# DFHV Non-District Limousine (NDL) License Authority Guide

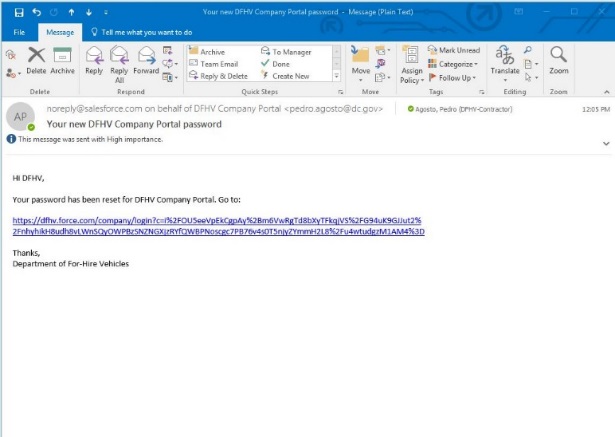
# Background:

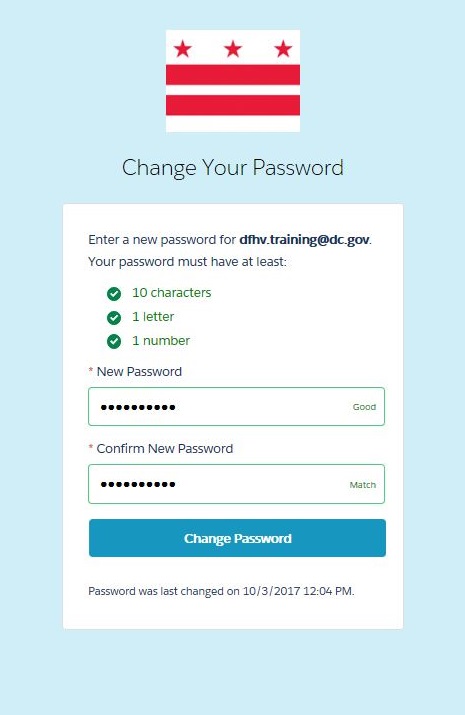
In FY 2017 the Department of For Hire Vehicles started a pilot program by where Non-District Limousines can complete point to point trips within the District limits. The program is being extended through FY 2018. The legacy system has been transferred to the DFH central licensing platform. New applicants and companies wishing to extend their authority will need to access the new system to complete the registration process.

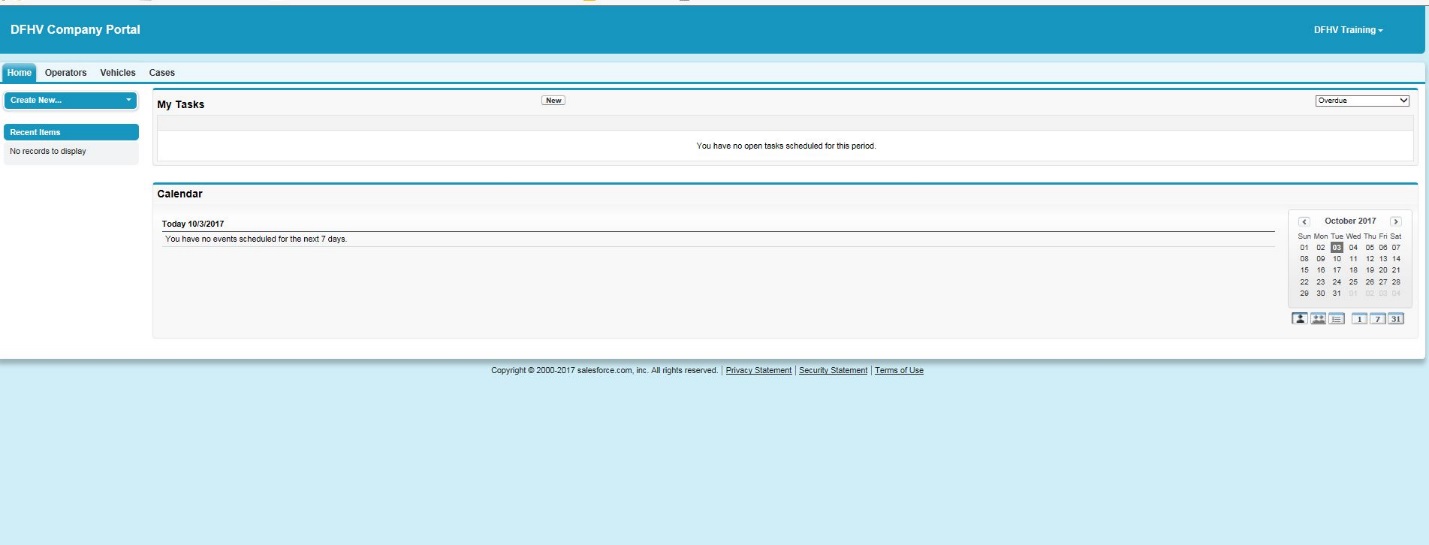
# Renewal Process

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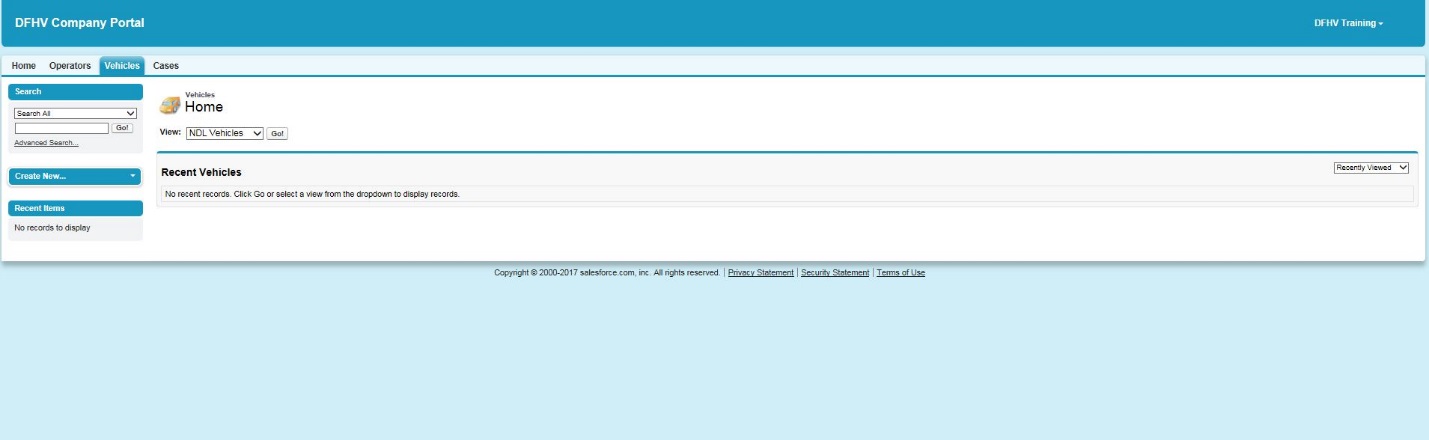
**Login:**

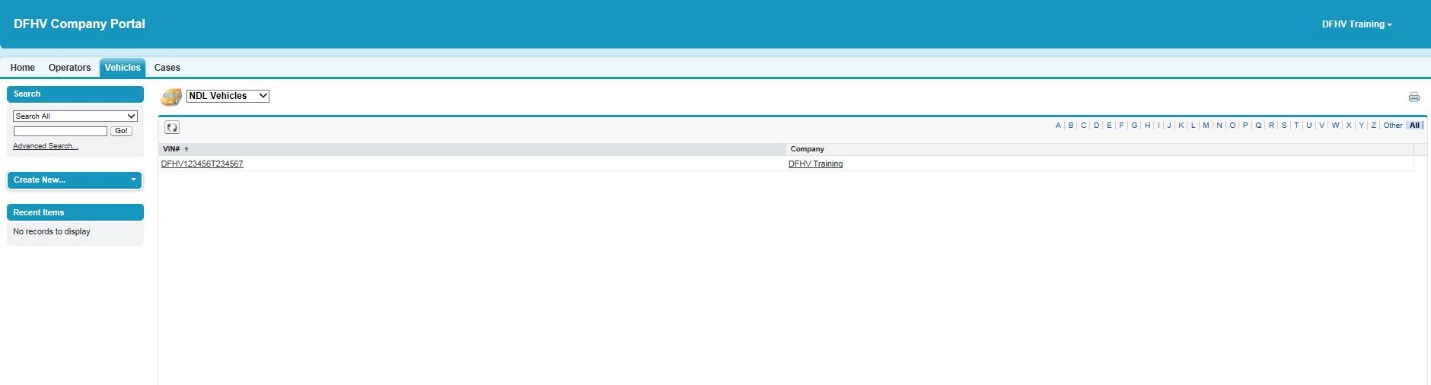
You will receive an email from [support@salesforce.com](mailto:support@salesforce.com) with instructions on how to access your company self-service account. Click on the embedded link to access the portal.

You will be asked to you change your password. Enter the new password, confirm and then press the **Change Password** button.

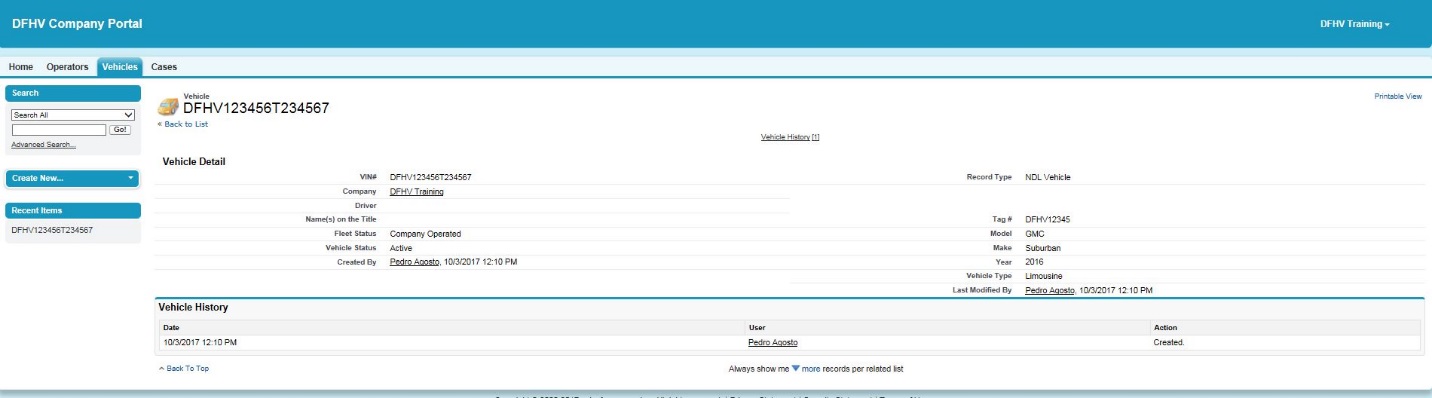
You will be directed to the Company Portal home page. The portal allows the user to view all vehicles assigned and operators assigned to your company.

**Verify Vehicles:**

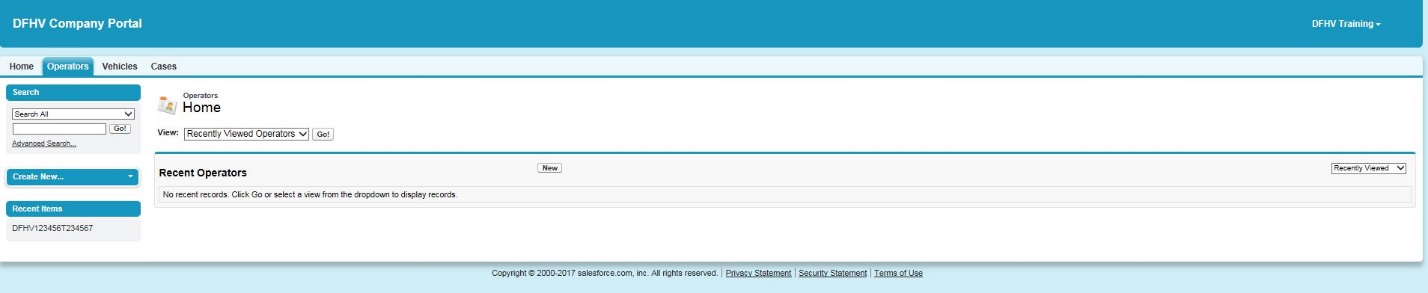
Click on the **Vehicles** tab to review all assigned vehicles.

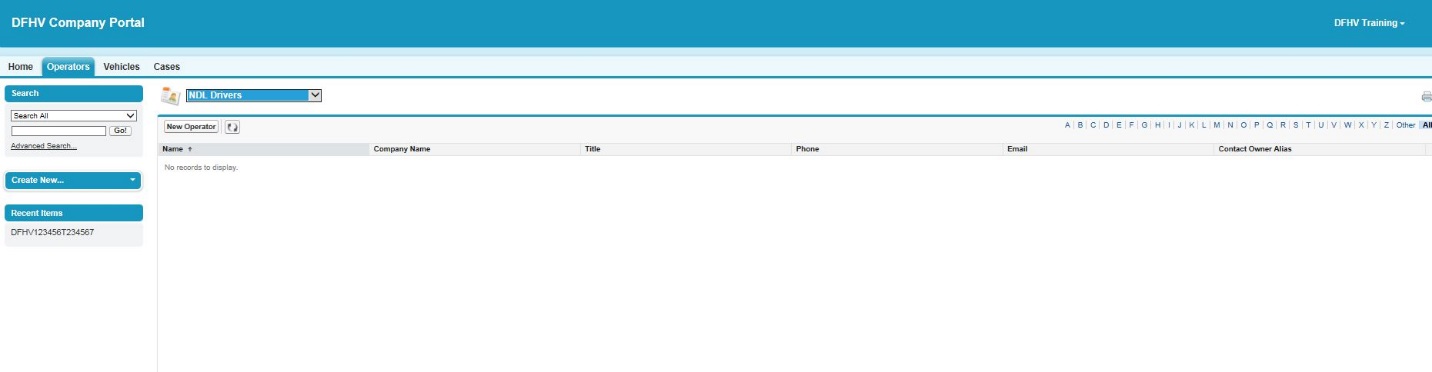
Click on the **View** dropdown list and choose **NDL Vehicles**. A list of all assigned vehicles will display.

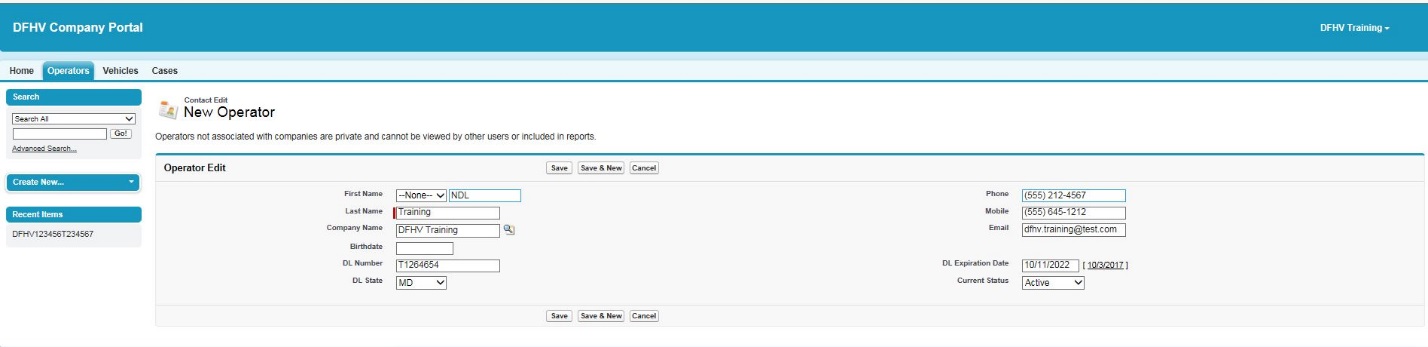
Click on the underlined **VIN** to display the vehicle detail information. Verify that the number of vehicles and vehicle detail is correct. If any of the information is not accurate, contact the DFHV Client Services team to correct it.

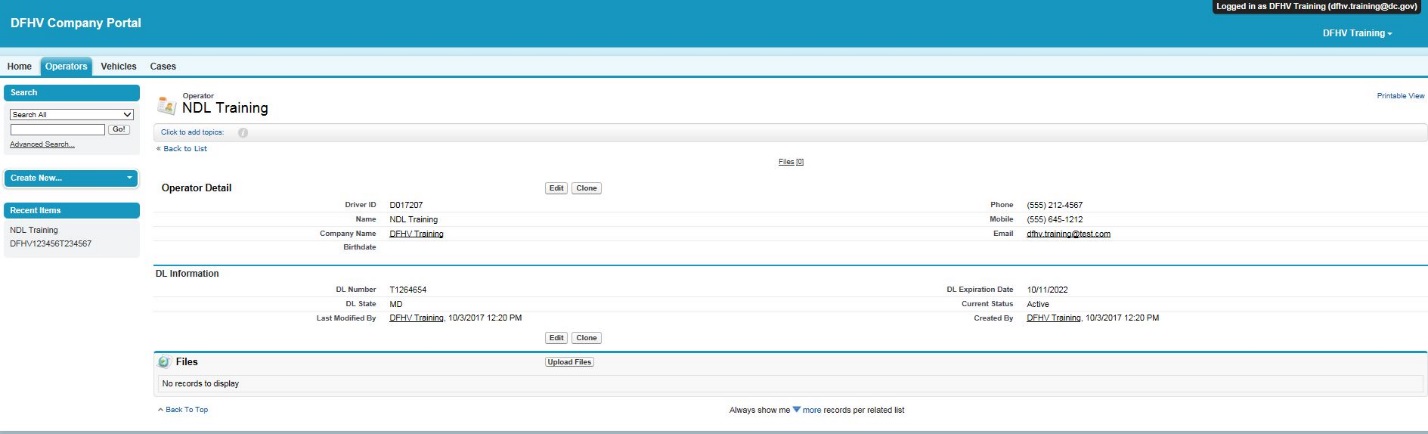


**Update/Add Operators:**

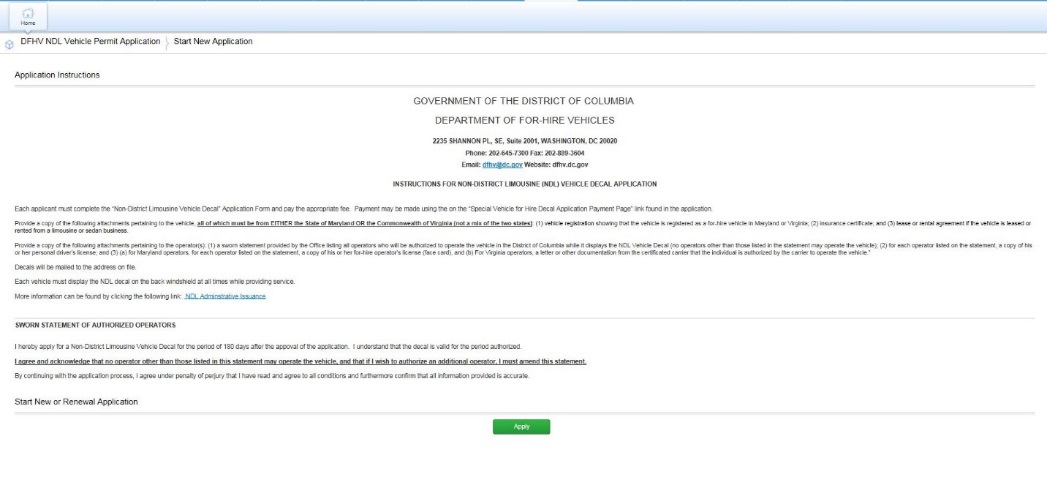
You are required to maintain a current list of limousine operators in the system. Click on the **Operators** tab to view operators assigned to your company.

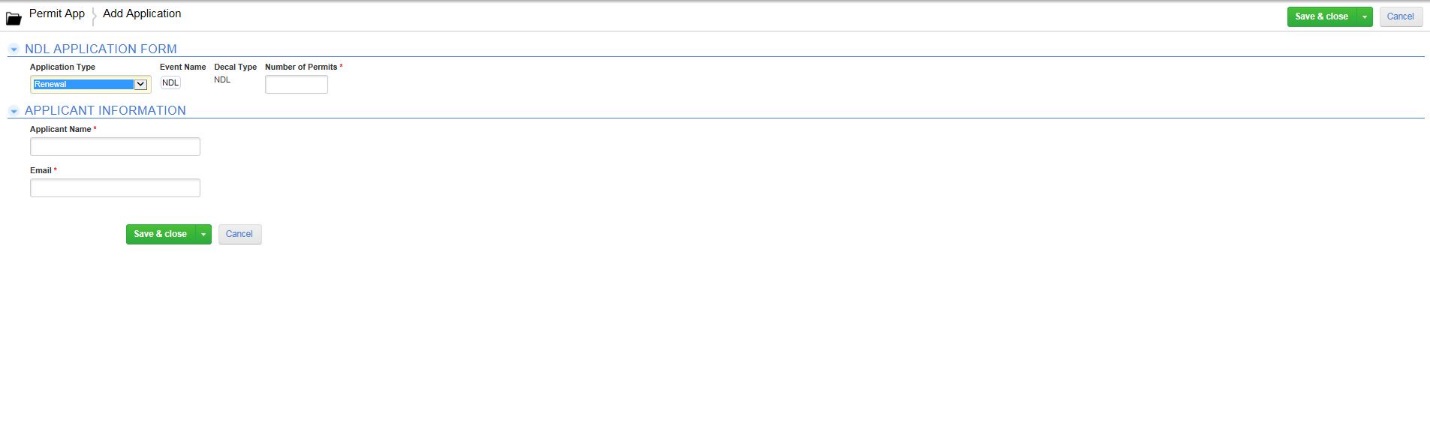
Click on the **View** dropdown list and choose **NDL Drivers** to view all drives assigned. Click on the **New Operator** button to add a driver.

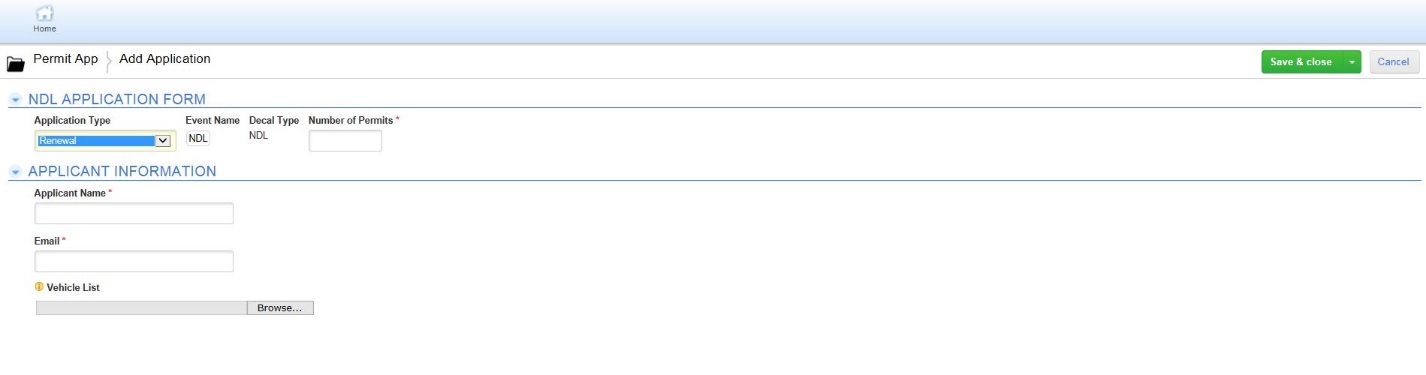
Enter the driver information on the form and click the **Save** button to finish or **Save & New** if you would like to add other drivers.

Please note the **Driver ID** field value. This will be ID required to log into the DFHV Limo App

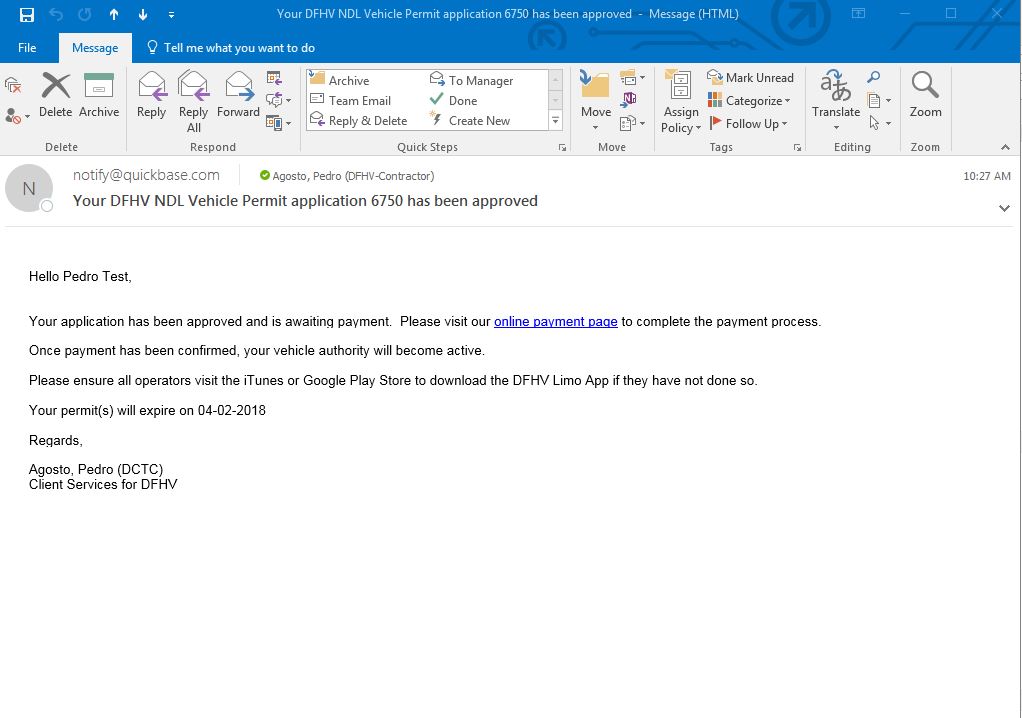
**Apply for Renewal:**

Once your vehicles have been verified and your drivers loaded, please access the DFHV NDL Permit Application by clicking the following link: <https://tinyurl.com/NDL-Program>​ to renew your vehicle NDL authority.  Click on the Apply button to start the process

****Select the **renewal** option from the application type dropdown list.

****Enter all the required information and click on the **Save and Close** button. Attach a listing of vehicles to be renewed, including tag number, make, model, year and decal number.

Once submitted the application will be reviewed by the Client Services team and if approved, you will receive an email with a link to pay for the vehicle licensing. Once payment has been processed, the vehicles will be activated in the system and allowed to log into the Limo App.

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