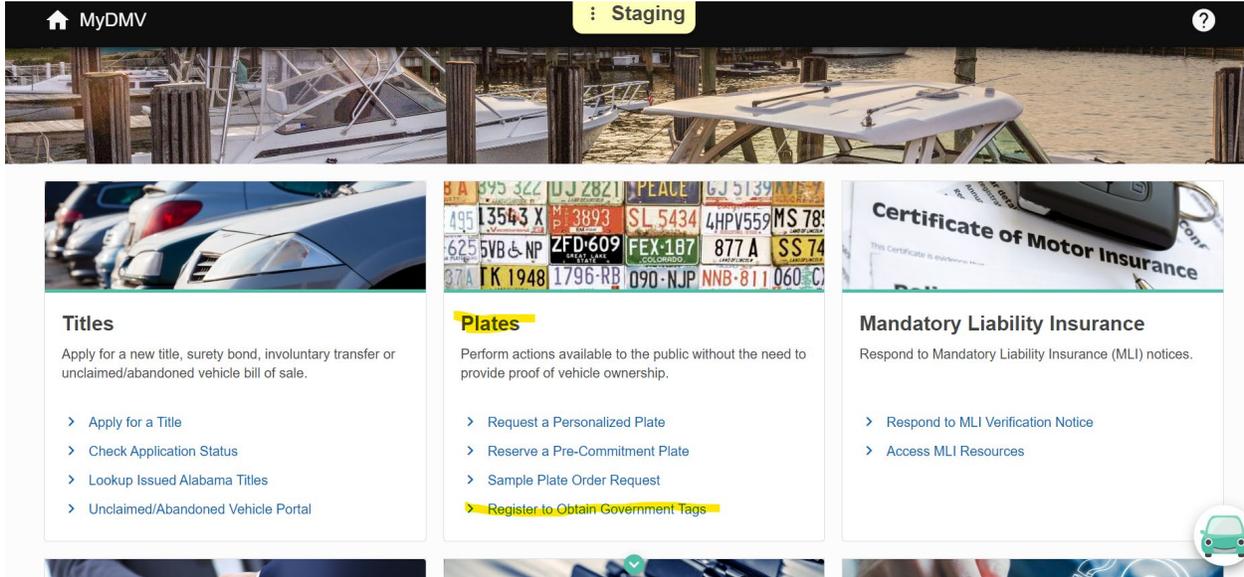


Initial setup for a GOVERNMENT AGENCY (NON-DEALER):

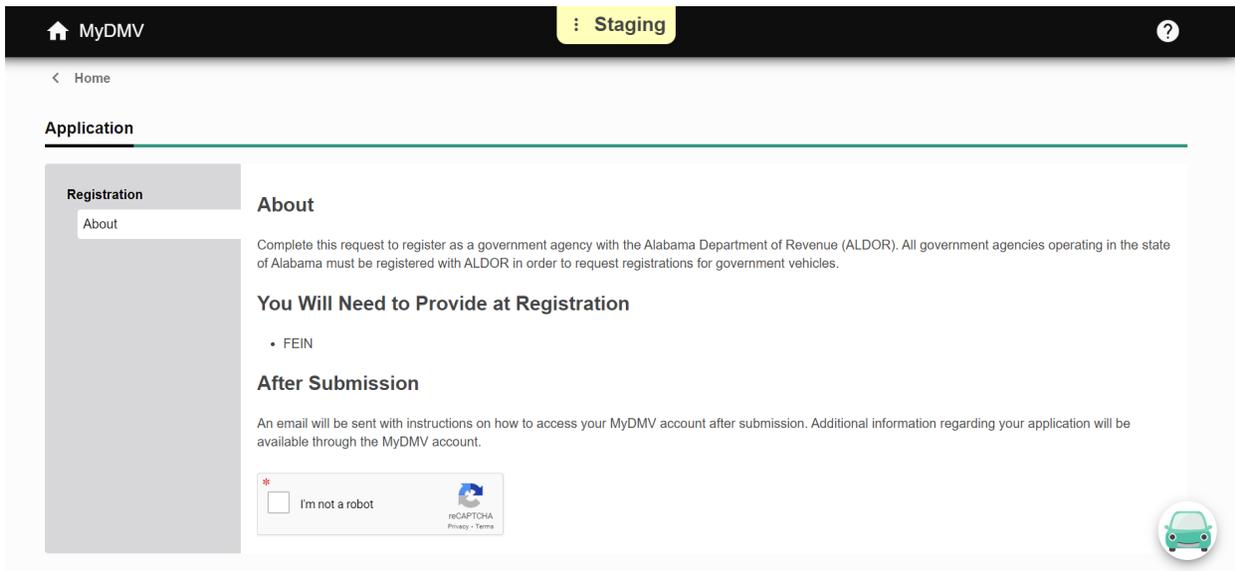
STEP 1 – Visit the Motor Vehicle Division - MyDMV at mydmv.revenue.alabama.gov and click on “Register to Obtain Government Tags” tab in the **Plates** section



The screenshot shows the MyDMV homepage with a navigation bar at the top containing a home icon, the text 'MyDMV', a 'Staging' indicator, and a help icon. Below the navigation bar is a banner image of boats at a dock. The main content area is divided into three columns:

- Titles**: Apply for a new title, surety bond, involuntary transfer or unclaimed/abandoned vehicle bill of sale. Links include: Apply for a Title, Check Application Status, Lookup Issued Alabama Titles, and Unclaimed/Abandoned Vehicle Portal.
- Plates**: Perform actions available to the public without the need to provide proof of vehicle ownership. Links include: Request a Personalized Plate, Reserve a Pre-Commitment Plate, Sample Plate Order Request, and **Register to Obtain Government Tags** (highlighted in yellow).
- Mandatory Liability Insurance**: Respond to Mandatory Liability Insurance (MLI) notices. Links include: Respond to MLI Verification Notice and Access MLI Resources.

STEP 2 – You will begin the registration process to obtain a **Partner Logon** account.



The screenshot shows the 'Application' page on MyDMV. The page has a navigation bar at the top with a home icon, 'MyDMV', 'Staging', and a help icon. Below the navigation bar is a breadcrumb trail: < Home. The main heading is 'Application'. On the left, there is a sidebar with 'Registration' and 'About' options. The 'About' section contains the following text:

About

Complete this request to register as a government agency with the Alabama Department of Revenue (ALDOR). All government agencies operating in the state of Alabama must be registered with ALDOR in order to request registrations for government vehicles.

You Will Need to Provide at Registration

- FEIN

After Submission

An email will be sent with instructions on how to access your MyDMV account after submission. Additional information regarding your application will be available through the MyDMV account.

At the bottom of the page, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link.

STEP 3 – Once reviewed, check the box stating you are not a Robot, then click on **Next** button

The screenshot shows the MyDMV Staging interface. At the top, there is a navigation bar with 'MyDMV' and 'Staging' labels. Below the navigation bar, there is a breadcrumb trail for 'Home'. The main content area is titled 'Application' and contains a sidebar with 'Registration' and 'About' options. The 'About' section is active and displays the following text:

About

Complete this request to register as a government agency with the Alabama Department of Revenue (ALDOR). All government agencies operating in the state of Alabama must be registered with ALDOR in order to request registrations for government vehicles.

You Will Need to Provide at Registration

- FEIN

After Submission

An email will be sent with instructions on how to access your MyDMV account after submission. Additional information regarding your application will be available through the MyDMV account.

At the bottom of the page, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo.

STEP 4 - Input your Government Agency Federal Employer ID # and the Legal Name of the Agency

The screenshot shows the MyDMV Staging interface for the 'Government Agency Information' form. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main content area is titled 'Application' and contains a sidebar with 'Registration', 'About', and 'Business Information' options. The 'Business Information' section is active and displays the following form fields:

Government Agency Information

Organization Type: Government Agency

Federal Employer ID: **-***3333

Legal Name: TAYLOR ROAD VOLUNTEER RESCUE SQUAD

There is a link for '+ Doing Business Under Different Name' below the form fields.

At the bottom of the page, there are three buttons: 'Cancel', 'Previous', and 'Next'.

STEP 5 - Input the Business Location Address with the street, city, state, and county name.

The screenshot shows the MyDMV application interface. At the top, there is a navigation bar with 'MyDMV' and a home icon on the left, and a help icon on the right. Below the navigation bar is a breadcrumb trail showing '< Home'. The main content area is titled 'Application' and contains a sidebar on the left with 'Registration' selected, and sub-items 'About', 'Business Information', and 'Address'. The 'Business Location Address' form is displayed with the following fields: 'Street' (2545 TAYLOR ROAD), 'City' (MONTGOMERY), 'State' (ALABAMA), and 'Zip' (36117-). There are also fields for 'Unit Type', 'Unit #', and 'County' (MONTGOMERY). A 'Verify Address' button is highlighted in green. A red warning message with a triangle icon states 'Address needs to be verified'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

STEP 6 - You must select the Verify Address button to confirm the address with USPS. Select Next.

The screenshot shows the MyDMV application interface after the address has been verified. The 'Verify Address' button is now highlighted in green. A green message with a checkmark icon states 'Address has been verified'. The rest of the form and navigation elements are the same as in the previous screenshot.

STEP 7 - Add a Mailing Address if you have a Different Mailing Address, then click Next tab

The screenshot shows the MyDMV mobile application interface. At the top, there is a navigation bar with a home icon, the text 'MyDMV', and a question mark icon. Below this is a breadcrumb trail with '< Home'. The main content area is titled 'Application' and features a sidebar menu on the left with options: 'Registration' (highlighted), 'About', 'Business Information', 'Business Location', and 'Address'. The main form area is titled 'Mailing Address' and contains the question 'Do you have a different mailing address?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected and highlighted in yellow. At the bottom of the form, there are three buttons: 'Cancel', '< Previous', and 'Next >' (highlighted in yellow).

STEP 8 - For Web Account Information, input your email address and confirm if you want to use that for your username or you can choose to use a different username, if desired. Also, input your personal name, and business phone number, and then Select Next.

The screenshot shows the MyDMV mobile application interface for the 'Web Account Information' step. The navigation bar and breadcrumb trail are the same as in Step 7. The sidebar menu on the left has 'Web Account' highlighted. The main form area is titled 'Web Account Information' and includes a blue informational banner: 'The username entered on this form will be used to access your online account.' Below this, there are several input fields: 'Email Address' (J8276788@GMAIL.COM), 'Confirm Email Address' (J8276788@GMAIL.COM), 'Would you like to use your email as your username?' (Yes selected), 'Name' (JANE DOE), 'Phone Type' (Business), 'Phone Number' ((334) 333-3333), and 'Extension'. The 'Yes' radio button and the 'Next >' button at the bottom are highlighted in yellow.

STEP 9 – On the Summary Page, confirm your Entity Type and Address, then select **Next**

The screenshot shows the MyDMV application summary page. The header includes a home icon, 'MyDMV', and a help icon. A breadcrumb trail shows '< Home'. The main content area is titled 'Application' and contains a 'Summary' section. On the left, a sidebar lists navigation options: 'Registration' (highlighted), 'About', 'Business Information', 'Business Location', 'Address', 'Web Account', and 'Summary'. The 'Summary' section displays the following information: 'Entity Type' is 'Government Agency', 'Organization Type' is 'Government Agency', and 'Address' is '2545 TAYLOR RD MONTGOMERY AL 36117-4706'. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

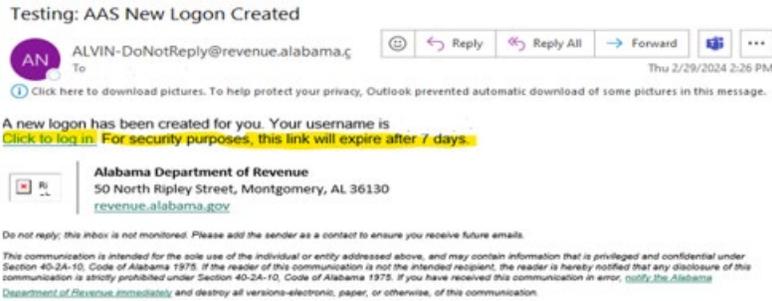
STEP 10 - Confirm Submission with electronic signature, then click on Submit tab

The screenshot shows the MyDMV 'Confirm Submission' page. The header includes a home icon, 'MyDMV', and a help icon. A breadcrumb trail shows '< Home'. The main content area is titled 'Confirm Submission' and contains a text box with the heading 'Confirm Submission' and the instruction 'Sign below to certify that all information contained in this request is correct.' Below this is a signature line with the label 'Signature' and the name 'JANE DOE' in a text input field. At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Submit'.

STEP 11 – Make record of the Confirmation Number below, then click on OK.

The screenshot shows the MyDMV 'Confirmation' page. The header includes a home icon, 'MyDMV', and a help icon. A breadcrumb trail shows '< Home'. The main content area is titled 'Confirmation' and contains the following text: 'Your request has been submitted to the Alabama Department of Revenue. Your confirmation number is 0-002-168-974', 'You will receive an email with a link to reset your password and log on to your account.', and 'Pending approval, you will be able to'. Below the text are two buttons: 'Printable View' and 'OK'.

STEP 12 - an email confirmation will be sent to finalize the account setup. You must “Click to log in” to setup the 14-digit password and 2 part Authentication.



STEP 13 - After clicking on the “Click to log in” link in the 1st email received, the system will take the agency to this page. A new password must be created, a minimum of 14 characters long using both letters and numbers, both uppercase and lowercase letters, and contain a special character

MyDMV Staging

Home

Reset Your Password

New Password *
Required

Confirm Password *
Required

Password Help

- Passwords cannot be reused
- Minimum 14 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Cancel Submit

STEP 14 - Create the 14-character password as in this example, then click on Submit

MyDMV Staging

Home

Reset Your Password

New Password
Auburnboard77!

Confirm Password

Password Help

- Passwords cannot be reused
- Minimum 14 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

Cancel Submit

STEP 15 - The agency will receive confirmation “Your password has been updated” and then an email will be sent confirming this. Click OK

The screenshot shows the MyDMV interface. At the top, there is a navigation bar with a home icon, the text "MyDMV", a "Staging" indicator, and a help icon. Below the navigation bar is a breadcrumb trail: "< Home". The main content area is divided into two columns. The left column is titled "Reset Your Password" and contains two input fields: "New Password" and "Confirm Password", both with masked characters and eye icons. The right column is titled "Password Help" and contains the text "Passwords cannot be reused" and "Minimum 14 characters". A modal dialog box is centered over the form, displaying an information icon and the message: "Your password has been updated. Please use this new password when you log in next." Below the message is an "OK" button. At the bottom right of the form area, there are "Cancel" and "Submit" buttons.

STEP 16 - This is the email confirmation this agency’s Non-Dealer License Application has been staged to “Pending Review” which means the MVD will soon be reviewing to Approve or Deny.

Testing: AAS Your Non-Dealer License Application Has Been Staged To: Pending Revi..

 ALVIN-DoNotReply@revenue.alabama.gov
To . Thu 2/29/2024 2:26 PM



 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your Non-Dealer License Application has been staged to: Pending Review.
The application has been submitted for review. Additional information will be communicated when action is taken on the application.

To log in to your MyDMV account, [click here](#).

 **Alabama Department of Revenue**
50 North Ripley Street, Montgomery, AL 36130
revenue.alabama.gov

Do not reply; this inbox is not monitored. Please add the sender as a contact to ensure you receive future emails.

This communication is intended for the sole use of the individual or entity addressed above, and may contain information that is privileged and confidential under Section 40-2A-10, Code of Alabama 1975. If the reader of this communication is not the intended recipient, the reader is hereby notified that any disclosure of this communication is strictly prohibited under Section 40-2A-10, Code of Alabama 1975. If you have received this communication in error, [notify the Alabama Department of Revenue immediately](#) and destroy all versions-electronic, paper, or otherwise, of this communication.

STEP 17 – Once the MVD has approved the agency non-dealer application, the agency will be able to visit the MVD MyDMV website at mydmv.revenue.alabama.gov and click on the **Partner Logon** button at the top right or bottom and input their username and password going forward to submit and pay for all government applications.

The screenshot displays the Alabama Department of Revenue MyDMV website. The top navigation bar includes the department logo, a 'Contact Us' link, and a yellow 'Partner Logon' button. Below the navigation is a banner image of boats at a dock. The main content area is divided into three columns: 'Titles', 'Plates', and 'Mandatory Liability Insurance'. Each column contains a brief description and a list of actionable links. The 'Titles' section includes links for applying for a title, checking application status, looking up issued titles, and accessing the unclaimed/abandoned vehicle portal. The 'Plates' section includes links for requesting personalized plates, reserving pre-commitment plates, sample plate order requests, registering for government tags, and submitting distinctive plate applications. The 'Mandatory Liability Insurance' section includes links for responding to MLI verification notices and accessing MLI resources. Below the main content is a 'Home' breadcrumb and a blue box titled 'Account Holders Only' with instructions for account holders and links for International Registration Plan (IRP) partners and fleet operators. At the bottom, there is a 'Partner Logon' form with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgot username or password?'. The footer contains the copyright notice: 'Copyright © ALDOR, all rights reserved. Please read our terms of use.'

For assistance, contact the MVD at 334-242-9000 or e-mail: MVD@revenue.alabama.gov