



## UTAH DRIVER HISTORY REPORTS (DHR) SERVICE

### REGISTER FOR ORGANIZATION ID / SUB-VENDORS, DESIGNEES OR AGENTS 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 “Sub-Vendor” 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 agree again. The system will email you and you can log in again and agree to the terms.

#### 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.
- Enter **SambaSafety’s Vendor ID** number **TJ0GINEBJC**
- **Important: You will need to share that Organization ID (Vendor) and your (Sub-Vendor ID) with your customers so they can create Utah MVR Order relationships. Each of your customers must register for a Utah Org ID and accept Terms.**
- Once customers start adding you as an approved Sub-Vendor you will see relationships in the state and SambaSafety website. As a Sub-Vendor, you have the right to turn off the relationship but not to turn it back on.

#### Step 3 – Provide your Utah Organization ID to SambaSafety

- Login to [www.webmvr.com](http://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: As a sub-vendor you may now work with SambaSafety as your Vendor. Our Vendor ID number is:

**TJ0GINEBJC**