

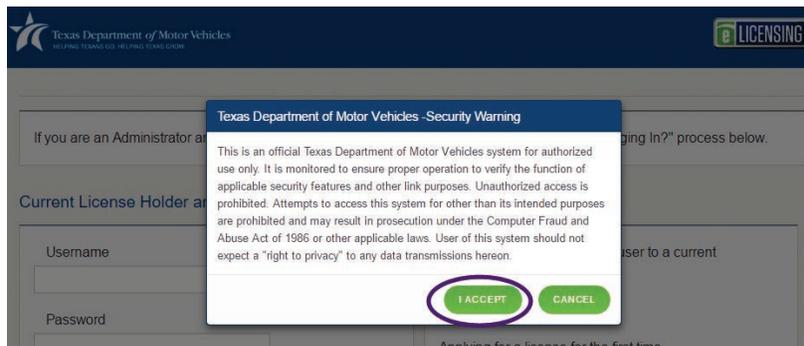


Request Access to eLICENSING - Attorneys

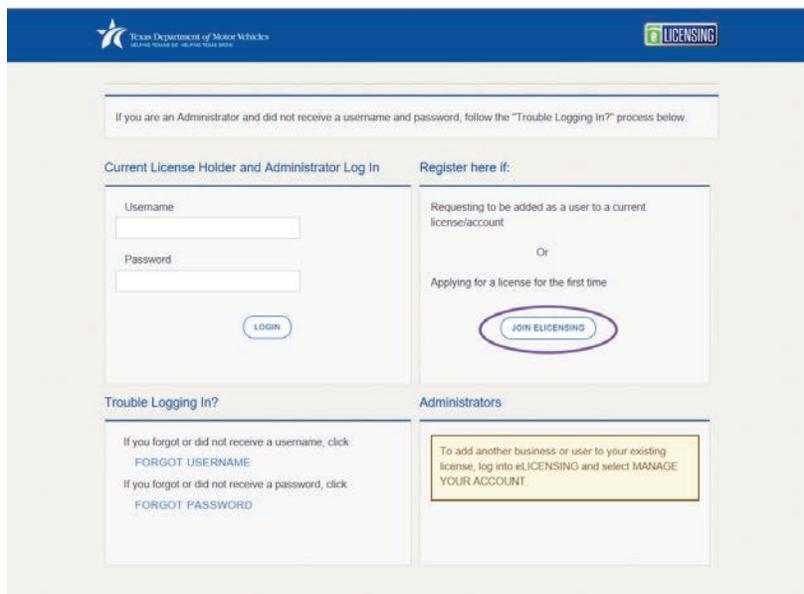
To request access to eLICENSING (for the first time)* for an established (registered) organization which you represent:

***NOTE:** This document is designed to guide attorneys through the process of requesting access to eLICENSING for the first time. Attorneys who **already have access** to eLICENSING for any account (e.g. added as an authorized attorney for a client), who require access to a different eLICENSING account (e.g. a different client), must have a representative from the account to which they would like to be added contact the TxDMV and submit [form LF705: Application to Provide Attorney Access to eLICENSING](#)

1. In the Google Chrome browser, type **www.TxDmv.gov/eLICENSING** in the address field and press the Enter key.
2. Carefully read the Security Warning pop-up that displays over the Login page and click the I Accept button.



3. On the Login page, click the JOIN ELICENSING button.



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

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

5. On the *Search for an Existing Organization* page, enter appropriate criteria using the fields below and click the **SEARCH** button.
6. Note: you must know the business name used by the organization to register, the DBA, the city in which it is registered, or a license number to conduct a search.

Search for an Existing Organization

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

Business Name	DBA	License Number	City
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SEARCH **RESET**

CANCEL

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

Search for an Existing Organization

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

Business Name DBA License Number City

SEARCH RESET

Select the organization for your user account

ACTION	BUSINESS NAME	DBA	PHONE	PHYSICAL ADDRESS	CITY	STATE	COUNTRY	LICENSE NUMBER	LICENSE TYPE
SELECT	Jack Test				HARRIS	Texas	USA	00000	Manufacturer

CANCEL

8. 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.

New User Account Request

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

Jack Test
MANUFACTURER AVE
HARRIS, Texas
(331) 333-3333

9. If the information is correct, in the **User Information** section enter the following information:

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

* Email * Phone

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

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.
- 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 the organization. Once approved, you will receive emails from TxDMV.gov containing the account username, password, and the link to eLICENSING.