



CSLAP

Commercial Signs
Licensing and Permitting

Adding an Associated Contact

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 adding an Associated Contact in CSLAP.

Use this job aid to perform the following steps:

All Users: Adding Associated Contact in CSLAP

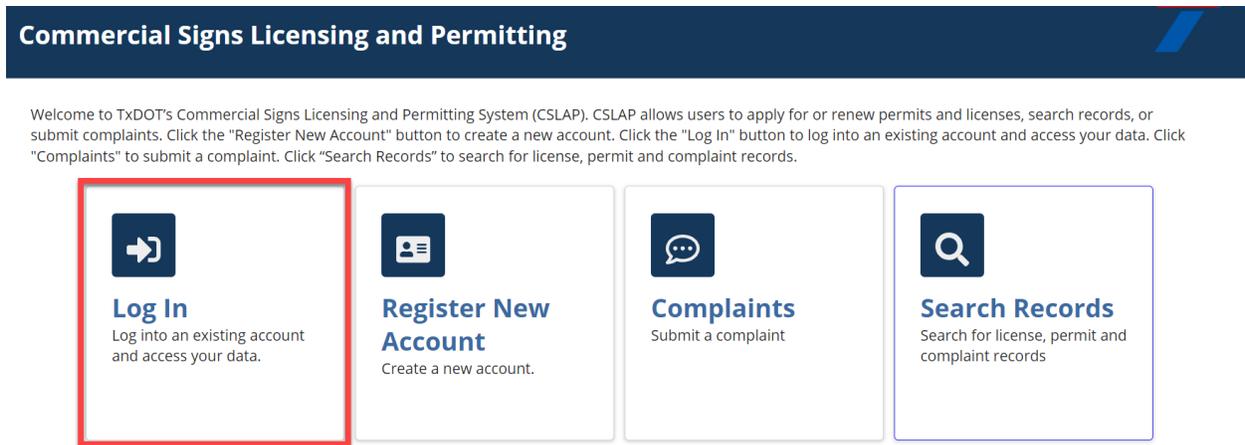
Adding an Associated Contact

To add an Associated Contact 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.



3. Select the License Tab.



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 Associated Contacts from License Summary page.

OAL-18-00065

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

License Details		Organization Details	
License ID	OAL-18-00065	Name	Allen D Scott Jr, dba Lubbock Outdoor Media
Type	Outdoor Advertising License		

- The screen shot below demonstrates what it looks like once you have selected Associated Contacts.

OAL-18-00065

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

Search User License Associations

Name	Email Address	Phone Number	Assigned Permissions	Is Active	Registered
Erich Hardt	erichhardtoutdoor@gmail.comtest	(806) 438-4016	All	✓	✓

6. Select Add Associated Contact, enter required fields, and select Submit.

The screenshot shows the top navigation bar with options: HOME, CREATE CASE, LICENSE (selected), PERMIT, SUPPORT, and SHOPPING CART(1). The main header displays 'OAL-18-00065' and a red arrow points to the 'ADD ASSOCIATE CONTACT' button. Below the header are tabs: Summary, Associated Contacts (selected), Authorized Agents, Comments, Permits, Renew Summary, Related Cases, and Related Actions. A search bar contains 'Search User License Associations' and a 'SEARCH' button. A table lists associated contacts:

Name	Email Address	Phone Number	Assigned Permissions	Is Active	Registered	Primary Contact
Erich Hardt	erichhardtoutdoor@gmail.comtest	(806) 438-4016	All	✓	✓	✓

Below the table is the 'Add Associate Contact' form with fields for First Name (*), Last Name (*), Email Address (*), and Permissions (*). The 'First Name' field contains 'Bob' (3/50), 'Last Name' contains 'Builder' (7/50), 'Email Address' contains 'Bob.TheBuilder@test.com' (23/50), and 'Permissions' is set to 'New Permit'. 'CANCEL' and 'SUBMIT' buttons are at the bottom.

7. If the contact is already registered, they will be added. If not, the contact will have to use the same email to create their account in CSLAP and then the License will show they're registered.

The screenshot shows the same interface as above, but the 'ADD ASSOCIATE CONTACT' button is now disabled. The table below the search bar now contains two contacts:

Name	Email Address	Phone Number	Assigned Permissions	Is Active	Registered	Primary Contact
Erich Hardt	erichhardtoutdoor@gmail.comtest	(806) 438-4016	All	✓	✓	✓
Bob Builder	Bob.TheBuilder@test.com		New Permit	✓	✗	✗