



UTAH Driver History Reports Registration Instructions

In order to acquire Utah Driver History Reports (MVRs) via Element Fleet Management, you must register your organization with the state.

Process for Customers:

1. Go to <https://secure.utah.gov/dhr>
2. Sign up your company. Be sure to select the type of business that applies to your company.
3. Review and Agree to the Terms and Conditions
4. Your company profile will be reviewed and approved or denied.
 - **NOTE:** You may be contacted to verify certain information as to your company before you are approved. You will receive an email when your company's status changes and a note regarding a reason, if denied.

Once Approved:

1. Go back to the application: <https://secure.utah.gov/dhr>
2. Both a vendor and sub-vendor need to be added.
3. Select **ADD VENDOR** - the vendor is SambaSafety's ID number **TJOGINEBJC**.
4. Add Company ID for **Sub-Vendor** & Driver iQ/CARCO as the Sub-Vendor with ID number **GVKHHTBFDV**
5. Terms and conditions are valid from one year of agreement. You will be notified when it is time to agree to the terms again.

Usual turnaround time is about 5 business days.

Once registered, or if you have previously registered, please provide Driver iQ your Organization ID number from Utah at diqcustomerservice@driveriq.com.

Utah Interactive Help:

- **Phone:** [\(801\) 983-0275](tel:(801)983-0275)
- **Email:** support@utah.gov

Links for additional help:

- How to create a [Utah.gov](https://secure.utah.gov) account: <https://vimeo.com/160952516>
- How to create a business profile in DHR: <https://vimeo.com/160824505>
- How to add approved 3rd party relationships: <https://vimeo.com/160980211>
- What else can I do in the application: <https://vimeo.com/160979825>
- These videos need a password to be accessed. Password for all videos: [utah.gov](https://www.utah.gov) (password is case sensitive)