

Instructions for downloading wallet cards from your online account

Go to www.tbpg.state.tx.us and click the green box in the upper right corner with “Apply or renew here” on it.

Log in to your online account.

- Please contact TBPG at: 512-936-4408 if you need assistance with access to your online account.

The first page you see after logging in is the “Quick Start Menu”

At the bottom of the “Quick Start Menu” is a section labeled “Additional Activities”

Beneath that could be several options, including “Secure Mailbox”, “add licenses to registration” and “Make Payment” if an application has been submitted but not paid for. Click the blue ‘select’ box on “Secure Mailbox” (Yellow highlight on screenshot below)

The screenshot displays the user interface of the Texas Board of Professional Geoscientists (TBPG) online account. At the top left is the state seal of Texas. To its right is a list of boards: Executive Council of Physical Therapy and Occupational Therapy Examiners, 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, and Texas State Board of Plumbing Examiners. On the right side, it says "Logged in as" followed by a redacted name and links for "Update Profile", "Logoff", and "Contact Us".

The main content area is titled "Quick Start Menu" and contains instructions: "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." Below this, it says "If you are trying to apply for a license please choose the appropriate option under the 'Start a New Application' section." and "If you need to add your license to your online account please click on the 'Add Licenses To Registration' option below."

On the right side of the Quick Start Menu, there is a "License Information" section with the text "No License Information Available".

The "Start a New Application" section has a heading "What are you applying for?" and two dropdown menus: "<Choose Board>" and "<Choose Application>". A blue "Select" button is next to the second dropdown.

The "Additional Activities" section has three options, each with a blue "Select" button: "Secure Mailbox" (highlighted with a yellow box), "Add Licenses To Registration", and "Make Payment".

At the bottom of the page, there is a copyright notice: "© 2025 Tyler Technologies Version: 2.11.10.804".

Once the “Secure Mailbox” is open, you will be able to see any messages, including renewal wallet cards, that are available.

The screenshot shows the top navigation bar with the Texas State seal and a list of boards: Executive Council of Physical Therapy and Occupational Therapy Examiners, 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, and Texas State Board of Plumbing Examiners. The user is logged in as 'Colby, Katie' and can update their profile, log off, or contact support. The 'Secure Mailbox' section shows 'Mail Folders' with 'Inbox (0)' and 'Archive'. The main message table has columns for Status, Subject, Received, and Actions. A message titled 'TBPG Renewal Cards' is shown as 'Read' and received on 'April 25, 2025'. The 'Actions' column for this message contains 'Open' (highlighted in red), 'Archive' (highlighted in green), and 'Mark as Unread'. A 'Back' button is at the bottom left, and an Adobe Reader icon is at the bottom right.

Clicking “Open” (Marked in Red) will download the cards with your expiration date on them to your computer. You can then print them out to keep with your wall certificate.

Clicking “Archive” (Marked in Green) takes that message out of your Secure Inbox and saves it for later. Messages will remain in Inbox or Archive, there is no auto-delete.

If you want to view your archived messages in the future, clicking on “Archive” (Marked in Blue) will allow you to view any messages in that folder.

This screenshot is similar to the first one but shows the 'Archive' folder selected in the 'Mail Folders' list, indicated by a blue box. The message table below still shows the 'TBPG Renewal Cards' message as 'Read' and received on 'April 25, 2025'. The 'Actions' column is not visible in this view. The 'Back' button remains at the bottom left.