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.

![Google Chrome window](image)

2. On the TxDMV.gov home page, click the Dealers tab.

![Dealers tab](image)

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 From Here* page, click the **JOIN ELICENSING** button.

6. 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.
9. 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.
10. If the information is correct, in the **User Information** section:

![User Information](image)

- 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.