

# Driver Education Provider- Add Endorsement Training Guide

-Select link to [Online Licensing Services - TDLR \(texas.gov\)](https://www.tdlr.texas.gov/online-services) to log into your Online Services account.

**\*If you have not created an Online Licensing Services account, please review the training guide titled “[How to Complete Online Licensing Services registration.](#)”**

-Enter your “Username and password” and select “**Sign-In.**”

**TDLR**  
TEXAS DEPARTMENT OF  
LICENSING & REGULATION

**Texas Department of Licensing and Regulation**

**Online Licensing Services** [Contact Customer Service](#)

**Renew Your License**  
Please [login](#) with your existing user ID and password, or [register as a new user](#).

**Apply for a New License**  
Please [login](#) with your existing user ID and password, or [register as a new user](#).

**Search the License Database**  
Begin your [license search](#) here to verify that a person or business has a current license.

**Change Your Address**  
Please [login](#) with your existing user ID and password, or [register as a new user](#).

**Pay Fees**  
Please [login](#) with your existing user ID and password, or [register as a new user](#).

**Login or Register**  
Username:   
Password:   
[Register as a New User](#) [Forgot User ID?](#) [Forgot Password](#) **Sign In**

-This will bring you to the “Quick Start Menu.”

-Under the “Manage your license Information” section use the drop-down menu and choose “Add Endorsement.”

- Once you selected your application, choose “Select.”

**TDLR**  
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Logged in as AGENCY, TDLR  
[Update Profile](#) | [Logoff](#)

### Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

- Complete Certificate Upload**  
Driver Education Provider - Primary #C3497 [Upload File of Completed Certificates](#) [Select](#)
- Manage your License Information**  
Driver Education Provider - Branch [Choose Application](#) [Select](#)  
**Driver Education Provider - Primary #C3497** [Add Endorsements](#) [Select](#)  
Driving Safety Provider #CP1000 [Choose Application](#) [Select](#)
- Apply for a New License**  
What are you applying for?  
[Choose Program](#) [Choose Application](#) [Select](#)
- Additional Activities**  
[Add Licenses To Registration](#) [Select](#)

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number:   
License Type: Driver Education Provider - Branch

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number: #C3497  
License Type: Driver Education Provider - Primary

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number: #CP1000  
License Type: Driving Safety Provider

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-If you are currently an Online only or Parent Taught only provider, the title of this application will be “Upgrade to Driver Education Provider- Primary”.

**Quick Start Menu**

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

- Completed Certificate Upload**  
Driver Education Provider - Primary #C3518 [Upload File of Completed Certificates - DO NOT USE](#) [Select](#)
- Manage your License Information**  
**Online Only Driver Education Provider #C3518** [Upgrade to Driver Education Provider - Primary](#) [Select](#)
- Apply for a New License**  
What are you applying for?  
[Choose Program](#) [Choose Application](#) [Select](#)
- View Application Status**  
Driver Education and Safety - Driving Safety Provider: Initial  
Driving Safety Provider Status: Open [Details](#)
- Additional Activities**  
[Add Licenses To Registration](#) [Select](#)

**License Information** [Show Details](#)  
Name: TDLR Agency Driving Online School  
License Number: #C3518  
License Type: Online Only Driver Education Provider

-You are now in the “**Add Endorsements**” introduction screen.

-A Driver Education Provider can be approved for up to three endorsements. An initial provider license is \$500.00 with one endorsement included at no additional charge. Each endorsement added after is \$300.00 each.

-This transaction is also used if you need to add the Teen and Adult course or the Exclusively for Adult course for an endorsement for which you are already approved at no additional cost.

### Types of Endorsements:

**In-Person**

**Online**

**Parent Taught**

-Select “**Next**.”

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TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

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**Introduction**

**Add Endorsements - Introduction**

**Name and Organizational Details**

**Contact Information**

**Select Attributes**

**Attachments**

**Application Summary**

**PLEASE NOTE:** To avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

**PRIVACY NOTIFICATION** With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

**Next** **Cancel**

[Department of Licensing and Regulation](#)

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-In the “**Name and Organization Details**” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

Under “Tax Number Type” you have the option to choose “**Federal Employer Identification Number (FEIN)**” or “**Social Security Number (SSN)**.” The Tax Number Type must be nine digits without hyphens.

* Organization Name:	<input type="text" value="TDLR Agency Driving School LLC"/>
Doing Business As Name:	<input type="text" value="TDLR Agency Driving School"/>
* Tax Number Type:	<input type="text" value="Federal Employer Identification Number (FEIN)"/>
* Tax Number:	<input type="text" value="Federal Employer Identification Number (FEIN)"/>
* Confirm Tax Number:	<input type="text" value="Social Security Number (SSN)"/>

**Please keep in mind:** If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names. \*

-Once you have completed this screen, select “**Next**.”

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TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Introduction

Name and Organizational Details

**Contact Information**

Select Attributes

Attachments

Application Summary

Add Endorsements - Name and Organizational Details

Please enter your organizational details and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Organization Name:	TDLR Agency Driving School LLC
Doing Business As Name:	TDLR Agency Driving School
Tax Number Type:	Federal Employer Identification Number (FEIN)
Tax Number:	*****
Entity Type:	LLC

Previous

**Next**

Cancel

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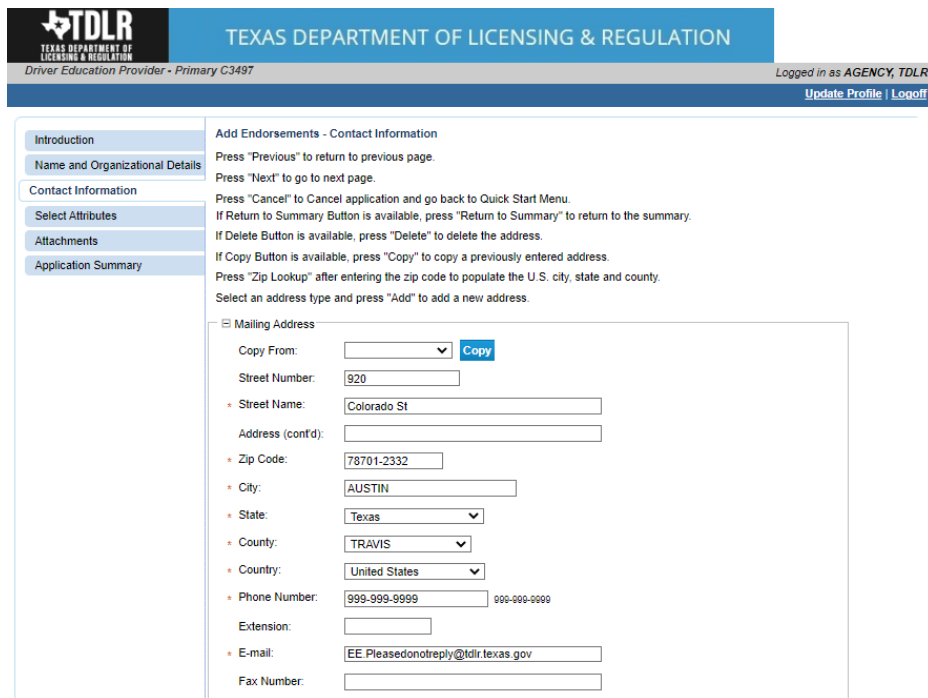
**\*Useful information:**

**TYPE OF OWNERSHIP** – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at [www.sos.state.tx.us/corp/businessstructure.shtml](http://www.sos.state.tx.us/corp/businessstructure.shtml)

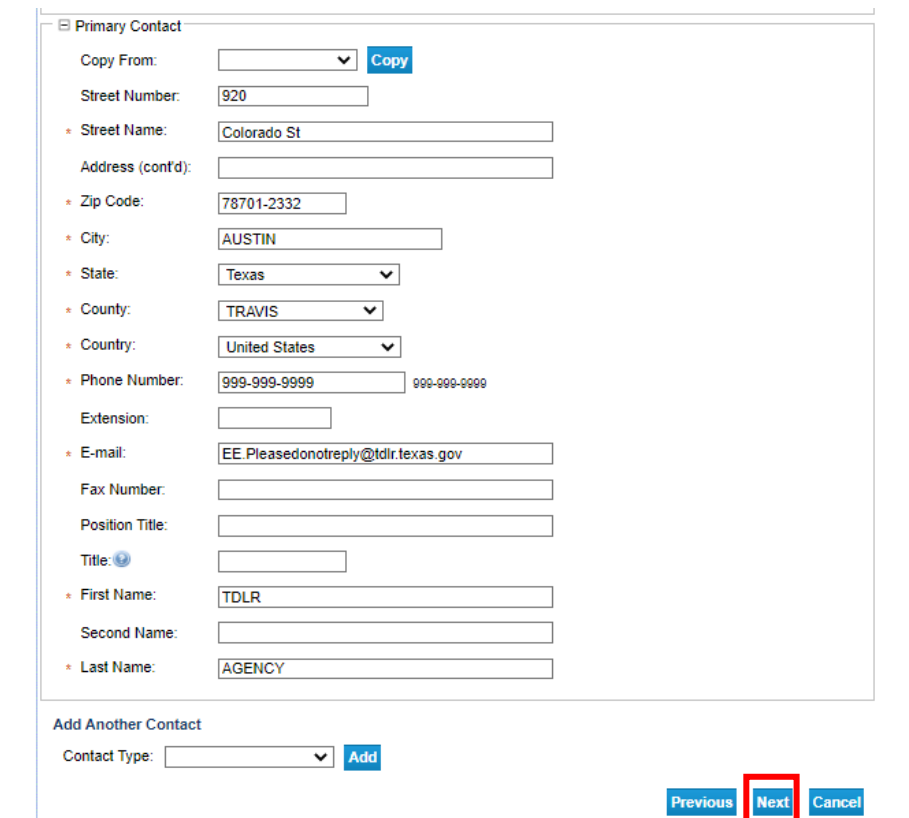
**DBA – DOING BUSINESS AS NAME (if applicable)** – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

**NAME AND ADVERTISING** – A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](#) for the rule that explains Name and Advertising

-In the “**Contact Information**” screen, you will have the opportunity to update your **Mailing Address** and **Primary Contact**.



-Once you have verified your address select “**Next.**”



-On the “**Select Attributes**” screen, select which course(s) your business will offer.

### Types of Endorsements:

**In-Person**

**Online**


**Parent Taught**

-**In the example below**, this provider is currently approved for the “**In-Person** Exclusively for Adults” course and the “**In-Person** Minor and Adult” course.

-The endorsement that they are **adding** is the “**Online endorsement.**” This includes the “**Online** Exclusively for Adults” course and “Minor & Adult (14 and Older) Course: Alternative Method of Instruction/**Online**”.

-The example below is adding **ONE** endorsement (online).

-Once completed, select “**Next.**”



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Driver Education Provider - Primary C3513

Logged in as AGENCY, TDLR

Update Profile | Logoff

Introduction

Name and Organizational Details

Contact Information

Select Attributes

Attachments

Application Summary

Add Endorsements - Select Attributes

Listed below are the license attributes you may add or delete.  
Please select/de-select the desired attribute and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.  
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	Parent Taught Course Type	Request To Add	
Attributes:	<input type="checkbox"/>	<input type="checkbox"/>	Parent Taught for Teens
Attribute Type:	In-Person Course Type	Request To Add	
Attributes:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exclusively for Adults Course (18 to under 25): 6-hour In Person Classroom
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minor and Adult (14 and Older) Course: In Person Classroom
Attribute Type:	Online Course Type	Request To Add	
Attributes:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Online Exclusively for Adults

PreviousNextCancel

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**Note:** Only add the courses that your business will be providing.

-In the “**Attachments**” screen, you can attach documents.

**Note:** There are no required documents for this transaction. You are only required to have one bond on file for all endorsements within the same Driver Education Provider license number. Driver Education Providers are responsible for all curriculum, law and rules requirements for the endorsement type(s) you will offer.

-Once completed select “**Next.**”

**TDLR**  
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Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Introduction

Name and Organizational Details

Contact Information

Select Attributes

Attachments

Application Summary

Add Endorsements - Attachments

PLEASE NOTE: to avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name:  No file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use [cs.transcript@tdlr.texas.gov](mailto:cs.transcript@tdlr.texas.gov) when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-On the “**Application Summary**” screen, review the data you entered and verify that it is correct.

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Driver Education Provider - Primary C3497

Logged in as **AGENCY, TDLR**  
[Update Profile](#) | [Logoff](#)

**Introduction**  
**Name and Organizational Details**  
**Contact Information**  
**Select Attributes**  
**Attachments**  
**Application Summary**

**Add Endorsements - Application Summary**  
Review the data and press "Submit" to submit this application.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

**Application**  
License Type: Driver Education Provider - Primary  
Application Date: 05/27/2023

**Organization Detail:**  
Organization Name: TDLR Agency Driving School LLC [Edit](#)  
Doing Business As Name: TDLR Agency Driving School Tax Number: \*\*\*\*\* Entity Type: LLC Type: FEIN

**General Addresses**  
Mailing Address: 920 Colorado St  
AUSTIN, Texas  
TRAVIS  
78701-2332  
US [Edit](#)  
Phone Number: 999-999-9999  
E-mail: EE.Pleasedonotreply@tdlr.texas.gov  
Fax Number:

-Once you have verified your information select “**Submit.**”

TRAVIS  
78701-2332  
US  
Phone Number: 999-999-9999  
E-mail: EE.Pleasedonotreply@tdlr.texas.gov  
Fax Number:  
Position Title:  
Name: TDLR AGENCY

**License Attributes Selected** [Edit](#)  
Online Course Type  
Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online  
Online Exclusively for Adults

[Previous](#) [Submit](#) [Cancel](#)

-On the “**Attestation**” screen, answer “**Yes**” and select “**Submit**.”

**TDLR**  
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Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logout](#)

**Add Endorsements - Attestation**

Press "Previous" to return to the previous section.  
Press "Submit" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

All documents must be attached during this session to avoid delays. Press "Previous" to add documents.

I certify that I have read and will comply with all applicable laws and rules related to the license for which I am applying. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of the application and/or revocation of the license.

☒ Yes  
☐ No

[Previous](#) [Submit](#) [Cancel](#)

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After submission, you will receive a copy of your “**Application Summary**” in your Online Services account email.

Prep Application Summary - Ref Id: [REDACTED]

vo\_noreply@tdlr.texas.gov  
To: EE.Pleasedonotreply

Retention Policy: TDLR - 1 Year Delete (1 year)

*We removed extra line breaks from this message.*

txdlrSummaryPDF\_ [REDACTED] 1001 KB

Hello AGENCY, TDLR

TDLR Entity Number: [REDACTED]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.

To upload additional application documents, go to <https://www.tdlr.texas.gov/help/> fill out the form and upload your attachments.

-You will now see the “**Fee and Summary Report**” screen.

\*Fees shown in illustration may not reflect the fee you are required to pay.

-Select “**Pay Now**” to continue to the payment screen.

The screenshot shows the 'Fee and Summary Report' page. At the top, the TDLR logo and 'TEXAS DEPARTMENT OF LICENSING & REGULATION' are displayed. Below the header, it says 'Driver Education Provider - Primary C3497' and 'Logged in as AGENCY, TDLR'. There are links for 'Update Profile' and 'Logoff'. The main content area has a title 'Fee and Summary Report' and instructions: 'Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records. You are required to pay the amount below for your application to be processed. Press "Pay Now" to proceed to the fee payment page.' Below this is a table of fees:

Fees	
Driver Education Provider - Add Endorsement:	\$300.00
Total Amount Due:	\$300.00

At the bottom right, there is a red-bordered button labeled 'Pay Now', a blue button labeled 'View PDF Summary Report', and an Adobe Reader icon.

On the “**Online Application Payment**” screen, choose your payment method: Credit Card or Electronic Check.

-Once completed, select “**Next.**”


The screenshot shows the 'Online Application Payment' page. At the top, the TDLR logo and 'TEXAS DEPARTMENT OF LICENSING & REGULATION' are displayed. Below the header, it says 'Driver Education Provider - Primary C3497' and 'Logged in as AGENCY, TDLR'. There are links for 'Update Profile' and 'Logoff'. The main content area has a title 'Online Application Payment' and instructions: 'Select the applications you wish to pay for and press "Next" to continue. Press "Main Menu" to return to the main menu.' Below this is a table of applications:

Application Number	Description	License Number	License Type	Applicant Name	Fee
129	Add Endorsements	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$300.00 <input checked="" type="checkbox"/>

Below the table, there is a 'Payment Method' section with two radio buttons: 'Credit Card' (selected) and 'Electronic Check'. At the bottom right, there is a red-bordered button labeled 'Next', a blue button labeled 'Show Fee Details', and a blue button labeled 'Main Menu'.

Below the form, there is a footer section with the text: 'Department of Licensing and Regulation. The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification. Last Updated Jan 01, 2017.'

-Verify that your payment is correct and select “Next.”



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TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.  
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
129	Add Endorsements	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$300.00
Total					\$300.00

Payment Method: Credit Card

Next


Cancel

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-Fill out all required fields and select “Next.”

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1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type

Credit/Debit Card

Customer Information

Country \*

United States

First Name \*

TDLR

Last Name \*

AGENCY

Address \*

920

Address 2

Colorado St

City \*

Austin

State \*

TX - Texas

ZIP/Postal Code \*

78701

Phone Number \*

9999999999

Email \*

EE.Pleasedonotreply@tdlr.texas.gov

Next >

Payment Information

Cancel


Transaction Summary

TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Need Help?

Please complete the Customer Information Section

-Fill out all required fields and select “Next.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓ Edit

Address  
TDLR AGENCY  
920  
Colorado St  
Austin, TX 78701

Phone Number  
9999999999





Country  
United States

Email Address  
EE.Pleasedonotreply@tdlr.texas.gov

Payment Information

Credit Card Number \* ?  
✓

Credit Card Type  



Expiration Month \*  
✓

Expiration Year \*  
✓

Security Code \* ?

Name on Credit Card \*  
✓

☒ Payment Address is the same as Customer Information \*

Next >

Cancel

Transaction Summary


TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Need Help?  
You are paying by credit/debit card. Complete Customer Billing Information and enter Card Information. \*\*\*\*\* Please ensure Payment Address ZIP code matches your card billing address ZIP code, or your payment will be declined. \*\*\*\*\*

Driver Education Provider- Add Endorsement Training Guide

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-Complete the “**I’m not a robot**” section and select “**Submit Payment.**”

 TEXAS DEPARTMENT OF LICENSING & REGULATION


1 Payment Type

2 Customer Info


3 Payment

4 Submit Payment

### Payment

Payment Type 

Credit/Debit Card


Customer Information 

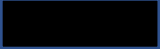
Address  
TDLR AGENCY  
920  
Colorado St  
Austin, TX 78701

Phone Number  
9999999999

Country  
United States


Email Address  
EE.Pleasedonotreply@tdlr.texas.gov


Payment Information 

Credit Card  


Name on Credit Card  
TDLR Agency

Verification

 I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Cancel

Submit Payment


### Transaction Summary

TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

-Once you see the “**Online Application Payment Success**” select “**Next**” to return to the quick start menu.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

[Update Profile](#) | [Logoff](#)

Online Application Payment Success

Press "Next" to return to the Main Menu.  
 Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid:

\$300.00

Authorization Number:


OK2706

Trace Number:

Application Number	Description	Applicant Name	Fee
3001-129	Add Endorsements	TDLR Agency Driving School LLC	\$300.00


Next

View PDF Online Payment Summary Report



-You will receive a “**Payment Receipt Confirmation**” in your online services account email box.

Texas.gov TDLR Health Receipt




noreply@tdlr.texas.gov

To

Retention Policy


TDLR - 1 Year Delete (1 year)


 If there are problems with how this message is displayed, click here to view it in a web browser.

← Reply

↶ Reply All

→ Forward



...

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the TDLR web site.

Transaction Summary

Description	Amount
TDLR Health Professional	\$300.00
Texas.gov Price	\$300.00

Customer Information

Customer Name

TDLR AGENCY

Local Reference ID

Receipt Date

Receipt Time

Payment Information

Payment Type

Credit Card

Credit Card Type

Credit Card Number

Order ID

Billing Name

TDLR Agency

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**Note:** The Education and Examination Division has received your add endorsement application. All applications are processed in the order received. Once an Accreditation Specialist is assigned to review your application, the Specialist will reach out to you to inform you of the status of your application.

Once the review begins, you may receive emails informing you of any deficiencies found during the review process. Please keep in mind all deficiencies must be resolved before we can approve your endorsement.

-Back on the “**Quick Start Menu**” you can check “**View Application Status.**”

-Select “**Details.**”

**TDLR**  
TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as **AGENCY, TDLR**  
[Update Profile](#) | [Logoff](#)

**Quick Start Menu**  
To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

**Complete Certificate Upload**  
Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)

**Manage your License Information**  
Driver Education Provider - Branch # [redacted] <Choose Application> [Select](#)  
Driver Education Provider - Primary #C3497 <Choose Application> [Select](#)  
Driving Safety Provider #CP1000 <Choose Application> [Select](#)

**Apply for a New License**  
What are you applying for?  
<Choose Program> [Select](#)  
<Choose Application> [Select](#)

**View Application Status**  
Driver Education and Safety - Add Endorsements Status: Open [Details](#)

**Additional Activities**  
Add Licenses To Registration [Select](#)

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number: [redacted]  
License Type: Driver Education Provider - Branch

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number: #C3497  
License Type: Driver Education Provider - Primary

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School LLC  
License Number: #CP1000  
License Type: Driving Safety Provider

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The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.  
Last Updated Jan 01, 2017

-Within the “**Application details**” screen, you will be able to see if there are any deficiencies on your application and you are able to submit additional documents.

Select “**Done**” to leave this screen.

The screenshot shows a form titled "Application details". It contains the following fields:

Submission Date	05/27/2023
Application Name	Add Endorsements
Status	Open
Deficiencies	
Notes	

At the bottom right of the form, there are two buttons: "Submit Document(s)" and "Done". The "Done" button is highlighted with a red rectangular box.

-Once the application is completed, you will no longer see “**Add Endorsement**” listed under “**View Application Status.**”

-Your updated license with the newly added endorsement will be placed in the mail.

The screenshot shows the TDLR Texas Department of Licensing & Regulation website. The header includes the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, it says "Logged in as AGENCY, TDLR" and "Update Profile | Logoff".

The main content area is titled "Quick Start Menu". It contains the following sections:

- Complete Certificate Upload**: A button labeled "Select" next to "Upload File of Completed Certificates".
- Manage your License Information**: Three rows of license information, each with a "Select" button.
  - Driver Education Provider - Primary #C3497
  - Driver Education Provider - Branch #C3497 (with a dropdown menu labeled "<Choose Application>")
  - Driver Education Provider - Primary #C3497 (with a dropdown menu labeled "<Choose Application>")
  - Driving Safety Provider #CP1000 (with a dropdown menu labeled "<Choose Application>")
- Apply for a New License**: A section titled "What are you applying for?" with two dropdown menus labeled "<Choose Program>" and "<Choose Application>" and a "Select" button.
- Additional Activities**: A button labeled "Select" next to "Add Licenses To Registration".

On the right side of the page, there is a "License Information" section with three entries, each with a "Show Details" button:

- License Information: Name: TDLR Agency Driving School LLC, License Number: [redacted], License Type: Driver Education Provider - Branch
- License Information: Name: TDLR Agency Driving School LLC, License Number: #C3497, License Type: Driver Education Provider - Primary
- License Information: Name: TDLR Agency Driving School LLC, License Number: #CP1000, License Type: Driving Safety Provider

At the bottom of the page, there is a footer with the text: "Department of Licensing and Regulation", "The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.", and "Last Updated Jan 01, 2017".