

# How to Create an Online Account

To access BHEC's Online Licensing System, visit:

<https://vo.licensing.hpc.texas.gov/datamart/login.do>

This guide walks first-time users through the account setup process. If you're applying for a license, this is your starting point.

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## Step 1: Begin Account Creation

- On the login page, click **“Begin Here For Sign-Up”**.

### Welcome to the Online Licensing System

**Returning User**

\* \* are required.

\*User ID:

\*Password:

This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[Forgot password?](#) [Forgot user ID?](#)

**New User**

[Begin Here For Sign-up](#)



## Step 2: Enter Your Information

- Fill out the required fields carefully.

### Important:

Use an email address you will always have access to. Avoid school or work emails unless they are permanent. If you lose access to this email, you won't be able to reset your password or log in to your account in the future.

⚠ If the CAPTCHA or security image fails to load, cancel the process and try a different browser.

**Internet Explorer** is known to cause this issue—use Chrome, Firefox, or Edge for best results.

**User Registration**  
Enter your details and press "Next".  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this registration and return to the main menu.

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**Account Owner Contact Information**

\* First Name:   
Middle Name:   
\* Last Name:

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**Account Login**

\* Email:  (e.g. name@domain.com)  
\* Confirm Email:

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**Password Recovery** (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

\* Secret Question:  
Select a predefined question:    
Or write your own question:   
\* Secret Answer:

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**Third Party Payer**  
Accept payment requests from third parties? [\(what's this?\)](#)

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**Security Measures** (This helps to prevent automated registrations.)

\* Type the characters from the picture to the right. (Insert a space only between the two words.)

qfkmcw [refresh](#)



! If an account already exists with the email you entered, you'll receive an error. If you do not have access to the email address, contact the Council, to disassociate the email to your license. Click **"Forgot Password"** to recover access to that account.

#### Error

- Email address already exists.

### Step 3: Review and Save



- Double-check your information.
- If everything is correct, click **Save**, if not click **Edit**

**Preview Registration**

Press "Save" to save the registration.  
Press "Edit" to modify your registration details.  
Press "Cancel" to cancel this registration and return to the main menu.

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First Name:	Testy
Second Name:	
Last Name:	McTesterson
Email:	testy@netscape.com
UserId:	testy@netscape.com
Secret Question:	What is your mother's maiden name?
Secret Answer:	Testopolous
Third Party Payer:	No

   
[Save](#) [Edit](#) [Cancel](#)


### Step 4: Email Verification

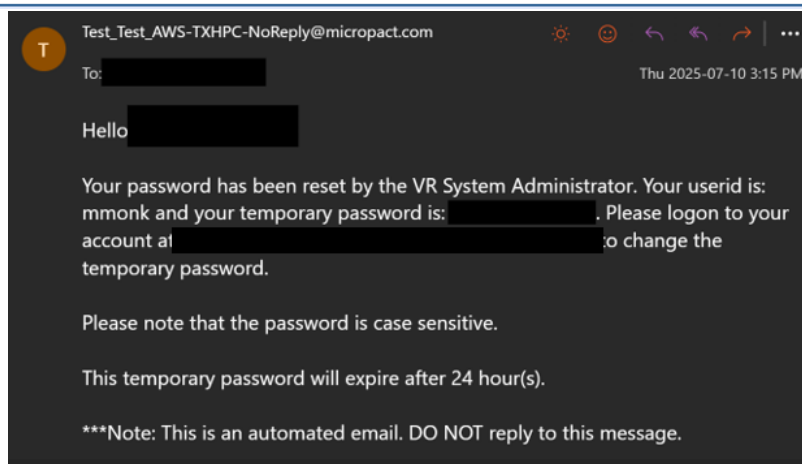
A verification email will be sent to the address you provided.

- Check your **Inbox**—or **Spam/Junk folder**, depending on your spam filter settings.
- The email will contain:
  - A **temporary password**
  - A link to return to the login screen

**User Registration - Temporary Password Issued**

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

  
[Return](#)



### Step 5: Log In with Temporary Password

- Return to the login page. <https://vo.licensing.hpc.texas.gov/datamart/login.do>
- Enter your **User ID** (your email address).
- Paste the **temporary password**.
- Click **Sign In**.

**Welcome to the Online Licensing System**

**Returning User**  
" \* " are required.

\*User ID:

\*Password:

[Forgot password?](#)  
[Forgot user ID?](#)

**New User**  
[Begin Here For Sign-up](#)

 New Users (those who have not applied or renewed online since June 2011) must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

### Step 6: Set Your Personal Password

The system will prompt you to create a **new personal password**.

Follow the instructions and save it securely.

## Step 7: Respond to the Account Type Question

You will be asked whether you already hold a license.

- If you are **applying for a license for the first time**, select **“No”**.
- Click **Next** to proceed to the **Quick Start Menu**.

The screenshot shows a three-step process bar at the top: Step 1 (highlighted in yellow), Step 2, and Step 3. Below the bar, the text reads "Welcome to OnlineQuickStart" and "By answering a few simple questions we'll help you to get started". The main question is "Have you ever held a license or registration with our Board?". Below the question are four bullet points providing instructions for different scenarios: first-time application, brand new license, renewed license, and email change. At the bottom, there are two radio buttons: "Yes" (selected) and "No". A red box highlights the "No" option, and a red arrow points to it. To the right, there are "Next" and "Cancel" buttons, with a red arrow pointing to the "Next" button.

## Step 8: Choose the Licensing Agency and Board

- From the first dropdown, select: **Texas Behavioral Health Executive Council**.
- From the second dropdown, select the board that issues the license you wish to apply for (there are more options than what is shown in the screenshot below).
- Click **Select**.

The screenshot shows the "Quick Start Menu" with instructions on how to use the "License Information" section and how to apply for a license. Below the instructions, there are two sections: "Start a New Application" and "Add Licenses To Registration". The "Start a New Application" section is highlighted with a red box. It contains a dropdown menu for "What are you applying for?" with "Texas Behavioral Health Executive Council" selected. Below this is another dropdown menu with "<Choose Application>" selected. A red arrow points to the "Select" button next to the second dropdown menu.

This will take you to the license application portal.

Instructions for completing specific license applications can be found here.

 <https://bhec.texas.gov/how-to-user-guides/>

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**You're all set!**

Your account is now active and ready to be used to apply, renew, or manage your license.