

RENEWING A LICENSE IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM

The screenshot shows the EPS website dashboard. At the top, there is a navigation bar with tabs for 'Home', 'Licenses', 'Permits', and 'Complaints'. The 'Licenses' tab is highlighted with a red square. Below the navigation bar, there is a secondary menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A 'Cart (1)' section displays an item with ID '17TMP-000018' and a price of '\$100.00'. A welcome message for 'Joshua Grossman' is shown, followed by a prompt to select a service. A large blue button labeled 'General Information' with a document icon and a plus sign is labeled 'Create an Application'. Below this, a 'Licenses' section contains two buttons: 'Apply for a License' with a plus sign icon, and 'Search & Renew Licenses' with a circular refresh icon.

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 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	17TMP-000020	Outdoor Advertising License Application					Resume Application	
<input type="checkbox"/>	16TMP-001984	Outdoor Advertising License Renewal					Resume Application	
<input type="checkbox"/>	OAL-16-00400	Outdoor Advertising License			12/29/2016	Active	Renew License Amendment	

Click the indicated link labeled “Renew License”. Be sure to not select “Amendment” by mistake.

Step 1: Step 1 > Applicant Info

* indicates a required field.

Applicant

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant.

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

Thomas Bianco

thomas.bianco@scubeenterprise.com

Home phone:

Mobile Phone:

Work Phone: 7777777777

[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	99 Washington St		Actions ▼

Save and resume later**2****Continue Application »**

1. Here you will see the contact information for the applicant. You may add an additional contact address by pressing "Add Additional Contact Address".
2. Press "Continue Application".

Custom Fields

LICENSE RENEWAL

Do you want to renew this license

Yes No

1

2

Continue Application »

1. Select "Yes" under "Do you want to renew this license?".
2. Press "Continue Application".

Home Licenses Permits Complaints

+ Apply for a License Search & Renew Licenses

Outdoor Advertising License Renewal

1 Step 1 2 Application Details 3 Attachments 4 Review 5 Pay Fees 6

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](#)

[Save and resume later](#) 2 [Continue Application »](#)

1. OPTIONAL: For the license renewal it is not currently necessary to attach any documentation. However, if there is any documentation you deem necessary to the renewal, you may attach it here by pressing the "Add" button. Otherwise, skip this step.
2. 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

Outdoor Advertising License Renewal

Applicant [Edit](#)

Attachment [Edit](#)

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.				

[Save and resume later](#) 2 [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. Verify the information is correct and press "Continue 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
Interstate or Highway Non-Profit Permit Fee	1	\$10.00

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) | \$10.00

▶ Interstate or Primary System Highway 17TMP-001043	\$10.00	Edit	Save for later	Remove
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Total amount to be paid: \$10.00

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 »](#)

2

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.