

eLICENSING Quick Start Guide

This guide is intended to help you file a protest against a dealer. You will need to type or hand write your protest and save it to your computer. Please make sure you sign the document.

Before you can begin, you must be registered in eLICENSING as an account user for the organization that is filing the protest. For account user information, refer to the following resources found available at [TxDMV Dealers](#):

- eLICENSING Quick Start Guides
 - eLICENSING Quick Start Guide for eLICENSING Administrators
 - eLICENSING Quick Start Guide for Adding an Attorney
- eLICENSING forms
 - Application to Assign or Replace an eLICENSING Administrator
 - Application to Provide Attorney Access to eLICENSING

Tips for working in the eLICENSING System:

- If the buttons do not appear to be active after you enter information, click anywhere on the page to make them active.
- You should use the latest version of Google Chrome as your internet web browser for eLICENSING.
- Error messages will display at the top of the page if the information entered is not correct or is missing.
- Each eLICENSING user account must have a unique email address.

1. Filing a Protest against a Dealer

The protest application has several web pages that require you to type in information and make selections. Depending on the information entered and the selections made, you may be required to upload files containing the related documents when prompted on the *Attachments* page.

1.1 Getting Started

1. Access eLICENSING using the link sent to you by email from TxDMV with your eLICENSING login credentials.

Note: You can also go to the [TxDMV Dealers](#) page and click  to access eLICENSING.

2. On the *Security Warning* pop-up, click **I ACCEPT**.

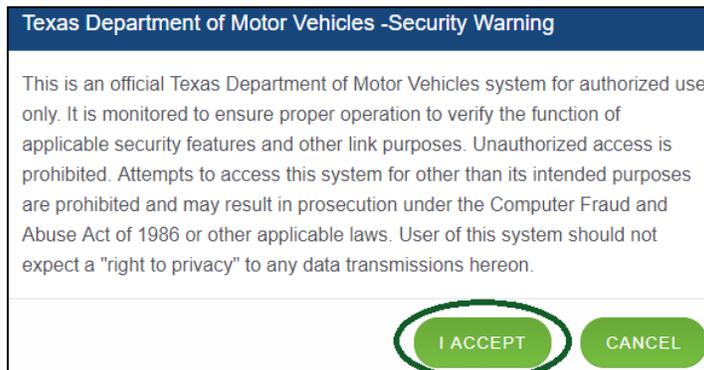


Figure 1: Security Warning Pop-up

3. On the *Login* page:



Figure 2: Login Page

4. Type in your **User Name**.
5. Type in your **Password**.
6. Click **LOGIN**.

1.2 Filing a Protest

1. On the *Welcome* page, displayed after logging into the account, locate the **Protest and Complaints** area and click **APPLY**.

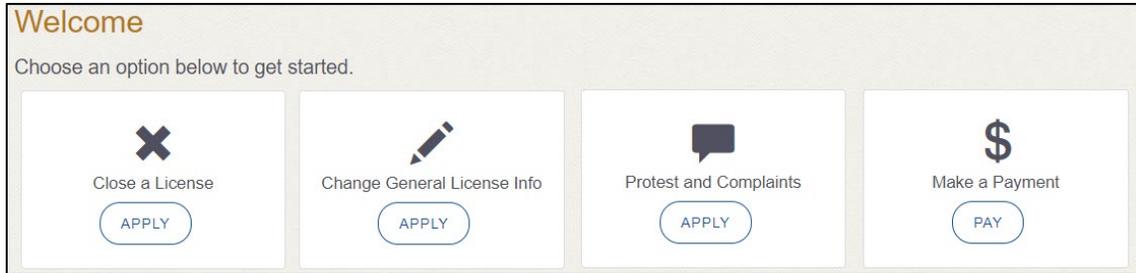


Figure 3: Welcome, Protest and Complaints

2. On the *Organizations* page, select the organization name for the franchised dealer who is filing the protest, then click **SAVE AND NEXT**.

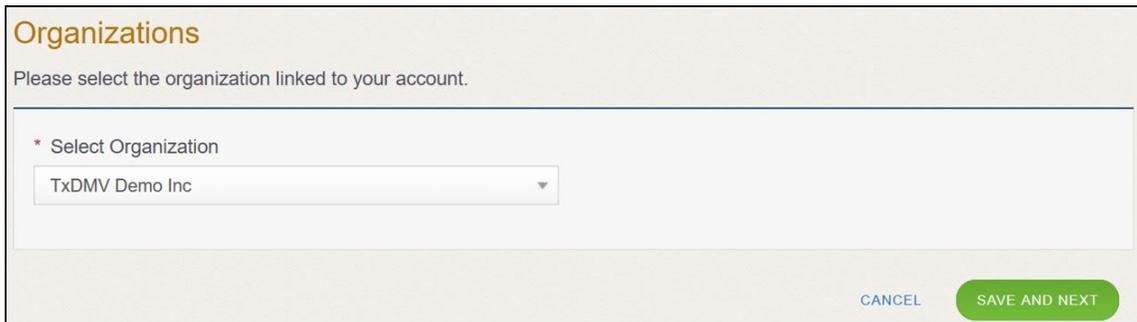


Figure 4: Select Organization

3. On the *Licenses* page, select the applicable license for the organization filing the protest, then click **SAVE AND NEXT**.

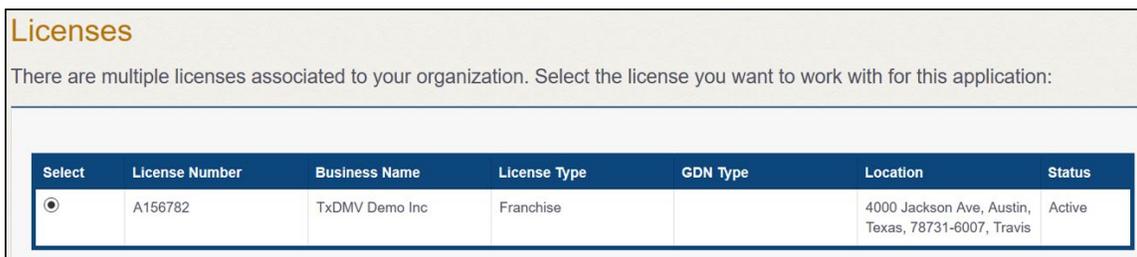


Figure 5: Select Protesting License

4. On the *Contact Information* page, make any changes that apply, then click **SAVE AND NEXT**.

Contact Information

Enter contact information of the person that TxDMV may contact regarding questions relating to the protest application or protest waiver.

Application Contact

* First Name MVD	Middle Name	* Last Name Demo
* Email MVD.TxDMV@mailinator.com	* Phone (512) 123-4567	

Figure 6: Contact Information

1.3 Protest Selection

1. For **Are you waiving your rights to protest**, select **No**, then click **SAVE AND NEXT**.

Protest Selection

* Are you waiving your right to protest an application?

--None--
--None--
Yes
No

Figure 7: Waiving Your Right to Protest

Note: Do not select the Yes option from the dropdown.

2. Select protest type: **Protest against a Dealer application**, then click **SAVE AND NEXT**.

Which type of protest your are filing?

Protest against a Dealer application

Protest against a Manufacturer/Distributor termination

Protest against a Manufacturer/Distributor

Figure 8: Select Protest Type

Note: If you are past the filing deadline, you will not be able to proceed with Protest against a Dealer application.

3. Select the dealer application you are protesting, then click **SAVE AND NEXT**.

Select which dealer application your are protesting.

If you wish to protest more than one application, you will have an opportunity to do so on a future screen.

	Dealer Name	Application Number	Address	Your Notice Of Protest Filing Deadline Date and Time
<input checked="" type="radio"/>	Texas Department of Motor Vehicles	000591108	150 E Riverside Dr, Austin, Texas, 78704-1202, Travis	03/18/2020 05:00 PM CST

Figure 9: Select Dealer Application

4. Select the Line-Make and Vehicle Type you are protesting, then click **SAVE AND NEXT**.

You are filing a protest against a dealer application.

Select the line/make(s) you are protesting:

Line-Makes	Vehicle Type Code
<input checked="" type="checkbox"/> OPUS CAMPER	TR-Towable RV

Figure 10: Select Line-Make and Vehicle Type

1.4 Required Attachments

On the Required Attachments page, you will be required to upload files containing scanned copies of the Notice of Protest.

You should be sure that the files to upload are on your computer or a shared network resource you can access.

1.4.1 Uploading Required Attachment Files

To upload each file:

1. For each file requested on the *Required Attachments* page, click **CHOOSE FILE**.

Notice Of Protest

* Notice of Protest

Figure 11: Choose File for Required Attachments Upload

2. On the *Open* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.

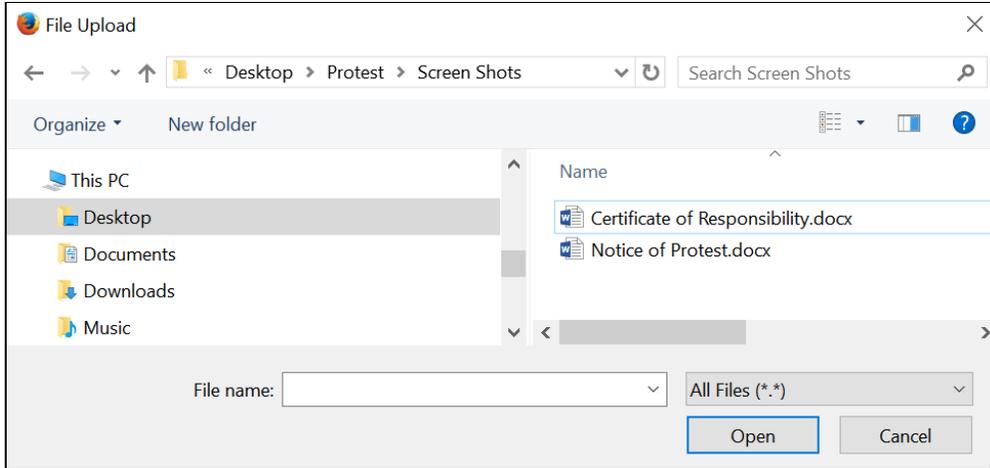


Figure 12: Browse for File

- When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click **UNDO**, or the trash can.

1.5 Summary

- Scroll through the *Summary* page and review the entries and selections you have made.

Application Information	
Organization	Application Type
Texas Department of Motor Vehicles	Protest
Business Name	License Type
Texas Department of Motor Vehicles	Franchise
Application Status	Submitted Date
Pending	

Figure 13: Summary of Application Information

- At the bottom of the page, choose one of the following:
 - PRINT** to send the summary to print on your local printer.
 - PREVIOUS** to return to the page where adjustments need to be made.
 - SAVE AND EXIT** to store all the information without submitting the application.
 - SAVE AND NEXT** to continue to the next page.

1.6 Signature

After saving the summary, you will be prompted for your name, social security number, driver's license information, and date of birth to electronically verify who you are. Then, the system will enable you to electronically agree to the Certification of Responsibility and submit your signature for this protest.

If you cannot provide this information (for example, your driver's license is from a state other than Texas, you do not currently hold a driver's license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first name, last name, and select the driver's license issuing state as "other." Then, print the Certification of Responsibility and sign it. See section 1.6.2 for instructions.

1.6.1 Electronically Signing the Protest

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 14: Electronically Sign the Protest

- a. For **First Name**, type it in as it appears on your driver's license.
- b. For **Last Name**, type it in as it appears on your driver's license.
- c. For **SSN**, type in the numbers of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- f. For **Driver License Number**, type in the numbers.
- g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).
- h. Click **SAVE AND NEXT**.

2. On the *Certification of Responsibility* page:

If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 1.6.2.

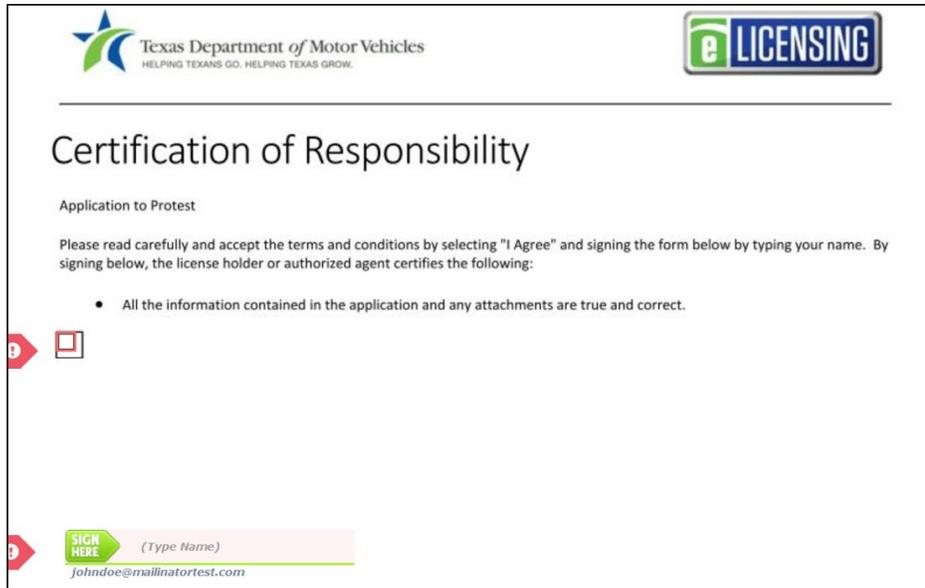


Figure 15: Electronic Certification of Responsibility

3. Carefully read the terms and conditions for the application to protest.
4. Click **I Agree**.
5. Scroll down to the **Sign Here** field and type in your full legal name.
6. Click Finish & Submit Electronically.
7. On the *Thank You* page of the pop-up, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.
9. On the *Please ensure you have read the terms and conditions* pop-up, you can click **OK** to go back and read the certificate again or click the **PROCEED TO PAYMENT** link to start the payment process.

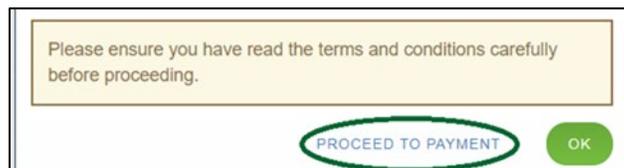


Figure 16: Proceed to Payment

Note: If you click the **CANCEL** link on the *Certification of Responsibility* page, the system will save all of the information in the application. Later, when you return to submit payment for the application, you will select the pending protest application from the **My Applications** option on the home page.

1.6.2 Manual Signature Submission

1. On the *eSign* page:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State
 --None--

Date of Birth Driver License Number

Figure 17: eSign Page

- a. For **First Name**, type it in as it appears on your driver’s license/ID.
 - b. For **Last Name**, type it in as it appears on your driver’s license/ID.
 - c. From the **Driver License Issuing State** dropdown, select Other.
2. Click the **CERTIFICATION OF RESPONSIBILITY PDF** link.

Certification of Responsibility [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Choose File No file chosen UNDO ATTACHED FILE: 

UPLOAD

Figure 18: Certification of Responsibility PDF Link

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign and date it.

Certification of Responsibility

Application for Protest

Please read carefully and accept the terms and conditions. By signing below, the license holder or authorized agent certifies the following:

- All the information contained in the application and any attachments is true and correct.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 19: Certification of Responsibility Manually Print

5. To upload and attach the signed certification document to this protest:
 - a. Scan the document to a file and save it.
 - b. Back on the *eLICENSING* page, click **CHOOSE FILE**.
 - c. In the *Open Windows* dialog box, navigate to the file, select it and then click **Open**.

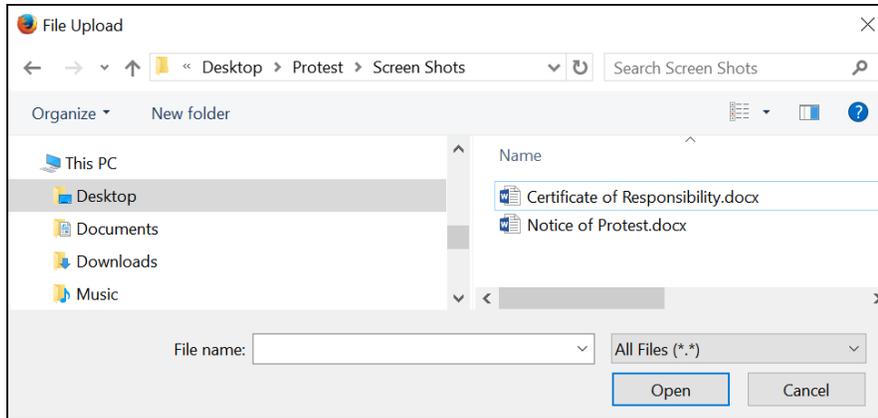


Figure 20: Browse for File

- d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.
- 6. Click **SAVE AND NEXT**.
- 7. On the pop-up, click the **PROCEED TO PAYMENT** link.

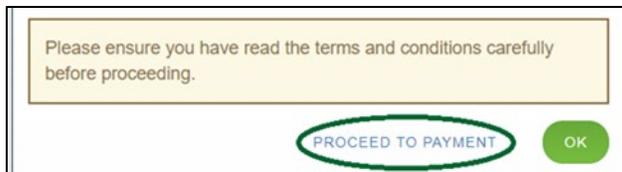


Figure 21: Proceed to Payment

1.7 Payments and Protest Submission

To make a payment:

- 1. On the Payment Summary page:

Applications for Payment :

Select All

000591109 Protest against a Dealer application

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Protest/Complaint Fee	\$200.00	per application	1		\$200.00
				Total	\$200.00

Figure 22: Payment Summary

- 2. Click the checkbox of the protest or click **Select All**.

Note: After an application is selected for payment, the subtotal section updates with the amount due.

- 3. On the bottom of the page, for **Method of Payment**, select the appropriate option.

- Credit Card
- ACH/eCheck

Figure 23: Method of Payment

4. Click **Proceed to Pay**.

To Pay by Credit Card:

1. To pay by Credit Card, in the **Customer Information** section on the *Payment* page (to pay by eCheck, skip to ACH/eCheck):

Figure 24: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card used.
 - b. For **Last Name**, type in your last name as it appears on the credit card used.
 - c. For **Address**, type in the street number and name of the street used to bill the credit card used.
 - d. For **Address 2** (optional), type in the additional street information, such as the suite number.
 - e. For **City**, type in the name of the city.
 - f. For **State**, select the name of the state from the dropdown.
 - g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
 - h. For **Phone**, type in the phone number associated with the credit card holder.
2. Click **Next**.

3. In the **Payment Info** section:

Credit Card Number *

Credit Card Type

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Next >

Figure 25: Credit Card Information

- a. For **Credit Card Number**, type in the numbers of the card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click **Next**.
4. In the Verification section, click **I'm not a robot**.

Verification

I'm not a robot

reCAPTCHA
Privacy - Terms

Figure 26: I'm not a robot

5. In the Verification pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 27: Verification Image

To pay by ACH/eCheck:

1. To pay fees with an ACH/eCheck, select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.

Payment Type *

Electronic Check ▼

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Next >

Figure 28: Foreign Source Payment

2. On the **Customer Information** page:

Country
United States ▼

First Name *
Last Name *

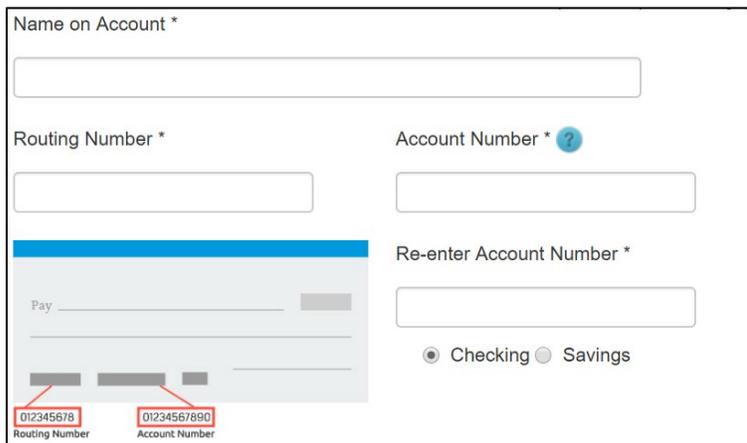
Address *
Address 2

City *
State
Select State ▼

ZIP/Postal Code *
Phone *

Figure 29: ACH/eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the bank account used.
 - b. For **Last Name**, type in your last name as it appears on the bank account used.
 - c. For **Address**, type in the street number and name of the street on the bank account information used.
 - d. For **Address 2** (optional) type in the additional street information, such as the suite number.
 - e. For **City**, type in the name of the city.
 - f. For **State**, select the name of the state from the dropdown.
 - g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
 - h. For **Phone**, type in the phone number associated with the bank account holder.
3. Click **Next**.
 4. On the *Payment Info* screen:



The screenshot shows a form titled "Name on Account *" with a text input field. Below it are two columns of fields: "Routing Number *" and "Account Number * ?". To the right of "Account Number * ?" is a "Re-enter Account Number *" field. At the bottom right, there are radio buttons for "Checking" (selected) and "Savings". An inset image of a check is shown with red boxes highlighting the routing number "012345678" and the account number "01234567890".

Figure 30: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
5. Click **NEXT**.
 6. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check **Yes** to authorize.

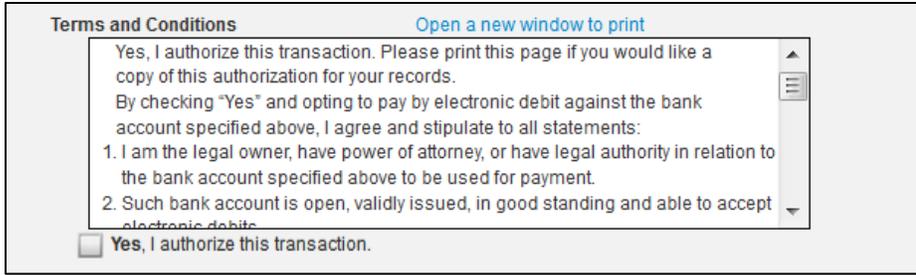


Figure 31: Terms and Conditions Page

7. In the Verification section, click **I'm not a robot**.

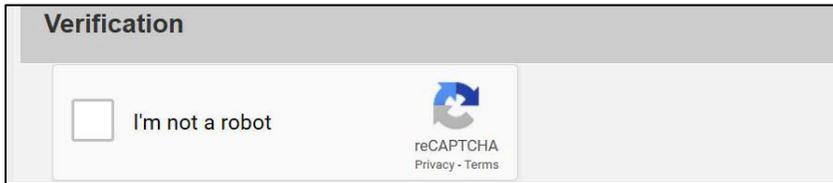


Figure 32: I'm not a robot

8. In the Verification pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 33: Verification Image

9. Click **SUBMIT PAYMENT**.
10. After the *Please Wait* pop-up closes, verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000591109	TxDMV Demo Inc	Franchise	Received

Figure 34: Payment Status

11. On the *Protest Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log out**.