



# Online Services for Driver Businesses

E-Services Account User Guide

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## Getting Started

All License eXpress (LX) for Business users must register for their own LX for Business account. If you already have an LX business account, you can add new services to your existing account. Each business is allowed one account administrator, as many managers as needed, and as many employees as needed.

### User Roles

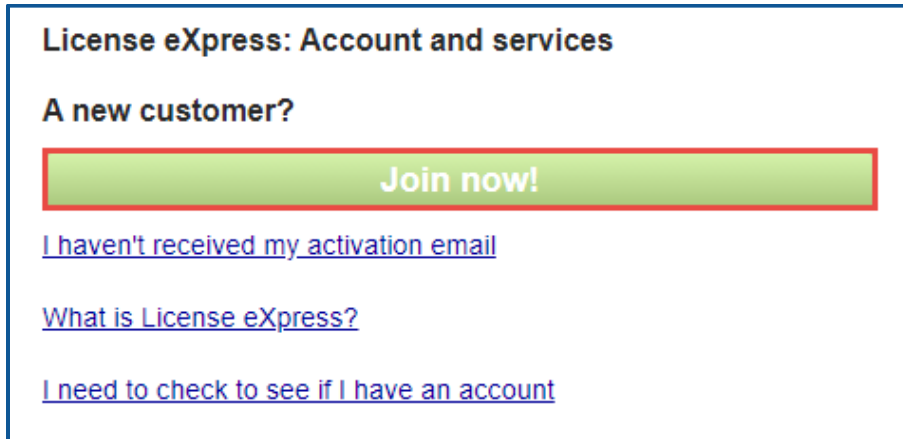
Administrator	Managers	Employees
Usually, the contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions
Generates manager and employee access codes	Changes manager and employee access	
Changes manager and employee access	Removes manager and employee access	
Removes manager and employee access	Performs account functions	
Performs account functions		

**Note:** Employee access codes expire 8 hours after created. Please check the date and time stamp on the original access code email to make sure the code you received from your Administrator or Manager is not expired. The Administrator can generate a new code if necessary.

## Register for a License eXpress for Business Account

Use the following directions to register for a new an LX for business account if you do not already have one. Make sure to use an accurate email address and write down your username and password.

1. Go to this website: [secure.dol.wa.gov](https://secure.dol.wa.gov)
2. Click the **Join now!** button.



**License eXpress: Account and services**

**A new customer?**

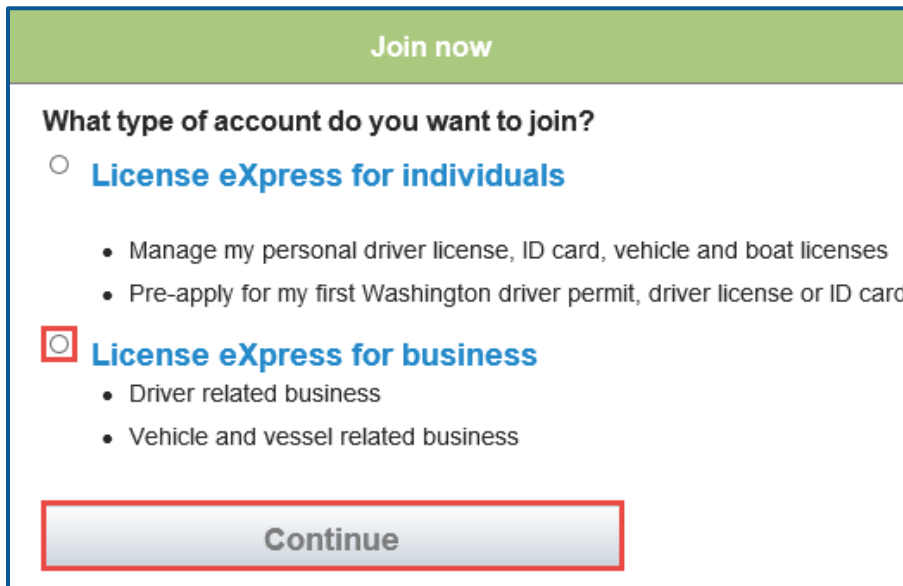
**Join now!**

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

3. Click the **License eXpress for business** button and click **Continue**.



**Join now**

**What type of account do you want to join?**

**License eXpress for individuals**

- Manage my personal driver license, ID card, vehicle and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

**License eXpress for business**

- Driver related business
- Vehicle and vessel related business

**Continue**

4. Enter your First name, Last name, and click **Continue**.

5. Enter a Username, email address, confirm email address, and click **Continue**.

Vehicle, vessel, and driver related business - Step 2 of 4

**License eXpress for business**  
Lxuser, please continue setting up your account.

[I want to use my existing SecureAccess WA account.](#)

Username  
  
No spaces, 4 or more characters

Email

Confirm email

**Continue**

6. Enter a Password, confirm password, and click **Register me**.
7. Check your email account and click the **activation** hyperlink to continue the registration process. You are routed to Secure Access Washington (SAW) to complete the Multi-Factor Identification (MFA) process before you complete the registration process. The email is sent from "noreply@dol.wa.gov."

Registration - Step 4 of 4

**License eXpress for business**  
You're almost done Lxuser!  
Please check your email.  
We've sent you an email containing your activation link. Click on the link to activate your account.

8. Enter the Username, password, and click **Login** to continue the registration process.

License eXpress: Account and services

Thank you LxUser, you have successfully activated your account. Please login to manage your account.

Username

Password

**Login**

[I forgot my username](#)  
[I forgot my password](#)

9. Click the **Business related to vehicle, vessel, and driver licensing** hyperlink.

My services

[Business related to vehicle, vessel and driver licensing](#) [Remove](#)

[Join other DOL services](#)

10. Click the button to choose the method you would like to receive your verification code.

SecureAccess Washington [Help](#) [Spanish](#)


1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

## Multi-Factor Authentication (MFA)

This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

### Choose Method

How would you like to receive your verification code?

 \*\*\* z3z@dol.wa.gov  
Receive the code in an email and enter it on the next screen.

11. Enter the verification code and click **Submit**.

The screenshot shows the 'Enter Code' step of the Multi-Factor Authentication (MFA) process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The page title is 'Multi-Factor Authentication (MFA)'. Below the title, the heading 'Enter Code' is displayed. A message states: 'Please enter the code sent to \*\*\*ame@fakemail.com'. A text input field contains the number '4272', and a green 'Submit' button is to its right. Below the input field, there are links for 'Resend Code' and 'Choose another method'. The top navigation bar includes the 'SecureAccess Washington' logo and 'Help' and 'Spanish' buttons.

12. Click the **Yes, Remember my device** checkbox, if applicable, enter a Name and click **Submit**.

The screenshot shows the 'Remember Device' step of the Multi-Factor Authentication (MFA) process. The progress bar at the top highlights step 3, 'Remember Device'. The page title is 'Multi-Factor Authentication (MFA)'. Below the title, the heading 'Remember Device?' is displayed. A message states: 'Choose to remember this device to reduce how often you are required to enter a verification code. If the device you are using is shared or public, we recommend you do not remember this device.' There is a checked checkbox for 'Yes, remember my device'. Below this, a 'Name:' label is followed by a text input field and the text '(Numbers and letters only)'. A green 'Submit' button is located at the bottom. The top navigation bar includes the 'SecureAccess Washington' logo and 'Help' and 'Spanish' buttons.



13. Verify Your name and Phone type is correct, enter the Phone Number and Extension, if applicable, verify the Email address is correct, confirm email address, and click **Next** to proceed.

New online account

Profile

Contact information

Continue registering your account

Your name  
Olive Tree

Phone type  
Business

Phone Number \*  
Required

Extension

Email address  
NONAME@FAKEMAIL.COM

Confirm email address  
NONAME@FAKEMAIL.COM

14. Complete the required address fields and click **Next**.

15. Select the appropriate button to verify the address, if applicable, and click **Next**.

16. Click the **I agree to terms of service above** checkbox and click **Next**.

14. Venue  
This Agreement is to be construed and interpreted in accordance with the laws of the state of Washington and the venue for any action brought under this agreement must be in the Superior Court for Thurston County.

15. Assignment  
This Agreement is personal to User. User may not assign any rights or obligations under this agreement to any other person or entity without DOL's prior written approval.

I agree to the terms of service above. \*

Required

Agreement Date  
10-Jun-2021

17. Review the summary and click **Submit** to proceed or **Previous** to make changes.

18. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add an Account page.

*You have successfully registered for your License eXpress for Business account!*

## Manage Users Functions

This section explains how administrators and managers generate an access code for new managers or employees, how to change access, and how to remove access.

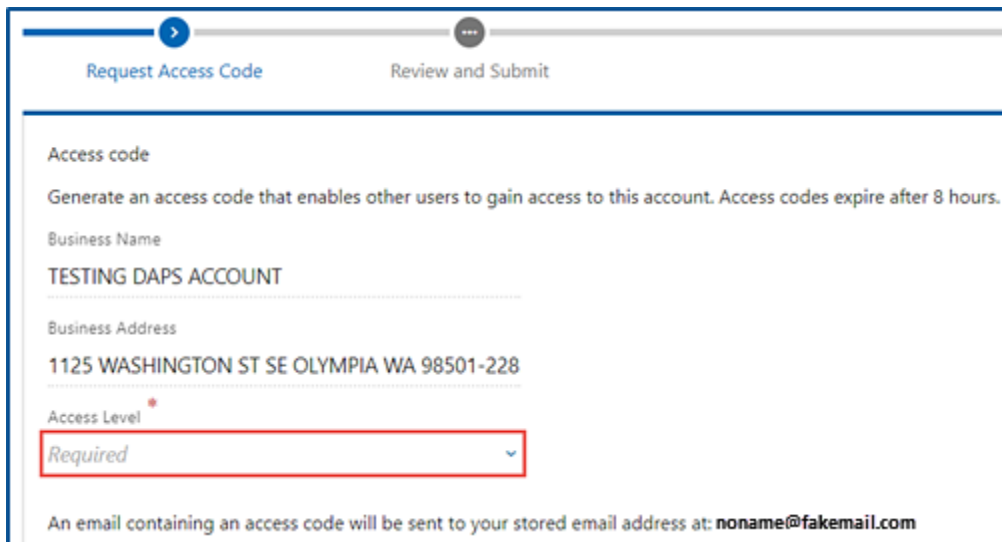
### Generate Access Code for Managers and Employees

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Create new user access code** hyperlink.



4. Select the appropriate option from the Access Level dropdown menu and click **Next**.

**Note:** A Manager performs actions and manages users. An Employee performs actions but cannot manage users.



The screenshot shows a web form titled "Request Access Code" with a progress indicator showing the first step is active. The form contains the following fields and text:

- Access code:** Generate an access code that enables other users to gain access to this account. Access codes expire after 8 hours.
- Business Name:** TESTING DAPS ACCOUNT
- Business Address:** 1125 WASHINGTON ST SE OLYMPIA WA 98501-228
- Access Level:** A dropdown menu with "Required" selected and highlighted by a red box.
- Footer text:** An email containing an access code will be sent to your stored email address at: noname@fakemail.com

5. Review the request and click **Submit**. License eXpress automatically sends you an email with the access code for you to send to an employee or manager. The employee/manager accesses the business account using this access code. Additionally, you need to provide the employee/manager with the State or Federal ID and Business ID account number.

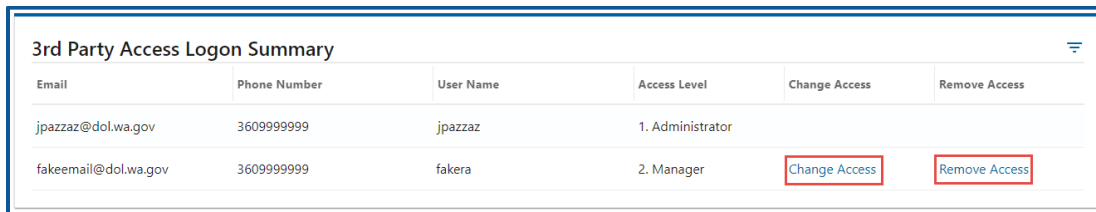
**Note:** Access codes expire 8 hours after created.

## Manage User Access

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Users List** hyperlink.



4. Click the **Change Access** or **Remove Access** hyperlink in the row for the user you want to manage.



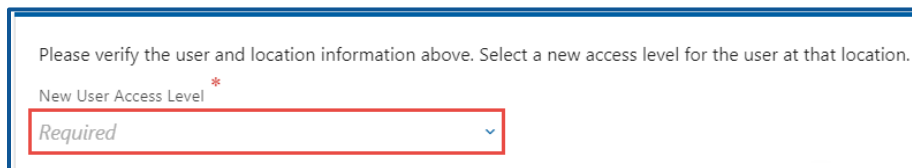
A screenshot of a table titled '3rd Party Access Logon Summary'. The table has six columns: Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The first row shows a user with email 'jpazzaz@dol.wa.gov', phone number '3609999999', user name 'jpazzaz', and access level '1. Administrator'. The second row shows a user with email 'fakeemail@dol.wa.gov', phone number '3609999999', user name 'fakera', and access level '2. Manager'. In the second row, the 'Change Access' and 'Remove Access' links are highlighted with red rectangular boxes.

Email	Phone Number	User Name	Access Level	Change Access	Remove Access
jpazzaz@dol.wa.gov	3609999999	jpazzaz	1. Administrator		
fakeemail@dol.wa.gov	3609999999	fakera	2. Manager	<a href="#">Change Access</a>	<a href="#">Remove Access</a>

5. Complete the following steps based on your selection:

### Change Access

- a. Select the appropriate option from the New User Access Level dropdown menu.

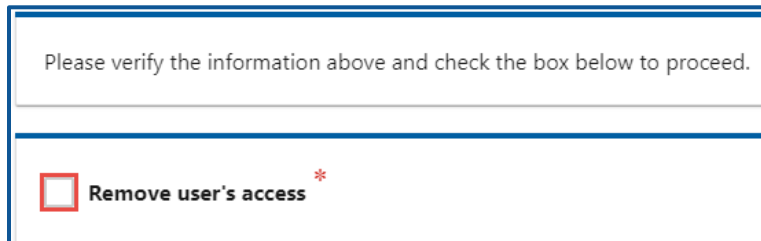


A screenshot of a form titled 'Please verify the user and location information above. Select a new access level for the user at that location.' Below the text is a dropdown menu labeled 'New User Access Level \*' with the word 'Required' selected and a downward arrow icon.

- b. Click the **Next** button.

### Remove Access

- a. Click the **Remove user's access** checkbox.



A screenshot of a form titled 'Please verify the information above and check the box below to proceed.' Below the text is a checkbox labeled 'Remove user's access \*' which is currently unchecked.

- b. Click the **Next** button.

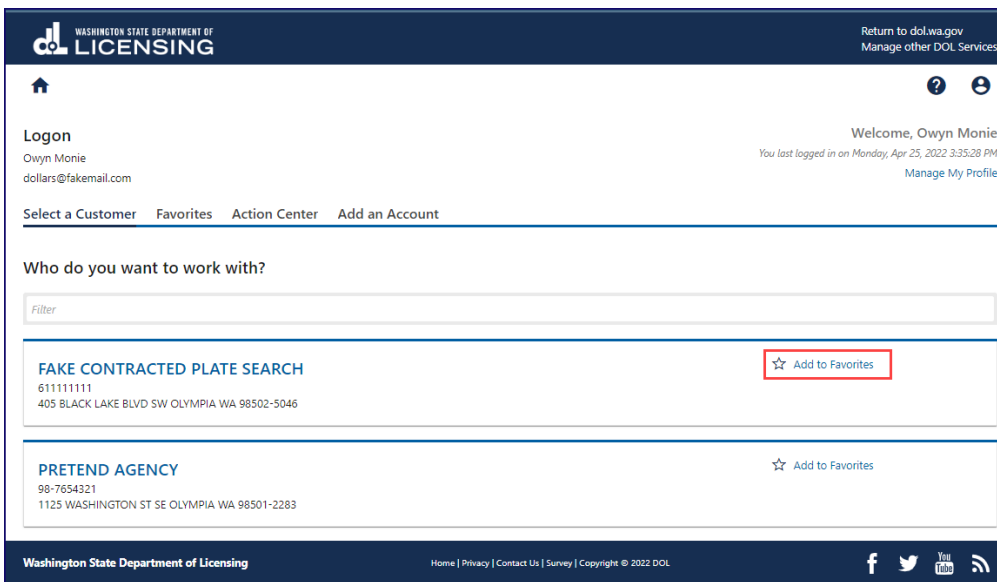
6. Review the request and click **Submit**.

# Account Favorites

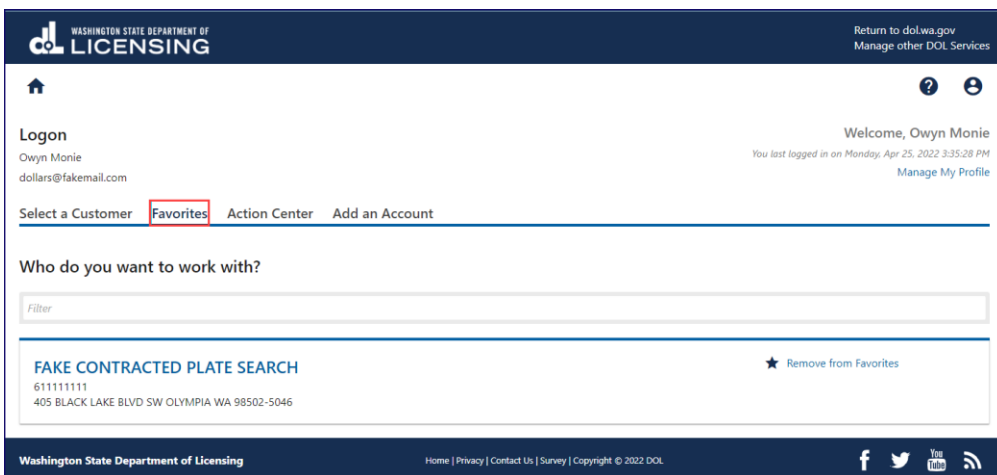
If you have access to accounts with different Unified Business Identification (UBI) numbers, Tax Identification Numbers (TINs), or Employer Identification Numbers (EINs), you can mark them as favorites to quickly access those you use most frequently. Additionally, you can remove an account from your favorite list when necessary.

## Setting Account Favorites

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add to Favorites** hyperlink.



3. Click the Favorites tab to view and access the accounts you have set as favorites.



## Removing Accounts from Favorites

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Favorites** tab and **Remove from Favorites** hyperlink.

The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a dark blue header with the logo and text 'WASHINGTON STATE DEPARTMENT OF LICENSING' on the left, and 'Return to dol.wa.gov' and 'Manage other DOL Services' on the right. Below the header, there is a navigation bar with a home icon, a question mark icon, and a user profile icon. The user profile section displays 'Logon' for 'Owyn Monie' with the email 'dollars@fakemail.com'. To the right, it says 'Welcome, Owyn Monie' and 'You last logged in on Monday, Apr 25, 2022 3:35:28 PM' with a 'Manage My Profile' link. Below this is a navigation menu with 'Select a Customer', 'Favorites' (highlighted with a red box), 'Action Center', and 'Add an Account'. The main content area is titled 'Who do you want to work with?' and contains a search filter box. Below the filter, there is a search result for 'FAKE CONTRACTED PLATE SEARCH' with the address '611111111 405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046'. A red box highlights the '★ Remove from Favorites' button next to the search result. At the bottom, there is a dark blue footer with 'Washington State Department of Licensing' on the left, a navigation menu with 'Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL' in the center, and social media icons for Facebook, Twitter, YouTube, and RSS on the right.

# Training School Accounts

## Commercial Training School Account

Only organizations authorized by DOL to report CDL training can use this service.

### Request Access to Commercial Training School (CTS) Accounts

Complete the process below to request Administrator, Manager, or Employee access to a CTS account. The account administrator is responsible for generating access codes for employees and managers to gain access. The system allows only one administrator per business.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Request access to a Commercial Training School account** button.

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and one or more buttons with right-pointing chevrons. The "CDL Training" category's "Request access to a Commercial Training School account" button is highlighted with a red border.

Service Category	Description	Available Actions
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	<ul style="list-style-type: none"><li>Request access to a Driver Record Request account</li><li>Apply for a new Driver Record Request account</li></ul>
Driver and Plate Search	Authorized law enforcement and WA state agencies only. To use this service, your agency must be authorized by DOL to search driver and vehicle records.	<ul style="list-style-type: none"><li>Request access to a Driver and Plate Search account</li></ul>
Driver Info & Adjudication	Authorized WA courts and state agencies only. To use this service, your agency must be authorized by DOL to view driver information and report court information.	<ul style="list-style-type: none"><li>Driver Info and Adjudication Access</li></ul>
SR-22/26 Reporting	Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.	<ul style="list-style-type: none"><li>Insurance SR-22/26 Access</li></ul>
Correctional Facility	Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.	<ul style="list-style-type: none"><li>Correctional Facility Access</li></ul>
Interlock Device Vendor	Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.	<ul style="list-style-type: none"><li>Interlock Device Vendor Access</li></ul>
Driver Training	Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.	<ul style="list-style-type: none"><li>Request access to a Driver Training School account</li></ul>
CDL Training	Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.	<ul style="list-style-type: none"><li>Request access to a Commercial Training School account</li></ul>
Motorcycle Training	Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.	<ul style="list-style-type: none"><li>Request access to a Motorcycle Training School account</li></ul>

5. Complete the following information:

- a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
- b. Enter the state or federal ID.
- c. Select the appropriate option from the School license type dropdown menu.
- d. Enter the school license number.
- e. Enter your WA driver license number. Complete the additional steps below if you do not have a WA driver license.
  - i. Click the **I do not have a Washington driver license** checkbox.
  - ii. Select the appropriate option from the What state are you from? dropdown menu.
  - iii. What is your out of state driver license number?

I don't have a Washington drivers license

What state are you from? \*

Required

What is your out of state drivers license number? \*

Required

- f. Select the appropriate option from the What access level would you like to request? dropdown menu.

Commercial school access

**Introduction**

What you'll need

**Request access**

What account?

**What account are you trying to access?**

In order to gain access, you will need to provide information to identify your account

Choose a state or federal ID \*

Required

State or federal ID \*

Required

School license type \*

Required

School license number \*

Required

What is your Washington drivers license number? \*

Required

I don't have a Washington drivers license

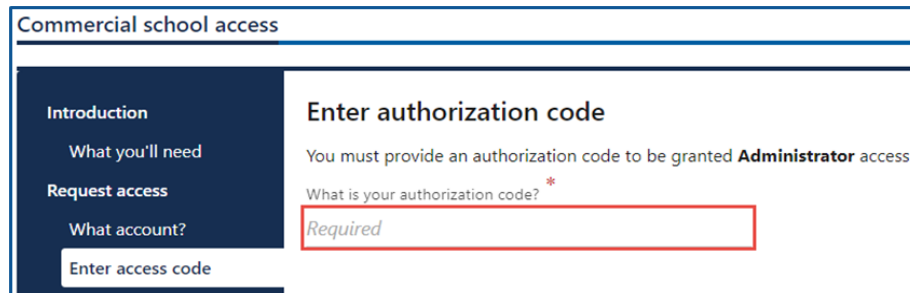
What access level would you like to request? \*

Required

19. Complete the following step based on your access level:

### Administrators

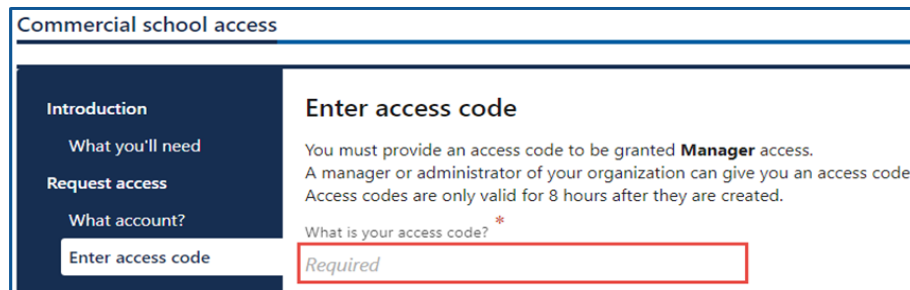
a. Enter the authorization code provided by the Department of Licensing.



b. Click **Next**

### Managers and employees

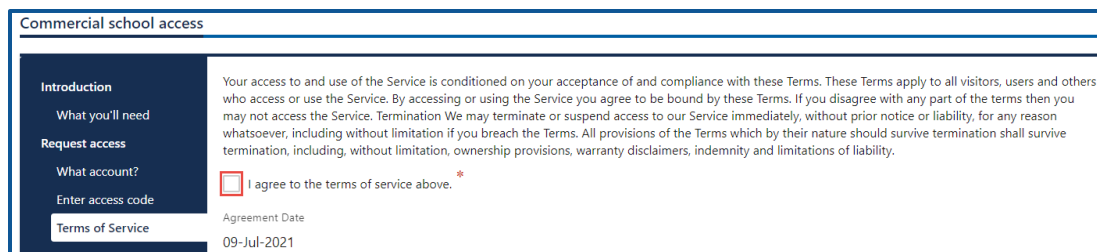
a. Enter the access code provided by the Commercial Training School Account Administrator or Manager.



**Note:** Access codes expire 8 hours after created.

b. Click **Next**.

20. Click the **I agree to the terms of service above** checkbox.



21. Review the summary and click **Submit** to proceed or **Previous** to make changes.

22. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your homepage. DOL sends you an email once your access is approved.



## Add Student Course Information

Use the following process to enter student course information individually or in bulk.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

DRIVING ACADEMY LLC  
610000X  
123 MAIN STREET NOWHERE, WA 99999-9999

TEST DRIVING SCHOOL  
222222222  
123 S MAIN ST SEATTLE WA 98104-2515

3. Click the **Submit course completions** hyperlink.

I Want To [Submit course completions](#)

4. Click the appropriate **Select** hyperlink to choose an instructor, click the applicable **CL, BA, PR, RA, or RO** checkboxes, and click **Next**.

Submit Course Completions

**Add course**  
Choose instructors

Select all instructors that taught the course. In the columns to the right of the instructor's name, select only those segments that each instructor participated in.

- Each selected instructor must have taught at least one segment.
- Each segment must be taught by at least one selected instructor.
- Only instructors that are currently approved by DOL for your school are shown.

Page 1 of 1

Filter

	Name	CL	BA	PR	RA	RO
Remove	SALLY ALEXANDRIA BROWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select	PEPPERMINT ANN PATTY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Enter the course start date and course end date, select the appropriate option from the Type of training dropdown menu, and click **OK**.

Submit Course Completions

**Add course**  
Choose instructors  
Course information

Enter course information

Enter the information requested below.

Course start date \*

Course end date \*

Type of training \*

6. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Student** button.

**Submit Course Completions**

**Student list**

Enter all the students and their course details into the table below. You can add a student using the 'Add Student' button and you can remove a student by using the delete button to the left of the student's DLN. You can view and edit a student's course details by clicking the student's DLN.

Course start date	Course end date	Training Type
01-Jun-2021	01-Jul-2021	Passenger and school bu

**Add Student**

**Students**

DLN	Name	Course status
<a href="#">Add Student</a>		

- c. Enter the following Student Course information:
  - i. Enter the Driver License Number.
  - ii. Enter the Classroom hours, Backing Hours, Proficiency Hours, Range Hours, and Road Hours.
  - iii. Enter the Notes, if applicable.
  - iv. Enter the Phone Number or click the **No phone number** checkbox and click **OK**.

**Student course information**

Drivers License # \*  
*Required*

**Course details**

Classroom hours *	Backing hours	Proficiency hours
<i>Required</i>	0	0
Range hours	RoadHours	
0	0	

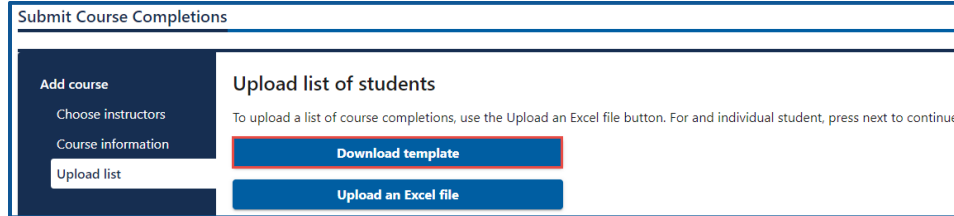
Notes

Phone number \*  
*Required*

No phone number

## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.



Submit Course Completions

**Add course**

- Choose instructors
- Course information
- Upload list**

**Upload list of students**

To upload a list of course completions, use the Upload an Excel file button. For and individual student, press next to continue.

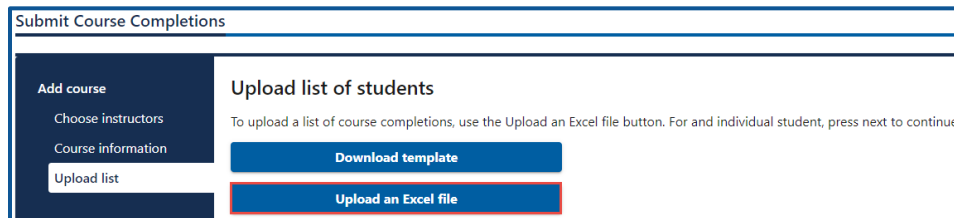
**Download template**

**Upload an Excel file**

- b. Open the course completion template. The Excel template opens in another tab or browser window.
- c. Enter the following information in the Students tab and save the file:
  - i. Driver License Number and Phone Number.
  - ii. Classroom hours, Backing Hours, Proficiency Hours, Range Hours, and Road Hours.
  - iii. Notes, if applicable.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

- d. Click the **Upload an Excel File** button.



Submit Course Completions

**Add course**

- Choose instructors
- Course information
- Upload list**

**Upload list of students**

To upload a list of course completions, use the Upload an Excel file button. For and individual student, press next to continue.

**Download template**

**Upload an Excel file**

- e. Click the **Choose File** button, select the file, click **Open**, and click **OK**.
- f. Click the **Next** button.

7. Review the individual students and click **Next** to proceed.

The screenshot shows a web interface titled "Submit Course Completions". On the left is a dark blue sidebar with navigation options: "Add course", "Choose instructors", "Course information", "Upload list", and "Student list" (which is highlighted). The main content area is titled "Student list" and contains the following information:

Enter all the students and their course details into the table below. You can add a student using the 'Add Student' button and you can remove a student by using the delete button to the left of the student's DLN. You can view and edit a student's course details by clicking the student's DLN.

Course start date: 01-Jul-2021  
Course end date: 10-Jul-2021  
Training Type: School bus

There is a blue "Add Student" button.

Below the button is a table titled "Students" with a "Delete students" link and a filter icon. The table has three columns: "DLN", "Name", and "Course status".

DLN	Name	Course status
X WDL3P24B765B	SEAN CHARLES BOSWELL	Pass
X WDL53250F25B	RACHAEL TEST BENJAMIN	Pass

2 Rows

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.

9. Click **Print** to print the transaction confirmation or click **Continue** to return to the Commercial Training School account. You will receive a confirmation email, as well as a message in your License eXpress account.

## Exam and Course History

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

<b>DRIVING ACADEMY LLC</b> 610000X 123 MAIN STREET NOWHERE, WA 99999-9999
<b>TEST DRIVING SCHOOL</b> 222222222 123 S MAIN ST SEATTLE WA 98104-2515

3. Click the **Exam and course history** hyperlink.

Prior Activity	<a href="#">&gt; Exam and course history</a>
----------------	--

4. Enter the from date, the to date or other search criteria, and click **Search**. The search results display below.

<b>Search parameters</b>			
From	To	Training type	Submitter name
01-Jul-2021	13-Jul-2021		
<b>Student information</b>			
DLN	First name	Middle name	Last name
Schools Results? <input type="checkbox"/>			<b>Search</b>

5. Click the **Confirmation number** hyperlink to view the submission.

Submissions							Export	Filter
Student DLN	Student name	Training type	Status	Confirmation number	Submitter	Submitted		
WDL1NR8372SB	DOC ADAM DRE	School bus	PASS	<a href="#">50094</a>	jpazzaz	12-Jul-2021		
WDL5824875SB	SNOOPY ARNOLD DAWG	School bus	PASS	<a href="#">50094</a>	jpazzaz	12-Jul-2021		
WDL3432376SB	APRIL MAY KEPNER	School bus	PASS	<a href="#">50094</a>	jpazzaz	12-Jul-2021		
WDL2824878SB	FRANKLIN ALLEN MOTO	Passenger and school	PASS	<a href="#">17326</a>	jpazzaz	11-Jul-2021		

6. Click the **Home** icon to return to your homepage.

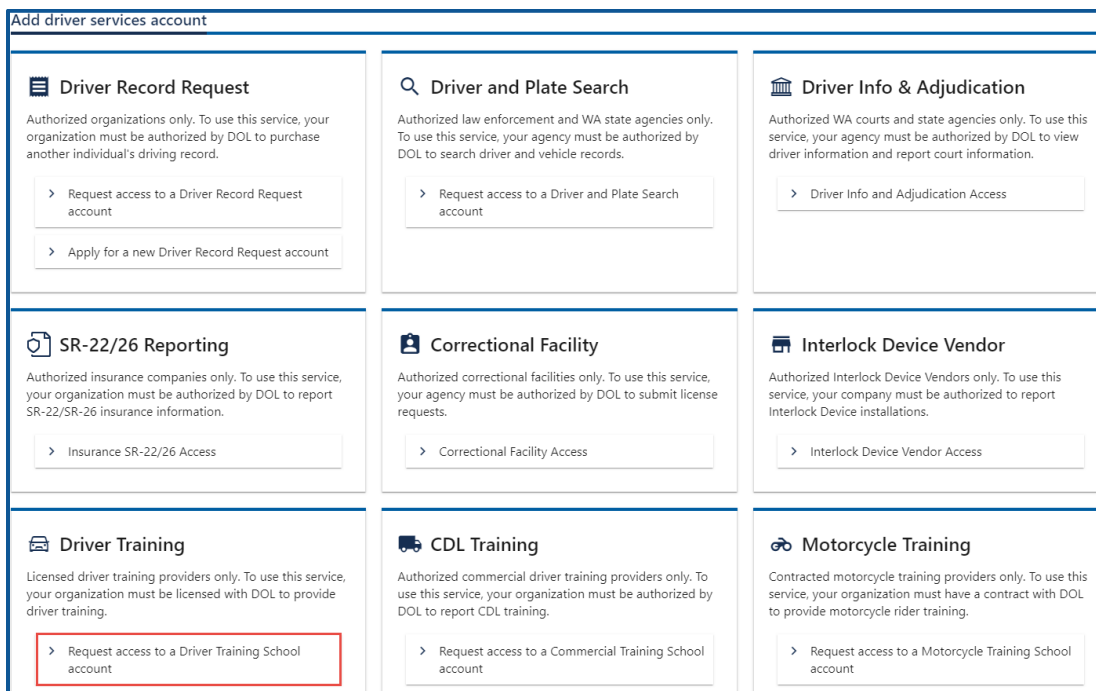


# Driver Training School Account

Only organizations authorized by DOL to provide driver training can use this service.

## Request Access to a Driver Training School (DTS) Account

1. DOL’s Driver Training School (DTS) program licenses and certifies instructors and staff members. Contact the DTS program at 360-902-3703 or [TSE@dol.wa.gov](mailto:TSE@dol.wa.gov) if you need assistance.
2. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
3. Click the **Add an Account** tab.
4. Click the **Request access to Driver Training School** button.



5. Make sure you have the required information and click **Next**.
6. Complete the following steps and click **Next**.
  - a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
  - b. Enter the state or federal ID.
  - c. Select the appropriate option from the School license type dropdown menu.
  - d. Enter the school license number.

- e. Enter your Washington driver license number or complete the following additional steps:
  - i. Click the **I don't have a Washington driver license** checkbox.
  - ii. Select the appropriate option from the What state are you from? dropdown menu.
  - iii. Enter your out of state driver license number.

A screenshot of a form section with a dark blue sidebar on the left. The main content area contains the following elements:

- A checked checkbox labeled "I don't have a Washington drivers license".
- A dropdown menu labeled "What state are you from?" with a red asterisk and the word "Required" below it.
- A text input field labeled "What is your out of state drivers license number?" with a red asterisk and the word "Required" below it.

- f. Select the appropriate option from the What access level would you like to request? dropdown menu.

A screenshot of a web form titled "Driver Training School access". The form has a dark blue sidebar with navigation links: "Introduction", "What you'll need", "Request access", and "What account?". The main content area is titled "What account are you trying to access?" and includes the following fields:

- A dropdown menu labeled "Choose a state or federal ID" with a red asterisk and "Required" below it.
- A text input field labeled "State or federal ID" with a red asterisk and "Required" below it.
- A dropdown menu labeled "School license type" with a red asterisk and "Required" below it.
- A text input field labeled "School license number" with a red asterisk and "Required" below it.
- A text input field labeled "What is your Washington drivers license number?" with a red asterisk and "Required" below it.
- An unchecked checkbox labeled "I don't have a Washington drivers license".
- A dropdown menu labeled "What access level would you like to request?" with a red asterisk and "Required" below it.

7. Complete the following step based on your access level.

### Administrators

a. Enter the authorization code provided by the Driver Training Schools program.

The screenshot shows a web interface titled "Driver Training School access". On the left is a dark blue sidebar with menu items: "Introduction", "What you'll need", "Request access" (highlighted), and "What account?". The main content area is titled "Enter authorization code" and contains the text: "You must provide an authorization code to be granted **Administrator** access." Below this is the question "What is your authorization code?" with a red asterisk. A text input field is shown with the word "Required" in red, indicating a mandatory field.

b. Click the **Next** button

### Managers and employees

a. Enter the access code provided by the Driver Training School Account Administrator or Manager.

The screenshot shows a web interface titled "Driver Training School access". On the left is a dark blue sidebar with menu items: "Introduction", "What you'll need", "Request access" (highlighted), and "What account?". The main content area is titled "Enter access code" and contains the text: "You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 8 hours after they are created." Below this is the question "What is your access code?" with a red asterisk. A text input field is shown with the word "Required" in red, indicating a mandatory field.

**Note:** Access codes expire 8 hours after created.

b. Click the **Next** button

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.

9. Click **Print** to print the transaction confirmation or click **Continue** to return to your homepage.



## Add Student Course Information

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account hyperlink if you have more than one.

The screenshot shows two account entries. The first entry is "DRIVING ACADEMY LLC" with address "100Z 123 MAIN ST NOWHERE, WA 99999-9999". The second entry is "TEST DRIVING SCHOOL" with address "22222222 123 S MAIN ST SEATTLE WA 98104-2515". Both entries have an "Add to Favorites" link.

3. Click the **Add student course information** hyperlink.

The screenshot shows a menu titled "I Want To" with five options: "Add student course information", "Add knowledge test scores", "Add skills test scores", "Add student driver waivers", and "Get training and resources". The first option is highlighted with a red box.

4. Select the appropriate hyperlink for the Driver Training School and the Instructor and click **Next**.

The screenshot shows the "Add course completion" screen. On the left is a sidebar with "Add courses" and "Select a school". The main area is titled "Select a school and instructor". It shows "Driver Training Schools" with a table containing one row: "HQ DRIVER TRAINING". Below that, it shows "Instructors for the selected school" with a table containing two rows: "ROMAN CHARLES PEARCE 1002" and "DOMINIC BENNIE TORETTO 1001". The second row is highlighted with a red box.

5. Enter the Course start date, enter the Class end date, and click **Next**.

The screenshot shows the "Add course completion" screen. On the left is a sidebar with "Add courses", "Select a school", and "Course dates". The main area is titled "Course dates" and contains the text: "Enter a course start and end date for this class. You will be able to add details about each individual student or upload a list of students in the following screens." Below this text are two input fields: "Course start date" and "Class end date", both marked as "Required".

6. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Student** button.

**Add course completion**

**Add students**

Course start date: 01-Jun-2021      Class end date: 01-Jul-2021

To record a driver education course click the add student button and provide their driver license number and additional information about the course.

**Add Student**

**Students** Clear students

DLN	Name	Status	Completed Date
<a href="#">Add Student</a>			

- c. Complete the following course completion information:
  - i. Enter the Student's driver license number.
  - ii. Select **Yes** or **No** from the Did the student complete the course dropdown menu. If yes, complete steps 1 and 2. If No, complete step 3.
    1. Select a course completion date.
    2. Click the **By checking this, I certify that the student listed above has successfully completed the driver education course** checkbox.

**Course information**

Did the student complete the course?

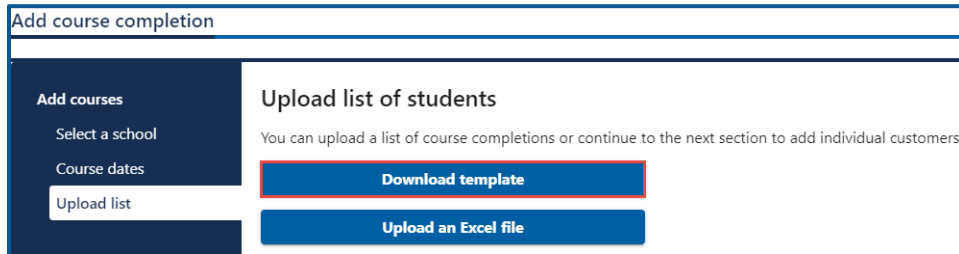
Select a course completion date \*

By checking this, I certify that the student listed above has successfully completed the drivers education course. \*

3. Select the appropriate answer from the Reason for incomplete course dropdown menu.

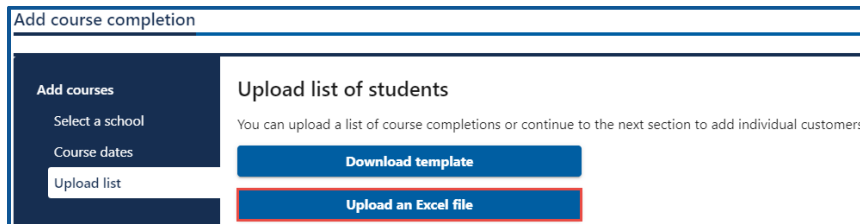
## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.



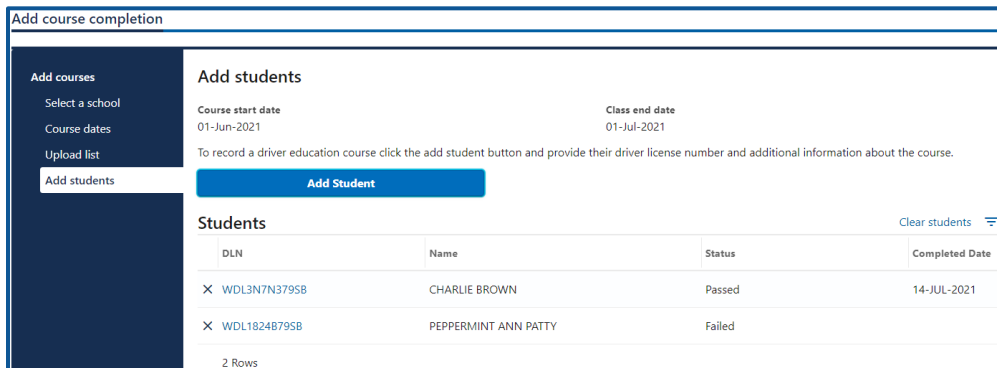
The screenshot shows a web form titled "Add course completion". On the left is a dark sidebar with menu items: "Add courses", "Select a school", "Course dates", "Upload list", and "Add students". The main content area is titled "Upload list of students" and contains the text "You can upload a list of course completions or continue to the next section to add individual customers." Below this text are two buttons: "Download template" (highlighted with a red border) and "Upload an Excel file".

- b. Open the course completion template. The Excel template opens in another tab or browser window.
- c. Enter the driver license number, student complete course, date course completed, and reason for incomplete, if applicable, in the Students tab and save the file.  
**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.
- d. Click the **Upload an Excel File** button.



This screenshot is identical to the previous one, but the "Upload an Excel file" button is highlighted with a red border.

- e. Click the **Choose File** button, select the file, click **Open**, and click **OK**.
  - f. Click the **Next** button.
7. Review the individual students. Click the **Add Student** button to add more students or the **X** icon to delete students, if applicable. Click the **Next** button to proceed.



The screenshot shows the "Add students" section of the form. It includes fields for "Course start date" (01-Jun-2021) and "Class end date" (01-Jul-2021). Below these is an "Add Student" button. A table titled "Students" displays the following data:

DLN	Name	Status	Completed Date
WDL3N7N3795B	CHARLIE BROWN	Passed	14-JUL-2021
WDL1824B795B	PEPPERMINT ANN PATTY	Failed	

At the bottom of the table, it says "2 Rows". There are "X" icons in the first column of each row, and a "Clear students" link with a dropdown arrow in the top right corner of the table area.

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.
9. Click **Print** to print the transaction confirmation or click **Continue** to return to your account.

## Add Knowledge Test Scores

Use the steps below to add knowledge test scores. You can add a hold on the customer record, if there was a cheat or bribe incident, as part of this transaction.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

<b>DRIVING ACADEMY LLC</b> 100Z 123 MAIN ST NOWHERE, WA 99999-9999	☆ Add to Favorites
<b>TEST DRIVING SCHOOL</b> 222222222 123 S MAIN ST SEATTLE WA 98104-2515	☆ Add to Favorites

3. Click the **Add knowledge test scores** hyperlink.

<b>I Want To</b>	> Add student course information
	> <b>Add knowledge test scores</b>
	> Add skills test scores
	> Add student driver waivers
	> Get training and resources

4. Select the school location, select the examiner, and click **Next**.

Add knowledge test scores

**Add knowledge test score**

Select a school

Select a school and instructor

Driver Training Schools

School Name
<b>Select</b> HQ DRIVER TRAINING

Instructors for the selected school

	First Name	Middle Name	Last Name	License Number
<b>Select</b>	ROMAN	CHARLES	PEARCE	1002
<b>Select</b>	DOMINIC	BENNIE	TORRETO	1001

5. Complete the applicable process below to add individual students or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Customer** button.

The screenshot shows a web interface titled "Add knowledge test scores". On the left is a sidebar with options: "Add knowledge test score", "Select a school", "Upload list", and "Add customers". The main area is titled "Add customers" and contains the text: "To record knowledge test scores, use the Add Customer button and provide information about the knowledge test." Below this text is a blue "Add Customer" button. At the bottom of the main area is a table with the following headers: DLN, Name, Test date, Test type, Score, Passed, and Version. Below the table is a link that says "Add Customer".

- c. Complete the following course completion information:
  - i. Enter the Driver license #, Date, Hour, and Minutes
  - ii. Select the appropriate option from the following dropdown menus:
    1. AM/PM
    2. Language
    3. Method
    4. Letter.
    5. Number version
    6. Pass or fail
  - iii. Enter the Score.

The screenshot shows a form titled "Customer information" with the following sections and fields:

- Customer information**
  - Driver license #: Required (text input)
- Knowledge test information**
  - Date: Required (calendar icon)
  - Hour: Required (text input)
  - Minutes: Required (text input)
  - AM/PM: Required (dropdown menu)
  - Language: English (dropdown menu)
  - Method: Written (dropdown menu)
  - Letter version: Required (dropdown menu)
  - Number version: Required (dropdown menu)
  - Pass or fail?: Required (dropdown menu)
  - Score: (text input)
- Other information**
  - LSO testing required?: No (dropdown menu)

- d. Indicate whether LSO testing is required for a cheating or bribery incident by selecting **Yes** from the LSO testing required dropdown menu and selecting **Bribery** or **Cheating** from the Reason for hold dropdown menu.

The screenshot shows a form titled "Other information". It contains two dropdown menus. The first dropdown menu is labeled "LSO testing required?" and has "Yes" selected. The second dropdown menu is labeled "Reason for hold" with an asterisk indicating it is required. The dropdown menu is open, showing three options: "Required" (highlighted in blue), "Bribery", and "Cheating".

- e. Click the **OK** button.

## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.

The screenshot shows a form titled "Add knowledge test scores". It has two tabs: "Add knowledge test score" and "Upload list of customers". The "Upload list of customers" tab is active. Below the tab, there is a text box labeled "Upload list" and two buttons: "Download template" (highlighted with a red border) and "Upload an Excel file".

- b. Open the knowledge test template. The Excel template opens in another tab or browser window.
- c. Enter the following information in the Students tab and save the file:
- Driver License Number and Date and Time of Test.
  - Language of Test and Method of Testing.
  - Letter version of Test and Number version of Test.
  - Score of Test, Passed/Failed, LSO Testing Required, and Reason for hold, if applicable.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

- d. Click the **Upload an Excel File** button.

The screenshot shows the same "Add knowledge test scores" form as in the previous image. In this image, the "Upload an Excel file" button is highlighted with a red border.

- e. Click the **Choose File** button, select the file, click **Open**, and click **OK**.
- f. Click the **Next** button.

- Review the individual customers. Click the **Add Customer** button to add more customers or the **X** icon to delete customers, if applicable. Click the **Next** button to proceed.

Add knowledge test scores

Add knowledge test score

Select a school

Upload list

Add customers

### Add customers

To record knowledge test scores, use the Add Customer button and provide information about the knowledge test.

[Add Customer](#)

[Delete customers](#)

DLN	Name	Test date	Test type	Score	Passed	Version
X WDL1824B795B	PEPPERMINT ANN PATTY	14-JUL-2021	A	90	Passed	4
X WDL3N7N3795B	CHARLIE BROWN	14-JUL-2021	B	90	Passed	7

2 Rows

- Review the summary and click **Submit** to proceed or **Previous** to make changes.
- Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

**Note:** The customer record displays the DTS DOL Test Required indicator when LSO testing is required.

### Driver information

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**CHARLIE BROWN** **Drivers license number:** WDL3N7N3795B

**Date of birth:** 3/4/1977 **License type:** CDL Class A

**Age:** 44 years 4 months **License status:** Licensed

**Expires:** 4/8/2022

DTS DOL Test Required

## Add Skills Test Scores

To add skills test scores individually or in bulk, follow the steps below.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

The screenshot shows two account cards. The first card is for 'DRIVING ACADEMY LLC' with address '100Z 123 MAIN ST NOWHERE, WA 99999-9999'. The second card is for 'TEST DRIVING SCHOOL' with address '222222222 123 S MAIN ST SEATTLE WA 98104-2515'. Both cards have an 'Add to Favorites' link.

3. Click the **Add skills test scores** hyperlink.

The screenshot shows a menu titled 'I Want To' with several options: 'Add student course information', 'Add knowledge test scores', 'Add skills test scores' (highlighted with a red box), 'Add student driver waivers', and 'Get training and resources'.

4. Click the **Select** hyperlink for the applicable school location, click the **Select** hyperlink for the applicable examiner, and click **Next**.

The screenshot shows the 'Add skills test scores' form. It has a sidebar with 'Add skills tests' and 'Select a school'. The main area is titled 'Select a school and instructor'. It contains a table for 'Driver Training Schools' with one row for 'HQ DRIVER TRAINING' and a 'Select' button highlighted with a red box. Below it is a table for 'Instructors for the selected school' with two rows: 'ROMAN CHARLES PEARCE 1002' and 'DOMINIC BENNIE TORETTO 1001'. Both rows have a 'Select' button highlighted with a red box.

Driver Training Schools				
	School Name			
Select	HQ DRIVER TRAINING			

Instructors for the selected school				
	First Name	Middle Name	Last Name	License Number
Select	ROMAN	CHARLES	PEARCE	1002
Select	DOMINIC	BENNIE	TORETTO	1001



5. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Customer** button.

The screenshot shows a web interface titled "Add skills test scores". On the left is a dark sidebar with "Add skills tests" and three options: "Select a school", "Upload list", and "Add customers". The main area is titled "Add Customers" and contains a blue "Add Customer" button. Below the button is a table with columns: DLN, Name, Test Date, Score, and Pass/Fail. A "Add Customer" link is at the bottom left of the table.

- c. Complete the following skills test information:
  - i. Enter the driver license #.
  - ii. Enter the date, hour, and minutes.
  - iii. Select the appropriate option from the AM/PM dropdown menu and Route dropdown menu.
  - iv. Enter the score and select the appropriate option from the Pass or fail dropdown menu.

The screenshot shows a form titled "The information below will be recorded as the results of the customer's skills test." It is divided into two sections: "Customer information" and "Skills test information".

**Customer information**

- Drivers License # \* (Required)

**Skills test information**

- Date \* (Required)
- Hour \* (Required)
- Minute \* (Required)
- AM/PM \* (Required)
- Route \* (Required)
- Score (Required)
- Pass or fail? \* (Required)

- d. Indicate LSO testing is required, for a cheating or bribery incident by completing the additional steps below:
  - i. Select **Failed** from the Pass or fail dropdown menu.
  - ii. Select either **Bribery** or **Cheating** from Fail Reason dropdown menu.

The screenshot shows a form with two dropdown menus. The first dropdown, labeled 'Pass or fail?', has 'Failed' selected. The second dropdown, labeled 'Fail Reason' with a red asterisk, is open and shows a list of options: 'Required', 'Accident', 'Bribery', 'Cheating', 'Dangerous Action', 'Deductions', 'Failure to Perform', and 'Violation'. 'Bribery' is highlighted in blue, and 'Cheating' is outlined in red.

- iii. Click the **OK** button.

## Bulk

- a. Click the Download template button and complete the steps below to update the template. Skip to step d if you already have the template completed.

The screenshot shows a web interface titled 'Add skills test scores'. On the left, there is a dark sidebar with 'Add skills tests' and 'Select a school' with an 'Upload list' button. The main content area is titled 'Upload list of customers' and contains the text 'You can upload a list of skills test scores or continue to the next section to add individual customers.' Below this text are two buttons: 'Download template' (highlighted with a red border) and 'Upload an Excel file'.

- b. Open the skills test template. The Excel template opens in another tab or browser window.
- c. Enter the following information in the Students tab and save the file.
  - i. Driver License Number.
  - ii. Date and Time of Test.
  - iii. Test Route and Test Score.
  - iv. Passed/Failed and Failure Reason.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

d. Click the **Upload an Excel File** button.

Add skills test scores

Add skills tests

Select a school

Upload list

Upload list of customers

You can upload a list of skills test scores or continue to the next section to add individual customers.

Download template

Upload an Excel file

e. Click the **Choose File** button, select the file, click **Open**, and click **OK**.

f. Click the **Next** button.

7. Review the individual customers. Click the **Add Customer** button to add more customers or the **X** icon to delete customers, if applicable. Click the **Next** button to proceed.

**Note:** A skills score is only required when you select deductions for the fail reason.

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.

9. Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

**Note:** The customer record displays the DTS DOL Test Required indicator when LSO testing is required.

Driver information

CHARLIE BROWN

Drivers license number: WDL3N7N379SB

Date of birth: 3/4/1977

License type: CDL Class A

Age: 44 years 4 months

License status: Licensed

Expires: 4/8/2022

DTS DOL Test Required

## Add Student Driver Waivers (E-Waivers)

Enter the student course information individually or in bulk by following the process below.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

The screenshot shows a list of two accounts. The first account is 'DRIVING ACADEMY LLC' with address '100Z 123 MAIN ST NOWHERE, WA 99999-9999'. The second account is 'TEST DRIVING SCHOOL' with address '222222222 123 S MAIN ST SEATTLE WA 98104-2515'. Both accounts have an 'Add to Favorites' link.

3. Click the **Add student driver waivers** hyperlink.

The screenshot shows a menu titled 'I Want To' with five options: 'Add student course information', 'Add knowledge test scores', 'Add skills test scores', 'Add student driver waivers', and 'Get training and resources'. The 'Add student driver waivers' option is highlighted with a red box.

4. Click the **Select** hyperlink for the school location administering the course and click **Next**.

The screenshot shows the 'Add student driver waivers' screen. On the left, there is a sidebar with 'Add waivers' and 'Select a school'. The main area is titled 'Select a school' and contains a 'List of driver training schools' table. The table has a 'School Name' column and a 'Select' button. The row for 'HQ DRIVER TRAINING' is highlighted, and the 'Select' button is highlighted with a red box. There is also a 'Page 1 of 1' indicator and a 'Filter' input field.

5. Enter the course start date and click **Next**.

The screenshot shows the 'Add student driver waivers' screen. On the left, there is a sidebar with 'Add waivers' and 'Select a school'. The main area is titled 'Course date' and contains a text input field for 'Course start date'. The input field is highlighted with a red box and has a 'Required' label. There is also a 'Course date' label and a 'Course start date' label with an asterisk.

6. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add student** button.

The screenshot shows the 'Add student driver waivers' interface. On the left, a dark sidebar contains the 'Add waivers' menu with options: 'Select a school', 'Course date', 'Upload list', and 'Add students' (which is highlighted). The main content area is titled 'Add students' and shows 'Course start date : 15-Jul-2021'. Below this, there is a text instruction: 'To add a waiver click the "Add student" button and provide a driver license number for the student.' A red-bordered 'Add student' button is visible. At the bottom, there is a table with columns for 'DLN' and 'Name', and a 'Filter' button on the right. The 'Add student' text is located below the table.

- c. Enter the student's driver license number.
- d. Click the **OK** button.

### Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.

The screenshot shows the 'Add student driver waivers' interface. On the left, a dark sidebar contains the 'Add waivers' menu with options: 'Select a school', 'Course date', and 'Upload list' (which is highlighted). The main content area is titled 'Upload list of students' and shows the instruction: 'To upload a list of waivers, use the Upload an Excel file button. For an individual student, press next to continue.' Two buttons are visible: 'Download template' and 'Upload an Excel file', both with red borders.

- b. Open the waiver template. The Excel template opens in another tab or browser window.
- c. Enter the driver license number on the Students tab and save the file.  
**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.
- d. Click the **Upload an Excel File** button.

This screenshot is identical to the previous one, showing the 'Add student driver waivers' interface with the 'Upload list of students' section. The 'Upload list' option in the sidebar is highlighted, and the 'Download template' and 'Upload an Excel file' buttons are visible with red borders.

- Review the individual students. Click the **Add student** button to add more students or the **X** icon to delete students, if applicable. Click the **Next** button to proceed.

Add student driver waivers

**Add waivers**

Select a school

Course date

Upload list

Add students

### Add students

**Course start date** : 15-Jul-2021

To add a waiver click the "Add student" button and provide a driver license number for the student.

[Clear students](#)

	DLN	Name
X	<a href="#">WDL2724B775B</a>	MAGGIE AUBREY SIMPSON
X	<a href="#">WDL1824B795B</a>	PEPPERMINT ANN PATTY
X	<a href="#">WDL5824B755B</a>	SNOOPY ARNOLD DAWG

3 Rows

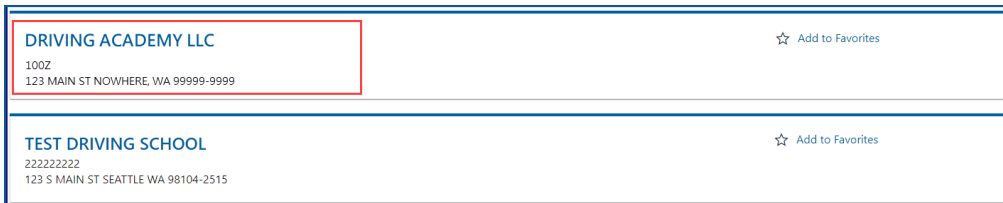
- Review the summary and click **Submit** to proceed or **Previous** to make changes.
- Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

## Add an Exam Group

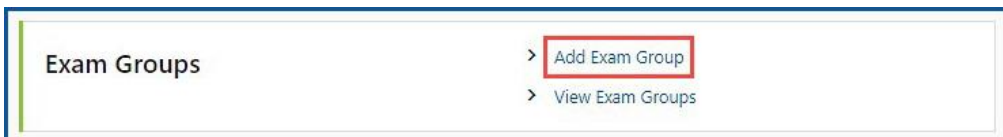
This activity allows you to create an exam group to add students. The bulleted list below outlines some important things to remember when setting up the exam:

- Students need to have a License Express account to test online.
- Students need the exam access code at the top of the Add Exam Group activity window to access the online exam.
- Dates for the Exam Start Window fields must be the current day or in the future.
- The exam Start Window fields determine the time when students can access exams. Students cannot access exam outside these times.
- Students are not kicked out of the exam if they are still testing when the exam Start window expires.
- Randomized paper exams are generated by the system and have a unique Exam ID number in the top right corner.
- Verify each student is given the correct exam by matching Exam ID with student name.
- Bank exams are provided by DOL.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.



3. Click the **Add Exam Group** hyperlink.



4. Enter the appropriate information in the Exam Date, Exam Start Window Begin, and Exam Start Window End fields. Make note of the Exam access code at the top of the screens. This is required for online testing.

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TEST DRIVING SCHOOL

Exam access code: YHS28K

Please set an exam date.

Exam Date \*  
Required

Please define a start time window for the exams.

Exam Start Window Begin \*  
Required

Exam Start Window End \*  
Required

5. Click the **Online** or **Paper** button to select the Exam Option Type and choose one of the following steps:

a. **Online:**

- i. Click the **Select** hyperlink for the applicable instructor.
- ii. Click the **Save** button.

Please select if the exam is on paper or online.

Exam Option Type  
Online Paper

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Save

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b. **Paper:**

- i. Click the **Bank** or **Randomized questions** button.
- ii. Click the **Select** hyperlink for the applicable instructor.
- iii. Click the **Save** button.

Please select if the exam is on paper or online.

Please choose either randomized exam questions or question banks.

Exam Option Type  
Online Paper

Paper Exam Types  
Bank Randomized questions

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Save

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6. Click the **Add** hyperlink in the Students section to begin adding students and choose one of the following steps:

[Add](#) [Show History](#) ☰

DLN	Name	Exam Type	Language	Status
There are currently no students in this exam group.				

**a. Online Exams**

- i. Enter the Student’s drivers license number.
- ii. Select the applicable option from the Identity Confirmation Exam Language dropdown menu. This is for the self-attestation part of the exam.
- iii. Select **Personal Driver License Knowledge Exam** from the Exam Type dropdown menu.
- iv. Select the applicable option from the Language dropdown menu. This will be the language provided on the exam.

Add Student ×

**Student Information**

Student's drivers license number  Required

**Exam Information**

Identity Confirmation Exam Language  Required

Exam Type  Required

Language  Required

[Cancel](#) [OK](#)

**b. Paper Exam**

- i. Enter the Student’s drivers license number.
- ii. Select **Personal Driver License Knowledge Exam** from the Exam Type dropdown menu.
- iii. Select the applicable option from the Language dropdown menu. This will be the language provided on the exam.
- iv. Click the **OK** button.

Add Student ×

**Student Information**

Student's drivers license number  Required

**Exam Information**

Exam Type  Required

Language  Required

[Cancel](#) [OK](#)

- v. Click the **Print Exam** hyperlink to print an individual exam or **Print Exams** button to print all exams, if applicable.

[Print Exams](#)

[Add](#) [Show History](#) ☰

DLN	Name	Exam Type	Language	Exam ID	Status	
WDLB91B0243B	JUSTIN TIME	Personal Driver License Knowl	English	277710	Grade Exam	<a href="#">Print exam</a> <a href="#">Remove</a>

## View Exam Groups

Viewing the exam group provides you with the ability to edit the exam details, remove an exam group from your list current exams, or look at previous exam groups.

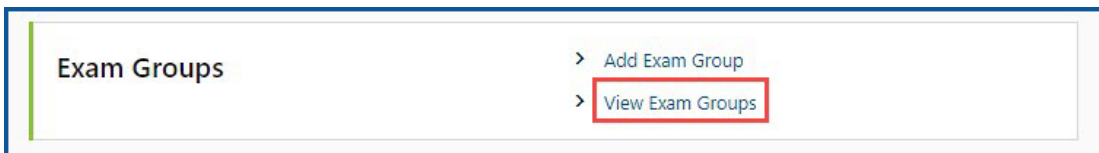
### Edit the Exam Group Details

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.



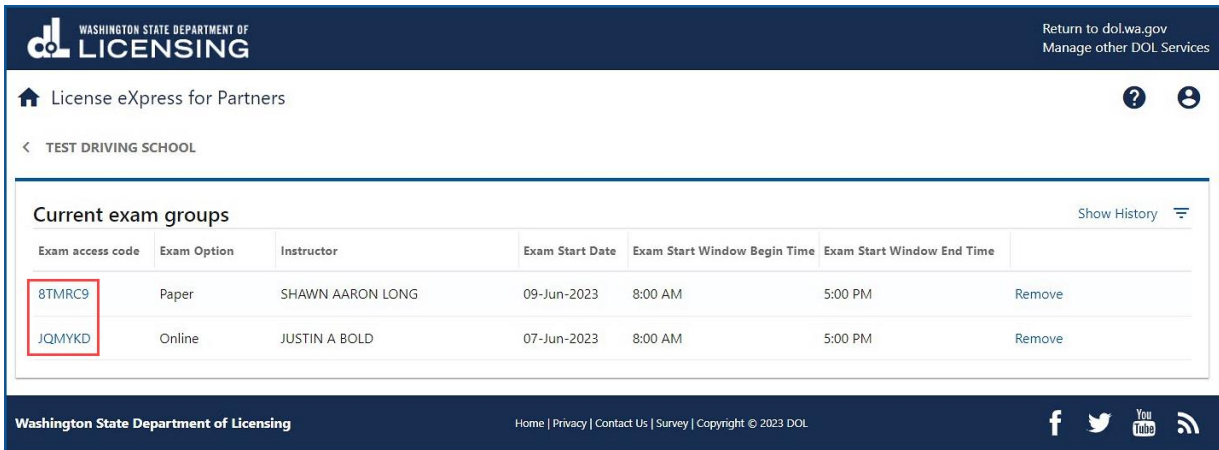
The screenshot shows two account cards. The first card is for 'DRIVING ACADEMY LLC' with address '100Z, 123 MAIN ST NOWHERE, WA 99999-9999' and an 'Add to Favorites' button. The second card is for 'TEST DRIVING SCHOOL' with address '222222222, 123 S MAIN ST SEATTLE WA 98104-2515' and an 'Add to Favorites' button.

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu with the title 'Exam Groups' and two options: 'Add Exam Group' and 'View Exam Groups'. The 'View Exam Groups' option is highlighted with a red box.

4. Click the appropriate Exam access code hyperlink.



The screenshot shows the 'Current exam groups' section of the 'License eXpress for Partners' interface. It features a table with columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a Remove button. The '8TMRC9' access code is highlighted with a red box.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

5. Click the **Edit Exam Detail** hyperlink and correct the Exam Date, Exam Start Window Begin, or Exam Start Window End time, if applicable.
6. Click the **Select** hyperlink to change the instructor, if applicable, and click **Save**.

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< TEST DRIVING SCHOOL

Exam access code: JQMYKD

Please set an exam date.

Exam Date  
07-Jun-2023

Please define a start time window for the exams.

Exam Start Window Begin: 8:00 AM  
Exam Start Window End: 5:00 PM

Please select if the exam is on paper or online.

Exam Option Type  
 Online  Paper

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Students Show History

DLN	Name	Exam Type	Language	Status
There are currently no students in this exam group.				

Cancel Save

7. Alternatively, click the **Add** hyperlink to add additional students. Follow steps 6a or 6b in the [Add an Exam Group](#) section.

## Remove an Exam Group

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

The screenshot shows two account entries. The first entry, 'DRIVING ACADEMY LLC', is highlighted with a red rectangular box. It includes the address '100Z, 123 MAIN ST NOWHERE, WA 99999-9999'. To its right is a star icon and the text 'Add to Favorites'. The second entry, 'TEST DRIVING SCHOOL', includes the address '222222222, 123 S MAIN ST SEATTLE WA 98104-2515' and also has a star icon and 'Add to Favorites' text.

3. Click the **View Exam Groups** hyperlink.

The screenshot shows a menu titled 'Exam Groups'. There are two options: 'Add Exam Group' and 'View Exam Groups'. The 'View Exam Groups' option is highlighted with a red rectangular box.

4. Click the **Remove** hyperlink for the appropriate group. The group displays in your history.

The screenshot shows the 'Current exam groups' section of the application. It features a table with columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, and Exam Start Window End Time. There are two rows of data. The 'Remove' button for each row is highlighted with a red rectangular box.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

## Review Exam Group History

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

The screenshot shows two account entries. The first entry is for 'DRIVING ACADEMY LLC' with address '100Z 123 MAIN ST NOWHERE, WA 99999-9999'. The second entry is for 'TEST DRIVING SCHOOL' with address '222222222 123 S MAIN ST SEATTLE WA 98104-2515'. Both entries have an 'Add to Favorites' link.

3. Click the **View Exam Groups** hyperlink.

The screenshot shows a menu with the title 'Exam Groups'. There are two options: 'Add Exam Group' and 'View Exam Groups'. The 'View Exam Groups' option is highlighted with a red box.

4. Click the **Show History** hyperlink to display a list of past or removed exam groups.

The screenshot shows the 'Current exam groups' table. The table has columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a 'Remove' link. The 'Show History' button is highlighted with a red box.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

5. Click the applicable Exam access code hyperlink to view the exam details. Gray hyperlinks are active and take you to that exam group.

The screenshot shows the 'Current exam groups' table. The table has columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a 'Remove' link. The 'D9G4M3' exam access code is highlighted with a red box.

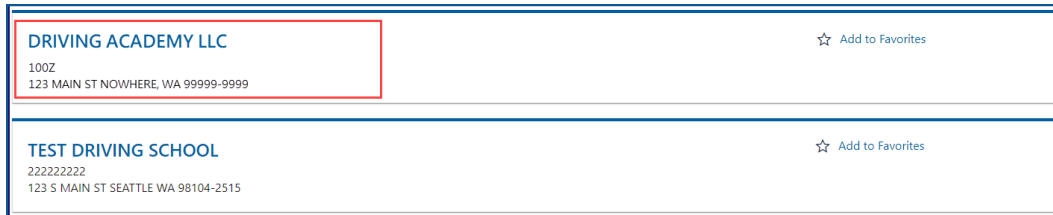
Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
D9G4M3	Online	SHAWN AARON LONG	27-Apr-2023	11:00 AM	8:00 PM	Remove
5Y3QJB	Online	SHAWN AARON LONG	27-Apr-2023	8:00 AM	8:00 PM	Remove
S53S9Q	Online	JUSTIN A BOLD	27-Apr-2023	8:00 AM	10:00 PM	Remove
N26FYW	Paper	JUSTIN A BOLD	02-Jun-2023	8:00 AM	12:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

## Grade a Paper Exam

Grading paper exams, whether randomized or bank, is done through the View Exam Groups hyperlink.

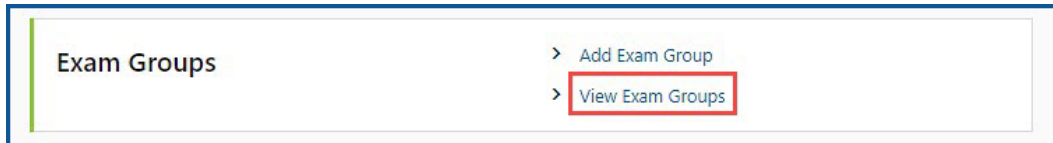
### Grading Randomized Paper Exams

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.



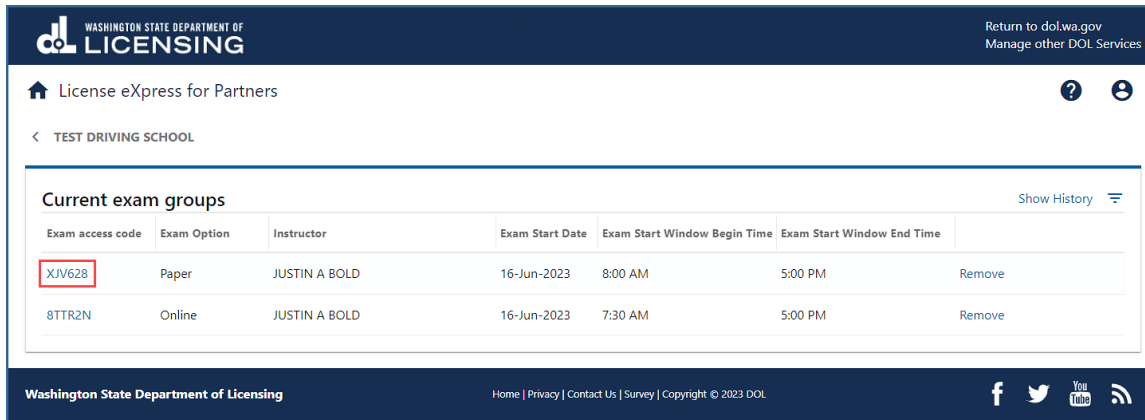
The screenshot shows two account cards. The first card is for 'DRIVING ACADEMY LLC' with address '100Z 123 MAIN ST NOWHERE, WA 99999-9999' and an 'Add to Favorites' link. The second card is for 'TEST DRIVING SCHOOL' with address '222222222 123 S MAIN ST SEATTLE WA 98104-2515' and an 'Add to Favorites' link.

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu with 'Exam Groups' and two options: 'Add Exam Group' and 'View Exam Groups'. The 'View Exam Groups' option is highlighted with a red box.

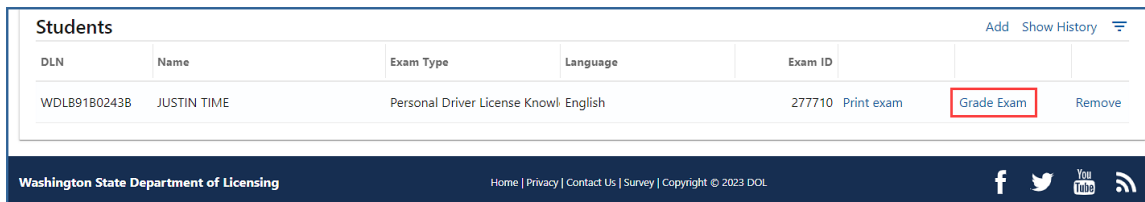
4. Click the appropriate Exam access code hyperlink.



The screenshot shows the 'Current exam groups' table with the following data:

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
<a href="#">XJV628</a>	Paper	JUSTIN A BOLD	16-Jun-2023	8:00 AM	5:00 PM	Remove
<a href="#">8TTR2N</a>	Online	JUSTIN A BOLD	16-Jun-2023	7:30 AM	5:00 PM	Remove

5. Click the **Grade Exam** hyperlink.



The screenshot shows the 'Students' table with the following data:

DLN	Name	Exam Type	Language	Exam ID			
WDL89180243B	JUSTIN TIME	Personal Driver License Knowl	English	277710	Print exam	<a href="#">Grade Exam</a>	Remove

- Select the applicable option from the dropdown menu in the Answer column to choose the appropriate answer and click **Save**. After grading an exam, you cannot change it after clicking Save. Please double check the answers you entered before saving.

Exam Detail

Once an exam is graded, it cannot be changed after clicking Save. Please double check the entered answers before saving.

Exam

#	Question	Answer	Correct
1	Bicyclists	[Dropdown Menu]	
2	A		
3	This		
4	This		
5	This		
6	This		
7	This		

Cancel Save

## Grading Bank Paper Exams

- Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
- Select the appropriate account if you have more than one.

DRIVING ACADEMY LLC  
100Z  
123 MAIN ST NOWHERE, WA 99999-9999

☆ Add to Favorites

TEST DRIVING SCHOOL  
222222222  
123 S MAIN ST SEATTLE WA 98104-2515

☆ Add to Favorites

- Click the **View Exam Groups** hyperlink.

Exam Groups

- > Add Exam Group
- > View Exam Groups

- Click the appropriate Exam access code hyperlink.

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TEST DRIVING SCHOOL

Current exam groups [Show History](#)

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
XJV628	Paper	JUSTIN A BOLD	16-Jun-2023	8:00 AM	5:00 PM	<a href="#">Remove</a>
8TTR2N	Online	JUSTIN A BOLD	16-Jun-2023	7:30 AM	5:00 PM	<a href="#">Remove</a>

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- Click the **Grade Exam** hyperlink.

Students [Add](#) [Show History](#)

DLN	Name	Exam Type	Language	Exam ID		
WDLB91B0243B	JUSTIN TIME	Personal Driver License Knowl	English	277710	<a href="#">Grade Exam</a>	<a href="#">Remove</a>

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- Select the appropriate option from the Method dropdown menu.
- Select **Yes** or **No** from the Was this exam sent to you by the Department of Licensing? dropdown menu.
- Select **Pass** or **Fail** from the Pass or fail? dropdown menu.
- Select **Yes** or **No** from this LSO Testing Required? dropdown menu.
- Enter the Score in the required field and click **OK**.

Grade Exam

The information below will be recorded as the results of the customer's knowledge exam.

Method \*  
Required

Was this exam sent to you by the Department of Licensing? \*  
Required

Pass or fail? \*  
Required

Score \*  
Required

LSO Testing Required? \*  
Required

Cancel **OK**



## Find a Customer

Use the following process to locate customer record information.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

HQ DRIVER TRAINING  
543543543  
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

INDIGO SCHOOL DISTRICT  
543543544  
2380 S MAIERS RD MOSES LAKE WA 98837-8848

3. Click the **Find a customer** hyperlink.

Customer Actions

- > Find a customer
- > Refer a customer to LSO

4. Enter the Drivers license number and click **Search**.

**Search**

To search for a customer, enter their driver license number.

Drivers license number

**Search**

5. Complete transactions, from the customer record, by clicking one of the following hyperlinks, if applicable:
  - a. **Add a waiver**
  - b. **Add a course**
  - c. **Add a knowledge test**
  - d. **Add a skills test**

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Return to [dol.wa.gov](https://dol.wa.gov)  
Manage other DOL Services

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TEST DRIVING SCHOOL

**Driver information**

**OLIVER TWIST** Drivers license number: WDL63N9FC23B

Date of birth: 2/2/2007 Permit status: Licensed

Age: 16 years 4 months Permit expires: 5/26/2024

**I Want To**

- Add a waiver
- Add a course
- Add a knowledge test
- Add a skills test

**Note:** Text displays DTS DOL Test Required for customers with Licensing Service Office (LSO) testing requirements. Always check for this requirement before administering an exam at your school. The Add a knowledge test or Add a skills test hyperlinks do not display for customers with this requirement.

### Driver information

**OLIVER TWIST** **Drivers license number:** WDL63N9FC23B

**Date of birth:** 2/2/2007 **Permit status:** Licensed

**Age:** 16 years 4 months **Permit expires:** 5/26/2024

DTS DOL Test Required

6. Click the **Waivers**, **Course completions**, **Knowledge tests**, or **Skills tests** tabs to view information on the customer’s record. Online and paper exam results display on the Knowledge tests tab. Click the **New search** button to return to the Search screen.

Waivers Course completions Knowledge tests Skills tests

### Waivers Hide History

Course start	Course location	
26-May-2023	MATER'S DRIVING SCHOOL	<a href="#">View</a>

[New search](#)

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## Refer Customer to LSO (Impairment)

Only use this process if a testing customer displays an obvious mental or physical impairment. Once this process is complete, the customer must test at the LSO and is not eligible to receive an examination at a school testing location.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

The screenshot shows two account options in a list:

- HQ DRIVER TRAINING**  
543543543  
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283
- INDIGO SCHOOL DISTRICT**  
543543544  
2380 S MAIERS RD MOSES LAKE WA 98837-8848

3. Click the **Refer customer to LSO** hyperlink.

The screenshot shows the 'Customer Actions' menu with two options:

- > Find a customer
- > Refer a customer to LSO (highlighted with a red box)

4. Enter the customer's driver license number and click **Next**.

The screenshot shows the 'Refer customer to LSO' form with two tabs: 'Refer customer to LSO' and 'Reexamination of a customer'. Under the 'Refer customer to LSO' tab, there is a 'What you'll need' section with a 'Customer's DLN' input field. Under the 'Reexamination of a customer' tab, there is a 'Driver license #' input field with a red box around it and the text 'Required' below it.

5. Review the customer's information and read the certification statement. Click the **By checking this box I'm certifying that I observed this customer to have an obvious physical or mental impairment that may affect their ability to safely operate a motor vehicle** checkbox.

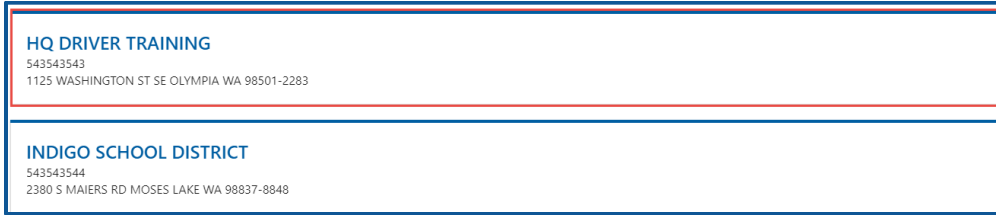
The screenshot shows the 'Refer customer to LSO' form with the 'Certify referral' button selected. The form displays the following information:

- JUSTIN A BOLD**
- Drivers license number:** WDL143Z3785B
- Date of birth:** 1/1/1980
- License type:** Personal Driver License
- Age:** 41 years 6 months
- License status:** Suspended/Revoked 3rd Degree
- Reason for reexamination:**  By checking this box I'm certifying that I observed this customer to have an obvious physical or mental impairment that may affect their ability to safely operate a motor vehicle.

6. Click the **Next** button.
7. Review the summary and click **Submit** to proceed or **Previous** to make changes.
8. Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

## View Exam and Course Submission History

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.



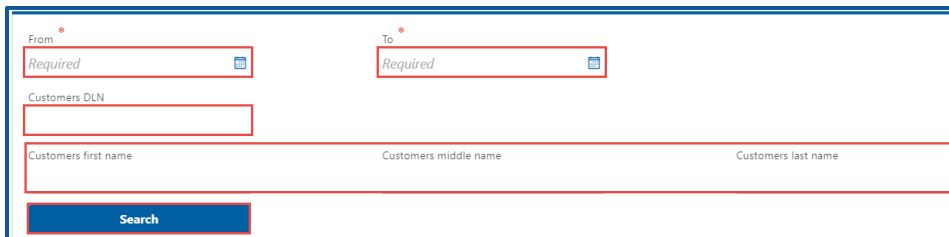
Two account selection cards are shown. The first card is for 'HQ DRIVER TRAINING' with DLN 543543543 and address 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283. The second card is for 'INDIGO SCHOOL DISTRICT' with DLN 543543544 and address 2380 S MAIERS RD MOSES LAKE WA 98837-8848.

3. Click the **Exam and course submission history** hyperlink.



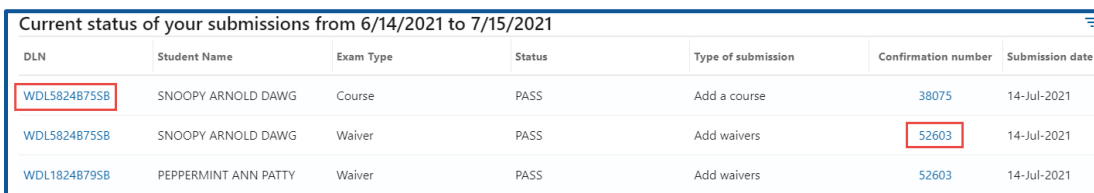
A navigation bar with 'Prior Activity' on the left and a dropdown menu on the right containing the option '> Exam and course submission history'.

4. Complete the following information and click **Search**. Search results display below.
  - a. Enter the from date and to date.
  - b. Enter the customer's DLN, if applicable.
  - c. Enter the customer's first name, middle name, or last name, if applicable.



A search form with the following fields: 'From' (Required), 'To' (Required), 'Customers DLN', and a combined field for 'Customers first name', 'Customers middle name', and 'Customers last name'. A 'Search' button is located at the bottom.

5. Click the **DLN** hyperlink to view the customer record. Click the **Confirmation number** hyperlink to view the transaction.



Current status of your submissions from 6/14/2021 to 7/15/2021

DLN	Student Name	Exam Type	Status	Type of submission	Confirmation number	Submission date
<a href="#">WDL5824B755B</a>	SNOOPY ARNOLD DAWG	Course	PASS	Add a course	<a href="#">38075</a>	14-Jul-2021
<a href="#">WDL5824B755B</a>	SNOOPY ARNOLD DAWG	Waiver	PASS	Add waivers	<a href="#">52603</a>	14-Jul-2021
<a href="#">WDL1824B795B</a>	PEPPERMINT ANN PATTY	Waiver	PASS	Add waivers	<a href="#">52603</a>	14-Jul-2021

6. Click the **Home** icon to return to your homepage.



## Edit Waiver, Exam, and Course Submissions

You can update the information you submitted if the instruction permit or driver license was not issued since your original submission. The Edit and Delete hyperlinks only display for transactions you completed.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.

<b>HQ DRIVER TRAINING</b> 543543543 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283
<b>INDIGO SCHOOL DISTRICT</b> 543543544 2380 S MAIERS RD MOSES LAKE WA 98837-8848

3. Click the **Find a Customer** hyperlink.
4. Enter the customer's DLN and click **Search**.
5. Click the **Course Info** tab, the **Skills Test** tab, the **Knowledge Test** tab, or the **Waivers** tab for the information that you need to edit or delete.
6. Click the **Edit** or **Delete** hyperlink to change the information on record.

Course Info	Skills Test	Knowledge Test	Waivers				
Course completions (VS)							
Course completions <span>Hide History</span>							
Start date	Status	Completion date	Instructor	School / location			
15-May-2021	Passed	10-Jul-2021	TORRETO, DOMINIC BENNIE	HQ DRIVER TRAINING	View	Edit	Delete

7. Review the summary and click **Submit** to proceed or **Previous** to make changes.
8. Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

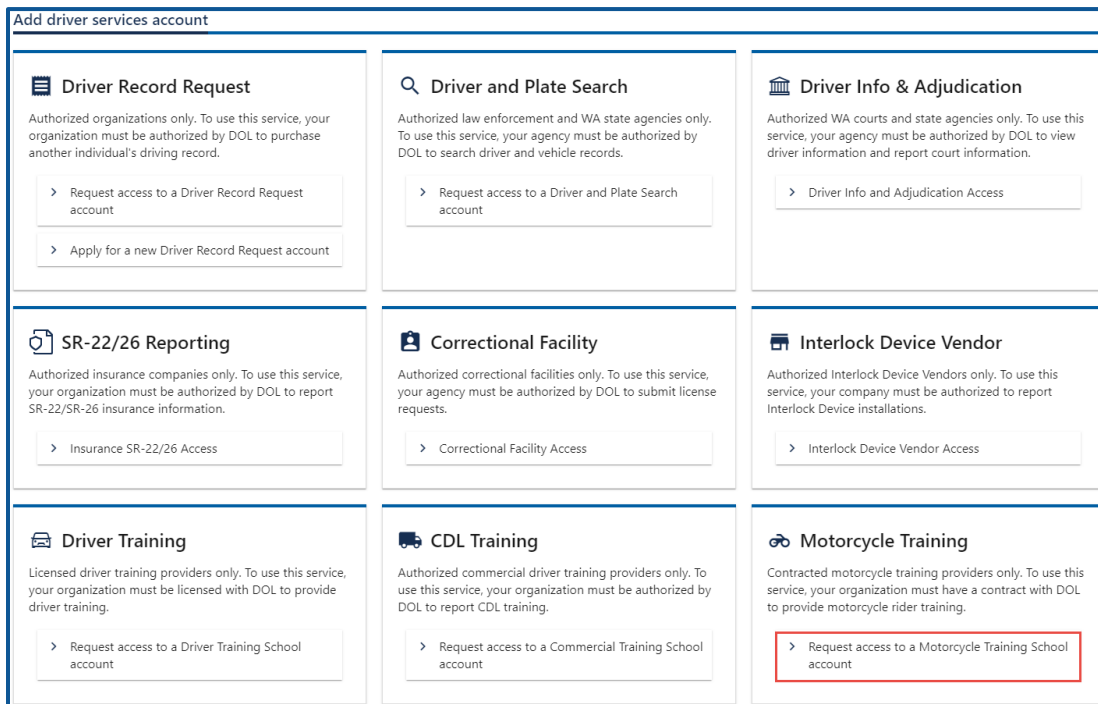
# Motorcycle Training School (MTS) Account

Only organizations with a DOL contract to provide motorcycle rider training can use this service.

## Request Access to a Motorcycle Training School (MTS) Account

DOL's Motorcycle Safety Program reviews and approves access requests from Administrators. Complete the applicable steps below to request Administrator, Manager, or Employee access.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Request access to Motorcycle Training School** button.



5. Make sure you have the required information and click **Next**.

6. Complete the following steps and click **Next**.
  - a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
  - b. Enter the State or federal ID.
  - c. Select the appropriate option from the School license type dropdown menu.
  - d. Enter the School license number.
  - e. Enter your Washington driver license number or complete the following additional steps:
    - i. Click the **I don't have a Washington driver license** checkbox.
    - ii. Select the appropriate option from the What state are you from? dropdown menu.
    - iii. Enter your out of state driver license number.

I don't have a Washington drivers license

What state are you from? \*

Required

What is your out of state drivers license number? \*

Required

- f. Select the appropriate option from the What access level would you like to request? dropdown menu.

Request your Motorcycle Training School access

**Introduction**

What you'll need

**Request access**

What account?

**What account are you trying to access?**

In order to gain access, you will need to provide information to identify your account

Choose a state or federal ID \*

Required

State or federal ID \*

Required

School license type \*

Required

School license number \*

Required

What is your Washington drivers license number? \*

Required

I don't have a Washington drivers license

What access level would you like to request? \*

Required

7. Complete the following step based on your access level.

### Administrators

a. Enter the authorization code provided by the Motorcycle Safety Program.

Request your Motorcycle Training School access

**Introduction**

What you'll need

**Request access**

What account?

Enter access code

**Enter authorization code**

You must provide an authorization code to be granted **Administrator** access.

What is your authorization code? \*

Required

b. Click the **Next** button.

### Managers and employees

a. Enter the access code provided by the Motorcycle Training School Account Administrator or Manager.

Request your Motorcycle Training School access

**Introduction**

What you'll need

**Request access**

What account?

Enter access code

**Enter access code**

You must provide an access code to be granted **Manager** access.  
A manager or administrator of your organization can give you an access code.  
Access codes are only valid for 8 hours after they are created.

What is your access code? \*

Required

**Note:** Access codes expire 8 hours after created.

b. Click the **Next** button.

8. Review the Terms of Service, click the **I agree to the terms of service** above checkbox, if applicable, and click **Next**.

Request your Motorcycle Training School access

**Introduction**

What you'll need

**Request access**

What account?

Enter access code

**Terms of Service**

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Service. By accessing or using the Service you agree to be bound by these Terms. If you disagree with any part of the terms then you may not access the Service. Termination We may terminate or suspend access to our Service immediately, without prior notice or liability, for any reason whatsoever, including without limitation if you breach the Terms. All provisions of the Terms which by their nature should survive termination shall survive termination, including, without limitation, ownership provisions, warranty disclaimers, indemnity and limitations of liability.

I agree to the terms of service above. \*

Agreement Date  
15-Jul-2021

9. Review the summary and click **Submit** to proceed or **Previous** to make changes.

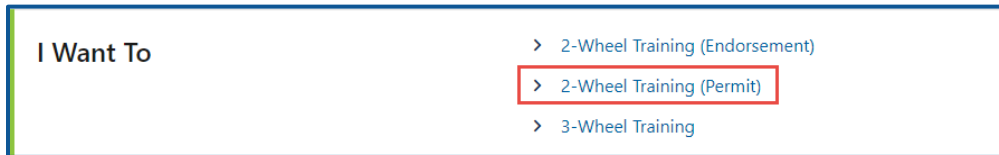
10. Click **Print** to print the transaction confirmation or click **Continue** to return to your homepage.



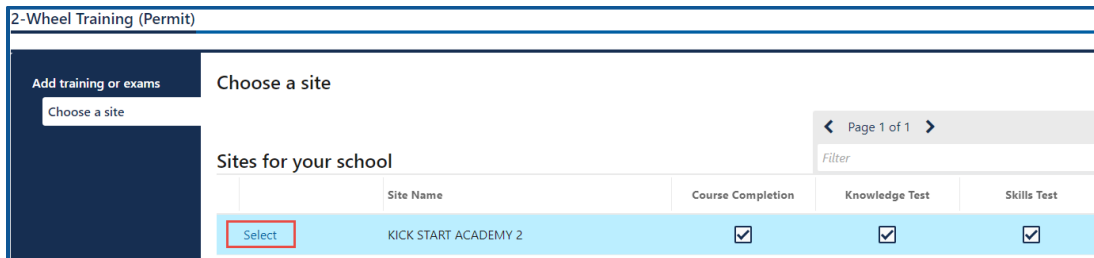
## 2-Wheel Motorcycle Training (Permit) and Exam

Use the steps below to add student training and exams individually or in bulk, for the 2-wheel permit.

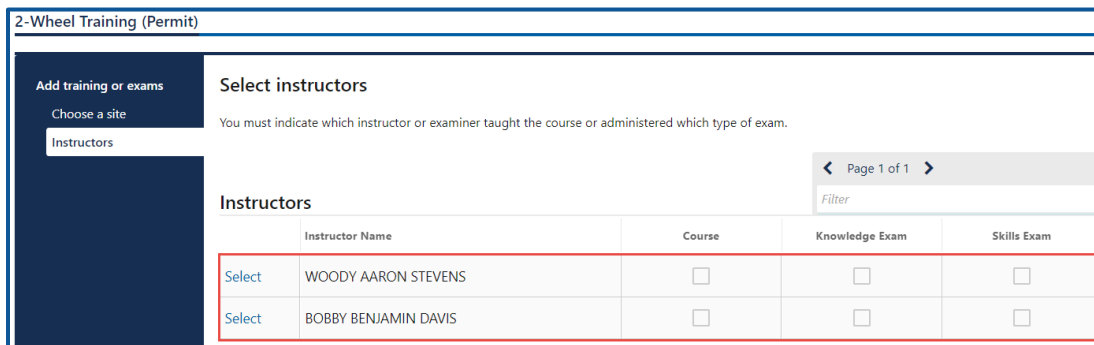
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **2-Wheel Training (Permit)** hyperlink.



4. Click the **Select** hyperlink to choose the applicable site. Click the applicable **Course Completion** checkbox, **Knowledge Test** checkbox, **Skills Test** checkbox, and click **Next**.



5. Click the **Select** hyperlink to choose the applicable instructor. Click the applicable **Course Completion** checkbox, **Knowledge Test** checkbox, **Skills Test** checkbox, and click **Next**.



6. Complete the following training information and click **Next**.
  - a. Enter the Start date and End date.
  - b. Select the appropriate option from the Course curriculum dropdown menu and enter the Class number.
  - c. Enter the Exam date for the Knowledge exam and Exam date for the Skills exam, if applicable.

2-Wheel Training (Permit)

**Add training or exams**

- Choose a site
- Instructors
- Training

**Enter training information**

All students on this request will share this information. You will enter student specific information on the next section

**Course**

Start date \*  End date \*

Course curriculum \*  Class number \*

**Knowledge exam**

Exam date \*

**Skills exam**

Exam date \*

7. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Student** button.

2-Wheel Training (Permit)

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list
- Add students

**Student list**

To record training or exam information, click the add student button and provide their driver license number and additional information about the course

DLN	Name	Course status	Knowledge status	Skills status
<input type="button" value="Add Student"/>				

- c. Complete the following Student information:
  - i. Enter the Driver License Number.
  - ii. Select the appropriate option from the Military dropdown menu.
  - iii. Select the appropriate option from the Is the student subsidized dropdown menu.

Student information

Driver License Number \*  Military? \*  Is the student subsidized? \*

- d. Complete the following Students motorcycle information:
  - i. Select the appropriate option from the Motorcycle provided by school dropdown menu.
  - ii. Enter the Plate #.
  - iii. Select the appropriate option from the Transmission dropdown menu.
  - iv. Select the appropriate option from the Motor Type dropdown menu.

**Students motorcycle information**

Motorcycle provided by school? *	Plate #	Transmission
<i>Required</i> ▼		▼
Motor Type		
▼		

- e. Complete the following Course information:
  - i. Select the appropriate option from the Course status dropdown menu.
  - ii. Enter the Course Hours.

**Course**

Course Status *	Course Hours *
<i>Required</i> ▼	<i>Required</i>

- f. Complete the following Knowledge test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Enter the Knowledge Exam Score.
  - iii. Select the appropriate option from the Knowledge Re-Test dropdown menu.

**Knowledge test**

Setting *	Pass/Fail *	Knowledge Exam Score
<i>Required</i> ▼	<i>Required</i> ▼	
Knowledge Re-Test *		
<i>Required</i> ▼		

- g. Complete the following Skills test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Enter the Skills Exam Score and select the appropriate option from the Skills Re-Test dropdown menu.

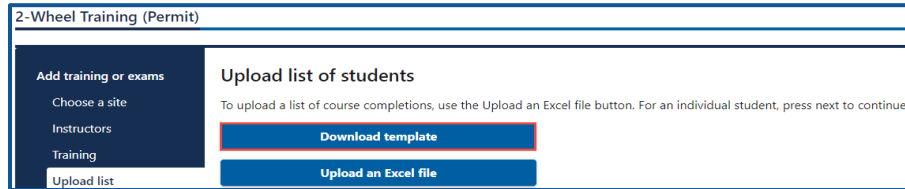
**Skills test**

Setting *	Pass/Fail *	Skills Exam Score
<i>Required</i> ▼	<i>Required</i> ▼	
Skills Re-Test *		
<i>Required</i> ▼		

- h. Click the **OK** button.

## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.



2-Wheel Training (Permit)

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list

**Upload list of students**

To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue.

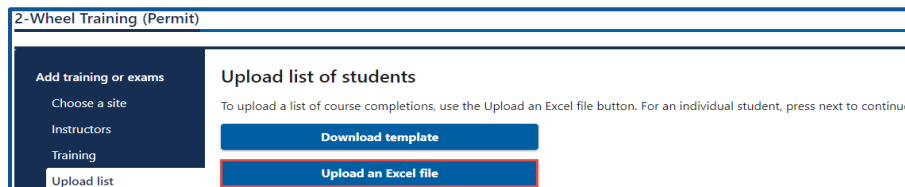
**Download template**

**Upload an Excel file**

- b. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.
- c. Enter the following information in the Students tab and save the file:
  - i. Driver License Number, Military, and Subsidized.
  - ii. Training Motorcycle, Motorcycle Plate #, Motorcycle Transmission, Motor Type, and Motorcycle Engine Size (CC).
  - iii. Course Status and Course Clock Hours.
  - iv. Knowledge Test Status, Knowledge Test Score, Knowledge Re-Test, and Knowledge Test Setting.
  - v. Skills Test Status, Skills Test Score, Skills Re-Test, and Skills Test Setting.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

- d. Click the **Upload an Excel File** button.



2-Wheel Training (Permit)

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list

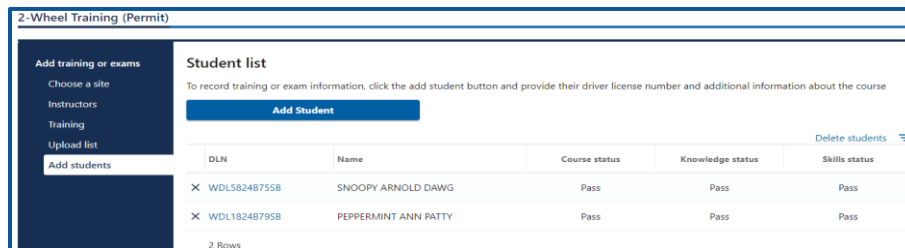
**Upload list of students**

To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue.

**Download template**

**Upload an Excel file**

- e. Review the individual students and click **Next** to proceed.



2-Wheel Training (Permit)

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list
- Add students**

**Student list**

To record training or exam information, click the add student button and provide their driver license number and additional information about the course

**Add Student**

Delete students ⌵

DLN	Name	Course status	Knowledge status	Skills status
× WDL58248755B	SNOOPY ARNOLD DAWG	Pass	Pass	Pass
× WDL18248795B	PEPPERMINT ANN PATTY	Pass	Pass	Pass

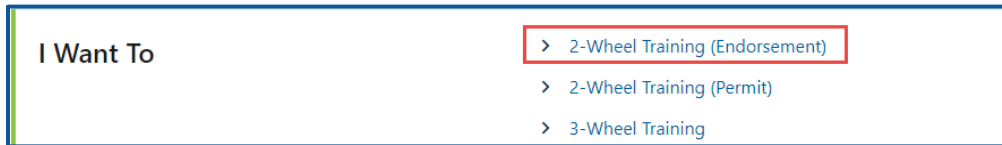
2 Rows

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.
9. Click **Print** button to print the transaction confirmation or click **Continue** to return to the Motorcycle Training School account. You will receive a confirmation email, as well as a message in your License eXpress account.

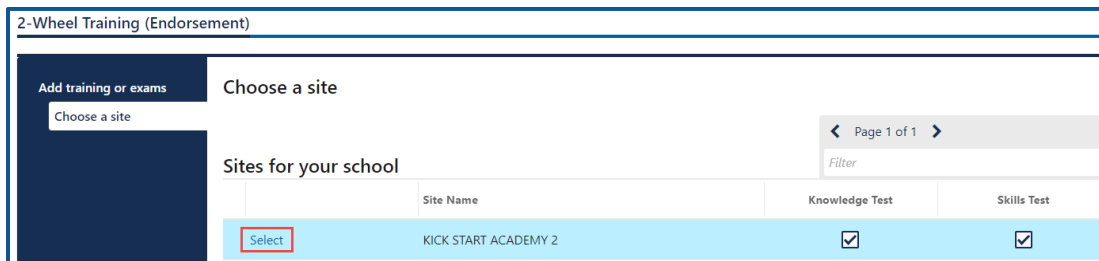
## 2-Wheel Motorcycle Training (Endorsement) and Exam

Use the steps below to add student training and exams individually or in bulk, for the 2-wheel endorsement.

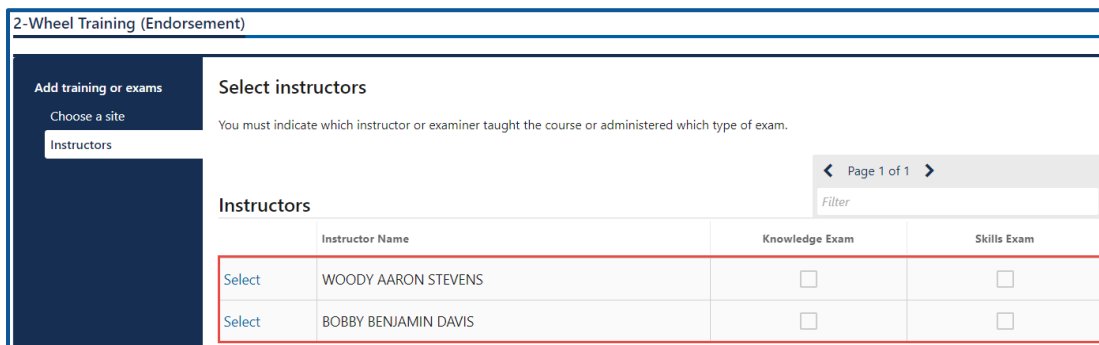
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **2-Wheel Training (Endorsement)** hyperlink.



4. Click the **Select** hyperlink to choose the applicable Site. Click the **Knowledge Test** checkbox, **Skills Test** checkbox, and click **Next**.



5. Click the Select hyperlink to choose the applicable instructor. Click the applicable **Knowledge Exam** checkbox or the **Skills Exam** checkbox and click **Next**.



6. Enter the Knowledge Exam date, enter the Skills Exam date, and click **Next**.

2-Wheel Training (Endorsement)

**Add training or exams**

- Choose a site
- Instructors
- Training**

**Enter training information**  
All students on this request will share this information. You will enter student specific information on the next section

**Knowledge exam**  
Exam date \*  
Required

**Skills exam**  
Exam date \*  
Required

7. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- Click the **Next** button to bypass the bulk upload process.
- Click the **Add Student** button.

2-Wheel Training (Endorsement)

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list
- Add students**

**Student list**  
To record training or exam information, click the add student button and provide their driver license number and additional information about the course

**Add Student**

DLN	Name	Knowledge status	Skills status

Add Student

c. Enter the driver license number.

**Student information**

Driver License Number \*  
Required

d. Complete the following Students motorcycle information:

- Select the appropriate option from the Motorcycle provided by school dropdown menu and enter the Plate #.
- Select the appropriate option from the Transmission dropdown menu.
- Select the appropriate option from the Motor Type dropdown menu.

**Students motorcycle information**

Motorcycle provided by school? \*  
Required

Plate #

Transmission

Motor Type

- e. Complete the following Knowledge test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Enter the Knowledge Exam Score.
  - iii. Select the appropriate option from the Knowledge Re-Test dropdown menu.

- f. Complete the following Skills test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Select the appropriate option from the Skills Re-Test dropdown menu.

- g. Click the **OK** button.

### Bulk

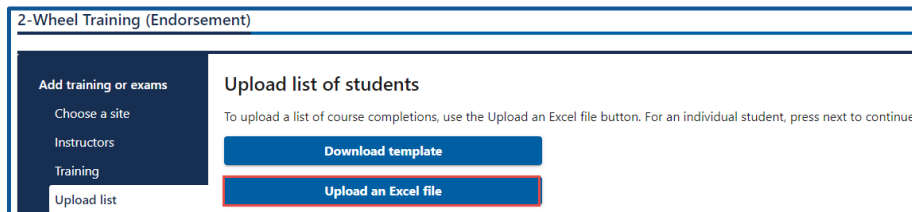
- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.

- b. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.

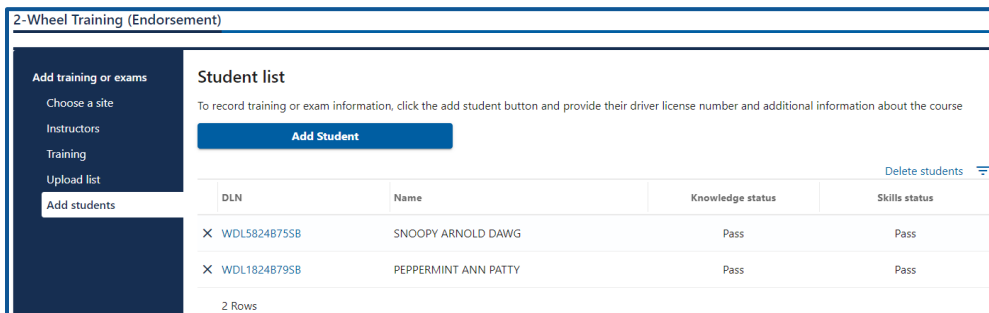
- c. Enter the following information in the Students tab and save the file.
  - i. Driver License Number.
  - ii. Training Motorcycle, Motorcycle Plate #, Motorcycle Transmission, Motor Type, and Motorcycle Engine Size (CC).
  - iii. Knowledge Test Status, Knowledge Test Score, Knowledge Re-Test, and Knowledge Test Setting.
  - iv. Skills Test Status, Skills Re-Test, and Skills Test Setting.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

- d. Click the **Upload an Excel File** button.



- 8. Review the individual students and click **Next** to proceed.



- 9. Review the summary and click **Submit** to proceed or **Previous** to make changes.
- 10. Click **Print** to print the transaction confirmation or click **Continue** to return to the Motorcycle Training School account. You will receive a confirmation email, as well as a message in your License eXpress account.



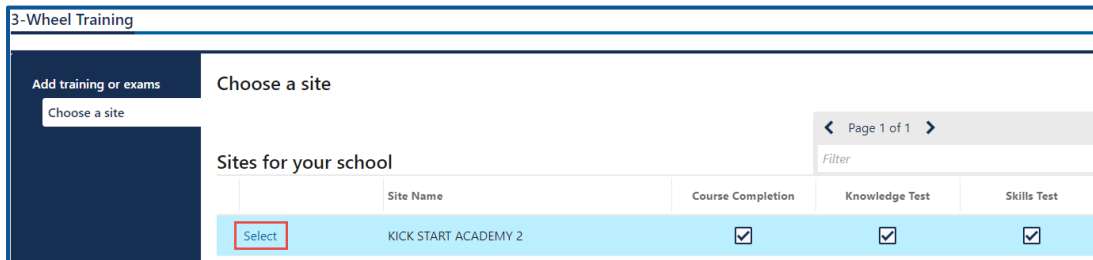
## 3-Wheel Motorcycle Training and Exam

Use the steps below to add student training and exams individually or in bulk, for the 3-wheel endorsement.

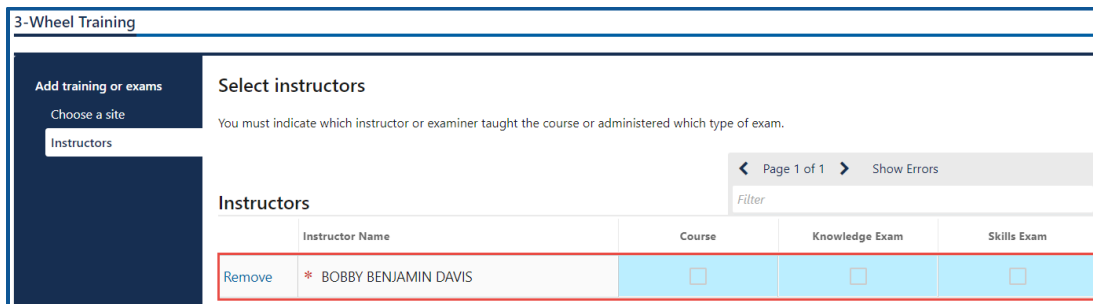
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **3-Wheel Training** hyperlink.



4. Click the **Select** hyperlink to choose the applicable Site. Click the applicable **Course Completion** checkbox, **Knowledge Test** checkbox, **Skills Test** checkbox, and click **Next**.



5. Click the **Select** hyperlink to choose the applicable Instructor. Click the applicable **Course Completion** checkbox, **Knowledge Test** checkbox, **Skills Test** checkbox, and click **Next**.



6. Complete the following information and click **Next**.
  - a. Enter the course start date and end date.
  - b. Select the appropriate option from the Course curriculum dropdown menu and enter the Class number.
  - c. Enter the Knowledge Exam date and Skills Exam date.

**3-Wheel Training**

**Add training or exams**

- Choose a site
- Instructors
- Training

**Enter training information**

All students on this request will share this information. You will enter student specific information on the next section

**Course**

Start date \*  End date \*

Course curriculum \*  Class number \*

**Knowledge exam**

Exam date \*

**Skills exam**

Exam date \*

7. Complete the applicable process below to add an individual student or bulk submission.

### Individual

- a. Click the **Next** button to bypass the bulk upload process.
- b. Click the **Add Student** button.

**3-Wheel Training**

**Add training or exams**

- Choose a site
- Instructors
- Training
- Upload list
- Add students

**Student list**

To record training or exam information, click the add student button and provide their driver license number and additional information about the course

**Add Student**

DLN	Name	Course status	Knowledge status	Skills status
Add Student				

- c. Complete the following Student information:
  - i. Enter the driver license number
  - ii. Select the appropriate option from the Military dropdown menu.
  - iii. Select the appropriate option from the Is the student subsidized dropdown menu.

**Student information**

Driver License Number \*  Military? \*  Is the student subsidized? \*

- d. Complete the following Students motorcycle information:
  - i. Select the appropriate option from the Motorcycle provided by school dropdown menu and enter the Plate #.
  - ii. Select the appropriate option from the Transmission dropdown menu and Motor Type dropdown menu.

**Students motorcycle information**

Motorcycle provided by school? \*

Plate #  Transmission

Motor Type

- e. Complete the following Course information:
  - i. Select the appropriate option from the Course status dropdown menu.
  - ii. Enter the Course Hours.

**Course**

Course Status \*  Course Hours \*

- f. Complete the following Knowledge test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Enter the Knowledge Exam Score.
  - iii. Select the appropriate option from the Knowledge Re-Test dropdown menu.

**Knowledge test**

Setting \*  Pass/Fail \*  Knowledge Exam Score

Knowledge Re-Test \*

- g. Complete the following Skills test information:
  - i. Select the appropriate option from the Setting dropdown menu and Pass/Fail dropdown menu.
  - ii. Enter the Skills Exam Score and Select the appropriate option from the Skills Re-Test dropdown menu.

**Skills test**

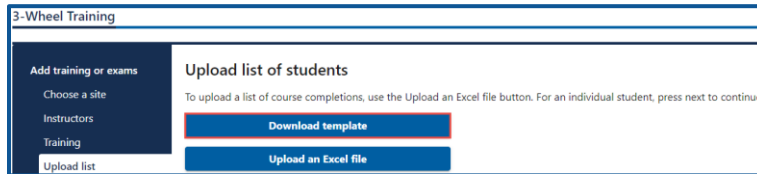
Setting \*  Pass/Fail \*  Skills Exam Score

Skills Re-Test \*

- h. Click the **OK** button.

## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

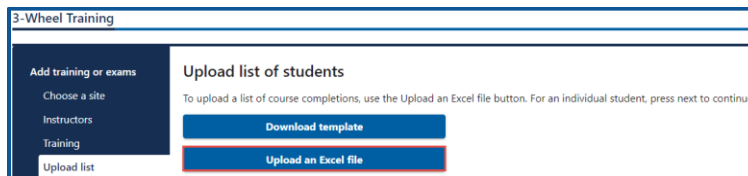
Upload list of students

To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue.

Download template

Upload an Excel file

- b. Open the 2-Wheel Motorcycle template. The Excel template opens in another tab or browser window.
  - c. Enter the following information in the Students tab and save the file.
    - i. Driver License Number, Military, and Subsidized.
    - ii. Training Motorcycle, Motorcycle Plate #, Motorcycle Transmission, Motor Type, and Motorcycle Engine Size (CC).
    - iii. Course Status and Course Clock Hours.
    - iv. Knowledge Test Status, Knowledge Test Score, Knowledge Re-Test, and Knowledge Test Setting.
    - v. Skills Test Status, Skills Test Score, Skills Re-Test, and Skills Test Setting.
- Note:** The Documentation tab shows an example of how to enter the information in the Students tab.
- d. Click the **Upload an Excel File** button.



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

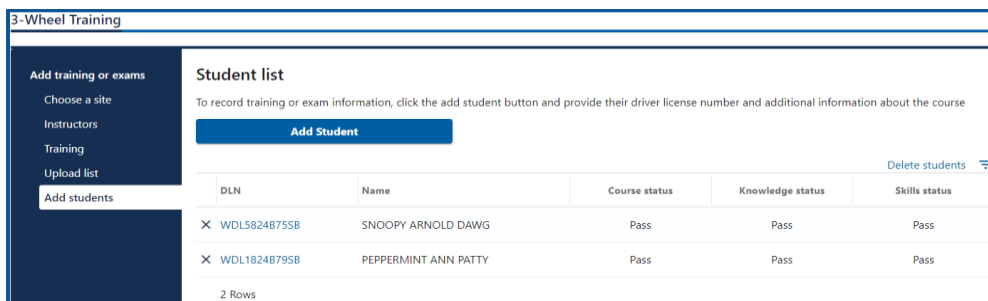
Upload list of students

To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue.

Download template

Upload an Excel file

8. Review the individual students and click **Next** to proceed.



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

Add students

Student list

To record training or exam information, click the add student button and provide their driver license number and additional information about the course

Add Student

Delete students

DLN	Name	Course status	Knowledge status	Skills status
X WDL5824B755B	SNOOPY ARNOLD DAWG	Pass	Pass	Pass
X WDL1824B795B	PEPPERMINT ANN PATTY	Pass	Pass	Pass

2 Rows

9. Review the summary and click **Submit** to proceed or **Previous** to make changes.
10. Click **Print** to print the transaction confirmation or click **Continue** to return to the Motorcycle Training School account. You will receive a confirmation email, as well as a message in your License eXpress account.

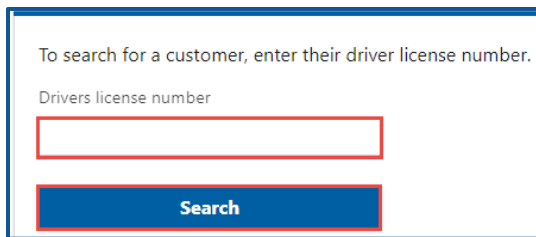
## Find a Customer

Use the following steps to search for a student and confirm they completed the required 2-Wheel Permit tests before administering the 2-Wheel Endorsement knowledge and skills tests:

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Find a customer** hyperlink.

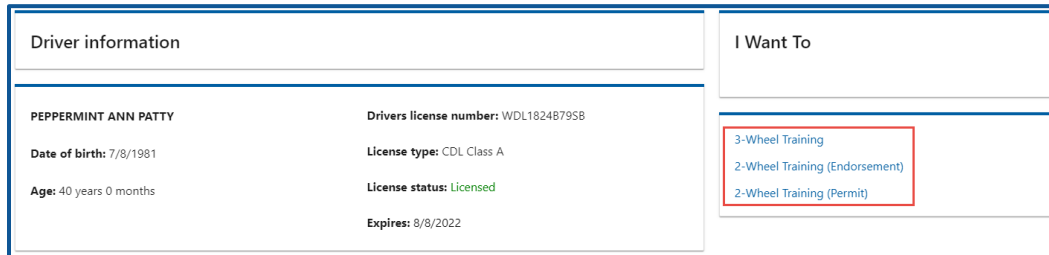


4. Enter the customer's driver license number and click **Search**.



A screenshot of a search form with a blue border. At the top, it says 'To search for a customer, enter their driver license number.' Below this is a label 'Drivers license number' followed by an empty text input field with a red border. At the bottom of the form is a blue button with the text 'Search' in white, also with a red border.

5. Complete transactions from the customer record by selecting one of the following hyperlinks:
  - a. 3-Wheel Training.
  - b. 2-Wheel Training (Endorsement).
  - c. 2-Wheel Training (Permit).



A screenshot of a customer record page with a blue border, divided into two main sections: 'Driver information' and 'I Want To'.

**Driver information**

<b>PEPPERMINT ANN PATTY</b>	<b>Drivers license number:</b> WDL18248795B
<b>Date of birth:</b> 7/8/1981	<b>License type:</b> CDL Class A
<b>Age:</b> 40 years 0 months	<b>License status:</b> Licensed
	<b>Expires:</b> 8/8/2022

**I Want To**

- 3-Wheel Training
- 2-Wheel Training (Endorsement)
- 2-Wheel Training (Permit)

The '2-Wheel Training (Permit)' link is highlighted with a red border.

6. Click the **Course** tab, the **Skills** tab, or the **Knowledge** tab to view information on the customer's record.

Courses Skills Knowledge						
Course Completions (VS)						
Course completions <span style="float: right;">Hide History</span>						
Start date	Status	Completion date	Instructor	School / location	Type	
01-Jun-2021	Passed	15-Jun-2021	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Safety Course	<a href="#">View</a>

Courses Skills Knowledge						
Skills Test History (VS)						
Skills tests <span style="float: right;">Hide History</span>						
Test date	Score	Status	Examiner	School / location	Type	
05-Jul-2021	8	Passed	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Skills Exam	<a href="#">View</a>

Courses Skills Knowledge						
Knowledge Test History (VS)						
Knowledge tests <span style="float: right;">Hide History</span>						
Test date	Score	Status	Examiner	School / location	Type	
01-Jul-2021	80	Passed	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Knowledge	<a href="#">View</a>

## Exam and Course History

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Exam and course history** hyperlink.

Prior Activity

- > Course Completion Report
- > Exam and course history
- > View Submissions

4. Enter the From date, the To date, or other search criteria, select the appropriate Submission type from the dropdown menu, and click **Search**. Search results display below.

Search parameters

From: 01-Jul-2021 To: 15-Jul-2021 Submission type: Submitter name:

Rider information

DLN: First name: Middle name: Last name:

**Search**

5. Click the **Confirmation** number hyperlink to view the submission.

Submissions						
Rider DLN	Rider name	Submission type	Status	Confirmation num	Submitter	Submitted
WDL7NIC2043B	NICHO ONO	Motorcycle 2-Wheel Endo	Failed	45,256,885	Woody Stevens	01-Jul-2021
WDL6NRHARBB	HARLEY WILLIAMS	Motorcycle 2-Wheel Perm	Failed	45,098,369	Woody Stevens	28-Jun-2021
WDL6NRHAR3B	HARLEY WILLIAMS	Motorcycle 2-Wheel Perm	Passed	45,434,406	Woody Stevens	07-Jul-2021
WDL6NRHAR3B	HARLEY WILLIAMS	Motorcycle 2-Wheel Safet	Passed	45,434,406	Woody Stevens	07-Jul-2021
WDL6GRE7923B	LIAM GREGS	Motorcycle 2-Wheel Perm	Passed	45,098,369	Woody Stevens	28-Jun-2021
WDL6GRE7923B	LIAM GREGS	Motorcycle 2-Wheel Safet	Failed	45,098,369	Woody Stevens	28-Jun-2021

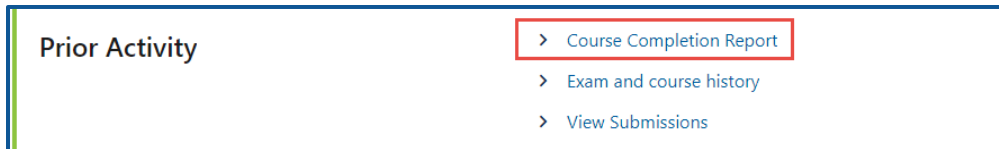
6. Click the **Home** icon to return to your homepage.



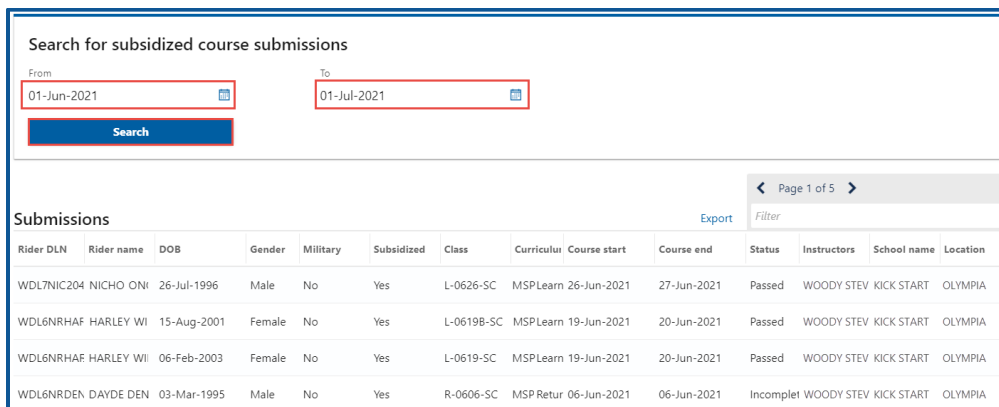
## Course Completion Report

Use the steps below to generate and print course completion report.

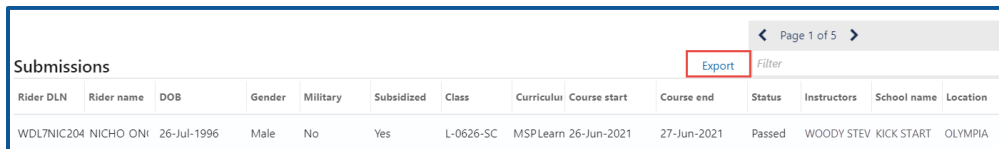
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Course Completion Report** hyperlink.



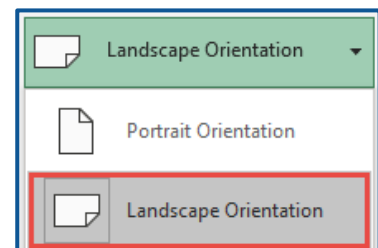
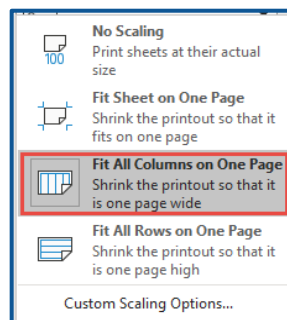
4. Enter the From date, the To date, and click **Search**. The search result display below.



5. Click the **Export** hyperlink on the search results screen to export, save, or print search results.



6. Choose the appropriate option, if your internet browser has dialog box that asks if you want to open or save. The document opens in an Excel file format.
7. Select **File** and **Print** in the Excel file. Alternatively, you can use the keyboard shortcut CTRL+P.
8. Select **Fit All Columns on One Page** and **Landscape Orientation** in the print settings to change the orientation.





# Driver Record Request Accounts

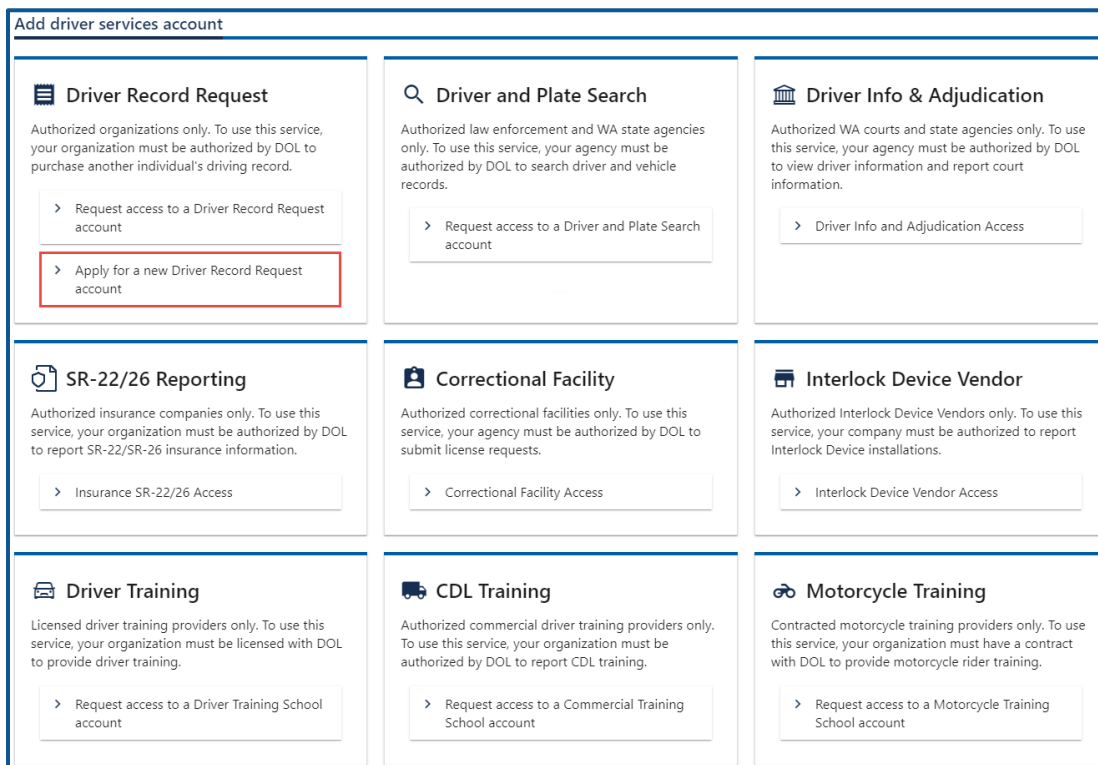
## Driver Record Request Account Information

Only organizations authorized by DOL to purchase another individual's driving record can use this service.

### Apply for a Drive Record Request Account

Follow the steps below if this is the first time your business or agency is applying for online access to a Drive Record Request (DRR) account. The first person within your agency or business to apply for a DRR account is the account administrator. The system allows only one administrator per business. The account administrator is the contract manager and is responsible for generating access codes for employees and managers to gain access. If you have questions regarding the type of Abstract Drive Record (ADR) you are permitted to receive or request from the Department of Licensing (DOL), please refer to [RCW 46.52.130](#).

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Apply for a new Driver Record Request account** button.



4. Make sure you have the required information (UBI, EIN, or TIN, and your business or agency information) and click **Next**.

5. Complete the following Identifying information and click **Next**.
  - a. Select the appropriate option from the are you a business or government agency dropdown menu.
  - b. Select the appropriate option from the What type of business are you dropdown menu.
  - c. Select the appropriate option from the Choose a state or federal ID dropdown menu.
  - d. Enter the state or federal ID.
  - e. Enter your business name.

Register a new Driver Record Request account

**Identifying Information**

Are you a business or government agency? \*  
Required

What type of business are you? \*  
Required

Choose a state or federal ID \*  
Required

What is your state or federal ID? \*  
Required

**Name information**

What is your business name? \*  
Required

6. Complete the following Contact Information and click **Next**.
  - a. What is your name?
  - b. What is your position in your agency?
  - c. What is your phone number?
  - d. What is your phone extension, if applicable?
  - e. What is your fax number, if applicable?
  - f. What is your email address?
  - g. Confirm your email address?

Register a new Driver Record Request account

**Contact Information**

What is your name? \*  
Required

What is your position in your agency? \*  
Required

What is your phone number? \*  
Required

What is your phone extension?  
Required

What is your fax number?  
Required

What is your email address? \*  
Required

Confirm your email address \*  
Required

7. Complete the following Physical address information and click **Next**.
  - a. Enter the street address.
  - b. Select the appropriate option from the Unit type dropdown menu, enter unit, if applicable, and enter the city.
  - c. Select the appropriate option from the State dropdown menu, if applicable, and enter the zip code.
  - d. Select the appropriate option from the Is it okay to send mail to this address dropdown menu.

Register a new Driver Record Request account

**Physical address**

Street address \*

Street 2

Unit type  Unit

City \*

State

Zip code \*

Is it okay to send mail to this address? \*

8. Verify the address and click **Next**.
9. Select the type of driving records you need to request, explain how you will use the information provided, and click **Next**.

Register a new Driver Record Request account

**What type of driving record?**

Select the type of driving record you will be requesting from the table below.

Insurance records show violations, convictions, and accidents only.  
Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications.

Select a driving record type

	Record type	Description
Select	Assessment	
Select	Court and Law Enforcement	Used by courts and law enforcement
Select	Employment	Used by employers to determine employment eligibility.
Select	Full	A complete driving record of the person named on the driving record.
Select	Insurance	Used to create and renew insurance policies.

How will you use the information provided? \*

10. Review the certification information. Click the **I agree to the terms of service above** checkbox and click **Next**.

Register a new Driver Record Request account

**Introduction**

What you'll need

**Information**

Agency information

Contact information

**Addresses**

Physical address

Verify physical address

By clicking on the 'Agree' button Licensee certifies each of the following:

- Licensee has had advance time to read all of the terms and conditions concerning licensee use and receipt of data through DRIVES. A copy of the terms and conditions were included with Licensee's application and can be further viewed at: <https://www.dol.wa.gov/driverslicense/requesttothersrecord.html>.
- Licensee has read through all of the terms and conditions and fully understands them. Licensee has also had ample time to have any questions concerning the terms and conditions answered by DOL.
- Licensee agrees to be bound by all terms and conditions established by DOL.

I agree to the terms of service above. \*

Agreement Date  
12-Jul-2021

11. Review the summary and click **Submit** to proceed or **Previous** to make changes.

12. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add driver services page. You will receive an email once DOL approves your access.

**Note:** It can take three full business days for DOL to approve your request.

## Request Access-to a Drive Record Request (DRR) Account

Contact DOL Data Services unit at [dataservices@dol.wa.gov](mailto:dataservices@dol.wa.gov) or 360-902-3708 if the Drive Record Request (DRR) account is already established and you are a new administrator for the account. The system allows only one administrator per business. All users follow the steps below to request access to a DRR account.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Request access to a Driver Record Request account** button.

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a description and a button to request access. The "Driver Record Request" button is highlighted with a red box.

Service Category	Description	Access Request Button
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account (highlighted)
Driver and Plate Search	Authorized law enforcement and WA state agencies only. To use this service, your agency must be authorized by DOL to search driver and vehicle records.	Request access to a Driver and Plate Search account
Driver Info & Adjudication	Authorized WA courts and state agencies only. To use this service, your agency must be authorized by DOL to view driver information and report court information.	Driver Info and Adjudication Access
SR-22/26 Reporting	Authorized insurance companies only. To use this service, your organization must be licensed with DOL to report SR-22/SR-26 insurance information.	Insurance SR-22/26 Access
Correctional Facility	Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.	Correctional Facility Access
Interlock Device Vendor	Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.	Interlock Device Vendor Access
Driver Training	Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.	Request access to a Driver Training School account
CDL Training	Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.	Request access to a Commercial Training School account
Motorcycle Training	Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.	Request access to a Motorcycle Training School account

5. Read the What you'll need information and click **Next**.
6. Select the appropriate option from the Choose a state or federal ID dropdown menu and enter the state of federal ID.
7. Select the appropriate option from the What access level would you like to request? dropdown menu.

The screenshot shows the "Request your Driver Record Request access" form. The "What account are you trying to access?" section is highlighted with a red box. It contains three dropdown menus, each with "Required" selected.

What account are you trying to access?

In order to gain access, you will need to provide information to identify your account

Choose a state or federal ID \*

State or federal ID \*

What access level would you like to request? \*

8. Click the **Next** button.

9. Complete the following steps based on your access level:

### Administrator access

- a. Enter your name.
- b. Select **Yes** from the Are you the owner or supervisor? dropdown menu.

Request your Driver Record Request access

**Introduction**  
What you'll need

**Request access**  
What account?

**Your business role**  
Your business role

**Your business role**  
Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name \*  Are you the owner or supervisor? \*  What's your role in your organization \*

- c. Click the **Next** button.

### Manager or Employee access

- a. Enter your name.
- b. Select **No** from the Are you the owner or supervisor? dropdown menu.
- c. Enter the owner or supervisor contact information, phone number, and email address.

Request your Driver Record Request access

**Introduction**  
What you'll need

**Request access**  
What account?

**Your business role**  
Your business role

**Your business role**  
Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name \*  Are you the owner or supervisor? \*  What's your role in your organization \*

**Owner or supervisor contact information**

Name \*  Phone \*  Email address \*

- d. Click the **Next** button.
- e. Enter the access number provided by the Drive Record Request Account Administrator or Manager and click **Next**.

Request your Driver Record Request access

**Introduction**  
What you'll need

**Request access**  
What account?

**Enter access code**  
Enter access code

**Enter access code**  
You must provide an access code to be granted **Manager** access.  
A manager or administrator of your organization can give you an access code.  
Access codes are only valid for 8 hours after they are created.

What is your access code? \*

**Note:** Access codes expire 8 hours after created.

10. Review the certification information. Click the **I agree to the terms of service above checkbox** and click **Next**.

Request your Driver Record Request access

Introduction

What you'll need

Request access

What account?

Your business role

Terms of Service

By clicking on the 'Agree' button Licensee certifies each of the following:

- Licensee has had advance time to read all of the terms and conditions concerning licensee use and receipt of data through DRIVES. A copy of the terms and conditions were included with Licensee's application and can be further viewed at: <https://www.dol.wa.gov/driverslicense/requesttothersrecord.html>.
- Licensee has read through all of the terms and conditions and fully understands them. Licensee has also had ample time to have any questions concerning the terms and conditions answered by DOL.
- Licensee agrees to be bound by all terms and conditions established by DOL.

I agree to the terms of service above. \*

Agreement Date  
12-Jul-2021

11. Review the summary and click **Submit** to proceed or **Previous** to make changes.

12. Click **Print** to print the transaction confirmation or click **Continue** to return to your Business account home page. You will receive an email once DOL approves your access.

**Note:** It can take three full business days for DOL to approve your request.

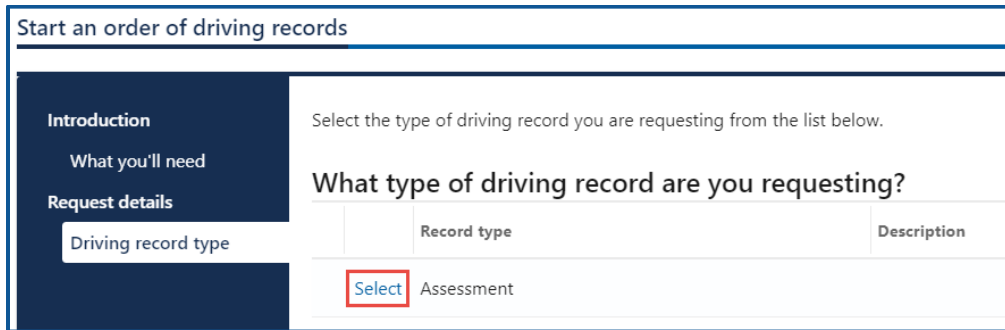
## Order a Driving Record

You can order a customer's drive record individually or in bulk. Complete the following process and select the individual or bulk process at the appropriate step below.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Driving record request** hyperlink.



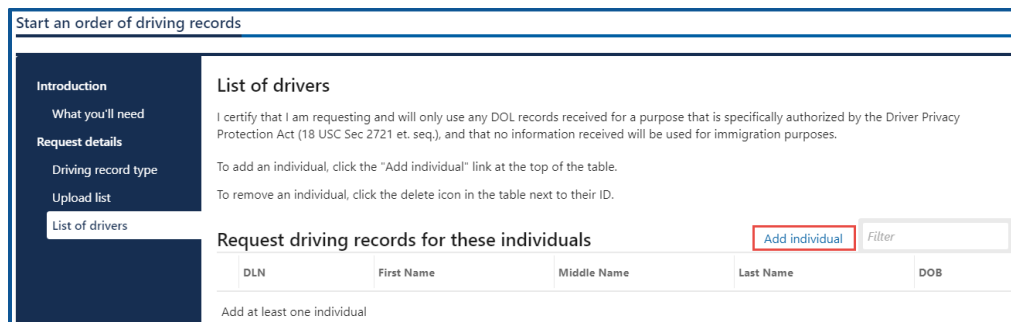
4. Read the What you'll need information and click **Next**.
5. Select the hyperlink for the type of record you are requesting and click **Next**.



6. Complete the applicable process below for an individual request or bulk request:

### Individual

- a. Click the **Next** button to skip over the bulk process.
- b. Click the **Add Individual** hyperlink.





- c. Complete the following individual information and click **OK**.
  - i. Enter the Washington driver license number and date of birth.
  - ii. Enter the first name and middle name, if applicable, and last name.

**Note:** The middle name field is not required. Since some records have only a middle initial and others have a full middle name, we recommend leaving the middle name field blank. This is because the information you enter needs to match exactly as it displays on the driver license card.

## Bulk

- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.

- b. Open the ADR Request excel template. The Excel template opens in another tab or browser window.
- c. Enter the following information in the Drivers tab and save the file. The Documentation tab shows an example of how to enter the information on the Drivers tab.
  - i. Driver License Number.
  - ii. First Name, Middle Name, if applicable, and Last Name.
  - iii. Date of Birth (Use this format: MM/DD/YYYY).
  - iv. Save the file.

**Note:** The Documentation tab shows an example of how to enter the information in the Students tab.

- d. Click the **Upload an Excel file** button.

**Start an order of driving records**

**Introduction**

**Upload a list of drivers**

You may choose to upload an Excel file of all the drivers for which you will be purchasing driving records by clicking the "Upload an Excel file" button. You can download a template of the Excel file by clicking the "Download template" button.

Uploading an Excel file is optional. You can manually specify drivers on the next section. Click "Next" to proceed to the next section.

By importing a file, you are certifying under penalty of perjury that you are entitled by federal or state laws to obtain an abstract of the driver record of the individual requested. RCW 46.52.130, 18 USC Chapter 123

[Download template](#)

[Upload an Excel file](#)

- e. Click the **Choose File** button, select the file, click **Open**, and click **OK**.

7. Review the list of drivers. Click the **Add individual** hyperlink to add more drivers or the **X** icon to delete drivers, if applicable. Click the **Next** button to proceed.

**Start an order of driving records**

**Introduction**

**List of drivers**

I certify that I am requesting and will only use any DOL records received for a purpose that is specifically authorized by the Driver Privacy Protection Act (18 USC Sec 2721 et. seq.), and that no information received will be used for immigration purposes.

To add an individual, click the "Add individual" link at the top of the table.

To remove an individual, click the delete icon in the table next to their ID.

**Request driving records for these individuals** [Add individual](#)

	DLN	First Name	Middle Name	Last Name	DOB
X	WDL1824B795B	PEPPERMINT		PATTY	08-Jul-1981
X	WDL5824B755B	SNOOPY		DAWG	09-Aug-1982

2 Rows

8. Review the summary and click **Submit** to proceed or **Previous** to make changes.
9. Click **Print** to print the transaction confirmation or click **Continue** button to go back to the DRR account. You must pay for the pending request before you view the drivers abstract.

## Pay for the Driving Record Order

Once you pay for the drive record(s), you have **30 days to view and print** the record from your DRR account. After 30 days, the record is no longer available to view or print. **DOL does not email or mail the drive record to you.**

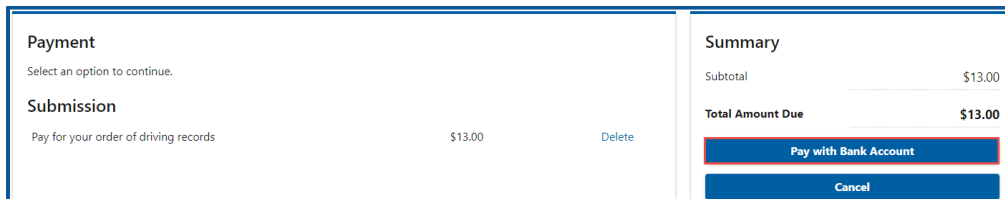
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Pay for an order** hyperlink.



I Want To

- > Driving record request
- > **Pay for an order**

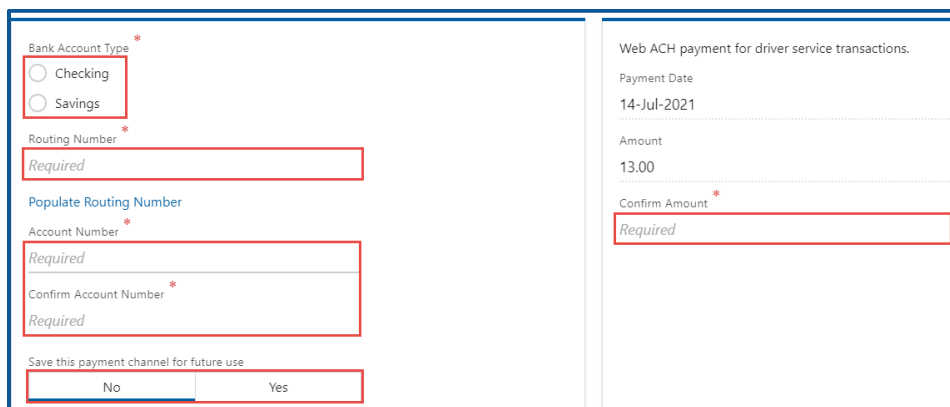
4. Click the **Pay with Bank Account** button. You need to pay for any outstanding transactions before you can request additional driving records.



Payment		Submission		Summary	
Select an option to continue.		Pay for your order of driving records		Subtotal	\$13.00
		\$13.00	Delete	Total Amount Due	\$13.00
				<b>Pay with Bank Account</b>	
				Cancel	

**Note:** Paying by bank account is the only option for payment. Credit/debit cards are not accepted.

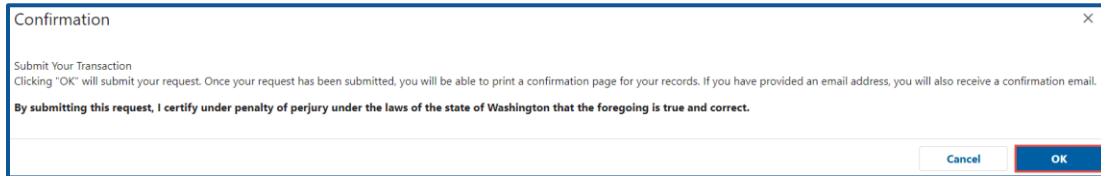
5. Complete the following sections and click **Next**.
  - a. Select **Checking** or **Savings**.
  - b. Enter the Routing Number.
  - c. Enter the Account Number and Confirm Account Number.
  - d. Click the **No** or **Yes** button to Save this payment channel for future use.
  - e. Confirm Amount.



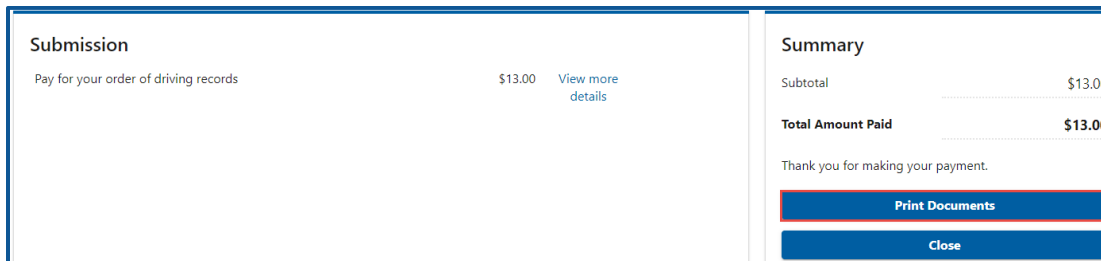
Bank Account Type *	Web ACH payment for driver service transactions.
<input type="radio"/> Checking <input type="radio"/> Savings	Payment Date 14-Jul-2021
Routing Number * Required	Amount 13.00
Populate Routing Number	Confirm Amount * Required
Account Number * Required	
Confirm Account Number * Required	
Save this payment channel for future use <input type="checkbox"/> No <input type="checkbox"/> Yes	

6. Review the submission and click **Submit**.

7. Read the information in the dialog box. Click the **OK** button to certify under penalty of perjury that the foregoing is true and correct.



8. Click the **Print Documents** button to print the invoice and the driving record(s). Your computer settings must allow pop ups as the drive record(s) will open as a PDF in a separate window or tab. Alternatively, click the **View more details** hyperlink to review the completed transaction and print the driving record.



9. Click the **Close** button to return to your DRR Account.

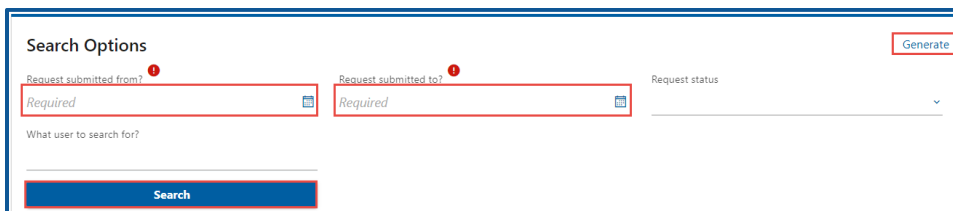
## View Past Orders

If you need to re-print an invoice or view a previous submission, follow the steps below.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Past orders** hyperlink.

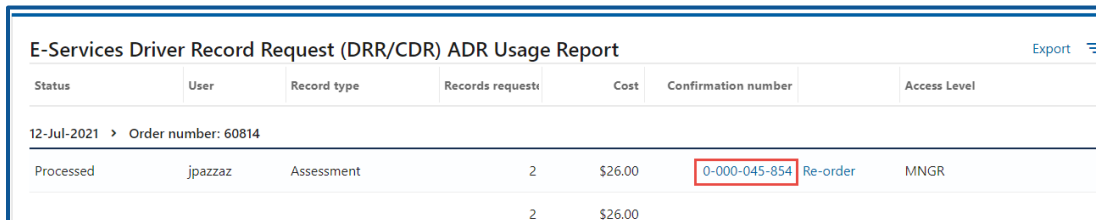


4. Complete the following information and click the **Search** button or the **Generate** hyperlink to view the ADR Usage Report.
  - a. Request submitted from date.
  - b. Request submitted to date.
  - c. Select the appropriate option for the Request status, if applicable.



A screenshot of a search form titled 'Search Options'. It contains three input fields: 'Request submitted from?' (with a red box around it), 'Request submitted to?' (with a red box around it), and 'Request status' (a dropdown menu). Below these is a 'What user to search for?' field. A blue 'Search' button is at the bottom left, and a red 'Generate' button is at the top right.

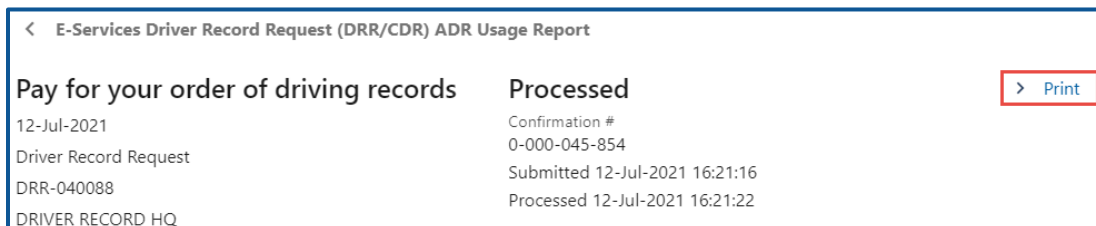
5. Click the **Confirmation number** hyperlink to view the submission.



A screenshot of a table titled 'E-Services Driver Record Request (DRR/CDR) ADR Usage Report'. The table has columns for Status, User, Record type, Records request, Cost, Confirmation number, and Access Level. A row is highlighted with a red box around the 'Confirmation number' column, which contains the value '0-000-045-854' and a 'Re-order' link.

Status	User	Record type	Records request	Cost	Confirmation number	Access Level
12-Jul-2021	> Order number: 60814					
Processed	jpazzaz	Assessment	2	\$26.00	0-000-045-854	Re-order MNGR
			2	\$26.00		

6. Click the **Print** hyperlink to print the driving records from that specific transaction or click the **Previous** button to review the submission. The record is only available to view or print for 30 days after ordering)



A screenshot of a details page for an order. It shows the order title 'E-Services Driver Record Request (DRR/CDR) ADR Usage Report' and the status 'Processed'. Below this, there are details for the order: '12-Jul-2021', 'Driver Record Request', 'DRR-040088', and 'DRIVER RECORD HQ'. On the right side, there is a 'Print' button highlighted with a red box.

7. Click the **Home** icon to return to your Business account homepage.



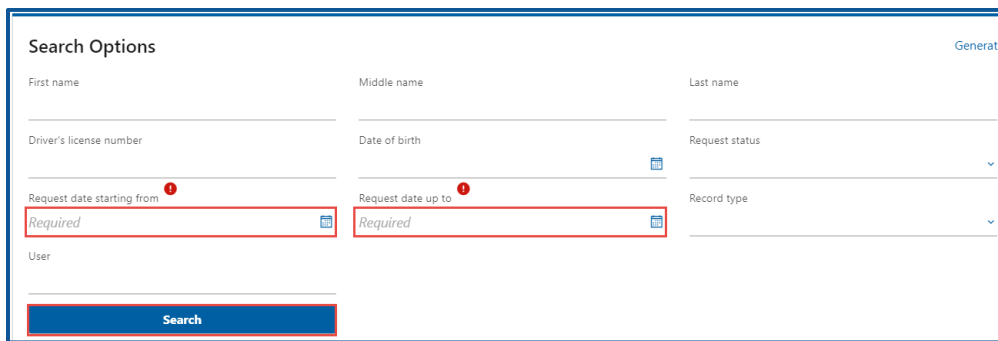
## Drive Record Request Reports

License eXpress for Business stores reports for DRR accounts. You can view reports for submitted requests and previous orders in your account.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Search for submitted requests** hyperlink.

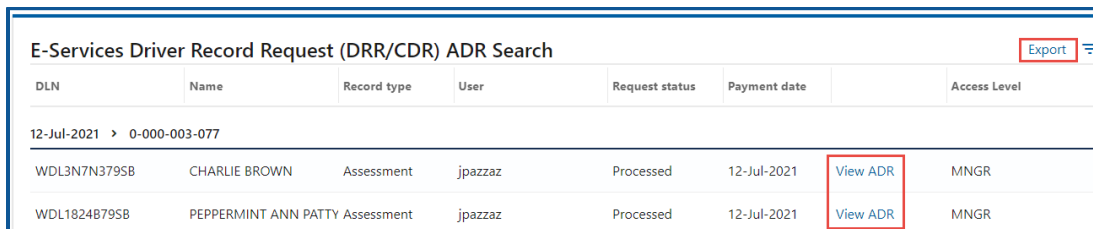


4. Enter the Requested date starting from, enter the Requested date starting to, and click **Search**. Enter other information, if applicable.



A screenshot of a search options form with a blue border. The form is titled 'Search Options' and has a 'Generate' link in the top right corner. It contains several input fields: 'First name', 'Middle name', 'Last name', 'Driver's license number', 'Date of birth', 'Request status', 'Request date starting from', 'Request date up to', and 'Record type'. The 'Request date starting from' and 'Request date up to' fields are highlighted with red boxes and contain the text 'Required'. Below these fields is a 'User' field and a blue 'Search' button.

5. Click the **Export** hyperlink to export the results as an Excel file. Click the **View ADR** hyperlink to view the driving record.



A screenshot of a search results table with a blue border. The table is titled 'E-Services Driver Record Request (DRR/CDR) ADR Search' and has an 'Export' link in the top right corner. The table has columns for 'DLN', 'Name', 'Record type', 'User', 'Request status', 'Payment date', and 'Access Level'. Below the table, there is a breadcrumb trail: '12-Jul-2021 > 0-000-003-077'. The table contains two rows of data, and the 'View ADR' link in the third column of each row is highlighted with a red box.

DLN	Name	Record type	User	Request status	Payment date	Access Level
WDL3N7N3795B	CHARLIE BROWN	Assessment	jpazzaz	Processed	12-Jul-2021	MNGR
WDL1824B795B	PEPPERMINT ANN PATTY	Assessment	jpazzaz	Processed	12-Jul-2021	MNGR

6. Click the **Home** icon to return to your Business account homepage.



# Interlock Device Vendor Account

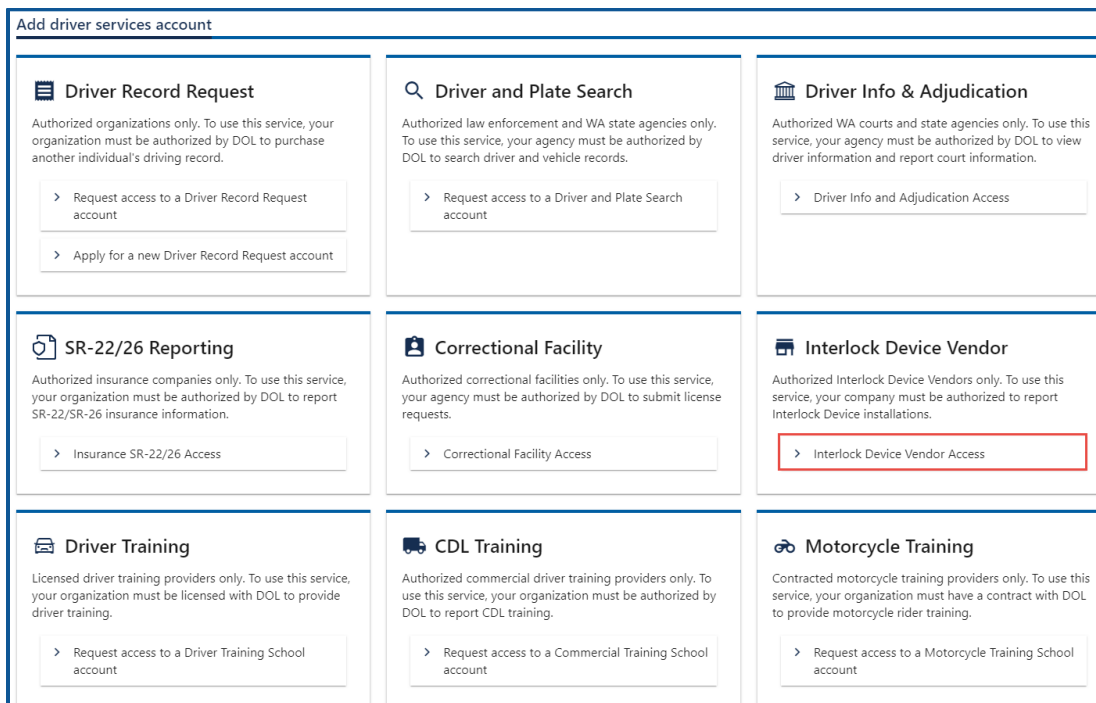
## Interlock Device Vendor Account Information

Only vendors authorized by DOL to report Interlock Device installations can use this service.

### Request ID Vendor Account Access

Ignition interlock device vendors can use their account to view, amend and pay monthly billings, as well as submit reimbursement requests for customers with financial assistance. When DOL approves your ignition interlock device vendor account, request access by following the steps below.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Interlock Device Vendor Access** button.



5. Make sure you have the required information (UBI and account ID number) and click **Next**.

6. Enter the Unified Business Id number.
7. Enter the IID Vendor ID.
8. Select the appropriate option from the What access level would you like to request? dropdown menu.

9. Click the **Next** button.
10. Complete the following steps based on your access level:

**Administrator access**

- a. Enter Your name
- b. Select **Yes** from the Are you the owner or supervisor? dropdown menu.

- c. Click the **Next** button.



## Manager or Employee access

- Enter Your name.
- Select the **No** from the Are you the owner or supervisor? dropdown menu.
- Enter your role in your organization.
- Enter the owner or supervisor contact information, phone number, and email address.

The screenshot shows a web form titled "Request your interlock device vendor access". On the left is a navigation menu with options: "Introduction", "What you'll need", "Request access", "What account?", and "Your business role". The main content area is titled "Your business role" and includes the following fields: "Your name" (text input), "Are you the owner or supervisor?" (dropdown menu with "No" selected), "What's your role in your organization" (text input), "Owner or supervisor contact information" section with "Name", "Phone", and "Email address" (all text inputs). Red boxes highlight the "Your name", "Are you the owner or supervisor?", "What's your role in your organization", "Name", "Phone", and "Email address" fields.

- Click the **Next** button.
- Enter the access number provided by the Interlock Device Vendor Account Administrator or Manager and click **Next**.

The screenshot shows the "Request your interlock device vendor access" form with the "Enter access code" section active. The left navigation menu is the same as in the previous screenshot. The main content area is titled "Enter access code" and includes the text: "You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 24 hours after they are created." Below this is a text input field for "What is your access code?". A red box highlights this input field. Above the form, the user's information is displayed: "Crystal Palace" and "castles@fakemail.com".

**Note:** Access codes expired 8 hours after created.

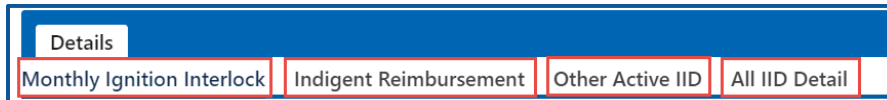
- Review the terms of service and click the **I agree to the terms of service above** checkbox.

The screenshot shows a web form titled "Request Insurance SR22/26 Access". The left navigation menu has options: "Introduction", "What you'll need", "Request access", "What account?", "Your business role", and "Terms of Service". The main content area is titled "Terms of Service" and includes the text: "By clicking on the 'Agree' button Licensee certifies each of the following:" followed by a bulleted list of terms. Below the list is a checkbox with the text "I agree to the terms of service above." and a red asterisk. Below the checkbox is the "Agreement Date" field, which contains "11-Jul-2021".

- Review the summary and click **Submit** to proceed or **Previous** to make changes.
- Click **Print** to print the transaction confirmation or click **Continue** to return to your Business account home page. You will receive an email once DOL approves your access.

## File Monthly Return

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **File Return** hyperlink for the return period you need to complete. The monthly return displays. Total due and total indigent displays at the top.
4. Click the **Monthly Ignition Interlock** tab, the **Indigent Reimbursement** tab, the **Other Active IID** tab, and the **All IID Detail** tab to view the information contained in those tabs.



5. Use the hyperlinks in the Move To column to move customers between tabs. The Indigent hyperlink moves the customer to the Indigent Reimbursement tab. The Exclude hyperlink moves the customer to the Other Active IID tab. The Standard hyperlink moves the customer to the Monthly Ignition Interlock tab.

DLN	Name	Date of Birth	VIN	Install Date	ILL Expiration Dat	IID Requirement I	IID Requirement I	Cert Required	Amount Due	Move T	Move T	Changed Status
GREY	JESSICA	15-Jan-1980	403032	05-Aug-2015		25-Feb-2013	25-Feb-2014	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
JOHNSC	ELISA	18-Sep-1951	421889	18-Dec-2018		17-Oct-2019	17-Oct-2020	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
MILLER	WENDY	03-Sep-1987	004259	20-Feb-2021				<input type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
SMITH	JACK	13-May-1973	253714	19-Feb-2021		04-Nov-2016	21-Jul-2026	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
THOMA	JULIE	13-May-1973	032424	30-Jan-2021		04-Nov-2016	21-Jul-2026	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
WILSON	BREANN	21-Feb-1977	094471	16-Dec-2019		17-Oct-2020	17-Oct-2025	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>

6. Enter a keyword (customer name, date of birth, DLN, or other information) in the filter bar to find specific information.
7. Click the **Export** hyperlink to export the monthly return, if applicable.

DLN	Name	Date of Birth	VIN	Install Date	ILL Expiration Dat	IID Requirement I	IID Requirement I	Cert Required	Amount Due	Move T	Move T	Changed Status
GREY	JESSICA	15-Jan-1980	403032	05-Aug-2015		25-Feb-2013	25-Feb-2014	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
JOHNSC	ELISA	18-Sep-1951	421889	18-Dec-2018		17-Oct-2019	17-Oct-2020	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>

8. Click the **Submit** button when you finish making changes.

## View or Amend Monthly Return

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **View or Amend Return** hyperlink.

I Want To [View or Amend Return](#)

Current Period  
**February 28, 2022**

Balance  
**\$0.00**

3. Click the **Amend** hyperlink to amend or review the displayed IID vendor return.
4. Click the appropriate **Indigent** or **Exclude** hyperlink.

Details

Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail

Page 1 of 52

Show History Export Filter

DLN	Name	Date of Birth	VIN	Install Date	ILL Expiration Dat	IID Requirement I	IID Requirement I	Cert Required	Amount Due	Move To	Move To	Changed S
ADEE*KH	KENNETH	07-Oct-1975	464346	10-May-2021		31-May-2018		<input checked="" type="checkbox"/>	19.75	<a href="#">Indigent</a>	<a href="#">Exclude</a>	<input type="checkbox"/>
ADOLPIA	JOSHUA	07-Nov-1978	525852	03-Nov-2021		26-Jul-2014	26-Jul-2015	<input checked="" type="checkbox"/>	19.75	<a href="#">Indigent</a>	<a href="#">Exclude</a>	<input type="checkbox"/>

Cancel Previous **Next**

5. Click the **Submit** button.

IID vendor return Review and Submit

This IID vendor return submission is ready to submit.

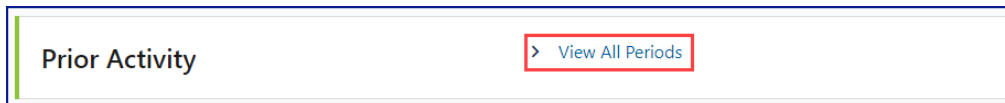
Cancel Previous **Submit**

6. Click **Print** to print the transaction confirmation or click **Continue** to return to your Business account home page.

## Make a Payment

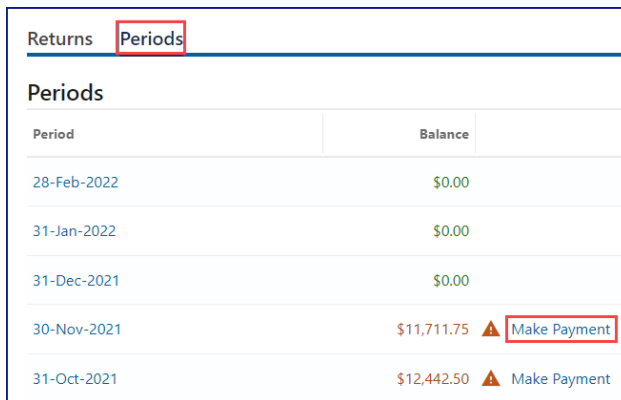
The following process outlines how to make a payment from your Interlock Device Vendor Account.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **View Periods** hyperlink.



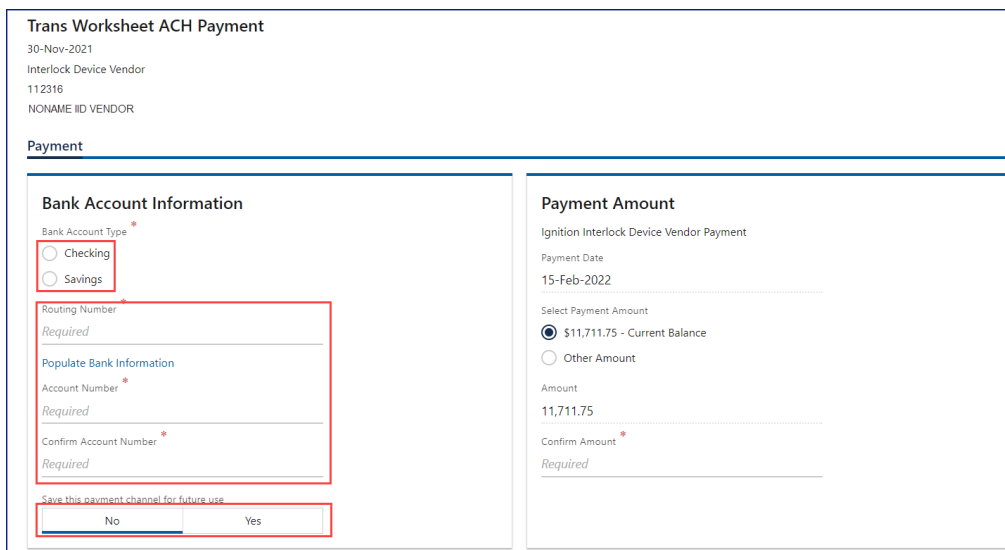
Prior Activity [View All Periods](#)

4. Click the **Periods** tab and **Make Payment** hyperlink.



Period	Balance	
28-Feb-2022	\$0.00	
31-Jan-2022	\$0.00	
31-Dec-2021	\$0.00	
30-Nov-2021	\$11,711.75	<a href="#">Make Payment</a>
31-Oct-2021	\$12,442.50	<a href="#">Make Payment</a>

5. Click the **Checking** or **Savings** radio button.
6. Enter your Routing Number, Account Number, Confirm Account Number, and click the **No** or **Yes** button to save this payment channel for future use.



Trans Worksheet ACH Payment  
30-Nov-2021  
Interlock Device Vendor  
112316  
NONAME IID VENDOR

**Payment**

Bank Account Information	Payment Amount
Bank Account Type * <input checked="" type="radio"/> Checking <input type="radio"/> Savings	Ignition Interlock Device Vendor Payment
Routing Number * <i>Required</i>	Payment Date 15-Feb-2022
Populate Bank Information Account Number * <i>Required</i>	Select Payment Amount <input checked="" type="radio"/> \$11,711.75 - Current Balance <input type="radio"/> Other Amount
Confirm Account Number * <i>Required</i>	Amount 11,711.75
Save this payment channel for future use <input checked="" type="radio"/> No <input type="radio"/> Yes	Confirm Amount * <i>Required</i>

7. Click the **Current Balance** or **Other Amount** radio buttons to select the payment amount.
8. Confirm the amount and click **Submit**.

**Payment Amount**  
Ignition Interlock Device Vendor Payment  
Payment Date  
15-Feb-2022  
Select Payment Amount  
 \$12,442.50 - Current Balance  
 Other Amount  
Amount  
12,442.50  
Confirm Amount \*  
Required  
Cancel Submit

9. Click the **OK** button to authorize the debit from your bank account.

Confirmation X  
I hereby authorize DOL to debit my bank account in the amount of \$11,711.75.  
Cancel OK

10. Click **Print** to print the transaction confirmation or click **Continue** to return to your Business account home page.

## SR-22/26 Accounts

### SR-22/26 Account Information

This account is for authorized insurance companies to report SR-22/26 insurance policy information to the Department of Licensing.

#### Request SR 22/26 Account Access

Complete the following process to request Administrator, Manager, or Employee access.

1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Insurance SR-22/26 Access** button.

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a description and a button to request access. The "Insurance SR-22/26 Access" button is highlighted with a red border.

Service Category	Description	Action Button
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account
Driver and Plate Search	Authorized law enforcement and WA state agencies only. To use this service, your agency must be authorized by DOL to search driver and vehicle records.	Request access to a Driver and Plate Search account
Driver Info & Adjudication	Authorized WA courts and state agencies only. To use this service, your agency must be authorized by DOL to view driver information and report court information.	Driver Info and Adjudication Access
SR-22/26 Reporting	Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.	Insurance SR-22/26 Access
Correctional Facility	Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.	Correctional Facility Access
Interlock Device Vendor	Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.	Interlock Device Vendor Access
Driver Training	Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.	Request access to a Driver Training School account
CDL Training	Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.	Request access to a Commercial Training School account
Motorcycle Training	Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.	Request access to a Motorcycle Training School account

5. Read the What you'll need information and click **Next**.

- Enter the unified business id, the WAOIC #, and select the appropriate option from the access level dropdown menu.

**Request Insurance SR22/26 Access**

**What account are you trying to access?**  
In order to gain access, you will need to provide information to identify your account

What is your Unified Business Id? \*  
*Required*

WAOIC # \*  
*Required*

What access level would you like to request? \*  
*Required*

- Click the **Next** button.
- Complete the following steps based on your access level:

### Administrator access

- Enter Your name.
- Select **Yes** from the Are you the owner or supervisor? dropdown menu.

**Request Insurance SR22/26 Access**

**Your business role**  
Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name \*  
*Required*

Are you the owner or supervisor? \*  
*Required*

What's your role in your organization

- Click the **Next** button.

### Manager or Employee access

- Enter your name.
- Select **No** from the Are you the owner or supervisor? dropdown menu.
- Enter your role in your organization.
- Enter the owner or supervisor name, phone, and email address.

**Request Insurance SR22/26 Access**

**Your business role**  
Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name \*  
*Required*

Are you the owner or supervisor? \*  
*No*

What's your role in your organization \*  
*Required*

Owner or supervisor contact information

Name \*  
*Required*

Phone \*  
*Required*

Email address \*  
*Required*

- Click the **Next** button.

- g. Enter the access number provided by the SR-22/26 Account Administrator or Manager and click **Next**.

The screenshot shows a web form titled "Request Insurance SR22/26 Access". At the top, it displays the user's name "Crystal Palace" and email "castles@fakemail.com". Below this, the form is divided into two main sections. On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Request access", "What account?", and "Enter access code". The "Request access" option is highlighted. The main content area is titled "Enter access code" and contains the following text: "You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 24 hours after they are created." Below this text is a question "What is your access code?" followed by a red-bordered input field with the word "Required" written in red. A red asterisk is placed to the right of the question.

9. Review the terms of service and click the **I agree to the terms of service above** checkbox.

The screenshot shows the same web form, but now the "Terms of Service" option in the sidebar is highlighted. The main content area contains the following text: "By clicking on the 'Agree' button Licensee certifies each of the following:" followed by a bulleted list: "Licensee has had advance time to read all of the terms and conditions concerning licensee use and receipt of data through DRIVES. A copy of the terms and conditions were included with Licensee's application and can be further viewed at: <https://www.dol.wa.gov/external/sr-22-26.html>." "Licensee has read through all of the terms and conditions and fully understands them. Licensee has also had ample time to have any questions concerning the terms and conditions answered by DOL." "Licensee agrees to be bound by all terms and conditions established by DOL." Below the list is a checkbox with the text "I agree to the terms of service above." and a red asterisk. At the bottom, there is a label "Agreement Date" and the value "11-Jul-2021".

10. Review the summary and click **Submit** to proceed or **Previous** to make changes.
11. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add an account webpage.



## Add an SR 22 Certificate

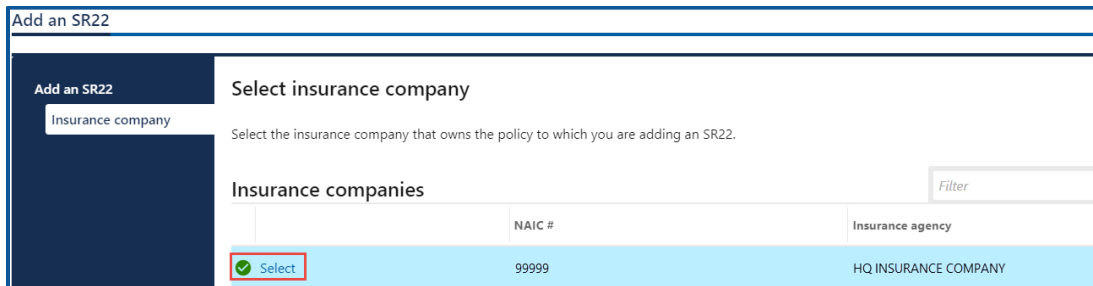
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **Add an SR 22** hyperlink.



I Want To

- > Add an SR22
- > View a driver's SR22/SR26

4. Select the insurance company that owns the policy to which you are adding an SR22 and click **Next**.



Add an SR22

Add an SR22

Insurance company

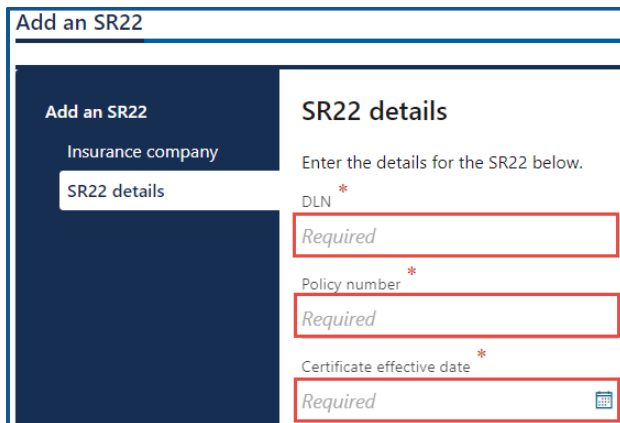
Select insurance company

Select the insurance company that owns the policy to which you are adding an SR22.

Insurance companies Filter

	NAIC #	Insurance agency
<input checked="" type="checkbox"/> Select	99999	HQ INSURANCE COMPANY

5. Enter the customer DLN, the Policy number, the Certificate effective date, and click **Next**. The effective date can be backdated up to 1 year in the past, and future dated up to 30 days.



Add an SR22

Add an SR22

Insurance company

SR22 details

SR22 details

Enter the details for the SR22 below.

DLN \*  
Required

Policy number \*  
Required

Certificate effective date \*  
Required

6. Review the summary and click **Submit** to proceed or **Previous** to make changes.
7. Click **Print** to print the transaction confirmation or click **Continue** to return to your SR22/26 account.

## View an SR22 and Add an SR 26 Certificate

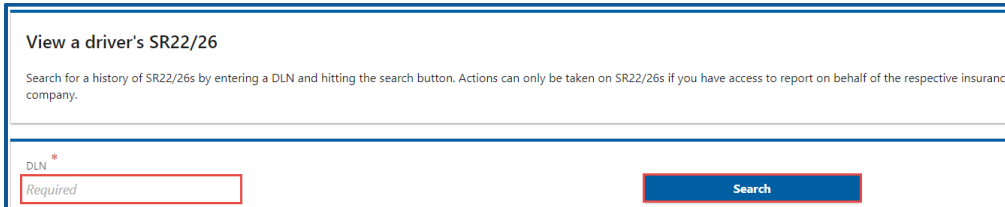
1. Login to License eXpress for Business [secure.dol.wa.gov](https://secure.dol.wa.gov).
2. Select the appropriate account if you have more than one.
3. Click the **View a driver's SR22/26** hyperlink.



I Want To

- > Add an SR22
- > View a driver's SR22/SR26

4. Enter the customer's Driver License Number (DLN) and click **Search**. The driver's SR22/26 history displays.



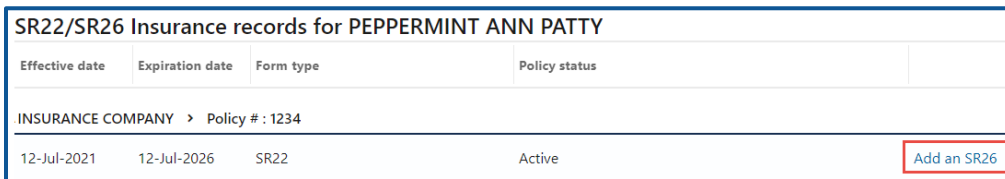
View a driver's SR22/26

Search for a history of SR22/26s by entering a DLN and hitting the search button. Actions can only be taken on SR22/26s if you have access to report on behalf of the respective insurance company.

DLN \*  
Required

Search

5. Click the **Add an SR26** hyperlink.

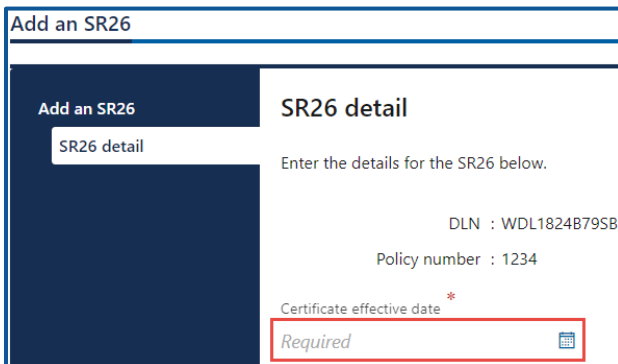


SR22/SR26 Insurance records for PEPPERMINT ANN PATTY

Effective date	Expiration date	Form type	Policy status
INSURANCE COMPANY > Policy #: 1234			
12-Jul-2021	12-Jul-2026	SR22	Active

Add an SR26

6. Enter the Certificate effective date and click **Next**. The effective date can be backdated up to 60 days in the past, and future dated up to 30 days.



Add an SR26

Add an SR26

SR26 detail

Enter the details for the SR26 below.

DLN : WDL1824B795B

Policy number : 1234

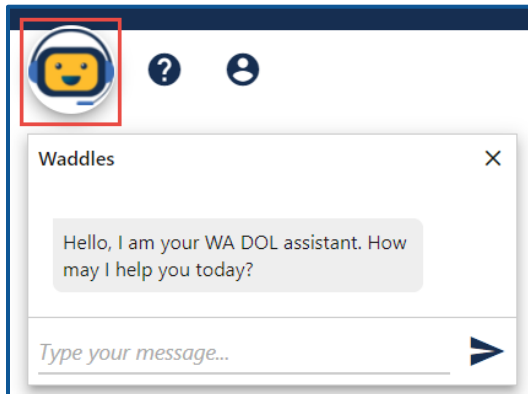
Certificate effective date \*  
Required

7. Review the summary and click **Submit** to proceed or **Previous** to make changes.
8. Click **Print** to print the transaction confirmation or click **Continue** to return to the View a driver's SR22/26 webpage SR22/26 account.

## Technical Support

### Chat Assistant

1. You can utilize the Chat Assistant, Waddles, if you need additional assistance while using License eXpress. Alternatively, you can call DOL with your Support ID and a representative can help you resolve the issue.
2. Click the **Assistant** icon to open the assistant. Alternatively, click on the **Support Menu** icon and Open the Assistant hyperlink.

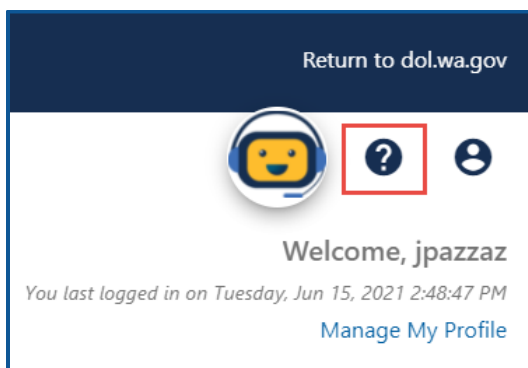


3. Type your message, or keyword, and click **Enter**. Waddles does its best to provide information to help you complete your transaction.

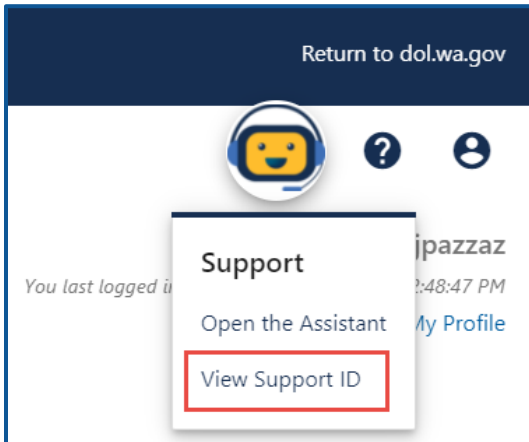
### Support ID

If you are having trouble completing a submission in your business account, call or email the Department of Licensing so we can help you with this issue, 360-664-9698 or [DRIVESHelp@dol.wa.gov](mailto:DRIVESHelp@dol.wa.gov). If we ask you for your Support ID, you can retrieve it from your account. It is important to capture this number immediately after you come across an issue. If possible, do not log out of your account until we help you resolve the issue. Each time you log out of E-services, the support ID number changes.

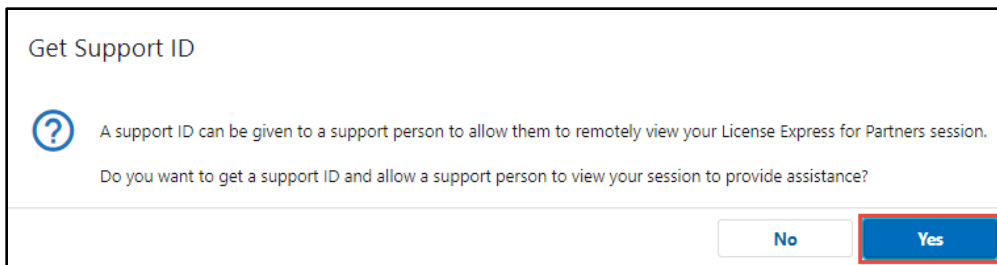
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



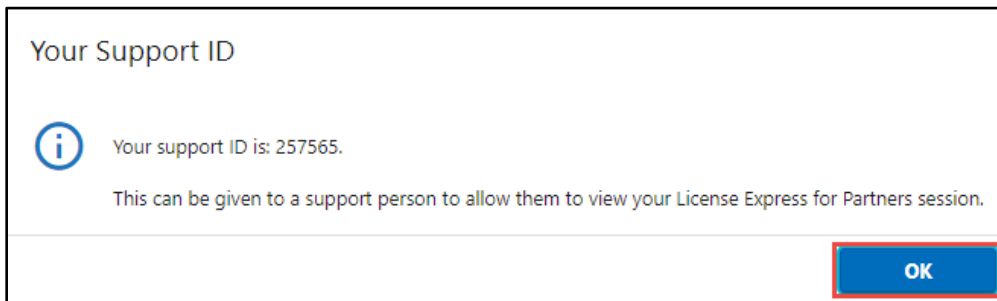
2. Click the **View Support ID** hyperlink from the dropdown menu.



3. Click the **Yes** button in the dialog box.



4. Capture the Support ID number displayed and click the **OK** button to close the dialog box.



5. Provide the Support ID number when you call or email DOL for assistance.