



## Temporary Dealer Placard Entry

Website location for Electronic Temporary Dealer Placard Entry (Secure E Tag Application):

Link: <https://secureetagnv.opsecsecurity.com/SecureETag/login.jsp>

Web browsers that are compatible with Secure E Tag are:

Browser	Version	Browser	Version
Google Chrome	23 or above	Firefox	17 or above
Internet Explorer	10 or above	Opera	12 or above
Safari	6 or above		

**When completing an Electronic Temporary Placard do not issue a hand written placard.**

### Secure E Tag Login

1. Log into Secure E Tag application using your username and password.
2. The initial screen displayed is the *Issue Tag* transaction.

### Vehicle and Sale Information Screen

1. Enter the VIN for the vehicle and select *Verify*.
  - If the VIN cannot be decoded a message will be displayed. Re-enter the VIN; if it cannot be decoded the second time the vehicle information must be entered.
2. The screen will change to the owner information screen.
3. Owner(s) names:
  - A. Enter the owner's first name, middle initial and last name,
  - B. Select if there are multiple owners; or
  - C. Enter the Company's name.
4. Enter the owner's address.
5. Enter the owner's city.
6. Owner's state is defaulted to NV.
7. Enter the owner's zip code.
8. Select the county the vehicle will be based in.
9. The dealership name will be displayed.
10. Enter the purchase date.
11. The vehicle information will be displayed, update or enter any required information.
12. Select *Continue*.
13. The screen will change to the New Security Seal Serial Number screen.
14. Enter the security seal number to be issued to the placard/vehicle.
15. Select *Review Before Printing*.
16. Verify the displayed information is correct.
17. Select –
  - A. *Cancel* to cancel issuing the placard.
  - B. *Issue Tag Now* to issue and print the placard.
  - C. *Edit Values* to make changes to input information.
18. The screen will change to the print placard screen.
19. Verify the correct placard paper is loaded in the printer.
20. Select to print the placard (verify the placard prints correctly before closing the print queue window).