

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>

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


3. Read the introductory text then click "Next".

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

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**Change of Address - Introduction**

Press "Next" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

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

4. Pay Individual Fee- Name and Personal Details

**Introduction** | **Pay Individual Fee - Name and Personal Details** | **Contact Information** | **Summary (pre-fees)**

Enter your personal details and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

First Name:

Second Name:

Last Name:


Suffix:

Social Security Number:


Date of Birth:  (mm/dd/yyyy)

Gender:

Race:

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

## 5. Update or Verify the Pay Individual Fee – Contact Information is updated.

<b>Introduction</b>	<b>Pay Individual Fee - Contact Information</b>
<b>Name and Personal Details</b>	Press "Continue" to go to next page.
<b>Contact Information</b>	Press "Previous" if you do not want to save your changes.
<b>Summary (pre-fees)</b>	Press "Delete" to delete this address.
	If Copy Button is available. Press "Copy" to copy a previously entered address.
	Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
	<input type="checkbox"/> Main Address
	* Is this your Home Address? <input checked="" type="radio"/> Yes <input type="radio"/> No
	Street Number: <input type="text" value="1801"/>
	* Address: <input type="text" value="CONGRESS AVE"/> <input type="text"/> <input type="text"/>
	* Zip Code: <input type="text" value="78701"/>
	* City: <input type="text" value="AUSTIN"/>
	* State: <input type="text" value="TEXAS"/>
	* County: <input type="text" value="TRAVIS"/>
	* Country: <input type="text" value="United States"/>
	Phone Number: <input type="text" value="(512) 936-2474"/> (999) 999-9999
	Extension: <input type="text"/>
	* E-mail: <input type="text" value="none@none.com"/>
	Contact #: <input type="text"/>
	Web Address: <input type="text"/>
	
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel App"/>

## 6. Verify the Application Summary is correct.

<b>Introduction</b>	<b>Pay Individual Fee - Application Summary</b>						
<b>Name and Personal Details</b>	Review the data and press "Submit" to submit this application.						
<b>Contact Information</b>	Press "Previous" to return to the previous section.						
<b>Summary (pre-fees)</b>	Press "Cancel" to cancel this application and return to the main menu.						
	<table border="1"><tr><td><b>Application</b></td><td>License Type: <b>Individual</b> Application Date: <b>11/03/2023</b></td></tr><tr><td><b>Personal Details</b></td><td>Full Name: <input type="text"/> <a href="#">Edit</a> Social Security Number: <b>*****</b> Birthdate: <b>**/**/****</b> Gender: <input type="text"/> Race: <input type="text"/></td></tr><tr><td><b>General Addresses</b></td><td>Main Address <b>1801 CONGRESS AVE</b> <a href="#">Edit</a> <b>AUSTIN, TEXAS</b> <b>TRAVIS</b> <b>78701</b> <b>US</b> Is this your Home Address? <b>Yes</b> Phone Number: <b>(512) 936-2474</b> E-mail: <b>none@none.com</b> Contact #: <input type="text"/> Web Address: <input type="text"/></td></tr></table>	<b>Application</b>	License Type: <b>Individual</b> Application Date: <b>11/03/2023</b>	<b>Personal Details</b>	Full Name: <input type="text"/> <a href="#">Edit</a> Social Security Number: <b>*****</b> Birthdate: <b>**/**/****</b> Gender: <input type="text"/> Race: <input type="text"/>	<b>General Addresses</b>	Main Address <b>1801 CONGRESS AVE</b> <a href="#">Edit</a> <b>AUSTIN, TEXAS</b> <b>TRAVIS</b> <b>78701</b> <b>US</b> Is this your Home Address? <b>Yes</b> Phone Number: <b>(512) 936-2474</b> E-mail: <b>none@none.com</b> Contact #: <input type="text"/> Web Address: <input type="text"/>
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	<p style="text-align: right;"><a href="#">Previous</a> <a href="#">Submit</a> <a href="#">Cancel App</a></p>						

## 7. Read the Attestation. Click Submit

<b>Introduction</b>	<b>Pay Individual Fee - Attestation</b>
<b>Name and Personal Details</b>	Press "Previous" to return to the previous section.
<b>Contact Information</b>	Press "Submit" to continue.
<b>Summary (pre-fees)</b>	Press "Cancel" to cancel this application and return to the main menu.
	<p>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.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
	<p style="text-align: right;"><a href="#">Previous</a> <a href="#">Submit</a> <a href="#">Cancel</a></p>

### 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.

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**Fees**

Total Amount Due: \$179.30


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**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
12	Pay Individual Fee		Funeral - Individual/Provisional		\$179.30 <input checked="" type="radio"/>

Payment Method:  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:  Credit Card



Next
Cancel

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

Complete all required fields [ \* ]

Country \*  
United States ▼

First Name \*      Last Name \*  
     


Address \*


Address 2

City \*      State \*  
      Select State ▼

ZIP/Postal Code \*

Phone Number

Email \* 

  
[Next >](#)

#### Payment Information

[Cancel](#)