Temporary Tags
Registration of your Business

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

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

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

Click on the Registration link to register your business.
Temporary Tag Registration

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.

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- 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.
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.

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

Click on the Change button.
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.
The point of contact must enter the agent information above and click the “save” button.
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.
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 known it 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.
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.
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 performed 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.

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.
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.

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

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.

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Owner 1</th>
<th>Owner 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>00725489</td>
<td>M &amp; M SALES</td>
<td></td>
</tr>
<tr>
<td>IT013256</td>
<td>SALLY MAE</td>
<td></td>
</tr>
<tr>
<td>HC000102</td>
<td>LEARN TO RIDE</td>
<td>ELVIS PRESTLEY</td>
</tr>
<tr>
<td>MG068879</td>
<td>HARLEY OF BR</td>
<td></td>
</tr>
<tr>
<td>TR000002</td>
<td>DOUBLE D'S COMPUTERS</td>
<td>CHIP COOPER</td>
</tr>
<tr>
<td>TP499078</td>
<td>PETER P. PETER</td>
<td>SALLY P. PEPPER</td>
</tr>
<tr>
<td>TP758455</td>
<td>DINA DUMP</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

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

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.

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.

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.
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.

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.
**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.

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

Click on operator to view information
Login Email: TESTPERSON@DPS.LA.GOV Phone Number: (225) 925-6146
Agent Name: TEST PERSON Create Date: 6/7/2011
Address: 799 INDEPENDENCE BL Last Update: 6/9/2011
City: BATON ROUGE Status: Active
State: LA Role: Operator
Zip: 70806
**Reset Operators Password**

The Temporary Tag Reset Agent Password screen should appear.

Select the appropriate operator from the list.
The “Temporary Tag Reset Agent Password” screen will be displayed.

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.
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
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.
Stats by Operator

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

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 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.
**Temporary Tag Records Processed**

From Date: 6/3/1945  To Date: 6/10/2011

<table>
<thead>
<tr>
<th>Tag Number</th>
<th>Vin</th>
<th>DLN</th>
<th>Date Acquired</th>
<th>Buyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>007235468</td>
<td>34436</td>
<td>2011-05-02</td>
<td>M &amp; M SALES</td>
</tr>
<tr>
<td>Select</td>
<td>TT003534</td>
<td>558</td>
<td>2011-05-02</td>
<td>SALLY MAE</td>
</tr>
<tr>
<td>Select</td>
<td>M00000002</td>
<td>654096</td>
<td>2011-05-19</td>
<td>LEARN TO RIDE</td>
</tr>
<tr>
<td>Select</td>
<td>M00655079</td>
<td>24654</td>
<td>2011-06-08</td>
<td>HARLEY OF BR.</td>
</tr>
<tr>
<td>Select</td>
<td>TP000002</td>
<td>364</td>
<td>2011-04-19</td>
<td>DOUBLE D'S COMPUTERS</td>
</tr>
<tr>
<td>Select</td>
<td>TP056873</td>
<td>501589456</td>
<td>2011-06-06</td>
<td>PETER P. PIPER</td>
</tr>
<tr>
<td>Select</td>
<td>TP080465</td>
<td>05080465</td>
<td>2011-05-25</td>
<td>DINA DUMP</td>
</tr>
</tbody>
</table>