

RENEWING PERMITS IN EPS

OUTDOOR ADVERTISING REGULATORY PROGRAM

The screenshot shows the user interface of the EPS website. 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 this is a secondary navigation bar with links for '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 is a 'Licenses' section with two buttons: 'Apply for a License' (with a plus icon) and 'Search & Renew Licenses' (with a 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 1-2 of 2 | [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"/>	OAL-17-TR-00026	Transfer of Outdoor Advertising Sign Permits				Active		
<input type="checkbox"/>	8102	Outdoor Advertising License			08/04/2017	Active	Amendment	

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.

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

Home **Licenses** Permits Complaints

+ Apply for a License Search & Renew Licenses

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

Multiple Permit Renewals **1**

Outdoor Advertising License Amendment

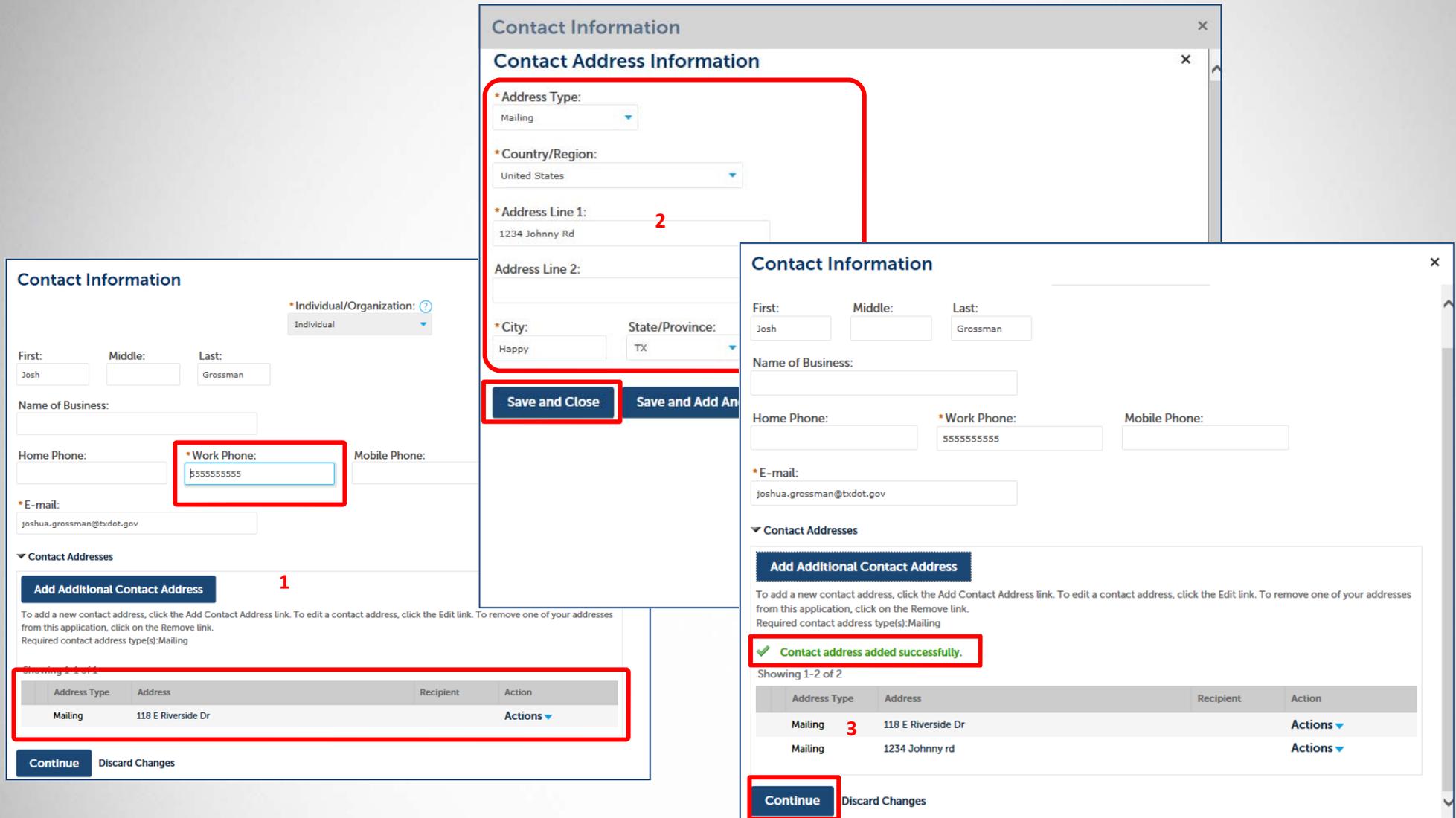
Transfer of Outdoor Advertising Sign Permits

Continue Application » **2**

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

The screenshot displays the EPS application interface. On the left sidebar, the 'Permits' tab is active, and a 'Select from Account' button is highlighted with a red box and labeled '1'. The main content area shows a 'Contact List' section with a 'Select from Account' button. A pop-up window titled 'Select Contact from Account' is open, showing a list of contacts with columns for Category, Type, and Name. The contact 'Josh Grossman' is selected, and the 'Continue' button is highlighted with a red box and labeled '2'. A second pop-up window titled 'Select Contact from Account' is also open, showing the 'Type' dropdown set to 'Applicant' and the 'Mailing' address checked. The 'Continue' button in this window is highlighted with a red box and labeled '3'.

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".

Home Licenses Permits Complaints

+ Apply for a License Search & Renew Licenses

Multiple Permit Renewals

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 1 * indicates a required field.

Contact List

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.

Select from Account Add New

✓ Contact added successfully. 1

Showing 1-1 of 1

Contact Type	First Name	Last Name	Business Name	Work Phone	E-mail	Action
Applicant	Josh	Grossman		5555555555	joshua.grossman@txdot.gov	Edit Delete

Save and resume later 2 Continue Application »

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

Home **Licenses** Permits Complaints

+ Apply for a License Search & Renew Licenses

Multiple Permit Renewals

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Page 2 * indicates a required field.

Custom Fields

LICENSE INFO

License Number:

From Date: *  **1**

To Date: *  **2**

[Save and resume later](#) [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 months 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:

Number of Permits that are Due to Renew:

 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
Showing 0-0 of 0						

Edit Selected

Save and resume later

3

Continue Application »

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

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

[Save and resume later](#) 2 [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".

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

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 »**

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.