

SUBMITTING A LICENSE APPLICATION IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM

The screenshot displays the user interface of the EPS (Outdoor Advertising Regulatory Program) website. At the top, there is a navigation menu with four tabs: 'Home', 'Licenses', 'Permits', and 'Complaints'. The 'Licenses' tab is highlighted with a red square. Below the navigation menu, there is a secondary menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A 'Cart (1)' section shows an item with ID '17TMP-000018' and a price of '\$100.00'. A welcome message for 'Joshua Grossman' is displayed, followed by a prompt to select a service. A large blue button labeled 'Create an Application' is prominently featured. Below this, a 'Licenses' section contains two buttons: 'Apply for a License' and 'Search & Renew Licenses'.

Home Licenses Permits Complaints

Dashboard My Records My Account Advanced Search ▾

Cart (1)
17TMP-000018 \$100.00

Welcome Joshua Grossman
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information


Create an Application

Licenses

Apply for a License Search & Renew Licenses

From the home page, click on the “Licenses” tab shown here in the red square.

Home **Licenses** Permits Complaints

+ Apply for a License  Search & Renew Licenses

My Licenses

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Showing 0-0 of 0

Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
---------------	-------------	----------	---------	-----------------	--------	--------	-------------

Search for Licenses

Enter information below to search for business license records.

- Business Address
- License Information

Only limited information about the business license can be viewed by non-license holders.

Select the search type from the drop-down list.

Select "Apply for a License" shown here in the red square.

Home **Licenses** Permits Complaints

+ Apply for a License Search & Renew Licenses

Online License Application

Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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I have read and accepted the above terms¹

Continue Application » ²

1. Check the box next to "I have read and accepted the above terms".
2. Press "Continue Application".

Step 1: Owner > Owner/Primary Contact Info

Formal application is hereby made for an Outdoor Advertising License to erect or maintain outdoor advertising signs.

* indicates a required field.

Applicant

If you are applying for this license, use 'Select from Account'

Note that you can update your contact information (phone nu

Select from Account

1

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input type="radio"/>	Associated Contact	Primary Contact
<input type="radio"/>	Associated Contact	Fowler Ryan J
<input type="radio"/>	Associated Contact	Owner
<input type="radio"/>	Associated Contact	Kramerica Outdoor Advertising, LLC
<input checked="" type="radio"/>	Associated Contact	Individual
<input type="radio"/>	Associated Contact	Heather Thomas

Continue Discard Changes

2

Select Contact from Account

Heather Thomas
Applicant

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		118 E. Riverside Drive

Continue Discard Changes

3

Primary Contact

Please provide the primary contact for all License and Permit Activity

Select from Account

Add New

4

Save and resume later

Continue Application »

1. Choose "Select from Account".
2. A new window will open. Choose the correct associated contact and press "Continue"
3. A second window will open. Check the box next to "Mailing" and press "Continue".
4. A primary contact is required for the license application. This section works the same way as the section above. You may select from your account or add a new contact.

Applicant

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration

Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

✔ **Contact added successfully.**

Joshua Grossman
 joshua.grossman@txdot.gov
 Home phone:
 Mobile Phone:
 Work Phone:
 Edit Remove

▼ **Contact Addresses**

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
 Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing	PO Box 5075		Actions ▼

Save and resume later

Continue Application »

Once the contact information is added for the applicant and primary contact, you will see in green letters “✔ Contact added successfully”. Scroll down and verify the information. If you are satisfied, select “Continue Application”.

Step 2: Application Details > Outdoor Advertising License

If you indicate "Yes" regarding your military status, you must provide one of the following forms of documentation:

- Copy of a recent military ID
- DD Form 214
- Discharge documents

* indicates a required field.

Custom Fields**OUTDOOR ADVERTISING DETAILS**

* Military veteran, active military service member or the spouse of an active military service member?: Yes No **1**

* Outdoor advertising sign(s) will be erected and maintained in: --Select-- **2**

* Type of Business: --Select-- **3**

Save and resume later

4

Continue Application »

1. Select "Yes" or "No" to indicate if you are a Military veteran, active military service member or the spouse of an active military service member. If "Yes", your application will be expedited.
2. Select the scope of the license. If you are operating in three or fewer counties, select "In the counties below" from the menu. You will be prompted to enter the county/counties for which you wish to apply. If you are intending to operate in more than three counties, you will not need to specify the counties as the surety bond required will be the maximum \$10,000 allowing for operation in all Texas counties.
3. Specify the type of business. For Individuals, Partnerships, and Trusts, you will be prompted for a Social Security Number. For Corporations, Limited Liability Companies, and Limited Partnerships you will be prompted for the Secretary of State Assigned Charter (File) Number.
4. Once all contact information is correct, press "Continue Application".

Step 3: Attachments > Supporting Documents

* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add 1

Save and resume later

Attachment

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: --Select--

File:
PMT-AMD-16-00068.pdf
100%

* Description:

Save
Add
Remove All

3

Save and resume later

File Upload

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

2

Continue
Add
Remove All
Cancel

4

Continue Application »

1. To upload attachments press the “Add” button.
2. This pop-up will open to upload your documents. Press “Add”. You have the ability to add multiple documents. Once you have uploaded your documents, press “Continue”.
DOCUMENT EXAMPLES: DD214, Copy of Military ID, Discharge Papers, Surety Bond, Sec. of State Filing Information, etc.
3. You will return to this screen. Enter the document type in the “Type” menu and enter a brief description for each file you have attached. Press “Save”
4. After filling in all information the table will display the sign face information. Verify that the information is correct and press “Continue Application”.

Step 4: Review

1

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Sign Complaint

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that Tx Bus & Com § 322.001 *et seq.*, the Uniform Electronic Transactions Act, provides that e-signatures are the equivalent of a hand-written signature and are just as legally enforceable.

Under the penalties of perjury, I certify that I have the authority to sign this application as the agent of the permit applicant. I am above the age of eighteen years, and I am fully competent to file this application. The facts stated in this application are within my personal knowledge and are true and correct. I understand that any misstatement, misrepresentation or omission of information in this application may result in the revocation of any permit granted based on this application.

 By checking this box, I agree to the above certification.

2

Date:

Save and resume later

3

Continue Application »

1. This is the "Review" page. Scroll down through the information on the screen to ensure completeness and accuracy.
NOTICE: The system does not provide an itemized receipt once you submit payment. You can print this page to attach to your receipt for your records.
2. At the bottom of the page you will check this box to indicate that you agree to the above certification.
3. Verify the information is correct and press "Continue Application" to complete the application.

Interstate or Primary System Highway

1 2 Application Info 3 Attachments 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are the preliminary fees based upon the information you have entered.

Application Fees

Fees	Qty.	Amount
	1	

TOTAL FEES
 Note: The amount shown on this page is a subtotal. Payment processing for this service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Check Out »

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

1234 abcd Ave, happy TX 77777
 1 Application(s) | ▶ Edit Save for later Remove

Total amount to be paid:
 Note: The amount shown on this page is a subtotal. Payment processing for this service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Checkout » Continue Shopping »

1. Here you will see the application fee. Press “Check Out” to continue and place the application in your cart.
2. You will then be directed to your cart. Select “Checkout” to make payment on your application or select “Continue Shopping” to perform additional transactions before paying.

Step 2: Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$10.00

- Pay with Credit Card
 Pay with Bank Account

Submit Payment »

Select the form of payment you wish to use and press "Submit payment". You will be routed to a third-party site to complete the payment process. Once the payment is made, you will be automatically returned to the EPS website home page. The transaction receipt will be sent to you via email.