



License Express for Individuals

E-Services Account User Guide

July 29, 2021

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License eXpress For Individuals

With License eXpress (LX) for individuals you can renew or replace your:

- Tabs and decals for your vehicles, boats and trailers
- Driver license or Enhanced driver license (you must use LX to complete driver license transactions online)
- ID card or Enhanced ID

Stay up-to-date by knowing when:

- Your tab or decal renewal is due
- Your driver license or ID card expires

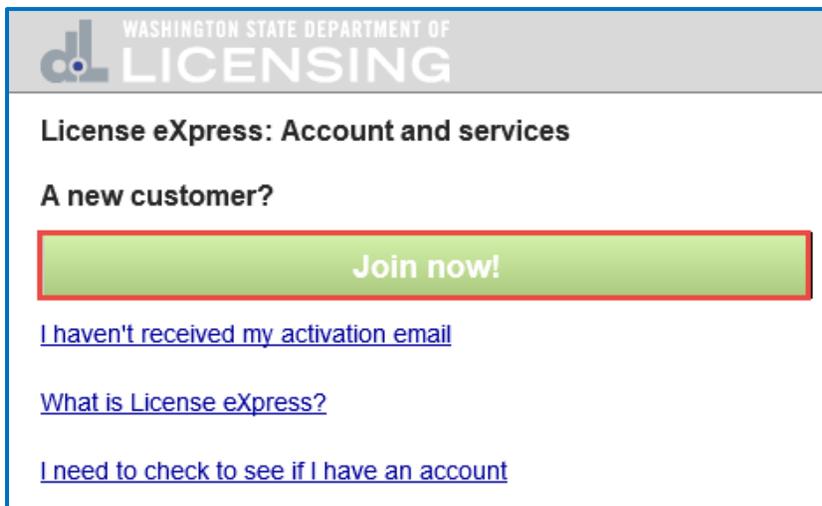
More features offered to you in LX

- Find out how much your tabs will cost before renewing
- Purchase your drive record
- Replace your driver license or ID card
- Sign up, update, or remove your email renewal reminders we send we send you for your vehicle or boat.

Register for your License eXpress account

Use the following process to register for a License eXpress (LX) account if you do not already have one.

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



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

The screenshot shows a green header with the text "Join now". Below the header, the text "What type of account do you want to join?" is displayed. There are two radio button options: "License eXpress for individuals" (which is selected) and "License eXpress for business". Under "License eXpress for individuals", there are two 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". Under "License eXpress for business", there is one bullet point: "Vehicle and vessel related business". At the bottom of the form is a "Continue" button.

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

The screenshot shows a green header with the text "License eXpress for individuals - Step 1 of 4". Below the header, the text "License eXpress for individuals" and "Tell us who you are" is displayed. There are two input fields: "First name" and "Last name". At the bottom of the form is a "Continue" button.

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

The screenshot shows a green header with the text "Registration - Step 2 of 4". Below the header, the text "License eXpress for individuals" and "Zola, please continue setting up your account." is displayed. There is a link: "I want to use my existing SecureAccess WA account.". There are three input fields: "Username", "Email", and "Confirm email". Below the "Username" field, there is a note: "No spaces, 4 or more characters". At the bottom of the form is a "Continue" button.

6. Enter the Password, Confirm password, and click **Register me**. Passwords must have 10 characters and at least 3 of the following: A number, a special character (\$ % #), an upper case letter, and a lower case letter.

Registration - Step 3 of 4

License eXpress for individuals

Registering username: User21

Password must have 10 characters and at least 3 of the following:

- A number,
- A special character like (\$ % #),
- An upper case letter,
- A lower case letter.

Password

Confirm password

Register me

7. Check your email account for a message from 'noreply@dol.wa.gov' and click on the **activation** hyperlink. You cannot login until this step is complete.

Registration - Step 4 of 4

License eXpress for individuals

You're almost done Zola!

Please check your email.

We've sent you an email containing your activation link. Click on the link to activate your account.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

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

Username

Password

Login

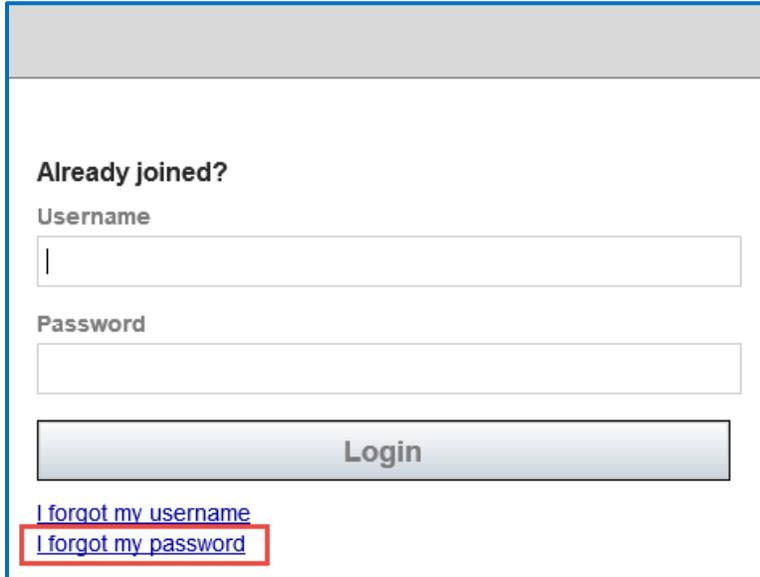
[I forgot my username](#)

[I forgot my password](#)

Reset Your Account Password

Follow the process below to reset your password if you forgot it. You need to wait 20 minutes before completing this process when you are locked out of your account.

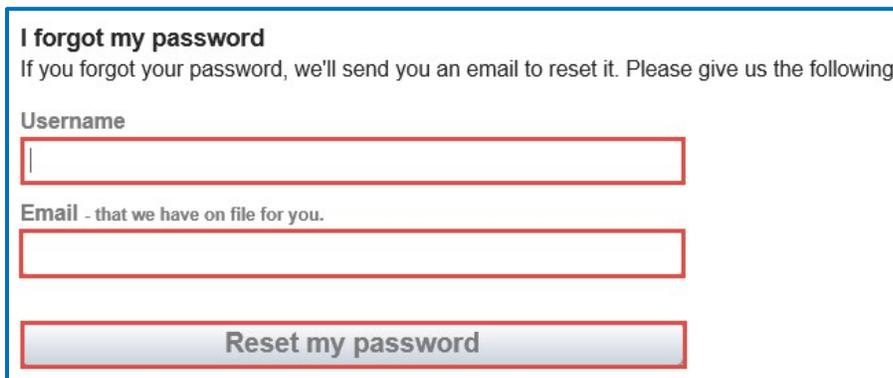
1. Go to secure.dol.wa.gov.
2. Click the **I forgot my password** hyperlink



The screenshot shows a login form with the following elements:

- Already joined?**
- Username** input field
- Password** input field
- Login** button
- [I forgot my username](#)
- [I forgot my password](#) (highlighted with a red box)

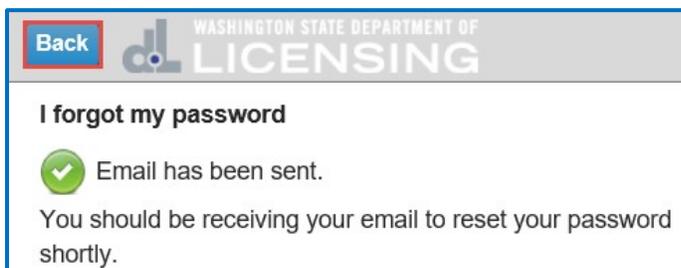
3. Enter the Username, enter the Email address (that we have on file for you), and click **Reset my password**. Department of Licensing sends you an email to the address you provided.



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

- I forgot my password**
- If you forgot your password, we'll send you an email to reset it. Please give us the following:
- Username** input field (highlighted with a red box)
- Email - that we have on file for you.** input field (highlighted with a red box)
- Reset my password** button (highlighted with a red box)

4. Click the **Back** button to return to the login screen.



The screenshot shows the confirmation page with the following elements:

- Back** button
- WASHINGTON STATE DEPARTMENT OF LICENSING
- I forgot my password**
- ✓ Email has been sent.
- You should be receiving your email to reset your password shortly.

5. Check your email account to get the new temporary password. Type the temporary password when logging in, do not copy and paste.

Note: Wait 20 minutes before logging in with the new temporary password, if your account is locked

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

Y1X5NSJ6Y1

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

Thank you.

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

To make sure you receive our emails, please set your email filter to accept email from noreply@dol.wa.gov

Driver License Transactions

Add a Driver License or an ID to your License eXpress Account

Now that you have registered and activated your account, you can login to manage your account and services. Complete this process if **you already have a Washington state driver license or ID card**. Refer to the [Pre-Apply for your First Washington Driver License or ID Card](#) instructions, if you do not already have Washington driver license or ID card.

1. Go to secure.dol.wa.gov.

Already joined?

Please login to manage your account.

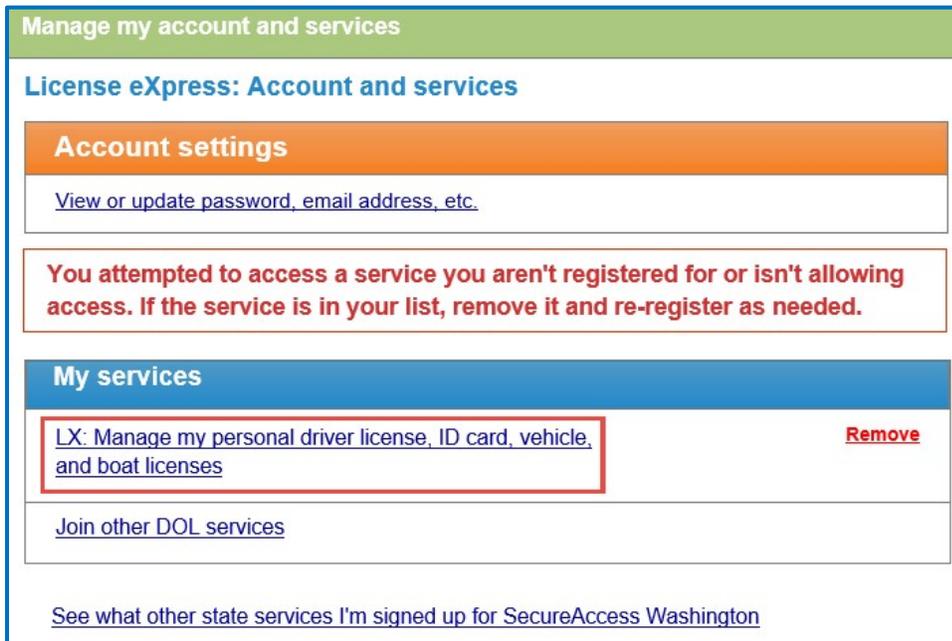
Username

Password

[I forgot my username](#)
[I forgot my password](#)

2. Enter the Username, enter the Password, and click **Login**.

3. Click the **LX: Manage my personal driver license, ID card, vehicle, and boat licenses** hyperlink. This hyperlink only shows the first time you login after the account has been activated.



4. Select **Yes** or **No** for the Do you have a WA licensing record dropdown menu and complete the additional steps below. Refer to the Pre-apply process, if you do not have a WA record and you selected No:
 - i. Select the appropriate option from the What would you like to apply for dropdown menu and complete the applicable steps below, if you select State Identification Card and Personal Driver License:
 1. Select the appropriate option from the Standard or enhanced license/ID dropdown menu and complete the step below, if you select Enhanced.
 - a. Select **Yes** or **No** for the Are you a U.S. citizen dropdown menu.

Note: You must be a U.S. citizen to get an enhanced license/ID.
5. Click the **Next** button.
6. Verify the following information:
 - a. Enter the First name. Alternatively, click the **No first name** hyperlink and click the **I do not have a first name** checkbox.
 - b. Enter the Middle name. Alternatively, click the **No middle name** hyperlink and click the **I do not have a middle name** checkbox.
 - c. Enter the Last name.
 - d. Select the appropriate option from the Suffix dropdown menu, if applicable.
 - e. Enter the Date of Birth (DOB).

- f. Enter the WA license number (LIC#). Alternatively, click the **Lost license** hyperlink if you are trying to replace your current License/ID.
- g. Enter the Social Security Number. Alternatively, click the **No Social Security Number** hyperlink and click the **I don't have a Social Security #** checkbox.

7. Click the **Next** button.
8. Enter the Phone number and click **Next**.
9. Complete the following steps if you selected No for the Do you have a WA licensing record dropdown menu.
 - a. No:

10. Enter the Phone number and click **Next**.

Welcome to License eXpress

Introduction

What you'll need

Your information

Basic information

Contact information

Contact information

Email: JPAZZAZ@DOL.WA.GOV

Confirm email: JPAZZAZ@DOL.WA.GOV

Preferred phone type: Cell Phone

Phone number: **Required**

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

Pre-Apply for Your First Washington License, Permit, or ID Card

When you log in for the first time after registering your account, you will immediately start the pre-apply process. This process is for someone who does not already have a Washington state driver license or ID card. If you already have a WA state driver license or ID card, you will follow the shorter process to [Add a Driver License or an ID to your License eXpress Account](#).

1. Login to License eXpress secure.dol.wa.gov.
2. Complete the following information and click **Next**.
 - a. Do you have a WA licensing record?
 - b. Select the appropriate option from the What would you like to apply for dropdown menu and complete the applicable steps below, if you select State Identification Card and Personal Driver License:
 - i. Select the appropriate option from the Standard or enhanced license/ID dropdown menu and complete the step below, if you select Enhanced.
 1. Select **Yes** or **No** for the Are you a U.S. citizen dropdown menu.
Note: You must be a U.S. citizen to get an enhanced license/ID.
3. Complete the following information and click **Next**. The information you provide must match what we have on record.
 - a. Enter the First name. Alternatively, click the **No first name** hyperlink and click the **I do not have a first name** checkbox
 - b. Enter the Middle name. Alternatively, click the **No middle name** hyperlink and click the **I do not have a middle name** checkbox.
 - c. Enter the Last name.
 - d. Select the appropriate option from the Suffix dropdown menu, if applicable.
 - e. Enter the Date of Birth (DOB).
 - f. Enter the WA license number (LIC#). Alternatively, click the **Lost license** hyperlink if you are trying to replace your current License/ID.

- g. Enter the Social Security Number. Alternatively, click the **No Social Security Number** hyperlink and click the **I don't have a Social Security #** checkbox.

Welcome to License eXpress

Introduction

What you'll need

Your information

Basic information

Verify your information

The information you provide must match what we have on record.

You will need to bring these documents in later as proof of identity.

First name *

Required

No first name?

Middle name *

Required

No middle name?

Last name *

Required

Suffix

▼

Date of birth (DOB) *

Required 

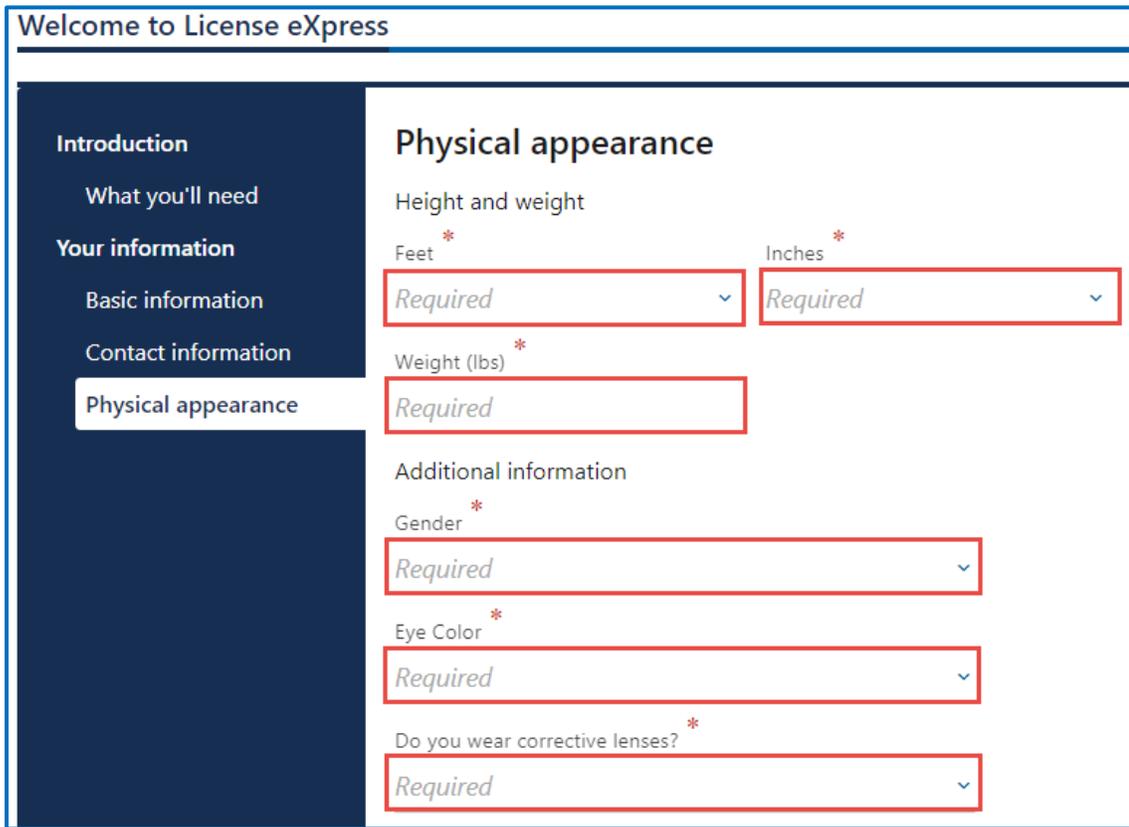
Social Security Number *

Required

No Social Security Number?

4. Enter the Phone number and click **Next**.

5. Complete the following steps, for the Physical appearance, and click **Next**.
 - a. Select the appropriate options from the Feet and Inches dropdown menus.
 - b. Enter the Weight.
 - c. Select the appropriate option from the Gender dropdown menu.
 - d. Select the appropriate option from the Eye Color dropdown menu.
 - e. Select the appropriate option from the Do you wear corrective lenses dropdown menu.



Welcome to License eXpress

Physical appearance

Height and weight

Feet * Inches *

Weight (lbs) *

Additional information

Gender *

Eye Color *

Do you wear corrective lenses? *

6. Complete the following steps, for the Residential address, and click **Next**.
 - a. Enter the Street address
 - b. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
 - c. Enter the City.
 - d. Enter the Zip code
 - e. Select **Yes** or **No** from the Is this also your mailing address dropdown menu. If you select No, you have an opportunity to enter your mailing address in a later section.

Welcome to License eXpress

Residential address

Enter your address below.

Street address * Street 2

Unit type Unit City *

State Zip code *

Is this also your mailing address? *

7. Verify the address and click **Next**.
8. Complete the following steps, for the Mailing address if applicable, and click **Next**.
 - a. Enter the Street address
 - b. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
 - c. Enter the City.
 - d. Select the appropriate option from the State dropdown menu.
 - e. Enter the Zip code

Welcome to License eXpress

Mailing address

Enter your address below.

Street address * Street 2

Unit type Unit City *

State Zip code *

9. Confirm the mailing address and click **Next**, if applicable.

10. Complete the following steps for Previous license, ID card, or Instruction permit and click **Next**.

- a. Select **Yes** or **No** for the Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction dropdown menu. Complete the additional steps below when selecting Yes.
 - i. Select the appropriate option for the Do you have this card in your possession dropdown menu. Complete the additional steps below when selecting Yes.
 1. Select the appropriate option from the Type of Driver License or ID dropdown menu.
 2. Select the appropriate option from the Issuing jurisdiction dropdown menu.
 3. Enter the Issue date and the Expiration date.
 4. Enter the Name as it appears on card.
 5. Enter the Driver's license or ID number.
 6. Select the appropriate option from the Is this a photo document dropdown menu.
 7. Select the appropriate option from Is this a temporary document dropdown menu.
 8. Select the appropriate option for the Is this an enhanced card dropdown menu, if applicable.

Welcome to License eXpress

Introduction

- What you'll need

Your information

- Basic information
- Contact information
- Physical appearance

Address

- Residential address
- Verify residential

Previous license

- Previous license/ID

Previous license, ID card or instruction permit

Have you ever had or do you currently have a driver license, permit, or ID card from another jurisdiction?
Yes

Do you have this card in your possession?
Yes **You must bring this with you when you visit a licensing office.**

Type of driver's license or ID
Personal Driver License

Card information

Issuing jurisdiction * Required
Issue date * Required
Expiration date * Required

Name as it appears on card * Required
Driver's license or ID number * Required

Is this a photo document? * Required

Is this a temporary document? * Required [What is a temporary document?](#)

11. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
12. Click the **Print** button to print your pre-application. The pre-application contains your WA state license, permit, or ID number. The number is 12 characters and starts with the letters "WDL". The document will open as a PDF in a separate window or tab. Click the **Continue** button to go to your homepage.

Change Your License or ID Card Address

You can change your residence address for your WA driver license, permit, or ID card. If you have a separate mailing address, you can add or change it from your license eXpress account. There is no cost to change your address unless also request a new driver license, permit, or ID card to reflect the new address.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Change your address** hyperlink.

Driver Information

ZOLA ELLIS GREY
WDL4R1P370SB

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

✉ You have unread messages

Change your address

Purchase driving record

Add a vehicle

Add a boat

Request a DUI Hearing

Request a Non-DUI Hearing

Update email renewal notices

View messages

View submissions

Schedule an appointment

3. Review the What you'll need information and click **Next**.
4. Select **Yes** or **No** from the Is your residential address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 - a. Enter the Street address.
 - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 - c. Enter the City.

- d. Enter the Zip code.
- e. Select the appropriate option from the Is this also your mailing address dropdown menu and click **Next**. Complete the additional steps below when selecting No.

- i. Verify the residential address and click **Next**.
- ii. Select **Yes** or **No** from the Is your mailing address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 1. Enter the Street address.
 2. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 3. Enter the City.
 4. Enter the Zip code.
 5. Click the **Next** button.

- 5. Verify the address, if applicable, and click **Next**.

6. Select **Yes** or **No** to answer the Do you want to register to vote or update your voter registration question. Complete the additional step below when selecting Yes.
 - a. Review the following voter registration statements:
 - i. I am a citizen of the United States,
 - ii. I am not disqualified from voting due to a court order, and not under the Department of Corrections supervision for a Washington felony conviction,
 - iii. I've lived in Washington at this address for 30 days immediately before the next election at which I vote, and
 - iv. I'm at least 18 years old or am at least 16 years old and will vote only after I turn 18.
 - b. Click **I certify the above statements are true** checkbox, if applicable.

Change Address

Start page

What you'll need

Address

Residential address

Verify residential

Mailing address

Verify mailing

Voter registration

Register to vote

Current residential address

1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Current mailing address

No mailing address (same as residential)

Register to vote

Do you want to register to vote or update your voter registration?

Yes, We'll send your information to the Secretary of State

No

- I am a citizen of the United States,
- I am not disqualified from voting due to a court order, and not under the Department of Corrections supervision for a Washington felony conviction,
- I've lived in Washington at this address for 30 days immediately before the next election at which I vote, and
- I'm at least 18 years old, or am at least 16 years old and will vote only after I turn 18.

I certify the above statements are true. *

If you knowingly provide false information on this voter registration form or knowingly make a false declaration about your qualifications for voter registration you will have committed a class C felony that is punishable by imprisonment for up to 5 years, a fine of up to \$10,000 or both.

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 **Continue** button to return to your homepage.

Purchase Your Driving Record

You can purchase your own driving record through your license eXpress account. The drive record costs \$13 and the fee is non-refundable. Once you purchase the drive record it is available for 30 days to view or print from your account. The four types of records you can purchase are the following:

1. Assessment
2. Employment
3. Full
4. Insurance

Complete the following steps to purchase your driving record:

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Purchase a driving record** hyperlink.

Driver Information

ZOLA ELLIS GREY
WDL4R1P370SB

You have unread messages

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

- Change your address
- Purchase driving record**
- Add a vehicle
- Add a boat
- Request a DUI Hearing
- Request a Non-DUI Hearing
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment

3. Read the introduction information and click **Next**.
4. Select the appropriate option from the record type dropdown menu and click **Next**.

Purchase driving record

Introduction

- What you'll need
- Driver record**
- Driving record type

Type of driving record

Select record type *

Required

5. Review the Fee details page and click **Next**.
6. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

7. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

Payment
Select an option to continue.

- Pay with a bank account for no added fees.
- Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site.

Submission

Request driving record	\$13.00	Delete
• Record Type: Full		

Summary

Subtotal	\$13.00
Total Amount Due	\$13.00

Pay with Bank Account
Pay with Debit/Credit Card
Cancel

a. Pay with Bank Account:

- Select **Checking** or **Savings** as the Bank Account Type.
- Enter the Routing Number.
- Enter the Account Number.
- Confirm the Account Number.
- Select **Yes** or **No** to save this payment channel for future use.
- Confirm the Amount.

Bank Account Type *

Checking

Savings

Routing Number *

Required

Populate Routing Number

Account Number *

Required

Confirm Account Number *

Required

Save this payment channel for future use

No Yes

Web ACH payment for driver service transactions.

Payment Date

24-Apr-2021

Amount

13.00

Confirm Amount *

Required

Note: Refer to the following check image that indicates the location of the routing number and account number, if applicable.

1025

DATE _____

PAY TO THE ORDER OF _____ \$ _____

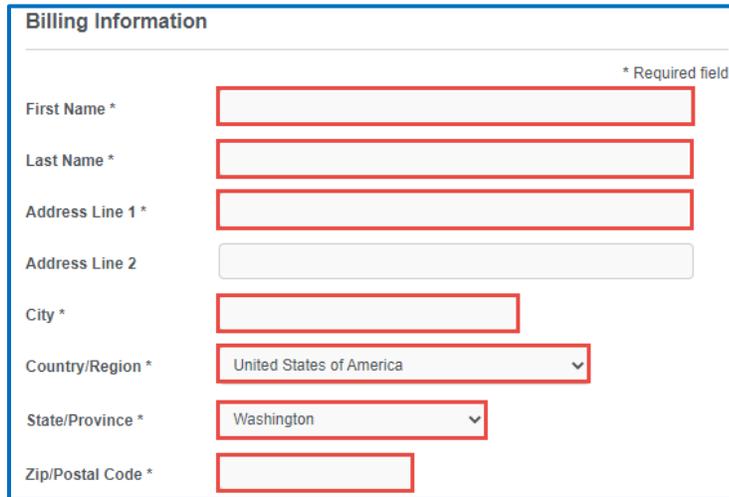
DOLLARS

MEMO **Routing Number** **Account Number**

1025

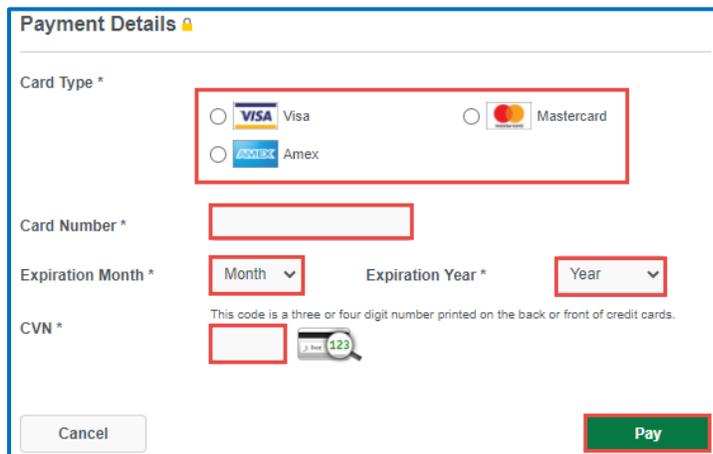
b. Pay with Debit/Credit Card

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 and 2 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.



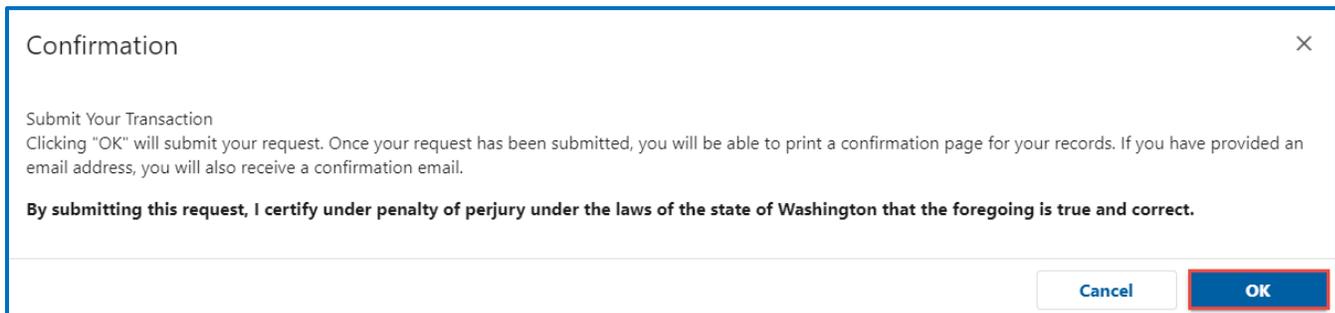
The image shows a 'Billing Information' form with the following fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (dropdown menu showing 'United States of America'), State/Province * (dropdown menu showing 'Washington'), and Zip/Postal Code *. A '* Required field' label is present in the top right corner. Red boxes highlight the input fields for First Name, Last Name, Address Line 1, City, Country/Region, State/Province, and Zip/Postal Code.

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

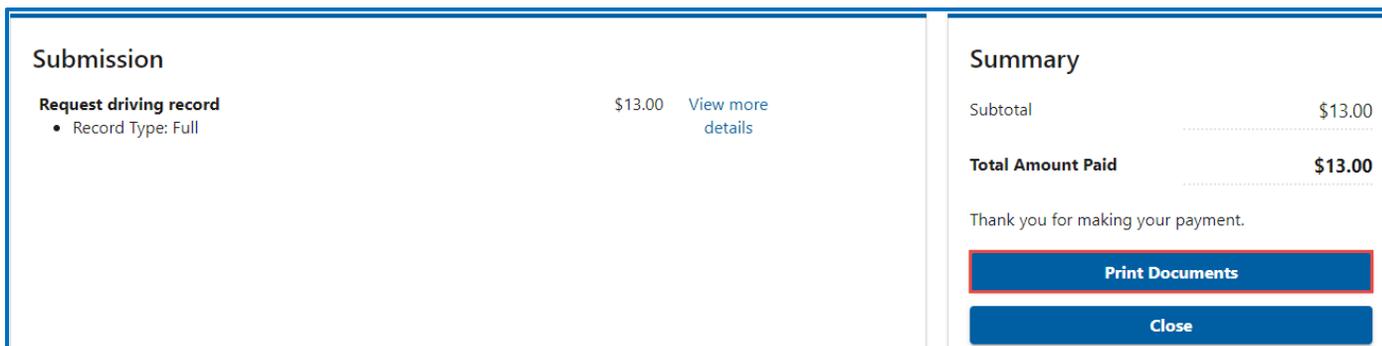


The image shows a 'Payment Details' form with the following fields: Card Type * (radio buttons for Visa, Mastercard, and Amex), Card Number *, Expiration Month * (dropdown menu showing 'Month'), Expiration Year * (dropdown menu showing 'Year'), and CVN *. A note below the CVN field states: 'This code is a three or four digit number printed on the back or front of credit cards.' There is a small icon of a card with the number 123. At the bottom, there are 'Cancel' and 'Pay' buttons. Red boxes highlight the Card Type selection area, the Card Number field, the Expiration Month and Year dropdowns, the CVN field, and the Pay button.

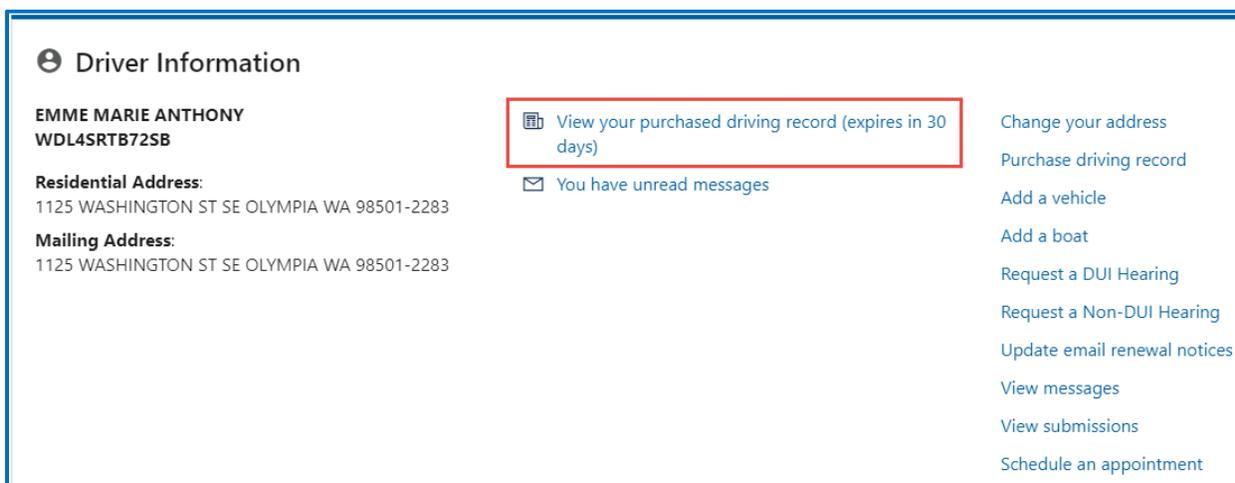
2. Click the **Next** button.
8. Review the information and click **Submit**.
9. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



10. Click the **Print Documents** button to print the driving record and receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



11. Click the **View your purchased driving record (expires in 30 days)** hyperlink if you need to access your purchased driving record again. You have 30 days from the date of purchase to access the record.



Request a DUI Hearing

You can request a DUI hearing online if it has been **7 days or less since your arrest date**, you complied with or refused a breathalyzer test at the time of your arrest, and you have a Washington state driver license. The DUI hearing has a **non-refundable fee of \$375**. You can apply for a waiver, if you have financial difficulties.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Request a DUI Hearing** hyperlink.

Driver Information

ZOLA ELLIS GREY
WDL4R1P3705B

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

You have unread messages

- Change your address
- Purchase driving record
- Add a vehicle
- Add a boat
- Request a DUI Hearing**
- Request a Non-DUI Hearing
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment

3. Read the What you'll need page and click the **Next** button.
4. Select **Yes** or **No** from the Is your contact information up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 - a. Enter the Preferred name, if applicable.
 - b. Select the appropriate option from the Phone type dropdown menu, if applicable.
 - c. Enter the Phone number, if applicable.
 - d. Enter the Email address, if applicable.
 - e. Confirm the email address, if applicable.

Request a DUI hearing

Introduction

- Introduction
- Driver information**
- Contact information
- Update contact info**

Contact Information

Preferred name
JPAZZAZ

Phone type
Cell Phone

Phone number
(360) 999-9999

Email
JPAZZAZ@DOL.WA.GOV

Confirm email
JPAZZAZ@DOL.WA.GOV

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

5. Select **Yes** or **No** from the Is your address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 - a. Enter the Street address.
 - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 - c. Enter the City.
 - d. Select the appropriate option from the State dropdown menu.
 - e. Enter the Zip code.
 - f. Click the **Next** button
 - g. Verify the address and click **Next**.
6. Complete the following Hearing information and click **Next**.
 - a. What day did you receive your ticket?
 - b. Select **Yes** or **No** to the Do you need an interpreter dropdown menu. Complete the additional step below when selecting Yes.
 - i. Select the appropriate option from the What language you need dropdown menu.
 - c. Select **Yes** or **No** to the Do you have an attorney dropdown menu. Complete the additional steps below when selecting Yes.

The screenshot shows a web form titled "Request a DUI hearing". On the left is a dark blue sidebar with white text listing navigation options: Introduction, Driver information, Contact information, Current mailing, Verify mailing, and Hearing details. Under "Hearing details", "Hearing information" is selected. The main content area is titled "Hearing information" and contains four sections, each with a red box around its input field:

- Citation identifying information:** "What day did you receive your ticket?*" with a calendar icon. Below it is a red box containing the word "Required".
- Citation identifying information:** "What is the citation number?*" with a red box containing the word "Required" and a checkbox labeled "I don't have a citation number".
- Interpreter information:** "Do you need an interpreter?*" with a dropdown menu. Below it is a red box containing the word "Required".
- Attorney information:** "Do you have an attorney?*" with a dropdown menu. Below it is a red box containing the word "Required".

- i. What is your attorneys phone number?
- ii. What is your attorney's email?
- iii. What is your attorney's first name?

- iv. What is your attorney's middle name?
- v. What is your attorney's last name?

vi. Click the **Next** button.

1. Complete the following attorney address information, if applicable:
 - a. Enter the Street address
 - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 - c. Enter the City.
 - d. Enter the Zip code
 - e. Click the **Next** button
 - f. Verify the attorney address and click **Next**.

7. Review the Fee details and click the checkbox to agree to the following:

I agree and certify that I'm the person previously identified and that the information is true and correct and I'm presently eligible to contest the suspension, revocation or denial of my driving privileges. I also authorize the Dept. Of Licensing to charge my debit card, credit card, or bank account for \$375 and to retrieve the information to process the request. I also agree to all of the terms, conditions, and notices that apply to my use of this website in completing my request. I also understand the fee is non-refundable.

Request a DUI hearing	
Introduction	Fee details
Introduction	Below are the fees you will be charged for this transaction.
Driver information	Fees
Contact information	Hearing \$375.00
Current mailing	Total: \$375.00
Verify mailing	<input type="checkbox"/> I agree and certify that I'm the person previously identified and that the information is true and correct and I'm presently eligible to contest the suspension, revocation or denial of my driving privileges. I also authorize the Dept. Of Licensing to charge my debit card, credit card, or bank account for \$375 and to retrieve the information to process the request. I also agree to all of the terms, conditions, and notices that apply to my use of this website in completing my request. I also understand the fee is non-refundable.
Hearing details	
Hearing information	
Attorney address	
Verify attorney address	
Fees	
Fees	

8. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
9. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

<p>Payment</p> <p>Select an option to continue.</p> <ul style="list-style-type: none"> Pay with a bank account for no added fees. Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site. <p>Submission</p> <p>DUI hearing request \$375.00 Delete</p> <p>Violation Date: 7/1/2021</p>	<p>Summary</p> <p>Subtotal \$375.00</p> <p>Total Amount Due \$375.00</p> <p style="text-align: center;">Pay with Bank Account</p> <p style="text-align: center;">Pay with Debit/Credit Card</p> <p style="text-align: center;">Cancel</p>
--	---

- a. Pay with Bank Account:
 - i. Select **Checking** or **Savings** as the Bank Account Type.
 - ii. Enter the Routing Number.
 - iii. Enter the Account Number.
 - iv. Confirm the Account Number.
 - v. Select **Yes** or **No** to save this payment channel for future use.
 - vi. Confirm the Amount.

<p>Bank Account Type *</p> <p><input type="radio"/> Checking</p> <p><input type="radio"/> Savings</p> <p>Routing Number *</p> <p>Required</p> <p>Populate Routing Number</p> <p>Account Number *</p> <p>Required</p> <p>Confirm Account Number *</p> <p>Required</p> <p>Save this payment channel for future use</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>	<p>Web ACH payment for driver service transactions.</p> <p>Payment Date</p> <p>08-Jul-2021</p> <p>Amount</p> <p>375.00</p> <p>Confirm Amount *</p> <p>Required</p>
--	--

Note: Refer to the following check image that indicates the location of the routing number and account number, if applicable.



b. Pay with Debit/Credit Card

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.

The screenshot shows a 'Billing Information' form with the following fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (dropdown menu showing 'United States of America'), State/Province * (dropdown menu showing 'Washington'), and Zip/Postal Code *. A '* Required field' label is positioned at the top right. Red boxes highlight the input areas for First Name, Last Name, Address Line 1, City, Country/Region, State/Province, and Zip/Postal Code.

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

The screenshot shows a 'Payment Details' form with the following fields: Card Type * (radio buttons for Visa, Amex, and Mastercard), Card Number *, Expiration Month * (dropdown menu showing 'Month'), Expiration Year * (dropdown menu showing 'Year'), and CVN *. A note below the CVN field states: 'This code is a three or four digit number printed on the back or front of credit cards.' There is a magnifying glass icon over the CVN input field. At the bottom, there are 'Cancel' and 'Pay' buttons. Red boxes highlight the Card Type selection area, the Card Number field, the Expiration Month and Year dropdowns, the CVN field, and the 'Pay' button.

10. Click the **Next** button.

11. Review the information and click **Submit**.

12. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.

Confirmation ×

Submit Your Transaction
Clicking "OK" will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

13. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.

<p>Submission</p> <p>DUI hearing request \$375.00 View more details</p> <p>Violation Date: 7/2/2021</p>	<p>Summary</p> <table><tr><td>Subtotal</td><td>\$375.00</td></tr><tr><td>Total Amount Paid</td><td>\$375.00</td></tr></table> <p>Thank you for making your payment.</p> <p><input type="button" value="Print Documents"/></p> <p><input type="button" value="Close"/></p>	Subtotal	\$375.00	Total Amount Paid	\$375.00
Subtotal	\$375.00				
Total Amount Paid	\$375.00				

Request a Non DUI Hearing

You can request a non DUI hearing if it has been 15 days or less since you received a notice of suspension or revocation from Department of Licensing, have a suspension/revocation notice with a letter ID, and have a WA state driver license. There is no fee for non-DUI hearings.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Request a Non-DUI Hearing** hyperlink.

Driver Information

ZOLA ELLIS GREY
WDL4R1P370SB

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

You have unread messages

- Change your address
- Purchase driving record
- Add a vehicle
- Add a boat
- Request a DUI Hearing
- Request a Non-DUI Hearing**
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment

3. Read the What you'll need page and click **Next**.
4. Enter the Letter ID and click **Next**.

Request a non-DUI hearing

Introduction

Introduction

Notice

Notice

Type in your letter ID from your notice below. We will use this to look up your record so you can complete your request.

Letter ID *

Required

[What is a letter ID?](#)

5. Confirm the information is correct and click **Next**.

Request a non-DUI hearing

Introduction

Introduction

Notice

Confirm

Confirm

We were able to find a notice that matched the letter ID provided. Verify the information below.

Id
44454

Violation date
10-Feb-2021

Case Type
Admin Review

If the information above is correct, click 'Next'.

6. Review the current contact information. Select **Yes** or **No** from the Is your contact information up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 - a. Enter the Preferred name, if applicable.
 - b. Select the appropriate option from the Phone type dropdown menu, if applicable.
 - c. Enter the Phone number, if applicable.
 - d. Enter the Email address, if applicable.
 - e. Confirm the email address, if applicable.
 - f. Click the **Next** button.

7. Select **Yes** or **No** from the Is your address up to date dropdown menu and click **Next**. Complete the additional steps below when selecting No.
 - a. Enter the Street address.
 - b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 - c. Enter the City.
 - d. Select the appropriate option from the State dropdown menu.
 - e. Enter the Zip code.

- f. Click the **Next** button.
 - g. Verify the address and click **Next**.

8. Complete the following Hearing information and click **Next**.
 - a. Select **Yes** or **No** to the Do you need an interpreter dropdown menu. Complete the additional step below when selecting Yes.

- i. Select the appropriate option from the What language you need dropdown menu.
- b. Select **Yes** or **No** to the Do you have an attorney dropdown menu. Complete the additional steps below when selecting Yes.

- i. What is your attorneys phone number?
- ii. What is your attorney’s email?
- iii. What is your attorney’s first name?
- iv. What is your attorney’s middle name?
- v. What is your attorney’s last name?

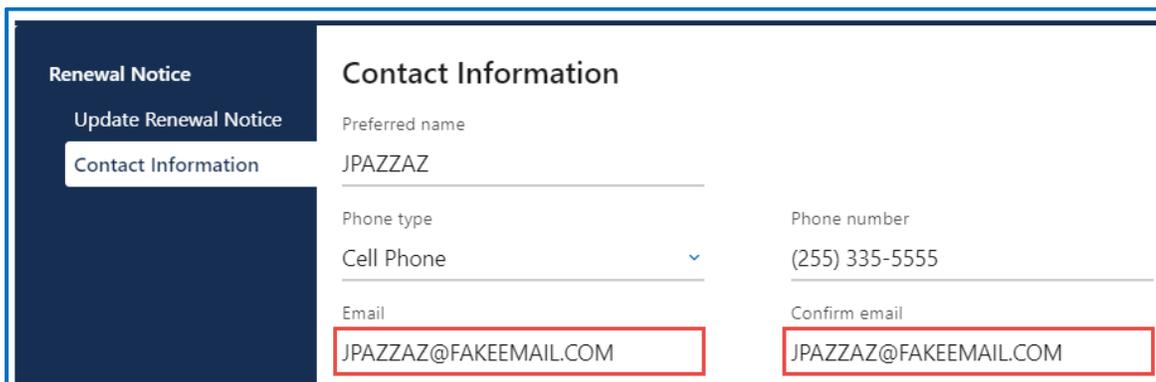
- vi. Click the **Next** button.
- vii. Complete the following attorney address information, if applicable:
 1. Enter the Street address.
 2. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
 3. Enter the City.
 4. Enter the Zip code.

5. Click the **Next** button.
6. Verify the attorney 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 **Continue** to return to your homepage.

Update Email Renewal Notices

You can sign up for email renewal notices for your driver license or ID card. Complete the following process to make updates to your email address on file.

1. Login to License eXpress secure.dol.wa.gov.
2. Select **Yes** or **No** from the Is your email up to date dropdown menu and click **Next**. Complete the additional step below when selecting No.
 - a. Enter the Email address.
 - b. Confirm the email address.



The screenshot shows a web form titled "Renewal Notice" with a sub-section "Update Renewal Notice". The "Contact Information" section is active. It contains the following fields:

- Preferred name: JPAZZAZ
- Phone type: Cell Phone (dropdown menu)
- Phone number: (255) 335-5555
- Email: JPAZZAZ@FAKEEMAIL.COM
- Confirm email: JPAZZAZ@FAKEEMAIL.COM

The email and confirm email fields are highlighted with red boxes.

3. Review the Summary information. Click **Submit** to proceed or **Previous** to make changes.
4. Click **Print** to print your transaction confirmation or click **Continue** to return to your homepage.

Schedule an Appointment

Use the following process to schedule an appointment at a driver Licensing Services Office.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Schedule an appointment** hyperlink.

Driver Information

EMME MARIE ANTHONY
WDL4SRTB72SB

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

You have unread messages

- Change your address
- Purchase driving record
- Add a vehicle
- Add a boat
- Request a DUI Hearing
- Request a Non-DUI Hearing
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment**

3. Read the Instructions and click the **Next** button.

Instructions Select Category Select Service Select Location

Welcome to the Washington Department of Licensing appointment scheduler

Instructions

This application will help you pick a service and schedule an appointment

- Appointments are for services you can't do online, by phone, or by mail
- Save yourself a trip, check out our [online services](#)

4. Select the appropriate button for the type of appointment you would like to schedule and click **Next**.

Instructions **Select Category** Select Service Select Location Select Appointment Time

What type of appointment would you like to schedule?

- Driver license, state id, or driving permit**
Get a new license/id, transfer an out-of-state license, or renew/replace your current document
- Knowledge test or skills exam**
Take a knowledge test or skills exam to meet driver licensing requirements

5. Select the appropriate button for the service you would like to schedule and click **Next**.

Instructions Select Category **Select Service** Select Location Select Appointment Time Book Appo

What service would you like to schedule?

- Get a commercial driver license or permit**
New CDL or CLP without any additional in-office testing
- Get a non-commercial driver license, permit, or state Id**
New license, permit, Id, or restricted license without any additional in-office testing
- Get an enhanced license or Id**
New federally compliant Real Id document
- Reinstate my driving privileges**
Reinstate from your suspension without any additional in-office testing (if you are required to retest, schedule an appointment for taking a knowledge exam instead)
- Renew or replace my license or state Id**
Renew your license or id, replace a lost or damaged document, or update information on your current document

6. Select the location for your appointment and click **Next**.

Search Locations

Enter city, state or ZIP

Showing locations within 50 mi of Washington.
[Use my current location](#)

Select a location below

Lacey 719 SLEATER-KINNEY RD SE STE 108 LACEY WA 98503	2.66 mi
Centralia 1000 KRESKY AVE CENTRALIA WA 98531	23.33 mi
Hoquiam 719 8TH ST OLYMPIA WA 98502	47.06 mi

Locations Map Satellite Print

7. Select the appointment date and time and click **Next**.

actions Select Category Select Service Select Location Select Appointment Time Book Appointment

Choose your appointment day and time

< July 2021 >

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, July 08, 2021

9:30 AM	9:45 AM	10:00 AM	10:15 AM	10:30 AM	10:45 AM	11:00 AM	11:15 AM	11:30 AM
11:45 AM	1:00 PM	1:15 PM	1:30 PM	1:45 PM	2:00 PM	2:15 PM	2:30 PM	2:45 PM
3:00 PM	3:15 PM	3:30 PM	3:45 PM	4:00 PM	4:15 PM	4:30 PM	4:45 PM	

8. Enter the Name.

9. Select the appropriate option from the Phone country dropdown menu and enter the Phone number, if applicable.

10. Enter the Email address.

11. Enter the Accommodation information, if applicable.

12. Click the **Next** button.

actions Select Category Select Service Select Location Select Appointment Time Book Appointment

Details

- Get a commercial driver license or permit
New CDL or CLP without any additional in-office testing
[Change Service](#)
- Thursday, July 08, 2021
1:30 PM (15 Minutes)
[Change Time](#)
- Lacey
719 SLEATER-KINNEY RD SE STE 108
LACEY WA 98503
[Change Location](#)

Contact

Name *

Phone Country Phone
USA

Email *

Accommodations

Guests are not allowed unless specified below. Let us know if you will be bringing a parent, guardian, caregiver, or interpreter to your appointment. If you need a reasonable accommodation, please request that here.

13. Review the Appointment and Details sections. Complete the applicable process below to immediately cancel or reschedule your appointment. After you leave this screen you can cancel the appointment via the confirmation message that is sent to the email address you provide.

Appointment

Confirmation Code
2T572F

You'll need this confirmation code and your email address to update your appointment in the future.

Booked
Your appointment has been booked. We will send you a reminder asking you to confirm your appointment a few days before.

[Cancel Appointment](#)

Details

- Get a commercial driver license or permit
New CDL or CLP without any additional in-office testing
- Thursday, July 08, 2021
1:30 PM (15 Minutes)
- Lacey
719 SLEATER-KINNEY RD SE STE 108
LACEY WA 98503

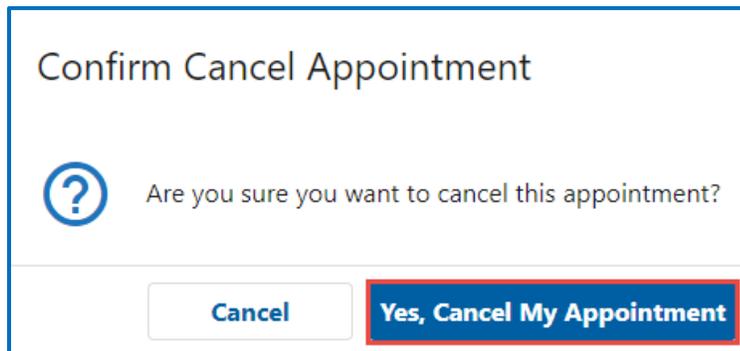
[Reschedule](#)

Contact

Jessanna
Email: j*****@d**.w*.gov
[Update Information](#)

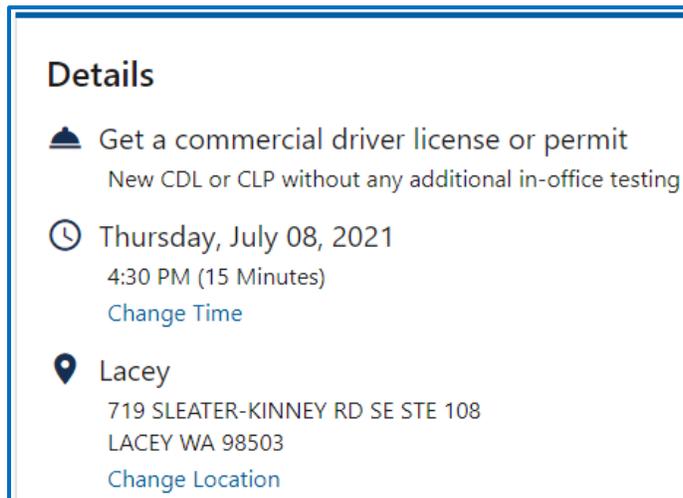
a. Cancel:

- i. Click the **Cancel Appointment** button.
- ii. Review the Confirm Cancel Appointment dialog box and click **Yes, Cancel My Appointment**.



b. Reschedule:

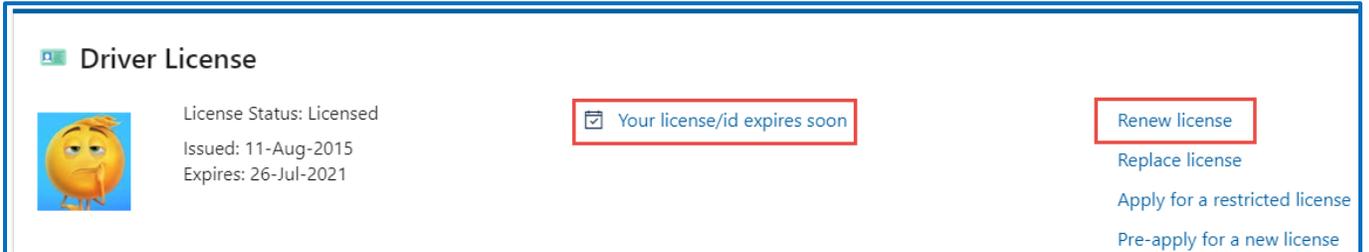
- i. Click the **Reschedule** button.
- ii. Select the location and click **Next**.
- iii. Select the appointment day, select the appointment time, and click **Next**.
- iv. Review the Details and click **Submit**.



Renew License

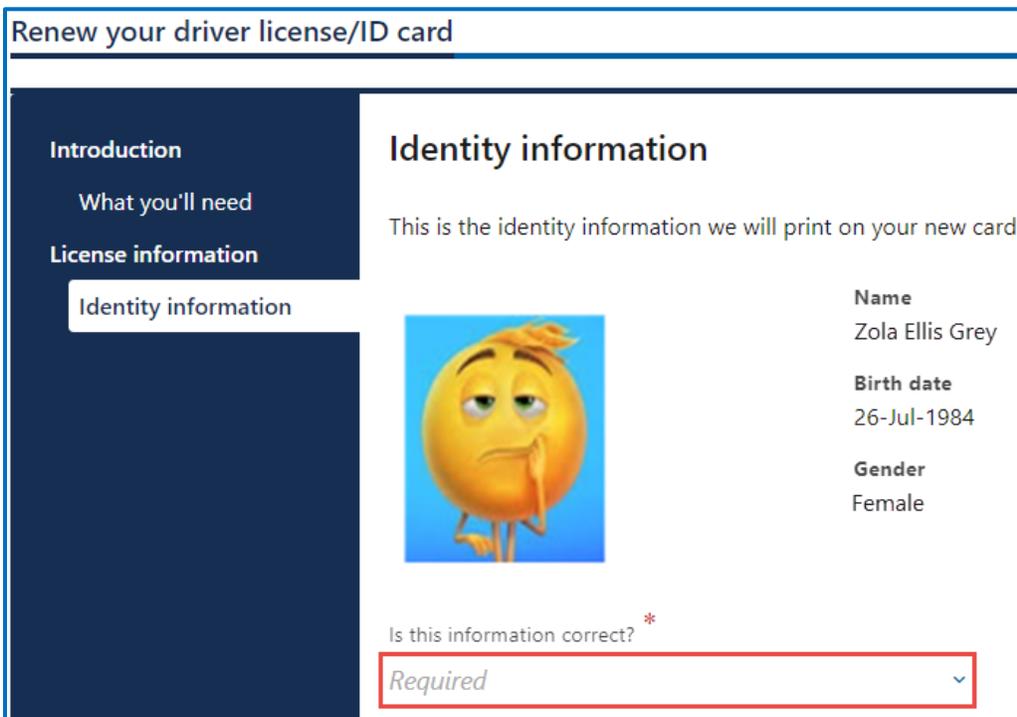
You can renew your license online, if you completed your last renewal in person in a Licensing Service Office and if you are between the ages of 24-70. (Due to COVID-19 response, the previous renewal type and age restrictions do not currently apply). Make sure your address is up to date before you complete a renewal.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Renew license** hyperlink. Alternatively, click the **Your license/id expires soon** hyperlink.



The screenshot shows a user's driver license information. On the left, there is a yellow emoji character with a hand on its chin. To the right of the emoji, the text reads: "License Status: Licensed", "Issued: 11-Aug-2015", and "Expires: 26-Jul-2021". In the center, there is a red-bordered box containing a calendar icon and the text "Your license/id expires soon". On the right side, there are four blue links: "Renew license" (highlighted with a red box), "Replace license", "Apply for a restricted license", and "Pre-apply for a new license".

3. Read the What you'll need page and click **Next**.
4. Review the Identity information. Select **Yes** from the Is this information correct dropdown menu and click **Next**.



The screenshot shows the "Renew your driver license/ID card" page. On the left, there is a dark blue sidebar with a white box highlighting "Identity information". The main content area is titled "Identity information" and contains the text: "This is the identity information we will print on your new card." Below this text is a yellow emoji character with a hand on its chin. To the right of the emoji, the following information is displayed: "Name: Zola Ellis Grey", "Birth date: 26-Jul-1984", and "Gender: Female". At the bottom, there is a question "Is this information correct?" followed by a red asterisk. Below the question is a dropdown menu with "Required" selected and a downward arrow.

5. Review the Physical features information. Select **Yes** or **No** and complete the additional process below when selecting No.
 - a. Select the appropriate option from the Feet dropdown menu, if applicable.
 - b. Select the appropriate option from the Inches dropdown menu, if applicable.
 - c. Enter the Weight, if applicable.

- d. Select the appropriate option from the Eye color dropdown menu, if applicable.
 - e. Click the **I certify that the above information is true and correct** checkbox.
6. Click the **Next** button.
7. Review the card information and click **Next**. Alternatively, click the Mail a non-photo card to an address outside Washington checkbox and complete the additional process below:
- a. Click the **You have indicated you need your card mailed to a non-Washington address** checkbox. Your new card will not have your photo or signature.

Renew your driver license/ID card

Introduction

- What you'll need
- License information**
- Identity information
- Physical features
- Card information

Review card information

This license information is on your current card.

This license information will go on your new card.

Current Card	New Card
Credential : Driver License	Credential : Driver License
License type : Personal Driver License	License type : Personal Driver License
Expiration : 26-Jul-2021	Expiration : 26-Jul-2027
Endorsements :	Endorsements :
Restrictions :	Restrictions :

You can make the following changes online

Mail a non-photo card to an address outside Washington

Confirm your changes

You have indicated you need your card mailed to a non-Washington address. **Your new card will not have your photo or signature.**

- b. Click the **Next** button.
- c. Select the appropriate option from the Country dropdown menu, if applicable.
- d. Enter the Street address.
- e. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.
- f. Enter the City.
- g. Enter the Zip code and click **Next**.

Renew your driver license/ID card

Introduction

- What you'll need
- License information
- Identity information
- Physical features
- Card information
- Address**
- Out-of-state address

Out-of-state address

Enter your address below.

Country
USA

Street address *
Required

Street 2

Unit type
Unit

City *
Required

State *
Required

Zip code *
Required

- h. Verify the out-of-state address and click **Next**.
 - i. Review or update the residential address, select **Yes** or **No** from the Is this also your mailing address dropdown menu and click **Next**.
 - j. Verify the address and click **Next**.
8. Select **Yes** or **No** to the following questions and click **Next**.
- a. Would you like to register to vote or update your voter registration? We will send your information to Secretary of the State, if you select yes. Complete the additional steps below when selecting Yes.
 - i. Review the following voter registration statements:
 1. I am a citizen of the United States,
 2. I am not disqualified from voting due to a court order, and not under the Department of Corrections supervision for a Washington felony conviction,
 3. I've lived in Washington at this address for 30 days immediately before the next election at which I vote, and
 4. I'm at least 18 years old or am at least 16 years old and will vote only after I turn 18.
 - ii. Click **I certify the above statements are true** checkbox, if applicable.

Renew your driver license/ID card

Introduction

- What you'll need
- License information**
- Identity information
- Physical features
- Card information
- Address**
- Out-of-state address

Registration certification

You have indicated that you would like to register to vote or update your voter registration. You must certify the statements below.

- I am a citizen of the United States,
- I am not disqualified from voting due to a court order, and not under the Department of Corrections supervision for a Washington felony conviction,
- I've lived in Washington at this address for 30 days immediately before the next election at which I vote, and
- I'm at least 18 years old, or am at least 16 years old and will vote only after I turn 18.

I certify the above statements are true. *

If you knowingly provide false information on this voter registration form or knowingly make a false declaration about your qualifications for voter registration you will have committed a class C felony that is punishable by imprisonment for up to 5 years, a fine of up to \$10,000 or both.

- b. Would you like to register as an eye, tissue, and organ donor? Your information will be stored by LifeCenter Northwest, if you selected yes.

Renew your driver license/ID card

Introduction

- What you'll need
- License information**
- Identity information
- Physical features
- Card information
- Address**

Registration options

Do you want to register, or sign up to vote or update your voter registration?

* Required

Would you like to remain registered or register as an organ, eye, and tissue donor?

* Required

b. Pay with Debit/Credit Card:

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.

The screenshot shows a 'Billing Information' form with the following fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (dropdown menu showing 'United States of America'), State/Province * (dropdown menu showing 'Washington'), and Zip/Postal Code *. A '* Required field' label is in the top right corner. Red boxes highlight the input areas for First Name, Last Name, Address Line 1, City, Country/Region, State/Province, and Zip/Postal Code.

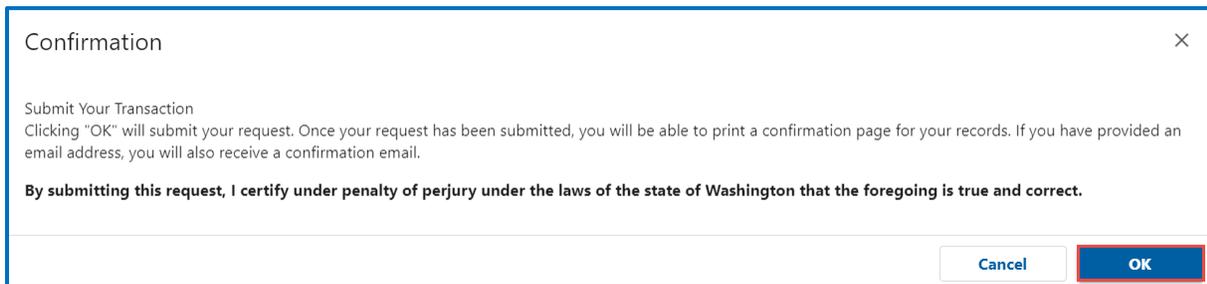
- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

The screenshot shows a 'Payment Details' form with the following fields: Card Type * (radio buttons for Visa, Amex, Mastercard), Card Number *, Expiration Month * (dropdown menu showing 'Month'), Expiration Year * (dropdown menu showing 'Year'), and CVN *. A note below the CVN field states: 'This code is a three or four digit number printed on the back or front of credit cards.' There is a 'Cancel' button and a green 'Pay' button. Red boxes highlight the Card Type selection area, Card Number, Expiration Month, Expiration Year, CVN, and the Pay button.

12. Click the **Next** button.

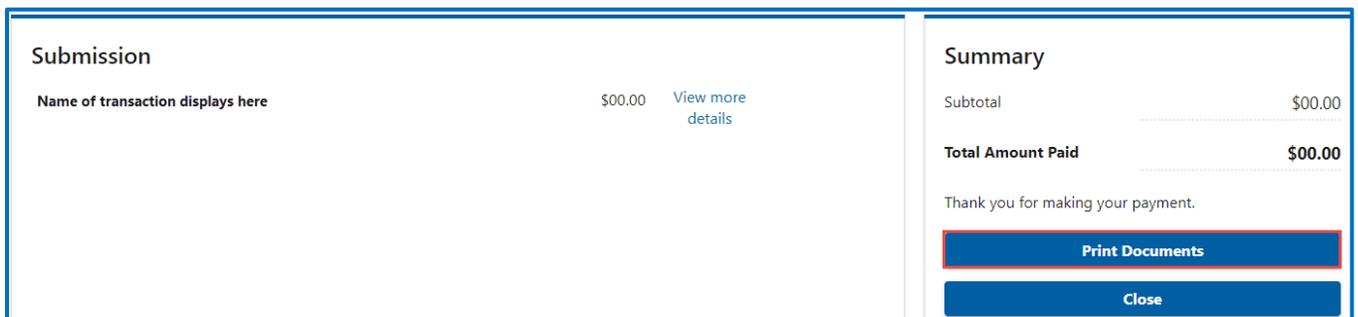
13. Review the information and click **Submit**.

14. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Submit Your Transaction. Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email." Below this is a bolded statement: "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

15. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



A two-column layout. The left column is titled "Submission" and contains the text "Name of transaction displays here" followed by "\$00.00" and a link "View more details". The right column is titled "Summary" and contains a table with two rows: "Subtotal" and "Total Amount Paid", both with a value of "\$00.00". Below the table is the text "Thank you for making your payment." At the bottom of the right column, there are two buttons: "Print Documents" and "Close". The "Print Documents" button is highlighted with a red border.

Submission	
Name of transaction displays here	\$00.00 View more details

Summary	
Subtotal	\$00.00
Total Amount Paid	\$00.00

Thank you for making your payment.

[Print Documents](#)

[Close](#)

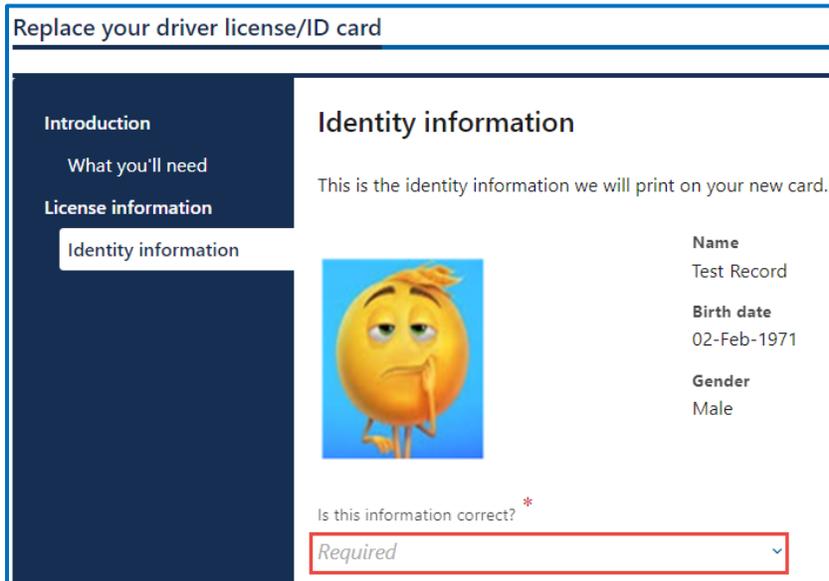
Replace your License

The replacement license fee is \$20. You can order a replacement license online up to 3 times a year. If your license expires within 3 months, you will need to renew it instead.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Replace license hyperlink.



3. Read the What you'll need page and click **Next**.
4. Review the Identity information. Select **Yes** or **No** for the Is this information correct dropdown menu and click **Next**.



5. Review the Physical features information. Select **Yes** or **No** and complete the additional steps below when selecting No.
 - a. Select the appropriate option from the Feet dropdown menu, if applicable.
 - b. Select the appropriate option from the Inches dropdown menu, if applicable
 - c. Enter the Weight, if applicable.
 - d. Select the appropriate option from the Eye color dropdown menu, if applicable.
 - e. Click the **I certify that the above information is true and correct** checkbox.
6. Click the **Next** button.

7. Review the card information and click **Next**. Alternatively, click the **Mail a non-photo card to an address outside Washington** checkbox, if applicable, and click **Next**.
8. Select the appropriate answer for the following dropdown menus and click **Next**.
 - a. Is your ID/Instruction Permit/License in your possession?
 - b. Reason for replacement

Replace your driver license/ID card

Introduction

What you'll need

License information

Identity information

Physical features

Card information

Replacement

Is your ID/Instruction Permit/License in your possession?

No

Reason for replacement

Lost

9. Select the appropriate answer for the following dropdown menus and click **Next**.
 - a. Is this up to date?
 - b. Is this also your mailing address?

Replace your driver license/ID card

Introduction

What you'll need

License information

Identity information

Physical features

Card information

Replacement reason

Residential address

425 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Is this up to date?

Yes

Is this also your mailing address?

Yes

10. Select the appropriate answer for the following dropdown menus and click **Next**.
 - a. Would you like to register to vote or update your voter registration?
 - b. Would you like to register as an eye, tissue, and organ donor?

Replace your driver license/ID card

Introduction

What you'll need

License information

Identity information

Physical features

Card information

Replacement reason

Registration options

Do you want to register, or sign up to vote or update your voter registration?

No

Would you like to remain registered or register as an organ, eye, and tissue donor?

No

b. Pay with Debit/Credit Card:

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.

The screenshot shows a form titled "Billing Information" with a "* Required field" indicator. The form contains the following fields, all of which are highlighted with red boxes:

- First Name *
- Last Name *
- Address Line 1 *
- Address Line 2
- City *
- Country/Region * (dropdown menu showing "United States of America")
- State/Province * (dropdown menu showing "Washington")
- Zip/Postal Code *

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

The screenshot shows a form titled "Payment Details" with a lock icon. The form contains the following fields, all of which are highlighted with red boxes:

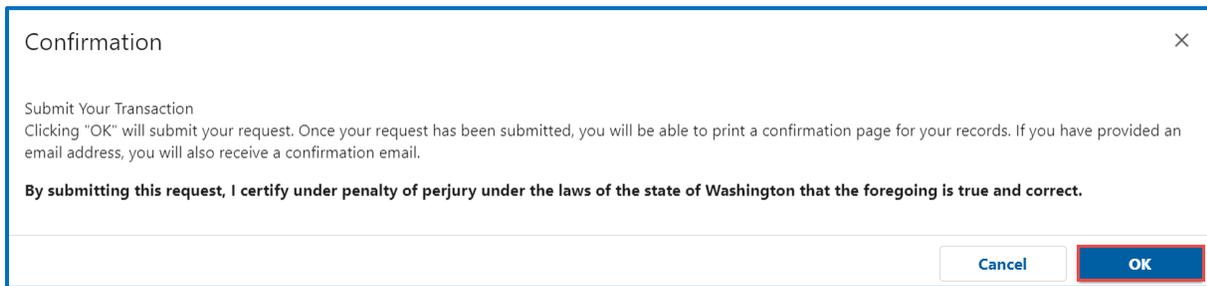
- Card Type * (radio buttons for VISA, Amex, and Mastercard)
- Card Number *
- Expiration Month * (dropdown menu showing "Month")
- Expiration Year * (dropdown menu showing "Year")
- CVN * (with a note: "This code is a three or four digit number printed on the back or front of credit cards.")

At the bottom of the form, there are two buttons: "Cancel" and "Pay". The "Pay" button is highlighted with a red box.

14. Click the **Next** button.

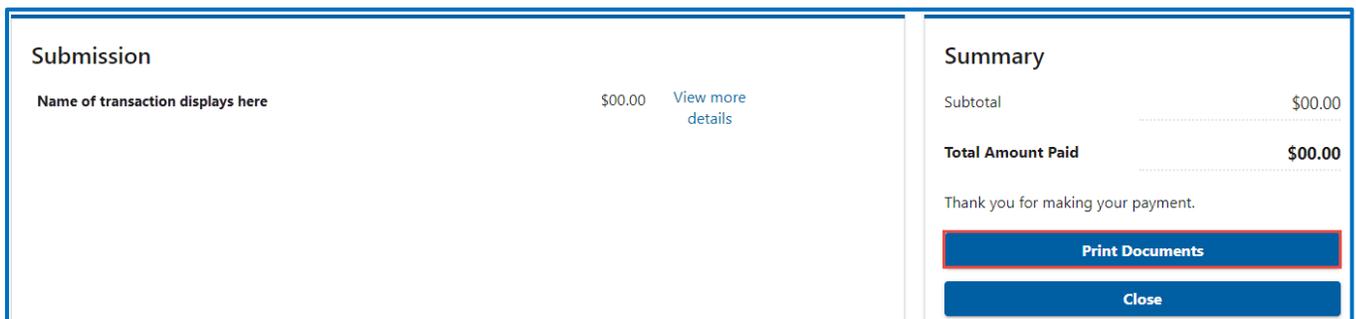
15. Review the information and click **Submit**.

16. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Submit Your Transaction. Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email." Below this is a bolded statement: "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

17. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



A page divided into two main sections: "Submission" and "Summary".

Submission

Name of transaction displays here	\$00.00	View more details
-----------------------------------	---------	-----------------------------------

Summary

Subtotal	\$00.00
Total Amount Paid	\$00.00

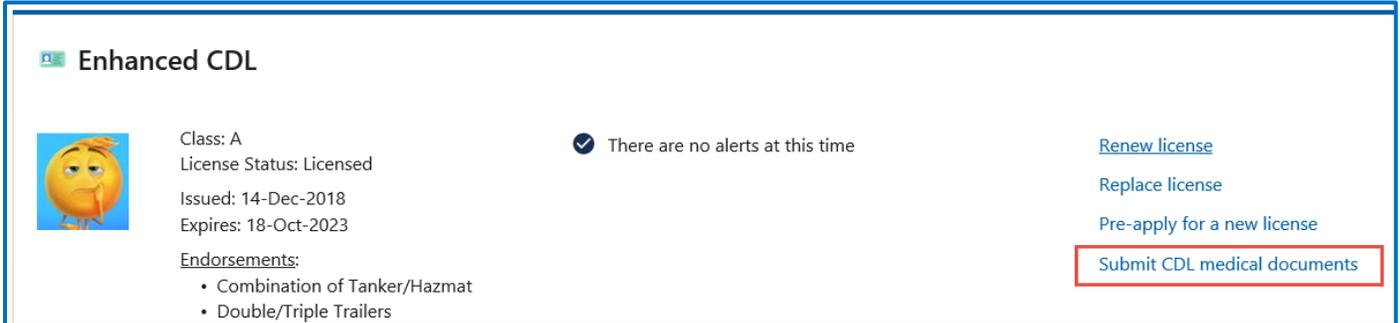
Thank you for making your payment.

At the bottom right, there are two buttons: "Print Documents" and "Close". The "Print Documents" button is highlighted with a red border.

Submit CDL Medical Documents

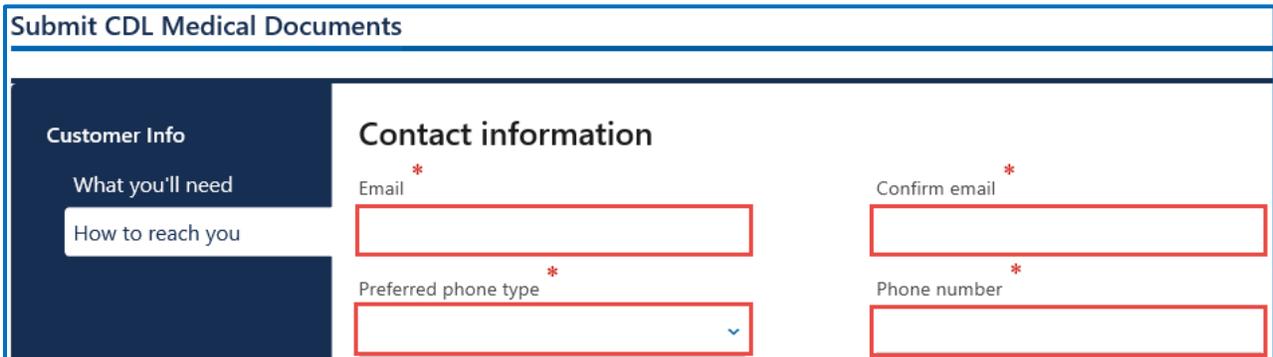
Customers with a Commercial Driver License (CDL) or a Commercial Learner Permit (CLP) can complete the following process to submit medical documents to DOL. Your medical documents should be unexpired, complete, and signed by a medical provider on the National Registry of Certified Medical Examiners. DOL reviews your submissions before it posts. It may take up to 7-10 business days to update your record.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the Submit CDL medical documents hyperlink.



The screenshot shows the 'Enhanced CDL' page. On the left, there is a profile icon of a yellow character with a sad face. To its right, the following information is displayed: 'Class: A', 'License Status: Licensed', 'Issued: 14-Dec-2018', and 'Expires: 18-Oct-2023'. Below this, under 'Endorsements:', there are two bullet points: 'Combination of Tanker/Hazmat' and 'Double/Triple Trailers'. In the center, there is a checkmark icon and the text 'There are no alerts at this time'. On the right side, there are four links: 'Renew license', 'Replace license', 'Pre-apply for a new license', and 'Submit CDL medical documents'. The 'Submit CDL medical documents' link is highlighted with a red border.

3. Read the What you'll need page and click **Next**.
4. Complete the following Contact information and click Next.
 - a. Enter the Email address.
 - b. Confirm email address.
 - c. Select the appropriate option from the Preferred phone type dropdown menu.
 - d. Enter the Phone number.



The screenshot shows the 'Submit CDL Medical Documents' form. On the left, there is a dark blue sidebar with 'Customer Info' and 'What you'll need' sections. The 'How to reach you' section is highlighted. The main form area is titled 'Contact information' and contains four fields: 'Email *', 'Confirm email *', 'Preferred phone type *', and 'Phone number *'. Each field has a red border and a red asterisk indicating it is required. The 'Preferred phone type' field is a dropdown menu with a blue arrow pointing down.

5. Select the appropriate option from the Do you want to change your self-certification dropdown menu.
6. Select one of the following documents you would like to submit and click **Next**.
 - a. Medical certificate or Medical report.
 - b. Application to add a waiver.
 - c. Application to remove a waiver.

7. Complete the following Certificate information and click **Next**.

- a. Per FMCSA regulations (select one):
 - i. Meets minimum federal standards.
 - ii. Does not meet minimum federal standards, may meet state.
- b. And if applicable, only when (check all that apply):
 - i. Wearing corrective lenses.
 - ii. Accompanied by waiver exemption.
 - iii. Driving with Exempt Intra-city zone.
 - iv. Wearing hearing aid.
 - v. Accompanied by SPE certificate.
 - vi. Qualified by Op of 49 CFR 391.64.
- c. Enter the Medical Examiners Certificate expiration date.

Submit CDL Medical Documents

Customer Info

- What you'll need
- How to reach you

Medical Info

- Self certification
- Medical certificate

Certificate information

I certify that I have examined:

Last name: GREY First name: ZOLA

Per FMCSA regulations (select one):

- Meets minimum federal standards [Federal description](#)
- Does not meet minimum federal standards, may meet state standards [Federal description](#)

And if applicable, only when (check all that apply):

- Wearing corrective lenses
- Wearing hearing aid
- Accompanied by waiver exemption
- Accompanied by a SPE Certificate
- Driving with Exempt Intra-city Zone
- Qualified by Op of 49 CFR 391.64

Medical Examiner's Certificate expiration date *

8. Complete the following Examiner Info and click **Next**.

- a. Enter the First name.
- b. Enter the Middle name, if applicable.
- c. Enter the Last name.
- d. Enter the Phone number.
- e. Enter the Date certificate signed.
- f. Select one of the following specialties:
 - i. MD
 - ii. DO
 - iii. Physician Assistant
 - iv. Chiropractor
 - v. Advanced Practical Nurse
 - vi. Other
- g. Enter the License/certification number.
- h. Enter the Issuing date.
- i. Enter the National registry number.

The screenshot shows a web form titled "Submit CDL Medical Documents". On the left is a dark blue sidebar with navigation links: "Customer Info" (with sub-links "What you'll need" and "How to reach you"), "Medical Info" (with sub-links "Self certification", "Medical certificate", and "Medical provider" which is highlighted), and "Medical provider". The main content area is titled "Examiner Info" and contains the instruction "Please provide the following information about your medical provider". The form fields are: "First name" (with an asterisk), "Middle name", "Last name" (with an asterisk), "Phone number" (with an asterisk), "Date certificate signed" (with an asterisk), a radio button selection for specialties (MD, Physician Assistant, Advanced Practice Nurse, DO, Chiropractor, Other) with the note "A specialty must be selected", "License/certification number" (with an asterisk), "Issuing state" (with an asterisk and a dropdown arrow), and "National registry number" (with an asterisk). All input fields are currently empty and outlined in red.

9. Click **Upload** to attach a copy of the document. Complete the applicable fields and click **OK**. Click the **Next** button.

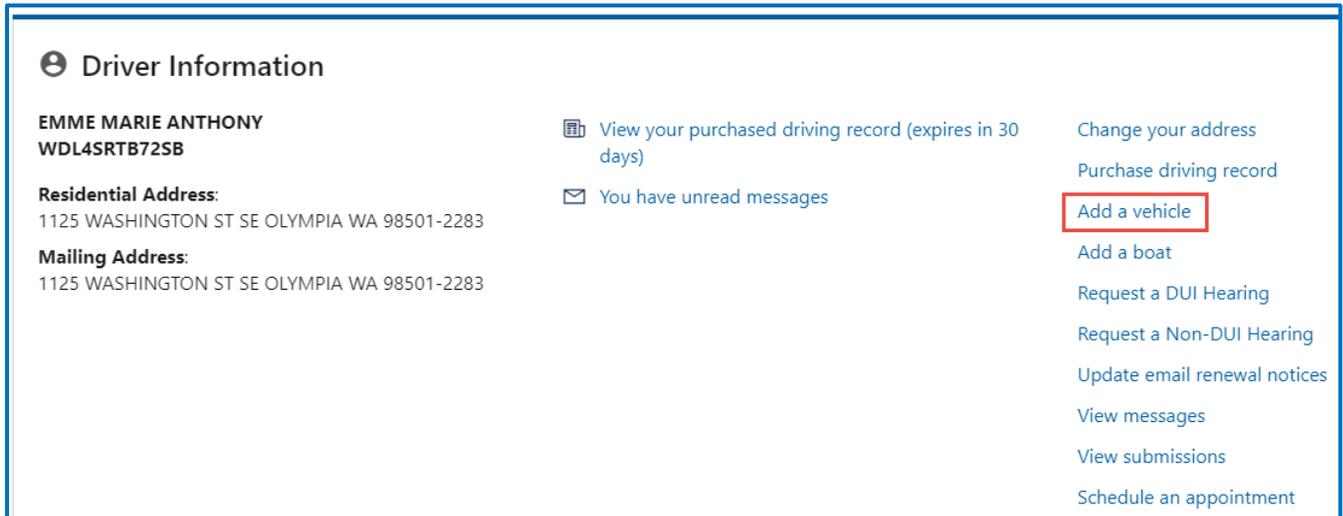
10. Review the summary information. Click the **Submit** to proceed or **Previous** to make changes.

Vehicle Transactions

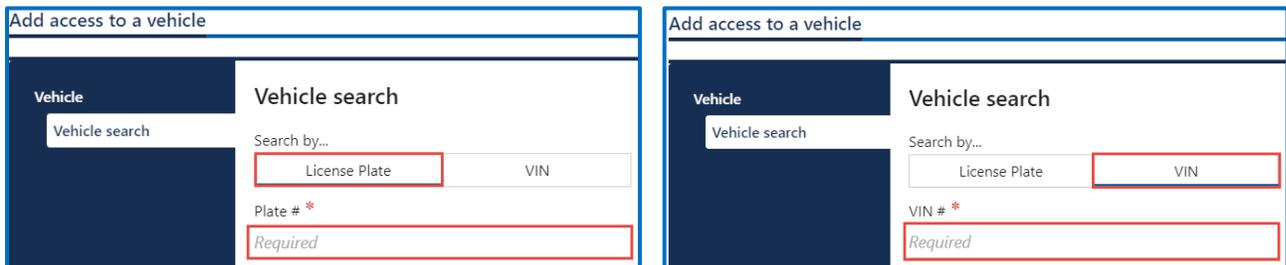
Add a Vehicle to your LX Account

If you are the registered owner of a vehicle, you can add your vehicle to your license express account.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Add a vehicle** hyperlink.



3. Select **License Plate** or **VIN** as the Search type. Enter the license Plate or Vehicle Identification Number (VIN) and click **Next**.



4. Complete the following steps if you are not listed as an owner for the vehicle:
 - a. Select the appropriate option for the Please indicate your relation to a registered owner of this vehicle dropdown menu.
 - b. Click the **I understand that this information will be sent to law enforcement** checkbox.
 - c. Select the appropriate option from the Is the registered owner a business dropdown menu and complete the applicable steps below:
 - i. No:
 1. Enter the Registered owner first name.
 2. Enter the Registered owner last name.

3. Enter the Vehicle year.

Add access to a vehicle

Vehicle

Vehicle search

Certify relation

Certify relation to registered owner

Our records indicate that you are not listed as a registered owner for this vehicle.

Please indicate your relation to a registered owner of this vehicle.

Family member or spouse of registered owner

I understand that this information will be sent to law enforcement. *

Registered owner information

Is the registered owner a business?

No

First name required if the registered owner has a first name

Registered owner first name *

Required

Registered owner last name *

Required

Vehicle year *

Required

ii. Yes:

1. Enter the Registered owner business name.
2. Enter the Vehicle year.

Add access to a vehicle

Vehicle

Vehicle search

Certify relation

Certify relation to registered owner

Our records indicate that you are not listed as a registered owner for this vehicle.

Please indicate your relation to a registered owner of this vehicle.

Family member or spouse of registered owner

I understand that this information will be sent to law enforcement. *

Registered owner information

Is the registered owner a business?

Yes

Registered owner business name *

Required

Vehicle year *

Required

d. Click the **Next** button.

5. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
6. Click **Print** to print that transaction confirmation or click **Continue** to return to your account homepage.

Add your Boat to your LX Account

If you are the registered owner of a boat, you can add your boat to your license express account.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Add a boat** hyperlink.

Driver Information

EMME MARIE ANTHONY
WDL4SRTB72SB

Residential Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

Mailing Address:
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

- View your purchased driving record (expires in 30 days)
- You have unread messages
- Change your address
- Purchase driving record
- Add a vehicle
- Add a boat**
- Request a DUI Hearing
- Request a Non-DUI Hearing
- Update email renewal notices
- View messages
- View submissions
- Schedule an appointment

3. Select **HIN** or **Registration** to search. Enter the HIN or Registration # (WN#) and click **Next**.

Add access to a vessel

Vessel details

Vessel search

Search by...

HIN Registration

HIN # *

Required

Add access to a vessel

Vessel details

Vessel search

Search by...

HIN Registration

Registration # *

Required

4. Complete the following steps if you are not listed as an owner for the vessel:
 - a. Select the appropriate option for the Please indicate your relation to a registered owner of this vessel dropdown menu.
 - b. Click the **I understand that this information will be sent to law enforcement** checkbox.
 - c. Select the appropriate option from the Is the registered owner a business dropdown menu and complete the applicable steps below:

i. No:

1. Enter the Registered owner first name.
2. Enter the Registered owner last name.
3. Enter the Vessel year.

The screenshot shows a web form titled "Add access to a vessel". On the left is a dark blue sidebar with "Vessel details" selected. The main content area is titled "Certify relation to registered owner". It contains a message: "Our records indicate that you are not listed as a registered owner for this vessel. Please indicate your relation to a registered owner of this vessel." Below this is a dropdown menu with "I am a registered owner" selected. There is an unchecked checkbox for "I understand that this information will be sent to law enforcement." followed by an asterisk. The "Registered owner information" section includes a dropdown for "Is the registered owner a business?" with "No" selected. Below are three text input fields: "Registered owner first name" (with "Required" in red), "Registered owner last name" (with "Required" in red), and "Vessel year" (with "Required" in red).

ii. Yes:

1. Enter the Registered owner business name.
2. Enter the Vehicle year.

The screenshot shows the same "Add access to a vessel" form. In this instance, the dropdown for "Is the registered owner a business?" is set to "Yes". The text input field for "Registered owner business name" is highlighted in red and contains the word "Required". The "Vessel year" field is also highlighted in red and contains "Required". All other elements, including the "Certify relation" dropdown and the law enforcement checkbox, remain the same as in the previous screenshot.

d. Click the **Next** button.

5. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
6. Click **Continue** to return to your account homepage.

Remove your Vehicle or Vessel from your LX Account

If you are no longer the registered owner of a vehicle/vessel, you can remove it from your list.

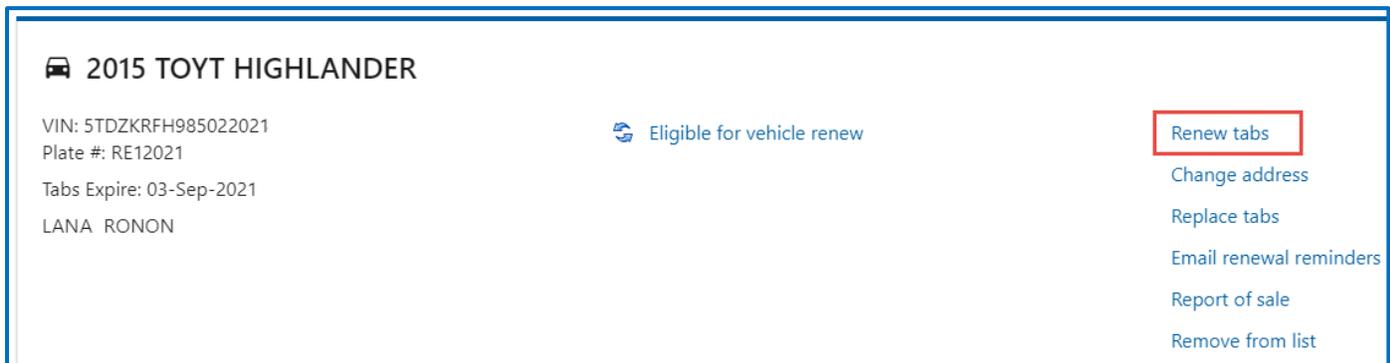
1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Remove from list** hyperlink.
3. Select **Yes** or **No** and click **Next**.
4. Review the summary page. Click **Submit** to proceed or **Previous** to make changes.

Renew Your Vehicle Tabs (Registration)

You can renew your tabs as early as 6 months before they expire. You can renew online if the tabs are expired for less than 12 months. You will need to visit your local Vehicle Licensing Office if the tabs expired longer than 12 months. You can renew online if the vehicle doesn't require a [DOT number](#), or has had one for over 1 year.

If you've recently moved Change your Vehicle Address before you renew your registration.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Renew tabs** hyperlink for the vehicle you would like to renew.



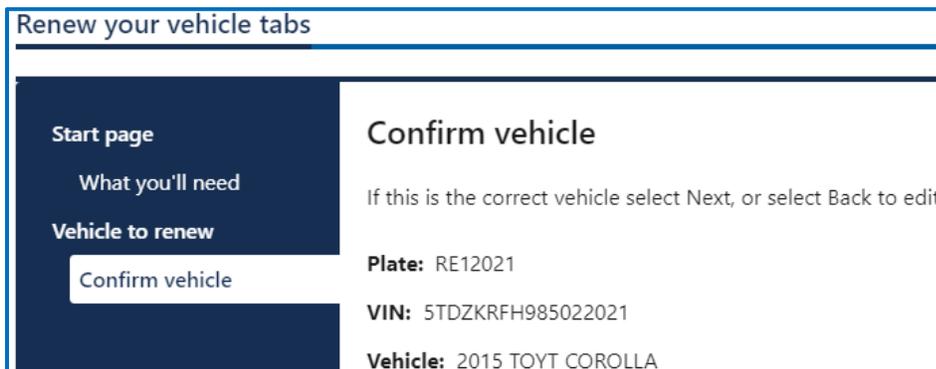
2015 TOYT HIGHLANDER

VIN: 5TDZKRFH985022021
Plate #: RE12021
Tabs Expire: 03-Sep-2021
LANA RONON

Eligible for vehicle renew

Renew tabs
Change address
Replace tabs
Email renewal reminders
Report of sale
Remove from list

3. Read the What you'll need page and click **Next**.
4. Review the vehicle information and click **Next**.



Renew your vehicle tabs

Start page
What you'll need
Vehicle to renew
Confirm vehicle

Confirm vehicle

If this is the correct vehicle select Next, or select Back to edit.

Plate: RE12021
VIN: 5TDZKRFH985022021
Vehicle: 2015 TOYT COROLLA

5. Select one of the following options and click **Next**. Complete the [Change your Vehicle or Vessel Address](#) process when selecting No.
- a. Yes, it's up to date.
 - b. No, I've moved and need to update it. Change your address and restart this process.

Renew your vehicle tabs

Start page

What you'll need

Vehicle to renew

Confirm vehicle

Current address

Current address

To protect your privacy, we don't display your address.

Yes, it's up to date. *

No, I've moved and need to update it. *

6. Select **Yes** or **No** to buy a discover pass (\$30 fee) and click **Next**.
7. Select **I'd like them mailed by the office I select** or **I'll pick them up at the office I select** and click **Next**.

Renew your vehicle tabs

Start page

What you'll need

Vehicle to renew

Confirm vehicle

Current address

Additional info

Discover pass

Select delivery option

How would you like to get your tabs?

I'd like them mailed by the office I select. *

The office you select will mail within 5 business days.

I'll pick them up at the office I select. *

Your items should be ready when you arrive.

8. Select an office to get your tabs from and click **Next**.

9. Select **Yes** or **No** to donate to Washington State Parks and For organ, eye, and tissue donation awareness. Click the **Next** button.

10. Enter the Email address and Confirm email address if you would like to receive an email copy of your receipt. Leave the fields blank if you do not want the receipt emailed. Click the **Next** button.

11. Review the delivery selection and fee donation information and click **Next**.

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

b. Pay with Debit/Credit Card:

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.

The screenshot shows a form titled "Billing Information" with a "* Required field" indicator. The form contains the following fields, all of which are highlighted with red boxes:

- First Name *
- Last Name *
- Address Line 1 *
- Address Line 2
- City *
- Country/Region * (dropdown menu showing "United States of America")
- State/Province * (dropdown menu showing "Washington")
- Zip/Postal Code *

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

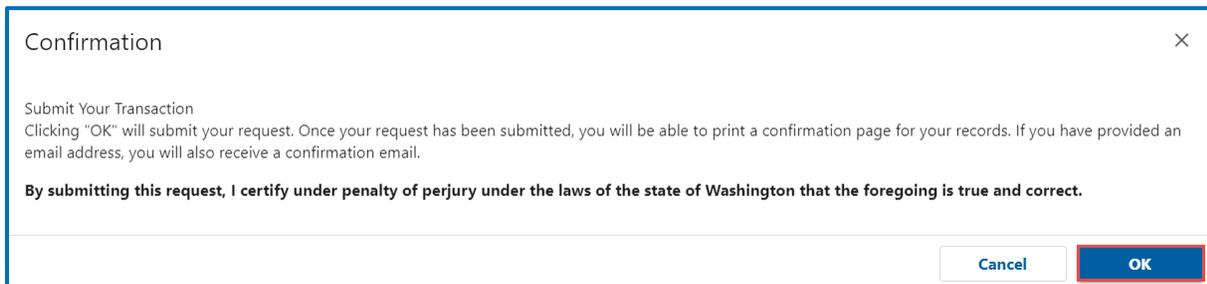
The screenshot shows a form titled "Payment Details" with a yellow warning icon. The form contains the following fields, all of which are highlighted with red boxes:

- Card Type * (radio buttons for Visa, Amex, and Mastercard)
- Card Number *
- Expiration Month * (dropdown menu showing "Month")
- Expiration Year * (dropdown menu showing "Year")
- CVN * (with a note: "This code is a three or four digit number printed on the back or front of credit cards.")
- Cancel button
- Pay button

16. Click the **Next** button.

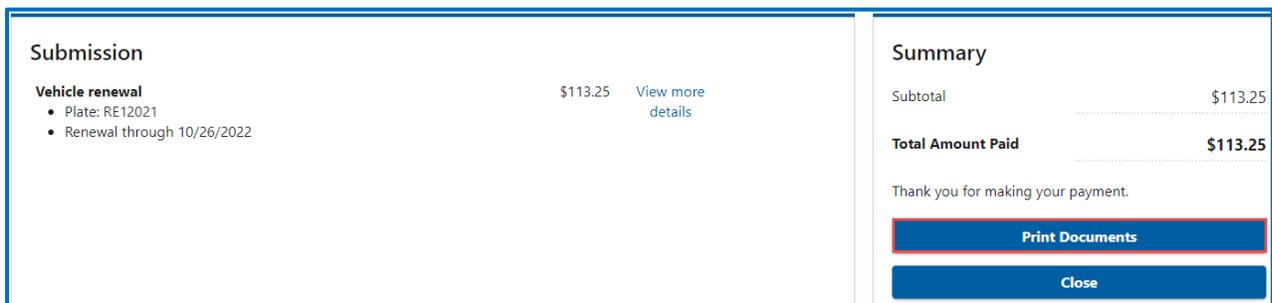
17. Review the information and click **Submit**.

18. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Submit Your Transaction. Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email." Below this is a statement: "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

19. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



Two side-by-side panels. The left panel is titled "Submission" and shows "Vehicle renewal" for \$113.25 with a "View more details" link. It lists "Plate: RE12021" and "Renewal through 10/26/2022". The right panel is titled "Summary" and shows a "Subtotal" of \$113.25 and a "Total Amount Paid" of \$113.25. It includes a "Thank you for making your payment." message and two buttons: "Print Documents" (highlighted with a red border) and "Close".

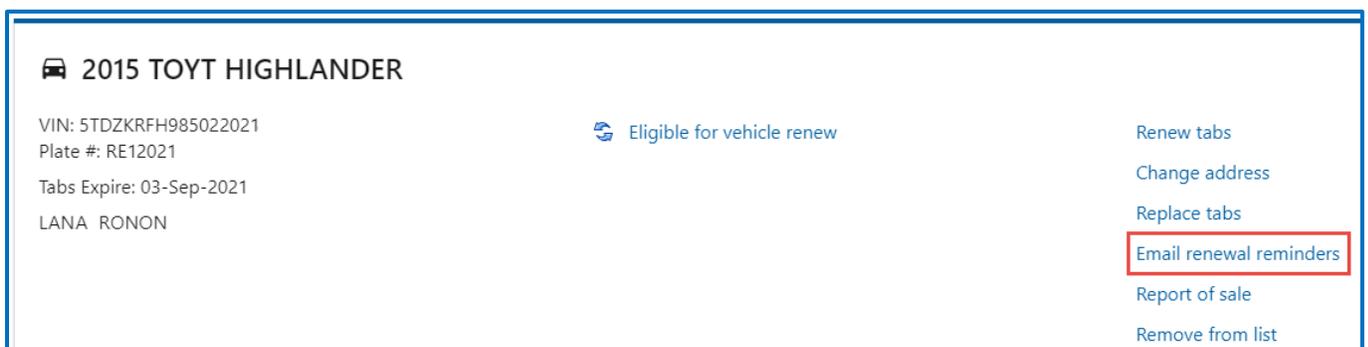
Email renewal reminders for Vehicle or Vessel

Once you sign up, you **won't get printed reminders by mail.**

For vehicles: If you'd rather get reminders by mail, unsubscribe from the email.

For boats: Your only option is to get email reminders.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Email renewal reminders** hyperlink for the appropriate vehicle or vessel. (Update email renewal reminders for Driver License is a separate process).



A panel showing vehicle details for a "2015 TOYT HIGHLANDER". It lists VIN: 5TDZKRFH985022021, Plate #: RE12021, Tabs Expire: 03-Sep-2021, and LANA RONON. There is a "Eligible for vehicle renew" link. On the right side, there is a list of actions: "Renew tabs", "Change address", "Replace tabs", "Email renewal reminders" (highlighted with a red border), "Report of sale", and "Remove from list".

3. Read the What you'll need page and click **Next**.

4. Verify the correct vehicle or boat displays and click **Next**.

Email Reminder

Start page
What you'll need
Add vehicles & boats
Search results

Verify the selected vehicles and boats

Selected vehicles and boats

2015 TOYT COROLLA RE12021

5. Enter the Email address, Confirm email address, and click **Next**.

Email Reminder

Start page
What you'll need
Add vehicles & boats
Search results
Email address
Email details

Renewal reminder email address

Please enter an email address at which you would like to receive registration renewal reminders.

Email address *

Required

Confirm email address *

Required

6. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
7. Click the **Continue** button to continue to your homepage.

Change your Vehicle or Vessel Address

The registered owner of a vehicle or vessel can change their vehicle/vessel address online.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Change address** hyperlink for the appropriate vehicle or vessel. (Change your Driver License Address is a separate process).

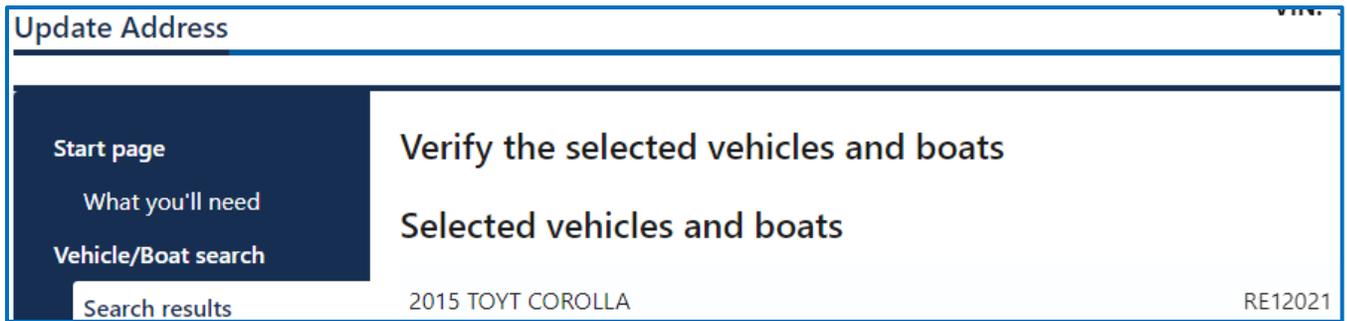
🚗 2015 TOYT HIGHLANDER

VIN: 5TDZKRFH985022021
Plate #: RE12021
Tabs Expire: 03-Sep-2021
LANA RONON

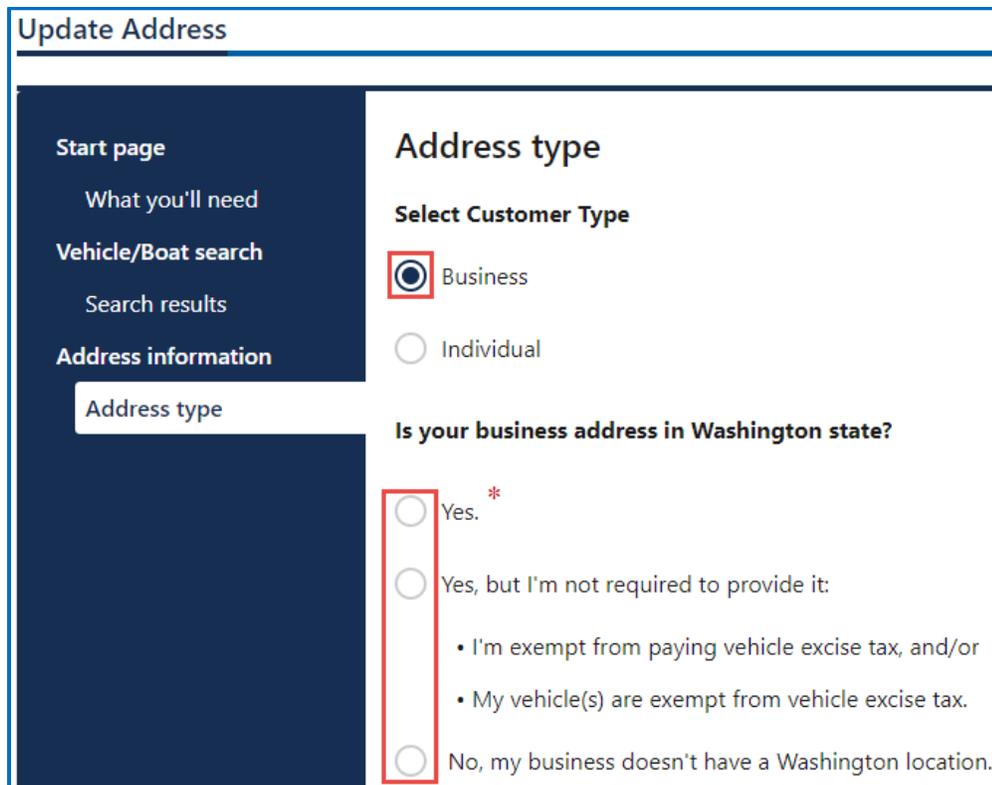
🔗 Eligible for vehicle renew

Renew tabs
Change address
Replace tabs
Email renewal reminders
Report of sale
Remove from list

3. Read the What you'll need page and click **Next**.
4. Verify the correct vehicle or boat displays and click **Next**.



5. Select **Business** or **Individual** and answer the applicable question below:
- a. Business: Is your business address in Washington state? Select one of the following answers.
 - i. Yes.
 - ii. Yes, but I am not required to provide it:
 - 1. I'm exempt from paying vehicle excise tax, and/or
 - 2. My vehicle(s) are exempt from vehicle excise tax.
 - iii. No, my business doesn't have a Washington location.



- b. Individual: Is your residential address in Washington state? Select one of the following answers.
- i. Yes.
 - ii. Yes, but I am not required to provide it:
 - 1. I'm exempt from paying vehicle excise tax, and/or
 - 2. My vehicle(s) are exempt from vehicle excise tax.
 - iii. No, I don't have a residence in Washington.
 - iv. No, I'm stationed outside of Washington on military active duty.
 - v. I live in Washington, but I do not have a residence.

Update Address

Start page

- What you'll need
- Vehicle/Boat search
- Search results
- Address information**

Address type

Address type

Select Customer Type

- Business
- Individual

Is your residential 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, I don't have a residence in Washington.
- No, I'm stationed outside of Washington on military active duty.
- I live in Washington, but I do not have a residence.

6. Click the **Next** button.

7. Enter the following address information and click **Next**.
 - a. Select the appropriate option from the Country dropdown menu, if applicable.
 - b. Enter the Street address
 - c. Select the appropriate option from the Unit type dropdown menu and enter the Unit, if applicable.
 - d. Enter the City.
 - e. Select the appropriate option from the State dropdown menu, if applicable.
 - f. Enter Zip code.

The screenshot shows a web form titled "Update Address" with a sub-header "What's your mailing address?". On the left is a dark blue sidebar with white text listing navigation options: "Start page", "What you'll need", "Vehicle/Boat search", "Search results", "Address information", "Address type", and "Mailing address" (which is highlighted with a white background). The main form area contains the following fields:

- Country:** A dropdown menu with "USA" selected.
- Street address:** A text input field with a red asterisk and the word "Required" in italics below it.
- Street 2:** An empty text input field.
- Unit type:** A dropdown menu.
- Unit:** An empty text input field.
- City:** A text input field with a red asterisk and the word "Required" in italics below it.
- State:** A dropdown menu with "WA - WASHINGTON" selected.
- Zip code:** A text input field with a red asterisk and the word "Required" in italics below it.

8. Verify the address and click **Next**.
9. Click the **Same as residential address** checkbox or enter your mailing address and click **Next**.

10. Enter the Email address and Confirm email address, if you would like to receive an email copy of your receipt. Leave the fields blank if you do not want the receipt emailed. Click the **Next** button.

The screenshot shows a web page titled "Update Address". On the left is a dark blue sidebar with navigation links: "Start page", "What you'll need", "Vehicle/Boat search", "Search results", "Address information", "Address type", and "Mailing address". The main content area is titled "Email receipt" and contains the text "You can also print your confirmation at the end." Below this are two input fields: "Email address" and "Confirm email address", both highlighted with red rectangular boxes.

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

Renew Your Boat Decals

All boat registrations expire on June 30. You can renew your boat 6 months before the renewal date. If you have not used your boat in the previous year, you can renew after it's expired, as long as it's been expired less than 12 months.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Renew decals** hyperlink for the boat you would like to renew.

The screenshot shows a boat registration summary page. At the top left is a boat icon followed by the text "2006 AVB PRO 12 MAN M". Below this are the registration details: "HIN: AX12341234", "Registration #: WN1234", "Decals Expire: 30-Jun-2021", and "LANA RONON". In the center, there is a red warning icon and the text "Your vessel registration has expired". On the right side, there is a list of actions: "Renew decals" (highlighted with a red box), "Change address", "Replace decals", "Email renewal reminders", "Report of sale", and "Remove boat".

3. Read the What you'll need page and click **Next**.

4. Review the boat information. Click the **I attest that the hull identification number is affixed to the boat** checkbox and click **Next**.

The screenshot shows a web page titled "Renew your boat decals". On the left is a dark blue sidebar with navigation links: "Introduction", "What you'll need", "Boat search", "Confirm vessel", "Additional info", and "Current address". The main content area is titled "Is this the boat you want to renew?". It displays the following information:

Registration number	WN1234
HIN	AX12341234
Boat	2006 AVB Pro 12 Man

Below the information is a checkbox with the text "I attest that the hull identification number is affixed to this vessel." followed by an asterisk. A red box highlights the checkbox. Below the checkbox is a grey bar with the text "Please select the option above."

5. Select **Yes** or **No** if your address is up to date and click **Next**. If you selected No, update your address then restart this process.

The screenshot shows a web page titled "Renew your boat decals". The sidebar is the same as in the previous screenshot, but the "Current address" link is highlighted. The main content area is titled "Is your address up to date?". It displays the following information:

Current address

To protect your privacy, we don't display your address.

Below this are two radio button options, both with asterisks:

- Yes, it's up to date. *
- No, I've moved and need to update it. *

A red box highlights the first radio button option.

6. Select one of the following options and click **Next**.
- I'd like them mailed by the office I select.
 - I'll pick them up at the office I select.

The screenshot shows a web page titled "Renew your boat decals". The sidebar is the same as in the previous screenshots, but the "Office options" link is highlighted. The main content area is titled "How do you want to get your decals and registration?". It displays the following information:

Below this are two radio button options, both with asterisks:

- I'd like them mailed by the office I select. *
- I'll pick them up at the office I select. *

Below the first option is the text "The office you select will mail within 5 business days." Below the second option is the text "Your items should be ready when you arrive." A red box highlights the first radio button option.

7. Select the office to get your decals from and click **Next**.

Renew your boat decals

Introduction

What you'll need

Boat search

Confirm vessel

Additional info

Current address

Office options

Select delivery type

Select an office

Select an office to get your decals from.

Address

Enter a full address, city and state, or zip code

Max Distance (mi)

20

Find Offices

Below are 13 offices within 20 miles of your home address.

Office hours listed below exclude [holidays](#).

Nearby Offices < Page 1 of 2 >

1. THURSTON CO DOL HQ : -

COUNTY 40

Mail is the only option at this location.

360-902-3770

(0 miles away)

2. THURSTON COUNTY AUDITOR'S OFFICE

2000 LAKERIDGE DR SW

(MS:40947)

OLYMPIA WA 98502-0000

Mon-Fri: 8:00AM - 4:30PM

For questions, please call 360-786-5406

Map Display



Selected Boat

2006 AVB Pro 12 Man

Registration number: WN1234

HIN: AX12341234

Current expiration date: Jun 30, 2021

Fee detail: \$46.35

[Show fee details](#)

8. Select **Yes** or **No** to donate Grays Harbor Historical Seaport and the Steamer Virginia V Foundation and click **Next**.

9. Review the fee information and click **Next**.

10. Enter the Email address where you would like a copy of your receipt emailed, Confirm email address, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.

11. Review the summary information. Click the **Payment** button when you are ready to proceed.

12. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

Payment

Select an option to continue.

- Pay with a bank account for no added fees.
- Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site.

Submission

Name of transaction displays here	\$00.00	Delete
-----------------------------------	---------	------------------------

Summary

Subtotal	\$00.00
Total Amount Due	\$00.00

Pay with Bank Account

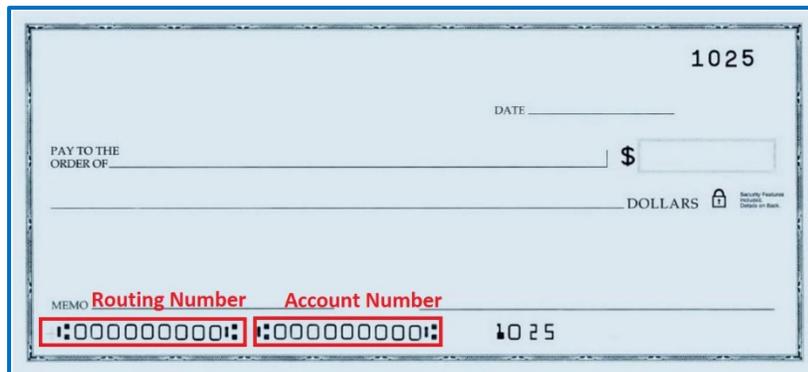
Pay with Debit/Credit Card

Cancel

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

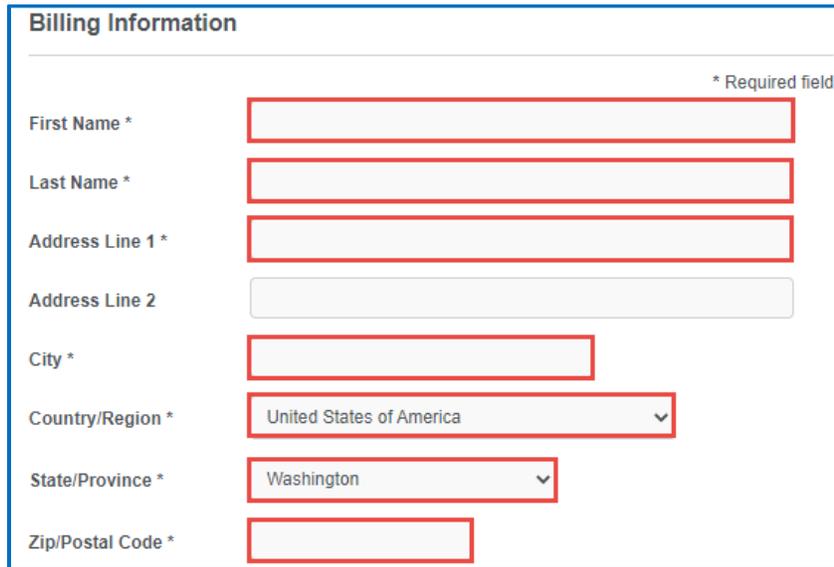
Note: Refer to the following check image that indicates the location of the routing number and account number, if applicable.



b. Pay with Debit/Credit Card:

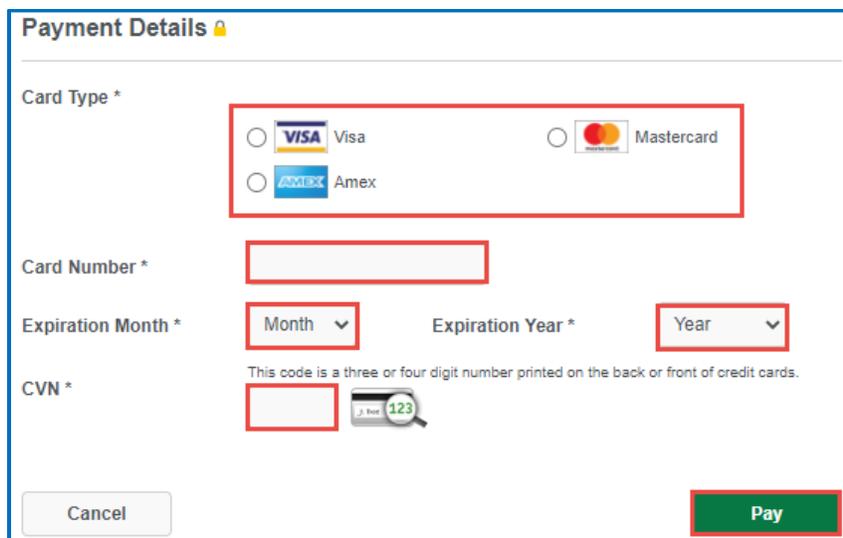
- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.

- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.



The image shows a 'Billing Information' form with the following fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (dropdown menu showing 'United States of America'), State/Province * (dropdown menu showing 'Washington'), and Zip/Postal Code *. A red box highlights the Country/Region and State/Province dropdown menus. A red asterisk and the text '* Required field' are located in the top right corner of the form.

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

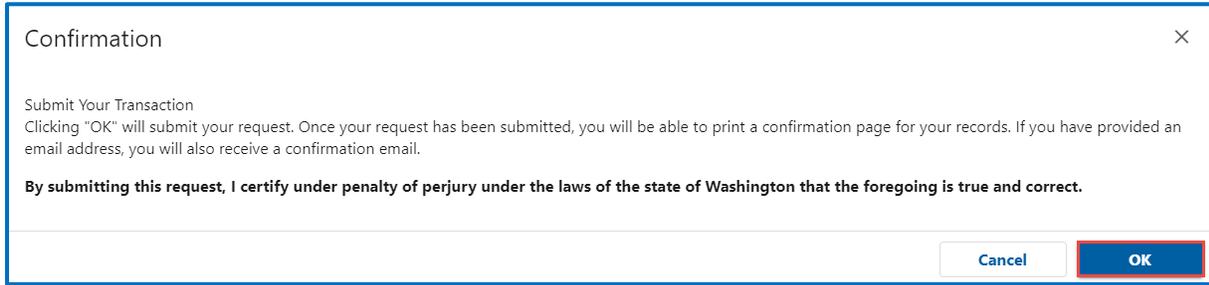


The image shows a 'Payment Details' form with the following fields: Card Type * (radio buttons for VISA, Amex, and Mastercard), Card Number *, Expiration Month * (dropdown menu showing 'Month'), Expiration Year * (dropdown menu showing 'Year'), and CVN *. A red box highlights the Card Type radio buttons. Below the CVN field, there is a small icon of a credit card with the number '123' and a magnifying glass. At the bottom of the form, there are two buttons: 'Cancel' and 'Pay'.

13. Click the **Next** button.

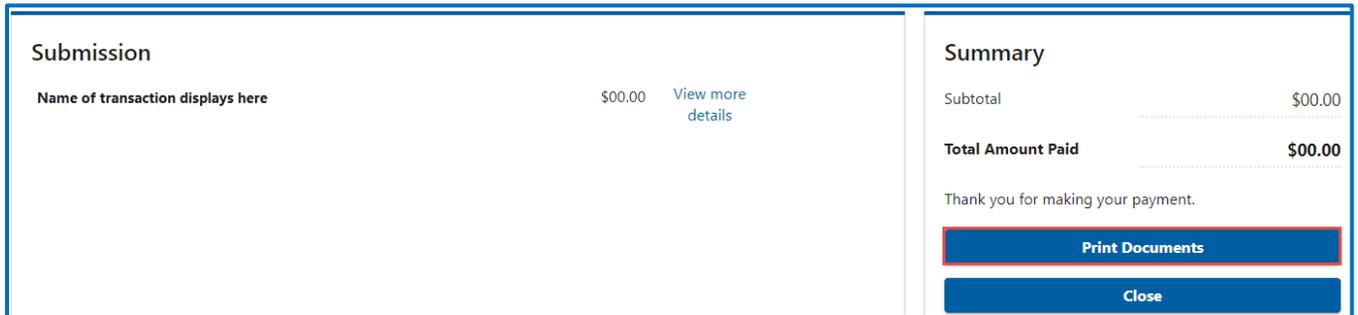
14. Review the information and click **Submit**.

15. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Submit Your Transaction. Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email." Below this is a bolded statement: "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom right, there are two buttons: "Cancel" and "OK".

16. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



A page divided into two main sections: "Submission" and "Summary".

Submission

Name of transaction displays here \$00.00 [View more details](#)

Summary

Subtotal	\$00.00
Total Amount Paid	\$00.00

Thank you for making your payment.

Print Documents

Close

Replace your Vehicle Tabs or Vessel Decals

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Replace Tabs** or **Replace Decals** hyperlink for the appropriate vehicle or vessel.

2015 TOYT HIGHLANDER

VIN: 5TDZKRFH985022021
Plate #: RE12021
Tabs Expire: 03-Sep-2021
LANA RONON

Eligible for vehicle renew

- Renew tabs
- Change address
- Replace tabs**
- Email renewal reminders
- Report of sale
- Remove from list

3. Read the What you'll need page and click **Next**.
4. Verify the correct vehicle or vessel displays and click **Next**.
5. Select **Yes** or **No** if your address is up to date and click **Next**. If you selected No, update your address then restart this process.
6. Select one of the following options and click **Next**.
 - a. I'd like them mailed by the office I select.
 - b. I'll pick them up at the office I select.
7. Select the office to get your tabs from and click **Next**.
8. Review the fee information and click **Next**.
9. Enter the Email address where you would like a copy of your receipt emailed, Confirm email address, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click the **Next** button.
10. Review the summary information. Click the **Payment** button when you are ready to proceed.
11. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

Payment

Select an option to continue.

- Pay with a bank account for no added fees.
- Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site.

Submission

Name of transaction displays here	\$00.00	Delete
-----------------------------------	---------	--------

Summary

Subtotal	\$00.00
Total Amount Due	\$00.00

Pay with Bank Account

Pay with Debit/Credit Card

Cancel

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

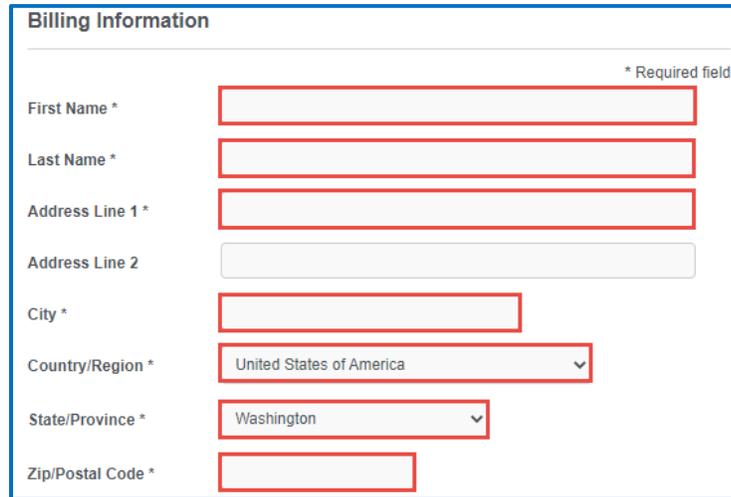
Note: Refer to the following check image that indicates the location of the routing number and account number, if applicable.



b. Pay with Debit/Credit Card:

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.

vii. Enter the Zip/Postal Code.



The image shows a 'Billing Information' form with the following fields: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (dropdown menu showing 'United States of America'), State/Province * (dropdown menu showing 'Washington'), and Zip/Postal Code *. A '* Required field' label is present in the top right corner. Red boxes highlight the input areas for First Name, Last Name, Address Line 1, City, Country/Region, State/Province, and Zip/Postal Code.

viii. Select the Card Type.

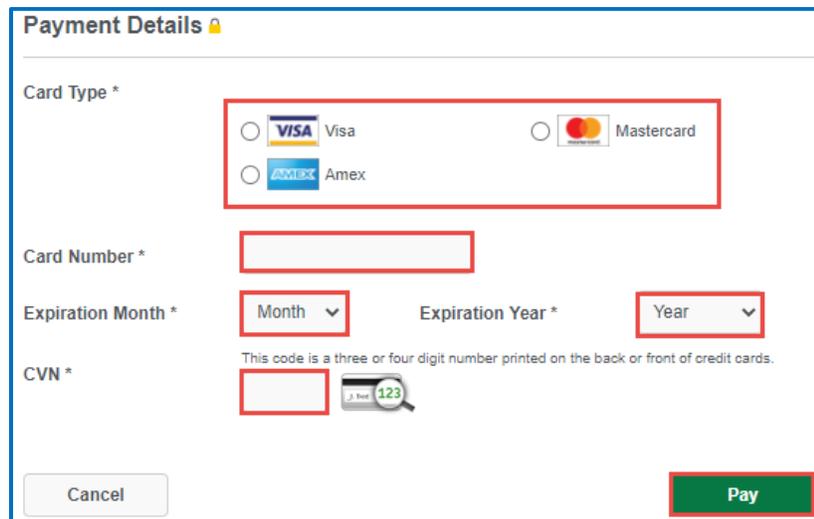
ix. Enter the Card Number.

x. Select the appropriate option for the Expiration Month dropdown menu.

xi. Select the appropriate option for the Expiration Year dropdown menu.

xii. Enter the Card Verification Number (CVN).

xiii. Click the **Pay** button.

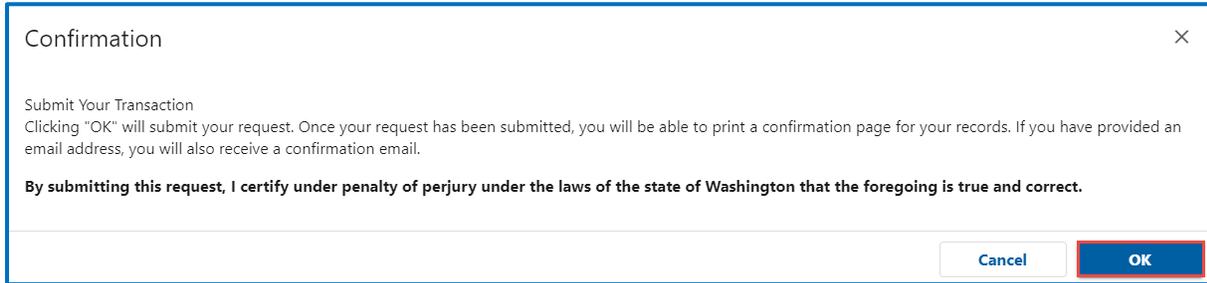


The image shows a 'Payment Details' form with the following fields: Card Type * (radio buttons for Visa, Amex, and Mastercard), Card Number *, Expiration Month * (dropdown menu showing 'Month'), Expiration Year * (dropdown menu showing 'Year'), and CVN *. A note below the CVN field states: 'This code is a three or four digit number printed on the back or front of credit cards.' There is a magnifying glass icon over the CVN input field. At the bottom, there are 'Cancel' and 'Pay' buttons. Red boxes highlight the Card Type selection area, the Card Number field, the Expiration Month and Year dropdowns, the CVN field, and the 'Pay' button.

17. Click the **Next** button.

18. Review the information and click **Submit**.

19. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



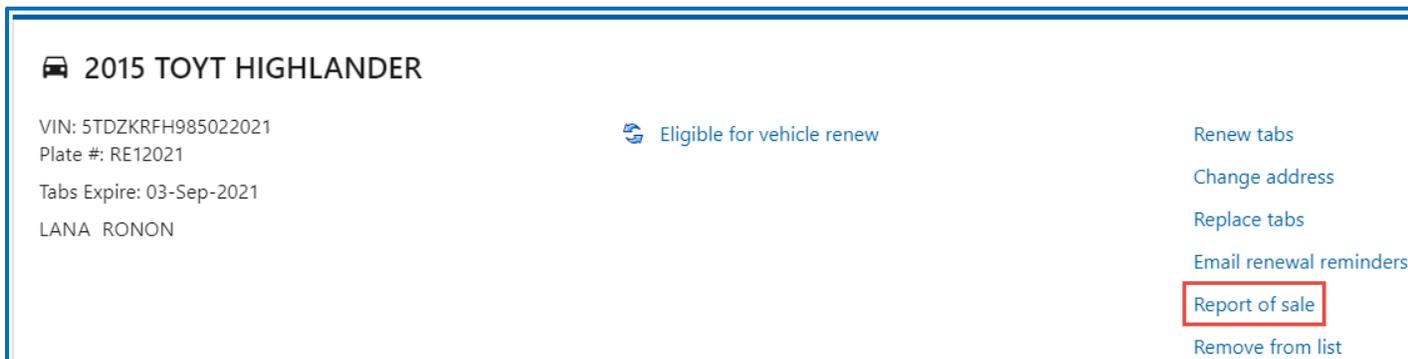
20. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



Vehicle/Vessel Report of Sale

The vehicle seller is responsible for filing a report of sale within 5 days of selling a vehicle. Filing the report of sale protects you from penalties or fines incurred by the new owner. You could be responsible for any penalties or fines, if you file later.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **Report of sale** hyperlink for the appropriate vehicle or vessel.



3. Read the What you'll need page and click **Next**.
4. Review the information for the selected Vehicle or Vessel and click **Next**.
5. Complete the following Sale details and click **Next**.
 - a. Select one of the following options:

- i. Gift/Donation
 - ii. Sale
 - iii. Trade
- b. Enter the Date of sale.
- c. Enter the Value (enter whole dollar amounts).

Vehicle Report of Sale

Start page

What you'll need

Vehicle to report

RS14404

Sale details

Type, date and price

Sale details

Please select one of the options below.

This vehicle was:

Gift/Donation
Sale
Trade

Date of sale *

Required
📅

Value *

Required

Enter only whole dollar amounts

6. Select **Business** or **Individual**, complete the applicable process below, and click **Next**.

- a. Business: Enter the Business name.

Vehicle Report of Sale

Start page

What you'll need

Vehicle to report

RS14404

Sale details

Type, date and price

Seller details

Seller's information

Sold by

Business
Individual

Business name *

Required

- b. Individual: Enter the First name, enter the Middle name, and enter the Last name.

Vehicle Report of Sale

Start page

What you'll need

Vehicle to report

RS14404

Sale details

Type, date and price

Seller details

Sold by

Seller's information

Sold by

Business Individual

First name

Middle name

Last name *
Required

7. Complete the following seller address information and click **Next**.

- Select the appropriate option from the Country dropdown menu, if applicable.
- Enter the Street address.
- Select the Unit type and enter the Unit, if applicable.
- Enter the City.
- Select the appropriate option from the State dropdown menu, if applicable.
- Enter the Zip code.

Vehicle Report of Sale

Start page

What you'll need

Vehicle to report

RS14404

Sale details

Type, date and price

Seller details

Sold by

Address

Seller address

Country

USA

Street address *
Required

Street 2

Unit type

Unit

City *
Required

State

WA - WASHINGTON

Zip code *
Required

8. Verify the address and click **Next**.
9. Select Business or Individual as the New owner type. Complete the applicable steps below and click Next.
 - a. Business: Enter the Business name.
 - b. Individual: Enter the First name, enter the Middle name, and enter the Last name.
10. Complete the following New Owner address information and click **Next**.
 - a. Select the appropriate option from the Country dropdown menu, if applicable.
 - b. Enter the Street address.
 - c. Select the Unit type and enter the Unit, if applicable.
 - d. Enter the City.
 - e. Select the appropriate option from the State dropdown menu, if applicable.
 - f. Enter the Zip code.
11. Verify the New owner address and click **Next**.
12. Review the Fee information and click **Next**.
13. Enter the Email address where you would like a copy of your receipt emailed, Confirm email address, and click **Next**. If you do not want the receipt emailed, leave the fields blank and click Next.
14. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
15. Click **Pay with Bank Account** or **Pay with Debit/Credit Card** and complete the applicable process below.

<p>Payment</p> <p>Select an option to continue.</p> <ul style="list-style-type: none"> • Pay with a bank account for no added fees. • Pay with a debit or credit card for a 3% card payment fee. This option will send you to our credit card site. <p>Submission</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Name of transaction displays here</td> <td style="width: 20%; text-align: center;">\$00.00</td> <td style="width: 20%; text-align: right;">Delete</td> </tr> </table>	Name of transaction displays here	\$00.00	Delete	<p>Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Subtotal</td> <td style="width: 30%; text-align: right;">\$00.00</td> </tr> <tr> <td>Total Amount Due</td> <td style="text-align: right;">\$00.00</td> </tr> </table> <div style="margin-top: 10px;"> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Pay with Bank Account</p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Pay with Debit/Credit Card</p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">Cancel</p> </div>	Subtotal	\$00.00	Total Amount Due	\$00.00
Name of transaction displays here	\$00.00	Delete						
Subtotal	\$00.00							
Total Amount Due	\$00.00							

a. Pay with Bank Account:

- i. Select **Checking** or **Savings** as the Bank Account Type.
- ii. Enter the Routing Number.
- iii. Enter the Account Number.
- iv. Confirm the Account Number.
- v. Select **Yes** or **No** to save this payment channel for future use.
- vi. Confirm the Amount.

Bank Account Type *

Checking

Savings

Routing Number *

Required

Populate Routing Number

Account Number *

Required

Confirm Account Number *

Required

Save this payment channel for future use

No Yes

Web ACH payment for driver service transactions.

Payment Date

16-Jul-2021

Amount

00.00

Confirm Amount *

Required

Note: Refer to the following check image that indicates the location of the routing number and account number, if applicable.



b. Pay with Debit/Credit Card:

- i. Enter the First Name (as it appears on your card).
- ii. Enter the Last Name (as it appears on your card).
- iii. Enter the Address 1 (as it appears on your card statement).
- iv. Enter the City.
- v. Select the appropriate option from the Country/Region dropdown menu.
- vi. Select the appropriate option from the State/Province dropdown menu.
- vii. Enter the Zip/Postal Code.

The screenshot shows a form titled "Billing Information" with a "* Required field" indicator. The form contains the following fields, all of which are highlighted with red boxes:

- First Name *
- Last Name *
- Address Line 1 *
- Address Line 2
- City *
- Country/Region * (dropdown menu showing "United States of America")
- State/Province * (dropdown menu showing "Washington")
- Zip/Postal Code *

- viii. Select the Card Type.
- ix. Enter the Card Number.
- x. Select the appropriate option for the Expiration Month dropdown menu.
- xi. Select the appropriate option for the Expiration Year dropdown menu.
- xii. Enter the Card Verification Number (CVN).
- xiii. Click the **Pay** button.

The screenshot shows a form titled "Payment Details" with a lock icon. The form contains the following fields, all of which are highlighted with red boxes:

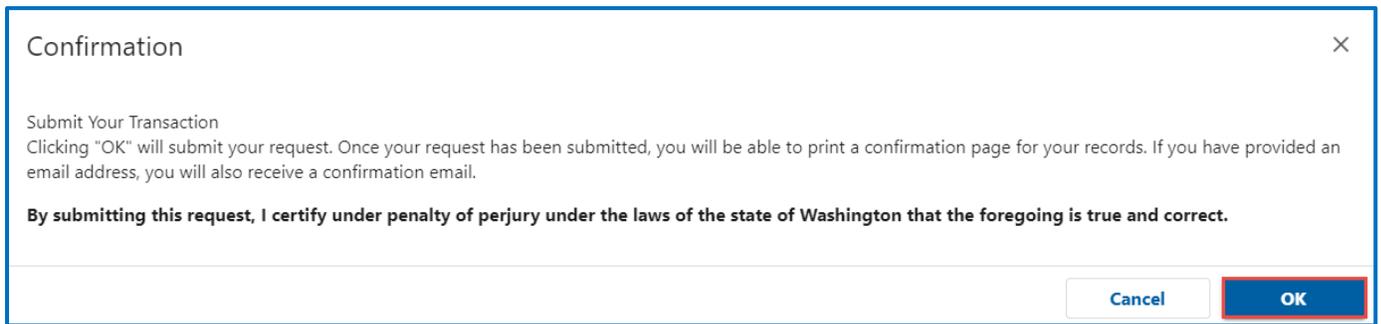
- Card Type * (radio buttons for Visa, Mastercard, and Amex)
- Card Number *
- Expiration Month * (dropdown menu showing "Month")
- Expiration Year * (dropdown menu showing "Year")
- CVN * (with a note: "This code is a three or four digit number printed on the back or front of credit cards.")

At the bottom of the form, there are two buttons: "Cancel" and "Pay".

21. Click the **Next** button.

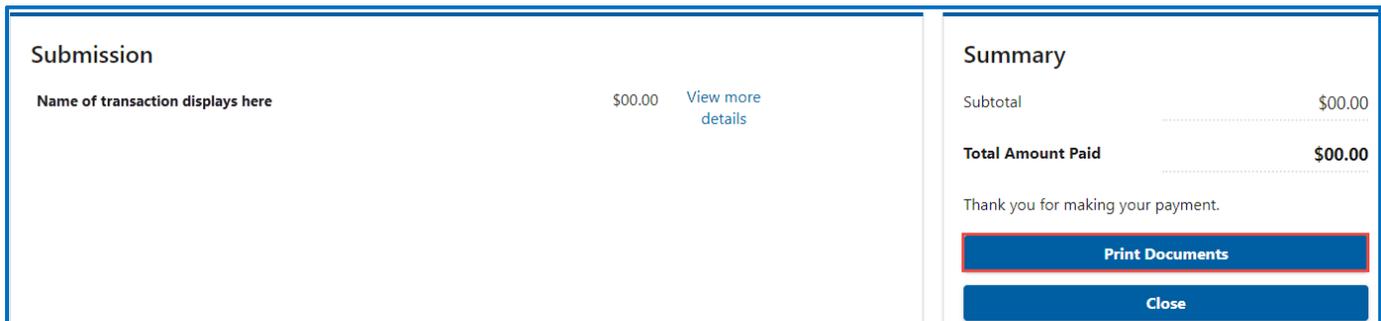
22. Review the information and click **Submit**.

23. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Submit Your Transaction", "Clicking 'OK' will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.", and "By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." At the bottom right, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

24. Click the **Print Documents** button to print the receipt. Your computer settings must allow pop ups as the driving record will open as a PDF in a separate window or tab. Click the **Close** button to return to your account homepage.



A two-column layout. The left column is titled "Submission" and contains the text "Name of transaction displays here", "\$00.00", and a link "View more details". The right column is titled "Summary" and contains a table with the following data:

Subtotal	\$00.00
Total Amount Paid	\$00.00

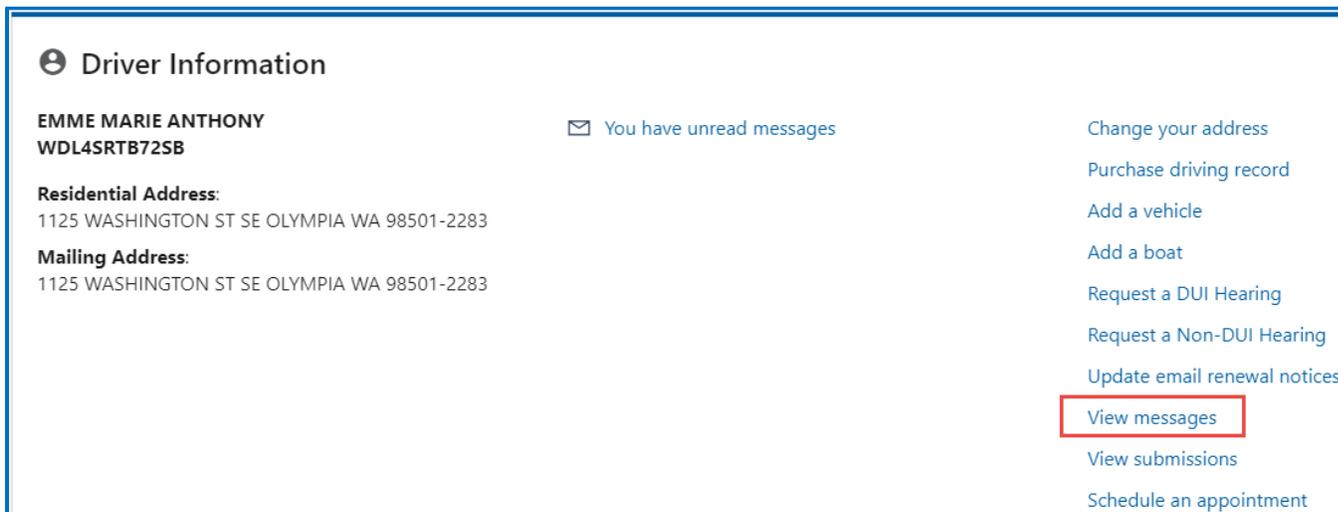
Below the table, it says "Thank you for making your payment." At the bottom of the right column, there are two buttons: "Print Documents" and "Close". The "Print Documents" button is highlighted with a red border.

Account options

View Messages

All transactions you complete in your LX account are available to view from your homepage.

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **View messages** hyperlink.

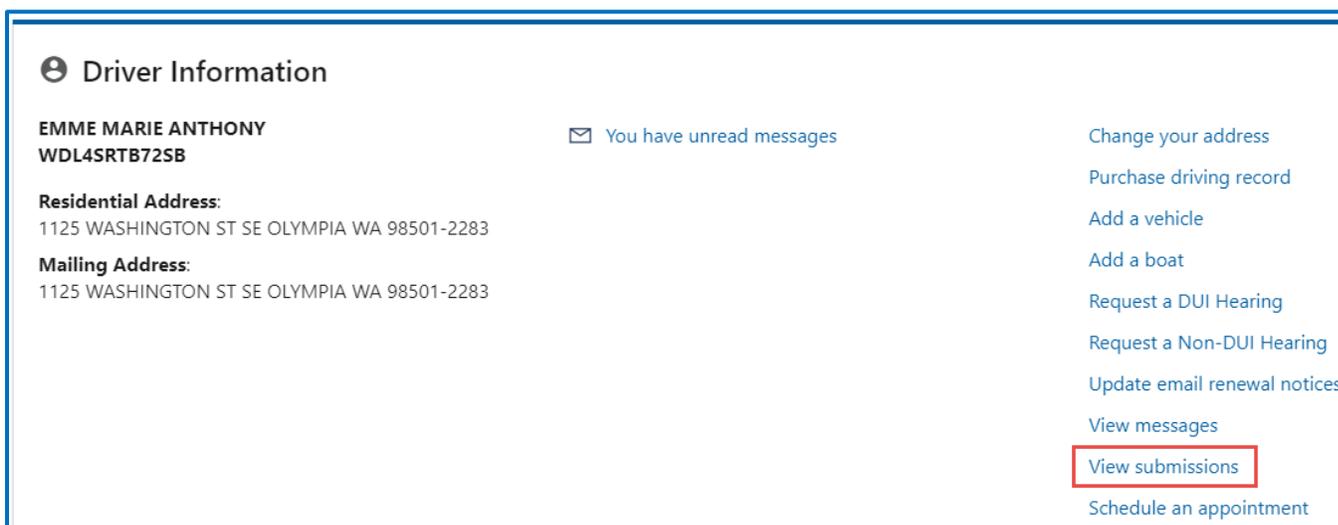


The screenshot shows the 'Driver Information' section for EMME MARIE ANTHONY (WDL4SRTB72SB). It includes residential and mailing addresses. On the right, a list of actions is provided, with 'View messages' highlighted by a red rectangular box. Other actions include 'Change your address', 'Purchase driving record', 'Add a vehicle', 'Add a boat', 'Request a DUI Hearing', 'Request a Non-DUI Hearing', 'Update email renewal notices', 'View submissions', and 'Schedule an appointment'. A notification icon and text 'You have unread messages' are also visible.

3. Click the **Subject** hyperlink to view the message. Click the **Mark as Read** hyperlink or **Delete** hyperlink, if applicable.
4. Click the **Home** icon to return to your homepage.

View Submissions

1. Login to License eXpress secure.dol.wa.gov.
2. Click the **View Submissions** hyperlink.



The screenshot shows the 'Driver Information' section for EMME MARIE ANTHONY (WDL4SRTB72SB). It includes residential and mailing addresses. On the right, a list of actions is provided, with 'View submissions' highlighted by a red rectangular box. Other actions include 'Change your address', 'Purchase driving record', 'Add a vehicle', 'Add a boat', 'Request a DUI Hearing', 'Request a Non-DUI Hearing', 'Update email renewal notices', 'View messages', and 'Schedule an appointment'. A notification icon and text 'You have unread messages' are also visible.

3. Click the **Title** hyperlink to view your submission.

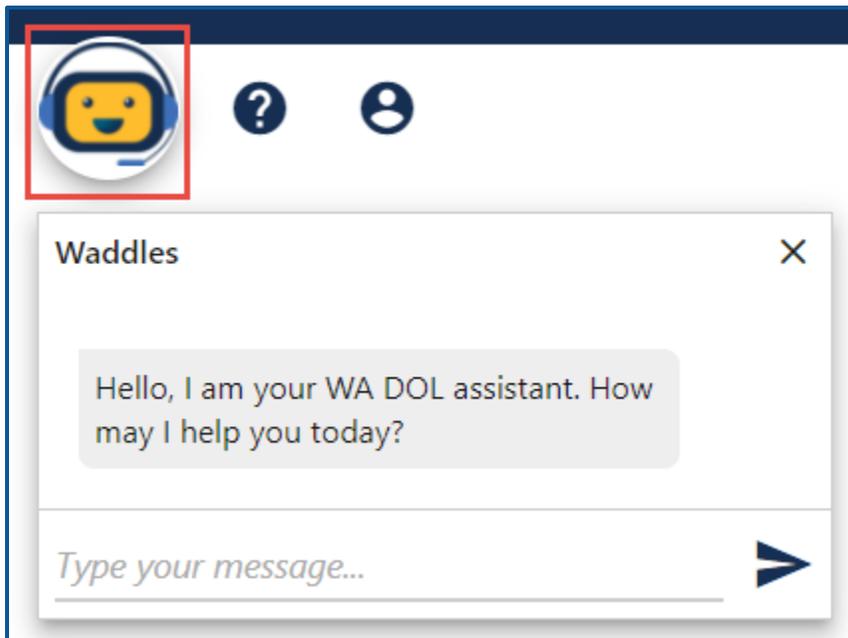
4. Click the **View Submission** hyperlink to return to the View Submissions page.
5. Click the **Home** icon to return to your homepage.

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.

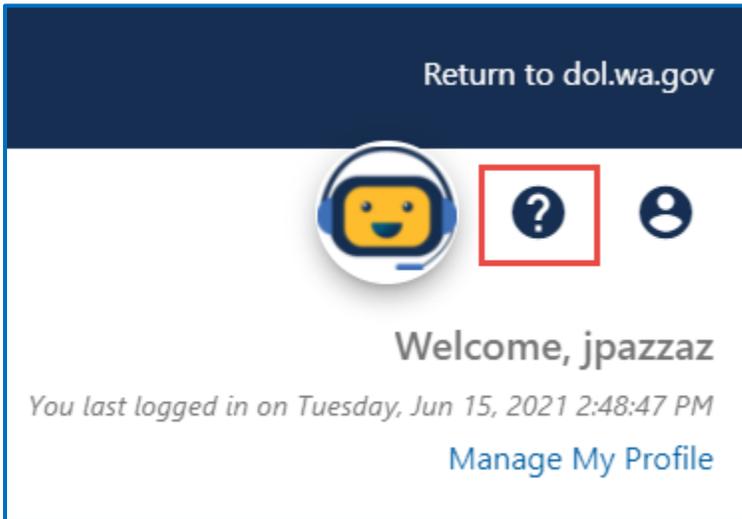


2. Type your message, or keyword, and click Enter. Waddles will do its best to direct you to information to help you complete your transaction.

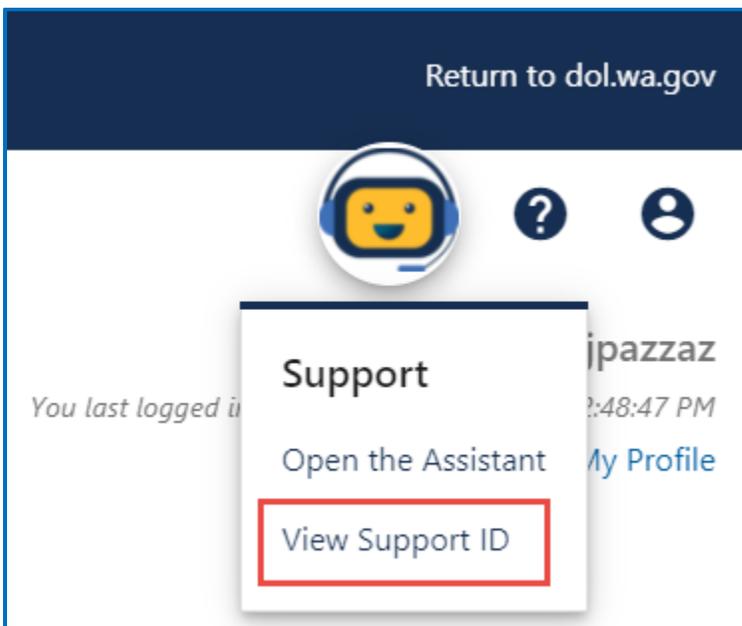
Support ID

If you are having trouble completing a submission in your personal License eXpress account, call or email the Department of Licensing so we can help you with this issue, 360-902-3900 or Online services@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.

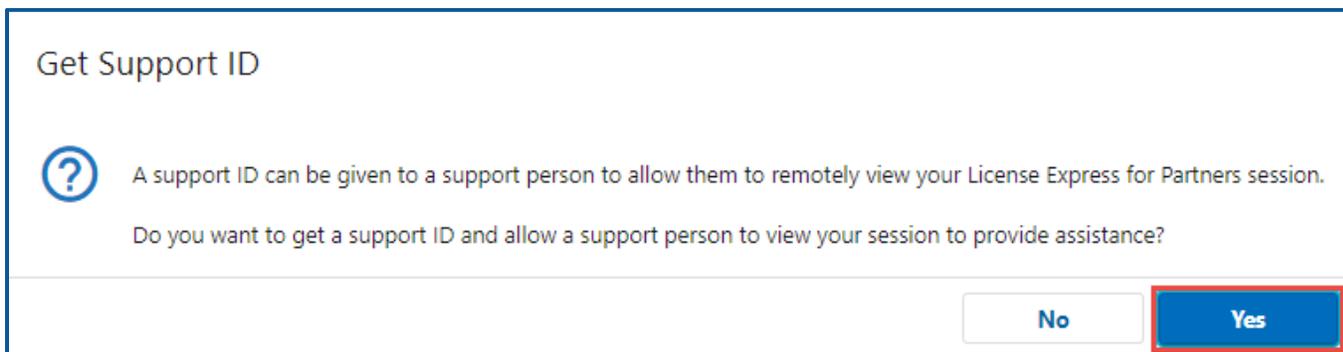
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



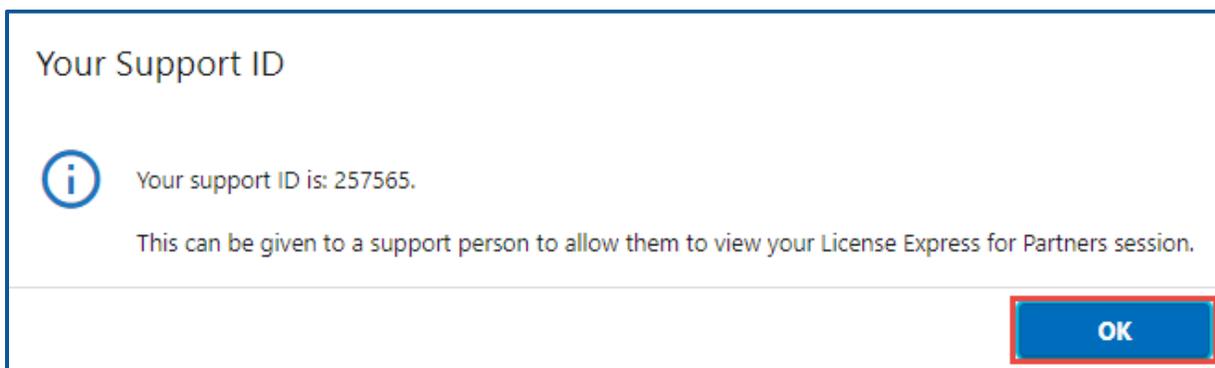
2. Click the **View Support ID** hyperlink from the dropdown menu.



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.