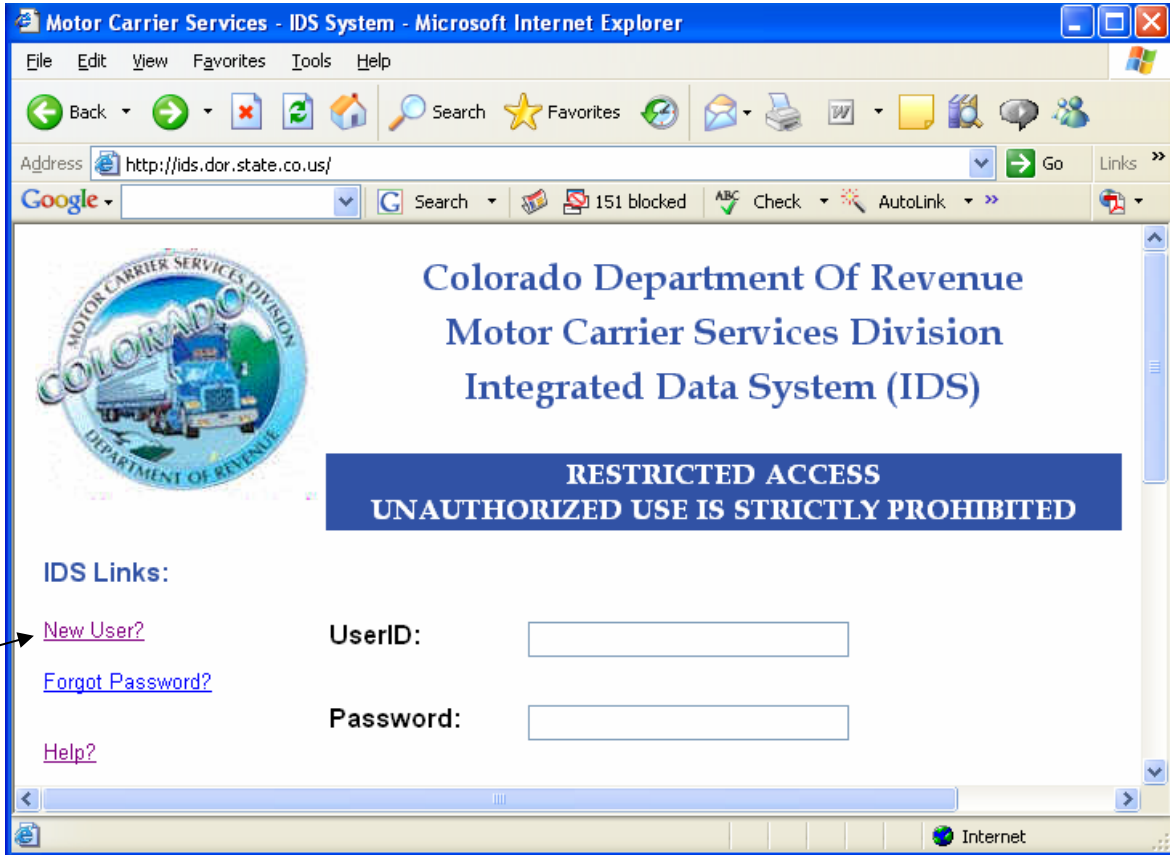


# ACCESS TO Salesperson and Dealership Licensing Information

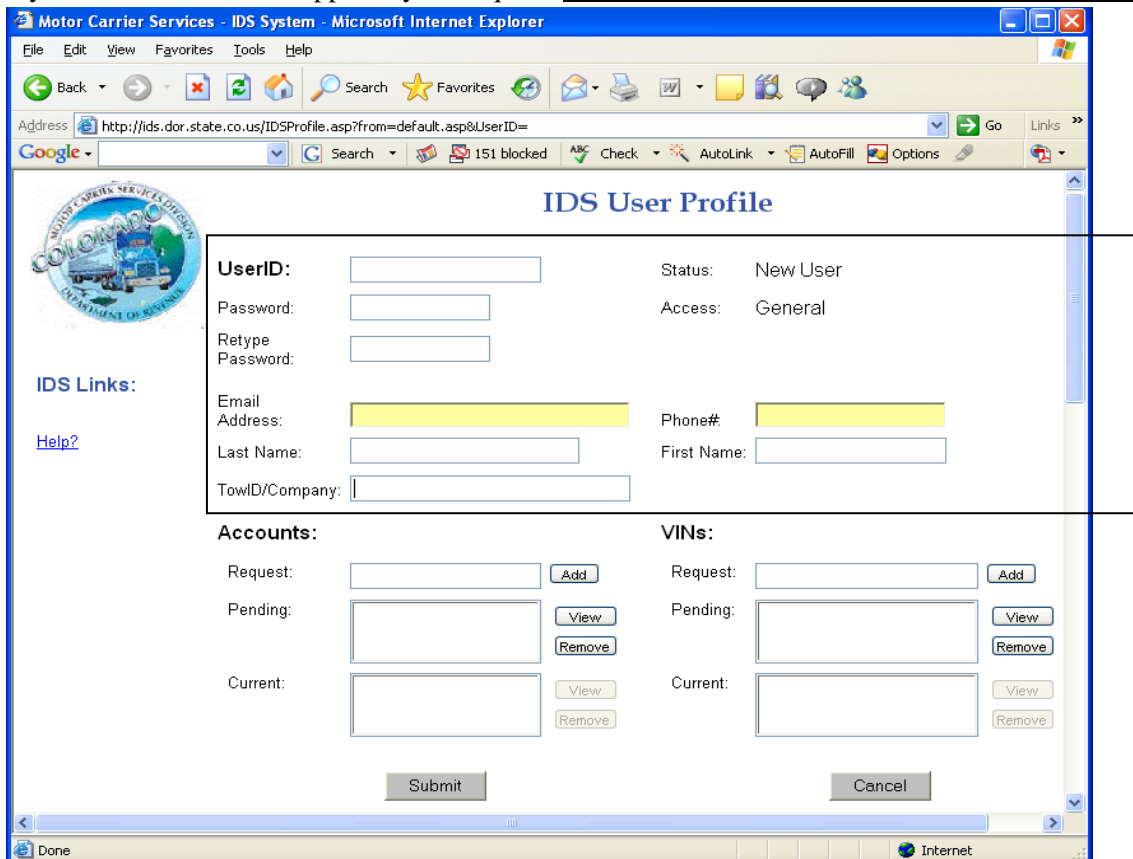
Go to the following web page: <http://ids.dor.state.co.us/>

**STEP1:** Select “New User?” from the left-hand side of this page:

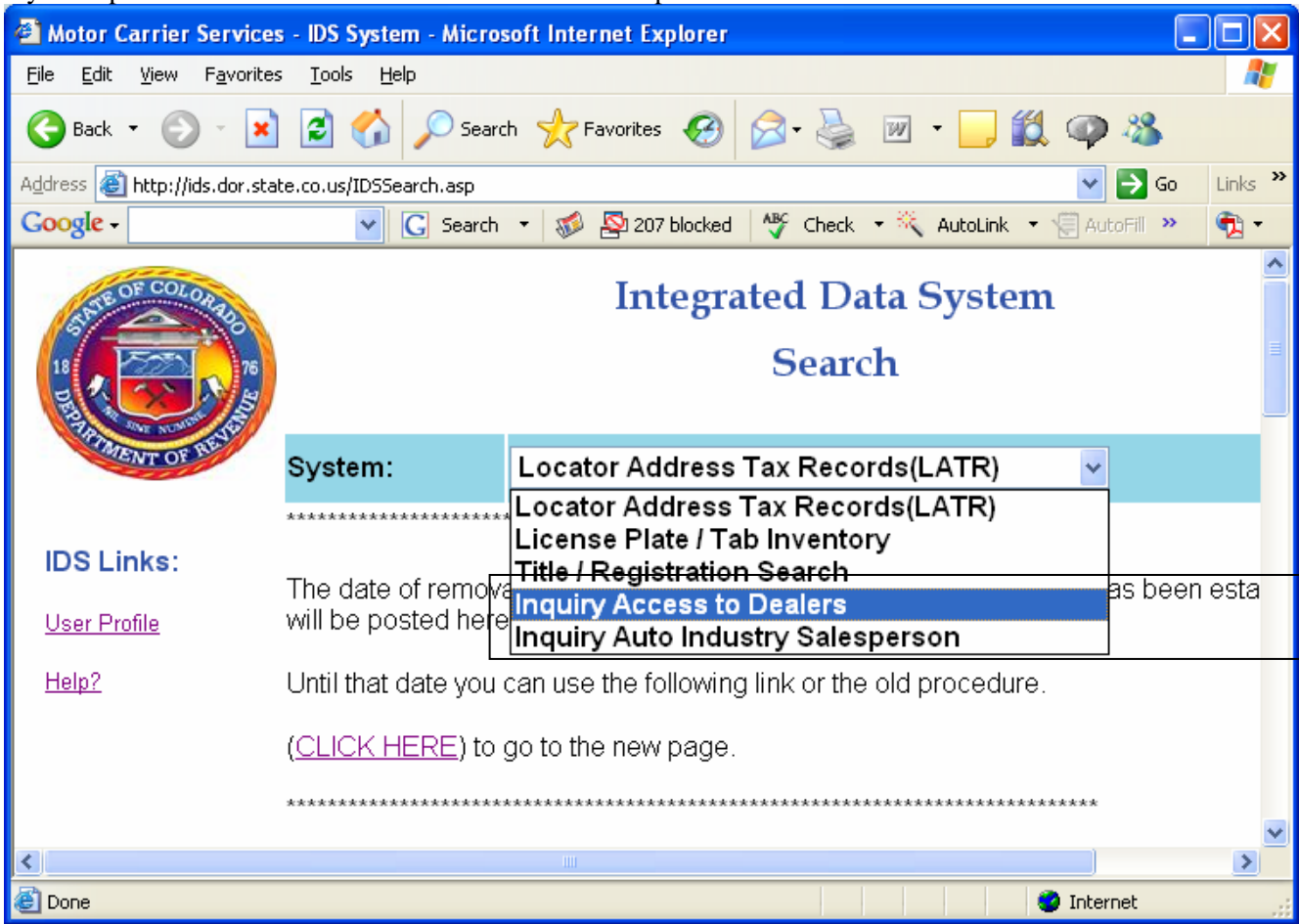


**STEP2:** You will see an IDS Message to new users; read the instructions & press “OK” at the bottom of the screen.

**STEP3:** On the next screen below, enter the information on the top part – you do not need to complete the “Account” or “VINs” sections at the bottom. After you press “Submit”, a system administrator at the Dept. of Revenue, Auto Industry Division will review/approve your request. **Be sure to write down your UserID/password!!**



**STEP4:** You should receive a confirmation email that your account is active; if not, just try to login after 2-3 days. Once you are able to login, you will simply need to select either the “Inquiry Access to Dealers” or the “Inquiry Auto Industry Salesperson” to check on the status of dealer or salesperson licenses.



**SAMPLE DATA:**

