You must complete the application from start to finish. You will need the following documents to complete the annual recertification for the Partner agreement. Some applicants will be required to update owner information. Please provide a corporate resolution or appropriate ownership documents if prompted. The examples below do not ask for this information.

- **Required Documents for Partner Recertification**-
  - Insurance or bond renewal documents with periods of coverage
  - Business License (for each location)
  - List of all current Tapestry users

**Follow the steps below to renew your license in MyMVD.**

- **Log in to your established MyMVD account.**
  - [https://eservices.mvd.newmexico.gov/eTapestry/](https://eservices.mvd.newmexico.gov/eTapestry/)
  - Directions on how to register for a MyMVD account can be found at [http://www.mvd.newmexico.gov/mvd-related-businesses.aspx](http://www.mvd.newmexico.gov/mvd-related-businesses.aspx)
  - If you experience issues with setting up your account please send an email to Noel (or a licensing agent with the DLB) ([noel.davis@state.nm.us](mailto:noel.davis@state.nm.us)) to correct the issue.

- **Select the correct account you would like to renew** (click on the blue hyperlink). In this example the Partner has two locations.
  - If the addresses are incorrect, stop. Please send an email to Noel (or a licensing agent with the DLB) ([noel.davis@state.nm.us](mailto:noel.davis@state.nm.us)) to update the address.
• Select the blue License Renewal Hyperlink. This is how you will process your license recertification.

• Screen One of the recertification - use the next action button to proceed to the next screen.
• Screen Two of the recertification.
  o Select the accounts you want to recertify.
  o If the address is incorrect, please stop and contact the DLB to have this corrected.

  o If the screen requires a partnership number - STOP! There was a conversion error and this must be fixed by the DLB. Please send an email to Noel (or a licensing agent with the DLB) (noel.davis@state.nm.us) with your CRS, FedID, Secretary of State number and your ownership structure (LLC, Partnership, etc) and provide your ownership documents. The information will be updated and you will be notified when it is corrected.
  o Below is what the error message will look like.
Below is what an up to date screen looks like. You will only review this screen. You are not able to make any changes or updates to this screen. Please review to ensure the information is correct.

- Applicant owner details. This is a review. Screen is not pictured.
  - You can update the ownership email address, phone number and title only. If ownership information requires an update, please complete a change of owner application. This can be done in your MyMVD account.
• Applicant affidavit.
  ○ Answer each of the questions, add an explanation if applicable.
Location information
  o If you have additional contacts (GM, Controller, etc) you would like to add onto the account, please add them under “Add a Record”. Yellow Arrow.
  o If the address is blank and has “Verify Address”, click on the address to verify the mailing address. Red Arrow.
  o Additional locations may populate in this area.
- Bond/Insurance policies.
  - Please verify your bond/insurance information. Ensure the correct dates are being displayed.
  - You will be required to attach proof of coverage in the form of a bond receipt, rider or new policy documentation using the “Scan Bond Documents” button.
  - If you get a RED error duplicate box, delete the row and add another row.

![Image of Bond and Insurance Information form]

- **Attachments**

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<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Size</th>
<th>Description</th>
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• Business Document collection screen
  o Check the collected box (Purple arrow)
• Required Documents for Partner recertification-
  o Insurance or bond renewal documents with periods of coverage
  o Business License (for each location)
  o List of all current Tapestry users
  o Ownership informaiton if Tapestry requests an update
  o Attach the documents (Yellow arrow)

You will need to complete the certification statement at the end and submit. The Dealer Licensing Bureau and Partner Management Units will review the documents provided and be in contact with questions or requests for additional documents.