



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.

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🚗 Motoristi 🚬 Dealers	A Motor Carriers	+	Contact Us 💌	🔎 Search box
Licensing	Exhibitions & Shows	Dealer License Plates	1. 1.	

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

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TXOMV > Dealers				1
Take Note				
eLICENSING: New Online System for Motor Vehicle Licensees - You are now able to apply for, renew, or amend motor vehicle licenses online. The Texas Department of Motor Vehicles (TxDMV) replaced its peper-based licensing system with an online self-service hub for all motor vehicle licenses and salvage dealers operating in Texas.	TUS			
1 eLICENSING Resources				
eLICENSING Resources Forms	Ţ			
🛈 Webinar: Salvage Vehicles Rebuilt by Salvage Vehicle Dealers 🚳 Photo ID Requirement	nts			





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

ogin From Here This is an official Texas Department of Motor Vehicles system for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other link purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purposes are prohibied and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not expect a "right to privacy" to any data transmissions hereon.		Texas Department of Motor Vehicles -Security Warning	
expect a light to privacy to any data transmissions hereon.	ogin From Hero Username	only. It is monitored to ensure proper operation to verify the function of applicable security features and other link purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purposes are prohibied and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not	
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5. On the *Login* 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
LOGIN	Applying for a license for the first time
Trouble Logging In?	Administrators
If you forgot or did not receive a username, click FORGOT USERNAME	To add another business or user to your existing license, log into eLICENSING and select MANAGE
If you forgot or did not receive a password, click FORGOT PASSWORD	YOUR ACCOUNT.

6. On the Join eLICENSING page, click the JOIN ELICENSING button.



1	Texas	Department of	of Motor Vehicles

To Join eLICENSING			<u> </u>
Request to be added as a us	er to a current license/account		
	ADD ME TO A CURRENT LI		
Apply for license for the first t	ime JOIN ELICEN	SING	
Administrators			
To add another business or use	r to your existing license, log into	eLICENSING and select MANAGE YOUR	ACCOUNT
-			

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

* First Name	Middle Name	* Last Name
* Email	* Phone	
owner (which must match name of each partner (wh name that is on file with th	nich must match the names on their driver's lice he Texas Secretary of State.	he owner). For a general partnership, enter the enses or IDs). All others must enter the business
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owner (which must match name of each partner (wh name that is on file with th * Business Type None	a the name on the driver's license or the ID of th nich must match the names on their driver's lice he Texas Secretary of State. * Business Name *	he owner). For a general partnership, enter the enses or IDs). All others must enter the business
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- 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 <u>www.txdmv.gov/dealers</u> 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.

	Texas Department of Motor Vehicles -Security Warning
From Here	This is an official Texas Department of Motor Vehicles system for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other link purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purposes are prohibied and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not
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RGOT USERNA	EXPECT a right to privacy to any data transmissions hereon.

- 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 <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 Departmen	t of Motor Vehicles o texas grow.	Texas Department of Motor Vehicles Site Guest User
	Texas Department of Motor Vehicles -See	curity Warning
Login From Here Username Forgot Usern/	This is an official Texas Department of Motor V only. It is monitored to ensure proper operation applicable security features and other link purp prohibited. Attempts to access this system for are prohibied and may result in prosecution un Abuse Act of 1986 or other applicable laws. Us expect a "right to privacy" to any data transmis	to verify the function of boses. Unauthorized access is other than its intended purposes der the Computer Fraud and ser of this system should not
Password		I ACCEPT CANCEL





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

Plates and Stickers My Licenses and Plates My Cases (APPLY) (VIEW) (VIEW)	Dealer Replacement
	APPLY
Close a License Change General License Info Protest and Complain	s Make a Payment
1	

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

//y Accounts select the account name to vi	iew account details.		
To Add a:			
Business click CREATE	BUSINESS ENTITY		
Business click CREATE		View Contacts	
Business click CREATE User click VIEW AND CF	REATE CONTACTS	View Contacts	





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

Texas Departmen	at of Motor Vehicles 16 TEXAS GROW.			Test Dealer •
My Contacts				
1	o view user details or	to change their acc	ess	
To grant a new in	dividual access to you	ur 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 AC	COUNTS ASSOCIATE NEW USER

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

Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.				Test Dealer 🗸
Create User				
* First Name	Middle Name		* Last Name	
* Email		* Phone		
* User Role		* Organization Nar	ne	
Dealer	*	Test Dealer Consu	Itant	*

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





 holder, the following: The applicant or license holder is liable and responsible for all activity conduct The referenced individual is authorized to access my eLICENSING account license holder for the role individual is and for conducting humans for the role individual is a set of the conducting humans for the role individual is a set of the conducting humans for the role individual is a set of the conducting humans for the role individual is a set of the conducting humans for the conducting humans. 	ucted in the eLICENSING account.
The referenced individual is authorized to access my eLICENSING account	ucted in the eLICENSING account.
icense holder for the role indicated, and for conducting business for the app	for the purpose of representing the applicant of plicant or license holder for the role indicated.
 I understand that the individual will continue to have account access until I of the applicant or the license holder either modify or remove the individual's a Department a written request to modify or remove the individual's access to 	ccess to the account; or provide to the

The new user will receive 3 emails from TxDMV containing the account username, password, and login link to eLICENSING.