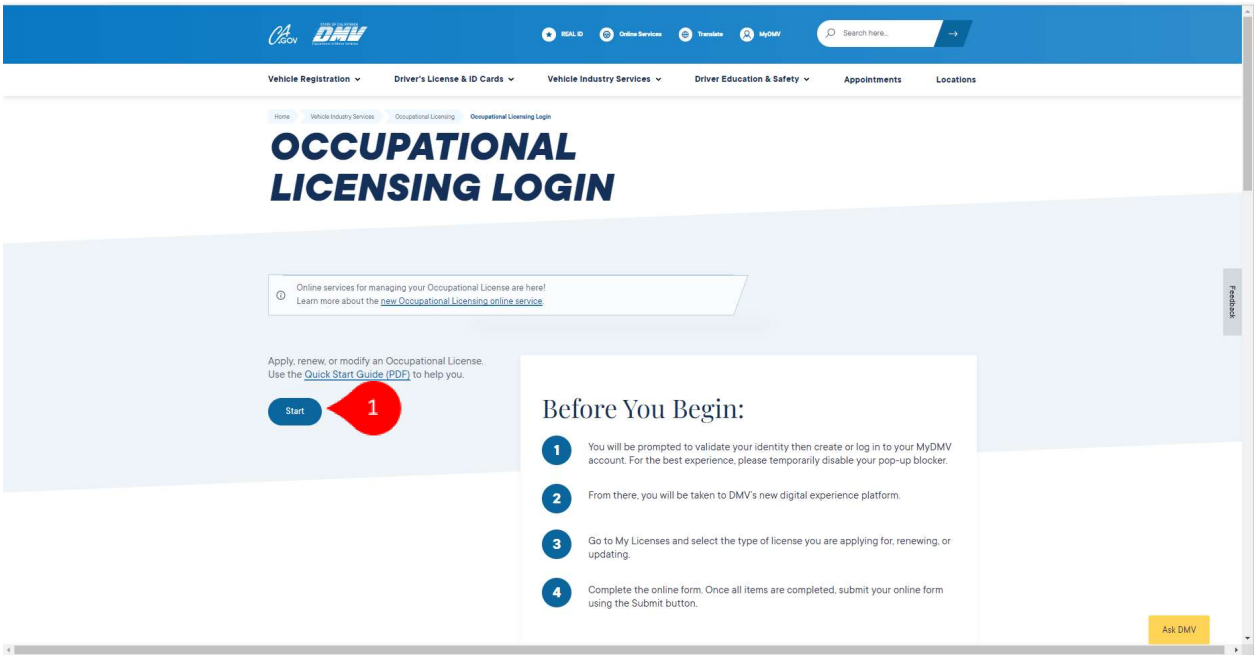
Setting up Occupational Licensing Account Access

(Onboarding for Applicants with and without Occupational Licenses)

Before you begin:

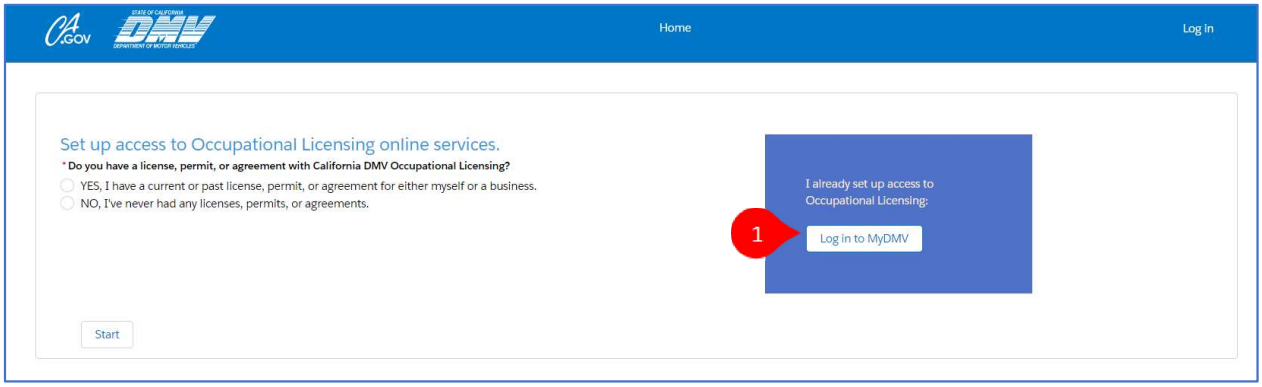
Navigate to https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/login/ to set up & access your Occupational Licensing Account.



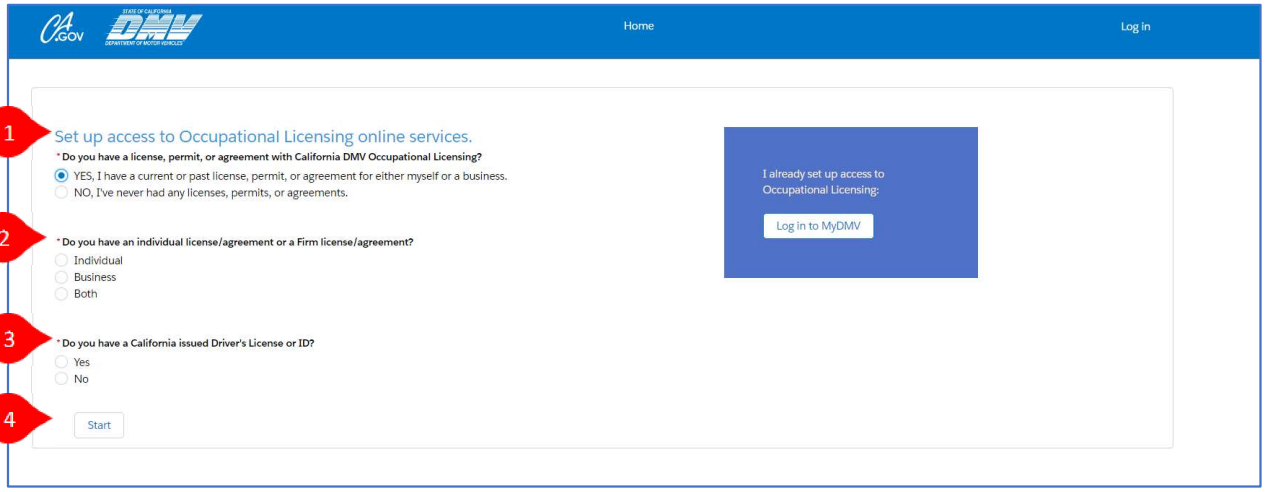
1. Select the **Start** button

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**



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



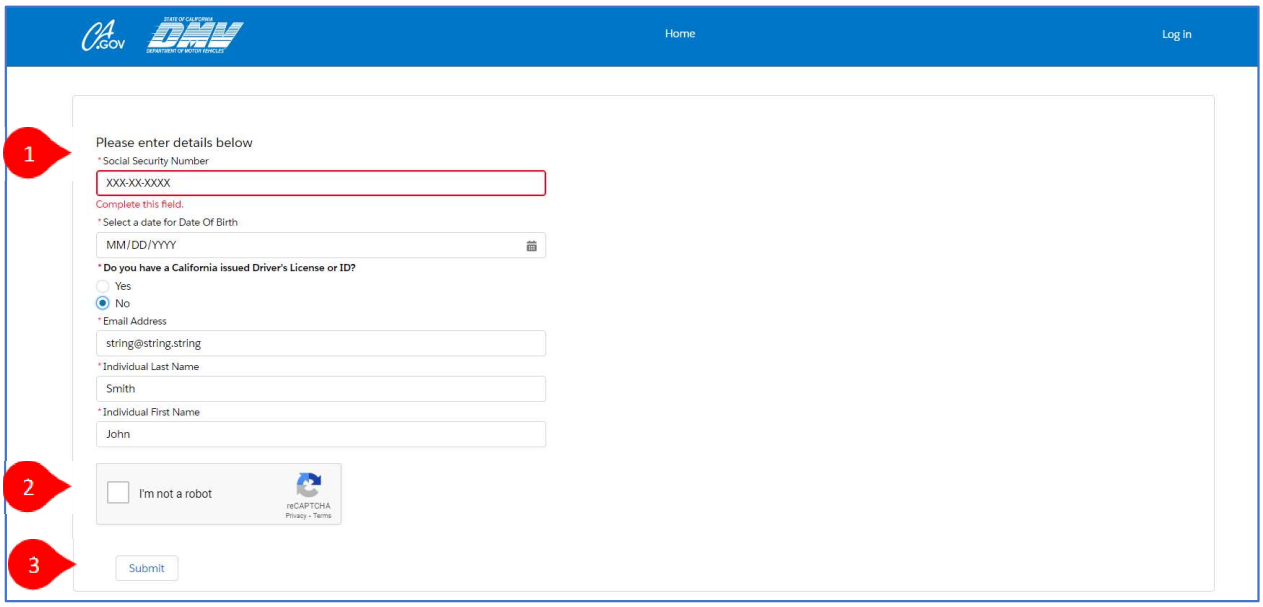
1. Users who have not yet gone through the onboarding process and need to set up access to an existing Occupational License, select the radio button next to "Yes, I have a current or past license, permit, or agreement for either myself or a business"

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:



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

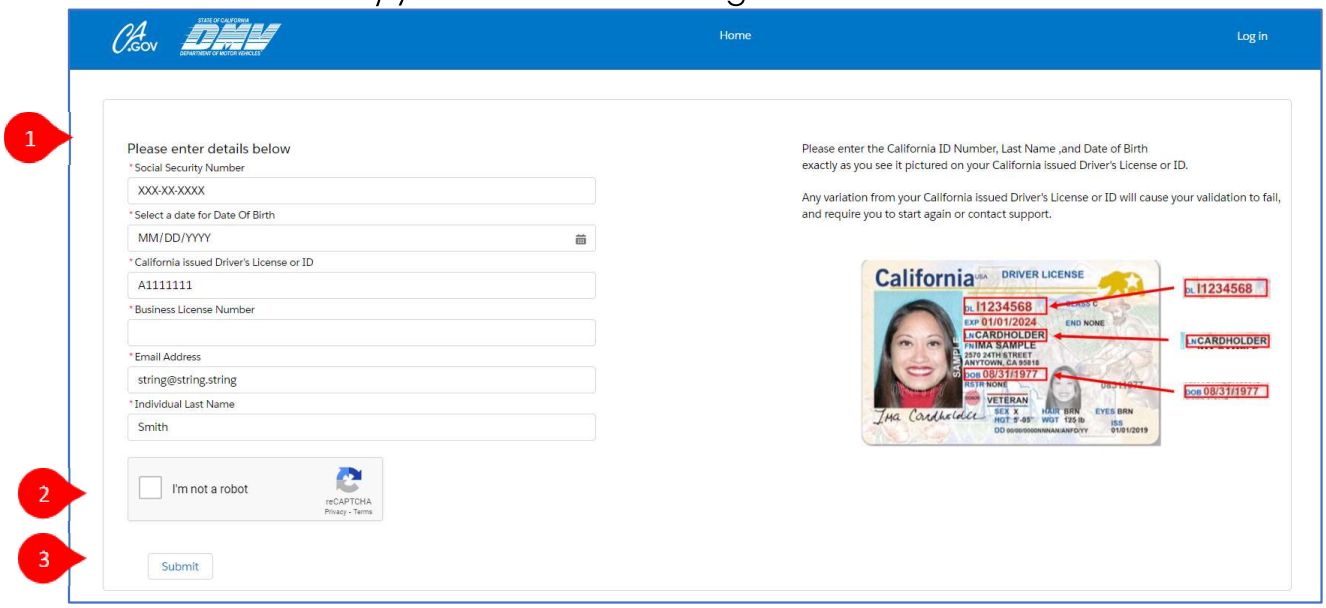
    b. Important: you must use the same email address associated with your current MyDMV account or create a new MyDMV account using this email address.

    c. Last name

2. Perform the reCAPTCHA task – Select I'm not a robot

3. Select **Submit**

If you selected Yes for Question 3 (indicating that you have a California issued Driver's license or ID) you'll see the following screen:



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. Social Security Number

    b. Date of Birth

    c. Driver License Number (California DL/ID holders only)

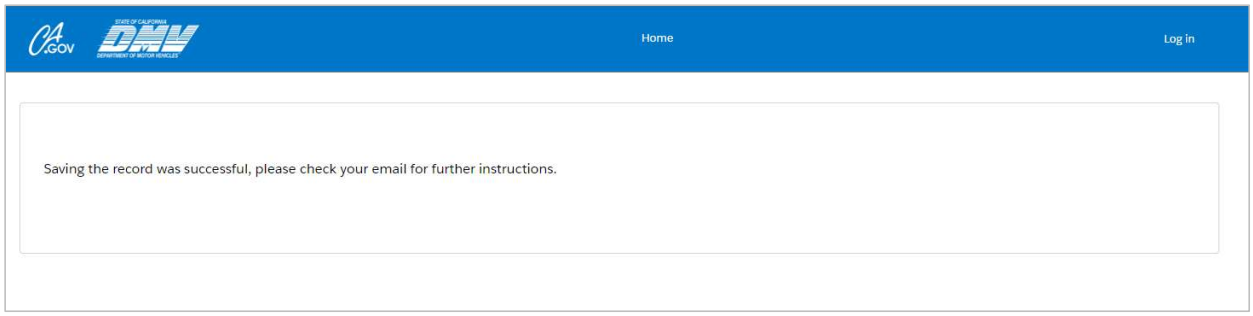
    d. Individual or Firm Occupational License number

    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

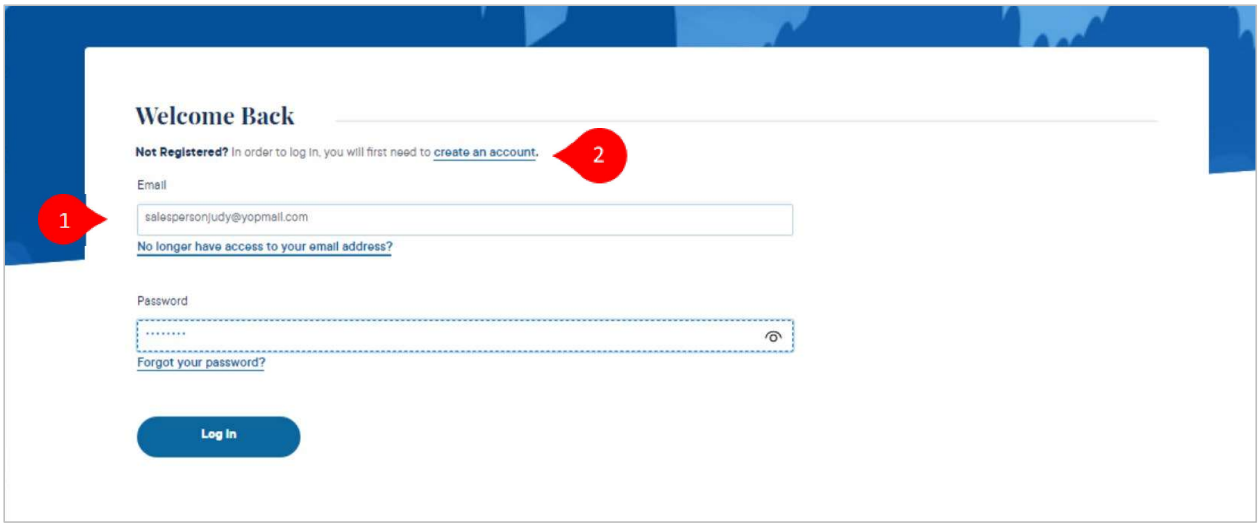
2. Perform the reCAPTCHA task – Select I'm not a robot

3. Select **Submit**



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.



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.

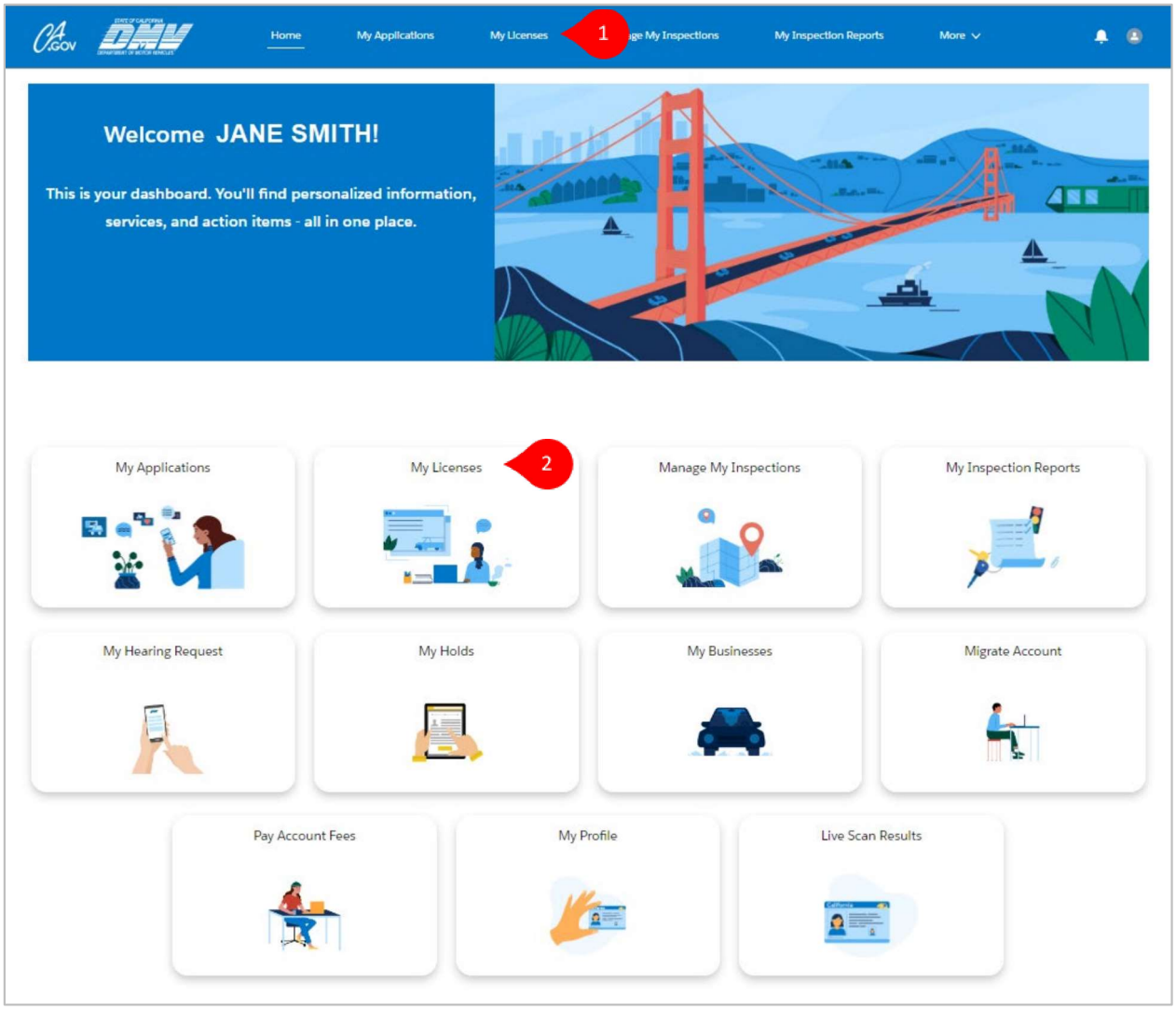
1. If you have an existing MyDMV account, log in using your email address and password

   If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the MyDMV troubleshooting webpage.

   OR

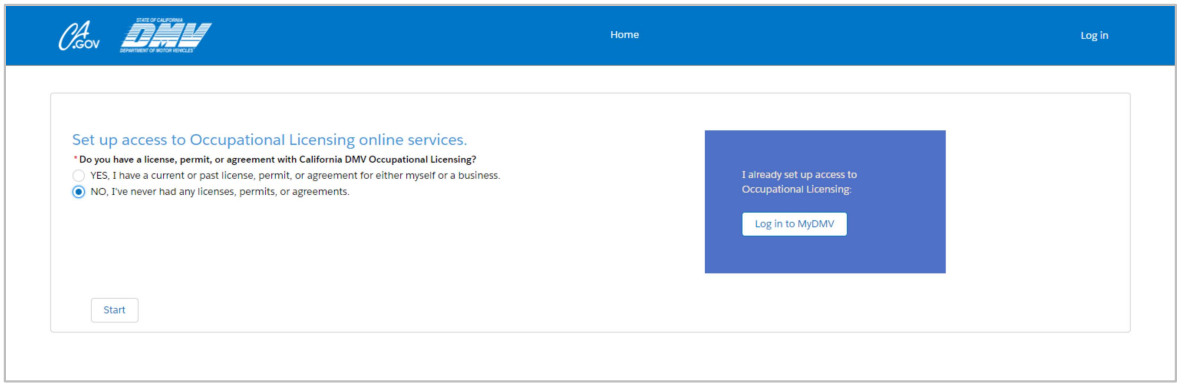
2. If you do not have a MyDMV account and need to create one, select the **create an account** link

   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.

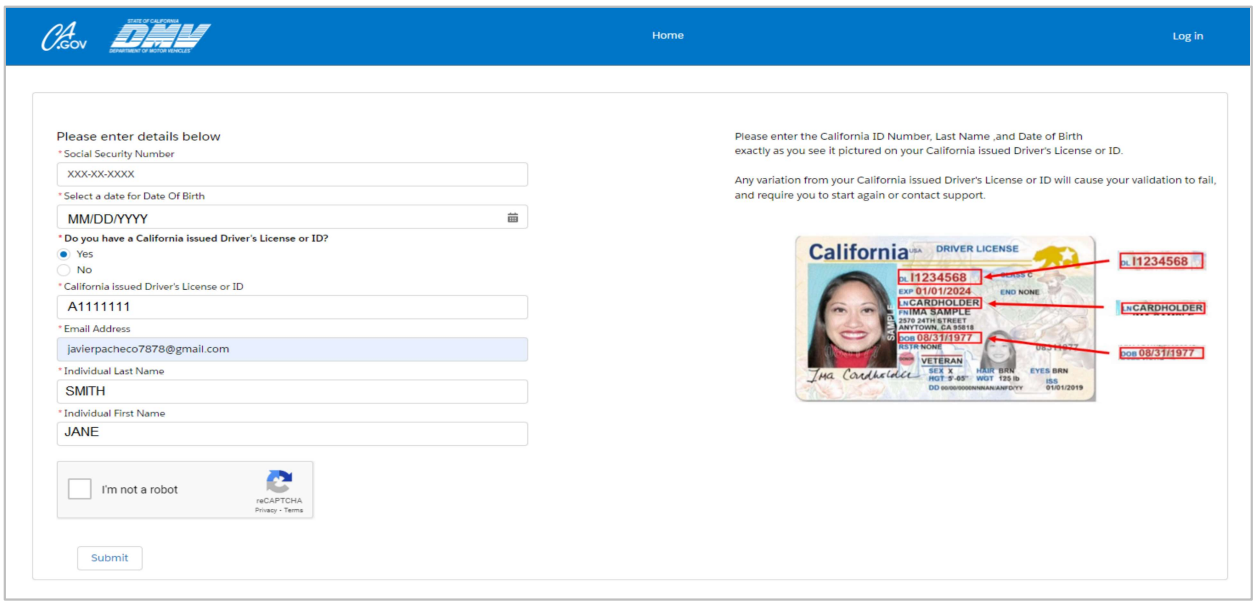
2. You can also access your licenses using the **My Licenses** tile to be taken to your licenses.



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:



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

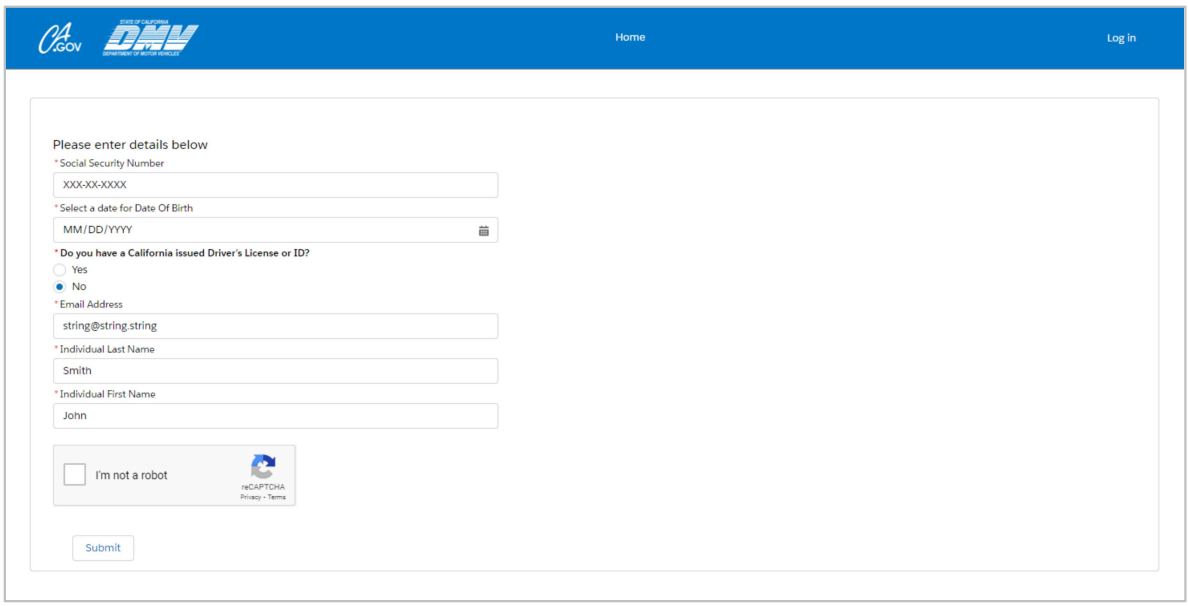
    e. Email address
    Important: you must use the same email address associated with your current MyDMV account or create a new MyDMV account using this email address.

    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:



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:

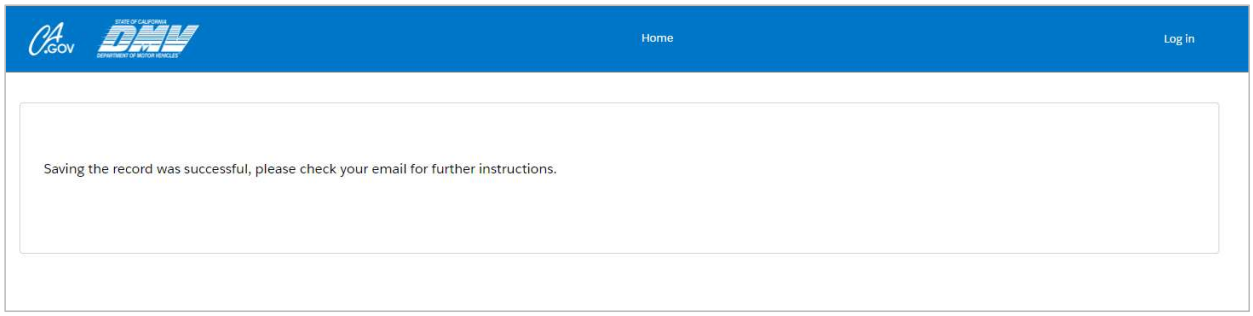
    a. Email address

    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

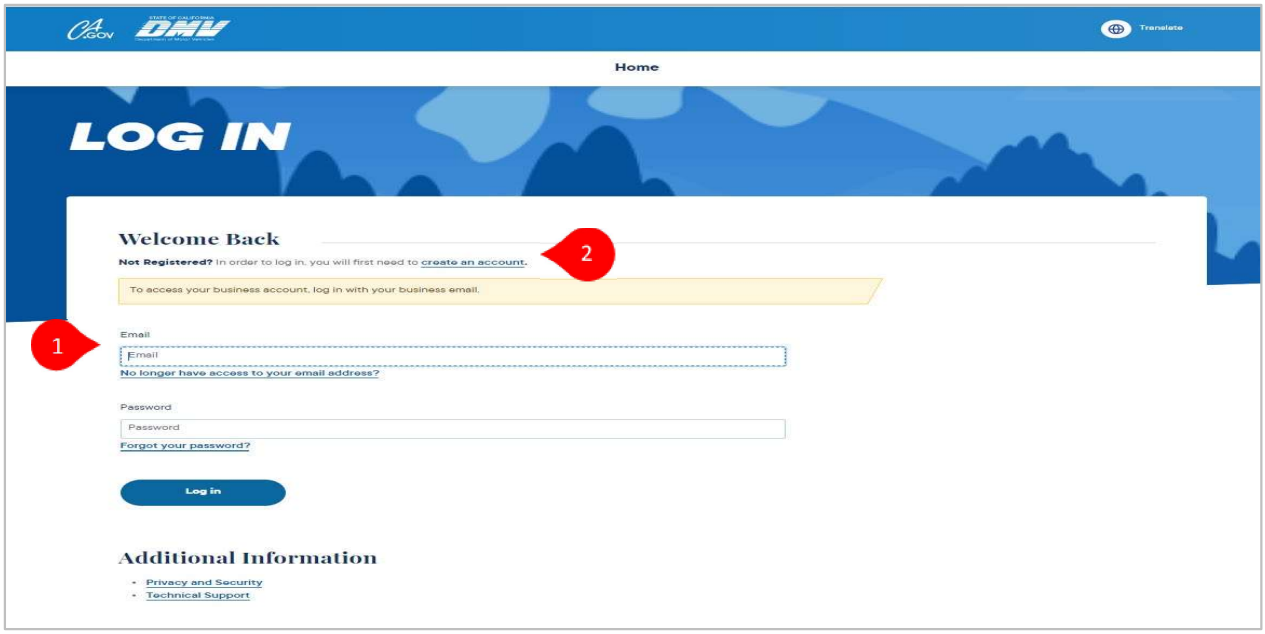
2. Perform the reCAPTCHA task – Select I'm not a robot

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.



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.

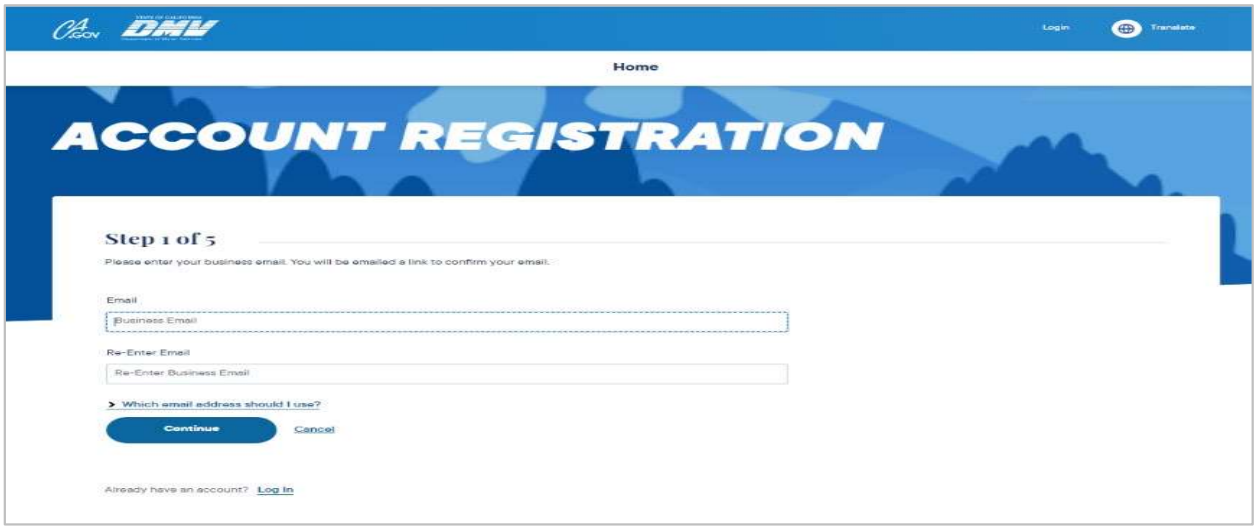
1. If you have an existing MyDMV account, log in using your email address and password

   If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the MyDMV troubleshooting webpage.

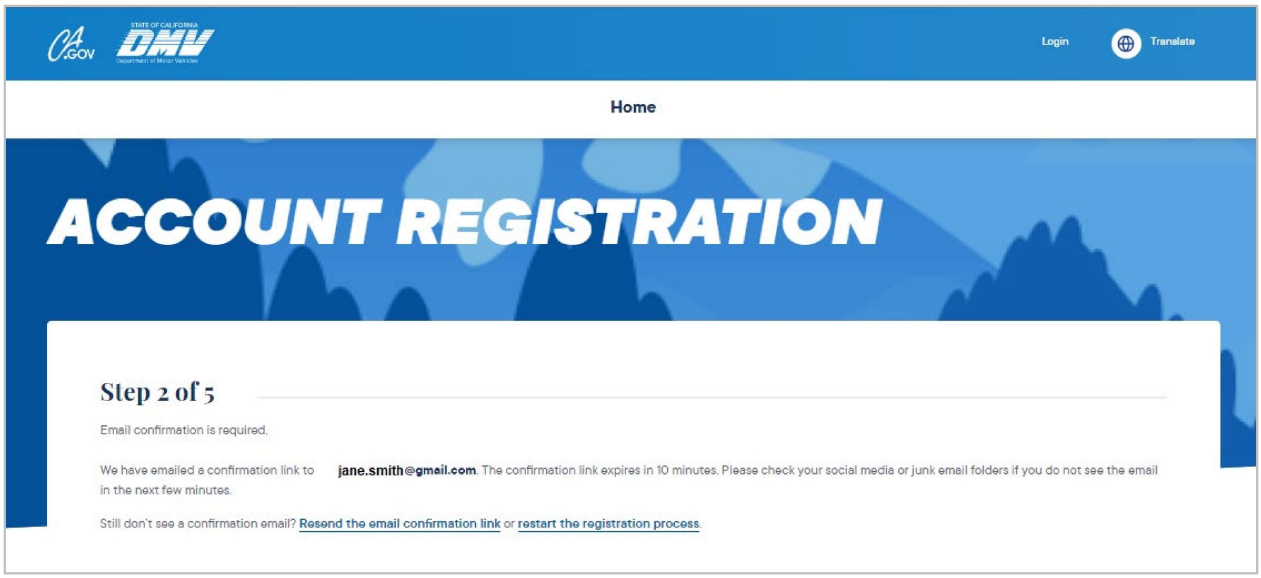
   OR

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

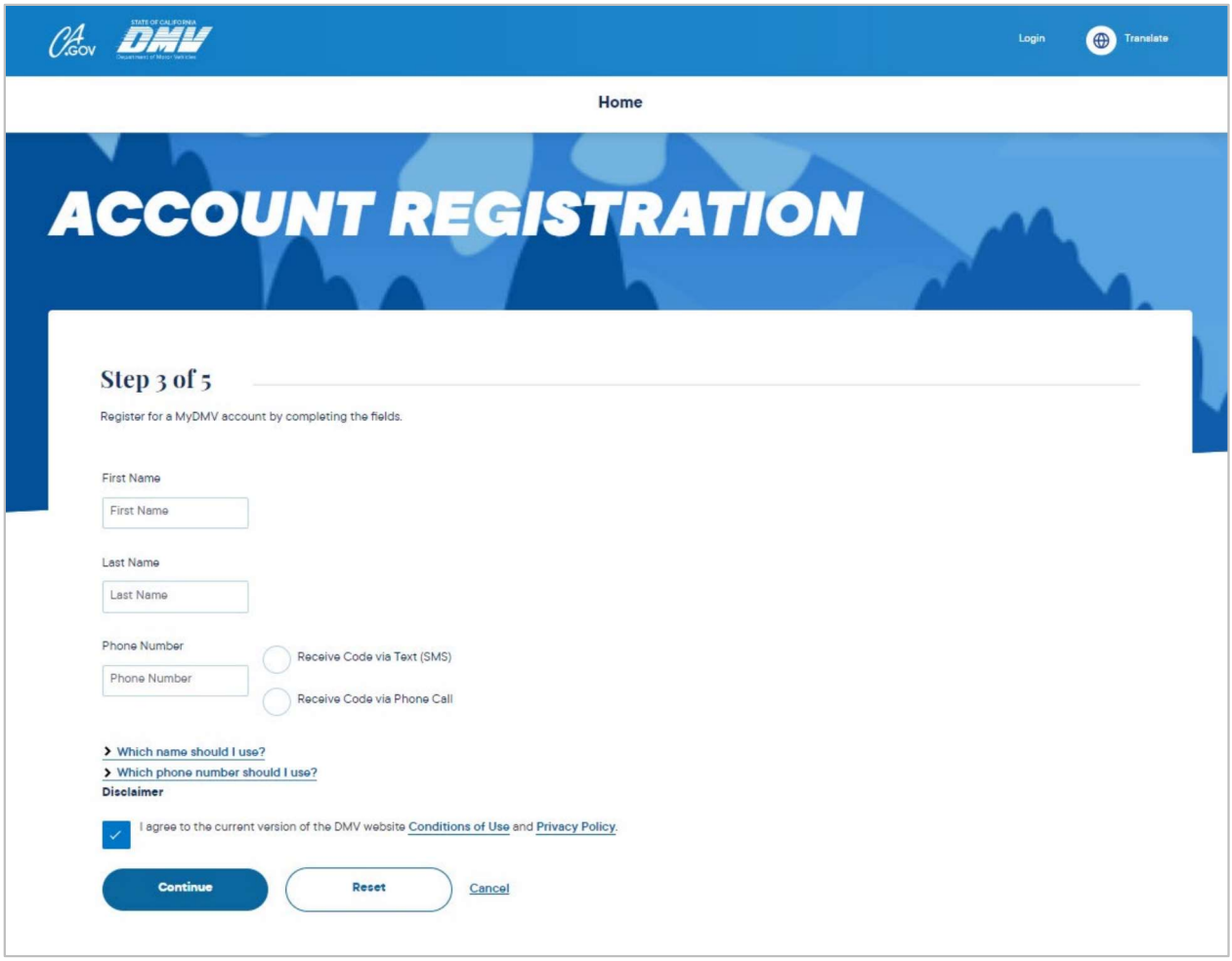
ACCOUNT REGISTRATION (If Needed if not, **SKIP to PAGE 19**)



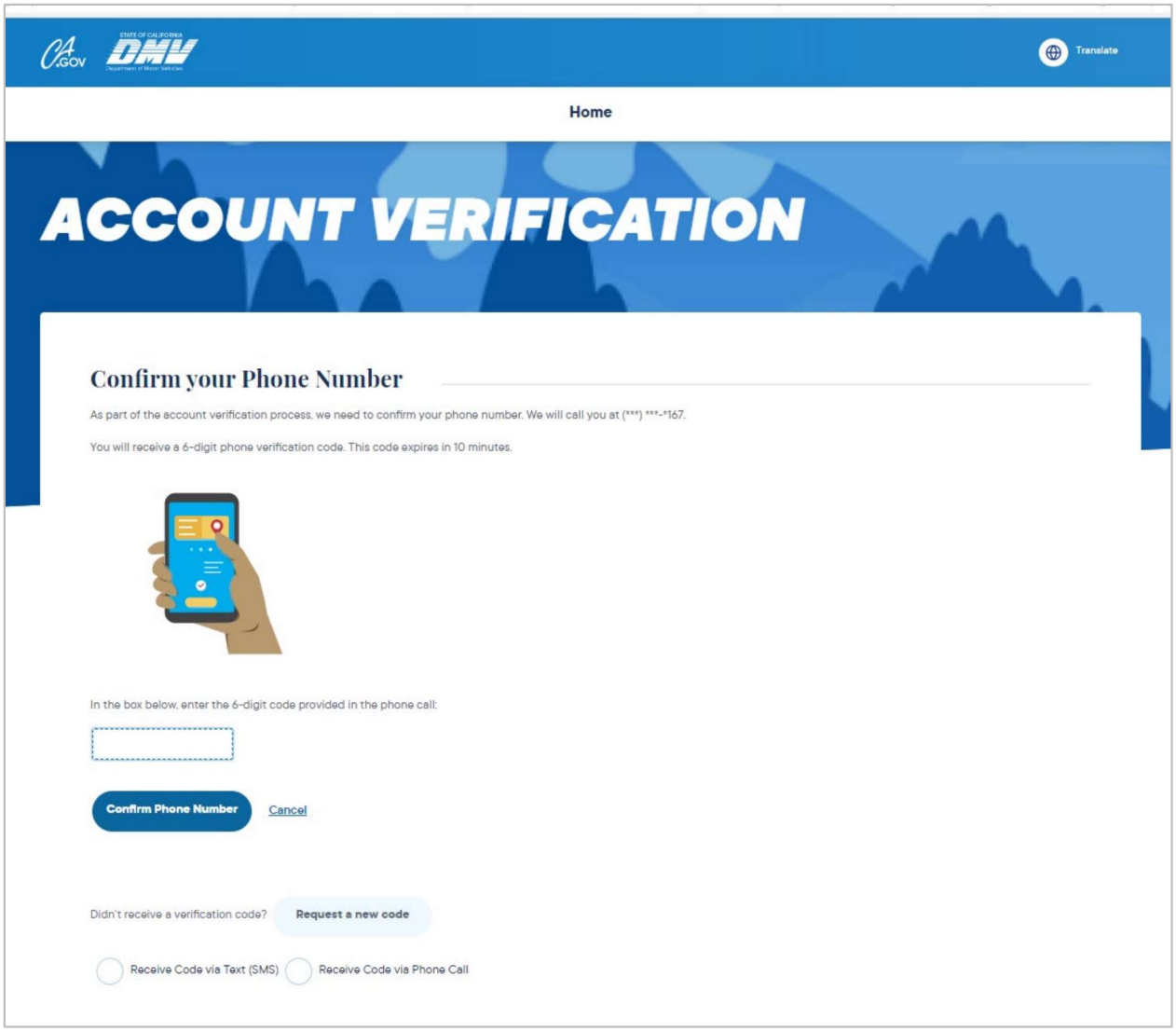
1. Provide and Re-Enter Email



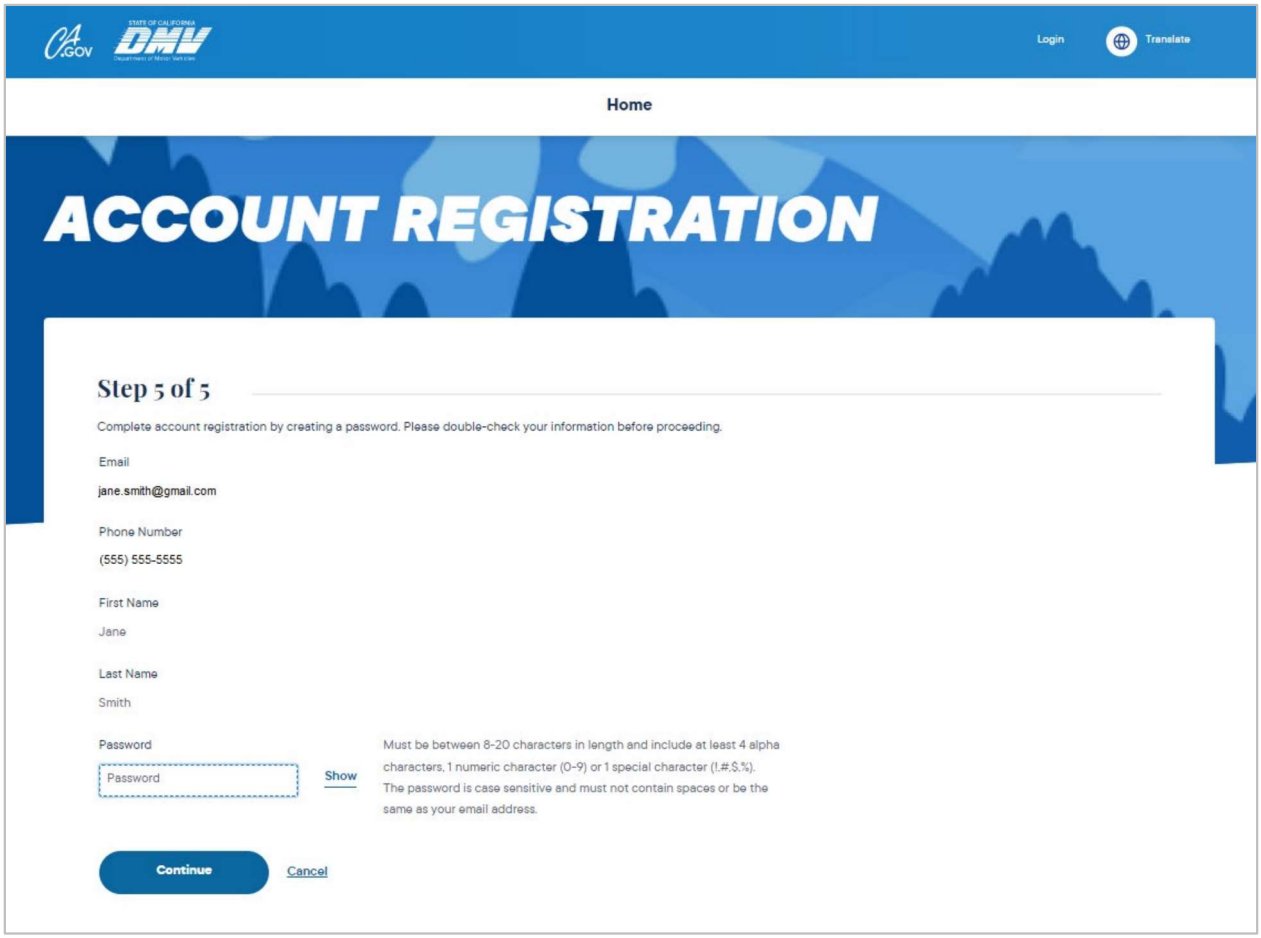
2. A time sensitive email will be sent to the email provided for confirmation.



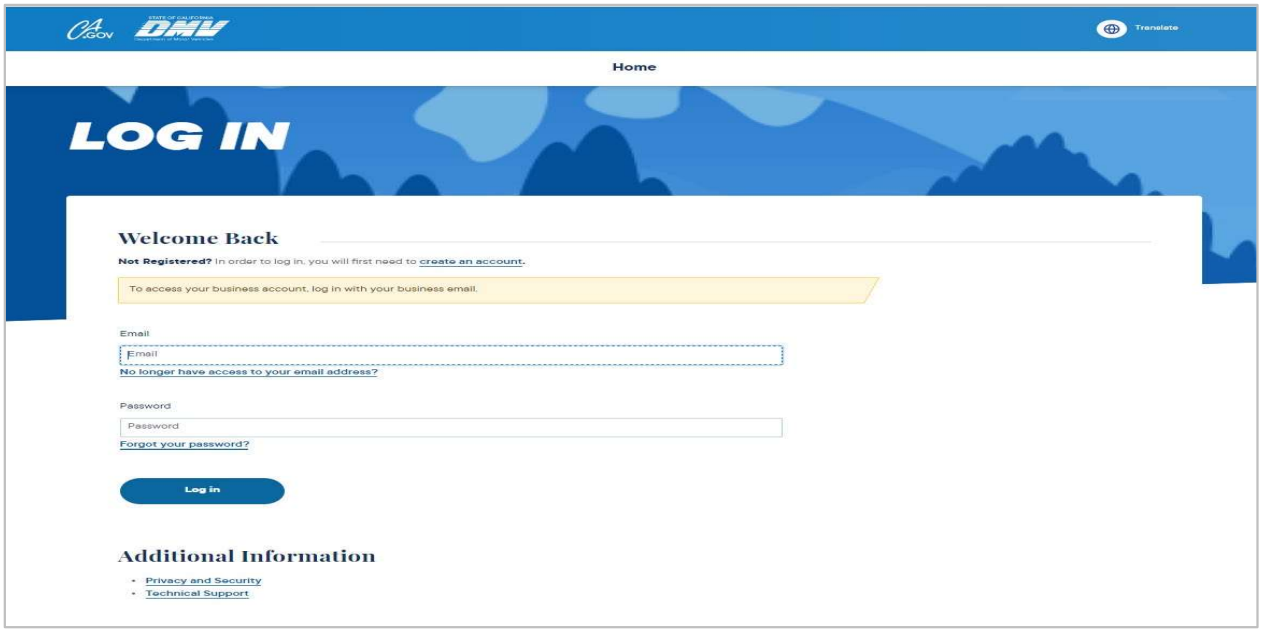
3. Provide your name & phone number to register and another message will be sent to the number provided (via text or call)



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



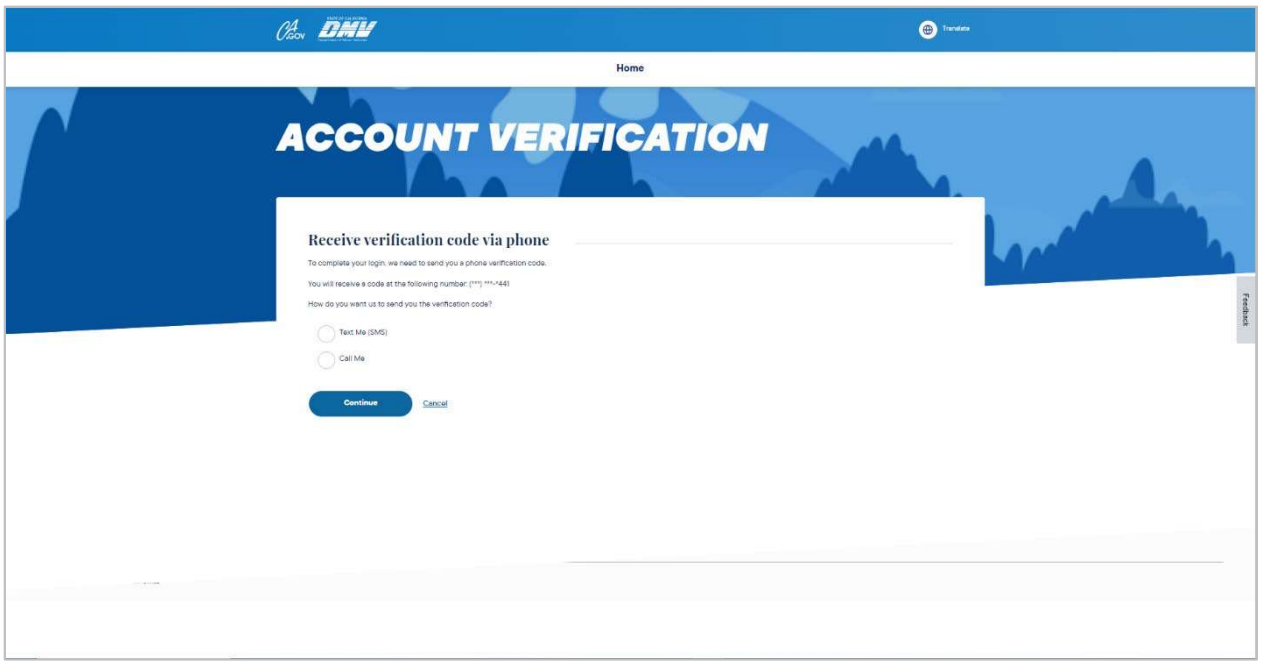
5. Complete registration by creating a unique password according to the parameters given.



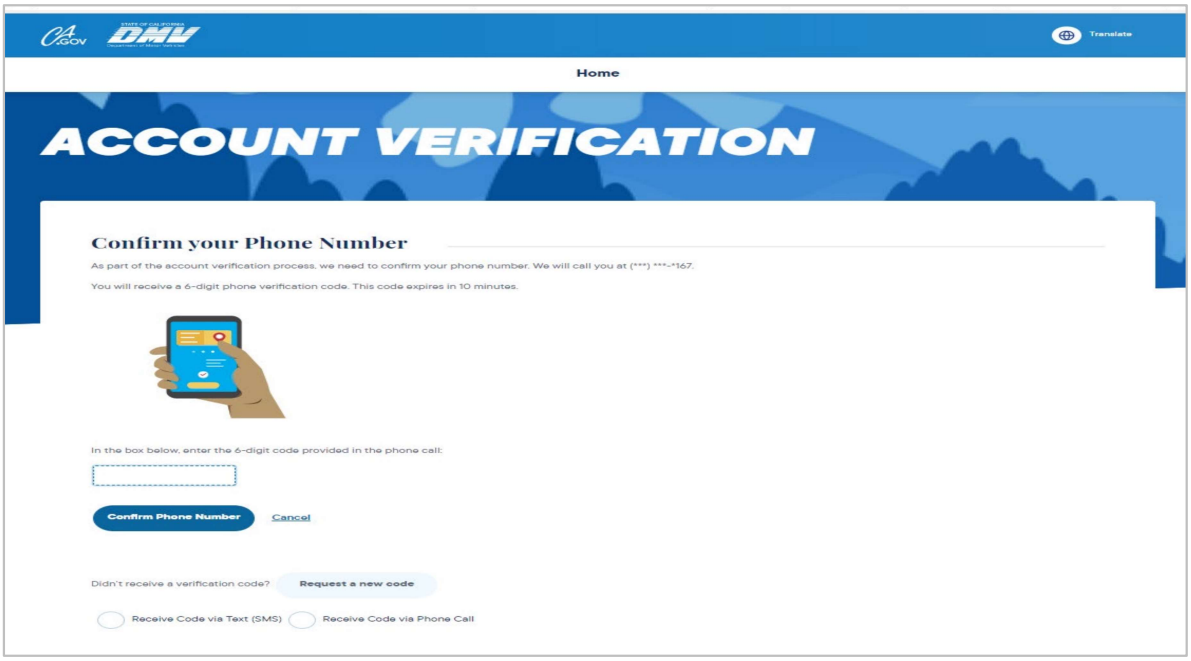
After completing the creation and registration of a MyDMV Account, you can now Login using your MyDMV account to access Occupational Licensing online services using your email address and password.

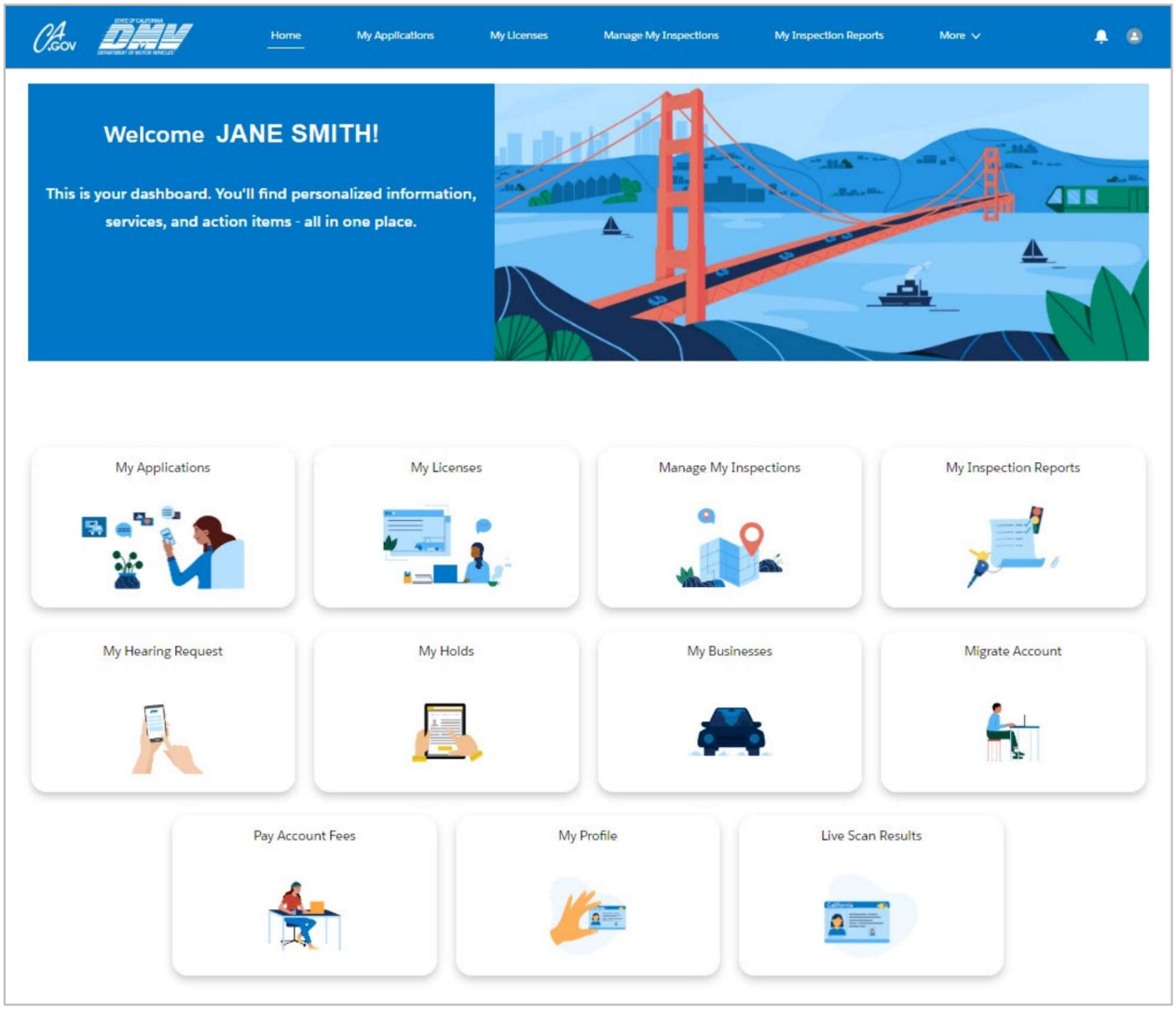
If you forgot your MyDMV password or experience issues or need help with MyDMV, visit the MyDMV troubleshooting webpage.

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



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





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.