



UTAH EMPLOYMENT MVRS

To obtain Utah Motor Vehicle Records (“MVRs”) through iiX, all customers are required to register their organizations with Utah.gov.

To register with Utah:

1. Go to <https://secure.utah.gov/dhr> and select [Create a Utah.gov Account](#).
2. After you create an account, you will be prompted to activate it via e-mail verification.
3. After activating your account, you will need to sign up your organization. Note that only one individual from your business needs to enroll.
4. From “Business Profile”, enter you organization’s FEIN, name and address, and the type of business that applies to your organization.
 - **Note:** To obtain CDL Medical Certificate information from the state of Utah, select “Organization Type: Motor Carrier”
5. Review and agree to the Terms and Conditions.
6. Your organization profile will be reviewed and approved or denied by the Utah Driver License Division. It may take up to five days for your application to be processed. You will receive an email notifying you of any change in status.

To add a Vendor (such as iiX) to your approved organization profile:

1. Log into <https://secure.utah.gov/dhr>
2. Select ADD RELATIONSHIP
3. Add Organization ID for a Vendor. (iiX Vendor ID is **4236AY942Q**).
4. If you are using a Sub-Vendor, you will need to identify them at this point as well. If you do not know your Sub-Vendor’s ID, please contact them to obtain it.
5. Send an email to support@iix.com to notify them of your organization’s enrollment. Be sure to include your Organization ID. This will help expedite the process of updating Utah access on your iiX account.

If ordering through iiX, once registered with the state, there are no changes to the MVR ordering process.

Please note that terms and conditions are valid from one year of agreement. You will be notified when it is time to agree to the terms again.

Video Links for instruction help Vimeo password: “**utah.gov**”

- [Creating a Utah.gov account](#)
- [Creating a business profile in DHR](#)
- [Adding approved 3rd party relationships](#)
- [What else can I do in the application?](#)

If you have any questions, feel free to contact our support team at 800-683-8553, option 7 or support@iix.com.