

DESCRIPTION: The purpose of this procedure is to open the License Agent Network for users to start processing daily transactions for their location.

1. Login to the DMV Select System (See login procedures).
2. Select “Office Functions” at the top tool bar.
3. Select the “Open/Close Console”. The Open/Close Console screen will display.
4. Select “Open Office” in the top left hand corner of the screen.
5. The new Settlement Number and Status “Open”, displays to the left.
6. All users may now logon to the system to start processing daily transactions.