



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

In order to obtain Utah Driver History Reports via SambaSafety, 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 [www.webmvr.com](http://www.webmvr.com) to register your Organization ID with SambaSafety.
2. Go to the **Account Management** page. Select **State Access** under **Account Options** and complete the Organization ID provisioning process.
3. Enter your **Utah Organization ID** and **Expiration Date** (optional). Click **Add**.

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