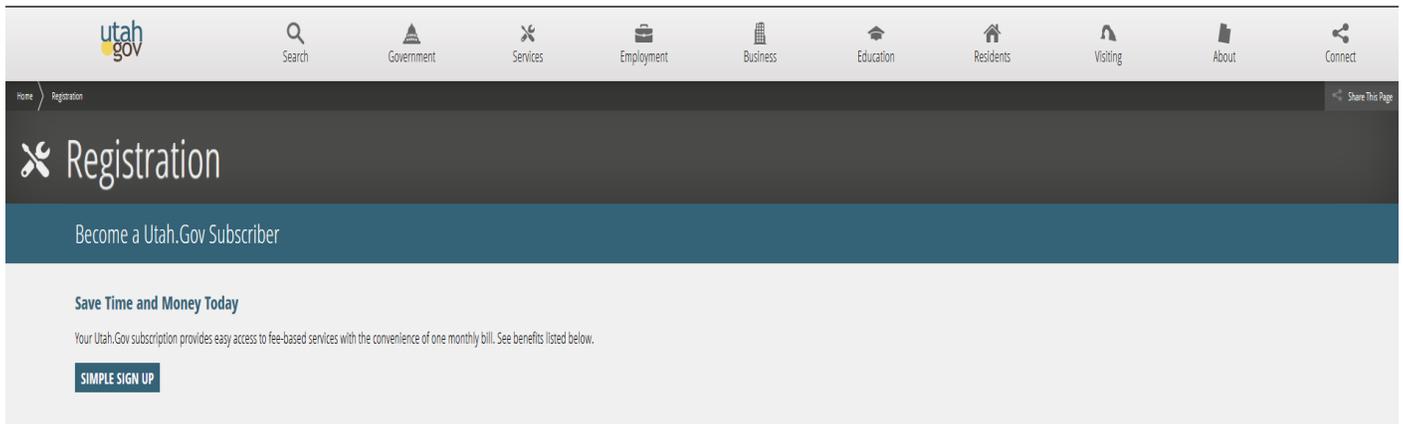


The Utah (UT) Division of Motor Vehicles (DMV) is releasing a new MVR and Driver Monitoring Service. The new service ensures proper MVR compliance for all vendors, sub-vendors and customers. As a part of the transition to the service, Utah DMV requires all vendors and their perspective customers to register for a Utah Organization Identification Number or ORG ID and to select their desired Vendor.

As a client of PeopleG2, you are required to complete a short registration process with the state of Utah. Please follow these simple steps.

- 1) Go to <http://www.utah.gov/registration>
- 2) Click on the "Simple Sign Up" button (see screen shot)



- 3) Complete the Credentials and "Your Info" sections and click on "Create My Account"

A screenshot of the "Create Your Utah.gov Account" form. The form is divided into two main sections: "Credentials" and "Your Info".  
**Credentials Section:**  
- Username: ABC Company  
- Password: [masked] with a green checkmark and "At least 8 characters" indicator.  
- Confirm Password: [masked] with a green checkmark and "Passwords are the same" indicator.  
- A note states: "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."  
**Your Info Section:**  
- Email: tina@peopleg2.com  
- First Name: Tina  
- Last Name: Jeffries  
- Mobile Phone: 555-555-5555  
At the bottom of the form, there are two buttons: "CANCEL" (orange) and "CREATE MY ACCOUNT" (green).

4) You will receive an Activation email. Once it is received, click the “here” link to activate.

## Your Account Has Been Created

Click [here](#) to activate your new account.

5) Login at <https://secure.utah.gov/dhr> by clicking the “Get Started” button at the bottom right corner of the page

**Driver History Services:**

- Driver History Records Search**  
Driver History Records, also known as Motor Vehicle Records (MVR)
  - Moving violations
  - Suspensions
  - Violations
  - Revocations
- Commercial Driver History Search**  
Commercial Driver History records, also known as CDL MVRs
  - Moving violations, including pleas in abeyance
  - Suspensions
  - Revocations
  - Disqualifications
  - Medical certificate information
- Driver History Monitoring**  
Proactive monitoring of Driver History Records
  - Moving violations, including pleas in abeyance
  - Suspensions
  - Revocations
  - Disqualifications
  - Medical certificate information (CDL only)
  - Change notifications

**How It Works:**

- Create a Utah.gov Account**  
Log in or Create a Utah.gov Account in order to access DHR services
- Fill out Business Profile**  
Setup business account and await approval.
- Setup Vendor Accounts**  
Add your vendors to your profile. Begin using DHR Services!

**GET STARTED!**

6) Enter your company’s FEIN number and click the “Continue” button

**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:

**CONTINUE**

7) Complete the “Business Profile” section with the required information. In the “Organization Type”, select “Sub-Vendor/Designee or Agent” from the pull down. Click “Continue.”

## 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:	<input type="text" value="Liberty Alliance"/>	
Organization Type:	<input type="text" value="Sub-Vendor/Designee or Agent"/>	
Business Mailing Address:	<input type="text" value="160 North Riverview Drive"/>	
City:	<input type="text" value="Anaheim Hills"/>	
State:	<input type="text" value="California"/>	
Zip:	<input type="text" value="92882"/>	
Phone:	<input type="text" value="(800) 630-2880"/>	
Fax:	<input type="text" value="(888) 888-8888"/>	optional
Website:	<input type="text" value="http://www.example.com"/>	optional

**CONTINUE**

8) Agree to terms. Both the Citation Monitoring and the Point to Point. The Citation Monitoring will be shown first at the bottom of the page.

### Citation Monitoring Service

I Agree to the Citation Monitoring Service Terms and Conditions

Once you click “I Agree to the Citation Monitoring Service Terms and Conditions,” scroll down to the bottom and agree to the terms of the “Point to Point/Interactive Service Terms and Conditions”

**Point-to-Point / Interactive Service**

I Agree to the Point-to-Point/Interactive Service Terms and Conditions

9) Once you have agreed to both, you will be taken to the “Terms and Conditions” page. Make note of your Organization ID Number, which is located on the right hand side, and click the “Continue” button. **Be sure to write your Organization ID Number down before clicking continue.**

**Terms & Conditions**

 Citation Monitoring Service  
 I Agree to the Citation Monitoring Service Terms and Conditions

 Point-to-Point / Interactive Service  
 I Agree to the Point-to-Point/Interactive Service Terms and Conditions

**CONTINUE**

Welcome, [Tina Jeffries](#)  
**LOGOUT**

**Liberty Alliance**  
ID: ODXNO5EXL2

Dashboard

Administration

Manage Users  
Billing Information

10) You are now done with your registration. You will be notified via email once you are approved by the state. Once you are approved, please email [mbankhead@peoplege2.com](mailto:mbankhead@peoplege2.com) and provide your Organization ID Number.

Thank you for completing this process!