



UTAH DRIVER HISTORY REPORTS REGISTER FOR ORGANIZATION ID / CUSTOMER (END USER) PROCESS

In order to obtain Utah MVRs via DRM, you must register your organization with the state.

Step 1 – Register for Utah Account and Accept Terms

Go to <http://www.utah.gov/registration/>

1. Click on the **Simple Sign Up** button.
2. Complete the **Credentials** and **Your Info** sections.
3. Click on the **Create My Account** button.
4. The **Confirm Email Address** page will open.
5. When the activation email is received, click the **Here** link to activate.

Log in at <https://secure.utah.gov/dhr>

1. Click on the **Get Started** button.
2. Enter your company's **FEIN** number and click **Continue**.
3. Complete the **Required Information** section. Select the appropriate **Business Type** from the drop down menu. Click **Continue**.
4. **Agree to terms** for both the **Citation Monitoring** and **Point-to-Point**. Your Organization ID is under your company name.
5. Click **Continue**.
6. Log out.

You may log back in to <https://secure.utah.gov/account/login.html> and check the status of your application. Once approved by the state, you will receive an approval email.

NOTE: You will be required yearly to renew terms. The system will alert you when renewal is due and you can log in again and agree to the terms.

Step 2 – Sign Up SambaSafety as your Vendor

1. Log in to <https://secure.utah.gov/dhr> to register your Organization ID with SambaSafety.
2. If you do not have any Relationships created, you will be prompted to add one now. If not, click the **Add Vendor** button.
3. Enter SambaSafety's Vendor ID number: **TJ0GINEBJC**.

Step 3 – Provide your Utah Organization ID to SambaSafety

1. Log in to DRM account.
2. From the Home screen, select the Administration button as shown in the screenshot below.
3. Select the State Configuration tab to access the State Configuration page, as shown below.
4. Enter the DRM-specific account **Customer Org ID** and **Expiration Date** (optional). Click **Apply**.
5. For users that purchase thorough a reseller, enter the reseller value into the **Sub-Vendor Org ID** field. Click **Apply**.

NOTE: You may now work with SambaSafety as your Vendor.
SambaSafety Vendor ID number is: TJ0GINEBJC



Dashboard | Office Demo

★ Your Recent Alerts

ALERT | DriverMonitor (8)

DRM Report Ready: Invalids (6): East All Drivers

DriverScore

Driver List: East All Drivers (Gillgoly, Tom)

AccidentTracker

Recently recorded accidents cases.

Accident Date	Driver Name	Cost
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Administration | State Configuration

Account State Access

Apply for a Utah.gov Customer Org ID (REQUIRED) ?

1 * Visit Utah.gov to request an Org ID SambaSafety Vendor ID: SAMBA123

Configure Org ID for Utah State Access (REQUIRED) ?

2 * Customer Org ID: Expiration Date: Send Expiration Reminder

Configure Sub-Vendor Org ID for Utah State Access (OPTIONAL) ?

3 Sub-Vendor Org ID: Expiration Date: Send Expiration Reminder