



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

ePLATE User Guide

July 2026

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1 Overview

License plate assignments are issued by licensed motor vehicle dealers and created through the ePLATE application. After completing a license plate assignment, information automatically carries forward to the Registration and Title System (RTS) for query by law enforcement and webDEALER to begin a title transaction, if applicable.

1.1 Features

The ePLATE application streamlines the license plate assignment process by providing the following ePLATE functions:

- Create, maintain, and print license plate assignments.
- Import active license plate assignments into webDEALER to begin a title application with information from ePLATE.
- Complete a vehicle transfer notification.
- Report plates removed from trade-ins.
- Amend, void, or reprint license plate assignments.
- Make online payments for out-of-state buyer plates.
- Create customizable reports.

2 Create a User Account

A user account is required to access the ePLATE application. To create an account, the user must agree with the terms set forth by the Texas Department of Motor Vehicles and complete the required information.

Note: Administrator accounts are created through eLICENSING once the individual has been successfully fingerprinted. See [Form LeP701](#).

1. From the login page, click **Create New User**.

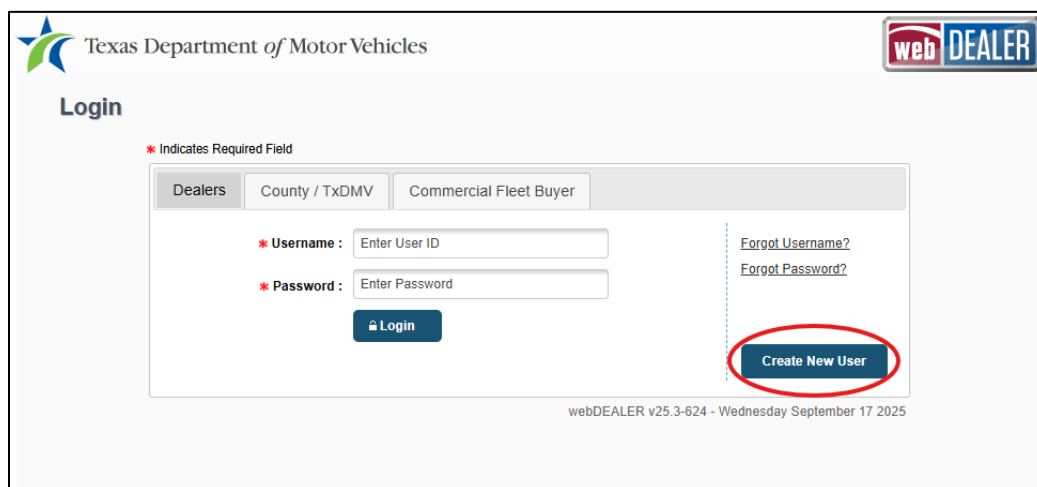


Figure 1: Create New User

2. The application will display the Use Agreement page and the Texas Department of Motor Vehicles – Security Warning will appear.

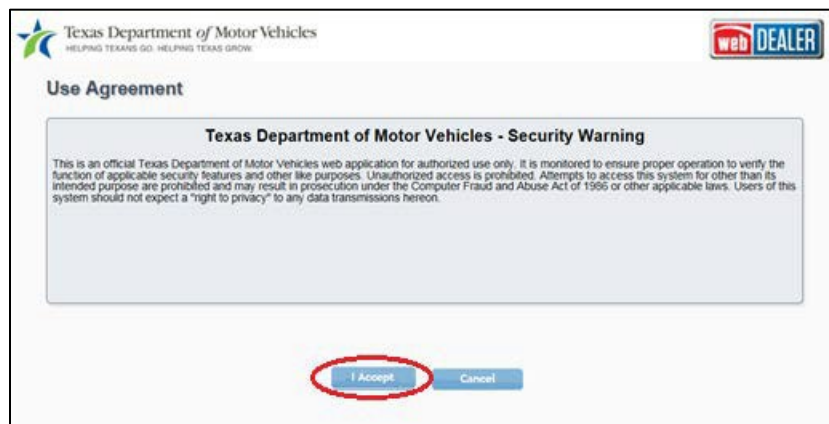


Figure 2: Use Agreement

3. Read the Security warning. If you acknowledge and agree to the information provided, click **I Accept** to continue.

4. The application will display the User Information page.
5. Enter the new user's required information. All fields with a red asterisk must be completed.
6. Click **Save** once all required information is entered.



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web DEALER

★ Indicates Required Field

User Information

★ First Name : JACK

Middle Initial :

★ Last Name : SMITH

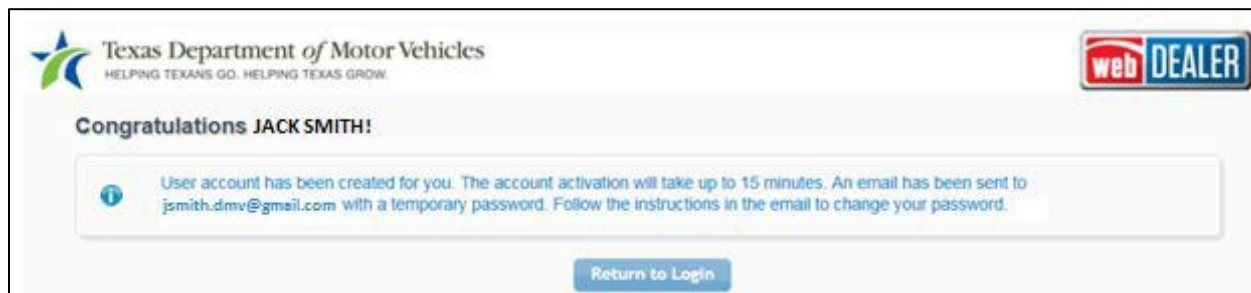
★ Email : JSMITH@DMV.GOV
(Username and Password will be sent to this email address.)

★ Phone : 5125554455

Save Cancel

Figure 3: User Information

7. The application displays a confirmation message stating the user account has been created.



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web DEALER

Congratulations JACK SMITH!

User account has been created for you. The account activation will take up to 15 minutes. An email has been sent to jsmith.dmv@gmail.com with a temporary password. Follow the instructions in the email to change your password.

Return to Login

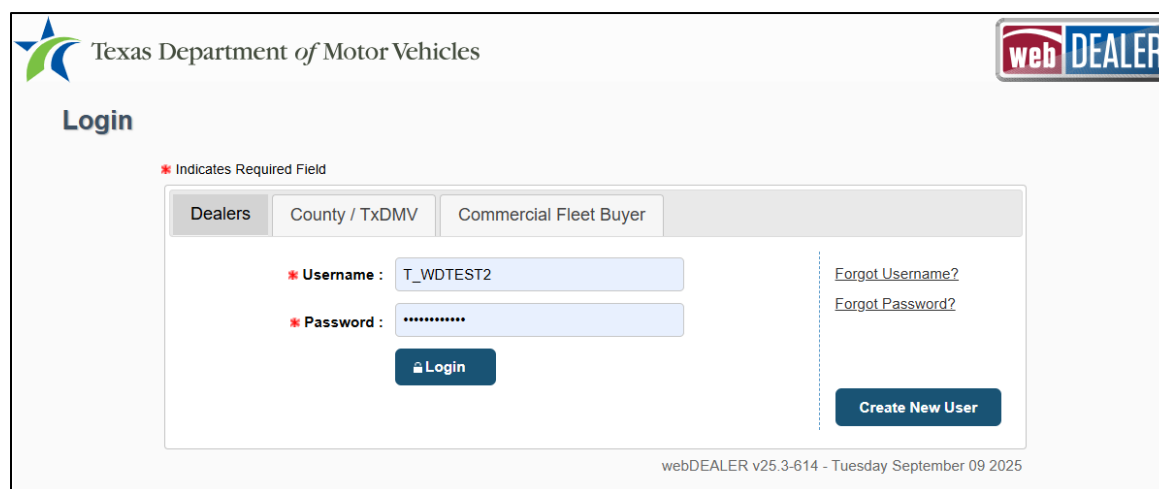
Figure 4: Created Account Message

3 Login

1. A user must have a user account to log into the ePLATE application. Go to the [Create a User Account](#) section for information on how to create a user account.

Go to the designated website, <https://webdealer.txdmv.gov/title>, to enter your username and password.

2. Click **Login** after entering your username and password.



Texas Department of Motor Vehicles

Login

* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

* Username : T_WDTEST2

* Password : *****

Forgot Username?

Forgot Password?

Login

Create New User

webDEALER v25.3-614 - Tuesday September 09 2025

Figure 5: Login

3. The application will display the landing page.
4. Select the ePLATE icon.

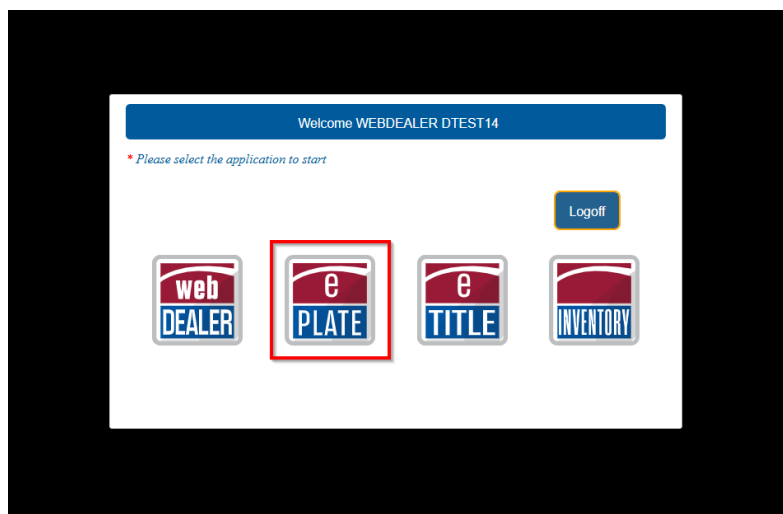
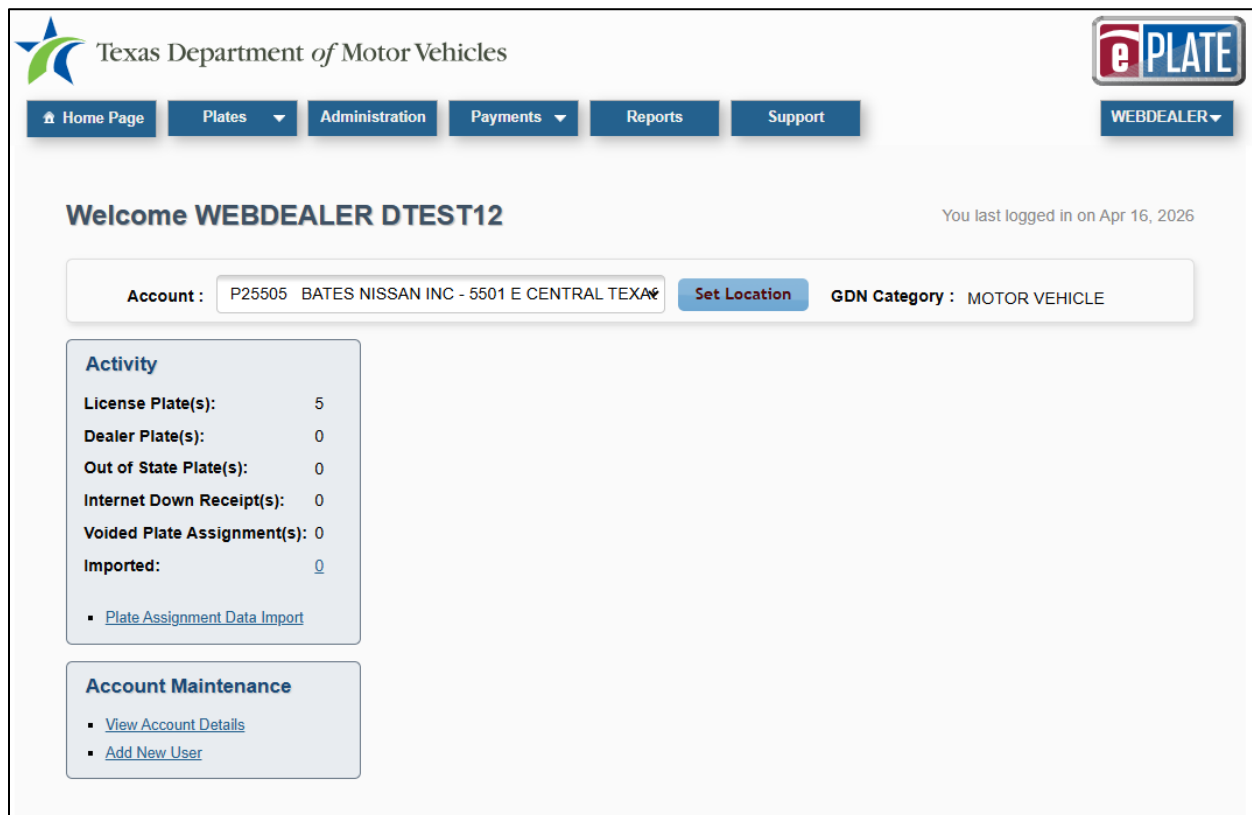


Figure 6: Landing Page

5. The application will display the ePLATE Home Page.



The screenshot shows the ePLATE Home Page for a user named WEBDEALER DTEST12. The page features a navigation bar with links to Home Page, Plates, Administration, Payments, Reports, and Support. A 'WEBDEALER' button is also present. The main content area displays a welcome message and account information. The account details include the account number P25505, the company name BATES NISSAN INC - 5501 E CENTRAL TEXAS, and the GDN Category MOTOR VEHICLE. A 'Set Location' button is available. The 'Activity' section shows a summary of license plates, dealer plates, out of state plates, internet down receipts, voided plate assignments, and imported plates. The 'Account Maintenance' section provides links to view account details and add new users.

Welcome WEBDEALER DTEST12 You last logged in on Apr 16, 2026

Account : P25505 BATES NISSAN INC - 5501 E CENTRAL TEXAS **Set Location** **GDN Category :** MOTOR VEHICLE

Activity

License Plate(s):	5
Dealer Plate(s):	0
Out of State Plate(s):	0
Internet Down Receipt(s):	0
Voided Plate Assignment(s):	0
Imported:	0

▪ [Plate Assignment Data Import](#)

Account Maintenance

- [View Account Details](#)
- [Add New User](#)

Figure 7: ePLATE Home Page

4 Forgot Password or Username

The application allows the user to reset their password or identify their username through self-service options located on the Login page.

4.1 Forgot Password

1. Click the Forgot Password link.

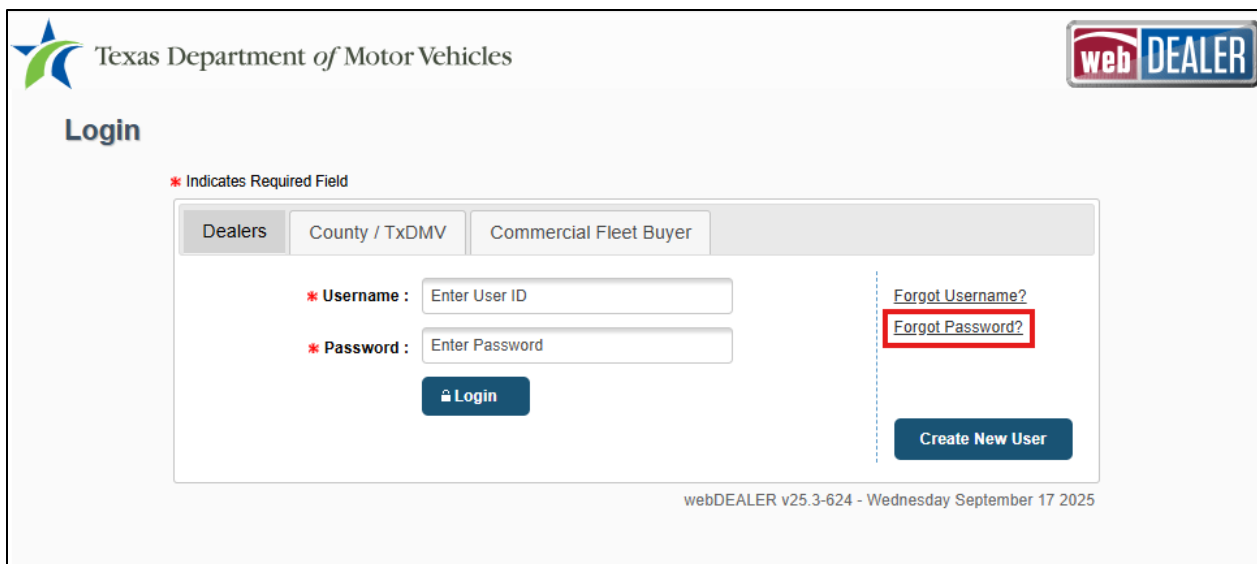


Figure 8: Forgot Password

2. The application displays the Forgot Password page.
3. Enter your Username.
4. Click **Submit**.



Figure 9: Submit Forgot Password

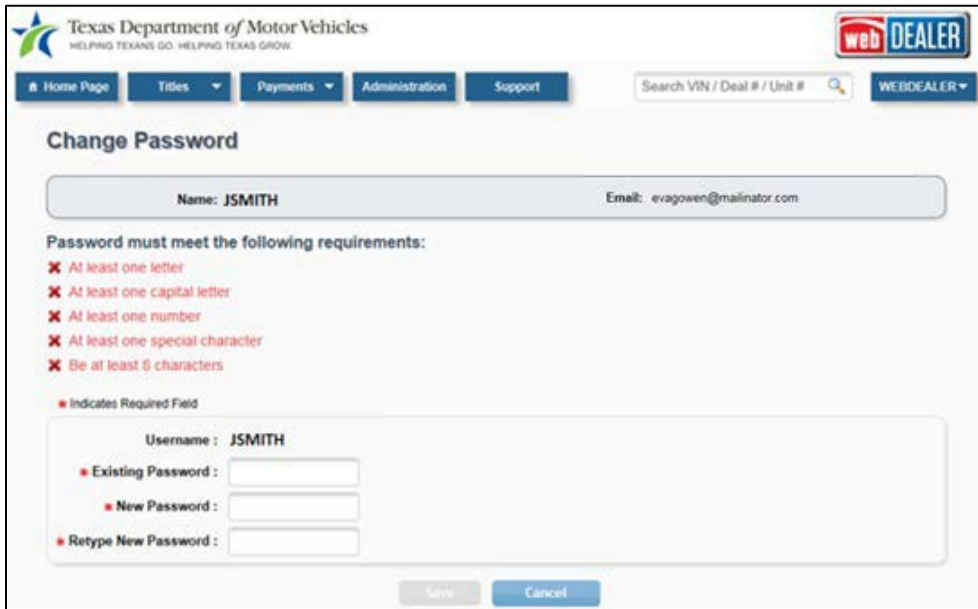
5. The application will display a confirmation message informing you that an e-mail was sent with instructions.



The screenshot shows the 'Forgot Password' page. At the top, there is a message: 'The password change URL has been e-mailed to the user with instructions.' Below this, there is a legend: 'Indicates Required Field'. A form field for 'Username' is shown with the placeholder text 'Enter Username'. At the bottom, there are two buttons: 'Return to Login' and 'Submit'.

Figure 10: Forgot Password Confirmation Message

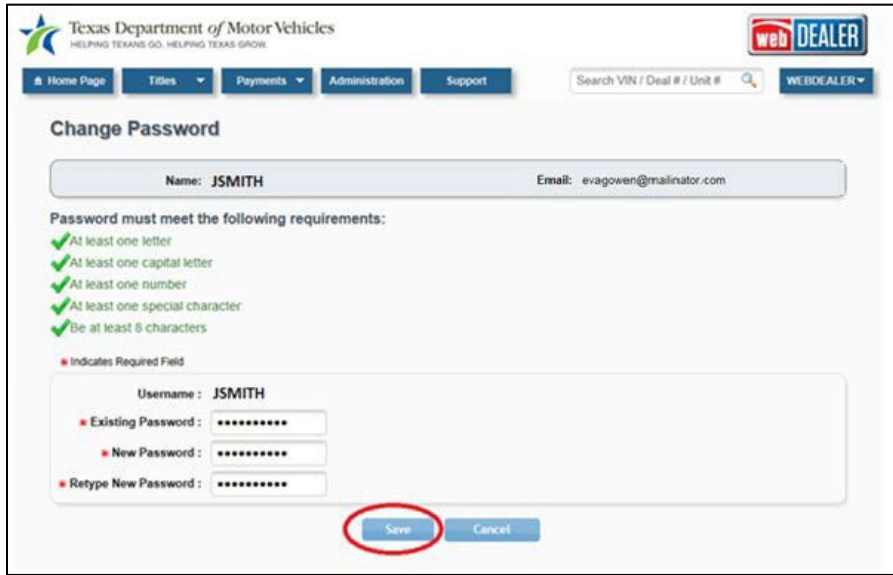
6. Go to the email account associated with the ePLATE account to access the email containing the password sent to you.
7. Click on the link provided in the email.



The screenshot shows the 'Change Password' page. At the top, there is a navigation bar with links: Home Page, Titles, Payments, Administration, and Support. There is also a search bar for VIN / Deal # / Unit # and a 'WEBDEALER' dropdown menu. The main heading is 'Change Password'. Below this, there is a box showing the user's Name: JSMITH and Email: evagowen@mailinator.com. A section titled 'Password must meet the following requirements:' lists five requirements, each with a red 'X' icon: 'At least one letter', 'At least one capital letter', 'At least one number', 'At least one special character', and 'Be at least 6 characters'. Below this, there is a legend: 'Indicates Required Field'. A form field for 'Username' is shown with the value 'JSMITH'. Below this, there are three password fields: 'Existing Password', 'New Password', and 'Retype New Password'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Figure 11: Change Password

8. After you click on the link, the application will display the Change Password page.
9. Enter a new password that complies with the requirements listed on the screen in red. Each requirement will turn green when met. Click Save after retyping your new password.



Change Password

Name: JSMITH Email: evagowen@malinator.com

Password must meet the following requirements:

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ At least one special character
- ✓ Be at least 8 characters

• Indicates Required Field

Username : JSMITH

• Existing Password : *****

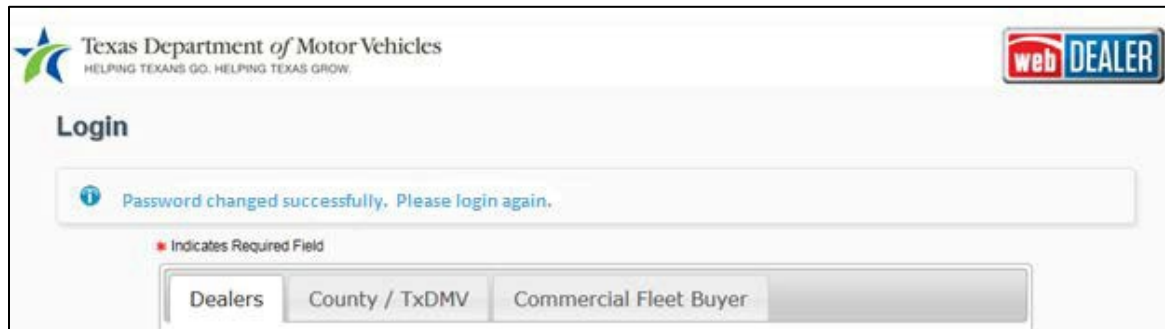
• New Password : *****

• Retype New Password : *****

Save Cancel

Figure 12: Reset Password Verification

- The application displays the **Return to Login** button after the new password is entered in both required fields. Click **Return to Login**.
- The application returns to the Login page with a confirmation message informing you that the password was changed successfully.



Login

Password changed successfully. Please login again.

• Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

Figure 13: Reset Password Successful

4.2 Forgot Username

1. Click the Forgot Username link.

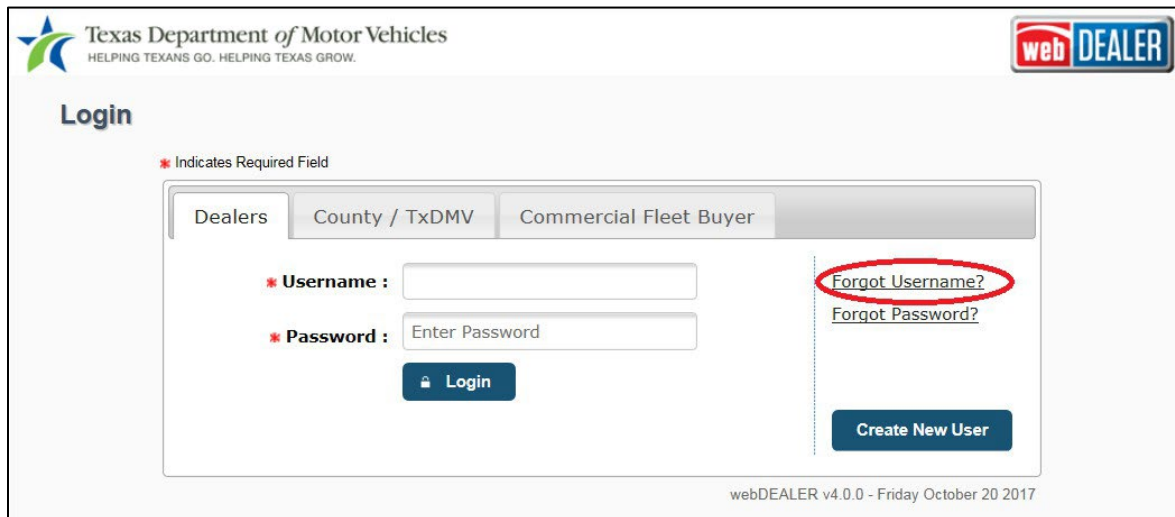


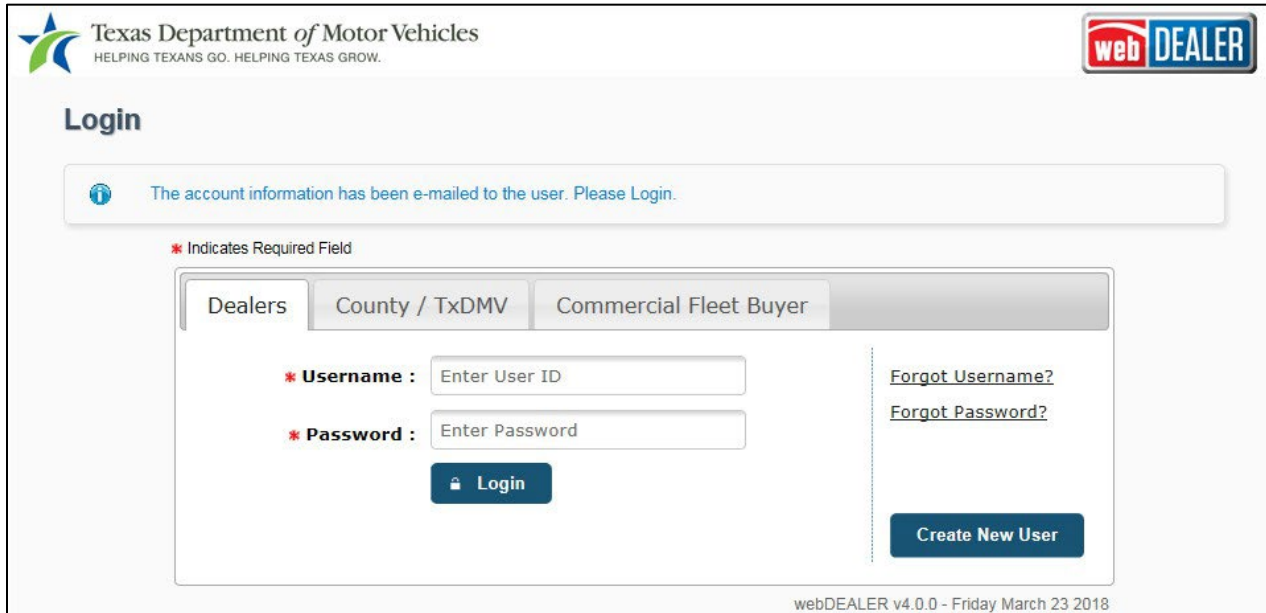
Figure 14: Forgot Username

2. The application will display the Forgot Username page.
3. Enter the email address associated with the account.
4. Click **Submit**.



Figure 15: Submit Forgot Username

5. The application displays a message informing the user that account information has been emailed.



Login

The account information has been e-mailed to the user. Please Login.

* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

* Username : Enter User ID

* Password : Enter Password

Forgot Username?

Forgot Password?

Login

Create New User

webDEALER v4.0.0 - Friday March 23 2018

Figure 16: Account Information Sent Message

4.3 Change Password

1. From the homepage once logged into the system, click on the user menu option located on the upper right-hand corner by clicking on the downward arrow next to the user's name.
2. Select Change Password.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support

Welcome **WEBDEALER DTEST14**

Account : P111776 PB INDUSTRIES, INC. - 1011 S MAIN ST AT Set Location GDN Category :

Activity

License Plate(s):	0
Dealer Plate(s):	0

User Type: Dealer User
Location: PB INDUSTRIES, INC.

Change Password

webDEALER

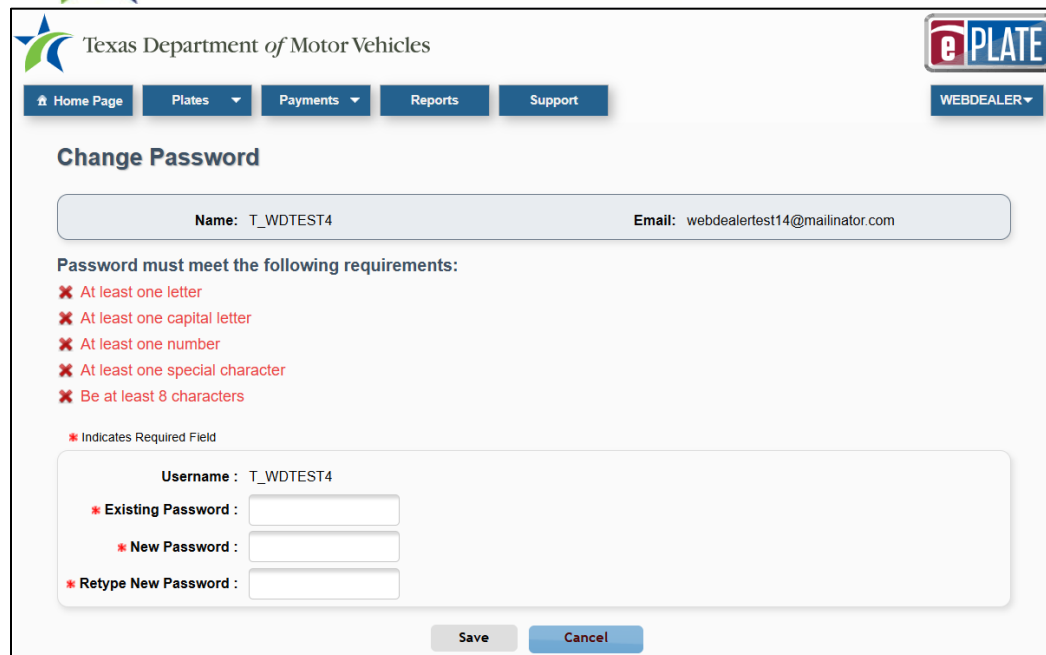
eTITLE

Inventory

Logoff

Figure 17: Change Password Menu Option

3. The application will display the Change Password page.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support WEBDEALER

Change Password

Name: T_WDTEST4 Email: webdealertest14@mailinator.com

Password must meet the following requirements:

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ At least one special character
- ✗ Be at least 8 characters

* Indicates Required Field

Username : T_WDTEST4

* Existing Password :

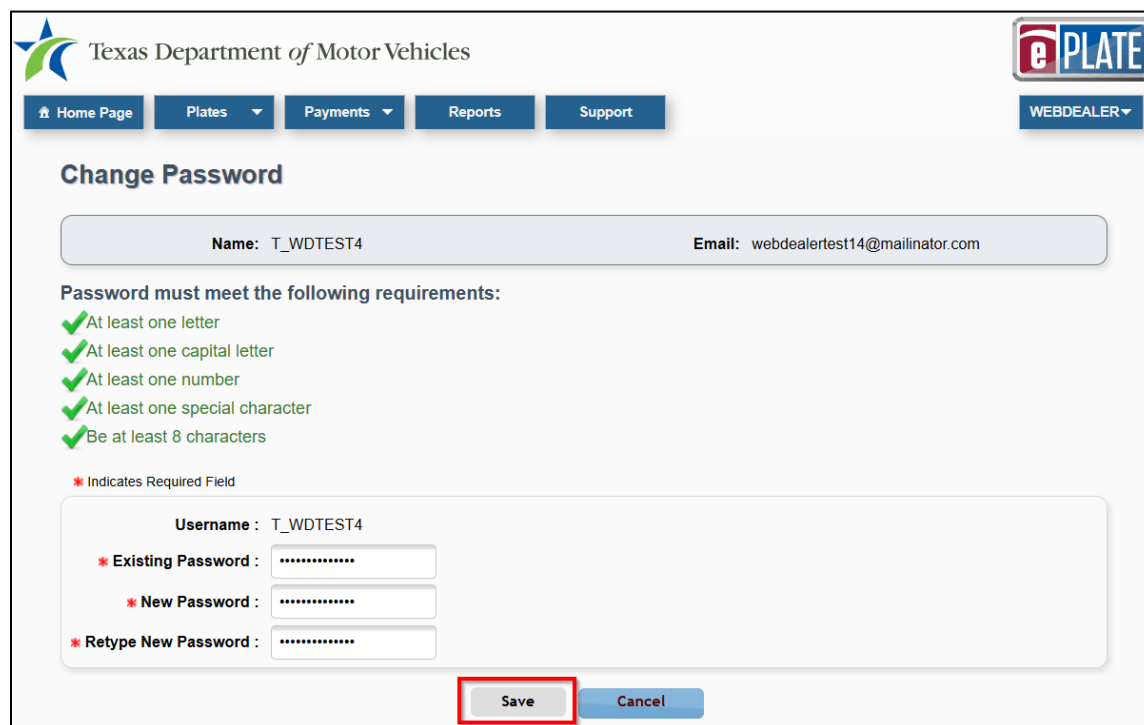
* New Password :

* Retype New Password :

Save Cancel

Figure 18: Change Password

- Complete the required fields. Enter a new password that complies with the requirements listed on the screen in red. Each requirement will turn green when met.
- The system will display the **Save** button after the information has been entered successfully.
- Click **Save** to change your password.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support WEBDEALER

Change Password

Name: T_WDTEST4 Email: webdealertest14@mailinator.com

Password must meet the following requirements:

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ At least one special character
- ✓ Be at least 8 characters

* Indicates Required Field

Username : T_WDTEST4

* Existing Password :

* New Password :

* Retype New Password :

Save Cancel

Figure 19: Password Verification

5 Vehicle Transfer Notification

A dealer is required to complete a Vehicle Transfer Notification (VTN) when a vehicle is sold or transferred to them. The purchasing dealer is responsible for completing the VTN after taking possession of the vehicle. Options selected during the completion of the VTN will determine the disposition of the plate on the vehicle and whether the existing general issue plate on the vehicle is added to the dealer's inventory in the IMS. Plates added into a dealer's inventory via VTN may only be reassigned to a vehicle of the same class within 10 days of the corresponding VTN's completion.

Note: The VTN is only required to be completed for vehicles with an existing Texas record.

1. Select Vehicle Transfer Notification from the Plates tab.

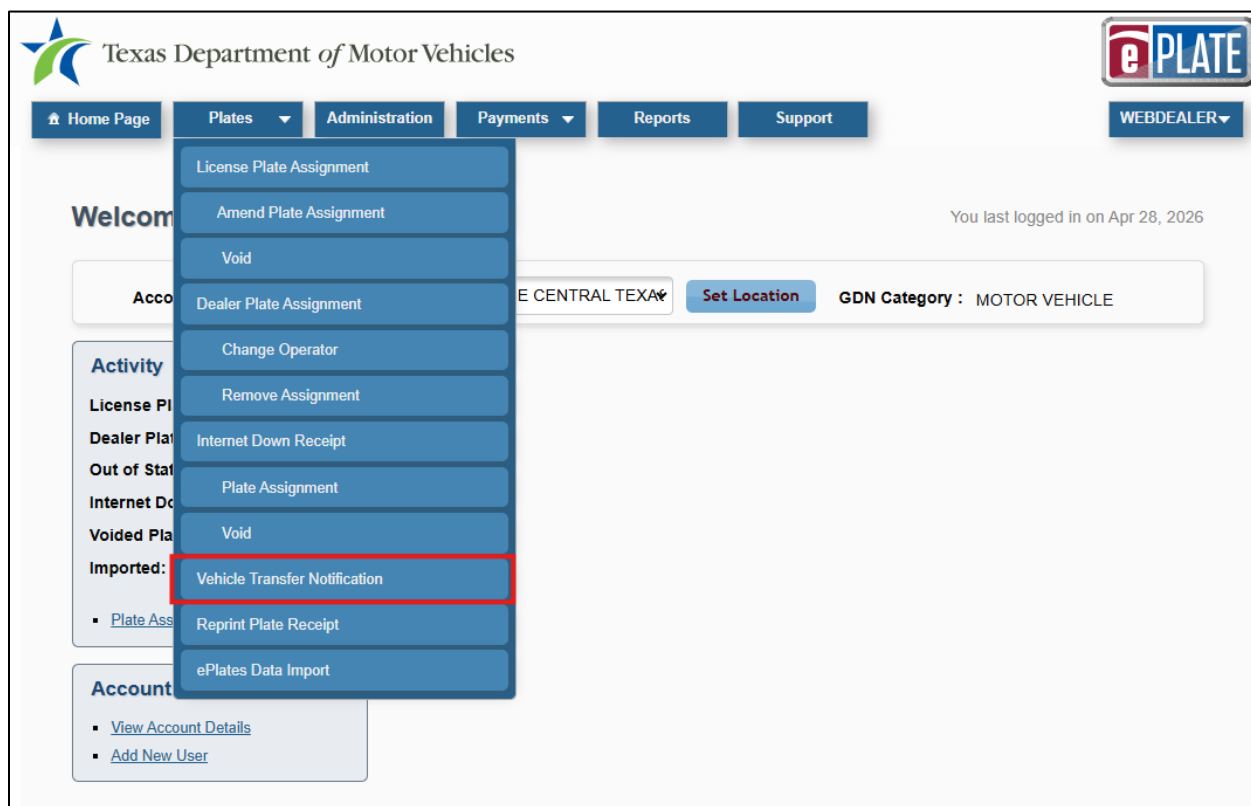


Figure 20: Vehicle Transfer Notification Menu Option

2. The application displays the Vehicle Transfer Notification page.
3. The existing Texas record must first be located to continue with the process. Two search options are available:
 - Plate number, last four digits of the VIN, and titled owner's name; or
 - Full VIN and titled owner's name.

If the record cannot be found an error message indicating this will display.

Vehicle Transfer Notification

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 License Type: Dealer
License Category: 01

★ Indicates Required Field

Vehicle Information

★ Search by Plate Number: ★ VIN (Last 4 Characters):

Or

★ Search by VIN:

And

Current Owner Details (as shown on title):

★ Name 1:

Name 2:

Figure 21: Vehicle Transfer Notification – Vehicle Search

Note: “Name 1” refers to the full name of the first owner listed on the title record. The name entered must match the title record exactly, including spacing, and should not contain any extra spaces at the end of the entry.

4. Verify the correct vehicle information and make any edits as needed.

Vehicle Transfer Notification - Verify Correct Vehicle

Dealer Information

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657
 Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO
 City, State: SCHERTZ, TX 78154 3557 License Type: Dealer
 Phone: (111) 111-1111 License Category: 01

Vehicle Information

VIN : 1GYS4CKL7NR170648 Year : 2022
 Make : CADI Model : ESC
 Body Style : LL Major Color : WHITE
 Empty Weight : 6100 Minor Color : Choose one
 Plate Number : NOPLATE

Additional Information:
 ACTUAL MILEAGE
 VEH TRANSFERRED: [08/28/2025]
 E-TITLE

Cancel Next

Figure 22: Vehicle Transfer Notification - Vehicle Information

5. Enter the Seller's information.

Vehicle Transfer Notification - Seller Information

Dealer Information

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657
 Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO
 City, State: SCHERTZ, TX 78154 3557 License Type: Dealer
 Phone: (111) 111-1111 License Category: 01

Seller Information

Name 1:
 Name 2:
 Address:
 City: ☒ USA
 State: TX;Texas
 ZIP:
 Email:
 Phone:

Cancel Next

Figure 23: Vehicle Transfer Notification - Owner Information

Note: In the Seller Information section, you are entering who you purchased or obtained the vehicle from, which could be the title owner, auction, lienholder, another dealer, etc.



Note: If you enter an email address for the seller, they will receive a confirmation email once the VTN is completed.

6. Complete the Transfer Details section.
 - a. Enter the date of sale.
 - b. Select how the vehicle was acquired.
7. If Trade-in Purchase from original (titled) owner is selected, accurately respond to the additional questions.
 - a. If Yes is selected for “Did the owner retain the plates?” then the VTN can be completed.

Note: A specialty or qualifying license plate should remain with the owner. Do not retain these plates and ensure to respond to this question accurately.

Vehicle Transfer Notification - Transfer Details

Dealer Information

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657
Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO
City, State: SCHERTZ, TX 78154 3557 License Type: Dealer
Phone: (111) 111-1111 License Category: 01

Transfer Details

* Sale Date: 10/08/2025 (mm/dd/yyyy)

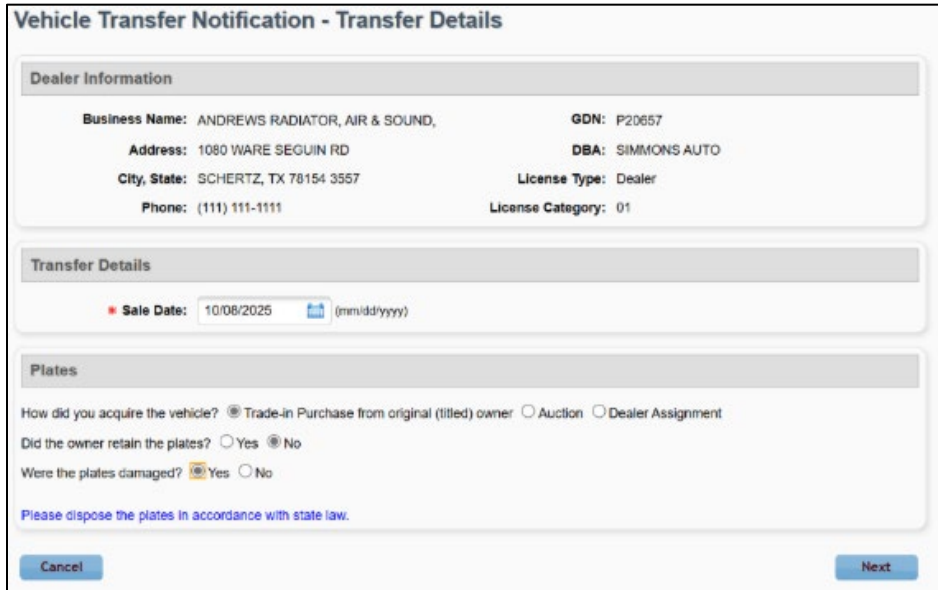
Plates

How did you acquire the vehicle? ☒ Trade-In Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment
Did the owner retain the plates? ☒ Yes ☐ No

Cancel Next

Figure 24: Transfer Details - Trade-In

- a. If No, is selected for “Did the owner retain the plates?” then another question, “Were the plates damaged?” is presented.
 - i. If Yes is selected, then you must properly dispose of the plates.



Vehicle Transfer Notification - Transfer Details

Dealer Information

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657
 Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO
 City, State: SCHERTZ, TX 78154 3557, License Type: Dealer
 Phone: (111) 111-1111, License Category: 01

Transfer Details

Sale Date: 10/08/2025 (mm/dd/yyyy)

Plates

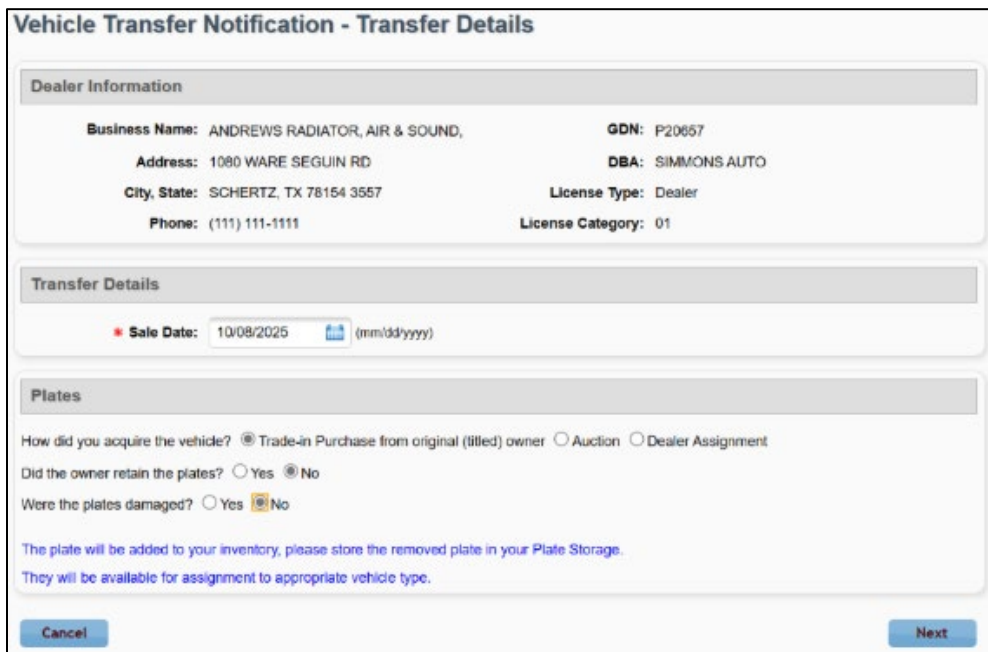
How did you acquire the vehicle? ☒ Trade-in Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment
 Did the owner retain the plates? ☐ Yes ☒ No
 Were the plates damaged? ☒ Yes ☐ No
 Please dispose the plates in accordance with state law.

Cancel Next

Figure 25: Plates Damaged Option

- ii. If No is selected, then the plates will be added to your IMS inventory.

Note: If the vehicle was acquired as a result of a repossession, select the radio button for Trade-In to be presented with the proper questions.



Vehicle Transfer Notification - Transfer Details

Dealer Information

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657
 Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO
 City, State: SCHERTZ, TX 78154 3557, License Type: Dealer
 Phone: (111) 111-1111, License Category: 01

Transfer Details

Sale Date: 10/08/2025 (mm/dd/yyyy)

Plates

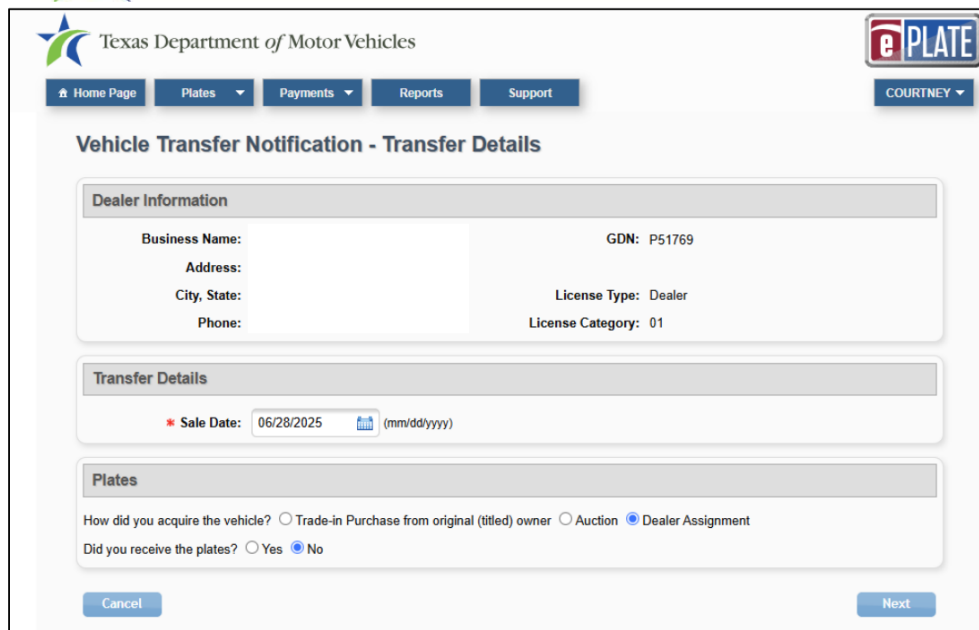
How did you acquire the vehicle? ☒ Trade-in Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment
 Did the owner retain the plates? ☐ Yes ☒ No
 Were the plates damaged? ☐ Yes ☒ No
 The plate will be added to your inventory, please store the removed plate in your Plate Storage.
 They will be available for assignment to appropriate vehicle type.

Cancel Next

Figure 26: Plates Not Damaged Option

Note: The plates may be reassigned to another vehicle of the same class within 10 days. After 10 days, they will fall off your active inventory and must be destroyed.

8. If Auction or Dealer Assignment is selected, properly respond to the additional questions presented.
 - a. If No is selected for “Did you receive the plates?”, then the VTN can be completed.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support COURTNEY

Vehicle Transfer Notification - Transfer Details

Dealer Information

Business Name: GDN: P51769

Address:

City, State: License Type: Dealer

Phone: License Category: 01

Transfer Details

* Sale Date: 06/28/2025 (mm/dd/yyyy)

Plates

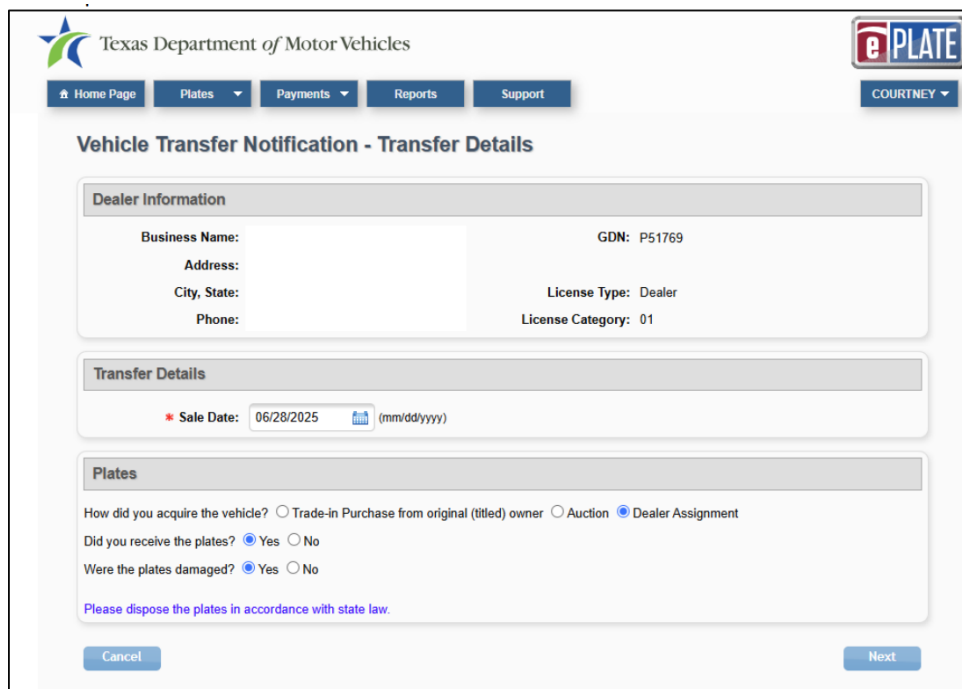
How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☐ Yes ☒ No

Cancel Next

Figure 27: Transfer Details - Auction or Dealer Assignment

- b. If Yes is selected for “Did you receive the plates?”, then another question, “Were the plates damaged?” is presented.
 - i. If Yes is selected, then you must properly dispose of the plates.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support COURTNEY

Vehicle Transfer Notification - Transfer Details

Dealer Information

Business Name: GDN: P51769

Address:

City, State: License Type: Dealer

Phone: License Category: 01

Transfer Details

* Sale Date: 06/28/2025 (mm/dd/yyyy)

Plates

How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☒ Yes ☐ No

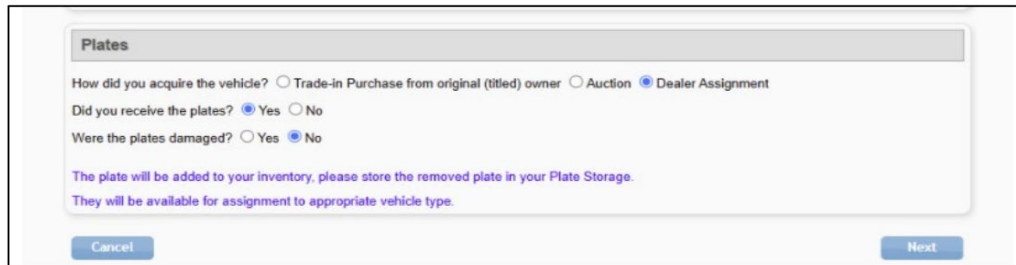
Were the plates damaged? ☒ Yes ☐ No

Please dispose the plates in accordance with state law.

Cancel Next

Figure 28: Plates Damaged Option

- i. If No is selected, then the plates will be added to your IMS inventory.



Plates

How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☒ Yes ☐ No

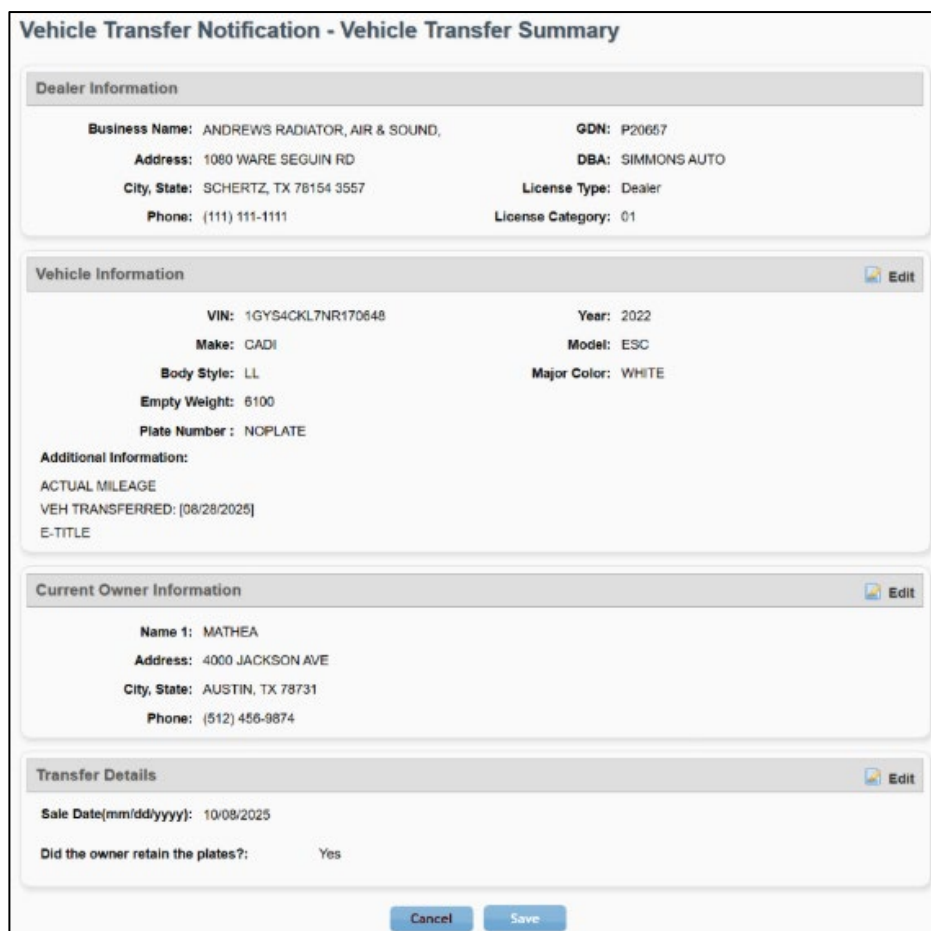
Were the plates damaged? ☐ Yes ☒ No

The plate will be added to your inventory, please store the removed plate in your Plate Storage.
They will be available for assignment to appropriate vehicle type.

[Cancel](#) [Next](#)

Figure 29: Plates Not Damaged Option

- Verify all information entered is correct and responses are accurate before selecting save and submitting the VTN.



Vehicle Transfer Notification - Vehicle Transfer Summary

Dealer Information

Business Name: ANDREW'S RADIATOR, AIR & SOUND, GDN: P20657
Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO
City, State: SCHERTZ, TX 76154 3557, License Type: Dealer
Phone: (111) 111-1111, License Category: 01

Vehicle Information [Edit](#)

VIN: 1GYS4CKL7NR170648, Year: 2022
Make: CADILLAC, Model: ESCALADE
Body Style: LL, Major Color: WHITE
Empty Weight: 6100
Plate Number: NOPLATE

Additional Information:
ACTUAL MILEAGE
VEH TRANSFERRED: [08/28/2025]
E-TITLE

Current Owner Information [Edit](#)

Name 1: MATHEA
Address: 4000 JACKSON AVE
City, State: AUSTIN, TX 78731
Phone: (512) 456-9874

Transfer Details [Edit](#)

Sale Date(mm/dd/yyyy): 10/08/2025
Did the owner retain the plates?: Yes

[Cancel](#) [Save](#)

Figure 30: VTN Transfer Details

- You'll then have the option to print copies for you and your customer's records.



Vehicle Transfer Notification - Receipt

The vehicle record will be processed and updated within 48 hours. We strongly encourage you to print copies for you and your customer's records.

[Print Receipt](#)

Figure 31: Vehicle Transfer Notification - Receipt



**Vehicle Transfer Notification**
SUBMISSION CONFIRMATION

* Vehicle Titles and Registration Division, Austin, Texas 78779-0001
* Date Submitted :Wed Oct 08 12:46:49 CDT 2025
* Please retain a copy of this receipt. If this form was submitted within 30 days of the vehicles date of sale, Texas law establishes you are protected from liability for criminal or civil acts involving the vehicle and the purchaser(s).

VEHICLE INFORMATION

VIN:	1GYS4CKL7NR170648	Body Style:	LL
Year:	2022	Model:	ESC
Make:	CADI	Title/Document Number:	01541944612250099
Plate Number:	NOPLATE		

SELLER INFORMATION

Name 1:	MATHEA
Address:	4000 JACKSON AVE, AUSTIN, TX, 78731
Email:	
Phone:	(512) 456-9874

BUYER INFORMATION

Name:	SIMMONS AUTO
Address:	1080 WARE SEGUIN RD, SCHERTZ, TX, 78154-3557
Phone:	(111) 111-1111

TRANSFER DETAILS

Date Of Sale:	10/08/2025
----------------------	------------

Did the owner retain the plates? Yes

The current Texas record for this vehicle will be updated to reflect this vehicle transfer notification within 48 hours of submission. This submission does not transfer ownership of the vehicle. The purchaser(s) of the vehicle must file a transfer with the appropriate entity in order to record themselves as the owner and receive a title in their name.

Figure 32: Vehicle Transfer Notification Submission Confirmation

6 Create License Plate Assignment

Assigning a plate in ePLATE serves as temporary registration for a motor vehicle until a dealership completes the title and registration process. The plate is assigned and issued only upon the retail sale of a motor vehicle to a purchaser from that licensed dealer. To assign a plate, you must provide the vehicle, purchaser(s), and sales information. If applicable, you can provide lessee/lessor, and lienholder information. After the plate is assigned, you must provide the plate and the Buyer's Plate Receipt to the customer. Once you assign a plate in ePLATE, you can begin a title application in webDEALER, which will automatically carry forward the information provided with the plate assignment.

1. Select **License Plate Assignment** from the Plates tab.

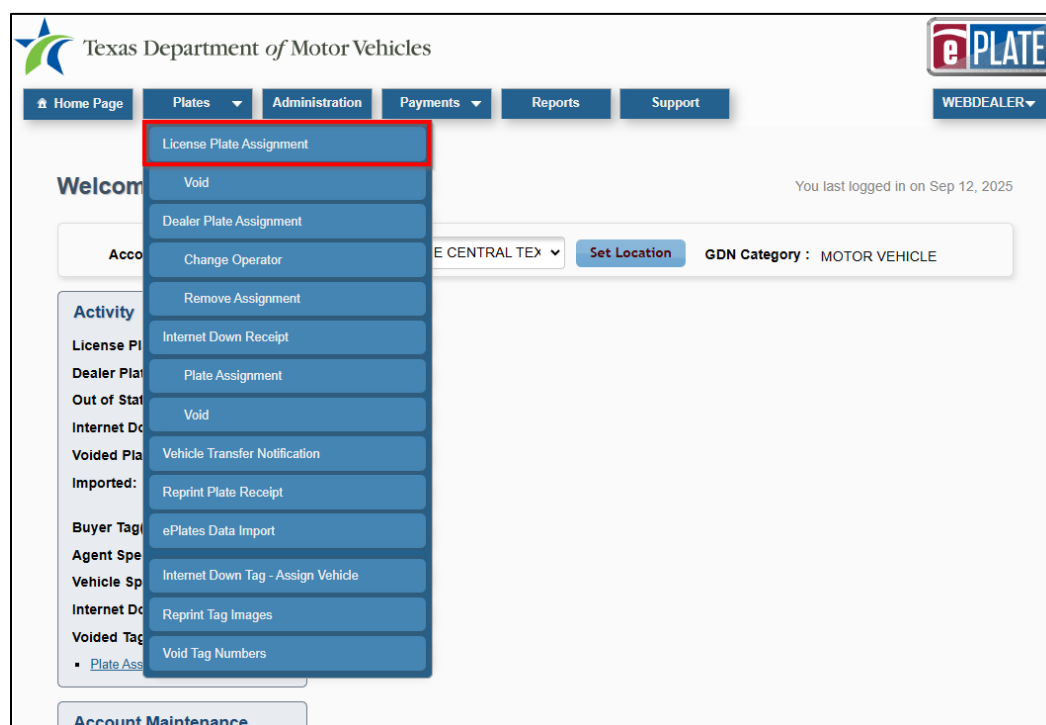
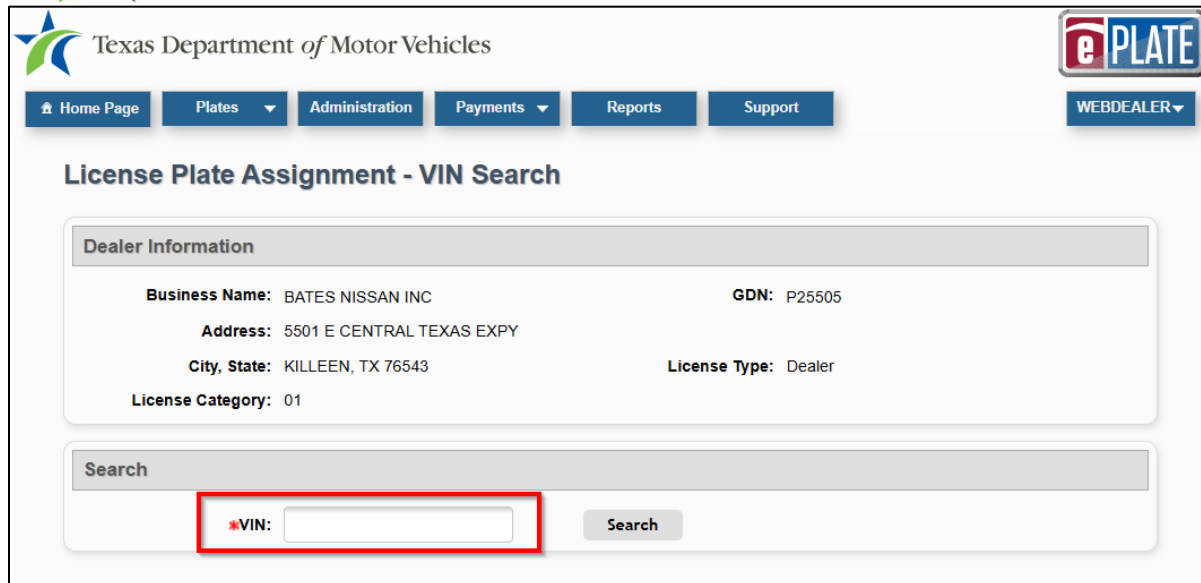


Figure 33: License Plate Assignment Menu Option

2. The application will display the License Plate Assignment – VIN Search page.
3. Enter a VIN and click **Search**.



Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

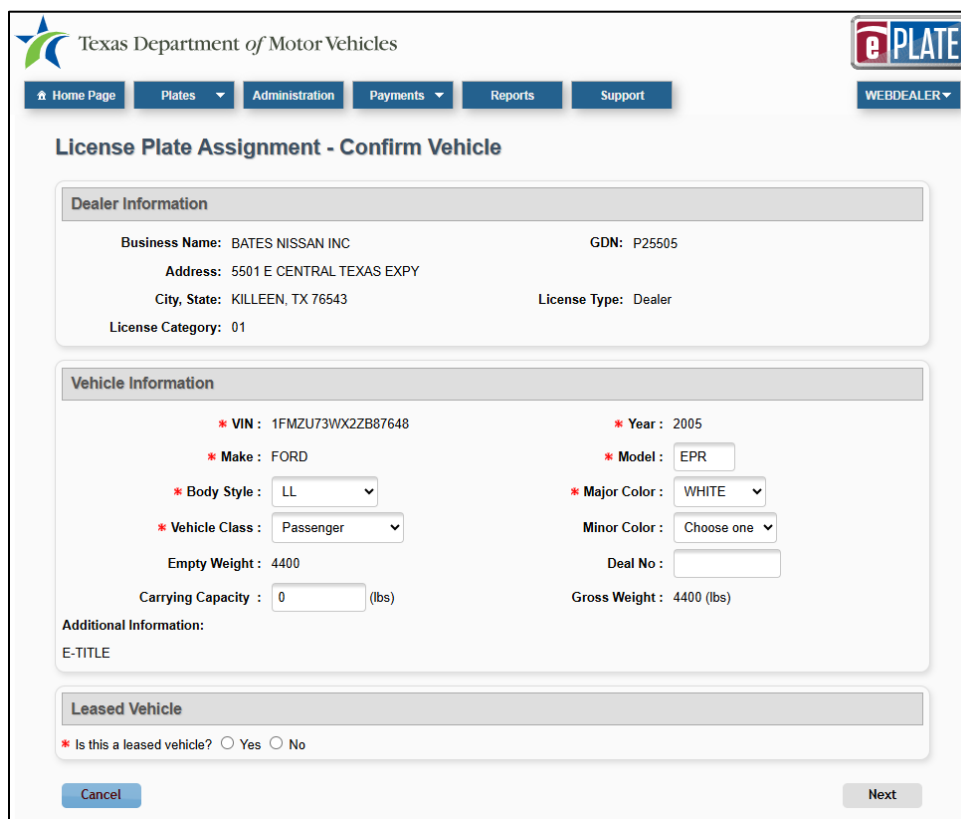
Search

VIN: **Search**

Figure 34: License Plate Assignment VIN Search

6.1 Vehicle Information

1. The application will display the License Plate Assignment – Confirm Vehicle page.



License Plate Assignment - Confirm Vehicle

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

Vehicle Information

VIN: 1FMZU73WX2ZB87648 **Year:** 2005

Make: FORD **Model:** EPR

Body Style: LL **Major Color:** WHITE

Vehicle Class: Passenger **Minor Color:** Choose one

Empty Weight: 4400 **Deal No:**

Carrying Capacity: 0 (lbs) **Gross Weight:** 4400 (lbs)

Additional Information:

E-TITLE

Leased Vehicle

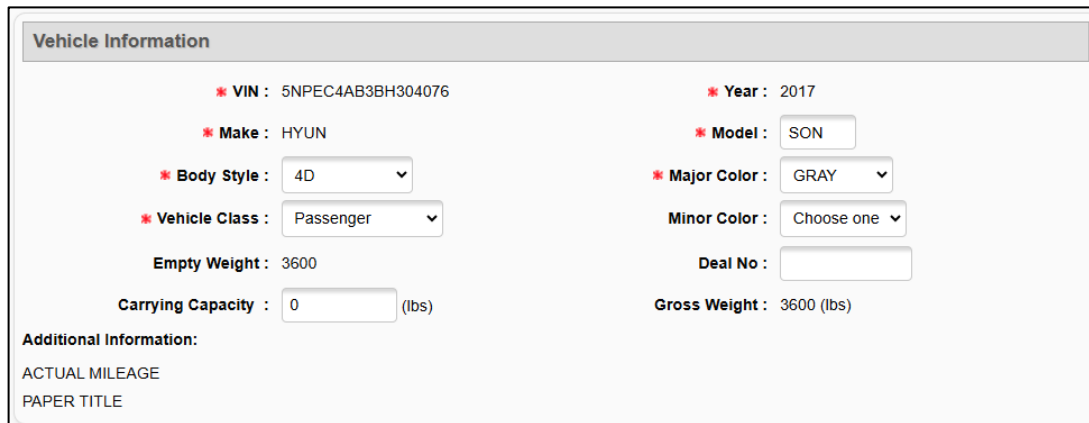
Is this a leased vehicle? ☐ Yes ☐ No

Cancel **Next**

Figure 35: License Plate Assignment Confirm Vehicle

2. Complete and/or update the vehicle information.

3.



Vehicle Information

* VIN : 5NPEC4AB3BH304076 * Year : 2017

* Make : HYUN * Model : SON

* Body Style : 4D * Major Color : GRAY

* Vehicle Class : Passenger Minor Color : Choose one

Empty Weight : 3600 Deal No :

Carrying Capacity : 0 (lbs) Gross Weight : 3600 (lbs)

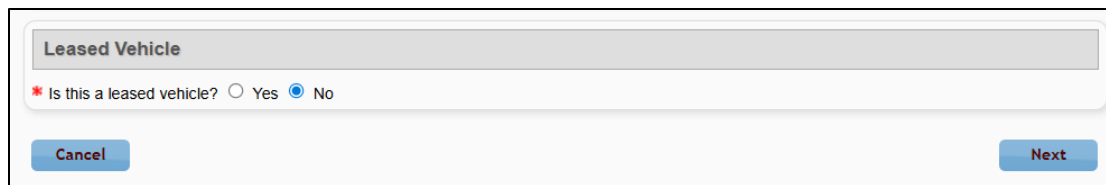
Additional Information:

ACTUAL MILEAGE ☐

PAPER TITLE ☐

Figure 36: Buyer Plate - Update Vehicle Information

Next, identify if the vehicle was purchased or leased. If the vehicle was purchased, select **No** in the Leased Vehicle section, and click **Next** to continue. The application will continue with [Purchaser Information](#).



Leased Vehicle

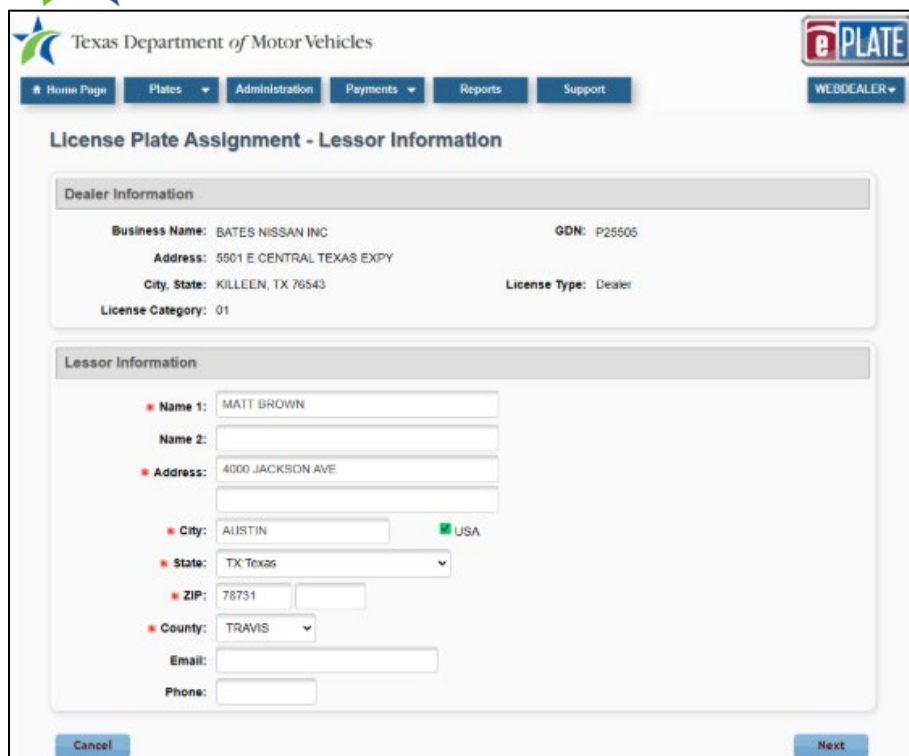
* Is this a leased vehicle? ☐ Yes ☒ No

Figure 37: Leased Vehicle Confirmation

- If the vehicle was leased, select **Yes**, and click **Next** to continue. The application will continue with [Leased Vehicle](#) information.

6.2 Leased Vehicle Information

- The application displays the Lessor Information section.
- Complete the Lessor Information. All fields with a red asterisk must be completed.
- Once all the required fields are complete, click **Next**.



License Plate Assignment - Lessor Information

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
 Address: 5501 E CENTRAL TEXAS EXPY
 City, State: KILLEEN, TX 76543 License Type: Dealer
 License Category: 01

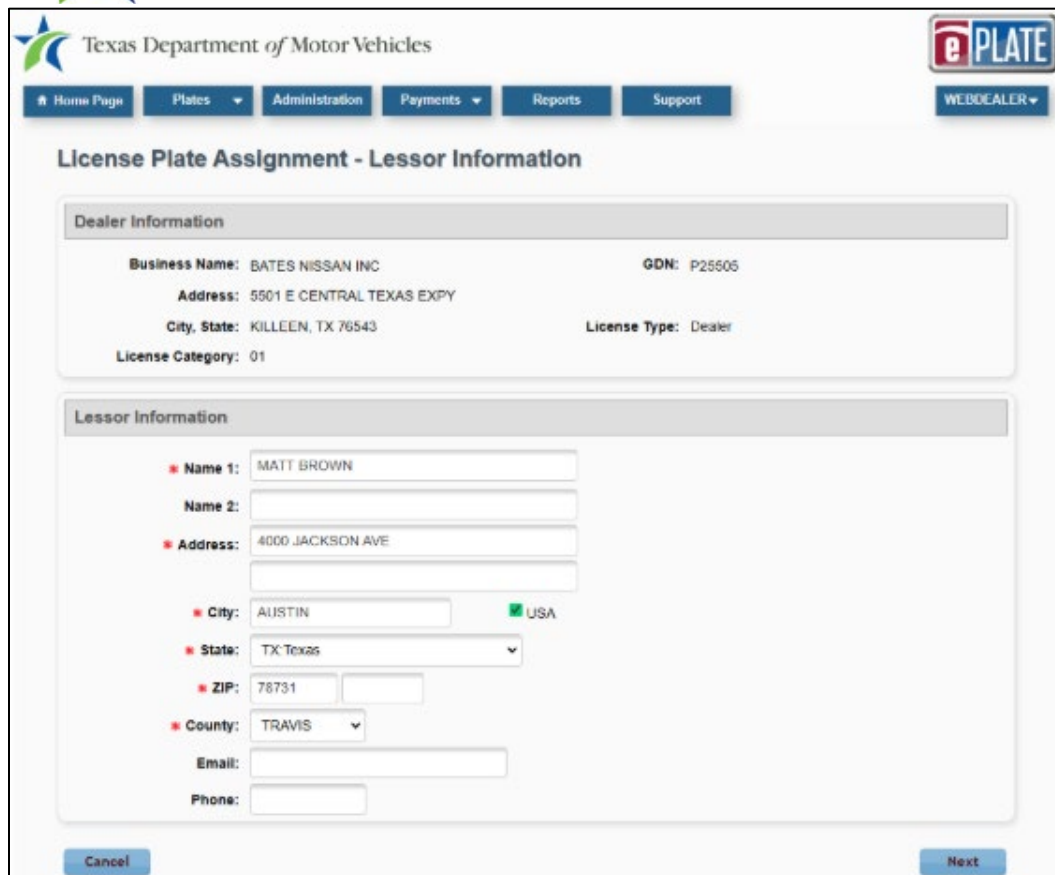
Lessor Information

* Name 1: MATT BROWN
 Name 2:
 * Address: 4000 JACKSON AVE
 * City: AUSTIN ☒ USA
 * State: TX Texas
 * ZIP: 78731
 * County: TRAVIS
 Email:
 Phone:

Cancel Next

Figure 38: License Plate Assignment - Lessor Information

4. The application displays the Lessee Information section.
5. Complete the Lessee Information. All fields with a red asterisk must be completed
6. Once all of the required fields are complete, click **Next**.



License Plate Assignment - Lessor Information

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
 Address: 5501 E CENTRAL TEXAS EXPY
 City, State: KILLEEN, TX 76543 License Type: Dealer
 License Category: 01

Lessor Information

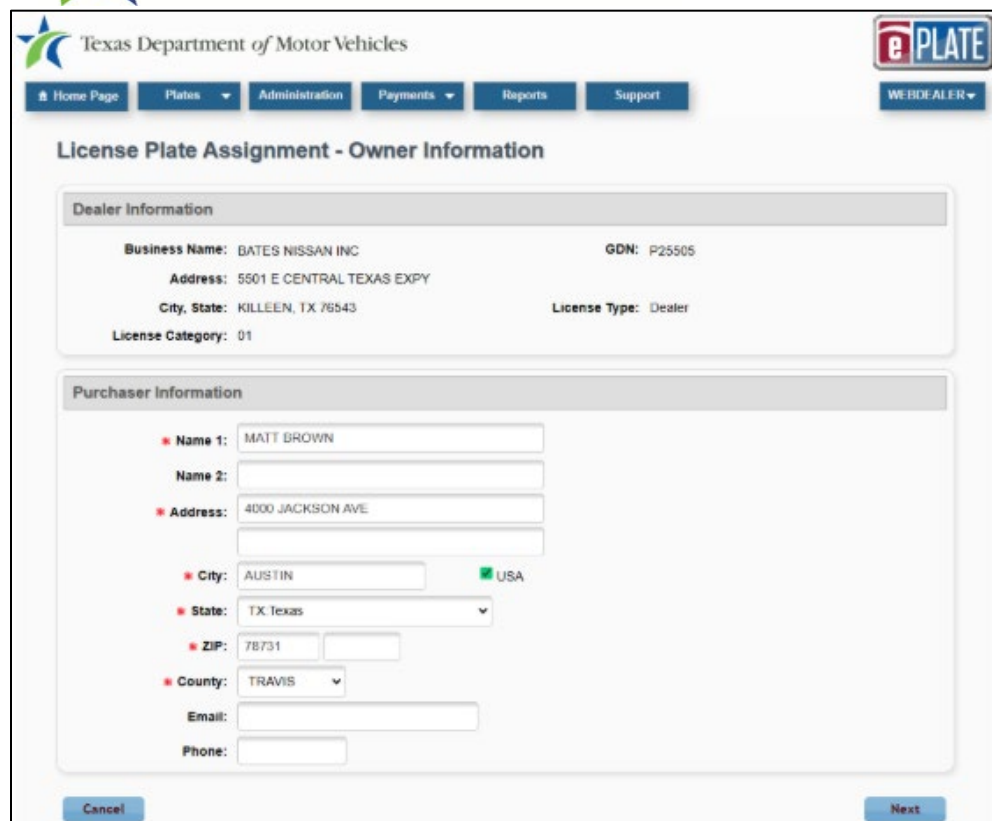
* Name 1: MATT BROWN
 Name 2:
 * Address: 4000 JACKSON AVE
 * City: AUSTIN ☒ USA
 * State: TX-Texas
 * ZIP: 78731
 * County: TRAVIS
 Email:
 Phone:

Cancel Next

Figure 39: License Plate Assignment – Lessee Information

6.3 Purchaser Information

1. The system will display the License Plate Assignment – Owner Information page.
2. Enter the Purchaser Information.
3. Click **Next** to continue.



License Plate Assignment - Owner Information

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
 Address: 5501 E CENTRAL TEXAS EXPY
 City, State: KILLEEN, TX 76543 License Type: Dealer
 License Category: 01

Purchaser Information

* Name 1: MATT BROWN
 Name 2:
 * Address: 4000 JACKSON AVE
 * City: AUSTIN USA
 * State: TX Texas
 * ZIP: 78731
 * County: TRAVIS
 Email:
 Phone:

Cancel Next

Figure 40: License Plate Assignment - Owner Information

6.4 Lienholder information

1. The system will display the License Plate Assignment – Lienholder Information page.
2. The user can optionally enter a certified or local lienholder. If the lienholder is certified, select the [Certified Lienholder](#) tab. If the lienholder is local, select the [Local Lienholder](#) tab. If there is not a lienholder to record, click **Next** to continue.

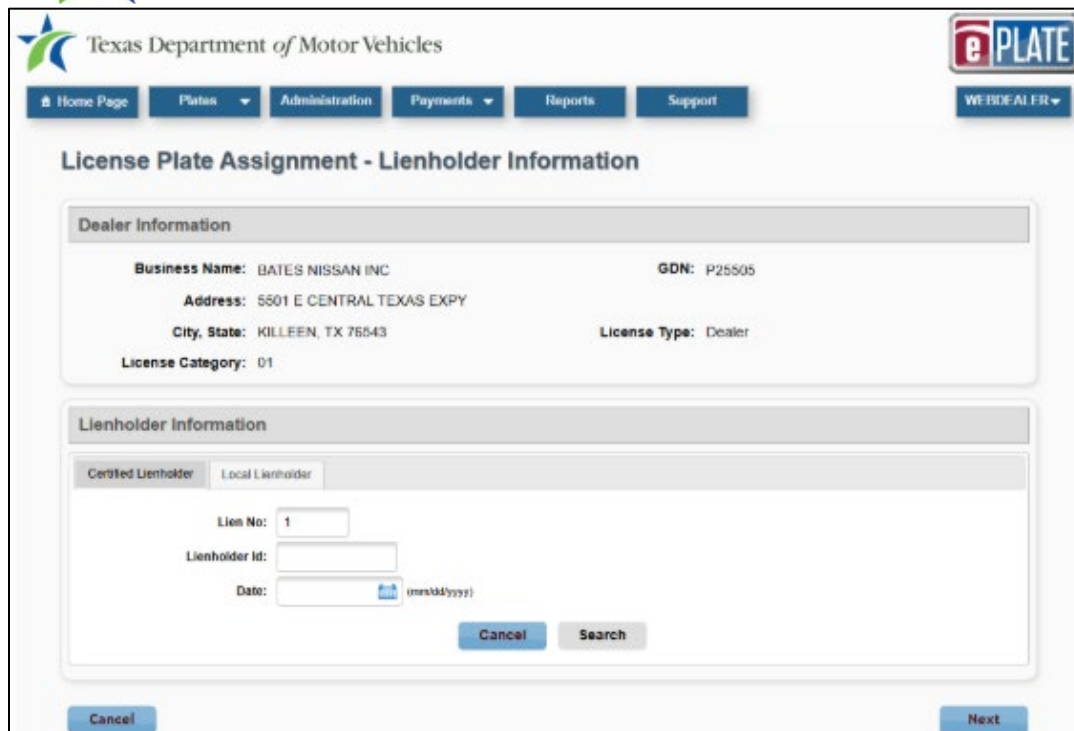


Figure 41: License Plate Assignment - Lienholder Information

6.4.1 Enter Certified Lienholder

1. Select the Certified Lienholder tab.

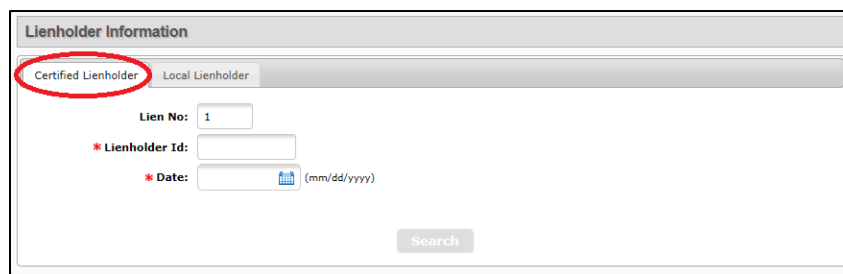


Figure 42: Certified Lienholder

2. Enter the Lienholder's ID.
3. Enter the date by clicking on the blue calendar icon.
4. Click **Search**.



Figure 43: Certified Lienholder Search

Note: For a list of Certified Lienholders visit <http://www.txdmv.gov/lienholders>.

- The application displays the lienholder's information. Review the lienholder information. If it is correct, click **Save** to continue.

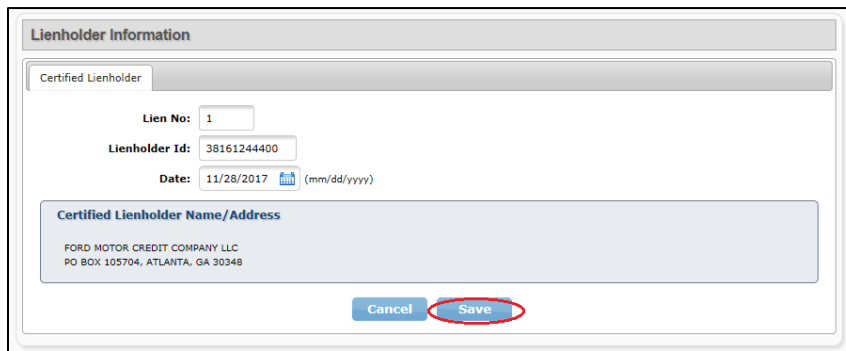
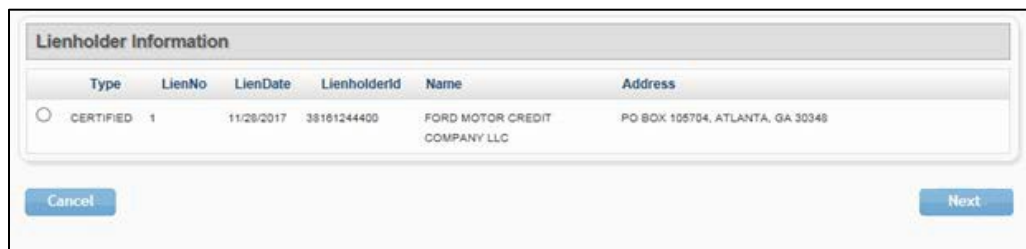


Figure 44: Certified Lienholder

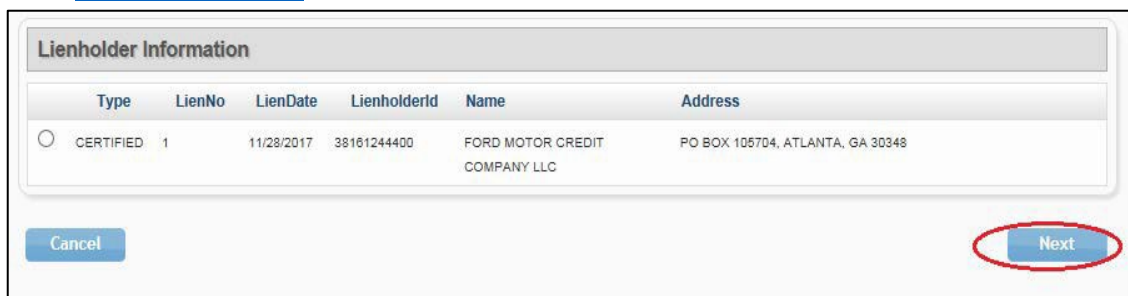
- The application will display the lienholder information again.



Type	LienNo	LienDate	LienholderId	Name	Address
☐ CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 45: Certified Lienholder Information

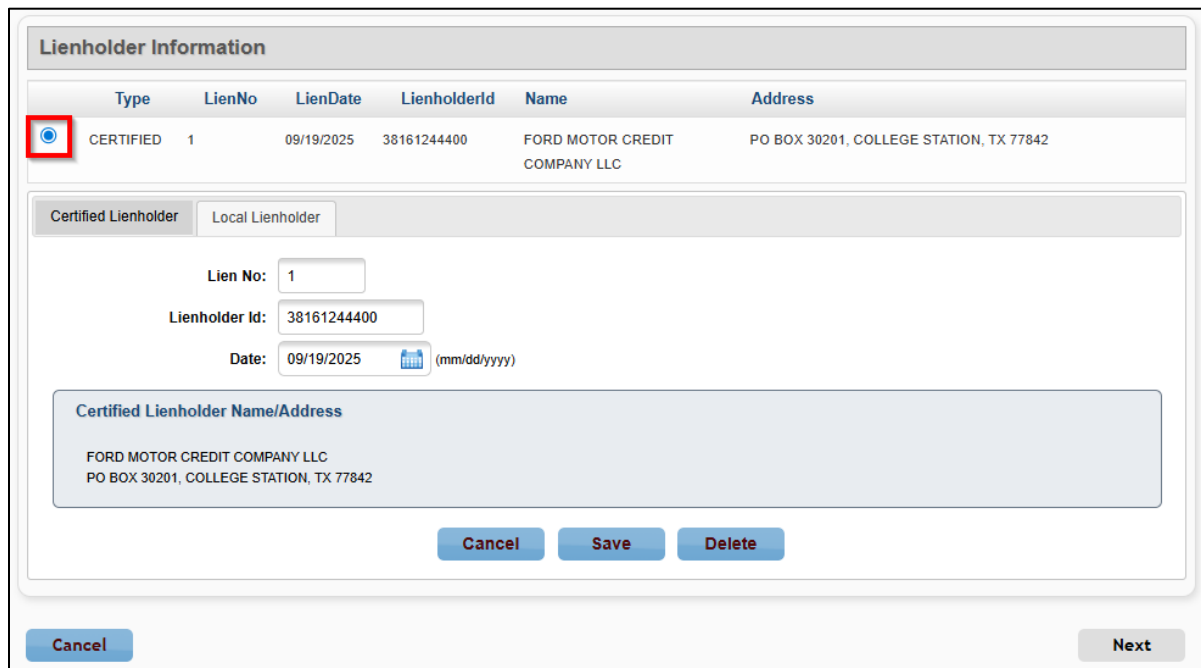
- You can change lienholder information or continue.
- Click **Next**. The application will continue and display the Sales Information section. Go to [Sales Information](#).



Type	LienNo	LienDate	LienholderId	Name	Address
☐ CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 46: Change Certified Lienholder

- To change the lienholder information, click the radio button next to the lienholder. Additional options will appear to Cancel, Save, or Delete. Click **Delete** to remove the lienholder and you will return to the Lienholder Information page.



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
☒ CERTIFIED	1	09/19/2025	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 30201, COLLEGE STATION, TX 77842

Certified Lienholder **Local Lienholder**

Lien No:

Lienholder Id:

Date:  (mm/dd/yyyy)

Certified Lienholder Name/Address

FORD MOTOR CREDIT COMPANY LLC
PO BOX 30201, COLLEGE STATION, TX 77842

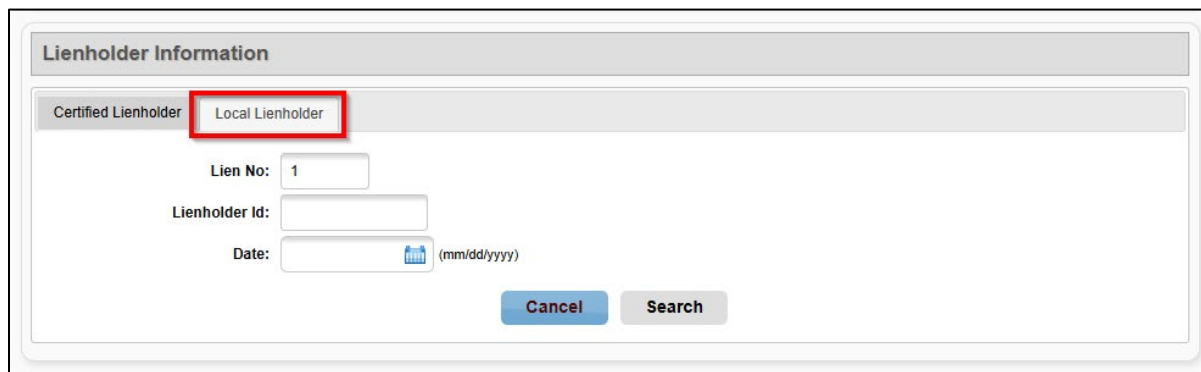
Cancel **Save** **Delete**

Cancel **Next**

Figure 47: Cancel Certified Lienholder

6.4.2 Enter Local Lienholder Information

- Select the Local Lienholder tab located in the Lienholder Information section.



Lienholder Information

Certified Lienholder **Local Lienholder**

Lien No:

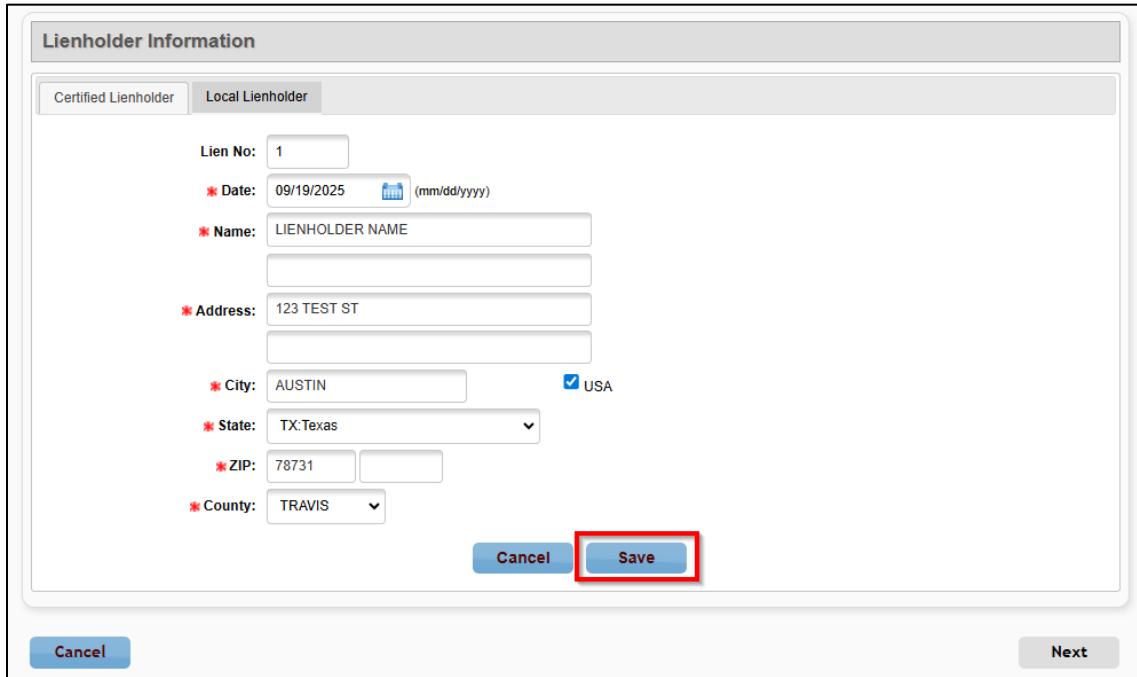
Lienholder Id:

Date:  (mm/dd/yyyy)

Cancel **Search**

Figure 48: Local Lienholder

- The application will display the Local Lienholder tab section.
- Complete the lienholder information.
- Click **Save**.



Lienholder Information

☐ Certified Lienholder ☒ Local Lienholder

Lien No: 1

* Date: 09/19/2025 (mm/dd/yyyy)

* Name: LIENHOLDER NAME

* Address: 123 TEST ST

* City: AUSTIN ☒ USA

* State: TX:Texas

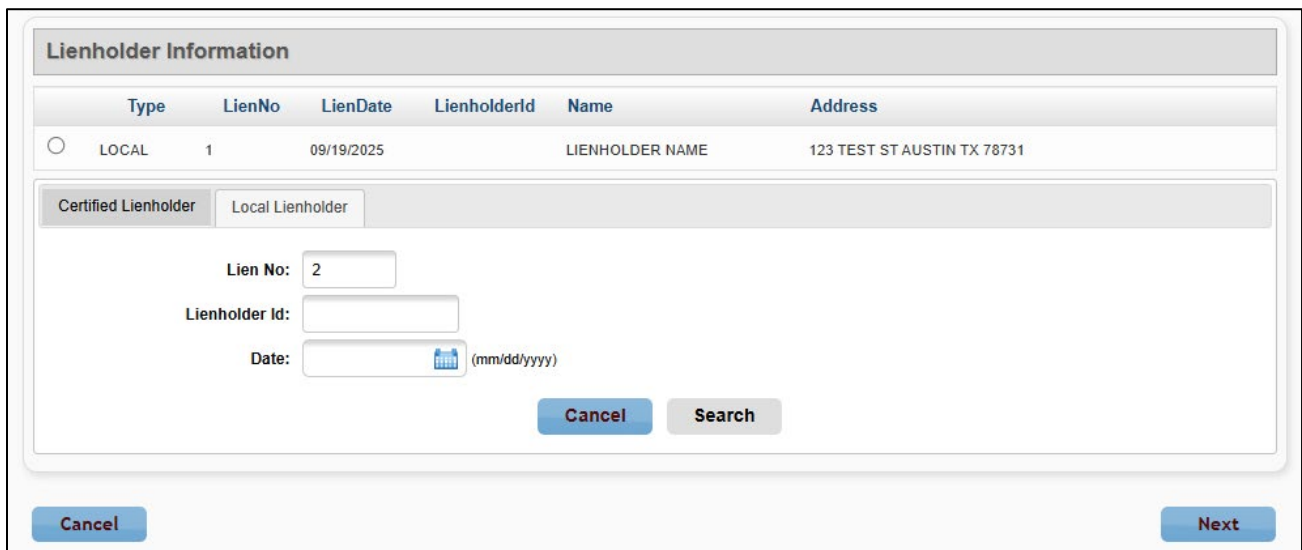
* ZIP: 78731

* County: TRAVIS

Figure 49: Enter Local Lienholder Information

Note: Once the zip code is entered, the county field will appear for a selection to be made.

- The application displays the lienholder's information.



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
☐ LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

☒ Certified Lienholder ☐ Local Lienholder

Lien No: 2

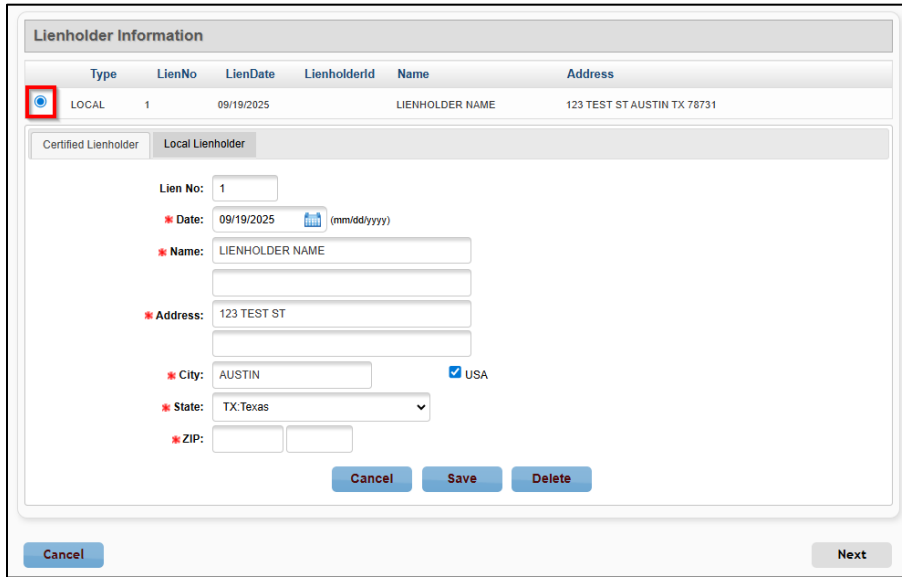
Lienholder Id:

Date: (mm/dd/yyyy)

Figure 50: Local Lienholder Information

- The application allows the user to change lienholder information or continue with the License Plate Assignment process.

To change the lienholder information, click the radio button next to the lienholder. Additional options will appear to Cancel, Save, or Delete. Click **Delete** to remove the lienholder and you will return to the Lienholder Information page.



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
☒ LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

Certified Lienholder **Local Lienholder**

Lien No:

* Date: (mm/dd/yyyy)

* Name:

* Address:

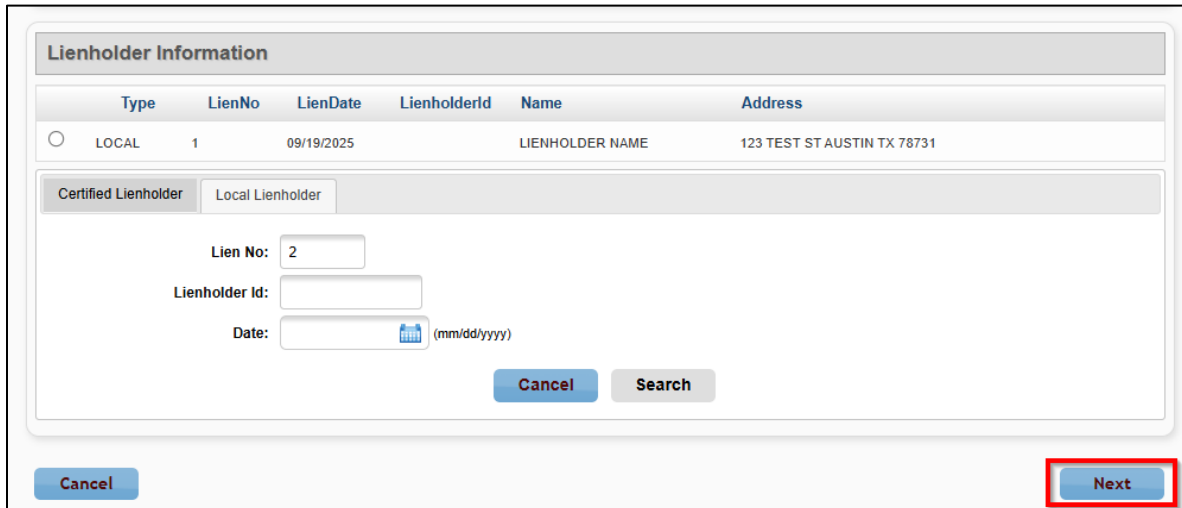
* City: ☒ USA

* State:

* ZIP:

Figure 51: Change Local Lienholder

- Click **Next** to continue. The application will display the Sales Information section. Go to [Sales Information](#).



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
☒ LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

Certified Lienholder **Local Lienholder**

Lien No:

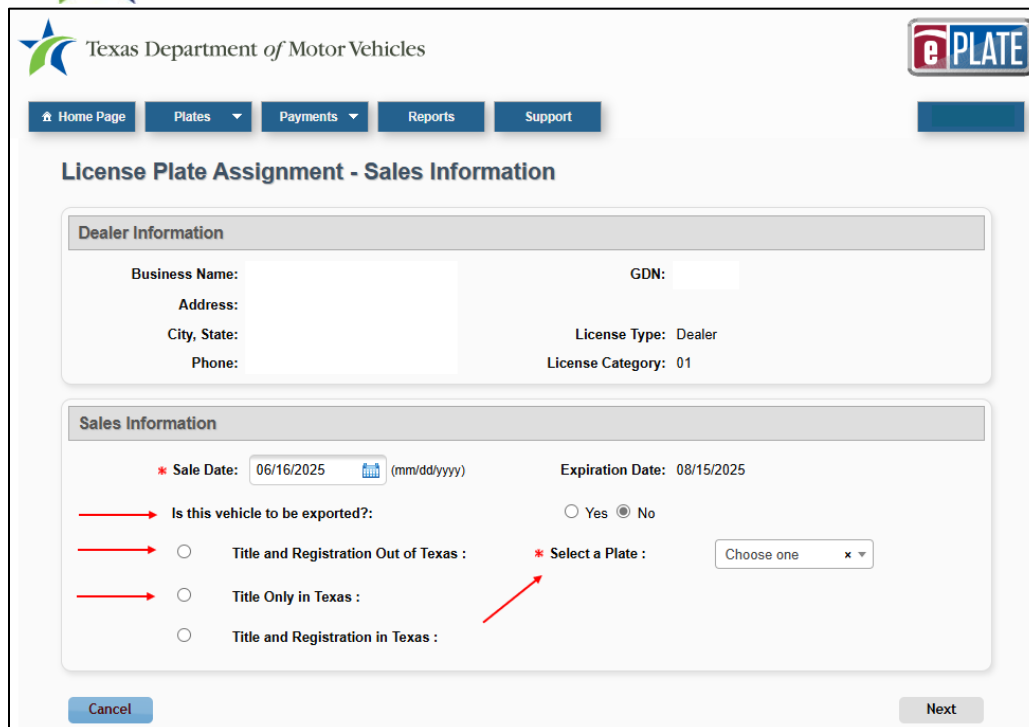
Lienholder Id:

Date: (mm/dd/yyyy)

Figure 52: Local Lienholder Next

6.5 Sales Information

Once on the License Plate Assignment-Sales Information page indicate whether or not the vehicle will be exported. If **Yes** is selected, the plate assignment process will be completed, no plate will be assigned, and a receipt will be generated. If **No** is selected, the additional radio button options will be provided for selection.



License Plate Assignment - Sales Information

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: Dealer

Phone: _____ License Category: 01

Sales Information

* Sale Date: 06/16/2025 (mm/dd/yyyy) Expiration Date: 08/15/2025

Is this vehicle to be exported?: ☐ Yes ☒ No

☒ Title and Registration Out of Texas : * Select a Plate : Choose one x v

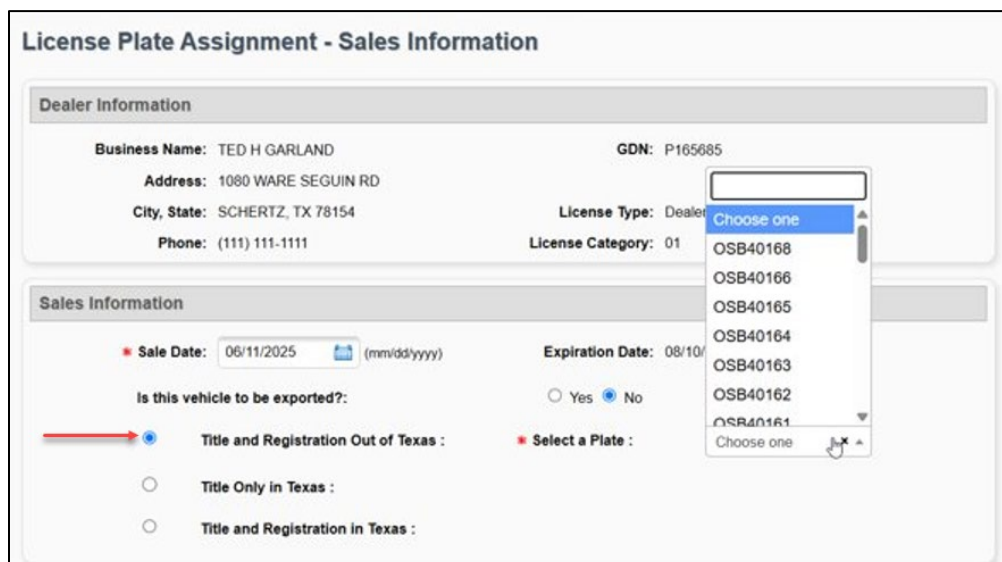
☐ Title Only in Texas :

☐ Title and Registration in Texas :

Cancel Next

Figure 53: Sales Information

If **Title and Registration Out of Texas** is selected, this means the purchaser is not a Texas resident and the vehicle will be titled and registered in the purchaser's resident state. Select the next available Out of State Buyer (green) plate from inventory to assign to the vehicle.



License Plate Assignment - Sales Information

Dealer Information

Business Name: TED H GARLAND GDN: P165685

Address: 1080 WARE SEGUIN RD

City, State: SCHERTZ, TX 78154 License Type: Dealer

Phone: (111) 111-1111 License Category: 01

Sales Information

* Sale Date: 06/11/2025 (mm/dd/yyyy) Expiration Date: 08/10/2025

Is this vehicle to be exported?: ☐ Yes ☒ No

☒ Title and Registration Out of Texas : * Select a Plate : Choose one

☐ Title Only in Texas :

☐ Title and Registration in Texas :

OSB40168

OSB40166

OSB40165

OSB40164

OSB40163

OSB40162

OSB40161

Choose one

Figure 54: License Plate Assignment – Sales Information – Out of State Buyer

If **Title Only in Texas** is selected, the vehicle will not receive registration. The plate assignment process will still be completed, however no plate will be assigned, and a receipt will be generated for the transaction.

Note: Title Only should not be selected for Off-Highway Vehicles. These vehicles should not be

reported via ePLATE.

If **Title and Registration in Texas** is selected, ePLATE will prompt for whether the vehicle will be issued a general issue plate or a customer supplied plate. If **General Issue Plate** is selected, ePLATE will prompt for the selection of the registration class and plate type prior to selecting Retrieve Inventory to display the available plate numbers from inventory to assign to the vehicle.

Note: Trailer dealers selling a trailer of 4,000 lbs. or less to a TX resident should select this option to assign a general issue plate.

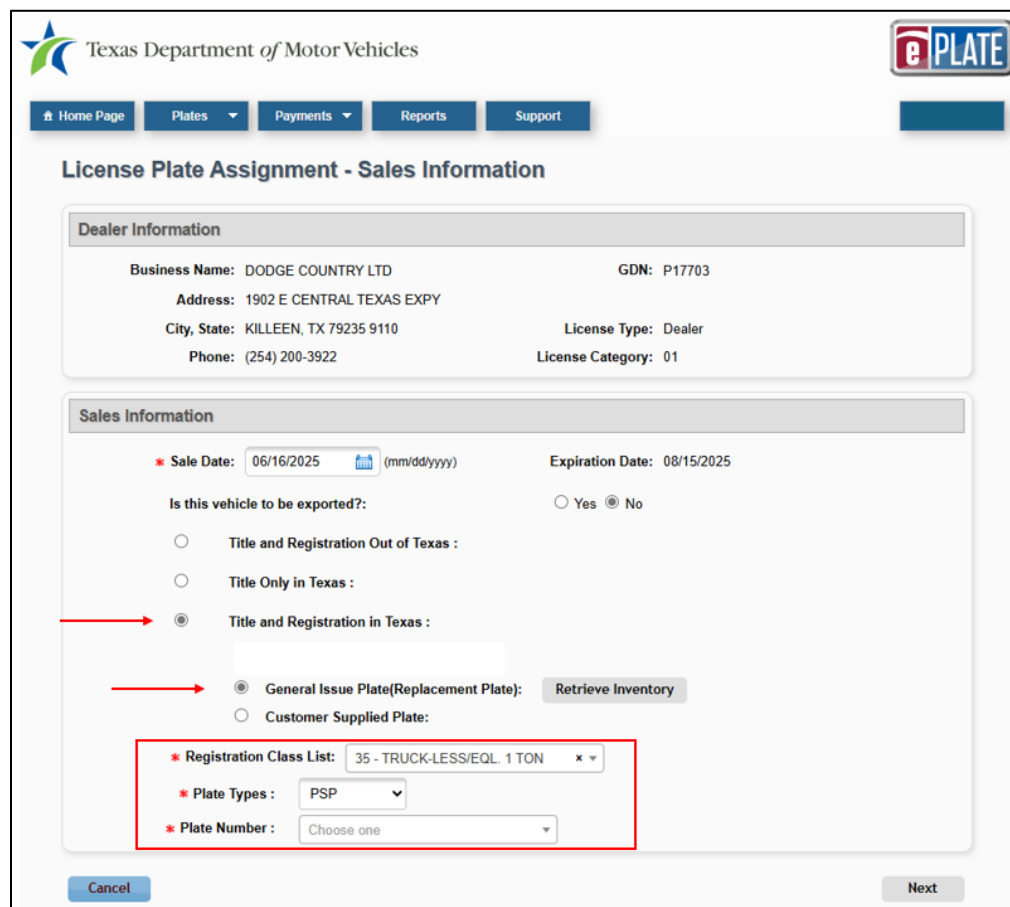
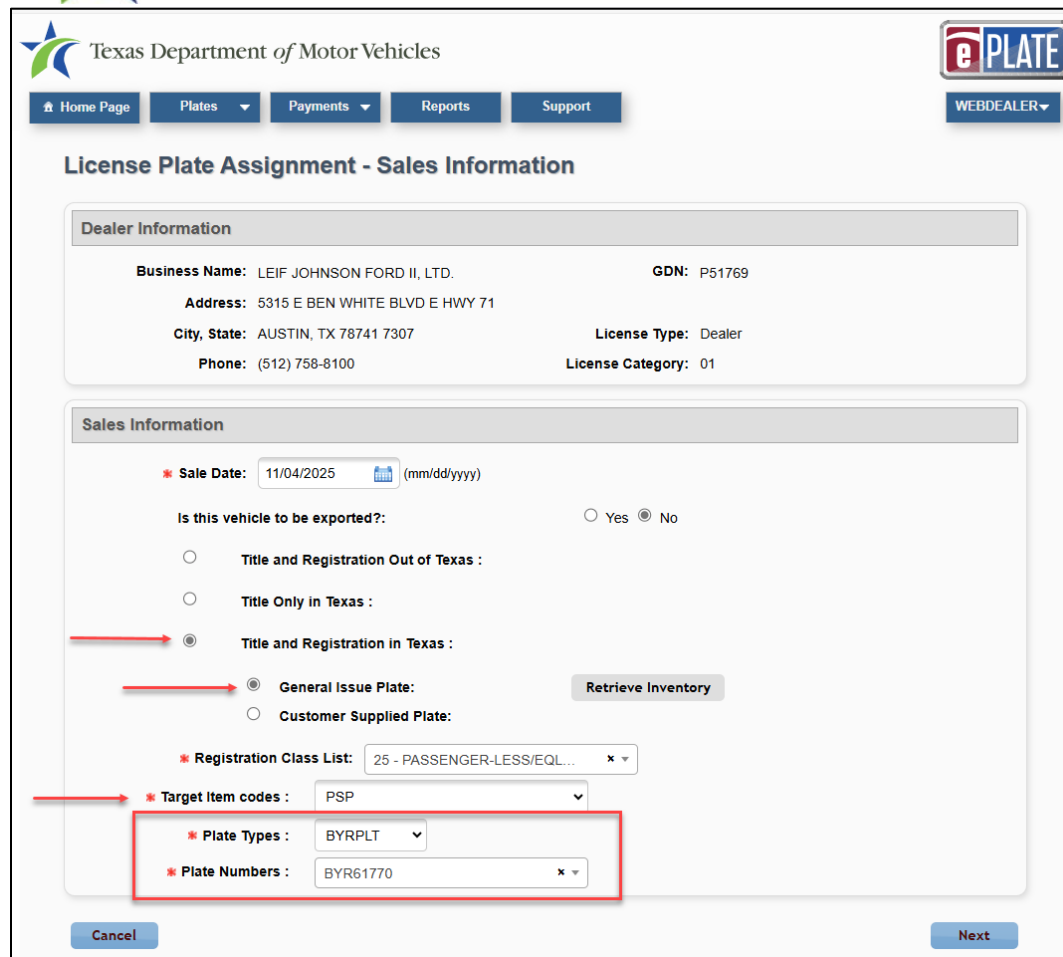


Figure 55: Registration Class List

If inventory does not exist for the criteria specified, the system will present the Buyer Provisional (purple) plate inventory option (Plate Type BYRPLT). The Target Item Code must be selected. This is the plate type the buyer intends to obtain. The system will limit the plate type selections in this dropdown list based on the registration class selected. The buyer will be responsible for obtaining the appropriate registration and license plate(s), or the county tax office will assign the license plates when processing the title application.



License Plate Assignment - Sales Information

Dealer Information

Business Name: LEIF JOHNSON FORD II, LTD. GDN: P51769
 Address: 5315 E BEN WHITE BLVD E HWY 71
 City, State: AUSTIN, TX 78741 7307 License Type: Dealer
 Phone: (512) 758-8100 License Category: 01

Sales Information

* Sale Date: 11/04/2025 (mm/dd/yyyy)

Is this vehicle to be exported?: ☐ Yes ☒ No

☐ Title and Registration Out of Texas :

☐ Title Only in Texas :

☒ Title and Registration in Texas :

☒ General Issue Plate: Retrieve Inventory

☐ Customer Supplied Plate:

* Registration Class List: 25 - PASSENGER-LESS/EQL...

* Target Item codes : PSP

* Plate Types : BYRPLT

* Plate Numbers : BYR61770

Cancel Next

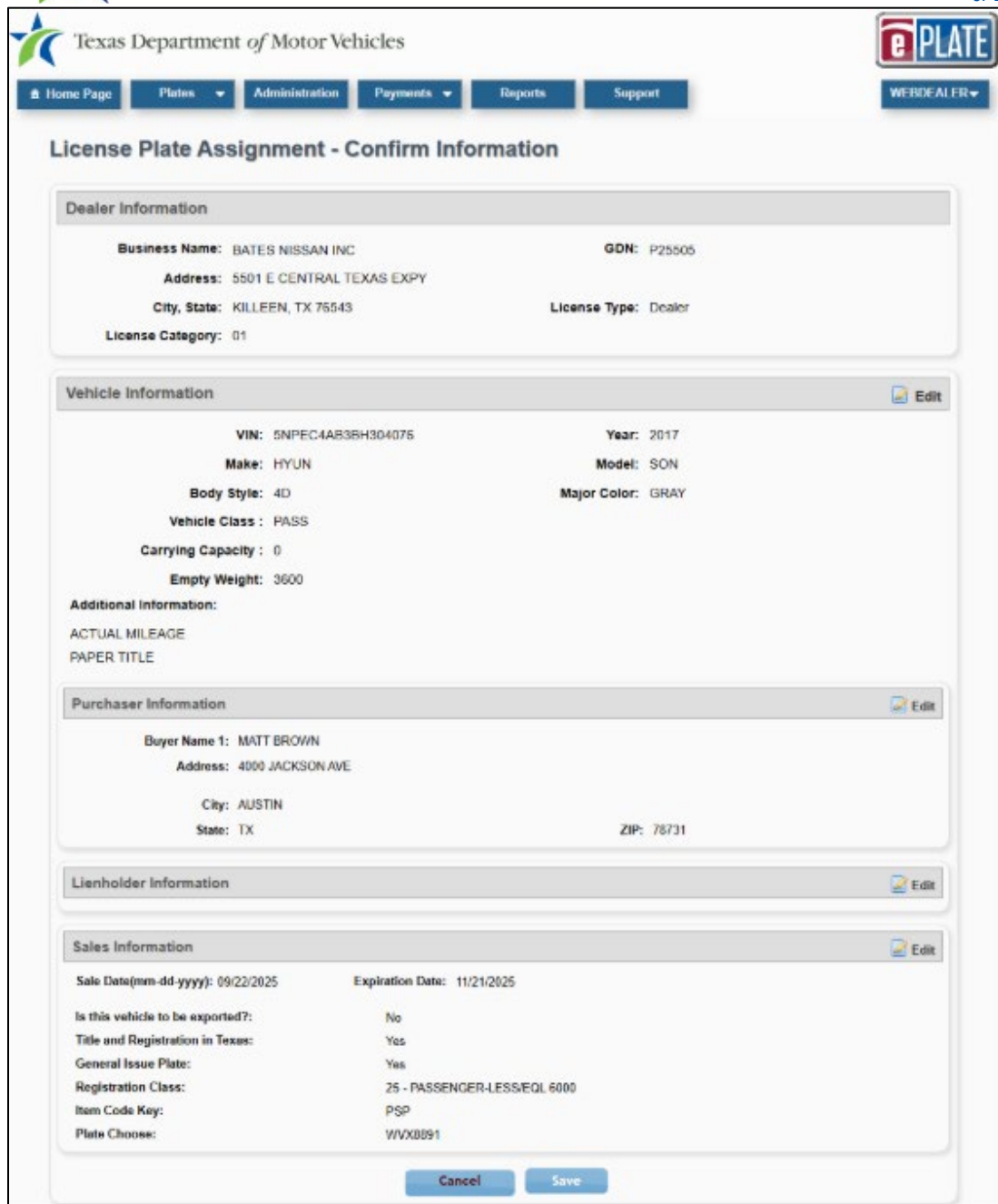
Figure 56: Buyer Provisional Plate Selection

If **Customer Supplied Plate** is selected, the plate number must be entered and Validate must be selected in order to retrieve the plate owner's information.

Note: Before assigning the customer supplied plate, review the plate owner's information to confirm it matches the buyer's information. If the information does not match, this plate cannot be used. Select the General Issue Plate option to assign new plates.

Figure 57: Special Plate Details

The application will display all of the License Plate Assignment sections.



License Plate Assignment - Confirm Information

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
 Address: 5501 E CENTRAL TEXAS EXPY
 City, State: KILLEEN, TX 76543 License Type: Dealer
 License Category: 01

Vehicle Information 

VIN: 5NPEC4AB35H304075 Year: 2017
 Make: HYUN Model: SON
 Body Style: 4D Major Color: GRAY
 Vehicle Class : PASS
 Carrying Capacity : 0
 Empty Weight: 3600
 Additional Information:
 ACTUAL MILEAGE
 PAPER TITLE

Purchaser Information 

Buyer Name 1: MATT BROWN
 Address: 4000 JACKSON AVE
 City: AUSTIN
 State: TX ZIP: 78731

Lienholder Information 

Sales Information 

Sale Date(mm-dd-yyyy): 09/22/2025 Expiration Date: 11/21/2025
 Is this vehicle to be exported?: No
 Title and Registration in Texas: Yes
 General Issue Plate: Yes
 Registration Class: 25 - PASSENGER-LESS/EOI 6000
 Item Code Key: PSP
 Plate Choose: WVX8891

[Cancel](#) [Save](#)

Figure 58: Confirm Information

2. If a section needs to be updated, click on the edit icon in the section's upper right corner.



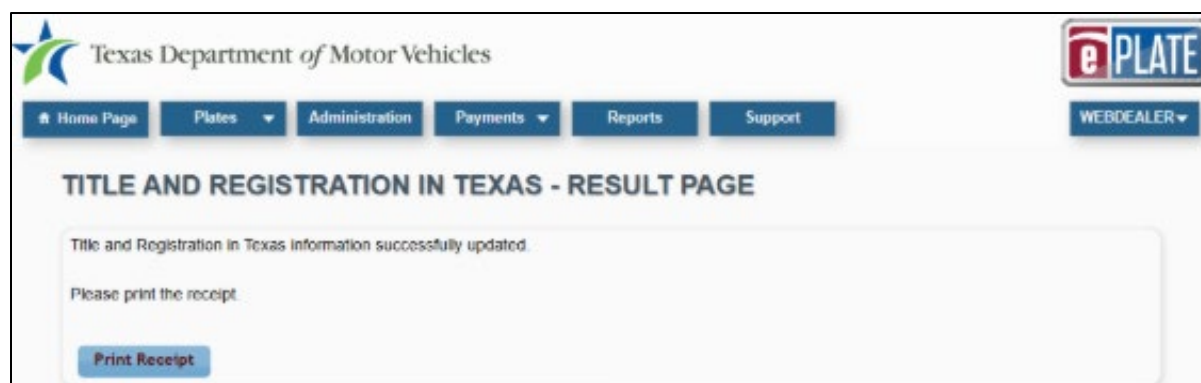
Vehicle Information	
VIN: 1FM5K7B83HGB30401	Year: 2017
Make: FORD	Model: F15
Body Style: LL	Major Color: BLACK
Empty Weight: 5400	

Figure 59: Edit Confirm Information

3. The application will return to that section. Update the section's information as necessary and click **Next** to return to the confirmation page. Click **Save** once all of the information is correct.
4. The system will display the result page and you will be able to print the applicable receipt from this page.

6.7 Print License Plate Assignment and/or Receipt

1. After the License Plate Assignment is completed, select **Print Receipt** to print the receipt. Retain a copy for your dealership's records and provide a copy to the purchaser.



Texas Department of Motor Vehicles

Home Page | Plates | Administration | Payments | Reports | Support | WEBDEALER

TITLE AND REGISTRATION IN TEXAS - RESULT PAGE

Title and Registration in Texas information successfully updated.

Please print the receipt.

[Print Receipt](#)

Figure 60: Print Receipt

2. The application displays the receipt.
3. Click the print icon.



BUYER'S PLATE RECEIPT - DEALER'S COPY

Plate Number: WVX8891 Date of Sale: SEP 22, 2025

Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE.
This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:

Issue Date: Sep 22, 2025
VIN: 5NPEC4AB3BH304076
Year: 2017 Body Style: 4D
Make: HYUN Model: SON
Major Color: GRAY Minor Color:

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer:
Dealer Number:

BATES NISSAN INC
P25505

Purchaser
Name 1:
Address:

MATT BROWN
4000 JACKSON AVE
AUSTIN, TX
78731

DEALER'S COPY

Figure 61: Buyer's Plate Receipt - Dealer's Copy



BUYER'S PLATE RECEIPT - BUYER'S COPY

Plate Number:	WVX8891	Date of Sale:	SEP 22, 2025
Issue Date:	Sep 22, 2025		
VIN:	5NPEC4AB3BH304076		
Year:	2017	Body Style:	4D
Make:	HYUN	Model:	SON
Major Color:	GRAY	Minor Color:	

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer: BATES NISSAN INC
Dealer Number: P25505

Purchaser
Name 1: MATT BROWN
Address: 4000 JACKSON AVE
AUSTIN, TX
78731

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 62: Buyer's Plate Receipt – Buyer's Copy

6.8 Amending Existing Plate Assignments

Dealers can now amend existing license plate assignments that are not associated with an active title application. If an active title application exists in webDEALER or the Registration and Title System (RTS), the title application will need to be voided/canceled in webDEALER or RTS before the license plate assignment can be amended.

Dealers can process amendments for existing license plate assignments by navigating to the Amend Plate Assignment section within the Plates menu.

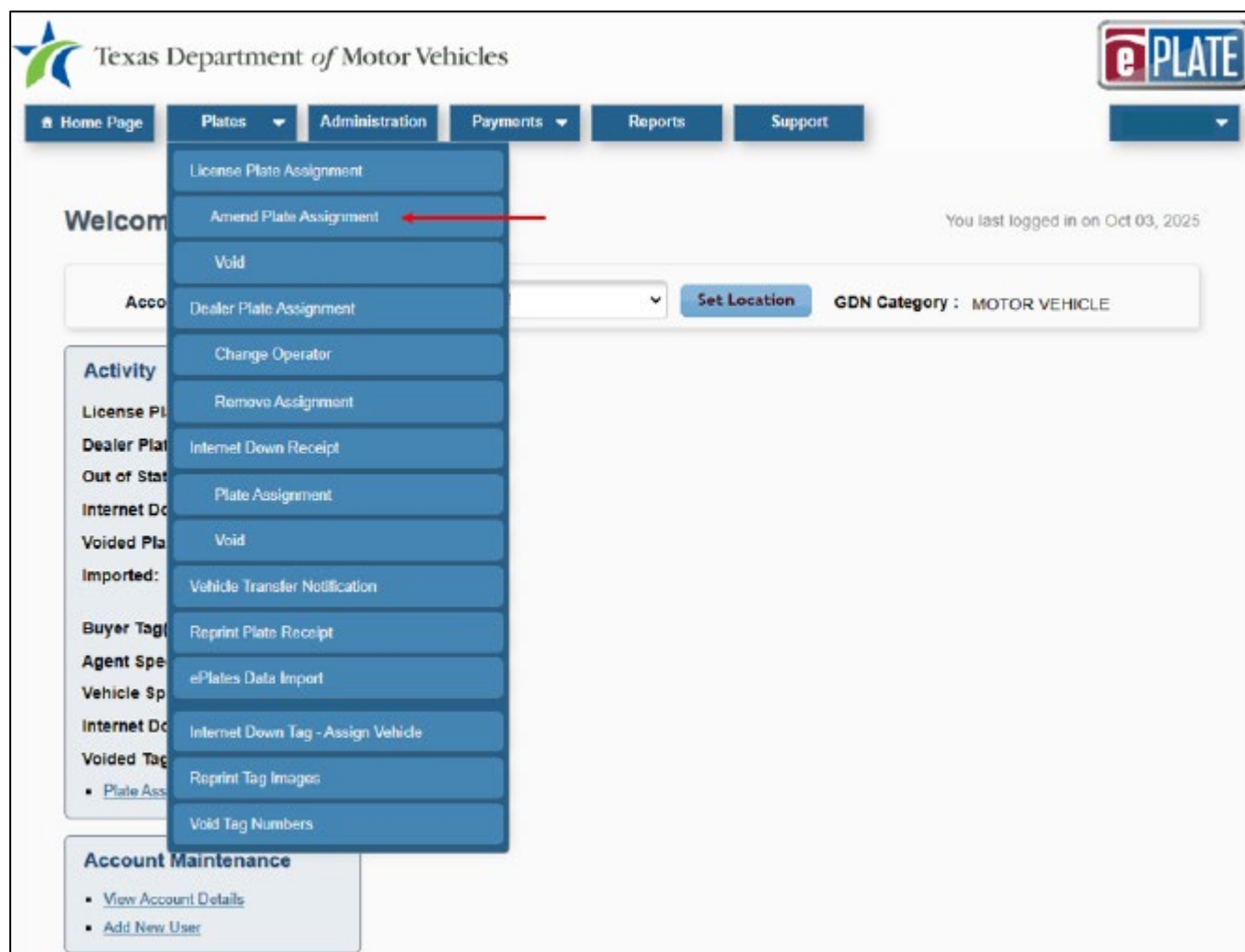
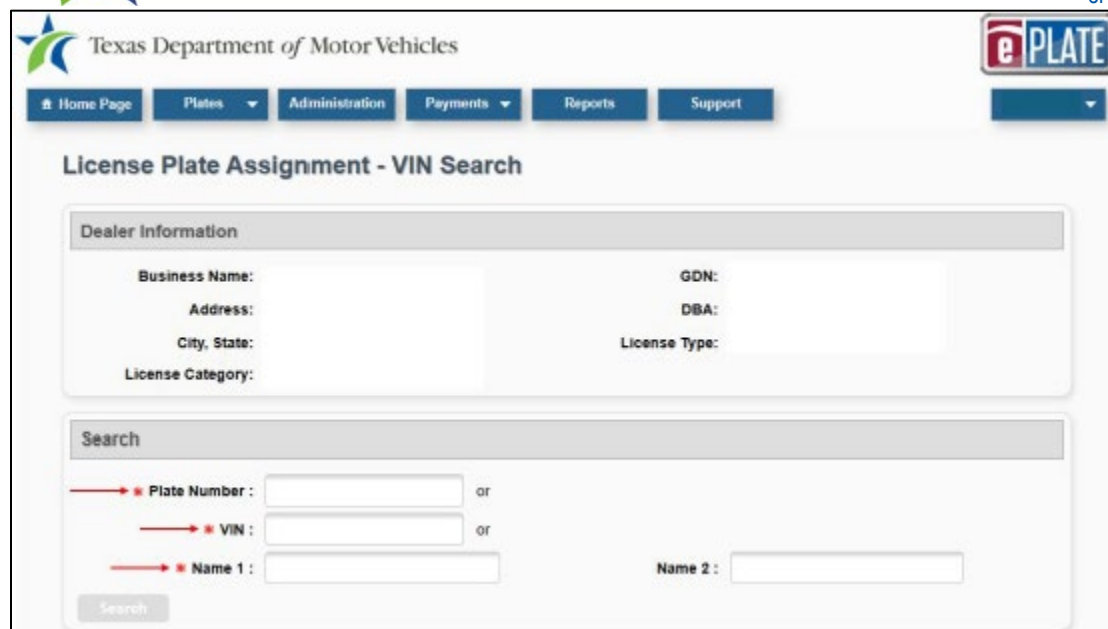


Figure 63 - Amend Plate Assignment

After selecting the Amend Plate Assignment option, the dealer will be required to locate the existing license plate assignment by searching using the Plate Number, VIN, or the purchaser's name on the License Plate Assignment- VIN Search page.



Texas Department of Motor Vehicles

Home Page Plates Administration Payments Reports Support

License Plate Assignment - VIN Search

Dealer Information

Business Name: _____ GDN: _____

Address: _____ DBA: _____

City, State: _____ License Type: _____

License Category: _____

Search

→ * Plate Number : _____ or _____

→ * VIN : _____ or _____

→ * Name 1 : _____ Name 2 : _____

Search

Figure 64 - Amend Plate Assignment VIN Search

If an active title application exists for the VIN associated with the license plate assignment, the plate assignment cannot be amended. The following error messages will display on the License Plate Assignment – VIN Search page confirming that a webDEALER title application or RTS transaction has been found and must be voided/canceled, before the plate assignment can be amended.



Texas Department of Motor Vehicles



[Home Page](#)
[Plates](#)
[Payments](#)
[Reports](#)
[Support](#)

[WEBDEALER](#)

License Plate Assignment - VIN Search



Amend Action is not applicable on this plate. Active Web Dealer title found.

Dealer Information

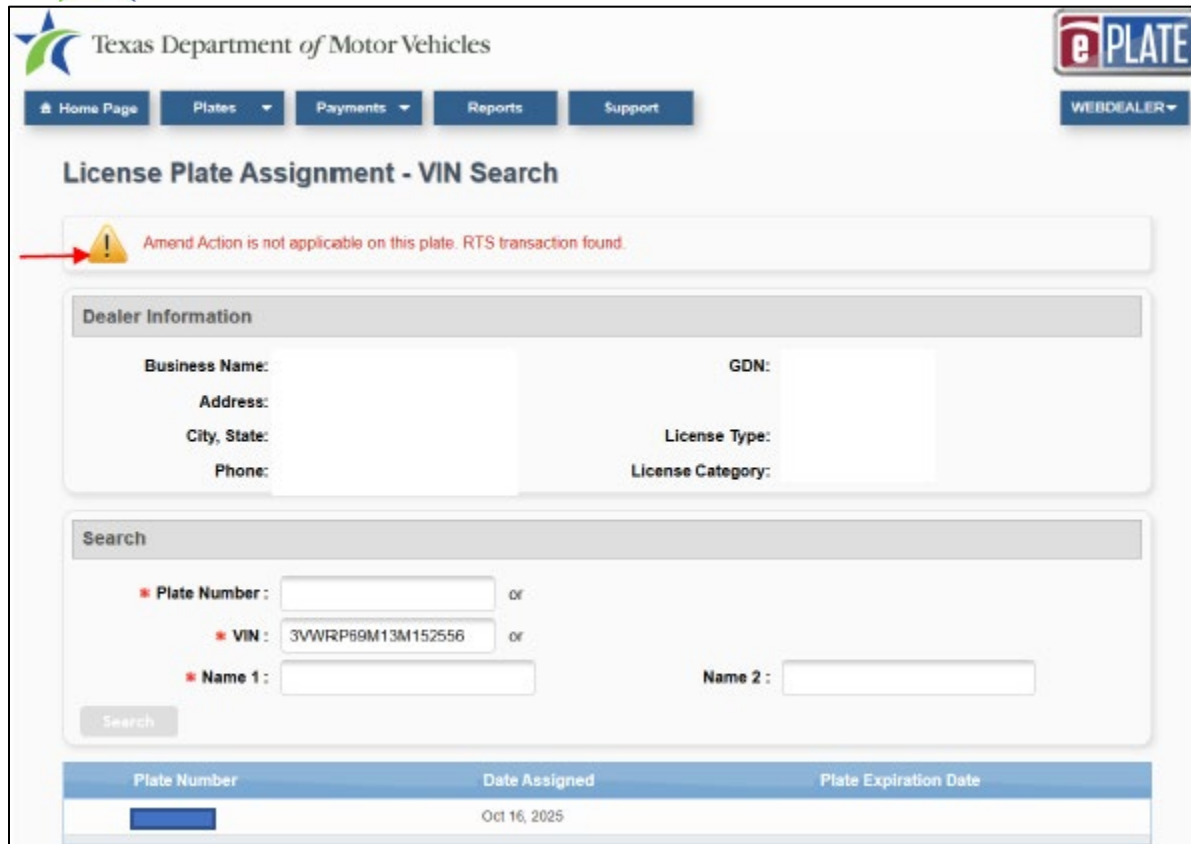
Business Name:	GDN:
Address:	
City, State:	License Type:
Phone:	License Category:

Search

* Plate Number : or
 * VIN : or
 * Name 1 : Name 2 :

Plate Number	Date Assigned	Plate Expiration Date
	Oct 16, 2025	

Figure 65 - Amend Action Notice (Active Web Dealer title found)



License Plate Assignment - VIN Search

Amend Action is not applicable on this plate. RTS transaction found.

Dealer Information

Business Name: GDN:

Address:

City, State: License Type:

Phone: License Category:

Search

* Plate Number : or

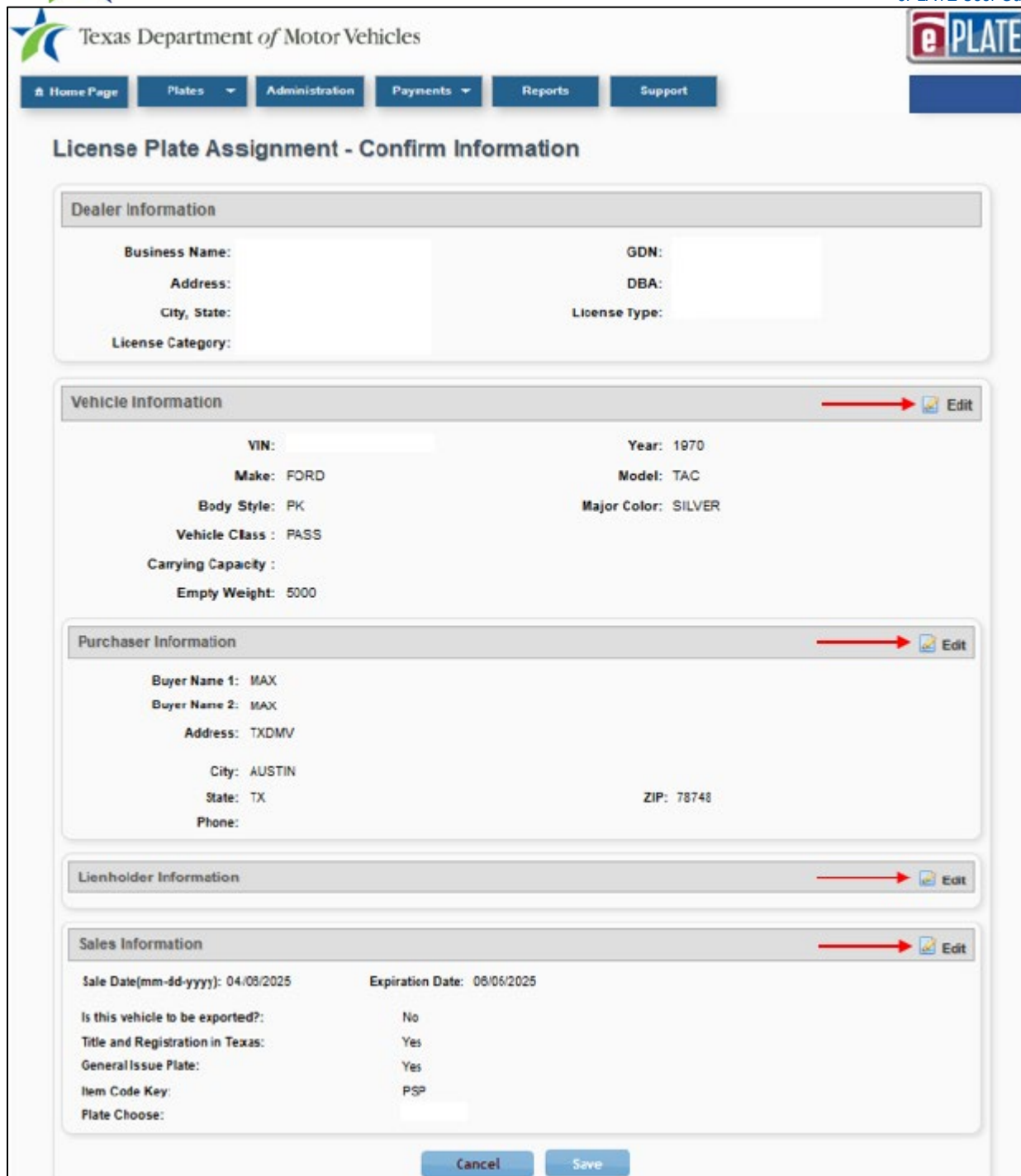
* VIN : or

* Name 1 : Name 2 :

Plate Number	Date Assigned	Plate Expiration Date
	Oct 16, 2025	

Figure 66 - Amend Action Notice (RTS Transaction found)

If the existing license plate assignment record is located and an active title application is not found, the dealer will be presented with the License Plate Assignment- Confirm Information page. To begin the amendment process the dealer will need to select the Edit icon in the section that they wish to amend.



The screenshot shows the 'License Plate Assignment - Confirm Information' form. At the top, there is a navigation bar with links: Home Page, Plates, Administration, Payments, Reports, and Support. The form is divided into several sections, each with an 'Edit' button and a red arrow icon:

- Dealer Information:**
 - Business Name: [text box]
 - Address: [text box]
 - City, State: [text box]
 - License Category: [text box]
 - GDN: [text box]
 - DBA: [text box]
 - License Type: [text box]
- Vehicle Information:**
 - VIN: [text box]
 - Year: 1970
 - Make: FORD
 - Model: TAC
 - Body Style: PK
 - Major Color: SILVER
 - Vehicle Class: PASS
 - Carrying Capacity: [text box]
 - Empty Weight: 5000
- Purchaser Information:**
 - Buyer Name 1: MAX
 - Buyer Name 2: MAX
 - Address: TXDMV
 - City: AUSTIN
 - State: TX
 - ZIP: 78748
 - Phone: [text box]
- Lienholder Information:** [Empty section]
- Sales Information:**
 - Sale Date(mm-dd-yyyy): 04/09/2025
 - Expiration Date: 06/06/2025
 - Is this vehicle to be exported?: No
 - Title and Registration in Texas: Yes
 - General Issue Plate: Yes
 - Item Code Key: PSP
 - Plate Choose: [text box]

At the bottom of the form, there are 'Cancel' and 'Save' buttons.

Figure 67 - License Plate Assignment - Confirm Information

For license plate assignments that were previously completed using a VIN that has an existing RTS vehicle record, dealers can amend the following license plate assignment details.

- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color



- Empty Weight
- Carrying Capacity
- Deal No

License Plate Assignment - Confirm Vehicle

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: _____

Phone: _____ License Category: _____

Vehicle Information

* VIN : 4T1BK1EB7JU272568 * Year : 2018

* Make : TOYT * Model : AVA

* Body Style : 4D * Major Color : GRAY

* Vehicle Class : Passenger * Minor Color : Choose one

* Empty Weight : 3600 (lbs) * Deal No : _____

* Carrying Capacity : 0 (lbs) Gross Weight : 3600 (lbs)

Additional Information:

ACTUAL MILEAGE _____

BENEFICIARY _____

VERIFY INSPECTION _____

PAPER TITLE _____

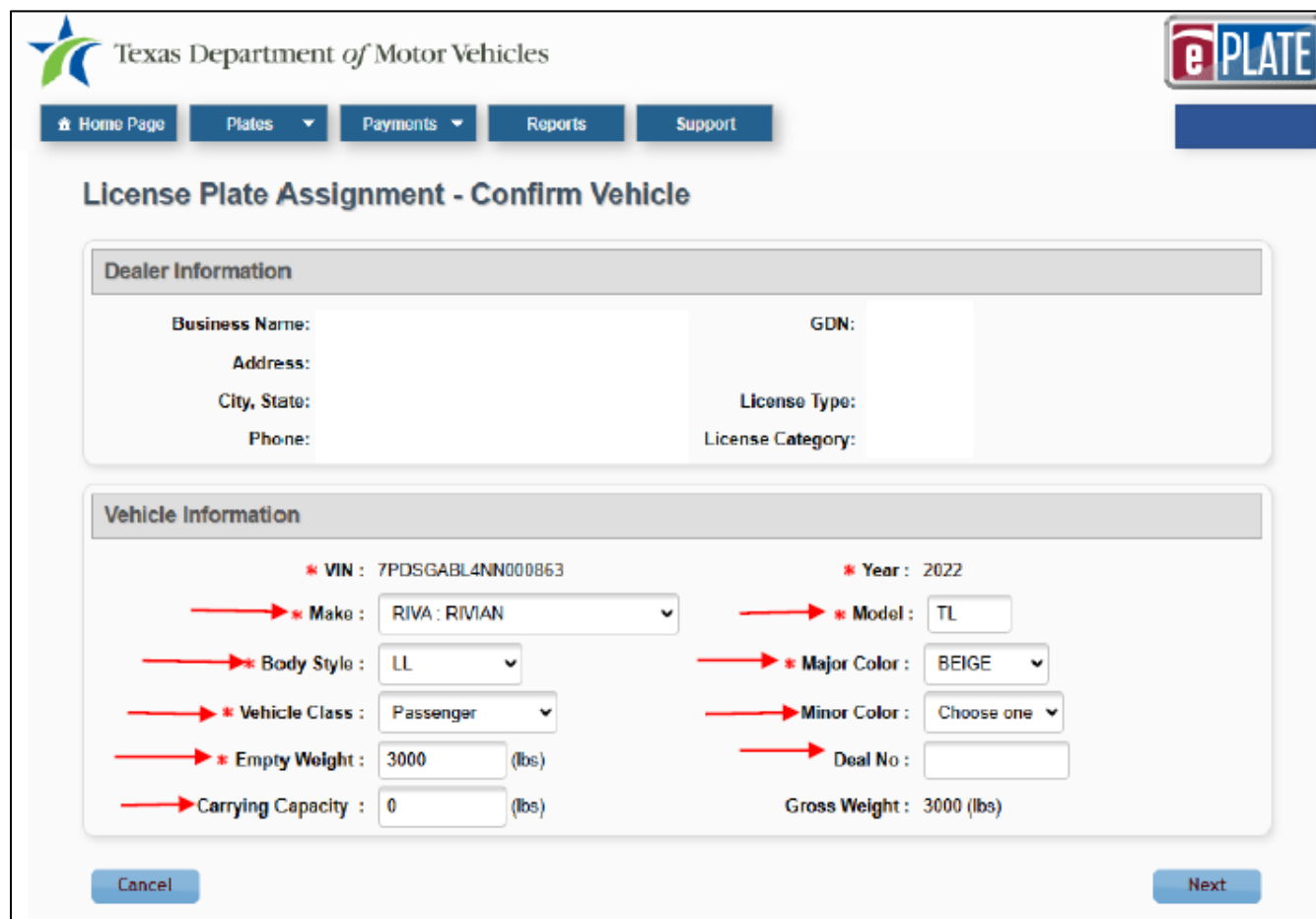
ELECTRONIC RENEWAL NOTICE _____

Cancel Next

Figure 68 - License Plate Assignment - Confirm Vehicle

For license plate assignments that were previously completed using a VIN that does not have an existing RTS vehicle record, dealers can amend the following license plate assignment details.

- Make
- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color
- Empty Weight
- Carrying Capacity
- Deal No



License Plate Assignment - Confirm Vehicle

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: _____

Phone: _____ License Category: _____

Vehicle Information

* VIN : 7PDSGABL4NN000863 * Year : 2022

* Make : RIVA : RIVIAN * Model : TL

* Body Style : LL * Major Color : BEIGE

* Vehicle Class : Passenger * Minor Color : Choose one

* Empty Weight : 3000 (lbs) Deal No : _____

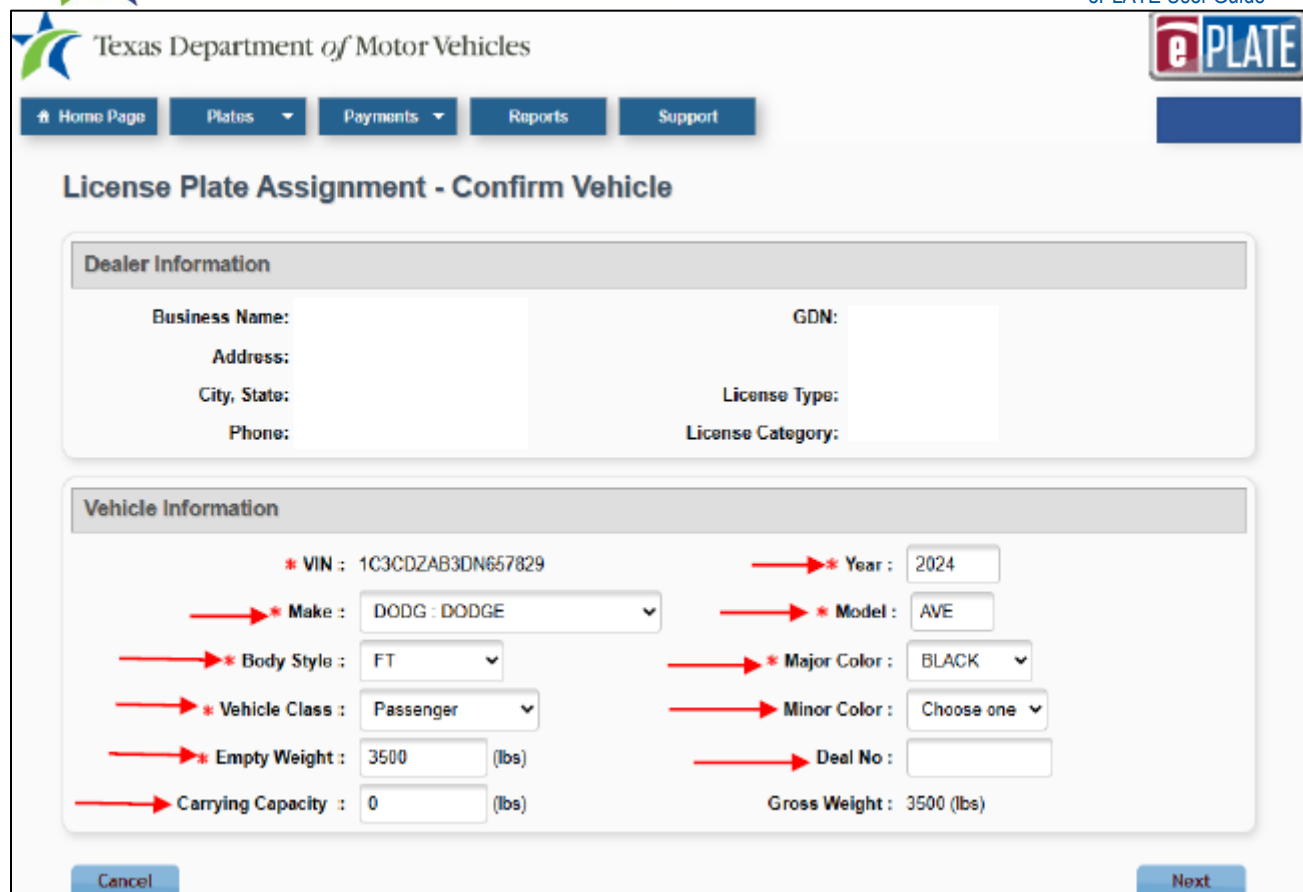
* Carrying Capacity : 0 (lbs) Gross Weight : 3000 (lbs)

Cancel Next

Figure 69 - Vehicle Information

For license plate assignments that were previously completed using a VIN for a vehicle that is a motorhome, ambulance, or fire fighting vehicle, dealers can amend the following license plate assignment details.

- Year
- Make
- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color
- Empty Weight
- Carrying Capacity
- Deal No



License Plate Assignment - Confirm Vehicle

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: _____

Phone: _____ License Category: _____

Vehicle Information

* VIN : 1C3CDZAB3DN657829 → * Year : 2024

→ * Make : DODG : DODGE → * Model : AVE

→ * Body Style : FT → * Major Color : BLACK

→ * Vehicle Class : Passenger → Minor Color : Choose one

→ * Empty Weight : 3500 (lbs) → Deal No : _____

→ Carrying Capacity : 0 (lbs) Gross Weight : 3500 (lbs)

Cancel Next

Figure 70 - Vehicle Information

In all instances, dealers can also amend the information that was previously provided in the Purchaser Information and Lienholder Information sections. Dealers can also amend the Sales Date that was previously provided in the Sales Information Section.

Note: Plate assignments cannot be amended in a manner that would require a different plate type than was previously issued. The system will only allow for the completion of the amendment using a registration class that aligns with the initial plate issued (a full list of registration classes will not be offered). If changes need to be made for the issuance of a different plate type the plate assignment will need to be voided and a new plate assignment will need to be initiated. Thus, requiring the dealership to obtain the original issued plate from the purchaser, if it has been distributed, as the plate will be added back into the Inventory Management System.

6.8.1 Printing an Amendment Receipt

Once an amendment is complete, a new license plate assignment receipt with the amended details should be printed and provided to the buyer. Dealers can print the amendment receipt by selecting the Print Receipt option on the Title and Registration in Texas – Result Page.

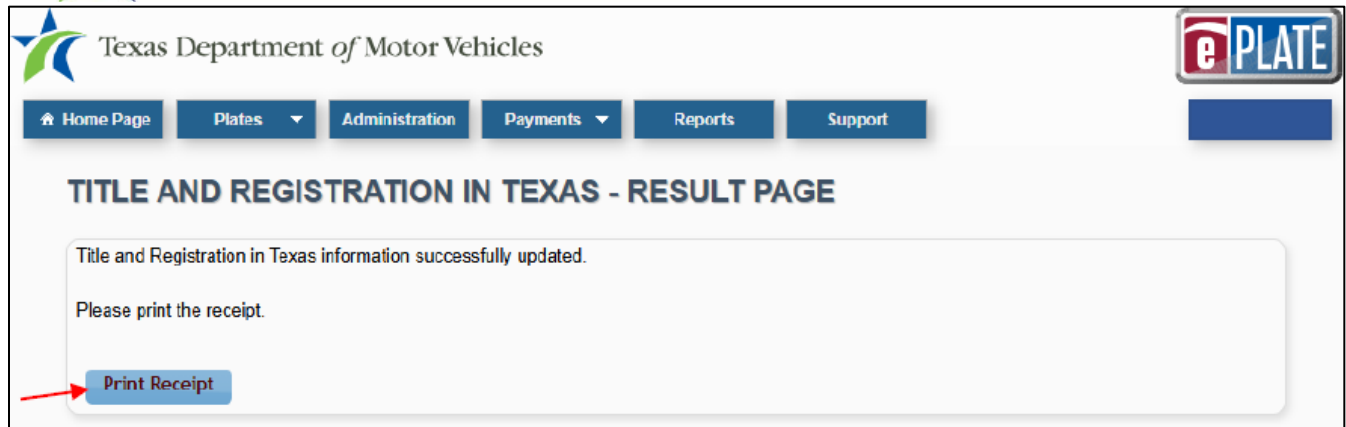
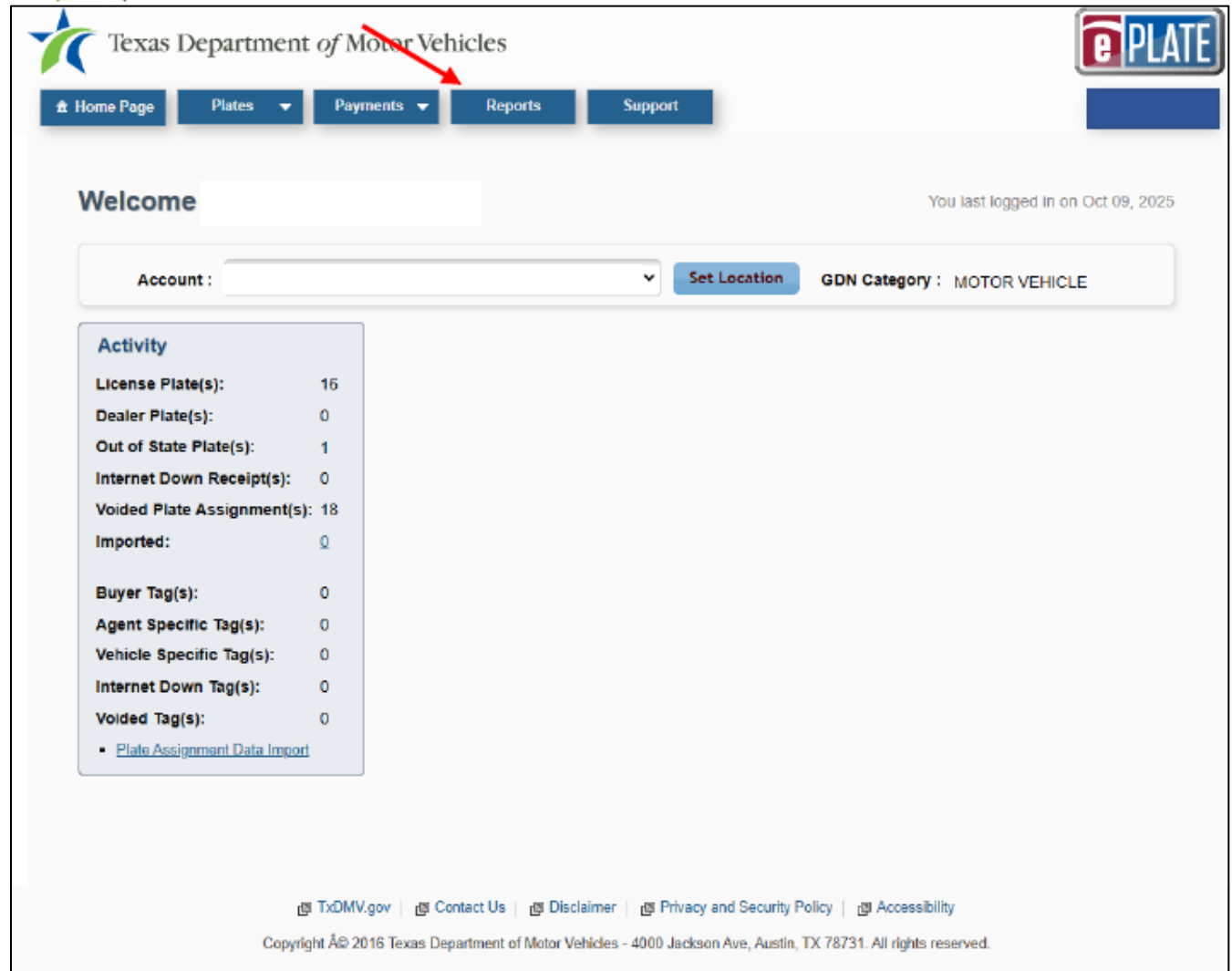


Figure 71 - Print Receipt

When a title application is started webDEALER will automatically carry forward the changes made in ePLATE during the license plate amendment process.

6.9 Viewing Completed Amendments

Dealers can view amended license plate assignments by navigating to the Reports tab and selecting the Voided Plates/Receipt Report within the Select a Report menu that is located on the Reports page.



The screenshot shows the ePLATE user interface. At the top, there is a navigation bar with the Texas Department of Motor Vehicles logo and the text 'Texas Department of Motor Vehicles'. To the right of the logo is a red arrow pointing to the 'Reports' menu item. The navigation bar also includes links for 'Home Page', 'Plates', 'Payments', 'Reports', and 'Support'. In the top right corner, there is a logo for 'ePLATE' and a button labeled 'Support'.

Below the navigation bar, the main content area displays a 'Welcome' message. To the right of the welcome message, it says 'You last logged in on Oct 09, 2025'. Below the welcome message, there is a section for 'Account' with a dropdown menu and a 'Set Location' button. To the right of the 'Set Location' button, it says 'GDN Category : MOTOR VEHICLE'.

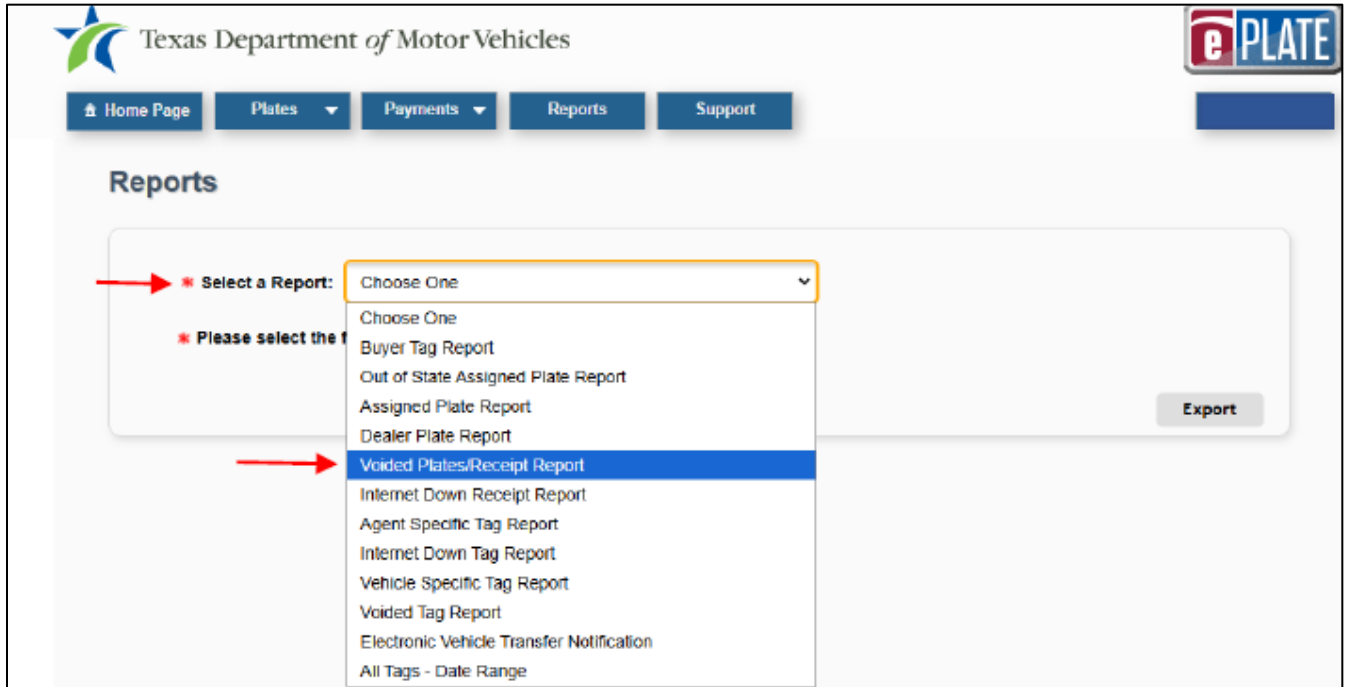
Below the account section, there is a table titled 'Activity' showing various statistics:

Activity	
License Plate(s):	16
Dealer Plate(s):	0
Out of State Plate(s):	1
Internet Down Receipt(s):	0
Voided Plate Assignment(s):	18
Imported:	0
Buyer Tag(s):	0
Agent Specific Tag(s):	0
Vehicle Specific Tag(s):	0
Internet Down Tag(s):	0
Voided Tag(s):	0

Below the table, there is a link for 'Plate Assignment Data Import'.

At the bottom of the page, there is a footer with links for 'TxDMV.gov', 'Contact Us', 'Disclaimer', 'Privacy and Security Policy', and 'Accessibility'. Below the links, it says 'Copyright © 2016 Texas Department of Motor Vehicles - 4000 Jackson Ave, Austin, TX 78731. All rights reserved.'

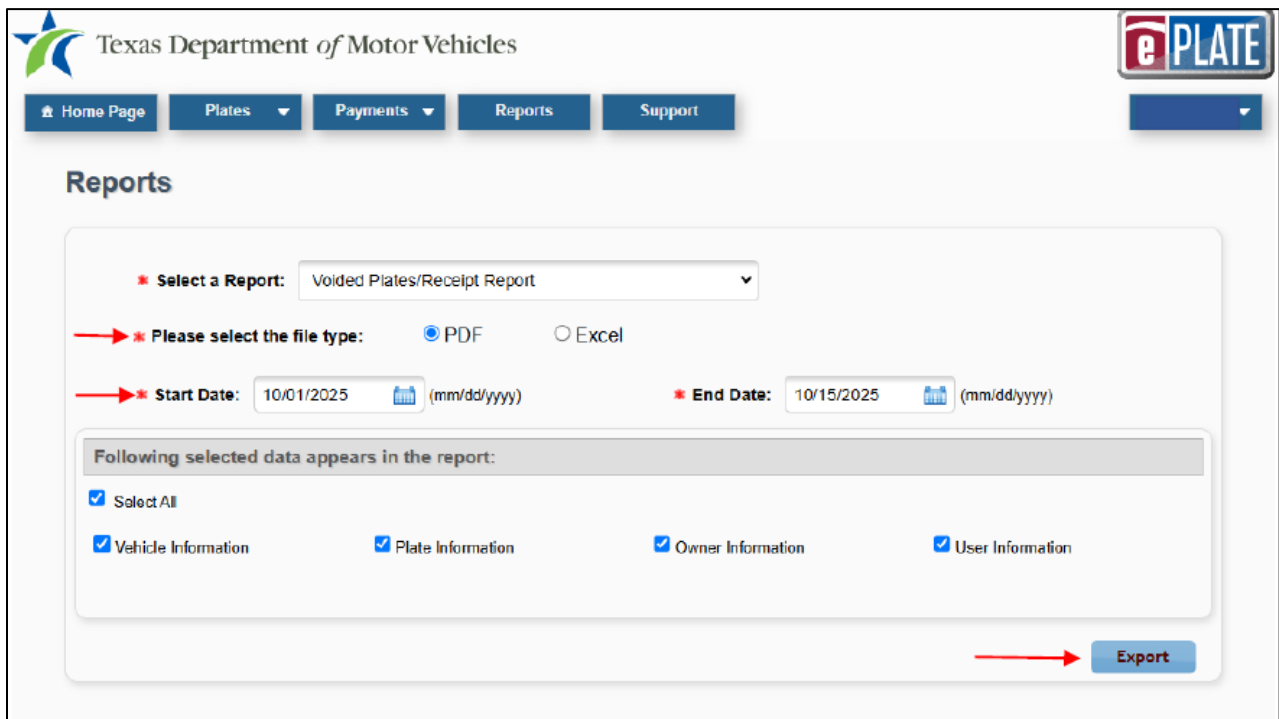
Figure 72 - View Reports



The screenshot shows the 'Reports' section of the ePLATE interface. A dropdown menu is open for 'Select a Report:', listing various report types. The 'Voided Plates/Receipt Report' is highlighted. A red arrow points to the dropdown, and another red arrow points to the selected option. The 'Export' button is visible on the right.

Figure 73 - Voided Plates/Receipt Report

After selecting the Voided Plates/Receipt Report option dealers will need to select the file type and enter the Start Date and End Date before selecting Export to view the report.



The screenshot shows the 'Export Report' form. The 'Select a Report:' dropdown is set to 'Voided Plates/Receipt Report'. The 'Please select the file type:' section has 'PDF' selected. The 'Start Date:' is 10/01/2025 and the 'End Date:' is 10/15/2025. Below these, there is a section 'Following selected data appears in the report:' with checkboxes for 'Select All', 'Vehicle Information', 'Plate Information', 'Owner Information', and 'User Information', all of which are checked. A red arrow points to the 'Export' button.

Figure 74 - Export Report

Amended license plate assignments will display on the Voided Plates/Receipt Report with the Void Reason shown as "Amended", while other voided plates will continue to display on the report with a Void Reason other than amended.

Voided Plates/Receipt Report Oct 17, 2025 to Oct 17, 2025

Voided License Plate Assignments

Plate Number	Plate Type	Void Date	Voided By	Void Reason	Date of Sale	Date Created	Expiration Date	VIN	Year	Make	Model	Major Color
	BYRPLT	10/17/2025	COURTNEY	CUSTOMER RETURNED VEHICLE	10/17/2025	10/17/2025	10/17/2025	JTLZE4FE5EJ051004	2014	TOYT	CAM	BEIGE
	BYRPLT	10/17/2025	COURTNEY	AMENDED	10/17/2025	10/17/2025	10/17/2025	JTEGD21A910015292	2001	TOYT	COR	BLACK

Figure 75 - Voided License Plate Assignments

7 Create Converter and Wholesale Dealer Plate Assignment

Converters can assign their converter license plates within ePLATE, if they choose not to maintain record within their own recordkeeping system, as well as perform various supporting and associated actions. The Converter dealer ePLATE home screen includes:

- A running count of active converter plate assignments
- A “Plates” dropdown menu which enables:
 - Plate assignment
 - The changing of an assigned operator
 - Removal of a plate assignment
 - Ability to reprint a plate assignment receipt
- A reporting tool related to converter plate assignments

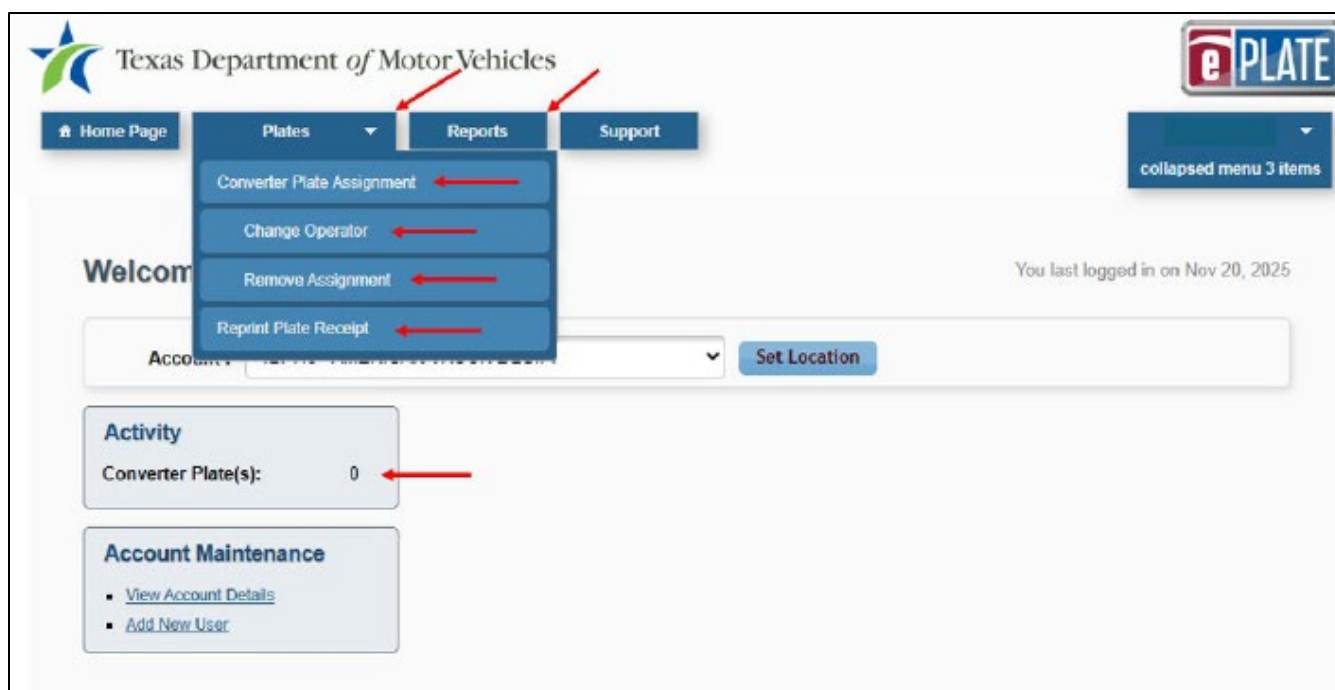


Figure 76 - Converter Plate Assignment Menu

A converter plate assignment can be initiated by selecting the “Converter Plate Assignment” option in the Plates drop down menu and entering the VIN associated with the plate assignment.



Converter Plate - Vehicle Search

Dealer Information

Business Name:

License Number:

Address:

License Type: Converter

City, State:

License Category: 01

Phone:

Search

*VIN:

Search

Figure 77 - Converter Plate - Vehicle Search

After which, the user will need to provide all required vehicle information, select a plate to assign, and select the Assign Plate button. The vehicle information required includes:

- Year
- Make
- Model
- Body Style
- Major Color



Converter Plate - Vehicle Details

Dealer Information

Business Name:		License Number:	
Address:		License Type:	Converter
City, State:		License Category:	01
Phone:			

Vehicle Information

VIN:		Year :	2021
* Make :	GMC : GMC	* Model :	
* Body Style :	PK	* Major Color:	Choose one
Empty Weight :		Minor Color:	Choose one
Additional Information: DIESEL			

Vehicle Operator Information

Operator Name:	
----------------	--

Converter Plate Vehicle Information

* Plate Assigned :	Choose One
Start Date:	11/20/2025

Cancel

Assign Plate

Figure 78 - Converter Plate - Vehicle Details

A user can then print the plate assignment receipt by selecting the “Print Receipt” button.



Converter Plate - Print Receipt

Dealer Information

Business Name: License Number:

Address:

City, State: License Type: Converter

Phone: License Category: 01

Plate No:

Issue Date: Nov 26, 2025

VIN:

Print Receipt ←

Figure 79 - Converter Plate - Print Receipt

If a user needs to reprint a plate assignment receipt, they can navigate to the Reprint Plate Receipt option in the Plates drop down menu and search via plate number, VIN, or operator name.

Reprint Plate Assignment Receipt

Dealer Information

Business Name: License Number:

Address:

City, State: License Type: Converter

Phone: License Category: 01

Search

→ * Plate Number : or

→ * VIN : or

→ * Operator Name : or

Search

Figure 80 - Reprint Plate Assignment Receipt

If a user needs to change the assigned operator, they can navigate to the Change Operator option in the Plates drop down menu and search via VIN or plate number.

Converter Plate - Vehicle Search

Dealer Information

Business Name:
Address:
City, State:
Phone:

License Number:
License Type: Converter
License Category: 01

Search

Use one of the following fields to search.

→ VIN:
→ Plate No:

Figure 81 - Converter Plate - Vehicle Search

They can then update the Operator Name and select the “Update Operator” button.

Converter Plate - Vehicle Details

Dealer Information

Business Name:
Address:
City, State:
Phone:

License Number:
License Type: Converter
License Category: 01

Vehicle Information

VIN:
* Year : 2021

* Make : GMC

* Model : TES

* Body Style : PK

* Major Color: WHITE

Empty Weight :
Minor Color:

Vehicle Operator Information

→ Operator Name:

Converter Plate Vehicle Information

* Plate Assigned :

Start Date: 11/26/2025

Figure 82 - Converter Plate - Vehicle Details

If a user needs to remove a converter plate assignment, they can navigate to the Remove Assignment option in the Plates drop down menu and search via VIN or plate number.

Converter Plate - Vehicle Search

Dealer Information

Business Name:
License Number:

Address:

City, State:
License Type: Converter

Phone:
License Category: 01

Search

Use one of the following fields to search.

→ VIN:
→ Plate No:

Figure 83 - Converter Plate - Vehicle Search

They can then remove the converter plate assignment by selecting the “Remove Association” button.

Converter Plate - Vehicle Details

Dealer Information

Business Name:
License Number:

Address:

City, State:
License Type: Converter

Phone:
License Category: 01

Vehicle Information

VIN:
* Year: 2021

* Make: GMC

* Model: TES

* Body Style: PK

* Major Color: WHITE

Empty Weight:
Minor Color:

Vehicle Operator Information

Operator Name:

Converter Plate Vehicle Information

* Plate Assigned :

Start Date: 11/26/2025

→

Figure 84 - Converter Plate - Vehicle Details

If a user needs to create a report regarding converter plate assignments, they can navigate to the Reports tab and select Converter Plate Report from the provided drop down menu, enter all required information, select reporting data, and select the Export button.

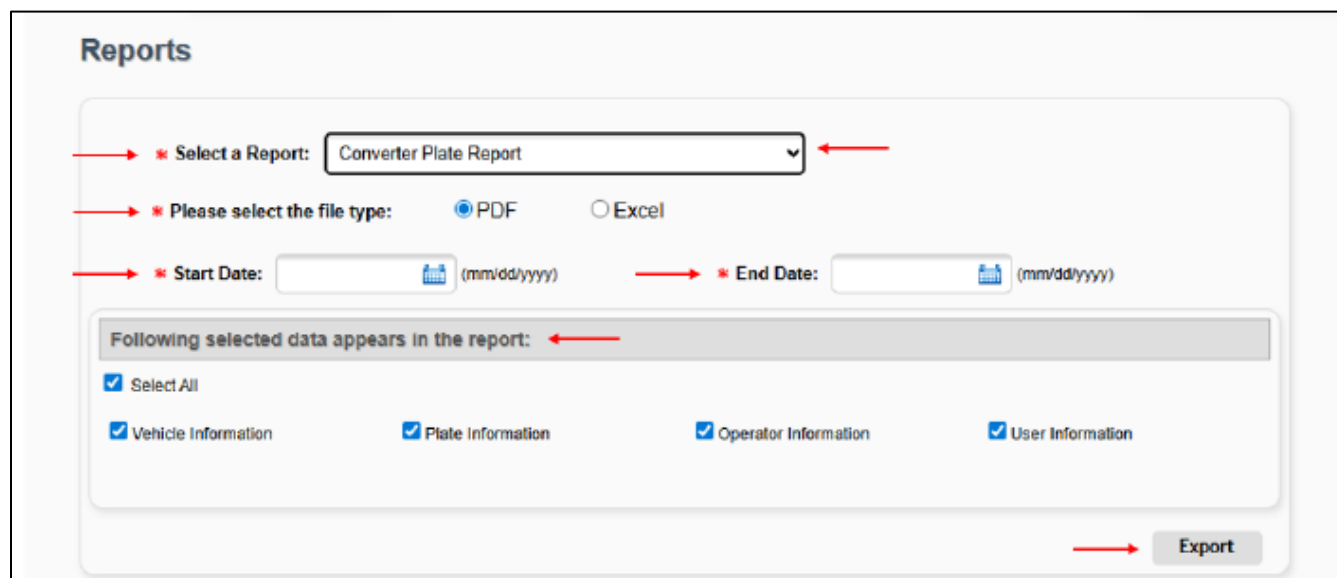


Figure 85 - Converter Plate Report

Assignment of dealer plates by Wholesale dealers

Wholesale dealers can assign their dealer license plates within ePLATE, if they choose not to maintain record within their own recordkeeping system, as well as perform various supporting and associated actions. The Wholesale dealer ePLATE home screen includes:

- A running count of active dealer plate assignments
- A "Plates" dropdown menu which enables:
 - Dealer plate assignment
 - The changing of an assigned operator
 - Removal of a plate assignment
 - Ability to reprint a plate assignment receipt
- A reporting tool related to dealer plate assignments

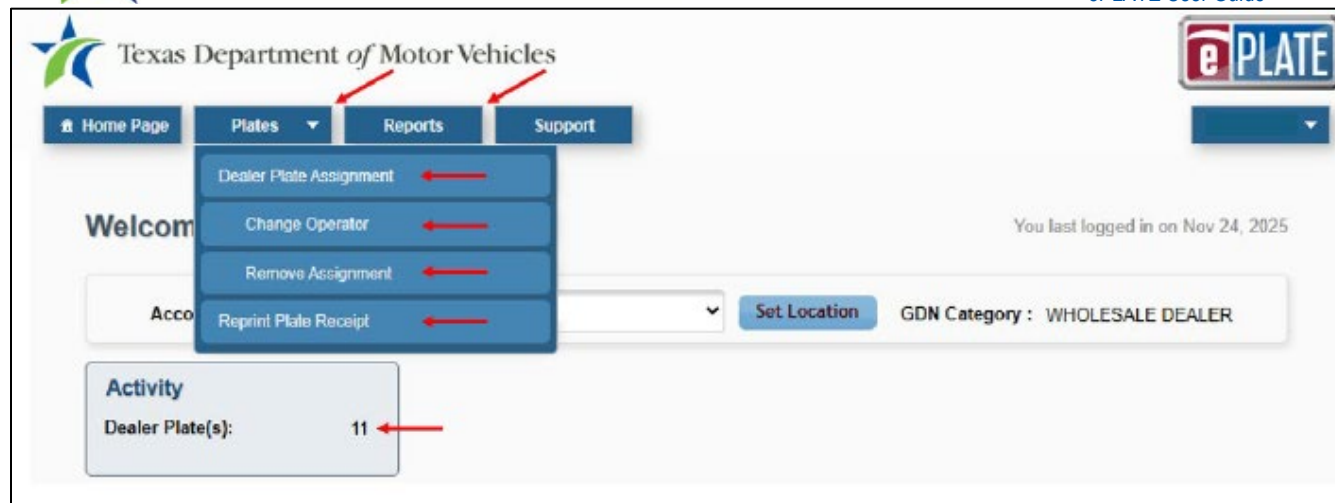


Figure 86 - Dealer Plate Assignment

A dealer plate assignment can be initiated by selecting the “Dealer Plate Assignment” option in the Plates drop down menu and entering the VIN associated with the plate assignment.

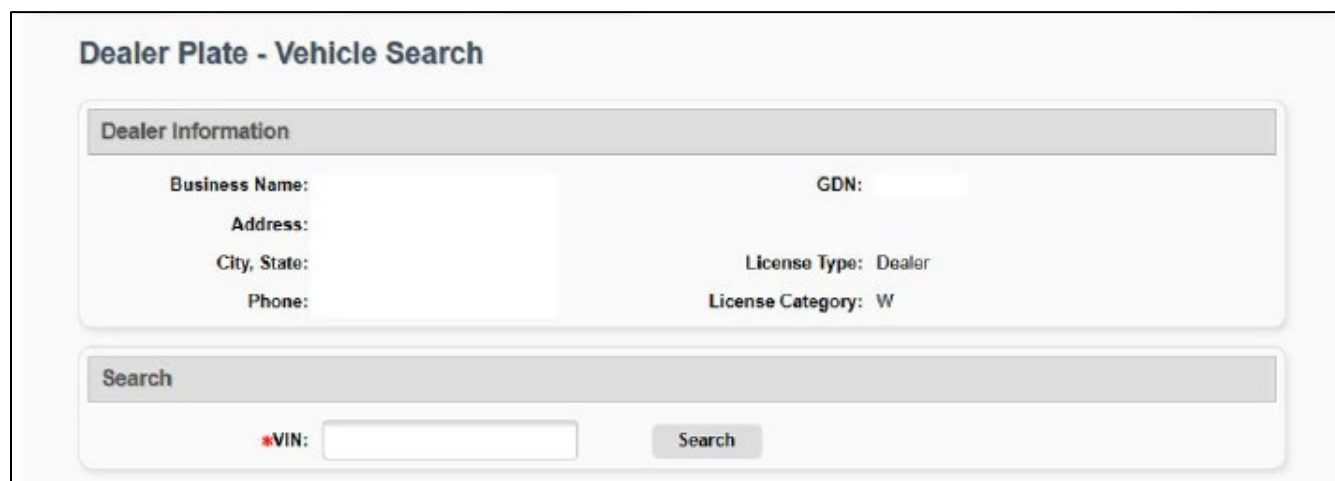


Figure 87 - Dealer Plate - Vehicle Search

After which, the user will need to provide all required vehicle information, select a plate to assign, and select the Assign Plate button. The vehicle information required includes:

- Year
- Make
- Model
- Body Style
- Major Color



Dealer Plate - Confirm Vehicle

Dealer Information
Business Name: GDN:
Address:
City, State: License Type: Dealer
Phone: License Category: W

Vehicle Information
VIN: → * Year: 2021
→ * Make: GMC : GMC → * Model:
→ * Body Style: PK → * Major Color: Choose one
Empty Weight: Minor Color: Choose one
Additional Information:
DIESEL

Vehicle Operator Information
Operator Name:

Dealer Plate Vehicle Information
→ * Plate Assigned: Choose One
Start Date: 11/24/2025

Figure 88 - Dealer Plate - Confirm Vehicle

A user can then print the plate assignment receipt by selecting the “Print Receipt” button.

Dealer Plate - Print Receipt

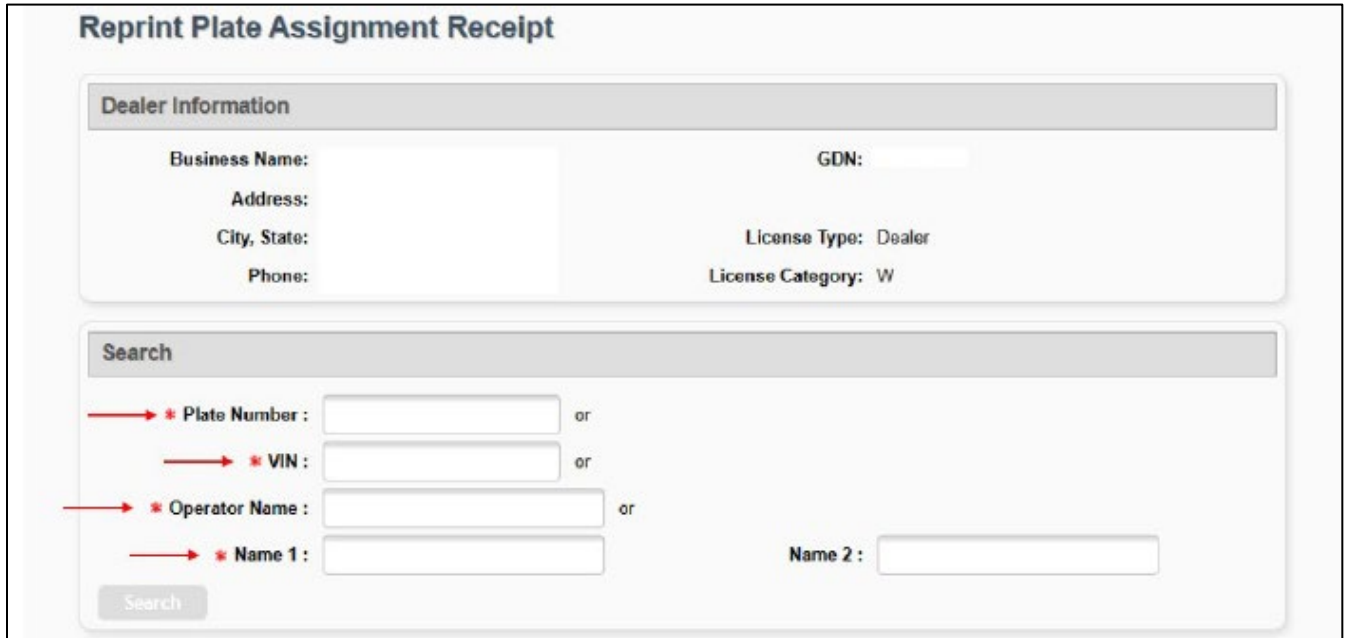
Dealer Information
Business Name: GDN:
Address:
City, State: License Type: Dealer
Phone: License Category: W

Plate No:
Issue Date: Nov 24, 2025
VIN:

←

Figure 89 - Dealer Plate - Print Receipt

If a user needs to reprint a plate assignment receipt, they can navigate to the Reprint Plate Receipt option in the Plates drop down menu and search via plate number, VIN, or operator name.



Reprint Plate Assignment Receipt

Dealer Information

Business Name: GDN:

Address:

City, State: License Type: Dealer

Phone: License Category: W

Search

→ * Plate Number : or

→ * VIN : or

→ * Operator Name : or

→ * Name 1 : Name 2 :

Figure 90 - Reprint Plate Assignment Receipt

After confirming the search result details, a reprint can be initiated by selecting the “Reprint Receipt” button.



Reprint Plate Assignment Receipt

Dealer Information

Business Name: GDN:

Address:

City, State: License Type: Dealer

Phone: License Category: W

Plate Type : Plate No :

Issue Date : Nov 24, 2025

Operator Name : TESTER

VIN :

Figure 91 - Reprint Plate Assignment Receipt button

If a user needs to change the assigned operator, they can navigate to the Change Operator option in the Plates drop down menu and search via VIN or plate number.



Dealer Plate - Vehicle Search

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: Dealer

Phone: _____ License Category: W

Search

Use one of the following fields to search.

→ VIN: _____ → Plate No: _____ **Search**

Figure 92 - Dealer Plate - Vehicle Search

They can then update the Operator Name and select the “Update Operator” button.

Dealer Plate - Confirm Vehicle

Dealer Information

Business Name: _____ GDN: _____

Address: _____

City, State: _____ License Type: Dealer

Phone: _____ License Category: W

Vehicle Information

VIN: _____ * Year: 2021

* Make: GMC * Model: TAC

* Body Style: PK * Major Color: BLACK

Empty Weight: _____ Minor Color: Choose one

Vehicle Operator Information

→ Operator Name: TESTER

Dealer Plate Vehicle Information

* Plate Assigned: _____

Start Date: 11/24/2025

Cancel → **Update Operator**

Figure 93 - Dealer Plate - Confirm Vehicle

If a user needs to remove a dealer plate assignment, they can navigate to the Remove Assignment option in the Plates drop down menu and search via VIN or plate number.

Dealer Plate - Vehicle Search

Dealer Information

Business Name:
Address:
City, State:
Phone:

GDN:
License Type: Dealer
License Category: W

Search

Use one of the following fields to search.

VIN:
 Plate No:

Figure 94 - Dealer Plate - Vehicle Search

They can then remove the dealer plate assignment by selecting the “Remove Association” button.

Dealer Plate - Confirm Vehicle

Dealer Information

Business Name:
Address:
City, State:
Phone:

GDN:
License Type: Dealer
License Category: W

Vehicle Information

VIN :
* Year : 2021

* Make : GMC
* Model : TAC

* Body Style : PK
* Major Color : BLACK

Empty Weight :
Minor Color : Choose one

Vehicle Operator Information

Operator Name : TESTER

Dealer Plate Vehicle Information

* Plate Assigned :

Start Date: 11/24/2025

Figure 95 - Dealer Plate - Confirm Vehicle

If a user needs to create a report regarding dealer plate assignments, they can navigate to the Reports tab and select Dealer Plate Report from the provided drop down menu, enter all required information, select reporting data, and select the Export button.

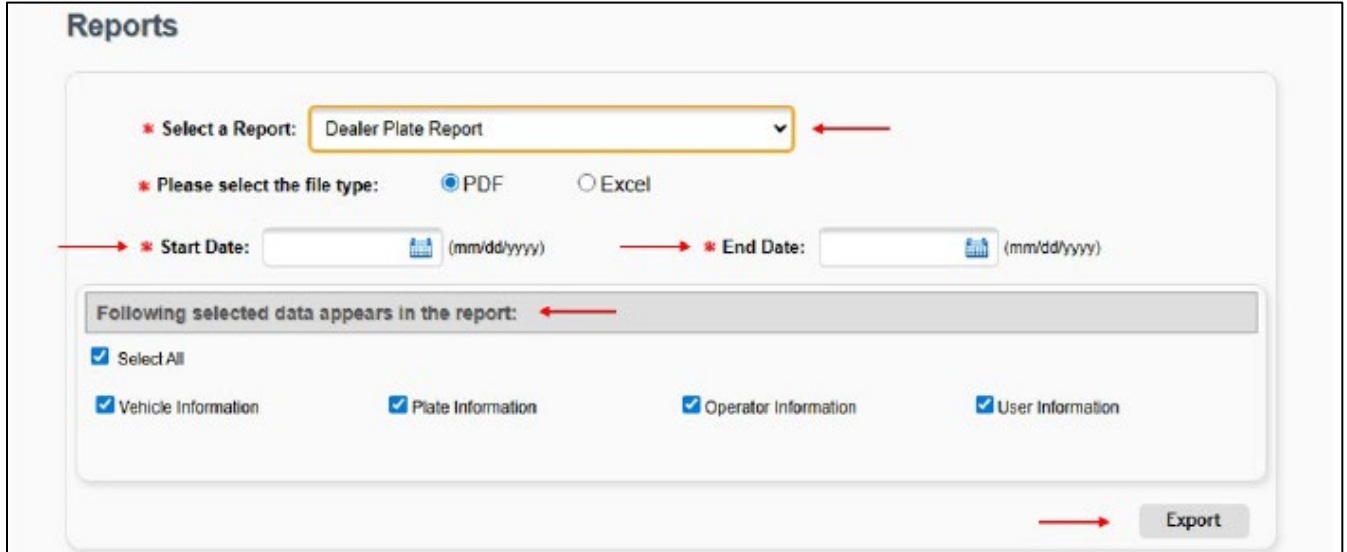


Figure 96 - Dealer Plate Report

8 Assigning a Standard, Prestige, or Temporary Dealer Plate

Standard, prestige, or temporary dealer plates are used for dealership operations such as test drives, demonstrations, transporting inventory and providing loaner vehicles. When a dealer uses one of these plates on a vehicle, the dealer is required to report the assignment within the system.

Note: Test drives/demonstrations are not required to be reported in ePLATE.

1. Select Dealer Plate Assignments from the Plates tab.

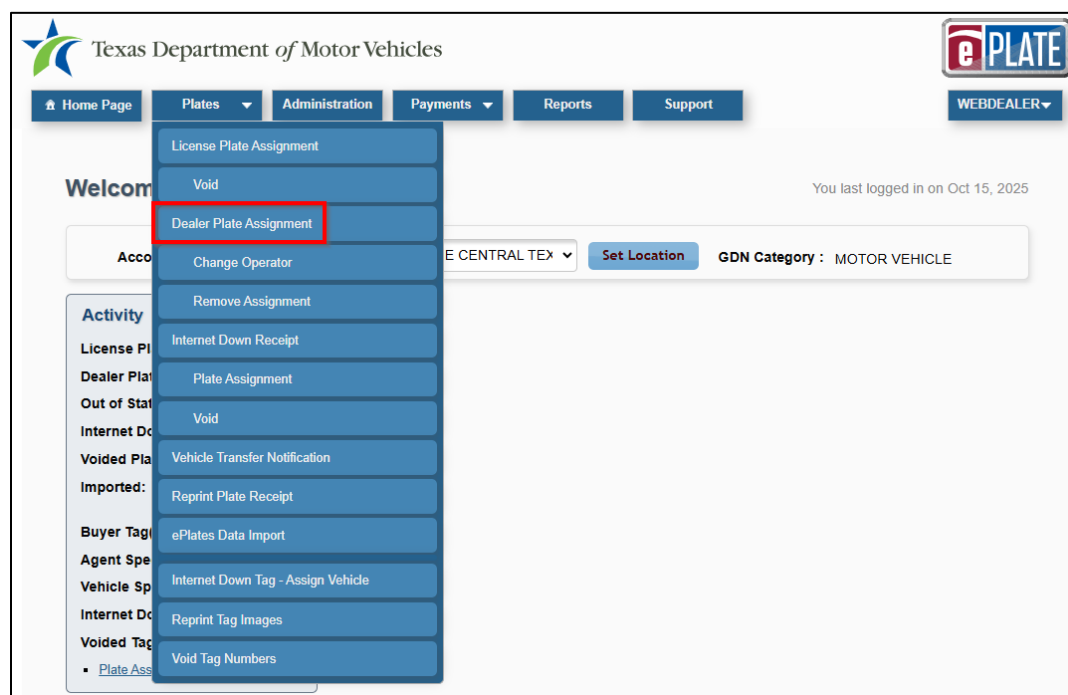


Figure 97: Dealer Plate Assignment Menu Option

2. Enter the vehicle's VIN in the search field and hit search.

Dealer Plate - Vehicle Search

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Search

***VIN:** **Search**

Figure 98: Dealer Plate - Vehicle Search

- Confirm that the vehicle information is correct and fill out all required fields.

Note: At this step, you can also add an operator to the dealer plate assignment.

Dealer Plate - Confirm Vehicle

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703
Address: 3602 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Vehicle Information

VIN : 2G1FC1ED6B9146598 *** Year :** 2020
*** Make :** CHEV *** Model :** CLT
*** Body Style :** CV *** Major Color :** ORANGE
Empty Weight : 3900 **Minor Color :** Choose one

Additional Information:
 ACTUAL MILEAGE
 E-TITLE

Vehicle Operator Information

Operator Name : JOHN WALL

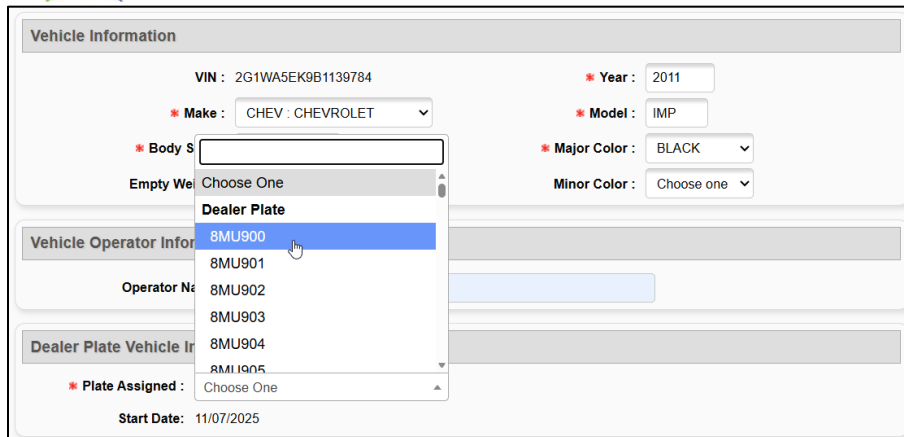
Dealer Plate Vehicle Information

*** Plate Assigned :** Choose One
Start Date: 10/08/2025

Cancel Assign Plate

Figure 99: Dealer Plate - Confirm Vehicle

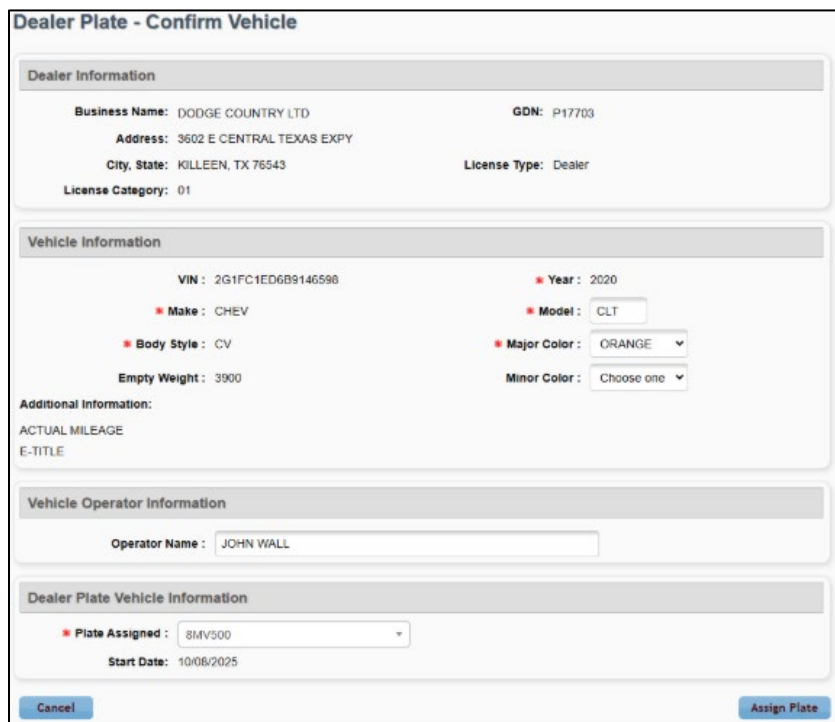
- Next, click the Plate Assigned dropdown.



The screenshot shows the 'Vehicle Information' section of a form. A dropdown menu for 'Plate Assigned' is open, displaying options: 'Dealer Plate', '8MU900', '8MU901', '8MU902', '8MU903', '8MU904', '8MU905', and 'Choose One'. The 'Dealer Plate' option is highlighted. Other form fields visible include VIN (2G1WA5EK9B1139784), Year (2011), Make (CHEV: CHEVROLET), Model (IMP), Major Color (BLACK), Minor Color (Choose one), Body Style (Choose One), Empty Weight (Choose One), Operator Name, and Start Date (11/07/2025).

Figure 100: Plate Assigned Dropdown

- From the dropdown menu select the appropriate dealer plate type and plate number for the assignment. Once all information has been entered correctly, click Assign Plate to complete the assignment.



The screenshot shows the 'Dealer Plate - Confirm Vehicle' page. It contains sections for Dealer Information (Business Name: DODGE COUNTRY LTD, Address: 3602 E CENTRAL TEXAS EXPY, City, State: KILLEEN, TX 76543, License Type: Dealer, License Category: 01), Vehicle Information (VIN: 2G1FC1ED6B9146598, Year: 2020, Make: CHEV, Model: CLT, Body Style: CV, Major Color: ORANGE, Minor Color: Choose one, Empty Weight: 3900), Additional Information (ACTUAL MILEAGE, E-TITLE), Vehicle Operator Information (Operator Name: JOHN WALL), and Dealer Plate Vehicle Information (Plate Assigned: 8MV500, Start Date: 10/08/2025). At the bottom are 'Cancel' and 'Assign Plate' buttons.

Figure 101: Confirmation Page

- After saving, a confirmation page will appear, showing the completed assignment details. This is also where you'll print the receipt for your records.

Dealer Plate - Print Receipt

Dealer Information	
Business Name: DODGE COUNTRY LTD	GDN: P17703
Address: 3602 E CENTRAL TEXAS EXPY	
City, State: KILLEEN, TX 76543	License Type: Dealer
License Category: 01	

Plate No: 8MV500
Issue Date: Oct 8, 2025
VIN: 2G1FC1ED6B9145598

[Print Receipt](#)

Figure 102: Dealer Plate - Print Receipt

Note: Do not issue dealer plates to retail buyers.

Figure 103: Dealer Plate - Assigned to Vehicle

You can change an operator for an existing dealer plate assignment when the plate remains on the same vehicle but the operator of the vehicle changes.

- 73

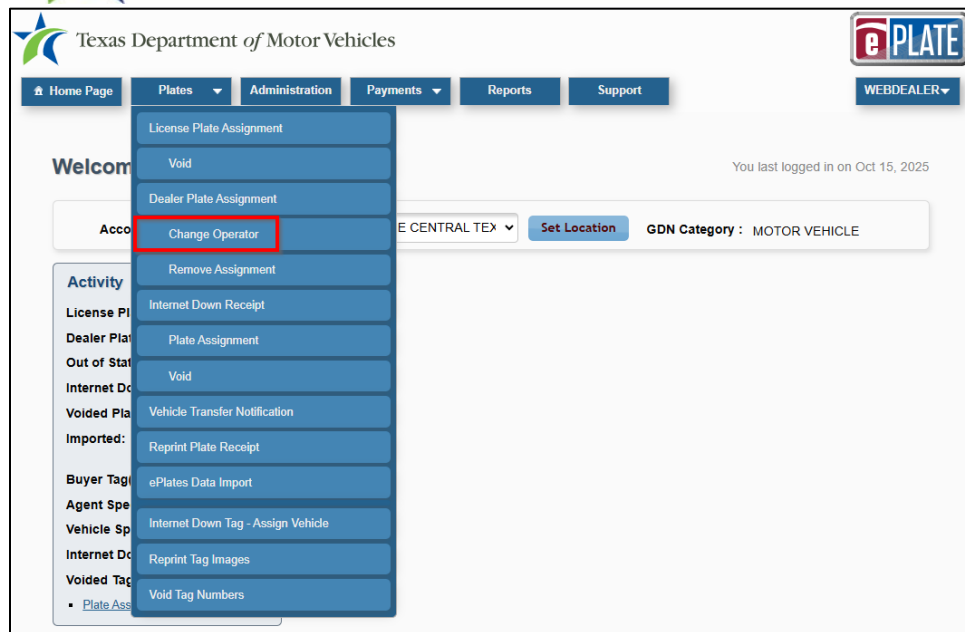
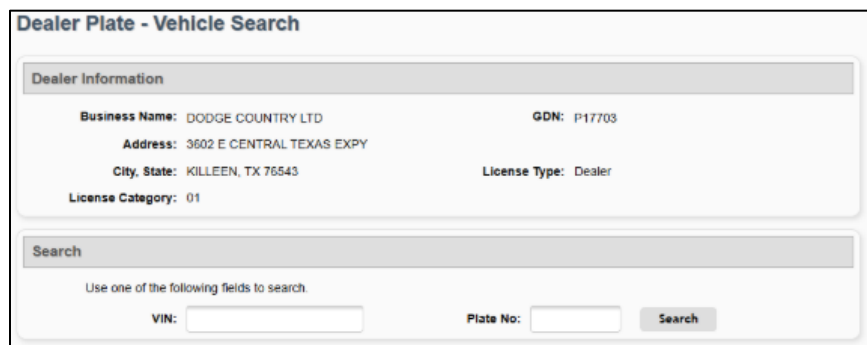


Figure 104: Change Operator

2. Enter the vehicle's VIN or the assigned plate number, then click Search.



Dealer Plate - Vehicle Search

Dealer Information

Business Name: DODGE COUNTRY LTD GDN: P17703

Address: 3602 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 License Type: Dealer

License Category: 01

Search

Use one of the following fields to search.

VIN: Plate No:

Figure 105: Vehicle Search

3. Enter the new operator's name and select Update Operator.

Dealer Plate - Confirm Vehicle

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703

Address: 3602 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

Vehicle Information

VIN : 2G1FC1ED6B9146598 **Year :** 2020

Make : CHEV - CHEVROLET **Model :** CLT

Body Style : CV **Major Color :** ORANGE

Empty Weight : 3900 **Minor Color :** Choose one

Vehicle Operator Information

Operator Name : JOHN WALL

Dealer Plate Vehicle Information

Plate Assigned : 8MV500

Start Date : 10/08/2025

Cancel

Update Operator

Figure 106: Confirm Vehicle

- After assigning, a confirmation page will appear, showing the completed assignment details. This is also where you'll print the receipt for your records.

Dealer Plate - Print Receipt

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703

Address: 3602 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

Plate No: 8MV500

Issue Date: Oct 8, 2025

VIN: 2G1FC1ED6B9146598

Print Receipt

Figure 107: Print Receipt



DEALER PLATE - ASSIGNED TO VEHICLE			
Plate Number:	8MV500		
Plate Type:	MVDFRNMV		
Keep a copy of this receipt for your records and a copy of the receipt in the vehicle.			
Issue Date:	Oct 08, 2025		
VIN:	2G1FC1ED6B9146598		
Year:	2020	Body Style:	CV
Make:	CHEV	Model:	CLT
Major Color:	ORANGE	Minor Color:	
Remarks:	ACTUAL MILEAGE E-TITLE		
Issuing Dealer:	DODGE COUNTRY LTD		
Dealer Number:	P17703		
Operator Name:	JOHN PAUL		
DO NOT ISSUE DEALER PLATES TO RETAIL BUYERS.			
DEALER PLATE - ASSIGNED TO VEHICLE			

Figure 108: Dealer Plate - Assigned to Vehicle

8.2 Remove Dealer Plate Assignment

When a dealer plate is removed from a vehicle and is not assigned to a different vehicle, the plate assignment should be removed in the system.

1. Select Remove Assignment from the Plates tab.

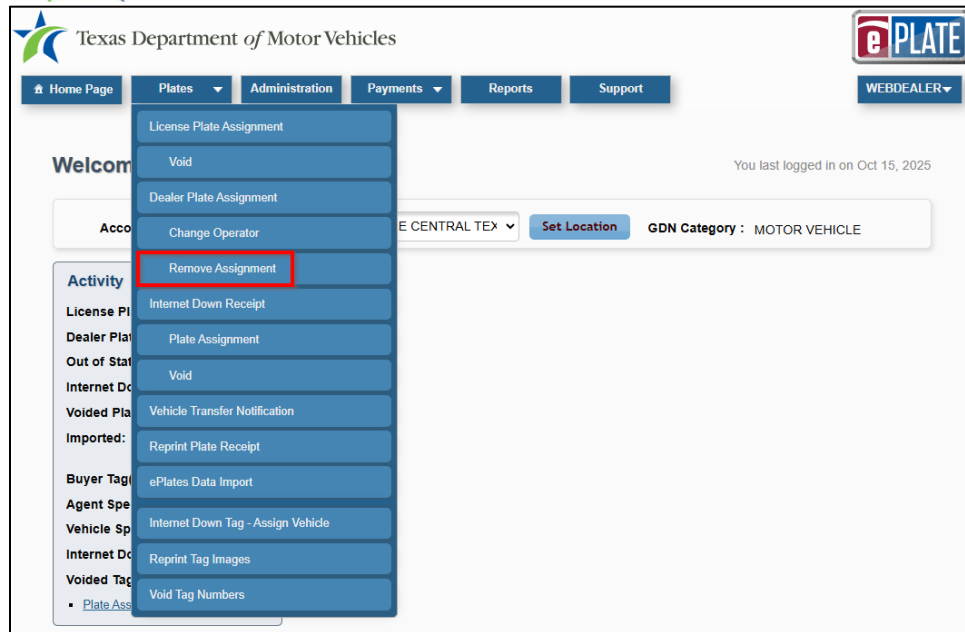


Figure 109: Remove Assignment

2. Search for the vehicle by VIN or by plate number.

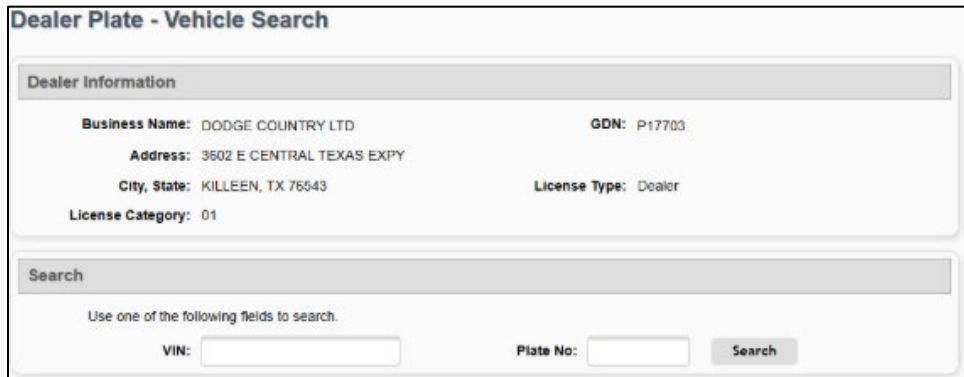


Figure 110: Vehicle Search

3. Confirm the vehicle information and select Remove Association.

Dealer Plate - Confirm Vehicle

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703

Address: 3602 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

Vehicle Information

VIN : 2G1FC1ED6B9146596 **Year :** 2020

Make : CHEV : CHEVROLET **Model :** CLT

Body Style : CV **Major Color :** ORANGE

Empty Weight : 3900 **Minor Color :** Choose one

Vehicle Operator Information

Operator Name : JOHN PAUL

Dealer Plate Vehicle Information

Plate Assigned : 8MV500

Start Date: 10/08/2025

Cancel

Remove Association

Figure 111: Confirm Vehicle

- A confirmation message will appear that the plate assignment was successfully removed.

Dealer Plate - Vehicle Search

Assignment has been removed successfully.

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703

Address: 3602 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 **License Type:** Dealer

License Category: 01

Search

Use one of the following fields to search.

VIN: **Plate No:** **Search**

Figure 112: Plate Assignment Removed Successfully

9 Create Internet Down Receipts

Internet Down Receipts are issued when the internet or the application is down and plates still need to be assigned to a vehicle. These receipts must be preprinted prior to the application being unavailable. After printing the Internet Down Receipts, they must be kept in a safe and secure location. The Internet Down Receipts must be manually completed prior to providing the license plate and receipt to the customer. The plate given to the customer must be assigned to the vehicle and purchaser when the application becomes available.

1. Select **Internet Down Receipt** from the Plates tab.

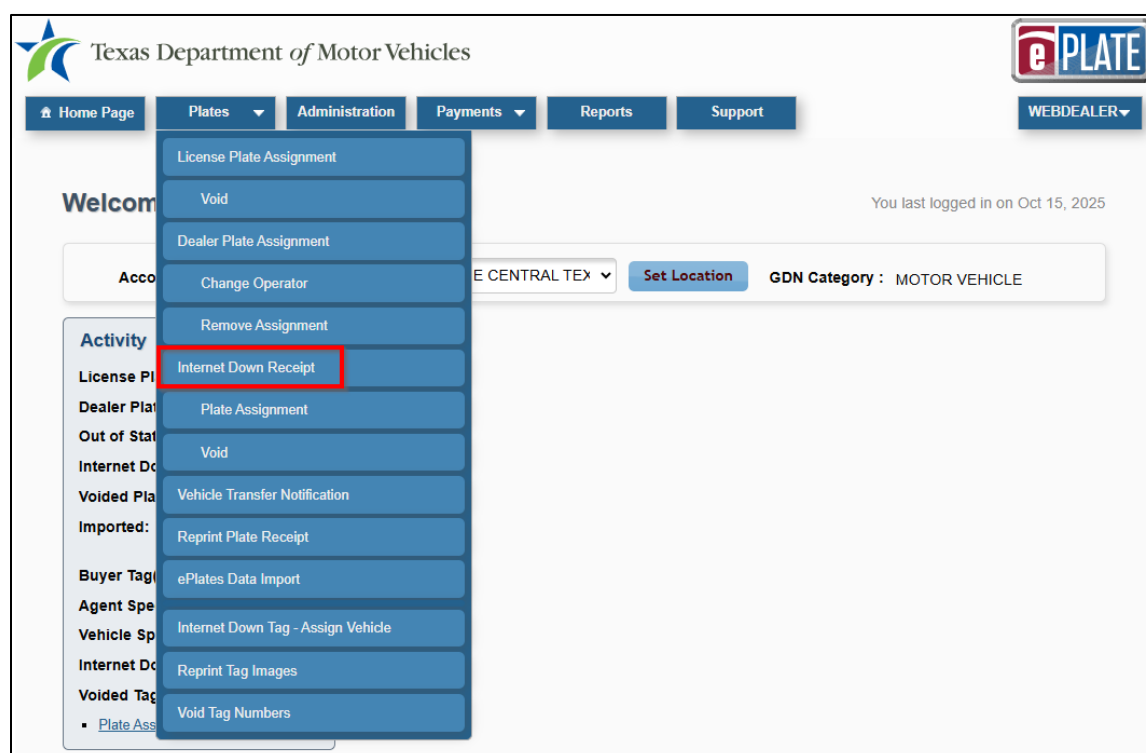


Figure 113: Internet Down Menu Option

2. The application displays the Internet Down Receipt – Request for Receipt Numbers.



Internet Down Receipt - Request for Receipt Numbers

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 License Type: Dealer
License Category: 01

Receipt Count

Receipts Allowed: 97 Remaining: 37

Request for Receipt Numbers

Number of Receipts: Next

Print Instructions

Figure 114: Internet Down Request for Receipt Numbers

3. Ensure the number of remaining receipts is greater than zero.
4. Enter the number of Receipts equal to or less than 30. Only a maximum of 30 receipts can be printed at a time and an error message will be presented if a number greater than 30 is entered. Click **Next**.

Internet Down Receipt - Request for Receipt Numbers

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 License Type: Dealer
License Category: 01

Receipt Count

Receipts Allowed: 97 Remaining: 37

Request for Receipt Numbers

Number of Receipts: 30 Next

Print Instructions

Figure 115: Enter Number of Internet Down Receipts

5. The application displays the Internet Down Receipt – Print Receipts page with the list of system generated receipt numbers. Print all the receipts by clicking Print Receipt(s).



Internet Down Receipt - Print Receipts

Dealer Information

Business Name: BATES NISSAN INC

GDN: P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543

License Type: Dealer

License Category: 01

Receipt Count

Receipts Allowed: 97

Remaining: 32

Internet Down Receipt Numbers

Receipt Number	Start Date	Expiration Date
Q0000156	Sep 22, 2025	Sep 22, 2026
Q0000157	Sep 22, 2025	Sep 22, 2026
Q0000158	Sep 22, 2025	Sep 22, 2026
Q0000159	Sep 22, 2025	Sep 22, 2026
Q0000160	Sep 22, 2025	Sep 22, 2026

Cancel

Print Receipt(s)

Figure 116: Display Internet Down Receipts Requested

- The receipt(s) will generate with a dealer copy and buyer copy for each Internet Down Receipt and the corresponding receipt number.

INTERNET DOWN RECEIPT – DEALER'S COPY

Receipt Number: Q0000156 Date of Sale: _____
Plate Number: _____ Expiration Date for
Out of State Buyer: _____
Plate Type: _____
Issue Date: _____
VIN: _____
Year: _____ Body Style: _____
Make: _____ Model: _____
Major Color: _____ Minor Color: _____

Issuing Dealer:
Dealer Number:

BATES NISSAN INC
P25505

Purchaser
Name 1:
Name 2:
Address:

_____, _____

DEALER'S COPY

Figure 117: Internet Down Receipt - Dealer's Copy



INTERNET DOWN RECEIPT – BUYER'S COPY

Receipt Number: Q0000156 Date of Sale: _____
Plate Number: _____ Expiration Date for
Out of State Buyer: _____
Plate Type: _____
Issue Date: _____
VIN: _____
Year: _____ Body Style: _____
Make: _____ Model: _____
Major Color: _____ Minor Color: _____

Issuing Dealer: BATES NISSAN INC
Dealer Number: P25505

Purchaser
Name 1: _____
Name 2: _____
Address: _____

_____, _____

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 118: Internet Down Receipt - Buyer's Copy

10 Assign Internet Down Receipt

An Internet Down Receipt must have been previously issued to be assigned. This process is completed when the Internet Down Receipt Number is assigned to a specific vehicle and purchaser. During the assignment process, you will complete the same information as required when creating a License Plate Assignment. Upon completing the assignment process, the Internet Down Receipt will be restored to the dealerships' Internet Down Receipt inventory allowing the dealership to have a continual Internet Down Receipt supply. Once you have assigned an Internet Down Receipt, you can begin a title application in webDEALER since the system will recognize an active License Plate Assignment record.

1. Select Plate Assignment under Internet Down Receipt from the Plates tab.

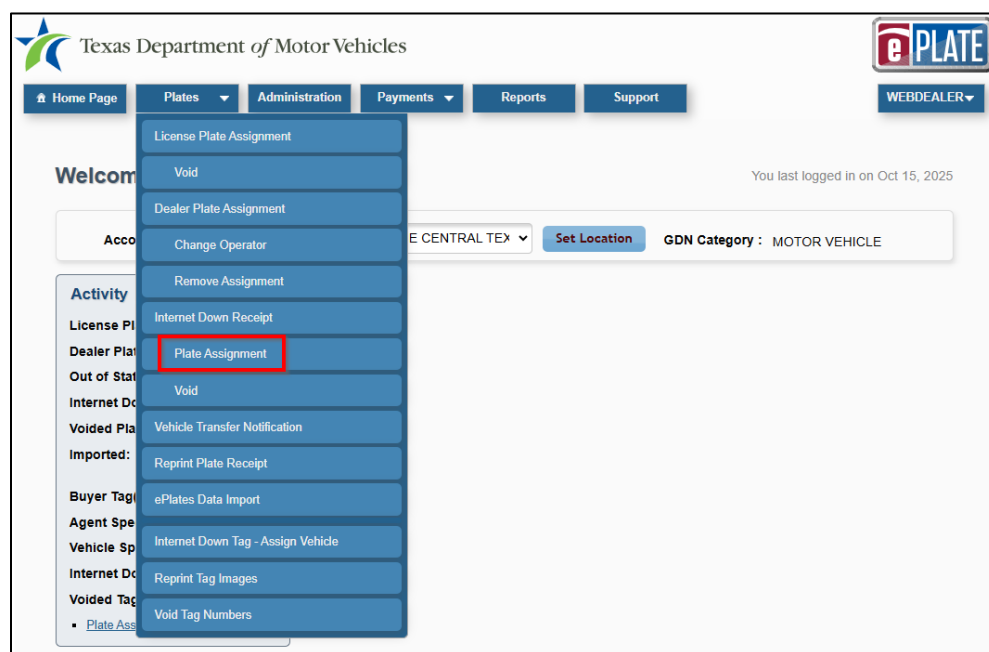
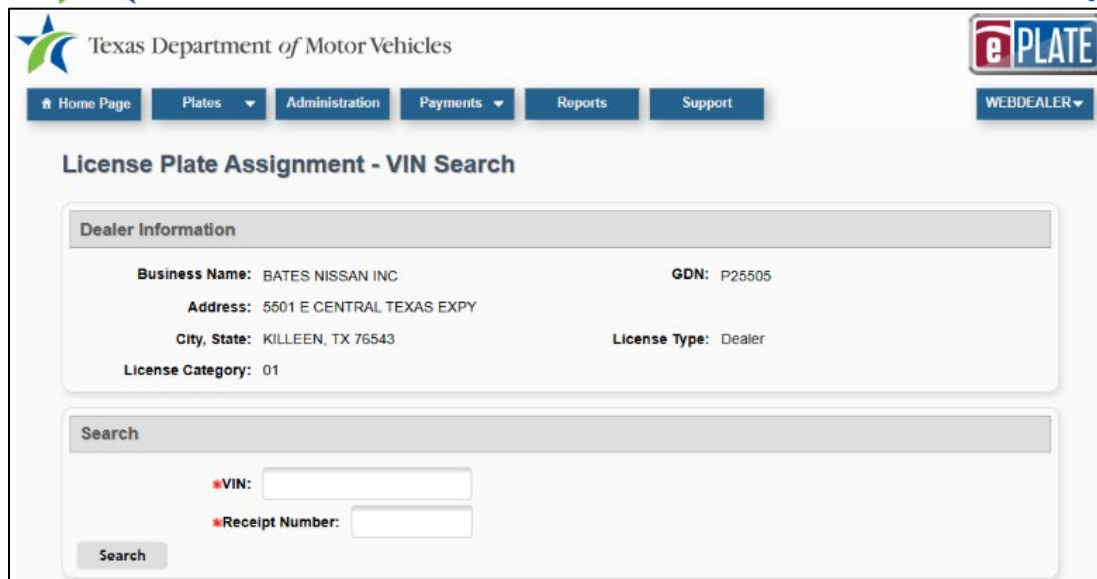


Figure 119: Assign Internet Down Receipt

2. The application displays the License Plate Assignment – VIN Search page.



License Plate Assignment - VIN Search

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 License Type: Dealer

License Category: 01

Search

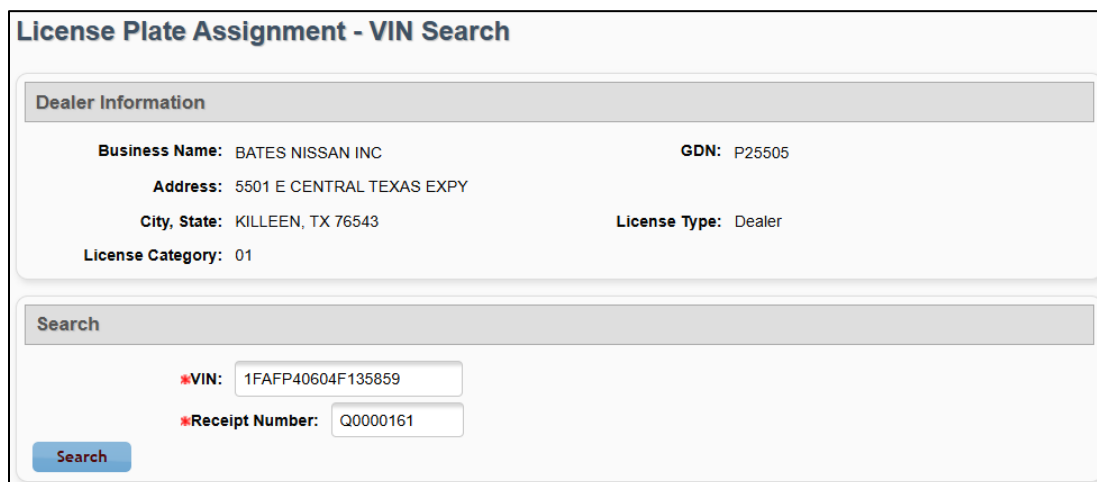
VIN:

Receipt Number:

Search

Figure 120: VIN Search

3. Enter the VIN and Receipt Number and select **Search**.



License Plate Assignment - VIN Search

Dealer Information

Business Name: BATES NISSAN INC GDN: P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 License Type: Dealer

License Category: 01

Search

VIN: 1FAFP40604F135859

Receipt Number: Q0000161

Search

Figure 121: Search Internet Down Receipt

Note: ePLATE will continue to check for salvage and nonrepairable related brands at the time of plate assignment and prevent processing if a salvage or nonrepairable related brand is identified.

When a dealer updates the assignment, the brand check will occur at that time. If a salvage or nonrepairable related brand exists, the vehicle should not operate on the roads. Dealers must inform the customer of the brand(s) and should request the plates be returned immediately. If the vehicle is a salvage vehicle that has been rebuilt, then the dealer can proceed to update the assignment.

4. Review, complete, or update the Vehicle Information and Leased Vehicle sections.

License Plate Assignment - Confirm Vehicle

Dealer Information

Business Name: BATES NISSAN INC
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543
License Category: 01

GDN: P25505
License Type: Dealer

Vehicle Information

VIN : 1FAFP40604F135859
Year : 2019
Make : FORD
Model : MUS
Body Style : CP
Major Color : BLACK
Vehicle Class : Passenger
Minor Color : Choose one
Empty Weight : 3200
Deal No :
Carrying Capacity : 0 (lbs)
Gross Weight : 3200 (lbs)

Additional Information:
 ACTUAL MILEAGE
 PAPER TITLE

Leased Vehicle

Is this a leased vehicle? ☐ Yes ☒ No

Figure 122: Confirm Vehicle

- Complete the Owner Information.



License Plate Assignment - Owner Information

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Purchaser Information

* **Name 1:** SAMUEL JOHNSON
Name 2:
* **Address:** 1400 SAMPLE RD
City: AUSTIN ☒ USA
* **State:** TX:Texas
* **ZIP:** 78731
* **County:** TRAVIS
Email:
Phone:

Figure 123: Owner Information

- Complete the Lienholder Information, if applicable. This information is not required to complete the plate assignment.

License Plate Assignment - Lienholder Information

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Lienholder Information

☒ Certified Lienholder ☐ Local Lienholder
Lien No: 1
Lienholder Id:
Date: (mm/dd/yyyy)

Figure 124: Lienholder Information

- Complete the Sales Information. Select the appropriate radio buttons and complete the plate selections based on the plate that was assigned.

License Plate Assignment - Sales Information

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Sales Information

*** Sale Date:** 10/16/2025 (mm/dd/yyyy) **Expiration Date:** 12/15/2025
Is this vehicle to be exported?: ☐ Yes ☒ No
☐ **Title and Registration Out of Texas :**
☐ **Title Only in Texas :**
☐ **Title and Registration in Texas :**

Cancel
Next

Figure 125: Sales Information

License Plate Assignment - Sales Information

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Sales Information

*** Sale Date:** 10/16/2025 (mm/dd/yyyy) **Expiration Date:** 12/15/2025
Is this vehicle to be exported?: ☐ Yes ☒ No
☐ **Title and Registration Out of Texas :**
☐ **Title Only in Texas :**
☒ **Title and Registration in Texas :**
 ☒ **General Issue Plate:** Retrieve Inventory
 ☐ **Customer Supplied Plate:**
*** Registration Class List:** 25 - PASSENGER-LESS/EQL...
*** Plate Types :** PSP
*** Plate Number :** WVX8902

Cancel
Next

Figure 126: Enter License Plate Number

Note: When entering the license plate number, ensure it is the same plate number you attached



to the vehicle. If the plate provided to the customer does not align with the options the system provides when completing the assignment, then a new plate may be required to be issued. If a new plate needs to be issued the customer will need to return the previously issued plate before assigning new plates to the vehicle.

8. The application will display the Result Page, where you can print the receipt.

TITLE AND REGISTRATION IN TEXAS - RESULT PAGE

Title and Registration in Texas information successfully updated.

Please print the receipt.

[Print Receipt](#)

Figure 127: Title and Registration in Texas - Result Page



BUYER'S PLATE RECEIPT - DEALER'S COPY

Plate Number: WVX8902 Date of Sale: OCT 16, 2025

Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE.
This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:

Issue Date: Oct 16, 2025
VIN: 1FAPP40604F135859
Year: 2019 Body Style: CP
Make: FORD Model: MUS
Major Color: BLACK Minor Color:

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer: BATES NISSAN INC
Dealer Number: P25505

Purchaser
Name 1: SAMUEL JOHNSON
Address: 1400 SAMPLE RD
AUSTIN, TX
78731

DEALER'S COPY

Figure 128: Buyer's Plate Receipt - Dealer's Copy



BUYER'S PLATE RECEIPT - BUYER'S COPY

Plate Number:	WVX8902	Date of Sale:	OCT 16, 2025
Issue Date:	Oct 16, 2025		
VIN:	1FAFP40604F135859		
Year:	2019	Body Style:	CP
Make:	FORD	Model:	MUS
Major Color:	BLACK	Minor Color:	

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer: BATES NISSAN INC
Dealer Number: P25505

Purchaser
Name 1: SAMUEL JOHNSON
Address: 1400 SAMPLE RD
AUSTIN, TX
78731

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 129: Buyer's Plate Receipt - Buyer's Copy

1. A license plate assignment receipt is reprinted when the original receipt is lost or damaged.

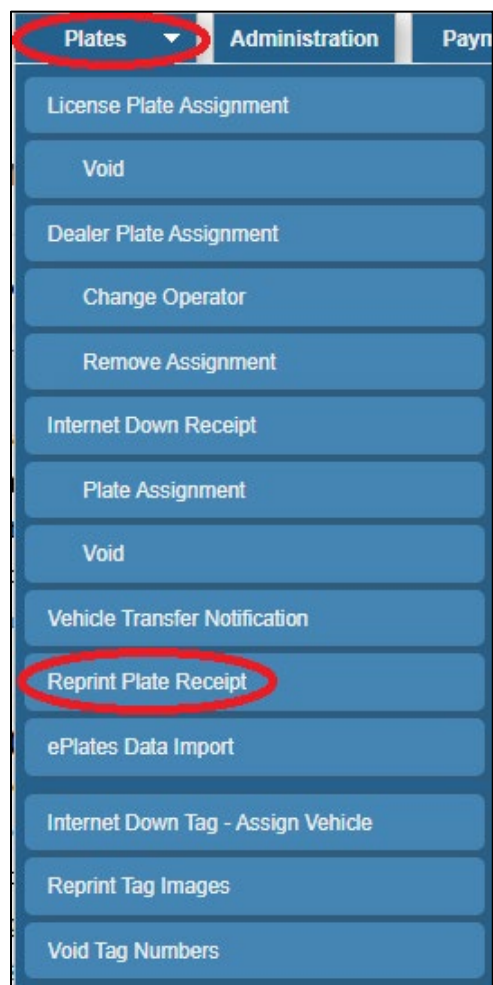


Figure 130: Reprint Plate Receipt

2. The application displays the Reprint Plate Assignment Receipt page. To search for the receipt, enter one of the following:
 - Plate Number
 - VIN
 - Operator Name
 - Name 1 and Name 2

Reprint Plate Assignment Receipt

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Search

*** Plate Number :** or
*** VIN :** or
*** Operator Name :** or
*** Name 1 :** **Name 2 :**

Figure 131: Reprint Plate Assignment

- The application displays the Reprint Plate Assignment Receipt page. Select Reprint Receipt to generate and print the receipts.

Reprint Plate Assignment Receipt

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Plate Type : PSP **Plate No :** WVX8902
Issue Date : Oct 16, 2025
Owner Name 1 : SAMUEL JOHNSON
VIN : 1FAFP40604F135859

Figure 132: Enter Print or Reprint



BUYER'S PLATE RECEIPT - DEALER'S COPY

Plate Number: WVX8902 Date of Sale: OCT 16, 2025

Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE.
This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:

Issue Date: Oct 16, 2025
VIN: 1FAFP40604F135859
Year: 2019 Body Style: CP
Make: FORD Model: MUS
Major Color: BLACK Minor Color:

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer: BATES NISSAN INC
Dealer Number: P25505

Purchaser
Name 1: SAMUEL JOHNSON
Address: 1400 SAMPLE RD
AUSTIN, TX
78731

DEALER'S COPY

Figure 133: Buyer's Plate Receipt - Dealer's Copy



BUYER'S PLATE RECEIPT - BUYER'S COPY

Plate Number:	WVX8902	Date of Sale:	OCT 16, 2025
Issue Date:	Oct 16, 2025		
VIN:	1FAFP40604F135859		
Year:	2019	Body Style:	CP
Make:	FORD	Model:	MUS
Major Color:	BLACK	Minor Color:	

Remarks:
ACTUAL MILEAGE
PAPER TITLE

Issuing Dealer:
Dealer Number:

BATES NISSAN INC
P25505

Purchaser

Name 1:
Address:

SAMUEL JOHNSON
1400 SAMPLE RD
AUSTIN, TX
78731

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 134: Buyer's Plate Receipt - Buyer's Copy

11 Void Internet Down Receipt

If an Internet Down Receipt is lost, damaged, or cannot be used, the receipt must be voided in order to replenish your Internet Down Receipt allocation.

1. Select **Void** from the Plates tab.

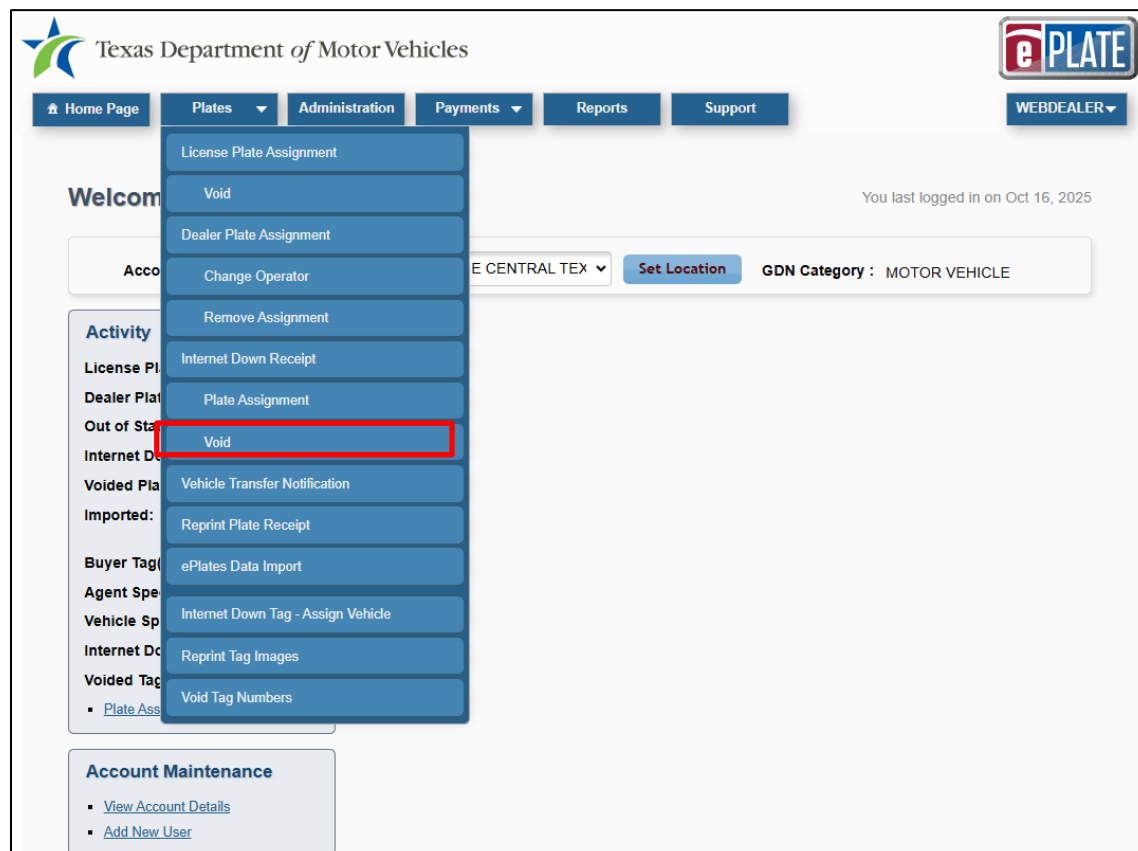


Figure 135: Void Internet Down Receipt

2. The application displays the Void Internet Down Receipt page. Search for the Receipt Number to be voided and click **Search**.

Void Internet Down Receipt

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Search

* **Receipt Number :**

Search

Figure 136: Search Void Internet Down Receipt

- The application displays the Void Internet Down Receipt page with the selected receipt number.
- Click Void Receipt

Void Internet Down Receipt

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Receipt No: Q0000162
Issue Date: Oct 16, 2025 **Expiration Date:** Oct 16, 2026

Cancel **Void Receipt**

Figure 137: Void Internet Down Receipt

- The application displays the Void Internet Down Receipt page with a confirmation message.

Void Internet Down Receipt

 Internet down receipt Q0000162 was Voided

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Search

* **Receipt Number :**

Search

Figure 138: Confirm Void Internet Down Receipt

12 Void Plate Assignment

A license plate assignment can be voided in ePLATE, provided there is not a title application in process for the associated VIN in either webDEALER or RTS.

Dealers should not void a properly assigned out-of-state buyer plate assignment issued for a retail buyer for the purpose of reusing that plate on another sale or transaction.

Note: If a title application has been initiated in either system, the title application must be voided before the plate assignment can be voided. This may require the dealer to work with the county tax office to determine if the application can be returned or voided.

1. From the Plates menu dropdown select Void under License Plate Assignment

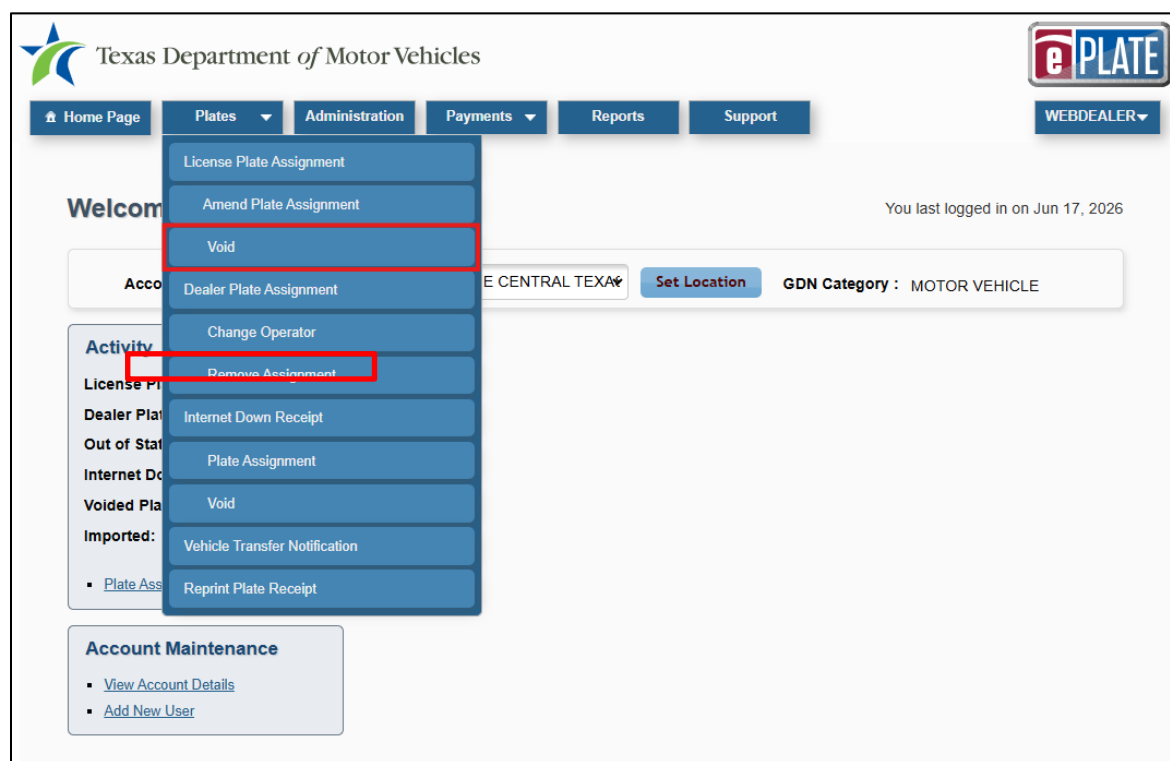


Figure 139: Void Plate Assignment Menu Option

2. Search for the plate assignment you want to void by plate number, VIN, or by name(s).

Void Plate Assignment

Dealer Information

Business Name: DODGE COUNTRY LTD **GDN:** P17703
Address: 3602 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Search

*** Plate Number :** or
*** VIN :** or
*** Name 1 :** **Name 2 :**

Figure 140: Search Plate Assignment

- Once the assignment is displayed you will then need to choose the reason you are voiding the assignment.

Void Plate Assignments

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Plate Type: License Plate Assignment **Plate No:** WVX8902
Issue Date: Oct 16, 2025 **Plate Expiration Date:**
Owner Name 1 : SAMUEL JOHNSON
VIN: 1FAPP40604F135859

Void Reason:

- Choose One
- DAMAGED
- OTHER
- LOST
- STOLEN
- DEAL UNWOUND (BAILMENT, SPOT DELIVERY)
- CUSTOMER RETURNED VEHICLE
- VEHICLE INFORMATION WRONG

Figure 141: Select Void Reason

Note: Depending on which option you choose, those plates will be re-added to your inventory.

- Click Void Plate.

Void Plate Assignments

Dealer Information

Business Name: BATES NISSAN INC **GDN:** P25505
Address: 5501 E CENTRAL TEXAS EXPY
City, State: KILLEEN, TX 76543 **License Type:** Dealer
License Category: 01

Plate Type: License Plate Assignment **Plate No:** WVX8902
Issue Date: Oct 16, 2025 **Plate Expiration Date:**
Owner Name 1 : SAMUEL JOHNSON
VIN: 1FAFP40604F135859

Void Reason: **Void Plate**

Cancel

Figure 142: Select Void Plate

5. A confirmation message will display confirming the plate assignment was successfully voided.



Texas Department of Motor Vehicles

[Home Page](#)
[Plates](#)
[Payments](#)
[Reports](#)
[Support](#)


[WEBDEALER](#)

Welcome WEBDEALER DTEST14
You last logged in on Oct 15, 2025


 Plate number WPM4016 was Voided

Figure 143: Confirm Void Plate Assignment

13 Payments

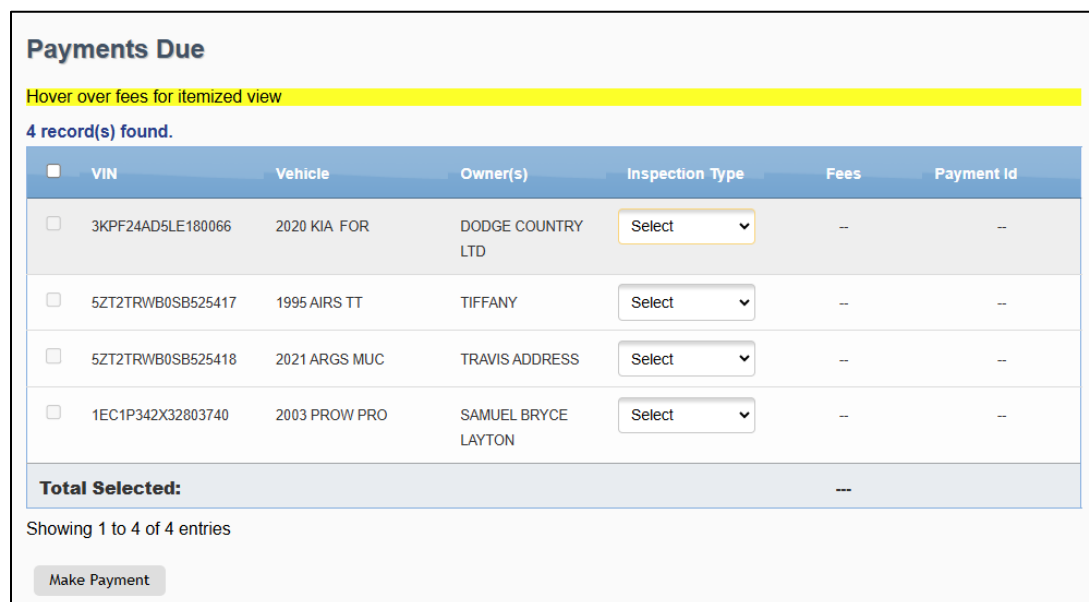
Online payments for Out of State Buyer Plates and any applicable inspection can be made directly from the application using a credit card. A dealer also has the option to make payments at the county tax assessor-collector's office outside of ePLATE. Payment actions are selected from the Payments tab.

1. Select **Payments Due** from the Payments tab.



Figure 144: Payments Due Menu Option

2. The application displays the Payments Due page with all outstanding payments. The user must first select the inspection type or no inspection required option from the dropdown for each vehicle. To see inspection code descriptions, go to [Inspection Codes](#).



The screenshot shows the 'Payments Due' page. At the top, there is a yellow banner that says 'Hover over fees for itemized view'. Below this, it says '4 record(s) found.' The main content is a table with the following columns: VIN, Vehicle, Owner(s), Inspection Type, Fees, and Payment Id. There are four rows of vehicle data, each with a checkbox in the first column. The 'Inspection Type' column contains dropdown menus with 'Select' as the current option. The 'Fees' column shows '--' for all vehicles. The 'Payment Id' column also shows '--'. At the bottom of the table, there is a 'Total Selected:' row showing '---'. Below the table, it says 'Showing 1 to 4 of 4 entries' and there is a 'Make Payment' button.

☐	VIN	Vehicle	Owner(s)	Inspection Type	Fees	Payment Id
☐	3KPF24AD5LE180066	2020 KIA FOR	DODGE COUNTRY LTD	Select	--	--
☐	5ZT2TRWB0SB525417	1995 AIRS TT	TIFFANY	Select	--	--
☐	5ZT2TRWB0SB525418	2021 ARGV MUC	TRAVIS ADDRESS	Select	--	--
☐	1EC1P342X32803740	2003 PROW PRO	SAMUEL BRYCE LAYTON	Select	--	--
Total Selected:					---	

Showing 1 to 4 of 4 entries

Make Payment

Figure 145: Payments Due Page

3. Once the Inspection type is selected, the application will display the total amount due under the **Fees** column. Select the checkbox for each vehicle that will be paid and click **Make Payment**.

Payments Due

Hover over fees for itemized view

4 record(s) found.

☐	VIN	Vehicle	Owner(s)	Inspection Type	Fees	Payment Id
☒	3KPF24AD5LE180066	2020 KIA FOR	DODGE COUNTRY LTD	EMONLY	\$12.75	--
☒	5ZT2TRWB0SB525417	1995 AIRS TT	TIFFANY	No Inspection	\$10.00	--
☐	5ZT2TRWB0SB525418	2021 ARGS MUC	TRAVIS ADDRESS	Select	--	--
☐	1EC1P342X32803740	2003 PROW PRO	SAMUEL BRYCE LAYTON	Select	--	--
Total Selected:					\$22.75	

Showing 1 to 4 of 4 entries

Make Payment

Figure 146: Payments Due List of Outstanding Payments

- The application displays the **Record Payment** pop-up window with the total amount for all the tags selected.
- Select the Payment Type by selecting either online or county.

13.1 Online Payment

- Select **ONLINE** for payment type.
- Click **Proceed To Pay** to make payment. The application will redirect you to the state vendor's website to make payment. After payment has been made, the application will return to ePLATE.

Record Payment

Grand Total: \$ 22.75*

Payment Date: 11/7/2025

Payment Type: ONLINE

Recorded By: WEBDEALER DTEST10

* Payment processing for this service will be included in the total transaction amount when payment is made by credit card. You will be redirected to a secured external website to complete payment.

Proceed To Pay Cancel

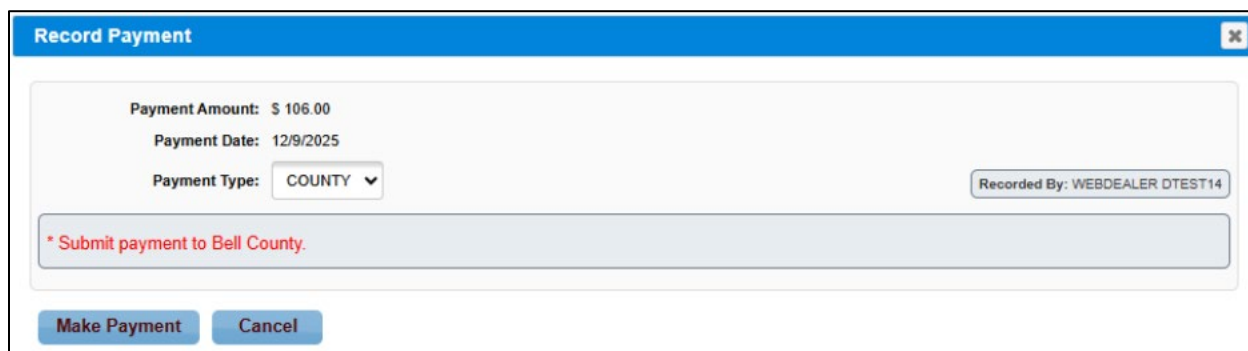
Figure 147: Proceed to Pay

Note: There is a two-hour lock placed on a payment once it is made. Please wait at least two hours in order to make a change.

13.2 County Payment

The payment to county option is only allowed in the county here your dealership is located. This is to ensure the payments made to the county update to ePLATE so that the system removes them from the Payments Due page. Additionally, you must be setup to use webDEALER with that county.

1. Select **COUNTY** for payment type.
2. Click **Make Payment**. The application will display the name of the county to submit payment.



Record Payment

Payment Amount: \$ 106.00

Payment Date: 12/9/2025

Payment Type: COUNTY

Recorded By: WEBDEALER DTEST14

* Submit payment to Bell County.

Make Payment **Cancel**

Figure 148: County Payment

3. The application will display the Buyer Plate Payment Details page and list the payments selected for your review.
4. Click on the County Summary Report to create a report of the selected payments to be submitted to the county.



Buyer Tag/Plate Payment Details

Hover over fees for itemized view

Search Filter

Batch ID: 10165671425120904578

Payment Date: FROM



TO



Search

Payment Details

BatchID: 10165671425120904578

Total Fee: \$106.00

Payment Dates: Dec 9, 2025

[Cancel Payment](#)

Payment Type: COUNTY

P25505 - BATES NISSAN INC

7 tag(s)/Plate(s) found.

[Online Summary Report](#)

VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFAEZ OJO	2YR	\$21.75
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50
3VWJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50

Showing 1 to 7 of 7 entries

Figure 149: Payment Details

Batch Id: 10165671425120904578									
Dealer/Payor: P25505 - BATES NISSAN INC									
Payment Date: Dec 09, 2025									
Payment Type: COUNTY									
Total Fees: \$106.00									
Report Generated: 12/09/2025 02:17 PM									
VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees	Buyer Tag/Plate Fee	Inspection Replacement Fee	Inspection Fee	Emission Inspection Fee
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50	\$5.00		\$7.50	
3VWJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50	\$5.00		\$7.50	
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50	\$5.00		\$7.50	
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50	\$5.00		\$7.50	
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50	\$5.00		\$7.50	
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75	\$5.00		\$16.75	
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFAEZ OJO	2YR	\$21.75	\$5.00		\$16.75	

Figure 150: County Summary Report

- The application will display the County Summary Report showing the selected payments. A copy

of this report can be provided to the county with the payment.

13.3 Payments Completed

The Payments Completed page allows the user to select or search for a completed payment. It defaults one month prior to the current date.

1. Select Payments Completed from the Payments tab.

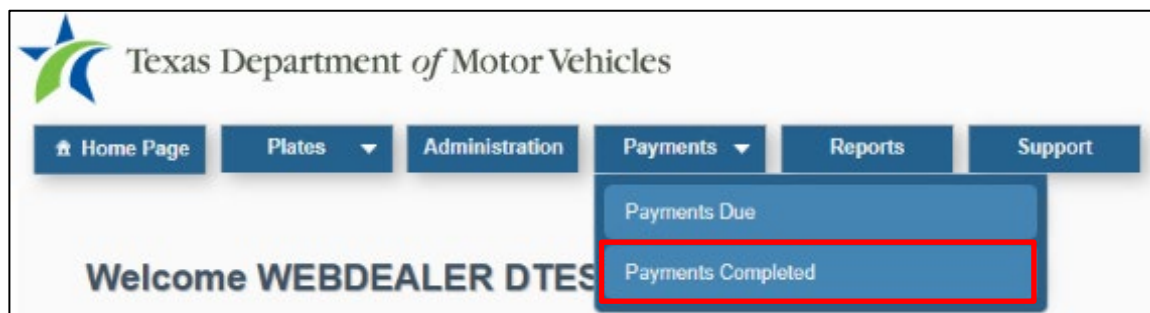
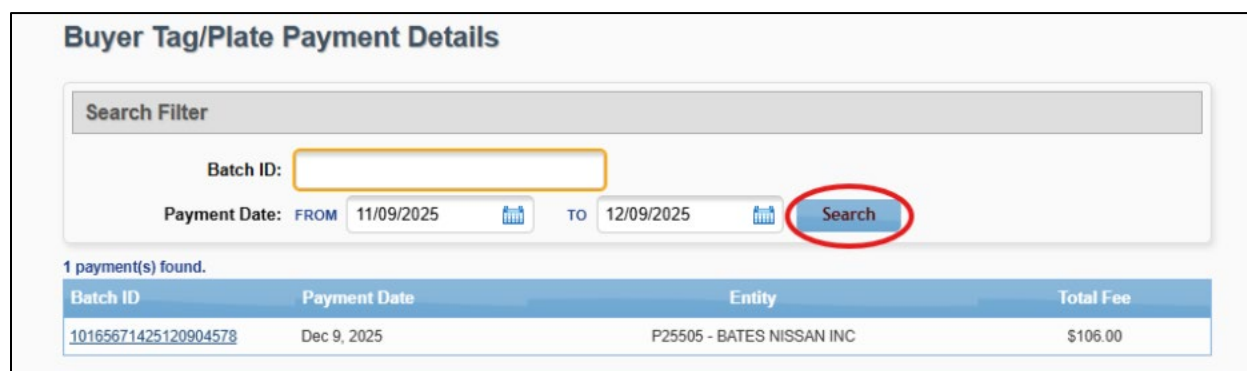


Figure 151: Payments Completed Menu Option

2. The application displays the Buyer Tag/Plate Payment Details page with the current month's payments.
3. The user can either search for or select a payment from the results listed below.



The screenshot shows the Buyer Tag/Plate Payment Details page. It features a search filter section with a Batch ID input field, a Payment Date range (FROM 11/09/2025 TO 12/09/2025), and a Search button. Below the search filter, it indicates "1 payment(s) found." and displays a table with the following data:

Batch ID	Payment Date	Entity	Total Fee
10165671425120904578	Dec 9, 2025	P25505 - BATES NISSAN INC	\$106.00

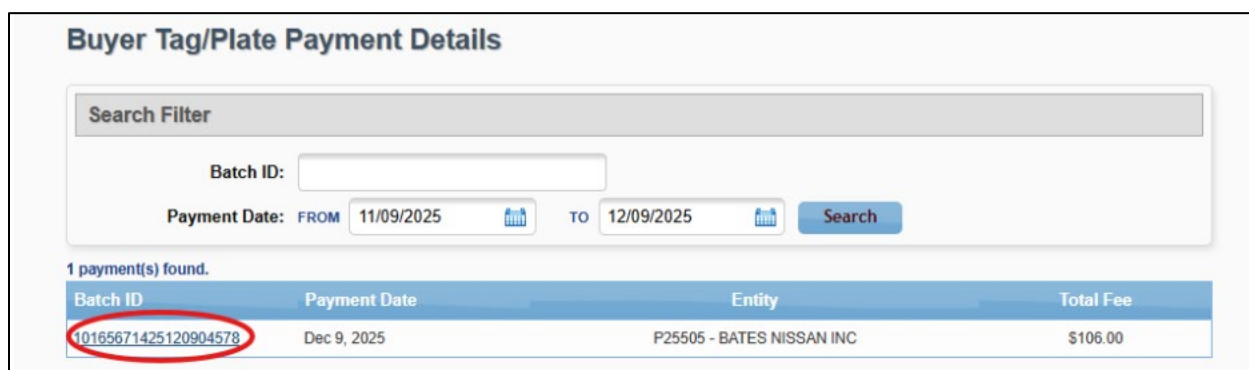
Figure 152: Payments Completed List

4. To search for a specific payment, enter the batch ID of the payment and clear the dates from the payment date fields.
5. Click **Search**.
6. The application will display the specific result for the payment searched.



Figure 153: Search Payments Completed

- Click the **Batch ID** link to view payment details.



Batch ID	Payment Date	Entity	Total Fee
10165671425120904578	Dec 9, 2025	P25505 - BATES NISSAN INC	\$106.00

Figure 154: Payments Completed Batch ID

- The application displays the **Buyer Tag/Plate Payment Details** section.

Buyer Tag/Plate Payment Details

Hover over fees for Itemized view

Search Filter

Batch ID:

Payment Date: FROM TO Search

Payment Details

BatchID: 10165671425120904578
Total Fee: \$106.00

Payment Dates: Dec 9, 2025
[Cancel Payment](#)

Payment Type: COUNTY

P25505 - BATES NISSAN INC
7 tag(s)/Plate(s) found.

Online Summary Report

VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFE EZ OJO	2YR	\$21.75
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50
3VVJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50

Showing 1 to 7 of 7 entries

Figure 155: Payment Completed Details

13.4 Cancel Payments

1. Search for the specific payment to be cancelled. See [Search Payments](#).
2. Click the **Cancel Payment** link to cancel payment.
3. The application cancels the payment.

Payment Details

BatchID: 10165671425120904578
Total Fee: \$106.00

Payment Dates: Dec 9, 2025
[Cancel Payment](#)

Payment Type: COUNTY

Figure 156: Cancel Payment

Note: Canceling a payment adds the transactions back to the Payments Due page for a new payment to be completed.

14 Dealer Reports

A dealer may create specific reports with customizable fields.

1. Select the Reports tab.



Figure 157: Reports Main Menu

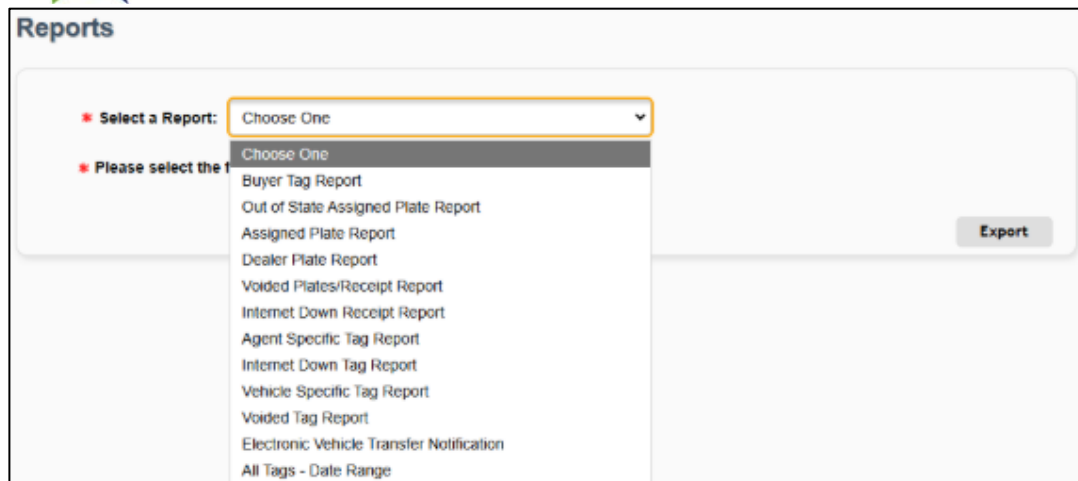
2. The application displays the Reports page.



Figure 158: Reports

3. Select the report you wish to run.

Note: Several of these reports can help confirm whether a plate is voided or assigned and identify the associated VIN.



Reports

* Select a Report: Choose One

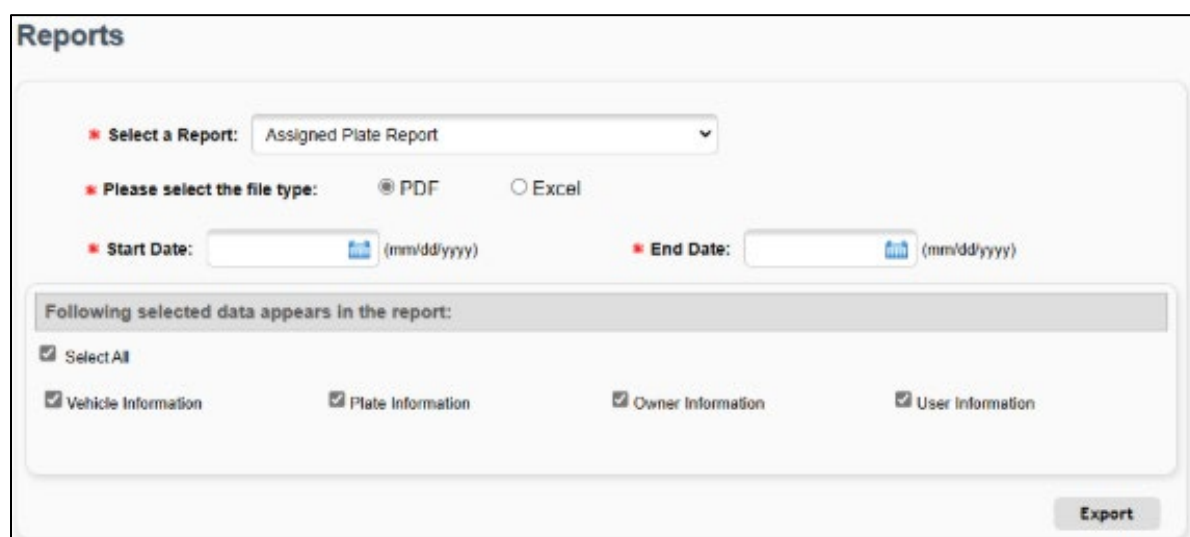
* Please select the file type: Choose One

- Buyer Tag Report
- Out of State Assigned Plate Report
- Assigned Plate Report
- Dealer Plate Report
- Voided Plates/Receipt Report
- Internet Down Receipt Report
- Agent Specific Tag Report
- Internet Down Tag Report
- Vehicle Specific Tag Report
- Voided Tag Report
- Electronic Vehicle Transfer Notification
- All Tags - Date Range

Export

Figure 159: Select Report

4. The application displays report criteria



Reports

* Select a Report: Assigned Plate Report

* Please select the file type: ☒ PDF ☐ Excel

* Start Date: (mm/dd/yyyy) * End Date: (mm/dd/yyyy)

Following selected data appears in the report:

☒ Select All

☒ Vehicle Information ☒ Plate Information ☒ Owner Information ☒ User Information

Export

Figure 160: Assigned Plate Report

5. Enter the start and end date of the report.

Note: The date fields are based off the date the plate assignment was completed.

6. Select all or any of the report fields to display.

7. Click **Export**.

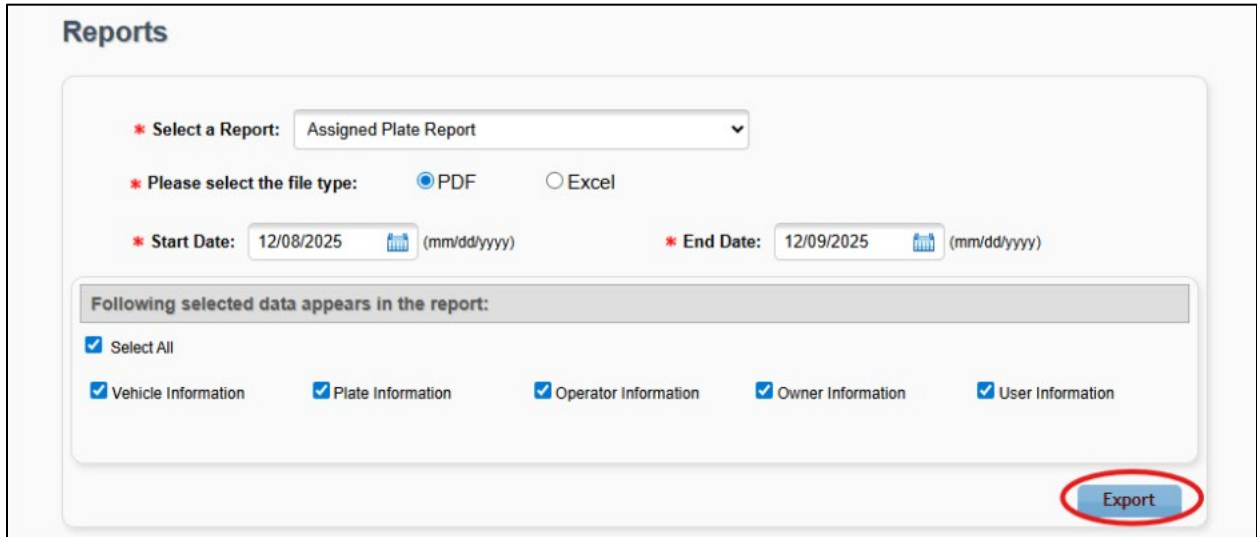


Figure 161: Select Report Fields

8. The application will enable the user to open or save the report.
9. Click **Save**.



Figure 162: Report Save Prompt

10. The application will display a prompt to open the report.
11. Click **Open**.



Figure 163: Report Open Prompt

12. The application will display the report. Note, if Excel was chosen, the system will ask again if you are sure you want to open the file. Select **Yes**, and Excel will display the report.

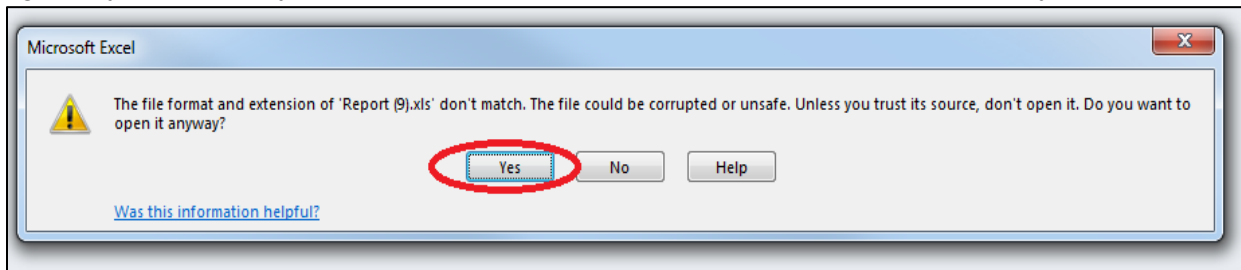


Figure 164: Report Excel Prompt

15 Maintain User Accounts

The application provides user account maintenance for the administrator. An administrator will be able to add, remove association, or update user accounts.

15.1 Add User to Account

1. Select the Administration tab.

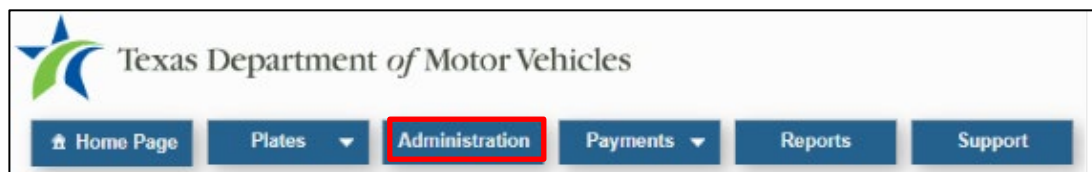


Figure 165: Administration Main Menu

2. The application displays the Account Details page.
3. Click Add User.

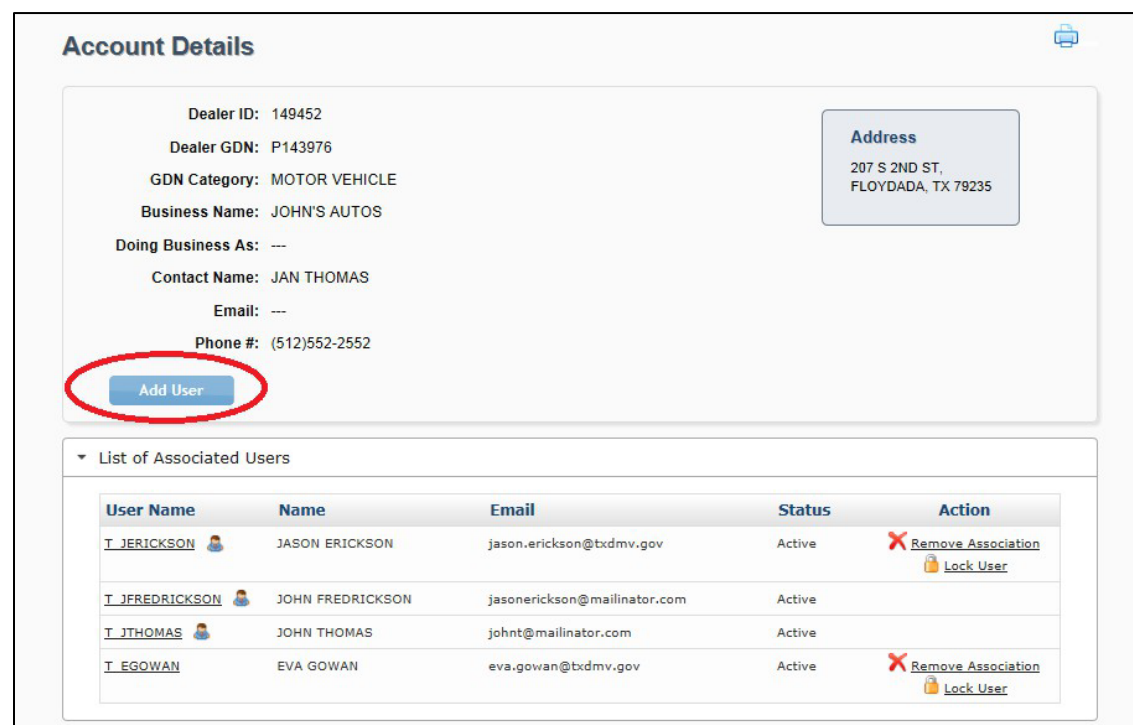
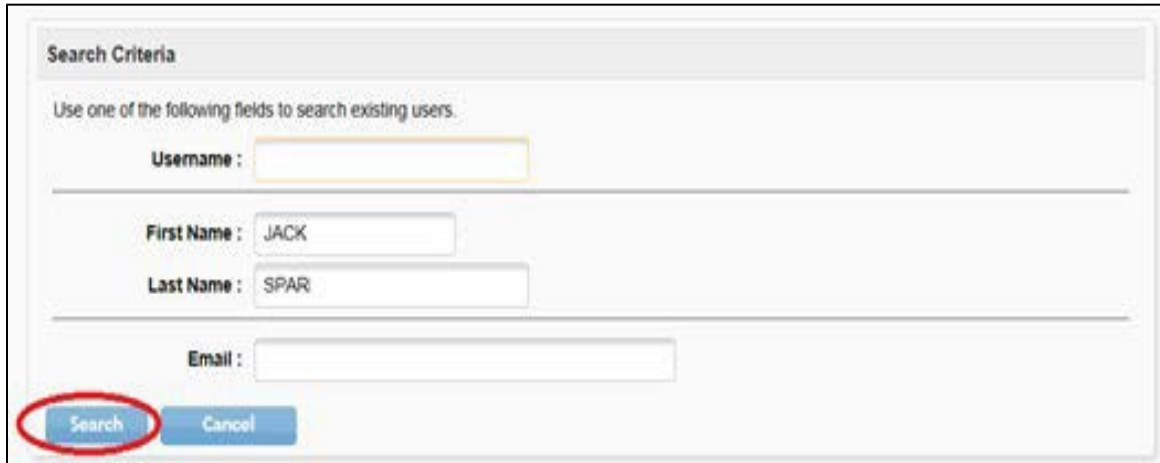


Figure 166: Add User

4. The application displays the **Search Criteria** section.
5. Enter the Username, First Name, Last Name, or Email address to search for the desired user. The user has to have created their user account for a user to be located.
6. Click **Search**.



Search Criteria

Use one of the following fields to search existing users.

Username :

First Name :

Last Name :

Email :

Figure 167: Search User

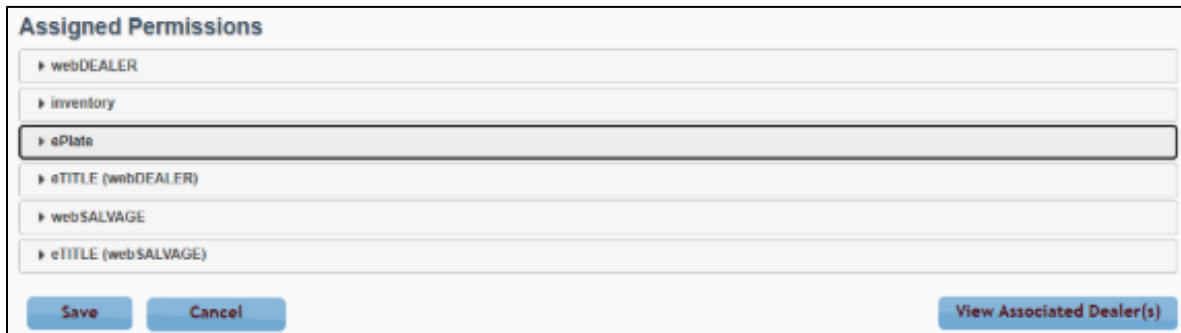
7. The application will display the search results.
8. Click the **Add to Account** link.

1 user(s) found.

User Name	Name	Email	Action
T_JSPAR	JACK SPAR	JSPAR@GMAIL.COM	Add to Account

Figure 168: Add to Account

9. The application will display the User Details page.

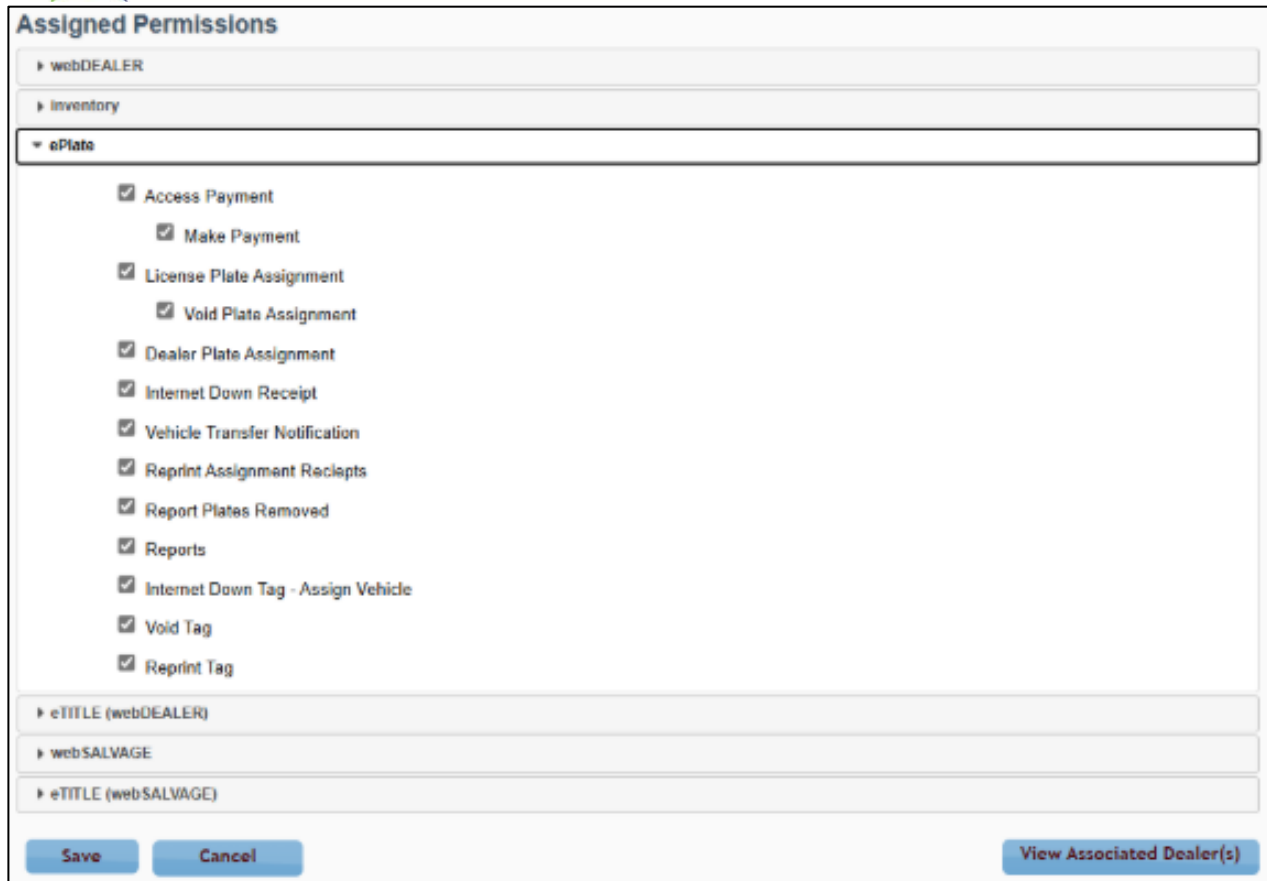


Assigned Permissions

- ▶ webDEALER
- ▶ inventory
- ▶ ePlate
- ▶ eTITLE (webDEALER)
- ▶ webSALVAGE
- ▶ eTITLE (webSALVAGE)

Figure 169: Assigned Permissions

10. Click the arrow in front of ePLATE located in the **Assigned Permissions** section.



The 'Assigned Permissions' window shows a tree view with the following structure:

- webDEALER
 - Inventory
 - ePlate
 - ☒ Access Payment
 - ☒ Make Payment
 - ☒ License Plate Assignment
 - ☒ Void Plate Assignment
 - ☒ Dealer Plate Assignment
 - ☒ Internet Down Receipt
 - ☒ Vehicle Transfer Notification
 - ☒ Reprint Assignment Receipts
 - ☒ Report Plates Removed
 - ☒ Reports
 - ☒ Internet Down Tag - Assign Vehicle
 - ☒ Void Tag
 - ☒ Reprint Tag
- eTITLE (webDEALER)
- webSALVAGE
 - eTITLE (webSALVAGE)

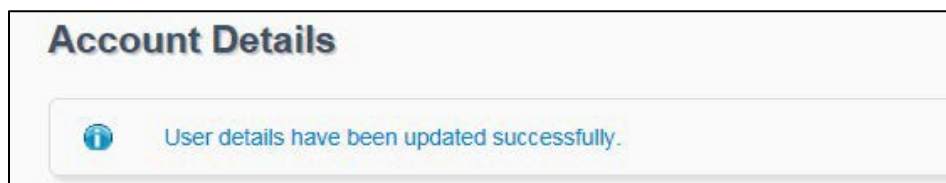
At the bottom, there are 'Save' and 'Cancel' buttons on the left, and a 'View Associated Dealer(s)' button on the right.

Figure 170: ePLATE Permissions

11. The application will display the ePLATE permissions.
12. Select the appropriate permissions.
13. Click **Save** to assign user permissions.

Note: Available permissions are based on license type

14. The application will display a message that the user details have been updated.



The 'Account Details' window displays a success message: 'User details have been updated successfully.' with an information icon on the left.

Figure 171: Permissions Message

15.2 Remove Association of User Account

1. Select the Administration tab.

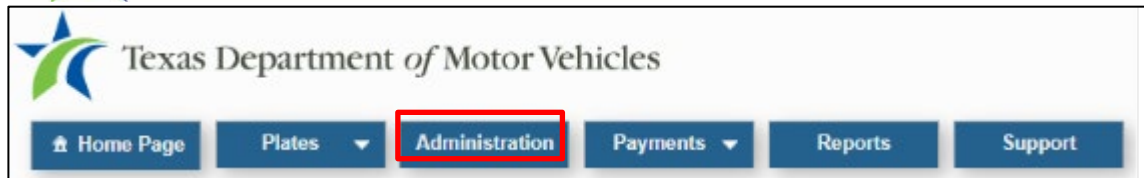


Figure 172: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user's account that needs to be disassociated with the licensed location.

Note: The user is not deleted entirely from the application but their access to the specific location is removed. If the user is associated with multiple locations or multiple dealer IDs and their access needs to be removed, the administrator would have to repeat these steps to remove the user's association from each location.

4. Click the Remove Association link.

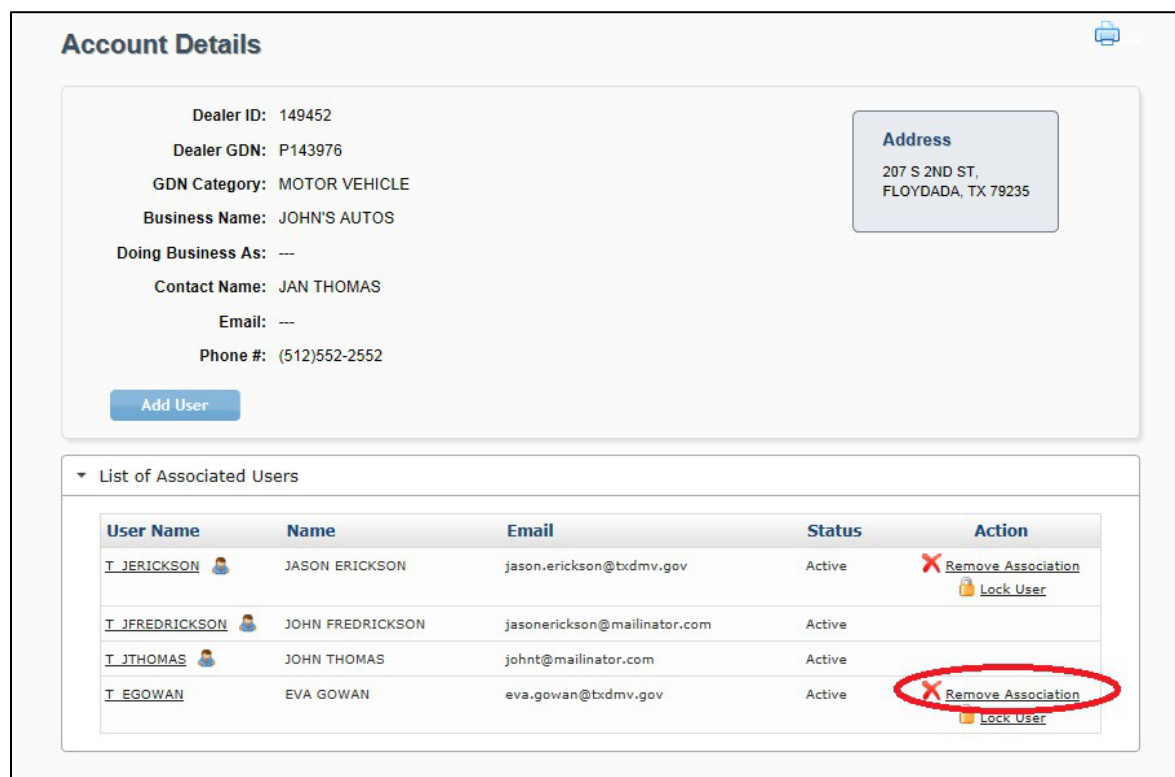


Figure 173: Remove Association

5. The application will display a confirmation message of the removed user.



Figure 174: Remove Association Message

15.3 Lock User Account

1. Select the Administration tab.

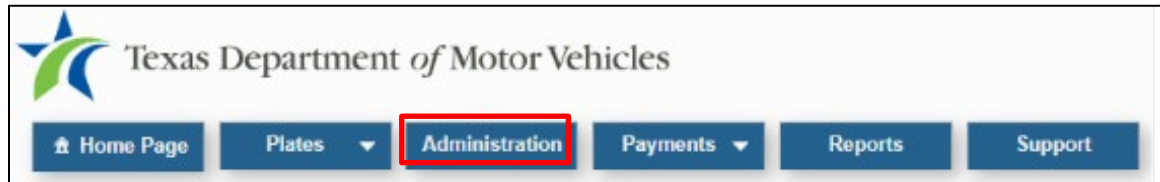


Figure 175: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user account in the results section that needs their access to this location locked.

Note: Locking a user prevents their ability to login and access the system in general, regardless of which location they were locked from.

4. Click the **Lock User** link.

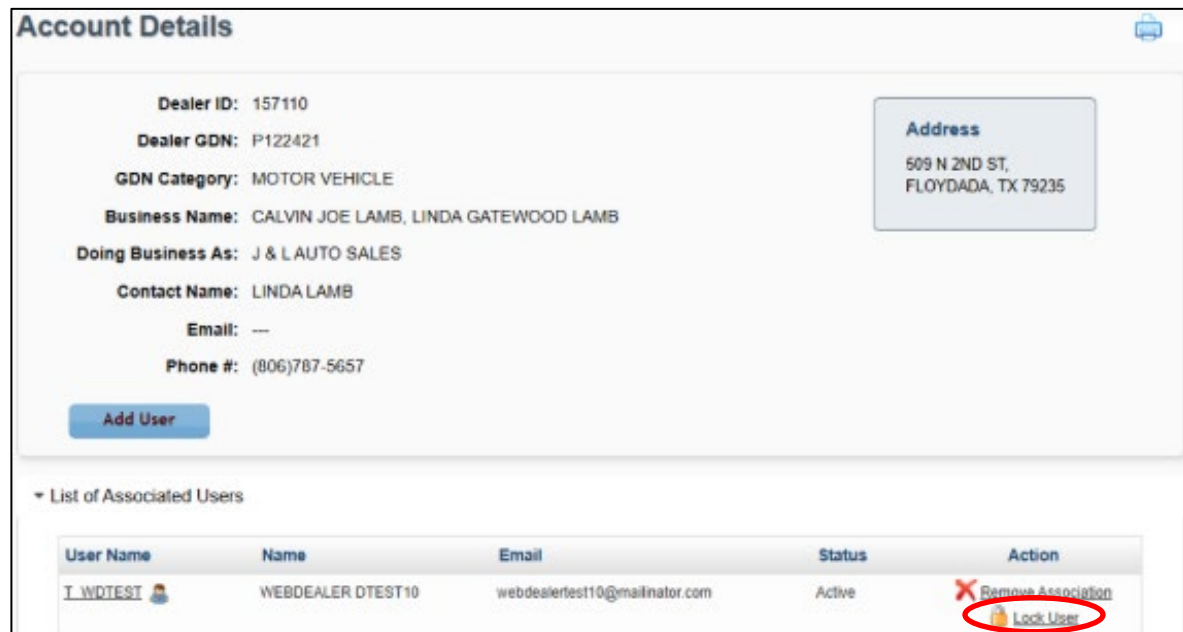


Figure 176: Account Details

5. The application will display a message the user account has been locked.

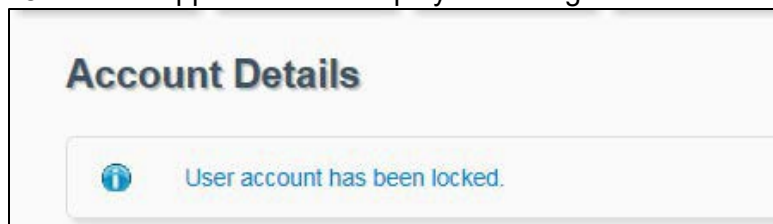
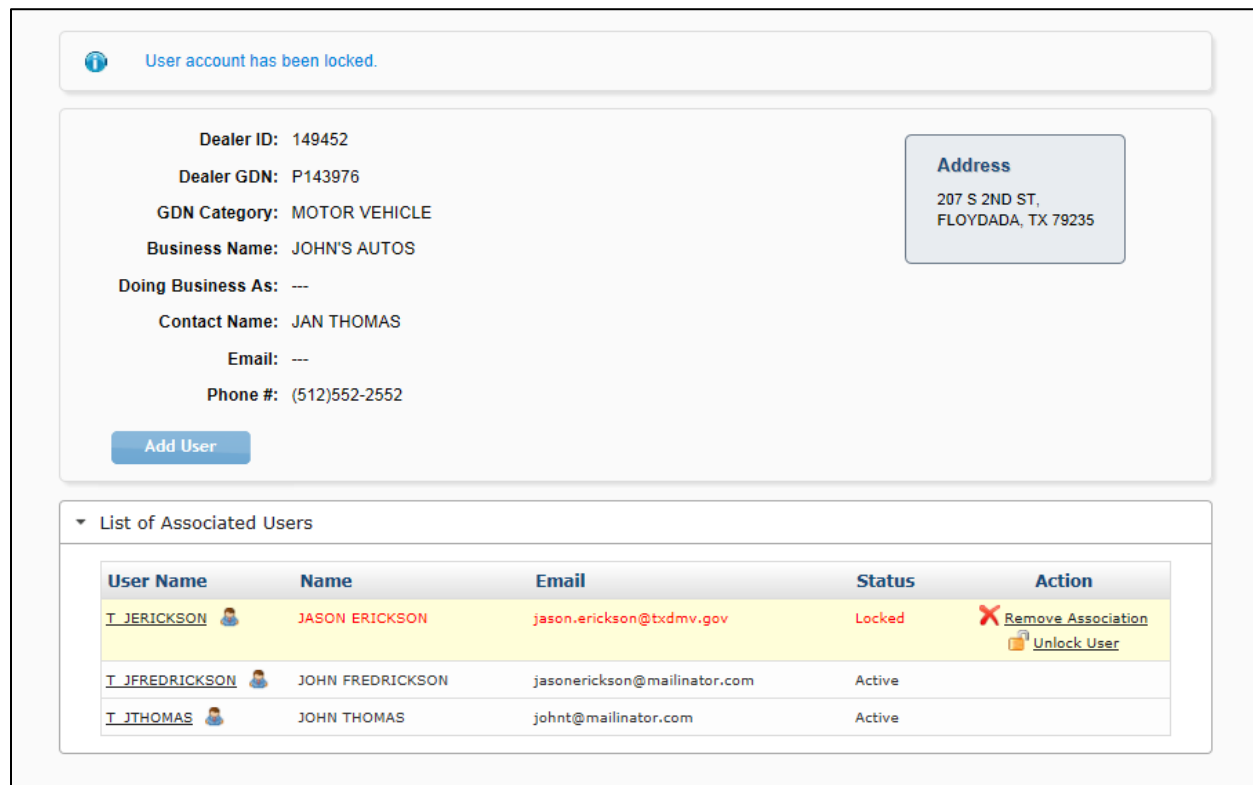


Figure 177: User Account Locked

6. The user's record is shown with the **Locked** status.



User account has been locked.

Dealer ID: 149452
 Dealer GDN: P143976
 GDN Category: MOTOR VEHICLE
 Business Name: JOHN'S AUTOS
 Doing Business As: ---
 Contact Name: JAN THOMAS
 Email: ---
 Phone #: (512)552-2552

Address
 207 S 2ND ST,
 FLOYDADA, TX 79235

Add User

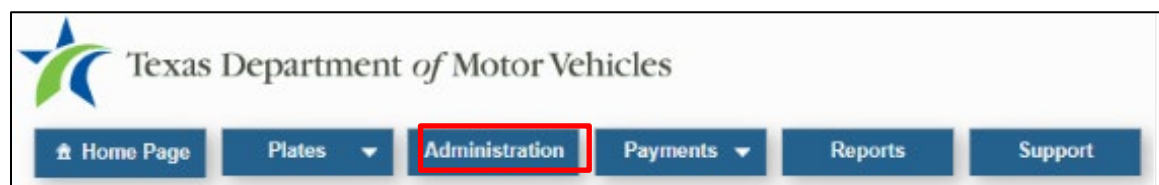
▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	Remove Association Unlock User
T_JFREDRICKSON	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS	JOHN THOMAS	johnth@mailinator.com	Active	

Figure 178: User Locked Status

15.4 Unlock User Account

1. Select the Administration tab.



Texas Department of Motor Vehicles

Home Page Plates Administration Payments Reports Support

Figure 179: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user's account to be unlocked.
4. Click the user's **Unlock User** link.

Account Details

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

Add User

Address

207 S 2ND ST,
FLOYDADA, TX 79235

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON 	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	Remove Association Unlock User
T_JFREDRICKSON 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS 	JOHN THOMAS	johnt@mailinator.com	Active	

Figure 180: Unlock User

- The application displays the Account Details page with a confirmation message the user's account has been unlocked.
- Locate the desired user.
- The user's record is shown with the **Active** status.

Account Details

 User account has been unlocked.

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

Add User

Address

207 S 2ND ST,
FLOYDADA, TX 79235

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON 	JASON ERICKSON	jason.erickson@txdmv.gov	Active	 Remove Association  Lock User
T_JFREDRICKSON 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS 	JOHN THOMAS	johnt@mailinator.com	Active	

Figure 181: User Account Status

Appendices

Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 22.3.

When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into ePLATE. When you return to ePLATE to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of Import on the ePLATE Data Import page, all records imported, but not used to create an application will be listed. By using the status of Import and giving a date range, all files imported (meeting your other search criteria) will be listed.

Inspection Code Descriptions

Code	Description
1YR	One Year Safety Insp. Only
2YR	Two Year Safety Insp. Only
CW	Commercial/Windshield Insp.
CDEC	Commercial/Decal Inspection
TLMC	Trailer/Motorcycle Inspection
TSI	TSI Safety Emission Inspection
ASM	ASM Safety Emission Inspection
OBD	OBD Safety Emission Inspection
EMONLY	Emission Inspection Only
TSIOBD	TSI/OBD Safety Emission
OUT ST	Vehicle Out Of State
OBDNL	OBD Safety Emission - No LIRAP
NLTSI	Travis/Williamson Emi-No LIRAP
SOEO	One Year Safety +Emissions Only
CWEO	Commercial/Windshield +Emission
EMONL2	OBD - Emission Inspection Only
EMONL3	Emission Inspection Only
SOE2	One Year Safety +Emissions Onl2
SOE3	One Year Safety +Emissions Onl3
CWE2	Commercial/Windshield +Emissio2
CWE3	Commercial/Windshield +Emissio3

Figure 182: List of Inspection Codes

DMS Import CSV File Format for the Title Data File

The Export / Import file is a comma-separated values (CSV) file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealertest.txdmv.gov/dmsFileCheck.do> .

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New", or "Used"
5	Original_Price (Retail)	2 of the 3 fields required	
6	Rebate_Amt		
7	Sales_Price (after rebate)		
8	Trade1_Amt		
9	Trade1_VIN		
10	Trade1_Make		
11	Trade1_Model_Year	Year	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	Make	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	Minor_Color_Cd	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	
29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	

32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	Owner_Zip_Cd_P4	Optional	
35	Owner_Country	Optional	
36	Owner_Postal_Cd	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	“Cash”, or Finance Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1	None of these fields are required, and not necessary if Certified Lien No is provided.	
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

Figure 149: Import File Format