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.

3. **Go to** [https://dpsdirect.portal.texas.gov/VICStation/](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**
   - **D** Answer three (3) Security Questions
   - **E** Accept or decline the VIC Terms of Use
   - **F** Print your license