


# 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

This website is the property of the State of Texas. Unauthorized attempts to upload information or change information are strictly prohibited and may be punishable under the Texas Penal Code Chapters 33 (Computer Crimes) or 33A (Telecommunications Crimes).

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

**Applicant Activities**

Funeral - Individual/Provisional # [REDACTED] Individual/Provisional Order Law Books [Select](#)

**Start a New Application**

What are you applying for?

<Choose Board>

<Choose Application>  [Select](#)

**View Application Status**

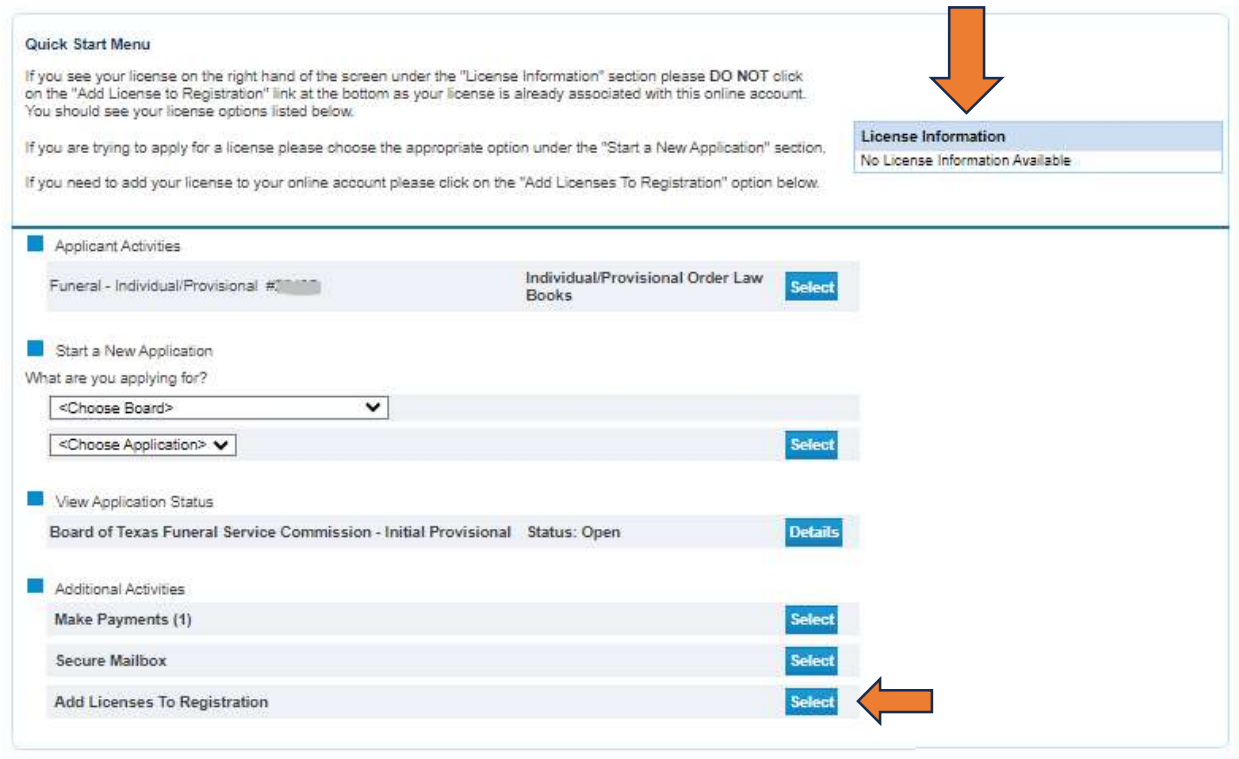
Board of Texas Funeral Service Commission - Initial Provisional Status: Open [Details](#)

**Additional Activities**

Make Payments (1) [Select](#)

Secure Mailbox [Select](#)

Add Licenses To Registration [Select](#)



3. Review if any of these options are applicable. Click Next

THE STATE OF TEXAS

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

Logged in as [Name]  
[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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4. Choose the Board of Texas Funeral Service Commission from the drop-down and then select the license type. Click Next

Update Profile | Logoff | Contact Us

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: [How do I know?](#)  
\* License Type: [How do I know?](#)

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

5. Fill out the requested information. You may choose from Option A or Option B. Select 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

Option A    **OR**     Option B

License Type: Funeral - Individual/Provisional    License Type: Funeral - Individual/Provisional

\* License Number:  [How do I know?](#)    \* Last Name:

\* SSN:  Full digits of SSN    \* Date Of Birth:  (mm/dd/yyyy)

\* SSN (confirm):  Full digits of SSN    \* Zip Code:

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

**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**

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

Texas Behavioral Health Executive Council  
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Texas State Board of Pharmacy  
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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
Funeral - Crematory	

Select One:

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

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

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7. 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](mailto: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 -	

I confirm this is my information  
 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: #11  
License Type: Individual

**Manage your license information**

Individual #11  [Select](#)

**Start a New Application**

What are you applying for?

[Select](#)

**Additional Activities**

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

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

The image shows a screenshot of a web interface. At the top left is the 'Quick Start Menu' with instructions. On the right is a 'License Information' box with details for license #11. Below these are three sections: 'Manage your license information' with a dropdown and 'Select' button; 'Start a New Application' with two dropdowns and a 'Select' button; and 'Additional Activities' with 'Secure Mailbox' and 'Add Licenses To Registration' options, each with a 'Select' button. Two orange arrows point to the 'License Information' box and the 'Select' button in the 'Manage your license information' section.