



CSLAP

Commercial Signs
Licensing and Permitting

How to Make a Payment

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 for making a payment in CSLAP.

Use this job aid to perform the following steps:

All Users: Make a Payment in CSLAP

How to Make a Payment in CSLAP

To make a payment within 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.

 Log In Log into an existing account and access your data.	 Register New Account Create a new account.	 Complaints Submit a complaint	 Search Records Search for license, permit and complaint records
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3. Select Shopping Cart.

 HOME	 CREATE CASE	 LICENSE	 PERMIT	 SUPPORT	 SHOPPING CART(3)
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4. Select Case ID

A. Select a single option.

Shopping Cart *

Please select the fees you wish to pay for. You may only pay for multiple fees in a single transaction if they are related to the same license.

<input type="checkbox"/>	Case ID	Case Type	Fee Type	Fee Status	Amount Due
<input checked="" type="checkbox"/>	OAL-N-24-02547	New License	Application Fee	In Cart	125.00
<input type="checkbox"/>	PMT-N-24-02833	New Permit	Application Fee	In Cart	100.00
<input type="checkbox"/>	PMT-N-24-02834	New Permit	Application Fee	In Cart	100.00

Total amount to be paid: \$325.00

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.

CART SUMMARY

Payment Type *
-- Select --

Selected Fees **\$125.00**

Texas.gov Price **\$125.00**

CHECK OUT

B. To pay on multiple Cases, select multiple options under the Case ID column.

Shopping Cart *

Please select the fees you wish to pay for. You may only pay for multiple fees in a single transaction if they are related to the same license.

<input type="checkbox"/>	Case ID	Case Type	Fee Type	Fee Status	Amount Due
<input checked="" type="checkbox"/>	OAL-N-24-02547	New License	Application Fee	In Cart	125.00
<input checked="" type="checkbox"/>	PMT-N-24-02833	New Permit	Application Fee	In Cart	100.00
<input checked="" type="checkbox"/>	PMT-N-24-02834	New Permit	Application Fee	In Cart	100.00

Total amount to be paid: \$325.00

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.

CART SUMMARY

Payment Type *
-- Select --

Selected Fees **\$325.00**

Texas.gov Price **\$325.00**

CHECK OUT

5. Select Payment Type Credit Card or ACH Payment and Check Out from Cart Summary.

- Note there is a small fee for processing credit cards.

 **CART SUMMARY**

Payment Type *

Credit Card

Selected Fees **\$325.00**

Texas.gov Price **\$332.57 ***

* 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

Or

 **CART SUMMARY**

Payment Type *

ACH Payment - (Bank Account / Electronic C...

Selected Fees **\$325.00**

Texas.gov Price **\$325.00**

CHECK OUT

6. Select Pay Now.

 **CART SUMMARY**

Payment Type *

Credit Card

Selected Fees **\$325.00**

Texas.gov Price **\$332.57 ***

* 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.

PAY NOW

7. You will be automatically navigated to the NicUSA website to complete the payment.

A. Credit Card

Nic Credit Card Payment

Credit Card Number *
[Redacted]

Credit Card type
VISA DISCOVER AM EX

Expiration Month *
Select a Month

Expiration Year *
Select a Year

Security Code *
[Redacted]

Name on Credit Card *
[Redacted]

Transaction Summary

ROW Sign Online	\$204.76
Texas.gov Price	\$204.76

Need Help?
You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

B. ACH Payment

Nic ACH Payment

Name on Account *
Sam Pull

Routing Number *
[Redacted]

Account Number *
[Redacted]

DALLAS CAPITAL BANK, N.A.

Re-enter Account Number. *
[Redacted]

Pay [Redacted]

Checking Savings

00245678 Routing Number 0024567890 Account Number

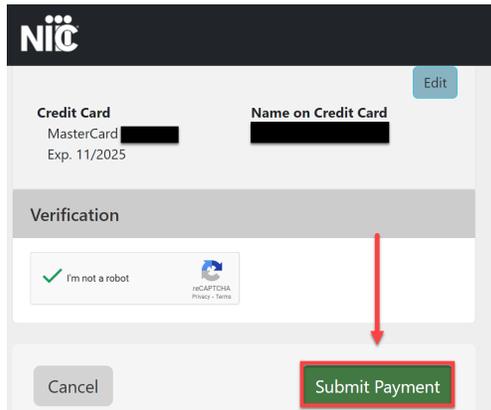
Transaction Summary

ROW Sign Online	\$100.00
Texas.gov Price	\$100.00

Need Help?
You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

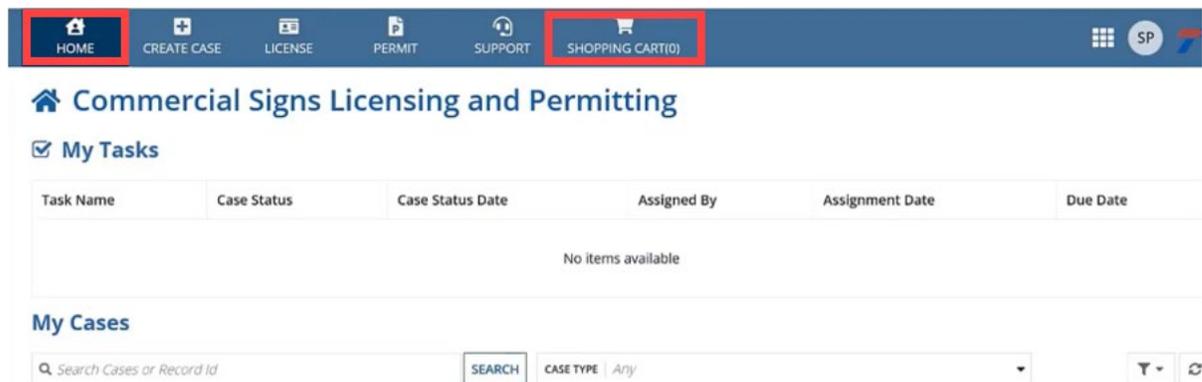
8. Complete payment on NicUSA website and then you will be automatically navigated back to CSLAP.

A. Complete payment and click Submit Payment for both Credit Card and ACH Payment.



The screenshot shows a payment form for NicUSA. At the top left is the NicUSA logo. Below it, there are two fields: 'Credit Card' (MasterCard, Exp. 11/2025) and 'Name on Credit Card'. An 'Edit' button is next to the Name on Credit Card field. Below these is a 'Verification' section with a reCAPTCHA widget. A red arrow points from the reCAPTCHA area down to the 'Submit Payment' button, which is highlighted with a red box. There is also a 'Cancel' button.

B. Then you will be returned to CSLAP Homepage.



The screenshot shows the CSLAP Homepage. The navigation bar includes 'HOME', 'CREATE CASE', 'LICENSE', 'PERMIT', 'SUPPORT', and 'SHOPPING CART(0)'. The main content area shows 'Commercial Signs Licensing and Permitting' and 'My Tasks' (No items available). Below that is 'My Cases' with a search bar and a dropdown menu.

9. Verify receipt of Payment Confirmation email.