

Online License 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

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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ONLINE SERVICES

MY DASHBOARD

MY PROFILE

FIND MY DEALER LICENSES

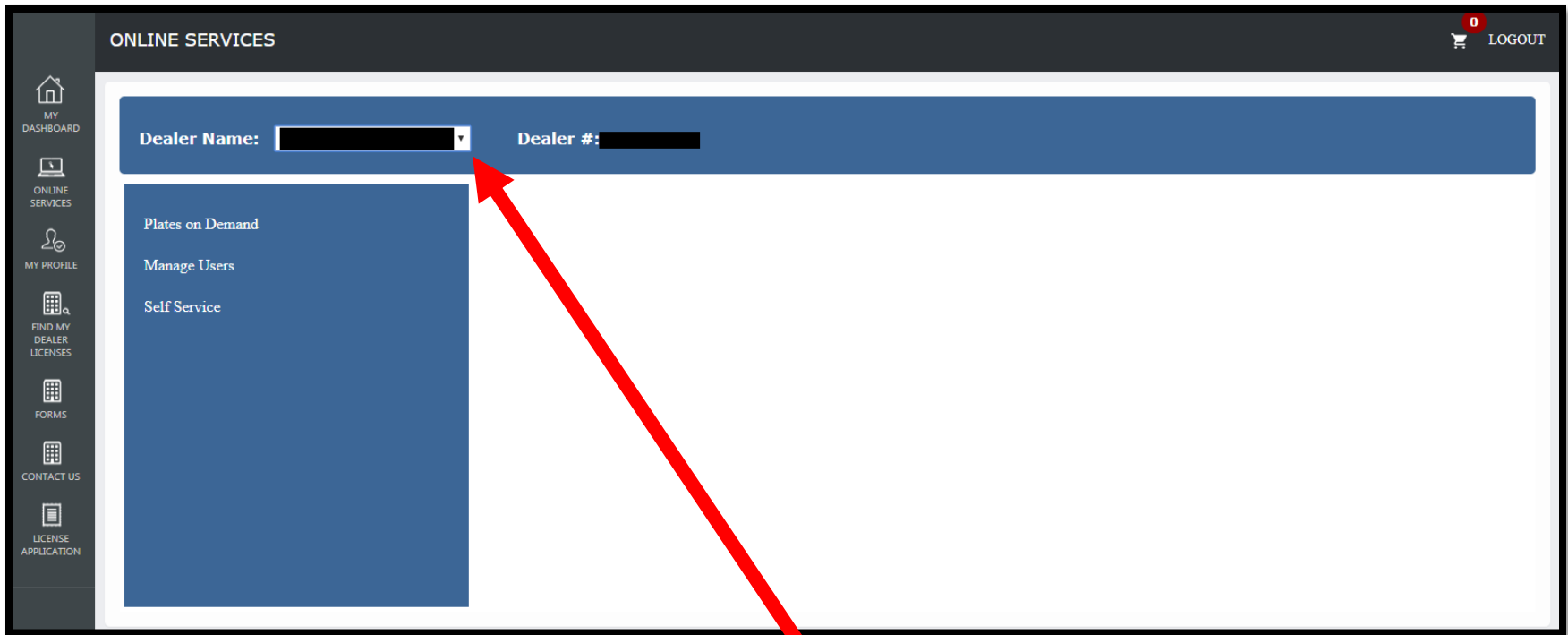
FORMS

CONTACT US

LICENSE APPLICATION

0 LOGOUT

Select "Online Services" from the left-side menu.



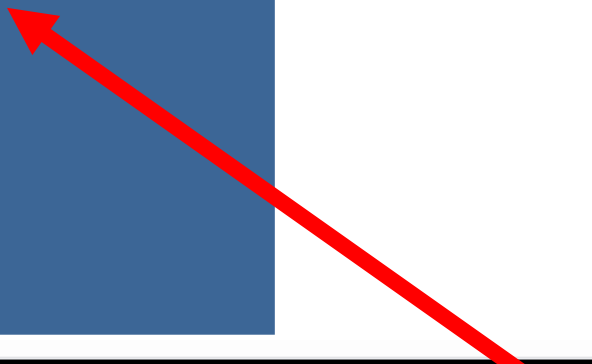
Select the appropriate dealer license from the dropdown menu

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



Select "Self Service"

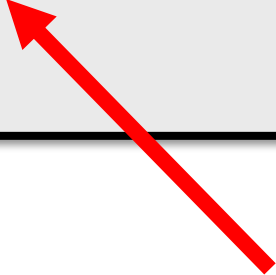
ONLINE SERVICES 0 LOGOUT

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

RENEWAL - INFORMATION

Dealer Name: [redacted] Dealer [redacted]

PLEASE READ BEFORE YOU CONTINUE

The following items should be gathered in order to successfully complete the Renewal process:

- 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

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."

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

Cancel Continue

This is the page that should appear when you click "Renewals." Please note the list of items you will need to gather to complete your renewal.

Select "Continue" to proceed.

Status Information

STATUS INFORMATION	
Dealer Status: VALID	Renewal Date: 3/1/2020
Bond Expiration Date: 2/28/2020	Insurance Expiration Date: 11/1/2020
<input type="checkbox"/> Mobility - Please check if you are requesting mobility Endorsement Status for the upcoming renewal year	

- Review the information in this box and confirm it is correct.
- Pay special attention to the bond and insurance expiration dates. Be sure you update both your bond and insurance before they expire.
- Note: If you currently have a Mobility Endorsement, and fail to check the Mobility checkbox, your renewed license will **not** contain the endorsement.

Sales Information

SALES INFORMATION

Retail units sold in the past 12 months *:

Wholesale units sold in the past 12 months *:

Add the auctions from which you most frequently purchased vehicles in the past 12 months, if applicable:

- Please note that only the sales information is required.
- Enter only one auction name at a time.
- Select "Add" after you type the auction name.

Renewing Dealer 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"/>

This section will not appear if you have not been issued dealer plates.

- Please select which dealer plates you would like to renew.
- Plates can no longer be replaced at the time of your renewal. To avoid paying for a dealer 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 separately for all of the plates you select after your license renewal has been processed and approved.

IMPORTANT - There are two steps to dealer plate renewal:

1. Select which plates you wish to renew.
 2. Pay your plate invoice.
- This page is STEP ONE. Your dealer 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="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
SURETY BOND	<input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

OTHER DOCUMENTS

<input type="text" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
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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

- You must select "Upload" to attach the document to the renewal.

Submitting and Tracking Your Renewal

The screenshot shows a web application interface for a shopping cart. On the left is a vertical navigation menu with icons and labels: MY DASHBOARD, ONLINE SERVICES, MY PROFILE, FIND MY DEALER LICENSES, FORMS, and CONTACT US. The main content area is titled 'SHOPPING CART' and features a table with the following data:

INVOICE #	DEALER #	DEALER NAME	TRANSACTION TYPE	# OF UNITS	FEE	ACTION
PENDING	[REDACTED]	[REDACTED]	LICENSE RENEWAL NEW DEALER	1	\$30.00	Delete
SUB TOTAL:					\$30.00	

Below the table, there is a note: "If mailing check, include the following information to ensure your payment is applied the the appropriate transaction: dealer name, dealer number, and work order number (found under "Recent Transactions" widget on dashboard)." and a section titled "Issues with Internet Explorer" with a message: "We are currently experiencing an issue with processing online payments made when using Internet Explorer. Please use an alternate web browser (Chrome, FireFox, Edge, etc.) until we have resolved the matter." At the bottom, there are four buttons: "Add Transaction", "Cancel", "Mail Check", and "Proceed to Checkout". In the top right corner, there is a shopping cart icon with a '1' and a "LOGOUT" link.

- After you submit your renewal, you will be routed to this page
- You can pay online using a credit/debit card or e-check
- You also have the option of mailing a check. If you select this option, please note the following:
 - o We will not begin processing your license renewal until we have received the check.
 - o Please include a note indicating what the check is for along with your dealer license number (i.e., license renewal, dealer #1234567). We will return the payment (further delaying your renewal processing) if we cannot determine what the check is for.

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

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

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

Received	We have not started processing your renewal
Deficient	You need to correct something. We’ll be in touch!
Approved	License Renewal is complete! Time to renew your plates.

Renewing Dealer Plates – Step 2

After your license renewal has been approved, the invoice to renew your dealer plates will appear on the dashboard under “INVOICES.”

The screenshot shows the 'AUTO DEALER SERVICES DIVISION' dashboard. The left sidebar contains navigation icons for 'MY DASHBOARD', 'ONLINE SERVICES', 'MY PROFILE', 'FIND MY DEALER LICENSES', 'FORMS', 'CONTACT US', and 'LICENSE APPLICATION'. The main content area is titled 'MY DASHBOARD' and features 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

Two red arrows point to the invoice number '900000091016' and the 'ADD TO CART' button.

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 in the “RECENT TRANSACTIONS” section on your dashboard.