



CSLAP

Commercial Signs
Licensing and Permitting

Registering and Logging into CSLAP

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 registering and logging on into CSLAP for the first time.

Use this job aid to perform the following steps:

All Users: Register a New Account

All Users: Log in for First Time

Registering a New Account in CSLAP

When registering a new account with 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 Register New Account button.

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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Helpful Links

- [Commercial Signs Regulatory Program](#)
- [Commercial Signs Map](#)
- [TxDOT](#)
- [Disclaimer](#)
- [Privacy and Security Policy](#)
- [Accessibility](#)
- [Need help?](#)



3. Read the terms. After you have read the terms, select the Acknowledge box then hit Continue.

Commercial Signs Licensing and Permitting

Register a New Account

Please review and accept the terms below to proceed.

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Acknowledge *

I agree to the terms of the disclaimer

CANCEL

CONTINUE

4. Next, a form will appear where you are instructed to provide your account information. After you have completed filling out the form, select Continue.

To register for a CSLAP account, please provide the following information. This will also serve as your primary contact information in the event that TxDOT needs to contact you. If you have already created a CSLAP account, but are having difficulties accessing it, please contact ROW_OutdoorAdvertising@txdot.gov or call 512-416-3030 for support.

Account Information

First Name *

0/50

Last Name *

0/50

Email Address *

0/50

Confirm Email Address *

0/50

Phone Number

Phone Number Type *

Work

Country Code *

United States - 1

Phone Number *

Mailing Address

Address Line 1 *

0/50

Address Line 2

0/50

City *

0/50

State *

-- Select --

Zip Code *

Country *

United States

CANCEL

BACK

CONTINUE

5. Review your information and then select Submit.

Commercial Signs Licensing and Permitting

Register a New Account

Already have a CSLAP account? [Click here to log in.](#)

Please review your information for accuracy. If it is correct, click the Submit button to create your account. Otherwise, click the Back button to make changes.

Account Information

First Name [REDACTED]
Last Name [REDACTED]
Email Address [REDACTED]

Phone Number

Phone Number Type Work
Country Code United States
Phone Number [REDACTED]

Mailing Address

Country United States
Address Line 1 6230 E Stassney Lane
Address Line 2
City Austin
State TX
Postal Code 78744

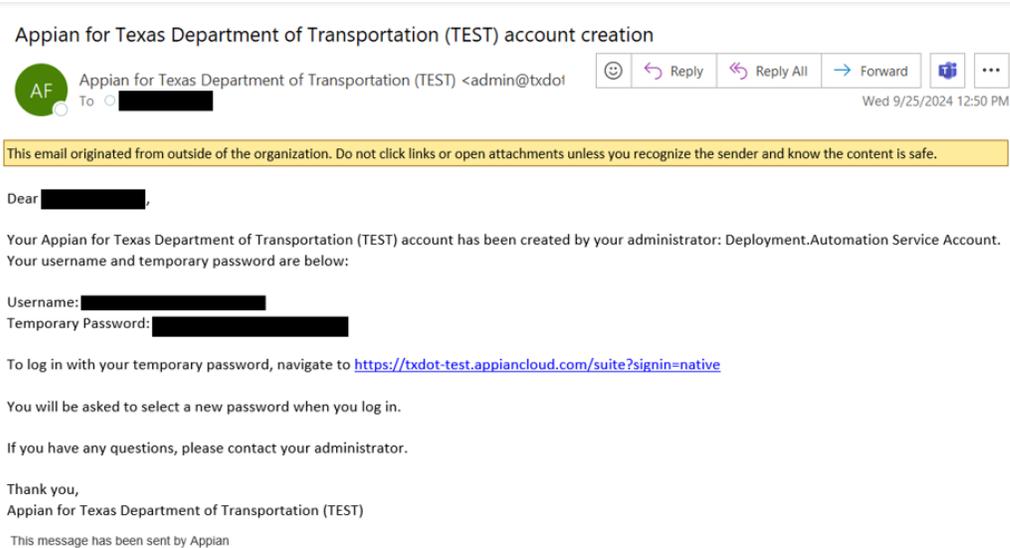


6. Once submitted, a pop up on your screen will display with instructions about your username, which is your email address in lowercase text, and a temporary password. Check your email for an email confirmation and link to reset your password.

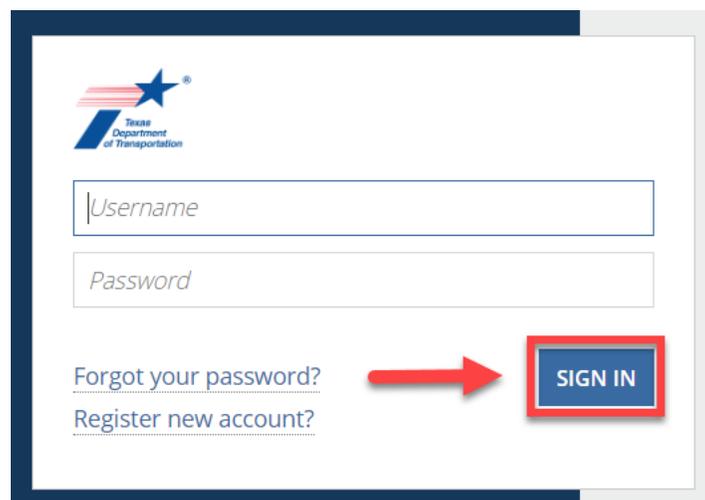
Commercial Signs Licensing and Permitting

✔ **Your registration was successful.** Your username is your email address in lowercase text. You will receive an email with a temporary password. This password will expire after 15 minutes. If 15 minutes has passed and you have not clicked the link, you will need to use the "Forgot Password" link on the Log In Page.

7. In your inbox, you'll find an email about your new account creation in CSLAP that contains your Temporary Password. Select the blue hyperlink to go to the CSLAP Login Screen.



8. Once on the Login Screen, type in the email address you used to set up your account. Make sure you type your email in lowercase letters as username is case sensitive. Copy and paste your temporary password from your email and hit the Sign In button.

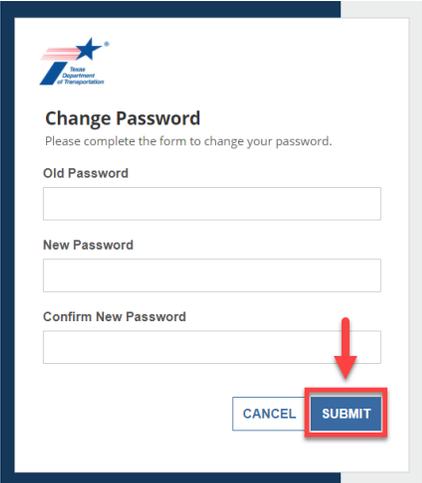


9. A screen will appear where you can create a new password.

Create a password based on TxDOT IT requirements:

- Contain at least 16 characters
- Contain maximum 32 characters
- Password must not be the same as the last 24 passwords used.
- The minimum time after a password change before the user can change it again is 1 day.
- The maximum time a user can continue using the same password before it must be changed is 180 days.

After you have completed the form and added your new password, select Submit.



The screenshot shows a web form titled "Change Password" from the Texas Department of Transportation. The form contains three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields are two buttons: "CANCEL" and "SUBMIT". A red arrow points to the "SUBMIT" button, which is also highlighted with a red rectangular box.

10. Now you are ready to log into CSLAP. Once you have logged in successfully you will arrive at your account dashboard.

The screenshot shows the Appian user interface. At the top is a dark blue navigation bar with icons and labels for HOME, CREATE CASE, LICENSE, PERMIT, SUPPORT, and SHOPPING CART(0). The Appian logo is in the top right corner. Below the navigation bar is the page title "Commercial Signs Licensing and Permitting" with a home icon. Underneath is a "My Tasks" section with a checked checkbox and a table with columns: Task Name, Task Status, Case Status, Case Status Date, Assigned By, Assignment Date, and Due Date. The table is empty and contains the text "No items available". Below that is a "My Cases" section with a search bar labeled "Search Cases" and a "SEARCH" button. To the right of the search bar are icons for a dropdown menu and refresh. Below the search bar is a table with columns: Case ID, Case Type, Case Status, Record ID, Created By, and Created Date. This table is also empty and contains the text "No items available".