eLICENSING Quick Start Guide

This guide is intended to help you access eLICENSING. It is designed for individuals who need access for an existing license/account (a registered account). Throughout this document, this individual access is referred to as a *user account*.

If you are with an organization that is already registered, you can request a *user account* through the eLICENSING system or ask your eLICENSING administrator to add you to the registered account. An *eLICENSING administrator* is the individual responsible for providing eLICENSING access to the specified dealer 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.

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1 Requesting Your New User Account for a Registered Account

If you are with an organization that has already been registered, you can request your user account through the eLICENSING system and submit it to the eLICENSING administrator for approval. You must know the business name the organization used to register, the DBA, the city in which it is registered, a license number, or a combination of this information.

1. In the Google Chrome browser, type **www.txdmv.gov** in the address field and press the **Enter** key.
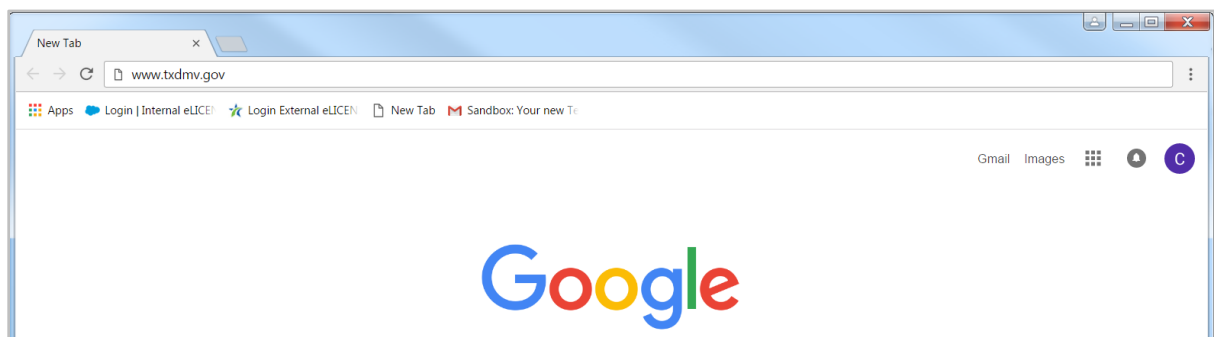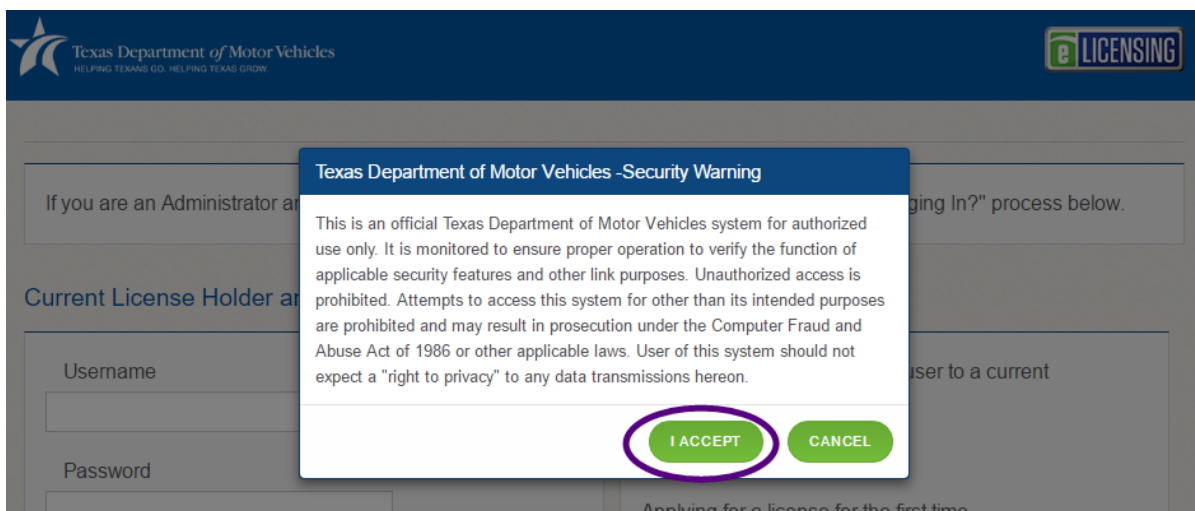

2. On the *TxDMV.gov* home page, click the **Dealers** tab.
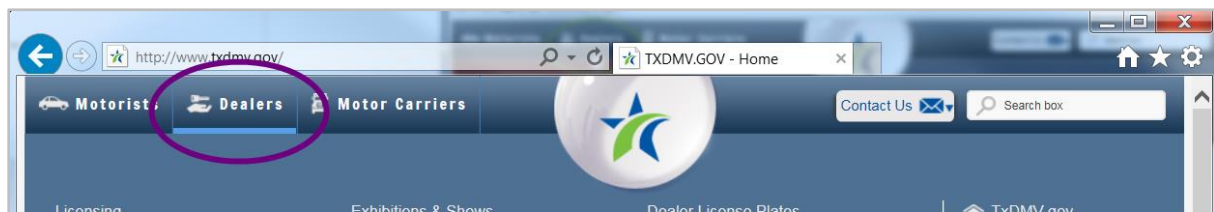
3. On the *Dealers* page, click the eLICENSING icon.

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

5. On the *Login* page, click the **JOIN ELICENSING** button.

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

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

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

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.

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

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: 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. Click the **SUBMIT** button.

The request will be sent to the eLICENSING administrator for your organization. Once approved, you will receive emails from TxDMV.gov containing the account username, password, and the link to eLICENSING.

2 Logging Into Your 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.
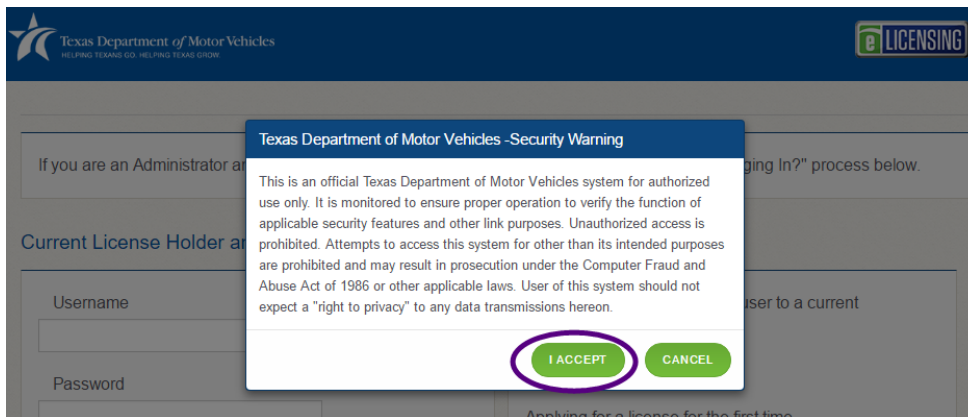
3. On the *Login* page, type in your **User Name**.

4. Type in your **Password**.

5. Click the **LOGIN** button.

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

Texas Department *of* Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING

If you are an Administrator and did not receive a username and password, follow the "Trouble Logging In?" process below.

Current License Holder and Administrator Log In

Username

Password

LOGIN

Register here if:

Requesting to be added as a user to a current license/account

Or

Applying for a license for the first time

JOIN ELICENSING

Trouble Logging In?

If you forgot or did not receive a username, click

FORGOT USERNAME

If you forgot or did not receive a password, click

FORGOT PASSWORD

Administrators

To add another business or user to your existing license, log into eLICENSING and select MANAGE YOUR ACCOUNT.

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