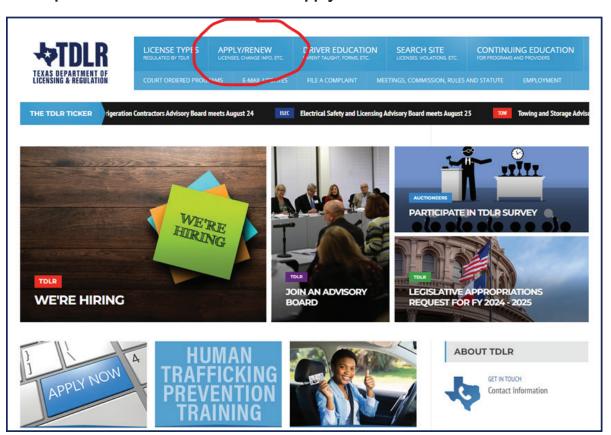
## TEXAS DEPARTMENT OF LICENSING & REGULATION

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How to add a DPM to Your License	20

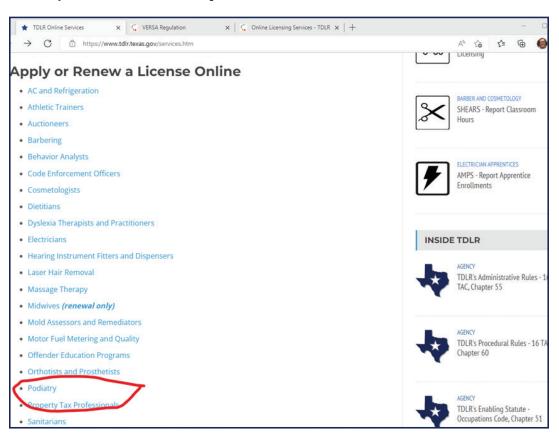
## Below is a step-by-step screen shot of the entire process:

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

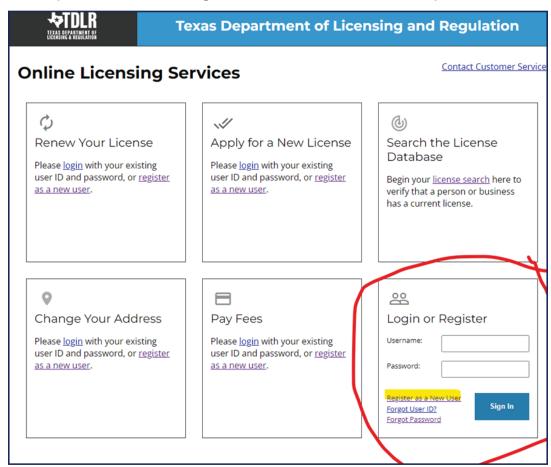




Step 2: Click on Podiatry on the list.

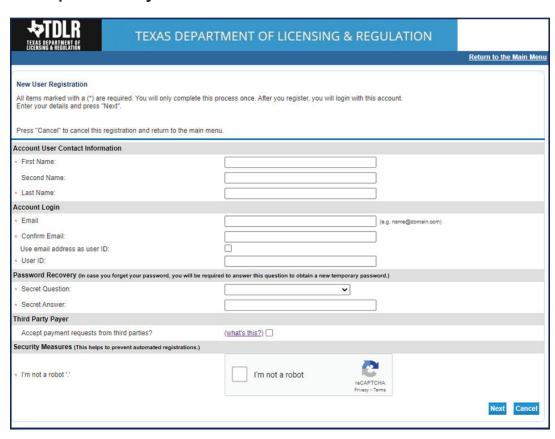


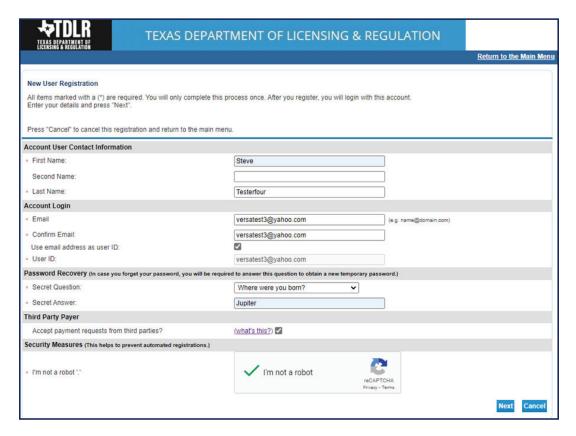
Step 3: Click on the Register as a New User link. Set up a New User Account.





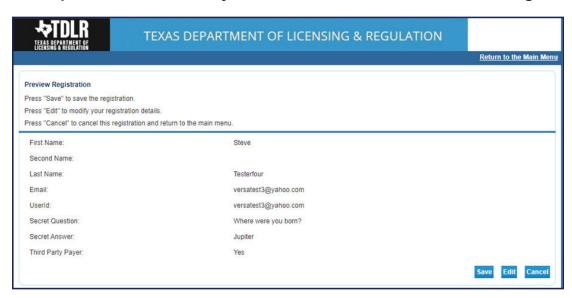
## Step 4: Fill out your information.

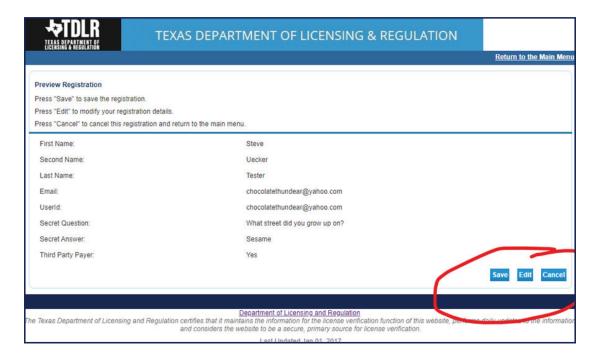






Step 5: Confirm and edit your information, if needed, before hitting "Save."





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



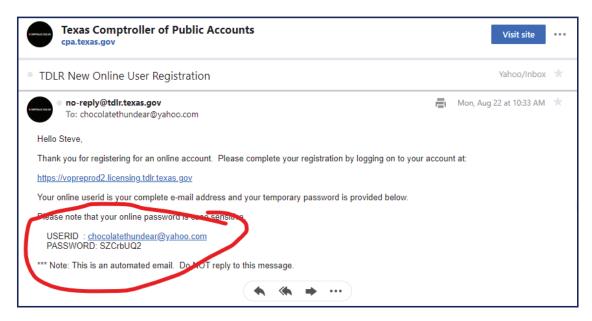


#### Step 7: The email will be from TDLR.

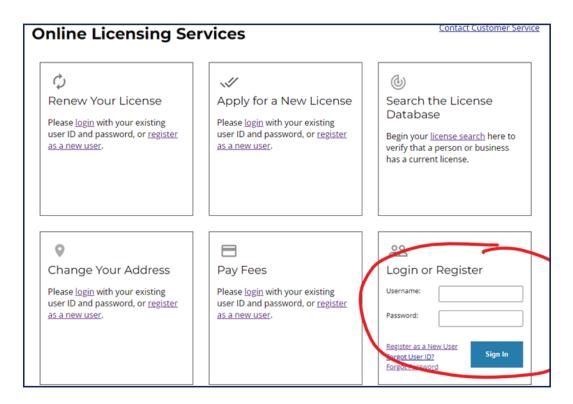


Step 8: You are issued a password. Now you have a User Account. Open the email. If it is not there, check your spam folder.

### Step 9: Copy the temporary password.



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

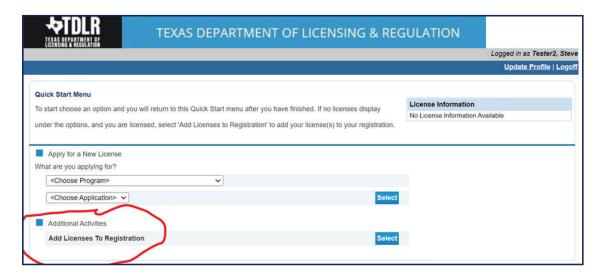




Step 11: Paste the temporary password again and create your own password and confirm it.



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 Podiatric Medical Radiological Technician.



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





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





### How to Renew your Podiatric Medical Radiological Technician Registration:

Step 1: Now your User Account and License are linked. It will now find all your Licenses with us and prompt you to renew. Select "Renew Podiatric Rad Tech."



Step 2: Introduction to the Renewal Rad Tech page. Each requirement is listed on the left, just click to get to the next screen.

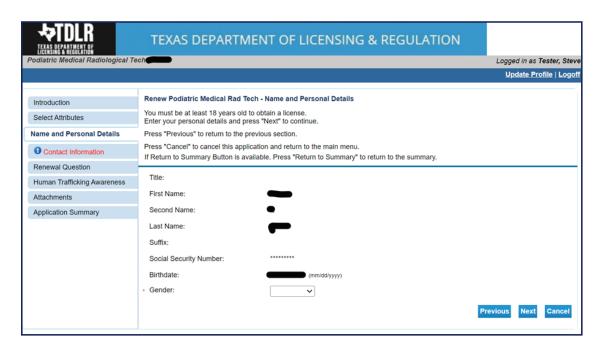


Step 3: If you are active in the service or have a spouse who is, read the red instructions for a renewal application. If not, leave it blank.



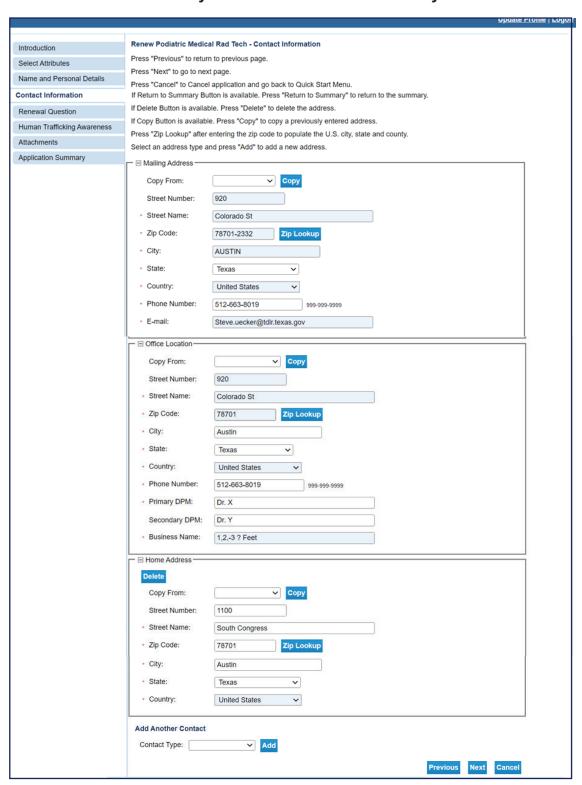


## Step 4: Verify your information.



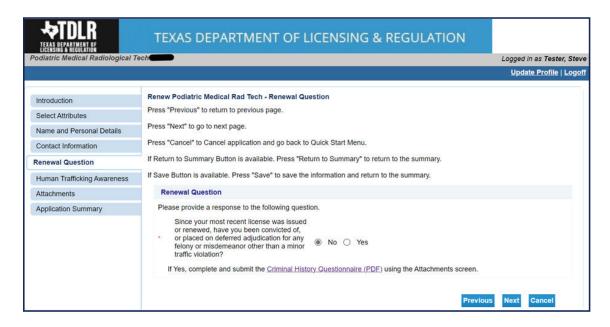


Step 5: Check all the information that has been uploaded. Enter your Primary DPM contact, and Secondary if applicable. You will next connect your License to the DPM office you work at.

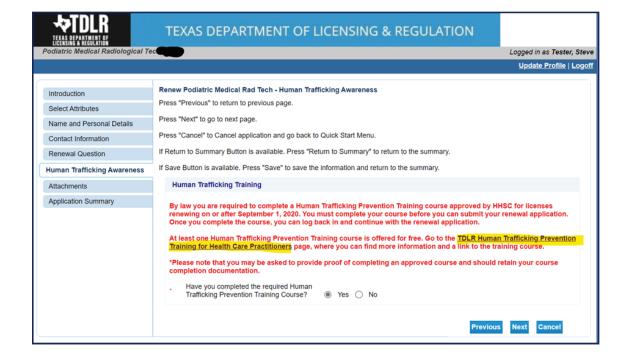




Step 6: If you had a criminal conviction or deferred adjudication in the last year, you will have to answer "yes" and fill out a form.

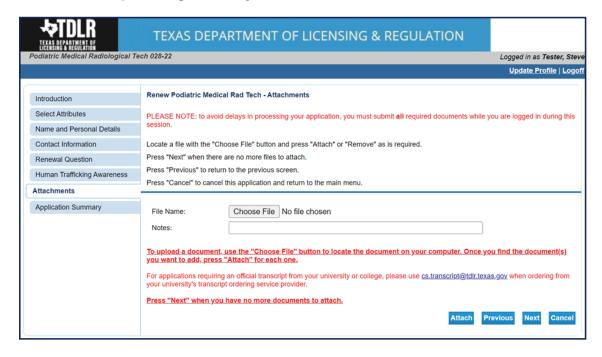


Step 7: Confirm that you have taken the Human Trafficking Prevention Training. If you have not, use the highlighted link to find a course. They can be taken online and there are many free ones.



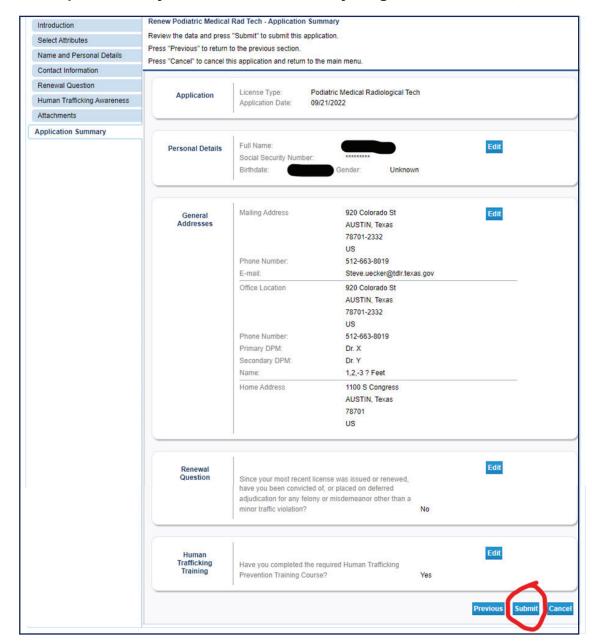


Step 8: If you have a update to your criminal record or any other forms to upload, you can do that on this page. Hit "Choose File" and the file will appear. To finish uploading the file you want, hit "Attach."



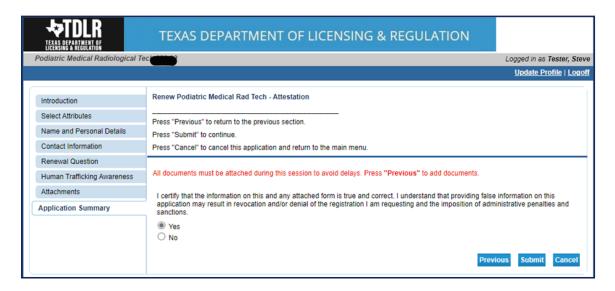


Step 9: Review your information, edit anything that is incorrect, and hit Submit.





Step 10: Attest that everything is correct and true.



Step 11: Your fee will be displayed (\$25.00) You can pay now or later, but we recommend paying now.



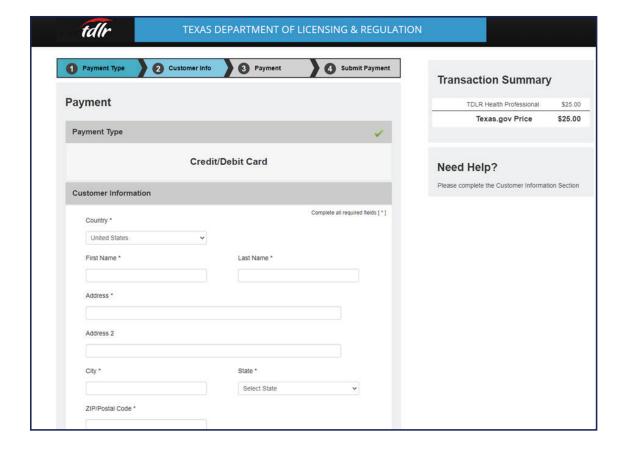
Step 12: Click Next.





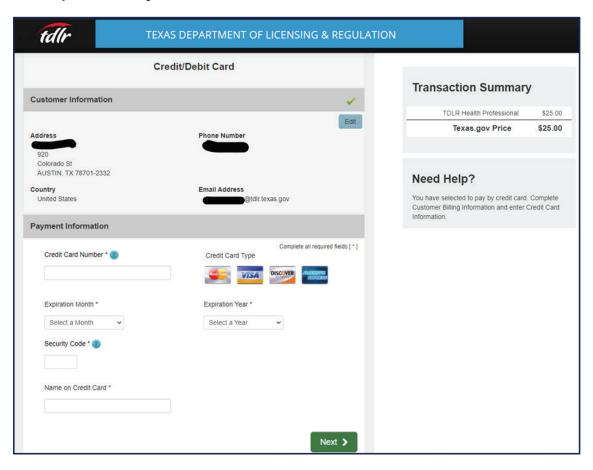


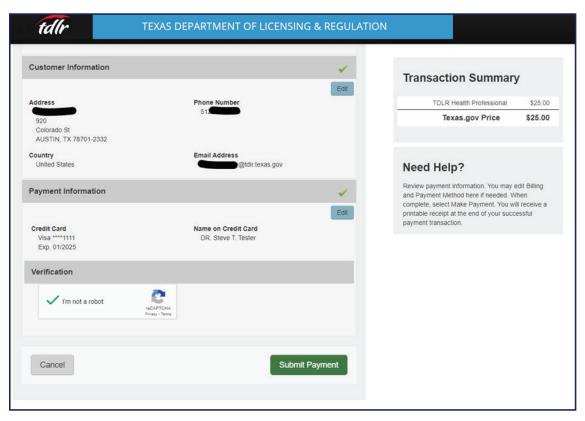
Step 13: Enter your credit card information.



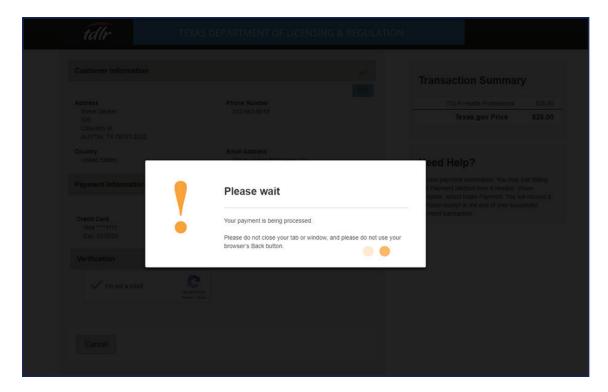


Step 14: Enter your credit card number.









Step 15: You can get a PDF summary and print.





#### Step 16: You will also get an email confirmation.



## **Licensing and Regulation**

## Podiatric Medical Examiners Advisory Online Payment

Amount Paid: 25.00 Authorization Number: OK1894

Batch Trace Number 452RG880286PPD Payment Date: 21-Sep-22 6.25 PM Payor Name:

Your application summary will be emailed to the email address provided.

Application Number Description

**Applicant Name** 

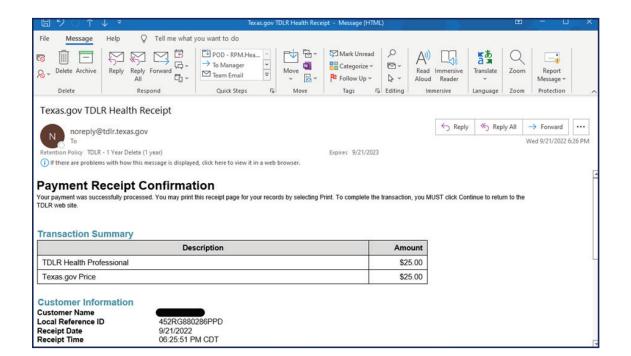
Fee Trace Number

2003-451

Renew Podiatric Medical Rad

Tech

25.00 452RG880286PP





### How to Add a Doctor of Podiatric Medicine to your Registration:

If you are registering for the first time or have a change in the DPMs that you work with, you need to update your registration with that information. The following procedure tells you how. It will connect the Doctors of Podiatric Medicine (DPMs) with your License. You can modify it at any time, for example, if a DPM leaves a practice, or you change employers.

Step 1: Sign in and go to "Manage your License information." You can then choose Update Office Locations and Related DPMs.

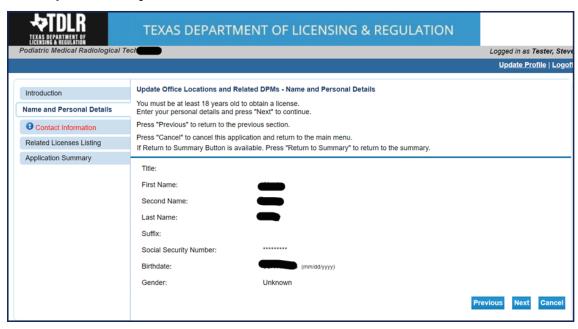


Step 2: Introduction page to "Updating Office Locations and Related DPMs."

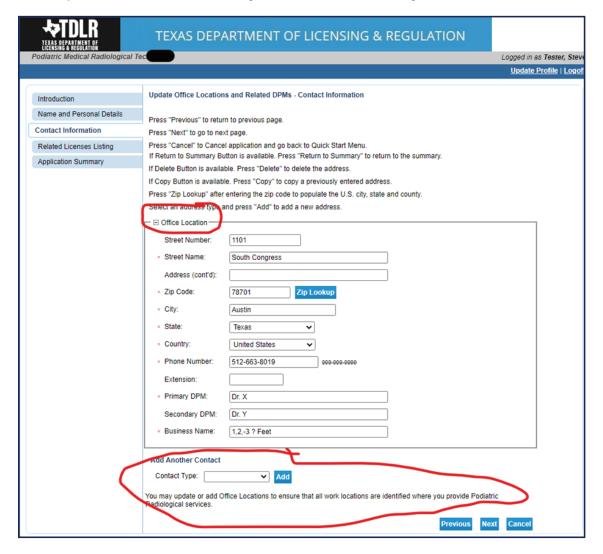




Step 3: Check your information.



Step 4: You can add as many Office Locations as you need

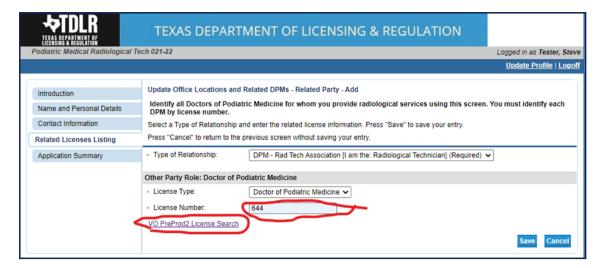




Step 5: Click "Add" if you need to add a DPM. If you are updating the system, the DPMs you are currently associated with or "related to" would be listed. If you need to "Delete" a DPM, that option would appear, too.

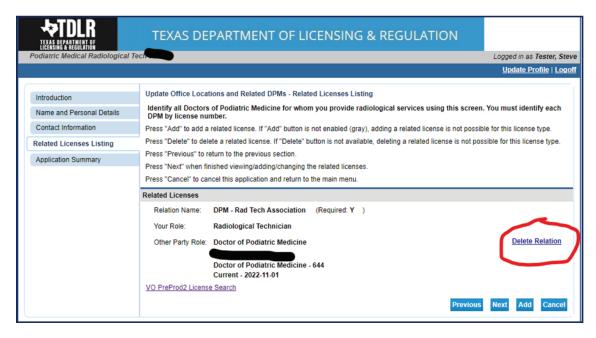


Step 6: You can either enter their License number or use the "License Search" option.

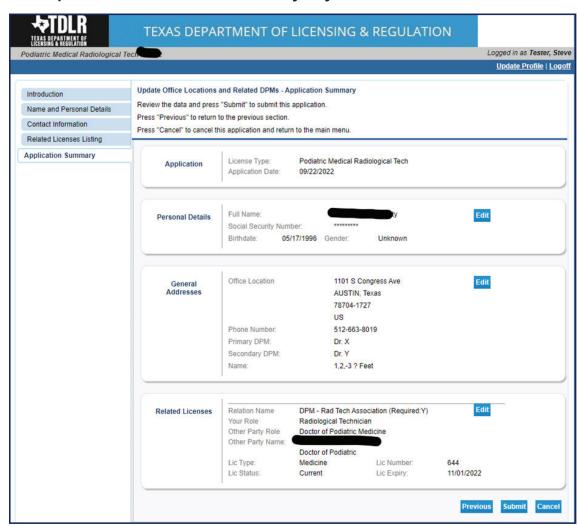




# Step 7: You have now added this DPM. You can just as easily delete the relationship in the license system with that podiatrist by hitting the "Delete Relation" link.

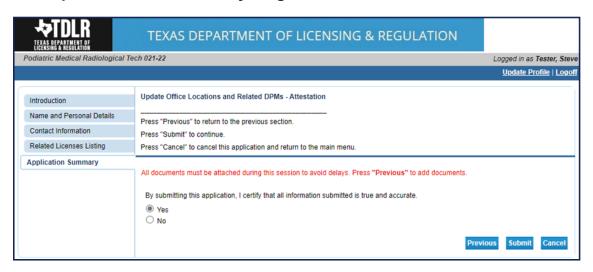


Step 8: You will now see a summary of your choices. You can edit them if needed.





Step 9: You attest that everything is correct.



Step 10: There is no fee to pay. You can click the PDF and get a report of your transaction for your records.





#### Step 11: PDF Summary.



## Licensing and Regulation **Application Summary**

9/22/22, 1:42 PM Page 1 of 2

**Application Detail** 

License Type: Podiatric Medical Radiological Tech

Application: **Update Office Locations and Related DPMs** 

Application Date: 09/22/2022 (mm/dd/yyyy)

**Personal Detail** 

First Name:

Middle Name: Last Name:

\*\*/\*\*/\*\*\*\* (mm/dd/yyyy) Date of Birth:

Gender: Unknown \*\*\*\*\*\* Social Security Number:

Addresses

Office Location

Name: 1,2,-3 ? Feet

Address: 1101 S Congress Ave

**AUSTIN, TX** 

78704-1727

**United States** 

Phone Number: 512-663-8019

Primary DPM Dr. X Secondary DPM Dr. Y

**Related Licenses** 

Relation Name: **DPM - Rad Tech Association** 

Required:

Your Role: Radiological Technician

Other Party Role: **Doctor of Podiatric Medicine** 

**Doctor of Podiatric Medicine - 1599** 

Current - 2022-11-01

Relation Name: **DPM - Rad Tech Association** 

(Image continued on next page)



Page 2 of 2

Required:
Y
Your Role:
Radiological Technician
Other Party Role:
Doctor of Podiatric Medicine

Doctor of Podiatric Medicine - 644
Current - 2022-11-01

Attestation
By submitting this application, I certify that all information submitted is true and accurate.

Step 12: That's it! You have updated the DPMs connected to your registration.

