eLICENSING User Guide for Converter Licenses

October 2017
About the eLICENSING User Guide for Converter Licenses

This User Guide describes converter licenses and how to apply for one using the eLICENSING system. Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING.

Prerequisite information (such as how to register and log into the eLICENSING system) is explained in the eLICENSING Quick Start Guide, which you should read before applying for a license.

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1 Converter Licenses

A person or business entity must have a converter license to assemble, install or affix a body, cab or special equipment to a chassis prior to the retail sale of a vehicle, or to substantially add to, subtract from or modify a previously assembled or manufactured motor vehicle unless the resulting vehicle is a motor home, ambulance or fire-fighting vehicle.

Converter licensees cannot sell converted new motor vehicles directly to the retail public, including cities and municipalities. Only a franchised dealer for the underlying chassis of the converted vehicle may sell the vehicle to retail customers.

1.1 License Term

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

1.2 License and Metal Dealer License Plate Fees

You must pay the license, plate, and processing fees in the eLICENSING system (although you may notice that Texas.gov actually handles the payment).

1.2.1 Converter License Fees

The fee for a converter license is $750, plus $200 for each representative

1.2.2 Metal Converter License

Metal Converter's License Plates (Converter's Plates) may be used only by the converter or the converter's employees on unregistered vehicles to:

- Demonstrate the vehicle, or cause the vehicle to be demonstrated, to a prospective buyer who is a franchised motor vehicle dealer or an employee of a franchised motor vehicle dealer
- Convey the vehicle or cause the vehicle to be conveyed from one of the converter's places of business in this state:
  - To another of the converter's places of business in this state
- From the converter's place of business to a place where the vehicle is to be assembled, repaired, reconditioned, modified or serviced
- From the state line or a location in this state where the vehicle is unloaded to the converter's place of business
- From the converter's place of business to a place of business of a franchised motor vehicle dealer
- To road test the vehicle

Converter's Plates may be displayed only on the type of vehicle that the converter is engaged in the business of assembling or modifying. Converter's Plates are attached to the rear license plate holder of vehicles. These plates expire on the same day as the converter's license.

When an unregistered new motor vehicle is sold to a converter, the selling dealer must remove the dealer's temporary tag. The selling dealer may attach a buyer's temporary tag to that vehicle or the purchasing converter may display a converter’s temporary tag that vehicle.

A converter must maintain a record of each Converter Plate issued to that converter that contains:

- Assigned metal plate number
- Year and make of the vehicle to which the metal plate is affixed
- Vehicle identification number (VIN)
- Name of the person in control of the vehicle

The converter's record must be available at the converter's location during normal working hours for review by a representative of the department. Converter metal plates that cannot be accounted for will be voided in the dealer’s record and reported as missing to the department within three days of the date that the discovery is made. After a plate is reported as missing it is no longer valid.

A converter may issue converter temporary tags only. Dealers and converters are required by law to have Internet access at their place of business to connect to the temporary tag database.

### 1.2.3 Forms of Payment Accepted in eLICENSING

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

1.3 Converter License Numbers

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

1.4 Converter Licensee Information

A converter uses a representative to promote the sale of converted vehicles to Texas dealers on their behalf. The representative must be licensed by the TxDMV to perform this service.

A converter may also hold a manufacturer license or a GDN License, but not both.

A converter may also hold a manufacturer license or a franchised dealer license, but not both.

Neither converters nor their representatives are allowed to sell the new motor vehicles they convert directly to Texas consumers.

Only dealers that are franchised and licensed for the underlying chassis of the converted vehicle are allowed to sell converted vehicles to Texas consumers.

If a converted new motor vehicle is sold through a bid process, a franchised dealer licensed for the underlying chassis line-make must be listed on the bid as the seller.

Once the conversion is complete, the vehicle can only be sold by a Texas motor vehicle franchised dealer licensed for the underlying chassis line-make.

The franchised dealer must charge the customer for the entire purchase price of the vehicle, including the conversion package, obtain payment for the entire purchase price, and perform the titling work on the complete vehicle. How the converter is paid for the conversion package and conversion work is between the converter and the franchised dealer.

1.5 Gathering Appropriate Information for the Converter License Application

You must have the following information to complete your converter license application:
• The filing number with the Texas Secretary of State when the business entity registered (SOS number)
• The employer identification number (EIN) of the business or the owner social security number
• The numbers of previous GDN licenses the individuals or business entity may possess or have possessed in the past
• Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

• Files containing scanned copies of official documents containing the:
  – Assumed Name Certificate issued by the County Clerk or Secretary of State
  – Driver licenses (or passport, official identification cards, and so on) of owners
  – Brochures and product specifications of products and services offered
  – Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).
2 Applying for a Converter License

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

**IMPORTANT:** All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the dealership has a permanent sign and then remove the sign once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Your Saved License Applications on page 50.

2.1 Getting Started

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

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

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.
1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

   **Note:** You can also display the [www.txdmv.gov/dealers](http://www.txdmv.gov/dealers) page and click the button to display the eLICENSING login page.

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

3. On the *Login* page:
   a. Type in your **User Name**.
   b. Type in your **Password**.
   c. Click the **LOGIN** button.
4. On the Welcome page displayed after logging into the account, locate the Apply for New License area and click the APPLY button.

5. On the License Type page, locate the Converter License area and click its SELECT button.
6. On the Organizations page, select the organization name used to register this dealership and then click the SAVE AND NEXT button.

7. The Possible Issues popup displays warning you that you will need to have at least one Representative license before this application can be approved.
2.2 **Contact Information**

1. On the *Contacts* page, you will identify the people that Motor Vehicle Division (MVD) of TxDMV can contact for information about the license information, status, and daily operations of the dealership.
a. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who MVD can speak with about the details of the application and its status. Note that you can optionally change it.

b. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and Consumer Relations Division (CRD) can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

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

c. For **eTAG contact**, click one of the checkboxes to automatically fill in the name, email address, and telephone number (or type in a completely new information) for the person who MVD and CRD can speak with about the temporary tags issued to vehicle buyers.

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

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

### 2.3 Application Reason

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

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

On the **Application Reason** page:

1. From the dropdown, select the appropriate option.
If you selected the:

- **Apply for New License**, click the **SAVE AND NEXT** button and skip to the next section about the application details on page 12.

- **Entity Change** or **Previous License Not Renewed** options, for **License Association**, type in the existing license number or if you do not know this number:
a. Click the **SEARCH** button

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

c. From the search results displayed, select the appropriate license.

d. Back on the *Application Reason* page, click the **SAVE AND NEXT** button.

### 2.4 Application Details

The Application Details information is spread across several web pages.

#### 2.4.1 Business Information

1. On the top portion of the *Application Details* page:
a. For **Business Website**, optionally enter the web address (URL) of the conversion shop website that the public may view.

b. For **Business Phone Number**, type the business telephone at which telephone calls will be answered.

If the converter license holder shares their primary location with:

- Multiple other converter license holders, each license holder must have a separate telephone number and listing.

- Another business they own (same business name or DBA), the dealer can use the same telephone number and listing. For example, Pat Smith owns the conversion shop AND a gas station. It is acceptable to use the same phone number for both.

- Another business they do not own or has a separate DBA, the converter license holder must have a separate telephone number and listing. For example, Pat Smith owns the conversion shop but operates it within the same location as the gas station PSmith, Inc. The conversion shop must have its own separate number.

c. For **Business Email Address**, type the email address at which the business will receive emails.
d. For Secretary of State Filing Number, (also known as the SOS number) type in the filing number issued by the Secretary of State when the conversion shop was established.

Note: If you do not know this information:
1. Go to the bottom of the page and click the PREVIOUS button and then click the SAVE AND EXIT button to save all information entered to date.
2. After retrieving this information, display the Welcome page, locate the My Applications section, and click its VIEW button.
3. On the My Accounts page, locate this application in the list and click it open.
4. On the page displayed, click the SAVE AND NEXT button to display the page where you left off and then enter the appropriate information.

2.4.2 Physical Address ("The Licensed Location")

1. On the next section of the page:

   a. For Address Line 1, type in the street number and name where the conversion shop will be located.
   b. For Address Line 2, optionally type in the additional street information, such as the suite number.
   c. For City, type in the name of the city.
   d. For State, select the name of the state from the dropdown list.
   e. For Zip, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
   f. For County, select the name of the county from the dropdown list.
Applying for a Converter License

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

Click the **VALIDATE ADDRESS** button.

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

### 2.4.3 Assumed Names (DBAs)

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

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

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.

For example, John Doe is sole proprietor of a business that John named Doe Auto Sales. John can put Doe Auto Sales on the sign outside the dealership but the legal business name is John Doe.

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 (LP, LLP, LLC, and Inc.), 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. Note that they do not need the certificate they filed with the county.

A dealer is not required to have an assumed name or DBA. It is rare, but the owner may choose to operate only under their legal business name. This means that the sole proprietor will apply as John Doe, put only “John Doe” on the business sign, the surety bond, and all legal documents. Any deviation from “John Doe” is considered an assumed name (DBA). If the dealer deviates at all from the business (legal) name, they are required to file an assumed name certificate with the office of the county clerk in the county in which the dealership is located and must upload their assumed name certificate into eLICENSING.

**Reminder:** The words “Lease” or “Leasing” cannot be used in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license. Retail dealers cannot use the word “Wholesale” in their DBA.

### 2.4.4 Mailing Address

1. On the last section of the page:

   ![Mailing Address Form](image)

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

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

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

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

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

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

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

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

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

### 2.4.5 Dealer Plates

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

The fee is $40 per metal plate.

If you select the:

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

### 2.4.6 Conversion Packages

1. On the *New Line-Makes* page, click **NEW CONVERSION PACKAGE**.

![Conversion Packages](image)

2. On the *Conversion Package* page:

   ![Conversion Package](image)

   a. For **Conversion Package Name**, type in the type of package available.
   b. For **Conversion Description**, type in a short overview of the package.
   c. Click the **ADD** button.
   d. Repeat these steps for each package being offered.
   e. Click the **SAVE AND NEXT** button.
2.4.7 Line-Makes

1. On the *New Line-Makes* page, click the **SEARCH** button to locate a Franchised Dealer.

![New Line-Makes Form]

Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers.
2. On the popup:

<table>
<thead>
<tr>
<th>Account Details</th>
<th>License Number or Application Number</th>
<th>License Type or Application Type</th>
<th>Address</th>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 BARTON SPRINGS INC</td>
<td>D120373</td>
<td>Franchise</td>
<td>15700 1/3 Ext 220, Buda, Texas, 78610, Hays</td>
<td>❌</td>
</tr>
<tr>
<td>REAGOR-DYKES IMPORTS, L.P.</td>
<td>B115646</td>
<td>Franchise</td>
<td>6540 82nd Street, Lubbock, Texas, 79424, Lubbock</td>
<td>❌</td>
</tr>
<tr>
<td>ALDERSON ENTERPRISES LP</td>
<td>B114275</td>
<td>Franchise</td>
<td>5901 ANDREWS HIGHWAY, MIDLAND, Texas, 79706, Midland</td>
<td>❌</td>
</tr>
<tr>
<td>Maxwell Ford, Inc.</td>
<td>F103887</td>
<td>Franchise</td>
<td>5008 S IH 35, Austin, Texas, 78745-2442, Travis</td>
<td>❌</td>
</tr>
<tr>
<td>UNION MOTOR COMPANY, LLC</td>
<td>A109139</td>
<td>Franchise</td>
<td>843 Highway 9A, East Bernard, Texas, 77435, Wharton</td>
<td>❌</td>
</tr>
<tr>
<td>SKY ACTION SPORTS INC</td>
<td>B130959</td>
<td>Franchise</td>
<td>202 HOLLEMAN AVE, COLLEGE STATION, Texas, 77840-3004, Brazos</td>
<td>❌</td>
</tr>
<tr>
<td>SONIC HOUSTON JLR LP</td>
<td>C2275</td>
<td>Franchise</td>
<td></td>
<td>❌</td>
</tr>
<tr>
<td>E T M S INC</td>
<td>A2900</td>
<td>Franchise</td>
<td>900 N Elmer St, Jasper, Texas, 75951-1329, Jasper</td>
<td>❌</td>
</tr>
<tr>
<td>DAYTOWN POWERSPORTS INC</td>
<td>A2567</td>
<td>Franchise</td>
<td>12535 I-10 E, DAYTOWN, Texas, 77520, Chambers</td>
<td>❌</td>
</tr>
<tr>
<td>SKOOGIN DOKEY CHEVROLET BUICK INC</td>
<td>E121469</td>
<td>Franchise</td>
<td>5901 Sape 327, Lubbock, Texas, 79424-2705, Lubbock</td>
<td>❌</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line-Make Details</th>
<th>Select</th>
<th>Dealer Name</th>
<th>License Number or Application Number</th>
<th>Line-Make</th>
<th>Vehicle Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maxwell Ford, Inc.</td>
<td>F100367</td>
<td>FORD</td>
<td>LT-Light Truck</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Maxwell Ford, Inc.</td>
<td>F100367</td>
<td>FORD</td>
<td>AA-Passenger Auto</td>
<td></td>
</tr>
</tbody>
</table>

a. In the **Accounts Details** section, click the **SELECT** button of the appropriate dealer.
b. In the **Line-Make Details** section, click the checkbox of the appropriate option.
c. Click the **ADD** button.
d. Repeat the steps above to add each Franchised Dealer whose line-makes can be serviced.
3. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

2.5 **Ownership Information**

The Ownership information is spread across several web pages.

2.5.1 **Individual Ownership (Sole Proprietor/General Partnerships)**

If the dealership is owned by one person or a general partnership, provide personal information about the sole proprietor or for both partners in a general partnership.

1. On the **Ownership** page, click the **NEW OWNERSHIP** button under the **Individual Ownership** section.
On the *Individual Ownership* popup for a:

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

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

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

  j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
• General partnership:
  a. Click the **NEW OWNERSHIP** button.
  b. For the first partner, type in the information as described in steps a-h.
  c. For **Ownership %**, type in the appropriate amount.
  d. Click the **ADD** button.
  e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
  f. For each additional partner, type in the information as described in the steps above.
  g. For **Ownership %**, type in the appropriate amount to make the total 100%.
  h. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.

2.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the dealership, you must enter the legal business details, including management information, 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 the **NEW OWNERSHIP** button under the **Business Ownership** section.

On the **Business Ownership** popup:

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

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

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

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

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

f. Click the **ADD** button.

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

2. When finished, continue to the **Ownership Questions** section on the page.
2.5.3 Management

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

1. On the Ownership page, click the NEW MANAGEMENT button under the Management Ownership section.

2. On the Management Details popup:

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

### 2.5.4 Ownership Questions

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

If you answer:

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Date of Birth</th>
<th>Ownership type</th>
<th>Criminal History Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Converter License</td>
<td><a href="mailto:owner@conversionplus.com">owner@conversionplus.com</a></td>
<td>10/1/1968</td>
<td>Individual</td>
<td></td>
</tr>
</tbody>
</table>
2. On the *Criminal History Details* popup:

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

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

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

j. Click the **UPDATE** button.

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

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

### 2.6 Additional Questions

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

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

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.

2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.

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

4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

#### 2.6.1 Military Service Questions

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

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

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

### 2.6.2 Previously Held Texas Licenses Question

On the **Questions** page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any
Applying for a Converter License

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  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 when the license expired or will expire.
  e. Click the **ADD** button if you have additional licenses to provide.
  f. Repeat the steps above for each license.
2.6.3 Previous Denial, Suspension, or Revocation Question

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

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  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/Revoke**, type in an appropriate response.
  d. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
  e. For **License Status**, select the appropriate option from the dropdown list.
  f. Click the **ADD** button if you have additional licenses to provide.
  g. Repeat the steps above for each license.
2.6.4 Same Proposed Location Question

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

If you select the:

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

2.6.5 Resources Question

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

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

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

2.7 Required Attachments

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

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

2.7.1 Uploading Attachment Files

1. On the *Required Attachments* page, click the **Choose File** button.
On the *Open* popup:

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

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

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

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

### 2.7.2 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 or by the Secretary of State.

### 2.7.3 Proof of Owner Identity

You may be required to upload a file containing the scanned copy of the sole proprietor’s driver license, passport (U.S. or foreign), state-issued picture identification card (from any state), or U.S. Armed Forces Identification card.
2.7.4 Certificate of Incorporation

If you indicate that 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 if located in Texas or with the state in which the business was incorporated.

2.7.5 Criminal Court Papers

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

2.7.6 Other Attachments

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

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

### 2.7.7 Problems with Your Application

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

   Possible Issues

   - In order for your Converter license to be approved, a separate license will be required for at least one Representative. Please submit your Converter application. Once it is successfully submitted, return to the home screen to apply for a Representative license.

   - 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. 1234 LAKE STREET, GEORGETOWN, Texas, 78726, Williamson
a. To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

b. To skip making fixes at this time, you can click the **NEXT** button to display the **Summary** page. In many instances, the problems may cause the application approval to be delayed.

### 2.8 Summary

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

**Note:** Once the application has been submitted and approved, the information within cannot be changed without licensing specialist assistance and must be kept in place for the entire term of the license. For example, you cannot respond ‘Yes’ that the dealership has a permanent sign and then remove the sign once the application is approved.

1. Review the entries and selections you have made.
Click the:

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

## 2.9 Signature

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

If you cannot provide this information (for example, your driver 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, select Other for Driver License Issuing State and work with a printed version of the Certificate of Responsibility.

1. On the eSign page displayed:
a. For **First Name**, type it in exactly as it displays on your driver license or official identification.

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

   **Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 2.9.2.

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

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

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

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

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

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

If the system:

- Verifies your information and your Texas driver license, it displays a page containing the Certificate of Responsibility that you can accept and submit with an electronic signature. Continue with the next section.

- Cannot verify your information or you do not have a valid Texas Driver license, the system displays an error message and displays a new section on the page for you to print a copy of the Certificate of Responsibility to sign and then upload into the system. Continue with the section about printing and signing the Certificate of Responsibility on 42.
2.9.1 Electronic Signature Submission

1. On the Certificate of Responsibility page:

   a. Carefully read the terms and conditions for the license.
   b. Click the I Agree option button.
   c. Click the E-SIGNATURE button.
2. On the popup:
   a. Scroll down to the **Sign Here** field and type in your full legal name.

![Sign Here field](image)

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

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

![Thank You page](image)

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

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

![Terms and Conditions popup](image)

6. Continue with the section about payment on page 77.
2.9.2 Manual Signature

1. On the eSign page displayed:

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

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

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

   d. The screen will automatically change to offer the print scan upload section.
2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.

   ![Diagram of eLICENSING page with fields for First Name, Last Name, Driver License Issuing State, Date of Birth, and Driver License Number.]

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

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

   a. Scan the document to a file and save it to your local computer (or a shared network resource).
   
   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
   
   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.
d. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.

![Image of file upload process]

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

e. Click the SAVE AND NEXT button.

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

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

To return to the Welcome page and work on another application, click the ADD APPLICATION button. Otherwise:
1. On the *Payment Summary* page, click the option button of the application or click the **Select All** option button.

![Payment Summary](image)

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

![Method of Payment](image)

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

**Note:** Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.
2. On the **Customer Information** section on the *Payment* page:

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

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

   c. For **Address**, type in the street number and name of the street used to bill the credit being used.
d. For **Address 2**, type in additional information (like the suite or building number).

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

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

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

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

i. Click the **Next** button.

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

   ![Payment Info](image)

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

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

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

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

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

   f. Click the **Next** button.

4. In the **Verification** section, enter the characters from the image displayed.
5. Click the **Submit Payment** button.

6. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

7. Click the **NEXT** button.

8. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.
Accessing Your Saved License Applications

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

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

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

![Welcome page screenshot](image-url)
2. From the list of pending applications, click the name of the application to work with.

My Pending Applications

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

<table>
<thead>
<tr>
<th>Application Name</th>
<th>License Type</th>
<th>Type</th>
<th>Status</th>
<th>Business Name</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>900054647</td>
<td>Converter</td>
<td>New</td>
<td>Pending</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054636</td>
<td>CDN</td>
<td>Close License</td>
<td>Approved</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054627</td>
<td>CDN</td>
<td>Renewal</td>
<td>Pending</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054633</td>
<td>Franchise</td>
<td>Amendment</td>
<td>Pending</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054631</td>
<td>Franchise</td>
<td>Amendment</td>
<td>Received</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054616</td>
<td>Franchise</td>
<td>Amendment</td>
<td>Withdrawn</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054601</td>
<td>Franchise</td>
<td>New</td>
<td>Approved</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054563</td>
<td>CDN</td>
<td>New</td>
<td>Approved</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900054128</td>
<td>CDN</td>
<td>New</td>
<td>Approved</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
<tr>
<td>900053498</td>
<td>Franchise</td>
<td>Renewal</td>
<td>Approved</td>
<td>Professional Cars and Motorcycles, LLC</td>
<td></td>
</tr>
</tbody>
</table>

On the open page of the application:

- Complete the information and click the **SAVE AND NEXT** button on each page until you submit the application.

- Click the **PREVIOUS** button to return to a specific page to add or verify information.
4 Working with Your Account

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

4.1 Viewing Account and User Information

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

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

- View the details submitted when the account was registered with TxDMV, click the name of the account.
- View the users in your account, click the **VIEW & CREATE CONTACTS** button.

![My Contacts](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 the **MANAGE** button on the **Manage My Accounts** area.
We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

Welcome

Choose an option below to get started.

- My Pending Applications
- Apply for a New License
- Renew a License
- Amend a License
- Plates and Stickers
- My Licenses and Plates
- My Cases
- Dealer Replacement
- Close a License
- Change General License Info
- Protest and Complaints
- Make a Payment
- Manage your Account
2. On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.

3. On the *My Contacts* page, click the **ASSOCIATE NEW USER** button.
4. On the *Create User* page:

![Create User Page](image)

- **First Name** and **Last Name**: Type in the appropriate information.
- **Email**: Type in the email address where this user can receive email messages.
- **Phone**: Type in the telephone number where this user can be contacted.
- **User Role**: Select **Dealer** (for a member of the staff).
- Carefully read the Liability statement and then click the **Submit** button.
- On the *My Accounts* page, be sure the new user name, role, email, and telephone number display correctly in the list.
4.3 Adding an Account to Your Organization

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

![My Accounts page](image)

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

![Create Account page](image)

4. On the *My Accounts* page, be sure the new account name displays in the list.
5 Working with Licenses and Plates

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

5.1 Viewing and Printing Your Licenses

1. After logging in and displaying the Welcome page, click the VIEW button on the My Licenses and Plates area.
2. On the *Organizations* page, click the drop-down list and select your organization.

3. From the list of licenses displayed, when the screen refreshes, click the appropriate license number.
4. On the License Detail page, review the information.

![License Detail](image)

- To print a copy of the license, click the **VIEW PRINTABLE LICENSE** button and send the copy to your printer.

5.2 Viewing Your Plates

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

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

![Organizations](image)
3. From the list of licenses displayed, when the screen refreshes, click the appropriate license number.

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

5. On the Current Plates page, review the information.
5.3 Ordering New License Plates and Stickers

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

5.3.1 Applying for the New Plates

1. After logging in and displaying the Welcome page, click the APPLY button on the Plates and Stickers area.
2. On the **Organizations** page, click the drop-down list and select your organization.

![Organizations page](image)

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

![Licenses page](image)
4. On the Contact Information page, type in a new contact if necessary and then click the SAVE AND NEXT button.

5. On the Select the Application Reason page, click the Purchase additional plates option.
6. On the *Purchase Additional Plates* page:

   ![Purchase Additional Plates screenshot]

   - **a.** For *Quantity Requested*, type the number of plates to order in the field for the license plate size you need. (Motorcycle plates are smaller.)
   - **b.** If you are ordering plates, do not check the *Replacement Stickers* box. (You cannot order plates and stickers-only in one request. They must be two separate requests.)
   - **c.** Click the *SAVE AND NEXT* button.
7. On the License Contact page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.

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

- Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

- Skip making fixes at this time, click the **CONTINUE ANYWAY** button.

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

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

10. On the Summary page, verify the information is correct and then click the:

- **SAVE AND NEXT** button to continue on to sign and pay for this application.
- **SAVE AND EXIT** button to place this application in your Saved Applications list with a Pending Status. You can retrieve it from the Saved Applications and finish it when you are ready.

### 5.3.2 Signing the Application

If you are not going to be making a payment immediately, you can save and exit the application on the Summary page.

#### 5.3.2.1 Signing with a Valid Texas Driver License

1. On the eSign page displayed:

   ![Sign page image]

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

   **Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 5.3.2.2.
c. For **SSN**, type in the numbers and dashes of your social security number.

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

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

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

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

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

2. On the **Certificate of Responsibility** page:

   ![Certificate of Responsibility Image]

   - Please read carefully and accept terms and conditions

   - **Applying for a GDN License**

     - 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 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.

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

   - I Agree

   Please read carefully and accept the terms and conditions by selecting 'I Agree'. then selecting E-Signature.
a. Carefully read the terms and conditions for the license.
b. Click the I Agree option button.
c. Click the E-SIGNATURE button.
3. On the popup:
   a. Scroll down to the **Sign Here** field and type in your full legal name.

   ![Sign Here Field](image)

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

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

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

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

7. Continue with the section about payment on page 77.
5.3.2.2 Signing without a Valid Texas Driver License

1. On the eSign page displayed:

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

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

   c. For Driver License Issuing State select Other. The screen automatically updates to include the Certificate of Responsibility.
2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.

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

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

![Certification of Responsibility: CERTIFICATION OF RESPONSIBILITY.PDF](image)

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

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

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

5.3.3 Payments and Application Submission

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

1. To return to the **Welcome** page and work on another application, click the **ADD APPLICATION** button. Otherwise: On the **Payment Summary** page, click the option button of the application or click the **Select All** option button.
Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment?  

Applications for Payment:

- Select All
- 000064681 Plate/Sticker Converter Application 002157

Physical Address: 1900 KANAWHA E BLVD, CHARLESTON, West Virginia, 25305-0009

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Total/Prorated/ Fees/ Penalty %</th>
<th>Unit</th>
<th>Quantity</th>
<th>Total Term</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Converter New Plate/Renewal Plate/Sticker Fee</td>
<td>$40.00</td>
<td>per plate</td>
<td>3</td>
<td></td>
<td>$120.00</td>
</tr>
</tbody>
</table>

Subtotal: $0.00

Method of Payment:

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

![Method of Payment](image)

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

**Note:** Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.
4. In the **Customer Information** section on the *Payment* page:

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

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

   c. For **Address**, type in the street number and name of the street used to bill the credit being used.
d. For **Address 2**, type in additional information (like the suite or building number).

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

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

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

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

i. Click the **Next** button.

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

   ![Payment Info Form]

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

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

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

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

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

   f. Click the **Next** button.
6. In the **Verification** section, enter the characters from the image displayed.

![Verification Image]

7. Click the **Submit Payment** button.

8. After the **Please Wait** popup closes, verify **Payment Successful** displays on the **Payment Summary** page.

![Payment Summary]

9. Click the **NEXT** button.

10. On the **Application Submitted** page, click the **GO TO HOME** button to return to the eLICENSING home page.

![Applications Submitted]
6  **Amending a License**

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

- Change your business name if you convert from one entity to another or make an update to it (for example, from Smith and Son to Smith Family)
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Manage line makes of vehicles converted
- Manage conversion packages

**Note:** To make changes to general information, like the license contact, refer to the section about changing the general license information on page 138.

6.1  **Amendment Fee**

The fee to amend a license is $25.

6.2  **Gathering Information for this Application**

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

- DBA certificates that have changed
- Certificate of Conversion filed with the Texas Secretary of State or the state in which you are incorporated.
- Amended Corporate papers filed with the Texas Secretary of State or the state in which you are incorporated.
- Certificate of Filing issued by the Texas Secretary of State or the state in which you are incorporated.
6.3 Applying for the Amendment to a License

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

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

6.3.1 Getting Started

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

We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

Welcome

Choose an option below to get started.

- My Pending Applications
- Apply for a New License
- Renew a License
- Amend a License
6.3.2 Accounts

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

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

![License selection screen](image)

6.3.4 Contact Information

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

On Amend Reason page, if you select:

- Change Business Name, continue with the next section below.
- Change Ownership Management, skip to section 6.3.5.2.
- 911 Address Change, skip to section 6.3.5.3.
- Address and DBA Changes, skip to section 6.3.5.4.
- Manage line makes of vehicles converted, skip to section 6.3.5.5.
- Manage conversion packages, skip to section 6.3.5.6.

6.3.5.1 Change Business Name

For a change business amendment, you will be required to upload your amended Certificate of Filing by the Texas Secretary of State on the Attachments page.
1. On the *Amend Reason* page:

![Image of Amend Reason page]

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

3. On the Questions page, answer the questions presented and click the SAVE AND NEXT button. Note that not having a clearly visible sign will cause your application approval to be delayed until you can submit proof of the sign.
4. On the *Required Attachments* page, for each item displayed:

![Image of Required Attachments page]

**Assumed Name Certificate Issued by Secretary of State**

- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

**Note:** The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.
d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

![Other Attachments](image)

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

![Other Attachments](image)

f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

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

![Problems with Your Application](image)
a. To return to the page on which the issue can be resolved, click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

b. To skip making fixes at this time, click the **NEXT** button to display the **Summary** page. In many instances, the problems may cause the application approval to be delayed.

Skip to the Summary section on page 126.

### 6.3.5.2 Change Ownership Management

For a change ownership management amendment, you will be required to upload the proof of identity of any owners you add and your amended Certificate of Filing by the Texas Secretary of State on the **Attachments** page.

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

   a. Click the **Change Ownership and Management** checkbox.

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

   c. Click the **SAVE AND NEXT** button.
2. On the *Ownership* page:

a. Make your changes. For example, you can split the ownership between two owners, or change to a corporation.

b. Scroll to the *Ownership Questions* section and answer the questions.
c. Click the **SAVE AND NEXT** button.

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

3. On the *Criminal History Details* popup:
a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

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

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

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

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

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

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

h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.

j. Click the **UPDATE** button.

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

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

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

4. On the **Questions** page, answer the question presented and click the **SAVE AND NEXT** button.

5. On the **Required Attachments** page, for each item displayed:
a. Click the BROWSE button.

b. On the Open popup, navigate to the file (on the computer or a shared network resource), select it, and click the Open button.

c. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.
Note: The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the UNDO button or the red trash can.

d. To add a file not requested on the page, click the ADD MORE ATTACHMENTS button (at the bottom of the page).

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

f. When you finish uploading the documents, click the SAVE AND NEXT button at the bottom of the page.

6. If the Problems with Your Application page displays:
a. Click the REVISIT button to return to the page on which the issue can be resolved, and make the correction, and then click SAVE AND NEXT button as many times as it takes to return to this page.

Click the NEXT button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

Skip to the Summary section on page 126.

6.3.5.3911 Address Change

For a 911 Address Change amendment, you will be required to upload to the Attachments page:

- Assumed Name Certificates amended for the change
- 911 documentation about the change in the address from the city or county
- Certificate of Filing amended by the Texas Secretary of State

To continue:
1. On the *Amend Reason* page:

   ![Image of Amend Reason page]

   a. Click the **911 Address** checkbox.

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

   c. Click the **SAVE AND NEXT** button.
2. On the 911 Address Change page:

   ![911 Address Change Page]

   a. Click the EDIT button of the item to change.
   b. On the Address popup, make your changes and click the Save button.
3. On the 911 Address Change page, verify that the corrected address displays in the Requested Changes section and click the SAVE AND NEXT button.

4. If the Possible Issues popup displays, click CONTINUE ANYWAY.
5. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.

6. On the *Required Attachments* page, for each item displayed:

   a. Click the **BROWSE** button.
   
   b. On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.
**Note:** The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the UNDO button or the red trash can.

d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

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

f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

7. If the **Problems with Your Application** page displays:
a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.

8. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

9. Skip to the Summary section on page 126.

### 6.3.5.4 Address and DBA Changes

For an address change amendment, you will be required to upload:

- Assumed Name Certificates amended for the change
- Certificate of Filing amended by the Texas Secretary of State

**To continue:**

1. On the *Amend Reason* page:

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

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

2. On the **Manage Locations** page:

![Manage Locations & DBA](image)

a. Click the **EDIT** button for the appropriate location.
b. On the popup, locate the section in which to make your changes.
c. Make your changes and click the SAVE button.

3. Back on the Manage page, click the SAVE AND NEXT button.
4. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.

5. If the *Possible Issues* popup displays, click **CONTINUE ANYWAY**.

6. On the *Required Attachments* page, for each item displayed:

   a. Click the **BROWSE** button.

   b. On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.
c. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.
Note: The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the UNDO button or the red trash can.

d. To add a file not requested on the page, click the ADD MORE ATTACHMENTS button (at the bottom of the page).

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

f. When you finish uploading the documents, click the SAVE AND NEXT button at the bottom of the page.

7. If the Problems with Your Application page displays:
a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.

b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

8. Skip to the Summary section on page 126.

### 6.3.5.5 Manage Line Make

1. On the **Amend Reason** page, click the Manage Line Make check box:

2. On the **New Line-Makes** page, click the **SEARCH** button to locate a Franchised Dealer.
New Line-Makes

Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers.
3. On the popup:

a. In the **Accounts Details** section, click the **SELECT** button of the appropriate dealer.

b. In the **Line-Make Details** section, click the checkbox of the appropriate option.

c. Click the **ADD** button.

d. Repeat the steps above to add each Franchised Dealer whose line-makes can be serviced.
4. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

5. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.
6. On the **Required Attachments** page, for each item displayed:

   a. Click the **BROWSE** button.

   b. On the **Open** popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

**Note:** The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.
d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

![Other Attachments](image)

**Other Attachments**

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

![Other Attachments](image)

**Other Attachments**

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

f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

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

   a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.

   b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

8. Skip to the Summary section on page 126.

### 6.3.5.6 Manage Conversion Package

1. On the *Amend Reason* page, select the Manage Conversion Package checkbox:
2. On the Conversion Packages screen if adding a new conversion package click the New Conversion Package button.
3. On Conversion Package popup:

   a. For **Conversion Package Name**, type in the type of package available.
   b. For **Conversion Description**, type in a short overview of the package.
   c. Click the **ADD** button.
   d. Repeat these steps for each package being offered.
   e. Click the **SAVE AND NEXT** button.

4. On the Conversion Packages screen if removing a conversion package click the delete button next to the package to be deleted.
5. Click the **Save and Next** button.

6. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.
7. On the Required Attachments page, for each item displayed:

a. Click the BROWSE button.
b. On the Open popup, navigate to the file (on the computer or a shared network resource), select it, and click the Open button.

c. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.
**Note:** The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

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

f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
8. If the *Problems with Your Application* page displays:

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

- Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

9. Skip to the Summary section on page 126.

### 6.3.6 Summary

1. When the Summary page displays, click the **SAVE AND NEXT** button.

### 6.3.7 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 Certificate 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 Certificate of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.
6.3.7.1 Signing with a Valid Texas Driver License

1. On the eSign page displayed:

   ![eSign page]

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

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

      **Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 6.3.7.2.

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

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

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

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

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

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

2. On the **Certificate of Responsibility** page:
a. Carefully read the terms and conditions for the license.

b. Click the I Agree option button.

c. Click the E-SIGNATURE button.

3. On the popup:
   a. Scroll down to the Sign Here field and type in your full legal name.
b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

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

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

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

7. Continue with the section about payment on page 77.
6.3.7.2 Signing without a Valid Texas Driver License

1. On the eSign page displayed:

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

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

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

   d. The screen will automatically change to the print scan upload section.
2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.

![Certificate of Responsibility Form](image)

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

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

![Certification of Responsibility](image)

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

4. Click the SAVE AND NEXT button.

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

### 6.3.8 Payments and Application Submission

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

To return to the Welcome page and work on another application, click the ADD APPLICATION button. Otherwise:

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

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

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

4. On the **Customer Information** section on the **Payment** page:
a. For **First Name**, type in your first name as it appears on the credit card being used.

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

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

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

e. For **City**, type in the name of the city.
f. For **State**, select the name of the state from the dropdown list.

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

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

i. Click the **Next** button.

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

   ![Payment Info](image)

   a. For **Credit Card Number**, type in the string of numbers from the credit card.
   
   b. For **Expiration Month**, select the appropriate month from the drop-down.
   
   c. For **Expiration Year**, select the appropriate year from the drop-down.
   
   d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
   
   e. For **Name**, type in the name as it appears on the credit card.
   
   f. Click the **Next** button.

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

   ![Verification](image)

7. Click the **Submit Payment** button.
a. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

8. Click the **NEXT** button.

9. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.
7 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 is no fee for these changes.

1. After logging in and displaying the Welcome page, click the APPLY button on the Change General License Info area.
2. On the Organizations page, click the drop-down list and select your organization.

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

4. On the Apply Changes page:
a. Click into the field to edit and make the changes.

b. Click the SAVE AND SUBMIT button.

5. On the Submitted page, click the CLOSE button to exit and display the Welcome page.
Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email independentcardealer@gmail.com.
8 Renewing Licenses

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

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

8.1 Renewal Fees

The fee to renew a license on time is $750 plus $200 for each Representative.

If the renewal is late, the fee is $750 plus $375 if renewed after the first 30 days and $375 more if renewed after 60 days. In addition there will be a $100 fee for each Representative if renewed after the first 30 days and $200 if renewed after 60 days.

Note: The Plate/Sticker renewal fee is $40.00.

8.2 Gathering Information

To complete this application, you will need access to:

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

- Files containing the following information scanned in:
  - Assumed Name Certificates
  - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
  - Driver licenses (or passport, official identification cards, and so on) for new owners or management staff
  - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)
8.3 Renewal Application

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

8.3.1 Accounts

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

2. Click the **SAVE AND NEXT** button.
8.3.2 Select License

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

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

8.3.3 Contact Information

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

### 8.3.4 License Information

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

3. In the **Mailing Address section** of the page, verify that the information is correct or make any changes necessary.
4. Click the **SAVE AND NEXT** button.

5. On the **Associated Licenses to Renew** page:
   
   a. To renew an existing Representative select Renew from the Action drop down
   
   b. If you will not be renewing an existing Representative select either Cancel at expiration date or Cancel at renewal to have the license closed.

Note: If not renewing a Representative it will be necessary for you to submit a new Representative application before the renewal can be approved.

6. On the **Dealer Plates** page, select renew plate or cancel plate for each plate listed.
7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, click:

- **No** and click the **SAVE AND NEXT** button.
Yes, and then in the:

a. **Quantity Requested** field, enter the number of plates needed.
b. Click the **SAVE AND NEXT** button.

### 8.3.5 Ownership

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

If you answer:

- **No**, click the **SAVE AND NEXT** button.
- **Yes** to any of the questions:
  
  a. On the **Criminal History** page displayed, click the **ADD** button for the first name.
b. On the *Criminal History Details* popup:

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

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

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

• Click the **UPDATE** button.

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

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

### 8.3.6 Questions

You must answer a series of questions about military service, business structure, and conversion packages.

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

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the **Ownership Details** page to save all information entered to date.

2. After retrieving this information, display the **Welcome** page, locate the **My Applications** section, and click its **VIEW** button.

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

4. On the **Ownership Details** page displayed, click the **SAVE AND NEXT** button to display the Question page again.

#### 8.3.6.1 Military Service Questions

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

If your response is **Yes**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.
1. Select the:
   - **No** response and continue to the next question.
   - **Yes** response and:
     a. If you answer **Yes** to either condition, type in the **License Number** of the current license.
     b. Continue to the next question.

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

### 8.3.6.2 Changes in Business Structure Question

Select the:
   - **No** response and click the **SAVE AND NEXT** button.
   - **Yes** response, and the **SAVE AND NEXT** button, but remember to apply for an amendment with this renewal application.

   **Note:** You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.
8.3.6.3 Changes in Conversion Packages Question

* Have there been any changes to the existing conversion packages since your last application or renewal? If yes, please complete the amendment application.

Select the:

- **No** response and click the **SAVE AND NEXT** button.
- **Yes** response, and the **SAVE AND NEXT** button, but remember to apply for an amendment with this renewal application.

**Note:** You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.

8.3.7 Attachments

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

- Assumed Name Certificates
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
- Driver licenses (or passport, official identification cards, and so on) for new owners or management staff

You must also have available:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
Court papers and supporting documents related to information in the criminal history, specifically the indictment and final disposition.

1. On the Required Attachments page, for each item displayed:
a. Click the **BROWSE** button.

b. On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the *Open* button.

c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.
Note: The name of the file displays to the far right of the uploaded file field. To upload a replacement file, click the UNDO button or the red trash can.

2. To add a file not requested on the page:
   a. Click the ADD MORE ATTACHMENTS button (at the bottom of the page).

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

   c. When you finish uploading the documents, click the SAVE AND NEXT button at the bottom of the page.

3. If the application has issues that need to be resolved, the Problems with Your Application page displays.
To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

To skip making fixes at this time, you can click the **NEXT** button to display the **Summary** page. In many instances, the problems may cause the application approval to be delayed.

### 8.3.8 Summary

1. When the Summary page displays, click the **SAVE AND NEXT** button.
8.3.9  Signature

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

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

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

1. On the eSign page displayed:

   - a. For **First Name**, type it in exactly as it displays on your driver license or official identification.
   - b. For **Last Name**, type it in exactly as it displays on your driver license or official identification.
     
     **Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 8.3.9.2.
   - c. For **SSN**, type in the numbers and dashes of your social security number.
   - d. From the **Driver License Issuing State** dropdown, select Texas.
   - e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license.
   - f. For **Driver License Number**, type in the string of number and letters.
   - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
   - h. Click the **SAVE AND NEXT** button.

2. On the **Certificate of Responsibility** page:
a. Carefully read the terms and conditions for the license.

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

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

3. On the popup:

   a. Scroll down to the **Sign Here** field and type in your full legal name.
b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

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

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

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

7. Continue with the section about payment on page 77.
8.3.9.2 Signing without a Valid Texas Driver License

1. On the eSign page displayed:

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

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

   c. For the **Driver License Issuing State** select Other from the dropdown.

   d. The screen will automatically change to offer the print scan upload section.
2. Scroll to the bottom of the page and click the **CERTIFICATE 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.

   b. Carefully read the document and sign and date it.
3. To upload and attach the signed document to this plate application:
   a. Scan the document to a file and save it to your local computer (or a shared network resource).
   b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
   c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.
d. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.

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

4. Click the SAVE AND NEXT button.

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

8.3.10 Payments and Application Submission

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

To return to the Welcome page and work on another application, click the ADD APPLICATION button. Otherwise:
1. On the Payment Summary page, click the option button of the application or click Select All option button.

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

3. Read the payment processing note and click the PROCEED TO PAY button.
Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

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

   a. For First Name, type in your first name as it appears on the credit card being used.
   b. For Last Name, type in your last name as it appears on the credit card being used.
   c. For Address, type in the street number and name of the street used to bill the credit being used.
   d. For Address 2, type in additional information (like the suite or building number).
   e. For City, type in the name of the city.
f. For State, select the name of the state from the dropdown list.

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

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

i. Click the Next button.

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

![Payment Info section]

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

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

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

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

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

f. Click the Next button.

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

7. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

a. Click the **NEXT** button.

8. On the *Applications Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.
Applications Submitted

Payment for following applications was successfully submitted:

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Business Name</th>
<th>License Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000060120</td>
<td>Texas Auto Mart</td>
<td>CDN</td>
<td>Received</td>
</tr>
</tbody>
</table>
9 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 you are relocating outside of the city in which the dealership was opened. You can close it if the motor vehicle surety bond is cancelled or if you file for bankruptcy.

There is no fee to close a license.

To close your license:

1. After logging in and displaying the Welcome page, click the APPLY button on the Close a License area.
2. On the Organizations page, select your organization from the dropdown and click the SAVE AND NEXT button.

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

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

5. On the Licenses page verify all the Representatives are listed.

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

7. On the Closure Explanation page:
   a. For Reason, select the appropriate option button.
   b. For Effective Date, type in the appropriate date.
   c. Click the SAVE AND NEXT button.

8. On the Attachments page:
   a. Locate and upload the statement about your closure.
   b. Click the SAVE AND NEXT button.

9. On the Application Closure Submitted page, click the CLOSE button.
10 Converter’s Representative Licenses

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

10.1 License Term

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

10.2 License Fees

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

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

10.3 Representative License Numbers

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

10.4 Representative License Information

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

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

A converter must have a separate entity as their Representative; that is, the converter cannot be the Representative.
Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver license of each owner).

### 10.5 Gathering Appropriate Information for the License Application

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

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

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

* Date of Offense * Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?
[ ] No

* County * State * Court

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

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

```

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

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

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Your Saved License Applications on page 50.

11.1 Getting Started

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

1. If you are:
   - Already logged in to your account, skip to Step 2 on the next page.
   - Not logged in:
     a. Access eLICENSING using the link from the emails TxDMV sent with your eLICENSING login credentials and the link to the eLICENSING login page.
        
        **Note:** You can also display the [www.txdmv.gov/dealers](http://www.txdmv.gov/dealers) page and click the button to display the eLICENSING login page.
     b. On the Security Warning popup, click the I ACCEPT button.
     c. On the Login page:
        - Type in your **User Name**.
- Type in your **Password**.
- Click the **LOGIN** button.

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

3. On the *License Type* page, locate the **Representative License** area and click its **SELECT** button.
4. On the Organizations page, select the organization name used to register this dealership and then click the SAVE AND NEXT button.

11.2 Contact Information

1. On the Contacts page, you will identify the people MVD can contact for information about this application and license.
For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who MVD can speak with about the details of the application and its status. Note that you can optionally change it.

For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

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

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

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

The Application Details information is spread across several web pages.

11.3.1 License Information

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

![License Information screenshot](image)

11.3.2 Representative Information

1. In the Representative Information section, Representative is a dropdown, if you select:
   - An Individual or Employee of the converter:
### Applying for Converter's Representative License

<table>
<thead>
<tr>
<th>Representative Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Representative is a</td>
</tr>
<tr>
<td>--None--</td>
</tr>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Employee of manufacturer</td>
</tr>
<tr>
<td>Distributor or Converter</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>* Representative Name</td>
</tr>
<tr>
<td><strong>SSN</strong></td>
</tr>
<tr>
<td><strong>Driver License State</strong></td>
</tr>
<tr>
<td><strong>Driver License Number</strong></td>
</tr>
<tr>
<td><strong>Driver License Exp Date</strong></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

**g.** Skip to Physical Address
A Company:

![Representative Information Form]

a. Skip to down to the business area.
b. For **Type of Business**, select the appropriate option from the dropdown.
c. For **Nonprofit**, select the appropriate option from the dropdown.
d. For **Business Name**, type in the legal name of the business if appropriate.
e. For **PUBLICLY TRADED**, select the appropriate option from the dropdown.
f. For **SOS Filing Number**, type in the number given by the Secretary of State.

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

1. On the next section of the page:
a. For **Address Line 1**, type in the street number and name where the Representative will office.

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

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

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

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

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

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

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

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

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

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

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

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

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

11.4 Ownership Information

The Ownership information is spread across several web pages.

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

11.4.1 Individual Ownership

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

2. On the Individual Ownership popup:
a. For **First Name** and **Last Name**, type in the legal name of the Representative or the first owner if Representative is a corporate entity.

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

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

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

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

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

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

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

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

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

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

If a business entity (LP, LLP, LLC, or Corporations) owns the entity that is acting as a Representative, you must enter the legal business details, including management information, 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 the NEW OWNERSHIP button under the Business Ownership section.

2. On the Business Ownership popup:

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

11.4.3 Management

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

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

2. On the **Management Details** popup:

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

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

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

If you answer:

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

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

2. On the Criminal History Details popup:
a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

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

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

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

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

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

g. For **Court**, type in the type of court in which the offense was adjudicated.
h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

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

j. Click the **UPDATE** button.

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

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

### 11.5 Additional Questions

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

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

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the **Ownership Details** page to save all information entered to date.

2. After retrieving this information, display the **Welcome** page, locate the **My Applications** section, and click its **VIEW** button.

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

4. On the **Ownership Details** page displayed, click the **SAVE AND NEXT** button to display the Question page again.

### 11.5.1 Military Service Questions

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

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

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

### 11.5.2 Previously Held Texas Licenses Question

On the **Questions** page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any
Applying for Converter's Representative License

If you select the:

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

- **Yes** response, 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 when the license expired or will expire.
  
  e. Click the **ADD** button to provide information on additional licenses.
  
  f. Repeat the steps above for each license.
11.5.3 Previous Denial, Suspension, or Revocation Question

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

If you select the:

- **No** response, continue to the next question.
- **Yes** response, 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 when the license expired.
  e. For **License Status**, select the appropriate option from the dropdown list.
  f. Click the **ADD** button to provide information on additional licenses.
  g. Repeat the steps above for each license.
11.5.4 Same Proposed Location Question

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

If you select the:

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

11.5.5 Licensed as a Representative in Any Other State

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

If you select the:

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

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

2. On the **Open** popup:
   a. Navigate to the file (on the computer or a shared network resource).
   b. Select the file and click the **Open** button.
c. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.

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

3. For files not required:
   a. Click the ADD MORE ATTACHMENTS button (at the bottom of the page).
b. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

c. Click the **UPLOAD** button.

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

If the *Problems with Your Application* page displays:

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

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

### 11.7 Summary

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

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

11.8 Signature

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

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

### 11.8.1.1 Signing with a Valid Texas Driver License

1. On the eSign page displayed:

   ![ESign Page Displayed](image)

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

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

      **Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 11.8.1.2.

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

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

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

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

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

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

2. On the **Certificate of Responsibility page**:
a. Carefully read the terms and conditions for the license.

b. Click the I Agree option button.

c. Click the E-SIGNATURE button.

3. On the popup:
   a. Scroll down to the Sign Here field and type in your full legal name.
b. Scroll back up to the top of the popup and click the Finish & Submit Electronically button.

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

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

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

7. Continue with the section about payment on page 77.
11.8.1.2 Signing without a Valid Texas Driver License

1. On the eSign page displayed:

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

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

   c. For Driver License Issuing State select Other.

   d. The screen automatically updates to include the Certificate of Responsibility section.
2. Scroll to the bottom of the page and click the CERTIFICATE OF RESPONSIBILITY PDF link.

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

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant’s possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: __________

Printed Name: __________________________________

Authorized Signature: _____________________________

Title: ___________________________________________

To upload and attach the signed document to this application:

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

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

c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the Open button.
d. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click the UPLOAD button.

   ![Screenshot of file upload process]

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

   ![Screenshot of UNDO button]

e. Click the SAVE AND NEXT button.

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

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

To return to the Welcome page and work on another application, click the ADD APPLICATION button. Otherwise:

1. On the Payment Summary page, click the option button of the application or click the Select All option button.

   ![Payment Summary](image)

   a. On the bottom of the page, for Method of Payment, select the appropriate option button.
2. Read the payment processing note and click the **PROCEED TO PAY** button.
   
   **Note:** Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

3. In the **Customer Information** section on the **Payment** page:
a. For **First Name**, type in your first name as it appears on the credit card being used.

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

c. For **Address**, type in the street number and name of the street used to bill the credit being used.
d. For **Address 2**, type in additional information (like the suite or building number).  

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

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

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

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

i. Click the **Next** button.

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

   ![Payment Info section of the page]

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

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

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

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

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

   f. Click the **Next** button.

5. In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.
6. After the Please Wait popup closes, verify **Payment Successful** displays on the Payment Summary page.

7. Click the **NEXT** button.

8. On the Application Submitted page, click the **GO TO HOME** button to return to the eLICENSING home page.
12 Renewing a Converter’s Representative License

The representative license is renewed as part of the converter license renewal process.