Driver Education Provider- Add Instructor Training Guide

-Select link to [Online Licensing Services - TDLR (texas.gov)] to log into your Online Services account.

*If you have not created an Online Licensing Services account, please review the training guide titled “How to Complete Online Licensing Services registration.”

-Enter your “Username and password” and select “Sign-In.”
-This will bring you to the “Quick Start Menu.”

-Under the “Manage your license Information” section use the drop-down menu and choose “Update Licensed Instructors.”

- Once you selected your application, choose “Select.”
-You are now in the “Update Licensed Instructors” screen.

**Note:** Any instructor added must have a valid TDLR instructor license. You must have at least one instructor on your roster.

-Select “Next.”
In the “Name and Organization Details” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

Under “Tax Number Type” you have the option to choose “Federal Employer Identification Number (FEIN)” or “Social Security Number (SSN).” The Tax Number Type must be nine digits without hyphens.

* Organization Name:
  TDLR Agency Driving School LLC

* Doing Business As Name:
  TDLR Agency Driving School

* Tax Number Type:
  Federal Employer Identification Number (FEIN)

* Tax Number:
  Federal Employer Identification Number (FEIN)

* Confirm Tax Number:
  Social Security Number (SSN)

Please keep in mind: If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names.

* Once you have completed this screen, select “Next.”
*Useful information:

**TYPE OF OWNERSHIP** – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at [www.sos.state.tx.us/corp/businessstructure.shtml](http://www.sos.state.tx.us/corp/businessstructure.shtml)

**DBA – DOING BUSINESS AS NAME (if applicable)** – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

**NAME AND ADVERTISING** – A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](http://www.sos.state.tx.us/corp/businessstructure.shtml) for the rule that explains Name and Advertising
- In the “Contact Information” screen, you will have the opportunity to update your Mailing Address and Primary Contact.
-Once you have verified your address, select “Next.”

-In the “Related Licenses Listing” screen, you will add all Driver Education Instructors that will be on your staff roster. You must have at least one instructor on your roster.
-Select “Add” if you have any instructors to add to your roster.

-Next to “License number” you will enter the TDLR issued instructor number.

-Select “Save.”

-You will now see the newly added instructor. Once you have added all instructors, you will select “Next.”
-On the “Application Summary” screen, review the data you entered and verify that it is correct.
Once you have verified your information, select “Submit.”
-On the “Attestation” screen, answer “Yes” and select “Submit.”

After submission, you will receive a copy of your “Application Summary” in your Online Services account email.

Hello AGENCY, TDLR

TDLR Entity Number: [redacted]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.

To upload additional application documents, go to https://www.tdlr.texas.gov/help/ fill out the form and upload your attachments.
-You will now see the “Fee and Summary Report” screen, select “Return” to return to the quick start menu.

-Your instructors are now updated. This application is now complete.