



CA EPN Customer Portal Set-Up Instructions

Purpose:

This document outlines how to Establish a New or Unvalidated Requester Code through the CA EPN Customer Portal with MFA (Multi-Factor Authentication)

Process:

IF you have a CA EPN Portal account prior to joining with sambasafety, please be sure to download your existing EPNs from your portal account prior to sambasafety becoming your vendor.

New to EPN and CA EPN Portal:

- Go to CA EPN Customer Portal
 - [CA EPN Portal](#)
 - Select create an account.

create an account'. There are fields for 'Email' and 'Password', and a 'Log In' button."/>

LOG IN

Log in to Online Services

Not Registered? In order to log in, you will first need to [create an account](#).

Email

No longer have access to your email address?

Password

Forgot your password?

Log In

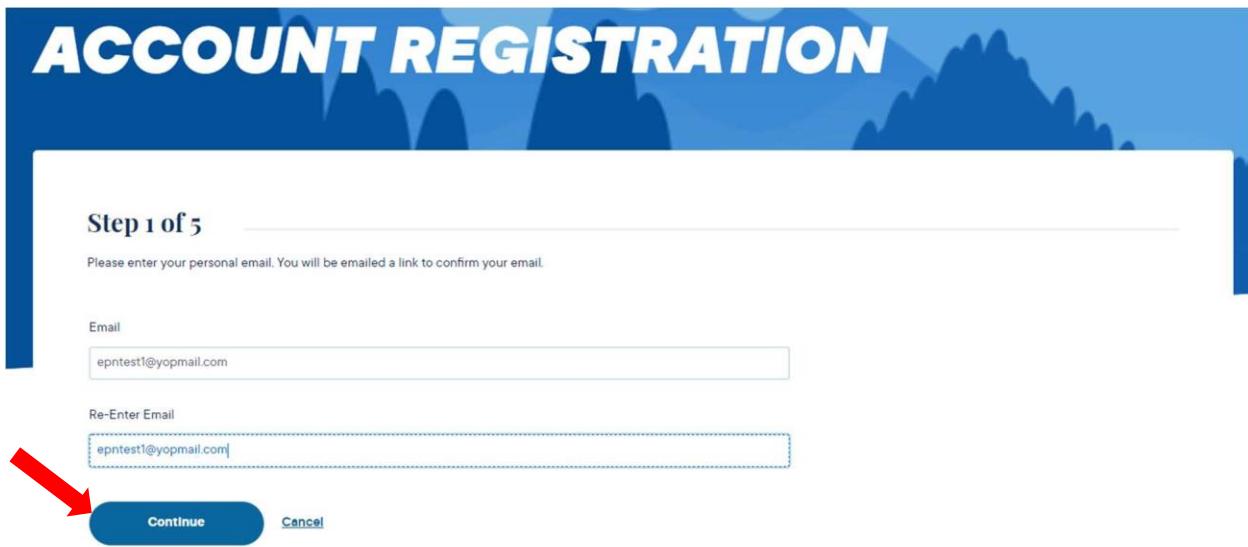
Additional Information

- [Privacy and Security](#)
- [Technical Support](#)



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- Enter, re-enter your email address and select Continue.



ACCOUNT REGISTRATION

Step 1 of 5

Please enter your personal email. You will be emailed a link to confirm your email.

Email

Re-Enter Email

Continue [Cancel](#)

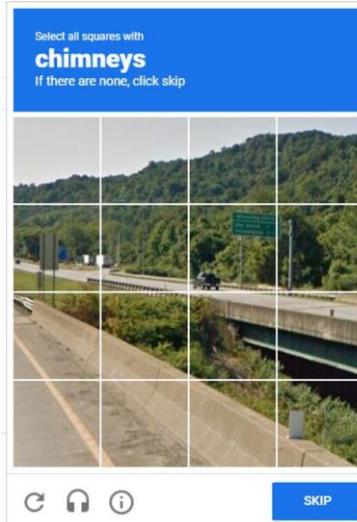
Already have an account? [Log In](#)

A screenshot of the 'Account Registration' page. The title 'ACCOUNT REGISTRATION' is at the top in large white letters. Below it, 'Step 1 of 5' is displayed. A sub-instruction says 'Please enter your personal email. You will be emailed a link to confirm your email.' There are two input fields: 'Email' containing 'epntest1@yopmail.com' and 'Re-Enter Email' also containing 'epntest1@yopmail.com'. A red arrow points to the 'Continue' button, which is highlighted with a blue rounded rectangle. Below the form, a link 'Already have an account? [Log In](#)' is visible.



CA EPN Customer Portal Set-Up Instructions

- Complete CAPTCHA



- Locate the confirmation email sent to the address entered.

Step 2 of 5

Email confirmation is required.

We have emailed a confirmation link to epntest1@yopmail.com. The confirmation link expires in 10 minutes. Please check your social media or junk email folders if you do not see the email in the next few minutes.

Still don't see a confirmation email? [Resend the email confirmation link](#) or [restart the registration process](#).

- Open the email and either select “Confirm your email” link or copy URL link and paste into a new window.

Your DMV Account Email Confirmation Link



Please click on the button below to confirm your email to continue with account registration. This link will expire in 10 minutes.

Confirm your email

Can't click the button in this email?
Copy the URL and paste it in your browser to complete the confirmation:

https://dev1.ca.dmv.ca.gov/ceqa/sps/authsys?PolicyId=urn:nbn:security:authentication:asf:dmv:JscAccountCreate&&nonce=ed7fb9d-2dac-7362-0169-0157394be9d2&sig=89C1EE14d8B_V0bdv580G48iCB36MO1gPK00y8kD1POQ2hqWvSVvTDefK0KfI5kWMNu7dmg9j0jzr1TwaPl2h_Hhg_Uewb_bz1T2aepn4HSGh919531Enct3TpdoXhwyd07qVgWwYsnu1CswaD7dgjvA2qfrWz7C3uULArG1khrVNA8C7VpEZ_Lsv2ym22a4uw9k4z5epzjGu5nCOV_fcIPWD2ZPUCjOH77wvt1Tg8WgZjIzePNLglvsmDVIDfAIKDWBvVAomr35hFnB9fNG0W11-A2Fw1xj3MhsMXKu8dv-5o9Hq-222f5571Gllgd7d4CSVg--&acTarget=https%3A%2F%2Fuat-cadmiv.cs2.force.com%2Fisop%2Flogon

If you have any questions, please direct them to support@dmv.ca.gov or call 1-877-563-5213.

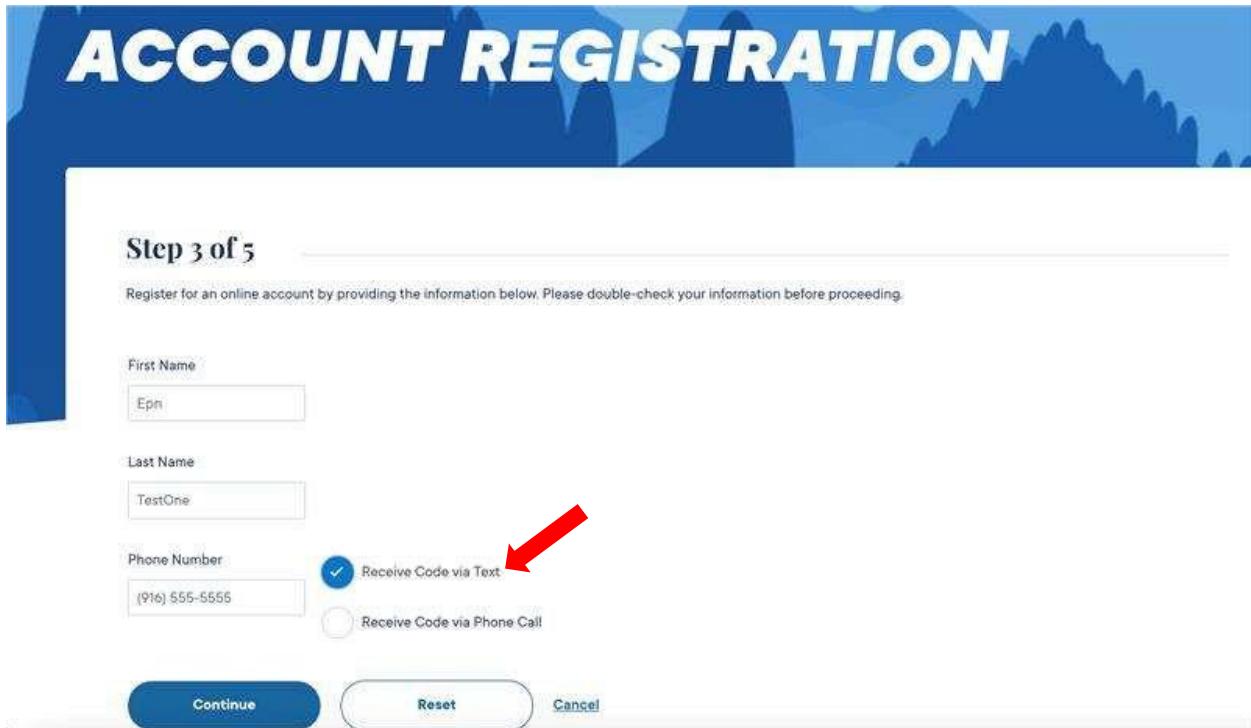
This email was sent from an unattended mailbox. Please do not respond using the “Reply” button.

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 1/4/2022 1:14 PM



CA EPN Customer Portal Set-Up Instructions

- Enter Name and a Phone Number you have immediate access to, choose Receive Code via Text or Phone Call and select Continue.



The image shows a screenshot of the 'ACCOUNT REGISTRATION' step 3 of 5 form. The form is titled 'Step 3 of 5' and includes instructions: 'Register for an online account by providing the information below. Please double-check your information before proceeding.' The form fields are as follows:

- First Name: EPN
- Last Name: TestOne
- Phone Number: (916) 555-5555
- Method of receiving code:
 - Receive Code via Text (a red arrow points to this option)
 - Receive Code via Phone Call

At the bottom are three buttons: 'Continue' (dark blue), 'Reset' (light blue), and 'Cancel' (light blue).

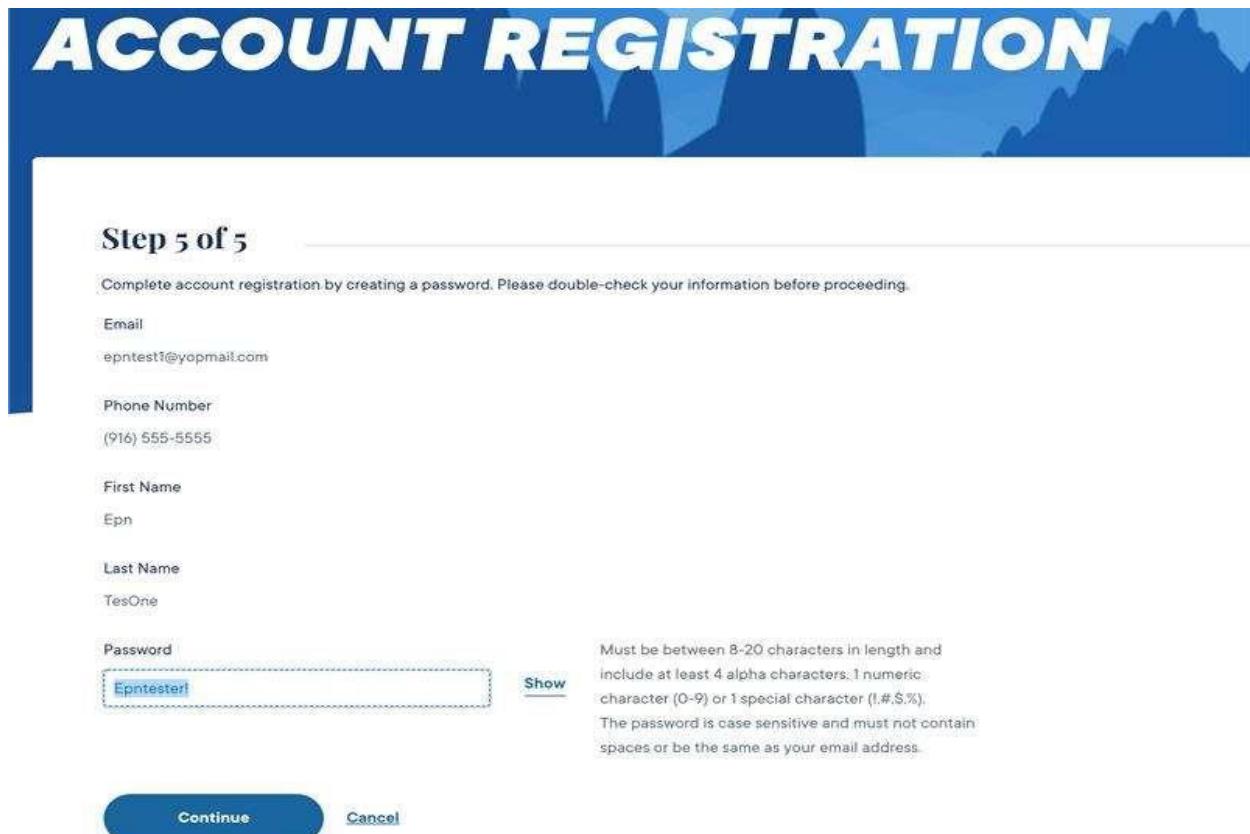
- Enter the code provided and select Confirm Phone Number.



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- Create a password following the criteria listed.

Please note: there is an option to Show your password.



ACCOUNT REGISTRATION

Step 5 of 5

Complete account registration by creating a password. Please double-check your information before proceeding.

Email: epntest1@yopmail.com

Phone Number: (916) 555-5555

First Name: Epn

Last Name: TesOne

Password: Epntester

Show

Must be between 8-20 characters in length and include at least 4 alpha characters, 1 numeric character (0-9) or 1 special character (!,#,\$,%). The password is case sensitive and must not contain spaces or be the same as your email address.

Continue **Cancel**

- Account has now been created. Select “Click here to log in”. A confirmation email will be sent as well.



CA EPN Customer Portal Set-Up Instructions



Account Created

Your new account for epntest1@yopmail.com has been created.

Welcome Epn TesOne!

[Click here to log in](#)



CA EPN Customer Portal Set-Up Instructions

Your DMV account has been created

W ws12ust-Online-Do-Not-Reply@dmv.ca.gov
To: [REDACTED]

Reply Reply All Forward ...
Tue 1/4/2022 1:34 PM

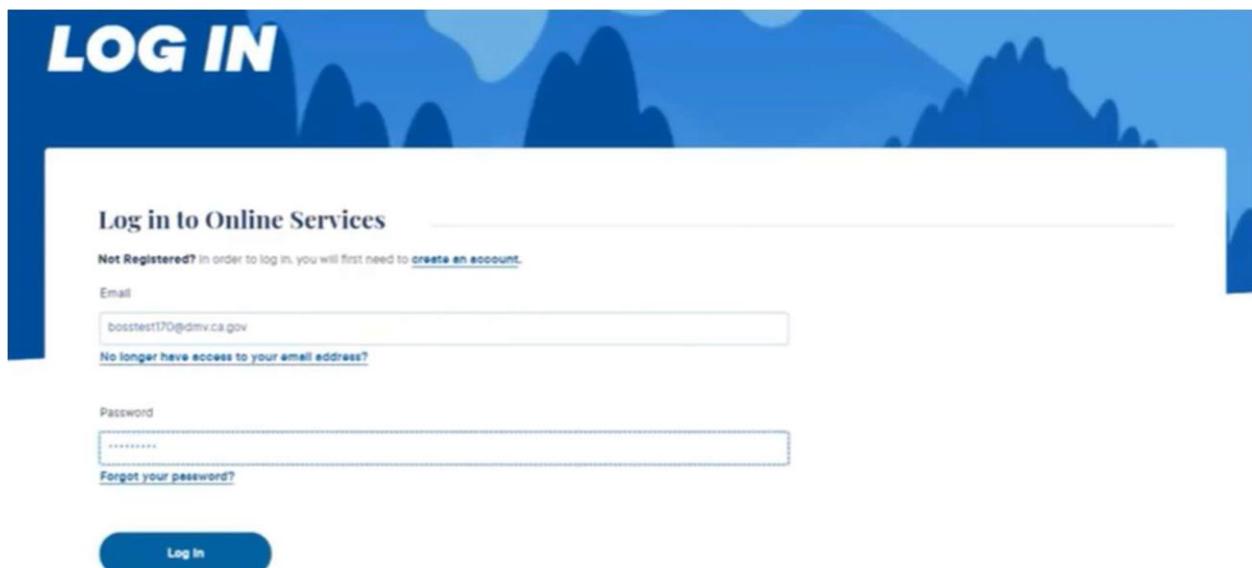
Your new account has been created and you may now log in.

To access your account, go to <https://www.dmv.ca.gov/>

If you have any questions, please direct them to support@dmv.ca.gov or call 1-877-563-5213.

This email was sent from an unattended mailbox. Please do not respond using the 'Reply' button.

- “Click here to log in” returns you to the Log in screen. Log in using the credentials you created.



Additional Information

- [Privacy and Security](#)
- [Technical Support](#)

- Verify code via text or call by selecting Text Me or Call Me and Continue.



CA EPN Customer Portal Set-Up Instructions



ACCOUNT VERIFICATION

Receive verification code via phone

To complete your login, we need to send you a phone verification code.

You will receive a code at the following number: (**) ***-*721

How do you want us to send you the verification code?

Text Me

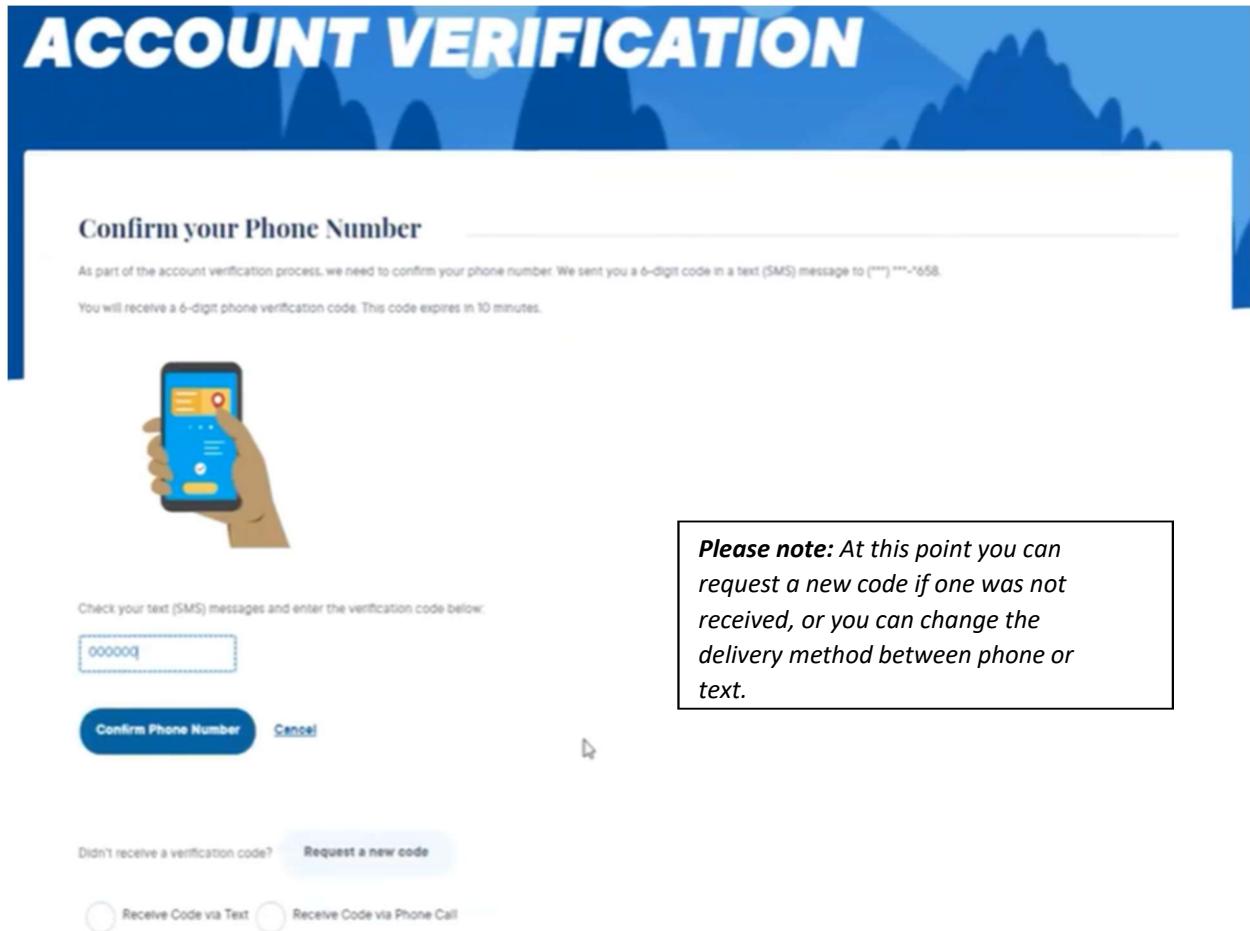
Call Me

Continue [Cancel](#)



CA EPN Customer Portal Set-Up Instructions

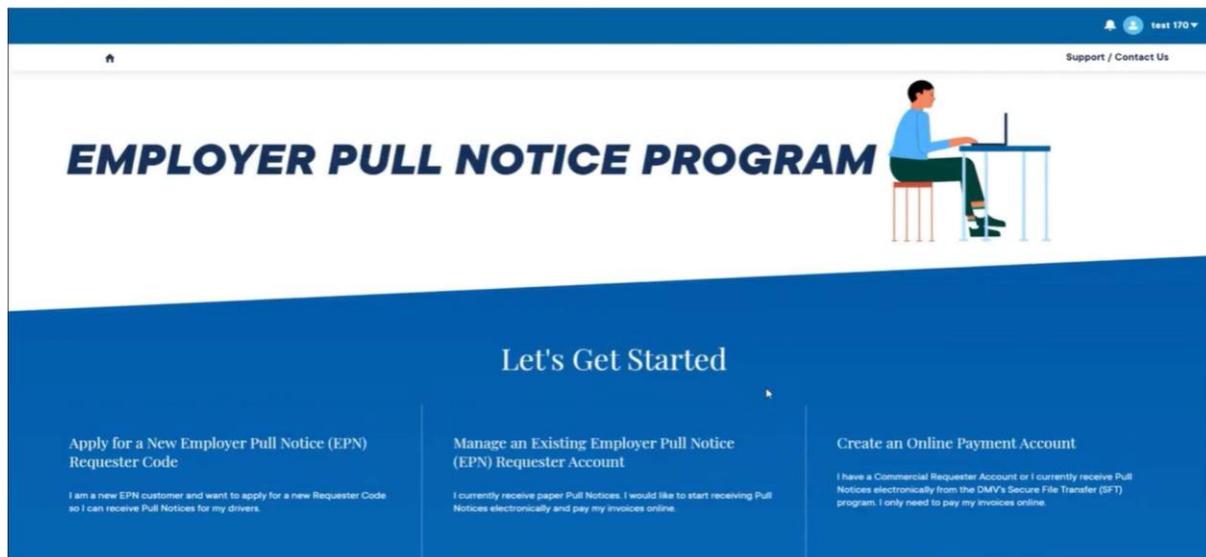
- Enter the code provided and select Confirm Phone Number.





CA EPN Customer Portal Set-Up Instructions

- You will be directed to the **Employer Pull Notice Let's Get Started** page. From here select the option that applies to you:
 - Apply for a New Employer Pull Notice (EPN) Requester Code
 - **Directs you to the INF 1104 application**
 - Complete application
 - Add 1 existing driver
 - **If you have more than 1 CA driver they will be added once SambaSafety has been approved as your Authorized Agent (See below for steps to add SambaSafety as your Authorized Agent)**
 - Manage an Existing Employer Pull Notice (EPN) Requester Account
 - **Directs you to the portal validation steps**
 - Create an Online Payment Account
 - **Directs you to the portal validation steps**





CA EPN Customer Portal Set-Up Instructions

- You will receive an email notification once the application has been completed and submitted.
- CA EPN Requester Code Approval can take up to **3 to 5 business days**
 - You will login to the CA EPN Portal to download your approval letter, by clicking the Requester Code at the top of the *Homepage*.
- Once you've received your new CA EPN Requester Code (RCode)
 - You will need to add SambaSafety as your Authorized Agent by completing a CA INF 2110 – This approval can take an **additional 5 to 7 business days** (Authorized Agent).
 - If you are still in Onboarding:
 - A copy of your CA EPN RCode approval letter needs to be provided to your Onboarding Specialist
 - Complete an INF 2110 (Authorized Agent) Application which will be sent to you via DocuSign by your Onboarding Specialist
 - If you've contacted Customer Care
 - Email:
 - A copy of your CA EPN RCode approval
 - Complete an INF 2110 (Authorized Agent) application which will be sent to you via email
 - Send to: statedocuments@sambasafety.com
- Once SambaSafety has been added as your Authorized Agent
 - SambaSafety State Documents will notify you via email that SambaSafety has been added as your Authorized Agent.
 - Your new RCode will be provisioned to your SambaSafety account, and you will now be able to request MVR's, add the rest of your CA drivers (if you have more) and monitor your CA drivers.