



CONTRACTED PLATE SEARCH ACCOUNT REQUEST USER GUIDE

Department of Licensing
December 9, 2016December 9, 2016

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ESTABLISH ACCOUNT ACCESS

Establish your License eXpress account

You will access various services, such as E-permitting and various types of vehicle reporting, through **SecureAccess Washington (SAW)** via **License eXpress**.

[I already have a License eXpress account](#) (below)

[I don't know if I have a SAW account](#) (below)

[I already have a SAW account](#) (page 4)

[I don't have a SAW account](#) (page 7)

I already have a License eXpress account

If you currently have a License eXpress account, it is set up to handle transactions for your personal vehicles and driver's license. We recommend you create a new License eXpress account for your business.

I don't know if I have a SAW account

You already have a SAW account if you:

- Have renewed or accessed your account online with Department of Revenue Business Licensing Service after June 6, 2016
- Have filed online with Department of Labor and Industries or Employment Security Department

You can use the same Username/User ID and Password to sign into License eXpress.

If you are still not sure, you can check to see if you have a SAW account.

Check to see if you have a SAW account

1. Go to **License eXpress login** page (secure.dol.wa.gov).

2. Click *I need to check to see if I have an account*.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

[Join now!](#)

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

[What is License eXpress?](#)

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

Already joined?

Username

Password

[Login](#)

[I forgot my username](#)

[I forgot my password](#)

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3. Enter your email address and click *Find my account*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Check account

Please give us your email so we can check to see if you have a License eXpress account.

Email

[Find my account](#)

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- If there is a Username/User ID already associated with your email address, you will receive an email with the Username/User ID.
 - Go to your email to get your Username/User ID, then go to [I already have a SAW account](#) (page 4).

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Check account

Please give us your email so we can check to see if you have a License eXpress account.

Email

djohnson@dol.wa.gov X

[Find my account](#)

We found your account and have emailed you your username

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- If there is no Username/User ID associated with your email address, you can try a different email address or click *Join now* to begin the registration process.
 - Go to [I don't have a SAW account](#) (page 7).

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Check account
Please give us your email so we can check to see if you have a License eXpress account.

Email
mardee23@msn.com

Find my account

We didn't find an account with this email. You can try another or [Join now](#)

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I already have a SAW account

1. Go to *License eXpress login* page (secure.dol.wa.gov).
2. Enter your SAW Username/User ID and password and click *Login*.
 - If you don't remember your password, click *I forgot my password* to get a new password, then return to this step.

- If you don't already have any services or if you have several services through License eXpress, go to step 3.
- If you already have **one** service through License eXpress, you'll go directly to that account. Click *Manage my account and services* (upper right hand corner of screen) ...

then *Join other DOL services* under My services.

3. At the **Join other services** page, select *Do business related to vehicles and vessels* under License eXpress for business. Click *Continue*.

WASHINGTON STATE DEPARTMENT OF LICENSING [Logout](#)

License eXpress: Account and services

Join other services

License eXpress for individuals

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

License eXpress for business

- Renew or manage a DOL business license
 - For a firm, agency, company, shop etc.
- Do business related to driver training schools
 - For instructors, owners, staff
- Do business related to vehicles and vessels**
 - Manage my E-permits (dealers)
 - Manage my vehicle fleets
 - Report vehicles a total loss (insurance companies)
 - Report vehicles in my wrecking yard's inventory (wreckers)
 - Report abandoned vehicles my business has towed, affidavits of sale (tow truck operators)
 - Look up a vehicle plate or vessel (formerly IVIPS)

[Continue](#)

[Join other state services \(SecureAccess Washington\)](#)

[← Manage my account and services](#)

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4. At the **Registration** page, enter your first and last name. Click *Continue*.

[Back](#) WASHINGTON STATE DEPARTMENT OF LICENSING [Logout](#)

Registration

License eXpress for business

Confirm your name before continuing

First name

Last name

[Continue](#)

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- The **Registration – Step 2** screen will confirm you’ve successfully joined. To continue setting up access to your account, click the *Vehicle and vessel related business* hyperlink.



- You will be taken into the new computer system to [continue your account access setup](#) (page 12).

I don't have a SAW account

1. Go to *License eXpress login* page (secure.dol.wa.gov).
2. Click *Join now!*

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

[Join now!](#)

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

[What is License eXpress?](#)

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

Already joined?

Username

Password

[Login](#)

[I forgot my username](#)

[I forgot my password](#)

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3. At the *What type of account* page, select *License eXpress for business* and click *Continue*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Join now

What type of account do you want to join?

License eXpress for individuals

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

License eXpress for business

- Conduct business with DOL on behalf of my firm, agency, company, etc.
- Driver training schools

[Continue](#)

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4. At the **What do you want to do** page, select *Do business related to vehicles and vessels*. Click *Continue*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Join now

License eXpress for business

What do you want to do with your account?

- Renew or manage a DOL business license
 - For a firm, agency, company, shop etc.
- Do business related to driver training schools
 - For instructors, owners, staff
- Do business related to vehicles and vessels
 - Manage my E-permits (dealers)
 - Manage my vehicle fleets
 - Report vehicles a total loss (insurance companies)
 - Report vehicles in my wrecking yard's inventory (wreckers)
 - Report abandoned vehicles my business has towed, affidavits of sale (tow truck operators)
 - Look up a vehicle plate or vessel (formerly IVIPS)

Continue

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5. At the **Tell us who you are** page, enter your first and last name. Click *Continue*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle and vessel related business - Step 1 of 4

License eXpress for business

Tell us who you are

First name

Last name

Continue

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- At the **Continue setting up your account** page, enter a Username, then enter and confirm your email address. Click **Continue**.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle and vessel related business - Step 2 of 4

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

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

Username
[input field]
No spaces, 4 or more characters

Email
[input field]

Confirm email
[input field]

Continue

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- At the **Registering username** page, select a secret question from the dropdown list, provide the answer, and enter and confirm a password. Click **Register me**.
 - The system will help you create a strong password.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle and vessel related business - Step 3 of 4

License eXpress for business
Registering username: janedoe222

Secret question
--select a question--

Secret answer
[input field]

Password
[input field]

Confirm password
[input field]

Register me

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- The **Check your email** page informs you an activation email has been sent to the email you used to register the account.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Registration - Step 4 of 4

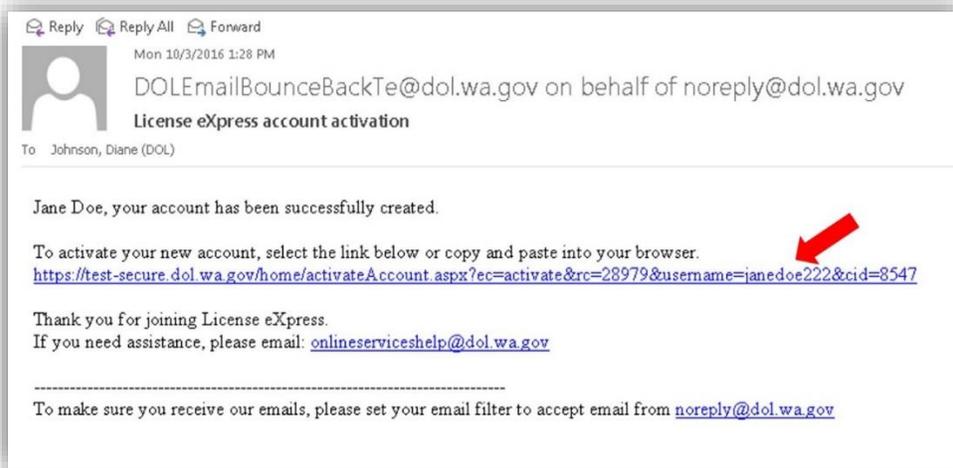
License eXpress for business
You're almost done Jane!
Please check your email.

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

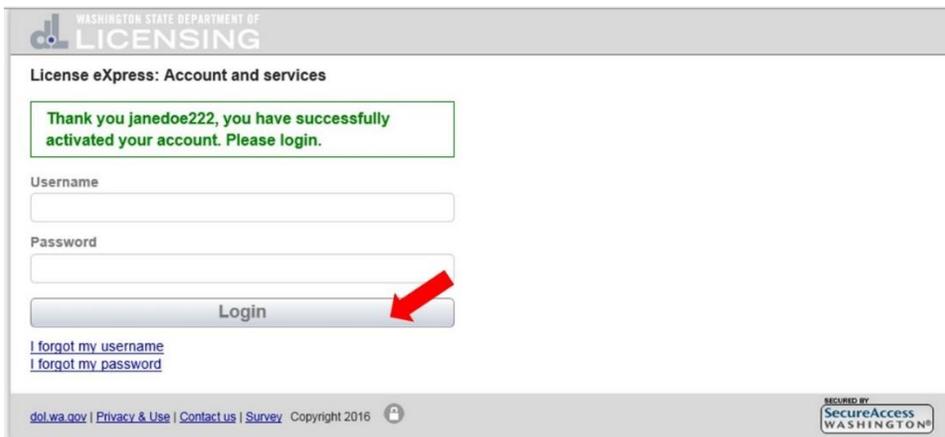
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9. Go to your email account and click the link in the email to activate your account.

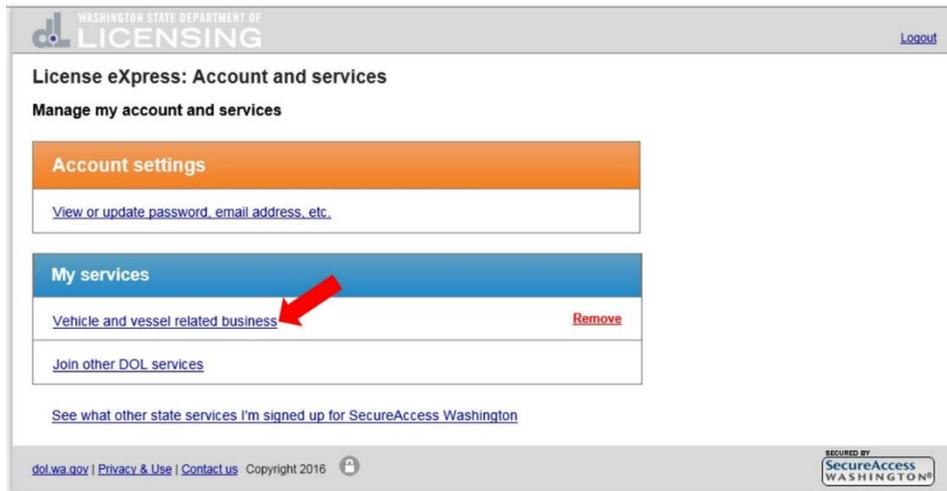


10. You will be taken to the login page. You now need to continue your account setup for E-services. Enter your Username/User ID and click *Login*.



- You can use your Username/User ID and Password you registered at License Express at any site displaying the SecureAccess Washington logo.

11. At the *Manage my account and services* page, click *Vehicle and vessel related business* in the My Services section.



12. You will be taken into the new computer system to [continue your account access setup](#) (next page).

Continue account access setup

1. At the **Contact information** page (page names appear at the upper left of the page), your name and email address are auto-filled from the information you entered for License eXpress. Enter your phone number and extension (if applicable) and click *Next*.
 - You can change your phone type by selecting the appropriate option from the drop-down list.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Register for your vehicle and vessel business account

Register

Contact information Continue registering your account

Your name
Jack Doe

Phone type
Business

Phone Number
(360) 444-4444

Extension

Email address
dijohnson@dol.wa.gov

Confirm email address
dijohnson@dol.wa.gov

Cancel Next

2. At the **Address** page, enter the requested information. Click *Next*.
 - If your address includes a building, apartment, or suite number, select the appropriate option from the Unit type drop-down list, then enter the number in the Unit field.
 - If your address is located outside the USA or the state of Washington, select the appropriate option from the drop-down lists in those fields.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Register for your vehicle and vessel business account

Register

Contact information

Address

Continue registering your account

Country
USA

Street address
405 BLACK LAKE BLVD

Unit type

Unit

City
OLYMPIA

State
WA - WASHINGTON

Zip code
98502

Cancel Back Next

3. At the **Verify address** page, the system will display the address formatted to meet postal standards. In most cases, you should select the verified address. Click *Next*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Register for your vehicle and vessel business account

Register

Contact information

Address

Verify address

Verify your address

You entered this address:
405 BLACK LAKE BLVD OLYMPIA WA 98502

Select the address you want us to use.

ADDRESS OPTIONS

405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Continue with unverified address as entered.

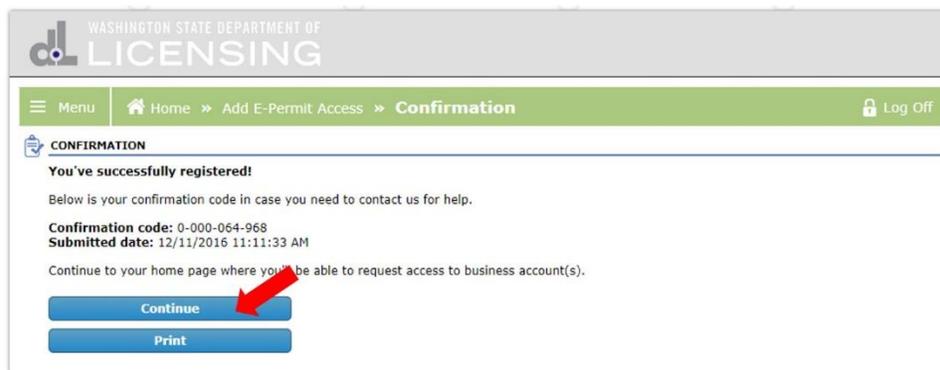
Cancel Back Next

4. At the **Terms of Agreement** page, read the terms of service for access to the computer system then, click the checkbox at the bottom of the page to agree. Click *Next*.
 - The date is auto-filled with the current date and can't be changed.

5. At the **Summary** page, review the information you entered on the previous pages.
 - If all the information is correct, click *Submit*.
 - If you need to change any of the information:
 - Click *Back* until you reach the page to be updated, or
 - Click the page name on the left side of the screen.

6. At the *Confirmation* page:

- Click *Print* if you want to print a copy of the confirmation page.
- Click *Continue*. You'll be taken to the *Home* page.



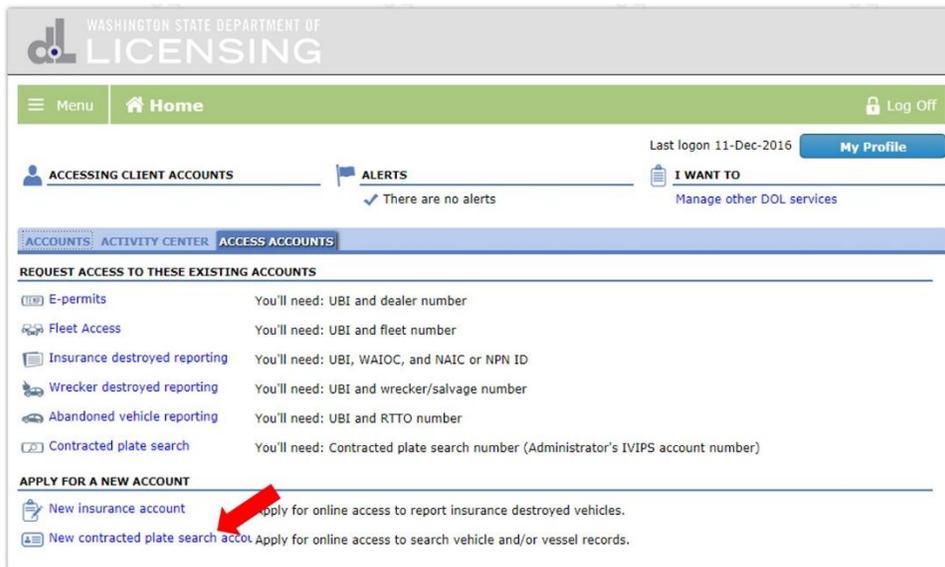
7. You now need to [apply for a new Contracted Plate Search account](#) (next page).

Apply for a new contracted plate search account

1. At the **Home** page, you are under the **Accounts** tab (shown in the blue bar in the lower portion of the page). Click the **Access Accounts** tab.



2. Under the **Access Accounts** tab, click the hyperlink for *New contracted plate search account* in the Apply for a New Account list.



3. The **Introduction** page (page names appear at the upper left of the page) gives you information about contracted plate search access and the items you will need to complete your account access request. Click *Next*.

The screenshot shows the 'Introduction' page of the 'Contracted Plate Search Application'. The page header includes the Washington State Department of Licensing logo and navigation links for Menu, Home, and Log Off. The main content area is titled 'Introduction' and contains two sections: 'Who can use this?' and 'What you'll need:'. The 'Who can use this?' section explains that users can apply for a Contracted Plate Search account if they are new, or contact an administrator if they already have one. The 'What you'll need:' section lists requirements: UBI, EIN or TIN, contractor's contact information, organization's information, and various documents. A blue callout box titled 'When should a new Contracted Plate Search account be added?' provides additional guidance. At the bottom, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

13. At the **Business info** page, provide all the required information for the contact person for the plate search contract. Click *Next*.

The screenshot shows the 'Business info' page of the 'Contracted Plate Search Application'. The page header is the same as the previous screenshot. The main content area is titled 'Business info' and contains several input fields: 'Company/Agency Name' (with 'CARS R US' entered), 'Contract Contact/Manager' (with 'JANE DOE' entered), 'Phone Number' (with '(360)555-5555' entered), and 'Email Address' (with 'CARSRUS@EMAIL.COM' entered). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons, with a red arrow pointing to the 'Next' button.

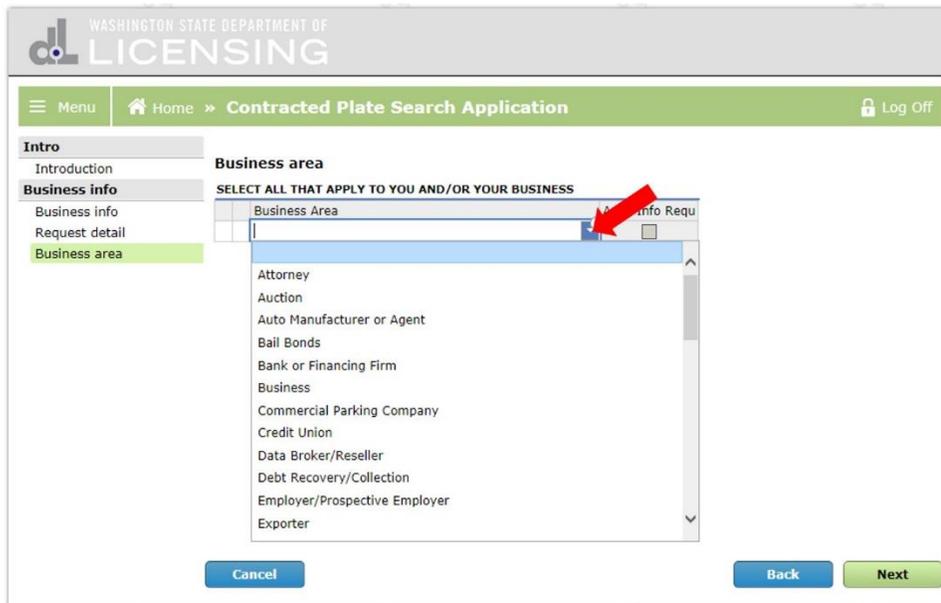
5. At the **Request detail** page:
 - a. Select your entity type from the drop-down list.
 - b. Select an identifier type from the drop-down list, and provide the number for that identifier.
 - **Important!** You must use this same identifier and number when you request access to the Contracted Plate Search business task.
 - c. Provide an explanation of your primary business activity.
 - d. Click *Next*.

The screenshot shows the 'Contracted Plate Search Application' page. The header includes the Washington State Department of Licensing logo and navigation links for Menu, Home, and Log Off. A sidebar on the left contains a menu with 'Request detail' highlighted. The main content area is titled 'Request details' and contains the following fields:

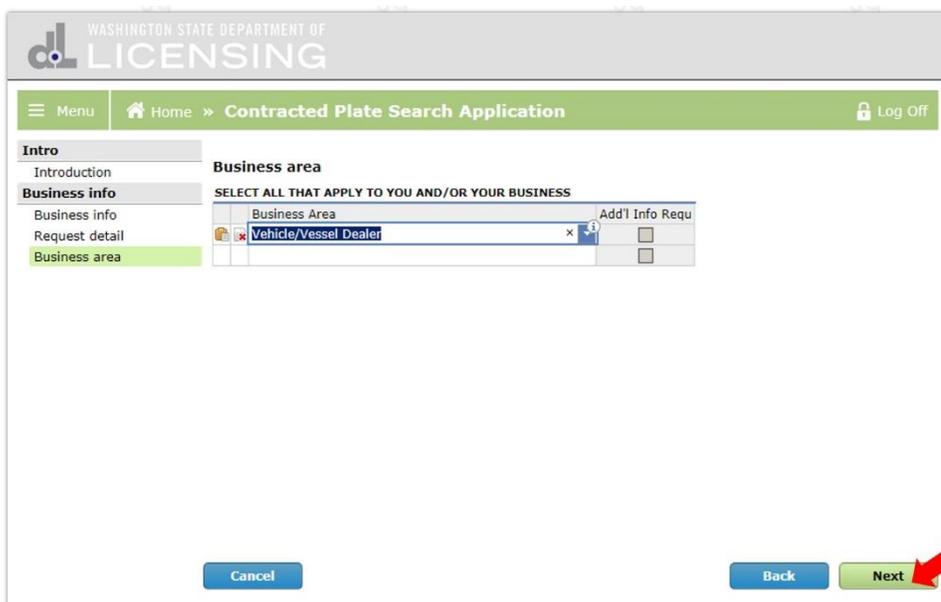
- 'Choose an entity type' dropdown menu with 'Business' selected.
- 'Choose an identifier' dropdown menu with 'Unified Business Identifier' selected.
- 'UBI' text input field containing '278087706'.
- A text area for 'Please provide a detailed explanation of your primary business activity. (What your business does)' with the text 'Vehicle dealer -- use to track and check VINs or plates for sales' entered.

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points to the 'Next' button.

6. At the **Business area** page:
 - a. Click in the blank row in the Business Area column.
 - b. Click on the arrow at the right of the column to show the drop-down list.



- c. Select the business area that applies to your business.
- d. If you are conducting searches for more than one business area, repeat steps a. – c. for each business area. You must select at least one.
- e. Click *Next*.



7. At the **Physical address** page, enter the requested information. Click *Next*.
- If your address includes a building, apartment, or suite number, select the appropriate option from the Unit type drop-down list, then enter the number in the Unit field.
 - If your address is located outside the USA or the state of Washington, select the appropriate option from the drop-down lists in those fields.

The screenshot shows the 'Physical address' page of the 'Contracted Plate Search Application'. The page title is 'Enter address information'. The left sidebar has a menu with 'Physical address' highlighted. The main content area contains the following fields:

- Country: USA (dropdown menu)
- Street address: 3606 S SPRAGUE (text input)
- Unit type: (dropdown menu)
- Unit: (text input)
- City: TACOMA (text input)
- State: WA - WASHINGTON (dropdown menu)
- Zip code: 98409 (text input)

At the bottom of the page, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points to the 'Next' button.

8. At the **Verify address** page, the system will display the address formatted to meet postal standards. In most cases, you should select the verified address. Click *Next*.

The screenshot shows the 'Verify address' page of the 'Contracted Plate Search Application'. The page title is 'Address search results'. The left sidebar has a menu with 'Verify address' highlighted. The main content area contains the following information:

- You entered this address: 3606 S SPRAGUE TACOMA WA 98409
- Select the address you want us to use.
- ADDRESS OPTIONS:
 - 3606 S SPRAGUE AVE TACOMA WA 98409-7444
 - Continue with unverified address as entered.

At the bottom of the page, there are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points to the 'Next' button.

9. At the **Mailing address** page:

- If your mailing address is the same as your physical address, click the *Same as physical address* checkbox. The address fields will disappear. Go to step 12.
- If your mailing address is different, enter your mailing address information. Go to step 11.

The screenshot shows the 'What's your mailing address?' form. The left sidebar has a menu with 'Mailing address' highlighted. The main form area has a checkbox for 'Same as physical address' which is unchecked. Below this are several input fields: 'Country' (USA), 'Street address' (PO BOX 12360), 'Unit type' (empty), 'Unit' (empty), 'City' (OLYMPIA), 'State' (WA - WASHINGTON), and 'Zip code' (98502). At the bottom right, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

10. At the **Verify mailing address** page, the system will display the address formatted to meet postal standards. In most cases, you should select the verified address. Click *Next*.

The screenshot shows the 'Mailing address search results' page. The left sidebar has a menu with 'Verify mailing address' highlighted. The main form area shows the entered address: 'PO BOX 12360 OLYMPIA WA 98502'. Below this, there are two radio button options under 'ADDRESS OPTIONS': 'PO BOX 12360 OLYMPIA WA 98508-2360' (selected) and 'Continue with unverified address as entered.' At the bottom right, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

11. The next two pages are Declarations pages. They explain the entity types that qualify for contracted plate search access and the documents required for each type.

- You must select at least one entity type between the two pages (not one on each page).
- a. On the **Declarations Part 1** page, select all entity types that apply to you (you do not have to select any of these if they do not apply). Click *Next*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Contracted Plate Search Application Log Off

Intro
Introduction

Business info
Business info
Request detail
Business area

Address
Physical address
Verify address
Mailing address
Verify mailing address

Declarations
Part 1

Declarations - page 1 of 2

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

I represent a government agency.

Do you agree the information you receive will only be used in an official capacity and solely for carrying out the functions of your agency?
Select one:
Yes No

I represent a Washington State business.

You will need legible copies of:

1. Your current business license, and
2. Any/all professional licenses you possess

I represent a business outside Washington State.

If your business is not required to be licensed in the state of Washington, you will need a legible copy of **either**:

- Your current business license, or
- A letter with the signature of the owner or an authorized representative indicating you are their agent. The letter must include your Employer Identification Number (EIN) or your Taxpayer Identification Number (TIN).

Select a document to provide

I am a process server.

You will need legible copies of:

1. Your current business license
2. Any/all professional licenses you possess
3. Registration for county jurisdictions

Cancel Back Next

- b. On the **Declarations 2** page, select all entity types that apply to you. (If you selected at least one on the previous page, you do not have to select any here if they do not apply.) Click *Next*.

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Menu Home » Contracted Plate Search Application Log Off

Intro
Introduction

Business info
Business info
Request detail
Business area

Address
Physical address
Verify address
Mailing address
Verify mailing address

Declarations
Part 1
Declarations 2

I represent a non-profit organization or corporation.

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

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

Select a document to provide

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

I represent a data broker/reseller.

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

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

I am an attorney. *

You will need legible copies of:

- Your current business license
- Your current bar card

I am a private investigator. *

Attach legible copies of:

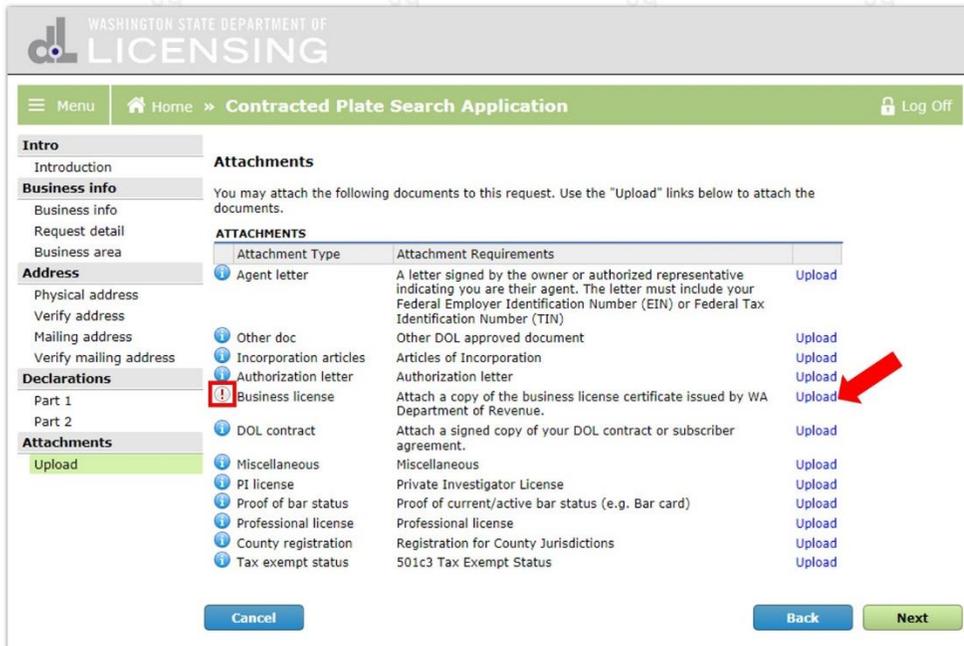
- Your current private investigator license
- Your current business license

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

Cancel Back Next

12. At the **Upload** page, you will need to upload scanned copies of the document types marked with an exclamation point icon: 

a. Click the **Upload** hyperlink for the document you want to add.



WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home > Contracted Plate Search Application Log Off

Intro
Introduction

Business info
Business info
Request detail
Business area

Address
Physical address
Verify address
Mailing address
Verify mailing address

Declarations
Part 1
Part 2

Attachments
Upload

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

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

Cancel Back Next

b. A dialog box will appear.

- 1) Enter a description of the file you will upload in the Description field.
- 2) Click the **Browse** button to locate your file.
- 3) Navigate to the file you want to upload and then double-click on the file.
- 4) The name of the file will appear in the Browse field. Click **Save**.



Select a file to attach

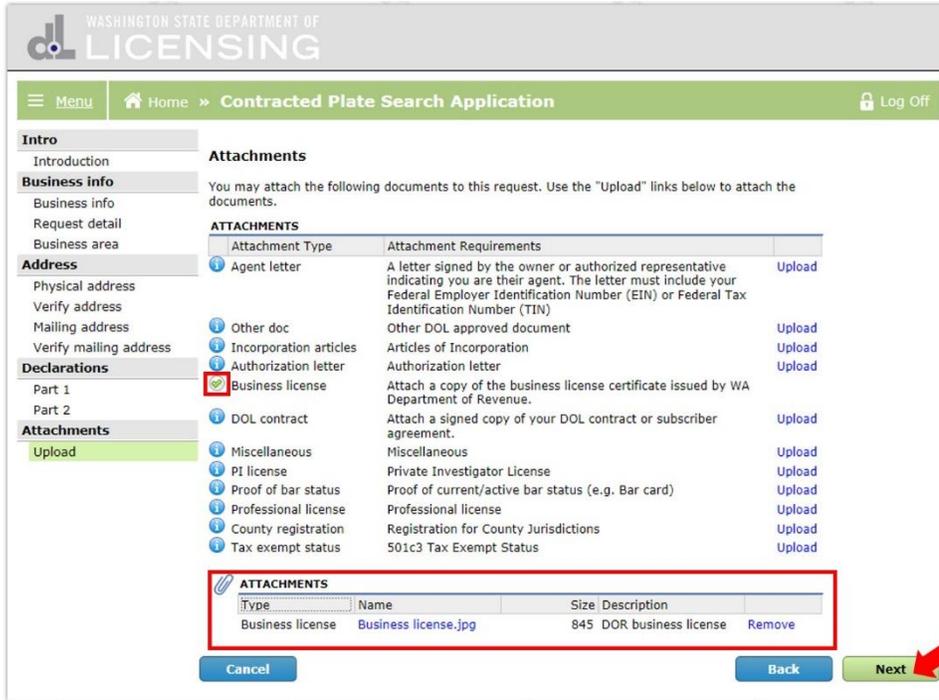
Type Business license

Description DOR business license

C:\Users\dijohnson\Pictures\DOR business license.jpg Browse...

Save Cancel

- c. You will see your uploaded documents listed in the Attachments section of the page. The exclamation point icon will be replaced with a checkmark icon  for the uploaded document.
- d. Repeat the steps 12a. and 12b. for each required document.
- e. After all required documents have been uploaded, click *Next*.



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Menu Home » Contracted Plate Search Application Log Off

Intro
Introduction

Business info
Business info
Request detail
Business area

Address
Physical address
Verify address
Mailing address
Verify mailing address

Declarations
Part 1
Part 2

Attachments
Upload

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

ATTACHMENTS

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

ATTACHMENTS

Type	Name	Size	Description	
Business license	Business license.jpg	845	DOR business license	Remove

Cancel Back Next

13. At the **Summary** page, review the information.

- To edit information, click **Back** until you reach the page you need to edit, or click the page title on the left side of the screen.
- If everything looks okay, click **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Contracted Plate Search Application Log Off

Intro
Introduction
Business info
Business info
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Physical address
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Verify mailing address
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Upload
Summary

Contracted plate search application
Make sure your information is correct.
If it's incorrect, you can select Back to correct your information.

Business information

Business name	CARS R US
UBI	278087706
Business address	3606 S SPRAGUE AVE TACOMA WA 98409-7444
Mailing address	PO BOX 12360 OLYMPIA WA 98508-2360
Contract manager	JANE DOE
Manager's Phone	(360) 555-5555
Manager's Email	CARSRUS@EMAIL.COM

Cancel Back Submit

14. At the **Confirmation** page:

- Click **Print** to print the confirmation page.
- Click **Continue**. You will be returned to the **Home** page where you began.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Contracted Plate Search Application » Confirmation Log Off

CONFIRMATION

Washington Dept of Licensing - Add a new Contracted Plate Search account

Confirmation code: 0-000-033-245
Submitted date: 11/28/2016 2:43:17 PM

Company name: CARS R US

Contact person: JANE DOE
Email: CARSRUS@EMAIL.COM
Phone: (360) 555-5555
UBI: 278087706
Business address: 3606 S SPRAGUE AVE TACOMA WA 98409-7444
Mailing address: PO BOX 12360 OLYMPIA WA 98508-2360

The request for access to contracted plate search has been received. You will receive an email when the process is complete with the results. If you have any questions about your request, please contact Washington Department of Licensing.

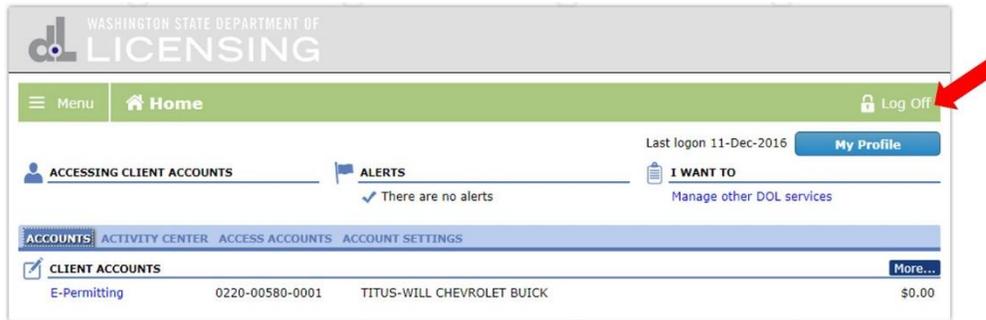
Continue Print

15. You have completed the application process for a new Contracted Plate Search account. Your request will be reviewed by the Department of Licensing.

- If you are approved for access:
 - a. The Department of Licensing will send you a digital contract.
 - b. E-sign the contract and return it to the Department.

- c. The Department will e-sign the contract and return it to you.
- d. After you receive the signed contract from the Department, you can set up Contracted Plate Search account access for you and your employees. Begin at *Request business account access* in the **Administrator Account Access User Guide** available at <http://www.dol.wa.gov/about/drives-forms-and-publications.html>.
- If you are denied, you will receive an email explaining the reasons for the denial and how to proceed.

16. When you are done, click *Log Off* in the upper right-hand corner of the page.



17. You'll be returned to the *License eXpress login* page.

- We value your input! Please click the *Tell us how we're doing* hyperlink to take a survey on your online experience. Thank you!

