

How to Complete Online Licensing Services Registration Training Guide

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

Texas Department of Licensing and Regulation

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?](#)

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

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

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

Return to the Main Menu

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:	TDLR
Second Name:	
Last Name:	AGENCY

Account Login

Email:	EE>PleaseDonotReply@tdlr.texas.gov	(e.g. name@domain.com)
Confirm Email:	EE>PleaseDonotReply@tdlr.texas.gov	
Use email address as user ID:	<input checked="" type="checkbox"/>	
User ID:	EE>PleaseDonotReply@tdlr.texas.gov	

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

Secret Question:	Where were you born?
Secret Answer:	Earth

Third Party Payer

Accept payment requests from third parties? (Default: No)

Security Measures (This helps to prevent automated registrations.)

I'm not a robot:	<input checked="" type="checkbox"/> I'm not a robot.
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Next **Cancel**

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The Texas Department of Licensing and Regulation certifies that it maintains the information for the online verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.
Last Updated: Jan 01, 2017

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

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Return to the Main Menu

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
User ID:	EE>PleaseDonotReply@tdlr.texas.gov
Secret Question:	Where were you born?
Secret Answer:	Earth
Third Party Payer:	Yes

Save **Edit** **Cancel**

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



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Return to the Main Menu

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.

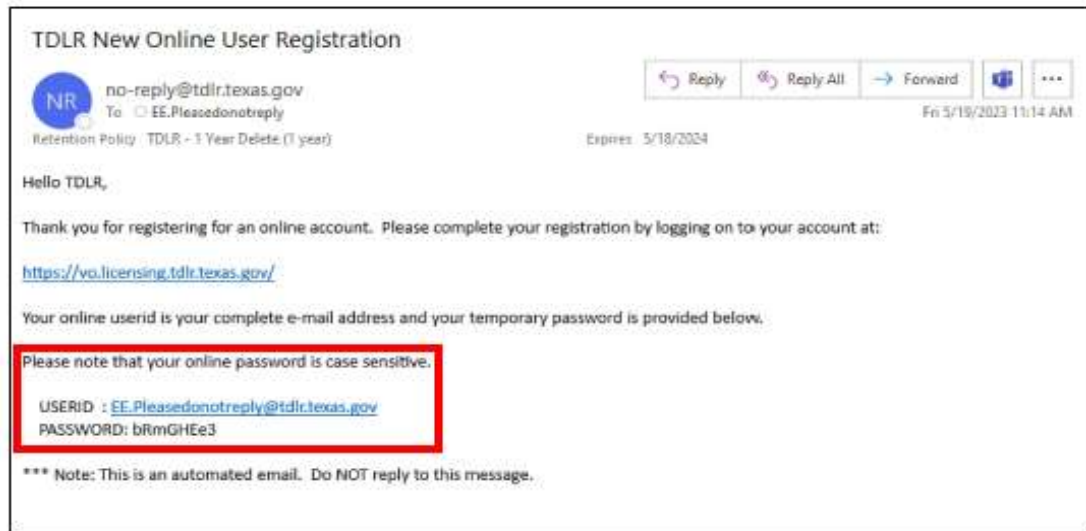
[Return](#)

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Last Updated Jan 01, 2017


-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 \(texas.gov\)](#)



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

Fr 5/19/2023 11:14 AM

Reply Reply All Forward

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**”

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.Plaasdon@texas.gov

Password: [masked]

[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: [masked]
- New Password: [masked]
- Confirm Password: [masked]

Save

Generator of License and Renewal
The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of the website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.
Last Updated Jan 01, 2012

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

-If you want to apply for a new Electronic Vehicle Supply Equipment Provider license, then under **“Apply for a New License”** in the **“Choose Program”** box, select the **“Electric Vehicle Supply Equipment”**. Next, you will need to select the type of application from the **“Choose Application”** box. Lastly choose **“Select”**.

The screenshot shows the TDLR website interface. At the top left is the TDLR logo with the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. To the right of the logo is a blue banner with the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. Below the banner is a 'Quick Start Menu' section with the 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.' To the right of this text is a 'License Information' box with the text 'No License Information Available'. Below the 'Quick Start Menu' is a section titled 'Apply for a New License' with a blue square icon. Underneath is the question 'What are you applying for?' followed by two dropdown menus. The first dropdown menu is set to 'Electric Vehicle Supply Equipment' and the second is set to 'EV Supply Equipment Provider Application'. To the right of the second dropdown menu is a blue 'Select' button with a red border.