

Employer Pull Notice Program



EPN Requester Portal
Customer Guide

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CHAPTER 1: Multifactor Authentication (MFA)

Section 1: Log in to Establish an Online EPN Account

To apply for a new EPN requester code with online access or transition your existing requester code from paper to online, open a Google Chrome, Firefox, Microsoft Edge, or Safari browser, and go to dmv.ca.gov/epnonline.

- Select "create an account."

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](#)

- Enter and 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](#)

- Locate the confirmation email sent to the address entered.

Step 2 of 5

Email confirmation is required.

We have emailed a confirmation link to [REDACTED]. 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 the "Confirm your email" link or copy the URL and paste into a new window.

Your DMV Account Email Confirmation Link

California DMV <Online-Do-Not-Reply@dmv.ca.gov>
To [REDACTED] Fri 8/5/2022 1:15 AM

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 this URL and enter it in your browser to complete the confirmation:

https://www.dmv.ca.gov/mga/sps/authsvc?PolicyId=urn:ibm:security:authentication:asf:dmvUscAccountCreate2&nonce=4bd8678b-f2fe-3301-ab8c-6128f5fd73ef&sig=HvuXAfzXv9osBxmTSVO6RCHutBUL1gZyqxj7UAoErWOFY20R0Qoi0qa6QAYJUn_GYpeezeDbDEmpRGkx13ql-89fMU5RIFYnaliz59Q9mJIgKG63pXYG6sIkRZfipNup9ohZE1Pbj6o3dyNrhqcoyQoOd0ypEdGyFz6MUFUT8zuj98t_FIXiINsk9304tUAytGM9f91LInDxugNslsXyp5l5JxiziMd4fnnm2LseB8MXf8bSw==

If you have any questions, please call 1-877-563-5213.

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

- Enter First Name, Last Name, and a Phone Number and choose either "Receive Code via Text" or "Phone Call" and select Continue.

ACCOUNT REGISTRATION

Step 3 of 5

Register for an online account by providing the information below. Please double-check your information before proceeding.

First Name
Epn

Last Name
TestOne

Phone Number
(916) 555-5555

Receive Code via Text 

Receive Code via Phone Call

[Continue](#) [Reset](#) [Cancel](#)

- Enter the code provided and select “Confirm Phone Number.”

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (“”) “”-721.

You will receive a 6-digit phone verification code. This code expires in 10 minutes.



Check your text (SMS) messages and enter the verification code below:

[Confirm Phone Number](#) [Cancel](#)

Didn't receive a verification code? [Request a new code](#)

Receive Code via Text Receive Code via Phone Call

NOTE: At this point you can request a new code if one was not received, or you can change the delivery method between phone or text.

- Create a password following the criteria listed and select Continue.

NOTE: There is an option to show your password to confirm what you are entering.

ACCOUNT REGISTRATION

Step 5 of 5

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

Email
[REDACTED]

Phone Number
(916) 555-5555

First Name
Epn

Last Name
TesOne

Password
[REDACTED]

[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](#)

- Your account has now been created and a confirmation email will be sent.



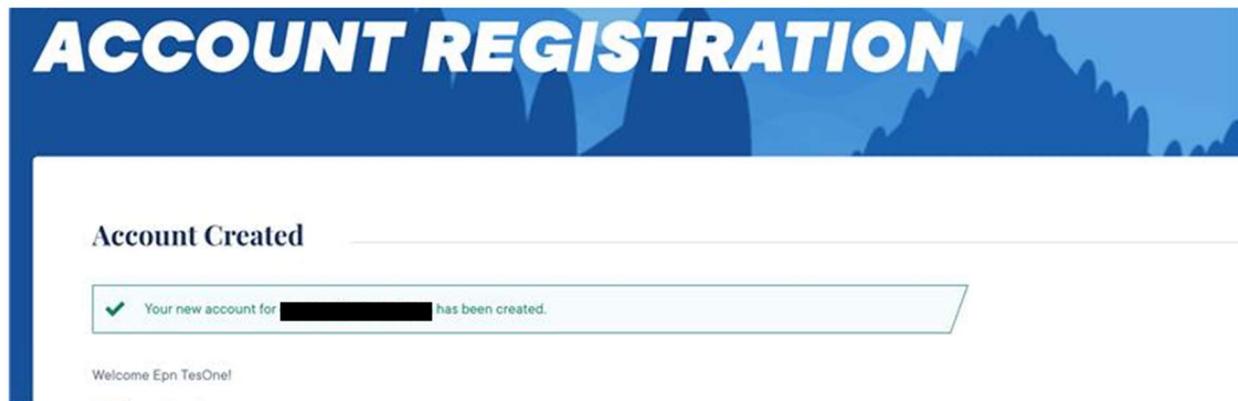
Your new account has been created and you may now log in.

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

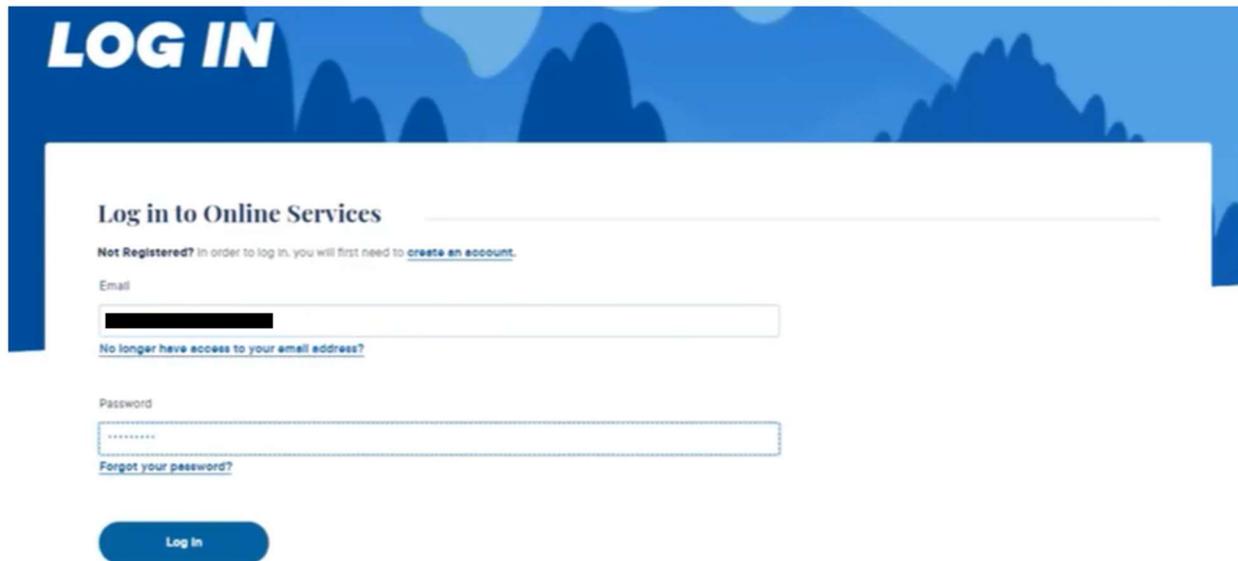
If you have any questions, please call 1-877-563-5213.

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

- Select "Click here to log in."



- Log in using the credentials you created.



- Verify the code via text or call by selecting “Text Me” or “Call Me” and select Continue.

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: (***) ***-1721

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

Text Me

Call Me

[Continue](#) [Cancel](#)

- Enter the code provided and select “Confirm Phone Number.”

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (***) ***-1658.

You will receive a 6-digit phone verification code. This code expires in 10 minutes.



Check your text (SMS) messages and enter the verification code below:

[Confirm Phone Number](#) [Cancel](#)

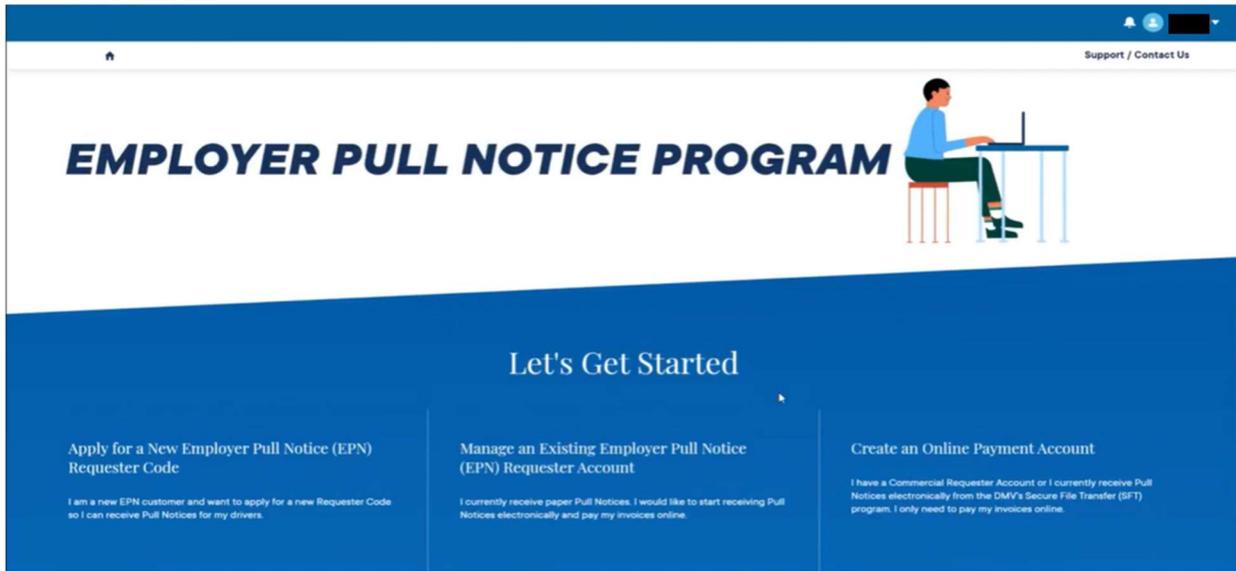
Didn't receive a verification code? [Request a new code](#)

Receive Code via Text Receive Code via Phone Call

NOTE: At this point you can request a new code if one was not received, or you can change the delivery method between phone or text.

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**
- 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**



Section 2: Log in as a New Delegated User

As a new delegated user, you will receive a welcome email initiated by the account's authorized representative.

- Follow the link included in your email that leads to this screen and select "create an account."

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](#)

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](#)

NOTE: Your email address will be pre-populated and cannot be edited. Select Continue.

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

- Locate the confirmation email sent to your address.

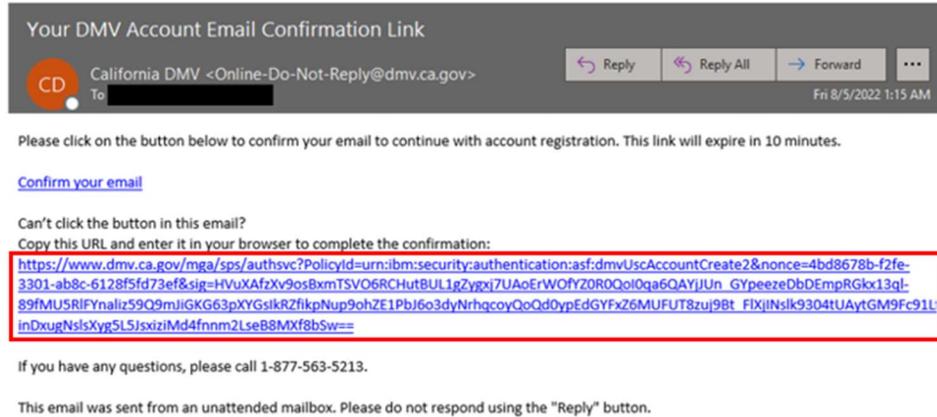
Step 2 of 5

Email confirmation is required.

We have emailed a confirmation link to [REDACTED]. 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 the URL and paste into a new window.



- Enter your First Name, Last Name, and a Phone Number and choose either "Receive Code via Text" or "Phone Call" and select Continue.

The screenshot shows the "ACCOUNT REGISTRATION" page, specifically "Step 3 of 5". The form asks for the following information:

- First Name: Epn
- Last Name: TestOne
- Phone Number: (916) 555-5555
- Receive Code via Text: (Selected)
- Receive Code via Phone Call:

At the bottom of the form, there are three buttons: "Continue" (highlighted with a red arrow), "Reset", and "Cancel".

- Enter the code provided and select “Confirm Phone Number.”

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (***) ***-721.

You will receive a 6-digit phone verification code. This code expires in 10 minutes.



Check your text (SMS) messages and enter the verification code below:

[Confirm Phone Number](#) [Cancel](#)

Didn't receive a verification code? [Request a new code](#)

Receive Code via Text Receive Code via Phone Call

NOTE: At this point you can request a new code if one was not received, or you can change the delivery method between phone or text.

- Create a password following the criteria listed and select Continue.

NOTE: There is an option to show your password to confirm what you are entering.

ACCOUNT REGISTRATION

Step 5 of 5

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

Email
[Redacted]

Phone Number
(916) 555-5555

First Name
Epn

Last Name
TesOne

Password
[Redacted]

[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](#)



- Your account has now been created and a confirmation email will be sent.



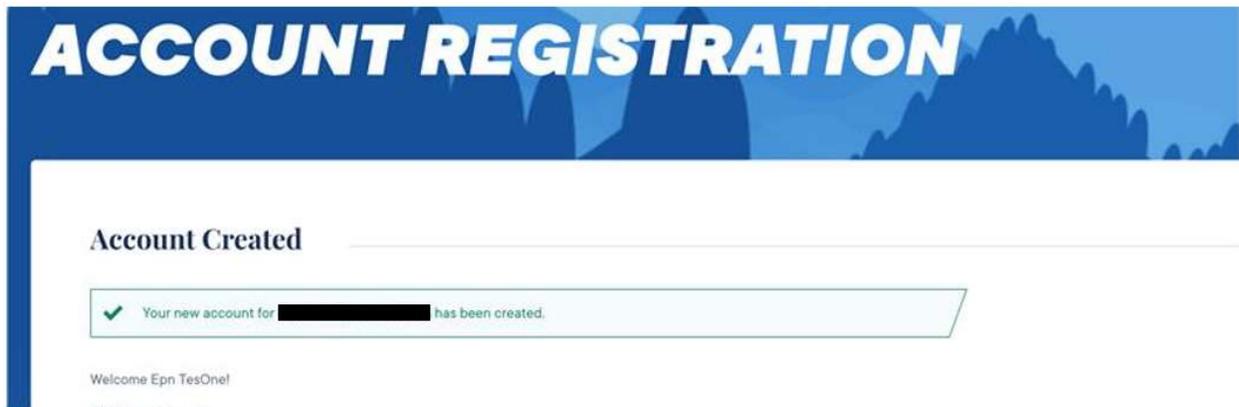
Your new account has been created and you may now log in.

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

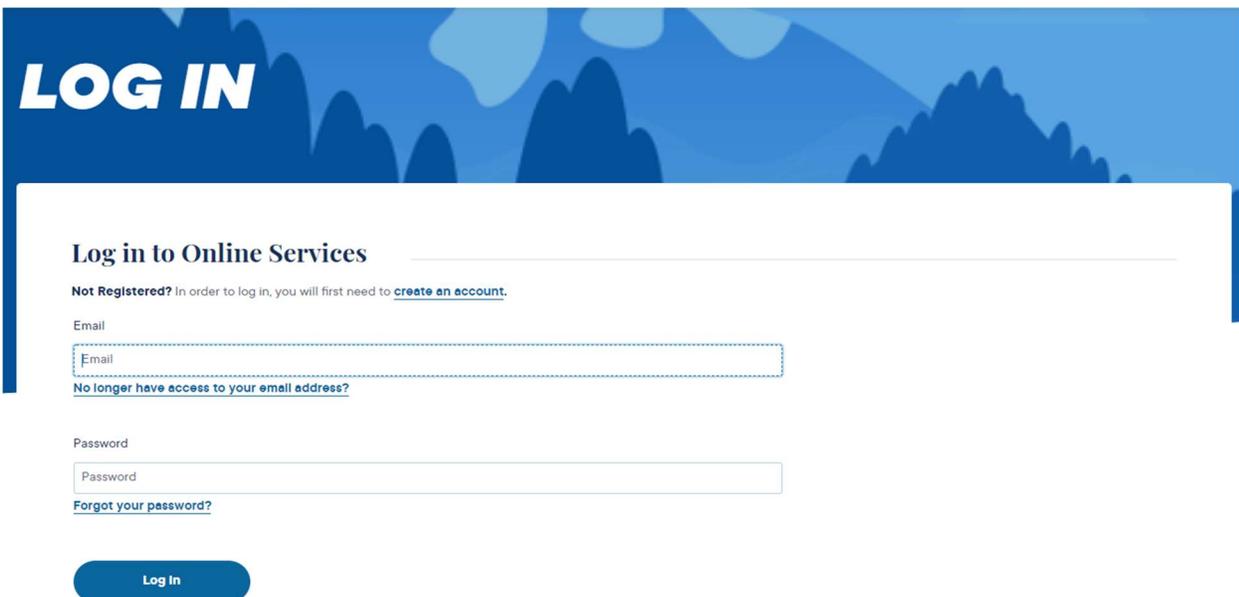
If you have any questions, please call 1-877-563-5213.

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

- Select "Click here to log in."



- Log in using the new password you created.



- Verify the code via text or call by selecting “Text Me” or “Call Me” and select Continue.

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](#)

- Enter the code provided and select “Confirm Phone Number.”

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (***) ***-721.

You will receive a 6-digit phone verification code. This code expires in 10 minutes.



Check your text (SMS) messages and enter the verification code below:

[Confirm Phone Number](#) [Cancel](#)

Didn't receive a verification code? [Request a new code](#)

Receive Code via Text Receive Code via Phone Call

NOTE: At this point you can request a new code if one was not received, or you can change the delivery method between phone or text.

- You will be directed to your home page in the portal.

EMPLOYER PULL NOTICE PROGRAM



Commercial Employer Forms

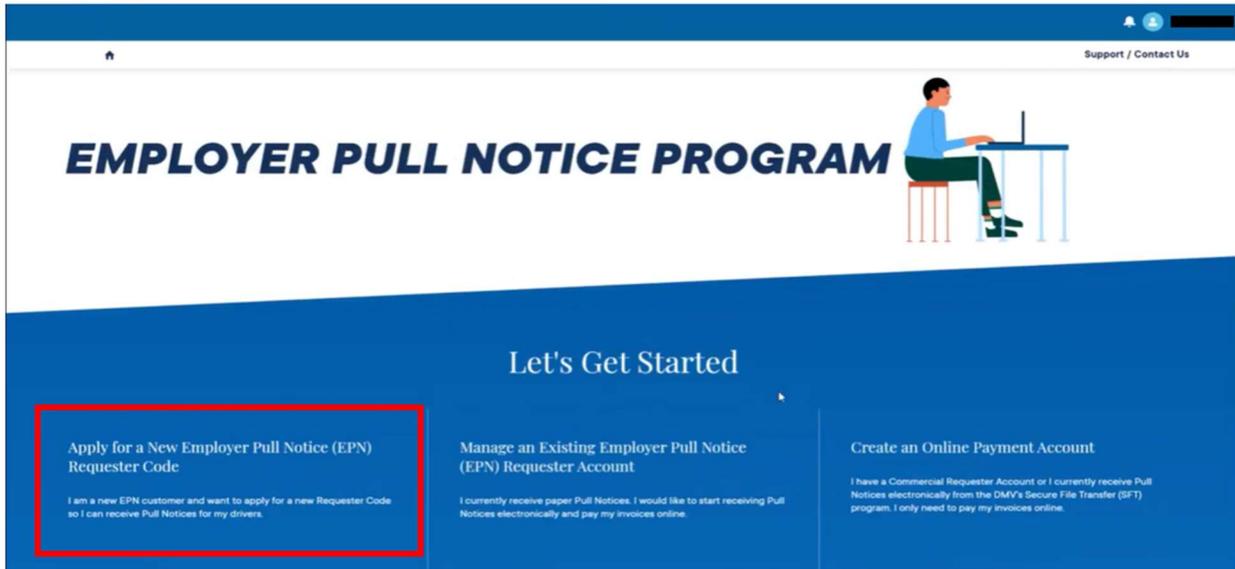
<p>Change of Account Information</p> <p>INF 4 - Change of EPN Account Information.</p> <p>Click to fill the form</p>	<p>Enrollment or Deletion of Drivers</p> <p>INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers.</p> <p>Click to fill the form</p>	<p>Enrollment of Out-of-State Licensed Drivers</p> <p>INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers.</p> <p>Click to fill the form</p>
<p>Request for Closure</p> <p>INF 1112 - Request for Closure of Employer Pull Notice Account.</p> <p>Click to fill the form</p>	<p>Driver License Inquiry</p> <p>Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check.</p> <p>Click to fill the form</p>	

CHAPTER 2: Let's Get Started

Section 1: Employer Pull Notice Program Enrollment (INF 1104)

To apply for a new EPN requester code follow these steps after logging in via MFA:

- Select "Apply for a New Employer Pull Notice (EPN) Requester Code" from the Let's Get Started screen.



- Select Employer Type by answering Yes or No to "Are you a Government Agency?"



- Enter the valid details in the Authorized Representative screen and select Continue.

NOTE: Your first and last name will pre-populate based on the information previously provided.

The screenshot shows a web form titled "Authorized Representative" with the subtitle "Individual within the company responsible for managing the EPN account". On the left is a navigation menu with six items: "Account Information" (selected), "Authorized Representative", "Billing Address", "Driver Enrollment", "INF 1107 Acknowledgement", and "Certification". The main form fields include: "First Name" (pre-filled with a redacted name), "Last Name" (pre-filled with a redacted name), "Title", "Driver License Number", and "State Issued / Country (MX - Mexico, CN - Canada) / US Territories" (a dropdown menu currently showing "CA"). At the bottom right are "Previous" and "Continue" buttons.

- Enter the valid details in the Billing Address screen and select Continue.

NOTE: If your billing contact and mailing address is the same you may skip this section.

The screenshot shows a web form titled "Billing Address" with the subtitle "Invoices will be sent to this address from the Automated Billing Information Services (ABIS) unit" and a note "Complete this section only if different contact and mailing information". On the left is a navigation menu with six items: "Account Information", "Authorized Representative", "Billing Address" (selected), "Driver Enrollment", "INF 1107 Acknowledgement", and "Certification". The main form fields include: "Billing Account Attention To Person(s)" (with a red arrow pointing to it), "Email", "Billing Account Attention To Telephone Number" (with a sub-field for "Extn."), a checkbox "Billing Account Contact Person is same as Billing Account Attention To Person", "Billing Account Contact Person(s)", "Billing Account Contact Telephone Number" (with a sub-field for "Extn."), a checkbox "Billing Address is same as Mailing Address", and a "Billing Address" field at the bottom.

- Enter the valid details in the Driver Enrollment screen and select Continue.

NOTE: Mark the box “My only driver is an Out-of-State driver” to be directed to the INF 1102 (Refer to CHAPTER 6 for more information).

NOTE: You can add up to a maximum of 25 drivers. The details of the driver(s) added will be shown in the tally list at the bottom of the screen.

- Review details in the INF 1107 Acknowledgement screen and select Continue.

- Enter the valid details in the Certification screen and select Submit.

NOTE: The person who certifies and acknowledges should be the authorized representative. Providing mismatched information will result in the rejection of your application.

Certification

I certify (or declare) under penalty of perjury under the laws of the State of California that the information contained herein is true and correct to the best of my knowledge and belief. I understand that this information is provided for the lawful conduct of this business and any misuse may result in cancellation of the EPN account. By signing this application, I certify that I have read, understand and agree to all of the EPN Program Requirements provided on the DMV EPN website at www.dmv.ca.gov.

* First Name
[Redacted]

* Last Name
[Redacted]

* Driver License Number
[Redacted]

* Issuing State / Country (MX - Mexico, CN - Canada) / US Territories
CA

* Title
[Redacted]

Previous Submit

- Select Ok.

Enrollment Application

Your Enrollment Application has been submitted successfully. You will receive an email once your application is processed. Please add noreply@requesterportal.ca.gov to your list of trusted email addresses to prevent any correspondence from the DMV ending up in your spam folder.

Ok

Once the application is processed, you will receive an email notification from noreply@salesforce.com on behalf of noreply-requesterportal@dmv.ca.gov. If needed, please add these email addresses to your trusted recipients.

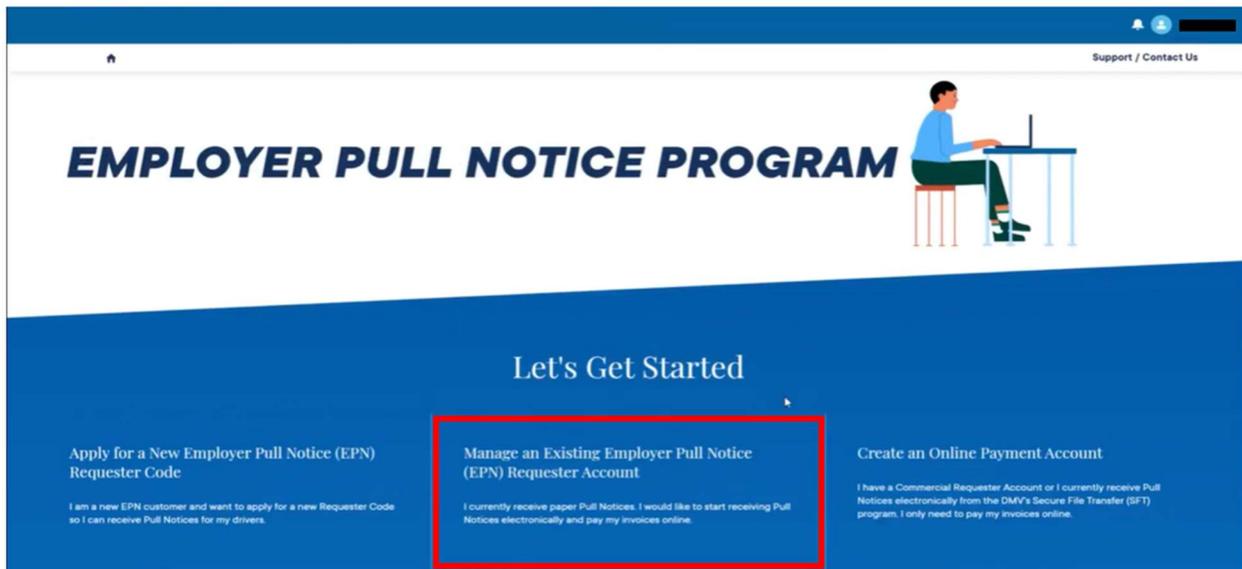
Section 2: Validate an Existing Requester Code

As an EPN customer with an existing EPN requester code you can create an account in the requester portal where you can manage your EPN. You must validate your account using the following information:

- Requester Code
- Company Legal Name
- Mailing Address

Follow these steps after logging in via MFA:

- Select “Manage an Existing Employer Pull Notice (EPN) Requester Account.”



- Select Employer Type by answering Yes or No to “Are you a Government Agency?”

The image shows a form titled "Employer Type" with a close button (X) in the top right corner. Below the title is the question "Are you a Government Agency?". There are two radio button options: "Yes" (which is selected) and "No".

- Enter the requested information and select Next. Refer to your pull notices for this information.

NOTE: This requires an EXACT match to validate your account. This includes abbreviations, punctuation, and spacing. These fields are **not** case sensitive.

The screenshot shows a web form titled "Verify EPN Requester Account". On the left, a sidebar contains two radio buttons: "Verify EPN Requester Account" (selected) and "Acknowledgment". The main form area contains the following fields:

- * Requester Code: [Redacted]
- * Agency Name: [Redacted]
- * Street (Mailing Address): [Redacted]
- * City: SACRAMENTO
- * State: CA
- * Zip: 95818

At the bottom right, there are "Cancel" and "Next" buttons.

- Complete the Acknowledgement screen by certifying under penalty of perjury that the information provided is correct and select Submit.

NOTE: The name entered here should be the authorized representative of your account and must match the name provided at login in MFA (you can view the name entered at the top of your EPN landing page in the upper right-hand corner).

The screenshot shows a web form titled "Acknowledgment". On the left, a sidebar contains two radio buttons: "Verify EPN Requester Account" and "Acknowledgment" (selected). The main form area contains the following fields:

- * I certify under penalty of perjury under the laws of the State of California that I am the Authorized Representative on the account.
- * First Name: [Redacted]
- * Last Name: [Redacted]
- * Driver License Number: [Redacted]
- * Issuing State: CA
- * Title: [Redacted]

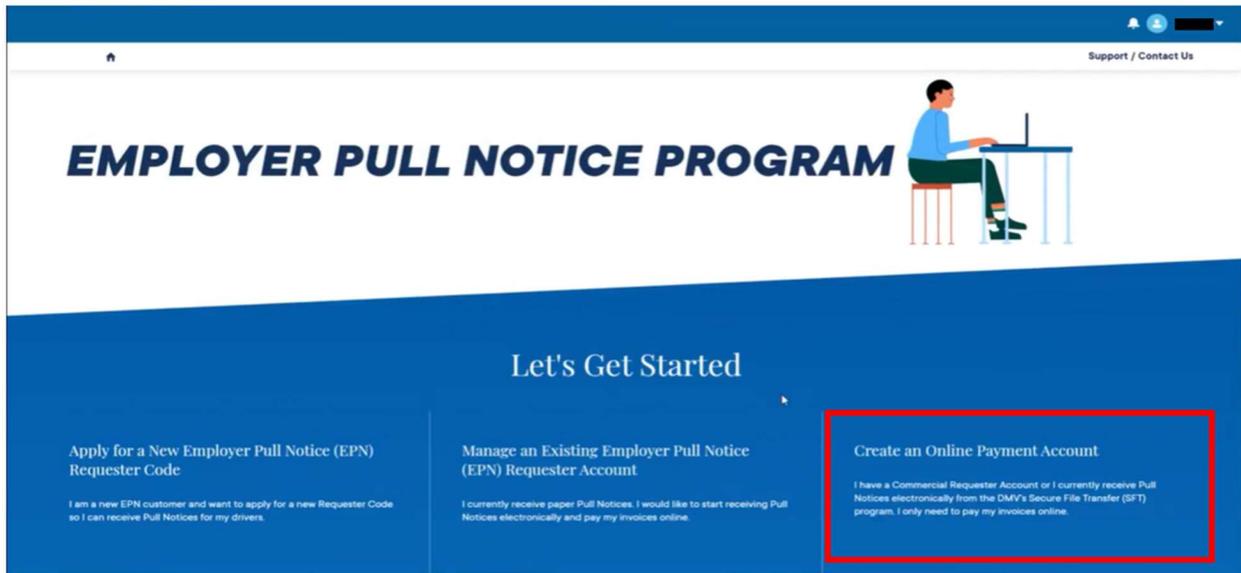
At the bottom right, there are "Previous" and "Submit" buttons.

Section 3: Create an Online Payment Account

If you manage your drivers by secure file transfer (SFT) and want to view and pay invoices in the portal, create an online payment account.

Follow these steps after logging in via MFA.

- Select "Create an Online Payment Account."



- Enter the requested information and select Next. Please refer to your pull notices for this information.

NOTE: This requires an EXACT match to validate your account. This includes abbreviations, punctuation, and spacing. These fields are **not** case sensitive.

Verify Requester Account

• Verify Requester Account
○ Acknowledgment

* Requester Code

* Company Legal Name

* Street (Mailing Address)

* City _____ * State CA
* Zip _____

Cancel Next

- Complete the Acknowledgement screen by certifying under penalty of perjury that the information provided is correct and select Submit.

Verify EPN Requester Account

Acknowledgment

Acknowledgment

I certify under penalty of perjury under the laws of the State of California that I am the Authorized Representative on the account.

* First Name
[REDACTED]

* Last Name
[REDACTED]

* Driver License Number
[REDACTED]

* Issuing State
CA

* Title
[REDACTED]

Previous Submit

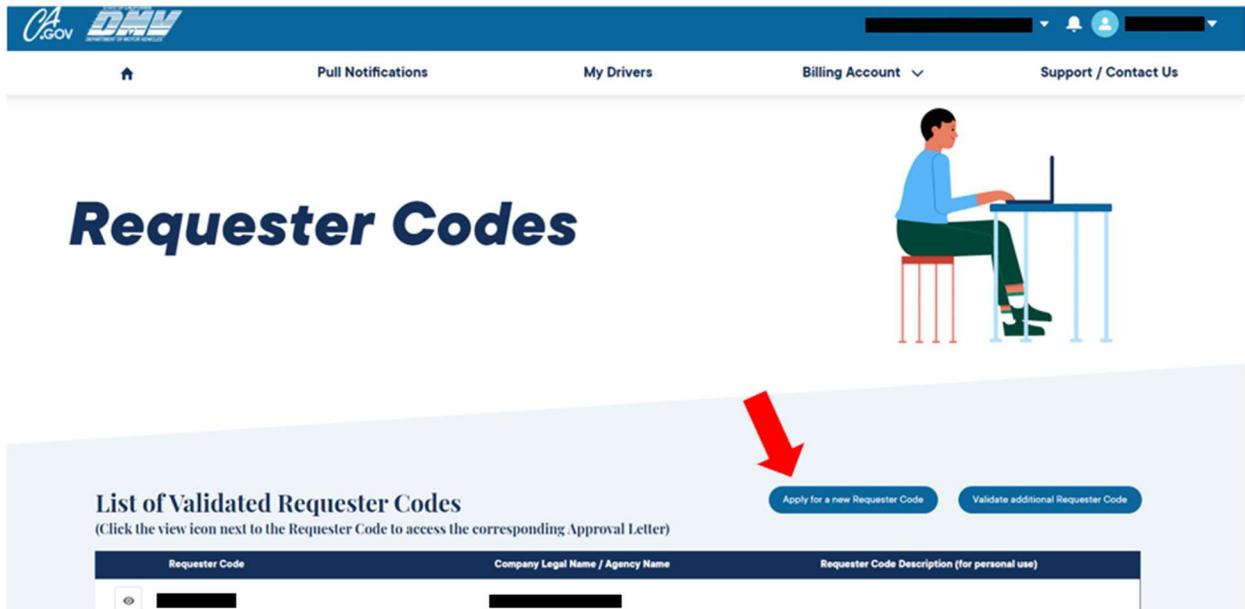
Section 4: Apply for an **Additional** New Requester Code

If you need to apply for an additional new EPN requester code, follow these steps after logging in and landing on your EPN home page (you should see your name in the upper right-hand corner):

- Select the drop-down arrow next to your name.
- Select Requester Codes from the list.



- Select the "Apply for a new Requester Code" button.



- You will be directed to the INF 1104 application.

Enrollment Application

INF-1104



- Account Information
- Authorized Representative
- Billing Address
- Driver Enrollment
- INF 1107 Acknowledgement
- Certification

Account Information

Business Entity Type
Select an Option

Company Legal Name / Sole Proprietor Name
[Redacted]

Doing Business As (DBA)
[Redacted]

Business License Number / Entry Number
Ex: 123456789

* Please provide one of the following:

Federal Employer Identification Number
 Social Security Number

* Attention To Person: First Name * Last Name
[Input] [Input]

* Email
[Input]

* Telephone number Extn.
([Input]) [Input] [Input] [Input]

* Company Mailing Address
[Input]

* City * State
[Input] CA

* Zip
[Input]

* Contact Person(s)
[Input]

* Telephone Number Extn.
([Input]) [Input] [Input] [Input]

* Company Mailing Address
[Input]

* City * State
[Input] CA

* Zip
[Input]

* Contact Person(s)
[Input]

* Telephone Number Extn.
([Input]) [Input] [Input] [Input]

* Street Address (Physical Address)
[Input]

* City * State
[Input] CA

* Zip
[Input]

NOTE: When adding an additional requester code to your existing online account, the requester codes must share certain information such as business entity type, company legal name, and entity number. Therefore, those fields are not editable on this screen.

- Complete the required fields and select Continue.

NOTE: You may refer to CHAPTER 2, Section 1 for more information on submitting an INF 1104 application.

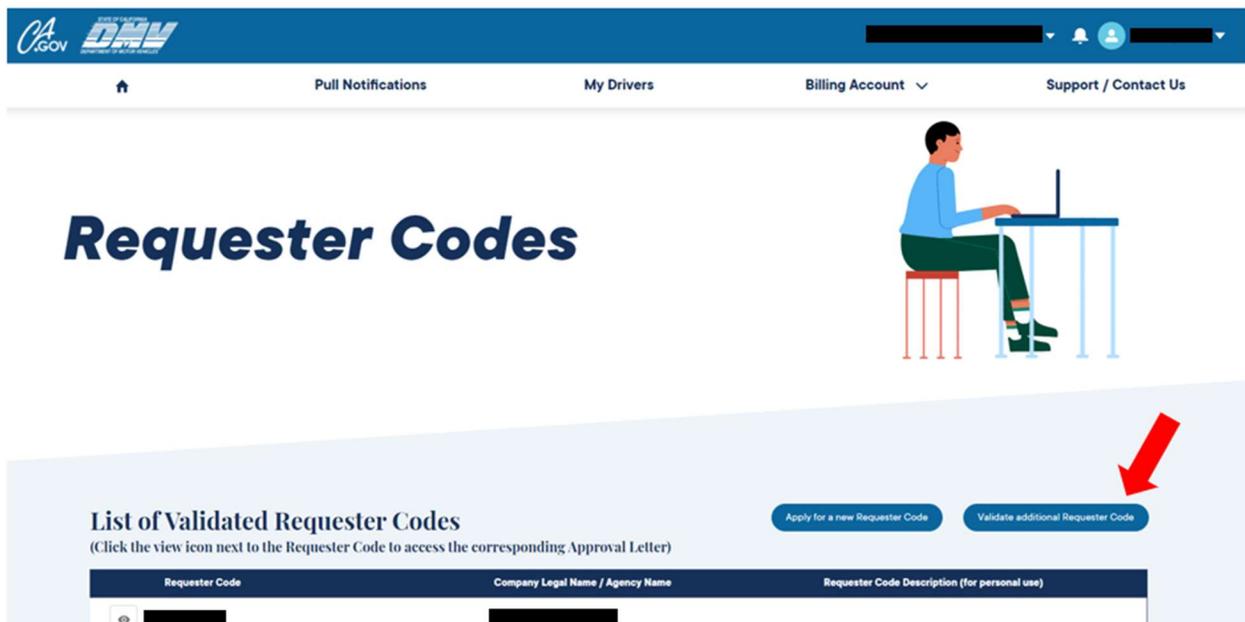
Section 5: Validate an Additional Requester Code

If you need to validate an additional EPN requester code, follow these steps after logging in and landing on your EPN home page (you should see your name in the upper right-hand corner):

- Select the drop-down arrow next to your name.
- Select Requester Codes from the list.



- Select the "Validate additional Requester Code" button.



- You will be directed to the Verify EPN Account screen.

VERIFY EPN ACCOUNT



NOTE: When validating an additional requester code on your existing online account, the requester codes must share the company legal name. Therefore, that field will not be editable on this screen.

Verify EPN Account

*Requester Code

Company Legal Name

*Street (Mailing Address)

*City *State

*Zip

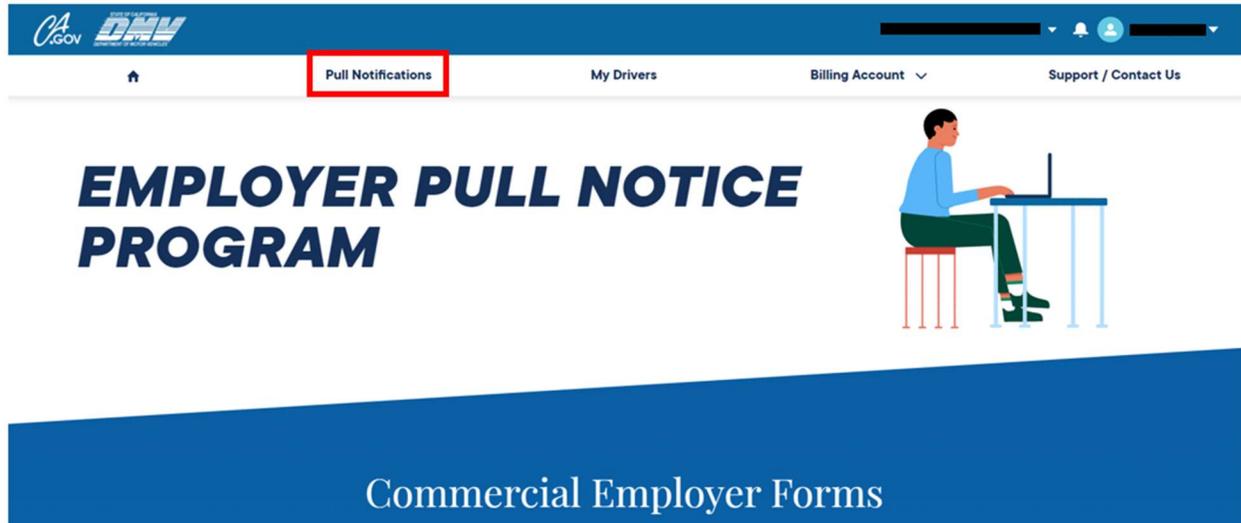
- Complete the required fields and select Submit.

NOTE: You may refer to CHAPTER 2, Section 2 for more information on validating an existing requester code.

CHAPTER 3: Navigating Portal

Section 1: Pull Notifications

- Select the Pull Notifications tab.



- Pull notices are accessed by selecting the driver's license (DL) number.
- You can Search DL Number, Filter, Print by Date, or Download by Date.
- Once the pull notification has been viewed, an eye icon will appear in the Viewed column.
- Pull notifications will be deleted from your account 90 days after the Notice Date.
- Accounts with 10 or fewer drivers must "pay to view" pull notices and will not see a hyperlink in the Driver column until the pull notices Payment Status is Paid (see **How (and when) to make a payment** for more information.)

Print

Total: 1 sheet of paper



8/22/22, 9:31 AM

https://cadmv.force.com/lsopl/apex/PullNotice?id=a0F100000094c9WEAQ

Printer

Lexmark SecurePrint on dmv...

Copies

1

Pages

All

Odd pages only

Even pages only

e.g. 1-5, 8, 11-13

Color

Color

Print on both sides

Print on both sides

Print

Cancel



IDENTIFICATION OF DRIVER BASED ON INFORMATION SUBMITTED

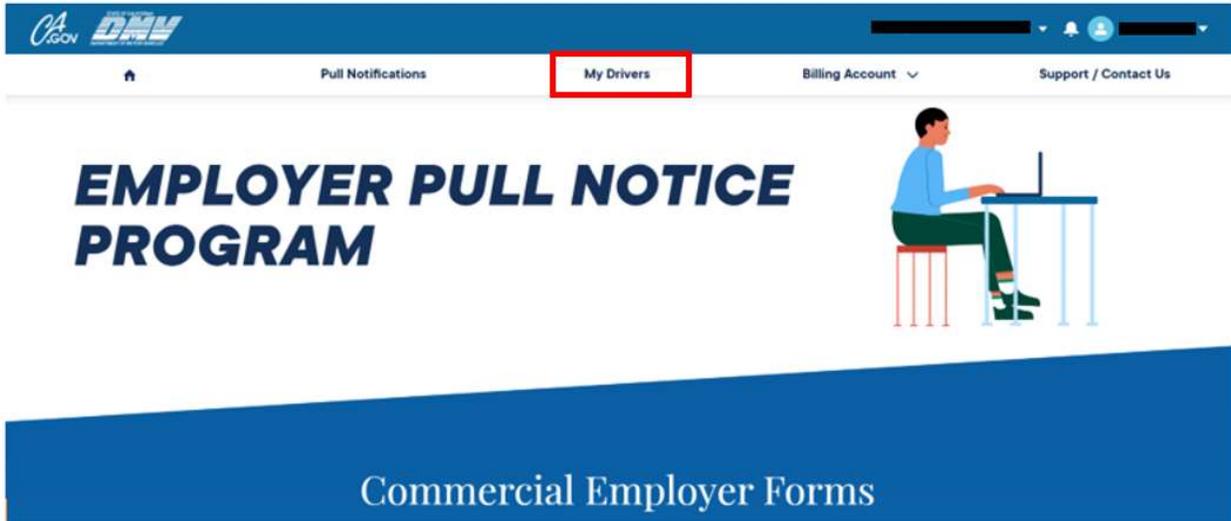
DRIVER RECORD INFORMATION

DRIVER LICENSE OR ID CARD #	FO BATES NO.	TYPE/APP DATE	MISC INFO SUBMITTED BY REQUESTER	REG CODE	RECORD DATE			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	081922			
DMV USE ONLY								
BIRTHDATE	SEX	HEIGHT	WEIGHT	EYES	HAIR			
010365	F	500	100	BROWN	BROWN			
CL. NOT 08-19 BLK. PIA.								
DRIVER LICENSE INFORMATION								
CLASS	ISSUED	EXPIRES	EAT	RESTRICTIONS	DUP LIC ISSUED	LIC HELD		
C	081099	022920	RBS	0138		1751		
ITEM	VIOLATION OR ACC DATE	CONVICTION DATE	SECTION(S) VIOLATED LOCATION OR ACCIDENT OR OUT-OF-STATE VIOLATION(S)	STATUTE	COURT DISPOSITION	DOCKET CITATION OR FR FILE NUMBER	LOCATION OF COURT OR ACCIDENT REPORT NUMBER	VEHICLE LICENSE
ABST 122020	012921		22348A DMV POINT COUNT 1	VC	TEST1		34470 SACRAMENTO	
ABST 010121	020121		26005 DMV POINT COUNT 1	VC	TEST2		24450 MERCED	
ABST 021521	030521		12008A DMV POINT COUNT 0	VC	TEST321		34470 SACRAMENTO	
M I S C ANY ACCIDENTS SHOWN ABOVE DO NOT NECESSARILY INDICATE DRIVER RESPONSIBILITY NOTIFICATION OF ACTIVITY PER REQUEST CALIF LIC RETURNED BY INV SUBJECT ISSUED ID CARD 0000500 EXPIRES 01/03/20 REST 01- MUST WEAR CORRECTIVE LENSES WHEN DRIVING. REST 38- MUST NOT DRIVE ON SATURDAY/SUNDAY AND SACRAMENTO CA 95818								
DEPARTMENT ACTION	MAIL ORDER DATE	EFFECTIVE DATE	AUTHORITY OF SECTION(S) OR OTHER STATE TAKING ACTION	THRU DATE OR TERM	REASON FOR ACTION	SERVICE OF ORDER		FR FILE NUMBER
NONE TO REPORT						TYPE	DATE	

Section 2: Driver's List

A listing of your drivers is available on demand.

- Select the My Drivers tab to view your drivers.



- Narrow your search with "Search DL Number or Driver Name", Filter, Print All, or Download All.

The screenshot shows a table of driver information. At the top, there is a search bar labeled "Search DL Number or Driver Name" and buttons for "Print All" and "Download All". The table has five columns: DL Number, Driver Name, Date Added, Status, and Remarks. The table contains four rows of data. A callout box points to the Remarks column, stating: "Any remarks you include on your driver enrollments will show under the Remarks column."

DL Number	Driver Name	Date Added ↓	Status	Remarks
A 5506	DRIVER ANNIE CARR	01/28/2022	Enrolled	
A 3961	DRIVER ANNIE CAR	08/19/2022	Enrolled	
B 782	DRIVER AMY	02/07/2022	Enrolled	
A 111	PUBLIC JOHN Q	02/22/2022	Enrolled	

- Under Pages select All then select Print to print a hard copy.

The screenshot shows a print dialog box on the left side of a web browser window. The dialog box has the following settings:

- Printer:** Lexmark SecurePrint on dmv...
- Copies:** 1
- Layout:** Portrait (selected), Landscape
- Pages:** All (selected), e.g., 1-5, 8, 11-13
- Color:** Color
- Print on both sides:** (unchecked)
- Buttons:** Print (blue), Cancel (grey)

The background web page shows a table titled "Driver List of X5553" with the following data:

DL Number	Driver Name	Date Added	Status	Remarks
A 5506	DRIVER ANNIE CARR	01/28/2022	Enrolled	
A 8961	DRIVER ANNIE CARR	08/19/2022	Enrolled	
B 1782	DRIVER AMY	02/07/2022	Enrolled	
A 111	PUBLIC JOHN Q	02/22/2022	Enrolled	

- Select Download to download a pdf or csv file.

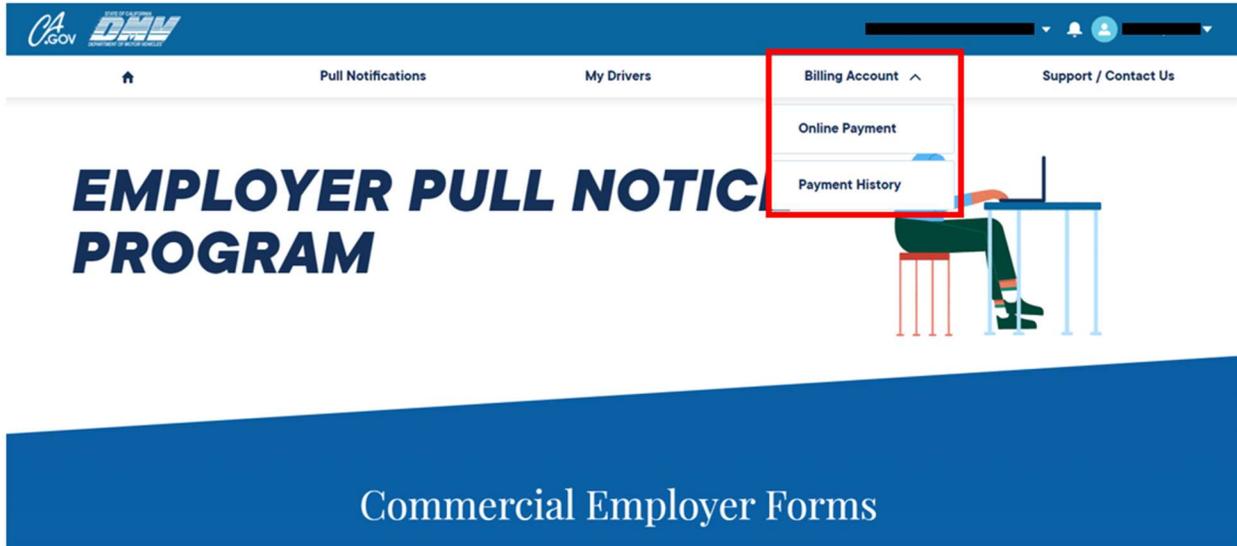
The screenshot shows a dark blue header with the text "Download Drivers List". Below the header, there are "Select Options" with two radio buttons:

- PDF
- CSV (Excel, Notepad, etc.)

At the bottom of the dialog box, there are two buttons: "Cancel" (grey) and "Download" (blue).

Section 3: Invoices

Invoices are generated on the 10th of the month. Open the Billing Account tab and select "Online Payment".



Your current invoice will be displayed under Current Invoice and past invoices can be located under Invoice History. They can be printed or downloaded by selecting the Invoice Number.

Current Invoice

*Only the Current Invoice needs to be paid, the current invoice includes any unpaid charges from previous invoices. Invoices in Invoice History are only for record keeping.

Invoice Number	Invoice Date	Amount
7504099	08/10/2022	\$7.00

[Make a Partial Payment](#) [Pay Invoice in Full](#)

Invoice History

Invoice Number	Invoice Date	Amount
7460065	07/10/2022	\$5.00
7334597	04/10/2022	\$18.00
7292664	03/10/2022	\$17.00
7255648	02/10/2022	\$7.00
7181959	12/10/2021	\$2.00

- Select Print to print a hard copy or Download to save a copy as a PDF.

Invoice

INVOICE NUMBER
7504099

INVOICE DATE
08/10/2022

[Print](#)

[Download](#)

[Close](#)

-
- Select print to print a hardcopy.

Print
Total: 1 sheet of paper

Printer
Lexmark SecurePrint on dmv... ▾

Copies

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Color

[Print](#) [Cancel](#)

8/22/22, 9:45 AM https://cadmv.force.com/Isop/apex/PaymentInvoice?id=a0C10000007FXu8EAG

INFORMATION SERVICES STATEMENT

DEPARTMENT OF MOTOR VEHICLES
P.O. BOX 825339
SACRAMENTO, CA 94232-8339

Account No: [REDACTED]
Invoice No: 7504099
Invoice Date: 08-10-2022
Current Billing Period From 07-01-2022 to 07-31-2022

FOR BILLING INQUIRIES CALL :
ACCOUNT SUPPORT (916) 657-6474

STATEMENT SUMMARY				
Amount	Historical Information	Amount	Delinquent Date	Invoice Number
Previous Balance	Over 30 days	5.00	08-10-2022	7460065
Current Charge	Over 60 days			
Payment	Over 90 days			
Adjustments (cr)				
Penalty				
TOTAL DUE		7.00		

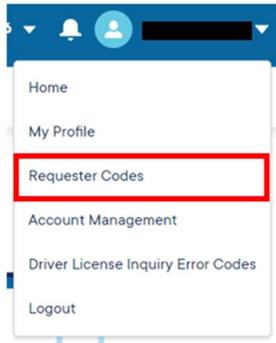
SERVICE	NUMBER OF TRANSACTIONS	AMOUNT
ELECTRONIC	1	2.00

THIS BILL IS DUE AND PAYABLE ON RECEIPT

Section 4: Approval Letter

You have on demand access to your approval letter if needed to provide it to law enforcement or Motor Carrier Permit (MCP).

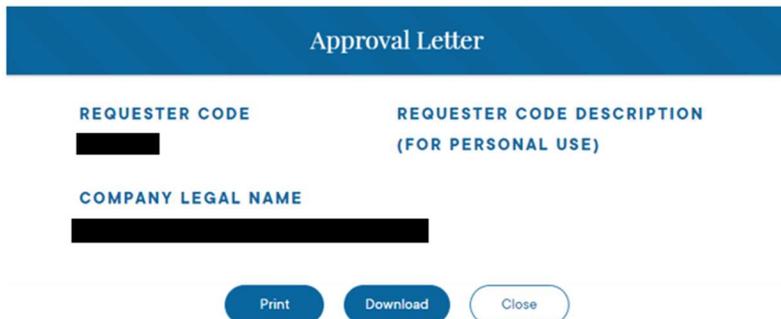
- Select the drop-down arrow next to your name in the upper right-hand corner of your screen.
- Select "Requester Codes" to display a list of your validated requester codes.



- Select the eye icon next to the requester code to print or download a letter.

A screenshot of the 'List of Validated Requester Codes' page. The page title is 'List of Validated Requester Codes' with two buttons: 'Apply for a new Requester Code' and 'Validate additional Requester Code'. Below the title is a sub-header: '(Click the view icon next to the Requester Code to access the corresponding Approval Letter)'. A table with three columns is shown: 'Requester Code', 'Company Legal Name / Agency Name', and 'Requester Code Description (for personal use)'. Two rows of data are visible, each with an eye icon in the first column. A red arrow points to the eye icon in the first row.

- Select Print to print a hardcopy or Download to save a copy as a PDF.

A screenshot of the 'Approval Letter' modal window. The title bar says 'Approval Letter'. Below the title bar, there are three fields: 'REQUESTER CODE' with a redacted value, 'REQUESTER CODE DESCRIPTION (FOR PERSONAL USE)', and 'COMPANY LEGAL NAME' with a redacted value. At the bottom, there are three buttons: 'Print', 'Download', and 'Close'.

Print

Total: 1 sheet of paper

Printer

Lexmark SecurePrint on dmv... ▾

Copies

1

Layout

Portrait

Landscape

Pages

All

e.g. 1-5, 8, 11-13

Color

Color ▾

Print on both sides

Print

Cancel

8/22/22, 9:51 AM

https://cadmv.force.com/iscp/apex/ApprovalLetter_VF?id=a0R000001YbCtEAV

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, Governor

DEPARTMENT OF MOTOR VEHICLES
INFORMATION SERVICES BRANCH
EMPLOYER PULL NOTICE UNIT H265
P.O. BOX 944231
SACRAMENTO, CA 94244



Employer Pull Notice Account Approval Letter

August 22, 2022

Requester Code [REDACTED]

Your Employer Pull Notice (EPN) Account application has been approved, effective on the above date. Information regarding EPN accounts, including requirements and responsibilities associated with receiving Department of Motor Vehicles (DMV) driver records, are available at: www.dmv.ca.gov. Any violation or non-compliance, including misuse of information, may result in cancellation of your account, in addition to civil or criminal penalties.

Please retain this letter for your records. When communicating with DMV regarding your account, you will be asked to provide your Requester Code. You are required to keep your Requester Code, and all information received pursuant to your EPN account, confidential. Your Requester Code and DMV information may not be shared without prior express authorization from DMV.

Within ten (10) business days you will begin receiving driver records of enrolled drivers. Billing invoices will be sent from the Automated Billing Information Services (ABIS) unit to the address provided on your application. Failure to pay your invoices timely may result in cancellation of your EPN account.

If information contained in your EPN application has changed, you must submit a Notice of Change form (INF 4) within ten (10) days of the change. Failure to notify the DMV may result in cancellation of your EPN account.

You may contact the Employer Pull Notice unit by calling (916) 657-6346

CHAPTER 4: Enrollment or Deletion of Drivers (INF 1100)

Section 1: Enrolling a Driver

To enroll a driver in the EPN program under your requester code, please follow these steps from your EPN home page:

- Select "Enrollment or Deletion of Drivers (INF 1100)."

The screenshot shows the California DMV website interface. At the top, there is a navigation bar with the CA.GOV logo, a search bar, and user account options. Below the navigation bar, the main heading reads "EMPLOYER PULL NOTICE PROGRAM" in large, bold, blue letters. To the right of the heading is an illustration of a person sitting at a desk working on a laptop. Below this is a blue banner with the text "Commercial Employer Forms". Underneath the banner is a grid of six form options, each with a title, a brief description, and a "Click to fill the form" link. The "Enrollment or Deletion of Drivers" form is highlighted with a red border.

<p>Change of Account Information</p> <p>INF 4 - Change of EPN Account Information.</p> <p>Click to fill the form</p>	<p>Enrollment or Deletion of Drivers</p> <p>INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers.</p> <p>Click to fill the form</p>	<p>Enrollment of Out-of-State Licensed Drivers</p> <p>INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers.</p> <p>Click to fill the form</p>
<p>Request for Closure</p> <p>INF 1112 - Request for Closure of Employer Pull Notice Account.</p> <p>Click to fill the form</p>	<p>Driver License Inquiry</p> <p>Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check.</p> <p>Click to fill the form</p>	

- Verify your employer information and select Continue.

The screenshot shows the 'Employer Information' form. On the left, a sidebar contains three radio buttons: 'Employer Information' (selected), 'Driver Information', and 'Certification'. The main form area is titled 'Employer Information' and contains the following fields: 'Company Legal Name / Name of Sole Proprietor' (redacted), 'Requester Code' (redacted), 'Mailing Address' (redacted), 'City' (SACRAMENTO), 'State' (CA), and 'Zip' (95818). At the bottom right, there are 'Previous' and 'Continue' buttons.

- Enter the California Driver's License or "X" Number.
- Enter the Driver's Last Name.
- Select Add Driver.

The screenshot shows the 'Driver Information' form. On the left, the sidebar has 'Employer Information' and 'Driver Information' (selected) radio buttons. The main form area is titled 'Driver Information' and contains: 'California Driver License or "X" Number (For Delete Driver/Change Remarks, key Driver License, and press Enter)' with a search icon and a red box around the input 'A 951'; 'Driver Last Name (For Add Driver Only; Information will pre-populate for Delete Driver)' with a red box around the input 'DRIVER'; 'Change Remarks' with 'Yes' and 'No' radio buttons; and a text area for 'Remarks' for your use. Below the text area are three buttons: 'Add Driver' (highlighted with a red arrow), 'Delete Driver', and 'Change Remarks'. At the bottom, there is a summary bar with dropdown menus for 'California Driver Licen...', 'Driver Last Name (For ...)', 'Change Remarks', 'Remarks' for your us...', and 'Operation'. Below the summary bar are three status indicators: 'Total Drivers Added (\$5 enrollment fee due for each driver added)', 'Total Drivers Deleted (No fee)', and 'Total Drivers Modified (No fee)'.

NOTE: You can add remarks to your driver's pull notice record if you choose. This information will print on pull notices in the Misc. Information section and will be visible on your My Drivers tab.

The driver has now moved down to the tally list at the bottom of your screen.

NOTE: There is no limit to how many drivers you can include on an INF 1100 application, you can combine adds, deletes, and changes, and you can submit multiple applications in a day (they do not override each other).

- Once you are ready to submit your application select Continue.

The screenshot shows a table with columns: California Driver Licen..., Driver Last Name (For ...), Change Remarks, "Remarks" for your us..., and Operation. A row is highlighted with a red border, containing a driver ID (A [redacted] 8961), the name DRIVER, and the status Added. A trash can icon is visible to the right of this row. Below the table, a summary section shows: 1 Total Drivers Added (\$5 enrollment fee due for each driver added), 0 Total Drivers Deleted (No fee), and 0 Total Drivers Modified (No fee). A text box contains the instruction: "If you discover you made an error, please select the trash can icon next to the driver to remove it from the application." At the bottom right, there are "Previous" and "Continue" buttons.

- Complete the certification and select Submit.

The screenshot shows the "Certification" step. On the left, a sidebar lists "Employer Information", "Driver Information", and "Certification". The main area contains a certification statement: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §1808.1 OR (2) have signed an Authorization for Release of Driver Record Information form (INF 1101)." Below this are input fields for "First Name", "Last Name", and "Title", each with a redacted value. At the bottom right, there are "Previous" and "Submit" buttons.

- Select Ok.

The screenshot shows a blue header with the text "Enrollment or Deletion of Drivers". Below the header, a message states: "Your application has been submitted successfully. Driver adds/deletes and inquiries may take up to two business days to process." At the bottom center, there is a blue "Ok" button.

Once the enrollment is complete, you will receive an email notification with subject "Pull Notification Available" from noreply@salesforce.com on behalf of noreply-requesterportal@dmv.ca.gov. If needed, please add these email addresses to your trusted recipients.

Section 2: Deleting a Driver

To delete a driver from the EPN program under your requester code, please follow these steps from your EPN home page:

- Select “Enrollment or Deletion of Drivers (INF 1100).”

EMPLOYER PULL NOTICE PROGRAM

Commercial Employer Forms

<p>Change of Account Information</p> <p>INF 4 - Change of EPN Account Information.</p> <p>Click to fill the form</p>	<p>Enrollment or Deletion of Drivers</p> <p>INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers.</p> <p>Click to fill the form</p>	<p>Enrollment of Out-of-State Licensed Drivers</p> <p>INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers.</p> <p>Click to fill the form</p>
<p>Request for Closure</p> <p>INF 1112 - Request for Closure of Employer Pull Notice Account.</p> <p>Click to fill the form</p>	<p>Driver License Inquiry</p> <p>Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check.</p> <p>Click to fill the form</p>	

- Verify your employer information and select Continue.

The screenshot shows the 'Employer Information' form. On the left, a sidebar contains three radio buttons: 'Employer Information' (selected), 'Driver Information', and 'Certification'. The main form area is titled 'Employer Information' and contains the following fields: 'Company Legal Name / Name of Sole Proprietor' (redacted), 'Requester Code' (redacted), 'Mailing Address' (redacted), 'City' (SACRAMENTO), 'State' (CA), and 'Zip' (95818). At the bottom right, there are 'Previous' and 'Continue' buttons.

- Enter the California Driver's License or "X" Number.

The screenshot shows the 'Driver Information' form. On the left, the sidebar has 'Employer Information' and 'Driver Information' (selected) radio buttons. The main form area is titled 'Driver Information' and contains: 'California Driver License or "X" Number (For Delete Driver/Change Remarks, key Driver License, and press Enter)' with a search icon and a red box around the input 'A 506'; 'Driver Last Name (For Add Driver Only; Information will pre-populate for Delete Driver)' with an empty text box; 'Change Remarks' with 'Yes' and 'No' radio buttons; and a 'Remarks' text area. At the bottom right, there are 'Add Driver', 'Delete Driver', and 'Change Remarks' buttons.

- Press Enter on your keyboard.

NOTE: The Delete Driver button is not activated until you press enter, the system searches your driver list, locates the driver based on the driver's license number you entered, and populates the driver's last name.

- Select "Delete Driver."

This screenshot is similar to the previous one but shows the results of the search. The 'California Driver License or "X" Number' field now contains 'A 506' and is highlighted with a red box. The 'Driver Last Name' field now contains 'DRIVER' and is also highlighted with a red box. The 'Delete Driver' button at the bottom right is now highlighted in red and has a red arrow pointing to it, indicating it is the next step.

The driver has now moved down to the tally list at the bottom of your screen.

- Once you are ready to submit your application, select Continue.

The screenshot shows a table with a header row containing dropdown menus: "California Driver Licen...", "Driver Last Name (For ...)", "Change Remarks", "Remarks" for your us...", and "Operation". Below the header, a row is highlighted with a red border, containing the text "A [redacted] 5506 DRIVER Deleted" and a trash can icon. Below the table, there is a summary section with three items: "Total Drivers Added (\$5 enrollment fee due for each driver added)", "Total Drivers Deleted (No fee)", and "Total Drivers Modified (No fee)". A red arrow points to the "Total Drivers Deleted" item. To the right of the summary is a text box that reads: "If you discover you made an error, please select the trash can icon next to the driver to remove it from the application." At the bottom right, there are "Previous" and "Continue" buttons.

NOTE: There is no limit to how many drivers you can include on an INF 1100 application, you can combine adds, deletes, and changes, and you can submit multiple applications in a day (they do not override each other).

- Complete the Certification and select Submit.

The screenshot shows the "Certification" form. On the left, there is a sidebar with three items: "Employer Information", "Driver Information", and "Certification", with "Certification" selected. The main form area has a title "Certification" and a checkbox that is checked, with the text: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §18081. OR (2) have signed an Authorization for Release of Driver Record Information form (INF 1101)". Below this are three input fields for "First Name", "Last Name", and "Title", each with a redacted value. At the bottom right, there are "Previous" and "Submit" buttons.

- Select Ok.

Enrollment or Deletion of Drivers

Your application has been submitted successfully. Driver adds/deletes and inquiries may take up to two business days to process.

Ok

Section 3: Changing Remarks on a Driver

You can also add or remove remarks from a driver's record using the INF 1100.

- Verify your employer information and select Continue.

The screenshot shows the 'Employer Information' form. On the left, a sidebar contains three radio buttons: 'Employer Information' (selected), 'Driver Information', and 'Certification'. The main form area is titled 'Employer Information' and contains the following fields: 'Company Legal Name / Name of Sole Proprietor' (redacted), 'Requester Code' (redacted), 'Mailing Address' (redacted), 'City' (SACRAMENTO), 'State' (CA), and 'Zip' (95818). At the bottom right, there are 'Previous' and 'Continue' buttons.

- Enter the California Driver's License or "X" Number.

The screenshot shows the 'Driver Information' form. On the left, a sidebar contains three radio buttons: 'Employer Information', 'Driver Information' (selected), and 'Certification'. The main form area is titled 'Driver Information' and contains the following fields: 'California Driver License or "X" Number (For Delete Driver/Change Remarks, key Driver License, and press Enter)' (A-06, highlighted with a red box), 'Driver Last Name (For Add Driver Only. Information will pre-populate for Delete Driver)' (empty), 'Change Remarks' (radio buttons for Yes and No), and '*Remarks* for your use (Miscellaneous information will be printed on your Driver's Pull Notice)' (empty). At the bottom right, there are 'Add Driver', 'Delete Driver', and 'Change Remarks' buttons.

- Press Enter on your keyboard.

NOTE: The Change Remarks button is not activated until you press enter, the system searches your driver list, locates the driver based on the driver's license number you entered, and populates the driver's last name.

Employer Information
Driver Information
Certification

Driver Information

California Driver License or "X" Number (For **Delete** Driver/Change Remarks, key Driver License, and press Enter.)

A 506

Driver Last Name (For Add Driver Only; Information will pre-populate for Delete Driver)

DRIVER

Change Remarks

Yes
 No

"Remarks" for your use (Miscellaneous information will be printed on your Driver's Pull Notice)

Add Driver **Delete Driver** Change Remarks

- Select Yes under Change Remarks and type your remarks in the provided field.
- Select "Change Remarks."

NOTE: This information will print on the Drivers List and on Pull Notifications in the Misc. Information field. It cannot include the driver's name, date of birth, or social security number.

Driver Information

California Driver License or "X" Number (For **Delete** Driver/Change Remarks, key Driver License, and press Enter.)

A 5506

Driver Last Name (For Add Driver Only; Information will pre-populate for Delete Driver)

DRIVER

Change Remarks

Yes
 No

"Remarks" for your use (Miscellaneous information will be printed on your Driver's Pull Notice)

Add remarks here

Add Driver **Delete Driver** Change Remarks

The driver has now moved down to the tally list at the bottom of your screen.

NOTE: There is no limit to how many drivers you can include on an INF 1100 application, you can combine adds, deletes, and changes, and you can submit multiple applications in a day (they do not override each other).

- Once you are ready to submit your application select Continue.

California Driver Licen...	Driver Last Name (For ...	Change Remarks	"Remarks" for your us...	Operation	
A 6506	DRIVER	Yes	Add remarks here	Modified	

Total Drivers Added (\$5 enrollment fee due for each driver added)
 Total Drivers Deleted (No fee)
 Total Drivers Modified (No fee)

If you discover you made an error, please select the trash can icon next to the driver to remove it from the application.



- Complete certification screen and select Submit.

- Employer Information
- Driver Information
- Certification

Certification

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §1808.1. OR (2) have signed an Authorization for Release of Driver Record Information form (INF 1101).

* First Name

* Last Name

* Title

- Select Ok.

Enrollment or Deletion of Drivers

Your application has been submitted successfully. Driver adds/deletes and inquiries may take up to two business days to process.

NOTE: There is no charge for Changing Remarks, however, please be aware that this will not generate a pull notice. In order to request a pull notice with any new remarks you have added, please request a Driver's License Inquiry for the driver.

CHAPTER 5: Driver's License Inquiry

To request a driver's license inquiry, please follow these steps from your EPN home page:

- Select "Driver's License Inquiry."

The screenshot shows the EPN website interface. At the top, there is a navigation bar with the CA.GOV logo, a search bar, and user profile icons. Below the navigation bar, there are links for 'Pull Notifications', 'My Drivers', 'Billing Account', and 'Support / Contact Us'. The main heading reads 'EMPLOYER PULL NOTICE PROGRAM' next to an illustration of a person sitting at a desk working on a laptop. Below this is a section titled 'Commercial Employer Forms' which contains a grid of six form options:

Commercial Employer Forms		
<p>Change of Account Information</p> <p>INF 4 - Change of EPN Account Information.</p> <p>Click to fill the form</p>	<p>Enrollment or Deletion of Drivers</p> <p>INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers.</p> <p>Click to fill the form</p>	<p>Enrollment of Out-of-State Licensed Drivers</p> <p>INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers.</p> <p>Click to fill the form</p>
<p>Request for Closure</p> <p>INF 1112 - Request for Closure of Employer Pull Notice Account.</p> <p>Click to fill the form</p>	<p>Driver License Inquiry</p> <p>Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check.</p> <p>Click to fill the form</p>	

- You are reminded that a Driver's License Inquiry will not add the driver to your requester code and asked if you want to continue.

Driver License Inquiry

This function does not add the driver to Pull Notice account. Would you like to continue?

Yes
 No

- Complete the driver's license inquiry, including the California driver's license or "X" Number, Driver's Full Last Name, and an Inquiry Type.
- Select Add Inquiry.

Driver License Inquiry

* California Driver License Or "X" Number

* Driver Full Last Name Only

* Inquiry Type

Prospective Driver Check
 Casual Driver Record Status Check
 Currently Enrolled Driver's Record Status Check

[Add Inquiry](#)

The driver has now moved down to the tally list at the bottom of your screen.

NOTE: There is no limit to how many inquiries you can include on an application.

- Once you are ready to submit your application select Continue.

California Driver License Or "X" Number	Driver Full Last Name Only	Inquiry Type	
1	A 5506	DRIVER	Currently Enrolled Driver's Record Status C...

1 Total Drivers (\$2 inquiry fee due for each driver)

If you discover you made an error, please select the trash can icon next to the driver to remove it from the application.

Complete certification screen and select Submit.

Employer Information

Driver Information

Certification

Certification

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §1808.1 OR (2) have signed an Authorization for Release of Driver Record Information form (INF 1101).

* First Name

* Last Name

* Title

Previous Submit

- Select Ok.

Your application has been submitted successfully. Driver adds/deletes and inquiries may take up to two business days to process.

Ok

Once the application is complete, you will receive an email notification with subject "Pull Notification Available" from noreply@salesforce.com on behalf of noreply-requesterportal@dmv.ca.gov. If needed, please add these email addresses to your trusted recipients.

CHAPTER 6: Enrollment of Out-of-State Licensed Drivers (INF 1102)

To enroll an out-of-state licensed driver into the EPN program under your requester code, please follow these steps from your EPN home page:

- Select “Enrollment of Out-of-State Licensed Drivers (INF 1102).”

The screenshot shows the CA DMV website interface. At the top, there is a navigation bar with the CA DMV logo and several menu items: 'Pull Notifications', 'My Drivers', 'Billing Account', and 'Support / Contact Us'. Below the navigation bar, the main heading reads 'EMPLOYER PULL NOTICE PROGRAM' in large, bold, blue letters. To the right of the heading is an illustration of a person sitting at a desk working on a laptop. Below this is a blue banner with the text 'Commercial Employer Forms'. Underneath the banner is a grid of six blue boxes, each representing a different form option. The box for 'Enrollment of Out-of-State Licensed Drivers' is highlighted with a red border. Each box contains the form title, a brief description, and a 'Click to fill the form' link.

Commercial Employer Forms		
Change of Account Information INF 4 - Change of EPN Account Information. Click to fill the form	Enrollment or Deletion of Drivers INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers. Click to fill the form	Enrollment of Out-of-State Licensed Drivers INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers. Click to fill the form
Request for Closure INF 1112 - Request for Closure of Employer Pull Notice Account. Click to fill the form	Driver License Inquiry Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check. Click to fill the form	

- Verify your employer information and select Continue.

The screenshot shows a web form titled "Employer Information". On the left, a sidebar contains three radio button options: "Employer Information" (selected), "Driver Information", and "Certification". The main form area contains the following fields:

- Company Legal Name / Name of Sole Proprietor: [Redacted]
- Requester Code: [Redacted]
- Mailing Address: [Redacted]
- City: SACRAMENTO
- State: CA
- Zip: 95818

At the bottom right of the form, there are two buttons: "Previous" and "Continue".

- Complete the Driver Information page.
- Upload an image of a valid out-of-state driver's license.
- Select Add Driver (add additional drivers to your tally list until you are ready to submit your application).
- Once you are ready to submit your application select Continue.

Driver Information

\$5 Due for each new driver enrolled on a commercial EPN account

* Legal First Name

Legal Middle Name

* Legal Last Name

* Date of Birth

* Home State Address

* City

* Country

* State / Province / Territories ⓘ

* Zip / Postal Code

* Out-of-State Driver License Number

* Upload Driver License

 Or drop files

* Issuing State / Country (MX - Mexico, CN - Canada) / US Territories ⓘ

Remarks (Max 21 characters)

Add Driver

Driver Name	Driver License	Issuing State / Country (MX - ...)	Remarks (Max 21 characters)
-------------	----------------	------------------------------------	-----------------------------

Q Total Drivers Added (\$5 due for each new driver enrolled on a commercial EPN Account)

Previous

Continue

- Complete the Certification and select Submit.

The screenshot shows a web form titled "Certification". On the left, a vertical sidebar contains three steps: "Employer Information", "Driver Information", and "Certification", with "Certification" being the active step. The main form area contains a certification statement: "I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §1808.1, OR (2) have signed an Authorization for Release of Driver Record Information form (NF 1101)." Below this are three text input fields labeled "First Name", "Last Name", and "Title", each with a blacked-out placeholder. At the bottom right, there are two buttons: "Previous" and "Submit".

- Select Ok.



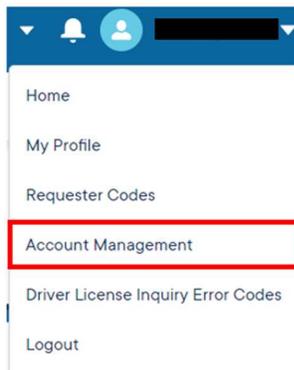
Once the enrollment is complete, you will receive an email notification with subject "Pull Notification Available" from noreply@salesforce.com on behalf of noreply-requesterportal@dmv.ca.gov. If needed, please add these email addresses to your trusted recipients.

CHAPTER 7: Adding a Delegated User

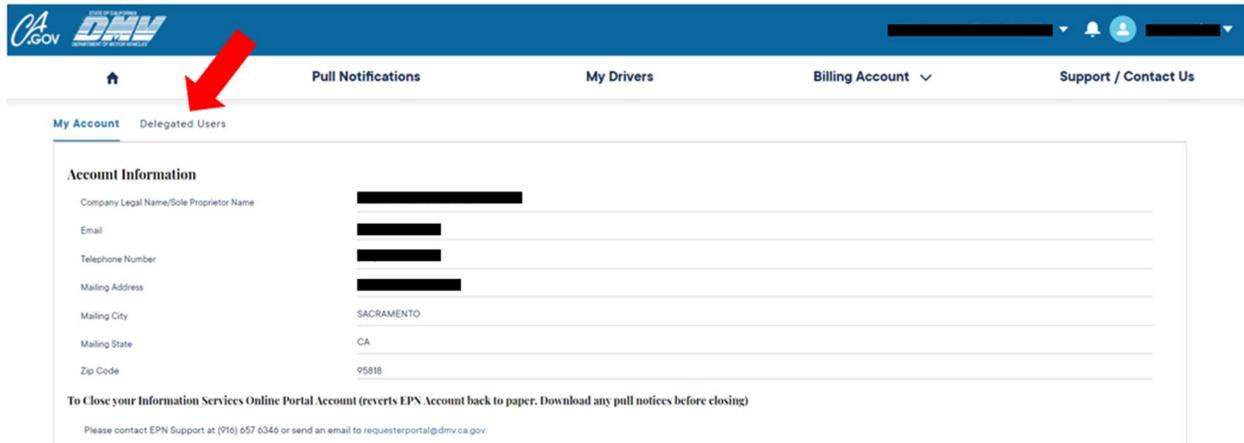
EPN accounts with more than 10 drivers can request their user profile be upgraded to allow them to add delegated users. Only the authorized representative can add a delegated user to the account, the delegated user will be able to do all the things an authorized representative can do except add delegated users.

If you are an authorized representative and your account currently has more than 10 drivers and you want to add delegated user(s), please contact RequesterPortal@dmv.ca.gov and request this access. Once it is approved, please go to your home page, and select the arrow next to your name in the upper right-hand corner of your screen.

- Select "Account Management."



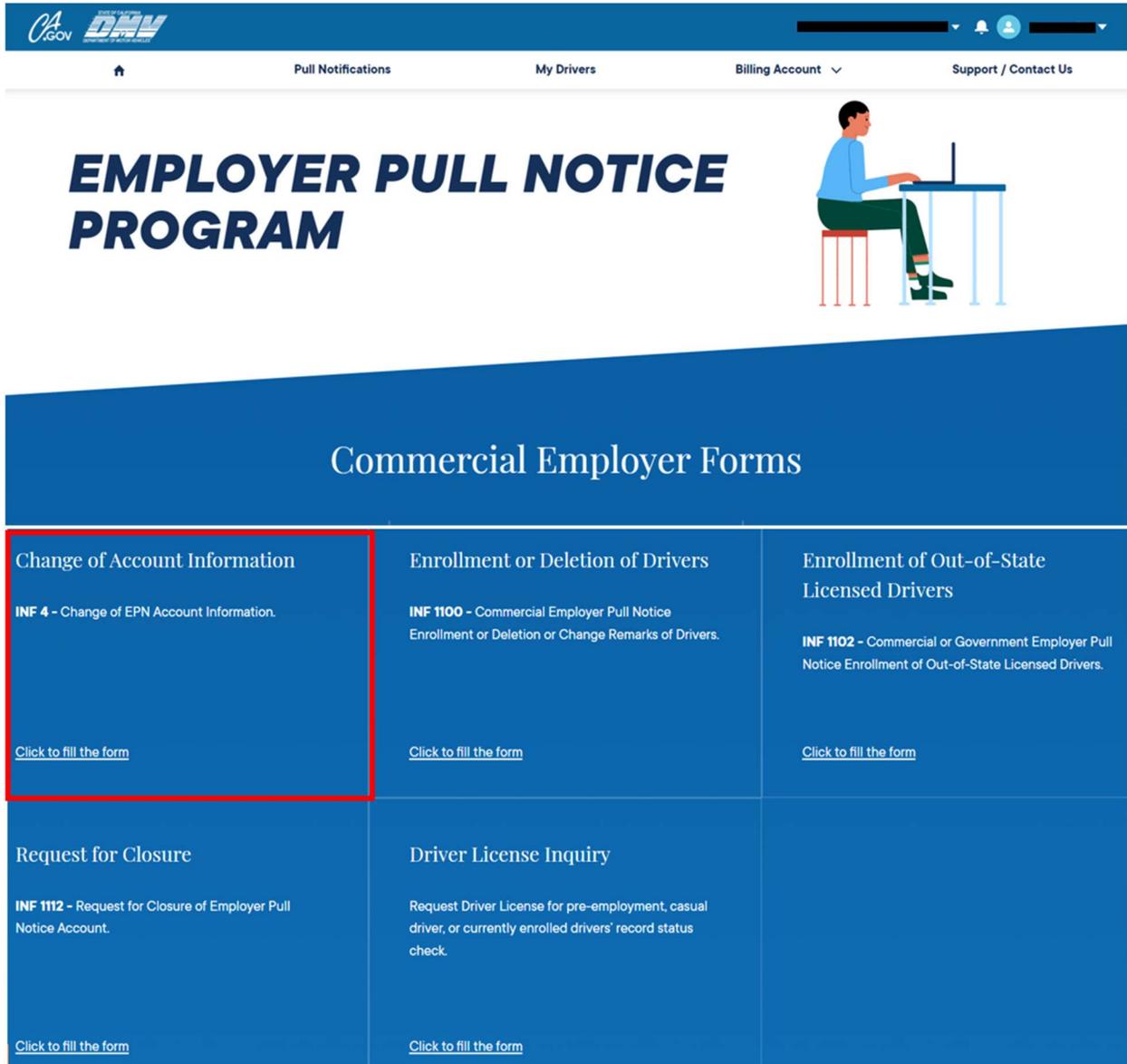
- Select "Delegated Users."



CHAPTER 8: Change of Account Information (INF 4)

To update your account information for your EPN account, please follow these steps from your EPN home page:

- Select “Change of Account Information (INF 4).”



The screenshot shows the DMV website interface. At the top, there is a navigation bar with the CA.GOV logo, a search bar, and user account options. Below the navigation bar, the main heading reads "EMPLOYER PULL NOTICE PROGRAM" in large, bold, blue letters. To the right of the heading is an illustration of a person sitting at a desk working on a laptop. Below this, a blue banner contains the text "Commercial Employer Forms". Underneath the banner is a grid of six blue boxes, each representing a different form option. The first box, "Change of Account Information", is highlighted with a red border. It contains the text "INF 4 - Change of EPN Account Information." and a link "Click to fill the form". The other boxes are: "Enrollment or Deletion of Drivers" (INF 1100), "Enrollment of Out-of-State Licensed Drivers" (INF 1102), "Request for Closure" (INF 1112), and "Driver License Inquiry".

Commercial Employer Forms		
Change of Account Information INF 4 - Change of EPN Account Information. Click to fill the form	Enrollment or Deletion of Drivers INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers. Click to fill the form	Enrollment of Out-of-State Licensed Drivers INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers. Click to fill the form
Request for Closure INF 1112 - Request for Closure of Employer Pull Notice Account. Click to fill the form	Driver License Inquiry Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check. Click to fill the form	

- Review "Section 1 – Current information on the EPN Account."
- Select from "Section 2 – Requested changes to the EPN Account."

Requested Changes to the EPN Account

This form is to be completed for a change of address, change of contact or attention to persons, adding or deleting a "Doing Business As" (DBA) name, or a correction of company name only. If your business entity (i.e., individual, partnership, corporation, limited liability) has changed, you must apply for a new EPN account.

Section 1 - Current information on the EPN Account

Company Legal Name / Agency Name / Sole Proprietor Name

Requester Code

Doing Business As (DBA)

Email

Street

City State

Zip

Contact Person(s)

Attention To Person: First Name Last Name

Telephone Number Extn.

Section 2 - Requested changes to the EPN Account

Correction of Company Name
 Change of Address
 Adding / Deleting DBA
 Change Contact / Attention Info
 *Update ABIS Billing Info

Yes
 No

NOTE: You are required to make a selection and complete the corresponding field. If you started this application in error, please select Cancel. ABIS Billing Info is maintained in a separate database. If you do not want your ABIS information updated as well, please Select No (system defaults to Yes).

Section 2 - Requested changes to the EPN Account

- Correction of Company Name
- Change of Address
- Adding / Deleting DBA
- Change Contact / Attention Info

* Update ABIS Billing Info

Yes

No

* Company Legal Name / Agency Name / Sole Proprietor Name

- Complete the Certification and select Submit.

- Employer Information
- Driver Information
- Certification

Certification

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. The driver(s) listed are (1) mandated for enrollment under California Vehicle Code §1508.1. OR (2) have signed an Authorization for Release of Driver Record Information form (INF 1101).

* First Name

[REDACTED]

* Last Name

[REDACTED]

* Title

[REDACTED]

- Select Ok.

Change of Account Information

Your Application has been submitted successfully. You will receive an email once your application is processed. Please add no-reply@requesterportal.ca.gov to your list of trusted email addresses to prevent any correspondence from the DMV ending up in your spam folder.

CHAPTER 9: How (and when) to Make a Payment

Section 1: Pay Account Balance (10 or Fewer Drivers)

There are three payment options in the EPN portal for different purposes. Accounts with 10 or fewer drivers must “pay to view” pull notices so you would select “Pay Account Balance” on the Pull Notifications tab. This option allows you to pay a fixed amount equaling the total of any unpaid pull notices, updates the payment status to paid, and gives you immediate access via hyperlink (driver's license (DL) number) to the pull notice(s). This option can be used every time a pull notice generates on your account, and you are notified by email.

- Go to your Pull Notifications tab and select “Pay Account Balance.”

PULL NOTIFICATIONS

Total Unpaid Balance : \$8.00

Search DL Number | Print By Date | Download By Date

Viewed	Driver	Description	Notice Date ↓	Payment Status	Payment Date	Amount	Delete
	DL [REDACTED]	Activities	08/15/2022	Unpaid		\$1.00	
	DL [REDACTED]	DL Inquiry	07/13/2022	Unpaid		\$2.00	
	DL [REDACTED]	Activities	06/29/2022	Unpaid		\$5.00	
<input checked="" type="radio"/>	DL [REDACTED]	Error	06/24/2022			\$0.00	
<input checked="" type="radio"/>	DL [REDACTED]	Error	06/24/2022			\$0.00	

Displaying 1 of 2 Page

Pay Account Balance

- Select Yes to continue.

Pull Notification Payment

Successful payments can take up to 5 minutes to process. Are you sure you want to continue?

No

Yes

- Select Ok to open the DMV Payment Portal (*go to page 62*).

Pull Notification Payment

A new tab will open to make a payment. After your payment is complete, please come back to this tab to continue the current session.

Note: It may take up to 5 minutes for payments to post in our system. If pull notices are not viewable, please check back in a couple of minutes.

Cancel

Ok

Section 2: Pay Invoice in Full (More than 10 Drivers)

Accounts with more than 10 drivers do not have to pay to view (the hyperlink will always be present) and should pay the monthly invoice on the Billing Account tab which only allows you to pay a fixed amount equaling the total of pull notices generated during that billing cycle and automatically updates the invoice and all corresponding pull notices to paid. Invoices generate on the 10th of each month, and you will be notified by email when it is available for payment.

- Go to your Billing Account tab and select "Online Payment."

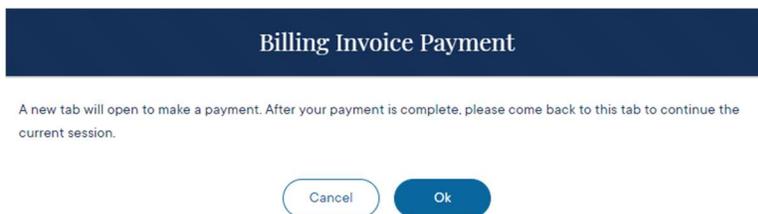


- Under Current Invoice, select "Pay Invoice in Full."



NOTE: Only the current invoice needs to be paid, the current invoice includes any unpaid charges from previous invoices (see invoice history).

- Select Ok to open the DMV Payment Portal (go to page 62).



Section 3: Make a Partial Payment (Post a Payment of Any Amount)

NOTE: This option will post a payment to your billing account; however, it does not tie your payment to a particular invoice or pull notice, will not change a status to paid, or create a hyperlink allowing you to open a pull notice.

NOTE: Use this method if you have an invoice larger than the per transaction limit of \$90,000.00.

- Go to your Billing Account tab and select "Online Payment."



- Under Current Invoice, select "Make a Partial Payment."



- Enter an amount to be paid (only allows whole dollar amounts) and select Pay.

A screenshot of the "Make a Payment" form. The form has a dark blue header with the text "Make a Payment". Below the header, there is a field for "Billing Account Number" with a redacted value. Below that is a field for "Enter a Amount" with the value "1" entered. At the bottom of the form, there are two buttons: "Cancel" and "Pay".

- The DMV Payment Portal opens.



DMV PAYMENT PORTAL

Accepted Payment Methods

Pay online directly from your bank account

No Additional fees.

For a bank payment, you will need one of your checks (not a deposit slip) to obtain the bank routing number and account number.

Credit/Debit Card

2.0% service fee



We accept these credit cards.

We accept debit cards that have a Visa or Mastercard logo.

- Select Click to Pay.

Total Payment

Click to Pay

- Select Proceed to Checkout.



DMV PAYMENT PORTAL

Total Payment

You will be redirected to a third party payment provider used by the DMV.



- Select Leave (you will be directed to a third-party payment provider).

Leave site?

Changes you made may not be saved.

- Select "Credit Card" or "Check."

Payment Method

Credit Card or Check

Credit Card Info

Cardholder's Name

Card Number

* All fields are required

Fee Summary

Item	Reference	Amount
DMV Fee	X5553	\$ 1.00
Service Fee	2.0%	\$ 0.02
Total Amount		\$ 1.02

*An additional service fee of 2.0% will be added to card payments.

Privacy Policies
clover.com/privacy
merchants.fiserv.com/en-us/privacy/
dmv.ca.gov/yourprivacy

- If you selected Credit Card, you will be offered receipt options. Please choose Print, Email, or Text.

Payment Successful!

CA DMV
 2415 First Ave
 Sacramento, CA 95818

DMV.CA.GOV
 800-777-0133

05/16/2023
 Office: VFC
 TTC: Z96

8:35:35 AM
 Tech: 01
 SEQ: 0215

DMV Fee:	\$1.00
FD Service Fee:	\$0.02
Total:	\$1.02

Receipt Options

By selecting EMAIL or SMS TEXT MESSAGE, I agree to receive email and SMS text communication from California DMV.

Receipt Options

By selecting EMAIL or SMS TEXT MESSAGE, I agree to receive email and SMS text communication from California DMV.

Phone Number *

Confirm Phone Number *

Receipt was sent! Your transaction is complete. Thank you.

NOTE: A transaction can take up to 5 minutes to process. Please make sure to wait the full 5 minutes for the process to complete and a receipt to generate. An additional service fee will be added to your card. Please see breakdown of charges in fee summary.

- If you selected Check, please choose "Personal" or "Business" under Check Type and complete the Check Writer Identification fields.

Checkout

Payment Method

Credit Card or Check

1 Check Type

Personal
 Business

2 Check Writer Identification

First Name *
 Last Name *

State Issued ID or Drivers License *
 Issuing State *

Fee Summary

Item	Reference	Amount
DMV Fee	APP-248360	\$ 50.00
Total Amount		\$ 50.00

Privacy Policies
clover.com/privacy
merchants.fserv.com/en-us/privacy/
dmv.ca.gov/yourprivacy

CHAPTER 10: Request for Closure of Employer Pull Notice Account (INF 1112)

As a customer with an existing account, you may submit a request for closure of your requester code through the EPN portal using an INF 1112.

NOTE: Closing your requester code means all enrolled drivers will be deleted and the requester code can no longer be used.

To close your requester code, please follow these steps from your EPN home page:

- Select "Request for Closure (INF 1112)."

The screenshot shows the EPN portal home page. At the top, there is a navigation bar with the CA logo, a search bar, and user profile information. Below the navigation bar, there are links for "Pull Notifications", "My Drivers", "Billing Account", and "Support / Contact Us". The main heading is "EMPLOYER PULL NOTICE PROGRAM" with an illustration of a person sitting at a desk. Below this is a section titled "Commercial Employer Forms" which contains a grid of six options. The "Request for Closure" option is highlighted with a red border.

Commercial Employer Forms		
Change of Account Information INF 4 - Change of EPN Account Information. Click to fill the form	Enrollment or Deletion of Drivers INF 1100 - Commercial Employer Pull Notice Enrollment or Deletion or Change Remarks of Drivers. Click to fill the form	Enrollment of Out-of-State Licensed Drivers INF 1102 - Commercial or Government Employer Pull Notice Enrollment of Out-of-State Licensed Drivers. Click to fill the form
Request for Closure INF 1112 - Request for Closure of Employer Pull Notice Account. Click to fill the form	Driver License Inquiry Request Driver License for pre-employment, casual driver, or currently enrolled drivers' record status check. Click to fill the form	

- Verify your employer information and select Continue.

- Read the Account Closure Information and select continue.

- If there is a balance due, you will receive the following pop up asking if you want to continue to pay. Selecting "Continue to Pay" will take you to the billing account tab.

Outstanding Payments

The account has an outstanding balance to be paid. Do you want to continue to pay?

- If you select "Later", you will receive a second pop up informing you that you will remain in collection status. Choosing yes will allow you to continue with closure.

Warning !

All the drivers on your account will be deleted however the account will remain open in collection status until balance due is paid. Would you like to continue?

- Complete the Certification and select Submit.

The screenshot shows a web form titled "Certification". On the left, a vertical navigation bar contains three items: "Employer Information", "Account Closure Information", and "Certification", with "Certification" being the active step. The main form area contains a checkbox with a checkmark and the text "I certify (or declare) under penalty of perjury under the laws of the State of California that the information contained herein is true and correct to the best of my knowledge and belief." Below this are three text input fields labeled "First Name", "Last Name", and "Title", each with a black redaction box over the text. At the bottom right of the form are two buttons: "Previous" and "Submit".

- Select Ok.

Request for Closure of EPN Account

Your application has been submitted successfully. You will receive an email once your application is processed.
Please add noreply@requesterportal.ca.gov to your list of trusted email addresses to prevent any correspondence from the DMV ending up in your spam folder.

Ok

Once the enrollment is complete, you will receive an email notification from noreply@salesforce.com on behalf of noreply-requesterportal@dmv.ca.gov. If needed, please add these email addresses to your trusted recipients.

CHAPTER 11: Annual Review

The Annual EPN Account Verification email is a reminder to sign in and confirm your company information and driver enrollment. To make changes/corrections to your mailing address or contact information you will need to complete the INF 4 form online. You can verify all of your enrolled drivers by looking at the 'my drivers' page, any deletions and additions of drivers can be submitted using the INF 1100/1103 form online. **If no changes are needed no action is required.**

Sample email:

From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Requester Portal Management
Sent: Tuesday, November 29, 2022 7:00 AM
To: [REDACTED]
Subject: Annual EPN Account Verification

Hello [REDACTED],

Thank you for being an EPN customer. DMV requires all Employers to have accurate account and driver information. You can update your account or driver information from the online portal; if changes are needed to mailing address or contact information complete the INF4 form online. Verification of your enrolled drivers can be completed by reviewing your list of drivers under the 'my drivers' page. If no changes are needed no action is required. Please login to your online account using the link below

[Login Here](#)

Sincerely,

The DMV Account Management Unit

Need to get in touch with the team? Contact us via email at requesterportal@dmv.ca.gov

CHAPTER 12: Contact EPN for Assistance

Need assistance or have questions regarding the EPN Requester Portal? EPN can be reached for general portal navigation questions and assistance at **(916) 657-6346 option #1**.

You may also contact RequesterPortal@dmv.ca.gov and receive a response within 24 hours for any of the following:

- Changing the Authorized Representative
- Updating your email for the username sign in
- Updating the phone number for MFA
- Upgrading your account to allow Delegated Users
- Single sign on error or IBM error
- Issues with validating

This is a customer guide for navigating and submitting applications through the Employer Pull Notice (EPN) Requester Portal only. If you have any questions regarding the EPN program, please refer to the DMV web site:

<https://www.dmv.ca.gov/portal/vehicle-industry-services/motor-carrier-services-mcs/employer-pull-notice-epn-program/>