

## How to Order Wall Certificates (Calligraphy/Plain Text)

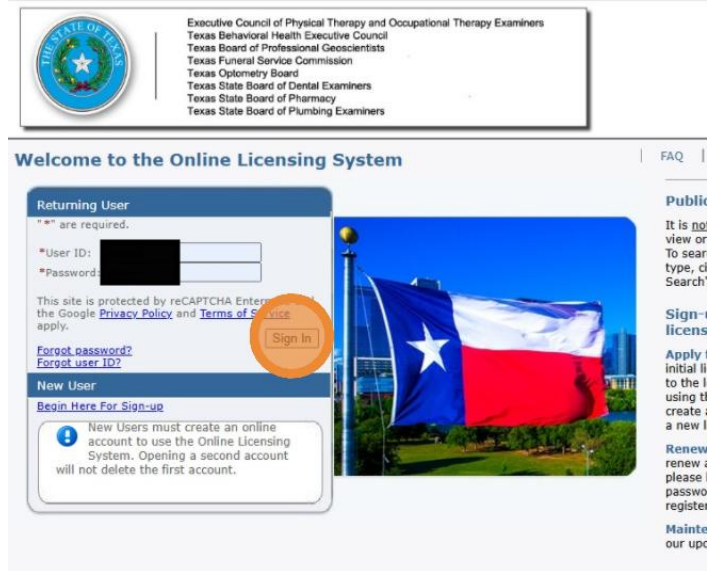
To access BHEC's Online Licensing System, visit:

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

This guide walks through the order process for a Calligraphy Wall Certificate.

### Step 1: Login to the

- On the login page, enter your username and password and then click “Sign In”

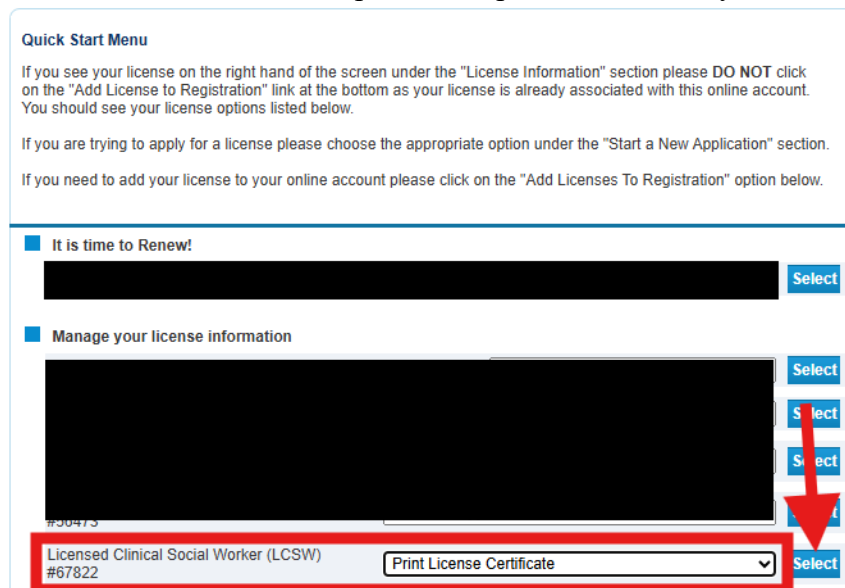


The screenshot shows the login page for the Texas Online Licensing System. At the top, there is a header with the Texas State Seal and a list of licensing boards: Executive Council of Physical Therapy and Occupational Therapy Examiners, Texas Behavioral Health Executive Council, Texas Board of Professional Geoscientists, Texas Funeral Service Commission, Texas Optometry Board, Texas State Board of Dental Examiners, Texas State Board of Pharmacy, and Texas State Board of Plumbing Examiners. Below this is a "Welcome to the Online Licensing System" banner. The main content area has two sections: "Returning User" and "New User". The "Returning User" section has fields for "User ID" and "Password", a "Sign In" button, and links for "Forgot password?" and "Forgot user ID?". The "New User" section has a "Begin Here For Sign-up" link and a note that new users must create an online account. On the right side, there is a sidebar with links for "Public", "Sign-in", "Apply for initial license", "Renew license", "Register", and "Maintain our upc".

### Step 2: Select the “Print License Certificate” option from the dropdown menu and click select.

*WARNING: Pop-up blockers may prevent the certificate from opening. Allow pop ups on your browser or try another browser.*

- Click “Select” and a new tab will open with a printable PDF of your certificate.



The screenshot shows the dashboard of the Texas Online Licensing System. At the top, there is a "Quick Start Menu" with instructions on how to use the system. Below this, there are two main sections: "It is time to Renew!" and "Manage your license information". The "It is time to Renew!" section has a "Select" button. The "Manage your license information" section has a "Select" button and a list of licenses. The first license listed is "Licensed Clinical Social Worker (LCSW) #67822". A red box highlights this license, and a red arrow points to the "Select" button next to it. Below the license list, there is a dropdown menu with the option "Print License Certificate" selected.

