

License Express for Vehicle Businesses

E-Services Account User Guide



Department of Licensing, Washington State
TECHNICAL TRAINING TEAM

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Introduction

The Department of Licensing (DOL) offers you the option to conduct business online, through License eXpress. This guide outlines the steps to help you navigate through your License eXpress account.



Welcome to online services at DOL!

Getting Started

Department of Licensing provides you with online services, via License eXpress for Business, for the following vehicle account types:

- [Plate Search](#)
- [E-Permits](#)
- [Fleet Access](#)
- [Insurance Destroyed Reporting](#)
- [Wrecker Destroyed Reporting](#)
- [Abandoned Vehicle Reporting](#)

All License eXpress (LX) for Business users must register for their own LX for Business account. If you already have an LX business account, you can add new services to your existing account. Each business is allowed one account administrator and as many managers and employees as needed.

User Roles

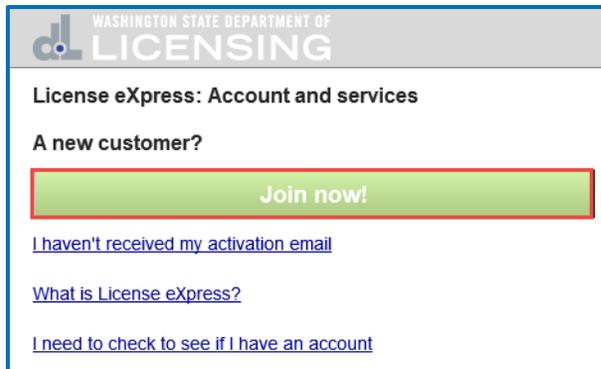
Administrator	Managers	Employees
Usually, the contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions
Generates manager and employee access codes	Changes manager and employee access	
Changes manager and employee access	Removes manager and employee access	
Removes manager and employee access	Performs account functions	
Performs account functions		

Note: Employee access codes expire 24 hours after they are created. Please check the date and time stamp on the original access code email to make sure the code you received from your Administrator or Manager is not expired. The Administrator can generate a new code if necessary.

Register for a License eXpress for Business Account

Use the following directions to register for a new a LX for business account if you do not already have one. Make sure to use an accurate email address and write down your username and password.

1. Go to secure.dol.wa.gov.
2. Click the **Join now!** button.



WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

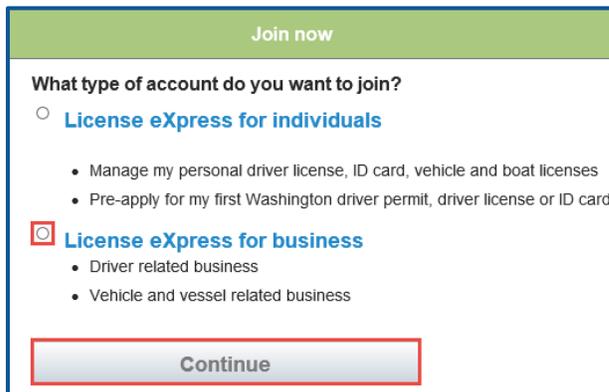
Join now!

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

3. Select **License eXpress for individuals** and click **Continue**.



Join now

What type of account do you want to join?

License eXpress for individuals

- Manage my personal driver license, ID card, vehicle and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

License eXpress for business

- Driver related business
- Vehicle and vessel related business

Continue

4. Enter the First name, enter the Last name, and click **Continue**.

5. Enter the Username, enter the Email, Confirm email, and click **Continue**.

Vehicle, vessel, and driver related business - Step 2 of 4

License eXpress for business
Lxuser, please continue setting up your account.

[I want to use my existing SecureAccess WA account.](#)

Username

No spaces, 4 or more characters

Email

Confirm email

6. Enter a Password, Confirm password, and click **Register me**.
7. Check your email account and click the **activation** hyperlink to continue the registration process. You will be routed to Secure Access Washington (SAW) to complete the Multi-Factor Identification (MFA) process before you complete the registration process. The email is sent from "noreply@dol.wa.gov".

Registration - Step 4 of 4

License eXpress for business
You're almost done Lxuser!
Please check your email.
We've sent you an email containing your activation link. Click on the link to activate your account.

8. Enter your Username and Password and click **Login** to access your account.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

Thank you User2121, you have successfully activated your account. Please login to manage your account.

Username

Password

Login

[I forgot my username](#)

[I forgot my password](#)

9. Click the **Business related to vehicle, vessel, and driver licensing** hyperlink.

My services

[Business related to vehicle, vessel and driver licensing](#) [Remove](#)

[Join other DOL services](#)

10. Click the button to choose the method you would like to receive your verification code.

SecureAccess Washington

Help Spanish

1 2 3 4

Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

Choose Method

How would you like to receive your verification code?

***zaz@dol.wa.gov
Receive the code in an email and enter it on the next screen.

11. Enter the verification code and click **Submit**.

The screenshot shows the 'Enter Code' step of the MFA process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it, the sub-heading is 'Enter Code'. A message reads: 'Please enter the code sent to ***ame@fakemail.com'. A text input field contains the number '4272' and is highlighted with a red box. To the right of the input field is a green 'Submit' button. Below the input field are two links: 'Resend Code' and 'Choose another method'. The top right corner has 'Help' and 'Spanish' buttons.

12. Click the **Yes, Remember my device** checkbox, if applicable, enter a Name and click **Submit**.

The screenshot shows the 'Remember Device' step of the MFA process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device (highlighted), and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it, the sub-heading is 'Remember Device?'. A message reads: 'Choose to remember this device to reduce how often you are required to enter a verification code.' Below this, a note states: 'If the device you are using is shared or public, we recommend you do not remember this device.' There is a checkbox labeled 'Yes, remember my device' which is checked. Below the checkbox is a text input field labeled 'Name:' with the placeholder '(Numbers and letters only)'. The input field is highlighted with a red box. Below the input field is a green 'Submit' button. The top right corner has 'Help' and 'Spanish' buttons.

13. Verify Your name and Phone type is correct. Enter the Phone Number and Extension, if applicable. Verify the Email address is correct and Confirm email address. Click the **Next** button to proceed.

New online account

Profile

Contact information

Continue registering your account

Your name
Olive Tree

Phone type
Business

Phone Number *
Required

Extension

Email address
NONAME@FAKEMAIL.COM

Confirm email address
NONAME@FAKEMAIL.COM

14. Complete the required address fields and click **Next**.
15. Select the appropriate button to verify the address, if applicable, and click **Next**.
16. Click the **I agree to terms of service above** checkbox and click **Next**.

14. Venue
This Agreement is to be construed and interpreted in accordance with the laws of the state of Washington and the venue for any action brought under this agreement must be in the Superior Court for Thurston County.

15. Assignment
This Agreement is personal to User. User may not assign any rights or obligations under this agreement to any other person or entity without DOL's prior written approval.

I agree to the terms of service above. *

Required

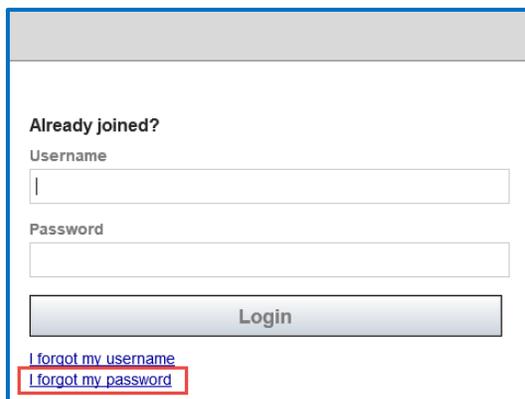
Agreement Date
10-Jun-2021

17. Review the summary and click **Submit** to proceed or **Previous** to make changes.
18. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the Add an Account page. You have successfully registered for your License eXpress for Business account!

Reset Your Account Password

Follow the process below to reset your password. The Department of Licensing sends you an email to the address you provide. Wait 20 minutes before logging in with the new temporary password if your account is locked.

1. Go to secure.dol.wa.gov.
2. Click the **I forgot my password** hyperlink.



The screenshot shows a login form with the following elements:

- Section: **Already joined?**
- Field: **Username** (input box)
- Field: **Password** (input box)
- Button: **Login**
- Link: [I forgot my username](#)
- Link: [I forgot my password](#) (highlighted with a red box)

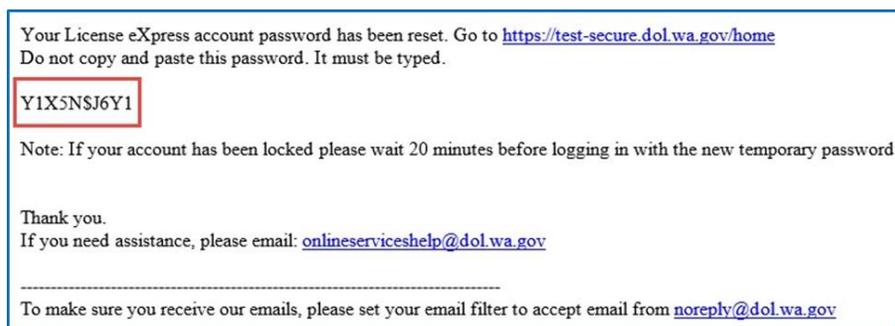
3. Enter the Username and Email and click **Reset my password**.



The screenshot shows the "I forgot my password" form with the following elements:

- Section: **I forgot my password**
- Text: If you forgot your password, we'll send you an email to reset it. Please give us the following:
- Field: **Username** (input box)
- Field: **Email - that we have on file for you.** (input box)
- Button: **Reset my password**

4. Click the **Back** button to return to the login screen.
5. Check your email account to get the new temporary password and type it when logging in, do not copy and paste.



The screenshot shows an email confirmation message with the following content:

- Text: Your License eXpress account password has been reset. Go to <https://test-secure.dol.wa.gov/home>
- Text: Do not copy and paste this password. It must be typed.
- Text: **Y1X5NSJ6Y1** (highlighted with a red box)
- Text: Note: If your account has been locked please wait 20 minutes before logging in with the new temporary password.
- Text: Thank you.
- Text: If you need assistance, please email: onlineserviceshelp@dol.wa.gov
- Text: To make sure you receive our emails, please set your email filter to accept email from noreply@dol.wa.gov

Manage Users Functions

This section explains how administrators and managers generate an access code for new managers or employees, how to change access, and how to remove access.

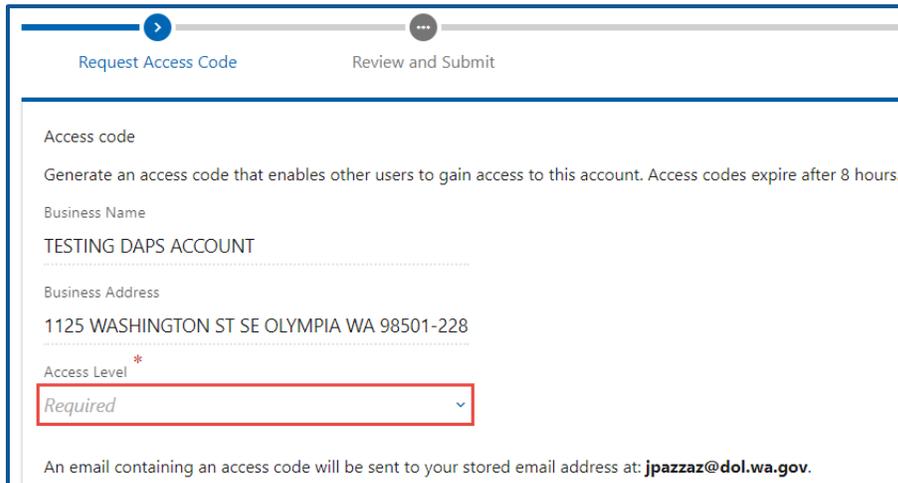
Generate Access Code for Managers and Employees

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Create new user access code** hyperlink.



4. Select the appropriate option from the Access Level dropdown menu and click **Next**.

Note: A Manager performs actions and manages users. An Employee performs actions but cannot manage users.

A screenshot of a web form titled "Request Access Code". The form has two tabs: "Request Access Code" (active) and "Review and Submit". Below the tabs, there is a section for "Access code" with a description: "Generate an access code that enables other users to gain access to this account. Access codes expire after 8 hours." Below this, there are two text input fields: "Business Name" with the value "TESTING DAPS ACCOUNT" and "Business Address" with the value "1125 WASHINGTON ST SE OLYMPIA WA 98501-228". Below these is a dropdown menu for "Access Level" with a red asterisk and the selected value "Required". At the bottom, there is a note: "An email containing an access code will be sent to your stored email address at: jpazzaz@dol.wa.gov."

5. Review the request and click **Submit**. License eXpress automatically sends you an email with the access code for you to send to an employee or manager. The employee or manager accesses the business account using this access code, your business State or Federal ID, and Business ID account number.

Note: Access codes expire 24 hours after they are created.

Manage User Access

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Users List** hyperlink.



4. Click the **Change Access** or **Remove Access** hyperlink in the row for the user you want to manage.



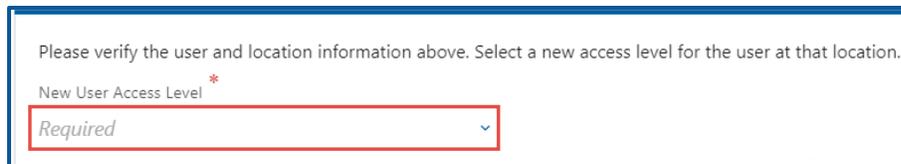
A screenshot of the '3rd Party Access Logon Summary' table. The table has columns for Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The 'Change Access' and 'Remove Access' buttons for the user 'fakeemail@dol.wa.gov' are highlighted with red boxes.

Email	Phone Number	User Name	Access Level	Change Access	Remove Access
jpazzaz@dol.wa.gov	3609999999	jpazzaz	1. Administrator		
fakeemail@dol.wa.gov	3609999999	fakera	2. Manager	Change Access	Remove Access

5. Complete the following steps based on your selection:

Change Access

- a. Select the appropriate option from the New User Access Level dropdown menu.

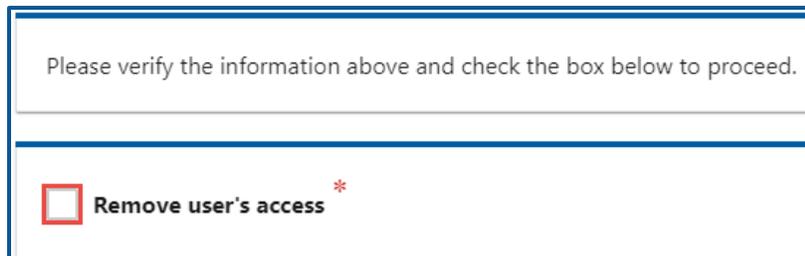


A screenshot of the 'New User Access Level' dropdown menu. The text above the dropdown reads: 'Please verify the user and location information above. Select a new access level for the user at that location.' The dropdown menu is open, showing 'Required' as the selected option.

- b. Click the **Next** button.

Remove Access

- a. Click the **Remove user's access** checkbox.



A screenshot of the 'Remove user's access' checkbox. The text above the checkbox reads: 'Please verify the information above and check the box below to proceed.' The checkbox is currently unchecked.

- b. Click the **Next** button.

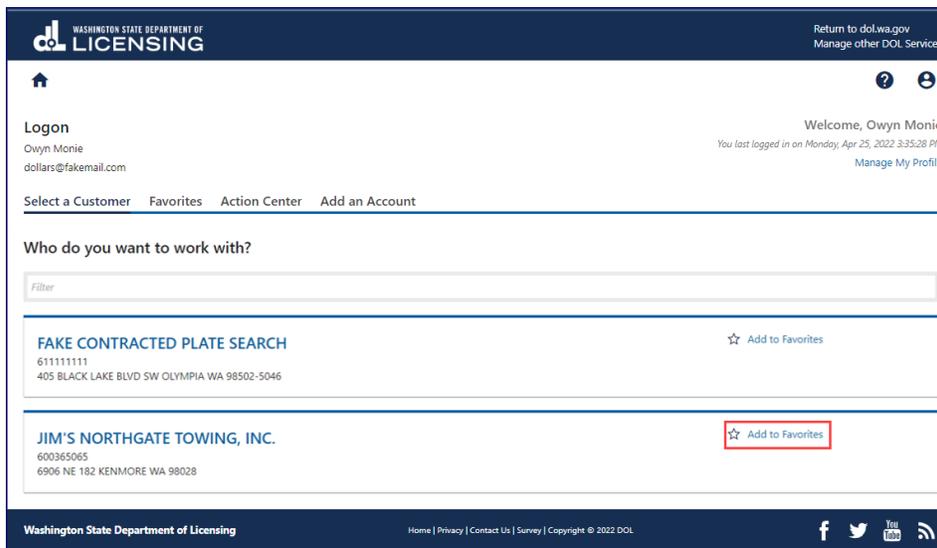
6. Review the request and click **Submit**.

Account Favorites

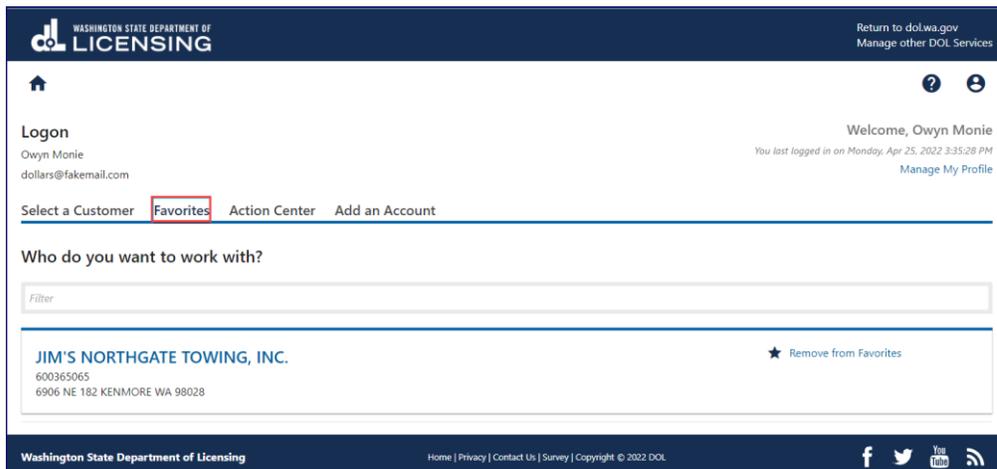
If you have access to accounts with different Unified Business Identification (UBI) numbers, Tax Identification Numbers (TINs), or Employer Identification Numbers (EINs), you can mark them as favorites to quickly access those you use most frequently. Additionally, you can remove an account from your favorite list when necessary.

Setting Account Favorites

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Add to Favorites** hyperlink.



3. Click the **Favorites** tab to view and access the accounts you have set as favorites.



Removing Accounts from Favorites

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Favorites** tab and **Remove from Favorites** hyperlink.

The screenshot shows the user interface of the Washington State Department of Licensing eXpress for Business. At the top left is the logo for the Washington State Department of Licensing. The top right corner contains links for 'Return to dol.wa.gov' and 'Manage other DOL Services'. Below the header, there is a navigation bar with a home icon, a user profile section for 'Logon' (Owyn Monie, dollars@fakemail.com), and a 'Welcome, Owyn Monie' message with a 'Manage My Profile' link. The main navigation menu includes 'Select a Customer', 'Favorites' (highlighted with a red box), 'Action Center', and 'Add an Account'. Below this is a section titled 'Who do you want to work with?' with a search filter. A list of favorite customers is displayed, with the first entry being 'JIM'S NORTHGATE TOWING, INC.' (600365065, 6906 NE 182 KENMORE WA 98028). A red box highlights the '★ Remove from Favorites' button next to this entry. The footer contains the department name, a copyright notice for 2022, and social media icons for Facebook, Twitter, YouTube, and RSS.

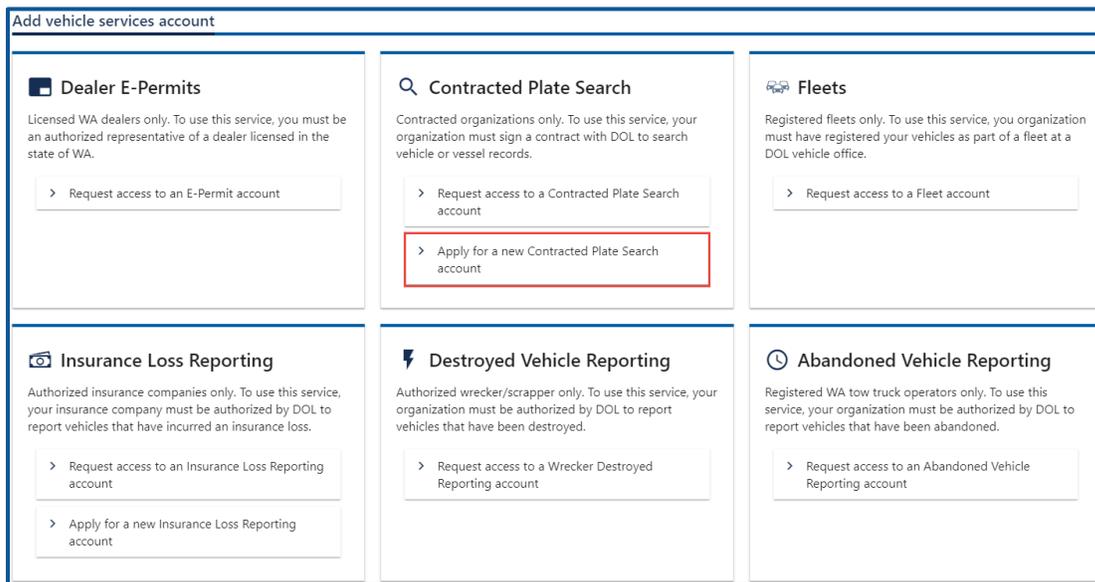
Vehicle Business Accounts

Contracted Plate Search (CPS)

Apply for a Contracted Plate Search Account

If you are a new Contracted Plate Search (CPS) account user, and already have a finalized contract with the Department of Licensing (DOL), then you can use this process to apply for account access. The person who applies for the CPS account is the account administrator (usually the contract manager). The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Request access to Vehicle-related services** hyperlink.
3. Click the **Apply for a new Contracted Plate Search** account button.



4. Make sure you have the required information (UBI, TIN or EIN #, Account ID, Contractor's contact information, your organizations information. You may also need copies of various documents such as professional licenses, contracts, and business license) and click **Next**.

5. Enter the Company/Agency Name, Contract Contact/Manager name, Phone Number, Email Address, and click the **Next** button.

Contracted Plate Search Application

Intro

Introduction

Business info

Access Info

Company/Agency Name *
Required

Contract Contact/Manager *
Required

Phone Number *
Required

Email Address *
Required

6. Select the appropriate option from the Choose an entity type and Choose an identifier dropdown menus.
7. Enter the applicable ID number.
8. Describe your primary business activity, and how you will use the information contained in the records in the text field and click the **Next** button.

Contracted Plate Search Application

Intro

Introduction

Business info

Business info

Request details

Request details

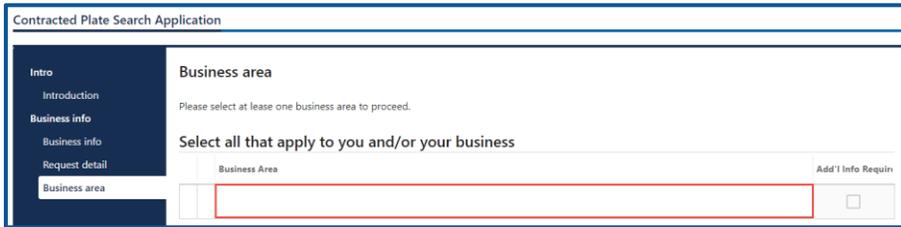
Choose an entity type *
Required

Choose an identifier *
Required

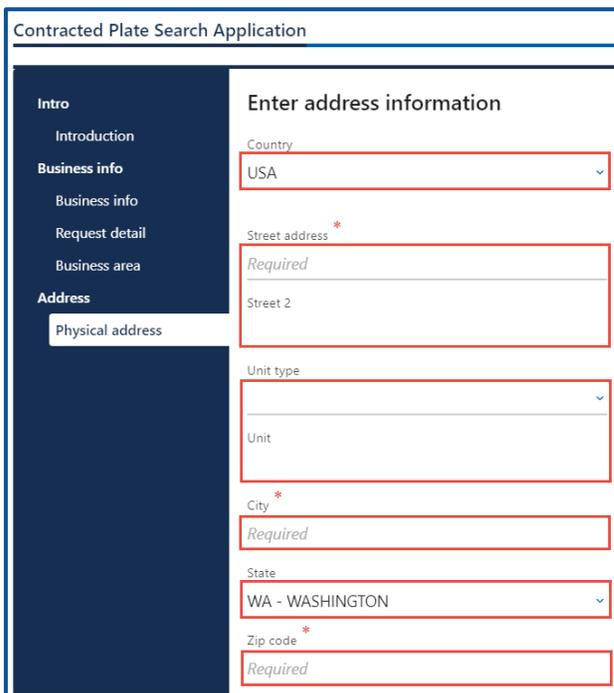
Id Number *
Required

Describe your primary business activity, and how you will use the information contained in the records.*
Required

9. Select the appropriate option from the Business Area dropdown menu.



10. Click the **Next** button.
11. Select the Country, if applicable.
12. Enter the Street Address and select the Unit Type, if applicable.
13. Enter the City and select the appropriate option from the State dropdown menu.
14. Enter the Zip Code and click the **Next** button.



15. Verify the address is correct and click **Next**.
16. Click the **Same as physical address** checkbox or enter mailing address information and click **Next**.

17. Click all the following checkboxes and buttons that apply to your business:

- a. Click the **I represent a government agency** checkbox, if applicable, and select Yes or No to answer the question “Do you agree the information you receive will only be used in an official capacity and solely for carrying out the functions of your agency?”.
- b. Click the **I represent a Washington State business** checkbox, if applicable. You will need legible copies of the following:
 - i. Your current business license.
 - ii. Any/all professional licenses you have.
- c. Click the **I represent a business outside Washington State** checkbox, if applicable. You will need a copy of either of the following:
 - i. Your current business license.
 - ii. A letter with the signature of the owner/authorized representative indicating you are their agent. The letter must include your Employer Identification Number (EIN) or your Taxpayer Identification Number (TIN).
- d. Click the **I am a process server** checkbox, if applicable. You will need legible copies of the following:
 - i. Your current business license.
 - ii. Any/all professional licenses you possess.
 - iii. Registration for county jurisdictions.

The screenshot shows a web application titled "Contracted Plate Search Application" with a "Declarations - page 1 of 2" section. The left sidebar contains a navigation menu with items: Intro, Introduction, Business info, Business info, Request detail, Business area, Address, Physical address, Verify address, Mailing address, and Declarations 1. The main content area contains four declaration options, each with a checkbox and a list of requirements:

- I represent a government agency.**
Do you agree the information you receive will only be used in an official capacity and solely for carrying out the functions of your agency?
Select one: Yes No
- I represent a Washington State business.**
You will need legible copies of:
 1. Your current business license, and
 2. Any/all professional licenses you possess
- I represent a business outside Washington State.**
If your business is not required to be licensed in the state of Washington, you will need a legible copy of **either**:
 - Your current business license, or
 - A letter with the signature of the owner or an authorized representative indicating you are their agent. The letter must include your Employer Identification Number (EIN) or your Taxpayer Identification Number (TIN).Select a document to provide
- I am a process server.**
You will need legible copies of:
 1. Your current business license
 2. Any/all professional licenses you possess
 3. Registration for county jurisdictions

18. Click the **Next** button.
19. Click all the checkboxes that apply to your business:
 - a. Click **I represent a non-profit organization/corporation**, if applicable. You will need a legible copy of one of the following:
 - i. Your articles of incorporation filed with the Secretary of State.
 - ii. Your tax-exempt status from the Internal Revenue service (501) (c)(3).
 - iii. Other documents reviewed and approved by the Department of Licensing Public Records Officer.
 - iv. Select the appropriate document to provide from the dropdown menu, if applicable.
 - v. You will also need a letter with a signature of the business owner or authorized representative indicating you are their agent.
 - b. Click **I represent a date broker/reseller**, if applicable. You will need a legible copy of your current business license and the following:
 - i. Subscriber roster (fillable at the next step).
 - ii. Subscriber agreements.
 - c. Click **I am an attorney**, if applicable. You will need legible copies of the following:
 - i. Your current business license.
 - ii. Your current bar card.

- d. Click **I am a private investigator**, if applicable. You will need legible copies of the following:
- Your current private investigator license.
 - Your current business license.

Contracted Plate Search Application

Declarations - page 2 of 2

I represent a non-profit organization or corporation.

1. You will need a legible copy of **one** of the following:

- Your articles of incorporation, filed with the Secretary of State
- Your tax exempt status from the Internal Revenue service (501)(c)(3)
- Other documents reviewed and approved by the Department of Licensing Public Records Officer

Select a document to provide

2. You will also need a letter with a signature of the business owner or authorized representative indicating you are their agent.

I represent a data broker/reseller.

You will need a legible copy of your current business license AND:

- Subscriber roster (fillable at the next step)
- Subscriber agreements

I am an attorney. *

You will need legible copies of:

- Your current business license
- Your current bar card

I am a private investigator. *

Attach legible copies of:

- Your current private investigator license
- Your current business license

* Whenever an attorney or private investigator accesses a vehicle record in contracted plate search, we will send a notification letter to the vehicle owner. RCW 46.12.635

20. Click the **Next** button.

21. Click the appropriate **Upload** hyperlink(s).

22. Enter the Description, click the **Choose File** button, select the appropriate file, click the **Open** button, and click **OK**.

Note: Complete steps 21-22 for all applicable attachments.

Contracted Plate Search Application

Intro

Introduction

Business info

Business info

Request detail

Business area

Address

Physical address

Verify address

Mailing address

Declarations

Part 1

Part 2

Attachments

Upload

Attachments

Attachment Type	Attachment Requirements	
Agent letter	A letter signed by the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN)	Upload
Other doc	Other DOL approved document	Upload
Incorporation articles	Articles of Incorporation	Upload
Authorization letter	Authorization letter	Upload
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue.	Upload
DOL contract	Attach a signed copy of your DOL contract or subscriber agreement.	Upload
Miscellaneous	Miscellaneous	Upload
PI license	Private Investigator License	Upload
Proof of bar status	Proof of current/active bar status (e.g. Bar card)	Upload
Professional license	Professional license	Upload
County registration	Registration for County Jurisdictions	Upload
Tax exempt status	501c3 Tax Exempt Status	Upload

Select a file to attach ×

Type
DOL contract

Description *

File *
 No file chosen

23. Click the **Next** button.

24. Review the summary and click **Submit** to proceed or **Previous** to make changes.

25. Click the **Continue** button to return to the Add vehicle services account page.

Request Access to a Contracted Plate search Account

When the Department of Licensing notifies you that your contract is approved, the administrator must first request access. Use the following process to request access. You will need your Contracted Plate Search account number, provided by DOL, to request access to your account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to Vehicle-related services** button.
4. Click the **Request access to a Contracted plate search account** button.

The screenshot shows a grid of service options under the heading "Add vehicle services account". The "Contracted Plate Search" option is highlighted with a red box. The options are:

- Dealer E-Permits**: Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Button: Request access to an E-Permit account.
- Contracted Plate Search**: Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Buttons: Request access to a Contracted Plate Search account (highlighted), Apply for a new Contracted Plate Search account.
- Fleets**: Registered fleets only. To use this service, your organization must have registered your organization as part of a fleet at a DOL vehicle office. Button: Request access to a Fleet account.
- Insurance Loss Reporting**: Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Buttons: Request access to an Insurance Loss Reporting account, Apply for a new Insurance Loss Reporting account.
- Destroyed Vehicle Reporting**: Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Button: Request access to a Wrecker Destroyed Reporting account.
- Abandoned Vehicle Reporting**: Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Button: Request access to an Abandoned Vehicle Reporting account.

5. Select the appropriate option from the Access Level dropdown menu.

6. Complete the following steps based on your access level:

Administrator access

- a. Click the **I'm the owner or supervisor** button if you are the business owner. This will take away the required fields below the Owner Contact Information section.
- b. Enter the Contract expiration date and click **Next**.

Request your Contracted plate search access

Request access

Login information

Your business role

Your name
JPAZZAZ

I'm the owner or supervisor

Contract expiration date *
Required

I'm not the owner or supervisor

What's your role in your organization

Owner or supervisor contact information

Name

Phone

Email address

- c. Click the **Upload** hyperlink to attach a copy of your DOL contract or subscriber agreement, in the DOL contract row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

Request your Contracted plate search access

Request access

Login information

Your business role

Attachments

Attachment Type	Attachment Requirements
DOL contract	Attach a signed copy of your DOL contract or subscriber agreement. Upload

Select a file to attach

Type
DOL contract

Description *
Required

File *
[Choose File](#) No file chosen

Cancel **OK**

Manager or Employee access

- Click the **I'm not the owner or supervisor** radio button.
- Enter the appropriate answer in the What's your role in the organization field.
- Enter your Name, Phone, Email address, and click **Next**.

Request your Contracted plate search access

Request access
Login information
Your business role

Your name
JPAZZAZ

I'm the owner or supervisor

Contract expiration date

I'm **not** the owner or supervisor

What's your role in your organization *

Required

Owner or supervisor contact information

Name *

Required

Phone *

Required

Email address *

Required

- Enter the access number provided by the Administrator or Manager and click the **Next** button.
- Note:** Access codes expired 24 hours after they are created.
- Review the summary and click **Submit** to proceed or **Previous** to make changes.
 - Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page. You have successfully registered for a Contracted Plate Search account. Administrators will receive an email once DOL approves your access request.

Search for a Vehicle or Vessel

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Vehicle Search**, **Vessel Search**, or **Name Search** hyperlink for the appropriate search type. Depending on your business type and the terms of your contract, you may not have access to the Name Search function.

A screenshot of a web interface showing a search selection menu. On the left, there is a text label "I Want To" inside a blue-bordered box. To the right of this label is a red-bordered box containing three options, each preceded by a right-pointing chevron (>): "Vehicle search", "Vessel search", and "Name search".

4. Complete the following steps, based on your search type selection:
 - a. Vehicle Search
 - i. Click the **VIN** button or **Plate** radio button.
 - ii. Enter the Vehicle Identification Number or Plate.
 - b. Vessel Search
 - i. Click the **HIN** button or **Reg #** radio button.
 - ii. Enter the Hull Identification Number or Boat Registration Number
 - c. Name Search
 - i. Click the **Business** radio button or **Individual** radio button.
 - ii. Enter the Business Name or Last Name
5. Select the appropriate option from the Permissible Use Reason dropdown menu.
6. Enter the Court name and Court case/docket #, if applicable.
7. Enter the Name, select **Yes** or **No** for the to the Attorney or Private Investigator question, and enter the Occupation, if applicable.

8. Click the **Search** button.

The screenshot shows a search form with three main sections: **Search Reason**, **Court Information**, and **Information Forwarded To**. The **Search Reason** section includes a privacy disclaimer and a dropdown menu for "Permissible Use Reason" with "Required" selected. The **Court Information** section has two input fields for "Court name" and "Court case/docket #". The **Information Forwarded To** section includes a "Name" field, a "Yes/No" radio button for "Attorney or Private Investigator?", and an "Occupation" field. A blue **Search** button is located at the bottom right.

9. Click the **View** hyperlink on your search results to view all information related to the individual or business.

The screenshot shows a table of search results under the heading "HQ CONTRACTED PLATE". The table has columns for Vehicle Type, Plate, VIN, Vehicle Details, Expiration, Primary Registered Nam, City, and Current. A "View" button is highlighted in the first row. Below the table is a blue "New Search" button.

	Vehicle Type	Plate	VIN	Vehicle Details	Expiration	Primary Registered Nam	City	Current
View	Automobile	BHV0007	1C3LC56K57N545672	2007 CHRY SEBRING		BOB BURGERS	SEATTLE	<input checked="" type="checkbox"/>

10. Click the **Print Certified View** button to print all information related to the vehicle. Alternatively, click the **Close** button to return to your search results.

The screenshot shows two buttons side-by-side: a blue button labeled "Print Certified View" and a blue button labeled "Close".

11. Click the **New Search** button to start a new name search.

Insurance Loss Reporting Account

Apply for Insurance Loss Reporting Account

If this is the first time you will use your UBI for destroyed vehicle insurance reporting, use this process to apply for account access. The person who applies for the Insurance Destroyed Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an account** tab.
3. Click the **Request access to Vehicle-related services** button.
4. Click the **Apply for a new Insurance Loss Reporting account** button.

The screenshot shows a web interface titled "Add vehicle services account". It contains six service cards arranged in a 2x3 grid:

- Dealer E-Permits:** Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Buttons: "Request access to an E-Permit account".
- Contracted Plate Search:** Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Buttons: "Request access to a Contracted Plate Search account", "Apply for a new Contracted Plate Search account".
- Fleets:** Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office. Button: "Request access to a Fleet account".
- Insurance Loss Reporting:** Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Buttons: "Request access to an Insurance Loss Reporting account", "Apply for a new Insurance Loss Reporting account" (highlighted with a red box).
- Destroyed Vehicle Reporting:** Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Button: "Request access to a Wrecker Destroyed Reporting account".
- Abandoned Vehicle Reporting:** Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Button: "Request access to an Abandoned Vehicle Reporting account".

5. Review the Introduction information section. Make sure you have the required information (UBI, TIN or FEIN #, WAOIC number, NPN or NAIC #, Contact information, Insurance company information, copy of WA OIC license certificate, and copy of your driver license) and click **Next**.
6. Select the appropriate option from the Id type dropdown menu and enter the Id.

7. Select the appropriate option from the Business type dropdown menu and enter the WAOIC #.
 - a. Insurance Companies - Enter the NAIC#.
 - b. Agents or Brokers - Enter the NPN.
8. Enter the Business Name and the DBA, if applicable, and click **Next**.

The screenshot shows the 'Insurance application' form with a sidebar on the left containing 'Introduction', 'What you'll need', 'Information', 'Business info', and 'Address search'. The main content area is titled 'ID information' and contains the following fields:

- ID type**: A dropdown menu with 'Required' selected.
- ID**: A text input field with 'Required' below it.
- Business details**: A section header.
- Business type**: A dropdown menu with 'Required' selected.
- WAOIC #**: A text input field with 'Required' below it.
- Business name**: A section header.
- Name**: A text input field with 'Required' below it.
- DBA**: A text input field.

9. Select the appropriate option from the Country dropdown menu, if applicable.
10. Enter the Street Address, select the Unit Type, if applicable, and enter the City.
11. Select the appropriate option from the State dropdown menu, if applicable, enter the Zip Code, and click **Next**.

The screenshot shows the 'Insurance application' form with a sidebar on the left containing 'Introduction', 'What you'll need', 'Information', 'Business info', and 'Address search'. The main content area is titled 'Enter address information' and contains the following fields:

- Country**: A dropdown menu with 'USA' selected.
- Street address**: A text input field with 'Required' below it.
- Street 2**: A text input field.
- Unit type**: A dropdown menu.
- Unit**: A text input field.
- City**: A text input field with 'Required' below it.
- State**: A dropdown menu with 'WA - WASHINGTON' selected.
- Zip code**: A text input field with 'Required' below it.

12. Verify the address is correct and click **Next**.

13. Enter the Contact Name and Title, if applicable.
14. Select the appropriate option from the Phone Type dropdown menu, enter the Phone Number, and Extension.
15. Enter the Email address and Confirm the Email address and click the **Next**.

The screenshot shows the 'Insurance application' form. The 'Primary contact information' section contains the following fields:

- Contact Name (Required)
- Title
- Phone type (Required, dropdown menu)
- Phone Number (Required)
- Extension
- Email address (Required)
- Confirm email address (Required)

16. Agent and Broker—Complete the following fields for the insurance companies(s) you will be reporting on behalf of:
 - a. Enter Insurance Co and the NAIC#.
 - b. Enter the Contact Name, Contact Title, Contact Email, and Contact Phone.
 - c. Enter the Street, City, State, and Zip Code.
 - d. Click the **+ Add another company** hyperlink, if applicable.

The screenshot shows the 'Insurance application' form with the 'Add a row for each company you will be reporting for' section. The form includes the following fields:

- Insurance Co. (Required)
- NAIC# (Required)
- Contact Name (Required)
- Contact Title (Required)
- Contact Email (Required)
- Contact Phone (Required)
- Street (Required)
- City (Required)
- State (Required, dropdown menu)
- Zip Code (Required)

A '+ Add another company' button is located at the bottom of the form.

17. Click the **Next** button.
18. Click the **Upload** hyperlink to attach a scanned copy of your driver license or other government issued ID, in the Driver License Row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.
19. Click the **Upload** hyperlink to attach a copy of your Washington Office of Insurance Commissioner certificate, in the WA OIC license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

The screenshot shows the 'Insurance application' web interface. On the left is a navigation menu with options: Introduction, What you'll need, Information, Business info, Address search, Address results, Contacts, Contact, Attachments, and Upload. The main content area is titled 'Attachments' and contains a table with two rows:

Attachment Type	Attachment Requirements	Upload
Driver license	Attach a scanned copy of your driver license or other government issued ID.	Upload
WA OIC license	Attach a copy of your Washington Office of Insurance Commissioner certificate.	Upload

Two 'Select a file to attach' dialog boxes are overlaid on the screen. The first dialog is for 'Driver license' and the second is for 'WA OIC license'. Both dialogs have a 'Description' field with a red border and a 'File' field with a 'Choose File' button and 'No file chosen' text. Both dialogs have 'Cancel' and 'OK' buttons at the bottom.

20. Review the summary and click **Submit** to proceed or click **Previous** to make changes.
21. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page. You have successfully applied for an Insurance Destroyed Reporting account.

Request Access to an Insurance Loss Reporting Account

The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to Vehicle-related services** button.
4. Click the **Request access to an Insurance Loss Reporting** button.

The screenshot shows a grid of service options under the heading "Add vehicle services account". The "Insurance Loss Reporting" section is highlighted with a red border. It contains two buttons: "Request access to an Insurance Loss Reporting account" and "Apply for a new Insurance Loss Reporting account". Other sections include Dealer E-Permits, Contracted Plate Search, Fleets, Destroyed Vehicle Reporting, and Abandoned Vehicle Reporting, each with their own "Request access" buttons.

5. Select the appropriate option from the Access level dropdown menu.
6. Select the appropriate option from ID Type dropdown menu.
7. Enter the applicable ID number, WAIOC #, and NAIC# or NPN.

The screenshot shows a form titled "Request your Insurance destroyed reporting access". On the left is a dark blue sidebar with "Request access" and "Login information" buttons. The main form area contains five fields, each with a red border and a "Required" label: "Select access level" (dropdown), "ID Type" (dropdown), "ID Number" (text input), "WAIOC #" (text input), and "NAIC# or NPN" (text input). Each field has a red asterisk next to its label.

8. Click the Next button.

9. Complete the following steps based on your access level:

Administrator access

- a. Click the **I'm the owner or supervisor** radio button if you are the business owner. This takes away the required fields below the Owner or supervisor contact information section.
- b. Enter the WAOIC license expiration date and click the **Next** button.

Request your Insurance destroyed reporting access

Request access

Login information

Your business role

Your name
JPAZZAZ

I'm the owner or supervisor

WAOIC license expiration *
Required

I'm not the owner or supervisor

What's your role in your organization

Owner or supervisor contact information

Name

Phone

Email address

- c. Click the **Upload** hyperlink to attach a copy of your Washington Office of Insurance Commissioner certificate, in the WA OIC license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

Request your Insurance destroyed reporting access

Request access

Login information

Your business role

Attachments

Upload

Attachments

Attachment Type	Attachment Requirements
WA OIC	Washington Office of Insurance Upload

Select a file to attach

Type
WA OIC license

Description *
Required

File *
[Choose File](#) No file chosen

Cancel OK

- d. Click the **Upload** hyperlink to attach a letter of employment, in the Employment letter row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.
- e. Click the **Upload** hyperlink to attach a copy of your Washington Office of Insurance Commissioner certificate, in the WA OIC license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

The screenshot displays a web application interface for requesting insurance destroyed reporting access. The main window has a title bar "Request your Insurance destroyed reporting access" and a sidebar with "Request access", "Login information", and "Your business role". The main content area is titled "Attachments" and contains a table with columns "Attachment Type" and "Attachment Requirements". Two "Select a file to attach" dialog boxes are open, one for "Employment letter" and one for "WA OIC license". Each dialog has a "Description" field with a "Required" label and a "File" field with a "Choose File" button and "No file chosen" text. "Cancel" and "OK" buttons are at the bottom of each dialog. In the background table, "Upload" buttons are visible in the "Attachment Requirements" column.

Manager or Employee access

- a. Click the **I'm not the owner or supervisor** radio button.
- b. Enter the appropriate answer in the What's your role in the organization field.
- c. Enter the Name and Phone number.
- d. Enter the Email address, Confirm the email address, and click Next.

Request your Insurance destroyed reporting access

Request access

Login information

Your business role

Your name
JPZZAZ

I'm the owner or supervisor

WAOIC license expiration

I'm **not** the owner or supervisor

What's your role in your organization *

Required

Owner or supervisor contact information

Name *

Required

Phone *

Required

Email address *

Required

10. Click the **Next** button.
11. Review the summary and click **Submit** to proceed or **Previous** to make changes.
12. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.

Submit a Vehicle as an Insurance Loss

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Insurance Loss** hyperlink.

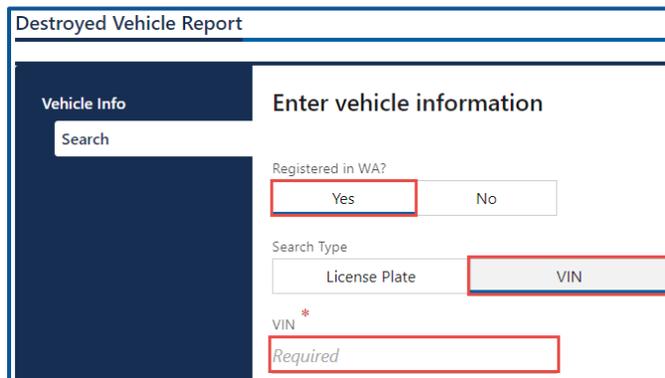


A navigation menu with the text "I Want To" on the left and a button labeled "> Insurance Loss" on the right. The button is highlighted with a red border.

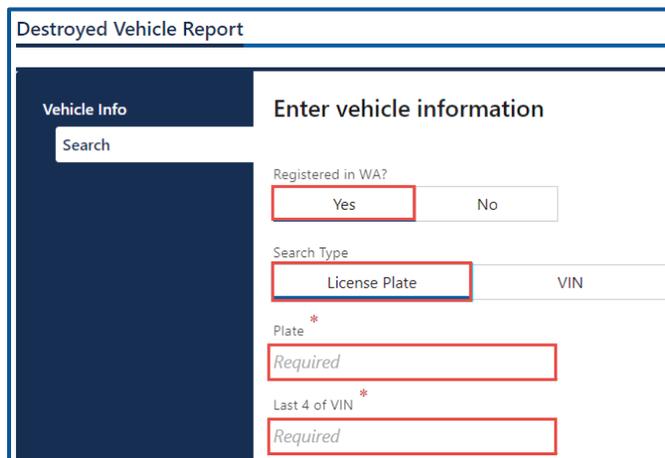
4. Click the **Yes** or **No** button for the Registered in WA question and complete the following steps based on your selection:

Yes

- a. Click the **License Plate** or **VIN** button as the Search Type.
- b. Enter the plate and last 4 of the VIN or complete VIN.



A screenshot of the "Destroyed Vehicle Report" form. The "Registered in WA?" question has the "Yes" button selected. The "Search Type" dropdown is set to "VIN". A "VIN" input field is present with a red border and the text "Required" below it.



A screenshot of the "Destroyed Vehicle Report" form. The "Registered in WA?" question has the "No" button selected. The "Search Type" dropdown is set to "License Plate". There are two input fields: "Plate" and "Last 4 of VIN", both with red borders and "Required" text below them.

No

- a. Enter the State.
- b. Enter the VIN.
- c. Enter the Plate.

The screenshot shows the 'Destroyed Vehicle Report' form. On the left is a dark blue sidebar with 'Vehicle Info' and a search box. The main area is titled 'Enter vehicle information'. It contains a 'Registered in WA?' section with 'Yes' and 'No' buttons, where 'No' is selected. Below are three required fields: 'State' (a dropdown menu), 'VIN' (a text input), and 'Plate' (a text input). Each field has a red border and the word 'Required' in red text.

5. Click the **Next** button.
6. Verify the vehicle information and click **Next**.
7. Complete the following insurance loss detail steps:
 - a. Select the appropriate option from the Vehicle Status dropdown menu.
 - b. Enter the Date of Loss and Settlement Date.
 - c. Click the **Yes** or **No** button to meet or exceed Market Value Threshold question.
 - d. Click the **Yes** or **No** button to the Certificate of ownership question.
 - e. Enter the File/Claim Number and the State Rep Title Number.

The screenshot shows the 'Destroyed Vehicle Report' form, 'Enter insurance loss detail' section. The sidebar on the left has 'Less Detail' selected. The main area contains several required fields: 'Vehicle Status' (a dropdown menu), 'Date of Loss' (a date picker), and 'Settlement Date' (a date picker). Below these are two 'Yes/No' questions: 'Does the vehicle value meet or exceed \$7850,0000 (Market Value Threshold)?' and 'Is the Certificate of ownership (Title) in the possession of your company?'. At the bottom are two text input fields for 'File/Claim Number' and 'State Rep Title Number'. All fields have red borders and 'Required' labels.

8. Click the **Business** or **Individual** button for the Name Type and complete the following steps based on your selection:

Business

- Enter the Business Name and select the appropriate option from the Country dropdown menu, if applicable.
- Enter the Street address, unit type and City, if applicable.
- Select the State from the dropdown menu, enter the Zip code, if applicable, and click **Next**.

Destroyed Vehicle Report

Vehicle Info

Search

Detail

Info

Loss Detail

Registered Owner

Enter registered owner information

Name Type

Business Individual

Business Name *

Required

Registered owner address

Country

USA

Street address *

Required

Street 2

Unit type

Unit

City *

Required

State

WA - WASHINGTON

Zip code *

Required

Individual

- Enter First, Middle, and Last Name, if applicable.
- Select the appropriate option from the Country dropdown menu, if applicable.
- Enter the Street address, unit type and city, if applicable.
- Select the State from the dropdown menu and enter the Zip code, if applicable, and click **Next**.

Destroyed Vehicle Report

Vehicle Info

Search

Detail

Info

Loss Detail

Registered Owner

Enter registered owner information

Name Type

Business Individual

First Name

Middle Name

Last Name *

Required

Registered owner address

Country

USA

Street address *

Required

Street 2

Unit type

Unit

City *

Required

State

WA - WASHINGTON

Zip code *

Required

9. Verify the address and click **Next**.

10. Click the **Same as registered owner** checkbox or select Business or Individual for the Name Type and complete the following steps based on your selection:

Business

- a. Enter the Business Name.
- b. Select the appropriate option from the Country dropdown menu, if applicable.
- c. Enter the Street address and unit type, if applicable.
- d. Enter the City.
- e. Select the State from the dropdown menu if applicable.
- f. Enter the Zip code.

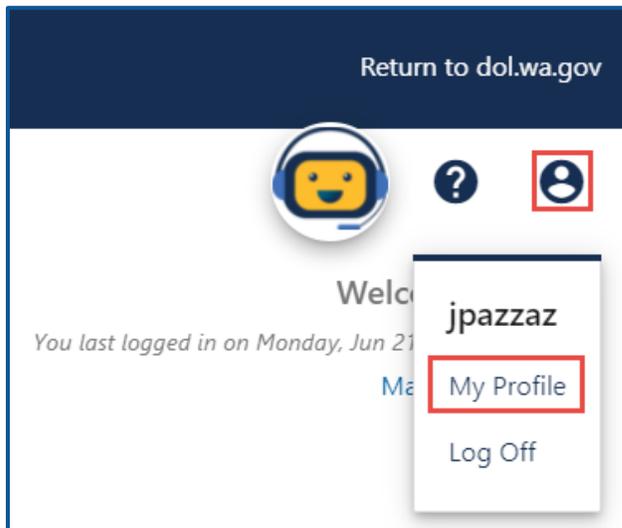
Individual

- a. Enter First Name and Middle Name, if applicable.
- b. Enter the Last Name.
- c. Select the appropriate option from the Country dropdown menu, if applicable.
- d. Enter the Street address and unit type, if applicable.
- e. Enter the City.
- f. Select the State from the dropdown menu if applicable.
- g. Enter the Zip code.

11. Click the **Next** button.
12. Verify the address and click **Next** if applicable.
13. Review the summary and click **Submit** to proceed or **Previous** to make changes.
14. Click **Print** to print the total loss claim settlement report or click **Continue** to return to your Insurance account.

Reprint a Total Loss Settlement Report

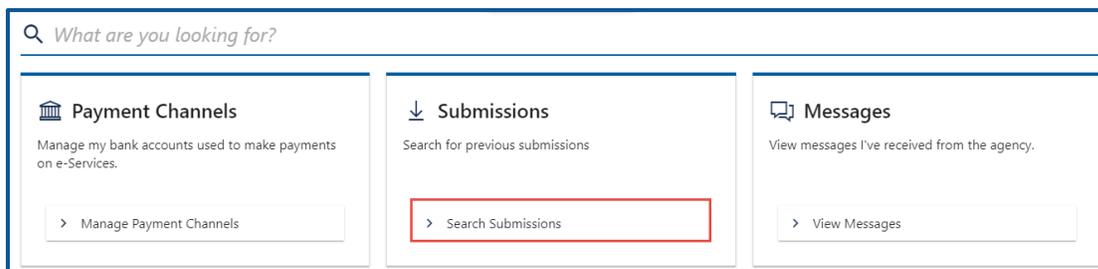
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Profile Menu** icon and the **My Profile** hyperlink.



3. Click the **More** tab.



4. Click the **Search Submissions** button.



- Click the appropriate **Destroyed Vehicle Insurance** hyperlink to view the report.

Submissions Submissions are things you have submitted online for processing.

jpazzaz Submissions older than 12 months can be found using the search.
jpazzaz@dol.wa.gov

Processed

Search

Processed From

Processed To

[Search](#)

Submissions

Date	Title	Name	Account	Account ID	Period
21-Jun-2021	Destroyed Vehicle - Insurance	ACE INSURANCE D		Insurance Destroyed Vehicle	87458

- Click the **Print** hyperlink. A PDF opens in a separate window or tab for you to print.

< Submissions

Destroyed Vehicle Report

Insurance Destroyed Vehicle Reporting
87458
ACE INSURANCE D

Processed

Confirmation #
0-000-064-942
Submitted 21-Jun-2021 13:20:21 by jpazzaz
Processed 21-Jun-2021 13:20:23

[> Print](#)

- Close the new window or tab to return to your submissions. Click the **Home** icon to return to your homepage.



E-Permitting Accounts

The E-permitting system automates the dealer temporary license plate process and allows Washington licensed dealers to issue temporary license plates electronically.

Request Access to an E-Permitting Account

The person who applies for the E-permitting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The E-permitting system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to vehicle-related services** button.
4. Click the **Request access to an E-permit account** button.

The screenshot shows a grid of service categories under the heading 'Add vehicle services account'. Each category includes a brief description and a 'Request access' button. The categories are:

- Dealer E-Permits:** Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Button: Request access to an E-Permit account.
- Contracted Plate Search:** Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Buttons: Request access to a Contracted Plate Search account, Apply for a new Contracted Plate Search account.
- Fleets:** Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office. Button: Request access to a Fleet account.
- Insurance Loss Reporting:** Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Buttons: Request access to an Insurance Loss Reporting account, Apply for a new Insurance Loss Reporting account.
- Destroyed Vehicle Reporting:** Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Button: Request access to a Wrecker Destroyed Reporting account.
- Abandoned Vehicle Reporting:** Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Button: Request access to an Abandoned Vehicle Reporting account.

5. Select the appropriate option from the access level dropdown menu.
6. Enter the Unified Business ID (UBI), Dealer #, and click **Next**.

The screenshot shows the 'Request your E-permit access' form. It has a dark blue sidebar with 'Request access' and 'Login information' buttons. The main form area contains three fields, each with a red border and a 'Required' label:

- Select access level ***: A dropdown menu with 'Required' selected.
- Unified Business ID (UBI) ***: A text input field.
- Dealer # ***: A text input field.

7. Click the **Next** button to continue past the Location(s) section.
8. Complete the following steps based on your access level:

Administrator access

- a. Click the **I'm the owner or supervisor** button if you are the business owner. This removes the required fields below the Owner Contact Information section.
- b. Enter the Business license expiration date.
- c. Click the **Next** button.

Request your E-permit access

Request access

- Login information
- Location(s)
- Your business role

Provide additional information

Your name
JPAZZAZ

I'm the owner or supervisor

Business license expiration *
Required

I'm not the owner or supervisor

What's your role in your organization

Owner or supervisor contact information

Name

Phone

Email address

- d. Click the **Next** button.
- e. Click the **Upload** hyperlink to attach a copy of the Business license certificate issued by WA state Department of Revenue. Enter a Description, click the **Choose File** button, select the file, click the **Open** button, and click **OK**.

Request your E-permit access

Request access

- Login information
- Location(s)
- Your business role
- Attachments

Attach required documents

Attachment Type	Description	File	Actions
Business license	Required	Choose File No file chosen	Upload

Business license certificate issued by WA

Cancel OK

Managers and Employees

- Click the **I'm not the owner or supervisor** button.
- Enter the appropriate answer in the What's your role in the organization field.
- Enter your Name and Phone number.
- Enter your Email address, confirm the email address, and click **Next**.

The screenshot shows the 'Request your E-permit access' form. On the left is a sidebar with 'Request access' selected, containing links for 'Login information', 'Location(s)', and 'Your business role'. The main content area is titled 'Provide additional information'. It includes a 'Your name' field with 'JPAZZAZ' entered. Below is a radio button selection where 'I'm not the owner or supervisor' is selected and highlighted with a red box. There is a 'Business license expiration' field with a calendar icon. Below that is a 'What's your role in your organization' field with a red 'Required' label and a red box around the input area. Further down are 'Owner or supervisor contact information' fields for 'Name', 'Phone', and 'Email address', each with a red 'Required' label and a red box around the input area.

- Click the **Upload** hyperlink to attach a copy of your Employment Letter and the Business license certificate issued by WA state Department of Revenue. Enter a Description, click the **Choose File** button, select the file, click the **Open** button, and click **OK**.

The screenshot shows the 'Request your E-permit access' form at the 'Attach required documents' step. The sidebar is the same as in the previous screenshot. The main content area is titled 'Attach required documents' and contains an 'Attachments' table with columns for 'Attachment Type' and 'Attachment Requirements'. Two file selection dialog boxes are open over the table. The first dialog is for a 'Business license' attachment, with a 'Description' field (red 'Required' label and red box) and a 'File' field with a 'Choose File' button (red box) and 'No file chosen' text. The second dialog is for an 'Employment letter' attachment, with a 'Description' field (red 'Required' label and red box) and a 'File' field with a 'Choose File' button (red box) and 'No file chosen' text. In the background, the table shows two rows: one for 'Business license' with an 'Upload' button, and one for 'Employment letter' with an 'Upload' button.

- f. Enter the access number provided by the Administrator or Manager.
 - Note:** Access codes expire 24 hours after they are created.
- 9. Click the **Next** button.
- 10. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.
- 11. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the Add vehicle services account page.
You successfully registered for an E-permitting account!

Temporary License Plate Credit or Unassigned Temporary License Plates information

There are two types of temporary license plates that are purchased and generated in E-permitting through your License Express account. The two temporary plate types are:

- Temporary License Plate Credit is used to issue Temporary License Plates and Title Application.
- Unassigned Temporary License Plates are purchased and printed prior to issuance.

Reasons to assign Unassigned Temporary License Plates are when:

- The E-permitting system is down.
- You are at an off-site sale location where you do not have access to the internet.
- Your internet service provider or phone line is down.
- A hardware failure at your dealer location prevents access to data. Not having supplies, such as paper or ink cartridges, does not constitute a hardware failure.

The information from the Unassigned Temporary License Plate must be entered into the E-permitting system within **24 hours** of issuance.

You can purchase Temporary License Plate credit or Unassigned Temporary License Plates either through your E-permitting account or from your local Vehicle Licensing Office. It is strongly advised that you use your E-permitting account.

If you need to purchase from a Vehicle Licensing Office, provide your dealer number and location code to the licensing agent. Be sure to provide your dealership's correct location code so the E-permitting system understands to which dealership location to credit the Temporary License Plates to.

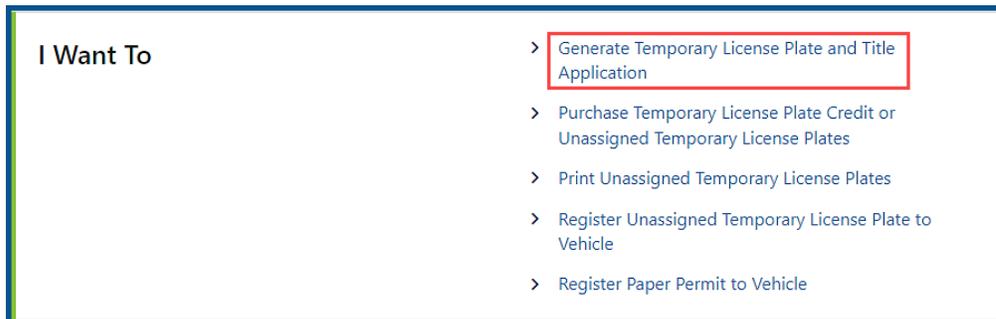
1. Request the number of Temporary License Plate credits you need at each location, if applicable (no limit).
2. Request the number of Unassigned Temporary License Plates (limit of 10 available).
3. Pay \$40 for each Temporary or Unassigned License Plate.

Retrieve your Unassigned Temporary License Plates and receipt from the licensing agent.

Generating a Temporary License Plate and Title Application Manually

Dealers use the following process to generate a Temporary License Plate and Title Application during the manual process.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click **Generate Temporary License Plate and Title Application** hyperlink.



4. Click the **New** or **Used** button and complete the following steps. If clicking New, complete step an only and proceed to step 5.
 - a. Enter the Vehicle Identification Number (VIN).
 - b. Select the appropriate option from the State dropdown menu.
 - c. Enter the Title number and Issue date, if applicable.
5. Enter the Sale date. The Registration expiration field automatically populates after you enter the sale date.
6. Enter the Purchase price/Value code.
7. Enter the Date of delivery, if applicable.

8. Enter the Odometer code and Odometer reading, if applicable.

The screenshot shows a web form titled "Enter basic vehicle information" under the "Vehicle Details" section. The form is divided into several sections:

- Dealer information:** Dealer number (48326), License type ((220) Motor Vehicle Dealer). There is an "Import from XML file" button.
- Permits Available:** Number of permits available (24).
- Vehicle information:** Includes a dropdown menu with "New" and "Used" options, and a "Vehicle identification number (VIN)" field marked as "Required".
- Previous title information:** Includes a "State" dropdown, "Title number" field, and "Issue date" field.
- Purchase information:** Includes "Date of purchase" field (marked "Required"), "Purchase price/Value code" field (marked "Required"), and "Date of delivery" field.
- Odometer information:** Includes "Odometer code" dropdown and "Odometer reading" field (containing "0").
- Registration information:** Includes "Months registration" field (containing "12") and "Registration expires" field.

At the bottom right, there are "Previous" and "Next" navigation buttons.

9. Click the **Next** button.

10. Select the Vehicle type, Use type, and Fuel Type from the dropdown menus, if applicable. Follow the Cannot Find Vehicle During Temporary Plate Process, if the appropriate options are not available or pre-filled.
11. Verify the vehicle details are correct or click the **Yes** button to Override details. The Details and Trim section will be pre-filled, and you cannot edit unless you click Yes to Override details.

12. Enter the Additional Information in appropriate fields, if applicable, and click **Next**.

Paper Permitting

Vehicle Details
Vehicle Identification
Vehicle Details

Complete vehicle detail information

Vehicle Type

Vehicle type: Truck
Use type: Truck
Fuel type: Gasoline

Details

Override details: No [selected] Yes
Year: 2020
Make: FORD - FORD
Model: RANGER
Body description: PICKUP TRUCK
 Title purpose only

Additional Information

Scale weight: 4,145
Color 1: [dropdown]
Color 2: [dropdown]

Trim

No trim selection available
Value code: 26,000.00
Value year: 2020
Depreciated value: 24,700.00

Gross Weight

GVWR: Class 2 - 6,001 - 10,000
Gross weight: Required [dropdown]
Months GW: 0

Identification

Equipment number: [input]
Fleet number: [input]

13. Click the **+ Add additional owner** hyperlink.
14. Select the appropriate option from the Ownership type dropdown menu.
15. Click the **Business** or **Individual** button and complete the following process based on your selection:

Business

- a. Select the appropriate option from the ID type dropdown menu.
- b. Enter the ID and Business name.
- c. Select the appropriate option from the Phone type dropdown menu.
- d. Enter the Phone number.

Individual

- a. Enter the DLN or click the **Exempt from providing DLN** checkbox.
 - b. Enter the Expiration date, if applicable.
 - c. Enter the First name, if applicable.
 - d. Enter the Middle name, if applicable.
 - e. Enter the Last name.
 - f. Enter the Suffix, if applicable.
 - g. Enter the Phone type, if applicable.
 - h. Enter the Phone number, if applicable.
16. Click the **+ Add additional Owner** hyperlink, if applicable. Enter additional owner information. Click the **Yes** or **No** button for Joint Tenants with Rights of Survivorship and click **Next**.
 17. Enter the Street address.
 18. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
 19. Enter the City.
 20. Select the appropriate option from the State dropdown menu, if applicable.
 21. Enter the Zip code and click **Next**.
 22. Verify the address and click **Next**.
 23. Enter Other address information, click the **Yes** or **No** button for email reminders, enter/confirm the email address, if applicable, and click **Next**. Alternatively, click the **Next** button to bypass these options.

Vehicle Details

Vehicle Identification

Vehicle Details

Owner Info

Registered Owners

Residential address

Verify address

Additional Addresses

Enter additional address information

Other addresses

Mail Addresses

One time Addresses

Email Reminders

Signup for email reminders?

Yes No

24. Complete the following process based on the following scenarios:
- a. Legal owner same as registered owner - Click the **Next** button.
 - b. Legal owner not same as registered owner:
 - i. Click the **+ Add additional owner** hyperlink.
 - ii. Select the appropriate option from the Ownership type dropdown menu.
 - iii. Click the **Business** or **Individual** button and complete the following process based on your selection:

Business

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Select the appropriate option for the ID type dropdown menu.
3. Enter the ID and the Business name.
4. Select the appropriate option from the Phone type dropdown menu.
5. Enter the Phone number and Mailing address.

Individual

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Enter the DLN, enter the Expiration date.
3. Enter the First, and Middle name, if applicable.
4. Enter the Last name and the Suffix, if applicable.
5. Select the appropriate option from the Phone type dropdown menu.
6. Enter the Phone number and Mailing address.

25. Click the **Next** button.
26. Complete the following additional options:
 - a. Click the **Yes** or **No** button to Donate \$5.00 to state parks.
 - b. Click the **Yes** or **No** button to Add a discover pass.
 - c. Click the **Yes** or **No** button to Show fee estimation.
 - d. Select the appropriate option from the Plate type dropdown menu.

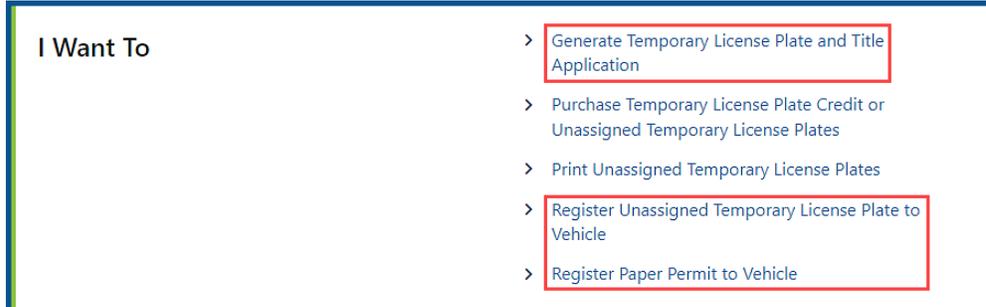
The screenshot shows a web interface for reviewing options. On the left is a dark blue navigation sidebar with white text listing menu items: Vehicle Details, Vehicle Identification, Vehicle Details, Owner Info, Registered Owners, Residential address, Verify address, Additional Addresses, Legal Owners, Fee information, and Fee options. The main content area is titled 'Review additional options' and is divided into three columns. The first column, 'Additional options', has two rows of radio button controls: 'Donate \$5.00 to state parks?' with 'Yes' and 'No' buttons, and 'Add a discover pass?' with 'Yes' and 'No' buttons. The second column, 'Fee estimation', has one row with 'Show fee estimation' and 'No' and 'Yes' buttons. The third column, 'Plate information', has one row with 'Plate type' and a dropdown menu showing 'Required'.

27. Click the **Next** button.
28. Click the **Next** button on the Fee estimation details screen, if applicable.
29. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.
30. Click the **Print** button in the upper right-hand corner to print the Vehicle Title Application and Temporary License Plate. The PDF document opens in a separate window or tab (you might have to allow pop ups). Click the **Continue** button to return to your E-permitting account.

Generating a Temporary License Plate and Title Application, Register Unassigned Temporary License Plate to Vehicle or Register Paper Permit to Vehicle via Importing XML File

Dealers that have an internal system (at the dealership) with the functionality to export an XML file use this process. This process allows you to skip several steps as the XML file already contains the information that you would normally enter manually.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Generate Temporary License Plate and Title Application, Register Unassigned Temporary License Plate to Vehicle, or Register Paper Permit to Vehicle** hyperlink.



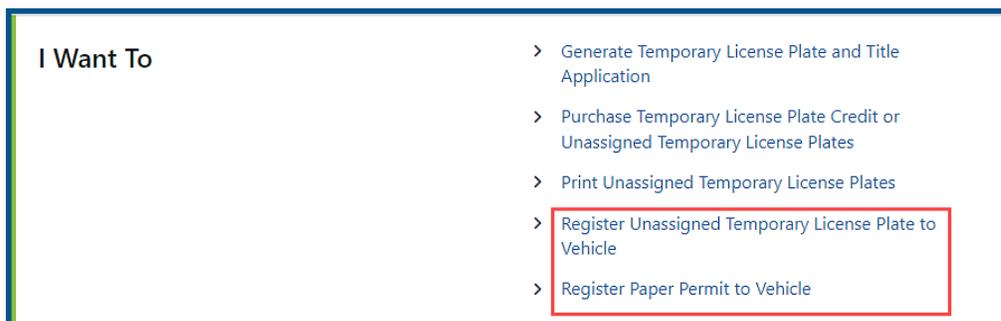
4. Click the **XML File** button.
5. Click the **Choose File** button, select the appropriate file, and click **Open**.
6. Click the **OK** button to import the appropriate file.
7. Click the **Next** button.
8. Verify the Vehicle Details information and click **Next**.
9. Verify the Registered Owners information and click **Next**.
10. Verify the Residential address information and click **Next**.
11. Verify the address you entered or select the appropriate address option and click **Next**.
12. Verify the Mail address and One-time Addresses, if applicable.
13. Click the **Yes** or **No** button to Sign up for email reminders, enter the Email address, Confirm Email address, if applicable, and click **Next**.
14. Verify the Legal Owners information, if applicable, and click **Next**.

15. Verify the following information:
 - a. Donate \$5 to state parks, if applicable.
 - b. Add a discover pass, if applicable.
 - c. Show fee estimation, if applicable.
16. Verify the Plate type and click **Next**.
17. Review Tax/Fees Estimate, if applicable, and click **Next**.
18. Review the summary and click the **Submit** button to proceed or click the **Previous** button to make changes.
19. Click the **Print** button to print the Vehicle Title Application and Temporary Plate. The PDF document opens in a separate window or tab (you might have to allow pop ups). Click the **Continue** button to return to your E-permitting account.

Register Unassigned Temporary License Plate or Register Paper Permit to a Vehicle

Dealers use the following process when registering Unassigned Temporary License Plates or Paper Permits to a vehicle.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than none.
3. Click the **Register Unassigned Temporary License Plate to Vehicle** or **Register Paper permit to a Vehicle** hyperlink.



4. Click the **New** or **Used** button and complete the following steps. If clicking New, complete step a only and proceed to step 5.
 - a. Enter the Vehicle Identification Number (VIN).
 - b. Select the appropriate option from the State dropdown menu.
 - c. Enter the Title number and Issue date, if applicable.
5. Enter the Sale date. The Registration expiration field automatically populates after you enter the sale date.
6. Enter the Purchase price/Value code.
7. Enter the Date of delivery, if applicable.
8. Enter the Permit number if you selected the paper permit or the Unassigned Temporary Plate hyperlink in step 3 above.

9. Enter the Odometer code and Odometer reading, if applicable.

The screenshot shows a web form titled "Enter basic vehicle information" under the "Vehicle Details" section. The form is organized into several sections:

- Dealer information:** Dealer number (10111), License type ((20) Motor Vehicle Dealer).
- Vehicle information:** Radio buttons for "New" and "Used", and a "Vehicle identification number (VIN)" field marked as "Required".
- Previous title information:** State (dropdown), Title number, and Issue date (calendar icon).
- Purchase information:** Sale date (calendar icon, marked "Required"), Purchase price/Value code (marked "Required"), and Date of delivery (calendar icon).
- Permit number:** Permit number field marked as "Required".
- Odometer information:** Odometer code (dropdown menu) and Odometer reading (input field with "0").
- Registration information:** Months registration (12) and Registration expires.

An "Import from XML file" button is located at the top right of the form area.

10. Click the **Next** button.

11. Select the Vehicle type, Use type, and Fuel Type from the dropdown menus, if applicable. Follow the Cannot Find Vehicle Process, if the appropriate options are not available or pre-filled.

12. Verify the vehicle details are correct or click the **Yes** button to Override details. The Details and Trim section will be pre-filled, and you cannot edit unless you click Yes to Override details.

13. Enter Additional Information in appropriate fields, if applicable, and click **Next**.

Paper Permitting

Vehicle Details

Vehicle Identification

Vehicle Details

Complete vehicle detail information

Vehicle Type

Vehicle type: Truck

Use type: Truck

Fuel type: Gasoline

Details

Override details	No	Yes
Year	2020	
Make	FORD - FORD	
Model	RANGER	
Body description	PICKUP TRUCK	

Title purpose only

Additional Information

Scale weight: 4,145

Color 1: [Dropdown]

Color 2: [Dropdown]

Trim

No trim selection available

Value code: 26,000.00

Value year: 2020

Depreciated value: 24,700.00

Gross Weight

GVMR: Class 2 - 6,001 - 10,000

Gross weight: [Required]

Months GW: 0

Identification

Equipment number: [Field]

Fleet number: [Field]

14. Click the **+ Add additional owner** hyperlink.
15. Select the appropriate option from the Ownership type from the dropdown menu.
16. Click the **Business** or **Individual** button and complete the following process based on your selection:

Business

- Select the appropriate option from the ID type dropdown menu.
- Enter the ID and Business name.
- Select the appropriate option from the Phone type dropdown menu.
- Enter the Phone number.

Individual

- a. Enter the DLN or click the **Exempt from providing DLN** checkbox.
 - b. Enter the Expiration date, if applicable.
 - c. Enter the First name, if applicable.
 - d. Enter the Middle name, if applicable.
 - e. Enter the Last name.
 - f. Enter the Suffix, if applicable.
 - g. Enter the Phone type, if applicable.
 - h. Enter the Phone number, if applicable.
17. Click the **+ Add additional Owner** hyperlink, if applicable. Enter additional owner information. Click the **Yes** or **No** button for Joint Tenants with Rights of Survivorship and click **Next**.
 18. Enter the Street address.
 19. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
 20. Enter the City.
 21. Select the appropriate option from the State dropdown menu, if applicable.
 22. Enter the Zip code and click **Next**.
 23. Verify the address and click **Next**.
 24. Enter Other address information, click the **Yes** or **No** button for email reminders, enter/confirm the email address, if applicable, and click **Next**. Alternatively, click the **Next** button to bypass these options.

Vehicle Details

Vehicle Identification

Vehicle Details

Owner Info

Registered Owners

Residential address

Verify address

Additional Addresses

Enter additional address information

Other addresses

Mail Addresses

One time Addresses

Email Reminders

Signup for email reminders?

Yes No

25. Complete the following process based on the following scenarios:
- a. Legal owner same as registered owner – Click the **Next** button.
 - b. Legal owner not same as registered owner:
 - i. Click the **+ Add additional owner** hyperlink.
 - ii. Select the appropriate option from the Ownership type dropdown menu.
 - iii. Click the **Business** or **Individual** button and complete the following process based on your selection:

Business

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Select the appropriate option for the ID type dropdown menu.
3. Enter the ID and the Business name.
4. Select the appropriate option from the Phone type dropdown menu.
5. Enter the Phone number and Mailing address.

Individual

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Enter the DLN, enter the Expiration date.
3. Enter the First, and Middle name, if applicable.
4. Enter the Last name and the Suffix, if applicable.
5. Select the appropriate option from the Phone type dropdown menu.
6. Enter the Phone number and Mailing address.

26. Click the **Next** button.

27. Complete the following additional options:

- a. Click the **Yes** or **No** button to Donate \$5.00 to state parks.
- b. Click the **Yes** or **No** button to Add a discover pass.
- c. Click the **Yes** or **No** button to Show fee estimation.
- d. Select the appropriate option from the Plate type dropdown menu.

Vehicle Details

Vehicle Identification

Vehicle Details

Owner Info

Registered Owners

Residential address

Verify address

Additional Addresses

Legal Owners

Fee information

Fee options

Review additional options

Additional options

Donate \$5.00 to state parks? *

Yes No

Add a discover pass?

Yes No

Fee estimation

Show fee estimation

No Yes

Plate information

Plate type *

Required

28. Click the **Next** button.

29. Click the **Next** button on the Fee estimation details screen, if applicable.

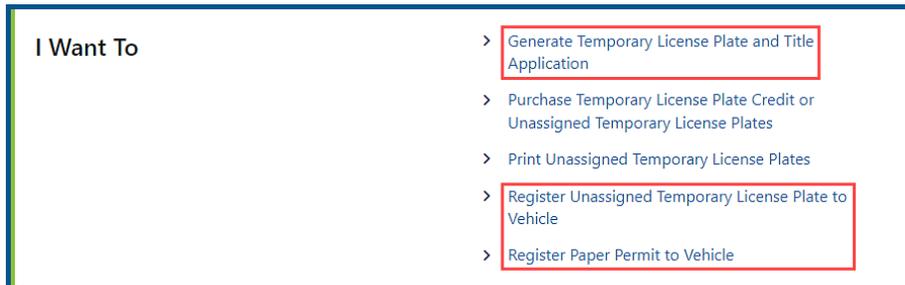
30. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.

31. Click the **Print** button in the upper right-hand corner to print the Vehicle Title Application and Temporary License Plate. The PDF document opens in a separate window or tab (you might have to allow pop ups). Click the **Continue** button to return to your E-permitting account.

Cannot Find Vehicle During Temporary License Plate, Paper Permit or Unassigned Temporary License Plate Process

When you add a Temporary License Plate, Paper Permit or Unassigned Temporary License plate to a New or Used vehicle that does not already exist in the Department of Licensing's system, you need to manually select the year, manufacturer, and model. If you are unable to find the vehicle from the provided options, select **Cannot Find Vehicle** and follow the steps outlined below.

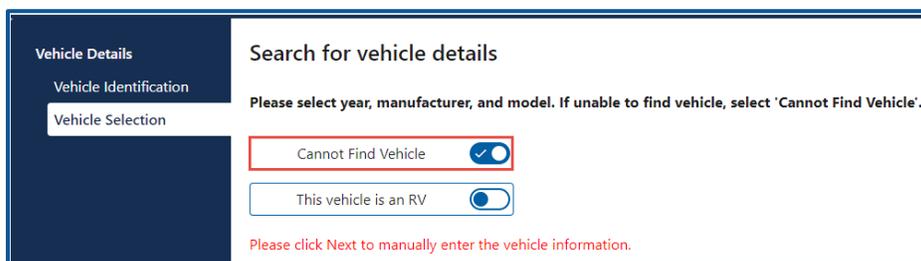
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Generate Temporary License Plate and Title Application, Register Unassigned Temporary License Plate to Vehicle, or Register Paper Permit to Vehicle** hyperlink.



I Want To

- > Generate Temporary License Plate and Title Application
- > Purchase Temporary License Plate Credit or Unassigned Temporary License Plates
- > Print Unassigned Temporary License Plates
- > Register Unassigned Temporary License Plate to Vehicle
- > Register Paper Permit to Vehicle

4. Click the **XML File** button, if applicable.
5. Follow steps 5 through 10 in the previous sections [Generate Temporary License Plate and Title Application](#), [Register Unassigned Temporary License plate to Vehicle](#) or [Register Paper Permit to Vehicle](#), and then proceed to step 6.
6. Click the **Cannot Find Vehicle** button and click **Next**.



Vehicle Details

Vehicle Identification

Vehicle Selection

Search for vehicle details

Please select year, manufacturer, and model. If unable to find vehicle, select 'Cannot Find Vehicle'.

Cannot Find Vehicle

This vehicle is an RV

Please click Next to manually enter the vehicle information.

7. Complete the following vehicle sections:
 - a. Select the appropriate option from the Vehicle type, Use type, and Fuel Type dropdown menus.
 - b. Enter the Year.
 - c. Click the **Make Search** button and enter the Make.
 - d. Click the **Search** button and click the appropriate make hyperlink.
 - e. Enter the Model.
 - f. Select the appropriate option from the Body Style dropdown menu.
 - g. Enter the Scale Weight, if applicable.
 - h. Enter the MSRP.
 - i. Enter Identification numbers, if applicable.
8. Click the **Next** button.
9. Click the **+ Add additional owner** hyperlink.
10. Select the appropriate option from the Ownership type from the dropdown menu.
11. Click the **Business** or **Individual** button and complete the following process based on your selection:

Business

- a. Select the appropriate option from the ID type dropdown menu.
- b. Enter the ID and Business name.
- c. Select the appropriate option from the Phone type dropdown menu.
- d. Enter the Phone number.

Individual

- a. Enter the DLN or click the **Exempt from providing DLN** checkbox.
- b. Enter the Expiration date, if applicable.
- c. Enter the First name, if applicable.
- d. Enter the Middle name, if applicable.

- e. Enter the Last name.
- f. Enter the Suffix, if applicable.
- g. Enter the Phone type, if applicable.
- h. Enter the Phone number, if applicable.

12. Click the **+ Add additional Owner** hyperlink, if applicable. Enter additional owner information. Click the **Yes** or **No** button for Joint Tenants with Rights of Survivorship and click **Next**.
13. Enter the Street address.
14. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
15. Enter the City.
16. Select the appropriate option from the State dropdown menu, if applicable.
17. Enter the Zip code and click **Next**.
18. Verify the address and click **Next**.
19. Enter Other address information, click the **Yes** or **No** button for email reminders and enter/confirm the email address if applicable and click **Next**. Alternatively, click **Next** to bypass these options.

20. Complete the following process based on the following scenarios:
 - a. Legal owner same as registered owner click Next.
 - b. Legal owner not same as registered owner:
 - i. Click the **+ Add additional owner** hyperlink.
 - ii. Select the appropriate option from the Ownership type dropdown menu.
 - iii. Select Business or Individual and complete the following process based on your selection:

Business

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Select the appropriate option for the ID type dropdown menu.
3. Enter the ID and the Business name.
4. Select the appropriate option from the Phone type dropdown menu.
5. Enter the Phone number and Mailing address.

Individual

1. Click the **Yes** or **No** button for Electronic Lienholder.
2. Enter the DLN, enter the Expiration date.
3. Enter the First, and Middle name, if applicable.
4. Enter the Last name and the Suffix, if applicable.
5. Select the appropriate option from the Phone type dropdown menu.
6. Enter the Phone number and Mailing address.

21. Click the **Next** button.

22. Complete the following additional options:

- a. Click the **Yes** or **No** button to Donate \$5.00 to state parks.
- b. Click the **Yes** or **No** button to Add a discover pass.
- c. Click the **Yes** or **No** button to Show fee estimation.
- d. Select the appropriate option from the Plate type dropdown menu.

The screenshot shows a web interface for reviewing additional options. On the left is a dark blue sidebar with white text listing navigation categories: 'Vehicle Details' (with sub-items 'Vehicle Identification' and 'Vehicle Details'), 'Owner Info' (with sub-items 'Registered Owners', 'Residential address', 'Verify address', and 'Additional Addresses'), and 'Fee information' (with sub-item 'Fee options'). The main content area is titled 'Review additional options' and is divided into three columns. The first column, 'Additional options', has two sections: 'Donate \$5.00 to state parks?' with 'Yes' and 'No' radio buttons, and 'Add a discover pass?' with 'Yes' and 'No' radio buttons. The second column, 'Fee estimation', has a section 'Show fee estimation' with 'No' and 'Yes' radio buttons. The third column, 'Plate information', has a section 'Plate type' with a dropdown menu and a red 'Required' label next to it.

23. Click the **Next** button.

24. Click **Next** on the Fee estimation details screen, if applicable.

25. Review the summary and click **Submit** to proceed or **Previous** to make changes.
26. Click the **Print** button in the upper right-hand corner to print the Vehicle Title Application and Temporary License Plate. The PDF document opens in a separate window or tab (you might have to allow pop ups). Click the **Continue** button to return to your E-permitting account.

Revoke a Temporary License Plate

Revoking a Temporary License Plate Credit is a permanent action, and it cannot be reversed. You are unable to revoke an Unassigned Temporary Plate. Use the following steps to revoke a Temporary License Plate.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than none.
3. Click the **Temporary License Plate Transaction Log** hyperlink.



4. Enter the From and To date range for the applicable permit and click **Search**. Your search results display below.



A screenshot of a search options form. It has a "Search" button in the top right corner. Below it are two date range inputs: "From" with the value "01-Jun-2021" and "To" with the value "08-Jul-2021". Both date inputs are highlighted with red boxes. There is also a "Name" input field below the date ranges.

5. Click the appropriate **Plate Number** hyperlink you need to revoke.



A screenshot of a search results table. The table has columns for Plate Number, Transaction Type, VIN, Registered Owner, Legal Owner, Issuer Name, Date Issued, Submitted, and Revoked. The first row is highlighted with a red box. The table also includes "Export" and "Filter" buttons in the top right corner.

Plate Number	Transaction Type	VIN	Registered Owner	Legal Owner	Issuer Name	Date Issued	Submitted	Revoked
A1330117	E-Permitting	4T563256985123235	TIME, JUSTIN		jayne watson	11-Apr-2023	11-Apr-2023	
A1350419	Issue Unassigned Tempc	4T258964512365985	TIME, JUSTIN		jayne watson	11-Apr-2023	11-Apr-2023	
A1370810	E-Permitting	1LNHM87A31Y667552	TIME, JUSTIN		jayne watson	11-Apr-2023	11-Apr-2023	

6. Click the **Revoke** hyperlink.



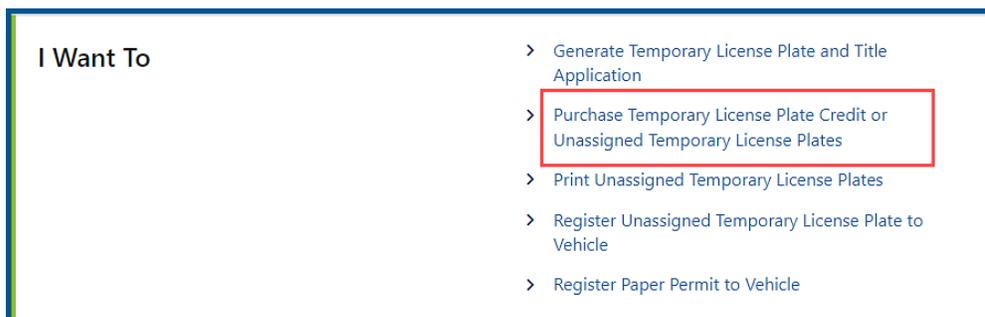
A screenshot of the "E-Permit History" page. It shows details for an "E-Permit" with the following information: E-Permitting, 0220-10111-0001, HQ CARS LLC. To the right, there is a "Revoke" button highlighted with a red box, followed by the text "Processed". Below this, there is a "Confirmation # 0-000-049-724" and "Submitted 06-Jul-2021 09:53:34 by jpazzaz". At the bottom, it says "Processed 06-Jul-2021 09:53:37".

7. Click the **Next** button.
8. Click the **Submit** button to revoke the Temporary License Plate.
9. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your E-permit history.

Purchase Temporary License Plate Credit or Unassigned Temporary License Plates

This process allows dealers to purchase Temporary License Plate Credits or Unassigned Temporary Plates within the E-permit account.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Purchase Temporary License Plate Credit or Unassigned Temporary License Plates** hyperlink.



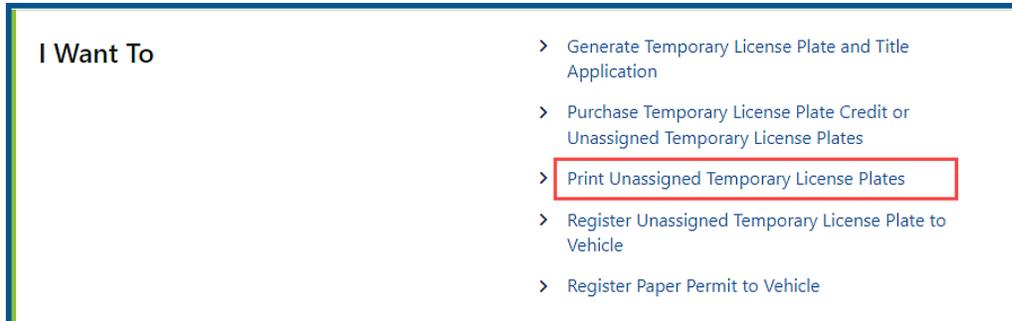
4. Click the applicable button for **Temporary License Plates Only, Unassigned Temp plates Only, or Both.**
5. Enter the desired number of Temporary License Plate credits or Unassigned Temporary License plates.
6. Select the applicable Reason for Unassigned Temporary Plate purchase from the dropdown menu and click **Next.**
7. Click the **Next** button after reviewing the Tax/Fees screen.
8. Click the **Submit** button after reviewing the Summary screen.
9. Click the **Accept Payment** button.

Note: The customer has the option to print the receipt of the Unassigned Temp Plate and they can be located under the Temporary License Plate Transaction Log.

Print Unassigned Temporary License Plates

This process allows dealers to print Unassigned Temporary License Plates within the E-permit account.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Print Unassigned Temporary License Plates** hyperlink.



I Want To

- > Generate Temporary License Plate and Title Application
- > Purchase Temporary License Plate Credit or Unassigned Temporary License Plates
- > **Print Unassigned Temporary License Plates**
- > Register Unassigned Temporary License Plate to Vehicle
- > Register Paper Permit to Vehicle

4. Click the applicable checkboxes for available unassigned dealer temporary plates you would like to generate.
5. Select the applicable option from the Plate Size dropdown menu.



Select	Temp Plate ID	Plate Size
<input checked="" type="checkbox"/>	A1345809	*
<input type="checkbox"/>	A1345902	
<input checked="" type="checkbox"/>	A1350420	
<input type="checkbox"/>	A1385518	

Plate Size dropdown menu options:

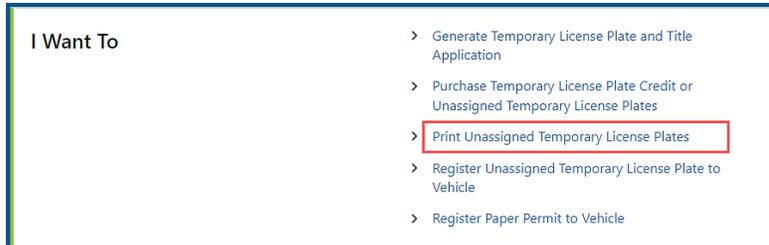
- Small
- Standard - 1 Plate
- Standard - 2 Plates

6. Click the **Submit** button.
7. Click the **Print** button.
8. Click the **PDF Print** icon.
9. Click the **Print** button.
10. Click the **Continue** button to return to the main page.

Reprint Unassigned Temporary License Plates

This process allows dealers to reprint Unassigned Temporary Plates within the E-permit account.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Print Unassigned Temporary License Plates** hyperlink.



4. Click the applicable checkboxes for available unassigned dealer temporary plates you would like to reprint.
5. Select the applicable option from the Plate Size dropdown menu.



6. Select the applicable option from the Reprint Reason dropdown menu.



7. Click the **Submit** button.
8. Click the **Print** button.
9. Click the **PDF Print** icon.
10. Click the **Print** button.
11. Click the **Continue** button to return to the main page.

Fleet Accounts

A Fleet Account makes it easier for you to manage the registrations of several vehicles. A Regular fleet is 5 to 49 vehicles. A Permanent fleet is 50 or more vehicles.

Request Access-to a Fleet Account

The person who applies for the Fleet Access account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click **Request access to Vehicle-related services** hyperlink.
4. Click the **Request access to a Fleet Account** button.

The screenshot shows a web interface titled "Add vehicle services account". It contains six service categories, each with a description and one or more action buttons:

- Dealer E-Permits:** Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Button: "Request access to an E-Permit account".
- Contracted Plate Search:** Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Buttons: "Request access to a Contracted Plate Search account" and "Apply for a new Contracted Plate Search account".
- Fleets:** Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office. Button: "Request access to a Fleet account" (highlighted with a red border).
- Insurance Loss Reporting:** Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Buttons: "Request access to an Insurance Loss Reporting account" and "Apply for a new Insurance Loss Reporting account".
- Destroyed Vehicle Reporting:** Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Button: "Request access to a Wrecker Destroyed Reporting account".
- Abandoned Vehicle Reporting:** Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Button: "Request access to an Abandoned Vehicle Reporting account".

5. Select the appropriate option from the access level dropdown menu.
6. Select the appropriate option from the ID type dropdown menu.

7. Enter the ID number, Fleet number, Fleet name, and click **Next**.

Request your Fleet access

Request access

Login information

Select access level *

Required

ID Type *

Required

ID Number *

Required

Fleet Number *

Required

Fleet Name *

Required

8. Complete the following steps based on your access level:

Administrator access

- a. Enter Your name.
- b. Click the **I'm the owner or supervisor** button.

Manager or Employee access

- a. Enter Your name.
- b. Click the **I'm not the owner or supervisor** button.
- c. Enter the appropriate answer in the What's your role in the organization field.
- d. Enter the Owner's name.
- e. Enter the Phone number.
- f. Enter the Email address.
- g. Enter the access number provided by the Administrator or Manager.

Note: Access codes expire 24 hours after they are created.

9. Click the **Next** button.
10. Review the summary and click **Submit** to proceed or **Previous** to go make changes.
11. Click **Print** to print a confirmation of your transactions or click **Continue** to go to your home screen.

Change a Fleet Address

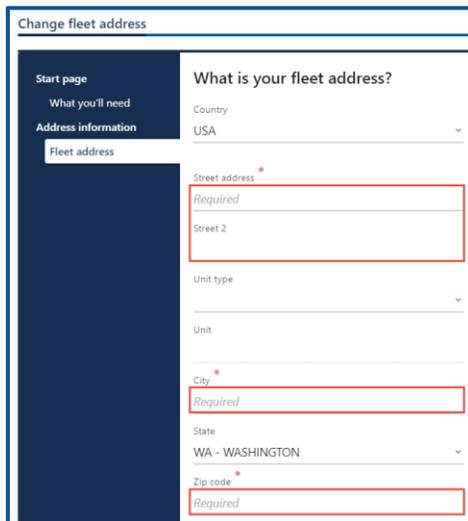
Use the following process if you need to change the fleet address. Changing the fleet address will update the mailing address for all vehicles in your fleet. If you need to change the registered address for select vehicles in the fleet, follow the process to [Change Address for Fleet Vehicle](#).

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Change fleet address** hyperlink.



A screenshot of a web interface showing a menu titled "I Want To". There are two options: "Change fleet address" and "Change Vehicle Address". The "Change fleet address" option is highlighted with a red rectangular box.

4. Read the What you'll need information and click **Next**.
5. Enter the Country.
6. Enter the Street address, City, State, and Zip code.



A screenshot of the "Change fleet address" form. The form has a dark blue sidebar on the left with navigation links: "Start page", "What you'll need", "Address information", and "Fleet address". The main content area is titled "What is your fleet address?". It contains several input fields: "Country" (USA), "Street address" (Required), "Street 2", "Unit type", "Unit", "City" (Required), "State" (WA - WASHINGTON), and "Zip code" (Required). Red boxes highlight the "Street address", "City", and "Zip code" fields.

7. Click the **Next** button.
8. Verify the address and click **Next**.
9. Review the summary and click **Submit** to proceed or **Previous** to make changes.
10. Click **Print** to print your transaction confirmation or click **Continue** to go to your Vehicle Fleet account.

Change an Address for Fleet Vehicle

Use the following process if you need to change the registered address for select vehicles in the fleet.

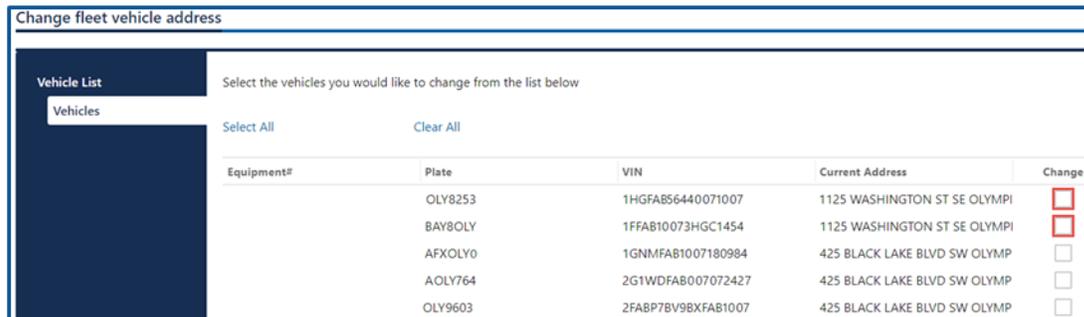
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Change Vehicle Address** hyperlink.



I Want To

- > Change fleet address
- > **Change Vehicle Address**

4. Click the **Change** checkbox for each vehicle that needs an address change and click **Next**. Alternatively, you can click the **Select All** hyperlink to change all vehicle addresses at once.



Change fleet vehicle address

Vehicle List

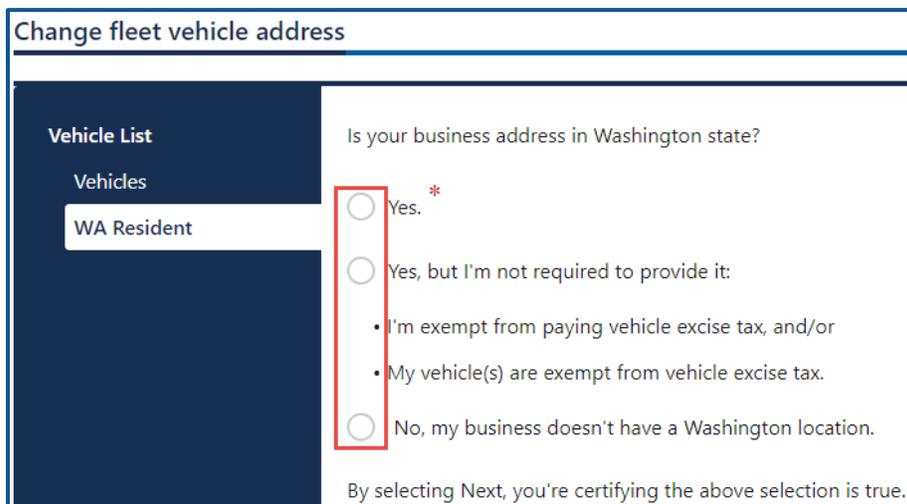
Vehicles

Select the vehicles you would like to change from the list below

Select All Clear All

Equipment#	Plate	VIN	Current Address	Change
OLY8253		1HGFAB56440071007	1125 WASHINGTON ST SE OLYMPI	<input checked="" type="checkbox"/>
BAY8OLY		1FFAB10073HGC1454	1125 WASHINGTON ST SE OLYMPI	<input checked="" type="checkbox"/>
AFXOLY0		1GNMFAB1007180984	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>
AOLY764		2G1WDFAB007072427	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>
OLY9603		2FABP7BV98XFAB1007	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>

5. Select the appropriate option to answer the Is your business address in Washington state question and click **Next**.



Change fleet vehicle address

Vehicle List

Vehicles

WA Resident

Is your business address in Washington state?

Yes. *

Yes, but I'm not required to provide it:

- I'm exempt from paying vehicle excise tax, and/or
- My vehicle(s) are exempt from vehicle excise tax.

No, my business doesn't have a Washington location.

By selecting Next, you're certifying the above selection is true.

6. Complete the following fields on the What is the new address page:
 - a. Enter the Street address.
 - b. Select the appropriate option from the Unit type dropdown menu, if applicable.
 - c. Enter the unit type, if applicable, and enter the City.
 - d. Select the appropriate option from the State dropdown menu, if applicable, and enter the Zip code.
7. Click the **Next** button.
8. Verify the fleet address and click **Next**.
9. Review the summary and click **Submit** to proceed or **Previous** to make changes.
10. Click **Print** to print your transaction confirmation or click **Continue** to go to your Vehicle Fleet account.

Wrecker Destroyed Reporting Account

Request Access to a Wrecker Destroyed Reporting Account

The person who applies for the Wrecker Destroyed Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Request access to Vehicle-related services** button.
3. Click the **Request access to a Wrecker Destroyed Reporting account** button.

The screenshot shows a grid of service options under the heading "Add vehicle services account". The options are:

- Dealer E-Permits:** Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Button: Request access to an E-Permit account.
- Contracted Plate Search:** Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Buttons: Request access to a Contracted Plate Search account, Apply for a new Contracted Plate Search account.
- Fleets:** Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office. Button: Request access to a Fleet account.
- Insurance Loss Reporting:** Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Buttons: Request access to an Insurance Loss Reporting account, Apply for a new Insurance Loss Reporting account.
- Destroyed Vehicle Reporting:** Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Button: Request access to a Wrecker Destroyed Reporting account (highlighted with a red box).
- Abandoned Vehicle Reporting:** Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Button: Request access to an Abandoned Vehicle Reporting account.

4. Select the appropriate option from the access level dropdown menu.
5. Enter Unified Business ID (UBI).
6. Enter Wrecker/Scrapper #.
7. Click the **Next** button.

The screenshot shows a form titled "Request your Wrecker destroyed reporting access". On the left is a dark blue sidebar with "Request access" and "Login information" buttons. The main form area contains three input fields, each with a red border and a red asterisk indicating it is required:

- Select access level:** A dropdown menu with "Required" selected.
- Unified Business ID (UBI):** A text input field with "Required" entered.
- Wrecker/Scrapper #:** A text input field with "Required" entered.

8. Click the **Next** button to continue past the location(s) section.
9. Complete the following steps based on your access level:

Administrators

- a. Enter Your name and complete the applicable process below.
- b. Click the **I'm the owner or supervisor** button.
- c. Enter the business license expiration date and click Next.

The screenshot shows a web form titled "Request your Wrecker destroyed reporting access". On the left is a dark sidebar with navigation options: "Request access", "Login information", "Location(s)", and "Your business role". The main content area is titled "Provide additional information". It contains a "Your name" field with the value "JPAZZAZ". Below it is a radio button selection for "I'm the owner or supervisor", which is selected. A "Business license expiration" field is marked as required and contains the text "Required". Below this are fields for "What's your role in your organization", "Owner or supervisor contact information" (with sub-fields for Name, Phone, and Email address).

- d. Click the Upload hyperlink to attach a copy of the business license certificate issued by WA Department of Revenue in the business license row. Enter a Description, Click the **Choose File** button, select the file, Click **Open**, and click **OK**.

The screenshot shows the "Attach required documents" section of the form. A table lists documents, with one row containing "Business license certificate issued by WA Department of Revenue" and an "Upload" button. A "Select a file to attach" dialog box is open in the foreground. It has a "Type" dropdown set to "Business license", a "Description" field with "Required", and a "File" field with a "Choose File" button and the text "No file chosen". "Cancel" and "OK" buttons are at the bottom of the dialog.

Managers or Employees

- Click the **I'm not the owner or supervisor** button.
- Enter the appropriate answer in the What's your role in the organization field.
- Enter your Name and Phone number.
- Enter your Email address and Confirm the email address.

The screenshot shows a web form titled "Request your Wrecker destroyed reporting access". On the left is a sidebar with "Request access" selected, containing links for "Login information", "Location(s)", and "Your business role". The main content area is titled "Provide additional information" and contains the following fields: "Your name" (filled with "JPAZZAZ"), "Business license expiration" (with a calendar icon), "I'm the owner or supervisor" (radio button), "I'm not the owner or supervisor" (radio button, highlighted with a red box), "What's your role in your organization*" (text input, highlighted with a red box), "Owner or supervisor contact information" section with "Name*" (text input, highlighted with a red box), "Phone*" (text input, highlighted with a red box), and "Email address*" (text input, highlighted with a red box).

- Click the **Upload** hyperlink to attach a copy of your Employment letter and the business license certificate issued by WA Department of Revenue. Enter a Description for each file, click the **Choose File** button, select the file, click **Open**, and click **OK**.

The screenshot shows the "Attach required documents" section of the form. It features two "Select a file to attach" dialog boxes. The left dialog is for a "Business license" with a "Description*" field (highlighted with a red box) and a "File*" field containing a "Choose File" button and "No file chosen" text. The right dialog is for an "Employment letter" with a "Description*" field (highlighted with a red box) and a "File*" field containing a "Choose File" button and "No file chosen" text. In the background, the main form has "Upload" buttons (highlighted with red boxes) for each attachment slot.

- f. Enter the access number provided by the Administrator or Manager.

Note: Access codes expire 24 hours after they are created.

10. Click the **Next** button.
11. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
12. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page. You have successfully registered for Wrecker destroyed account!

Report a Wrecker Destroyed Vehicle

To report a vehicle as wrecker destroyed, follow the steps below.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Wrecker destroyed** hyperlink.



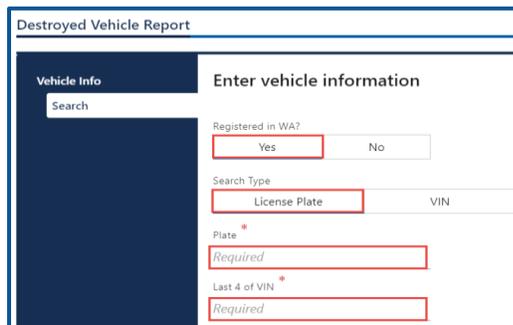
I Want To

- > **Wrecker Destroyed**
- > Abandoned RV reimbursement
- > Search DVR Requests

4. Click the **Yes** or **No** button for the Registered in WA question and complete the following steps based on your selection:

Yes

- a. Click the **License Plate** button or **VIN** button to select the Search Type.



Destroyed Vehicle Report

Vehicle Info

Search

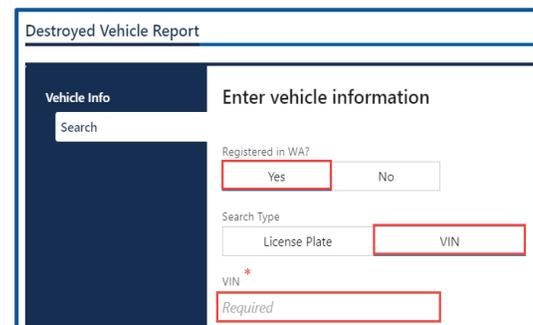
Enter vehicle information

Registered in WA?
 Yes No

Search Type
 License Plate VIN

Plate *

Last 4 of VIN *



Destroyed Vehicle Report

Vehicle Info

Search

Enter vehicle information

Registered in WA?
 Yes No

Search Type
 License Plate VIN

VIN *

- b. Enter the Plate number and last 4 of VIN or the complete VIN. Follow the short VIN process below, if applicable:
 - i. Click the **Yes** button to continue with the short VIN.
 - ii. Click the **Next** button.
- c. Select the appropriate option from the list of vehicles.

No

- a. Select the appropriate option from the State dropdown menu.
- b. Enter the VIN and the Plate, if applicable.
- c. Use the short VIN process below, if applicable:
 - i. Click the **Yes** button to continue with the short VIN.
 - ii. Click the **Next** button.
 - iii. Enter the Vehicle Type.
 - iv. Enter the Year.
 - v. Click the **Make** hyperlink, enter the Make and click **Search**. Select the appropriate **Make** hyperlink.
 - vi. Enter the Model.
 - vii. Select the appropriate option from the Body style dropdown menu.

Destroyed Vehicle Report

Vehicle Info

Search

Enter vehicle information

Registered in WA?

Yes No

State *

Required

VIN *

Required

Plate

5. Click the **Next** button.
6. Verify the vehicle information and click **Next**.

7. Enter the following destroyed vehicle detail information and click the **Next** button.

- a. Stock Number.
- b. Yard Number.
- c. Acquired From.
- d. Supporting document.
- e. Date Acquired/Purchased.
- f. Does the vehicle value meet or exceed the Market Value threshold?

Destroyed Vehicle Report

Vehicle Info

Search

Detail

Info

Detail

Enter destroyed vehicle detail

Stock Number *
Required

Yard Number *
Required

Acquired From *
Required

Supporting Document *
Required

Date Acquired/Purchased *
Required

Does the vehicle value meet or exceed \$7930.0000 (Market Value Threshold) *
Yes No

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.
9. Click **Print** to print the transactions confirmation or click **Continue** to return to your Wrecker Destroyed Reporting account. Click the **Add another to report** to add another vehicle as destroyed.

Search Filed DVR Requests

To report a vehicle as wrecker destroyed, follow the steps below.

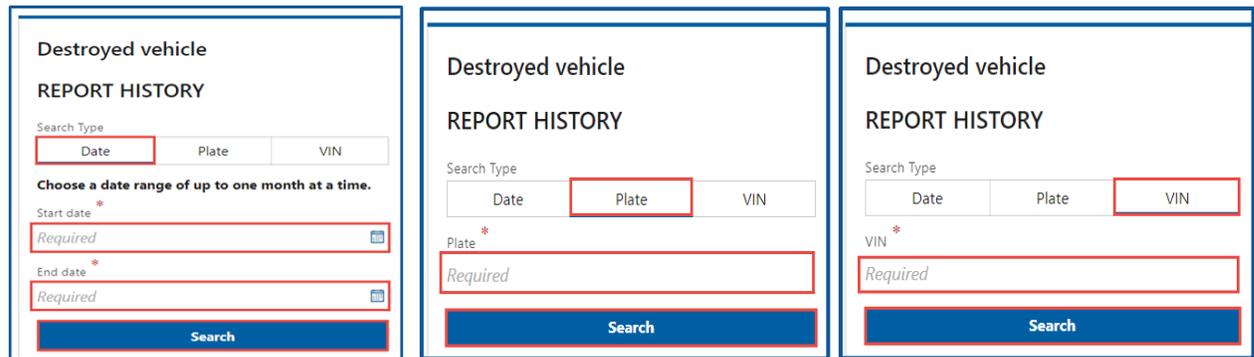
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Search DVR Requests** hyperlink.



I Want To

- > Wrecker Destroyed
- > Abandoned RV reimbursement
- > **Search DVR Requests**

4. Click the **Date**, **VIN**, or **Plate** button for the Search type.
5. Enter the Start date and End date, if applicable.
6. Enter the Plate number, if applicable.
7. Enter the VIN number, if applicable.
8. Click the **Search** button.



Destroyed vehicle
REPORT HISTORY

Search Type

Date Plate VIN

Choose a date range of up to one month at a time.

Start date *
Required

End date *
Required

Search

Destroyed vehicle
REPORT HISTORY

Search Type

Date Plate VIN

Plate *
Required

Search

Destroyed vehicle
REPORT HISTORY

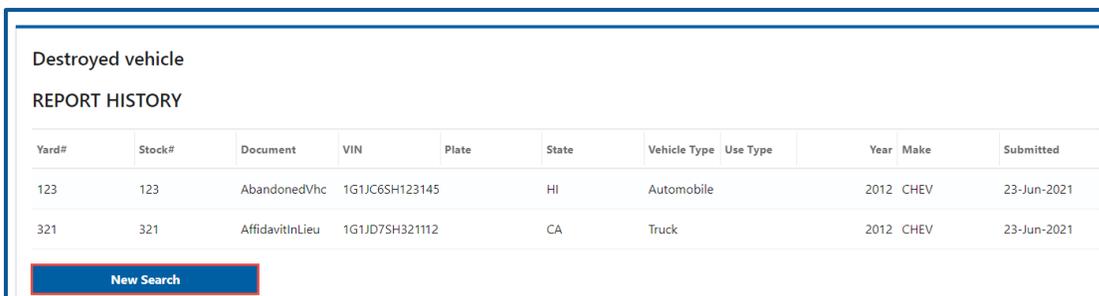
Search Type

Date Plate VIN

VIN *
Required

Search

9. The search results display below. Click the **New Search** button to start a new search.



Destroyed vehicle
REPORT HISTORY

Yard#	Stock#	Document	VIN	Plate	State	Vehicle Type	Use Type	Year	Make	Submitted
123	123	AbandonedVhc	1G1JC65H123145		HI	Automobile		2012	CHEV	23-Jun-2021
321	321	AffidavitInLieu	1G1JD75H321112		CA	Truck		2012	CHEV	23-Jun-2021

New Search

Abandoned RV Reimbursement

Registered Tow Truck Operators (RTTOs) and Wreckers have the functionality in their account to request an abandoned RV reimbursement. Please refer the [WAC 308-61](#) before starting this process.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned RV reimbursement** hyperlink.

The screenshot shows a web interface with two main sections: 'Abandoned Vehicle Reporting' and 'Destroyed Vehicle Reporting'. Each section has a header with contact information (AVR-0001 and DVR-0001, 1125 WASHINGTON ST SE, OLYMPIA WA 98501-2283) and a 'I Want To' menu. In the 'Abandoned Vehicle Reporting' section, the 'Abandoned RV reimbursement' link is highlighted with a red box. In the 'Destroyed Vehicle Reporting' section, the 'Abandoned RV reimbursement' link is also highlighted with a red box. Other links include 'Abandoned Vehicle Inquiry', 'Affidavit of Sale', 'Search AVR Requests', 'Create new user access code', 'Users List', 'Wrecker Destroyed', and 'Search DVR Requests'.

4. Select **Yes** or **No** from the Can you provide a VIN or plate dropdown menu, click **Next**, and complete the applicable process below:

Yes

- a. Click the **License Plate** button, enter the Plate number, and Last 4 of the VIN.
- b. Click the **VIN** button and enter the full VIN number.

No

- a. Select the appropriate option from the Vehicle type dropdown menu.
- b. Select the appropriate option from the Use type dropdown menu.
- c. Enter the Year, Make, and Model.
- d. Select the appropriate option from the Body style dropdown menu.
- e. Select the appropriate option from the Country dropdown menu, if applicable.

- f. Select the appropriate option from the State dropdown menu or click the **Cannot determine state** checkbox, if applicable.
 - g. Enter the Plate, if applicable.
 - h. Enter the VIN.
5. Click the **Next** button.
 6. Enter the Phone number and Fax number, if applicable.
 7. Enter the Email and Confirm the Email.

The screenshot shows a web form titled "Abandoned RV Reimbursement". On the left is a dark blue sidebar with a menu containing "Vehicle search", "Choose vehicle", "Verify vehicle", "Information", and "Contact information" (which is highlighted). The main content area is titled "Contact Information" and contains four input fields: "Phone number" (with a red asterisk and "Required" text below it), "Fax number", "Email", and "Confirm email". Each input field is outlined in red.

8. Click the **Next** button.

9. Enter the Date stored, and Date abandoned.
10. Enter the Stock yard number.
11. Enter the Acquired from and Date acquired.

The screenshot shows a web form titled "Abandoned RV Reimbursement". On the left is a dark blue sidebar with menu items: "Vehicle search", "Choose vehicle", "Verify vehicle", "Information", "Contact information", and "Storage conditions" (which is highlighted). The main content area is titled "Storage Conditions" and contains five input fields, each with a red border and a "Required" label. The fields are: "Date stored" (with a calendar icon), "Date abandoned" (with a calendar icon), "Stock yard number", "Acquired from", and "Date acquired" (with a calendar icon).

12. Click the **Next** button.

13. Enter Dismantling/Disposal amount or click the **No amount** checkbox.
14. Enter Storage amount or click the **No amount** checkbox.
15. Enter Towing/Transport amount or click the **No amount** checkbox.
16. Enter the Vehicle length and any Other Amounts and Other Amount Descriptions that are applicable to the reimbursement.

Abandoned RV Reimbursement

Standard Costs

Dismantling/Disposal amount *
 No dismantling/disposal amount

Storage amount *
 No storage amount

Towing/Transport amount *
 No towing/transport amount

Vehicle length (ft) *

Other Costs

Other Amount	Other Amount Description
0.00	
Other Amount	Other Amount Description
0.00	
Other Amount	Other Amount Description
0.00	

Total Cost
0.00

17. Click the **Next** button.
18. Click the **Upload** hyperlink to attach a copy of your supporting document(s). Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**. Complete this process for all documents related to the RV reimbursement request.

Abandoned RV Reimbursement

Please attach at least one supporting document

You may attach up to 10 documents.

Attachments

Type	Requirements	Upload
Abandoned Vehicle Report	Abandoned vehicle report	<input type="button" value="Upload"/>
	Abandoned vehicle report	<input type="button" value="Upload"/>
	Delivery to a wrecker	<input type="button" value="Upload"/>
	Vehicle destruction	<input type="button" value="Upload"/>
	Expenditure/receipts	<input type="button" value="Upload"/>
	Report	<input type="button" value="Upload"/>

Select a file to attach

Type
Abandoned Vehicle Report

Description *

File *
 No file chosen

Note: Your request can be denied without valid proof documents.

19. Select **Yes** or **No** to the following Acknowledgment questions:

- a. Was the RV a public impound?
- b. Did the RV receive any bids at auction?
- c. Is the last registered owner unknown?
- d. Was the RV declared abandoned or junk by a law enforcement agency?

20. Click the **I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct** checkbox, if you agree, and click **Next**.

The screenshot shows a web form titled "Abandoned RV Reimbursement" with a sidebar menu on the left and a main content area on the right. The sidebar menu includes "Vehicle search" (Choose vehicle, Verify vehicle), "Information" (Contact information, Storage conditions, Costs incurred, Attachments), and "Additional options" (Acknowledgements). The main content area is titled "Acknowledgements" and contains four required questions, each with a dropdown menu showing "Required":

- Was the RV a public impound? *
- Did the RV receive any bids at auction? *
- Is the last registered owner unknown? *
- Was the vehicle declared abandoned or junk by a law enforcement agency? *

At the bottom of the form, there is a checkbox labeled "I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct." with an asterisk.

21. Review the summary and click **Submit** to proceed or **Previous** to make changes.

22. Click **Print** to print your transaction confirmation or click **Continue** to return to your account.

Abandoned Vehicle Reporting

Request Access to an Abandoned Vehicle Reporting Account

The person who applies for the Abandoned Vehicle Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to Vehicle-related services** button.
4. Click the **Request access to an Abandoned Vehicle Reporting account** button.

The screenshot shows a grid of service options under the heading "Add vehicle services account". The options are:

- Dealer E-Permits**: Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA. Includes a button for "Request access to an E-Permit account".
- Contracted Plate Search**: Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records. Includes buttons for "Request access to a Contracted Plate Search account" and "Apply for a new Contracted Plate Search account".
- Fleets**: Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office. Includes a button for "Request access to a Fleet account".
- Insurance Loss Reporting**: Authorized insurance companies only. To use this service, your insurance company must be authorized by DOL to report vehicles that have incurred an insurance loss. Includes buttons for "Request access to an Insurance Loss Reporting account" and "Apply for a new Insurance Loss Reporting account".
- Destroyed Vehicle Reporting**: Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed. Includes a button for "Request access to a Wrecker Destroyed Reporting account".
- Abandoned Vehicle Reporting**: Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned. Includes a button for "Request access to an Abandoned Vehicle Reporting account", which is highlighted with a red border.

5. Select the appropriate option from the Access level dropdown menu.
6. Enter the Unified Business ID (UBI).
7. Enter the RTTO # and click **Next**.

The screenshot shows a form titled "Request your Abandoned vehicle reporting access". On the left is a dark blue sidebar with "Request access" and "Login information" buttons. The main form area contains:

- "Select access level" with a dropdown menu showing "Required" and a blue "Required" button next to it.
- "Unified Business ID (UBI)" with a text input field containing "Required".
- "RTTO #" with a text input field containing "Required".

8. Verify the location and click **Next** to continue past the location(s) section.
9. Complete the following steps based on your access level:

Administrator access

- a. Select the **I'm the owner or supervisor** button.
- b. Enter the business license expiration date and click the **Next** button.

Request your Abandoned vehicle reporting access

Request access

- Login information
- Location(s)
- Your business role**

Provide additional information

Your name
JPAZZAZ

I'm the owner or supervisor

Business license expiration *
Required

I'm **not** the owner or supervisor

What's your role in your organization

Owner or supervisor contact information

Name

Phone

Email address

- c. Click the **Upload** hyperlink to attach a copy of the business license certificate issued by WA Department of Revenue, in the business license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

Request your Abandoned vehicle reporting access

Request access

- Login information
- Location(s)
- Your business role
- Attachments**

Attach required documents

Select a file to attach

Type	Description *	File *
Business license	Required	<input type="button" value="Choose File"/> No file chosen

Cancel

Manager or Employee access

- Click the **I'm not the owner or supervisor** button.
- Enter the appropriate answer in the What's your role in the organization field.
- Enter your Name and your Phone number.
- Enter your Email address and Confirm the email address.

The screenshot shows a web form titled "Request your Abandoned vehicle reporting access". On the left is a dark sidebar with "Request access" and sub-items: "Login information", "Location(s)", and "Your business role". The main content area is titled "Provide additional information". It contains a "Your name" field with the value "JPAZZAZ". Below is a radio button selection for "Your business role": "I'm the owner or supervisor" (unselected) and "I'm not the owner or supervisor" (selected). Underneath is a "Business license expiration" field with a calendar icon. Below that is a "What's your role in your organization" field with a red border and the word "Required" below it. This is followed by "Owner or supervisor contact information" fields for "Name", "Phone", and "Email address", each with a red border and "Required" below it.

- Click the **Upload** hyperlink to attach a copy of your Employment Letter and the business license certificate issued by WA Department of Revenue, in the business license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

The screenshot shows the "Attach required documents" section of the form. It features a table with two rows. The first row is for "Business license" and the second for "Employment letter". Each row has a "Description" field with a red border and "Required" below it, and a "File" field with a "Choose File" button and "No file chosen" text. To the right of the table are two "Upload" buttons, each with a red border. At the bottom of the form are "Cancel" and "OK" buttons.

- f. Enter the access number provided by the Administrator or Manager.

Note: Access codes expire 24 hours after they are created.

10. Click the **Next** button.
11. Review the summary and click **Submit** to proceed or **Previous** to make changes.
12. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.

Add an Impound Notice

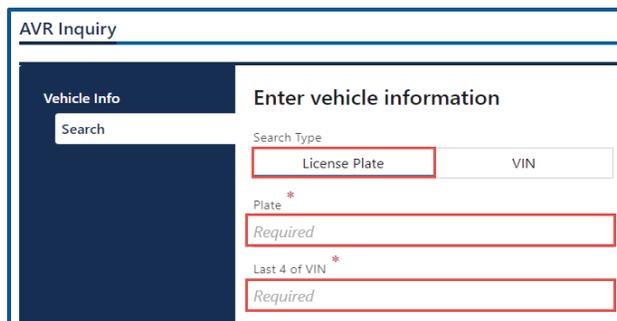
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned Vehicle Inquiry** hyperlink.



I Want To

- > Abandoned Vehicle Inquiry
- > Affidavit of Sale
- > Abandoned RV reimbursement
- > Search AVR Requests

4. Click the **License Plate** or **VIN** button to select the Search Type.
 - a. Enter the License Plate number and the last 4 of VIN number, if License Plate is selected.
 - b. Enter the VIN number, if VIN is selected.



AVR Inquiry

Vehicle Info Search

Enter vehicle information

Search Type

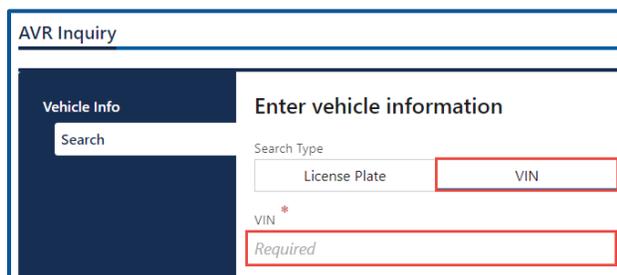
License Plate VIN

Plate *

Required

Last 4 of VIN *

Required



AVR Inquiry

Vehicle Info Search

Enter vehicle information

Search Type

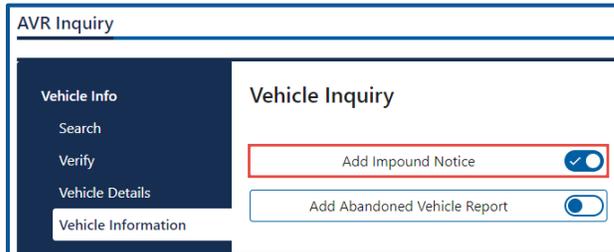
License Plate VIN

VIN *

Required

5. Click the **Next** button.

6. Verify the vehicle information and click **Next**.
7. Review the vehicle information, click **Print Report Details** to print the information displayed, and click **Next** to continue.
8. Click **Add Impound Notice** and click **Next**.



The screenshot shows a web interface titled "AVR Inquiry". On the left is a dark blue sidebar menu with options: "Vehicle Info", "Search", "Verify", "Vehicle Details", and "Vehicle Information". The main content area is titled "Vehicle Inquiry" and contains two toggle buttons: "Add Impound Notice" (which is checked and highlighted with a red box) and "Add Abandoned Vehicle Report" (which is unchecked).

9. Complete the following impound notice detail sections:
 - a. Enter the Impound Address/Location, select the Date Impounded, and enter the Time Impounded.
 - b. Select the appropriate option from the AM/PM dropdown menu.
 - c. Enter the Authorizing Agency or Person.
 - d. Click the **Yes** or **No** button for the following questions:
 - i. If the vehicle is not redeemed within 120 hours, it will be processed as abandoned and sold at auction question.
 - ii. Suspended driver license - the vehicle will be held at the direction of law enforcement question. Enter number of days held, if answering yes.
 - iii. Security deposit required by the towing firm question.

10. Enter the Impound Charge.
11. Enter the Daily Storage Charge.
12. Enter the Tow Ticket, if applicable.

The screenshot shows a web form titled "AVR Inquiry" with a sidebar menu on the left. The sidebar includes "Vehicle Info" (Search, Verify, Vehicle Details, Vehicle Information) and "Info" (Impound Notice). The main form area is titled "Enter impound notice detail" and contains the following fields and options:

- Impound Address/Location: A large empty text box.
- Date Impounded: A required date field with a calendar icon.
- Time Impounded: A required time field.
- AM/PM: A required dropdown menu.
- Authorizing Agency or Person: A required text field.
- Decision 1: A question "If the vehicle is not redeemed within 120 hours it will be processed as abandoned and sold at auction" with "Yes" and "No" radio buttons.
- Decision 2: A question "Suspended driver's license - the vehicle will be held at the direction of law enforcement." with "Yes" and "No" radio buttons.
- Days held: A text field containing the number "0".
- Security deposit required by the towing firm: A question with "Yes" and "No" radio buttons.
- Impound charge: A required text field.
- Daily Storage Charge: A required text field.
- Tow Ticket: A text field.

13. Click the **Next** button.
14. Review the summary and click **Submit** to proceed or **Previous** to make changes.
15. Click **Print** to print the Vehicle Impound Notice or click **Continue** to return to your Abandoned Vehicle account.

Add an Abandoned Vehicle Report

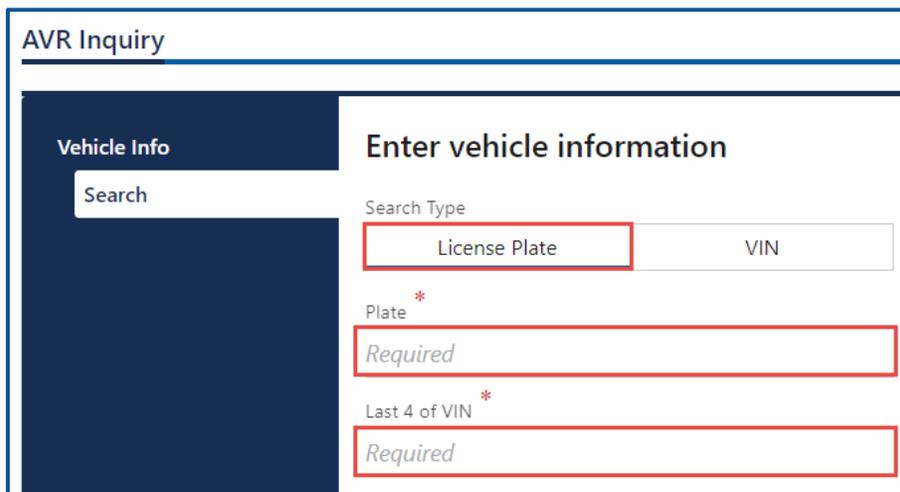
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned Vehicle Inquiry** hyperlink.



I Want To

- > Abandoned Vehicle Inquiry
- > Affidavit of Sale
- > Abandoned RV reimbursement
- > Search AVR Requests

4. Click the **License Plate** or **VIN** button, enter the License Plate number (and last 4 of VIN number) or VIN number and click **Next**.



AVR Inquiry

Vehicle Info

Search

Enter vehicle information

Search Type

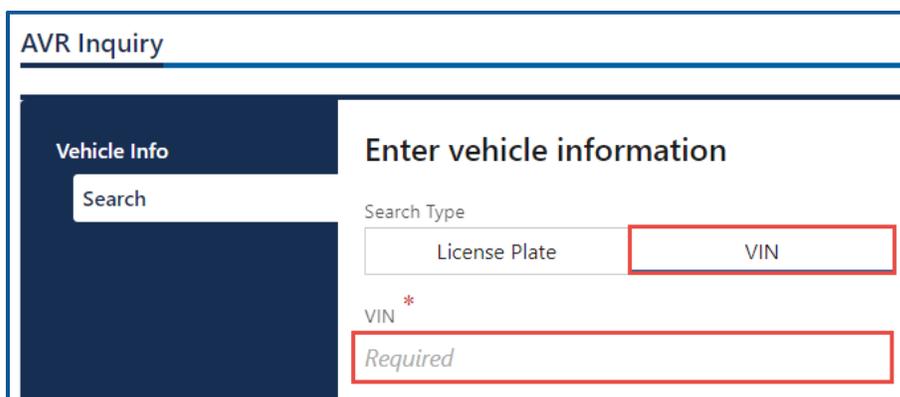
License Plate VIN

Plate *

Required

Last 4 of VIN *

Required



AVR Inquiry

Vehicle Info

Search

Enter vehicle information

Search Type

License Plate VIN

VIN *

Required

5. Verify the vehicle information and click **Next**.

- Review the vehicle information, click **Print Report Details** to print the information displayed, and click **Next** to continue.
- Click **Add Abandoned Vehicle Report** and click **Next**.

The screenshot shows the 'AVR Inquiry' interface. On the left is a dark blue sidebar with menu items: 'Vehicle Info', 'Search', 'Verify', 'Vehicle Details', and 'Vehicle Information'. The main content area is titled 'Vehicle Inquiry' and contains two toggle switches: 'Add Impound Notice' (turned off) and 'Add Abandoned Vehicle Report' (turned on, highlighted with a red box).

- Enter the Police Agency Storing.
- Enter the Date Stored.
- Enter the Date Abandoned.
- Click the **Next** button.

The screenshot shows the 'AVR Inquiry' interface with the 'Enter abandoned vehicle report detail' form. The sidebar on the left includes 'Info' with 'AVR' selected. The form has three required input fields, each with a red border: 'Police Agency Storing *', 'Date Stored *', and 'Date Abandoned *'. Each field contains the text 'Required' and a calendar icon.

- Review the summary and click **Submit** to proceed or **Previous** to make changes.
- Click **Print** to print the Abandoned Vehicle Report or click **Continue** to return to your abandoned vehicle account.

Create an Affidavit of Sale

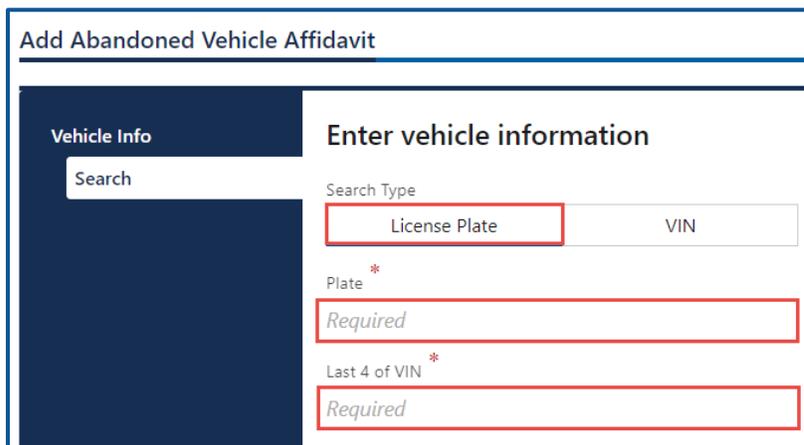
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Affidavit of Sale** hyperlink.



I Want To

- > Abandoned Vehicle Inquiry
- > **Affidavit of Sale**
- > Abandoned RV reimbursement
- > Search AVR Requests

4. Click the **License Plate** or **VIN** button, enter the License Plate number (and last 4 of VIN number) or VIN number and click **Next**.



Add Abandoned Vehicle Affidavit

Vehicle Info

Search

Enter vehicle information

Search Type

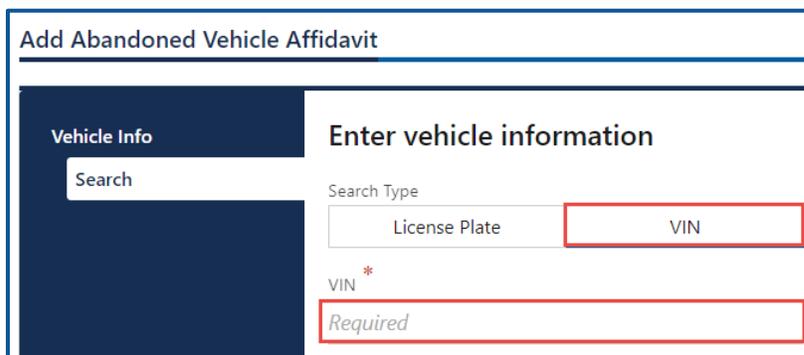
License Plate VIN

Plate *

Required

Last 4 of VIN *

Required



Add Abandoned Vehicle Affidavit

Vehicle Info

Search

Enter vehicle information

Search Type

License Plate VIN

VIN *

Required

5. Verify the vehicle information and click **Next**.

6. Complete the following purchaser information:
 - a. Enter the Name of Purchaser.
 - b. Enter the Driver License Number.
 - c. Enter the Date Vehicle Was Sold.

The screenshot shows a web form titled "Add Abandoned Vehicle Affidavit". On the left is a dark blue sidebar with a menu: "Vehicle Info" (containing "Search" and "Vehicle details"), "Purchaser Info" (containing "Purchaser" and "Purchaser address"), and "Purchaser address". The main content area is titled "Enter purchaser information" and contains three input fields: "Name of Purchaser" (marked with an asterisk and "Required"), "Driver License Number", and "Date Vehicle Was Sold" (marked with an asterisk and "Required").

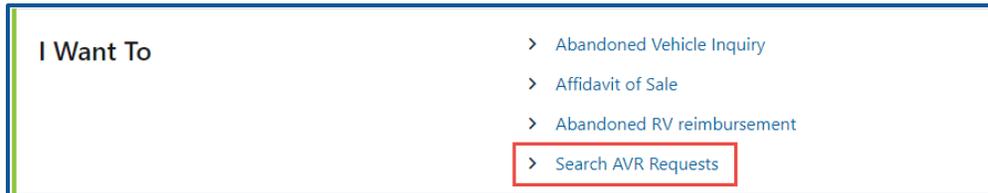
7. Click the **Next** button.
8. Complete the following Purchaser Address information:
 - a. Select the appropriate option from the Country dropdown menu, if applicable.
 - b. Enter the Street Address.
 - c. Select the appropriate option from the Unit Type dropdown menu and enter the unit, if applicable.
 - d. Enter the City, select the State, and enter the Zip Code.

The screenshot shows the same web form, but now the "Purchaser address" menu item is selected in the sidebar. The main content area is titled "Enter purchaser address" and contains several input fields: "Country" (a dropdown menu with "USA" selected), "Street address" (a text input field), "Street 2" (a text input field), "Unit type" (a dropdown menu), "Unit" (a text input field), "City" (a text input field), "State" (a dropdown menu), and "Zip code" (a text input field).

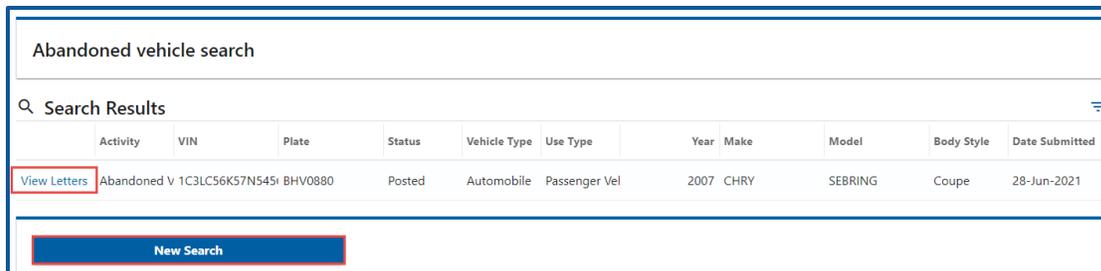
9. Click the **Next** button.
10. Verify the address and click **Next**.
11. Review the summary and click **Submit** to proceed or **Previous** to make changes.
12. Click **Print** to print the Abandoned Vehicle Affidavit of Sale or click **Continue** to return to your Abandoned Vehicle account.

Search Filed AVR Requests

1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Search filed AVR requests** hyperlink.



4. Click the **Plate** or **VIN** button, enter the Plate number or the VIN, and click **Search**.
5. The search results display below. Click the **View Letters** hyperlink to see the Abandoned Vehicle Affidavit of Sale. Click the **New Search** button to start a new search.

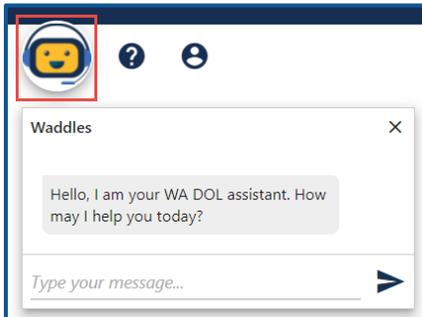


Technical Support

Chat Assistant

You can utilize the Chat Assistant, Waddles, if you need additional assistance while using License eXpress. Alternatively, you can email DOL with your Support ID and a representative can help you resolve the issue.

1. Click the **Assistant** icon to open the assistant. Alternatively, click on the **Support Menu** icon and the **Open the Assistant** hyperlink.

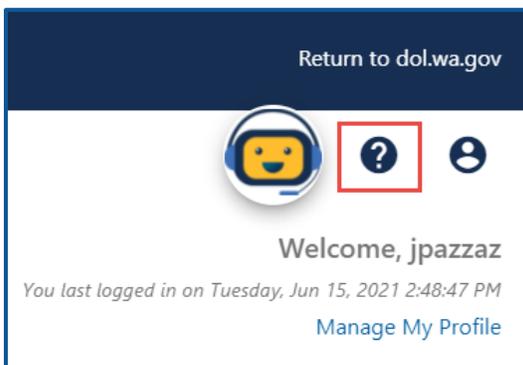


2. Type your message, or keyword, and click Enter. Waddles will do its best to direct you to information to help you complete your transaction.

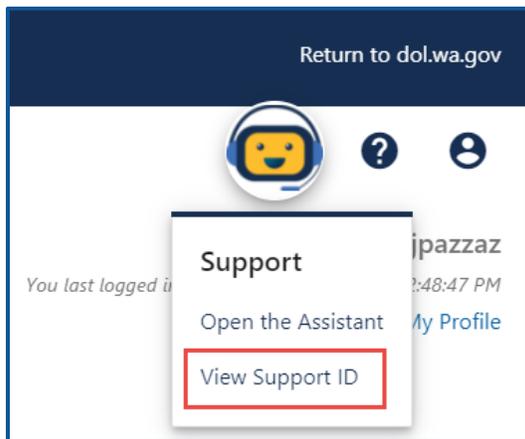
Support ID

If you experience trouble completing a submission in your business account, email the Department of Licensing at DRIVESHelp@dol.wa.gov for assistance. It is important to capture your Support ID immediately and include it in your email. If possible, do not log out of your account until we help you find a resolution. Each time you log out of E-services, the support ID number changes.

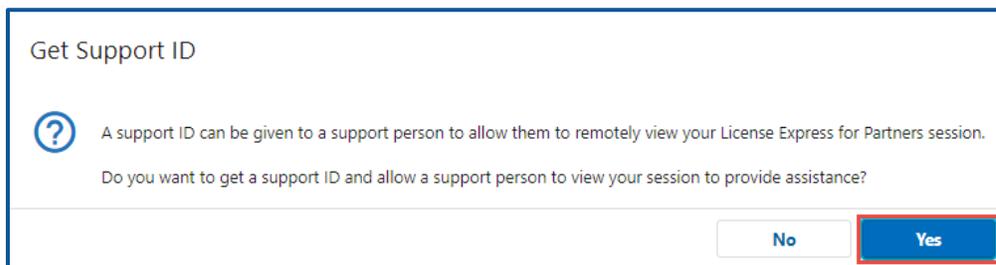
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



2. Click the **View Support ID** hyperlink from the dropdown menu.



3. Click the **Yes** button in the dialog box.



4. Capture the Support ID number displayed. Click the **OK** button to close the dialog box. Provide the Support ID number when you email DOL for assistance.

