

HOW TO REGISTER YOUR PROJECT ONLINE
with the
Texas Department of Licensing & Registration
Elimination of Architectural Barriers Program

*** Please note this important change effective Oct. 15, 2008 ***

You are now required to pay the \$175.00 project filing fee at the time of registration. This fee is non-refundable for any reason. Therefore, you will need to enter your credit card information in order to complete the registration.

1. Go to www.license.state.tx.us/ABProjectRegistrationOnline
2. Scroll to the bottom of the page, click CONTINUE
3. Login Screen:
 - If you are a new user, click the HERE button to create a login account
 - Enter your email address & choose a passwordOR
 - Log in using your email address & password
4. Click Register a New Project or Complete a Previous Registration
5. Click Register New Project
6. Enter the Estimated Construction Cost
 - Use numbers only - do not use commas or dollar signs
7. Click ONLINE REGISTRATION
8. Click A RAS will be performing the required plan review
 - Then enter Todd's RAS number – 00000093 (six zeroes then 93)
9. Click CONTINUE TO REGISTRATION
10. Complete the project and contact information. Please note:
 - All spaces with an asterisk (*) are required information; you will not be able to complete the registration without this information
 - All numbers (including dollar amounts and phone numbers) should be entered as numbers only without any other symbols – you will get an error message if you use: \$, - /
 - The Building Owner must be the person or entity that holds the legal title to the property, i.e. the Landlord - not the Tenant.
11. Click SUBMIT

12. VERIFICATION SCREEN:
 - Verify all the information you have entered
 - Then click READY TO PAY or MODIFY as the case may be
13. READY TO PAY SCREEN – click PAY NOW
14. CUSTOMER AND CREDIT CARD INFORMATION SCREEN:
 - Enter all information that has an asterisk (*)
 - Click CONTINUE
15. REVIEW INFORMATION SCREEN:
 - Click CANCEL PAYMENT or MAKE CHANGES or MAKE PAYMENT
16. AUTHORIZATION APPROVED SCREEN:
 - after a few seconds, this screen should automatically go to the next screen
17. TRANSACTION SUCCESSFUL SCREEN:
 - Click confirmation page in the middle of the screen to print your Project Registration Confirmation Page
 - It is a good idea to print a hard copy and then print a copy to pdf
 - Your registration number is in the header of the page and is preceded by “EABPRJ” – the number includes the letter A, for example: A9801234
 - If you want TO OBTAIN A DUPLICATE RECEIPT – click here - this is optional because you will automatically be emailed a receipt to the email provided on the Project Registration screen
18. Click LOG OFF – Congratulations! You are done!