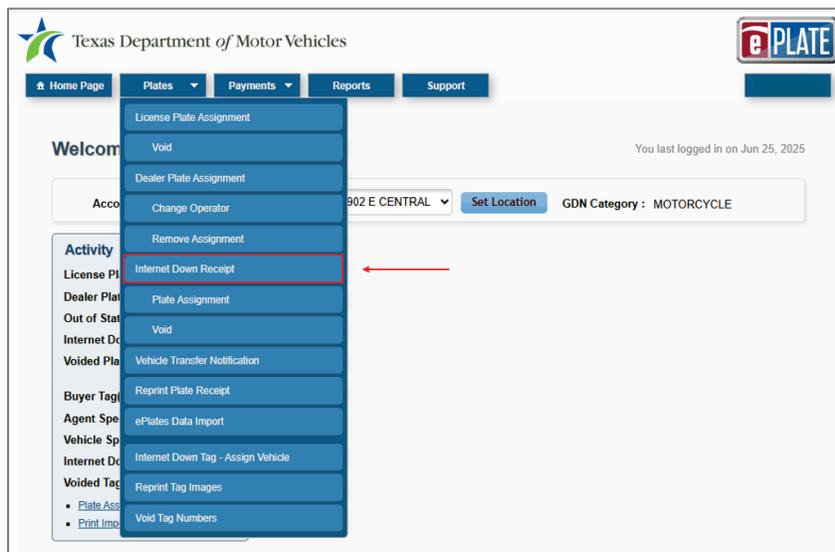


Creating an Internet Down Receipt

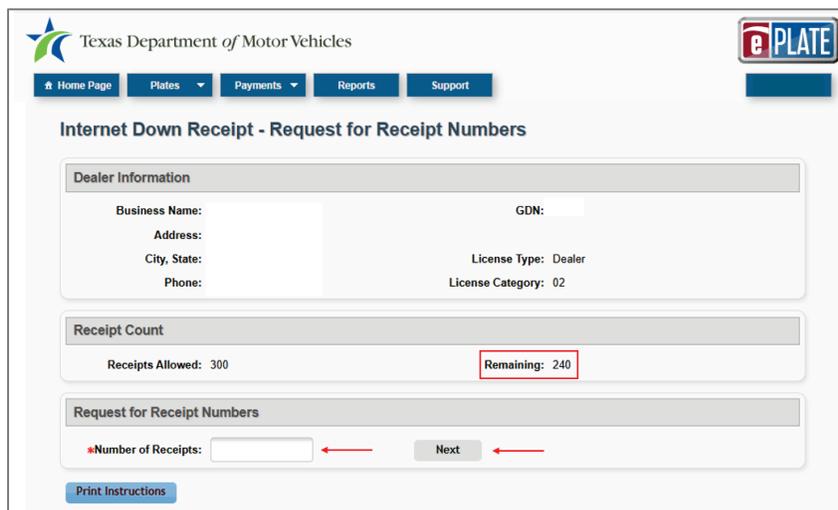
<https://tags.txdmv.gov/ePlatesIDR/login>

Internet down receipts are issued when the internet or the application is down. These receipts must be printed prior to the application being unavailable. After printing an internet down receipt, it must be kept in a safe and secure location. The internet down receipt must be manually completed prior to providing a plate to a customer. An internet down receipt must be assigned to a vehicle, purchaser, and license plate when the application becomes available.

1. Select the Internet Down Receipt from the Plates tab in ePLATE (formerly eTAG):



2. The application displays the Internet Down Receipt page:

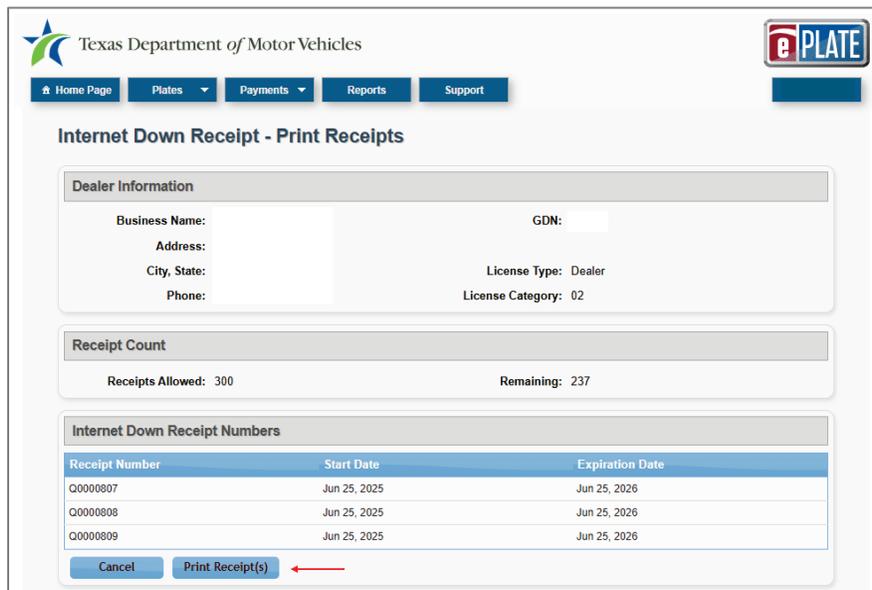


The screenshot shows the 'Internet Down Receipt - Request for Receipt Numbers' page. The page is divided into three main sections:

- Dealer Information:** Fields for Business Name, Address, City, State, Phone, and GDN. License Type is set to Dealer and License Category is 02.
- Receipt Count:** Shows Receipts Allowed: 300 and Remaining: 240. The 'Remaining: 240' value is highlighted with a red box.
- Request for Receipt Numbers:** A field for 'Number of Receipts' with a red asterisk and a 'Next' button. Red arrows point to the input field and the 'Next' button.

A 'Print Instructions' button is located at the bottom left of the page.

3. Ensure the number of remaining receipts is greater than 0.
4. Enter the number of receipts equal to or less than the number of remaining receipts. Then click Next.
5. The application displays the Internet Down Receipts – Print Receipts page.



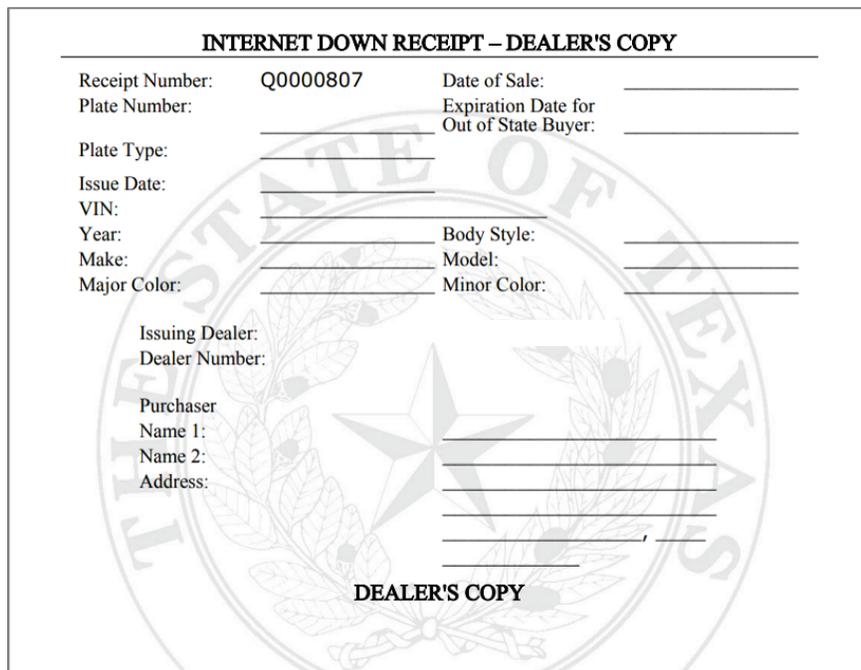
The screenshot shows the 'Internet Down Receipt - Print Receipts' page. At the top, there is a navigation bar with 'Home Page', 'Plates', 'Payments', 'Reports', and 'Support'. The main content area is titled 'Internet Down Receipt - Print Receipts' and contains three sections:

- Dealer Information:** Fields for Business Name, Address, City, State, Phone, GDN, License Type (Dealer), and License Category (02).
- Receipt Count:** Shows 'Receipts Allowed: 300' and 'Remaining: 237'.
- Internet Down Receipt Numbers:** A table with columns for Receipt Number, Start Date, and Expiration Date.

| Receipt Number | Start Date | Expiration Date |
|----------------|--------------|-----------------|
| Q0000807 | Jun 25, 2025 | Jun 25, 2026 |
| Q0000808 | Jun 25, 2025 | Jun 25, 2026 |
| Q0000809 | Jun 25, 2025 | Jun 25, 2026 |

At the bottom of the table, there are 'Cancel' and 'Print Receipt(s)' buttons. A red arrow points to the 'Print Receipt(s)' button.

6. Print receipts by selecting Print Receipt(s)
7. Manually enter the required information in both the Dealer and Buyer copy of the receipt.



The form is titled 'INTERNET DOWN RECEIPT – DEALER'S COPY' and contains the following fields:

- Receipt Number: Q0000807
- Plate Number: _____
- Date of Sale: _____
- Expiration Date for Out of State Buyer: _____
- Plate Type: _____
- Issue Date: _____
- VIN: _____
- Year: _____
- Body Style: _____
- Make: _____
- Model: _____
- Major Color: _____
- Minor Color: _____
- Issuing Dealer: _____
- Dealer Number: _____
- Purchaser Name 1: _____
- Purchaser Name 2: _____
- Purchaser Address: _____

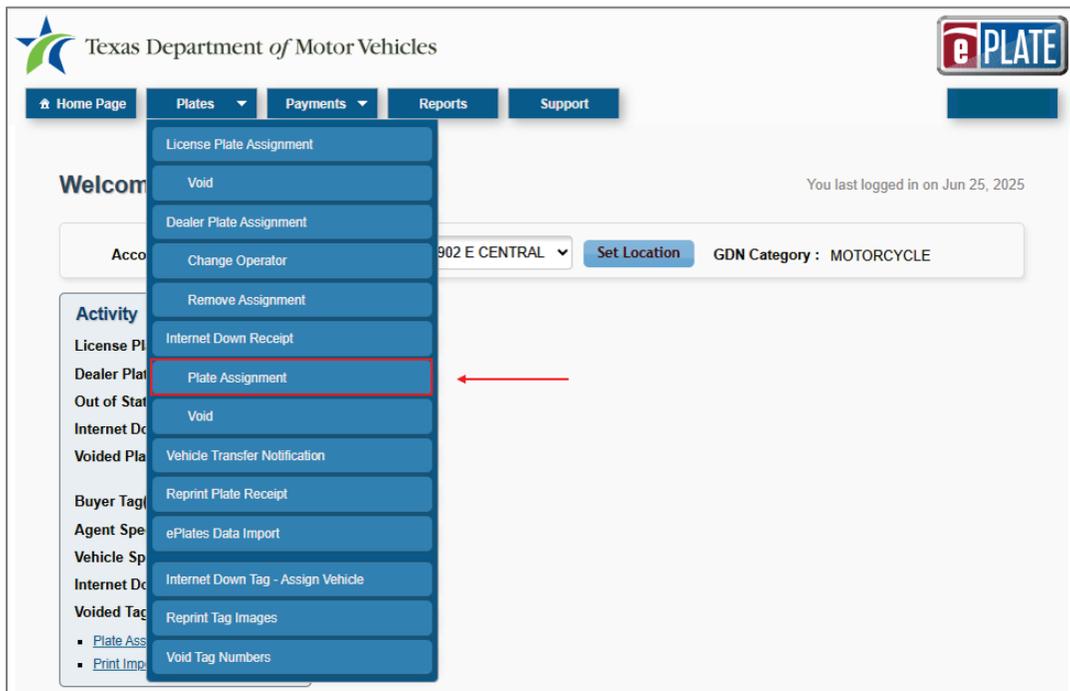
The form is overlaid with a large, faint watermark of the Texas State Seal. At the bottom center, it says 'DEALER'S COPY'.

8. Provide the customer with the Buyer copy and the license plate for the transaction conducted. Keep the Dealer copy. If an incorrect license plate for the transaction conducted was provided to the customer, it is the dealer's responsibility to retrieve the incorrect plate and assign a correct plate. This can be decided once the application becomes available via the plate assignment process.

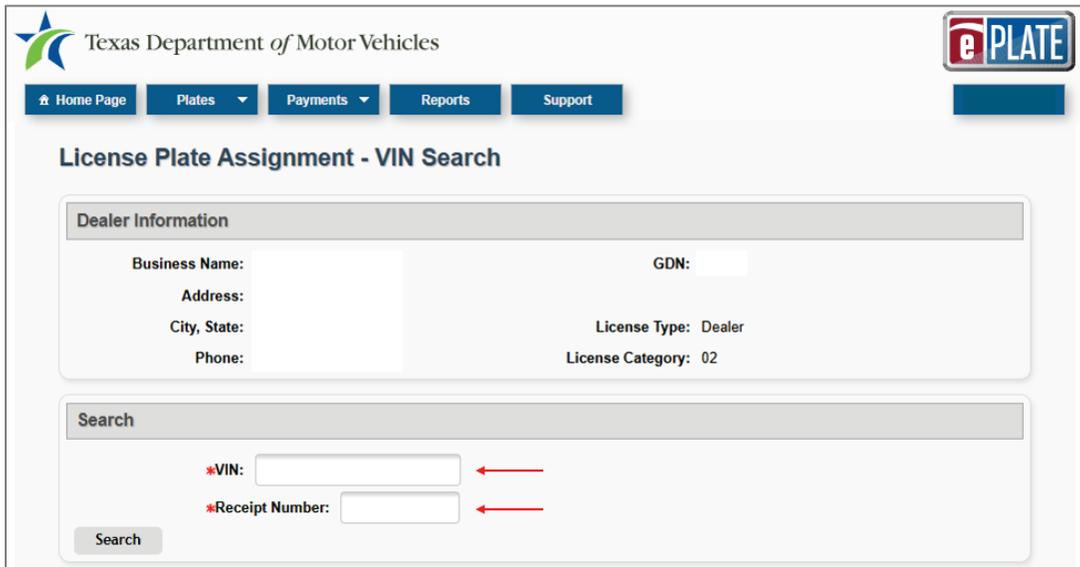
Assigning an Internet Down Receipt - ePLATE

When the application becomes available, you will access ePLATE to complete the assignment. An Internet Down Receipt must have been previously issued to be assigned. This process is completed when the Internet Down Receipt number has been assigned to a specific vehicle, purchaser, and plate number in the application. During the completion process, you will complete the same information as required by the License Plate Assignment process. Upon completing the assignment process, the Internet Down Receipt will be restored to the dealerships' Internet Down Receipt inventory, allowing the dealership to have a continuous Internet Down Receipt supply. Once you have assigned an Internet Down Receipt, you can begin a title application in webDEALER.

1. Select the Internet Down Receipt – Plate Assignment process from the Plates tab.



- The application displays the License Plate Assignment – VIN Search page.



Texas Department of Motor Vehicles



Home Page Plates Payments Reports Support

License Plate Assignment - VIN Search

Dealer Information

Business Name: _____ GDN: _____
Address: _____
City, State: _____ License Type: Dealer
Phone: _____ License Category: 02

Search

*VIN: ←
*Receipt Number: ←

Search

- Enter vehicle VIN and Internet Down Receipt number.
- Select search and complete the License Plate Assignment process.