







How to Complete Online Licensing Services Registration Training Guide

- Select link to [Online Licensing Services - TDLR \(texas.gov\)](https://www.tdlr.texas.gov) to begin registration.
- Within the Login or Register box, select “[Register as a New User](#)”.




Online Licensing Services

[Contact Customer Service](#)

 Renew Your License Please login with your existing user ID and password, or register as a new user .	 Apply for a New License Please login with your existing user ID and password, or register as a new user .	 Search the License Database Begin your license search here to verify that a person or business has a current license.
 Change Your Address Please login with your existing user ID and password, or register as a new user .	 Pay Fees Please login with your existing user ID and password, or register as a new user .	 Login or Register Username: <input type="text"/> Password: <input type="password"/> Register as a New User <input type="button" value="Sign In"/> Forgot User ID? Forgot Password

-Fill out all required fields and select “Next”.

Note: All items marked with a (*) are required.

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New User Registration

All items marked with a (*) are required. You will only complete this process once. After you register, you will login with this account. Enter your details and press “Next”.

Press “Cancel” to cancel this registration and return to the main menu.

Account User Contact Information

* First Name:

Second Name:

* Last Name:

Account Login

* Email: (e.g. name@domain.com)

* Confirm Email:

Use email address as user ID:

* User ID:

Password Recovery (in case you forget your password, you will be required to answer this question to obtain a new temporary password.)


* Secret Question:

* Secret Answer:

Third Party Payer

Accept payment requests from third parties? [\(what's this?\)](#)

Security Measures (This helps to prevent automated registrations.)


* I'm not a robot: 

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-Verify that your information is correct then select “Save”.

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Preview Registration

Press “Save” to save the registration.
Press “Edit” to modify your registration details.
Press “Cancel” to cancel this registration and return to the main menu.

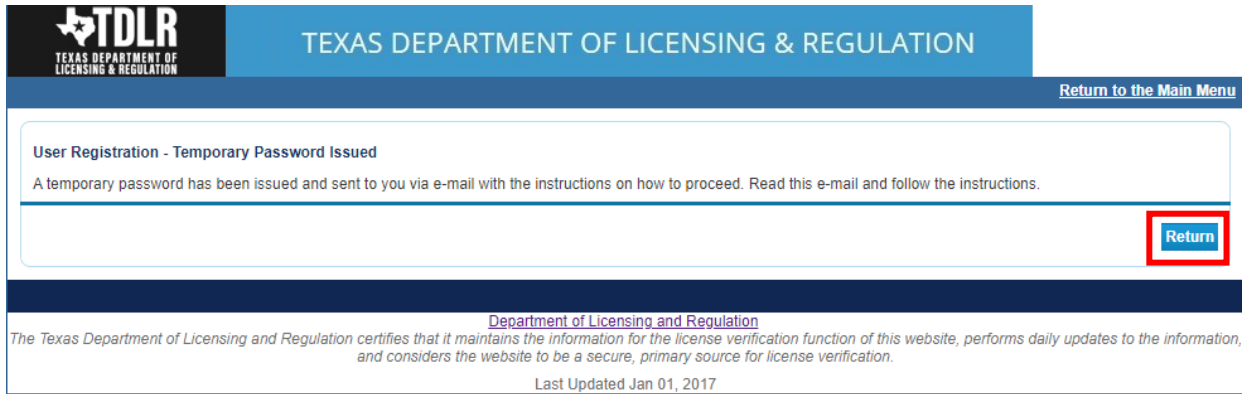
First Name:	TDLR
Second Name:	
Last Name:	AGENCY
Email:	EE.Pleasedonotreply@tdlr.texas.gov
Userid:	EE.Pleasedonotreply@tdlr.texas.gov
Secret Question:	Where were you born?
Secret Answer:	Earth
Third Party Payer:	Yes

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-A temporary password has been issued and sent to you via e-mail. Select “Return”.



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User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

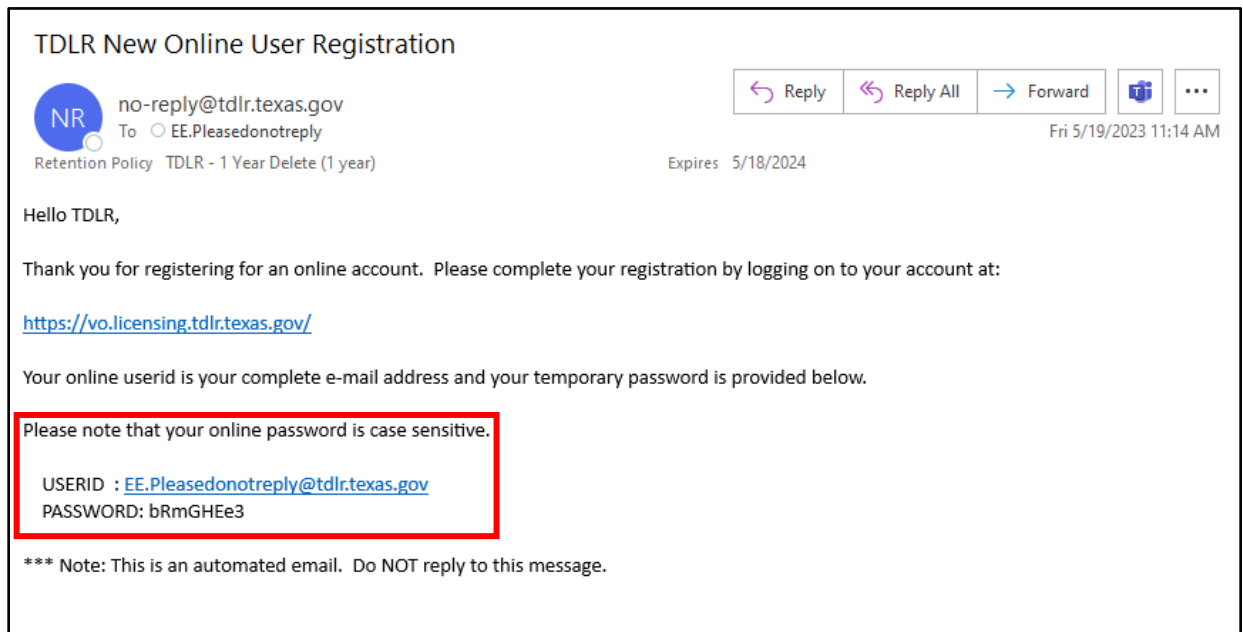
[Return](#)

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-The email will come from ‘No-reply@tdlr.texas.gov’. If the email is not there, check your spam folder.

-Copy the temporary password provided and complete your registration by logging into your account at:

[Online Licensing Services - TDLR \(texas.gov\)](https://www.tdlr.texas.gov)



TDLR New Online User Registration

 no-reply@tdlr.texas.gov
To: EE.Pleasedonotreply
Retention Policy: TDLR - 1 Year Delete (1 year) Expires: 5/18/2024

Reply Reply All Forward

Fri 5/19/2023 11:14 AM

Hello TDLR,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

<https://vo.licensing.tdlr.texas.gov/>

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : EE.Pleasedonotreply@tdlr.texas.gov
PASSWORD: bRmGHEe3

*** Note: This is an automated email. Do NOT reply to this message.

-Back on the [Online Licensing Services](#) page, fill in your **Username** and **Temporary Password**.

-Select “Sign in”

Renew Your License
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Apply for a New License
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Search the License Database
Begin your [license search](#) here to verify that a person or business has a current license.

Change Your Address
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Pay Fees
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Login or Register
Username:
Password:
[Register as a New User](#)
[Forgot User ID?](#)
[Forgot Password](#)
Sign In

-The system will prompt you to create your own password. Enter your information and select “Save”.

Update Default Registration Information
Enter your new password and press "Save".
Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) numeric character
- must contain at least (1) special character

• Old or Temporary Password:
• New Password:
• Confirm Password:
Save

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-Congratulations. You have now created the Online License Services registration.

-If you want to apply for a new Driver Education or Driving Safety Provider license, then under “Apply for a New License” in the “Choose Program” box, select “Driver Education and Safety”. Next, you will need to select the type of application from the “Choose Application” box. Lastly, choose “Select”.

■ Apply for a New License

What are you applying for?

Driver Education and Safety

<Choose Application>

Select

-If you are a licensed provider, please continue.

-To connect a license to your account, under “Add License to Registration” choose “Select”.

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Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

License Information

No License Information Available

■ Apply for a New License

What are you applying for?

<Choose Program>

<Choose Application>

Select

■ Additional Activities

Add Licenses To Registration

Select

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-On the “Add Licenses to Registration” page, choose “Yes” and select “Next”.

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Add Licenses To Registration

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Welcome to OnlineQuickStart
By answering a few simple questions we'll help you to get started

Step 1
Select "Yes" for:

- Current license or permit holder adding a license or permit to their account.
- Late renewal.

Select "No" for:

- Password change.

Yes [How do I know?](#)
 No

Next **Cancel**

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-On this page you will choose your Board/Program and License Type and select “Next”.

Board/Program: Driver Education and Safety

License Type: Driver Education Provider- Primary or Driving Safety Provider

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Add Licenses To Registration - Select License Type

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Welcome to OnlineQuickStart
Choose the license you hold.

Step 1
Which board/program issues your license?

* Board/Program: [How do I know?](#)
* License Type: [How do I know?](#)

Next **Cancel**

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-On the “**Validation**” screen, fill in your License number, Organization Name and the Zip code of your mailing address*.

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Add Licenses To Registration - Validation

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Help us to find your records

Step 2
Please provide your credentials
* Required Information


License Type: Driver Education Provider - Primary

* License / Permit Number:

* Organization Name:

* Mail Address Zip:

Security Measures (This helps to prevent automated registrations.)

* reCAPTCHA: I'm not a robot 

[Next](#) [Cancel](#)

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***If you are unsure how this information appears in our system, please use the search tool linked below. The organization name is case sensitive.**

- [Search by License Number \(texas.gov\)](#)

-Enter your **License Type**, **License Number** and select “**Search**”.

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Search by License Number

Choose the license type which best fits the type of license you wish to verify. The exact level of licensure will be displayed as "License Rank" on the search results page.

Please note: Some licenses numbers require an alpha prefix.
Enter your search criteria and press "Search" to find a license.
Press "Clear" to clear the search criteria.
Press "Back" to return to the previous screen.

License Type:

* License Number:

Rows Per Page:

[Search](#) [Clear](#) [Previous](#)

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-On the Preview page, you will choose “**I confirm this is my information**” and select “Next”.

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Add Licenses To Registration - Preview

Step1: Have You Done Business with Us? Step2: Provide Identifying Information

Good News! We have located your information

Step 3
Please confirm your license credentials. If your license is available for renewal, address change, or billing fee, your license will be listed under these options on the Quick Start Menu.

Indiv / Org Number: 11935456
Name: TDLR AGENCY DRIVING SCHOOL

License Type	License Number
Driver Education Provider - Primary	C3494

Select One:

I confirm this is my information
 No this is not my License information

Next Cancel

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-Congratulations. Your license has now been added to your Online Services Registration.

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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

License Information [Show Details](#)

Name: TDLR AGENCY DRIVING SCHOOL
License Number: #C3494
License Type: Driver Education Provider - Primary

- Complete Certificate Upload
Driver Education Provider - Primary #C3494 Upload File of Completed Certificates **Select**
- Manage your License Information
Driver Education Provider - Primary #C3494 <Choose Application> **Select**
- Apply for a New License
What are you applying for?
<Choose Program> <Choose Application> **Select**
- Additional Activities
Add Licenses To Registration **Select**

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