



STATE BOARD OF VEHICLE MANUFACTURERS, DEALERS, & SALESPERSONS RENEWAL GUIDE

Instructions to Renew:

Renewals are available 60 days prior to the license expiration date.
You will receive an email notification when your renewal is available.
The Board/Commission does not provide or accept any paper renewals.

VEHICLE LICENSES EXPIRE ON MAY 31, 2021

Salesperson, Representative, Dealership, Manufacturer, Distributor, Branch, Manufacturer Branch, and Auction

PENNSYLVANIA LICENSING SYSTEM (PALS)

We've upgraded our online licensing system.

Go to www.pals.pa.gov to renew your license.

LOGIN

- You can login using your user ID and password from the previous renewal.
- Use the user ID and password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.

RENEW

- From your PALS Dashboard, click the "Renew" box located at the top of your screen to be directed to the renewal application.
- Please note that documentation for certain questions must be uploaded with the application prior to submission.
- Click "Continue" to review your application and "Add to Cart". Proceed through the payment process to submit the renewal application to the Board.

VERIFY

- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 7-10 business days.
- Employers can verify the status of your license online at www.pals.pa.gov/verify.

HELPFUL INFORMATION

- ▲ Renewal fees:
 - Vehicle Salesperson - \$90
 - Vehicle Representative - \$90
 - Vehicle Dealership - \$175
 - Vehicle Manufacturer - \$250
 - Vehicle Distributor - \$175
 - Vehicle Branch - \$175
 - Vehicle Manufacturer Branch - \$175
 - Vehicle Auction - \$175

- ▲ If you do not remember your user ID or password, need to update your email address, or forget your registration code, use the links to the right of the login screen. .

- ▲ **Please note that a “Saved” renewal application is not completed. Click on “Continue” and then “Add to Cart”. Please acknowledge the refund policy. An application is only submitted after you complete the payment process.**

SPECIAL NOTES

- **Vehicle Salesperson:** Your employing dealership must renew their license prior to your salesperson license. Your license renewal will remain on hold until your employing dealership renews their license.
- **Vehicle Representative:** Your employing manufacturer/distributor must renew their license prior to your representative license. Your license renewal will remain on hold until your employing manufacturer/distributor renews their license.
- **To Change Employers:** This change cannot be done using the renewal application, however, we recommend you submit your renewal online before you request an employer change. To submit a change of employer application, go to the dashboard on your PALS account, click the green pencil to the left of your license number under Professional License Details and choose “Change of Employer.” Once you have completed the application and paid the required fee, your employer must log into their PALS account to approve the application.
- **Inactive Status:** If you will not be practicing in PA after May 31, 2019, please inactivate your license through your PALS dashboard. To do this, select the INACTIVATE button next to your license number on your dashboard, enter the date you wish to make your license inactive (if you do not enter a date, it will default to the expiration date), click SUBMIT, and OK.
- **Out of Business Status:** If this business has closed, or will be closing before May 31, 2021, please submit a letter to the Board office requesting we place your license in “Out of Business” status. You do not have to pay a fee and no further action is necessary.
- **To Change the Location or Name of Your Business:** To access the change form, go to the dashboard on your PALS account, click the green pencil to the left of the license number under Professional License Details and choose “Change form.” Complete the application and pay the required fee.