# Chapter 1

Registering for an Occupational Licensing Account



Here is a link to all the Occupational Licensing Offices in California:

https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/occupational-licensing- olinspector-offices/

Keep in mind that all Occupational Licensing Offices operate by appointment only. Most offices are closed on Wednesday and operate within specified hours depending on if they are full-time or limited-service locations.

Due to the recent software updates in October 2022, all text requests are now done online through the online DMV portal.

Each student, once done with the course, will have to register online to start the application process and initiate the appointment for DMV.

You start by going to <u>https://www.dmv.ca.gov/portal/mydmv</u>.

.OG IN		
Welcome Back		
Not Registered? In order to log in you will f	first need to create an account.	

Click on the link to create an account.

Hom	ne
ACCOUNT REGIST	RATION
Step 1 of 5 Please enter your personal email. You will be emailed a link to confirm your email.	
Email	
Erman Ro-Enter Email	
Re-Enter Email	
Which email address should I use?     Continue     Cancel	

CARL DECISION	Logn 🛞 Transiste
Home	
ACCOUNT REGISTRA	TION
Step 2 of 5	
Email confirmation is required:	
We have emailed a confirmation link to socarcy mackey granteent. The confirmation link expires in 10 minutes in the next few minutes.	Please check your social media or junk email folders if you do not see the email
Still don't see a confirmation email? Resend the email confirmation link or restart the registration process	

Once prompted, you'll enter the email that you want to use for your account.

# This will prompt a confirmation link that will be emailed to you. It is important that you do that within a 10-minute time period.

# The confirmation email will look like this:

Please click on the button below to confirm your email to continue with account registration. This link will expire in 10 minutes.

Confirm your email

Can't click the button in this email? Copy this UPL and enter it in your browser to complete the confirmation: https://www.dmv.ca.gov/imga/sps/authsvc?Policyld=um.ibm.sacurity.authentication.asf.dmvUscAccountCreate2&nonce=2f3c18c-7a72-6749-bf80-44d1865de56f8ajg=CLCnykpx1JnKjODpZ3RP1QGDofYeN764TRWYM042KYLH5VRaFQxmCOXx gSCCV56Ubmxbx1X\_LAbytof57xxf75Wy-0m\_08knose6cue60bw02ZWZkgPuh8J516X/se06880gL1SPJWWFPe99x0\_Of1Mm8ETfYd2YSy1WkG9Jse0436u5KWG22-2GJ-ouAzb0JseDAa3\_oMJ18poxFIQWTAv2QdWTgsXQbie5P111JyZ EoU2nXV0\_92Px17/MZEHISUIDW9pvCshFRUEmevuDo\_1LhR7VshivL\_J\_CXZpBCVzL0Evm7zrvfHcQUJwd5Vk7pij4bLNQVNuRoze2Q==&aacTarget=%2Foccupationallicensing

If you have any questions, please call 1-877-563-5213.

This email was sent from an unattended mailbox. Please do not respond using the "Reply" button.

tep 3 of 5				
gister for a MyDMV account	by completing the fields.			
st Name				
list Name				
st Name				
ast Name				
one Number	Receive Code via Text (S	SMS)		
Phone Number	Receive Code via Phone	Call		
Which name should I use?				
Milelah abaas acceless shows	d Luca2			

This will take you to a screen where you are able to put in your information as found on your ID or driver's license. Items like your first name, last name, phone number and allow you the opportunity to review the DMV's Conditions of Use and Privacy Policy.

Home

Ĺ	ACCOUNT VERIFICATION	
	Confirm your Phone Number	
	As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (***) ****6/0.	
	Check your text (SMS) messages and enter the verification code below.	
	Phone Verification Code	
	Confirm Bhone Mumber Concel	

This will prompt a telephone confirmation that you will need to perform. You will get a one-time verification code that will be texted to you to confirm.

$\leftrightarrow \rightarrow c$	dmy.ca.gov/mga/sps/authsvc?Stateld=rUZeppBIRRrUxtSwdITBT7NWEly1mguUCLNKSRJ6H087SswABEIOdclT2brn3MqmcC1vG7ntThoNil6uvC8BJpLaUtqKHUB2ALA7IrsVXVMtVXVFBqaZHuG1tzgueS	6 \$
	Home	
	ACCOUNT REGISTRATION	
	Step 5 of 5 Complete account registration by creating a password. Please double-check your information before proceeding. Email	
	Phone Number First Name Last Name	
	Password     Must be between 8-20 characters in length and include at least 4 alpha characters, 1 numeric character (0-9) or 1 special character (1#,\$3).       Pessword     Show     The password is case sensitive and must not contain spaces or be the same as your email address.	
	Continue Cancel	

You will then be prompted to create a password that must be between 8-20 characters in length that has at least 4 letters, 1 number and one special character.

Once all of this is completed, you will have successfully created an account login.

Once this is completed, go to the following link to go directly to the Occupational Licensing Login:

https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/login/

There is a helpful quick start guide as well just in case you need further instructions.

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Online services for managing your Occup Learn more about the <u>new Occupational</u>	ational License are here! Licensing online service
ply, renew, or modify an Occupational I	icense.
ply, renew, or modify an Occupational I e the <u>Quick Start Guide (PDF)</u> to help y	Poforo Vou Pogin:
ply, renew, or modify an Occupational I a the <u>Quick Start Guide (PDF)</u> to help y Start	Before You Begin:
bly, renew, or modify an Occupational a the <u>Quick Start Guide (PDF)</u> to help y Start	Before You Begin:           Vou will be prompted to validate your identity then create or log in to your MyDM           You will be prompted to validate your identity then create or log in to your MyDM
oly, renew, or modify an Occupational the <u>Quick Start Guide (PDE)</u> to help y Start	Before You Begin:  You will be prompted to validate your identity then create or log in to your MyDM account. For the best experience, please temporarily disable your pop-up blocker  From there, you will be taken to DMV's new digital experience platform.
ply, renew, or modify an Occupational the <u>Quick Start Guide (PDF)</u> to help y Start	Before You Begin:     You will be prompted to validate your identity then create or log in to your MyDM     account. For the best experience, please temporarily disable your pop-up blocker     Prom there, you will be taken to DMV's new digital experience platform.     Go to My Licenses and select the type of license you are applying for, renewing, o

https://www.dmv.ca.gov/portal/file/occupational-licensing-get-started-guide-pdf



You will then be asked to verify the user on your account and then prompted if you have a California ID/ Driver's license.

Caov DHH	Home	<b>≜</b> (8)
Verify User		
* Do you have a California Driver's License or Identification Card? Yes No		
		Submit

Verify	User
1	

* D	<sup>®</sup> Do you have a California Driver's License or Identification Card?				
•	Yes				
	No				

Please enter your details in the fields below. This information must be entered exactly as seen on your Driver's License / Identification Card.



You will then be asked to input everything found on your California ID/Driver's License.

This will get you to the main screen to proceed with all the elements necessary to initiate your test and

prompt the initial processing of your application.

Click on My Applications to continue.



My Applications	Apply for New License
Business License Applications	
You have not started a business license application yet. Click "Apply New License" to start an application.	
Individual Applications	
You have not started an individual application vet. Click "Apply New License" to start an application.	

Select apply for new license and then select what kind of business you're going to operate as.

License Selection "What category of license would you like to apply for ? Business Individual Agreements, Certifications, and Programs		Steps C License Selection
Cancel	Next	

# Pro Tip:

Most dealerships prefer to operate as a corporation or LLC due to the protection and tax liabilities that these kinds of entities provide. Please make sure that you contact an attorney or a licensed tax professional to go over the pros and cons of what kind of entity that you should form to conduct business at your California dealership. Here's a few things to keep in mind.

- If you decide that you want to initially operate as a sole proprietor that is doing business by a business name, you are potentially opening yourself up to liability.
  - If you decide you want to go from a sole proprietor to a corporation or LLC, you'll have to go out of business and start this entire process from the beginning. Which includes repeating the class.
- If you are a business entity that has formed outside of the state of California and wish to open a California dealership, you will need to file a foreign corporation declaration with the Secretary of State to operate. This will mean that you will be responsible for Franchise State Tax in both California and the state that the entity was originally formed in.

License Selection			Steps
*What category of license would you like to apply fo Business Individual Agreements, Certifications, and Programs *Select the license you would like to apply for:	17		License Selection     Select or Create Business     Business Account Details
Used Vehicle Dealer *Does this Include an Autobroker Endorsement? Yes No	Q,		Business Ownership Details
Select the New Vehicle Type: Trailier (Letter of Authorization Required) Snowmobile	Select the Used Vehicle Type: All-Terrain Vehicle Automobile/Commercial Motorrcycle (Including Off-Highway) Motorhome Recreational Trailer Snowmobile Trailer (Letter of Authorization Required)	Select the Remanufactured Vehicle Type: All-Terrain Vehicle Automobile/Commercial Motorcycle (Including Off-Highway) Motorhome Recreational Trailer Snowmobile Trailer (Letter of Authorization Required)	
Cancel		Next	

# Determine what kind of license you'd like to apply for

The most common are:

- Retail
  - You can also get an autobroker endorsement for this as well.
- Wholesale

You will then select if you'll be selling any new vehicles. Most common item found will be trailers or snowmobiles that are outside of the traditional auto manufacturers like Ford or Toyota. This happens very rarely. If you don't have a letter from a manufacturer, please leave these check marks blank.

You will then select the type of vehicles that you are looking to sell. Keep in mind, the DMV will require that you have the proper signage and appropriate space to store vehicles.

Example:

If you are operating in a small office with two parking spaces, do not select motorhomes because the DMV will deny and delay the application because a standard parking spot isn't large enough to hold a motorhome.

The picture above is an example of a retail dealer who has selected all the options for a small office with two parking spots.

Select or Create Business	Steps	
 Do you want to submit this application under an existing business ownership structure that holds	an occupational license, or create a new business?	e Selection
Create New Business Use Existing Business	O Select	or Create Business
	Busine	ss Account Details
	Busine	ss Ownership Details

# You will then select the option to create a new business.

Please provide the following information	L.		<ul> <li>Select or Create Business</li> </ul>
Corporation			<ul> <li>Business Account Details</li> </ul>
* Secretary of State Entity Number		Search	<ul> <li>Business Ownership Details</li> </ul>
Secretary of State Entity Name	State of Incorporation	Secretary of State Status	
I certify that the above information f	rom the Secretary of State is correct.	•	

You will then select what the structure of your business is going to be. If you are a corporation or LLC, you will need to enter your information based on what you've registered with the Secretary of State.

You then need to indicate what name will be on the signs at your dealership. This can be accomplished in one of two ways:

- If you plan on just using your corporation or LLC name, copy the name exactly as it appears on the Secretary of State's website. An important element to remember is that the punctuation and spacing need to be exact as well. If there are any discrepancies, there will be further cause of delay.
- If you are operating with a DBA (Doing Business As) or an FBN (Fictitious Business Name), this will have to be filed with the county in which the dealership is doing business.

Important Elements to Remember About a Fictitious Business Name:

- If you have an entity registered with the Secretary of State, your FBN application must match exactly with the information that you outlined through your Statement of Information. The county will reject your application if the information doesn't match.
- Once filed, the processed FBN application must be run through a county newspaper.

# Pro tip:

Shop various newspapers from the county that you filed the FBN in. The price for this service is not regulated so you could end up unnecessarily paying a premium for a service that another provider can do for a much cheaper price.

Once you've indicated all the business information, the system will have you verify all the owner's information. If you have more than one owner, each owner will have to verify their information separately. If you have officers that aren't currently participating in the dealership but remain on the ownership structure, this will have to be outlined as well.

Once you have successfully navigated this, it will prompt you with the application checklist, formally known as the OL 248, which will outline all the information that will be necessary to finalize your application.

#### Required Actions

Dealer Education Course	START
Schedule and Take Examination : N/A	START

The initial portion that must be handled first is the dealer education course, which you are completing now. Once you've finalized your class, upload a copy of the certificate directly into the portal.

chedule Educ	ition Course	
ease upload the cert	icate of completion for your Dealer Education Course.	
▲ Upload Files	Or drop files	
		Submit

#### Upload your certificate directly into the portal to be able to schedule your test.

After clicking the "Schedule Exam" button below, you will be prompted to select an exam location and time slot. Once a location and time slot are selected, you will be required to pay the exam scheduling fee to secure your time slot.

You may return to this page to reschedule or cancel your exam at any time PRIOR to your scheduled exam date. If you fail, you must return to this page to schedule another exam.

If you are taking an examination for a Vehicle Dealer license, you will have 50 minutes to complete the exam. You will have unlimited attempts to pass the exam, however, you must wait a minimum of one week between examinations and will be required to pay for each attempt.

If you are taking an examination for a Driving School or Traffic Violator School license, you will have 45 minutes to complete the exam. The required examination fee will allow you three exam attempts. If you fail all three attempts, you will be required to retake the training course in order to retake the exam.

Exam Type Used Vehicle Dealer	Exam Attempt #1	
	Schedule Exam	

# Important note

You must complete your personal history questionnaire first before you schedule your appointment to take your test.

Here is all the information regarding the various occupational licensing offices and the test parameters.

# **NOTICE**

Before you apply for your retail or wholesale license, applicants must attend a dealer education program and pass a 40-question written examination that is given by Occupational Licensing DMV before submitting the application.

# **Occupational Licensing Inspector Offices**

According to dmv.ca.gov, there are currently 14 occupational licensing offices in California along with 2 designated servicing locations throughout California.

Below are the current hours at the Full-time service locations:

Monday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m. Tuesday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m. Wednesday: Closed Thursday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m. Friday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m. Saturday: Closed Sunday: Closed

Here are the addresses for the Full-time Service Locations:

Covina

1365 N. Grand Avenue, Suite 102 Covina, CA 91724 (626) 974-7140

**Fresno** 2510 S East Avenue, Suite 100A Fresno, CA 93706 (559) 445-5304

Los Angeles 3615 S Hope Street Los Angeles, CA 90007

Los Angeles, CA 90007 (Inspector Office co-located with a full-service Field Office) (213) 744-7563 **Orange** 790 The City Drive South, Suite 410 Orange, CA 92868 (714) 703-2632

> **Sacramento** 7226 Florin Mall Drive Sacramento, CA 95823 (916) 262-2563

San Bernardino 473 E. Carnegie Drive, Suite 150 San Bernardino, CA 92408 (909) 501-3175

San Diego 1455 Frazee Road, Suite 420 San Diego, CA 92108 (619) 688-0124 There are also limited-service locations as well. These offices have reduced availability and inspectors, so it is always recommended to call to schedule an appointment before showing up. Many of these locations are in DMV field offices. Here are the hours for limited-service locations:

Monday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m. Tuesday: Closed Wednesday: 9 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m. Thursday: Closed Friday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m. Saturday: Closed Sunday: Closed

These are the locations for limited-service locations:

El Cerrito 6400 Manila Avenue El Cerrito, CA 94530 (Inspector Office co-located with a full-service Field Office) (510) 231-7818

Fairfield 4630 Westamerica Drive, Suite H Fairfield, CA 94534 (707) 864-4759

#### Hayward

150 Jackson Street Hayward, CA 94544 (Inspector Office co-located with a full-service Field Office) (510) 293-1720 San Francisco 1377 Fell Street 2nd Floor San Francisco, CA 94117 (Inspector Office co-located with a full-service Field Office) (415) 431-6279

San Jose 90 Great Oaks, Suite 104 San Jose, CA 95119 (408) 229-7113

Santa Maria 523 S. McClelland Street Santa Maria, CA 93454 (Inspector Office co-located with a full-service Field Office) (805) 346-2192

Van Nuys 6150 Van Nuys Boulevard, Suite 250 Van Nuys, CA 91401 (818) 376-4201