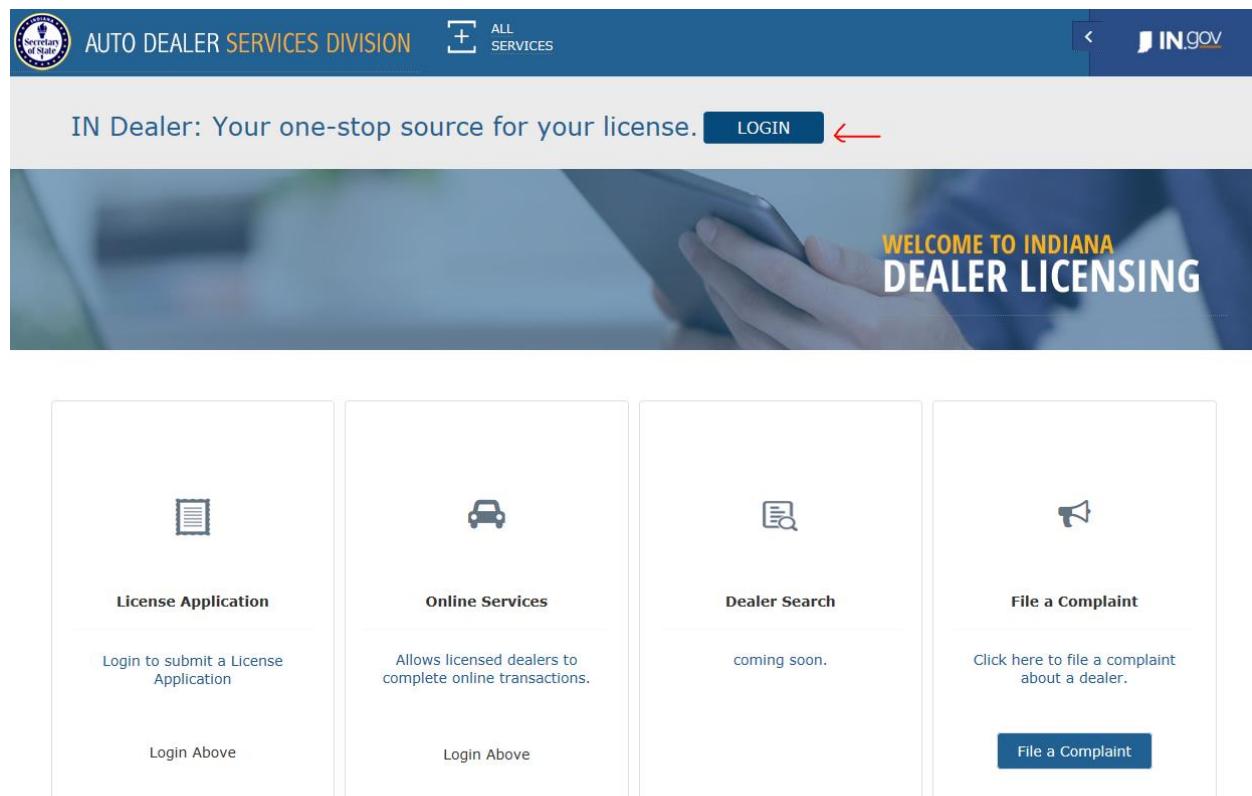


## Steps for Requesting an Increase in Plate Limit (Both Dealer and Interim Plates)

A dealer may make a request to the Auto Dealer Services Division to increase their approved plate limit for one or more license plate types online. This request itself does not result in plates being mailed to the dealer, but instead, **once approved**, allows the dealer to complete the Steps for Requesting One or More Additional Dealer Plates because they now have plates available to them. To request a plate limit increase, the user must meet the following conditions:

- Have a Microsoft Azure/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 and General Plates and Office. **Note:** The user role of General Plates does not have access.
- Not have a license status of expired, suspended, revoked, or out of business.
- Note: This process applies to both dealer plates and interim (paper) plates.

### 1. Login to Online Account: <https://dealers.sos.in.gov/>



The screenshot shows the homepage of the Indiana Dealer Licensing website. At the top, there's a blue header bar with the "AUTO DEALER SERVICES DIVISION" logo, a search icon labeled "ALL SERVICES", and the "IN.gov" logo. Below the header, a banner reads "IN Dealer: Your one-stop source for your license." with a "LOGIN" button and a red arrow pointing left. The main background features a blurred image of a person holding a smartphone. In the upper right of this image, the text "WELCOME TO INDIANA DEALER LICENSING" is displayed. The page is divided into four main sections: "License Application" (with a document icon), "Online Services" (with a car icon), "Dealer Search" (with a magnifying glass icon), and "File a Complaint" (with a megaphone icon). Each section contains descriptive text and a "Login Above" button, except for "Dealer Search" which says "coming soon." and "File a Complaint" which has a "File a Complaint" button.

- Enter the user's Access Indiana/Microsoft Azure account information and Click **Sign in**.



## 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?](#)

- Once logged in, click **Online Services** from the menu on the left side of the screen.

**MY DASHBOARD**

**ALERTS AND ANNOUNCEMENTS** [View All](#)

Type	Subject	Generated Date
NO RECORDS TO VIEW.		

**NOTIFICATIONS** [View All](#)

Subject
TEST DEALER 1 - APPROVED - LICENSE RENEWAL USED DEALER - REF:2017112166
[REDACTED] - APPROVED - LICENSE RENEWAL USED DEALER - REF:2017112161

**CURRENT LICENSES** [View All](#)

Dealer #	Dealer Name	License Type	Status	Renewal Date
[REDACTED]	[REDACTED]	DEALER NEW	EXPIRED	10/1/2017
[REDACTED]	[REDACTED]	DEALER NEW	VALID	8/1/2018
[REDACTED]	[REDACTED] LLC	DISTRIBUTOR	EXPIRED	10/1/2017
[REDACTED]	[REDACTED]	DISTRIBUTOR	VALID	6/1/2018
[REDACTED]	TEST DEALER 1	DEALER USED	VALID	11/1/2018

**RECENT TRANSACTIONS** [View All](#)

Dealer #	Dealer Name	Transaction Type	Status	Work Order #	Date
[REDACTED]	TEST DEALER 1	LICENSE RENEWAL USED DEALER	APPROVED	2017112166-001	10/18/2017
[REDACTED]	[REDACTED]	LICENSE RENEWAL NEW DEALER	APPROVED	2017112163-001	10/18/2017
[REDACTED]	[REDACTED]	ADDITIONAL DEALER PLATES		2017112162-002	10/18/2017
[REDACTED]	[REDACTED]	INITIAL DEALER PLATES		2017112162-001	10/18/2017
[REDACTED]	[REDACTED]	LICENSE RENEWAL USED DEALER	APPROVED	2017112161-001	10/18/2017

- If linked to more than one dealer, select the dealer for which you wish to request a plate limit increase from the dropdown menu at the top of screen.

**ONLINE SERVICES**

**Dealer Name:** [---Select---](#) **Dealer #:**

- Plates on Demand
- Manage Users
- Self Service

- Click on **Self Service**.
  - Another menu will open to the right.
- Click on **Additional Plate**.

- a. Must have appropriate user role (Primary, Administrator, Finance/Sales, General Office and General Plates and Office). **Note:** The user role of General Plates does not have access.
- b. An Information Page will appear. This page contains instructions for requesting a plate limit increase.
- c.

**ADDITIONAL PLATE - INFORMATION**

Dealer Name: [REDACTED] Dealer #: [REDACTED]

**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.

**Cancel** **Continue**

- d. At the bottom of the Information Page, there is a **Cancel** button and a **Continue** button.
  - i. **Cancel** = Takes user back to their Dashboard
  - ii. **Continue** = Takes user to the Renewal Application page
4. Additional Plate page
  - a. To request a plate limit increase, complete the **middle section** of the page called Plate Limit Increase.

0
LOGOUT

Dealer #: 0407631

### ADDITIONAL PLATE - REQUEST

Dealer Name: WOLFS EVANSVILLE AUTO AUCTION

ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT					
PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS	
-SELECT-	<input checked="" type="checkbox"/>			<button>Add</button>	<button>Cancel</button>

"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 TYPE	DEALER PLATES REQUESTED?	HOW MANY DEALER PLATES?	INTERIM PLATES REQUESTED?	HOW MANY INTERIM PLATES?	ACTIONS
-SELECT-	<input checked="" type="checkbox"/> <input type="radio"/> YES <input type="radio"/> NO	<input type="text"/>	<input type="radio"/> YES <input type="radio"/> NO	<input type="text"/>	<button>Add</button> <button>Cancel</button>

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.

AFFIRMATION	
<input type="checkbox"/> 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 *:	<input type="text"/>
Title *:	<input type="text"/>

Cancel
Save as Draft
Save and Continue

- b. In the Plate Type drop down menu, select the plate type for which the dealer would like to request an increase in limit.

**ADDITIONAL PLATE - REQUEST**

Dealer Name: WOLFES EVANSVILLE AUTO AUCTION      Dealer #: 0407631

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

**ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT**

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
-SELECT-				Add   Cancel

"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
-SELECT-	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO		Add   Cancel

Select the plate type from the dropdown. Indicates 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.

**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 \*:

**Buttons:** Cancel   Save as Draft   Save and Continue

- c. Once the dealer has selected a Plate Limit Type, select the “Yes” radio button under Dealer Plates Requested?
- d. Enter the number the dealer would like to have **added** to their current plate limit for the selected plate type.
  - i. For example, if a dealer has a Motorcycle Plate Limit of 5, but would like to have a plate limit of 20, the dealer must enter 15 in the “How Many Dealer Plates?” field.
- b. If the dealer also wants to request an increase in their interim (paper) plate limit, they must select the “Yes” radio button under Interim Plates Requested?, then enter the number of interim plates they would like to have **added** to their current interim plate limit.
  - i. For example, if a dealer wants to request an increase in their motor vehicle interim plate limit from 100 to 150, the dealer must enter 50 in the How Many Interim Plates? field.
- c. Note: A dealer is **not required** to submit both a request for increase in plate limit for both dealer plates and interim (paper) plates. The dealer can request one or the other, or both. To request one or the other, the dealer must complete **only** the fields related to dealer plates or interim plates.
- d. Once the dealer has completed their desired request, they must click the **Add** button.

**ADDITIONAL PLATE - REQUEST**

Dealer Name: [REDACTED] Dealer #: [REDACTED]

**ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT**

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
-SELECT-				Add Cancel

"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
-SELECT-	<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO		Add Cancel
MOTORCYCLES	YES	15	YES	50	

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.

**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 \*: [Text Input]

Title \*: [Text Input]

**Buttons:**

- Cancel
- Save as Draft
- Save and Continue

- e. Once the dealer has added the plate limit increases they wish to request, the dealer must complete **all** fields in the Affirmation section at the bottom of the page.
- f. After completing the above steps, the user can select the following buttons:
  - i. **Cancel** = A warning message will appear alerting the dealer that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
  - ii. **Save as Draft** = The data entered so far will be saved without being submitted. The user 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.
  - iii. **Save and Continue** = Save the data entered so far and proceed to the Documents page.

## 5. Documents page

- a. For this particular transaction, a dealer is not required to upload any documents; however, they may upload a document under the Other Documents section if desired..
  - i. The size limit for each uploaded document is 5MB.
  - ii. To upload a document, click the **Browse** button and select the file to upload. Then click the **Upload** button.
  - iii. The user can delete uploaded documents if uploaded in error by clicking on the **Trashcan** icon.

- b. After uploading all of their documents, the user can select from the following buttons:
- Cancel** = A warning message will appear alerting the user that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
  - Save as Draft** = The data entered so far will be saved without being submitted. The user 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.
  - Submit** = The data entered is saved and submitted to the Auto Dealer Services Division.

The screenshot shows the 'ADDITIONAL PLATE - DOCUMENTS' page. On the left is a vertical sidebar with icons for My Dashboard, Online Services, My Profile, Find My Dealer Licenses, Forms, Contact Us, and License Application. The main area has a header 'ADDITIONAL PLATE - DOCUMENTS' and 'Dealer Name: [REDACTED]' and 'Dealer #: [REDACTED]'. Below is a 'REQUIRED DOCUMENTS' section with a table showing 'NO RECORDS TO VIEW.' and an 'Actions' column with a green 'Upload' button. To its right is a message: 'There are currently no required documents to upload.' Below is an 'OTHER DOCUMENTS' section with a table showing 'NO RECORDS TO VIEW.' and an 'Actions' column with a green 'Upload' button. To its right is a message: 'You may upload documents related to your request here.' At the bottom are three buttons: 'Cancel' (blue), 'Save as Draft' (blue), and 'Submit' (blue).

## 6. Next steps

- Once submitted, the transaction will appear in the **Recent Transactions** widget, the invoice to pay for the requested plates will appear in the **Invoice** widget on the dealer's Online Dashboard.
  - Note: It could take up to 30 minutes for the transaction to appear.
- The Division will review the request, and will make the final determination as to the appropriate plate limit. The approved plate limit may be less than what the dealer requested.
- Once approved, the dealer will see the status of the Plate Limit Increase change to Approved. At that time, the dealer can go back into the Additional Plate page and request additional dealer plates.
- If there are any issues with the request, the dealer will be contacted by the Division.
- A dealer can track the progress of any transaction from their Online Dashboard by locating the transaction in the **Recent Transactions** widget.

## RECENT TRANSACTIONS

[View All](#)

DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
[REDACTED]	[REDACTED]	PLATE LIMIT INCREASE	RECEIVED	2018120410-001	1/16/2018
[REDACTED]	[REDACTED]	ADDITIONAL DEALER PLATES	PENDING PAYMENT	2018120409-001	1/16/2018
[REDACTED]	[REDACTED]	ADDITIONAL DEALER PLATES	PENDING PAYMENT	2018120408-002	1/12/2018
[REDACTED]	[REDACTED]	INITIAL DEALER PLATES	PENDING PAYMENT	2018120408-001	1/12/2018
[REDACTED]	[REDACTED]	LICENSE RENEWAL USED DEALER	APPROVED	2018119889-001	1/5/2018