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

4. On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.
5. On the My Contacts page, click the ASSOCIATE NEW USER button.

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

**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.

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