



UTAH DRIVER HISTORY REPORTS

REGISTER FOR ORGANIZATION ID / SUB-VENDORS, DESIGNEES, OR AGENTS PROCESS

In order to obtain Utah MVRs 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> to 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 –Share Organization IDs with Customers

1. Share SambaSafety's Organization ID as vendor, and your Organization ID as sub-vendor, to your customers, so they can create Utah MVR Order relationships.
2. After customers begin adding you as an approved sub-vendor and SambaSafety as an approved vendor, you will start seeing relationships in the state and SambaSafety Web sites. As a sub-vendor, you have the right to turn off the relationship, but not to turn it back on.

NOTE: Each of your customers must register for a Utah Organization ID and accept terms.

Step 3 – Provide your Utah Organization ID to SambaSafety

1. Log in to 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