



Texas Department *of* Motor Vehicles

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# ePLATE User Guide

December 2025

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# 1 Overview

License plate assignments are issued by licensed motor vehicle dealers and created through the ePLATE application. After completing the license plate assignment, the completed information will automatically carry forward to webDEALER or the Registration and Title System (RTS) to begin a title transaction.

## 1.1 Features

The ePLATE application streamlines the process to create a license plate assignment using the following ePLATE tasks:

- Create, maintain, and print license plate assignments.
- Import active license plate assignments into webDEALER to begin a title application with information from ePLATE.
- Complete a vehicle transfer notification.
- Report plates removed from trade-ins.
- Amend, void, or reprint license plate assignments.
- Make online payments for out of state buyer plates.
- Create customizable reports.

## 2 Create a User Account

A user account is required to access the ePLATE application. In order to create an account, the user must agree with the terms set forth by the Texas Department of Motor Vehicles and complete the required information.

**Note:** Administrator accounts are created through eLICENSING once the individual has been successfully fingerprinted.

1. From the login page, click **Create New User**.

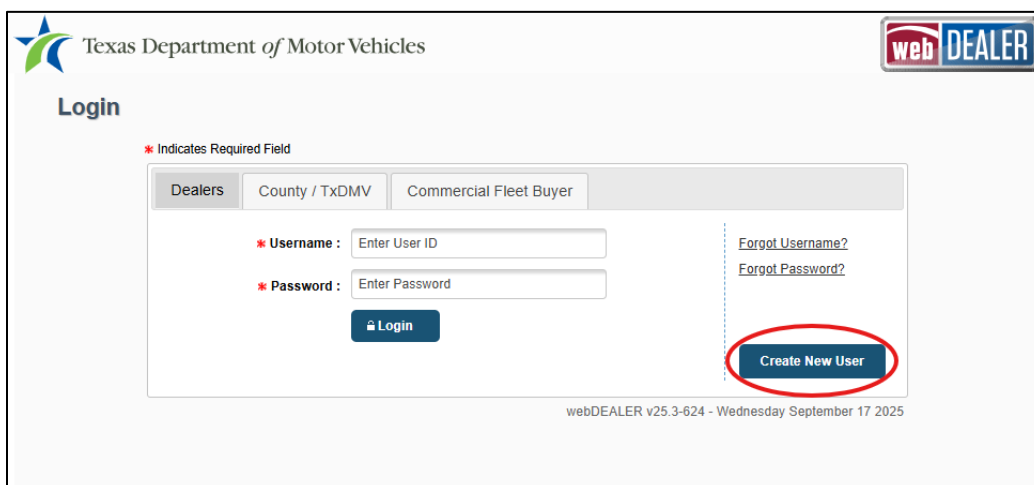


Figure 1: Create New User

2. The application will display the Use Agreement page and the Texas Department of Motor Vehicles – Security Warning will appear.

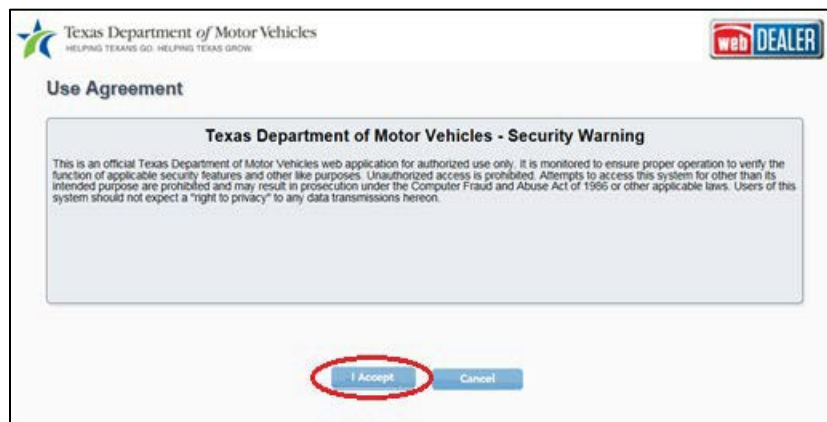


Figure 2: Use Agreement

3. Read the Security warning, and then click **I Accept** to continue.
4. The application will display the User Information page.



5. Enter the new user's required information. All fields with a red asterisk must be completed.
6. Click **Save** once all required information is entered.



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★ Indicates Required Field

User Information

★ First Name : JACK

Middle Initial :

★ Last Name : SMITH

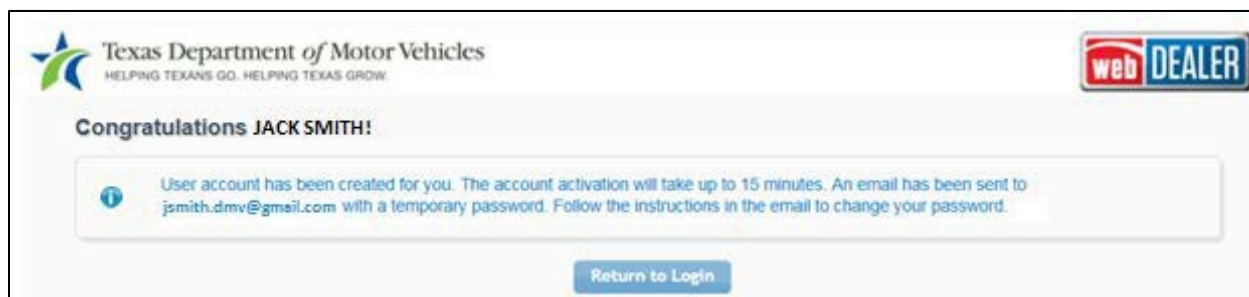
★ Email : JSMITH@DMV.GOV  
(Username and Password will be sent to this email address.)

★ Phone : 5125554455

Save Cancel

Figure 3: User Information

7. The application displays a confirmation message stating the user account has been created.



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Congratulations JACK SMITH!

User account has been created for you. The account activation will take up to 15 minutes. An email has been sent to jsmith.dmv@gmail.com with a temporary password. Follow the instructions in the email to change your password.

Return to Login

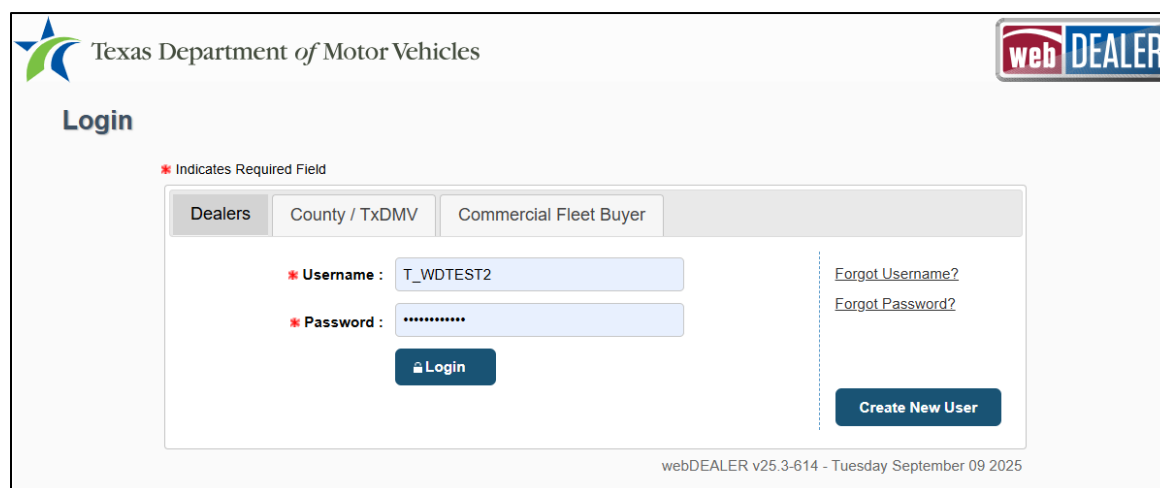
Figure 4: Created Account Message

### 3 Login

1. A user must have a user account to login to the ePLATE application. Go to the [Create a User Account](#) section for information on how to create a user account.

Go to the designated website, <https://webdealer.txdmv.gov/title>, to enter your username and password.

2. Click **Login** after entering your username and password.



Texas Department of Motor Vehicles

**Login**

\* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

\* Username : T\_WDTEST2

\* Password : \*\*\*\*\*

Forgot Username?

Forgot Password?

Login

Create New User

webDEALER v25.3-614 - Tuesday September 09 2025

Figure 5: Login

3. The application will display the landing page.
4. Select the ePLATE icon.

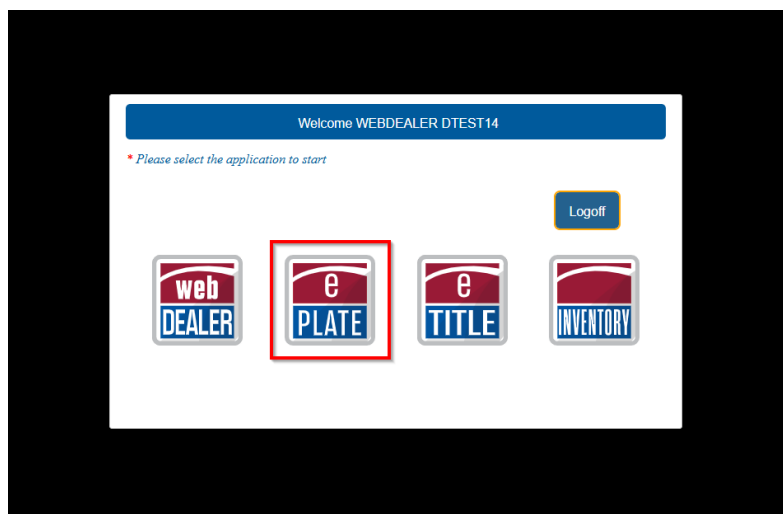
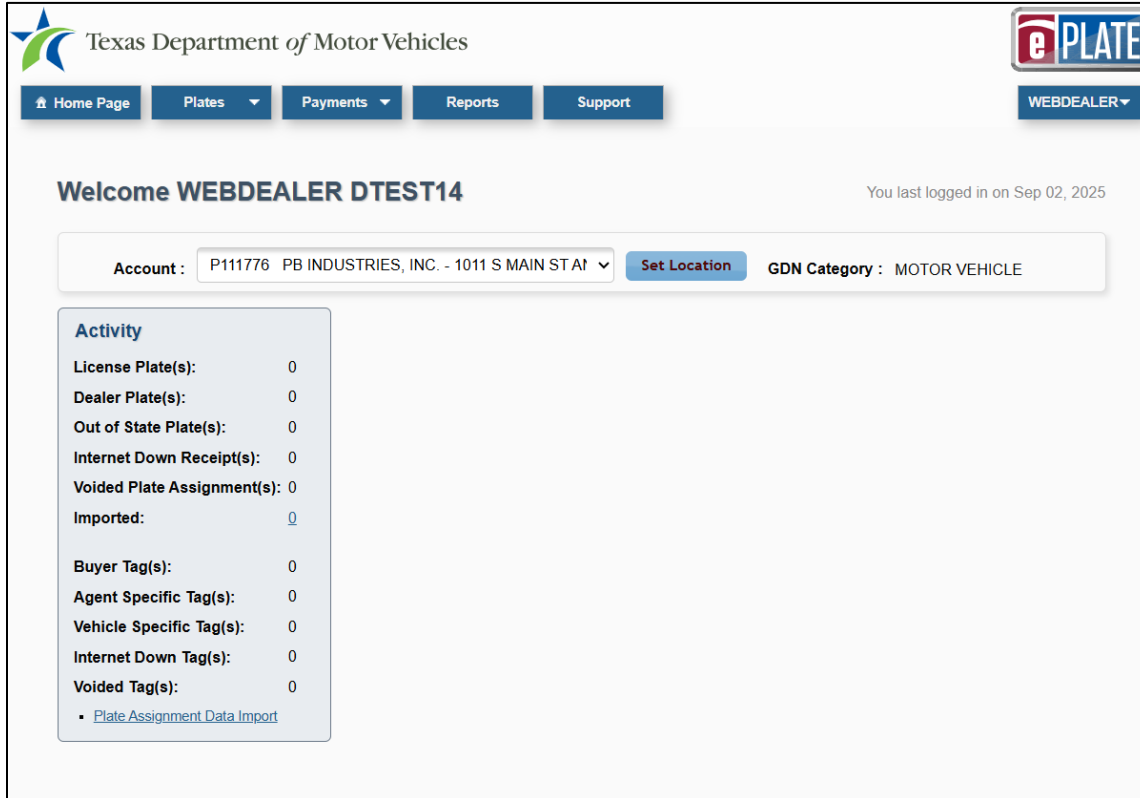


Figure 6: Landing Page

5. The application will display the ePLATE home page.



The screenshot shows the ePLATE Home Page for a user named WEBDEALER DTEST14. The page features a navigation bar with links for Home Page, Plates, Payments, Reports, and Support. A welcome message and login information are displayed. Below this, there is a section for account details and a table showing activity for various license and tag types.

**Welcome WEBDEALER DTEST14** You last logged in on Sep 02, 2025

Account : P111776 PB INDUSTRIES, INC. - 1011 S MAIN ST A Set Location GDN Category : MOTOR VEHICLE

Activity	
License Plate(s):	0
Dealer Plate(s):	0
Out of State Plate(s):	0
Internet Down Receipt(s):	0
Voided Plate Assignment(s):	0
Imported:	<a href="#">0</a>
Buyer Tag(s):	0
Agent Specific Tag(s):	0
Vehicle Specific Tag(s):	0
Internet Down Tag(s):	0
Voided Tag(s):	0
<a href="#">Plate Assignment Data Import</a>	

Figure 7: ePLATE Home Page

## 4 Forgot Password or Username

The application allows the user to reset their password or identify their username through self-service options located on the Login page.

### 4.1 Forgot Password

1. Click the Forgot Password link.

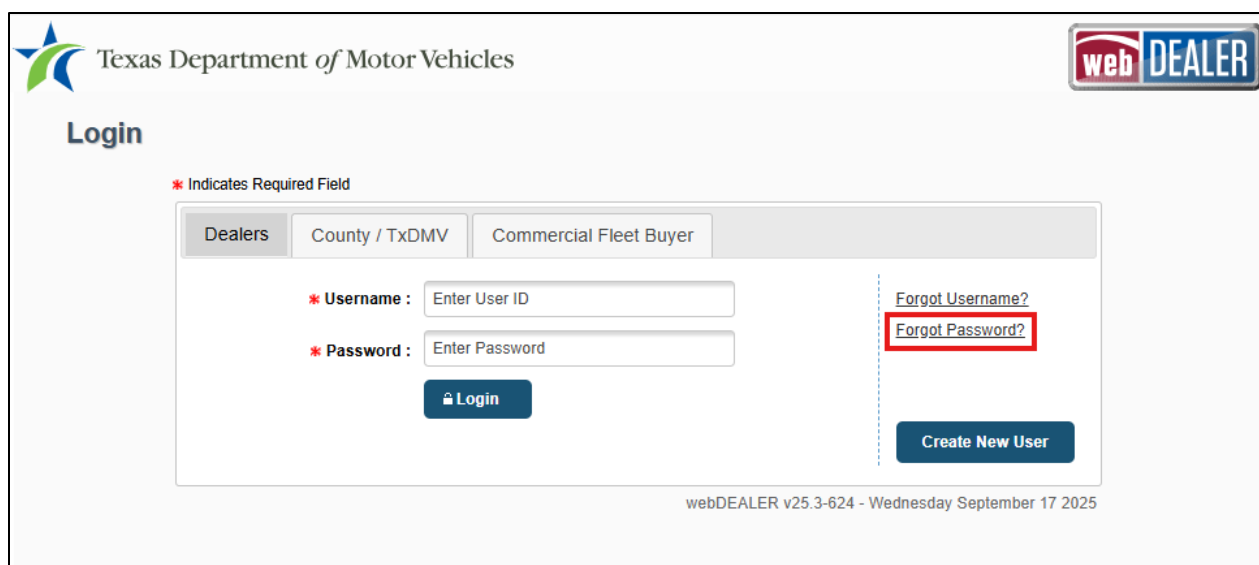


Figure 8: Forgot Password

2. The application displays the Forgot Password page.
3. Enter your Username.
4. Click **Submit**.



Figure 9: Submit Forgot Password

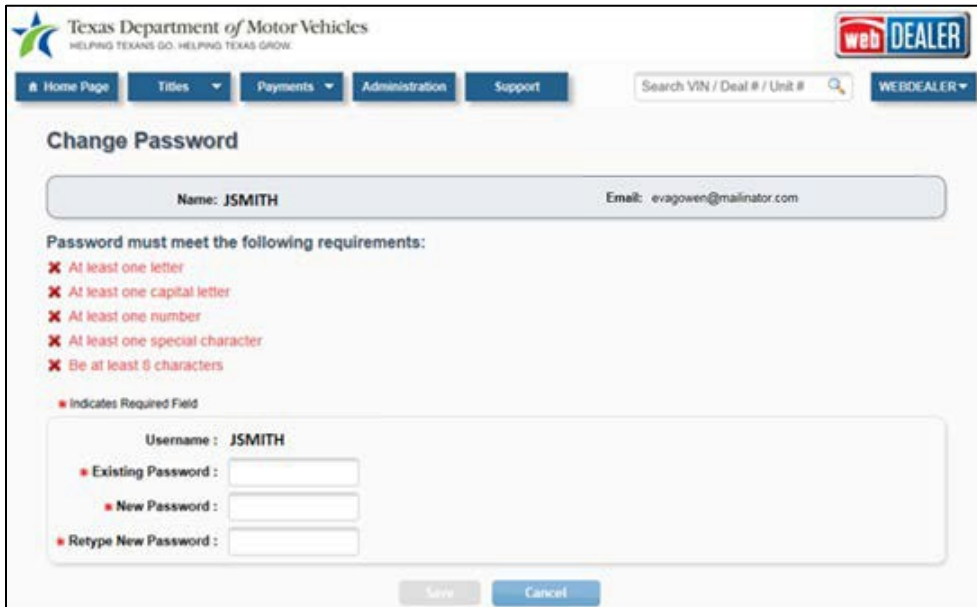
5. The application will display a confirmation message informing you an e-mail was sent with instructions.



The screenshot shows the 'Forgot Password' page. At the top, there is a message: 'The password change URL has been e-mailed to the user with instructions.' Below this, there is a legend: 'Indicates Required Field'. A form field for 'Username' is shown with the placeholder text 'Enter Username'. At the bottom, there are two buttons: 'Return to Login' and 'Submit'.

Figure 10: Forgot Password Confirmation Message

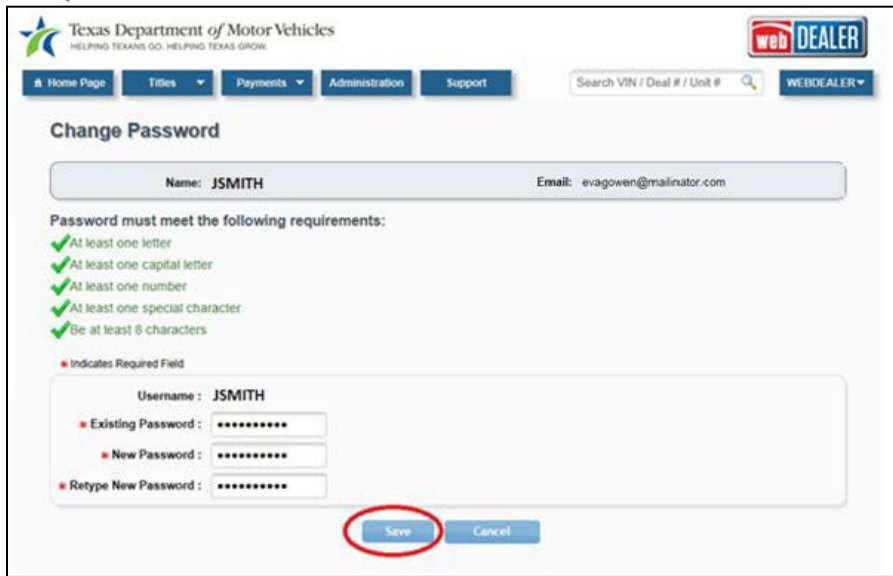
6. Go to the email account associated with the ePLATE account to access the email containing the password sent to you.
7. Click on the link provided in the email.



The screenshot shows the 'Change Password' page. At the top, there is a navigation bar with links: Home Page, Titles, Payments, Administration, and Support. There is also a search bar for VIN / Deal # / Unit # and a 'WEBDEALER' dropdown. The main heading is 'Change Password'. Below this, there is a box showing the user's Name: JSMITH and Email: evagowen@mailinator.com. A section titled 'Password must meet the following requirements:' lists five requirements, each with a red 'X' icon: 'At least one letter', 'At least one capital letter', 'At least one number', 'At least one special character', and 'Be at least 6 characters'. Below this, there is a legend: 'Indicates Required Field'. A form field for 'Username' is shown with the value 'JSMITH'. Below this, there are three password fields: 'Existing Password', 'New Password', and 'Retype New Password'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

Figure 11: Change Password

8. After you click on the link, the application will display the Change Password page.
9. Enter a new password that complies with the requirements listed on the screen in red. Each requirement will turn green when met.



Change Password

Name: JSMITH Email: evagowen@malinator.com

Password must meet the following requirements:

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ At least one special character
- ✓ Be at least 8 characters

Indicates Required Field

Username: JSMITH

Existing Password: \*\*\*\*\*

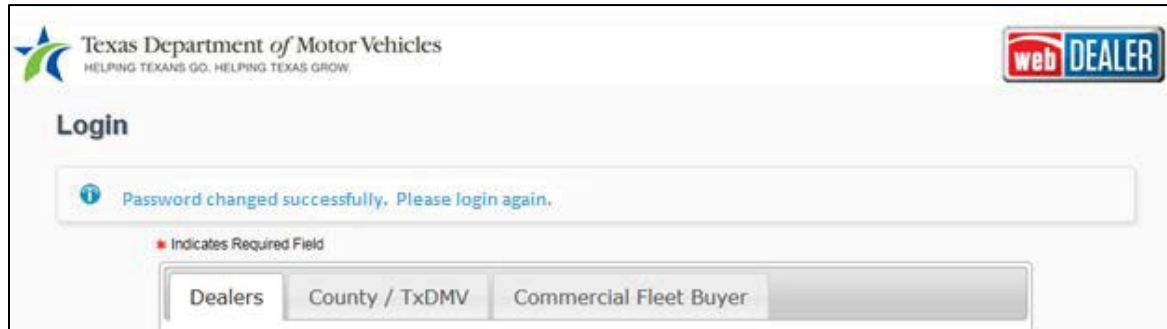
New Password: \*\*\*\*\*

Retype New Password: \*\*\*\*\*

Save Cancel

Figure 12: Reset Password Verification

- The application displays the **Return to Login** button after the new password is entered in both required fields. Click **Return to Login**.
- The application returns to the Login page with a confirmation message informing you the password was changed successfully.



Login

Password changed successfully. Please login again.

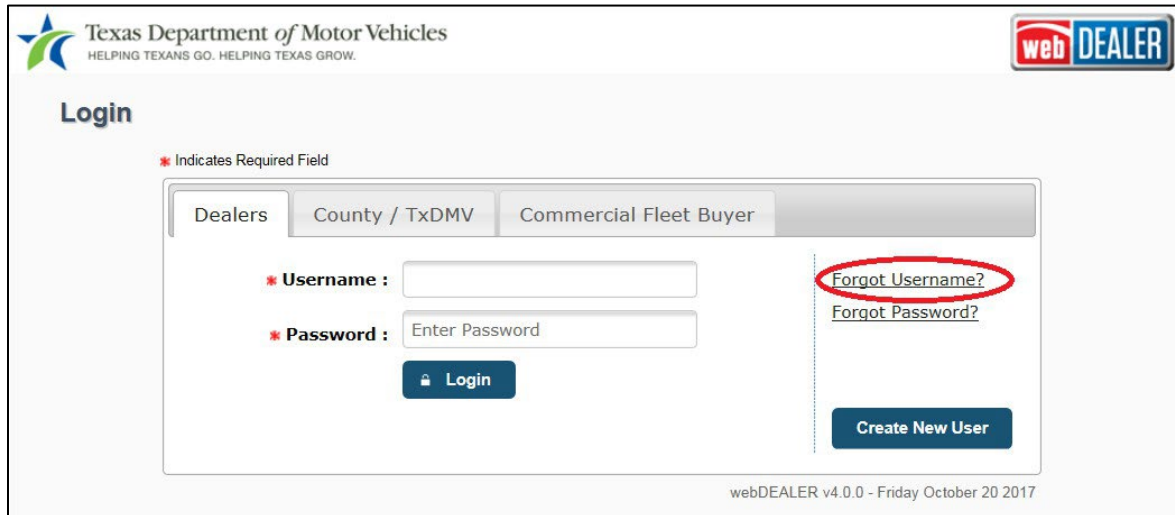
Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

Figure 13: Reset Password Successful

## 4.2 Forgot Username

1. Click the Forgot Username link.



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**Login**

\* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

\* Username :  [Forgot Username?](#)

\* Password :  Enter Password [Forgot Password?](#)

webDEALER v4.0.0 - Friday October 20 2017

Figure 14: Forgot Username

2. The application will display the Forgot Username page.
3. Enter the email address associated with the account.
4. Click **Submit**.



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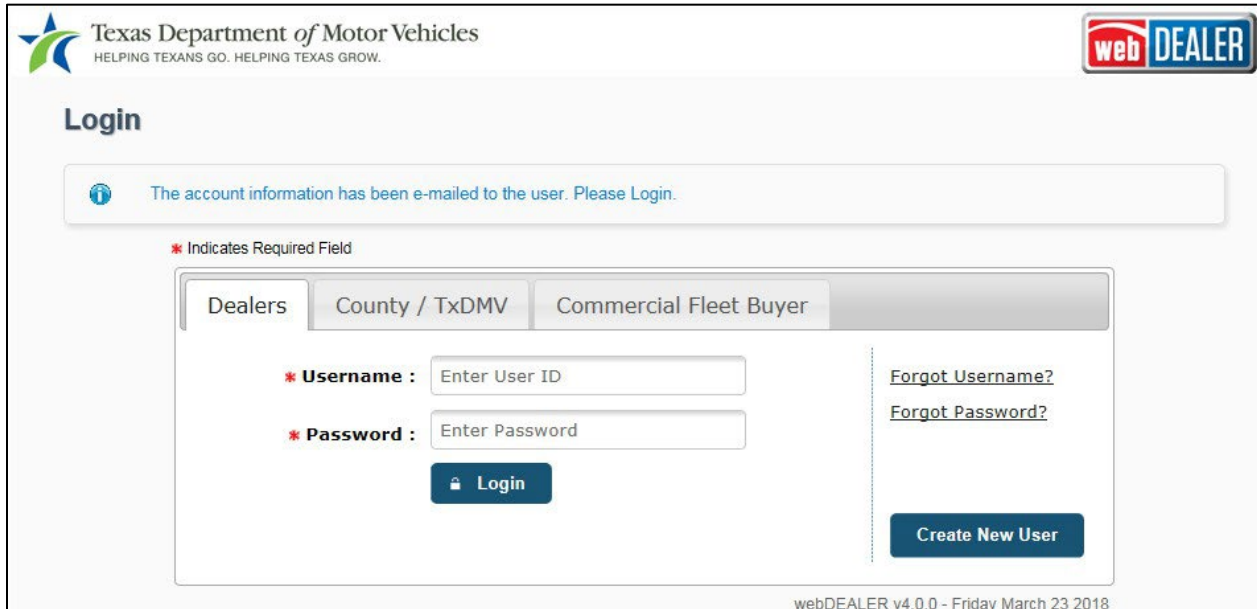
**Forgot UserName**

\* Indicates Required Field

\* Email :  john.patrick@mailinator.com

Figure 15: Submit Forgot Username

5. The application displays a message informing the user the account information was e-mailed.



**Login**

The account information has been e-mailed to the user. Please Login.

\* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

\* Username : Enter User ID

\* Password : Enter Password

Forgot Username?

Forgot Password?

Login

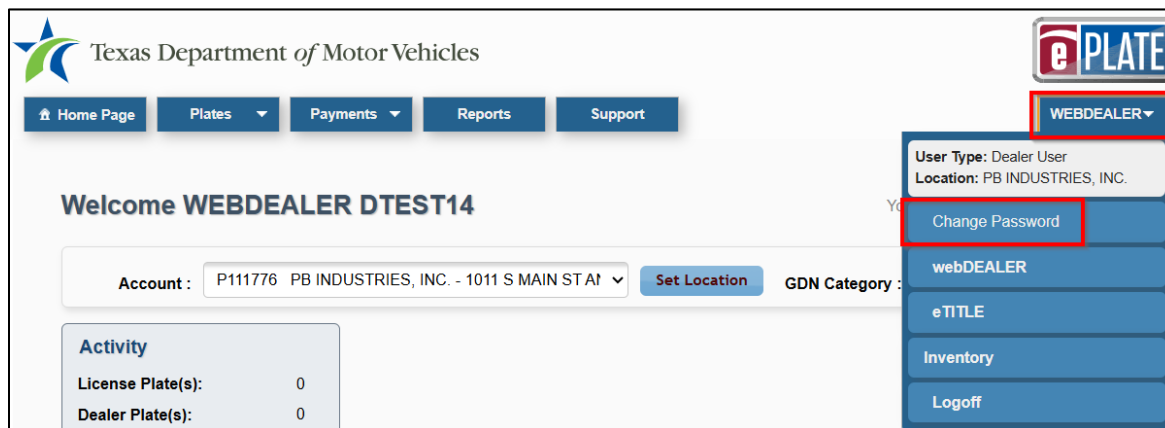
Create New User

webDEALER v4.0.0 - Friday March 23 2018

Figure 16: Account Information Sent Message

## 4.3 Change Password

1. Click on the Home Page tab to go to the ePLATE home page.
2. Click on the user menu option located on the upper right-hand corner by clicking on the downward arrow next to the user's name.
3. Select Change Password.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support

Welcome **WEBDEALER DTEST14**

Account : P111776 PB INDUSTRIES, INC. - 1011 S MAIN ST A Set Location GDN Category :

Activity

License Plate(s): 0

Dealer Plate(s): 0

WEBDEALER

User Type: Dealer User

Location: PB INDUSTRIES, INC.

Change Password

webDEALER

eTITLE

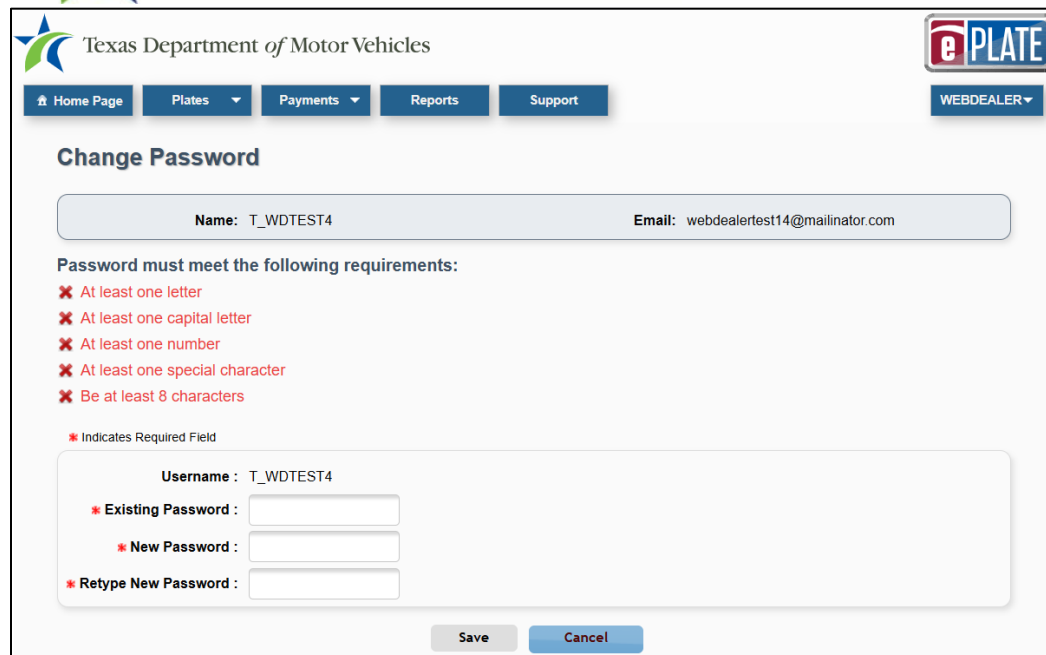
Inventory

Logoff

Figure 17: Change Password Menu Option

4. The application will display the Change Password page.





Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support WEBDEALER

### Change Password

Name: T\_WDTEST4 Email: webdealertest14@mailinator.com

Password must meet the following requirements:

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ At least one special character
- ✗ Be at least 8 characters

\* Indicates Required Field

Username : T\_WDTEST4

\* Existing Password :

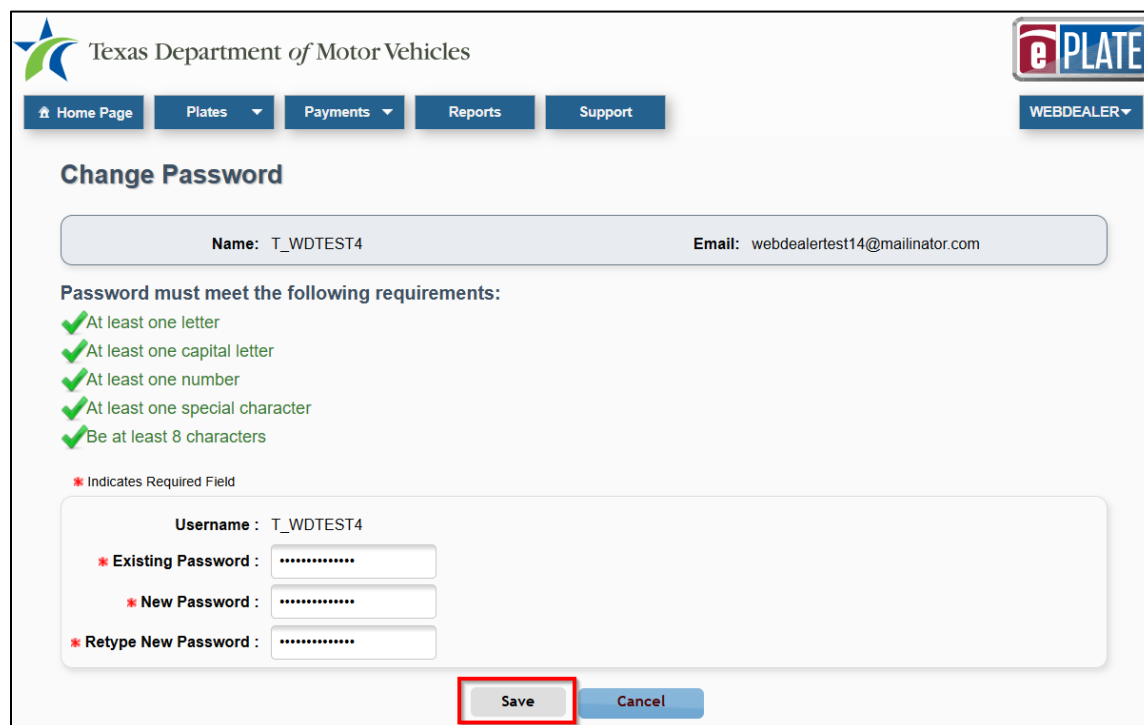
\* New Password :

\* Retype New Password :

Save Cancel

Figure 18: Change Password

- Complete the required fields. Enter a new password that complies with the requirements listed on the screen in red. Each requirement will turn green when met.
- The system will display the **Save** button after the information has been entered successfully.
- Click **Save** to change your password.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support WEBDEALER

### Change Password

Name: T\_WDTEST4 Email: webdealertest14@mailinator.com

Password must meet the following requirements:

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ At least one special character
- ✓ Be at least 8 characters

\* Indicates Required Field

Username : T\_WDTEST4

\* Existing Password :

\* New Password :

\* Retype New Password :

Save Cancel

Figure 19: Password Verification

## 5 Vehicle Transfer Notification

A dealer is required to complete a Vehicle Transfer Notification (VTN) when a vehicle is sold or transferred to a dealer. The purchasing dealer is responsible for completing the VTN. Completion of the VTN will determine the disposition of the plate on the vehicle and whether the existing general issue plate on the vehicle is added to the dealer's inventory in the IMS for subsequent issuance within 10 days of the dealer selling a vehicle of the same class.

**Note:** The VTN is only required to be completed for vehicles with an existing Texas record.

1. Select Vehicle Transfer Notification from the Plates tab.

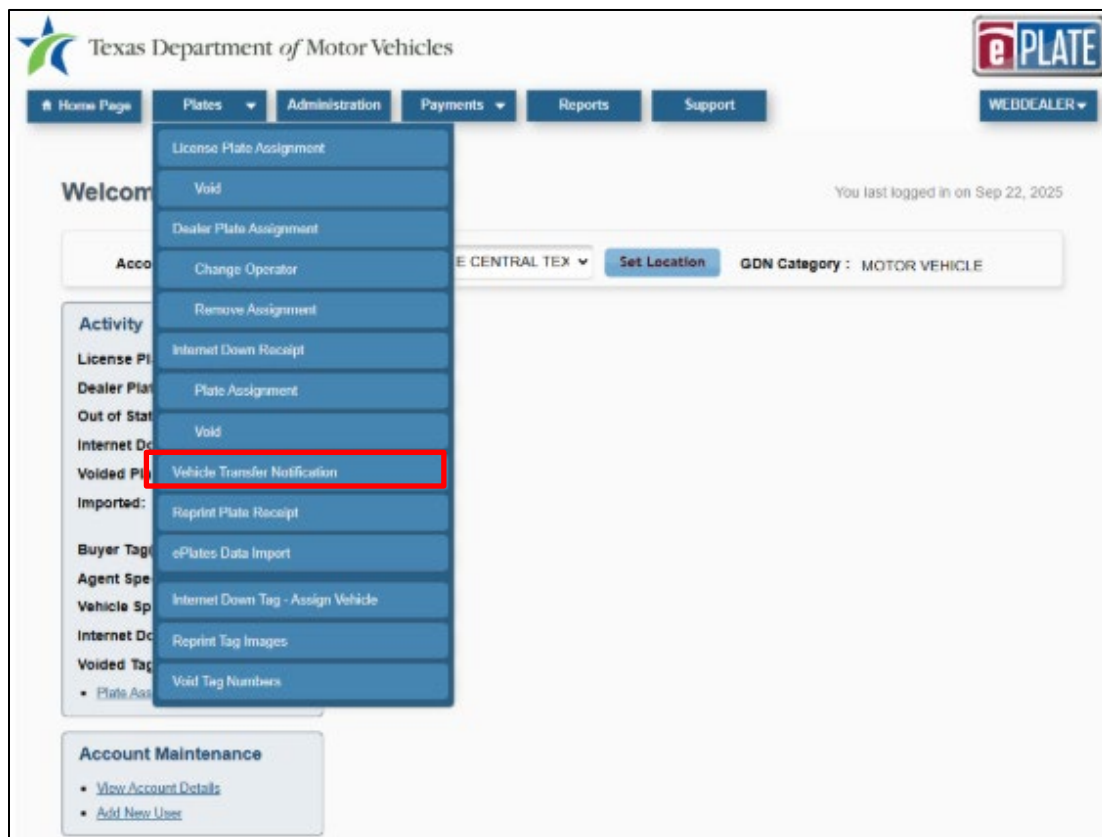


Figure 20: Vehicle Transfer Notification Menu Option

2. The application displays the Vehicle Transfer Notification page.
3. The existing Texas record must first be located to continue with the process. Search by entering the Plate Number, last four digits of the VIN, and the titled owner's name OR by searching the full VIN and the titled owner's name. If the record cannot be found an error message indicating this will display.

**Vehicle Transfer Notification**

---

**Dealer Information**

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

★ Indicates Required Field

---

**Vehicle Information**

★ Search by Plate Number:       ★ VIN (Last 4 Characters):

Or

★ Search by VIN:

And

Current Owner Details (as shown on title):

★ Name 1:   
Name 2:

Figure 21: Search Vehicle Transfer

**Note:** The Name 1 search criteria would be the full name of the first owner on the title record. The name entered MUST match exactly as the name recorded on the title.

4. Verify the correct vehicle information and make any edits as needed.

**Vehicle Transfer Notification - Verify Correct Vehicle**

**Dealer Information**

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657  
 Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO  
 City, State: SCHERTZ, TX 78154 3557 License Type: Dealer  
 Phone: (111) 111-1111 License Category: 01

**Vehicle Information**

VIN : 1GYS4CKL7NR170648 Year : 2022  
 Make : CADI Model : ESC  
 Body Style : LL Major Color : WHITE  
 Empty Weight : 6100 Minor Color : Choose one  
 Plate Number : NOPLATE

**Additional Information:**  
 ACTUAL MILEAGE  
 VEH TRANSFERRED: [08/28/2025]  
 E-TITLE

Cancel Next

Figure 22: Vehicle Transfer Notification - Vehicle Information

5. Enter the Seller's information.

**Vehicle Transfer Notification - Seller Information**

**Dealer Information**

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657  
 Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO  
 City, State: SCHERTZ, TX 78154 3557 License Type: Dealer  
 Phone: (111) 111-1111 License Category: 01

**Seller Information**

Name 1:   
 Name 2:   
 Address:   
 City:  ☒ USA  
 State: TX;Texas  
 ZIP:    
 Email:   
 Phone:

Cancel Next

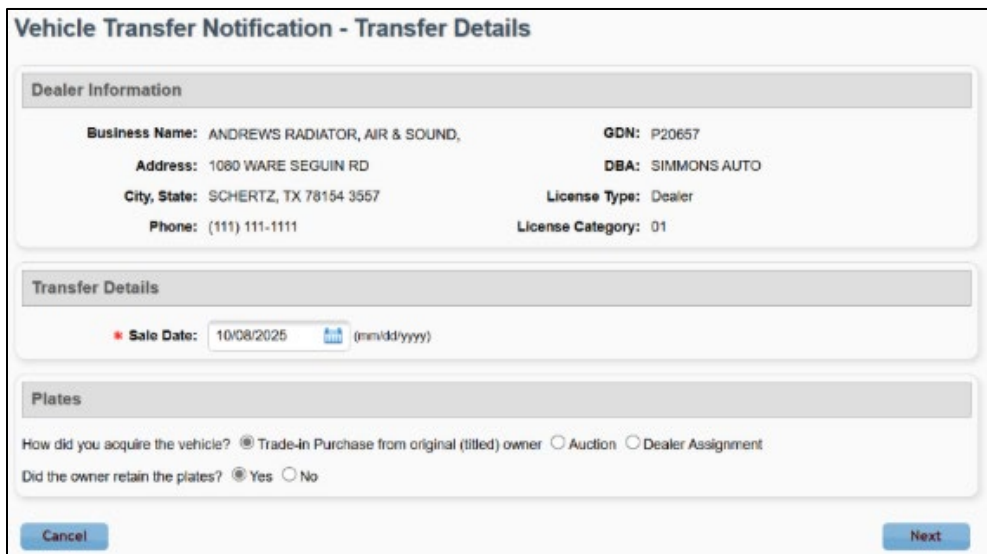
Figure 23: Vehicle Transfer Notification - Owner Information

**Note:** In the Seller Information section, you are entering the information of who you purchased or obtained the vehicle from, which could be the title owner, auction, lienholder, another dealer, etc.

**Note:** If you enter an email address for the seller, they will receive a confirmation email once the VTN is completed.

6. Complete the Transfer Details section.
  - a. Enter the date of sale.
  - b. Select how the vehicle was acquired.
7. If Trade-in Purchase from original (titled) owner is selected, accurately respond to the additional questions.
  - a. If Yes is selected for “Did the owner retain the plates?” then the VTN can be completed.

**Note:** A specialty or qualifying license plate should remain with the owner. Do not retain these plates and ensure to respond to this question accurately.



**Vehicle Transfer Notification - Transfer Details**

**Dealer Information**

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657  
 Address: 1080 WARE SEGUIN RD DBA: SIMMONS AUTO  
 City, State: SCHERTZ, TX 78154 3557 License Type: Dealer  
 Phone: (111) 111-1111 License Category: 01

**Transfer Details**

\* Sale Date: 10/08/2025 (mm/dd/yyyy)

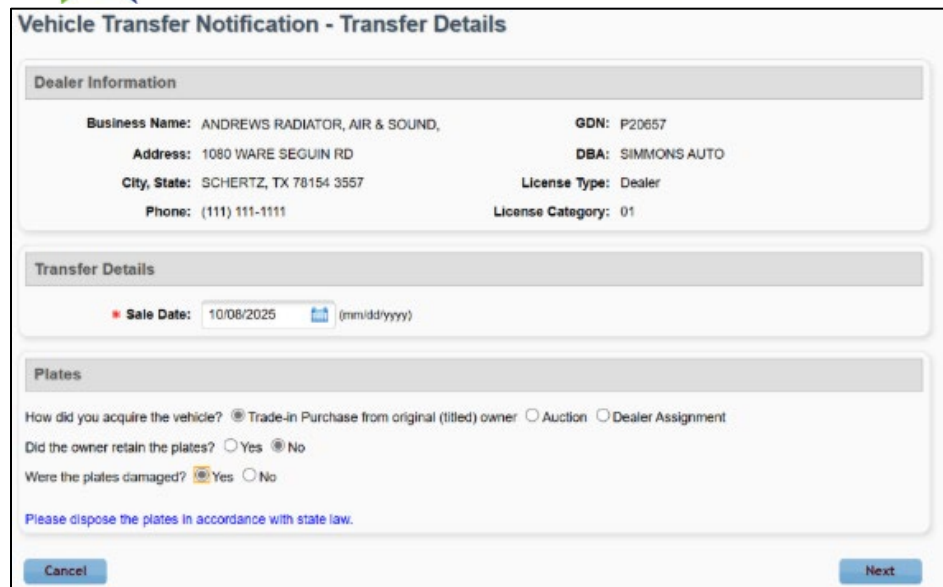
**Plates**

How did you acquire the vehicle? ☒ Trade-In Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment  
 Did the owner retain the plates? ☒ Yes ☐ No

Cancel Next

Figure 24: Transfer Details - Trade-In

- a. If No, is selected for “Did the owner retain the plates?” then another question, “Were the plates damaged?” is presented.
  - i. If Yes is selected, then you must properly dispose of the plates.



**Vehicle Transfer Notification - Transfer Details**

**Dealer Information**

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657  
 Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO  
 City, State: SCHERTZ, TX 78154 3557, License Type: Dealer  
 Phone: (111) 111-1111, License Category: 01

**Transfer Details**

Sale Date: 10/08/2025 (mm/dd/yyyy)

**Plates**

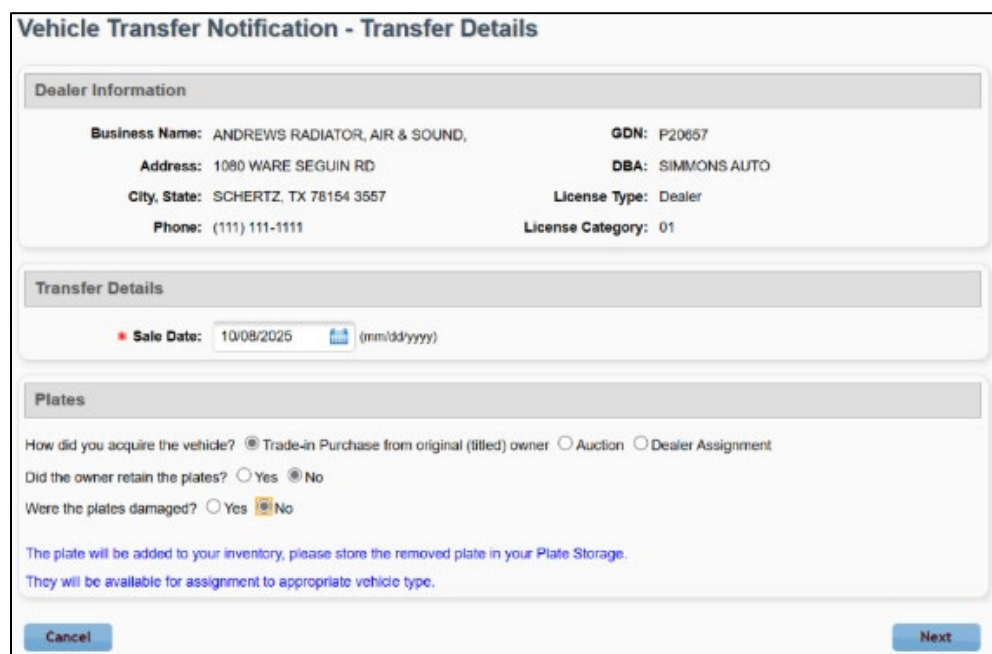
How did you acquire the vehicle? ☒ Trade-in Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment  
 Did the owner retain the plates? ☐ Yes ☒ No  
 Were the plates damaged? ☒ Yes ☐ No  
 Please dispose the plates in accordance with state law.

Cancel Next

Figure 25: Plates Damaged Option

- ii. If No is selected, then the plates will be added to your IMS inventory.

**Note:** If the vehicle was acquired as a result of a repossession, select the radio button for Trade-In to be presented with the proper questions.



**Vehicle Transfer Notification - Transfer Details**

**Dealer Information**

Business Name: ANDREWS RADIATOR, AIR & SOUND, GDN: P20657  
 Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO  
 City, State: SCHERTZ, TX 78154 3557, License Type: Dealer  
 Phone: (111) 111-1111, License Category: 01

**Transfer Details**

Sale Date: 10/08/2025 (mm/dd/yyyy)

**Plates**

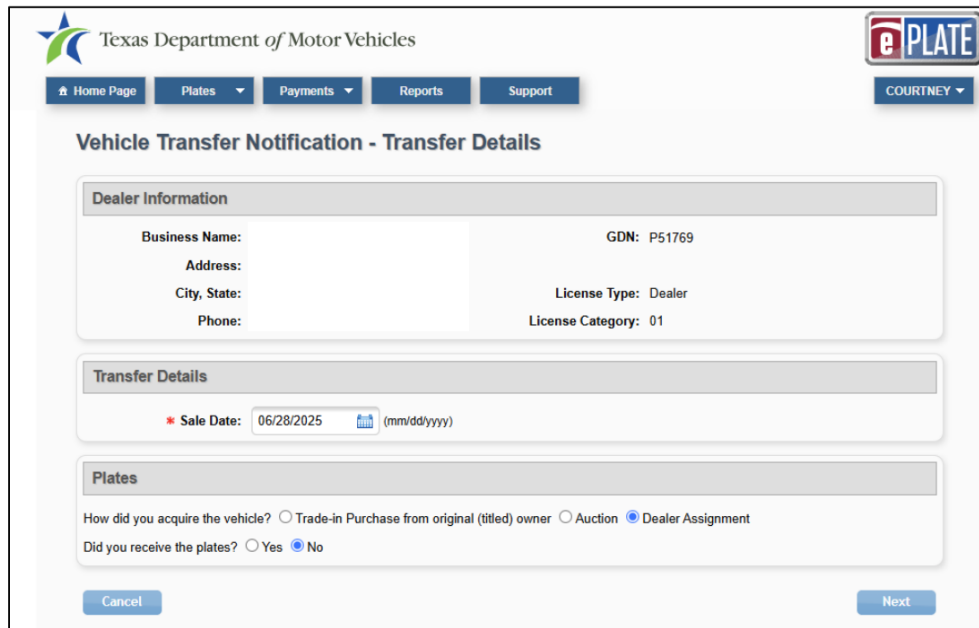
How did you acquire the vehicle? ☒ Trade-in Purchase from original (titled) owner ☐ Auction ☐ Dealer Assignment  
 Did the owner retain the plates? ☐ Yes ☒ No  
 Were the plates damaged? ☐ Yes ☒ No  
 The plate will be added to your inventory, please store the removed plate in your Plate Storage.  
 They will be available for assignment to appropriate vehicle type.

Cancel Next

Figure 26: Plates Not Damaged Option

**Note:** The plates may be reassigned to another vehicle of the same class within 10 days. After 10 days, they will fall off your inventory and must be destroyed.

8. If Auction or Dealer Assignment is selected, properly respond to the additional questions presented.
  - a. If No is selected for "Did you receive the plates?" then the VTN can be completed.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support

COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: GDN: P51769

Address:

City, State: License Type: Dealer

Phone: License Category: 01

**Transfer Details**

\* Sale Date: 06/28/2025 (mm/dd/yyyy)

**Plates**

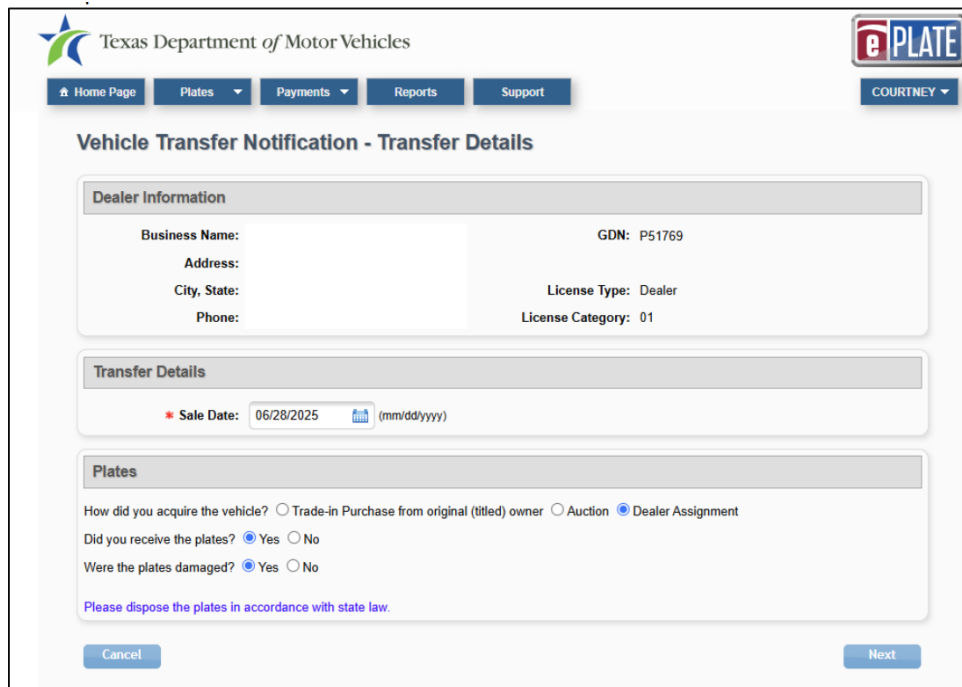
How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☐ Yes ☒ No

Cancel Next

Figure 27: Transfer Details - Auction or Dealer Assignment

- b. If Yes is selected for “Did you receive the plates?” then another question, “Were the plates damaged?” is presented.
  - i. If Yes is selected, then you must properly dispose of the plates.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support

COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: GDN: P51769

Address:

City, State: License Type: Dealer

Phone: License Category: 01

**Transfer Details**

\* Sale Date: 06/28/2025 (mm/dd/yyyy)

**Plates**

How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☒ Yes ☐ No

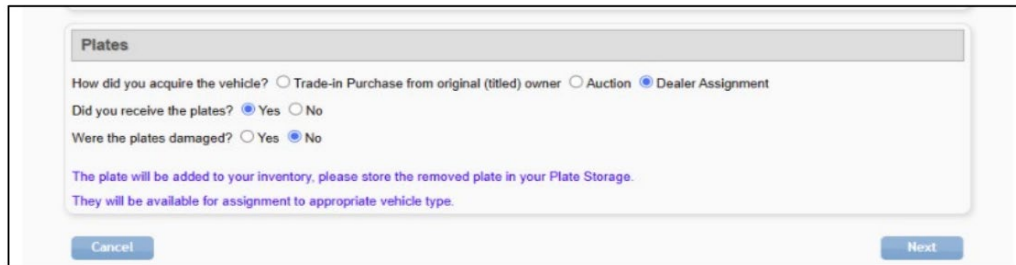
Were the plates damaged? ☒ Yes ☐ No

Please dispose the plates in accordance with state law.

Cancel Next

Figure 28: Plates Damaged Option

- i. If No is selected, then the plates will be added to your IMS inventory.



**Plates**

How did you acquire the vehicle? ☐ Trade-in Purchase from original (titled) owner ☐ Auction ☒ Dealer Assignment

Did you receive the plates? ☒ Yes ☐ No

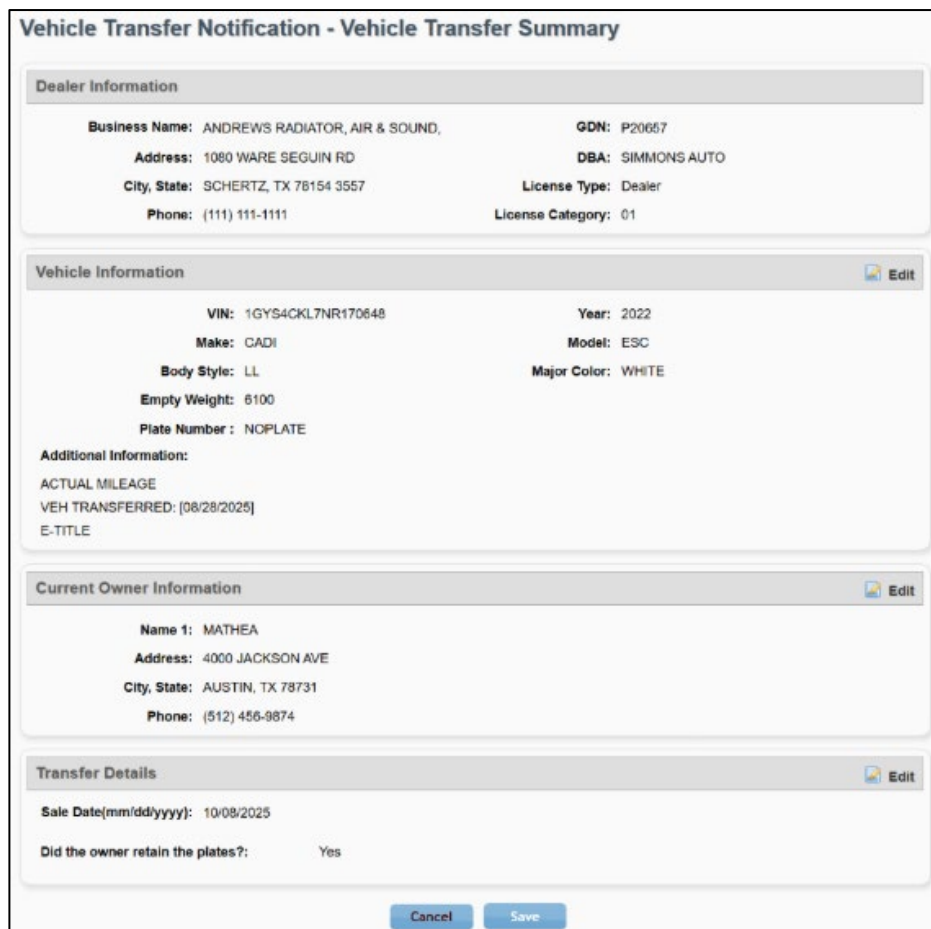
Were the plates damaged? ☐ Yes ☒ No

The plate will be added to your inventory, please store the removed plate in your Plate Storage.  
They will be available for assignment to appropriate vehicle type.

[Cancel](#) [Next](#)

Figure 29: Plates Not Damaged Option

- Verify all information entered is correct and responses are accurate before selecting save and submitting the VTN.



**Vehicle Transfer Notification - Vehicle Transfer Summary**

**Dealer Information**

Business Name: ANDREW'S RADIATOR, AIR & SOUND, GDN: P20657  
Address: 1080 WARE SEGUIN RD, DBA: SIMMONS AUTO  
City, State: SCHERTZ, TX 76154 3557, License Type: Dealer  
Phone: (111) 111-1111, License Category: 01

**Vehicle Information** [Edit](#)

VIN: 1GYS4CKL7NR170648, Year: 2022  
Make: CADILLAC, Model: ESCALADE  
Body Style: LL, Major Color: WHITE  
Empty Weight: 6100  
Plate Number: NOPLATE

**Additional Information:**  
ACTUAL MILEAGE  
VEH TRANSFERRED: [08/28/2025]  
E-TITLE

**Current Owner Information** [Edit](#)

Name 1: MATHEA  
Address: 4000 JACKSON AVE  
City, State: AUSTIN, TX 78731  
Phone: (512) 456-9874

**Transfer Details** [Edit](#)

Sale Date(mm/dd/yyyy): 10/08/2025  
Did the owner retain the plates?: Yes

[Cancel](#) [Save](#)

Figure 30: VTN Transfer Details

- You'll then have the option to print copies for you and your customer's records.



**Vehicle Transfer Notification - Receipt**


The vehicle record will be processed and updated within 48 hours. We strongly encourage you to print copies for you and your customer's records.

[Print Receipt](#)

Figure 31: Vehicle Transfer Notification - Receipt





**Vehicle Transfer Notification**  
**SUBMISSION CONFIRMATION**

\* Vehicle Titles and Registration Division, Austin, Texas 78779-0001  
\* Date Submitted :Wed Oct 08 12:46:49 CDT 2025  
\* Please retain a copy of this receipt. If this form was submitted within 30 days of the vehicles date of sale, Texas law establishes you are protected from liability for criminal or civil acts involving the vehicle and the purchaser(s).

---

**VEHICLE INFORMATION**

<b>VIN:</b>	1GYS4CKL7NR170648	<b>Body Style:</b>	LL
<b>Year:</b>	2022	<b>Model:</b>	ESC
<b>Make:</b>	CADI	<b>Title/Document Number:</b>	01541944612250099
<b>Plate Number:</b>	NOPLATE		

---

**SELLER INFORMATION**

<b>Name 1:</b>	MATHEA
<b>Address:</b>	4000 JACKSON AVE, AUSTIN, TX, 78731
<b>Email:</b>	
<b>Phone:</b>	(512) 456-9874

---

**BUYER INFORMATION**

<b>Name:</b>	SIMMONS AUTO
<b>Address:</b>	1080 WARE SEGUIN RD, SCHERTZ, TX, 78154-3557
<b>Phone:</b>	(111) 111-1111

---

**TRANSFER DETAILS**

<b>Date Of Sale:</b>	10/08/2025
----------------------	------------

---

**Did the owner retain the plates? Yes**

The current Texas record for this vehicle will be updated to reflect this vehicle transfer notification within 48 hours of submission. This submission does not transfer ownership of the vehicle. The purchaser(s) of the vehicle must file a transfer with the appropriate entity in order to record themselves as the owner and receive a title in their name.

Figure 32: Vehicle Transfer Notification Submission Confirmation

## 6 Create License Plate Assignment

Assigning a plate on ePLATE serves as temporary registration for a motor vehicle until a dealership completes the title and registration process. The plate is assigned and issued only upon the retail sale of a motor vehicle to a purchaser from that licensed dealer. To assign a plate, you must provide the vehicle, purchaser(s), and sales information. If applicable, you can provide lessee/lessor, and lienholder information. After the plate is assigned, you must provide the plate and the Buyer's Plate Receipt to the customer. Once you assign a plate in ePLATE, you can begin a title application in webDEALER, which will automatically carry forward the information provided with the plate assignment.

1. Select **License Plate Assignment** from the Plates tab.

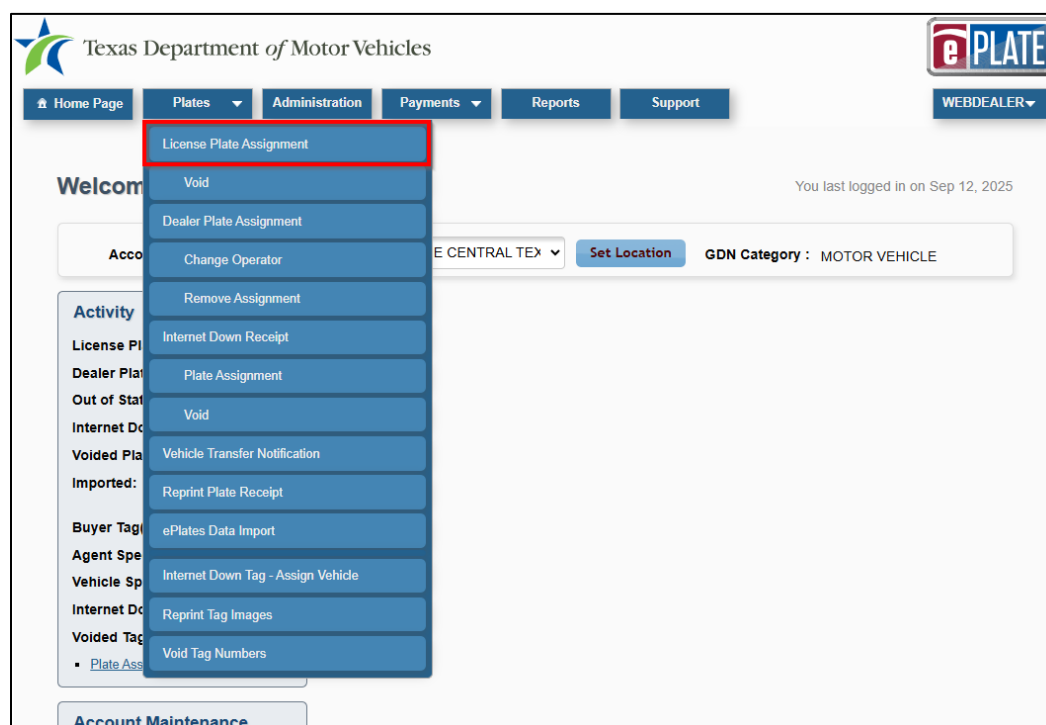
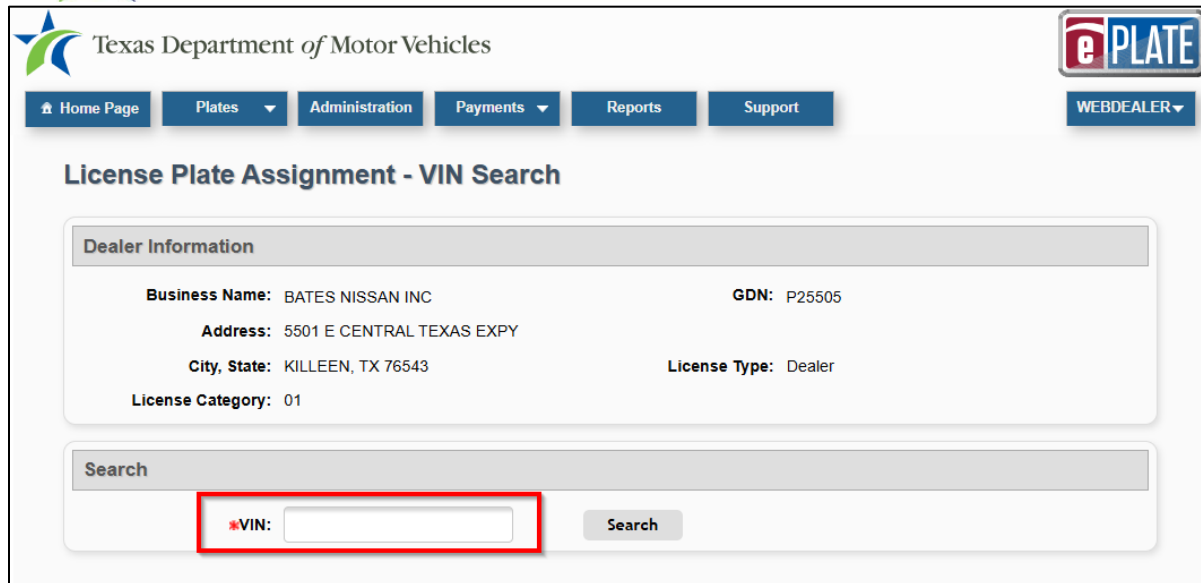


Figure 33: License Plate Assignment Menu Option

2. The application will display the License Plate Assignment – VIN Search page.
3. Enter a VIN, and click **Search**.



**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505

**Address:** 5501 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

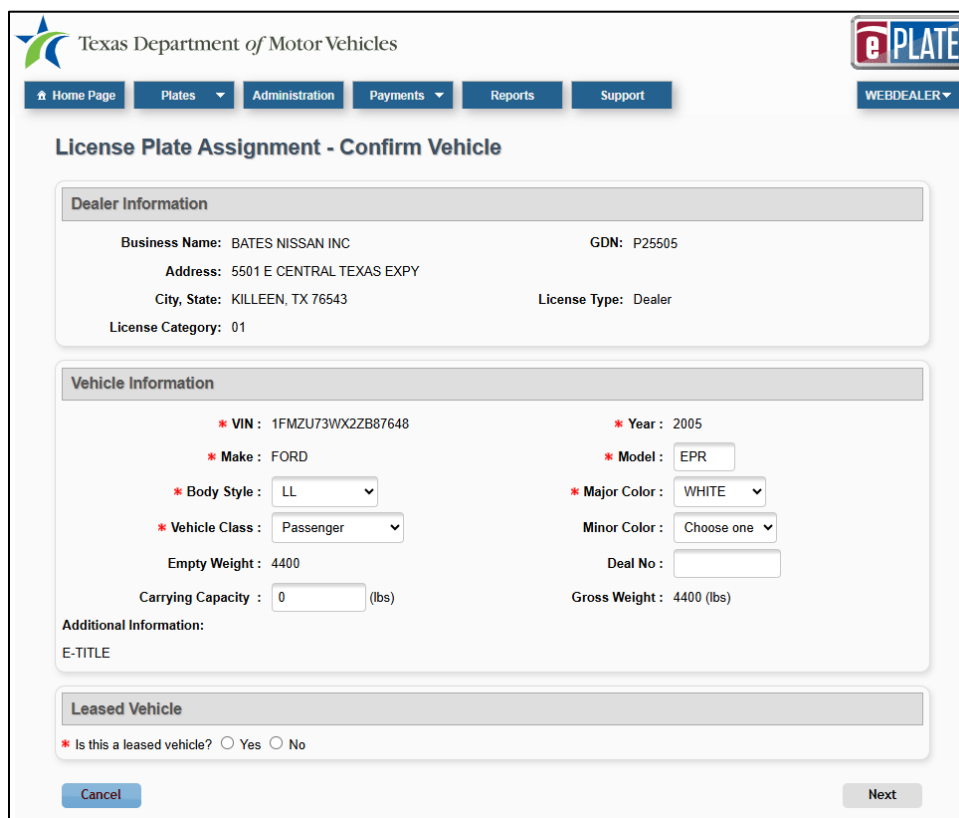
**Search**

**VIN:**  **Search**

Figure 34: License Plate Assignment VIN Search

## 6.1 Vehicle Information

1. The application will display the License Plate Assignment – Confirm Vehicle page.



**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505

**Address:** 5501 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

**Vehicle Information**

**VIN:** 1FMZU73WX2ZB87648 **Year:** 2005

**Make:** FORD **Model:** EPR

**Body Style:** LL **Major Color:** WHITE

**Vehicle Class:** Passenger **Minor Color:** Choose one

**Empty Weight:** 4400 **Deal No:**

**Carrying Capacity:** 0 (lbs) **Gross Weight:** 4400 (lbs)

**Additional Information:**

**E-TITLE**

**Leased Vehicle**

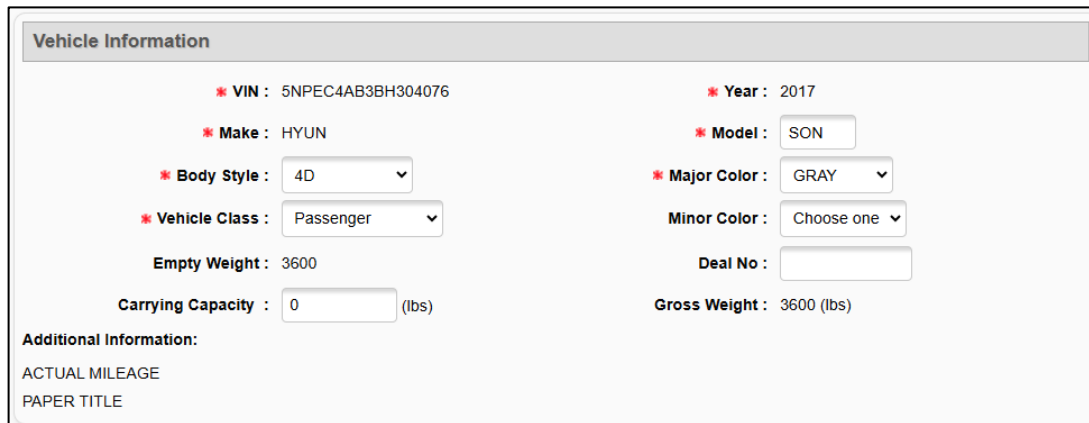
**Is this a leased vehicle?** ☐ Yes ☐ No

**Cancel** **Next**

Figure 35: License Plate Assignment Confirm Vehicle

2. Complete and/or update the vehicle information.

3.



**Vehicle Information**

\* VIN : 5NPEC4AB3BH304076      \* Year : 2017

\* Make : HYUN      \* Model : SON

\* Body Style : 4D      \* Major Color : GRAY

\* Vehicle Class : Passenger      Minor Color : Choose one

Empty Weight : 3600      Deal No :

Carrying Capacity : 0 (lbs)      Gross Weight : 3600 (lbs)

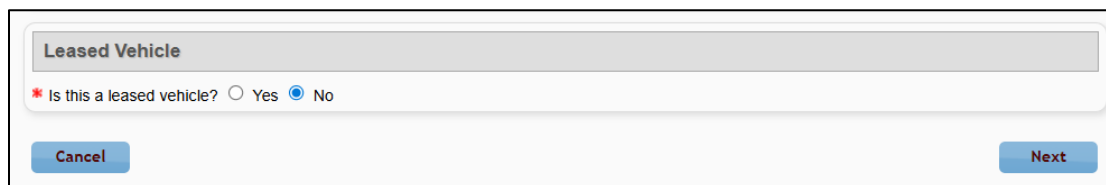
**Additional Information:**

ACTUAL MILEAGE

PAPER TITLE

Figure 36: Buyer Plate - Update Vehicle Information

Next, identify if the vehicle was purchased or leased. If the vehicle was purchased, select **No** in the Leased Vehicle section, and click **Next** to continue. The application will continue with [Purchaser Information](#).



**Leased Vehicle**

\* Is this a leased vehicle? ☐ Yes ☒ No

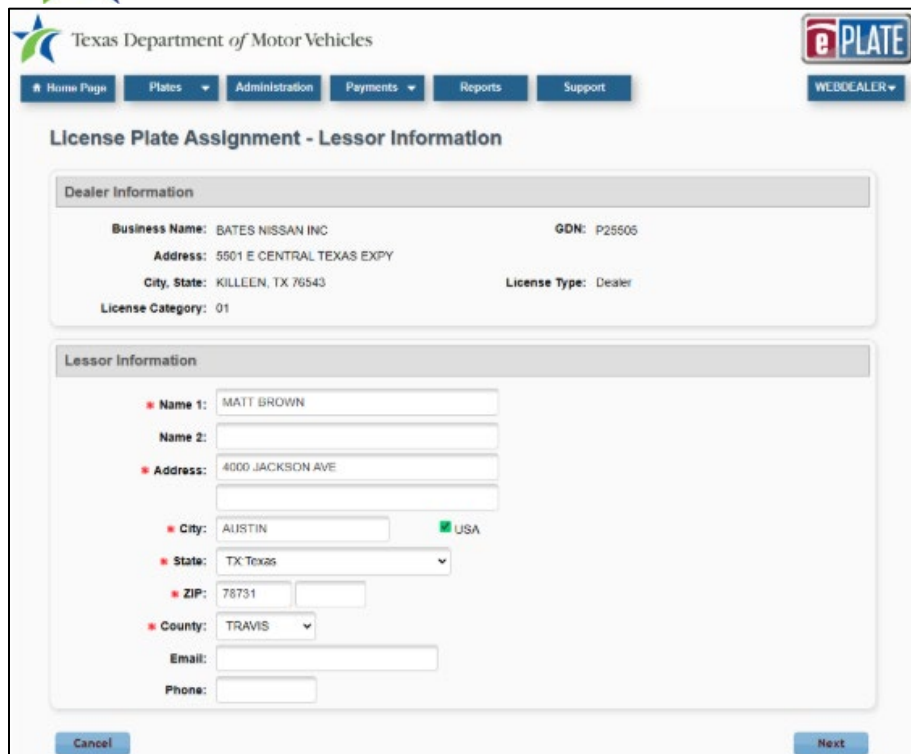
**Cancel** **Next**

Figure 37: Leased Vehicle Confirmation

- If the vehicle was leased, select **Yes**, and click **Next** to continue. The application will continue with [Leased Vehicle](#) information.

## 6.2 Leased Vehicle Information

- The application displays the Lessor Information section.
- Complete the Lessor Information. All fields with a red asterisk must be completed.
- Once all the required fields are complete, click **Next**.



**License Plate Assignment - Lessor Information**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505  
 Address: 5501 E CENTRAL TEXAS EXPY  
 City, State: KILLEEN, TX 76543 License Type: Dealer  
 License Category: 01

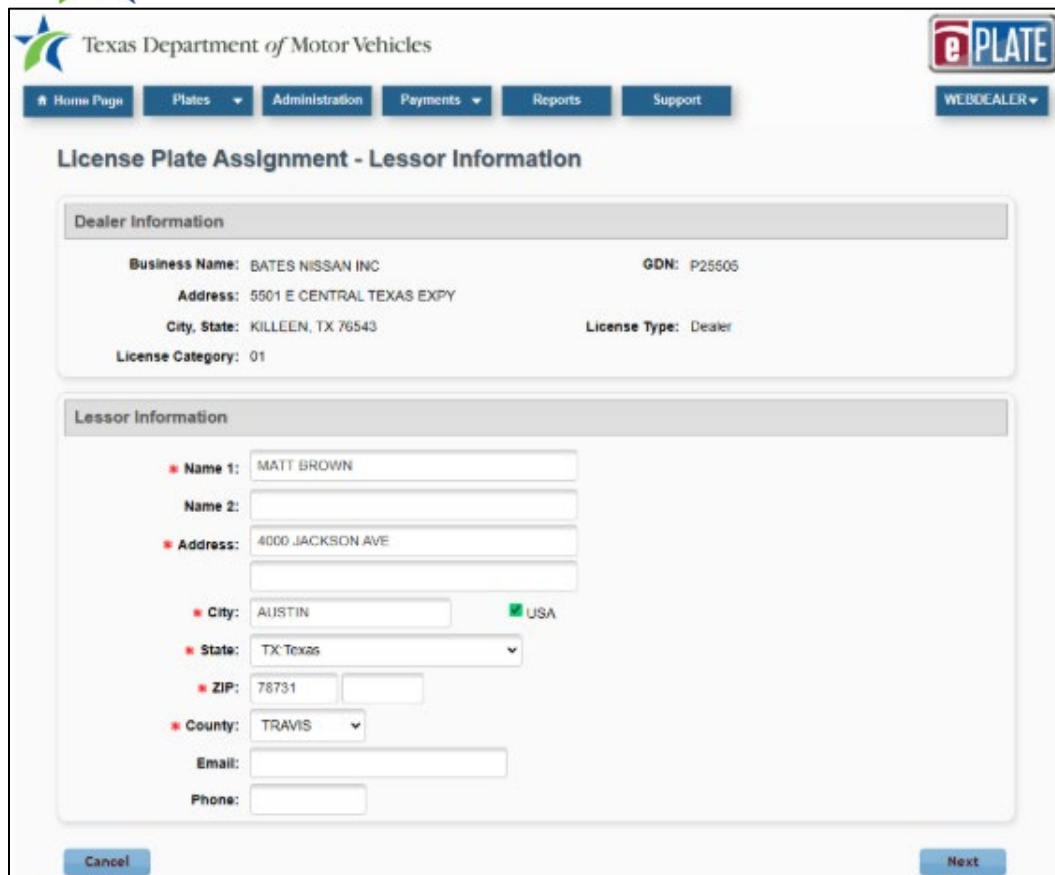
**Lessor Information**

\* Name 1: MATT BROWN  
 Name 2:  
 \* Address: 4000 JACKSON AVE  
 \* City: AUSTIN ☒ USA  
 \* State: TX Texas  
 \* ZIP: 78731  
 \* County: TRAVIS  
 Email:  
 Phone:

Cancel Next

Figure 38: License Plate Assignment - Lessor Information

4. The application displays the Lessee Information section.
5. Complete the Lessee Information. All fields with a red asterisk must be completed
6. Once all of the required fields are complete, click **Next**.



**License Plate Assignment - Lessor Information**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505  
 Address: 5501 E CENTRAL TEXAS EXPY  
 City, State: KILLEEN, TX 76543 License Type: Dealer  
 License Category: 01

**Lessor Information**

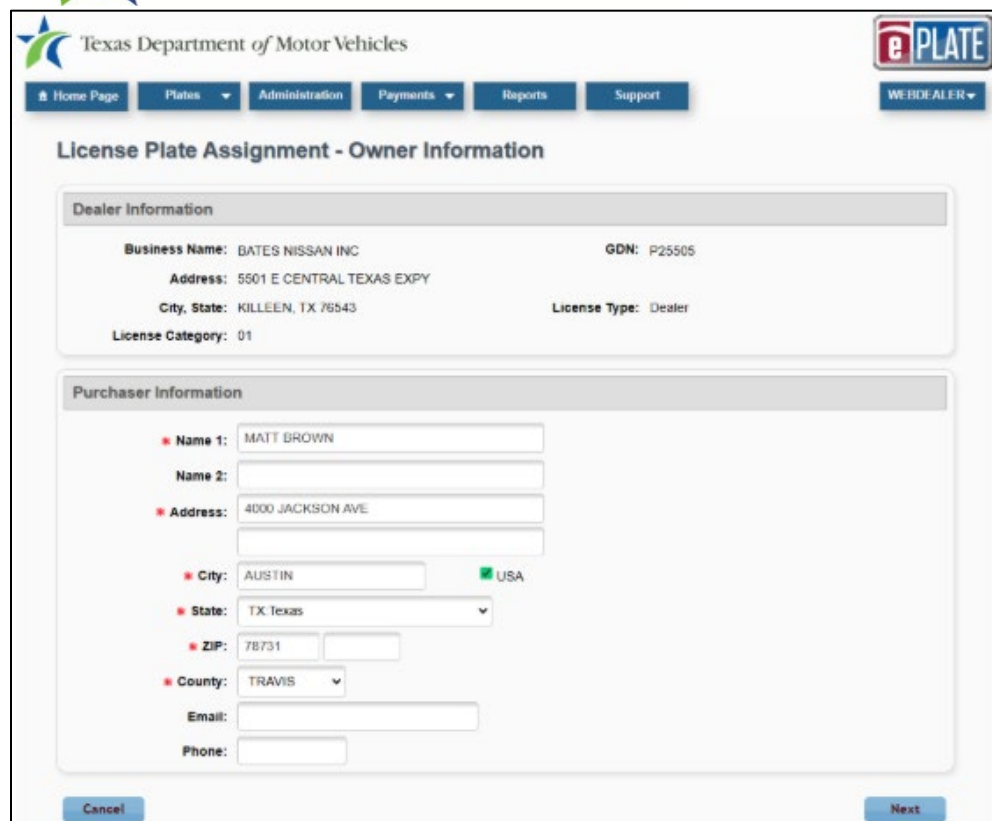
\* Name 1: MATT BROWN  
 Name 2:  
 \* Address: 4000 JACKSON AVE  
 \* City: AUSTIN ☒ USA  
 \* State: TX-Texas  
 \* ZIP: 78731  
 \* County: TRAVIS  
 Email:  
 Phone:

Cancel Next

Figure 39: License Plate Assignment – Lessee Information

## 6.3 Purchaser Information

1. The system will display the License Plate Assignment – Owner Information page.
2. Enter the Purchaser Information.
3. Click **Next** to continue.



**License Plate Assignment - Owner Information**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505  
 Address: 5501 E CENTRAL TEXAS EXPY  
 City, State: KILLEEN, TX 76543 License Type: Dealer  
 License Category: 01

**Purchaser Information**

\* Name 1: MATT BROWN  
 Name 2:  
 \* Address: 4000 JACKSON AVE  
 \* City: AUSTIN USA  
 \* State: TX Texas  
 \* ZIP: 78731  
 \* County: TRAVIS  
 Email:  
 Phone:

Cancel Next

Figure 40: License Plate Assignment - Owner Information

## 6.4 Lienholder information

1. The system will display the License Plate Assignment – Lienholder Information page.
2. The user can optionally enter a certified or local lienholder. If the lienholder is certified, select the [Certified Lienholder](#) tab. If the lienholder is local, select the [Local Lienholder](#) tab. If there is not a lienholder to record, click **Next** to continue.

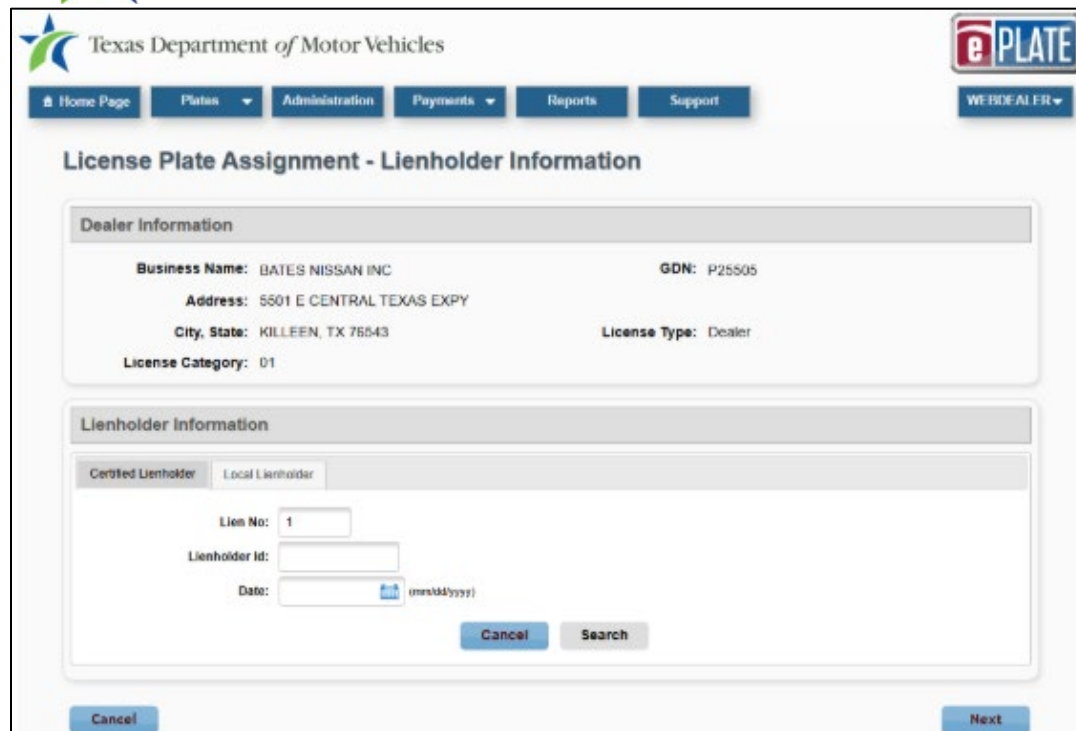


Figure 41: License Plate Assignment - Lienholder Information

## 6.4.1 Enter Certified Lienholder

1. Select the Certified Lienholder tab.

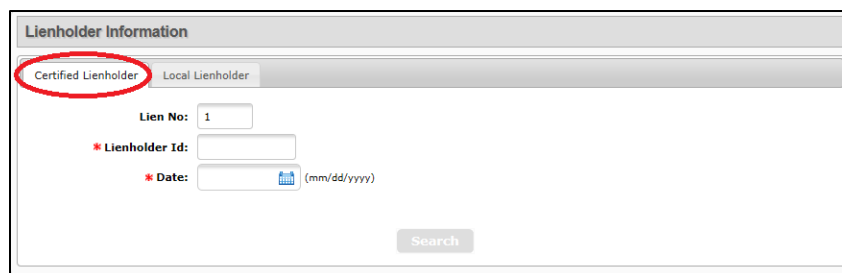


Figure 42: Certified Lienholder

2. Enter the Lienholder's ID.
3. Enter the date by clicking on the blue calendar icon.
4. Click **Search**.





Figure 43: Certified Lienholder Search

**Note:** For a list of Certified Lienholders visit <http://www.txdmv.gov/lienholders>.

- The application displays the lienholder's information. Review the lienholder information. If it is correct, click **Save** to continue.

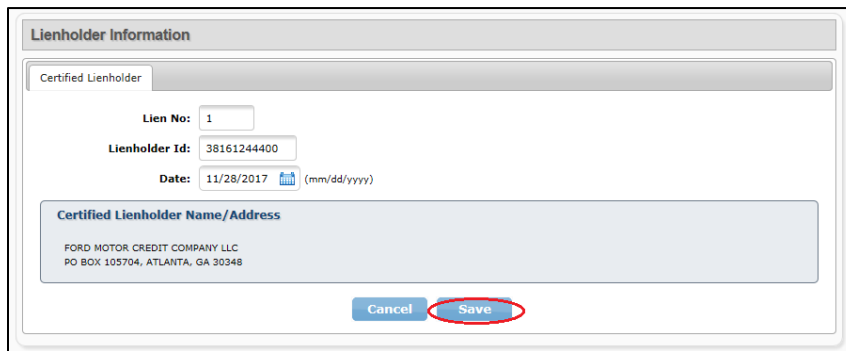
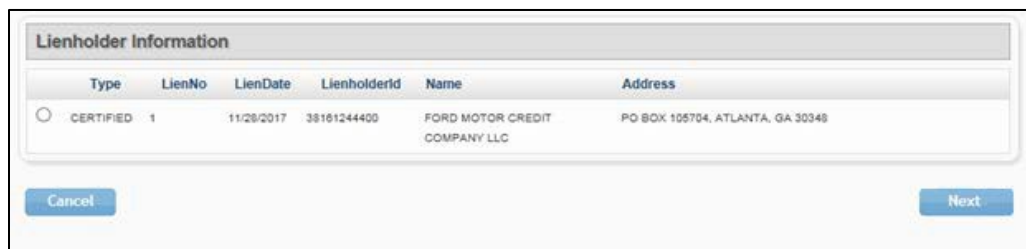


Figure 44: Certified Lienholder

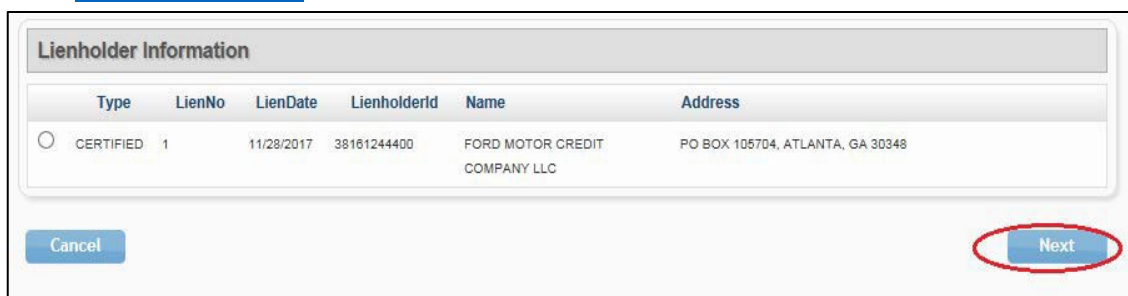
- The application will display the lienholder information again.



Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 45: Certified Lienholder Information

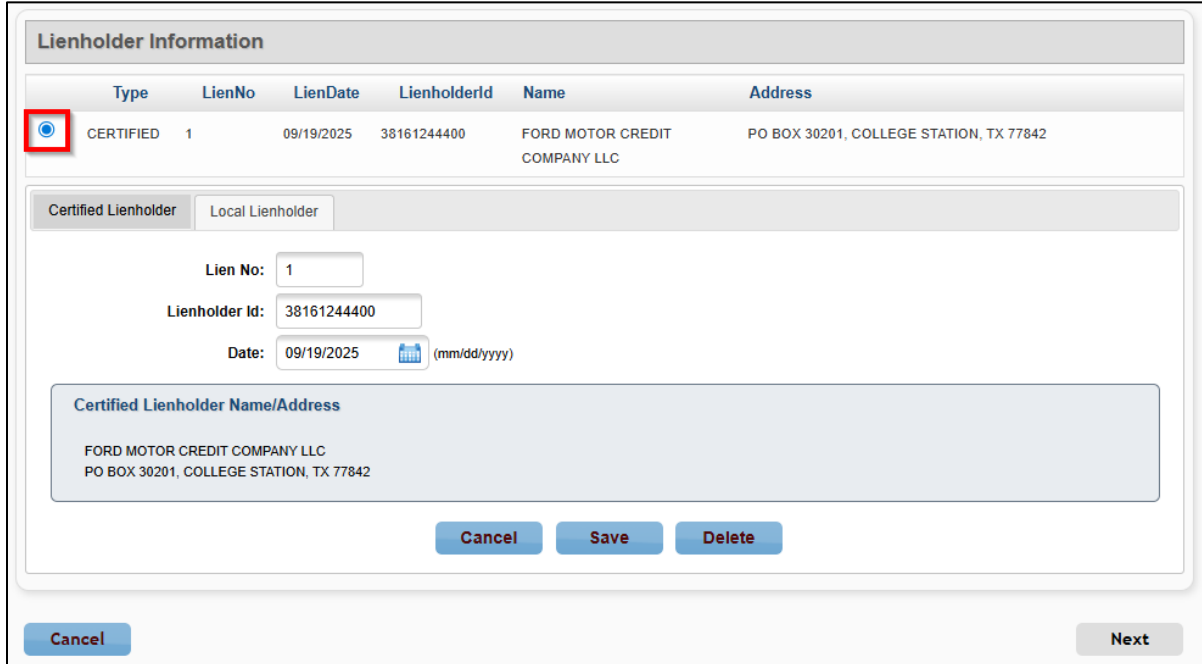
- You can change lienholder information or continue.
- Click **Next**. The application will continue and display the Sales Information section. Go to [Sales Information](#).



Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 46: Change Certified Lienholder

- To change the lienholder information, click the radio button next to the lienholder. Additional options will appear to Cancel, Save, or Delete. Click **Delete** to remove the lienholder and you will return to the Lienholder Information page.




**Lienholder Information**

Type	LienNo	LienDate	LienholderId	Name	Address	
<input checked="" type="radio"/>	CERTIFIED	1	09/19/2025	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 30201, COLLEGE STATION, TX 77842

**Certified Lienholder** | Local Lienholder

Lien No:

Lienholder Id:

Date:   (mm/dd/yyyy)

**Certified Lienholder Name/Address**

FORD MOTOR CREDIT COMPANY LLC  
PO BOX 30201, COLLEGE STATION, TX 77842

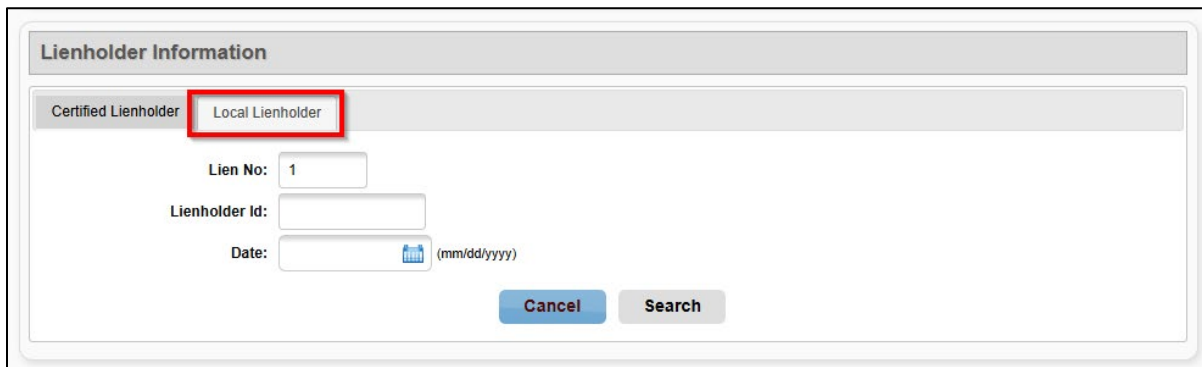
**Cancel** **Save** **Delete**

**Cancel** **Next**

Figure 47: Cancel Certified Lienholder

## 6.4.2 Enter Local Lienholder Information

- Select the Local Lienholder tab located in the Lienholder Information section.




**Lienholder Information**

**Certified Lienholder** | **Local Lienholder**

Lien No:

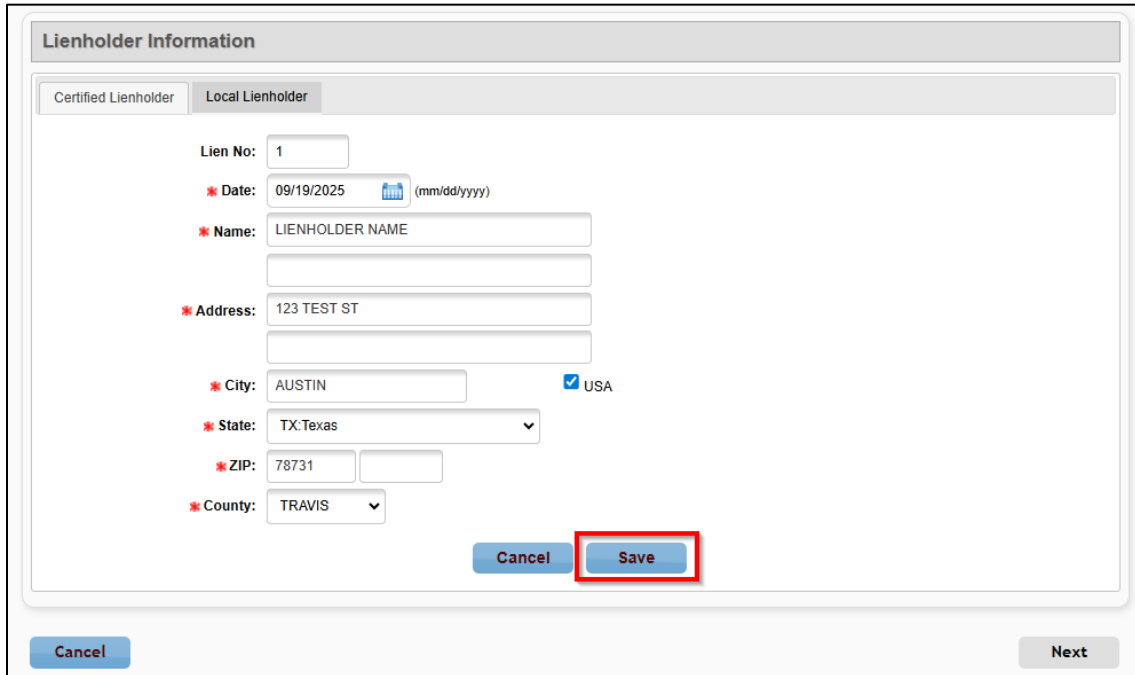
Lienholder Id:

Date:   (mm/dd/yyyy)

**Cancel** **Search**

Figure 48: Local Lienholder

- The application will display the Local Lienholder tab section.
- Complete the lienholder information.
- Click **Save**.



**Lienholder Information**

☐ Certified Lienholder ☒ Local Lienholder

Lien No: 1

\* Date: 09/19/2025 (mm/dd/yyyy)

\* Name: LIENHOLDER NAME

\* Address: 123 TEST ST

\* City: AUSTIN ☒ USA

\* State: TX:Texas

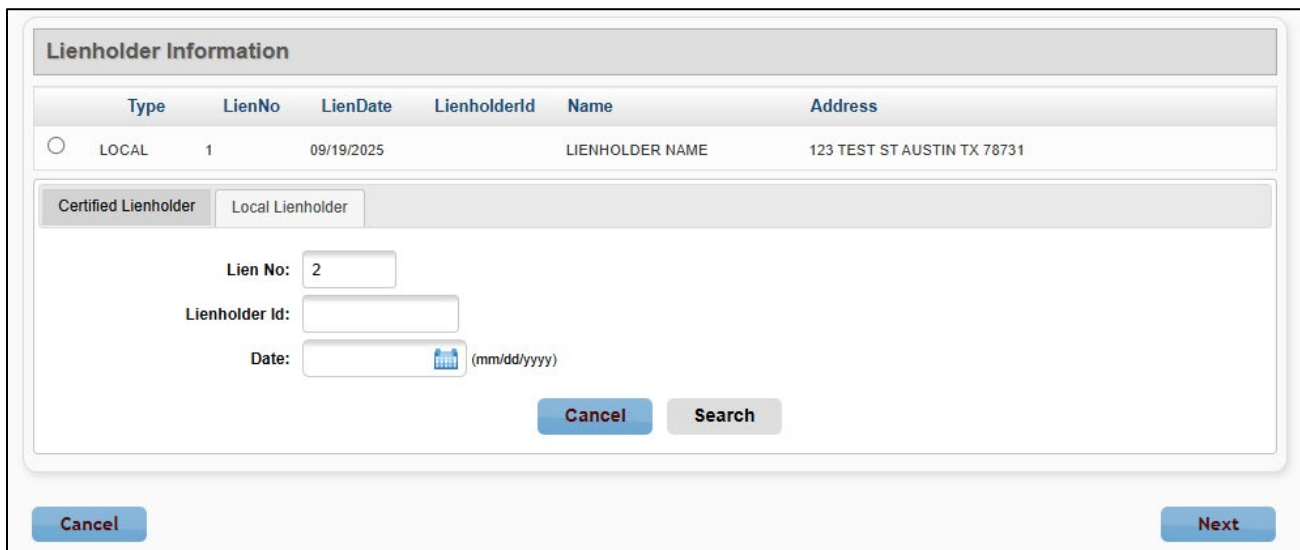
\* ZIP: 78731

\* County: TRAVIS

Figure 49: Enter Local Lienholder Information

**Note:** Once the zip code is entered, the county field will appear for a selection to be made.

- The application displays the lienholder's information.



**Lienholder Information**

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

☒ Certified Lienholder ☐ Local Lienholder

Lien No: 2

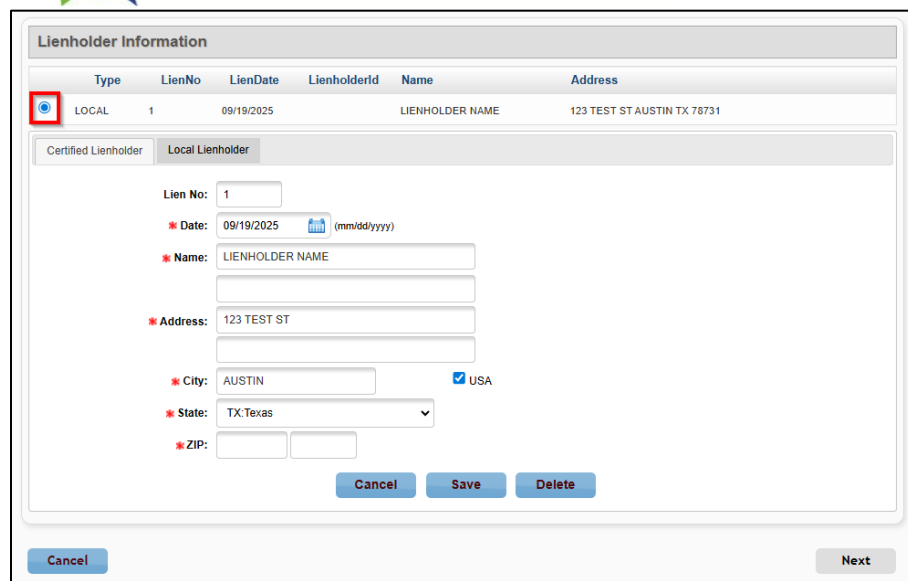
Lienholder Id:

Date: (mm/dd/yyyy)

Figure 50: Local Lienholder Information

- The application allows the user to change lienholder information or continue with the License Plate Assignment process.

To change the lienholder information, click the radio button next to the lienholder. Additional options will appear to Cancel, Save, or Delete. Click **Delete** to remove the lienholder and you will return to the Lienholder Information page.



Type	LienNo	LienDate	LienholderId	Name	Address
<input checked="" type="radio"/> LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

**Lienholder Information**

**Local Lienholder**

Lien No:

\* Date:  (mm/dd/yyyy)

\* Name:

\* Address:

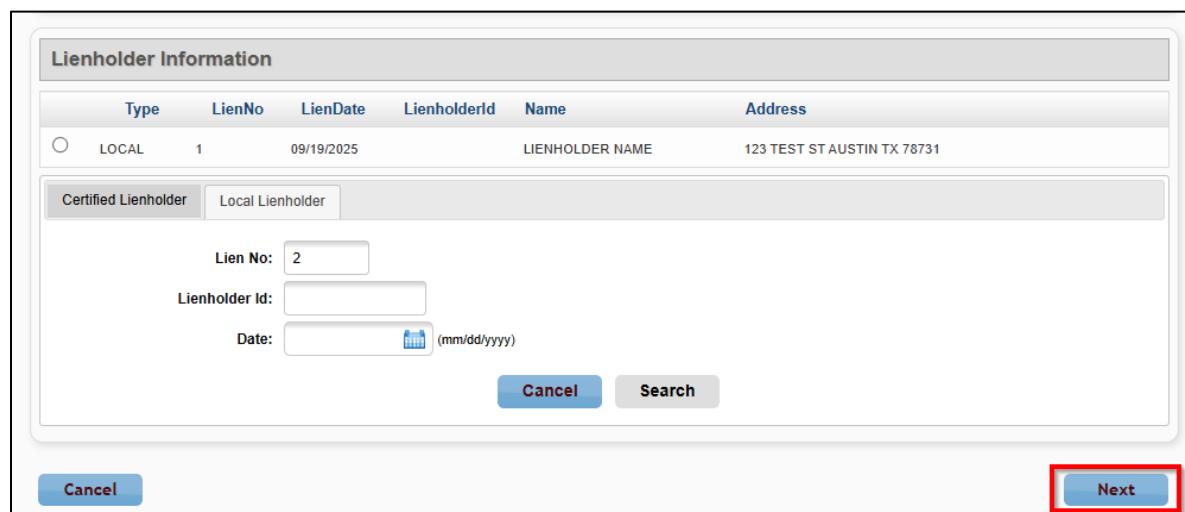
\* City:  ☒ USA

\* State:

\* ZIP:

Figure 51: Change Local Lienholder

- Click **Next** to continue. The application will display the Sales Information section. Go to [Sales Information](#).



Type	LienNo	LienDate	LienholderId	Name	Address
<input checked="" type="radio"/> LOCAL	1	09/19/2025		LIENHOLDER NAME	123 TEST ST AUSTIN TX 78731

**Lienholder Information**

**Local Lienholder**

Lien No:

Lienholder Id:

Date:  (mm/dd/yyyy)

Figure 52: Local Lienholder Next

## 6.5 Sales Information

Once on the License Plate Assignment-Sales Information page indicate whether or not the vehicle will be exported. If **Yes** is selected, the plate assignment process will be completed, no plate will be assigned, and a receipt will be generated. If **No** is selected, the additional radio button options will be provided for selection.

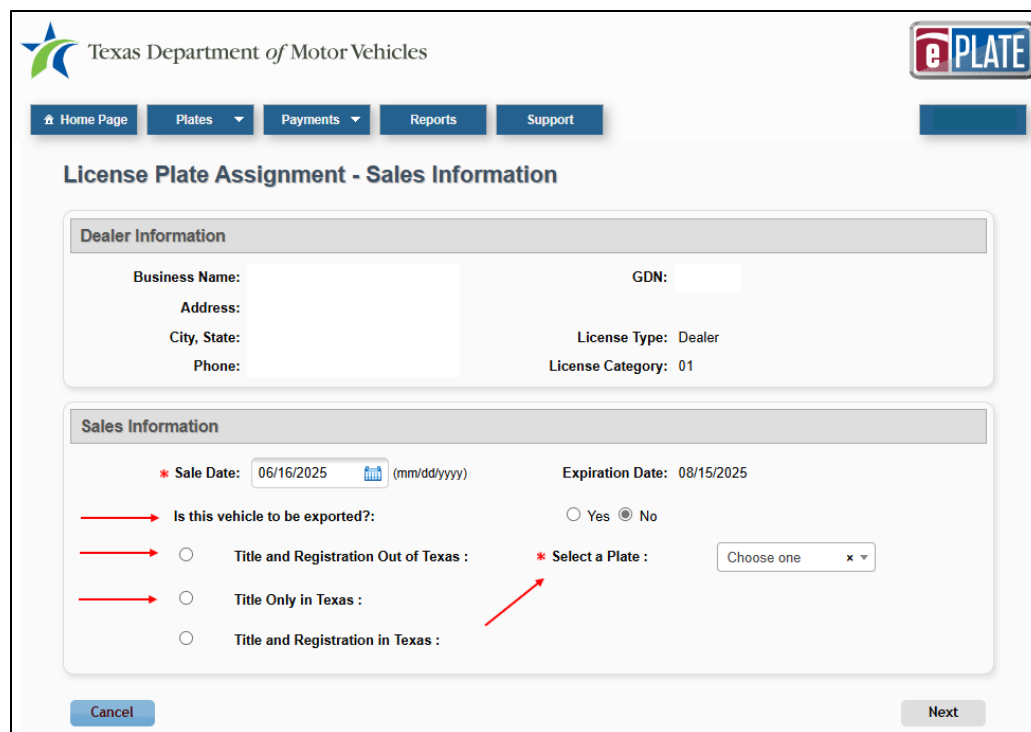


Figure 53: Sales Information

If **Title and Registration Out of Texas** is selected, this means the purchaser is not a Texas resident and the vehicle will be titled and registered in the purchaser's resident state. Select the next available Out of State Buyer (green) plate from inventory to assign to the vehicle.

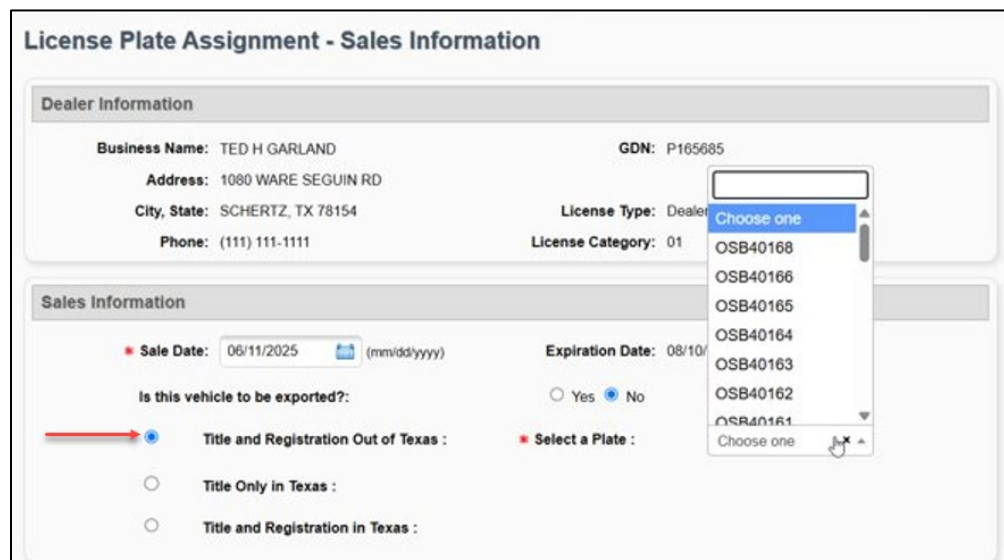


Figure 54: License Plate Assignment – Sales Information – Out of State Buyer

If **Title Only in Texas** is selected, this means the vehicle will not receive registration and the plate assignment process will be completed, no plate will be assigned, and a receipt will be generated.

If **Title and Registration in Texas** is selected, ePLATE will prompt for whether the vehicle will be

issued a general issue plate or a customer supplied plate. If **General Issue Plate** is selected, ePLATE will prompt for the selection of the registration class and plate type prior to selecting Retrieve Inventory to display the available plate numbers from inventory to assign to the vehicle.

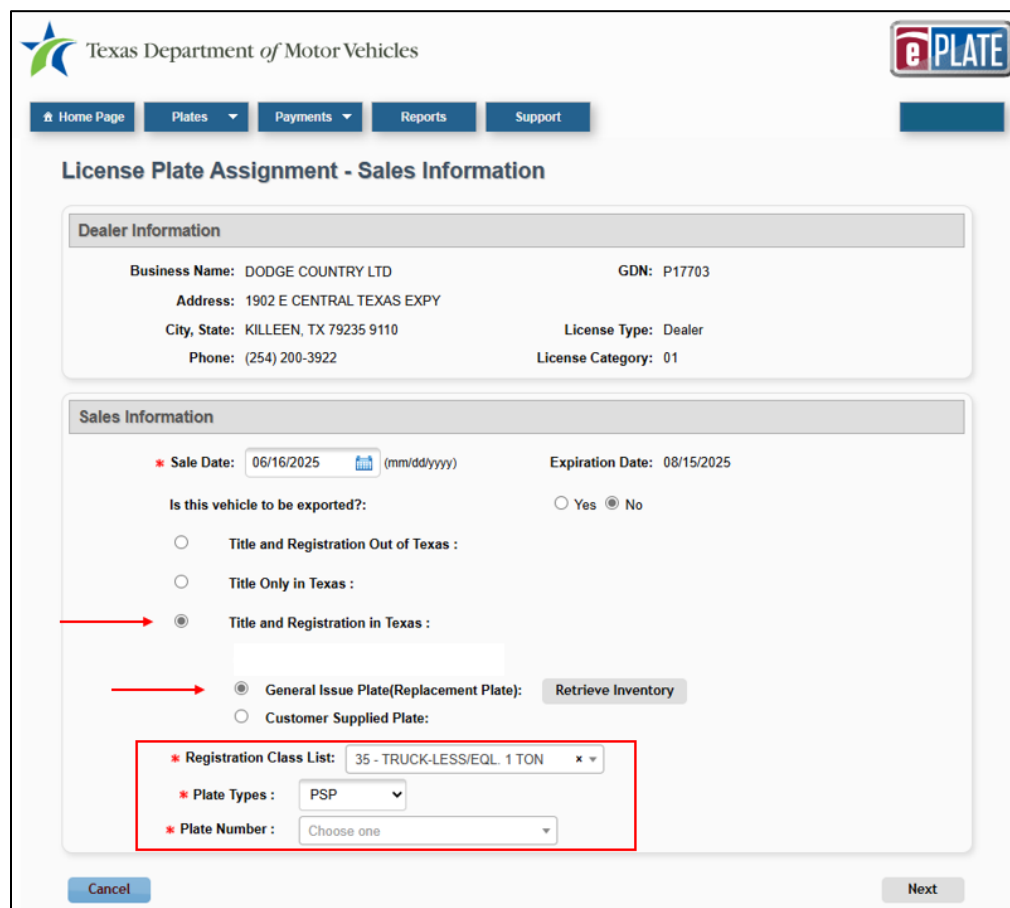
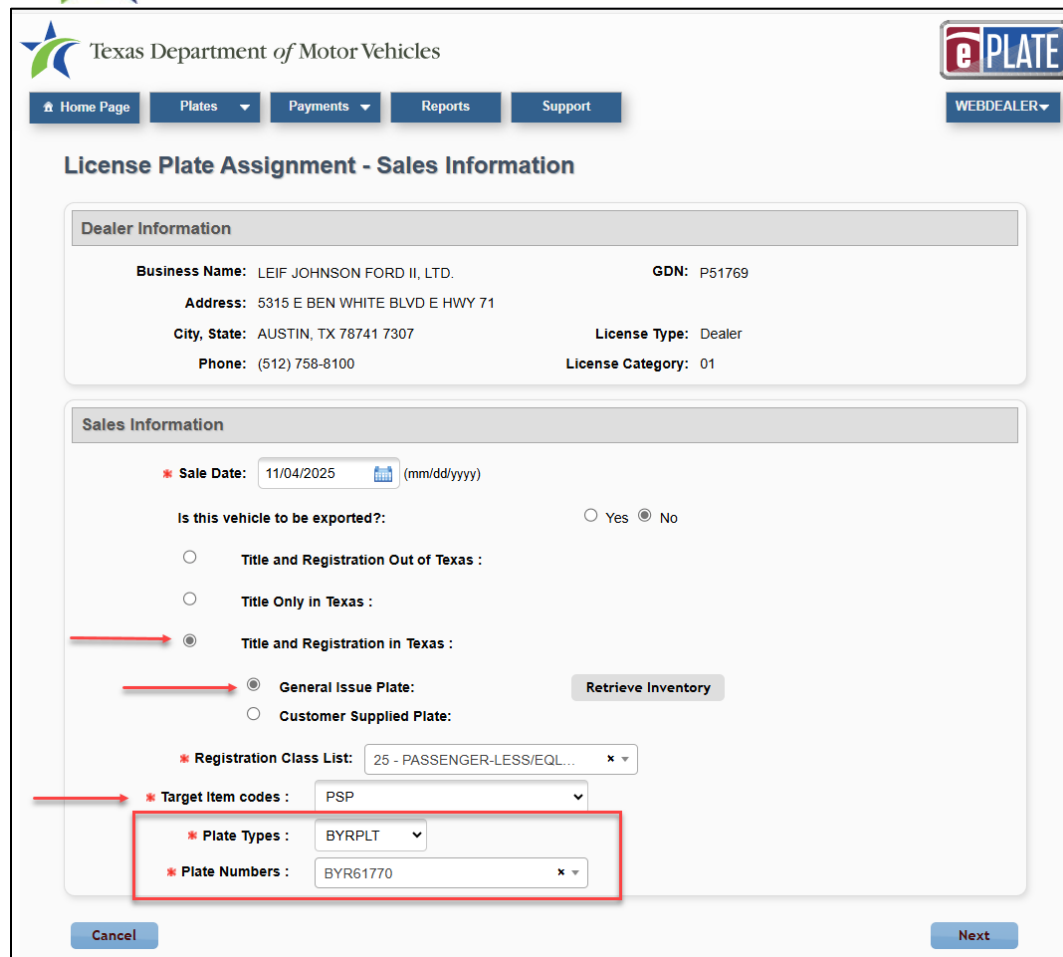


Figure 55: Registration Class List

If inventory does not exist for the criteria specified, the system will present the Buyer Provisional (purple) plate inventory option (Plate Type BYRPLT). The Target Item Code must be selected. This is the plate type the buyer intends to obtain. The system will limit the plate type selections in this dropdown list based on the registration class selected. The buyer will be responsible for obtaining the appropriate registration and license plate(s), or the county tax office will assign the license plates when processing the title application.



**License Plate Assignment - Sales Information**

**Dealer Information**

Business Name: LEIF JOHNSON FORD II, LTD. GDN: P51769  
 Address: 5315 E BEN WHITE BLVD E HWY 71  
 City, State: AUSTIN, TX 78741 7307 License Type: Dealer  
 Phone: (512) 758-8100 License Category: 01

**Sales Information**

\* Sale Date: 11/04/2025 (mm/dd/yyyy)

Is this vehicle to be exported?: ☐ Yes ☒ No

☐ Title and Registration Out of Texas :

☐ Title Only in Texas :

☒ Title and Registration in Texas :

☒ General Issue Plate: Retrieve Inventory

☐ Customer Supplied Plate:

\* Registration Class List: 25 - PASSENGER-LESS/EQL... x v

\* Target Item codes : PSP v

\* Plate Types : BYRPLT v

\* Plate Numbers : BYR61770 x v

Cancel Next

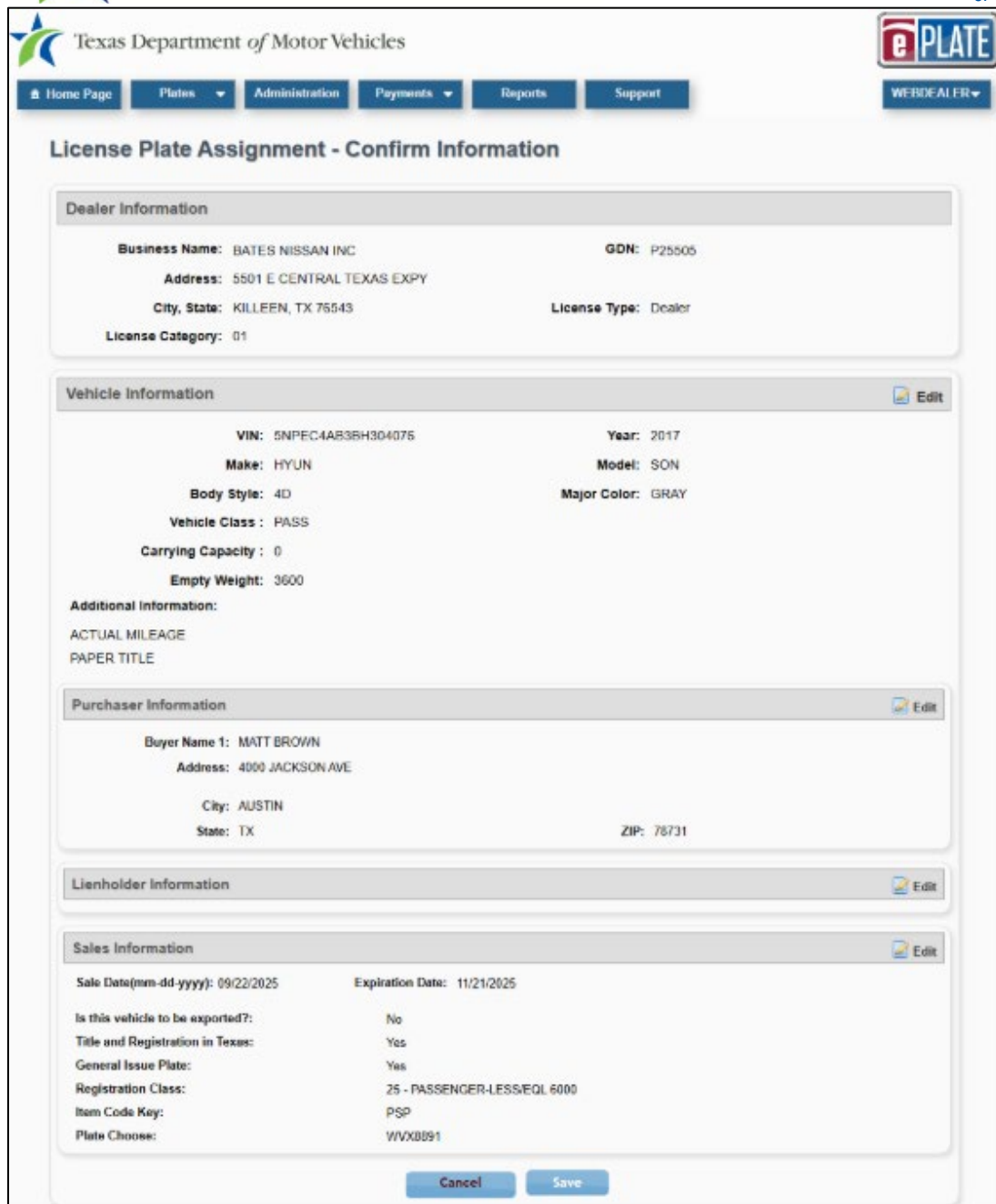
Figure 56: Buyer Provisional Plate Selection

If **Customer Supplied Plate** is selected, the plate number must be entered and Validate must be selected in order to retrieve the plate owner's information. Before assigning the customer supplied plate, review the plate owner's information to confirm it matches the buyer's information. If the information does not match, select the General Issue Plate option and assign new plates.

### Figure 57: Special Plate Details

The application will display all of the License Plate Assignment sections.







**License Plate Assignment - Confirm Information**

**Dealer Information**


Business Name: BATES NISSAN INC GDN: P25505  
 Address: 5501 E CENTRAL TEXAS EXPY  
 City, State: KILLEEN, TX 76543 License Type: Dealer  
 License Category: 01


**Vehicle Information** 

VIN: 5NPEC4AB36H304075 Year: 2017  
 Make: HYUN Model: SON  
 Body Style: 4D Major Color: GRAY  
 Vehicle Class : PASS  
 Carrying Capacity : 0  
 Empty Weight: 3600  
 Additional Information:  
 ACTUAL MILEAGE  
 PAPER TITLE

**Purchaser Information** 

Buyer Name 1: MATT BROWN  
 Address: 4000 JACKSON AVE  
 City: AUSTIN  
 State: TX ZIP: 78731

**Lienholder Information** 

**Sales Information** 

Sale Date(mm-dd-yyyy): 09/22/2025 Expiration Date: 11/21/2025  
 Is this vehicle to be exported?: No  
 Title and Registration in Texas: Yes  
 General Issue Plate: Yes  
 Registration Class: 25 - PASSENGER-LESS/EOI 6000  
 Item Code Key: PSP  
 Plate Choose: WVX8891

[Cancel](#) [Save](#)

Figure 58: Confirm Information

2. If a section needs to be updated, click on the edit icon in the section's upper right corner.



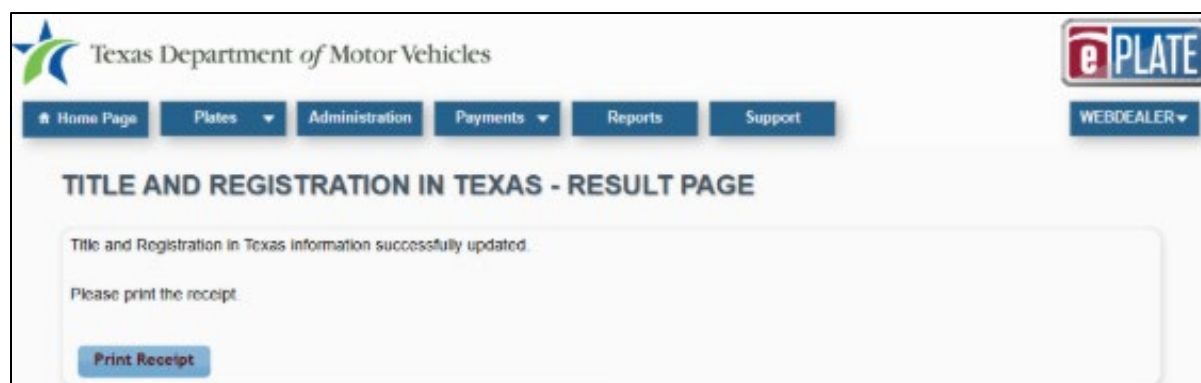
Vehicle Information	
VIN: 1FM5K7B83HGB30401	Year: 2017
Make: FORD	Model: F15
Body Style: LL	Major Color: BLACK
Empty Weight: 5400	

Figure 59: Edit Confirm Information

3. The application will return to that section. Update the section's information as necessary and click **Next** to return to the confirmation page. Click **Save** once all of the information is correct.
4. The system will display the result page and you will be able to print the applicable receipt from this page.

## 6.7 Print License Plate Assignment and/or Receipt

1. After the License Plate Assignment is completed, select **Print Receipt** to print the receipt. Retain a copy for your dealership's records and provide a copy to the purchaser.



Texas Department of Motor Vehicles

Home Page | Plates | Administration | Payments | Reports | Support | WEBDEALER

### TITLE AND REGISTRATION IN TEXAS - RESULT PAGE

Title and Registration in Texas information successfully updated.

Please print the receipt.

[Print Receipt](#)

Figure 60: Print Receipt

2. The application displays the receipt.
3. Click the print icon.



<b>BUYER'S PLATE RECEIPT - DEALER'S COPY</b>			
Plate Number:	WVX8891	Date of Sale:	SEP 22, 2025
Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE. This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:			
Issue Date:	Sep 22, 2025		
VIN:	5NPEC4AB3BH304076		
Year:	2017	Body Style:	4D
Make:	HYUN	Model:	SON
Major Color:	GRAY	Minor Color:	
Remarks:	ACTUAL MILEAGE PAPER TITLE		
Issuing Dealer:	BATES NISSAN INC		
Dealer Number:	P25505		
Purchaser			
Name 1:	MATT BROWN		
Address:	4000 JACKSON AVE AUSTIN, TX 78731		
<b>DEALER'S COPY</b>			

Figure 61: Buyer's Plate Receipt - Dealer's Copy



BUYER'S PLATE RECEIPT - BUYER'S COPY			
Plate Number:	WVX8891	Date of Sale:	SEP 22, 2025
Issue Date:	Sep 22, 2025		
VIN:	5NPEC4AB3BH304076		
Year:	2017	Body Style:	4D
Make:	HYUN	Model:	SON
Major Color:	GRAY	Minor Color:	
Remarks: ACTUAL MILEAGE PAPER TITLE			
Issuing Dealer:		BATES NISSAN INC	
Dealer Number:		P25505	
Purchaser			
Name 1:		MATT BROWN	
Address:		4000 JACKSON AVE AUSTIN, TX 78731	
<p>BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.</p>			
BUYER'S COPY			

Figure 62: Buyer's Plate Receipt – Buyer's Copy

## 7 Assigning a Standard, Prestige, or Temporary Dealer Plate

Standard, prestige, or temporary dealer plates are used for dealership operations such as test drives, demonstrations, transporting inventory and providing loaner vehicles. When a dealer uses one of these plates on a vehicle, the dealer is required to report the assignment within the system. **Note:** Test drives/demonstrations are not required to be reported in ePLATE.

**Note:** Converters can assign their converter license plates within ePLATE, if they choose not to maintain record within their own recordkeeping system. The same steps outlined below apply, except the converter would select Converter Plate Assignment from the Plates tab.

1. Select Dealer Plate Assignments from the Plates tab.

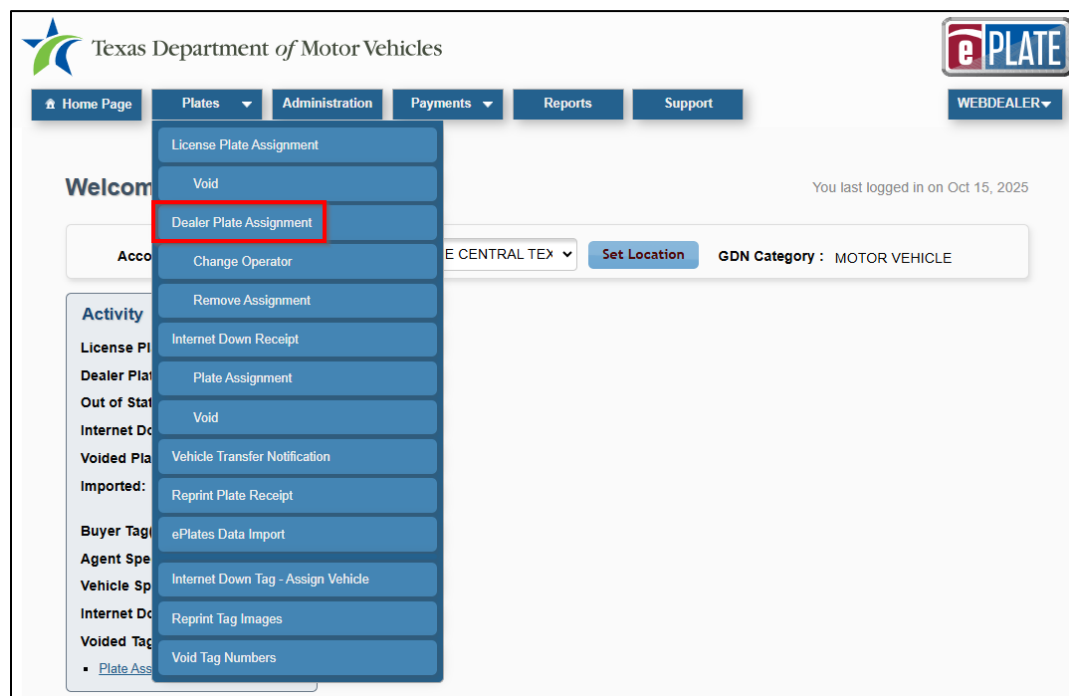


Figure 63: Dealer Plate Assignment Menu Option

2. Enter the vehicle's VIN in the search field and hit search.

### Dealer Plate - Vehicle Search

Dealer Information

**Business Name:** BATES NISSAN INC **GDN:** P25505

**Address:** 5501 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

Search

\*VIN:

Search

Figure 64: Dealer Plate - Vehicle Search

- Confirm that the vehicle information is correct and fill out all required fields.

**Note:** At this step, you can also add an operator to the dealer plate assignment.

### Dealer Plate - Confirm Vehicle

Dealer Information

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703

**Address:** 3602 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

Vehicle Information

**VIN :** 2G1FC1ED6B9146598 **\* Year :** 2020

**\* Make :** CHEV **\* Model :** CLT

**\* Body Style :** CV **\* Major Color :** ORANGE

**Empty Weight :** 3900 **Minor Color :** Choose one

**Additional Information:**

ACTUAL MILEAGE

E-TITLE

Vehicle Operator Information

**Operator Name :** JOHN WALL

Dealer Plate Vehicle Information

**\* Plate Assigned :** Choose One

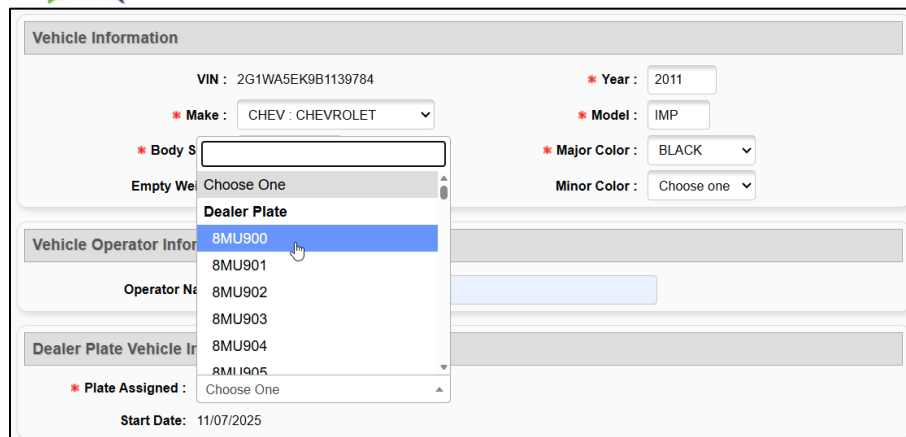
**Start Date:** 10/08/2025

Cancel

Assign Plate

Figure 65: Dealer Plate - Confirm Vehicle

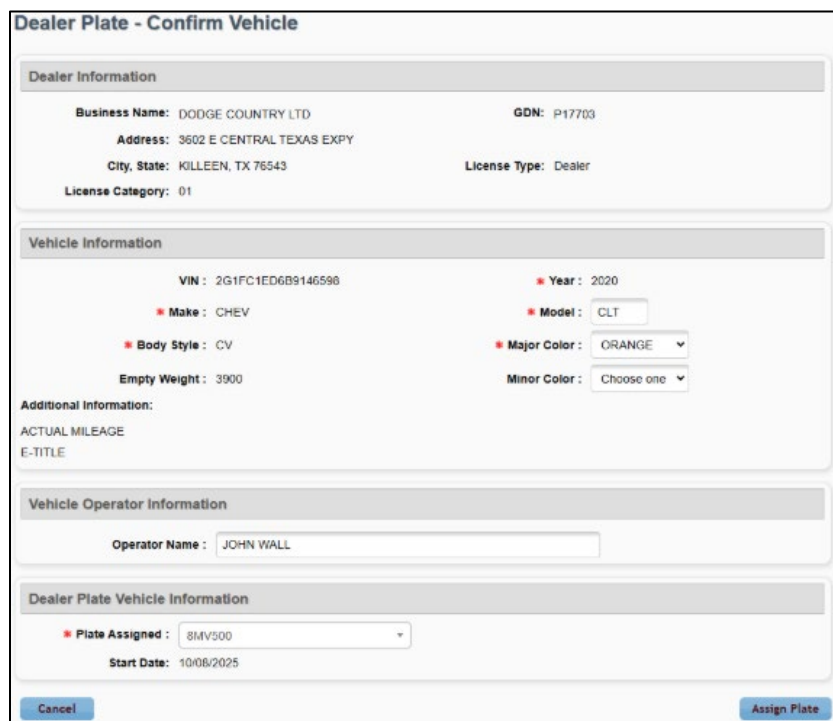
- Next, click the Plate Assigned dropdown.



The screenshot shows the 'Vehicle Information' section of the ePLATE system. A dropdown menu for 'Plate Assigned' is open, displaying options: 8MU900, 8MU901, 8MU902, 8MU903, 8MU904, and Choose One. The 'Start Date' is set to 11/07/2025. Other fields include VIN (2G1WA5EK9B1139784), Year (2011), Make (CHEV: CHEVROLET), Model (IMP), Major Color (BLACK), and Minor Color (Choose one).

Figure 66: Plate Assigned Dropdown

- From the dropdown menu select the appropriate dealer plate type and plate number for the assignment. Once all information has been entered correctly, click Assign Plate to complete the assignment.



The screenshot shows the 'Dealer Plate - Confirm Vehicle' page. It contains sections for Dealer Information (Business Name: DODGE COUNTRY LTD, Address: 3602 E CENTRAL TEXAS EXPY, City, State: KILLEEN, TX 76543, License Type: Dealer), Vehicle Information (VIN: 2G1FC1ED6B9146598, Year: 2020, Make: CHEV, Model: CLT, Major Color: ORANGE, Minor Color: Choose one), and Dealer Plate Vehicle Information (Plate Assigned: 8MV500, Start Date: 10/08/2025). The page includes 'Cancel' and 'Assign Plate' buttons.

Figure 67: Confirmation Page

- After saving, a confirmation page will appear, showing the completed assignment details. This is also where you'll print the receipt for your records.

**Dealer Plate - Print Receipt**

**Dealer Information**

<b>Business Name:</b> DODGE COUNTRY LTD	<b>GDN:</b> P17703
<b>Address:</b> 3602 E CENTRAL TEXAS EXPY	
<b>City, State:</b> KILLEEN, TX 76543	<b>License Type:</b> Dealer
<b>License Category:</b> 01	

**Plate No:** 8MV500

**Issue Date:** Oct 8, 2025

**VIN:** 2G1FC1ED6B9145598

[Print Receipt](#)

Figure 68: Dealer Plate - Print Receipt





DEALER PLATE - ASSIGNED TO VEHICLE			
Plate Number:	8MV500		
Plate Type:	MVDFRNMV		
Keep a copy of this receipt for your records and a copy of the receipt in the vehicle.			
Issue Date:	Oct 08, 2025		
VIN:	2G1FC1ED6B9146598		
Year:	2020	Body Style:	CV
Make:	CHEV	Model:	CLT
Major Color:	ORANGE	Minor Color:	
Remarks:	ACTUAL MILEAGE E-TITLE		
Issuing Dealer:	DODGE COUNTRY LTD		
Dealer Number:	P17703		
Operator Name:	JOHN WALL		
DO NOT ISSUE DEALER PLATES TO RETAIL BUYERS.			
DEALER PLATE - ASSIGNED TO VEHICLE			

Figure 69: Dealer Plate - Assigned to Vehicle

## 7.1 Change Dealer Operator

You can change an operator for an existing dealer plate assignment when the plate remains on the same vehicle but the operator of the vehicle changes.

**Note:** Converters would follow the same steps outlined below to change the operator on an existing converter plate assignment.

1. Select Change Operator from the Plates tab.

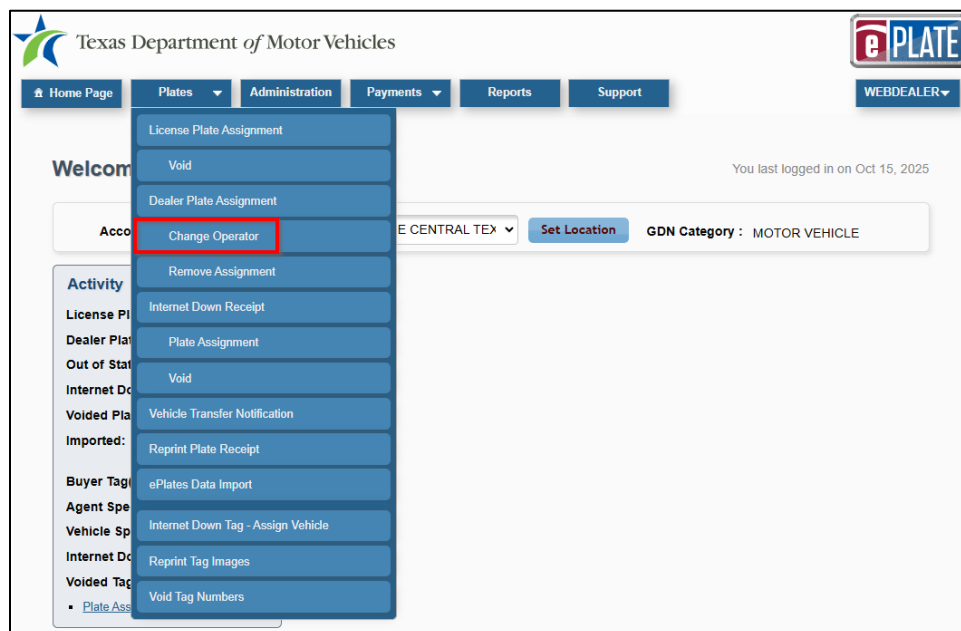


Figure 70: Change Operator

2. Enter the vehicle's VIN or the assigned plate number, then click Search.

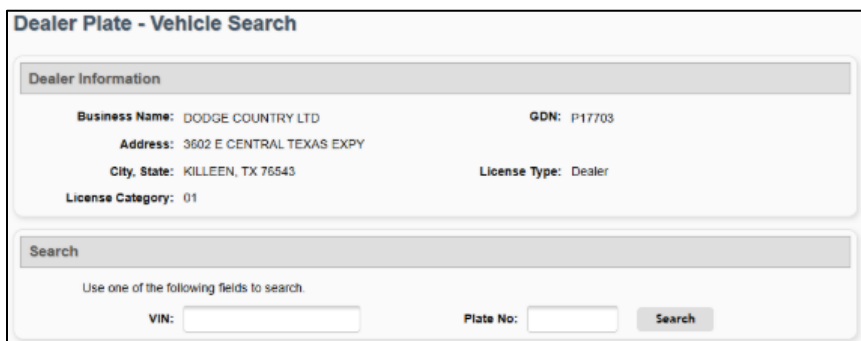


Figure 71: Vehicle Search

3. Enter the new operator's name and select Update Operator.

### Dealer Plate - Confirm Vehicle

**Dealer Information**

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703  
**Address:** 3602 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Vehicle Information**

**VIN:** 2G1FC1ED6B9146598 **Year:** 2020  
**Make:** CHEV - CHEVROLET **Model:** CLT  
**Body Style:** CV **Major Color:** ORANGE  
**Empty Weight:** 3900 **Minor Color:** Choose one

**Vehicle Operator Information**

**Operator Name:** JOHN WALL

**Dealer Plate Vehicle Information**

**Plate Assigned:** 8MV500  
**Start Date:** 10/08/2025

Cancel Update Operator

Figure 72: Confirm Vehicle

- After assigning, a confirmation page will appear, showing the completed assignment details. This is also where you'll print the receipt for your records.

### Dealer Plate - Print Receipt

**Dealer Information**

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703  
**Address:** 3602 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Plate No:** 8MV500  
**Issue Date:** Oct 8, 2025  
**VIN:** 2G1FC1ED6B9146598

Print Receipt

Figure 73: Print Receipt



DEALER PLATE - ASSIGNED TO VEHICLE			
Plate Number:	8MV500		
Plate Type:	MVDFRNMV		
Keep a copy of this receipt for your records and a copy of the receipt in the vehicle.			
Issue Date:	Oct 08, 2025		
VIN:	2G1FC1ED6B9146598		
Year:	2020	Body Style:	CV
Make:	CHEV	Model:	CLT
Major Color:	ORANGE	Minor Color:	
Remarks:	ACTUAL MILEAGE E-TITLE		
Issuing Dealer:	DODGE COUNTRY LTD		
Dealer Number:	P17703		
Operator Name:	JOHN PAUL		
DO NOT ISSUE DEALER PLATES TO RETAIL BUYERS.			
DEALER PLATE - ASSIGNED TO VEHICLE			

Figure 74: Dealer Plate - Assigned to Vehicle

## 7.2 Remove Dealer Plate Assignment

When a dealer plate is removed from a vehicle and is not assigned to a different vehicle, the plate assignment should be removed in the system.

**Note:** Converters would follow the same steps outlined below to remove their converter plate assignment.

1. Select Remove Assignment from the Plates tab.

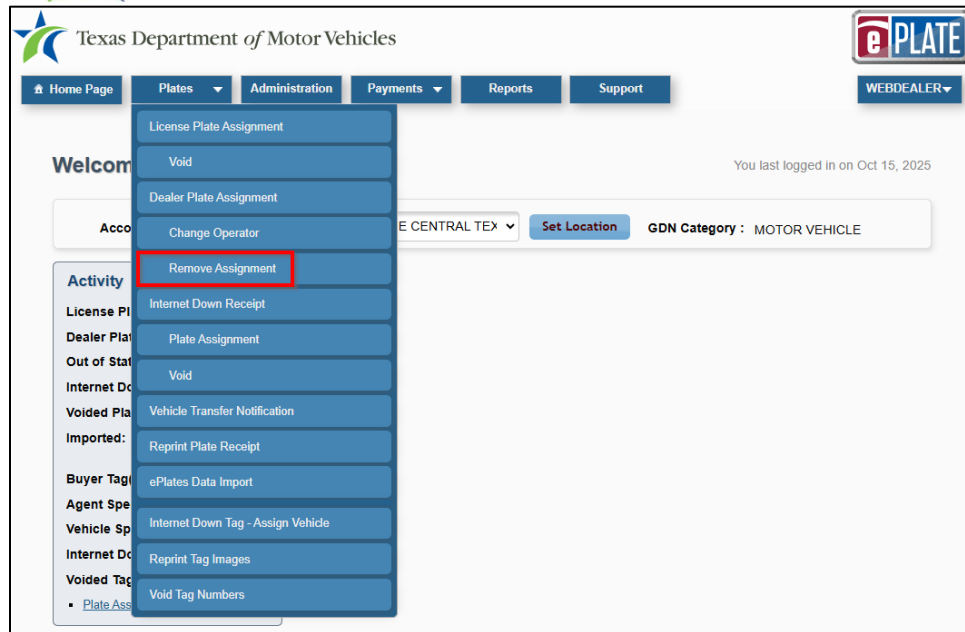


Figure 75: Remove Assignment

2. Search for the vehicle by VIN or by plate number.

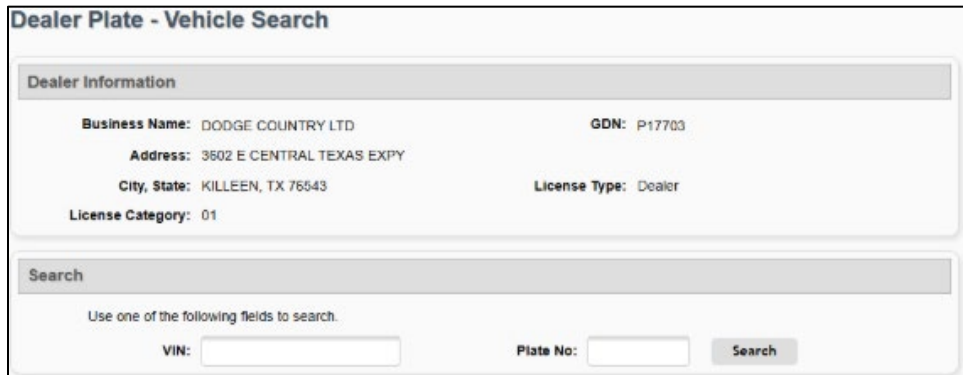


Figure 76: Vehicle Search

3. Confirm the vehicle information and select Remove Association.

### Dealer Plate - Confirm Vehicle

**Dealer Information**

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703

**Address:** 3602 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

**Vehicle Information**

**VIN :** 2G1FC1ED6B9146596 **Year :** 2020

**Make :** CHEV : CHEVROLET **Model :** CLT

**Body Style :** CV **Major Color :** ORANGE

**Empty Weight :** 3900 **Minor Color :** Choose one

**Vehicle Operator Information**

**Operator Name :** JOHN PAUL

**Dealer Plate Vehicle Information**

**Plate Assigned :** 8MV500

**Start Date:** 10/08/2025

Cancel

Remove Association

Figure 77: Confirm Vehicle

- A confirmation message will appear that the plate assignment was successfully removed.

### Dealer Plate - Vehicle Search

*Assignment has been removed successfully.*

**Dealer Information**

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703

**Address:** 3602 E CENTRAL TEXAS EXPY

**City, State:** KILLEEN, TX 76543 **License Type:** Dealer

**License Category:** 01

**Search**

Use one of the following fields to search.

**VIN:**  **Plate No:**  **Search**

Figure 78: Plate Assignment Removed Successfully

## 8 Create Internet Down Receipts

Internet Down Receipts are issued when the internet or the application is down and plates still need to be assigned to a vehicle. These receipts must be preprinted prior to the application being unavailable. After printing the Internet Down Receipts, they must be kept in a safe and secure location. The Internet Down Receipts must be manually completed prior to providing the license plate and receipt to the customer. The plate given to the customer must be assigned to the vehicle and purchaser when the application becomes available.

1. Select **Internet Down Receipt** from the Plates tab.

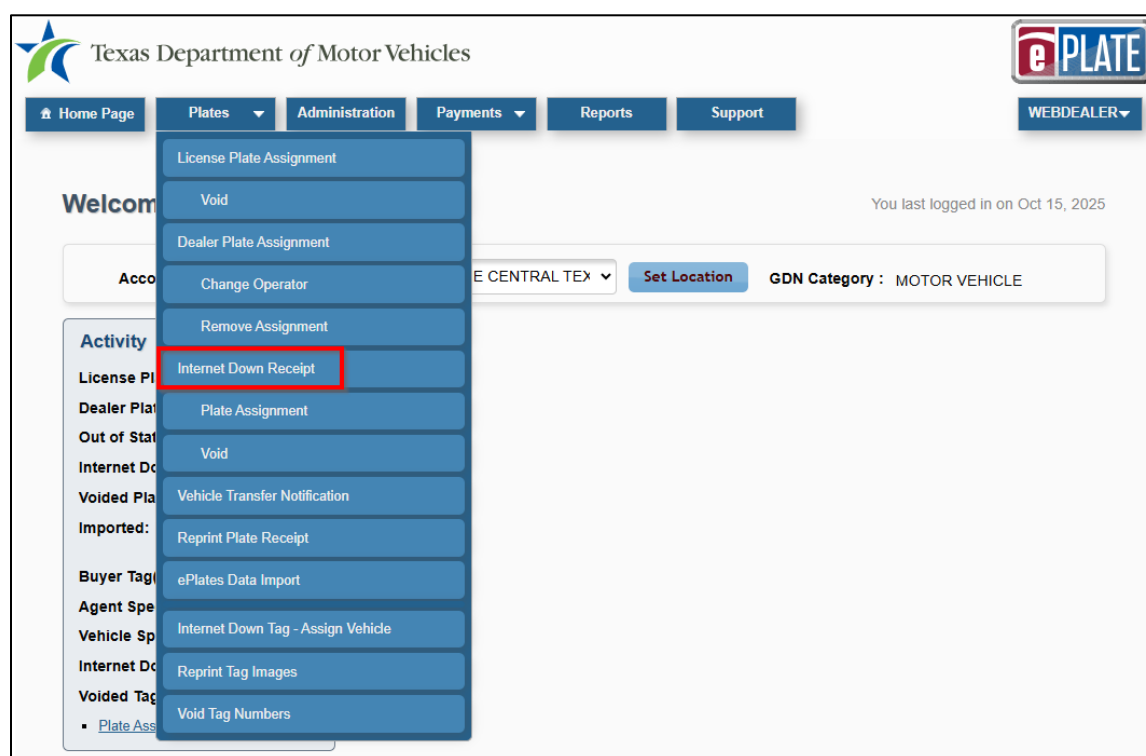


Figure 79: Internet Down Menu Option

2. The application displays the Internet Down Receipt – Request for Receipt Numbers.



**Internet Down Receipt - Request for Receipt Numbers**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505  
Address: 5501 E CENTRAL TEXAS EXPY  
City, State: KILLEEN, TX 76543 License Type: Dealer  
License Category: 01

**Receipt Count**

Receipts Allowed: 97 Remaining: 37

**Request for Receipt Numbers**

Number of Receipts:  Next

Print Instructions

Figure 80: Internet Down Request for Receipt Numbers

3. Ensure the number of remaining receipts is greater than zero.
4. Enter the number of Receipts equal to or less than 30. Only a maximum of 30 receipts can be printed at a time and an error message will be presented if a number greater than 30 is entered. Click **Next**.

**Internet Down Receipt - Request for Receipt Numbers**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505  
Address: 5501 E CENTRAL TEXAS EXPY  
City, State: KILLEEN, TX 76543 License Type: Dealer  
License Category: 01

**Receipt Count**

Receipts Allowed: 97 Remaining: 37

**Request for Receipt Numbers**

Number of Receipts: 30 Next

Print Instructions

Figure 81: Enter Number of Internet Down Receipts

5. The application displays the Internet Down Receipt – Print Receipts page with the list of system generated receipt numbers. Print all the receipts by clicking Print Receipt(s).



### Internet Down Receipt - Print Receipts

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Receipt Count**

**Receipts Allowed:** 97 **Remaining:** 32

**Internet Down Receipt Numbers**

Receipt Number	Start Date	Expiration Date
Q0000156	Sep 22, 2025	Sep 22, 2026
Q0000157	Sep 22, 2025	Sep 22, 2026
Q0000158	Sep 22, 2025	Sep 22, 2026
Q0000159	Sep 22, 2025	Sep 22, 2026
Q0000160	Sep 22, 2025	Sep 22, 2026

Figure 82: Display Internet Down Receipts Requested

- The receipt(s) will generate with a dealer copy and buyer copy for each Internet Down Receipt and the corresponding receipt number.

**INTERNET DOWN RECEIPT – DEALER'S COPY**

Receipt Number: Q0000156 Date of Sale: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ 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:

BATES NISSAN INC  
P25505

Purchaser  
Name 1:  
Name 2:  
Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEALER'S COPY**

**Figure 83: Internet Down Receipt - Dealer's Copy**



### INTERNET DOWN RECEIPT – BUYER'S COPY

Receipt Number: Q0000156 Date of Sale: \_\_\_\_\_  
Plate Number: \_\_\_\_\_ Expiration Date for  
Out of State Buyer: \_\_\_\_\_  
Plate Type: \_\_\_\_\_  
Issue Date: \_\_\_\_\_  
VIN: \_\_\_\_\_  
Year: \_\_\_\_\_ Body Style: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Major Color: \_\_\_\_\_ Minor Color: \_\_\_\_\_

Issuing Dealer: BATES NISSAN INC  
Dealer Number: P25505

Purchaser  
Name 1: \_\_\_\_\_  
Name 2: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

**BUYER'S COPY**

Figure 84: Internet Down Receipt - Buyer's Copy

## 9 Assign Internet Down Receipt

An Internet Down Receipt must have been previously issued to be assigned. This process is completed when the Internet Down Receipt Number is assigned to a specific vehicle and purchaser. During the assignment process, you will complete the same information as required when creating a License Plate Assignment. 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 continual Internet Down Receipt supply. Once you have assigned an Internet Down Receipt, you can begin a title application in webDEALER since the system will recognize an active License Plate Assignment record.

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

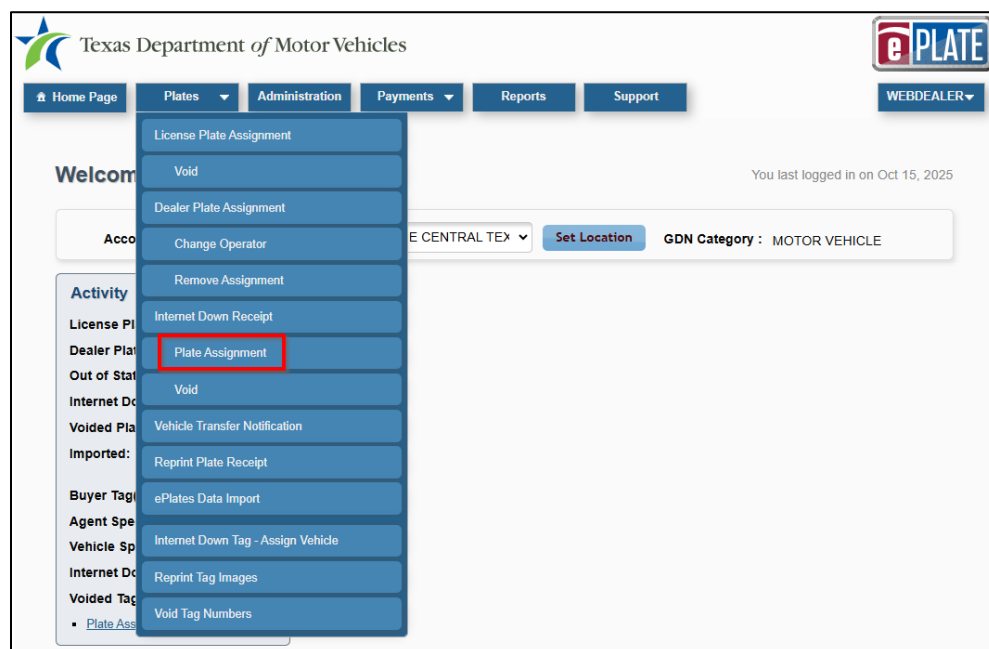
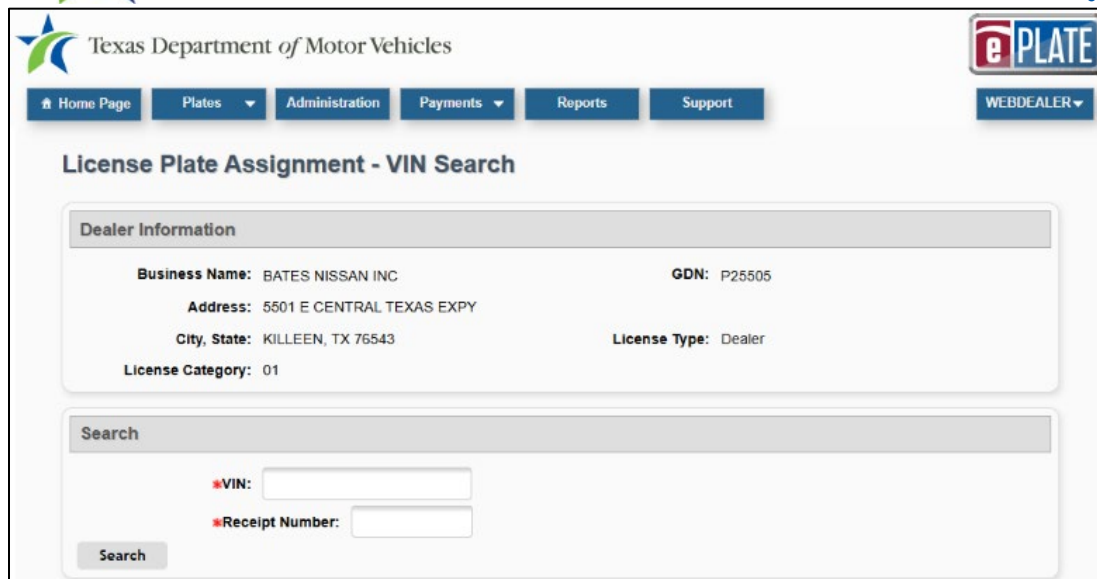


Figure 85: Assign Internet Down Receipt

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



**License Plate Assignment - VIN Search**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 License Type: Dealer

License Category: 01

**Search**

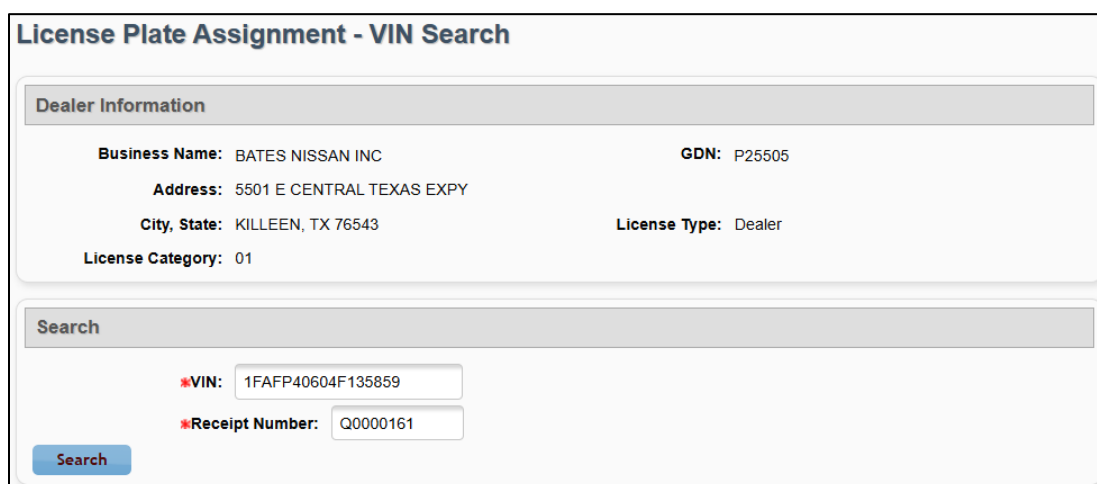
VIN:

Receipt Number:

Search

Figure 86: VIN Search

3. Enter the VIN and Receipt Number and select **Search**.



**License Plate Assignment - VIN Search**

**Dealer Information**

Business Name: BATES NISSAN INC GDN: P25505

Address: 5501 E CENTRAL TEXAS EXPY

City, State: KILLEEN, TX 76543 License Type: Dealer

License Category: 01

**Search**

VIN: 1FAFP40604F135859

Receipt Number: Q0000161

Search

Figure 87: Search Internet Down Receipt

**Note:** ePLATE will continue to check for salvage and nonrepairable related brands at the time of plate assignment and prevent processing. However, with an Internet Down Receipt, the plate was issued to the vehicle before these system validations could occur.

When a dealer updates the assignment in the system once the internet or system is available, the brand check will occur at that time. If a salvage or nonrepairable related brand exists, the vehicle should not operate on the roads. Dealers must work with the customer to have the plates returned and not complete the assignment. If the vehicle is a salvage vehicle that has been rebuilt, then the dealer can proceed to update the assignment.

4. Review, complete, or update the Vehicle Information and Leased Vehicle sections.

### License Plate Assignment - Confirm Vehicle

**Dealer Information**

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

**Vehicle Information**

**VIN :** 1FAPF40604F135859      **Year :** 2019  
**Make :** FORD      **Model :** MUS  
**Body Style :** CP      **Major Color :** BLACK  
**Vehicle Class :** Passenger      **Minor Color :** Choose one  
**Empty Weight :** 3200      **Deal No :**  
**Carrying Capacity :** 0 (lbs)      **Gross Weight :** 3200 (lbs)

**Additional Information:**  
 ACTUAL MILEAGE  
 PAPER TITLE

**Leased Vehicle**

**Is this a leased vehicle?** ☐ Yes ☒ No

Figure 88: Confirm Vehicle

- Complete the Owner Information.



### License Plate Assignment - Owner Information

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Purchaser Information**

\* **Name 1:** SAMUEL JOHNSON  
**Name 2:**  
\* **Address:** 1400 SAMPLE RD  
**City:** AUSTIN ☒ USA  
\* **State:** TX:Texas  
\* **ZIP:** 78731  
\* **County:** TRAVIS  
**Email:**  
**Phone:**

Figure 89: Owner Information

- Complete the Lienholder Information, if applicable. This information is not required to complete the plate assignment.

### License Plate Assignment - Lienholder Information

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Lienholder Information**

☒ Certified Lienholder ☐ Local Lienholder  
**Lien No:** 1  
**Lienholder Id:**  
**Date:** (mm/dd/yyyy)

Figure 90: Lienholder Information

- Complete the Sales Information. Select the appropriate radio buttons and complete the plate selections based on the plate that was assigned.

### License Plate Assignment - Sales Information

#### Dealer Information

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

#### Sales Information

**\* Sale Date:** 10/16/2025 (mm/dd/yyyy)      **Expiration Date:** 12/15/2025  
**Is this vehicle to be exported?:**      ☐ Yes ☒ No  
☐ **Title and Registration Out of Texas :**  
☐ **Title Only in Texas :**  
☐ **Title and Registration in Texas :**

Cancel
Next

Figure 91: Sales Information

### License Plate Assignment - Sales Information

#### Dealer Information

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

#### Sales Information

**\* Sale Date:** 10/16/2025 (mm/dd/yyyy)      **Expiration Date:** 12/15/2025  
**Is this vehicle to be exported?:**      ☐ Yes ☒ No  
☐ **Title and Registration Out of Texas :**  
☐ **Title Only in Texas :**  
☒ **Title and Registration in Texas :**  
     ☒ **General Issue Plate:**      Retrieve Inventory  
     ☐ **Customer Supplied Plate:**  
**\* Registration Class List:** 25 - PASSENGER-LESS/EQL...  
**\* Plate Types :** PSP  
**\* Plate Number :** WVX8902

Cancel
Next

Figure 92: Enter License Plate Number

**Note:** When entering the license plate number, ensure it is the same plate number you attached





to the vehicle. If the plate provided to the customer does not align with the options the system provides when completing the assignment, then a new plate may be required to be issued. The customer would need to return the previously issued plate to be replaced with the new plate assigned to the vehicle.

8. The application will display the Result Page, where you can print the receipt.

**TITLE AND REGISTRATION IN TEXAS - RESULT PAGE**

Title and Registration in Texas information successfully updated.

Please print the receipt.

[Print Receipt](#)

**Figure 93: Title and Registration in Texas - Result Page**



### BUYER'S PLATE RECEIPT - DEALER'S COPY

Plate Number: WVX8902 Date of Sale: OCT 16, 2025

Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE.

This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:

Issue Date: Oct 16, 2025  
VIN: 1FAPP40604F135859  
Year: 2019 Body Style: CP  
Make: FORD Model: MUS  
Major Color: BLACK Minor Color:

Remarks:  
ACTUAL MILEAGE  
PAPER TITLE

Issuing Dealer: BATES NISSAN INC  
Dealer Number: P25505

Purchaser  
Name 1: SAMUEL JOHNSON  
Address: 1400 SAMPLE RD  
AUSTIN, TX  
78731

DEALER'S COPY

Figure 94: Buyer's Plate Receipt - Dealer's Copy



### BUYER'S PLATE RECEIPT - BUYER'S COPY

Plate Number:	WVX8902	Date of Sale:	OCT 16, 2025
Issue Date:	Oct 16, 2025		
VIN:	1FAFP40604F135859		
Year:	2019	Body Style:	CP
Make:	FORD	Model:	MUS
Major Color:	BLACK	Minor Color:	

Remarks:  
ACTUAL MILEAGE  
PAPER TITLE

Issuing Dealer: BATES NISSAN INC  
Dealer Number: P25505

Purchaser  
Name 1: SAMUEL JOHNSON  
Address: 1400 SAMPLE RD  
AUSTIN, TX  
78731

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 95: Buyer's Plate Receipt - Buyer's Copy

## 10 Print or Reprint Plate Receipt

1. Select **Reprint Plate Receipt**.
2. A license plate assignment receipt is reprinted when the original receipt is lost or damaged.

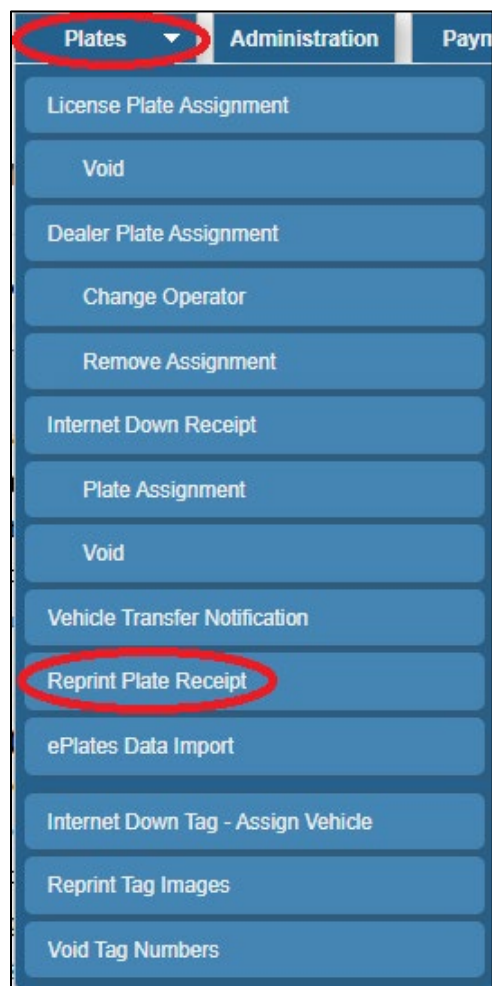


Figure 96: Reprint Plate Receipt

3. The application displays the Reprint Plate Assignment Receipt page. To search for the receipt, enter one of the following:
  - Plate Number
  - VIN
  - Operator Name
  - Name 1 and Name 2

### Reprint Plate Assignment Receipt

**Dealer Information**

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

**Search**

**\* Plate Number :**  or  
**\* VIN :**  or  
**\* Operator Name :**  or  
**\* Name 1 :**       **Name 2 :**

Figure 97: Reprint Plate Assignment

- The application displays the Reprint Plate Assignment Receipt page. Select Reprint Receipt to generate and print the receipts.

### Reprint Plate Assignment Receipt

**Dealer Information**

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

**Plate Type :** PSP      **Plate No :** WVX8902  
**Issue Date :** Oct 16, 2025  
**Owner Name 1 :** SAMUEL JOHNSON  
**VIN :** 1FAFP40604F135859

Figure 98: Enter Print or Reprint



### BUYER'S PLATE RECEIPT - DEALER'S COPY

Plate Number: WVX8902 Date of Sale: OCT 16, 2025

Give buyer's receipt to buyer. PLACE THIS DEALER'S COPY IN SALES FILE.  
This receipt is part of the sales records required to be kept and subject to inspection by TxDMV. Verify this information before distributing copies:

Issue Date: Oct 16, 2025  
VIN: 1FAFP40604F135859  
Year: 2019 Body Style: CP  
Make: FORD Model: MUS  
Major Color: BLACK Minor Color:

Remarks:  
ACTUAL MILEAGE  
PAPER TITLE

Issuing Dealer: BATES NISSAN INC  
Dealer Number: P25505

Purchaser  
Name 1: SAMUEL JOHNSON  
Address: 1400 SAMPLE RD  
AUSTIN, TX  
78731

DEALER'S COPY

Figure 99: Buyer's Plate Receipt - Dealer's Copy



### BUYER'S PLATE RECEIPT - BUYER'S COPY

Plate Number:	WVX8902	Date of Sale:	OCT 16, 2025
Issue Date:	Oct 16, 2025		
VIN:	1FAFP40604F135859		
Year:	2019	Body Style:	CP
Make:	FORD	Model:	MUS
Major Color:	BLACK	Minor Color:	

Remarks:  
ACTUAL MILEAGE  
PAPER TITLE

Issuing Dealer:  
Dealer Number:

BATES NISSAN INC  
P25505

Purchaser

Name 1:  
Address:

SAMUEL JOHNSON  
1400 SAMPLE RD  
AUSTIN, TX  
78731

BUYER is required to keep this receipt in the vehicle until the vehicle is registered and permanent metal plates and/or a registration sticker is received and affixed to the vehicle or plate. The registration sticker will be provided after the transaction has been approved and the selling dealer will arrange delivery to the buyer. Out of state buyers are to follow their state's applicable title and registration requirements.

BUYER'S COPY

Figure 100: Buyer's Plate Receipt - Buyer's Copy



# 11 Void Internet Down Receipt

If an Internet Down Receipt is lost, damaged, or cannot be used, the receipt must be voided in order to replenish your Internet Down Receipt allocation.

1. Select **Void** from the Plates tab.

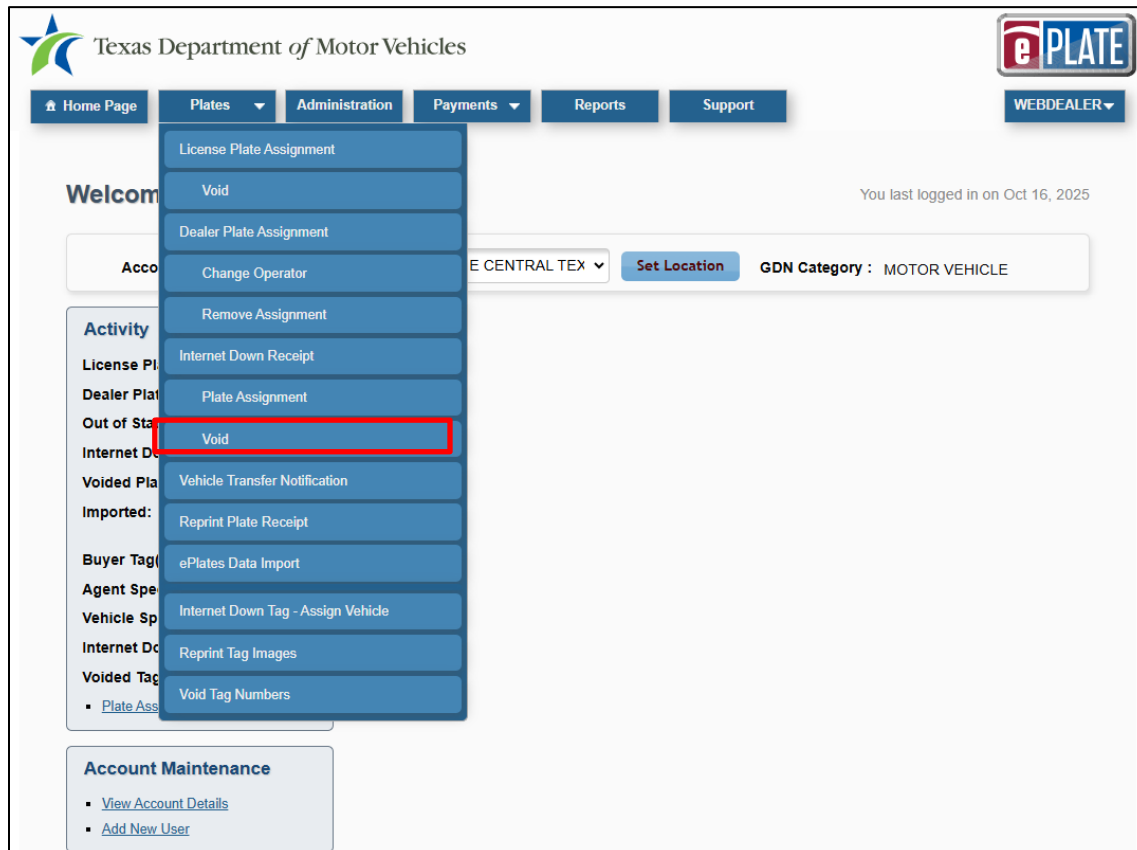


Figure 101: Void Internet Down Receipt

2. The application displays the Void Internet Down Receipt page. Search for the Receipt Number to be voided and click **Search**.



### Void Internet Down Receipt

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Search**

\* **Receipt Number :**

**Search**

Figure 102: Search Void Internet Down Receipt

- The application displays the Void Internet Down Receipt page with the selected receipt number.
- Click Void Receipt

### Void Internet Down Receipt

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01


**Receipt No:** Q0000162  
**Issue Date:** Oct 16, 2025 **Expiration Date:** Oct 16, 2026

**Cancel** **Void Receipt**

Figure 103: Void Internet Down Receipt

- The application displays the Void Internet Down Receipt page with a confirmation message.

### Void Internet Down Receipt

 Internet down receipt Q0000162 was Voided

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Search**

\* **Receipt Number :**

**Search**

Figure 104: Confirm Void Internet Down Receipt

## 12 Void Plate Assignment

A license plate assignment can be voided in ePLATE, provided there is not a title application in process for the associated VIN in either webDEALER or RTS.

**Note:** If a title application has been initiated in either system, the title application must be voided before the plate assignment can be voided. This may require the dealer to work with the county tax office to determine if the application can be returned or voided.

1. From the Plates menu dropdown select Void under License Plate Assignment

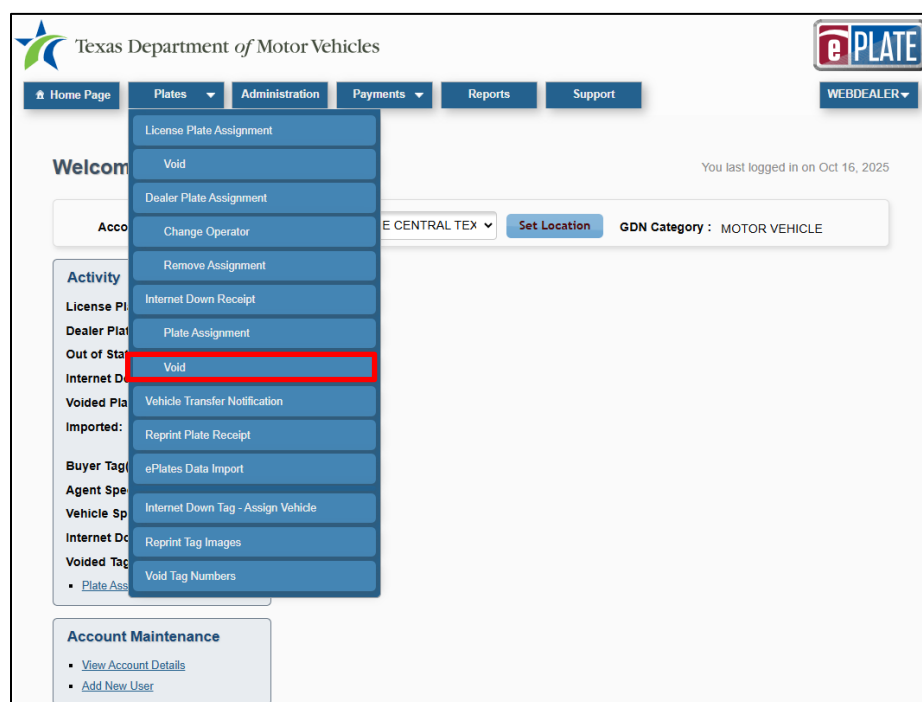


Figure 105: Void Plate Assignment Menu Option

1. Search for the plate assignment you want to void by plate number, VIN, or by name(s).

### Void Plate Assignment

**Dealer Information**

**Business Name:** DODGE COUNTRY LTD **GDN:** P17703  
**Address:** 3602 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Search**

**\* Plate Number :**  or  
**\* VIN :**  or  
**\* Name 1 :**  **Name 2 :**

Figure 106: Search Plate Assignment

- Once the assignment is displayed you will then need to choose the reason you are voiding the assignment.

### Void Plate Assignments

**Dealer Information**

**Business Name:** BATES NISSAN INC **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543 **License Type:** Dealer  
**License Category:** 01

**Plate Type:** License Plate Assignment **Plate No:** WVX8902  
**Issue Date:** Oct 16, 2025 **Plate Expiration Date:**  
**Owner Name 1 :** SAMUEL JOHNSON  
**VIN:** 1FADP40604F135859

**Void Reason:**

- Choose One
- DAMAGED
- OTHER
- LOST
- STOLEN
- DEAL UNWOUND (BAILMENT, SPOT DELIVERY)
- CUSTOMER RETURNED VEHICLE
- VEHICLE INFORMATION WRONG

Figure 107: Select Void Reason

**Note:** Depending on which option you choose, those plates will be re-added to your inventory.

- Click Void Plate.

### Void Plate Assignments

**Dealer Information**

**Business Name:** BATES NISSAN INC      **GDN:** P25505  
**Address:** 5501 E CENTRAL TEXAS EXPY  
**City, State:** KILLEEN, TX 76543      **License Type:** Dealer  
**License Category:** 01

**Plate Type:** License Plate Assignment      **Plate No:** WVX8902  
**Issue Date:** Oct 16, 2025      **Plate Expiration Date:**  
**Owner Name 1 :** SAMUEL JOHNSON  
**VIN:** 1FAFP40604F135859

**Void Reason:**  **Void Plate**


**Cancel**

Figure 108: Select Void Plate

4. A confirmation message will display confirming the plate assignment was successfully voided.




 Texas Department of Motor Vehicles

[Home Page](#)
[Plates](#)
[Payments](#)
[Reports](#)
[Support](#)

[WEBDEALER](#)

**Welcome WEBDEALER DTEST14**
You last logged in on Oct 15, 2025


 Plate number WPM4016 was Voided

Figure 109: Confirm Void Plate Assignment

## 13 Payments

Online payments for Out of State Buyer Plates and any applicable inspection can be made directly from the application using a credit card. A dealer also has the option to make payments at the county tax assessor-collector's office outside of ePLATE. Payment actions are selected from the Payments tab.

1. Select **Payments Due** from the Payments tab.

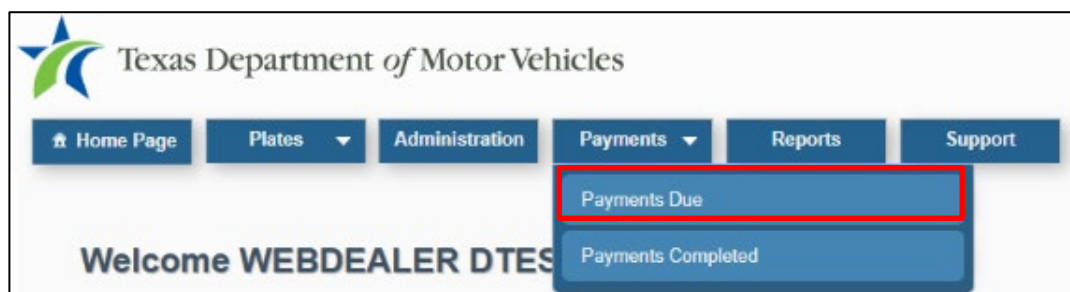
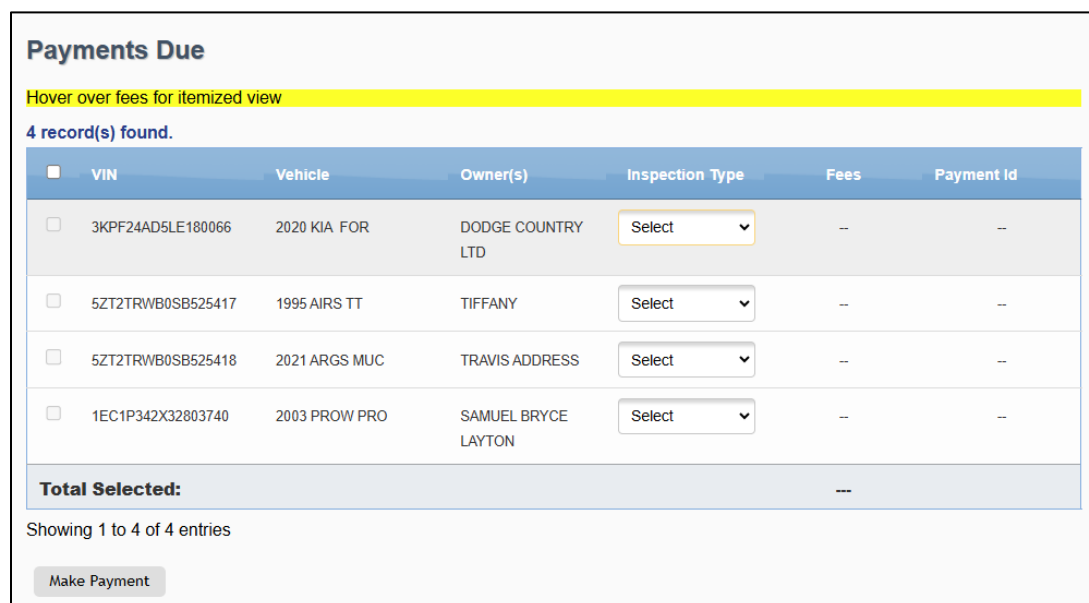


Figure 110: Payments Due Menu Option

2. The application displays the Payments Due page with all outstanding payments. The user must first select the inspection type or no inspection required option from the dropdown for each vehicle. To see inspection code descriptions, go to [Inspection Codes](#).



The screenshot shows the 'Payments Due' page. At the top, there is a yellow banner that says 'Hover over fees for itemized view'. Below this, it states '4 record(s) found.' The main content is a table with the following columns: VIN, Vehicle, Owner(s), Inspection Type, Fees, and Payment Id. There are four rows of vehicle data, each with a checkbox in the first column. The 'Inspection Type' column contains a 'Select' dropdown menu for each row. The 'Fees' column shows '--' for all vehicles. The 'Payment Id' column also shows '--' for all vehicles. At the bottom of the table, there is a 'Total Selected:' row showing '---'. Below the table, it says 'Showing 1 to 4 of 4 entries' and there is a 'Make Payment' button.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Inspection Type	Fees	Payment Id
<input type="checkbox"/>	3KPF24AD5LE180066	2020 KIA FOR	DODGE COUNTRY LTD	Select	--	--
<input type="checkbox"/>	5ZT2TRWB0SB525417	1995 AIRS TT	TIFFANY	Select	--	--
<input type="checkbox"/>	5ZT2TRWB0SB525418	2021 ARGS MUC	TRAVIS ADDRESS	Select	--	--
<input type="checkbox"/>	1EC1P342X32803740	2003 PROW PRO	SAMUEL BRYCE LAYTON	Select	--	--
<b>Total Selected:</b>					---	

Showing 1 to 4 of 4 entries

Make Payment

Figure 111: Payments Due Page

3. Once the Inspection type is selected, the application will display the total amount due under the **Fees** column. Select the checkbox for each vehicle that will be paid, and click **Make Payment**.

### Payments Due

Hover over fees for itemized view

4 record(s) found.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Inspection Type	Fees	Payment Id
<input checked="" type="checkbox"/>	3KPF24AD5LE180066	2020 KIA FOR	DODGE COUNTRY LTD	EMONLY	\$12.75	--
<input checked="" type="checkbox"/>	5ZT2TRWB0SB525417	1995 AIRS TT	TIFFANY	No Inspection	\$10.00	--
<input type="checkbox"/>	5ZT2TRWB0SB525418	2021 ARGS MUC	TRAVIS ADDRESS	Select	--	--
<input type="checkbox"/>	1EC1P342X32803740	2003 PROW PRO	SAMUEL BRYCE LAYTON	Select	--	--
<b>Total Selected:</b>					<b>\$22.75</b>	

Showing 1 to 4 of 4 entries

[Make Payment](#)

Figure 112: Payments Due List of Outstanding Payments

- The application displays the **Record Payment** pop-up window with the total amount for all the tags selected.
- Select the Payment Type, either online or county.

## 13.1 Online Payment

- Select **ONLINE** for payment type.
- Click **Proceed To Pay** to make payment. The application will redirect you to the state vendor's website to make payment. After payment has been made, the application will return to ePLATE.

### Record Payment

Grand Total: \$ 22.75\*

Payment Date: 11/7/2025

Payment Type: ONLINE

Recorded By: WEBDEALER DTEST10

\* Payment processing for this service will be included in the total transaction amount when payment is made by credit card. You will be redirected to a secured external website to complete payment.

[Proceed To Pay](#) [Cancel](#)

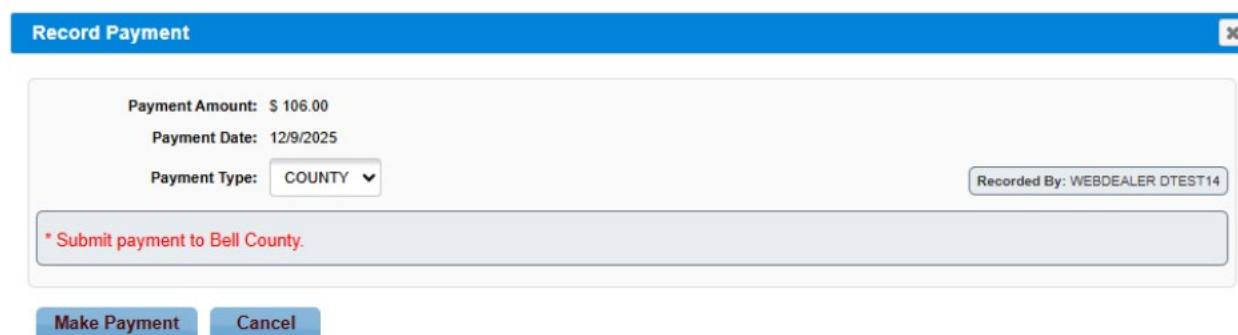
Figure 113: Proceed to Pay

- Note there is a two-hour lock placed on a payment once it is made. Please wait at least two hours in order to make a change.

## 13.2 County Payment

Payment to county is only allowed in the county your dealership is located in. This is to ensure the payments made at the county update back to ePLATE for the system to remove them from the Payments Due page. Additionally, you must be setup to use webDEALER with that county.

1. Select **COUNTY** for payment type.
2. Click **Make Payment**. The application will display the name of the county to submit payment.



The screenshot shows a 'Record Payment' dialog box with a blue header bar. Inside the dialog, the following information is displayed:

- Payment Amount: \$ 106.00
- Payment Date: 12/9/2025
- Payment Type: COUNTY (selected from a dropdown menu)
- Recorded By: WEBDEALER DTEST14

A red message box at the bottom of the dialog states: "\* Submit payment to Bell County." Below the dialog, there are two buttons: 'Make Payment' and 'Cancel'.

Figure 114: County Payment

3. The application will display the Buyer Plate Payment Details page and list the payments selected for your review.
4. Click on the County Summary Report to create a report of the selected payments to be submitted to the county.



## Buyer Tag/Plate Payment Details

Hover over fees for itemized view

**Search Filter**

Batch ID:

Payment Date: FROM  TO

### Payment Details

BatchID: 10165671425120904578      Total Fee: \$106.00  
Payment Dates: Dec 9, 2025      [Cancel Payment](#)  
Payment Type: COUNTY

P25505 - BATES NISSAN INC

7 tag(s)/Plate(s) found.

[Online Summary Report](#)

VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFE EZ OJO	2YR	\$21.75
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50
3VWJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50

Showing 1 to 7 of 7 entries

Figure 115: Payment Details

- The application will display the County Summary Report showing the selected payments. A copy

Batch Id: 10165671425120904578  
Dealer/Payor: P25505 - BATES NISSAN INC  
Payment Date: Dec 09, 2025  
Payment Type: COUNTY  
Total Fees: \$106.00  
Report Generated: 12/09/2025 02:17 PM

VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees	Buyer Tag/Plate Fee	Inspection Replacement Fee	Inspection Fee	Emission Inspection Fee
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50	\$5.00		\$7.50	
3VWJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50	\$5.00		\$7.50	
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50	\$5.00		\$7.50	
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50	\$5.00		\$7.50	
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50	\$5.00		\$7.50	
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75	\$5.00		\$16.75	
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFE EZ OJO	2YR	\$21.75	\$5.00		\$16.75	

Figure 116: County Summary Report

of this report can be provided to the county with the payment.



## 13.3 Payments Completed

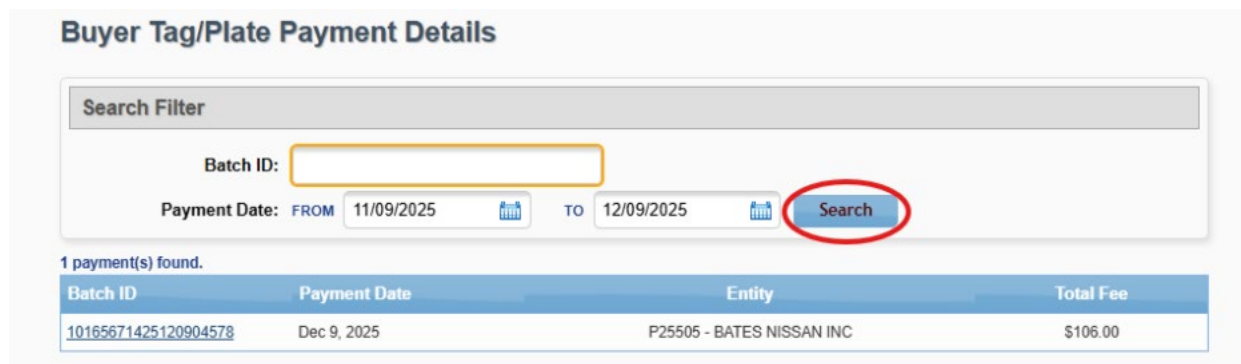
The Payments Completed page allows the user to select or search for a completed payment. It defaults one month prior to the current date.

1. Select Payments Completed from the Payments tab.



Figure 117: Payments Completed Menu Option

2. The application displays the Buyer Tag/Plate Payment Details page with the current month's payments.
3. The user can either search for or select a payment from the results listed below.



The screenshot shows the Buyer Tag/Plate Payment Details page. It includes a Search Filter section with a Batch ID field, a Payment Date range (FROM 11/09/2025 TO 12/09/2025), and a Search button. Below the search filter, it indicates 1 payment(s) found. A table displays the payment details:

Batch ID	Payment Date	Entity	Total Fee
<a href="#">10165671425120904578</a>	Dec 9, 2025	P25505 - BATES NISSAN INC	\$106.00

Figure 118: Payments Completed List

4. To search for a specific payment, enter the batch ID of the payment and clear the dates from the payment date fields.
5. Click **Search**.
6. The application will display the specific result for the payment searched.



Figure 119: Search Payments Completed

- Click the **Batch ID** link to view payment details.

**Buyer Tag/Plate Payment Details**

Search Filter

Batch ID:

Payment Date: FROM 11/09/2025 TO 12/09/2025

1 payment(s) found.

Batch ID	Payment Date	Entity	Total Fee
10165671425120904578	Dec 9, 2025	P25505 - BATES NISSAN INC	\$106.00

Figure 120: Payments Completed Batch ID

- The application displays the **Buyer Tag/Plate Payment Details** section.

## Buyer Tag/Plate Payment Details

Hover over fees for itemized view

Search Filter

Batch ID:

Payment Date: FROM  TO  [Search](#)

### Payment Details

BatchID: 10165671425120904578  
Payment Dates: Dec 9, 2025  
Payment Type: COUNTY

Total Fee: \$106.00

[Cancel Payment](#)

P25505 - BATES NISSAN INC

7 tag(s)/Plate(s) found.

[Online Summary Report](#)

VIN	Created Date	Vehicle	Owner	Inspection Type	Total Fees
JN1AZ4EH3EM632400	Dec 09, 2025	2014 NISS 370	AFEEZ OJO	2YR	\$21.75
1N6BD0CT2EN749196	Dec 09, 2025	2014 NISS FRO	CHARLES BAKER	1YR	\$12.50
5N1AR2MNXFC608221	Dec 09, 2025	2015 NISS PFI	SHANNON DENSON	2YR	\$21.75
1B3BD2FB4BN544297	Dec 09, 2025	2011 DODG AVE	TRAVIS ADDRESS	1YR	\$12.50
3C4PDCAB8DT653401	Dec 09, 2025	2013 DODG JOU	SUPERIOR TAXI, LLC	1YR	\$12.50
3VWJP7AT3CM629557	Dec 09, 2025	2012 VOLK BTL	STARLA JONES	1YR	\$12.50
2C3CDYBTXCH275001	Dec 09, 2025	2012 DODG CHA	TRAVIS ADDRESS	1YR	\$12.50

Showing 1 to 7 of 7 entries

Figure 121: Payment Completed Details

## 13.4 Cancel Payments

1. Search for the specific payment to be cancelled. See [Search Payments](#).
2. Click the **Cancel Payment** link to cancel payment.
3. The application cancels the payment.

Payment Details

BatchID: 10165671425120904578  
Payment Dates: Dec 9, 2025  
Payment Type: COUNTY

Total Fee: \$106.00  
[Cancel Payment](#)

Figure 122: Cancel Payment

**Note:** Canceling a payment adds the transactions back to the Payments Due page for a new payment to be completed.

## 14 Dealer Reports

A dealer may create specific reports with customizable fields.

1. Select the Reports tab.



Figure 123: Reports Main Menu

2. The application displays the Reports page.



Figure 124: Reports

3. Select the report you wish to run.

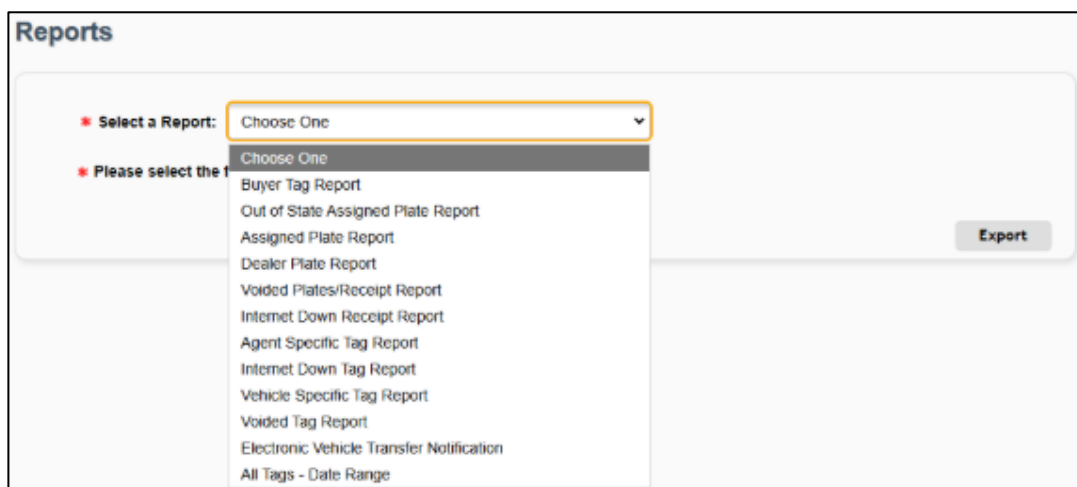


Figure 125: Select Report

- The application displays report criteria

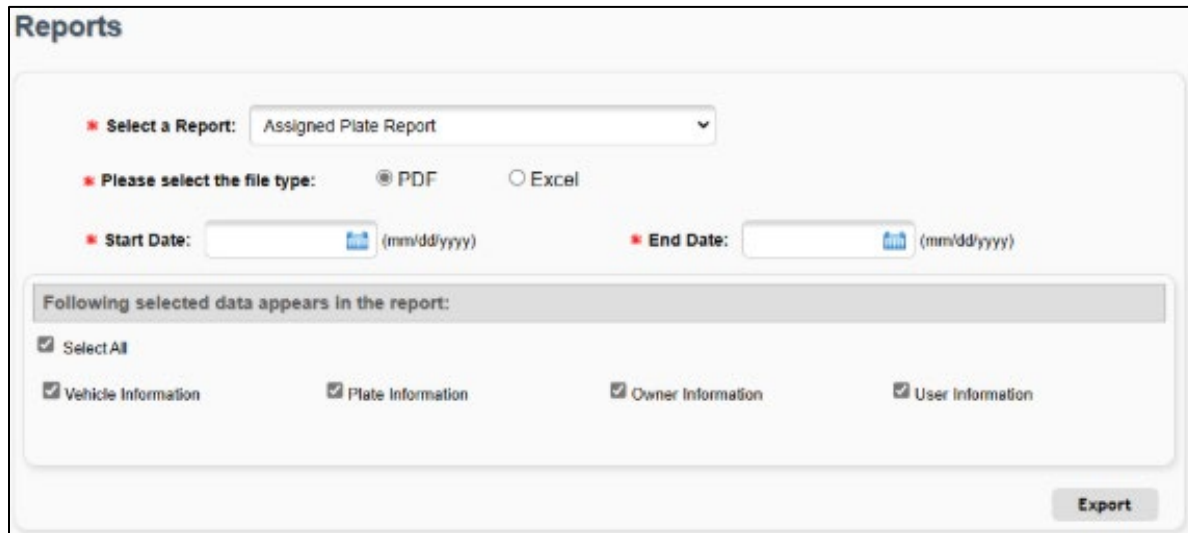


Figure 126: Assigned Plate Report

- Enter the start and end date of the report.

**Note:** The date fields are based off the date the plate assignment was completed.

- Select all or any of the report fields to display.
- Click **Export**.

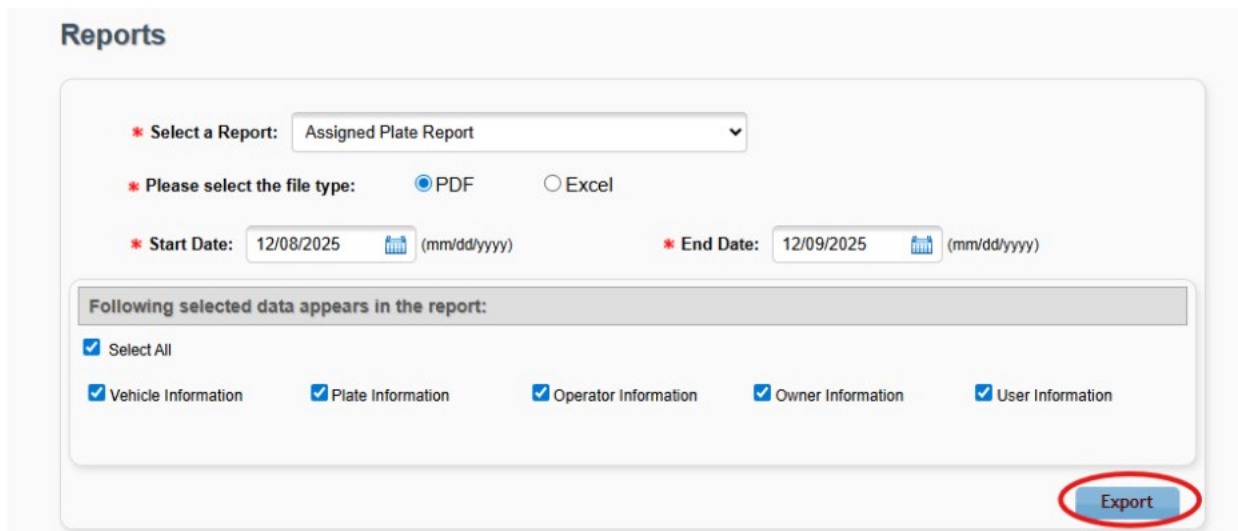


Figure 127: Select Report Fields

- The application will enable the user to open or save the report.
- Click **Save**.



Figure 128: Report Save Prompt



10. The application will display a prompt to open the report.
11. Click **Open**.



Figure 129: Report Open Prompt

12. The application will display the report. Note, if Excel was chosen, the system will ask again if you are sure you want to open the file. Select **Yes**, and Excel will display the report.

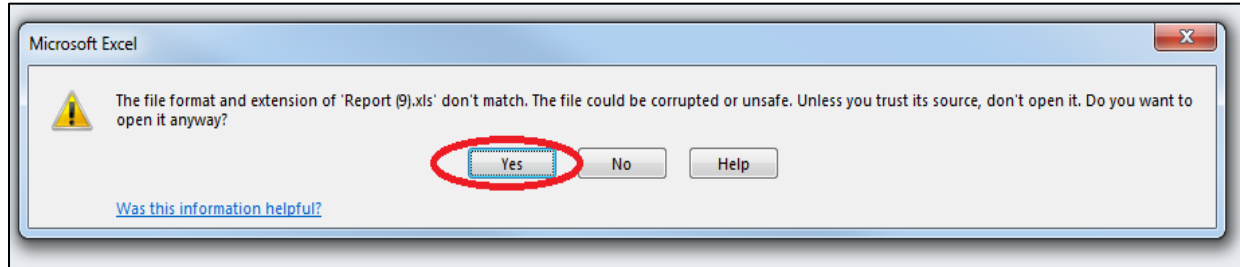


Figure 130: Report Excel Prompt

## 15 Maintain User Accounts

The application provides user account maintenance for the administrator. An administrator will be able to add, remove association, or update user accounts.

### 15.1 Add User to Account

1. Select the Administration tab.

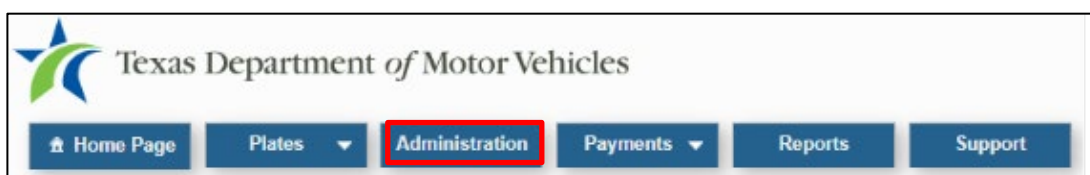
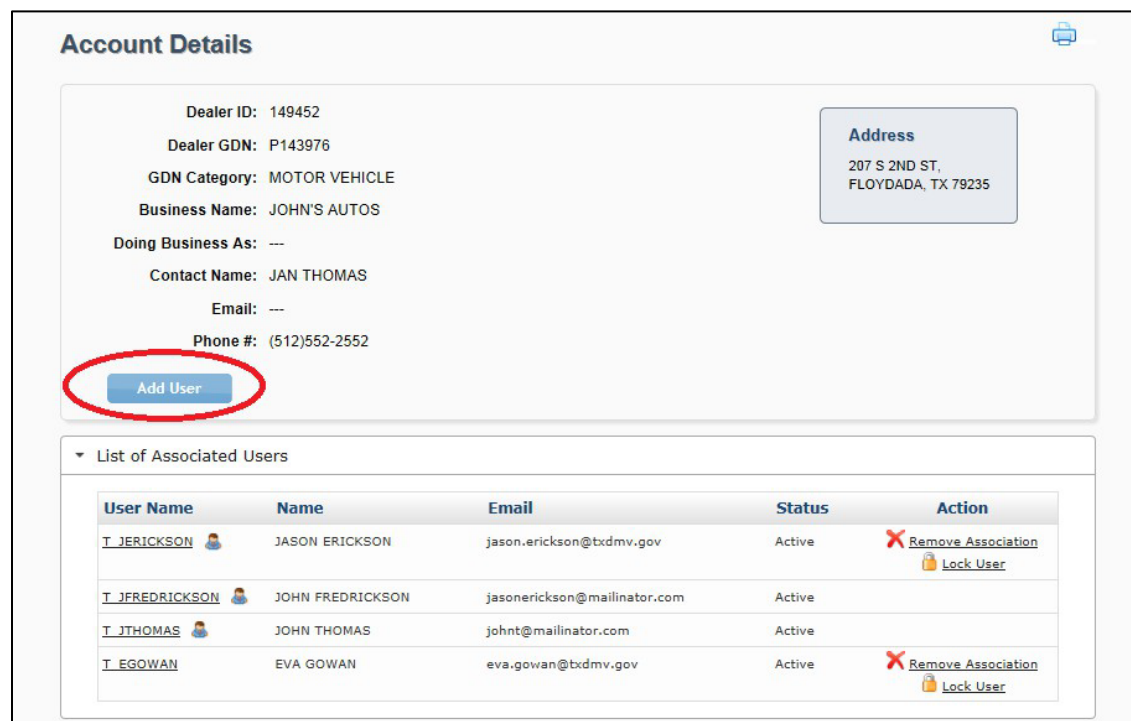


Figure 131: Administration Main Menu

2. The application displays the Account Details page.
3. Click Add User.



The screenshot shows the 'Account Details' page. It contains a form with the following fields:

- Dealer ID: 149452
- Dealer GDN: P143976
- GDN Category: MOTOR VEHICLE
- Business Name: JOHN'S AUTOS
- Doing Business As: ---
- Contact Name: JAN THOMAS
- Email: ---
- Phone #: (512)552-2552

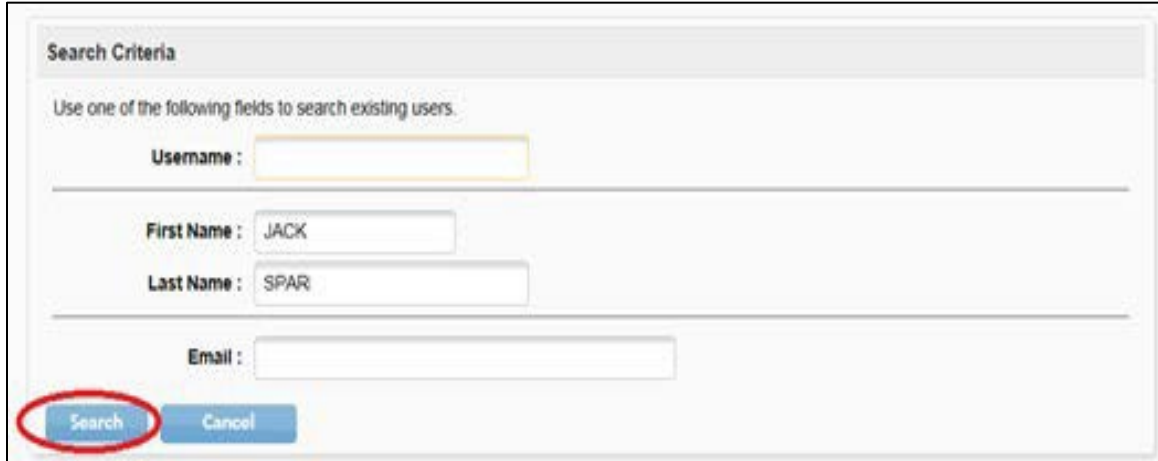
There is an 'Address' box on the right side of the form containing the address: 207 S 2ND ST, FLOYDADA, TX 79235.

Below the form is a section titled 'List of Associated Users' which contains a table with the following data:

User Name	Name	Email	Status	Action
T_JERICKSON	JASON ERICKSON	jason.erickson@txdmv.gov	Active	Remove Association Lock User
T_JFREDRICKSON	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS	JOHN THOMAS	johnt@mailinator.com	Active	
T_EGOWAN	EVA GOWAN	eva.gowan@txdmv.gov	Active	Remove Association Lock User

Figure 132: Add User

4. The application displays the **Search Criteria** section.
5. Enter the Username, First Name, Last Name, or Email address to search for the desired user. The user has to have created their user account for a user to be located.
6. Click **Search**.



**Search Criteria**

Use one of the following fields to search existing users.

Username :

---

First Name :

Last Name :

---

Email :

Figure 133: Search User

7. The application will display the search results.
8. Click the **Add to Account** link.

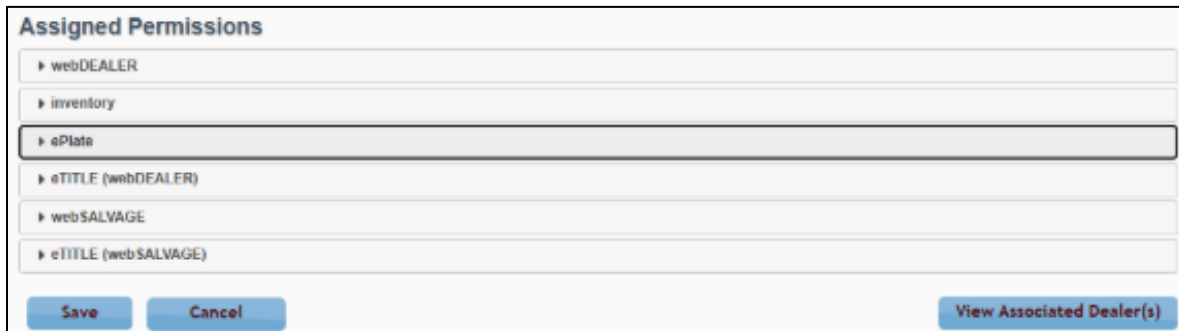


1 user(s) found.

User Name	Name	Email	Action
T_JSPAR	JACK SPAR	JSPAR@GMAIL.COM	<input type="button" value="Add to Account"/>

Figure 134: Add to Account

9. The application will display the User Details page.



**Assigned Permissions**

- ▶ webDEALER
- ▶ inventory
- ▶ ePlate
- ▶ eTITLE (webDEALER)
- ▶ webSALVAGE
- ▶ eTITLE (webSALVAGE)

Figure 135: Assigned Permissions

10. Click the arrow in front of ePLATE located in the **Assigned Permissions** section.





**Assigned Permissions**

▸ webDEALER

▸ Inventory

▾ ePLATE

- ☒ Access Payment
  - ☒ Make Payment
- ☒ License Plate Assignment
  - ☒ Void Plate Assignment
- ☒ Dealer Plate Assignment
- ☒ Internet Down Receipt
- ☒ Vehicle Transfer Notification
- ☒ Reprint Assignment Receipts
- ☒ Report Plates Removed
- ☒ Reports
- ☒ Internet Down Tag - Assign Vehicle
- ☒ Void Tag
- ☒ Reprint Tag

▸ eTITLE (webDEALER)

▸ webSALVAGE

▸ eTITLE (webSALVAGE)

**Save** **Cancel** **View Associated Dealer(s)**

Figure 136: ePLATE Permissions

11. The application will display the ePLATE permissions.
12. Select the appropriate permissions.
13. Click **Save** to assign user permissions.

**Note:** Available permissions are based on license type

14. The application will display a message that the user details have been updated.

**Account Details**

**i** User details have been updated successfully.

Figure 137: Permissions Message

## 15.2 Remove Association of User Account

1. Select the Administration tab.

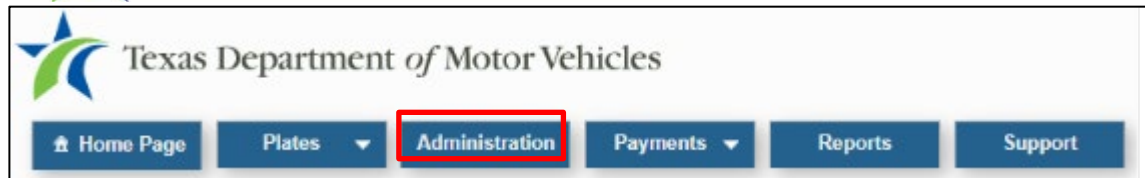


Figure 138: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user's account that needs to be disassociated with the licensed location.

**Note:** The user is not deleted entirely from the application but their access to the specific location is removed. If the user is associated with multiple locations or multiple dealer IDs and their access needs to be removed, the administrator would have to repeat these steps to remove the user's association from each location.

4. Click the Remove Association link.

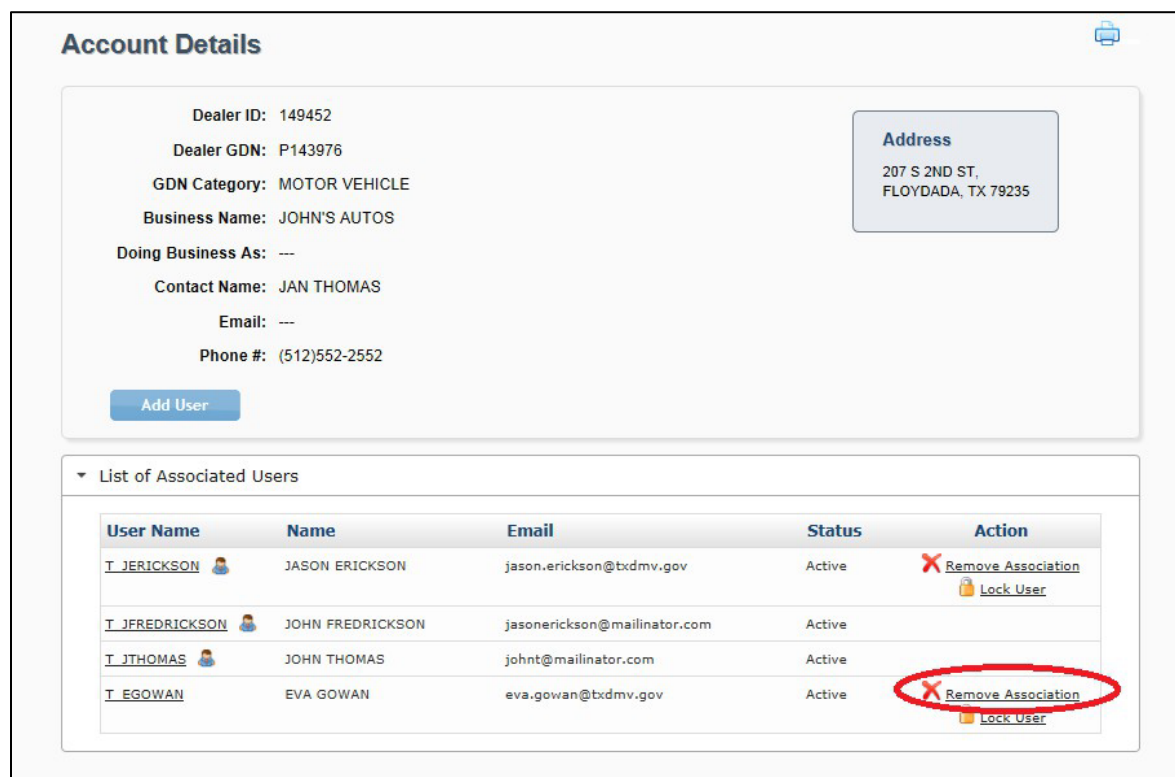


Figure 139: Remove Association

5. The application will display a confirmation message of the removed user.



Figure 140: Remove Association Message

## 15.3 Lock User Account

1. Select the Administration tab.

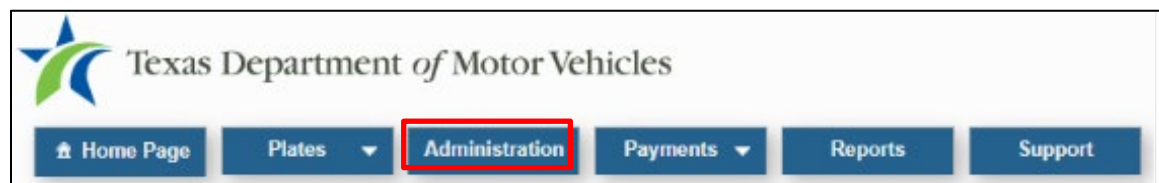


Figure 141: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user account in the results section that needs their access to this location locked.

**Note:** Locking a user prevents their ability to login and access the specific location.

4. Click the **Lock User** link.

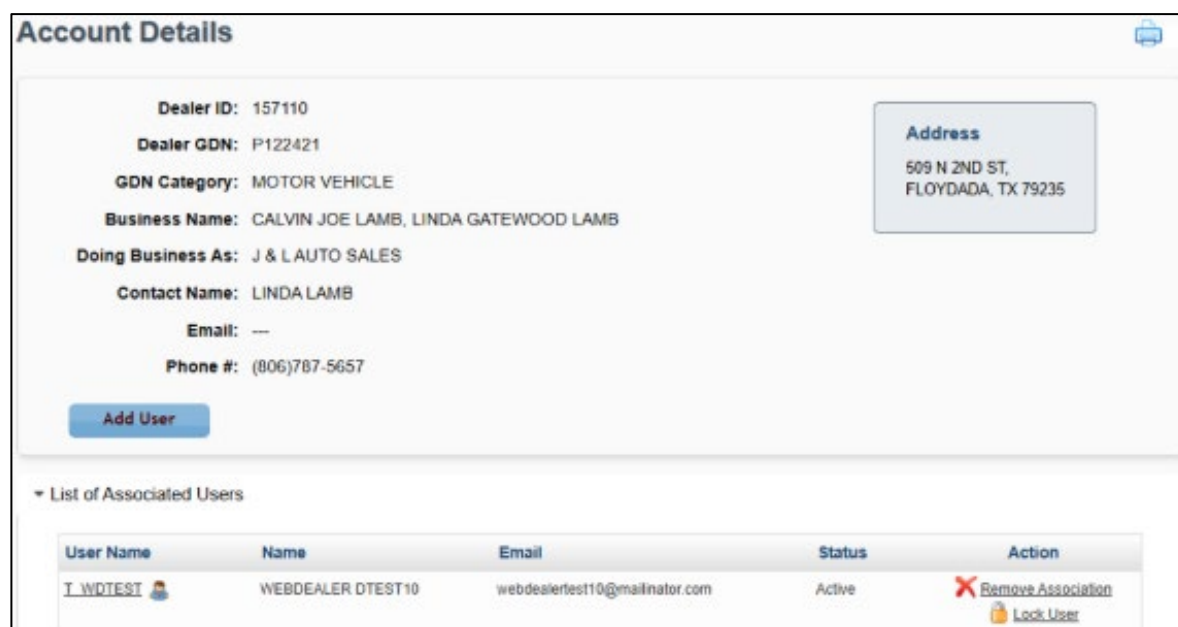


Figure 142: Account Details

5. The application will display a message the user account has been locked.

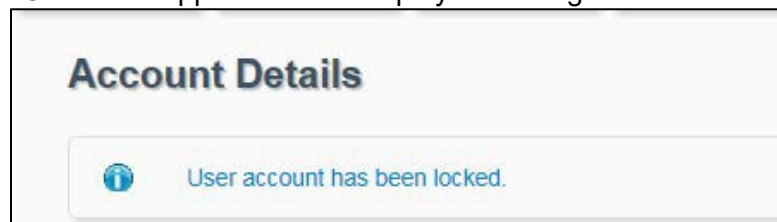



Figure 143: User Account Locked

6. The user's record is shown with the **Locked** status.

 User account has been locked.

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

[Add User](#)

**Address**

207 S 2ND ST,  
FLOYDADA, TX 79235

▼ List of Associated Users




User Name	Name	Email	Status	Action
<a href="#">T_JERICKSON</a> 	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	<a href="#" style="color: red;">✖ Remove Association</a> <a href="#" style="color: #0070c0;">🔓 Unlock User</a>
<a href="#">T_JFREDRICKSON</a> 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
<a href="#">T_JTHOMAS</a> 	JOHN THOMAS	johnth@mailinator.com	Active	

Figure 144: User Locked Status

## 15.4 Unlock User Account

1. Select the Administration tab.

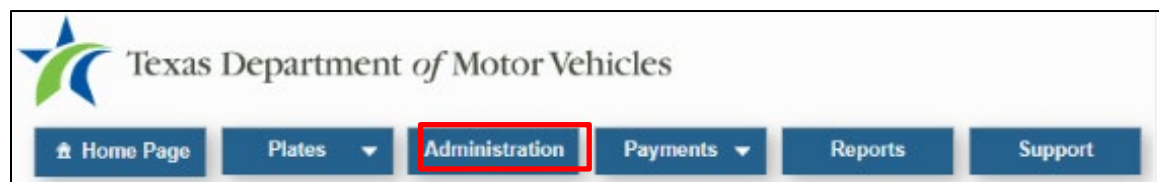


Figure 145: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user's account to be unlocked.
4. Click the user's **Unlock User** link.

### Account Details

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

Add User

**Address**

207 S 2ND ST,  
FLOYDADA, TX 79235

▼ List of Associated Users





User Name	Name	Email	Status	Action
<a href="#">T_JERICKSON</a> 	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	<a href="#">Remove Association</a> <a href="#">Unlock User</a>
<a href="#">T_JFREDRICKSON</a> 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
<a href="#">T_JTHOMAS</a> 	JOHN THOMAS	johnt@mailinator.com	Active	

Figure 146: Unlock User

- The application displays the Account Details page with a confirmation message the user's account has been unlocked.
- Locate the desired user.
- The user's record is shown with the **Active** status.

### Account Details


 User account has been unlocked.

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

Add User

**Address**

207 S 2ND ST,  
FLOYDADA, TX 79235

▼ List of Associated Users






User Name	Name	Email	Status	Action
<a href="#">T_JERICKSON</a> 	JASON ERICKSON	jason.erickson@txdmv.gov	Active	 <a href="#">Remove Association</a>  <a href="#">Lock User</a>
<a href="#">T_JFREDRICKSON</a> 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
<a href="#">T_JTHOMAS</a> 	JOHN THOMAS	johnt@mailinator.com	Active	

Figure 147: User Account Status

## Appendices

### Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 22.3.

When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into ePLATE. When you return to ePLATE to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of Import on the ePLATE Data Import page, all records imported, but not used to create an application will be listed. By using the status of Import and giving a date range, all files imported (meeting your other search criteria) will be listed.

### Inspection Code Descriptions

Code	Description
1YR	One Year Safety Insp. Only
2YR	Two Year Safety Insp. Only
CW	Commercial/Windshield Insp.
CDEC	Commercial/Decal Inspection
TLMC	Trailer/Motorcycle Inspection
TSI	TSI Safety Emission Inspection
ASM	ASM Safety Emission Inspection
OBD	OBD Safety Emission Inspection
EMONLY	Emission Inspection Only
TSIOBD	TSI/OBD Safety Emission
OUT ST	Vehicle Out Of State
OBDNL	OBD Safety Emission - No LIRAP
NLTSI	Travis/Williamson Emi-No LIRAP
SOEO	One Year Safety+Emissions Only
CWEO	Commercial/Windshield+Emission
EMONL2	OBD - Emission Inspection Only
EMONL3	Emission Inspection Only
SOE2	One Year Safety+Emissions Onl2
SOE3	One Year Safety+Emissions Onl3
CWE2	Commercial/Windshield+Emissio2
CWE3	Commercial/Windshield+Emissio3

Figure 148: List of Inspection Codes

### DMS Import CSV File Format for the Title Data File

The Export / Import file is a comma-separated values (CSV) file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealertest.txdmv.gov/dmsFileCheck.do> .

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New", or "Used"
5	Original_Price (Retail)	2 of the 3 fields required	
6	Rebate_Amt		
7	Sales_Price (after rebate)		
8	Trade1_Amt		
9	Trade1_VIN		
10	Trade1_Make		
11	Trade1_Model_Year	Year	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	<b>Make</b>	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	Minor_Color_Cd	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	
29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	



32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	Owner_Zip_Cd_P4	Optional	
35	Owner_Country	Optional	
36	Owner_Postal_Cd	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	“Cash”, or Finance  Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1	None of these fields are required, and not necessary if Certified Lien No is provided.	
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

Figure 149: Import File Format