

GETTING STARTED ON VIC

1

Connect VIC to your Network

Connecting to VIC via phone line, DSL or LAN line is the first step.
 Please refer to the connection reference materials you were provided for assistance.

2

Verify Station Information

Once you are connected to VIC via the network, verify that your station's information on the Inspector Landing Page is accurate.

- ▶ If the station information is **not** accurate, contact the VIC help line at (855) 316-8992.



Vehicle Inspection Connection (VIC)

Inspector Landing Page

#6P032012 Seth Smith Auto Repairs
 3542 West Ave Austin, TX 78726

Verify station information

Start a Vehicle Inspection

3

Go to <https://dpsdirect.portal.texas.gov/VICStation/>

VIC Login ID

- ▶ Any newly licensed inspectors, buyers or owners use: 2 digit state code + current driver license or state issued ID number.
- ▶ If you have a driver license issued by another country, please use one of the following in lieu of the 2-digit state code:
 Canada – CN
 Mexico – MX
 Other - OT
[Example: OK152 or AR1258]

VIC Temporary Password

- ▶ You will need to login with a temporary password to activate your VIC account.
- ▶ Your temporary password is the first letter of your last name + last 4 characters of your driver license or state issued ID number.
- ▶ **Example: John Smith DL: 08624758**
VIC Temporary Password: S4758

A Click on the **New User Application** on the VIC home page, to begin the activation process.

B Log in using your **VIC Login ID** and **VIC Temporary Password**

C Change Password

- ▶ Type your **VIC Initial Password**
- ▶ Create a **New Password**
- ▶ Re-Enter your **New Password**

Password Requirements

1. **Eight (8) characters**, and
2. Include **three (3)** out of **four (4)** items:
 - ▶ 1 uppercase letter
 - ▶ 1 lowercase letter
 - ▶ 1 number
 - ▶ 1 special character (!@#\$\$%^+=)

D Answer three (3) Security Questions

E Accept or decline the VIC Terms of Use

F Print your license