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License Express For VEHICLE Businesses Account User Guide
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<td>58</td>
</tr>
</tbody>
</table>
Vehicle Business Accounts
Department of Licensing provides you with online services, via License eXpress for Business, for the following vehicle account types:

- Contracted Plate Search
- E-Permits
- Fleet Access
- Insurance Destroyed Reporting
- Wrecker Destroyed Reporting
- Abandoned Vehicle Reporting

Getting Started
All License eXpress (LX) for Business users will must to register for their own LX for Business account. If you already have an LX business account, you can add new services to your existing account. Each business is allowed one account administrator, as many managers as needed, and as many employees as needed.

User Roles

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Managers</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usually the contract manager or business owner</td>
<td>Several managers allowed per business</td>
<td>Several employees allowed per business</td>
</tr>
<tr>
<td>Only 1 administrator allowed per business</td>
<td>Generates manager and employee access codes</td>
<td>Performs account functions</td>
</tr>
<tr>
<td>Generates manager and employee access codes</td>
<td>Changes manager and employee access</td>
<td></td>
</tr>
<tr>
<td>Changes manager and employee access</td>
<td>Removes manager and employee access</td>
<td></td>
</tr>
<tr>
<td>Removes manager and employee access</td>
<td>Performs account functions</td>
<td></td>
</tr>
</tbody>
</table>
Register for a License eXpress for Business Account

If you do not already have a LX for business account, use the following directions to register for a new account. Make sure to use an accurate email address and write down your user name and password.

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

2. Click the Join now! button.

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

4. Select Do business related to vehicles and vessels and click Continue.
5. Enter a **First name**, **Last name**, and click **Continue**.
6. Enter a **Username**, **Email** address, **Confirm email** address, and click **Continue**.
7. Enter a **Password**, **Confirm password**, and click **Register me**.
8. Check your email account and click the **activation** hyperlink to continue the registration process. You will be routed to Secure Access Washington (SAW) to complete the Multi-Factor Identification (MFA) process before you complete the registration process. The email is sent from “noreply@dol.wa.gov”.

### Registration - Step 4 of 4

**License eXpress for business**
You're almost done Doltest!
**Please check your email.**
We've sent you an email containing your activation link. Click on the link to activate your account.

9. Click the **Business related to vehicle, vessel, and driver licensing** hyperlink.

### My services

- **Business related to vehicle, vessel and driver licensing**

  [Remove]

  [Join other DOL services]

10. Click the **Begin** button after you read the information.

    ![ADD MFA TO YOUR ACCOUNT]

    **ADD MFA TO YOUR ACCOUNT**

    MFA (Multi-factor Authentication) is the use of more than one user authentication method to verify a user's identity when logging in. Here, contact emails and phone numbers will be gathered so that a code can be sent to you via either a call, a text or an email when you login. If you wish to review our privacy policy, you may do so [here].

    [BEGIN]

11. Enter a **Primary email** address, enter an **Optional email** address (if applicable) and click **Next**.
12. Enter a 10 Digit **Primary Phone** number, enter **Optional Phone** (if applicable) and click **Next**.
13. Review the Phone numbers, Email, and click **Submit** when you are ready to proceed. The MFA process is complete. Now continue the LX registration process.

14. Enter the **Phone Number**, Extension (if applicable) and click **Next**.

15. Enter **Street address**, **City**, **Zip code** and click **Next**.
16. Select the **button** to verify the address and click **Next**.

17. Click the **checkbox** to agree to the terms of service and click **Next**.

18. Review the summary page information and click **Submit** when you are ready to proceed.

19. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully registered for your License eXpress for Business account.

---

**Contracted Plate Search (CPS)**

**Apply for a Contracted Plate Search Account**

If you are a new Contracted Plate Search (CPS) account user, and already have a finalized contract with the Department of Licensing (DOL), then you can use this process to apply for account access. The person who applies for the CPS account is the account administrator (usually the contract manager). The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account.

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

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **New contracted plate search account** hyperlink at the very bottom of the screen.

4. Make sure you have the required information (UBI, TIN or EIN #, Account ID, Contractor’s contact information, your organizations information. You may also need copies of various document such as professional licenses, contracts, and business license) and click **Next**.
5. Enter your Company/Agency Name, enter Contract Contact/Manager, enter Phone Number, enter Email Address, and click Next.

6. Select Entity type, select Identifier, enter the Id Number, describe your primary business activity and enter how you will use the information contained in the records, and click Next.

7. Select all that apply to your business area from the dropdown menu and click Next.
8. Enter **Country**, enter **Street address**, enter **City**, enter **Zip code**, and click **Next**.

9. Select the **button** to verify the address and click **Next**.

10. Click the **checkbox** if your mailing address is the same as the physical address and click **Next**. Or, if the mailing address is different enter the **Street address**, **City**, **Zip code** and click **Next**.

11. Check any and all **boxes** that apply to your business Declarations page 1 of 2 and click **Next**.

12. Check any and all **boxes** that apply to your business Declarations page 2 of 2 and click **Next**.

13. Click the **Upload** hyperlink, enter a **Description**, **Browse** for the file to attach, and **Save**. Complete this process for all applicable documents and click **Next**.

---

**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

**Declarations - page 2 of 2**

- **I represent a non-profit organization or corporation.**
  1. You will need a legible copy of one of the following:
     - Your articles of incorporation, filed with the Secretary of State
     - Your tax exempt status form the Internal Revenue Service (IRS)
     - Other documents reviewed and approved by the Department of Licensing Public Records Officer
  - Select a document to provide

- **I represent a data broker/reseller.**
  - You will need legible copies of:
    1. Your current business license
    2. Your current tax id

- **I am an attorney.**
  - You will need legible copies of:
    1. Your current business license
    2. Your current tax id

- **I am a private investigator.**
  - Attach legible copies of:
    1. Your current private investigator license
    2. Your current business license

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

---

**Attachments**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent letter</td>
<td>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).</td>
</tr>
<tr>
<td>Other doc</td>
<td>Other DOL approved document</td>
</tr>
<tr>
<td>Incorporation articles</td>
<td>Articles of Incorporation</td>
</tr>
<tr>
<td>Authorization letter</td>
<td>Authorization letter</td>
</tr>
<tr>
<td>Business license</td>
<td>Attached a copy of the business license certificate issued by WA Department of Revenue.</td>
</tr>
<tr>
<td>DOL contract</td>
<td>Attached a signed copy of your DOL contract or subscriber agreement.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>PI license</td>
<td>Private Investigator License</td>
</tr>
<tr>
<td>Proof of bar status</td>
<td>Proof of current/active bar status (e.g. Bar card)</td>
</tr>
<tr>
<td>Professional license</td>
<td>Professional license</td>
</tr>
<tr>
<td>County registration</td>
<td>Registration for County Jurisdictions</td>
</tr>
<tr>
<td>Tax exempt status</td>
<td>501c3 Tax Exempt Status</td>
</tr>
</tbody>
</table>

**Select a file to attach**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business license</td>
<td>Browse</td>
<td></td>
</tr>
</tbody>
</table>

**Upload**
14. Review the information on the summary page. Click **Submit** when you are ready to proceed.

15. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully applied for a Contracted Plate Search account.

**Request Administrator Access-CPS Account**

When Department of Licensing notifies you that your contract is approved, request administrator access by using the following process. You will need your Contracted Plate Search account number, provided by DOL, to request access your account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **Contracted plate search** hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
</tr>
<tr>
<td>Fleet Access</td>
</tr>
<tr>
<td>Insurance destroyed reporting</td>
</tr>
<tr>
<td>Wrecker destroyed reporting</td>
</tr>
<tr>
<td>Abandoned vehicle reporting</td>
</tr>
<tr>
<td>Contracted plate search</td>
</tr>
</tbody>
</table>

4. Select **Administrator** from the dropdown menu, enter your **Contracted Plate Search #**, and click **Next**.

5. Select the appropriate business role options, complete the applicable fields and click **Next**.
   a. Select **I'm the owner or supervisor** if you are the business owner. This will take away the required fields below the Owner Contact Information section. Enter the **Contract expiration date**.
   b. Select **I'm not the owner or supervisor** if you are not the owner. Enter **Your role within the organization**. Enter business owner or supervisor **Name**, **Phone**, and **Email address**.
6. Click the **Upload** hyperlink, enter a **Description**, click **Browse** to find the file, and click **Save**.

   ![Attachment Upload]

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

   **Attachments**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOL contract</td>
<td>Attach a signed copy of your DOL contract or subscriber agreement.</td>
</tr>
</tbody>
</table>

   ![Select a file to attach]

   7. Click the **Next** button.

   8. Review the summary page information. Click **Submit** when you are ready to proceed.

   9. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully registered for a Contracted Plate Search account. You will receive an email once DOL approves your access request.

### Manage Users Functions

Click this hyperlink to go to the Manage Users Functions section. This section applies to app business account types.

### Request Employee or Manager Access - CPS Account

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

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **Contracted Plate Search** hyperlink.

### Request access to these existing accounts

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
<td>You’ll need: UBI and dealer number</td>
</tr>
<tr>
<td>Fleet Access</td>
<td>You’ll need: UBI and fleet number</td>
</tr>
<tr>
<td>Insurance destroyed reporting</td>
<td>You’ll need: UBI, WAIOC, and NAIC or NPN ID</td>
</tr>
<tr>
<td>Wrecker destroyed reporting</td>
<td>You’ll need: UBI and wrecker/salvage number</td>
</tr>
<tr>
<td>Abandoned vehicle reporting</td>
<td>You’ll need: UBI and RTTO number</td>
</tr>
<tr>
<td><strong>Contracted plate search</strong></td>
<td>You’ll need: Contracted plate search number (Administrator's IVIPS account number)</td>
</tr>
</tbody>
</table>
4. Select Employee or Manager from the access level dropdown, enter the **Contracted Plate Search #**, and click **Next**.

5. Enter the Access Code provided to you by the account administrator or manager and click **Next**.

6. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

7. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the account homepage. You now have access to the Contracted Plate Search account!

---

**Search for a Vehicle or Vessel- CPS Account**

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Contracted Plate Search** hyperlink.

3. Click the **Vehicle Search**, **Vessel Search**, or **Name Search** hyperlink for the type of search you will complete. Depending on your business type and the terms of your contract, you may not have access to the Name Search function.

---

**Contracted Plate Search**

- **Vehicle search**: Search for a vehicle using VIN or Plate number.
- **Vessel search**: Search for a vessel using HIN or Boat Registration number.
- **Name search**: Search for vehicles and vessels using an owner name.
To Complete a Vehicle Search

4. Select VIN or Plate, enter VIN or Plate number, select Permissible Use Reason from the dropdown menu, enter Court Information if applicable, complete Information Forwarded To section if applicable, and click Search.

5. Click the View hyperlink on your search results to view all information related to the vehicle.

6. Click Print Certified View to print all information related to the vehicle. Alternatively, click Close to return to your search results.

7. Click the New Search button to start a new vehicle search.
To Complete a Vessel Search

4. Select **HIN** or **Reg #**, enter **HIN** or **Registration** number, select **Permissible Use Reason** from the dropdown menu, enter **Court Information** if applicable, complete **Information Forwarded To** section if applicable, and click **Search**.

5. Click the **View** hyperlink on your search results to view all information related to the vessel.

6. Click **Print Certified View** to print all information related to the vehicle. Alternatively, click **Close** to return to your search results.

7. Click the **New Search** button to start a new vessel search.
To Complete a Name Search

4. Select **Business** or **Individual**, enter **Name** information, enter **City**, enter **Zip** code, select **Permissible Use Reason** from the dropdown menu, enter **Court Information** if applicable, complete **Information Forwarded To** section if applicable, and click **Search**.

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

6. Click **Print Certified View** to print all information related to the vehicle. Alternatively, click **Close** to return to your search results.

7. Click the **New Search** button to start a new name search.
Insurance Destroyed Reporting Account

Apply for Insurance Destroyed Reporting Account

If this is the first time you will use your UBI for destroyed vehicle insurance reporting, use this process to apply for account access. The person who applies for the Insurance Destroyed Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

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

2. Click the Request access to vehicle services hyperlink.

3. Click the New insurance account hyperlink at the very bottom of the screen.

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

5. Select the ID type, enter the ID number, select the Business type, enter WAOIC #, enter Business name, enter Doing Business As (DBA) name if applicable, and click Next.

6. Select the Country, enter Street address, enter City, enter Zip code, and click Next.
7. Select the **button** to verify the address and click **Next**.

8. Enter the Primary contact information and click **Next**.

   **Primary contact information**
   
<table>
<thead>
<tr>
<th>Contact Name</th>
<th>FIRSTNAME LASTNAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone type</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
</tbody>
</table>

   | Email address |                     |
   | Confirm email address |                   |

9. Click the **Upload** hyperlink, enter a **Description**, **Browse** for the file to attach, and **Save**. Complete this process for all applicable documents and click **Next**.

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

   **Attachments**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver license</td>
<td>Attach a scanned copy of your driver license or other government issued ID.</td>
</tr>
<tr>
<td>WA OIC license</td>
<td>Attach a copy of your Washington Office of Insurance Commissioner certificate.</td>
</tr>
</tbody>
</table>

10. Review the information on the summary page. Click **Submit** when you are ready to proceed.

11. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully applied for an Insurance Destroyed Reporting account.
Request Administrator Access - Insurance Destroyed Account

The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Click the Request access to vehicle services hyperlink.
3. Click the Insurance destroyed reporting hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
</tr>
<tr>
<td>You'll need: UBI and dealer number</td>
</tr>
<tr>
<td>Fleet Access</td>
</tr>
<tr>
<td>You'll need: UBI and fleet number</td>
</tr>
<tr>
<td>Insurance destroyed reporting</td>
</tr>
<tr>
<td>You'll need: UBI, WAIOC, and NAIC or NPN ID</td>
</tr>
</tbody>
</table>

4. Select Administrator from the access level dropdown, select ID Type, enter the ID number, enter the WAIOC #, enter the NAIC # or NPN, and click Next.

5. Select the appropriate business role options, complete the applicable fields and click Next.
   a. Select I'm the owner or supervisor if you are the business owner. This will take away the required fields below the Owner Contact Information section. Enter the WAOIC license expiration date.
   b. Select I'm not the owner or supervisor if you are not the owner. Enter Your role within the organization. Enter business owner or supervisor Name, Phone, and Email address.
6. Click the **Upload** hyperlink, enter a **Description**, **Browse** for the file to attach, and click **Save**.

   ![Image of upload and browse functionality]

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

   **Attachments**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA LIC license</td>
<td>Attach a copy of your Washington Office of Insurance Commissioner certificate.</td>
</tr>
</tbody>
</table>

6. **Select a file to attach**

   - Type: WA LIC license
   - Description: [Insert Description]
   - [Browse...]
   - [Save] [Cancel]

7. Click the **Next** button.

8. Review the summary page information. Click **Submit** when you are ready to proceed.

**Manage Users Functions**

Click this hyperlink to go to the Manage Users Functions section. This section applies to app business account types.

**Request Employee or Manager Access - Insurance Destroyed Account**

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

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

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **Insurance destroyed reporting** hyperlink.

4. Select **Employee** or **Manager** from the access level dropdown, select **ID Type**, enter the **ID number**, enter the **WAIOC #**, enter the **NAIC # or NPN**, and click **Next**.

   ![Image of access level and ID type selection]

   **Required**

   - 1. Administrator
   - 2. Manager
   - 3. Employee

   **Required**

   - Employer Identification Number
   - Tax Identification Number
   - Unified Business Identifier

License Express For VEHICLE Businesses Account User Guide
5. Enter the **Access Code** provided to you by the account administrator or manager and click **Next**.

   An access code can be provided by your manager, and is required to proceed.

   Access Code

6. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

7. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the account homepage. You now have access to the Insurance Destroyed Reporting account!

---

**Submit an Insurance Loss - Insurance Destroyed Account**

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Insurance** hyperlink.

   **Accounts**

<table>
<thead>
<tr>
<th>Contracted Plate Search</th>
<th>10000</th>
<th>TEST BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance</strong></td>
<td>987987</td>
<td>TEST INSURANCE COMPANY</td>
</tr>
</tbody>
</table>

3. Click the **Insurance loss** hyperlink.

   **Destroyed Vehicle Reporting**

   ![Insurance loss](image)

   Report a vehicle as insurance loss.

4. Click **Yes** or **No** for Registered in WA question (if No is selected you will need to select the State, enter the VIN and plate). Click the **License Plate** or **VIN** button, enter the **License Plate** number (and last 4 of VIN number) or **VIN** number and click **Next**.

   **Enter vehicle information**

   Registered in WA?

   - Yes
   - No

   Search Type

   - License Plate
   - VIN

   Plate

   - Required

   Last 4 of VIN

   - Required

   **Enter vehicle information**

   Registered in WA?

   - Yes
   - No

   State

   - Required

   VIN

   - Required

   Plate

5. Verify the vehicle information and click **Next**.
6. Select the **Vehicle Status** from the dropdown menu, enter the **Date of loss**, enter the **Settlement Date**, answer **Yes** or **No** to the questions, enter **File/Claim Number**, enter **State Rep Title Number**, and click **Next**.

7. Select **Business** or **Individual**, enter **Name** information, enter **Address information**, and click **Next**.
8. Select the button to verify the address and click Next.
9. Click the Same as registered owner checkbox or select Business or Name button, enter Name information, enter Address information, and click Next.

10. Review the summary page information. Click Submit when you are ready to proceed.
11. Click Print to print the total loss claim settlement report or click Continue to return to your Insurance account.

Reprint Total Loss Settlement Report -Insurance Destroyed Account
1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Click the Insurance hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Plate Search</td>
<td>10000</td>
<td>TEST BUSINESS</td>
</tr>
<tr>
<td>Insurance</td>
<td>987987</td>
<td>TEST INSURANCE COMPANY</td>
</tr>
</tbody>
</table>
3. Click the **Submissions** tab.

4. Click the **View Submission** button.

5. Click the appropriate **Destroyed Vehicle - Insurance** hyperlink to view the submission.

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

7. Close the new window or tab to return to your submissions. Click the **Home** hyperlink to return to your homepage.
E-Permits
The E-permit system automates the dealer temporary permit process and allows Washington licensed dealers to issue permits electronically. The business will need to assign one person as the account administrator.

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

1. Give the licensing agent your dealer number and location code. Be sure to provide your dealership’s correct location code so the E-permitting system will know to which dealership location to credit the E-permits purchased.
2. Request the number of E-permits you need at each location, if applicable (no limit).
3. Pay $15 for each E-permit.
4. Get your receipt from the licensing agent.

You must use the E-permit system, unless:

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

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

Request Administrator Access - E-Permits Account
The person who applies for the E-permits account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Click the Request access to vehicle services hyperlink.
3. Click the E-permits hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
<th>You'll need: UBI and dealer number</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
<td></td>
</tr>
<tr>
<td>Fleet Access</td>
<td>You'll need: UBI and fleet number</td>
</tr>
</tbody>
</table>
4. Select **Administrator** from the dropdown menu, enter your **UBI #**, enter the **Dealer #**, and click **Next**.

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

6. Select the appropriate business role options, complete the applicable fields and click **Next**.
   a. Select the **I'm the owner or supervisor** button if you are the business owner. This will take away the required fields below the Owner Contact Information section. Enter the **Business license expiration** date.
   b. Select the **I'm not the owner or supervisor** radio button if you are not the owner. Enter **Your role within the organization**. Enter business owner or supervisor **name, phone, and email address**.
7. Click the **Upload** hyperlink to attach a copy of your Business license certificate. Enter a **Description**; click **Browse** to find the file, and click **Save**.

   ![Attach required documents](image)

   **Attach required documents**

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

   **Attachments**

   ![select a file to attach](image)

   Select a file to attach [X]

   ![Upload](image)

   **Upload**

   **Type** Business license

   **Description** Required

   ![Browse...](image)

8. Click the **Next** button.

9. Review the information on the summary page. Click **Submit** when you are ready to proceed.

10. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully registered for an E-permit account!

**Manage Users Functions**

Click this hyperlink to go to the **Manage Users Functions** section. This section applies to app business account types.

**Request Employee or Manager Access- E-Permit Account**

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

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **E-permits** hyperlink.

   ![Request access to these existing accounts](image)

   **Request access to these existing accounts**

   ![E-permits](image)

   ![Fleet Access](image)

   ![Required](image)

   ![Required](image)

   ![Required](image)

   **You’ll need:** UBI and dealer number

   **You’ll need:** UBI and fleet number

4. Select **Employee** or **Manager** from the dropdown menu, enter your **UBI #**, enter the **Dealer #**, and click **Next**.
5. Click the **Next** button to continue past the location(s) section.

6. Enter the Access Code provided to you by the account administrator or manager and click **Next**.

```
An access code can be provided by your manager, and is required to proceed.

Access Code
```

7. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

8. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the account homepage. You now have access to the E-Permit account!

---

**Add a New E-permit or Paper Permit - E-Permits Account**

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

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

2. Click the **E-permitting** hyperlink.

```
Accounts

| E-Permitting | 0999-99988-0001 | DOL TEST AUTO SALES LLC |
```

3. Click **New E-permit** or **New paper permit** hyperlink.

```
E-Permit

- [ ![New E-permit](Image) ] Add a new e-permit
- [ ![New paper permit](Image) ] Add a new paper permit
```

4. Use one of the following process to update the Vehicle Identification screen:

**Import from XML File**

- a. Click the **Import from XML file** button
- b. Click **Browse** to search for your file to upload and click **Import**.
c. Click the **Next** button and continue to step 5 below

**Enter basic vehicle information**

**Dealer information**
- Dealer number: 00001
- License type: (220) Motor Vehicle Dealer

**Permits Available**
- Number of permits available: 231

**Manually Enter Information - No XML File**

a. Select **New** or **Used**, and enter the **Vehicle Identification Number** (VIN) in the Vehicle Information fields. Enter the permit number under the Permit Number heading, if this is a paper permit. This section will not appear on the page for issuing an E-permit.

b. Enter **Previous Title Information** in appropriate fields.

c. Enter **Odometer Information** in appropriate fields.

d. Enter the **Purchase Information** in the appropriate fields. The Registration expires field will automatically populate after you enter the sale date.

e. Click the **Next** button.
5. Select **Vehicle type**, **Use type**, and **Fuel Type** from the dropdown menus in the Vehicle Type section or follow the [Cannot Find Vehicle During E-Permit Process](#). The Details and Trim section will be pre-filled, grayed out, and cannot be edited unless you click Yes to Override details. Enter **Additional Information** in appropriate fields (if applicable) and click **Next**.

![Complete vehicle detail information](image)

**Vehicle Type**
- Vehicle type: Automobile
- Use type: Passenger Vehicle
- Fuel type: Gasoline

**Details**
- Override details: Yes
- Year: 2017
- Make: FORD - FORD
- Model: ESCAPE
- Body description: SPORT UTILITY
- Title purpose only: No

**Trim**
- Trim not found
- Model description: 4dr Titanium 2.0 AWD
- Retail value: 18,165.00
- Value code: 30,850.00
- Value year: 2016
- Depreciated value: 25,605.50

**Additional Information**
- Scale weight: 3,664
- Color 1
- Color 2

**Identification**
- Equipment number
- Fleet number
- Rental number

6. Click the **Add additional owner** hyperlink. Select an Ownership type from the dropdown menu, select one of the following ownership types and complete the required fields:
   a. Select Business, enter ID type, enter ID, enter the business name, phone type and number (if applicable), click Add additional owner hyperlink (if applicable)
b. Select Individual, click Exempt from providing DLN checkbox or enter the Driver License Number (DLN), enter Expiration date, enter First name if applicable, enter Middle name if applicable, enter Last name, select Phone type, and enter Phone number.

7. Click the Add additional Owner hyperlink (if applicable). Enter additional owner information. Click Yes or No button for Joint Tenants with Rights of Survivorship and click Next.

8. Enter the Registered owner address information and click Next.

9. Select the button to verify the address and click Next.
10. Enter **Other address** information (if applicable), and select **Yes** or **No** for email reminders. If yes, enter the email address, confirm the email address, and click Next. If No, click the Next button.

<table>
<thead>
<tr>
<th>Enter additional address information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other addresses</strong></td>
</tr>
<tr>
<td>Mail Addresses</td>
</tr>
<tr>
<td>One time Addresses</td>
</tr>
<tr>
<td><strong>Email Reminders</strong></td>
</tr>
<tr>
<td>Signup for email reminders?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td><a href="mailto:anemail@dol.wa.gov">anemail@dol.wa.gov</a></td>
</tr>
<tr>
<td>Confirm email address</td>
</tr>
<tr>
<td><a href="mailto:anemail@dol.wa.gov">anemail@dol.wa.gov</a></td>
</tr>
</tbody>
</table>

11. On the Legal Owners screen, do one of the following options:
   a. If the **registered owner is also the legal owner**, click the Next button.
   b. If the **registered owner is not the legal owner**, click the **Add additional owner** hyperlink, complete required fields, and click Next.

12. Click **Yes** or **No** on the Additional options section, click **Yes** or **No** for Fee estimation section (if you select No, the fees will not display), select the **Plate type**, and click Next.

<table>
<thead>
<tr>
<th>Review additional options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fee estimation</strong></td>
</tr>
<tr>
<td>Show fee estimation</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><strong>Plate information</strong></td>
</tr>
<tr>
<td>Plate type</td>
</tr>
<tr>
<td>Required</td>
</tr>
</tbody>
</table>

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

14. Review the information on the summary page. Click **Submit** when you are ready to proceed.

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

**Cannot Find Vehicle During E-Permit Process - E-Permits Account**

When you are adding an E-permit to a New or Used vehicle that does not already exist in the Department of Licensing’s system, you will need to manually select the year, manufacturer, and model. If you are unable to find the vehicle from the provided options, select **Cannot Find Vehicle** and follow the steps outlined below.

1. Follow **steps 1 through 6** in the previous section **Add a New E-permit or Paper Permit**
2. Select the **Year**, **Manufacturer (Make)**, and **Model**.

![Years](image)

![Manufacturers](image)

![Models](image)

3. Check the **Cannot Find Vehicle** checkbox, if you are unable to find the correct vehicle, and click **Next**.

---

**Search for vehicle details**

Please select year, manufacturer, and model. If unable to find vehicle, select ‘Cannot Find Vehicle’.

- **Cannot Find Vehicle**
- This vehicle is an RV

Please click Next to manually enter the vehicle information.

---

4. Enter the following information on the Vehicle Details screen:

   a. Select the **Vehicle Type**, **Use Type**, and **Fuel Type** from the dropdown menus in the Vehicle Type section.

   ![Vehicle Type](image)
b. Enter the **Year** and click the **Make Search** button.

![Make Search](image)

b. Enter the **Year** and click the **Make Search** button.

<table>
<thead>
<tr>
<th>Details</th>
<th>Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>No trim selection available</td>
</tr>
<tr>
<td>0</td>
<td>Vehicle year cannot be older than 1850</td>
</tr>
<tr>
<td>Make Search</td>
<td></td>
</tr>
</tbody>
</table>

C. Enter the **Make** and click the **Search** button. Click the appropriate **make** hyperlink for the type.

![Vehicle Make Search](image)

C. Enter the **Make** and click the **Search** button. Click the appropriate **make** hyperlink for the type.

<table>
<thead>
<tr>
<th>Vehicle/Vessel Make Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make: dodge</td>
</tr>
<tr>
<td>Makes: DODGE - DODG</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OK</th>
<th>Cancel</th>
</tr>
</thead>
</table>

C. Enter the **Make** and click the **Search** button. Click the appropriate **make** hyperlink for the type.

D. Enter the **Model**, select the **Body Style**, enter **MSRP**, enter **Scale Weight**, select **Color(s)**, enter **Identification numbers** (if applicable), and click **Next**.

<table>
<thead>
<tr>
<th>Details</th>
<th>Trim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>No trim selection available</td>
</tr>
<tr>
<td>Year</td>
<td>Vehicle year cannot be older than 1850</td>
</tr>
<tr>
<td>Model</td>
<td>Make Search button</td>
</tr>
<tr>
<td>Body Style</td>
<td>Make Search button</td>
</tr>
<tr>
<td>MSRP</td>
<td>Make Search button</td>
</tr>
<tr>
<td>Scale Weight</td>
<td>Make Search button</td>
</tr>
<tr>
<td>Color(s)</td>
<td>Make Search button</td>
</tr>
<tr>
<td>Identification numbers</td>
<td>Make Search button</td>
</tr>
</tbody>
</table>

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

### Reprint an E-Permit - E-Permits Account

1. **Login** to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. **Click** the **E-permitting** hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
<th>0999-99988-0001</th>
<th>DOL TEST AUTO SALES LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Permitting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Click** the **Submission** tab and **click** the **View Submission** button.

<table>
<thead>
<tr>
<th>Draft Submissions</th>
<th>Submitted</th>
<th>Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>None need attention</td>
<td>None have been submitted</td>
<td>E-Permitting</td>
</tr>
</tbody>
</table>
4. Click the **E-Permitting** hyperlink for the E-permit you would like to reprint.

<table>
<thead>
<tr>
<th>Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Processed</td>
</tr>
<tr>
<td>08-Apr-2019</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Submission</th>
<th>Revoke</th>
<th>Status</th>
<th>I Want To</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOL TEST AUTO SALES LLC</td>
<td>867530986</td>
<td><strong>Processed</strong></td>
<td>View Submission</td>
</tr>
<tr>
<td>E-Permitting</td>
<td>0999-99988-0001</td>
<td></td>
<td>Print Letters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission</th>
<th>Revoke</th>
<th>Status</th>
<th>I Want To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission</td>
<td>E-Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIN 1ABC002E123456789</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Close the new window or tab to return to your submissions. Click the **Home** hyperlink to return to your homepage.

---

**Revoke an E-Permit - E-Permits Account**

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

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **E-permitting** hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Permitting</td>
</tr>
</tbody>
</table>

3. Click the **Permit Log** hyperlink.

<table>
<thead>
<tr>
<th>E-Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Add a new e-permit</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New E-permit</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Add a new paper permit</em></td>
</tr>
</tbody>
</table>

**Administrative Reports**

<table>
<thead>
<tr>
<th>Permit Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search your e-permitting history</td>
</tr>
</tbody>
</table>
4. Enter the From and To date range for the applicable permit and click the Search button. Your search results will display.

![Parameters](image)

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

6. Click the Revoke button.

![Submission](image)

7. Click the Submit button to revoke the E-permit.

8. Click Print to print the transaction confirmation or click Continue to return to your E-permitting account.

**Fleet Accounts**

A Fleet Account makes it easier for you to manage the registrations of several vehicles. A Regular fleet is 5 to 49 vehicles. A Permanent fleet is 50 or more vehicles.

**Request Administrator Access-Fleet Access Account**

The person who applies for the Fleet Access account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

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

2. Click Request access to vehicle services hyperlink.

3. Click the Fleet Access hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="permits" /> E-permits</td>
<td>You'll need: UBI and dealer number</td>
</tr>
<tr>
<td><img src="image" alt="Fleet Access" /> Fleet Access</td>
<td>You'll need: UBI and fleet number</td>
</tr>
</tbody>
</table>
4. Select **Administrator** from the access level from the dropdown, select the **ID type**, enter the **ID number**, enter the **Fleet number**, enter the **Fleet name**, and click **Next**.

![Select access level](image)

![ID Type](image)

![ID Number](image)

![Fleet Number](image)

![Fleet Name](image)

5. Enter **Your name**. select the appropriate business role options, complete the applicable fields and click **Next**.
   
   a. Select the **I'm the owner or supervisor** button if you are the business owner. This will take away the required fields below the Owner Contact Information section. Enter the **Business license expiration** date.
   
   b. Select the **I'm not the owner or supervisor** radio button if you are not the owner. Enter your **role within the organization**. Enter business owner or supervisor **name**, **phone**, and **email address**.

6. Review the summary page for accuracy. Click Submit when you are ready to proceed.

7. Click the Print button to print a confirmation of your transactions or click Continue to go to your homescreen.

**Manage Users Functions**

Click this hyperlink to go to the Manage Users Functions section. This section applies to app business account types.

**Request Employee or Manager Access- Fleet Account**

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

1. Login to your License eXpress for Business account (**secure.dol.wa.gov**)
2. Click **Request access to vehicle services** hyperlink.
3. Click the **Fleet Access** hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
</tr>
<tr>
<td>You'll need: UBI and dealer number</td>
</tr>
<tr>
<td>Fleet Access</td>
</tr>
<tr>
<td>You'll need: UBI and fleet number</td>
</tr>
</tbody>
</table>

4. Select **Employee** or **Manager** from the access level from the dropdown, select the **ID type**, enter the **ID number**, enter the **Fleet number**, enter the **Fleet name**, and click **Next**.

5. Enter the **Access Code** provided to you by the account administrator or manager and click **Next**.

6. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

7. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the account homepage. You now have access to the E-Permit account!

### Change Fleet Address- Fleet Account

Use the following process if you need to change the fleet address. Changing the fleet address will update the mailing address for all vehicles in your fleet. If you need to change the registered address for select vehicles in the fleet, follow the process to **Change Address for Fleet Vehicle**.

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))
2. Click the **Vehicle Fleet** hyperlink.

   ![Accounts Table]

   ### Accounts
   - **Vehicle Fleet**
     - F999999
     - DOL TEST BUSINESS

3. Click the **Change fleet address** hyperlink.

   ![Fleet Actions]

   ### Fleet Actions
   - **Change fleet address**: Change your fleet address.
   - **Change vehicle address**: Change address for fleet vehicle(s)

4. Read information on the What you’ll need screen and click **Next**.

5. Enter the **Country**, enter **Street address**, enter **City**, enter **State**, enter **Zip code**, and click **Next**.

6. Select the button to confirm the address and click **Next**.

7. Review the summary page for accuracy. Click **Submit** when you are ready to proceed.

8. Click **Print** to print your transaction confirmation or click **Continue** to go to your Vehicle Fleet account.

### Change Address for Fleet Vehicle - Fleet Account

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

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Vehicle Fleet** hyperlink.

   ![Accounts Table]

   ### Accounts
   - **Vehicle Fleet**
     - F999999
     - DOL TEST BUSINESS

3. Click the **Change vehicle address** hyperlink.

   ![Fleet Actions]

   ### Fleet Actions
   - **Change fleet address**: Change your fleet address.
   - **Change vehicle address**: Change address for fleet vehicle(s)
4. Click the checkbox for the vehicles in the fleet that need their address changed and click the Next button. Alternatively, you can click the Select All hyperlink to change them all to one address.

5. Click the appropriate button to answer the question and click Next.

- Is your business address in Washington state?
  - Yes.
  - Yes, but I'm not required to provide it:
    - I'm exempt from paying vehicle excise tax, and/or
    - My vehicle(s) are exempt from vehicle excise tax.
  - No, my business doesn't have a Washington location.

6. Enter the new Street address, enter City, enter Zip code, and click Next.

7. Select the button to confirm the address and click Next.

8. Review the summary page for accuracy. Click Submit when you are ready to proceed.

9. Click Print to print your transaction confirmation or click Continue to go to your Vehicle Fleet account.
Wrecker Destroyed Reporting Account

Request Administrator Access- Wrecker Destroyed Reporting Access

The person who applies for the Wrecker Destroyed Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Click the Request access to vehicle services hyperlink
3. Click the Wrecker destroyed reporting hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
</tr>
<tr>
<td>Fleet Access</td>
</tr>
<tr>
<td>Insurance destroyed reporting</td>
</tr>
<tr>
<td>Wrecker destroyed reporting</td>
</tr>
</tbody>
</table>

4. Select Administrator from the access level dropdown, enter Unified Business ID (UBI), enter Wrecker/Scrapper #, and click Next.

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

6. Select the appropriate business role options, complete the applicable fields and click Next.
   a. Select the I’m the owner or supervisor button if you are the business owner. This will take away the required fields below the Owner Contact Information section. Enter the Business license expiration date.
   b. Select the I’m not the owner or supervisor radio button if you are not the owner. Enter Your role within the organization. Enter business owner or supervisor name, phone, and email address.
7. Click the **Upload** hyperlink to attach a copy of your Business license certificate. Enter a **Description**; click **Browse** to find the file, and click **Save**.

### Attach required documents

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

#### Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business license</td>
<td>Attach a copy of the business license certificate issued by WA Department of Revenue.</td>
</tr>
</tbody>
</table>

8. Click the **Next** button.

9. Review the information on the summary page. Click **Submit** when you are ready to proceed.

10. Click **Print** to print the transaction confirmation or click **Continue** to go to your homepage. You have successfully registered for Wrecker destroyed account!

### Manage Users Functions

Click this hyperlink to go to the **Manage Users Functions** section. This section applies to app business account types.

### Request Employee or Manager Access- Wrecker Destroyed Reporting Access

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

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Request access to vehicle services** hyperlink

3. Click the **Wrecker destroyed reporting** hyperlink.

### Request access to these existing accounts

- **E-permits**: You’ll need: UBI and dealer number
- **Fleet Access**: You’ll need: UBI and fleet number
- **Insurance destroyed reporting**: You’ll need: UBI, WAIOC, and NAIC or NPN ID
- **Wrecker destroyed reporting**: You’ll need: UBI and wrecker/salvage number
4. Select **Employee** or **Manager** from the access level dropdown, enter **Unified Business ID (UBI)**, enter **Wrecker/Scrapper #**, and click **Next**.

<table>
<thead>
<tr>
<th>Select access level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unified Business ID (UBI)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wrecker/Scrapper #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

6. Enter the **Access Code** provided to you by the account administrator or manager and click **Next**.

<table>
<thead>
<tr>
<th>An access code can be provided by your manager, and is required to proceed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Code</td>
</tr>
</tbody>
</table>

7. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

8. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the account homepage. You now have access to the Wrecker Destroyed Reporting account!

---

**Report Wrecker Destroyed Vehicle- Wrecker Destroyed Reporting Account**

To report a vehicle as wrecker destroyed, follow the steps below.

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](https://secure.dol.wa.gov))

2. Click the **Destroyed Vehicle** hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Destroyed Vehicle</strong></td>
</tr>
<tr>
<td><strong>Driver Record Request</strong></td>
</tr>
</tbody>
</table>

3. Click the **Wrecker destroyed** hyperlink.

<table>
<thead>
<tr>
<th>Destroyed Vehicle Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Wrecker destroyed" /></td>
</tr>
<tr>
<td><img src="image" alt="Abandoned RV reimbursement" /></td>
</tr>
<tr>
<td><img src="image" alt="Search filed DVR requests" /></td>
</tr>
</tbody>
</table>
4. Select **Yes** or **No** for Registered in WA question, select **License Plate** or **VIN** for the search type, enter **Plate VIN** information, and click **Next**.

   **Enter vehicle information**

   - Registered in WA?
     - Yes
     - No
   - Search Type
     - License Plate
     - VIN
   - Plate
     - Required
   - Last 4 of VIN
     - Required

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

6. Enter the following destroyed vehicle detail information and click the **Next** button.
   a. Stock Number
   b. Yard Number
   c. Acquired From
   d. Supporting document
   e. Date Acquired/Purchased
   f. Does the vehicle value meet or exceed $7930 (Market Value threshold)

   **Enter destroyed vehicle detail**

   - Stock Number
     - Required
   - Yard Number
     - Required
   - Acquired From
     - Required
   - Supporting Document
     - Required
   - Date Acquired/Purchased
     - Required
   - Does the vehicle value meet or exceed $7930.0000 (Market Value Threshold)
     - Yes
     - No

7. Review the information on the summary screen. Click **Submit** when you are ready to proceed.

8. Click **Print** to print the transactions confirmation or click **Continue** to return to your Wrecker Destroyed Reporting account. Click **Add another** to report another vehicle as destroyed.
Search Filed DVR Requests - Wrecker Destroyed Reporting Account

To report a vehicle as wrecker destroyed, follow the steps below.

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

2. Click the Destroyed Vehicle hyperlink.

   Accounts
   - Destroyed Vehicle: DVR-0001, WRECKER HQ
   - Driver Record Request: DRR-0001, DOL TEST BUSINESS

3. Click the Wrecker destroyed hyperlink.

   Destroyed Vehicle Reporting
   - Wrecker destroyed: Report a vehicle as wrecker destroyed.
   - Abandoned RV reimbursement: Request an abandoned RV reimbursement
   - Search filed DVR requests: Search for destroyed vehicle inquiries and affidavits for a particular vehicle or date range

4. Select Date, VIN, or Plate for the Search type, enter the search criteria, and click Search.

5. The search results display below. Click the New Search button to start a new search.

   Destroyed vehicle
   REPORT HISTORY
<table>
<thead>
<tr>
<th>Yard#</th>
<th>Stock#</th>
<th>Document</th>
<th>VIN</th>
<th>Plate</th>
<th>State</th>
<th>Vehicle Type</th>
<th>Use Type</th>
<th>Year</th>
<th>Make</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1233</td>
<td>332</td>
<td>Junked Veh</td>
<td>KMHH33KJ+6GU331225</td>
<td>AS</td>
<td>Automobile</td>
<td>2016</td>
<td>HYUN</td>
<td>20-Jun-2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>321</td>
<td>123</td>
<td>AbandonedV</td>
<td>KMHAYKK313GU131383 KAY0305</td>
<td>WA</td>
<td>Automobile</td>
<td>2016</td>
<td>HYUN</td>
<td>20-Jun-2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 ROWS

   New Search
Abandoned RV Reimbursement

Registered Tow Truck Operators (RTTOs) and Wreckers have the functionality in their account to request an abandoned RV reimbursement. Please refer to the WAC 308-61 before starting this process.

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

2. Select the Abandoned Vehicle hyperlink or the Destroyed Vehicle hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
<th>License Plate</th>
<th>Last 4 of VIN</th>
<th>VIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandoned Vehicle</td>
<td>AVR-0001</td>
<td>DOL HQ VEHICLE BUSINESS</td>
<td></td>
</tr>
<tr>
<td>Destroyed Vehicle</td>
<td>DVR-0001</td>
<td>DOL HQ VEHICLE BUSINESS</td>
<td></td>
</tr>
</tbody>
</table>

3. Click the hyperlink Abandoned RV reimbursement hyperlink.

4. Select Yes or No from the dropdown menu, select License Plate or VIN for the search type, enter the License Plate and Last 4 of VIN or enter the full VIN number, and click Next.

5. When entering a short VIN, continue with a short VIN process below. Otherwise, go to step number 6.
   a. Click Yes or No when providing a short VIN, to confirm you will continue with the short VIN.
b. Select the correct vehicle from the list or enter vehicle information if it is not displayed above. Click the **Next** button when you are ready to proceed.

6. Enter your **Phone number**, enter **Fax number** if applicable, enter **Email**, **Confirm email**, and click **Next**.
7. Enter the **Date stored**, enter **Data abandoned**, enter **Stock yard number**, enter **Acquired from**, enter **Date acquired**, and click **Next**.

![Storage Conditions Table]

8. Enter **Dismantling/Disposal amount** or click the checkbox for **No amount**, enter **Storage amount** or click the checkbox for **No amount**, enter **Storage amount** or click the checkbox for **No amount**, enter **Towing/Transport amount** or click the checkbox for **No amount**, enter the **Vehicle length**, enter any **Other Amounts** and **Other Amount Descriptions** that are applicable to the reimbursement, and click **Next**.

![Standard Costs Table]

![Other Costs Table]
9. Click the **Upload** hyperlink to attach a copy of your supporting document(s). Enter a **Description**; click **Browse** to find the file, and click **Save**. Complete this process for all supporting documents related to this RV reimbursement and click **Next**. Without valid proof, your request could be denied.

![Upload hyperlink](image)

**Please attach at least one supporting document**

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

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandoned Vehicle Report</td>
<td>Abandoned vehicle report</td>
</tr>
<tr>
<td>Other</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Proof of Delivery</td>
<td>Proof of delivery to a wrecker</td>
</tr>
<tr>
<td>Proof of Destruction</td>
<td>Proof of vehicle destruction</td>
</tr>
<tr>
<td>Proof of Expenditure</td>
<td>Proof of expenditure/receipts</td>
</tr>
<tr>
<td>Wrecker Report</td>
<td>Wrecker report</td>
</tr>
</tbody>
</table>

![Select a file to attach](image)

10. Select **Yes** or **No** to the Acknowledgment questions, click the **checkbox** to certify under penalty of perjury, and click **Next**.

11. Review the summary page information. Click **Submit** when you are ready to proceed.

12. Click **Print** to print your transaction confirmation. Click **Continue** to return to your account.

---

**Abandoned Vehicle Reporting**

**Request Administrator Access - Abandoned Vehicle Reporting**

The person who applies for the Abandoned Vehicle Reporting account is the account administrator. The administrator is responsible for generating access codes for their managers or employees and managing users who have access to the account. The system allows only one administrator per business.

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

2. Click the **Request access to vehicle services** hyperlink.

3. Click the **Abandoned vehicle reporting** hyperlink.

![Request access to these existing accounts](image)
4. Select Administrator from the access level from the dropdown, enter the **Unified business ID (UBI)** number, enter the RTTO #, and click Next.

Select access level

- **Required**

Unified Business ID (UBI)

- **Required**

RTTO #

- **Required**

5. Review your locations and click the Next button.

6. Select the appropriate business role options, complete the applicable fields, and click the Next button:
   a. Select the **I'm the owner or supervisor** radio button if you are the business owner and enter the **Business license expiration** date. This will take away the required fields below the Owner Contact Information section.
   b. Select the **I'm not the owner or supervisor** radio button if you are not the owner. Enter **Your role within the organization**. Enter business owner or supervisor name, phone, and email address.

7. Click the Upload hyperlink to attach a copy of your Business license certificate. Enter a Description; click Browse to find the file, and click Save.

8. Click the Next button.

9. Review the information on the summary page. Click Submit when you are ready to proceed.

10. Click Print to print the transaction confirmation or click Continue to go to your homepage. You have successfully registered for Abandoned Vehicle Reporting account!
Manage Users Functions
Click this hyperlink to go to the Manage Users Functions section. This section applies to app business account types.

Request Employee or Manager Access- Abandoned Vehicle Reporting
The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

1. Login to your License eXpress for Business account (secure.dol.wa.gov)
2. Click the Request access to vehicle services hyperlink.
3. Click the Abandoned vehicle reporting hyperlink.

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-permits</td>
</tr>
<tr>
<td>Fleet Access</td>
</tr>
<tr>
<td>Insurance destroyed reporting</td>
</tr>
<tr>
<td>Wrecker destroyed reporting</td>
</tr>
<tr>
<td>Abandoned vehicle reporting</td>
</tr>
</tbody>
</table>

4. Select Employee or Manager from the access level from the dropdown, enter the Unified business ID (UBI) number, enter the RTTO #, and click Next.

5. Review your locations and click the Next button.
6. Enter the Access Code provided to you by the account administrator or manager and click Next.

An access code can be provided by your manager, and is required to proceed.

7. Review the information on the summary screen. Click Submit when you are ready to proceed.
8. Click the Print button to print the transaction confirmation or click the Continue button to return to the account homepage. You now have access to the Abandoned Vehicle Reporting account!
Add an Impound Notice - Abandoned Vehicle Reporting

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

2. Click the Abandoned Vehicle hyperlink.

3. Click the Abandoned Vehicle inquiry hyperlink.

4. Click the License Plate or VIN button, enter the License Plate number (and last 4 of VIN number) or VIN number and click Next.

5. Verify the vehicle information and click Next.

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

7. Click Add Impound Notice and click Next.
8. Enter **Impound Address/Location**, enter **Date** and **Time**, enter **Authorizing Agency or Person**, click **Yes** or **No** to answer the questions, enter **Impound Charge**, enter **Daily Storage Charge**, enter **Tow ticket**, and click **Next**.

9. Review the summary page information. Click **Submit** when you are ready to proceed.

10. Click **Print** to print the **Vehicle Impound Notice**. Click **Continue** to return to your Abandoned Vehicle account.
Add an Abandoned Vehicle Report

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

12. Click the **Abandoned Vehicle** hyperlink.

<table>
<thead>
<tr>
<th>Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abandoned Vehicle</strong></td>
<td>AVR-0001</td>
<td>DOL HQ VEHICLE BUSINESS</td>
</tr>
</tbody>
</table>

13. Click the **Abandoned Vehicle inquiry** hyperlink.

<table>
<thead>
<tr>
<th>Abandoned Vehicle Reporting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abandoned vehicle inquiry</td>
<td>Create impound notice or abandoned vehicle report</td>
</tr>
<tr>
<td>Affidavit of sale</td>
<td>Create an affidavit of sale</td>
</tr>
<tr>
<td>Abandoned RV reimbursement</td>
<td>Request an abandoned RV reimbursement</td>
</tr>
<tr>
<td>Search filed AVR requests</td>
<td>Search for abandoned vehicle inquiries and affidavits for a particular vehicle</td>
</tr>
</tbody>
</table>

14. Click the **License Plate** or **VIN** button, enter the **License Plate** number (and last 4 of VIN number) or **VIN** number and click **Next**.

<table>
<thead>
<tr>
<th>Enter vehicle information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Type</td>
<td>License Plate  VIN</td>
</tr>
<tr>
<td>License Plate</td>
<td>Required</td>
</tr>
<tr>
<td>Last 4 of VIN</td>
<td>Required</td>
</tr>
</tbody>
</table>

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

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

17. Click **Add Abandoned Vehicle Report** and click **Next**.
18. Enter **Policy Agency Storing**, enter **Date Stored**, enter **Date Abandoned**, and click **Next**.

```
Enter abandoned vehicle report detail
Police Agency Storing
   Required
Date Stored
   Required
Date Abandoned
   Required
```

19. Review the summary page information. Click **Submit** when you are ready to proceed.

20. Click **Print** to print the Abandoned Vehicle Affidavit of Sale. Click **Continue** to return to your abandoned vehicle account.

### Create an Affidavit of Sale-

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Abandoned Vehicle** hyperlink.

```
Accounts
Abandoned Vehicle  AVR-0001  DOL HQ VEHICLE BUSINESS
```

3. Click the **Affidavit of Sale** hyperlink.

```
Abandoned Vehicle Reporting

🚗 Abandoned vehicle inquiry  Create impound notice or abandoned vehicle report
💰 Affidavit of sale  Create an affidavit of sale
powiedzieined RV reimbursement  Request an abandoned RV reimbursement
🔍 Search filed AVR requests  Search for abandoned vehicle inquiries and affidavits for a particular vehicle
```

4. Click the **License Plate** or **VIN** button, enter the **License Plate** number (and last 4 of VIN number) or **VIN** number and click **Next**.

```
Enter vehicle information
Search Type

License Plate  VIN
Plate
   Required
Last 4 of VIN
   Required
```
5. Verify the vehicle information and click **Next**.

6. Enter **Name of Purchaser**, enter **Driver License Number**, and click **Next**.

   ![Enter purchaser information](Image)

   - **Name of Purchaser**
   - **Driver License Number**

   Date Vehicle Was Sold
   - **Required**

7. Enter **Purchaser Address** information and click Next.

8. Click the **button** to verify the address and click **Next**.

9. Review the summary page information. Click **Submit** when you are ready to proceed.

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

**Search Filed AVR Requests**

1. Login to your License eXpress for Business account ([secure.dol.wa.gov](http://secure.dol.wa.gov))

2. Click the **Abandoned Vehicle** hyperlink.

   ![Accounts](Image)

   - **Abandoned Vehicle**
   - AVR-0001
   - DOL HQ VEHICLE BUSINESS

3. Click the **Search filed AVR requests** hyperlink.

   ![Abandoned Vehicle Reporting](Image)

   - **Abandoned vehicle inquiry** Create impound notice or abandoned vehicle report
   - **Affidavit of sale** Create an affidavit of sale
   - **Abandoned RV reimbursement** Request an abandoned RV reimbursement
   - **Search filed AVR requests** Search for abandoned vehicle inquiries and affidavits for a particular vehicle
4. Select Plate or VIN, enter Plate number or Vin, and click **Search**.

![Abandoned vehicle search](image)

5. The search results display below. Click the **View Letters** hyperlink to see the Abandoned Vehicle Affidavit of Sale. Click the **New Search** button to start a new search.

![Abandoned vehicle search](image)

**All Account Type Processes**

**Manage Users Functions**

This section explains how to generate an access code for new managers or employees, how to change their access, and how to remove access.

1. Login to License eXpress for Business [secure.dol.wa.gov](http://secure.dol.wa.gov).

2. Click the appropriate **Account** hyperlink for the account you need to manage.

<table>
<thead>
<tr>
<th>Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Plate Search</td>
<td>1121007</td>
<td>DOL SEARCH BUSINESS ACCOUNT</td>
</tr>
<tr>
<td>Insurance</td>
<td>987987</td>
<td>TEST INSURANCE COMPANY</td>
</tr>
<tr>
<td>E-Permitting</td>
<td>0999-99988-0001</td>
<td>DOL TEST AUTO SALES LLC</td>
</tr>
<tr>
<td>Vehicle Fleet</td>
<td>F999999</td>
<td>HQ DOL TEST BUSINESS</td>
</tr>
<tr>
<td>Destroyed Vehicle</td>
<td>DVR-0001</td>
<td>WRECKER HQ</td>
</tr>
<tr>
<td>Abandoned Vehicle</td>
<td>AVR-0001</td>
<td>DOL HQ VEHICLE BUSINESS</td>
</tr>
</tbody>
</table>
Generate Access Code for Manager or Employee

3. Click the **User Management** tab.

4. Click the **Create new user access code** hyperlink.

5. Select the user **Access Level** from the dropdown menu and click **Submit**.

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

6. License eXpress automatically sends you an email with the access code, which you can then send to an employee or manager. The employee/manager accesses the DRR account using this access code.

   **Note**: Access codes expire after 24 hours.

**Manage Users Access**

7. Click the **Users List** tab.

8. Click the **Change Access** hyperlink or **Remove Access** hyperlink for the user you want to manage.

**Support ID**

If you are having trouble completing a submission in your business account, call or email the Department of Licensing so we can help you with this issue, 360-664-9698 or DRIVEHelp@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 **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.