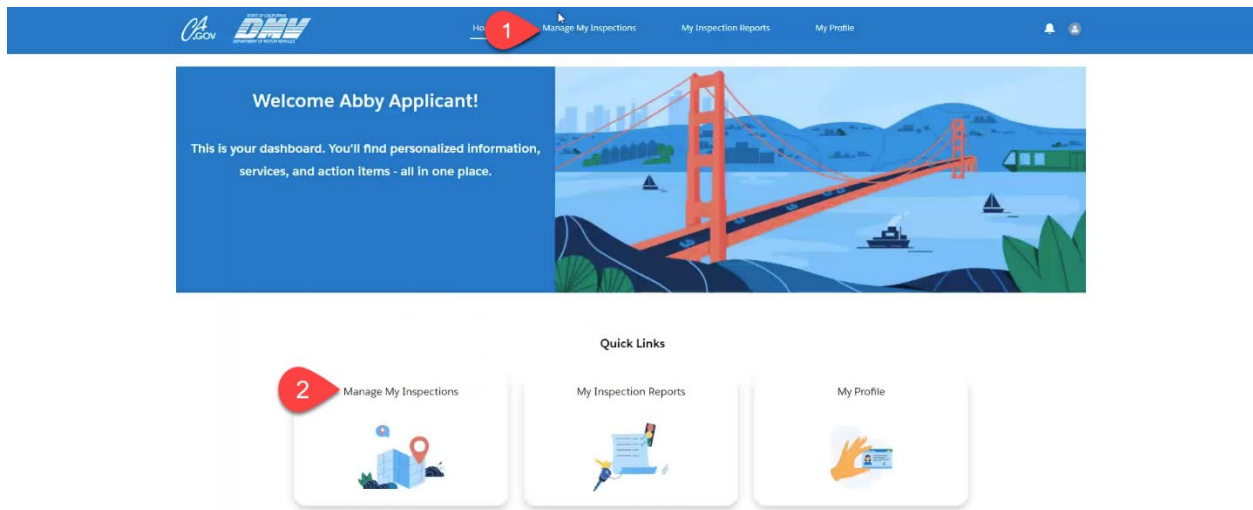


03 Scheduling an Inspection

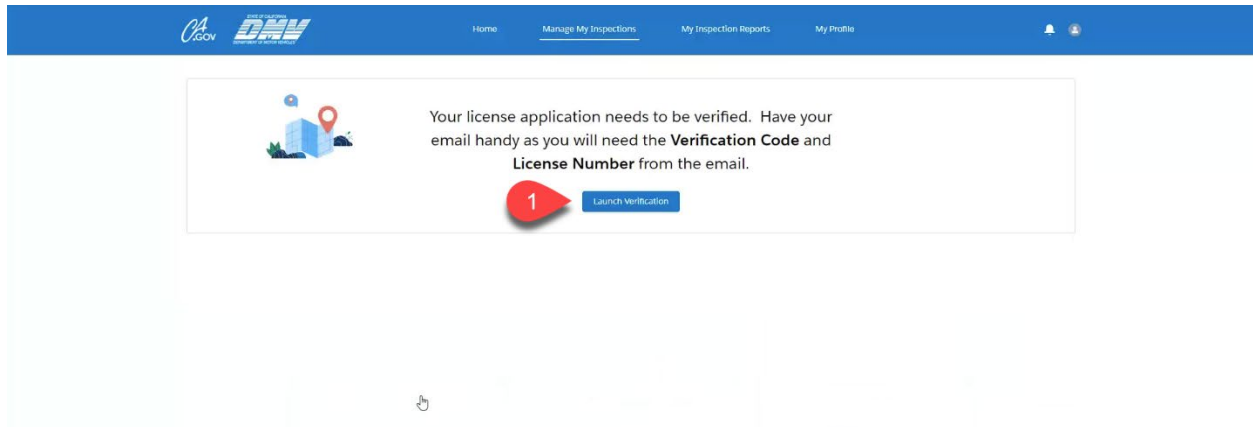
Before you begin:

You have received an email to set up your account and schedule your inspection. You have already set up your account and logged into the portal.



1. Select the Manage My Inspections link in the top navigation bar OR
2. Select the Manage My Inspections link in the Quick Links section.

License Application Verification page is displayed



1. Before the first time you schedule an inspection, you will have to verify your identity. Select Launch Verification.

Verification screen is displayed

Enter License Application Information

1 Business Postal Code
92694
You have successfully verified your business postal code.

2 Business Street Number
Your business street number must match what you entered on the application. Enter the numbers only. If your address is 123 Mission Street please only enter 123.

3 License Number
Please enter the License Number from the email you received.

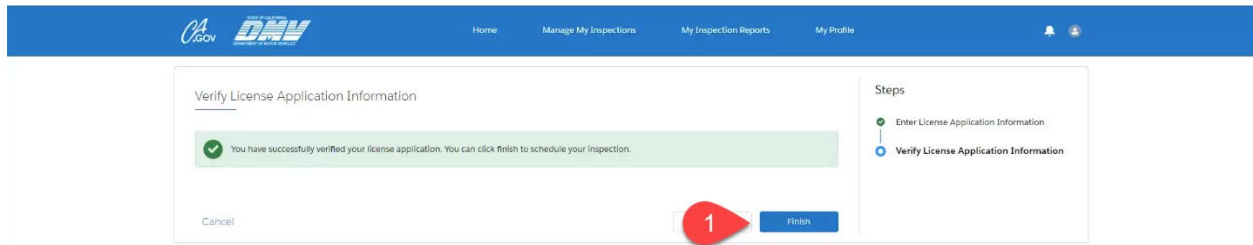
4 Verification Code
Please enter the Verification Code from the email you received.

Cancel Verify

Steps
Enter License Application Information
Verify License Application Information

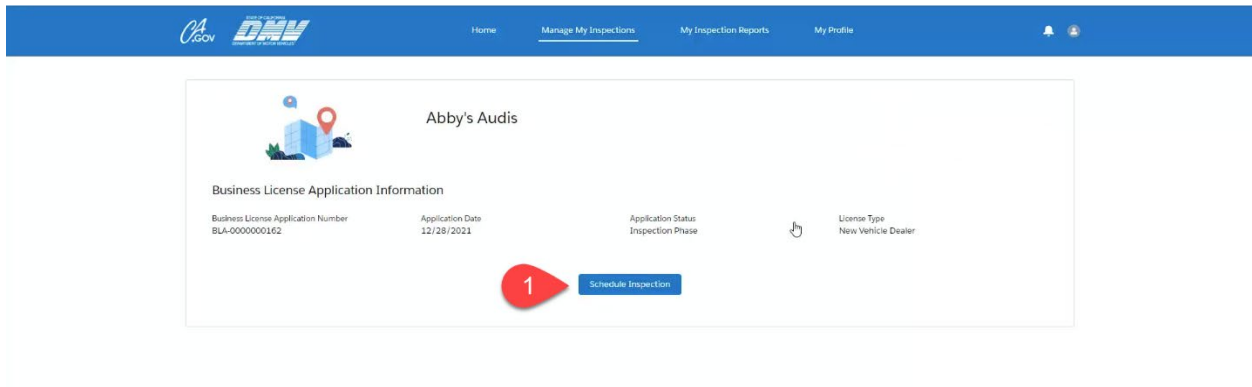
1. Enter the zip code from your application. You'll see a green check mark when you have successfully verified a field.
2. Enter the number of business location address. In example, if the address is 4949 14th Avenue, enter 4949. Do not enter suite number if applicable.
3. Enter your license number from the email sent to you from CA DMV.
4. Enter your verification code from the email sent to you from CA DMV.
5. Select Next.

Account Verification Page is displayed



1. Account verification confirmation is displayed. Select Finish.

Manage My Inspections page is displayed



1. Select Schedule Inspection.

Scheduling Calendar is displayed

The screenshot shows a web interface for scheduling an inspection. At the top, there is a blue navigation bar with the logo for 'iGOV' and the 'DEPARTMENT OF PUBLIC UTILITIES'. The main header reads 'Schedule Inspection' and includes a thank-you message: 'Thank you for scheduling your inspection online. An inspector will contact you prior to arriving at your location within the selected timeframe below.'

The main content area is titled 'Select Service Appointment Time' and includes the instruction: 'Select a time slot for this service appointment. Or skip this step and make a time slot selection later. Skip.' Below this, the date range is 'January 2, 2022 - January 8, 2022' with the time zone 'Time Zone: America/Los_Angeles'. The calendar displays days from Sunday (SUN 2) to Saturday (SAT 8). Available time slots are shown for Monday through Friday: 8:00 - 11:00 am and 1:30 - 4:30 pm. A 'Next' button is located at the bottom right.

Five red callout boxes with numbers 1 through 5 point to specific UI elements: 1 points to the left arrow navigation control; 2 points to the calendar icon; 3 points to the 'Today' button; 4 points to a time slot on Monday; and 5 points to the 'Next' button.

1. You can use the controls at the top left of the calendar to move forward and backward in time.
2. This icon provides a shortcut to the current month.
3. This icon changes the view to the current day.
4. Select an available time slot.
5. Select Next.

Review Inspection Appointment page is displayed

CA.GOV STATE OF CALIFORNIA DMV
Home Manage My Inspections My Inspection Reports My Profile

Schedule Inspection

Thank you for scheduling your inspection online. An inspector will contact you prior to arriving at your location within the selected timeframe below.

Review Service Appointment

General Information

Work Type Inspection Scheduler	Account Abby's Audis
Parent Record Abby's Audis	Service Territory Orange Office
Address 790 The City Drive, Suite 410 Orange, CA 92868 United States	

Scheduled Times

Scheduled Start (America/Los_Angeles) Mon, Jan 03, 2022, 08:00 AM	Scheduled End (America/Los_Angeles) Mon, Jan 03, 2022, 11:00 AM
--	--

1 Next

1. Review your Inspection Appointment information. Select Next.

Scheduling Confirmation page is displayed

The screenshot shows the CA.gov DMV website. The navigation bar includes links for Home, Manage My Inspections, My Inspection Reports, and My Profile. A notification icon with a red '1' is visible. The main content area displays a success message: "Success! Your inspection has been scheduled. Please see your inspection date details." Below this is a confirmation card with a green checkmark icon and the text "Type: Inspection Scheduler" and "Scheduled Date: 1/3/2022, 8:00 AM". A notification pop-up is open, showing a message: "An Inspection has been scheduled on 1/3/2022, 8:00 AM. An Inspection has been scheduled on 1/3/2022, 8:00 AM. Please be ready for inspection." The notification also includes a "Mark all as read" link and a close button.

1. An Inspection Scheduled Confirmation is displayed.
2. You can select the Notifications icon at the right of the top navigation bar to view the notification confirming your inspection has been scheduled.

Emailed Confirmation of Scheduled Inspection

↳



Appointment Scheduled

Dear Abby Applicant,

This notice is being sent to confirm that you scheduled a New Vehicle Dealer inspection for Abby's Audis at 129 Main St, San Diego, CA, 92656 on 1/3/2022. Your assigned inspector will conduct your inspection between 8:00 AM - 11:00 AM and will call you ahead of time to let you know they are on their way.

If you had a previously scheduled appointment and rescheduled, this is now your active appointment.

If you have any questions related to the site inspection, please contact your inspection office by email at dmvlodoliorg@dmv.ca.gov or visit the department website at <https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/>

Please do not reply to this email. Replies will go to an unmonitored mailbox.

1. An email with the Inspection details is sent to your email address.

Manage my Inspections page is displayed

The screenshot displays the 'Manage My Inspections' page for 'Abby's Audis'. The page is divided into two main sections: 'Business License Application Information' and 'Inspection Information'. Below the 'Inspection Information' section, there are two buttons: 'Reschedule Inspection' and 'Cancel Inspection'. A red callout bubble with the number '1' is positioned over the 'Reschedule Inspection' button.

Business License Application Information			
Business License Application Number BLA-0000000162	Application Date 12/28/2021	Application Status Inspection Phase	License Type New Vehicle Dealer

Inspection Information			
Inspection Number 00000519	Inspection Status Scheduled	Planned Start Time 1/3/2022, 8:00 am	Planned End Time 1/3/2022, 11:00 am

1. To reschedule a scheduled inspection, start from the Manage My Inspections page and select Reschedule Inspection.

Available Inspection Times are displayed

The screenshot shows the 'Schedule Inspection' page on the CA.gov website. The header includes navigation links for Home, Manage My Inspections, My Inspection Reports, and My Profile. The main content area is titled 'Schedule Inspection' and includes a thank-you message. Below this is a 'Select Service Appointment Time' section with a date range of January 2, 2022, to January 8, 2022, and a time zone of America/Los_Angeles. A calendar view shows days from Sunday to Saturday. Available appointment times are listed for Monday through Friday. A red callout '1' points to the 1:30 - 4:30 pm slot on Monday. A red callout '2' points to the 'Next' button at the bottom right.

Thank you for scheduling your inspection online. An inspector will contact you prior to arriving at your location within the selected timeframe below.

Select Service Appointment Time

Select a time slot for this service appointment. Or skip this step and make a time slot selection later. Skip.

January 2, 2022 - January 8, 2022
Time Zone: America/Los_Angeles





< > Today

SUN 2	MON 3	TUE 4	WED 5	THU 6	FRI 7	SAT 8
	1:30 - 4:30 pm	8:30 - 11:30 am 1:30 - 4:30 pm	1:30 - 4:30 pm	8:30 - 11:30 am 1:30 - 4:30 pm	8:30 - 11:30 am 1:30 - 4:30 pm	

Next

1. Select an available appointment time.
2. Select Next.

Scheduled Inspection Review Page is displayed


Home Manage My Inspections My Inspection Reports My Profile  

Schedule Inspection

Thank you for scheduling your inspection online. An inspector will contact you prior to arriving at your location within the selected timeframe below.

Review Service Appointment

General Information	
Work Type Inspection Scheduler	Account Abby's Audis
Parent Record Abby's Audis	Service Territory Orange Office
Address 790 The City Drive, Suite 410 Orange, CA 92868 United States	
Scheduled Times	
Scheduled Start (America/Los_Angeles) Mon, Jan 03, 2022, 01:30 PM	Scheduled End (America/Los_Angeles) Mon, Jan 03, 2022, 04:30 PM

 [Next](#)

1. Review your re-scheduled inspection appointment to make sure all the information is correct. Select Next.

Reschedule Confirmation is displayed


CA.GOV STATE OF CALIFORNIA **DMV** DEPARTMENT OF MOTOR VEHICLES

Home Manage My Inspections My Inspection Reports My Profile

Schedule Inspection

Thank you for scheduling your inspection online. An inspector will contact you prior to arriving at your location within the selected timeframe below.

Success! Your inspection has been scheduled. Please see your inspection date details below.



Type:
Inspection Scheduler

Scheduled Date:
1/3/2022, 1:30 PM

1. The inspection appointment has been successfully rescheduled.

Inspection Reschedule Email is displayed



Appointment Rescheduled

Dear Abby Applicant,



This notice is being sent to confirm that you scheduled a New Vehicle Dealer inspection for Abby's Audis at 129 Main St, San Diego, CA, 92656 on 1/3/2022. Your assigned inspector will conduct your inspection between 1:30 PM - 4:30 PM and will call you ahead of time to let you know they are on their way.

If you had a previously scheduled appointment and rescheduled, this is now your active appointment.

If you have any questions related to the site inspection, please contact your inspection office by email at dmlodoliorg@dmv.ca.gov or visit the department website at <https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/>

Please do not reply to this email. Replies will go to an unmonitored mailbox.

Sincerely,
California Department of Motor Vehicle
<https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/>

1. You will also receive an email notification that your inspection has been rescheduled.

Manage my Inspections page is displayed

The screenshot shows the 'Manage my Inspections' page for 'Abby's Audis'. The page header includes the CA.gov logo, the State of California Department of Motor Vehicles (DMV) logo, and navigation links for Home, Manage My Inspections (highlighted), My Inspection Reports, and My Profile. A notification bell icon with a red '1' is visible in the top right corner. The main content area features a location pin icon and the business name 'Abby's Audis'. Below this, there are two sections: 'Business License Application Information' and 'Inspection Information'. The 'Business License Application Information' section contains a table with the following data:

Business License Application Number	Application Date	Application Status	License Type
BLA-0000000162	12/28/2021	Inspection Phase	New Vehicle Dealer

The 'Inspection Information' section contains a table with the following data:

Inspection Number	Inspection Status	Planned Start Time	Planned End Time
00000520	Scheduled	1/3/2022, 1:30 pm	1/3/2022, 4:30 pm

At the bottom of the inspection information, there are two buttons: 'Reschedule Inspection' and 'Cancel Inspection'. A red callout bubble with the number '1' points to the 'Cancel Inspection' button.

1. To cancel an inspection, start from the Manage My Inspections page and select Cancel Inspection.

Cancel Inspection page is displayed

CA.GOV STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES

Home Manage My Inspections My Inspection Reports My Profile

Cancel Inspection Appointment

Inspection for Abby's Audis

- Planned Start Time Window 1/3/2022, 1:30 PM
- Planned End Time Window 1/3/2022, 4:30 PM

Cancellation Reason

busy that day


Next


1. Enter a reason for the cancellation (Optional).


2. Select Next.

Email Confirmation page is displayed

Sandbox: CA DMV - Your Inspection appointment is canceled

 DXP Online Service <dxp_noreply@info.dmvonline.ca.gov>

 Tuesday, February 22, 2022 4:21:48 PM

 Show pictures



Appointment Cancellation

Dear Wendy Thursday,

This notice is being sent to confirm that your New Vehicle Dealer inspection appointment for WenCar at 4 Beech Dr, Aliso Viejo, CA, 92656 on 2/28/2022 between 8:00 AM - 11:00 AM has been cancelled. We attempted to contact you by phone to reschedule, without success.

Please follow the steps in your [dmv.ca.gov](https://www.dmv.ca.gov) account profile to schedule a new appointment <https://dxtrng-ca-dmv.cs133.force.com>.

If you have any questions related to the site inspection, please contact your inspection office by email at dmvlodoliorg@dmv.ca.gov or visit the department website at <https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/>

Please do not reply to this email. Replies will go to an unmonitored mailbox.

Sincerely,

California Department of Motor Vehicles

<https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/>

1. You will receive an email confirmation informing you the scheduled inspection has been cancelled. You can use the verification code and license number from your original email to schedule another inspection when appropriate.

