

# DELEGATING IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM



TEXAS DEPARTMENT OF TRANSPORTATION

Logged in as:

[My Lists \(0\)](#)

[Cart \(0\)](#)

[Reports \(1\)](#)

[Account Management](#)

[Logout](#)

[Home](#) [Licenses](#) [Permits](#) [Complaints](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, \_\_\_\_\_

Saved in Cart (0)

[View Cart](#)

There are no items in your shopping cart right now.

My Collection (0)

[View Collections](#)

You do not have any collections right now.

Work in progress [?](#)

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

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125 East 11th Street • Austin, Texas 78701

After logging in, please select “Account Management”.

**Home** Licenses Permits Complaints

Dashboard My Records My Account Advanced Search

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

#### Account Type

Citizen Account

#### Login Information

Edit

User Name: JMINER  
E-mail: john.miner@txdot.gov  
Password: \*\*\*\*\*  
Security Question: Top line of billboard with pinto

#### Contact Information

Showing 1-1 of 1 | Download results

Action	First Name	Middle Name	Last Name	Business Name	FEIN	Contact Type	Status	Full Name
Actions	John		Miner			Individual	Approved	John Miner

#### Delegates

Add a Delegate

People who can access my account  
None

People whose account I can access  
None

Scroll to the bottom of the page and select “Add a Delegate”.

### Add a Delegate 1

**1 error(s) occurred on current page.**  
Please click the specific error item below to navigate to the failed field and correct your input.

**1.E-mail Address Required** The entered e-mail address is not yet registered in Accela Citizen Access.

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

\*Name  \*E-mail Address  The entered e-mail address is not yet registered in Accela Citizen Access.

**Set Delegate Permission**  
*Delegates can view records across all categories unless you choose to restrict them to specific categories.*  
View Records in all categories [\(Change\)](#)

*For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.*

Create Applications in all categories [\(Change\)](#)

Renew Records in all categories [\(Change\)](#)

Amend Records in all categories [\(Change\)](#)

Manage Inspections in all categories [\(Change\)](#)

Manage Documents in all categories [\(Change\)](#)

Make Payments in all categories [\(Change\)](#)

**Add Personal Note**

Enter the words below

[Invite a Delegate](#) [Cancel](#)

TEXAS DEPARTMENT OF TRANSPORTATION

Logged in as John Miner My Lists (0) Cart (0) Reports (1) Account Management Logout

### Add a Delegate x

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

\*Name  \*E-mail Address

**Set Delegate Permission**  
*Delegates can view records across all categories unless you choose to restrict them to specific categories.*  
View Records in all categories [\(Change\)](#) 2

*For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.*

Create Applications in all categories [\(Change\)](#)

Renew Records in all categories [\(Change\)](#)

Amend Records in all categories [\(Change\)](#)

Manage Inspections in all categories [\(Change\)](#)

Manage Documents in all categories [\(Change\)](#)

Make Payments in all categories [\(Change\)](#)

**Add Personal Note**

Enter the words below

[Invite a Delegate](#) [Cancel](#)

1. If you are delegating to a user who is not registered in EPS, the following error will appear.
2. A registered account will produce no error. You may then proceed to select the record types you would like the delegate to have access to.

### Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

Name: Registered Delegate      E-mail Address: thomas.bianco@scubeenterprise.com

#### Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories (Change)

For the following permissions to view records:

- Create Applications
- Renew Records in a
- Amend Records in a
- Manage Inspections
- Manage Documents
- Make Payments in a

#### Add Personal No

Enter the words be

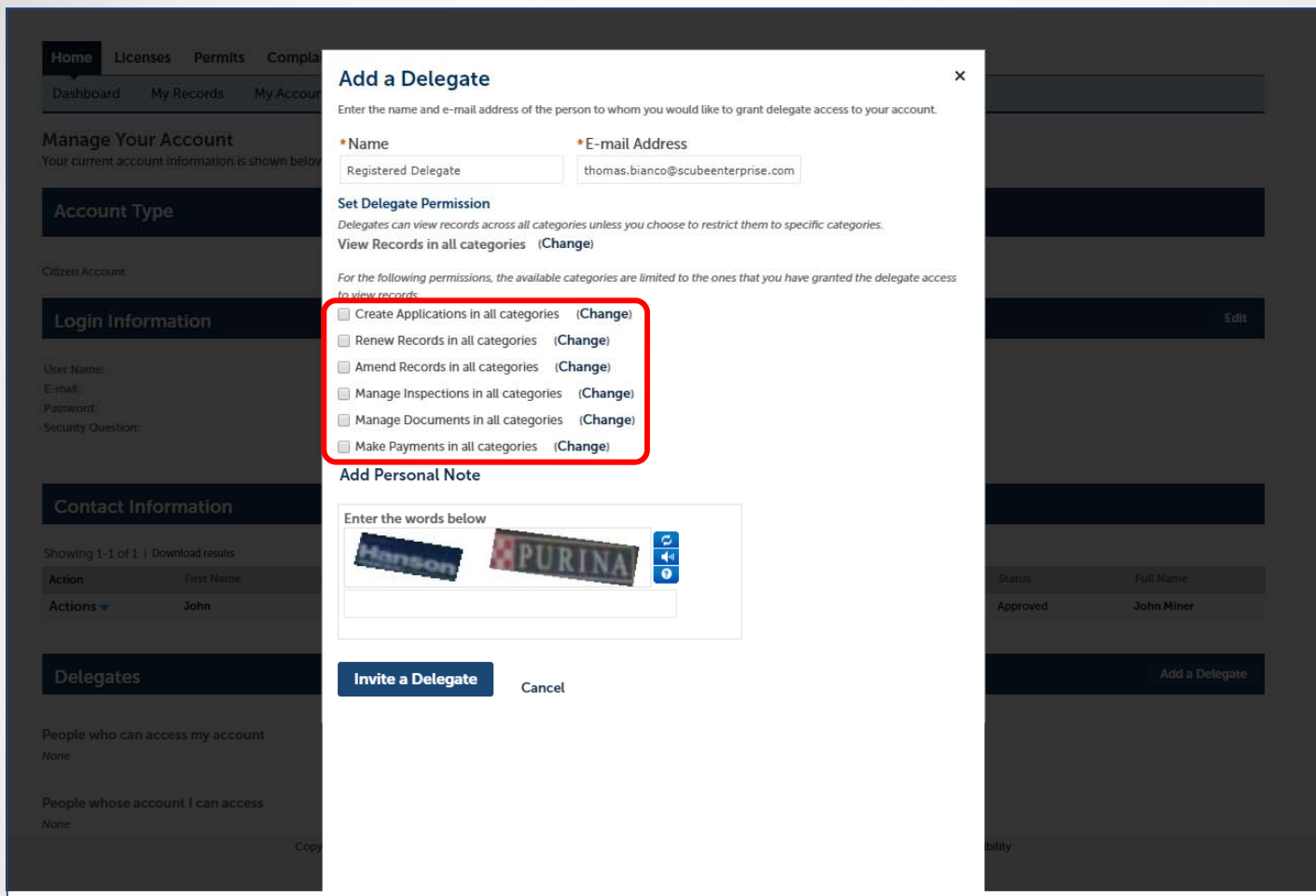
**Invite a Delegate**      Cancel

#### Categories

- Licenses (7/7)
  - Multiple Permit Renewals
  - Outdoor Advertising License
  - Outdoor Advertising License Amendment
  - Outdoor Advertising License Application
  - Outdoor Advertising License Renewal
  - Transfer Affirmation
  - Transfer of Outdoor Advertising Sign Permits
- Permits (6/6)
  - Directional Sign Registration
  - Interstate or Primary System Highway

**Save**      Cancel

To expand the lists, click on the “+” and check the records you would like to give the delegate access to.



You may then indicate the powers of your delegate with the record types you have selected.

**Add a Delegate** [X]

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

\*Name: Registered Delegate      \*E-mail Address: thomas.bianco@scubeenterprise.com



**Set Delegate Permission**  
Delegates can view records across all categories unless you choose to restrict them to specific categories.  
View Records in all categories (Change)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- Create Applications in all categories (Change)
- Renew Records in all categories (Change)
- Amend Records in all categories (Change)
- Manage Inspections in all categories (Change)
- Manage Documents in all categories (Change)
- Make Payments in all categories (Change)

**Add Personal Note**

Enter the words below

\_\_\_\_\_

**Invite a Delegate**      Cancel

Then enter the words as they appear in the box below the images and select “Invite a Delegate”.

☐ ● autosender@agency.com      You are invited to become a delegate user for Andy Eden      Dear Handy Andy Andy Eden would like to add you as a delegate      11:55 AM

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● You are invited to become a delegate user for Andy Eden ★

---

● **autosender@agency.com** Today at 11:55 AM ★  
To canchili@yahoo.com

Dear Handy Andy  
Andy Eden would like to add you as a delegate to their Citizen Access account.  
"

As a delegate, you will be able to create applications, manage inspections and documents, renew and amend records, and make payments on the behalf of Andy Eden, based on the permissions that have been granted to you.  
Please log into your Citizen Access account and access **Account Management > Delegates** to accept or reject the request.

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

The user will receive an email from the agency directing them to log in to their account, where they may either accept or reject your request.