

Louisiana Department of Public Safety
Office of Motor Vehicles

Temporary Tag Database UsersManual

Temporary Tags Registration of your Business

The Temporary Tag database can be accessed at www.expresslane.org

Click Dealer Services

The screenshot shows the Louisiana Office of Motor Vehicles website. At the top, there is a search bar for motor vehicles and a navigation menu with links for 'What's New / FAQs / Policy & Procedures / Links'. Below this is a main navigation bar with categories: Driver Services, Vehicle Services, Dealer Services, Online Services, Office Locations, Forms/ Study Guides, and Reinstatement Services. The 'Dealer Services' link is highlighted with a box and an arrow pointing to it from the text 'Click Dealer Services' above. The main content area features a banner for 'ExpressLane' with the tagline 'Turning public service into personal service' and a link to 'view online services >>>'. Below the banner is a news item: '/// News: Electronic Lien and Title (ELT) Service Providers (Click here for more information)'. The page is divided into three columns. The left column is titled 'ALERTS' and contains two items: 'Electronic Lien and Title (ELT) Service Providers' and 'Have you been a victim of Identity Theft?'. The middle column features an image of a car with a 'DALE' license plate, followed by the text 'PERSONALIZED PLATES PLATES WITH CUSTOMIZED LETTERING' and a purple button that says 'FOR ASSISTANCE CALL 225-925-6146'. The right column is titled 'STEPHEN F. CAMPBELL, COMMISSIONER' and includes a 'mission statement' about the Office of Motor Vehicles (OMV) functions. A photo of Commissioner Campbell is shown at the bottom right of this column. At the bottom of the page, there is a copyright notice and a footer with links for 'terms of use', 'leave a comment', 'strategic plan', 'mailing address', and 'DPS Employees: Web Mail / Intranet'.

The link to the Temporary Tag database can be found under the “Dealer Services” heading.

The screenshot shows the Louisiana Office of Motor Vehicles website in a Windows Internet Explorer browser window. The address bar shows <http://www.expresslane.org/index.html#>. The website header includes the Louisiana Department of Public Safety & Corrections logo and a search bar. A navigation menu is visible with the following items: Driver Services, Vehicle Services, Dealer Services, Online Services, Office Locations, Forms/Study Guides, and Reinstatement Services. The 'Dealer Services' menu is expanded, showing a link for 'Temporary Tags'. A callout box on the left side of the page contains the text 'Click Temporary Tags' with an arrow pointing to the 'Temporary Tags' link. Below the navigation menu, there is a large banner for 'ExpressLane' with the text 'Welcome to ExpressLane', 'Turning public service into personal service', and 'view online services >>>'. Below the banner, there are several sections: 'ALERTS' with links for 'Electronic Lien and Title (ELT) Service Providers' and 'Have you been a victim of Identity Theft?'; 'PERSONALIZED PLATES' with the text 'PLATES WITH CUSTOMIZED LETTERING'; a 'FOR ASSISTANCE CALL 225-925-6146' button; and a 'mission statement' section featuring a photo of Stephen F. Campbell, Commissioner, and text describing the OMV's functions. The browser's status bar at the bottom shows the URL <https://temptag.dps.louisiana.gov/login/agentlogin.aspx> and the Internet Explorer logo.

New users to the system must register and be approved prior to utilizing the system.

Click on the Registration link to register your business.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Register Registration
Demo

Temporary Tag Registration

Login Email:

Password:

Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles :: Office of Motor Vehicles



Registration is a 5-Step process:



1 Enter information concerning your business and the Point of Contact.

2 Wait up to one week for your request to be reviewed.

3 If application is approved, you will be notified via Email.

4 Register your operators.

5 Record information concerning Temporary Tags you issue.

Continue

Exit

Click
Continue
to Proceed

The screenshot shows a web form with two main sections: 'Business Information' and 'Point of Contact Information'. The 'Business Information' section includes fields for Business Name, EIN, Street Address, City (dropdown), Zip Code, Phone, FAX Number, Cell Phone, Email, Re-enter Email, No. of Agents Requested, and License Number. The 'Point of Contact Information' section includes fields for P.O.C. Name, Street Address, City (dropdown), State (dropdown), Zip (with a 'City Zip Look Up' link), Phone, Login Email, and Re-enter Login Email. A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form are three buttons: 'Continue', 'Back', and 'Exit'.

- Business and Point of Contact information must be filled out completely.
- The “No of Agents Requested” refers to how many agents will be allowed to input temp tag information. The Point of Contact is included in the number of agents.
- “Point of Contact Information” refers to the Administrative Operator of your business.
- A phone number is required.

After this information is completed, please review for accuracy. If you have an error or need to change the information, now is the time to do so.

If all information is correct click the Continue button.



Business Information:

Business Name: Test Record
EIN: ② 000000
Address: 7979 Independence Bl

City: BATON ROUGE
State: LA
Zip: 70806
No. of Agents Requested: 8
License Number: 54648
Phone Number: 2259256146
FAX Number:
Cell Phone Number:
Email: testrecord1@dps.la.gov

Point of Contact Information:

Name: Test Record
POC Login Email: testrecord1@dps.la.gov
Address: 7979 Independence Bl

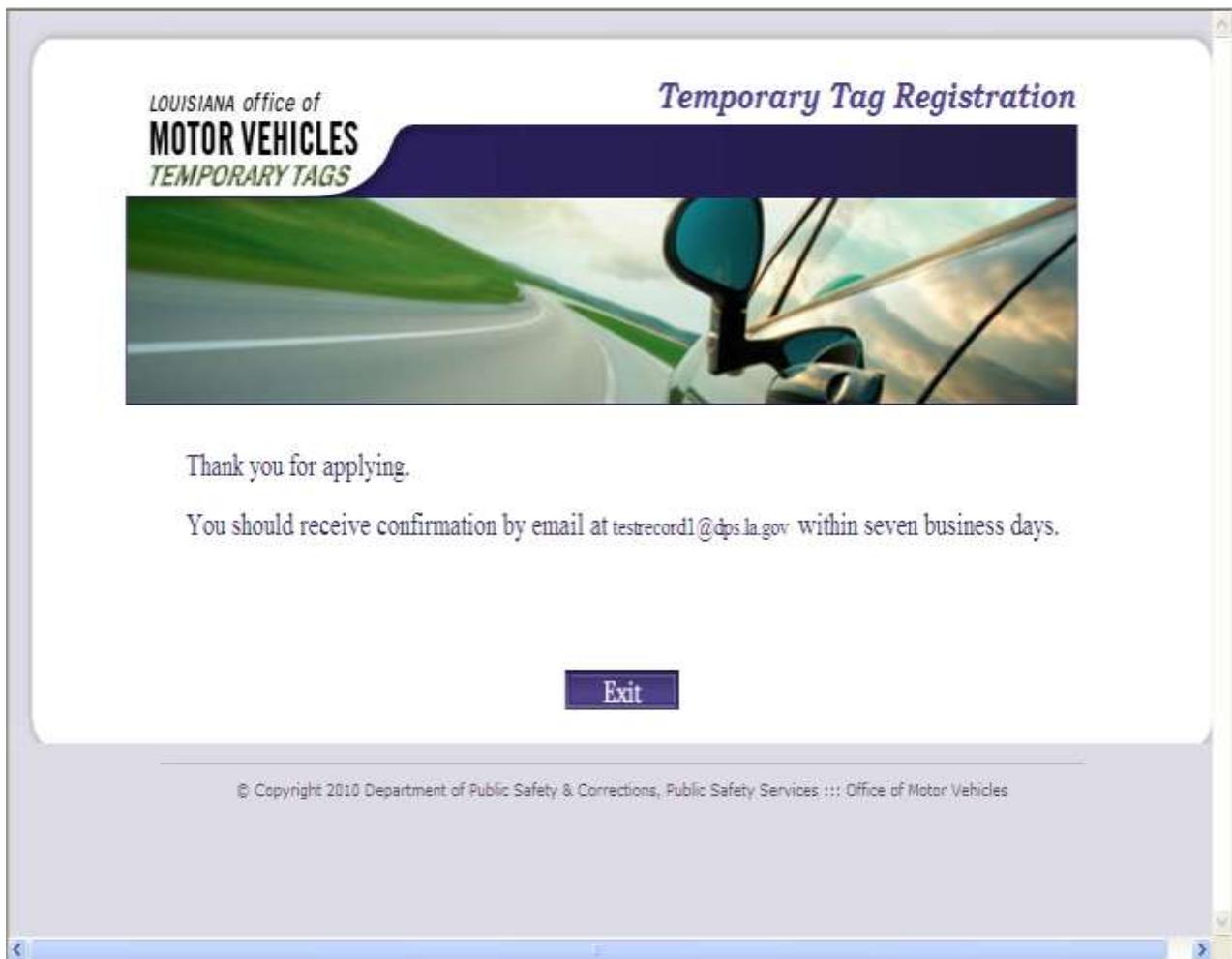
City: BATON ROUGE
State: LA
Zip: 70806
Phone Number: 2259256146
Email: testrecord1@dps.la.gov

Continue

Back

Exit

After you click continue, a confirmation page will be displayed. Verify that all information is correct. If correct, click the continue button. If information is not correct, click the back button and re-enter required information.



Once the “continue” button is selected this screen will be displayed. At this point the account is in a suspended status until approved by the Office of Motor Vehicles. Once approved, an email will be sent.

The E-mail confirmation will be similar to the information indicated below.

Account number : Tester25@dps.la.gov

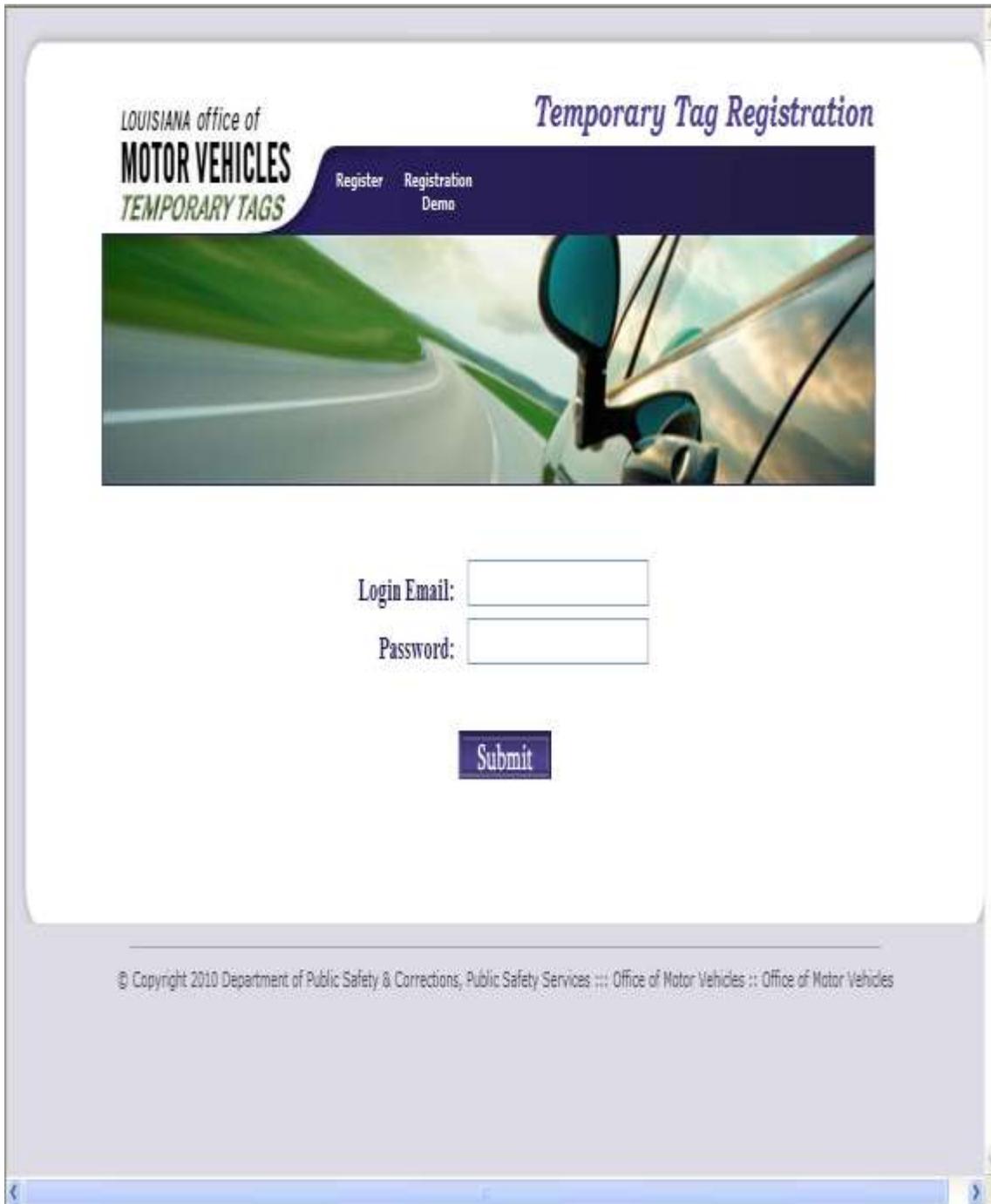
Password : GPy7LFu8

Next step is to log onto

<https://temptag.dps.louisiana.gov/login/agentlogin.aspx>

And create your 7 operator(s) accounts.

Once the email is received the account can be accessed. Again you must access the Temporary tag database as stated above. When the primary screen is displayed, the “Login Email” and “password” sent via email must be entered.



The screenshot shows a web browser window displaying the login page for the Louisiana Office of Motor Vehicles Temporary Tag Registration. The page features a header with the text "LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS" and "Temporary Tag Registration". Below the header is a navigation bar with "Register" and "Registration Demo" links. A large image of a car's interior is visible. The main content area contains two input fields: "Login Email:" and "Password:". Below these fields is a "Submit" button. At the bottom of the page, there is a copyright notice: "© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles :: Office of Motor Vehicles".

Note: The point of contact will be the Administrator of the account. They are responsible for setup and password maintenance of all agents.



Login Email:

Password:

Click the
Submit
button.



LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Register Registration
Demo

Temporary Tag Registration

Your password has expired and must be changed.

Login Email: Testrecord1@dps.la.gov

Password: ●●●●●●●●

New Password: ●●●●●●●●

Confirm New Password: ●●●●●●●●

Change

Click on the Change button.

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles :: Office of Motor Vehicles

You will be prompted to change your password the first time you use this system. The password must be eight characters long and must include at least three of the following character types:

- Upper case letters
- Lower case letters
- Numbers
- Special characters (example: @, \$, %, etc.)

Register Registration
 Demo



Your password has been changed.

Login Email:

Password:

Once your password has been successfully changed, you may log on to the system and begin registering your agents.

To register additional agents click on the "Business Admin" header.

Issue Temporary Tag

**LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS**

[Issue Temp Tag](#) | [Update Void](#) | [Manage Accounts](#) | [Business Admin](#) | [Reports](#) | [How To](#) | [LogOut](#)

*Temporary Tag Number:

*Re-enter Temporary Tag Number:

*VIN: [Override Invalid VIN?](#)

*Vehicle Make:

*Body Style:

*Vehicle Model:

Vehicle Weight:

Vehicle Model Year:

Mileage:

*Vehicle Color Body:

Vehicle Color Top:

* Date Acquired:

Tax/Delivery Date:

Temp Tag Expiration:

ELF Code:

ELT Code:

First Lien Holder's Name:

Second Lien Holder's Name:

*New or Used: New Used

Previous Title No:

Previous Title State:

Trade VIN: [Override Invalid Trade](#)

Trade License Number:

Are you residing within the Corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

*Owner First Name:

Owner Middle Name:

*Owner Last Name:

*Owner DL Number or EIN:

Owner DL State:

*Owner Address:

*Owner City:

*Owner Parish:

Owner State:

*Owner Zip: [City Zip Look Up](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

*Mail Renewal Notice to Owner: Yes No

Should the Vehicle Record Indicate as DLN or EIN of Lessee, Operator or Renter:

*Cost of Vehicle:

Less Trade:

Rebate:

Tax Value:

Tax Exempt: Yes No

Act of Donation: Yes No

? = drop down list when clicked.

*= Required fields

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Issue
Temp Tag

Update
Void

Manage
Accounts

Business
Admin

Reports

How To

LogOut



*Login Email:

*Reenter Login Email:

*Agent Name:

*Address:

*City:

*State:

* Zip: [City Zip Look Up](#)

*Password:

*Phone Number:

*= Required fields

Save

The point of contact must enter the agent information above and click the “save” button.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Create Agent

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut



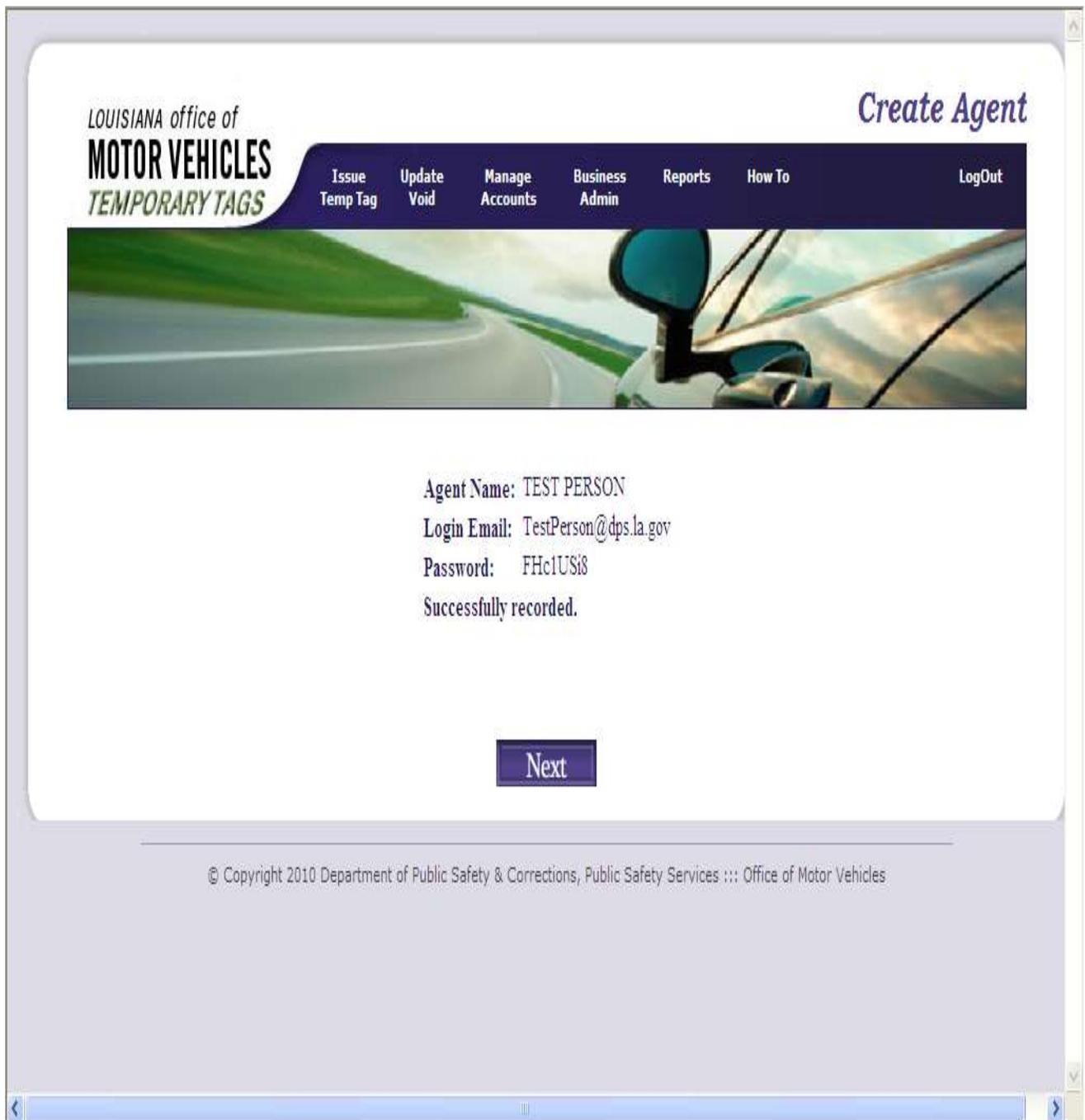
Login Email: TestPerson@dps.la.gov
Agent Name: TEST PERSON
Address: 7979 INDEPENDENCE BL

City: BATON ROUGE
State: LA
Zip: 70806
Password: FHclUSi8
Phone Number: 225 925 6146 1
Email: TestPerson@dps.la.gov

Click Save Button →

© Copyright 2010 Department of Public Safety & Corrections; Public Safety Services ::: Office of Motor Vehicles

After the “save” button is selected, a confirmation page will be displayed. Verify all information and click the save button.



This process must be repeated for every agent you choose to register.

This page should be printed and given to the agent for the next step in changing his/her password.

The Point of Contact must Log Out of the business prior to the agent logging on to the system. The agent will log the same as indicated above for the point of contact. The agent's initial password will be unique and will only be displayed on the screen indicated above. The agent will be required to change the initial password the first time they use the system.

Entry of a Temporary Tag:

Upon Logon the “Issue Temporary Tag” screen will be displayed.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Issue Temporary Tag

Issue Temp Tag
Update Void
Manage Accounts
Business Admin
Reports
How To
LogOut

***Temporary Tag Number:**

***Re-enter Temporary Tag Number:**

***VIN:** [Override Invalid VIN?](#)

***Vehicle Make:**

***Body Style:**

***Vehicle Model:**

Vehicle Weight:

Vehicle Model Year:

Mileage:

***Vehicle Color Body:**

Vehicle Color Top:

*** Date Acquired:**

Tax/Delivery Date:

Temp Tag Expiration:

ELF Code:

ELT Code:

First Lien Holder's Name:

Second Lien Holder's Name:

***New or Used:** New Used

Previous Title No:

Previous Title State:

Trade VIN: [Override Invalid Trade VIN?](#)

Trade License Number:

Are you residing within the Corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

***Owner First Name:**

Owner Middle Name:

***Owner Last Name:**

***Owner DL Number or EIN:**

Owner DL State:

***Owner Address:**

***Owner City:**

***Owner Parish:**

Owner State:

***Owner Zip:** [City Zip Look Up](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

***Mail Renewal Notice to Owner:** Yes No

Should the Vehicle Record Indicate as DLN or EIN of Lessee, Operator or Renter:

***Cost of Vehicle:**

Less Trade:

Rebate:

Tax Value:

Tax Exempt: Yes No

Act of Donation Yes No

📄 = drop downs list when clicked.

*= Required fields

Submit
Reset

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :::: Office of Motor Vehicles

Information pertaining to fields on the Issue Temporary tag screen is indicated below:

1. Temporary Tag number – This is a mandatory field and requires the entry of the unique number printed on the tag.
2. Re-enter Temporary Tag number – To ensure accuracy the tag number must be entered a second time.
3. VIN – This is a mandatory field and requires the entry of the VIN for which the tag is being issued.
4. Make – The “Make” of the vehicle must be entered. This is a pre-populated list and only requires selection of the appropriate value.
5. Body Style – The “Body style” of the vehicle must be entered. This is a pre-populated list and only requires selection of the appropriate value.
6. Vehicle Weight – The weight of the vehicle must be entered if required for the issuance of the permanent plate. (Notice this applies primarily to trucks and should be a minimum of the GVWR of the vehicle).
7. Vehicle Model year – Requires the entry of the four digit model field of the vehicle the tag is being issued to.
8. Mileage – The odometer reading at the time of sale must be entered. If the vehicle is exempt due to age or weight the word “exempt” must be entered in this field.
9. Vehicle Body Color – This is the primary color of the vehicle
10. Vehicle Top Color – This is the secondary color of the vehicle
11. Date Acquired – The date must be entered as MM/DD/YYYY or the appropriate date can be selected by clicking on the calendar to the right of the field.
12. Tax/Delivery Date – The date must be entered as MM/DD/YYYY or the appropriate date can be selected by clicking on the calendar to the right of the field.
13. Temp Tag Expiration –The appropriate expiration date is automatically determined by the computer.
14. ELF Code – If the title transaction (taxes, title fee, etc) will be paid via electronic funds and the code is available it should be entered.
15. ELT Code – If the title will be processed with an electronic lien and the code is know is should be entered.
16. First Lienholder’s Name – The name of the lienholder being recorded on the title should be entered, if applicable. Note: if a lienholder name is entered, fields will be displayed for the entry of the lienholder’s address.
17. Second Lienholder’s Name – The name of the second lienholder’s name being recorded on the title should be entered, if applicable. Note: if a lienholder name is entered, fields will be displayed for the entry of the lienholder’s address.
18. New or Used – Either the “New” or “Used” radio indicator must be selected.
19. Previous Title No. – The previous title number of the vehicle being purchased should be entered, if applicable.
20. Previous Title State – The previous state in which the vehicle being purchased was titled should be selected from the drop down box, if applicable.
21. Trade VIN – If a vehicle is being traded the VIN should be entered, if applicable.
22. Trade Lic # - The license plate of the vehicle being traded should be entered, if applicable.
23. Are you residing within the corporate limits of a municipality – The appropriate yes or no radio indicator should be selected based on the purchasers domicile address.
24. Are you residing within a special tax district or ward – The appropriate yes or no radio indicator should be selected based on the purchasers domicile address.
25. Did dealer collect tax? – The appropriate yes or no radio indicator should be selected.
26. Owner individual or business – Either the “individual” or “business” radio indicator must be selected. If owner is selected the first, middle and last name field will remain

available for entry of name. If business is selected the text box will change to a single field to allow for the entry of a business name.

27. Owner first name – If individual is selected in #26, the first name of the primary owner should be entered.
28. Owner middle name – If individual is selected in #26, the middle name of the primary owner should be entered.
29. Owner last name – If individual is selected in #26, the last name of the primary owner should be entered.
30. Owner DL number or EIN – If the primary owner is an individual the driver's license number should be entered. If the primary owner is a business the EIN should be entered.
31. Owner DL state – If the primary owner is an individual the state in which the driver's license was issued should be selected from the drop down box.
32. Owner address – The street address should be entered into this field.
33. Owner city – The appropriate city should be selected from the drop down list. If the owner is an out of state resident "other" should be selected and the correct city must be entered.
34. Owner parish – The appropriate parish should be selected from the drop down box. If the owner is a resident of another state "Out of State" should be selected.
35. Owner state – The appropriate state should be selected from the drop down box.
36. Owner zip – The appropriate zip code should be entered. The owner's zip, if unknown, can be found by selecting the "zip look up" link to the right of the field. Only zips for the selected city will be displayed.
37. Email – The email address of the owner should be entered.
38. Re-enter Email – The email address entered should be re-entered for verification.
39. Joint owner and Individual or Business – If a joint owner is to be recorded on the vehicle the applicable radio indicator should be selected. If no joint owner is to be recorded the radio button can remain as is.
 - If the radio indicator is changed to indicate individual or business, address fields will be displayed and should be completed as indicated above.
 - If individual is selected you will be required to complete the name and drivers license field for the secondary owner.
 - If business is selected the EIN number must be entered.
40. Mail Renewal Notice to Owner – The indicator is automatically set to send the renewal to the owner. If the renewal notice should be sent to the Lessee, domicile, renter, care-of, operator or mail-to the radio button must be changed to "No" and the appropriate "status" selected.
41. Should the vehicle record indicate a – If a status of Care-of, Domicile, Lessee, Mail-to, Operator or Renter should be associate to the vehicle record the appropriate value should be selected from the drop down box. If a "status" is selected address fields will be displayed and completed accordingly.
42. DLN or EIN of Lessee, Operator, or Renter – This field should only be utilized if a "status" of lessee, operator, or renter was selected above.
43. Cost of Vehicle – The total sales price of the vehicle should be entered
44. Less Trade – The value of the trade vehicle should be entered, if applicable.
45. Rebate – If a rebate being given the amount should be entered.
46. Tax Value – This field will automatically deduct the trade value and rebate from the cost of the vehicle and display the appropriate tax value.
47. Tax Exempt – This field is defaulted to "no". If a qualifying tax exempt status should be associated select the "yes" radio indicator and a drop down box of eligible tax exemption statuses will appear.

48. Act of Donation – This field is defaulted to no. If the owner acquired the vehicle as a result of an act of donation “yes” should be selected. A drop down box will be displayed. The appropriate “relationship” should be selected. If the appropriate relationship is not displayed “other” can be selected. If other is selected a text box will appear and allow for manual entry of the appropriate relationship to be entered.
49. If all information is entered correctly the “submit” button should be selected. If a field is completed incorrectly an error message will be displayed. (Note: Display will clear the screen).
50. Once the information is successfully submitted a receipt page will be displayed. Two copies of this sheet should be printed.



Type of Plate:	0101 - Passenger	Owner Name:	M & M SALES
Temp Tag Number:	00725489	Owner DL Number or EIN:	544566
VIN:	KMHGC4DE9BU133799	Owner DL State:	LA
Vehicle Make:	CHEV - CHEVROLET	Owner Address:	123 ANYWHO DR
Vehicle Body Style:	CV - CONVERTIBLE	Owner City:	BATON ROUGE
Vehicle Model:	CORVETTE	Owner Parish:	EAST BATON ROUGE
Vehicle Weight:		Owner State:	LA
Mileage:	2	Owner Zip:	70817
Vehicle Color Body:	Black	Email:	
Vehicle Color Top:		Joint Owner Name:	
Vehicle Model Year:	2012	Joint Owner DL Number:	
Date Acquired:	5/2/2011	Joint Owner DL State:	LA
Tax/Delivery Date:		Second Owner Email:	
Expire Date:	7/2/2011	Renewal Mailed to Owner:	YES
Electronic Fund Transfer Code:		Second Address Type:	
Electronic Lien Transfer Code:		DLN or EIN of Renter/Lessee/Operator:	
Trade VIN:		Second First Name:	
Trade License Number:		Second Middle Name:	
First Lienholder Name:	CAPITAL ONE FINANCE	Second Last Name:	
First Lienholder Address:	123 ANYWHERE	Second Address:	
First Lienholder City:	BATON ROUGE	Second City:	
First Lienholder State:	LA	Second Parish:	
First Lienholder Zip:	70817	Second State:	
Second Lienholder Name:		Second Zip:	
Second Lienholder Address:		Cost of Vehicle:	79995.00
Second Lienholder City:		Less Trade:	
Second Lienholder State:		Rebate:	
Second Lienholder Zip:		Tax Value:	79995.00
New or Used:	NEW	Entry Date:	6/8/2011
Previous Title No:		Tax Exempt:	NO
Previous Title State:	LA	Tax Exempt Code:	
Within Municipality:	NO	Act of Donation:	NO
Special Tax Area:	NO	Act of Donation Relationship:	
Special Tax District:			
Dealer Name:	BURNS AUTO SALES		
Dealer Collect Tax:	NO		
Dealer License Number:	134		

Submit

Back

Click submit after screen is verified.

Note: The Receipt page will take the place of the Temporary Validation Marker; therefore, a copy must be given to the owner. A second copy must be kept in the business records of the dealership.



Tag number 00725489 has been recorded.

Click
Next

Next

*All information successfully entered will be able to be retrieved by law enforcement immediately following submission of the record; therefore, the temporary tag information **must** be entered in the database prior to the owner operating the vehicle on the roadway.*

Updating a Temporary Tag:

If an error is found following the submission of a temporary tag, an update of information can be preformed up to 24 hours following the initial submission of the record.

If it is found a temporary tag was issued in error, the record may be voided up to 25 days following the initial submission of the record.

The update / void functionality has been outlined below:

1. Sign into the Temporary Tag database as described in chapter one of this manual.
2. The Update/Void header should be selected.
3. Once Update/Void is selected a pop up will appear and the appropriate action must be selected.
4. Once the appropriate action is selected, the corresponding screen will be displayed.

Click on the Update Temp Tag button.

Click on Select a Temporary Tag

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Update Temporary Tag

Issue Temp Tag Update Void Manage Accounts Reports How To LogOut

Enter Tag Number:

Submit

or

[Select a Temporary Tag](#)

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

From this screen, you will enter the Tag Number you wish to update or correct and click “submit”. If you do not know the tag number, you may click on select a Temporary Tag to view the temp tags that you have issued in the last 24 hours. If you have not entered any temporary tags in the past 25 days, the screen will not offer a selection.

If “Select a Temporary Tag” is selected, the screen below will be displayed. Click on the tag number you wish to update.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Update Temporary Tag

Issue Temp Tag Update Void Manage Accounts Reports How To LogOut

Choose Temporary Tag processed during past 25 days, for updating.

Tag Number	Owner 1	Owner 2
00725489	M & M SALES	
IT012356	SALLY MAE	
MC065879	HARLEY OF BR	
TP456875	PETER P PIPER	SALLY P PEPPER

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Tag to Update

The Update Temporary Tag screen will be populated with the record associated to the temporary tag selected. The information can be modified at this point with the exception of the **Temporary Tag number**. Once you make the desired changes, click on the Submit button.

If the temporary tag number is incorrect, the error can only be corrected by voiding the transaction.

LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS

Update Temporary Tag

Issue Temp Tag | Update Void | Manage Accounts | Reports | How To | LogOut

*Temporary Tag Number: TP455875

*Type of Plate: Truck

*VIN: WVVW7H7AN7BE717491

*Vehicle Make: NISSAN

*Body Style: CREW PICKUP

Vehicle Model: TITAN

Vehicle Weight: 55001

*Mileage: EXEMPT

*Vehicle Color Body: Blue_Dark

Vehicle Color Top: Please select

*Vehicle Model Year: 2012

* Date Acquired: 6/9/2011 25

Tax/Delivery Date: 25

Temp Tag Expiration: 8/7/2011 25

ELF Code:

ELT Code:

First Lienholder's Name:

Second Lienholder's Name:

New or Used: New Used

Previous Title No:

Previous Title State: LA

Trade VIN:

Trade License Number:

Are you residing within the corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

*Owner First Name: PETER

Owner Middle Name: P

*Owner Last Name: PIPER

*Owner DL Number or EIN: 506589456

Owner DL State: LA

*Owner Address: 321 HELLO

*Owner City: HAASWOOD

*Owner Parish: SABINE

Owner State: LA

*Owner Zip: 70452 [City Zip Look Up](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

Joint Owner First Name: SALLY

Joint Owner Middle Name: P

Joint Owner Last Name: PEPPER

Joint Owner DL Number or EIN: 54354

Joint Owner DL State: LA

Mail Renewal Notice to Owner: Yes No

Should the Vehicle Record Indicate a:

Driver's License or EIN of Lessee, Operator or Renter:

First Name:

Middle Name:

Last Name:

*Cost of Vehicle: 12564.25

Less Trade:

Rebate:

Tax Exempt: Yes No

Tax Value: 12564.25

Act of Donation: Yes No

☺ = drop down list when clicked.

* = Required fields

Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Once the information is entered, confirm that the information is correct and press "Submit".



Type of Plate:	0101 *	Owner Name:	M & M SALES
Temp Tag Number:	00725489	Owner DL Number or EIN:	544566
VIN:	KMHGC4DE9BU133799	Owner DL State:	LA
Vehicle Make:	CHEV - CHEVROLET	Owner Address:	123 ANYWHO DR
Vehicle Body Style:	CV - CONVERTIBLE	Owner City:	BATON ROUGE
Vehicle Model:	CORVETTE	Owner Parish:	EAST BATON ROUGE
Vehicle Weight:		Owner State:	LA
Mileage:	1	Owner Zip:	70817
Vehicle Color Body:	Green, Dark	Email:	
Vehicle Color Top:		Joint Owner Name:	
Vehicle Model Year:	2012	Joint Owner DL Number:	
Date Acquired:	5/2/2011	Joint Owner DL State:	LA
Tax/Delivery Date:		Joint Owner Email:	
Expire Date:	7/2/2011	Renewal Mailed to:	YES
Electronic Fund Transfer Code:		Joint Address Type:	
Electronic Lien Transfer Code:		DLN or EIN of Renter/Lessee/Operator:	
Trade VIN:		Second Owner Name:	
Trade License Number:		Second First Name:	
First Lienholder Name:	CAPITAL ONE FINANCE	Second Middle Name:	
First Lienholder Address:	123 ANYWHERE	Second Last Name:	
First Lienholder City:	BATON ROUGE	Second Address:	
First Lienholder State:	LA	Second City:	
First Lienholder Zip:	70817	Second Parish:	
Second Lienholder Name:		Second State:	
Second Lienholder Address:		Second Zip:	
Second Lienholder City:		Cost of Vehicle:	79995.00
Second Lienholder State:		Less Trade:	
Second Lienholder Zip:		Rebate:	
New or Used:	NEW	Tax Value:	79995.00
Previous Title No:		Entry Date:	6/8/2011
Previous Title State:	LA	Tax Exempt:	NO
Within Municipality:	NO	Tax Exempt Code:	
Special Tax Area:	NO	Act of Donation:	NO
Special Tax District:		Act of Donation Relationship:	
Dealer Name:	BURNS AUTO SALES	Voided:	
Dealer Collect Tax:	NO	Void Comments:	
Dealer License Number:	134		

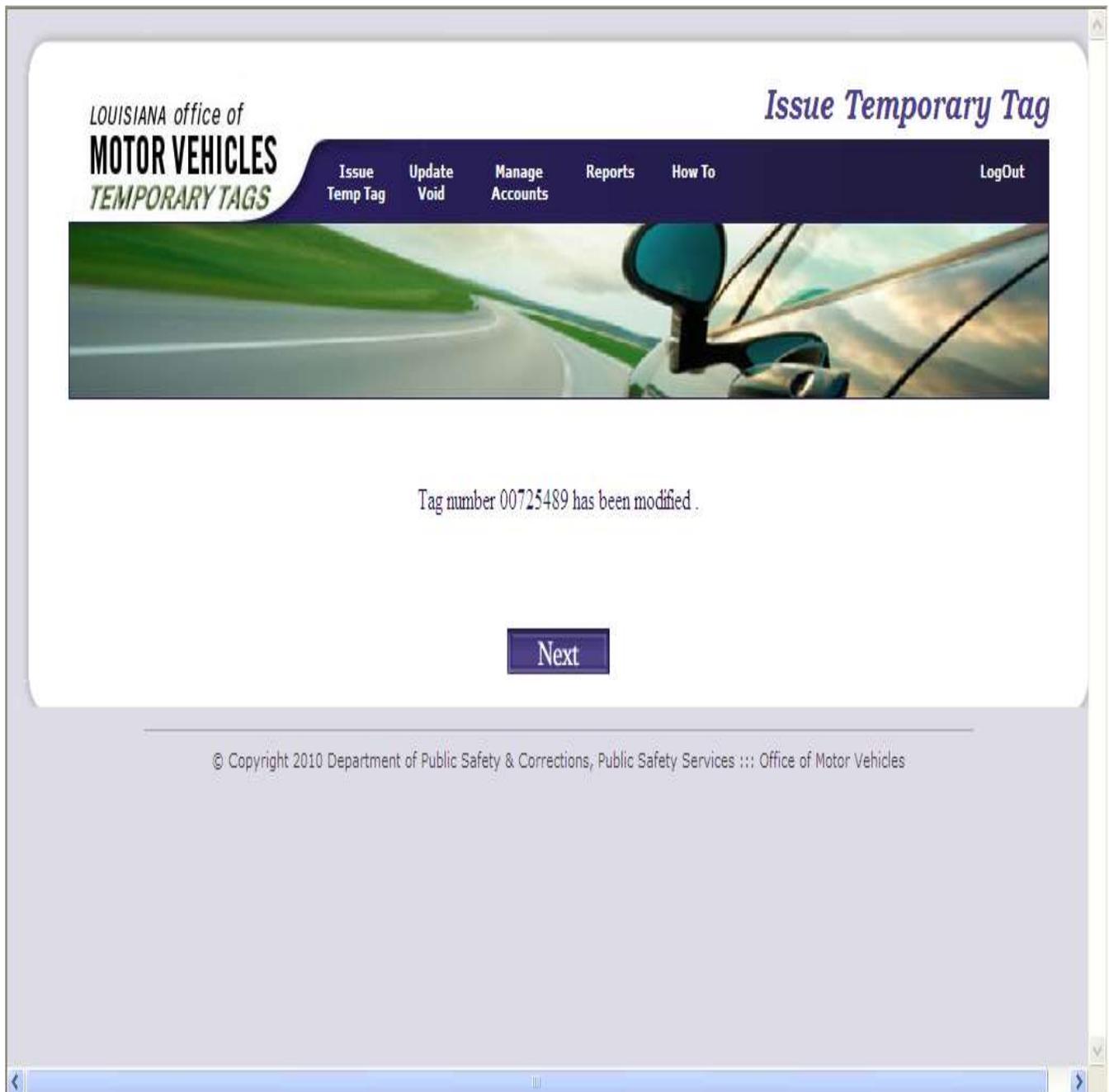
Submit

Back

Click
Submit

When the receipt page indicated above is displayed, the record should be verified for accuracy. If an error is detected, you may click the back button and correct the information.

The screen indicated below will be displayed indicating that the record has been successfully modified.



Once the record has been modified, the customer should be given a copy of the receipt page with the updated information. You may obtain a copy of the receipt page by printing a copy before selecting the submit button or you may get a copy of the receipt page by:

- Clicking the “Reports” header.
- Select “Search Temp Tag by Tag #” option.
- Enter the temp tag number.
- The receipt page will be displayed.

Voiding a Temp Tag:

Select the “Update/Void” header. Select “Void Temp Tag” from the drop down. The “Void Temporary Tag” screen should appear.

The screenshot shows the 'Void Temporary Tag' web application interface. At the top left, it says 'LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS'. The main navigation bar includes 'Issue Temp Tag', 'Update Void', 'Manage Accounts', 'Reports', 'How To', and 'LogOut'. The 'Update Void' menu item is highlighted. Below the navigation bar is a banner image of a road and a car's side mirror. The main content area features a form with the label 'Enter Tag Number:' followed by an input field. Below the input field is a 'Submit' button. Underneath the 'Submit' button, the text 'or' is displayed, followed by a blue underlined link 'Select a Temporary Tag'. At the bottom of the page, there is a copyright notice: '© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles'. Three callout boxes with arrows point to specific elements: one points to the 'Update Void' menu item, another points to the 'Enter Tag Number:' input field, and a third points to the 'Select a Temporary Tag' link.

Click on Update Void And Select Void

Enter Tag Number

Or

To See All Tags

Enter Tag Number:

Submit

or

[Select a Temporary Tag](#)

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

You may enter the temporary tag number to be voided or Select from the Temporary Tags issued within the past 25 days.



Choose Temporary Tag processed during past 25 days, for updating.

Tag Number	Owner 1	Owner 2
00725489	M & M SALES	
1T012356	SALLY MAE	
MC000002	LEARN TO RIDE	ELVIS PRESTLEY
MC065879	HARLEY OF BR.	
TP000002	DOUBLE D'S COMPUTERS	CHIP COOPER
TP456875	PETER P PIPER	SALLY P PEPPER
TP768465	DINA DUMP	

Select
Temp
Tag to
Void

After selecting the Temporary Tag to be voided the information associated to the temporary tag will be displayed. Prior to voiding a record, the reason for the void must be indicated on the bottom of the screen in “Void Comments” field.

Void Temporary Tag

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Issue Temp Tag Update Void Manage Accounts Reports How To LogOut

Temporary Tag Number:	MC000002	Owner First Name:	
Type of Plate:	0301 = Motorcycle	Owner Middle Name:	
VIN:	4T4BF3EK0BR138461	Owner Last Name:	
Vehicle Make:	DUCA = DUCATI	Business Name:	LEARN TO RIDE
Vehicle Body Style:	MX = MOTO CROSS	Owner DL Number:	654898
Vehicle Model:	H7500	Owner DL State:	LA
Vehicle Weight:		Owner Address:	985 RIDERS EDGE
Mileage:	EXEMPT	Owner City:	IBERVILLE
Vehicle Color Body:	RED = Red	Owner Parish:	IBERIA
Vehicle Color Top:	BLK Black	Owner State:	LA
Vehicle Model Year:	1990	Owner Zip:	70746
Date Acquired:	5/19/2011 12:00:00 AM	Email:	
Tax/Delivery Date:		Second Owner Business Name:	
Temp Tag Expiration:	7/18/2011 12:00:00 AM	Second Owner First Name:	ELVIS
Electronic Fund Transfer Code:	ELF	Second Owner Middle Name:	
Electronic Lien Transfer Code:	ELT	Second Owner Last Name:	PRESTLEY
Dln/Ein of Renter:		Business Name 2:	
Trade VIN:		Second Owner DLN:	77777
Trade License Number:		Second Owner DL State:	LA
First Lienholder Name:	DUCATI FINANCE	Second Owner Email:	
First Lienholder Address:	13 DUCATI	Renewal Mailed to Owner:	Y
First Lienholder City:	DAIGLEVILLE	Second Address Type:	
First Lienholder State:	LA	Second First Name:	
First Lienholder Zip:	70360	Second Middle Name:	
Second Lienholder Name:	HD FINANCE	Second Last Name:	
Second Lienholder Address:	321 HD	Second Address:	
Second Lienholder City:	BATON ROUGE	Second City:	
Second Lienholder State:	LA	Second Parish:	
Second Lienholder Zip:	70808	Second State:	
New or Used:	U	Second Zip:	
Previous Title Number:	6846546E	Cost of Vehicle:	97456.35
Previous Title State:	FL	Less Trade:	
Within Municipality:	Y	Rebate:	
Special Tax Area:	Y	Tax Value:	97456.35
Special Tax District:	WARD 3	Act of Donation:	N
Dealer Name:	BURNS AUTO SALES	Act of Donation Relationship:	
Dealer Collect Tax:	Y	Tax Exempt:	Y
Dealer License Number:	134	Tax Exempt Code:	TP TAXES PAID
Void:		Entry Date:	5/19/2011
Void Comments:		Recorded By:	RUNTOME@YAHOO.COM
		Ein Recorded By:	2
		IP Number:	10.7.16.185

*Void Comments:

*= Required fields

Submit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Fill In Void Comments

Click Submit

Prior to clicking the “Submit” button, verify the information to ensure the correct temporary tag record was selected. Click the “Submit” button.

The screen will be refreshed and indicate the void reason in addition to the other information associated to the temporary tag.

LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS **Issue Temporary Tag**

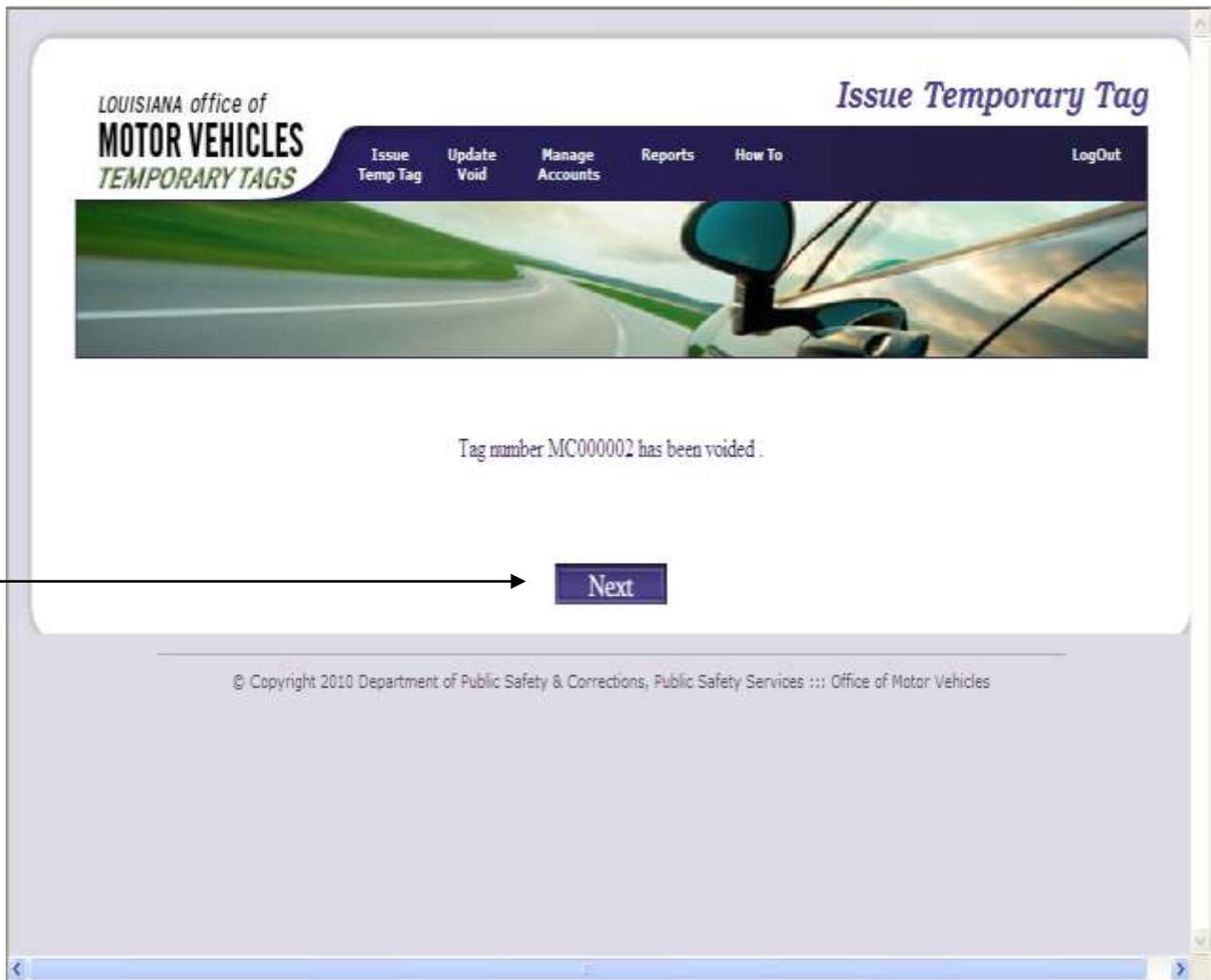
Issue Temp Tag | Update Void | Manage Accounts | Reports | How To | LogOut

Type of Plate:	0301 =	Owner Name:	LEARN TO RIDE
Temp Tag Number:	MC000002	Owner DL Number or EIN:	654898
VIN:	4T4BF3EK0BR138461	Owner DL State:	LA
Vehicle Make:	DUCA = DUCATI	Owner Address:	985 RIDERS EDGE
Vehicle Body Style:	MX = MOTO CROSS	Owner City:	IBERVILLE
Vehicle Model:	H7500	Owner Parish:	IBERIA
Vehicle Weight:		Owner State:	LA
Mileage:	EXEMPT	Owner Zip:	70746
Vehicle Color Body:	Red	Email:	
Vehicle Color Top:	Black	Joint Owner Name:	ELVIS PRESTLEY
Vehicle Model Year:	1990	Joint Owner DL Number:	77777
Date Acquired:	5/19/2011	Joint Owner DL State:	LA
Tax/Delivery Date:		Joint Owner Email:	
Expire Date:	7/18/2011	Renewal Mailed to:	YES
Electronic Fund Transfer Code:	ELF	Joint Address Type:	
Electronic Lien Transfer Code:	ELT	DLN or EIN of Renter/Lessee/Operator:	
Trade VIN:		Second Owner Name:	
Trade License Number:		Second First Name:	
First Lienholder Name:	DUCATI FINANCE	Second Middle Name:	
First Lienholder Address:	13 DUCATI	Second Last Name:	
First Lienholder City:	DAIGLEVILLE	Second Address:	
First Lienholder State:	LA	Second City:	
First Lienholder Zip:	70360	Second Parish:	
Second Lienholder Name:	HD FINANCE	Second State:	
Second Lienholder Address:	321 HD	Second Zip:	
Second Lienholder City:	BATON ROUGE	Cost of Vehicle:	97456.35
Second Lienholder State:	LA	Less Trade:	
Second Lienholder Zip:	70808	Rebate:	
New or Used:	USED	Tax Value:	97456.35
Previous Title No:	6846546E	Entry Date:	5/19/2011
Previous Title State:	FL	Tax Exempt:	YES
Within Municipality:	YES	Tax Exempt Code:	TP
Special Tax Area:	YES	Act of Donation:	NO
Special Tax District:	WARD 3	Act of Donation Relationship:	
Dealer Name:	BURNS AUTO SALES	Voided:	Voided
Dealer Collect Tax:	YES	Void Comments:	Wrong Tax District
Dealer License Number:	134		

Submit **Back**

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services (1) Office of Motor Vehicles

The "Submit" button must be selected again to complete the void transaction.



After selecting the “Submit” button, the Temporary Tag system will indicate that the record has been successfully voided.

Click on the Next button to return to the Issue Temp Tag Screen.

Changing Your Password:

On the Issue Temporary Tag screen select the “Manage Accounts” header. The “Change Password” selection will appear. Click on the “Change Password” selection to change a password on a user account.

Click
Manage
Accounts
then
Change

LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS

Issue Temporary Tag | **Update Void** | **Manage Accounts** | **Reports** | **How To** | **LogOut**

Issue Temporary Tag

*Temporary Tag Number:

*Re-enter Temporary Tag Number:

*Type of Plate:

*VIN:

*Vehicle Make:

*Body Style:

*Vehicle Model:

Vehicle Weight:

Vehicle Model Year:

Mileage:

*Vehicle Color Body:

Vehicle Color Top:

* Date Acquired:

Tax/Delivery Date:

Temp Tag Expiration:

ELF Code:

ELT Code:

First Lienholder's Name:

Second Lienholder's Name:

*New or Used: New Used

Previous Title No:

Previous Title State:

Trade VIN:

Trade License Number:

Are you residing within the corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

*Owner First Name:

Owner Middle Name:

*Owner Last Name:

*Owner DL Number or EIN:

Owner DL State:

*Owner Address:

*Owner City:

*Owner Parish:

Owner State:

*Owner Zip: [City/Zip Lookup](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

Joint Owner DL State:

*Mail Renewal Notice to Owner: Yes No

Should the Vehicle Record Indicate a:
DLN or EIN of Lessee, Operator or Renter:

*Cost of Vehicle:

Less Trade:

Rebate:

Tax Value:

Tax Exempt: Yes No

Act of Donation Yes No

Ⓢ = drop down list when clicked.

*= Required fields

Submit **Reset**

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

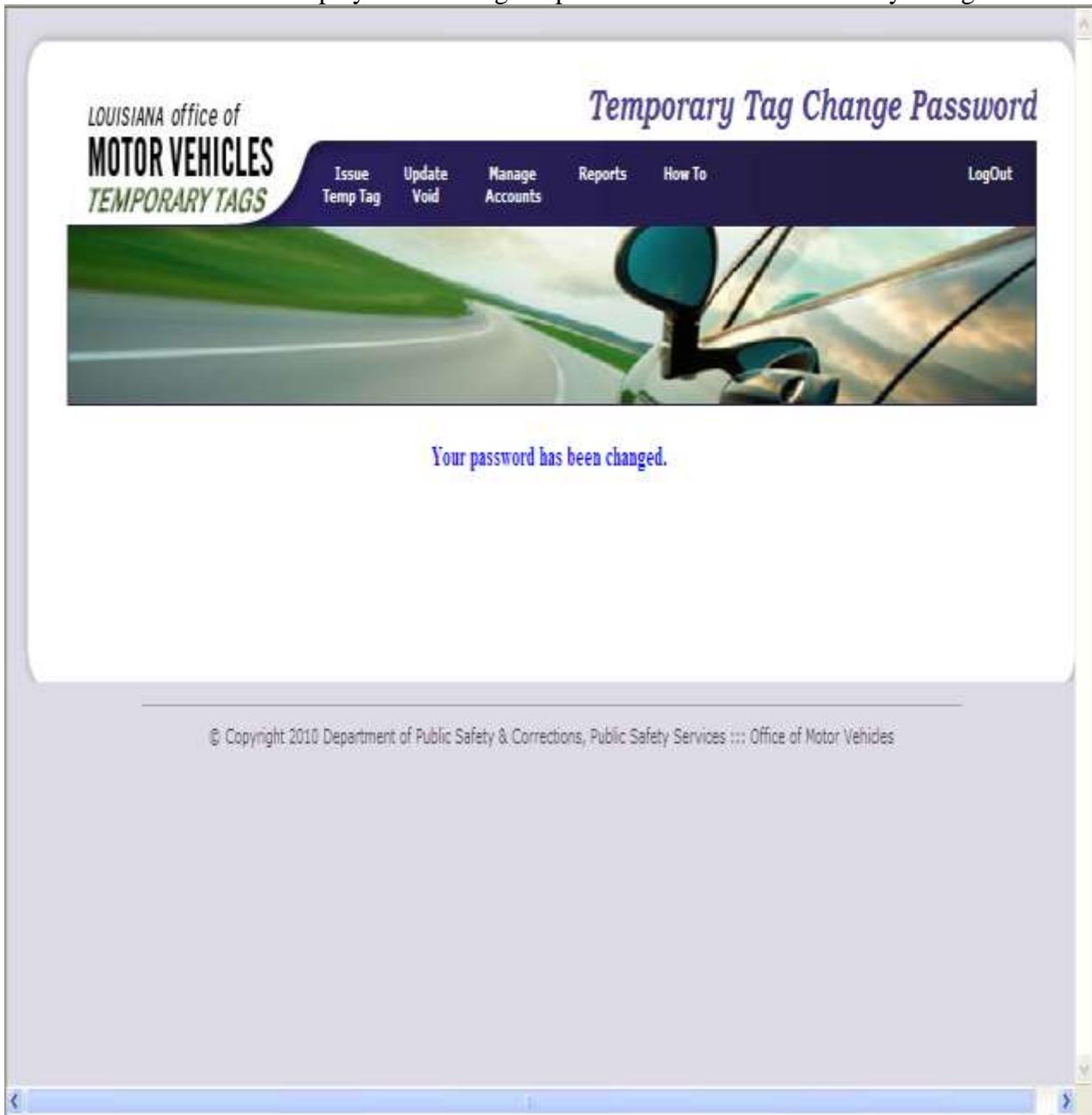
After selecting “Change Password”, the agent must enter required information and select the “Change” button.

The screenshot shows a web browser window displaying the Louisiana Office of Motor Vehicles Temporary Tag Change Password page. The page header includes the Louisiana Office of Motor Vehicles logo and the title "Temporary Tag Change Password". A navigation menu contains links for "Issue Temp Tag", "Update Void", "Manage Accounts", "Reports", "How To", and "LogOut". Below the navigation menu is a banner image of a car's side mirror. The main content area contains a login form with the following fields:

- Login Id:
- Password:
- New Password:
- Confirm New Password:

A callout box labeled "Click Change" has an arrow pointing to a blue "Change" button. The footer of the page contains the copyright notice: "© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles".

The screen below will be displayed indicating the password has been successfully changed.



Business Administration:

On this drop down, the Point of Contact can Add Operators, Modify Operators, Delete Operators, Change Operator Admin (POC), View Operators or Reset Operators Password

Business Admin

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Issue Temp Tag Update Void Manage Accounts **Business Admin** Reports How To LogOut

Issue Temporary Tag

*Temporary Tag Number:

*Re-enter Temporary Tag Number:

*Type of Plate:

*VIN:

*Vehicle Make:

*Body Style:

*Vehicle Model:

Vehicle Weight:

Vehicle Model Year:

Mileage:

*Vehicle Color Body:

Vehicle Color Top:

*Date Acquired:

Tax/Delivery Date:

Temp Tag Expiration:

ELF Code:

ELT Code:

First Lienholder's Name:

Second Lienholder's Name:

*New or Used: New Used

Previous Title No:

Previous Title State:

Trade VIN:

Trade License Number:

Are you residing within the corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

*Owner First Name:

Owner Middle Name:

*Owner Last Name:

*Owner DL Number or EIN:

Owner DL State:

*Owner Address:

*Owner City:

*Owner Parish:

Owner State:

*Owner Zip: [City Zip Look Up](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

Joint Owner DL State:

*Mail Renewal Notice to Owner: Yes No

Should the Vehicle Record Indicate a:

*Cost of Vehicle:

Less Trade:

Rebate:

Tax Value:

Tax Exempt: Yes No

Act of Donation: Yes No

* = Required fields

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

The “Add Agent” functionality will not be covered in this section as it was covered in the “Registration of Your Business” section of this manual.

Modifying an Operator:

An agent's information can be modified using the "Modify Operator" functionality. On the "Business Admin" menu select "Modify Operator". A list of all operators associated to the business will be displayed.

Action	Name	Login Email	Phone Number	Status
View Modify	BILLY E BRUINS	BURNSAUTO@YAHOO.COM	225-925-6146 2	Active
View Modify	RAYMOND RUN	RUNTOME@YAHOO.COM	225-925-6146 3	Active
View Modify	SHIVER ME TIMBERS	Timbers@yahoo.com	225-925-6146 225	Active
View Modify	TEST PERSON	TestPerson@dps.la.gov	225-925-6146 1	Active
View Modify	WALLY JACKFLAPS	WILEY@YAHOO.COM	225-925-6146 222	Active

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

The "Modify" link can be selected next to the appropriate operator.

The “Temporary Tag Modify Agent” screen will be displayed for the operator selected. Corrections can be made at this point.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Modify Agent

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

*Login Email:

*Agent Name:

*Address:

*City: ▼

*State: ▼

* Zip: [City Zip Look Up](#)

*Phone Number:

*Status: ▼

*= Required fields

Click Update

Once the appropriate information has been corrected, click the “Update” button at the bottom of the screen.

Once the “Update” button is selected, “Successful update of record” will be indicated at the top of the screen.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Modify Agent

Issue Temp Tag Update Void **Manage Accounts** Business Admin Reports How To LogOut

Successful update of record.

*Login Email:

*Agent Name:

*Address:

*City: ▼

*State: ▼

* Zip: [City Zip Look Up](#)

*Phone Number:

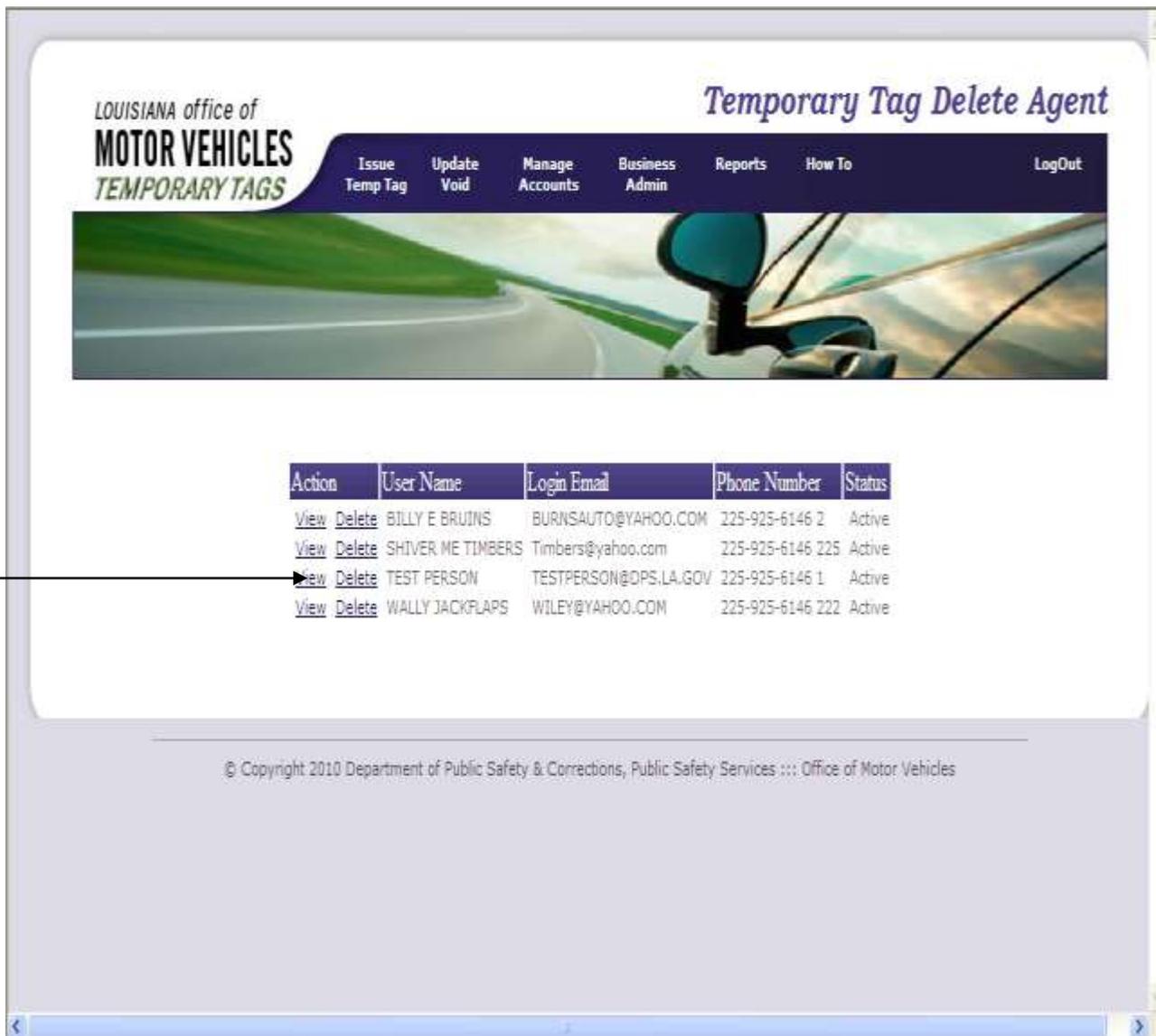
*Status: ▼

*= Required fields

Click Back

Deleting an Operator:

An agent can be deleted using the “Delete Operator” functionality. On the “Business Admin” menu select “Delete Operator”. A list of all operators associated to the business will be displayed.



LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Delete Agent

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

Action	User Name	Login Email	Phone Number	Status
View Delete	BILLY E BRUINS	BURNSAUTO@YAHOO.COM	225-925-6146 2	Active
View Delete	SHIVER ME TIMBERS	Timbers@yahoo.com	225-925-6146 225	Active
View Delete	TEST PERSON	TESTPERSON@DPS.LA.GOV	225-925-6146 1	Active
View Delete	WALLY JACKRAPS	WILEY@YAHOO.COM	225-925-6146 222	Active

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Click on the “Delete” button next to the name of the agent you wish to delete.

The operator's record selected for deletion will be displayed. Verify the agent displayed is the record to be deleted and click the "Submit" button.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Delete Agent

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

Login Email: TESTPERSON@DPS.LA.GOV
Agent Name: TEST PERSON
Address: 7979 INDEPENDENCE BL

City: BATON ROUGE
State: LA
Zip: 70806
Phone Number: 22592561461
Email: TestPerson@dps.la.gov
Current Status: Active
Change Status to:

Click Submit →

Change Operator Admin. (POC)

To change your Point of Contact, click on “Business Admin” menu. Select “Change Operator Admin. (POC)”. The “Temporary Tag Change Admin” screen will be displayed.

Only one Point of Contact allowed per business.

A list of all operators associated to the business will be displayed. Choose the operator to be updated to the new Point of Contact for your business. If you do not wish to use one of these operators you will have to exit this screen and Delete your Point of Contact. Then you can re-enter a Point of Contact from the Add Operator screen.

Click on the person you want to change POC to

Agent Name	Login	Status	Role
TEST PERSON	TESTPERSON@DPS.LA.GOV	Active	Operator
BILLY E BRUINS	BURNSAUTO@YAHOO.COM	Active	Operator
WALLY JACKFLAPS	WILEY@YAHOO.COM	Active	Operator
SHIVER ME TIMBERS	Timbers@yahoo.com	Active	Operator
RAYMOND RUN	RUNTOME@YAHOO.COM	Active	Administrator

Exit

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Select the “Agent Name” to be associated as the new POC.

Issue
Temp Tag

Update
Void

Manage
Accounts

Business
Admin

Reports

How To

LogOut



The person you selected as the new Administrator/POC  will replace you as the business administrator.

Login Email:	TESTPERSON@DPS.LA.GOV	Phone Number:	(225) 925-6146 1
Agent Name:	TEST PERSON	Email:	TestPerson@dps.la.gov
Address:	7979 INDEPENDENCE BL	Create Date:	6/7/2011 1:53:00 PM
		Last Update:	6/9/2011 2:41:00 PM
City:	BATON ROUGE	Status:	Active
State:	LA	EIN:	2
Zip:	70806		

Click
Save

Save

Verify the appropriate operator has been selected and click the "Save" button.

View Operators

To view all operators associated to your business, click on “Business Admin” menu. Select “View Operators”. The “Temporary Tag View Agents” screen will be displayed.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag View Agents

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

- Click link for Agent Details -

Agent Name	Login Email	Status	Role
TEST PERSON	TESTPERSON@DPS.LA.GOV	Active	Operator
BILLY E BRUINS	BURNSAUTO@YAHOO.COM	Active	Operator
WALLY JACKFLAPS	WILEY@YAHOO.COM	Active	Operator
SHIVER ME TIMBERS	Timbers@yahoo.com	Active	Operator
RAYMOND RUN	RUNTOME@YAHOO.COM	Active	Administrator

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Click on operator to view information

Issue
Temp Tag

Update
Void

Manage
Accounts

Business
Admin

Reports

How To

LogOut



Login Email: TESTPERSON@DPS.LA.GOV Phone Number: (225)925-61461
Agent Name: TEST PERSON Create Date: 6/7/2011
Address: 7979 INDEPENDENCE BL Last Update: 6/9/2011
Status: Active
City: BATON ROUGE Role: Operator
State: LA
Zip: 70806

Click
Back
When
finished
viewing

Back

Reset Operators Password

The Temporary Tag Reset Agent Password screen should appear.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Reset Agent Password

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

	Name	Login User Email	Phone Number	Email	Status
1.	Load BILLY E BRUINS	BURNSAUTO@YAHOO.COM	225-925-6146 2	burnsauto@yahoo.com	Active
2.	Load SHIVER ME TIMBERS	Timbers@yahoo.com	225-925-6146 225	Timbers@yahoo.com	Active
3.	Load TEST PERSON	TESTPERSON@DPS.LA.GOV	225-925-6146 1	TestPerson@dps.la.gov	Active
4.	Load WALLY JACKFLAPS	WILEY@YAHOO.COM	225-925-6146 222	Wiley@yahoo.com	Active

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Click
Load

Select the appropriate operator from the list.

The “Temporary Tag Reset Agent Password” screen will be displayed.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Reset Agent Password

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

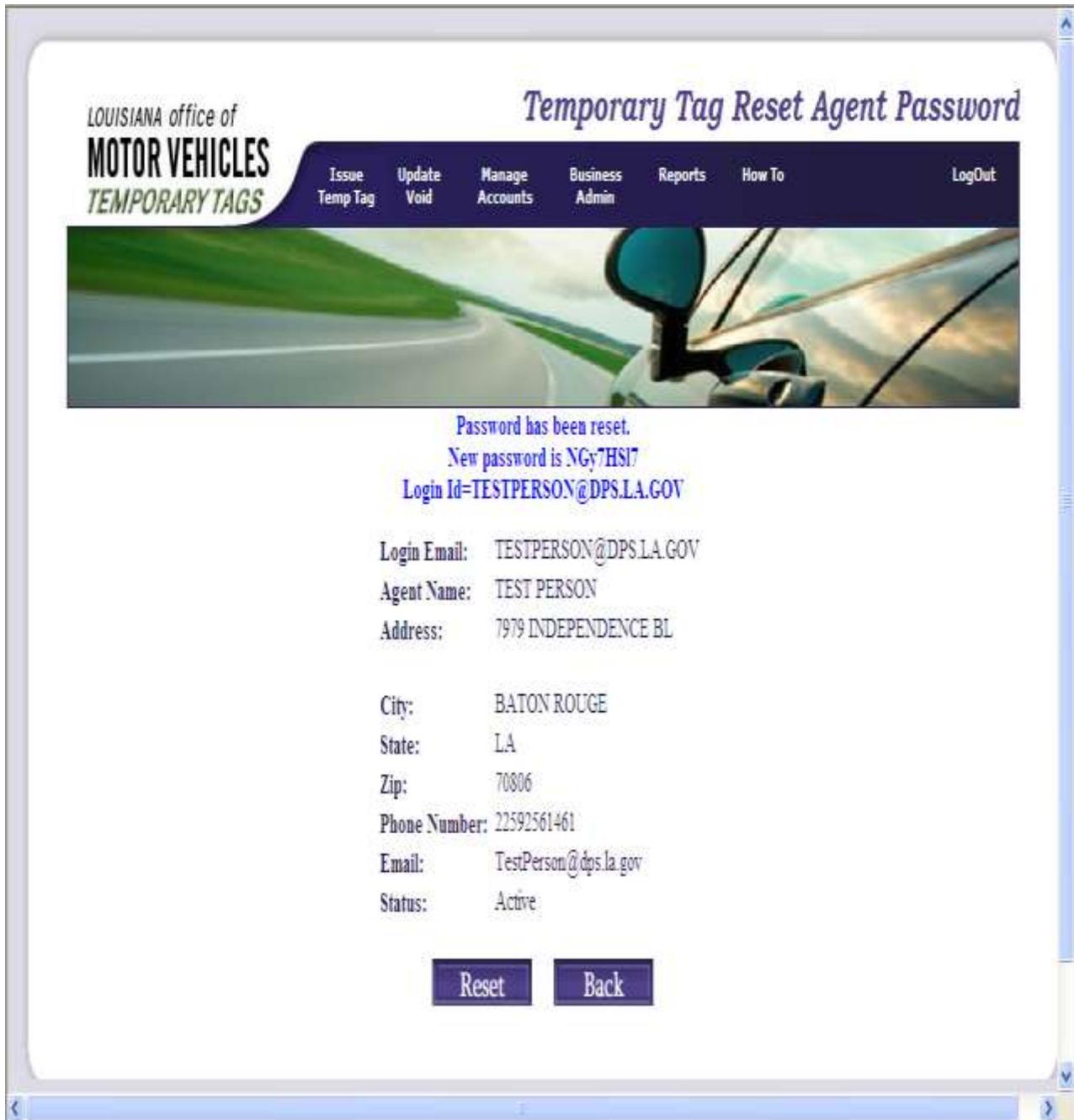
Login Email: TESTPERSON@DPS.LA.GOV
Agent Name: TEST PERSON
Address: 7979 INDEPENDENCE BL
City: BATON ROUGE
State: LA
Zip: 70806
Phone Number: 22592561461
Email: TestPerson@dps.la.gov
Status: Active

Click Reset →

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Verify that the appropriate operator’s record is displayed and select the “Reset” button.

Upon clicking the “reset” button, the screen will be refreshed and indicate the new temporary password for the agent/operator. This password must be used by the agent when logging into the system. The agent will be prompted to change their password the first time they log into the system. Once you have this screen, you should **print** this for the operator. If you click “Reset”, it will reset the password again. You should Log Out at this point so the operator can reset his/her password.



LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Temporary Tag Reset Agent Password

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

Password has been reset.
New password is NGy7HSI7
Login Id=TESTPERSON@DPS.LA.GOV

Login Email: TESTPERSON@DPS.LA.GOV
Agent Name: TEST PERSON
Address: 7979 INDEPENDENCE BL

City: BATON ROUGE
State: LA
Zip: 70806
Phone Number: 22592561461
Email: TestPerson@dps.la.gov
Status: Active

[Reset](#) [Back](#)

Reports

The “Reports” header of the Temporary Tag Database allows users to query specific information maintained in the database. To select a specific functionality, select the “Reports” header and a list of available options will be displayed.

Click Report

LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS **Issue Temporary Tag**

Issue Temp Tag | Update Void | Manage Accounts | **Reports** | How To | LogOut

*Temporary Tag Number:

*Re-enter Temporary Tag Number:

*Type of Plate: Please select Type Use

*VIN:

*Vehicle Make: Please select Vehicle Makes

*Body Style: Please Select Body Style

*Vehicle Model: Please select Vehicle Model

Vehicle Weight:

Vehicle Model Year:

Mileage:

*Vehicle Color Body: Please select

Vehicle Color Top: Please select

* Date Acquired: 6/7/2011

Tax/Delivery Date:

Temp Tag Expiration: 8/6/2011

ELF Code:

ELT Code:

First Lienholder's Name:

Second Lienholder's Name:

*New or Used: New Used

Previous Title No:

Previous Title State: LOUISIANA

Trade VIN:

Trade License Number:

Are you residing within the corporate limits of municipality? Yes No

Are you residing within a special tax district or ward? Yes No

Did dealer collect tax? Yes No

Owner Individual or Business: Individual Business

*Owner First Name:

Owner Middle Name:

*Owner Last Name:

*Owner DL Number or EIN:

Owner DL State: LOUISIANA

*Owner Address:

*Owner City: Please Select City

*Owner Parish: Please select Louisiana Parish

Owner State: LOUISIANA

*Owner Zip: [City Zip Look Up](#)

Email:

Re-enter Email:

Joint Owner an Individual or Business: None Individual Business

Joint Owner DL State: LOUISIANA

*Mail Renewal Notice to Owner: Yes No

Should the Vehicle Record Indicate a:

DLN or EIN of Lessee, Operator or Renter:

*Cost of Vehicle:

Less Trade:

Rebate:

Tax Value:

Tax Exempt: Yes No

Act of Donation Yes No

= drop down list when clicked.

*= Required fields

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services :: Office of Motor Vehicles

Search Temp Tag by Tag

This report will allow you to select a specific temporary tag to be viewed or display a list of tags. This functionality is limited to those entered by your business.

LOUISIANA office of
MOTOR VEHICLES
TEMPORARY TAGS

Search Temp Tag by Tag #

Issue Temp Tag Update Void Manage Accounts Business Admin Reports How To LogOut

Enter Tag Number → Temporary Tag Number: ?

Click Submit →

© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles

Stats by Operator

A specific date range can be selected to display the number of records submitted to the database by each user.

The screenshot shows the 'Temporary Tag Business Stats' application. At the top left, it says 'LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS'. The top right has the title 'Temporary Tag Business Stats'. A navigation bar contains links: 'Issue Temp Tag', 'Update Void', 'Manage Accounts', 'Business Admin', 'Reports', 'How To', and 'LogOut'. Below the navigation bar is a banner image of a car's interior. The main content area features date selection fields: 'From Date: 5/10/1945' and 'To Date: 6/10/2011', both with calendar icons showing the number 25. Below the date fields is the heading '- Number of Tags Issued by Agent -'. A table displays the following data:

Agent	Processed
RUNTOME@YAHOO.COM	3
TESTPERSON@DPS.LA.GOV	4
Total Issued = 7	

Below the table is a 'Submit' button. At the bottom of the page, the copyright notice reads: '© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles'.

All records will be displayed for the current day. You must click the “Submit” button only if you have changed the date ranges. After you have reviewed, you may select a new screen from the top drop downs or Log Out.

Records Processed

This report will display the total number of records entered for a specific time period.

The screenshot shows a web application interface for the Louisiana Office of Motor Vehicles. The page title is "Temporary Tag Records Processed". The header includes the text "LOUISIANA office of MOTOR VEHICLES TEMPORARY TAGS" and a navigation menu with options: Issue Temp Tag, Update Void, Manage Accounts, Business Admin, Reports, How To, and LogOut. Below the header is a banner image of a road winding through a green landscape. The main content area features two date pickers: "From Date: 6/3/2011" and "To Date: 6/10/2011". A "Submit" button is located below the date pickers. A callout box on the left with the text "Click Submit" has an arrow pointing to the "Submit" button. At the bottom of the page, there is a copyright notice: "© Copyright 2010 Department of Public Safety & Corrections, Public Safety Services ::: Office of Motor Vehicles".

The beginning and ending dates should be set to indicate the time period you would like to review. Click the "Submit" button. This will display all the temp tags entered for the specific time period.

Issue
Temp Tag

Update
Void

Manage
Accounts

Business
Admin

Reports

How To

LogOut



From Date: To Date:

	Tag Number	Vin	DLN	Date Acquired	Buyer
Select	00725489	KMHGC4DE9BU133799	544566	2011-05-02	M & M SALES
Select	IT012356	JN1CV6AP6BMS01261	558	2011-05-08	SALLY MAE
Select	MC000002	4T4BF3EK0BR138461	654898	2011-05-19	LEARN TO RIDE
Select	MC065879	5FNRL5H96BB031854	24654	2011-06-08	HARLEY OF BR
Select	TP000002	3N1AB6AP5BL608442	564	2011-04-19	DOUBLE D'S COMPUTERS
Select	TP456875	WVWJN7AN7BE717491	586589456	2011-06-08	PETER P PIPER
Select	TP760465	JA32N2HU1BU015740	8768465	2011-05-23	DINA DUMP

Submit