

UMVD Login Tutorial Steps

For first time users:

1. Go to the [Arkansas State Police - Used Motor Vehicle Dealer website](#).
2. Scroll down to the “Applications and Forms” section. It looks like this:

Applications and Forms

- [Used Motor Vehicle Dealer Application- PRIMARY \(New and Renewal\)](#)
- [Used Motor Vehicle Dealer Application- SATELLITE \(New and Renewal\)](#)
- [Used Motor Vehicle Dealer Additional Employee Form](#)
- [Used Motor Vehicle Dealer Additional Employee Supplemental Form](#)
- [Used Motor Vehicle Dealer Change of Address Form](#)
- [Used Motor Vehicle Dealer, Wholesaler, or Auction Surety Bond](#)

3. Click the link of the form you need to fill out. It will take you to the below screen - look under the “Don’t have an account?” header and click the blue “Create Account” button.

The screenshot shows the login page for the Arkansas State Police - Used Motor Vehicle Dealer website. At the top left is the 'AP Arkansas.gov' logo, and at the top right is 'State of Arkansas'. Below the header is the 'Existing Account Login' section with a sub-header: 'To log in to your existing account select from the options below. You may also create an account.' The page is divided into two columns. The left column contains three boxes: 'Know Your Username?' with a 'Login' button, 'Forgot Your Password?' with a 'Reset Password' button, and 'Don't have an account?' with a 'Create Account' button. A red arrow points to the 'Create Account' button. The right column contains two boxes: 'Forgot Your Username?' with a 'Recover Username' button, and 'Need to activate an account?' with a 'Send Activation Link' button and a note: 'Click the Send Activation Link button for a new account.' At the bottom right is the email address 'help@ins.ar.gov'.

4. You will now see the below screen.

- a. The “Account Type” selection should **always** be “Business Account.”.
- b. Enter a valid email address. If you choose to use your email address as a username, it will be case sensitive, so you will have to enter it exactly as it is entered in the username space.
- c. In the “MFA Phone Number” field, you will be required to enter a number that can receive SMS text messages.
- d. Click the checkbox in the “I’m not a robot” box at the bottom of the screen.
- e. Hit the blue “Submit” button below to proceed.

Already have an account?

Login

Please choose from one of the options below and fill out the information to create a personal or business account. Then click Submit to receive an activation email.

Required - indicates a required field

Personal - Select this option if you are creating an account for yourself for personal use. **Text**

Business - Select this option if you are creating an account for your personal business or on behalf of a business you represent.

Select the account type you're wanting to create *Required*

☐ Personal Account

☒ Business Account

Email Address *Required*

Confirm Email Address *Required*

☐ Use Email Address as Username

MFA Phone Number *Required*
US Numbers only, must be able to accept SMS Text messages. Message and data rates may apply.

Username Requirements
Maximum of 128 characters
Supports the following characters: - . _ = , + @

Username *Required*

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit Cancel

5. You will see the screen below after hitting “Submit.”



Account Created

Notification with link sent to your email.

Account Activation

Your account is ready to be activated. Follow the link in your email to activate your account. The activation link expires in 30 minutes.

Click Resend Link to send a new activation link.

Resend Link

- You should receive an email from "noreply@lnpweb.com" within a few minutes that looks like the below - left-click the activation link.

Licenses and Permits - Account Activation



• noreply@lnpweb.com <noreply@lnpweb.com>

Today at 12:04 PM

To: • Kinchen, Justin

Thank you for creating an Arkansas Licenses and Permits account.

Please verify and activate your account by clicking this link.

<https://apps.elp.egov.com/authenticate/verify?code=214-K.4FLt5fWhKdw&userId=420&tenant=elp-ar-gov>

Your account provides a cross-organization profile that serves as a single point of interaction with multiple licensing and permitting organizations.

CONFIDENTIALITY NOTICE: This email and any attachments are confidential. If you have received this email in error, and you are not the intended recipient, you do not have permission to disclose, copy, distribute, or open any attachments. Please delete this copy from your system immediately. This is a system-generated email. Please do not reply.

- It will take you to a web browser where the below screen will be displayed. Enter a password and click "Create Account." Be sure to save your password in a password manager.

Account Password

Please enter password and confirm password

Password Requirements


Password must have a minimum of 8 characters and a maximum of 20 characters
Password must not equal username
Password must include a minimum of 1 number
Password must include a minimum of 1 special character
Password must include a minimum of 1 uppercase letter
Password must include a minimum of 1 lowercase letter
Password expires every 90 days

Password *Required*

Confirm Password *Required*

Create Account

- Once you've entered a password and clicked "Create Account," you will be taken to the below screen - use your username and password and click "Sign In."



Sign in with your username and password

Username

Password

[Forgot your password?](#)

Sign In

- You will now see the below screen. Check your phone for a text message that provides a 6-digit code. Enter it in the field and click "Sign In."

We have delivered the authentication code by SMS to +*****2976. Please enter the code to complete authentication.

Sign In

10. You will now be taken to the screen below. Fill out all the required information to complete your profile. Click the blue “Continue” button at the bottom when all required fields are entered and verified.

Create Business Account

Please fill out the fields to generate your profile. After you're finished here you'll be taken to your application.

Required-indicates a required field

Business Name *Required*

Business Structure *Required*

Federal/Employer ID Number *Required*

State Tax ID Number

Website

Address Information

Address 1 *Required*

Address 2

City *Required*

State *Required*

11. Congratulations! You've completed your account creation! You will be taken immediately to page 1 of the form you are attempting to submit. Read the instructions carefully and fill out all required fields to submit your form.

12. Any time you wish to submit another form, simply return to the [Arkansas State Police - Used Motor Vehicle Dealer website](#) and click the link for the form you want to submit. You'll be taken to the login screen below again, except this time, click "Login" under the "Know Your Username" header.

Existing Account Login

To log in to your existing account select from the options below. You may also create an account.

Know Your Username?

Login

Forgot Your Username?

Recover Username

Forgot Your Password?

Reset Password

Need to activate an account?

Click the Send Activation Link button for a new account.

Send Activation Link

Don't have an account?

Create Account