

# **What are the different Utah DHR Organization Types?**

## **Organization Types**

### **Employer**

*Employer* means a person or business (including the United States Government, a State, or a Political Subdivision of a State) that employs an Employee at the time his or her driving record is disclosed.

### **Insurer**

*Insurer* means an insurer, insurance support organization or a self insured entity or its agents, employees, or contractors that issues any motor vehicle insurance under Title 31A, Chapter 22, Part 3.

### **Non Motor Vehicle Insurer**

*NMV (Non Motor Vehicle) Insurer* means an insurer, insurance support organization, or a self-insured entity, including its agents, employees, or contractors, that issue insurance other than motor vehicle insurance. Utah Code Annotated §, 53-3-109, 18 U.S.C. Chapter 123.

### **Motor Carrier**

*Motor Carrier* means an organization that has trucks. If your company has USDOT numbers on the sides of the vehicles parked outside, you're likely a Motor Carrier.

### **Government Entity**

*Government Entity* means an agency and office within the State of Utah as established in Utah Code [[See 63G-2-103\(11\)](#)].

- Private Investigators should not be using this service and should instead be using the [DHR Private Investigators application](#).
- If you are requesting access to Utah DHRs as a Government Entity, it can only be for employees who are drivers for your organization.
- Some local public offices, including tribal gaming commissions, are not considered government entities as defined within the Utah DHR system's guidelines.

### **Sub-Vendor**

*Sub-Vendor* means any business that touches a DHR on behalf of another company and not on behalf of the person whose record is being pulled, other than vendors, who connect directly to our system through technical means.

### **Vendor**

*Vendor* means an organization that connects to our web services directly through an API integration built with the support of their IT staff, and then supplies those records to customer organizations.

# Utah Monitoring Access Instructions



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

In order to monitor or purchase Motor Vehicle Records for drivers licensed in the state of Utah you will need a Utah org ID.

- If the Org ID is Insurance or Employment the account can receive only 3Y.
- If the account has Insurance or employment authority and tries to enroll with the driver configured as CDL, the enrollment will fail.
- If the account is authorized as Motor Carrier they are able to enroll as CDL and able to receive EM reports

The instructions below will guide you through the registration process. The registration process must be completed by all customers to utilize the UT MVR service. During this process, you will be asked to select a vendor and provide a Vendor ID.

**Step 1** – Register for [Utah Account Here](#) and Accept Terms

- Complete the Credentials and Your Info sections
- Click on the Create My Account button
- The Confirm Email Address page will open
- When the activation email is received, click the Here link to activate

**Step 2** – Log in at <https://secure.utah.gov/dhr>

- Click on the Get Started button
- Enter your company's FEIN number and click Continue
- Complete the Required Information section. Select the appropriate Business Type from the drop-down menu. Click Continue
- Agree to terms for both the Citation Monitoring and Point-to-Point. Your Organization ID is under your company name
- Click Continue
- Log out

**Step 3** – You may log back into <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 4** – <https://secure.utah.gov/account/login.html> again to enter Organization IDs with State of Utah

- Enter SambaSafety's Organization ID# **TJOGINEBJC** as a **vendor to create** Utah MVR Order relationships

# Utah Monitoring Access Instructions



## Step 5 – Provide your Utah Organization ID to SambaSafety

- **Forward email approval from the state to your Onboarding Specialist or**
- **Contact Customer Care**

If you have any problems with the Utah site or if you do not receive your UT Org ID, you can contact UT at: Phone: 877-9UTEGOV | 877-988-3468 Email [support@utah.gov](mailto:support@utah.gov)