

Online Transport Operator Renewal Guide

Each step of the online application process is listed below. For additional details on any of the steps, please click the link and you will be directed to the appropriate page.

Starting the License Renewal

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Completing the License Renewal Application

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Signing In

The top screenshot shows the 'AUTO DEALER SERVICES DIVISION' header with a 'LOGIN' button highlighted by a red arrow. The bottom screenshot shows the 'Access Indiana - Portal' with a 'Sign Up for Access Indiana' button highlighted by a red arrow and a sign-in form.

- 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

Locate the License Renewal

MY DASHBOARD

MY DASHBOARD
ONLINE SERVICES
MY PROFILE
FIND MY DEALER LICENSES
FORMS
CONTACT US
LICENSE APPLICATION

ALERTS AND ANNOUNCEMENTS [View All](#)

TYPE	SUBJECT	GENERATED DATE
NO RECORDS TO VIEW.		

NOTIFICATIONS [View All](#)

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	

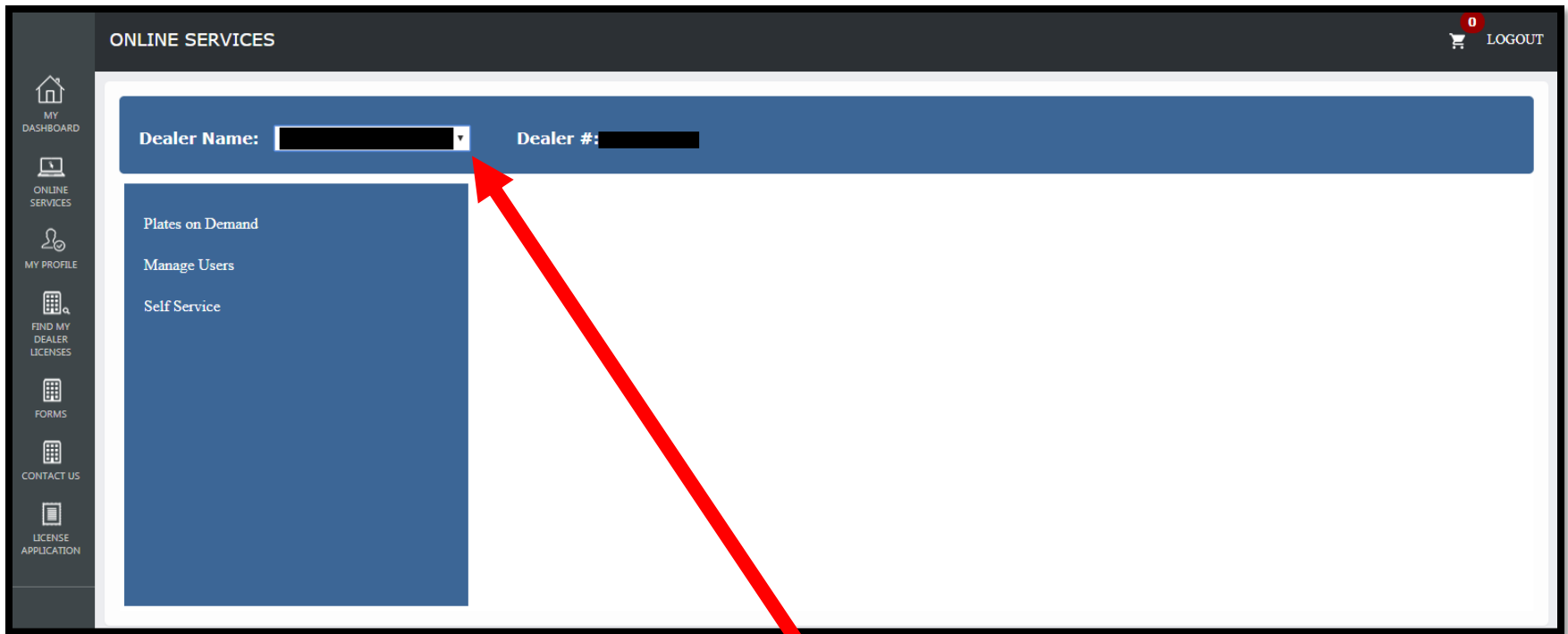
INVOICES [View All](#)

INVOICE #	DATE	DEALER #	DEALER NAME	WORKORDER #	PAYMENT STATUS
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RECENT TRANSACTIONS [View All](#)

DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
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Select "Online Services" from the left-side menu.



Select the appropriate license from the dropdown menu

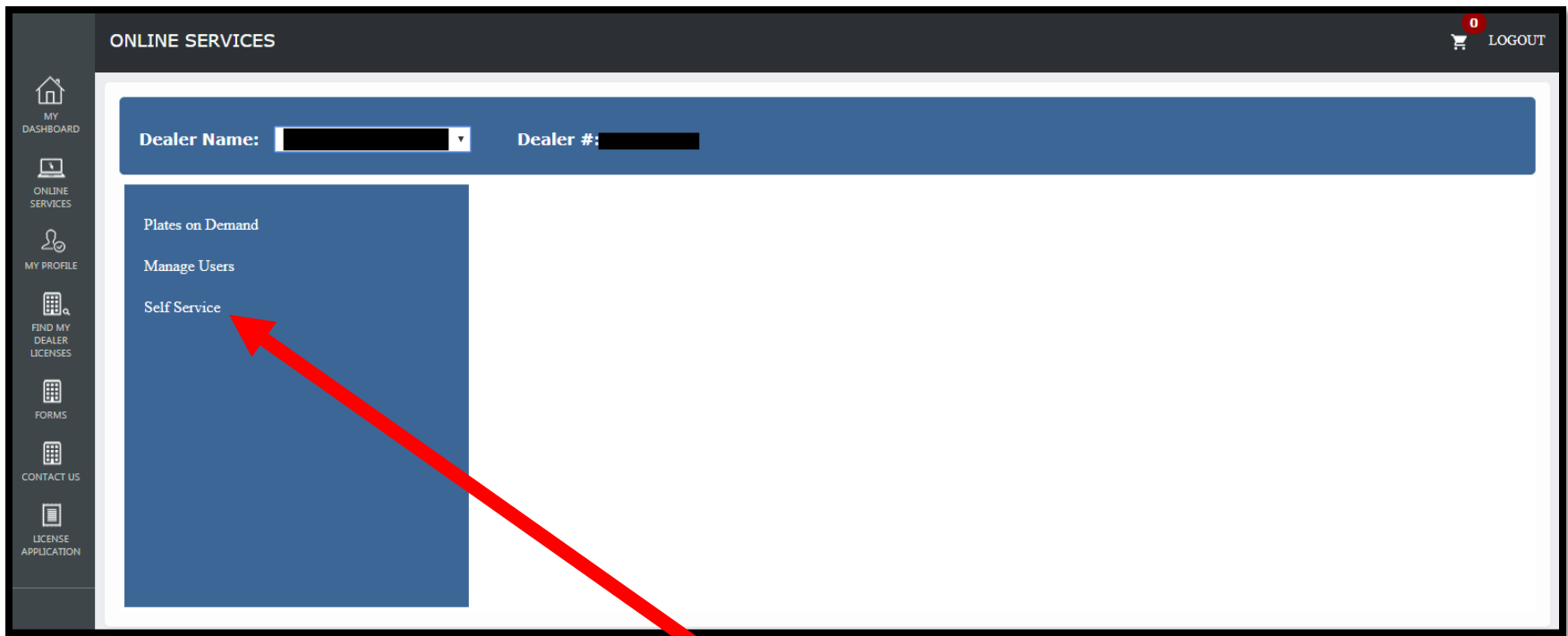
ONLINE SERVICES

MY DASHBOARD
ONLINE SERVICES
MY PROFILE
FIND MY DEALER LICENSES
FORMS
CONTACT US
LICENSE APPLICATION

0 LOGOUT

Dealer Name: Dealer #:

Plates on Demand
Manage Users
Self Service

A screenshot of a web application interface. At the top, there is a dark blue header with the text "ONLINE SERVICES" on the left and a shopping cart icon with a "0" and the word "LOGOUT" on the right. Below the header is a white navigation sidebar with several menu items, each with a small icon: "MY DASHBOARD", "ONLINE SERVICES", "MY PROFILE", "FIND MY DEALER LICENSES", "FORMS", "CONTACT US", and "LICENSE APPLICATION". The main content area has a dark blue header bar containing two input fields: "Dealer Name:" followed by a dropdown menu, and "Dealer #:" followed by a text input field. Below this bar is a white area with a dark blue sidebar on the left containing three menu items: "Plates on Demand", "Manage Users", and "Self Service". A large red arrow points from the bottom right towards the "Self Service" menu item.

Select "Self Service"

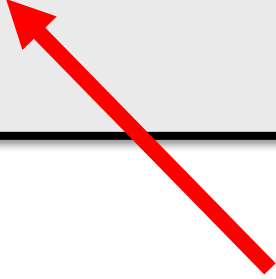
ONLINE SERVICES 0 LOGOUT

MY DASHBOARD
ONLINE SERVICES
MY PROFILE
FIND MY DEALER LICENSES
FORMS
CONTACT US
LICENSE APPLICATION

Dealer Name: Dealer #:

- Plates on Demand
- Manage Users
- Self Service

- Additional Plate
- Bond Update
- Deficiency Documents
- Insurance Update
- Plate Inventory
- Renewals



Select "Renewals"

Information Page

Dealer Name: N TEST OPERATOR		Dealer #: T2144062
PLEASE READ BEFORE YOU CONTINUE		
Transport Operators The following items should be gathered to successfully complete the Renewal process: <ul style="list-style-type: none">• Document showing valid insurance• List of which plates you wish to renew• Units transported in the last 12 months• Number of drivers in the last 12 months		
Licensed Dealers The following items should be gathered to successfully complete the Renewal process: <ul style="list-style-type: none">• Valid bond (State Form 53966)• Document showing valid insurance• List of which plates you wish to renew• List of the auctions you purchased from most frequently in the past 12 months, if applicable.• Number of units sold both retail and wholesale in the past 12 months• If renewing a mobility endorsement, you will need proof of your accreditation through the Quality Assurance Program of the National Mobility Equipment Dealers Association		<ul style="list-style-type: none">• Be sure the bond is signed by <u>both</u> the surety and the principal• The insurance document must specify that the physical location of the dealership is the location that is insured – not the dealer’s offsite corporate office
If you are ready to proceed please select “Continue.” If you do not wish to begin the Renewal process at this time, you may select “Cancel.”		

This is the page that should appear when you click “Renewals.” Please note, as a Transport Operator, you will only need to gather the following items to complete your renewal:

- Certificate of Liability Insurance showing valid/current insurance
- List of plates you wish to renew
- Number of units transported in the past 12 months and number of drivers in the past 12 months

Select “Continue” to proceed.

Status Information

STATUS INFORMATION	
Dealer Status: VALID	Renewal Date: 8/1/2021
Insurance Expiration Date:	

- Review the information in this box and confirm it is correct.
- Pay special attention to the insurance expiration date. Be sure you update your insurance before it expires.

Renewal Application Information

RENEWAL APPLICATION

Units Transported in the past 12 months *:

Number of Drivers in the past 12 months *:

- Please note the number of units transported and drivers utilized over the last 12 month period of time.

Renewing Transport Plates – Step 1

DEALER PLATES

Not renewing plates

Select All

EXISTING PLATES	PLATES STATUS	RENEW
██████	ASSIGNED	<input type="checkbox"/>
██████	ASSIGNED	<input type="checkbox"/>
██████	ASSIGNED	<input type="checkbox"/>

- Please select which plates you would like to renew.
 - Plates may not be replaced at the time of your renewal. To avoid paying for a plate twice, you should not renew any plate(s) you intend to replace within 90 days of your license renewal date.
 - You will be invoiced for all of the plates you select after your renewal has been processed and approved.
- IMPORTANT - There are two steps to a plate renewal:**
1. Select which plates you wish to renew.
 2. Pay your plate invoice.
- This page is STEP ONE. Your plates will not be renewed until you complete STEP TWO.

Signature

AFFIRMATION

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.

Application prepared by *:

Title *:

Once this box is complete, you are ready to move on to the document upload portion of the renewal.

Navigation Buttons

Cancel

- Returns you to the homepage **without** saving any data
- If you select “cancel” while you’re in a draft renewal, it will delete the draft

Save as Draft

- Returns you to the homepage after saving your data

Save and Continue

- Saves your data and moves you to the next page of the renewal

Required Documents

DOCUMENT TYPE	DOCUMENT	ACTIONS
INSURANCE CERTIFICATE	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

OTHER DOCUMENTS

	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
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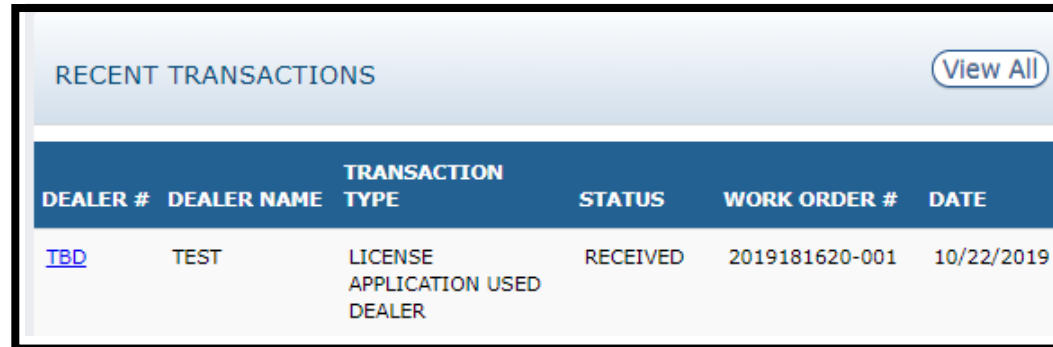
DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

Cancel

- Be sure the bond is signed by **both** the surety and the principal
- The insurance document must specify that the physical location of the dealership is the location that is insured – not the dealer's offsite corporate office

- As a Transport Operator, the only document you are required to upload is a current Certificate of Liability Insurance. Please note you must select "Upload" to attach the document to the renewal.
- Once your document has been uploaded, select "Submit."

Tracking Your Renewal



RECENT TRANSACTIONS View All					
DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
TBD	TEST	LICENSE APPLICATION USED DEALER	RECEIVED	2019181620-001	10/22/2019

Once your renewal is submitted, a Licensing and Compliance Clerk will review the renewal for completeness and be in contact regarding any deficiencies. Once deemed complete, the clerk will generate an invoice for your plates.

You can track the status of your license renewal by viewing the “RECENT TRANSACTIONS” section on MY DASHBOARD. A status key is below.

"RECEIVED"

We have not yet started processing your renewal.

"DEFICIENCY LETTER"

You need to correct something - we will be in touch!

"APPROVED"

Your renewal is complete. Time to renew your plates!

Renewing Transport Plates – Step 2

After your renewal application has been approved, the invoice to renew your plates will appear on MY DASHBOARD under “INVOICES.”

The screenshot shows the 'MY DASHBOARD' for the 'AUTO DEALER SERVICES DIVISION'. It features a sidebar with navigation options: MY DASHBOARD, ONLINE SERVICES, MY PROFILE, FIND MY DEALER LICENSES, FORMS, CONTACT US, and LICENSE APPLICATION. The main content area has two sections: 'ALERTS AND ANNOUNCEMENTS' (with a 'View All' button) and 'INVOICES' (with a 'View All' button). The 'INVOICES' section contains a table with the following data:

INVOICE #	DATE	DEALER #	DEALER NAME	WORKORDER #	PAYMENT STATUS	
900000091016	2/24/2020	[REDACTED]	[REDACTED]	2020206290	PAYMENT DUE	ADD TO CART

Click here to view the invoice. Click “Add to Cart” to pay the invoice.

RECENT TRANSACTIONS View All					
DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
██████	██████████████████	ADDITIONAL DEALER PLATES	IN FULFILLMENT	2020206290-002	2/24/2020
██████	██████████████████	INITIAL DEALER PLATES	IN FULFILLMENT	2020206290-001	2/24/2020
██████	██████████████████	LICENSE RENEWAL USED DEALER	IN FULFILLMENT	2020206289-001	2/24/2020

Once you have paid for your plates, you can track the progress of your order under the “RECENT TRANSACTIONS” section of MY DASHBOARD.