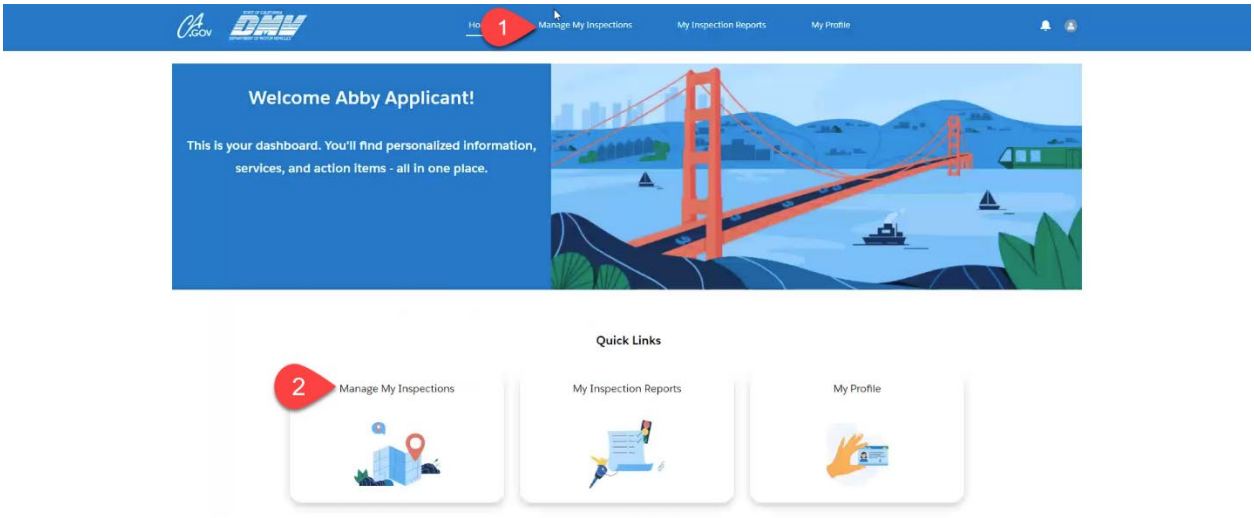
03 Scheduling an Inspection

***Before you begin**:*

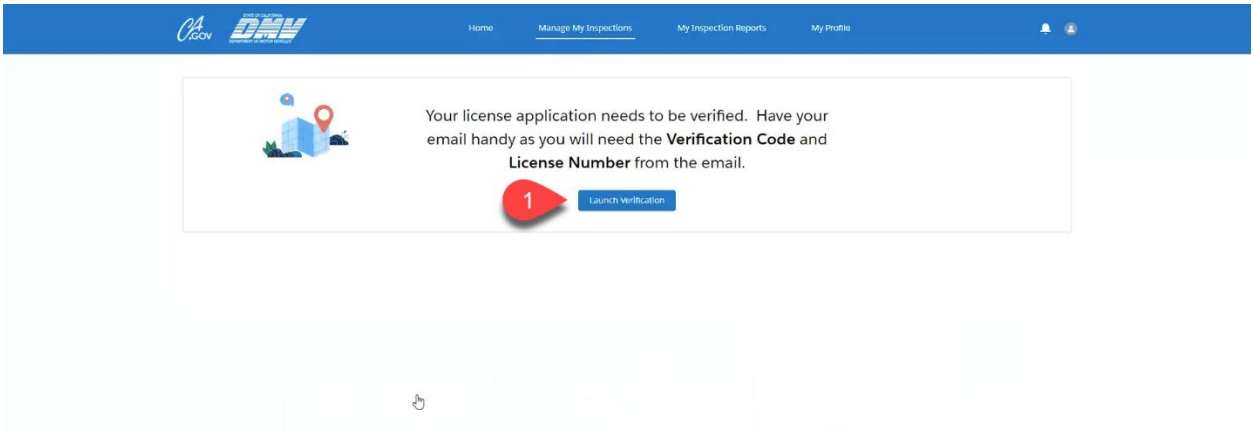
You have received an email to set up your account and schedule your inspection. You have already set up your account and logged into the portal.



1. Select the Manage My Inspections link in the top navigation bar OR

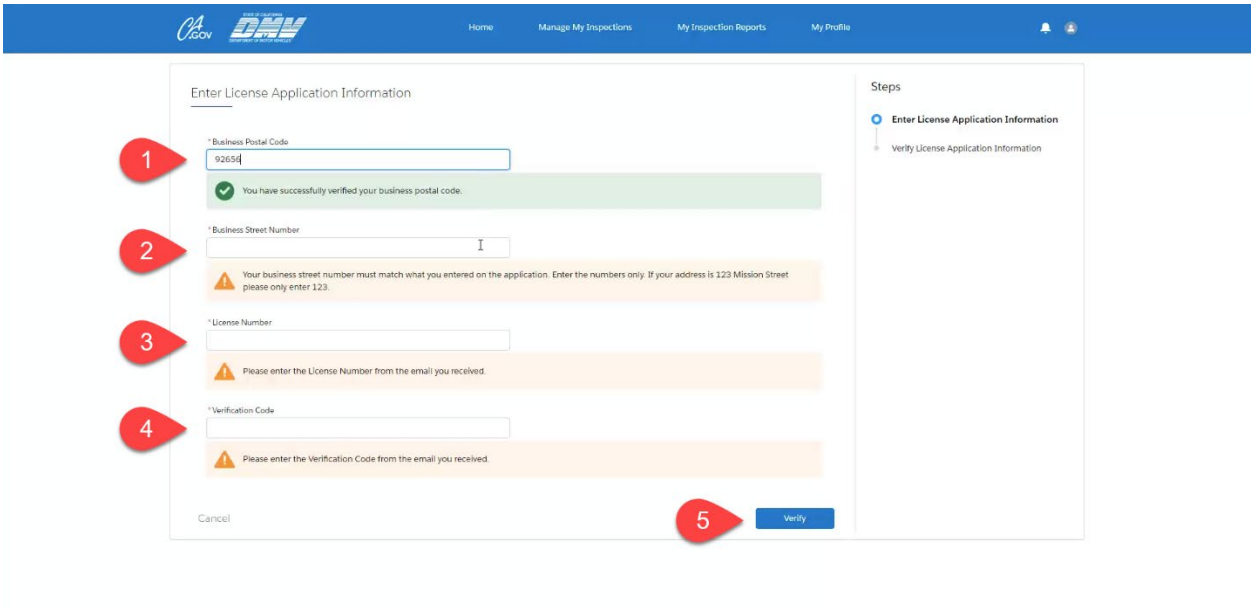
2. Select the Manage My Inspections link in the Quick Links section.

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



1. Enter the zip code from your application. You'll see a green check mark when you have successfully verified a field.

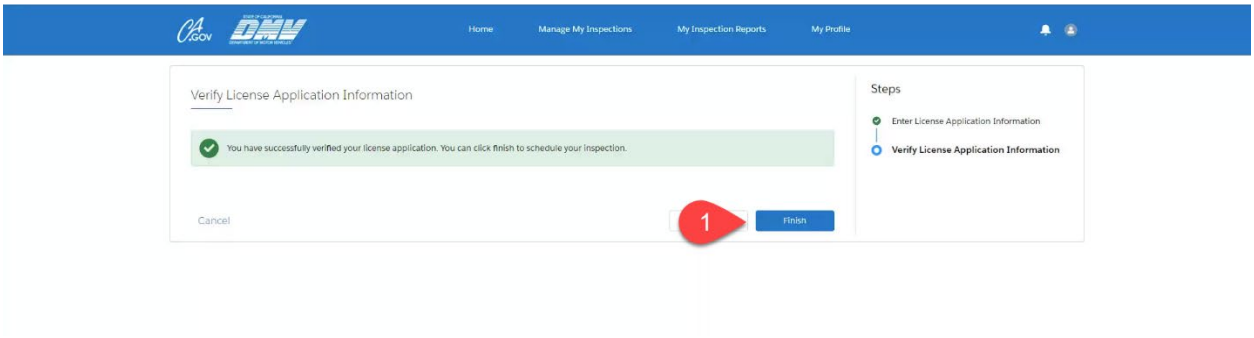
2. Enter the number of business location address. In example, if the address is 4949 14th Avenue, enter 4949. Do not enter suite number if applicable.

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.

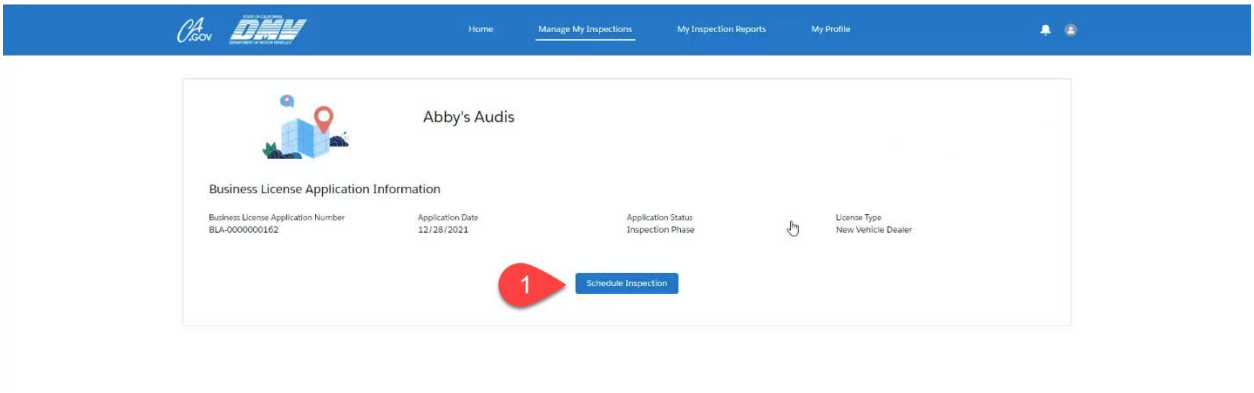
5. Select Next.

Account Verification Page is displayed



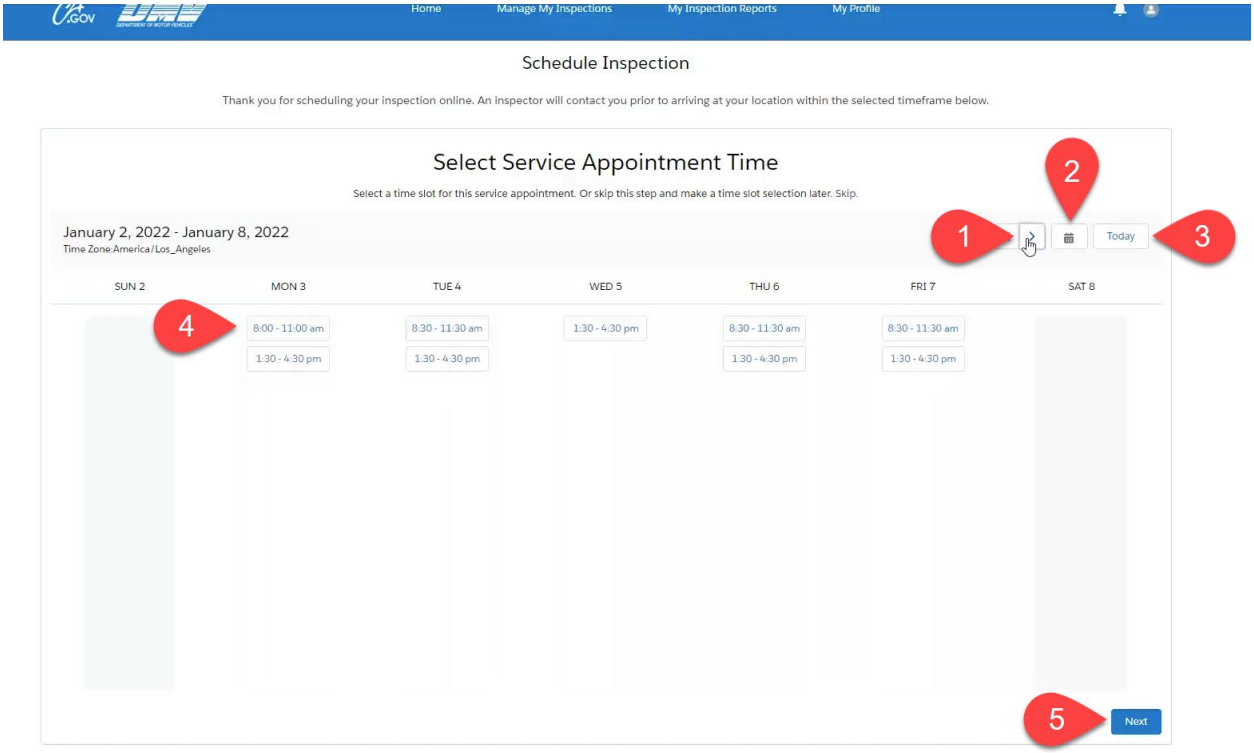
1. Account verification confirmation is displayed. Select Finish.

Manage My Inpsections page is displayed



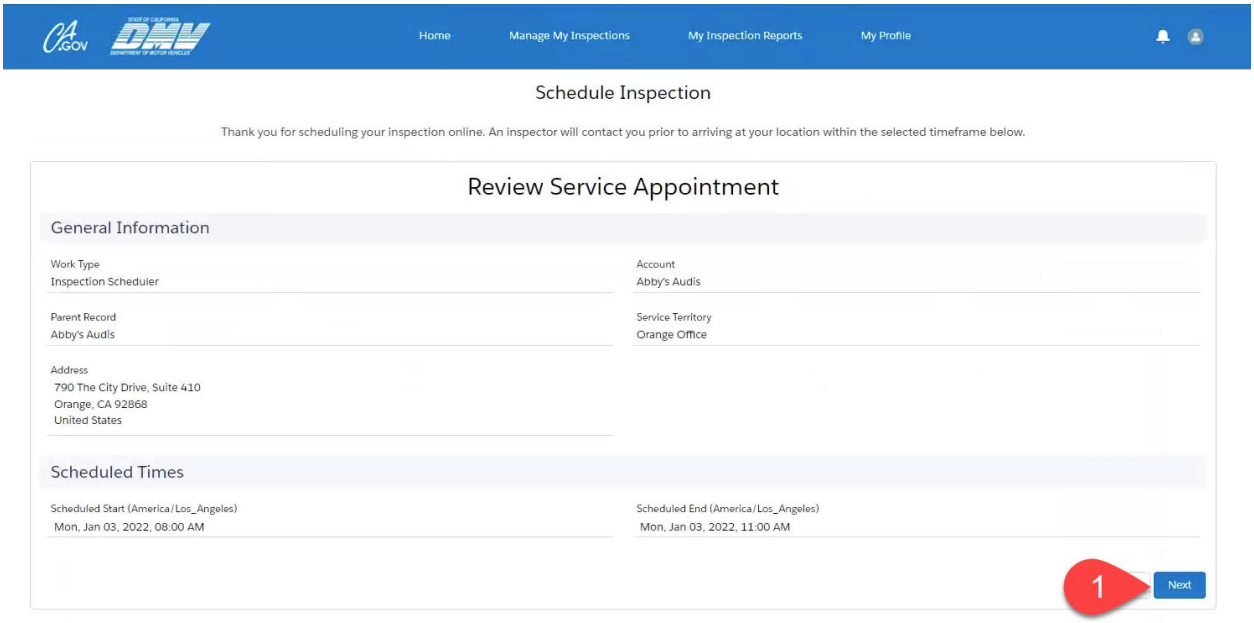
1. Select Schedule Inspection.

Scheduling Calendar is displayed



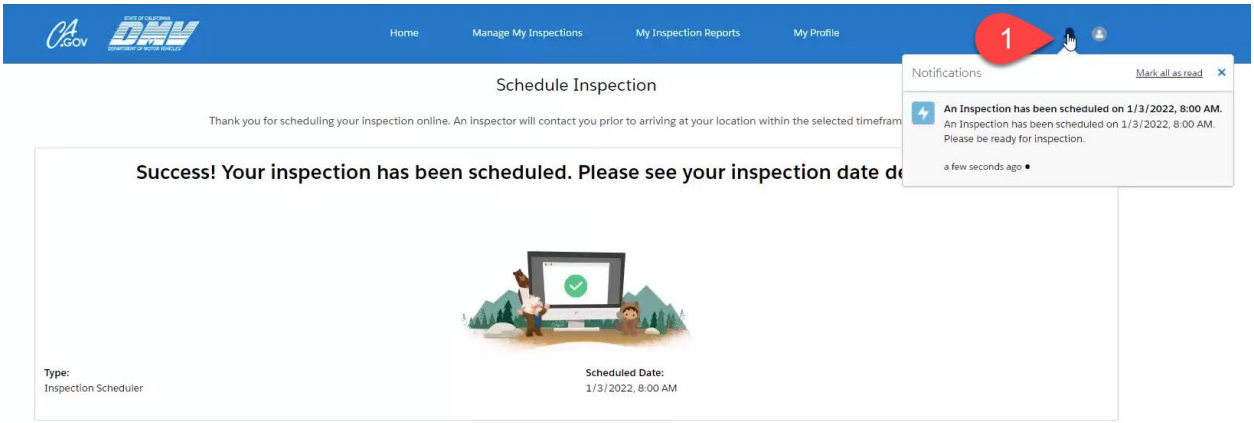
1. You can use the controls at the top left of the calendar to move forward and backward in time.
2. This icon provides a shortcut to the current month.
3. This icon changes the view to the current day.
4. Select an available time slot.
5. Select Next.

Review Inspection Appointment page is displayed



1. Review your Inspection Appointment information. Select Next.

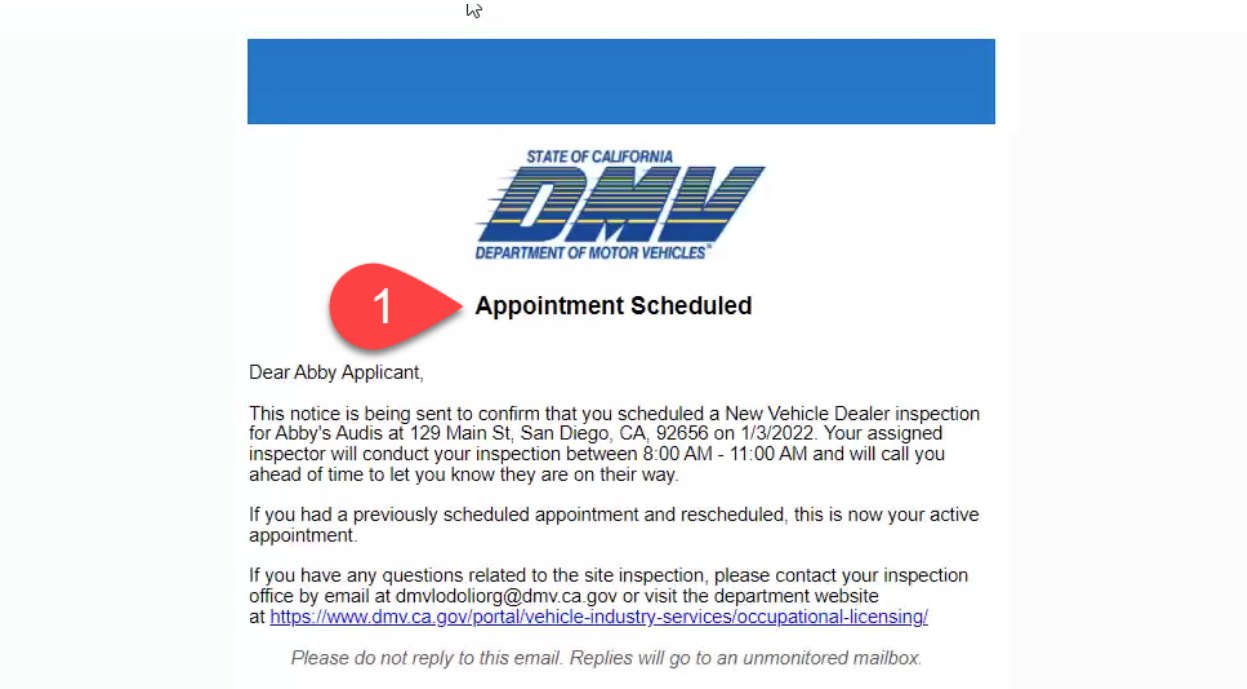
Scheduling Confirmation page is displayed



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



STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

1 **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.

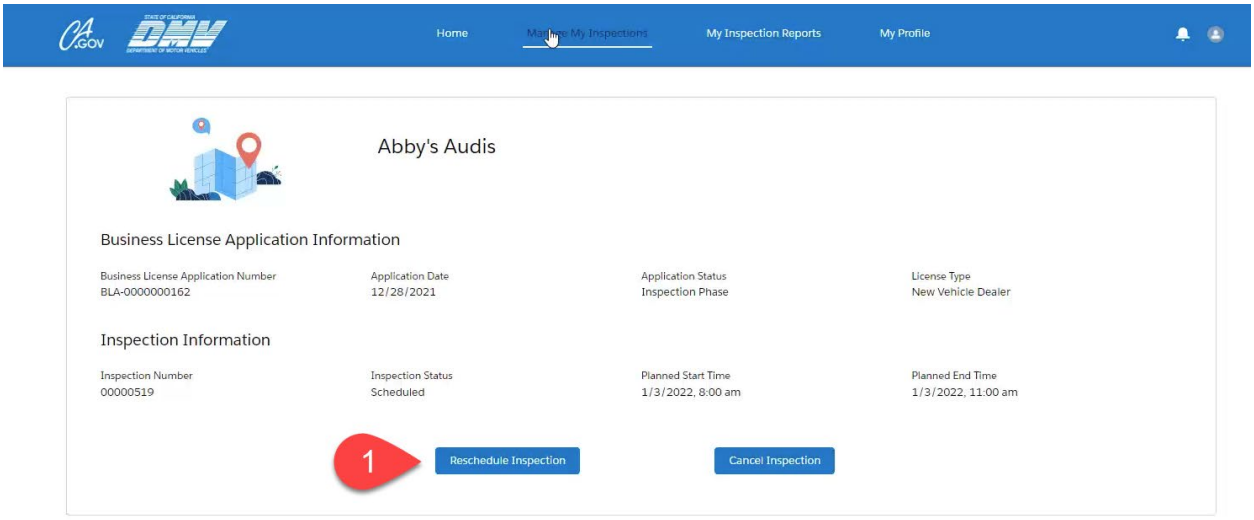
If you had a previously scheduled appointment and rescheduled, this is now your active appointment.

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.

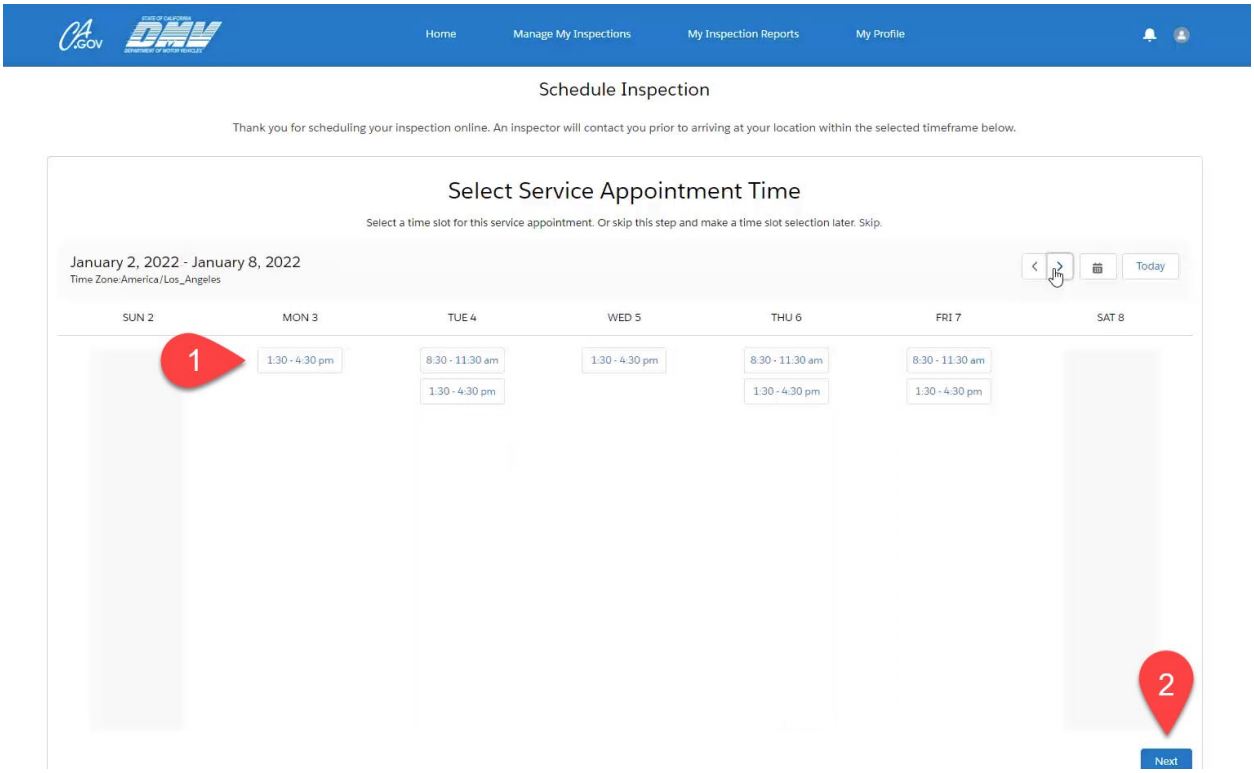
1. An email with the Inspection details is sent to your email address.

Manage my Inspections page is displayed



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

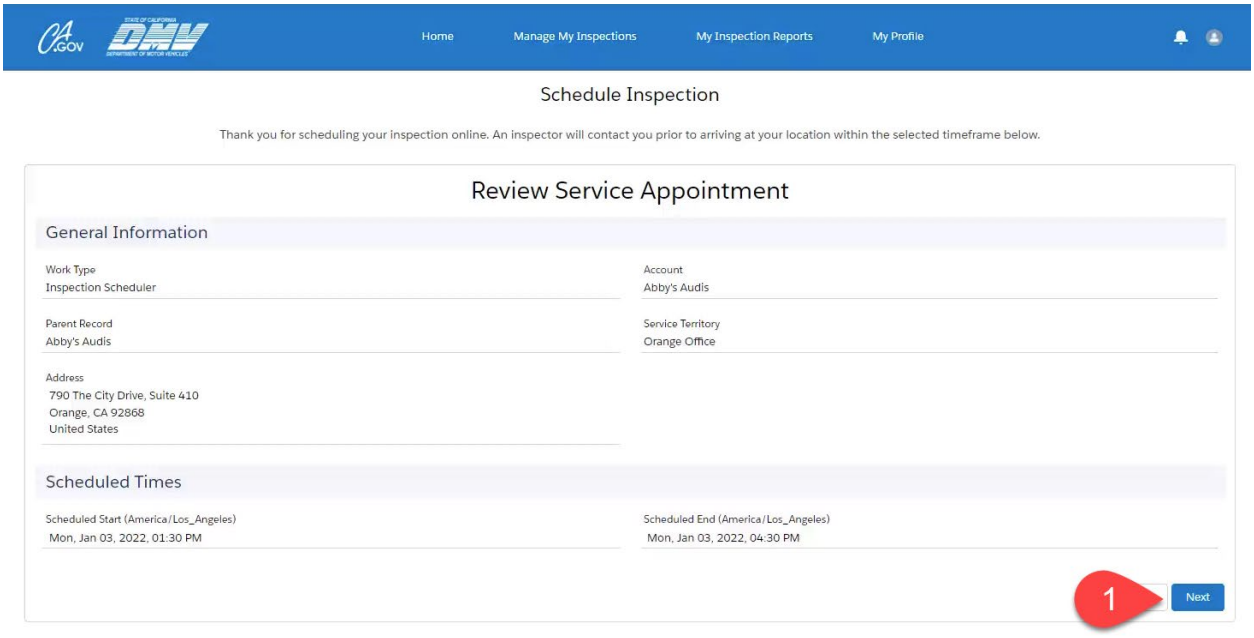
Available Inspection Times are displayed



1. Select an available appointment time.

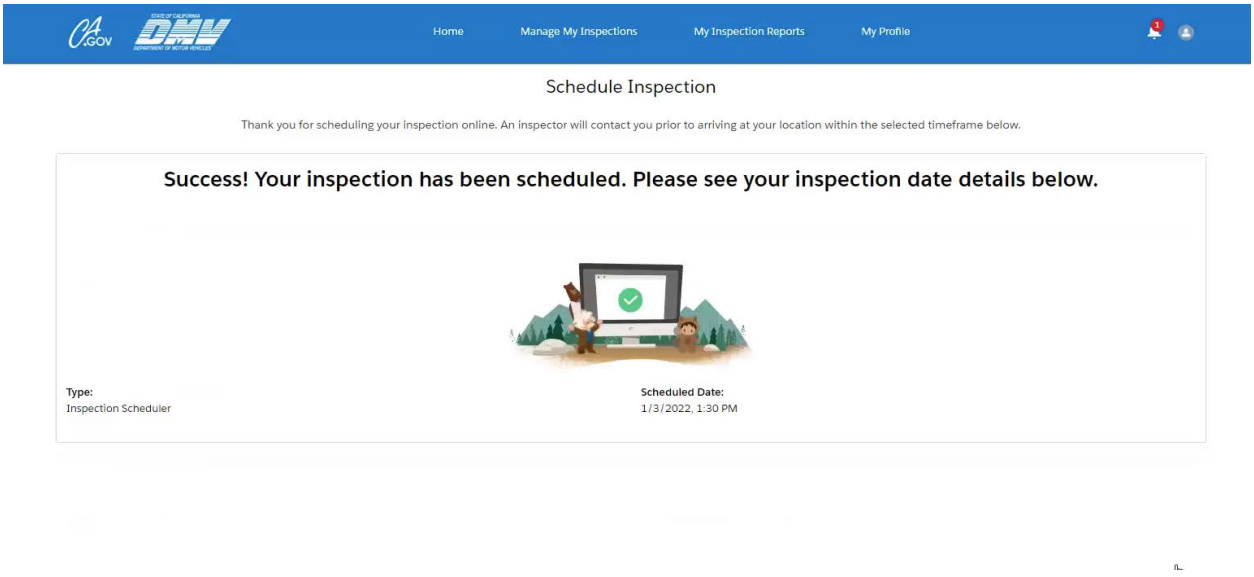
2. Select Next.

Scheduled Inspection Review Page is displayed



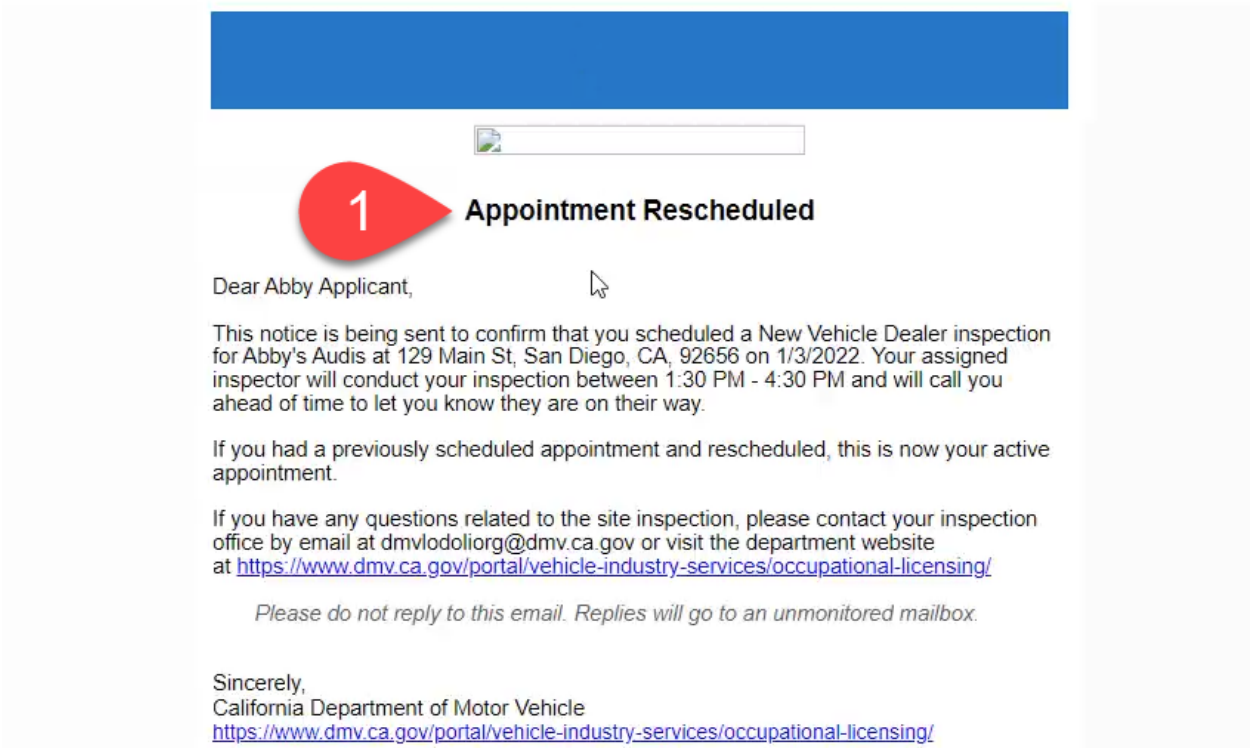
1. Review your re-scheduled inspection appointment to make sure all the information is correct. Select Next.

Reschedule Confirmation is displayed



1. The inspection appointment has been successfully rescheduled.

Inspection Reschedule Email is displayed



1
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.

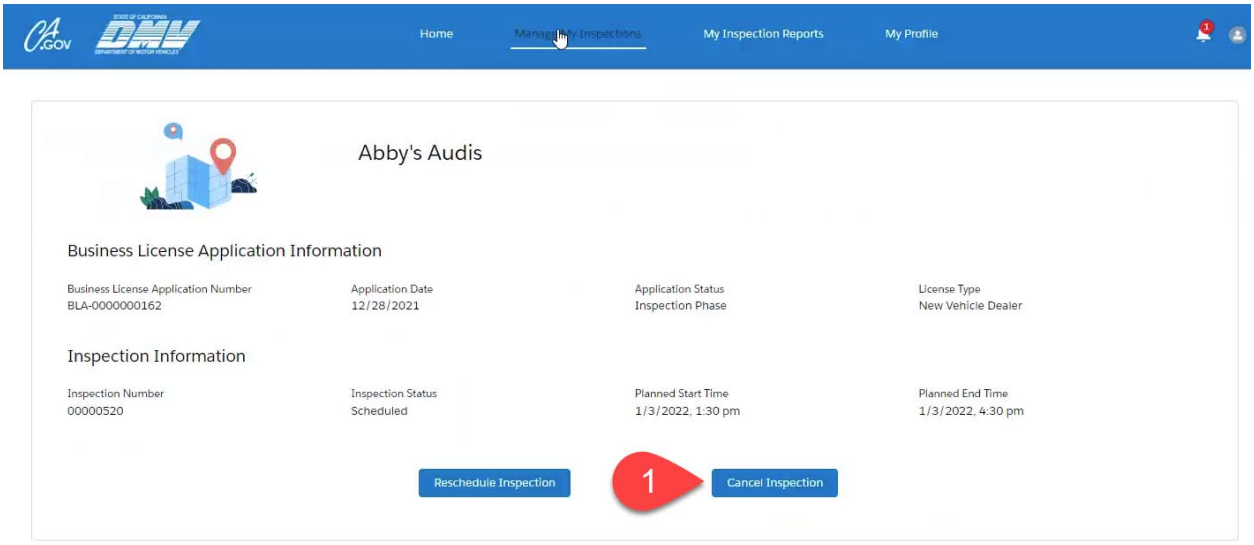
If you have any questions related to the site inspection, please contact your inspection office by email at dmvlodoliorg@dmv.ca.gov or visit the department website at https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/

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

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

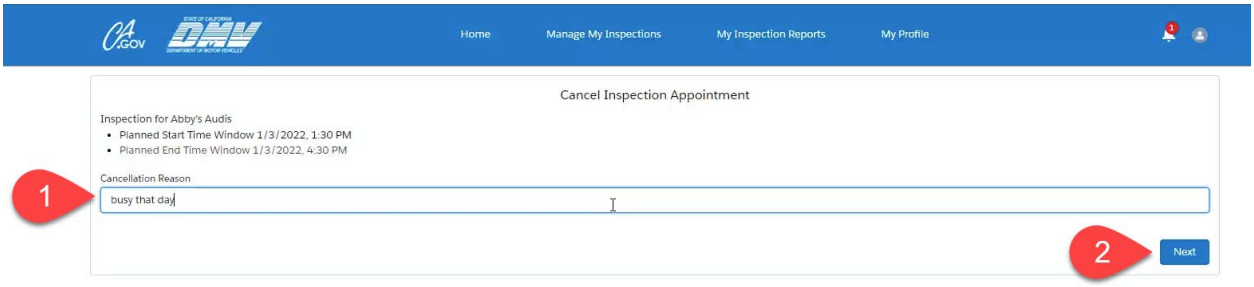
1. You will also receive an email notification that your inspection has been rescheduled.

Manage my Inspections page is displayed



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

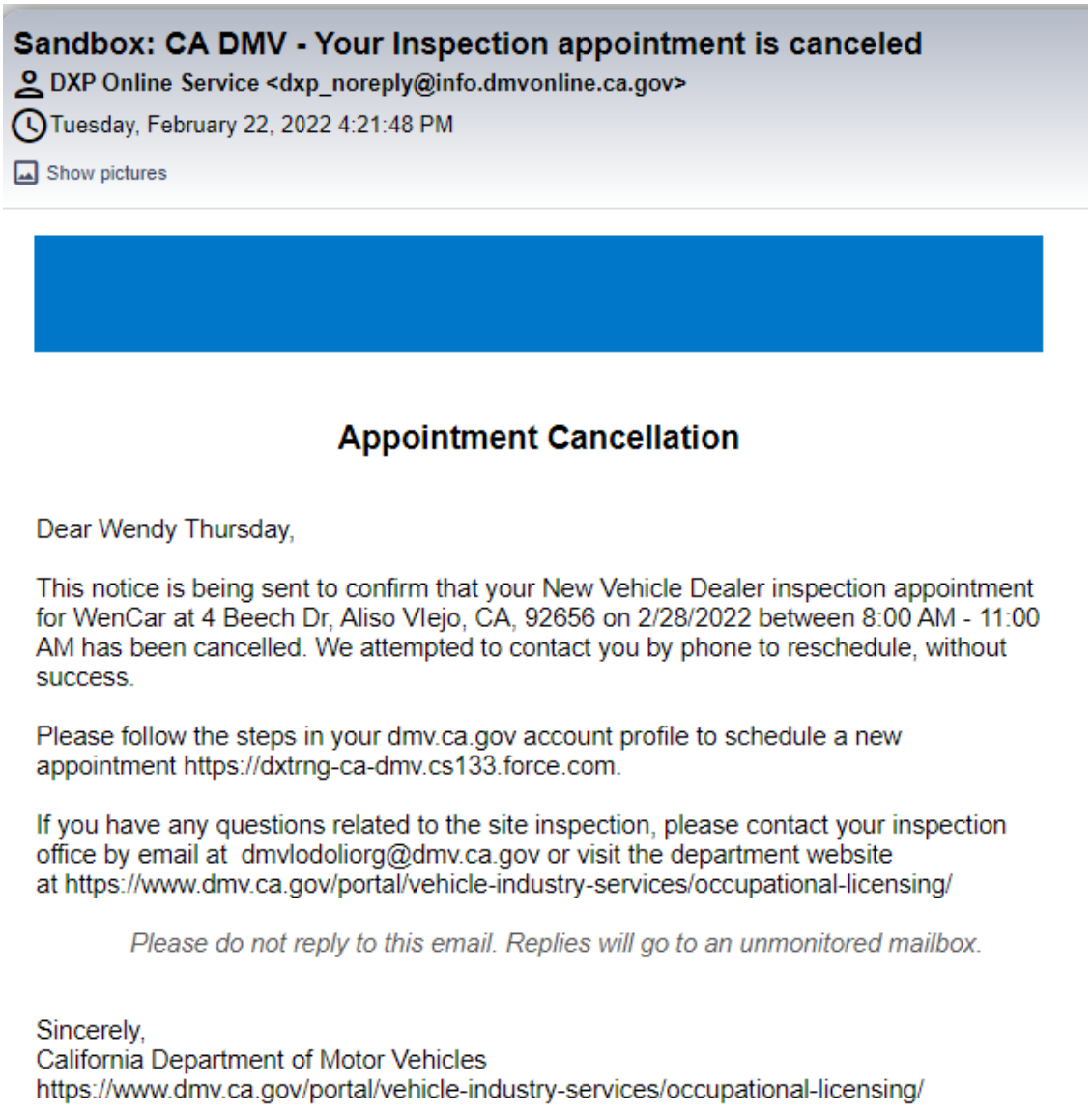
Cancel Inspection page is displayed



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 Vlejo, 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 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.