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1. Lease Facilitator Licenses

A lease facilitator solicits persons to become the lessee of a vehicle. This license allows a person to be a leasing agent for a leasing company.

A lease facilitator does not title the leased vehicle in his or her name, but merely acts as an agent procuring a person to enter into a lease contract.

A lease facilitator is not the lessor or owner of a vehicle, but rather is someone who puts the lessor and lessee together.

1.1 License Term and License Fees

Lease facilitator licenses are issued for terms of two years.

The fee for a lease facilitator license is $750.

1.2 Forms of Payment Accepted in eLICENSING

You can use the following forms of payment in eLICENSING:

- Credit card, which will be charged an additional percentage fee.
- Electronic check (eCheck), which will be charged a processing fee.

1.3 Basic Lease Facilitator License Information

A Lease Facilitator license is not required for:

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

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

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

- The filing number with the Texas Secretary of State when the business entity registered (SOS number)
- The employer identification number (EIN) of the business or the owner’s social security number
- The numbers of GDN licenses the individuals or business entity may possess or have possessed in the past
- Files containing scanned copies of official documents, including the:
  - Assumed Name Certificate
  - Driver licenses (or passport, official identification cards, etc.)
  - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
- Disclosure of Fees Statement
- Vehicle Lease Contracts
- Lease Facilitator Agreement
- Additionally, if anyone associated with the organization (any officer, partner, trustee, or other representative capacity) has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, you must be able to fill out information for each person and each offense

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

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

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

If you must exit the application process before completing the application, you can save all of the information entered so far and then return later to pick up where you left off. See Chapter 3, Accessing Your Saved Applications for more information.

2.1 Getting Started

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

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

To get started, follow these steps:

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

   **Note:** You can also go to the TxDMV Dealers page and click ![Link](image) to display the eLICENSING login page.

2. On the Security Warning pop-up, click I ACCEPT.
3. On the **Login** page:
   
a. Type in your **Username**.

b. Type in your **Password**.

c. Click **LOGIN**.

4. On the **Welcome** page, displayed after logging into the account, locate the **Apply for a New License** area and click **APPLY**.
5. On the License Types page, locate the Lease Facilitator License area and click SELECT.

![Figure 4: Select License Type](image)

6. On the Organizations page, select the organization name used to register in eLICENSING from the dropdown menu and then click SAVE AND NEXT.

![Figure 5: Select Organization](image)

### 2.2 Contact Information

On the Contacts page, you will identify the people that the Motor Vehicle Division (MVD) can contact for information about the license, status, and daily operations of the business location.
1. For **Application Contact**, eLICENSING automatically enters the information for the person who is logged in and who initiates the new application. The application contact is the person with whom MVD can speak with regarding application details.

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

2. For **License Contact**, type in the name, email address, and phone number for the person with whom MVD and the 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 of the license.

3. Click **SAVE AND NEXT**.

   **Note:** You can update this contact information during the license term using the Change General License Information function. See Chapter 6, *Changing General Lease Facilitator License Information* for more information.
2.3 Application Reason

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

- Apply for a new license
- Relocation
- Entity change
- Previous license not renewed

2.3.1 Apply for a New License Reason

On the Application Reason page:

1. From the dropdown menu, select Apply for New License.
2. Click SAVE AND NEXT.

2.3.2 Relocation Reason

If the business is moving to a new address within a new city location, the application reason is Relocation and the license number of the existing business must be provided. If you do not know the dealership license number, a Search field is provided to locate it.

On the Application Reason page:

1. From the dropdown menu, select Relocation.
2. Type the existing license number into the license association field.

If you do not know this information:

- In the License Association area on the Application Reason page, click SEARCH.
- On the License Search pop-up, you can fill in the known information and click SEARCH.
- From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the Application Reason page.
2.3.3 Entity Change Reason

If the organization is a sole proprietorship and then incorporates or takes on a partner, you can use the entity change reason to apply for a new license.

On the Application Reason page:

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

2. Type the existing license number into **License Association** field.

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

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

• From the search results, carefully copy the license number, close the pop-up, and paste the number into the field on the *Application Reason* page.

3. Click **SAVE AND NEXT**.

### 2.3.4 Previous License Not Renewed

When the previous license is not renewed (for example, the renewal was not submitted on time), use the **Previous License Not Renewed** option to get a new license.

On the *Application Reason* page:

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

   ![Figure 9: Previous License Not Renewed](image)

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

**Note:** If you do not know this information:

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

• On the *License Search* pop-up, fill in the known information and click **SEARCH**.
• From the search results, carefully copy the License Number, close the pop-up, and paste the number into the field on the Application Reason page.

3. Click **SAVE AND NEXT.**

### 2.4 Application Details

The Application Details information is spread across several web pages.

#### 2.4.1 Business Information

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

   ![License Information](image)

   **Figure 10: License Information**

   a. For **Business Website** (optional), enter the web address (URL) of the business website that the public may view.

   b. For **Business Phone**, enter the business phone number at which phone calls will be answered.

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

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

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

If you do not know this information:

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

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

• On the My Accounts page, locate this application in the list and click open.
• On the page displayed, click SAVE AND NEXT to display the page where you left off and then enter the appropriate information.

2.4.2 Physical Address (“The Licensed Location”)

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

![Figure 11: Physical Address](image)

<table>
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<th>Physical Address</th>
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<tbody>
<tr>
<td>* Country</td>
</tr>
<tr>
<td>USA</td>
</tr>
<tr>
<td>* Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>* State</td>
</tr>
<tr>
<td>--None--</td>
</tr>
<tr>
<td>* County</td>
</tr>
<tr>
<td>* City</td>
</tr>
<tr>
<td>* Zip</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

2.4.4 Mailing Address

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

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

• Type in a different address:

![Mailing Address](image)

**Figure 13: Mailing Address**

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

b. For **Address Line 2** (optional), type in 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 menu.

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

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

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

h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) or capable of receiving US mail.

2. Click **SAVE AND NEXT**.

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

Search and select the licensed or exempt lessors with whom you conduct or intend to conduct business. An exempt lessor is a lessor that falls into the license exceptions. See section 1.2, Basic License Information.

To search for a licensed lessor:

1. Enter the lessor license number or other identifying information in the fields and click SEARCH.

![Figure 14: Add Licensed or Exempt Lessors Page](image)

2. Select the licensed lessor. Click SELECT.

![Figure 15: Selecting the Licensed Lessor Page](image)

3. The selected lessor will be displayed at the bottom of the page.

![Figure 16: Select Lessor](image)

4. Click SAVE AND NEXT.
5. On the Add Exempt Lessor page, if you are not working with an Exempt Lessor select NO from the dropdown menu.

6. Click SAVE AND NEXT.

If you are not using a licensed lessor (because they are exempt from the licensing requirements), click SAVE AND NEXT.

1. On the Add Exempt Lessor page, select YES from the dropdown menu.

![Add Exempt Lessors](image)

Figure 17: Add Exempt Lessors

2. Click ADD LOCATION.

3. On the pop-up, add the business information, location contact details, and DBA for the exempt lessor.

4. On the bottom portion of the pop-up, indicate which statement applies to the exempt entity by clicking on the corresponding checkbox:

- A person is not required to obtain a license to act as a vehicle lessor or a vehicle lease facilitator if the person is:
  1) A state or federally chartered financial institution or a regulated subsidiary of the financial institution or
  2) A trust or other entity that owns an interest in a vehicle lease and the vehicle that is the subject of the lease, if the lease covering the vehicle is initiated, managed, serviced, and administered by a licensed vehicle lessor.

![Exempt Entity Statement](image)

Figure 18: Exempt Entity Statement
5. Click **SAVE LOCATION**.

6. Click **SAVE AND NEXT**.

### 2.6 Ownership

The ownership information is spread across several web pages.

On the *Ownership* page, you will enter information about all individuals or business entities with direct ownership interest in the business.

#### 2.6.1 Individual Ownership

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

![Figure 19: Individual Ownership Information](image)

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

![Figure 20: Individual Ownership Details](image)

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

d. For **SSN**, type in the nine 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.

f. For **Driver License State**, select the appropriate state from the dropdown menu.

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

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

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

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

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

**General partnership:**

a. Click **+New Ownership**.

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

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

d. Click **Add**.

e. Click **+New Ownership** again (under the **Individual Ownership** section).

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

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

h. Click **Add** and continue to the **Ownership Questions** section on the page.
2.6.2 Business Ownership

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

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

1. On the Ownership page, click +New Ownership under the Business Ownership section.

2. On the Business Ownership pop-up:

   ![Figure 21: Business Ownership Details]

   a. For Business Name, type in the legal name of the business entity.
   b. For Business EIN, type in the employee identification number issued by the government for the business.
   c. For Ownership %, type in the percentage that this company owns.
   d. For Is It Non-Profit, select the appropriate option.
   e. For Is It Publicly Traded, select the appropriate option.
   f. Click Add.
   g. To add another business entity, repeat steps 1 and 2 above.

2.6.3 Management

If the business is a corporate entity that is owned by another corporate entity or if the entity is publicly traded in the stock market, you must complete information in the business management section.
1. On the Ownership page, click **NEW MANAGEMENT** under the Management Ownership section.

2. On the Management Details pop-up:

   ![Management Details](image)

   **Figure 22: Management Ownership Details**

   a. For First Name and Last Name, type in the legal name of the manager.
   b. For Title, select the job title the proprietor prefers from the dropdown.
   c. For Email, type in the email address where the proprietor receives and responds to email messages.
   d. For SSN, type in the string of nine numbers of the social security number issued to the proprietor.
   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 Add.

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

### 2.6.4 Ownership Questions

On the lower half of the Ownership page, answer a series of questions about the past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or the license holder.
A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

Figure 23: Ownership Questions

If you answer:

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

### 2.6.5 Criminal History

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

1. For each name shown, click **VIEW/ADD CRIMINAL HISTORIES**. Then click **ADD CRIMINAL HISTORY**.
2. On the *Criminal History Details* pop-up:

![Figure 24: Add Criminal History](image1)

![Figure 25: Offense and Charge Details](image2)

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

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

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

d. For Is person currently on parole or probation, select the appropriate response.

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 **APPLY**.

k. After the pop-up closes, repeat the steps above for each criminal offense on the **Criminal History** page.

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

3. Click **SAVE AND NEXT**.

### 2.7 Additional Questions

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

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

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

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

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

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

#### 2.7.1 Military Service Questions

On the **Questions** page, you are required to answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.
If your response is **Yes**, additional questions display to determine if you currently have a license, which may mean the licensing fee will be waived.

![Military Service Questions](image)

**Figure 26: Military Service Questions**

If you select:

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

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

### 2.7.2 Lease/Ownership of Property Question

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

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

2.7.3 *Previously Held Texas Licenses Question*

On the *Questions* page, you are required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).
Figure 29: Previous Held Licenses

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  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 Add**.

- Repeat the steps above for each license.

### 2.7.4 Previous Denial, Suspension, or Revocation of a License Question

You are required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) 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**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  
  a. For **Business Name**, type in the name of the business licensed.
  
  b. For **License #**, type in the number issued for the license.
  
  c. For **Reason For Denial/Suspended/Revoked**, type in an appropriate response.
  
  d. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
  
  e. For **License Status**, select the appropriate option from the dropdown menu.
  
  f. Click **Add**.

- Repeat the steps above for each license. Once done continue to the next question.

### 2.7.5 Same Proposed Location Question

You are 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.

Figure 31: Same Proposed Location Page

If you select:

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

### 2.7.6 Signage Question

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

Figure 32: Signage Question

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the Possible Issues pop-up and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected. Click CONTINUE ANYWAYS, to proceed to the Requirement Attachments page.
2.7.7 Posted Business Hours Question

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

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

If you select:

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

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

![Figure 36: Property Compliance Question](image)

If you select:

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

![Figure 37: Possible Property Compliance Issues Pop-up](image)

2.7.9 Proof of Occupancy Question

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

![Figure 38: Proof of Occupancy Question](image)

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the Possible Issues pop-up and the application will not be approved by the licensing specialist until you can provide proof
2.7.10 Place of Business Structure Question

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

If you select:

- **No,** continue to the next question.
- **Yes,** the item will display on the Possible Issues pop-up and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAYS,** to proceed to the Requirement Attachments page.
2.7.11 Previous Agreed Order Question

You are required to answer a question about whether the applicant has ever been disciplined or signed an Agreed Order with the TxDMV. The term "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies).

![Agreed Order with TxDMV Question](image)

If you select:

- **No**, continue to the next question.
- **Yes**, explain the license revocation details in the Additional Details area that displays.

2.7.12 Business Office Question

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

![Business Office Question](image)

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the Possible Issues pop-up and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected. Click CONTINUE ANYWAYS, to proceed to the Requirement Attachments page.
2.8 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, Assumed Name Certificates for DBAs, Certificate of Filing, Lease Facilitator Agreement, Vehicle Lease Contracts, and Disclosure of Fees statements 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.

2.8.1 Uploading Attachments

To upload each file:

1. For each file requested on the Attachments page, click BROWSE.

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

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

### 2.8.2 Assumed Name Certificate

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

![Assumed Name Certificate](image)

**Figure 46: Assumed Name Certification Upload**

### 2.8.3 Proof of Identity

You may be required to upload a file containing a scanned copy of the sole proprietor’s driver license, passport (U.S. or foreign), official DPS picture identification card (from any state), or U.S. Armed Forces Identification card.
2.8.4 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.

2.8.5 Vehicle Lease Contract(s)

Upload copies of each of the vehicle lease contracts you will be using for your Lessors.

2.8.6 Disclosure of Fees Statement

Upload copies of each statement disclosing that fees will be paid to you by the Lessors.
2.8.7 Lease Facilitator Agreement

Upload a copy of each signed agreement between you and a lessor.

![Figure 51: Lease Facilitator Agreement](image)

2.8.8 Criminal Court Papers

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

![Figure 52: Criminal Court Papers Upload](image)

2.8.9 Other Attachments

You can add attachments in addition to the required attachments to explain other circumstances relevant to your application.

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

![Figure 53: Add More Attachments](image)

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

4. On the **Open** pop-up:
   a. Navigate to the file (on the computer or a shared network resource).
   b. Select the file and click **Open**.

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

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

### 2.9 Problems With Your Application

1. If the **Problems with Your Application** page displays, click:
Figure 56: Problems with Your Application

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

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

### 2.10 Summary

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

Figure 57: Summary of Application

2. At the bottom of the page, choose one of the following:
2.11 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. You will then be able 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 and then print the Certificate of Responsibility and sign it. See section 2.11.2, for instructions.

2.11.1 Electronically Signing the Application

1. On the eSign page displayed:

![Figure 58: Electronic Signing Information 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.

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

d. From the **Driver License Issuing State** dropdown menu, 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 numbers 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 **SAVE AND NEXT**.

2. On the Certificate of Responsibility page:

   If the system cannot verify your information, continue to section 2.11.2 for printing and signing the **Certificate of Responsibility** instructions.

![Figure 59: Certification of Responsibility](image)

   a. Carefully read the terms and conditions for the license:
• The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.

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


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

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

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

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

b. Click I Agree.

c. Scroll down to the Sign Here field and type in your full legal name.
d. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.

3. On the **Thank You** page of the pop-up, click **CLOSE**.

![Figure 61: Thank You Pop-up Page](image)

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

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

![Figure 62: Proceed to Payment Pop-up](image)

5. Skip to Section 2.12, Payments and Application Submission.

### 2.11.2 Printing and Manually Signing the Application

1. On the **eSign** page:

![Figure 63: eSign 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.

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

d. Click **SAVE AND NEXT**.

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

   ![Figure 64: Certification of Responsibility PDF Download Link](image)

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

4. Carefully read the document and sign and date it.

---

**Certification of Responsibility**

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

Date: ____________

Printed Name: ____________

Authorized Signature: ____________

Title: ____________

---

*Figure 65: Certification of Responsibility Manually Print*
5. To upload and attach the signed certification document to this Lease Facilitator license 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 **CHOOSE FILE**.
   c. In the *Open* pop-up, navigate to the file (on the computer or a shared network resource), select it and then click **Open**.
   d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.

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

6. Click **SAVE AND NEXT**.

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

![Figure 66: Proceed to Payment](image)

### 2.12 Payments and Application Submission

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

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

1. On the Payment Summary page:
Figure 67: Payment Summary

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

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

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

- Credit Card
- ACH/eCheck

Figure 68: Select Method of Payment Type

4. Click **PROCEED TO PAY**.

**To pay by Credit Card:**

1. To pay by **Credit Card**, in the **Customer Information** section on the **Payment** page:
Figure 69: Credit Card Payment Address

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 card being used.

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

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

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

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

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

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

![Credit Card Information](image)

**Figure 70: Credit Card Information**

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

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

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

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

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

f. Click **NEXT**.

3. In the **Verification** section, enter the characters from the image displayed and then click **Submit Payment**.
To pay by ACH/eCheck:

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

   ![Payment Type](image)

   **Figure 72: eCheck Foreign Payment**

   b. On the Customer Information page:
For **First Name**, type in your first name as it appears on the account being used.

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

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

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

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

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

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

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

Click **NEXT**.

c. On the **Payment Info** page:
Figure 74: Checking Account Information

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

d. Click **NEXT**.

e. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the “Yes” box to authorize.

f. Enter the characters from the verification image.
2. Click **SUBMIT PAYMENT**.

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

4. You will receive a confirmation that your application was submitted successfully.
3. Accessing Your Saved Applications

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

**Note:** If you only need to pay the application fees, use the Make a Payment instructions, available in Chapter 9, Make Lease Facilitator License Fee Payments.

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

![Figure 79: My Pending Applications](image)

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

![Figure 80: Select Application](image)

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

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

4.1 Viewing Account and User Information

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

1. After logging in the Welcome page displays. Click MANAGE on the Manage Account area.

![Welcome, Manage Your Account Page](image)

2. On the My Accounts page, to:

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

![View the Account Details From Registration](image)

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

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

- The **Contacts Details** page will open.
4.2 Adding New Account Users

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

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

![Figure 87: Welcome, Manage Your Account](image)

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

![Figure 88: View & Create Contacts](image)

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

![Figure 89: Associate New User](image)

4. On the Create User page:
4.3 Adding an Account to Your Organization

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

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

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

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

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

**Note:** To make changes to general license information, such as the license contact, refer to the section about changing general license information in Chapter 6, Changing General Lease Facilitator Information.

5.1 Amendment Fee

The fee to amend your lease facilitator license is $25.

You can pay amendment fees via credit card or eCheck.

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

5.2 Gathering Information for This Amendment 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 including:

- Assumed Name Certificates if you are changing your DBA
- Certificate of Conversion filed with the Texas Secretary of State
• Amendment corporate papers filed with the Texas Secretary of State
• Certificate of Filing issued by the Texas Secretary of State

5.3 Applying for the Amendment to a License

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

![Figure 94: Welcome, Amend a License]

5.3.1 Accounts

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

![Figure 95: Select Your Organization from Dropdown]

5.3.2 Select License

1. On the Licenses page, click license you want to amend and click SAVE AND NEXT.

![Figure 96: Select License to Amend]
5.3.3 Contact Information

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

![Contact Information](image)

Figure 97: Contact Information

5.3.4 Amendment Reason

1. On the Amend Reason page, select the appropriate checkbox:

![Select an Amendment Reason](image)

Figure 98: Select an Amendment Reason

- To **Change Business Name**, select Change Business Name checkbox.
- To **Change Ownership and Management**, select Change Ownership and Management checkbox.
- For **Address and DBA Changes**, select Address and DBA Changes checkbox.
- For **911 Address Changes**, select the 911 Address Changes checkbox.
- For **Manage Associated Lessor**, select Manage Associated Lessor checkbox.
Change Business Name:
   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 **SAVE AND NEXT**.
   d. On the **Business Information** page, make your change and click **SAVE AND NEXT**.

![Figure 99: Update Business Information](image)

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

![Figure 100: Update Ownership Information](image)
e. Make your changes.

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

![Ownership Questions](image)

Figure 101: Ownership Questions

g. Click **SAVE AND NEXT**.

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

h. On the *Criminal History* details pop-up:
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 **APPLY**.

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

j. When you are finished, click **SAVE AND NEXT**.
Note: On the Attachments page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

911 Address Change:

a. Select the 911 Address checkbox.

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

c. Click SAVE AND NEXT.

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

![Figure 103: 911 Address Change](image)

Figure 103: 911 Address Change

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

![Figure 104: Business Address](image)

Figure 104: Business Address

f. On the 911 Address Change page, verify that the corrected address displays in the Requested Changes section and click SAVE AND NEXT.
Manage Locations and DBAs:

a. Select **Manage Locations and DBAs** checkbox.

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

c. Click **SAVE AND NEXT**.

d. On the **Manage Locations** page, click **EDIT** for the appropriate location.

- On the pop-up, make your changes and click **SAVE**.
Figure 107: Business Address Changes Pop-up

e. Back on the Manage Locations and DBAs page, click **SAVE AND NEXT**.

**Manage Associated Lessor:**

a. Click Manage Associated Lessor checkbox.

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

c. Click **SAVE AND NEXT**.

d. On the Add Licensed or Exempt Lessors page:

To **ADD** a new licensed or exempt lessor:

a. Search and select the licensed or exempt lessors with whom you conduct or intend to conduct business. Enter identifying information about the lessor, such as the license number or city, and click **SEARCH**.
Figure 108: Add Licensed or Exempt Lessors

b. Select the correct lessor from the search results. Click **SELECT**.

Figure 109: License Search

c. The newly selected lessor will be displayed in the **Selected Lessors** section.

Figure 110: Select Lessors

d. Click **SAVE AND NEXT**.

e. On the Add Exempt Lessor page you are asked if you want to add a new exempt lessor, select.

- **No**, click **SAVE AND NEXT**.
- **Yes**, click **ADD LOCATION**.

Figure 111: Add Exempt Lessors Location
a. Enter the exempt lessor’s details on the *Business Information* pop-up. Once finished, click **SAVE LOCATION**.

![Image of Business Information Pop-up]

*Figure 112: Exempt Lessor’s Details on Business Information Pop-up*

b. On the *Add Exempt Lessors* Page, click **SAVE AND NEXT**.
To **remove** a lessor on your existing account:

a. Click **DELETE** in the **Remove Licensed or Exempt Lessors** section.

b. Click **SAVE AND NEXT**.

### 5.3.5 Questions

1. Respond to the questions presented.

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

   If you select:

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

2. After you have answered all the questions presented, click **SAVE AND NEXT**.

### 5.3.6 Required Attachments

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

- Assumed Name Certificate Issued by the Texas Secretary of State
- Vehicle Lease Contract(s)
- Lessor Agreement with Lease Facilitator
- Disclosure of Fees Statement

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

![Choose Assumed Name Certificate File](image)

**Figure 116: Choose Assumed Name Certificate File**

2. On the **Open** pop-up:
   a. Navigate to the file (on the computer or a shared network resource).
   b. Select the file and click **Open**.
Figure 117: Browse for a File

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

Figure 118: Upload Required Attachments

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

Figure 119: Undo or Delete Upload

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

   a. Click **ADD MORE ATTACHMENTS** (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.

```
Other Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Choose File</th>
<th>No file chosen</th>
<th>UNDO</th>
<th>UPLOAD</th>
</tr>
</thead>
</table>
```

*Figure 121: Upload Other Attachments*

c. Click **UPLOAD**.

4. Click **SAVE AND NEXT**.

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

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

**5.3.7 Summary**

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

*Figure 122: Summary of Amendments*
2. At the bottom of the page, choose one of the following:

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

![Options for Summary Complete Actions](image)

**5.3.8 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 sign. Then you must scan the file and upload it.

**5.3.8.1 eSigning the Application**

1. On the *eSign* page displayed:

![eSign Information](image)
a. For **First Name**, type it in exactly as it is displayed on your driver license/ID.

b. For **Last Name**, type it in exactly as it is displayed on your driver license/ID.

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

d. From the **Driver License Issuing State** dropdown menu, 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 numbers and letters of your driver license number.

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

h. Click **SAVE AND NEXT**.

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

   **Note**: If the system cannot verify your information, continue printing and signing the Certificate of Responsibility. See Section 5.3.8.2. Printing and Manually Signing the Application,
a. Carefully read the terms and conditions for the license.

b. Click I Agree.

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

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

3. On the Thank You pop-up, click CLOSE.
4. Back on the Certificate of Responsibility page, click **SAVE AND NEXT**.

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

6. Continue with the section about payments in section 5.3.9.

**5.3.8.2 Printing and Manually Signing the Application**

1. On the *eSign* page displayed:

![Customer Information](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.

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

   d. Click **SAVE AND NEXT**.

2. 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.

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant 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 TxDOT of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances.

Date: __________

Printed Name: ________________________________

Authorized Signature: __________________________

Title: ________________________________

Figure 131: Certification of Responsibility

5. To upload and attach the signed document to this lease facilitator license 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 Choose File.
c. In the *Open* Windows dialog box, navigate to the file (on the computer or a shared network resource), select it and then click **Open**.

![Figure 132: Browse for File](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 **UNDO** or the red trash can.

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

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

6. Click **SAVE AND NEXT**.

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

![Figure 133: Proceed to Payment Pop-up](image)

**5.3.9 Payments and Application Submitted**

1. On the *Payment Summary* page:
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 TxDOT for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

![Payment Summary Image]

Figure 134: Payment Summary, Applications for Payment

2. Click the application checkbox you would like to pay for or click Select All checkbox.

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

![Select Method of Payment Image]

Figure 135: Select Method of Payment Type

4. Click PROCEED TO PAY.

Credit Card Payment

1. To pay with a Credit Card, in the Customer Information section on the Payment page (to pay by eCheck, go skip to ACH/eCheck):
Figure 136: Credit Card Customer Information

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 account.

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

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

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

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

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

i. Click **NEXT**.
2. In the **Payment Info** section:

![Payment Info](image)

**Figure 137: Credit Card Information**

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

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

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

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

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

f. Click **NEXT**.

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

![Verification](image)

**Figure 138: Verification Page**
4. After the *Please Wait* pop-up closes and the *Payment Summary* page displays again, verify that the *Payment Status* is *Payment Successful* and click **NEXT**. On the *Application Submitted* page, click **GO TO HOME** to return to the eLICENSING home page or click your name in the upper right corner to display the dropdown menu and click **log out**.

![Figure 139: Payment Successful Status](image)

**ACH/eCheck Payment:**

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

   ![Figure 140: Foreign Source Payment](image)

2. On the Customer Information page:
Figure 141: ACH/eCheck Customer Information

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

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

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

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

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

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

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

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

i. Click **NEXT**.

3. On the **Payment Information** page:
Figure 142: Checking Account Information

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

4. Click NEXT.

5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the “Yes” box to authorize.

Figure 143: Terms and Conditions Page

6. Enter the characters from the verification image. Click SUBMIT PAYMENT.
7. After the *Please Wait* pop-up closes and the *Payment Summary* page displays again, verify that the *Payment Status* is *Payment Successful* and click **NEXT**.

8. On the *Application Submitted* page, click **GO TO HOME** to return to the eLICENSING home page or click your name in the upper right corner to display the dropdown menu and click **log out**.
6. Changing General Lease Facilitator License Information

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

There are no fees to make these changes.

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

   ![Figure 146: Welcome, Change General License Information](image)

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

   ![Figure 147: Select Organization from Dropdown Menu](image)

3. On the Licenses page, click the appropriate license to change information. Click SAVE AND NEXT.

   ![Figure 148: Select Licenses](image)

4. On the Apply Changes page.
   
   a. Click the field to make appropriate changes.
b. Click SAVE AND SUBMIT.

![Edit License Contact Information Page](image1)

**Figure 149: Edit License Contact Information Page**

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

![Changes Have Been Updated Confirmation Page](image2)

**Figure 150: Changes Have Been Updated Confirmation Page**
7. Lease Facilitator License Renewal

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.

7.1 Renewal Fees

The fee to renew a Lease Facilitator license is $750.

7.2 Gathering Information for Your Renewal

To complete this application, you will need access to:

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

- Files containing the following information scanned in:
  - Assumed Name Certificates
  - Driver licenses (or passport, official identification cards, and so on) for new owner’s staff
  - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable)

7.3 Renewal Application

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

1. On the *Organizations* page, from the dropdown menu select your organization.

2. Click **SAVE AND NEXT.**

7.3.2 Select License

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

2. Click **SAVE AND NEXT.**

7.3.3 Contact Information

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

### 7.3.4 License Information

1. In the **License Contact Information Section** of the **License Information** page, verify that the information is correct or make the necessary changes.

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

3. In the **Mailing Address** section of the page, verify that the information is correct or make the necessary changes.
Figure 157: Verify Mailing Address Information

a. Click **VALIDATE ADDRESS**.

b. Select the correct address.

Figure 158: Select Correct Address

c. Click **SAVE**.

4. Click **SAVE AND NEXT**.

### 7.3.5 Ownership

1. On the *Ownership* page:
   
a. Verify that the information listed is correct.
Note: If you need to make changes to your ownership information, you are required to submit an amendment application. See Chapter 5, Amending a Lessor License application amendment information.

b. In the Ownership Questions section:

If you answer:

- No, click SAVE AND NEXT.
• Yes to any of the questions:
  
a. On the Criminal History page, click VIEW/ADD CRIMINAL HISTORIES for the first name. Then click ADD CRIMINAL HISTORY to a user’s profile.

Figure 161: View Owners Criminal History

b. On the Criminal History Details pop-up:

Figure 162: Criminal Offense and Change Information

- For **State the Exact Crime Section**, type in a short description of the charges, conviction, or deferred adjunction reason.
- 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 the appropriate response.
• 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 **APPLY**.

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

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

d. Click **SAVE AND NEXT**.

### 7.3.6 Questions

You must answer a series of questions about military service and changes to your license information. A “**YES**” or “**NO**” answer is required for each question. Depending on how you answer the question, you may be required to provide additional information.

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

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

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

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

4. On the **Ownership Details** page, click **SAVE AND NEXT** to display the **Questions** page again.
7.3.7 Attachments

You may be required to upload the following information:

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

1. On the Required Attachments page:

   a. For each file listed on the page, click BROWSE or CHOOSE FILE.

   ![Figure 164: Required Attachment Upload](image)

   b. On the Open pop-up:
      - Navigate to the file (on your computer or a shared network resource).
c. Select the file and click **Open**.

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

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

e. Click **SAVE AND NEXT**.

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

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

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

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

![Summary for Application Number](image)

**Figure 167: Summary of Application**

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

7.3.9 Signature

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

If you have a valid Texas driver license, you can electronically sign the application, which includes a 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.

7.3.9.1 Signing the Application Electronically

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

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

c. From the Driver License Issuing State dropdown menu, select Texas.

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

e. For Driver License Number, type in the string of numbers and letters.

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

g. Click SAVE AND NEXT.

2. On the Certificate of Responsibility page:

Note: If the system cannot verify your information, continue to printing and signing the Certificate of Responsibility in section 7.3.9.2.
a. Carefully read the terms and conditions for the license.
b. Click I Agree.
c. Scroll down to the Sign Here field and type in your full legal name.

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

3. On the Thank You pop-up, click CLOSE.
4. Back on the Certificate of Responsibility page, click **SAVE AND NEXT**.

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

6. Continue to the Payments and Application Submission, Section 7.3.10.

**7.3.9.2 Printing and Manually Signing the Application**

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 menu, select **Other**.
   
   d. Click **SAVE AND NEXT**.

2. 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 *Certification of Responsibility* document, then sign and date the document.

![Figure 174: Print the Certification of Responsibility PDF](image)

![Figure 175: Printed Certification of Responsibility PDF](image)

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

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

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

6. Click **SAVE AND NEXT.**

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

![Figure 176: Proceed to Payment Pop-up](image)

### 7.3.10 Payments and Application Submission

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

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

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

1. On the **Payment Summary** page:

2. Click the checkbox of the application you want to pay or click **Select All.**
3. On the bottom of the page, for **Method of Payment**, select the appropriate option:

   - Credit Card
   - ACH/eCheck

4. Click **PROCEED TO PAY**.

**Credit Card Payment**

1. To pay by **Credit Card**, in the **Customer Information** section on the **Payment** page (to pay by eCheck, go **ACH/eCheck Payment Section**):
a. For **First Name**, type in your first name as it appears on the credit card 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 card being used.

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

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

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

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

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

i. Click **NEXT**.
2. In the **Payment Info** section:

![Credit Card Payment Information](image1.png)

**Figure 180: Credit Card Payment Information**

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

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

![Verification Page](image2.png)

**Figure 181: Verification Page**
4. After the *Please Wait* pop-up closes and the *Payment Summary* page displays, verify that the **Payment Status** is **Payment Successful** and click **NEXT**.

![Figure 182: Payment Successful Status](image)

**ACH/eCheck Payment**

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

   ![Figure 183: Payment Funded by Foreign Source](image)

   b. On the Customer Information page:
• For **First Name**, type in your first name as it appears on the account being used.

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

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

• For **Address 2** (optional), type in the additional street information, such as the suite number.

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

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

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

• For **Phone**, type in the phone number associated with the account.

• Click **NEXT**.

  c. On the Payment Information page:
Enter the Name on the Account.

Enter the Routing Number.

Enter the Account Number.

Re-enter the Account Number.

Select whether the account is a Checking or Savings account.

d. Click on the NEXT.

e. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the “Yes” box to authorize.

f. Enter the characters from the verification image.
2. Click **SUBMIT PAYMENT**.

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

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

### 8. Closing a Lease Facilitator License

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

There is no fee to close a license.
8.1 Application to Close the License

8.1.1 Steps to Close Your License

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

![Figure 190: Welcome, Close a License](image)

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

![Figure 191: Select Organization from Dropdown Menu](image)

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

![Figure 192: Select the License to Close](image)

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

6. On the Closure Explanation page:
   a. For Reason, select the appropriate reason.
   b. For Effective Date, type in the appropriate date.
   c. Click SAVE AND NEXT.
7. On the **Attachments** page:
   
a. Locate and upload any required attachments that are listed.
   
b. Click **SAVE AND NEXT**.

8. On the **Summary** page, confirm that the information is correct. Click **SAVE AND NEXT** at the bottom of the page.
8.2 Signing the License Closure Application

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.

8.2.1 Electronically Signing the Application

1. On the eSign page displayed:

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

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

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

   d. From the **Driver License Issuing State** dropdown menu, 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 numbers 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 **SAVE AND NEXT**.
Note: If the system cannot verify your information, continue to Printing and Manually Signing the Certificate, Section 8.2.2

2. On the Certificate of Responsibility page:

![Certificate of Responsibility](image)

Figure 199: Electronic Certification of Responsibility

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

![Signature Page](image)

Figure 200: Electronic Signature Page
d. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.

3. On the *Thank You* page of the pop-up, click **CLOSE**.

![Figure 201: Thank You Pop-up](image)

4. Back on the *Certificate of Responsibility* page, click **SUBMIT**.

### 8.2.2 Printing and Manually Signing the Application

1. On the *eSign* page:

   ![Figure 202: Electronic Signature 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.

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

   d. Click **SAVE AND NEXT**.

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

![Figure 203: Certification of Responsibility PDF](image)
3. On the PDF file, click **PRINTER** icon (in the upper right) to send the PDF to print on your local printer.

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

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**Certification of Responsibility**

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

---

Date: __________  
Printed Name: ____________________________

Authorized Signature: ____________________________

Title: ____________________________

---

**Figure 204: Manually Sign Certification of Responsibility**

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

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

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

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

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

6. Click SUBMIT.

### 8.3 Closure Application Confirmation Statement

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

![Figure 205: Notice That the Application Was Submitted](image)
9. Make Lease Facilitator License Fee Payments

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

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

![Figure 206: Welcome, Make a Payment](image)

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

![Figure 207: Select Your Organization](image)

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

![Figure 208: Payment Summary Page](image)

4. On the top portion of the Payment Summary page, click the application checkbox you want to pay or click Select All.
Figure 209: Applications for Payment

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

   - Credit Card
   - ACH/eCheck

Figure 210: Select Method of Payment

**Note:** A convenience processing fee is added to the payment total (A small percentage of the charges for credit card payments or a flat fee for an electronic check).

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

**Credit Card Payment**

1. To pay fees with a credit card, in the **Customer Information** section on the **Payment** page (to pay with an eCheck, go to **ACH/eCheck**).
Figure 211: Credit Card Customer Information

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

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

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

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

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

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

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

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

i. Click **NEXT**.
2. In the **Payment Info** section on the *Payment* page:

![Credit Card Information](image)

**Figure 212: Credit Card Information**

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 dropdown menu.

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

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

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

f. Click **NEXT**.

3. In the **Verification** section, enter the characters from the image displayed. Click **SUBMIT PAYMENT**. Click **NEXT**
ACH/eCheck Payment

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

b. On the Customer Information page:
For **First Name**, type in your first name as it appears on the account being used.

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

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

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

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

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

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

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

Click **NEXT**.
c. On the **Payment Info** page:

![Figure 216: ACH/eCheck Account Information](image)

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

d. Click on the **NEXT**.

e. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the “**Yes**” box to authorize.
f. Enter the characters from the verification image.

2. Click **Submit Payment**.

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

4. Click **NEXT**.

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