

Ordering Temporary Tag Stock

Iowa

A step-by-step guide to ordering
your Registration Applied For
(temporary) tag stock

Login

- Username and initial password will be created for you
- Requires a valid email address
- To reset your password, click on the link and enter a valid User ID. System will send instructions to the email address associated to the User ID.

Direct to Distributor (DtD)

Log in

User ID
username

Password

☐ Remember User ID

Login

If you forgot your password, [click here](#)

1.13.0

Direct to Distributor (DtD)

Log in

User ID
Username

Reset Password

If you remember your password, [click here](#)

1.13.0

Steps to Create an Order

1 – Start the Order

Click on Orders, then select Create Order to start a new order. Select Delivery Option.

2 - Add or Remove Products

Add or remove products from the order by clicking the + or – buttons next to the product names.

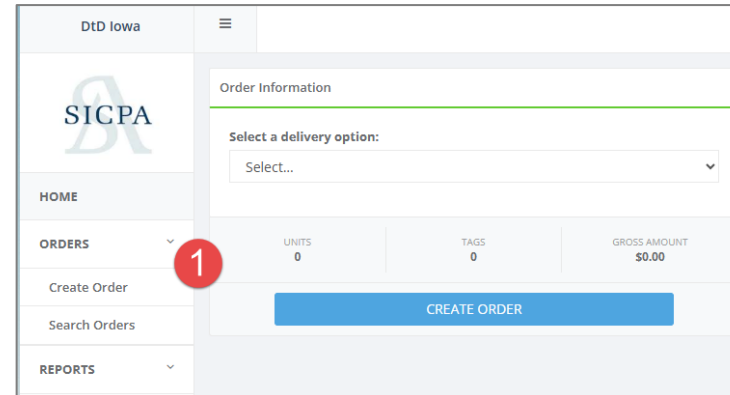
3 - Press Create Order

Press the Create Order button.

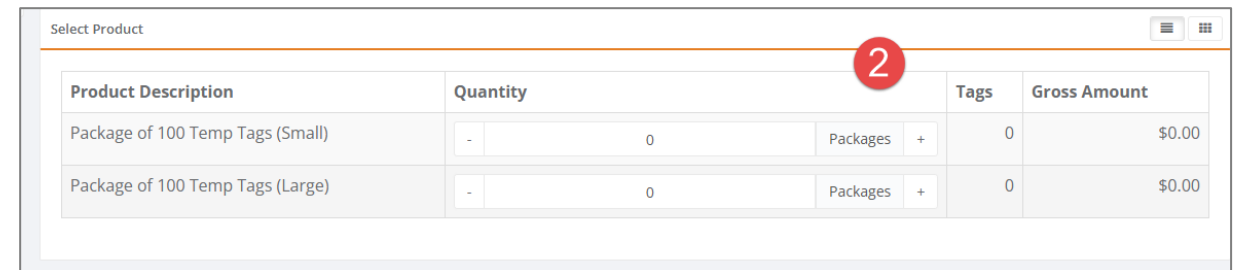
4 – Confirm Order Details

Verify that all order information shown in the popup is valid, enter your password and click Confirm.

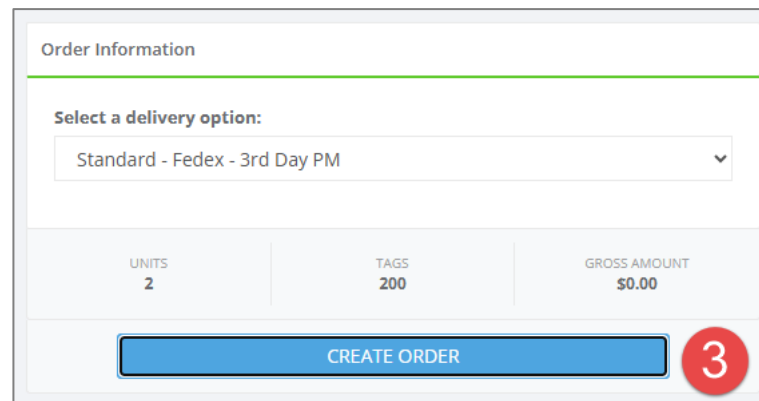
Pro Tip: For an automated tour on how to create an order, click the  in the top right of the screen.



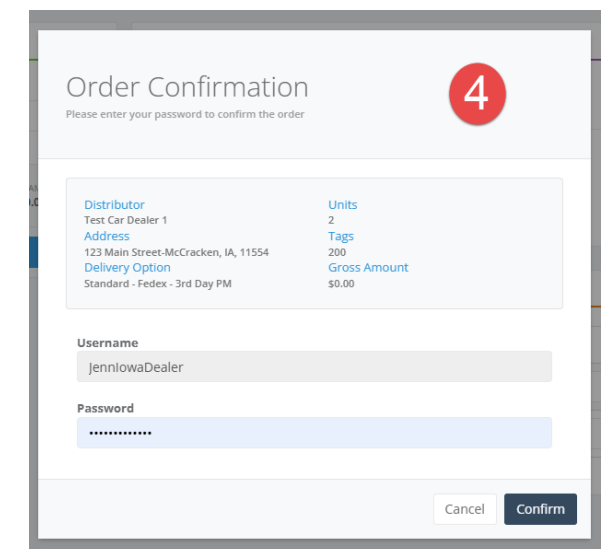
The screenshot shows the 'Create Order' interface. On the left is a sidebar with 'ORDERS' selected. The main area has a 'Select a delivery option:' dropdown menu. Below it, a summary table shows 'UNITS 0', 'TAGS 0', and 'GROSS AMOUNT \$0.00'. A blue 'CREATE ORDER' button is at the bottom. A red circle with the number '1' is placed over the button.



The screenshot shows the 'Select Product' screen. It features a table with columns: 'Product Description', 'Quantity', 'Tags', and 'Gross Amount'. Two rows are visible: 'Package of 100 Temp Tags (Small)' and 'Package of 100 Temp Tags (Large)'. Each row has a quantity of 0 and a gross amount of \$0.00. A red circle with the number '2' is placed over the table.



The screenshot shows the 'Order Information' screen. The 'Select a delivery option:' dropdown is now set to 'Standard - Fedex - 3rd Day PM'. The summary table shows 'UNITS 2', 'TAGS 200', and 'GROSS AMOUNT \$0.00'. A blue 'CREATE ORDER' button is at the bottom. A red circle with the number '3' is placed over the button.



The screenshot shows the 'Order Confirmation' screen. It displays the order details: 'Distributor: Test Car Dealer 1', 'Address: 123 Main Street-McCracken, IA, 11554', 'Delivery Option: Standard - Fedex - 3rd Day PM', 'Units: 2', 'Tags: 200', and 'Gross Amount: \$0.00'. Below this are fields for 'Username' (jennlowaDealer) and 'Password' (masked with dots). At the bottom right are 'Cancel' and 'Confirm' buttons. A red circle with the number '4' is placed over the 'Confirm' button.

Additional Information



Gross Amount Displayed

Although there is a gross amount field shown, there is never a charge through this system.



Site available 24/7/365

This site will maintain your orders for you. You can choose to print if you'd like. Both lists and reports can be exported to excel.

Orders submitted before 2pm Central will ship the same day



Need More Help

Email ussupport@sicpa.com for assistance with website questions.

If you have license plate questions, email: dealer.programs@iowadot.us