



# CSLAP

Commercial Signs  
Licensing and Permitting

## **Adding an Authorized Agent**

A CSLAP Job Aid

Roles Impacted: Applicant

Last Revised: January 2025

## Introduction

The Commercial Signs Licensing and Permitting System (CSLAP) allows users to apply for or renew permits and licenses, search records, or submit complaints. This job aid describes the process of adding an Authorized Agent in CSLAP.

### **Use this job aid to perform the following steps:**

All Users: Add Authorized Agent in CSLAP

# Add an Authorized Agent in CSLAP

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To add an Authorized Agent in CSLAP, follow the steps below.

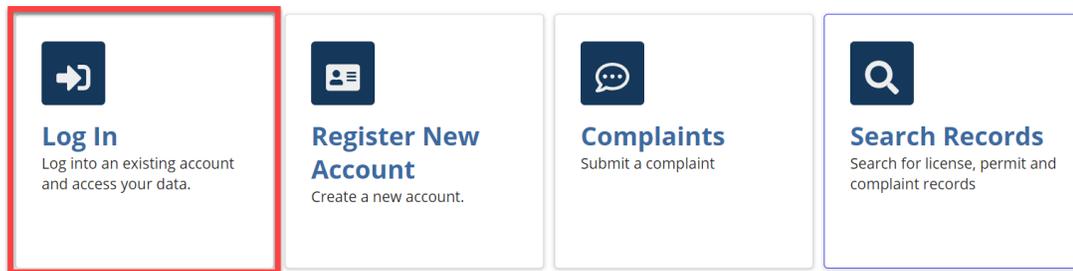
1. Click the CSLAP Login/Registration link from the TxDOT.gov website.



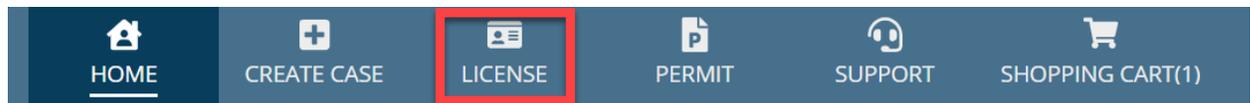
2. The Commercial Signs Licensing and Permitting homepage will appear. Select Log In to get to your CSLAP homepage.

## Commercial Signs Licensing and Permitting

Welcome to TxDOT's Commercial Signs Licensing and Permitting System (CSLAP). CSLAP allows users to apply for or renew permits and licenses, search records, or submit complaints. Click the "Register New Account" button to create a new account. Click the "Log In" button to log into an existing account and access your data. Click "Complaints" to submit a complaint. Click "Search Records" to search for license, permit and complaint records.



3. Select the License tab.



## Commercial Signs Licensing and Permitting

My Tasks

4. Select a License under the License Record ID column.

License Record ID	License Type	License Status	Issued Date	Expiration Date
OAL-18-00065	Outdoor Advertising License	Active	11/11/2018	11/1/2025

5. Select Authorized Agents from License Summary page.

**OAL-18-00065**

Summary Associated Contacts **Authorized Agents** Comments Permits Renew Summary Related

**License Details**

License ID: OAL-18-00065  
Type: Outdoor Advertising License

**Organization Details**

Name: Allen D Scott Jr, dba Lubbock Outdoor Media

6. Select Add/Update Authorized Agent.

**OAL-18-00065**

Summary Associated Contacts **Authorized Agents** Comments Permits Renew Summary Related Cases Related Actions

ADD/UPDATE AUTHORIZED AGEN...

Search User License Associations SEARCH

Name	Email Address	Phone Number
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- 7.** Verify the Authorized Agent can only be someone that is already added as an Associated Contact.

Name	Email Address	Phone Number
No items available		
<a href="#">+ Add Authorized Agent</a>		
<input type="button" value="CANCEL"/>		
<input type="button" value="SUBMIT"/>		

Name	Email Address
---Select Contact---	
<a href="#">+ Add Authorized Agent</a>	
<input type="button" value="CANCEL"/>	

Name	Email Address	Phone Number
---Select Contact---		
---Select Contact---		
Erich Hardt		
Bob Builder		
<input type="button" value="SUBMIT"/>		

Name	Email Address	Phone Number
Erich Hardt	erichhardtoutdoor@gmail.comtest	8064384016
<a href="#">+ Add Authorized Agent</a>		
<input type="button" value="CANCEL"/>		
<input type="button" value="SUBMIT"/>		

- 8.** Select Submit and confirm new Authorized Agent is added to License.

Name	Email Address	Phone Number
---Select Contact---		
---Select Contact---		
Erich Hardt		
Bob Builder		
<input type="button" value="SUBMIT"/>		

- 9.** Verify the new Authorized Agent receives email notifications about the case.