



eLICENSING Quick Start Guide

This guide is intended to help you work with your registered (existing) account or register for one as well as perform some simple getting started administration.

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. Refer to page 2.

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. Refer to page 3.

If you or your company have not previously done licensing business with TxDMV or do not have an existing account, you can register your organization in the eLICENSING system and create an eLICENSING administrator account. Refer to page 9.

As an eLICENSING administrator, you can add more users to your organization account. Refer to page 14.

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.





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

- 1. Open the email and click the link to the eLICENSING system.
- 2. On the Security Warning pop-up click the I ACCEPT button.

Texas Departmen	t <i>of</i> Motor Vehicles a texas anow.	Texas Department of Motor	Vehicles Site Guest User
	Texas Department of Motor Vehicles -Secur	ity Warning	
Login From Here	This is an official Texas Department of Motor Vehi only. It is monitored to ensure proper operation to applicable security features and other link purpose prohibited. Attempts to access this system for othe are prohibied and may result in prosecution under Abuse Act of 1986 or other applicable laws. User expect a "right to privacy" to any data transmissio	icles system for authorized use verify the function of es. Unauthorized access is er than its intended purposes r the Computer Fraud and of this system should not ns hereon.	
Password		ACCEPT CANCEL	

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

Texas Department of Motor Vehicles HELPING TEXANS GOL HELPING TEXAS GROW		Contact Us	Help	Lace Site Guest User +
Lucia Francisca				
User Name				
FORGOT USERNAME				
Password				
FORGOT PASSWORD				
LOGIN REGISTER				

LICENSING

2 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.



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

Contraction that the second se	0 - Q	TXDMV.GOV - Home	-□× ↑★ ‡
🚗 Motoristi 🚬 Dealers 🛔	Motor Carriers	*	Contact Us 💌 🔎 Search box
Licensing	Exhibitions & Shows	Dealer License Plates	





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.

Texas Departmer Helping Texans go. Helpin	nt of Motor Vehicles NG TEXAS GROW.	Texas Department of Motor	· Vehicles Site Guest User
	Texas Department of Motor Vehicles -S	Security Warning	
Login From Here	This is an official Texas Department of Motor only. It is monitored to ensure proper operati applicable security features and other link pu prohibited. Attempts to access this system for are prohibied and may result in prosecution Abuse Act of 1986 or other applicable laws. expect a "right to privacy" to any data transm	r Vehicles system for authorized use ion to verify the function of urposes. Unauthorized access is or other than its intended purposes under the Computer Fraud and User of this system should not nissions hereon.	
FORGOT USERN		I ACCEPT CANCEL	
Password			





5. On the *Login From Here* page, click the **REGISTER** button.

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Texas Department of Motor Vehicles Site Guest User
Login From Here	
Username	
FORGOT USERNAME	
Password	
FORGOT PASSWORD	
LOGIN	

6. On the popup displayed, click the **NEXT** button.

	Do you have an account?	×
gin From Her	If you already have an eLICENSING user account with us (you are the eLICENSING administrator for your organization/dealership or the are has set up a user account for you), close this pop up and log into eL with the user name and the password that was emailed to you.	he dministrator ICENSING
	If you are new to eLICENSING system, click NEXT to register your of and create a user account.	organization
Password	NEXT	CLOSE





7. On the *Register Organization* page, locate the **REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION** area and click the **SELECT** button.

Ż	Texas Department of Motor Vehicles Helping texans go. Helping texas grow.	Texas Department of Motor Vehicles Site Guest User
To re	gister a new eLICENSING user for an organization	that:
	 Already exists in eLICENSING, select REQUE ORGANIZATION where you will be asked to i information, and then submit your request to y Has not registered with eLICENSING yet, sele ACCOUNT to register your organization and o account 	EST USER ACCOUNT FOR EXISTING dentify your organization (or Search for it), fill in user your organization administrator ect CREATE ORGANIZATION AND USER create the first eLICENSING administrator user
	REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION	CREATE ORGANIZATION AND NEW USER ACCOUNT
	SELECT	SELECT

8. On the *Search for an Existing Organization* page, enter appropriate criteria using the fields below and click the **SEARCH** button.

Texas Department of N HELPING TEXANS GO. HELPING TEXAN	Motor Vehicles ^{3 GROW.}	Texas Depart	ment of Motor Vehicles Site Guest User
Search for an Existi Search for your existing	ng Organization organization using a	ny of the fields below:	
Business Name	DBA	License Number	City SEARCH RESET
			CANCEL



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

Texas Department of Motor Vehicles Helping texans go. Helping texas grow.					Texas Department of Motor Vehicles Site Guest U				
earch fo	r an Existi	ng Orgai	nization						
earch for y	our existing	organizati	on using ar	ny of the fi	elds below:				
Business	Name	DBA			License Nun	nber	Ci	ty	
Texas Dr	mv Account1								
							SEA	RCH	RESET
Select the	e organizatio	on for your	user accou	nt					
ACTION	BUSINESS	DBA	PHONE	PHYSICAL	CITY	STATE	COUNTRY		
SELECT	Texas Dmv Account1		(456)	6212 RICE AVE	HOUSTON	Texas	USA	000556	GDN

10. 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.

Texas Department of Motor Vehicles	Texas Department of Motor Vehicles Site Guest User
New User Account Request	
You are requesting a new user account for the following org	anization :
Texas Dmv Account1	
DBA: 1	
6212 RICE AVE	
HOUSTON , Texas	
(456)	





11. If the information is correct, in the **User Information** section:

User Information		
*Indicates Required Field		
Complete the fields on this form eLICENSING administrator for to your organization.	a and submit it to send your eLICENs your organization. Note that the ema	SING account request to the il address you enter must be unique
* First Name	Middle Name	* Last Name
* Email	* Phone	
When you click Submit, the eLl will be notified.	CENSING dealer administrator asso	ciated with the dealer you selected
		CANCEL BACK SUBMIT

- 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.





3 Registering for a New Account

If your company/dealership has not yet registered for an eLICENSING account, 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.

Texas Department Helping Texans go. Helping	t <i>of</i> Motor Vehicles 19 Texas grow.	Texas Department of Motor '	/ehicles Site Guest User
	Texas Department of Motor Vehicles -Security	Warning	
Login From Here	This is an official Texas Department of Motor Vehicle only. It is monitored to ensure proper operation to ve applicable security features and other link purposes. prohibited. Attempts to access this system for other are prohibied and may result in prosecution under th Abuse Act of 1986 or other applicable laws. User of expect a "right to privacy" to any data transmissions	es system for authorized use rify the function of Unauthorized access is than its intended purposes e Computer Fraud and this system should not hereon.	
FORGOT USERN		CCEPT CANCEL	





5. On the *Login* page, click the **REGISTER** button.

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Texas Department of Motor Vehicles Site Guest User
Login From Here	
Username	
FORGOT USERNAME	
Password	
FORGOT PASSWORD	
LOGIN	

6. On the popup displayed, click the **NEXT** button.

	Do you have an account?	×
jin From Her e	If you already have an eLICENSING user account with us (you an eLICENSING administrator for your organization/dealership or th has set up a user account for you), close this pop up and log into with the user name and the password that was emailed to you.	re the e administrator eLICENSING
	If you are new to eLICENSING system, click NEXT to register yo and create a user account.	ur organization
ORGOT USERN/	NEXT	CLOSE





7. On the *Register Organization* page, locate the **CREATE ORGANIZATION AND USER ACCOUNT** area and click the **SELECT** button.

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Texas Department of Motor Vehicles Site Guest User
To register a new of ICENSING user for an organization th	at
 Already exists in eLICENSING, select REQUES ORGANIZATION where you will be asked to ide information, and then submit your request to yo Has not registered with eLICENSING yet, selec ACCOUNT to register your organization and cre account 	ST USER ACCOUNT FOR EXISTING entify your organization (or Search for it), fill in user our organization administrator of CREATE ORGANIZATION AND USER eate the first eLICENSING administrator user
REQUEST USER ACCOUNT FOR EXISTING ORGANIZATION AND NEW USER ACCOUNT	
SELECT	SELECT

8. On the top of the *Create Account* page:

Texas Department of Motor HELPING TEXANS GO. HELPING TEXAS GROV	or Vehicles	Texas Department of Motor Vehicles Site Guest User		
Indicates Required Field				
* First Name	Middle Name	* Last Name		
* Email	* Phone			

- 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. Carefully read the information on the bottom of the page and then click the **SUBMIT** button.

eL	ICENSING Administrator Account Liability Statement
By hol	submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license der, 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





4 Adding Users to an Existing Account

As the eLICENSING administrator for your company who already has a registered organization, you can create other users who can log in and use eLICENSING.

- 1. From your email or the button on the <u>www.txdmv.gov/dealers</u> page, click the link to display eLICENSING.
- 2. On the Security Warning popup, click the **I ACCEPT** button.

Texas Departmer	nt <i>of</i> Motor Vehicles ng texas grow.	Texas Department of Motor	Vehicles Site Guest User
	Texas Department of Motor Vehicles -Secur	ity Warning	
Login From Here	This is an official Texas Department of Motor Vehi only. It is monitored to ensure proper operation to applicable security features and other link purpose prohibited. Attempts to access this system for othe are prohibied and may result in prosecution under Abuse Act of 1986 or other applicable laws. User expect a "right to privacy" to any data transmission	cles system for authorized use verify the function of es. Unauthorized access is er than its intended purposes the Computer Fraud and of this system should not ns hereon.	
Password		ACCEPT CANCEL	





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

Texas Department of Motor Vehi HELPING TEXANS GO. HELPING TEXAS GROW.	icles		Salvage Dealer -
Welcome Choose an option below to get s	started.		
Apply for a New License	Renew a License	C Amend a License	Plates and Stickers
My Saved Applications	My Licenses and Plates	My Enforcement Cases	Dealer Replacement
Close a License	Change General License Info	Protest and Complaints	\$ Make a Payment
Manage your Account			



4. On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.

Texas Department of Motor Vehici Helping texans go. Helping texas grow.	les		Test Dealer -
My Accounts			
Select the account name to view	account details.		
To grant or remove an individu To add a new business you inte Account Name	al's eLICENSING access, select "View end to license, select "Create Business Business Type	& Create Contacts". s Entity". View Contacts	
TEST DEALER CONSULTANT	Sole Proprietor	VIEW & CREATE CONTACTS	
		GO TO HOME CREATE	BUSINESS ENTITY

5. On the *My Contacts* page, click the **ASSOCIATE NEW USER** button.

Texas Departmen Helping Texans go. Helping	t of Motor Vehicles 16 TEXAS GROW.				Test Dealer +
My Contacts					
Select any contact t	o view user details or	to change their acc	ess		
To grant a new in	dividual access to you	Ir eLICENSING acc	count, select "Associate New Us	ser".	
Contact First Name	Contact Last Name	Role	Email	Phone	
TEST	Dealer	Administrator	testdealerme@gmail.com	(555) 555-5555	
					_
			VIEW MY ACC	COUNTS ASSOCIATE NEV	W USER



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

Texas Department of Motor Veh HELPING TEXANS GO. HELPING TEXAS GROW.	icles			Test Dealer 🗸
Create User				
* First Name	Middle Name		* Last Name	
* Email		* Phone		
* User Role		* Organization Nam	ne	
Dealer	Ψ	Test Dealer Consult	tant	*

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 eLICENSIN holder, the following:	NG Administrator for the applicant or license
The applicant or license holder is liable and responsible for all activity con-	ducted in the eLICENSING account.
 The referenced individual is authorized to access my eLICENSING account license holder for the role indicated; and for conducting business for the approximate the second s	nt for the purpose of representing the applicant or pplicant or license holder for the role indicated.
 I understand that the individual will continue to have account access until the applicant or the license holder either modify or remove the individual's Department a written request to modify or remove the individual's access 	l or a subsequent eLICENSING Administrator for access to the account; or provide to the 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.