

eLICENSING Quick Start Guide

This guide is intended to help you register for an eLICENSING account (apply for a license for the first time) as well as perform some simple getting started administration.

If you or your company have not previously done licensing business with TxDMV or does not have an existing account, you can register your organization in the eLICENSING system and create an eLICENSING administrator account.

As an eLICENSING administrator, you can add more users to your organization account.

Notes about working in the eLICENSING System:

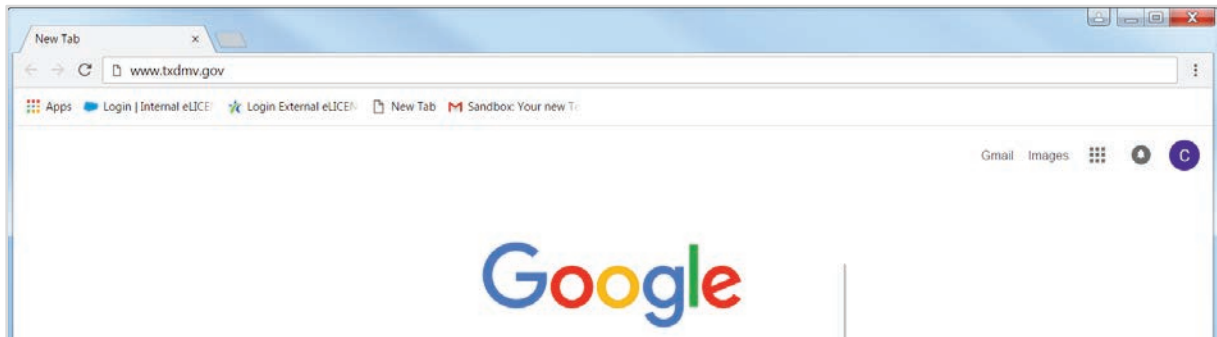
- If the buttons do not appear to be active after you enter information, click anywhere on the page to make them active.
- You should use the latest version of Google Chrome as your internet web browser for eLICENSING.
- Error messages will display at the top of the page if entered information is not correct or is missing.
- Each eLICENSING user account must have a unique email address.

1 Registering for a New Account

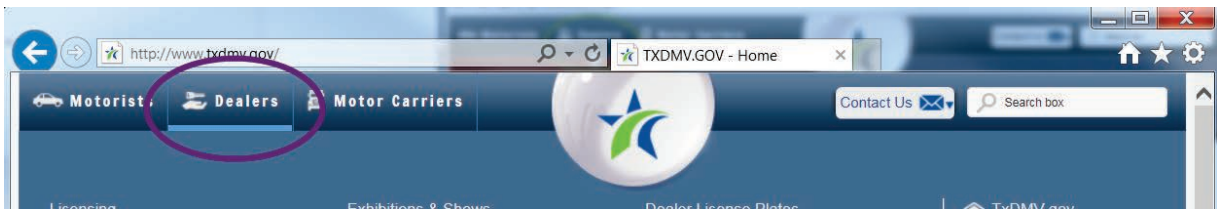
If your company/dealership has not yet registered for an eLICENSING account (e.g. it is your first time applying for a license), you can register for a new account, which sets you up as the eLICENSING Administrator for your organization.

As the eLICENSING Administrator for your account, you can create additional users and approve user requests from your staff.

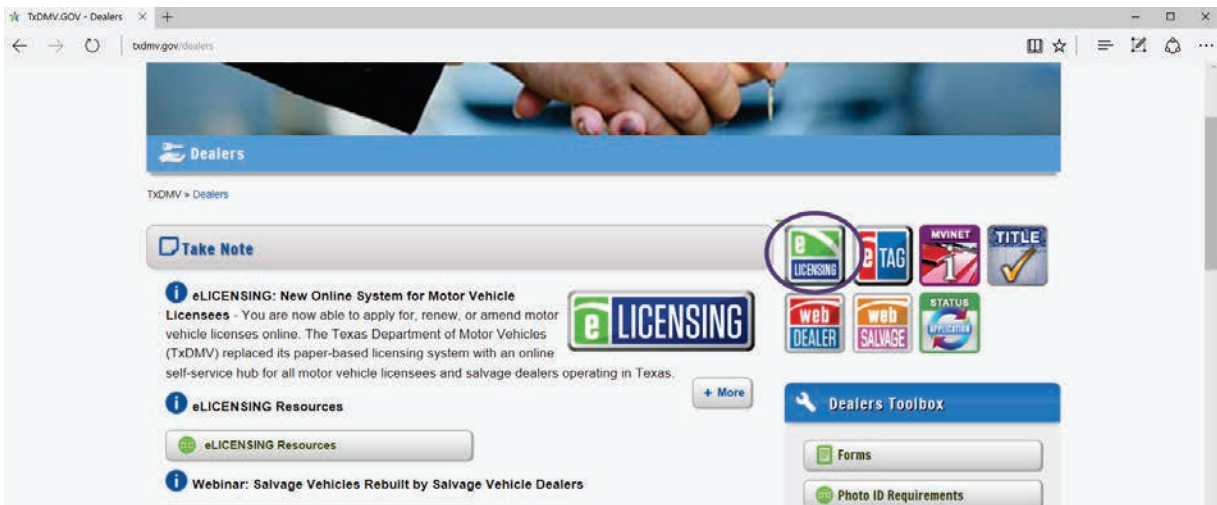
1. Open a Google Chrome browser and type in www.txdmv.gov.



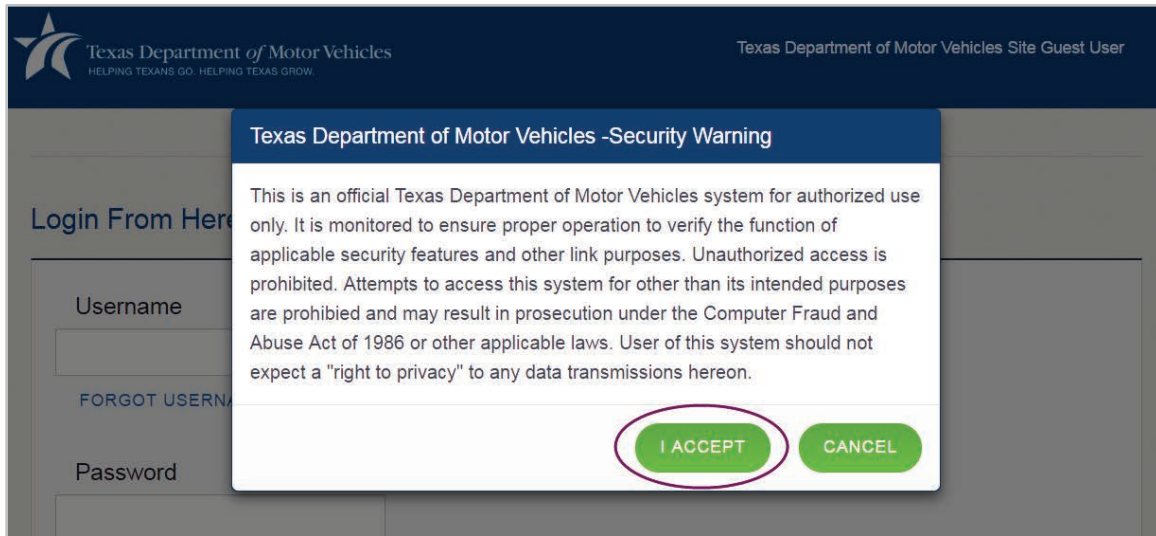
2. On the TxDmv.gov home page, click the **Dealers** tab.



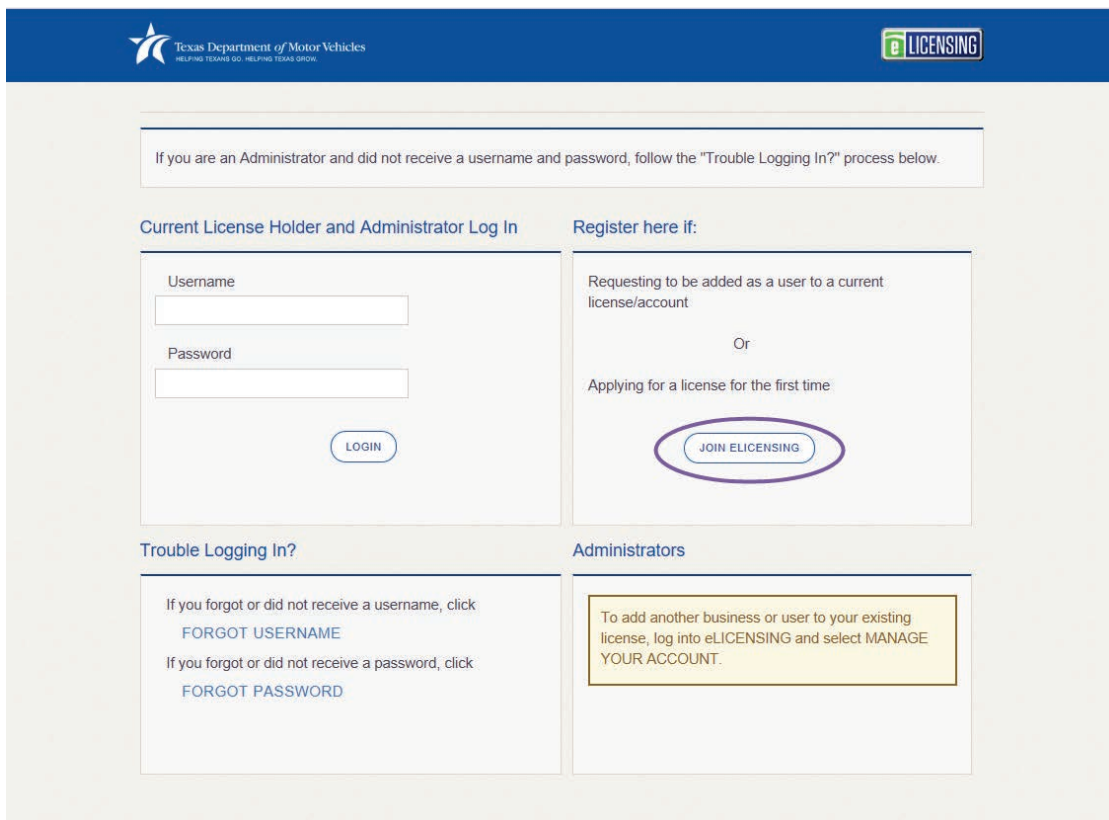
3. On the *Dealers* page, click the **eLICENSING** icon.



- Carefully read the *Security Warning* pop-up that displays over the *Login* page and click the **I ACCEPT** button.



- On the *Login* page, click the **JOIN ELICENSING** button.



- On the *Join eLICENSING* page, click the **JOIN ELICENSING** button.

Texas Department of Motor Vehicles HELPING TEXANS GO, HELPING TEXAS GROW Texas Department of Motor Vehicles Site Guest User eLICENSING

To Join eLICENSING

Request to be added as a user to a current license/account

ADD ME TO A CURRENT LICENSE/ACCOUNT

Apply for license for the first time

JOIN ELICENSING

Administrators

To add another business or user to your existing license, log into eLICENSING and select MANAGE YOUR ACCOUNT

CANCEL

7. On the top of the *Create Account* page:

Texas Department of Motor Vehicles HELPING TEXANS GO, HELPING TEXAS GROW Texas Department of Motor Vehicles Site Guest User eLICENSING

* Indicates Required Field

* First Name Middle Name * Last Name

* Email * Phone

Select the type of your business and then type in the name of the business. For a sole proprietorship, enter the name of the owner (which must match the name on the driver's license or the ID of the owner). For a general partnership, enter the name of each partner (which must match the names on their driver's licenses or IDs). All others must enter the business name that is on file with the Texas Secretary of State.

* Business Type * Business Name * EIN

Is it Non Profit? Is it Publicly Traded?

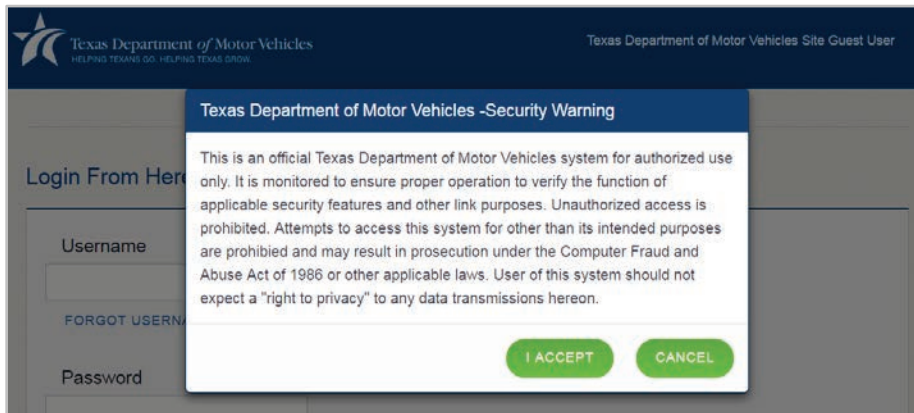
CANCEL BACK **SUBMIT**

- a. For **First Name**, type in your legal full first name.
- b. For **Middle Name**, optionally type in a middle name, initial, nickname, or maiden name to help distinguish between other users with similar names.
- c. For **Last Name**, type in your full last name.
- d. For **Email**, type in the email address where you will receive and respond to email messages. Note that this is where you will receive the emails containing your login credentials.
- e. For **Phone**, type the telephone number where you will receive and respond to telephone calls.
- f. For **Business Type**, select the appropriate response for your business type.
- g. For **Business Name**, type in the legal name of your business. For a sole proprietorship, enter the name of the owner (which must match the name on the driver's license or the ID of the owner). For a general partnership, enter the name of each partner (which must match the names on their driver's licenses or IDs). All others must enter the business name that is on file with the Texas Secretary of State.
- h. For **EIN**, type in your social security number if you are a sole proprietor. For all other business types, enter the EIN of the business
- i. For **Is it Non Profit**, indicate if your business is nonprofit.
- j. For **Is it Publicly Trade**, indicate if your business is publically traded.
- k. Once you have completed all of the required fields, click the **SUBMIT** button.

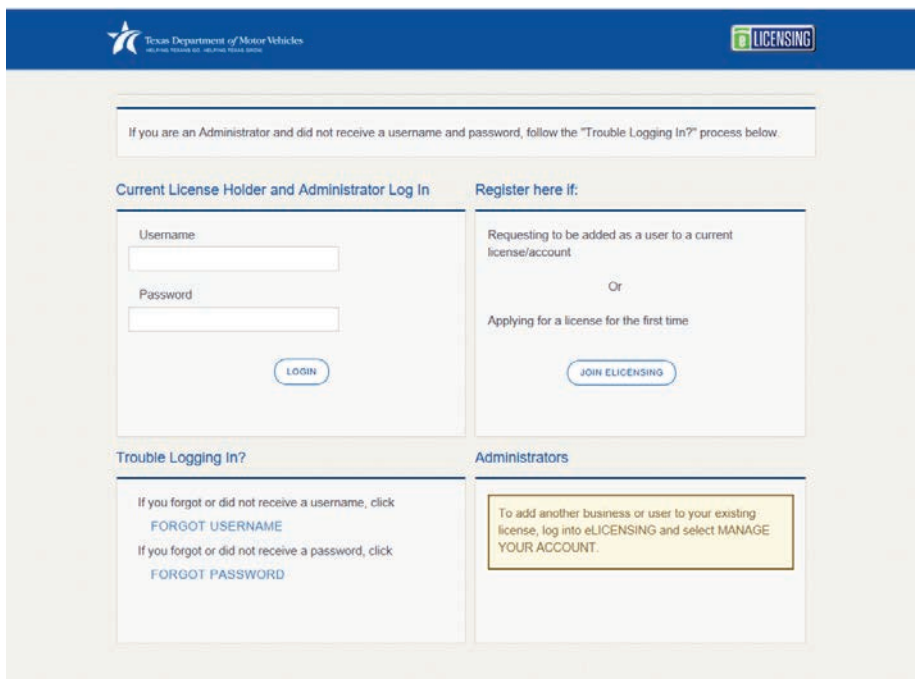
2 Logging Into Your eLICENSING Account

Use the following steps once you have registered for eLICENSING and received an email from TxDMV with your eLICENSING login credentials and the path to access the eLICENSING system or by accessing eLICENSING from the button on the www.txdmv.gov/dealers page.

1. Open the email and click the link to the eLICENSING system.
2. On the *Security Warning* pop-up click the **I ACCEPT** button.




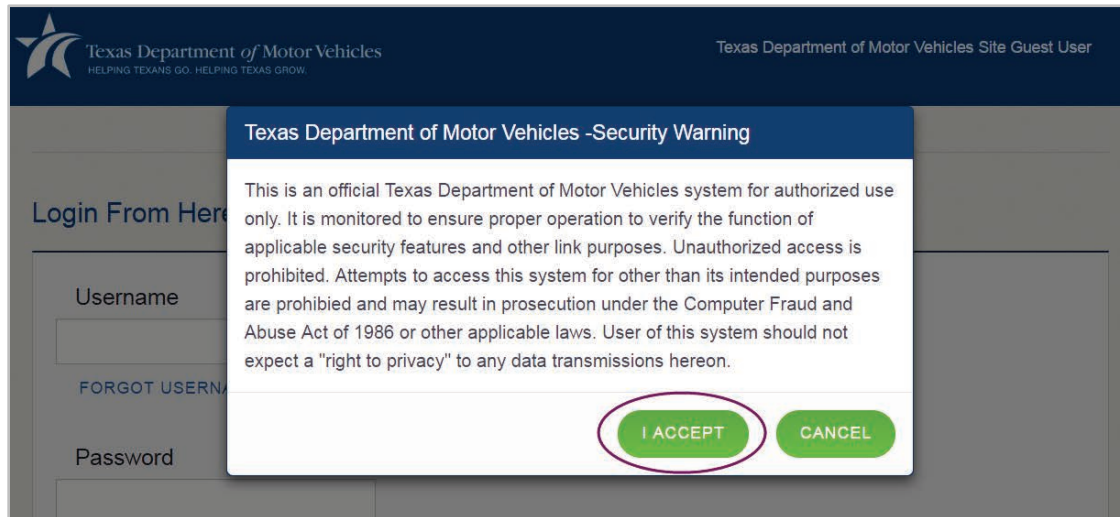
3. On the *Login* page, type in your **User Name**.
4. Type in your **Password**.
5. Click the **LOGIN** button.



3 Adding Users to an Existing Account

As the eLICENSING administrator for your company, you can create other users who can log in and use eLICENSING.

1. From your email or the  button on the www.txdmv.gov/dealers page, click the link to display eLICENSING.
2. On the *Security Warning* popup, click the **I ACCEPT** button.



- On the *Welcome* page, click the **MANAGE** button in the **Manage Your Accounts** area.

Welcome
Choose an option below to get started.

 My Pending Applications VIEW	 Apply for a New License APPLY	 Renew a License APPLY	 Amend a License APPLY
 Plates and Stickers APPLY	 My Licenses and Plates VIEW	 My Cases VIEW	 Dealer Replacement APPLY
 Close a License APPLY	 Change General License Info APPLY	 Protest and Complaints APPLY	 Make a Payment PAY

Manage your Account
[MANAGE](#)

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- On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.

My Accounts
Select the account name to view account details.

To Add a:

- Business click **CREATE BUSINESS ENTITY**
- User click **VIEW AND CREATE CONTACTS**

Account Name	Business Type	View Contacts
ANINA CARS	Sole Proprietor	VIEW & CREATE CONTACTS

[GO TO HOME](#) [CREATE BUSINESS ENTITY](#)

- On the *My Contacts* page, click the **ASSOCIATE NEW USER** button.

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Test Dealer ▾

My Contacts

Select any contact to view user details or to change their access

To grant a new individual access to your eLICENSING account, select "Associate New User".

Contact First Name	Contact Last Name	Role	Email	Phone
TEST	Dealer	Administrator	testdealerme@gmail.com	(555) 555-5555

VIEW MY ACCOUNTS ASSOCIATE NEW USER

- On the top part of the *Create User* page, type in the requested information.

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Test Dealer ▾

Create User

* First Name Middle Name * Last Name

* Email * Phone

* User Role * Organization Name
 Dealer ▾ Test Dealer Consultant ▾

- Carefully read the information on the bottom of the page and then click the **SUBMIT** button.

eLICENSING Administrator Account Liability Statement

By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:

- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

[BACK](#)

[GO TO HOME](#)

[SUBMIT](#)

The new user will receive 3 emails from TxDMV containing the account username, password, and login link to eLICENSING.