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.
1. Before the first time you schedule an inspection, you will have to verify your identity. Select Launch Verification.
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.
1. Account verification confirmation is displayed. Select Finish.
Manage My Inspections page is displayed

1. Select Schedule Inspection.
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.
1. Review your Inspection Appointment information. Select Next.
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.
1. An email with the Inspection details is sent to your email address.
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.
1. Review your re-scheduled inspection appointment to make sure all the information is correct. Select Next.
1. The inspection appointment has been successfully rescheduled.
1. You will also receive an email notification that your inspection has been rescheduled.
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

Email from: DXP Online Service <dxp_noreply@info.dmvonline.ca.gov>
Date: Tuesday, February 22, 2022 4:21:48 PM

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Sandbox: CA DMV - Your Inspection appointment is canceled

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 account profile to schedule a new appointment https://dxirmg-ca-dmv.cs133.force.com.

If you have any questions related to the site inspection, please contact your inspection office by email at dmvlodol1org@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.