



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

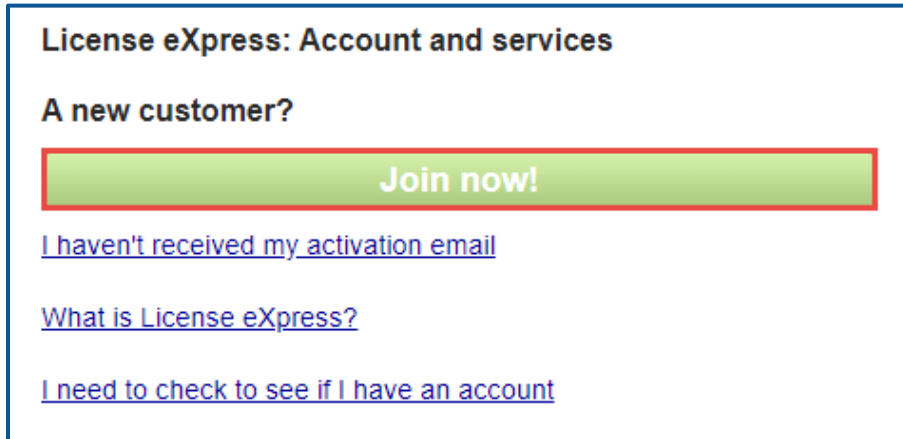
Administrator	Managers	Employees
Usually, the contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions
Generates manager and employee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

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

Register for a License eXpress for Business Account

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

1. Go to this website: secure.dol.wa.gov
2. Click the **Join now!** button.



License eXpress: Account and services

A new customer?

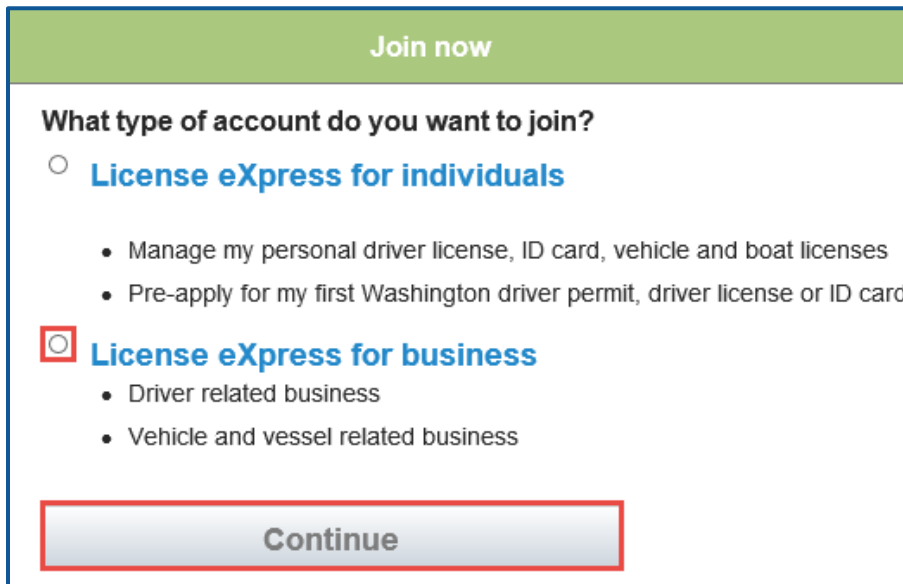
Join now!

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

[What is License eXpress?](#)

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

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



Join now

What type of account do you want to join?

License eXpress for individuals

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

License eXpress for business

- Driver related business
- Vehicle and vessel related business

Continue

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

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

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

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

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

Username

No spaces, 4 or more characters

Email

Confirm email

Continue

6. Enter a Password, confirm password, and click **Register me**.
7. Check your email account and click the **activation** hyperlink to continue the registration process. You 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.

The screenshot shows a login form titled "License eXpress: Account and services". At the top, a green message box says "Thank you LxUser, you have successfully activated your account. Please login to manage your account." Below this are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. At the bottom left, there are two links: "I forgot my username" and "I forgot my password".

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

The screenshot shows a "My services" section. A blue header contains the text "My services". Below the header, a list item "Business related to vehicle, vessel and driver licensing" is highlighted with a red box. To the right of this item is a "Remove" link. Below the list, there is a link "Join other DOL services".

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

The screenshot shows the "Multi-Factor Authentication (MFA)" page. At the top left is the "SecureAccess Washington" logo. At the top right are "Help" and "Spanish" buttons. A progress bar at the top indicates four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device, and 4. Access Service. The main heading is "Multi-Factor Authentication (MFA)". Below this, a paragraph states: "This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code." The "Choose Method" section asks "How would you like to receive your verification code?". A red box highlights the "Email" option, which shows an envelope icon and the text: "*** zaz@dol.wa.gov Receive the code in an email and enter it on the next screen."

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

The screenshot shows the 'Enter Code' step of the Multi-Factor Authentication (MFA) process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it, the sub-heading is 'Enter Code'. A message reads: 'Please enter the code sent to ***ame@fakemail.com'. A text input field contains the number '4272' and is highlighted with a red border. To the right of the input field is a green 'Submit' button, also highlighted with a red border. Below the input field are links for 'Resend Code' and 'Choose another method'. The top left corner features the 'SecureAccess Washington' logo, and the top right corner has 'Help' and 'Spanish' buttons.

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

The screenshot shows the 'Remember Device' step of the Multi-Factor Authentication (MFA) process. At the top, a progress bar indicates four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device (highlighted), and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it, the sub-heading is 'Remember Device?'. A message reads: 'Choose to remember this device to reduce how often you are required to enter a verification code.' Below this, a note states: 'If the device you are using is shared or public, we recommend you do not remember this device.' There are two radio button options: 'Yes, remember my device' (which is selected with a blue checkmark) and 'No, I don't want to remember this device'. Below the selected option is a text input field labeled 'Name:' with a red border, followed by the text '(Numbers and letters only)'. A green 'Submit' button is highlighted with a red border. The top left corner features the 'SecureAccess Washington' logo, and the top right corner has 'Help' and 'Spanish' buttons.

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

New online account

Profile

Contact information

Continue registering your account

Your name
Olive Tree

Phone type
Business

Phone Number *
Required

Extension

Email address
NONAME@FAKEMAIL.COM

Confirm email address
NONAME@FAKEMAIL.COM

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

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

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

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

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

I agree to the terms of service above. *

Required

Agreement Date
10-Jun-2021

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

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

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

Manage Users Functions

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

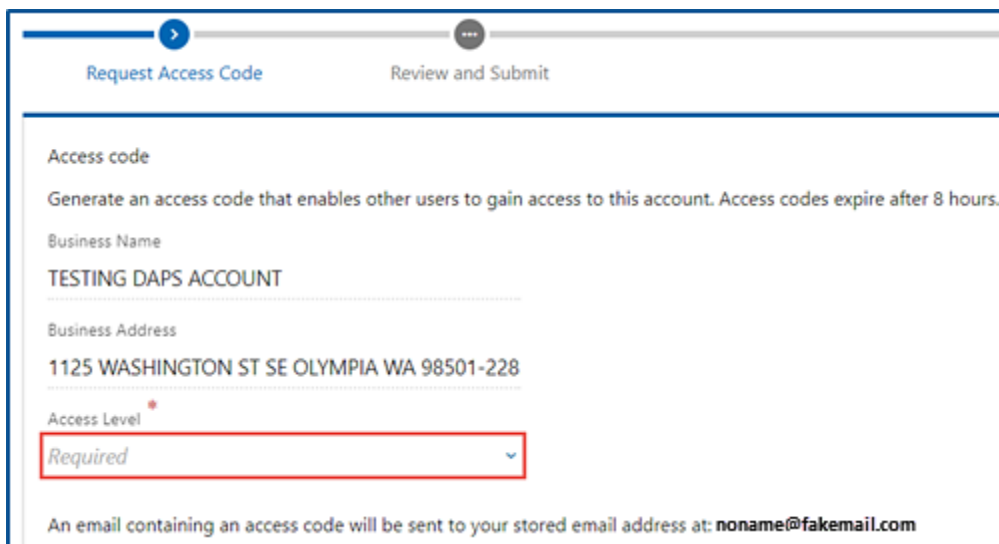
Generate Access Code for Managers and Employees

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



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

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

A screenshot of a web form titled 'Request Access Code'. The form is part of a two-step process, with 'Review and Submit' being the next step. The form contains the following fields:

- Access code:** A text area with the instruction: 'Generate an access code that enables other users to gain access to this account. Access codes expire after 8 hours.'
- Business Name:** A text field containing 'TESTING DAPS ACCOUNT'.
- Business Address:** A text field containing '1125 WASHINGTON ST SE OLYMPIA WA 98501-228'.
- Access Level:** A dropdown menu with 'Required' selected. The dropdown is highlighted with a red rectangular border.

At the bottom of the form, there is a note: 'An email containing an access code will be sent to your stored email address at: noname@fakemail.com'.

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

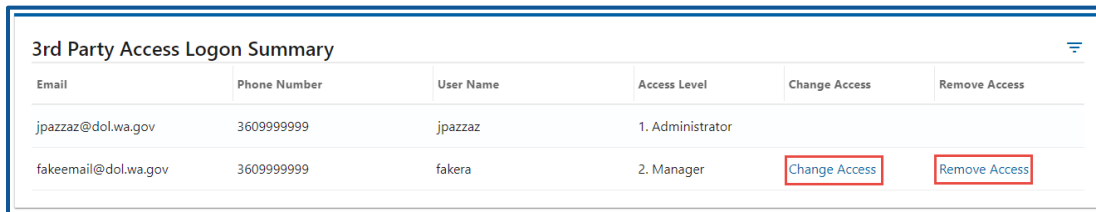
Note: Access codes expire 8 hours after creation.

Manage User Access

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 **Users List** hyperlink.



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



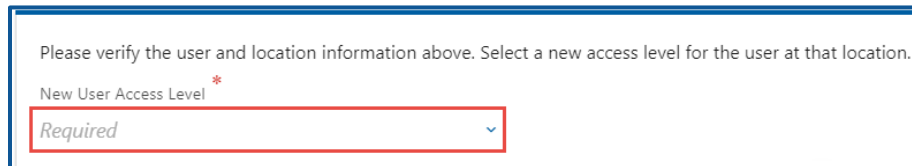
The screenshot shows a table titled '3rd Party Access Logon Summary'. The table has columns for Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The 'Change Access' and 'Remove Access' links for the 'fakeemail@dol.wa.gov' user are highlighted with red boxes.

Email	Phone Number	User Name	Access Level	Change Access	Remove Access
jpazzaz@dol.wa.gov	3609999999	jpazzaz	1. Administrator		
fakeemail@dol.wa.gov	3609999999	fakera	2. Manager	Change Access	Remove Access

5. Complete the following steps based on your selection:

Change Access

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

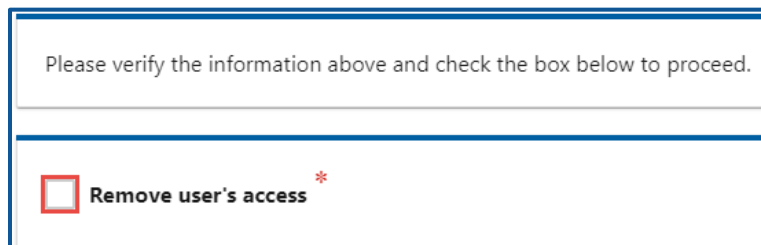


The screenshot shows a form with the text 'Please verify the user and location information above. Select a new access level for the user at that location.' Below this is a dropdown menu labeled 'New User Access Level *' with 'Required' selected. The dropdown menu is highlighted with a red box.

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

Remove Access

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



The screenshot shows a form with the text 'Please verify the information above and check the box below to proceed.' Below this is a checkbox labeled 'Remove user's access *'. The checkbox is highlighted with a red box.

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

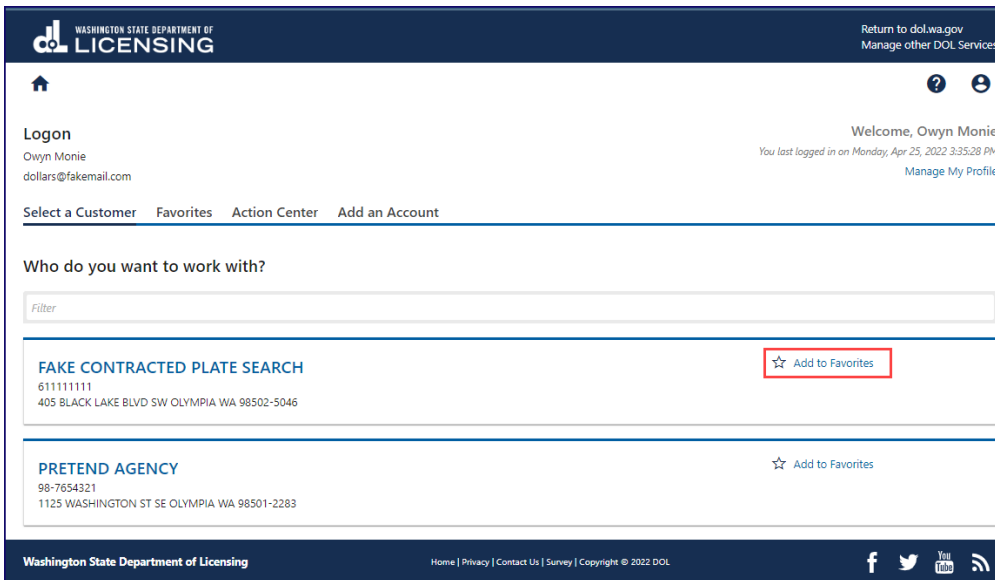
6. Review the request and click **Submit**.

Account Favorites

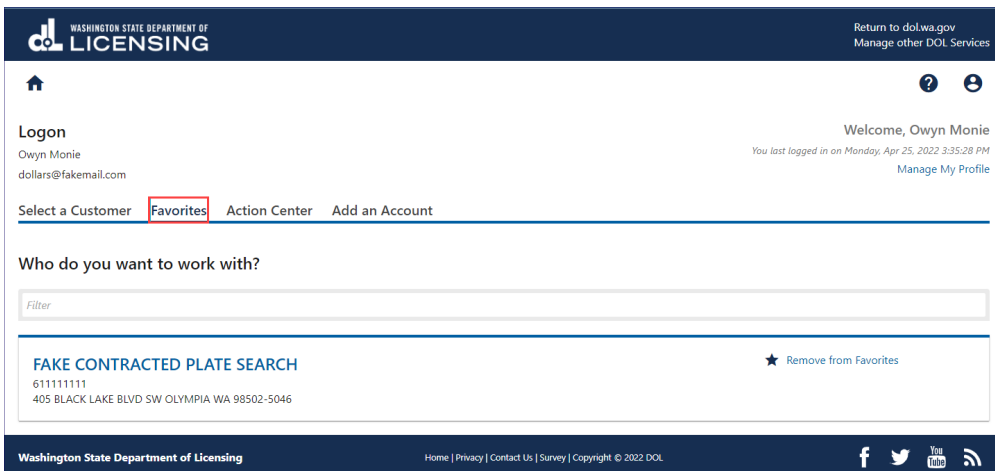
If you have access to accounts with different Unified Business Identification (UBI) numbers, Tax Identification Numbers (TINs), or Employer Identification Numbers (EINs), you can mark them as favorites to quickly access those you use most frequently. Additionally, you can remove an account from your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

Setting Account Favorites

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Add to Favorites** hyperlink.



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



Removing Accounts from Favorites

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Favorites** tab and **Remove from Favorites** hyperlink.

The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a dark blue header with the logo and text 'WASHINGTON STATE DEPARTMENT OF LICENSING' on the left, and 'Return to dol.wa.gov' and 'Manage other DOL Services' on the right. Below the header, there is a navigation bar with a home icon, a question mark icon, and a user profile icon. The main content area is white and contains the following elements:

- Logon** section: 'Owyn Monie', 'dollars@fakemail.com'.
- Welcome message: 'Welcome, Owyn Monie', 'You last logged in on Monday, Apr 25, 2022 3:35:28 PM', and a 'Manage My Profile' link.
- Navigation tabs: 'Select a Customer', 'Favorites' (highlighted with a red box), 'Action Center', and 'Add an Account'.
- Section: 'Who do you want to work with?' with a 'Filter' input field.
- Item: 'FAKE CONTRACTED PLATE SEARCH' with address '611111111', '405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046', and a '★ Remove from Favorites' button (highlighted with a red box).

At the bottom, there is a dark blue footer with 'Washington State Department of Licensing' on the left, 'Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL' in the center, and social media icons for Facebook, Twitter, YouTube, and RSS on the right.

Training School Accounts

Commercial Training School Account

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

Request Access to a Commercial Training School (CTS) Account

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

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 **Request access to a Commercial Training School account** button.

The screenshot displays a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and a button to request access. The "CDL Training" category's "Request access to a Commercial Training School account" button is highlighted with a red border.

Service Category	Description	Access Request Button
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account 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. 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 with a dark blue sidebar on the left. The main content area has a white background and contains the following elements: a checked checkbox labeled "I don't have a Washington drivers license"; a dropdown menu labeled "What state are you from?" with a red asterisk and the word "Required" below it; 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.

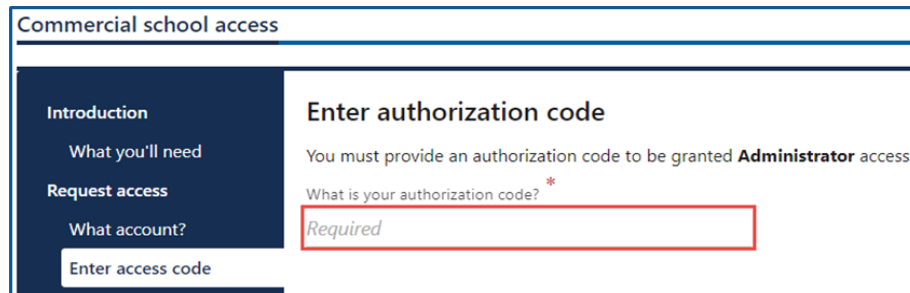
- f. Select the appropriate option from the What access level would you like to request? dropdown menu.

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 main content area is white and 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 asterisk and the word "Required" below it: 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 for "I don't have a Washington drivers license", and a dropdown menu for "What access level would you like to request?".

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

Administrators

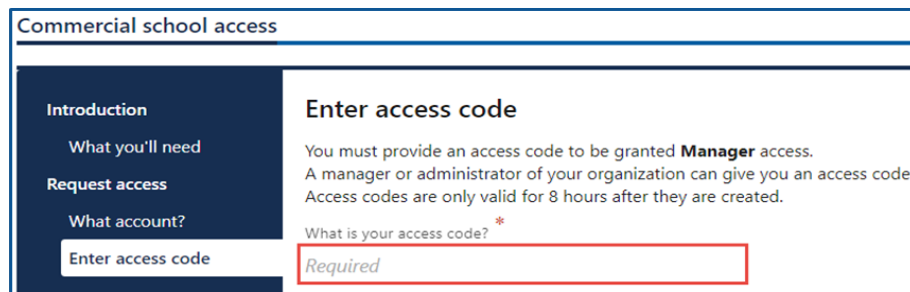
- a. Enter the authorization code provided by the Department of Licensing.



- b. Click **Next**

Managers and employees

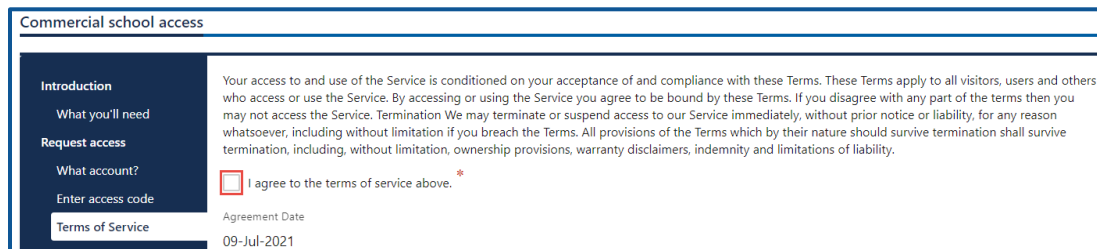
- a. Enter the access code provided by the Commercial Training School Account Administrator or Manager.



Note: Access codes expire 8 hours after creation.

- b. Click **Next**.

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



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

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

Add Student Course Information

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

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

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

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

Page 1 of 1
Filter

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

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

Submit Course Completions

Add course
Choose instructors
Course information

Enter course information

Enter the information requested below.

Course start date *
Required

Course end date *
Required

Type of training *
Required

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

Individual

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

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-Jun-2021	01-Jul-2021	Passenger and school bu

Add Student

Students

DLN	Name	Course status
Add Student		

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

Student course information

Drivers License # *
Required

Course details

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

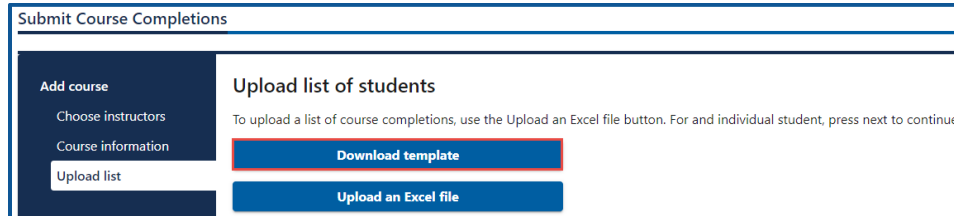
Notes

Phone number *
Required

No phone number

Bulk

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



Submit Course Completions

Add course

- Choose instructors
- Course information
- Upload list

Upload list of students

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

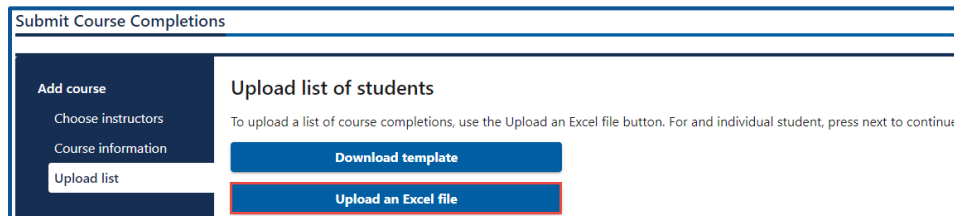
Download template

Upload an Excel file

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

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

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



Submit Course Completions

Add course

- Choose instructors
- Course information
- Upload list

Upload list of students

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

Download template

Upload an Excel file

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

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

The screenshot shows a web interface titled "Submit Course Completions". On the left is a dark blue sidebar with a menu containing "Add course", "Choose instructors", "Course information", "Upload list", and "Student list" (which is highlighted). The main content area is titled "Student list" and contains the following text: "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." Below this text are three fields: "Course start date" (01-Jul-2021), "Course end date" (10-Jul-2021), and "Training Type" (School bus). A blue "Add Student" button is positioned below these fields. Underneath is a table titled "Students" with a "Delete students" link and a filter icon. The table has three columns: "DLN", "Name", and "Course status". It contains two rows of data, each with a delete icon (X) to the left of the DLN. At the bottom of the table, it says "2 Rows".

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

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

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

Exam and Course History

1. Login to License eXpress for Business secure.dol.wa.gov.
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 WDL1824B795B 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

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

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

Student DLN	Student name	Training type	Status	Confirmation number	Submitter	Submitted
WDL1NR83725B	DOC ADAM DRE	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL5824B755B	SNOOPY ARNOLD DAWG	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL343Z3765B	APRIL MAY KEPNER	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL2824B785B	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

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

Request Access to a Driver Training School (DTS) Account

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

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and a "Request access" button. The "Driver Training" category's button is highlighted with a red border.

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

A screenshot of a form section. On the left is a dark blue sidebar. The main content area has a white background. At the top, there is a checked checkbox with the text "I don't have a Washington drivers license". Below this is a dropdown menu labeled "What state are you from?" with a red asterisk and the word "Required" below it. Underneath is another 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 form titled "Driver 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 main content area has a white background. The title is "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, all marked as "Required":

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

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

Administrators

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

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

b. Click the **Next** button

Managers and employees

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

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

Note: Access codes expire 8 hours after creation.

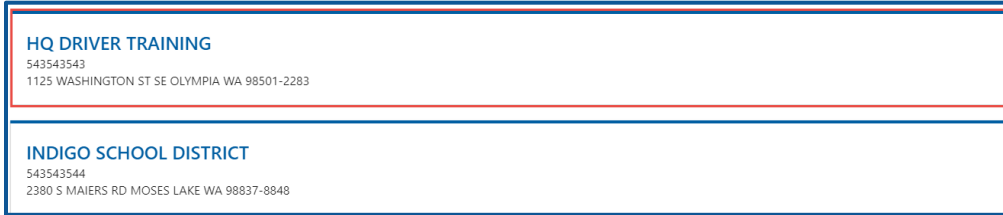
b. Click the **Next** button

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

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

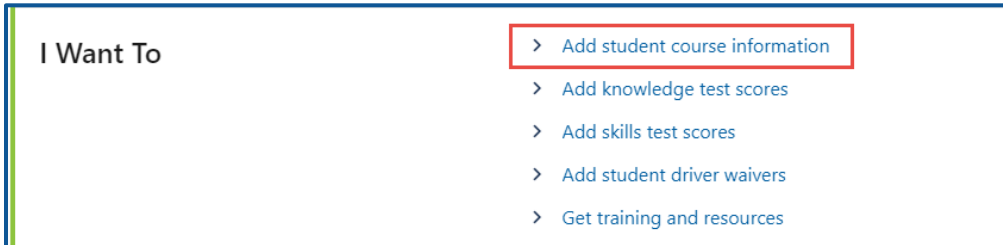
Add Student Course Information

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



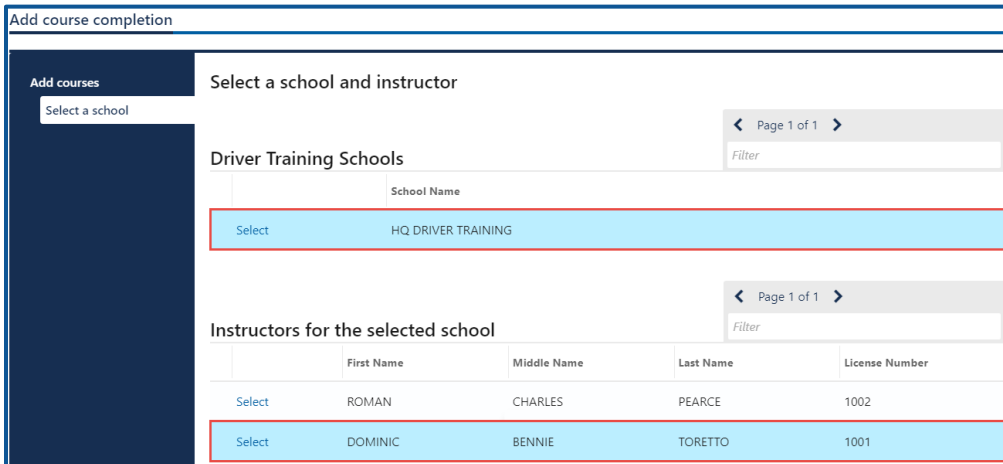
The screenshot shows two account options, each enclosed in a blue-bordered box. The first option is "HQ DRIVER TRAINING" with ID 543543543 and address 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283. The second option is "INDIGO SCHOOL DISTRICT" with ID 543543544 and address 2380 S MAIERS RD MOSES LAKE WA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

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



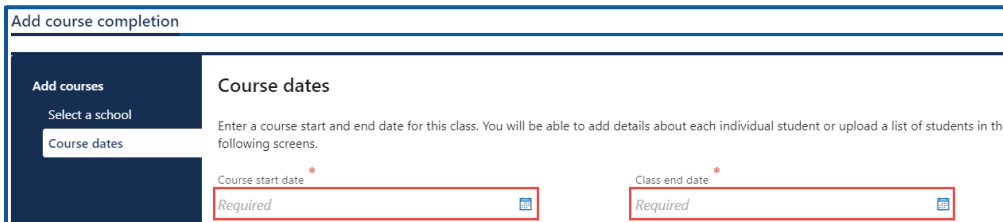
The screenshot shows a menu titled "I Want To" with five options, each preceded by a right-pointing chevron. The first option, "Add student course information", is highlighted with a red border.

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



The screenshot shows the "Add course completion" screen. On the left is a dark sidebar with "Add courses" and "Select a school" buttons. The main area is titled "Select a school and instructor". It features a "Driver Training Schools" table with one row: "Select" | "HQ DRIVER TRAINING". Below it is an "Instructors for the selected school" table with two rows: "Select" | "ROMAN" | "CHARLES" | "PEARCE" | "1002" and "Select" | "DOMINIC" | "BENNIE" | "TORETTO" | "1001". Both tables have pagination and filter controls.

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



The screenshot shows the "Add course completion" screen with the "Course dates" section. It includes a sidebar with "Add courses", "Select a school", and "Course dates" buttons. The main area has a heading "Course dates" and a sub-heading "Enter a course start and end date for this class. You will be able to add details about each individual student or upload a list of students in the following screens." Below this are two input fields: "Course start date" and "Class end date", both marked as "Required" and highlighted with red borders.

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

Individual

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

Add course completion

Add students

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

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

Add Student

Students Clear students

DLN	Name	Status	Completed Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Student](#)

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

Course information

Did the student complete the course?

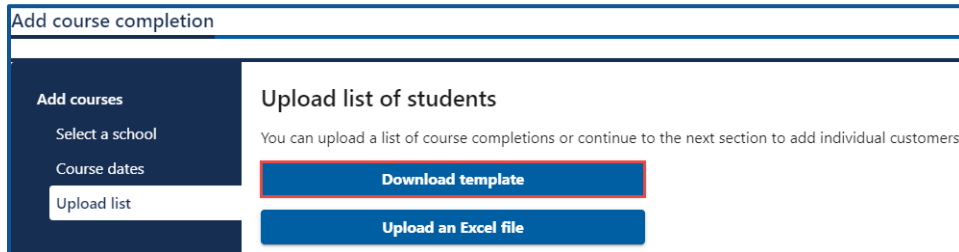
Select a course completion date *

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

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

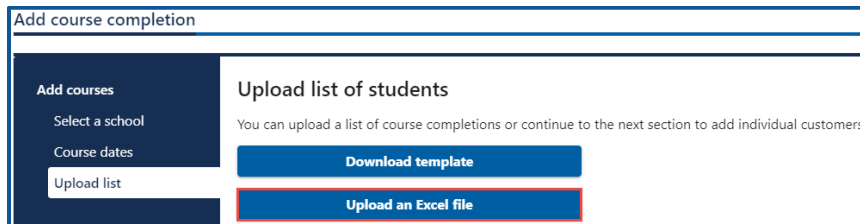
Bulk

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



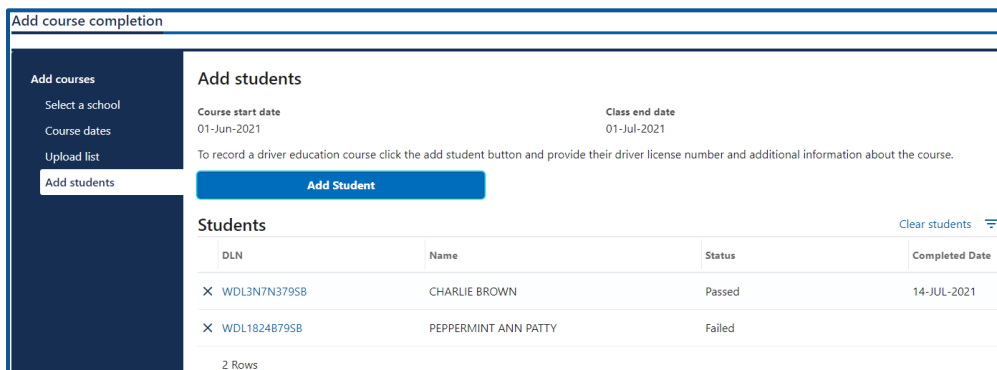
The screenshot shows a web form titled "Add course completion". On the left is a dark sidebar with menu items: "Add courses", "Select a school", "Course dates", "Upload list", and "Add students". The main content area is titled "Upload list of students" and contains the text: "You can upload a list of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

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



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

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



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

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

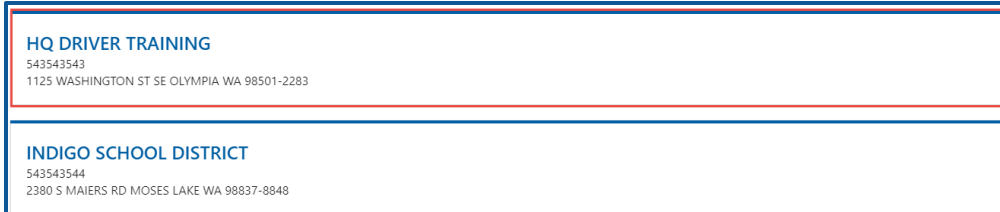
At the bottom of the table, it says "2 Rows". There are "X" icons in the first column of each row, and a "Clear students" link with a dropdown arrow in the top right of the table area.

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

Add Knowledge Test Scores

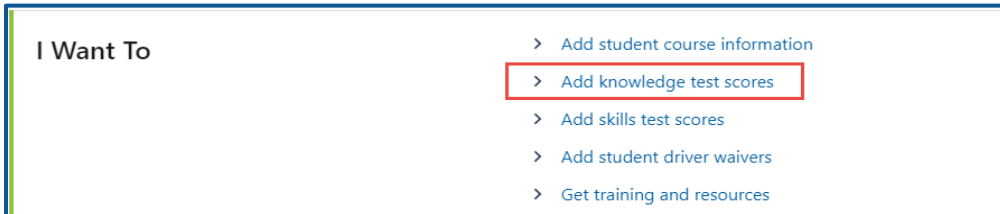
Use the steps below to add knowledge test scores. You can add a hold on the customer record, if there was cheat or bribe incident, as part of this transaction.

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



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. The "HQ DRIVER TRAINING" option is highlighted with a red border.

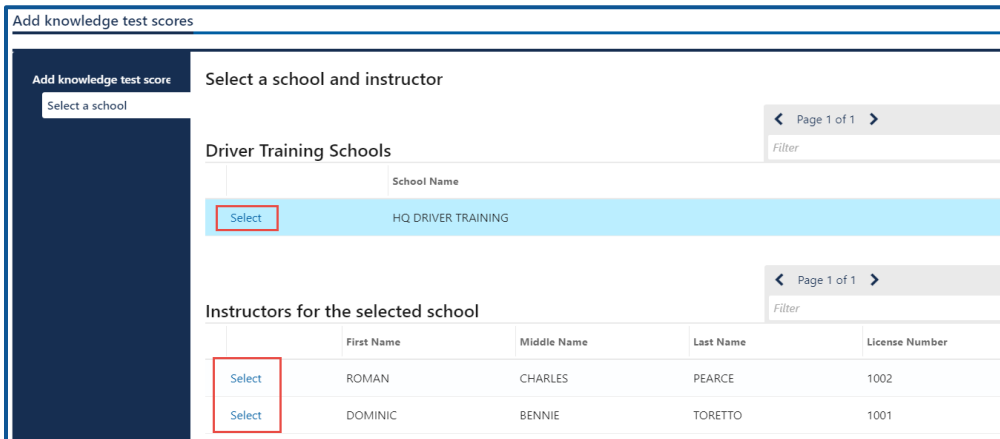
3. Click the **Add knowledge test scores** hyperlink.



The screenshot shows a menu titled "I Want To" with several options. The option "Add knowledge test scores" is highlighted with a red border.

- > 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**.



The screenshot shows the "Add knowledge test scores" form. It has a sidebar with "Add knowledge test score" and "Select a school". The main area is titled "Select a school and instructor". It contains a table for "Driver Training Schools" and a table for "Instructors for the selected school".

Driver Training Schools

School Name
Select HQ DRIVER TRAINING

Instructors for the selected school

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

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

Individual

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

The screenshot shows a web interface titled "Add knowledge test scores". On the left is a dark sidebar with options: "Add knowledge test score", "Select a school", "Upload list", and "Add customers" (which is highlighted). The main content area is titled "Add customers" and contains the instruction: "To record knowledge test scores, use the Add Customer button and provide information about the knowledge test." Below this is a blue "Add Customer" button. At the bottom, there is a table header with columns: DLN, Name, Test date, Test type, Score, Passed, and Version. A "Add Customer" link is visible below the table.

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

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

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

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

The screenshot shows a form titled "Other information". It contains two dropdown menus. The first dropdown menu is labeled "LSO testing required?" and has "Yes" selected. The second dropdown menu is labeled "Reason for hold" with an asterisk indicating it is required. It has "Required" selected, and a list of options is visible: "Required", "Bribery", and "Cheating".

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

Bulk

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

The screenshot shows a form titled "Add knowledge test scores". It has two main sections. The left section is "Add knowledge test score" with a "Select a school" dropdown and an "Upload list" button. The right section is "Upload list of customers" with a sub-header "To upload a list of knowledge test scores, use the Upload an Excel file button. For an individual customer, press Next to continue." Below this are two buttons: "Download template" (highlighted with a red border) and "Upload an Excel file".

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

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

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

This screenshot is identical to the previous one, showing the "Add knowledge test scores" form. In this view, the "Upload an Excel file" button is highlighted with a red border, while the "Download template" button is no longer highlighted.

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

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

Add knowledge test scores

Add knowledge test score

Select a school

Upload list

Add customers

Add customers

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

Add Customer

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

2 Rows

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

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

Driver information

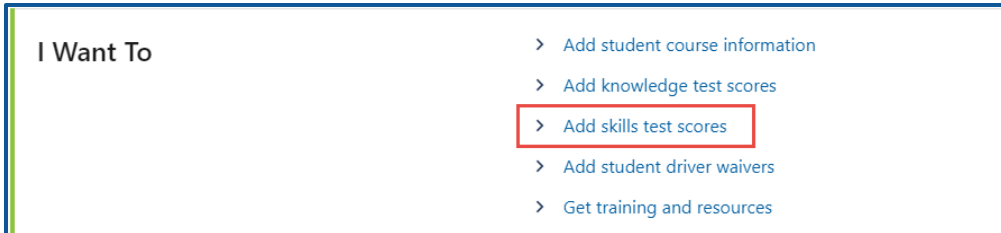
<p>CHARLIE BROWN</p> <p>Date of birth: 3/4/1977</p> <p>Age: 44 years 4 months</p>	<p>Drivers license number: WDL3N7N3795B</p> <p>License type: CDL Class A</p> <p>License status: Licensed</p> <p>Expires: 4/8/2022</p>
--	--

DTS DOL Test Required

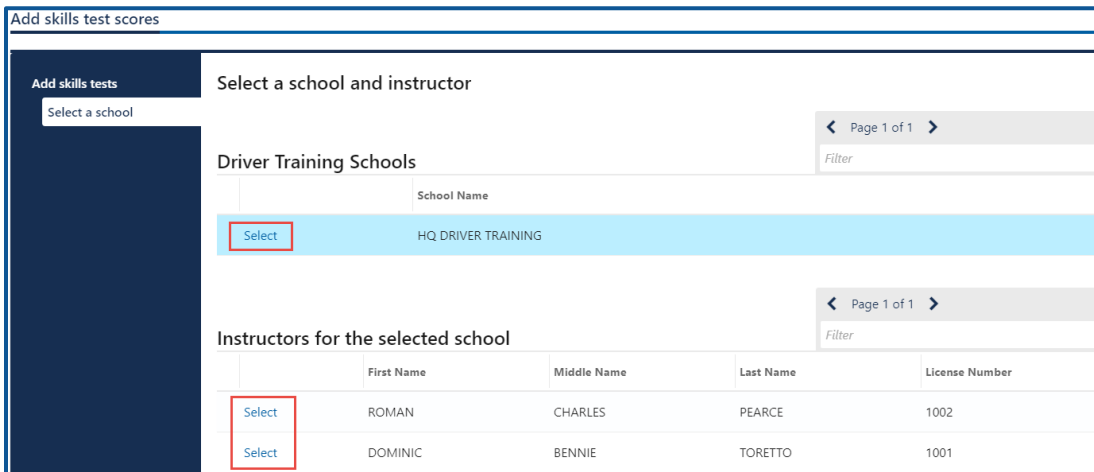
Add Skills Test Scores

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.



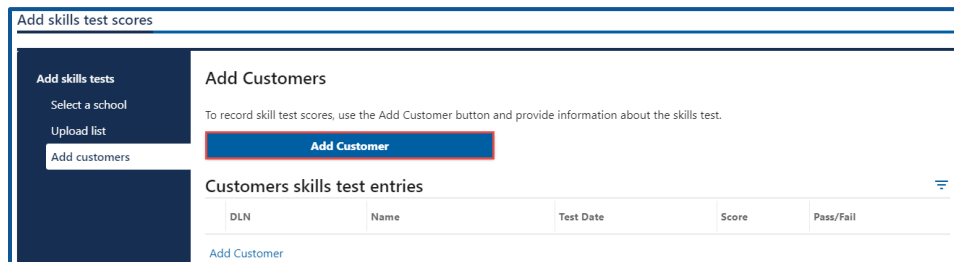
4. Click the **Select** hyperlink for the applicable school location, click the **Select** hyperlink for the applicable examiner, and click **Next**.



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

Individual

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



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

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

Customer information

Drivers License # *

Skills test information

Date *

Hour *

Minute *

AM/PM * ▼

Route * ▼

Score

Pass or fail? * ▼

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

Pass or fail? ▼

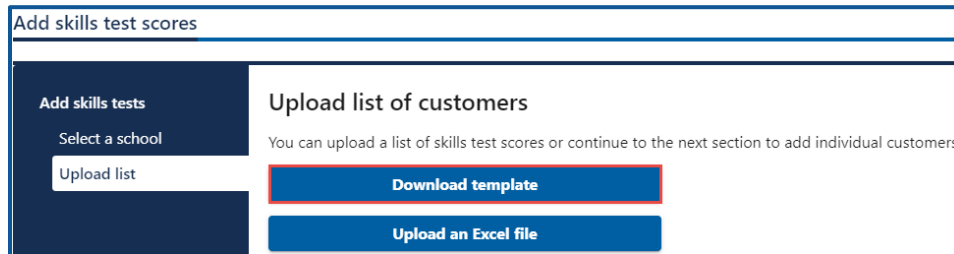
Fail Reason * ▼

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

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

Bulk

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

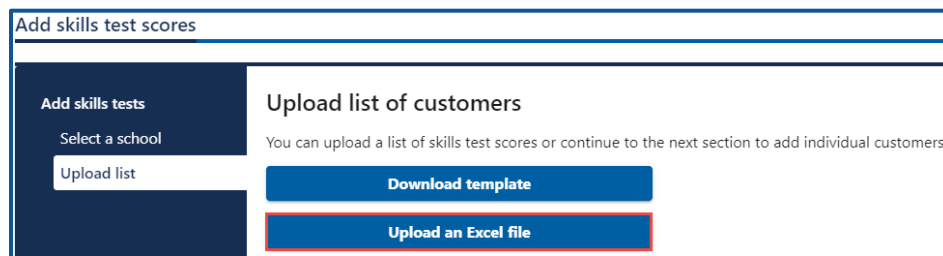


The screenshot shows a web interface titled "Add skills test scores". On the left, there is a dark blue sidebar with the text "Add skills tests" and "Select a school" above a white "Upload list" button. The main content area is white and titled "Upload list of customers". Below the title is a subtitle: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

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

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

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



This screenshot is identical to the one above, showing the "Add skills test scores" interface. In this version, the "Upload an Excel file" button is highlighted with a red border, while the "Download template" button is not.

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

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

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

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

Driver information	
CHARLIE BROWN	Drivers license number: WDL3N7N379SB
Date of birth: 3/4/1977	License type: CDL Class A
Age: 44 years 4 months	License status: Licensed
	Expires: 4/8/2022
DTS DOL Test Required	

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

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	Add a waiver
Drivers license number: WDL58248755B	Add a course
Date of birth: 8/9/1982	Add a knowledge test
Age: 38 years 11 months	Add a skills test
License type: CDL Class A	
License status: Licensed	
Expires: 4/8/2022	

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

Driver information

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

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.

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 student driver waivers** 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 school location administering the course and click **Next**.

Add student driver waivers

Add waivers

Select a school

Select a school

Page 1 of 1

Filter

List of driver training schools

	School Name
Select	HQ DRIVER TRAINING

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

Add student driver waivers

Add waivers

Select a school

Course date

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

Course start date *

Required

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

Individual

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

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

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

Bulk

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

The screenshot shows the 'Add student driver waivers' interface. On the left, the 'Add waivers' menu has 'Upload list' highlighted. The main content area is titled 'Upload list of students' and contains the text: 'To upload a list of waivers, use the Upload an Excel file button. For an individual student, press next to continue.' Two buttons are visible: 'Download template' (highlighted with a red border) and 'Upload an Excel file'.

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

This screenshot is identical to the previous one, showing the 'Upload list of students' section. In this view, the 'Upload an Excel file' button is highlighted with a red border, while the 'Download template' button is no longer highlighted.

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

Add student driver waivers

Add waivers

Select a school

Course date

Upload list

Add students

Add students

Course start date : 15-Jul-2021

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

[Clear students](#)

	DLN	Name
X	WDL2724B775B	MAGGIE AUBREY SIMPSON
X	WDL1824B795B	PEPPERMINT ANN PATTY
X	WDL5824B755B	SNOOPY ARNOLD DAWG

3 Rows

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

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.

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

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

The screenshot shows a 'Customer Actions' menu with two options: 'Find a customer' and 'Refer a customer to LSO'. The 'Refer a customer to LSO' option is highlighted with a red box.

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

The screenshot shows the 'Refer customer to LSO' form. The 'Reexamination of a customer' section has a 'Driver license #' field with a red box around it and the text 'Required' below it. The 'What you'll need' section has a 'Customer's DLN' field.

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

The screenshot shows the 'Refer customer to LSO' form with customer information filled in. The 'What you'll need' section has a 'Certify referral' checkbox. The 'Reason for reexamination' section has a checkbox with the text: '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.' The customer information includes: JUSTIN A BOLD, Date of birth: 1/1/1980, Age: 41 years 6 months, Drivers license number: WDL143Z3785B, License type: Personal Driver License, License status: Suspended/Revoked 3rd Degree.

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

View Exam and Course Submission History

1. Login to License eXpress for Business secure.dol.wa.gov.
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 and to date.
 - b. Enter the customer's DLN, if applicable.
 - c. Enter the customer's first name, middle name, or last name, if applicable.

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

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

Current status of your submissions from 6/14/2021 to 7/15/2021						
DLN	Student Name	Exam Type	Status	Type of submission	Confirmation number	Submission date
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

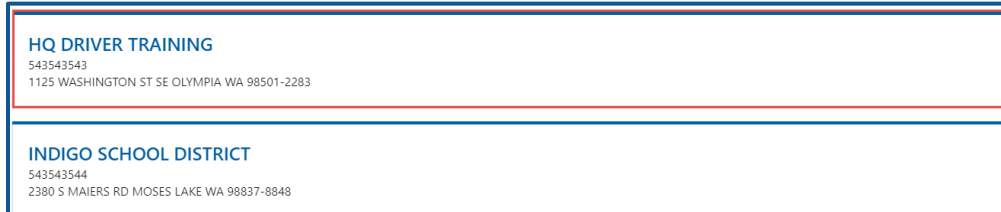
6. Click the **Home** icon to return to your homepage.



Edit Waiver, Exam, and Course Submissions

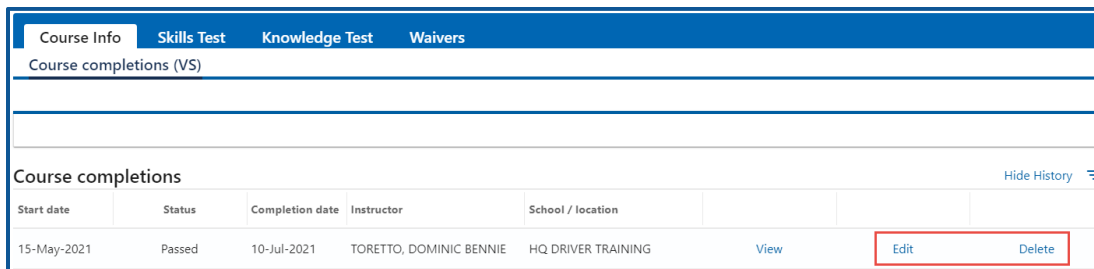
You can update the information you submitted if the instruction permit, or driver license, has not been issued since your original submission. The Edit and Delete hyperlinks only display for transactions you completed.

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



The screenshot shows a table with tabs for "Course Info", "Skills Test", "Knowledge Test", and "Waivers". The "Course Info" tab is selected. Below the tabs is a section for "Course completions (VS)" with a "Hide History" link. The table has columns for Start date, Status, Completion date, Instructor, School / location, and actions (View, Edit, Delete). The "Edit" button is highlighted with a red box.

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

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

Motorcycle Training School (MTS) Account

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

Request Access to a Motorcycle Training School (MTS) Account

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

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

The screenshot displays a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and one or more buttons to request access. The "Motorcycle Training" category is highlighted with a red border around its "Request access to a Motorcycle Training School account" button.

Service Category	Description	Access Request Button
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account 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 driver license number or complete the following additional steps:
 - i. Click the **I don't have a Washington driver license** checkbox.
 - ii. Select the appropriate option from the What state are you from dropdown menu.
 - iii. Enter your out of state driver license number.

I don't have a Washington drivers license

What state are you from? *

Required

What is your out of state drivers license number? *

Required

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

What account are you trying to access?

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

Choose a state or federal ID *

Required

State or federal ID *

Required

School license type *

Required

School license number *

Required

What is your Washington drivers license number? *

Required

I don't have a Washington drivers license

What access level would you like to request? *

Required

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

Administrators

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter authorization code

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

What is your authorization code? *

Required

b. Click the **Next** button.

Managers and employees

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter access code

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

What is your access code? *

Required

Note: Access codes expire 8 hours after creation.

b. Click the **Next** button.

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Terms of Service

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

I agree to the terms of service above. *

Agreement Date
15-Jul-2021

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

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

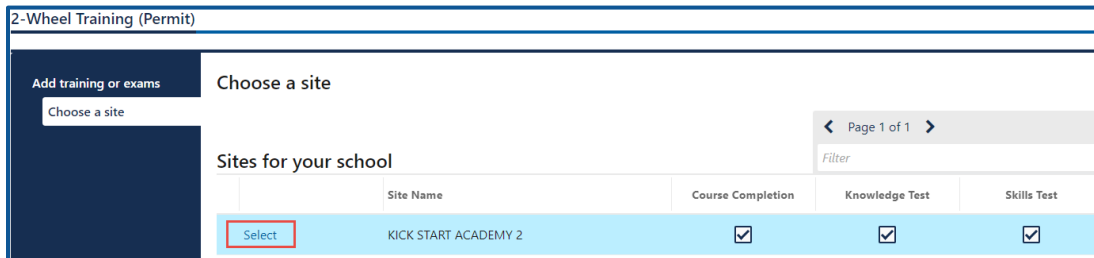
2-Wheel Motorcycle Training (Permit) and Exam

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

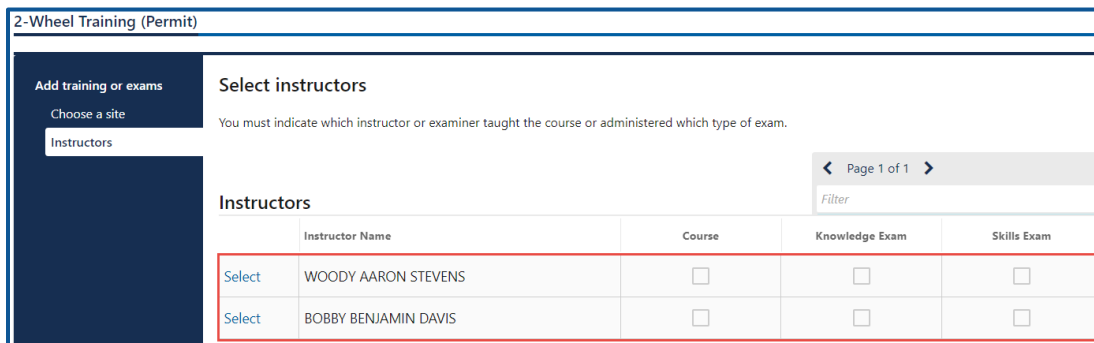
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **2-Wheel Training (Permit)** hyperlink.



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



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



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

2-Wheel Training (Permit)

Add training or exams

- Choose a site
- Instructors
- Training

Enter training information

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

Course

Start date * End date *

Course curriculum * Class number *

Knowledge exam

Exam date *

Skills exam

Exam date *

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

Individual

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

2-Wheel Training (Permit)

Add training or exams

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

Student list

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

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

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

Student information

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

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

Students motorcycle information

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

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

Course

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

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

Knowledge test

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

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

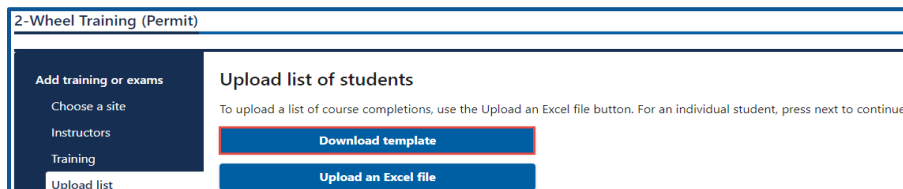
Skills test

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

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

Bulk

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



2-Wheel Training (Permit)

Add training or exams

- Choose a site
- Instructors
- Training
- Upload list

Upload list of students

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

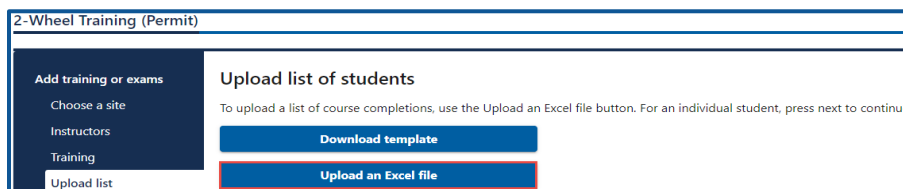
Download template

Upload an Excel file

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

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

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



2-Wheel Training (Permit)

Add training or exams

- Choose a site
- Instructors
- Training
- Upload list

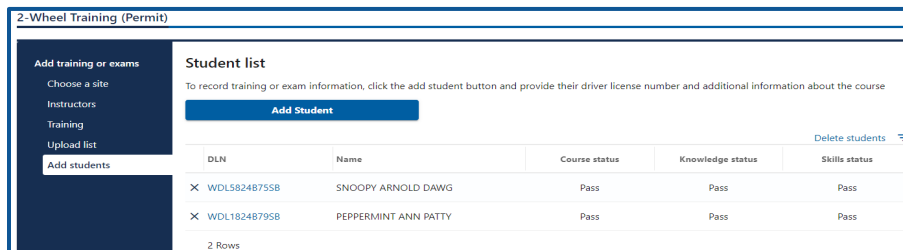
Upload list of students

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

Download template

Upload an Excel file

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



2-Wheel Training (Permit)

Add training or exams

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

Student list

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

Add Student

Delete students ⌵

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

2 Rows

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

2-Wheel Motorcycle Training (Endorsement) and Exam

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

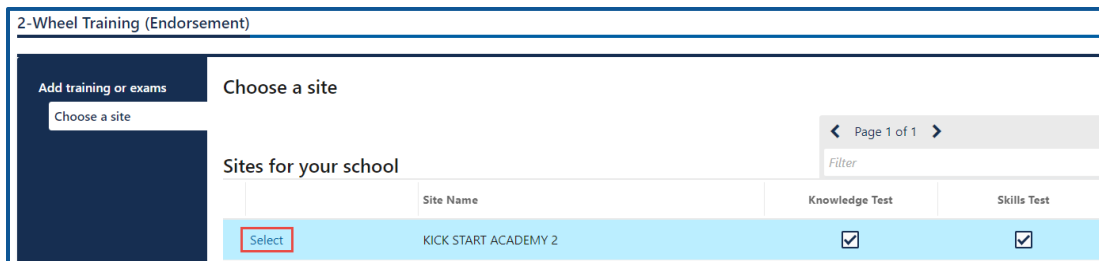
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **2-Wheel Training (Endorsement)** hyperlink.



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, **Skills Test** checkbox, and click **Next**.



2-Wheel Training (Endorsement)

Add training or exams

Choose a site

Choose a site

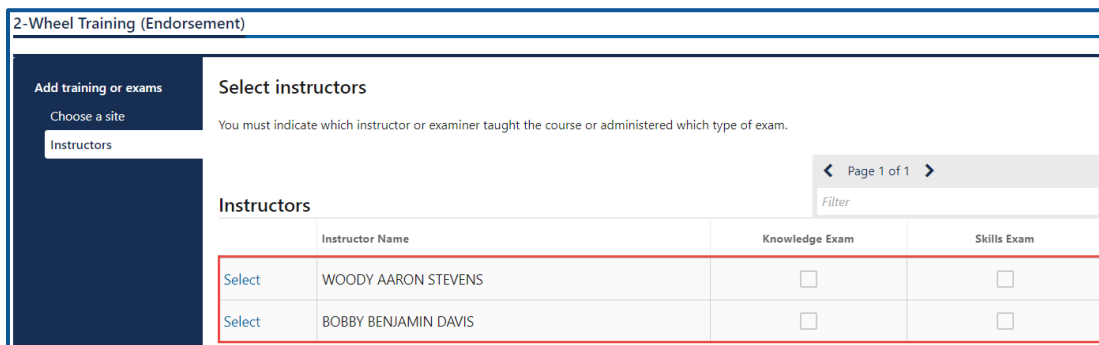
Sites for your school

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

Page 1 of 1

Filter

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



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"/>

Page 1 of 1

Filter

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

2-Wheel Training (Endorsement)

Add training or exams

- Choose a site
- Instructors
- Training**

Enter training information

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

Knowledge exam

Exam date *
Required

Skills exam

Exam date *
Required

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

Individual

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

2-Wheel Training (Endorsement)

Add training or exams

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

Student list

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

Add Student

DLN	Name	Knowledge status	Skills status

Add Student

- Enter the driver license number.

Student information

Driver License Number *
Required

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

Students motorcycle information

Motorcycle provided by school? *
Required

Plate #

Transmission

Motor Type

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

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

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

Bulk

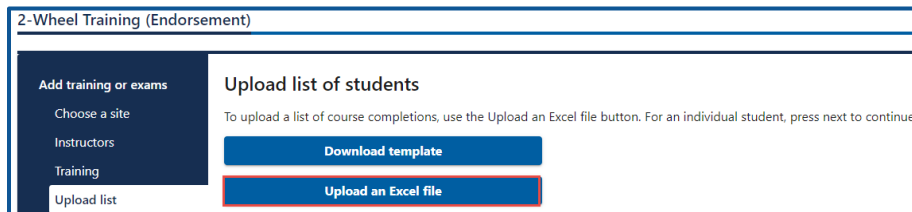
- a. Click the **Download template** button and complete the steps below to update the template. Skip to step d if you already have the template completed.

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

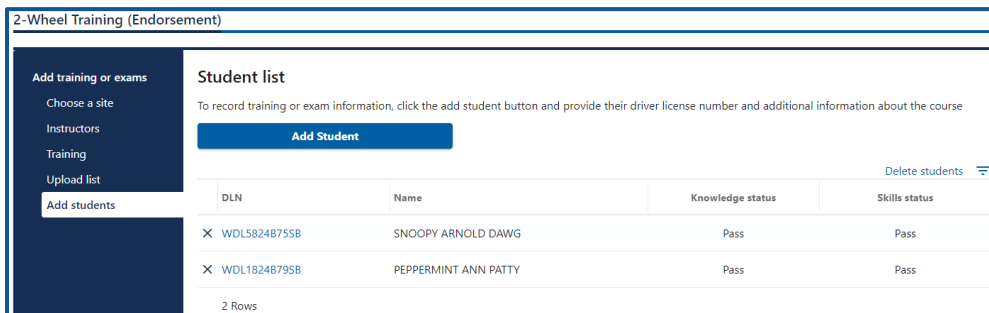
- c. Enter the following information in the Students tab and save the file.
 - i. Driver License Number.
 - ii. Training Motorcycle, Motorcycle Plate #, Motorcycle Transmission, Motor Type, and Motorcycle Engine Size (CC).
 - iii. Knowledge Test Status, Knowledge Test Score, Knowledge Re-Test, and Knowledge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

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

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



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

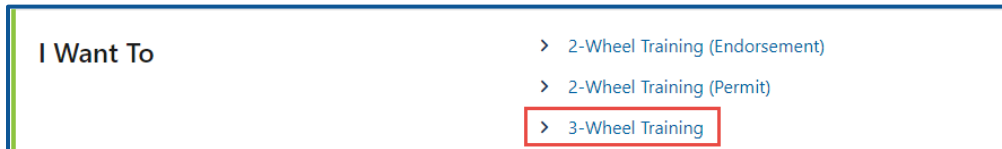


- 9. Review the summary and click **Submit** to proceed or **Previous** to make changes.
- 10. Click **Print** to print the transaction confirmation or click **Continue** to return to the Motorcycle Training School account. You will receive a confirmation email, as well as a message in your License eXpress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

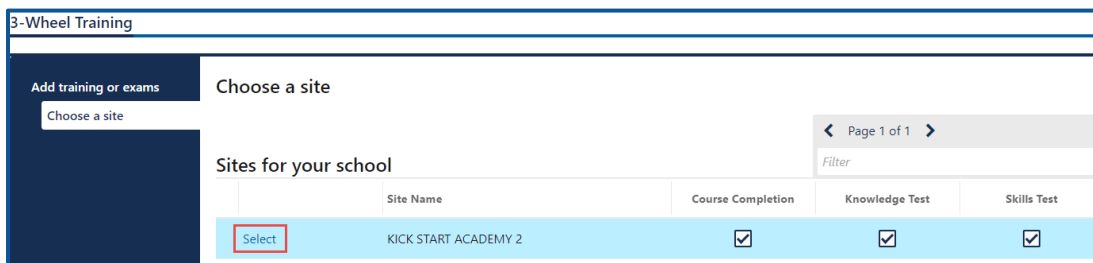
3-Wheel Motorcycle Training and Exam

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

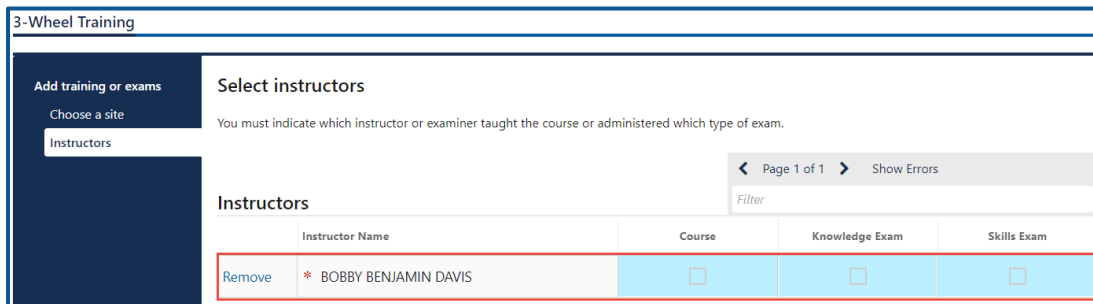
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **3-Wheel Training** hyperlink.



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



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



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

3-Wheel Training

Add training or exams

- Choose a site
- Instructors
- Training

Enter training information

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

Course

Start date * End date *

Course curriculum * Class number *

Knowledge exam

Exam date *

Skills exam

Exam date *

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

Individual

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

3-Wheel Training

Add training or exams

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

Student list

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

Add Student

DLN	Name	Course status	Knowledge status	Skills status
Add Student				

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

Student information

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

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

Students motorcycle information

Motorcycle provided by school? *

Plate # Transmission

Motor Type

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

Course

Course Status * Course Hours *

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

Knowledge test

Setting * Pass/Fail * Knowledge Exam Score

Knowledge Re-Test *

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

Skills test

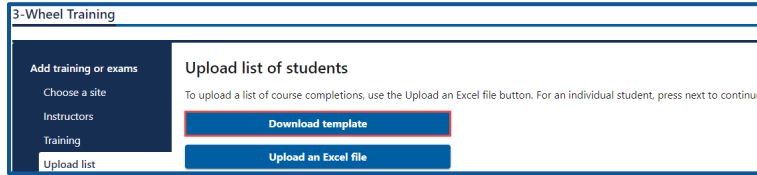
Setting * Pass/Fail * Skills Exam Score

Skills Re-Test *

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

Bulk

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



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

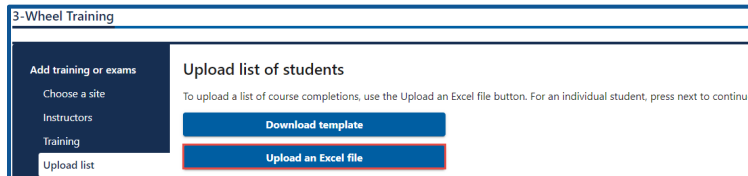
Upload list of students

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

Download template

Upload an Excel file

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



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

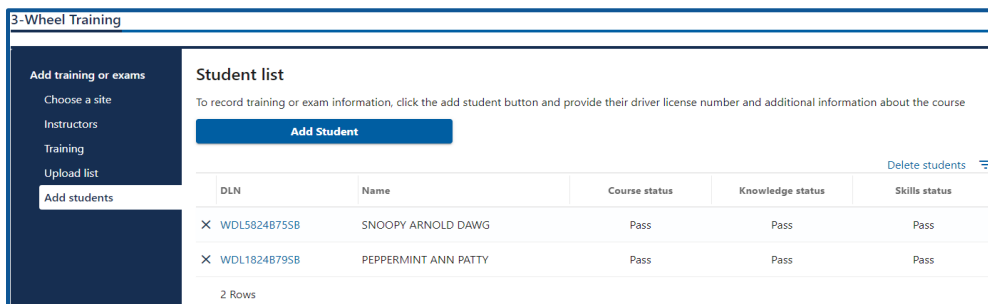
Upload list of students

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

Download template

Upload an Excel file

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



3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Upload list

Add students

Student list

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

Add Student

Delete students

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

2 Rows

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

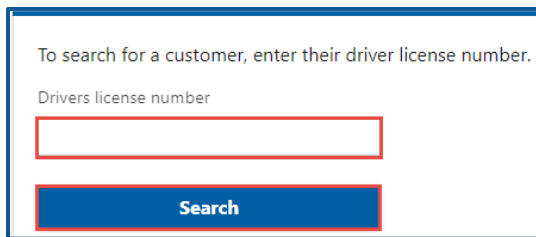
Find a Customer

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

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

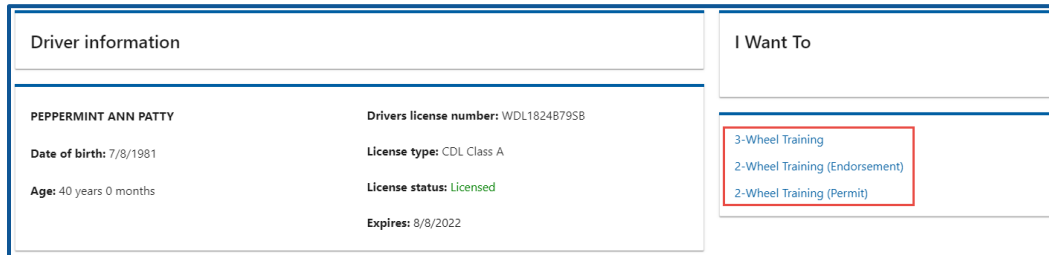


4. Enter the customer's driver license number and click **Search**.



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

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



A screenshot of a customer record page. The page is divided into two main sections: 'Driver information' on the left and 'I Want To' on the right. The 'Driver information' section contains the following details: Name: PEPPERMINT ANN PATTY, Drivers license number: WDL18248795B, Date of birth: 7/8/1981, License type: CDL Class A, Age: 40 years 0 months, License status: Licensed, Expires: 8/8/2022. The 'I Want To' section contains three hyperlinks: 3-Wheel Training, 2-Wheel Training (Endorsement), and 2-Wheel Training (Permit). The 2-Wheel Training (Permit) link is highlighted with a red border.

- 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

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 **Exam and course history** hyperlink.

Prior Activity

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

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

Search parameters

From: 01-Jul-2021 To: 15-Jul-2021 Submission type: [dropdown] Submitter name: [text]

Rider information

DLN: [text] First name: [text] Middle name: [text] Last name: [text]

Search

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

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

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



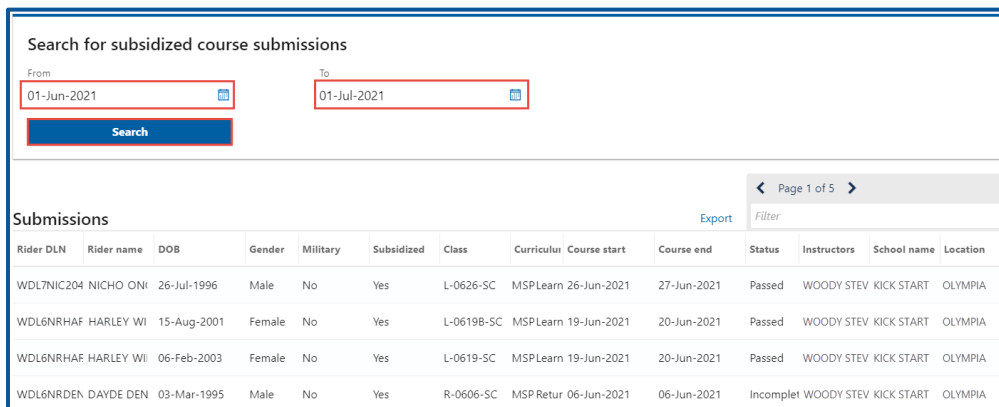
Course Completion Report

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

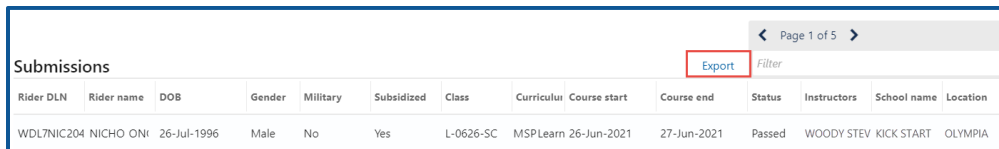
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Course Completion Report** hyperlink.



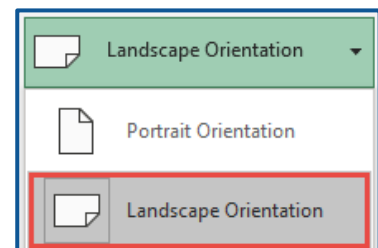
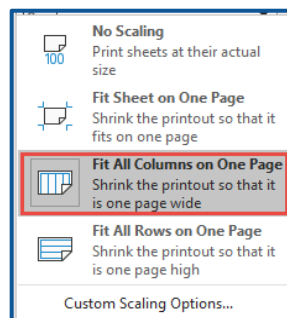
4. Enter the From date, the To date, and click **Search**. The search result display below.



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



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



Driver Record Request Accounts

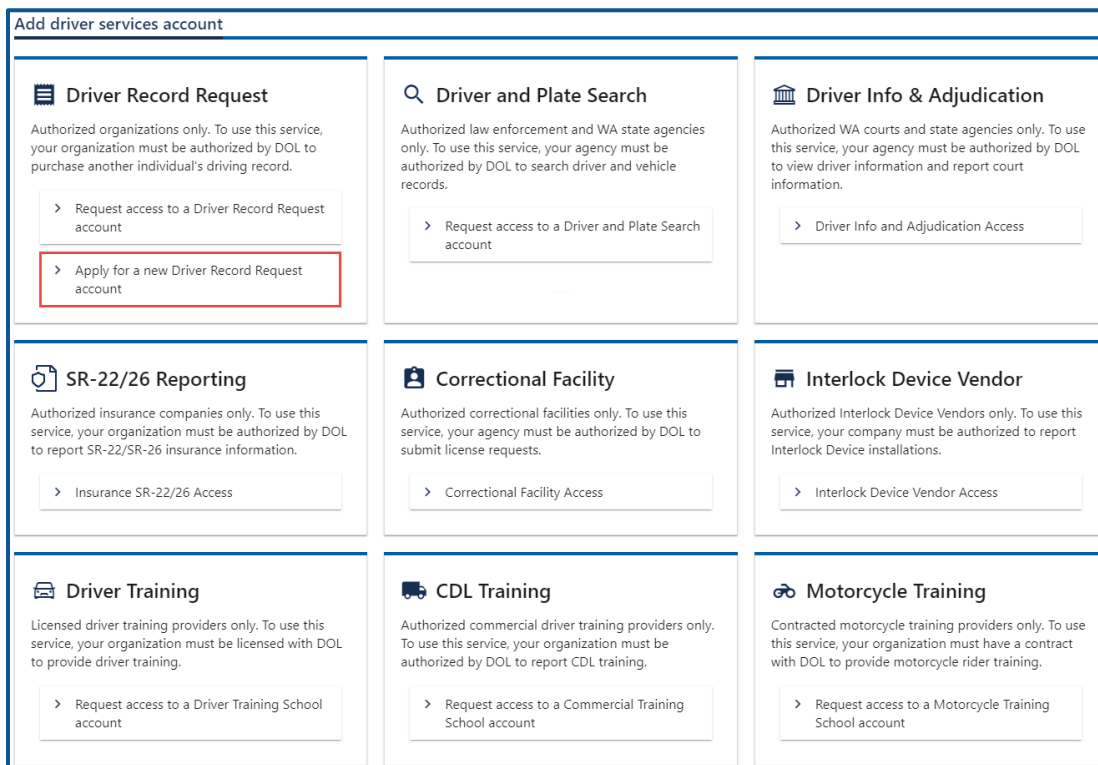
Driver Record Request Account Information

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

Apply for a Drive Record Request Account

Follow the steps below if this is the first time your business or agency is applying for online access to a Drive Record Request (DRR) account. The first person within your agency or business to apply for a DRR account is the account administrator. The system allows only one administrator per business. The account administrator is the contract manager and is responsible for generating access codes for employees and 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. Click the **Apply for a new Driver Record Request account** button.



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

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

Register a new Driver Record Request account

Identifying Information

Are you a business or government agency? *
Required

What type of business are you? *
Required

Choose a state or federal ID *
Required

What is your state or federal ID? *
Required

Name information

What is your business name? *
Required

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

Register a new Driver Record Request account

Contact Information

What is your name? *
Required

What is your position in your agency? *
Required

What is your phone number? *
Required

What is your phone extension?
Required

What is your fax number?
Required

What is your email address? *
Required

Confirm your email address *
Required

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

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**.

	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.

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

Register a new Driver Record Request account

Introduction

What you'll need

Information

Agency information

Contact information

Addresses

Physical address

Verify physical address

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

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

I agree to the terms of service above. *

Agreement Date
12-Jul-2021

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

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

Note: It can take 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. Click the **Request access to driver-related services** button.
4. Click the **Request access to a Driver Record Request account** button.

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

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

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

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

What account are you trying to access?

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

Choose a state or federal ID *

State or federal ID *

What access level would you like to request? *

8. Click the **Next** button.

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

Administrator access

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

The screenshot shows the 'Request your Driver Record Request access' form. On the left is a dark sidebar with navigation links: 'Introduction', 'What you'll need', 'Request access', 'What account?', and 'Your business role'. The main content area is titled 'Your business role' and contains the text: 'Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.' Below this text are three input fields: 'Your name *' (text input), 'Are you the owner or supervisor? *' (dropdown menu), and 'What's your role in your organization *' (text input). All three fields are highlighted with a red border and the word 'Required' is written below each.

- Click the **Next** button.

Manager or Employee access

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

The screenshot shows the 'Request your Driver Record Request access' form. The sidebar is the same as in the previous screenshot. The main content area is titled 'Your business role' and contains the text: 'Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.' Below this text are three input fields: 'Your name *' (text input), 'Are you the owner or supervisor? *' (dropdown menu), and 'What's your role in your organization *' (text input). All three fields are highlighted with a red border and the word 'Required' is written below each. Below these fields is a section titled 'Owner or supervisor contact information' which contains three input fields: 'Name *', 'Phone *', and 'Email address *'. All three fields are highlighted with a red border and the word 'Required' is written below each.

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

The screenshot shows the 'Request your Driver Record Request access' form. The sidebar is the same as in the previous screenshots. The main content area is titled 'Enter access code' and contains the text: 'You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 8 hours after they are created.' Below this text is one input field: 'What is your access code? *'. This field is highlighted with a red border and the word 'Required' is written below it.

Note: Access codes expire 8 hours after creation.

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

Request your Driver Record Request access

Introduction

What you'll need

Request access

What account?

Your business role

Terms of Service

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

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

I agree to the terms of service above. *

Agreement Date
12-Jul-2021

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

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

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

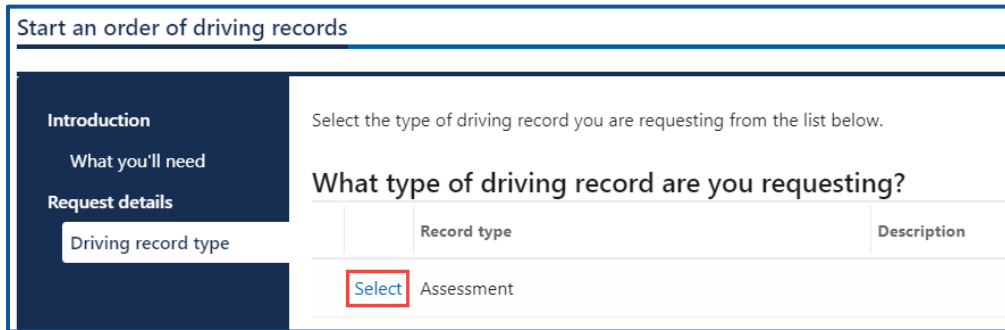
Order a Driving Record

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.



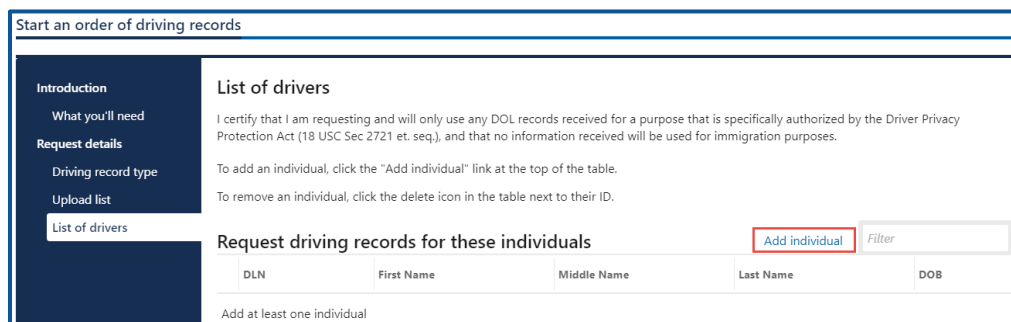
4. Read the What you'll need information and click **Next**.
5. Select the hyperlink for the type of record you are requesting and click **Next**.



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

Individual

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



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

The screenshot shows a form with five input fields. The first two fields are 'Drivers license number' and 'Date of birth', both with a red asterisk and the word 'Required' below them. The last three fields are 'First name', 'Middle name', and 'Last name', with a red asterisk and 'Required' below the last name field. The 'Date of birth' field has a calendar icon on its right side.

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.

Bulk

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

The screenshot shows a web interface for starting an order of driving records. On the left is a dark sidebar with a menu: 'Introduction', 'What you'll need', 'Request details', 'Driving record type', and 'Upload list'. The main content area has the heading 'Upload a list of drivers'. Below the heading is explanatory text: '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.' Below this text is a disclaimer: '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'. At the bottom are two buttons: 'Download template' and 'Upload an Excel file'.

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

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

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

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

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

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

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

Pay for the Driving Record Order

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

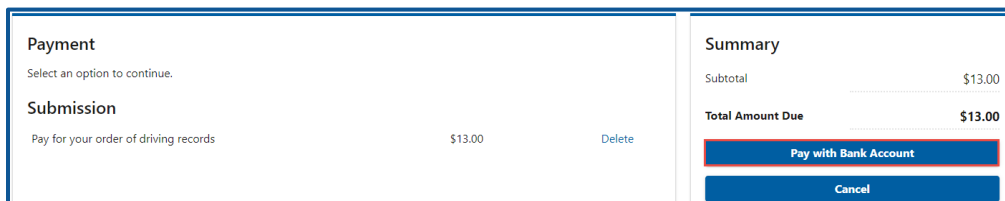
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Pay for an order** hyperlink.



I Want To

- > Driving record request
- > Pay for an order

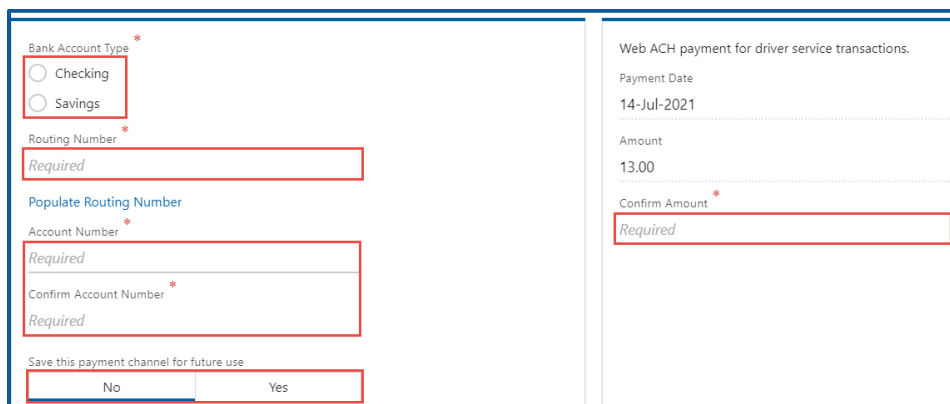
4. Click the **Pay with Bank Account** button. You need to pay for any outstanding transactions before you can request additional drive records.



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

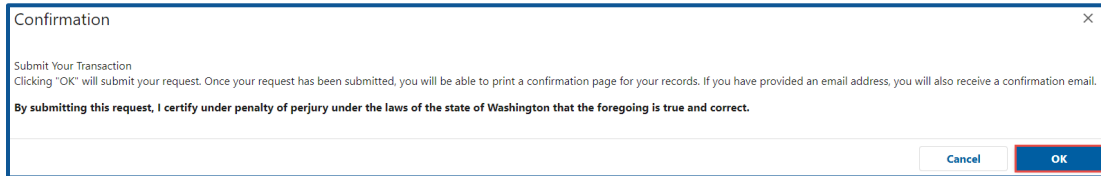
5. Complete the following sections and click **Next**.
 - a. Select **Checking** or **Savings**.
 - b. Enter the Routing Number.
 - c. Enter the Account Number and Confirm Account Number.
 - d. Click the **No** or **Yes** button to Save this payment channel for future use.
 - e. Confirm Amount.



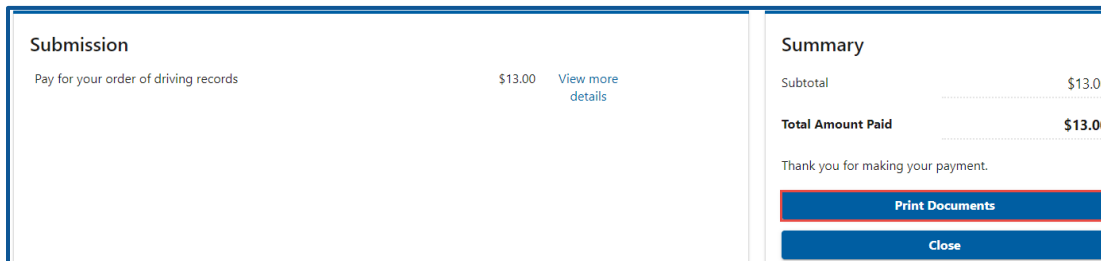
Bank Account Type *	Web ACH payment for driver service transactions.
<input checked="" type="radio"/> Checking	Payment Date
<input type="radio"/> Savings	14-Jul-2021
Routing Number *	Amount
Required	13.00
Populate Routing Number	Confirm Amount *
Account Number *	Required
Required	
Confirm Account Number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

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

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



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



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

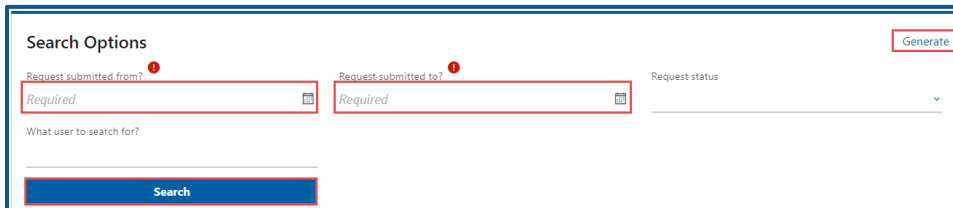
View Past Orders

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

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

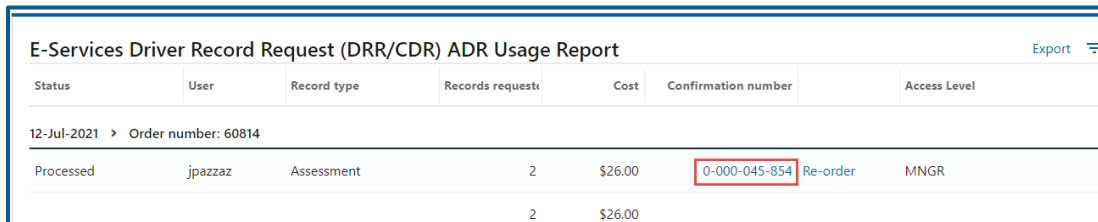


4. Complete the following information and click the **Search** button or the **Generate** hyperlink to view the ADR Usage Report.
 - a. Request submitted from date.
 - b. Request submitted to date.
 - c. Select the appropriate option for the Request status, if applicable.



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

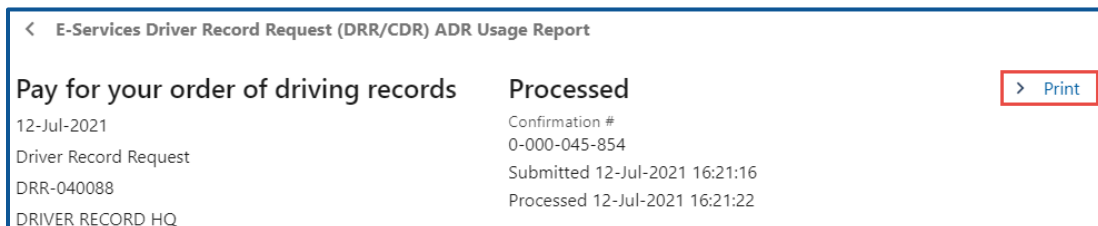
5. Click the **Confirmation number** hyperlink to view the submission.



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

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

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



A screenshot of a details page for an order. It shows the order title 'E-Services Driver Record Request (DRR/CDR) ADR Usage Report' and the status 'Processed'. Below this, there are two columns of information: 'Pay for your order of driving records' and 'Processed'. A red box highlights a '> Print' button in the top right corner.

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



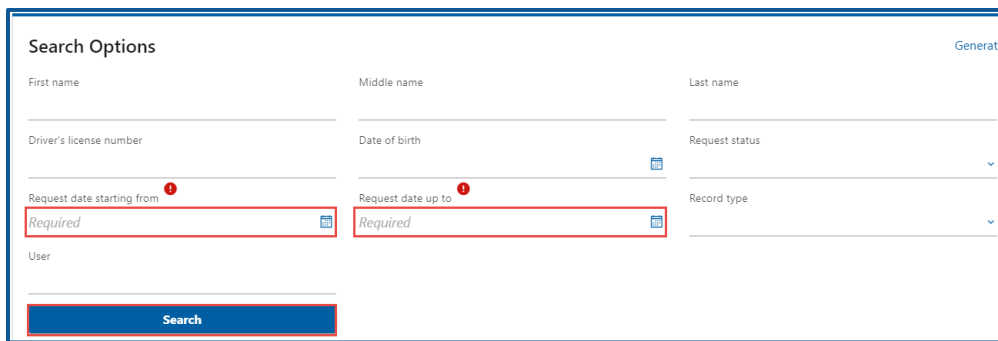
Drive Record Request Reports

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.

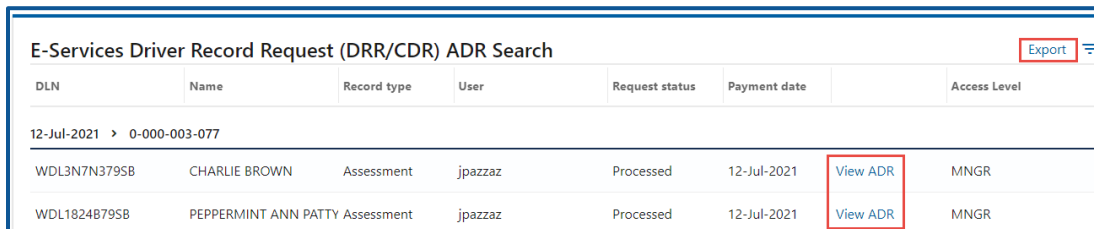


4. Enter the Requested date starting from, enter the Requested date starting to, and click **Search**. Enter other information, if applicable.



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

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



A screenshot of a table titled 'E-Services Driver Record Request (DRR/CDR) ADR Search'. The table has columns for DLN, Name, Record type, User, Request status, Payment date, and Access Level. There are two rows of data. The 'Export' link in the top right and the 'View ADR' links in the 'Access Level' column are highlighted with red boxes.

DLN	Name	Record type	User	Request status	Payment date	Access Level
12-Jul-2021 > 0-000-003-077						
WDL3N7N3795B	CHARLIE BROWN	Assessment	jpazzaz	Processed	12-Jul-2021	View ADR MNGR
WDL1824B795B	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

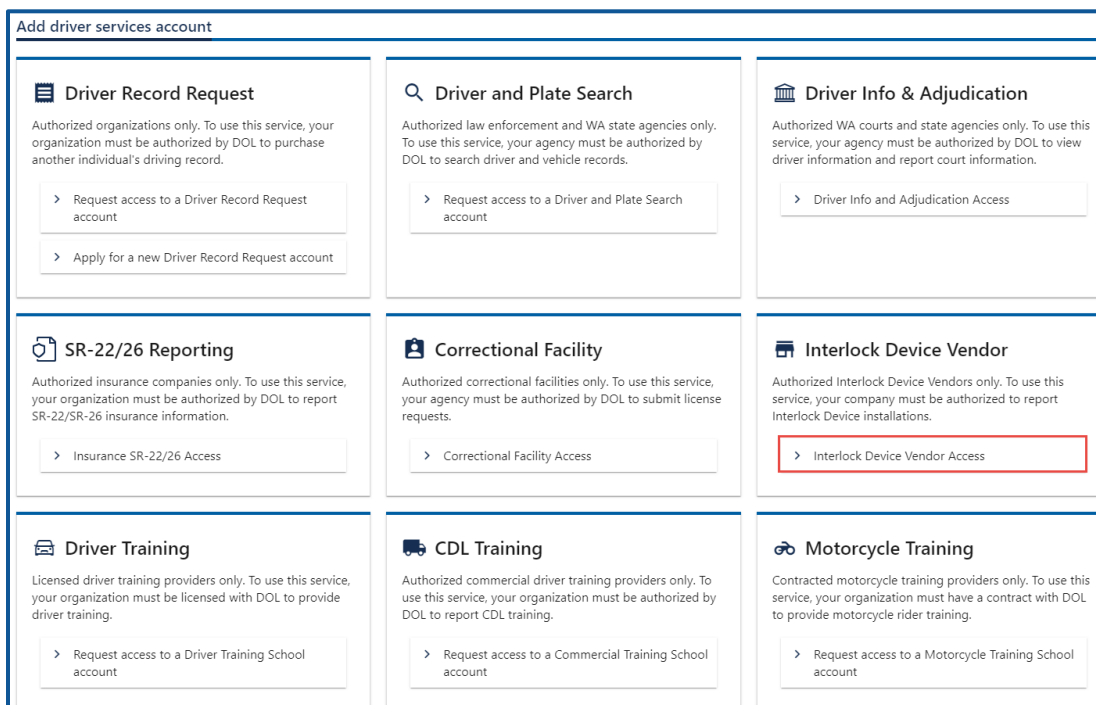
Interlock Device Vendor Account Information

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

Request ID Vendor Account Access

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

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



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

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

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

Administrator access

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

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

Manager or Employee access

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

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

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

The screenshot shows the "Request your interlock device vendor access" form at the "Enter access code" step. The navigation menu on the left has "Enter access code" selected. The main content area is titled "Enter access code" and includes the text: "You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 24 hours after they are created." Below this is a text input field for "What is your access code?" marked as "Required".

Note: Access codes expired 8 hours after creation.

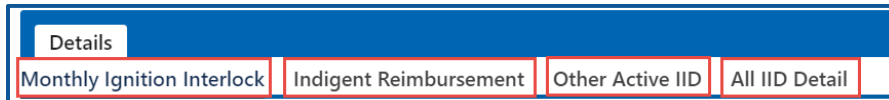
- Review the terms of service and click the **I agree to the terms of service above** checkbox.

The screenshot shows a web form titled "Request Insurance SR22/26 Access". The navigation menu on the left has "Terms of Service" selected. The main content area includes a list of terms and conditions, a checkbox for "I agree to the terms of service above." (marked as "Required"), and an "Agreement Date" field with the value "11-Jul-2021".

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

File Monthly Return

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



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

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

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

DLN	Name	Date of Birth	VIN	Install Date	ILL Expiration Date	IID Requirement I	IID Requirement II	Cert Required	Amount Due	Move To	Move To	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 [View or Amend Return](#)

Current Period
February 28, 2022

Balance
\$0.00

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

Details

Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail

Page 1 of 52

Show History Export Filter

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

Cancel Previous **Next**

5. Click the **Submit** button.

IID vendor return Review and Submit

This IID vendor return submission is ready to submit.

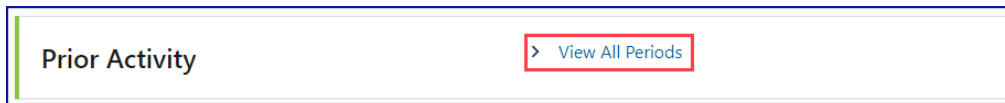
Cancel Previous **Submit**

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

Make a Payment

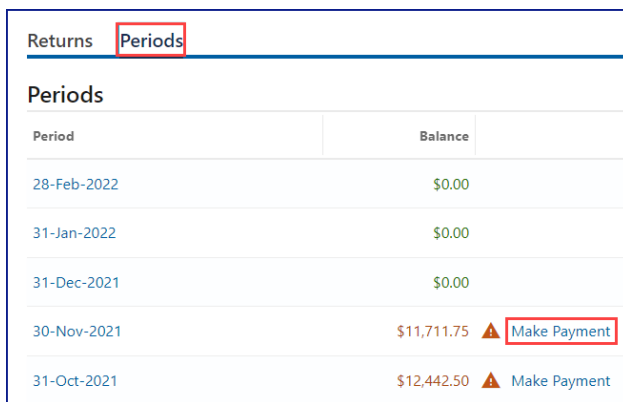
The following process outlines how to make a payment from your Interlock Device Vendor Account.

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



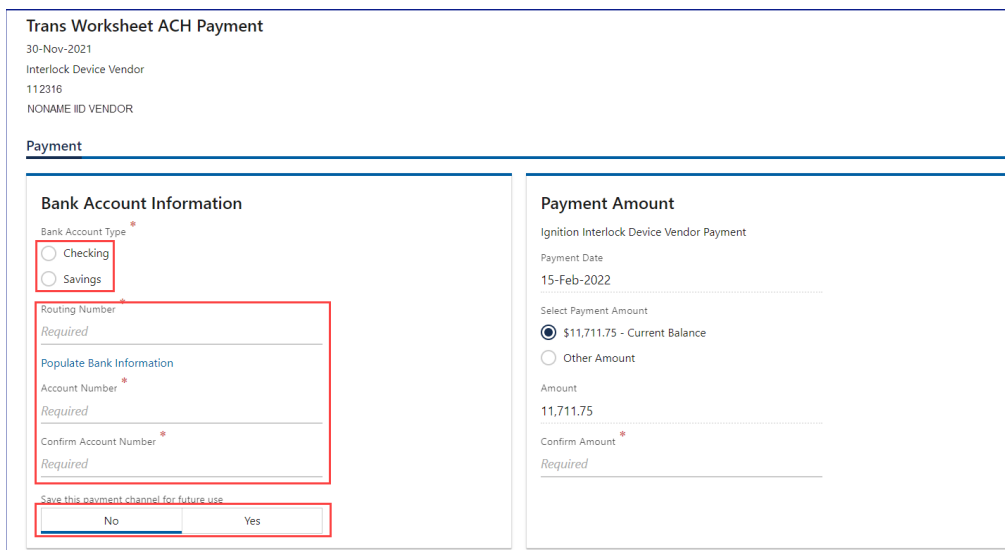
Prior Activity [View All Periods](#)

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



Period	Balance	
28-Feb-2022	\$0.00	
31-Jan-2022	\$0.00	
31-Dec-2021	\$0.00	
30-Nov-2021	\$11,711.75	Make Payment
31-Oct-2021	\$12,442.50	Make Payment

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



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

Payment

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

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

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

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

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

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

SR-22/26 Accounts

SR-22/26 Account Information

This account is for authorized insurance companies to report SR-22/26 insurance policy information to 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. Click the **Request access to driver-related services** button.
4. Click the **Insurance SR-22/26 Access** button.

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

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

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

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

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

Administrator access

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

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

Manager or Employee access

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

- f. Click the **Next** button.

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

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

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

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

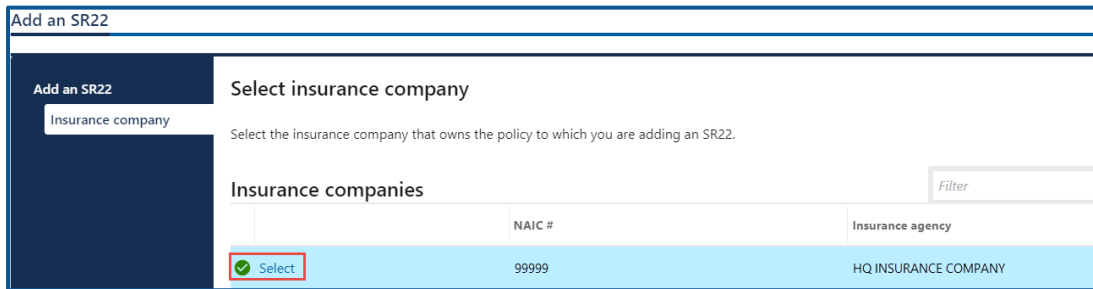
10. Review the summary and click **Submit** to proceed or **Previous** to make changes.
11. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add an account webpage.

Add an SR 22 Certificate

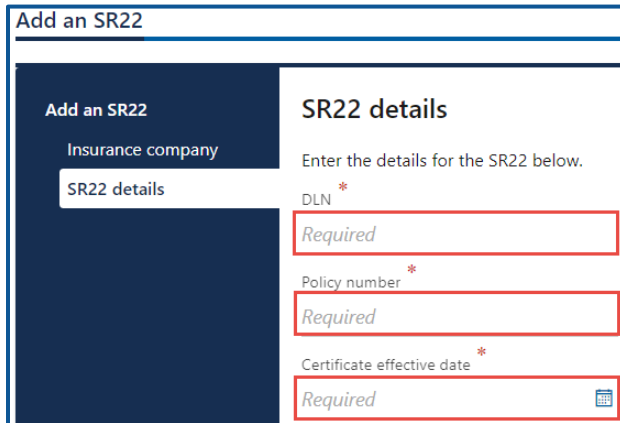
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **Add an SR 22** hyperlink.



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



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.



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

View an SR22 and Add an SR 26 Certificate

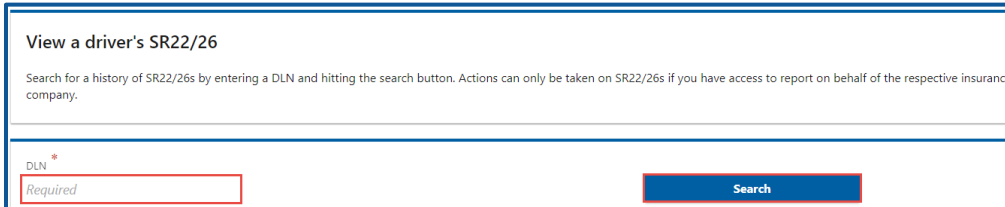
1. Login to License eXpress for Business secure.dol.wa.gov.
2. Select the appropriate account if you have more than one.
3. Click the **View a driver's SR22/26** hyperlink.



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.



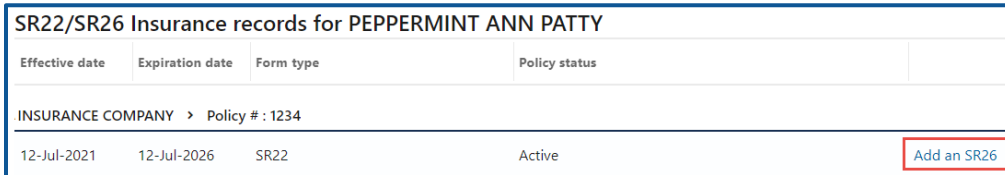
View a driver's SR22/26

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.

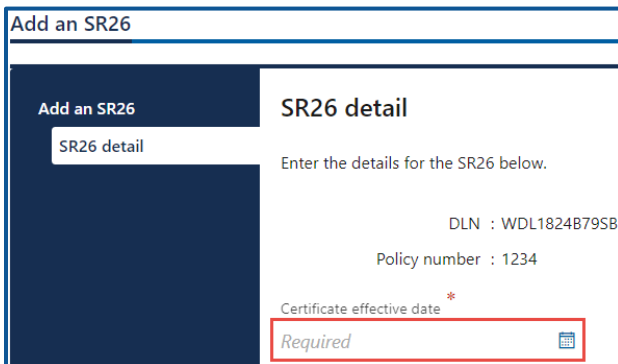


SR22/SR26 Insurance records for PEPPERMINT ANN PATTY

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

Enter the details for the SR26 below.

DLN : WDL1824B795B

Policy number : 1234

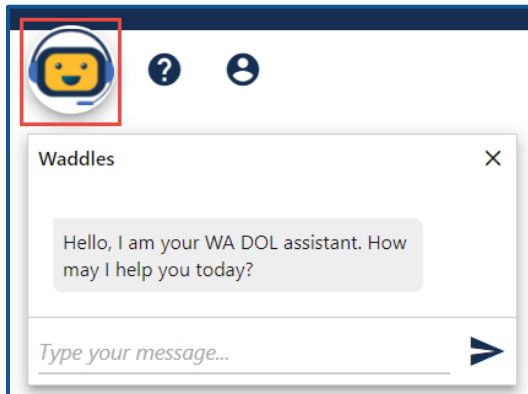
Certificate effective date *
Required

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

Technical Support

Chat Assistant

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

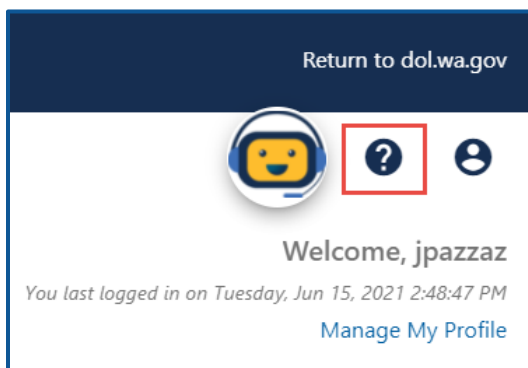


3. Type your message, or keyword, and click **Enter**. Waddles does its best to provide information to help you complete your transaction.

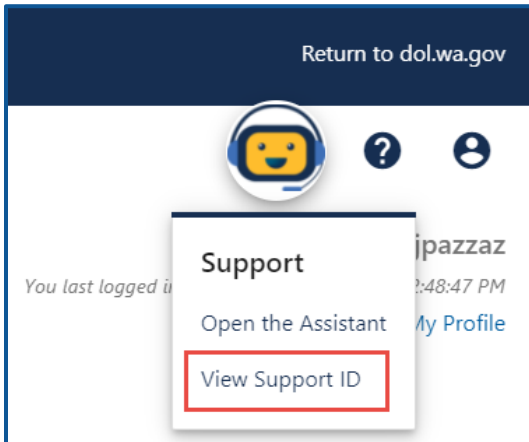
Support ID

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

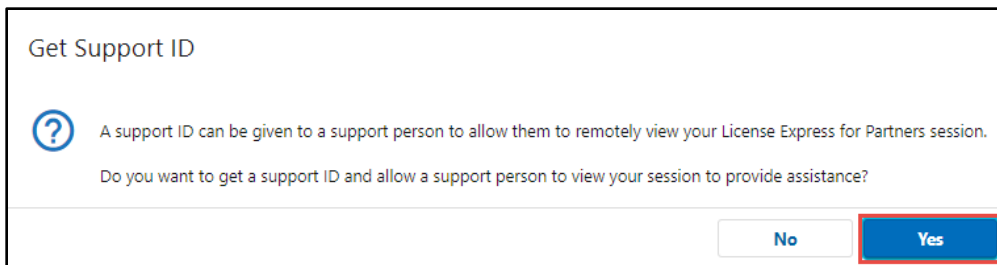
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



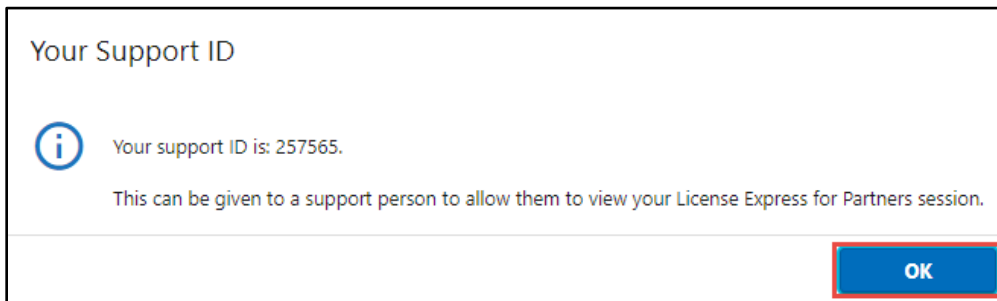
2. Click the **View Support ID** hyperlink from the dropdown menu.



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



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



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