

## **Web based License Renewal Procedure For State Owned/Operated Motor Vehicles Per ACA 19-4-905 (c) and (d)**

### **Preface:**

State Agencies and Institutions of Higher Learning can utilize the STAR (Streamlined Automobile Renewal) System to renew vehicle licenses and updating addresses utilizing the State of Arkansas Procurement Card (VISA). The STAR system will recognize the vehicle as a state owned vehicle by the registration renewal number and will not require proof of insurance or assessment.

### **Instructions:**






To renew online, your Renewal Reminder must have renewal instructions that include Boxes 1 through 5. Please read and follow the renewal instructions on the Renewal Reminder and go to <http://www.arstar.com/> to process.

Note: Verify the address is correct and change as needed. You can go into the STAR system to update an address at any time, not just at license renewal.

Note: the following items are required to renew vehicle registrations:

- Registration Renewal reminder
- Mileage reading from your vehicle odometer
- State of Arkansas Procurement Card (VISA)

### **Vehicle Registration Renewal is a simple 5-step process:**

-  ENTER RENEWAL INFORMATION AND CONFIRM RECORD
-  VIEW FEE BREAKDOWN
-  PAY FEE
-  VIEW AND PRINT RECEIPT
-  PROVIDE FEEDBACK (OPTIONAL)

DF&A Revenue places the renewal decal in the mail the next business day to the designated mailing address.

The toll-free, STAR help line is 1-888-389-8336. This help line is staffed during normal working hours.

### **Benefits:**

- Agencies can update addresses electronically
- Agencies can renew licenses and make payment electronically
- License renewals for agencies will be faster, easier, and more efficient
- Less administrative handling and cost for both DFA and Agencies
- The State and Agency will eventually benefit from procurement card rebates when the volume is reached

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