License Express for Vehicle Businesses

E-Services Account User Guide

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Table of Contents

Vehicle Business Accounts

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

Getting Started

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, as many managers as needed, and as many employees as needed.
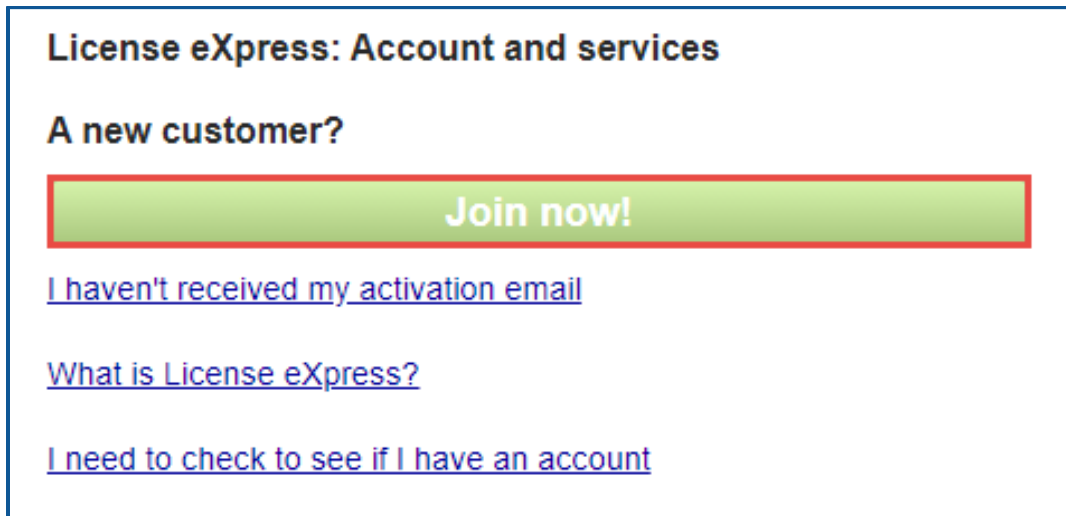
User Roles

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		

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.
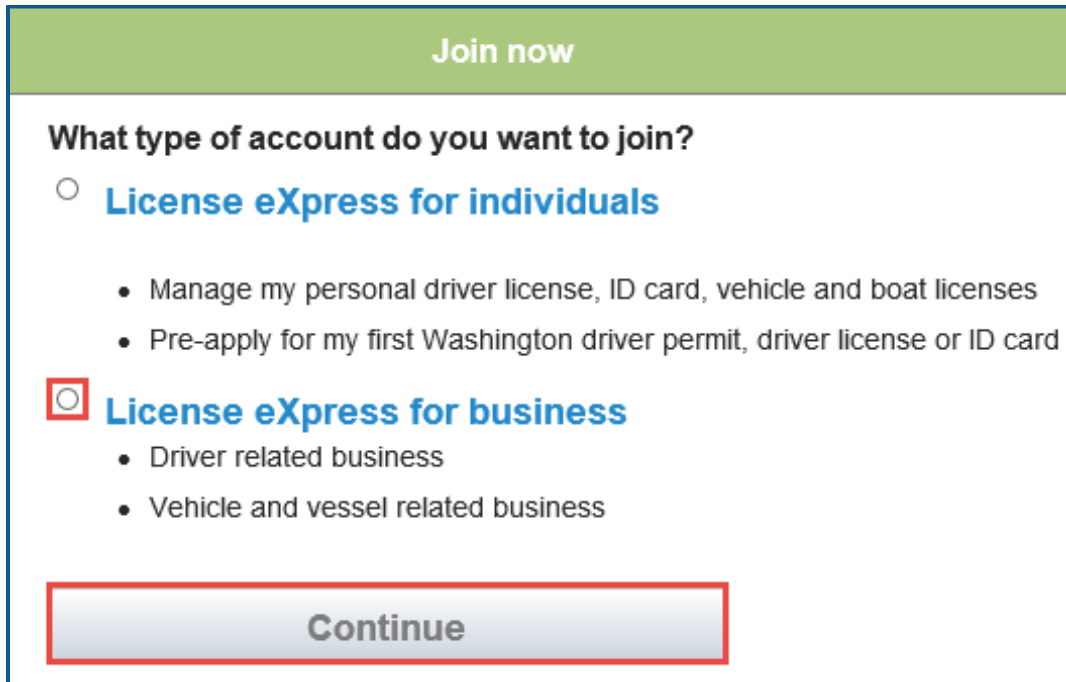
1. Go to this website: secure.dol.wa.gov

2. Click the **Join now!** button.

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. Click the **License eXpress for business** button 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 a First name, Last name, and click **Continue**.

5. Enter a Username, Email address, Confirm email address, 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 the Username, password, and click **Login** to continue the registration process.

License eXpress: Account and services

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

12. 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.

13. Select the appropriate button to verify the address, if applicable, and click **Next**.

14. Click the **I agree to terms of service above** checkbox and click **Next**.

License eXpress for Vehicle Businesses Account User Guide

15. Review the summary page information. Click **Submit** to proceed or **Previous** to make changes.

16. 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!

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.

Add vehicle services account

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, you 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

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 document such as professional licenses, contracts, and business license) and click **Next**.

5. Enter the Company/Agency Name.

6. Enter the Contract Contact/Manager name.

7. Enter the Phone Number.

8. Enter the Email Address and click **Next**.

9. Select the appropriate option from the Choose an entity type dropdown menu.

10. Select the appropriate option from the Choose an identifier dropdown menu.

11. Enter the applicable ID number.

12. Describe your primary business activity, and how you will use the information contained in the records in the text field.

13. Click the **Next** button.

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

15. Click the **Next** button.

Contracted Plate Search Application

Intro	**Business area**
Introduction	Please select at lease one business area to proceed.
Business info	
Business info	**Select all that apply to you and/or your business**
Request detail	
Business area	

Business Area	Add'l Info Require
	☐

16. Select the Country, if applicable.

17. Enter the Street Address.

18. Select the Unit Type, if applicable.

19. Enter the City.

20. Select the appropriate option from the State dropdown menu.

21. Enter the Zip Code.

22. Click the **Next** button.

Contracted Plate Search Application

Intro	**Enter address information**
Introduction	Country
Business info	USA ⌄
Business info	
Request detail	Street address *
Business area	Required
Address	Street 2
Physical address	
	Unit type
	⌄
	Unit
	City *
	Required
	State
	WA - WASHINGTON ⌄
	Zip code *
	Required

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

24. Click the **Same as physical address** checkbox or enter mailing address information and click **Next**.

25. Click any and all of the following checkboxes and buttons that apply to your business:

    a. Click the **I represent a government agency** checkbox, if applicable

    b. Select the **Yes** or **No** button to answer the following question, if applicable:

        i. 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?

    c. 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.

    d. 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).

    e. 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

26. Click the **Next** button.

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.

Intro
- Introduction

Business info
- Business info
- Request detail
- Business area

Address
- Physical address
- Verify address
- Mailing address

Declarations
- Declarations 1

☐ **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

27. Click any and all following checkboxes that apply to your business:

   a. Click the **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 the **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 the **I am an attorney**, if applicable. You will need legible copies of the following:

  i. Your current private investigator license

  ii. Your business license.

28. Click the **Next** button.

29. Select the appropriate **Upload** hyperlink(s). Enter the Description, click the **Choose File** button, select the appropriate file, click the **Open** button, and click **OK**.

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30. Complete steps 29-30 for all applicable attachments.

31. Click the **Next** button.

Contracted Plate Search Application

Attachments

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

Left navigation panel:
Intro
  Introduction
Business info
  Business info
  Request detail
  Business area
Address
  Physical address
  Verify address
  Mailing address
Declarations
  Part 1
  Part 2
Attachments
  Upload

Select a file to attach   ✕

Type
DOL contract   ⌄

Description *
Required

File *
Choose File   No file chosen

                              Cancel   OK

32. Review the Summary information. Click **Submit** to proceed or click **Previous** to make changes.

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

Request Access to a Contracted Plate search Account

When 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 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. Select the **Request access to Vehicle-related services** button.

4. Click the **Request access to a Contracted plate search account** button.

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

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

   a. Administrator access:

      i. Select 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.

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1. Enter the Contract expiration date and click the **Next** button.

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

ii. Select **I'm not the owner or supervisor** button, if you are not the owner/supervisor and complete the following steps:

1. Enter the appropriate answer in the What's your role in the organization field.

2. Enter the Name.

3. Enter the Phone.

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4. Enter the Email address and click the **Next** button.

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

5. 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
   Upload

Attachments

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

Select a file to attach ✕

Type
DOL contract ⌄

Description *
Required

File *
Choose File   No file chosen

Cancel   **OK**

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b. Manager or Employee access:

   i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 8 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

7. Click the **Next** button.

8. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

9. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.

10. 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. Select 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.
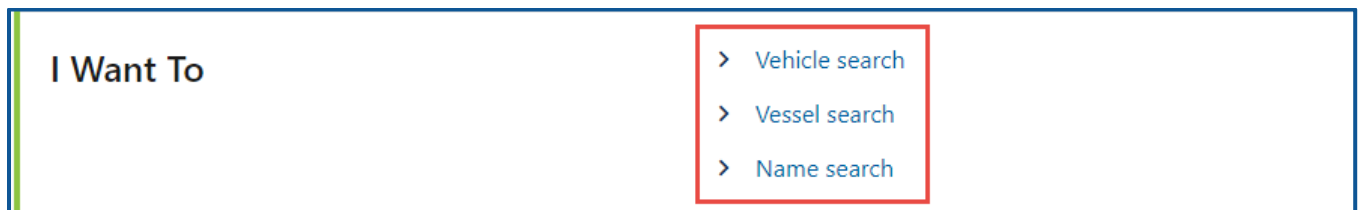
4. Complete the following steps, based on your search type selection:

   a. Vehicle Search

      i. Select the **VIN** button or **Plate** button.

      ii. Enter the Vehicle Identification Number or Plate.

   b. Vessel Search

      i. Select the **HIN** button or **Reg #** button.

      ii. Enter the Hull Identification Number or Boat Registration Number

   c. Name Search

      i. Select the **Business** button or **Individual** 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	Court Information	Information Forwarded To
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.	Court name	Name
	Court case/docket #	Attorney or Private Investigator? Yes No
Permissible Use Reason * Required ⌄		Occupation
		Search

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

< HQ CONTRACTED PLATE

	Vehicle Type	Plate	VIN	Vehicle Details	Expiration	Primary Registered Nam	City	Current
View	Automobile	BHV0007	1C3LC56K57N545672	2007 CHRY SEBRING		BOB BURGERS	SEATTLE	☑

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

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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.
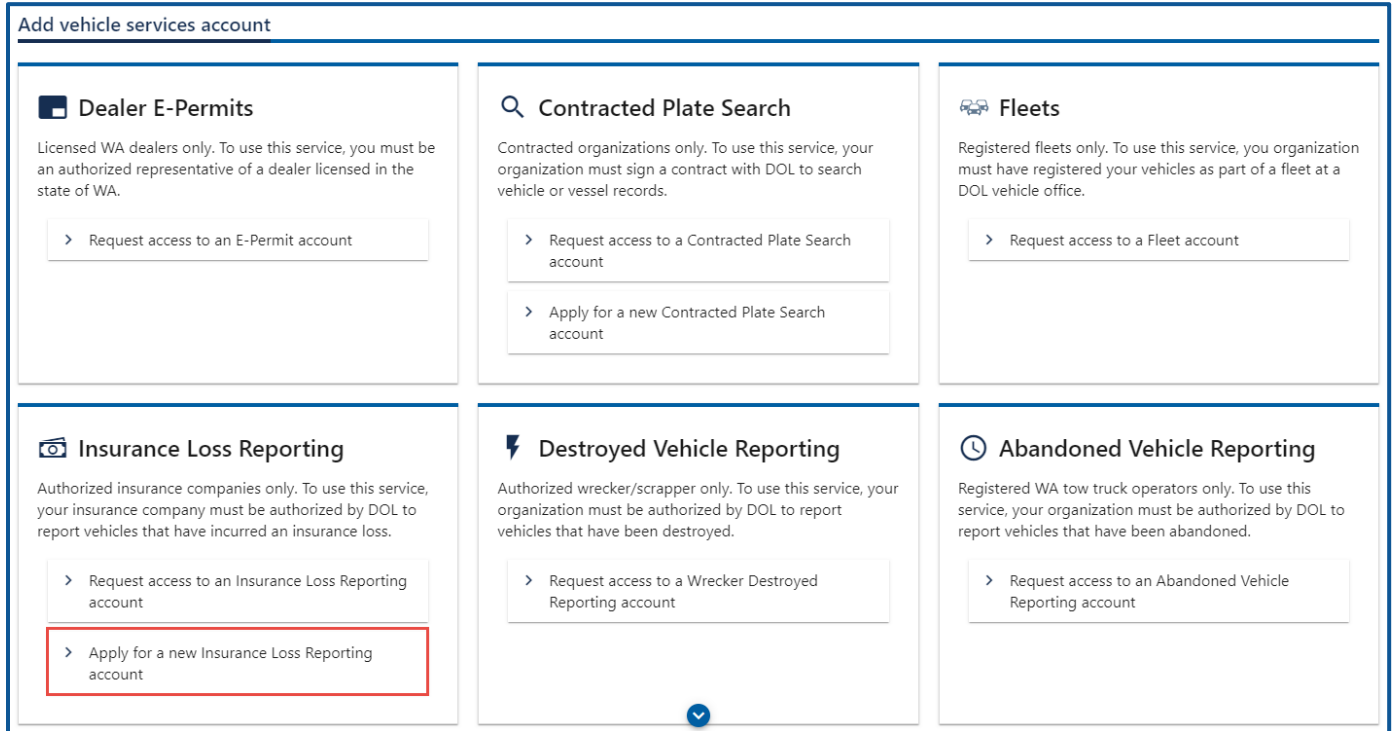
5. Review the Introduction information section. Make sure you have the required information (UBI, TIN or FEIN #, WAOIC number, NPN or NAIC #, Contact information, Insurance company information, copy of WA OIC license certificate, and copy of your driver license) and click **Next**.

6. Select the appropriate option from the Id type dropdown menu.

7. Enter the Id.

8. Select the appropriate option from the Business type dropdown menu.

9. Enter the WAOIC #.

    a. Insurance Companies- Enter the NAIC#.

    b. Agents or Brokers- Enter the NPN.

10. Enter the Business Name.

11. Enter the DBA, if applicable.

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12. Click the **Next** button.

13. Select the appropriate option from the Country dropdown menu, if applicable.

14. Enter the Street Address.

15. Select the Unit Type, if applicable.

16. Enter the City.

17. Select the appropriate option from the State dropdown menu, if applicable.

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18. Enter the Zip Code.

19. Click the **Next** button

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

21. Enter the Contact Name and Title, if appliable.

22. Select the appropriate option from the Phone Type dropdown menu, if applicable.

23. Enter the Phone Number and Extension, if applicable.

24. Enter the Email address

25. Confirm the Email address

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26. Click the **Next** button

Insurance application

Primary contact information

Introduction
What you'll need
Information
Business info
Address search
Address results
Contacts
Contact

Contact Name *

Required

Title

Phone type *

Required ⌄

Phone Number *

Required

Extension

Email address *

Required

Confirm email address *

Required

27. Agent and Broker—Complete the following fields for the insurance companies(s) you will be reporting on behalf of:

    a. Enter Insurance Co.

    b. Enter the Contact Name

    c. Enter the Contact Title

    d. Enter the Contact Email

    e. Enter the Contact Phone

    f. Enter the NAIC#

    g. Enter the Street.

    h. Enter the City.

i. Enter the State.

j. Enter the Zip.

k. Click the **+ Add another company** hyperlink, if applicable.

28. Click the **Next** button.

29. 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**.

30. 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**.

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31. Review the Summary information and click **Submit** to proceed or click **Previous** to make changes.

32. 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. Select the **Request access to Vehicle-related services** button.

4. Click the **Request access to an Insurance Loss Reporting** button.

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

6. Select the appropriate option from ID Type dropdown menu.

7. Enter the applicable ID number.

8. Enter the WAIOC #.

9. Enter the NAIC# or NPN

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10.Click the **Next** button.

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

    a. Administrator access:

        i. Select the **I'm the owner or supervisor** button, if you are the business owner. This will take away the required fields below the Owner or supervisor contact information section.

            1. Enter the WAOIC license expiration date and click the **Next** button.

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2. 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

	Attachments		
Request access	**Attachment Type**	**Attachment Requirements**	
Login information	WA OIC license	Attach a copy of your Washington Office of Insurance Commissioner certificate.	Upload
Your business role			
Attachments			
Upload			

Select a file to attach ✕

Type
WA OIC license ⌄

Description *
Required

File *
Choose File   No file chosen

Cancel   **OK**

ii. Select the **I'm not the owner or supervisor** button, if you are not the owner, and complete the following steps:

1. Enter the appropriate answer in the What's your role in the organization field.

2. Enter the Name.

3. Enter the Phone number.

4. Enter the Email address.

5. 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

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6. 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**.

7. 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**.

    b. Manager or Employee access:

        i. Enter the access number provided by the Administrator or Manager.

12. Click the **Next** button.

13. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

14. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.
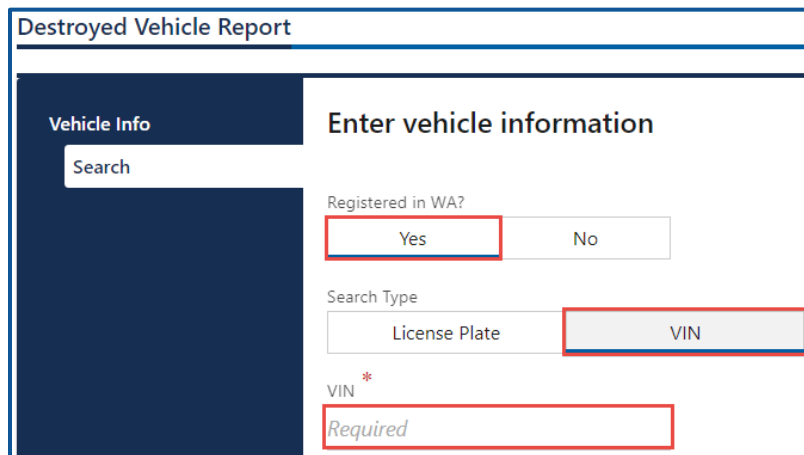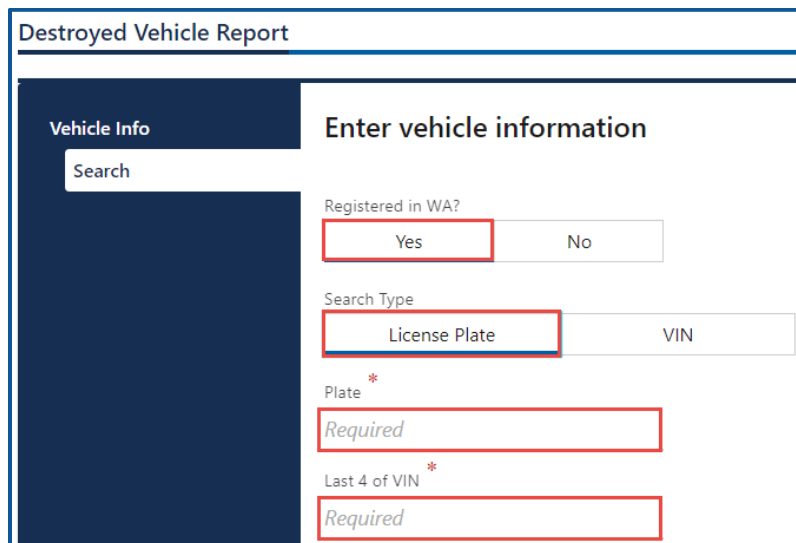
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Submit a Vehicle as an Insurance Loss

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.

I Want To   > Insurance Loss

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

   a. Yes:

      i. Select either **License Plate** or **VIN** as the Search Type.

      ii. Enter the plate and last 4 of the VIN or complete VIN.

Destroyed Vehicle Report

Vehicle Info
Search

Enter vehicle information

Registered in WA?
Yes   No

Search Type
License Plate   VIN

VIN *
Required

Destroyed Vehicle Report

Vehicle Info
Search

Enter vehicle information

Registered in WA?
Yes   No

Search Type
License Plate   VIN

Plate *
Required

Last 4 of VIN *
Required

b. No:

    i. Enter the State.

    ii. Enter the VIN.

    iii. Enter the Plate.

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

    c. Enter the Settlement Date

    d. Select **Yes** or **No** to the meet or exceed Market Value Threshold question

    e. Select **Yes** or **No** to the Certificate of ownership question.

    f. Enter the File/Claim Number

g. Enter the State Rep Title Number

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

   a. Business:

      i. Enter the Business Name.

      ii. Select the appropriate option from the Country dropdown menu, if applicable.

      iii. Enter the Street address and unit type, if applicable.

      iv. Enter the City.

      v. Select the State from the dropdown menu if applicable.

vi. Enter the Zip code.

b. Individual:

    i. Enter First Name and Middle Name, id applicable.

    ii. Enter the Last Name.

License eXpress for Vehicle Businesses Account User Guide

iii. Select the appropriate option from the Country dropdown menu, if applicable.

iv. Enter the Street address and unit type, if applicable.

v. Enter the City.

vi. Select the State from the dropdown menu if applicable.

vii. Enter the Zip code.

9. Click the **Next** button.

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

11. 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:

    a. Business:

        i. Enter the Business Name.

        ii. Select the appropriate option from the Country dropdown menu, if applicable.

        iii. Enter the Street address and unit type, if applicable.

        iv. Enter the City.

        v. Select the State from the dropdown menu if applicable.

        vi. Enter the Zip code.

    b. Individual:

        i. Enter First Name and Middle Name, if applicable.

        ii. Enter the Last Name.

        iii. Select the appropriate option from the Country dropdown menu, if applicable.

        iv. Enter the Street address and unit type, if applicable.

        v. Enter the City.

        vi. Select the State from the dropdown menu if applicable.

        vii. Enter the Zip code.

12. Click the **Next** button.

13. Verify the address and click **Next** if applicable.

14. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

15. 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 **Profile Menu** icon and select the **My Profile** hyperlink.

3. Click the **More** tab.

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

License eXpress for Vehicle Businesses Account User Guide
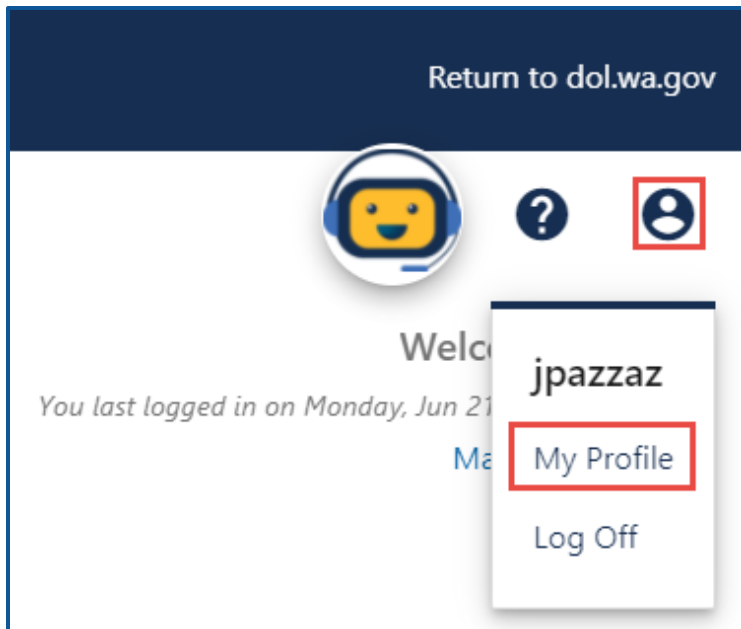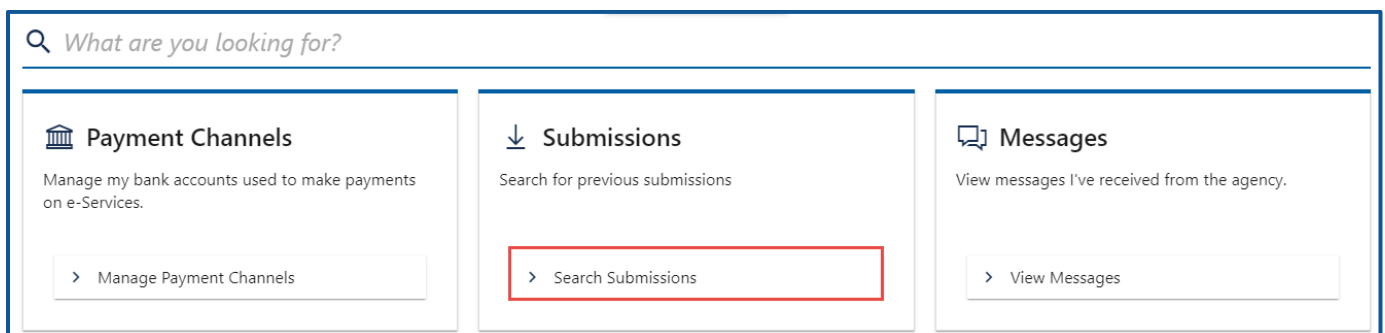
5. Select the appropriate **Destroyed Vehicle- Insurance** hyperlink to view the report.

Submissions
jpazzaz
jpazzaz@dol.wa.gov

Submissions are things you have submitted online for processing.

Submissions older than 12 months can be found using the search.

Processed

Search

Processed From	21-Jun-2020	📅
Processed To		📅
	Search	

Submissions   Filter

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 will open in a separate window or tab for you to print.

< Submissions

Destroyed Vehicle Report

Insurance Destroyed Vehicle Reporting

87458

ACE INSURANCE D

Processed

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

> Print

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

WASHINGTON STATE DEPARTMENT OF
LICENSING

🏠

< Submissions

E-Permitting Accounts

The E-permit system automates the dealer temporary permit process and allows Washington licensed dealers to issue permits electronically. The business will need to assign one person as the account administrator.

E-Permit or Paper Permit Information

Add an E-permit via License eXpress for Business, using your E-permit account, after they are purchased from your local vehicle licensing office. Go to your local vehicle licensing office to purchase E-permits, the same way you purchase paper dealer temporary permits.

1. Give the licensing agent your dealer number and location code. Be sure to provide your dealership's correct location code so the E-permitting system will know to which dealership location to credit the E-permits purchased.

2. Request the number of E-permits you need at each location, if applicable (no limit).

3. Pay $15 for each E-permit.

4. Get your receipt from the licensing agent.

You must use the E-permit system, unless:

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

In any of these cases, you may issue hard-copy permits. You must enter the information from the hard-copy permit into the E-permits system within 24 hours of issuance or hardware/software resolution, or within 24 hours of returning to the office, if the hard copy was issued off-site.

Request Access to an E-Permitting Account

The person who applies for the E-permits 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. Select the **Request access to vehicle-related services** button.

License eXpress for Vehicle Businesses Account User Guide

5. Click the **Request access to an E-permit account** button.

6. Select the appropriate option from the access level dropdown menu.

7. Enter the Unified Business ID (UBI)

8. Enter the Dealer #.

9. Click the **Next** button.

10. Click the **Next** button to continue past the location(s) section.

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

License eXpress for Vehicle Businesses Account User Guide

a. Administrator access:

    i. Select 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.

        1. Enter the Business license expiration date.

        2. Click the **Next** button.

License eXpress for Vehicle Businesses Account User Guide

3. Click the **Next** button.

4. 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 **Open**, and click **OK**.

ii. Select the **I'm not the owner or supervisor** button, if you are not the owner, and complete the following steps:

1. Enter the appropriate answer in the What's your role in the organization field.

2. Enter the Name.

3. Enter the Phone number.

4. Enter the Email address.

5. Confirm the email address.

6. Click the **Next** button.

7. 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 **Open**, and click **OK**.

License eXpress for Vehicle Businesses Account User Guide

b. Manager or Employee access:

    i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 8 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

12. Click the **Next** button.

13. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

14. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page. You have successfully registered for an E-permit account!

Add a New E-permit or Paper Permit Manually (without XML file)

The steps for issuing an E-permit and logging a paper permit are very similar. The difference is that E-permits print at the end of the process. Use the Add New Permit With XML process, if your internal system at the dealership has the capability to export an XML file., you can import the file during this process. If your system does not have the capability to export an XML file, you can add the information 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 **New E-permit** or **New paper permit** hyperlink.

4. Select the **New** or **Used** button and complete the process below based on your selection:

    a. New

        i. Enter the Vehicle Identification Number (VIN).

    b. Used

        i. Enter the Vehicle Identification Number (VIN).

        ii. Select the appropriate option from the State dropdown menu.

        iii. Enter the Title number and Issue date, if applicable.

5. Enter the Sale date. The Registration expires field will automatically populate after you enter the sale date.

6. Enter the Purchase price/Value code.

7. Enter the Date of delivery, if applicable.

    a. Enter the Permit number, if you selected the paper permit hyperlink in step 3 above. This section will not appear on the page for issuing an E-permit.

8. Enter the Odometer code and Odometer reading, if applicable. Information in appropriate fields.

9. Click the **Next** button.

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

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

License eXpress for Vehicle Businesses Account User Guide

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

Paper Permitting

Vehicle Details
- Vehicle Identification
- Vehicle Details

Complete vehicle detail information

Vehicle Type

Vehicle type
Truck

Use type
Truck

Fuel type
Gasoline

Details

Override details
| No | Yes |

Year
2020

Make
FORD - FORD

Model
RANGER

Body description
PICKUP TRUCK

☐ Title purpose only

Additional Information

Scale weight
4,145

Color 1

Color 2

Trim

No trim selection available

Value code
26,000.00

Value year
2020

Depreciated value
24,700.00

Gross Weight

GVWR
Class 2 - 6,001 - 10,000

Gross weight *
Required

Months GW
0

Identification

Equipment number

Fleet number

13. Click the **+ Add additional owner** hyperlink.

14. Select the appropriate option from the Ownership type from the dropdown menu.

15. Select **Business** or **Individual** and complete the following process based on your selection:

a. Business

     i. Select the appropriate option from the ID type dropdown menu.

     ii. Enter the ID.

     iii. Enter the Business name

     iv. Select the appropriate option from the Phone type dropdown menu.

     v. Enter the Phone number

b. Individual

     i. Enter the DLN or click the **Exempt from providing DLN** checkbox.

     ii. Enter the Expiration date, if applicable.

     iii. Enter the First name, if applicable.

     iv. Enter the Middle name, if applicable.

     v. Enter the Last name.

     vi. Enter the Suffix, if applicable.

     vii. Enter the Phone type, if applicable.

     viii. Enter the Phone number, if applicable.

16. Click the **+ Add additional Owner** hyperlink, if applicable. Enter additional owner information. Select **Yes** or **No** for Joint Tenants with Rights of Survivorship. Click the Next button.

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.

22. Click the **Next** button.

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

24. Enter Other address information, select **Yes** or **No** for email reminders and enter/confirm the email address if applicable, and click **Next**. Alternatively, click Next to bypass these options.

25. Complete the following process based on the following scenarios:

   a. Legal owner same as registered owner:

      i. 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. Select **Business** or **Individual** and complete the following process based on your selection:

         1. Business

            a. Select **Yes** or **No** for Electronic Lienholder

            b. Select the appropriate option for the ID type dropdown menu.

            c. Enter the ID.

            d. Enter the Business name

            e. Select the appropriate option from the Phone type dropdown menu.

            f. Enter the Phone number

            g. Enter the Mailing address

         2. Individual

            a. Select **Yes** or **No** for Electronic Lienholder

            b. Enter the DLN.

            c. Enter the Expiration date

d. Enter the First name, if applicable.

e. Enter the Middle name, if applicable.

f. Enter the Last name.

g. Enter the Suffix, if applicable.

h. Select the appropriate option from the Phone type dropdown menu.

i. Enter the Phone number

j. Enter the Mailing address

26. Click the **Next** button.

27. Complete the following additional options:

a. Select **Yes** or **No** to Donate $5.00 to state parks.

b. Select **Yes** or **No** to Add a discover pass.

c. Select **Yes** or **No** to Show fee estimation.

d. Select the appropriate option from the Plate type dropdown menu.

28. Click the **Next** button.

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

30. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

31. Click the **Print** button to print the Vehicle Title Application, Vehicle Dealer Temporary Permit, and Temporary Registration. The PDF document will open in a separate window or tab (you might have to allow pop ups). Click the **Continue** button to return to your E-permitting account.

License eXpress for Vehicle Businesses Account User Guide

Add New Permit via Importing XML File

The following process can be used by dealerships that have an internal system (at the dealership) that has the functionality to export an XML file. This process allows you to skip several steps as the XML file already contains the information that you would normally have to enter manually. You can add the information manually by following the process above: Add a New E-permit or Paper Permit Manually (without XML file).

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 **New E-permit** or **New Paper Permit** hyperlink.

I Want To	> New E-permit
	> New Paper Permit

4. Select 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. Enter the Permit number for New Paper Permit transactions, if applicable.

8. Click the **Next** button.

9. Verify the Vehicle Details information is correct and click **Next**.

10. Verify the Registered Owners information is correct and click **Next**.

11. Verify the Residential address information is correct and click **Next**.

12. Verify the address you entered or select the appropriate address option and click **Next**.

13. Verify the following information is correct:

    a. Mail address, if applicable.

    b. One time Addresses, if applicable.

    c. Select **Yes** or **No** to Sign up for email reminders, enter the Email address, and Confirm email address, if applicable.

14. Click the **Next** button.

15. Verify the Legal Owners information is correct, if applicable.

16. Click the **Next** button.

17. Verify the following information is correct:

    a. Donate $5 to state parks, if applicable.

    b. Add a discover pass, if applicable.

c. Show fee estimation, if applicable.

18. Verify the Plate type is correct and click **Next**.

19. Review Tax/Fees Estimate, if applicable. Click the **Next** button.

20. Review the Summary information. Click **Submit** to proceed or click **Previous** to make changes.

21. Click the **Print** button to print the Vehicle Title Application, Vehicle Dealer Temporary Permit, and Temporary Registration. The PDF document will open 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 E-Permit Process

When you are adding an E-permit to a New or Used vehicle that does not already exist in the Department of Licensing's system, you will 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 **New E-permit** or **New Paper Permit** hyperlink.

4. Click the **XML File** button

5. Follow **steps 5 through 10** in the previous section Add a New E-permit or Paper Permit

6. Click the **Cannot Find Vehicle** toggle button.

License eXpress for Vehicle Businesses Account User Guide
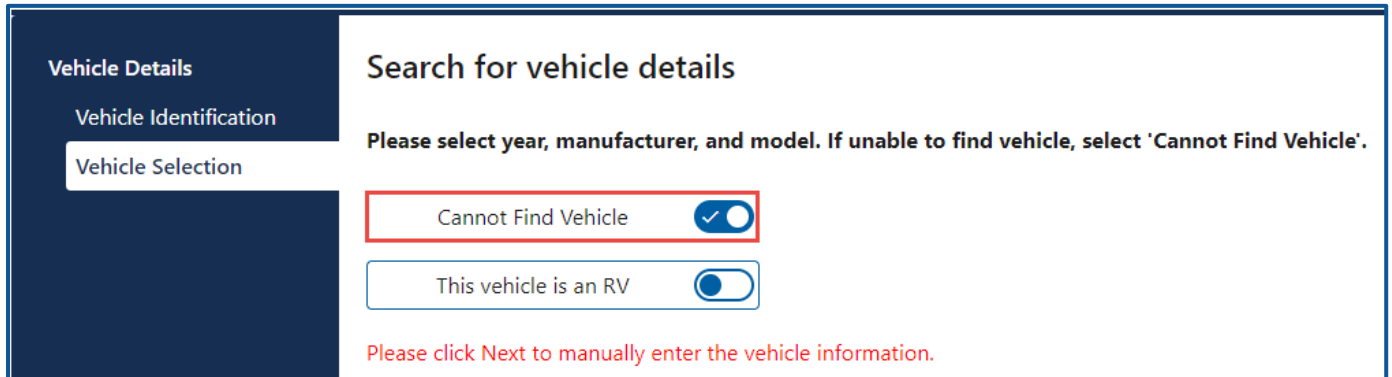
7. Complete the following vehicle sections:

   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.

      i. Enter the Make and click the **Search** button. Select the appropriate make hyperlink.

   d. Enter the Model.

   e. Select the appropriate option from the Body Style dropdown menu.

   f. Enter the Scale Weight, if applicable.

   g. Enter the MSRPO.

   h. Enter Identification numbers, if applicable.

8. Click the **Next** button.

9. Continue from step 5 in the Add a New E-permit or Paper Permit -E-Permits Account section above.

Reprint an E-Permit

1. Login to your License eXpress for Business account (secure.dol.wa.gov).

2. Click the **Profile** menu icon.

License eXpress for Vehicle Businesses Account User Guide
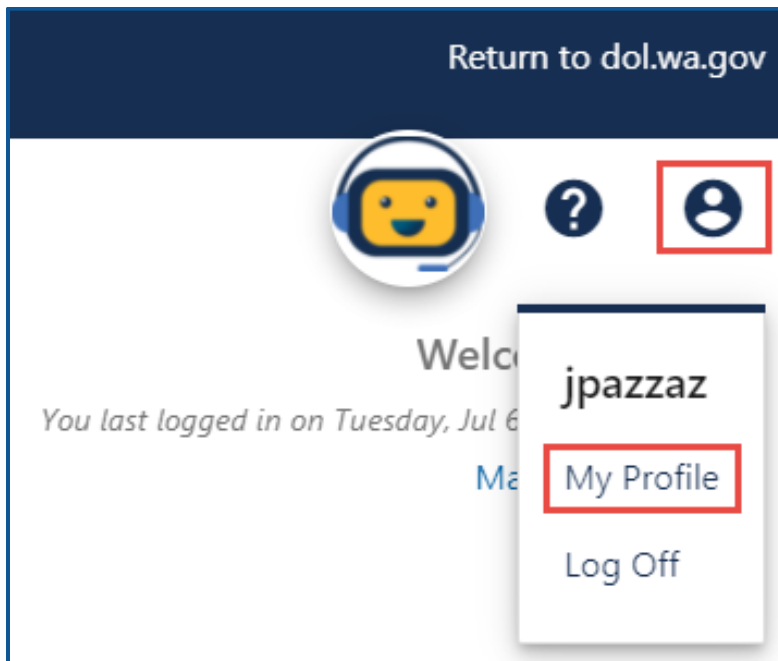
3. Click the **More** tab.

4. Click the **Search Submissions** button.
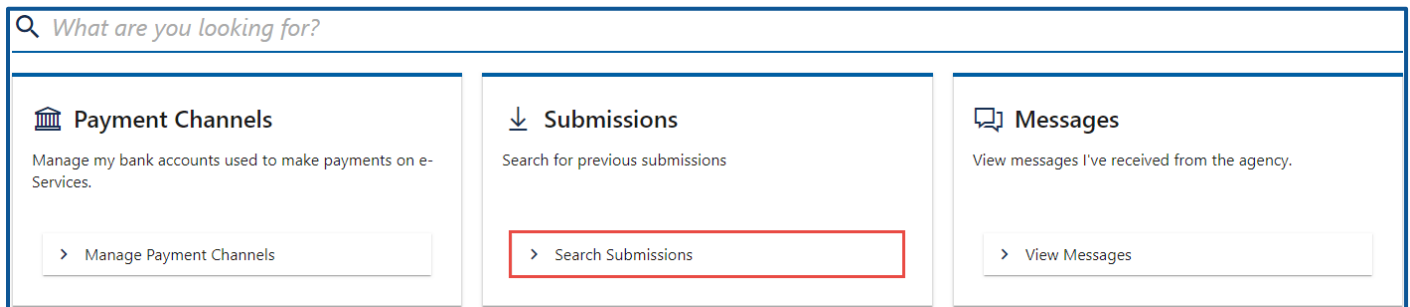
5. Click the **E-Permitting** hyperlink for the E-permit you would like to reprint.

6. Click the **Print** hyperlink, a PDF will open in a separate window or tab. Print the document.

License eXpress for Vehicle Businesses Account User Guide

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

Revoke an E-Permit

Revoking an E-permit is a permanent action, and it cannot be reversed. Use the following steps to revoke an E-permit.

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 **Permit Log** hyperlink.

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

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

Permit Number	Permit Type	VIN	Registered Owner	Legal Owner	Issuer Name	Date Issued	Submitted	Revoked
A9999999	Paper Permitting	1FTER1EHXLLA92021	REGI PRING		jpazzaz	02-Jul-2021	02-Jul-2021	
A0085306	E-Permitting	1TELC56K57N542172	SOE THING		jpazzaz	06-Jul-2021	06-Jul-2021	

Permit Log From: 6/1/2021 To: 7/8/2021

6. Click the **Revoke** hyperlink.


```
‹   E-Permit History

E-Permit                    Revoke  Processed

E-Permitting                        Confirmation #
0220-10111-0001                     0-000-049-724
HQ CARS LLC                         Submitted 06-Jul-2021 09:53:34 by jpazzaz
                                    Processed 06-Jul-2021 09:53:37
```

7. Click the **Next** button.

8. Click the **Submit** button to revoke the E-permit.

9. Click **Print** to print the transaction confirmation or click **Continue** to return to your E-permit history.

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.

License eXpress for Vehicle Businesses Account User Guide

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.

8. Enter the Fleet number.

9. Enter the Fleet name

10. Click the **Next** button.

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

    a. Administrator access:

        i. Enter Your name and complete the applicable process below.

            1. Select the **I'm the owner or supervisor** button, if you are the business owner. This will take away the required fields below the Owner or supervisor contact information section.

            2. Select the **I'm not the owner or supervisor** button, if you are not the owner, and complete the following steps:

License eXpress for Vehicle Businesses Account User Guide

a. Enter the appropriate answer in the What's your role in the organization field.

　　　b. Enter the Owner's name.

　　　c. Enter the Phone number.

　　　d. Enter the Email address.

　b. Manager or Employee access:

　　　i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

12. Click the **Next** button.

13. Review the summary information. Click **Submit** to proceed or **Previous** to go make changes.

14. 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.

I Want To

> Change fleet address
> Change Vehicle Address
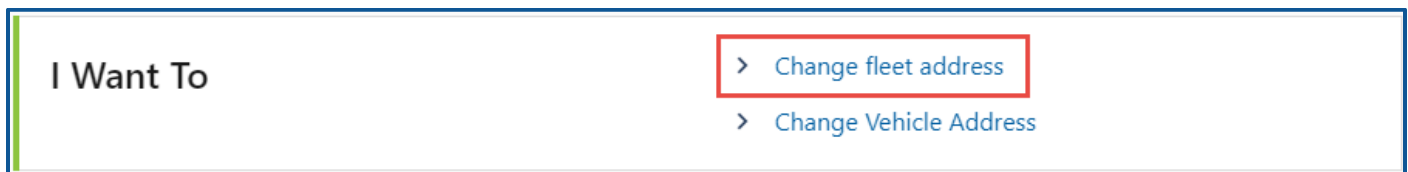
4. Read the What you'll need information and click **Next**.

5. Enter the Country.

6. Enter the Street address.

7. Enter the City.

8. Enter the State.

9. Enter the Zip code.

10. Click the **Next** button.

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

12. Review the Summary information. Click **Submit** to proceed or **Previous** to make changes.

13. 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.

License eXpress for Vehicle Businesses Account User Guide

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

Change fleet vehicle address

Vehicle List

Vehicles

WA Resident

Is your business address in Washington state?

○ Yes. *

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

• I'm exempt from paying vehicle excise tax, and/or

• My vehicle(s) are exempt from vehicle excise tax.

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

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

6. Complete the following fields on the What is the new address page:

    a. Enter the Street address

    b. Select the appropriate option from the Unit type dropdown menu, if applicable.

    c. Enter the unit type, if applicable.

    d. Enter the City.

    e. Select the appropriate option from the State dropdown menu, if applicable.

    a. Enter the Zip code.

7. Click the **Next** button.

8. Verify the fleet address and click **Next**.

9. Review the summary information. 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.

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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.

4. Select the appropriate option from the access level dropdown menu.

5. Enter Unified Business ID (UBI)

6. Enter Wrecker/Scrapper #

License eXpress for Vehicle Businesses Account User Guide

7. Click the **Next** button.

8. Click the **Next** button to continue past the location(s) section.

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

    a. Administrator access:

        i. Select the **I'm the owner or supervisor** button, if you are the business owner. This will take away the required fields below the Owner or supervisor contact information section.

            1. Enter the business license expiration date and click the **Next** button.

License eXpress for Vehicle Businesses Account User Guide

2. 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**.

ii. Select the **I'm not the owner or supervisor** button, if you are not the owner, and complete the following steps:

1. Enter the appropriate answer in the What's your role in the organization field.

2. Enter the Name.

3. Enter the Phone number.

4. Enter the Email address.

License eXpress for Vehicle Businesses Account User Guide

5. Confirm the email address.

6. 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**.

7. 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**.

License eXpress for Vehicle Businesses Account User Guide

b. Manager or Employee access:

  i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

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.
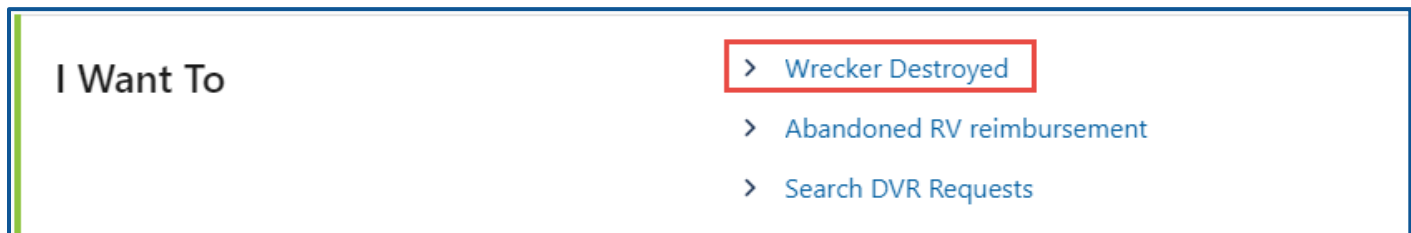
4. Select **Yes** or **No** to answer the Registered in WA question and complete the following steps based on your selection:

License eXpress for Vehicle Businesses Account User Guide

a. Yes:

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

    ii. Enter the Plate number and last 4 of VIN or the complete VIN.

        1. Continue with short VIN process below, if applicable:

            a. Click the **Yes** button to continue with the short VIN.

            b. Click the **Next** button.

        2. Select the appropriate option from the list of vehicles.

b. No:

    i. Select the appropriate option from the State dropdown menu.

    ii. Enter the VIN.

    iii. Enter the Plate, if applicable.

        1. Continue with short VIN process below, if applicable:

            a. Click the **Yes** button to continue with the short VIN.

            b. Click the **Next** button.

            c. Enter the Vehicle Type.

            d. Enter the Year.

            e. Click the **Make** hyperlink, enter the Make and click **Search**. Select the appropriate **Make** hyperlink.

            f. Enter the Model.

License eXpress for Vehicle Businesses Account User Guide

g. Select the appropriate option from the Body style dropdown menu.

5. Click the **Next** button.

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

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

   a. Stock Number

   b. Yard Number

   c. Aquired From

   d. Supporting document

   e. Date Aquired/Purchased

    f. Does the vehicle value meet or exceed the Market Value threshold.

8. Review the summary information. 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.

4. Select **Date**, **VIN**, or **Plate** for the Search type, and complete the following process based on your selection:

    a. Date:

License eXpress for Vehicle Businesses Account User Guide

i. Enter the Start date

ii. Enter the End date.

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

b. Plate:

i. Enter the Plate number.

Destroyed vehicle

REPORT HISTORY

Search Type

| Date | Plate | VIN |

Plate *

Required

Search

c. VIN:

i. Enter the Vehicle Identification Number (VIN).

Destroyed vehicle

REPORT HISTORY

Search Type

| Date | Plate | VIN |

VIN *

Required

Search

5. Click the **Search** button.

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

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

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a. Yes:

    i. Select the **License Plate** button

        1. Enter the Plate number

        2. Enter the Last 4 of VIN

    ii. Select the **VIN** button

        1. Enter the full VIN number.

b. No:

    i. Select the appropriate option from the Vehicle type dropdown menu.

    ii. Select the appropriate option from the Use type dropdown menu.

    iii. Enter the Year

    iv. Enter the Make

    v. Enter the Model

    vi. Select the appropriate option from the Body style dropdown menu

    vii. Select the appropriate option from the Country dropdown menu. If applicable.

    viii. Select the appropriate option from the State dropdown menu or click the **Cannot determine state** checkbox, if applicable.

    ix. Enter the Plate, if applicable.

    x. Enter the VIN

5. Click the **Next** button.

6. Enter the Phone number.

7. Enter Fax number if applicable.

8. Enter the Email.

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9. Confirm the Email.

Abandoned RV Reimbursement

Vehicle search

    Choose vehicle

    Verify vehicle

Information

    Contact information

Contact Information

Phone number *

    Required

Fax number

Email

Confirm email

10. Click the **Next** button.

11. Enter the Date stored.

12. Enter the Data abandoned.

13. Enter the Stock yard number.

14. Enter the Acquired from.

License eXpress for Vehicle Businesses Account User Guide

15. Enter 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]

16. Click the **Next** button.

17. Enter Dismantling/Disposal amount or click the **No amount** checkbox.

18. Enter Storage amount or click the **No amount** checkbox.

19. Enter Towing/Transport amount or click the **No amount** checkbox.

20. Enter the Vehicle length.

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21. Enter any Other Amounts and Other Amount Descriptions that are applicable to the reimbursement.

22. Click the **Next** button.

23. 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 supporting documents related to the RV reimbursement request.

   Note: *Without valid proof documents, your request can be denied.*

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24. Click the **Next** button.

25. 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?

26. 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**.

27. Review the summary page information. Click **Submit** to proceed or **Previous** to make changes.

28. 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.

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4. Click the **Request access to an Abandoned Vehicle Reporting account** button.

29. Select the appropriate option from the Access level dropdown menu.

30. Enter the Unified Business ID (UBI).

31. Enter the RTTO #.

32. Click the **Next** button.

33. Verify the location and click the **Next** to continue past the location(s) section.

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

License eXpress for Vehicle Businesses Account User Guide

a. Administrator access:

    i. Select the **I'm the owner or supervisor** button, if you are the business owner. This will take away the required fields below the Owner or supervisor contact information section.

        1. Enter the business license expiration date and click the **Next** button.

        2. 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**.

License eXpress for Vehicle Businesses Account User Guide

ii. Select the **I'm not the owner or supervisor** button, if you are not the owner, and complete the following steps:

1. Enter the appropriate answer in the What's your role in the organization field.

2. Enter the Name.

3. Enter the Phone number.

4. Enter the Email address.

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5. Confirm the email address.

6. 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**.

License eXpress for Vehicle Businesses Account User Guide

7. 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**.

b. Manager or Employee access:

    i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

35. Click the **Next** button.

36. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

37. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.

License eXpress for Vehicle Businesses Account User Guide
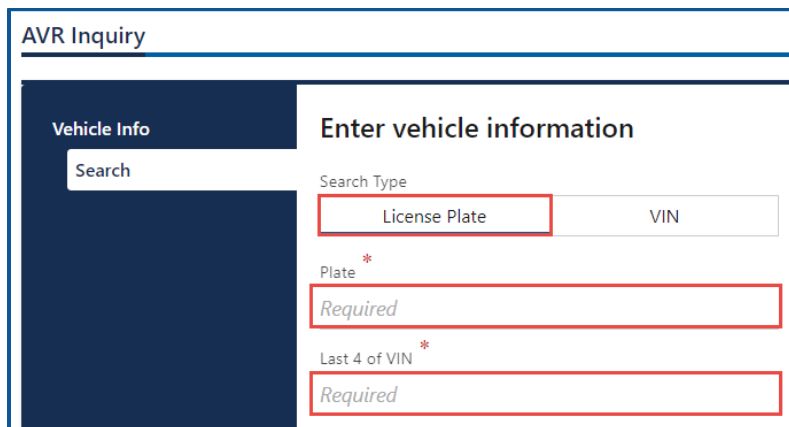
Add an Impound Notice

1. Login to your License eXpress for Business account (secure.dol.wa.gov)

2. Select the appropriate account if you have more than one.
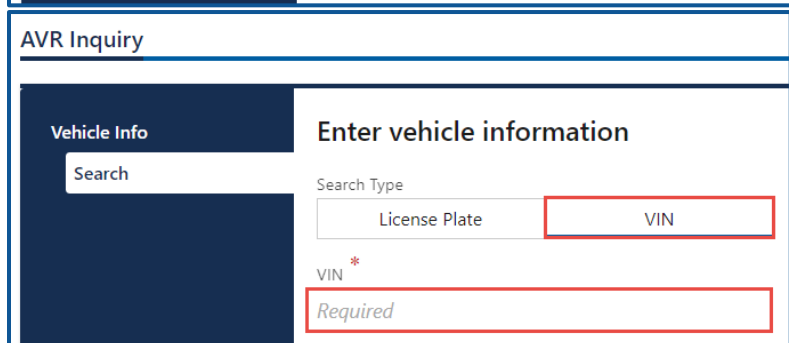
3. Click the **Abandoned Vehicle Inquiry** hyperlink.

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

   a. Enter the License Plate number (and last 4 of VIN number), if License Plate is selected.

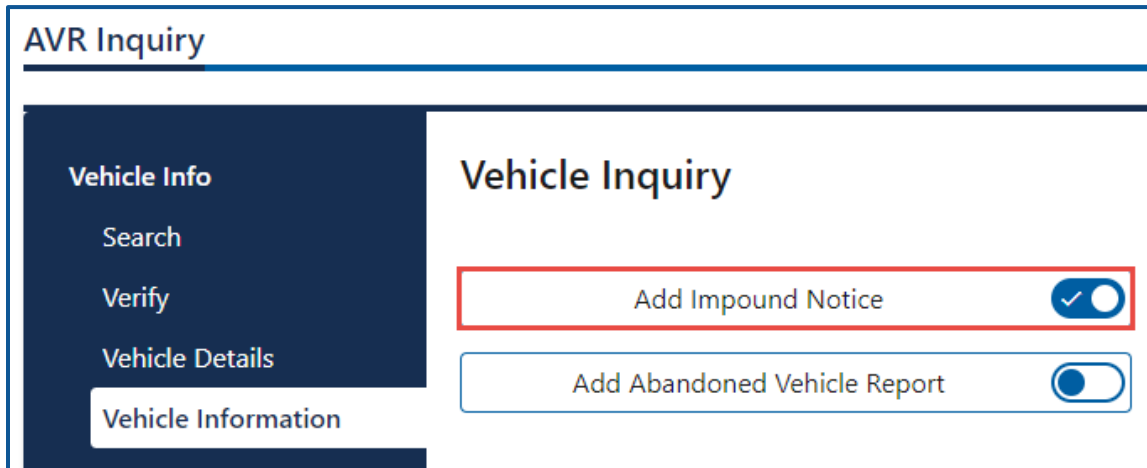   b. Enter the VIN number, if VIN is selected.

5. Click the **Next** button.

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

License eXpress for Vehicle Businesses Account User Guide

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**.

9. Complete the following impound notice detail sections:

    a. Enter the Impound Address/Location.

    b. Select the Date Impounded

    c. Enter the Time Impounded

    d. Select the appropriate option from the AM/PM dropdown menu.

    e. Enter the Authorizing Agency or Person.

    f. Select **Yes** or **No** to answer the following questions:

        i. If the vehicle is not redeemed within 120 hours it will be processed as abandoned and sold at auction

        ii. Suspended driver license- the vehicle will be held at the direction of law enforcement.

            1. Enter number of days held, if answering yes.

        iii. Security deposit required by the towing firm.

            1. Enter the Impound Charge

            2. Enter the Daily Storage Charge

            3. Enter the Tow Ticket, if applicable.

License eXpress for Vehicle Businesses Account User Guide

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 Vehicle Impound Notice or click **Continue** to return to your Abandoned Vehicle account.

License eXpress for Vehicle Businesses Account User Guide

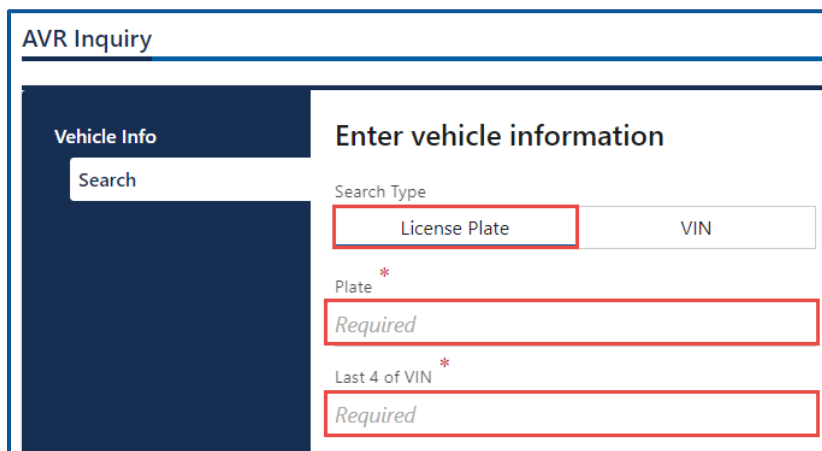## Add an Abandoned Vehicle Report

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.

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**.
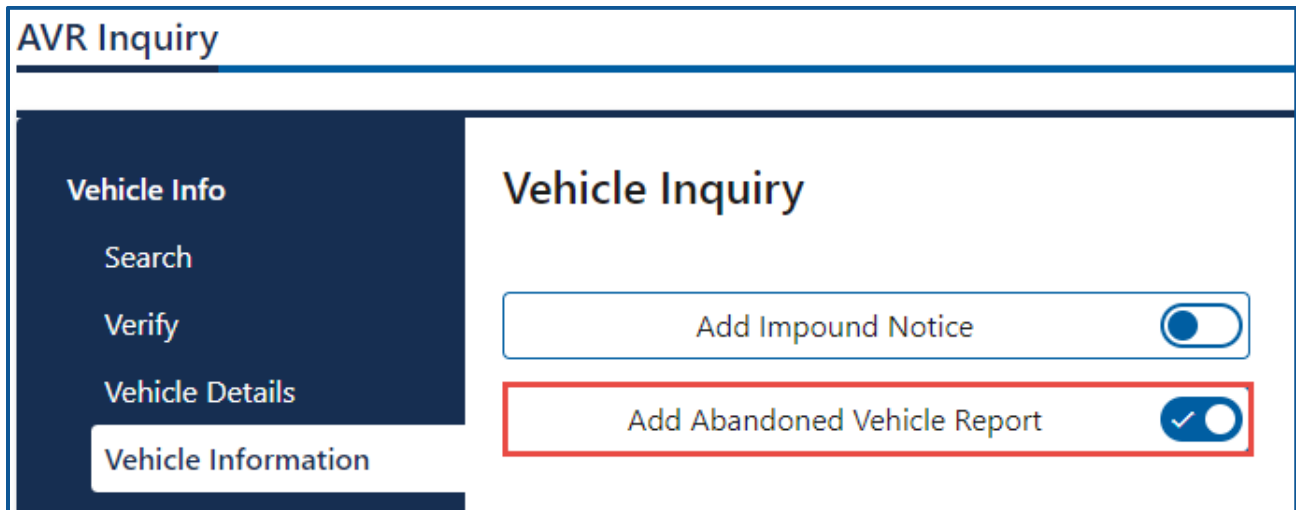

5. Verify the vehicle information and click **Next**.

6. Review the vehicle information, click **Print Report Details** to print the information displayed, and click **Next** to continue.

License eXpress for Vehicle Businesses Account User Guide

7. Click **Add Abandoned Vehicle Report** and click **Next**.
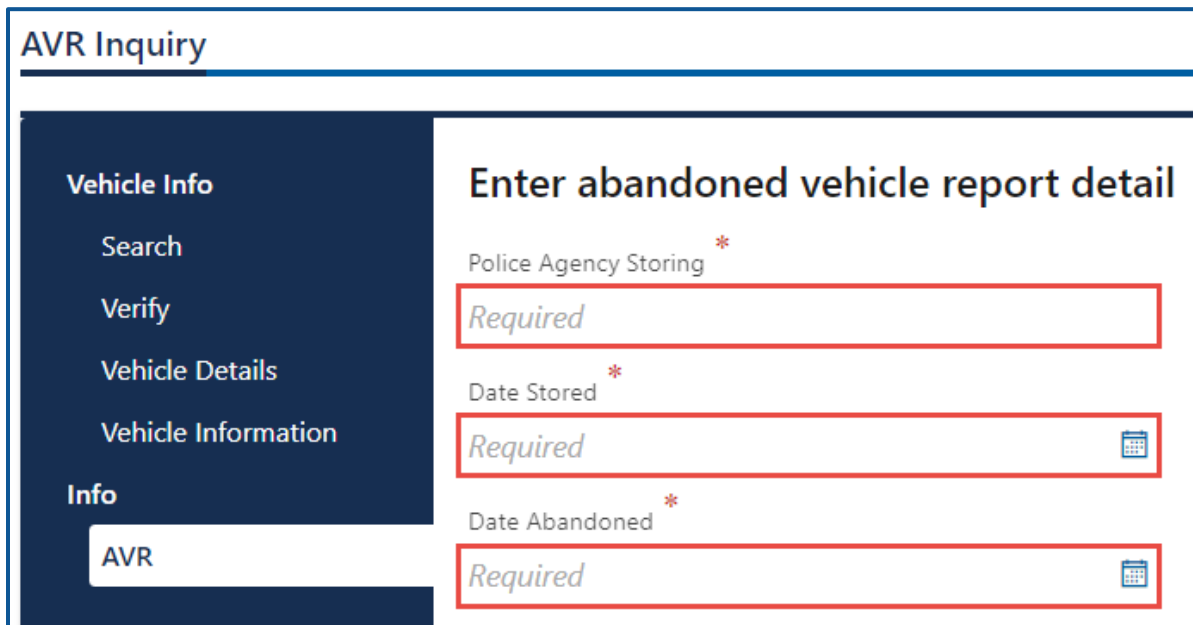
8. Enter the Police Agency Storing

9. Enter the Date Stored.

10. Enter the Date Abandoned.

11. Click the **Next** button.

12. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

13. Click **Print** to print the Abandoned Vehicle Report or click **Continue** to return to your abandoned vehicle account.

License eXpress for Vehicle Businesses Account User Guide
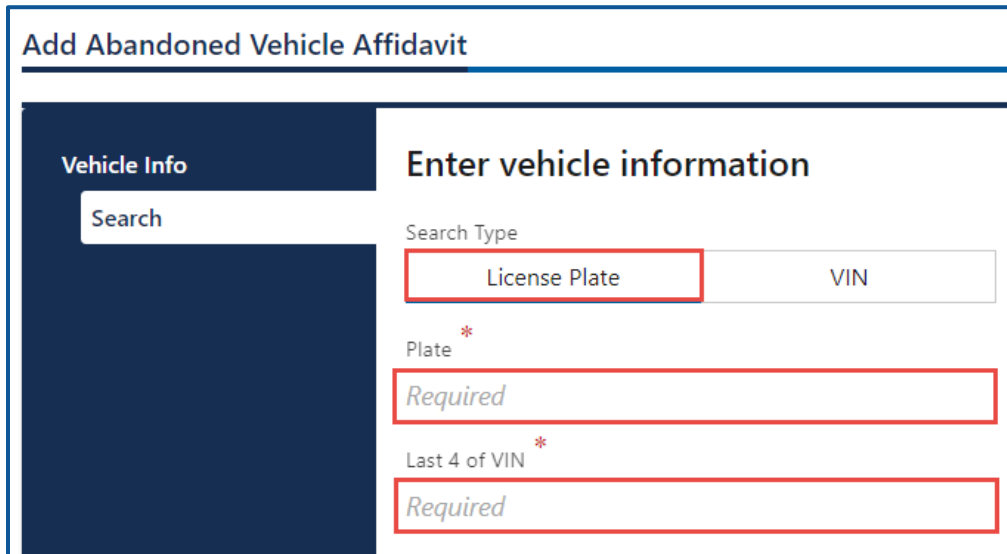
Create an Affidavit of Sale-

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

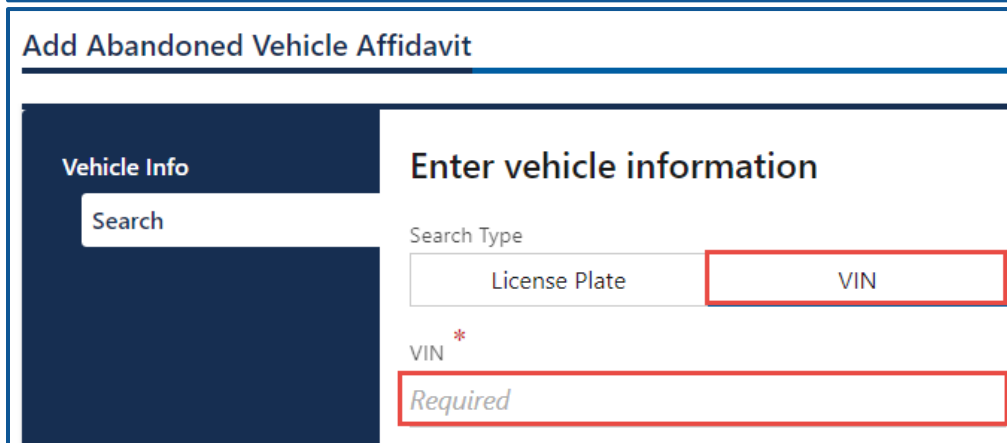Search

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.

Add Abandoned Vehicle Affidavit

Vehicle Info	Enter purchaser information
Search	Name of Purchaser *
Vehicle details	Required
Purchaser Info	Driver License Number
Purchaser	
	Date Vehicle Was Sold *
	Required 📅

7. Click the **Next** button.

8. Complete the following Purchaser Address information:

    d. Select the appropriate option from the Country dropdown menu, if applicable.

    e. Enter the Street Address.

    f. Select the appropriate option from the Unit Type dropdown menu and enter the unit, if applicable.

    g. Enter the City.

    h. Select the State.

License eXpress for Vehicle Businesses Account User Guide

i. Enter the Zip Code.

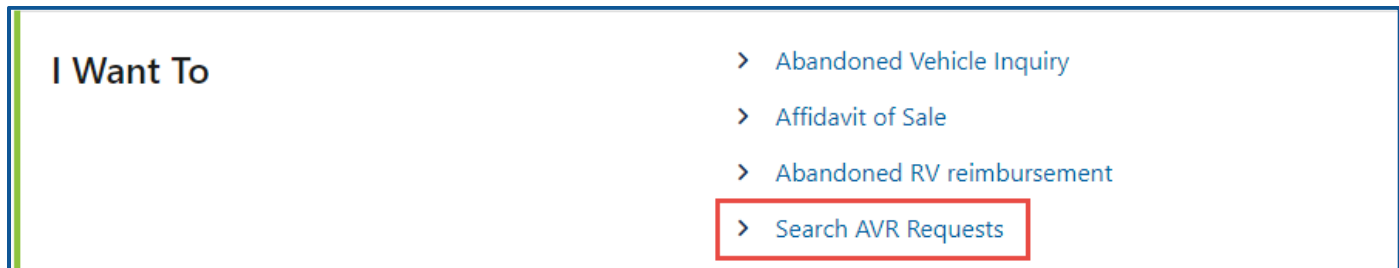9. Click the **Next** button.

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

11. Review the summary information. 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.

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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. Select **Plate** or **VIN**, 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.
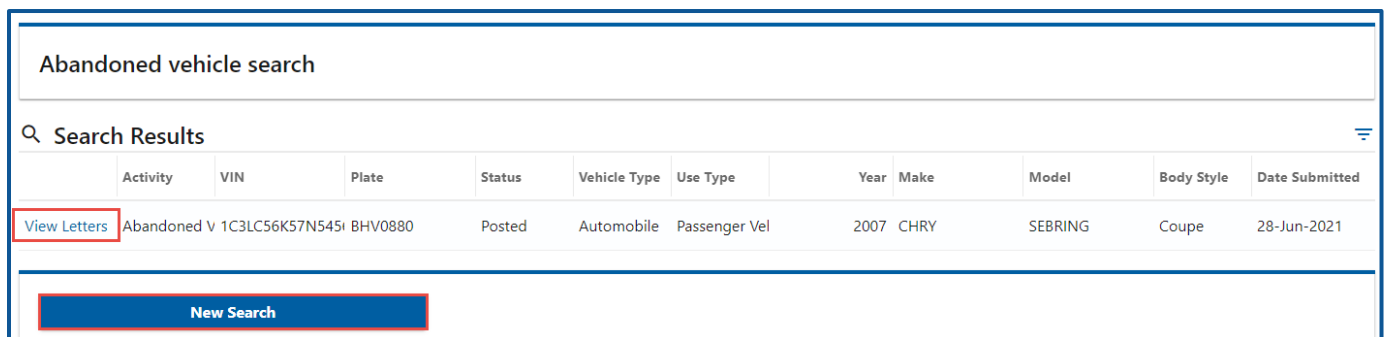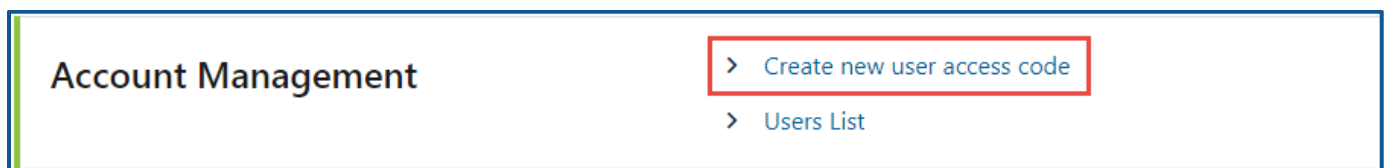

Manage Users Functions

This section explains how an account administrator or manager can generate an access code for new managers or employees, how to change their access, and how to remove access.
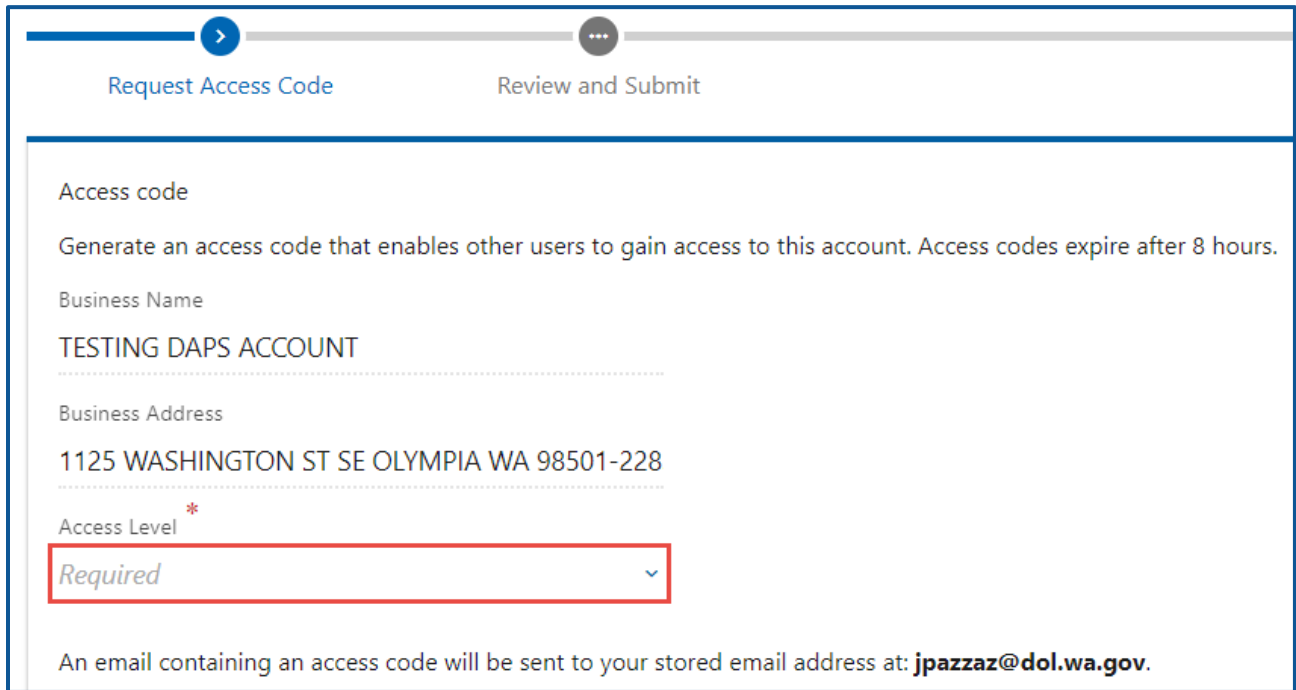
Generate Access Code for Manager or Employee

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**.

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

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 DAPS account using this access code. You will also need to provide the employee/manager with the State or Federal ID and the DAPS account number.

Note: Access codes expire after 8 hours.

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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.

Account Management
- › Create new user access code
- › Users List

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

3rd Party Access Logon Summary

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:

   a. Change Access

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

      Please verify the user and location information above. Select a new access level for the user at that location.

      New User Access Level *

      Required ⌄

   b. Remove Access

      i. Click the **Remove user's access** checkbox.

      Please verify the information above and check the box below to proceed.

      ☐ Remove user's access *

6. Click the **Next** button

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

License eXpress for Vehicle Businesses Account User Guide

Technical Support

Chat Assistant

You can utilize the Chat Assistant, Waddles, if you need additional assistance while using License eXpress. Alternatively, you can call 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.
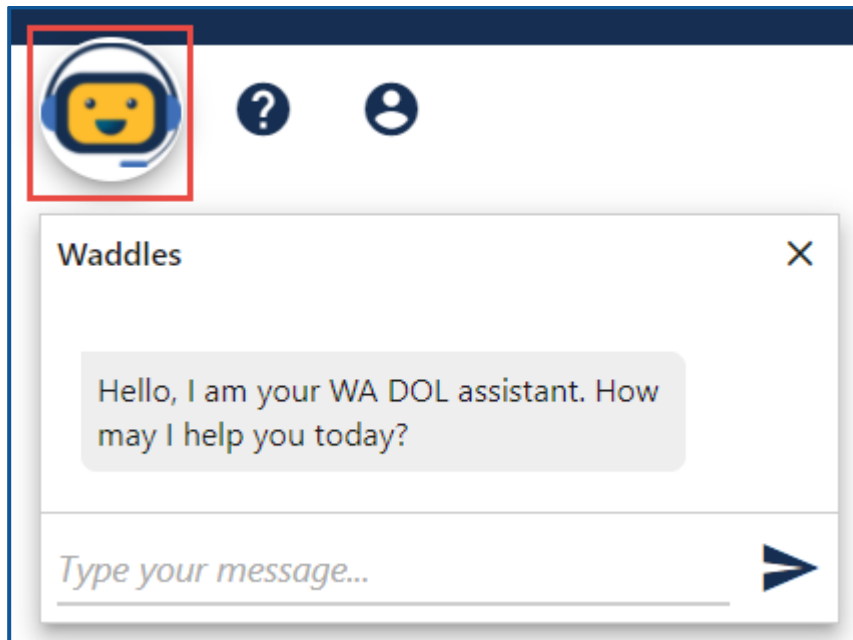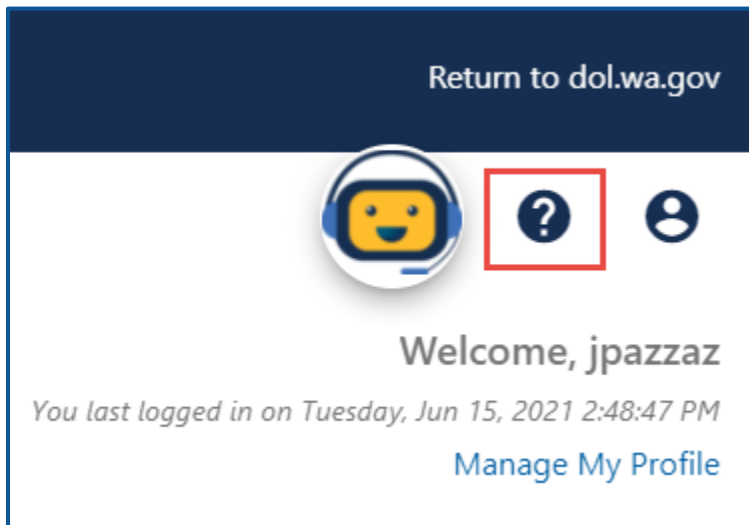

2. Type your message, or keyword, and click Enter. Waddles will do its best to direct you to information to help you complete your transaction.

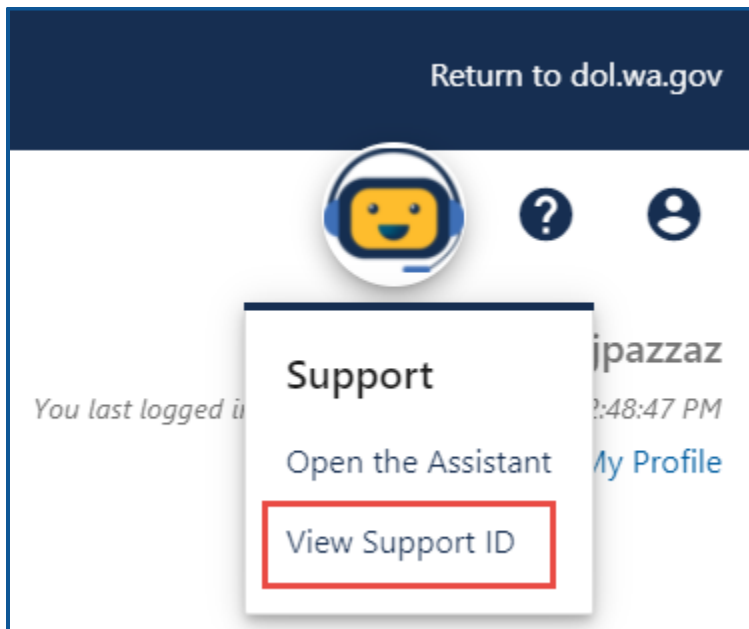License eXpress for Vehicle Businesses Account User Guide

Support ID

If you are having trouble completing a submission in your business account, call or email the Department of Licensing so we can help you with this issue, 360-664-9698 or DRIVESHelp@dol.wa.gov. If we ask you for your Support ID, you can retrieve it from your account. It is important to capture this number immediately after you come across an issue. If possible, do not log out of your account until we help you resolve the issue. Each time you log out of E-services, the support ID number changes.
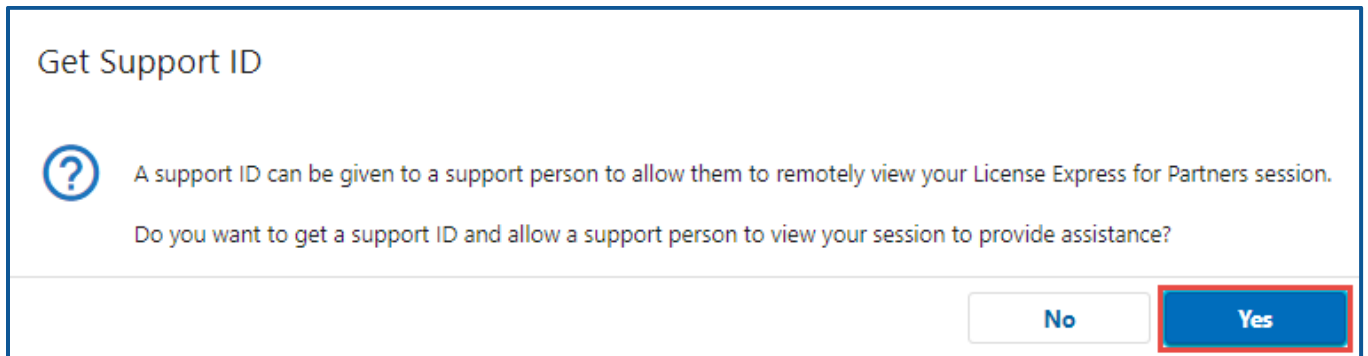
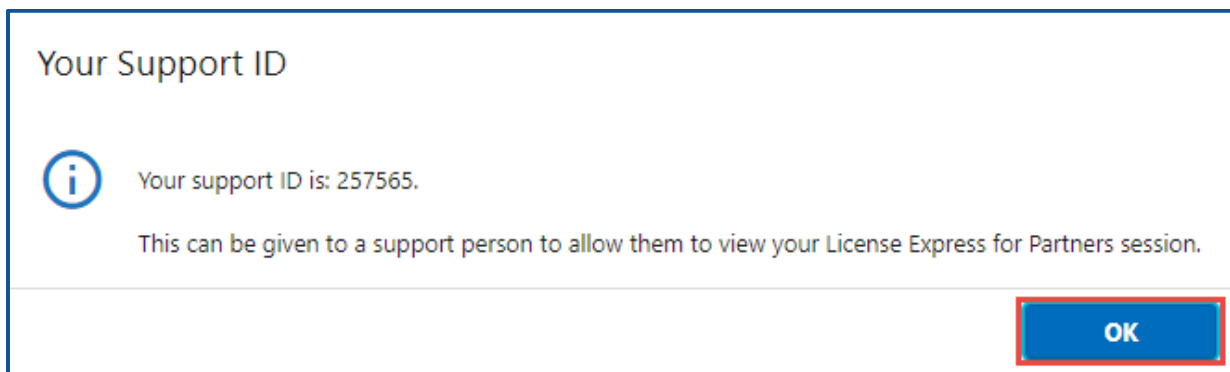1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.

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

License eXpress for Vehicle Businesses Account User Guide

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

Get Support ID

A support ID can be given to a support person to allow them to remotely view your License Express for Partners session.

Do you want to get a support ID and allow a support person to view your session to provide assistance?

No   Yes

4. Capture the Support ID number displayed. Click the **OK** button to close the dialog box.

Your Support ID

Your support ID is: 257565.

This can be given to a support person to allow them to view your License Express for Partners session.

OK

5. Provide the Support ID number when you call or email DOL for assistance.

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