CSLAP

Commercial Signs Licensing and Permitting

Adding an Authorized Agent

A CSLAP Job Aid

Roles Impacted: Applicant

Last Revised: January 2025

Texas Department of Transportation

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

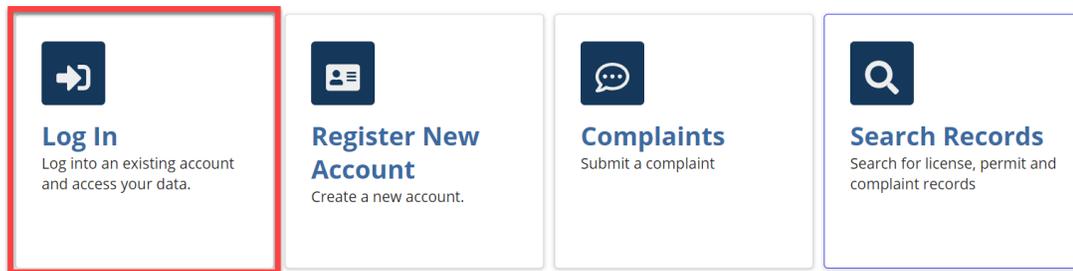To add an Authorized Agent in CSLAP, follow the steps below.

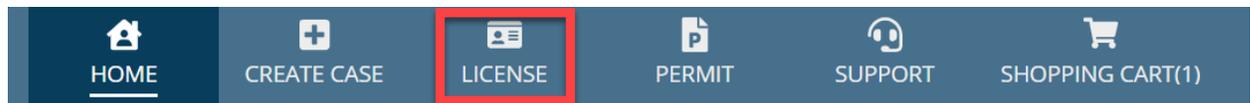**1.** Click the CSLAP Login/Registration link from the TxDOT.gov website.

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

3. Select the License tab.

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

5. Select Authorized Agents from License Summary page.

6. Select Add/Update Authorized Agent.

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	
⊕ Add Authorized Agent		

CANCEL   SUBMIT

Name	Email Address
---Select Contact--- ▼	
⊕ Add Authorized Agent	

CANCEL

Name	Email Address	Phone Number	
---Select Contact--- ▼			✕
---Select Contact---			
Erich Hardt			SUBMIT
Bob Builder			

Name	Email Address	Phone Number	
Erich Hardt	erichhardtoutdoor@gmail.comtest	8064384016	✕
⊕ Add Authorized Agent			

CANCEL   SUBMIT

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

Name	Email Address	Phone Number	
---Select Contact--- ▼			✕
---Select Contact---			
Erich Hardt			SUBMIT
Bob Builder			

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