

Access Prep Guide

The new Dealer Services system goes live February 17th



6/25
DRIVE

Getting User Access Ready for Rollout!

This should be done by the primary business manager per license – someone who is either the owner, or who is trusted for managing this license and staff's system access long-term.

You should have received an email similar to this:

From: DOR 605Drive
Sent: [redacted]
Cc: DMV Dealer Program <dealerprogram@state.sd.us>
Subject: RE: 605Drive Dealer Services Sign-in Support Session Information

Hello,

You are signed up for a 605Drive Dealer Sign-in Support Session on [redacted]. The meeting information to join via Microsoft Teams is listed at the bottom. You will also receive a meeting invite that contains a direct link to join the meeting.

- 1. Before you join the meeting, complete step 1** (creating a mySD Single Sign-on account) of creating your Dealer Account. **This step must be completed before you join the support session.** A setup guide is attached.
Things to note as you setup your mySD Single Sign-On (mySD SSO) account: <https://www.sd.gov/>
 - You may already have a mySD SSO account with the State of South Dakota.
 - If you have ever applied for a fishing/hunting license online, you have created an account.
 - A mySD SSO account is needed for anyone who does title queries, sold permits, and dealer maintenance.
 - If you have dealership emails for your staff, use those to create the account.
 - If your staff do not have dealership emails, a personal email will work.
 - You will not need the letter you received in the mail to set up your mySD SSO account.
 - You do need the letter with your four-digit code when you log into the 605Drive portal starting January 27th.

2. 605Drive Dealer Services site – <https://my605drive.sd.gov/TAP/dealer>

Meeting Info


- Web Browser or Microsoft Teams app**
 - [Join the meeting now](#)
 - Meeting ID: 225 150 943 759
 - Passcode: Mv29WJ3C
- Don't have audio on your computer? Dial in by phone.**
 - Phone number: 605.679.7263
 - Phone conference ID: 453 646 412#
- Join on a video conferencing device**
 - Tenant key: teams@ddn.sd.gov
 - Video ID: 119 268 777 2

Reach out to your dealer agent or email the dealerprogram@state.sd.us if you have questions or issues.

Thank you and we look forward to seeing you soon!

South Dakota Department of Revenue

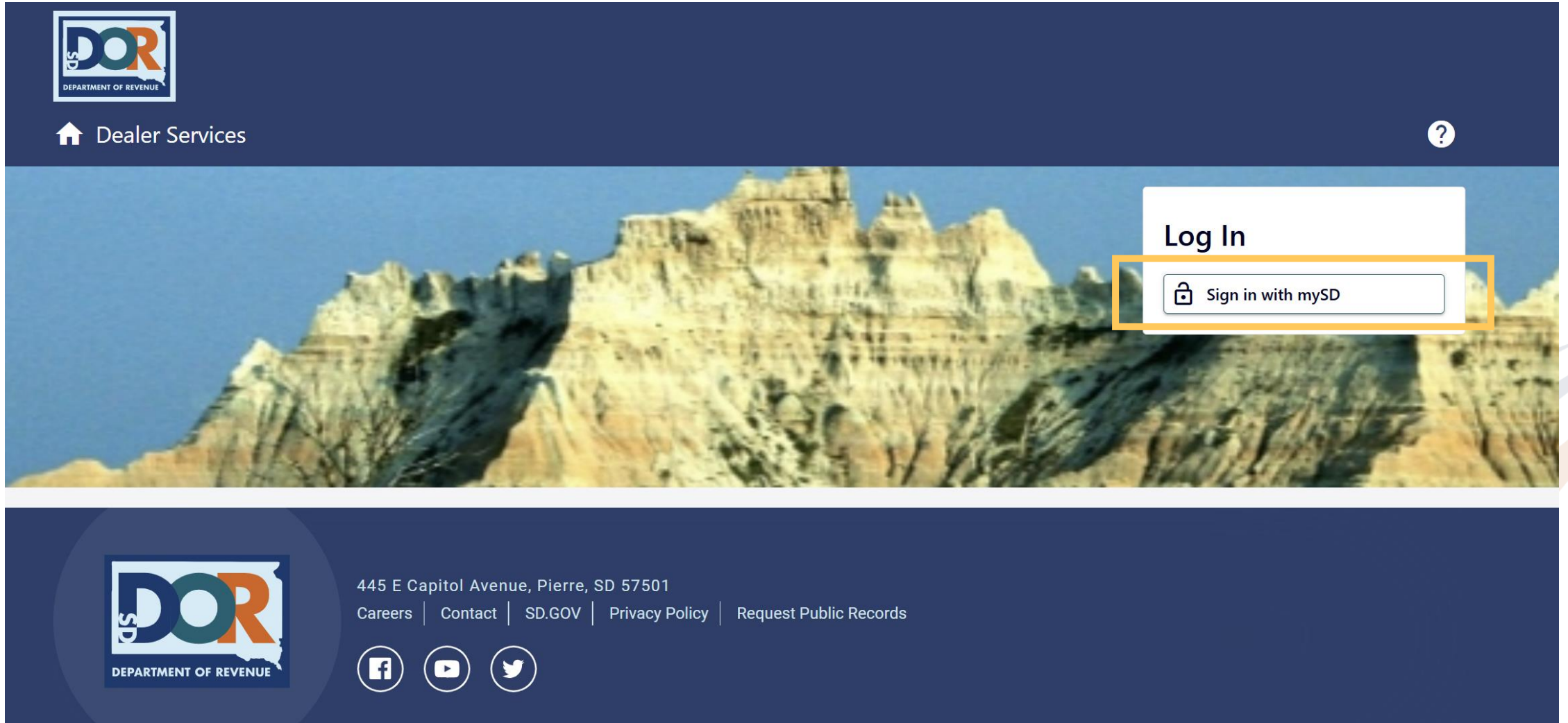
445 East Capitol Avenue • Pierre, SD 57501 • dor.sd.gov



CONFIDENTIALITY NOTICE: This message and any attachment(s) may contain confidential information. If you believe you received this email in error, please reply to the sender and then destroy this email. Thank you.

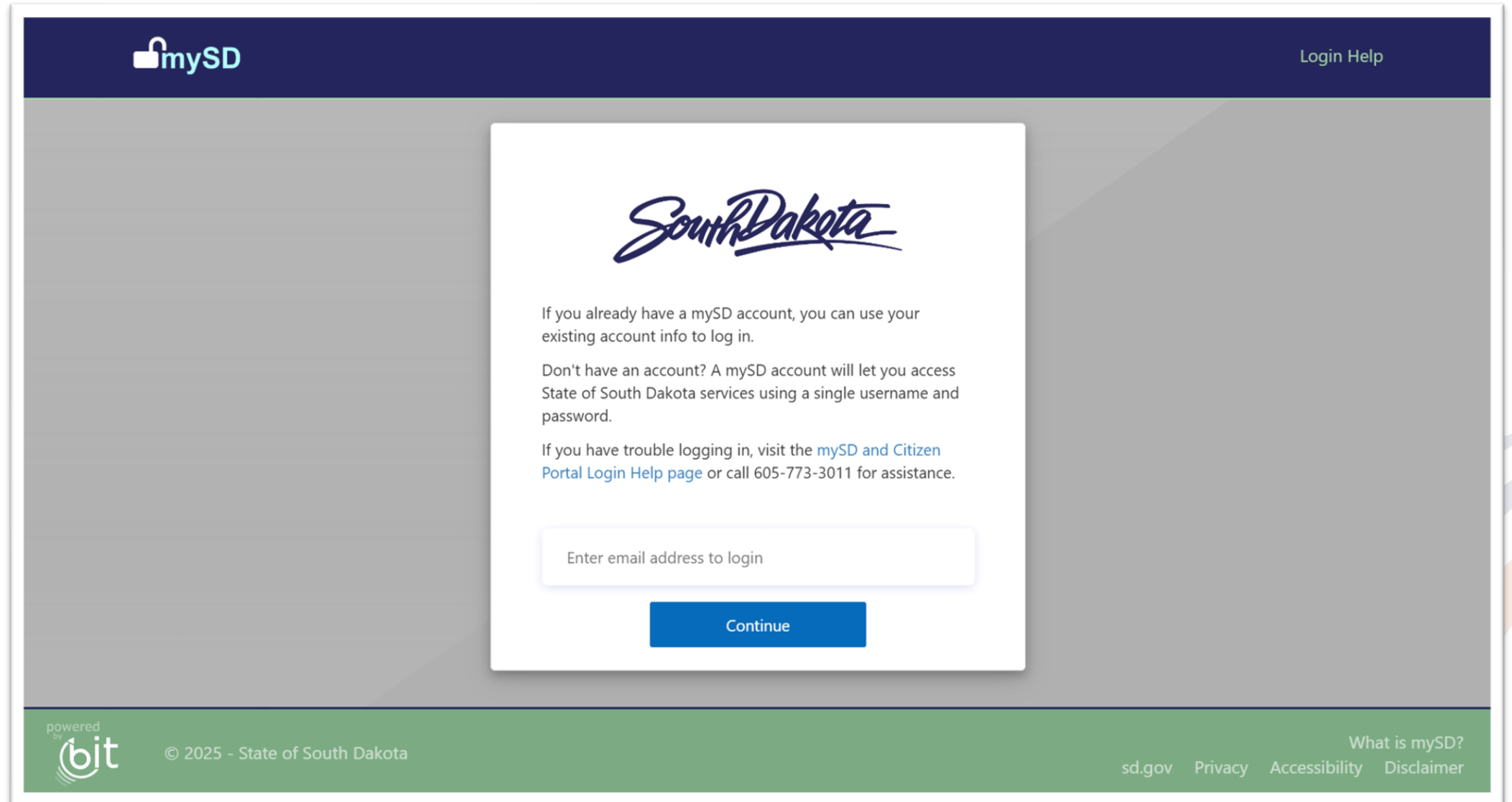
- You should have already completed Step 1 – getting your SSO ready to go.
- Then, click this link to get to the new system. This will be the same link at rollout.

Click "Sign in with mySD" to launch the SSO logon screen



The screenshot shows the top navigation bar of the SD DOR website. On the left is the SD DOR logo with the text 'DEPARTMENT OF REVENUE'. Below it is a home icon and the text 'Dealer Services'. On the right is a question mark icon. The main content area features a large image of a mountain range. Overlaid on the right side of the image is a white 'Log In' box. Inside this box, the 'Sign in with mySD' button is highlighted with a yellow border. The footer contains the SD DOR logo, the address '445 E Capitol Avenue, Pierre, SD 57501', and links for 'Careers', 'Contact', 'SD.GOV', 'Privacy Policy', and 'Request Public Records'. Social media icons for Facebook, YouTube, and Twitter are also present.

Log In Using Your mySD SSO Account



The screenshot shows the mySD login interface. At the top left is the mySD logo, and at the top right is a 'Login Help' link. The main content area features the South Dakota logo, followed by instructions for existing and new users, and a link to the login help page. Below the text is an input field for the email address and a 'Continue' button. The footer contains the 'powered by bit' logo, copyright information for the State of South Dakota, and links for 'What is mySD?', 'sd.gov', 'Privacy', 'Accessibility', and 'Disclaimer'.

mySD Login Help

South Dakota

If you already have a mySD account, you can use your existing account info to log in.

Don't have an account? A mySD account will let you access State of South Dakota services using a single username and password.

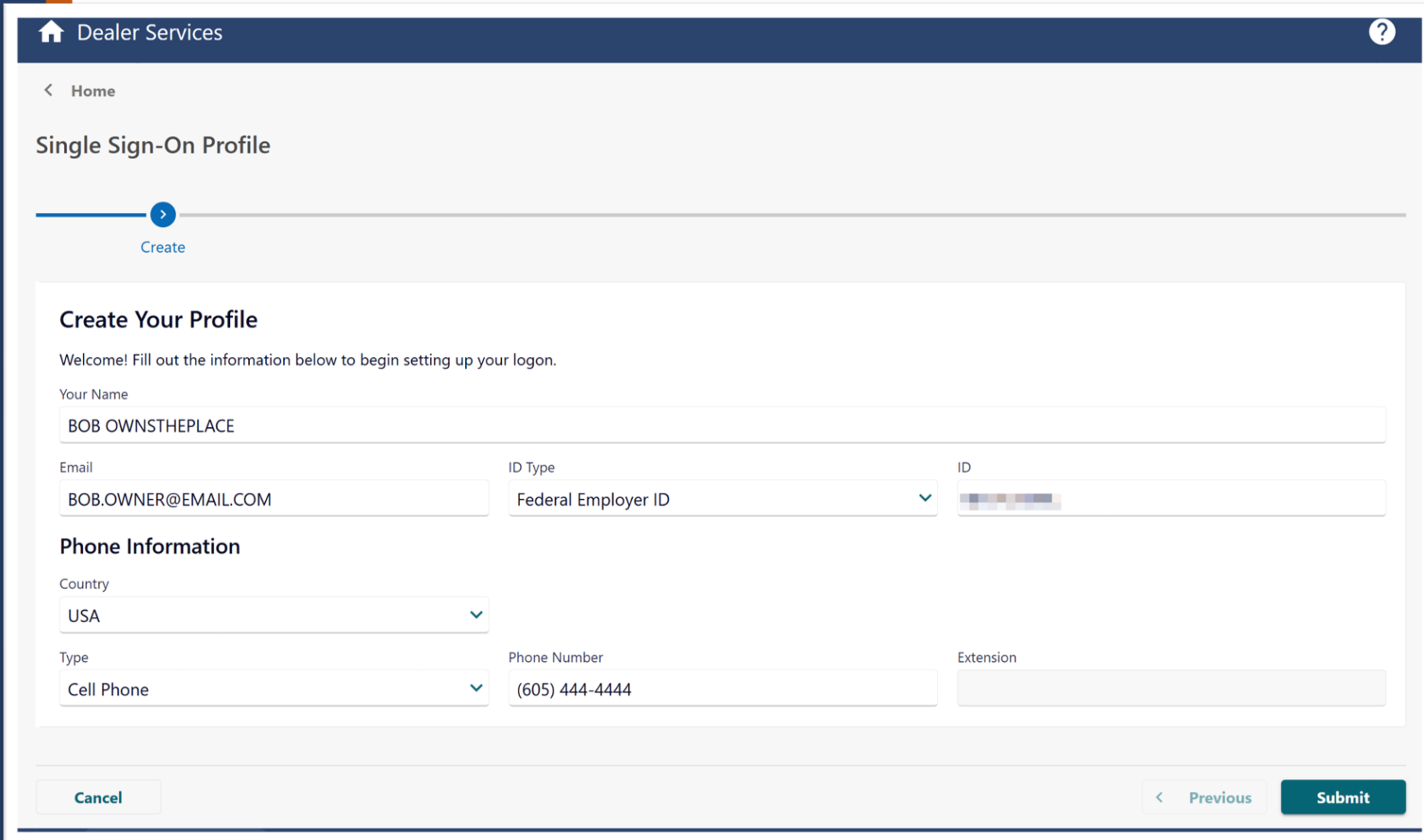
If you have trouble logging in, visit the [mySD and Citizen Portal Login Help page](#) or call 605-773-3011 for assistance.

Enter email address to login

Continue

powered by bit © 2025 - State of South Dakota What is mySD?
sd.gov Privacy Accessibility Disclaimer

Complete Your New System Profile



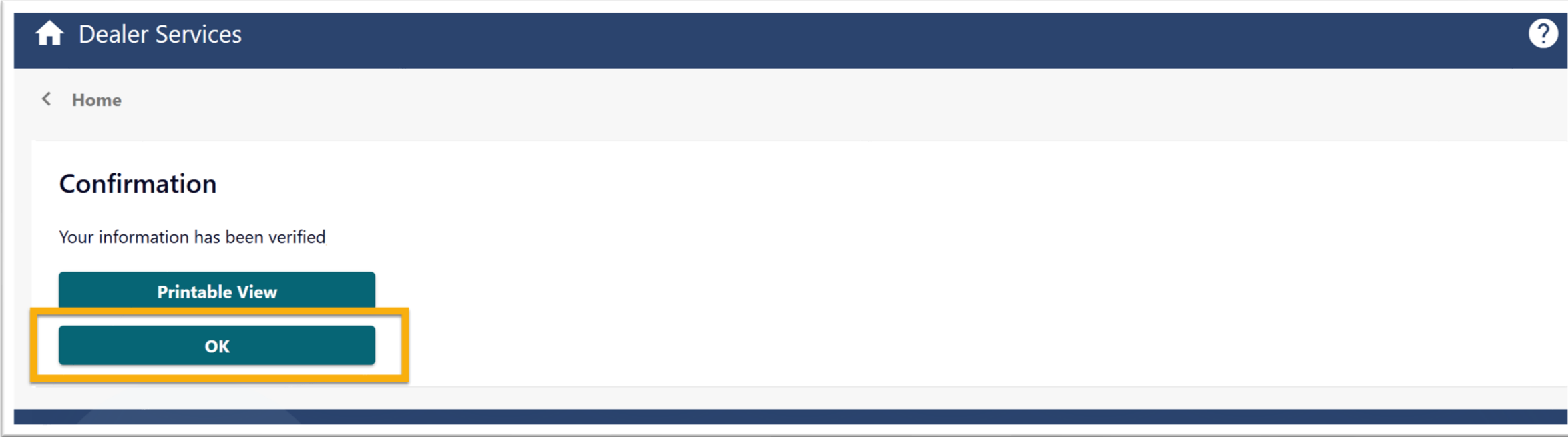
The screenshot shows a web interface for 'Dealer Services' with a 'Single Sign-On Profile' section. A progress bar indicates the 'Create' step is active. The form includes the following fields:

- Your Name:** BOB OWNSTHEPLACE
- Email:** BOB.OWNER@EMAIL.COM
- ID Type:** Federal Employer ID (dropdown menu)
- ID:** [Redacted]
- Phone Information:**
 - Country:** USA (dropdown menu)
 - Type:** Cell Phone (dropdown menu)
 - Phone Number:** (605) 444-4444
 - Extension:** [Empty]

Navigation buttons at the bottom include 'Cancel', 'Previous', and 'Submit'.

- Complete your profile using your personal information.
- If the mySD SSO account you're using is specific to your business email, feel free to enter your business phone number.
- This info is not super important for your setup; you will be able to change this information later.

Complete Your New System Profile



The screenshot shows a mobile application interface for 'Dealer Services'. At the top, there is a dark blue header with a home icon and the text 'Dealer Services', and a question mark icon in the top right corner. Below the header is a light gray bar with a back arrow and the text 'Home'. The main content area has a white background with the title 'Confirmation' and the message 'Your information has been verified'. There are two teal buttons: 'Printable View' and 'OK'. The 'OK' button is highlighted with a yellow border.

Request Initial Primary/Admin Access – Do this per license



- Click the **Request Initial Primary/Admin Access** link and submit this request for each of your dealer licenses.

The screenshot shows a web interface for 'Dealer Services'. At the top, there is a navigation bar with a home icon, the text 'Dealer Services', and user icons. Below this, the user's name 'Bob Ownstheplace' is displayed along with contact information: 'bob@email.com' and '+1 (444) 444-4444'. A welcome message 'Welcome, Bob Ownstheplace' and a 'Manage My Profile' link with a notification icon are also present. A 'Summary' section is followed by a 'Filter' input field. The main content area is titled 'Complete Account Setup' and contains three links: 'View Previous Access Requests', 'Request Initial Primary/Admin Access' (highlighted with a yellow box), and 'Link Access to Dealership'.

Request Initial Primary/Admin Access



Dealer Services

Bob Ownstheplace

Logon

Bob Ownstheplace

Access Information

Business Information

Legal Business Name
CARS CARS CARS

Business Owner's Name
BOB OWNSTHEPLACE

ID Associated with your Business
Federal Employer ID

Federal Employer ID
[Redacted]

Business Unique ID
[Redacted] Sample: 4321

License Type
New/Used Dealer Number

Dealer License ID
[Redacted] Sample: D1234 or MH1234

Primary Access Information

The email you provide must belong to an employee that is trusted and expected to work long term for your dealership license listed above. This individual will become the first user in South

- Fill out this request for each license.
- The system checks your FEIN and that the Business Unique ID matches your FEIN.
- Business Unique ID is the 4-digit code from your dealer letter.** You should have one per license, but you can enter the same one for all licenses as long as it's associated to the same FEIN.
- Whichever Dealer License ID you enter is the account to which the employees you list further on this request submission will be granted access.
- Sole Proprietorships will typically use their SSN instead of Federal Employer ID. Reference your dealer letter to verify which you should be entering.

Request Initial Primary/Admin Access Continued



Federal Employer ID

License Type Dealer License ID

New/Used Dealer Number

Primary Access Information

The email you provide must belong to an employee that is trusted and expected to work long term for your dealership license listed above. This individual will become the first user in South Dakota's new Dealer Services site for that dealership. They will have full access to your business processes, have the ability to grant and remove access to other users, and be responsible for granting your other employees appropriate access.

Individual with Primary Access

Primary Access Email Confirm Email

Additional Employees

Please list any employees you would like to be sent access codes when Dealer Services goes live. Below is an explanation of Access Type and Access Level. Granting access to these individuals will allow them access to the dealership license listed above.

Access Levels

- Enter the details for whichever user will be one of the Primary/Admin users for the dealer license selected above.
- This user will be granted full access to your business processes and will have the ability to grant and remove access for other users for this license.
- Most often, this will be you, the logged-in user submitting this request. If you plan to use the system, make sure you are listed as either the Primary Access holder or an Additional Employee.
- If you choose not to set up additional access for yourself, you can always get that set up after rollout.

Request Initial Primary/Admin Access Continued

Additional Employees

Please list any employees you would like to be sent access codes when Dealer Services goes live. Below is an explanation of Access Type and Access Level. Granting access to these individuals will allow them access to the dealership license listed above.

Access Levels

Vehicle Sales- User will be able to perform title queries and generate Seller's Permits

Title Application- User will be able to Submit Title Applications and have all permissions granted to a user with the Salesperson Access Level

Primary/Admin- User will be able to renew licenses, order plates, update license information, dealership maintenance, and all other functions granted to users with Title Application

Access Types

Administrator- User can manage permissions and access levels of themselves and other users and manage licenses

Basic User- User cannot manage permissions of themselves or others

Employee Name	Employee Email	Access Level	Access Type
✕ Sally Runstheplace	SALLYRUNS@EMAIL.COM	Primary/Admin	Administrator
✕ Frank Doestitles	FRANKTITLES@EMAIL.COM	Title Application	Administrator
✕ Debby Onlytitles	DEBBYTITLES@EMAIL.COM	Title Application	Basic User
✕ Jane Carsales	JANECARS@EMAIL.COM	Vehicle Sales	Basic User
✕ Greg Sellscars	GREGSELLS@EMAIL.COM	Vehicle Sales	Basic User

- Enter the employees whose access should include the dealer license you've entered for this request. (Again, you're filling this out for each license.)
- Employee access can be the same or vary by license, as needed.

Confirm Your Submission

Dealer Services

Bob Ownstheplace

Logon

Bob Ownstheplace

Access Information Confirm Submission

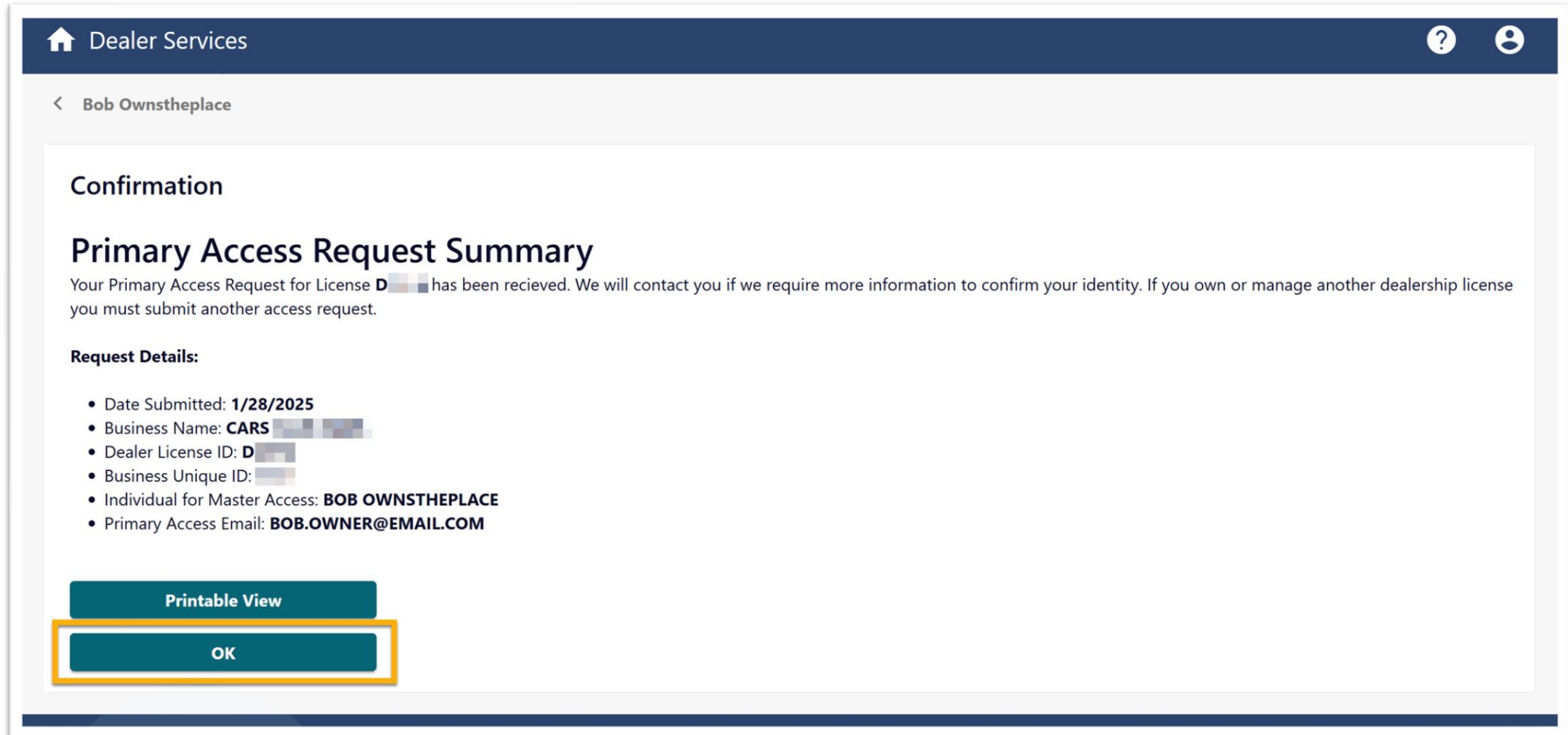
Confirm Submission

By signing your name below you affirm that all information provided is true and accurate to the best of your knowledge. The Dealer is solely responsible for any misuse of the DMV Dealer System and information obtained from it under the Online Use Agreement. Misuse may result in criminal penalties under the Federal Drivers Privacy and Protection Act.

Signature

View Confirmation

- Click OK to return to the home screen to view your submission(s) or submit another.



Dealer Services

Bob Ownstheplace

Confirmation

Primary Access Request Summary

Your Primary Access Request for License **D** has been received. We will contact you if we require more information to confirm your identity. If you own or manage another dealership license you must submit another access request.

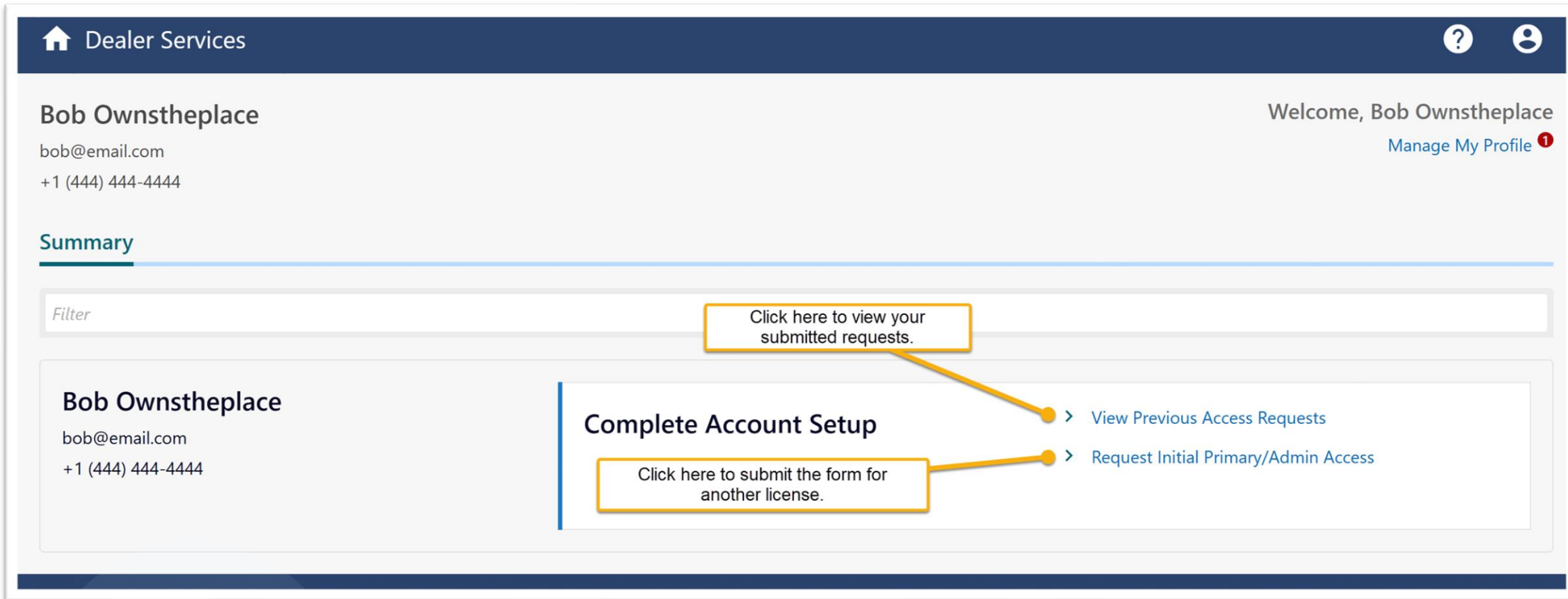
Request Details:

- Date Submitted: **1/28/2025**
- Business Name: **CARS**
- Dealer License ID: **D**
- Business Unique ID:
- Individual for Master Access: **BOB OWNSTHEPLACE**
- Primary Access Email: **BOB.OWNER@EMAIL.COM**

Printable View

OK

View Submissions or Submit Additional



🏠 Dealer Services ? 👤

Bob Ownstheplace
bob@email.com
+1 (444) 444-4444

Welcome, Bob Ownstheplace
[Manage My Profile](#) 1

Summary

Filter

Bob Ownstheplace
bob@email.com
+1 (444) 444-4444

Complete Account Setup

- > [View Previous Access Requests](#)
- > [Request Initial Primary/Admin Access](#)

Click here to view your submitted requests.

Click here to submit the form for another license.

Repeat Per License!

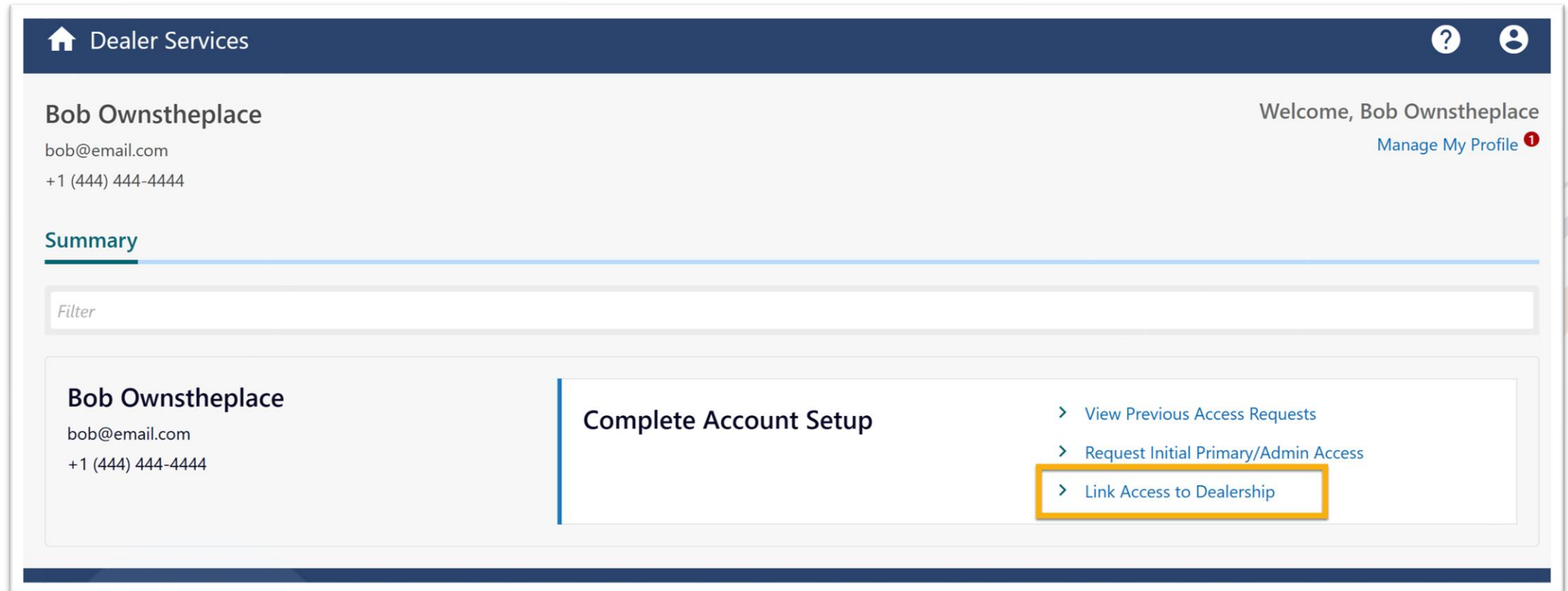
- Submit the “Request Initial Primary/Admin Access” request for each of your licenses.
- The employees you list will gain access at rollout (February 17) to the corresponding license entered with whichever level of access you indicate for them.

What happens next?

- At rollout, emails will be sent to you and your staff with your access codes.
 - These emails are expected to be sent on February 16th so you're ready to go on the 17th!
 - Check your Spam/Junk/Clutter folders!

At Rollout – All users will need to:

1. Locate the email with your Access Key code (per user!).
2. Login with your mySD SSO and complete your profile.
3. Click **Link Access to Dealership**



The screenshot shows a user profile page for Bob Ownstheplace. The page includes a header with a home icon and the text 'Dealer Services'. The user's name, email, and phone number are listed on the left. On the right, there is a welcome message and a 'Manage My Profile' link with a notification icon. Below this is a 'Summary' section with a 'Filter' input field. A 'Complete Account Setup' section contains three links: 'View Previous Access Requests', 'Request Initial Primary/Admin Access', and 'Link Access to Dealership', which is highlighted with a yellow box.

At Rollout – All users will need to:

4. Enter your emailed code in the **Access Key** field and click **Submit**.

The screenshot shows a web interface for 'Dealer Services' with the breadcrumb 'BOB OWNSTHEPLACE'. The main heading is 'Create Additional Logon'. Below this, there is a progress indicator with a blue circle and arrow, and the text 'Generate Logon'. A message reads: 'Please input your Unique Identifier to update your access permissions.' Below this is an 'Access Key' input field with a masked code. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'. The 'Submit' button is highlighted with a yellow box.

5. Your access will be granted! You can proceed with business in the new system.

What should staff who are not primary users submitting this request(s) do before rollout?

- Set up and/or verify your mySD SSO email and password. Have it ready to go!
- View the training videos to get familiar with the functionality you will have access to at go live.

Questions? Please email us:

dealerprogram@state.sd.us