

Requesting an Increase in Plate Limit

Applies to both dealer and interim plates

A dealer may make a request to the Auto Dealer Services Division to increase their approved plate limit. **This request itself does not result in plates being mailed to the dealer.** After the new limit has been approved, the dealer can then go online and request additional plates and/or purchase additional interim plate credits.

To request a plate limit increase, the following conditions must be met:

- Have an Access Indiana account.
- Be linked to the online dealer account.
- Have one of the following user roles assigned to you:
 - Primary
 - Administrator
 - Finance/Sales
 - General Office
 - General Plates and Office
- The dealer license is not expired, suspended, revoked, or out of business.

STEP 1: LOG IN

AUTO DEALER SERVICES DIVISION ALL SERVICES IN.gov

IN Dealer: Your one-stop source for your license. LOGIN Login Help

WELCOME TO INDIANA DEALER LICENSING

IN.gov access INDIANA Access Indiana - Portal About Getting Started Available Services FAQ & Help

—access— INDIANA

Welcome to Access Indiana

The State of Indiana's Single Sign-On Portal
Conduct business with ease and security

To use Dealer Portal you must have an Access Indiana account.

Don't have an account?

Sign Up for Access Indiana

To use Dealer Portal you must have an Access Indiana account.

Sign In with Access Indiana
[Don't have an Access Indiana account?](#)

Email

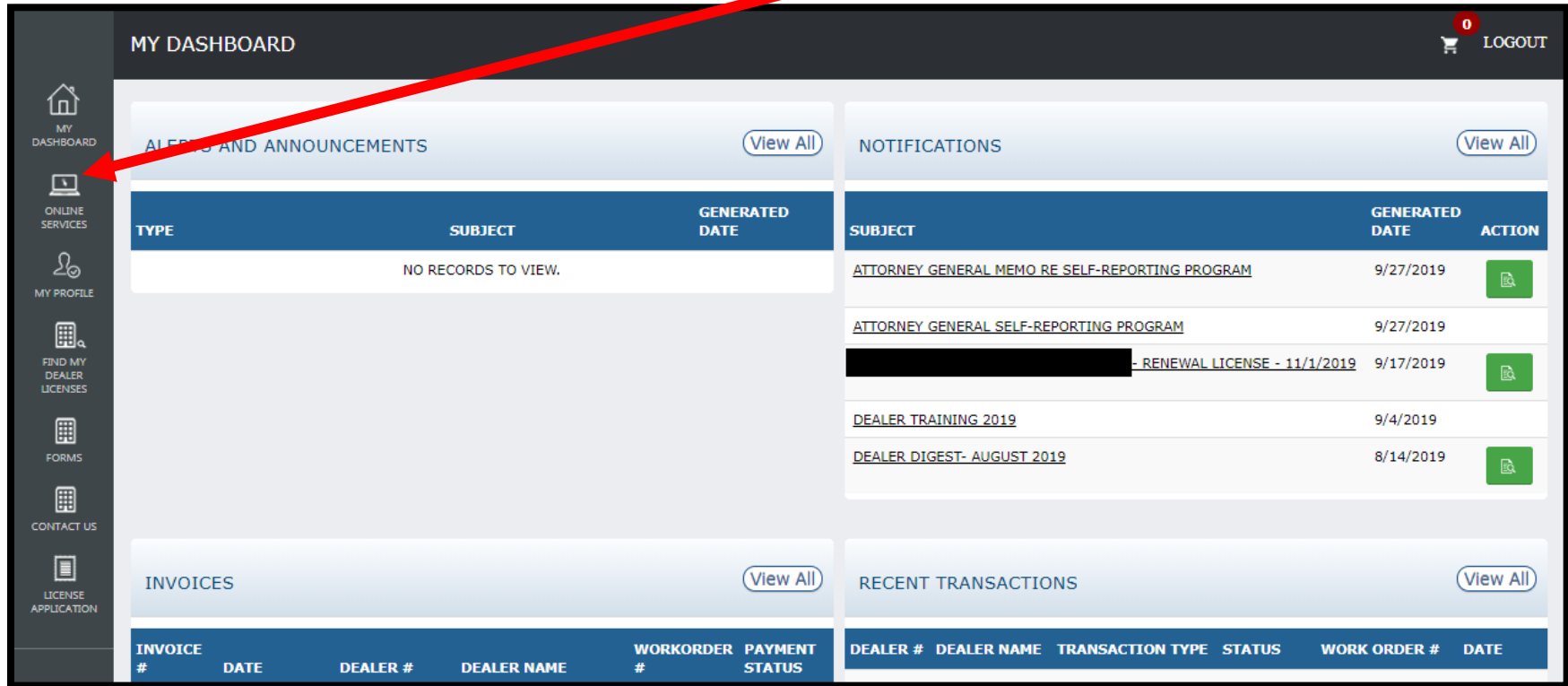
Continue

Cancel and Return to Dealer Portal

Support & Chat

- If you do not already have an account, select “Sign Up for Access Indiana” to create one
- If you already have a log-in for INBiz, you can use that same log-in information here

STEP 2: SELECT "ONLINE SERVICES"



The screenshot shows a user dashboard titled "MY DASHBOARD". In the top right corner, there is a shopping cart icon with a red circle containing the number "0" and a "LOGOUT" link. The left sidebar contains several menu items: "MY DASHBOARD" (with a house icon), "ONLINE SERVICES" (with a laptop icon), "MY PROFILE" (with a person icon), "FIND MY DEALER LICENSES" (with a magnifying glass over a grid icon), "FORMS" (with a grid icon), "CONTACT US" (with a telephone icon), and "LICENSE APPLICATION" (with a document icon). A red arrow points from the top of the page down to the "ONLINE SERVICES" menu item. The main content area is divided into four sections: "ALERTS AND ANNOUNCEMENTS" (with a "View All" button), "NOTIFICATIONS" (with a "View All" button), "INVOICES" (with a "View All" button), and "RECENT TRANSACTIONS" (with a "View All" button").

ALERTS AND ANNOUNCEMENTS

TYPE	SUBJECT	GENERATED DATE
NO RECORDS TO VIEW.		

NOTIFICATIONS

SUBJECT	GENERATED DATE	ACTION
ATTORNEY GENERAL MEMO RE SELF-REPORTING PROGRAM	9/27/2019	
ATTORNEY GENERAL SELF-REPORTING PROGRAM	9/27/2019	
[REDACTED] - RENEWAL LICENSE - 11/1/2019	9/17/2019	
DEALER TRAINING 2019	9/4/2019	
DEALER DIGEST- AUGUST 2019	8/14/2019	

INVOICES

INVOICE #	DATE	DEALER #	DEALER NAME	WORKORDER #	PAYMENT STATUS
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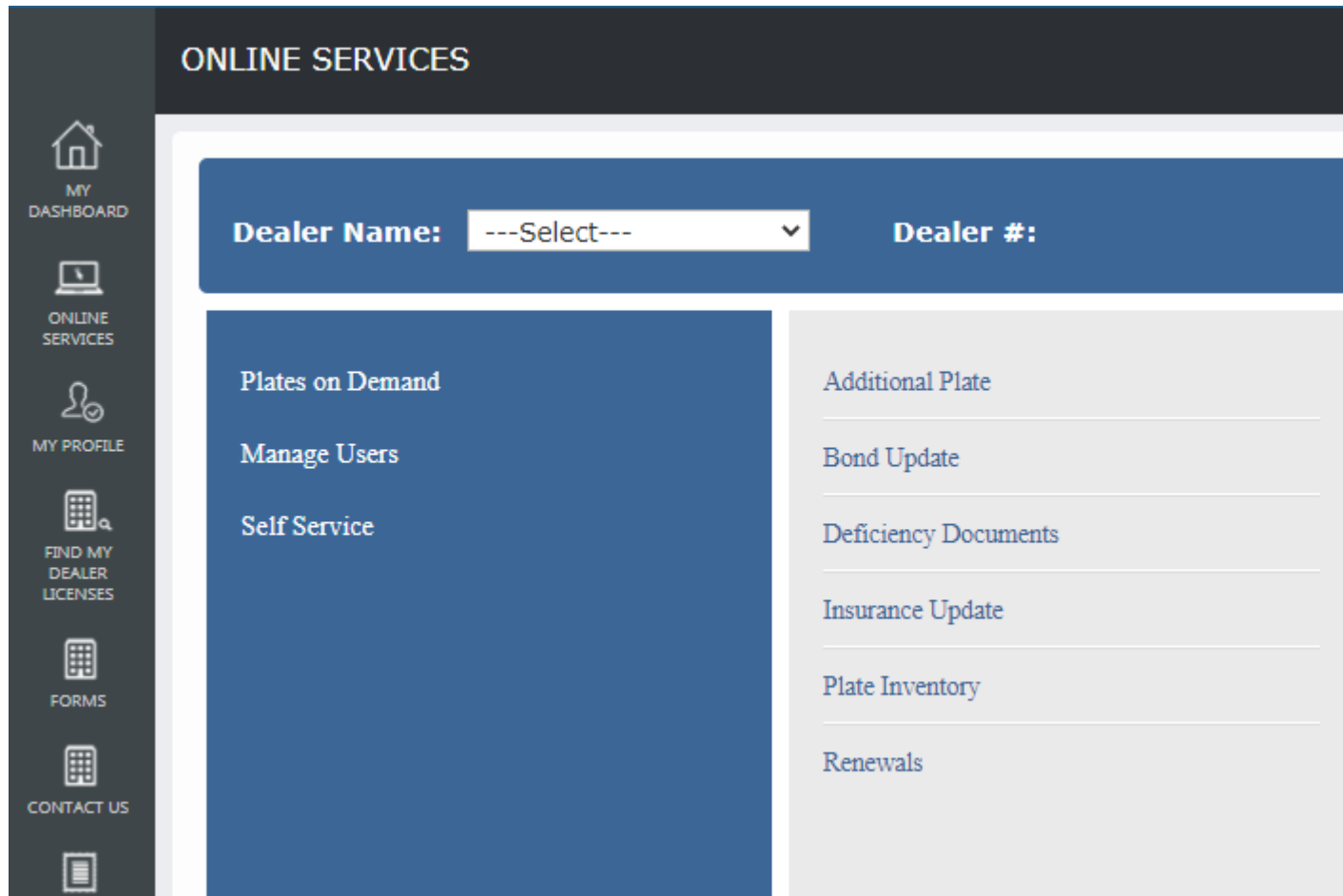
RECENT TRANSACTIONS

DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
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STEP 3: SELECT DEALER LICENSE

The screenshot shows a web interface for 'ONLINE SERVICES'. On the left is a dark sidebar with navigation icons and labels: 'MY DASHBOARD' (house icon), 'ONLINE SERVICES' (laptop icon), 'MY PROFILE' (person icon), 'FIND MY DEALER LICENSES' (calculator icon), 'FORMS' (calculator icon), and 'LICENSE' (calculator icon with a red '2' notification bubble). A chatbot window is open at the bottom left, showing a profile picture and the text 'Hey there! How can I help you today?'. The main content area has a dark blue header with 'Dealer Name: ---Select---' and a dropdown arrow, and 'Dealer #:' to its right. Below the header is a list of options: 'Plates on Demand', 'Manage Users', and 'Self Service'. A red arrow points from the right side of the image towards the '---Select---' dropdown menu.

STEP 4: SELECT “SELF SERVICE” AND SELECT “ADDITIONAL PLATE”



*Only users with the following roles will be able to proceed: Primary, Administrator, Finance/Sales, General Office and General Plates and Office

STEP 5: REVIEW INSTRUCTIONS AND KEY INFO

ADDITIONAL PLATE - INFORMATION 0 LOGOUT

Dealer Name: Dealer #:

PLEASE READ BEFORE YOU CONTINUE

On the following page, you will be able to request additional dealer license plates within your approved dealer plate limit. You may request additional dealer license plates for each license plate type for which you are eligible.

- Once the request has been submitted, you will be able to pay for the number of plates you requested within your limit. You may pay for these plates online from the Invoices widget on your Dashboard.

If you are at or near your approved dealer license plate limit, you may request an increase in your plate limit on the following page.

- The Division will determine the number of plates for which you will be approved, if any. A request for an increase in license plate limit may result in an audit in order for the Division to evaluate the request.
- Once the request for an increase in plate limit has been approved, you may come back and request additional dealer license plates.

STEP 6: COMPLETE THE "PLATE LIMIT INCREASE" SECTION

ADDITIONAL PLATE - REQUEST

0 [LOGOUT](#)

Dealer Name: XXXXXXXXXX
Dea XXXXXXXXXX

ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE LIMIT	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">-SELECT-</div>				<input style="width: 80%;" type="text"/>	<div style="display: inline-block; margin-right: 10px;"> <input type="button" value="Add"/> </div> <div style="display: inline-block;"> <input type="button" value="Cancel"/> </div>

"Available for Issue" represents the number of plates you currently have available to request. "How Many Plates" is the number of plates you would like to request. You may request up to the number listed in the Available for Issue field.

If you are requesting a plate type from the drop down menu that you have not previously requested, you must first submit a request an increase in plate limit for that plate type as your current limit will be zero.

PLATE LIMIT INCREASE

PLATE LIMIT TYPE	DEALER PLATES REQUESTED?	HOW MANY DEALER PLATES?	INTERIM PLATES REQUESTED?	HOW MANY INTERIM PLATES?	ACTIONS
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">-SELECT-</div>	<input type="radio"/> YES <input type="radio"/> NO	<input style="width: 80%;" type="text"/>	<input type="radio"/> YES <input type="radio"/> NO	<input style="width: 80%;" type="text"/>	<div style="display: inline-block; margin-right: 10px;"> <input type="button" value="Add"/> </div> <div style="display: inline-block;"> <input type="button" value="Cancel"/> </div>

Select the plate type from the dropdown. Indicate whether you are requesting an increase in your dealer plate limit and/or your interim plate limit. Interim license plates refer to either the paper temporary plates generated through the Plates on Demand system when a vehicle is sold, or the temporary watercraft plates issued when a watercraft is sold. Temporary watercraft plates are not generated by the Plates on Demand system.

Please enter the **additional** number of plates you would like to have added to your current approved limit in the "How Many Plates?" field. Once you have entered the number of plates you want to add, click on the Add button to the right.

STEP 7: COMPLETE THE AFFIRMATION

The screenshot shows a form titled "AFFIRMATION" with a light blue header. Below the header, there is a checkbox followed by the text: "I hereby certify, under the penalty of perjury, that I am authorized to make this application and that the answers and information contained in this application are true and correct." Below this text are two input fields: "Application prepared by *:" and "Title *:". At the bottom of the form, there are three buttons: "Cancel" (dark blue), "Save as Draft" (dark blue), and "Save and Continue" (light blue).

Select “Save and Continue” if you are ready to submit the request.

If you select Cancel or Save as Draft:

- i. **Cancel** = A warning message will appear alerting you that cancelling will result in the entered detail being deleted. You can confirm the cancellation or select Save as Draft.
- ii. **Save as Draft** = The data entered so far will be saved without being submitted. You can come back to the transaction later to finish it. The draft transaction can be found on the user’s Dashboard in the Drafts widget.

STEP 8: UPLOAD DOCUMENT(S) AND SELECT “SUBMIT”

ADDITIONAL PLATE - DOCUMENTS 0 LOGOUT

Dealer Name: Dea

REQUIRED DOCUMENTS

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

There are currently no required documents to upload.

OTHER DOCUMENTS

You may upload documents related to your request here.

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

You are not required to submit any documents with this request, but you are welcome to submit any documentation you think might be helpful in assessing your request.

WHAT TO EXPECT NEXT...

- Your request will be reviewed by a Licensing Clerk and forwarded to a Field Examiner.
- The Field Examiner will review your plate log and sales to determine how many additional plates should be granted.
- Plate Limit Increase Requests are typically reviewed and approved in 3-5 business days; please allow time for your request to be processed.
- It is the dealer's responsibility to monitor the number of interim plates remaining and make a plate limit increase request when supply is low, but not completely exhausted.
- If you are requesting an increase in interim plates because you have no interim plate credits remaining or you will be out in the 3-5 days it will take to process your request, you may send a request for emergency interim plates to dealers@sos.in.gov.
 - Please note you MUST formally submit your Plate Limit Increase Request before any emergency plates will be granted.
 - Please also note that emergency interim plates will only be granted once in a 12-month period of time.
- Once your Plate Limit Increase Request has been APPROVED, your **interim license plate credits** will be immediately available for purchase from Plates on Demand and/or your **dealer license plate(s) invoice** will be available for payment on your dashboard.