



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.

LICENSING



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.



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

http://www.txdmv.gov/	-	P → C 🖈 TXDMV.GOV - Home	× 1 × 1 × 1 × 1 × 1 × 1 × 1 × 1 × 1 × 1
🖚 Motorist 💦 📚 Dealers	A Motor Carriers		Contact Us 💽 🔎 Search box
Licensing	Exhibitions & Shows	Dealer License Plates	TvDMM/ any

3. On the *Dealers* page, click the eLICENSING icon.

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TxDMV + Deaters				I
eLICENSING: New Online System for Motor Vehicle Licensees - You are now able to apply for, renew, or amend motor whicke licenses online. The Texas Department of Motor Vehicles (TxDMV) replaced its paper-based licensing system with an online self-service hub for all motor vehicle licensees and salvage dealers operating in Texas.				
🕕 eLICENSING Resources				
eLICENSING Resources				
Webinar: Salvage Vehicles Rebuilt by Salvage Vehicle Dealers Photo ID Requirements				



4. Carefully read the *Security Warning* pop-up that displays over the *Login* page and click the **I ACCEPT** button.

Texas Departmen	t <i>of</i> Motor Vehicles 19 texas grow.	Texas Department of Motor Vehicles Site Guest User
	Texas Department of Motor Vehicles -Se	curity Warning
Login From Here	This is an official Texas Department of Motor ' only. It is monitored to ensure proper operatio applicable security features and other link pur prohibited. Attempts to access this system for are prohibied and may result in prosecution u Abuse Act of 1986 or other applicable laws. U expect a "right to privacy" to any data transmi	n to verify the function of poses. Unauthorized access is other than its intended purposes nder the Computer Fraud and ser of this system should not
Password		I ACCEPT CANCEL

5. On the Login From Here page, click the JOIN ELICENSING button.

If you are an Administrator and did not receive a username a	nd password, follow the "Trouble Logging In?" process below.
Current License Holder and Administrator Log In	Register here if:
Username	Requesting to be added as a user to a current license/account
Password	Or Applying for a license for the first time
LOGIN	JOIN ELICENSING
Trouble Logging In?	Administrators
If you forgot or did not receive a username, click FORGOT USERNAME If you forgot or did not receive a password, click	To add another business or user to your existing license, log into eLICENSING and select MANAGE YOUR ACCOUNT.

6. On the *Join eLICENSING* page, click the **ADD ME TO A CURRENT LICENSE/ACCOUNT** button.



-	(Texas	Departm	nent of	Motor	Vehicles

To Join eLICENSING			
Request to be added as a us	ADD ME TO A CURRENT		
Apply for license for the first t			
	JOIN ELICE	NSING	
Administrators			
To add another business or use	r to your existing license, log into	eLICENSING and select MANAGE YOU	RACCOUNT

7. 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 TEXAS	Motor Vehicles s grow.	Texas Depar	tment of Motor Vehicles Site Guest User
Search for an Existi Search for your existing		ny of the fields below:	
Business Name	DBA	License Number	City SEARCH RESET
			CANCEL

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





Texas D Helping te	Department of N XANS GO. HELPING TEXAS	Motor Vehicle 3 grow.	:5			Texas De	partment of N	lotor Vehicles	Site Guest U
	o <mark>r an Existi</mark> your existing			ny of the fi	ields below:				
Business Texas D	Name mv Account1	DBA			License Nun	nber	Ci	ty	
Select the	e organizatio	on for your	user accou	nt			SEA	LICENSE	RESET
ACTION	NAME	DBA	PHONE	ADDRESS	СІТҮ	STATE	COUNTRY		TYPE
SELECT	Texas Dmv Account1		(456)	6212 RICE AVE	HOUSTON	Texas	USA	000556	GDN
	121 1721	112011	(150)		110110701	121	1104	0005577	0.001

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.

1	Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.	Texas Department of Motor Vehicles Site Guest User	
	New User Account Request		
	You are requesting a new user account for the following	g organization :	
	Texas Dmv Account1		
	DBA: 1		
	6212 RICE AVE		
	HOUSTON , Texas		
	(456)		





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

User Information		
*Indicates Required Field		
a second an exception of the second	and the second	LICENSING account request to the the email address you enter must be unique
* First Name	Middle Name	* Last Name
* Email	* Phone	
When you click Submit, th will be notified.	ne eLICENSING dealer administrat	or associated with the dealer you selected

- 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 Image 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.

If you are an Administrator and did not receive a username a	nd password, follow the "Trouble Logging In?" process below.
Current License Holder and Administrator Log In	Register here if:
Username	Requesting to be added as a user to a current license/account
Password	Or Applying for a license for the first time
LOGIN	JOIN ELICENSING
Trouble Logging In?	Administrators
If you forgot or did not receive a username, click FORGOT USERNAME If you forgot or did not receive a password, click	To add another business or user to your existing license, log into eLICENSING and select MANAGE YOUR ACCOUNT.