



License Express for Vehicle Businesses

E-Services Account User Guide

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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.

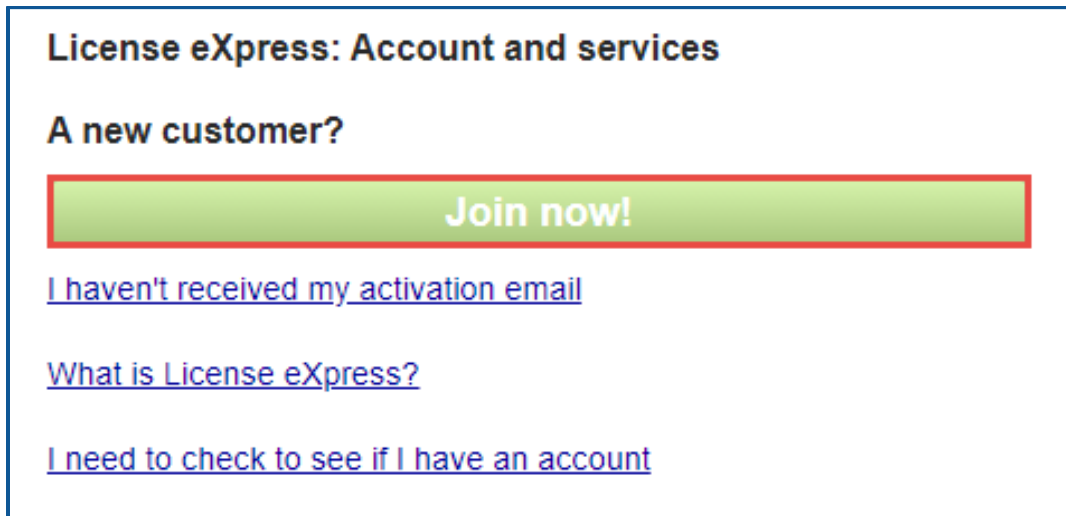
User Roles

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

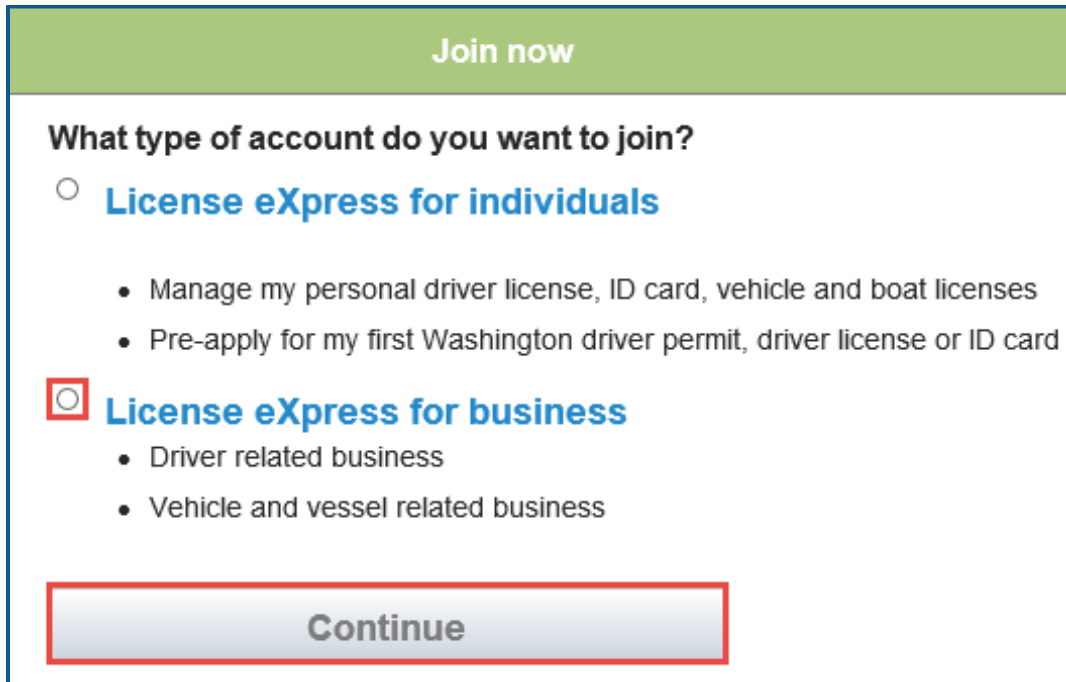
Use the following directions to register for a new a LX for business account if you do not already have one. Make sure to use an accurate email address and write down your username and password.

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



The screenshot shows a registration page titled "License eXpress: Account and services". Under the heading "A new customer?", there is a prominent green button with a red border labeled "Join now!". Below the button are three blue hyperlinks: "I haven't received my activation email", "What is License eXpress?", and "I need to check to see if I have an account".

3. Click the **License eXpress for business** button and click **Continue**.



The screenshot shows a selection screen with a green header bar labeled "Join now". The main heading is "What type of account do you want to join?". There are two radio button options. The first is "License eXpress for individuals" with a list of bullet points: "Manage my personal driver license, ID card, vehicle and boat licenses" and "Pre-apply for my first Washington driver permit, driver license or ID card". The second option is "License eXpress for business", which is selected with a red square around its radio button. It has a list of bullet points: "Driver related business" and "Vehicle and vessel related business". At the bottom of the form is a grey button with a red border labeled "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 — ② — ③ — ④
Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

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

Choose Method

How would you like to receive your verification code?

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

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

SecureAccess Washington

Help Spanish

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Name: (Numbers and letters only)

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.

New online account

Profile

Contact information

Continue registering your account

Your name

Phone type

Phone Number *

Extension

Email address

Confirm email address

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**.

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

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

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

The screenshot shows a grid of service options under the heading "Add vehicle services account". The "Contracted Plate Search" section is highlighted with a red box, and the "Apply for a new Contracted Plate Search account" button is also highlighted with a red box.

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

- 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**.
- Enter the Company/Agency Name.
- Enter the Contract Contact/Manager name.

7. Enter the Phone Number.
8. Enter the Email Address and click **Next**.

Contracted Plate Search Application

Intro

Introduction

Business info

Access Info

Company/Agency Name *

Required

Contract Contact/Manager *

Required

Phone Number *

Required

Email Address *

Required

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.

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

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

15. Click the **Next** button.

The screenshot shows the 'Business area' step of the 'Contracted Plate Search Application'. On the left is a dark blue sidebar with a menu containing 'Intro', 'Business info', 'Request detail', and 'Business area'. The main content area is titled 'Business area' and includes the instruction '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 an 'Add'l Info Required' checkbox. A red box highlights the dropdown menu.

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.

The screenshot shows the 'Enter address information' step of the 'Contracted Plate Search Application'. The sidebar menu is updated to include 'Address' and 'Physical address'. The main content area contains several form fields: 'Country' (dropdown menu with 'USA' selected), 'Street address' (required field with 'Required' text), 'Street 2', 'Unit type' (dropdown menu), 'Unit', 'City' (required field with 'Required' text), 'State' (dropdown menu with 'WA - WASHINGTON' selected), and 'Zip code' (required field with 'Required' text). Red boxes highlight each of these input fields.

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.

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.

Contracted Plate Search Application

Intro

Introduction

Business info

Business info

Request detail

Business area

Address

Physical address

Verify address

Mailing address

Declarations

Part 1

Declarations 2

Declarations - page 2 of 2

I represent a non-profit organization or corporation.

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

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

Select a document to provide

.....

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

I represent a data broker/reseller.

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

1. Subscriber roster (fillable at the next step)
2. Subscriber agreements

I am an attorney. *

You will need legible copies of:

1. Your current business license
2. Your current bar card

I am a private investigator. *

Attach legible copies of:

1. Your current private investigator license
2. 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

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**.

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

31. Click the **Next** button.

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 *

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.

The screenshot shows a web interface titled "Add vehicle services account". It features six service cards arranged in a 2x3 grid. Each card has a title, a brief description, and one or more buttons with right-pointing chevrons. The "Contracted Plate Search" card is highlighted with a red border. The buttons are: "Request access to an E-Permit account", "Request access to a Contracted Plate Search account", "Apply for a new Contracted Plate Search account", "Request access to a Fleet account", "Request access to an Insurance Loss Reporting account", "Apply for a new Insurance Loss Reporting account", "Request access to a Wrecker Destroyed Reporting account", and "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:
 - 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 Contract expiration date and click the **Next** button.

Request your Contracted plate search access

Request access


Login information

Your business role

Your name
JPZZAZ

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.

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

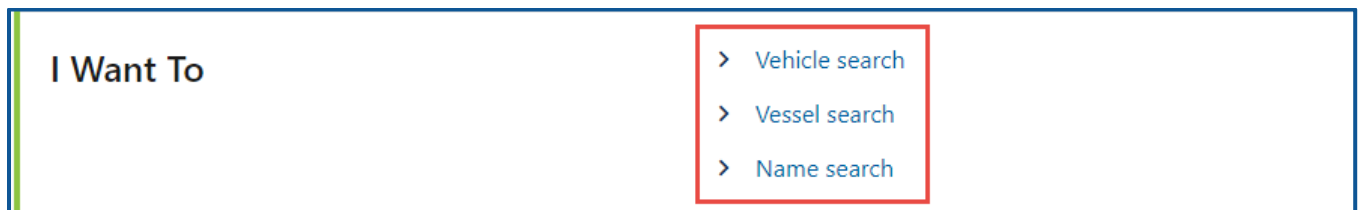
b. Manager or Employee access:

- 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.

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.

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

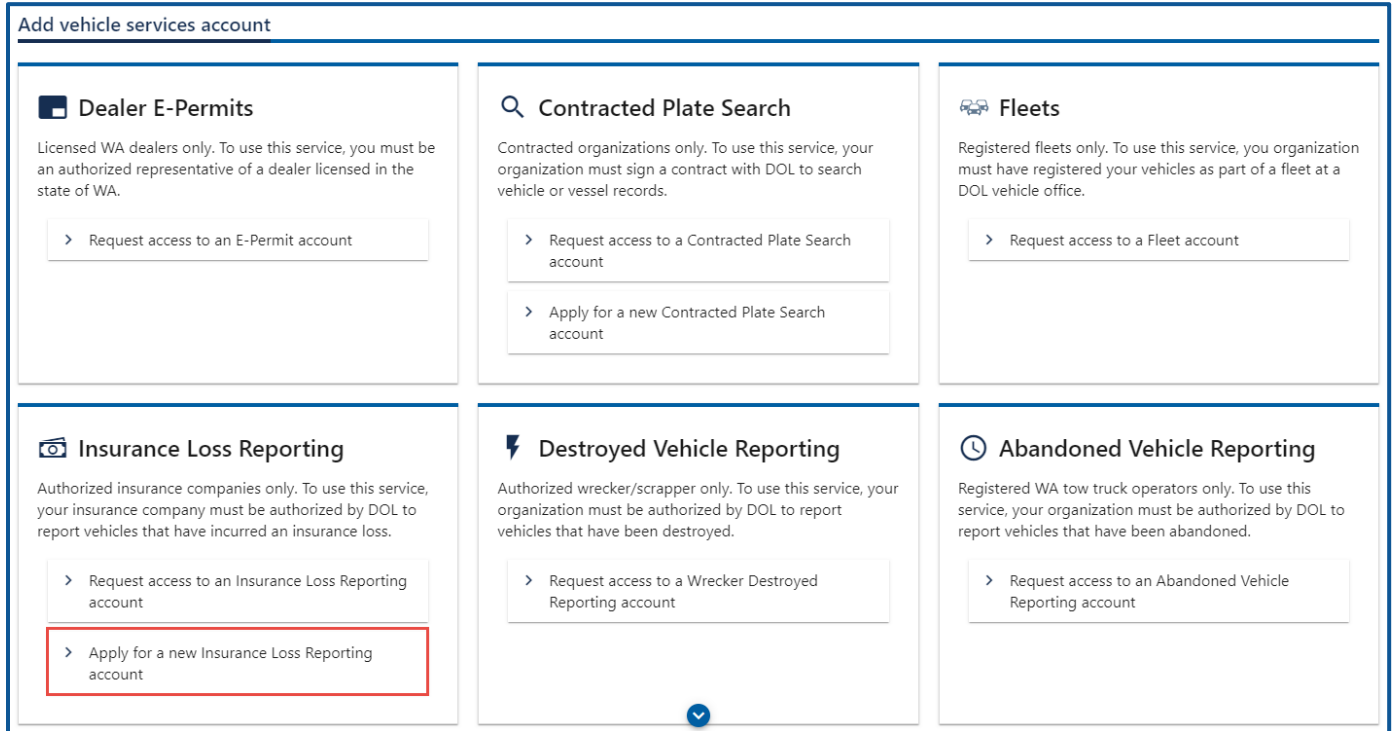
Insurance Loss Reporting Account

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.



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.

12. Click the **Next** button.

Insurance application

Introduction

What you'll need

Information

Business info

ID information

Id type *

Required

Id *

Required

Business details

Business type *

Required

WAOIC # *

Required

Business name

Name *

Required

DBA

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.

18. Enter the Zip Code.

The screenshot shows a web form titled "Insurance application". On the left is a dark blue sidebar with white text for navigation: "Introduction", "What you'll need", "Information", "Business info", and "Address search" (which is highlighted with a white background). The main content area is titled "Enter address information" and contains several fields:

- "Country" dropdown menu with "USA" selected.
- "Street address" field with a red asterisk and "Required" text, highlighted with a red border.
- "Street 2" field.
- "Unit type" dropdown menu.
- "Unit" field.
- "City" field with a red asterisk and "Required" text, highlighted with a red border.
- "State" dropdown menu with "WA - WASHINGTON" selected.
- "Zip code" field with a red asterisk and "Required" text, highlighted with a red border.

19. Click the **Next** button

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

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

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

26. Click the **Next** button

Insurance application

Introduction

- What you'll need

Information

- Business info
- Address search
- Address results

Contacts

- Contact**

Primary contact information

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:

- Enter Insurance Co.
- Enter the Contact Name
- Enter the Contact Title
- Enter the Contact Email
- Enter the Contact Phone
- Enter the NAIC#
- Enter the Street.
- Enter the City.

- i. Enter the State.
- j. Enter the Zip.
- k. Click the **+ Add another company** hyperlink, if applicable.

Insurance application

Introduction

What you'll need

Information

Business info

Address search

Address results

Contacts

Contact

Report for

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

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**.

Insurance application

Introduction

What you'll need

Information

Business info

Address search

Address results

Contacts

Contact

Attachments

Upload

Attachments

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

Select a file to attach

Type: Driver license

Description *
Required

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

Cancel OK

Select a file to attach

Type: WA OIC license

Description *
Required

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

Cancel OK







- Review the Summary information and click **Submit** to proceed or click **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 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.

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

Add vehicle services account

<div style="border: 1px solid blue; padding: 5px;"> <p> Dealer E-Permits</p> <p>Licensed WA dealers only. To use this service, you must be an authorized representative of a dealer licensed in the state of WA.</p> <p style="text-align: center;">> Request access to an E-Permit account</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p> Contracted Plate Search</p> <p>Contracted organizations only. To use this service, your organization must sign a contract with DOL to search vehicle or vessel records.</p> <p style="text-align: center;">> Request access to a Contracted Plate Search account</p> <p style="text-align: center;">> Apply for a new Contracted Plate Search account</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p> Fleets</p> <p>Registered fleets only. To use this service, your organization must have registered your vehicles as part of a fleet at a DOL vehicle office.</p> <p style="text-align: center;">> Request access to a Fleet account</p> </div>
<div style="border: 1px solid blue; padding: 5px;"> <p> Insurance Loss Reporting</p> <p>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.</p> <div style="border: 2px solid red; padding: 2px; text-align: center;"> <p style="margin: 0;">> Request access to an Insurance Loss Reporting account</p> </div> <p style="text-align: center;">> Apply for a new Insurance Loss Reporting account</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p> Destroyed Vehicle Reporting</p> <p>Authorized wrecker/scrapper only. To use this service, your organization must be authorized by DOL to report vehicles that have been destroyed.</p> <p style="text-align: center;">> Request access to a Wrecker Destroyed Reporting account</p> </div>	<div style="border: 1px solid blue; padding: 5px;"> <p> Abandoned Vehicle Reporting</p> <p>Registered WA tow truck operators only. To use this service, your organization must be authorized by DOL to report vehicles that have been abandoned.</p> <p style="text-align: center;">> Request access to an Abandoned Vehicle Reporting account</p> </div>

- Select the appropriate option from the Access level dropdown menu.
- Select the appropriate option from ID Type dropdown menu.
- Enter the applicable ID number.
- Enter the WAIOC #.
- Enter the NAIC# or NPN

10. Click the **Next** button.

Request your Insurance destroyed reporting access

Request access

Login information

Select access level *

Required

ID Type *

Required

ID Number *

Required

WAIOC # *

Required

NAIC# or NPN *

Required

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.

Request your Insurance destroyed reporting access

Request access

Login information

Your business role

Your name

JPAAZZAZ

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

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**.

Attachment Type	Attachment Requirements	
WA OIC license	Attach a copy of your Washington Office of Insurance Commissioner certificate.	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

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**.

Attachment Type	Attachment Requirements	
Employment letter	Non-owners seeking access must attach a letter of employment	Upload
WA OIC license	Attach a copy of your Washington Office of Insurance Commissioner certificate.	Upload

Select a file to attach

Type: Employment letter

Description *
Required

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

[Cancel](#) [OK](#)

Select a file to attach

Type: WA OIC license

Description *
Required

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

[Cancel](#) [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.

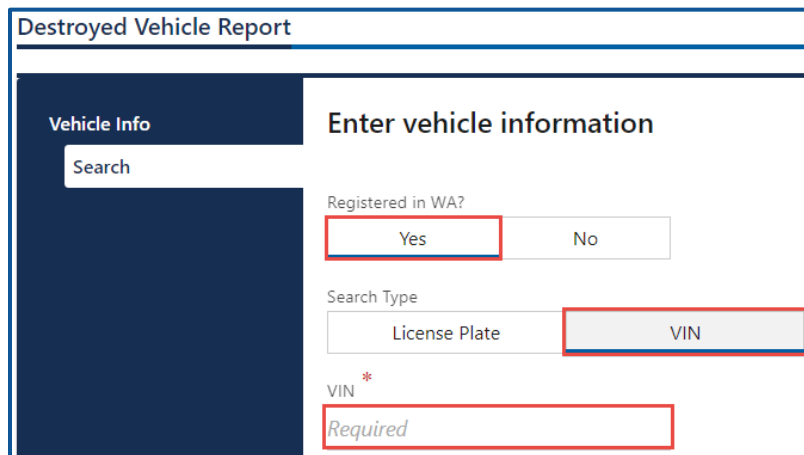
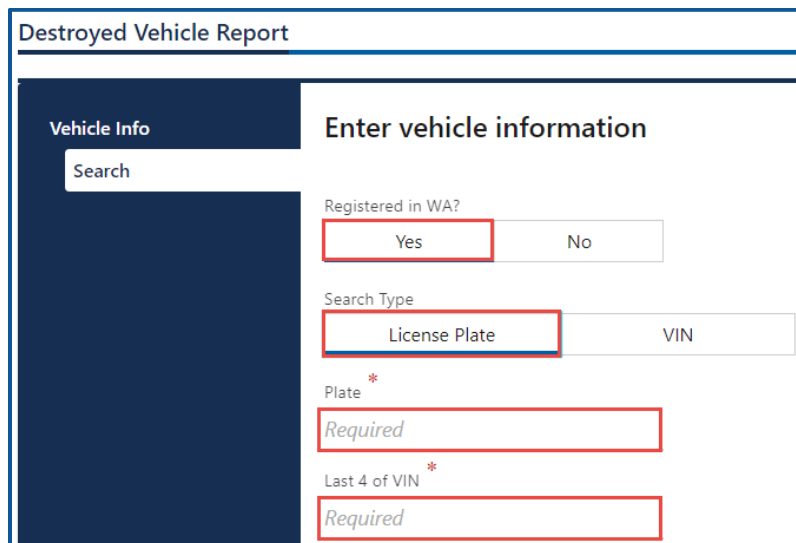
14. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add vehicle services account page.

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.



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.

A screenshot of a web form titled "Destroyed Vehicle Report". The form has a dark blue sidebar on the left with a "Vehicle Info" section and a "Search" button. The main content area is titled "Enter vehicle information". It contains a "Registered in WA?" question with "Yes" and "No" buttons. Below that is a "Search Type" section with "License Plate" and "VIN" buttons. The "VIN" button is selected. At the bottom, there is a "VIN *" field with a red border and the text "Required" below it.A screenshot of a web form titled "Destroyed Vehicle Report". The form has a dark blue sidebar on the left with a "Vehicle Info" section and a "Search" button. The main content area is titled "Enter vehicle information". It contains a "Registered in WA?" question with "Yes" and "No" buttons. Below that is a "Search Type" section with "License Plate" and "VIN" buttons. The "License Plate" button is selected. At the bottom, there are two fields: "Plate *" and "Last 4 of VIN *", both with red borders and the text "Required" below them.

- 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

Destroyed Vehicle Report

Vehicle Info

Search

Detail

Info

Loss Detail

Enter insurance loss detail

Vehicle Status *
Required

Date of Loss *
Required

Settlement Date *
Required

Does the vehicle value meet or exceed \$7880.0000 (Market Value Threshold) *
Yes No

Is the Certificate of ownership (Title) in the possession of your company? *
Yes No

File/Claim Number

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.

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

b. Individual:

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

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 *

Registered owner address

Country

Street address *

Street 2

Unit type

Unit

City *

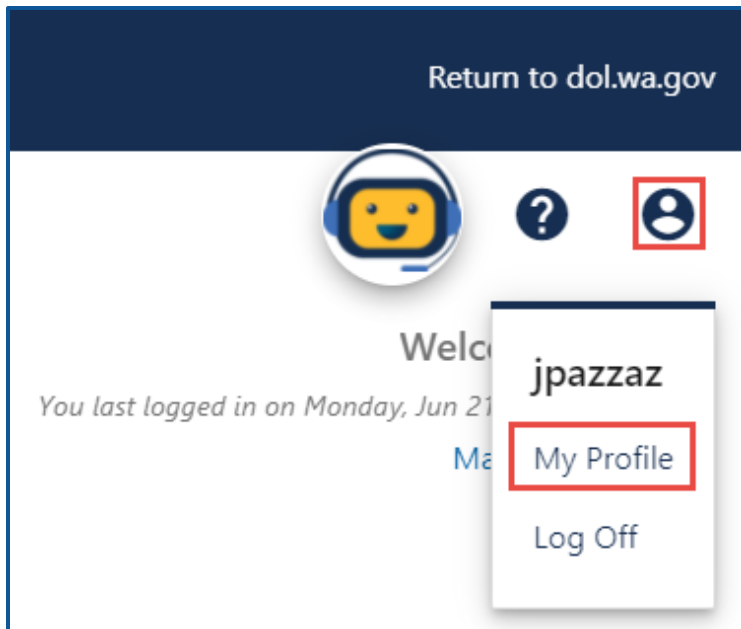
State

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

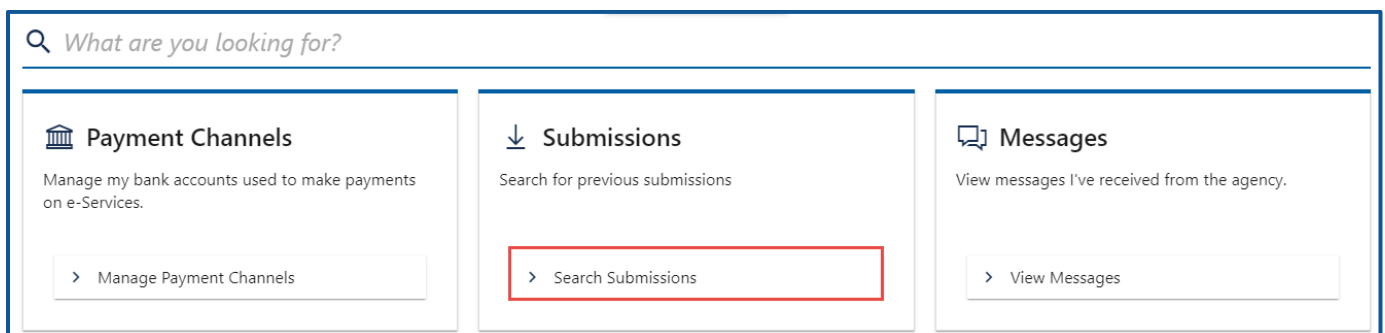
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click **Profile Menu** icon and select the **My Profile** hyperlink.



3. Click the **More** tab.



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



5. Select 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 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 [Print](#)

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

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.

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

The screenshot shows a grid of six service categories under the heading "Add vehicle services account". Each category includes a description and a "Request access" button. The "Dealer E-Permits" button is highlighted with a red border.

- 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, you 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.

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.

The screenshot shows the "Request your E-permit access" form. On the left is a dark blue sidebar with "Request access" and "Login information" buttons. The main form area has three input fields, each with a red border and a red asterisk indicating a required field:

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

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

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 Contact Information section.

1. Enter the Business license expiration date.
2. 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

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

Business license expiration *
Required

What's your role in your organization

Owner or supervisor contact information

Name

Phone

Email address

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**.

Request your E-permit access

Request access

Login information

Location(s)

Your business role

Attachments

Upload

Attach required documents

Attachments

Attachment Type	Attachment Requirements
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue. Upload

Select a file to attach

Type

Business 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.

The screenshot shows the 'Request your E-permit access' form. On the left is a dark blue sidebar with 'Request access' selected. The main content area is titled 'Provide additional information'. It contains the following fields and options:

- Your name:** JPAZZAZ
- Business license expiration:** A date picker icon.
- Role selection:** Two radio buttons. The first is 'I'm the owner or supervisor'. The second is 'I'm not the owner or supervisor', which is selected and highlighted with a red box.
- What's your role in your organization *:** A text input field containing 'Required', highlighted with a red box.
- Owner or supervisor contact information:**
 - Name *:** A text input field containing 'Required', highlighted with a red box.
 - Phone *:** A text input field containing 'Required', highlighted with a red box.
 - Email address *:** A text input field containing 'Required', highlighted with a red box.

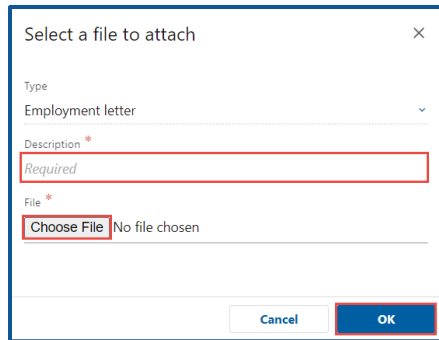
6. Click the **Next** button.

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**.

The screenshot shows the 'Request your E-permit access' form. The sidebar now has 'Attachments' selected. The main content area is titled 'Attach required documents' and contains a table of attachments:

Attachment Type	Attachment Requirements	
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue.	Upload
Employment letter	Non-owners seeking access must attach a letter of employment	Upload

The screenshot shows a 'Select a file to attach' dialog box. It has a close button (X) in the top right corner. The 'Type' dropdown is set to 'Business license'. There is a 'Description *' field containing 'Required', highlighted with a red box. Below it is a 'File *' section with a 'Choose File' button highlighted with a red box and the text 'No file chosen'. At the bottom are 'Cancel' and 'OK' buttons, with 'OK' highlighted with a red box.



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.

Vehicle Details
Vehicle Identification

Enter basic vehicle information

Dealer information

Dealer number
10111

License type
(220) Motor Vehicle Dealer

Vehicle information

*
New Used

Vehicle identification number (VIN) *
Required

Previous title information

State
[Dropdown]

Title number
[Field]

Issue date
[Calendar]

Purchase information

Sale date *
Required [Calendar]

Purchase price/Value code *
Required

Date of delivery
[Calendar]

Permit number

Permit number *
Required

Odometer information

Odometer code
[Dropdown]

Odometer reading
0

Registration information

Months registration
12

Registration expires

Import from XML file

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.

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.

The screenshot shows a web form titled "Enter additional address information". On the left is a dark blue sidebar with a menu. The menu items are: "Vehicle Details", "Vehicle Identification", "Vehicle Details", "Owner Info", "Registered Owners", "Residential address", "Verify address", and "Additional Addresses" (which is highlighted in white). The main content area is white and contains the following elements:
- A heading "Enter additional address information"
- A section titled "Other addresses" containing two input fields: "Mail Addresses" and "One time Addresses".
- A section titled "Email Reminders" containing the text "Signup for email reminders?" and two buttons: "Yes" and "No".

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.

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.



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.

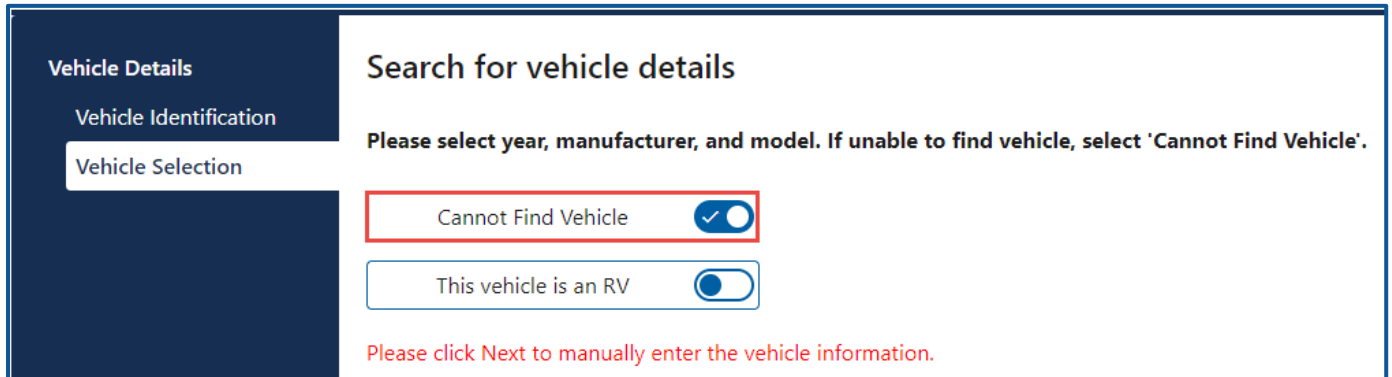
1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Select the appropriate account if you have more than one.
3. Click **New E-permit** or **New Paper Permit** hyperlink.



4. Click the **XML File** button

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

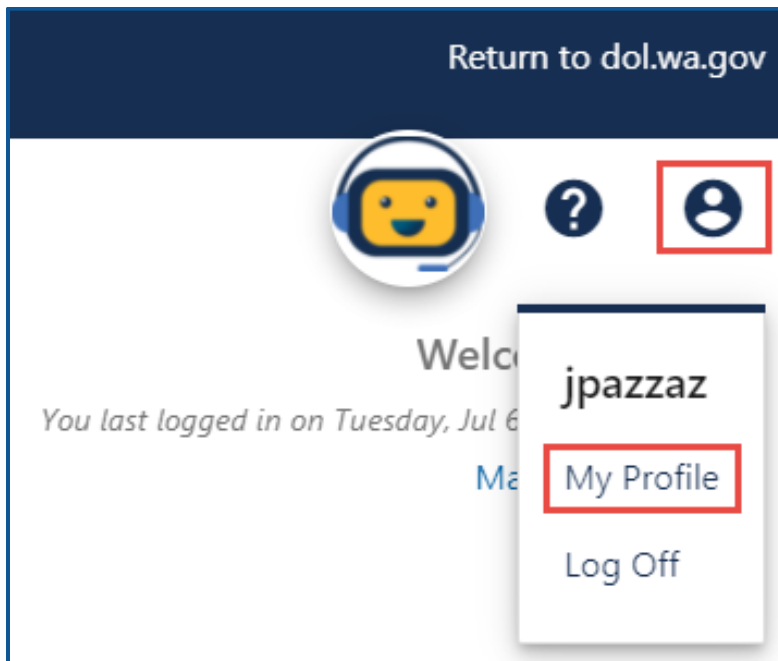
6. Click the **Cannot Find Vehicle** toggle button.



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

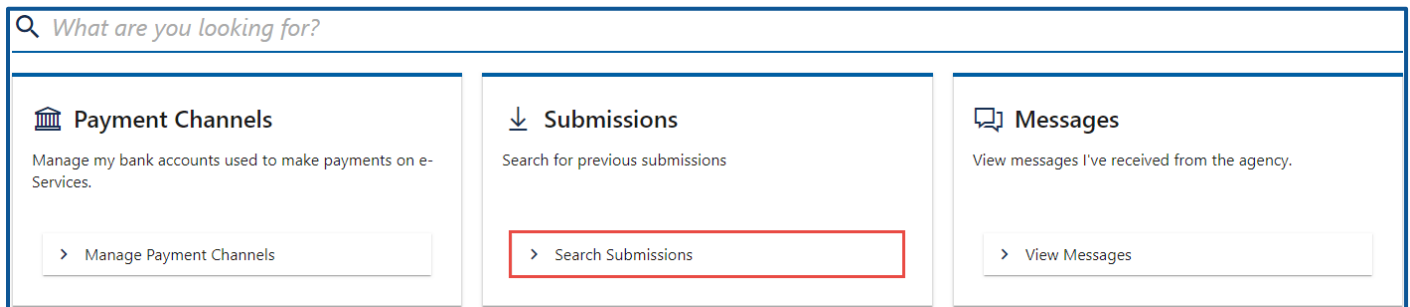
1. Login to your License eXpress for Business account (secure.dol.wa.gov).
2. Click the **Profile** menu icon.



3. Click the **More** tab.



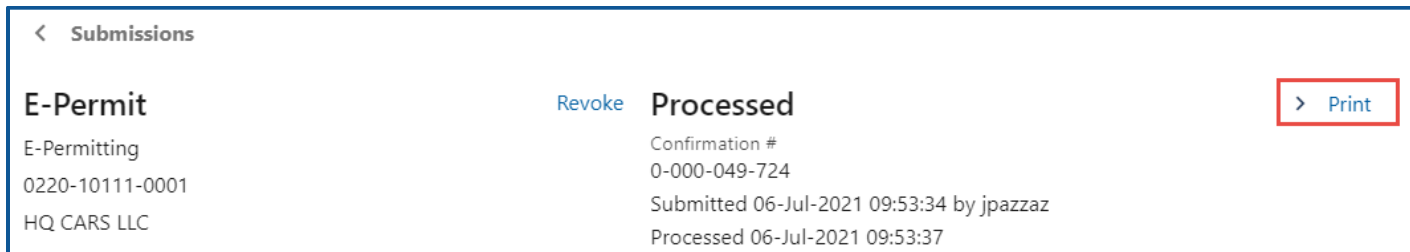
4. Click the **Search Submissions** button.



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

Submissions						Filter
Date	Title	Name	Account	Account ID	Period	
06-Jul-2021	E-Permitting	HQ CARS LLC	E-Permitting	0220-10111-0001		
02-Jul-2021	Paper Permitting	HQ CARS LLC	E-Permitting	0220-10111-0001		

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



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 Log From: 6/1/2021 To: 7/8/2021								Export	Filter
Permit Number	Permit Type	VIN	Registered Owner	Legal Owner	Issuer Name	Date Issued	Submitted	Revoked	
A9999999	Paper Permitting	1FTR1EHXLLA92021	REGI PRING		jpazzaz	02-Jul-2021	02-Jul-2021		
A0085306	E-Permitting	1TELC56K57N542172	SOE THING		jpazzaz	06-Jul-2021	06-Jul-2021		

6. Click the **Revoke** hyperlink.

The screenshot shows a page titled "E-Permit History" with a back arrow. On the left, it lists "E-Permit" details: "E-Permitting", "0220-10111-0001", and "HQ CARS LLC". On the right, it shows "Confirmation # 0-000-049-724", "Submitted 06-Jul-2021 09:53:34 by jpazzaz", and "Processed 06-Jul-2021 09:53:37". A red box highlights a "Revoke" button next to the word "Processed".

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.

The screenshot shows a page titled "Add vehicle services account" with a grid of service options. The "Fleets" option is highlighted with a red box. The options are:

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

5. Select the appropriate option from the access level dropdown menu.
6. Select the appropriate option from the ID type dropdown menu,
7. Enter the ID number.
8. Enter the Fleet number.
9. Enter the Fleet name
10. Click the **Next** button.

Request your Fleet access

Request access

Login information

Select access level *

Required

ID Type *

Required

ID Number *

Required

Fleet Number *

Required

Fleet Name *

Required

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:

- 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.

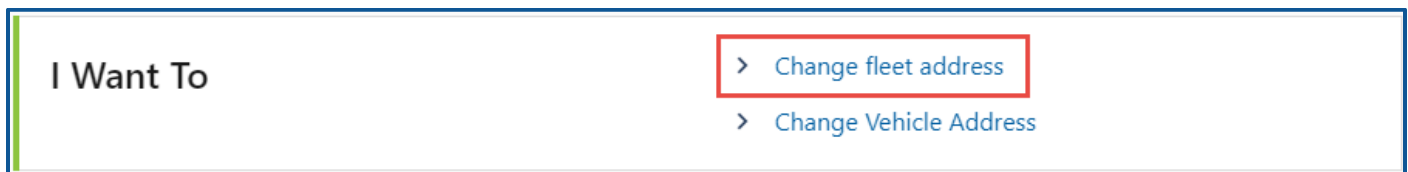
13. Review the summary information. Click **Submit** to proceed or **Previous** to go make changes.

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.



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.

Change fleet address

What is your fleet address?

Country
USA

Street address *
Required

Street 2

Unit type

Unit

City *
Required

State
WA - WASHINGTON

Zip code *
Required

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.

I Want To

- > [Change fleet address](#)
- > [Change Vehicle Address](#)

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

Change fleet vehicle address

Vehicle List

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

Select All Clear All

Equipment#	Plate	VIN	Current Address	Change
	OLY8253	1HGFAB56440071007	1125 WASHINGTON ST SE OLYMPI	<input type="checkbox"/>
	BAY8OLY	1FFAB10073HGC1454	1125 WASHINGTON ST SE OLYMPI	<input type="checkbox"/>
	AFXOLY0	1GNMFAB1007180984	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>
	AOLY764	2G1WDFAB007072427	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>
	OLY9603	2FABP7BV9BXFAB1007	425 BLACK LAKE BLVD SW OLYMP	<input type="checkbox"/>

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

Change fleet vehicle address

Vehicle List

Vehicles

WA Resident

Is your business address in Washington state?

Yes. *

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

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

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

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

6. Complete the following fields on the What is the new address page:
- Enter the Street address
 - Select the appropriate option from the Unit type dropdown menu, if applicable.
 - Enter the unit type, if applicable.
 - Enter the City.
 - Select the appropriate option from the State dropdown menu, if applicable.
 - 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.

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 page titled "Add vehicle services account" with a grid of six service categories. Each category has a title, a brief description, and one or more buttons. The "Destroyed Vehicle Reporting" category is highlighted with a red border, and its "Request access to a Wrecker Destroyed Reporting account" button is also 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 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

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.

Request your Wrecker destroyed reporting access

Request access

Login information

Select access level *

Required

Unified Business ID (UBI) *

Required

Wrecker/Scrapper # *

Required

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.

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

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**.

Request your Wrecker destroyed reporting access

Request access

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

Attachments

- Upload

Attach required documents

Attachments

Attachment Type	Attachment Requirements
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue. Upload

Select a file to attach

Type

Business 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.

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

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

Business license expiration 📅

What's your role in your organization *

Owner or supervisor contact information

Name *

Phone *

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**.

Request your Wrecker destroyed reporting access

Request access

Login information

Location(s)

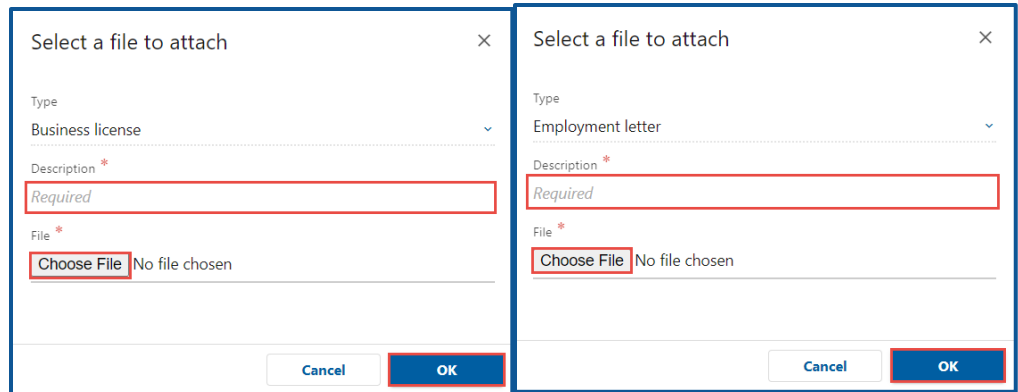
Your business role

Attachments

Upload

Attach required documents

Attachment Type	Attachment Requirements	
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue.	Upload
Employment letter	Non-owners seeking access must attach a letter of employment	Upload



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.

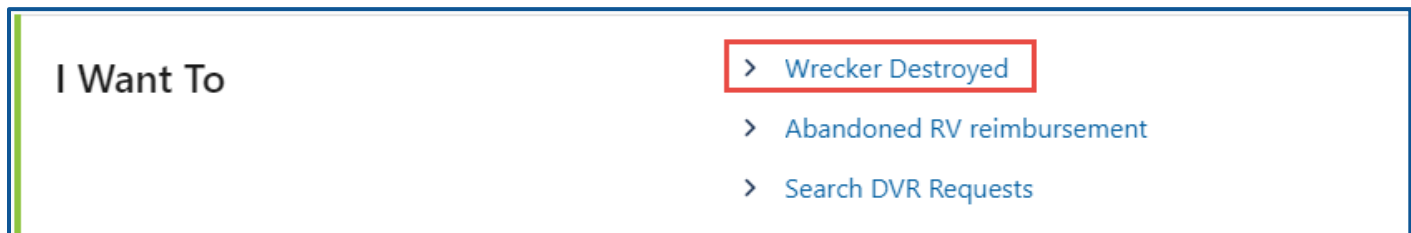
11. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

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:

a. Yes:

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

The image displays two side-by-side screenshots of a web form titled "Destroyed Vehicle Report". Both screenshots show the "Enter vehicle information" section. In the left screenshot, the "Registered in WA?" field is set to "Yes", the "Search Type" dropdown is set to "License Plate", and there are input fields for "Plate" and "Last 4 of VIN". In the right screenshot, the "Registered in WA?" field is set to "Yes", the "Search Type" dropdown is set to "VIN", and there is an input field for "VIN".

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.

- g. 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 the **Next** button.
7. Enter the following destroyed vehicle detail information and click the **Next** button.
- Stock Number
 - Yard Number
 - Aquired From
 - Supporting document
 - Date Aquired/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 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.

I Want To

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

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

- i. Enter the Start date
- ii. Enter the End date.

The screenshot shows a web form titled "Destroyed vehicle REPORT HISTORY". Under "Search Type", there are three radio buttons: "Date", "Plate", and "VIN". The "Date" radio button is selected and highlighted with a red box. Below this, a note states "Choose a date range of up to one month at a time." There are two date input fields: "Start date" and "End date", both marked with an asterisk and containing the text "Required". Each date field has a calendar icon to its right. At the bottom of the form is a blue "Search" button.

b. Plate:

- i. Enter the Plate number.

The screenshot shows the same "Destroyed vehicle REPORT HISTORY" search form. In this view, the "Plate" radio button under "Search Type" is selected and highlighted with a red box. The "Plate" input field below is also highlighted with a red box and contains the text "Required". The "Date" and "VIN" radio buttons are unselected. The "Search" button remains at the bottom.

c. VIN:

- i. Enter the Vehicle Identification Number (VIN).

The screenshot shows the "Destroyed vehicle REPORT HISTORY" search form with the "VIN" radio button under "Search Type" selected and highlighted with a red box. The "VIN" input field below is also highlighted with a red box and contains the text "Required". The "Date" and "Plate" radio buttons are unselected. The "Search" button is at the bottom.

5. Click the **Search** button.

6. 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	1G1JC6SH123145		HI	Automobile		2012	CHEV	23-Jun-2021
321	321	AffidavitInLieu	1G1JD7SH321112		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.

Abandoned Vehicle Reporting AVR-0001 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283	I Want To <ul style="list-style-type: none">> Abandoned Vehicle Inquiry> Affidavit of Sale> Abandoned RV reimbursement> Search AVR Requests
	Account Management <ul style="list-style-type: none">> Create new user access code> Users List
Destroyed Vehicle Reporting DVR-0001 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283	I Want To <ul style="list-style-type: none">> Wrecker Destroyed> Abandoned RV reimbursement> Search DVR Requests

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

- 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.

9. Confirm the Email.

The screenshot shows a web form titled "Abandoned RV Reimbursement". On the left is a dark blue sidebar with a white "Contact information" button. The main content area is titled "Contact Information" and contains four input fields: "Phone number" (marked with a red asterisk and "Required" in italics), "Fax number", "Email", and "Confirm email". All four input fields are outlined in red.

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.

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.

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

Abandoned RV Reimbursement

Vehicle search

- Choose vehicle
- Verify vehicle

Information

- Contact information
- Storage conditions
- Costs incurred**

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

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.

24. Click the **Next** button.


Abandoned RV Reimbursement

Vehicle search

- Choose vehicle
- Verify vehicle

Information

- Contact information
- Storage conditions
- Costs incurred
- Attachments**

Please attach at least one supporting document 

You may attach the following documents to this request. Use the "Upload" links below to attach the documents.

Attachments

	Attachment Type	Attachment Requirements	
	Abandoned Vehicle Report	Abandoned vehicle report	Upload
	Other	Miscellaneous	Upload
	Proof of Delivery	Proof of delivery to a wrecker	Upload
	Proof of Destruction	Proof of vehicle destruction	Upload
	Proof of Expenditure	Proof of expenditure/receipts	Upload
	Wrecker Report	Wrecker report	Upload

Select a file to attach ×

Type

Abandoned Vehicle Report ▾

Description *

File *

[Choose File](#) No file chosen

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

- Was the RV a public impound?
- Did the RV receive any bids at auction?
- Is the last registered owner unknown?
- 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**.

Abandoned RV Reimbursement

Acknowledgements

Was the RV a public impound? *

Required

Did the RV receive any bids at auction? *

Required

Is the last registered owner unknown? *

Required

Was the vehicle declared abandoned or junk by a law enforcement agency? *

Required

I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. *

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.

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. 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 (highlighted with a red border).

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.

The screenshot shows a form titled "Request your Abandoned vehicle reporting access". On the left is a dark blue sidebar with "Request access" and "Login information" buttons. The main form area contains three required 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 with "Required" entered.
- RTTO #:** A text input field with "Required" entered.

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:

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.

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

- 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**.

Request your Abandoned vehicle reporting access

Request access

Login information

Location(s)

Your business role

Attachments

Upload

Attach required documents

Attachments

Attachment Type	Attachment Requirements	
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue.	<input type="button" value="Upload"/>

Select a file to attach ×

Type
Business license ▼

Description *

File *
 No file chosen

- 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.

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 

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

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**.

Request your Abandoned vehicle reporting access

Request access

Login information

Location(s)

Your business role

Attachments

Upload

Attach required documents

Attachments

Attachment Type	Attachment Requirements	
Business license	Attach a copy of the business license certificate issued by WA Department of Revenue.	Upload
Employment letter	Non-owners seeking access must attach a letter of employment	Upload

Select a file to attach

Type: Business license

Description *

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

Select a file to attach

Type: Employment letter

Description *

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

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.

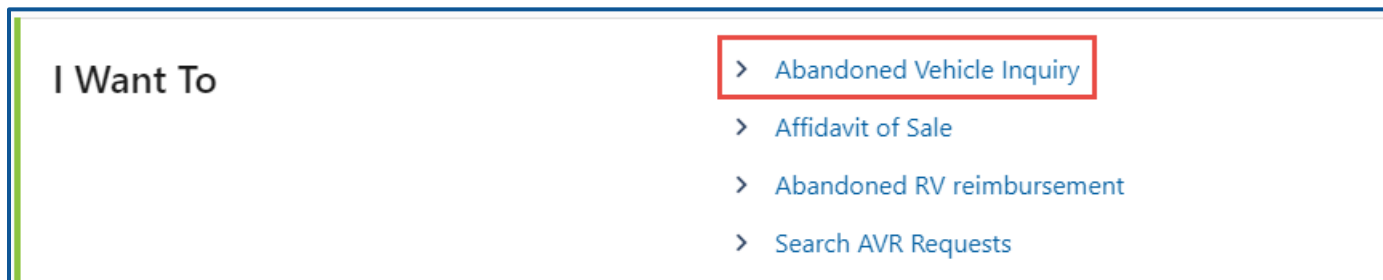
35. Click the **Next** button.

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.

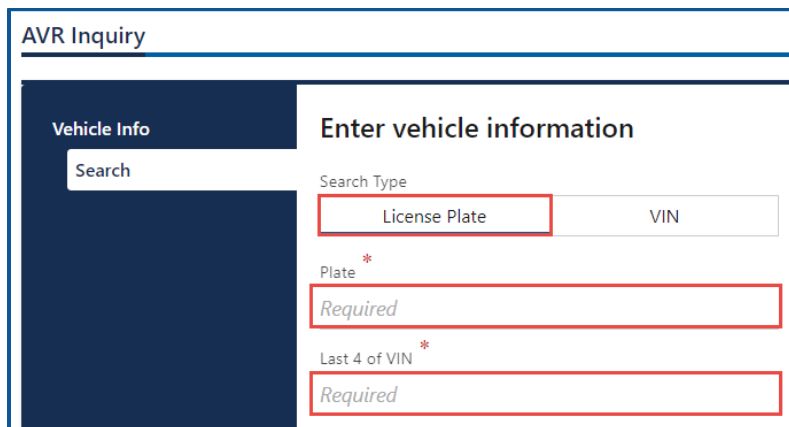
Add an Impound Notice

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.

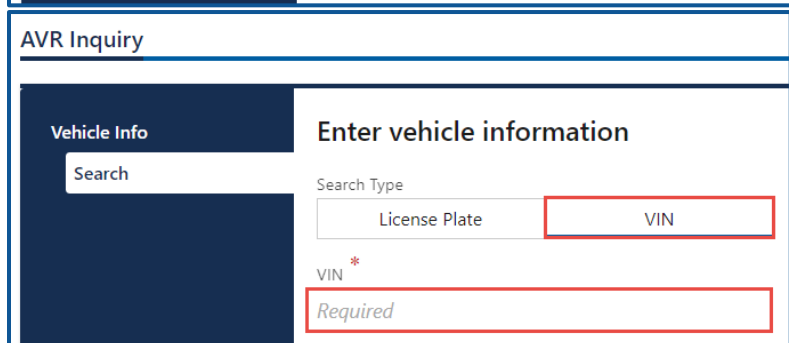


The screenshot shows a menu titled "I Want To" with four options: "Abandoned Vehicle Inquiry", "Affidavit of Sale", "Abandoned RV reimbursement", and "Search AVR Requests". The "Abandoned Vehicle Inquiry" option is highlighted with a red rectangular box.

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.



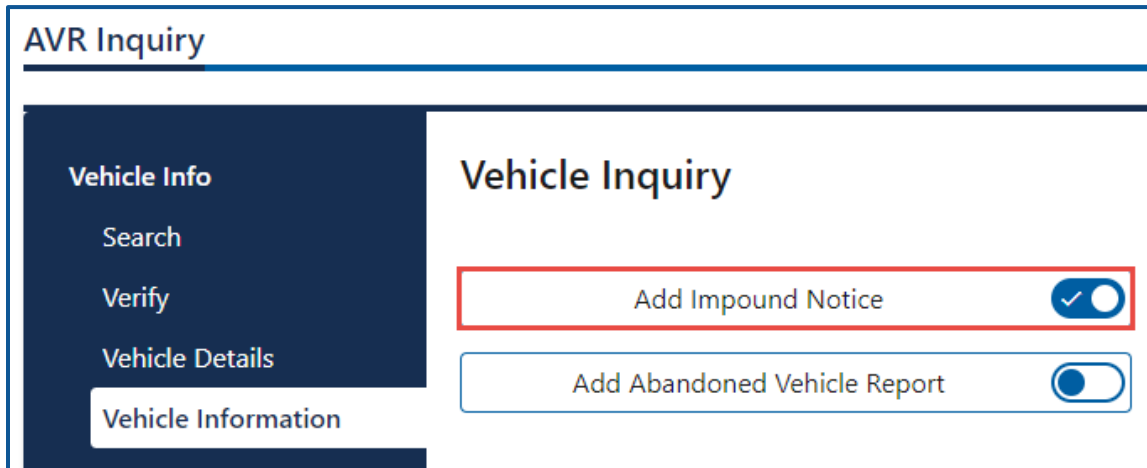
The screenshot shows the "AVR Inquiry" form. On the left is a "Vehicle Info" sidebar with a "Search" button. The main area is titled "Enter vehicle information". Under "Search Type", the "License Plate" button is selected and highlighted with a red box. Below it are two input fields: "Plate *" and "Last 4 of VIN *", both containing the text "Required" and highlighted with red boxes.



The screenshot shows the "AVR Inquiry" form. On the left is a "Vehicle Info" sidebar with a "Search" button. The main area is titled "Enter vehicle information". Under "Search Type", the "VIN" button is selected and highlighted with a red box. Below it is one input field: "VIN *" containing the text "Required" and highlighted with a red box.

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**.



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.

10. Click the **Next** button.

The screenshot shows a web application interface for 'AVR Inquiry'. On the left is a dark blue sidebar with navigation options: 'Vehicle Info' (containing 'Search', 'Verify', 'Vehicle Details', 'Vehicle Information'), 'Info' (containing 'Impound Notice'), and 'Impound Notice'. The main content area is titled 'Enter impound notice detail' and contains the following fields and options:

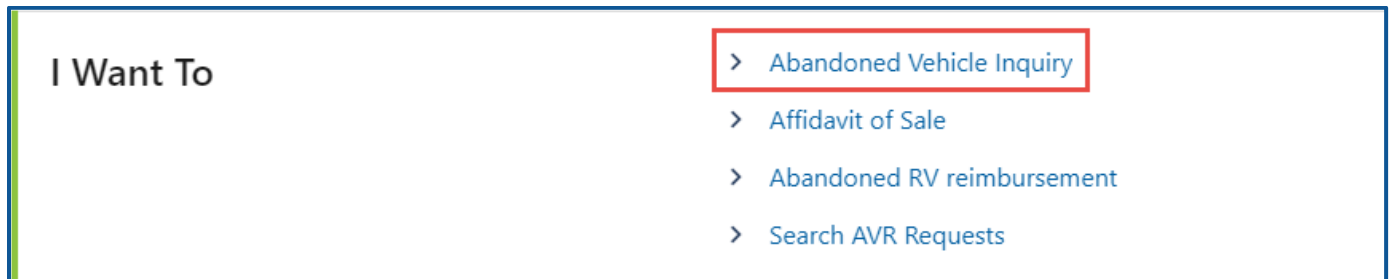
- Impound Address/Location:** A large empty text input field.
- Date Impounded:** A date picker field with a calendar icon, marked as 'Required'.
- Time Impounded:** A text input field, marked as 'Required'.
- AM/PM:** A dropdown menu, marked as 'Required'.
- Authorizing Agency or Person:** A text input field, marked as 'Required'.
- Abandonment Notice:** A text block stating 'If the vehicle is not redeemed within 120 hours it will be processed as abandoned and sold at auction' followed by a 'Yes' or 'No' radio button selection.
- Suspended License Notice:** A text block stating 'Suspended driver's license - the vehicle will be held at the direction of law enforcement.' followed by a 'Yes' or 'No' radio button selection.
- Days held:** A text input field containing the number '0'.
- Security deposit:** A text block 'Security deposit required by the towing firm' followed by a 'Yes' or 'No' radio button selection.
- Impound charge:** A text input field, marked as 'Required'.
- Daily Storage Charge:** A text input field, marked as 'Required'.
- Tow Ticket:** A text input field.

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.

Add an Abandoned Vehicle Report

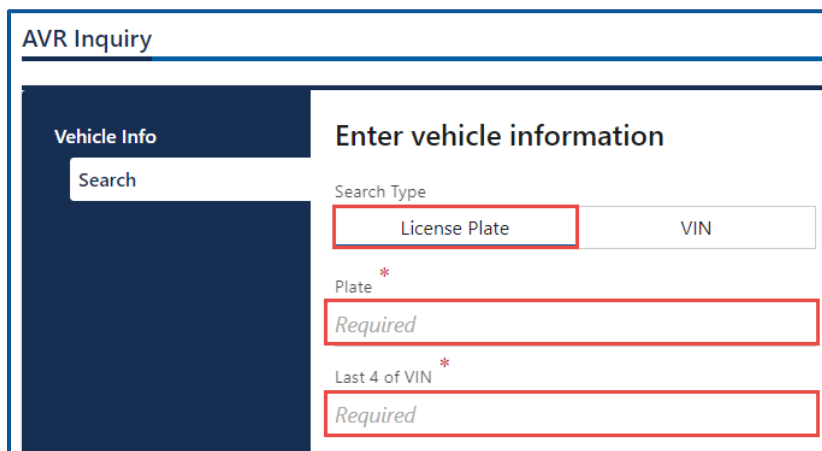
1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Select the appropriate account if you have more than one.
3. Click the **Abandoned Vehicle Inquiry** hyperlink.



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

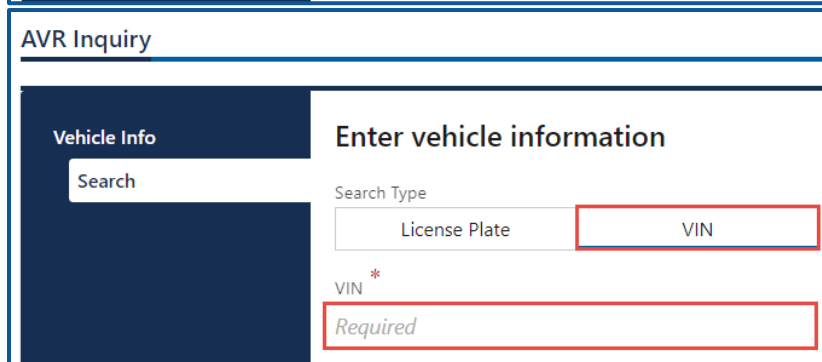
License Plate VIN

Plate *

Required

Last 4 of VIN *

Required



AVR Inquiry

Vehicle Info

Search

Enter vehicle information

Search Type

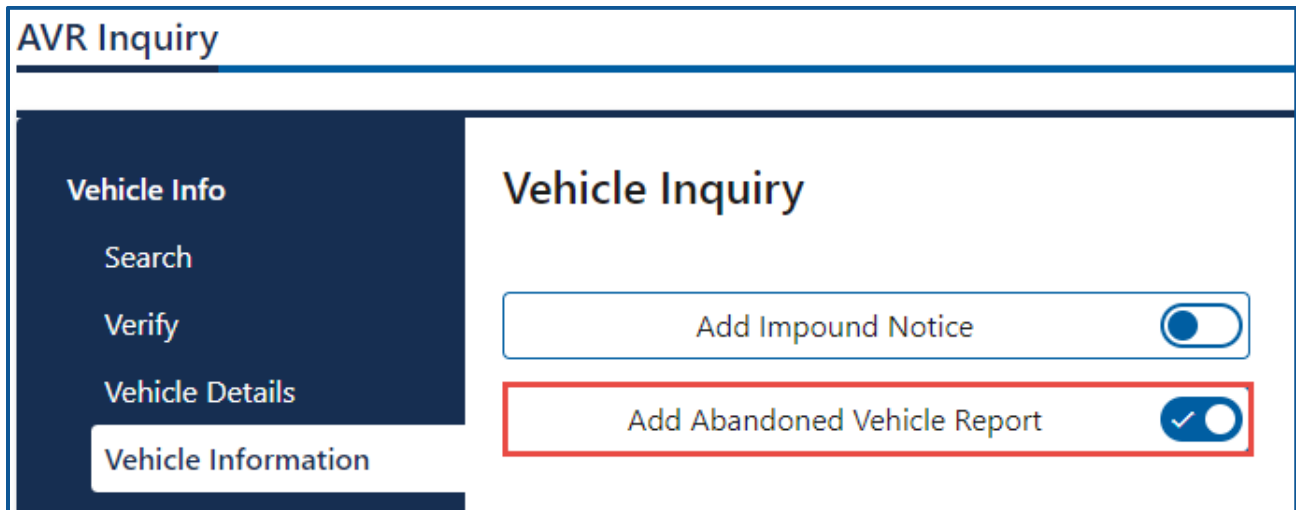
License Plate VIN

VIN *

Required

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

7. Click **Add Abandoned Vehicle Report** and click **Next**.



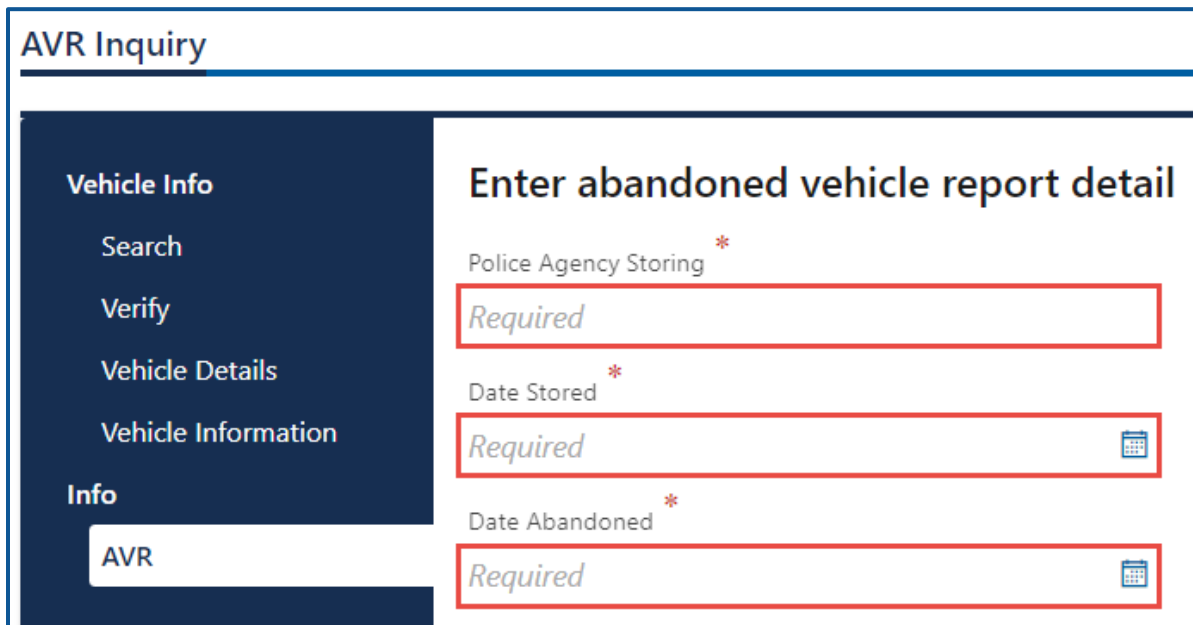
The screenshot shows the 'AVR Inquiry' page. On the left is a dark blue sidebar with menu items: 'Vehicle Info', 'Search', 'Verify', 'Vehicle Details', and 'Vehicle Information'. The main content area is titled 'Vehicle Inquiry' and contains two toggle switches. The top switch is 'Add Impound Notice' and is currently turned off. The bottom switch is 'Add Abandoned Vehicle Report' and is currently turned on; this switch and its label are highlighted with a red rectangular border.

8. Enter the Police Agency Storing

9. Enter the Date Stored.

10. Enter the Date Abandoned.

11. Click the **Next** button.



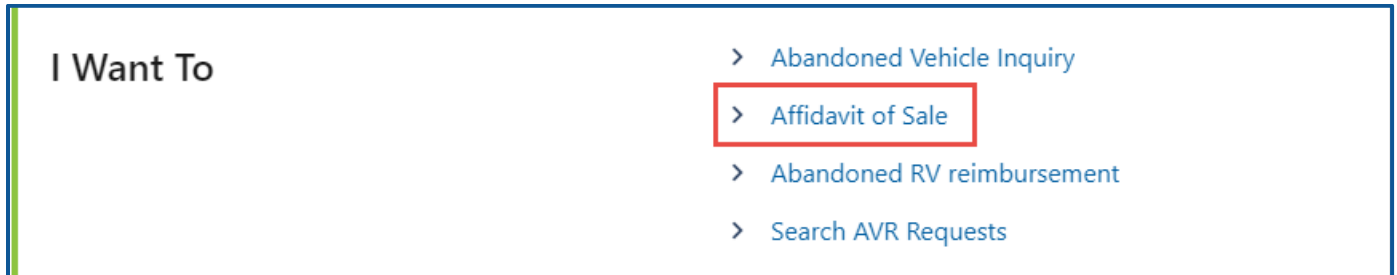
The screenshot shows the 'AVR Inquiry' page with the 'Enter abandoned vehicle report detail' form. The sidebar on the left has 'Info' selected, with 'AVR' listed below it. The form contains three input fields, each with a red border and the word 'Required' in italics: 'Police Agency Storing *', 'Date Stored *', and 'Date Abandoned *'. Each date field includes a small calendar icon to its right.

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.

Create an Affidavit of Sale-

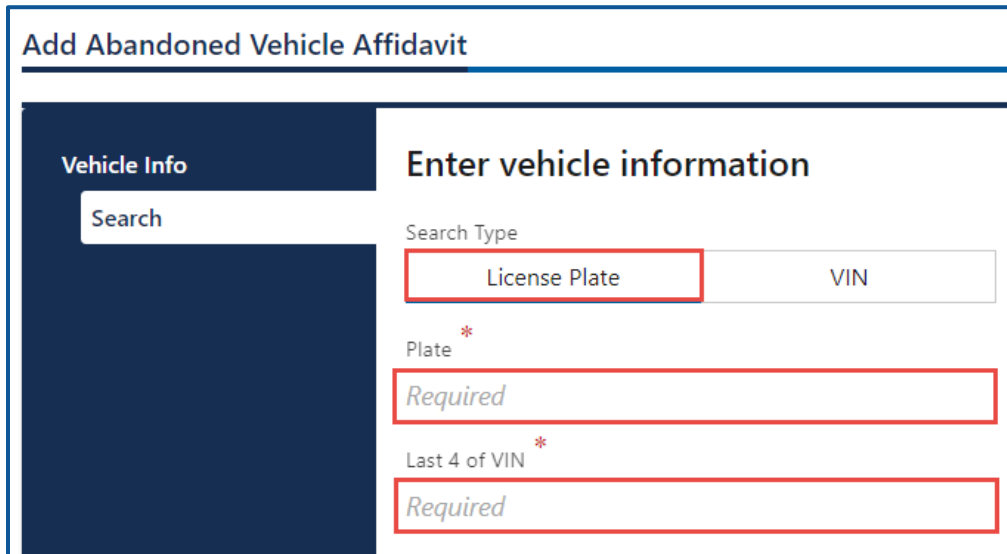
1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Select the appropriate account if you have more than one.
3. Click the **Affidavit of Sale** hyperlink.



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

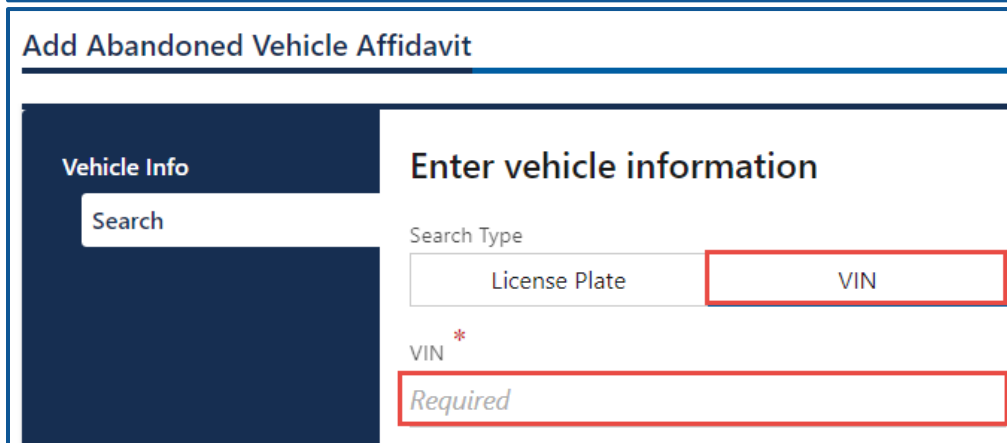
License Plate VIN

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 menu items: "Vehicle Info" (containing "Search" and "Vehicle details"), "Purchaser Info" (containing "Purchaser"), and "Next". The "Purchaser" item is highlighted. The main content area is titled "Enter purchaser information" and contains three input fields, each with a red border. The first field is labeled "Name of Purchaser *" and contains the text "Required". The second field is labeled "Driver License Number". The third field is labeled "Date Vehicle Was Sold *" and contains the text "Required" and a calendar icon.

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.

- i. Enter the Zip Code.

Add Abandoned Vehicle Affidavit

Vehicle Info

Search

Vehicle details

Purchaser Info

Purchaser

Purchaser address

Enter purchaser address

Country

USA

Street address

Street 2

Unit type

Unit

City

State

Zip code

9. Click the **Next** button.

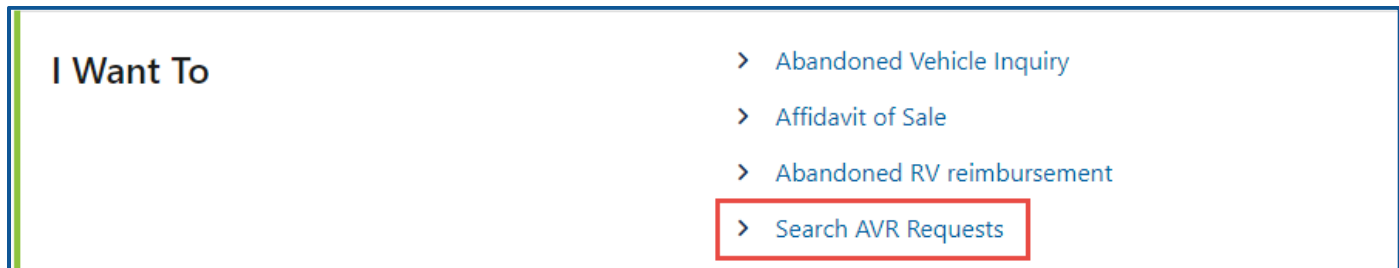
10. Verify the address and click **Next**.

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

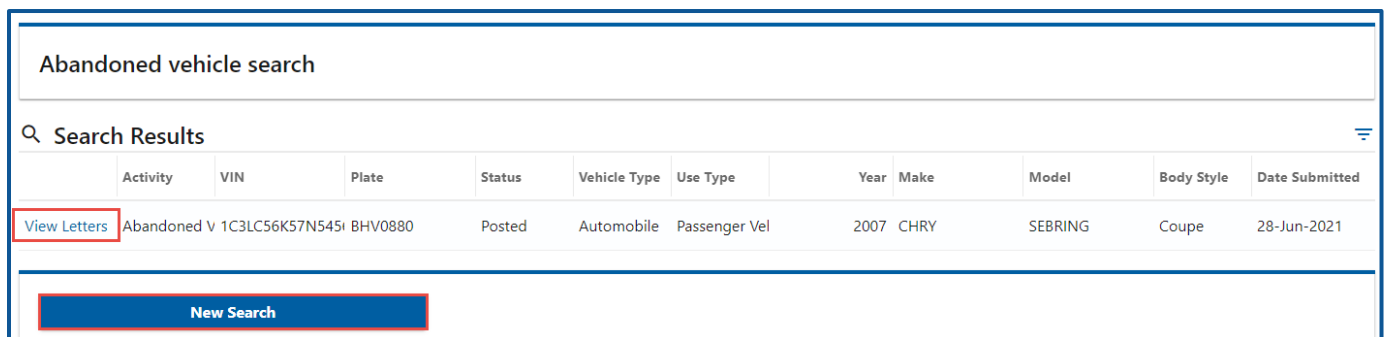
12. Click **Print** to print the Abandoned Vehicle Affidavit of Sale or click **Continue** to return to your Abandoned Vehicle account.

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.

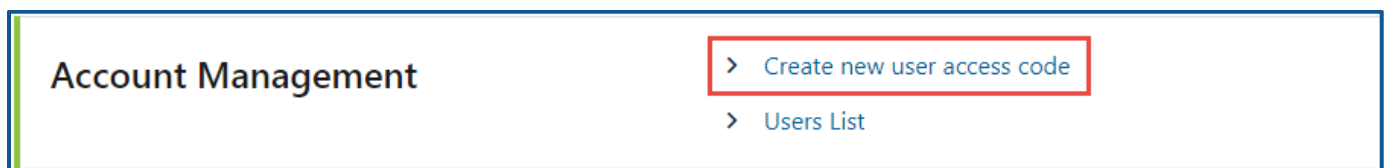


Manage Users Functions

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.

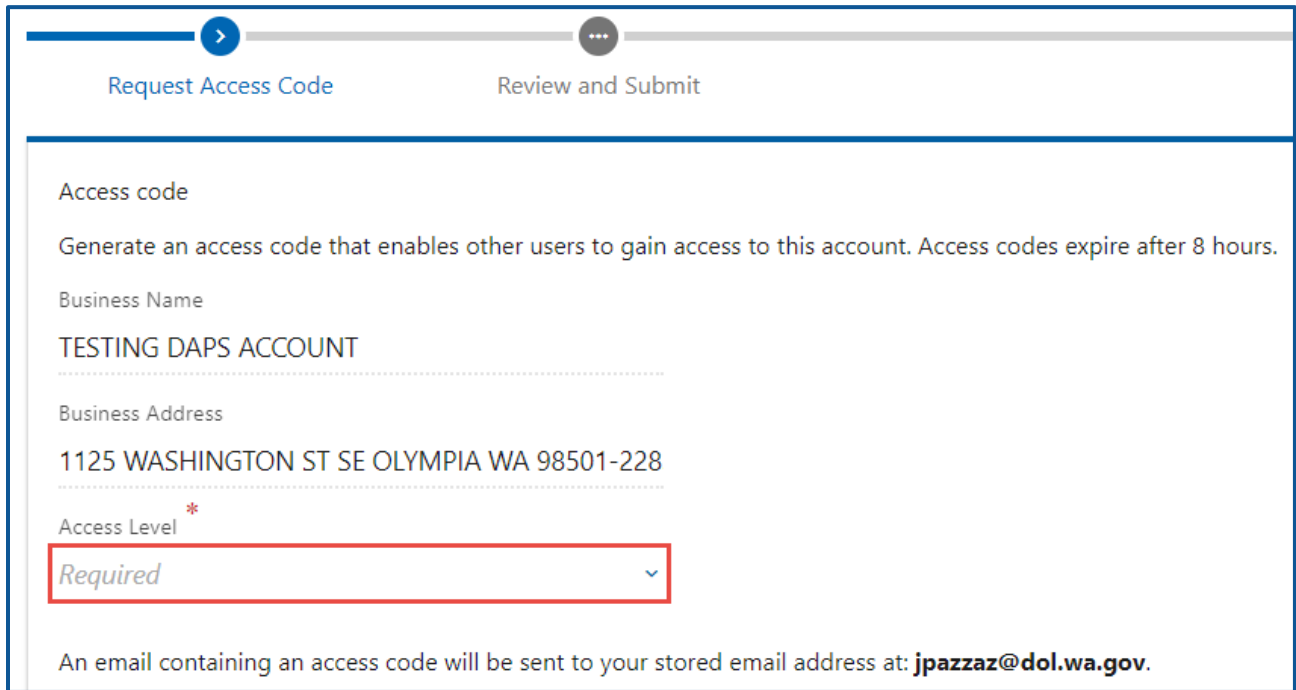
Generate Access Code for Manager or Employee

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**.

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



Request Access Code Review and Submit

Access code
Generate an access code that enables other users to gain access to this account. Access codes expire after 8 hours.

Business Name
TESTING DAPS ACCOUNT

Business Address
1125 WASHINGTON ST SE OLYMPIA WA 98501-228

Access Level *
Required

An email containing an access code will be sent to your stored email address at: jpazzaz@dol.wa.gov.

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

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 six columns: Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The first row shows a user with email 'jpazzaz@dol.wa.gov', phone number '3609999999', user name 'jpazzaz', and access level '1. Administrator'. The second row shows a user with email 'fakeemail@dol.wa.gov', phone number '3609999999', user name 'fakera', and access level '2. Manager'. The 'Change Access' and 'Remove Access' links for the second user are highlighted with red rectangular 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:

- a. Change Access

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

A screenshot of a form titled 'Please verify the user and location information above. Select a new access level for the user at that location.' Below the text is a dropdown menu labeled 'New User Access Level *' with the word 'Required' selected and a downward arrow icon.

- b. Remove Access

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

A screenshot of a form titled 'Please verify the information above and check the box below to proceed.' Below the text is a checkbox labeled 'Remove user's access *'.

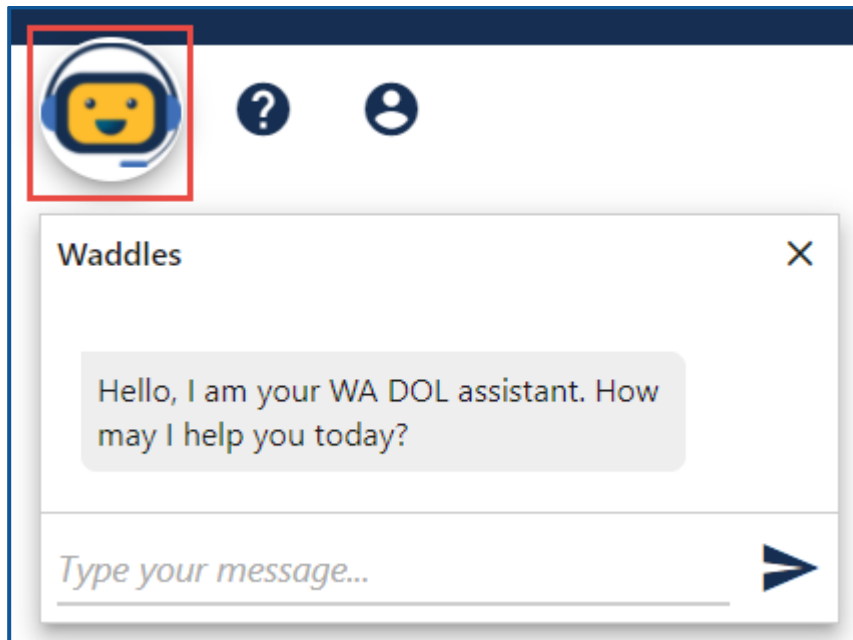
6. Click the **Next** button
7. Review the request and click **Submit**.

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.

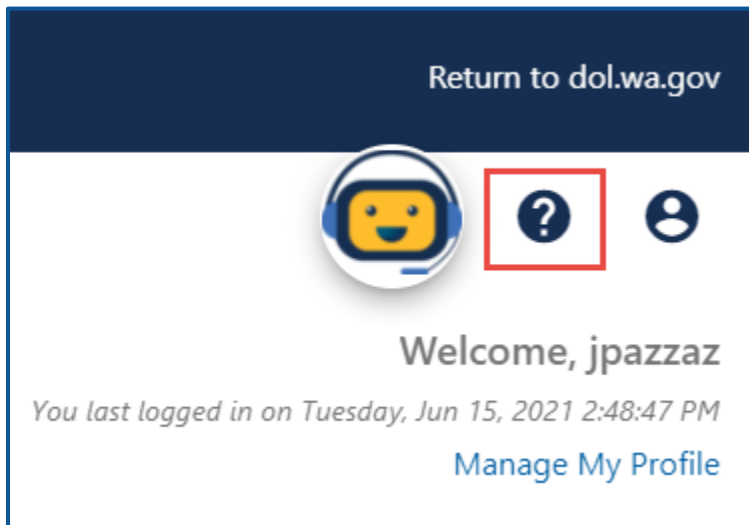


2. Type your message, or keyword, and click Enter. Waddles will do its best to direct you to information to help you complete your transaction.

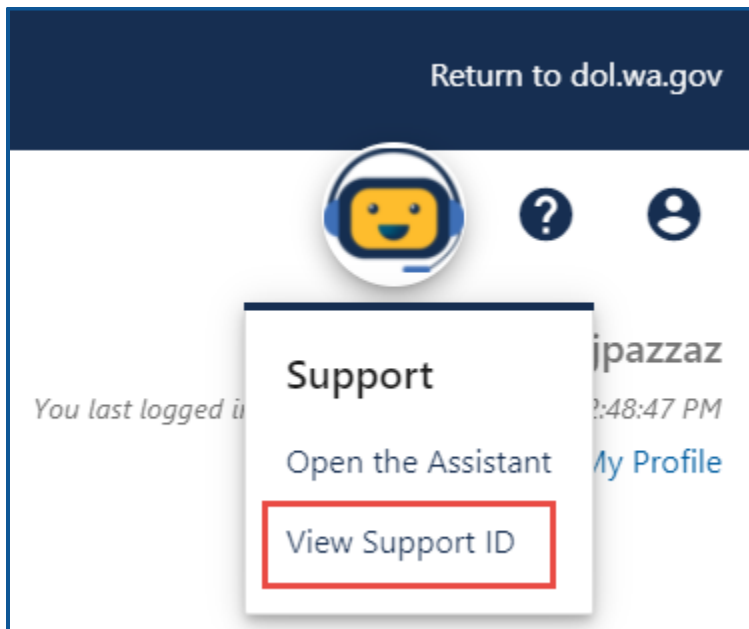
Support ID

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.

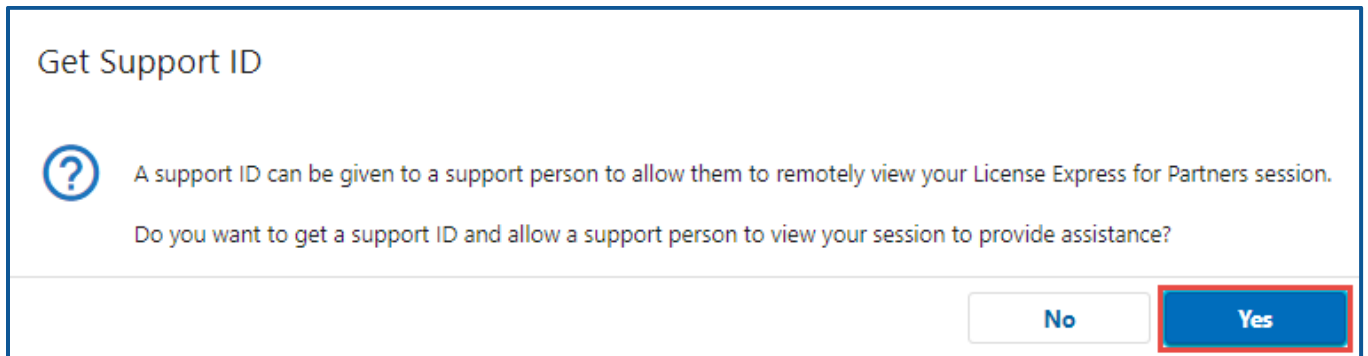
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



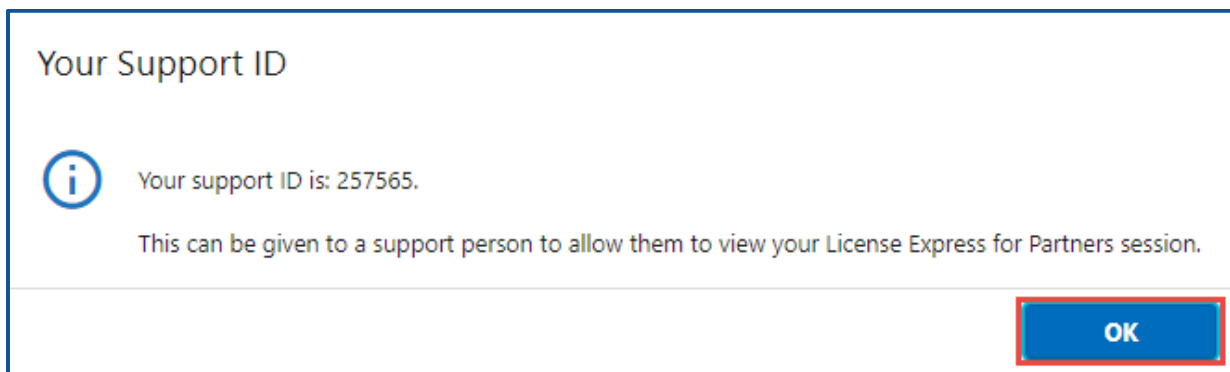
2. Click the **View Support ID** hyperlink from the dropdown menu.



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.



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