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1. Salvage Dealer Licenses

A person or business entity must have a Salvage Dealer license to buy, sell, repair, or rebuild salvage motor vehicles or dismantle non-repairable motor vehicles.

Note: If you operate a used automotive parts recycling business in Texas, you must have a license issued by the Texas Department of Licensing and Regulation (TDLR).

The Salvage Dealer license is issued with at least one endorsement depending on the type of business activity. These endorsements include the:

- New Automobile Dealer Endorsement to buy and sell salvage motor vehicles that have not been the subject of a retail sale. This requires a Franchise License, in addition to the Salvage Dealer license.
- Used Automobile Dealer Endorsement to buy or sell salvage and non-repairable motor vehicles previously sold to a customer before being damaged. If you plan to rebuild more than 5 salvage vehicles, you must add the salvage vehicle rebuilder endorsement. To sell the rebuilt vehicle, you must have a GDN License.
- Salvage Vehicle Rebuilder Endorsement to buy and then rebuild salvage motor vehicles so the vehicle can be titled and registered to lawfully operate on public roads. To sell the rebuilt vehicle, you must have a GDN License.
- Salvage Vehicle Pool Operator Endorsement to conduct auctions where salvage and non-repairable vehicles are sold.
- Salvage Vehicle Broker Endorsement to act as the salvage vehicle dealer representative to offer to sell or buy (or negotiate to sell or buy) a non-repairable or salvage vehicle owned by a license holder to another license holder. This cannot be used with any other endorsement.

Salvage Dealers may have Salvage Agents working for them. These Salvage Agents must also complete a license application where they associate themselves with the Salvage Dealer. For more information on applying for the salvage agent license, consult the eLICENSING User Guide for Salvage Agent Licenses.

1.1 License Term and License Fees

Salvage Dealer licenses are issued for a term of 1 year and can be renewed for subsequent 1-year terms.

The fee for a Salvage Dealer license is $95 per endorsement.
You can use a credit card or electronic check (eCheck) to pay your fees in eLICENSING. In addition to the application fees, different convenience processing fees are charged when paying by credit or debit card or when paying by electronic check (eCheck) transactions. These fees are based on the amount of purchase and are displayed on the payment page in eLICENSING.

1.2 Salvage Dealer License Numbers

In eLICENSING, new Salvage Dealer license numbers assigned are 6 digit numbers, plus 3 digits representing the county of operation and one digit representing the endorsement type. Those licensed before eLICENSING were given a 9 digit license number representing the county of operation, the endorsement type, and a unique license number.

1.3 Gathering Appropriate Information for the Salvage Dealer License Application

You must have the following information to complete your Salvage Dealer 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.
- NMVTIS identification number.
- The numbers of licenses the individuals or business entity may possess or have possessed in the past.
- Facts of the criminal history of anyone (officer, partner, trustee, or in other representative capacity) associated with the salvage 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)
- Franchise Tax Account permit issued by the Texas Comptroller of Public Accounts (Corporations, LP, LLP, or LLC only)

In addition, you must provide 3 business references that can attest to your ability to uphold the regulations and requirements of this business. For each reference, you must supply their phone number and address information.
2. Applying for a New License

The salvage dealer application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, you may be required to upload files containing the related documents when prompted on the Attachments page.

Important: All of the requirements to obtain the franchised dealer 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. If you are already registered, you should have received 3 emails with your user name, password, and link to the eLICENSING login page.

To get started, follow these steps:

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

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

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

   ![Security Warning Pop-up](image)

   Figure 2: Security Warning Pop-up

3. On the Login page:
4. Type in your **User Name**.

5. Type in your **Password**.

6. Click **LOGIN**.

![Login Page](image)

Figure 3: Login Page

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

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

Figure 4: Welcome, Apply for a New License

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

![Select License Type](image)

Figure 5: Select License Type

9. On the **Organizations** page, select the organization name used to register the company or this license holder 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.

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

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

1. 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.

2. Click **SAVE AND NEXT**.

### 2.3 Application Reason

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

- Apply for new license.
- Relocation (if the business is moving to a new address within the same county).
- Previous license was not renewed.
- Adding an additional endorsement.

#### 2.3.1 Apply for New License Reason

On the Application Reason page:

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

If you do not know this information:

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

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

4. Click SAVE AND NEXT.

### 2.3.3 Previous License Not Renewed Reason

On the Application Reason page:

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

2. Fill in the existing license number and click **SAVE AND NEXT**.
If you do not know this information:

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

### 2.3.4 Adding an Additional Endorsement

On the Application Reason page:

1. From the dropdown menu, select Adding an Additional Endorsement.
2. Click SAVE AND NEXT

### 2.4 Application Details

The Application Details are spread across several pages.

#### 2.4.1 Salvage Endorsement

On the Salvage Endorsement Types page:

1. Click on the appropriate Salvage Endorsement Type.
   
   Note: You must submit a separate application for each endorsement.
### Salvage Endorsement Types

Select one that applies:

- **New Automobile Dealer Endorsement** - allows you to buy and sell salvage motor vehicles and non-repairable motor vehicles that have not been the subject of a retail sale. This license type is only applicable if you hold a franchise dealer license.

- **Used Automobile Dealer Endorsement** - allows you to buy or sell salvage motor vehicles and non-repairable motor vehicles that have been the subject of a retail sale. The salvage dealer may rebuild, repair, or reconstruct no more than 5 salvage motor vehicles in a calendar year with this endorsement. The dealer may also sell those vehicles if he or she holds a General Distinguishing Number (GDN) license.

- **Salvage Pool Operator Endorsement** - allows you to engage in the business of selling non-repairable motor vehicles or salvage motor vehicles at auction, including wholesale auction, or otherwise.

- **Salvage Vehicle Broker Endorsement** - This is issued by the department to a person, other than a salvage vehicle dealer, and allows the person to:
  - offer to sell or buy, or negotiate to sell or buy, salvage motor vehicles or non-repairable motor vehicles, owned by a license holder, and to be purchased or sold by another license holder; or
  - act as the agent or representative of a broker.

- **Salvage Vehicle Rebuilder Endorsement** - allows you to acquire and repair, rebuild, or reconstruct, for operation on a public highway, more than five salvage motor vehicles in a calendar year. In order to sell these vehicles for operation, the dealer must also hold a General Distinguishing Number (GDN) license.

![Figure 14: Salvage Dealer Endorsement Type](image)

### 2.4.2 Business Information

1. In the **License Information** section on the first **Applications Detail** page:

![Figure 15: License Information](image)

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

   b. **For Business Phone Number**, type the business phone number where calls will be answered.
c. For **Business Email Address**, type the email address at which the business will receive emails.

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

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

f. For **Texas Sales Tax Identification Number**, type in the appropriate number.

g. For **NMVTIS Identification Number**, type in the appropriate number. Visit [vehiclehistory.gov](http://vehiclehistory.gov) for more information on this requirement.

If you do not know this information:

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

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

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

4. Click **SAVE AND NEXT** to display the page where you left off and then enter the appropriate information.

### 2.4.3 Physical Address (The Licensed Location)

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

   ![Figure 16: Physical Address](image)

   a. For **Address Line 1**, type in the street number and name where the business will be located.
b. For **Address Line 2** (optional), type in the additional street information, such as 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 menu.

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

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

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

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

### 2.4.4 Assumed Names (DBAs)

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

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

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

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

### 2.4.5 Mailing Address

On the last section of the page, you must identify the address where 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 **Same as Physical** checkbox to have the system automatically fill in the information.
   - Type in a different address:

   ![Figure 18: Mailing Address](image)

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

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

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

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

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

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

   **n.** For **Country**, leave USA.
o. Click Validate Address to be sure the address entered is recognized by United States Postal Service (USPS) and capable of receiving US mail.

2. Click SAVE AND NEXT.

2.4.6 Additional Business Locations

You are required to answer a question about do you want to add an additional business location?

1. If you select:

   • **No**, click SAVE AND NEXT.
   • **Yes**, in the Business Details section:

   
   a. For **Address Line 1**, type in the street number and name where mail can be delivered.
   
   b. For **Address Line 2**, type in any additional street information, such as the suite number.
   
   c. **City**, type in the name of the city.
   
   d. **State**, select the name of the state from the dropdown menu.
e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).

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

g. For **Business Phone Number**, type the phone number where business calls will be answered.

h. For **Business Email**, type the email address where email messages will be accepted and answered.

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

2. In the **Location Contact Details** section:

![Location Contact Details](Figure 21: Location Contact Details)

   a. For **Contact First Name**, type the first name of the contact for this location.

   b. For **Contact Middle Name** (optional), type the middle name of the contact for this location.

   c. For **Contact Last Name**, type the last name of the contact for this location.

   d. For **Contact Email**, type the email address at which contact for this location will receive and respond to email messages.

   e. For **Contact Phone**, type the phone number at which the contact for this location will receive and respond to calls.

3. In the **Doing Business As** section, enter the assumed name under which the company also operates (if any).

![Doing Business As](Figure 22: Doing Business As)
Note: Click + ADD ANOTHER DBA for each additional assumed name.

4. Click SAVE to continue.

5. Back on the Additional Business Locations page, click SAVE AND NEXT to continue.

2.5 Ownership Information

The Ownership information is spread across several pages.

2.5.1 Individual Ownership

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

2. On the Individual Ownership pop-up for a:

   Sole proprietorship:
   a. For First Name and Last Name, type in the legal name of the proprietor.
   b. For Title, select the job title the proprietor prefers from the dropdown menu.
c. For Email, type in the email address where the proprietor receives and responds to email messages.

d. For SSN, type in the nine number social security number issued to the proprietor.

e. For Date of Birth, type in the mm/dd/yyyy (or select it from the calendar).

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

g. For Driver License Number, type in the numbers on the driver license.

h. 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.

i. For Ownership %, type in 100%.

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

General partnership:

a. Click +ADD OWNER.

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

b. For Ownership %, type in the appropriate amount.

c. Click Add.

d. 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.

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

f. Click Add and continue to the Ownership Questions section on the page.

2.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity.
Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity’s ownership.

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

   ![New Business Ownership](image1)
   **Figure 25: New Business Ownership**

2. On the Business Ownership pop-up:

   ![Business Ownership Details](image2)
   **Figure 26: Business Ownership Details**

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

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

2.5.3 Management Details

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.

![New Management/ Representative](image)

*Figure 27: New Management/ Representative*

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

![Management Details](image)

*Figure 28: Management Ownership Details*

   a. For **First Name** and **Last Name**, type in the legal name of the manager or corporation officer.

   b. For **Title**, select the job title of this management person from the dropdown.

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

   d. For **SSN**, type in the 9 numbers of the Social Security Number issued to the Individual person or the management Taxpayer Identification Number (ITIN).

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

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

   g. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license will expire.

3. Click **ADD**.

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

On the lower half of the Ownership page, answer a series of questions about 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 the license holder.

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

![Figure 29: Ownership Questions](image)

If you answer:

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

2.5.5 Criminal History

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

![Owners List](image.png)

**Figure 30: Add Criminal History**

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

![Offense and Charge](image.png)

**Figure 31: Offense and Charge Details**

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 Yes or No.

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

f. For **State**, select the name of 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.
2.6 Questions

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

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

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

2. After retrieving this information, on the Welcome page on the Locate the My Pending Applications section, click View.

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

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

2.6.1 Military Service Questions

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

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

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

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

### 2.6.2 Previously Held Texas Licenses Question

On the *Questions* page, you 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 33: Previous Held Licenses

If you select:

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

### 2.6.3 Office Location with Connecting Exterior Walls Question

You are required to answer whether you have an office location at the Licensed Location in a building with connecting exterior wall on all sides.

Figure 34: Office Location

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the *Possible Issues* pop-up and the application may not be approved until you can provide proof this is resolved and continue to the next question.

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

**2.6.4 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.

![Signage Question](image)

If you select:

- **Yes**, continue to the next question.
- **No**, the item will display on the *Possible Issues* pop-up and the application will not be approved by the licensing specialist until you can provide proof that you have a sign that meets requirements. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

![Possible Signage Issues Pop-up](image)

**2.6.5 Posted Business Hours Question**

On the *Questions* page, you are required to answer a question about whether you have appropriate business hours posted that meet all TxDMV licensing requirements.
Business hours for each day of the week must be posted at the main entrance of the office. The owner or an employee of the vehicle lessor must be at the location during the posted business hours. In the event the owner or an employee is not available to conduct business during the posted business hours, a separate sign must be posted indicating the date and time the owner or employee will resume operations.

![Figure 38: Business Hours Posted Question](image)

If you select:

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

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

### 2.6.6 Lease/Ownership of Property Question

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

![Figure 40: Lease/Ownership Property Question](image)

If you select:

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

![Possible Lease/Ownership Property Issues Pop-up](image)

**2.6.7 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.

![Property Compliance Question](image)

If you select:

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

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

**2.6.8 Proof of Occupancy Question**

You are required to answer whether you have obtained all mandatory certificates of occupancy or similar authority to operate a business at the proposed location.
Figure 44: Proof of Occupancy Question

If you select:

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

Figure 45: Possible Occupancy Question Issues Pop-up

### 2.6.9 Place of Business Structure Question

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

Figure 46: Place of Business Structure Question

If you select:

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

You are required to answer a question about whether you have previously applied for a Salvage License.

If you select:

- **No**, continue to the next question.
- **Yes**, from the dropdown menu select whether the license was Approved or Denied.

2.6.11 Previous Salvage License Revoked Question

You are required to answer a question about whether you have ever had a salvage license revoked or suspended.

If you select:
• **No**, continue to the next question.
• **Yes**, enter the required information on the Additional Details question.
  a. For **Business Name**, type in the name of the business licensed.
  b. For **Dates**, type in the date the license was revoked or suspended.
  c. From the **Licenses revoked or suspended** dropdown menu, select the appropriate answer.
  d. Click **ADD** to enter another business.
  e. Click **SAVE AND NEXT**.

### 2.7 Required Attachments

On the *Required Attachments* page, you will be required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Business Photo, Lease Agreement, Proof of Owner Identity, Texas Sales and Use Tax Permit statements are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

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

#### 2.7.1 Uploading Required Attachment Files

To upload each file:

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

   ![Figure 50: Choose File for Required Attachments Upload](image)

2. On the *Open* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.
Figure 51: Browse for File

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

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

2.7.2 Business Photo

You may be required to upload a file containing images of your business.

Figure 52: Upload Business Photo

   Note: If you need to upload more than one image of your business, upload the images in the Other Attachments section.

2.7.3 Lease Agreement

You may be required to upload a file containing a scanned copy of your lease agreement.

Figure 53: Upload Lease Agreement
2.7.4 Proof of Identity
You may be required to upload a file containing a scanned copy of the sole proprietor’s driver license, passport (U.S. or foreign), official ID card, or U.S. Armed Forces Identification Card.

![Proof of Identity](image)

2.7.5 Texas Sales and Use Tax Permit
You may be required to upload a file containing a scanned copy of the Texas Sales and Use Tax Permit.

![Texas Sales and Use Tax Permit](image)

2.7.6 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.

![Criminal Court Papers](image)

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

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

![Figure 57: Add More Attachments](image)

![Figure 58: Other Attachments Type](image)

### 2.7.8 Problems with Your Application

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

![Figure 59: Problems With Your Application](image)

- **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.

### 2.8 Summary

1. Scroll through the *Summary* page and review the entries and selections you have made.
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 the information without submitting the application.
- SAVE AND NEXT to continue to the next page.

2.9 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certificate of Responsibility and sign it. See section 2.9.2, for instructions.

2.9.1 Electronically Signing the Application

1. On the eSign page displayed:
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 menu, 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 2.9.2.
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 has complied with all applicable state laws and municipal ordinances.
- 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.

![Figure 63: Electronic Signature](image)

6. **Click Finish & Submit Electronically.**

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

![Figure 64: Thank You Message](image)

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

9. On the **Please ensure you have 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.

![Figure 65: Proceed to Payment](image)

Note: If you click the **CANCEL** link on the **Certificate 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 Pending Applications option on the home page.

2.9.2 Manual Signature Submission

1. On the eSign 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 menu, select Other.
   d. For Date of Birth, enter the mm/dd/yyyy (or select it from the calendar).
   e. For Driver License Number, enter the number of the driver license/ID.

2. Click SAVE AND NEXT.

3. Click the 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 TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.

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

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

Date: __________
Printed Name: __________________________
Authorized Signature: __________________________
Title: __________________________

Figure 68: Certification of Responsibility Manually Print

6. To upload and attach the signed certification document to this salvage dealer license application:
   a. Scan the document to a file and save it.
   b. Back on the eLICENSING page, click CHOOSE FILE.
   c. In the Open Windows dialog box, navigate to the file, select it and then click Open.

Figure 69: 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 the **PROCEED TO PAYMENT** link.

![Figure 70: Proceed to Payment](image)

### 2.10 Payments and Application Submission

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

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

To make a payment:

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

![Figure 71: Payment Summary](image)

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

Figure 72: Method of Payment

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 used.
   b. For Last Name, type in your last name as it appears on the credit card used.
c. For **Address**, type in the street number and name of the street used to bill the credit card used.

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

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

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

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

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

2. Click **Next**.

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

   ![Credit Card Information](image)

   **Figure 74: Credit Card Information**

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

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

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

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

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

   f. Click **Next**.

4. In the Verification section, enter the characters from the image displayed and then 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:

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

3. On the **Customer Information** page:
Figure 77: ACH/eCheck Customer Information

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

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

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

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

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

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

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

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

i. Click **Next**.

4. On the **Payment Info** screen:
Figure 78: 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.

5. Click **NEXT**.

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

Figure 79: Terms and Conditions Page

7. Enter the characters from the verification image.
8. Click **SUBMIT PAYMENT**.

9. After the *Please Wait* pop-up 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 menu and click **Log out**.
3. Accessing Your Saved Applications

If you have started an application (such as a new license, a renewal, or an amendment application) but have not finished it or were waiting to submit it, you can access it from a list of saved applications. The application will open to the last page you have completed. You can use 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, on the Welcome page, click VIEW on the My Pending Applications area.

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

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 the Welcome page displays, click MANAGE on the Manage Account area.

![Welcome Manage Your Account](image)

Figure 84: Welcome Manage Your Account

2. On the My Accounts page:

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

![My Accounts](image)

Figure 85: View the Account Details from Registration

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

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

7. 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 or Authorized Attorney role, which dictates how they can access and use the eLICENSING system.

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

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

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

4. On the Create User page:
eLicensing User Guide for Salvage Dealer Licenses

Figure 93: Create New User

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

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

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

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

e. Carefully read the liability statement and then click SUBMIT.

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

4.3 Adding an Account to Your Organization

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

Figure 94: Welcome, Manage Your 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 Salvage Dealers License

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

- Change your business name if you convert from one entity to another or make an update.

- Change ownership and management information.

Note: Sole proprietors cannot transfer ownership of their salvage dealer licenses to another person.

- 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).

- Change GDN type to retail or wholesale.

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

5.1 Amendment Fee

There is not a fee to amend a salvage dealer license.

5.2 Gathering Information for this 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.

- Amended Corporate papers filed with the Texas Secretary of State.

- Certificate of Filing issued by the Texas Secretary of State.

- Photo IDs for any new owners.
5.3 Applying for the Amendment to a License

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

![Welcome, Amend a License](image)

5.3.1 Accounts

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

![Select Your Organization](image)

5.3.2 Select License

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

![Select Your License to Amend](image)

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:

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

Change Business Name:

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

![Update Business Information](image)

**Figure 102: Update Business Information**

Change Ownership and Management:

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

![Update Ownership Information](image)

**Figure 103: Update Ownership Information**

4. Make your changes.
5. Scroll to the **Ownership Questions** section and answer the questions.
Figure 104: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

   ![Figure 105: Criminal Offense and Charge Information](image)
a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjudication reason.

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

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

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

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

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

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

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

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

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 offensess and charges.

**911 Address:**

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

2. Click **SAVE AND NEXT**.

3. On the **911 Address Change** page, click **EDIT** from the Actions column of the item to change.
4. On the Business Address pop-up, make your changes and click SAVE.

5. 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 select it from the calendar) when the amendment goes into effect.
2. Click SAVE AND NEXT.
3. On the *Manage Locations* page, click **EDIT** for the appropriate location.

![Manage Locations and DBA](image)

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

![Manage Business Locations](image)

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

### 5.3.5 Questions

Respond to the following questions presented.

![Military Questions](image)
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 the:
   - **No**, continue to the next question.
   - **Yes**, several more questions display and if you answer **Yes** to either condition, type in the **License Number** of the current license.

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

2. Click **SAVE AND NEXT**.

### 5.3.6 Required Attachments

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

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

   ![Assumed Name Certificate Issued by County](image_url)

   **Figure 112: Choose File to Upload**

2. On the *Open* pop-up:
   a. Navigate to the file.
   b. Select the file and click **Open**.
c. 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.

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

4. Click +ADD MORE ATTACHMENTS.

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

7. Click **SAVE AND NEXT**.

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

**5.3.7 Summary**

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

![Figure 117: 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.

![Figure 118: Options for Summary Complete Actions](image)
5.3.8 Signature

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

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

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

5.3.8.1 Electronic Signature Submission

1. On the eSign page:

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

   ![Certificate of Responsibility](image)

   **Figure 120: Certification of Responsibility**

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

   b. Click **I Agree**.

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

   ![Electronic Signature Page](image)

   **Figure 121: Electronic Signature Page**

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

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

### 5.3.8.2 Printing and Manually Signing the Application

1. On the *eSign* page displayed:

   ![Manual eSign Information](image)

   **Figure 123: Manual eSign Information**

   a. For **First Name**, type it in as it appears on your driver license/ID.
   b. For **Last Name**, type it in as it appears on your driver license/ID.
   c. Click **SAVE AND NEXT**.

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

   ![Certification of Responsibility PDF](image)

   **Figure 124: Certification of Responsibility PDF**

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

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

4. To upload and attach the signed document to this application:
   a. Scan the document to a file and save it.
b. Back on the eLICENSING page, click **CHOOSE FILE**.

c. In the *Open* Windows pop-up, navigate to the file, select it and then click *Open*.

![Figure 125: Browse for File](image)

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.

6. Click **SAVE AND NEXT**.

### 5.3.9 Amendment Application Submitted

After you have successfully submitted your amendment application, you will receive a confirmation notice in eLICENSING. Click **CLOSE** to return to the *Welcome* page.

![Figure 126: Application Submitted](image)
6. Changing General License Information

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

There are no fees to make these changes.

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

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

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

![Select Organization from Dropdown Menu](image)

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

![Select Licenses](image)

4. On the Apply Changes page:
Figure 130: Edit License Contact Information Page

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.

Figure 131: Change General License Information Submitted
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 used car sales locations in the same city as the main physical location or changed business structure or ownership since the last application or renewal.

7.1 Renewal Fees

The fee to renew a license prior to the expiration date is $85.

If you are renewing your license less than 90 days after the expiration date, in addition to the renewal fee of $85, you will be assessed an additional fee of $42.50, for a total of $127.50. If you are renewing your license 91-365 days after the license expiration, in addition to the renewal fee of $85, you will be assessed an additional fee of $85, for a total of $170.

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

7.2 Gathering Information

To complete this application, you will need access to:

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

- Files containing the following information scanned in:
  - Assumed Name Certificates.
  - Franchise Tax Account Status from the Texas Comptroller’s Office.
  - 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.

![Welcome, Renew a License](image1)

7.3.1 Accounts

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

![Select Your Organization](image2)

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.

![Select License to Renew](image3)

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.

![Figure 135: Update Application Contact Information](image)

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.

![Figure 136: Verify Contact Information is Correct](image)

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

![Figure 137: Verify Business Information is Correct](image)

3. In the **Mailing Address** section of the page, verify that the information is correct or make any changes necessary.
Figure 138: Verify Mailing Address Information is Correct

4. Click SAVE AND NEXT.

5. On the Associated Licenses to Renew page:

   a. If applicable, select the **salvage agent license** you would like to renew together with your license.

   b. From the **Action** dropdown menu, select:

      - Renew
      - Cancel at Expiration Date
      - Cancel at Renewal

   Note: If you select to renew a salvage agent’s license, there is an $85 renewal fee per agent license.

6. Click SAVE AND NEXT.

7.3.5 Ownership

1. On the **Ownership** page:

   a. Verify that the information listed is correct.
2. In the Ownership Questions section:

If you answer:

- **No**, click **SAVE AND NEXT**.
- **Yes** to any of the questions:
  a. On the **Criminal History** page displayed, click **VIEW/ADD** Criminal Histories for the first name. Then click **ADD CRIMINAL HISTORY**.
  
  b. On the **Criminal History Details** pop-up:
In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

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

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

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

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

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

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

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

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

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 offenses 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 so far.
2. After retrieving this information, display the Welcome page, locate the My Applications section, and click VIEW.
3. On the My Accounts page, locate this application in the list and click it.
4. On the Ownership Details page displayed, click SAVE AND NEXT to display the Question 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:

- Assumed Name Certificates
- Proof of ID for any owner/management changes
• Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).

• Franchise Tax Account Status from the Texas Comptroller’s Office.

• Texas Sales and Use Tax Permit.

• Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending.

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

1. On the Required Attachments page:
   a. For each file listed on the page, click **CHOOSE FILE**.

   ![Figure 145: Choose File](image)

   Figure 145: Choose File

   b. On the Open Windows pop-up:

   2. Navigate to the file.

   ![Figure 141: Browse for File](image)

   Figure 141: Browse for File

   3. Select the file and click **Open**.

   4. When the name of the file displays on the appropriate **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.
Figure 147: Upload Certificate of Filing Issued by Secretary of State

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

Figure 148: Undo or Delete upload

For attachments not required:

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

Figure 149: Add More Attachments

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

Figure 150: Attachment Type

3. Choose the file.

4. Click UPLOAD.

5. Click SAVE AND NEXT

If the Problems with Your Application page displays:
• **REVISIT** to return to the issue and make the correction, and then click **SAVE AND NEXT** as many times as it takes to return to this page.

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

![Problems with Your Application](image)

**Figure 142: Problems With Your Application**

### 7.3.8 Summary

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

![Summary of Application](image)

**Figure 152: Summary of Application**

2. Click **SAVE AND NEXT**.
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 Certificate of Responsibility that you must agree to.

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

7.3.9.1 Electronically Signing the Application

1. On the eSign page displayed:

   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 menu, select Texas.
   e. For Date of Birth, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.
   f. For Driver License Number, type in the numbers.
   g. If the Audit Number field displays, type in the numbers that display on the side of your license (or along the bottom).

2. Click SAVE AND NEXT.
3. On the 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 7.3.9.2.

   ![Certificate of Responsibility](image)

   **Figure 143: Certification of Responsibility**

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

   b. Click **I Agree**.

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

   ![Electronic Signature](image)

   **Figure 155: Electronic Signature**

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

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

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

7. Continue to the **Payment and Application Submission** section 7.3.10.

### 7.3.9.2 Printing and Manually Signing the Application

1. On the **eSign** page displayed:

   a. For **First Name**, type it in 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**.
   
   d. For **Date of Birth** enter the mm/dd/yyyy (or select it from the calendar).
e. For **Driver License Number** type in your number.

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

   ![Figure 159: Print 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.

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

   ![Figure 160: Printed Certification of Responsibility PDF](image)

4. 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**.

![Open Files](image)

Figure 146: Browse for File

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.

5. Click **SAVE AND NEXT**.

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

![Payment Pop-up](image)

Figure 147: Proceed to Payment

### 7.3.10 Payment

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

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

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

   ![Applications for Payment](image1)

   **Figure 163: Applications for Payment**

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

   ![Method of Payment](image2)

   **Figure 148: Select Method of Payment**

3. Click **PROCEED TO PAY**.

Credit Card Payment

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

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

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

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

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

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

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

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

2. Click Next.

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

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

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

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

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

f. Click **Next**.

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

5. Click **Submit Payment**.

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

**ACH/eCheck Payment**

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

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

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

4. Click **Next**.

5. On the **Payment Info** screen:

![Figure 171: ACH/eCheck Payment Information](image)

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

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

![Terms and Conditions](image1)

**Figure 172: Terms and Conditions**

8. Enter the characters from the verification image.

![Verification Page](image2)

**Figure 173: Verification Page**

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**.

![Payment Successful Status](image3)

**Figure 174: Payment Successful Status**

11. Click **NEXT**.

12. You will receive a confirmation that your application was submitted successfully.
8. Closing a Salvage Dealer’s License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed, or 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 175: Welcome Close a License Page](image)

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

![Figure 176: Select Organization](image)

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

![Figure 177: Select License to Close](image)
4. On the **Contact Information** page, confirm the information is correct and click **SAVE AND NEXT**.

![Figure 178: Review License Contact Information](image)

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

![Figure 179: Review License Business Information](image)

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

   ![Figure 180: Closure Reason](image)

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

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

   c. Click **SAVE AND NEXT**.

7. On the **Attachments** page:
Figure 181: Upload a Statement About Closure

a. Locate and upload the statement about your closure.

b. Click **SAVE AND NEXT**.

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

Figure 182: Summary of Application

### 8.2 Signing the License Closure Application

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

If you do not have a Texas driver’s license or your license cannot be verified by the system, you must download a file containing the Certificate of Responsibility that you must agree to and 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:
Figure 183: Electronic Signature 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 or individual taxpayer identification number.

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

e. For **Date of Birth**, type in the mm/dd/yyyy (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.
Certificate 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.

I Agree

Figure 184: Electronic Certification of Responsibility

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

b. Click I Agree.

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

Figure 185: Electronic Signature Page

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

4. On the Thank You page pop-up, click CLOSE.
8.2.2 Printing and Manually Signing the Application

1. On the eSign page displayed:
   
   ![Electronic Signature Page](figure187.png)
   
   Figure 187: Electronic 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 menu, select **Other**.

2. Click **SAVE AND NEXT**.

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

   ![Certificate of Responsibility Link](figure188.png)
   
   Figure 188: Certification of Responsibility Link
   
   a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

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

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

6. Click **SUBMIT**.

### 8.3 Closure Application Confirmation Statement

After you have successfully submitted your application to close your license, you will receive a notice from eLicensing. Click **CLOSE** to return to the *Welcome* page.
Your application has been submitted. A confirmation email has been sent to your email Salvagedealer@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 1.888.368.4689 for additional information.

Figure 190: Notice That Application Was Submitted
9. Making Salvage Dealer 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.

![Figure 191: Welcome, Make a Payment](image)

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

![Figure 192: Select Organization](image)

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

![Figure 193: 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.
5. On the bottom portion of the page, for **Method of Payment**, select the appropriate option.

   - **Credit Card**
   - **ACH/eCheck**

6. Click **PROCEED TO PAY**.

**Credit Card Payment**

1. To pay fees with a Credit Card, in the **Customer Information** section on the **Payment** page (to pay by eCheck, go ACH/eCheck Payment section):
Figure 154: Credit Card Customer Information

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

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

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

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

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

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

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

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

2. Click **Next**.

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

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

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

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

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

f. Click Next.

4. In the Verification section, enter the characters from the image displayed.

5. Click Submit Payment.

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

**ACH/eCheck Payment**

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

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

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

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

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

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

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

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

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

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

3. Click **Next**.

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

   ![Figure 158: ACH/eCheck Payment Information](image)

   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 **Yes** to authorize.

![Figure 159: Terms and Conditions](image)

7. Enter the characters from the verification image.

![Figure 160: Verification Page](image)

8. Click **Submit Payment**.

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

![Figure 161: Payment Successful Status](image)

10. Click **NEXT**.

11. You will receive a confirmation that your application was submitted successfully.
12. Click **CLOSE**.