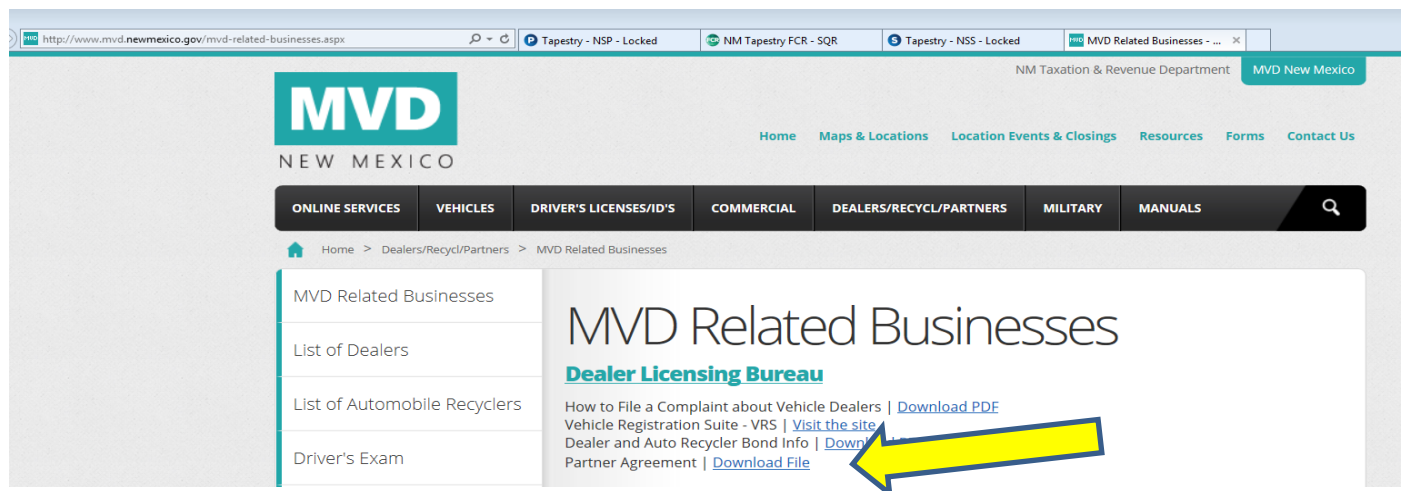


## Information before you start your Partner Application

An MVD partner is a business that will process transactions on behalf of the State of New Mexico Motor Vehicle Division. MVD Partners will use all MVD systems, including Tapestry. Each Tapestry user will be required to meet specific criteria (background checks and finger printing, Training and have a unique user name) in addition to the application approval process.

At this time only Vehicle transaction partners are being accepted. There is currently not an ETA for Driver Services Partners. Exams can be added under a vehicle services partner.

Please take the time to review these directions prior to submitting your application online in MyMVD (<https://eservices.mvd.newmexico.gov/eTapestry/>). You must complete the application from start to finish and provide all the necessary documents. A sample partner agreement is available at <http://www.mvd.newmexico.gov/mvd-related-businesses.aspx>, picture is provided below. Please review in detail the sample partner agreement prior to submitting your application. Once your application has been approved you will be provided a partner agreement specific to your business.



The following is a user guide to submit an application to become a partner with MVD. Application submission does not guarantee access to MVD systems.

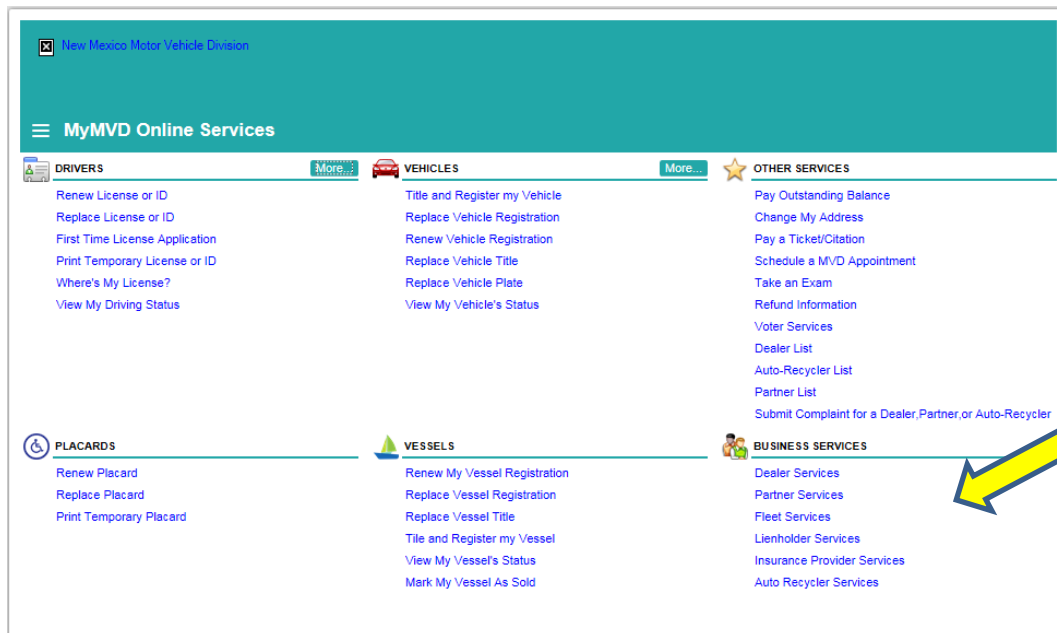
## Documents needed for Application

You will need the following documents to complete a partner application. Required documents will need to be scanned and attached to application.

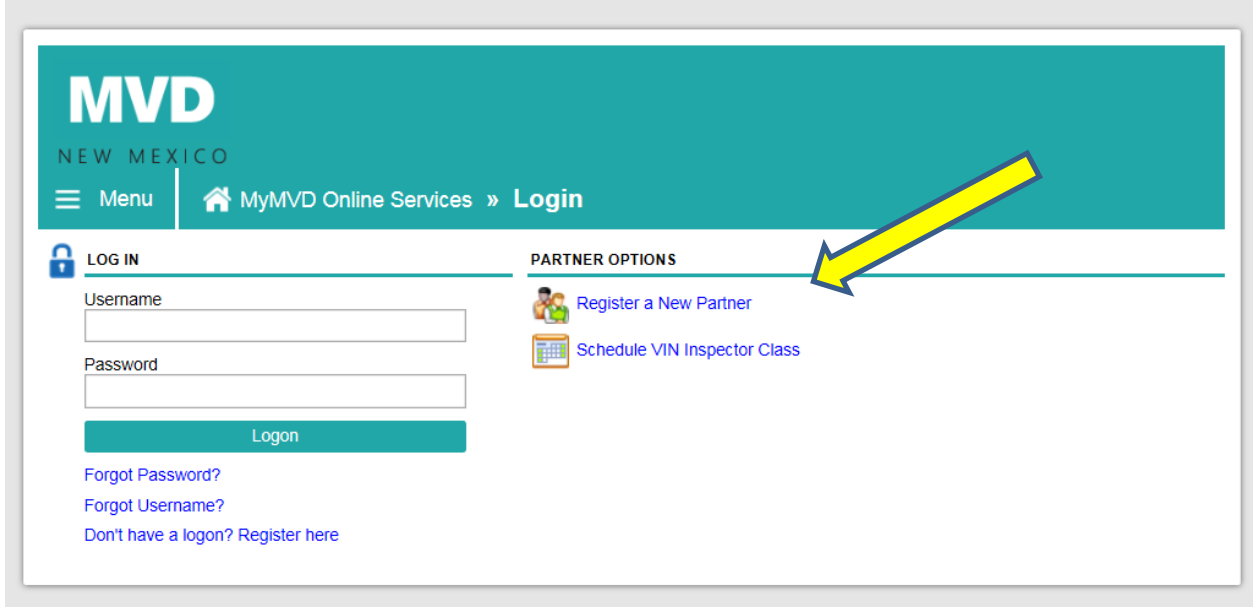
- Business Identificaiton numbers (CRS, Fed ID, Secretary of State).
- Business Ownership documents
  - Individual Owner informaiton (Driver's License number, phone number, address, etc)
- Location information
  - Zoning Document
  - Business License
  - Property Lease
- Insurance or Bond Documents- Review Attachment C
  - Insurance/Bond requirements are based on the number of transactions processed per year and must cover the following areas:
    - Loss, Fraud, Theft, Employee Dishonesty, errors and omissions.The State of NM MVD must be named as payable party.

## Partner Application Process:

- Visit the MyMVD online Service Home Page and select the account type
  - <https://eservices.mvd.newmexico.gov/eTapestry/>



- Select the “Register a New Partner” hyperlink



The screenshot shows the MVD New Mexico website's login page. The header includes the MVD logo and navigation links. The main content area is divided into a 'LOG IN' section with fields for Username and Password, and a 'PARTNER OPTIONS' section. A yellow arrow points to the 'Register a New Partner' link in the PARTNER OPTIONS section.

**MVD**  
NEW MEXICO

Menu MyMVD Online Services » Login

**LOG IN**

Username  
Password

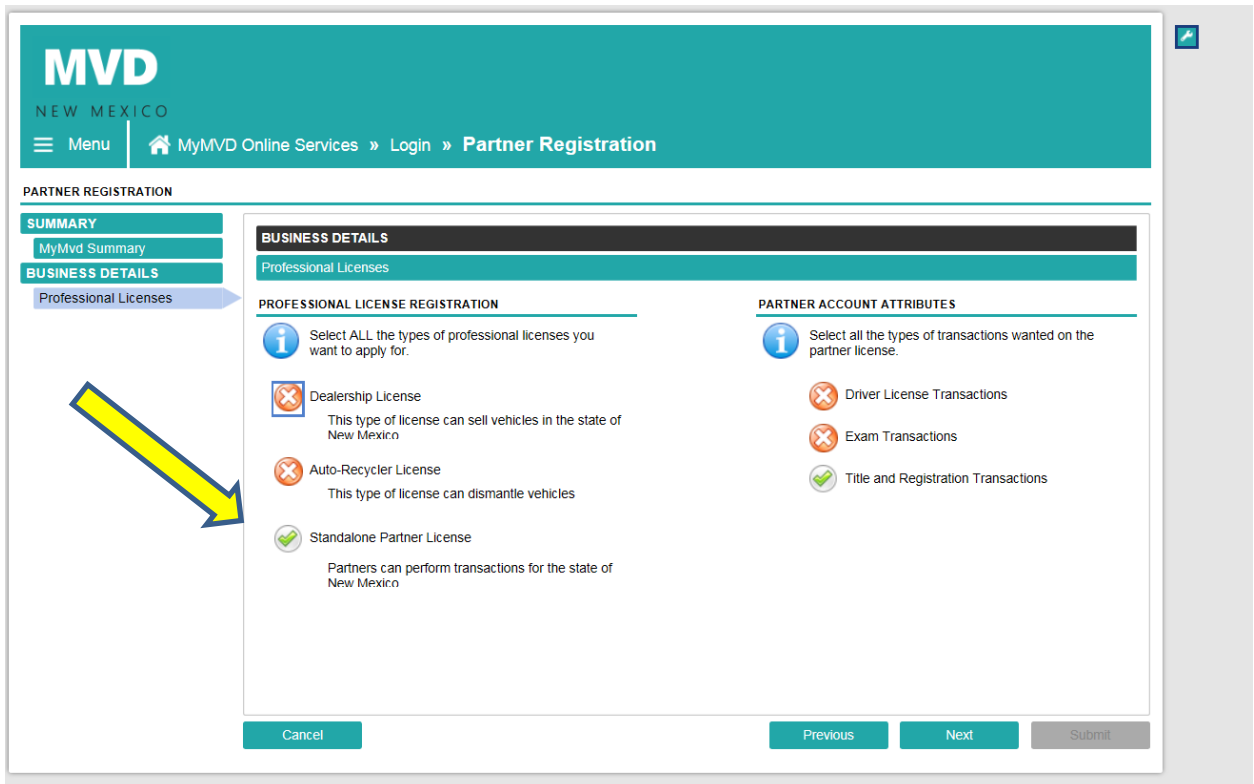
Logon

Forgot Password?  
Forgot Username?  
Don't have a logon? Register here

**PARTNER OPTIONS**

Register a New Partner  
Schedule VIN Inspector Class

- Select the type of application you are applying for (you can apply for more than one type of a license at a time). The example below is apply for a Partner license that will process Title and Registration transactions. Driver License Transactions are NOT available at this time.



The screenshot shows the MVD New Mexico website's Partner Registration page. The header includes the MVD logo and navigation links. The main content area is divided into a 'PARTNER REGISTRATION' section with a sidebar for 'SUMMARY' and 'BUSINESS DETAILS', and a main area for 'PROFESSIONAL LICENSE REGISTRATION' and 'PARTNER ACCOUNT ATTRIBUTES'. A yellow arrow points to the 'Standalone Partner License' option in the PROFESSIONAL LICENSE REGISTRATION section.

**MVD**  
NEW MEXICO

Menu MyMVD Online Services » Login » Partner Registration

**PARTNER REGISTRATION**

**SUMMARY**  
MyMvd Summary  
**BUSINESS DETAILS**  
Professional Licenses

**BUSINESS DETAILS**

Professional Licenses

**PROFESSIONAL LICENSE REGISTRATION**

Select ALL the types of professional licenses you want to apply for.

☒ Dealership License  
This type of license can sell vehicles in the state of New Mexico

☒ Auto-Recycler License  
This type of license can dismantle vehicles

☒ Standalone Partner License  
Partners can perform transactions for the state of New Mexico

**PARTNER ACCOUNT ATTRIBUTES**

Select all the types of transactions wanted on the partner license.

☒ Driver License Transactions

☒ Exam Transactions

☒ Title and Registration Transactions

Cancel Previous Next Submit

- Confirm you have reviewed the Sample Partner Agreement. This is located at:  
<http://www.mvd.newmexico.gov/mvd-related-businesses.aspx>

The screenshot shows the MVD New Mexico Partner Registration interface. The left sidebar contains a menu with 'SUMMARY', 'BUSINESS DETAILS', 'Professional Licenses', and 'Partner Agreement'. The 'Partner Agreement' section is active, displaying the text: 'Once approved, I am willing to follow the terms of the Partner Agreement available [on this page](#) including:'. Below this, there are four bullet points: 'Have the proper hardware as listed in the partner agreement.', 'Pay for each employee to attend Partner Training.', 'Provide each employee a unique email address.', and 'Agree to a state background check for each employee.' A checkbox with a green checkmark is labeled 'I have read the Partner agreement. I intend to sign and adhere to the agreement once approved.' At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'. A large yellow arrow points to the 'Next' button.

- Select the ownership type of your business:
  - Corporation, LLC, Non-Profit, Other, Proprietor, S-Corporation

The screenshot shows the MVD New Mexico Partner Registration interface. The left sidebar contains a menu with 'SUMMARY', 'BUSINESS DETAILS', 'Professional Licenses', 'Partner Agreement', and 'Business Information'. The 'Business Information' section is active, displaying the text: 'Business Information'. Below this, there is a section titled 'BUSINESS INFORMATION' with a dropdown menu labeled 'Ownership Type'. A yellow arrow points to the 'Ownership Type' dropdown menu. To the right of the dropdown menu, there is a label 'Required'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'. A large yellow arrow points to the 'Next' button.

# How to apply for an MVD Partner Office License 2017

- Complete all information. Proprietorship applications will request ownership information on this first page.

The screenshot shows the 'MVD NEW MEXICO' header with a navigation menu. The 'PARTNER REGISTRATION' section is active, with a sidebar menu containing 'SUMMARY', 'MyMvd Summary', 'BUSINESS DETAILS', 'Professional Licenses', 'Partner Agreement', and 'Business Information'. The 'BUSINESS DETAILS' section is expanded, showing 'Business Information' and 'Business Information' sub-sections. The 'Business Information' sub-section contains fields for 'Ownership Type' (S Corporation), 'Legal Name of Business Entity' (TEST PARTNER), 'NMSOS SCC #' (Required), 'New Mexico Tax Id# (CRS)' (Required), 'Federal Tax ID #' (Required), 'Registration Period' (2017), 'Country' (USA), 'Attention', 'Street', 'Street 2', 'City', 'Unit Type', 'Unit', 'NM - NEW MEXICO', and 'Zip'. A 'Verify Address' link is present. At the bottom are 'Cancel', 'Previous', 'Next', and 'Submit' buttons.

- Add Owners until ownership is 100%. You will not be able to advance until ownership is 100%.

The screenshot shows the 'MVD NEW MEXICO' header with a navigation menu. The 'PARTNER REGISTRATION' section is active, with a sidebar menu containing 'SUMMARY', 'MyMvd Summary', 'BUSINESS DETAILS', 'Professional Licenses', 'Partner Agreement', 'Business Information', 'OWNER DETAILS', and 'Owner Information'. The 'OWNER DETAILS' section is expanded, showing 'Owner Information' and 'Delete Owner' sub-sections. The 'Owner Information' sub-section contains fields for 'Percent' (100.00), 'Ownership Type' (Corporate Officer), 'Driver's License State' (New Mexico), 'Driver's License #' (XXXXX), 'Name' (STEVEN C TYLER), 'Social Security', 'Date of Birth' (06-Jun-1975), 'Business Title' (LEAD SINGER), 'Email' (STEVEN.TYLER@AEROSMITH.COM), 'Phone' (Partner Business, (505) 867-5309, Extension), 'Country' (USA), 'Attention', 'Street' (4490 CERRILLOS RD), 'Street 2', 'City' (SANTA FE), 'Unit Type', 'Unit', 'NM - NEW MEXICO', and 'Zip' (87507-9722). A 'Verified' status is shown. At the bottom are 'Cancel', 'Previous', 'Next', and 'Submit' buttons.

# How to apply for an MVD Partner Office License 2017

- Complete the Applicant Affidavit. Answer each of the questions, add an explanation and attach (upload) documents 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

- Partner Location information
  - You can also add in General Manager or additional contact person information.

**MVD**  
NEW MEXICO

Menu MyMVD Online Services » Login » Partner Registration

**PARTNER REGISTRATION**

**SUMMARY**  
MyMvd Summary

**BUSINESS DETAILS**  
Professional Licenses  
Partner Agreement  
Business Information

**OWNER DETAILS**  
Owner Information  
100% TYLER, STEVEN  
Owner  
Applicant Affidavit

**PARTNER DETAILS**  
**Partner Location**

**PARTNER LOT INFORMATION**

Doing Business As (DBA) Name Phone  
AEROSMITH TITLES Business Phone (505) 867-5309 Extension

Fax  
Fax - Business Area Code Phone Extension

**PARTNER LOT PHYSICAL ADDRESS**

Country USA Verified  
Attention  
Street  
4490 CERRILLOS RD  
Street 2 Unit Type Unit  
SANTA FE NM - NEW MEXICO 87507-9722  
Clear Address

**PARTNER LOT CONTACTS**

Provide location contacts to answer daily operation questions. If no location contacts are listed, the owners will be contacted for all questions.

1 - 1 of 1 Show Errors

Is Primary Contact	Contact Type	Name	Email	Phone Type	Phone
<input type="radio"/> No <input checked="" type="radio"/> Yes	General Manager	JOE PERRY	JOE@AEROSMITH.COM	Partner Business	(505) 867-5309

Add a Record

Cancel Previous Next Submit

- Partner Location Affidavit
  - Complete the location affidavit by reading and checking each radio button (changing them from a red X to a green Check box).
  - Upload and attach a copy of the zoning document (see arrow), using the “Add” button on the lower right.

## MVD

NEW MEXICO

Menu | MyMVD Online Services » Login » **Partner Registration**

**PARTNER REGISTRATION**

**SUMMARY**

MyMvd Summary

**BUSINESS DETAILS**

Professional Licenses

Partner Agreement

Business Information

**OWNER DETAILS**

Owner Information

100%-TYLER, STEVEN

Owner

Applicant Affidavit

**PARTNER DETAILS**

Partner Location

**Partner Location Affidavit**

**PARTNER DETAILS**

Partner Location Affidavit

I certify (as the owner, partner, corporate officer or operating agent) that the place of business meets the following requirements under New Mexico Motor Vehicle Code, Regulations and Policies as of the date of application. I realize that my place of business is subject to inspection and any false statements regarding the requirements on this affidavit could subject my license or application to denial, suspension or revocation.

**PLACE OF BUSINESS AFFIDAVIT**

Please certify AEROSMITH TITLES meets the following requirements:

<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Permanent enclosed office on a permanent foundation large enough to accommodate Partner's office                             </div> <div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> Books and Records stored safely and available for inspection                             </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Is of sufficient size or space to permit the business to operate and to provide adequate customer parking                             </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Hours of operation are posted on the premises                             </div>	<div style="display: flex; align-items: center;"> <span style="background-color: yellow; padding: 2px; font-weight: bold;">Required</span> <input type="checkbox"/> Business is NOT operated out of a residence location                             </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Used exclusively for Partner business                             </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Prominent sign displaying license (DBA) name in place                             </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Property is owned by applicant or leased for a minimum of 6 months by applicant                             </div>
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**ZONING CERTIFICATION**

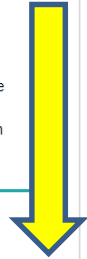
Attach the zoning certification and provide the certifier information.  
If the location does not require zoning, attach an official letter stating such. Use the letter's source and date for the fields below.

Certified By	Certifier From	Certification Date
THE GRINCH	City County	25-Dec-2016

**ATTACHMENTS** Add

Type	Name	Size	Description
<div style="background-color: #008080; color: white; padding: 2px 10px; display: inline-block;">Attach Zoning Certificate</div>			

Cancel
Previous
Next
Submit



# How to apply for an MVD Partner Office License 2017

- Insurance or Bond Documents- Review Attachment C of the Partner agreement
  - Insurance/Bond requirements are based on the number of transactions processed per year and must cover the following areas:
    - Select the correct type of insurance or bond from the drop down
      - Blanket Policy
      - Corporate Performance and Surety Bond
      - Employee Dishonesty
      - Fraud
      - General Liability Insurance
      - Location Bond (Only applicable to dealer or auto recycler)
      - Motorcycle Location Bond (Only applicable to dealer)
      - Omissions or Negligence
      - Other
      - Theft
    - Loss, Fraud, Theft, Employee Dishonesty, errors and omissions. The State of NM MVD must be named as payable party.
    - Scan in all documents associated with insurance and bonds using the add button.

**DOCUMENTS AND FEES**

Insurance Verification

**BOND AND INSURANCE INFORMATION**

Please fill out and submit all of the insurance and bond policies needed below.

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 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. See attachments B & C. This partner bond/insurance requirement is based on the types of transactions performed.

Location	Type	Policy Number	Amount	Provider	Agent	Agent's Phone #	Start	End	End Override
<input checked="" type="checkbox"/> PARTNER	<input type="text" value="PARTNER"/>		125,000.00				05-Jan-2017	04-Jan-2018	<input type="checkbox"/>

**ATTACHMENTS**

Type	Name	Size	Description
<input type="button" value="Add"/>			



# How to apply for an MVD Partner Office License 2017

- Business Document Collection Screen.
  - Check the collected box (Purple arrow)
  - Attach the documents (Yellow arrow)

The screenshot shows the 'DOCUMENTS AND FEES' section of the application. A purple arrow points to the 'Collected' checkbox for 'Bond Documentation'. A yellow arrow points to the 'Add' button in the 'ATTACHMENTS' table. Another yellow arrow points to the 'Attach Required Documents' button below the table.

DOCUMENTS AND FEES	
Business Documents	
<a href="#">Show Errors</a>	
Collected	Document
<input type="checkbox"/>	Bond Documentation
<input type="checkbox"/>	Business License(s)
<input type="checkbox"/>	Ownership Documents

3 Rows

ATTACHMENTS					<a href="#">Add</a>
Type	Name	Size	Description		
<a href="#">Attach Required Documents</a>					

Buttons: Cancel, Previous, Next, Submit

- Complete your MyMVD login account.

The screenshot shows the 'PARTNER REGISTRATION' screen. The left sidebar contains a menu with options: SUMMARY, BUSINESS DETAILS, OWNER DETAILS, PARTNER DETAILS, and DOCUMENTS AND FEES. The 'DOCUMENTS AND FEES' section is active, showing 'Login Registration'. The main form area contains 'LOGIN INFORMATION' with fields for Account Email, Confirm Email, Password, and Confirm Password. It also includes 'Account Phone Number' fields for Business Phone and Extension, and a 'Secret Question to Recover Password' section with a dropdown menu and an answer field.

**MVD NEW MEXICO**

Menu MyMVD Online Services » Login » Partner Registration

**PARTNER REGISTRATION**

**SUMMARY**

- MyMvd Summary

**BUSINESS DETAILS**

- Professional Licenses
- Partner Agreement
- Business Information

**OWNER DETAILS**

- Owner Information
- 100%-TYLER, STEVEN
- Owner
- Applicant Affidavit

**PARTNER DETAILS**

- Partner Location
- Partner Location Affidavit

**DOCUMENTS AND FEES**

- Insurance Verification
- Business Documents
- Login Registration

**DOCUMENTS AND FEES**

Login Registration

**LOGIN INFORMATION**

Upon submitting this request, an online account will be created for your business. Please enter the information as you would like it to appear on your MyMVD account. Your password must be between 5 and 20 characters in length, contain both letters and numbers, and contain both upper and lower case letters.

Account Email: TEST@EMAIL.COM

Confirm Email: TEST@EMAIL.COM

Password: .....

Confirm Password: .....

Account Phone Number

Business Phone: (505) 867-5309 Extension: .....

Secret Question to Recover Password

What is the name of the place you held your wedding? .....

Answer to Secret Question: dealershi

Buttons: Cancel, Previous, Next, Submit

- There is not a fee for a Partner application.

The screenshot shows the MVD New Mexico Partner Registration application interface. The header includes the MVD logo and navigation links. The left sidebar contains a menu with sections: SUMMARY, BUSINESS DETAILS, OWNER DETAILS, PARTNER DETAILS, and DOCUMENTS AND FEES. The 'DOCUMENTS AND FEES' section is currently selected and expanded, showing a list of items: Insurance Verification, Business Documents, Login Registration, and Fee Information. The 'Fee Information' item is highlighted with a blue arrow. The main content area displays a table titled 'DOCUMENTS AND FEES' with a sub-header 'Fee Information'. Below this is a 'FEE BREAKDOWN' table with columns for 'GROUP DESCRIPTION', 'FEE DESCRIPTION', and 'AMOUNT'. The table shows a single row for 'Total' with an amount of '0.00'. At the bottom of the form are buttons for 'Cancel', 'Previous', 'Next', and 'Submit'.

FEE BREAKDOWN		
GROUP DESCRIPTION	FEE DESCRIPTION	AMOUNT
Total		0.00

You will need to complete the certification statement at the end and submit.

## **What's next?**

1. Upon submission of your application it will be reviewed, you will be contacted should we have questions or require additional documentation.
2. Once your application is approved, MVD's Partner Management Unit (PMU) will be in contact to provide you with a personalized partner agreement and directions on how to proceed with potential Tapestry user back ground checks, training, secure a support vendor, training, necessary software and back ground checks as outlined in the Partner Agreement.