

1. Log into your online licensing system account. If you do not yet have an account, you will need to create one. A guide on how to create a new account AND add a license to registration is in the "[How To User Guide](#)".

The online system link is found here:

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

Welcome to the Online Licensing System | [FAQ](#) | [Public Search](#) | [Contact Us](#)

Returning User
"*" are required.
*User ID:
*Password:

[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)
New Users (those who have not applied or renewed online since June 2011) 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

2. From the "Manage your license information" option, select "Pay Individual Fee" and then click "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.

Manage your license information

Individual #

Applicant Activities

3. You received the following error message. Click "Cancel App".

<p>Introduction</p> <p>Name and Personal Details</p> <p>Contact Information</p> <p>Summary (pre-fees)</p>	<p>Your information could not be submitted due to the following error:</p> <p>Error</p> <ul style="list-style-type: none">Unable to proceed with the application. Please check under Application Status Inquiry on your Main Menu to see if you already have an application in progress. <p>Pay Individual Fee - Introduction</p> <p>Press "Next" to continue.</p> <p>Press "Cancel" to cancel this application and return to the main menu.</p>
	<p style="text-align: right;"> Cancel App</p>

4. You should be back at the Quick Start. Under View Application Status

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.

Manage your license information

Individual #1 [REDACTED] <Choose Application> [Select](#)

Applicant Activities

Individual # [REDACTED] <Choose Application> [Select](#)


Start a New Application

What are you applying for?

<Choose Board> [v](#)

<Choose Application> [v](#) [Select](#)

View Application Status

Board of Texas Funeral Service Commission - Pay Individual Fee	Status: Open	 Details
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5. Under the pop-up window click "FIX"

Submission Date	02/11/2024
Application Name	Pay Individual Fee
Application Number	126
Status	Open
Deficiencies	1. Insufficient money received
Notes	


[Fix](#) [Done](#)

6. Verify the Application Summary is correct. Click Edit to make corrections.

Introduction

Name and Personal Details

Contact Information

Summary (pre-fees)

Pay Individual Fee - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application | License Type: **Individual** | Application Date: 11/03/2023


Personal Details

Full Name: [Edit](#)
Social Security Number: *****
Birthdate: **/**/**** | Gender: | Race: |


General Addresses

Main Address: 1801 CONGRESS AVE
AUSTIN, TEXAS
TRAVIS
78701
US [Edit](#)



Is this your Home Address? Yes
Phone Number: (512) 936-2474
E-mail: none@none.com
Contact #: |
Web Address: |


[Previous](#) [Submit](#) [Cancel App](#)


7. Read the Attestation. Click Submit

Introduction	Pay Individual Fee - Attestation
Name and Personal Details	Press "Previous" to return to the previous section.
Contact Information	Press "Submit" to continue.
Summary (pre-fees)	Press "Cancel" to cancel this application and return to the main menu.
	By checking here I attest to the fact the information on this form, as well as the information on any attachment(s) sent to the Texas Funeral Service Commission, associated with submittal of this renewal, is true and correct. I understand that providing false or incorrect information may constitute a violation of the Rules and Regulations and may be grounds for revocation, suspension, penalties, or refusal to issue or renew the individual or provisional license.
	<input type="radio"/> Yes <input type="radio"/> No
	
	Previous Submit Cancel

8. Fee and Summary Report. Click Pay Now

Fee and Summary Report	
Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.	
Deficiencies that are currently associated with your online application may be listed below.	
You are required to pay the amount below for your application to be processed.	
Press "Pay Now" to proceed to the fee payment page.	
Fees	
Total Amount Due:	\$179.30
Deficiencies	
1. Insufficient money received	
Fix	 Pay Now
View PDF Summary Report	
	

9. Online Application Payment

Online Application Payment						
Select the applications you wish to pay for and press "Next" to continue						
Press "Main Menu" to return to the main menu						
Application Number	Description	License Number	License Type	Applicant Name	Fee	
121	Pay Individual Fee		Funeral - Individual/Provisional		\$179.30	<input checked="" type="radio"/>
Payment Method						
<input checked="" type="radio"/> Credit Card						
						
						Next Main Menu

10. Confirm Payment Details


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

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
12	Pay Individual Fee		Funeral - Individual/Provisional		\$179.30
Total					\$179.30

Payment Method:



11. Insert Credit/Debit Card information

1 Payment Type **2** Customer Info **3** Payment **4** Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Country * Complete all required fields [*]

First Name *
Last Name *

Address *


Address 2

City * State *

ZIP/Postal Code *

Phone Number

Email *



Payment Information