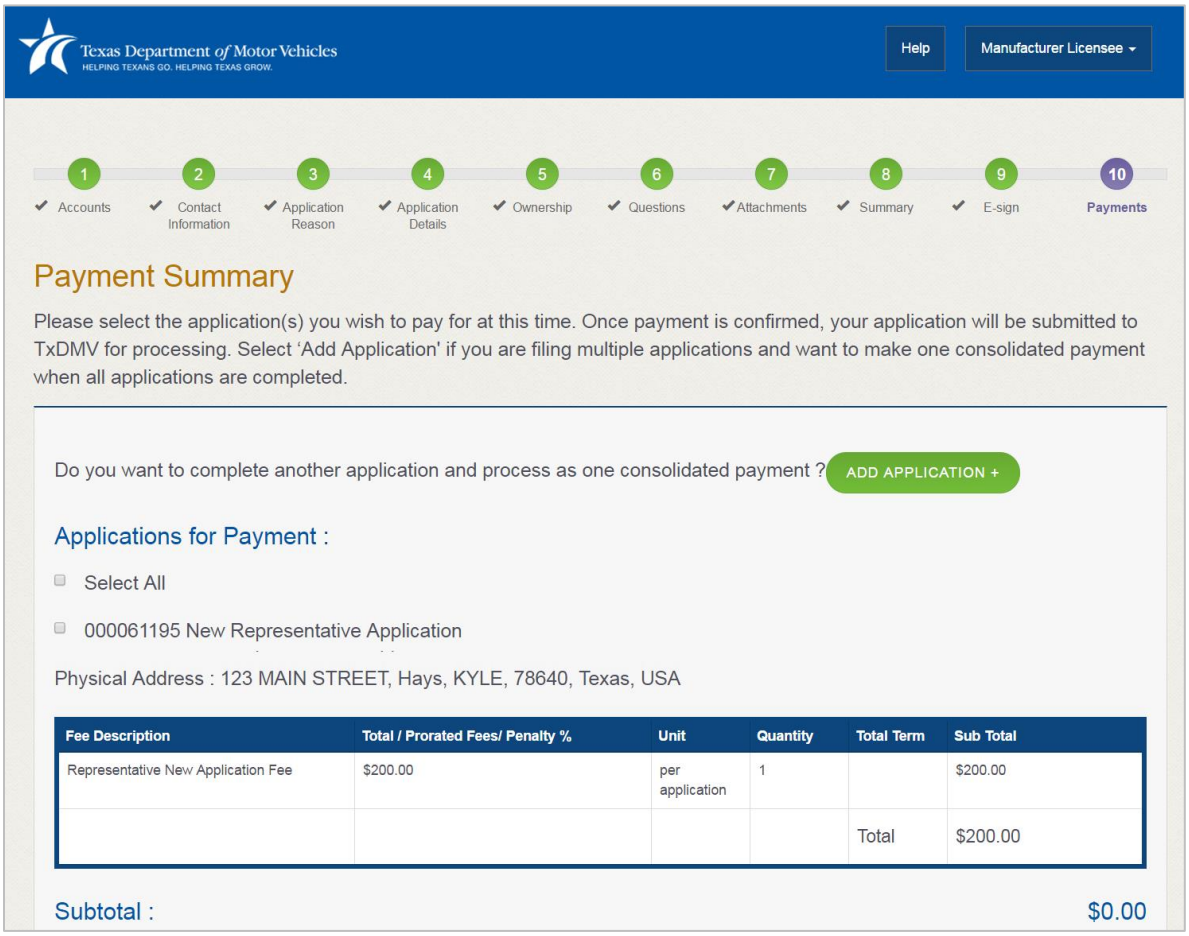


12.9 Payments and Application Submission

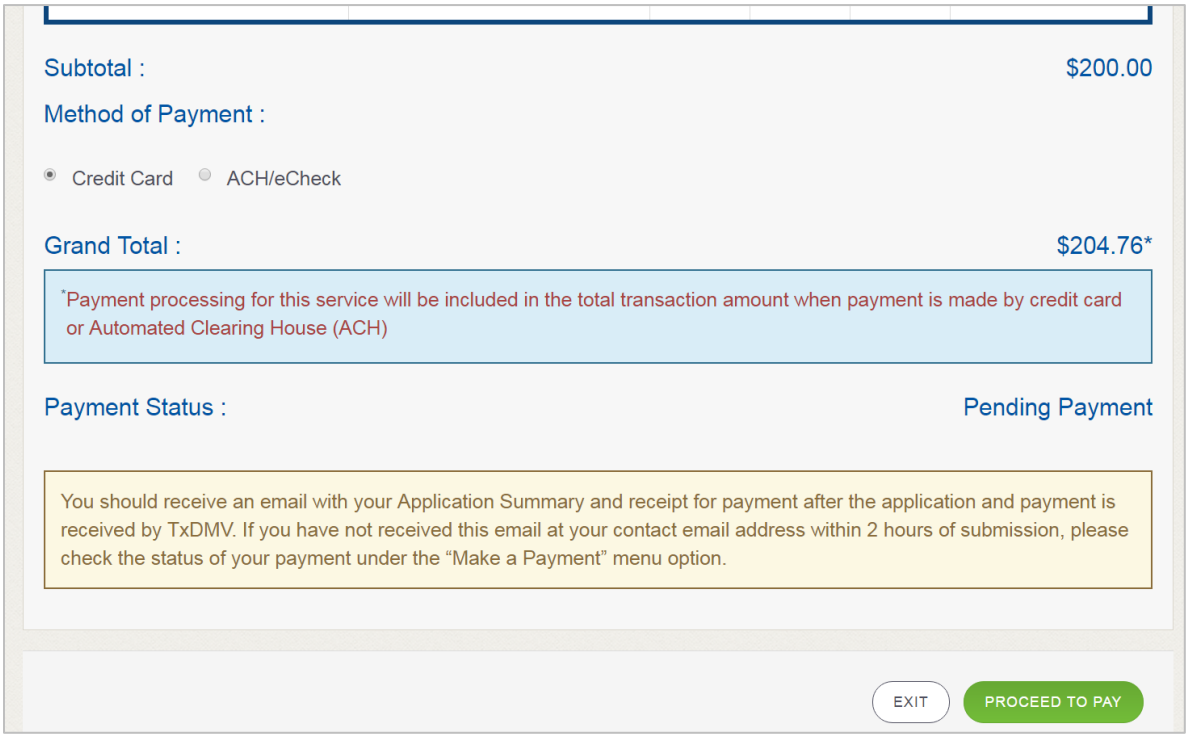
You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

1. On the *Payment Summary* page:



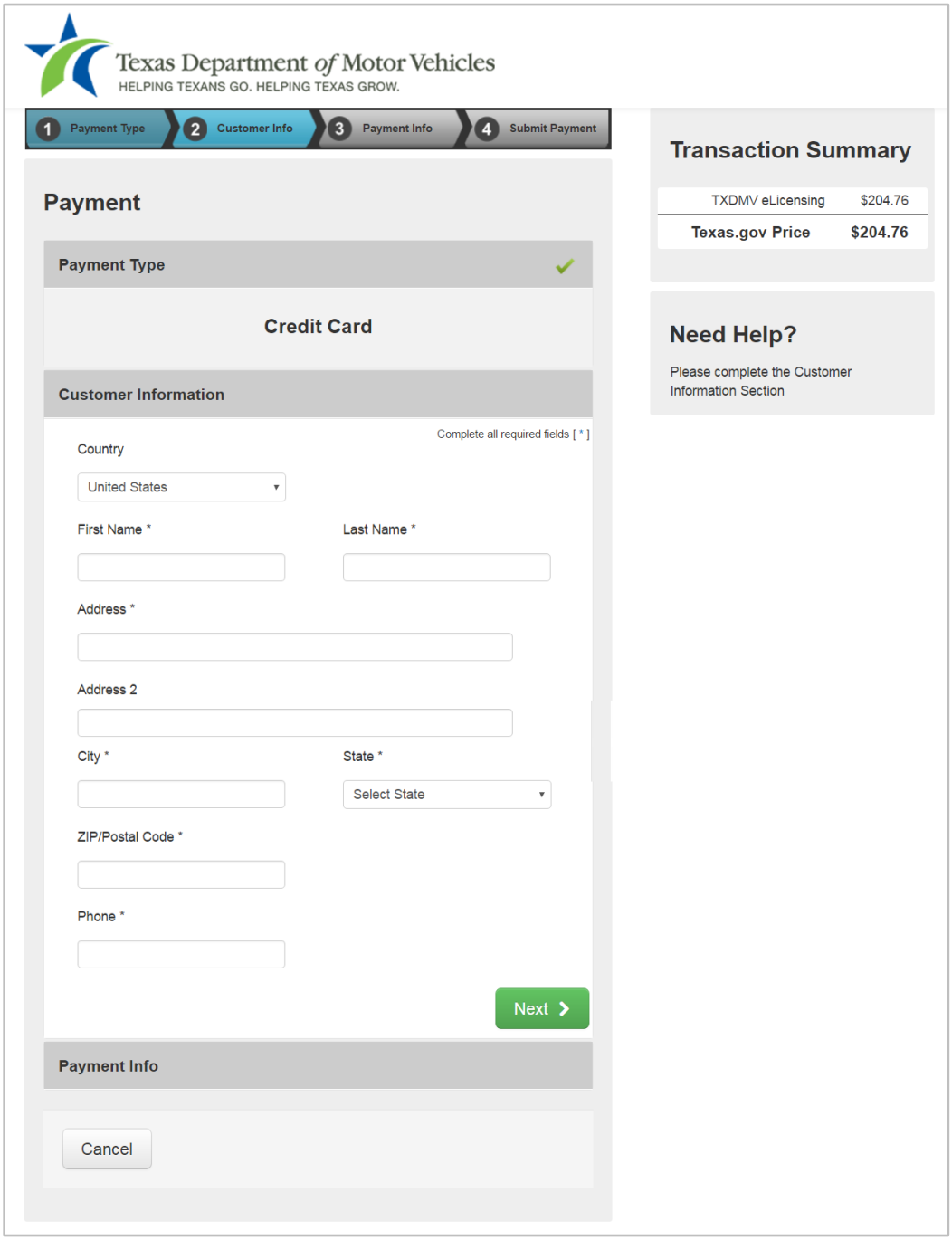
2. Click the option button of the application or click the **Select All** option button.
3. On the bottom of the page, for **Method of Payment**, select the appropriate option button.



4. Click the **PROCEED TO PAY** button.

   Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

5. In the **Customer Information** section on the *Payment* page:



a. For **First Name**, type in your first name as it appears on the credit card being used.

b. For **Last Name**, type in your last name as it appears on the credit card being used.

c. For **Address**, type in the street number and name of the street used to bill the credit being used.

d. For **Address 2**, optionally type in the additional street information, such as the suite number.

e. For **City**, type in the name of the city.

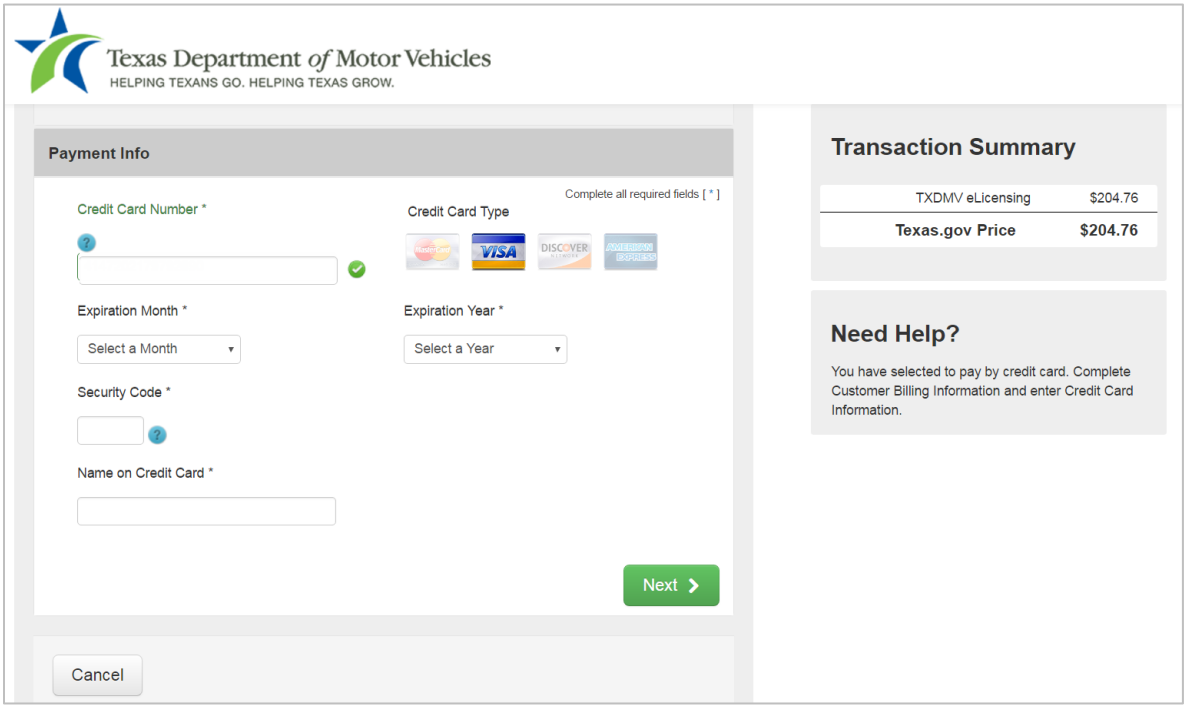
f. For **State**, select the name of the state from the dropdown list.

g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).

h. For **Phone**, type in the telephone associated with the credit card holder.

i. Click the **Next** button.

6. On the **Payment Info** section of the page:



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

b. For **Expiration Month**, select the appropriate month from the dropdown.

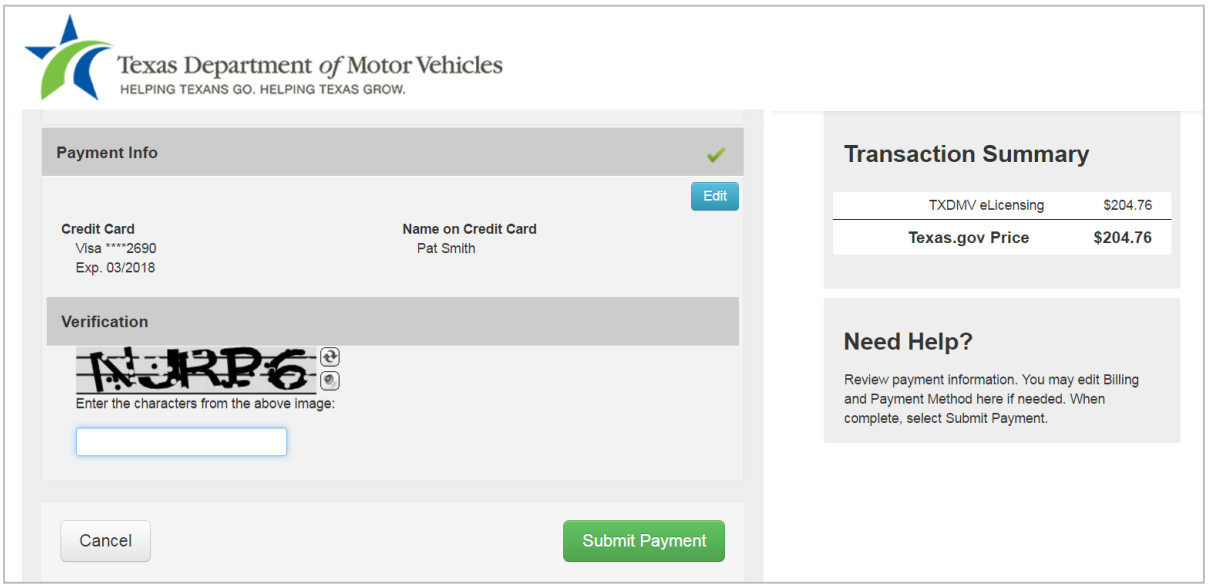
c. For **Expiration Year**, select the appropriate year from the dropdown.

d. For **Security Code**, type in the 3-digit number string from the back of the card.

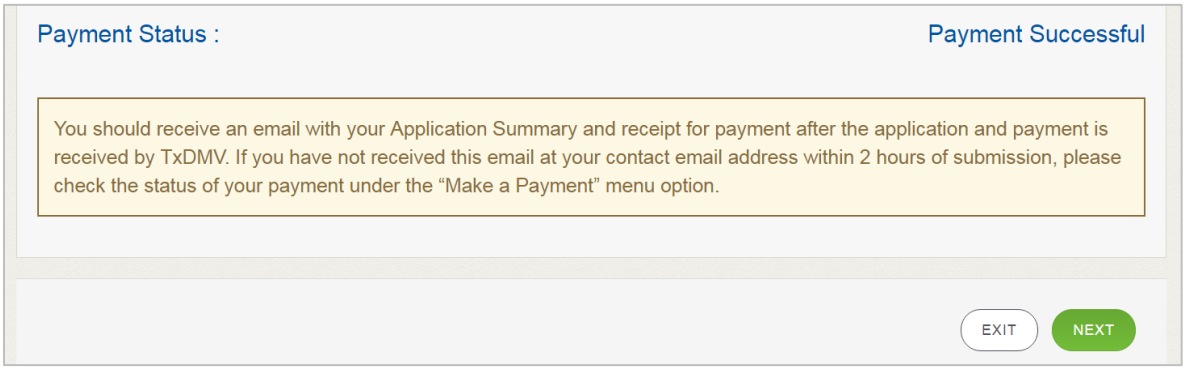
e. For **Name on Card**, type in the full name printed on the card.

f. Click the **Next** button.

7. In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.



8. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.



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

13 Renewing a Manufacturer Representative License

The Representative License is renewed as part of the Manufacturer License renewal process.