How to Connect License to Account through Online Licensing Services

1. Click the following link to begin: **Online Licensing Services - TDLR (texas.gov)**

2. Navigate to the **Login or Register box** at the bottom right of the screen. Enter your username and password.

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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: ee.pleasedonotreply@td

Password: ••••••••

Register as a New User
Forgot User ID?
Forgot Password

Sign In

3. Within this box, click the "**Sign In**" button.

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4. You will then be taken to the **Quick Start Menu** screen. To connect a license to your account, navigate to **Add License to Registration**.

5. Click the "**Select**" button to the right.

6. This will take you to the **Add Licenses to Registration** screen. Navigate to the middle of the screen and select "**Yes**".

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Logged in as AGENCY, TDLR
Update Profile | Logoff

Add Licenses To Registration

Step1: Have You Done
Business with Us?

Step2: Provide Identifying
Information

Welcome to Online*Quick*Start
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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7. Then navigate to the bottom right corner and select the "**Next**" button.

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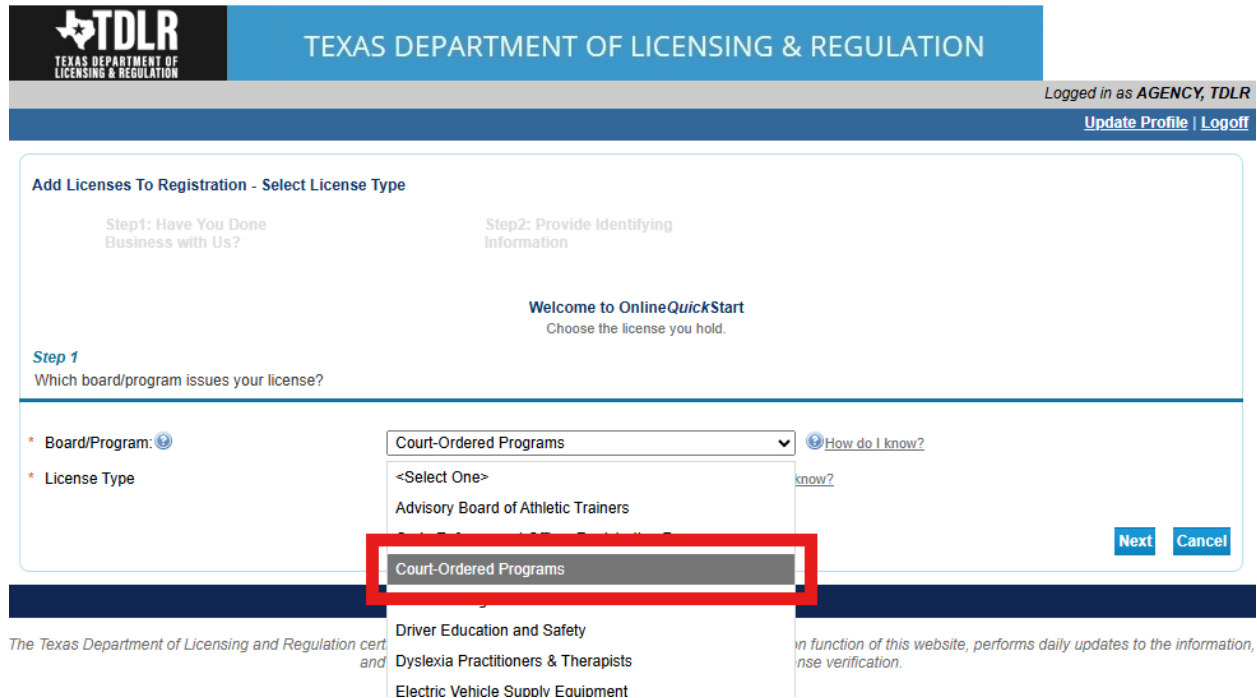• Late renewal.

Select "No" for:
• Password change.

⊙ Yes ⊙   ⊙ How do I know?
○ No ⊙

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8. This will take you to the **Add Licenses To Registration – Select License Type** screen. Navigate to **Board/Program** in the middle of the screen and choose your program from the drop-down list.

9. Underneath is **License Type**. Choose your license type from the drop-down list.

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Add Licenses To Registration - Select License Type

Step1: Have You Done
Business with Us?

Step2: Provide Identifying
Information

Welcome to Online*Quick*Start
Choose the license you hold.

Step 1
Which board/program issues your license?

* Board/Program: ⓘ | Court-Ordered Programs   ▾ | ⓘHow do I know?
* License Type | <Select One>   ▾ | ⓘHow do I know?

<Select One>

Court-Ordered Provider

Next **Cancel**

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10. Navigate to the bottom right corner of the screen and click the "**Next**" button.

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Logged in as AGENCY, TDLR

Update Profile | Logoff

Add Licenses To Registration - Select License Type

Step1: Have You Done
Business with Us?

Step2: Provide Identifying
Information

Welcome to Online*Quick*Start
Choose the license you hold.

Step 1
Which board/program issues your license?

* Board/Program: ⓘ | Court-Ordered Programs   ▾ | ⓘHow do I know?
* License Type | Court-Ordered Provider   ▾ | ⓘHow do I know?

Next **Cancel**

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11. This will take you to the **Add Licenses To Registration – Validation** screen. Enter your organization name, individual/organization number, and your tax number. After you are finished, navigate to the bottom right corner of the screen and click the "Next" button.

- Your organization name **must match what is listed in the TDLR database**. If you are having trouble matching the name, please use the following search tool to search using your license number: **Search by License Number**
- The individual/organization number is your **Entity Number**.
- If you do not have a Federal Employer Identification Number (FEIN), you can use your **Social Security Number**.
  - o If the department does not have your Federal Tax ID Number on file, you will need to contact the Education & Examination Division using the following link: **Education & Examination Webform**
  - o You will not be able to connect your Online Licensing Services account without the Federal Tax ID.

12. You will be taken to the **Add Licenses To Registration – Validation screen**. Navigate to the middle of the screen and click "**I confirm this is my information**".

13. Navigate to the bottom right corner of the screen and click the "**Next**" button.

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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:	00000000
Name:	TDLR AGENCY COURT ORDERED PROVIDER

License Type	License Number
Court-Ordered Provider	000

* 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.