Texas Department of Public Safety

VIC BYOD – Desktop User Guide

Table of Contents

Device Setup

Step 1. Ensure that Password sharing is disabled on your web browser

Follow the below links for instructions to disable password sharing on your inspection device:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- iOS Safari

Step 2. Ensure that your Desktop is connected to a printer

1. If you are unsure of how to connect your Desktop to a printer, refer to your printer manual for instructions.

Step 3. If you are using Microsoft Edge Disable the Show Password Setting.

1. Open Microsoft Edge.
2. In the top-right, select the ellipses icon (3 horizontal dots).
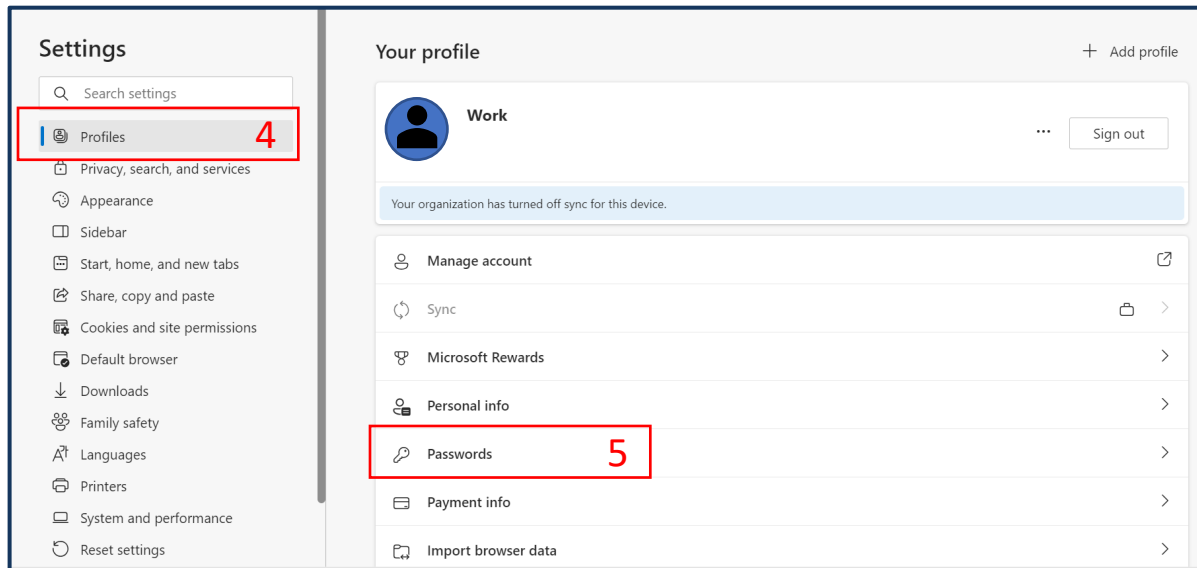3. Select **Settings**.
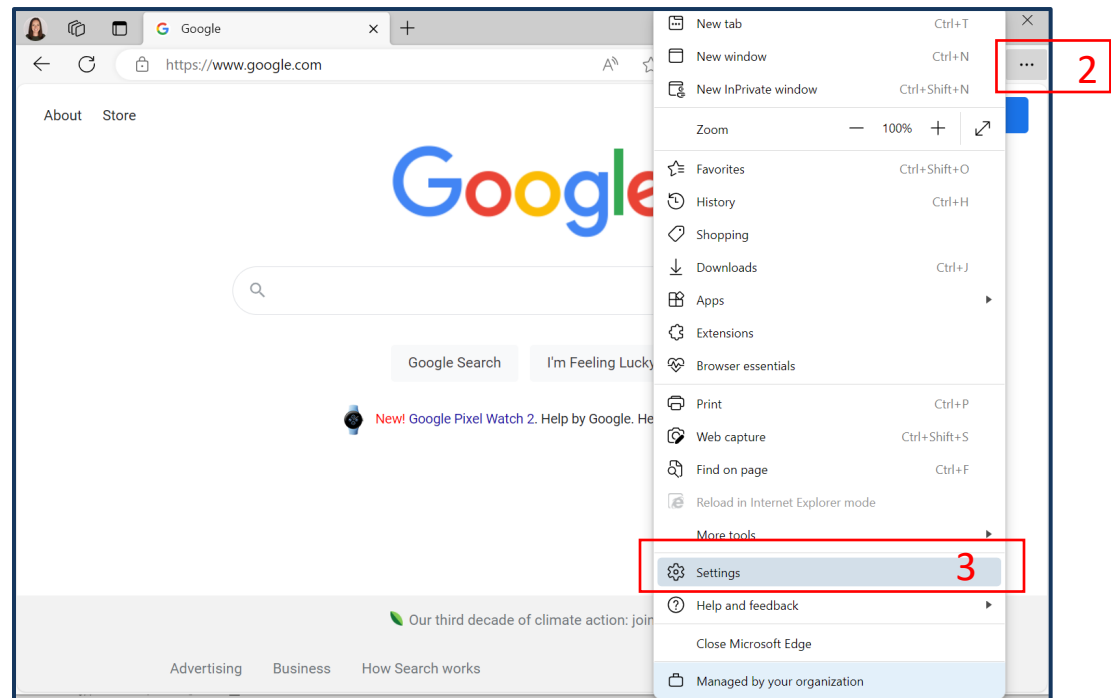
Step 3. If you are using Microsoft Edge Disable the Show Password Setting.

4. Select **Profiles**.
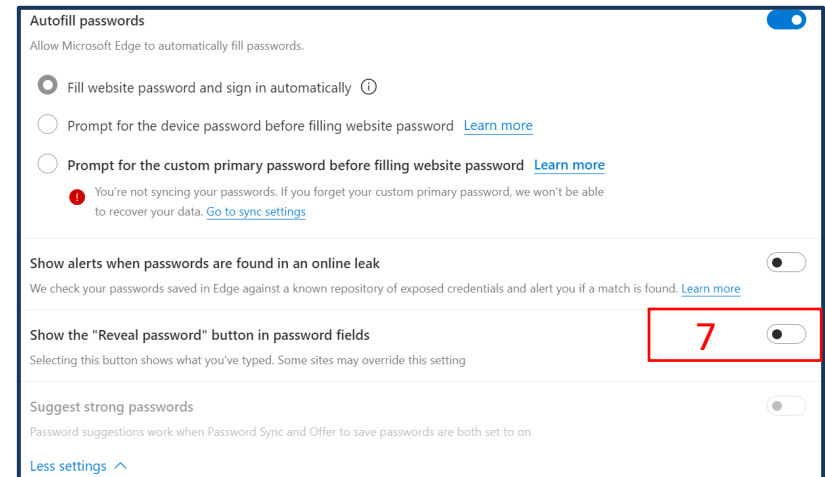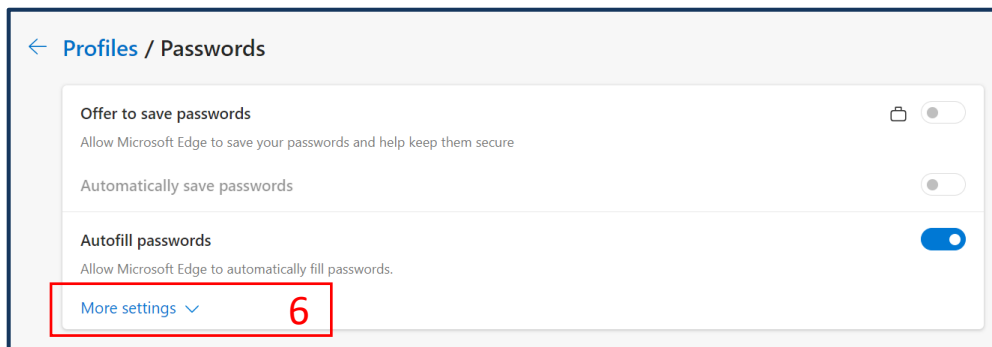5. Select **Passwords**.

Step 3. If you are using Microsoft Edge Disable the Show Password Setting.

6. Select **More Settings**.

7. Disable the **Show the "Reveal password" button in password fields** setting by moving the black circle to the left so that the icon is white.

If "Reveal Password" setting is on, the icon will be blue.

Login

Step 1. Log In with Inspector License and Password

- Open your browser and ensure that it is updated to the most recent version.
  - Supported browsers are Safari, Edge, Firefox, and Chrome (Internet Explorer is **NOT** supported).
- Navigate to the login page (https://vic.portal.texas.gov/)
- Enter **Username: Your Legacy Username.**
- Enter **Password: Your Legacy Password.**
- Select **Sign in**.

Step 2. Selecting Your Station

- After logging in, select your **station**.

- Select **Continue**.

Step 3. Security Questions

- After selecting your station, your first security question will appear (if this is your first time logging in).

- Provide the correct answer.

- Confirm that your selected station is displayed in the top right-hand corner.

- Select **Continue**.

Step 3. Security Questions

- If you provided an incorrect answer to your first security question, your next question will appear.

- Provide the correct answer.

- Confirm that your selected station is displayed in the top right-hand corner.

- Select **Continue**.

Step 3. Security Questions

- If you provided an incorrect answer to your second security question, a third and final question will appear.
  - If this final question is answered incorrectly, the login process will restart.
- Provide the correct answer.
- Confirm that your selected station is displayed in the top right-hand corner.
- Select **Continue**.

Did you forget your **security questions**? Proceed here to access a guide to reset these questions.

Step 4. Start an Inspection

- If this is a **New Inspection**, please proceed here.

- If this is a **Replacement Inspection**, please proceed here.

Start New Inspection

Start New Inspection

- After answering the security question(s), select **Start new inspection**.

Note: If this is a Replacement inspection, please proceed here.

Step 1. Search for an Existing Vehicle Record

- For VIN scanning instructions proceed to slide 19, "Option 1".

- To enter a license plate manually, proceed to slide 22, "Option 2".

- For tips and tricks on VIN scanning, proceed to slide 77.

Option 1, Step 1. Search for an Existing Vehicle Record – Scan VIN

- Select **Start new inspection**, and then select the scanning icon under **Enter VIN**.

- Once you select the scan icon, you will be routed to a scanning page.
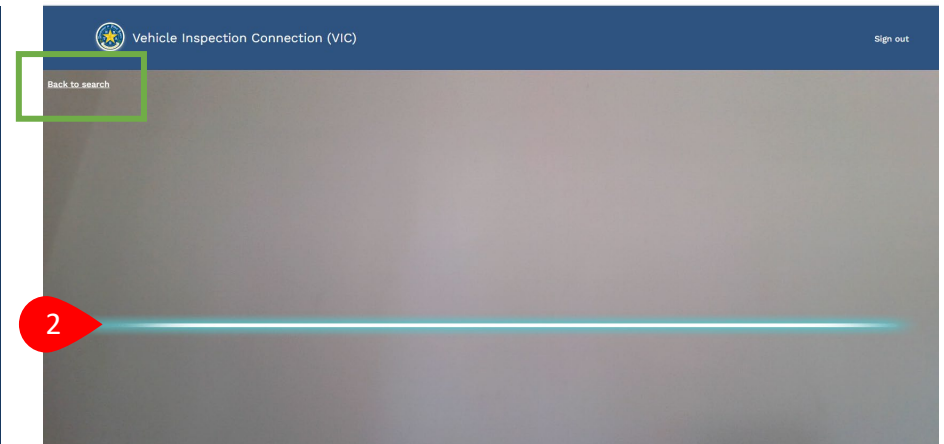
Note: If you decide NOT to scan once you are on the scanning page, you can select **Back to search** in the top left corner of the scanning page (see green box above).

Option 1, Step 1. Search for an Existing Vehicle Record – Scan VIN

- Hold your device camera about 2-inches away from the VIN barcode, QR code or other code you wish to scan for 2-5 seconds.
  - Ensure that that the blue line on the scanning tool is **over** the barcode.
  - If correctly lined up, the tool will **automatically** scan the code. You do NOT need to touch the screen to scan.
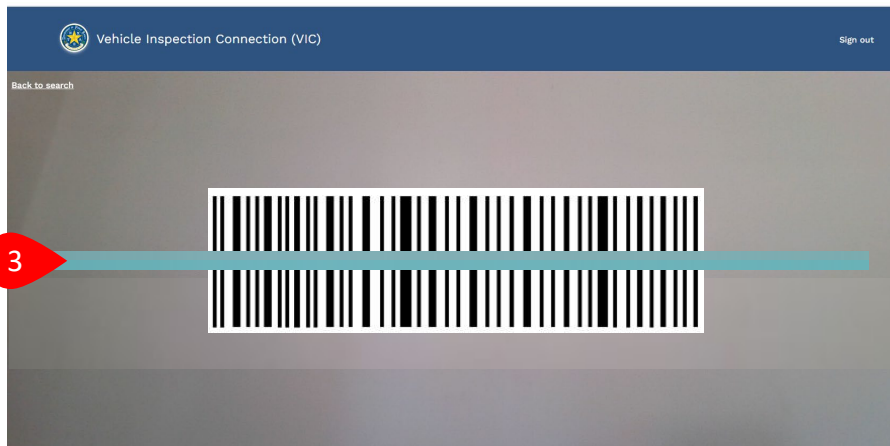
Note: If scanning presents an issue, refer to this slide for scanning tips and tricks.

Option 1, Step 1. Search for an Existing Vehicle Record – Scan VIN

- The tool will scan the code and route you to the **Search for an existing vehicle record** page. **Confirm** that the VIN listed is accurate.
- Select **Continue** to proceed in the inspection.

Select this link to skip manual entry instructions and proceed in the inspection process.

Option 2, Step 1. Search for an Existing Vehicle Record

- After selecting **Start new inspection**, type in your **VIN** or **License Plate Number.**

- Select **Continue.**

Step 2. Search for an Existing Vehicle Record

- If your vehicle was found, please proceed to Step 2A here.

- If your vehicle was **NOT** found, please proceed to Step 2B here.

Step 2A. Confirm Vehicle

- If the vehicle was found, check to verify the details (**Year**, **Make and Model**, **License Plate**, and **VIN**). If the vehicle details are accurate, select **Confirm** and proceed to Step 3A (Inspection Information).

Note: If your vehicle is eligible for re-inspection, you will see one of the following message below:

Step 2B. Vehicle Not Found

- If the vehicle was **NOT** found, check again to verify the vehicle information entered.

    - Select **Search again** to re-enter your information.

    - Select **Enter manually** to enter Vehicle Information by item.

Step 3A. Inspection Information

- After confirming your vehicle details, select your **Inspection Information** (**Inspection Class** and **Vehicle Type**).

Step 3B. Vehicle Information

- After confirming your **Inspection Information**, input your **Vehicle Information:** (**Year**, **Make**, **Model**, and **VIN**).

Step 3B. Vehicle Information

- Next, enter your **Vehicle Information** (**Fuel Type**, **License Plate**, **License Plate Number**, and **License Plate Type**).

Step 3B. Vehicle Information

- Next, enter your **Vehicle Information** (**Registration County** and **Registration Expiration Date (MM/YYYY)**).

Step 3B. Vehicle Information

- Next, enter and complete Odometer information.

- Select **Continue**.

1 Odometer Readable?
Select One ⌄

2 Odometer

3 Confirm Odometer

Cancel   Continue

1 Odometer Readable?
Select One ⌄

Readable
Unreadable
None

Note: If you select **Unreadable** or **None** in step 1 (**Odometer Readable**), then a response for step 2 and 3 (**Odometer**) is not required.

Step 4. Verify Emissions Affidavit

- If you selected one of the 16 registration counties that require an emissions inspection, you will be directed to the **Emissions Affidavit** page. If you did **NOT** select an emission county, please proceed to Step 5.

Full list of emissions counties - Brazoria, Collin, Dallas, Denton, El Paso, Ellis, Fort Bend, Galveston, Harris, Johnson, Kaufman, Montgomery, Parker, Rockwall, Tarrant, Travis, and Williamson.

Step 4A. Affiant Name

- Complete information for **Affiant Name** (**First name, Middle name, Last name,** and **Suffix)**.

Step 4B. Select Exemption Reason

- Select the appropriate **Emissions testing exemption**.
- Select **Continue**.

Step 5. Verify and Select Inspection Type

- Select one **Insurance expiration type** and enter the proceeding details:
  - Insurance expiration type: **Date.**
  - Enter **Insurance Expiration Date (MM/DD/YYYY)**.

Insurance Information

Insurance expiration type:

- ⦿ **Date**
- ○ Mileage
- ○ Exception reason

Insurance Expiration Date (MM/DD/YYYY)

Step 5. Verify and Select Inspection Type

- Select one **Insurance expiration type** and enter the proceeding details:
    - Insurance expiration type: **Mileage.**
    - Enter **Insurance Expiration Date (MM/DD/YYYY)**.
    - Enter **Insurance Expiration Mileage**.

Insurance Information

Insurance expiration type:

○ Date

◉ **Mileage**

○ Exception reason

Insurance Expiration Date (MM/DD/YYYY)

Insurance Expiration Mileage

Step 5. Verify and Select Inspection Type

- Select an **Insurance expiration type** and enter the proceeding details:
    - Insurance expiration type: **Exception reason**.
    - Insurance exception reason: **Select One**.

Insurance Information

Insurance expiration type:

○ Date

○ Mileage

◉ **Exception reason**

Insurance exception reason

Select One ⌄

DPS Certificate of Self Insurance
State Treasurer Certificate of Deposit
DPS Certificate of Bonded Vehicle
County Judge Certificate of Deposit
Government Vehicle
Volunteer Fire Department Vehicle
Antique

Step 5A. Verify and Select Inspection Type

- Select an Inspection **Test Type** (**Initial** or **Re-Inspection**).
- Select **Continue**.

Note: If your vehicle is eligible for re-inspection, and you received the following message in Step 2A, proceed to Step 6D after selecting **Continue**.

Step 6. Inspection Results

- Select each inspection type and perform the necessary inspection.

Note: Examples of each type of inspection result are on the next slides.

Step 6A. Inspection Results - Pass

- Select each inspection type and perform the necessary inspection.
  - Select **Pass** (if applicable).
  - Select **Done.**

Note: When the inspection item status is marked **Pass,** response to **Inspection criteria** is not required.

Step 6B. Inspection Results - Warning

- Select each inspection type and perform the necessary inspection.
  - Select **Warning** (if applicable).
  - Enter **Inspection criteria**.
  - Select **Done.**

Note: When assigning an inspection item with the **Warning** status, an orange **Warned** label will appear (see above).

Step 6C. Inspection Results - Failed

- Select each inspection type and perform the necessary inspection.
    - Select **Fail** (if applicable).
    - Select **Inspection criteria.**
    - Select **Done.**

Note: When assigning an inspection item with the **Fail** status, a red **Failed** label will appear (see above).

Step 6D. Inspection Results - Repaired

- Select each inspection type and perform the necessary inspection.
    - Select **Repaired** (if applicable).
    - Select **Inspection criteria**.
    - Select **Done**.

Beam Indicator

Status:
- ○ Fail
- ● Repaired
- ○ Warning
- ○ Pass

Inspection criteria:
- ☑ **Vehicle not equipped with a beam indicator.**
- ☐ Improper switching indication.
- ☐ Produces glaring light.
- ☐ Inoperative for any reason.

Cancel   Done
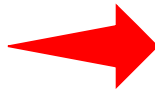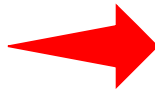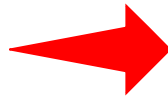
Road test	Vehicle outside	Lamps & reflectors	
Horn	Wheel Assembly	Beam Indicator	Repaired
Windshield Wipers	Exhaust System	Tail Lamp	
Mirror	Exhaust Emission System	Stop Lamp	
Steering	Window Tinting	License Plate Lamp	
Seat Belts	Gas Cap	Reflectors (Rear)	
Brakes		Turn Signal Lamps	
Parking Brake		Head Lamps	
Tires			

Note: When assigning an inspection item with the **Repaired** status, a green **Repaired** label will appear (see above).

Step 6E. Inspection Results

- If all inspection types have been reviewed and did **NOT** fail, select **I certify that all items have passed inspection**.
- Select **Continue**.

> **Note:** If an items fails inspection, then the **I certify that all items have passed inspection** checkbox cannot be selected.

Step 7. Enter Fees

- Enter and confirm that applicable fees are entered in the **Fees** column.
- Select **Continue**.

Step 8. Print Report

- Verify that all **Fees, Vehicle Information**, **Station Information**, and **Inspection Information** are captured accurately on the Vehicle Inspection Report.

PLEASE RETAIN FOR YOUR RECORDS

Overall Result:	Pass	Fees	
Test Date/Time:	11/9/2022	Inspection Fee:	$7.00
	12:37 PM	Repair Cost:	$0.00
Inspection Class:	1YR	Total:	$7.00
Inspection Exp Date:	11/30/2023		

Vehicle Information

VIN:	12341234	
License Number:	ABC123	
Registration County:	BRAZORIA	
Vehicle Type:	Passenger Car	
Year:	2014	
Make:	HONDA	
Model:	ACCORD	
Fuel Type:	Gas	
Odometer Reading:	1000	
Insurance Exp:	12/31/2022	
Insurance Mileage Exp:		

Station Information

Station #:	6P046182
Station Name:	PARSONS PUBLIC INSPECTIONS
Station Address:	500 W 2ND ST KYLE, TX 78701
Inspector Name:	PARSONS TESTER

Inspection Information

Inspection Type:	ONE YEAR SAFETY ONLY
Test Type:	INITIAL
Affidavit Type:	Not operated in county

Step 8. Print Report

- If **Pass** is the **Overall Result** of an Inspection, verify that there are no **Failed** items in the **Inspection Notes** of the Vehicle Information Report.

Step 8. Print Report

- If **Pass** is the **Overall Result** of an Inspection, and item(s) were marked as either **Repaired** and/or **Warned,** check that those item(s) appear under the appropriate categories on the Vehicle Inspection Report.

Step 8. Print Report

- If **Fail** is the **Overall Result** of an Inspection, verify that the **Failed** item(s) appear in the **Inspection Notes** on the Vehicle Information Report.

Step 8. Print Report

- **Print** the Vehicle Inspection Report and select **Finish Inspection** to return to the login page.

Replacement Inspection

Step 1. Replacement Inspection

- After answering the security question(s), select **Replacement inspection**.

Note: select the **Replacement inspection** option only if a previously-completed vehicle inspection contains incorrect or inaccurate information.

Step 2. Replacement Inspection

- Enter a valid **Inspection date (MM/DD/YYYY)** and **Inspection time (HH:MM)**.

- Select **Continue**.

- Verify that the **Start an Inspection** screen is displayed.

Step 3A. Inspection Information

- Select your **Inspection Information** (**Inspection Class** and **Vehicle Type**).

Step 3B. Vehicle Information

- After selecting your **Inspection Information**, enter your **Vehicle Information** (**Year**, **Make**, **Model**, and **VIN**).

Step 3B. Vehicle Information

- Next, enter your **Vehicle Information** (**Fuel Type**, **License Plate**, **License Plate Number**, and **License Plate Type**).

Fuel Type

1 → Select One ⌄

Does this vehicle have a license plate?

2 → ● Yes
   ○ No

License Plate Number

2 → ABC123

License Plate Type

3 → [   ] ⌄

Fuel Type

1 → Select One ⌄

Gas
Diesel
Bi-fueled (where one fuel is gasoline)
Alternative Fuel (Propane, LNG, etc.)
CNG
Electric
None (e.g. trailer)

License Plate Type

3 → [   ] ⌄

Texas
Out of State
Buyer Tag
Dealer Tag
None
Other

Step 3B. Vehicle Information

- Next, enter your **Vehicle Information** (**Registration County** and **Registration Expiration Date (MM/YYYY)**).

Step 3B. Vehicle Information

- Next, enter and complete Odometer information.

- Select **Continue**.

Note: If you select **Unreadable** or **None** in step 1 (**Odometer Readable**), then a response for step 2 and 3 (**Odometer**) is not required.

Step 4. Verify Emissions Affidavit

- If you selected one of the 16 registration counties that require an emissions inspection, you will be directed to the **Emissions Affidavit** page. If you did **NOT** select an emission county, please proceed to Step 5.

Full list of emissions counties - Brazoria, Collin, Dallas, Denton, El Paso, Ellis, Fort Bend, Galveston, Harris, Johnson, Kaufman, Montgomery, Parker, Rockwall, Tarrant, Travis, and Williamson.

Step 4A. Affiant Name

- Complete information for **Affiant Name** (**First name, Middle name, Last name,** and **Suffix)**.

Step 4B. Select Exemption Reason

- Select the appropriate **Emissions testing exemption**.
- Select **Continue**.

Step 5. Verify and Select Inspection Type

- Select one **Insurance expiration type** and enter the proceeding details:
    - Insurance expiration type: **Date.**
    - Enter **Insurance Expiration Date (MM/DD/YYYY)**.

Insurance Information

Insurance expiration type:

- ● **Date**
- ○ Mileage
- ○ Exception reason

Insurance Expiration Date (MM/DD/YYYY)

Step 5. Verify and Select Inspection Type

- Select one **Insurance expiration type** and enter the proceeding details:
    - Insurance expiration type: **Mileage**.
    - Enter **Insurance Expiration Date (MM/DD/YYYY)**.
    - Enter **Insurance Expiration Mileage.**

Insurance Information

Insurance expiration type:

- ○ Date
- ● **Mileage**
- ○ Exception reason

Insurance Expiration Date (MM/DD/YYYY)

Insurance Expiration Mileage

Step 5. Verify and Select Inspection Type

- Select an **Insurance expiration type** and enter the proceeding details:
  - Insurance expiration type: **Exception reason**.
  - Insurance exception reason: **Select One**.

Insurance Information

Insurance expiration type:

○ Date

○ Mileage

● **Exception reason**

Insurance exception reason

| Select One   ⌄ |

DPS Certificate of Self Insurance
State Treasurer Certificate of Deposit
DPS Certificate of Bonded Vehicle
County Judge Certificate of Deposit
Government Vehicle
Volunteer Fire Department Vehicle
Antique

Step 5A. Verify and Select Inspection Type

- For **Inspection Type**, select a **Test Type**: (**Initial** or **Re-Inspection**).
- Select **Continue**.

Step 6. Inspection Results

- Select each inspection type (**Road test**, **Vehicle outside**, and/or **Lamps & reflectors**) and perform the necessary inspection.

Note: Examples of each type of inspection result are on the next slides.

Step 6A. Inspection Results - Pass

- Select each inspection type and perform the necessary inspection.
  - Select **Pass** (if applicable).
  - Select **Done.**

Note: When the inspection item status is marked **Pass**, response to **Inspection criteria** is not required.

Step 6B. Inspection Results - Warning

- Select each inspection type and perform the necessary inspection.
  - Select **Warning** (if applicable).
  - Enter **Inspection criteria**.
  - Select **Done.**

Step 6C. Inspection Results - Failed

- Select each inspection type and perform the necessary inspection.
    - Select **Fail** (if applicable).
    - Select **Inspection criteria.**
    - Select **Done.**

Note: When assigning an inspection item with the **Fail** status, a red **Failed** label will appear (see above).

Step 6D. Inspection Results - Repaired

- Select each inspection type and perform the necessary inspection.
  - Select **Repaired** (if applicable).
  - Select **Inspection criteria**.
  - Select **Done**.

Note: When assigning an inspection item with the **Repaired** status, a green **Repaired** label will appear (see above).

Step 6E. Inspection Results

- If all inspection types have been reviewed and did **NOT** fail, select **I certify that all items have passed.**
- Select **Continue**.

Note: If an items fails inspection, then the **I certify that all items have passed inspection** checkbox cannot be selected.

Step 7. Enter Fees

- Enter and confirm that applicable fees are entered in the **Fees** column.
- Select **Continue**.

Step 8. Print Report

- Verify that all **Fees, Vehicle Information, Station Information,** and **Inspection Information** are captured accurately on the Vehicle Inspection Report.

Step 8. Print Report

- If **Pass** is the **Overall Result** of an Inspection, verify that there are no **Failed** items in the **Inspection Notes** of the Vehicle Information Report.

Step 8. Print Report

- If **Pass** is the **Overall Result** of an inspection, and inspection item(s) were marked as either **Repaired** and/or **Warned,** make sure that those item(s) appear in those sections of the Vehicle Inspection Report.

Step 8. Print Report

- If **Fail** is an **Overall Result** of an inspection**,** verify that the **Failed** item(s) appear in the **Inspection Notes** on the Vehicle Information Report.

Step 8. Print Report

- **Print** the Vehicle Inspection Report and select **Finish Inspection** to return to the login page.

Scanning VIN – Tips and Tricks

If an issue arises while scanning the VIN code, refer to the following list of tips to support successful scanning.

1. Clean the surface of the VIN code.
2. Clean your camera lens.
3. Block any glare, sunlight or reflections.
   1. Consider using cardboard or a similar material to do so.
4. Ensure that you are scanning in bright lighting.
5. Slowly approach the VIN code to improve the focus of your device's camera.
6. Adjust the angle of your camera lens while scanning
7. If scanning with an iPhone, ensure the phone is updated to iOS V 17.0 and above.
8. Lock your screen orientation, so that the scanning bar does not shift when you are trying to scan the VIN code. Refer to the image on the slide (right).
9. For window sticker scans, there is usually a duplicate of the barcode on the registration paper that may be easier to scan.
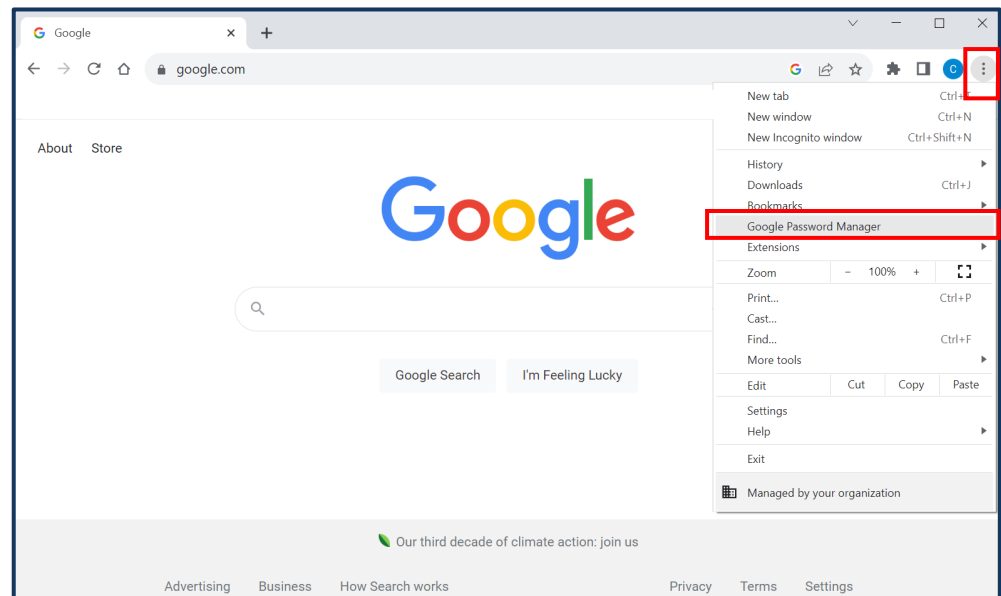

8. Locking screen on an iPhone

8. Locking screen on an Android
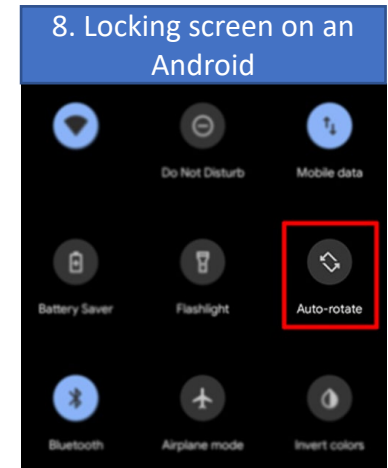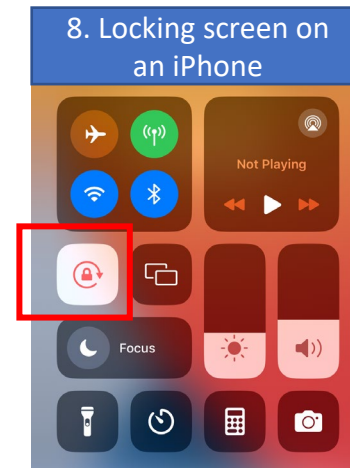
Google Chrome – Disable Password Sharing

1.Open Google Chrome

2. Select the 3 vertical dots in the top-right Corner and then select **Google Password Manager**

Google Chrome – Disable Password Sharing

3. Access settings and turn off the following password settings:

- Offer to save passwords
- Sign in automatically
- Show passwords from your Google Account

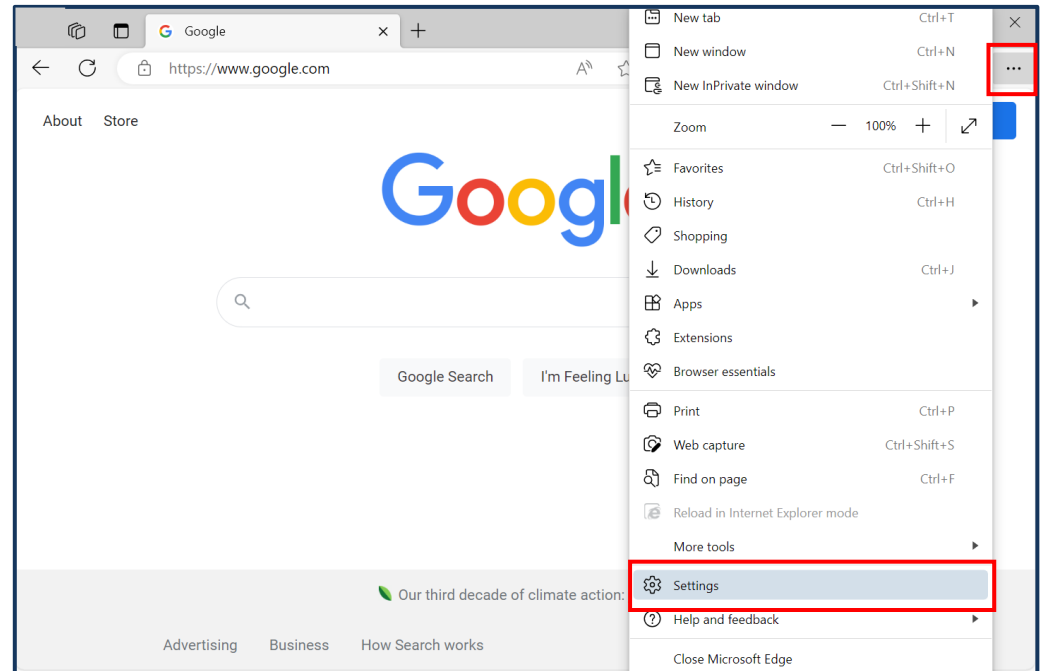If the setting is on, the icon will be blue.

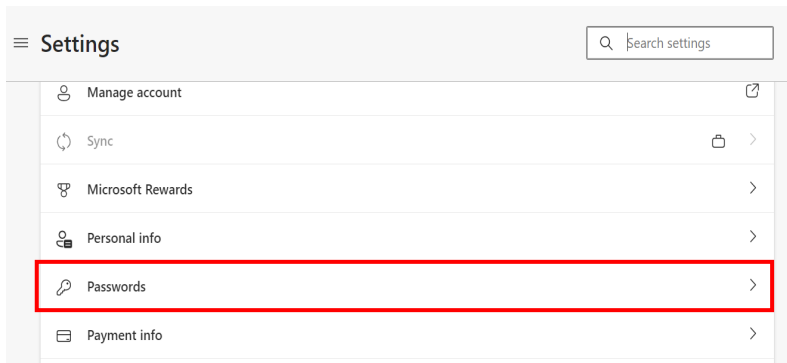# Microsoft Edge – Disable Password Sharing

1. Open Microsoft Edge

2. Select the 3 horizontal dots in the top-right Corner and then select **Settings**
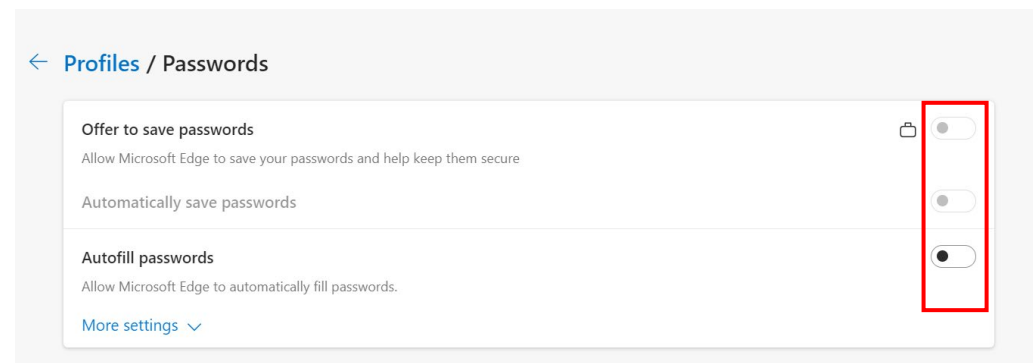
Microsoft Edge – Disable Password Sharing

3. Select **Passwords**

4. Turn off the following password settings:
- Offer to save Passwords
- Automatically save passwords
- Autofill passwords

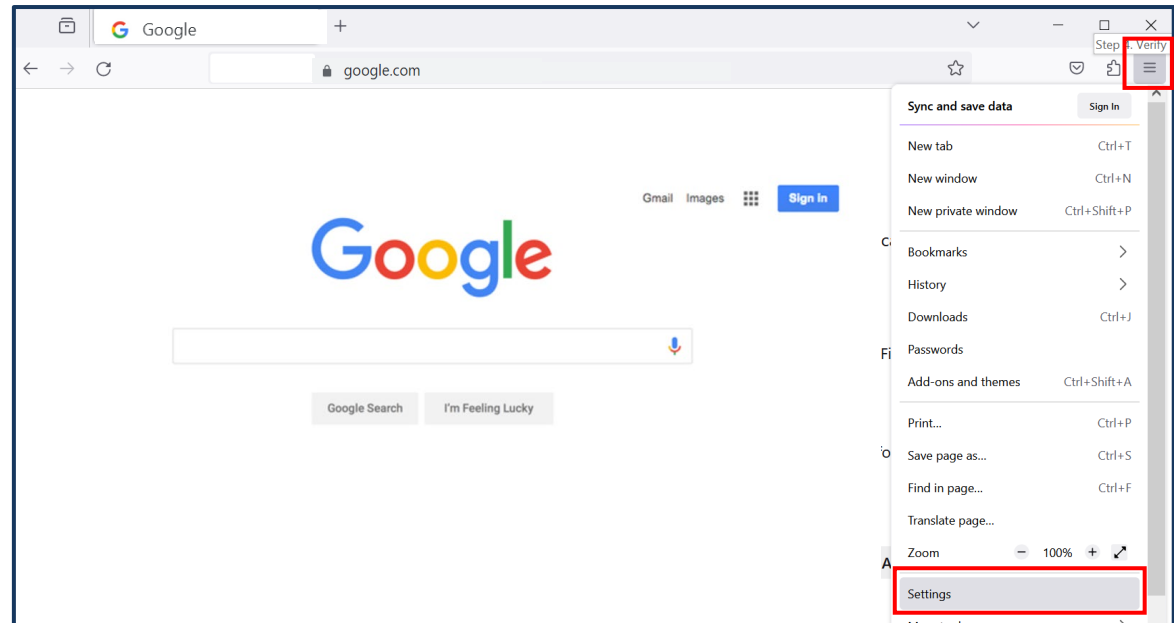**If the setting is on, the icon will be blue.**

Mozilla Firefox – Disable Password Sharing

1. Open Mozilla Firefox

2. Select the 3 horizontal lines in the top-right Corner and then select **Settings**

Mozilla Firefox – Disable Password Sharing

3. Select **Privacy & security** and then uncheck all boxes under **Login and Passwords**

iOS Safari – Disable Password Sharing

1. Open Safari

2. Select the Safari menu at the top bar, select **Settings**; Autofill and uncheck all settings in autofill.