

eLICENSING Quick Start Guide - Administrators

This guide is intended to help you work with your registered (existing) account.

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

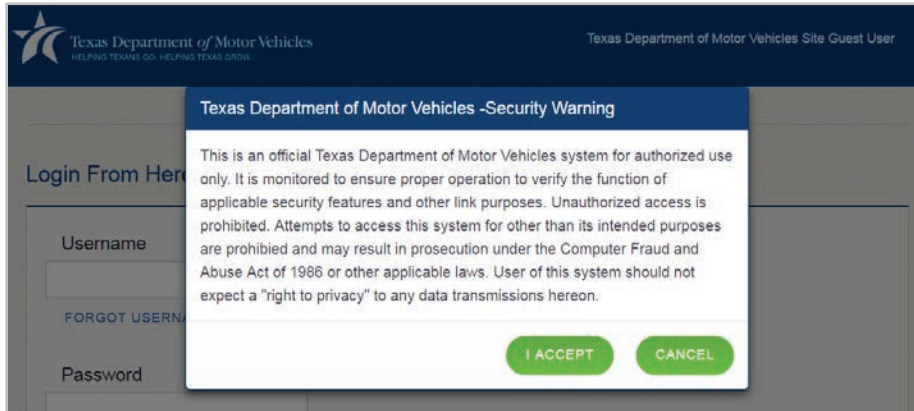
Notes about working in the eLICENSING System:

- 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 (e.g. an email address that is not shared with any other user).

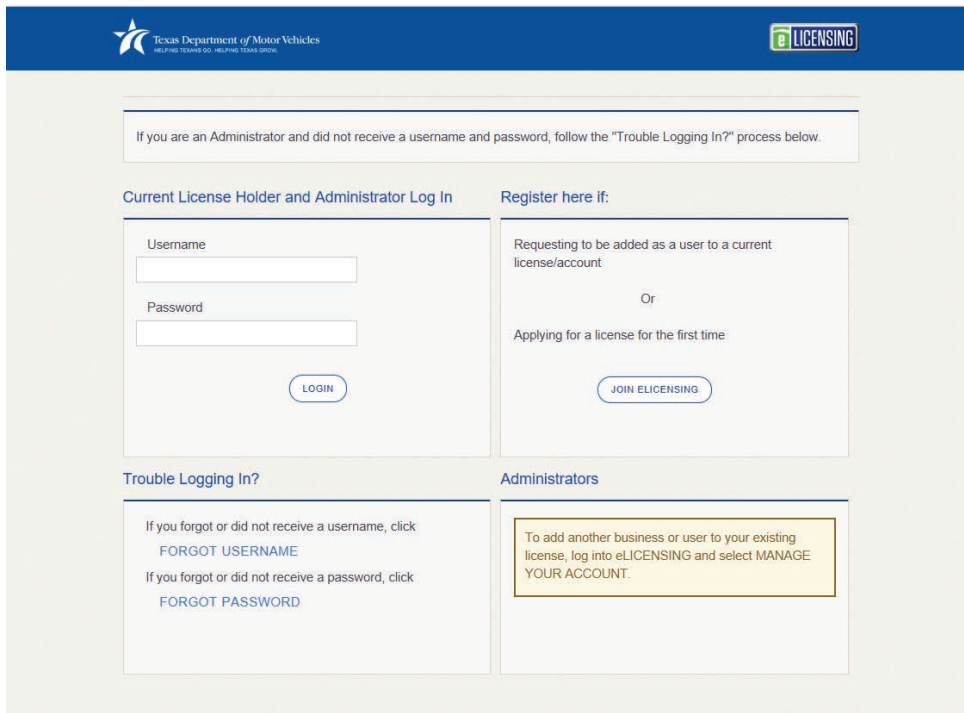
1 Logging Into Your Existing Account

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.




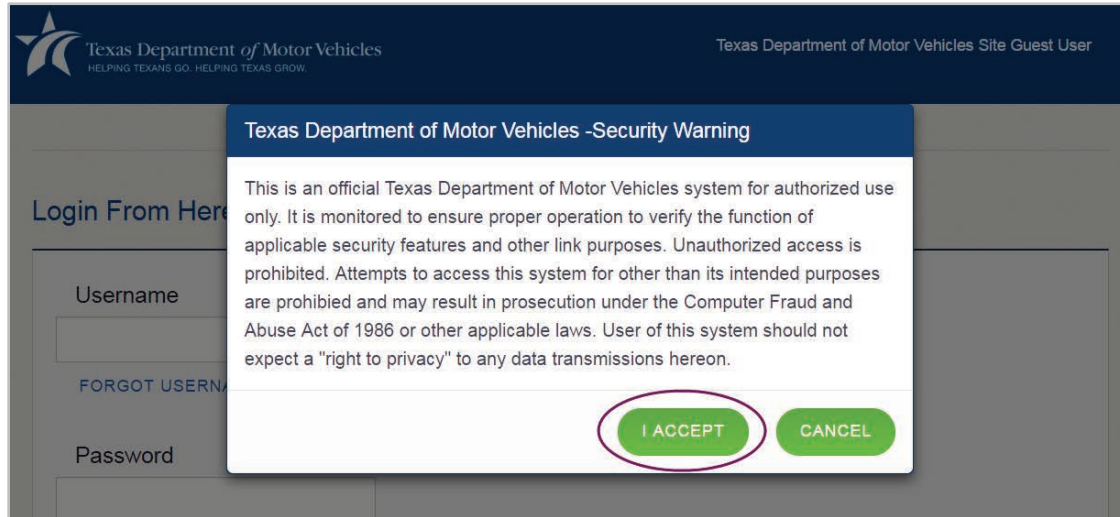
3. On the *Login* page, type in your **User Name**.
4. Type in your **Password**.
5. Click the **LOGIN** button.



2 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 ▾

Note: for **User Role** choose **Attorney** if you need to add an attorney to your account. For all other users, choose **Dealer**.

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.