

## Vessel Renewal Notice and Instructions:

Every two years the University is required to renew all vessels. Beginning this year we are going to leverage the DMV online renewal process to save time and effort. To do this, we are asking each department that is responsible for a vessel to go online to the renewal site and renew the registration for two years. The steps are below:

1. Go to <https://services.flhsmv.gov/virtualoffice/Lobby.aspx>
2. Once on the page click to agree to the terms and hit continue
3. One the next page click "Business Services"

### Locate Your Records

Welcome to the DHSMV Online Service Web Site. We will need to get some information about you to make sure that only you are accessing your information. What you will be able to do on this site depends on what information you can give us.

Please click continue for personal licensing and registration services. If you have business vehicle registrations, you may use our [Business Services](#).

4. On the next page it will ask for the Boat Vin or decal/tag information. Only one needs to be entered. In the lower section enter the information as it appears in the below picture.
5. Press "Continue" three times without changing any of the data. After the "Email Address Verification" screen, there will be a loading period while it pulls USF vehicles records. It may take a few minutes to complete.

### Business Services

**If your business has a vehicle registered in Florida, you may provide the following information to find your customer record.**

**Section 1:** Please enter **only one** of the following items:

- Vehicle / Vessel / Mobile Home Identification Number (VIN)
- OR-**
- FL License Plate (Tag)

**Section 2:** Please enter **both** of the items below:

- Federal Employer ID (FEID)
- AND-**
- Zip Code

6. After the list loads, it should be on a page that says **Choose Services** at the top in bold. On this page you are going to find the vessel or vessels you plan to renew and check the two-year option for each. We recommend searching by decal/tag number. Check the two-year option for each vessel.

License Plate: FL2187JA (SUNDANCE BOATS INC) Expires: 6/30/2018

- Renew this Registration for Vessel for 2 years -- \$9.25
- Renew this Registration for Vessel for 1 year -- \$5.00
- Get a Duplicate Registration -- \$3.50
- Take no action

7. After you select all the vessels, you need to renew click “Add Selected Items to Cart” at the bottom of the page.

<input type="checkbox"/>	126482605	PXM71130H617	2017 PXM01	Paper
<input type="checkbox"/>	1ZJBB2429HM100790	2017 CONT		

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8. Follow the on-screen instructions through payment. **Do not change any of the address information.** All renewal tags will come to Procurement on the Tampa Campus. Once the Procurement Ageng receives the updated decals/tags they will send them out to the department.

After the renewal registration is ordered, please email the Procurement Agent for vehicles (Tampa Campus) to confirm the renewal, with the vessel VIN and Tag information in the email.