

eLICENSING Quick Start Guide

This guide is intended to help you work with your registered (existing) account or register for one as well as perform some simple getting started administration.

If you already have licenses and are the eLICENSING administrator for your company (also referred to as your organization), you should have received your eLICENSING login credentials via email and do not have to register your organization. You can log into your account using the credentials in your email. Refer to page 2.

If you are part of an organization that has already been registered, you can request a user account through the eLICENSING system or ask your eLICENSING administrator to add you to the registered account. Refer to page 3.

If you or your company have not previously done licensing business with TxDMV or do not have an existing account, you can register your organization in the eLICENSING system and create an eLICENSING administrator account. Refer to page 9.

As an eLICENSING administrator, you can add more users to your organization account. Refer to page 14.

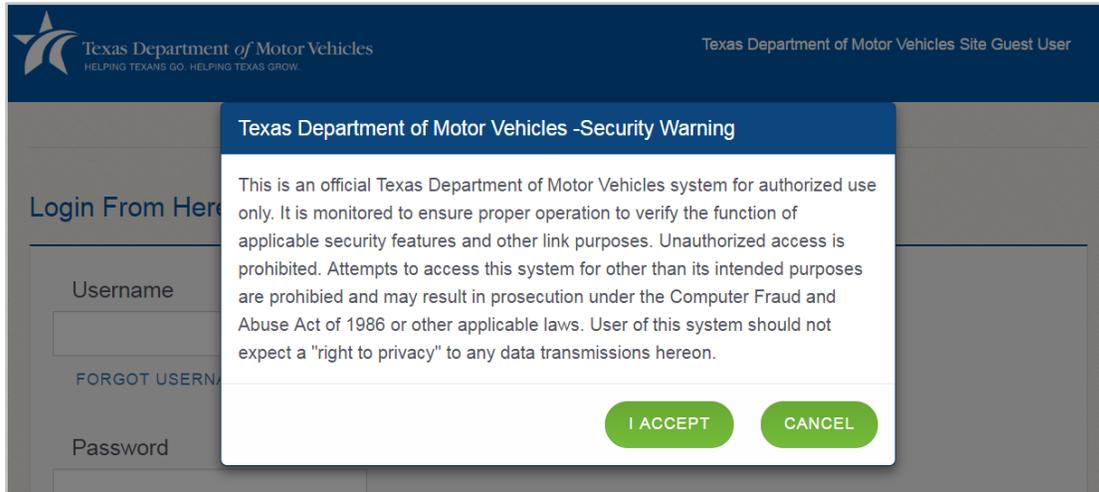
Notes about working in the eLICENSING System:

- 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.

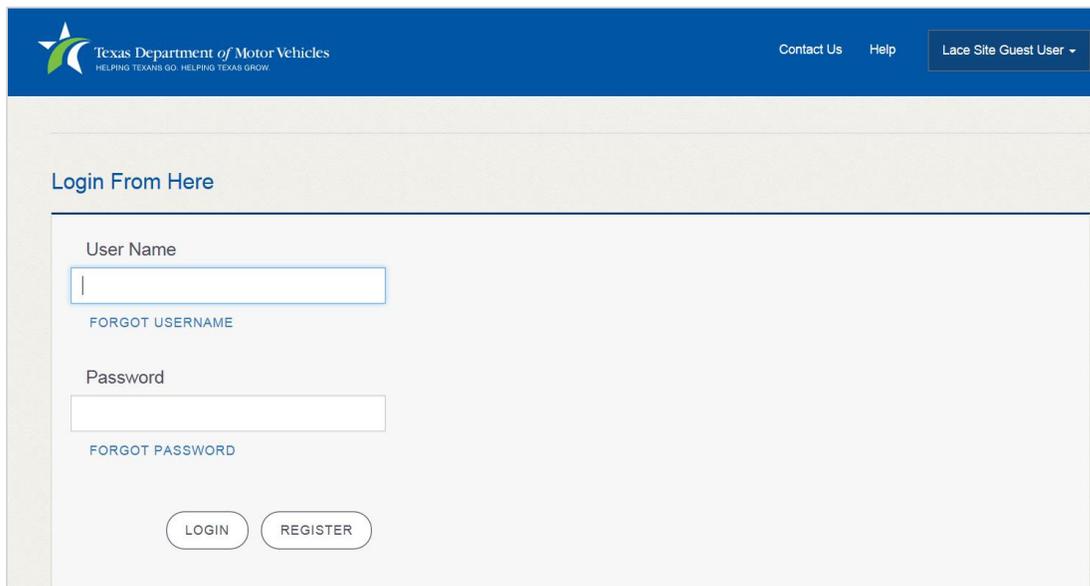
1 Logging Into Your Existing Account

Use the following steps if you have 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.



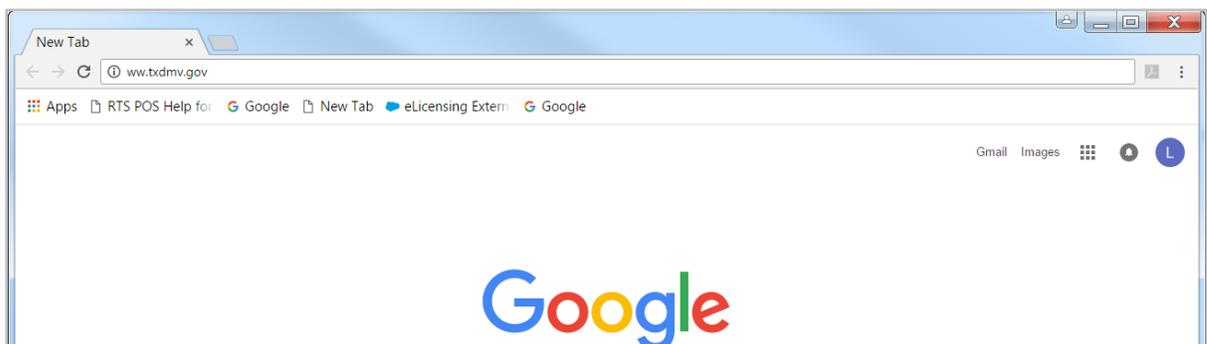
3. On the *Login* page, type in your **User Name**.
4. Type in your **Password**.
5. Click the **LOGIN** button.



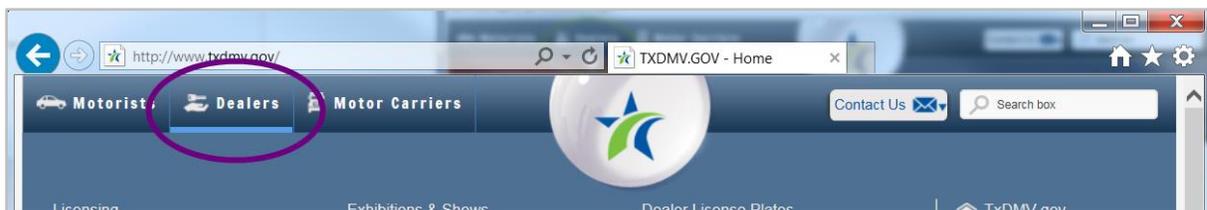
2 Requesting Your New User Account for a Registered Organization

If you are part of an organization that has already been registered, you can request your user account through the eLICENSING system and submit it to the eLICENSING administrator of your organization for approval. You must know the business name under which the organization is registered, the DBA, the city in which it is registered, a license number, or a combination of this information.

1. In a Google Chrome web browser window, type in **www.txdmv.gov** and press the **Enter** key.



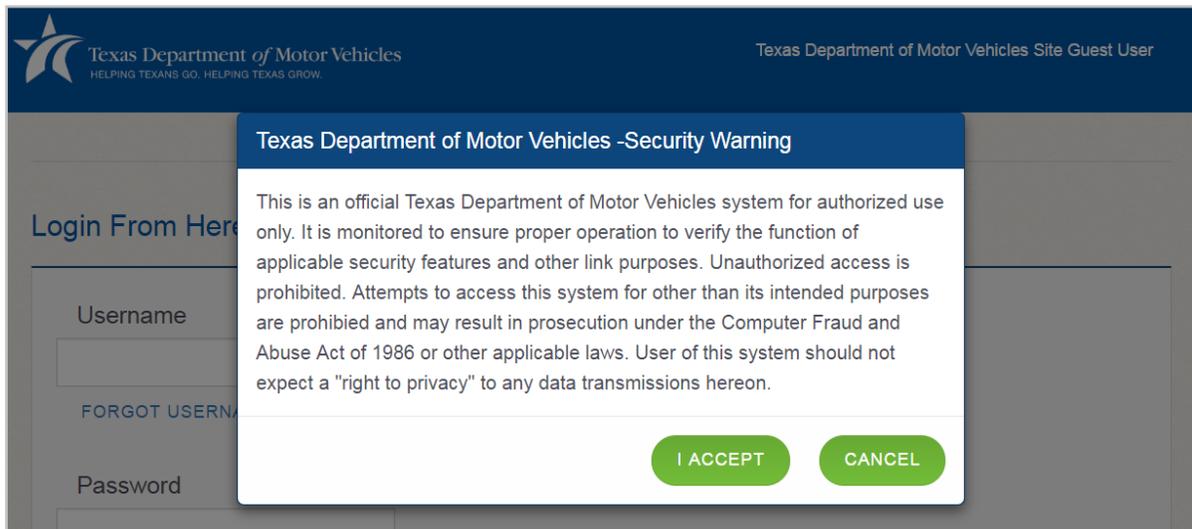
2. On the *TxDmv.gov* home page, click the **Dealers** tab.



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



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



5. On the *Login From Here* page, click the **REGISTER** button.

Username

FORGOT USERNAME

Password

FORGOT PASSWORD

LOGIN REGISTER

6. On the popup displayed, click the **NEXT** button.

Do you have an account?

If you already have an eLICENSING user account with us (you are the eLICENSING administrator for your organization/dealership or the administrator has set up a user account for you), close this pop up and log into eLICENSING with the user name and the password that was emailed to you.

If you are new to eLICENSING system, click NEXT to register your organization and create a user account.

NEXT CLOSE

7. On the *Register Organization* page, locate the **REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION** area and click the **SELECT** button.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Texas Department of Motor Vehicles Site Guest User

To register a new eLICENSING user for an organization that:

- Already exists in eLICENSING, select REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION where you will be asked to identify your organization (or Search for it), fill in user information, and then submit your request to your organization administrator
- Has not registered with eLICENSING yet, select CREATE ORGANIZATION AND NEW USER ACCOUNT to register your organization and create the first eLICENSING administrator user account

REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION

CREATE ORGANIZATION AND NEW USER ACCOUNT

SELECT

SELECT

8. On the *Search for an Existing Organization* page, enter appropriate criteria using the fields below and click the **SEARCH** button.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Texas Department of Motor Vehicles Site Guest User

Search for an Existing Organization

Search for your existing organization using any of the fields below:

Business Name DBA License Number City

SEARCH RESET

CANCEL

- From the search results returned, locate your organization and click the **SELECT** button next to it.

Texas Department of Motor Vehicles Site Guest User

Search for an Existing Organization

Search for your existing organization using any of the fields below:

Business Name <input type="text" value="Texas Dmv Account1"/>	DBA <input type="text"/>	License Number <input type="text"/>	City <input type="text"/>
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Select the organization for your user account

ACTION	BUSINESS NAME	DBA	PHONE	PHYSICAL ADDRESS	CITY	STATE	COUNTRY	LICENSE NUMBER	LICENSE TYPE
SELECT	Texas Dmv Account1		(456)	6212 RICE AVE	HOUSTON	Texas	USA	000556	GDN

- On the top of the *New User Account Request* page, carefully read the information. If you need to return to select a different account, click the **BACK** button.

Texas Department of Motor Vehicles Site Guest User

New User Account Request

You are requesting a new user account for the following organization :

Texas Dmv Account1
 DBA:
 6212 RICE AVE
 HOUSTON , Texas
 (456)

11. If the information is correct, in the **User Information** section:

User Information

*Indicates Required Field

Complete the fields on this form and submit it to send your eLICENSING account request to the eLICENSING administrator for your organization. Note that the email address you enter must be unique to your organization.

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Phone	
<input type="text"/>	<input type="text"/>	

When you click Submit, the eLICENSING dealer administrator associated with the dealer you selected will be notified.

[CANCEL](#) [BACK](#) [SUBMIT](#)

- For **First Name**, type in your legal full first name.
- For **Middle Name**, optionally type in a middle name, initial, nickname, or maiden name to help distinguish between other users with similar names.
- For **Last Name**, type in your full last name.
- 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 two emails containing your login credentials.
- For **Phone**, type the telephone number where you will receive and respond to telephone calls.
- Click the **SUBMIT** button.

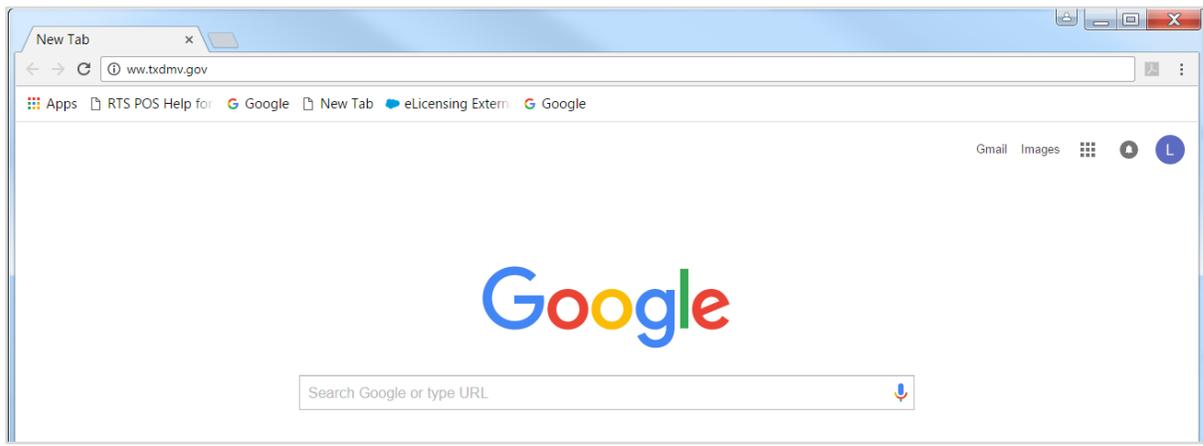
The request will be sent to the eLICENSING administrator for your organization. Once approved, you will receive several emails from TxDMV.gov containing the account username, password, and the link to eLICENSING.

3 Registering for a New Account

If your company/dealership has not yet registered for an eLICENSING account, 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.



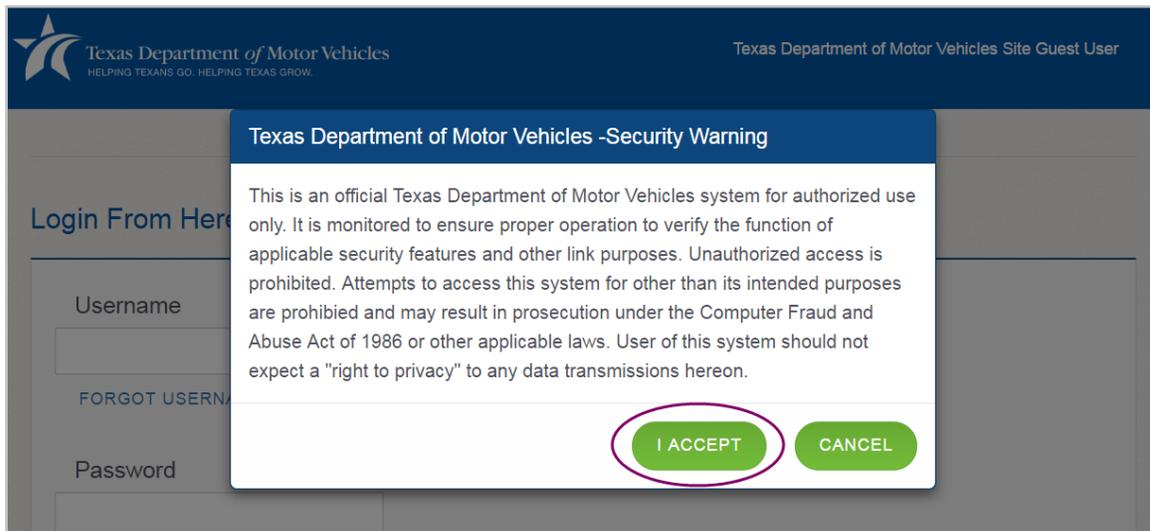
2. On the *TxDmv.gov* home page, click the **Dealers** tab.



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



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



5. On the *Login* page, click the **REGISTER** button.

Username

FORGOT USERNAME

Password

FORGOT PASSWORD

LOGIN REGISTER

6. On the popup displayed, click the **NEXT** button.

Do you have an account?

If you already have an eLICENSING user account with us (you are the eLICENSING administrator for your organization/dealership or the administrator has set up a user account for you), close this pop up and log into eLICENSING with the user name and the password that was emailed to you.

If you are new to eLICENSING system, click NEXT to register your organization and create a user account.

NEXT CLOSE

7. On the *Register Organization* page, locate the **CREATE ORGANIZATION AND USER ACCOUNT** area and click the **SELECT** button.

To register a new eLICENSING user for an organization that:

- Already exists in eLICENSING, select REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION where you will be asked to identify your organization (or Search for it), fill in user information, and then submit your request to your organization administrator
- Has not registered with eLICENSING yet, select CREATE ORGANIZATION AND USER ACCOUNT to register your organization and create the first eLICENSING administrator user account

REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION

CREATE ORGANIZATION AND NEW USER ACCOUNT

SELECT

SELECT

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

* Indicates Required Field

* First Name Middle Name * Last Name

* Email * Phone

- 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 two emails containing your login credentials.
- e. For **Phone**, type the telephone number where you will receive and respond to telephone calls.
- f. 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:

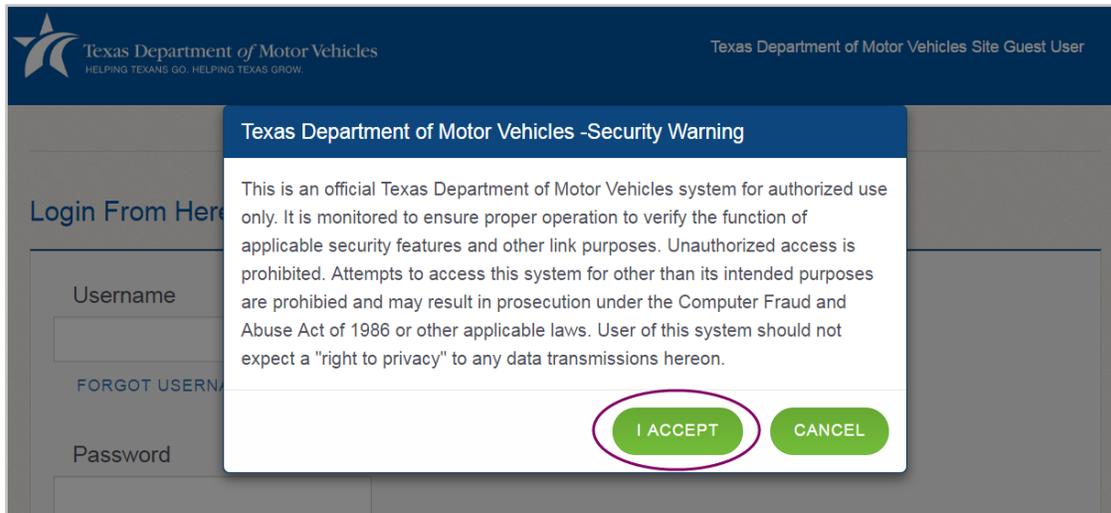
- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business 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](#)

4 Adding Users to an Existing Account

As the eLICENSING administrator for your company who already has a registered organization, 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.



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

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Salvage Dealer ▾

Welcome

Choose an option below to get started.

 Apply for a New License APPLY	 Renew a License APPLY	 Amend a License APPLY	 Plates and Stickers APPLY
 My Saved Applications VIEW	 My Licenses and Plates VIEW	 My Enforcement 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			

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

My Accounts

Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".
To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
TEST DEALER CONSULTANT	Sole Proprietor	VIEW & CREATE CONTACTS

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

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

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](#)

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

The screenshot shows the 'Create User' page header with the Texas Department of Motor Vehicles logo and tagline 'HELPING TEXANS GO, HELPING TEXAS GROW.' A 'Test Dealer' dropdown menu is in the top right. The form fields are as follows:

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Phone	
<input type="text"/>	<input type="text"/>	
* User Role	* Organization Name	
Dealer	Test Dealer Consultant	

7. 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.