


How To Link A License To The Online Account:

The online system link is found here:

<https://vo.licensing.hpc.texas.gov/datamart/mainMenu.do>


1. Logging to the Online Licensing System




Texas Behavioral Health Executive Council
Texas Board of Professional Geoscientists
Texas Funeral Service Commission
Texas Optometry Board
Texas State Board of Dental Examiners
Texas State Board of Pharmacy
Texas State Board of Plumbing Examiners

Welcome to the Online Licensing System

FAQ | Public Search | Contact Us

Returning User
* * * are required.
*User ID:
*Password:
*Click the white Checkbox next to "I'm not a robot"
 I'm not a robot 
[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)
New Users must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.




Public Search
It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

Sign-up and manage your licenses
Apply for New License: To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.
Renew or Maintain Your License: To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.
Maintenance Window: Click [here](#) to see our upcoming maintenance schedule

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Details about information collected on individuals and the process to correct incorrect information may be found on each of the agency's websites.

Logging In Issues/Technical Support: [Contact Us](#)
Payment Issues: 877-452-9060
Browser Compatibility Minimum: IE v9, Firefox v27, Chrome v12.X (NO hand-held devices)
Maintenance Window: Sunday 7pm - 10pm CST



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2. Review the “License Information” box in the upper right corner of the “Quick Start Menu” to ensure the license is not linked to the account. Under Add licenses to registration click on “Select”.

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

License Information
No License Information Available

Start a New Application

What are you applying for?

<Choose Board>

<Choose Application>


Additional Activities

Secure Mailbox

Add Licenses To Registration

The screenshot shows a web interface with a 'Quick Start Menu' section. It contains instructions and a 'License Information' box that says 'No License Information Available'. Below this are sections for 'Start a New Application' and 'Additional Activities'. The 'Start a New Application' section has two dropdown menus and a 'Select' button. The 'Additional Activities' section has two options: 'Secure Mailbox' and 'Add Licenses To Registration', each with a 'Select' button. An orange arrow points down to the 'License Information' box, and another orange arrow points left to the 'Select' button for 'Add Licenses To Registration'.

3. Review if any of these options are applicable.



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Logged in as .

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Add Licenses To Registration

Step1: Have You Done Business with Us? Step2: Provide Identifying Information Step3: Confirm Information

Welcome to OnlineQuickStart
By answering a few simple questions we'll help you to get started


Step 1

Have you ever held a license or registration with our Board?

- If this is the *first time* you are adding your existing or previous held license to this online account then please select "Yes" so you can walk through the steps of adding your license to your online account.
- If you are applying for a *brand new license* for the first time, select "No" and you will be taken to the Quick Start menu where you can see your initial licensing options under the "Start a New Application" heading.
- If you have *renewed or applied on-line previously* (since 2011), select "No" as you only need to add your license to your online account once. You will be taken to the Quick Start menu where you should see your license and your licensing options.
- If you have an *email change* since the last time you logged in please [contact us](#) with your old email address and your new email address and we can update your account for you as your license can only be associated with one account.

Yes [How do I know?](#)

No


[Next](#) [Cancel](#)

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Choose the Board of Texas Funeral Service Commission from the drop-down and then select the license type.


Add Licenses To Registration - Select License Type


Step1: Have You Done Business with ...? Step2: Provide Identifying Information Step3: Confirm Information

Welcome to ... OnlineQuickStart
What kind of a license did you hold, or did you apply for the past?

Step 1
Which board manages your license type? Selecting from this list narrows the available License Type drop-down list.

* Board:  Board of Texas Funeral Service Commission ▼ [How do I know?](#)

* License Type:  Funeral - Funeral Homes/Commercial Embalming Facility ▼ [How do I know?](#)

 **Next** **Cancel**

4. Fill out the requested information. Make sure the Organization/Individual name matches with the license number. (Ex. If the organization name has an Inc. within the name, then it must be entered. (Funeral, Inc.))
Check the "I'm not a robot" box. Click Next

Add Licenses To Registration - Validation

Step1: Have You Done Business with Us? **Step2: Provide Identifying Information** Step3: Confirm Information

Help us to find your records

Step 2
Please provide your credentials
* Required Information

License Type: Funeral - Funeral Homes/Commercial Embalming Facility

* License Number:

* Organization Name: ←

* Zip Code:

Security Measures (This helps to prevent automated registrations.)

* Click the white Checkbox next to "I'm not a robot"

I'm not a robot reCAPTCHA Privacy - Terms

↓
Next **Cancel**

5. Verify the license information is correct. Select the “I confirm this is my information.”

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Logged in as

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Add Licenses To Registration - Preview

Step1: Have You Done Business with Us?

Step2: Provide Identifying Information

Step3: Confirm Information

Good News! We have located your information

Step 3
Please confirm your license credentials

Indiv / Org Number:

Name:

License Type	License Number
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Funeral - Crematory	
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Select One:

I confirm this is my information
 No this is not my License information

[Next](#) [Cancel](#)

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6. If your license is already associated with another online account, you will get this error message. It is not uncommon for a licensee to forget they created an account, especially if it happened several years ago. In this case, you will need to log in using what you believe may be the User ID and use the “Forgot Password” procedure, or email the agency to request your license be unlinked from the current account at licensing@tfsc.texas.gov

Error

- Entity already associated with another User Id, cannot proceed. If this is incorrect please click [here](#) to confirm you do not see your license already added to your account. If you still don't see your license, [contact us](#) and provide your userid, profession, and license nbr. and we can assist you further.

Step1: Have You Done Business with Us? Step2: Provide Identifying Information **Step3: Confirm Information**

Good News! We have located your information

Step 3
Please confirm your license credentials

Indiv / Org Number: _____
Name: _____

License Type	License Number
Select One:	
<input checked="" type="radio"/> I confirm this is my information	
<input type="radio"/> No this is not my License information	

[Next](#) [Cancel](#)

The license will now show under the Quick Start Menu. The license information will be displayed in the box on the upper right corner and a new “Manage your license information” drop-down menu will now be available.

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

License Information [Show Details](#)

Name: _____
License Number: #3
License Type: **Funeral Home Establishment**

Manage your license information

Funeral Home Establishment #3 [Select](#)

Start a New Application

What are you applying for?

[Select](#)

Additional Activities

[Secure Mailbox](#) [Select](#)

[Add Licenses To Registration](#) [Select](#)