

# SR22/26 – Add an SR22

1. Login to License eXpress for Business.
2. From the Accounts tab, click **Insurance SR-22/26** to access the SR22/26 account.

| Request access to these existing accounts   |  |
|---|--|
|  Driver and plate search       | You'll need: UBI, TIN or EIN number and account Id |
|  Interlock device vendor       | You'll need: UBI number and account Id             |
|  Insurance SR-22/26            | You'll need: UBI and WAOIC                         |
|  Driver Info. and Adjudication | You'll need: UBI, TIN or EIN number and account Id |

3. In the "Things I can do" tab, click **Add an SR22**.

| Things I can do   | User Management                      | Users List | Submissions |
|---|--------------------------------------|------------|-------------|
| <b>Insurance SR22/26</b>  |                                      |            |             |
|  Add an SR22             | Add an SR22                          |            |             |
|  View a driver's SR22/26 | View a driver's SR22/26 based on DLN |            |             |

4. Select the insurance company that owns the policy to which you are adding an SR22, then click **Next**.
5. Enter the customer DLN, policy number, and certificate effective date, then click **Next**.

## SR22 details

Enter the details for the SR22 below.

DLN  
 Required

Policy number  
 Required

Certificate effective date  
 Required

6. A summary page displays. Review the information for accuracy, then click **Submit**.