You must complete the application from start to finish. You will need the following documents to complete the renewal of a Dealer or Auto Recycler license. Some applicants will be required to update owner information. Please provide a corporate resolution or appropriate ownership documents if prompted. The examples below do not ask for this information.

## Dealer-

- Number of Vehicles Sold in the last year
- Education certificate- Used dealer (required every 2 years).
- Franchise agreements- If you have new or changed franchises.
- Current Business License
- o Bond- New, Rider or receipt of payment
- \$50- processed by credit card or echeck

## Auto Recycler:

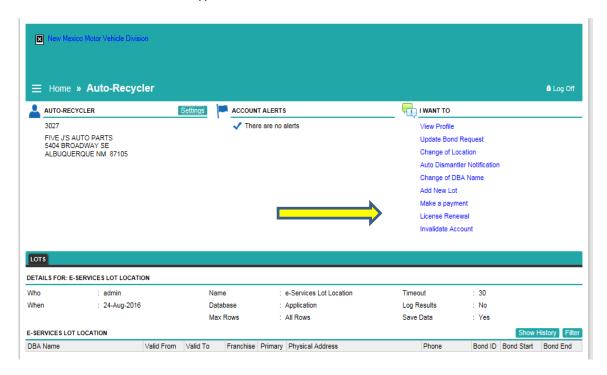
- NMVTIS #
- MSSP ID (NOI #)- Storm water
- Small Quantity Generator ID- Not all applicants will have this number.
- Current Business License
- Bond- New, Rider or receipt of payment
- \$50- processed by credit card or echeck

## <u>Follow the steps below to renew your license in MyMVD.</u>

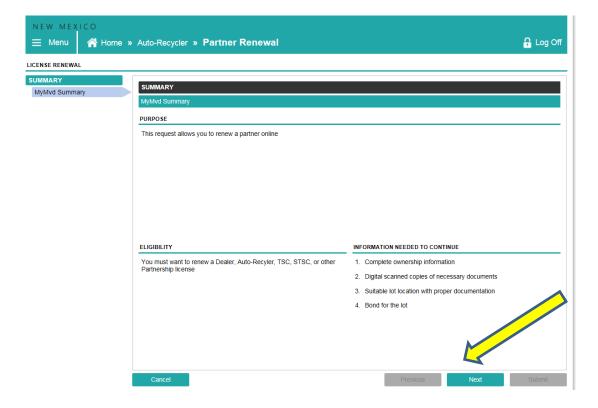
- Log in to your established MyMVD account.
  - https://eservices.mvd.newmexico.gov/eTapestry/\_/
- Select the correct account you would like to renew (click on the blue hyperlink). In this example there is both an Auto Recycler and a dealer account.



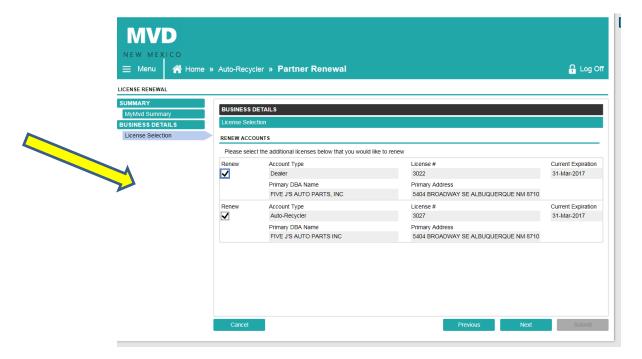
Select the license renewal Hyperlink.



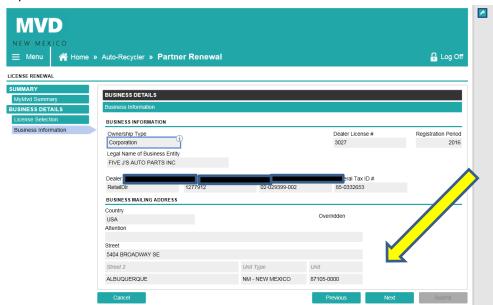
Screen One of the renewal- use the next action button to proceed to the next screen.



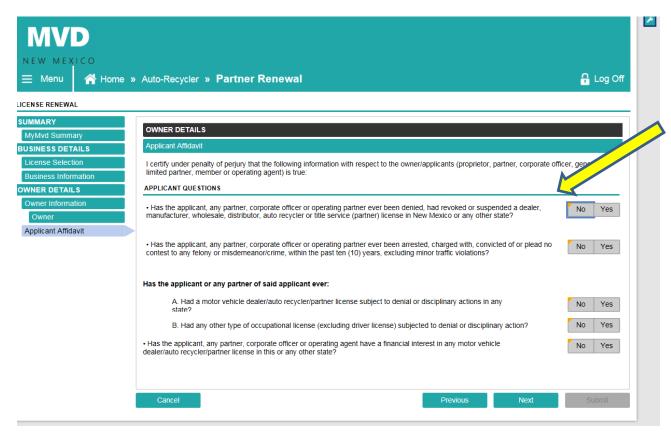
- Screen Two of the renewal.
  - Select the accounts you with to renew. In this example there are two accounts that expire in March 2017.



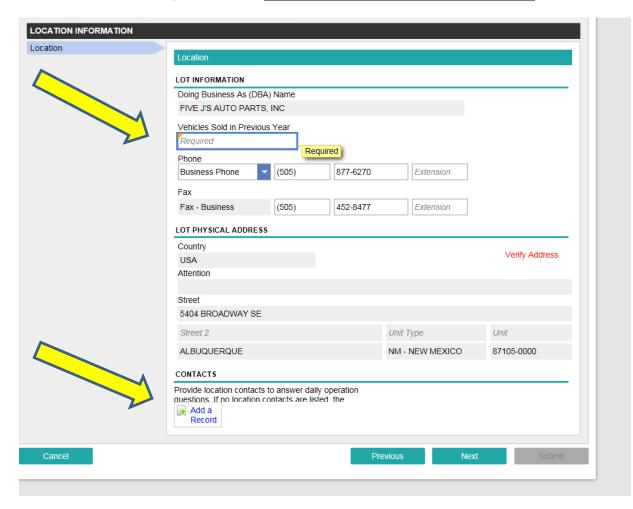
- Screen Three is a review screen.
  - If you note an error in this information- stop the renewal and contact the DLB at 505-383-2316. Many of the applications can be updated online in your MyMVD account. You should submit the applications independent of the renewal and at least 48 hours apart.



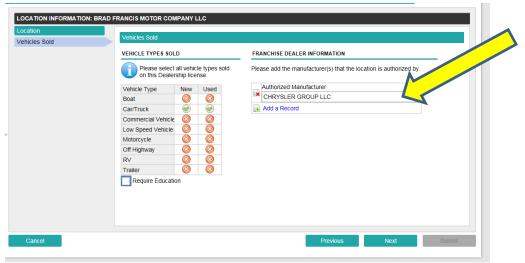
- Screen Four- Applicant affidavit.
  - o Answer each of the questions, add an explanation if applicable.



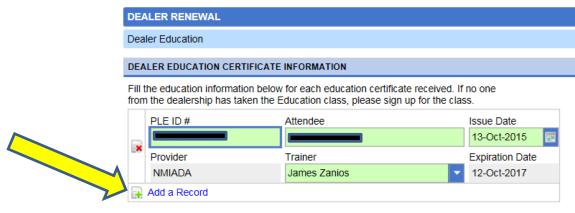
- Screen Five-Location information
  - o As a dealer you are required to input the vehicle sold. Partners and Auto Recyclers will not need to do this.
  - If you have additional contacts (GM, Controller, etc) you would like to add onto the account, please add them under "Add a Record".
  - o Auto Recycler will need to update- (this will be in the location where vehicles sold is):
    - **NMVTIS#**
    - MSSP ID (NOI #)
    - Small Quantity Generator ID- Not all applicants will have this number.



- Screen Six & Seven ONLY FOR DEALERS. Vehicle types sold & Education if applicable
  - Verify New dealer franchise information. If you need to add or remove franchise please do so here. Include a copy of the new franchise agreement also.

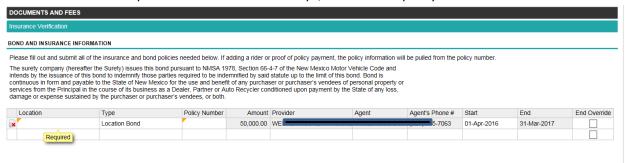


- o Used Car dealers are required to provide 4 hours of continuing education every 2 years.
  - You will need to scan in this certificate.
  - You can add multiple records.

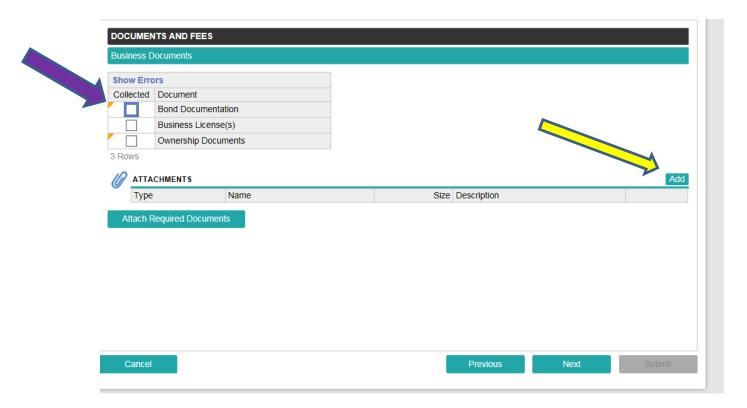


## Bond

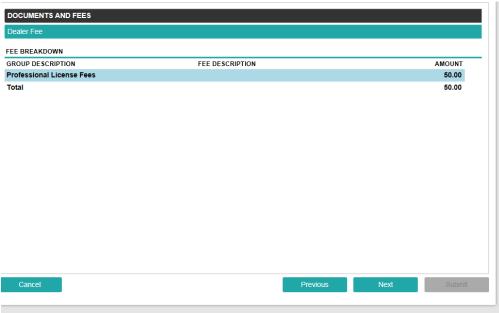
- Please verify your bond information if it is the same or update with the new information.
- o You will be required to attach a bond receipt, rider or new policy documentation.



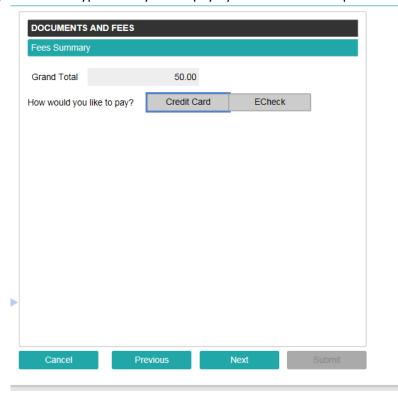
- Business Document collection screen.
  - Check the collected box (Purple arrow)
  - Attach the documents (Yellow arrow)



• Licensing Fee- if you are renewing a dealer and auto recycler the fee will be \$100 (\$50 for each).



• Fee Summary. Select the type of fee you will pay by and follow the steps.



You will need to complete the certification statement at the end and submit. Upon approval you will be able to print your new license.