

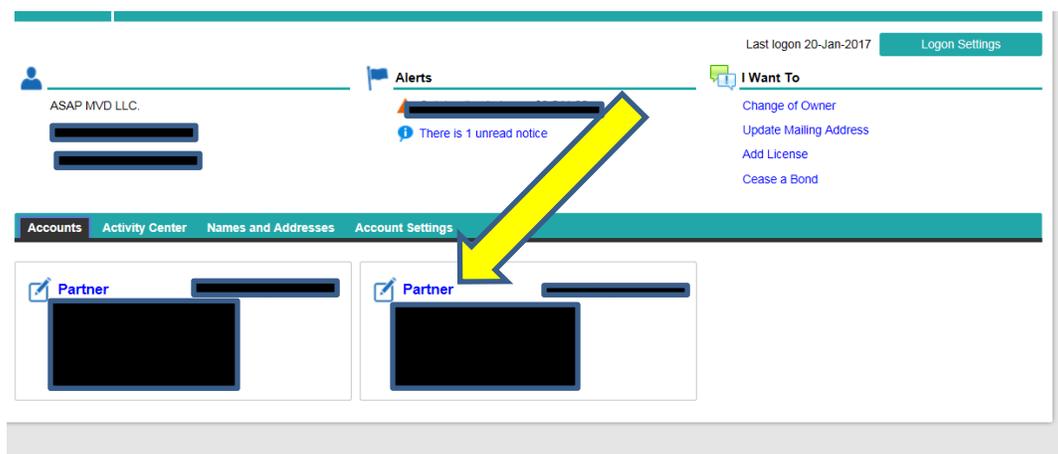
# Annual Partner Agreement Recertification in MyMVD 2017

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

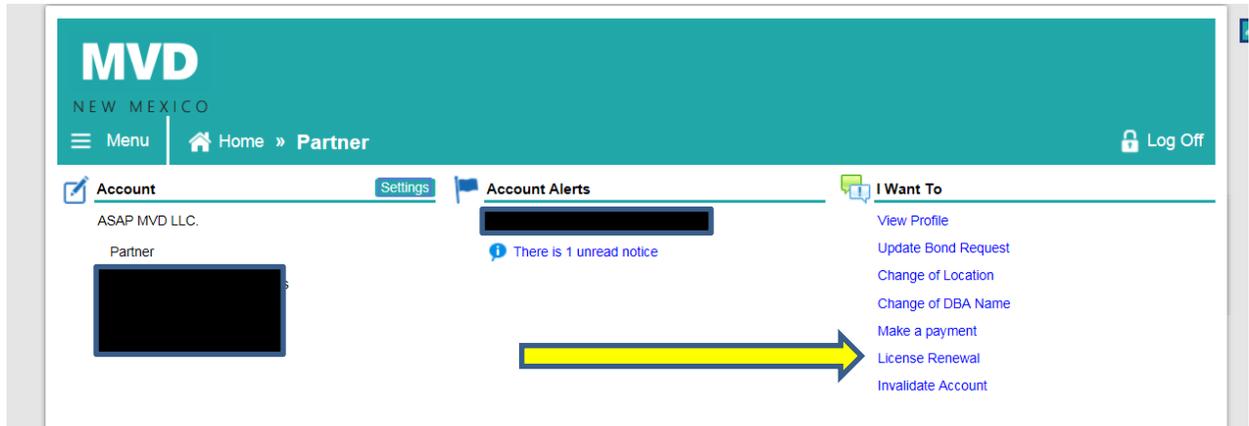
## Follow the steps below to renew your license in MyMVD.

- 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>
  - 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.

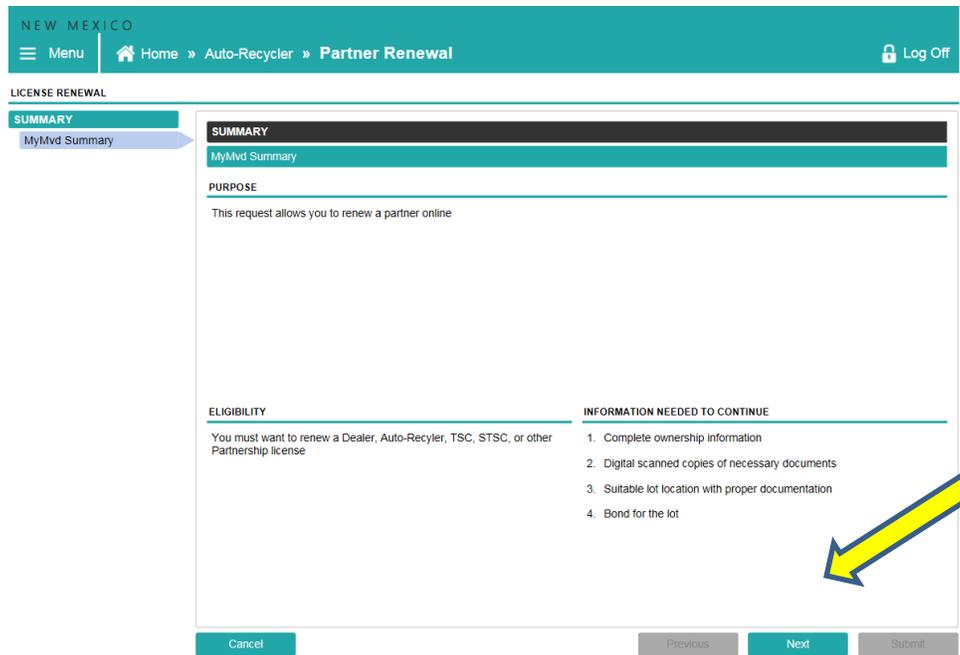


# Annual Partner Agreement Recertification in MyMVD 2017

- 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.



# Annual Partner Agreement Recertification in MyMVD 2017

- Screen Two of the recertification.
  - Select the accounts you want to recertify.
  - If the address is incorrect, please stop and contact the DLB to have this corrected.

**MVD NEW MEXICO**  
Menu Home » Partner » Partner Renewal Log Off

**License Renewal**

**SUMMARY**  
MyMvd Summary

**BUSINESS DETAILS**  
License Selection

**BUSINESS DETAILS**  
Renew Accounts

Please select the additional licenses below that you would like to renew

Renew	Account Type	Site Id	Current Expiration
<input checked="" type="checkbox"/>	Partner	GGC	30-Sep-2017
	Primary DBA Name	Primary Address	
	ASAP MVD, LLC - Los Lunas	3457 HWY 47 Los Lunas NM 87031	

Cancel Previous Next

- 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.
- Below is what the error message will look like.

**MVD NEW MEXICO**  
Menu Home » Partner » Partner Renewal Log Off

**License Renewal**

**SUMMARY**  
MyMvd Summary

**BUSINESS DETAILS**  
License Selection

**BUSINESS DETAILS**  
Business Information

**BUSINESS DETAILS**  
Business Information

Ownership Type Partnership Registration Period 2017

Legal Name of Business Entity ASAP MVD LLC.

Partnership # [Error] New Mexico Tax Id# (CRS) 02-484305-009 Federal Tax ID # [Required]

**Business Mailing Address**

Country USA Overridden

Attention

Street 2224 E 20TH STREET

Street 2 FARMINGTON Unit Type NM - NEW MEXICO Unit 87401-0000

Cancel Previous Next

# Annual Partner Agreement Recertification in MyMVD | 2017

- 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.

The screenshot shows the 'Partner Renewal' screen in the MyMVD system. The navigation bar includes 'Menu', 'Home', 'Partner', and 'Partner Renewal', along with a 'Log Off' button. The main content area is titled 'License Renewal' and features a sidebar with 'SUMMARY' (MyMvd Summary) and 'BUSINESS DETAILS' (License Selection, Business Information). The 'BUSINESS DETAILS' section is expanded to show 'Business Information' and 'Business Mailing Address'. The 'Business Information' section includes fields for Ownership Type (LLC), Registration Period (2017), Legal Name of Business Entity (SAFETYNET WORKS INC.), NMSOS SCC #, New Mexico Tax Id# (CRS), and Federal Tax ID #. The 'Business Mailing Address' section includes Country (USA, Overridden), Attention, Street (10200 MENAUL BLVD. NE SUITE 125), Street 2 (ALBUQUERQUE), Unit Type (NM - NEW MEXICO), and Unit (87112-0000). Navigation buttons for 'Cancel', 'Previous', and 'Next' are located at the bottom.

- 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.

# Annual Partner Agreement Recertification in MyMVD 2017

- Applicant affidavit.
  - Answer each of the questions, add an explanation if applicable.

**MVD**  
NEW MEXICO

Menu Home » Auto-Recycler » Partner Renewal Log Off

LICENSE RENEWAL

**SUMMARY**  
MyMvd Summary

**BUSINESS DETAILS**  
License Selection  
Business Information

**OWNER DETAILS**  
Owner Information  
Owner  
Applicant Affidavit

**OWNER DETAILS**  
Applicant Affidavit

I certify under penalty of perjury that the following information with respect to the owner/applicants (proprietor, partner, corporate officer, general or limited partner, member or operating agent) is true:

**APPLICANT QUESTIONS**

- Has the applicant, any partner, corporate officer or operating partner ever been denied, had revoked or suspended a dealer, manufacturer, wholesale, distributor, auto recycler or title service (partner) license in New Mexico or any other state?  No  Yes
- Has the applicant, any partner, corporate officer or operating partner ever been arrested, charged with, convicted of or plead no contest to any felony or misdemeanor/crime, within the past ten (10) years, excluding minor traffic violations?  No  Yes

**Has the applicant or any partner of said applicant ever:**

- A. Had a motor vehicle dealer/auto recycler/partner license subject to denial or disciplinary actions in any state?  No  Yes
- B. Had any other type of occupational license (excluding driver license) subjected to denial or disciplinary action?  No  Yes

- Has the applicant, any partner, corporate officer or operating agent have a financial interest in any motor vehicle dealer/auto recycler/partner license in this or any other state?  No  Yes

Cancel Previous Next Submit

# Annual Partner Agreement Recertification in MyMVD 2017

- Location information
  - 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.**
  - If the address is blank and has “Verify Address”, click on the address to verify the mailing address. **Red Arrow.**
  - Additional locations may populate in this area.

### LOCATION INFORMATION

Location

#### Location

##### Lot Information

Doing Business As (DBA) Name  
MVD EXPRESS - ST. MICHAELS

Field Office Code  
S01

Phone  
Business Phone (505) 259-6793 Extension

Fax  
Fax - Business Area Code Phone Extension

##### Lot Physical Address

Country  
USA Verified

Attention

Street  
850 SAINT MICHAELS DR

Street 2	Unit Type	Unit
SANTA FE	NM - NEW MEXICO	87505-7608

##### Contacts

Provide location contacts to answer daily operation questions. If no location contacts are listed, the

Show Errors 1 - 1 of 1

Contact Type	Name
Required	Required
Phone Type	Area Code Phone
Required	
Email	

[Add a Record](#)

Cancel Previous Next

# Annual Partner Agreement Recertification in MyMVD 2017

- 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.

**DOCUMENTS AND FEES**

Insurance Verification

**Bond and Insurance Information**

Please fill out and submit all of the insurance and bond policies needed below. If adding a rider or proof of policy payment, the policy information will be pulled from the policy number.

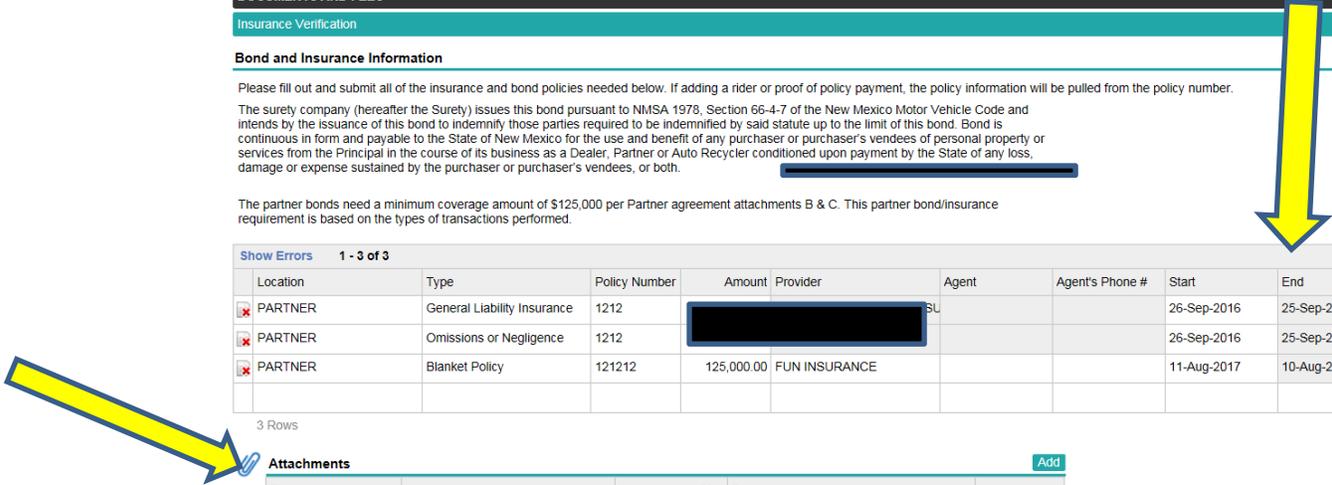
The surety company (hereafter the Surety) issues this bond pursuant to NMSA 1978, Section 66-4-7 of the New Mexico Motor Vehicle Code and intends by the issuance of this bond to indemnify those parties required to be indemnified by said statute up to the limit of this bond. Bond is continuous in form and payable to the State of New Mexico for the use and benefit of any purchaser or purchaser's vendees of personal property or services from the Principal in the course of its business as a Dealer, Partner or Auto Recycler conditioned upon payment by the State of any loss, damage or expense sustained by the purchaser or purchaser's vendees, or both.

The partner bonds need a minimum coverage amount of \$125,000 per Partner agreement attachments B & C. This partner bond/insurance requirement is based on the types of transactions performed.

Show Errors 1 - 3 of 3										
Location	Type	Policy Number	Amount	Provider	Agent	Agent's Phone #	Start	End	End Override	
<input checked="" type="checkbox"/> PARTNER	General Liability Insurance	1212					26-Sep-2016	25-Sep-2017	<input type="checkbox"/>	
<input checked="" type="checkbox"/> PARTNER	Omissions or Negligence	1212					26-Sep-2016	25-Sep-2017	<input type="checkbox"/>	
<input checked="" type="checkbox"/> PARTNER	Blanket Policy	121212	125,000.00	FUN INSURANCE			11-Aug-2017	10-Aug-2018	<input checked="" type="checkbox"/>	
3 Rows										

**Attachments** Add

Type	Name	Size	Description
Scan Bond Documents			



- Business Document collection screen
  - Check the collected box (Purple arrow)
- 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
  - Ownership information if Tapestry requests an update
  - Attach the documents (Yellow arrow)

The screenshot shows the 'DOCUMENTS AND FEES' section of the MyMVD interface. It includes a 'Business Documents' table with a 'Collected' checkbox for 'Business License(s)'. Below this is an 'Attachments' section with a table header (Type, Name, Size, Description) and an 'Add' button. A teal button labeled 'Attach Required Documents' is positioned below the attachments table. At the bottom of the interface are 'Cancel', 'Previous', and 'Next' buttons.

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.