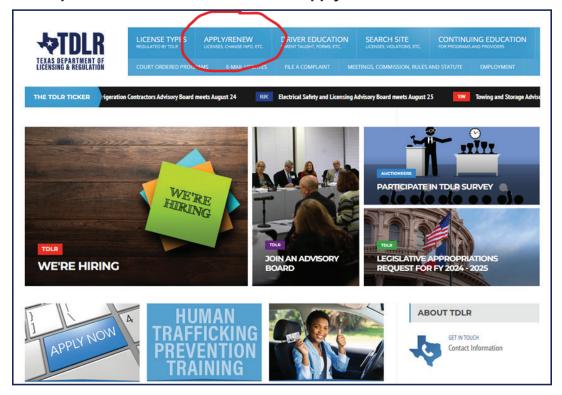


# TEXAS DEPARTMENT OF LICENSING & REGULATION

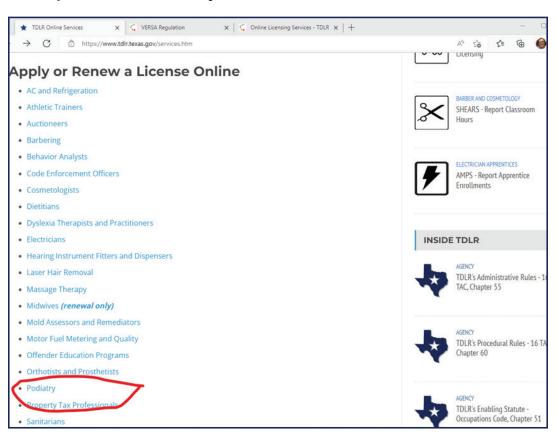
How to Register as a New User for the New System Below is a step-by-step screen shot of the entire process:

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

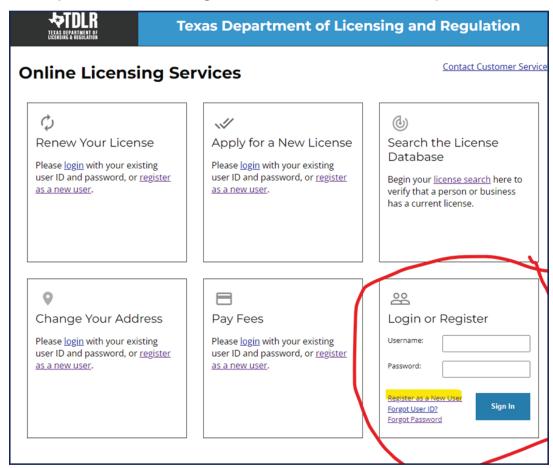




Step 2: Click on Podiatry on the list.

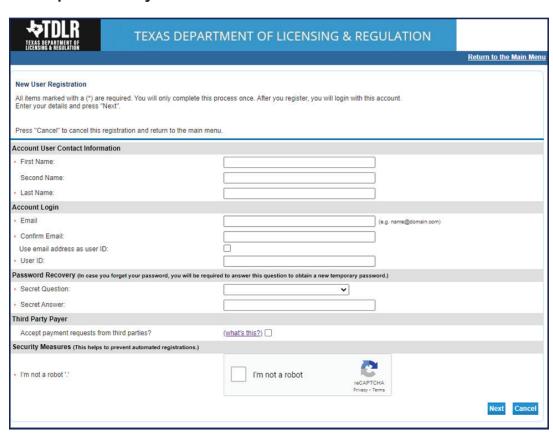


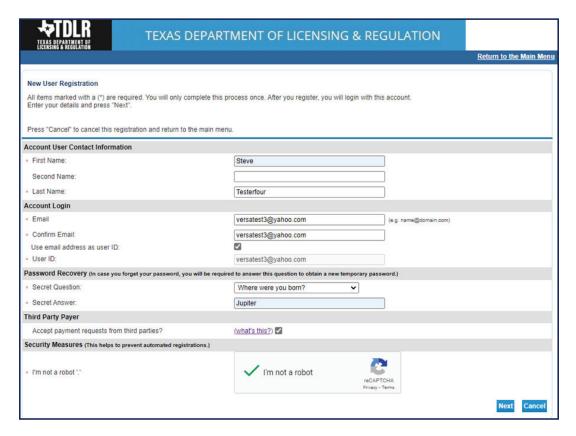
Step 3: Click on the Register as a New User link. Set up a New User Account.





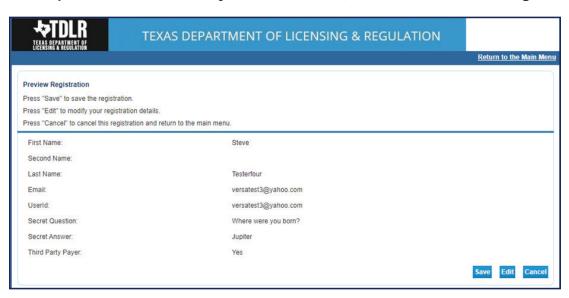
## Step 4: Fill out your information.

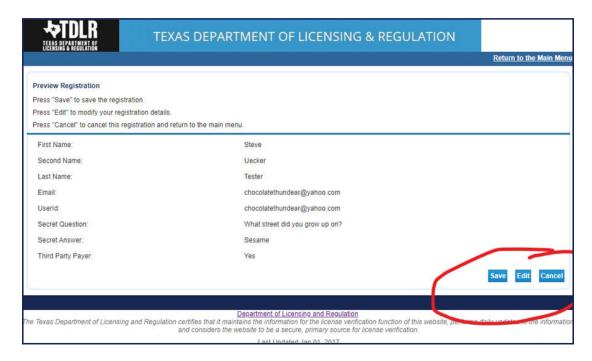






Step 5: Confirm and edit your information, if needed, before hitting "Save."



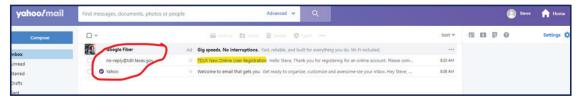


Step 6: You will receive notification of your temporary password for the account. This can be found at the email address you supplied.



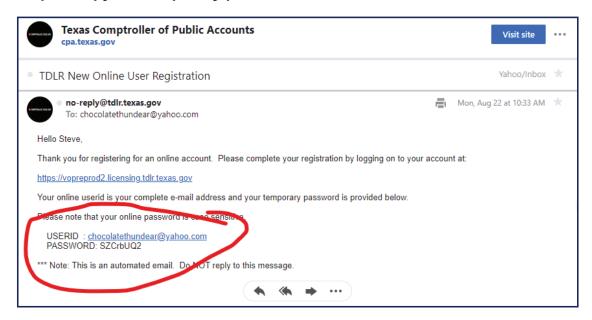


#### Step 7: The email will be from TDLR.

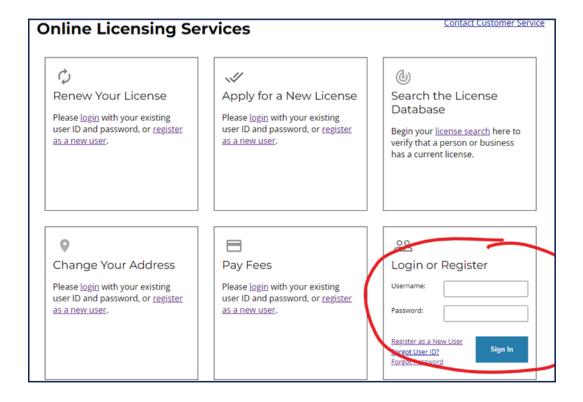


Step 8: You are issued a password. Now you have a User Account. Open the email. If it is not there, check your spam folder.

Step 9: Copy the temporary password.



Step 10: Enter your New User Account ID and paste the temporary password.

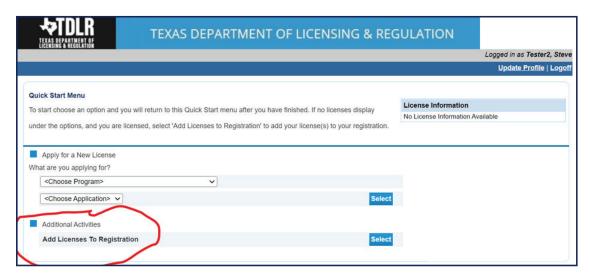




Step 11: Paste the temporary password again and create your own password and confirm it.



Step 12: Congrats! You should not have to do that part again for a long time. You can now link your User Account to your License. Click "Add Licenses to Registration."



Step 13: You will now add your License to this User Account. You are a Licensee: Click "Yes."





#### **Step 14: Choose your Board and License type:**

• Podiatric Medical Examiners Advisory Board and Doctor of Podiatric Medicine



Step 15: Enter your Name, SSN, and DOB.



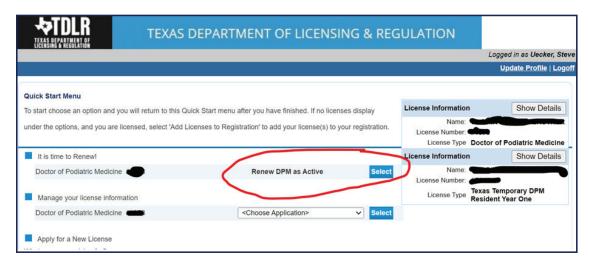


Step 16: Then the system will find your License. You confirm that it's yours.



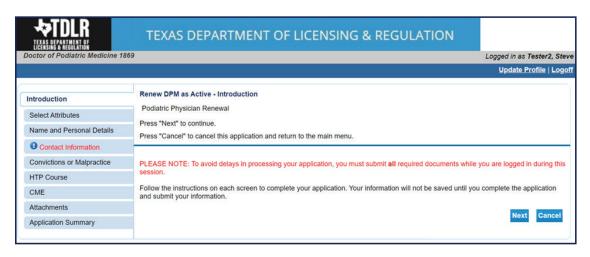
Step 17: Now your User Account and License are linked. It will now find all your Licenses with us and prompt you to renew. Select "Renew DPM as Active."

The system also found the old Residency License in this example.





### Step 18: Introduction to the Renewal DPM page. Each requirement is listed on the left, just click to get to the next screen.

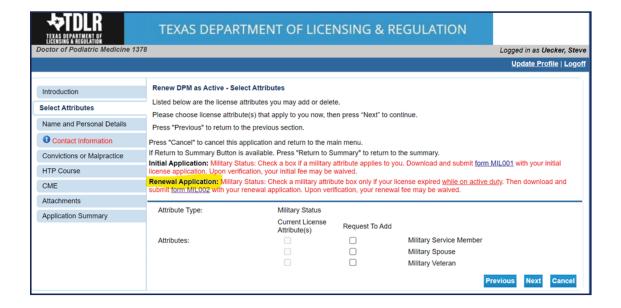


### **Step 19: Select Attributes:**

The attribute in this case is military service.

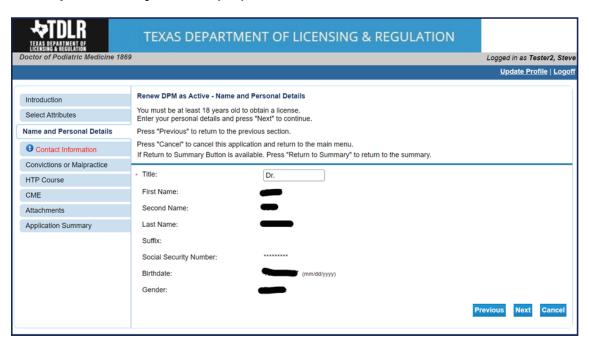
The greyed-out boxes show your current status.

If you or your spouse is in the military, select the appropriate box. If not, leave it blank.

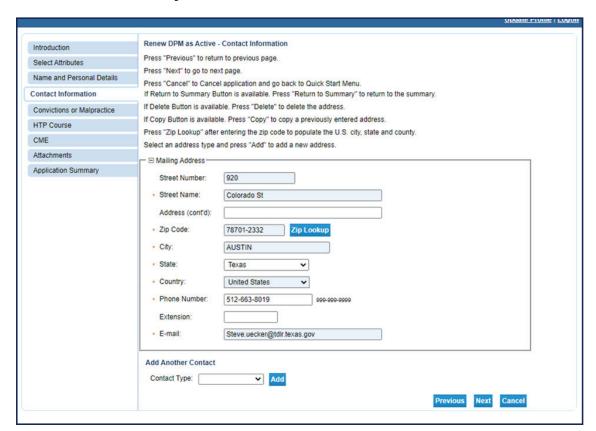




Step 20: Enter your title (Dr.).

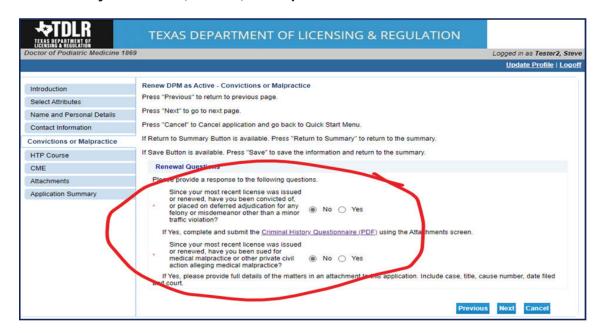


Step 21: Your address information should automatically populate. Check and add any additional addresses such as "Office" or "Home."





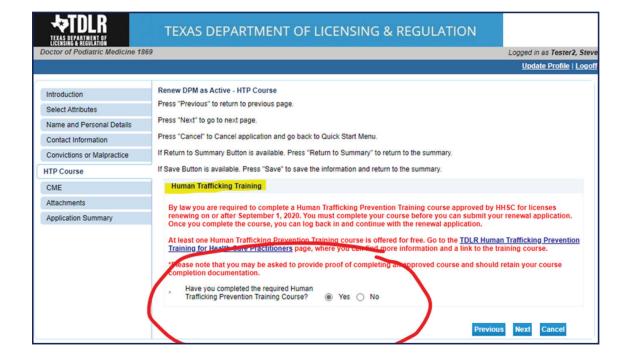
#### Step 22: Update any Criminal History if needed. You may download, fill out, and upload the document in this renewal.



Step 23: Human Trafficking PRevention (HTP) training must be completed prior to renewal. If you have not, you can click on the link or go to our HTP webpage.

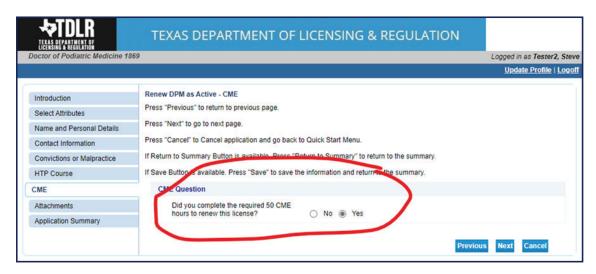
There are several free courses available. Human Trafficking Prevention Training.

(https://www.tdlr.texas.gov/humantraffickingtraining.htm)

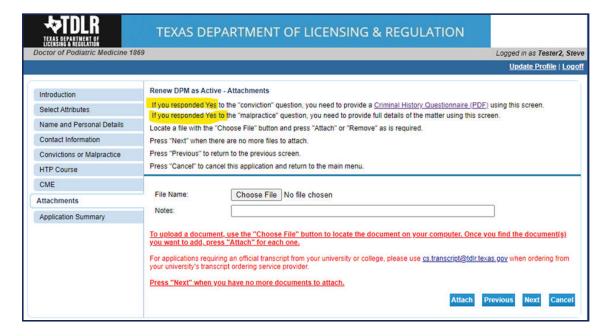




Step 24: Answer the CME questions.

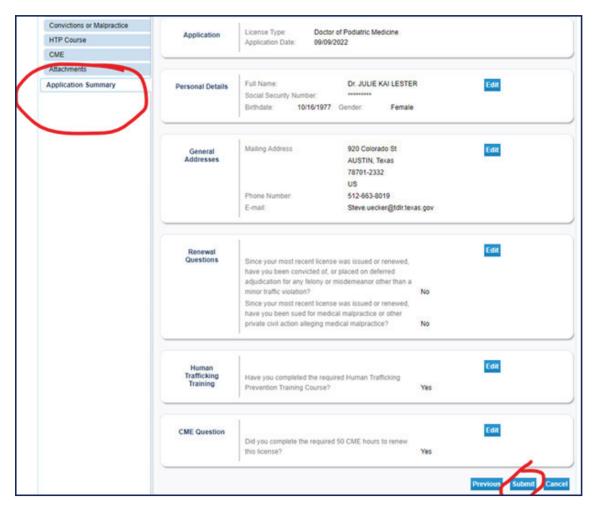


Step 25: Next is the Attachments page. If you had a change in your Criminal History, upload the form. If not, then there is nothing to upload. Click "Next."

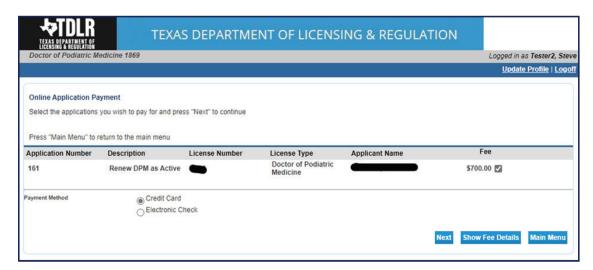




Step 26: This is the Application Summary page. It will show all your responses to the questions in the renewal. If you need to change them, you can edit the responses. If they are correct, hit "Submit."



Step 27: Now it is time to pay. Click on the fee and the method you choose to pay by.

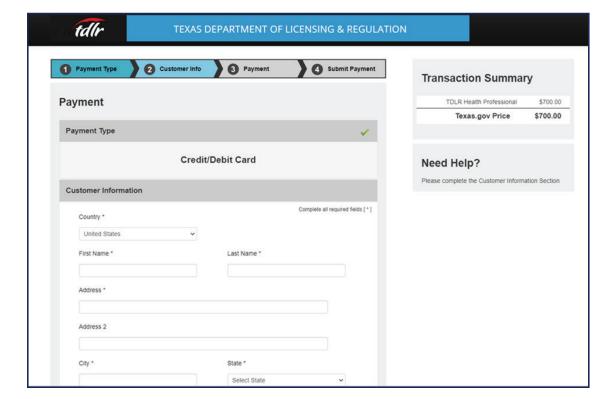




Step 28: The system confirms your method of payment. In this case, credit card.

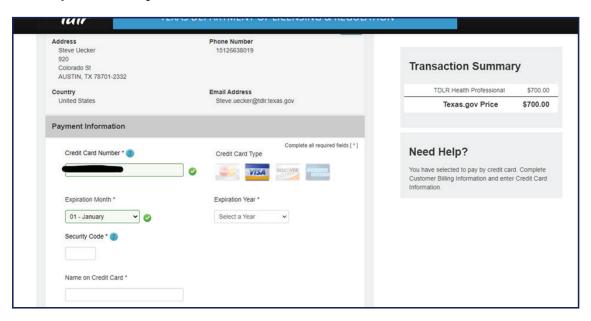


Step 29: There are two payment screens, just like many other online transactions. Enter your information on each one.





Step 30: Enter your Credit Card information.



Step 31: Confirm again that you are not a robot, and the information is correct, and hit "Submit."





Step 32: A screen will come up showing a successful transaction. You can view, save, and print the PDF receipt by clicking on the "View PDF Online Summary Report" tab.

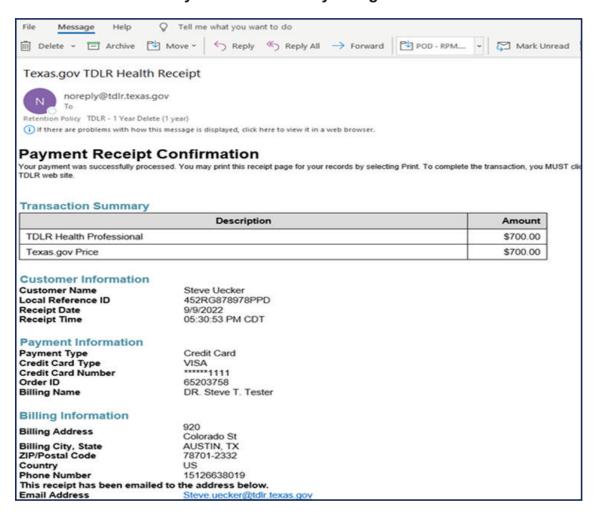


Step 33: Below is an example of the PDF:





## Step 34: You will also immediately receive an email confirmation of the transaction to the address that you entered when you registered the account.



Step 35: Congratulations! You are renewed and have a User Account for future use. You can use it to update and change License information and apply for different Licenses or Permits.

