Steps for Requesting One or More Additional Dealer Plates

To request an additional dealer license plate, the user must meet the following conditions:

- Have a Microsoft Azure/Access Indiana account.
- Be linked to the online dealer account.
- Have one of the following user roles assigned to you: Primary, Administrator, Finance/Sales, General Office and General Plates and Office. **Note:** The user role of General Plates does not have access.
- Not have met the dealer’s current dealer license plate limit for the type of plate the dealer wishes to request.
  - For example, if a dealer is approved for 10 dealer license plates, and has already received 10 dealer license plates, they cannot request additional license plates. They must first request (and be approved for) an increase in license plate limit. To request an increase in license plate limit, see Steps for Requesting an Increase in Plate Limit (Dealer and Interim Plates).
- Not have a license status of expired, suspended, revoked, or out of business.
- **Note:** This process applies only to dealer plates, not interim (paper) license plates.

1. **Login** to Online Account: [https://dealers.sos.in.gov/](https://dealers.sos.in.gov/)
Enter the user’s Access Indiana/Microsoft Azure account information and Click **Sign in**.
2. Once logged in, click **Online Services** from the menu on the left side of the screen.

   a. If linked to more than one dealer, select the dealer for which you wish to request one (1) or more additional dealer license plates from the dropdown menu at the top of screen.
2. Click on **Self Service**.
   a. Another menu will open to the right.

3. Click on **Additional Plate**.
   a. Must have appropriate user role (Primary, Administrator, Finance/Sales, General Office and General Plates and Office). **Note:** The user role of General Plates does not have access.
   b. An Information Page will appear. This page contains instructions for requesting additional dealer license plates.

   ![Information Page]

   c. At the bottom of the Information Page, there is a **Cancel** button and a **Continue** button.
      i. **Cancel** = Takes user back to their Dashboard
      ii. **Continue** = Takes user to the Renewal Application page

4. Additional Plate page
   a. To request one or more additional dealer license plates (within the dealer’s current plate limit), complete the **top section** of the page.
      i. **Note:** the bottom section called Plate Limit Increase is used to request an increase in plate limit. This should **only be completed** if a dealer wishes to ask our office to increase their existing license plate limit for a certain plate type. If a dealer is simply wanting an additional dealer plate and has available plates, this should **not be** completed.
b. In the Plate Type drop down menu, select the plate type for which the dealer would like to request additional plates.
c. Only the dealer plate types the dealer is currently allowed to have will appear in the dropdown menu.

d. Once a plate type is selected, the Plate Limit Type will populate, as well as the Available for Issue field.
e. In the How Many Plates? field, the dealer must type in the number of additional plates they are requesting for that plate type, and click the Add button.
f. Clicking the Add button will create a new row immediately below. A dealer can add more rows, if necessary for other Plate Types by following the same steps.
g. Once the dealer has added the additional plates they wish to request, the dealer must complete all fields in the Affirmation section at the bottom of the page.

h. After completing the above steps, the user can select the following buttons:
   i. **Cancel** = A warning message will appear alerting the dealer that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
   ii. **Save as Draft** = The data entered so far will be saved without being submitted. The user can come back to the transaction later to finish it. The draft transaction can be found on the user’s Dashboard in the Drafts widget.
   iii. **Save and Continue** = Save the data entered so far and proceed to the Documents page.

5. Documents page
   a. For this particular transaction, a dealer is not required to upload any documents; however, they may upload a document under the Other Documents section if desired.
      i. The size limit for each uploaded document is 5MB.
      ii. To upload a document, click the **Browse** button and select the file to upload. Then click the **Upload** button.
      iii. The user can delete uploaded documents if uploaded in error by clicking on the **Trashcan** icon.
b. After uploading all of their documents, the user can select from the following buttons:
   i. **Cancel** = A warning message will appear alerting the user that cancelling will result in the entered detail being deleted. It allows the user to confirm the cancellation or select Save as Draft.
   ii. **Save as Draft** = The data entered so far will be saved without being submitted. The user can come back to the transaction later to finish it. The draft transaction can be found on the user’s Dashboard in the Drafts widget.
   iii. **Submit** = The data entered is saved and submitted to the Auto Dealer Services Division.

6. Next steps
   a. Once submitted, the transaction will appear in the **Recent Transactions** widget, the invoice to pay for the requested plates will appear in the **Invoice** widget on the dealer’s Online Dashboard.
      i. Note: It could take up to 30 minutes for the transaction to appear.
      ii. Note: Only users with certain user roles can see Invoices.
   b. The invoice can be paid online by credit card/debit card or guaranteed e-check. To pay online, simply add the invoice item to the Shopping Cart via the **Invoices** widget. Once payment is received, your request for additional dealer plate(s) will be submitted to our fulfillment vendor to be printed and mailed to the dealer.
c. A dealer can track the progress of any transaction from their Online Dashboard by locating the transaction in the **Recent Transactions** widget.

### Recent Transactions

<table>
<thead>
<tr>
<th>DEALER #</th>
<th>DEALER NAME</th>
<th>TRANSACTION TYPE</th>
<th>STATUS</th>
<th>WORK ORDER #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ADDITIONAL DEALER PLATES</td>
<td>PENDING PAYMENT</td>
<td>2018120408-002</td>
<td>1/12/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INITIAL DEALER PLATES</td>
<td>PENDING PAYMENT</td>
<td>2018120408-001</td>
<td>1/12/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LICENSE RENEWAL USED DEALER</td>
<td>APPROVED</td>
<td>2018119889-001</td>
<td>1/5/2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>INTERIM PLATE MOTOR VEHICLE</td>
<td>APPROVED</td>
<td>2017118731-001</td>
<td>12/20/2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LICENSE RENEWAL USED DEALER</td>
<td>IN FULFILLMENT</td>
<td>2017117560-001</td>
<td>12/5/2017</td>
</tr>
</tbody>
</table>