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1. Lessor Licenses

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

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

1.1 License Term and License Fees

Lessor Licenses are issued for terms of two years.

The fee for a Lessor License is $350.

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

1.2 Basic Lessor License Information

A Lessor License is not required for:

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

The above lessors are known as exempt lessors.

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

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

- The filing number with the Texas Secretary of State when the business entity registered (SOS number), if located in Texas.
- The employer identification number (EIN) of the business or the owner’s social security number.
- The license numbers the individuals or business entity may possess or have possessed in the past.
- Files containing scanned copies of official documents, including the:
  - Assumed Name Certificate.
  - Driver licenses (or passport, official identification cards, etc.).
  - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the state in which you were incorporated.
  - Sample copy of the Vehicle Lease Contract provided to customers.
  - A copy of each signed agreement between you and a lease facilitator.
  - A statement disclosing fees paid to any lease facilitator. This is a document the lessee signs acknowledging that they are aware that the lessor may pay the lease facilitator a fee for establishing the lease on their behalf.

If anyone associated with the organization (any officer, partner, trustee, or in other representative capacity) has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, you must be able to fill out certain information (as shown below) for each person and each offense.
Figure 1: Criminal Offense and Charges

You must also supply copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.
2. Applying for a Lessor License

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

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

2.1 Getting Started

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

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

To get started, follow these steps:

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

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

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

![Figure 2: Security Warning Pop-up](image)

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

![Figure 3: Login Page](image)

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

![Figure 4: Welcome, Apply for a New License](image)

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

![Figure 5: Select License Type](image)
9. On the **Organizations** page, select the organization name used to register the company or this license holder and then click **SAVE AND NEXT**.

![Select Organization](image)

*Figure 6: Select Organization*

2.2 **Contact Information**

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

![Application Contact and License Contact](image)

*Figure 7: Contact Information*

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

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

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

   **Note:** The license contact may be a different person than the application contact who is handling the application through the approval of the license.
3. Click **SAVE AND NEXT**.

### 2.3 Application Reason

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

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

#### 2.3.1 Apply for a New License Reason

On the **Application Reason** page:

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

   ![Figure 8: Apply for New License Reason](image)

2. Click **SAVE AND NEXT**.

#### 2.3.2 Relocation Reason

On the **Application Reason** page:

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

   ![Figure 9: Relocation Reason](image)

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

   ![Figure 10: License Association](image)

If you do not know this information:
a. In the License Association area on the Application Reason page, click SEARCH.

b. On the License Search pop-up, you can fill in the known information and click SEARCH.

c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the Application Reason page.

3. Click SAVE AND NEXT.

2.3.3 Entity Change

On the Application Reason page:

1. From the dropdown, select Entity Change.

![Figure 11: Entity Change Reason](image)

2. Type the existing license number into the field.

![Figure 12: License Association](image)

If you do not know this information:

a. In the License Association area on the Application Reason page, click SEARCH.

b. On the License Search pop-up, you can fill in the known information and click SEARCH.

c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the Application Reason page.

3. Click SAVE AND NEXT.

2.3.4 Previous License Not Renewed

On the Application Reason page:

1. From the dropdown, select Previous License Not Renewed.
2. Type the existing license number into the field.

   If you do not know this information:
   a. In the License Association area on the Application Reason page, click SEARCH.
   b. On the License Search pop-up, you can fill in the known information and click SEARCH.
   c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the Application Reason page.

3. Click SAVE AND NEXT.

2.4 Application Details

The Application Details are spread across several pages.

2.4.1 Business Information

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

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

c. For **Business Email Address**, enter the email address where the business will receive emails.

d. For **Business Fax** (optional), enter the business fax number.

e. For **SOS Filing Number**, type in the filing number issued by the Secretary of State when the business was established.

f. For **Number of Lease Facilitators**, enter the number of lease facilitators you have agreements with. If you do not have any lease facilitators, enter “0”.

If you do not know this information:

a. Go to the bottom of the page, click **PREVIOUS** and then click **SAVE AND EXIT** to save all information entered so far.

b. After retrieving this information, return to the *Welcome* page, locate the *My Pending Applications* section, and click **VIEW**.

c. On the *My Accounts* page, locate this application in the list and click it.

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

### 2.4.2 Physical Address (“The Licensed Location”)

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

![Figure 16: Physical Address](image)

   a. For **Address Line 1**, type in the street number and name where the business will be located.

   b. For **Address Line 2** (optional), type in the additional street information, such as the suite number.
c. For **City**, type in the name of the city.

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

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

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

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

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

### 2.4.3 Assumed Names/DBA

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

![Figure 17: Doing Business As Details](image)

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

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

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

### 2.4.4 Mailing Address

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

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

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

   ![Figure 18: Mailing Address](image)

   a. For **Address Line 1**, type in the street number and name where mail can be delivered.
   b. For **Address Line 2** (optional), type in the additional street information, such as the suite number.
   c. For **City**, type in the name of the city.
   d. For **State**, select the name of the state from the dropdown.
   e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
   f. For **County**, select the name of the county from the dropdown.
   g. For **Country**, leave USA.
h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) as capable of receiving US mail.

2. Click **SAVE AND NEXT**.

### 2.5 Satellite Locations

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

![Image of Satellite Locations question]

**Figure 19: Do You Want to Add Satellite Location**

1. If you respond:
   - **No**, click **SAVE AND NEXT**.
   - **YES**, click **Add Location**.

![Image of Satellite Locations add button]

**Figure 20: Add Location**

2. In the **Business Details** section:
a. For Address Line 1, type in the street number and name where mail can be delivered.
b. For Address Line 2 (optional), type in any additional street information, such as the suite number.
c. For City, type in the name of the city.
d. For State, select the name of the state from the dropdown.
e. For Zip, type in the five number ZIP code (or the nine numbers of the extended code).
f. For County select the name of the county from the dropdown.
g. For Country, leave USA or select the appropriate option from the dropdown.
h. For Business Phone Number, type the phone number where business calls will be answered.
i. For Business Email, enter the email address at which the business will receive emails.

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

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

3. In the Location Contact Details section:

![Figure 22: Location Contact Details](image)

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

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

![Doing Business As](image)

   **Figure 23: Doing Business As**

   a. For **Doing Business As**, enter the assumed name under which the company also operates under (if any).

5. Click **Save** to continue.

   **Note:** To add additional DBAs, click **+ADD ANOTHER DBA** for each assumed name.

6. Back on the **Add Satellite Locations** page, click **SAVE AND NEXT** to continue.

### 2.6 Ownership Information

The ownership information is spread across several pages.

#### 2.6.1 Individual Ownership

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

![Individual Ownership](image)

   **Figure 24: Individual Ownership Information**

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

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

   **Note:** A copy of the driver license is requested on the *Attachments* page, later in the application process.

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

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

General partnership

1. Click **+ADD OWNER**.
   
   For the first partner, type in the information as described in steps a-h in the sole proprietorship section.

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

3. Click **Add**.

![Figure 25: Individual Ownership Details](image-url)
4. Click **+ADD OWNER** again (under the **Individual Ownership** section).
   For the additional partners, type in the information and repeat steps a-h in the **Sole Proprietorship** section.

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

### 2.6.2 Business Ownership

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

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

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

![Figure 26: New Business Ownership](image)

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

![Figure 27: Business Ownership Details](image)

   a. For **Business Name**, type in the legal name of the business entity.
   b. For **Business EIN**, type in the employee identification number issued by the government for the business.
   c. For **Ownership %**, type in the percentage that this company owns.
   d. For **Is it Non Profit**, select the appropriate option.
   e. For **Is it Publicly Traded**, select the appropriate option.
f. Click Add.

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

### 2.6.3 Management

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

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

![Figure 28: New Management/Representative](image)

2. On the Management Details pop-up:

![Figure 29: Management Ownership Details](image)

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

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

### 2.6.4 Ownership Questions

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

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

![Figure 30: Ownership Questions](image)

If you answer:

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

### 2.6.5 Criminal History

If the **Criminal History** page displays, supply information about each offense and for each owner listed.
1. For each name shown, click **VIEW/ADD CRIMINAL HISTORIES** for the name shown that has a criminal history.

![Figure 31: View/Add Criminal Histories](image)

2. Click **ADD CRIMINAL HISTORY**.

![Figure 32: Add Criminal History](image)

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

![Figure 33: Offense and Charge Detail](image)

   a. In **State the Exact Crime Section**, type in a short description of the charges/crime committed.

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

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

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

   e. For **County**, type in the name of the county in which the offense occurred.
f. For State, select the state from the dropdown in which the offense occurred.
g. For Court, type in the type of court in which the offense was adjudicated.
h. For Sentence or Action Imposed by court, type in a brief description of the court decision.
i. For Describe the events, type in a brief explanation of the incident leading up to the arrest for the offense.
j. Click APPLY.
k. After the pop-up closes, repeat the steps above for each criminal offense on the Criminal History page.

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

4. Click SAVE AND NEXT.

2.7 Application Questions

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

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

1. Go to the bottom of the page and click Previous and then click SAVE AND EXIT on the Ownership Details page to save all information entered so far.

2. After retrieving this information, on the Welcome page, locate the My Applications section, and click its View.

3. On the My Accounts page, locate this application in the list and click it.

4. On the Ownership Details page displayed, click Save and Next to display the Question page again.

2.7.1 Military Service Questions

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

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

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

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

### 2.7.2 Previously Licenses Question

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

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

### 2.7.3 Previous Denied, Suspended, or Revoked License Question

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

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

### 2.7.4 Same Proposed Location Question

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

![Figure 37: Same Proposed Location Question](image)

If you select:

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

### 2.7.5 Signage Question

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

![Figure 38: Signage Question](image)

If you select:

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

![Figure 39: Possible Signage Issues Pop-up](image)
2.7.6 Posted Business Hours

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

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

Figure 40: Business Hours Posted Question

If you select:

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

Figure 41: Possible Business Hours Issue Pop-up

2.7.7 Lease/Ownership of Property Question

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

Figure 42: Lease/Ownership of Business Property Question
If you select:

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

2.7.8 Property Compliance Question

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

If you select:

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

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

![Figure 46: Proof of Occupancy Question](image)

If you select:

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

![Figure 47: Possible Issues Proof of Occupancy Pop-up](image)

2.7.10 Place of Business Structure Question

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

![Figure 48: Place of Business Structure](image)

If you select:

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

You are required to answer a question about whether you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been found to have violated the Texas Occupations Code, Chapter 2301 (formerly the Texas Motor Vehicle Commission Code) or Texas Transportation Code, Chapter 503).

If you select:

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

2.7.12 Business Office Question

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

The office area and equipment cannot be shared with another business.
If you select:

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

![Possible Business Office Issues Pop-up](image)

### 2.8 Required Attachments

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

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

#### 2.8.1 Uploading Attachments

To upload each file:

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

![Choose File for Required Attachments Uploads](image)

2. On the **Open** pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.
Figure 54: Browse for File

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

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

### 2.8.2 Assumed Name Certificate

You may be required to upload a file containing the scanned copy of the Assumed Name Certificate issued by the county clerk in the county where the business was formed.

![Assumed Name Certificate Image](image)

*Figure 55: Assumed Name Certificate Upload*

### 2.8.3 Proof of Owner Identity

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

![Proof of Identity Image](image)

*Figure 56: Proof of Identity Upload*
2.8.4 Certificate of Incorporation

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

![Figure 57: Certificate of Incorporation Upload](image)

2.8.5 Vehicle Lease Contracts

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

![Figure 58: Vehicle Lease Contract(s) Upload](image)

2.8.6 Disclosure of Fees Statement

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

![Figure 59: Disclosure of Fees Statement Upload](image)

2.8.7 Lease Facilitator Agreement

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

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

2.8.9 Other Attachments

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

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

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

2.8.10 Problems With Your Application

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

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

Possible Issues

⚠️ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. 12724 SAINT MARY'S DR, MANOR, Texas, 78653, Crosby

Figure 64: Problems With Your Application

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

2.9 Summary

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

![Application Information](image)

Figure 65: Summary of Application

2. At the bottom of the page, choose one of the following:

- **PRINT** to send the summary to print on your local printer.
- **PREVIOUS** to return to the page where adjustments need to be made.
- **SAVE AND EXIT** to store all of the information without submitting the application.
- **SAVE AND NEXT** to continue to the next page.
2.10 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 2.11.2, for instructions.

2.10.1 Electronically Signing the Application

1. On the eSign page displayed:

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

If the system cannot verify your information, continue with the section about printing and manually signing the Certification of Responsibility in section 2.11.2.

![Certification of Responsibility](image)

**Figure 67: Electronic Certification of Responsibility**

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

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.


- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant’s possession or control.

- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.

- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

- Applicant has complied with all applicable state laws and municipal ordinances.

- I Agree
4. Click I Agree.

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

6. Click Finish & Submit Electronically on the top of the screen.

7. On the Thank You page of the popup, click CLOSE.

8. Back on the Certification of Responsibility page, click SAVE AND NEXT.

9. On the Please ensure you have read the terms and conditions pop-up, you can click OK to go back and read the certificate again or click PROCEED TO PAYMENT link to start the payment process.

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

### 2.10.2 Manual Signature Submission

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

<table>
<thead>
<tr>
<th>* First Name</th>
<th>* Last Name</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------</td>
<td>-------------</td>
<td>-----</td>
</tr>
<tr>
<td>* Driver License Issuing State</td>
<td>─None──</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Driver License Number</td>
<td></td>
</tr>
</tbody>
</table>

Figure 70: eSign Page

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

4. On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to your local printer.
5. Carefully read the document and sign and date it.
6. To upload and attach the signed certification document to this lessor license application:
   a. Scan the document to a file and save it.
   b. Back on the eLICENSING page, click CHOOSE FILE.
   c. In the Open Windows dialog box, navigate to the file, select it and then click Open.
   d. When the name of the file displays in the Attachments page area, scroll to the bottom of the page and click UPLOAD.

7. Click SAVE AND NEXT.

8. On the pop-up, click PROCEED TO PAYMENT link.
2.11 Payments and Application Submission

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

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

To make a payment:

1. On the Payment Summary page:
   - Click the checkbox of the application or click Select All.
     
     Note: After an application is selected for payment, the subtotal section updates with the amount due.
   - On the bottom of the page, for Method of Payment, select the appropriate option.
     - Credit Card
     - ACH/eCheck

2. Click PROCEED TO PAY.
To Pay by Credit Card

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

![Credit Card Customer Information](image)

Figure 77: Credit Card Customer Information

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

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

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

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

**To Pay by ACH/eCheck:**

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

   ![Figure 81: Foreign Source Payment](image)

2. On the **Customer Information** section:
Figure 82: eCheck Customer Information

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

3. On the *Payment Information* screen:

![Checking Account Information](image)

Figure 83: Checking Account Information

a. Enter the **Name on the Account**.
b. Enter the **Routing Number**.
c. Enter the **Account Number**.
d. Re-enter the **Account Number**.
e. Select whether the account is a **Checking** or **Savings** account.

4. Click **NEXT**.

5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check **Yes** to authorize.
6. In the Verification section, click **I'm not a robot**.

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

8. Click **Submit Payment**.

9. After the **Please Wait** popup closes, verify **Payment Successful** displays on the **Payment Summary** page and click **NEXT**.
10. On the *Application Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log out**.
3. Accessing Your Saved License Applications

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

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

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

![Welcome, My Applications](image)

Figure 88: Welcome, My Applications

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

![Select Application](image)

Figure 89: Select Application

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

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

4.1 Viewing Account and User Information

You can view your account to display the organizations associated with it, as well as the account users.

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

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

3. The Account Details page will open.
4. To view the authorized users for your account, click **VIEW & CREATE CONTACTS**.

![Figure 93: View Authorized Users](image)

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

![Figure 94: My Contacts List](image)

6. The **Contacts Details** page will open.

![Figure 95: The Account Contact Details Page](image)

### 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 **MANAGE** on the **Manage your Accounts** area.
Figure 96: Welcome, Manage Your Account

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

![View and Create Contacts](image)

Figure 97: View and Create Contacts

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

![Associate New User](image)

Figure 98: Associate New User

4. On the *Create User* page:

   ![Create New User](image)

   Figure 99: Create New User

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

### 4.3 Adding an Account to Your Organization

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

![Welcome, Manage Your Account](image1)

*Figure 100: Welcome, Manage Your Account*

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

![Create Business Entity](image2)

*Figure 101: Click Create Business Entity*

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

![Create Account](image3)

*Figure 102: Create Account*

4. On the *My Accounts* page, be sure the new account name displays in the list.
5. Amending a Lessor License

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

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

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

5.1 Amendment Fee

The fee to amend a license is $25.

You can pay amendment fees via credit card or eCheck.

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

5.2 Gathering Information for the Amendment Application

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

- Assumed Name Certificates if you are changing your DBA.
- Certificate of Conversion filed with the Texas Secretary of State.
- Amendment Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Photo IDs for any new owners.
5.3 Applying for the Amendment to a License

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

![Welcome, Amend a License](image)

5.3.1 Organizations List of Accounts

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

![Select Your Organization](image)

5.3.2 Select License

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

![Select License to Amend](image)

5.3.3 Contact Information

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

![Contact Information](image)
5.3.4 Amendment Reason

On the Amend Reason page:

![Figure 107: Select Amendment Reason](image)

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

**Change Business Name**

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

![Figure 108: Update Business Information](image)

**Change Ownership and Management**

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

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

![Update Ownership Information](image)

**Figure 109: Update Ownership Information**

6. Click **SAVE AND NEXT**.

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

1. On the **Criminal History Details** pop-up:
Figure 111: Criminal Offense and Charge Information

a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjudication reason.

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

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

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

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

f. For **State**, select the state from the dropdown where the offense occurred.

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

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

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

2. Click **Apply**.

3. After the pop-up closes, repeat the steps above for each entry in the table on the Criminal History page.

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

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

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

![Figure 112: Address Change](image)

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

![Figure 113: Business Address Change Pop-up](image)

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

![Figure 114: Address Change Verification](image)

Manage Locations and DBAs

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

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

### 5.3.5 Questions

Respond to the following question presented.

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

1. If you select:
   - **No**, continue to the next question.
   - **Yes**, several more questions display and if you answer Yes to either condition, type in the *License Number* of the current license.
Note: On the Attachments page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

2. Click SAVE AND NEXT.

5.3.6 Required Attachments

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

- DBA certificates that have changed.
- Assumed Name Certificates Issued by the county.
- Driver licenses (or passport, or official ID) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed.
- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

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

2. On the Open pop-up:
3. Navigate to the file.
4. Select the file and click Open.
5. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click UPLOAD.

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

5.3.7 Other Attachments

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

1. Click +ADD MORE ATTACHMENTS.
2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

![Figure 119: Add Other Attachments](image)

3. Click **UPLOAD**.

4. Click **SAVE AND NEXT**.

**5.3.8 Problems with Your Application**

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

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

**5.3.9 Summary**

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

![Figure 121: Summary of Amendments](image)

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

**5.3.10 Signature**

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

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

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

**5.3.10.1 Electronic Signature Submission**

1. On the eSign page:

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

f. For Driver License Number, type in the numbers.

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

h. Click SAVE AND NEXT.

2. On the Certification of Responsibility page:

![Certification of Responsibility](image)

Figure 124: Certification of Responsibility

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

4. Click I Agree.

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

![Electronic Signature Page](image)

Figure 125: Electronic Signature Page

6. Scroll back up to the top of the pop-up and click Finish & Submit Electronically.

7. On the Thank You pop-up, click CLOSE.

8. Back on the Certification of Responsibility page, click SAVE AND NEXT.
5.3.10.2 Manual Signature Submission

1. On the eSign page:

On the eSign page:

Figure 126: Manual eSign Information

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

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

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.

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

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

6. Click SAVE AND NEXT.

7. On the pop-up, click PROCEED TO PAYMENT link.

5.3.11 Payments

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

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

To make a payment:

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

   ![Applications for Payment](image)

   Figure 130: Applications for Payment

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

**To Pay by Credit Card**

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

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

2. Click **NEXT**.

3. In the **Payment Info** section:
For Credit Card Number, type in the numbers of the credit card.

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

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

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

For Name on Card, type in the name as it appears on the credit card.

Click NEXT.

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

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

**To Pay by ACH/eCheck**

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

   ![Figure 136: Foreign Source Payment](image)

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

4. Click NEXT.

5. On the Payment Info page:

![Checking Account Information](image)

Figure 138: Checking Account Information

a. Enter the Name on the Account.

b. Enter the Routing Number.

c. Enter the Account Number.

d. Re-enter the Account Number.

e. Select whether the account is a Checking or Savings account.

6. Click on the NEXT.

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

![Terms and Conditions Page](image)

Figure 139: Terms and Conditions Page

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

![Verification Page](image)

Figure 140: Verification Page
9. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.

![Figure 141: Verification Image](image)

10. Click **Submit Payment**.

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

![Figure 142: Payment Successful Status](image)

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

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

There are no fees to make these changes.

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

![Welcome, Change General License Information](image)

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

![Select Organization](image)

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

![Select License](image)

4. On the Apply Changes page:
Figure 146: Edit License Contact Information Page

- Click into the field to edit and make the changes.
- Click **SAVE AND SUBMIT**.

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

Figure 147: Change General License Information Submitted
7. Renewing Lessor Licenses

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

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

7.1 Renewal Fees

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

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

7.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the organization (officer, director, member, or partner) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information for each person and each offense.

- Files containing the following information scanned in:
  - Assumed Name Certificates.
  - Driver licenses (or passport, official identification cards, etc.) for new owners staff or management staff.
  - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable).

7.3 Renewal Application

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

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

2. Click SAVE AND NEXT.

7.3.2 Select License

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

2. Click SAVE AND NEXT.

7.3.3 Contact Information

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

### 7.3.4 License Information

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

![Application Contact](image)

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

**Figure 152: Verify Contact Information is Correct**

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

![Business Information](image)

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

**Figure 153: Verify Business Information is Correct**

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

![Mailing Address](image)

*Country* USA  
*Address Line 1* 123 Main St  
*State* Texas  
*County* Travis  
*City* manor  
*Zip* 78653

**Figure 154: Verify Mailing Address Information is Correct**

4. Click **SAVE AND NEXT**.
5. Indicate the number of vehicles leased in the previous calendar year.

![Select the number of vehicles leased in the previous calendar year](image)

**Figure 155: Select Number of Vehicles Leased**

6. Click **SAVE AND NEXT**.

7.3.5 Ownership

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

![Review Ownership Information](image)

**Figure 156: Review Ownership Information**

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

![Ownership Questions](image)

**Figure 157: Ownership Questions**

If you answer:

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

1. On the **Criminal History** page, click **VIEW/ADD CRIMINAL HISTORIES** for the first name. Then click **ADD CRIMINAL HISTORY**.
2. On the **Criminal History Details** popup:

![Figure 159: Criminal History Details](image)

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

3. Click **Update**.

4. After the pop-up closes, repeat the steps above for each entry in the table on the **Criminal History** page or click **SAVE AND NEXT**.
Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

### 7.3.6 Questions

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

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

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

#### Figure 160: Military Service Questions

- Is the applicant a Military Service member, Military Veteran, or Military Spouse?
- Have there been any changes in supplemental locations (additional used car sales locations within the same city as the franchise license)? If yes, you will need to complete an amendment application.
- Does any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership? If so, explain fully and reference any applicable exception found in the Texas Occupations Code Chapter 2301.
- Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application.
- Is this a dealer development store? If yes, please provide detailed description of progress made to comply with the buyout plan previously filed with the Motor Vehicle Division. You will also need to update ownership information by completing amendment application.

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

### 7.3.7 Attachments

You may be required to upload the following information:

- Certificate of Filing from the Secretary of State.
Files containing scanned copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter.

Proof of ID for any owner/management changes.

Assumed Name Certificates issued by the Secretary of State.

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

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

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

For Attachments Not Required

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

2. For Attachment Type, type in a short phrase that identifies the content of the file before selecting and uploading it.
3. Choose the file.
4. Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

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

### 7.3.8 Summary

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

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

### 7.3.9 Signature

If you are not going to make a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature and continue to the *Payments* section.
If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.

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

### 7.3.9.1 Electronically Signing the Application

1. On the eSign page displayed:

   ![Figure 166: Electronically Sign the Document](image)

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

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

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

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

   **e. For Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.

   **f. For Driver License Number**, type in the numbers.

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

2. Click **SAVE AND NEXT**.

3. On the Certification of Responsibility page:

   **Note:** If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 7.3.9.2.
4. Carefully read the terms and conditions for the license.

5. Click I Agree.

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

7. Click Finish & Submit Electronically.

8. On the Thank You page pop-up, click CLOSE.

9. Back on the Certification of Responsibility page, click SAVE AND NEXT.

10. On the Please ensure you have read the terms and conditions pop-up, click the PROCEED TO PAYMENT link to start the payment process.

11. Continue to the Payment and Application Submission, section 7.3.10.
7.3.9.2 Manually Signing the Application

1. On the eSign page displayed:

   a. For **First Name**, type it in as it appears on your driver license/ID.
   b. For **Last Name**, type it in as it appears on your driver license/ID.
   c. From **Driver License Issuing State**, select **Other**.

2. Click **SAVE AND NEXT**.

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

   a. On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to your local printer.

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

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

6. Click SAVE AND NEXT.

7. On the pop-up, click PROCEED TO PAYMENT link.

---

7.3.10 Payment and Application Submission

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

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

To pay the fees and submit this application, follow these steps:
1. On the *Payment Summary* page:
   a. Click the checkbox of the application you want to pay or click *Select All*.

   ![Application for Payment](image)
   
   Figure 174: Application for Payment

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

   ![Select Method of Payment](image)
   
   Figure 175: Select Method of Payment

3. Click **PROCEED TO PAY**.

**Credit Card Payment**

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

   ![Credit Card Customer Information](image)
   
   Figure 176: Credit Card Customer Information

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

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

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

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

f. For **State**, select the state from the dropdown.

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

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

2. Click **Next**.

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

![Credit Card Payment Information](image)

   Figure 177: Credit Card Payment Information

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

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

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

   d. For **Security Code**, type in the number to the left of the signature line on the back of the card.

   e. For **Name**, type in the name as it appears on the credit card.

   f. Click **Next**.

4. In the **Verification** section, click **I'm not a robot**.
5. In the Verification pop-up, select all the images that the verification is asking for, then click Verify.

6. Click Submit Payment.

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

8. Click Next.

ACH/eCheck Payment

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

2. Select the check box if the payment is being funded by a foreign source. Otherwise, click NEXT.
3. On the Customer Information screen:

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

b. For Last Name, type in your last name as it appears on the account used.

c. For Address, type in the number and name of the street used for the account.

d. For Address 2 (optional), type in additional address information, such as the suite number.

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

f. For State, select the state from the dropdown.

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

h. For Phone, type in the phone number associated with the account holder.

4. Click Next.

5. On the Payment Info screen:
a. Enter the Name on the Account.
b. Enter the Routing Number.
c. Enter the Account Number.
d. Re-enter the Account Number.
e. Select whether the account is a Checking or Savings account.

6. Click NEXT.

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

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

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

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

12. Click **NEXT**.

13. You will receive a confirmation that your application was submitted successfully.
8. Closing a License

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

There is no fee to close a license.

8.1 Application to Close the License

8.1.1 Steps to Close Your License

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

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

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

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

![Figure 191: Review License Contact Information](image)

![Figure 192: Review License Business Information](image)

6. On the **Closure Explanation** page:

![Figure 193: Closure Reason](image)

   a. For **Reason**, select the appropriate option from the dropdown.

   b. For **Effective Date**, type in the appropriate date mm/dd/yyyy (or select it from the calendar).

   c. Click **SAVE AND NEXT**.

7. On the **Questions** page:

![Questions](image)
Figure 194: Outstanding Lease Contracts Question

If you select:

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

8. On the *Attachments* page:

   ![](attachment:other_attachments.png)

   Figure 195: Upload a Statement About Closure

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

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

   ![](attachment:summary.png)

   Figure 196: Summary of Application

8.2 Signing the License Closure Application

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

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

1. On the eSign page displayed:

   ![Figure 197: Electronic Signature Page](image)

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

2. Click **Save and Next**.

3. On the **Certification of Responsibility** page:

   **Note:** If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 8.2.2.
Carefully read the Terms and Conditions for the license.

Click I Agree.

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

Scroll back up to the top of the pop-up and click Finish & Submit Electronically.

On the Thank You pop-up, click CLOSE.

### 8.2.2 Printing and Manually Signing the Application

1. On the eSign page displayed:
Figure 200: eSign Information Page

a. For **First Name**, type it in as it appears on your driver license/ID.
b. For **Last Name**, type it in as it appears on your driver license/ID.
c. From the **Driver License Issuing State** dropdown, select Other.

2. Click **SAVE AND NEXT**.

3. Click the **CERTIFICATION OF RESPONSIBILITY PDF** link.

Figure 201: Certification of Responsibility Link

a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

4. Carefully read the Certification of Responsibility document, then sign and date it.

Figure 202: Manually Sign Certification of Responsibility

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

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

6. Click **SUBMIT**.

### 8.3 Closure Application Confirmation Statement

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

![Figure 203: Notice that the Application Was Submitted](image-url)
9. Making Payments

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

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

   ![Welcome, Make a Payment](image)

   Figure 204: Welcome, Make a Payment

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

   ![Select Organization](image)

   Figure 205: Select Organization

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

   ![Payment Summary Page](image)

   Figure 206: Payment Summary Page

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

   ![Applications for Payment](image)

   Figure 207: Applications for Payment

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

6. Click **PROCEED TO PAY**.

Credit Card Payment

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

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

3. In the Payment Info section:

![Credit Card Information](image)

- For **Credit Card Number**, type in the numbers from the credit card.
- For **Expiration Month**, select the appropriate month from the dropdown.
- For **Expiration Year**, select the appropriate year from the dropdown.
- For **Security Code**, type in the number on the back of the card.
- For **Name**, type in the name as it appears on the credit card.
- Click Next.

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

![Verification Page](image)

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

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

![Figure 213: Payment Successful Status](image)

8. Click **Next**.

**ACH/eCheck Payment**

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

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

![Figure 214: Payment by a Foreign Source](image)

2. On the **Customer Information** page:
Figure 215: eCheck Customer Information

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

3. Click Next.

4. On the Payment Info page:

Figure 216: ACH/eCheck Payment Information
a. Enter the **Name on the Account**.

b. Enter the **Routing Number**.

c. Enter the **Account Number**.

d. Re-enter the **Account Number**.

e. Select whether the account is a **Checking** or **Savings** account.

5. Click **NEXT**.

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

![Terms and Conditions](image)

**Figure 217: Terms and Conditions**

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

![Verification](image)

**Figure 218: Verification Page**

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

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

![Figure 219: Verification Image](image)

11. Click **NEXT**.

12. You will receive a confirmation that your application was submitted successfully.

13. Click **CLOSE**.