

## How to Create an Online Account if You are a New Licensee or Have Never Renewed Online

These instructions are for licensees who are setting up an online account for the first time. To complete this process, you will need a token number which can be found in the packet with your wall certificate. If you need your token number, contact (512) 936-4408.

1. Go to <http://tbp.state.tx.us/> and click "Online Services". Select "Online Licensing Services"



2. Once that link brings you to the Online Licensing System, select "Begin Here for Sign-Up"



### 3. Enter your information

**User Registration**  
Enter your details and press "Next".  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this registration and return to the main menu.

**Account Owner Contact Information**

• First Name:   
Middle Name:   
• Last Name:

**Account Login**

• Email:  (e.g. name@domain.com)  
• Confirm Email:

**Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)**

• Secret Question:  
Select a predefined question:   
Or write your own question:   
• Secret Answer:

**Third Party Payer**


Accept payment requests from third parties?  (what's this?)

**Security Measures (This helps to prevent automated registrations.)**

Type the characters from the picture to the right. (Insert a space only between the two words.)

bfnpwnn

### 4. Once the account has been set up, you will see a Quick Start menu. Click Select next to "Add Licenses to Registration"

 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 [redacted]  
[Update Profile](#) | [Logout](#) | [Contact Us](#)

**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**

Add Licenses To Registration

**CLICK HERE** 

5. Select "Yes" from the menu option if this is the first time you are adding a license to the online system

The screenshot shows a three-step process bar at the top: Step 1: Have You Done Business with Us? (highlighted in yellow), Step 2: Provide Identifying Information, and Step 3: Confirm Information. Below the bar, the text reads "Welcome to OnlineQuickStart" and "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 availed on-line renewals (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](#)

6. Select "Board of Geoscientists" and your license type from the drop-down menus.

The screenshot shows the same three-step process bar. The text below reads "Welcome to ... OnlineQuickStart" and "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](#)

7. Enter your token number, license number, and date of birth. If you do not know your token number or license number, call TBPG at (512) 936-4408 for assistance.

The screenshot shows a three-step registration process. Step 1 is 'Have You Done Business with Us?', Step 2 is 'Provide Identifying Information', and Step 3 is 'Confirm Information'. Step 2 is currently active and titled 'Help us to find your records'. It asks for 'Please provide your credentials - Required Information'. The form includes fields for License Type (Geoscience - Geology), Token, License Number (with a 'How do I know?' link), and Date Of Birth (with a 'mm/dd/yyyy' placeholder). A 'Security Measures' section requires typing characters from a CAPTCHA image showing 'fhkfcg'. There are 'Next' and 'Cancel' buttons at the bottom right.

8. After you have successfully input your information, Step 3 will ask you to confirm that the license matches your name. Once you have confirmed that, your license will be added to your account and will appear on the quick start menu.