

Add webDEALER Administrator



FORM SUBMISSION

By email: MVD_OnlineSupport@TxDMV.gov

FOR ASSISTANCE with this form, please call toll free (888) 368-4689.

WHO MAY BE A webDEALER ADMINISTRATOR:

- A webDEALER administrator must be listed in the related eLICENSING account under ownership, management, general manager, or dealer principal. This individual would have been fingerprinted and successfully passed a criminal history check.
- An eLICENSING account user is NOT eligible to be a webDEALER administrator.
- If you are unsure which individuals are currently listed in the related eLICENSING account under ownership, management, general manager, or dealer principal, please contact your current eLICENSING administrator or reach out to the TxDMV call center.

WHO MAY SIGN THIS FORM:

- This form must be **signed in the presence of a notary public** by an owner or person acting in a representative capacity for the license holder such as an officer, director, member, manager, trustee, partner, principal, or general manager of the business affairs.
- **NOTE:** When you change the webDEALER administrator information, a new username and password will be generated and sent to the new email address provided.

REQUESTED webDEALER ADMINISTRATOR INFORMATION:

GDN (P#): _____

FIRST NAME: _____

MIDDLE INITIAL: _____

LAST NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE:

I hereby request the Texas Department of Motor Vehicles to add a webDEALER administrator as listed above.

Printed Name and Title of Owner or Authorized Representative

Signature of Owner or Authorized Representative

Date

State of _____

County of _____

Subscribed and sworn before me on this _____ day of _____, 20 _____

By _____

Print Name of Person Signing Before Notary

Notary Public's Signature