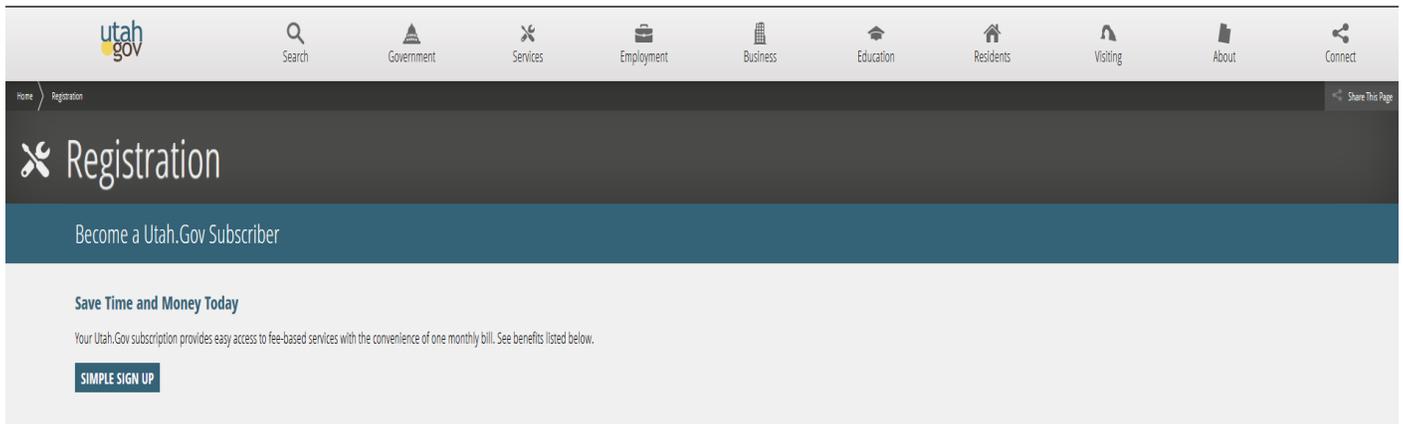The Utah (UT) Division of Motor Vehicles (DMV) is releasing a new MVR and Driver Monitoring Service. The new service ensures proper MVR compliance for all vendors, sub-vendors and customers. As a part of the transition to the service, Utah DMV requires all vendors and their perspective customers to register for a Utah Organization Identification Number or ORG ID and to select their desired Vendor.

As a client of PeopleG2, you are required to complete a short registration process with the state of Utah. Please follow these simple steps.

1) Go to http://www.utah.gov/registration
2) Click on the "Simple Sign Up" button (see screen shot)

3) Complete the Credentials and "Your Info" sections and click on "Create My Account"

4) You will receive an Activation email. Once it is received, click the "here" link to activate.

Your Account Has Been Created

Click here to activate your new account.

5) Login at https://secure.utah.gov/dhr by clicking the "Get Started" button at the bottom right corner of the page

6) Enter your company's FEIN number and click the "Continue" button

7) Complete the "Business Profile" section with the required information. In the "Organization Type", select "Sub-Vendor/Designee or Agent" from the pull down. Click "Continue."

Business Profile

Setting up your Business Profile

The following information is required to setup your Driver History Records (DHR) account profile. Once these steps are completed, you will be able to use the DHR services available for your organization type.

Required Information

Legal Company Name:	Liberty Alliance
Organization Type:	Sub-Vendor/Designee or Agent
Business Mailing Address:	160 North Riverview Drive
City:	Anaheim Hills
State:	California
Zip:	92882
Phone:	(800) 630-2880
Fax:	(888) 888-8888 optional
Website:	http://www.example.com optional

CONTINUE

8) Agree to terms. Both the Citation Monitoring and the Point to Point. The Citation Monitoring will be shown first at the bottom of the page.

Citation Monitoring Service

☐ I Agree to the Citation Monitoring Service Terms and Conditions

Once you click "I Agree to the Citation Monitoring Service Terms and Conditions," scroll down to the bottom and agree to the terms of the "Point to Point/Interactive Service Terms and Conditions"

9) Once you have agreed to both, you will be taken to the "Terms and Conditions" page. Make note of your Organization ID Number, which is located on the right hand side, and click the "Continue" button. **Be sure to write your Organization ID Number down before clicking continue.**

10) You are now done with your registration. You will be notified via email once you are approved by the state. Once you are approved, please email mbankhead@peoplege2.com and provide your Organization ID Number.

Thank you for completing this process!