

Dealer renewing/paying on-line

Dealers are allowed to renew and pay their dealer license(s) and pay their title transaction fees on-line.

When a dealer logs into the dealer system through the portal, the Main Menu page will display if there are title transaction fees due or if the dealer is within their license renewal period.

Also displayed in the top right hand corner of the page will be a Payment History button. This will allow the dealer to view any payments that have been made on-line by the dealer.

If transaction fees are due, the dealer is able to pay the fees on-line by clicking on Add Fee to Cart.

The screenshot shows the Main Menu page with the following information:

- Logged In User: DOE, JOHN (D213JODOE)
- Viewable Dealer Licenses: SD DEPT OF REV DIV MOTOR VEHICLES (D213)
- Total Title Trans Fees Due: **\$ 62.50 * This amount must be paid by the first of next month. See Fee Summary below.**
- Application Level: Test
- Current Server: 164.154.226.38

Below this information is a dropdown menu for registration printers set to "None".

The "Title Trans Fee Summary" table is as follows:

Year	Month	Monthly Fee Total	Amount Due	Interest	Penalty	Total
2016	August	\$49.50	\$62.50	\$0.00	\$0.00	\$62.50
2016	June	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00
2015	July	\$0.75	\$0.00	\$0.00	\$0.00	\$0.00
2014	April	\$2.75	\$0.00	\$0.00	\$0.00	\$0.00
2014	February	\$3.75	\$0.00	\$0.00	\$0.00	\$0.00
2013	December	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00
2013	November	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00
2012	November	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00
2012	October	\$0.75	\$0.00	\$0.00	\$0.00	\$0.00
2012	March	\$0.75	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom right of the table, there is a green button labeled "Add Fee to Cart: \$62.50".

The system will then indicate that there are fees in the cart at the top left hand corner of the page. If ready to pay, click on Fees are in Cart. A renewal can also be added to the cart prior to this fee payment being made.

The screenshot shows the Main Menu page with the following information:

- Logged In User: DOE, JOHN (D213JODOE)
- Viewable Dealer Licenses: SD DEPT OF REV DIV MOTOR VEHICLES (D213)
- Total Title Trans Fees Due: **\$ 62.50 * This amount must be paid by the first of next month. See Fees Due below.**
- Application Level: Test
- Current Server: 164.154.226.38

At the top left of the page, there is a blue notification box with a shopping cart icon and the text "\$62.50".

At the bottom right of the table, there is a green button labeled "Fees are in Cart".

The Payment Summary page will be displayed and the dealer can either Empty Cart to start over or click on Continue.

Payment Summary

Remove any Items you do not want to pay for, and click **Continue** to move forward with the checkout process.

Fee Source	Amount
Due Title Transaction Fees	\$62.50

Category Total: \$62.50

- 2.25% of total payment will be assessed to all credit or debit card transactions for processing fees.
- \$1.50 will be assessed to all e-check transactions for processing fees.

Total: \$62.50

◀ Back Empty Cart ✓ Continue

If selecting Continue, a popup box will appear advising the dealer to click on the View/Print Receipt when done paying. This is IMPORTANT! The transaction may not process if this step is not completed.

Continue

After you pay, it is important you **click** the button that looks like the one below, to complete the transaction correctly!

View/Print Receipt

Failure to do so may result in a broken transaction.

Ok Cancel

Clicking OK will take the dealer to a confirmation page before going to the US Bank's site to make payment and finish transaction.

When a dealer is within their 90 day renewal period, their Main Menu page will display an ATTENTION message advising the dealer of their license status and any other dealer licenses they are affiliated with. Example: If a dealer has a boat license, trailer license and motorcycle license and they all expire at the same time, all three will have a button to select from for renewing.

When the dealer is ready to renew their license, they click on the dealer number to step through the renewal prior to making payment.

Remember, the Main Menu page is also where Messages are displayed. **Please review all messages, they provide important information!**

The screenshot shows the 'Main Menu' interface. At the top right, there are buttons for 'Payment History' and 'Print Licenses'. The main content area is divided into two columns. The left column contains: 'Logged In User: FirstOwner, Florence (D1788FLFIR)', 'Viewable Dealer Licenses: TEST DEALER 3 (D1788)', 'Click on the license you would like to renew now.' with a green button labeled 'D1788', 'Total Title Trans Fees Due: \$ 0.00', 'Application Level: Test', and 'Current Server: 164.154.226.38'. The right column contains an 'ATTENTION' message in red: 'Your license has expired. Your dealership status will be inactivated within 10 days. Contact the DMV immediately. Notice Applies to: D1788'. Below this is a dropdown menu set to 'None'. At the bottom, there is a 'Messages' section with a red notification: '7 unread or updated messages.' and buttons for 'View Active' and 'View Unread'. A table below shows a message from 'Shazam again' dated '5/13/2016'.

When a dealer is renewing their license on-line, they are required to review all pages in the renewal process. This is done to verify the dealership information that is on file is correct. All changes that are made are reviewed by the Dealer Agent in the dealer's area. Any necessary documents that need to be submitted must be sent to the Dealer Agent.

Lori Colberg (Watertown)	882-5192
Jason Silvernagel (Aberdeen)	626-2249
Ron Rysavy (Sioux Falls)	367-5814
Lori Langdeaux (Pierre)	773-4416
Pilo Pena (Rapid City)	394-3394

On the Dealer Info page, please verify all information is correct and update the information that is incorrect or blank (the non-shaded areas). Fields with an asterisk (*), are required to be completed.

Dealer Info	
Dealer Type:	New Motor Vehicle Dealer
* Status:	Active
Original License Date:	
* Renewal Month:	March
* Next Possible Renewal Date:	12/31/2016
License Number:	D1788
* Business Type	Partnership
* County	Aurora
* Dealer Inspector	LORI LANGDEAUX
Principle Place Of Business	
* Dealership Name	TEST DEALER 3
* Phone Number	111 - 111 - 1111
Alternate Phone Number	
Fax Number	
Email Address	
ID Type	
Mailing Address	
* Street	ASDF
Street 2	
* City	ASDF
* State	SD
* Zip Code	11111
Physical Address	
Same As Above	
* Street	asdf
Street 2	
* City	asdf
* State	SD
* Zip Code	11111
Hours of Operation	
These hours must be posted and maintained.	
* Sunday	0
* Monday	8-7
* Tuesday	8-7
* Wednesday	8-7
* Thursday	8-7
* Friday	8-7
* Saturday	8-7

Cancel Next

When done reviewing and updating, click Next.

Change of dealer ownership requires that a letter signed by the owners requesting the type of change be submitted to the Dealer Agent. Changing ALL owners requires a new license to be applied for by the new owners. To change an owner, click on the New, Edit or Remove button by the appropriate name.

Owners

Owners List

		Title	First Name	Last Name	Identification Number
New					
Edit	Remove	Owner	Florence	FirstOwner	222222222
Edit	Remove	Owner	Sam	SecondOwner	333333333

[Back](#)
[Cancel](#)

[Next](#)

The Renewal Information page is a review of the dealer's renewal information.

Renewal Information

License Info

Dealer #	D1788
Dealer Name	TEST DEALER 3

Annual Renewal

* Renewal Month	March	ReCalc Dates & Fees
* Next Annual Renewal Print Date	12/31/2016	
* Status	Active	▼
* Application Date	9/1/2016	
* Application Source	Web	▼
Issue Date	9/1/2016	
* Begin Date	4/1/2016	
* End Date	3/31/2017	
* License Fee	300.00	
Paid Date	3/31/2016	Calc Fee
* Licensing Year	2017	▼
* Certificate Year	2015	

[Back](#)
[Cancel](#)

[Next](#)

If needing to add an authorized signer, click on New.

Authorized Signers

Authorized Signers List

New	First Name	Last Name	Identification Number
-----	------------	-----------	-----------------------

Back Cancel Next

Add the authorized signer and click Save. Remember: when adding an authorized signer, a copy of the signer's signature must be submitted to the Dealer Agent. This can be mailed, emailed or faxed to the Agent.

New Authorized Signer

! If adding an authorized signer, submit the individual's signature to your Dealer Agent.

New License: Authorized Signer

Name Prefix	<input type="text"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Name Suffix	<input type="text"/>
* Identification Number	<input type="text"/>
* Status	Pending <input type="text"/>

Back Save

Once the authorized signer has been added, the dealer may add another or click Next.

Authorized Signers

Authorized Signers List

New	First Name	Last Name	Identification Number
Edit Remove	Fred	Flintstone	00112233

Back Cancel Next

Dealer floor planners are added on this page by clicking on New.

Floor Planners

Floor Planners List

New	Name	Address	City	State	Status
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Back Cancel Next

To add franchise information, click New.

Franchises

Franchise List

New	Name	Effective Date	Address	City	State	Status
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Back Cancel Next

When adding a franchise, a copy of the franchise agreement must be submitted to Dealer Agent.

Add New Franchise

ⓘ If adding an new Franchise, submit the franchise agreement to your Dealer Agent.

New License: Franchise

* Name

*

The Insurance Information and Bond Information should be reviewed and updated if necessary. If changes are made, new certificates or riders must be submitted to Dealer Agent.

Insurance Information

! If changing Insurance information, submit the new insurance certificate to your Dealer Agent.

Insurance Company

* Company Name	<input type="text" value="asdfasdf"/>
* Policy #	<input type="text" value="12344123423"/>
* Insurance Amount	<input type="text" value="0"/>
* Effective Date	<input type="text" value="3/1/2014"/>
* Expiration Date	<input type="text" value="3/1/2015"/>
* Status	<input type="text" value="Pending"/>
* Phone #	<input type="text" value="444"/> - <input type="text" value="444"/> - <input type="text" value="4444"/>
Fax #	<input type="text"/> - <input type="text"/> - <input type="text"/>

Address Information

* Street	<input type="text" value="asdf"/>
	<input type="text"/>
* City	<input type="text" value="asdf"/>
* State	<input type="text" value="SD"/>
* Zip Code	<input type="text" value="4444"/>

Dealer License Bond Information

! If changing Bond information, submit the new bond or bond rider to your Dealer Agent.

Bond Company

* Company Name	<input type="text" value="asdfasdf"/>
* Bond #	<input type="text" value="45234562345"/>
* Bonding Method	<input type="text" value="Surety Bond2"/>
* Bond Amount	<input type="text" value="0"/>
* Effective Date	<input type="text" value="3/1/2014"/>
* Expiration Date	<input type="text" value="3/1/2015"/>
* Status	<input type="text" value="Pending"/>
* Phone #	<input type="text" value="555"/> - <input type="text" value="555"/> - <input type="text" value="5555"/>

This page will display the dealer's plate inventory and allow for current plates to be returned or not renewed.

Plate Return

License Info

Dealer #	D1788
Dealer Name	TEST DEALER 3

Annual Renewal: Current Plate Inventory

Please select which plate type you would like

Show All Plate Types Go

Enter a specific plate to return

Go

! If no plates to return, click Next to the Order plates page.

Remove	Remarks	Plate Number	Plate Type
<input type="text"/>	<input type="text"/>	779848	Dealer 77 License Plates
<input type="text" value="v"/>	<input type="text"/>	77A033	Dealer 77 License Plates

Back
Cancel
Update
Next

To remove the plate for non-renewal, click Non Renewal in the dropdown box under Remove then click Update. Click Next to order plates. In the Remarks box, please list the reason for removal (i.e., Lost, Do not Need). If a plate is being returned it must be sent to your dealer agent or the county treasurer's office.

License Info

Dealer #	D1788
Dealer Name	TEST DEALER 3

Annual Renewal: Plate Order

Plate Order Date :

Please review the plate orders below:

! Click Edit for the plates you wish to order.

Show Dealer 88 Plates

Plate Type	Fee	Return Qty.	Kept Qty	Kept Months	# New Months	Plate Qty	Dup ?	Mailing Fee	Total	
Dealer 77 License Plates	\$8.42	0	2	12	7	0	0	\$2.00	\$204.00	Edit
Trailer License Plates	\$2.00	0	0	12	7	0	0	\$0.00	\$0.00	Edit
Motorcycle License Plates	\$2.00	0	0	12	7	0	0	\$0.00	\$0.00	Edit
Total									\$204.00	

All current plates and fees will be displayed. If wanting to order additional plates, click the Edit button in the appropriate grid. Enter the number of plates for each type of plate you wish to enter under the “Plate Qty” section, then click save. Repeat steps for any other plates you wish to order. The system will charge fees accordingly based on the dealer’s renewal month.

Click on the Show Dealer 88 Plates if any (or more) need to be purchased. Click Save when plates have been updated then Next.

Click Edit for the plates you wish to order.

Show Dealer 88 Plates

Plate Type	Fee	Return Qty.	Kept Qty	Kept Months	# New Months	Plate Qty	Dup ?	
Dealer 77 License Plates	\$8.42	0	2	12	7	0	0	Save Cancel
Trailer License Plates	\$2.00	0	0	12	7	0	0	
Motorcycle License Plates	\$2.00	0	0	12	7	0	0	
Total								

Back Cancel Next

The Annual Renewal Summary page allows the dealer to review the fees, Save and Renew Another license, cancel the transaction, or Save and Checkout.

Annual Renewal Summary

Annual Renewal: Confirmation

Please review the following information.

License Information

License Type	New Motor Vehicle Dealer
License #	D1788
Licensing Begin Date	4/1/2016
Licensing End Date	3/31/2017
License Fee	\$300.00

License Plate Information

Total Plate Fee	\$204.00
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Fees & Payment Information

Total Fees	\$504.00
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Back Cancel Save And Renew Another Save & Checkout

Clicking Save and Checkout takes the dealer to the Payment Summary page. Here the dealer still has the chance to Empty Cart to cancel and start over or Continue processing the renewal.

The screenshot shows the 'Payment Summary' page with the South Dakota Department of Revenue logo. It lists two categories of fees: 'Renewal License Fees' totaling \$300.00 and 'Renewal Plate Order Fees' totaling \$204.00. A total of \$504.00 is displayed. A blue arrow points to the 'Continue' button. A light blue box contains processing fee information: '2.25% of total payment will be assessed to all credit or debit card transactions for processing fees.' and '\$1.50 will be assessed to all e-check transactions for processing fees.'

Fee Source	Amount
License D1788 Renewal	\$300.00
Category Total: \$300.00	
Renewal Plate Order Fees (D1788)	\$204.00
Category Total: \$204.00	

Total: \$504.00

Buttons: Back, Empty Cart, Continue

Clicking Continue brings up the important popup message regarding the View/Print Receipt button. Click OK.

The screenshot shows the same 'Payment Summary' page as above, but with a 'Continue' popup message overlaid. The popup contains the text: 'After you pay, it is important you click the button that looks like the one below, to complete the transaction correctly!' followed by a red 'View/Print Receipt' button and the warning: 'Failure to do so may result in a broken transaction.' The popup has 'Ok' and 'Cancel' buttons. The background page is dimmed.

Continue

After you pay, it is important you **click** the button that looks like the one below, to complete the transaction correctly!

View/Print Receipt

Failure to do so may result in a broken transaction.

Buttons: Ok, Cancel

Next the dealer is taken to the US Bank site for payment. Verify the information and select the payment method.

[Exit](#)



Make a Payment

My Payment

Licensing Fee

Amount Due \$504.00

Visit ID 2016090100001

Payment Information

Frequency One Time

Payment Amount \$504.00

Payment Date Pay now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State

Zip Code

Phone Number

Email Address

Payment Methods are Checking or Savings and Credit/Debit Card.

Amount Due \$504.00

Visit ID 2016090100001

Payment Information

Frequency One Time

Payment Amount \$504.00

Payment Date Pay now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State

Zip Code

Phone Number

Email Address

Payment Method

Payment Method

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Customer Service | Help | Privacy Policy | Security

If selecting Checking or Savings, dealer must enter the data requested and click Continue. There is an added \$1.50 charge for this payment type.

Payment Method

Payment Method **Checking or Savings** ▼

Sample Check 123 Main St. Anytown, MO 12345 1215 DATE _____

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

MEMO _____

123456780	055 11111111	001215
Bank Routing Number	Bank Account Number	Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Continue [Cancel](#)

If selecting Credit/Debit Card, dealer must enter the credit card data and click Continue. There is an added 2.25% charge for this payment type.

Payment Method

Payment Method **Credit/Debit Card** ▼

Card Number 

Expiration Date Month ▼ Year ▼

Card Security Code 

Card Billing Address Use my contact information address
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

Continue [Cancel](#)

The Review Payment page will be displayed for Confirmation. If correct, click Confirm.

[Exit](#)

SDCARS ONLINE

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	SDCARS Dealer License Fee Licensing Fee http://www.sdcars.org
Payment Amount	\$504.00
Convenience Fee	\$11.34
Total Amount	\$515.34
Payment Date	09/01/2016
Visit ID	2016090100001

Payment Method

Payer Name	Florence FirstOwner
Card Number	****9791
Expiration Date	Dec-2018
Card Type	Visa
Confirmation Email	N/A

Billing Address

Address 1	ASDF
City	ASDF
State	SD
Zip Code	11111

Contact Information

First Name	Florence
Last Name	FirstOwner
Address 1	ASDF
City	ASDF

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Back](#)

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A Confirmation number will be issued, and remember to click **View/Print Receipt** button.



Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.
Confirmation Number **SDCCAR000484585**

Payment Details

Description	SDCARS Dealer License Fee Licensing Fee http://www.sdccars.org
Payment Amount	\$504.00
Convenience Fee	\$11.34
Total Amount	\$515.34
Payment Date	09/01/2016
Status	PROCESSED
Visit ID	2016090100001

Payment Method

Payer Name	Florence FirstOwner
Card Number	*9791
Card Type	Visa
Confirmation Email	N/A

Billing Address

Address 1	ASDF
City	ASDF
State	SD
Zip Code	11111

[View/Print Receipt](#)

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After clicking the View/Print Receipt button, dealer is redirected back to the state system. The dealer can print the page and/or go back to the dealer system and the payment process is complete.

Payment Summary

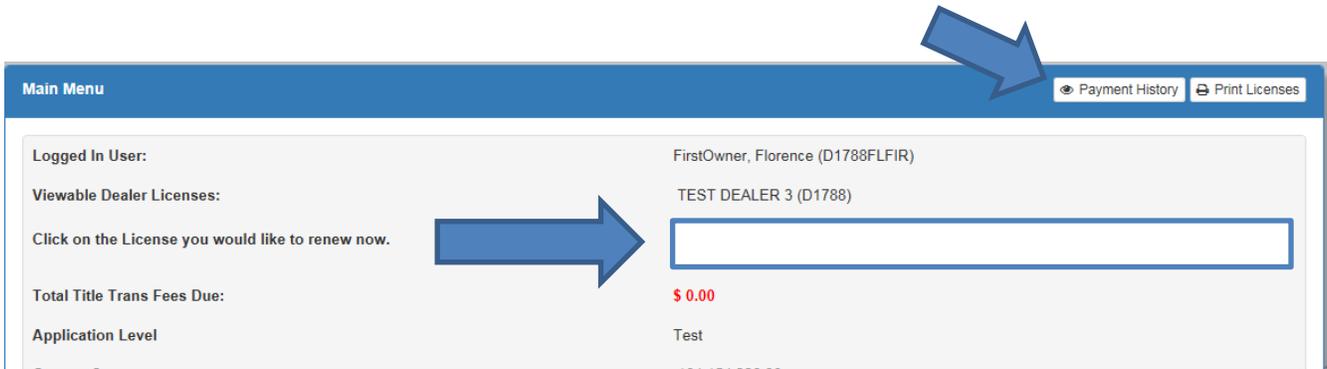


Confirmation	
Confirmation Number:	SDCCAR000484585
Payment Amount:	\$504.00
Service Fee:	\$11.34
Total Amount:	\$515.34

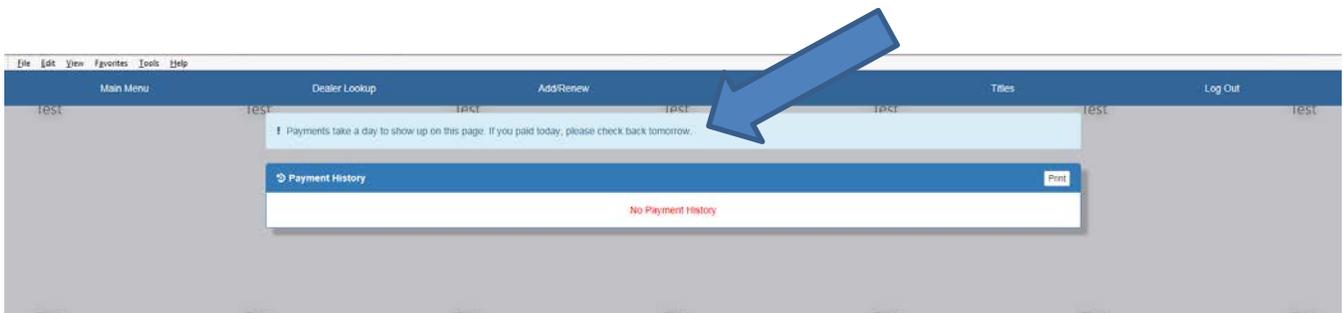
• 1 Renewals have been submitted for approval.

 [◀ Back to Dealer System](#) [Print Page](#)

When the dealer returns to the Dealer System, the Main Menu page reflects the license as renewed and the red Reminder message is gone.



The Payment History button at the top of the page will not reflect a payment until the next day.



If you have any questions regarding the renewal of a dealer license or payment of any fees on-line, please contact your Dealer Agent.

SD Dealer Agent Territories

