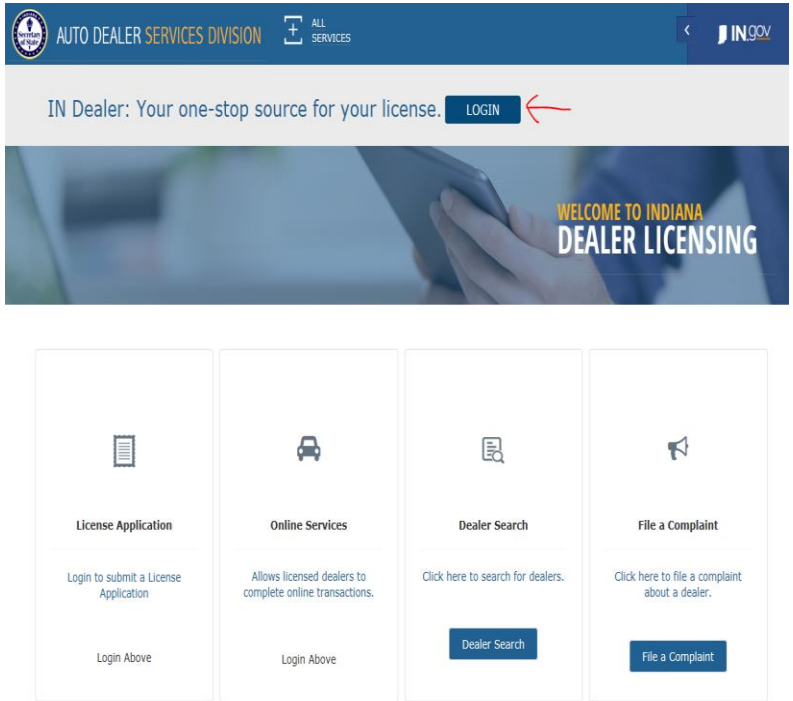
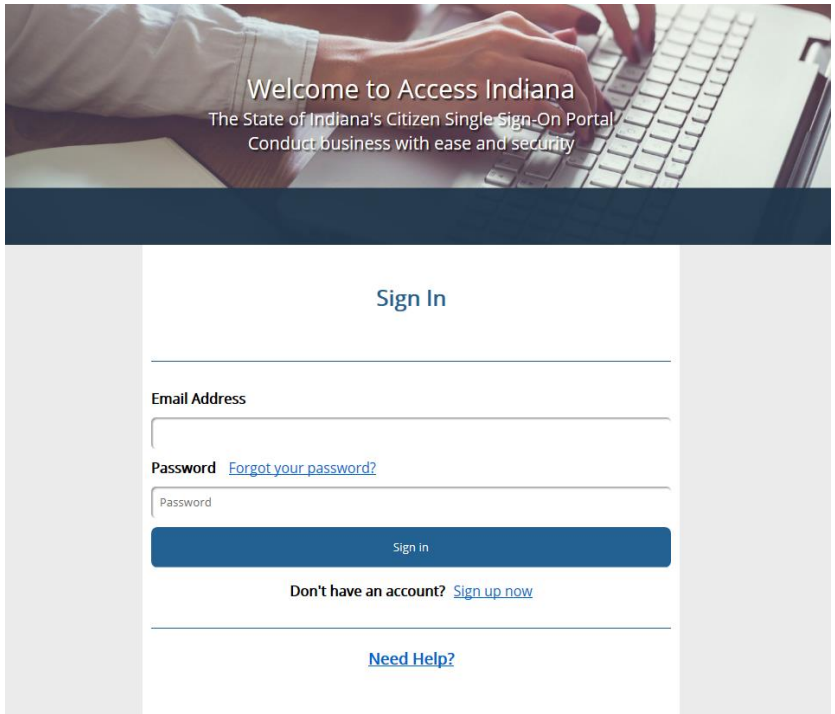
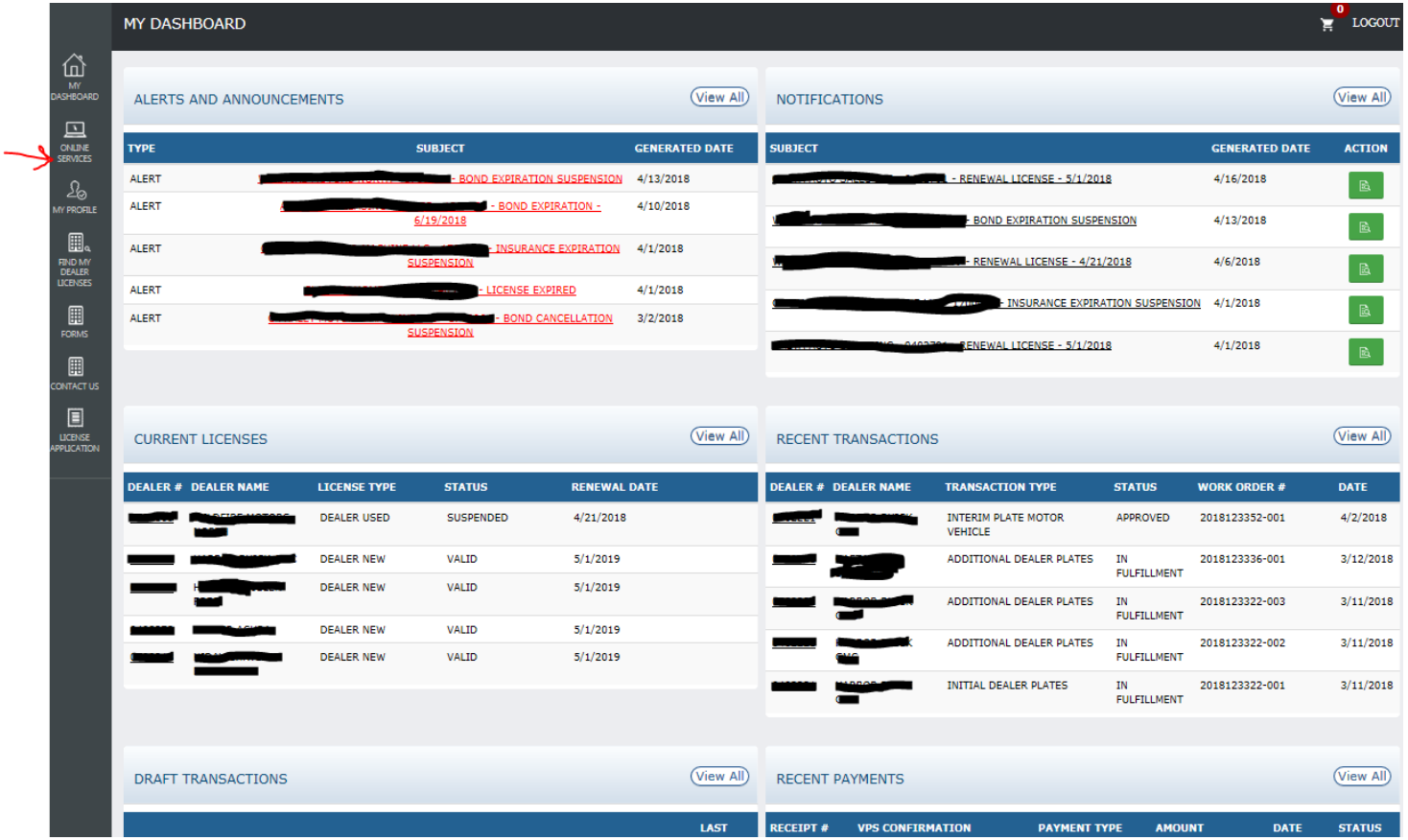
STEP 1: LOG IN

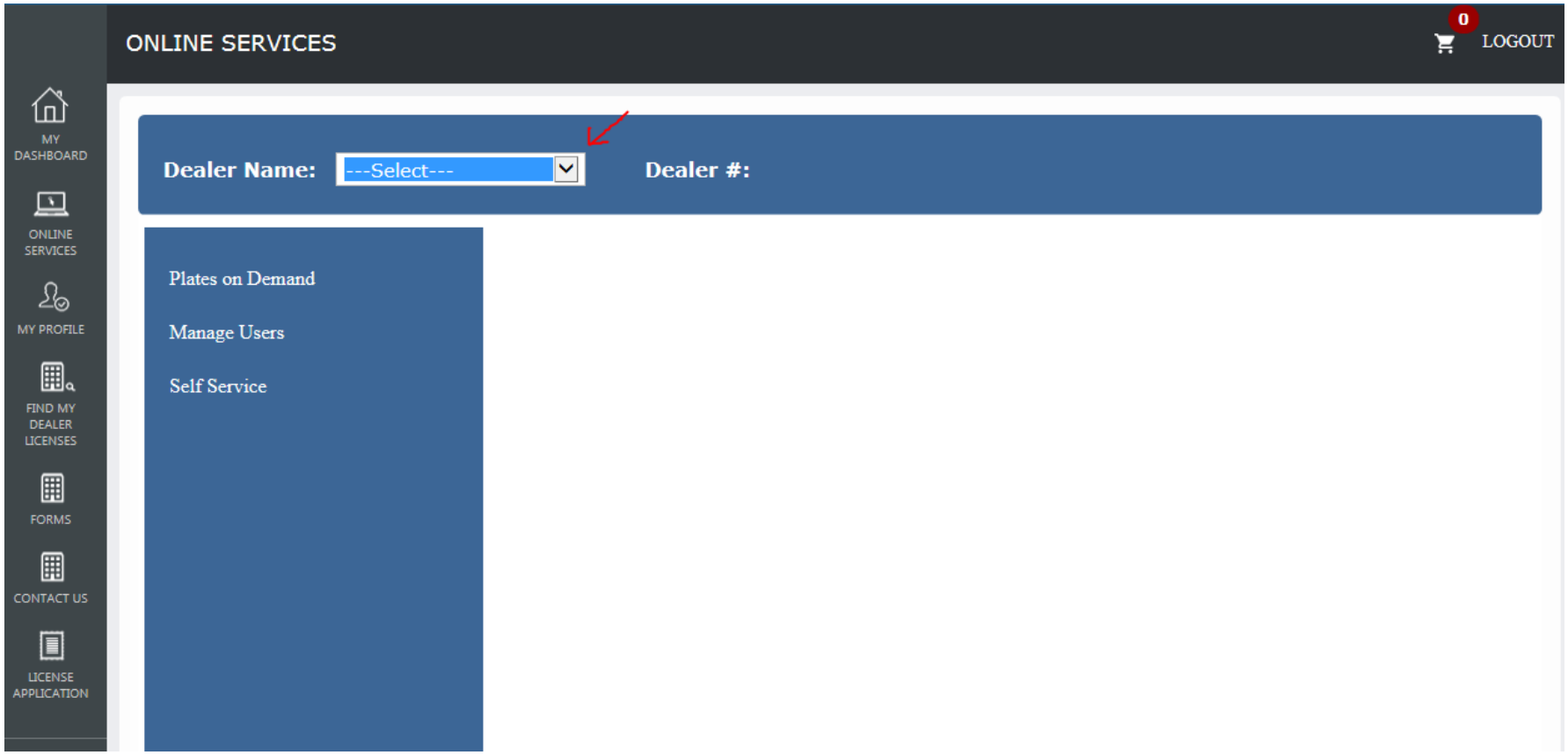

AUTO DEALER SERVICES DIVISION
ALL SERVICES
IN.gov
IN Dealer: Your one-stop source for your license.
LOGIN
WELCOME TO INDIANA
DEALER LICENSING
License Application
Login to submit a License Application
Login Above
Online Services
Allows licensed dealers to complete online transactions.
Login Above
Dealer Search
Click here to search for dealers.
Dealer Search
File a Complaint
Click here to file a complaint about a dealer.
File a Complaint


Welcome to Access Indiana
The State of Indiana's Citizen Single Sign-On Portal
Conduct business with ease and security
Sign In
Email Address
Password
Forgot your password?
Password
Sign in
Don't have an account?
Sign up now
Need Help?

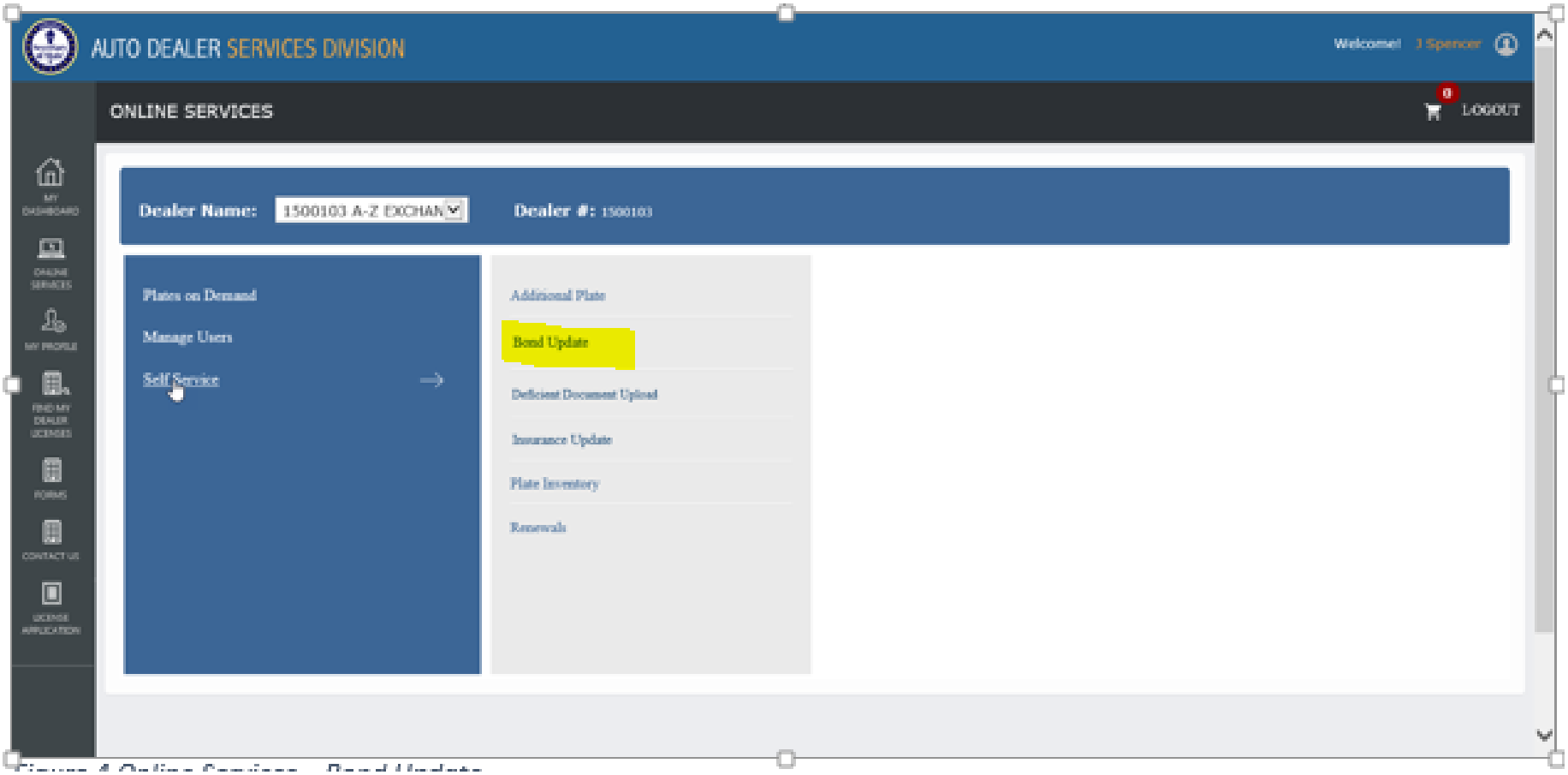
STEP 2: SELECT “ONLINE SERVICES”



STEP 3: SELECT DEALER



STEP 4: CLICK “SELF SERVICE” AND SELECT “BOND UPDATE”*



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

STEP 5: REVIEW INSTRUCTIONS AND KEY INFO

AUTO DEALER SERVICES DIVISION

Welcome! J Spencer

INSURANCE UPDATE – INFORMATION

0 LOGOUT

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

DEALER NAME: A-Z EXCHANGE

DEALER #: 1500103

PLEASE READ BEFORE YOU CONTINUE

Indiana law requires dealers to maintain proof of current insurance with the Auto Dealer Services Division. By completing this transaction, you are requesting the Division to update your insurance information. You will be required to upload a copy of your current proof of insurance.

Proof of Insurance must:

- Reflect the minimum amounts of coverage, as required by Indiana Code 9-32-11-14.
- Specify the name of the dealership as it appears on the license. For example, if your business also has a Doing Business as Name, it must be included on the document.
- Specify the correct physical address for the established place of business of the dealership, not the dealer's offsite corporate office.
- Specify the Indiana Secretary of State as the certificate holder.

If you are updating your insurance in response to a license suspension, please note the following:

- After submission, your insurance must still be reviewed and approved by Division staff before your license can be reinstated.
- The first and second days of each month are typically our heaviest suspension days, so processing and reinstatement may take longer on those days than on a more typical day.
- Once your license is reinstated, it may take an additional 10-30 minutes for your license to show as reinstated on your dealer dashboard.

We understand that license reinstatement is an immediate concern, but we ask for your patience as we process your insurance update. We understand that license reinstatement is an immediate concern, but ask for your patience as we process your insurance update. We recommend tracking the status of your insurance update in the "Recent Transactions" widget on your dashboard for real-time updates so you can be back up and running as soon as possible.

Cancel

Continue

STEP 6: COMPLETE ALL REQUIRED FIELDS AND SELECT “ADD”

BOND DETAILS

*Name of Bond Carrier: AEGIS SECURITY INSURANCE COMPANY

*Bond Number: 222222

*Effective Date: 11/01/2018

*Date of Expiration: 11/01/2019

Is Active:

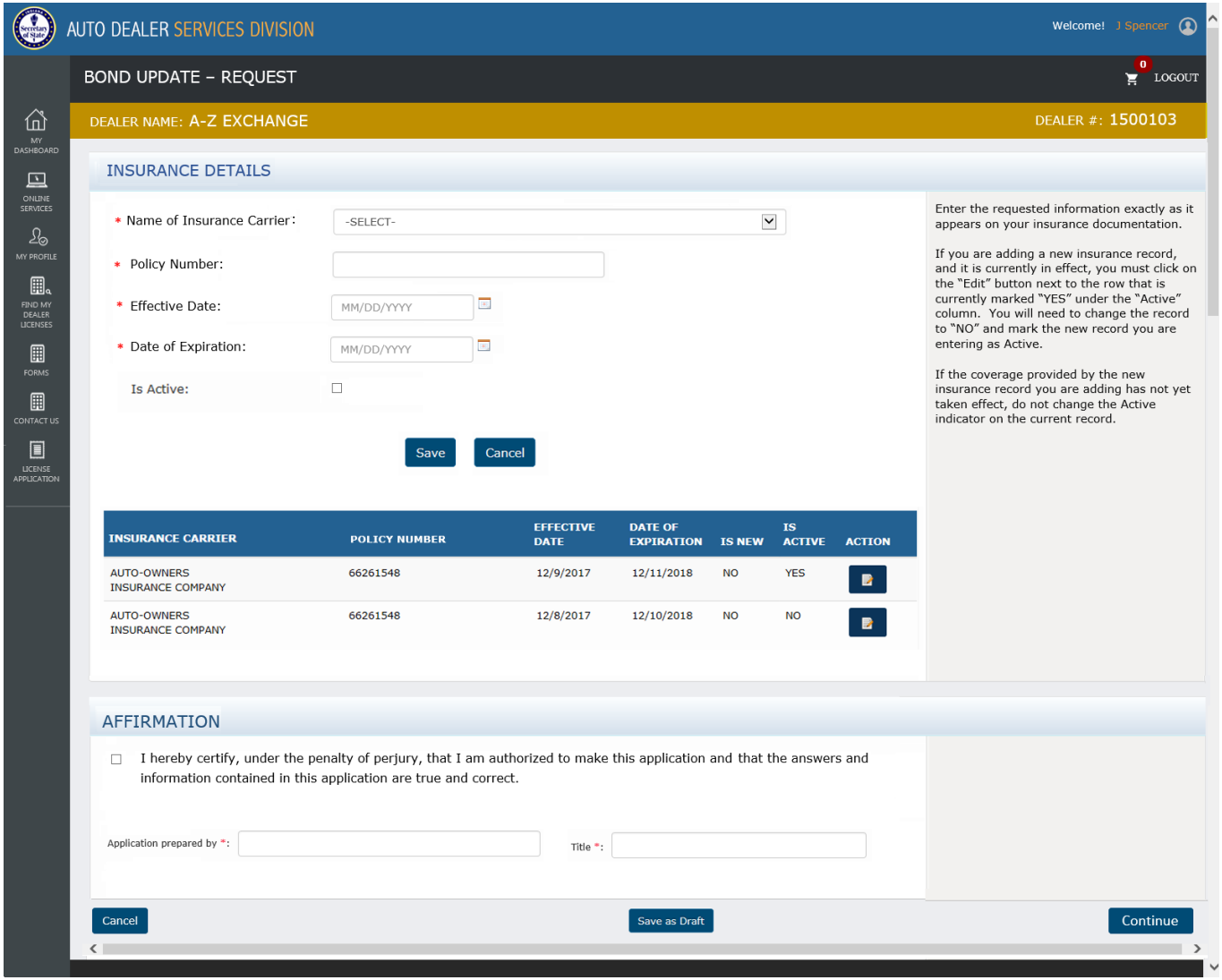
Add Cancel

BOND CARRIER	BOND NUMBER	EFFECTIVE DATE	DATE OF EXPIRATION	IS NEW	IS ACTIVE	ACTION
WESTCHESTER FIRE INSURANCE COMPANY	K09373627	1/17/2018	2/1/2019	NO	YES	

Only select “is active” if the bond is currently in effect.

Only one bond can be “active” at a time, but multiple bonds can be added to the table.

STEP 7: COMPLETE THE AFFIRMATION AND CONTINUE



STEP 8: ADD THE REQUIRED DOCUMENTS AND SUBMIT

AUTO DEALER SERVICES DIVISION

Welcome! J Spencer

INSURANCE UPDATE – DOCUMENTS

0 LOGOUT

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

DEALER NAME: A-Z EXCHANGE

DEALER #: 1500103

REQUIRED DOCUMENTS

DOCUMENT TYPE	DOCUMENT	ACTIONS
PBX011-45602: CERTIFICATE OF INSURANCE	A-Z Exchange 2018.pdf	
PBX011-45602: XTRA REQUIRED DOCUMENT	Browse...	UPLOAD
RM157778: CERTIFICATE OF INSURANCE	Browse...	UPLOAD
RM157778: XTRA REQUIRED DOCUMENT	Browse...	UPLOAD

Proof of Insurance must:

- Reflect the minimum amounts of coverage, as required by Indiana Code 9-32-11-14.
- Specify the name of the dealership as it appears on the license. For example, if your business also has a Doing Business as Name, it must be included on the document.
- Specify the correct physical address for the established place of business of the dealership, not the dealer's offsite corporate office.
- Specify the Indiana Secretary of State as the certificate holder.

OTHER DOCUMENTS

Browse... UPLOAD

DOCUMENT TYPE	DOCUMENT	ACTIONS
OTHER	Note from our Owner – Please read.doc	

Cancel | Save as Draft | Submit

Troubleshooting:

- **Do you have the appropriate role to complete the transaction?**

  You must have one of the following roles: Primary, Administrator, Finance/Sales, General Office, or General Plates and Office

- **Does your dealer license have the right status?**
  Your dealer license status must be Valid, Expired, Probation, or Suspended

- **Is your license renewal currently being processed by our office?**
  If yes, please submit new bond or insurance information directly to the licensing clerk handling your renewal or to dealers@sos.in.gov.