Business Update Application Instructions

When is a business update application required?

- Changing the name of the business
- Changing contact information
- Changing the structure of the business (e.g. Sole Proprietorship to Corporation)
- Changing owners/partners/designated officers/shareholders/company representatives
- Upgrading or downgrading a business license (e.g. Class A to Class C, or Class C to Class B)
- Adding a service which does not require an upgrade (e.g. Adding Armored Car Services to a Class B guard company license)
- Replacing the company representative/designated officer

Sign into TOPS
https://tops.portal.texas.gov/psp-self-service/login/auth

Enter your Email address and Password. Once signed in, you will be taken to a page displaying your information called “My Profile”. If you do not know your Password, click on Can’t Login and follow the prompts.
Click on the My Businesses Tab and locate the business you wish to update, then click on Actions and then View Details.
From the Business Details page, select the UPDATE button (located at the bottom right of the page) to begin the process.
TOPS will prepopulate the application with the information already on file for the business. You only need to edit the data which is changing or has changed. As you proceed through the application, if there are no changes to the page click Next.

What services are offered by your business? You can make changes to your services here.

A brief description of your business. This is a required field.
This where you can make changes to the company name. If no change click Next.

Physical location of the business and a mailing address are required. These can be the same or different addresses. Physical address cannot be a PO Box. If no changes click next.
Phone number and Email address are required. This is where you can change the phone number, email address or website. You will need to confirm the email address even if it remains the same.

This information determines the types of individual applications that are required. If you select the incorrect type, you can return to this page to make the necessary changes and progress through the rest of the application. Selections other than Sole Proprietorship or General Partnership will display one or more additional questions.
If you make changes to the business structure, you may be presented with the following notice. Select OK to continue with the changes.

Acknowledgment is required. Application cannot proceed if these are not checked.
This page is the Business Stakeholders page. This is where you make changes to stakeholder information. Stakeholder Type is either Business or Individual. Individuals or businesses listed should match those on the official business documents such as the Assumed Name Certificate of Articles of Incorporation. Ownership percentage must total 100%.

To change a stakeholder Select Actions and then Remove and click Next.
In this example a new Designated Officer/Company Representative is being added. The current Shareholder/Primary Company Representative/Designated officer will be changed to Shareholder/Designated Officer only. Enter the information and select Add Stakeholder.
To add a new stakeholder, enter the information in the Add Stakeholder box. If they have an existing profile in TOPS the email address listed here must match their existing profile information. Save the information for the stakeholder by clicking the Add Stakeholder.
When the stakeholder information is complete click Next.

Complete the Electronic Signature and click Next.
Review Application. Select Next after you have verified that the information on the review screen is correct.
Stakeholders listed on this screen are required to fill out an application online. Stakeholders will log in and complete their individual application.

Applicants new to TOPS will receive an email with a link to their application. Once all stakeholders have completed their applications, the update application can be paid for and will be transmitted to DPS for processing.

Click the Submit Application button to proceed.
The confirmation page provides the next steps to continue the application. You will also receive this information by email.

The Exit button returns you to the Landing Page.

If no stakeholder applications are required, payment can be made for the update application on the My Business Applications tab in your individual profile.

When stakeholder applications are required, they must be completed before payment for the application can be made.

Instructions for submitting stakeholder applications can be found here: https://www.dps.texas.gov/rsd/PSB/docs/topsStakeholderApplication.pdf