

Dealer Plates - Dealer Manual

 By Bryan Crider  10 min  11

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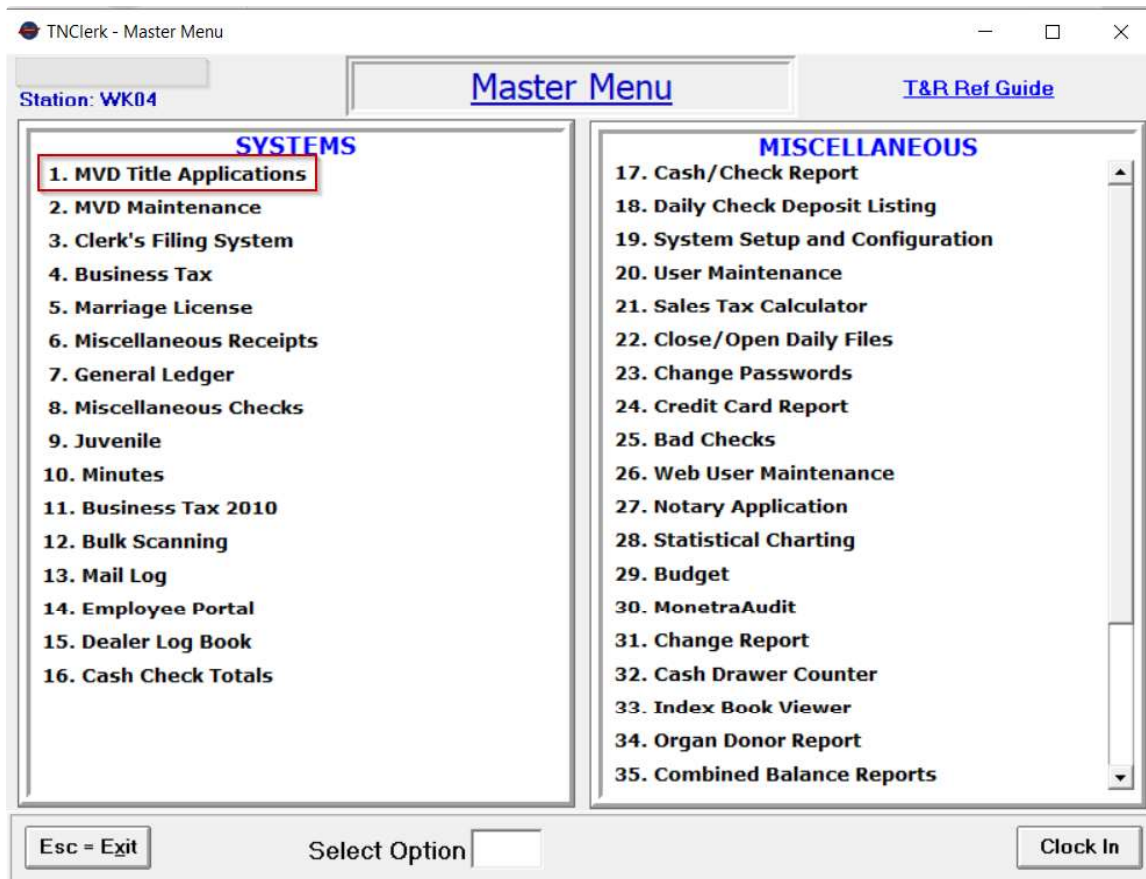
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Intro

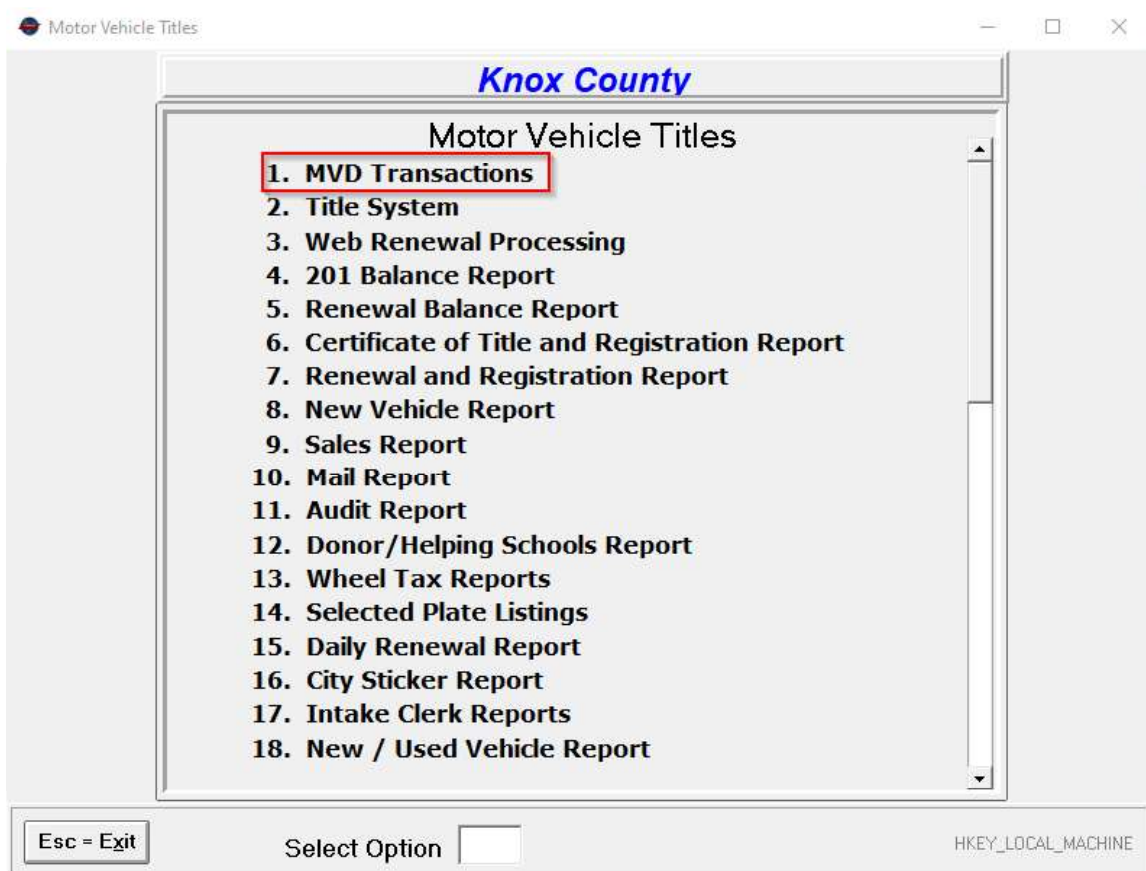
Beginning this year, dealer plates will be renewable instead of new metal being issued annually. TN Clerk's dealer menu has new additions to facilitate this change, which will be explained in detail throughout this guide. The changes include a new button used to search for renewable dealer plates and a grid to display them.

Loading the Dealer Application

To begin, from the [Master Menu](#), select [MVD Title Applications](#) from the main menu as shown below.



From the [Motor Vehicle Titles Menu](#) select [MVD Transactions](#).



The **date** and **invoice** can be selected from the screen that appears after (shown below). Once everything is correct, press **F10 – Continue** to load Motor Vehicle.

Title And Registration

Title And Registration

Transaction Date 03/21/2022 ▾

Invoice No 22080 ▾

Site Number 1

Cash Drawer 1

Fleet/Batch Mode ☐

Current Date: 04/08/2022
Version 1.0.4130

Esc - Exit

F10 - Continue

Everything for dealer can be found by pressing **F8 – Dealer**, highlighted in the figure below.

Title And Registration (Version - 1.0.4130)

☐ F2 = Renewal Mail Fee
☐ F6 = Return To Last Type

T & R Transaction Entry

KNOX COUNTY

Trans Date: 03/21/2022
Invoice: 22080

Site No: 1
Drawer: 1

Transaction Type ... ▾

Web Dealer

Select or enter a transaction type (Esc to Cancel)

BIS CHAT

Esc - Exit F1 - Manual Override F3 - Placard F5 - Change **F8 - Dealer** F12 - Access State

New Dealer Plate Transactions [🔗](#)

First the dealer **MUST** be set up in [Dealer Maintenance](#).

Once the dealer has been established you can enter into the Dealer system from the [T & R Transactions](#) screen by pressing **F8 - Dealer** as shown above.

From the [Dealer Transaction](#) screen enter the following information to complete the Transaction as shown here:

- **Expiration Date** should always be **5/21/####** of the following year on every dealer plate transaction.
- Select the dealer from the drop down and then hit **ENTER** this is important.
 - If you **tab** you will update the record with new information.

- Enter the **Beginning and Ending** License plates
- Enter the **Class**
- Enter the **Issue Year**
- Enter the **License Type**
- If this is the first time they have purchased dealer plates of this class for the year you should check the **Master License** box.
 - **IF the box is grey and not able to be checked, they have already purchased a Master Plate for this class this year.**
- **There may also be wheel tax and other fees listed that can be selected based on the county, make sure you select the appropriate fees.**
- Once everything has been entered, select **F11 - Calculate**.
 - The total due will adjust.
- Once everything has calculated correctly, you can then select **F12 - Checkout**.
- This will complete the transaction and print all your document automatically.

Renewing Dealer Plates [🔗](#)

- Once in the **Dealer Transaction screen**, a form will be loaded as shown below. There are new changes that can be seen.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No: Invoice No:

Dealer Registration
KNOX COUNTY

Trans Date: 03/21/2022 Site No: 1
Invoice: 22080 Drawer: 1

Expiration Date: *Enter the plate(s) new expiration date

Dealer Number: *Enter the Dealer Number

Dealer Name: Representative:

State License No.: *Enter the Dealer's State License Number

Street No.: Mail Street No.:

Address 1: Mail Address 1:

City, State, Zip: Mail City, State, Zip:

Beginning License No.:

Ending License No.:

Class: *Enter the Class

Issue Year: *Enter the Issue Year

Master License? ☐

No. County WT Fees:

Begin County WT No.: P

Copy Fee: .00

License Type:

Total Due: .00

Expiration Date

F3 - Renew F9 - Comments BIS CHAT

Esc - Exit F6 - Retrieve F11 - Calculate F12 - Checkout

- The fields noted in the figure above with an asterisks and text to the right of them are required fields in order to search for renewable dealer plates.
- Once the fields form is filled out, users can press the **F3 – Renew** button to find the dealer's plates that are up for renewal.
- The search finds plates that expire a year prior to the expiration date entered.
 - For example, if the user were to enter 05/31/2023 into the expiration date field, fill out the rest of the form and press **F3 – Renew**, a grid would be loaded with plates of the dealer that expire 05/31/2022 and prior.
- Below is an example showing the grid that comes up when renewing the plates for **RV's for Less LLC**.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No: Invoice No:

Dealer Registration
KNOX COUNTY

Trans Date: 03/21/2022 Site No: 1
Invoice: 22080 Drawer: 1

Expiration Date: 05/31/2023 # Dealer Plates Remaining: 204

Dealer Number: 52
Dealer Name: RV'S FOR LESS LLC Representative:
State License No: 52
Street No: 8035 Mail Street No:
Address 1: RUTLEDGE PIKE Mail Address 1:
City, State, Zip: KNOXVILLE TN 3792413 Mail City, State, Zip:

Beginning License No:
Ending License No:
Class: 1110 - AUTO DEALER "D" NEW
Issue Year: 2021 Master License? ☐

No. County WT Fees:
Begin County WT No: P Copy Fee: .00

License Type: Total Due: .00

Issue Year

Buttons: Esc - Exit F6 - Retrieve F3 - Renew F9 - Comments BIS CHAT F11 - Calculate F12 - Checkout

- Above figure shows the form before pressing **F3 – Renew**.

Dealer No. 52 Renewals (5 records)

	Invoice	Trans Date	Exp Date	License No	Class	Issue Year
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000102	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000103	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000106	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000107	1110	2021
<input type="checkbox"/>	22080	3/21/2022	5/31/2022	D000108	1110	2021

Buttons: Esc - Exit F2 - Check 50 F3 - Check 100 F6 - Check All F7 - Uncheck All

- The user will see a grid, such as the one in the figure above, which will display the plates up for renewal. Each plate has a checkbox next to it to allow the user to select the plates that need to be renewed, or deselect plates that should not be renewed.
- There are buttons in the grid window for checking or unchecking multiple plates at once.
 - **F2 – Check 50** checks the first 50 plates in the grid,
 - **F3 – Check 100** checks the first 100 plates,
 - **F6 – Check All** checks all of the plates and
 - **F7 – Uncheck All** will uncheck all of the plates.

- Once the plates that need to be renewed are checked, the user can press **Esc – Exit** to close the renewal grid and go back to the dealer form.

Title And Registration (Version - 1.0.4130) - Dealer Registration

Plate No		Dealer Registration	Trans Date: 03/21/2022	Site No: 1
Invoice No		KNOX COUNTY	Invoice: 22080	Drawer: 1

Expiration Date: 05/31/2023 **# Dealer Plates Remaining: 204**

Dealer Number: 52
 Dealer Name: RV'S FOR LESS LLC
 State License No: 52
 Street No: 8035
 Address 1: RUTLEDGE PIKE
 City, State, Zip: KNOXVILLE TN 3792413
 Representative:
 Mail Street No:
 Mail Address 1:
 Mail City, State, Zip:
 Beginning License No: D000115
 Ending License No: D000117
 Class: 1110 - AUTO DEALER "D" NEW
 Issue Year: 2021
 Total Plates Sold: 3
 Total Renewals: 5
 Master License? ☒
 No. County WT Fees: 8
 Begin County WT No: P
 Copy Fee: .00
 License Type: D - DEALER
Total Due: 532.85

Total Due **F3 - Renew** **F9 - Comments** **BIS CHAT**

Esc - Exit **F6 - Retrieve** **F11 - Calculate** **F12 - Checkout**

- As shown in the figure above, it will keep a count of Total Renewals, where applicable. Also, if needed, the user can issue dealer plates during the same transaction as renewing other dealer plates. However, users do not have to issue plates in order to renew other plates.
- Fee information can be entered as normal to denote if the master license is being issued/renewed, as well as any additional fees that may need to be charged.
- Once that is complete, the user can press **F12 – Checkout** to confirm the amount due and enter the payment into the payment window as usual.
- Once payment is entered, the transaction will be saved and all paperwork will be printed, including a registration card with decal for each plate issued and renewed.

Lost/Stolen Dealer Plate Transaction [🔗](#)

- From the [Dealer Transaction screen](#) input the following shown below.

Title And Registration (Version - 1.0.4370) - Dealer Registration

Plate No: Invoice No:

Dealer Registration
SHELBY COUNTY

Trans Date: 04/25/2025 Site No: 104
Invoice: 25115 Drawer: 1
User: CHUBBS

Plate Expiration Date: 05/31/2025 # Dealer Plates Remaining: 212

Dealer Number: 19929
Dealer Name: AIRPORT AUTO GROUP Representative:
State License No: 123456
Street No: 3483 Mail Street No:
Address 1: AIRWAYS BLVD Mail Address 1:
City, State, Zip: MEMPHIS TN 38116 Mail City, State, Zip:

Beginning License No: Ending License No: Beginning License No: Ending License No:
Class: 1110 - DEALER 1110 NEW Update Dealer Expiration Date: Master License? ☐ EDP Fee? ☐
Issue Year: 2021 Mutilated ☐

No. County WT Fees: .00 Registration Fee: .00
No. City WT Fees: .00 Clerk Fee: .00
Begin County WT No: P Copy Fee: .00
Begin City WT No: P City: MEMPHIS - 0 Notary Fee: .00
License Type: EDP Fee: .00
Total Due: .00

Issue Year:

Buttons: Esc - Exit, Lost/Stolen, F3 - Renew, F9 - Comments, BIS CHAT, F6 - Retrieve, F11 - Calculate, F12 - Checkout

- Plate Expiration should be based on the current plate(s) expiration date.
- Select the dealer from the drop down and then hit ENTER this is important.
 - If you tab you will update the record with new information.
- Enter the Class
- Enter the Issue Year
- Enter the License Type
- Once this is entered select Lost/Stolen button shown above this will open a selection screen for the plates you want to replace.

Dealer No. 19929 Renewals (11 records)

Select Lost/Stolen Plates

	Invoice	Trans Date	Exp Date	License No	Class	Issue Year
<input type="checkbox"/>	25115	4/25/2025	5/31/2025	D007516	1110	2021
<input type="checkbox"/>	25115	4/25/2025	5/31/2025	D007517	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D007590	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D007591	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D007593	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D007594	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D007595	1110	2021
<input checked="" type="checkbox"/>	25112	4/22/2025	5/31/2025	D007596	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D009363	1110	2021
<input checked="" type="checkbox"/>	25112	4/22/2025	5/31/2025	D009365	1110	2021
<input type="checkbox"/>	25112	4/22/2025	5/31/2025	D009366	1110	2021

Buttons: Esc - Exit, F2 - Check 50, F3 - Check 100, F6 - Check All, F7 - Uncheck All, F11 - Export Grid

- Select the plates you want to replace and then select Esc - Exit button.

Title And Registration (Version - 1.0.4370) - Dealer Registration

Plate No: Invoice No:

Dealer Registration
SHELBY COUNTY

Trans Date: 04/25/2025 Site No: 104
Invoice: 25115 Drawer: 1
User: CHUBBS

Plate Expiration Date: 05/31/2025 # Dealer Plates Remaining: 212

Dealer Number: 19929
Dealer Name: AIRPORT AUTO GROUP Representative:
State License No.: 123456
Street No.: 3483 Mail Street No.:
Address 1: AIRWAYS BLVD
City, State, Zip: MEMPHIS
Beginning License No.: D007597 B
Ending License No.: D007598 E
Class: 1110 - DEALER 1110 NE
Issue Year: 2021 Total Plates Sold:
No. County WT Fees: 2 150.00
No. City WT Fees: 2 82.00
Begin County WT No.: P
Begin City WT No.: P City: MEMPHIS - 0
License Type: D - DEALER

Registration Fee: 52.80
Clerk Fee: 4.00
Copy Fee: .00
Notary Fee: .00
EDP Fee: .00
Total Due: 288.80

Buttons: Esc - Exit, Lost/Stolen, F3 - Renew, F9 - Comments, BIS CHAT, F6 - Retrieve, F11 - Calculate, F12 - Checkout

Confirm Continue dialog: Total amount due is 288.80. Continue? Yes No

- Enter the **Beginning and Ending** plate of the replacements.
 - **MUST** be the same class/year as the plates being replaced.
- There may also be wheel tax and other fees listed that can be selected based on the county, make sure you select the appropriate fees.
- Once everything has been entered, select **F11 - Calculate**.
 - The total due will adjust.
- Once everything has calculated correctly, you can then select **F12 - Checkout**.
- This will complete the transaction and print all your document automatically.

Mutilated Dealer plate replacement. [🔗](#)

- You will follow the above directs for [Lost/Stolen](#) Dealer Plate Transaction.
- Once you have selected your plates you are replacing and get to this screen.

Title And Registration (Version - 1.0.4370) - Dealer Registration

Plate No: Invoice No:

Dealer Registration
SHELBY COUNTY

Trans Date: 04/25/2025 Site No: 104
Invoice: 25115 Drawer: 1 User: CHUBBS

Plate Expiration Date: 05/31/2025 # Dealer Plates Remaining: 212

Dealer Number: 19929
Dealer Name: AIRPORT AUTO GROUP Representative:
State License No: 123456
Street No: 3483 Mail Street No:
Address 1: AIRWAYS BLVD
City, State, Zip: MEMPHIS

Beginning License No: D007597 Ending License No: D007598
Class: 1110 - DEALER 1110 NE
Issue Year: 2021

No. County WT Fees: 2 150.00
No. City WT Fees: 2 82.00
Begin County WT No: P
Begin City WT No: P City: MEMPHIS - 0

License Type: D - DEALER

Registration Fee: 52.80
Clerk Fee: 4.00
Copy Fee: .00
Notary Fee: .00
EDP Fee: .00
Total Due: 288.80

Buttons: Esc - Exit, F6 - Retrieve, F3 - Renew, F9 - Comments, BIS CHAT, F11 - Calculate, F12 - Checkout

Confirm Continue
Total amount due is 288.80
Continue?
Yes No

- Enter the **Beginning and Ending** plate of the replacements.
 - **MUST** be the same class/year as the plates being replaced.
- There may also be wheel tax and other fees listed that can be selected based on the county, make sure you select the appropriate fees.
- **Special: For mutilated plates you will also select the Mutilated button.**
- Once everything has been entered, select **F11 - Calculate**.
 - The total due will adjust.
- Once everything has calculated correctly, you can then select **F12 - Checkout**.
- This will complete the transaction and print all your document automatically.

Resubmitting Transactions [🔗](#)

- To resubmit a dealer transaction you must first go into the [Dealer Transaction](#) screen.
- Once you are in dealer transaction you will enter the following shown here.

Title And Registration (Version - 1.0.4370) - Dealer Registration

Plate No: d007516 Invoice No: 25115

Dealer Registration
SHELBY COUNTY

Trans Date: 04/25/2025 Site No: 104
Invoice: 25115 Drawer: 1 User: CHUBBS

Plate Expiration Date: / /

Dealer Number:
Dealer Name:
State License No.:
Street No.:
Address 1:
City, State, Zip:
Mail Street No.:
Mail Address 1:
Mail City, State, Zip:
Beginning License No.:
Ending License No.:
Class:
Issue Year:
Update Dealer Expiration Date: / /
Master License?
EDP Fee?
Mutilated
No. County WT Fees: .00
No. City WT Fees: .00
Begin County WT No.: P
Begin City WT No.: P City:
License Type:
Registration Fee: .00
Clerk Fee: .00
Copy Fee: .00
Notary Fee: .00
EDP Fee: .00
Total Due: .00

Plate Expiration Date:
Lost/Stolen F3 - Renew F9 - Comments BIS CHAT
Esc - Exit F6 - Retrieve F11 - Calculate F12 - Checkout

- Enter a **plate number** from the transaction.
- Enter the **Invoice number** from the transaction.
- Once entered select **F6 - Retrieve**.
- This will pull up the dealer transaction and allow it to be resubmitted shown here.

Title And Registration (Version - 1.0.4370) - Dealer Registration

Plate No: d007516 Invoice No: 25115

Dealer Registration
SHELBY COUNTY

Trans Date: 04/25/2025 Site No: 104
Invoice: 25115 Drawer: 1 User: CHUBBS

Plate Expiration Date: 05/31/2025

Dealer Number:
Dealer Name: AIRPORT AUTO GROUP
State License No.: 123456
Street No.: 3483
Address 1: AIRWAYS BLVD
City, State, Zip: MEMPHIS TN 38116
Mail Street No.:
Mail Address 1:
Mail City, State, Zip:
Beginning License No.: d007516
Ending License No.: d007517
Class: 1110 - DEALER 1110 NEW
Issue Year: 2021
Total Plates Sold: 2
Update Dealer Expiration Date: 05/31/2025
Master License?
EDP Fee?
Mutilated
No. County WT Fees: 2 150.00
No. City WT Fees: 2 82.00
Begin County WT No.: P
Begin City WT No.: P City:
License Type:
Registration Fee: 52.80
Clerk Fee: 4.00
Copy Fee: .00
Notary Fee: .00
EDP Fee: .00
Total Due: 288.80

Plate Expiration Date:
Lost/Stolen F3 - Renew F9 - Comments BIS CHAT
Esc - Exit F2 - Save Re-Submit F5 - Delete Trans F6 - Retrieve F7 - Print Dealer App Reprint Decals

- This will show the transaction, you will not be able to edit the transaction, for assistance editing an email should be sent to TN ClerkSupport@I3verticals.com.
- Once you have the transaction up, you will select **Re-Submit**.
- This will complete the transaction and print all your document automatically.

Delete Dealer Transaction [🔗](#)

- From the [Dealer Transaction Screen](#) input the following information.
- The **Plate** and **Invoice** numbers in the top left corner
- Then Click **F6-Retrieve** at the bottom of the screen

Title And Registration (Version - 1.1.4228) - Dealer Registration

Dealer Registration
SULLIVAN COUNTY

Trans Date: 10/18/2022 Site No: 3
Invoice: 22291 Drawer: 1
User: BIS

Plate No
Invoice No

Expiration Date

Dealer Number
Dealer Name Representative
State License No.
Street No. Mail Street No.
Address 1 Mail Address 1
City, State, Zip Mail City, State, Zip

Beginning License No.
Ending License No.
Class
Issue Year Master License? ☐

License Type Total Due .00

Expiration Date

Esc - Exit **F6 - Retrieve** **F3 - Renew** **F9 - Comments** **BIS CHAT**
F11 - Calculate **F12 - Checkout**

- A screen will appear with a list of plates for the selected transaction, click **Esc- Exit**.

Dealer No. Renewals (10 records)

Invoice	Trans Date	Exp Date	License No	Class	Issue Year
24135	5/14/2024	5/31/2025	0085720	1112	2021
24136	5/14/2024	5/31/2025	0085730	1112	2021
24135	5/14/2024	5/31/2025	0085740	1112	2021
24135	5/14/2024	5/31/2025	0085750	1112	2021
24135	5/14/2024	5/31/2025	0085760	1112	2021
24135	5/14/2024	5/31/2025	0085770	1112	2021
24135	5/14/2024	5/31/2025	0085780	1112	2021
24135	5/14/2024	5/31/2025	0085790	1112	2021
24135	5/14/2024	5/31/2025	0205830	1112	2021
24135	5/14/2024	5/31/2025	0205940	1112	2021

Esc - Exit **F2 - Check 50** **F3 - Check 100** **F6 - Check All** **F7 - Uncheck All** **F11 - Export Grid**

- Click **F5 - Delete Trans** at the bottom of the screen
- If the **F5 - Delete Trans** button does not appear send an email to TN ClerkSupport@13verticals.com.

Title And Registration (Version - 1.1.4228) - Dealer Registration

Plate No: 019032D Invoice No: 22231 **Dealer Registration** Trans Date: 10/18/2022 Site No: 3 Drawer: 1 User: BIS
SULLIVAN COUNTY Invoice: 22291

Expiration Date: 05/31/2022

Dealer Number: [Dropdown]
 Dealer Name: ZOOM MOTORS OF BRISTOL Representative: VINCE HAWKINS
 State License No: 11836
 Street No: 1841 Mail Street No: [Dropdown]
 Address 1: VOLUNTEER PKWY Mail Address 1: [Dropdown]
 City, State, Zip: BRISTOL TN 37620 Mail City, State, Zip: [Dropdown] [Dropdown] [Dropdown]

Beginning License No: 019025D Ending License No: 019032D Total Plates Sold: 8
 Class: 1112 - AUTO DEALER "D" USED Issue Year: 2021 Master License? ☐

License Type: [Dropdown] Total Due: .00

Expiration Date: [Dropdown] F3 - Renew F9 - Comments BIS CHAT
 Esc - Exit F2 - Save **F5 - Delete Trans** F6 - Retrieve F7 - Print Dealer App Reprint Decals

- Deleting will require supervisor credentials.

Supervisor Permission Entry

A supervisor must enter his/her username and password to delete this transaction.

User Name: bis Password: [Masked]

Esc - Exit F2 - Submit

Supervisor Mode

You are now in Supervisor Mode.

OK

- Choose Yes/No to return the plates to inventory

Motor Vehicle 201

Do you wish to return the inventory of the deleted transaction?

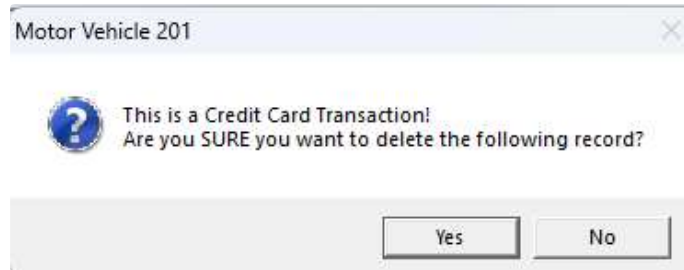
Yes No

- Input reason for deletion then Click OK



A dialog box titled "Delete Transaction Reason" with a close button (X) in the top right corner. The main text reads: "REQUIRED: Enter the reason you deleted this transaction and click 'OK'". Below the text is a large empty text input field. To the right of the input field are two buttons: "OK" and "Cancel".

- If transaction is a credit card transaction, then the following window will populate, select **Yes**.



A dialog box titled "Motor Vehicle 201" with a close button (X) in the top right corner. Below the title bar is a blue circular icon with a white question mark. To the right of the icon, the text reads: "This is a Credit Card Transaction! Are you SURE you want to delete the following record?". At the bottom right of the dialog box are two buttons: "Yes" and "No".

- Data will be deleted.



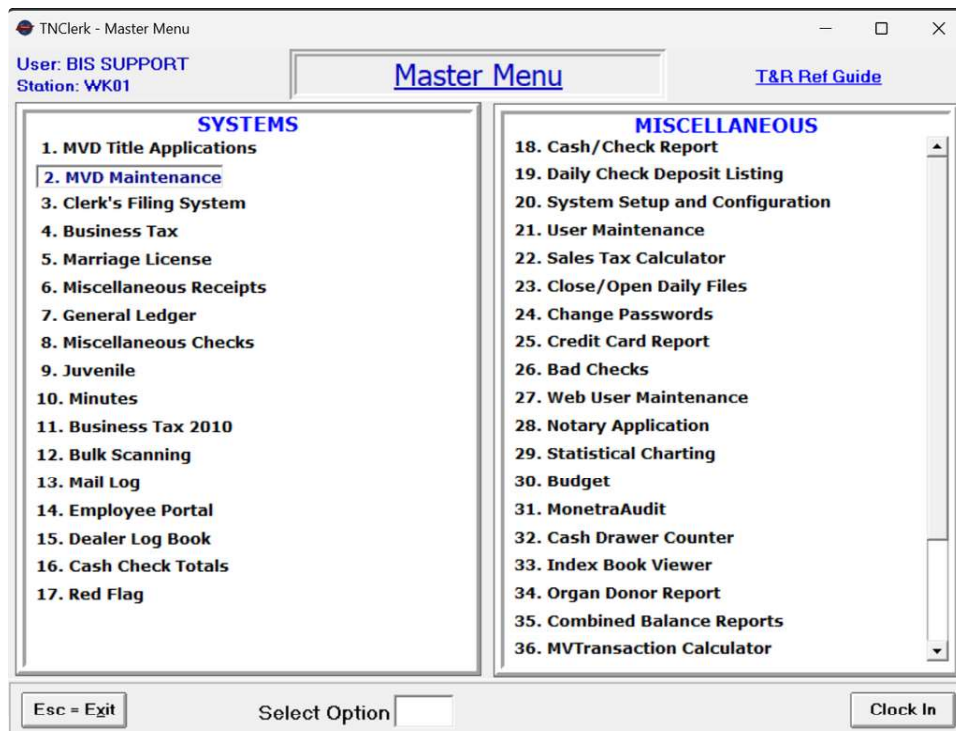
A progress bar window titled "Deleting Data" in blue text. Below the title is a horizontal progress bar that is currently empty. To the right of the progress bar, the text "0%" is displayed in blue.

- Exit Transaction and deletion is completed.

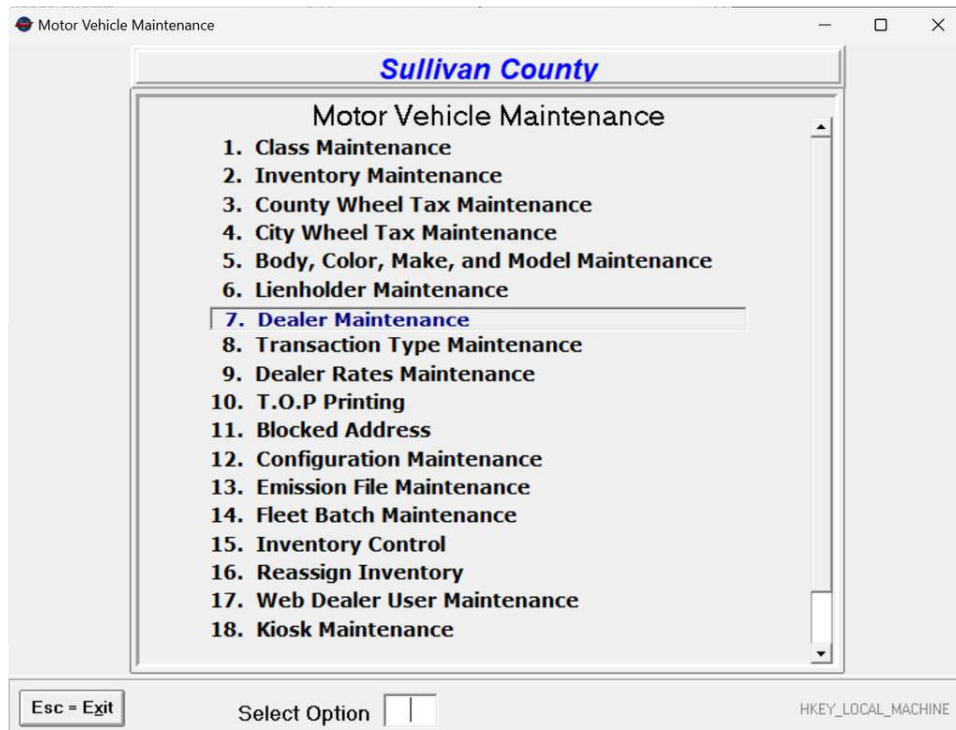
Dealer System Maintenance [🔗](#)

Dealer Business Maintenance [🔗](#)

- From the **Master Menu** select **MVD Maintenance**.



- From the [MVD Maintenance Menu](#) select [Dealer Maintenance](#)



- Once you are in the [Dealer Maintenance Menu](#) You can either enter a new Dealer, or retrieve an existing Dealer

Enter new Dealer [↗](#)

Motor Vehicle - Dealer Maintenance

Dealer Number.....161011

Dealer Status Filter.....

AllActiveInactive

Dealer Name.....TEST

Street No.....123

Street Name.....ABC ST

City, State, Zip.....SULLIVANTN12345

Mail Street No.....123

Mail Street Name.....ABC ST

Mail City, State, Zip.....SULLIVANTN12345

Phone.....123 123 1234

State No.....161011

Expiration Date.....05/31/2026

Status.....Active

Email Address.....TEST@I3VERTICALS.COM

Plates Per Year

Plates Per Year.....10

Select a dealer or enter a unique dealer to start a new one

Esc - Exit

F2 - Save

F3 - Delete

F8 - Clear

F12 - Dealer Listing

- Example shown here.
- **Notes:**
 - Dealer number and State No should always match for ease of finding them in the system.
 - Plates per year are based on State parameters.
 - Expiration date should always be the last day of May the follow year.

Edit existing Dealer [↗](#)

- Type in the Dealer name in the drop down menu for Dealer Name

Motor Vehicle - Dealer Maintenance

Dealer Number.....161012

Dealer Status Filter.....

AllActiveInactive

Dealer Name.....tes

Street No.....

Street Name.....

City, State, Zip.....

Mail Street No.....

Mail Street Name.....

Mail City, State, Zip.....

Phone.....

State No.....

Expiration Date.....

Status.....

Email Address.....

Plates Per Year

Plates Per Year.....

Select a dealer or enter a unique dealer to start a new one

Esc - Exit

F2 - Save

F3 - Delete

F8 - Clear

F12 - Dealer Listing

- This will retrieve the dealer account in the system for updating as needed.

Motor Vehicle - Dealer Maintenance

Dealer Number..... 161011

Dealer Status Filter..... ☒ All ☐ Active ☐ Inactive

Dealer Name..... TEST

Street No..... 123

Street Name..... ABC ST

City, State, Zip..... SULLIVAN TN 12345

Mail Street No..... 123

Mail Street Name..... ABC ST

Mail City, State, Zip..... SULLIVAN TN 12345

Phone..... 1231231234

State No..... 161011

Expiration Date..... 05/31/2026

Status..... Active

Email Address..... TEST@I3VERTICALS.COM

Plates Per Year

Plates Per Year..... 10

Select a dealer or enter a unique dealer to start a new one

Esc - Exit F2 - Save F3 - Delete F8 - Clear F12 - Dealer Listing

- Reasons you may need to update dealer maintenance include:
 - Address moved
 - Phone number changed
 - Update Expiration Date each year
 - Update number of plates per year
 - Set Active/Inactive
 - Email address changed
 - If your dealer number and your state numbers do not match, please send an email to TN ClerkSupport@I3verticals.com and support can make that correction, make sure to let us know what number you want used.

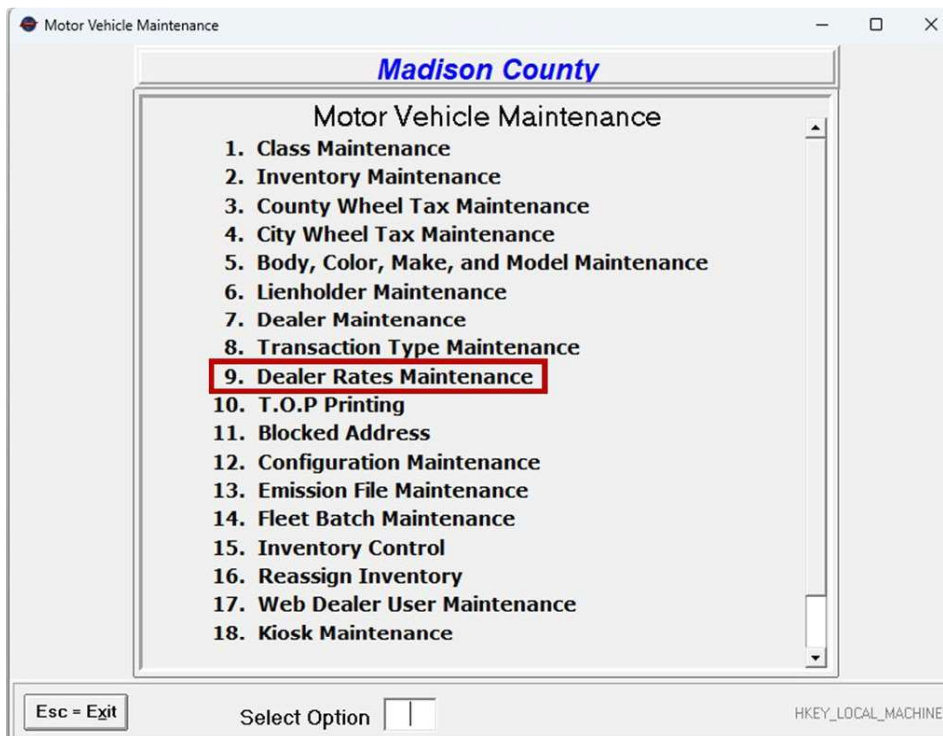
Dealer Rates Maintenance [🔗](#)

This page will show you how to access and change the dealer rates in [TNClerk](#)

- Log into [TNClerk](#) - this will require a username and password
- Enter [Username](#) and [Password](#) - this will take you to the [Master Menu](#).



- Select **MVD Maintenance** from the **Master Menu**. (If this is not available on their list, they do not have the clearance given to them for this menu.)
- This will take you to the **Motor Vehicle Maintenance** menu



- Select **Dealer Rates Maintenance** from the **Motor Vehicle Maintenance** menu. (If this is not available on their list, they do not have the clearance given to them for this menu.)
- This will take you to the **Dealer Rates Menu**

The screenshot shows a window titled "Dealer Rates". At the top, there is a label "Class....." followed by a dropdown menu. The dropdown menu is currently empty and is highlighted with a red rectangular box. Below the dropdown menu is a table with four columns: "Additional", "Demo", "Clerk Fee", and "Master". The table is currently empty. At the bottom of the window, there are two buttons: "Esc-Exit" and "F2-Save".

- From here select the **Class** from the **drop down menu**.
- This will bring up the current **Dealer Plate Rates** for that class.

The screenshot shows the same "Dealer Rates" window. The dropdown menu now displays the value "1116". Below the dropdown menu, the table is populated with data. The table has four columns: "Additional", "Demo", "Clerk Fee", and "Master". The data row shows the following values: 26.40, 26.40, 2.00, and 50.05. The entire table is highlighted with a red rectangular box. At the bottom of the window, there are two buttons: "Esc-Exit" and "F2-Save".

Additional	Demo	Clerk Fee	Master
26.40	26.40	2.00	50.05

- From here you can **double click** into any of the boxes and change the rates as needed.

Class..... 1116

Additional	Demo	Clerk Fee	Master
26.40	26.40	2.00	50.05

Esc-Exit F2-Save

- Once you have made your changes select **F2-Save** to save changes.
- Once you have saved your changes you can select a different **Class** from the **drop down menu** as seen above.
- Once all changes have been saved, select **Esc-Exit** to exit the menu.
- This should resolve any rates issues the clerk may be encountering with **Dealer Plates**.

Updated by

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