

Downloading Employee Report

STEP 1. Business Stakeholders (owners/ partners/corporate officers/shareholders/manager) Sign-In with their personal email address (not the business email address) to view the business employee report.

TOPS
Texas Online Private Security

Department of Public Safety

Welcome to the TOPS License and Endorsement Application

Applicants or licensees that have submitted applications or have a private security license should Sign In to access their details.

Use the RED application buttons below to start applications for people or businesses that are new to TOPS.

Not sure if you have a current license or endorsement? Choose Search Licensees below.

[Start Individual Application](#) [Start Business Application](#)

[Search Licensees](#)

Sign In

Email Address required

Password required

[Login](#)

[Can't Login?](#)

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Training/Testing
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INFORMATION
Records/Status Search
FAQs

STEP 2. Locate and select the My Businesses tab.

T O P S
Texas Online Private Security

DEPARTMENT OF PUBLIC SAFETY
TEXAS
PROTECT. SERVE. ENLIGHTEN.

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My Profile | My Applications | My Registrations | My Business Applications | **My Businesses**

Welcome, TEXAS. [Manage Account](#)

Manage your individual endorsement or business license using the tabs above. Tabs may not contain data depending on the content of your particular record.

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This service is provided by Texas.gov the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov which is provided by a third party in partnership with the State.

Browser Support: This service supports the last two versions of major desktop browsers (Internet Explorer, Microsoft Edge, Safari, Chrome, and Firefox). We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

STEP 3. Locate the appropriate company license, click on the Action button and select Download Employee Report.

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My Profile My Applications My Registrations My Business Applications My Businesses

To view license information, address information, contact information, stakeholders and branch offices, choose View Details beside the name of the business. You can also initiate a business update and see the business certificate from the View Details page.

My Businesses: Show All

Business Name

Type: Contracting Company	License #: C07275601	Status: Active	Expires: 03/31/2020 (6 days)
Actions			ex. John Smith 78701 C12: Employee Search
Renew			
View Details			
View Certificate			
Download Employee Report			
Add Branch			
Upload Insurance Document			
Actions			ex. John Smith 78701 C12: Employee Search

Step 4. Depending on your computer and browser, a pop-up will be displayed prompting you to download and save the file.

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My Profile | My Applications | My Registrations | My Business Applications | My Businesses

To view license information, address information, contact information, stakeholders and branch offices, choose View Details beside the name of the business. You can also initiate a business update and see the business certificate from the View Details page.

My Businesses: Show All

Business Name

Type: Contracting Company

Actions ▾

Status: Active Expires: 03/31/2020 (6 days)

ex. John Smith 78701 C12: Employee Search

Business Name Alarm

Type: Contracting Company License #: C07276501 Status: Active Expires: 01/31/2021 (312 days)

Actions ▾

ex. John Smith 78701 C12: Employee Search

Opening employee-report-72756.csv

You have chosen to open:

employee-report-72756.csv
which is: Microsoft Excel Comma Separated Values File
from: https://

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Step 5. Navigate to the location where you saved the file and open the file. The location of the file will differ depending on where you saved the file.

Id	First Name	Last Name	Registration	Status	License Number	Expiration Date	Hire Date	Termination Date
468393 TEXAS	DPS	Alarm Salesperson	TERMINATED	46839305	8/31/2019	8/31/2019		
468393 TEXAS	DPS	Commissioned Security Officer	EXPIRED	46839303	1/31/2018			
468393 TEXAS	DPS	Manager	ACTIVE	46839301	1/31/2022			
468393 TEXAS	DPS	Owner	ACTIVE	46839301	1/31/2022			

Facts about the Employee Report

- CSV File – Downloaded from the Company Profile page
- Reflects all employees affiliated with the company (even terminated ones)
- Reflects individual license, status, license number, expiration date, hire date, and termination date
- Live information (from the time of download)
- There is no limit to the amount of times it can be downloaded