



License Express 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.

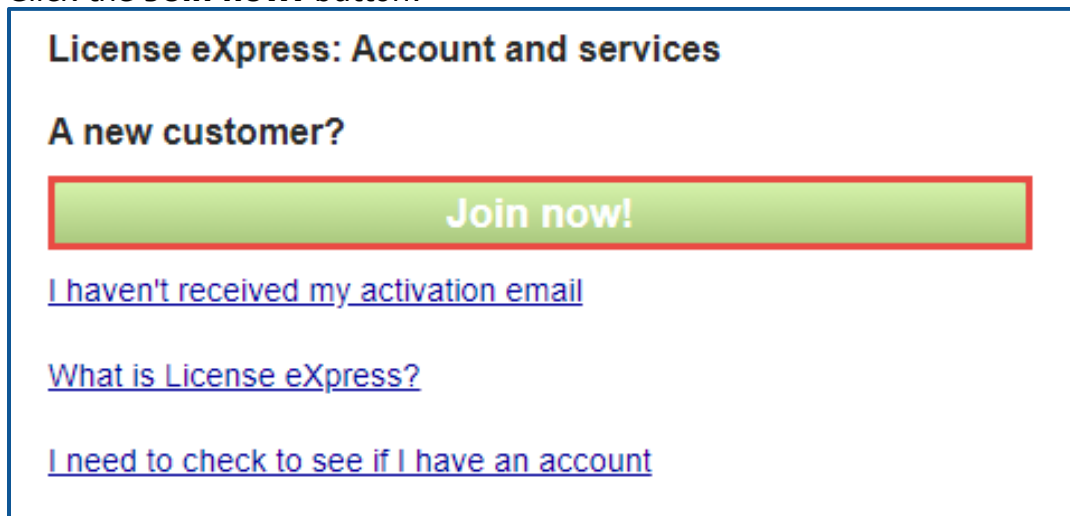
User Roles

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	

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
2. Click the **Join now!** button.



License eXpress: Account and services

A new customer?

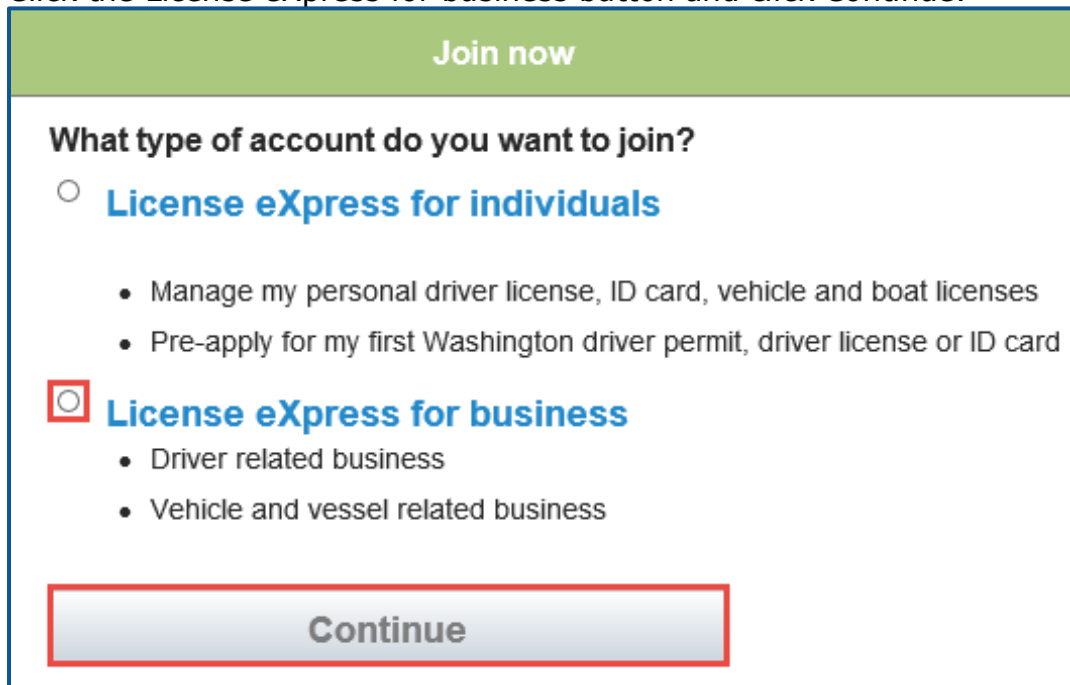
Join now!

[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 a 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 will be 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)

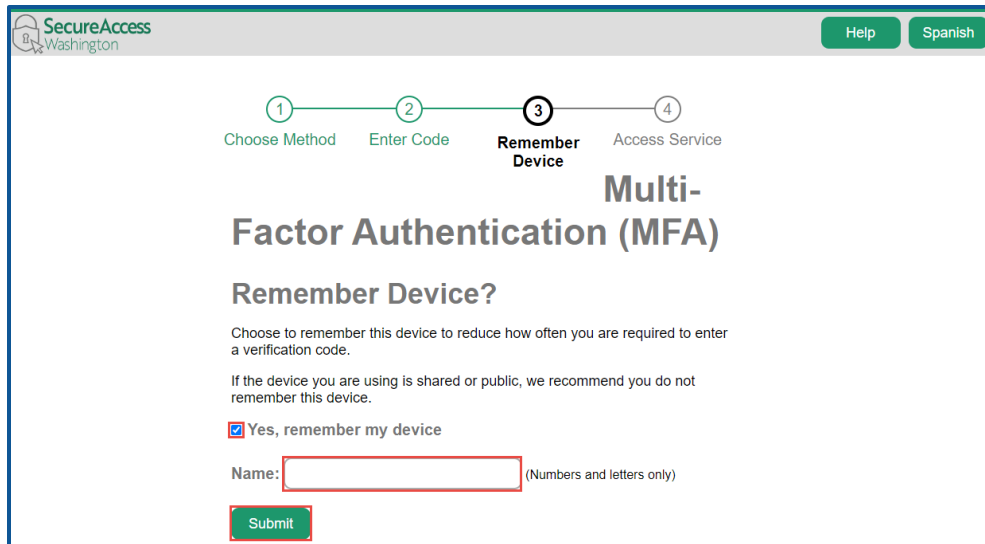
This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

Choose Method

How would you like to receive your verification code?

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

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



SecureAccess Washington

Help Spanish

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

Multi-Factor Authentication (MFA)

Remember Device?

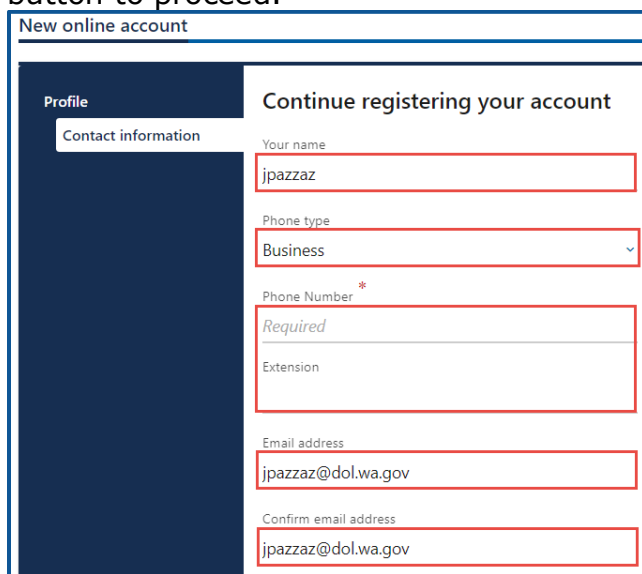
Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

☒ Yes, remember my device

Name: (Numbers and letters only)

12. Verify Your name and Phone type is correct. Enter the Phone Number and Extension, if applicable. Verify the Email address is correct and Confirm email address. Click the **Next** button to proceed.



New online account

Profile

Contact information

Continue registering your account

Your name

Phone type

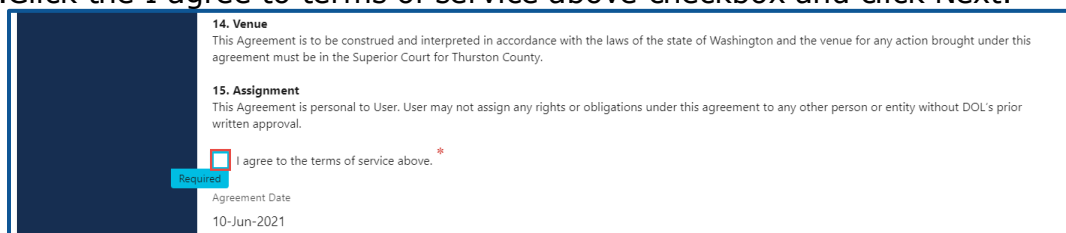
Phone Number *

Extension

Email address

Confirm email address

13. Select the appropriate button to verify the address, if applicable, and click **Next**.
14. 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

15. Review the summary page information. Click **Submit** to proceed or **Previous** to make changes.
16. 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 License eXpress for Driver Businesses

account!

Training School Accounts

Commercial Training School Account










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 (CTS) Account

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

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

Add driver services account

<div> Driver Record Request</div> <p>Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.</p> <div>Request access to a Driver Record Request account</div> <div>Apply for a new Driver Record Request account</div>	<div> Driver and Plate Search</div> <p>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.</p> <div>Request access to a Driver and Plate Search account</div>	<div> Driver Info & Adjudication</div> <p>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.</p> <div>Driver Info and Adjudication Access</div>
<div> SR-22/26 Reporting</div> <p>Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.</p> <div>Insurance SR-22/26 Access</div>	<div> Correctional Facility</div> <p>Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.</p> <div>Correctional Facility Access</div>	<div> Interlock Device Vendor</div> <p>Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.</p> <div>Interlock Device Vendor Access</div>
<div> Driver Training</div> <p>Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.</p> <div>Request access to a Driver Training School account</div>	<div> CDL Training</div> <p>Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.</p> <div>Request access to a Commercial Training School account</div>	<div> Motorcycle Training</div> <p>Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.</p> <div>Request access to a Motorcycle Training School account</div>

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?

A screenshot of a form section. On the left is a dark blue sidebar. The main content area has a white background. At the top, there is a checkbox labeled "I don't have a Washington drivers license" which is checked. Below this is a text input field labeled "What state are you from?" with a red asterisk and the word "Required" in gray. Below that is another text input field labeled "What is your out of state drivers license number?" with a red asterisk and the word "Required" in gray.

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

A screenshot of a web form titled "Commercial school access". On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Request access", and "What account?". The "Request access" section is expanded. The main content area has a white background and is titled "What account are you trying to access?". Below the title is a sub-header: "In order to gain access, you will need to provide information to identify your account". The form contains several input fields, each with a red asterisk and the word "Required" in gray: "Choose a state or federal ID" (a dropdown menu), "State or federal ID" (a text field), "School license type" (a dropdown menu), "School license number" (a text field), "What is your Washington drivers license number?" (a text field), and "What access level would you like to request?" (a dropdown menu). There is also an unchecked checkbox labeled "I don't have a Washington drivers license".

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

- a. Administrators:
 - i. Enter the authorization code and click **Next**. This code is provided to you by Department of Licensing.

Commercial school access	
<p>Introduction</p> <p>What you'll need</p> <p>Request access</p> <p>What account?</p> <p>Enter access code</p>	<p>Enter authorization code</p> <p>You must provide an authorization code to be granted Administrator access.</p> <p>What is your authorization code? *</p> <p><i>Required</i></p>

b. Managers and employees:

- i. Enter the access code. This code is provided to you by the Administrator or Manager for the Commercial Training School account. Access codes are only valid for 8 hours after they are created.

Commercial school access	
<p>Introduction</p> <p>What you'll need</p> <p>Request access</p> <p>What account?</p> <p>Enter access code</p>	<p>Enter access code</p> <p>You must provide an access code to be granted Manager access.</p> <p>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.</p> <p>What is your access code? *</p> <p><i>Required</i></p>

18. Click the I agree to the terms of service above checkbox.

Commercial school access	
<p>Introduction</p> <p>What you'll need</p> <p>Request access</p> <p>What account?</p> <p>Enter access code</p> <p>Terms of Service</p>	<p>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.</p> <p><input type="checkbox"/> I agree to the terms of service above. *</p> <p>Agreement Date 09-Jul-2021</p>

19. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

20. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to your homepage. You will receive an email once DOL approved your access.

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.
2. Select the appropriate account if you have more than one.

HQ SCHOOL DISTRICT
321321322
2445 3RD AVE S SEATTLE WA 98134-1923

PEPPERMINT ANN PATTY
WDL182487958
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

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

DOL approved instructors

	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 *

Required

Course end date *

Required

Type of training *

Required

6. Complete the applicable process below to add an individual student or add a bulk
License eXpress for Driver Businesses

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submission.

a. Individual:

- i. Click the **Next** button to bypass the bulk upload process.
- ii. 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: 01-Jun-2021 Course end date: 01-Jul-2021 Training Type: Passenger and school bu...

Add Student

Students

DLN	Name	Course status
Add Student		

iii. Enter the following Student Course information:

1. Enter the Drivers License Number.
2. Enter the Phone Number.
3. Enter the Classroom hours.
4. Enter the Backing Hours.
5. Enter the Proficiency Hours.
6. Enter the Range Hours.
7. Enter the Road Hours.
8. Enter the Notes, if applicable.
9. Enter the Phone Number or click the **No phone number** checkbox.

Student course information

Drivers License # *
Required

Course details

Classroom hours * Backing hours Proficiency hours
Required 0 0

Range hours RoadHours
0 0

Notes

Phone number *
Required
☐ No phone number

iv. Click the **OK** button.

b. Bulk:

- i. Click the **Download template** button and complete the steps below to update the template. Skip to the next step 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

- ii. Open the course completion template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
1. Drivers License Number.
 2. Phone Number.
 3. Classroom hours.
 4. Backing Hours.
 5. Proficiency Hours.
 6. Range Hours.
 7. Road Hours.
 8. Notes, if applicable.
- iv. 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

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

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

Submit Course Completions

Add course
Choose instructors
Course information
Upload list
Student list

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-Jul-2021	10-Jul-2021	School bus

Add Student

Students

[Delete students](#)

DLN	Name	Course status
✕ WDL3P24B76SB	SEAN CHARLES BOSWELL	Pass
✕ WDL53250F2SB	RACHAEL TEST BENJAMIN	Pass

2 Rows

- Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
- 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

- Login to License eXpress for Business secure.dol.wa.gov.
- Select the appropriate account if you have more than one.

HQ SCHOOL DISTRICT
321321322
2445 3RD AVE S SEATTLE WA 98134-1923

PEPPERMINT ANN PATTY
WDL1824B79SB
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

- Click the Exam and course history hyperlink.

Prior Activity[> Exam and course history](#)

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

Search parameters

From

01-Jul-2021

To

13-Jul-2021

Training type

Submitter name

Student information

DLN

First name

Middle name

Last name

Schools Results?

☒

Search

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	50094	jpazzaz	12-Jul-2021		
WDL5824B75SB	SNOOPY ARNOLD DAWG	School bus	PASS	50094	jpazzaz	12-Jul-2021		
WDL343Z376SB	APRIL MAY KEPNER	School bus	PASS	50094	jpazzaz	12-Jul-2021		
WDL2824B78SB	FRANKLIN ALLEN MOTO	Passenger and school	PASS	17326	jpazzaz	11-Jul-2021		

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

Driver Training School Account










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 (DTS) Account

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 if you need assistance.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Add an Account** tab.
3. Select the Request access to driver-related services button.
4. Select the Request access to Driver Training School button.

Add driver services account

 Driver Record Request Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record. <div>> Request access to a Driver Record Request account</div> <div>> Apply for a new Driver Record Request account</div>	 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. <div>> Request access to a Driver and Plate Search account</div>	 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. <div>> Driver Info and Adjudication Access</div>
 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. <div>> Insurance SR-22/26 Access</div>	 Correctional Facility Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests. <div>> Correctional Facility Access</div>	 Interlock Device Vendor Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations. <div>> Interlock Device Vendor Access</div>
 Driver Training Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training. <div>> Request access to a Driver Training School account</div>	 CDL Training Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training. <div>> Request access to a Commercial Training School account</div>	 Motorcycle Training Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training. <div>> Request access to a Motorcycle Training School account</div>

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.
 - d. Enter the School license number.

- e. Enter your Washington drivers 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 drivers license number.

A screenshot of a form section. On the left is a dark blue sidebar. To its right is a white box with a red border containing 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, and a text input field labeled "What is your out of state drivers license number?" with a red asterisk and the word "Required" below it.

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

Driver Training School access

A screenshot of a web application interface. On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Request access", and "What account?". The main content area is titled "What account are you trying to access?". Below the title is the text "In order to gain access, you will need to provide information to identify your account". The form contains several fields, each with a red border and a red asterisk: a dropdown menu for "Choose a state or federal ID", a text input for "State or federal ID", a dropdown menu for "School license type", a text input for "School license number", a text input for "What is your Washington drivers license number?", a checkbox labeled "I don't have a Washington drivers license", and a dropdown menu for "What access level would you like to request?". The word "Required" is displayed below each input field.

7. Complete the following step based on your access level.
 - a. Administrators:
 - i. Enter the authorization code. This code is provided to you by the Driver Training Schools program.

Driver Training School access	
<p>Introduction</p> <p>What you'll need</p> <p>Request access</p> <p>What account?</p>	<p>Enter authorization code</p> <p>You must provide an authorization code to be granted Administrator access.</p> <p>What is your authorization code? *</p> <div style="border: 1px solid red; padding: 2px;">Required</div>

b. Managers and employees:

- i. Enter the access code. This code is provided to you by the Administrator for the Driver Training School account. Access codes are only valid for 8 hours after they are created.

Driver Training School access	
<p>Introduction</p> <p>What you'll need</p> <p>Request access</p> <p>What account?</p> <p>Enter access code</p>	<p>Enter access code</p> <p>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.</p> <p>What is your access code? *</p> <div style="border: 1px solid red; padding: 2px;">Required</div>

8. Click the **Next** button.

9. Review the summary information. 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.

Add Student Course Information

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.

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

3. Click the Add student course information hyperlink.

I Want To

> Add student course information

> Add knowledge test scores

> Add skills test scores

> Add student driver waivers

> Get training and resources

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

Add course completion

Add courses

Select a school

Select a school and instructor

Driver Training Schools

< Page 1 of 1 >

Filter

	School Name
Select	HQ DRIVER TRAINING

Instructors for the selected school

< Page 1 of 1 >

Filter

	First Name	Middle Name	Last Name	License Number
Select	ROMAN	CHARLES	PEARCE	1002
Select	DOMINIC	BENNIE	TORRETO	1001

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

Add course completion

Add courses

Select a school

Course dates

Course dates

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.

Course start date *

Required

Class end date *

Required

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

a. Individual:

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

iii. Complete the following course completion information:

1. Enter the Students driver license number.
2. Select the appropriate option from the Did the student complete the course dropdown menu and follow the applicable process below.

a. Yes:

- i. Select a course completion date.
- ii. 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? Yes

Select a course completion date * Required

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

b. No:

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

Course information

Did the student complete the course? No

Reason for incomplete course * Required

b. Bulk:

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

Add course completion

Add courses

Select a school

Course dates

Upload list

Upload list of students

You can upload a list of course completions or continue to the next section to add individual customers.

Download template

Upload an Excel file

- ii. Open the course completion template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.
 2. Student Complete Course.
 3. Date Course Completed.
 4. Reason For Incomplete.
- iv. Click the Upload an Excel File button.

Add course completion

Add courses

Select a school

Course dates

Upload list

Upload list of students

You can upload a list of course completions or continue to the next section to add individual customers.

Download template

Upload an Excel file

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

11. 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 course completion

Add courses

Select a school

Course dates

Upload list

Add students

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
X WDL3N7N379SB	CHARLIE BROWN	Passed	14-JUL-2021
X WDL1824B79SB	PEPPERMINT ANN PATTY	Failed	

2 Rows

12. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
13. Click **Print** to print the transaction confirmation or **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 cheat or bribe incident, as part of this transaction.

1. Login to License eXpress for Business 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 Add knowledge test scores hyperlink.

I Want To

> Add student course information

> Add knowledge test scores

> 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

< Page 1 of 1 >

Filter

	School Name
Select	HQ DRIVER TRAINING

Instructors for the selected school

< Page 1 of 1 >

Filter

	First Name	Middle Name	Last Name	License Number
Select	ROMAN	CHARLES	PEARCE	1002
Select	DOMINIC	BENNIE	TORRETO	1001

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

a. Individual:

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

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

DLN	Name	Test date	Test type	Score	Passed	Version
Add Customer						

License eXpress for Driver Businesses

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iii. Complete the following course completion information:


1. Enter the Driver license #.
2. Enter the Date.
3. Enter the Hour.
4. Enter the Minutes.
5. Select the appropriate option from the AM/PM dropdown menu.
6. Select the appropriate option from the Language dropdown menu.
7. Select the appropriate option from the Method dropdown menu.
8. Select the appropriate option from the Letter version dropdown menu.
9. Select the appropriate option from the Number version dropdown menu.
10. Select the appropriate option from the Pass or fail dropdown menu.
11. Enter the Score.

The information below will be recorded as the results of the customers knowledge test.

Customer information

Driver license # *

Knowledge test information

Date *  Hour * Minutes * AM/PM *

Language Method

Letter version * Number version *

Pass or fail? * Score

Other information

LSO testing required?

12. Indicate LSO testing is required, for a cheating or bribery incident by completing the additional steps below:

- a. Select the **Yes** from the LSO testing required dropdown menu.
- b. Select either **Bribery** or **Cheating** from the Reason for hold dropdown menu.

Other information

LSO testing required? Reason for hold *

Yes Required

Required

Bribery

Cheating

iv. Click the **OK** button.

b. Bulk:

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

Add knowledge test scores

Add knowledge test score

Select a school

Upload list

Upload list of customers

To upload a list of knowledge test scores, use the Upload an Excel file button. For an individual customer, press Next to continue.

Download template

Upload an Excel file

- ii. Open the knowledge test template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.
 2. Date and Time of Test.
 3. Language of Test.
 4. Method of Testing.
 5. Letter version of Test.
 6. Number version of Test.
 7. Score of Test.
 8. Passed/Failed.
 9. LSO Testing Required.
 10. Reason for hold, if applicable.

- iv. Click the Upload an Excel File button.

Add knowledge test scores

Add knowledge test score

Select a school

Upload list

Upload list of customers

To upload a list of knowledge test scores, use the Upload an Excel file button. For an individual customer, press Next to continue.

Download template

Upload an Excel file

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

6. 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 WDL1824B79SB	PEPPERMINT ANN PATTY	14-JUL-2021	A	90	Passed	4
X WDL3N7N379SB	CHARLIE BROWN	14-JUL-2021	B	90	Passed	7

2 Rows

7. Review the summary information. 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.

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 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.
2. Select the appropriate account if you have more than one.
3. Click the Add skills test scores hyperlink.

I Want To

> Add student course information

> Add knowledge test scores

> Add skills test scores

> Add student driver waivers

> 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**.

Add skills test scores

Add skills tests

Select a school

Select a school and instructor

Driver Training Schools

< Page 1 of 1 >

Filter

	School Name
Select	HQ DRIVER TRAINING

Instructors for the selected school

< Page 1 of 1 >

Filter

	First Name	Middle Name	Last Name	License Number
Select	ROMAN	CHARLES	PEARCE	1002
Select	DOMINIC	BENNIE	TORETTO	1001

License eXpress for Driver Businesses

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

a. Individual:

- i. Click the **Next** button to bypass the bulk upload process.
- ii. Click the **Add Customer** button.

Add skills test scores

Add skills tests

- Select a school
- Upload list
- Add customers**

Add Customers

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

Add Customer

Customers skills test entries

DLN	Name	Test Date	Score	Pass/Fail
-----	------	-----------	-------	-----------

[Add Customer](#)

iii. Complete the following skills test information:

1. Enter the Driver license #.
2. Enter the Date.
3. Enter the Hour.
4. Enter the Minutes.
5. Select the appropriate option from the AM/PM dropdown menu.
6. Select the appropriate option from the Route dropdown menu.
7. Enter the Score.
8. Select the appropriate option from the Pass or fail dropdown menu.

The information below will be recorded as the results of the customer's skills test.

Customer information

Drivers License # *

Required

Skills test information

Date * *Required*

Hour * *Required*

Minute * *Required*

AM/PM * *Required*

Route * *Required*

Score

Pass or fail? * *Required*

9. Indicate LSO testing is required, for a cheating or bribery incident by completing the additional steps below:

- a. Select **Failed** from the Pass or fail dropdown menu.

- b. Select either **Bribery** or **Cheating** from Fail Reason dropdown menu.

Pass or fail? Failed ▼

Fail Reason * Required ▼

- Required
- Accident
- Bribery
- Cheating
- Dangerous Action
- Deductions
- Failure to Perform
- Violation

- iv. Click the **OK** button.

b. Bulk:

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

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

- ii. Open the skills test template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
1. Drivers License Number.
 2. Date and Time of Test.
 3. Test Route.
 4. Test Score.
 5. Passed/Failed.
 6. Failure Reason.

- iv. 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

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

- vi. Click the **Next** button.

6. 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.

7. Review the summary information. 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.

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

Find a Customer

Use the following process to locate customer record information.

1. Login to License eXpress for Business 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 Customer's Driver License Number and click **Search**.

To search for a customer, enter their driver license number.
Drivers license number
<input type="text"/>
Search

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

Driver information	I Want To
SNOOPY ARNOLD DAWG Drivers license number: WDL5824875SB Date of birth: 8/9/1982 Age: 38 years 11 months License type: CDL Class A License status: Licensed Expires: 4/8/2022	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. You do not have the Add a knowledge test or Add a skills test License eXpress for Driver Businesses

hyperlinks for customers with this requirement.

Driver information

CHARLIE BROWN

Date of birth: 3/4/1977

Age: 44 years 4 months

Drivers license number: WDL3N7N379SB

License type: CDL Class A

License status: Licensed

Expires: 4/8/2022

DTS DOL Test Required

6. Click the **Course Info**, **Skills Test**, **Knowledge Test**, or **Waivers** tabs to view information on the customer's record.

Course Info Skills Test Knowledge Test Waivers

Course completions (VS)

Course completions Hide History

Start date	Status	Completion date	Instructor	School / location			
15-May-2021	Passed	10-Jul-2021	TORRETO, DOMINIC BENNIE	HQ DRIVER TRAINING	View	Edit	Delete

New search

7. Click the **New search** button to return to the Search screen.

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.
2. Select the appropriate account if you have more than one.

The screenshot shows two account options in a list. The first option is "HQ DRIVER TRAINING" with ID "543543543" and address "1125 WASHINGTON ST SE OLYMPIA WA 98501-2283". The second option is "INDIGO SCHOOL DISTRICT" with ID "543543544" and address "2380 S MAIERS RD MOSES LAKE WA 98837-8848".

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" (which is highlighted with a red box), and "Get training and resources".

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 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. The first row is "HQ DRIVER TRAINING" and the "Select" button next to it is highlighted with a red box. There is also a "Filter" input field and a "Page 1 of 1" indicator.

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

The screenshot shows the "Add student driver waivers" screen with the "Course date" section. It prompts the user to "Enter a course start 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." There is a "Course start date" field with an asterisk and a calendar icon, which is highlighted with a red box. The word "Required" is written below the field.

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

a. Individual:

License eXpress for Driver Businesses

- i. Click the **Next** button to bypass the bulk upload process.
- ii. Click the **Add student** button.

The screenshot shows the 'Add student driver waivers' interface. On the left is a dark blue sidebar with the title 'Add waivers' and three menu items: 'Select a school', 'Course date', and 'Upload list'. The 'Add students' menu item is highlighted. The main content area is titled 'Add students' and shows 'Course start date : 15-Jul-2021'. Below this, it says 'To add a waiver click the "Add student" button and provide a driver license number for the student.' A blue button labeled 'Add student' is highlighted with a red box. At the bottom, there is a table with two columns: 'DLN' and 'Name'. A 'Filter' button is located to the right of the table. Below the table, there is a link that says 'Add student'.

- iii. Enter the Student Driver License Number.
 - iv. Click the **OK** button.
- b. Bulk:
- i. Click the **Download template** button and complete the steps below to update the template. Skip to the next step if you already have the template completed.

The screenshot shows the 'Add student driver waivers' interface. On the left is a dark blue sidebar with the title 'Add waivers' and three menu items: 'Select a school', 'Course date', and 'Upload list'. The 'Upload list' menu item is highlighted. The main content area is titled 'Upload list of students' and says 'To upload a list of waivers, use the Upload an Excel file button. For an individual student, press next to continue.' There are two blue buttons: 'Download template' (highlighted with a red box) and 'Upload an Excel file'.

- ii. Open the Waiver template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.

- iv. Click the Upload an Excel File button.

The screenshot shows the 'Add student driver waivers' page. On the left is a dark sidebar with 'Add waivers' and its sub-items: 'Select a school', 'Course date', 'Upload list', and 'Upload list'. The main content area is titled 'Upload list of students' and includes the instruction: 'To upload a list of waivers, use the Upload an Excel file button. For an individual student, press next to continue.' There are two blue buttons: 'Download template' and 'Upload an Excel file'. The 'Upload an Excel file' button is highlighted with a red border.

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 student driver waivers' page in the 'Add students' section. The sidebar now has 'Add students' selected. The main content area shows 'Course start date : 15-Jul-2021' and the instruction: 'To add a waiver click the "Add student" button and provide a driver license number for the student.' There is an 'Add student' button. Below it is a table with columns 'DLN' and 'Name'. The table contains three rows of student data. To the right of the table are links for 'Clear students' and a 'Filter' input field. Below the table, it says '3 Rows'.

	DLN	Name
X	WDL2724B77SB	MAGGIE AUBREY SIMPSON
X	WDL1824B79SB	PEPPERMINT ANN PATTY
X	WDL5824B75SB	SNOOPY ARNOLD DAWG

8. Review the summary information. 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.

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.
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 **Refer customer to LSO** hyperlink.

Customer Actions	Find a customer
	Refer a customer to LSO

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

Refer customer to LSO	
Refer customer to LSO	Reexamination of a customer
What you'll need	Driver license # *
Customer's DLN	<input type="text" value="Required"/>

5. Review the customers 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.

Refer customer to LSO		
Refer customer to LSO	JUSTIN A BOLD	
What you'll need	Date of birth: 1/1/1980	Drivers license number: WDL143Z378SB
Customer's DLN	Age: 41 years 6 months	License type: Personal Driver License
Certify referral	Reason for reexamination	License status: Suspended/Revoked 3rd Degree
	<input type="checkbox"/> 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 information. 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.
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 Exam and course submission history hyperlink.

Prior Activity	> Exam and course submission history
-----------------------	---

4. Complete the following information and click **Search**. Search results display below.
 - a. Enter the From date.
 - b. Enter the To date.
 - c. Enter the Customers DLN, if applicable.
 - d. Enter the Customers first name, middle name, or last name if applicable.

From *	To *	
<input type="text" value="Required"/>	<input type="text" value="Required"/>	
Customers DLN		
<input type="text"/>		
Customers first name	Customers middle name	Customers last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		

- 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
WDL5824B75SB	SNOOPY ARNOLD DAWG	Course	PASS	Add a course	38075	14-Jul-2021
WDL5824B75SB	SNOOPY ARNOLD DAWG	Waiver	PASS	Add waivers	52603	14-Jul-2021
WDL1824B79SB	PEPPERMINT ANN PATTY	Waiver	PASS	Add waivers	52603	14-Jul-2021

- 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 has not been issued since your original submission. The Edit and Delete hyperlinks only display for transactions you completed,

- Login to License eXpress for Business secure.dol.wa.gov.
- 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

- Click the **Find a Customer** hyperlink.
- Enter the Customer's DLN and click **Search**.
- 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.
- Click the **Edit** or **Delete** hyperlink to change the information on record.

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

- Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
- Click **Print** to print the transaction confirmation or click **Continue** to return to the Driver License eXpress for Driver Businesses

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










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 (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.
2. Click the **Add an Account** tab.
3. Select the Request access to driver-related services button.
4. Select the Request access to Motorcycle Training School button.

Add driver services account

 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 Apply for a new 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. 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 drivers 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 drivers license number.

A screenshot of a form section. On the left is a dark blue sidebar. The main content area has a white background. At the top, there is a checkbox labeled "I don't have a Washington drivers license" which is checked. Below this, there is a text input field labeled "What state are you from?" with a red asterisk and the word "Required" below it. Underneath that is another 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 "Request your Motorcycle Training School access". On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Request access", and "What account?". The "Request access" section is active. The main content area has a white background and is titled "What account are you trying to access?". Below the title, it says "In order to gain access, you will need to provide information to identify your account". The form contains several fields: a dropdown menu for "Choose a state or federal ID" with a red asterisk and "Required" label; a text input field for "State or federal ID" with a red asterisk and "Required" label; a dropdown menu for "School license type" with a red asterisk and "Required" label; a text input field for "School license number" with a red asterisk and "Required" label; a text input field for "What is your Washington drivers license number?" with a red asterisk and "Required" label; an unchecked checkbox for "I don't have a Washington drivers license"; and a dropdown menu for "What access level would you like to request?" with a red asterisk and "Required" label.

7. Complete the following step based on your access level.
 - a. Administrators:
 - i. Enter the authorization code. This code is provided to you by the Motorcycle

Safety Program.

Request your Motorcycle Training School access	
Introduction	Enter authorization code
What you'll need	You must provide an authorization code to be granted Administrator access.
Request access	What is your authorization code? *
What account?	<input type="text" value="Required"/>
Enter access code	

b. Managers and employees:

- i. Enter the access code. This code is provided to you by the Administrator for the Motorcycle Training School account. Access codes are only valid for 8 hours after they are created.

Request your Motorcycle Training School access	
Introduction	Enter access code
What you'll need	You must provide an access code to be granted Manager access.
Request 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 account?	What is your access code? *
Enter access code	<input type="text" value="Required"/>

8. Click the **Next** button.

9. Review the and click the...checkbox, if applicable. Click the **Next** button.

Request your Motorcycle Training School access	
Introduction	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.
What you'll need	<input type="checkbox"/> I agree to the terms of service above. *
Request access	Agreement Date
What account?	15-Jul-2021
Enter access code	
Terms of Service	

10. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

11. 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.

I Want To

[> 2-Wheel Training \(Endorsement\)](#)
[> 2-Wheel Training \(Permit\)](#)
[> 3-Wheel Training](#)

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

2-Wheel Training (Permit)

Add training or exams
Choose a site

Choose a site

Sites for your school

	Site Name	Course Completion	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Page 1 of 1
Filter

5. Click the **Select** hyperlink to choose the applicable Instructor. Click the applicable **Course** checkbox, the **Knowledge Exam** checkbox, and the **Skills Exam** checkbox. Click the **Next** button.

2-Wheel Training (Permit)

Add training or exams
Choose a site
Instructors

Select instructors

You must indicate which instructor or examiner taught the course or administered which type of exam.

Instructors

	Instructor Name	Course	Knowledge Exam	Skills Exam
Select	WOODY AARON STEVENS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	BOBBY BENJAMIN DAVIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1
Filter

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

Required

End date *

Required

Course curriculum *

Required

Class number *

Required

Knowledge exam

Exam date *

Required

Skills exam

Exam date *

Required

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

a. Individual:

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

Add Student

DLN	Name	Course status	Knowledge status	Skills status
Add Student				

iii. Complete the following Student information:

1. Enter the Drivers License Number.
2. Select the appropriate option from the Military dropdown menu.
3. Select the appropriate option from the Is the student subsidized dropdown menu.

Student information		
Driver License Number *	Military? *	Is the student subsidized? *
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text" value="Required"/>

iv. Complete the following Students motorcycle information:

1. Select the appropriate option from the Motorcycle provided by school dropdown menu.
2. Enter the Plate #.
3. Select the appropriate option from the Transmission dropdown menu.
4. Select the appropriate option from the Motor Type dropdown menu.

Students motorcycle information		
Motorcycle provided by school? *	Plate #	Transmission
<input type="text" value="Required"/>	<input type="text"/>	<input type="text"/>
	Motor Type	
	<input type="text"/>	

v. Complete the following Course information:

1. Select the appropriate option from the Course status dropdown menu.
2. Enter the Course Hours.

Course	
Course Status *	Course Hours *
<input type="text" value="Required"/>	<input type="text" value="Required"/>

vi. Complete the following Knowledge test information:

1. Select the appropriate option from the Setting dropdown menu.
2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Enter the Knowledge Exam Score.
4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test		
Setting *	Pass/Fail *	Knowledge Exam Score
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text"/>
Knowledge Re-Test *		
<input type="text" value="Required"/>		

vii. Complete the following Skills test information:

1. Select the appropriate option from the Setting dropdown menu.

2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Enter the Skills Exam Score
4. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test

Setting *
Required

Pass/Fail *
Required

Skills Exam Score

Skills Re-Test *
Required

viii. Click the **OK** button.

b. Bulk:

- i. Click the **Download template** button and complete the steps below to update the template. Skip to the next step 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

- ii. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.
 2. Military.
 3. Subsidized.
 4. Training Motorcycle.
 5. Motorcycle Plate #.
 6. Motorcycle Transmission.
 7. Motor Type.
 8. Motorcycle Engine Size (CC).
 9. Course Status.
 10. Course Clock Hours.
 11. Knowledge Test Status.
 12. Knowledge Test Score.
 13. Knowledge Re-Test.

14. Knowledge Test Setting.

15. Skills Test Status.

16. Skills Test Score.

17. Skills Re-Test.

18. Skills Test Setting.

iv. 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](#)

8. 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
✕ WDL5824875SB	SNOOPY ARNOLD DAWG	Pass	Pass	Pass
✕ WDL1824879SB	PEPPERMINT ANN PATTY	Pass	Pass	Pass

2 Rows

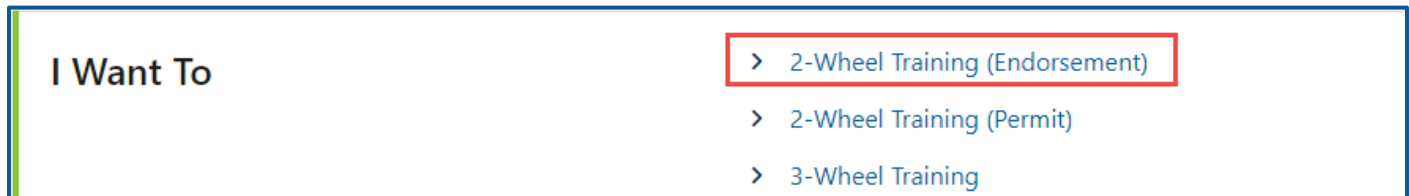
9. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

10. 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.

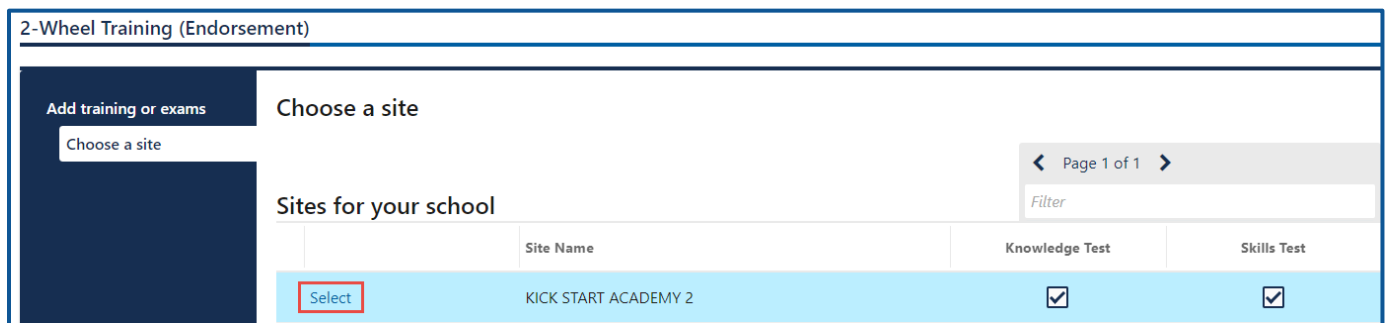
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the 2-Wheel Training (Endorsement) hyperlink.



I Want To

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

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



2-Wheel Training (Endorsement)

Add training or exams

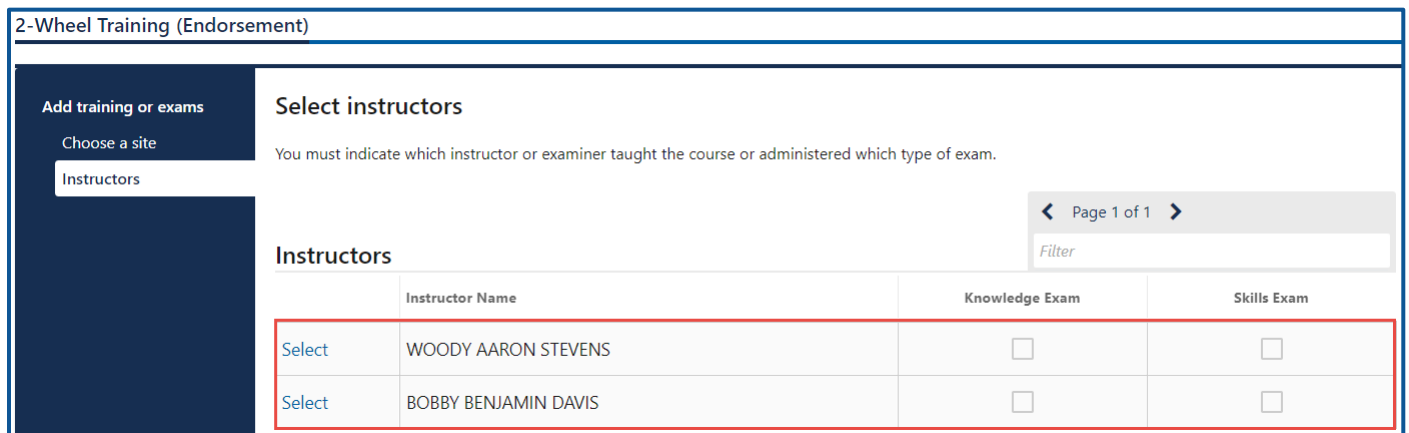
Choose a site

Choose a site

Sites for your school

	Site Name	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Click the Select hyperlink to choose the applicable Instructor. Click the applicable **Knowledge Exam** checkbox or the **Skills Exam** checkbox. Click the **Next** button.



2-Wheel Training (Endorsement)

Add training or exams

Choose a site

Instructors

Select instructors

You must indicate which instructor or examiner taught the course or administered which type of exam.

Instructors

	Instructor Name	Knowledge Exam	Skills Exam
Select	WOODY AARON STEVENS	<input type="checkbox"/>	<input type="checkbox"/>
Select	BOBBY BENJAMIN DAVIS	<input type="checkbox"/>	<input type="checkbox"/>

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 add a bulk submission.

a. 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			

iii. Complete the following Student information:

- Enter the Drivers License Number

Student information

Driver License Number *

Required

iv. Complete the following Students motorcycle information:

- Select the appropriate option from the Motorcycle provided by school dropdown menu.
- Enter the Plate #.
- Select the appropriate option from the Transmission dropdown menu.

4. Select the appropriate option from the Motor Type dropdown menu.

Students motorcycle information		
Motorcycle provided by school? *	Plate #	Transmission
<div>Required</div>	<div></div>	<div></div>
	Motor Type	
	<div></div>	

v. Complete the following Knowledge test information:

1. Select the appropriate option from the Setting dropdown menu.
2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Enter the Knowledge Exam Score.
4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test		
Setting *	Pass/Fail *	Knowledge Exam Score
<div>Required</div>	<div>Required</div>	<div></div>
Knowledge Re-Test *		
<div>Required</div>		

vi. Complete the following Skills test information:

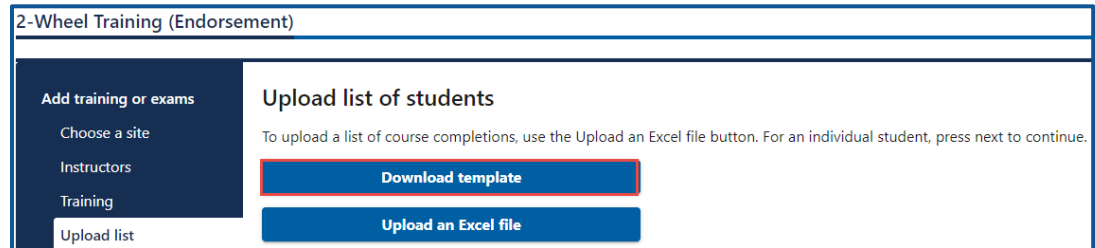
1. Select the appropriate option from the Setting dropdown menu.
2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test	
Setting *	Pass/Fail *
<div>Required</div>	<div>Required</div>
Skills Re-Test *	
<div>Required</div>	

vii. Click the **OK** button.

b. Bulk:

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



2-Wheel Training (Endorsement)

Add training or exams

- Choose a site
- Instructors
- Training
- Upload list

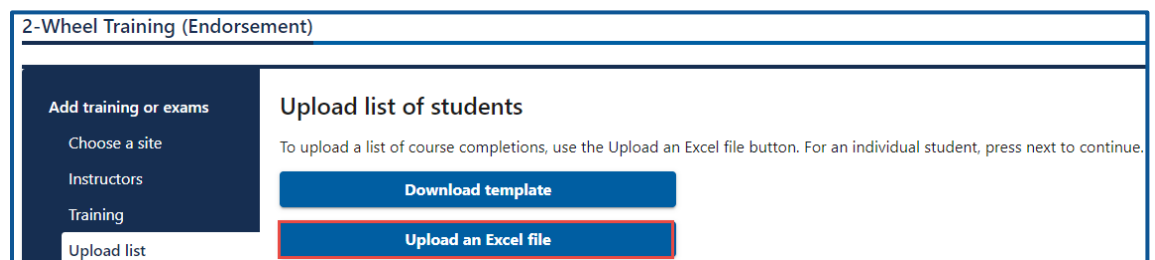
Upload list of students

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

- ii. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.
 2. Training Motorcycle.
 3. Motorcycle Plate #.
 4. Motorcycle Transmission.
 5. Motor Type.
 6. Motorcycle Engine Size (CC).
 7. Knowledge Test Status.
 8. Knowledge Test Score.
 9. Knowledge Re-Test.
 10. Knowledge Test Setting.
 11. Skills Test Status.
 12. Skills Re-Test.
 13. Skills Test Setting.
- iv. Click the **Upload an Excel File** button.



2-Wheel Training (Endorsement)

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.

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

[Delete students](#)

DLN	Name	Knowledge status	Skills status
X WDL5824875SB	SNOOPY ARNOLD DAWG	Pass	Pass
X WDL1824879SB	PEPPERMINT ANN PATTY	Pass	Pass

2 Rows

- Review the Summary information. Click **Submit** to proceed or **Previous** to make changes.
- 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.

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

I Want To

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

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

3-Wheel Training

Add training or exams
Choose a site

Choose a site

Choose a site

Sites for your school

	Site Name	Course Completion	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Page 1 of 1

- Click the **Select** hyperlink to choose the applicable Instructor. Click the applicable **Course** checkbox, the **Knowledge Exam** checkbox, and the **Skills Exam** checkbox. Click the **Next** button.

3-Wheel Training

Add training or exams
Choose a site
Instructors

Select instructors

You must indicate which instructor or examiner taught the course or administered which type of exam.

Page 1 of 1
Show Errors

Filter

	Instructor Name	Course	Knowledge Exam	Skills Exam
Remove	* BOBBY BENJAMIN DAVIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Complete the following information and click **Next**.
- Enter the course Start date.
 - Enter the course End date.
 - Select the appropriate option from the Course curriculum dropdown menu.
 - Enter the Class number.
 - Enter the Knowledge Exam date
 - Enter the 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 *

Required

End date *

Required

Course curriculum *

Required

Class number *

Required

Knowledge exam

Exam date *

Required

Skills exam

Exam date *

Required

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

a. Individual:

- i. Click the **Next** button to bypass the bulk upload process.
- ii. Click the **Add student** button.

The screenshot shows a web interface titled "3-Wheel Training". On the left is a dark sidebar with a menu: "Add training or exams", "Choose a site", "Instructors", "Training", "Upload list", and "Add students". The "Add students" option is highlighted. The main area is titled "Student list" and contains the text: "To record training or exam information, click the add student button and provide their driver license number and additional information about the course". Below this text is a blue button labeled "Add Student". At the bottom of the main area is a table with five columns: "DLN", "Name", "Course status", "Knowledge status", and "Skills status". Below the table is a link that says "Add Student".

iii. Complete the following Student information:

1. Enter the Drivers License Number
2. Select the appropriate option from the Military dropdown menu.
3. Select the appropriate option from the Is the student subsidized dropdown menu.

The screenshot shows a form titled "Student information". It contains three required fields, each with a red border and a "Required" label below it. The first field is "Driver License Number" with an asterisk. The second field is "Military" with an asterisk and a dropdown arrow. The third field is "Is the student subsidized?" with an asterisk and a dropdown arrow.

iv. Complete the following Students motorcycle information:

1. Select the appropriate option from the Motorcycle provided by school dropdown menu.
2. Enter the Plate #.
3. Select the appropriate option from the Transmission dropdown menu.
4. Select the appropriate option from the Motor Type dropdown menu.

The screenshot shows a form titled "Students motorcycle information". It contains four required fields, each with a red border and a "Required" label below it. The first field is "Motorcycle provided by school?" with an asterisk and a dropdown arrow. The second field is "Plate #" with an asterisk. The third field is "Transmission" with an asterisk and a dropdown arrow. The fourth field is "Motor Type" with an asterisk and a dropdown arrow.

v. Complete the following Course information:

1. Select the appropriate option from the Course status dropdown menu.
2. Enter the Course Hours.

Course	
Course Status *	Course Hours *
<input type="text" value="Required"/>	<input type="text" value="Required"/>

vi. Complete the following Knowledge test information:

1. Select the appropriate option from the Setting dropdown menu.
2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Enter the Knowledge Exam Score.
4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test		
Setting *	Pass/Fail *	Knowledge Exam Score
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text"/>
Knowledge Re-Test *		
<input type="text" value="Required"/>		

vii. Complete the following Skills test information:

1. Select the appropriate option from the Setting dropdown menu.
2. Select the appropriate option from the Pass/Fail dropdown menu.
3. Enter the Skills Exam Score
4. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test		
Setting *	Pass/Fail *	Skills Exam Score
<input type="text" value="Required"/>	<input type="text" value="Required"/>	<input type="text"/>
Skills Re-Test *		
<input type="text" value="Required"/>		

viii. Click the **OK** button.

b. Bulk:

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

The screenshot shows a web interface titled "3-Wheel Training". On the left is a dark blue sidebar with white text links: "Add training or exams", "Choose a site", "Instructors", "Training", and "Upload list". The "Upload list" link is highlighted with a white background. The main content area is white and titled "Upload list of students". Below the title is a line of text: "To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue." There are two blue buttons: "Download template" (which is outlined with a red border) and "Upload an Excel file".

- ii. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.
- iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.
 1. Drivers License Number.
 2. Military.
 3. Subsidized.
 4. Training Motorcycle.
 5. Motorcycle Plate #.
 6. Motorcycle Transmission.
 7. Motor Type.
 8. Motorcycle Engine Size (CC).
 9. Course Status.
 - 10.Course Clock Hours.
 - 11.Knowledge Test Status.
 - 12.Knowledge Test Score.
 - 13.Knowledge Re-Test.
 - 14.Knowledge Test Setting.
 - 15.Skills Test Status.
 - 16.Skills Test Score
 - 17.Skills Re-Test
 - 18.Skills Test Setting.
- iv. 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	WDL5824B75SB	SNOOPY ARNOLD DAWG	Pass	Pass	Pass
X	WDL1824B79SB	PEPPERMINT ANN PATTY	Pass	Pass	Pass

2 Rows

9. Review the summary information. 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.
2. Select the appropriate account if you have more than one.
3. Click the **Find a customer** hyperlink.

Customer Actions

> Find a customer

4. Enter the Customer's Driver License Number and click **Search**.

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

Drivers license number

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).

Driver information	I Want To
<div><div>PEPPERMINT ANN PATTY</div><div>Drivers license number: WDL1824B79SB</div><div>Date of birth: 7/8/1981</div><div>License type: CDL Class A</div><div>Age: 40 years 0 months</div><div>License status: Licensed</div><div>Expires: 8/8/2022</div></div>	<div><div>3-Wheel Training</div><div>2-Wheel Training (Endorsement)</div><div>2-Wheel Training (Permit)</div></div>

- 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 Hide History						
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	View

Courses Skills Knowledge						
Skills Test History (VS)						
Skills tests Hide History						
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	View

Courses Skills Knowledge						
Knowledge Test History (VS)						
Knowledge tests Hide History						
Test date	Score	Status	Examiner	School / location	Type	
01-Jul-2021	80	Passed	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Knowledge	View

Exam and Course History

- Login to License eXpress for Business secure.dol.wa.gov.
- Select the appropriate account if you have more than one.
- Click the Exam and course history hyperlink.

Prior Activity		Course Completion Report Exam and course history View Submissions
----------------	--	---

- 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

To

Submission type

Submitter name

01-Jul-2021

15-Jul-2021

Rider information

DLN

First name

Middle name

Last name

Search

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

Submissions						
<div> <div>< Page 1 of 16 ></div> <div>Filter</div> </div>						
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

- Click the Home icon to return to your homepage.

Course Completion Report

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

- Login to License eXpress for Business secure.dol.wa.gov.
- Select the appropriate account if you have more than one.
- Click the Course Completion Report hyperlink.

Prior Activity

> Course Completion Report

> Exam and course history

> View Submissions

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

Search for subsidized course submissions

From To

[Search](#)

Submissions [Export](#)

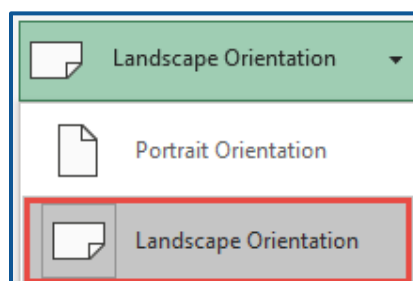
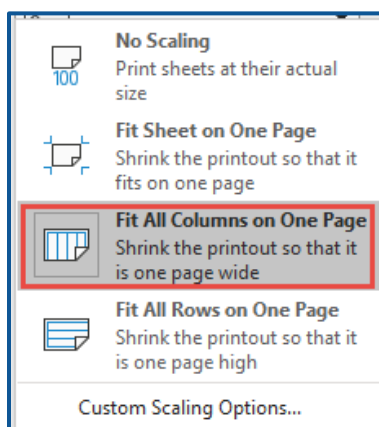
Rider DLN	Rider name	DOB	Gender	Military	Subsidized	Class	Curriculum	Course start	Course end	Status	Instructors	School name	Location
WDL7NIC204	NICHO ONI	26-Jul-1996	Male	No	Yes	L-0626-SC	MSP Learn	26-Jun-2021	27-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRHAF	HARLEY WI	15-Aug-2001	Female	No	Yes	L-0619B-SC	MSP Learn	19-Jun-2021	20-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRHAF	HARLEY WII	06-Feb-2003	Female	No	Yes	L-0619-SC	MSP Learn	19-Jun-2021	20-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRDEN	DAYDE DEN	03-Mar-1995	Male	No	Yes	R-0606-SC	MSP Return	06-Jun-2021	06-Jun-2021	Incomplete	WOODY STEV KICK START	OLYMPIA	

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

Submissions [Export](#)

Rider DLN	Rider name	DOB	Gender	Military	Subsidized	Class	Curriculum	Course start	Course end	Status	Instructors	School name	Location
WDL7NIC204	NICHO ONI	26-Jul-1996	Male	No	Yes	L-0626-SC	MSP Learn	26-Jun-2021	27-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	

- 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.
- Select **File** and **Print** in the Excel file. Alternatively, you can use the keyboard shortcut CTRL+P.
- 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










Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.

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 manager 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](#).
2. Click the **Add an Account** tab.
3. Select the Apply for a new Driver Record Request account button.

Add driver services account

<p> Driver Record Request</p> <p>Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.</p> <p>> Request access to a Driver Record Request account</p> <p>> Apply for a new Driver Record Request account</p>	<p> Driver and Plate Search</p> <p>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.</p> <p>> Request access to a Driver and Plate Search account</p>	<p> Driver Info & Adjudication</p> <p>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.</p> <p>> Driver Info and Adjudication Access</p>
<p> SR-22/26 Reporting</p> <p>Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.</p> <p>> Insurance SR-22/26 Access</p>	<p> Correctional Facility</p> <p>Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.</p> <p>> Correctional Facility Access</p>	<p> Interlock Device Vendor</p> <p>Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.</p> <p>> Interlock Device Vendor Access</p>
<p> Driver Training</p> <p>Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.</p> <p>> Request access to a Driver Training School account</p>	<p> CDL Training</p> <p>Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.</p> <p>> Request access to a Commercial Training School account</p>	<p> Motorcycle Training</p> <p>Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.</p> <p>> Request access to a Motorcycle Training School account</p>

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**.
- Select the appropriate option from the are you a business or government agency dropdown menu.
 - Select the appropriate option from the What type of business are you dropdown menu.
 - Select the appropriate option from the Choose a state or federal ID dropdown menu.
 - Enter the state or federal ID.
 - Enter your business name.

Register a new Driver Record Request account

Introduction What you'll need Information Agency information	Identifying Information	
	Are you a business or government agency? *	What type of business are you? *
	<input type="text" value="Required"/>	<input type="text" value="Required"/>
	Choose a state or federal ID *	What is your state or federal ID? *
	<input type="text" value="Required"/>	<input type="text" value="Required"/>
	Name information	
	What is your business name? *	
	<input type="text" value="Required"/>	

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

Register a new Driver Record Request account

Introduction What you'll need Information Agency information Contact information	Contact Information	
	What is your name? *	What is your position in your agency? *
	<input type="text" value="Required"/>	<input type="text" value="Required"/>
	What is your phone number? *	What is your phone extension?
	<input type="text" value="Required"/>	<input type="text"/>
	What is your fax number?	
	<input type="text"/>	
	What is your email address? *	Confirm your email address *
	<input type="text" value="Required"/>	<input type="text" value="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 and enter Unit, if applicable.
- c. Enter the City.
- d. Select the appropriate option from the State dropdown menu, if applicable.
- e. Enter the Zip code.
- f. Select the appropriate option from the Is it okay to send mail to this address dropdown menu.

Register a new Driver Record Request account

Introduction

What you'll need

Information

Agency information

Contact information

Addresses

Physical address

Physical address

Street address *
Required

Street 2

Unit type Unit
Required

State
WA - WASHINGTON

City *
Required

Zip code *
Required

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

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

Introduction

What you'll need

Information

Agency information

Contact information

Addresses

Physical address

Verify physical address

Additional information

Type of record

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

What type of driving record?

	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? *
Required

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	
<div>Introduction</div> <div>What you'll need</div> <div>Information</div> <div>Agency information</div> <div>Contact information</div> <div>Addresses</div> <div>Physical address</div> <div>Verify physical address</div>	<p>By clicking on the 'Agree' button Licensee certifies each of the following:</p> <ul style="list-style-type: none"> • 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. <p><input type="checkbox"/> I agree to the terms of service above. *</p> <p>Agreement Date 12-Jul-2021</p>

11. Review the summary information. 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 up to 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 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.
2. Click the **Add an Account** tab.
3. Select the Request access to driver-related services button.
4. Select the Request access to a Driver Record Request account button.

Add driver services account

<h4> Driver Record Request</h4> <p>Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.</p> <div>Request access to a Driver Record Request account</div> <div>Apply for a new Driver Record Request account</div>	<h4> Driver and Plate Search</h4> <p>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.</p> <div>Request access to a Driver and Plate Search account</div>	<h4> Driver Info & Adjudication</h4> <p>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.</p> <div>Driver Info and Adjudication Access</div>
<h4> SR-22/26 Reporting</h4> <p>Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.</p> <div>Insurance SR-22/26 Access</div>	<h4> Correctional Facility</h4> <p>Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.</p> <div>Correctional Facility Access</div>	<h4> Interlock Device Vendor</h4> <p>Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.</p> <div>Interlock Device Vendor Access</div>
<h4> Driver Training</h4> <p>Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.</p> <div>Request access to a Driver Training School account</div>	<h4> CDL Training</h4> <p>Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.</p> <div>Request access to a Commercial Training School account</div>	<h4> Motorcycle Training</h4> <p>Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.</p> <div>Request access to a Motorcycle Training School account</div>

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.
7. Enter the state of federal 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:
 - a. Administrator access:
 - i. Enter Your name
 - ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu and complete the additional steps when selecting No.

1. Enter the Owner or supervisor contact information.
2. Enter the Phone number.
3. Enter the Email address

- iii. Click the **Next** button.
- iv. 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

b. Manager or Employee access:

- i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

Request your Driver Record Request 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? *

11. Click the **Next** button.
 12. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
 13. 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 up to three full business days for DOL to approve your request.

Order a Driving Record

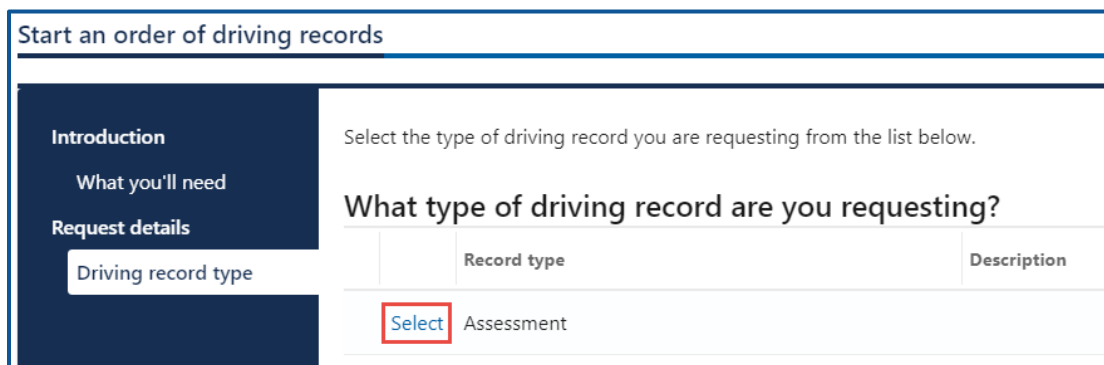
You can order a customer's drive record individually or in bulk. Complete the following process and select the individual or bulk process at the appropriate step below.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the Driving record request hyperlink.



A screenshot of a web interface showing a menu titled "I Want To". There are two options: "Driving record request" and "Pay for an order". The "Driving record request" option is highlighted with a red rectangular box.

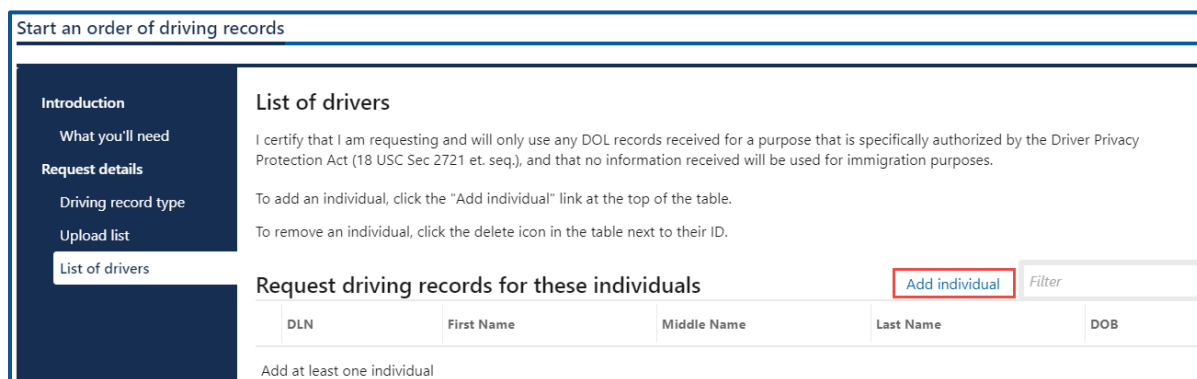
4. Read the What you'll need information and click **Next**.
5. Select the hyperlink for the type of record you are requesting and click **Next**.



A screenshot of a web interface titled "Start an order of driving records". On the left is a sidebar with "Request details" expanded, showing "Driving record type". The main content area asks "What type of driving record are you requesting?" and displays a table with two rows: "Record type" and "Description". The first row has a "Select" button next to "Assessment".

Record type	Description
Select	Assessment

6. Complete the applicable process below for an individual request or a bulk request:
 - a. Individual:
 - i. Click the **Next** button to skip over the bulk process.
 - ii. Click the **Add Individual** hyperlink.



A screenshot of a web interface titled "Start an order of driving records". On the left is a sidebar with "List of drivers" selected. The main content area is titled "List of drivers" and contains a table with columns: "DLN", "First Name", "Middle Name", "Last Name", and "DOB". There is an "Add individual" button and a "Filter" button. Below the table, it says "Add at least one individual".

DLN	First Name	Middle Name	Last Name	DOB
-----	------------	-------------	-----------	-----

- iii. Complete the following individual information and click **OK**.
 1. Enter the Washington Driver license number.
 2. Enter the Date of birth.
 3. Enter the First name, if applicable.

4. Enter the Middle name, if applicable.
5. Enter the Last name.

A form with five input fields arranged in two rows. The first row contains 'Drivers license number *' and 'Date of birth *'. The second row contains 'First name', 'Middle name', and 'Last name *'. The 'Drivers license number' and 'Last name' fields are marked as 'Required' and have a red border. The 'Date of birth' field has a calendar icon. The 'Middle name' field is empty.

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 is displayed on the driver license card.

b. Bulk:

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

The screenshot shows a web interface titled 'Start an order of driving records'. On the left is a sidebar with links: 'Introduction', 'What you'll need', 'Request details', 'Driving record type', and 'Upload list'. The main content area is titled 'Upload a list of drivers'. It contains text explaining the process of uploading an Excel file and a warning about perjury. At the bottom of the main content area are two buttons: 'Download template' and 'Upload an Excel file'. The 'Download template' button is highlighted with a red border.

- ii. Open the ADR Request excel template. The Excel template opens in another tab or browser window.
- iii. 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.
 1. Drivers License Number.
 2. First Name.
 3. Middle Name, if applicable.
 4. Last Name.
 5. Date of Birth (Use this format: MM/DD/YYYY).
 6. Save the file.

- iv. Click the Upload an Excel file button.

Start an order of driving records

Introduction

What you'll need

Request details

Driving record type

Upload list

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](#)

- v. 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

What you'll need

Request details

Driving record type

Upload list

List of drivers

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

Filter

	DLN	First Name	Middle Name	Last Name	DOB
X	WDL1824879SB	PEPPERMINT		PATTY	08-Jul-1981
X	WDL5824875SB	SNOOPY		DAWG	09-Aug-1982

2 Rows

8. Review the summary information. 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 be available to view or print. **DOL does not email or mail the drive record to you.**

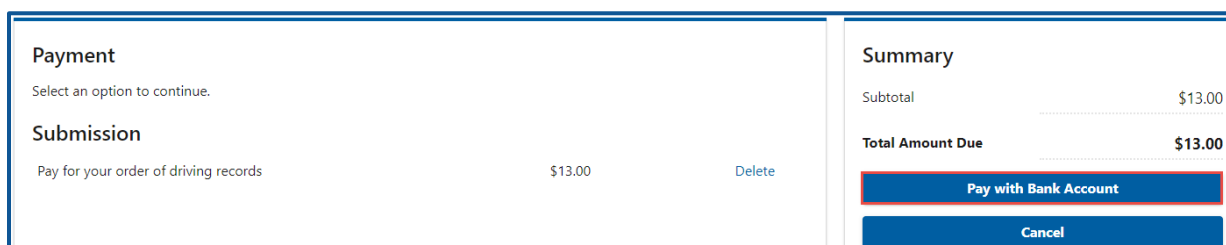
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Pay for an order** hyperlink.



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 drive records.

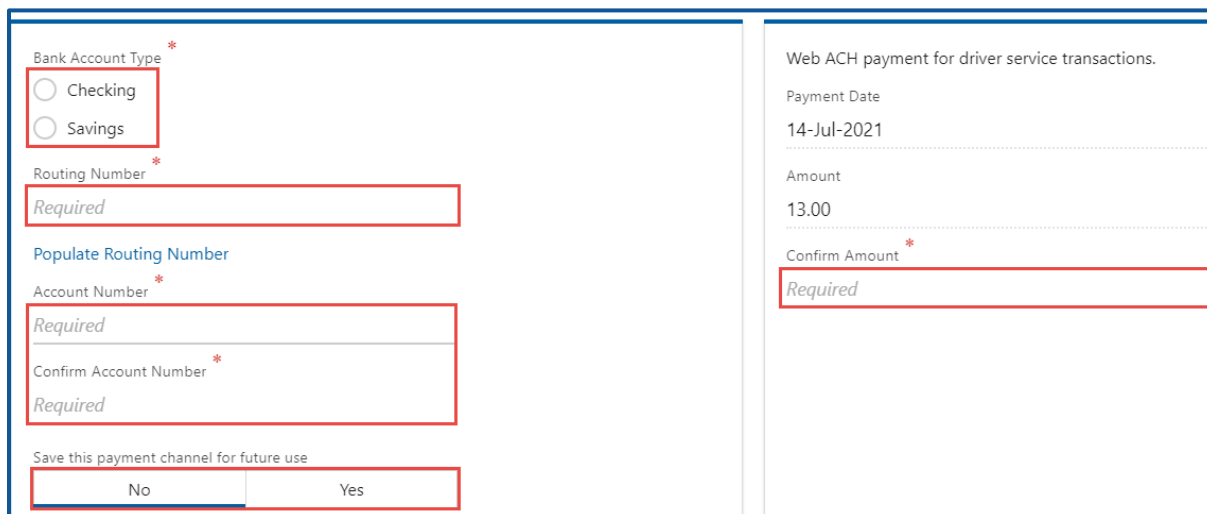


Payment		Submission	
Select an option to continue.			
		Pay for your order of driving records	\$13.00
			Delete

Summary	
Subtotal	\$13.00
Total Amount Due	\$13.00
Pay with Bank Account	
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. Select the **No** or **Yes** button to Save this payment channel for future use.
 - e. Confirm Amount.



Web ACH payment for driver service transactions.	
Payment Date	14-Jul-2021
Amount	13.00
Confirm Amount *	Required

Bank Account Type *	
<input type="radio"/> Checking	
<input type="radio"/> Savings	

Routing Number *	
Required	

Populate Routing Number	
Account Number *	Required
Confirm Account Number *	Required

Save this payment channel for future use	
No	Yes

6. Review the submission and click **Submit**.
License eXpress for Driver Businesses

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.

Confirmation

Submit Your Transaction

Clicking "OK" will submit your request. Once your request has been submitted, you will be able to print a confirmation page for your records. If you have provided an email address, you will also receive a confirmation email.

By submitting this request, I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Cancel

OK

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.

Submission

Pay for your order of driving records

\$13.00

View more details

Summary

Subtotal

\$13.00

Total Amount Paid

\$13.00

Thank you for making your payment.

Print Documents

Close

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.
2. Select the appropriate account if you have more than one.
3. Click the **Past orders** hyperlink.

Prior Activity

> Past orders

> Search for submitted requests

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.

Search Options

Request submitted from? !

Required

What user to search for?

Search

Request submitted to? !

Required

Request status

Generate

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

E-Services Driver Record Request (DRR/CDR) ADR Usage Report								Export
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)

< E-Services Driver Record Request (DRR/CDR) ADR Usage Report

Pay for your order of driving records

12-Jul-2021

Driver Record Request

DRR-040088

DRIVER RECORD HQ

Processed

Confirmation #

0-000-045-854

Submitted 12-Jul-2021 16:21:16

Processed 12-Jul-2021 16:21:22

> Print

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.
2. Select the appropriate account if you have more than one.
3. Click the Search for submitted requests hyperlink.

Prior Activity

[> Past orders](#)
[> Search for submitted requests](#)

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

Search Options

Generate

First name

Middle name

Last name

Driver's license number

Date of birth

Request status

Request date starting from

Request date up to

Record type

User

Required

Required

Search

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

E-Services Driver Record Request (DRR/CDR) ADR Search								Export
DLN	Name	Record type	User	Request status	Payment date		Access Level	
12-Jul-2021 > 0-000-003-077								
WDL3N7N379SB	CHARLIE BROWN	Assessment	jpazzaz	Processed	12-Jul-2021	View ADR	MNGR	
WDL1824B79SB	PEPPERMINT ANN PATTY	Assessment	jpazzaz	Processed	12-Jul-2021	View ADR	MNGR	

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



Interlock Device Vendor Account










Interlock Device Vendor Account Information

Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.

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.
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.

Add driver services account		
 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 Apply for a new 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. 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.

Request your interlock device vendor 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

What is your Unified Business Id? *

Required

What is your IID Vendor ID? *

Required

What access level would you like to request? *

Required

9. Click the **Next** button.
10. Complete the following steps based on your access level:
 - a. Administrator access:
 - i. Enter Your name
 - ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu and complete the additional steps below when selecting No.

Request your interlock device vendor access

Introduction

- What you'll need
- Request access**
 - What account?
 - 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 *

Required

Are you the owner or supervisor? *

Required

What's your role in your organization *

Required

1. Enter What's your role in your organization.
2. Enter the Owner or supervisor contact information.
3. Enter the Phone number.
4. Enter the Email address

Request your interlock device vendor access

Introduction

- What you'll need
- Request access**
 - What account?
 - 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 *

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

- iii. Click the **Next** button.

- b. Manager or Employee access:

- i. Enter the access number provided by the Administrator or Manager. The access code provided to you by the account administrator or manager will expire after 24 hours. Please check the date/time stamp on the original access code email to make sure your code is not expired.

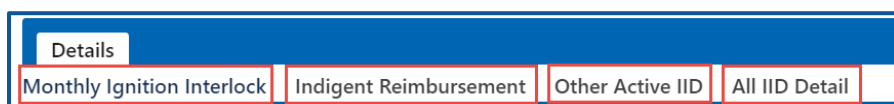
11. Click the **Next** button.

12. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.

13. 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.
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.

Details											
Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail											
										< Page 1 of 10 >	
										Show History Export <input type="text" value="Filter"/>	
DLN	Name	Date of Birth	VIN	Install Date	ILL Expiration Dat	IID Requirement I	IID Requirement I	Cert Required	Amount Due	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.

Details												
Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail												
										< Page 1 of 10 >		
										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 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.
2. Click the **View or Amend Return** hyperlink

I Want To

Current Period

July 31, 2021

Balance

\$0.00

> View or Amend Return

******We have updated our system. Additional steps will be provided shortly (as of 07/15/2021)******

Make a Payment

You can make a payment from your Business account homepage or from your Interlock Device Vendor Account. The two separate processes are outlined below.

******We have updated our system. Additional steps will be provided shortly (as of 07/15/2021)******

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 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.
2. Click the **Add an Account** tab
3. Select the Request access to driver-related services button.
4. Select the Insurance SR-22/26 Access button.

Add driver services account

<div> Driver Record Request</div> <p>Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.</p> <div>Request access to a Driver Record Request account</div> <div>Apply for a new Driver Record Request account</div>	<div> Driver and Plate Search</div> <p>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.</p> <div>Request access to a Driver and Plate Search account</div>	<div> Driver Info & Adjudication</div> <p>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.</p> <div>Driver Info and Adjudication Access</div>
<div> SR-22/26 Reporting</div> <p>Authorized insurance companies only. To use this service, your organization must be authorized by DOL to report SR-22/SR-26 insurance information.</p> <div>Insurance SR-22/26 Access</div>	<div> Correctional Facility</div> <p>Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.</p> <div>Correctional Facility Access</div>	<div> Interlock Device Vendor</div> <p>Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.</p> <div>Interlock Device Vendor Access</div>
<div> Driver Training</div> <p>Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.</p> <div>Request access to a Driver Training School account</div>	<div> CDL Training</div> <p>Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.</p> <div>Request access to a Commercial Training School account</div>	<div> Motorcycle Training</div> <p>Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.</p> <div>Request access to a Motorcycle Training School account</div>

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

6. Enter the Unified Business id
7. Enter the WAOIC #.
8. Select the appropriate option from the access level dropdown menu

Request Insurance SR22/26 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

What is your Unified Business Id? *

Required

WAOIC # *

Required

What access level would you like to request? *

Required

9. Click the **Next** button
10. Complete the following steps based on your access level:
 - a. Administrator access:
 - i. Enter Your name.
 - ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu. Complete the additional steps when selecting No.

Request Insurance SR22/26 Access

Introduction

What you'll need

Request access

What account?

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

Required

Required

1. Enter What's your role in your organization.
2. Enter the Owner or supervisor name, Phone, and Email address.

Request Insurance SR22/26 Access

Introduction

What you'll need

Request access

What account?

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 *

Required

Required

Required

11. Click the **Next** button.

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

Request Insurance SR22/26 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/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.

☐ I agree to the terms of service above. *

Agreement Date
11-Jul-2021

13. Review the Summary information. Click **Submit** to proceed or **Previous** to make changes.
14. 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.
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

	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 information. 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.
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

SR26 detail

SR26 detail

SR26 detail

SR26 detail

Enter the details for the SR26 below.

DLN : WDL1824B79SB

Policy number : 1234

Certificate effective date *

Required

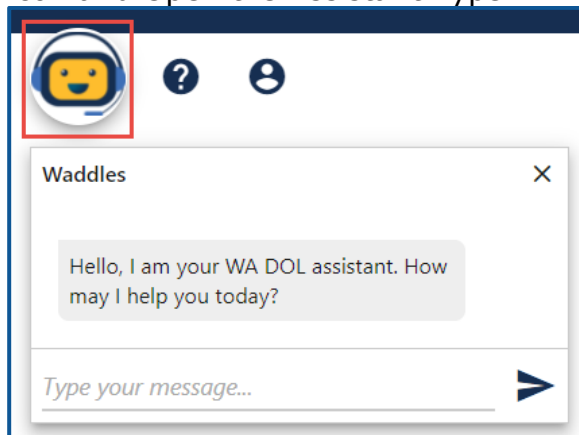
7. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
8. Click **Print** to print the transaction confirmation or click **Continue** to return to the View a driver's SR22/26 webpage SR22/26 account.

Technical Support

Chat Assistant

You can utilize the Chat Assistant 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.

1. Click the Assistant icon to open the assistant. Alternatively, click on the support menu icon and Open the Assistant hyperlink.

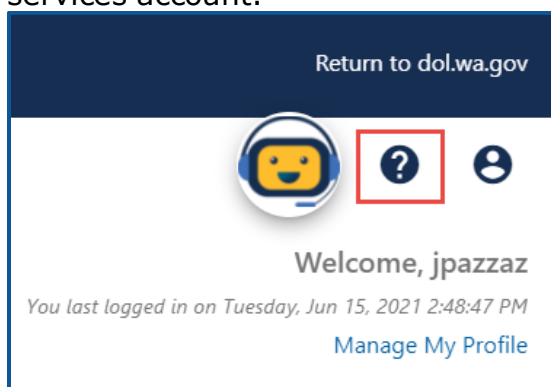


2. Type your message, or keyword, and click Enter. The assistant will do its best to direct you to information to help you complete your transaction.

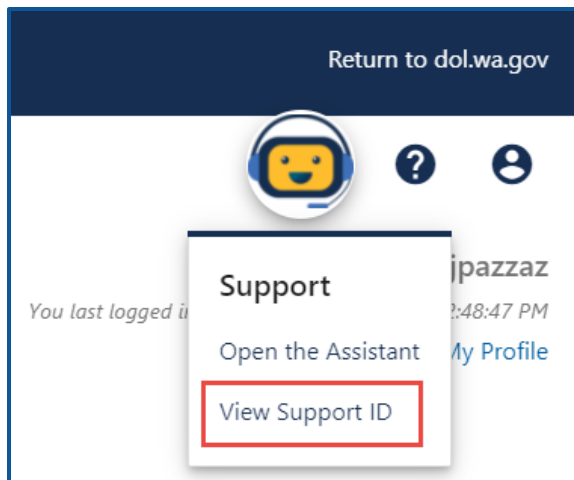
Support ID

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. 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.

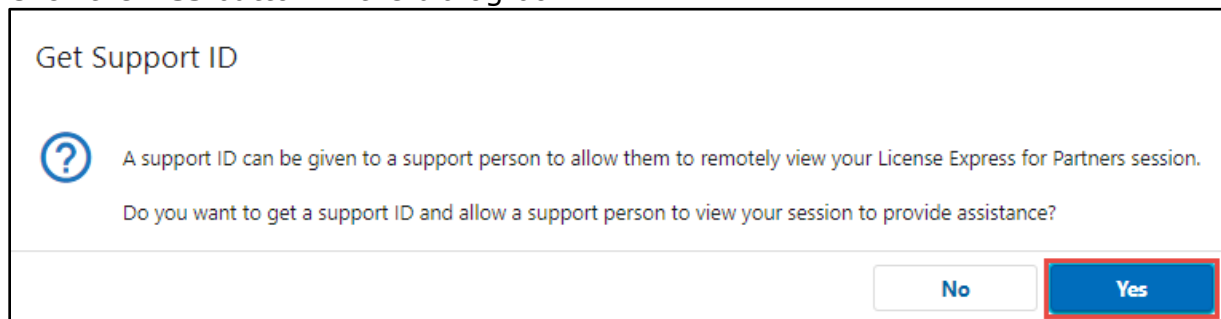
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



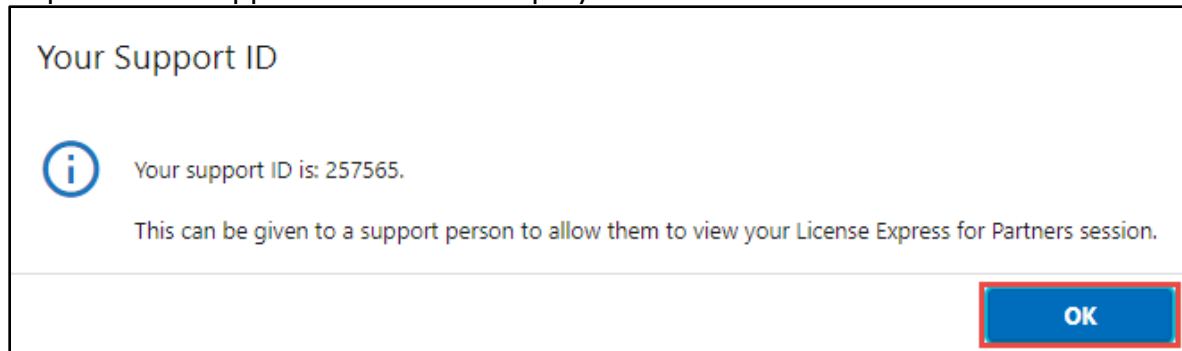
2. Click the **View Support ID** hyperlink from the dropdown menu.



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



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



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