

eLICENSING Quick Start Guide

This guide is intended to help you access eLICENSING. It is designed for individuals who require access for an existing license/account (a registered account).

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.

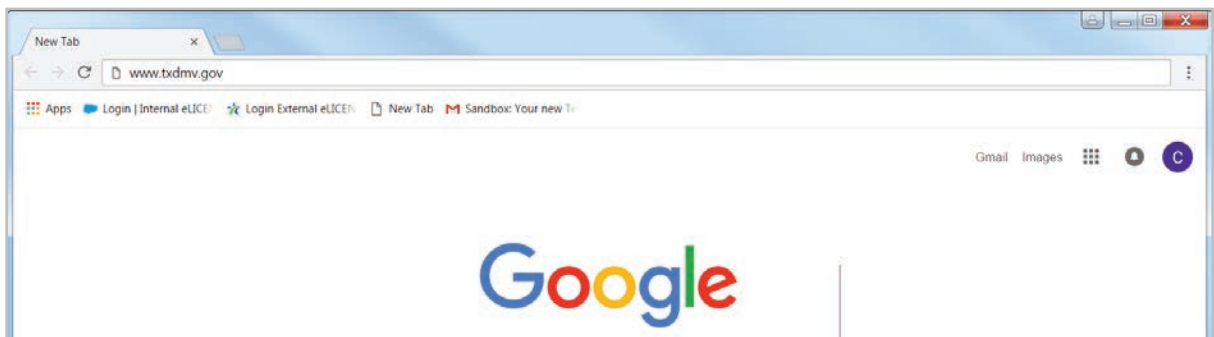
Notes about working in the eLICENSING System:

- 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.

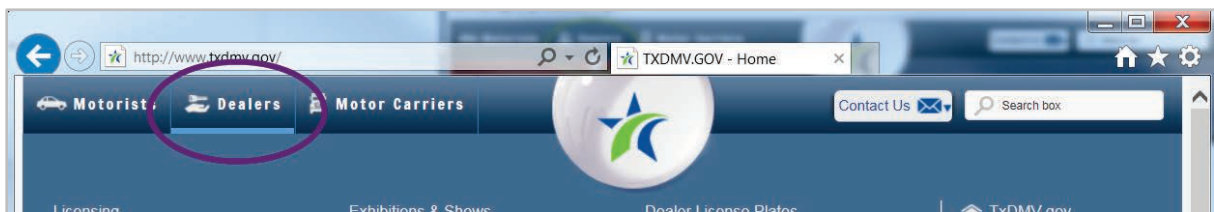
1 Requesting Your New User Account for a Registered Organization

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.



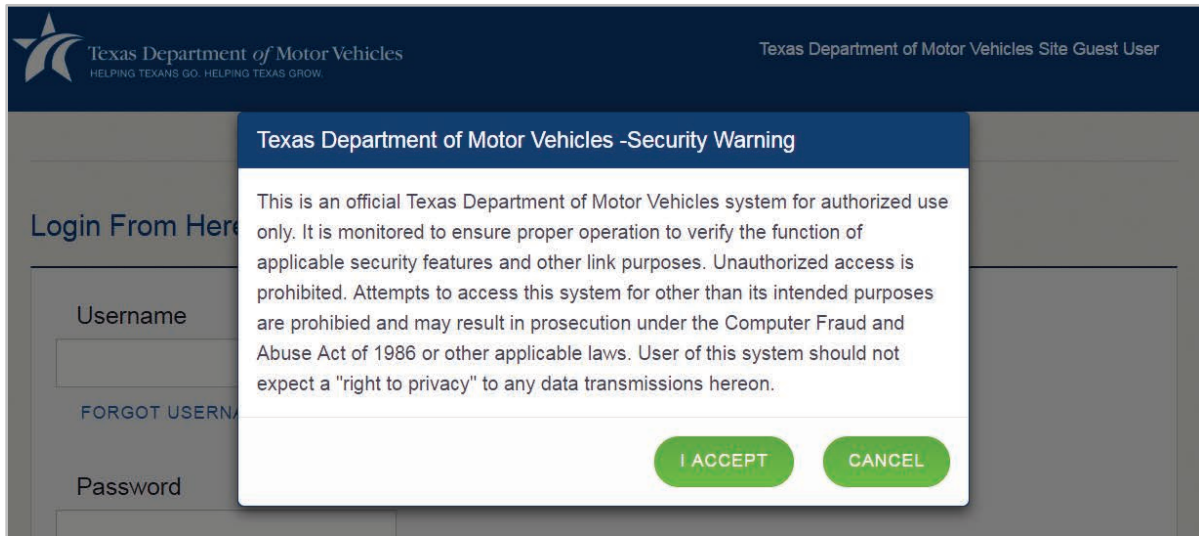
2. On the *TxDmv.gov* home page, click the **Dealers** tab.



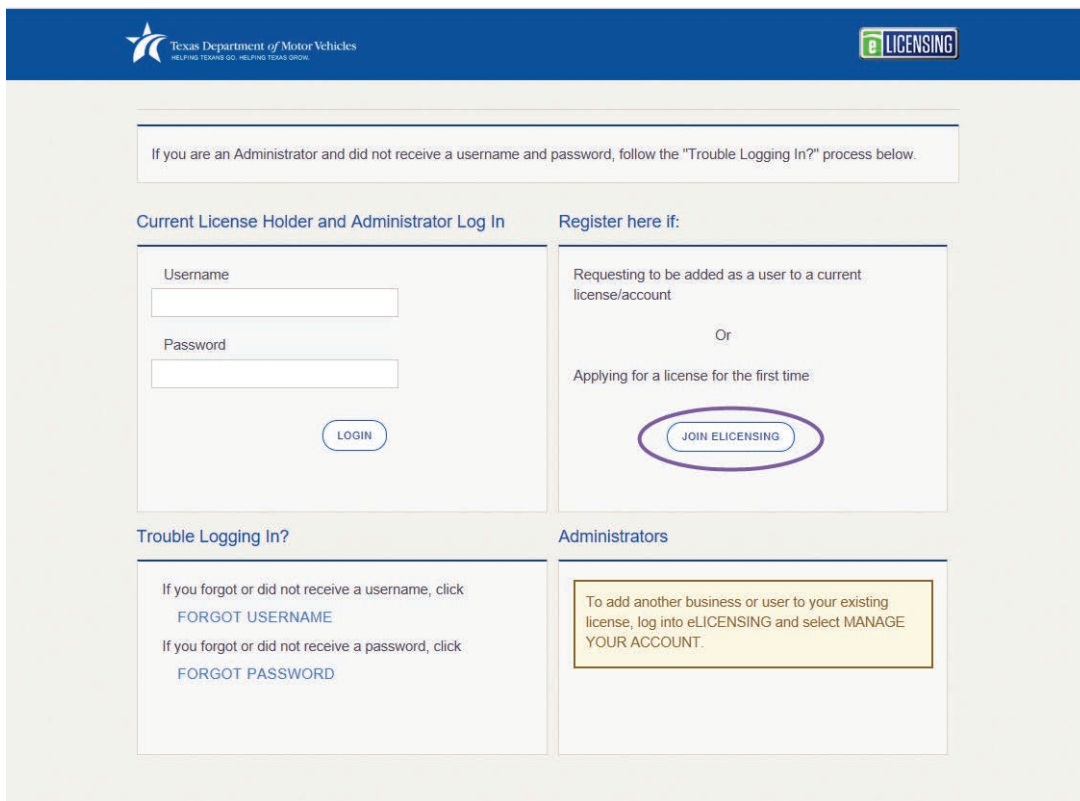
3. On the *Dealers* page, click the eLICENSING icon.



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



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



- On the *Join eLICENSING* page, click the **ADD ME TO A CURRENT LICENSE/ACCOUNT** button.

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

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

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

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
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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)

10. 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 style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
* Email	* Phone	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

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

[CANCEL](#)

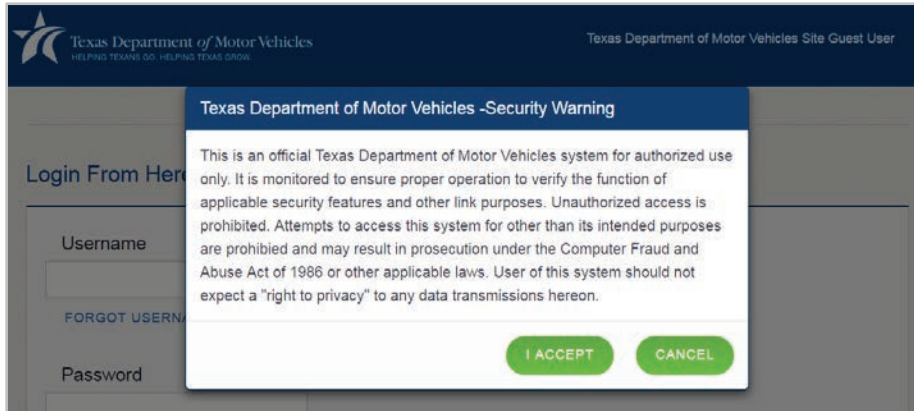
- a. For **First Name**, type in your legal full first name.
- b. For **Middle Name**, optionally type in a middle name, initial, nickname, or maiden name to help distinguish between other users with similar names.
- c. For **Last Name**, type in your full last name.
- d. For **Email**, type in the email 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. 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.

2 Logging Into Your Account

Use the following steps once 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.

