



UTAH DRIVER HISTORY REPORTS

REGISTER FOR ORGANIZATION (ID) / CUSTOMER (END USER) PROCESS

In order to acquire Utah Driver History Reports via SambaSafety, you must register your organization with the state.

Step 1 – Register for UT Account and Accept Terms

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

- Click on the “**Simple Sign Up**” button.
- Complete the “Credentials” and “Your Info” sections.
- Click on the “**Create My Account**” button.
- The “Confirm Email Address” page then displays.
- **Once the activation email is received**, click the “here” link to activate.

Login at <https://secure.utah.gov/dhr>.

- Click the “**Get Started**” button.
- Enter your company’s “FEIN” number and click the “Continue” button.
- Complete the “Required Information” section. Select the appropriate Business type from the drop down menu. Click the “Continue” Button.
- **Agree to terms.** Both the Citation Monitoring and Point-to-Point. Also, your Organization ID is under your company name.
- Click “Continue”.
- Logout.
- You may log back in to <https://secure.utah.gov/account/login.html> and check the status of your application on this site.
- 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.
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Step 2 - Once Approved, Sign Up SambaSafety as your Vendor

- Login to: <https://secure.utah.gov/dhr>
- If you do not have any Relationships created, you will be prompted to add one now. If not, Click the “Add Vendor” button.
- Enter SambaSafety’s Vendor ID number **TJ0GINEBJC**.

Step 3 – Provide your Utah Organization ID to SambaSafety

- Login to www.webmvr.com to register your Organization ID with SambaSafety.
- Go to the **Account Management** page, Select “**State Access**” under Account Options complete the Organization ID provisioning process.
- Enter your Utah Organization ID and Expiration Date (Optional), click **Add**.

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

TJ0GINEBJC
