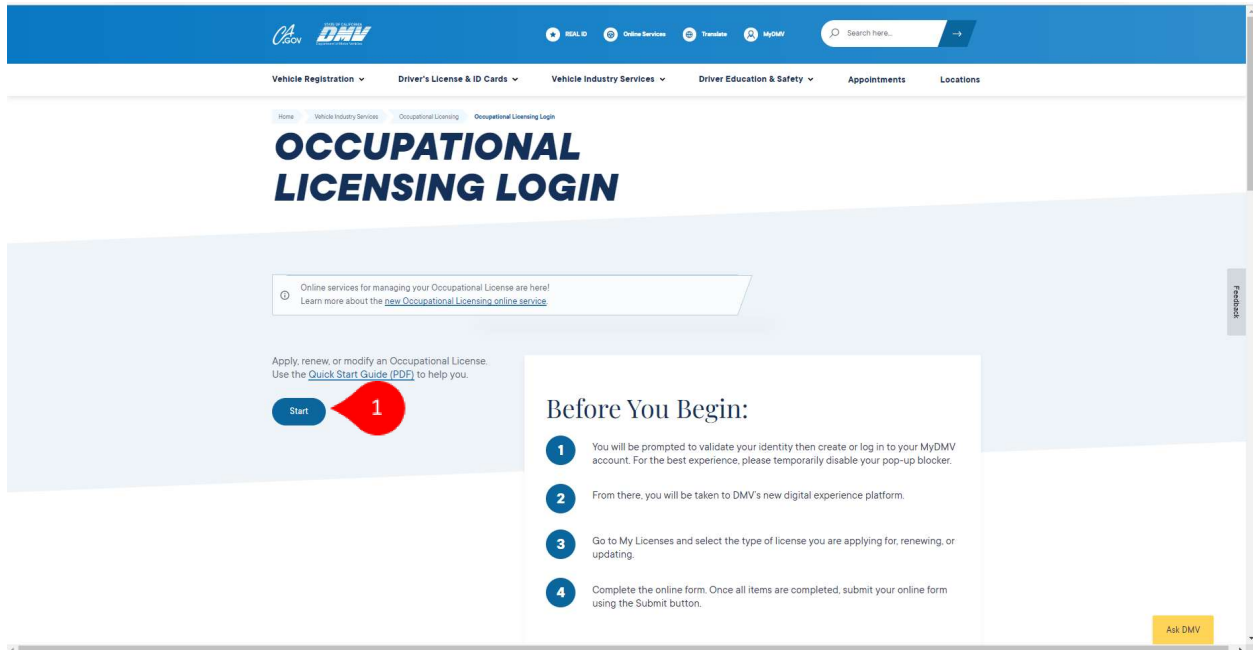


Setting up Occupational Licensing Account Access

(Onboarding for Applicants with and without Occupational Licenses)

Before you begin:

Navigate to <https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/login/> to set up & access your Occupational Licensing Account.



1. Select the **Start** button

Navigation:

- For Users who already have an Occupational Licensing Account **GO TO PAGE 3.**
- For Users who have an Occupational License but have not yet set up an Occupational Licensing Account, **GO TO PAGE 4**
- For Users who DO NOT have an Occupational License and have not yet set up an Occupational Licensing Account, **GO TO PAGE 10**

CA.GOV STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES Home Log in

Set up access to Occupational Licensing online services.

* Do you have a license, permit, or agreement with California DMV Occupational Licensing?

☐ YES, I have a current or past license, permit, or agreement for either myself or a business.

☐ NO, I've never had any licenses, permits, or agreements.

Start

I already set up access to Occupational Licensing:

1 Log in to MyDMV

1. Users who already have gone through the onboarding process can select “Login to MyDMV”

CA.GOV STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES

Home Log In

1 Set up access to Occupational Licensing online services.

* Do you have a license, permit, or agreement with California DMV Occupational Licensing?

☒ YES, I have a current or past license, permit, or agreement for either myself or a business.

☐ NO, I've never had any licenses, permits, or agreements.

2 * Do you have an individual license/agreement or a Firm license/agreement?

☐ Individual

☐ Business

☐ Both

3 * Do you have a California issued Driver's License or ID?

☐ Yes

☐ No

4 Start

I already set up access to Occupational Licensing:

Log in to MyDMV

1. Users who have not yet gone through the onboarding process and need to set up access to an existing Occupational License, select the radio button next to "Yes, I have a current or past license, permit, or agreement for either myself or a business"
2. Then choose the button that indicates whether you're setting up access for an Individual, Business, or Both type of Occupational Licenses
3. Select whether you have a Driver's License or Identification card in the state of California
4. Select **Start**

If you selected No to Question 3 (indicating that you **DO NOT** have a California issued Driver's license or ID) you'll see the following screen:

The screenshot shows the California DMV website header with the CA.GOV and DMV logos, and links for Home and Log In. The main content area is a registration form titled "Please enter details below". The form includes the following fields and options:

- * Social Security Number: A text input field with a red border and placeholder text "XXX-XX-XXXX". A red callout box with the number 1 points to this field.
- Complete this field.
- * Select a date for Date Of Birth: A date picker field with placeholder text "MM/DD/YYYY".
- * Do you have a California issued Driver's License or ID?: Radio button options for "Yes" and "No". The "No" option is selected.
- * Email Address: A text input field with placeholder text "string@string.string".
- * Individual Last Name: A text input field with placeholder text "Smith".
- * Individual First Name: A text input field with placeholder text "John".
- A reCAPTCHA checkbox labeled "I'm not a robot" with a red callout box with the number 2 pointing to it.
- A "Submit" button with a red callout box with the number 3 pointing to it.

1. You'll be asked to provide information to validate your identity to gain access to your Occupational License information. Please complete the following fields:
 - a. Email address
 - b. Important: you must use the same email address associated with your current MyDMV account or create a new MyDMV account using this email address.
 - c. Last name
2. Perform the reCAPTCHA task – Select I'm not a robot
3. Select **Submit**

CA.GOV

STATE OF CALIFORNIA
REAL ID ACT NOTICE

Home

Log In

1

Please enter details below

* Social Security Number

XXXX-XX-XXXX

* Select a date for Date Of Birth

MM/DD/YYYY

* California Issued Driver's License or ID

A1111111

* Business License Number


* Email Address

string@string.string

* Individual Last Name

Smith


☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

Please enter the California ID Number, Last Name ,and Date of Birth exactly as you see it pictured on your California Issued Driver's License or ID.

Any variation from your California issued Driver's License or ID will cause your validation to fail, and require you to start again or contact support.



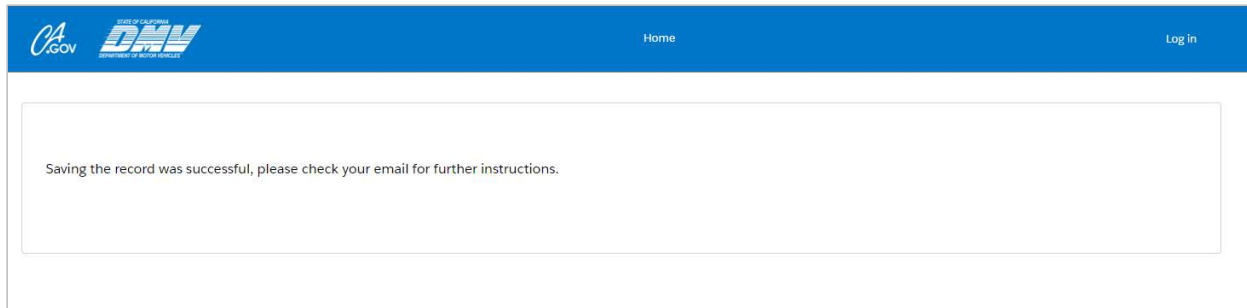
ex. 11234568

END NONE

CARDHOLDER

DOB 08/31/1977

- Page 6 of 21



1. You should receive a success message on the screen, and receive an email from DMV Online Services to confirm you've successfully validated your identification.
2. The link provided in the email will take you back to DMV Online Services where you will continue to set up your access.

Welcome Back

[Not Registered? In order to log in, you will first need to create an account.](#)

Email

salespersonjudy@yopmail.com

[No longer have access to your email address?](#)

Password

.....

[Forgot your password?](#)

Log in

Your MyDMV account is the way you'll log in and access Occupational Licensing online services.

Important: Your existing or new MyDMV account must use the same email address that you entered during the identification validation process to successfully set up your access.

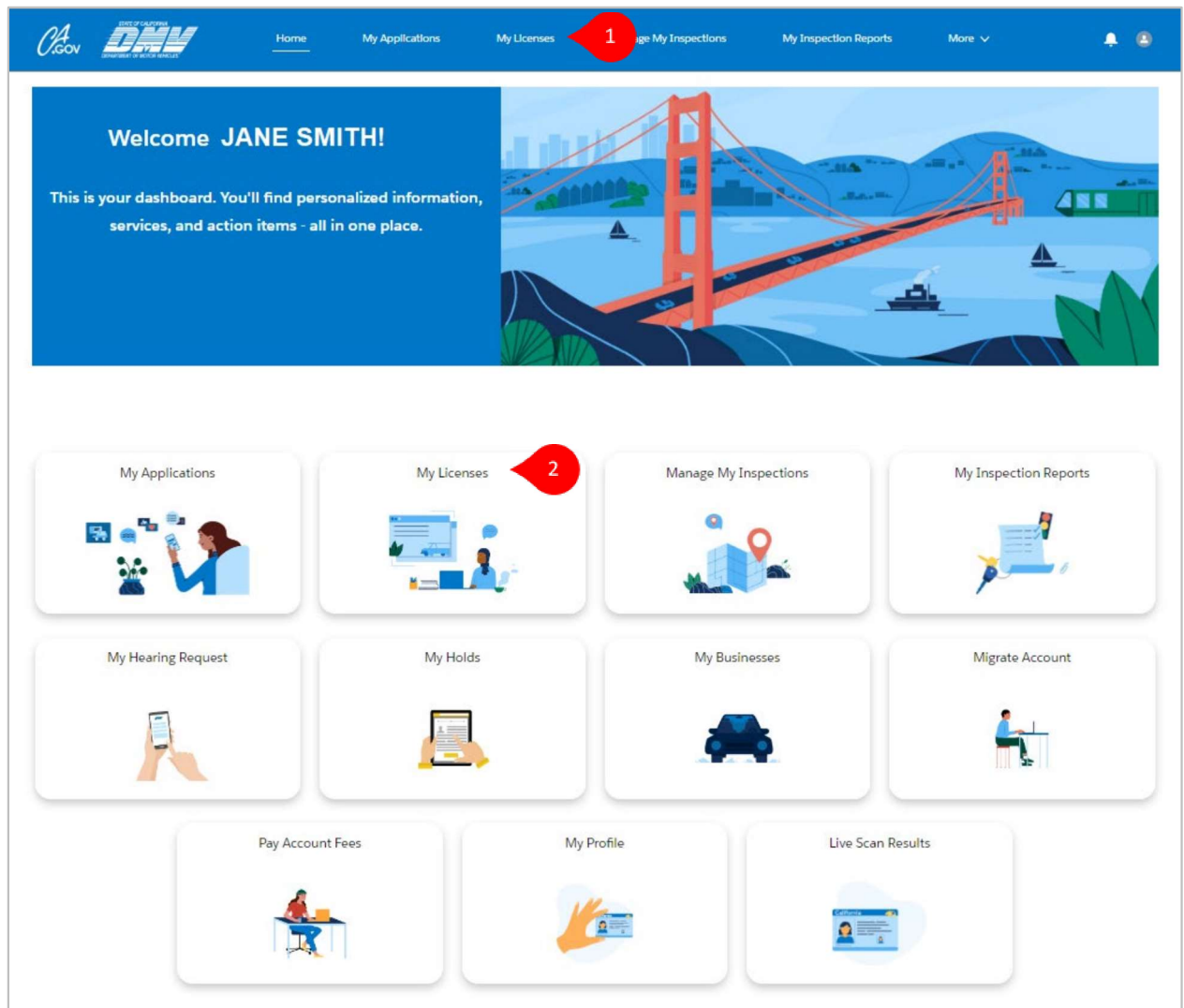
1. If you have an existing MyDMV account, log in using your email address and password

If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the [MyDMV troubleshooting webpage](#).

OR

2. If you do not have a MyDMV account and need to create one, select the **create an account** link

Instructions for creating and registering MYDMV Account can be [found on Page 15](#)



1. Once you log into your MyDMV account, you'll be taken to the Occupational Licensing page. The **My Licenses** link at the top will take you to your licenses.
2. You can also access your licenses using the **My Licenses** tile to be taken to your licenses.

The screenshot shows the California DMV website's Occupational Licensing setup page. The header is blue with the CA.GOV logo, the DMV logo, and the text "Home" and "Log in". The main content area is white and contains a form titled "Set up access to Occupational Licensing online services." Below the title is a question: "Do you have a license, permit, or agreement with California DMV Occupational Licensing?". There are two radio button options: "YES, I have a current or past license, permit, or agreement for either myself or a business." and "NO, I've never had any licenses, permits, or agreements." The "NO" option is selected. To the right of the form is a blue box with the text "I already set up access to Occupational Licensing:" and a button labeled "Log in to MyDMV". At the bottom left of the form is a button labeled "Start".

CA.GOV **DMV** HOME OF MOTOR VEHICLES Home Log in

Set up access to Occupational Licensing online services.

* Do you have a license, permit, or agreement with California DMV Occupational Licensing?

☐ YES, I have a current or past license, permit, or agreement for either myself or a business.

☒ NO, I've never had any licenses, permits, or agreements.

Start

I already set up access to Occupational Licensing:

Log in to MyDMV

1. Users who not gone through the onboarding process or set up an Occupational License Account, select the radio button next to "NO, I've never had any licenses, permits, or agreements."
2. Select **Start**

After selecting “NO, I’ve never had any licenses, permits, or agreements.”, you’ll see the following screen:

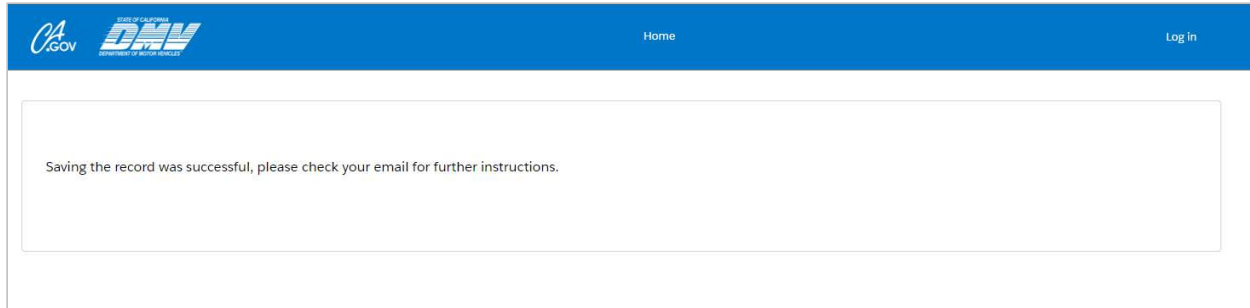
The screenshot shows the MyDMV website interface. At the top is a blue header with the CA.GOV and MyDMV logos, a 'Home' link, and a 'Log in' button. The main content area is divided into two sections. The left section, titled 'Please enter details below', contains a form with the following fields: Social Security Number (placeholder XXX-XX-XXXX), Date of Birth (placeholder MM/DD/YYYY), a radio button selection for 'Do you have a California issued Driver's License or ID?' (Yes is selected), California issued Driver's License or ID number (placeholder A1111111), Email Address (placeholder javierpacheco7878@gmail.com), Individual Last Name (placeholder SMITH), and Individual First Name (placeholder JANE). Below these fields is a reCAPTCHA 'I'm not a robot' checkbox and a 'Submit' button. The right section contains instructions: 'Please enter the California ID Number, Last Name, and Date of Birth exactly as you see it pictured on your California issued Driver's License or ID.' and a warning: 'Any variation from your California issued Driver's License or ID will cause your validation to fail, and require you to start again or contact support.' To the right of the text is an image of a California Driver's License for JANE SMITH, DOB 08/31/1977, with license number A11234568. Red arrows point from the license fields to the corresponding fields in the form: license number to the 'California issued Driver's License or ID' field, last name to the 'Individual Last Name' field, and date of birth to the 'Date of Birth' field.

1. If you have a CA Driver's License, you'll be asked to provide information to validate your identity to gain access to your Occupational License information. Please complete the following fields:
 - a. Social Security Number
 - b. Date of Birth
 - c. Driver License Number (California DL/ID holders only)
 - d. Individual or Firm Occupational License number
 - e. Email address
Important: you must use the same email address associated with your current MyDMV account or create a new MyDMV account using this email address.
 - f. Last name
2. Perform the reCAPTCHA task – Select I'm not a robot
3. Select **Submit**

If you select the radio button indicating that you **DO NOT** have a California issued Driver's license or ID, you'll see this screen:

The screenshot shows the MyDMV website interface. At the top is a blue header with the CA.GOV logo, the MyDMV logo, and links for 'Home' and 'Log in'. The main content area is a white box with the heading 'Please enter details below'. It contains several form fields: a Social Security Number field (placeholder: XXX-XX-XXXX), a Date of Birth field (placeholder: MM/DD/YYYY with a calendar icon), a radio button selection for 'Do you have a California issued Driver's License or ID?' (with 'No' selected), an Email Address field (placeholder: string@string.string), an Individual Last Name field (placeholder: Smith), and an Individual First Name field (placeholder: John). Below these fields is a reCAPTCHA section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. A 'Submit' button is located at the bottom of the form.

1. If you DO NOT have a CA Driver's License, you'll be asked to provide information to validate your identity to gain access to your Occupational License information. Please complete the following fields:
 - a. Email address
 - b. Important: you must use the same email address associated with your current MyDMV account or create a new MyDMV account using this email address.
 - c. Last name
2. Perform the reCAPTCHA task – Select I'm not a robot
3. Select **Submit**



1. You should receive a success message on the screen and receive an email from DMV Online Services to confirm you've successfully validated your identification.
2. The link provided in the email will take you back to DMV Online Services where you will continue to set up your access.

The screenshot shows the MyDMV login interface. At the top, there is a blue header with the 'CA.GOV' logo and 'DMV' text. A 'Home' link is visible. The main heading is 'LOG IN'. Below this, a 'Welcome Back' section contains a 'Not Registered?' link (labeled with a red circle '2') and a message about logging in with a business email. A yellow banner below that says 'To access your business account, log in with your business email.' The login form has an 'Email' field (labeled with a red circle '1') with a 'No longer have access to your email address?' link below it, and a 'Password' field with a 'Forgot your password?' link. A 'Log in' button is at the bottom of the form. Below the form is an 'Additional Information' section with links for 'Privacy and Security' and 'Technical Support'.

Your MyDMV account is the way you'll log in and access Occupational Licensing online services.

Important: Your existing or new MyDMV account must use the same email address that you entered during the identification validation process to successfully set up your access.

1. If you have an existing MyDMV account, log in using your email address and password

If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the [MyDMV troubleshooting webpage](#).

OR

2. If you do not have a MyDMV account and need to create one, select the **create an account** link


ACCOUNT REGISTRATION (If Needed if not, [SKIP to PAGE 19](#))

The screenshot shows the 'ACCOUNT REGISTRATION' page, Step 1 of 5. The header includes the CA.GOV and DMV logos, a 'Home' link, and 'Login' and 'Translate' buttons. The main heading is 'ACCOUNT REGISTRATION'. Below it, 'Step 1 of 5' is displayed with a progress bar. The instruction reads: 'Please enter your business email. You will be emailed a link to confirm your email.' There are two input fields: 'Email' (with a placeholder 'Business Email') and 'Re-Enter Email' (with a placeholder 'Re-Enter Business Email'). Below these fields is a dropdown menu labeled 'Which email address should I use?'. At the bottom of the form are 'Continue' and 'Cancel' buttons. A link 'Already have an account? Log In' is at the very bottom.

1. Provide and Re-Enter Email


The screenshot shows the 'ACCOUNT REGISTRATION' page, Step 2 of 5. The header is identical to the previous screenshot. The main heading is 'ACCOUNT REGISTRATION'. Below it, 'Step 2 of 5' is displayed with a progress bar. The instruction reads: 'Email confirmation is required.' Below this, a message states: 'We have emailed a confirmation link to **jane.smith@gmail.com**. 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.' At the bottom, there is a link: 'Still don't see a confirmation email? [Resend the email confirmation link](#) or [restart the registration process](#).'

2. A time sensitive email will be sent to the email provided for confirmation.



STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

Login

 Translate

Home

ACCOUNT REGISTRATION

Step 3 of 5

Register for a MyDMV account by completing the fields.

First Name

First Name

Last Name

Last Name

Phone Number

Phone Number

☐

 Receive Code via Text (SMS)

☐

 Receive Code via Phone Call

[Which name should I use?](#)

[Which phone number should I use?](#)

Disclaimer


☒ I agree to the current version of the DMV website [Conditions of Use](#) and [Privacy Policy](#).

Continue


Reset

Cancel

3. Provide your name & phone number to register and another message will be sent to the number provided (via text or call)



STATE OF CALIFORNIA
DMV
Department of Motor Services

 Translate


Home

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We will call you at (***-***-*)157.

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



In the box below, enter the 6-digit code provided in the phone call:

Confirm Phone Number


Cancel

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

☐ Receive Code via Text (SMS)


☐ Receive Code via Phone Call

- Type in the 6 digit code sent to the phone# provided and select Confirm.



STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

[Login](#)

 [Translate](#)

Home

ACCOUNT REGISTRATION

Step 5 of 5

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

Email
jane.smith@gmail.com

Phone Number
(555) 555-5555

First Name
Jane

Last Name
Smith

Password

[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](#)

5. Complete registration by creating a unique password according to the parameters given.

CA .GOV STATE OF CALIFORNIA DMV

Translate

Home

LOG IN

Welcome Back

Not Registered? In order to log in, you will first need to [create an account](#).

To access your business account, log in with your business email.

Email

Email

No longer have access to your email address?

Password

Password

[Forgot your password?](#)

Log in

Additional Information

- [Privacy and Security](#)
- [Technical Support](#)

After completing the creation and registration of a MyDMV Account, you can now Login using your MyDMV account to access Occupational Licensing online services using your email address and password.

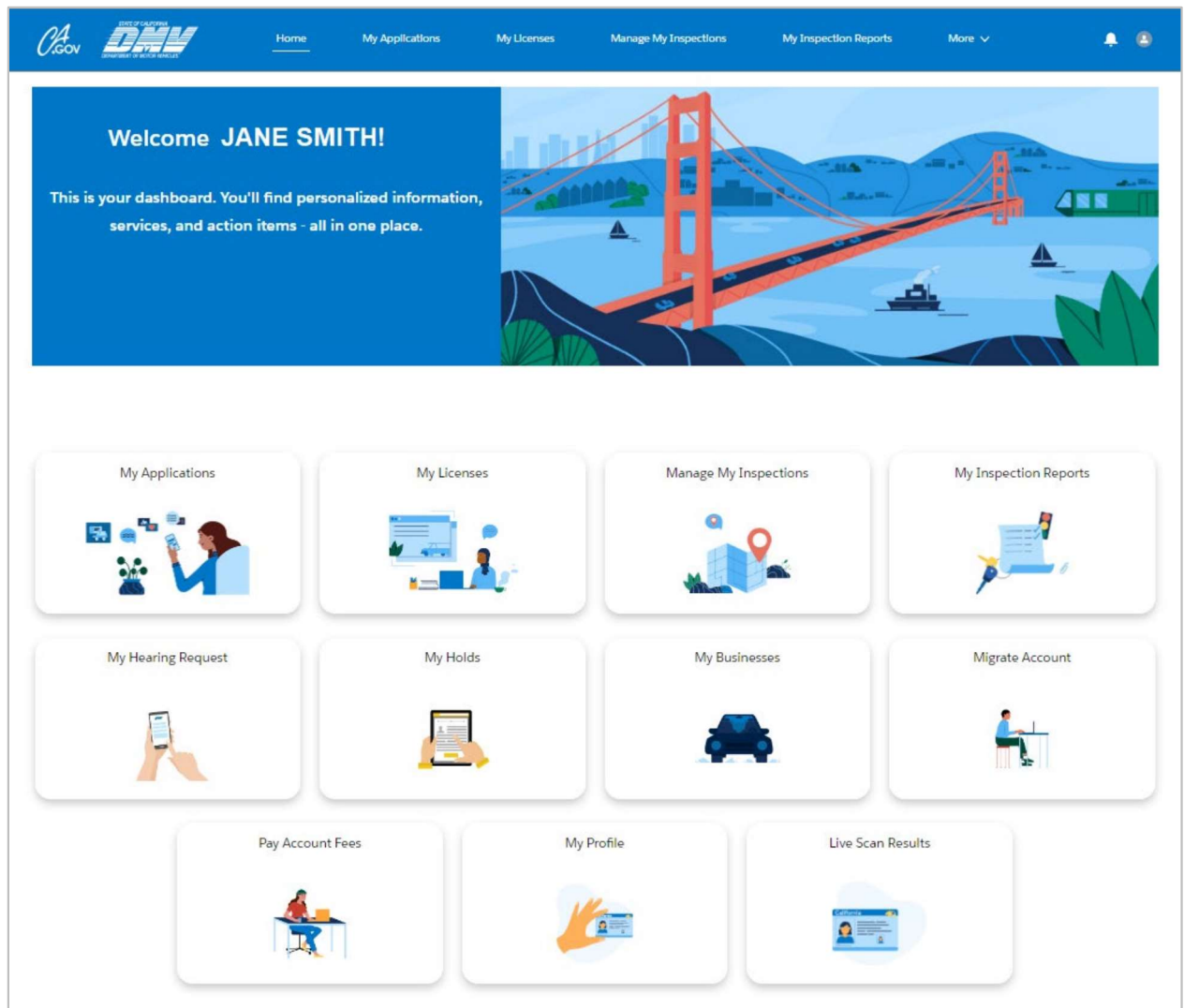
If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the [MyDMV troubleshooting webpage](#).

Verify your account one last time by opting to receive a call or text to the phone number previously provided.

The screenshot shows the 'ACCOUNT VERIFICATION' page with a blue header containing the 'CA.GOV' logo and a 'Translate' button. The main heading is 'ACCOUNT VERIFICATION'. Below it, a white box titled 'Receive verification code via phone' contains the following text: 'To complete your login, we need to send you a phone verification code.', 'You will receive a code at the following number: (***-***-444)', and 'How do you want us to send you the verification code?'. There are two radio button options: 'Text Me (SMS)' and 'Call Me'. At the bottom of the box are 'Continue' and 'Cancel' buttons.

Provide the one-time code received to proceed to your dashboard.

The screenshot shows the 'ACCOUNT VERIFICATION' page with a blue header containing the 'CA.GOV' logo and a 'Translate' button. The main heading is 'ACCOUNT VERIFICATION'. Below it, a white box titled 'Confirm your Phone Number' contains the following text: 'As part of the account verification process, we need to confirm your phone number. We will call you at (***-***-167).', 'You will receive a 6-digit phone verification code. This code expires in 10 minutes.', and an illustration of a hand holding a smartphone. Below the illustration is a text input field with a dashed border. At the bottom of the box are 'Confirm Phone Number' and 'Cancel' buttons. Below the box, there is a link 'Request a new code' and two radio button options: 'Receive Code via Text (SMS)' and 'Receive Code via Phone Call'.



1. If you were instructed to create this account as part of an application for participation in the Business Partner or Interstate Carrier program(s), please continue with the next step in your application process and include a notification that your Occupational Licensing Account has been set up.