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.

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

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.

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