BUSINESS UPDATE APPLICATION

Private Security Program

User Guide
Includes Application and Navigation Tips, information and screenshots of a name change/reassignment application to update a business license in Private Security program

Texas Department of Public Safety
http://www.txdps.state.tx.us/rsd/psb/index.htm
August 2016
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Business Application

Landing Page Navigation Tips:

1. Individuals and businesses that have not been licensed by DPS should use the RED buttons to start a new application
2. Individuals, including owner/manager/partner/shareholders should use the Sign-In process to submit new, renewal, and update applications
3. Individuals that have not previously provided their email address should use the Update Email button
4. The bottom of this page has links back to DPS web pages that include information on using the TOPS application, regulatory information, and programmatic information.
Application Navigation Tips:
1. The legend at the left shows the progress through the application
   - Fill in all required information as you progress through the screens
   - You cannot jump forward in the application
2. At the bottom of all application pages, the Cancel button is on the left, and Previous/NEXT buttons are on the right.
   - If you do not see the buttons, use the scroll bar on the right of the screen
3. If you close the application, your information will not be saved.
   - Progressing through the full application and clicking on Submit Application is the only way to save the application
   - The application cannot be submitted if all required information is not present

Before you begin:

You will need the following information:

- Company Name and Address Information
- Ownership and Shareholder information

When is this application required?
This application is required for the following business changes:

- Changing the name of the business
- Changing the structure of the business (e.g. Sole Proprietorship to Corporation)
- Changing owners/partners/corporate officers/shareholders
- Upgrading a business license (e.g. Class A to Class C)
- Changing contact information
- Adding a service which does not require an upgrade (e.g. Adding Armored Car Services to a Class B license)

When is this application NOT required:
This application is NOT required for the following changes:

- Replacing the qualified manager

FAQs are available on the Private Security website
Submit a Business Update Application
NOTE: This guide will show the various screens and only highlight areas that are specific to the program, rather than common fields such as name or address. Begin by signing into TOPS.

Begin by entering your Email address, Date of Birth, Last Name and submitting the Captcha information. When you Sign In, you will be taken to a page displaying your information called “My Profile”.
My Profile page

There are four sections on the My Profile page

- The first two contain Application information
  - My Applications – individual application information
  - My Business Applications – stakeholder and business application status
- The last two contain Registration Information
  - My Registrations – all licenses you hold
  - My Businesses – business licenses where you are a stakeholder

### My Applications

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Application Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner, Manager</td>
<td>06/01/2016</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

### My Business Applications

- **Business Name:** slacker company
  - **Status:** Pending
  - **Application Expiration Date:** 07/22/2016
  - **Required Stakeholder Applications:** 1 out of 2

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Role</th>
<th>Application Submitted?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>dad, slacker</td>
<td><a href="mailto:sd@ld.com">sd@ld.com</a></td>
<td>Authorized Person, Owner, Primary Contact</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>dad, grouchy</td>
<td><a href="mailto:gd@ld.com">gd@ld.com</a></td>
<td>Manager, Authorized Person</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- **Business Name:** Loud Siren
  - **Status:** Pending
  - **Application Expiration Date:** 07/23/2016
  - **Required Stakeholder Applications:** 1 out of 2

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Role</th>
<th>Application Submitted?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>dad, alarm</td>
<td><a href="mailto:ad@ld.com">ad@ld.com</a></td>
<td>Partner, Primary Contact</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>dad, grouchy</td>
<td><a href="mailto:gd@ld.com">gd@ld.com</a></td>
<td>Manager, Partner</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
View Business Details

In the section titled My Businesses, locate the business to update and click on the VIEW DETAILS button.
From the Business Details page, select the UPDATE button to begin the process.
Completing the Update Application
TOPS will prepopulate the application with the information already on file for the business. You will only edit the data that has changed.

Application Information Section

Services Offered
What specific services are offered by your business?

Nature of Business
A brief description of your business
Business Information

Business Name

Provide the name of the corporation, company or full name of sole proprietor and a DBA if there is one

Business Address

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

Business Contact Information

Phone number and Email address are required

Business Structure

This information drives 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 and General Partnership will display one or more additional questions
Business Address

Enter the business address(es). Physical address cannot be a Post Office Box.

**Physical Address**

- **Country required**: United States of America
- **Address 1 required**: 1234 Main
- **Address 2**

**Mailing Address**

- **Same as Physical Address**

Business Contact Information

Enter the business contact information.

**Contact Info**

- **Enter the business phone number(s)**
  - **Phone Number required**: (512) 111-1111
  - **Alternate Phone Number**

- **Enter the business email address**
  - **Email Address required**: updateco@pres.com
  - **Confirm Email Address required**: updateco@pres.com

- **Enter the business website address**
  - **Website**: http://
As you make changes, you may be presented with the following warning. Select OK to continue with the necessary changes.
Acknowledgement Questions

- Required to acknowledge understanding
- Application cannot proceed if these are not checked

Stakeholder Information

Navigation Tip:

- Save the information for the stakeholder by clicking the Add Stakeholder button
- Repeat the process to add additional stakeholders
- Do not click on the green NEXT button until all stakeholders have been added

Application Tip:

- Stakeholder Type is either Business or Individual
  - Individuals or businesses included should match those on the official business documents such as the Assumed Name Certificate or Articles of Incorporation
- Stakeholder ownership percentage must equal 100% for all except publicly traded Corporations and LLC’s
Select the role(s) for this individual required

- [ ] Authorized Person
- [x] Corporate Officer
- [x] Manager
- [ ] Primary Contact
- [ ] Shareholder
- [ ] Supervisor

Ownership Percentage

- [ ] 100%

Is shareholder a material participant in the Business?

- [ ] Yes
- [ ] No

[Cancel]  [Save]
Enter your Stakeholder(s) below:

**Add Stakeholder**

**Stakeholder Type** required

- Individual

**Last Name** required

- Johnson

**First Name** required

- Lucy

**Middle Name**

- Baines

**Suffix**

- select one

**Email Address** required

- lucy.baines@pres.com

**Confirm Email Address** required

- lucy.baines@pres.com

**Date of Birth** required

- 01/01/1960

**Select the role(s) for this individual** required

- [ ] Authorized Person
- [x] Corporate Officer
- [ ] Manager
- [ ] Primary Contact
- [ ] Shareholder
- [ ] Supervisor

**List of Stakeholders**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Date of Birth</th>
<th>Role</th>
<th>Ownership Percentage %</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Lyndon</td>
<td><a href="mailto:ljy@pres.com">ljy@pres.com</a></td>
<td>On File</td>
<td>Manager, Corporate Officer, Shareholder</td>
<td>50%</td>
<td>Actions</td>
</tr>
<tr>
<td>Johnson, Lady</td>
<td><a href="mailto:ladybird@pres.com">ladybird@pres.com</a></td>
<td>On File</td>
<td>Corporate Officer, Shareholder</td>
<td>50%</td>
<td>Actions</td>
</tr>
</tbody>
</table>

**Total:** 100 %
Business Stakeholders

Depending on the structure of the business this may include an Owner, Partner, Corporate Officer, Shareholder, Manager, Point of Contact, etc.

The individuals or companies you include here must match those listed on the official business documents such as, the Assumed Name Certificate, Articles of Incorporation, etc.

Enter your Stakeholder(s) below:

List of Stakeholders

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Date of Birth</th>
<th>Role</th>
<th>Ownership Percentage %</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson, Lyndon</td>
<td><a href="mailto:ljd@pres.com">ljd@pres.com</a></td>
<td>On File</td>
<td>Manager Corporate Officer Shareholder</td>
<td>50%</td>
<td>Actions</td>
</tr>
<tr>
<td>Johnson, Lady</td>
<td><a href="mailto:ladybird@pres.com">ladybird@pres.com</a></td>
<td>On File</td>
<td>Corporate Officer Shareholder</td>
<td>50%</td>
<td>Actions</td>
</tr>
<tr>
<td>Johnson, Lucy Baines</td>
<td><a href="mailto:lucybaines@pres.com">lucybaines@pres.com</a></td>
<td>01/01/1960</td>
<td>Corporate Officer</td>
<td>0%</td>
<td>Actions</td>
</tr>
</tbody>
</table>

Total: 100%
Application Review

Navigation Tip:
Each section has an edit button. The edit button will take you to the selected section to make corrections. Then you must progress through the screens again and make any additional changes required.

Select NEXT after you have verified that the information on the review screen is correct
Required Stakeholder Applications

Application Tip:

Stakeholders listed on this screen are required to fill out an application online.

Stakeholders will be notified by email to go online, log in and complete their individual application.

Once all stakeholders have submitted applications, the business email address and all stakeholders will receive an email that the application can be paid for and submitted.

Click the Submit Application button to proceed.
Confirmation

The confirmation page provides the NEXT steps to continue the application.

You will also receive this information in email

The Exit button returns you to the Landing Page