

# SR 22/26 – Manage Users

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

## Generate Access Code for Manager/Employee

1. Go to the **User Management** tab.
2. Click **Create new user access code**.
3. Select the user access level from the dropdown menu, then click **Submit**.

Access Level

Required

Required

2. Manager

3. Employee

Required

Cancel

Submit

4. License eXpress will automatically you an email with the access code, which you can then send to an employee. They will be able to access the SR22/26 account using this access code.

## Manage User Access

1. Go to the **Users List** tab.
2. To change or remove user access, find the row for the user you wish you manage and click the "Change Access" or "Remove Access" hyperlinks.

3rd Party Access Logon Summary					Filter
Access Level	Email	Phone Number	User Name	Change Access	Remove Access
1. Administrator	rrenk@dol.wa.gov	7718949651	Janet Lewis		
2. Manager	rrenk@dol.wa.gov	5555555555	Eleanor Rigby	Change Access	Remove Access

2 Rows