SR22/26 – Administrator Access

1. Login to License eXpress for Business.
2. Under the “I Want To” section, click **Request access to driver services.**
3. Click **Insurance SR-22/26.**

<table>
<thead>
<tr>
<th>Request access to these existing accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver and plate search</td>
</tr>
<tr>
<td>Interlock device vendor</td>
</tr>
<tr>
<td><strong>Insurance SR-22/26</strong></td>
</tr>
<tr>
<td>DriverInfo and Notification</td>
</tr>
</tbody>
</table>

4. Make sure you have the required information (UBI and WAOIC), and then click **Next.**
5. Enter the required information and select “Administrator” from the access dropdown menu, then click **Next.**

**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**
  - 1. Administrator
  - 2. Manager
  - 3. Employee

6. Enter your business role information, then click **Next.**

**Your business role**

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

**Your information**

<table>
<thead>
<tr>
<th>Your name</th>
<th>Are you the owner or supervisor?</th>
<th>What's your role in your organization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
<td></td>
</tr>
</tbody>
</table>

7. Agree to the terms of service by clicking the checkbox, then click **Next.**
5. A summary page displays. Verify the information is correct and click **Submit.**
6. You will receive an email when your access request has been processed by DOL.