

Requesting Additional Plates Within Your Limit

If you have not yet been issued as many dealer plates as you were approved for (e.g. you were approved for 20 dealer plates but have so far only ordered 10), you can request additional plates (up to your limit) at any time. No approval from our office is necessary.

If you would like additional dealer plates but are at your limit, please see the instructions for requesting a plate limit increase.

To request additional plates online, the following conditions must be met:

- Have an 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
 - General Plates and Office
- The dealer license is not expired, suspended, revoked, or out of business.

STEP 1: LOG IN

AUTO DEALER SERVICES DIVISION ALL SERVICES IN.gov

IN Dealer: Your one-stop source for your license. LOGIN Login Help

WELCOME TO INDIANA DEALER LICENSING

IN.gov access INDIANA Access Indiana - Portal About Getting Started Available Services FAQ & Help

—access— INDIANA

Welcome to Access Indiana

The State of Indiana's Single Sign-On Portal
Conduct business with ease and security

To use **Dealer Portal** you must have an Access Indiana account.

Don't have an account?

Sign Up for Access Indiana

To use **Dealer Portal** you must have an Access Indiana account.

Sign In with Access Indiana
[Don't have an Access Indiana account?](#)

Email

Continue

Cancel and Return to Dealer Portal

Support & Chat

- 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

STEP 2: SELECT "ONLINE SERVICES"

MY DASHBOARD 0 LOGOUT

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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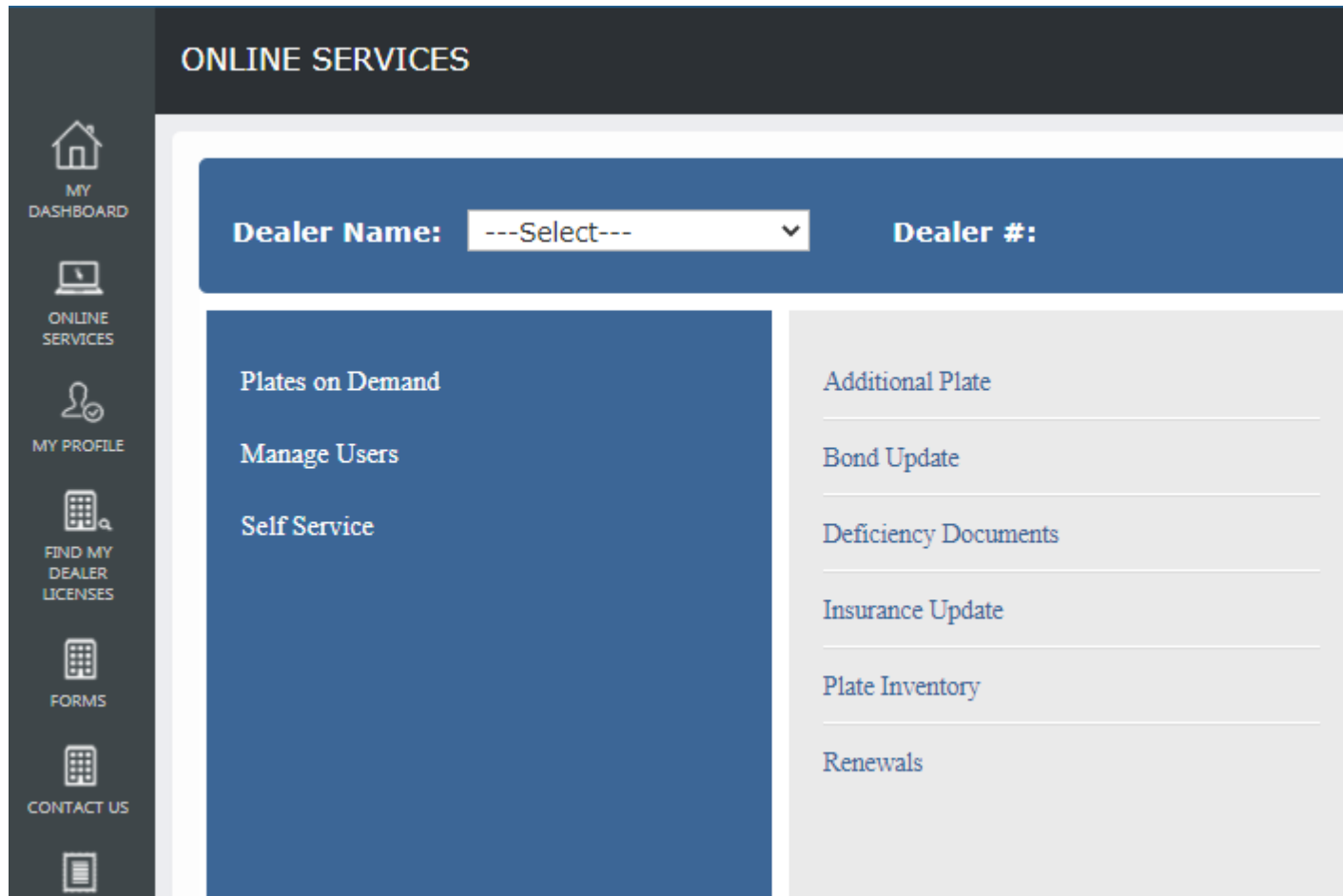
RECENT TRANSACTIONS [View All](#)

DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
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STEP 3: SELECT DEALER LICENSE

The screenshot shows a web interface for 'ONLINE SERVICES'. On the left is a dark sidebar with navigation icons and labels: 'MY DASHBOARD' (house icon), 'ONLINE SERVICES' (laptop icon), 'MY PROFILE' (person icon), 'FIND MY DEALER LICENSES' (calculator icon), 'FORMS' (calculator icon), and 'LICENSE' (calculator icon with a red '2' notification bubble). A chatbot window is open at the bottom left, showing a profile picture and the text 'Hey there! How can I help you today?'. The main content area has a dark blue header with 'ONLINE SERVICES' in white. Below the header is a form with a blue background. It contains a 'Dealer Name:' label, a dropdown menu with '---Select---' and a downward arrow, and a 'Dealer #:' label. A red arrow points from the right side of the screen to the dropdown menu. Below the form, there are three menu items: 'Plates on Demand', 'Manage Users', and 'Self Service'.

STEP 4: SELECT “SELF SERVICE” AND SELECT “ADDITIONAL PLATE”



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

STEP 5: REVIEW INSTRUCTIONS AND KEY INFO

ADDITIONAL PLATE - INFORMATION 0 LOGOUT

Dealer Name: Dealer #:

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.

STEP 6: COMPLETE THE “ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT” SECTION

ADDITIONAL PLATE - REQUEST

0 [LOGOUT](#)

Dealer Name: XXXXXXXXXX
Dea XXXXXXXXXX

ADDITIONAL PLATE WITHIN CURRENT PLATE LIMIT

PLATE TYPE	PLATE LIMIT TYPE	AVAILABLE LIMIT	AVAILABLE FOR ISSUE	HOW MANY PLATES?	ACTIONS
-SELECT- ▼				<input style="width: 50px;" type="text"/>	<input type="button" value="Add"/> <input type="button" value="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.

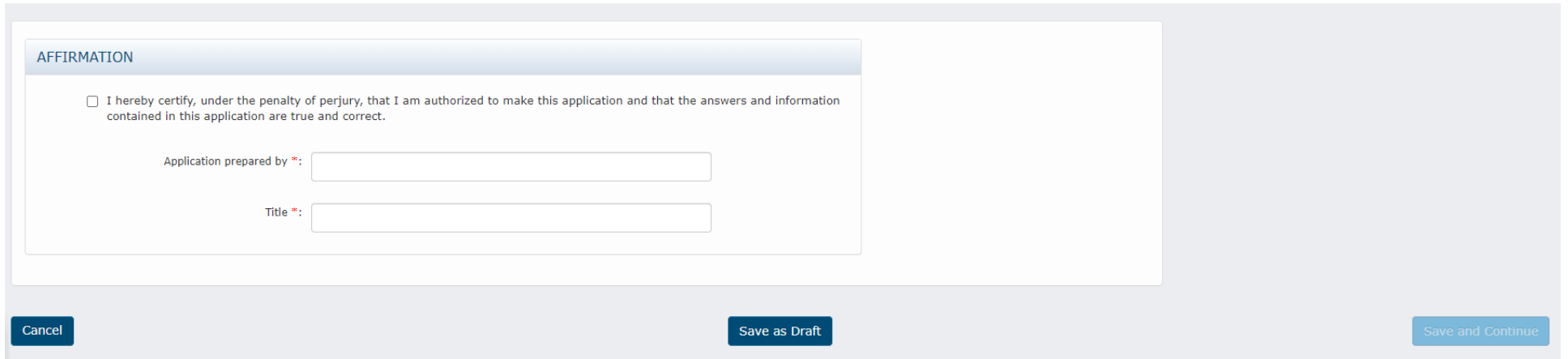
PLATE LIMIT INCREASE

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 style="width: 50px;" type="text"/>	<input type="radio"/> YES <input type="radio"/> NO	<input style="width: 50px;" type="text"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

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.

STEP 7: COMPLETE THE AFFIRMATION



The screenshot shows a web form titled "AFFIRMATION". At the top, there is a checkbox with the text: "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." Below this, there are two input fields: "Application prepared by *" and "Title *". At the bottom of the form, there are three buttons: "Cancel", "Save as Draft", and "Save and Continue".

Select “Save and Continue” if you are ready to submit the request.

If you select “Cancel” or “Save as Draft”:

- i. **Cancel** = A warning message will appear alerting you that cancelling will result in the entered detail being deleted. You can confirm the cancellation or select “Save as Draft.”
- ii. **Save as Draft** = The data entered so far will be saved without being submitted. You 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.

STEP 8: UPLOAD DOCUMENT(S) AND SELECT "SUBMIT"

ADDITIONAL PLATE - DOCUMENTS 0 LOGOUT

Dealer Name: De

REQUIRED DOCUMENTS

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

There are currently no required documents to upload.

OTHER DOCUMENTS

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

You may upload documents related to your request here.

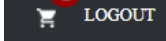
You are not required to submit any documents with this request, but you are welcome to submit any documentation you think might be helpful in assessing your request.

STEP 9: LOCATE YOUR PLATE INVOICE UNDER THE “INVOICES” WIDGET ON YOUR DASHBOARD AND “ADD TO CART”

The screenshot shows the 'AUTO DEALER SERVICES DIVISION' dashboard. The 'MY DASHBOARD' header is visible. On the left sidebar, there are navigation icons for '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

A red arrow points to the 'ADD TO CART' button in the 'INVOICES' table.

Click on the shopping cart icon in the upper righthand corner  and follow the instructions to pay your outstanding invoice by credit card, e-check, or select the option to “mail check.” Please be sure to include the invoice number if you are sending a check.