

In order to be able to request Motor Vehicle Records from the State of Utah, your organization will need to register on the Utah.gov website. Once registered, the approval process from the State of Utah can take up to five business days.

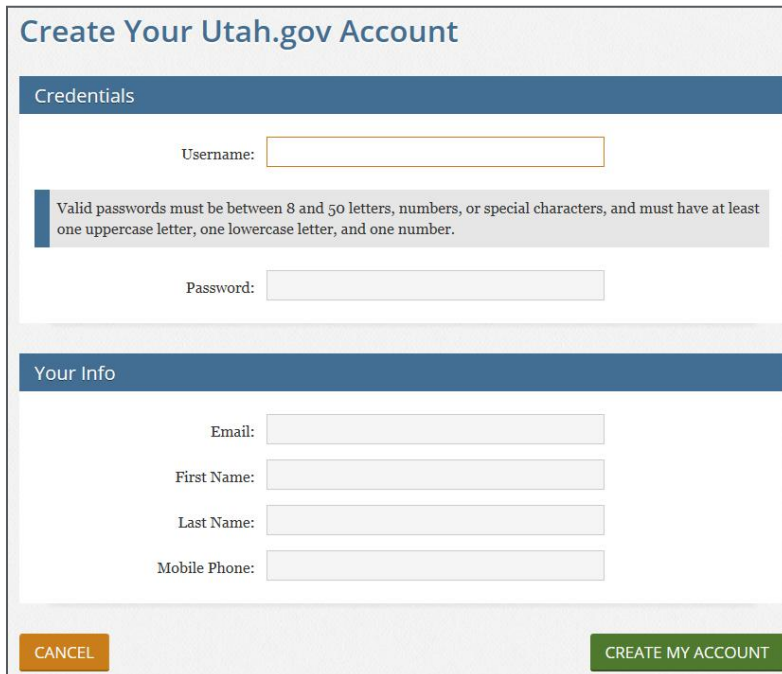
Here are key items of note about the new process:

- Customers will need to register their account at the designated Utah agency website, as provided below.
 - The state will require a vendor and sub-vendor code be included as part of the registration process.
 - Customers **must** complete this process prior to the currently unstated state deadline. Failure to register with the state prior to the deadline will result in the removal of customer's Utah MVR access.
- As of this time, there will be no changes made to the current Utah MVR ordering process.

To assist you in the registration process, below are screen shots of what to expect in for each step:

Process for Customers:

1. Go to <https://secure.utah.gov/dhr> to create your Utah.gov Account.



The screenshot shows a web form titled "Create Your Utah.gov Account". It is divided into two main sections: "Credentials" and "Your Info".

Credentials Section:

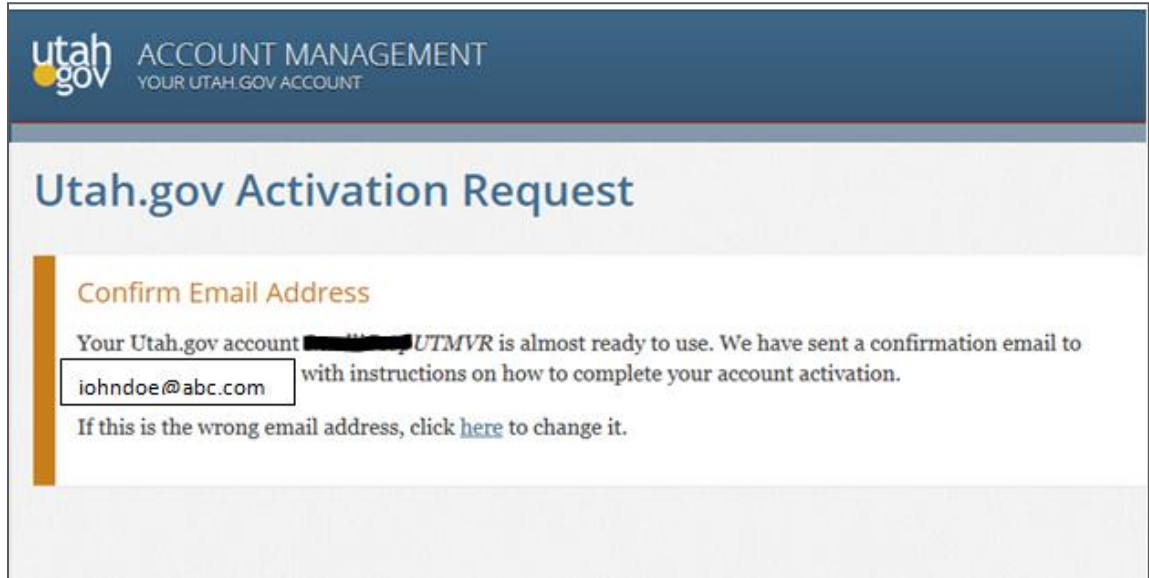
- Username:
- Valid passwords must be between 8 and 50 letters, numbers, or special characters, and must have at least one uppercase letter, one lowercase letter, and one number.
- Password:

Your Info Section:

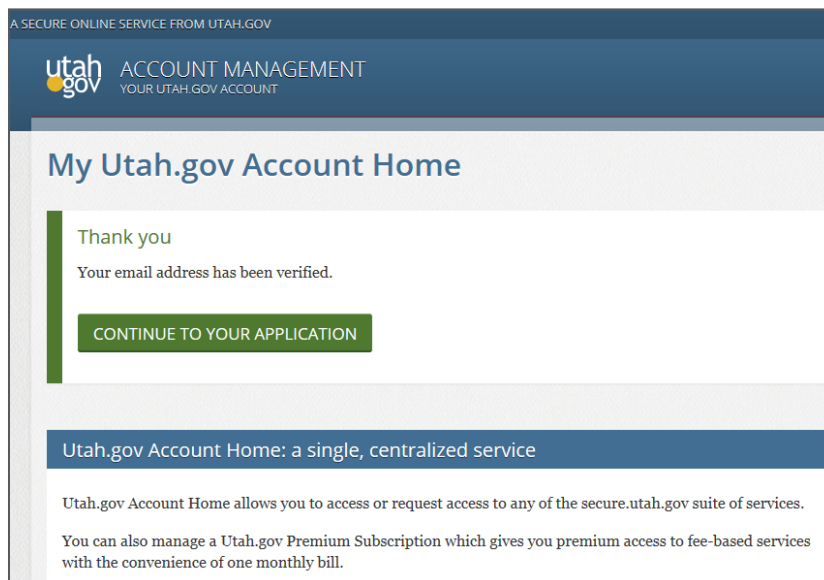
- Email:
- First Name:
- Last Name:
- Mobile Phone:

At the bottom of the form, there are two buttons: "CANCEL" (orange) and "CREATE MY ACCOUNT" (green).

- After clicking “CREATE MY ACCOUNT”, requestor will be directed to the following screen:



- An e-mail will be sent.
- Requestor will need to click on link in e-mail that direct them to the following screen:



- Click “CONTINUE TO YOUR APPLICATION” button in above screen.

NOTE: If you encounter difficulty with this step:

- Log out of the browser
- Open a new browser
- Go to <https://secure.utah.gov/dhr>
- Enter your User Name and Password

2. Sign up your organization.

- Requestor will be directed to create a business profile

Business Profile

Your Business Profile

Provide your Federal Employer Identification Number (FEIN) below to continue adding your account to a new or existing business profile.

Required Information

FEIN:

- Be sure to select the type of business in the “Organization Type” Field that applies to your organization (i.e. Employer, Motor Carrier, Insurer, Government Entity, etc.).

Business Profile

Setting up your Business Profile

The following information is required to setup your Driver History Records (DHR) account profile. Once these steps are completed, you will be able to use the DHR services available for your organization type.

Required Information

Legal Company Name:

Organization Type:

Business Mailing Address:

City:

State:

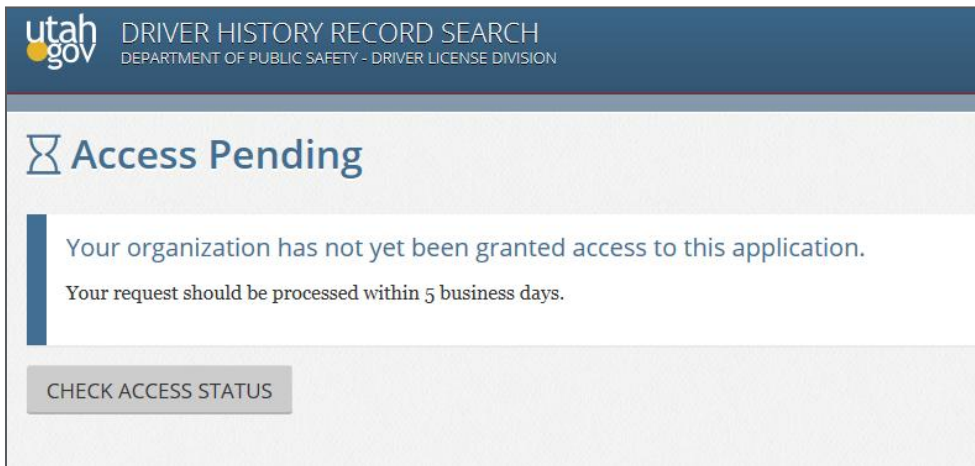
Zip:

Phone:

Fax: optional

Website: optional

3. Review and agree to the Terms and Conditions
4. Your organization profile will be reviewed and approved or denied by the Utah Driver License Division. **Note: This process may take up to 5 business days to be approved by the State of Utah.**



- Requestor can click on “CHECK ACCESS STATUS” button for an update.
 - You will receive an email notifying you of any change in status
5. Go back to the application: <https://secure.utah.gov/dhr>
 6. Select ADD RELATIONSHIP
 7. Add Organization ID for a Vendor (If you do not know your Vendors Organization ID, please contact them to obtain it. **[Vendor code: 4236AY942Q]**)
 8. If you are using a Sub-Vendor you will need to identify them at this point as well. (If you do not know your Sub-Vendors ID, please contact them to obtain it) **[IntelliCorp’s Sub-Vendor code: EV3SCDDS70]**
 9. Terms and conditions are valid from one year of agreement. You will be notified when it is time to agree to the terms again.

Any questions about the process can be directed to our MVR Compliance Team via e-mail mvrcompliance@intellincorp.net or phone 216-450-5278.