RENEWING PERMITS IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM

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

Texas Department of Transportation

Click the indicated link labeled "Amendment" that is located to the right of license under which the permits you wish to renew are held.

1. Select "Multiple Permit Renewals".
2. Press the "Continue Application" button.

1. Press "Select from Account".

2. A pop-up window will appear. Select the appropriate Associated Contact then press "Continue".

3. A second pop-up will appear. Select "Applicant" for "type". The window will refresh. Check "Mailing" address and press "Continue".
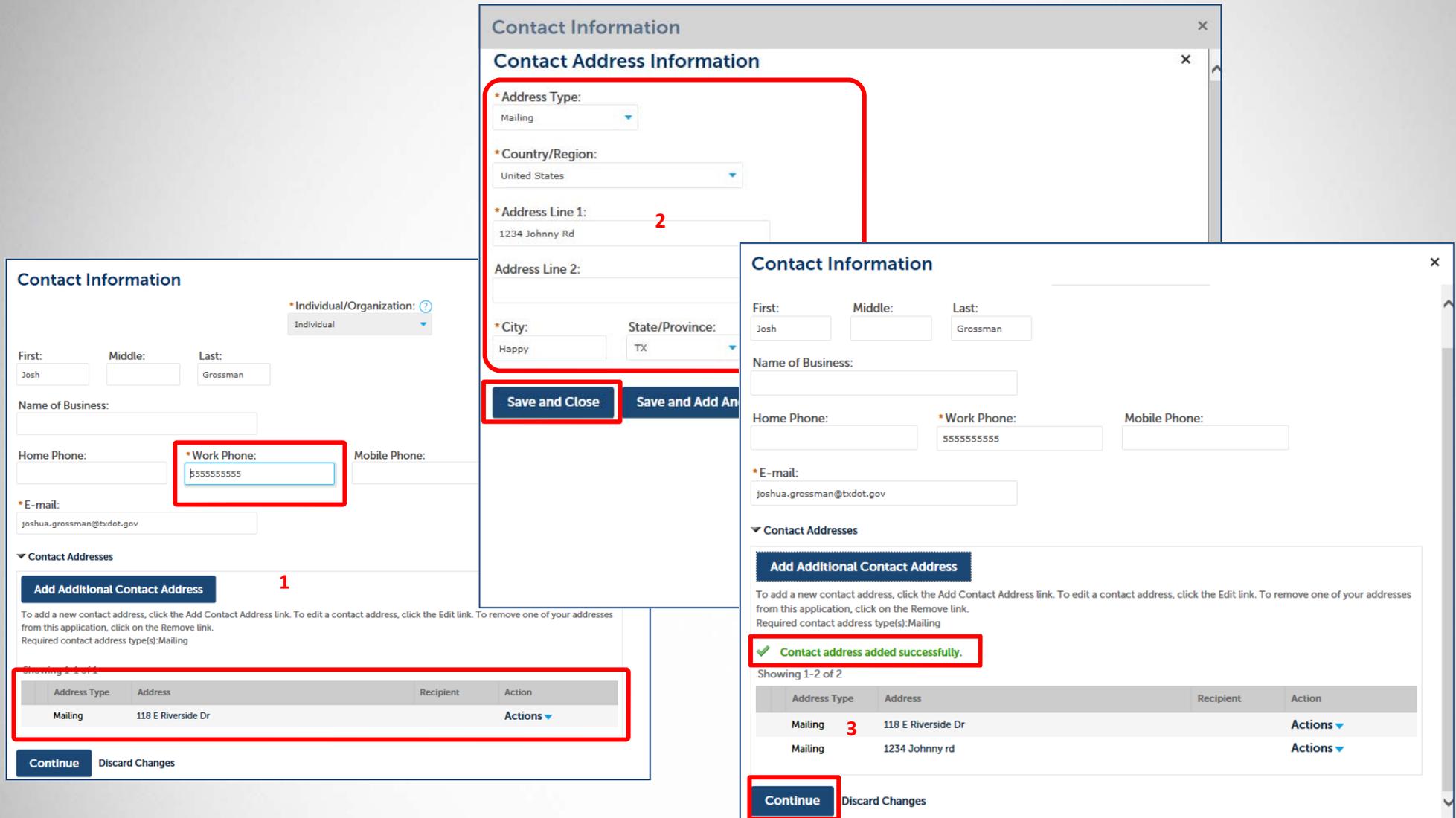
NOTE: You may see this series of windows. If so, follow these steps. If not, skip to the next page.

1. If there is an address in the chart at the bottom of the form, you will only need to fill in "Work Phone" before pressing continue.

2. If there is not an address in the chart at the bottom of the form, you will need to fill in "Work Phone" and then select "Add Additional Contact Address". Enter in the required information and set "Address Type" to "Mailing". Select "Save and Close".

3. Once the address information is entered you will return to the first screen and see "✓ Contact address added successfully." in green letters. Press "Continue".

1. Once the information is entered you will return to this screen and see in green letters "✓ Contact added successfully".
2. Press "Continue Application".

IMPORTANT: It is recommended that you only search for one month at a time (e.g., March 1, 2017 to March 31, 2017). Attempting to search multiple moths at a time may result in an error causing the system to fail in finding all eligible permits in the date range entered.

1. Enter the start of the month in which the permit(s) are set to expire in the "From Date" field.

2. Enter the end of the month in which the permit(s) are set to expire in the "To Date" field.

IMPORTANT: If you are renewing more than 300 permits at one time, you will need to enter the same date range each time you complete the renewal application flow.

Custom Fields

CHECK ALL
System can Batch Process 300 Renewals during a single transaction. If the number of records that are 'Due to Renew' exceed 300 records you may need to process multiple transactions.

License Number: OAL-17-00007

Number of Permits that are Due to Renew: 0   **1**

Select to Mark all Records for Renewal: ☑   **2**

Custom Lists

PERMIT INFO

Showing 0-0 of 0

	Process Renewal	Not Ready for Renewal	Permit No Longer Needed	Permit ID	City	Expiration Date	Late Fee

Edit Selected

Save and resume later   **3**   Continue Application »

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1. The number of permits eligible for renewal will be displayed in this blank.

2. Check the "Select to Mark all Records for Renewal" box.
   IMPORTANT: If there are permits in this section that you do not wish to renew click on the tab labeled "Actions' to the right of the desired record and change the status to either "Not Ready for Renewal" or "Permit No Longer Needed".

3. Press "Continue Application".

Step 1 : Step 1 > Page 3

* indicates a required field.

Custom Fields

REMAINING TRANSACTIONS
Due to volume of Renewals, you will need to complete the renewal process the following number of times

Number of Remaining Transactions:

| -1 | **1**

Save and resume later

2   **Continue Application »**

1. For most licensees, this will always be zero. If you are attempting to renew more that 300 permits at once, you will see a value which indicates how many additional times you will need to complete the renewal process in order to capture all of the permits eligible for the renewal in the specified date range. *See Page 7 for an important note regarding the date range.*

2. Press "Continue Application".

Step 4 : Review

1

2

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

Individual
Thomas Bianco
Work Phone:7777777777
E-mail:thomas.bianco@scubeenterprise.com

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".

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 the sent to you via email.