

# Utah Organization ID Setup Instructions

Step 1 – Register for [Utah Account](#) 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 t 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 – Login again to enter Organization IDs with State of Utah

- Enter SambaSafety's Organization ID# TJ0GINEBJC as vendor, and Certn's Organization ID# SD5EAI8DQL as sub-vendor to create Utah MVR Order relationships
- Contact us once this process is completed to provide your Org ID