eLICENSING Quick Start Guide

This guide is intended to help you register for an eLICENSING account (apply for a license for the first time) as well as perform some simple getting started administration.

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

As an eLICENSING administrator, you can add more users to your organization 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 Registering for a New Account

If your company/dealership has not yet registered for an eLICENSING account (e.g. it is your first time applying for a license), 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 JOIN ELICENSING button.

6. On the Join eLICENSING page, click the JOIN ELICENSING button.
7. On the top of the Create Account page:
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 emails containing your login credentials.

e. For **Phone**, type the telephone number where you will receive and respond to telephone calls.

f. For **Business Type**, select the appropriate response for your business type.

g. For **Business Name**, type in the legal name of your business. For a sole proprietorship, enter the name of the owner (which must match the name on the driver's license or the ID of the owner). For a general partnership, enter the name of each partner (which must match the names on their driver's licenses or IDs). All others must enter the business name that is on file with the Texas Secretary of State.

h. For **EIN**, type in your social security number if you are a sole proprietor. For all other business types, enter the EIN of the business

i. For **Is it Non Profit**, indicate if your business is nonprofit.

j. For **Is it Publicly Trade**, indicate if your business is publically traded.

k. Once you have completed all of the required fields, click the **SUBMIT** button.
2 Logging Into Your eLICENSING Account

Use the following steps once you have registered for eLICENSING and 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.
3 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.

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.