



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Lease Facilitator Licenses

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1. Lease Facilitator Licenses

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

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

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

1.1 License Term and License Fees

Lease facilitator licenses are issued for terms of two years.

The fee for a lease facilitator license is \$750.

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

1.2 Basic Lease Facilitator License Information

A Lease Facilitator license is not required for:

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

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

1.3 Gathering Appropriate Information for the License Application

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

- The filing number with the Texas Secretary of State when the business entity registered (SOS number).
- The employer identification number (EIN) of the business or the owner’s social security number.
- The numbers of licenses the individuals or business entity may possess or have possessed in the past.
- Disclosure of Fees Statement.
- Vehicle Lease Contracts.
- Lease Facilitator Agreement.
- Facts of the criminal history of anyone (officer, partner, trustee, or in other representative capacity) associated with the Lease Facilitator business that was arrested, has been convicted, has received deferred adjudication, or has been court martialled, or has any of these actions currently pending. This information is required for the application, as shown below, for each person and each offense.

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

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

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

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

Figure 1: Criminal Offense and Charges

Files containing scanned copies of official documents, including:

- Driver license (or official ID) of owners or officers of the corporation (if applicable)
- Assumed Name Certificates issued by the County Clerk (individual owners) or Secretary of State (all others)
- Current Sales and Use Tax Permit issued by the Texas Comptroller of Public Accounts

- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only)

2. Applying for a Lease Facilitator License

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

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


2.1 Getting Started

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

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

To get started, follow these steps:

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

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

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

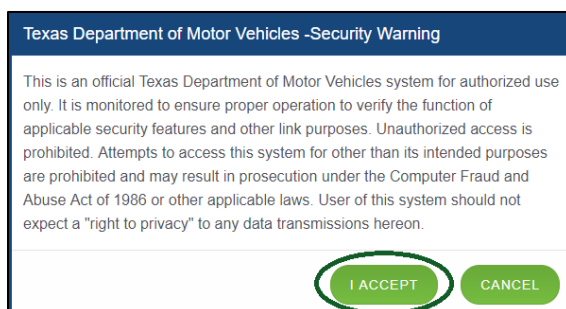


Figure 2: Security Warning Pop-up

3. On the *Login* page type in your **Username**.
4. Type in your **Password**.

- Click **LOGIN**.

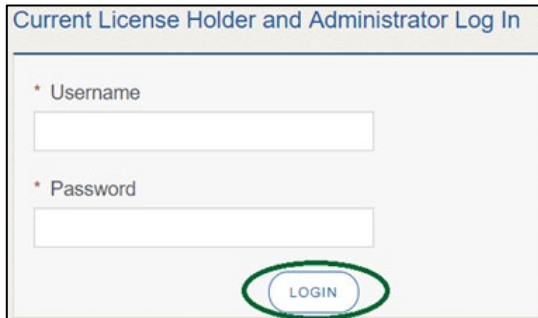


Figure 3: Login Page

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

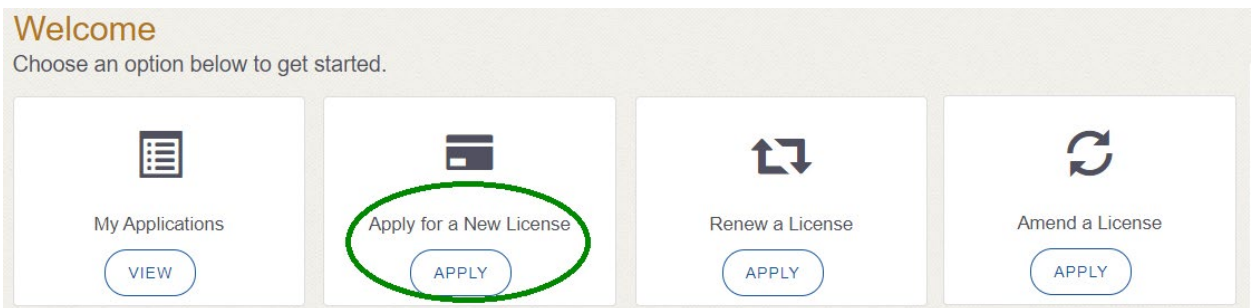


Figure 4: Apply for a New License

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

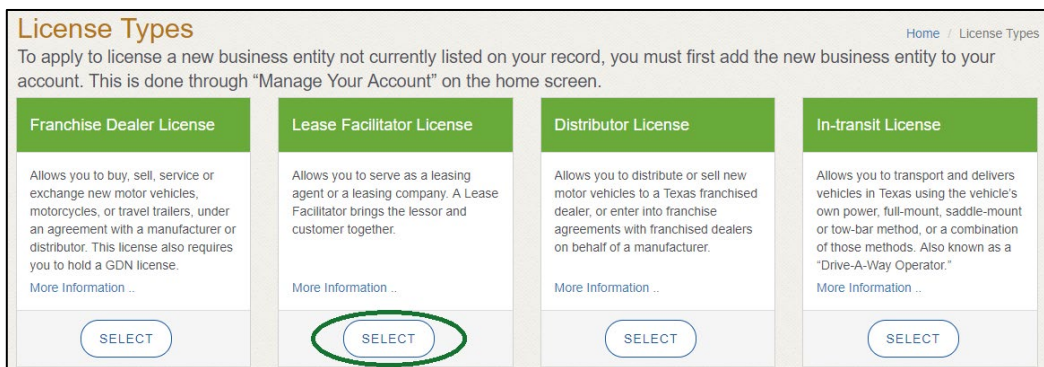


Figure 5: Select License Type

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

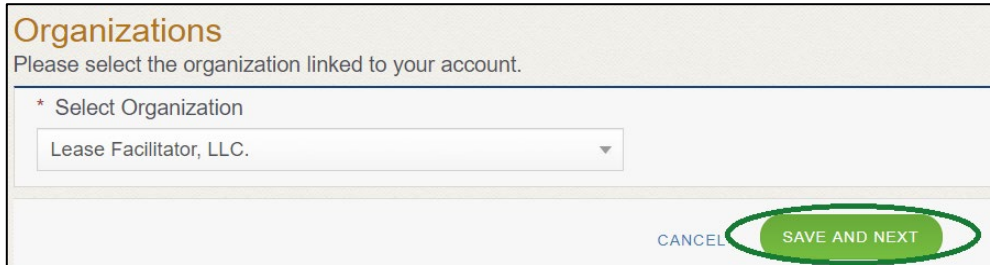


Figure 6: Select Organization

2.2 Contact Information

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

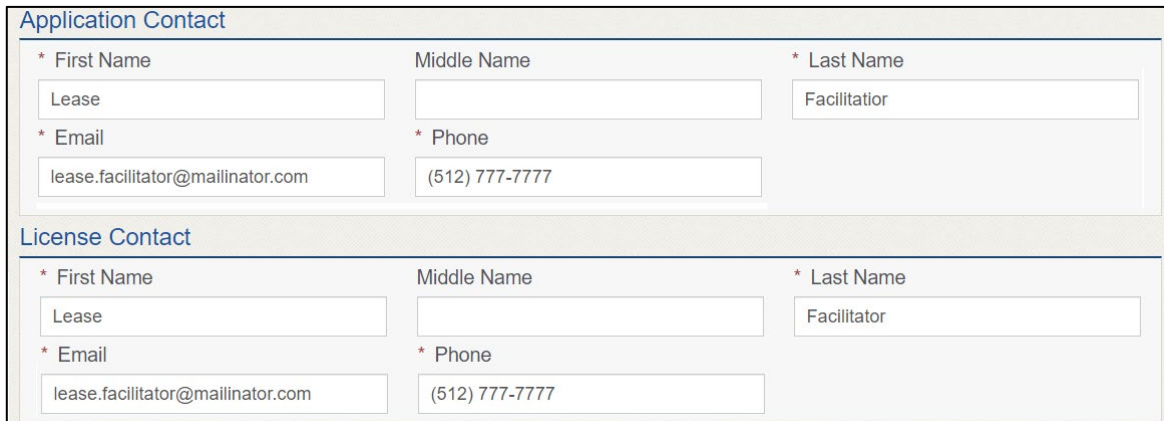


Figure 7: Contact Information

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

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

2. For **License Contact**, type in the name, email address, and phone number for the license contact. The license contact is the person TxDMV can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

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

3. Click **SAVE AND NEXT**.

2.3 Application Reason

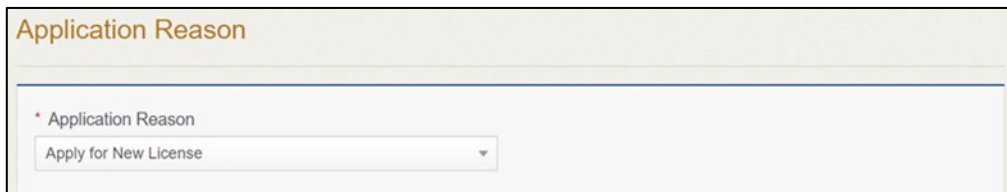
You are required to select a reason for this application from the following options:

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

2.3.1 Apply for a New License Reason

On the *Application Reason* page:

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



The screenshot shows a form titled "Application Reason" with a dropdown menu. The dropdown menu is open, and "Apply for New License" is selected. The text "Application Reason" is visible above the dropdown.

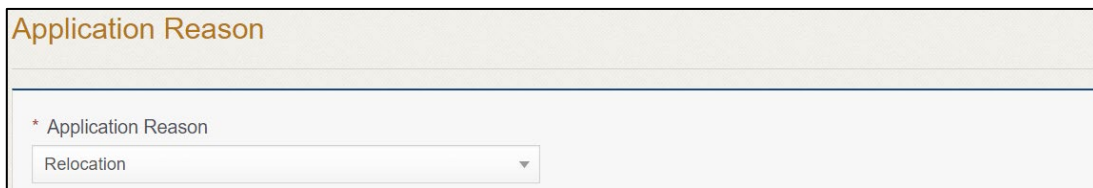
Figure 8: Apply for New License Reason

2. Click **SAVE AND NEXT**.

2.3.2 Relocation Reason

On the *Application Reason* page:

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



The screenshot shows a form titled "Application Reason" with a dropdown menu. The dropdown menu is open, and "Relocation" is selected. The text "Application Reason" is visible above the dropdown.

Figure 9: Relocation Reason

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

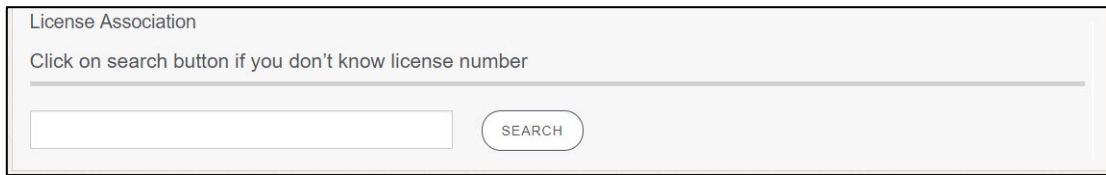


Figure 10: License Association

If you do not know this information:

- a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.
- b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.
- c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.
- d. Click **SAVE AND NEXT**.

2.3.3 Entity Change Reason

On the *Application Reason* page:

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

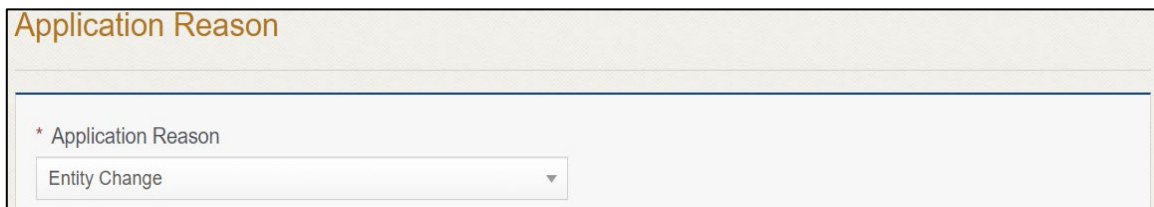


Figure 11: Entity Change Reason

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

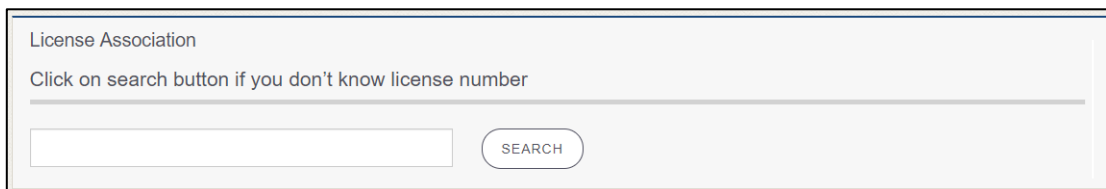


Figure 12: License Association

If you do not know this information:

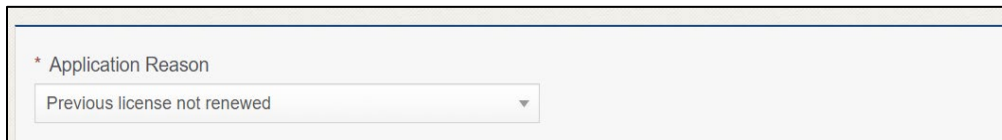
- a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.

- b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.
- c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.
- d. Click **SAVE AND NEXT**.

2.3.4 Previous License Not Renewed

On the *Application Reason* page:

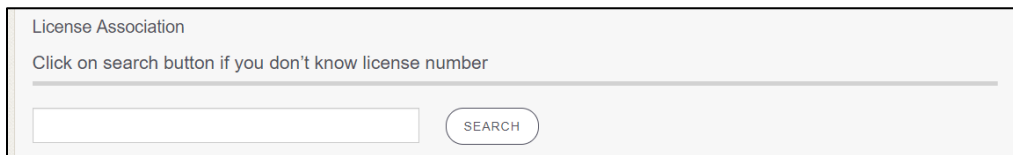
1. From the dropdown, select **Previous License Not Renewed**.



A screenshot of a web form field labeled '* Application Reason'. Below the label is a dropdown menu with the text 'Previous license not renewed' and a downward-pointing arrow.

Figure 13: Previous License Not Renewed

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



A screenshot of a web form field labeled 'License Association'. Below the label is a text input field with the placeholder text 'Click on search button if you don't know license number'. To the right of the input field is a button labeled 'SEARCH'.

Figure 14: License Association

If you do not know this information:

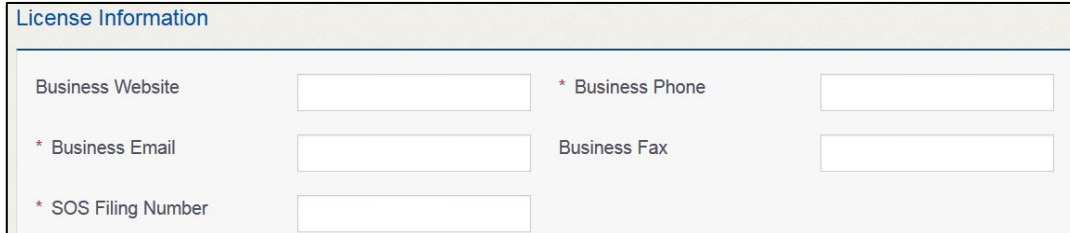
- a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.
- b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.
- c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.
- d. Click **SAVE AND NEXT**.

2.4 Application Details

The *Application Details* information is spread across several web pages.

2.4.1 Business Information

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



The screenshot shows a form titled "License Information" with the following fields:

- Business Website:
- * Business Email:
- * SOS Filing Number:
- * Business Phone:
- Business Fax:

Figure 15: License Information

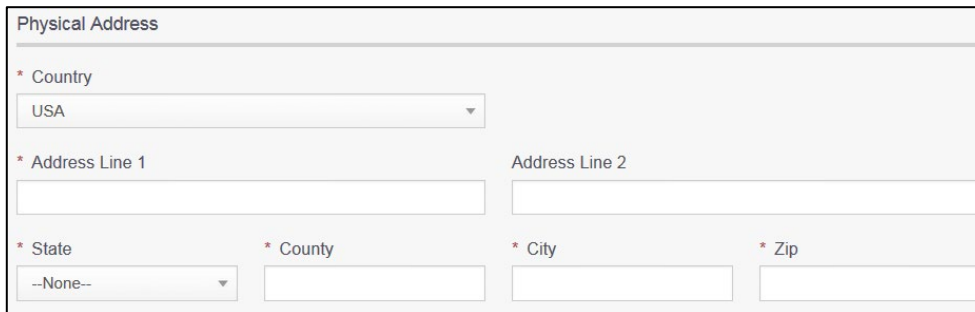
- a. For **Business Website** (optional), enter the web address (URL) of the business website that the public may view.
- b. For **Business Phone** enter the business phone number at which phone calls will be answered.
- c. For **Business Email Address**, enter the email address at which the business will receive emails.
- d. For **Business Fax** (optional), type in the business fax number.
- e. For **SOS Filing Number**, type in the filing number issued by the Secretary of State when the business was established.

If you do not know this information:

- a. Go to the bottom of the page, click **PREVIOUS** and then click **SAVE AND EXIT** to save all information entered to date.
 - b. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click **VIEW**.
 - c. On the *My Accounts* page, locate this application in the list and click open.
2. Click **SAVE AND NEXT**.

2.4.2 Physical Address (The Licensed Location)

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



The form is titled "Physical Address" and contains the following fields:

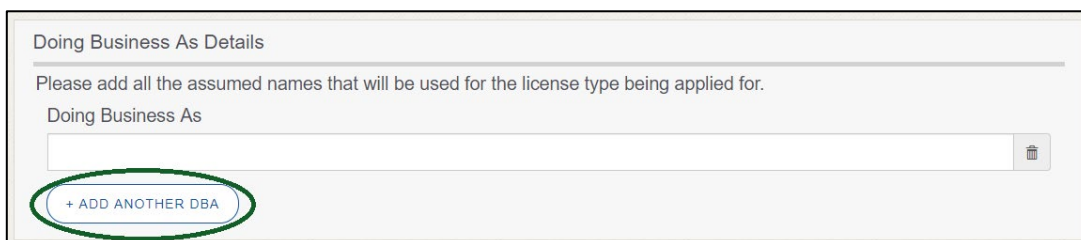
- * Country: A dropdown menu with "USA" selected.
- * Address Line 1: A text input field.
- Address Line 2: A text input field.
- * State: A dropdown menu with "--None--" selected.
- * County: A text input field.
- * City: A text input field.
- * Zip: A text input field.

Figure 16: Physical Address

- a. For **Address Line 1**, type in the street number and name where the business will be located.
 - b. For **Address Line 2** (optional), type in the additional street information, such as a suite number.
 - c. For **City**, type in the name of the city.
 - d. For **State**, select the name of the state from the dropdown.
 - e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
 - f. For **County**, select the name of the county from the dropdown.
 - g. For **Country**, leave USA or select the appropriate option from the dropdown.
2. After entering the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by the United States Postal Service (USPS) or capable of receiving US mail. Select the correct address option and click **SAVE**.

2.4.3 Assumed Name/DBA

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



The form is titled "Doing Business As Details" and contains the following elements:

- A heading: "Please add all the assumed names that will be used for the license type being applied for."
- A label: "Doing Business As"
- A text input field with a trash icon on the right.
- A button labeled "+ ADD ANOTHER DBA" which is circled in green.

Figure 17: Doing Business As Details Page

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

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

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

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

2.4.4 Mailing Address

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

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

1. To either:

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

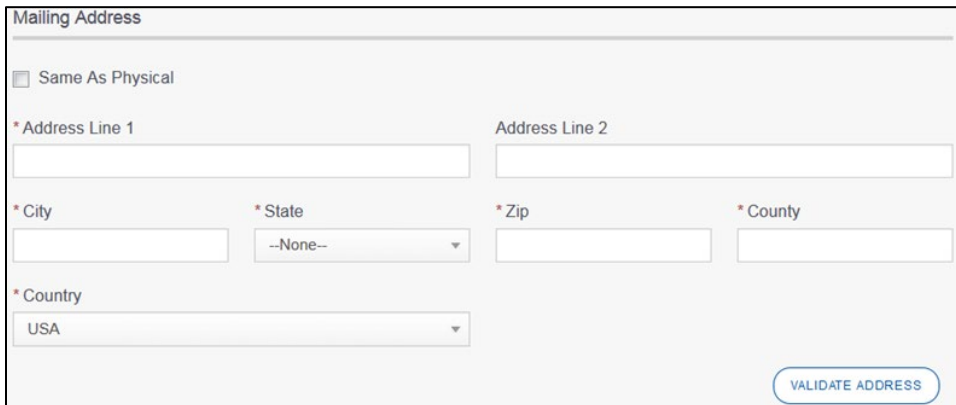


Figure 18: Mailing Address

- a. For **Address Line 1**, type in the street number and name where mail can be delivered.
- b. For **Address Line 2** (optional), type in the additional street information, such as the suite number.
- c. For **City**, type in the name of the city.
- d. For **State**, select the name of the state from the dropdown.
- e. For **Zip**, type in the five number ZIP code (or, the nine numbers of the extended code).
- f. For **County**, select the name of the county from the dropdown.
- g. For **Country**, leave USA or select the appropriate option from the dropdown.
- h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) or capable of receiving US mail.

2. Click **SAVE AND NEXT**.

2.5 Add Licensed or Exempt Lessors

2.5.1 Add Licensed Lessor

To search for a licensed lessor:

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

Add Licensed or Exempt Lessors
 Search and select the licensed or exempt lessors with whom you conduct or intend to conduct business. If the exempt lessor is not listed in the search results, you may manually add a new exempt lessor in the next step

License #	Business Name	DBA Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	
City	Zip Code	
<input type="text"/>	<input type="text"/>	

Figure 19: Add Licensed or Exempt Lessors Page

2. Select the licensed lessor. Click **SELECT**.

Action	License Number	Business Name	Address	City State Zip	DBA	Exempt
<input checked="" type="checkbox"/>	LA147410	Lease Facilitator	221 S Main St, null	Austin, Texas, 78717		No

Figure 20: Selecting the Licensed Lessor Page

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

Selected Lessors

License Number	Business Name	Address	City State Zip	DBA	Exempt	Remove
FT1378845	Lease Facilitator	221 S Main St, null	Austin, Texas, 78717		No	<input type="button" value="REMOVE"/>

Figure 21: Select Lessor

4. Click **SAVE AND NEXT**.

2.5.2 Add Exempt Lessor

To add exempt lessor:

If you select:

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

Add Exempt Lessors

* Do you want to add a new Exempt Lessor?

Yes

Figure 22: Add Exempt Lessors

- b. Click **+ADD LOCATION**.
- c. On the pop-up, add the business information, location contact details, and DBA for the exempt lessor.
- d. On the bottom portion of the pop-up menu, indicate which statement applies to the exempt entity:

Please indicate which statement applies to the exempt entity
Texas Occupations Code Section 2301254 states :

(a) A person is not required to obtain a license to act as a vehicle lessor or a vehicle lease facilitator if the person is:

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

a trust or other entity that owns an interest in a vehicle lease and the vehicle that is the subject of the lease, if the lease covering the vehicle is initiated, managed, serviced, and administered by a licensed vehicle lessor

Figure 23: Exempt Entity Statement

- e. Click **SAVE LOCATION**.
1. Click **SAVE AND NEXT**.

2.6 Ownership

The ownership information is spread across several pages.

2.6.1 Individual Ownership

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

Individual Ownership
Please list the person(s) who own the business.

Name	Ownership % - Total must equal 100%	Actions
		+ ADD OWNER

Figure 24: Individual Ownership Information

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

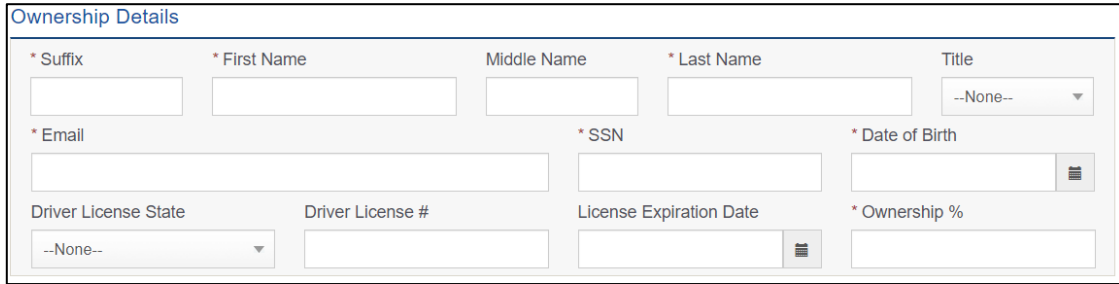


Figure 25: Individual Ownership Details

Sole Proprietor

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

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

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

General partnership

1. Click **+ADD OWNER**.

For the first partner, type in the information as described in steps a-h, from the sole proprietorship section.

2. For **Ownership %**, type in the appropriate amount.
3. Click **Add**.
4. Click **+ADD OWNER** again (under the **Individual Ownership** section).

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

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

2.6.2 Business Ownership

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

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

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

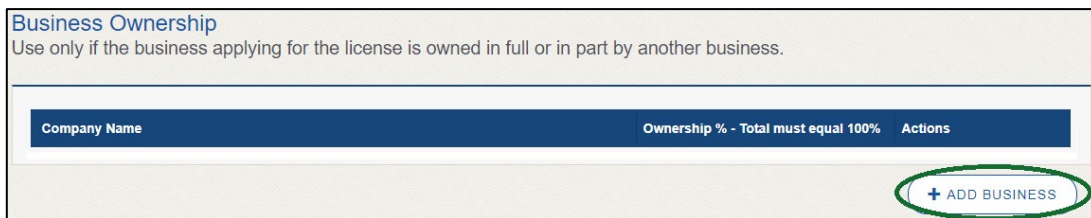


Figure 26: New Business Ownership

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

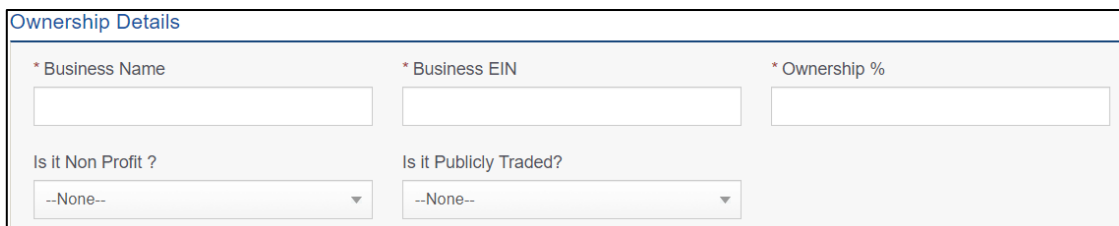


Figure 27: Business Ownership Details

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

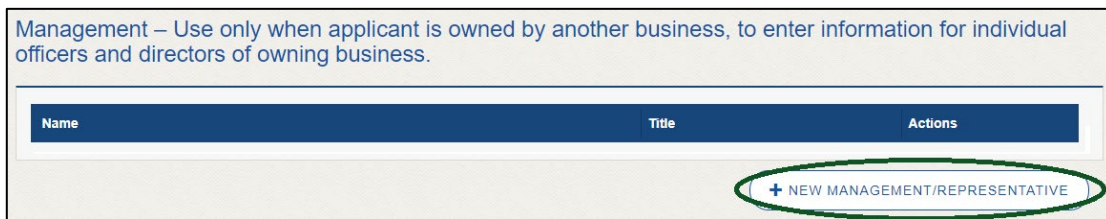
- f. Click **Add**.

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

2.6.3 Management

If the business is a corporate entity that is owned by another corporate entity or if the entity is publicly traded in the stock market, you must complete information in the business management section.

1. On the *Ownership* page, click **+NEW MANAGEMENT/ REPRESENTATIVE** under the **Management Ownership** section.

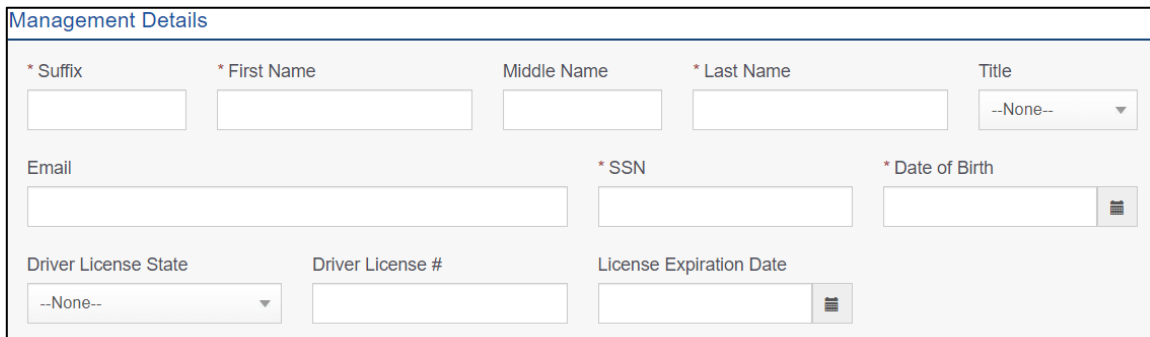


Management – Use only when applicant is owned by another business, to enter information for individual officers and directors of owning business.

Name	Title	Actions
+ NEW MANAGEMENT/REPRESENTATIVE		

Figure 28: New Management/ Representative

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



Management Details

* Suffix * First Name Middle Name * Last Name Title
 --None--

Email * SSN * Date of Birth

Driver License State Driver License # License Expiration Date
--None--

Figure 29: Management Ownership Details

- a. For **First Name** and **Last Name**, type in the legal name of the management corporation officer.
- b. For **Title**, select the job title the proprietor prefers from the dropdown.
- c. For **Email**, type in the email address where the proprietor receives and responds to email messages.
- d. For **SSN**, type in the social security number issued to the proprietor.
- e. For **Driver License State**, select the state where the license was issued from the dropdown.

- f. For **Driver License Number**, type in the numbers valid for the license.
 - g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
3. Click **ADD** to continue with the **Ownership Questions** section.

2.6.4 Ownership Questions

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

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

This is important:

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

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

- * 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? No ▾
- * 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? No ▾
- * 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? No ▾

Figure 30: Ownership Questions

If you answer:

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

2.6.5 Criminal History

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

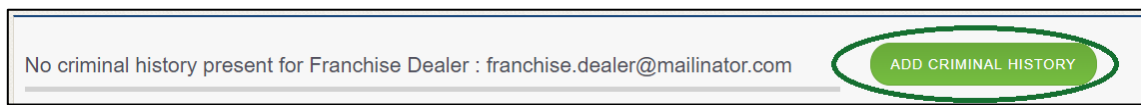
1. For each name shown, click **VIEW/ADD CRIMINAL HISTORIES** for the name shown that has a criminal history.



Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Lease Facilitator	leasefacilitator@mailinator.com	04/28/1958	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 31: Add Criminal History

2. Click **ADD CRIMINAL HISTORY**.

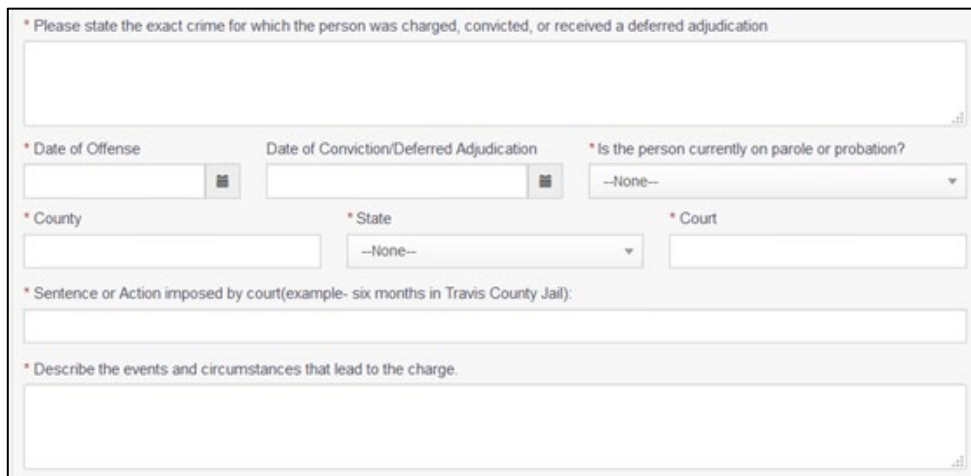


No criminal history present for Franchise Dealer : franchise.dealer@mailinator.com

[ADD CRIMINAL HISTORY](#)

Figure 32: Add Criminal History

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



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

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

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

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

Figure 33: Offense and Charge Details

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

- f. For **State**, select the state in which the offense occurred from the dropdown.
- g. For **Court**, type in the type of court in which the offense was adjudicated.
- h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
- i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
- j. Click **APPLY**.
- k. After the pop-up closes, repeat the steps above for each criminal offense on the *Criminal History* page.

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

4. Click **SAVE AND NEXT**.

2.7 Additional Questions

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

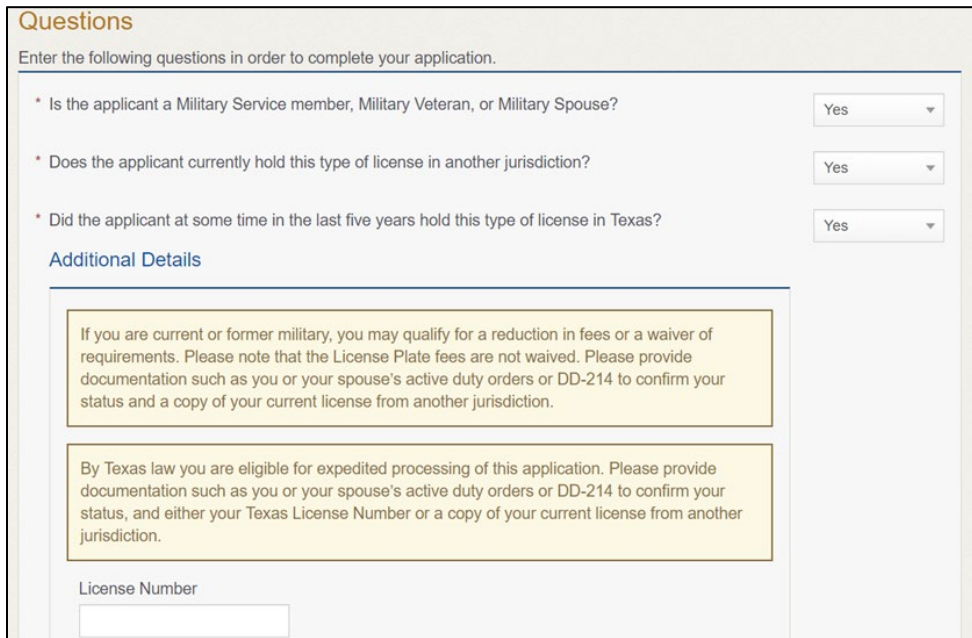
If you do not know the answer or have to leave the application to find it:

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

2.7.1 Military Service Questions

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

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



Questions

Enter the following questions in order to complete your 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

If you are current or former military, you may qualify for a reduction in fees or a waiver of requirements. 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

Figure 34: Military Service Questions

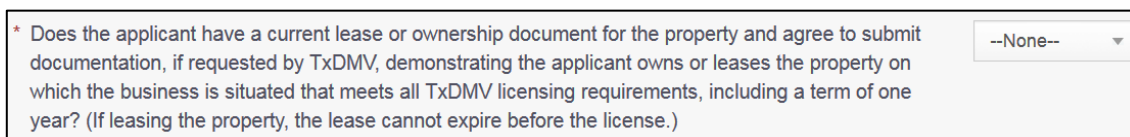
If you select:

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

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

2.7.2 Lease/Ownership of Property Question

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



* Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.) --None--

Figure 35: Lease/Ownership of Dealership Property

If you select:

- **Yes**, continue to the next question.

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

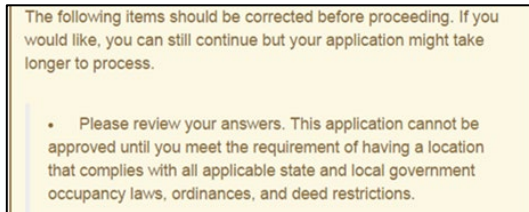


Figure 36: Possible Property Issues Pop-up

2.7.3 Previous Licenses Question

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

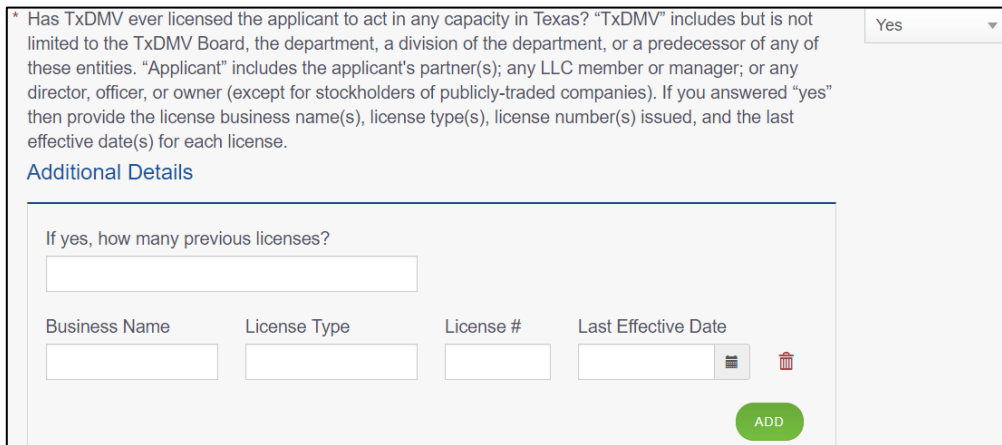


Figure 37: Previous Held Licenses

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 - For the **Business Name**, type in the name of the business that is licensed.
 - For the **License Type**, type in the appropriate type.
 - 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.

- e. Click **Add**.
- f. Repeat the steps above for each license.

2.7.4 Previous Denial, Suspension, or Revoked License Question

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

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked. Yes ▾

Additional Details

If yes, how many previous licenses or applications have been denied, suspended, or revoked?

Business Name	License #
Reason For Denial/Suspended Or Revoked	Last Effective Date 📅

License Status 🗑️

Revoked ▾

Figure 38: Denied, Suspended, or Revoked Licenses Details

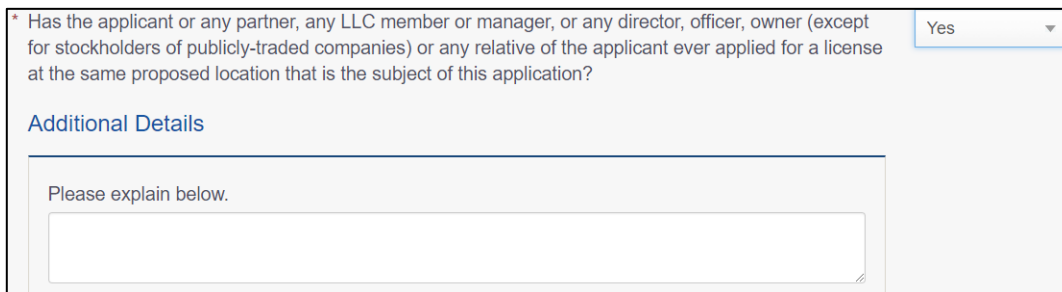
If you select:

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

- e. For **License Status**, select the appropriate option from the dropdown.
- f. Click **Add**.
- g. Repeat the steps above for each license.

2.7.5 Same Proposed Location Question

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



* 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 ▾

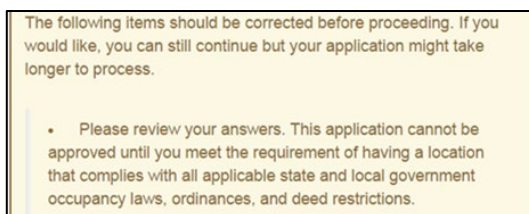
Additional Details

Please explain below.

Figure 39: Same Proposed Location Page

If you select:

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



The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

Figure 40: Possible Same Proposed Location Issue

2.7.6 Signage Question

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

* Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high?	Yes ▾
----------------------------------------------------------------------------------------------------------------------------------	-------

Figure 41: Signage Question

If you select:

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

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

Figure 42: Possible Signage Issues Pop-up

2.7.7 Posted Business Hours Question

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

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

* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?	--None-- ▾
---------------------------------------------------------------------------------------------------------	------------

Figure 43: Business Hours Posted Question

If you select:

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

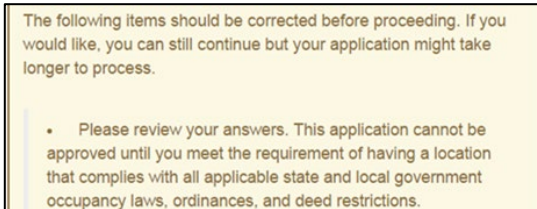


Figure 44: Possible Business Hours Issues Pop-up

2.7.8 Property Compliance Question

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

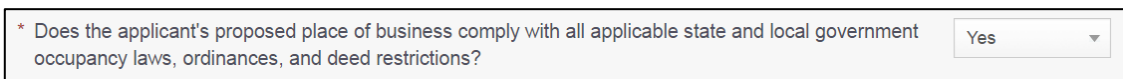


Figure 45: Property Compliance Question

If you select:

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

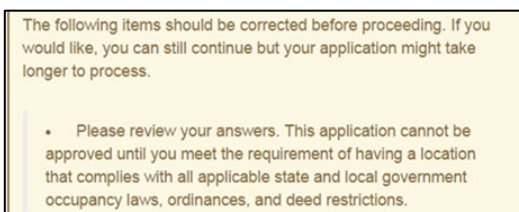


Figure 46: Possible Property Compliance Issues Pop-up

2.7.9 Proof of Occupancy Question

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

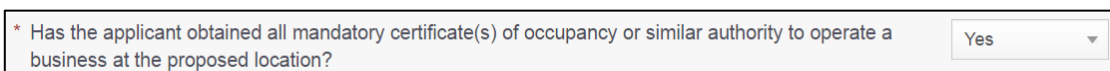


Figure 47: Proof of Occupancy Question

If you select:

- **Yes**, continue to the next question.

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

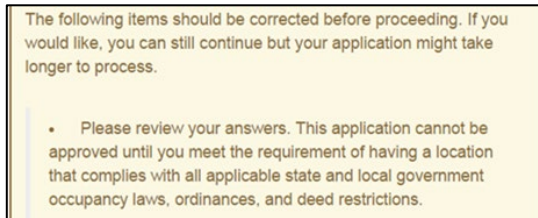


Figure 48: Possible Occupancy Issues Pop-up

2.7.10 Place of Business Structure Question

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



Figure 49: Place of Business Location

If you select:

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

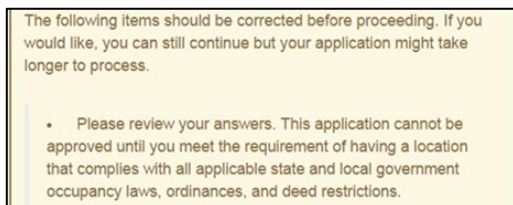
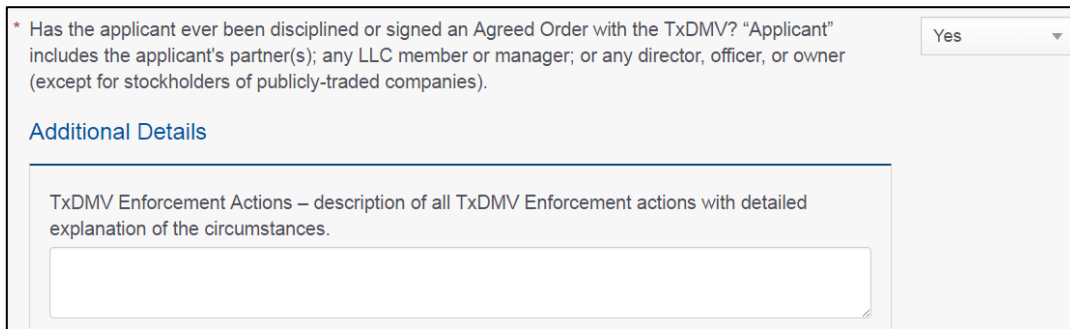


Figure 50: Possible Business Structure Issues Pop-up

2.7.11 Previous Texas Occupations Code Violations Question

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



* Has the applicant ever been disciplined or signed an Agreed Order with the TxDMV? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). Yes

Additional Details

TxDMV Enforcement Actions – description of all TxDMV Enforcement actions with detailed explanation of the circumstances.

Figure 51: Agreed Order with TxDMV Question

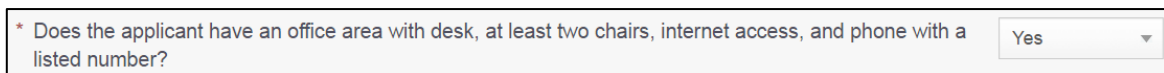
If you select:

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

2.7.12 Business Office Question

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

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

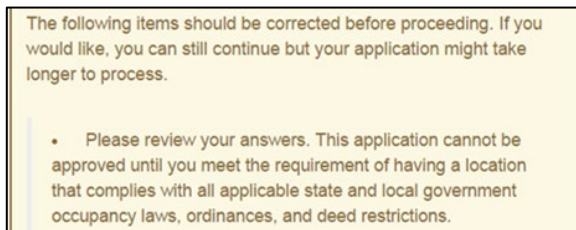


* Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number? Yes

Figure 52: Business Office Question

If you select:

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



The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

Figure 53: Possible Office Area Issues Pop-up

2.8 Required Attachments

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

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

2.8.1 Uploading Attachments

To upload each file:

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

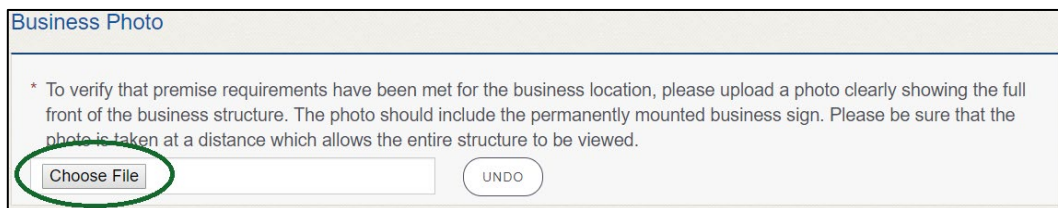


Figure 54: Choose File for Required Attachment Upload

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

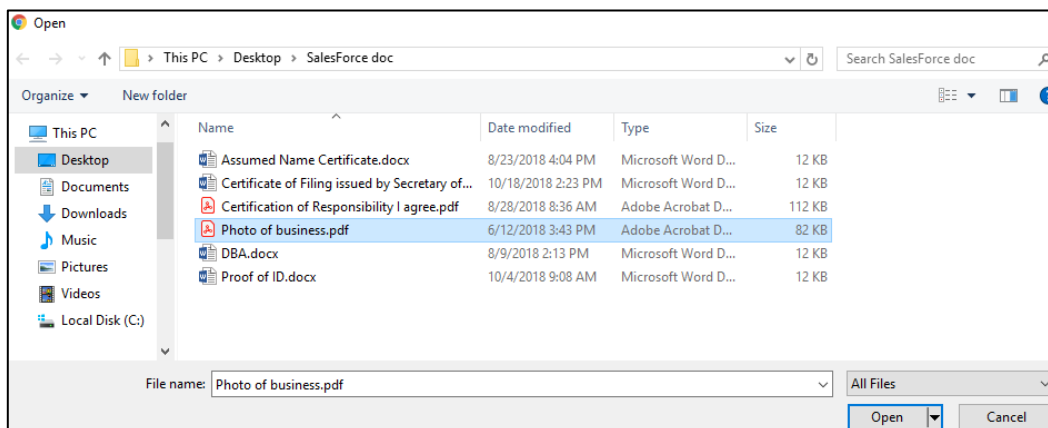


Figure 55: Browse for File

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

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

2.8.2 Assumed Name Certificate

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

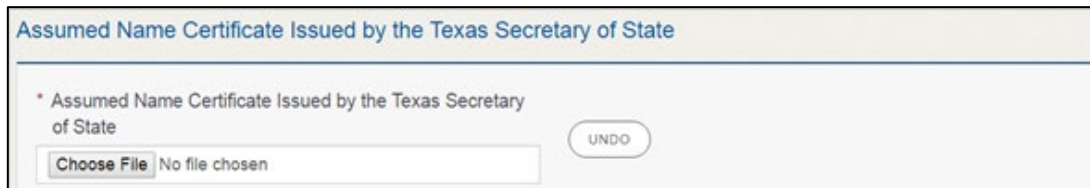


Figure 56: Assumed Name Certification Upload

2.8.3 Proof of Identity

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



Figure 57: Proof of Identity Upload

2.8.4 Certificate of Incorporation

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



Figure 58: Certificate of Incorporation Upload

2.8.5 Vehicle Lease Contract(s)

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



Figure 59: Vehicle Lease Contract Upload

2.8.6 Disclosure of Fees Statement

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

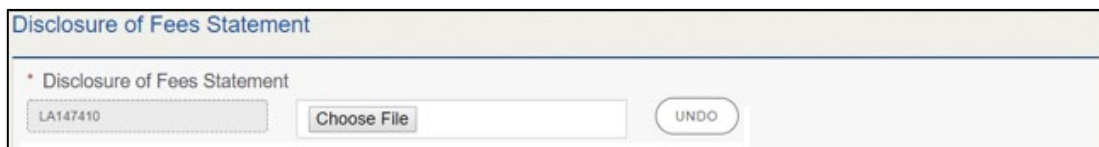


Figure 60: Disclosure of Fees Upload

2.8.7 Lease Facilitator Agreement

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

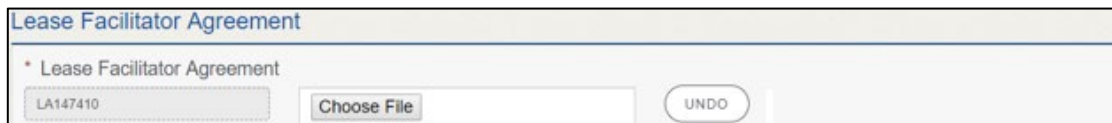


Figure 61: Lease Facilitator Agreement Upload

2.8.8 Criminal Court Papers

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



Figure 62: Criminal Court Papers Upload

2.8.9 Other Attachments

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

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



Figure 63: Add More Attachments

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

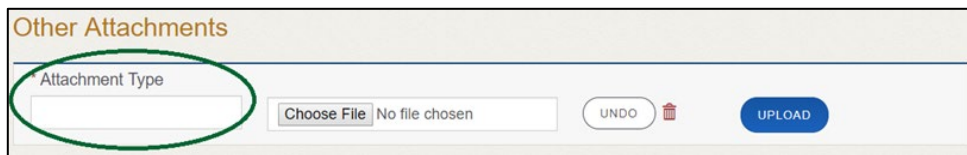


Figure 64: Other Attachments Upload

2.8.10 Problems With Your Application

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

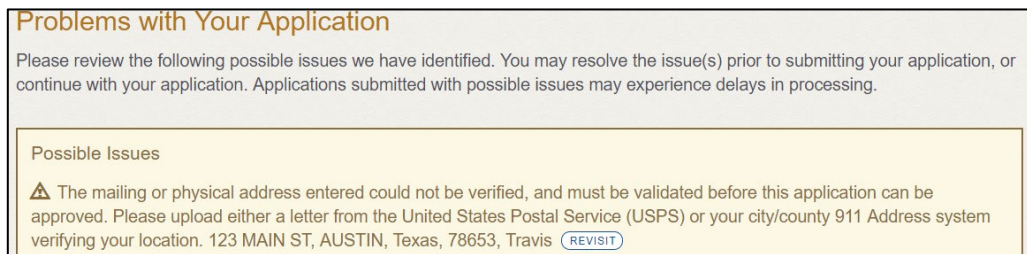


Figure 65: Problems with Your Application

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

2.9 Summary

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

Application Information	
Organization Lease Facilitator, LLC	Application Type New
Business Name Lease Facilitator, LLC	License Type Lease Facilitator
Type of Business Limited Liability Company	EIN 12-3456789
Sub Type	Application Status Pending
Application Reason Apply for New License	Created Date 05/19/2017
Associated License N/A	Submitted Date

Figure 66: Summary of Application Information

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

2.10 Signature

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

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

2.10.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 67: Electronically Sign the Application

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

If the system cannot verify your information, continue with the section about printing and signing the *Certificate of Responsibility* in section 2.10.2.

Certification of Responsibility

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

I Agree

Figure 68: Electronic Certification of Responsibility

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

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

4. Click **I Agree**.

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

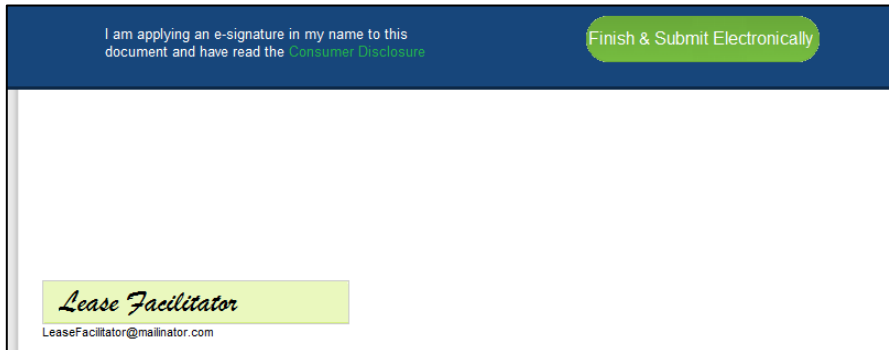


Figure 69: Electronic Signature

6. Click **Finish & Submit Electronically** on the top of the screen.
7. On the *Thank You* page of the pop-up, click **CLOSE**.
8. Back on the *Certificate of Responsibility* page, click **SAVE AND NEXT**.
9. On the *Please ensure you have read the terms and conditions* pop-up, you can click **OK** to go back and read the certificate again or click the **PROCEED TO PAYMENT** link to start the payment process.

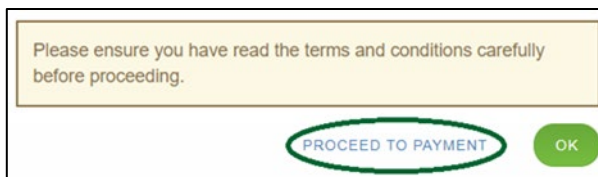


Figure 70: Proceed to Payment

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

2.10.2 Manual Signature Submission

1. On the *eSign* page:

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

* First Name * Last Name SSN


* Driver License Issuing State
 --None--

Date of Birth Driver License Number

Figure 71: eSign Page

- a. For **First Name**, type it in exactly as it appears on your driver license/ID.
 - b. For **Last Name**, type it in exactly as it appears on your driver license/ID.
 - c. From the **Driver License Issuing State** dropdown, select Other.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATE OF RESPONSIBILITY PDF** link.

Certification of Responsibility [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Choose File No file chosen UNDO ATTACHED FILE: 

UPLOAD

Figure 72: Certification of Responsibility PDF Download Link

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

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 73: Certification of Responsibility Manually Print

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

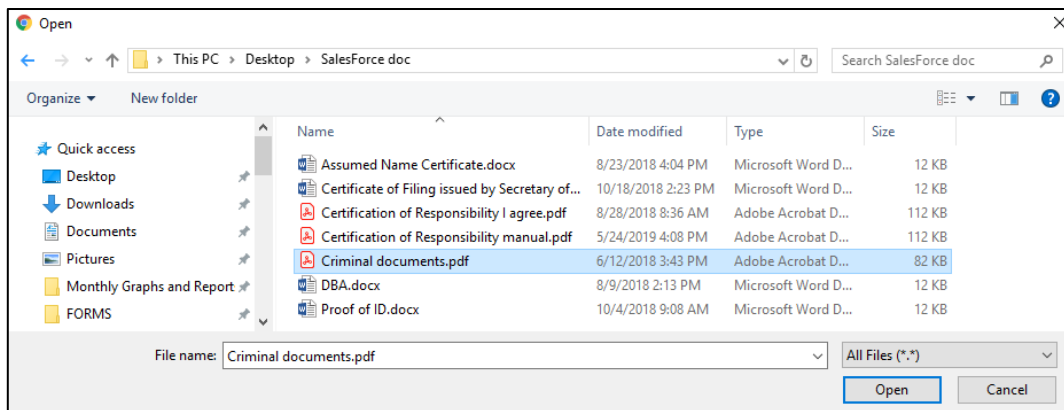


Figure 74: Browse for File

- d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.
7. Click **SAVE AND NEXT**.
8. On the pop-up, click **PROCEED TO PAYMENT** link.

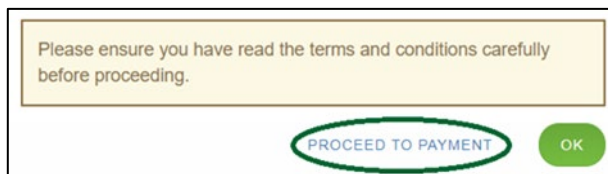


Figure 75: Proceed to Payment

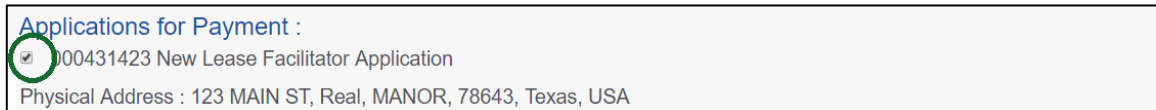
2.11 Payments and Application Submission

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

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

To make a payment:

1. On the *Payment Summary* page:



Applications for Payment :

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

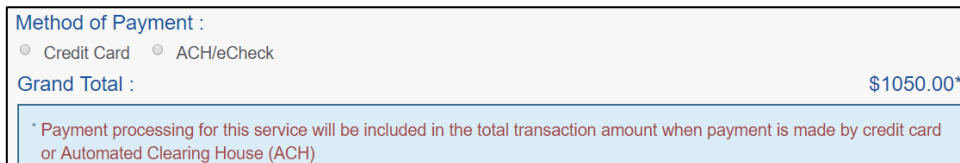
Figure 76: Payment Summary

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

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

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

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



Method of Payment :

Credit Card ACH/eCheck

Grand Total : \$1050.00*

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

Figure 77: Select Method of Payment Type

4. Click **PROCEED TO PAY**.

To Pay by Credit Card

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

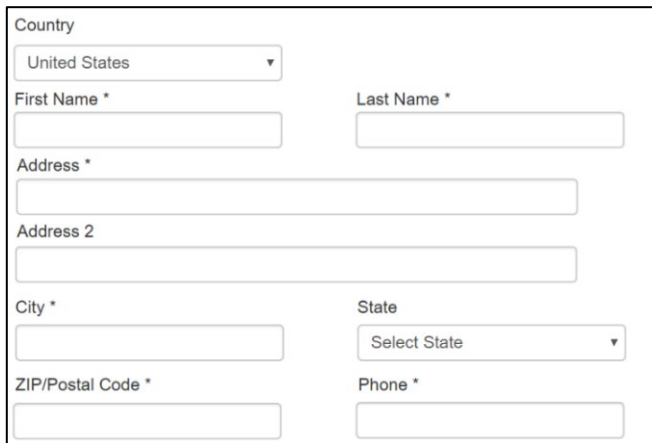


Figure 78: Credit Card Customer Information

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

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

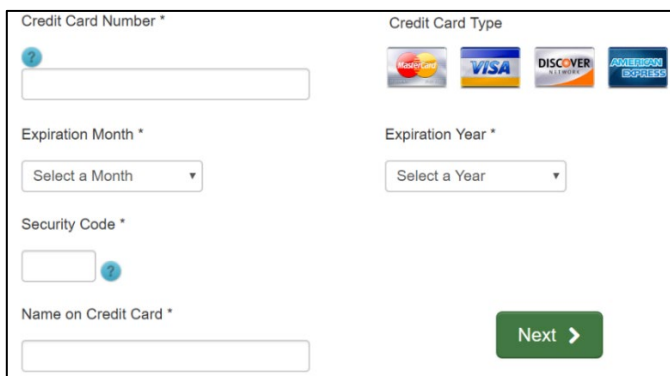


Figure 79: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click **NEXT**.
3. In the Verification section, click **I'm not a robot**.



Figure 80: I'm not a robot

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



Figure 81: Verification Image

5. Click **Submit Payment**.

To pay by **ACH/eCheck**

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

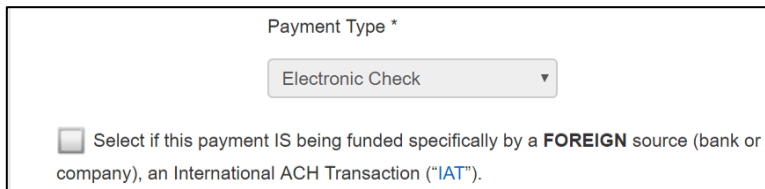


Figure 82: Foreign Source Payment

2. On the Customer Information page:

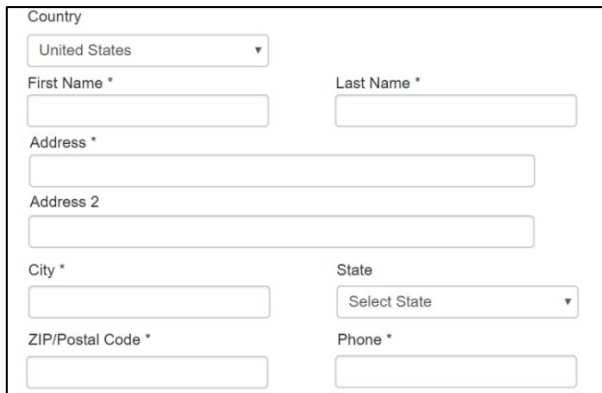


Figure 83: eCheck Customer Information

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

3. On the *Payment Info* page:

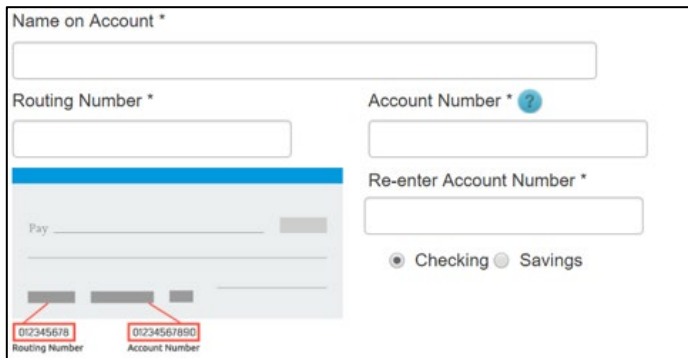


Figure 84: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
4. Click **NEXT**.
 5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

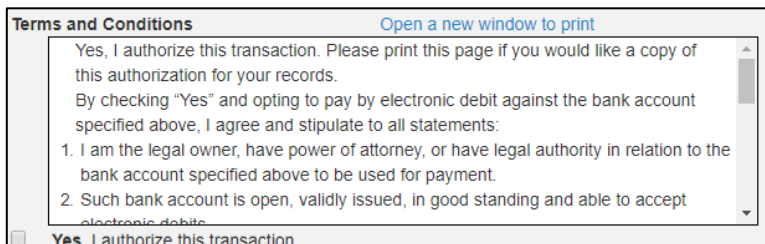


Figure 85: Terms and Conditions Page

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



Figure 86: Verification Page

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



Figure 87: Verification Image

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

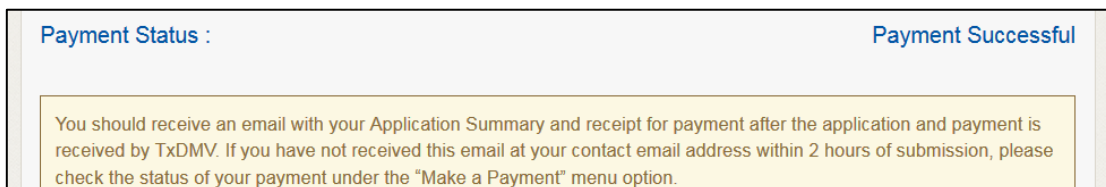


Figure 88: Payment Status

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

3. Accessing Your Saved License Applications

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

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

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

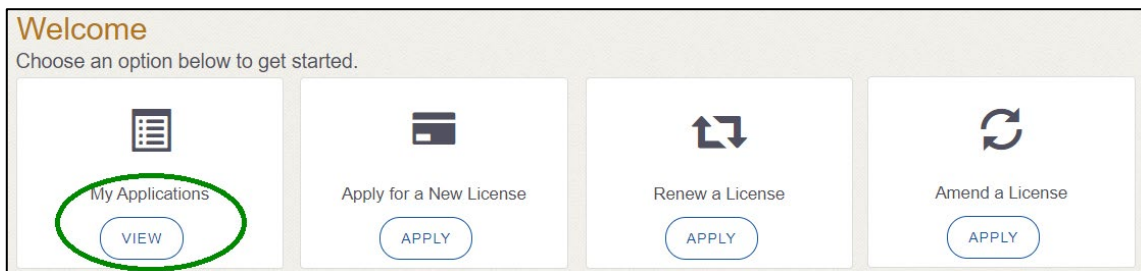


Figure 89: My Pending Applications

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

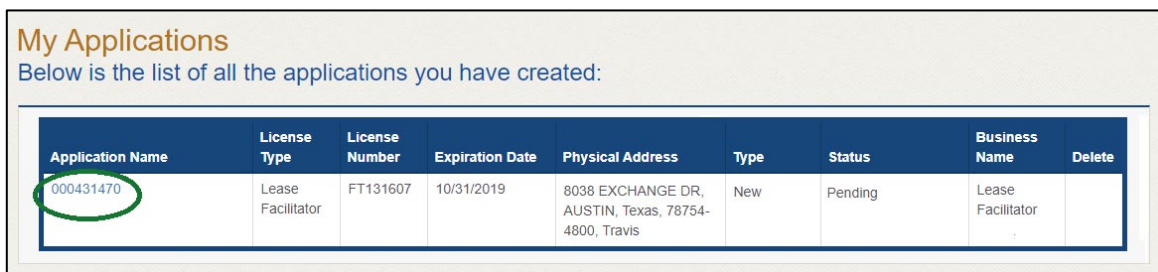


Figure 90: Select Application

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

4. Working with Your Account

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

4.1 Viewing Account and User Information

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

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

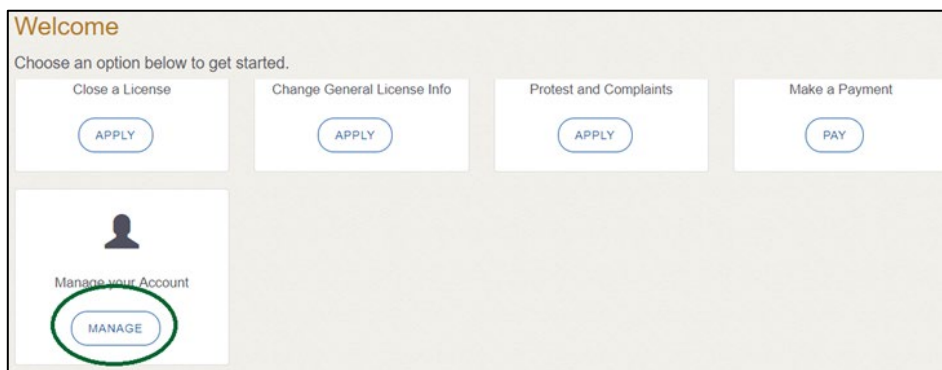


Figure 91: Welcome, Manage Your Account Page

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



Figure 92: View the Account Details From Registration

3. The *Account Details* page will open.



Figure 93: The Account Information Page

- To view the authorized users for your account, click **VIEW & CREATE CONTACTS**.



Figure 94: View Authorized Users

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

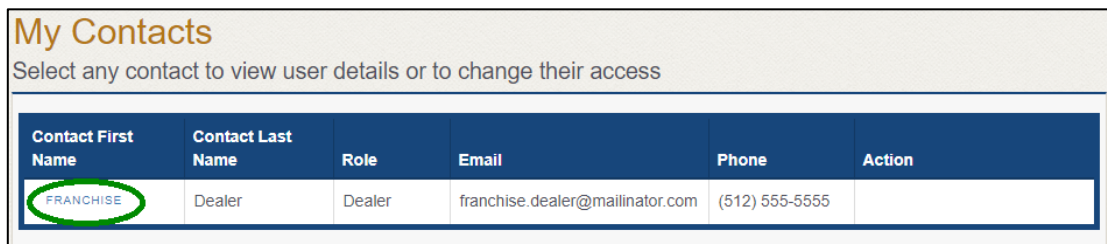


Figure 95: Click the Contacts First Name

- The **Contacts Details** page will open.

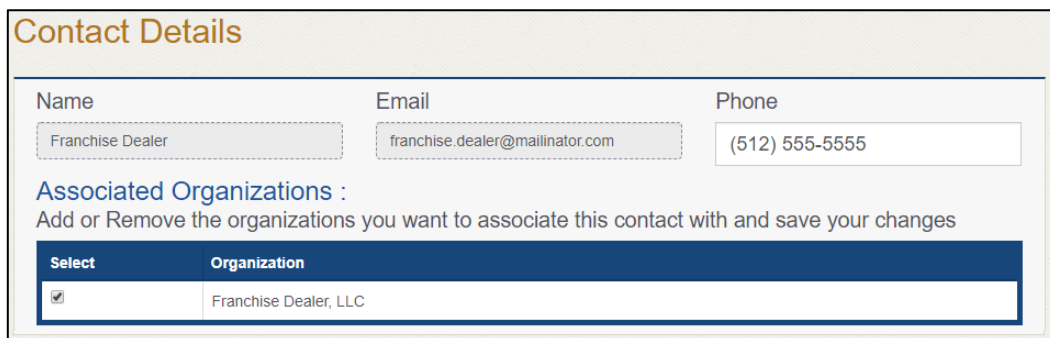


Figure 96: The Account Contact Details Page

4.2 Adding New Account Users

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

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

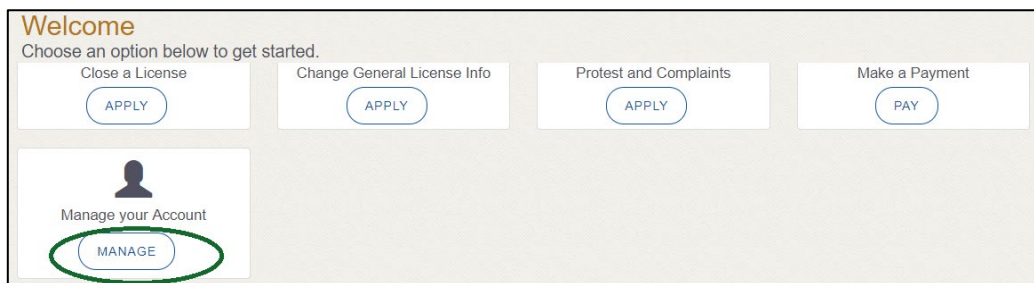


Figure 97: Welcome, Manage Your Account

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



Figure 98: View & Create Contacts

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

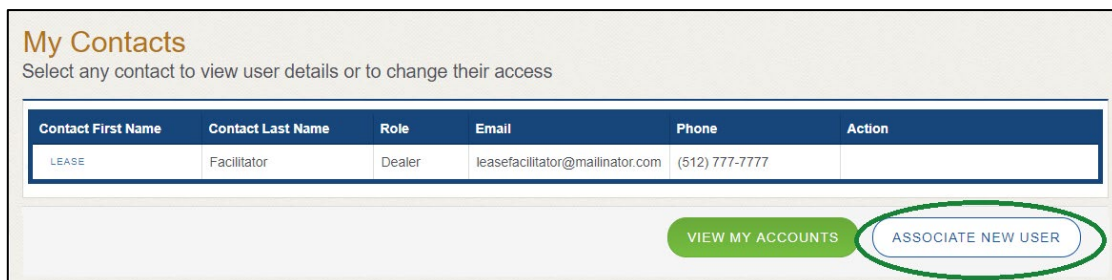
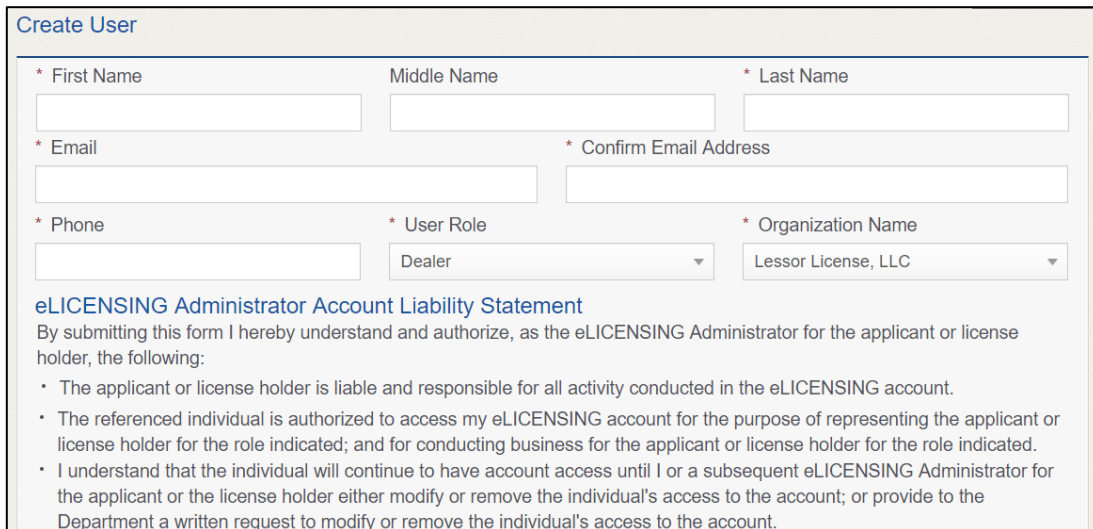


Figure 99: Associate New User

4. On the *Create User* page:



Create User

* First Name Middle Name * Last Name

* Email * Confirm Email Address

* Phone * User Role * Organization Name

Dealer Lessor License, LLC

eLICENSING Administrator Account Liability Statement
By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:

- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

Figure 100: Create New User Page

- a. For **First Name** and **Last Name**, type in the appropriate information.
 - b. For **Email**, type in the email address where this user can receive email messages.
 - c. For **Phone**, type in the phone number where this user can be contacted.
 - d. For **User Role**, select Dealer (for a member of the staff).
 - e. Carefully read the liability statement and then click **SUBMIT**.
5. On the *My Accounts* page, be sure the new user name, role, email, and phone number display correctly in the list.

4.3 Adding an Account to Your Organization

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

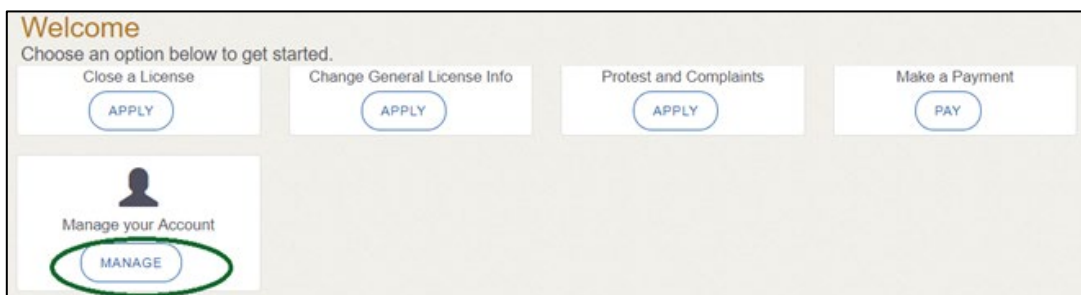


Figure 101: Welcome, Manage My Account

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

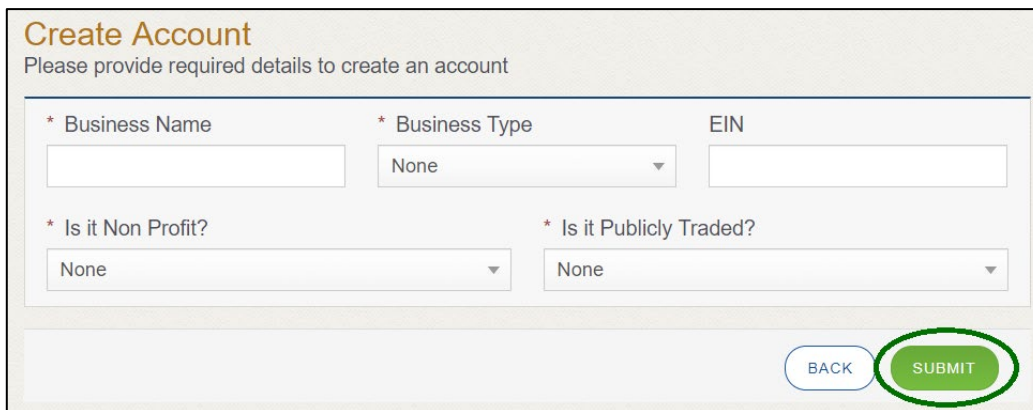


Account Name	Business Type	View Contacts
LEASE FACILITATOR	Limited Liability Company	VIEW & CREATE CONTACTS

GO TO HOME CREATE BUSINESS ENTITY

Figure 102: Click Create Business Entity

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



* Business Name * Business Type EIN

* Is it Non Profit? * Is it Publicly Traded?

BACK SUBMIT

Figure 103: Create Account

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

5. Amending a Lessor License

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

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

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

5.1 Amendment Fee

The fee to amend a license is \$25.

You can pay amendment fees via credit card or eCheck.

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

5.2 Gathering Information for This Amendment Application

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

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

5.3 Applying for the Amendment to a License

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

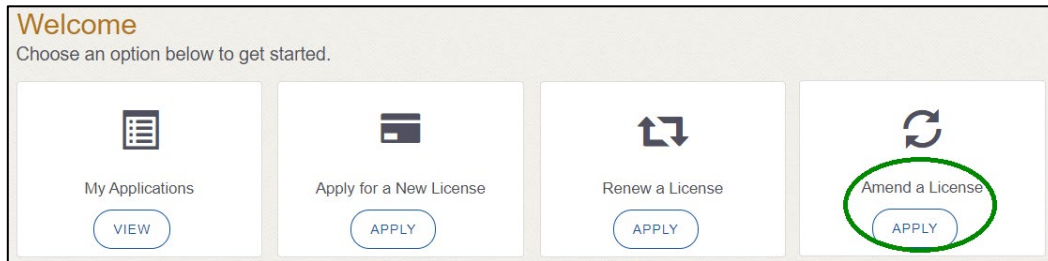


Figure 104: Welcome, Amend a License

5.3.1 Organizations List of Accounts

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

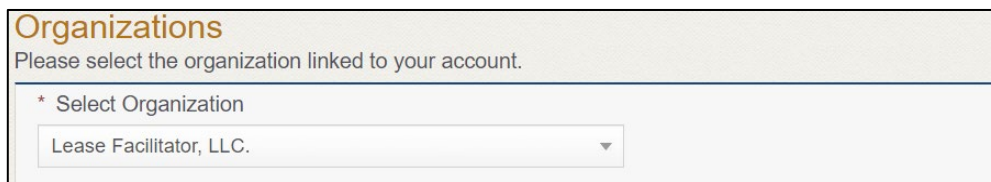


Figure 105: Select Your Organization From Dropdown

5.3.2 Select License

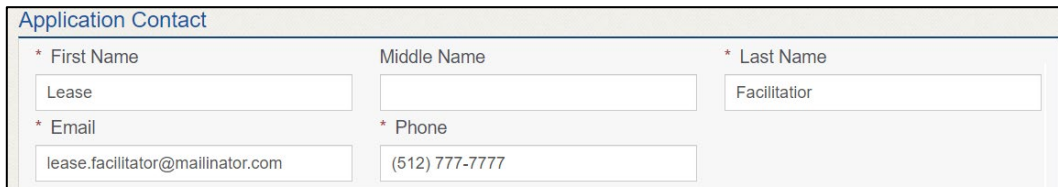
On the *Licenses* page, select the license and click **SAVE AND NEXT**.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas, MANOR, 78653	Active

Figure 106: Select License to Amend

5.3.3 Contact Information

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



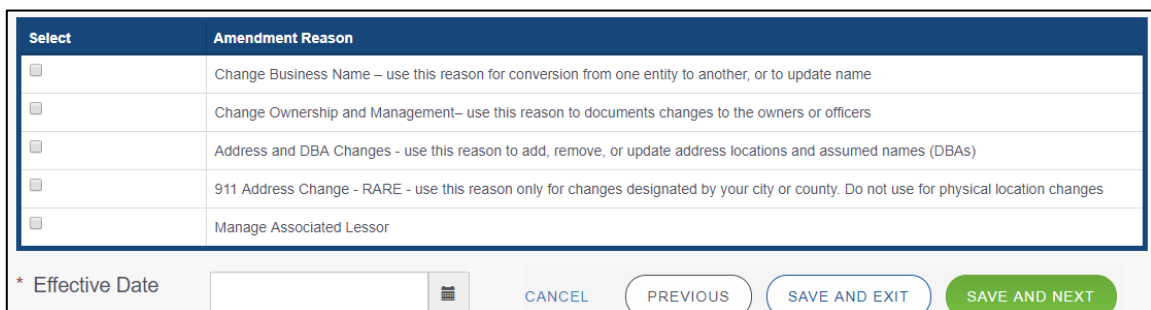
Application Contact

* First Name Lease	Middle Name	* Last Name Facilitator
* Email lease.facilitator@mailinator.com	* Phone (512) 777-7777	

Figure 107: Contact Information

5.3.4 Amend Reason

On the *Amend Reason* page:



Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Associated Lessor


* Effective Date  CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

Figure 108: Select an Amendment Reason

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

Change Business Name

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

Business Information

Type of Business	<input type="text" value="Limited Liability Company"/>	EIN	<input type="text" value="*****6789"/>
Business Name	<input type="text" value="Lease Facilitator"/>	Secretary of State Filing Number	<input type="text"/>

Figure 109: Update Business Information

Change Ownership and Management

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

Individual Ownership
Please list the person(s) who own the business.

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
+ ADD OWNER			

Business Ownership
Use only if the business applying for the license is owned in full or in part by another business.

Name	EIN	Ownership %	Actions
+ ADD BUSINESS			

Management – Use only when applicant is owned by another business, to enter information for individual officers and directors of owning business.

Name	Title	Date of Birth	Actions
+ NEW MANAGEMENT/REPRESENTATIVE			

Figure 110: Update Ownership Information

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

Ownership Questions

This is important:

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

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

* 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?

* 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?

* 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?

Figure 111: Ownership Questions

6. Click **SAVE AND NEXT**.

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

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

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

* Date of Offense

Date of Conviction/Deferred Adjudication

* Is the person currently on parole or probation?

* County * State * Court

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

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

Figure 112: Offense and Charge Information

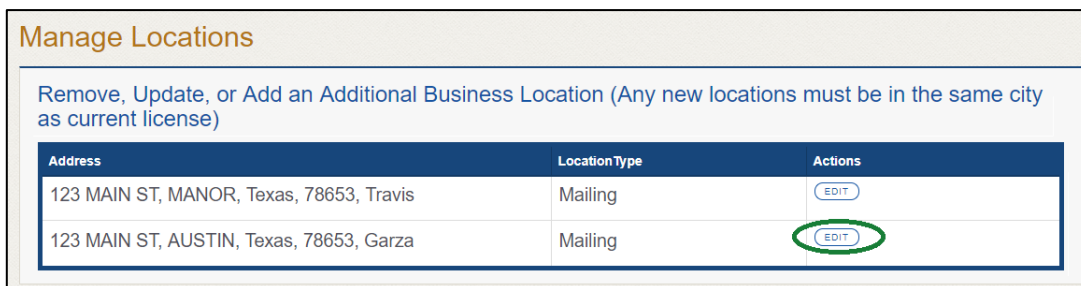
- For **State the Exact Crime** Section, type in a short description of the charges, conviction, or deferred adjudication reason.
- For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.

- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
 - d. For **Is the person currently on parole or probation**, select Yes or No.
 - e. For **County**, type in the name of the county in which the offense occurred.
 - f. For **State**, select the state in which the offense occurred from the dropdown.
 - g. For **Court**, type in the type of court in which the offense was adjudicated.
 - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incidents leading up to the arrest for the offense.
2. Click **APPLY**.
 3. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.
 4. When you are finished, click **SAVE AND NEXT**.

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

911 Address Change

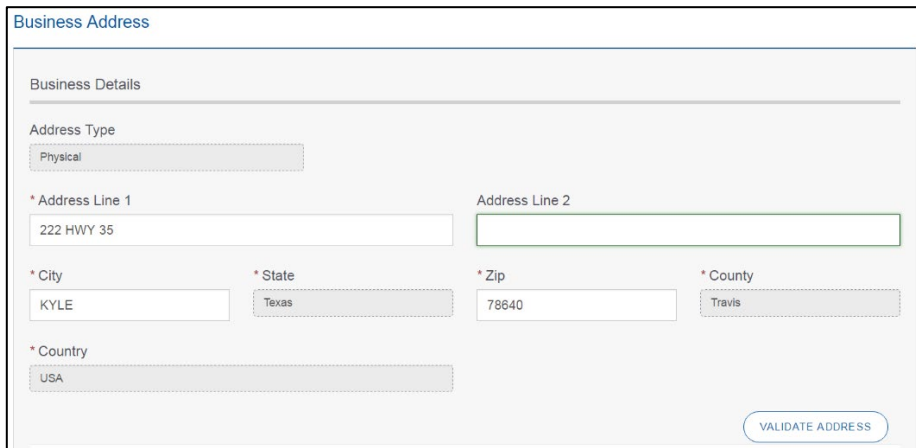
1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *911 Address Change* page, click **EDIT** from the Actions column of the item to change.



Manage Locations		
Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)		
Address	LocationType	Actions
123 MAIN ST, MANOR, Texas, 78653, Travis	Mailing	<input type="button" value="EDIT"/>
123 MAIN ST, AUSTIN, Texas, 78653, Garza	Mailing	<input type="button" value="EDIT"/>

Figure 113: Address Change

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



Business Address

Business Details

Address Type
Physical

* Address Line 1: 222 HWY 35
Address Line 2: [Empty]

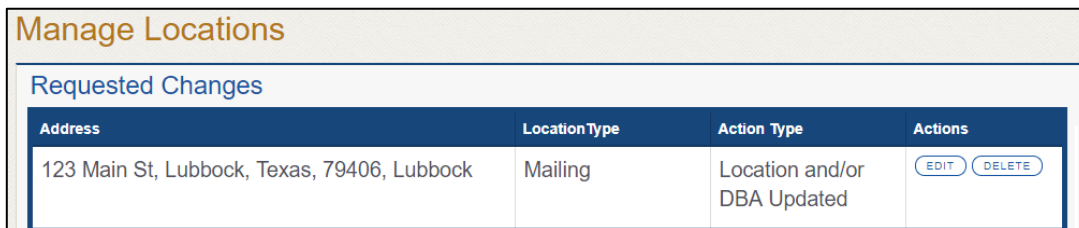
* City: KYLE * State: Texas * Zip: 79640 * County: Travis

* Country: USA

VALIDATE ADDRESS

Figure 114: Business Address

5. Click **VALIDATE ADDRESS**. Select the correct address option and click **SAVE**.
6. On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click **SAVE AND NEXT**.



Manage Locations

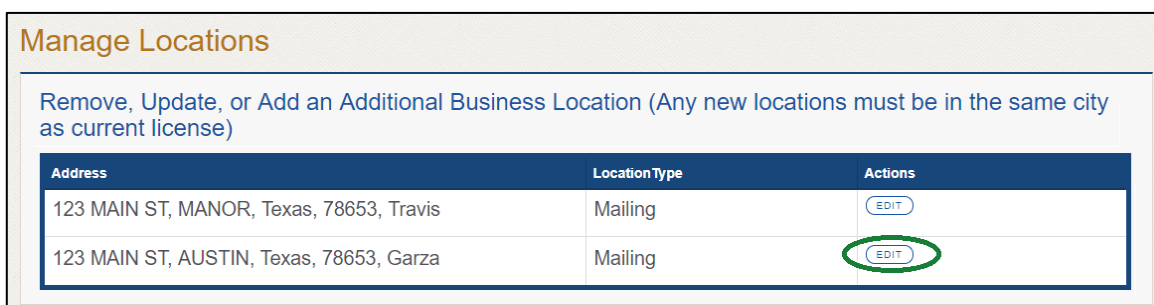
Requested Changes

Address	Location Type	Action Type	Actions
123 Main St, Lubbock, Texas, 79406, Lubbock	Mailing	Location and/or DBA Updated	EDIT DELETE

Figure 115: Address Change Verification

Manage Locations and DBAs

1. For **Effective Date**, type the mm/dd/yyyy (or click calendar and select the date) on which the amendment goes into effect.
2. Click **SAVE AND NEXT**.
3. On the *Manage Locations* page, click **EDIT** for the appropriate location.



Manage Locations

Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)

Address	Location Type	Actions
123 MAIN ST, MANOR, Texas, 78653, Travis	Mailing	EDIT
123 MAIN ST, AUSTIN, Texas, 78653, Garza	Mailing	EDIT

Figure 116: Manage Locations and DBA

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

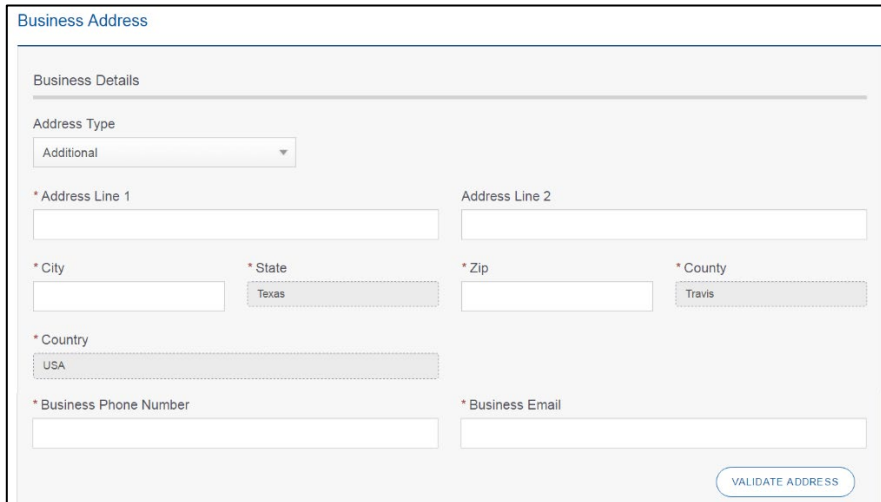


Figure 117: Manage Business Locations

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

Manage Associated Lessor

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

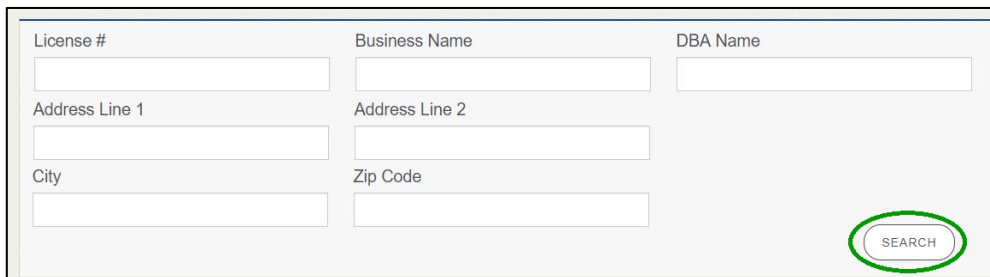
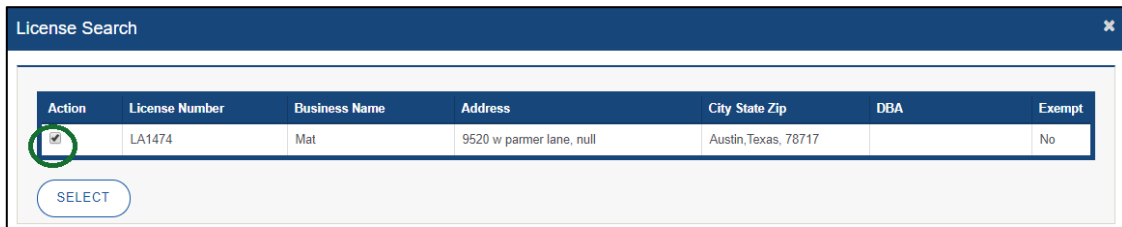


Figure 118: Add Licensed

- Select the licensed lessor. Click **SELECT**.

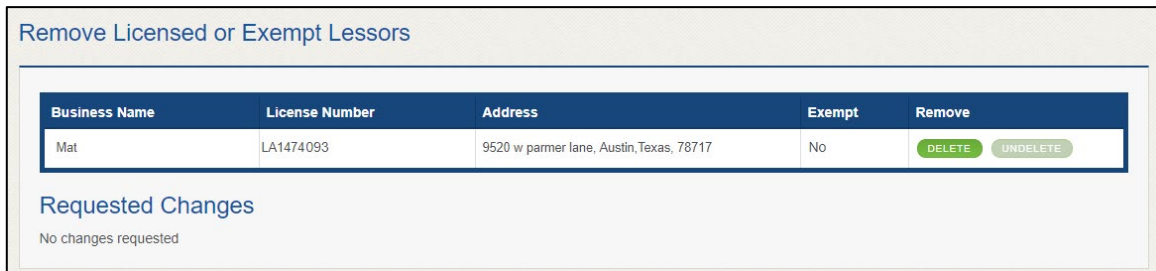


Action	License Number	Business Name	Address	City State Zip	DBA	Exempt
<input checked="" type="checkbox"/>	LA1474	Mat	9520 w parmer lane, null	Austin, Texas, 78717		No

SELECT

Figure 119: License Search

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



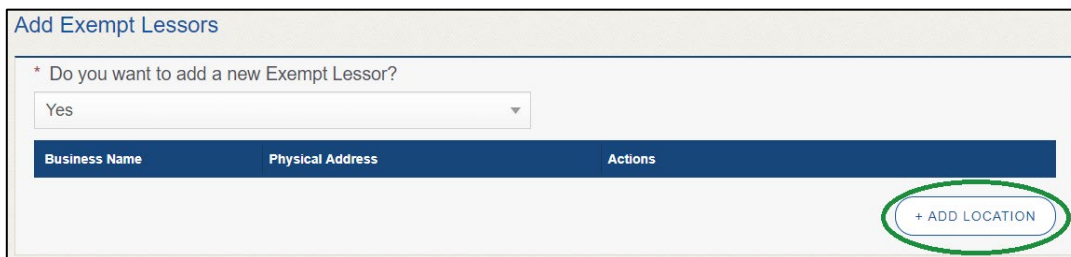
Business Name	License Number	Address	Exempt	Remove
Mat	LA1474093	9520 w parmer lane, Austin, Texas, 78717	No	<input type="button" value="DELETE"/> <input type="button" value="UNDELETE"/>

Requested Changes
No changes requested

Figure 120: Select Lessors

d. Click **SAVE AND NEXT**.

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



* Do you want to add a new Exempt Lessor?

Yes

Business Name	Physical Address	Actions
<input type="button" value="+ ADD LOCATION"/>		

Figure 121: Add Exempt Lessors Location

If you select:

- No, click **SAVE AND NEXT**.
- Yes, click **ADD LOCATION**.
 1. On the pop-up menu, add the business information, location contact details, and DBA for the exempt lessor.
 2. On the bottom portion of the pop-up menu, indicate which statement applies to the exempt entity:

Please indicate which statement applies to the exempt entity

Texas Occupations Code Section 2301254 states :

(a) A person is not required to obtain a license to act as a vehicle lessor or a vehicle lease facilitator if the person is:

- a state or federally chartered financial institution or a regulated subsidiary of the financial institution, or
- a trust or other entity that owns an interest in a vehicle lease and the vehicle that is the subject of the lease, if the lease covering the vehicle is initiated, managed, serviced, and administered by a licensed vehicle lessor

Figure 122: Statement of Exempt Entity Qualifications

- a state or federally chartered financial institution or a regulated subsidiary of the financial institution, or
- a trust or other entity that owns an interest in a vehicle lease and the vehicle that is the subject of the lease, if the lease covering the vehicle is initiated, managed, serviced, and administered by a licensed vehicle lessor.

To **REMOVE LICENSED OR EXEMPT LESSORS** on your existing account

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

Business Name	License Number	Address	Exempt	Remove
Ally	LF11409	1211 19th St, Ste 120,Plano,Texas,79401	No	<input type="button" value="DELETE"/> <input type="button" value="UNDELETE"/>

Figure 123: Remove Licensed or Exempt Lessors

2. Click **SAVE AND NEXT**.

5.3.5 Questions

Respond to the following questions presented.

Questions

Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse?
- * Does the applicant currently hold this type of license in another jurisdiction?
- * Did the applicant at some time in the last five years hold this type of license in Texas?

Figure 124: Military Questions

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

1. If you select:
 - **No**, continue to the next question.

- **Yes**, several more question display and if you answer Yes to either condition, type in the **License Number** of the current license.

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

2. Click **SAVE AND NEXT**.

5.3.6 Required Attachments

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

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

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



Figure 125: Choose File to Upload

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

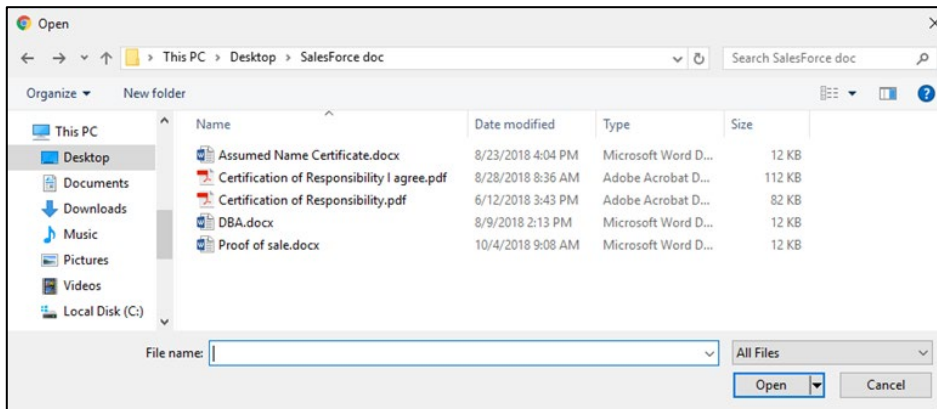


Figure 126: Browse for a File

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

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

5.3.7 Other Attachments

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

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



Figure 127: Add Other Attachments

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



Figure 128: Upload Other Attachments

3. Click **UPLOAD**.
4. Click **SAVE AND NEXT**.

5.3.8 Problems with Your Application

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

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

5.3.9 Summary

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

Application Information	
Organization Lease Facilitator	Application Type Amendment
Business Name Lease Facilitator	License Type Lease Facilitator
Type of Business Limited Partnership / LTD	EIN 27-1878
Sub Type Limited Partnership / LTD	Application Status Pending
Amend Reason Manage Associated Lessor	Created Date 07/22/2019
Associated License N/A	Submitted Date Limited Partnership / LTD

Figure 129: Summary of Amendments

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


CANCEL	 PRINT	PREVIOUS	SAVE AND EXIT	SAVE AND NEXT
--------	-------------------------------------------------------------------------------------------	----------	---------------	---------------

Figure 130: Options for Summary Complete Actions

5.3.10 Signature

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

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

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

5.3.10.1 Electronic Signature Submission

1. On the *eSign* page:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 131: eSign Information

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

Certification of Responsibility

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

Figure 132: Certification of Responsibility

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

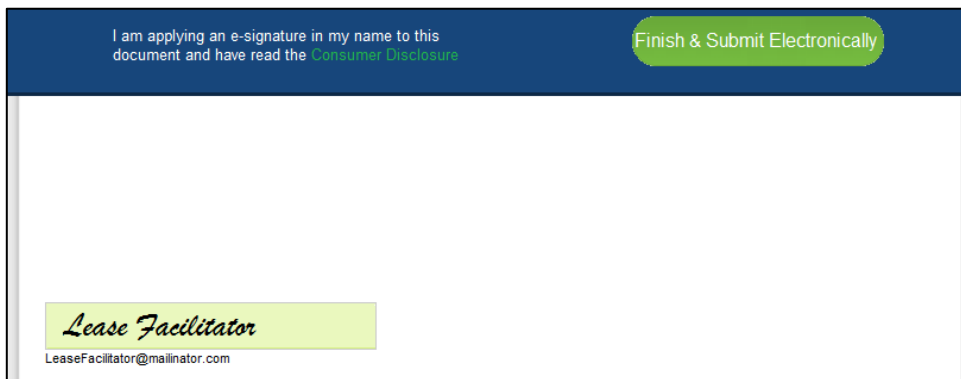


Figure 133: Electronic Signature Page

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

5.3.10.2 Manual Signature Submission

1. On the *eSign* page displayed:

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

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 134: Customer Information

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

Certification of Responsibility **CERTIFICATION OF RESPONSIBILITY.PDF**

Choose File No file chosen UNDO ATTACHED FILE:

UPLOAD

Figure 135: Certification of Responsibility PDF

3. On the PDF file, click **Printer** icon (in the upper right) to send the PDF to your local printer.
 4. Carefully read the document and sign and date it.
 5. To upload and attach the signed document to this application:
 6. Scan the document to a file and save it.
 7. Back on the eLICENSING page, click **CHOOSE FILE**.
 8. In the *Open Windows* pop-up, navigate to the file, select it and then click **Open**.
 9. When the name of the file displays on the appropriate Attachments page area, scroll to the bottom of the page and click **UPLOAD**.
- Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click **UNDO** or the red trash can.
10. Click **SAVE AND NEXT**.
 11. On the pop-up, click **PROCEED TO PAYMENT** link.

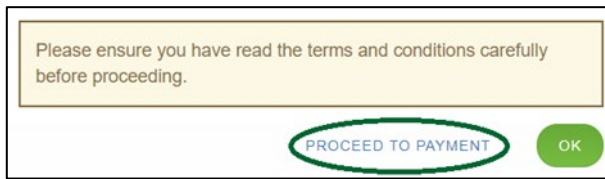


Figure 136: Proceed to Payment Pop-up

5.3.11 Payments and Application Submission

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

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

To make a payment:

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



Figure 137: Applications for Payment

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

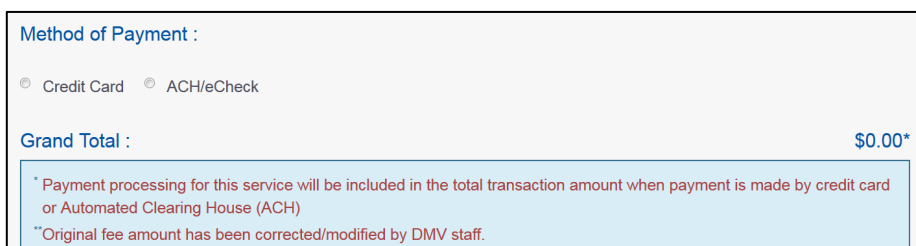


Figure 138: Select Method of Payment Type

3. Click **PROCEED TO PAY**.

To Pay by Credit Card

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

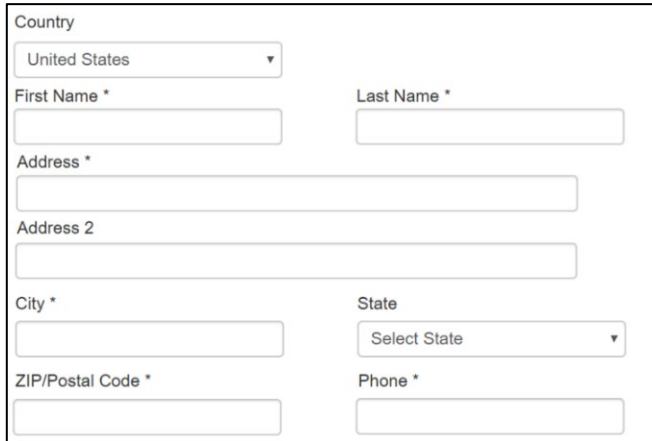


Figure 139: Credit Card Customer Information

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

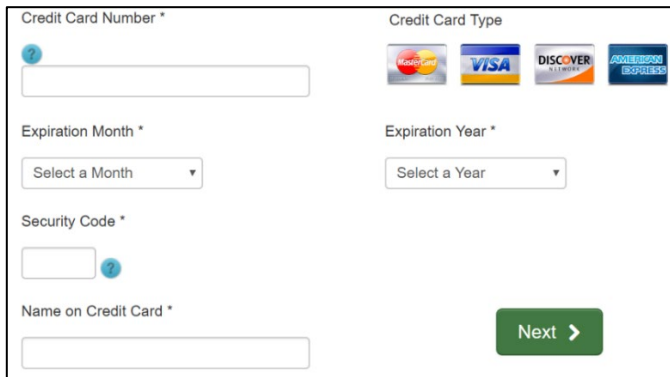


Figure 140: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click **NEXT**.
3. In the Verification section, click **I'm not a robot**.



Figure 141: I'm not a robot

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



Figure 142: Verification Image

5. Click Submit Payment.

To pay by **ACH/eCheck**

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

Payment Type *

Electronic Check ▼

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Figure 143: Foreign Source Payment

2. On the Customer Information page:

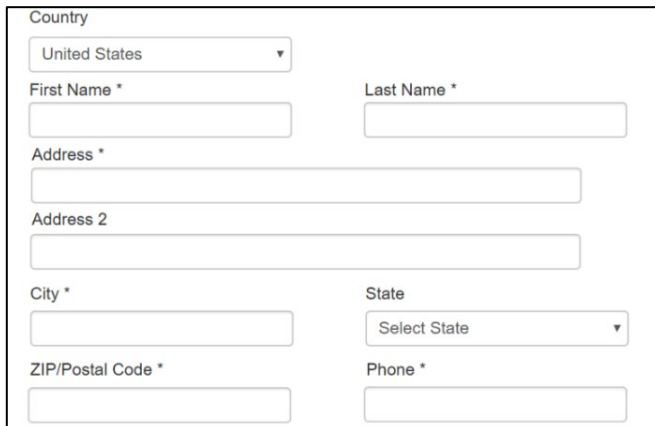


Figure 144: eCheck Customer Information

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

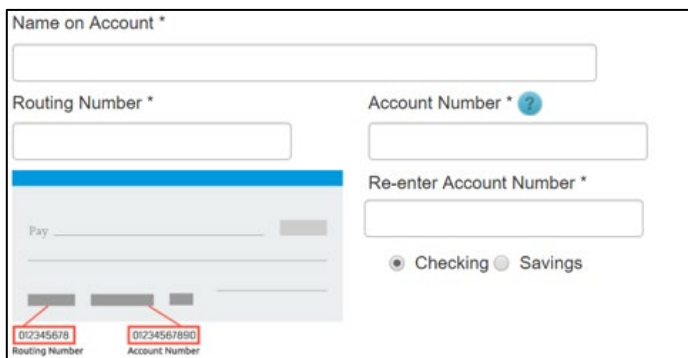


Figure 145: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings account**.
4. Click **NEXT**.
5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

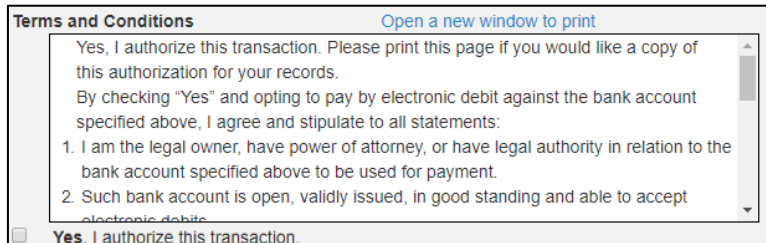


Figure 146: Terms and Conditions Page

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



Figure 147: Verification Page

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



Figure 148: Verification Image

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

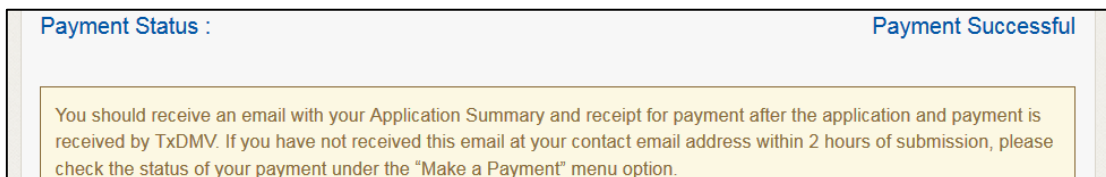


Figure 149: Payment Status

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

6. Changing General Lease Facilitator License Information

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

There are no fees to make these changes.

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

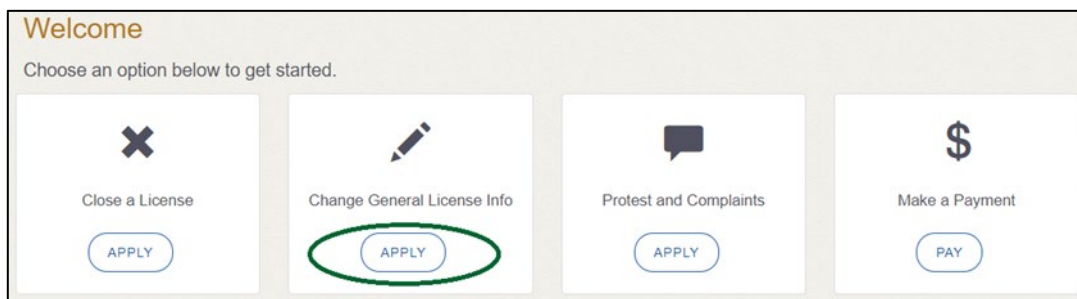


Figure 150: Welcome, Change General License Information

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

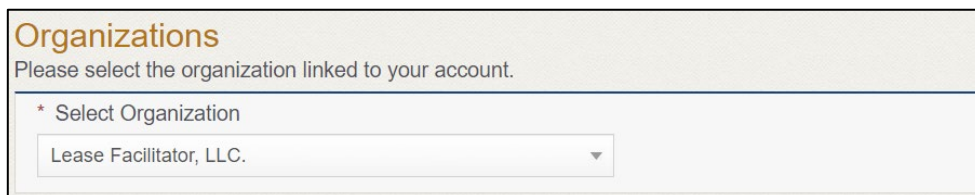


Figure 151: Select Organization from Dropdown

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B041	Franchise Dealer, LLC	Franchise		471 Canyon Dr, Amarillo, Texas, 79109, Randall	Active

Figure 152: Select Licenses

4. On the *Apply Changes* page.

License Contact Information

First Name <input type="text" value="Lease"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Facilitator"/>
* Email <input type="text" value="leasefacilitator@mailinator.com"/>	Phone <input type="text"/>	

License Information

Business Website <input type="text"/>	Business Phone <input type="text" value="(512) 777-7777"/>
Business Email <input type="text" value="leasefacilitator@mailinator.com"/>	Business Fax <input type="text"/>

Mailing Address

* Country

* Address Line 1

Address Line 2

* State

* County

* City

* Zip

Figure 153: Edit License Contact Information

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

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email Lease.Facilitator@mailinator.com

Figure 154: Change General License Information Submitted

7. Renewing Licenses

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

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

7.1 Renewal Fees

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

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

7.2 Gathering Information for Your Renewal

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information for each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates
 - Driver licenses (or passport, official identification cards, and so on) for new owners or management staff
 - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable)

7.3 Renewal Application

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

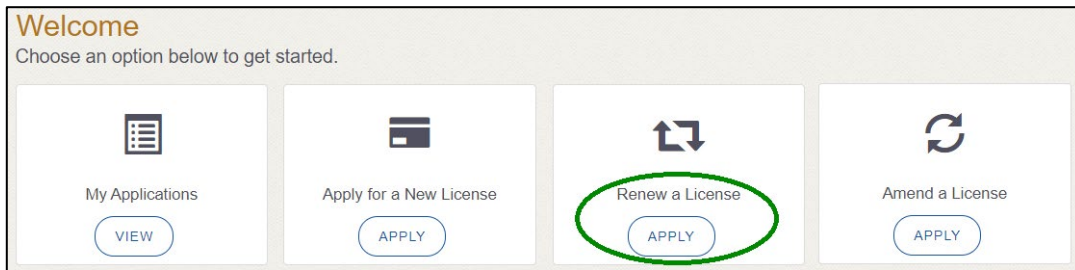


Figure 155: Welcome, Renew a License

7.3.1 Accounts

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

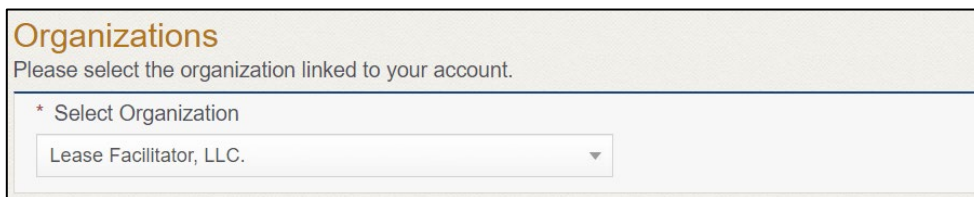


Figure 156: Select Your Organization

2. Click **SAVE AND NEXT**.

7.3.2 Select License

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas, MANOR, 78653	Active

Figure 157: Select License for Renewal

2. Click **SAVE AND NEXT**.

7.3.3 Contact Information

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

License Contact Information		
First Name Lease	Middle Name	Last Name Facilitator
* Email leasefacilitator@mailinator.com	Phone	

Figure 158: Update Application Contact Information

2. Click **SAVE AND NEXT**.

7.3.4 License Information

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

License Contact Information		
First Name Lease	Middle Name	Last Name Facilitator
* Email leasefacilitator@mailinator.com	Phone	

Figure 159: Verify License Contact Information

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

License Information			
Business Website		Business Phone	(512) 555-5555
Business Email	Franchise.dealer@gmail.com	Business Fax	
Mailing Address			

Figure 160: Verify Business Information is Correct

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


Mailing Address			
* Country USA			
* Address Line 1 123 MAIN ST		Address Line 2	
* State Texas	* County Floyd	* City MANOR	* Zip 78643

Figure 161: Verify Mailing Address Information

4. Click **SAVE AND NEXT**.

7.3.5 Ownership

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

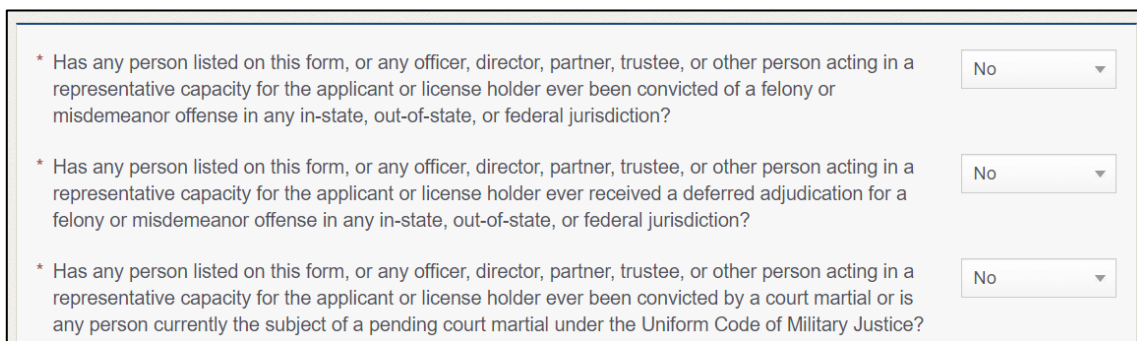


Individual Ownership
Please list the person(s) who own the business.

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
Lease Facilitator	02/01/1966	100%	EDIT DELETE

Figure 162: Verify that Ownership Information is Correct

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



* 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?

* 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?

* 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?

Figure 163: Ownership Questions

If you answer:

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



Criminal History
Owners List

Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Lease Facilitator	leasefacilitator@mailinator.com	04/28/1958	Individual		VIEW/ADD CRIMINAL HISTORIES

Figure 164: View Owners Criminal History

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

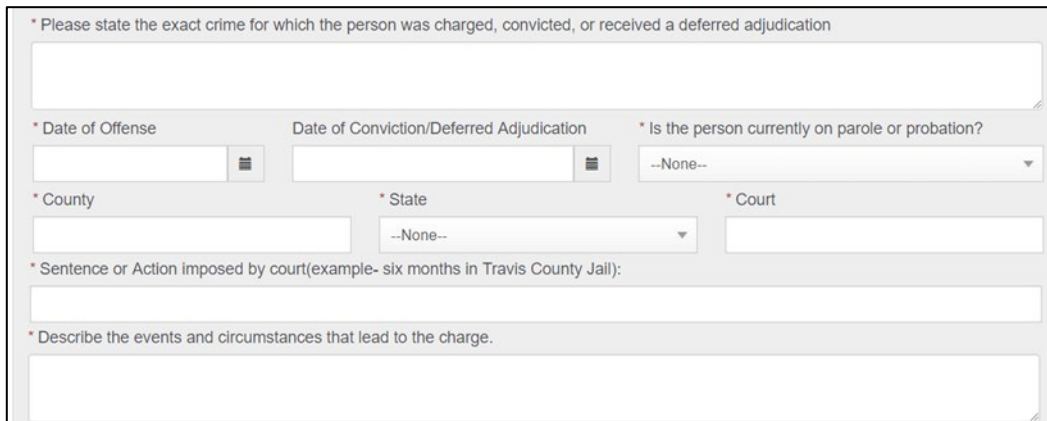


Figure 165: Criminal Offense and Change Information

- a. In the first field in the **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjunction reason.
 - b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
 - c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
 - d. For **Is person currently on parole or probation**, select Yes or No.
 - e. For **County**, type in the name of the county in which the offense occurred.
 - f. For **State**, select the state from the dropdown where the offense occurred.
 - g. For **Court**, type in the type of court in which the offense was adjudicated.
 - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
3. Click **UPDATE**.
 4. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page or click **SAVE AND NEXT**.

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

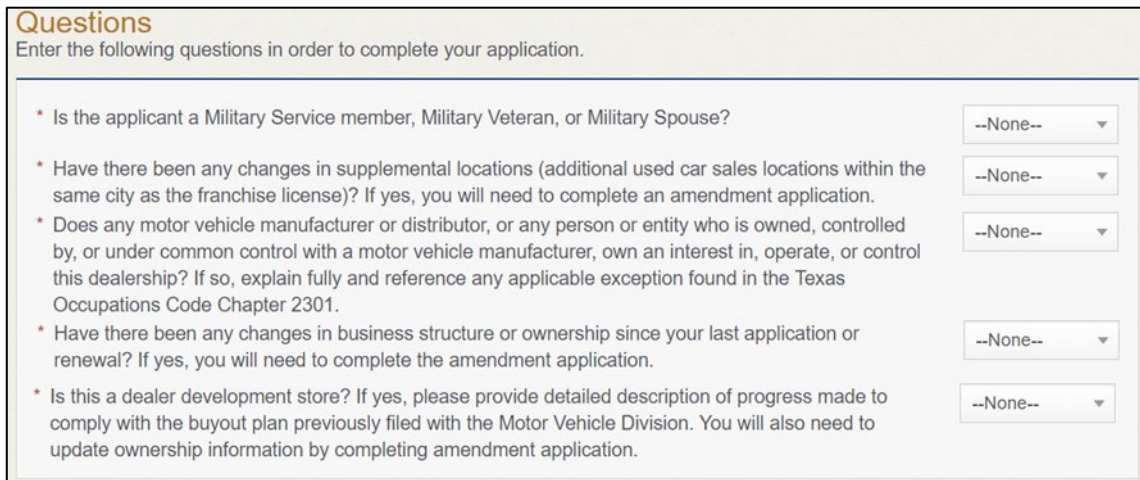
7.3.6 Questions

You must answer a series of questions about military service and compliance with licensing requirements. A yes or no answer is required for each question. If you answer

that you are not in compliance with the requirement, the item will display on the *Possible Issues* pop-up and the application may not be approved until you can provide proof that this requirement is satisfied.

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

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



Questions
Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse?
- * Have there been any changes in supplemental locations (additional used car sales locations within the same city as the franchise license)? If yes, you will need to complete an amendment application.
- * Does any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership? If so, explain fully and reference any applicable exception found in the Texas Occupations Code Chapter 2301.
- * 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.
- * Is this a dealer development store? If yes, please provide detailed description of progress made to comply with the buyout plan previously filed with the Motor Vehicle Division. You will also need to update ownership information by completing amendment application.

Figure 166: Military Service Questions

5. Respond to each question.
6. Click **SAVE AND NEXT**.

7.3.7 Attachments

You may be required to upload the following information:

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

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



Figure 167: Required Attachment Upload

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

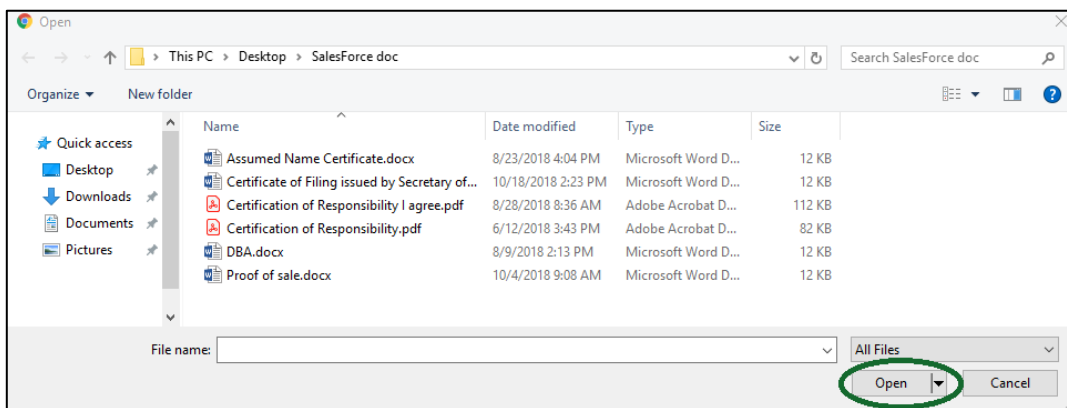


Figure 168: Browse for File

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

For Attachments Not Required:

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



Figure 169: Add More Attachments

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

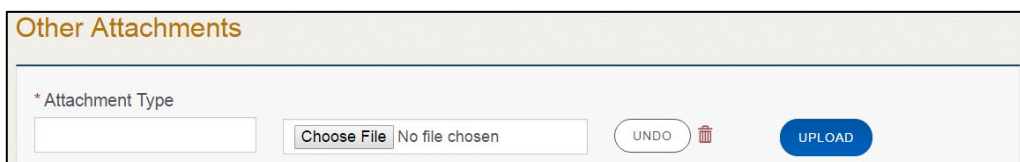


Figure 170: Attachment Type

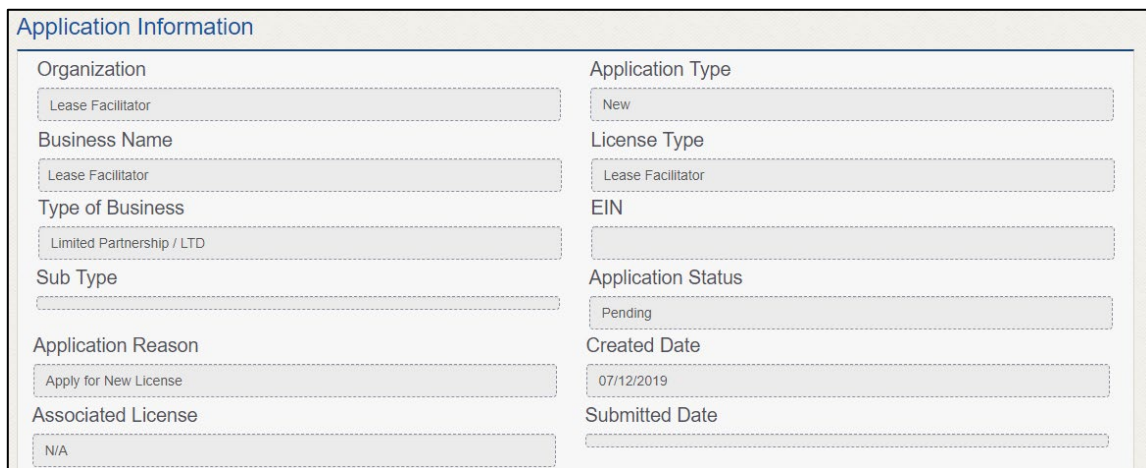
3. Choose the file.
4. Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

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

7.3.8 Summary

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



Application Information	
Organization Lease Facilitator	Application Type New
Business Name Lease Facilitator	License Type Lease Facilitator
Type of Business Limited Partnership / LTD	EIN
Sub Type 	Application Status Pending
Application Reason Apply for New License	Created Date 07/12/2019
Associated License N/A	Submitted Date

Figure 171: Summary of Application

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

7.3.9 Signature

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

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

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

7.3.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 172: Electronically Sign the Document

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

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

Certification of Responsibility

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

I Agree

Figure 173: Certification of Responsibility

- Carefully read the terms and conditions for the license.
- Click **I Agree**.
- 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

Lease Facilitator

LeaseFacilitator@mailinator.com

Figure 174: Electronic Signature

- Click **Finish & Submit Electronically**.
- On the *Thank You* page of the pop-up, click **CLOSE**.
- Back on the *Certificate of Responsibility* page, click **SAVE AND NEXT**.
- On the *Please ensure you have read the terms and conditions* pop-up, click **PROCEED TO PAYMENT** link to start the payment process.

Please ensure you have read the terms and conditions carefully before proceeding.

PROCEED TO PAYMENT **OK**

Figure 175: Proceed to Payment Pop-up

11. Continue to the Payments and Application Submission, section 7.3.10.

7.3.9.2 Manually Signing the Application

1. On the *eSign* page displayed:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 176: eSign Customer Information

- a. For **First Name**, type it in as it appears on your driver license/ID.
 - b. For **Last Name**, type it in as it appears on your driver license/ID.
 - c. For **Driver License Issuing State**, select **Other**.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATE OF RESPONSIBILITY PDF** link.

Certification of Responsibility **CERTIFICATION OF RESPONSIBILITY.PDF**

Choose File No file chosen UNDO ATTACHED FILE: **UPLOAD**

Figure 177: Print the Certification of Responsibility PDF

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

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 178: Printed Certification of Responsibility PDF

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

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

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

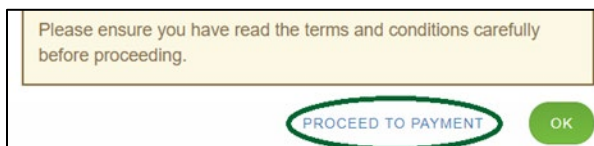


Figure 179: Proceed to Payment Pop-up

7.3.10 Payment and Application Submission

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

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

To pay the fees and submit this application:

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




Figure 180: Select Application for Payment

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

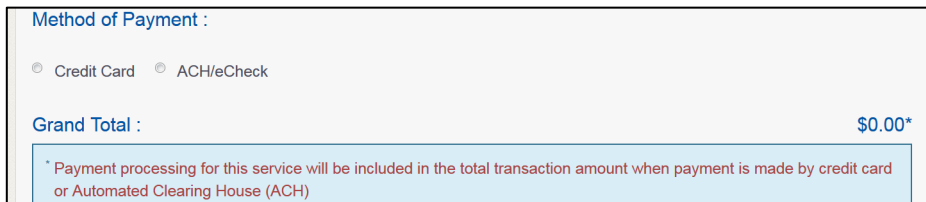


Figure 181: Method of Payment Page

3. Click **PROCEED TO PAY**.

To Pay by Credit Card

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

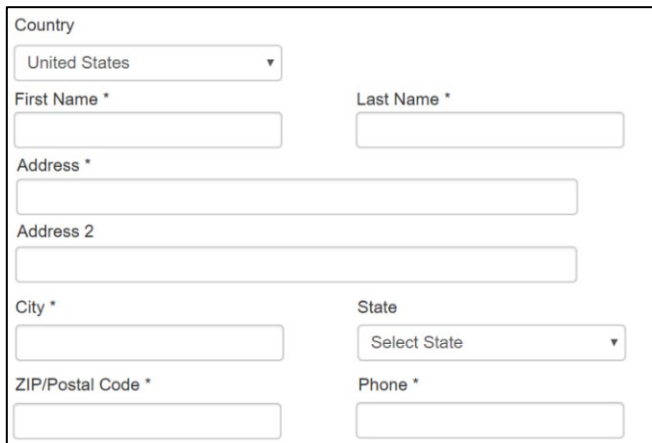


Figure 182: Credit Card Customer Information

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

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

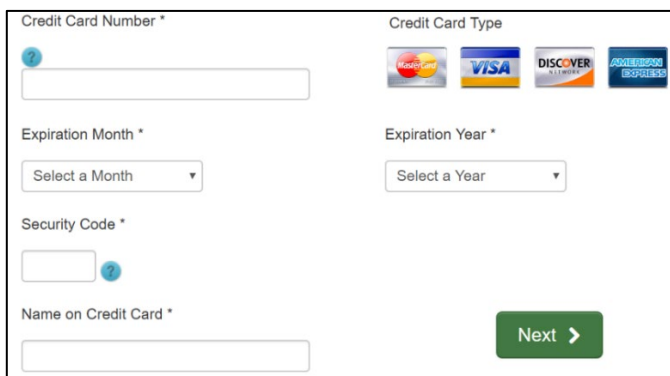


Figure 183: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click **NEXT**.
3. In the **Verification** section, click **I'm not a robot**.



Figure 184: I'm not a robot

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

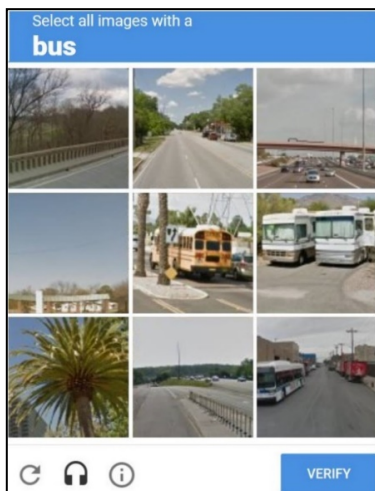


Figure 185: Verification Image

5. Click Submit Payment.

To pay by **ACH/eCheck**

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

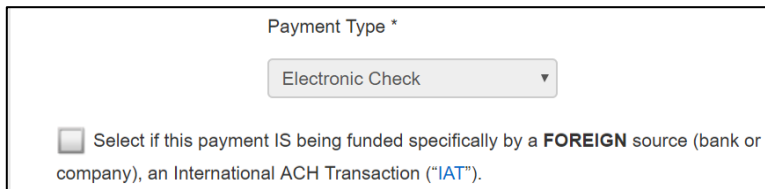


Figure 186: Foreign Source Payment

2. On the Customer Information page:

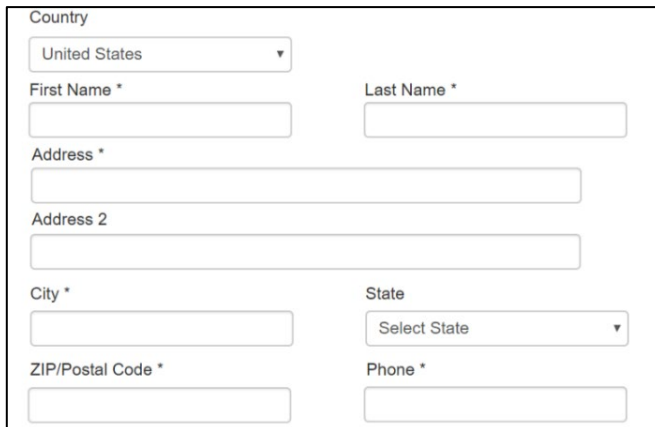


Figure 187: eCheck Customer Information

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

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

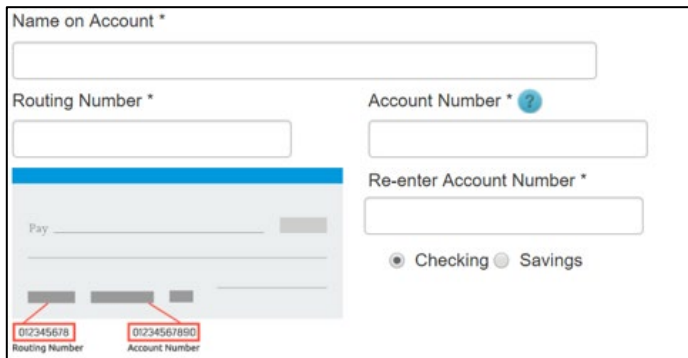


Figure 188: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
4. Click **NEXT**.
 5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

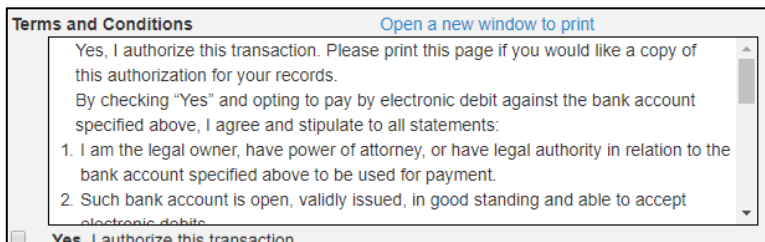


Figure 189: Terms and Conditions Page

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



Figure 190: Verification Page

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



Figure 191: Verification Image

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

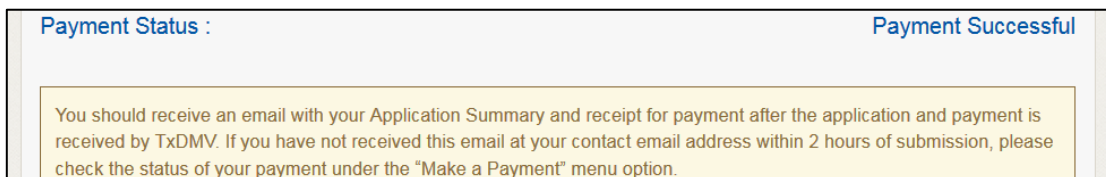


Figure 192: Payment Status

8. Click **Next**.
9. You will receive a confirmation that your application was submitted successfully.

8. Closing a License

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

There is no fee to close a license.

8.1 Application to Close the License

8.1.1 Steps to Close Your license

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

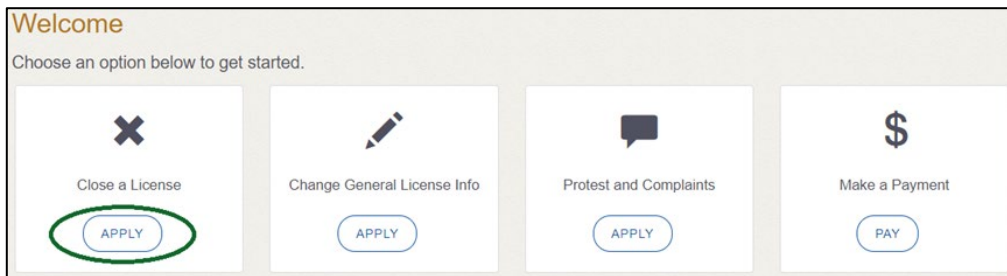


Figure 193: Welcome, Close a License Page

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

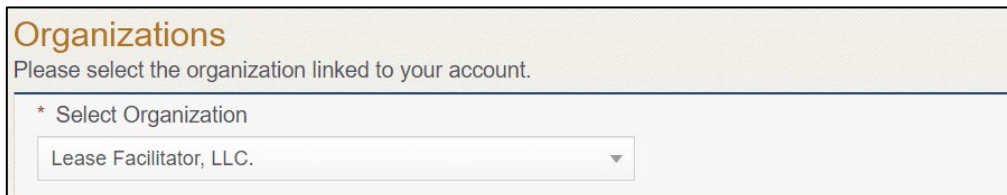


Figure 194: Select Organization

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

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	B103088	Lease Facilitator	Lease Facilitator		123 MAIN ST, Texas, MANOR, 78653	Active

Figure 195: Select the License to Close

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

License Contact Information
Enter contact information for the person TxDMV may communicate with concerning the daily operations of the dealership

First Name	Franchise	Last Name	Dealer
Phone	(512) 555-5555	Fax	
Email	franchise.dealer@mailinator.com		

Figure 196: Review License Contact Information

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

Business Website		Business Phone	(512) 852-2265
Business Email	sammoon@mailinator.com	Business Fax	
NMVTIS Identification Number			
Mailing Address			
Address Line 1	123 MAIN ST	Address Line 2	
Zip	78653	City	MANOR
State	Texas	County	Travis

Figure 197: Review License Business Information

- On the *Closure Explanation* page:

Closure Explanation

Select the reason for license closure:

Comments:

Proposed Effective Date:

- None-
- Bankruptcy
- Voluntary
- Buy/Sell
- Buy/Sell/Relocation
- License Type Change

Figure 198: Reason for Closure Explanation

- For **Reason**, select the appropriate reason.
 - For **Effective Date**, type in the appropriate date.
 - Click **SAVE AND NEXT**.
- On the *Attachments* page:

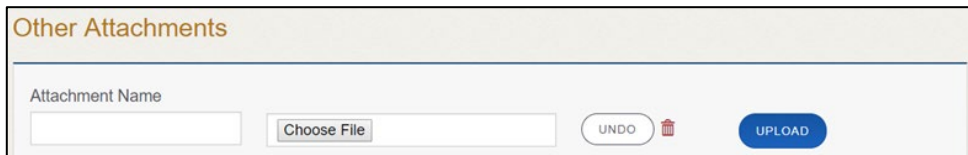


Figure 199: Upload a Statement About Closure

- a. Locate and upload the statement about your closure.
 - b. Click **SAVE AND NEXT**.
8. On the *Summary* page, confirm that the information is correct. Then click **SAVE AND NEXT** at the bottom of the page.

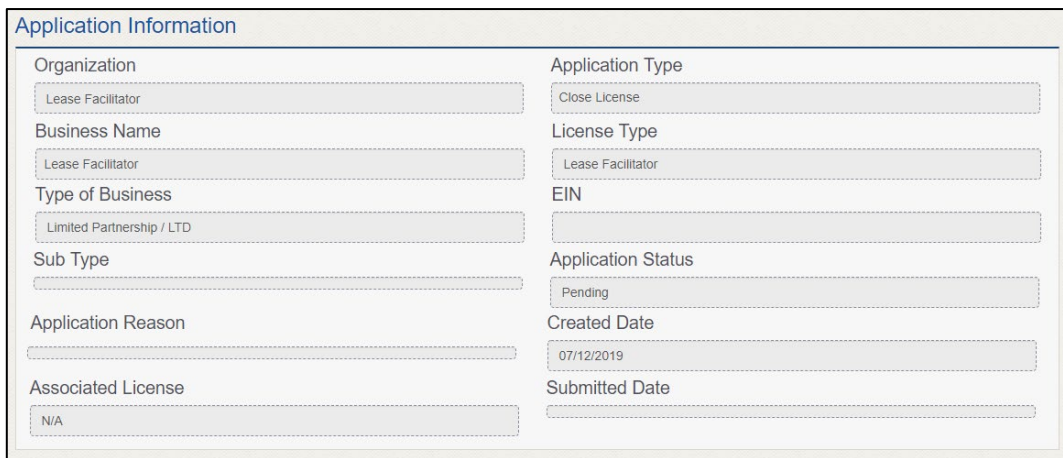


Figure 200: Summary Page

8.2 Signing the License Closure Application

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

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

8.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:

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

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 201: Electronically Sign Page

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

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

Certification of Responsibility

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

Figure 202: Electronic Certification of Responsibility

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

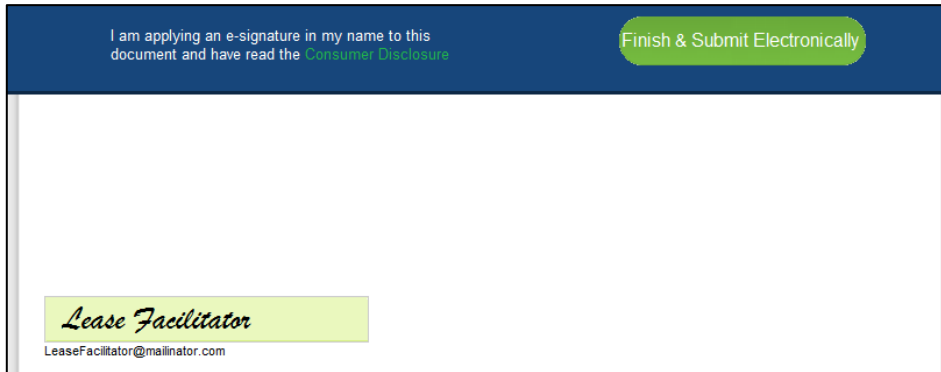
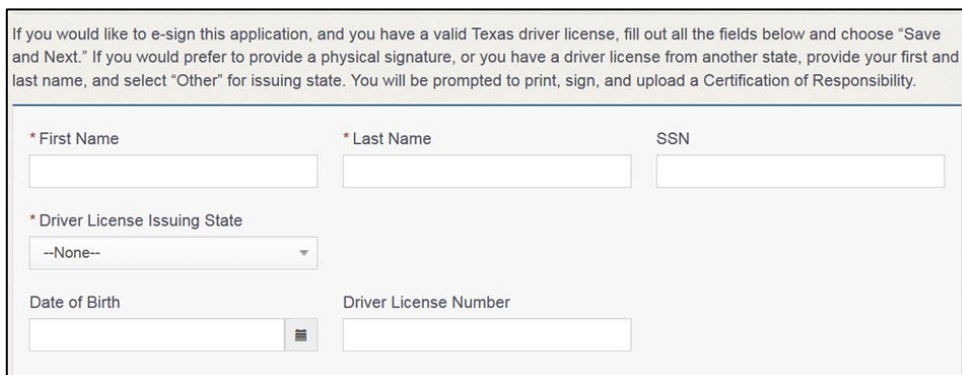


Figure 203: Electronic Signature Page

- d. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.
4. On the *Thank You* pop-up, click **CLOSE**.

8.2.2 Manually Signing the Application

1. On the *eSign* page:



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

Date of Birth Driver License Number

Figure 204: Manual Signature Page

- a. For **First Name**, type it in as it appears on your driver license/ID.
 - b. For **Last Name**, type it in as it appears on your driver license/ID.
 - c. From the **Driver License Issuing State** dropdown, select **Other**.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATE OF RESPONSIBILITY PDF** link.



Figure 205: Certification of Responsibility PDF

- a. On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to print on your local printer.
4. Carefully read the Certification of Responsibility document then sign and date it.

Certification of Responsibility

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

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 206: Manually Sign Certification of Responsibility

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

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

6. Click **SUBMIT**.

8.3 Closure Application Confirmation Statement

After you have successfully submitted your application to close your license, you will receive a notice from eLICENSING to the email you provided.

You must return any plates, temporary tags, stickers, and plate receipts within 10 days to the TxDMV headquarters.

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

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

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

Items may be mailed or dropped off. For instructions on how to return plates, go to www.txdmv.gov and enter "Plate Return" in the search box or call 1.888.368.4689 for additional information.

Figure 207: Notice that the Application was Submitted

9. Make Lease Facilitator License Fee Payments

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

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

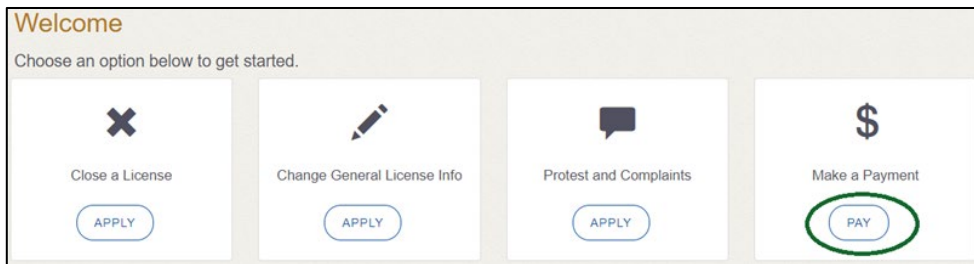


Figure 208: Welcome, Make a Payment

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

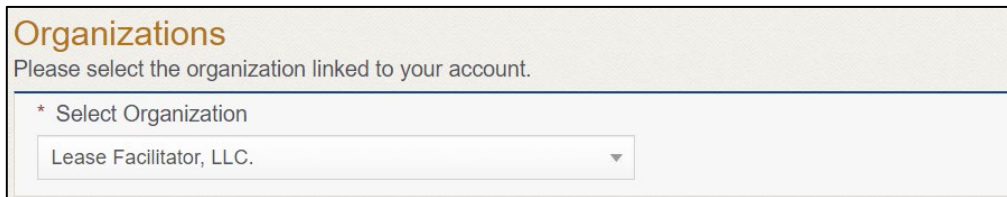


Figure 209: Select Your Organization

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

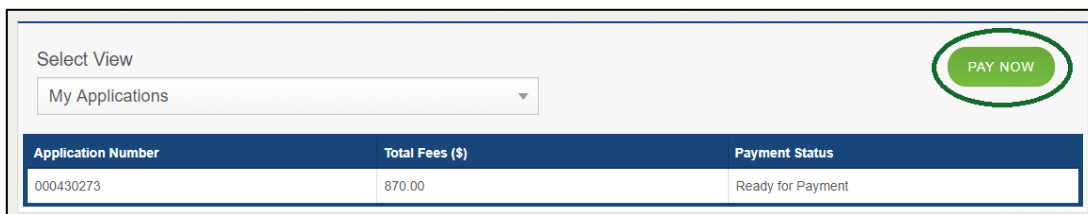


Figure 210: Payment Summary Page

4. On the top portion of the *Payment Summary* page, click the application checkbox you want to pay or click **Select All**.

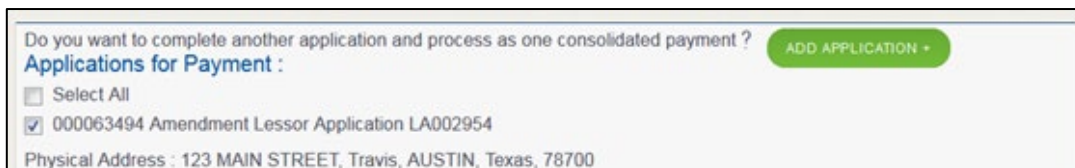


Figure 211: Applications for Payment

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

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

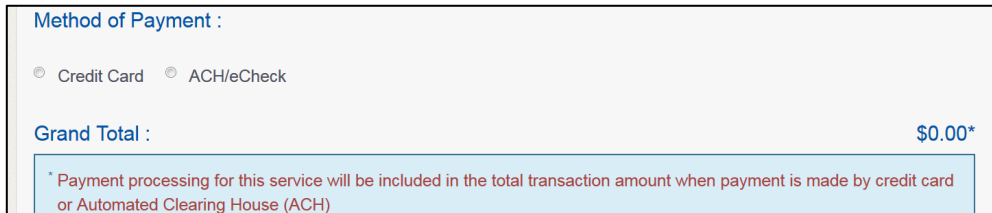


Figure 212: Select Method of Payment

6. Click **PROCEED TO PAY**.

Credit Card Payment

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

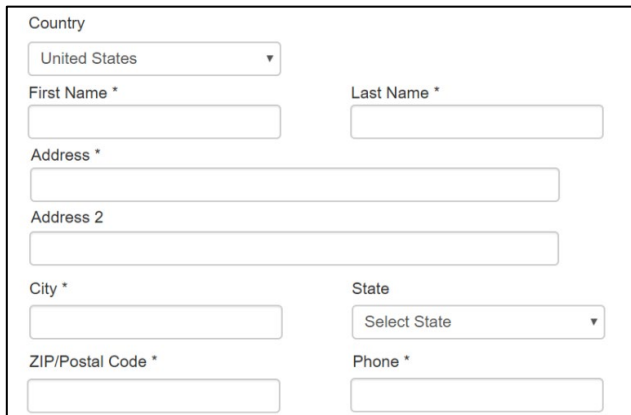
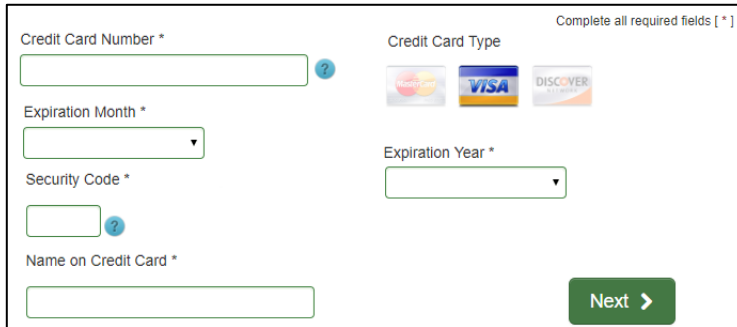


Figure 213: Credit Card Customer Information




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

- g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
 - h. For **Phone**, type in the phone number associated with the credit card holder.
2. Click **Next**.
 3. In the **Payment Info** section:



Complete all required fields [*]

Credit Card Number *

Credit Card Type




Expiration Month *

Expiration Year *

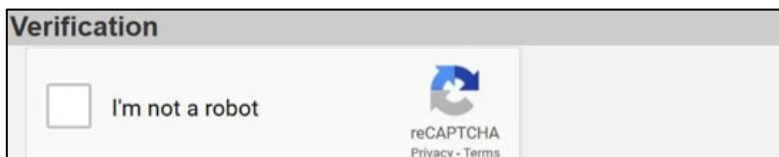
Security Code *

Name on Credit Card *

Next >

Figure 214: Credit Card Payment Information

- a. For **Credit Card Number**, type in the numbers from the credit card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the number on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click **Next**.
4. In the **Verification** section, click **I'm not a robot**.



Verification

I'm not a robot


 reCAPTCHA
Privacy - Terms

Figure 215: I'm not a robot

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



Figure 216: Verification Image

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

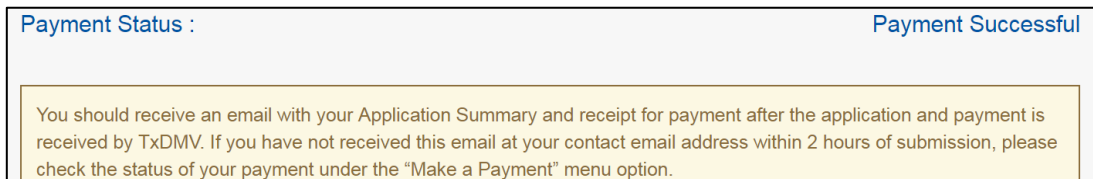


Figure 217: Payment Successful Status

8. Click **NEXT**.

To Pay by ACH/eCheck

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

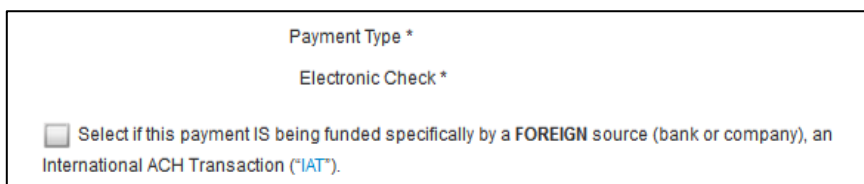
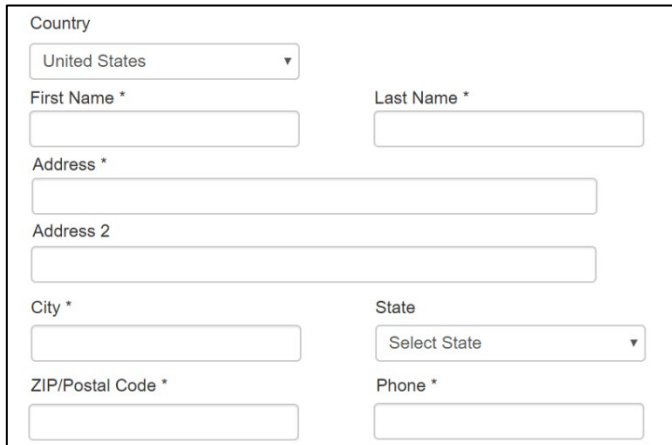


Figure 218: Foreign Source Payment

2. On the Customer Information page:



The screenshot shows a form titled "eCheck Customer Information" with the following fields:

- Country: A dropdown menu with "United States" selected.
- First Name *: A text input field.
- Last Name *: A text input field.
- Address *: A text input field.
- Address 2: A text input field.
- City *: A text input field.
- State: A dropdown menu with "Select State" selected.
- ZIP/Postal Code *: A text input field.
- Phone *: A text input field.

Figure 219: eCheck Customer Information

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

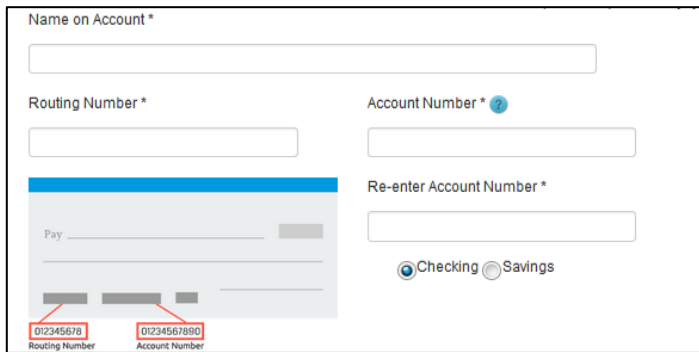


Figure 220: ACH/eCheck Payment Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
5. Click **NEXT**.
 6. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.

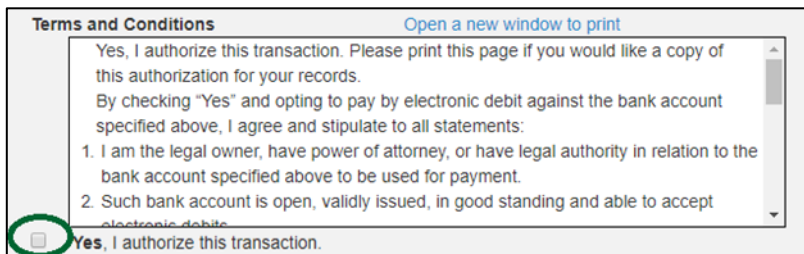


Figure 221: Terms and Conditions

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

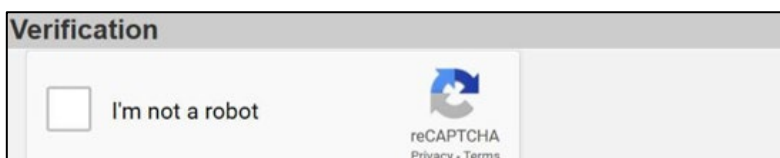


Figure 222: I'm not a robot

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



Figure 223: Verification Image

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

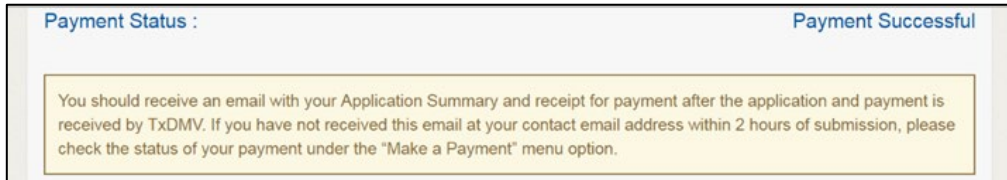


Figure 224: Payment Successful Status

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