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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.

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

1.2 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).

1.3 Gathering Appropriate Information for the License Application

You must have the following information to complete your Lease Facilitator 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 licenses the individuals or business entity may possess or have possessed in the past.

Disclosure of Fees Statement.

Vehicle Lease Contracts.

Lease Facilitator Agreement.

Facts of the criminal history of anyone (officer, partner, trustee, or in other representative capacity) associated with the Lease Facilitator business that was arrested, has been convicted, has received deferred adjudication, or has been court martialed, or has any of these actions currently pending. This information is required for the application, as shown below, for each person and each offense.

Files containing scanned copies of official documents, including:

- Driver license (or official ID) of owners or officers of the corporation (if applicable)
- Assumed Name Certificates issued by the County Clerk (individual owners) or Secretary of State (all others)
- Current Sales and Use Tax Permit issued by the Texas Comptroller of Public Accounts
• The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only)
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.

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 to display the eLICENSING login page.

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

   ![Security Warning Pop-up](image)

3. On the Login page type in your Username.

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

![Login Page](image)

**Figure 3: Login Page**

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

![Apply for a New License](image)

**Figure 4: Apply for a New License**

7. On the **License Type** page, locate the **Lease Facilitator License** area and click **SELECT**.

![Select License Type](image)

**Figure 5: Select License Type**

8. On the **Organizations** page, select the organization name used to register in eLICENSING from the dropdown and then click **SAVE AND NEXT**.
2.2 Contact Information

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

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 license contact. The license contact is the person TxDMV can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

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

3. Click SAVE AND NEXT.
2.3 Application Reason

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

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

2.3.1 Apply for a New License Reason

On the Application Reason page:

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

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

2. Click **SAVE AND NEXT**.

2.3.2 Relocation Reason

On the Application Reason page:

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

![Figure 9: Relocation Reason](image)

2. Type the existing license number into the license association field.
If you do not know this information:

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

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

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

d. Click **SAVE AND NEXT**.

### 2.3.3 Entity Change Reason

On the *Application Reason* page:

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

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

If you do not know this information:

a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.
b. On the License Search pop-up, you can fill in the known information and click SEARCH.

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

d. Click SAVE AND NEXT.

2.3.4 Previous License Not Renewed

On the Application Reason page:

1. From the dropdown, select Previous License NotRenewed.

![Figure 13: Previous License Not Renewed](image)

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

![Figure 14: License Association](image)

If you do not know this information:

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

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

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

d. 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 Table]

   Figure 15: 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), type in 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:

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

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

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

2. Click SAVE AND NEXT.

2.4.2 Physical Address (The Licensed Location)

1. On the next section of the Application Details page, type in the physical address information for the business.
Figure 16: Physical Address

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

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

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

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

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

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

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

2. After entering the 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 are 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 business will be located.

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

### 2.4.4 Mailing Address

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

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

1. To either:
   - Use the same address as entered above for the physical address, click the *Same as Physical* checkbox to have the system automatically fill in the information.
   - Type in a different address:
Figure 18: Mailing Address

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

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

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

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

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

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

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

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**.

### 2.5 Add Licensed or Exempt Lessors

#### 2.5.1 Add Licensed Lessor

To search for a licensed lessor:

1. Enter the lessor license number or any other identifying information in the fields and click **SEARCH**.
2.5.2 Add Exempt Lessor

To add exempt lessor:

If you select:

- **NO**, click **SAVE AND NEXT**.
- **Yes**, click **+ADD LOCATION**.
  a. On the *Add Exempt Lessor* page, select **YES** from the dropdown.
b. Click **ADD LOCATION**.

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

d. On the bottom portion of the pop-up menu, indicate which statement applies to the exempt entity:

![Figure 23: Exempt Entity Statement](image)

Please indicate which statement applies to the exempt entity
Texas Occupations Code Section 2301254 states:
(a) A person is not required to obtain a license to act as a vehicle lessor or a vehicle lease facilitator if the person is:
   - a state or federally chartered financial institution or a regulated subsidiary of the financial institution, or
   - 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

e. Click **SAVE LOCATION**.

   1. Click **SAVE AND NEXT**.

### 2.6 Ownership

The ownership information is spread across several pages.

#### 2.6.1 Individual Ownership

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

![Figure 24: Individual Ownership Information](image)

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

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

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

9. For **Ownership %**, type in **100%**.  
10. Click **ADD** and continue to the **Ownership Questions** section on the page.

General partnership  

1. Click **+ADD OWNER**.  
   For the first partner, type in the information as described in steps a-h, from the sole proprietorship section.  
2. For **Ownership %**, type in the appropriate amount.  
3. Click **Add**.  
4. Click **+ADD OWNER** again (under the **Individual Ownership** section).
For the additional partners, type in the information and repeat steps a-h from the sole proprietorship section.

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

### 2.6.2 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.

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

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

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

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

To add another business entity, repeat 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/ REPRESENTATIVE** under the **Management Ownership** section.

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

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

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

- a. For **First Name** and **Last Name**, type in the legal name of the management corporation officer.
- 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 social security number issued to the proprietor.
- e. For **Driver License State**, select the state where the license was issued from the dropdown.
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.

If you answer:

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

2.6.5 Criminal History

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

   ![Figure 31: Add Criminal History](image)

2. Click **ADD CRIMINAL HISTORY**.

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

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

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

   a. In the **State the Exact Crime Section**, type in a short description of the charges/crime committed.
   
   b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
   
   c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
   
   d. For **Is person currently on parole or probation**, select the appropriate response.
   
   e. For **County**, type in the name of the county in which the offense occurred.
f. For **State**, select the state in which the offense occurred from the dropdown.

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

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

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

j. Click **APPLY**.

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

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

4. Click **SAVE AND NEXT**.

### 2.7 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 date.

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

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

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

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

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

### 2.7.2 Lease/Ownership of Property Question

You are required to answer a question about if the applicant has a current lease or ownership document for the property. This will demonstrate that the applicant meets all TxDMV licensing requirements, including the term of two years if leased.

If you select:

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

![Figure 36: Possible Property Issues Pop-up](image)

### 2.7.3 Previous Licenses Question

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

![Figure 37: Previous Held Licenses](image)

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.
2.7.4 Previous Denial, Suspension, or Revoked License Question

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

If you select:

- **No**, continue to the next question
- **Yes**, type in the number of licenses received and then for the first license:
  a. For **Business Name**, type in the name of the business licensed.
  b. For **License #**, type in the number issued for the license.
  c. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
  d. For **Last Effective Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license expired or will expire.
eLicensing User Guide for Lease
Facilitator Licenses

2.7.5 Same Proposed Location 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) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

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.
If you select:

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

### 2.7.7 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 Possible Issues pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the **Required Attachments** page.
2.7.8 Property Compliance Question

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

If you select:

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

2.7.9 Proof of Occupancy Question

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

If you select:

- **Yes**, continue to the next question.
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 Possible Issues pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click CONTINUE ANYWAY, to proceed to the Required Attachments page.

2.7.11 Previous Texas Occupations Code Violations Question

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

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

### 2.7.12 Business Office Question

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

The office area and equipment cannot be shared with another business.

If you select:

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

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

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

2.8.1 Uploading Attachments

To upload each file:

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

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

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

2.8.2 Assumed Name Certificate

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

![Assumed Name Certificate](image)

**Figure 56: Assumed Name Certification Upload**

2.8.3 Proof of Identity

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

![Proof of Identity](image)

**Figure 57: Proof of Identity Upload**

2.8.4 Certificate of Incorporation

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

![Certificate of Incorporation](image)

**Figure 58: Certificate of Incorporation Upload**
2.8.5 Vehicle Lease Contract(s)

You are required to upload a file containing a scanned copy of each of the vehicle lease contracts you will be using for your Lessors.

![Figure 59: Vehicle Lease Contract Upload](image)

2.8.6 Disclosure of Fees Statement

You are required to upload a file containing a scanned copy of each statement disclosing that fees will be paid to you by the Lessors.

![Figure 60: Disclosure of Fees Upload](image)

2.8.7 Lease Facilitator Agreement

You are required to upload a file containing a scanned copy of each signed agreement between you and a lessor.

![Figure 61: Lease Facilitator Agreement Upload](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 62: 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.**

![Other Attachments](image)

Figure 63: Add More Attachments

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

![Other Attachments](image)

Figure 64: Other Attachments Upload

2.8.10 Problems With Your Application

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

![Problems with Your Application](image)

Figure 65: Problems with Your Application

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

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

![Application Information](image)

Figure 66: Summary of Application Information

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

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

2.10 Signature

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

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

1. On the eSign page displayed:

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

h. Click **SAVE AND NEXT**.

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

If the system cannot verify your information, continue with the section about printing and signing the **Certificate of Responsibility** in section 2.10.2.
3. Carefully read the terms and conditions for the license.

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

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


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

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

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

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

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

![Electronic Signature](image)

**Figure 69: Electronic Signature**

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

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

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

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

![Please ensure you have read the terms and conditions](image)

**Figure 70: Proceed to Payment**

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

### 2.10.2 Manual Signature Submission

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

Figure 71: eSign Page

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

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

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

2. Click **SAVE AND NEXT**.

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

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

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

**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 73: Certification of Responsibility Manually Print

6. 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, select it and then click **Open**.

   ![Open File Dialogue](image)

   **Figure 74: Browse for File**

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

7. Click **SAVE AND NEXT**.

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

   ![Proceed to Payment](image)

   **Figure 75: Proceed to Payment**

### 2.11 Payments and Application Submission

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

To make a payment:

1. On the Payment Summary page:

   Applications for Payment:
   - 000431423 New Lease Facilitator Application
   - Physical Address: 123 MAIN ST, Real, MANOR, 78643, Texas, USA

   Figure 76: Payment Summary

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

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

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

   Method of Payment:
   - Credit Card
   - ACH/eCheck

   Grand Total: $1050.00

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

   Figure 77: 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 (to pay by eCheck, skip to ACH/eCheck):
a. For **First Name**, type in your first name as it appears on the credit card.

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

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

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

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

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

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

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

i. Click **Next**.

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

![Credit Card Information](image)

**Figure 79: Credit Card Information**
a. For **Credit Card Number**, type in the numbers on the card.
b. For **Expiration Month**, select the appropriate month from the dropdown.
c. For **Expiration Year**, select the appropriate year from the dropdown.
d. For **Security Code**, type in the 3-digit number from the back of the card.
e. For **Name on Card**, type in the full name printed on the card.
f. Click **NEXT**.

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

![Verification](image1)

Figure 80: I'm not a robot

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

![Verification Image](image2)

Figure 81: Verification Image

5. Click **Submit Payment**.

**To pay by ACH/eCheck**

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

   a. For **First Name**, type in your first name as it appears on the account.
   
   b. For **Last Name**, type in your last name as it appears on the account.
   
   c. For **Address**, type in the 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.
   
   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 Info** page:
Figure 84: 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 to authorize.

Figure 85: Terms and Conditions Page

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

Figure 86: Verification Page

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

9. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

10. On the *Application Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log out**.
3. Accessing Your Saved License Applications

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

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

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

![Figure 89: My Pending Applications](image)

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

![Figure 90: Select Application](image)

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

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

4.1 Viewing Account and User Information

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

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

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

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

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

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

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

6. 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 your Accounts** area.

![Figure 97: Welcome, Manage Your Account](image)

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

![Figure 98: View & Create Contacts](image)

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

![Figure 99: Associate New User](image)

4. On the *Create User* page:
Figure 100: Create New User Page

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

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

### 4.3 Adding an Account to Your Organization

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

Figure 101: Welcome, Manage My Account

2. On the **My Accounts** 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.
- Add, remove, or update address locations and assumed names (DBAs).
- Manage your associated lessor.

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

5.1 Amendment Fee

The fee to amend a license is $25.

You can pay amendment fees via credit card or eCheck.

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

5.2 Gathering Information for This Amendment Application

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

- DBA certificates that have changed.
- Certificate of Conversion filed with the Texas Secretary of State.
- Amendment corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Photo IDs for any new owners.
5.3 Applying for the Amendment to a License

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

![Welcome, Amend a License](image)

**Figure 104: Welcome, Amend a License**

**5.3.1 Organizations List of Accounts**

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

![Select Your Organization From Dropdown](image)

**Figure 105: Select Your Organization From Dropdown**

**5.3.2 Select License**

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

![Select License to Amend](image)

**Figure 106: Select License to Amend**

**5.3.3 Contact Information**

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

On the Amend Reason page:

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

**Change Business Name**

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

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the **Ownership** page, locate the correct area and click **+ADD OWNER**, **+ADD BUSINESS**, or **+NEW MANAGEMENT/REPRESENTATIVE**.

   ![Figure 109: Update Business Information](image)

4. Make your changes.

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

This is important:

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

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

Figure 111: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

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

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

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

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

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

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

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

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

2. Click **APPLY**.

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

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

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

**911 Address Change**

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.

2. Click **SAVE AND NEXT**.

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

   **Manage Locations**

<table>
<thead>
<tr>
<th>Address</th>
<th>Location Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 MAIN ST, MANOR, Texas, 78653, Travis</td>
<td>Mailing</td>
<td>EDIT</td>
</tr>
<tr>
<td>123 MAIN ST, AUSTIN, Texas, 78653, Garza</td>
<td>Mailing</td>
<td>EDIT</td>
</tr>
</tbody>
</table>

   **Figure 113: Address Change**

4. On the **Business Address** pop-up, make your changes and click **SAVE**.
5. Click **VALIDATE ADDRESS**. Select the correct address option and click **SAVE**.

6. 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

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

2. Click **SAVE AND NEXT**.

3. On the **Manage Locations** page, click **EDIT** for the appropriate location.
4. On the **Business Details** pop-up, make your changes and click **SAVE**.

![Manage Business Locations](Figure 117: Manage Business Locations)

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

**Manage Associated Lessor**

1. For **effective date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. To **ADD NEW LESSOR**:  
   a. Enter the lessor license number or any other identifying information in the fields and click **SEARCH**.

![Add Licensed](Figure 118: Add Licensed)

   b. Select the licensed lessor. Click **SELECT**.
c. The selected lessor will be displayed at the bottom of the page.

d. Click **SAVE AND NEXT**.

To **ADD EXEMPT LESSOR**, answer the question do you want to add a new exempt lessor.

If you select:

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

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

2. On the bottom portion of the pop-up menu, indicate which statement applies to the exempt entity:
Figure 122: Statement of Exempt Entity Qualifications

- a state or federally chartered financial institution or a regulated subsidiary of the financial institution, or
- 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.

To REMOVE LICENSED OR EXEMPT LESSORS on your existing account

1. Click **DELETE** in the remove section displayed.

2. Click **SAVE AND NEXT**.

### 5.3.5 Questions

Respond to the following questions presented:

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

1. If you select:
   - **No**, continue to the next question.
• **Yes**, several more 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. Click **SAVE AND NEXT**.

### 5.3.6 Required Attachments

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

- Assumed Name Certificate Issued by the Texas Secretary of State.
- Vehicle Lease Contract(s).
- Lessor Agreement with Lease Facilitator.
- Disclosure of Fees Statement.
- Driver licenses (or passport, official identification cards, etc) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending.
- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

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

![Choose File](image)

**Figure 125: Choose File to Upload**

2. On the **Open** pop-up:

3. Navigate to the file.

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

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

### 5.3.7 Other Attachments

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

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

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

3. Click **UPLOAD**.

4. Click **SAVE AND NEXT**.
5.3.8 Problems with Your Application

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

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

5.3.9 Summary

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

![Summary of Amendments](image)

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

![Options for Summary Complete Actions](image)
5.3.10 Signature

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

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

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

5.3.10.1 Electronic Signature Submission

1. On the eSign page:

   ![Figure 131: eSign Information]

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

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

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant 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.

Figure 132: Certification of Responsibility

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

Figure 133: Electronic Signature Page

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

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

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

**Figure 134: Customer Information**

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

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

**Figure 135: Certification of Responsibility PDF**

3. On the PDF file, click **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign and date it.
5. To upload and attach the signed document to this application:
6. Scan the document to a file and save it.
7. Back on the eLICENSING page, click **CHOOSE FILE**.
8. In the **Open** Windows pop-up, navigate to the file, select it and then click **Open**.
9. 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.

10. Click **SAVE AND NEXT**.
11. On the pop-up, click **PROCEED TO PAYMENT** link.
5.3.11 Payments and Application Submission

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

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

To make a payment:

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

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

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

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

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

2. In the Payment Info section:
For **Credit Card Number**, type in the numbers on the card.

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

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

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

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

f. Click **NEXT**.

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

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

**To pay by ACH/eCheck**

1. To pay fees with a 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 143: Foreign Source Payment](image)

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

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

c. For Address, type in the 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.

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 Info page:

Figure 144: eCheck Customer Information

Figure 145: 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** to authorize.

![Figure 146: Terms and Conditions Page](image)

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

![Figure 147: Verification Page](image)

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

9. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

10. On the *Application Submitted* page, click **GO TO HOME** to return to the **eLICENSING** home page or click your name in the upper right corner to display the dropdown and click **Log out**.
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 150: Welcome, Change General License Information]

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

![Figure 151: Select Organization from Dropdown]

3. On the Licenses page, click appropriate license for which information needs to be changed. Click SAVE AND NEXT.

![Figure 152: Select Licenses]

4. On the Apply Changes page.
Figure 153: Edit License Contact Information

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

b. Click SAVE AND SUBMIT.

5. On the Submit page, click CLOSE to exit.
7. Renewing Licenses

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

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

7.1 Renewal Fees

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

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

7.2 Gathering Information for Your Renewal

To complete this application, you will need access to:

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

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

7.3 Renewal Application

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

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

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

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

### 7.3.5 Ownership

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

   ![Individual Ownership](image1)

   **Figure 162: Verify that Ownership Information is Correct**

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

   ![Ownership Questions](image2)

   **Figure 163: Ownership Questions**

If you answer:

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

1. On the **Criminal History** page, click **VIEW/ADD CRIMINAL HISTORIES** for the first name. Then click **ADD CRIMINAL HISTORY** to a user’s profile.

   ![Criminal History](image3)

   **Figure 164: View Owners Criminal History**

2. On the **Criminal History Details** pop-up:
a. In the first field in the **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjudication reason.

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

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

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

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

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

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

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

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

3. Click **UPDATE**.

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

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

### 7.3.6 Questions

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

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

1. Go to the bottom of the page and click PREVIOUS and then click SAVE AND EXIT on the Ownership Details page to save all information entered 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 displayed, click SAVE AND NEXT to display the Questions page again.

5. Respond to each question.

6. Click SAVE AND NEXT.

### 7.3.7 Attachments

You may be required to upload the following information:

- Certificate of Filing from the Secretary of State.
- 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. For each file requested on the Required Attachments page, click CHOOSE FILE:
2. On the *Open* Window pop-up.
3. Navigate to the file.
4. Select the file and click *Open*.

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

For Attachments Not Required:

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

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

4. Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

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

   ![Figure 171: Summary of Application](image)

   **Figure 171: Summary of Application**

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

### 7.3.9 Signature

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

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

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

1. On the eSign page displayed:

   ![Figure 172: Electronically Sign the Document]

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

2. Click **SAVE AND NEXT**.

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

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

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

Figure 173: Certification of Responsibility

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

5. Click I Agree.

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

Figure 174: Electronic Signature

7. Click Finish & Submit Electronically.

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


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

Figure 175: Proceed to Payment Pop-up
11. Continue to the Payments and Application Submission, section 7.3.10.

7.3.9.2 Manually Signing the Application

1. On the eSign page displayed:

   ![Figure 176: eSign Customer Information](image)

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

2. Click **SAVE AND NEXT**.

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

   ![Figure 177: Print the Certification of Responsibility PDF](image)

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

4. Carefully read the document, and sign and date it.
5. To upload and attach the signed document:
   a. Scan the document to a file and save it.
   b. Back on the eLICENSING page, click CHOOSE FILE.
   c. In the Open Windows dialog box, navigate to the file, select it and 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 179: Proceed to Payment Pop-up

7.3.10 Payment and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.
To return to the *Welcome* page and work through another application, click **ADD APPLICATION**.

To pay the fees and submit this application:

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

![Figure 180: Select Application for Payment]

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

![Figure 181: Method of Payment Page]

3. Click **PROCEED TO PAY**.

**To Pay by Credit Card**

1. To pay by **Credit Card**, in the **Customer Information** section on the *Payment* page (to pay by eCheck, skip to **ACH/eCheck**):
Figure 182: Credit Card Customer Information

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

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

Figure 183: Credit Card Information
a. For **Credit Card Number**, type in the numbers on the card.
b. For **Expiration Month**, select the appropriate month from the dropdown.
c. For **Expiration Year**, select the appropriate year from the dropdown.
d. For **Security Code**, type in the 3-digit number from the back of the card.
e. For **Name on Card**, type in the full name printed on the card.
f. Click **NEXT**.

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

![Image](image1.png)

Figure 184: I'm not a robot

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

![Image](image2.png)

Figure 185: Verification Image

5. Click **Submit Payment**.

**To pay by ACH/eCheck**

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

   a. For **First Name**, type in your first name as it appears on the account.
   
   b. For **Last Name**, type in your last name as it appears on the account.
   
   c. For **Address**, type in the 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.
   
   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 Info** page:
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** to authorize.

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

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

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

8. Click **Next**.

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

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

There is no fee to close a license.

8.1 Application to Close the License

8.1.1 Steps to Close Your license

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

![Figure 193: Welcome, Close a License Page](image)

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

![Figure 194: Select Organization](image)

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

![Figure 195: 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.
   a. For Effective Date, type in the appropriate date.
   b. Click SAVE AND NEXT.

7. On the Attachments 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 Certification of Responsibility that you must agree to.

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

8.2.1 Electronically Signing the Application

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

<table>
<thead>
<tr>
<th>* First Name</th>
<th>Last Name</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Driver License Issuing State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Driver License Number</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 201: Electronically Sign Page**

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

2. Click **SAVE AND NEXT**.

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

   **Note:** If the system cannot verify your information, continue with the section about printing and signing the Certificate of Responsibility in section 8.2.2.

   **Certification of Responsibility**

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

**Figure 202: Electronic Certification of Responsibility**
a. Carefully read the terms and conditions.

b. Click I Agree.

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

![Electronic Signature Page](image)

Figure 203: Electronic Signature Page

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

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

8.2.2 Manually Signing the Application

1. On the eSign page:

![Manual Signature Page](image)

Figure 204: Manual Signature Page

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

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

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

2. Click SAVE AND NEXT.

3. Click CERTIFICATE OF RESPONSIBILITY PDF link.
a. On the PDF file, click the 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.

![Certification of Responsibility PDF](image)

Figure 206: Manually Sign Certification of Responsibility

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

Note: The name of the file displays to the far right of the 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 to the email you provided.
You must return any plates, temporary tags, stickers, and plate receipts within 10 days to the TxDMV headquarters.

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

---

Your application has been submitted. A confirmation email has been sent to your email leasefacilitator@mailinator.com

You must return any plates, temporary tags, stickers, and plate receipts within 10 days to the TxDMV headquarters, 4000 Jackson Av, Austin, TX 78731 or to your Regional Service Center.

Items may be mailed or dropped off. For instructions on how to return plates, go to www.txdmv.gov and enter "Plate Return" in the search box or call 1.888.388.4689 for additional information.

*Figure 207: Notice that the Application was Submitted*
9. Make Lease Facilitator License Fee Payments

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

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

![Welcome, Make a Payment](image)

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

![Select Your Organization](image)

3. On the Payment Summary page, select the appropriate item and click Pay Now.

![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.

![Applications for Payment](image)
5. On the bottom portion of the page, for **Method of Payment**, select the appropriate option.
   - **Credit Card**
   - **ACH/eCheck**

![Figure 212: Select Method of Payment]

6. Click **PROCEED TO PAY**.

**Credit Card Payment**

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

![Figure 213: Credit Card Customer Information]

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

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

2. **Click Next.**

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

   ![Credit Card Payment Information](image)

   **Figure 214: Credit Card Payment Information**

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

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

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

   d. For **Security Code**, type in the number on the back of the card.

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

   f. **Click Next.**

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

   ![Verification](image)

   **Figure 215: I'm not a robot**

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

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

8. Click **NEXT**.

**To Pay by ACH/eCheck**

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

![Customer Information Form](image)

**Figure 219: eCheck Customer Information**

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

3. Click **NEXT**.

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

5. Click NEXT.

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

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

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

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

   ![Verification Image](image)

   **Figure 223: Verification Image**

   ![Payment Successful Status](image)

   **Figure 224: Payment Successful Status**

11. Click **NEXT**.

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

13. Click **CLOSE**.