# DMV2U Logon Instructions for Dealer Accounts

Congratulations! You have been identified as the primary contact for your organization and received an email or letter from DMV to setup your DMV2U dealer account. Please follow along as we go through this job aid that will show you how to setup your DMV2U account and the activities you can complete using the account.
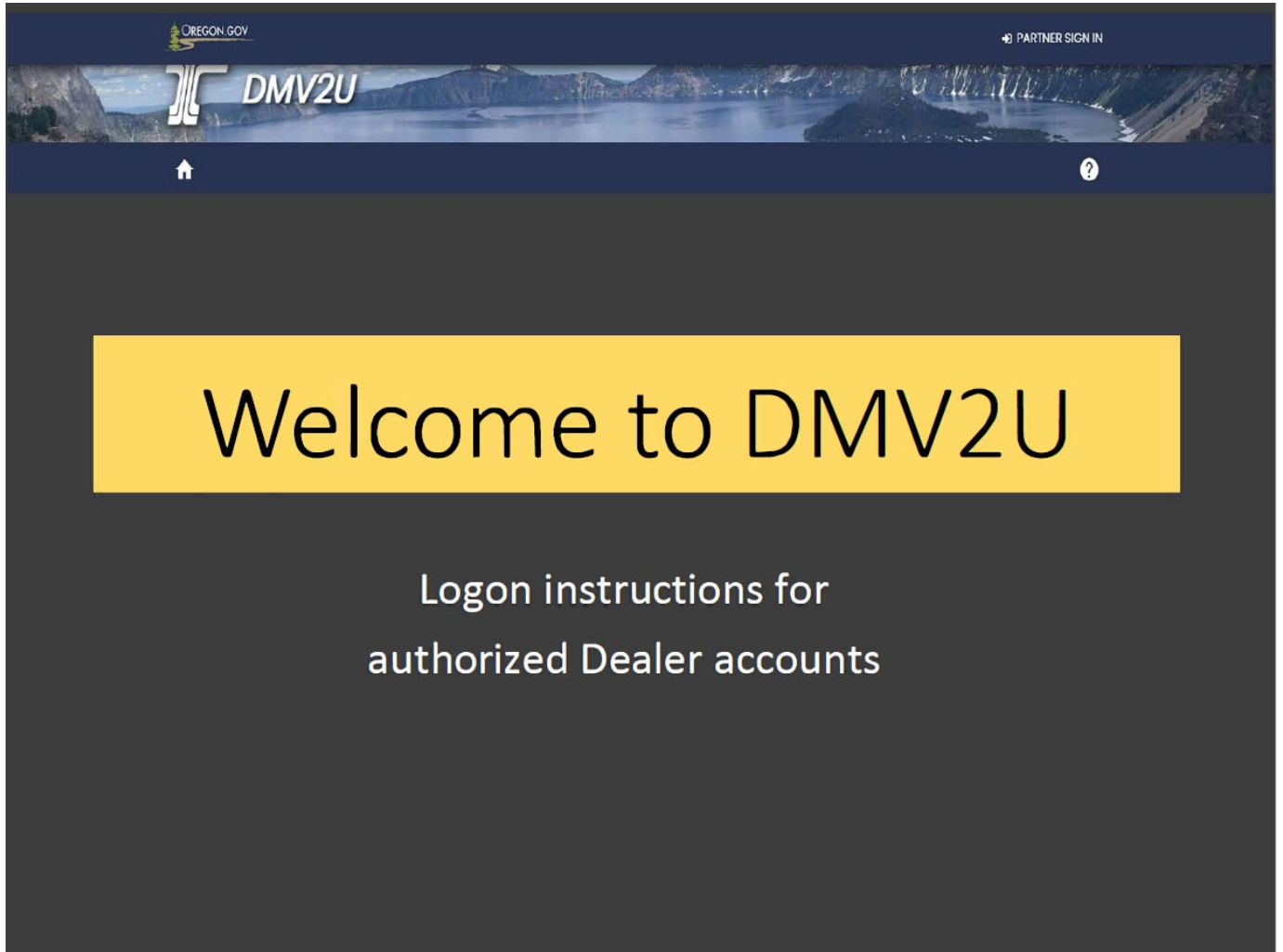
For questions regarding your DMV profile contact the Business Licensing Unit at 503-945-5052 or by email: DMVINSERT@odot.oregon.gov. You may also reach out to your dealer investigator.

Questions regarding this presentation and handout please contact Becky Van Elverdinghe at 503-947-1165 or by email: Becky.Vanelverdinghe@odot.oregon.gov

When you apply to become a new dealer or your web pin has expired (past 30 days) you will receive the letter below. The letter will also be sent when a new web pin is requested by the account administrator or designated clerk.

Oregon
Kate Brown, Governor

Department of Transportation
Driver and Motor Vehicle Services
1905 Lana Avenue NE
Salem, OR 97314
www.OregonDMV.com
(503) 945-5000

Letter ID	L002▇▇▇
Date Issued	05-Nov-2021

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WILSONVILLE OR 97070

Business Certificate Holder,

You now have access to create a logon on DMV's online portal, **DMV2U.**

DMV2U will allow you to:
• Submit *Notice of Vehicle Purchase* forms (735-165)
• Submit *Notice of Sale or Transfer of a Vehicle* forms (735-6890)
• Issue Trip Permits

To create your logon (**This will be your individual logon that is not to be shared or used by others**):
1. Navigate to the URL shown at the bottom of this page
2. Click **Partner Sign In**
3. Click **Don't have a logon? Register here**
4. Click appropriate boxes for the Captcha and click **Next**
5. Create your "Username" (e.g. "jsmith")
6. Select your account type (Dealer)
7. Enter your Dealer number
8. Enter your first **and** last name
9. Enter your direct e-mail address (**Do not provide a shared e-mail address**)
10. Enter your web PIN provided in this letter
11. Click **Next** and follow the remaining promptings (Note: You may provide ACH banking information if this will be your preferred billing method. It is not required to create your logon.)

The first logon created will be granted the role of **administrator**. The administrator can then share the above instructions, URL, account number, and web PIN to others within the business so that they can create their own logon. Each additional logon defaults to a **standard** user. The administrator can change the access level of a standard user to an administrator if needed.

Please note that the **web PIN** included in this letter is **only valid for thirty (30) days from 05-Nov-2021**. If a logon is not created within this time, you will need to contact Oregon DMV to have a new letter sent.

|	
DMV2U:	https://dmv2u.oregon.gov/eServices/?link=login
Account Number:	DA▇▇▇
Web PIN:	724-5▇▇

Register Your DMV2U Dealer Account

Below are the steps to register your DMV2U dealer account. Logons are only available to Oregon dealers. If you are not an authorized account holder, you will not be able to sign in or register. All services available to the general public are available on our DMV2U [home page.](#)
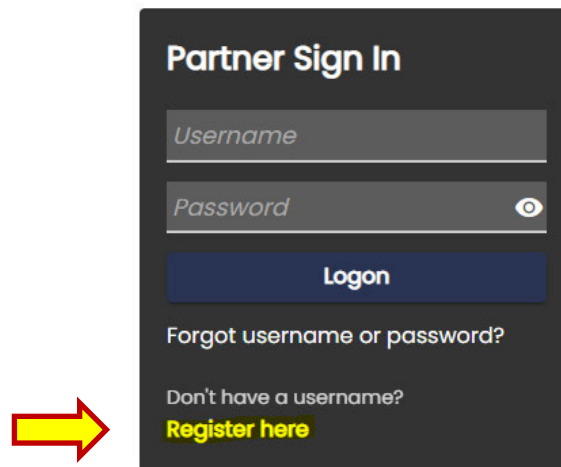
1. Visit the DMV2U home page, [DMV2U - Login (oregon.gov)](#), to create your account.

2. Click on the **Partner Sign In** link to begin.
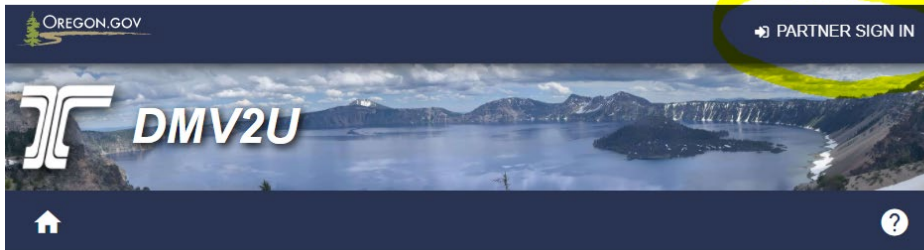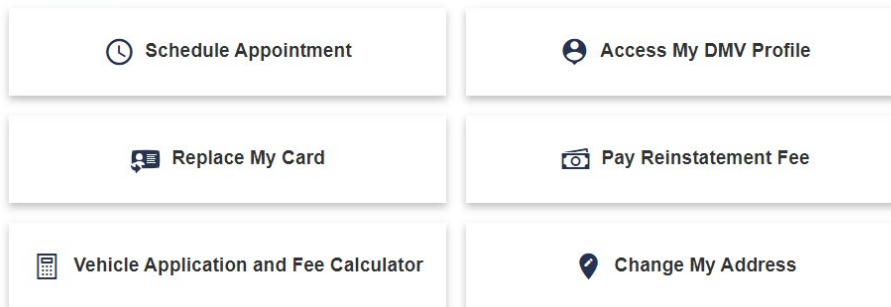
3. Click on the **Register here** link within the Partner Sign In box.

4. Read the important information on this page before moving on.

Note: DMV2U dealer accounts may have multiple users but each user must have an individual logon. Separate accounts provides better security. You can track who is doing what in the system and can manage staff accounts internally when you hire/lose employees.

5. Complete the Captcha by selecting the "I'm not a robot" box. This will display images you must select in order for the system to distinguish you are trying to register.

6. Click the **Next** button.

7. Enter your information as the User:
   - *First Name
   - *Last Name
   - *Email

8. Complete the Account Verification section:
   - *Account Type (dealer)
   - *Account number
   - *Web Pin – located on the letter DMV sent.

*All fields are required.

9. Click the **Next** button.

Logon Details

Username (e.g. "jsmith") *

Required

Password *

Required

Confirm Password *

Required

🔔 **Passwords must contain the following:**

- 8 to 64 characters
- Both letters and numbers
- Uppercase and lowercase letters
- At least 1 special character (!, $, etc.)

Secret Question

Secret Question *

Required

Secret Answer *

Required

ⓘ Your secret question will be used to verify your identity if you ever need to reset your password.

Registration

About

Registration

Logon

Cancel   < Previous   **Next** >

10. Create your user information under the Logon Details:
      - *Username
      - *Password
      - *Confirm Password

11. Select a Secret Question and write in the answer:
      - *Secret Question
      - *Secret Answer

*All fields are required.

12. Click the **Next** button.

New Logon

Registration ˅

Banking Information

Add Bank Info

Bank Account Setup

Many of the services you will be using on DMV2U may require immediate payment before processing. Entering your bank account information will allow the DMV to automatically configure a payment method for your account. An automated clearing house (ACH) debit will be posted to this bank account whenever a payment is required. You will be able to update your bank account information at any time.

Note that without this information some services may be unavailable.

Would you like to enter your banking information now?

| No | Yes |

Cancel   ‹ Previous   **Next** ›

Note: The Bank Account Setup should be completed when the dealer account is first registered, but may be added later by the account administrator. Transactions processed from this dealer account will be charged against the bank account provided. An account administrator may update the bank account information at any time. If the bank account is setup at time of registration, the system will make that user the account administrator.

13. After selecting **Yes**, click the **Next** button. (If you select **NO** and choose to complete this section later, you will skip to step 18.

New Logon

Bank Account Information

Registration

Banking Information
  Add Bank Info
  Bank Information

Bank Account Type *

Required

Routing Number *   Required

Required

Account Number *

Required

Confirm Account Number

Cancel   Previous   Next

14. Enter the bank account information.

- *Bank Account Type
- *Routing Number
- *Account Number
- *Confirm Account Number

*All fields are required.

15. Click **Next.**

< Login

New Logon

Registration ⌄	**Bank Name**
Banking Information	Bank Name
Add Bank Info	OREGON STATE CREDIT UNION
Bank Information	
Bank Name	

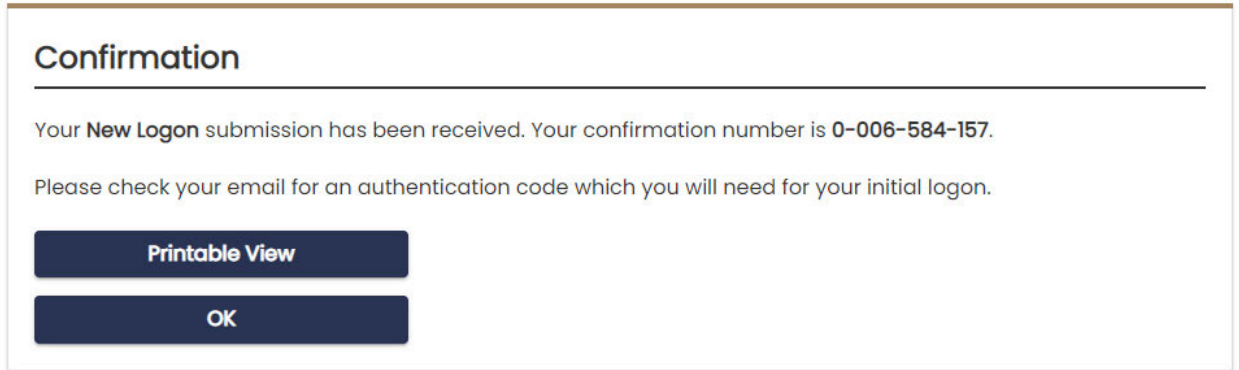Cancel   < Previous   Next >

16. The system will populate the Bank Name associated with the routing number that was entered. <u>If it doesn't match your bank name</u>, select the **Previous** button and verify that you entered the routing number correctly.

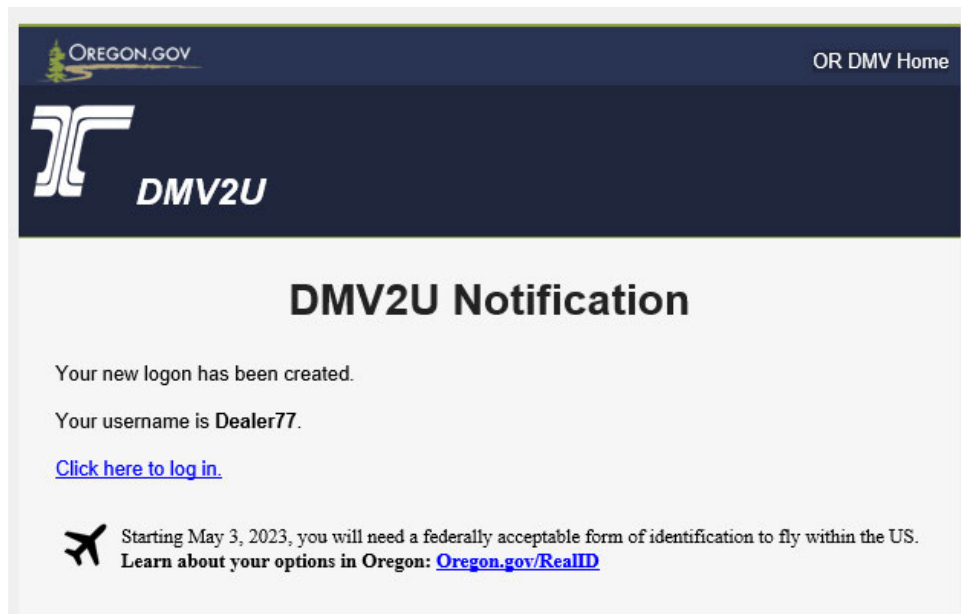17. If the correct bank is identified, click the **Next** button.

New Logon

Registration ⌄	Web Logon
Banking Information ⌄	Dealer777
Summary	Name
	test test
	Email
	Becky.vanelverdinghe@odot.oregon.gov
	Bank Name
	OREGON STATE CREDIT UNION

Cancel   < Previous   **Submit**

18. Confirm that everything displayed on this page is correct. Once you confirm everything was entered correctly, click the **Submit** button. If you see a mistake in the Web Logon (username), name, or email click on the **Previous** button to make changes.

Confirmation

Your **New Logon** submission has been received. Your confirmation number is **0-006-584-157**.

Please check your email for an authentication code which you will need for your initial logon.

Printable View

OK

19. The Confirmation page will provide a confirmation number. You will receive an email indicating a new logon has been created. Check your spam folder if you do not receive the email within one minute of submission.

> ➢ The confirmation number is for you to provide to DMV staff to better assist you if you are having issues logging in.
> ➢ If you would like to print the confirmation page click on the **Printable View** button. This will open a new web browser with a confirmation page.

OREGON.GOV   OR DMV Home

DMV2U

DMV2U Notification

Your new logon has been created.

Your username is **Dealer77**.

Click here to log in.

✈ Starting May 3, 2023, you will need a federally acceptable form of identification to fly within the US.
**Learn about your options in Oregon: Oregon.gov/RealID**

20. Click **OK** to return to the DMV2U homepage where you can login using your new credentials. (Log-in steps are outlined in the next section)

You have now registered your DMV2U account and will receive an email notification that looks like the screen below. You may click on the Click here to log in hyperlink with your email DMV2U Notification to return to the DMV2U site to login.

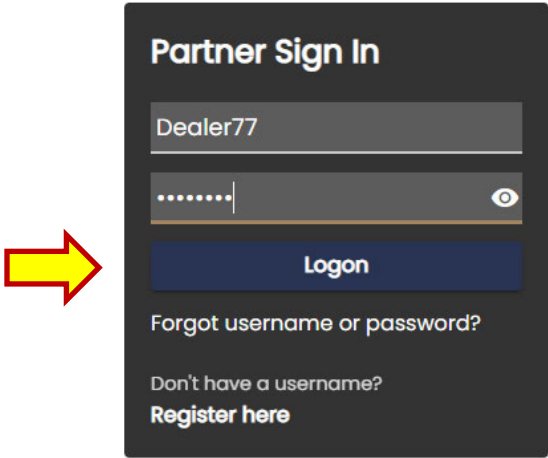| Login to your DMV2U Dealer Account |
| :---: |

DMV2U will require you to login using your new username and password.

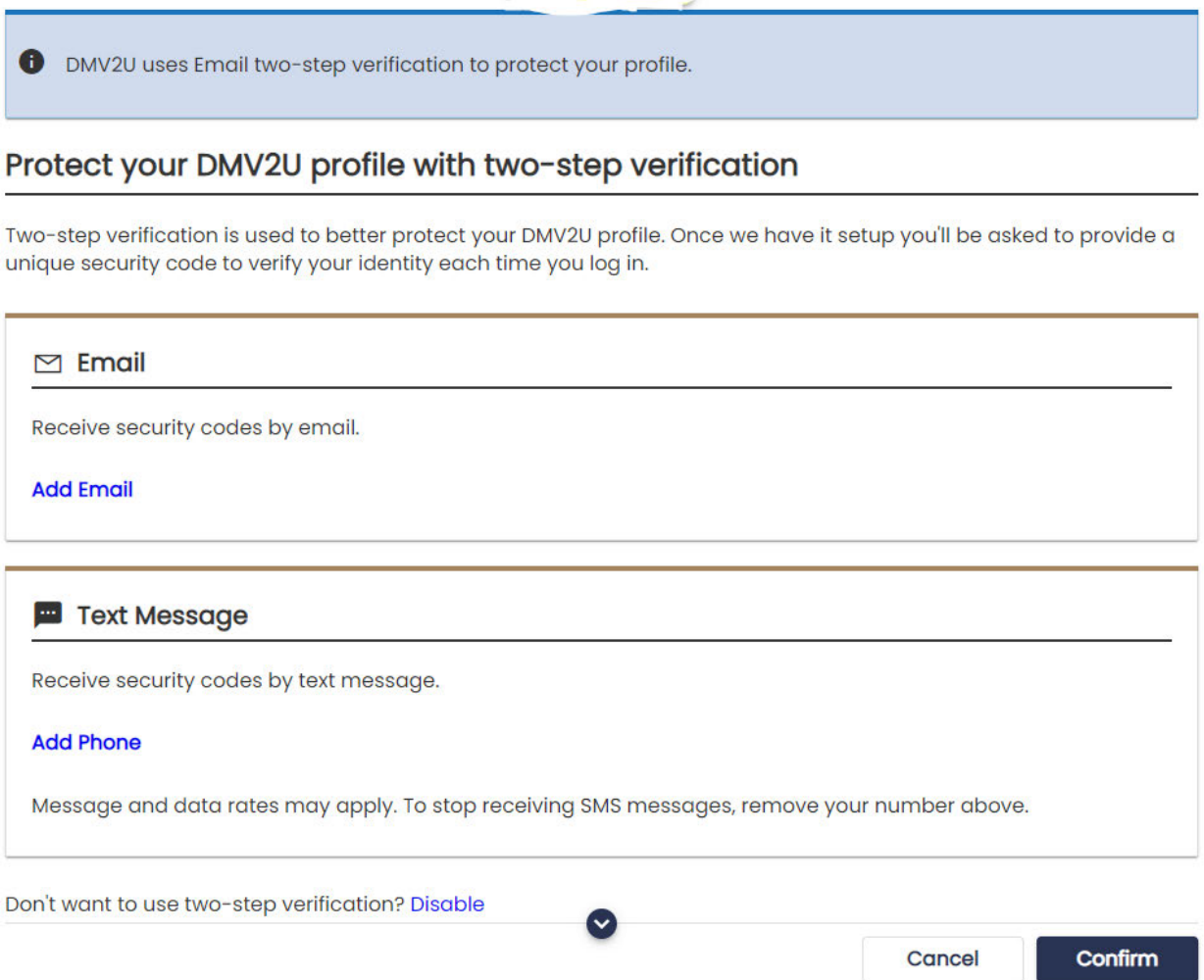1. From the DMV2U homepage click on the **Partner Sign In** link.
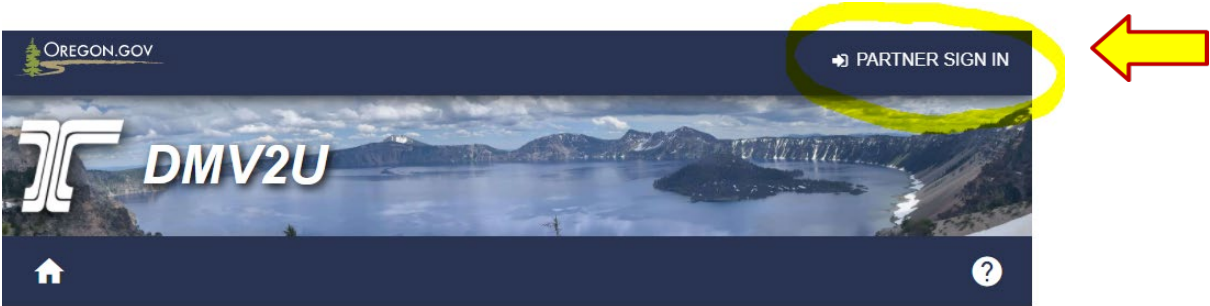
2. Enter your username and password then click the **Logon** button.

DMV2U uses an optional two-step verification for dealer account security. Oregon DMV strongly recommends each user sets up this feature to protect your individual profile from being used by someone else.

How it works: Each time your credentials are used to log in from a new browser, you will be sent a security code that will be used to verify your identity. Once the 2-step verification is setup it will be required at each login.

Once you login then log back out using the 2-step verification, you will receive an option to "Trust this device". If that is selected at your next login the code will not be required the next time you login.

3. To enable this security feature click on the Add Email or Add Phone hyperlink. Although DMV recommends you take advantage of this effective security feature, you may disable the 2-step verification by clicking on the Disable hyperlink.

< Two-Step Verification Setup

✉ **Add Email**

A security code will be sent via email when trying to log in. Add noreply@odot.oregon.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email *

Required

Cancel   **Save**

4. If you select Email enter the email address you would like to use to receive the security code. *This is the preferred method as some phone carriers do not accept DMV's text messages.*

Note: If a new logon is created by a new user using the same web pin the account administrater will receive a notification email or text confirming the new logon has been created on the dealer account.

< Two-Step Verification Setup

💬 **Add Phone**

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country

USA ⌄

Phone Number

(503) 555-5555

Carrier

AT&T ⌄

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel   **Save**

6. Click **Save**.

7. You should receive an email notifcation that looks like the screen below. Check your spam folder if you do not receive the email within one minute of submission. If you selected to receive text you will receive a text message with the same notification.
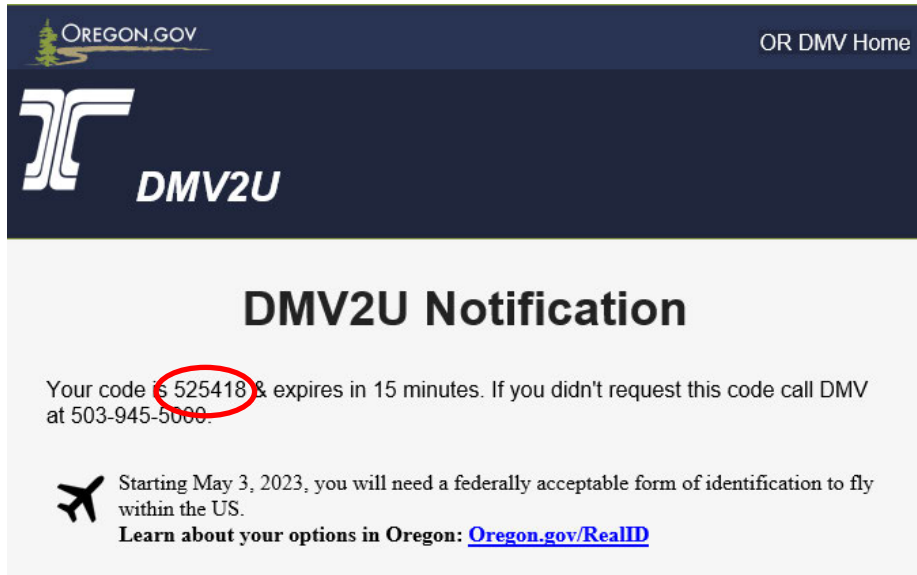
8. Enter the code provided in the email or text into the DMV2U Verify Security Code page.

9. Click **Confirm** to log into your DMV2U dealer account.

From your dealer profile (**Summary** page) you will be able to:

- Manage your DMV2U profile
- Submit a Notice of Sale
- Submit a Notice of Purchase
- Use the Fee Estimator tool

If your account was set up with bank account information, the following trip permit options will also be available to you.

- Issue a Trip Permit
- View Active Trip Permits
- Finish Incomplete Trip Permits
- Print the Statement Capture form
- View Expired Trip Permits

Clicking on the **More…** option will provide additional features such as:
- Access Management
- Review Submissions
- View Letters

Clicking on the Manage My Profile link will allow you to:
- Update your name
- Change your email

- Edit or add a phone number
- Change your password
- Update your security Question
- Change the Two-Step Settings

< DEALER

Manage My Profile
Dealer dealer
becky.vanelverdinghe@odot.oregon.gov

Profile   More...

👤 Profile

Name
Dealer dealer
Update Name

My Email
becky.vanelverdinghe@odot.orego
n.gov
Change Email

My Phone Number
No phone number
Edit Phone Number

🛡 Security

Password
Last changed January 24
Change Password

Secret Question
What was the name of your first
pet?
Update Your Secret Question

Two-Step Verification Settings
Codes are sent via email
Change Two-Step Settings

Clicking on the **More…** link within the **Manage My Profile** page will allow you to:
- Manage access
- Delete your profile
- View and search submissions
- Manage additional logons
- View activity
- View web pins associated to the account

Profile   More...

Access Management

Manage your own access to your account(s).

> Manage My Access

> Delete My Profile

Submissions

Search online transactions previously submitted for processing.

> View Transferred Submissions

> Search Submissions

Other Users

Manage default settings and permissions for other web logons.

> Manage Additional Logons

Activity

View my activity on e-Services.

> View Activity

If a bank account was **not** added when the account was initally registered you can add the bank information by clicking on the Manage My Access within the Manage My Profile **More…** tab.

1. Under **Access Management** click Manage My Access.

General Access		Administrator
Dealer	DA0761	Submit Requests and Make Payments

3. Click the Submit and Pay hyperlink.

Account

Account Security   Change

Access Level
Submit and Pay

Cancel my access to this account

Settings

Account Security

Type of Access

Full Control ⌄

Cancel   **Save**

5. Return back to the **Summary** page and click on the Add or update a bank account option. If you do not see this option you will have to log out and log back in to view this option.

License: **Current**
Bond: **Valid**
Insurance: **Valid**

Notices

> Submit a notice of sale

> Submit a notice of purchase

> Add or update a bank account

> Fee Estimator

Trip Permits

> Issue a trip permit

> View active trip permits

> Finish incomplete trip permits

> Print statement capture form

> View expired trip permits

6. Once you select the Add or update a bank account option read the information **About** section then click the **Next** button.

7. Follow steps 14-17 on pages 8-9 above to enter the bank account information.

8. Click **OK** and you will go back to the **Summary** page of your account.

You have now registered and logged in to your new DMV2U dealer account.

Additional job aids will be created and shared with dealers on how to manage logons and how to use other options within the account.