

IDAHO DEALER NEWS



IDAHO TRANSPORTATION DEPARTMENT

October 2024

New Dealer Online Portal

The Idaho Transportation Department is pleased to announce the launch of phase one of the Online Dealer Portal. Dealers can now view their dealer license components and issue electronic title applications (E502), streamlining the sales process and reducing errors. The portal eliminates the need for dot-matrix printers and paper 72-hour temporaries. Future updates will expand its capabilities. The Department strongly encourages all dealers to consider signing up for this service. For additional details or to sign up, contact Dealer Licensing at Dealers@itd.idaho.gov or call 208-334-8681.

Attorney Generals Guide for Motor Vehicle Advertising

The Idaho Office of Attorney General has developed a resource detailing the Idaho Consumer Protection Act and the Idaho Rules of Consumer Protection for motor vehicle advertising and sales. This guide offers crucial information to help you navigate compliance and ensure best practices in your advertising and sales activities. It is an excellent tool for answering questions and staying informed about regulatory requirements. You can access this comprehensive guide here: [Guidelines for Motor Vehicle Advertising](#).

A Word of Caution: A Rise in Stolen Vehicles

There has been a noticeable increase in vehicle theft from dealership lots. It is believed that thieves are either swapping out original keys with counterfeits or removing the extra key from the fob, then returning after hours to drive away with the vehicles. The Department advises all dealers to review security measures in an effort to prevent such occurrences.

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Dealer Licensing Courtesy Reminders

Annual Renewal

- ◆ Ensure all non-N/A fields on page 1 are completed. Incomplete forms will be returned.

Dealer Plates

- ◆ The number of dealer plates assigned to each dealer is based on completed annual sales. These sales should be tracked and readily available upon request. Inaccurate sales numbers reported on renewals will result in inaccurate distribution of plates. Sales volumes are subject to review during dealership audits.
- ◆ For details regarding renewal or ordering plates, please refer to Idaho Code 49-411A.

Dealer Forms

- ◆ Do not keep old forms as they are frequently updated.
- ◆ Access to current forms and information can be found [here](#) or at ITD.Idaho.gov under Vehicle Dealers - Dealer Forms.

Salespeople

- ◆ Salesperson lists should be updated regularly and all updates provided to the Department.
- ◆ Be aware of expired licenses and ensure new salespeople have their pictures taken for ID cards.
- ◆ Motor Vehicle Investigators will check ID cards during audits.

Fast Facts



1. For questions regarding insurance payouts on salvage vehicles please contact The Department of Insurance at 208-334-4319
2. Our Dealer Licensing team is available to assist with licensing issues from 8 a.m. to 4 p.m. MST. Please reach out during these hours for any support you may need.
3. Dealers are required to file title work within 30 days from the date of sale per Idaho Code 49-1609.