Dealer Licensing
Online Services

Administrative User/User set up through ODPS Identity Manager
Step 1
This step is to be completed *prior* to the Go-Live date *(TBD)*.
Click the Register link to start registration process for Identity Manager

**NOTE:**
The use of Ohio Department of Public Safety (ODPS) Identity Manager (IM) must be used to set up **ALL** user IDs and passwords (any employee who accesses to the Dealer Online Services). Dealers with a current IM account (Dealer Portal, electronic titling system) may use the same sign-on and will simply select the ODPS service needed. IM gives dealerships full control by providing unique User IDs/Passwords and access levels to multiple users within each dealership. IM can be set up at any time. **It is recommended that IM be set up prior to the GO Live date.** Current User ID and password will remain effective until further notice.
Enter the email address you want to use as your Username and enter the ‘captcha’ as shown above, once “Register” is selected, you will be prompted with the screen shown on the right.
Shortly after, you should receive an email with a link that will ask you to confirm your email address and allow you to continue with the registration process.

**NOTE:**
If you do not receive your email after 24 hours, please contact the DPS Help Desk at (614) 752-6487
New External User

Identity Manager (Login Page)
  Register
    Input Email
      Receive Email – Link to Complete Registration
        Continue registration to Identity Manager
          Validate / Not Validate
            Application List

Next, create a password. Anyone who is granted access to the Dealer Online Services will have their own username and password.

NOTE:
Your Password is NOT managed by the BMV. If you have forgotten your password, please visit the login screen of identity manager, and select “Get Help!”
This next step is optional and can be skipped. The Dealer Licensing System does not require you to validate your account. However, some ODPS applications do require you to validate your account.
Step 2
This step will not be available until the Go-Live date (TBD).

NOTE: This step must be completed before anyone can access the Online Dealer System on the day of Go-Live.
On the Go-Live date, all administrative users will log in Identity Manager to set up all user roles in the online dealer licensing system.
Welcome to the Dealer Licensing System!
You currently do not have access to this system. Please follow the steps below to obtain access.

For Administrative Users
Administrative Users can:
- Create/edit/delete multiple Users and other Administrative Users for associated permit numbers
- Sign up to be a Web-Enabled (WE) Dealer (temporary tag services)
- Perform all features of a Non-Administrative User (see below)

If you would like to be an Administrative User for a permit, verify your identity by entering (1) the permit number and (2) the last 4 digits of the FEIN or SSN of any owner. This process must be completed for each permit number. Please click here to proceed.

For Non-Administrative Users
Users who are given permissions for all transactions can:
- Select between different associated permit numbers
- Access dealer licensing and business plate services
- Access temporary tag services
- Access salesperson services
- Perform all features of a No-Money Transactions User (see below)

Users who are given permission for No-Money Transactions can:
- Select between different associated permit numbers
- Report temporary tags
- Print Out-of-State (OSI) Inspection Forms

If you would like to be a Non-Administrative User for your dealership, please ask an Administrative User to add your name as a user.

• Administrative users (Person(s) designated to add, remove users and set individual access) will click on the link shown in the above image sample. This will direct the Administrative User to the Verification screen.

• All other users will have to request that the Administrative User set them up.
Once directed to the verification screen, the Administrative User is required to enter the following fields:

- Dealer Licensing **Permit Number**
- **Last four numbers of the SSN or FEIN** of an owner/member/individual

Select “Verify” to continue to the “Account Creation” screen.

**NOTE:**
Last four of the SSN refers to an individual that represents the corporation, LLC, partnership, trust, or any other principal individual specified in the ownership of the dealership. Last four of the FEIN refers to the FEIN of the company/business. For more information see the rules listed in the “Welcome Screen” or contact the Dealer Licensing Section at 614-752-7636
Once verified, the user will be required to enter their “first” and “last” name. Select “Continue” to be directed to a confirmation page.

NOTE: The Permit Number and Email address cannot be changed by a user at this point of the process. If you need to change your email address, you will have set up a new account through the Identity manager process (Step 1).
Confirmation of successful completion as an Administrative User for the specified permit number.

An Administrative User may register more than one permit number, as applicable.
Welcome to the new **Dealer Licensing System**!

When you have completed the verification and account creation process, you will be directed to the new Dealer Licensing System.

**NOTE:**
All dealership employees added by the Administrative User will automatically be directed to the “Home Dashboard” and will not be required to go through the account verification and account creation process. Signing in through identity manager will still be required. For more information contact the Dealer Licensing Section at 614-752-7636.
To manage authorization of users for a permit number, select the “Security” square (*purple*).
To add a user, click on the “Add New” button.
You must know the email address the user registered with when they created their account in Identity Manager (step 1).

Choose the role of the user: Administrator or User. (You may have more than one Administrator)
This page displays all authorized users and their assigned roles.

**Dealership Administrative Role:** Creates and edit/delete multiple users, access to all transactions (money or non-money)

**User All Transactions** - Access to all transactions, renewals, replacement plates, ordering temporary tags, etc. (money or non-money)

**User No Money Transactions** - Access to non-money transactions, reporting temporary tags
We hope you enjoy the new Dealer Licensing Online Services and find it to be user-friendly.

While we continue to improve the services and add new services throughout the year, we would like to hear your thoughts and/or ideas on what can be improved. We would also like your feedback on what features you like or dislike. Your feedback as an external user helps us to make changes that better assists day to day operations.

All feedback may be sent to DPS DealersSupport@dps.ohio.gov