

eLICENSING User Guide for Manufacturer and Manufacturer's Representative Licenses

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About this Guide

This User Guide describes the Manufacturer licenses, how to apply for one using the eLICENSING system and how to manage the approved license as well as how to apply for an associated Representative license.

Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING. For this information refer to the eLICENSING Quick Start Guide and the Introduction to the eLICENSING System Guide that provides a description of the eLICENSING system at www.txdmv.gov/dealership.

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1 Manufacturer Licenses

A person or business entity must have a Manufacturer license to create or assemble new motor vehicles to be sold in Texas.

1.1 License Term

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

1.2 Manufacturer License Fees

The fee for a manufacturer license is \$1,800.

The franchised dealer fee is \$40 for each sales/service location that carries the linemakes of a manufacturer.

The representative fee is \$200 for each licensed representative.

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

1.3 Manufacturer License Numbers

The Manufacturer license numbers are strings of numbers.

1.4 Manufacturer Licensee Information

Manufacturers may not sell new motor vehicles directly to Texas consumers, including municipalities. Only franchised dealers that are licensed for the line-make and type code of the vehicle are allowed to sell new motor vehicles to Texas consumers. If a new motor vehicle is sold through a bid process, the franchised dealer for the specific line-make and type code must be listed on the bid as the seller.

Ownership interest in a dealership generally prohibited. Manufacturers cannot operate, control, or own an interest in a dealership, or act in the capacity of a dealer, directly or indirectly except in dealer development. Motor vehicle manufacturers may temporarily





own an interest in a dealership for dealer development purposes if they can demonstrate:

- That the dealer development candidate is part of a group that has historically been underrepresented in the manufacturer's or distributor's dealer body or who is otherwise qualified but lacks the resources to purchase a dealership outright;
- That the manufacturer or distributor is in a bona fide relationship with the dealer development candidate;
- That the dealer development candidate has made a significant investment in the dealership, subject to loss;
- That the dealer development candidate has an ownership interest in the dealership;
- That the dealer development candidate operates the dealership under a plan to acquire full ownership of the dealership within a reasonable time and under reasonable terms and conditions.

A manufacturer may own an interest in a franchised dealer, or otherwise control a dealership, for a period not to exceed 12 months from the date the manufacturer acquires the dealership if the person from whom the manufacturer acquired the dealership was a franchised dealer; and the dealership is for sale by the manufacturer at a reasonable price and on reasonable terms and conditions.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

1.5 Gathering Appropriate Information for the Manufacturer License Application

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

- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- The employer identification number (EIN) of the business or the owner social security number
- The numbers of all previous licenses the individuals or business entity may possess or have possessed in the past





 Facts of the criminal history of anyone associated with the manufacturing plant (officer, partner, trustee, or other representative capacity) that were 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.

ate of Offense		Date of Conviction/Deferred Ac	djudication	* Is the person currently on par	ole or probation?
				No	,
ounty		* State		* Court	
				▼	
entence or Action im	posed by	court(example- six months in Trav	/is County Jail)	Manappel	

- Documentation setting out the preparation and delivery obligations of applicant's franchised dealers in Texas before delivery of a new motor vehicle to a retail purchaser (if none, state so).
 - Documentation setting out the schedule of compensation to be paid to applicant's franchised dealers in Texas for work and service performed in connection with the franchised dealer's preparation and delivery obligations. (If none, state so).
 - Brochures or photographs depicting your product(s), with a description of the product specifications or a web address with instructions as to where to find this information (description and specifications) for each line-make and vehicle type code sold.
- Files containing scanned copies of official documents containing the:
 - Assumed Name Certificate issued by the County Clerk (individual owners) or Secretary of State (all others)
 - Driver's licenses (or passport, official identification cards, and so on) of owners or officers of the corporation (if applicable)
 - Brochures and Product Specifications of products and services offered
 - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)





2 Applying for a Manufacturer License

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

IMPORTANT: All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the manufacturer has certain resources available and then let the resources go once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

After you submit this application, remember to go back and apply for the Representative 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.

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

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

1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

Note: You can also display the <u>www.txdmv.gov/dealers</u> page and click the button to display the eLICENSING login page.





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

	Texas Department of Motor Vehicles -Security Warning	
ogin From Here	This is an official Texas Department of Motor Vehicles system for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other link purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purposes	
Username	are prohibied and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not expect a "right to privacy" to any data transmissions hereon.	
FORGOT USERNAME		
Password	I ACCEPT CANCEL	

- 3. On the *Login* page:
 - a. Type in your User Name.
 - b.Type in your **Password**.
 - c. Click the **LOGIN** button.

Texas Department of Motor Vehicles	
Login From Here	
Username	
FORGOT USERNAME	
Password	
FORGOT PASSWORD	





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

Ve appreciate your patience our time, please contact us	e as we introduce the new eLICEN if you have a critical issue which r	SING system. In order to make must be resolved within the nex	the most efficient use of t 30 days.
transie .			
elcome			
oose an option below to get	I started		
oose an option below to get	t started.		
bose an option below to get	t started.	t]	C
bose an option below to get	t started	t] Renew a License	C Amend a License

5. On the *License Type* page, locate the **Manufacturer License** area and click its **SELECT** button.

Texas Department of Motor Vehi HELPING TEXANS GO. HELPING TEXAS GROW.	cles		Help Manufacturer Licensee 🗸
icense Types			Home / License Tv
apply to license a new busine count. This is done through "N	ess entity not currently listed on yo lanage Your Account" on the hom	our record, you must first add the r ne screen.	new business entity to your
Independent (GDN) License	Salvage Dealer License	Lessor License	Representative License
Divided into several categories ncluding: used motor vehicle, used motorcycle, used travel trailer, new or used trailer/semi-trailer, news	Allows you to acquire, sell, dismantle, or repair salvage (nonrepairable) motor vehicles. This micense is not required to sell or	Allows you to lease a motor vehicle titled in your name to another person for more than 180 days.	Allows you to perform any duty in Texas relating to promoting the distribution or sale of new motor vehicles, or contaction dealers in
Converter License	Manufacturer License	Salvage Agent License	
		14	
Allows you to substantially change a chassis or a new motor vehicle. (See "More Info" for restrictions and exempt vehicle types.)	Allows you to manufacture or assemble new motor vehicles that may be sold or offered for sale in Texas by a franchised dealer.	Allows you to acquire, sell, or otherwise deal in nonrepairable or salvage motor vehicles in Texas as directed by a licensed salvage dealer, under whose name you operate	
Allows you to substantially change a chassis or a new motor vehicle. (See "More Info" for restrictions and exempt vehicle types.) More Information	Allows you to manufacture or assemble new motor vehicles that may be sold or offered for sale in Texas by a franchised dealer. More Information	Allows you to acquire. sell, or otherwise deal in nonrepairable or salvage motor vehicles in Texas as directed by a licensed salvage dealer, under whose name you operate. More Information	





6. On the *Organizations* page, select the organization name used to register the company of this license holder and then click the **SAVE AND NEXT** button.

HELPING TEXA	EPARTMENT OF MO	tor vehicles						Manufactur	
1 Accounts	2 Contact Information	3 Application Reason	4 Application Details	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payment
rganiz	ations	ation linked to		ł					
ease seler	t the organiz:								
ease selec * Select C	ot the organization	ation inked to	your account						
ease selec * Select C Central Tr	ot the organization Drganization	auon inked to	your account						

7. If the *Possible Issues* popup displays warning you that you need to have an approved Representative license before this application can be approved, click **CONTINUE ANYWAY**.

	Possible Issues	×	
Api R	The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process. In order for your Manufacturer license to be approved, a separate license will be required for at least one Representative. Please submit your Manufacturer application. Once it is successfully submitted, return to the home screen to apply for a Representative license.)
	CONTINUE ANYWAY CLOSE AND CORRECT		ANG

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2.2 Contact Information

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

1 2	3	4	5	6	7	8	9	10
Accounts Contact Information	Application Reason	Application Details	Ownership	Questions	Attachments	Summary	E-sign	Payment
ontact Informat	ion							
nter the contact informati	ion for the perso	n TxDMV ı	nay contact l	for questions	regarding this	application:		
					0 0			
pplication Contact								
* First Name		Middle	Name		* L	ast Name		
Manufacturer						Licensee		
* Email		* Phon	е					
manufacturerlicensee@	gmail.com	(414)	421-1298					
Icense Contact								
* First Name		Middle	Name		* [ast Name		
* Email		* Pho	ne					

- 1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
- 2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.





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

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

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

2.3 Application Reason

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

- Apply for new license
- Entity change (such as changing from a sole proprietorship to a general partnership)
- Previous license was not renewed
- 1. On the Application Reason page, select the appropriate option from the dropdown.

1	2	3	(4)	5	6	(7)	8	9	(10)
Accounts	 Contact Information 	Application Reason	Application Details	Ownership	Questions	Attachments	Summary	E-sign	Paymen
pplica	tion Reas	son							
pplica * Applica None	ation Reason	son							
Applica Applica None Apply fo	ation Reason	son		v					

- 2. If you selected the:
 - Apply for New License, click the SAVE AND NEXT button and skip to the next section about the application details on page <u>11</u>.





 Relocation, Entity Change or Previous License Not Renewed options, for License Association, type in the existing license number or if you do not know this number:

Application Reason	
* Application Reason	
Relocation	v
License Association	
Click on search button if you do	on't know license number
	SEARCH

a.Click the **SEARCH** button.

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

Application Reaso	n				
Search for license					
License #	Business Na	Business Name		DBA Name	
Address Line 1		Address Line 2			
City		Zip Code			
				RESET	SEARCH

- 3. From the search results displayed, select the appropriate license.
- 4. Back on the *Application Reason* page, click the **SAVE AND NEXT** button.





2.4 Application Details

The Application Details information is spread across several web pages.

2.4.1 Business Information

On the top portion of the Application Details page:

Texas Department of M HELPING TEXANS GO. HELPING TEXAS (otor Vehicles					Help	Manufactur	er Licensee 🗸
1 2 Accounts Contact Information	3 ✓ Application Reason	4 Application Details	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Business Website				* Business	Phone			
* Business Email				Business F	ах			
* SOS Filing Number								

- 1. For **Business Website**, optionally enter the web address (URL) of the conversion shop website that the public may view.
- 2. For **Business Phone Number**, type the business telephone at which telephone calls will be answered.
- 3. For **Business Email Address**, type the email address at which the business will receive emails.
- 4. For **Secretary of State Filing Number**, (also known as the SOS number) type in the filing number issued by the Secretary of State when the conversion shop was established.

Note: If you do not know this information:

- 1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button to save all information entered to date.
- 2. After retrieving this information, display the *Welcome* page, locate the My Applications section, and click its **VIEW** button.
- 3. On the My Accounts page, locate this application in the list and click it open.
- 4. On the page displayed, click the **SAVE AND NEXT** button to display the page where you left off and then enter the appropriate information.





2.4.2Physical Address ("The Licensed Location")

On the next section of the page:

Physical Address				
* Address Line 1			Address Line 2	
* City	* State		* Zip	* County
	Texas	v		None
* Country				
USA				

- 1. For **Address Line 1**, type in the street number and name where the conversion shop will be located.
- 2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
- 3. For **City**, type in the name of the city.
- 4. For **State**, select the name of the state from the dropdown list.
- 5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- 6. For **County**, select the name of the county from the dropdown list.
- 7. For **Country**, leave USA or select the appropriate option from the dropdown list.
- 8. Click the VALIDATE ADDRESS button.

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





2.4.3Assumed Names (DBAs)

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

Assumed Name (DBA) Details		
Please add all of the names that your business does business as.		
Assumed Names (DBAs)		
	Î	
+ ADD ANOTHER DBA		

The term **assumed name** is another name under which the business also operates (or has operated) in addition to the legal business name. An assumed name is also referred to as a DBA, which stands for "doing business as". Not all business will have DBAs.

For Sole Proprietorships and General Partnerships that conduct business under an assumed name, you must provide proof of the Assumed Name Certificate by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the **office of the county clerk** in the county where the license holder's business will be located. The assumed names must exactly match the names on their certificates.

For other business entities (LP, LLP, LLC, and Inc.), you must provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the Texas Secretary of State (not the one filed with office of the county clerk). The assumed names must exactly match the names on the certificates.

Reminder: The words "Lease" or "Leasing" cannot be used in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license.





2.4.4Mailing Address

On the last section of the page:

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

Address Line 1			Address Line 2		
City	* State		* Zip	* County	
	Texas	•		None	
Country					
USA		•			
					ESS

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

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

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

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

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

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

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

h.Click the VALIDATE ADDRESS button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is





deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

2. Click the SAVE AND NEXT button

2.4.5Dealer Plates

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

The fee is \$80 per metal plate.

HELPING TEXANS GO. HELPING TEXA	Motor Vehicles				Help	Manufacture	er Licensee 👻
1 2	3	4 5	6	(7)	8	9	10
Accounts Contact Information	 Application Reason 	Details	Questions	Attachments	Summary	E-sign	Payments
ealer Plates							
* Do you want to ord	er metal dealer	plates?	Yes	T			
Enter the number o	f plates you wa	unt to order:					
Enter the number o	f plates you wa	int to order:					
Enter the number o	f plates you wa Quanti Plates	Int to order:	Quantity Requeste Plates	d for Motorcycle	Plate limi		
Enter the number o	f plates you wa Quanti Plates 10	Int to order:	Quantity Requeste Plates	d for Motorcycle	Plate limi Unlimited	1	
Enter the number o License Type Manufacturer	f plates you wa Quanti Plates	Int to order:	Quantity Requeste Plates 0	d for Motorcycle	Plate limi Unlimited	8	
Enter the number o	f plates you wa Quanti Plates 10	unt to order: ty Requested for Motor Vehicle	Quantity Requeste Plates	d for Motorcycle	Plate limi Unlimited		

If you select the:

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





2.4.6Line-Makes

1. On the New Line-Makes page, click the NEW LINE-MAKE button.

Texas D HELPING TEX	Department of N XANS GO. HELPING TEXAS	Motor Vehicles					Help	Manufacture	er Licensee 👻
✓ Accounts	 ✓ Contact Information 	3 ✓ Application Reason	4 Application Details	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
New Lir	ne-Make	es							
Enter vehicl	le line make	manufactured	in Texas:						
No record	ls exist. To	create new	Line-Make	s click on A	dd New Li	ne Make bu	itton		
								+ NEW L	INE-MAKE
				CAN					
				CAN	CEL PR		AVE AND EXIT	SAVE AN	ND NEXT

2. On the Line-Makes Detail popup:

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXANS GROW.		Help	Manufacturer Lice	ensee 🔻
Line-Makes				×
Line-Make Details				
MANUFACTURER'S WMI First 3 digits of the VIN	* Line-Make	* Vehicle Type Code		
				ADD

a.For Manufacturer's WMI, type in the numbers/letters assigned by NHTSA when you registered as a manufacturer (not required).

b.For Line-Make, type in the name of the line-make.

- c. For Vehicle Type Code, select the appropriate option.
- d.Click the **ADD** button.
- 3. Repeat these steps for each new line make.
- 4. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.





2.5 Ownership Information

The Ownership information is spread across several web pages.

2.5.1 Individual Ownership

If the license holder's business is owned by one person or a general partnership, provide personal information about the sole proprietor or for both partners in a general partnership.

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

Texas I HELPING TE	Department of Me exans go. helping texas g	otor Vehicles Row.					Help	Manufactur	er Licensee 🗕
Accounts	Contact Information ship	Application Reason	Application Details	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Individua _{Name}	l Ownership				c	wnership % - Tota	l must equal 100%	6 Actions	
								+ NEW 01	WNERSHIP





2. On the Individual Ownership popup for a:

ndividual Ownership			
Winership Details			
* First Name	Middle Name	* Last Name	Title
* 5 moil		* 00N	None
Email			
Driver License State	Driver License #	Driver License Expiration Date	* Ownership %
None 🔻		Ħ	

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

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

- i. For **Ownership %**, type in **100%**.
- j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.





- General partnership:
 - a. Click the **NEW OWNERSHIP** button.
 - b. For the first partner, type in the information as described in steps a-h.
 - c. For **Ownership %**, type in the appropriate amount.
 - d. Click the **ADD** button.
 - e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
 - f. For the second partner, type in the information as described in the steps above.
 - g. For **Ownership %**, type in the appropriate amount.
 - h. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
 - i. Repeat steps a-d as needed, until you have added all partners and the **Ownership %** totals 100%.





2.5.2Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the license holder's business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. In addition, applications with only Business Ownership, the Management Details of the applicant entity will need to be entered.

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

- 1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
- 2. On the Business Ownership popup:

Business Ownership					×
Ownership Details					
* Business Name		* Business EIN		* Ownership %	
Is it Non Profit ?		Is it Publicly Traded?			
None	•	None	•		
					CLOSE ADD

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

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

- c. For **Ownership %**, type in the percentage that this company owns.
- d.For Is it Non Profit, select the appropriate option.
- e. For **Is it Publicly Traded**, select the appropriate option.
- f. Click the **ADD** button.
- g. To add another business entity, repeat step 1 and 2 above.
- 3. When finished, continue to the **Ownership Questions** section on the page.





2.5.3 Management Details

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

- 1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
- 2. On the Management Details popup:

Management Ownership				×
Management Details				
* First Name	Middle Name	* Last Name	Title	
			None	•
Email		* SSN	* Date of Birth	
				iii
Driver License State	Driver License #	Driver License Expiration Date		
None				
			CLOSE	ADD

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.

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

d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.

e.For Driver License State, select the state where the license was issued.

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

g.For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.

h.Click the **ADD** button.

- i. Repeat the steps above for each management or director.
- 3. When you are finished, continue with the **Ownership Questions** section.





2.5.4Ownership Questions

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

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

Submitting an application containing false, misleading, or incomplete information may be grounds for de ncellation, revocation, or suspension.	nial or license
A person who knowingly makes a false statement in connection with applying for or renewing a license osecution.	may be subject to crimir
you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommen	nded.
* Has any nerson listed on this form, or any officer, director, partner, trustee, or other person acting in a	
representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction?	None 💌
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice?	None 💌

If you answer:

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





2.5.5Criminal History

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

1 2	3 4	5	6	7	8	9	(10)
Accounts 🖌 Contact 🖌	Application Application Reason Details	Ownership	Questions	Attachments	Summary	E-sign	Paymen
elect an individual to add tl wners List	he details of their crimin	al history. You	u may add de	tails for more	than one indi	vidual	
elect an individual to add tl w ners List	he details of their crimin	al history. You	u may add de	tails for more	than one indi	vidual	





2. On the Criminal History Details popup:

Criminal History Criminal History Details. Separate d	etails must be provided for each offense.		×
Name		Encrypted S	SN
		Data of Dirth	
Offense and Charge			
* Please state the exact crime for v * Date of Offense	/hich the person was charged, convicted, or rece Date of Conviction/Deferred Adjudication	* Is the person currently	on parole or probation?
* County	* State	* Court	
	None	•	
* Sentence or Action imposed by c	ourt(example- six months in Travis County Jail):		
* Describe the events and circums	ances that lead to the charge.		
			CANCEL

a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.

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

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

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

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

- f. For State, type in the name of the state in which the offense occurred.
- g. For **Court**, type in the type of court in which the offense was adjudicated.





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

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

- j. Click the **UPDATE** button.
- 3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

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

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

2.6 Questions

You must answer a series of questions pertaining to the license requirements and to be sure they are met.

1	2	3	4	6	6	7	8	9	10
 Accounts 	Contact Information	 Application Reason 	 Application Details 	✓ Ownership	Questions	Attachments	Summary	E-sign	Payments

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

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





2.6.1 Military Service Questions

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

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?	Yes
* Does the applicant currently hold this type of license in another jurisdiction?	Yes
* Did the applicant at some time in the last five years hold this type of license in Texas?	Yes
Additional Details	
By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.	
By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.	
License Number	

If you select the:

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

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

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2.6.2Previously Held Texas Licenses Question

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

Has the applicant previously applied for or received any	license or other authorization that was denied,	Yes
suspended, or revoked by a regulatory authority? "Appli	icant" includes the applicant's partner(s); any	
LLC member or manager; or any director, officer, or owr	ner (except for stockholders of publicly-traded	
credential, etc. issued by a regulatory authority. If you a	nswered "ves." then please provide the	
applicant or licensed business name(s), license number	r(s), and the last effective date(s) of the	
license(s), along with the reason the license(s) was/wer	e denied, suspended, or revoked.	
Additional Dataila		
Auditional Details		
If Yes, how many License?		
Pusiness Name	Licence #	
Dusiliess Name	License #	
Reason For Denial/Suspended Or Revoked	Last Effective Date	
License Status		
	<u>e</u>	
▼		
	w	

If you select the:

- **No** response, continue to the next question.
- Yes, type in the number of licenses received and then for the first license:
 - 1. For the **Business Name**, type in the name of the business that is licensed.
 - 2. For the **License Type**, type in the appropriate type.
 - 3. For the **License #**, type in the number issued for the license.
 - For Last Effective Date, type in the mm/dd/yyyy when the license expired or will expire.
 - 5. Click the **ADD** button for additional entries.
 - 6. Repeat the steps above for each license.



2.6.3 Previous Denial, Suspension, or Revocation Question

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

* Has the applicant previously applied for or received any lic suspended, or revoked by a regulatory authority? "Applican LLC member or manager; or any director, officer, or owner companies). "Authorization" includes, but is not limited to, a credential, etc. issued by a regulatory authority. If you answ applicant or licensed business name(s), license number(s), license(s), along with the reason the license(s) was/were d Additional Dataile	ense or other authorization that was denied, nt" includes the applicant's partner(s); any (except for stockholders of publicly-traded any license, permit, registration, certification, vered "yes," then please provide the , and the last effective date(s) of the enied, suspended, or revoked.	Yes
If Yes, how many License?		
' Business Name	License #	
Autos of Texas	P987654	
Reason For Denial/Suspended Or Revoked	Last Effective Date	
Lied on application	01/01/1982	
License Status		
Revoked =	â	
	ADD	

If you select the:

- **No** response, continue to the next question.
- Yes, type in the number of licenses received and then for the first license:
 - 1. For **Business Name**, type in the name of the business licensed.
 - 2. For **License #**, type in the number issued for the license.
 - 3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
 - 4. For Last Effective Date, type in the mm/dd/yyyy when the license expired.
 - 5. For License Status, select the appropriate option from the dropdown list.
 - 6. Click the **ADD** button if you have additional licenses to provide.
 - 7. Repeat the steps above for each license.





2.6.4Same Proposed Location Question

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

* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application?	Yes 💌
Additional Details Please explain below.	
At attempt was made to open dealership in 2000. But fell through.	

If you select the:

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

2.6.5Resources Question

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



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

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





2.6.6Franchise Agreement

You will be required to answer a question about a franchise agreement.

* Does the applicant have a franchise agreement (dealer sales and service agreement) for each linemake being applied for, stating the obligations of Texas franchised dealers to you (the applicant) and the obligations of the applicant to its Texas franchised dealers?

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

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

2.7 Required Attachments

On the *Attachments* page, you will 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, Proof of Owner Identity and Assumed Name Certificates for DBAs 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





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

* Assumed Name Certificate Issued by	, the Texas Secretary	
of State		
Choose File No file chosen		

2. On the Open popup:

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

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

W Open	MP_32F_Ex,helpedent276 - Micro				×
Coo Libraries >	Documents My Documents Upload Files		▼ 4 ₇	Search Upload	l Files 🔎
Organize 👻 New folder					0
Microsoft Word	Documents library Upload Files			Arrange by:	Folder 🔻
☆ Favorites	Name	Date modified	Туре	Size	
Desktop	Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places	Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries	DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents	Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name:	DBA Certificate		▼ All	Files	-
			Tools	Open V	Cancel

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

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.	
and we are a growing	for some weath on some some conversion and the for
	UPLOAD
Other Attachments	
	+ ADD MORE ATTACHMENTS




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

Choose File Court Papers.docx	UNDO COURT PAPERS.DOCX	â
	Choose File Court Papers.docx	Choose File Court Papers.docx UNDO COURT PAPERS.DOCX

2.7.2 Attaching Additional Files

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

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



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

Other Attachments				
* Attachment Type	Choose File No file chosen	UNDO	UPLOAD	

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2.7.3Problems with Your Application

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

HELPING TEXA	-DATUTION OF M	GROW.							
1	2	3	4	5	6	0	8	9	10
Accounts	Contact Information	 Application Reason 	 Application Details 	 Ownership 	 Questions 	✓Attachments	Summary	E-sign	Payment
coblom	o with	Aur Ann	lication						
roblem ease revientinue with	w the followi n your applic	OUR App ing possible is ation. Applica	lication ssues we hav ations submitt	re identified. Y ed with possi	′ou may resol ble issues ma	ve the issue(s) ly experience o	prior to subm lelays in proce	nitting your ap essing.	oplication,
roblem ease revie ntinue with Possible Is	w the following your applic	Your App ng possible is ation. Applica	lication ssues we hav ations submitt	re identified. Y red with possi	ou may resol ble issues ma	ve the issue(s) y experience o	prior to subm lelays in proce	nitting your ap essing.	oplication,
roblem ease revie ntinue with Possible I:	w the following your applic	Your App ing possible is ation. Applica	lication ssues we hav ations submitt	re identified. Y red with possi	ou may resol ble issues ma	ve the issue(s) y experience o	prior to subm lelays in proce	nitting your ap essing. one Represe	oplication,
roblem ease revie ntinue with Possible I: A In orde Please sub	ns with Y w the followin your applic ssues r for your Ma pmit your Ma	Your App ng possible is ation. Applica anufacturer lic inufacturer ap	lication ssues we hav ations submitt cense to be ap oplication. On	re identified. Y red with possi pproved, a se ce it is succes	ou may resol ble issues ma parate license ssfully submit	ve the issue(s) by experience of e will be require ted, return to th	prior to subm lelays in proce ed for at least he home scree	nitting your ap essing. one Represe en to apply fo	eplication,
roblem ease revie ntinue with Possible I A In orde Please sub Represent	ns with Y w the followin your applic ssues r for your Ma omit your Ma ative license	our App ng possible is ation. Applica anufacturer lic inufacturer ap	lication ssues we hav ations submitt cense to be application. On	re identified. Y red with possi pproved, a se ce it is succes	ou may resol ble issues ma parate license ssfully submit	ve the issue(s) by experience of e will be require ted, return to th	prior to subm lelays in proce ed for at least he home scree	nitting your ap essing. one Represe en to apply fo	oplication, entative. or a
roblem ease revie ntinue with Possible I: Possible I: A In order Please sub Represent: A The ma	ns with Y w the followin n your applic ssues r for your Ma pomit your Ma ative license ailing or phys	Anufacturer lice anufacturer lice inufacturer ap . (REVISIT) sical address	lication ssues we hav ations submitt cense to be ap oplication. On entered could	re identified. Y red with possi pproved, a se ce it is succes d not be verifie	ou may resol ble issues ma parate license ssfully submit ed, and must	ve the issue(s) by experience of e will be require ted, return to the be validated be	prior to subm delays in proce ed for at least he home scree efore this appl	nitting your ap essing. one Represe en to apply fo lication can b	entative. or a

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





2.8 Summary

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

1. Review the entries and selections you have made.

		Help	Manufacture	er Licensee 👻
0 0 0 0	6 6 7	8	9	(10)
Accounts Contact Application Application Information Reason Details	Ownership 🖌 Questions 🖌 Attachments	Summary	E-sign	Payments
00061162 pplication Information				
Organization	Application Type			
Organization Central Texas Bulck	Application Type New			
Organization Central Texas Buick Business Name	Application Type New License Type			

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





2.9 Signature

After saving the summary, you will be prompted for your social security number and driver's 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's license is from a state other than Texas, you do not currently hold a driver's 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.

2.9.1 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.

Driver License Issuing	State		
None	Ý		
ate of Birth		Driver License Number	

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

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

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

- d. From the Driver License Issuing State dropdown, select Texas.
- e.For Date of Birth, type in the mm/dd/yyyy that appears on your driver's license
- f. For **Driver License Number**, type in the string of number and letters.

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

h.Click the SAVE AND NEXT button.

2. On the Certificate of Responsibility page:

If the system displays an error that it cannot verify your information, continue with the section about printing and signing the Certificate of Responsibility on page <u>38</u>.

Applying for	a GDN License
 Applica applica request 	nt acknowledges that the department may deny an application for a license or revoke or cancel a license if the nt submits false or misleading information, makes a false statement, or refuses or fails to provide information ted by the Department
 Applica crimina Texas (nt further acknowledges that making a false statement in an application for a license may subject applicant to I prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, 3overnment Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
 Applica unregis 	nt agrees to allow the Department to examine during working hours the ownership papers for each registered or tered vehicle in the applicant's possession or control
 Applica 	nt swears they are not at this time delinquent in any court-ordered obligation to pay child support.
Applica	nt has complied with all applicable state laws and municipal ordinances
The ap submitted	plicant or an authorized agent hereby certifies that statements made above and on attachments and documents ed are true, complete and correct.
I Agree	
Nease read car	fully and accept the terms and conditions by selecting 'i Agree', then selecting E-Signature.
	E-SIGNATURE

- a.Carefully read the terms and conditions for the license.
- b.Click the I Agree option button.
- c. Click the E-SIGNATURE button.

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- 3. On the popup:
 - a. Scroll down to the Sign Here field and type in your full legal name.

	I am applying an e-signature in my name to this document and have read the Consumer Disclosure	Finish & Submit Electronically	×	•
				ł
Indepe	ependent Dealer ndentcardesler@gmail.com			
4	Page 1	I	•	-

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

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



- 5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
- 6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.





2.9.2Printing and Manually Signing the Applications

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.

First Name		* Last Name	SSN
Driver License Issuing State			
None	*		
Date of Birth		Driver License Number	

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

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

- c. From the Driver License Issuing State dropdown, select Other.
- d. The screen will automatically change to offer the print scan upload section.





2. Click CERTIFICATE OF RESPONSIBILITY PDF link.

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.

		* Last Name	SSN
Steven		McGarrett	
Driver License Issuing S	State		
Other	v		
Date of Birth		Driver License Number	
	=		
Certification of Respor	nsibility: CERTIF	ICATION OF RESPONSIBILITY.PDF	

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









Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a
 license if the applicant submits false or misleading information, makes a false statement, or refuses or fails
 to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each
 registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____

Authorized Signature: _____

Title:			
		_	

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

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

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

c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.





W Open		W_DF,Co,IntegendentICN - Mana				X
Libraries	Do	ocuments My Documents Upload Files		• 4 ₇	Search Upload	1 Files 🔎
Organize New folder	r					0
W Microsoft Word		Documents library Upload Files			Arrange by:	Folder 🔻
☆ Favorites		Name	Date modified	Туре	Size	
Desktop		🐏 Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	📲 Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries		BA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
-						
File nam	e: D	BA Certificate		▼ All I	iles	•
				Tools	open I	Cancel

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

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

- 6. Click the **SAVE AND NEXT** button.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.

	×
Please ensure you have read the terms and conditions carefully before proceeding.	
PROCEED TO PAYMENT	





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 the **ADD APPLICATION** button

1. On the Payment Summary page:

Texas Department of Motor Vehic Helping texans go. Helping texas grow.	les			Help	Manufacturer Licensee
0 0 0	4 5	6	0	8	9 10
Accounts 🖌 Contact 🖌 Applic Information Rea	ation 🖌 Application 🖌 Ownership 🖌 son Details	Questions	Attachments	 Summary 	 E-sign Paymer
ayment Summary					
DMV for processing. Select 'A	dd Application' if you are filing mult ted.	iple application	s and want	to make on	e consolidated payme
Do you want to complete anot	ner application and process as one	consolidated p	payment ?	ADD APPLIC	ATION +
Do you want to complete anot Applications for Payment Select All	ner application and process as one	consolidated p	payment ?	ADD APPLIC	ATION +
Do you want to complete anot Applications for Payment Select All 000061162 New Manufactu	ner application and process as one : urer Application	consolidated p	payment ?	ADD APPLIC	ATION +
Do you want to complete anot Applications for Payment Select All 000061162 New Manufactu Physical Address : 45 MAIN S	ner application and process as one : urer Application TREET, Hays, KYLE, 78640, Texas	consolidated p s, USA	payment ?	ADD APPLIC	ATION +
Do you want to complete anot Applications for Payment Select All 000061162 New Manufactu Physical Address : 45 MAIN S	ner application and process as one : urer Application TREET, Hays, KYLE, 78640, Texas	consolidated p ;, USA	oayment ?	ADD APPLIC	ATION +
Do you want to complete anot Applications for Payment Select All 0 000061162 New Manufactu Physical Address : 45 MAIN S Fee Description Manufacturer New Application Fee	ner application and process as one : urer Application TREET, Hays, KYLE, 78640, Texas Total / Prorated Fees/ Penalty % \$1800.00	consolidated p s, USA <u>Unit</u> per application	Quantity	ADD APPLIC	ATION + Sub Total \$1800.00
Do you want to complete anot Applications for Payment Select All 000061162 New Manufactu Physical Address : 45 MAIN S Fee Description Manufacturer New Application Fee Manufacturer New Plate/Renewal Plate/Sticker Fee	ner application and process as one : urer Application TREET, Hays, KYLE, 78640, Texas Total / Prorated Fees/ Penalty % \$1800.00 \$80.00	consolidated p s, USA Unit per application per plate	Quantity 1 10	ADD APPLIC	ATION + Sub Total \$1800.00 \$800.00

- 2. Click the option button of the application or click the **Select All** option button.
- 3. On the bottom of the page, for **Method of Payment**, select the appropriate option button.
- 4. Click the **PROCEED TO PAY** button.





Method of Payment :
Credit Card ACH/eCheck
Grand Total : \$0.00*
*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)
Payment Status : Pending Payment
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.
EXIT PROCEED TO PAY

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





5. In the **Customer Information** section on the *Payment* page:

Doversant				\$1.012.
Payment			Texas.gov Price	\$1012.5
Payment Type		× .		
	Credit Card		Need Help?	
Customer Information			Please complete the Customer Infor	mation Sectio
		Complete all required fields [*]		
Country United States	T			
First Name *	Last Name *			
Address *				
Address 2				
Citv *	State *			
	Select State	T		
ZIP/Postal Code *				
Phone *				
		Next >		
Payment Info				

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

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

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





d. For **Address 2**, optionally 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 list.

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

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

- i. Click the **Next** button.
- 6. In the **Payment Info** section:

1 Payment Type 2 Customer 1	Info 3 Payment Info 4 Submit Payment	Transaction Summary
Payment Info		TXDMV eLicensing \$716
Credit Card Number *	Complete all required fields [*] Credit Card Type	Texas.gov Price 🌒 \$716
Expiration Month * Select a Month *	Expiration Year * Select a Year *	You have selected to pay by credit card. Comple Customer Billing Information and enter Credit C Information.
Security Code *		
	Next >	

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





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

Payment Info		~	/	Transaction Summa	ary
		Ed	lit _	TXDMV eLicensing	\$1,012
Credit Card Visa ****2690 Exp. 03/2018	Name on Credit Card Converter Licensee			Texas.gov Price	\$1012.
Verification				Need Help?	
Enter the characters from the above) 2) we image:		F a c	Review payment information. You mand Payment Method here if needed complete, select Submit Payment.	ay edit Billing d. When

8. After the *Please Wait* popup closes and the *Payment Summary* page displays again, verify that the Payment Status is Payment Successful and click the **NEXT** button.







9. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page or click your name in the upper right corner to display the drop-down and click **Log out**.

Your application has been submitted.A confirmation email has been sent to your email manufacturerlicensee@gmail.com Application Name License Type Status Business Name 000061259 Manufacturer Received Central Texas Buick	Texas Department of Mot HELPING TEXANS GO. HELPING TEXAS GRO	tor Vehicles	He	Nanufacturer Licensee -	C LICENSINI
Your application has been submitted.A confirmation email has been sent to your email manufacturerlicensee@gmail.com Application Name License Type Status Business Name 000061259 Manufacturer Received Central Texas Buick					
000061259 Manufacturer Received Central Texas Buick	'our application has b nanufacturerlicensee(Application Name	een submitted.A confirmatio @gmail.com License Туре	n email has been sent to yo	ur email Business Name	
		estation and the			





3 Accessing Saved Manufacturer Applications

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

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

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







2. From the list of pending applications, click the name of the application to work with.

My Pending Applications

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

Application Name	License Type	T/pe	8tatus	Business Name	Delete
000064444	Converter	New	Approved	Superstar Motors	
000064445	Representative	New	Approved	Superstar Motors	
000064442	Manufacturer	New	Pending	Superstar Motors	
					ŵ
000063710	GDN	Plate/Sticker	Pending	Superstar Motors	
					ŵ
000064219	GDN	Plate/Sticker	Pending	Superstar Motors	
					ŵ
000064199	GDN	Plate/Sticker	Pending	Superstar Motors	
					ŵ
000063843	Lessor	Amendment	Approved	Superstar Motors	
000062880	GDN	Amendment	Withdrawn	Superstar Motors	
000062883	GDN	Amendment	Approved	Superstar Motors	
000061624	GDN	Amendment	Approved	Superstar Motors	

- 3. On the open page of the application:
 - Complete the information and click the **SAVE AND NEXT** button on each page until you submit the application.
 - Click the **PREVIOUS** button to return to a specific page to add or verify information.





4 Working with Your Manufacturer Accounts

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

4.1 Viewing Account and User Information

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

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







2. On the My Accounts page, to:

Texas Department of Motor Veh Helping texans go. Helping texas grow.	nicles	Help Manufacturer Licensee -
My Accounts		
Select the account name to view	w account details.	
To grant or remove an indivio To add a new business you i	dual's eLICENSING access, select "View ntend to license, select "Create Business	r & Create Contacts". s Entity".
Account Name	Business Type	View Contacts
	Corporation	
CENTRAL TEXAS BUICK	Corporation	VIEW & CREATE CONTACTS

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

Texas Depart HELPING TEXANS GO.	ment of Motor Vehicles Helping texas grow.		Help	Manufacturer Licensee -
Contact D	etails			
Name		Email		Phone
Manufacturer Lice	ensee	manufacturerlicensee@gmail.com		(414) 421-1298
Associated Add or Remov	Organizations : ve the organizations you v Organization	vant to associate this contact with and	save you	ur changes
×.	Central Texas Buick			
			BACK	GO TO HOME SAVE CHANGES





• View the users in your account, click the VIEW & CREATE CONTACTS button.



4.2 Adding New Account Users

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

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





We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days. Welcome Choose an option below to get started. C 17 -My Pending Applications Apply for a New License Renew a License Amend a License APPLY (VIEW APPLY APPLY Ħ ----Ħ Plates and Stickers My Licenses and Plates My Cases Dealer Replacement APPLY VIEW VIEW APPLY \$ × Close a License Change General License Info Protest and Complaints Make a Payment APPLY APPLY APPLY PAY 2 -----MANAGE





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

Texas Department of Motor Ver HELPING TEXANS GO. HELPING TEXAS GROW.	icles	Help Manufacturer Licensee -	NSING)
/ly Accounts			
elect the account name to vie	w account details.		
To grant or remove an indivio To add a new business you i	dual's eLICENSING access, select "View ntend to license, select "Create Business	'& Create Contacts". s Entity".	
To grant or remove an individ To add a new business you i Account Name	dual's eLICENSING access, select "View ntend to license, select "Create Business Business Type	View Contacts	
To grant or remove an individ To add a new business you i Account Name	dual's eLICENSING access, select "View ntend to license, select "Create Business Business Type Corporation	View Contacts View Contacts	
To grant or remove an individ To add a new business you i Account Name CENTRAL TEXAS BUICK	dual's eLICENSING access, select "View ntend to license, select "Create Business Business Type Corporation	View Contacts View Contacts View & CREATE CONTACTS	

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

reate Account					
ease provide required details to	o create an account				
* Business Name	* Business Type		EIN	1	
	None	•			
* Is it Non Profit?		* Is it Publicly Trac	led?		
None		None			





4. On the *Create User* page:

First Name	Middle Name	* Last Name
Email		* Phone
User Role		* Organization Name
Dealer	•	Central Texas Buick
nolder, the following: The applicant or license The referenced individua license holder for the rol	holder is liable and responsible for al is authorized to access my eLICE e indicated; and for conducting busi	all activity conducted in the eLICENSING account. NSING account for the purpose of representing the applicant o iness for the applicant or license holder for the role indicated.

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





4.3 Adding an Account to Your Organization

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

<mark>come</mark> se an option below to ge	et started.		
ly Pending Applications	Apply for a New License	Renew a License	C Amend a License

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

Texas Department of Motor Velt HELPING TEXANS GO. HELPING TEXAS GROW.	icles	Help Manufacturer Licensee -
My Accounts		
Select the account name to view	w account details.	
To grant or remove an individ To add a new business you in Account Name	dual's eLICENSING access, select "View ntend to license, select "Create Business Business Type	& Create Contacts". Entity". View Contacts
CENTRAL TEXAS BUICK	Corporation	VIEW & CREATE CONTACTS
		GO TO HOME CREATE BUSINESS ENTITY



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

reate Account				
ease provide required details to cre	ate an account			
* Business Name	* Business Type		EIN	
	None			
* Is it Non Profit?		* Is it Publicly Trad	ed?	
None	•	None		v

4. On the *My Accounts* page, be sure the new account name displays in the list.





5 Working with Manufacturer Licenses and Plates

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

5.1 Viewing and Printing Your Licenses

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

We appreciate your patience your time, please contact us	e as we introduce the new eLICEN if you have a critical issue which i	SING system. In order to make must be resolved within the new	the most efficient use of at 30 days.
Nelcome Choose an option below to get	started.		
	-	t]	C
My Pending Applications	Apply for a New License	Renew a License	Amend a License
VIEW	APPLY	APPLY	APPLY
			#
Plates and Stickers	My Licenses and Plates	My Cases	Dealer Replacement
APPLY	VIEW	VIEW	APPLY



- 2. On the Organizations page, click the dropdown list and select your organization.
- 3. From the list of licenses displayed, click the appropriate license number.

HELPING TEXANS GO. HELP	nt of Motor Vehicles I'ng texas grow.				Help Manufactu	irer Licensee 🗕	E LICENS
rganizatio	าร						
ease select the c	organization linked to	your account					
* Select Organiz	ation						
Central Texas Bu	uick		-				
enses							
enses							
ENSES License Number	Business Name	Туре	Expiration Date	DBAs	Contact Name	Contact Email	
enses License Number 002321	Business Name Central Texas Buick	Type Manufacturer	Expiration Date 01/31/2019	DBAs	Contact Name Manufacturer Licensee	Contact Email	ensee@gmail.cor
License Number	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerilce manufacturerilce	ensee@gmail.con ensee@gmail.con
enses License Number 002321 002322	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerilce manufacturerilce	ansee@gmail.con ansee@gmail.con
enses License Number 002321 002322	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerlice manufacturerlice	ansee@gmail.cor
License Number 002321 002322	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerlice manufacturerlice	ansee@gmail.cor ansee@gmail.cor « 1
License Number 002321 002322	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerlice manufacturerlice	ansee@gmail.con ansee@gmail.con « 1
License Number 002321 002322	Business Name Central Texas Buick Central Texas Buick	Type Manufacturer Representative	Expiration Date 01/31/2019 01/31/2019	DBAs	Contact Name Manufacturer Licensee Manufacturer Licensee	Contact Email manufacturerlice manufacturerlice	ansee@gmail.con ansee@gmail.con « 1

4. On the *License Detail* page, click the **VIEW PRINTABLE LICENSE** button.

Texas Department of Motor Vehicles Helping texans gol. Helping texas grow.	Help Manufacturer Licensee -
License Detail VIEW PRINTABLE LICENSE VIEW PLATES	
Note: The Mailing Address shown on the printable license may not current. Current License Info" on the Home page.	ent contact information is found in "Change Genera
Individual Ownership/Business Ownership	





5. On the Attachments page, click on the name of the license.

		nufacturer Licensee -
Attachments		
Name	Attachment Types	Created Date
Attachment-000611788	Licenses	02/16/2017

6. To print the license, send the PDF file displayed to your printer.

5.2 Viewing Your Plates

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

itarted.		
=	t7	C
Apply for a New License	Renew a License	Amend a License
APPLY	APPLY	APPLY
		#
My Licenses and Plates	My Cases	Dealer Replacement
	tarted.	tarted.

E LICENSING



- 2. On the Organizations page, click the drop-down list and select your organization.
- 3. From the list of licenses displayed, click the appropriate license number.

Texas Departme	nt of Motor Vehicles				Help Manufactu	rer Licensee -
Drachicatio						
Jiganizatio	IS					
lease select the c	rganization linked to	your account.	•			
* Salaat Organiz	ration					
Select Organiz						
Central Texas B	uick		W			
censes						
License Number	Business Name	Туре	Expiration Date	DBAs	Contact Name	Contact Email
002321	Central Texas Buick	Manufacturer	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com
002321	Central Texas Buick Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee Manufacturer Licensee	manufacturerlicensee@gmail.com
002321	Central Texas Buick Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com
002321	Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com manufacturerlicensee@gmail.com
002321	Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com manufacturerlicensee@gmail.com « 1
002321	Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com
002321	Central Texas Buick	Manufacturer Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com manufacturerlicensee@gmail.com

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

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Help	Manufacturer Licensee +	E LICENSING
License Detail VIEW PRINTABLE LICENSE Note: The Mailing Address shown on the printable license may not current. Curren	it contact	information is found in	"Change General
Individual Ownership/Business Ownership			





5. On the Current Plates page, review the information.

0BE093
_

6. Click the GO TO HOME button

5.3 Ordering New License Plates and Stickers

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

5.3.1 Applying for the New Plates

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Plates and Stickers** area.





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

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Help Manufacturer Licensee -
Organizations	
Please select the organization linked to your account. * Select Organization	
- None -	
	GO TO HOME

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

Texas I HELPING T	Department of Motor Ve Exans go. helping texas grow.	hicles		•	lelp Manufac	turer Licensee 🗸	LICENSIN
Accounts	2 Select License	3 Contact Information	4 Process Plates	5 Attachments	6 Summary	7 E-sign	8 Payments
cense	es		vization Calact th	o octivo liconco	for your ploto	annliaction	
ere are r	nultiple licenses as	sociated to your organ	ization. Select in	e active license	for your plate a	application.	
select	License Number	Business Name	License Type	GDN Type		ocation	Status





4. On the *Contact Information* page, type in a new contact if necessary and then click the **SAVE AND NEXT** button

	2 3	4	5	6	7	8
Accounts Se Lice	elect Contact ense Informatio	n Process n Plates	Attachments	Summary	E-sign	Paymen
onfirm your contact ir	nformation is correct	or make changes as	necessary:			
cense Contact In	formation					
First Name		Middle Name		Last Name		
Manufacturer				Licensee		
* Email		Phone				
manufacturerlicense	e@gmail.com	(414) 421-1298				
cense Information	n www.centraltxbuic	k.com	Business Phone	(512) 778-	9900	
cense Information	n www.centraltxbuic	k.com	Business Phone	(512) 778-	9900	
cense Information Business Website Business Email	n www.centraltxbuic staff@centraltxbui	k.com ck.com	Business Phone Business Fax	(512) 778-	9900	
cense Information Business Website Business Email Mailing Address	n www.centraltxbuic staff@centraltxbui	k.com ck.com	Business Phone Business Fax	(512) 778-	9900	
cense Information Business Website Business Email Mailing Address * Address Line 1	n www.centraltxbuic staff@centraltxbui	k.com ck.com	Business Phone Business Fax Address Line 2	(512) 778-	9900	
cense Information Business Website Business Email Mailing Address * Address Line 1 45 MAIN STREET	n www.centraltxbuic staff@centraltxbui	k.com ck.com	Business Phone Business Fax Address Line 2	(512) 778-	9900	
cense Information Business Website Business Email Mailing Address * Address Line 1 45 MAIN STREET * City	n www.centraltxbuic staff@centraltxbui	k.com ck.com	Business Phone Business Fax Address Line 2	(512) 778-	9900 * County	
cense Information Business Website Business Email Mailing Address * Address Line 1 45 MAIN STREET * City KYLE	n www.centraltxbuic staff@centraltxbui staff@centraltxbui	k.com ck.com	Business Phone Business Fax Address Line 2 * Zip 78640	(512) 778-	9900 * County Hays	
cense Information Business Website Business Email Mailing Address * Address Line 1 45 MAIN STREET * City KYLE * Country	n www.centraltxbuic staff@centraltxbui	k.com	Address Line 2 * Zip 78640	(512) 778-	9900 * County Hays	
cense Information Business Website Business Email Mailing Address * Address Line 1 45 MAIN STREET * City KYLE * Country USA	n www.centraltxbuic staff@centraltxbui	k.com	Business Phone Business Fax Address Line 2 * Zip 78640	(512) 778-	9900 * County Hays	





5. On the Select Application Reason page, click Purchase additional plates.

Accounts Accounts Select License	Contact Information	4 Process Plates	5 Attachments	6 Summary	7 E-sign	8 Payments
Select the Application Reasonal Purchase additional plates or ord	son					
 Cancel active plates that were loss 		- 1	and attalian			
	rder a replacement for a	a lost, stolen or damag nger needed	jed sticker			
Request for replacement plates/s	s/stickers order that was	s never received				

6. On the Purchase Additional Plates page:

Texas HELPING	Department of texans go. Helping t	of Motor Vehicles exas grow.		He	elp Manut	facturer Licensee 👻	LICENSING
1 Accounts urchase	e Additior	2 3 lelect Contr Informe nal Plates	act Process Nation Plates	5 Attachments	6 Summary	7 E-sign	8 Payments
Enter th	ne number Expiration Date	of plates you wan Current Active Plate Count	t to order: Quantity Requested of Motorcycle Plates	Quantity Requested of Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit
002321	01/31/2019	10	0	0	10	Unlimited	Unlimited
Lost, sto IMPORTA	olen, or da NT NOTE: If y ere to order re	maged sticker rep /ou wish to also purchas /placement stickers	lacement se additional plates you mus	st do so on a separate appli	cation.		
License	Expirat	tion Date Number of S	stickers				
002321	01/31/2	0					
				1			





a. For **Quantity Requested**, type the number of plates to order.

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

7. On the *License Contact* page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.

Texas Department of Helping texans go. Helping tex	Motor Vehicles		He	Ip Manufacti	urer Licensee 🗸	e Licensin
		4	5	6	(7)	8
Accounts Sel	nse Information	Process Plates	Attachments	Summary	E-sign	Payments
onfirm your contact in	formation is correct	or make changes as	necessary:			
icense Contact In	formation					
First Name		Middle Name		Last Name		
Manufacturer	Manufacturer			Licensee		
* Email		Phone				
manufacturerlicense	e@gmail.com	(414) 421-1298				
	www.centraltxbuick	.com	Business Phone	(512) 778-	9900	
Business Email	staff@centraltxbuid	k.com	Business Fax			
Mailing Address						
* Address Line 1			Address Line 2			
45 MAIN STREET						
* City	* State		* Zip	,	* County	
KYLE	Texas	v	78640		Hays	
* Country						
USA		*				
					VALIDAT	E ADDRESS





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



- 9. To:
 - Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Skip making fixes at this time, click the **CONTINUE ANYWAY** button.
- 10. On the *Attachments* page:

Texas HELPING T	Department of M exans go. helping texas	lotor Vchicles grow.					Help	Manufacture	er Licensee 👻
1	2	3	4	5	6	7	8	9	10
 Accounts Require 	 Contact Information Contact Conta	 Application Reason Application Reason 	 Application Details 	 Ownership 	 Questions 	Attachments	Summary	E-sign	Payments
Note: All	attachments i	must be revie	wed by a lice	nsing speciali	st. Incorrect a	ttachments ma	iy delay proce	ssing.	

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

Assumed Name Certificate Issue	d by the Texas Secretary of State	
* Assumed Name Certificate Issued b of State Choose File No file chosen	y the Texas Secretary	




b.On the Open popup:

- 1) Navigate to the file (on the computer or a shared network resource).
- 2) Select the file and click the **Open** button.

W Open	MR 307 (5a Joinpeder6276 - Mars				×
Coo Libraries +	Documents My Documents Upload Files		v 4 ₇	Search Upload	1 Files 🔎
Organize New folder					0
Microsoft Word	Documents library Upload Files			Arrange by:	Folder 🔻
★ Favorites	Name	Date modified	Туре	Size	
Desktop	Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places	Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
~	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries	BA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents	Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name:	DBA Certificate		- All I	Files	-
			Tools	open I	Cancel

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

Required Attachments
Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.
and the second second and the second of the second
UPLOAD
Other Attachments
+ ADD MORE ATTACHMENTS
CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

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

Criminal Details				
	Choose File Court Papers	.docx UNDO	COURT PAPERS.DOCX	





- d. To add other files to your application that are not shown as required:
 - 1) Click the ADD MORE ATTACHMENTS button (at the bottom of the page).

Other Attachments		
		+ ADD MORE ATTACHMENTS
	CANCEL	PREVIOUS SAVE AND EXIT SAVE AND NEXT

2) For **Attachment Type**, type in a short phrase that identifies the content of the file.

Other Attachments			
* Attachment Type	Choose File No file chosen	UPLOAD	

- 3) Click the **UPLOAD** button.
- 11. If the Problems with Your Application page displays:

Texas Department of Motor W HELPING TEXANS GO. HELPING TEXAS GROW.	ehicles			Help Manufact	urer Licensee 🗸	e Licensing
1 2 Accounts Select License	3 ✓ Contact Information	 ✓ Process Plates 	5 ✓ Attachments	6 Summary	7 E-sign	8 Payments
Problems with Your	Application) nave identified. \	You may resolve th	e issue(s) prior to	submitting your	application or
continue with your application	. Applications sub	nitted with possi	ible issues may exp	perience delays in	processing.	
Possible Issues						
▲ The mailing or physical a approved. Please upload eit verifying your location. 45 M	address entered co her a letter from th AIN STREET, KYI	ould not be verifiente United States LE, Texas, 7864	ed, and must be va Postal Service (US 0, Hays (REVISIT)	alidated before this SPS) or your city/c	s application can county 911 Addre	be ess system
			PREVI			NEXT

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

b.Click the **NEXT** button.

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

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

5.3.2Signing the Application

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's 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 a place to manually it. Then you must scan the file and upload it.

5.3.2.1 Signing with a Valid Texas Driver's License

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.

	* Last Name	SSN
State		
٣		
	Driver License Number	
m		
	g State	* Last Name

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





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

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

- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the Driver License Issuing State dropdown, select the appropriate option.
- e.For Date of Birth, type in the mm/dd/yyyy that appears on your driver's license

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

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

h.Click the SAVE AND NEXT button.

2. On the Certificate of Responsibility page:

Applying for a	DN License
 Applicant applicant s requested 	cknowledges that the department may deny an application for a license or revoke or cancel a license if the ubmits false or misleading information, makes a false statement, or refuses or fails to provide information by the Department
 Applicant f criminal pr Texas Gov 	urther acknowledges that making a false statement in an application for a license may subject applicant to secution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, ernment Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
Applicant a unregister	grees to allow the Department to examine during working hours the ownership papers for each registered id vehicle in the applicant's possession or control
Applicant	wears they are not at this time delinquent in any court-ordered obligation to pay child support.
Applicant I	as complied with all applicable state laws and municipal ordinances
The applic submitted	ant or an authorized agent hereby certifies that statements made above and on attachments and document are true, complete and correct.
I Agree	
Nease read carefull	and accept the terms and conditions by selecting 1 Agree', then selecting E-Signature.
	E-SIGNATUR

- a.Carefully read the terms and conditions for the license.
- b.Click the I Agree checkbox.
- c. Click the E-SIGNATURE button.





- 3. On the popup:
 - a. Scroll down to the Sign Here field and type in your full legal name.

	I am applying an e-signature in m document and have read the Cor	ny name to this nsumer Disclosure	Finish & Submit Electronically	×
Ind	pendent Deale <mark>r</mark> ndentcardealer©gmail.com			
		Page 1		

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

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



- 5. Back on the Certificate of Responsibility page, click the SAVE AND NEXT button.
- 6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.





5.3.2.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

ou would like to e-sign	this application, a	and you have a valid Texas drive	r license, fill out all the fields b	elow and choose "Save
t name, and select "Oth	ner" for issuing st	ate. You will be prompted to print	t, sign, and upload a Certificat	ion of Responsibility.
First Name		* Last Name	SSN	
Driver License Issuing	State			
None	*			
Date of Pirth		Driver License Number		
	-	Diver License Number		

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

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

c. For Driver License Issuing State select other the screen automatically updates to include the Certificate of Responsibility.





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

First Name		* Last Name	SSN	
Steven		McGarrett		
Driver License Issuing S	tate			
Other	•			
ate of Birth		Driver License Number		
ate of birtin		Bitter Election Italian		
Sale of Dirit	Ħ			
	×			
Certification of Respon		ATION OF RESPONSIBILITY.PDF		
Certification of Respon	sibility: CERTIFIC	ATION OF RESPONSIBILITY.PDF		
Certification of Respon Browse No file selec	sibility: CERTIFIC			

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









Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a
 license if the applicant submits false or misleading information, makes a false statement, or refuses or fails
 to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each
 registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Printed Name:

Date:	

Authorized Signature: _			
Title:			

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

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

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

c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.





W Open	-	#30F,Ex,Integrater/EDV - Micro				X
Coo Libraries	Do	cuments My Documents Upload Files		▼ \$7	Search Upload	1 Files 🔎
Organize New folder					•	0
<section-header> Microsoft Word</section-header>		Documents library Upload Files			Arrange by:	Folder 🔻
★ Favorites		Name	Date modified	Туре	Size	
Desktop		🐏 Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	些 Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries		BBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		🐏 Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name	e: DE	A Certificate		▼ All I	Files	-
				Tools	Depen -	Cancel

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

	fla ala ann		
Choose File No	tile chosen		
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 the **UNDO** button or the red trash can.

- 6. Click the SAVE AND NEXT button.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.







5.3.3Making the Application Payment and Submitting It

You can continue on and make the application payment now, which submits the application to MVD for review. Or you can choose to

1. On the top portion of the Payment Summary page, to :

Texas Department of Motor Veh Helping texans go. Helping texas grow.	icles		Help	Manufacturer Li	censee 🗕	e LICEN
1 2	3 4	5	6		7	•
ccounts Select License	✓ Contact ✓ Process Information Plates	✓ Attachments	🗸 Summa	ary 🗸	E-sign	Payn
yment Summary						
ase select the application(s) MV for processing. Select 'A	you wish to pay for at this time. Onc Add Application' if you are filing multi	e payment is iple applicatio	confirmed, y ns and want	our applicat to make on	tion will be s le consolida	submitted ated paym
en all applications are compl	eleu.					
o you want to complete ano	ther application and process as one	consolidated	payment ?	ADD APPLIC	ATION +	
o you want to complete ano	ther application and process as one tt :	consolidated	payment ?	ADD APPLIC	ATION +	
Do you want to complete ano Applications for Paymen Select All	ther application and process as one	consolidated	payment ?	ADD APPLIC	ATION +	
on all applications are complete by you want to complete and Applications for Paymen Select All 000061242 Plate/Sticker I	ther application and process as one It : Vanufacturer Application 002321	consolidated	payment ?	ADD APPLIC	ATION +	
Applications are complete ano Applications for Paymen Select All 000061242 Plate/Sticker I Physical Address : 45 MAIN S	ther application and process as one It : Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640	consolidated	payment ?	ADD APPLIC	ATION +	
An all applications are complete ano Applications for Paymen Select All 000061242 Plate/Sticker I Physical Address : 45 MAIN S Fee Description	ther application and process as one It : Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640 Total / Prorated Fees/ Penalty %	consolidated	payment ?	ADD APPLIC	ATION +	
An all applications are complete ano Applications for Paymen Select All 000061242 Plate/Sticker I Yhysical Address : 45 MAIN S Fee Description Manufacturer New Plate/Renewal Plate/Sticker Fee	ther application and process as one t : Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640 Total / Prorated Fees/ Penalty % \$80.00	Unit	Quantity	ADD APPLIC	Sub Total \$480.00	

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the Select All option.
- Pay for this item only, click its option button.





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



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





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

Payment Type	Customer Info	3 Payment Info	4 Submit Payment	Transaction Sumn	nary
ayment				TXDMV eLicensing	\$49
- 				Texas.gov Price	\$491
rayment type			×		
	Cre	dit Card		Need Help?	
Customer Information				Please complete the Customer In	formation Sec
Country			Complete all required fields [*]		
United States	Ŧ				
First Name *		Last Name *			
Address *					
Address 2					
City -		State -	•		
ZIP/Postal Code *					
Phone *					
			Next >		
Payment Info					

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 being used.

d. For **Address 2**, optionally 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 list.

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

- h.For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the Next button.
- 5. the Payment Info section:

yment Info		Transaction Summary
Credit Card Number *	Complete all required fields [*] Credit Card Type	TXDMV eLicensina \$49
0	DISCOVER DISCOVER DISCOVER DISCOVER	Texas.gov Price \$491
Expiration Month *	Expiration Year *	
Select a Month	Select a Year 🔹	Need Help?
Security Code *		You have selected to pay by credit card. Comple Customer Billing Information and enter Credit C Information.
Name on Credit Card *		

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





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

Payment Info		Transaction Summary
		Edit TXDMV eLicensing \$491
Credit Card Visa ****2690 Exp. 03/2018	Name on Credit Card Manufacturer License	Texas.gov Price \$491.
Verification	Dove Image:	Need Help? Review payment information. You may edit Billin and Payment Method here if needed. When complete, select Submit Payment.

7. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.

Payment Status :	Payment Successful
You should receive an email with your Application Summary and receipt for paymen received by TxDMV. If you have not received this email at your contact email addre check the status of your payment under the "Make a Payment" menu option.	nt after the application and payment is ass within 2 hours of submission, please
	EXIT





8. On the Applications Submitted page, click the GO TO HOME button.

Texas Department of Mo	tor Vehicles ^{ow.}	Help	Manufacturer Licensee 👻	E LICENSING
Applications Sub	omitted			
Payment for following	applications was success	fully submitted:		
Application Name	Business Name	License Type	Status	
000061242	Central Texas Buick	Manufacturer	Received	
				до то номе





6 Amending a Manufacturer's License

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

- Change your business name if you convert from one entity to another or make an update to it (for example, from Smith and Son to Smith Family)
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Add, delete, or make changes to Line Makes
- Make changes to Preparation and Delivery Info

Note: To make changes to general information, like the license contact, refer to the section about changing the general license information on page 112.

6.1 Amendment Fee

The fee to amend a license is \$25.

6.2 Gathering Information for this Application

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

- DBA certificates that have changed
- Certificate of Conversion filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Amended Corporate papers filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Certificate of Filing issued by the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Compensating Dealer Document if you change delivery preparations
- Dealer list and service-only dealer list

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6.3 Applying for the Amendment to a License

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

Texas De	partment of M o NS GO. HELPING TEXAS G	otor Vehicles Row.				Help	Manufacturer Lice	ensee •	LICENSING
1 Accounts	2 Select License	3 Contact Information	4 Amend Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments

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

6.3.1 Getting Started

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







6.3.2Accounts

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

Texas De	Partment of M C INS GO. HELPING TEXAS GI	otor Vehicles Row.				Help	Manufacturer Licer	nsee -	LICENSING
1 Accounts	2 Select License	3 Contact Information	4 Amend Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Organiz	ations	ation linked to	your account	•					
* Select C	Organization								
- None -				*					
							CANCEL	SAVE	AND NEXT

6.3.3 Select License

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

Texas I HELPING TO	Department of Motor V exans go. helping texas grow.	Vehicles				Help	Manufacturer Lice	nsee -	e Licensini
Accounts	2 Select License	3 Contact Information	4 Amend Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
cense lect the l	ES License to make a	mendment to							
Select	License Number	Business N	lame	License Type		GDN Type	Location		Status
Select	License Number	Business N Central Tex	lame as Buick	License Type Manufacturer		GDN Type	Location 45 MAIN S ⁻ Texas, 786	TREET, KYLE, 40, Hays	Status Active

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6.3.4 Contact Information

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

Texas Department of Motor Vehicles Helping texans go, helping texas grow.		Help	Manufacturer Lice	ensee -	LICENSIN
1 2 3 Accounts Select Contact License information	4 5 Amend Amend C Reason Details	6 7 Questions Attachment	8 s Summary	9 E-sign	10 Payments
ontact Information					
nter the contact information for the pe	erson TxDMV may contact for q	uestions regarding	this application:		
pplication Contact					
* First Name	Middle Name		* Last Name		
Manufacturer			Licensee		
Wandacturei					
* Email	* Phone				
* Email manufacturerlicensee@gmail.com	* Phone (414) 421-1298				
* Email manufacturerlicensee@gmail.com	* Phone (414) 421-1298				





6.3.5Amend Reason

1. On the Amend Reason page, select the:

Texas Depart HELPING TEXANS GO	tment <i>of</i> Motor W d. helping texas grow.	chicles				Help	Manufacturer Lice	ensee -	LICENSI
1 Accounts 🛩	2 Select License Ir	3 Contact Iformation	4 Amend Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payment
elect one	e or more	e reasoi	ns belov	V:					
Select	Amend	lment Reason							
Select	Amend Change Change	iment Reason e Business Nan e Ownership ar	ne – use this reas nd Management–	on for conversior use this reason to	n from one entity to o documents chance	another, or to upda	ite name		
Select	Amend Change Change 911 Adu	Iment Reason e Business Nan e Ownership ar dress Change-	ne – use this reas nd Management– - use this reason f	ion for conversion use this reason to for address chang	n from one entity to o documents chang ges designated by y	another, or to upda ges to the owners o your city or county.	ite name r officers Do not use for phys	ical location cha	nges
Select	Amend Change Change 911 Ad Manage	Iment Reason e Business Nan e Ownership ar dress Change- e Locations and	ne – use this reas nd Management– - use this reason f d DBAs- use this r	ion for conversion use this reason to for address chang reason to add, rea	n from one entity to o documents chang ges designated by y move, or update ac	another, or to upda ges to the owners o your city or county. Idress locations an	ite name r officers Do not use for phys d assumed names (ical location cha	nges
Select	Amend Change Change 911 Ad Manage Manage	Iment Reason e Business Nan e Ownership ar dress Change- e Locations and e Line Make	ne – use this reas nd Management– · use this reason f d DBAs- use this r	ion for conversion use this reason to for address chang reason to add, rea	n from one entity to o documents chang ges designated by y move, or update ac	another, or to upda ges to the owners o your city or county. ddress locations an	tte name r officers Do not use for phys d assumed names (ical location cha DBAs)	nges
Select	Amend Change 911 Ad Manage Manage Change	Iment Reason e Business Nar e Ownership ar dress Change- e Locations and e Line Make e Preparation a	ne – use this reas nd Management– - use this reason f d DBAs- use this i nd Delivery Info	ion for conversion use this reason to for address chang reason to add, rei	n from one entity to o documents chang ges designated by y move, or update ac	another, or to upda ges to the owners o your city or county. Iddress locations an	ite name r officers Do not use for phys d assumed names (ical location cha DBAs)	nges
Select Select Select Select Select	Amend Change 911 Ad Manage Change Change ate 2/20,	Iment Reason e Business Nan e Ownership ar dress Change- e Locations and e Line Make e Preparation a	ne – use this reas ad Management– use this reason f d DBAs- use this i nd Delivery Info	ion for conversion use this reason to for address chang reason to add, ren	n from one entity to o documents chang ges designated by y move, or update ac	another, or to upda ges to the owners o your city or county.	tte name r officers Do not use for phys d assumed names (iical location chai	nges

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

Texas Department of Motor HELPING TEXANS GO. HELPING TEXAS GROW.	Vehicles			Help	Manufacturer Lice	ensee -	LICENSING
1 2 Accounts Select License	3 4 Conlact Amend Information Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Business Informat	Corporation	*	EIN		*****	[.] 9999	
Business Name	Central Texas Bui	ck	Secretary o Number	of State Filing	8888	8888888	
		с	ANCEL P		SAVE AND EXIT	SAVE	AND NEXT





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

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW		Help	Manufacturer Licensee 👻	E LICENSING
1 2 3 * Accounts * Select License Contact Information	 ▲ 5 ✓ Amend Reason ✓ Amend Details 	6 7 Questions Attachments	8 9 Summary E-si	gn Payments
Ownership				
Enter the business ownership details	s below.			
Individual Ownership				
Name	Date of Birth	Ownership % - Total	I must equal 100% Action	ns
			+ N	EW OWNERSHIP
Business Ownership	EIN	Ownership %	Action	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation	EIN	Ownership % 100.00%	Action (EDIT	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation	EIN	Ownership % 100.00%	Action (EDIT	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation	EIN	Ownership % 100.00%	Action EDIT	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation Management Changes	EN	Ownership % 100.00%	+ N Action EDIT	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation Management Changes Name Manufacturer Licensee	EIN TITE CEO	Ownership % 100.00% Date of Birth 10/01/1968	Action (EDIT) Action (EDIT)	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation Management Changes Name Manufacturer Licensee	EIN ********	Ownership % 100.00% Date of Birth 10/01/1968	+ N Action (EDIT Action (EDIT	EW OWNERSHIP
Business Ownership Name Central Texas New Car Corporation Management Changes Name Manufacturer Licensee	EIN 	Ownership % 100.00% Date of Birth 10/01/1958	Action EDIT	EW OWNERSHIP

d. Make your changes. (For example, you can split the ownership between 2 owners or change to business ownership.)





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

his is important:	
Submitting an application containing false, misleading, or incomplete information may be grounds for denia ancellation, revocation, or suspension.	al or license
A person who knowingly makes a false statement in connection with applying for or renewing a license ma rosecution.	y be subject to crimi
you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommende	ed.
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?	None *
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?	None *

f. Click the SAVE AND NEXT button.

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

1 2	3 4 5			
License Inf	Contact Amend Amen formation Reason Detail	d Questions	7 8 Attachments Summa	9 10 ry E-sign Payments
Criminal History Select an individual to add the	details of their criminal history	. You may add detai	Is for more than one	individual
Owners List				
Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	manufacturerlicensee@gmail.com	10/01/1968	Management	VIEW/ADD CRIMINAL HISTORIES





h. On the Criminal History Details popup:

Criminal History			
Criminal History Details. Separate details	must be provided for each offense.		×
Name		Encrypted SSN	
Manufacturer Licensee			
Email		Date of Birth	
manufacturerlicensee@gmail.com		10/01/1968	
Offense and Charge			
Oliense and Charge			
* Please state the exact crime for which	the person was charged, convicted, or rece	eceived a deferred adjudication	
* Date of Offense Da	te of Conviction/Deferred Adjudication	* Is the person currently on parole or probation?	
		None	
* County	* State	* Court	
	None	·	
* Sentence or Action imposed by court(example, six months in Travis County Jail):	iD-	
	example- six months in mavis county baily.	n <i>j.</i>	
* Describe the events and circumstance	s that lead to the charge.		
			10
		CANCEL	LY

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





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

10)Click the **UPDATE** button.

- i. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.
- j. When you are finished, click the SAVE AND NEXT button.

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

- Click the 911 Address checkbox.
 - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 - b. Click the **SAVE AND NEXT** button.
 - c. On the *911 Address Change* page, click the **EDIT** button from the **Actions** column of the item to change.

Texas Department of Motor Vehicles	Help Manufacturer	Licensee -
1 2 3 4 5 6 * Accounts * Select * Contact * Amend Amend Questions License Charges	7 8 Attachments Summary	9 10 E-sign Payments
911 Address Change	L costion Tupo	Antione
45 MAIN STREET, KYLE, Texas, 78640, Hays	Physical	EDIT
45 MAIN STREET, KYLE, Texas, 78640, Hays	Mailing	EDIT
Requested Changes No changes requested		
CANCEL	EVIOUS SAVE AND EX	SAVE AND NEXT



d. . On the Address popup, make your changes and click the SAVE button.

Texas Department of HELPING TEXANS GO. HELPING T	of Motor Vehicles Eas grow.			Help	Manufacturer Licensee 🗸	e Licensing
Business Details						
Address Type						
Physical						
* Address Line 1			Address Line	2		
45 MAIN STREET						
* City	* State		* Zip		* County	
KYLE	Texas	•	78640		Hays	*
* Country						
USA						
					VALID	ATE ADDRESS
						SAVE

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

Texas Department of Motor Vehicles HELPING TEXANS GO HELPING TEXAS GROW.		Help	Manufacturer Lie	censee +	LICENSIN
1 2 3 4 5 Accounts \checkmark Select \checkmark Contact \checkmark Amend Amend Information Reason Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
11 Address Change					
Address		LocationType	1	Actions	
Address 45 MAIN STREET, KYLE, Texas, 78640, Hays		LocationType Physical	ر. (Actions EOIT	
Address 45 MAIN STREET, KYLE, Texas, 78640, Hays 45 MAIN STREET, KYLE, Texas, 78640, Hays		LocationType Physical Mailing			
Address 45 MAIN STREET, KYLE, Texas, 78640, Hays 45 MAIN STREET, KYLE, Texas, 78640, Hays Requested Changes		LocationType Physical Mailing			
Address 45 MAIN STREET, KYLE, Texas, 78640, Hays 45 MAIN STREET, KYLE, Texas, 78640, Hays Requested Changes Address	LocationType	LocationType Physical Mailing Action	Type	Actions EDIT Actions	





- Manage Locations and DBAs checkbox:
 - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 - b. Click the **SAVE AND NEXT** button.
 - c. On the *Manage Locations* page, click the **EDIT** button for the appropriate location.
 - d. On the popup, make your changes and click the **SAVE** button.

Business Details					
Address Type					
Additional					
* Address Line 1			Address Line 2		
2206 SYCAMORE STREET			Suite 100		
* City	* State		* Zip		* County
GEORGETOWN	Texas		78726		Williamson
* Business Phone Number			* Business Email		
* Business Phone Number			* Business Email dealer2@texasautor	nart2.com	(VALIDATE ADDRESS)
* Business Phone Number Location Contact Details		Contact Middle Name	* Business Email dealer2@texasautor	* Contact L	VALIDATE ADDRESS
* Business Phone Number Location Contact Details * Contact First Name Motor		Contact Middle Name	* Business Email dealer2@texasautor	* Contact L Dealer	VALIDATE ADDRESS
* Business Phone Number Location Contact Details * Contact First Name Motor * Contact Email		Contact Middle Name	* Business Email dealer2@texasautor	* Contact L Dealer	VALIDATE ADDRESS
* Business Phone Number Location Contact Details * Contact First Name Motor * Contact Email mvd@texasautomart.com		Contact Middle Name	* Business Email dealer2@texasautor * Contact Phone (566) 789-1222	* Contact L Dealer	VALIDATE ADDRESS

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





- Click the Manage Line Make checkbox.
 - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 - b. Click the **SAVE AND NEXT** button.
 - c. On the New Line Makes page:

Texas Department of Motor Veh HELPING TEXANS GO. HELPING TEXANS GROW.	icles				Help	Manufacturer Lic	:ensee -	LICENSING
1 2 Accounts Select Cc License Infor	3 ntact 🖌	4 Amend Reason	5 Amend Details	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
New Line-Makes								
Enter vehicle line make manufa	ctured in Te	xas:						
No records exist. To create	a new Line	e-Makes cl	lick on A	dd New Li	ne Make bi	utton		
			lion off /		ne make bi			
							+ NEW	LINE-MAKE
Remove, Rename or	Replac	e Existii	ng Lin	e-Makes	;			
MANUFACTURER'S WMI First 3 digits	6	101.00						
of the VIN	Line-Makes Pontiac	AA-Passenger	Auto		AME REPLACE	•		
						<u>.</u>		
Domoved/Denemod/	Donlos	adlina	Makas					
Removed/Renamed/	Replace	ed Line-	wakes					
No Records found								

- To add a new line-make:
 - 1) Click the **NEW LINE-MAKE** button.





2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.

Line-Makes			×
Line-Make Details			
	*Line Mele	* Vahiela Ture Cada	
MANUFACTURER'S WMI First 3 digits of the VIN	- Line-Make	None	

- To remove a line-make:
 - 1) Click the **DELETE** button for the appropriate line-make.
 - 2) Click OK to confirm the deletion. (Note that the deleted line-make now displays in the **Removed/Renamed/Replaced Line-Makes** section.)
- To rename a line-make:
 - 1) Click the **RENAME** button for the appropriate line-make.
 - 2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.
- To replace a line-make:
 - 1) Click the **REPLACE** button for the appropriate line-make.
 - 2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.

Line-Make		×
Current Line Make		
MANUFACTURER'S WMI First 3 digits of the VIN	Line-Make	Vehicle Type Code
IZB	Pontiac	AA-Passenger Auto
New Replacement Line Make		
MANUFACTURER'S WMI First 3 digits of the VIN	* Line-Make	* Vehicle Type Code
		AA-Fasseligei Auto *
		CLOSE SAVE





- Change Preparation and Delivery Info checkbox:
 - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 - b. Click the **SAVE AND NEXT** button.

6.3.6Questions

1. Respond to the questions presented.

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXANS GROW.	Help	Manufacturer Lice	ensee -	LICENSING
1 2 3 4 5 6 • Accounts • Select • Contact • Amend Amend Details Questions Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Enter the following questions in order to complete your application.				
* Is the applicant a Military Service member, Military Veteran, or Military Spou	ise?		Yes	•
* Does the applicant currently hold this type of license in another jurisdiction?			Yes	Ŧ
* Did the applicant at some time in the last five years hold this type of license	in Texas?		Yes	v
Additional Details By Texas law your license fee is waived. Please note that the License F waived. Please provide documentation such as you or your spouse's ac 214 to confirm your status and a copy of your current license from anot By Texas law you are eligible for expedited processing of this application	Plate fees a ctive duty o her jurisdict n. Please p	re not rders or DD- ion.		
documentation such as you or your spouse's active duty orders or DD-2 status, and either your Texas License Number or a copy of your current jurisdiction.	214 to confi license fro	rm your m another		
License Number				
CANCEL	IOUS	SAVE AND EXIT	SAVE AND	DNEXT

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





6.3.7 Required Attachments

Depending on the reason, different attachments may be requested.

Texas I HELPING TE	Department of N Exans go. helping texas	lotor Vehicles grow.					Help	Manufacture	er Licensee 🗸
1✓ Accounts	2 ✓ Contact Information	3 ✓ Application Reason	✓ Application Details	5 ✓ Ownership	6 ✓ Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Require	ed Attach	nments	wed by a lice	nsing speciali	st. Incorrect a	ttachments ma	y delay proce	ssing.	

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

Assumed Name Certificate Issued by the	Texas Secretary of State	
* Assumed Name Certificate Issued by the Tex of State Choose File No file chosen	UNDO	

- 2. On the *Open* popup:
 - a.Navigate to the file (on the computer or a shared network resource).
 - b. Select the file and click the **Open** button.

W Open		W.J.W.J.La.Joinperiort.CN - Marco				X
Librarie	s 🕨 Do	ocuments My Documents Upload Files		- - € ₇	Search Upload	l Files 🔎
Organize 👻 New fol	der					. 0
Microsoft Word	*	Documents library Upload Files			Arrange by:	Folder 🔻
Favorites		Name	Date modified	Туре	Size	
Downloads		当 Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries		DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		🛀 Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File n	ame: D	BA Certificate		- All	Files	•
				Tools		Cancel





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

Required Attachments		
Note: All attachments must be reviewed by a licensing sp	ecialist. Incorr	ect attachments may delay processing.
or or draw on grann of some a	Star pro	and the second second second for
		UPLOAD
Other Attachments		
		+ ADD MORE ATTACHMENTS
	CANCEL	PREVIOUS SAVE AND EXIT SAVE AND NEXT

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

Criminal Court Papers			
* Criminal Details			-
(<u></u>)	Choose File Court Papers.docx	COURT PAPERS.DOCX	

d. For files not required:

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

Other Attachments		
		+ ADD MORE ATTACHMENTS
	CANCEL	PREVIOUS SAVE AND EXIT SAVE AND NEXT



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

Other Attachments			
* Attachment Type	Choose File No file chosen	UPLOAD	

3) Click the **UPLOAD** button.

e.Click the SAVE AND NEXT button

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

6.3.8Summary

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

Texas I HELPING TE	Department of 1 exans go. helping texad	Motor Vehicles s grow.					Help		dent Dealer 🔸
1	2 ✓ Select License	Contact Information	 ✓ Amend Reason 	✓ Amend Details	€ ✓ Questions	7 ✓ Attachments	8 Summary	9 E-sign	10 Payments
Summa 000059	ary for A 9900	pplicatior	n Numbe	er					
Applicatio	on Informa	tion							

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





6.3.9Signature

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's 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 a place to manually it. Then you must scan the file and upload it.

6.3.9.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

First Name		* Last Name	SSN
Driver License Issuing St	tate		
None	*		
Date of Birth		Driver License Number	

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





- h. Click the **SAVE AND NEXT** button.
- 2. On the Certificate of Responsibility page:

pply	ing for a GDN License
. /	Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
• /	Applicant further acknowledges that making a false statement in an application for a license may subject applicant to riminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, fexas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
• /	Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or inregistered vehicle in the applicant's possession or control
. /	Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
. /	Applicant has complied with all applicable state laws and municipal ordinances
•	The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.
1	Agree
lease	read carefully and accept the terms and conditions by selecting 'i Agree', then selecting E-Signature.
	E-SIGNATURE

- a.Carefully read the terms and conditions for the license.
- b. Click the I Agree option button.
- c. Click the E-SIGNATURE button.





- 3. On the popup:
 - a. Scroll down to the Sign Here field and type in your full legal name.

	I am applying an e-signature in my name to this document and have read the Consumer Disclosure	×		
	Independent Dealer			
	independentcardealer®gmail.com			
	Page 1		•	
Ľ	4	•		

- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
- 4. On the *Thank You* page of the popup, click the **CLOSE** button.



- 5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
- 6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.





6.3.9.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

First Name		* Last Name	SSN
Driver License Issuing	State		
None	¥		
Date of Birth		Driver License Number	
	**		

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For Driver License Issuing State select other.
- d. Screen automatically updates to include the Certificate of Responsibility section.
LICENSING



 Scroll to the bottom of the page and click the CERTIFICATE OF RESPONSIBILITY PDF link.

st Name	* Last Name	SSN	
even	McGarrett	0011	
	1		
Certification of Responsibility: CER	TIFICATION OF RESPONSIBILITY.PDF		
Browse No file selected	UNDO		

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









Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a
 license if the applicant submits false or misleading information, makes a false statement, or refuses or fails
 to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each
 registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date:	
-------	--

Printed Name:		
Authorized Signature:		

Title:

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





W Open	10	(309,55a,)ologonalerti276 - Micro				×
Coo Libraries >	Doc	uments My Documents Upload Files		▼ 4 ₇	Search Upload	I Files 🔎
Organize 🔻 New folder						0
🚾 Microsoft Word		Documents library Upload Files			Arrange by:	Folder 🔻
☆ Favorites		Name	Date modified	Туре	Size	
Desktop		Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
b Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
😂 Libraries		DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name:	DB	A Certificate		▼ All f	iles	•
				Tools	open V	Cancel

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

Choose File No f	ile chosen	UNDO		
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 the **UNDO** button or the red trash can.

- 6. Click the SAVE AND NEXT button.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.







6.3.10 Payment

1. On the top portion of the Payment Summary page, to :

Iexas Department of Motor Ve Helping texans go. Helping texas grow.	hicles		Heip			
1 2 ccounts ✓ Select ✓ C License Infi	3 4 5 Contact	6 Questions ✓	7 Attachments	8 ✓ Summary	9 ✔ E-sign	1 Paym
yment Summary						
MV for processing. Select	'Add Application' if you are filing multi	iple application	ns and wan	t to make or	ne consolida	ated paym
n all applications are comp	other application and process as one	consolidated	payment ?		CATION +	
n all applications are comp o you want to complete an pplications for Payme	other application and process as one nt :	consolidated	payment ?	ADD APPLIC	CATION +	
o you want to complete an po you want to complete an opplications for Payme Select All	other application and process as one nt:	consolidated	payment ?	ADD APPLIC	CATION +	
o you want to complete an pplications for Payme Select All 000061245 Amendment	other application and process as one nt: Manufacturer Application 002321	consolidated	payment ?	ADD APPLIC	CATION +	
o you want to complete an Applications for Payme Select All 000061245 Amendment Physical Address : 45 MAIN	other application and process as one nt: Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640	consolidated	payment ?	ADD APPLIC	CATION +	
en all applications are comp o you want to complete an opplications for Payme Select All 000061245 Amendment bysical Address : 45 MAIN	other application and process as one nt : Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640 Total / Prorated Fees/ Penalty %	consolidated	payment ?	ADD APPLIC	CATION +	
en all applications are comp to you want to complete an applications for Payme Select All 000061245 Amendment hysical Address : 45 MAIN Fee Description Manufacturer Amendment fee	other application and process as one nt : Manufacturer Application 002321 STREET, Hays, KYLE, Texas, 78640 Total / Prorated Fees/ Penalty % \$25.00	Consolidated	payment ? Quantity	ADD APPLIC	CATION + Sub Total \$25.00	

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the Select All option.
- Pay for this item only, click its option button.
- 2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.





Method of Payment :	
Credit Card ACH/eCheck	
Grand Total :	\$0.00
*Payment processing for this service will be included in the total trans or Automated Clearing House (ACH)	saction amount when payment is made by credit card
Payment Status :	Pending Paymer
You should receive an email with your Application Summary and rec	eipt for payment after the application and payment is
received by TxDMV. If you have not received this email at your conta check the status of your payment under the "Make a Payment" menu	act email address within 2 hours of submission, please µ option.
received by TxDMV. If you have not received this email at your conta check the status of your payment under the "Make a Payment" menu	act email address within 2 hours of submission, please a option.

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





4. On the **Customer Information** page:

Payment Type	Customer Info	3 Payment Info	4 Submit Payment	Trans	action Summa	ry
ayment					TXDMV eLicensing	Ş
Payment Type			×		Texas.gov Price	\$2
	Cre	dit Card		Need	Help?	
Customer Informatio	n			Please co	omplete the Customer Inform	ation Se
Country			Complete all required fields [*]			
United States	Ţ					
First Name *		Last Name *				
Address *						
Address *						
City *		State *				
		Select State	Ŧ			
ZIP/Postal Code *						
Phone *						
			Next >			

- 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 being used.
- d. For **Address 2**, optionally 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 list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the Next button.
- 5. In the Card Info section:

ayment Info		Transaction Summary
Credit Card Number *	Complete all required fields [*] Credit Card Type	TXDMV eLicensing \$2
2		Texas.gov Price \$2
Expiration Month *	Expiration Year *	
Select a Month	Select a Year 🔹	Need Help?
Security Code *		You have selected to pay by credit card. Comp Customer Billing Information and enter Credit C Information.
Name on Credit Card *		

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

Texas Departme	ent of Motor Vehicles	Texas Department of Motor
Payment Info		✓ Transaction Summary
		Edit TXDMV eLicensing \$2
Credit Card Visa ****2690 Exp. 03/2017	Name on Credit Card Manufacturer Licensee	Texas.gov Price \$25
Verification	e image:	Need Help? Review payment information. You may edit Billin and Payment Method here if needed. When complete, select Submit Payment.
Canad	s	demit Dourscot

- 7. After the *Please Wait* popup closes and verify that **Payment Successful** displays in the **Status** on the *Payment Summary* page.
- 8. Click the **NEXT** button.
- 9. On the Application Submitted page, click the **CLOSE** button.

Texas Department of Mot HELPING TEXANS GO. HELPING TEXAS GRO	or Vehicles ^{wv.}	Help	Manufacturer Licensee 🗸	
polications Sub	mitted			
ayment for following	applications was success	fully submitted:		
		Liconco Tuno	Status	
Application Name	Business Name	License type		





7 Changing General Manufacturer License Info

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

There is no fee for these changes.

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

noose an option below to ge	t started.		
	-	1 1	S
My Pending Applications	Apply for a New License	Renew a License	Amend a License
×		-	\$
Close a License	Change General License Info	Protest and Complaints	Make a Payment

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

1	(2)	3	(4)
locounts	Select License	Apply Changes	Submitted
ganizations			
ease select the organiz	ation linked to your account.		
* Select Organization	1		
* Select Organization - None -	×		





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

Select	License Number	Business Name	License Tyne	GDN Type	Location	Statue
0	P001905	Superstar Motors	GDN	Motor Vehicle	400 W ANDERSON LN, AUSTIN, Texas, 78752-1110, Travis	Active
0	LA001552	Superstar Motors	Lessor		400 ANDERSON LN, AUSTIN, Texas, 78752-1138, Travis	Active
0	003128	Superstar Motors	Converter		3261 BARLEY ROAD, LEANDER, Texas, 78641, Williamson	Active
0	002097	Superstar Motors	Converter		100 W 31ST, AUSTIN, Texas, 78759, Travis	Active
0	003129	Superstar Motors	Representative		2317 MILLBROOK LOOP, LEANDER, Texas, 78641-1510, Williamson	Active
0	002098	Superstar Motors	Representative		100 W 33RD, AUSTIN, Texas, 78759, Travis	Active





4. On the Apply Changes page:

liouvane	Middle Name		Last Name	
' Email	Phone			
This field is negulined.	×			
cense Information				
				-
Business Website		Business Phone		
Business Email		Business Fax		1
Address				
naming Australia				•
Country				
USA		*		
		Address Line 2		
Address Line 1				
Address Line 1		×		
* Address Line 1	4 Orași	x	4.7%	
* Address Line 1 This feld is required. * State Texas	* County	×	* Zip	
Address Line 1 The feld is required. State Texas	County -None- This fails is required.	City City This fail is required.	* Zip]
* Address Line 1 ************************************	County -None- This field is required.	City City This fail is required.	* ZIp]

- a. Click into the field to edit and make the changes.
- b.Click the **SAVE AND SUBMIT** button.
- 5. On the *Submitted* page, click the **CLOSE** button to exit.







8 Renewing Manufacturer's 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 business structure or ownership since last application or renewal

8.1 Renewal Fees

The fee to renew a license on time is \$1800 for the manufacturer license, \$40 for each associated franchise dealer, and \$200 for each Representative being renewed.

If the renewal is late, the fee is \$1800 plus \$900 if renewed after the first 30 days and \$900 more if renewed after 60 days for the manufacturer license. Also included in the fees is a \$200 fee for each Representative renewed plus \$100 if renewed after the first 30 days and \$100 more if renewed after 60 days.

Note: The Plate/Sticker renewal fee is \$80.00.

8.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
 - Driver's licenses (or passport, official identification cards, and so on) for new owners or management staff





- Note: Driver's license information is not required for a renewal, but is required for amendments involving ownership changes
- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)

8.3 Renewal Application

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

elcome	stated		
ose an option below to get	siarieu.		
E		t]	S
My Pending Applications	Apply for a New License	Renew a License	Amend a License
VIEW	APPLY	APPLY	APPLY

8.3.1Accounts

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

1	2	3	4	5	6	7	8	9	10
Accounts	Select License	Contact	License Information	Ownership	Questions	Attachments	Summary	E-sign	Payment
r <mark>ganiza</mark> ase select	ations the organiza	ation linked to	your account	l.					
rganiza	ations the organiza	ation linked to	your account	L.					
rganiza	ations the organization	ation linked to	your accoun						
* Select O	ations the organization	ation linked to	your accoun						

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





8.3.2Select License

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

censes						
	ronow Ifyou need		consos, oach must be	submitted con-	aratoly	
ect one license to	renew. If you need	to renew multiple lid	tenses, each must be	submitted sepa	arately.	_
License Select Number	Business Name	License Type	License Sub Type	Expiration Date	Location	Status
● 002151	World Motor Company	y Manufacturer		12/31/2016	835 E 1st N St, Wichita, Kansas, Sedgwick	Active
					ranous, cougnin	

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





8.3.3Contact Information

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

1 2 3	4 5	6	7	8	9	10
Accounts Select Contac License Informat	t License Ownership on Information	Questions	Attachments	Summary	E-sign	Paymen
ontact Information						
ter the contact information for th	e person TxDMV may contact fo	or questions re	garding this	application:		
iter the contact information for th	e person TxDMV may contact fo	or questions re	garding this	application:		
nter the contact information for the oplication Contact	e person TxDMV may contact fo	or questions re	garding this	application:		
nter the contact information for the contact	e person TxDMV may contact fo	or questions re	garding this	application:		
ter the contact information for the contact Contact * First Name Polly	e person TxDMV may contact fo Middle Name	or questions re	egarding this * La Po	application: ast Name		
tter the contact information for the contact oplication Contact * First Name Polly * Email	e person TxDMV may contact fo Middle Name * Phone	or questions re	egarding this * La Po	application: ast Name cket		
the contact information for the contact contact First Name Polly Email polly@mailinator.com	e person TxDMV may contact fo Middle Name * Phone (316) 263-1311	or questions re	* La Po	application: ast Name icket		
the contact information for the polication Contact * First Name Polly * Email polly@mailinator.com	e person TxDMV may contact fo Middle Name * Phone (316) 263-1311	or questions re	* La Po	application: ast Name cket		

2. Click the SAVE AND NEXT button.





8.3.4License Information

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

Texas Department of Helping Texans GO. Helping Texa	Motor Vehicles				н	elp Polly P	ocket -	LICENSI
1 2 Accounts ✓ Select	3 ✓ Contact	4 License	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Paymen
License	mormation	mormation						
cense Inform	ation							
icense Inform onfirm your contact in cense Contact Inf	ation ormation is corr ormation	rect or make c	hanges as neo	cessary:	ning the stail.			
icense Inform onfirm your contact in cense Contact Inf iter contact information * First Name	ation ormation is corr ormation n for the persor	rect or make ci n TxDMV may Middle	hanges as neo communicate Name	cessary: with concer	ning the daily	operations of	the dealers	nip
icense Inform onfirm your contact in cense Contact Inf nter contact informatio * First Name Polly	ation ormation is corr ormation n for the persor	rect or make cl n TxDMV may Middle	hanges as ner communicate Name	cessary: with concer	ning the daily * La Pc	operations of ast Name incket	the dealers	nip
icense Inform onfirm your contact in cense Contact Inf nter contact informatic * First Name Polly * Phone	ation ormation is corr ormation n for the persor	n TxDMV may Middle	hanges as nee communicate Name	cessary: with concer	ning the daily * La	operations of ast Name icket	the dealers	nip

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

Business Website	* Business Phone
www.worldmotorcompany.com	(316) 263-1311
* Business Email	Business Fax
worldmotoreompony@moilingtor.com	

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





Mailing Address			
* Address Line 1		Address Line 2	
835 E 1st N St			
* City	* State	* Zip	* County
Wichita	Kansas 🔻	67202-2791	Sedgwick
* Country			
USA	▼		
			VALIDATE ADDRESS
	CA	NCEL PREVIOUS (SAVE AND EXIT SAVE AND NEXT

- 4. Click the **SAVE AND NEXT** button.
- 5. On the Associated Licenses to Renew page:
 - a. To renew an existing Representative select Renew from the Action drop down

	Partment of Motor Vehicle ns go. helping texas grow.			Help Manufact	turer Licensee 🗸	C LICENSING
1 Accounts	2 3 ✓ Select ✓ Conta License Informa	ct License Owr	5 6 Questions	7 8 Attachments Summ	9 ary E-sign	10 Payments
sociat	ted Licenses	to Renew you would like to renew	together with your lice	ense. If you would lik	e to cancel the re	epresentative
nse, Indic	ate if you want the ca	ancellation at expiration of	date or at renewal of y	our license.		
License Number	Representative Name	Location	Status	Expiration Date	Action	
002322	Pat Smith	123 MAIN STREET, KYLE,	Active	1/31/2019	Nene	

6. On the *Dealer Plates* page, select renew plate or cancel plate for each plate listed.

	•			
Accounts V Select	✓ Contact License	5 6 Ownership Questions Atta	chments Summary	E-sign Paym
License	Information Information			
Plate Number	License Number	Expiration Date	Actions	
Plate Number C0001A	License Number	Expiration Date	Actions	
Plate Number C0001A C0002A	License Number 002237 002237	• Expiration Date 01/31/2019 01/31/2019	Actions None	•
Plate Number C0001A C0002A C0003A	License Number 002237 002237 002237	• • • • • • • • • • • • • • • • • • •	Actions None None None	
Plate Number C0001A C0002A C0003A C0004A	License Number 002237 002237 002237 002237 002237 002237	Expiration Date 01/31/2019 01/31/2019 01/31/2019 01/31/2019 01/31/2019 01/31/2019	Actions None None None None	

7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, click:



ickas Department of Motor vemeres

	Department of TEXANS GO. HELPING T	IT MOTOR VEHICLES						
Accounts	2 ✓ Select License	Contact Information	4 5 License Information	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payment
* Do yo	u want to or	rder metal dealer pl	ates?	Yes	•			
* Do yo	u want to or	rder metal dealer pl	ates? t to order:	Yes	~			
* Do yo Enter ti	u want to or ne number Expiration Date	rder metal dealer pl of plates you want Current Active Plate Count	ates? to order: Quantity Requested for Motorcycle Plates	Yes Quantity Request Motor Vehicle Pla	ed for New Ites Cour	Plate Plate L nt Waive	.imit Without	Current Plate Lin

- No and click the SAVE AND NEXT button.
- Yes, and then in the:
 - a. Quantity Requested field, enter the number of plates needed.
 - b. Click the **SAVE AND NEXT** button.

8.3.5Ownership

- 1. On the Ownership page:
 - a. Review current information (If updates are needed an amendment must be submitted)





Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.			Help	Manufacturer Lice	ensee -	LICENSING
1 2 3 4 Accounts Select Contact License Information	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Ownership						
Enter the business ownership details below.						
Individual Ownership						
Name	Date of Birth			Ownership %		
Independent Vehicle	10/31/1956			100.00%		
Business Ownership						
Name	EIN			Ownership %		
Management Changes						
Name	Title			Date of Birth		





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

Ownership Questions	
This is important:	
• Submitting an application containing false, misleading, or incomplete information may be grounds for denial or cancellation, revocation, or suspension.	r license
 A person who knowingly makes a false statement in connection with applying for or renewing a license may b prosecution. 	e subject to criminal
If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.	
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?	None 🔻
CANCEL PREVIOUS SAVE AND EXIT	SAVE AND NEXT

If you answer:

- No, click the SAVE AND NEXT button.
- Yes to any of the questions:





a.On the Criminal History page displayed, click the ADD button for the first name.

	or Vchicles ^{w.}		Help	Manufacturer Licen	see -	LICENSIN
1 2 Accounts Select License	3 4 Contact License Own- Information Information	5 6 ership Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
riminal History	the details of their criminal histo	rv. You may add det	ails for more th	on ono individ	hual	
wners List		ry. Tou may add dot			luai	
wners List Name	Email Address	Date of Birth	Ownership t	/pe Crim	inal History De	tails





b. On the Criminal History Details popup:

riminal History			
riminal History Details. Separate o	details must be provided for each offense.		×
Name			Encrypted SSN
Email			Date of Birth
offense and Charge			
* Please state the exact crime for	which the person was charged, convicted, or re-	ceived a defe	rred adjudication
			d
* Date of Offense	Date of Conviction/Deferred Adjudication	* Is the pe	erson currently on parole or probation?
		None	·
* County	* State		* Court
	None		
* Sentence or Action imposed by	court(example- six months in Travis County Jail)):	
, .			
* Describe the events and circums	stances that lead to the charge.		

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





- 8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
- 9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
- 10)Click the **UPDATE** button.
- c. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

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

8.3.6Questions

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

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

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





8.3.6.1 Military Service Questions

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

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

	The applicant a minuty control method, minuty feerant, or minuty operate.	Yes	*
Do	es the applicant currently hold this type of license in another jurisdiction?	Yes	
Dic	t the applicant at some time in the last five years hold this type of license in Texas?	Yes	
	waived. Please provide documentation such as you or your spouse's active duty orders or DD-		
	waived. Please provide documentation such as you or your spouse's active duty orders or DD- 214 to confirm your status and a copy of your current license from another jurisdiction.		

- 1. Select the:
 - No response and continue to the next question.
 - Yes response and:
 - a. If you answer **Yes** to either condition, type in the **License Number** of the current license.
 - b. Continue to the next question.

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





8.3.6.2Changed Business Structure

* Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application.

- 1. Select the response but be advised you may need to submit an amendment application to make the changes or apply for a new license depending on the type of change.
- 2. Continue with the next question.

8.3.6.3Changes In Franchised Dealers or Service-Only Facilities Question

* Have there been changes in franchised dealers or service-only facilities since your last application or renewal? If yes, Please explain below.	Yes 🔻
Additional Details	
Please explain below.	

- 3. Select the:
 - No response and continue to the next question.
 - Yes response and:
 - a. Type in the appropriate information.
 - b. Continue to the next question.





8.3.6.4Changes in Preparation and Delivery Agreements or Compensation

* Have there been changes in preparation and delivery agreements or compensation since your last application or renewal? If yes, Please explain below
 Additional Details
 Please explain below.

- 1. Select the:
 - No response and continue to the next question.
 - **Yes** response and:
 - a. Type in the appropriate information.
 - b. Continue to the next question.

8.3.6.5Changes in Distributors

* Have there been changes in distributor(s) since your last application or renewal? If yes, Please explain below in detail:	Yes 💌
Additional Details	
Please explain below.	

- 1. Select the:
 - No response and continue to the next question.
 - Yes response and:
 - a. Type in the appropriate information.
 - b. Continue to the next question.





8.3.6.6Changes in Line-Makes

* Have there been any changes to the existing line-make(s) since your last application or renewal? If yes, please complete the amendment application.

Yes

- 1. Select the:
 - No response and continue to the next question.
 - Yes response and:
 - a. Remember to file an amendment with the line-make unless specified in an earlier section.
 - b. Continue to the next question.

8.3.6.7Controlling Interest in Dealerships

* Does licensee, or any person or entity controlled by licensee, own an interest in a motor vehicle dealer or dealership, control a dealer or dealership, or act in the capacity of a dealer? If yes, Please explain below in detail :	Yes 💌
Additional Details	
Please explain below.	

- 1. Select the:
 - No response and continue to the next question.
 - Yes response and:
 - a. Type in the appropriate information.
 - b. Continue to the next question.





8.3.7 Attachments

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

- Preparation and Delivery Obligations (if changed since last application)
- Assumed Name Certificates (if licensee uses one)
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you are incorporated if not physically located in Texas.
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for	which the person was charged, convicted, or rec	eived a deferred adjudication	
* Date of Offense	Date of Conviction/Deferred Adjudication	* Is the person currently on parole of	r probation?
m		No	•
* County	* State	* Court	
* Sentence or Action imposed by	court(example- six months in Travis County Jail)	Monaceae	
* Describe the events and circums	stances that lead to the charge.		A

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





1. On the Required Attachments page:

Texas I HELPING T	Department of N exans go. helping texas	lotor Vehicles grow.					Help	Manufactur	er Licensee 🗸
↓	2 Contact Information	3 ✓ Application Reason	4 ✓ Application Details	5 ✔ Ownership	6 ✓ Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Note: All	attachments	nments	wed by a lice	nsing speciali	st. Incorrect a	ttachments ma	ay delay proce	essing.	

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

Assumed Name Certificate Issued by the Texas Se	Secretary of State	
* Assumed Name Certificate Issued by the Texas Secretar of State Choose File N file chosen	JITY UNDO	

b.On the Open popup:

- 1) Navigate to the file (on the computer or a shared network resource).
- 2) Select the file and click the **Open** button.

W Open	-	# 30F. Ex. Independent DV - Micro				×
Coo Libraries >	Do	cuments My Documents Upload Files		• 4 ₇	Search Upload	Files 🔎
Organize 🔻 New folder						. 0
<section-header> Microsoft Word</section-header>		Documents library Upload Files			Arrange by:	Folder 🔻
Favorites		Name	Date modified	Туре	Size	
Downloads		Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
-	=	🐏 Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Libraries		DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name	: DI	3A Certificate		▼ AILI	Files	-
				Tools	Deen -	Cancel





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

Required Attachments
Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.
ور المالي المحمول
UPLOAD
Other Attachments
+ ADD MORE ATTACHMENTS
CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

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

Criminal Details	Choose File Court Papers.docx	UNDO COURT PAPERS.DOCX	â

d. For files not required:

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

Other Attachments		
	+ ADD MORE ATTACHMENTS)
	CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT	





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

* Attachment Type			_	
	Choose File No file chosen	(UNDO) 💼	UPLOAD	

3) Click the **UPLOAD** button.

e.Click the SAVE AND NEXT button

2. If the Problems with Your Application page displays:

Texas I HELPING T	Department of Exans go. Helping texa	Motor Vehicles s grow.				Help	Manufacturer Lico	ensee -	LICENSING
1 ✓ Accounts	2 ✓ Select License	3 ✓ Contact Information	↓ ↓ License Information	5 ✓ Ownership	€ Questions	7 ✓ Attachments	8 Summary	9 E-sign	10 Payments
Proble	ms with	Your App	lication						
Please revi continue w	iew the follov ith your appli	ving possible is cation. Applica	sues we hav tions submitt	e identified. Y ed with possi	′ou may resol ble issues ma	lve the issue(s) ay experience o	prior to subm delays in proce	itting your ap essing.	oplication, or
D 11									
A Mailin	a Address n	ot Verified (REV	/ISIT)						
	.97144100011								
					_				
					F	PREVIOUS			NEXT

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

ELICENSING



8.3.8Summary

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

Ticxas Department of Mo Helping texans go. Helping texas gr	tor Vehicles ^{ow.}				Help	Manufacturer Lic	ensee -	LICENSING
1 2 Accounts Select License	3 ✓ Contact Information	 ✓ License Information 	5 ✓ Ownership	6 ✓ Questions	7 ✓Attachments	8 Summary	9 E-sign	10 Payments
Summary for Ap 100061297 .pplication Informatic	plication	Numbe	r					
Summary for Ap 100061297 opplication Informatic	plication	Numbe	r	Application	n Type			
Summary for Ap 000061297 pplication Informatic Organization	plication	Numbe	r	Application	n Type			
Summary for Ap 000061297 upplication Informatic Organization Central Texas Bulck Business Name	plication on	Numbe	r	Application Renewal License Ty	n Type			

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

8.3.9Signature

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's 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 a place to manually it. Then you must scan the file and upload it.





8.3.9.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

	in officiation in	normanoli					
ou would like to e-sign th	his application, a	and you have a valid Te	exas driver lic	ense, fill out	all the fields be	low and cho	ose "Save
a next. If you would pre	er" for issuing sta	ate. You will be prompt	ed to print, si	gn, and uploa	ad a Certificatio	on of Respon	sibility.
* First Name		* Last Name		50	SN		
T list Name		Last Name			514		
* Driver License Issuing	State						
None	*						
		Driver License Num	iber				
Date of Birth							
Date of Birth							
Date of Birth							

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

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

- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the Driver License Issuing State dropdown, select the appropriate option.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
- f. For **Driver License Number**, type in the string of number and letters.
- g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- h. Click the SAVE AND NEXT button.





2. On the Certificate of Responsibility page:

Applyin	g for a GDN License
• Ap ap rec	plicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the plicant submits false or misleading information, makes a false statement, or refuses or fails to provide information uested by the Department
 Ap cris Tes 	plicant further acknowledges that making a false statement in an application for a license may subject applicant to ninal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, as Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
• Ap uni	plicant agrees to allow the Department to examine during working hours the ownership papers for each registered or egistered vehicle in the applicant's possession or control
. Ap	plicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
. Ap	plicant has complied with all applicable state laws and municipal ordinances
• Th sul	applicant or an authorized agent hereby certifies that statements made above and on attachments and documents mitted are true, complete and correct.
I Ag	ee
Please rea	d carefully and accept the terms and conditions by selecting 'i Agree', then selecting E-Signature.
	E-SIGNATURE

- a. Carefully read the terms and conditions for the license.
- b. Click the **I Agree** option button.
- c. Click the **E-SIGNATURE** button.
E LICENSING



- 3. On the popup:
 - a. Scroll down to the Sign Here field and type in your full legal name.

	I am applying an e-signature in n document and have read the Co	n y name to this nsumer Disclosure	Finish & Submit Electronically	×	•
					Ì
1					
indepe	ependent Llealer ndentcardealer@gmail.com				
4		Page 1		•	Ŧ

- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
- 4. On the *Thank You* page of the popup, click the **CLOSE** button.



- 5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
- 6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.





8.3.9.2Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

ou would like to e-sign th d Next." If you would prefe	is application, a er to provide a	and you have a valid Texas driver physical signature, or you have a	license, fill out all the fields b driver license from another s	elow and choose "Save tate, provide your first and
t name, and select "Othe	" for issuing sta	ate. You will be prompted to print,	sign, and upload a Certificati	ion of Responsibility.
First Name		*Lest News	001	
First Name		" Last Name	SSN	
Driver License Issuing S	tate			
None	*			
Date of Birth		Driver License Number		
	<u>pression</u>			

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For Driver License Issuing State select Other.
- d. Screen automatically updates to include Certificate of Responsibility section.

LICENSING



 Scroll to the bottom of the page and click the CERTIFICATE OF RESPONSIBILITY PDF link.

st Name	* Last Name	SSN	
even	McGarrett	0011	
	1		
Certification of Responsibility: CER	TIFICATION OF RESPONSIBILITY.PDF		
Browse No file selected	UNDO		

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









Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a
 license if the applicant submits false or misleading information, makes a false statement, or refuses or fails
 to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each
 registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____

Printed Name: ______

Authorized Signature:

Title:

5. To upload and attach the signed document to this renewal application:

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

- b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
- c. In the *Open* Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.





W Open	-	(309,55a,)obspeciest22N - Micro				X
Coo Libraries >	Doc	uments My Documents Upload Files		▼ 47	Search Upload	Files 🔎
Organize 🔻 New folder						0
<section-header> Microsoft Word</section-header>		Documents library Upload Files			Arrange by: F	folder 🔻
☆ Favorites		Name	Date modified	Туре	Size	
Desktop		Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
laces Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
闫 Libraries		DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		📲 Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name:	DB	A Certificate		✓ All F	iles	•
				Tools	ipen -	Cancel

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

	The second		
Choose File No file choser	UNDO		
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 the **UNDO** button or the red trash can.

- 6. Click the SAVE AND NEXT button.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.







8.3.10 Payment

1. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

HELPING TEXANS GO. HELPING TEXAS GROW.	<i>ï</i> chicles		Help	Manufacturer L	icensee -	e LICEN
1 2 Accounts Select License	3 4 5 Contact & License nformation	6 ✓ Questions ✓	7 Attachments	₿ ✓ Summary	9 ✓ E-sign	Paym
ayment Summary	/					
Entry for processing. Celeo	pleted.					.cu puyin
Do you want to complete a	nother application and process as one	e consolidated	payment ?	ADD APPLIC	CATION +	
Do you want to complete an Applications for Payme	nother application and process as one	e consolidated	payment ?	ADD APPLIC	CATION +	
Do you want to complete an Applications for Payme Select All 000061297 Renewal Ma	nother application and process as one ent : anufacturer Application 002321	e consolidated	payment ?	ADD APPLIC	CATION +	
Do you want to complete an Applications for Payme Select All 000061297 Renewal Ma Physical Address : 45 MAII	nother application and process as one ent : anufacturer Application 002321 N STREET, Hays, KYLE, Texas, 7864	e consolidated	payment ?	ADD APPLIC	CATION +	
Do you want to complete an Applications for Payme Select All 000061297 Renewal Ma Physical Address : 45 MAII Fee Description	nother application and process as one ent : anufacturer Application 002321 N STREET, Hays, KYLE, Texas, 7864 Total / Prorated Fees/ Penalty %	e consolidated	payment ?	ADD APPLIC	CATION +	
Do you want to complete a Applications for Payme Select All 000061297 Renewal Ma Physical Address : 45 MAII Fee Description Manufacturer Renewal Fee	nother application and process as one ent : anufacturer Application 002321 N STREET, Hays, KYLE, Texas, 7864 Total / Prorated Fees/ Penalty % \$1800.00	e consolidated 0 unit per application	payment ? Quantity 1	ADD APPLIC	Sub Total \$1800.00	
Do you want to complete a Applications for Payme Select All 000061297 Renewal Ma Physical Address : 45 MAII Fee Description Manufacturer Renewal Fee Representative Renewal Fee	nother application and process as one ent : anufacturer Application 002321 N STREET, Hays, KYLE, Texas, 7864 Total / Prorated Fees/ Penalty % \$1800.00 \$200.00	e consolidated 0 Unit per application per application	Quantity	ADD APPLIC	Sub Total \$1800.00 \$200.00	





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



Note the convenience processing fee added to the payment total (typically a small percentage of the charges for credit card payments and a flat fee for an electronic check).

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





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

Payment Type 2 Custon	ner Info 3 Payment	Info 4 S	Submit Payment	Transaction Sum	mary
/ment				TXDMV eLicensing	g \$2,0
yment Type			~	Texas.gov Price	\$204
	Credit Card				
				Need Help?	
stomer Information				Please complete the Customer	Information Se
Country		Complete all	required fields [*]		
United States	•				
First Name *	Loot Name *				
	Last Name				
Addroco *					
Address					
Address 2					
City *	Ctate *				
City	Select State		T		
ZIP/Postal Code *					
Phone *					
			Next 🔰		

- 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 being used.
- d. For Address 2, type in additional information (like the suite or building number).
- e. For **City**, type in the name of the city.





- f. For **State**, select the name of the state from the dropdown list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.
- 5. In the **Payment Info** section on the *Payment* page:

HELPING TEXANS GO. HELPIN	NG TEXAS GROU	v.	
it Card Number *		C Credit Card Type	omplete all required fields [*]
147202179792690		NISA DISCO	CAMERICAN DOFIESS
piration Month *		Expiration Year *	
Select a Month 🔹		Select a Year 🔹	
Security Code *			
ame on Credit Card *			
			Next 🔉
ancel			

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





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

Texas Department of N HELPING TEXANS GO. HELPING TEXAS	Iotor Vehicles grow.		
	Transa	action Summa	ary
Enter the characters from the above image:		TXDMV eLicensing	\$2,045.2
	Те	≽xas.gov Price	\$2045.2
Cancel	Submit Payment Need H	Help?	
	Review pay and Paymer complete, s	ment information. You m nt Method here if needec elect Submit Payment.	ay edit Billing I. When

- 7. Click the **Submit Payment** button.
- 8. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.
- 9. Click the **NEXT** button.
- 10. On the Applications Submitted page, click the GO TO HOME button.





9 Closing a Manufacturer'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 you are relocating outside of the city in which the dealership was opened. You can close it if the motor vehicle surety bond is cancelled or if you file for bankruptcy.

There is no fee to close a license.

To close your license:

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



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





- 3. On the *Licenses* page, select the license to close and click the **SAVE AND NEXT** button.
- 4. On the *Contact Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
- 5. On the *License Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
- 6. On the Closure Explanation page:

a.For **Reason**, select the appropriate option button.

- b.For Effective Date, type in the appropriate date.
- c. Click the **SAVE AND NEXT** button.
- 7. On the Questions page:
 - a. Answer the indicated questions
 - b. If you answer Yes to "Do any of your Texas dealers have your lines for sale?" or "Do you have outstanding warranties in Texas?" you will be unable to complete the closure request.
- 8. On the Attachments page:

a. Locate and upload the statement about your closure.

- b.Click the SAVE AND NEXT button.
- 9. On the Application Closure Submitted page, click the **CLOSE** button.





10 Making Manufacturer 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 the **PAY** button on the **Make a Payment** area.

Welcome Choose an option below to ge	t started.		
My Pending Applications	Apply for a New License	Renew a License	C Amend a License
Plates and Stickers	My Licenses and Plates	My Cases	Dealer Replacement
Close a License	Change General License Info	Protest and Complaints	S Make a Payment

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





HELPING TEXA	NS GO. HELPING TEXAS G	otor Vehicles ^{ROW.}				пер			LIGENOIN
1 Accounts	2 Select License	3 Contact Information	4 License Information	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
organiza	ations								
ease selec	ations t the organiz	ation linked to) your accoun	t.					

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

avment Summary		
Select View		PAY NOW
My Applications	•	
opplication Number	Total Fees (\$)	Payment Status
00058591	95.00	Ready for Payment

4. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).





DMV for processing. Select 'Add , en all applications are completed	wish to pay for at this time. Onc Application' if you are filing mult	e payment is iple applicatio	confirmed, <u>y</u> ns and wan	your applicat t to make on	ion will be submitted to e consolidated payme
Do you want to complete another	application and process as one	consolidated	payment ?	ADD APPLIC	ATION +
Applications for Payment :					
Select All					
000059720 Plate/Sticker GDN	Application P001852				
Physical Address : 400 WESTING	HOUSE ROAD, Williamson, G	EORGETOW	<mark>I</mark> , Texas, 78	726	
	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Fee Description		per plate	6		\$540.00
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate			

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

\$0.0
ce will be included in the total transaction amount when payment is made by credit card CH)
Pending Payme
your Application Summary and receipt for payment after the application and payment is ot received this email at your contact email address within 2 hours of submission, please under the "Make a Payment" menu option.

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





7. In the **Customer Information** section on the *Payment* page:

			TXDMV eLicensing \$25
Payment Type		× .	
	Credit Card		Need Help? Please complete the Customer Information Sect
Customer Information			
Country		Complete all required fields [*]	
United States First Name *	Last Name *		The amount displayed depends on the type of transaction being process
Address *			
Address 2			
City *	State *		
ZIP/Postal Code *	Select State	*	
Phone *			
		Next >	
Payment Info			

- 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 being used.
- d. For Address 2, type in additional information (like the suite or building number).
- e. For City, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown list.





- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.
- 8. In the **Payment Info** section on the *Payment* page:

ayment Info		Transaction Summary
Credit Card Number *	Complete all required fields [*] Credit Card Type	TXDMV eLicensing \$777.
2		Texas.gov Price \$777.
Expiration Month *	Expiration Year *	
· ·	⊘	Need Help?
Security Code *		You have selected to pay by credit card. Complet Customer Billing Information and enter Credit Car Information.
Name on Credit Card *		

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



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

HELPING TEXANS GO. HELPING TEXAS G	ROW.		
	Transaction	Summary	
	TXDMV eL	icensing	\$2,045
Enter the characters non the above image.	Texas.gov	Price	2045.
Cancel	Submit Payment Need Help?		
	Review payment inform and Payment Method h	ation. You may ec are if needed. Wh	lit Billin en

- 10. Click the **Submit Payment** button.
- 11. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

Texas Department of Motor Vehicles	Independent Dealer
ayment Summary	
Select All	
AN NEW GUN AN	
Grand total :	\$900.06*
* Payment processing for this service will be included in the tot or Automated Clearing House (ACH)	al transaction amount when payment is made by credit card
Payment Status :	Payment Successful
	EXIT

12. Click the **NEXT** button.

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





11 Manufacturer's Representative Licenses

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

11.1License Term

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

11.2License Fees

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

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

11.3Representative License Numbers

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

11.4Representative License Information

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

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

A manufacturer must have a separate entity as their Representative; that is, the manufacturer cannot be the Representative.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

11.5Gathering Appropriate Information for the License Application

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

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

* Please state the exact crim	e for \	which the person was charged, convi	cted, or rec	eived a deferred adjudica	tion
* Date of Offense		Date of Conviction/Deferred Adjud	cation	* Is the person currently	y on parole or probation?
			**	No	•
* County		* State		* Court	
				•	
* Sentence or Action impose	d by c	ourt(example- six months in Travis C	ounty Jail):		
* Describe the events and cir	rcums	tances that lead to the charge.			



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





12 Applying for a Manufacturer's Representative License

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

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

12.1 Getting Started

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

- 1. If you are:
 - Already logged in to your account, skip to Step 2 on the next page.
 - Not logged in:
 - 1) Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

Note: You can also display the <u>www.txdmv.gov/dealers</u> page and click the button to display the eLICENSING login page.

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

	Texas Department of Motor Vehicles -Security Warning
in From Here	This is an official Texas Department of Motor Vehicles system for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other link ourposes. Unauthorized access is
Jsername	prohibited. Attempts to access this system for other than its intended purposes are prohibied and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not
FORGOT USERNAME	expect a "right to privacy" to any data transmissions hereon.





- 3) On the *Login* page:
 - a. Type in your User Name.
 - b. Type in your **Password**.
 - c. Click the **LOGIN** button.

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Contact Us	Help	Lace
Login From Here			
Licer Name			
FORGOT USERNAME			
Password			
FORGOT PASSWORD			
LOGIN REGISTER			

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

Welcome Choose an option below to get	started.		
		t]	S
My Pending Applications	Apply for a New License	Renew a License	Amend a License
VIEW	APPLY	APPLY	APPLY

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3. On the *License Type* page, locate the **Representative License** area and click its **SELECT** button.



4. On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.

1	2	3	4	5	6	7	8	9	10
Accounts	Contact	Application	Application	Ownership	Questions	Attachments	Summary	E-sign	Paymen
rganiz ase selec	ations ations	ation linked to	your accoun	t.					
rganiz ease selec * Select C	Information ations It the organization	ation linked to	your accoun	t.					
rganiz ease selec * Select C Central Te	Information ations at the organization Organization exas Buick	ation linked to	your accoun	t.					





12.2Contact Information

On the *Contacts* page, you will identify the people that MVD can contact for information about this application and license.

Texas Department of Motor Vehicles Helping texans go. Helping texas grow.	;	Help	Manufacturer Licensee -
1 2 3 Accounts Contact Application Information Reason	4 5 6 on Application Ownership Quest Details	7 8 ions Attachments Summary	9 10 E-sign Paymen
Contact Information			
nter the contact information for th	e person TxDMV may contact for ques	tions regarding this application:	
pplication Contact			
* First Name	Middle Name	* Last Name	
Manufacturer		Licensee	
* Email	* Phone		
manufacturerlicensee@gmail.com	n (414) 421-1298		
icense Contact			
* First Name	Middle Name	* Last Name	
Manufacturer		Licensee	
* Email	* Phone		
manufacturerlicensee@gmail.cor	n (414) 421-1298		
	CANCEL	PREVIOUS SAVE AND EX	SAVE AND NEXT

- 1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
- 2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.





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

3. Click the SAVE AND NEXT button to continue.

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

12.3Application Details

The Application Details information is spread across several web pages.

12.3.1 License Information

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

Texas Department of Motor Vehi HELPING TEXANS GO. HELPING TEXAS GROW.	cles				Help	Manufacture	er Licensee 🗕
1 2 • Accounts • Contact Information • Appl Res License Information	3 4 cation Application ason Details	5 Ownership	6 Questions	7 Attachments	8 Summary	9 E-sign	10 Payments
Application Summary							
Application Reason Apply for New License EDIT	Business Name Central Texas Buick		EIN/SSN 99-9999999		Types of Corpora	Business ation	
Business To Be Present							
Application Number	000061162		Application	Туре	Manufa	acturer	
Mailing Address	45 MAIN STREET		Zip Code		78640		
City	KYLE		County		Hays		





12.3.2 Representative Information

- 1. In the **Representative Information** section, for **Representative is a** dropdown, if you select:
 - An Individual or Employee of the manufacturer:

* Representative is a	None	
	None	
	Individual Employee of manufacturer	
* Representative Name	Distributor or Converter Company e	
SSN	Driver License State	None

- a. For **Representative Name**, type in the full name of the person who will have this position.
- b. For Job Title, type in the title.
- c. For **SSN**, type in the social security number of the person.
- d. For **Driver License State**, select the appropriate option from the dropdown.
- e. For **Driver License Number**, type in the number on the person's driver license.
- f. For **Driver License Exp Date**, type in the mm/dd/yyyy when the driver license expires.
- g. Skip to Physical Address





• A Company:

Representative is a	Comp	any	Ŧ			
Representative Name			Job Title			
SN			Driver License State	None		
river License Number			Driver License Exp Date			
Type of Business	None 🔻	If this is a	Business, is it nonprofit?		None	
Business Name		If this is B	usiness, is it PUBLICLY TR	ADED?	None	

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

12.3.3 Physical Address ("The Licensed Location")

On the next section of the page:

Physical Address				
* Address Line 1			Address Line 2	
* City	* State		* Zip	* County
	Texas	٣		None
* Country				
USA				





- 1. For **Address Line 1**, type in the street number and name where the Representative will office.
- 2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
- 3. For **City**, type in the name of the city.
- 4. For **State**, select the name of the state from the dropdown list.
- 5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- 6. For **County**, select the name of the county from the dropdown list.
- 7. For **Country**, leave USA or select the appropriate option from the dropdown list.
- 8. Click the VALIDATE ADDRESS button.

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

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

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



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





12.3.5 Mailing Address

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

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

12.40wnership Information

The Ownership information is spread across several web pages.

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

12.4.1 Individual Ownership

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

HELPING TEXAN	Dartment of M	IOTOF VEHICLES GROW.					nep	Manulacium	
1	2	3	4	5	6	7	8	9	10
Accounts	Information	Reason	Details	Ownership	Questions	Allachments	Summary	E-Sigit	Payment
Ownersh	nip								
Enter the bus	iness owne	ership details l	below.						
ndividual (Ownershi	o							
Name					C	wnership % - Total	must equal 100%	Actions	





2. On the Individual Ownership popup:

Individual Ownership			×
Ownership Details			
* First Name	Middle Name	* Last Name	Title
			None
* Email		* SSN	* Date of Birth
Driver License State	Driver License #	Driver License Expiration Date	* Ownership %
None		1	
			CLOSE ADD

- a. For **First Name** and **Last Name**, type in the legal name of the Representative or the first owner if Representative is a corporate entity.
- b. For **Title**, select the job title from the drop-down if applicable, however this can be left blank.
- c. For **Email**, type in the email address where the Representative receives and responds to email messages.
- d. For **SSN**, type in the 9 digit Social Security Number issued to the individual listed.
- e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
- f. For **Driver License State**, select the appropriate state from the drop-down.
- g. For **Driver License Number**, type in the string of letters and numbers of the driver license.
- h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the mm/dd/yyyy.
- i. For Ownership %, type in 100% or the applicable percentage.
- j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
- k. Continue steps a-j for each owner if Representative is a corporation owned by individuals.





12.4.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the entity that is acting as a Representative, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. For applications with only Business Ownership management of the applicant entity will need to be entered.

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

- 1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
- 2. On the Business Ownership popup:

Business Ownership				:
Ownership Details				
* Business Name		* Business EIN	* Ownership %	
Is it Non Profit ?		Is it Publicly Traded?		
None	*	None •		
				ADD

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

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12.4.3 Management

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

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

			None
Email		* SSN	* Date of Birth
			
Driver License State Driv	ver License #	Driver License Expiration Date	

2. On the *Management Details* popup:

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





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

12.4.4 Ownership Questions

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

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

his is important:	
Submitting an application containing false, misleading, or incomplete information may be grounds for den ancellation, revocation, or suspension.	ial or license
A person who knowingly makes a false statement in connection with applying for or renewing a license m osecution.	ay be subject to crimin
you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommend	led.
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?	None v
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction?	None 🔻
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice?	None 💌

If you answer:

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





12.4.5 Criminal History

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

1 2	3	4	6	6	(7)	8	9	(10)
Accounts Contact	 Application Reason 	 Application Details 	Ownership	Questions	Attachments	Summary	E-sign	Payment
riminal History lect an individual to ac	ld the details o	f their crimina	l history. You	ı may add de	tails for more	than one ind	ividual	
riminal History lect an individual to ac wners List	d the details o	f their crimina	l history. You	ı may add de	tails for more	than one ind	ividual	





2. On the Criminal History Details popup:

Criminal History			
Criminal History Details. Separate de	tails must be provided for each offense.		×
Name			Encrypted SSN
Email			Date of Birth
Offense and Charge			
* Please state the exact crime for w	hich the person was charged, convicted, or rec	eived a defer	rred adjudication
* Date of Offense	Date of Conviction/Deferred Adjudication	* Is the per None	rson currently on parole or probation?
* County	* State None	-	* Court
* Sentence or Action imposed by co	urt(example- six months in Travis County Jail):		
* Describe the events and circumst	ances that lead to the charge.		
			CANCEL

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




- h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
- i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
- j. Click the **UPDATE** button.
- 3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

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

12.5Additional Questions

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

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

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





12.5.1 Military Service Questions

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

Accou	nts 🗸 Contact 🗳 Application 🗳 Application 🗳 Ownership Questions Attachments Summary Information Reason Details	E-sign Payments
Que	stions	
inter t	he following questions in order to complete your application.	
* s	the applicant a Military Service member, Military Veteran, or Military Spouse?	Yes 💌
* Do	es the applicant currently hold this type of license in another jurisdiction?	Yes 🔻
* Di	d the applicant at some time in the last five years hold this type of license in Texas?	Yes 💌
* Di	d the applicant at some time in the last five years hold this type of license in Texas?	Yes 💌
* Di	d the applicant at some time in the last five years hold this type of license in Texas? dditional Details	Yes *
* Di	d the applicant at some time in the last five years hold this type of license in Texas?	Yes *
* Di	d the applicant at some time in the last five years hold this type of license in Texas? dditional Details By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD- 214 to confirm your status and a copy of your current license from another jurisdiction.	Yes *
* Di	d the applicant at some time in the last five years hold this type of license in Texas? dditional Details By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD- 214 to confirm your status and a copy of your current license from another jurisdiction. By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD- 214 to confirm your rexas License Number or a copy of your current license from another jurisdiction.	Yes *

If you select the:

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

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



12.5.2 Previously Held Texas Licenses Question

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

LLC member or manager; or any director, officer, or owne	er (except for stockholders of publicly any license permit registration ce	/-traded	
credential, etc. issued by a regulatory authority. If you an	swered "yes," then please provide th	ie	
license(s), along with the reason the license(s) was/were	denied, suspended, or revoked.	e	
Additional Details			
If Yes, how many License?			
Business Name	License #		
Autos of Texas	P987654		
Reason For Denial/Suspended Or Revoked	Last Effective Date		
Lied on application	01/01/1982	m	
License Status			
Revoked	â		

If you select the:

- **No** response, continue to the next question.
- Yes, type in the number of licenses received and then for the first license:
 - 1. For the **Business Name**, type in the name of the business that is licensed.
 - 2. For the **License Type**, type in the appropriate type.
 - 3. For the **License #**, type in the number issued for the license.
 - 4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
 - 5. Click the ADD button to provide information on additional licenses.
 - 6. Repeat the steps above for each license.



12.5.3 Previous Denial, Suspension, or Revocation Question

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

Has the applicant previously applied for or received any lie	cense or other authorization that wa	as denied,	Yes
suspended, or revoked by a regulatory authority? "Applica LLC member or manager; or any director, officer, or owne companies). "Authorization" includes, but is not limited to, credential, etc. issued by a regulatory authority. If you ans applicant or licensed business name(s), license number(s license(s), along with the reason the license(s) was/were	ant' includes the applicant's partner r (except for stockholders of public any license, permit, registration, ca wered "yes," then please provide the), and the last effective date(s) of the denied suspended or revoked	r(s); any ly-traded ertification, he he	
Additional Datails			
If Yes, how many License?			
1			
Business Name	License #		
Autos of Texas	P987654		
Reason For Denial/Suspended Or Revoked	Last Effective Date		
Lied on application	01/01/1982	m	
License Status			
Revoked	â	ī	

If you select the:

- **No** response, continue to the next question.
- Yes, type in the number of licenses received and then for the first license:
 - 1. For **Business Name**, type in the name of the business licensed.
 - 2. For License #, type in the number issued for the license.
 - 3. For Reason For Denial/Suspended/Revoke, type in an appropriate response.
 - 4. For Last Effective Date, type in the mm/dd/yyyy when the license expired.
 - 5. For License Status, select the appropriate option from the dropdown list.
 - 6. Click the **ADD** button to provide information on additional licenses.
 - 7. Repeat the steps above for each license.



12.5.4 Same Proposed Location Question

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

* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application?	Yes 💌
Additional Details Please explain below.	
At attempt was made to open dealership in 2000. But fell through.	

If you select the:

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

12.5.5 Manufacturer Common Ownership Question

You are required to answer a question about if the motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control of a motor vehicle manufacturer, owns an interest in, operates, or controls a Texas dealership.







If you select the:

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

12.5.6 Licensed as a Rep in Any Other State

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

* Are you currently or have you been licensed as a restates and dates of licensure below.	presentative in this or any other state? If so, list the	e Yes 🔹
Additional Details		_
States	License Exp Date	
Alabama	a	

If you select the:

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





12.6Required Attachments

2	3	4	5	6	0	8	9	10
Contact Information	 Application Reason 	 Application Details 	 Ownership 	✓ Questions	Attachments	Summary	E-sign	Payment
	2 Contact Information	2 Contact Information Reason	2 3 4 Contact Application Information Reason Details	2 3 4 5 Contact Application Reason Details	2 3 4 5 6 Contact Application Application Details	2 3 4 5 6 7 Contact * Application Application Details Ownership & Questions Attachments	2 3 4 5 6 7 8 Contact Information * Application Reason * Application Details * Ownership * Questions Attachments Summary	2 3 4 5 6 7 8 9 Contact Information * Application Reason * Application Details * Ownership * Questions Attachments Summary E-sign

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

Assumed Name Certificate Issued by the	Texas Secretary of State	
* Assumed Name Certificate Issued by the Texa of State Choose File No file chosen	as Secretary	

2. On the *Open* popup:

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

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

W Open	888,508	Ex, https://www.invited.com				X
Libraries >	Documents	▸ My Documents ▸ Upload Files		• 4 ₇	Search Upload	Files 🔎
Organize 🔻 New folder						. 0
Microsoft Word	Doc Uploa	uments library d Files			Arrange by:	Folder 🔻
★ Favorites	Name	*	Date modified	Туре	Size	
Downloads	😬 Pi	oof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Recent Places	😬 Pi	ower Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	= 🖭 M	otor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
Eibraries	🖳 D	BA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents	😬 C	ourt Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
-						
File name	:: DBA Certi	icate		Tools	Ppen V	Cancel





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

Required Attachments
Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.
and the second second and the second of the second
UPLOAD
Other Attachments
+ ADD MORE ATTACHMENTS
CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

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

Criminal Details				
	Cho	ose File Court Papers docy	UNDO	CX 🚔

3. For files not required:

a.Click the ADD MORE ATTACHMENTS button (at the bottom of the page).

Other Attachments		
	+ ADD MORE ATTACHMENTS)
	CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT	





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

Attachment Type		
	Choose File No file chosen	UPLOAD

c. Click the **UPLOAD** button.

d.Click the SAVE AND NEXT button

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





12.7 Summary

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

Help	Manufactu	urer Licensee +
B Summary	9 E-sign	10 Payments
		han mark
SAVE AND EXIT	T	AND NEXT
(SA	VE AND EXI	WE AND EXIT

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





12.8Signature

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's 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 a place to manually it. Then you must scan the file and upload it.

12.8.1.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

If you would like to e-sign this	application, and you have a valid Texas driv	er license, fill out all the fields below and ch	oose "Save
and Next." If you would prefer	to provide a physical signature, or you have	a driver license from another state, provide	e your first and
last name, and select "Other"	for issuing state. You will be prompted to pri	nt, sign, and upload a Certification of Respo	onsibility.
* First Name	* Last Name	SSN	

Driver License Issuing S	tate		
None	*		
ate of Birth		Driver License Number	

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

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

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

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

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



- f. For Driver License Number, type in the string of number and letters.
- g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- h. Click the **SAVE AND NEXT** button.
- 2. On the Certificate of Responsibility page:

pp	lying for a GDN License
	Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
•	Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
2	Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
	Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
ŝ	Applicant has complied with all applicable state laws and municipal ordinances
	The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.
	Agree
leat	e read carefully and accept the terms and conditions by selecting 't Agree', then selecting E-Signature.
	E-SIGNATURE

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

- b. Click the I Agree option button.
- c. Click the **E-SIGNATURE** button.



- 3. On the popup:
 - a. Scroll down to the Sign Here field and type in your full legal name.

Independent Deckr independenter Avaler og ganall.com	l	am applying an e-signature in my ocument and have read the Cons	/ name to this sumer Disclosure	Finish & Submit Electronically	×	•
Independent Deckr independenteardealer@gmail.com						
Independent Dealer independenteardealer@gmail.com						
Independent Dealer independenteardealer@gmail.com						
	Independe	ident Dealer nteardealer⊕gmail.com				
Page 1			Page 1			

- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
- 4. On the *Thank You* page of the popup, click the **CLOSE** button.



- 5. Back on the Certificate of Responsibility page, click the SAVE AND NEXT button.
- 6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.





12.8.1.2 Signing without a Valid Texas Driver's License

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.

		* Last Name	SSN
* Driver License Issuing St	ate		
None	¥		
Date of Birth		Driver License Number	

- c. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- d. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- e. For Driver License Issuing State select Other.
- f. The screen automatically updates to include the Certificate of Responsibility section.

LICENSING



 Scroll to the bottom of the page and click the CERTIFICATE OF RESPONSIBILITY PDF link.

First Name	* Last Name	SSN
Steven	McGarrett	
Certification of Responsibili	ty: CERTIFICATION OF RESPONSIBILITY.PDF	

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









Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a
 license if the applicant submits false or misleading information, makes a false statement, or refuses or fails
 to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each
 registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date:	Printed Name:
	Authorized Signature:
	Title:

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





W Open	-	(309,55a,)obspeciest22N - Micro				X
Coo Libraries >	Doc	uments My Documents Upload Files		▼ 47	Search Upload	Files 🔎
Organize 🔻 New folder						0
<section-header> Microsoft Word</section-header>		Documents library Upload Files			Arrange by: F	folder 🔻
☆ Favorites		Name	Date modified	Туре	Size	
Desktop		Proof of ID	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
laces Recent Places		Power Of Attorney	10/20/2016 5:07 PM	Microsoft Word D	17 KB	
	=	Motor Vehicle Surety Bond	10/20/2016 5:05 PM	Microsoft Word D	17 KB	
闫 Libraries		DBA Certificate	10/20/2016 5:04 PM	Microsoft Word D	17 KB	
Documents		📲 Court Papers	10/20/2016 5:06 PM	Microsoft Word D	17 KB	
File name:	DB	A Certificate		✓ All F	iles	•
				Tools	ipen -	Cancel

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

Choose File No f	ile chosen	UNDO		
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 the **UNDO** button or the red trash can.

- 6. Click the SAVE AND NEXT button.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.







12.9Payments 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 the **ADD APPLICATION** button

1. On the Payment Summary page:

Texas Department of Motor Vehic Helping Texas go. Helping Texas grow.	les			Help	Manufacture	r Licensee
1 2 3	4 5	6	0	8	9	10
Accounts Contact Applica	ation 🖌 Application 🖌 Ownership 🔹 on Details	Questions	Attachments	 Summary 	 E-sign 	Payme
ayment Summary						
DMV for processing Select 'Ar	d Application' if you are filing mult	iple application	is and wan	t to make on	e consolidated	d payme
en all applications are complet	ed. ler application and process as one	consolidated p	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment	ed. her application and process as one	consolidated p	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment Select All	ed. er application and process as one	consolidated p	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment Select All 000061195 New Represent	ed. er application and process as one : ative Application	consolidated p	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment Select All O000061195 New Represent Physical Address : 123 MAIN S	ed. er application and process as one : ative Application STREET, Hays, KYLE, 78640, Texa	consolidated p	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment Select All 000061195 New Represent Physical Address : 123 MAIN S Fee Description	ed. er application and process as one : ative Application STREET, Hays, KYLE, 78640, Texa Total / Prorated Fees/ Penalty %	consolidated p as, USA	payment ?	ADD APPLIC	ATION +	
Do you want to complete anoth Applications for Payment Select All 000061195 New Represent Physical Address : 123 MAIN S Fee Description Representative New Application Fee	ed. er application and process as one : ative Application STREET, Hays, KYLE, 78640, Texa Total / Prorated Fees/ Penalty % \$200.00	consolidated p as, USA Unit per application	Quantity	ADD APPLIC	ATION + Sub Total \$200.00	

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





lethod of Payment :	
Credit Card [©] ACH/eCheck	
rand Total :	\$204.7
Payment processing for this service will be included in th or Automated Clearing House (ACH)	e total transaction amount when payment is made by credit card
[*] Payment processing for this service will be included in th or Automated Clearing House (ACH) ayment Status :	e total transaction amount when payment is made by credit card Pending Payme
 Payment processing for this service will be included in the or Automated Clearing House (ACH) ayment Status : You should receive an email with your Application Summa received by TxDMV. If you have not received this email at check the status of your payment under the "Make a Payment check the status of your payment under the "Make a Payment u	e total transaction amount when payment is made by credit card Pending Payme ary and receipt for payment after the application and payment is t your contact email address within 2 hours of submission, please ment" menu option.

4. Click the **PROCEED TO PAY** button.

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





5. l	n the (Customer	Information	section (on the	Pavment page:
------	----------------	----------	-------------	-----------	--------	---------------

TXDMV eLicensing \$204.70 Texas.gov Price \$204.70 eed Help? mase complete the Customer ormation Section
Texas.gov Price \$204.70 eed Help? asse complete the Customer ormation Section
eed Help? ease complete the Customer ormation Section
ease complete the Customer ormation Section

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





- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
- d. For **Address 2**, optionally 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 list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.
- 6. On the **Payment Info** section of the page:

ayment Info					Tra	ansaction Summa	ry
Credit Card Number *	0	Credit Card Type		equired fields [*]		TXDMV eLicensing	\$204 \$204
Expiration Month * Select a Month * Security Code * ? Name on Credit Card *		Expiration Year *	•		Ne You Cust Infor	ed Help? have selected to pay by credit ca omer Billing Information and enter mation.	ırd. Comple

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





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

Payment Info		× .	Transaction Summa	ry
		Edit	TXDMV eLicensing	\$204.7
Credit Card Visa ****2690 Exp. 03/2018	Name on Credit Card Pat Smith		Texas.gov Price	\$204.7
Verification			Need Help?	
Enter the characters from the ab	ove image:		Review payment information. You ma and Payment Method here if needed. complete, select Submit Payment.	y edit Billing When

8. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.

Payment Status :	Payment Successful
You should receive an email with your Application Summary and receipt for payment after received by TxDMV. If you have not received this email at your contact email address with check the status of your payment under the "Make a Payment" menu option.	r the application and payment is hin 2 hours of submission, please
	EXIT

9. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page or click your name in the upper right corner to display the drop-down and click **Log out**.





13 Renewing a Manufacturer Representative License

The Representative License is renewed as part of the Manufacturer License renewal process.