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Introduction

Oregon Driver and Motor Vehicles Services (DMV) provides Record Inquiry Account (RIA) access on DMV2U as a service to commercial users to obtain driver and vehicle records as permitted under ORS 802.175 – 802.191. As a web based application, DMV2U is available through the internet providing access to view and order specific DMV records when they are needed. This guide is intended to help RIA members become familiar with DMV2U.

DMV2U will allow you to:

• Search and view basic vehicle record information online.

-The total fee to view a vehicle record through DMV2U is **\$0.35 per record**. There is a \$0.10 fee for the initial search (which displays the year, make, model and VIN, or shows if there were no results), and then an additional \$0.25 to view the detailed record.

- Request vehicle records to be faxed or mailed.
- Search and view basic driver information online.
 The fee to view driver information is \$0.25 per record. A \$0.10 fee will be charged when no record can be found.
- View and download invoices.
- Make payments.
- Requalify your account when required.
- Maintain your list of drivers enrolled in the Automated Reporting Service.

DMV2U Rules

- <u>DMV2U logons cannot be shared</u>. Separate logons are required for each individual user, and they must be set up under the individual's first and last name and direct email address. Generic logons must not be created. This is required for security and auditing reasons.
- Once a user is no longer employed, an administrator must immediately deactivate their access to DMV2U.
- The DMV2U Administrator access level is intended only for listed contacts.
- You must have a valid and permissible reason as permitted under Oregon's Record Privacy Law to query DMV records. All inquiries must be for business use in accordance with Oregon's Record Privacy Law for your approved entity type, and in accordance with the stated use on your account application.
- Do not query or request personal records or access DMV Records for any personal use. Do not access records solely for testing purposes.
- Only owner(s) or direct employees of your business may be granted access to DMV2U.
- <u>Do not</u> allow access to DMV2U to anyone outside of your business, including contractors/agents.
- Protect your username and password and do not share your logon credentials with others.



General user logon information

- Account contacts are eligible for the Administrator level and have the ability to maintain users, including deactivating users and assisting with lockouts and reactivation. They can view and change the web PIN under Manage My Profile, and they will receive web PIN notifications monthly by email as long as their logon remains active.
- DMV2U logons will automatically be deactivated by the system if the user does not log in during a 60 day period. Please note that DMV Customer Assistance cannot reinstate deactivated users.
 - If a standard user is deactivated, they must contact their account administrator to be reinstated.
 - If an administrator is deactivated, and there is no other user at the administrator level that can reinstate their logon, they can send an email to the DMV Records Policy unit at ODOTDMVRecordsPol@odot.orgon.gov to request reactivation.

DMV2U logon creation instructions for new users

The first logon created will be granted the role of Administrator, which is intended only for an account contact person. Therefore, a contact person must register first. To add additional users, the contact/administrator may share the account number and the current web PIN to any employees authorized to use the service, and they may register by following the same instructions below.

1. Open a browser and navigate to the following URL and click on **Partner Sign in** located in the top right-hand corner of the screen <u>https://dmv2u.oregon.gov/eServices/ /</u>



- 2. Under the sign in fields, click Register Here.
- 3. After reviewing the About section, click **Next**.
- 4. Under the User Information section, enter your first and last name and **direct email address**.



- Under the Account Verification section, from the drop down menu select **Record Inquiry** as the account type. Then you will enter your Record Inquiry Account number and your current web PIN. Click Next.
- Under the Logon Details section, create a username and password. Select your secret question and enter your answer. Your secret question and answer will be used to verify your identity if you ever need to reset your password.
- 7. At the Payment Channel Setup page, you can choose to enter your banking information so that the information is stored for faster payment processing. This is not used for automatic-payments as payments must be made manually. This step is optional. If you choose not to set up a payment channel, click Next.
- 8. Review your new logon credentials, and then select **Submit** to finish the registration process. You will then be taken to a confirmation screen. You may now select **Partner Sign In** to log in with your new username and password.
- 9. After logging in for the first time, you will be prompted to select your preferences for the Two-Step Authentication. Each time your credentials are used to log in from a new browser or device, you will be sent an authentication code to enter. Here you can choose whether to receive the code by email, text, or both, or you can choose to Disable the feature.

Protect your DMV2U profile with two-step verification

| Two-step verification is used to better protect your DMV2U profile. Once we have it setur log in. | o you'll be asked to provide a unique security code to verify your identity each time you |
|--|---|
| 🖂 Email | Text Message |
| Receive security codes by email. | Receive security codes by text message. |
| Add Email | Add Phone |
| | Message and data rates may apply. To stop receiving SMS messages, remove your number above. |

Don't want to use two-step verification? Disable



Account Home Page

When you log in to DMV2U, you will see the home page with links to various Record Inquiry Account related services.

| A B C More | | |
|-----------------------|--------------|--|
| ccount Number: 100277 | - Requests E | Add a new request View all requests Requalify your account |
| | Financials F | View periods Make a payment |
| | | View monthly un-posted debt |

A. Summary

The summary page provides RIA users with an overview of the account. This page includes links to complete various RIA actions.

B. Action Center

The action center would have any alerts about the account such as if a bill payment is late.

C. More

The more tab provides additional access to manage logons, view DMV2U submissions, or view letters DMV has sent. Only Administrators will have access to manage logons.

D. Account Number

Provides the Record Inquiry Account number associated with your business.

E. Requests

View or submit a request for a record, view DMV2U submission, requalify your account, or manage ARS. Only Administrators will have access to manage ARS.

F. Financials

View bill details, make a payment, or view debt not yet billed.



Manage My Profile



Here you can update your password, secret question, and two-step verification settings. Under the More tab, you will have additional options to manage your own access, view and search DMV2U submissions, and edit your payment channel. Also under the More tab, an Administrator can manage additional DMV2U logons and view or change the current web PIN.

Profile More...

| Profile | ⑦ Security |
|-------------------|------------------------------------|
| Name | Password |
| Account User | Last changed June 24 |
| Update Name | Change Password |
| My Email | Secret Question |
| test@test.com | What is your father's middle name? |
| Change Email | Update Your Secret Question |
| My Phone Number | Two-Step Verification Settings |
| No phone number | Two-step verification is disabled |
| Edit Phone Number | Change Two-Step Settings |

Profile More...

| 🔿 Access Management | 🚉 Other Users | Payment Channels |
|--|---|---|
| Manage your own access to your account(s). | Manage default settings and permissions for other web logons. | Manage your bank accounts used to make payments on DMV2U. |
| Manage My Access | > Manage Additional Logons | > Manage Payment Channels |
| > Delete My Profile | | |
| Submissions Search online transactions previously submitted for | | Web Pins |
| Search online transactions previously submitted for processing. Search Submissions | View Activity | Web Pins View web pins associated to this account |



Create a New Request

To submit a request, you must have an active account and a logon created for DMV2U. Log in to your account with the DMV2U username and password you created.

To create a new request, select **Add a new request** on the account home page. Depending on your permission level, you will see available request types. Determine what type of request you would like to submit.

- Individual Records Request Allows you to submit a driver record request or search for a driver.
- Vehicle Records Request Allows you to submit a vehicle record request or search for a vehicle.
- Automated Reporting System (ARS) Administrators can view existing ARS subscriptions, manage ARS subscriptions, and see upcoming expiring Medical Examiner's Certificates.

| R Individual Records | 🖨 Vehicle Records | ≣ ARS |
|---|---|--|
| ecords or searches associated with an dividual | Records or searches associated with a vehicle | Manage your Automated Reporting System (ARS) |
| > Submit a driver record request | > Submit a vehicle record request | > View your ARS subscriptions |
| > Search for a driver | > Search for a vehicle | > Manage your ARS subscriptions |
| | | > See upcoming expiring MECs |

Note: DMV2U access will vary based on the account type and authorizations.

Individual Records

Individual records requests have been divided into two different categories.

- Submit a Driver Record Request
 - Automated driving records will be processed and sent out the next business day.
 - Manual records will be processed typically in 5-7 business days.
- Search for a Driver
 - Perform searches by Oregon Driver License/Permit/ID number to obtain an individual's driver information.
 - This will provide the same information that would be given over the phone with a Customer Service Agent.

| R | | Individual Records |
|-----|-----|---|
| Rec | cor | ds or searches associated with an dual |
| | > | Submit a driver record request |
| | > | Search for a driver |
| | | |
| | | |



Submit a Driver Record Request

You will see options for Automated Records and Manual Records. Automated Records are various driver records that generate automatically by the system. Manual Records require DMV staff to manually pull the requested information.

- 1. Log into DMV2U with your username and Password, click Add a new request.
- 2. In the Individual Records category, click on **Submit a driver record request**.



- 3. Select a delivery method. The default selection is set to 'Mail'. If you need a record returned by Fax, make the selection from the drop-down menu.
- 4. Select the record type you are requesting. Note that if you order an automated record and a manual record for one driver, they will be mailed or faxed together when the manual record is complete.
- 5. If ordering a manual record, please include additional information and provide details of what you are looking for in the request.
- 6. Click Next.
- 7. Provide the Oregon license/permit/ID number(s) and the date of birth into the repeating row table for the requested driver(s).
- 8. Click Next and review your request.

- The system will confirm whether a driver can be found from the information you have entered. If you submit a request for an unable-to-locate driver, you will receive a service report stating the driver cannot be found in our system, and you will be charged \$1.50.

9. Click Submit to finalize your record request.

Search for a Driver

- 1. Log into DMV2U with your username and password, click on Add a new request.
- 2. In the Individual Records category click on the **Search for a driver** box indicating that you want to submit a driver search.



C



3. Enter the driver license number in the blank field (carefully review your entry to ensure you are entering the correct information), then click **Search License** when ready.

| Here you will be able to perform searches by Oregon Driver License/Permit/ID number to | o obtain basic details of an individual's record. | |
|--|---|--------|
| Additional Information | | |
| | | |
| Search for driver by license # | Clear | Search |
| Search for driver by license # | Clear | Search |

4. **Driver Information** results will display. The information provided on this screen is the same information provided by a DMV Customer Service Agent if you call in for a Driver Talk.

| Driver Information | | | | |
|--|--|-------------------------------|---|--|
| Name: Lic TEST B SAMPLE A | ense Number: 123456 | Date of Birth: 05-May-1955 | Sex: FEMALE | |
| leight We 5'5" 12 | sight: 20 lbs | Hair Color. BROWN | Eye Color: BROWN | |
| Residential Address: 1905 LANA AVE NE | | | | |
| SALEM OR 97314 | | | | |
| SALEM OR 97314 License Information | | | | |
| SALEM OR 97314 License Information License Type: NON-COMMERCIAL CLASS C INSTRUCTION PERM | Non-Commercial Status IIT Eligible | 5: | Commercial Status: Eligible | |
| SALEM OR 97314 License Information .icense Type: NON-COMMERCIAL CLASS C INSTRUCTION PERM ssued: 09-Dec-2013 | Non-Commercial Status AIT Eligible Expires: 07-Oct-2015 | 37 | Commercial Status: Eligible SR-22 Certification Effective Date: No Valid Certification found | |



Vehicle Records

Vehicle Records requests have been divided into two different categories.

- Submit a Vehicle Record Request
 - Automated vehicle records will be processed and sent out the next business day.
 - Manual records will be processed typically in 5-7 business days.
- Search for a Vehicle
 - Perform searches by Oregon license plate or Vehicle Identification Number (VIN) to obtain vehicle ownership information.
 - This will provide the same information that would be given over the phone with a Customer Service Agent.

Submit a Vehicle Records Request

Here you will see options for Automated Records and Manual Records. The only vehicle Automated Record is a Vehicle Record Print. Manual Records require DMV staff to manually pull the requested information.

- 1. Log into DMV2U with your username and password, click on Add a new request.
- 2. Select Submit a vehicle record request.
- 3. Select a delivery method. The default selection is set to 'Mail'. If you need a record returned by Fax, make the selection from the drop-down menu.
- 4. Select the record type you are requesting. Note that if you order an automated record and a manual record for one vehicle, they will be mailed together when the manual record is complete.
- 5. If ordering a manual record, please add additional request information and provide details of what you are looking for in the request.
- 6. Click Next.
- 7. Enter the plate and/or VIN of the vehicle(s) into the repeating row table. Provide additional request table row next to any specific vehicle. Select **Next** to proceed.
- 8. Verify your vehicle information then click **Submit** to finalize your record request.

Search for a Vehicle

- 1. Log into DMV2U with your username and password, click on Add a new request.
- 2. Select Submit a vehicle record request.
- 3. You have the option to perform a search for an Oregon vehicle by plate number or VIN. Enter the criteria for which you want to search, and then click search.

| 🚘 Vehicle Re | ecords |
|---------------------|---------------------------|
| Records or searches | associated with a vehicle |
| | |
| > Submit a vehi | cle record request |
| > Search for a v | ehicle |
| | |
| | |



4. The preliminary results table will display on the same screen, then click on the **Vehicle ID** of the vehicle you wish to see the detailed information on. The information provided on this screen is the same information provided by a DMV Customer Service Agent if you call in for a Vehicle Talk.

Automated Reporting Service (ARS)

The Automated Reporting Service (ARS) is offered to employers to monitor the driving records of their employees. ARS provides employers with a Certified Court Print driving record when a conviction, accident, or sanction is posted to one of their employees driving record. A printed driving record will be provided at the time you add a driver to the service if there is already a current or pending sanction on the employee's record or if a conviction or accident was posted to the employee's record the same day they were enrolled. A printed driving record will also be provided at the time you add a driver to the service if the employee's driving privilege is expired.

| | ARS |
|------------|-------------------------------------|
| anc RS) | ige your Automated Reporting System |
| (0) | |
| > | View your ARS subscriptions |
| > | Manage your ARS subscriptions |
| | |

Employers will be required to maintain an accurate list of all employees enrolled in this service. It is important to keep a current list of employees enrolled in the service. **If an employee leaves your business, they must be removed from your list immediately.** If a past employee is not removed from your employee list, you may incur charges for producing the record print even though that person is no longer employed by you.

Note: Only account contacts/administrators can access ARS.

View ARS Subscriptions

- 1. To obtain a list of all employees enrolled in your ARS subscription, log into DMV2U with your username and password, select **Add a new request**.
- In the ARS manager, select View your ARS subscriptions to view your current subscriptions. The next screen will display information for every employee currently enrolled. Below is an example of the information displayed for each employee enrolled in the ARS program.
- 3. There is also an option to export and print a list if desired.

| ARS Subscriptions | | | | | | | Export | Ŧ | | |
|-------------------|-------------------------|---------|---------|--------|-----------|--------------|-------------|-------------|---------|------|
| Name | Date of Birti License # | ARS Add | License | Expire | Endorseme | Restrictions | NCL Standin | CDL Standin | MEC Exp | bire |



Manage your ARS Subscriptions

Use this screen to add or remove employees from your ARS subscription. Note that by managing your own employees enrolled in ARS, you will not be charged for adding or removing the employees. If you choose to have a DMV representative add or remove anyone from your subscription, there is a \$2.00 fee for each entry.

- 1. Log into DMV2U with your username and password select Add a new request.
- In the ARS manager, select Manage your ARS subscriptions. This screen gives you three primary ARS tasks: Remove Subscriptions, Add Subscriptions and Summary of Changes. Here is an example of the information displayed in the Employee List:

| Remove Subso | cription(s) Add Su | ubscription(s) | Summary of Changes | | | |
|-----------------|------------------------------|-------------------------|--------------------|---------------|------------|--------|
| Unsubscrit | De | | | | | |
| Select which su | bscriptions, if any, you wou | uld like to unsubscribe | from. | | | |
| | | | | Select All | Filter | |
| Unsubscribe | License # | Name | | Date of Birth | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Cancel | | | | | < Previous | Next : |

Remove or add an Employee's Subscription

- 1. Log into DMV2U with your username and password, click Add a new request.
- 2. Select Manage your ARS subscriptions.
- 3. Select the employee you would like to remove from the ARS program by clicking in the unsubscribe box next to the name of the employee you wish to remove from this service. If you do not wish to remove anyone, then just click **Next**.
- 4. Enter the Oregon Driver License number and date of birth of the employees you would like to add into the repeating row table. You are able to add more than one employee at a time, however you must enter all requested information for each employee. Click **Next** when you are done adding employees.
- 5. IMPORTANT: Carefully review the Summary of Changes screen for accuracy to ensure the correct changes are being made. Click Submit to complete your request.

Expiring MECs

- 1. Log into DMV2U with your username and password, click Add a new request.
- 2. Select See upcoming expiring MECs.
- 3. Enter the number of days in advance you wish to know of any driver(s) Medical Examiner's Certificate (MEC) expiration date(s).
- 4. Select Generate.
- 5. Review the returned driver information.



| ARS Expiring MECs | | | Export \Xi |
|-------------------|-----------|-------------|--------------------|
| Name | License # | MEC Expires | Days Until Expires |
| No rows returned. | | | |
| | | | |

Financials

View bill details, make payments, view monthly un-posted debt.

| Financials | > View periods |
|------------|---|
| | > Make a payment |
| | > View monthly un-posted debt |
| | > View general account, rules, and contact info |

View Periods

To view the bill details for various periods, click View Periods.

Click on the date hyperlink for the bill period you wish to view. The date shown is the end date of that bill period:

| Periods | |
|-------------|------------------------|
| Period | Balance |
| 31-May-2020 | \$11.95 🛕 Make Payment |
| 30-Apr-2020 | \$0.00 |
| 31-Mar-2020 | \$0.00 |



Click on View Details:

| -May-2020 cord Inquiry | | \$11.95 | Make a Payment View Details |
|---------------------------|---------|---|---------------------------------|
| riod | | | |
| riod Summary | | Period Activity | |
| summary | \$11.95 | Period Activity There has been no activity. | |

Below is an example of the details that will display. To export the bill details report into a separate spreadsheet, select **Export**. To filter or search, select the filter icon.

| DMV2U RIA B | ill Detail | | | | | Export 3 |
|---------------|------------|-------------------------|--------------------|------------------|-------------|----------|
| Per Requested | Requester | Source | RecordType | Туре | Description | Amoun |
| 1-May-2020 | | | | | | |
| П-Мау~2020 | | DMV2U Vehicle Search | DMV2U Plate Search | Plote Search | | 0.1 |
| 11-Mory-2020 | | DMV2U Vehicle | DMV20 Detailed | Vehicle Detailed | | 0.25 |

Make Payments – Bank Payment

There are two methods of payments accepted from RIA accounts in DMV2U, bank payments and card payments. The following set of instructions will guide you through the payment process. Please remember that timeliness of your payment is important, as failure to do so can delay search results.

- 1. Log into DMV2U with your username and password, click **Make a payment** in the Financials category.
- 2. Select your preferred payment method, either Bank Payment or Card Payment. This set of directions will guide you through a **Bank Payment**.

| Bank Payment | Card Payment |
|---------------------|---------------------|
| take a bank payment | Make a card payment |
| > Pay with a bank | > Pay with a card |

3. Bank payments require you to provide your bank account information, with the option to **Save** the payment information for future use. Please note that setting up bank payments will not automate your



payment process; this option only stores your bank information. After entering your bank account information select the payment periods and the amount you would like to pay, when ready click **Submit**.

• Your bank's routing number and your bank account number are generally listed on a bank statement or a check.

| Payment Channel | Payment | | |
|--|---------------------------|------------|--|
| Туре | Generic ACH bank payment. | | |
| Direct Debit - US Bank 🗸 | Period * | | |
| Bank Account Type * | Required | ~ ~ | |
| Required 🗸 🗸 | Scheduled Date | | |
| Routing Number * | 02-Jun-2020 | | |
| Required | Pay Balance of 70.00 | | |
| Populate Routing Number | No | Yes | |
| Account Number * | Amount | | |
| Required | 70.00 | | |
| Confirm Account Number * | Confirm Amount * | | |
| Required | Required | | |
| Save this payment channel for future use | | | |
| No Yes | | | |

4. You will then be required to confirm your payment by reviewing the payment conditions and then entering your login password. Once you have confirmed that the information is correct click **OK**.

| | Checking - Personal | · · | Scheduled Date | | |
|---|---|--|--|---------------------------------|-------------|
| Confirmation | | | | | × |
| I hereby authorize the Ore provisions of state and U. | egon Department of Transportation (OI S. law. The Oregon Department of Trans | OT) to debit my bank account in the c portation and I agree to abide by all a | amount of \$70.00 . I acknowledge that the origination of the ACH transc ipplicable ACH operating rules in effect. | actions to my account must comp | ly with the |
| You are required to re-er | nter your password to confirm this subn | ission. Your password will act as your | signature. | | |
| Password | | | | | |
| | Required | | | | |
| | | | | Cancel | ок |

5. A payment confirmation page will display and allow you to print your receipt. Bank payments can take up to 3-5 business days to process. If an account is in delinquent status at the time of payment, account functionality is not restored until the payment fully processes.

Make Payments – Card Payment

- 1. Log into DMV2U with your username and password, click **Make a payment** in the Financials category.
- 2. Select your preferred payment method, either Bank Payment or Card Payment. This set of directions will guide you through a **Card Payment**.



| 🟛 Bank Payment | Card Payment |
|---------------------|---------------------|
| Make a bank payment | Make a card payment |
| > Pay with a bank | > Pay with a card |

3. A confirmation screen will appear confirming you would like to make a payment. By clicking **Proceed to Payment**, you will be directed to a partner site to make a payment.

| ♠ | ? | 8 |
|---|---|---|
| < Menu | | |
| Payment | | |
| You will now be redirected to Oregon's partner payment site. Click the button below to be transferred to our partner. You will be automatically redirected back to this page when your payment has been completed. | | |
| At the payment site, you will be expected to pay \$1.00 . | | |
| 2 Amount Due : \$1.00 | | |
| Proceed to payment | | |

4. Enter your billing information associated with the credit or debit card you will be using to make the payment. Fill in the required payment information marked with an asterisk (*). All required information must be provided before clicking **Next** to proceed.

| | | | nansaction summary | |
|-----------------------------|----------------------|----------------------------------|--------------------|-------|
| Country | | Complete all required fields [*] | DMV2U Balance | \$1.0 |
| United States | | | TOTAL | \$1.0 |
| First Name * | Last Name * | | | |
| | | | | |
| First name is missing. | Last name is missing | | | |
| Address * | | | | |
| | | | | |
| Address is missing. | | | | |
| Address 2 | | | | |
| | | | | |
| City * | State | | | |
| | Select State | | | |
| City is missing. | State is missing. | | | |
| ZIP/Postal Code * | | | | |
| | | | | |
| ZIP/Postal Code is missing. | | | | |
| Phone | | | | |
| | | | | |
| | | | | |
| Email 👔 | | | | |
| | | | | |
| | | | | |



5. Enter the required credit or debit card information marked with an asterisk (*). Click **Next** when you are ready to proceed.

| Credit Card Number * 🍘 | Complete all required fields [|
|------------------------|--------------------------------|
| Expiration Month * | Expiration Year * |
| Select a Month | Select a Year |
| Security Code * | |
| | |
| Name on Credit Card * | |
| | |

6. Review that your payment information and amount are correct and then select **Submit Payment** to complete your payment.

| Customer Information | | × | Transaction Summary | |
|----------------------|---------------------|----------------|---------------------|------|
| | | Edit | DMV2U Balance | \$ 0 |
| Address | | | TOTAL | \$.0 |
| Country | Email Address | | | |
| | | | | |
| Payment Info | | ✓ | | |
| | | Edit | | |
| Credit Card | Name on Credit Card | | | |
| | | | | |
| Cancel | | Submit Payment | | |

7. A payment confirmation page will display and allow you to print your receipt. Card payments process immediately.



Administrator- Manage logons

Unlock a user

1. Log into DMV2U with your username and password, click on the **More** tab, and then select <u>View</u> **Access** under the Access Management section.

Summary Action Center More... 4

| E Submissions Search online transactions previously submitted for processing. | View letters i've received from the agency. | Manage user access of your account(s). |
|---|---|--|
| > Search Submissions | > View Letters | > View Access |
| > View Transferred Submissions | | > Manage Access |

2. Click on Manage Logons:

| < ABC COMPANY | | | |
|---------------------------|-------------------------------|---------------|--------------------------------|
| Customer Acce | SS | | |
| ABC COMPANY | | | |
| *-***6789 | | | |
| | | | |
| ogons | | | |
| Logons Logons with Acc | sess to Customer | | Manage Logans |
| Logons Logons with Acc | cess to Customer Jock Test | jack@test.com | Manage Logons Standard User |

3. Click on the username for the user that is to be unlocked:

| These settings determine prevented from registerin | if other people can create new logons for yo g. | ou or your business and what level of access they are in | nitially given. If not allowed, new logons will be |
|---|--|--|--|
| ou can create logons for | other people and manage their access to c | sustomers and accounts that you have access to. | |
| | Allowed : Yes | | |
| Defa | ult Access : Standard User | | |
| | | | |
| Default Accou | int Access :Submit Requests and Make Pay | ments | |
| Default Accou | int Access : Submit Requests and Make Pay | ments | Filter |
| .ogons | Int Access : Submit Requests and Make Pay | Email | Filter Access Type |
| Logon jacktest | Int Access : Submit Requests and Make Pay Name Jack Test | Email jack@test.com | Filter Access Type Standard User |



4. Click on **Unlock**:

| Additional Logon Standard User jacktest Jack Test jack@test.com | | Locked out after too many failed attempts to log in | Change Access Manage Account Account | cess |
|---|--------|---|--|----------|
| | | | > Resend Logon Acce | ss Email |
| | | > Unlock > Deactivate Access | | |
| | | | | |
| Access Settings for jacktest | | | Manage | Filter |
| ABC COMPANY - **-***6789 | | | | |
| General Access | | Standard User | | |
| Pecord Inquin | 100001 | Submit Pequests and Make Payments All Pe | riode | |

Reactivate a user

1. Log into DMV2U with your username and password, click on the **More** tab, and then select **View Access** under the Access Management section.

| Submissions | | |
|--|---|--|
| | | |
| earch online transactions previously submitted for rocessing. | View letters i've received from the agency. | Manage user access of your account(s). |
| > Search Submissions | > View Letters | > View Access |
| > View Transferred Submissions | | > Manage Access |

2. Click on Manage Logons:

| Logons with Access to Customer | Manage Logons |
|--------------------------------|---------------|
| Logons | |
| **-***6789 | |
| ABC COMPANY | |
| Customer Access | |
| < ABC COMPANY | |
| | |

There are no logons.



3. Logons are separated by Active and Deactivated users. Click on the username for the user that is to be reinstated from the Deactivated user list. If you have several users, you can quickly locate a user by typing in their name or username in the filter bar:

| Logons | | | | Filter |
|-------------|----------------|---------------|-------------|--------|
| Username | Name | Email | Access Type | |
| Active | | | | |
| jtest2 | Joan Test | test@test.com | Standard U | Jser |
| Deactivated | | | | |
| userb | Johnny Johnson | test@test.com | Standard (| Jser |

4. Click on Reactivate Access:

| < Additional Logons | |
|-------------------------|---------------------|
| Additional Logon | > Reactivate Access |
| Standard User | |
| userb | |
| Johnny Johnson | |
| test@test.com | |
| Deactivated 07-Mar-2024 | |
| Access Activity | |

Change the access level of a user

(Note: Only listed contacts are eligible for the Administrator access level)

1. Log into DMV2U with your username and password, click on the **More** tab, and then select **View Access** under the Access Management section.

| Submissions | 🗠 Letters | Access Management |
|---|---|--|
| arch online transactions previously submitted for accessing. | View letters five received from the agency. | Manage user access of your account(s). |
| > Search Submissions | > View Letters | > View Access |
| > View Transferred Submissions | | > Manage Access |



2. Click on Manage logons:

| Customer Acce | ISS | | | |
|--------------------|----------------------------|---------------------|-------------------|---------------|
| ABC COMPANY | | | | |
| **-***6789 | | | | |
| Logons | | | | |
| Logons with Acc | cess to Customer | | \longrightarrow | Manage Logons |
| stest | Sally Test | stest@test.com | Standard User | |
| 3. Click on Logons | the user whose access leve | l is to be changed: | Filter | |
| Username | Name | Email | Access Type | |
| Active | | | | |
| jtest2 | Joan Test | test@test.com | Standard User | |
| Deactivated | | | | |
| userb | Johnny Johnson | test@test.com | Standard User | |
| | | | | |

4. Click on Change Access:



- > Manage Account Access
- > Resend Logon Access Email
- > Deactivate Access
- 5. Change their type of access from the drop-down menu and then click Save.

| Settings | |
|------------------------------------|---|
| Type of Access | |
| Administrator | × |
| Allows administrative control over | er a customer. This logon will be able to create additional logons and manage other logons' access. |



How to Log Off

To log off, click the user icon as shown below, then select Log Off.



DMV Contact Information

- Call Customer Assistance for account holders at 503-945-5310 for assistance with the following:
 - General DMV2U assistance (navigation, troubleshooting, unlocks)
 - General bill questions
 - Driver or Vehicle inquiries over the phone with a live agent

Please note that you must provide your name, business name, account number, and your current web PIN to receive assistance over the phone.

- For web PIN assistance, Administrator reactivations, or other questions regarding your account, please send an email to <u>ODOTDMVRecordsPOL@odot.oregon.gov</u> Please provide your name and account number when sending an email.
- For questions regarding the status of a record request, contact the DMV Record Services Unit by email at <u>DMVRecordServices@odot.oregon.gov</u>, or you may call 503-945-5308. Please provide your account number, date of request, record type requested, and any other relevant information regarding the request you are following up on.



Civil and Criminal Penalties for Misuse of DMV Information

DMV records are for business purposes only. The account may only be used as outlined by your approved entity type(s) as outlined under Oregon's Record Privacy Law. <u>You may not access your own record or record of people you know such as co-workers, family members, or friends for any purpose</u>. This is true even if the person in question gives their permission for their record to be used. Personal records cannot be access for testing purposes.

Under Oregon law, only certain entities qualify to receive personal information from DMV records and these entities can only use the information for specific purposes outlined in Oregon's Record Privacy Law (ORS 802.175 – 802.191). As defined in Oregon's Record Privacy Law, personal information means the following information that identifies an individual:

- Driver License, driver permit or identification card number
- Name
- Address (excluding five-digit zip code)
- Telephone Number

ACCESS TO DMV RECORDS IS HIGHLY RESTRICTED. IF YOU KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION IN VIOLATION OF ORS 802.175 – 802.191 FROM A MOTOR VEHICLE RECORD, YOU MAY BE SUBJECT TO CRIMINAL PROSECUTION OR A CIVIL ACTION.

ORS 802.189 is the criminal penalty for violation of ORS 802.175 – 802.187.

• Knowingly obtaining or using personal information from a motor vehicle record in violation of ORS 802.175 – 802.187 is a Class A misdemeanor

ORS 802.191 is the civil action for violation of ORS 802.175 – 802.187.

- A person aggrieved by an intentional violation may bring an action at law against a person who has knowingly obtained or used personal information about the aggrieved person in violation of ORS 802.175 802.187. The action shall be for actual damages or \$2,500, whichever is greater, plus attorney fees and court costs reasonably incurred in the action.
- A person aggrieved by a violation of ORS 802.175 802.187, a District Attorney, or the Attorney General may obtain appropriate relief to enforce ORS 802.175 – 802.187, together with attorney fees and costs reasonably incurred in an action for relief.
- Any person, whose use or obtaining of personal information in violation of ORS 802.175 802.187 subjects the State of Oregon to any liability or claim, shall indemnify and hold harmless this state from all such liability and any claims, including attorney fees and court costs, incurred in any proceeding arising under ORS 802.175 802.187.

If the information is misused and/or if personal information is obtained or re-disclosed improperly, you may be subject to criminal prosecution or a civil action and your DMV access will be terminated.