



**TEXAS DEPARTMENT OF  
LICENSING & REGULATION**

**MOTOR FUEL METERING AND QUALITY  
DEVICE PERFORMANCE REVIEW  
ONLINE REPORTING GUIDE**

DPR GUIDANCE DOCUMENT FOR  
TDLR LICENSED SERVICE  
COMPANIES AND TECHNICIANS  
*Rev 7.25*

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# REPORTING

DPR (Device Performance Review) Online is an online platform exclusively available to service technicians and service companies to submit reports of required maintenance activities for motor fuel metering devices registered with TDLR through the TDLR website.

A device performance review must be performed by a service technician licensed by the department prior to registering a device with TDLR, and at least once every two years. Once complete, a DPR must be submitted via DPR Online within 10 business days. Only a complete DPR must be submitted through DPR Online; routine maintenance or repairs should not be reported.

To meet the two-year requirement, a DPR must include:

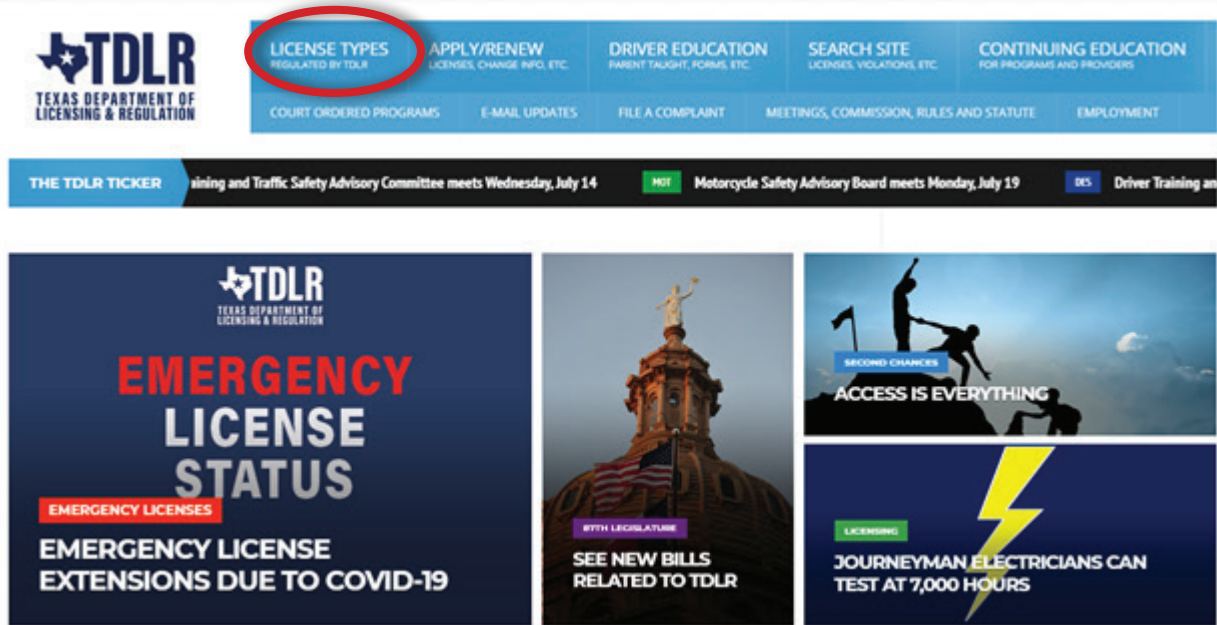
1. performance testing- the dispenser works correctly in every respect;
2. calibration, if necessary;
3. inspection of the device to ensure operation within NIST HB 44 specifications, tolerances, and other technical requirements along with the manufacturer guidelines;
4. inspection of device compliance with 16CFR & Title 40 labeling specifications;
5. TDLR Consumer Information sticker on the face of every pump;
6. ethanol content warning (e.g. "Contains 10% Ethanol" as required;
7. Inspect for skimmers; and
8. at least 2 TDLR approved security measures in place.

*\*Note: If a service technician discovers a skimmer(s) during a routine DPR (or other device maintenance activity), the service technician must inform the merchant immediately and the department within 24 hours. Further information and training may be requested at [fmqtechinfo@tdlr.texas.gov](mailto:fmqtechinfo@tdlr.texas.gov)*

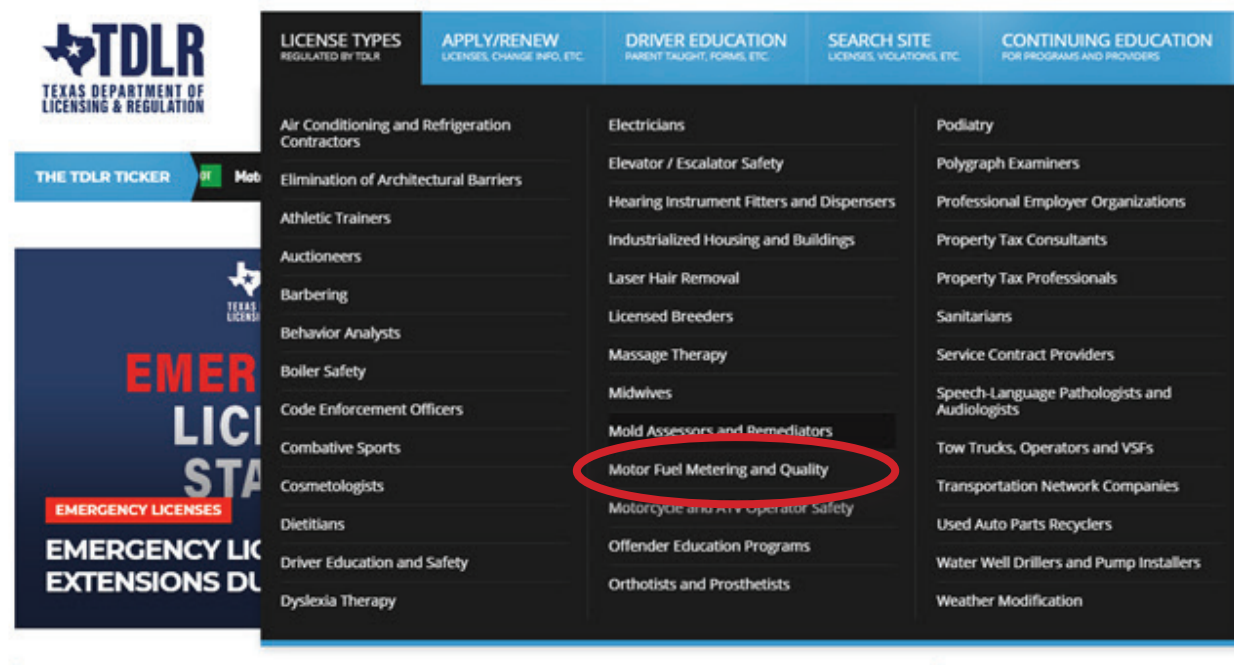


# HOW TO ACCESS THE SIGN IN PAGE

1. First, open the Texas Department of Licensing and Regulation home page in an internet browser. [www.tdlr.texas.gov](http://www.tdlr.texas.gov).



2. Hover your mouse pointer over the License Types section and a drop box will appear displaying all TDLR programs. Click on the “Motor and Fuel Metering and Quality” link.



3. Select the “Device Performance Review” button on the right-side of the page.

**TDLR**  
TEXAS DEPARTMENT OF  
LICENSING & REGULATION

LICENSE TYPES  
REGULATED BY TDLR

APPLY/RENEW  
LICENSES, CHANGE INFO, ETC.

DRIVER EDUCATION  
PARENT TAUGHT, FORMS, ETC.

SEARCH SITE  
LICENSES, VIOLATIONS, ETC.

CONTINUING EDUCATION  
FOR PROGRAMS AND PROVIDERS

COURT ORDERED PROGRAMS

E-MAIL UPDATES

FILE A COMPLAINT

MEETINGS, COMMISSION, RULES AND STATUTE

EMPLOYMENT

## Motor Fuel Metering and Quality

**On this page:**

- Order Your Consumer Information Sticker
- Sign Up for Email Updates
- News and Updates
- Workgroup Meetings

The TDLR Motor Fuel Metering and Quality Program regulates the quantity of motor fuels sold in Texas by registering the companies that sell motor fuels and people who perform inspections of fuel delivery devices and the fuel itself.

Credit Card Skimmers +

Renew a License +

Apply for a New License +

**Device Performance Review**

Search Licenses

Forms & Publications

Laws & Administrative Rules +

4. Click on the “online device performance review system” link or the “Submit a Report” button under the Reporting section. Either will take you to the DPR Online sign in page. You can also go directly to: <https://www.tdlr.texas.gov/DPROnline/Account/Login>. Bookmark this page for quick access in the future.

**TDLR**  
TEXAS DEPARTMENT OF  
LICENSING & REGULATION

LICENSE TYPES  
REGULATED BY TDLR

APPLY/RENEW  
LICENSES, CHANGE INFO, ETC.

DRIVER EDUCATION  
PARENT TAUGHT, FORMS, ETC.

SEARCH SITE  
LICENSES, VIOLATIONS, ETC.

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FOR PROGRAMS AND PROVIDERS

COURT ORDERED PROGRAMS

E-MAIL UPDATES

FILE A COMPLAINT

MEETINGS, COMMISSION, RULES AND STATUTE

EMPLOYMENT

## MOTOR FUEL METERING AND QUALITY

### Device Performance Review

**On this page:**

- Reporting
- Review Components
- Recordkeeping
- Effective Date

Registered fuel metering devices must have a device performance review (previously called a “calibration”) completed at least once every two years by a licensed service company.

[FIND A SERVICE COMPANY](#)

### Reporting

A service company that conducts a device performance review on a motor fuel device must submit a report to TDLR within 10 business days. You should not submit a report for routine maintenance activities that are performed. Only use DPR Online to submit device performance reviews for motor fuel devices that satisfy the two-year DPR (“formerly calibration”) requirement.

Reports must be submitted using the **online device performance review system**.

[SUBMIT A REPORT](#)

Credit Card Skimmers +

Renew a License +

Apply for a New License +

Device Performance Review

Search Licenses

Forms & Publications

Laws & Administrative Rules +

Compliance Guide

Complaints & Enforcement +

Workgroup Members

**MILITARY SERVICE MEMBERS, VETERANS, AND SPOUSES**

For more information about



# ENTERING A DPR REPORT

1. You are now on the sign in page. Type your email address and password and click the “Sign In” button. The DPR Dashboard home page will appear. If you are a new user, refer to page 21.

Sign in

Email  
juan.zarate@tdlr.texas.gov

Password  
[Masked]

[Forgot password?](#)

[Sign in](#)

[Register as a new user](#)

2. To enter a new DPR report, click on the “+ New Device Performance Report” button. The Create Device Performance Report page will appear.

We have updated the search feature. You may now use multiple fields to search for records. Just click on "Search Filters" to see the available fields.

### Device Performance Reports Dashboard

[+ New Device Performance Report](#)

Search Filters

Showing 1 to 1 of 1 entries

|  | Report Number | Facility Name       | Facility Reg # | Tech License | DPR Date   | Created    | Updated |
|--|---------------|---------------------|----------------|--------------|------------|------------|---------|
|  | DPR2021005344 | Bob's Gas Station 1 | 123456789      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  | DPR2021005345 | Bob's Gas Station 2 | 987654321      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  | DPR2021005346 | Bob's Gas Station 3 | 147258369      | 99999999     | 2021-04-20 | 2021-04-20 |         |

3. You will see that the Service Company license number that your account is associated with is located in the right upper corner.
4. Enter service technician's first and last name.  
*\*Note: If more than one technician assisted with the DPR, enter the second technician's name with their license number in the notes section at the bottom of the page.*
5. Enter the service technician license number in the Technician TDLR License Number box. Make sure the license number is correct or the report will contain a critical error.
6. Enter the date when DPR service was performed in the DPR Date box. Click on the calendar icon and select the date. The date will then appear in the box. (example: 06/02/2021).

## Create Device Performance Report

TDLR

#999999999 (3.)

Technician First Name\* (4.)

Technician First Name

\*Required

Technician Last Name\*

Technician Last Name


\*Required

Technician TDLR License Number\* (5.)

Technician TDLR License Number

\*Required

DPR Date\* (6.)

 MM/DD/YYYY

\*Required

☐ This facility does not have a TDLR registration number

Facility TDLR Registration Number\* (7.)

Facility TDLR Registration Number 

\*Required

Facility Name\* (8.)

Facility Name

\*Required

Facility Physical Address Line 1\*

Facility Address Line 1

\*Required

Facility Physical Address Line 2

Facility Address Line 2

Facility City\*

Facility City

\*Required

Facility Zip Code\*

Facility Zip Code

\*Required





7. In the Facility TDLR Registration Number box, enter the TDLR account number of the facility serviced. Then click on the “Lookup” button and the Facility name, address, city, state and zip code will be auto-populated.
8. If a facility is not registered with TDLR, check the box above the Facility TDLR Registration Number box. The TDLR Registration Number box will be blocked from text entry. You will have to manually type in the Facility name, address, city, state and zip code.

Device delivering multiple products per nozzle (rated flow <20 GPM)

Device delivering a single gasoline product per nozzle (rated flow <20 GPM)

Device delivering a single diesel or non-gasoline product per nozzle (rated flow <20 GPM)

Device delivering a single E85 ethanol fuel product per nozzle (rated flow <20 GPM)

Device rated flow >20-100 GPM

Device rated flow >100 GPM

Liquid petroleum gas (LPG) meter

Total Devices: 0

Notes ?

\*Max 5000 characters

☐ Check if skimmer found ?

[Report a skimmer](#) ?

By clicking the Submit button below, I take full responsibility for the information entered and certify that all information provided is true and correct. I further attest that I understand that providing false information may result in administrative disciplinary action.

Submit

9. In this selection, all devices that qualify for a DPR must be recorded by device type.  
**\*Note:** For each device type record the total number of devices that qualify for a DPR . Example: 12 multiple product per nozzle devices with 3 blends of gasoline each had qualifying DPR services. The number 12 will be entered in the box Device delivering multiple products per nozzle. Not 36 for the number of blends or 24 for the number of internal meters (ie. regular gasoline meter and premium gasoline meter). Just record the number of multiple products per nozzle devices that received qualifying DPR services.
10. Follow the same procedure for each device type: single gasoline product per nozzle, single diesel or non-gasoline product per nozzle, etc.
11. The “Notes” box is for additional information: what service was performed, devices covered or excluded, etc.
12. If a skimmer was found during DPR services click the Check if skimmer found box. Service technicians must report to TDLR that a skimmer have been found. When a skimmer is found, click on the “Report a Skimmer” link and follow the instructions on the Skimmer Form.
13. After submitting the Skimmer Form, then submit the Device Performance Report. A DPR report number will be generated. Example: DPR2021001234.

(12.)






# REPORT A SKIMMER

1. When a skimmer is found during a DPR, click on the “Report a Skimmer” link before submitting the new DPR report. Then complete and submit the Skimmer Form. You must report the discovery of a skimmer through the Skimmer webform (<https://www.tdlr.texas.gov/skimmers>) — checking the box in DPR Online does not meet the legal requirement for reporting.

Notes

\*Max 5000 characters

☐ Check if skimmer found 

[Report a skimmer !\[\]\(76797197189e9ae8ef1a654352b4eac4\_img.jpg\)](#)

By clicking the Submit button below, I take full responsibility for the information entered and certify that all information provided is true and correct. I further attest that I understand that providing false information may result in administrative disciplinary action.

Submit



2. Make sure you select the Service Technician radio button. Do not select the other options or you will complete the wrong Skimmer form.
3. Fill out the Incident Details with the correct information.
  - a. Date the skimmer was found.
  - b. Facility Account Number. This is the same as the Registration Number found on the TDLR Motor Fuel Metering and Quality Devices certificate.
  - c. Gas Station Name. Example: (Bob's Convenience Store).
  - d. Physical Location Address of the facility (no P.O. Box address).
  - e. City Name.
  - f. Zip code.

## Skimmer Form

### Instructions

Please provide as much information as possible to explain why you believe there is a skimmer at the location you are reporting, including photos of the fuel dispensers, your receipt, facility information, and/or other evidence.

Indicate if you are a member of the public, law enforcement, merchant, or a service technician?

☐ Public ☐ Law Enforcement ☐ Merchant ☒ Service Technician

### Incident Details

Date of Incident\*

 MM/DD/YYYY

\*Required

Facility Account Number\*

Facility Account Number

\*Required

Gas Station Name\*

Gas Station Name

\*Required

Location Address\*

Location Address

\*Required

Location City\*

Location City

\*Required

Location Zip Code

Location Zip Code



- g. Name of person at the facility (store manager, assistant store manager or cashier) you notified of the skimmer(s).
- h. Type the device (Pump) number(s) where the skimmer(s) was found. More than one number can be entered in this box, just type a comma between the numbers. Example: 2, 4, 6.
- i. In the Number of Skimmers Found box, enter the total number of skimmer(s) found.
- j. Indicate yes or no , if the merchant was notified that a skimmer was found.
- k. In the large text box, explain in detail why you believe there was a skimmer at this location. Please include the pump numbers.

**Name of Contact at this Location**

**Pump Number(s)**

**Number of Skimmers Found\***

\*Required

**Was merchant notified?**

☐ Yes ☒ No

**Explain in detail why you believe a skimmer is at this location (include pump numbers)\***

\*Required

4. Fill out the Service Technician and Service Company Information with the correct information.
- a. Enter the full name of the Service Technician in the Service Technician box. First name and then last name.
  - b. Enter the service technician license number and service company number in the box. Make sure the license numbers are correct.
  - c. Enter the full service company name in the Service Company Name box. Make sure the name is spelled exactly the same as on the license.

**Service Technician and Service Company Information**

**Service Technician First Name\***

\*Required

**Service Technician Last Name\***

\*Required

**Service Technician License Number\***

\*Required

**Service Company License Number\***

\*Required

**Service Company Name\***

\*Required



- d. Enter the service company full address. (no P.O. Box addresses)
- e. Enter the Service Company city.
- f. Enter the Service Company state.
- g. Enter the Service Company zip code.
- h. Enter the Service Company email address if any. Service Technicians' company email address may be used instead.
- i. Enter the Service Company phone.
- j. Select your preferred contact method in the box. This could be email, phone, or mail.

**Service Company Name\***

\*Required

**Service Company Address\***

\*Required

**Service Company City\***

\*Required

**Service Company State\***

\*Required

**Service Company Zip Code\***

\*Required

**Service Company Email\***

\*Required


**Service Company Phone\***

\*Required

**Preferred Contact Method\***

\*Required

**Attachments**

 Include pictures of skimmer(s), fuel dispensers, your receipt, facility information, and/or other evidence.




5. Attachments should Include photos listed below:
- Photo of the skimmer as found in the fuel dispenser. (If more than one skimmer found, take photos of each skimmer.)
  - Exterior of each fuel dispenser where skimmers were found.
  - A photo of the store front.
  - Photo any markings on the skimmer(s) like numbers and/or letters.
  - A photo of skimmer electronics labels if visible. If the skimmer is wrapped, do not remove the wrapping.
  - Any other evidence.

**Preferred Contact Method\***

Email ▼

\*Required

**Attachments**

 Include pictures of skimmer(s), fuel dispensers, your receipt, facility information, and/or other evidence.

Drop files here, paste or [browse](#)

Allowed file types (JPEG, JPG, PNG, TIFF, PDF, DOC, DOCX), max 20 files, up to 5 MB each

**Submit**

Version 2021.01.21

6. Review the Skimmer Report to make sure all the information is correct, then click the “Submit” button.



# SEARCH FOR A DPR REPORT

1. Sign In to the online device performance review system. To find previously submitted DPR Reports left click the DPR Dashboard button in the upper left corner of the DPR Online website.

TDLR  
DPR Dashboard Admin Help

With the new updated search feature, you may now use multiple fields to search for records. Just click on "Search Filters" to see the available fields.

## Device Performance Reports Dashboard

+ New Device Performance Report

Q Search Filters

Showing 1 to 1 of 1 entries

| Report Number | Facility Name | Facility Reg # | Tech License | DPR Date | Created | Updated |
|---------------|---------------|----------------|--------------|----------|---------|---------|
|---------------|---------------|----------------|--------------|----------|---------|---------|

2. Then click anywhere on the gray Search Filters bar to open the menu of searchable fields. The fields that can be searched include:
  - a. Facility Name,
  - b. Facility TDLR Registration Number,
  - c. Facility is Registered? (with Yes/No selection),
  - d. Facility Physical Address,
  - e. Facility City,
  - f. Facility Zip code,
  - g. Report Number,
  - h. Technician Name and,
  - i. DPR Date (enter a date range to complete the search between).

## Device Performance Reports Dashboard

+ New Device Performance Report

Q Search Filters

|                           |                                   |                          |
|---------------------------|-----------------------------------|--------------------------|
| Facility Name             | Facility TDLR Registration Number | Facility is Registered?  |
| Facility Physical Address | Facility City                     | Facility Zip Code        |
| Report Number             | Technician Name                   | DPR Date                 |
|                           |                                   | MM/DD/YYYY to MM/DD/YYYY |

Clear Fields Search



3. Once your search criteria has been entered, click the blue “Search” button to view the results.

Q Search Filters

Facility Name: Bob's

Facility TDLR Registration Number:

Facility is Registered?:

Facility Physical Address:

Facility City:

Facility Zip Code:

Report Number:

Technician Name:

DPR Date: MM/DD/YYYY to MM/DD/YYYY

Clear Fields **Search**

4. Now you can view the search results as a list and click on the blue hyperlink of the Report Number column to view the details for a specific DPR Report.

Q Search Filters

Facility Name: Bob's

Facility TDLR Registration Number:

Facility is Registered?:

Facility Physical Address:

Facility City:

Facility Zip Code:

Report Number:

Technician Name:

DPR Date: MM/DD/YYYY to MM/DD/YYYY

Clear Fields **Search**

Showing 1 to 3 of 3 entries

|  | Report Number | Facility Name       | Facility Reg # | Tech License | DPR Date   | Created    | Updated |
|--|---------------|---------------------|----------------|--------------|------------|------------|---------|
|  | DPR2021005344 | Bob's Gas Station 1 | 123456789      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  | DPR2021005345 | Bob's Gas Station 2 | 987654321      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  | DPR2021005346 | Bob's Gas Station 3 | 147258369      | 99999999     | 2021-04-20 | 2021-04-20 |         |

5. To further aid in locating your desired report(s) use the four buttons above the search result list on the left side. The grid button allows for customizing of the columns for the result list. The button with three lines will export the list as a CSV. The button with an X on it exports the list as an Microsoft Excel file. The magnifying glass button will toggle between displaying all the available columns or a smaller set of columns for the results list.

Clear Fields **Search**

Showing 1 to 3 of 3 entries

|  | Report Number | Facility Name       | Facility Reg # | Tech License | DPR Date   | Created    |
|--|---------------|---------------------|----------------|--------------|------------|------------|
|  | DPR2021005344 | Bob's Gas Station 1 | 123456789      | 99999999     | 2021-04-20 | 2021-04-20 |
|  | DPR2021005345 | Bob's Gas Station 2 | 987654321      | 99999999     | 2021-04-20 | 2021-04-20 |
|  | DPR2021005346 | Bob's Gas Station 3 | 147258369      | 99999999     | 2021-04-20 | 2021-04-20 |



6. To start a new DPR Report search, you may click on the “Clear Fields” button to erase all the entered filter criteria. You can delete and type into any of the filter fields to edit your search parameters.

Q Search Filters

Facility Name

Facility TDLR Registration Number

Facility is Registered?

Facility Physical Address

Facility City

Facility Zip Code

Report Number

Technician Name

DPR Date

MM/DD/YYYY

to

MM/DD/YYYY

×

Clear Fields

Search




Showing 1 to 3 of 3 entries

| Report Number | Facility Name | Facility Reg # | Tech License | DPR Date | Created | Updated |
|---------------|---------------|----------------|--------------|----------|---------|---------|
|---------------|---------------|----------------|--------------|----------|---------|---------|



# EDIT A DPR REPORT

1. Sign in to DPR Online. Locate the DPR report that needs to be edited by using the Search Filters on the DPR Dashboard page. Then click on the Report Number hyperlink of the appropriate DPR report for editing. (A DPR Report must be edited when an error is discovered by TDLR, a service company, a service technician, or a merchant.)

| <div>Clear Fields</div> <div>Search</div>                                                       |                     |                |              |            |            |         |
|-------------------------------------------------------------------------------------------------|---------------------|----------------|--------------|------------|------------|---------|
| Showing 1 to 3 of 3 entries                                                                     |                     |                |              |            |            |         |
| Report Number                                                                                   | Facility Name       | Facility Reg # | Tech License | DPR Date   | Created    | Updated |
|  DPR2021005344 | Bob's Gas Station 1 | 123456789      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  DPR2021005345 | Bob's Gas Station 2 | 987654321      | 99999999     | 2021-04-20 | 2021-04-20 |         |
|  DPR2021005346 | Bob's Gas Station 3 | 147258369      | 99999999     | 2021-04-20 | 2021-04-20 |         |



2. Review the selected report and identify the field(s) to be edited. The only report field that cannot be edited is the Report Number. It starts with the letters “DPR” followed by the 4 digit year and a 6 digit number.

**Device Performance Report (DPR2021005344)**  
<https://www.tdlr.texas.gov/DPROnline/DeviceReport/DPR2021005344>

---

Report Number  
DPR2021005344

DPR Date  
4/20/2021

Created By  
matthew.williams@tdlr.texas.gov

Service Company  
TDLR

Service Company License Number  
99999999

Technician Name  
Matthew Williams

Technician TDLR License Number  
99999999

Facility Name  
Bob

Facility TDLR Registration Number  
Facility is not registered

Facility Physical Address  
Tom  
Yil, TX 75707

Devices delivering multiple products per nozzle (rated flow <20 GPM)  
6

Devices delivering a single gasoline product per nozzle (rated flow <20 GPM)  
2

Device delivering a single diesel or non-gasoline product per nozzle (rated flow <20 GPM)  
0

Device delivering a single E85 ethanol fuel product per nozzle (rated flow <20 GPM)  
0

Device rated flow >20-100 GPM  
0

Device rated flow >100 GPM  
0

Liquid petroleum gas (LPG) meter  
0

Total Devices  
8

Skimmer found?  
No

---

[+ New Device Performance Report](#) [✎ Edit Device Performance Report](#)

3. Click the “Edit Device Performance Report” button to enable editing of the report that you are currently viewing.

Skimmer found?  
No

---

[+ New Device Performance Report](#) [✎ Edit Device Performance Report](#)



4. Now the webpage will reload with the report fields able to be edited. Retype or change the selection for any field that needs edits.

## Edit Device Performance Report (Admin)

**TDLR** #99999999

Technician First Name\*  Technician Last Name\*

\*Required

Technician TDLR License Number\*

\*Required

DPR Date\*

\*Required

☒ This facility does not have a TDLR registration number

Facility TDLR Registration Number\*  [Q Lookup](#)

\*Required

Facility Name\*

\*Required

Facility Physical Address Line 1\*

\*Required

Facility Physical Address Line 2

Facility City\*  Facility Zip Code\*

\*Required

Device delivering multiple products per nozzle (rated flow <20 GPM)

Device delivering a single gasoline product per nozzle (rated flow <20 GPM)

Device delivering a single diesel or non-gasoline product per nozzle (rated flow <20 GPM)

Device delivering a single E85 ethanol fuel product per nozzle (rated flow <20 GPM)

Device rated flow >20-100 GPM

Device rated flow >100 GPM

Liquid petroleum gas (LPG) meter

Total Devices:

Notes [?](#)

\*Max 1000 characters

☐ Check if skimmer found [Report a skimmer](#)

By clicking the Submit button below, I take full responsibility for the information entered and certify that all information provided is true and correct. I further attest that I understand that providing false information may result in administrative disciplinary action.

**Submit**



- Once all the appropriate edits have been completed, click on the “Submit” button at the bottom to the page.

Notes ?

Notes

\*Max 5000 characters

☐ Check if skimmer found ? [Report a skimmer](#)

By clicking the Submit button below, I take full responsibility for the information entered and certify that all information provided is true and correct. I further attest that I understand that providing false information may result in administrative disciplinary action.

**Submit**

- The edits will then be submitted and the webpage will reload to display the report with edits. You can click on the “DPR Dashboard” button to perform another report search, click on the “New Device Performance Report” to create a new report, or click on “Edit Device Performance Report” to make further edits to the current DPR report.

[DPR Dashboard](#) [Help](#) Timothy Morales

[Print View](#)

### Device Performance Report (DPR2021005344)

<https://www.tdlr.texas.gov/DPROnline/DeviceReport/DPR2021005344>

Report Number  
DPR2021005344

DPR Date  
10/1/2021

Updated Date  
10/1/2021

Created By  
matthew.williams@tdlr.texas.gov

Service Company  
TDLR

Service Company License Number  
99999999

Technician Name  
Matthew Williams

Technician TDLR License Number  
99999999

Facility Name  
Sci

Facility TDLR Registration Number  
Facility is not registered

Facility Physical Address  
Tom  
101, TX 75707

Devices delivering multiple products per nozzle (rated flow <20 GPM)  
0

Devices delivering a single gasoline product per nozzle (rated flow <20 GPM)  
2

Device delivering a single diesel or non-gasoline product per nozzle (rated flow <20 GPM)  
0

Device delivering a single E85 ethanol fuel product per nozzle (rated flow <20 GPM)  
0

Device rated flow >20-100 GPM  
0

Device rated flow >100 GPM  
0

Liquid petroleum gas (LPG) meter  
0

Total Devices  
0

Skimmer found?  
No

[+ New Device Performance Report](#) [Edit Device Performance Report](#)





# REGISTER AS A NEW USER

1. To register for access to the DPR Online system, click the “Register as a new user” button on the sign in page. <https://www.tdlr.texas.gov/DPROnline/Account/Login>

The screenshot shows a 'Sign in' form. At the top, the text 'Sign in' is displayed in a large, bold, dark blue font. Below this, there are two input fields. The first is labeled 'Email' and contains the placeholder text 'Email'. It has a red border and a red exclamation mark icon on the right. Below the field, the text 'The Email field is required.' is displayed in red. The second input field is labeled 'Password' and contains the placeholder text 'Password'. It also has a red border and a red exclamation mark icon on the right. Below the field, the text 'The Password field is required.' is displayed in red. To the left of the 'Password' field, there is a checkbox labeled 'Remember me?'. To the right of the 'Password' field, there is a link labeled 'Forgot password?'. Below these fields and links is a large blue button labeled 'Sign in'. At the bottom of the form is a white button labeled 'Register as a new user', which is circled in red.

2. After clicking on the “Register as a new user” button, the Register page will appear.
  - a. Enter the complete service company name correctly.
  - b. Enter the TDLR Service Company license number.
  - c. In the next two fields make sure your first and last name are spelled correctly.
  - d. A current email address is required (company or personal). Company email address is preferred.
  - e. A password is required to enter in the sign in page. Create a password that is at least 6 characters. Make sure you include at least one uppercase, lowercase, number, and special character. Example: Din@45!.
  - f. Once the password has been created, type it again in the Confirm Password box. Make sure the password is entered correctly or it will not register your new account.
  - g. Once the password is entered correctly in the confirm password box, click on the “Register” button.
  - h. You are now registered in the DPR Online reporting system.



# Register

Service Company Name\*

\*Required

Service Company License Number\*

\*Required

First Name\*

\*Required

Last Name\*

\*Required

Email\*

\*Required

Password\*

\*At least 6 characters, including uppercase, lowercase, and a special character

Confirm Password\*

\*Required

**Register**

## FORGOT PASSWORD

1. If you forgot your password you can create a new password. Go to the DPR Online sign in page and click on the "Forgot password?" link.

## Sign in

Email

Password

The Password field is required.

☐ Remember me?

**Forgot password?**

**Sign in**

**Register as a new user**



2. The “Forgot your password?” page will appear. Enter your email address and click on the “Email Link” button.

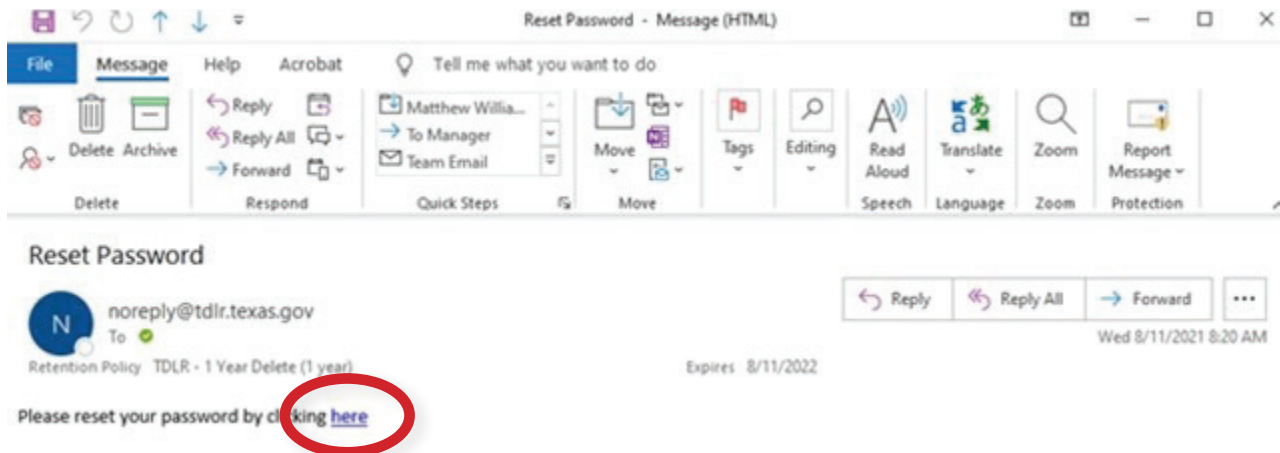
## Forgot your password?

### Enter your email

Email

Email Link

3. You will receive a reset password link through your email. There will be a highlighted, “[here](#)” link, click it. The Reset password page will appear.



4. Enter your email address and your new password. You must create your new password by using: at least a 6 character password. Make sure you include at least one uppercase, lowercase, number, and special character. Example: Din@45!

# Reset password

Email

The Email field is required.

Password\*

The Password field is required.

\*At least 6 characters, including uppercase, lowercase, and a special character

Password must meet the following requirements

- ✗ At least **one letter**
- ✗ At least **one lowercase letter**
- ✗ At least **one uppercase letter**
- ✗ At least **one special character**
- ✗ At least **6 characters**

Confirm password

**Reset Password**



5. Remember to enter your new password again in the confirm password box before submitting. Once the password is entered in the confirm password box, click on “Reset Password” button.
6. Once you click on the reset password tab, you can now re-enter the sign in page and access your DPR report(s).

## Reset password

Email

Password\*

\*At least 6 characters, including uppercase, lowercase, and a special character

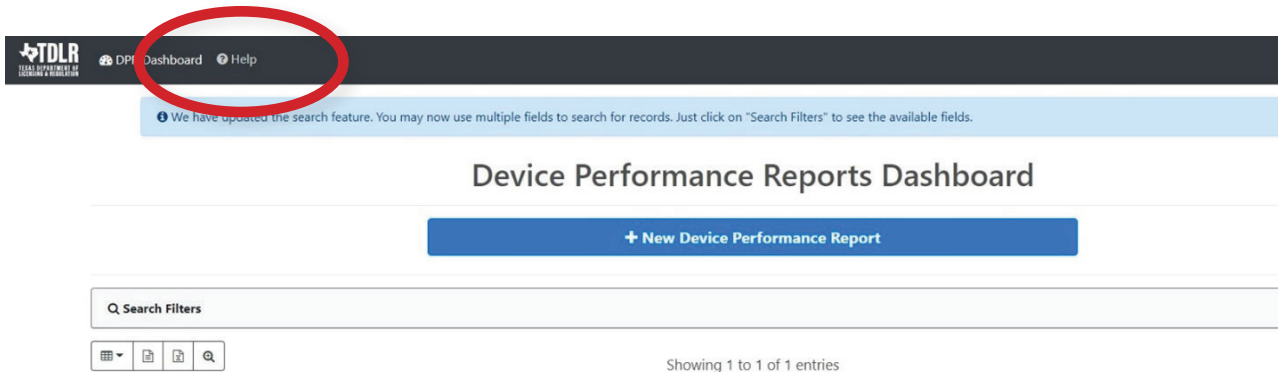
Confirm password

**Reset Password**



# DPR ONLINE HELP

1. For additional information and help you can click on the “Help” link at the top of the DPR Dashboard.



2. This will display helpful information needed to use the DPR system such as:
  - a. Registering,
  - b. Logging in,
  - c. What must be entered int DPR Online?
  - d. Skimmers, and
  - e. Contact Information

**If have any questions you can contact the Texas Department of Licensing & Regulation at:**

<https://www.tdlr.texas.gov/help/>

FMQTechInfo@tdlr.texas.gov

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Austin, TX 78711

(800) 803-9202 [in state only]

(512) 463-6599

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