

## How To Link Your License to Your Online Account

This guide is for **existing license holders** who have not yet linked their license to their online account.

### ⚠ Important:

- If you are applying for a new license, please use the appropriate **“How to Apply Online...”** guide for your license type.
- If you do not yet have an online account, refer to the **“How to Set Up an Online Account”** guide—listed at the top of the How-To Guides page.

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### Step 1: Log In to Your Account

Go to the Online Licensing System:

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



**Welcome to the Online Licensing System** | [FAQ](#) | [Public Search](#) | [Contact Us](#)

**Returning User**  
\* and \*\* are required.

\*User ID:

\*Password:

[Sign In](#)

[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.

**Public Search**

It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

**Sign-up and manage your licenses**

**Apply for New License:** To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.

**Renew or Maintain Your License:** To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.

**Maintenance Window:** Click [here](#) to see our upcoming maintenance schedule

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### Step 2: Check for Existing License Link

- On the **Quick Start Menu**, locate the **License Information** box in the top-right corner.
- If your license is not already listed there, click **Select** next to **Add Licenses...** to begin.

**Quick Start Menu**

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

**License Information**  
No License Information Available

■ Start a New Application  
What are you applying for?  
<Choose Board> <Choose Application> **Select**

■ Additional Activities  
Add Licenses To Registration **Select**

### Step 3: Confirm You Are Linking an Existing License

- Select **Yes** to confirm that you are **not currently applying for a license** but are linking an existing one.
- Click **Next** to continue.

Step1: Have You Done Business with Us? Step2: Provide Identifying Information Step3: Confirm Information

**Welcome to OnlineQuickStart**  
By answering a few simple questions we'll help you to get started

Step 1  
**Have you ever held a license or registration with our Board?**

- If this is the *first time* you are adding your existing or previous held license to this online account then please select "Yes" so you can walk through the steps of adding your license to your online account.
- If you are applying for a *brand new license* for the first time, select "No" and you will be taken to the Quick Start menu where you can see your initial licensing options under the "Start a New Application" heading.
- If you have *renewed or applied on-line previously* (since 2011), select "No" as you only need to add your license to your online account once. You will be taken to the Quick Start menu where you should see your license and your licensing options.
- If you have an *email change* since the last time you logged in please [contact us](#) with your old email address and your new email address and we can update your account for you as your license can only be associated with one account.

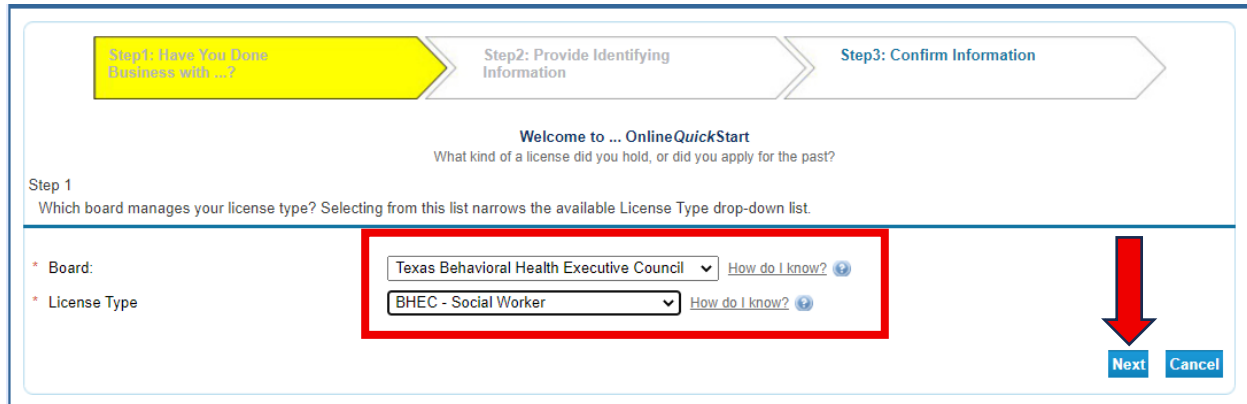
Yes [How do I know?](#)  No

**Next** **Cancel**

## How To Link Your License to Your Online Account

### Step 4: Select Licensing Agency and Profession

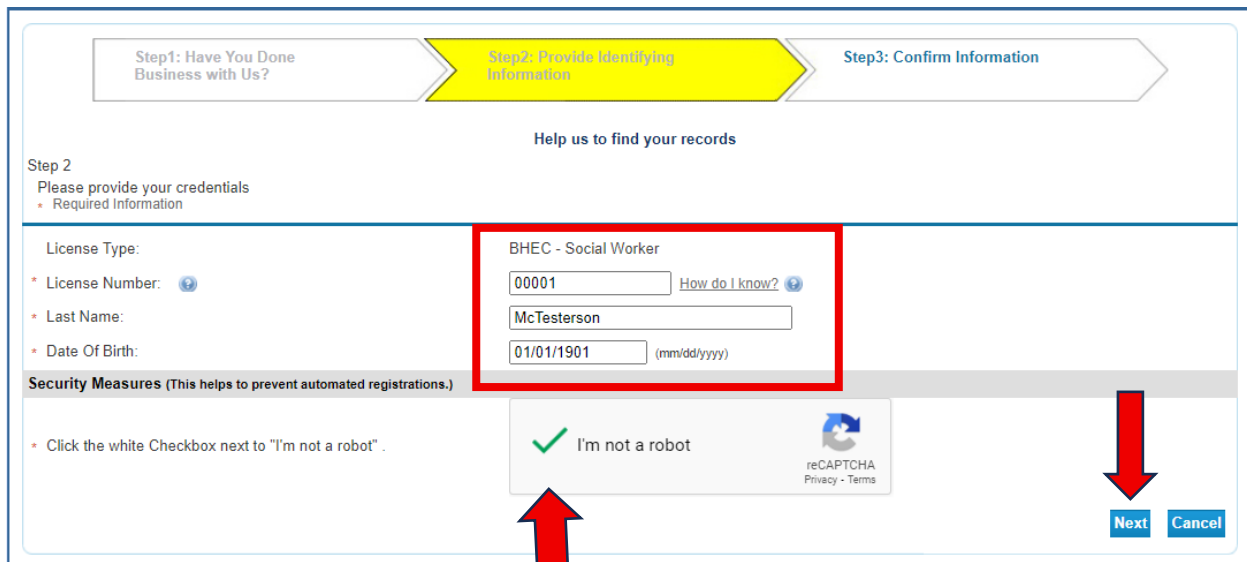
- In the first dropdown, choose: **Texas Behavioral Health Executive Council.**
- In the second dropdown, select your **profession.**
- Click **Next.**



The screenshot shows a progress bar at the top with three steps: Step 1: Have You Done Business with ...?, Step 2: Provide Identifying Information, and Step 3: Confirm Information. Below the progress bar, the text reads "Welcome to ... OnlineQuickStart" and "What kind of a license did you hold, or did you apply for the past?". The main heading is "Step 1" and the instruction is "Which board manages your license type? Selecting from this list narrows the available License Type drop-down list." There are two dropdown menus: "Board:" with "Texas Behavioral Health Executive Council" selected, and "License Type" with "BHEC - Social Worker" selected. Both dropdowns have a "How do I know?" link. A red box highlights these two dropdowns. A red arrow points down to the "Next" button, which is next to a "Cancel" button.

### Step 5: Provide Identifying Information

- Enter the identifying information requested on the next screen.  
*(The fields may vary depending on your profession. For example, Social Workers may see different prompts than Counselors.)*
- Complete the CAPTCHA (“**I’m not a robot**”) if prompted.
- Click **Next.**



The screenshot shows a progress bar at the top with three steps: Step 1: Have You Done Business with Us?, Step 2: Provide Identifying Information, and Step 3: Confirm Information. Below the progress bar, the text reads "Help us to find your records". The main heading is "Step 2" and the instruction is "Please provide your credentials". There are two sub-sections: "Required Information" and "Security Measures". The "Required Information" section has four fields: "License Type:" with "BHEC - Social Worker" selected, "License Number:" with "00001" entered, "Last Name:" with "McTesterson" entered, and "Date Of Birth:" with "01/01/1901" entered. A red box highlights the "License Type", "License Number", and "Date Of Birth" fields. The "Security Measures" section has a checkbox labeled "I'm not a robot" which is checked, and a reCAPTCHA logo. A red arrow points up to the "I'm not a robot" checkbox, and another red arrow points down to the "Next" button, which is next to a "Cancel" button.

### Step 6: Confirm Your License

- If the system finds a matching license, it will display the license details.
- Select the **“I confirm this is my information”** checkbox.
- Click **Next**.

Step 1: Have You Done Business with Us? Step 2: Provide Identifying Information Step 3: Confirm Information

Good News! We have located your information

Step 3  
Please confirm your license credentials

Indiv / Org Number: 1218235  
Name: MCTESTERSON, TESTY

License Type	License Number
BHEC - Social Worker	00001

Select One:

I confirm this is my information  
 No this is not my License information

Next Cancel

#### ⚠ If You Receive an Error Message:

If your license is **already linked to another account**, you will receive an error message.

This often happens when someone created an account several years ago and forgot.

#### To resolve this:

- Use the **“Forgot Password”** option on the login page, **or**
  - Email BHEC to request that your license be unlinked from the old account.
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## How To Link Your License to Your Online Account

### Step 8: Return to Quick Start Menu

If successful, you'll be returned to the **Quick Start Menu**.

You should now see your license listed in the upper-right **License Information** box, and a **Manage Your License Information** dropdown menu will appear.

**Quick Start Menu**

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

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**License Information** Show Details  
License Number: #00001  
License Type: Licensed Clinical Social Worker (LCSW)

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**Manage your license information**

Licensed Clinical Social Worker (LCSW)  
#00001 <Choose Application> Select

**Start a New Application**

What are you applying for?

<Choose Board> <Choose Application> Select

**Additional Activities**

Add Licenses To Registration Select

### You're Done!

Your license is now linked to your online account, and you can begin managing your license information.