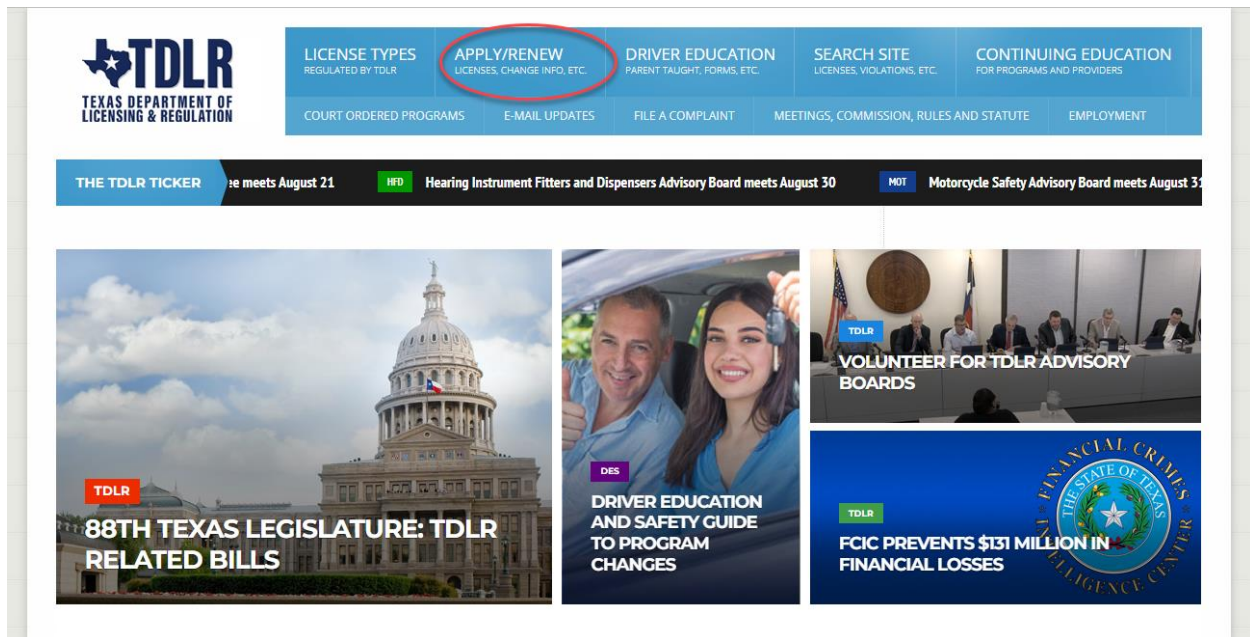




# TEXAS DEPARTMENT OF LICENSING & REGULATION

## How to register for online account for Versa licensing system

Step 1: Go to TDLR website: Click on Apply/Renew.



## Step 2: Select Motorcycle Instructors from list of program list.

### Apply or Renew a License Online

- AC and Refrigeration
- Athletic Trainers
- Auctioneers
- Barbering
- Behavior Analysts
- Code Enforcement Officers
- Cosmetologists
- Dietitians
- Driver Education and Safety
- Driver Education and Safety (*Parent-Taught Providers*)
- Dyslexia Therapists and Practitioners
- Electricians
- Hearing Instrument Fitters and Dispensers
- Laser Hair Removal
- Massage Therapy
- Midwives (***renewal only***)
- Mold Assessors and Remediators
- Motor Fuel Metering and Quality
- **Motorcycle Instructors**
- Offender Education Programs
- Orthotists and Prosthetists
- Podiatry
- Property Tax Professionals

## Step 3: 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:

Password:


[Register as a New User](#)

[Forgot User ID?](#)

[Forgot Password](#)

[Sign In](#)

## Step 4: Enter requested information.

**TEXAS DEPARTMENT OF LICENSING & REGULATION**[Return to the Main Menu](#)

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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.

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**Account User Contact Information**

- \* First Name:
- Middle / Second Name:
- \* Last Name:

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**Account Login**

- \* Email:  (e.g. name@domain.com)
- \* Confirm Email:
- Use email address as user ID:
- \* User ID:

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**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:


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**Third Party Payer**

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

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**Security Measures** (This helps to prevent automated registrations.)

- \* I'm not a robot:  I'm not a robot  [Privacy](#) - [Terms](#)

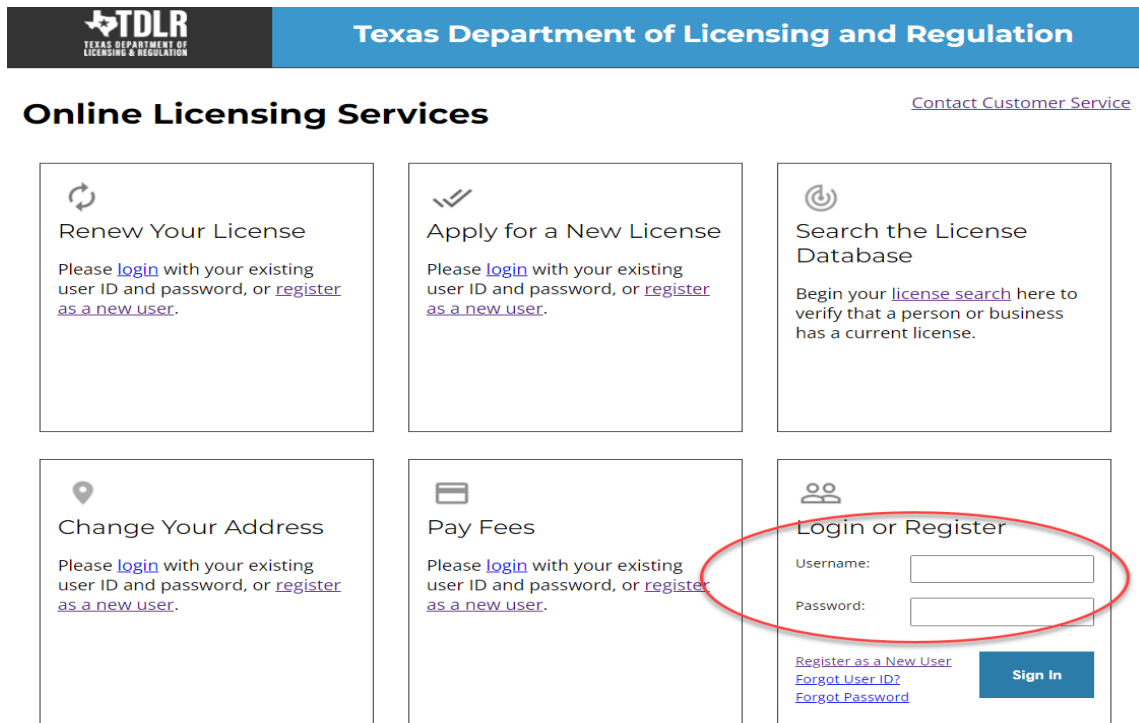
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Department of Licensing and Regulation

**Step 5: After confirming your information you will receive a temporary password to the email address you entered at the registration page.**



**Step 6: Enter in your New User Account Id and paste the temporary password.**



**Step 7: Paste the temporary password again and create your own password and confirm it.**

The screenshot shows the TDLR website header with the logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. The user is logged in as 'Tester, Steve Uecker'. The main content area is titled 'Update Default Registration Information' and contains the following text: 'Enter your new password and press "Save". Your new password must contain the following:'. Below this are four bullet points: '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', and 'must contain at least (1) special character'. There are three input fields labeled 'Old or Temporary Password:', 'New Password:', and 'Confirm Password:'. A 'Save' button is located at the bottom right of the form.

**Step 8: You can now link your user Account to your license. Click add licenses to registration.**

The screenshot shows the TDLR website header with the logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. The user is logged in as 'Tester2, Steve'. The main content area is titled 'Quick Start Menu' and contains the following text: '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.' There are two main sections: 'Apply for a New License' and 'Additional Activities'. The 'Apply for a New License' section has a dropdown menu for 'What are you applying for?' with options '<Choose Program>' and '<Choose Application>'. The 'Additional Activities' section has a button labeled 'Add Licenses To Registration'. A red circle highlights the 'Add Licenses To Registration' button. There is also a 'License Information' section with the text 'No License Information Available'.