

eLICENSING Quick Start Guide - Administrators

This guide is intended to help you work with your registered (existing) account.


If you already have a license 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. As an eLICENSING administrator, you can also add more users to your account.

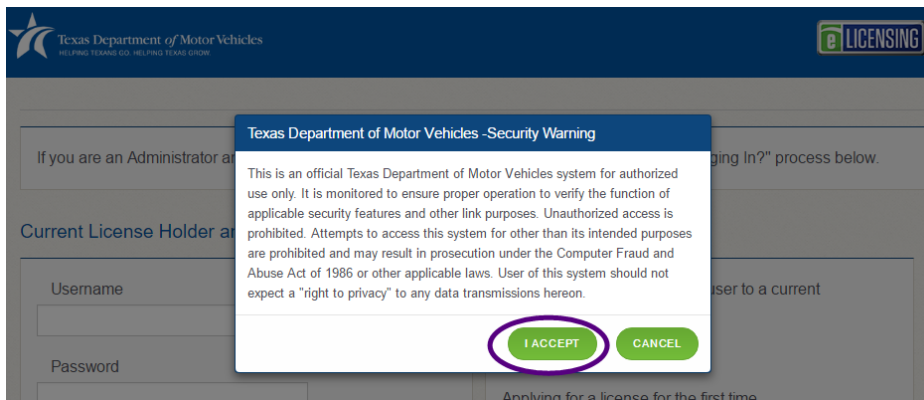
Tips for working in the eLICENSING System:

- 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 the information entered is not correct or is missing.
- Each eLICENSING user account must have a unique email address.

1 Logging Into Your Existing Account

Once you have received emails from TxDMV with your eLICENSING login credentials (password and username) and the path to access the eLICENSING system, use the following steps to log in to the eLICENSING system.

1. Open the eLICENSING system by clicking the link included in the email from the TxDMV or visit www.TxDMV.gov/dealers and click on the eLICENSING icon .
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**.

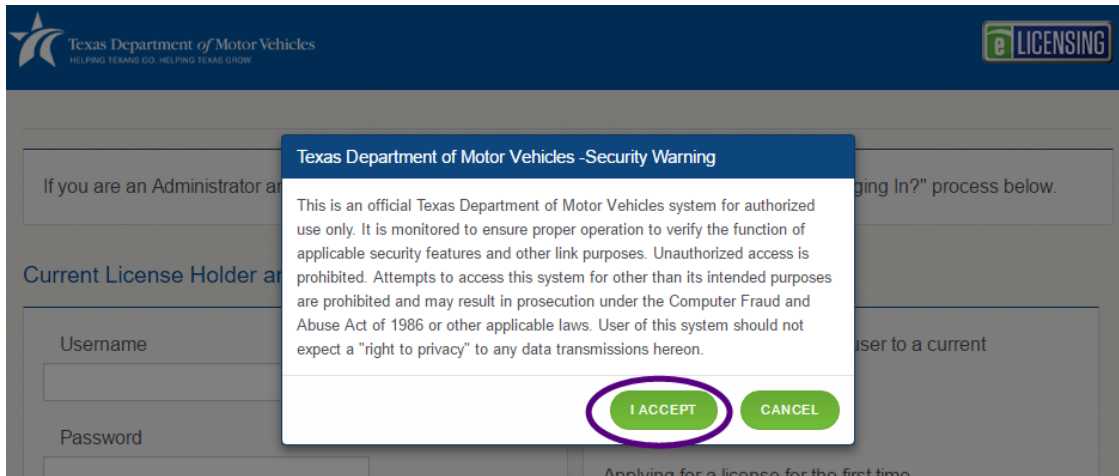
5. Click the **LOGIN** button.

The eLICENSING welcome page will display and you can now navigate through the system.

2 Adding Users to an Existing Account

As the eLICENSING administrator, you can create other users who can log in and use eLICENSING.

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

The eLICENSING welcome page will display and you can now navigate through the system.

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

We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

Welcome

Choose an option below to get started.

 My Pending Applications VIEW	 Apply for a New License APPLY	 Renew a License APPLY	 Amend a License APPLY
 Plates and Stickers APPLY	 My Licenses and Plates VIEW	 My Cases VIEW	 Dealer Replacement APPLY
 Close a License APPLY	 Change General License Info APPLY	 Protest and Complaints APPLY	 Make a Payment PAY
 Manage your Account MANAGE			

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

My Accounts

Select the account name to view account details.

To Add a:

- Business click CREATE BUSINESS ENTITY
- User click VIEW AND CREATE CONTACTS

Account Name	Business Type	View Contacts
UAT TEST1	Sole Proprietor	VIEW & CREATE CONTACTS

GO TO HOME CREATE BUSINESS ENTITY

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

My Contacts

Select any contact to view user details or to change their access

To grant a new individual access to your eLICENSING account, select "Associate New User".

Contact First Name	Contact Last Name	Role	Email	Phone
ABC	Test	Administrator	uattesting1@mailinator.com	(512) 552-2525

VIEW MY ACCOUNTS ASSOCIATE NEW USER

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9. On the *Create User* page, type in the required information.

The screenshot shows the 'Create User' page with the following fields and values:

- * First Name: [Empty]
- Middle Name: [Empty]
- * Last Name: [Empty]
- * Email: [Empty]
- * Phone: [Empty]
- * User Role: Dealer
- * Organization Name: Test Dealer Consultant

10. 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 eLICENSING Administrator for the applicant or license holder, 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.

Buttons: BACK, GO TO HOME, **SUBMIT**

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