

License Express for Vehicle Businesses

E-Services Account User Guide



Washington State Department of Licensing

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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

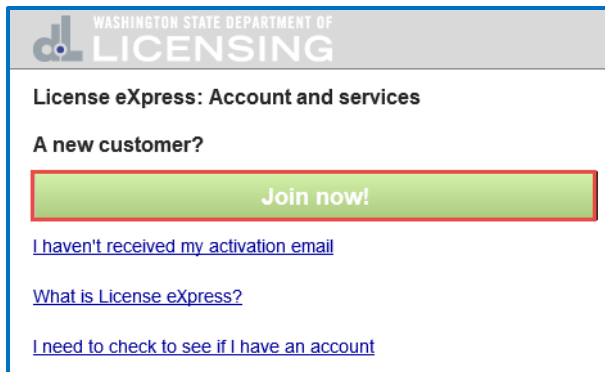
Administrator	Managers	Employees
Usually, the contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions
Generates manager and employee 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 8 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?

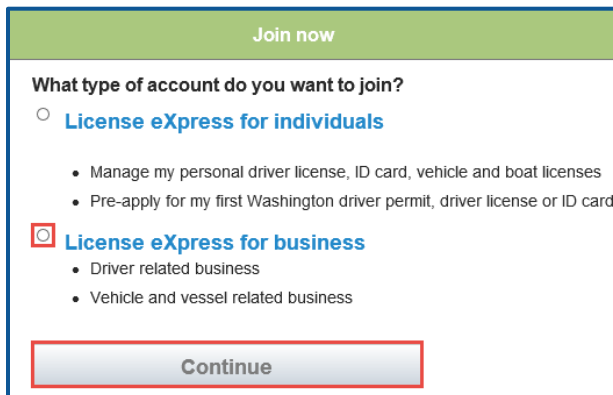
[Join now!](#)

[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

Continue

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 Choose Method 2 Enter Code 3 Remember Device 4 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 left corner features the 'SecureAccess Washington' logo, and 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. The progress bar at the top 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 are two radio button options: 'Yes, remember my device' (which is selected) and 'No, I do not want to remember this device'. Below the options is a text input field labeled 'Name:' with the placeholder '(Numbers and letters only)'. The input field is highlighted with a red box. A green 'Submit' button is located below the input field. The top left corner features the 'SecureAccess Washington' logo, and 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

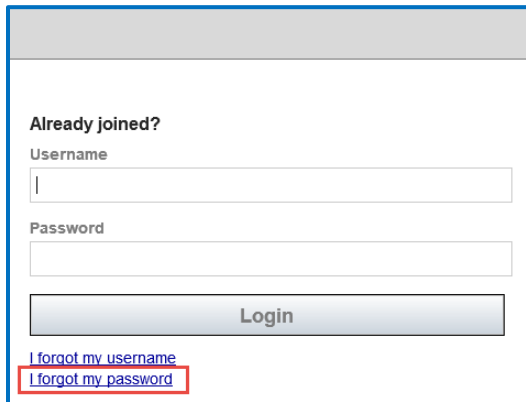
Agreement Date
10-Jun-2021

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.



Already joined?

Username

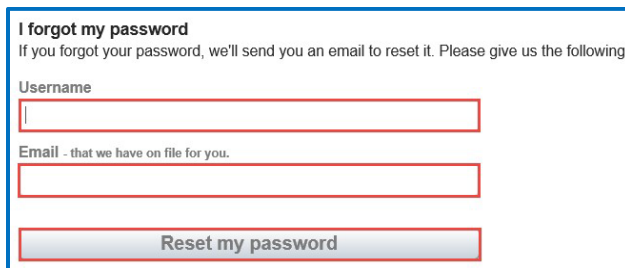
Password

Login

[I forgot my username](#)

[I forgot my password](#)

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



I forgot my password

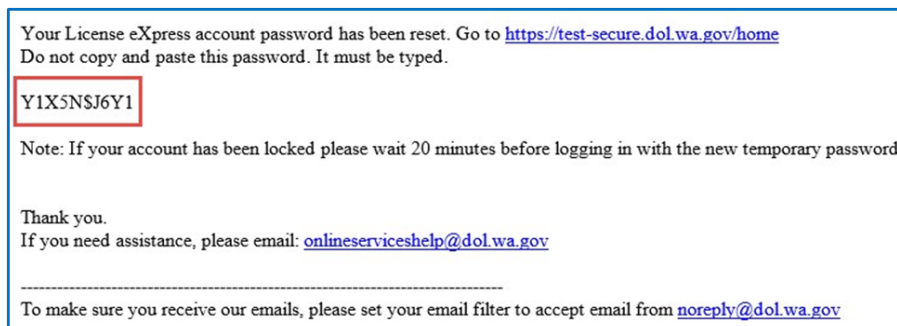
If you forgot your password, we'll send you an email to reset it. Please give us the following:

Username

Email - that we have on file for you.

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.



Your License eXpress account password has been reset. Go to <https://test-secure.dol.wa.gov/home>
Do not copy and paste this password. It must be typed.

Y1X5NSJ6Y1

Note: If your account has been locked please wait 20 minutes before logging in with the new temporary password.

Thank you.
If you need assistance, please email: onlineserviceshelp@dol.wa.gov

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.

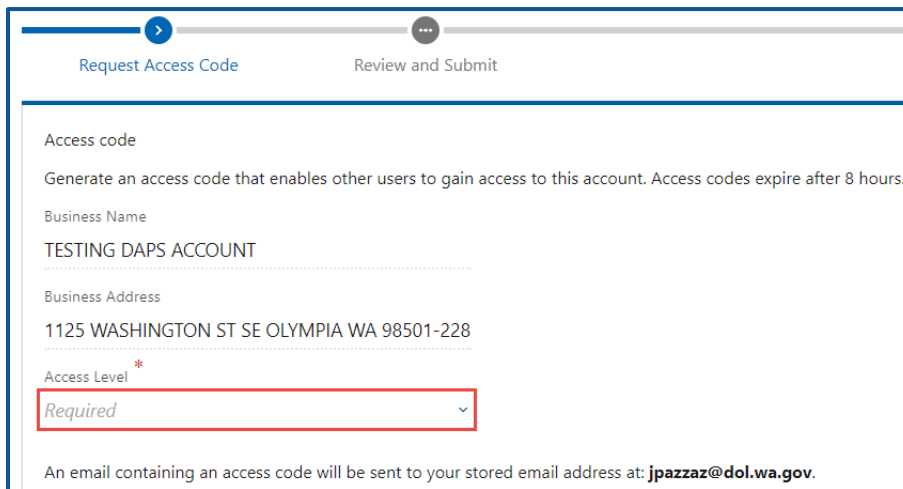
Generate Access Code for Managers and Employees

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 a progress bar at the top with two steps: 'Request Access Code' (active) and 'Review and Submit'. The form contains the following fields:

- 'Access code' with a subtext: 'Generate an access code that enables other users to gain access to this account. Access codes expire after 8 hours.'
- 'Business Name' with the value 'TESTING DAPS ACCOUNT'.
- 'Business Address' with the value '1125 WASHINGTON ST SE OLYMPIA WA 98501-228'.
- 'Access Level' with a dropdown menu showing 'Required'.

At the bottom, a note states: 'An email containing an access code will be sent to your stored email address at: jpazzaz@dol.wa.gov.' The 'Access Level' dropdown is highlighted with a red box.

5. Review the request and click **Submit**.
6. License eXpress automatically sends you an email with the access code, which you can then send to an employee or manager. The employee/manager accesses the Correctional Facility account using this access code. You will also need to provide the employee/manager with the State or Federal ID and Correctional Facility ID account number.

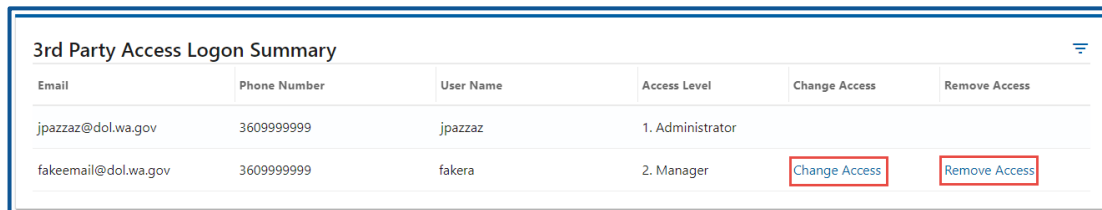
Note: Access codes expire 8 hours after they are created.

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.



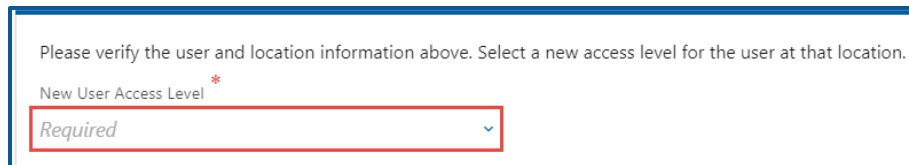
A screenshot of the '3rd Party Access Logon Summary' table. The table has columns for Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The 'Change Access' and 'Remove Access' buttons for the user 'fakeemail@dol.wa.gov' are highlighted with red boxes.

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.

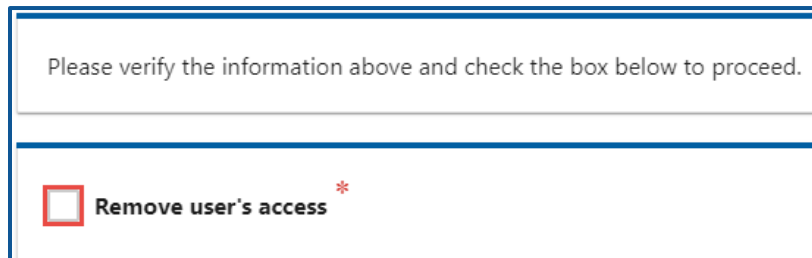


A screenshot of the 'New User Access Level' dropdown menu. The dropdown is open and shows the option 'Required' selected. The text 'Please verify the user and location information above. Select a new access level for the user at that location.' is visible above the dropdown.

- 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 checkbox is unchecked. The text 'Please verify the information above and check the box below to proceed.' is visible above the checkbox.

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

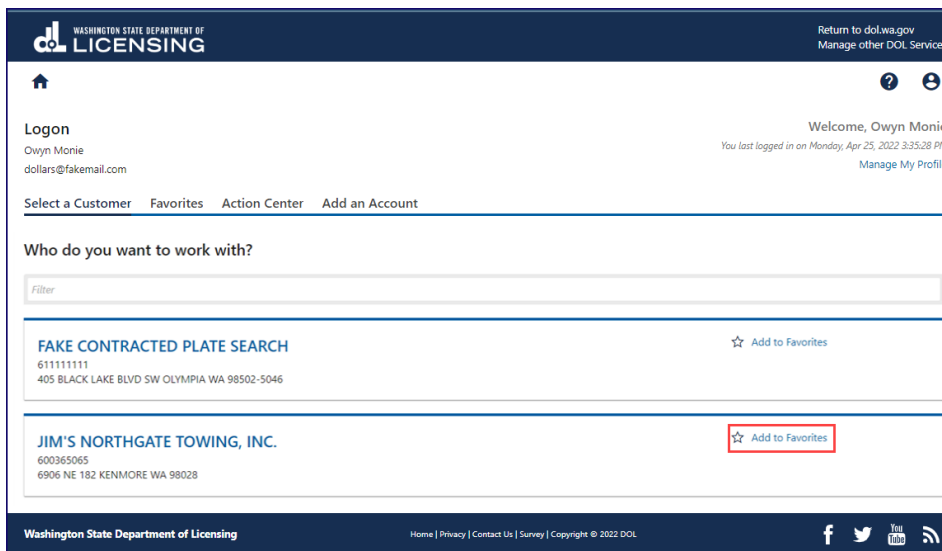
6. Review the request and click **Submit**.

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.

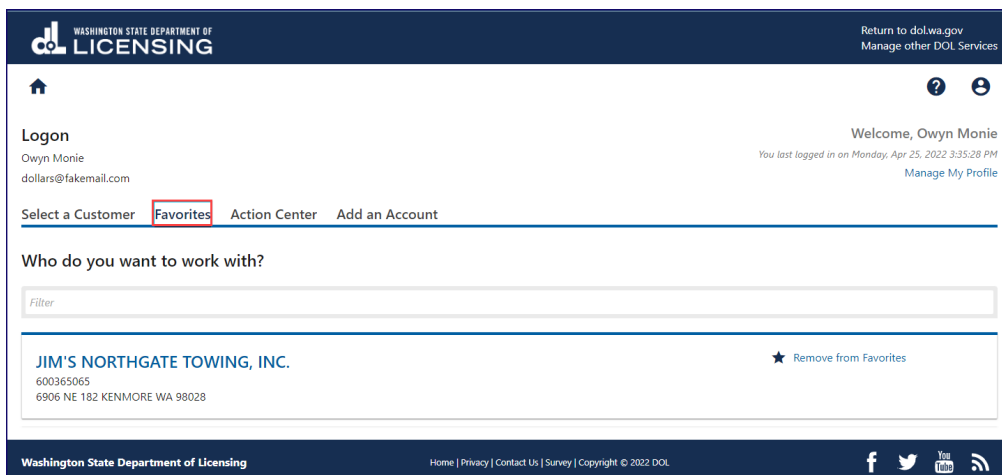
Setting Account Favorites

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



The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a navigation bar with the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". On the right side of the navigation bar, there are links for "Return to dol.wa.gov" and "Manage other DOL Services". Below the navigation bar, there is a user profile section on the left with the text "Logon", "Owyn Monie", and "dollars@fakemail.com". On the right side of the user profile section, there is a welcome message "Welcome, Owyn Monie" and a timestamp "You last logged in on Monday, Apr 25, 2022 3:35:28 PM". Below the user profile section, there is a navigation menu with the following items: "Select a Customer", "Favorites", "Action Center", and "Add an Account". Below the navigation menu, there is a section titled "Who do you want to work with?" with a search filter. Below the search filter, there are two account listings. The first listing is for "FAKE CONTRACTED PLATE SEARCH" with the address "611111111, 405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046" and an "Add to Favorites" button. The second listing is for "JIM'S NORTHGATE TOWING, INC." with the address "600365065, 6906 NE 182 KENMORE WA 98028" and an "Add to Favorites" button. At the bottom of the page, there is a footer with the text "Washington State Department of Licensing" and links for "Home", "Privacy", "Contact Us", "Survey", and "Copyright © 2022 DOL". There are also social media icons for Facebook, Twitter, YouTube, and RSS.

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



The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a navigation bar with the logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". On the right side of the navigation bar, there are links for "Return to dol.wa.gov" and "Manage other DOL Services". Below the navigation bar, there is a user profile section on the left with the text "Logon", "Owyn Monie", and "dollars@fakemail.com". On the right side of the user profile section, there is a welcome message "Welcome, Owyn Monie" and a timestamp "You last logged in on Monday, Apr 25, 2022 3:35:28 PM". Below the user profile section, there is a navigation menu with the following items: "Select a Customer", "Favorites", "Action Center", and "Add an Account". The "Favorites" tab is highlighted with a red box. Below the navigation menu, there is a section titled "Who do you want to work with?" with a search filter. Below the search filter, there is one account listing for "JIM'S NORTHGATE TOWING, INC." with the address "600365065, 6906 NE 182 KENMORE WA 98028" and a "Remove from Favorites" button. At the bottom of the page, there is a footer with the text "Washington State Department of Licensing" and links for "Home", "Privacy", "Contact Us", "Survey", and "Copyright © 2022 DOL". There are also social media icons for Facebook, Twitter, YouTube, and RSS.

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 Washington State Department of Licensing user interface. At the top, the logo and name 'WASHINGTON STATE DEPARTMENT OF LICENSING' are on the left, and 'Return to dol.wa.gov' and 'Manage other DOL Services' are on the right. Below the header, there is a navigation bar with 'Home', 'Logon', and 'Welcome, Owyn Monie' (with a timestamp 'You last logged in on Monday, Apr 25, 2022 3:35:28 PM' and a 'Manage My Profile' link). The main navigation area 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 'Filter' input field. A list of favorite accounts is shown, with the first entry being 'JIM'S NORTHGATE TOWING, INC.' (phone: 600365065, address: 6906 NE 182 KENMORE WA 98028). A red box highlights the '★ Remove from Favorites' button next to this entry. The footer contains 'Washington State Department of Licensing', a copyright notice '© 2022 DOL', and social media icons for Facebook, Twitter, YouTube, and RSS.

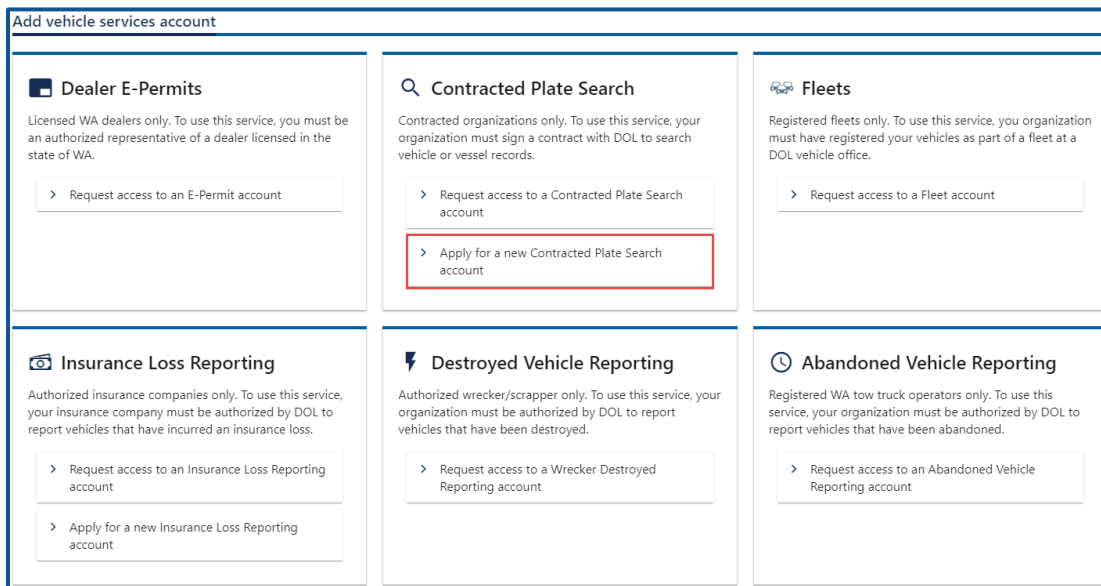
Vehicle Business Accounts

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.

The screenshot shows the 'Contracted Plate Search Application' interface. On the left is a dark blue sidebar with a menu containing: Intro, Introduction, Business info, Business info, Request detail, and Business area. The 'Business area' menu item is highlighted. The main content area is titled 'Business area' and contains the text 'Please select at least one business area to proceed.' Below this is a heading 'Select all that apply to you and/or your business' followed by a 'Business Area' dropdown menu. To the right of the dropdown is a checkbox labeled 'Add'l Info Require'.

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.

The screenshot shows the 'Contracted Plate Search Application' interface. The sidebar menu is the same as in the previous screenshot, but the 'Address' menu item is highlighted, and a sub-menu 'Physical address' is visible. The main content area is titled 'Enter address information' and contains several input fields: 'Country' (dropdown menu with 'USA' selected), 'Street address' (text input with a red asterisk and 'Required' text below it), 'Street 2' (text input), 'Unit type' (dropdown menu), 'Unit' (text input), 'City' (text input with a red asterisk and 'Required' text below it), 'State' (dropdown menu with 'WA - WASHINGTON' selected), and 'Zip code' (text input with a red asterisk and 'Required' text below it).

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.

Contracted Plate Search Application

Declarations - page 1 of 2

Please check any and all boxes on the next two pages that apply to your business.

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

Intro

Introduction

Business info

Business info

Request detail

Business area

Address

Physical address

Verify address

Mailing address

Declarations

Declarations 1

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:

- i. Your current private investigator license.
- ii. Your current business license.

The screenshot shows a web application titled "Contracted Plate Search Application" with a navigation menu on the left and a main content area. The navigation menu includes sections like "Intro", "Business info", "Address", and "Declarations". The "Declarations" section is expanded to show "Part 1" and "Declarations 2". The main content area is titled "Declarations - page 2 of 2" and contains four radio button options, each with a list of required documents:

- 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 OfficerSelect a document to provide
- 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 web interface titled "Add vehicle services account" with a grid of six service categories. Each category includes a title, a brief description, and one or more buttons to request access or apply for a new account. The "Contracted Plate Search" button is highlighted with a red border.

Service Category	Description	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.	> 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.	> 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 vehicles as part of a fleet at a DOL vehicle office.	> 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.	> 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.	> 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.	> 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 8 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.

Search Reason
Privacy Act Disclaimer - Access to Contracted Plate Search is restricted by law to authorized persons or organizations and the terms of the Contracted Plate Search user contract. Unauthorized use or disclosure of vehicle and vessel information is a crime punishable by fine or imprisonment and may result in civil damages.
Permissible Use Reason *
Required

Court Information
Court name
Court case/docket #

Information Forwarded To
Name
Attorney or Private Investigator?
Yes No
Occupation

Search

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

	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"/>

New Search

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.

Print Certified View **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" with a grid of service options. Each option includes a title, a brief description, and one or more buttons with right-pointing chevrons. The "Insurance Loss Reporting" section is highlighted with a red border, and its "Apply for a new Insurance Loss Reporting account" button is also highlighted with a red box. A blue dropdown arrow is visible at the bottom center of the grid.

Service	Description	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.	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.	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.	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.	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.	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.	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**.

Insurance application

Primary contact information

Contact Name *
Required

Title

Phone type *
Required

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.

Insurance application

Add a row for each company you will be reporting for.

Companies you will be reporting on behalf of

× Insurance Co. *
Required

NAIC# *
Required

Contact Details

Contact Name *
Required

Contact Title *
Required

Contact Email *
Required

Contact Phone *
Required

Address

Street *
Required

City *
Required

State *
Required

Zip Code *
Required

+ Add another company

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 area is titled 'Attachments' and contains a table with two rows:

Attachment Type	Attachment Requirements	
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 open. The first dialog is for 'Driver license' and the second is for 'WA OIC license'. Both dialogs have a 'Description' field with a red box around it and a 'File' field with a 'Choose File' button and 'No file chosen' text, also with a red box around it. 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, and its "Request access to an Insurance Loss Reporting account" button is also highlighted with a red box.

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 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 *
- ID Type *
- ID Number *
- WAIOC # *
- NAIC# or NPN *

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 is titled "Request your Insurance destroyed reporting access" and contains a sidebar with "Request access", "Login information", and "Your business role". The main content area is titled "Attachments" and features a table with columns for "Attachment Type" and "Attachment Requirements". Two modal windows are open, one for "Employment letter" and one for "WA OIC license". Both modals have a "Description" field with a red border and a "File" field with a "Choose File" button and "No file chosen" text. The "Employment letter" modal has an "OK" button highlighted in red. The "WA OIC license" modal has an "Upload" button highlighted in red.

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 the Name and Phone number.
- 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
JPAZZAZ

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

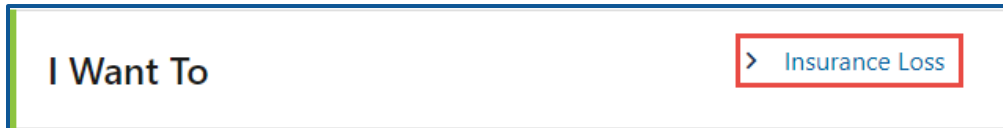
Email address *

Required

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

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.

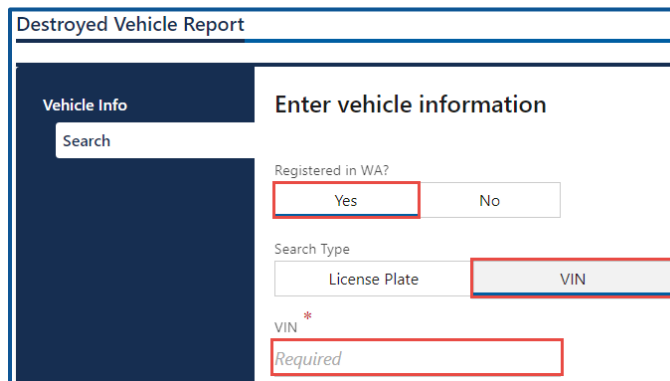


A horizontal menu bar with a dark blue background. On the left, the text "I Want To" is displayed in white. On the right, there is a button with a white background and a blue border, containing a right-pointing chevron and the text "Insurance Loss".

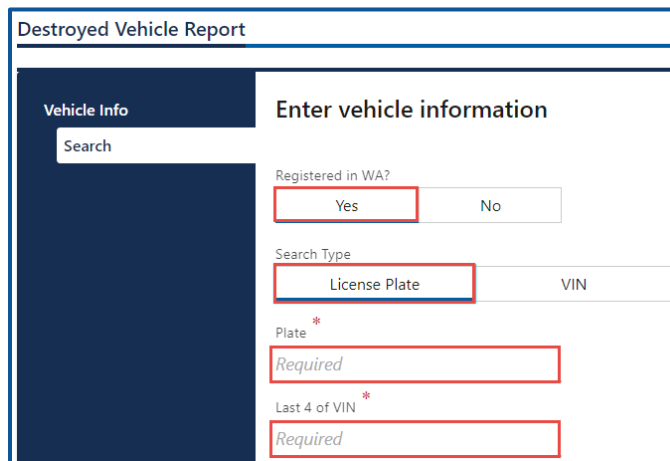
4. Click the **Yes** or **No** button for the Registered in WA question and complete the following steps based on your selection:

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 a web form titled "Destroyed Vehicle Report". The form is divided into two main sections: "Vehicle Info" on the left and "Enter vehicle information" on the right. In the "Vehicle Info" section, there is a "Search" input field. In the "Enter vehicle information" section, there are several fields: "Registered in WA?" with "Yes" and "No" radio buttons; "Search Type" with "License Plate" and "VIN" buttons; and a "VIN" input field with an asterisk and the word "Required" below it.



A screenshot of a web form titled "Destroyed Vehicle Report". The form is divided into two main sections: "Vehicle Info" on the left and "Enter vehicle information" on the right. In the "Vehicle Info" section, there is a "Search" input field. In the "Enter vehicle information" section, there are several fields: "Registered in WA?" with "Yes" and "No" radio buttons; "Search Type" with "License Plate" and "VIN" buttons; "Plate" input field with an asterisk and the word "Required" below it; and "Last 4 of VIN" input field with an asterisk and the word "Required" below it.

No

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

The screenshot shows the 'Destroyed Vehicle Report' form with the 'Enter vehicle information' section active. The left sidebar has 'Vehicle Info' selected. The form fields include: 'Registered in WA?' with 'Yes' and 'No' buttons; 'State' with a dropdown menu showing 'Required'; 'VIN' with a text input showing 'Required'; and 'Plate' with an empty text input.

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 with the 'Enter insurance loss detail' section active. The left sidebar has 'Loss Detail' selected. The form fields include: 'Vehicle Status' with a dropdown menu showing 'Required'; 'Date of Loss' with a date picker showing 'Required'; 'Settlement Date' with a date picker showing 'Required'; 'Does the vehicle value meet or exceed \$780,000 (Market Value Threshold)' with 'Yes' and 'No' buttons; 'Is the Certificate of ownership (Title) in the possession of your company?' with 'Yes' and 'No' buttons; 'File/Claim Number' with an empty text input; and 'State Rep Title Number' with an empty text input.

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

Next

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.

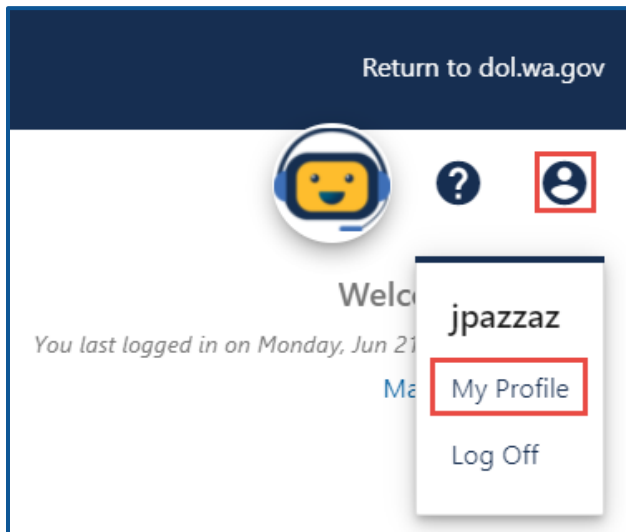
Individual

- 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

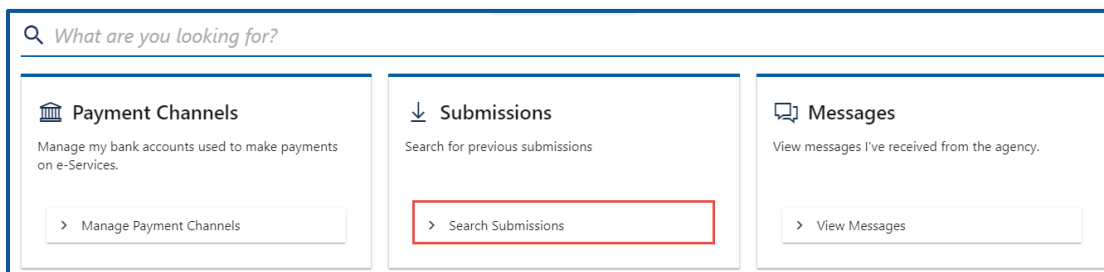
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Profile Menu** icon and the **My Profile** hyperlink.



3. Click the **More** tab.



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





5. 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 21-Jun-2020 

Processed To 

Search

Submissions

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

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

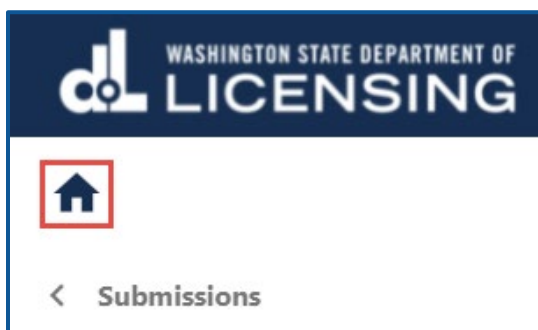
< Submissions

Destroyed Vehicle Report **Processed** [> Print](#)

Insurance Destroyed Vehicle Reporting
87458
ACE INSURANCE D

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

7. 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 has a 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 a form titled 'Request your E-permit access'. On the left is a dark blue sidebar with 'Request access' and 'Login information'. The main form area has three input 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

Attachments

Attachment Type	Description	File	Actions
Business license	Business license certificate issued by WA	Choose File	Upload

Select a file to attach

Type
Business license

Description *
Business license certificate issued by WA

File *
Choose File No file chosen

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' and sub-items: '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 asterisk and a red 'Required' label below 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 'Business license' and the second is for 'Employment letter'. Both dialogs have a 'Description' field with a red 'Required' label and a red box around the input area, and a 'File' field with a red 'Choose File' button and 'No file chosen' text. Both dialogs have 'Cancel' and 'OK' buttons at the bottom. In the background, the 'Attachments' table has two rows, each with an 'Upload' button highlighted in red.

- f. Enter the access number provided by the Administrator or Manager.
 - Note:** Access codes expire 8 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.

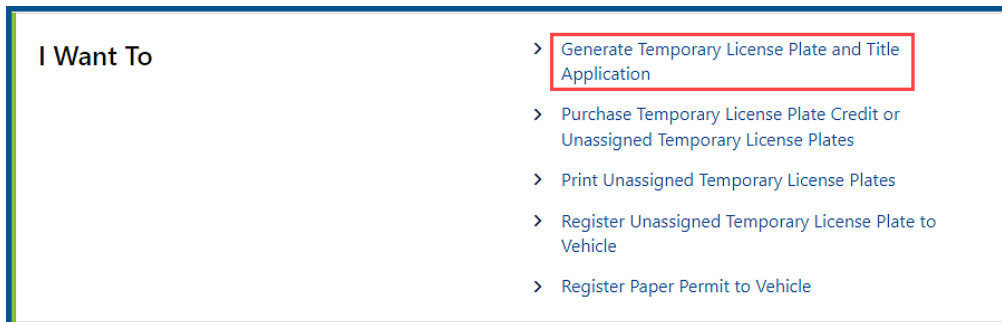
1. Request the number of Temporary License Plate credits you need at each location, if applicable (no limit).
2. Request the number of Unassigned Temporary License Plates (limit of 10 available).
3. Pay \$40 for each Temporary or Unassigned License Plate.

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.

Vehicle Details
Vehicle Identification

Enter basic vehicle information

Import from XML file

Dealer information
Dealer number
48326
License type
(220) Motor Vehicle Dealer

Permits Available
Number of permits available
24

Vehicle information
New Used
Vehicle identification number (VIN) *
(Required)

Previous title information
State
Title number
Issue date

Purchase information
Sale date *
(Required)
Purchase price/Value code *
(Required)
Date of delivery

Odometer information
Odometer code
Odometer reading
0

Registration information
Months registration
12
Registration expires

< Previous Next >

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**.

The screenshot displays the 'Paper Permitting' interface. On the left, a dark blue sidebar contains navigation links: 'Vehicle Details', 'Vehicle Identification', and 'Vehicle Details'. The main content area is titled 'Complete vehicle detail information' and is divided into several sections:

- Vehicle Type:** Includes dropdown menus for 'Vehicle type' (Truck), 'Use type' (Truck), 'Fuel type' (Gasoline), and 'Vehicle type' (Truck).
- Details:** Features an 'Override details' table with 'No' and 'Yes' columns. Below are text input fields for 'Year' (2020), 'Make' (FORD - FORD), 'Model' (RANGER), and 'Body description' (PICKUP TRUCK). A checkbox for 'Title purpose only' is present.
- Additional Information:** Includes a 'Scale weight' field (4,145) and two 'Color' dropdown menus (Color 1 and Color 2).
- Trim:** Shows 'No trim selection available', 'Value code' (26,000.00), 'Value year' (2020), and 'Depreciated value' (24,700.00).
- Gross Weight:** Includes 'GVWR' (Class 2 - 6,001 - 10,000), a 'Gross weight' dropdown menu (highlighted with a red box and labeled 'Required'), and 'Months GW' (0).
- Identification:** Includes 'Equipment number' and 'Fleet number' fields.

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.

The screenshot shows a web form titled "Enter additional address information". On the left is a dark blue sidebar with a menu containing: "Vehicle Details" (with sub-items "Vehicle Identification" and "Vehicle Details"), "Owner Info" (with sub-items "Registered Owners", "Residential address", and "Verify address"), and "Additional Addresses" (which is highlighted). The main content area is white and divided into two sections. The "Other addresses" section has two input fields: "Mail Addresses" and "One time Addresses". The "Email Reminders" section has the text "Signup for email reminders?" followed by two buttons: "Yes" and "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.

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 *

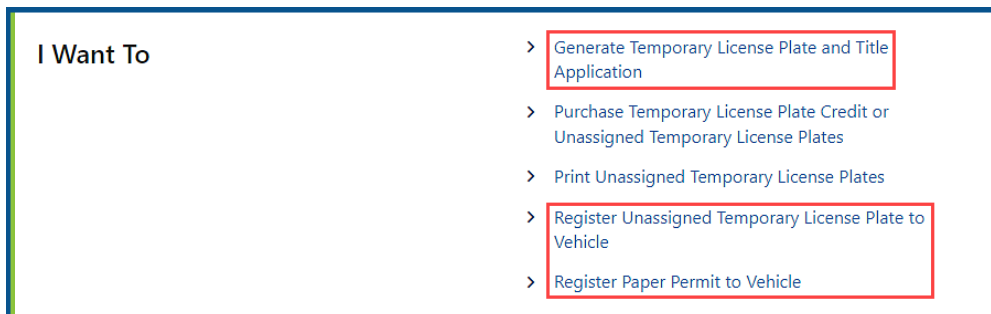
Required

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.



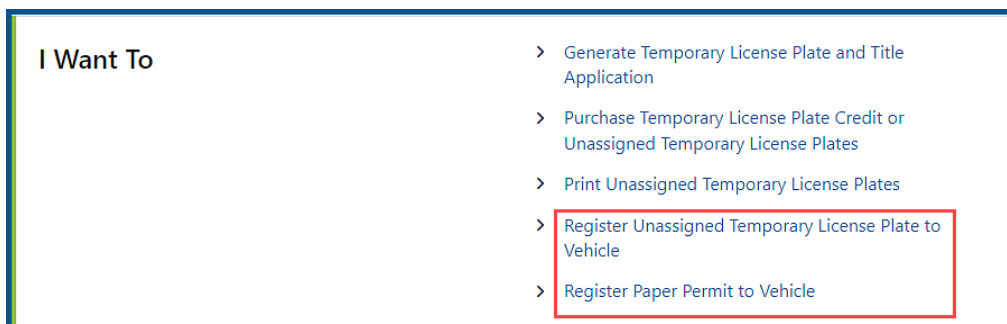
4. Click the **XML File** button.
5. Click the **Choose File** button, select the appropriate file, and click **Open**.
6. Click the **OK** button to import the appropriate file.
7. Click the **Next** button.
8. Verify the Vehicle Details information and click **Next**.
9. Verify the Registered Owners 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.

Vehicle Details
Vehicle Identification

Enter basic vehicle information

Import from XML file

Dealer information
Dealer number
10111
License type
(20) Motor Vehicle Dealer

Vehicle information
New Used
Vehicle identification number (VIN)
Required

Previous title information
State
Title number
Issue date

Purchase information
Sale date
Required
Purchase price/Value code
Required
Date of delivery

Permit number
Permit number
Required

Odometer information
Odometer code
Odometer reading
0

Registration information
Months registration
12
Registration expires

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**.

The screenshot shows a web form titled "Paper Permitting" with a sidebar on the left containing "Vehicle Details", "Vehicle Identification", and "Vehicle Details". The main content area is titled "Complete vehicle detail information" and is divided into several sections:

- Vehicle Type:** Includes dropdown menus for "Vehicle type" (Truck), "Use type" (Truck), and "Fuel type" (Gasoline).
- Details:** Includes a "Override details" section with "No" and "Yes" radio buttons, and fields for "Year" (2020), "Make" (FORD - FORD), "Model" (RANGER), and "Body description" (PICKUP TRUCK). There is also a checkbox for "Title purpose only".
- Additional Information:** Includes a "Scale weight" field (4,145) and two "Color" dropdown menus (Color 1 and Color 2).
- Trim:** Includes a "Value code" field (26,000.00), a "Value year" field (2020), and a "Depreciated value" field (24,700.00).
- Gross Weight:** Includes a "GVWR" dropdown (Class 2 - 6,001 - 10,000), a "Gross weight" dropdown (Required), and a "Months GW" field (0).
- Identification:** Includes an "Equipment number" field and a "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.

28. Click the **Next** button.

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

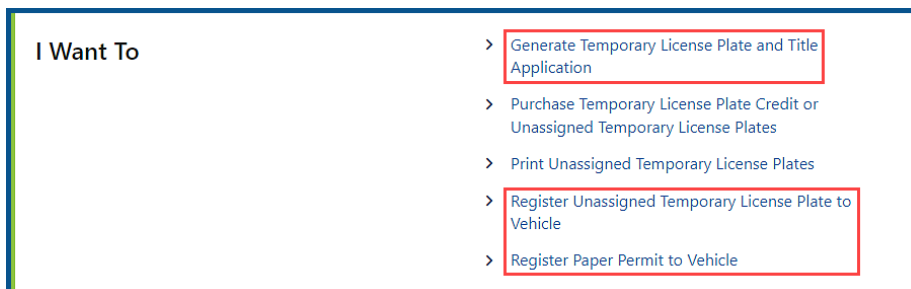
30. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.

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.

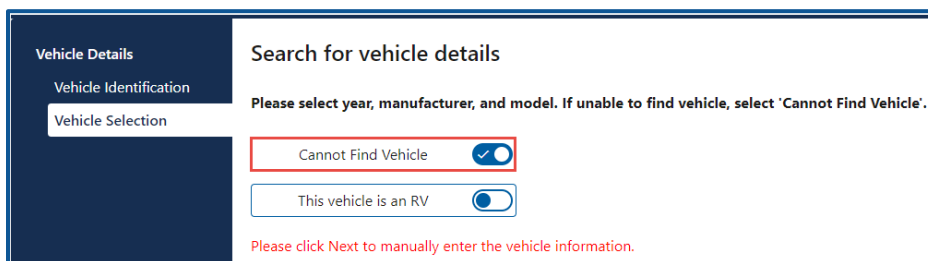
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Generate Temporary License Plate and Title Application, Register Unassigned Temporary License Plate to Vehicle, or Register Paper Permit to Vehicle**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

The screenshot shows a web interface for entering address information. On the left is a dark blue navigation menu with options: Vehicle Details, Vehicle Identification, Vehicle Details, Owner Info, Registered Owners, Residential address, Verify address, and Additional Addresses (highlighted). The main content area is titled 'Enter additional address information' and contains three sections: 'Other addresses' with two red-bordered input fields for 'Mail Addresses' and 'One time Addresses'; 'Email Reminders' with the question 'Signup for email reminders?' and 'Yes'/'No' buttons; and 'Additional Addresses' at the bottom.

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.

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 is a permanent action, and it cannot be reversed. 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.

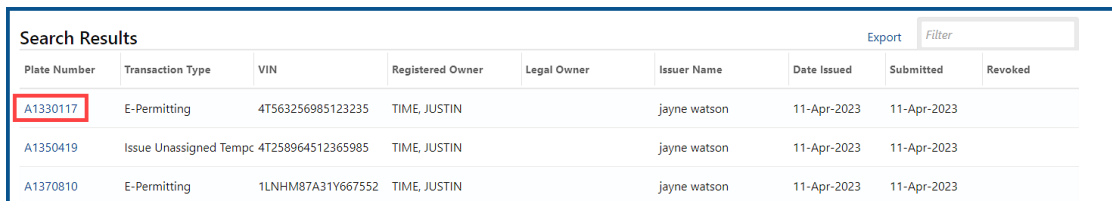


4. Enter the From and To date range for the applicable permit and click **Search**. Your search results display below.



A screenshot of a search options form with a blue border. The form is titled 'Search Options' and has a 'Search' button in the top right corner. It contains three input fields: 'From' with the value '01-Jun-2021', 'To' with the value '08-Jul-2021', and 'Name' which is empty. Each date field has a small calendar icon to its right.

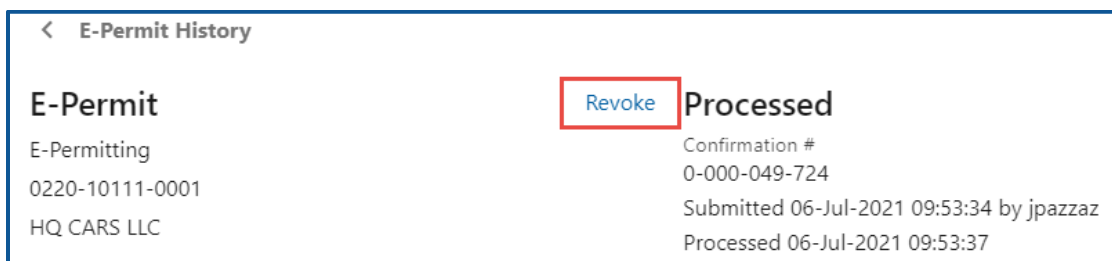
5. Click the appropriate **Plate Number** hyperlink you need to revoke.



A screenshot of a search results table with a blue border. 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 around the 'Plate Number' cell, which contains the value 'A1330117'.

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.



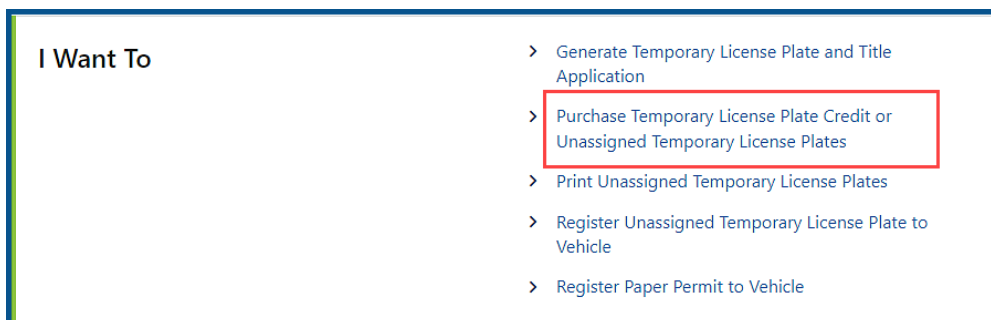
A screenshot of the 'E-Permit History' page with a blue border. The page title is 'E-Permit History'. Below the title, there is a section for 'E-Permit' with details: 'E-Permitting', '0220-10111-0001', and 'HQ CARS LLC'. To the right of this section is a 'Revoke' button (highlighted with a red box) and the text 'Processed'. Below the 'Processed' text are the following details: 'Confirmation # 0-000-049-724', 'Submitted 06-Jul-2021 09:53:34 by jpazzaz', and '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.



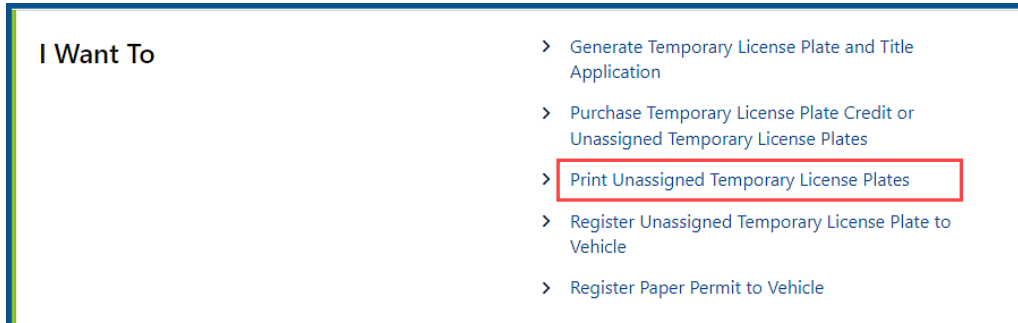
4. Click the applicable button for **Temporary License Plates Only, Unassigned Temp plates Only, or Both.**
5. Enter the desired number of Temporary License Plate credits or Unassigned Temporary License plates.
6. Select the applicable Reason for Unassigned Temporary Plate purchase from the dropdown 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.



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.

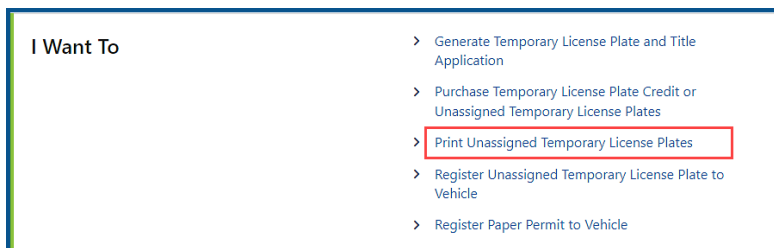


6. Click the **Submit** button.
7. Click the **Print** button.
8. Click the **PDF Print** icon.
9. Click the **Print** button.
10. Click the **Continue** button to return to the main page.

Reprint Unassigned Temporary License Plates

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

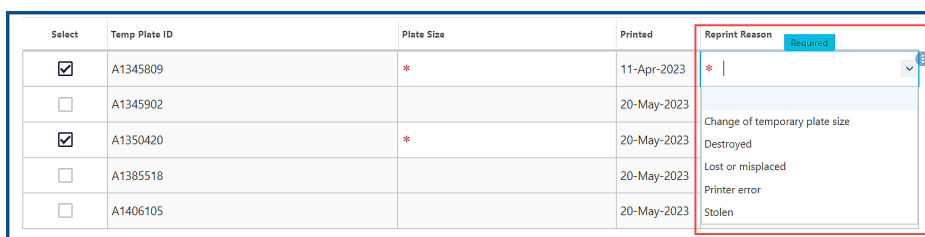
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Print Unassigned Temporary License Plates** hyperlink.



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" with a grid of service categories. Each category includes a description and one or more buttons with a right-pointing chevron. The "Fleets" category button is highlighted with a red border.

Service Category	Description	Available Actions
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.	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.	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.	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.	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.	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.	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 8 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.

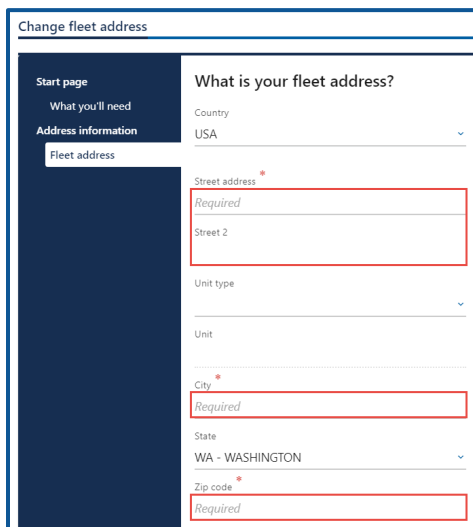
Change a Fleet Address

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.



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.

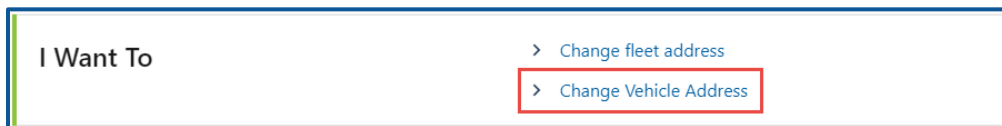
A screenshot of a web form titled 'Change fleet address'. The form has a dark blue sidebar on the left with a navigation menu containing 'Start page', 'What you'll need', 'Address information', and 'Fleet address'. The main content area is white and titled 'What is your fleet address?'. It contains several 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.

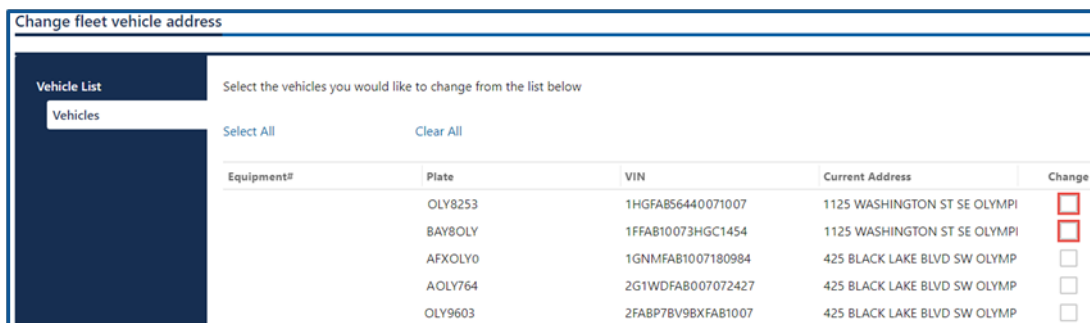
Change an Address for Fleet Vehicle

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

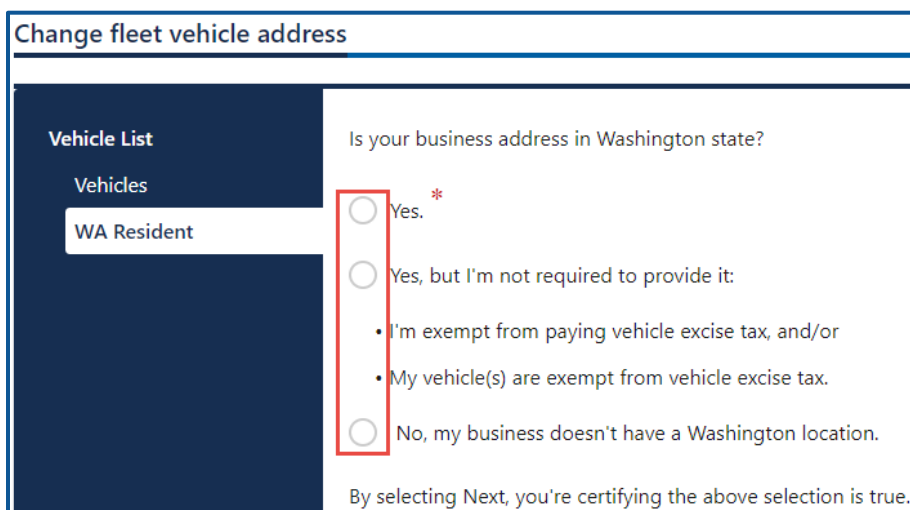
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Change Vehicle Address** hyperlink.



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.



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



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 highlighted with a red box:

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

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.

Request your Wrecker destroyed 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

- 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**.

Request your Wrecker destroyed reporting access

Request access

Login information

Location(s)

Your business role

Attachments

Upload

Attach required documents

Type
Business license

Description *
Required

File *
Choose File No file chosen

Cancel OK

ments

business license certificate issued by WA

Upload

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". It includes 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 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 marked as "Required" and highlighted with a red box. Underneath is a section for "Owner or supervisor contact information" with fields for "Name", "Phone", and "Email address", all marked as "Required" and highlighted with red boxes.

- 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 a table with two columns for file attachments. The first column has a "Type" of "Business license" and a "Description" field marked as "Required" and highlighted with a red box. The "File" field shows a "Choose File" button and "No file chosen". The second column has a "Type" of "Employment letter" and a "Description" field marked as "Required" and highlighted with a red box. The "File" field also shows a "Choose File" button and "No file chosen". To the right of the table are two "Upload" buttons, each highlighted with a red box. At the bottom of the table are "Cancel" and "OK" buttons for each attachment row.

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

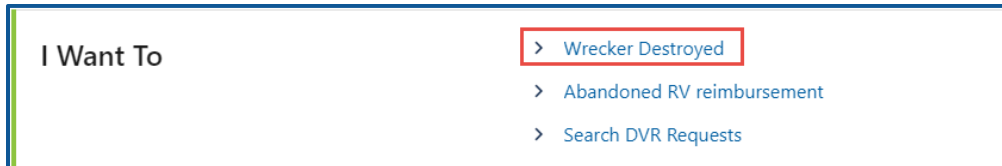
Note: Access codes expire 8 hours after they are created.

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.

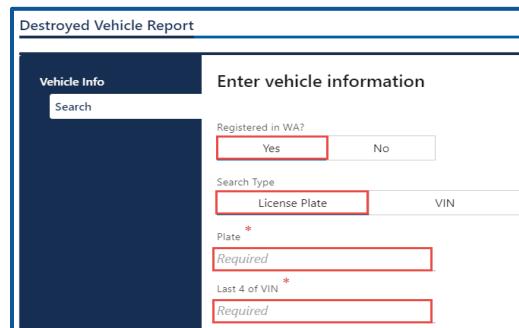


A screenshot of a web interface showing a menu titled "I Want To". The menu items are: "> Wrecker Destroyed", "> Abandoned RV reimbursement", and "> Search DVR Requests". The "Wrecker Destroyed" option is highlighted with a red box.

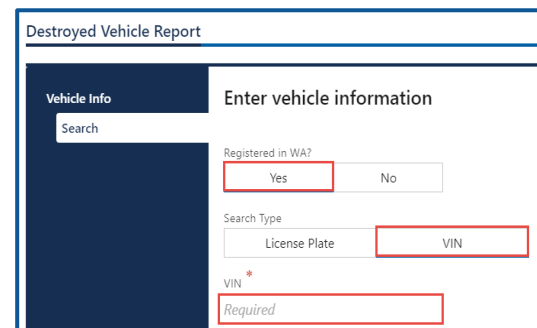
4. Click the **Yes** or **No** button for the Registered in WA question and complete the following steps based on your selection:

Yes

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



A screenshot of the "Destroyed Vehicle Report" form. The "Registered in WA?" question has the "Yes" button selected. Under "Search Type", the "License Plate" button is selected. The "Plate" field is marked as "Required" and the "Last 4 of VIN" field is also marked as "Required".

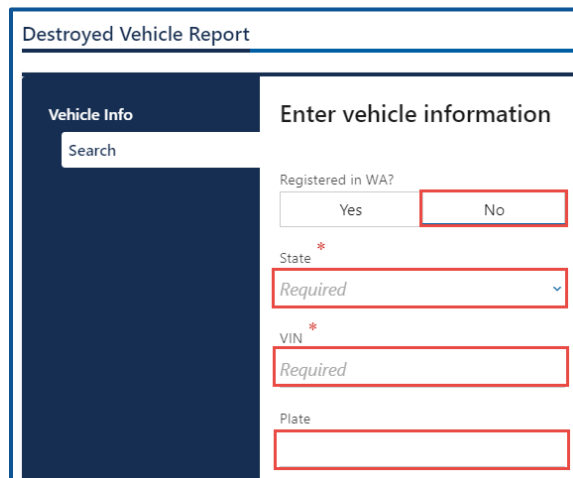


A screenshot of the "Destroyed Vehicle Report" form. The "Registered in WA?" question has the "Yes" button selected. Under "Search Type", the "VIN" button is selected. The "VIN" field is marked as "Required".

- 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

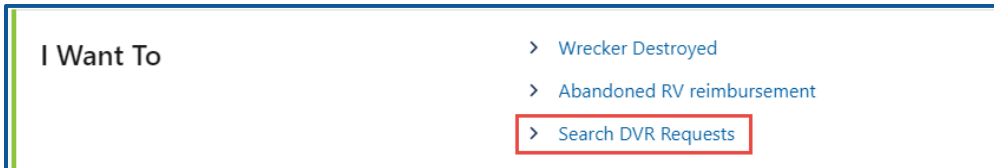
Does the vehicle value meet or exceed \$7930.0000 (Market Value Threshold) *
Yes No

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.

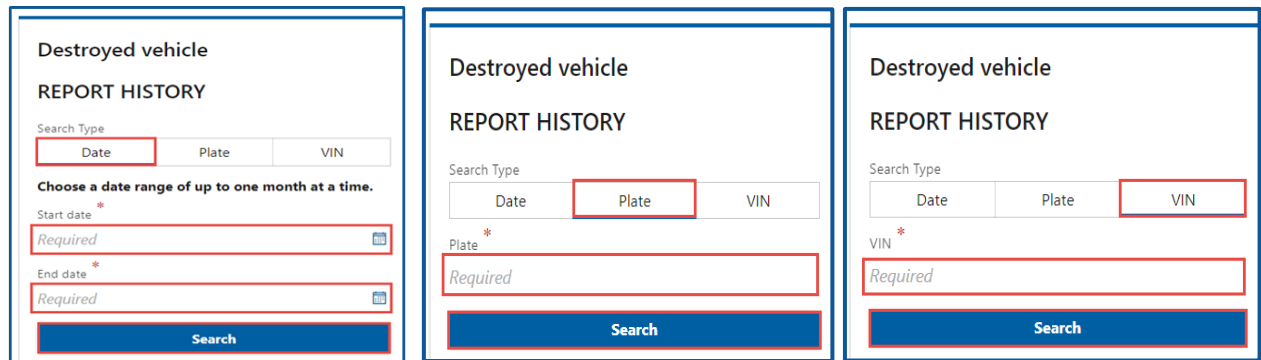
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Search DVR Requests** hyperlink.



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

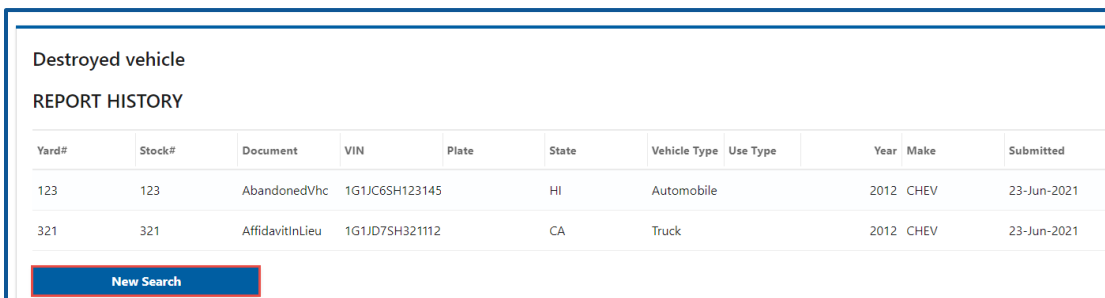
Search Type

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 menu items are: '> Abandoned Vehicle Inquiry', '> Affidavit of Sale', '> Abandoned RV reimbursement' (highlighted with a red box), and '> Search AVR Requests'. In the 'Destroyed Vehicle Reporting' section, the menu items are: '> Wrecker Destroyed', '> Abandoned RV reimbursement' (highlighted with a red box), and '> Search DVR Requests'. There is also an 'Account Management' section with options for 'Create new user access code' and 'Users List'.

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.

Abandoned RV Reimbursement

Vehicle search

- Choose vehicle
- Verify vehicle

Information

- Contact information
- Storage conditions**

Storage Conditions

Date stored *
Required

Date abandoned *
Required

Stock yard number *
Required

Acquired from *
Required

Date acquired *
Required

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	Description	Upload
Abandoned Vehicle Report		Upload
		Upload
		Upload
		Upload
		Upload
		Upload
		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". On the left is a dark blue sidebar with a menu: "Vehicle search" (with sub-items "Choose vehicle" and "Verify vehicle"), "Information" (with sub-items "Contact information", "Storage conditions", "Costs incurred", and "Attachments"), and "Additional options" (with sub-item "Acknowledgements"). The main content area is titled "Acknowledgements" and contains four questions, each with a "Required" dropdown menu: "Was the RV a public impound?", "Did the RV receive any bids at auction?", "Is the last registered owner unknown?", and "Was the vehicle declared abandoned or junk by a law enforcement agency?". At the bottom of the form is a checkbox with the text: "I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct."

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 buttons for "Request access to an E-Permit account" and "Apply for a new Insurance Loss Reporting 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 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 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 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". The main form area contains:

- "Select access level" with a dropdown menu showing "Required" and a blue "Required" button.
- "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

- Select the **I'm the owner or supervisor** button.
- 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

- 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

Upload

Attach required documents

Select a file to attach

Type	Description *	File *
Business license	Required	No file chosen

Choose File

Cancel OK

Upload

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 "JPAZZAZ" entered. 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. The "I'm not the owner or supervisor" option is highlighted with a red box. Below that are three required text input fields: "What's your role in your organization *", "Owner or supervisor contact information Name *", and "Owner or supervisor contact information Phone *". At the bottom are two more required text input fields: "Owner or supervisor contact information Email address *" and "Owner or supervisor contact information Confirm email address *".

- 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 "Request your Abandoned vehicle reporting 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 has a sub-section "Attachments". There are two rows of attachments. The first row is for "Business license" and the second is for "Employment letter". Each row has a "Description" field (marked as required), a "File" field (marked as required), and a "Choose File" button. The "Choose File" buttons are highlighted with red boxes. To the right of the attachments are two "Upload" buttons, also highlighted with red boxes. At the bottom of the form are "Cancel" and "OK" buttons.

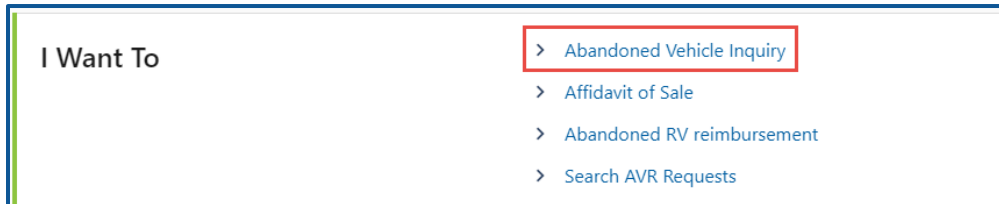
- Click the **Upload** hyperlink to attach a copy of your Employment Letter and the business license certificate issued by WA Department of Revenue, in the business license row. Enter a Description, click the **Choose File** button, select the file, click **Open**, and click **OK**.

Note: Access codes expire 8 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

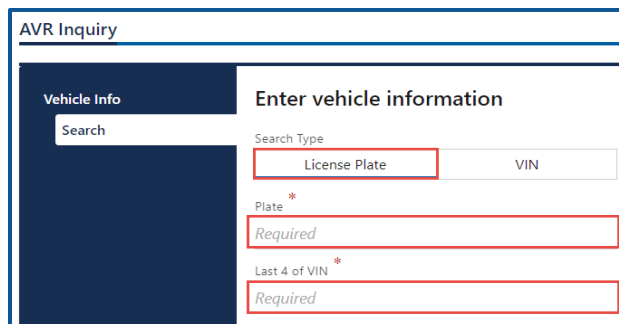
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned Vehicle Inquiry** hyperlink.



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

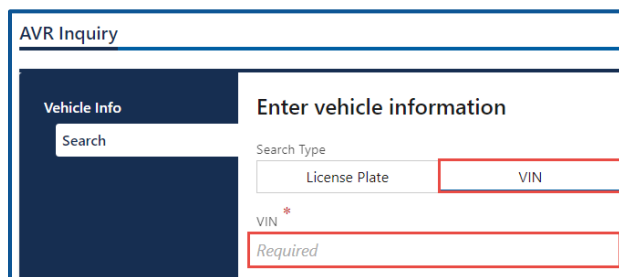
License Plate VIN

Plate *

Required

Last 4 of VIN *

Required



AVR Inquiry

Vehicle Info Search

Enter vehicle information

Search Type

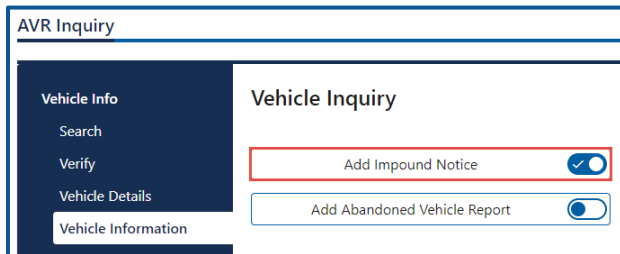
License Plate VIN

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 with menu items: "Vehicle Info", "Search", "Verify", "Vehicle Details", and "Vehicle Information". The main content area is titled "Vehicle Inquiry" and contains two buttons: "Add Impound Notice" (which is highlighted with a red rectangular box and has a blue checkmark icon) and "Add Abandoned Vehicle Report" (which has a blue toggle icon).

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.

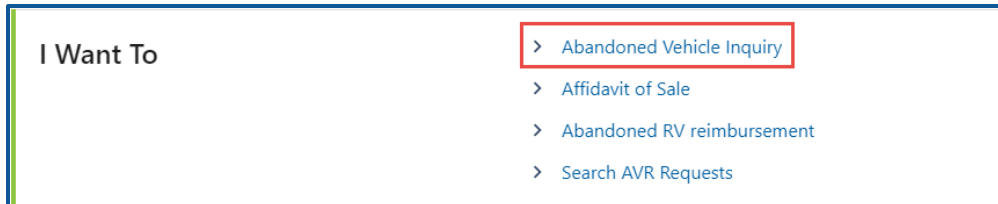
The screenshot shows a web form titled "AVR Inquiry" with a sidebar on the left containing navigation options: "Vehicle Info", "Search", "Verify", "Vehicle Details", "Vehicle Information", "Info", and "Impound Notice". The main content area is titled "Enter impound notice detail" and contains the following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

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

- 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

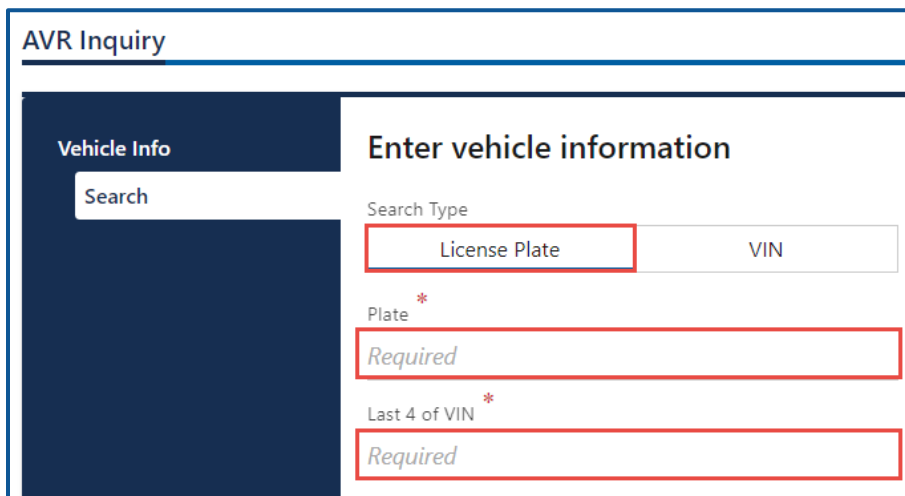
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned Vehicle Inquiry** hyperlink.



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

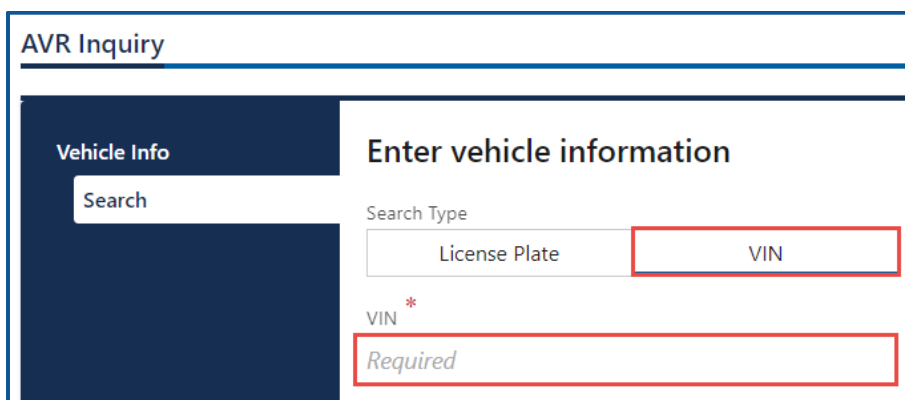
License Plate VIN

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', 'Vehicle Information', and 'Info'. The 'Info' section is expanded to show 'AVR'. The main content area is titled 'Vehicle Inquiry' and contains two toggle switches: 'Add Impound Notice' (unselected) and 'Add Abandoned Vehicle Report' (selected, highlighted with a red box).

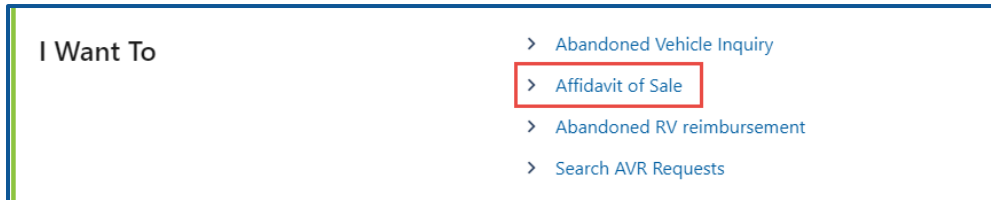
- Enter the Police Agency Storing.
- Enter the Date Stored.
- Enter the Date Abandoned.
- Click the **Next** button.

The screenshot shows the 'Enter abandoned vehicle report detail' form. The sidebar is the same as in the previous screenshot. The main content area has the title 'Enter abandoned vehicle report detail' and 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. The 'Info' section in the sidebar is expanded to show 'AVR'.

- 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

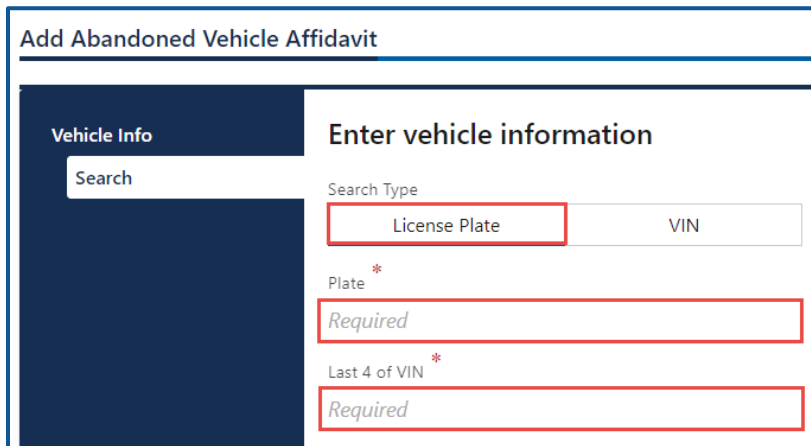
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Affidavit of Sale** hyperlink.



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

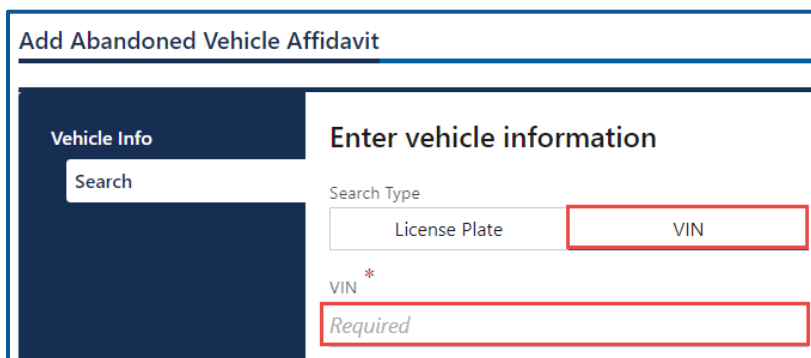
License Plate VIN

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.

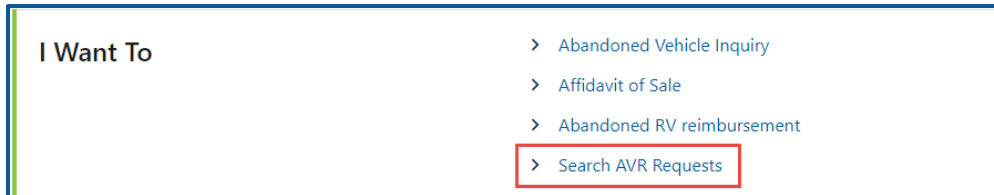
The screenshot shows the same web form, but now the "Purchaser address" menu item is selected in the sidebar. The main content area is titled "Enter purchaser address" and contains several input fields: "Country" (a dropdown menu with "USA" selected), "Street address" (a text input field), "Street 2"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

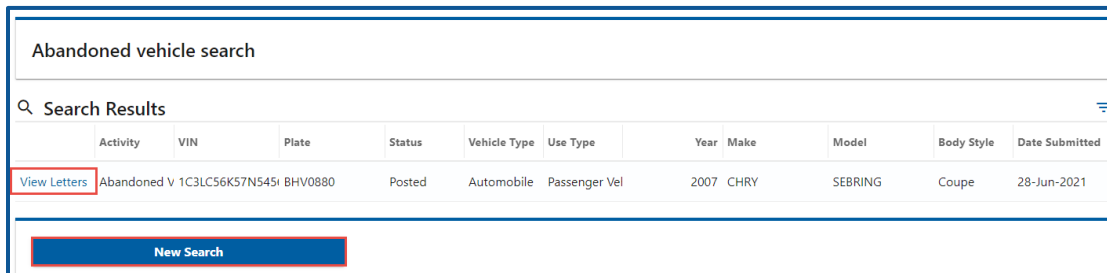
10. Verify the address and click **Next**.
11. Review the summary and click **Submit** to proceed or **Previous** to make changes.
12. Click **Print** to print the Abandoned Vehicle Affidavit of Sale or click **Continue** to return to your Abandoned Vehicle account.

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.



A screenshot of a search results page titled "Abandoned vehicle search". Below the title is a search bar with a magnifying glass icon and the text "Search Results". Below the search bar is a table with the following columns: Activity, VIN, Plate, Status, Vehicle Type, Use Type, Year, Make, Model, Body Style, and Date Submitted. The table contains one row of data. A red box highlights the "View Letters" link in the first column of the row. Below the table is a blue button labeled "New Search".

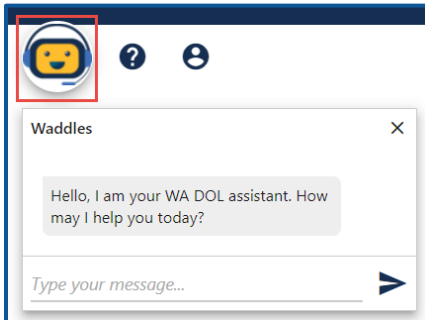
Activity	VIN	Plate	Status	Vehicle Type	Use Type	Year	Make	Model	Body Style	Date Submitted
View Letters	Abandoned V 1C3LC56K57N545I	BHV0880	Posted	Automobile	Passenger Vel	2007	CHRY	SEBRING	Coupe	28-Jun-2021

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.

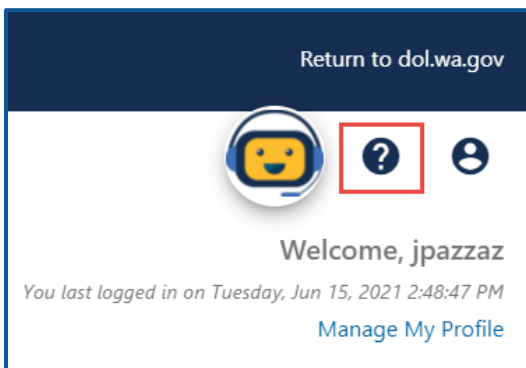


2. Type your message, or keyword, and click Enter. Waddles will do its best to direct you to information to help you complete your transaction.

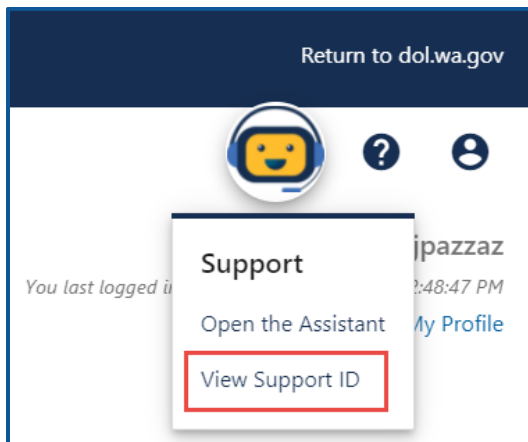
Support ID

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.

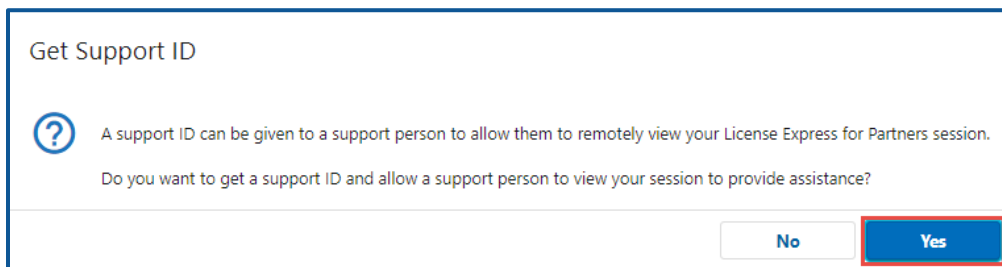
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



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.

