

# How To:

## Print a Temporary Plate

1. After logging into your Dashboard, click on “Online Services” from the menu to the left of the screen.

The screenshot shows the 'AUTO DEALER SERVICES DIVISION' dashboard. The left sidebar contains a menu with 'ONLINE SERVICES' highlighted by a red arrow. The main content area is titled 'MY DASHBOARD' and contains several sections:

- ALERTS AND ANNOUNCEMENTS**: A table with columns 'Type', 'Subject', and 'Generated Date'. A 'View All' button is present.
- NOTIFICATIONS**: A table with columns 'Subject', 'Generated Date', and 'Action'. It displays 'NO RECORDS TO VIEW.' and has a 'View All' button.
- CURRENT LICENSES**: A table with columns 'Dealer #', 'Dealer Name', 'License Type', 'Status', and 'Renewal Date'. It shows one record: Dealer # [redacted], Dealer Name [redacted], License Type: DEALER USED, Status: VALID, Renewal Date: 11/1/2017. A 'View All' button is present.
- RECENT TRANSACTIONS**: A table with columns 'Dealer #', 'Dealer Name', 'Transaction Type', 'Work Order #', and 'Date'. It displays 'NO RECORDS TO VIEW.' and has a 'View All' button.
- RECENT DRAFTS**: A table with columns 'Application Name', 'License Type', 'Status', and 'Date'. It displays 'NO RECORDS TO VIEW.' and has a 'View All' button.
- RECENT PAYMENTS**: A table with columns 'Work Order #', 'Invoice #', 'Payment Type', 'Amount', 'Date', and 'Status'. It displays 'NO RECORDS TO VIEW.' and has a 'View All' button.

2. Choose the dealer license from which you want to generate the temporary plate from the drop down menu at the top. Once selected, click on “Plates on Demand”.

The screenshot shows the 'AUTO DEALER SERVICES DIVISION' 'ONLINE SERVICES' page. The left sidebar contains a menu with 'Plates on Demand' highlighted by a red arrow. The main content area has a form with two dropdown menus: 'Dealer Name' and 'Dealer #'. A red arrow points to the 'Dealer #' dropdown menu. Below the form, there is a list of options: 'Plates on Demand', 'Manage Users', and 'Self Service'. A red arrow points to the 'Plates on Demand' option.

3. Verify that you have available credits to print from the grid at the top of the page.

	MOTOR VEHICLE	MOTORCYCLES
YOUR CURRENT YEARLY LIMIT OF INTERIM PLATES	9990	9999
AVAILABLE CREDIT TO PRINT MORE ONLINE INTERIM PLATES	9761	9999
TOTAL INTERIM PLATES ASSIGNED TO YOU THIS LICENSE YEAR	230	0
YOU CAN BUY MORE CREDIT UP TO	8	0

4. Click on the “Generate Plate”
- Choose the vehicle type,
  - Enter the VIN,
  - Click “Validate VIN”

The screenshot shows the 'GENERATE PLATE' section of a web interface. At the top, there are three tabs: 'RECENT PLATES', 'GENERATE PLATE', and 'CREDIT PURCHASE'. The 'GENERATE PLATE' tab is active. Below the tabs, there are two radio buttons for 'Plate type': 'Motor Vehicle' (selected) and 'Motorcycle'. Below that is a text input field labeled 'VIN\*' containing the value '1HGEM21145L040568'. A blue button labeled 'Validate VIN' is positioned below the input field. Red arrows point to the 'GENERATE PLATE' tab, the 'Motor Vehicle' radio button, the VIN input field, and the 'Validate VIN' button.

5. If the VIN that you entered is less than 17 characters, an error message will pop up stating this.
- When this happens, please verify the VIN that you are entering is correct.
    - Note: Some VINs are truly not 17 characters long. If you have verified that what you entered is correct, click the “Use VIN” button to bypass the error message.

The screenshot shows the 'GENERATE PLATE' section of a web interface. At the top, there are three tabs: 'RECENT PLATES', 'GENERATE PLATE', and 'CREDIT PURCHASE'. The 'GENERATE PLATE' tab is active. Below the tabs, there are two radio buttons for 'Plate type': 'Motor Vehicle' (selected) and 'Motorcycle'. Below that is a text input field labeled 'VIN\*' containing the value '123456789'. Below the input field, there is a red error message: 'The VIN entered is not 17 characters long. Please confirm the VIN before selecting the Use VIN button.' A blue button labeled 'Use VIN' is positioned below the error message. Red arrows point to the 'Motor Vehicle' radio button, the VIN input field, the error message, and the 'Use VIN' button.

6. Verify that the vehicle information is correct and enter the Color.  
You can also enter a comment if necessary.

**VEHICLE DETAILS**

VIN \*: 1HGEM21145L040568

Make \*: HONDA Year \*: 2005

Model \*: CIVIC Color \*: BLACK

Comment: 



7. Scroll down and enter Customer Details. Fields with a red asterisk (\*) are required.

**CUSTOMER DETAILS**

First Name:

Last Name \*:

Country:

Address Line 1 \*:

Address Line 2:

Zip \*:

City \*:  State \*:

Phone Number:

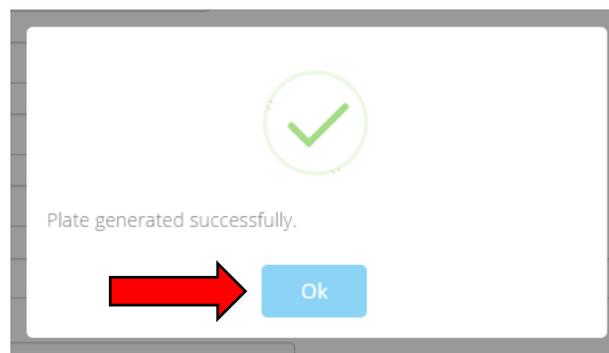
Cell Number:

Email Address:



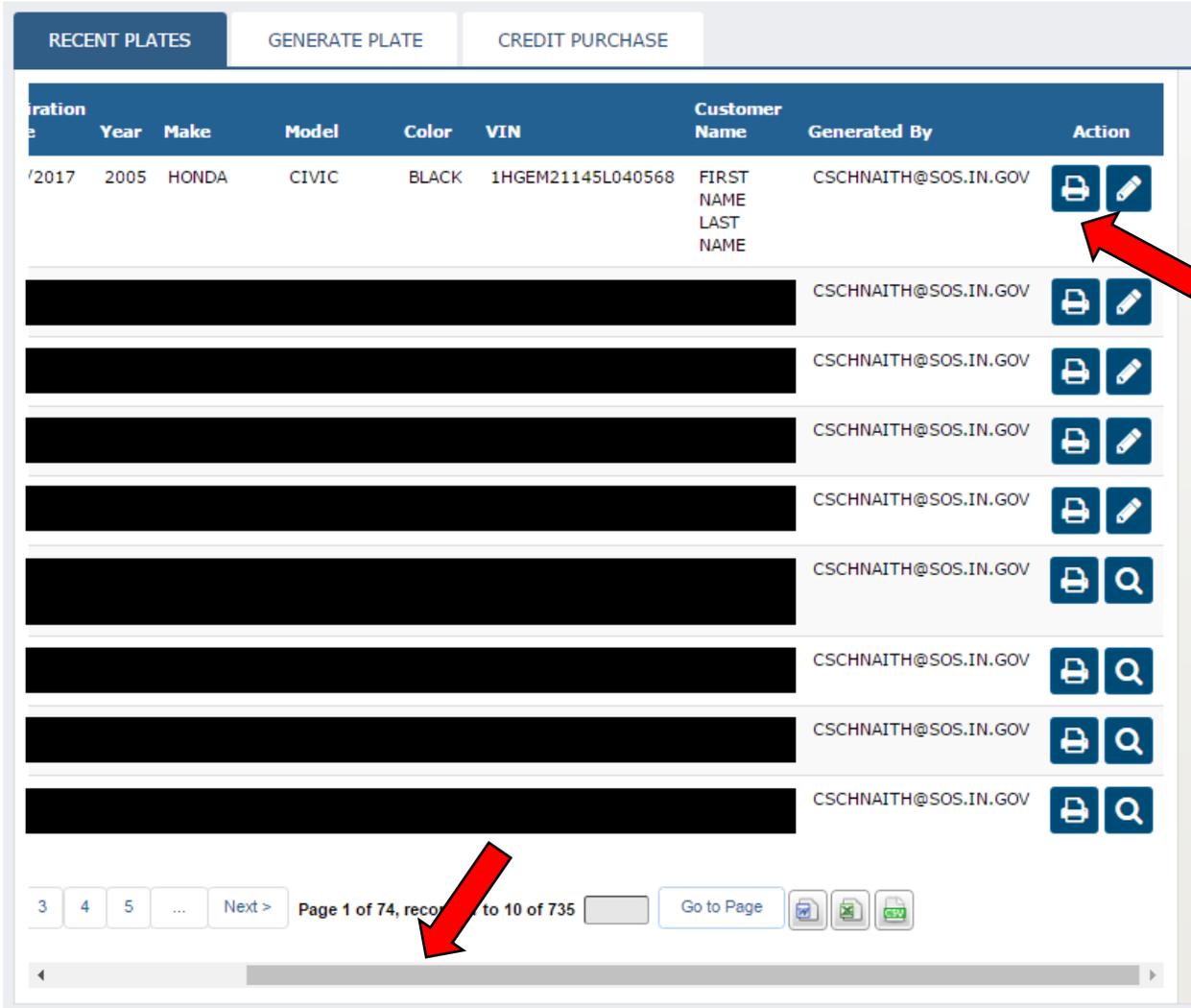
8. Once all of the required information is entered, click on “Generate Plate” under the customer details. (see above)

9. Once the plate is successfully generated, you will see a pop up window verifying that the plate was generated. Click “Ok” and you will be redirected to “Recent Plates”



10. To print the plate that you just generated, you may need to scroll to the right, as the “Print”  and “Edit”  action buttons may be hidden.

- a. To do this, scroll to the bottom of your screen and you will see a left-right scroll bar at the bottom of the Recent Plates grid.

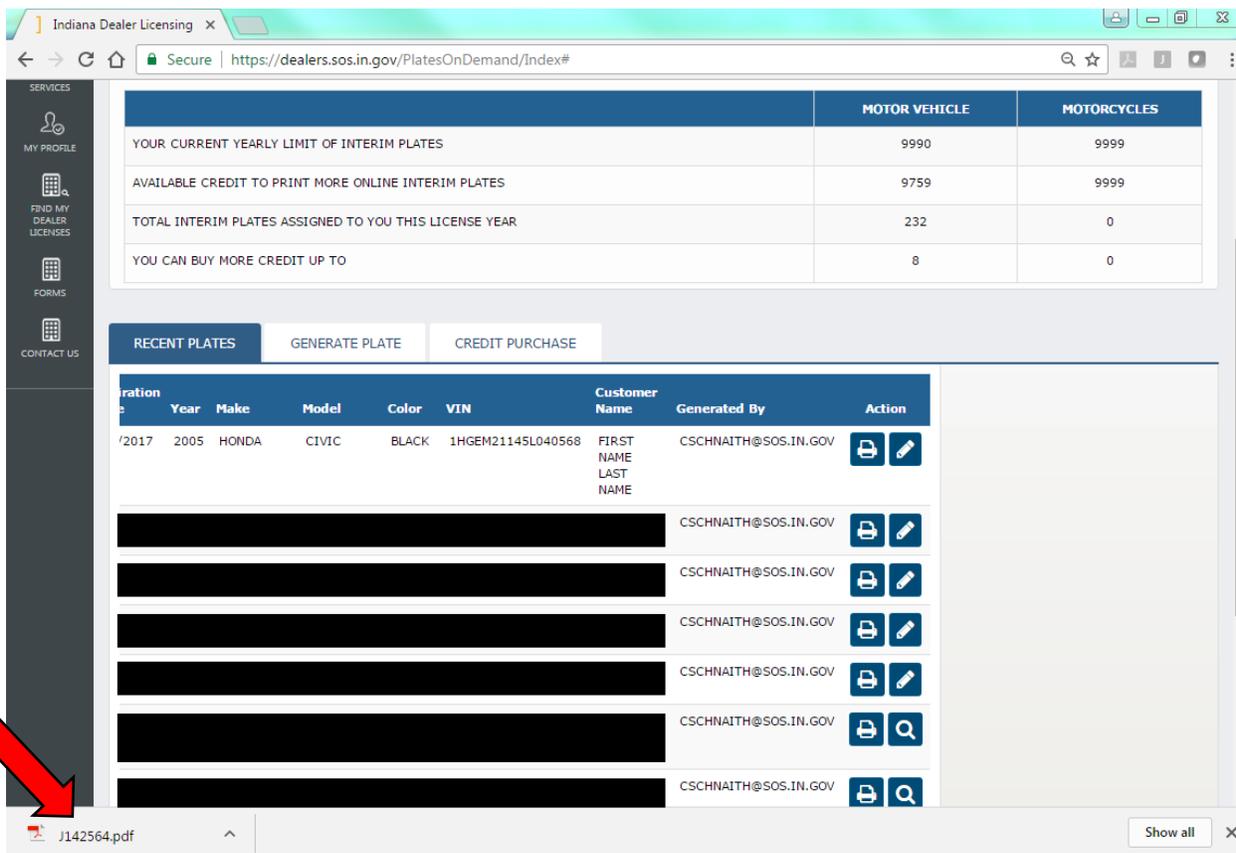


Registration	Year	Make	Model	Color	VIN	Customer Name	Generated By	Action
2017	2005	HONDA	CIVIC	BLACK	1HGEM21145L040568	FIRST NAME LAST NAME	CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 
[REDACTED]							CSCHNAITH@SOS.IN.GOV	 

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← [Horizontal Scroll Bar] →

11. Click the “Print”  button and the plate will be downloaded to your computer. It may pop up at the bottom of the screen as shown below, however not all web browsers do this. You will need to determine, based on the web browser you are using, where to view your downloaded files.



The screenshot shows the Indiana Dealer Licensing website interface. At the top, there is a navigation menu with options: MY PROFILE, FIND MY DEALER LICENSES, FORMS, and CONTACT US. The main content area is divided into two sections. The upper section is a table with columns for 'MOTOR VEHICLE' and 'MOTORCYCLES'. The lower section is a table of 'RECENT PLATES' with columns for Year, Make, Model, Color, VIN, Customer Name, and Generated By. A red arrow points to a PDF download notification at the bottom of the browser window, labeled 'J142564.pdf'.

	MOTOR VEHICLE	MOTORCYCLES
YOUR CURRENT YEARLY LIMIT OF INTERIM PLATES	9990	9999
AVAILABLE CREDIT TO PRINT MORE ONLINE INTERIM PLATES	9759	9999
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YOU CAN BUY MORE CREDIT UP TO	8	0

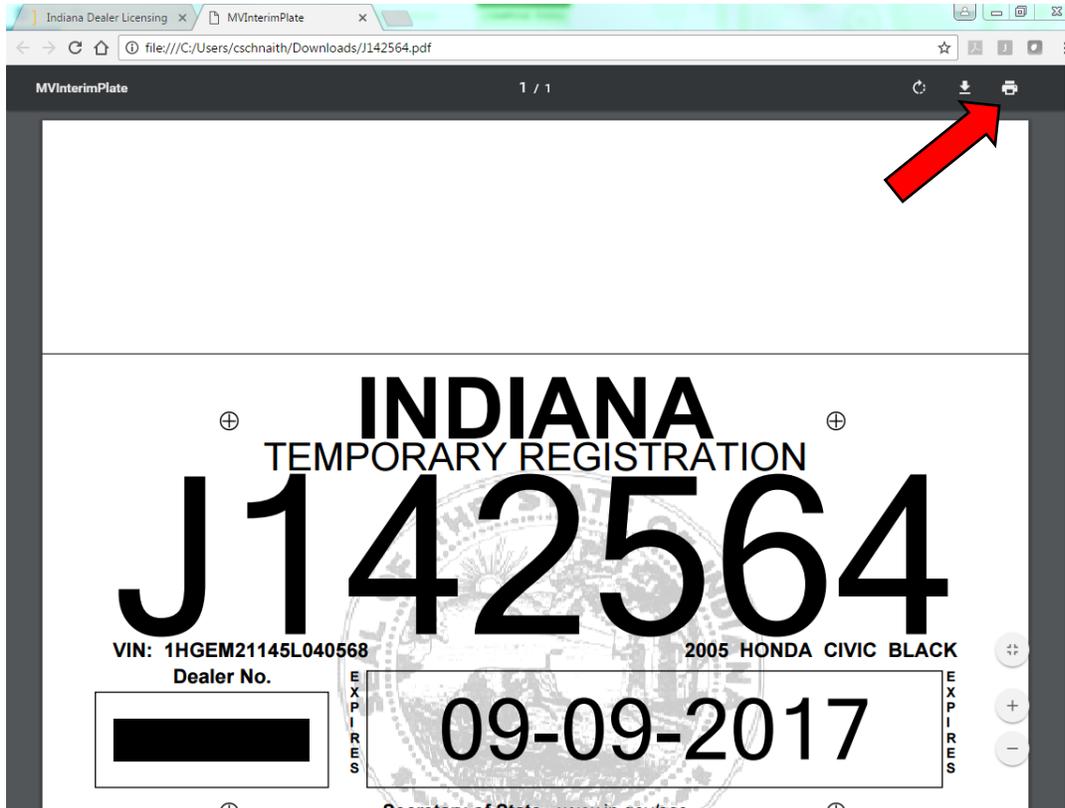
  

Year	Make	Model	Color	VIN	Customer Name	Generated By	Action	
2017	2005	HONDA	CIVIC	BLACK	1HGEM21145L040568	FIRST NAME LAST NAME	CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 
							CSCRNAITH@SOS.IN.GOV	 

J142564.pdf Show all X

12. Once you open the downloaded file, you will be able to print it. Your screen may look different depending on how the downloaded file was opened. Below are two examples:

Opened in a web browser:



Opened in Adobe:

