License Express for Driver Businesses

E-Services Account User Guide

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Getting Started

All License eXpress (LX) for Business users must register for their own LX for Business account. If you already have an LX business account, you can add new services to your existing account. Each business is allowed one account administrator, as many managers as needed, and as many employees as needed.
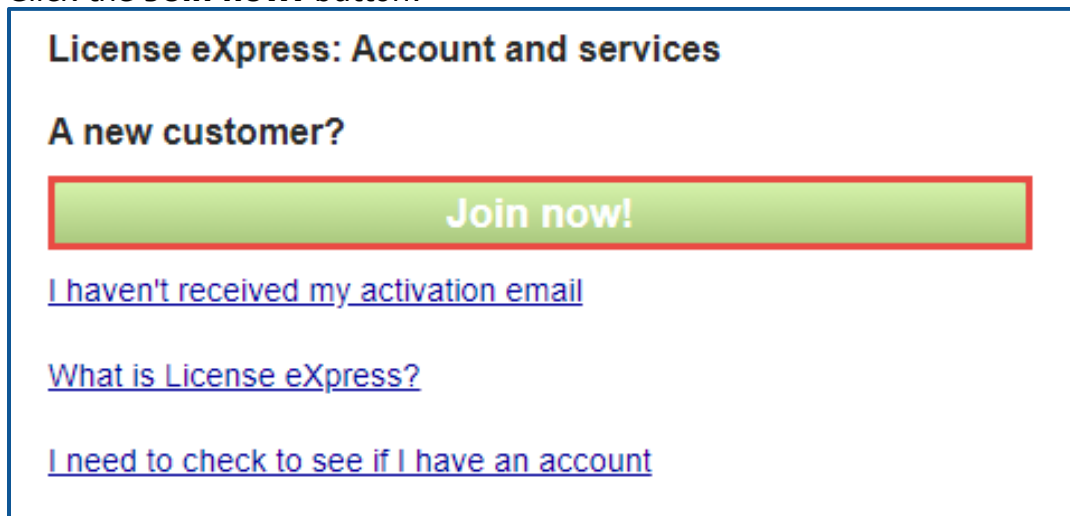
User Roles

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

Register for a License eXpress for Business Account

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

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

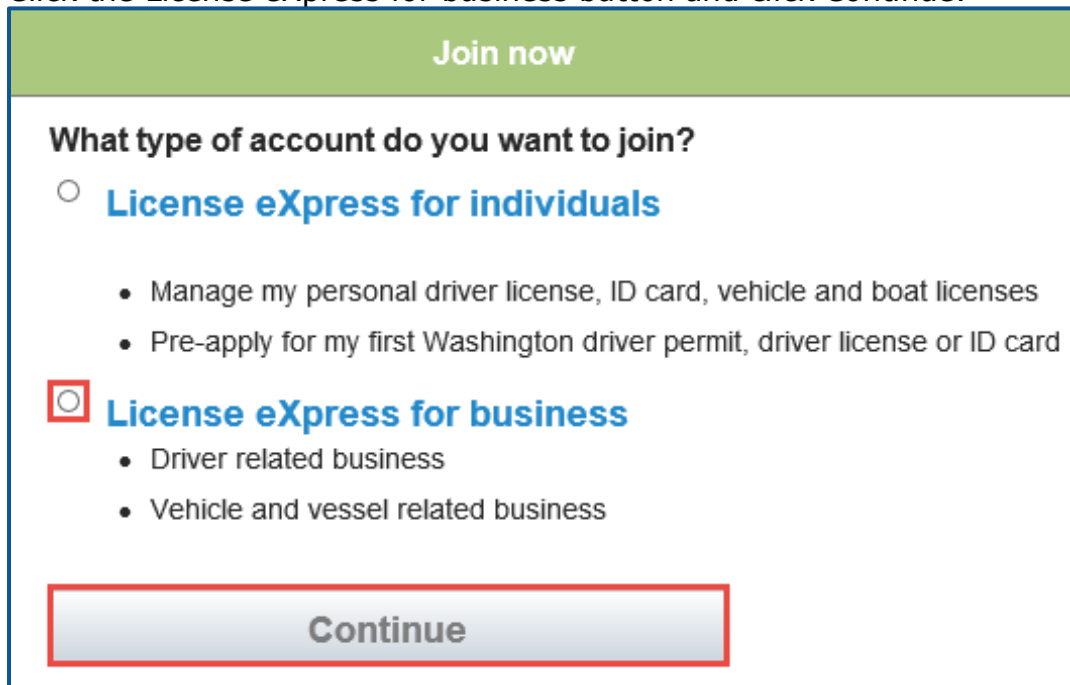**License eXpress: Account and services**

A new customer?

Join now!

I haven't received my activation email

What is License eXpress?

I need to check to see if I have an account

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

Join now

What type of account do you want to join?

○ **License eXpress for individuals**

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

◉ **License eXpress for business**

- Driver related business
- Vehicle and vessel related business

Continue

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

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

> **Vehicle, vessel, and driver related business - Step 2 of 4**
>
> **License eXpress for business**
> **Lxuser, please continue setting up your account.**
>
> I want to use my existing SecureAccess WA account.
>
> **Username**
> [   ]
> No spaces, 4 or more characters
>
> **Email**
> [   ]
>
> **Confirm email**
> [   ]
>
> Continue

6. Enter a Password, Confirm password, and click **Register me**.

7. Check your email account and click the **activation** hyperlink to continue the registration process. You will be routed to Secure Access Washington (SAW) to complete the Multi-Factor Identification (MFA) process before you complete the registration process. The email is sent from "noreply@dol.wa.gov".

> **Registration - Step 4 of 4**
>
> **License eXpress for business**
> **You're almost done Lxuser!**
> **Please check your email.**
> We've sent you an email containing your activation link. Click on the link to activate your account.

8. Enter the Username, password, and click **Login** to continue the registration process.

License eXpress: Account and services

Thank you LxUser, you have successfully activated your account. Please login to manage your account.

Username

Password

Login

I forgot my username
I forgot my password

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

My services

Business related to vehicle, vessel and driver licensing   Remove

Join other DOL services

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

SecureAccess Washington   Help   Spanish

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

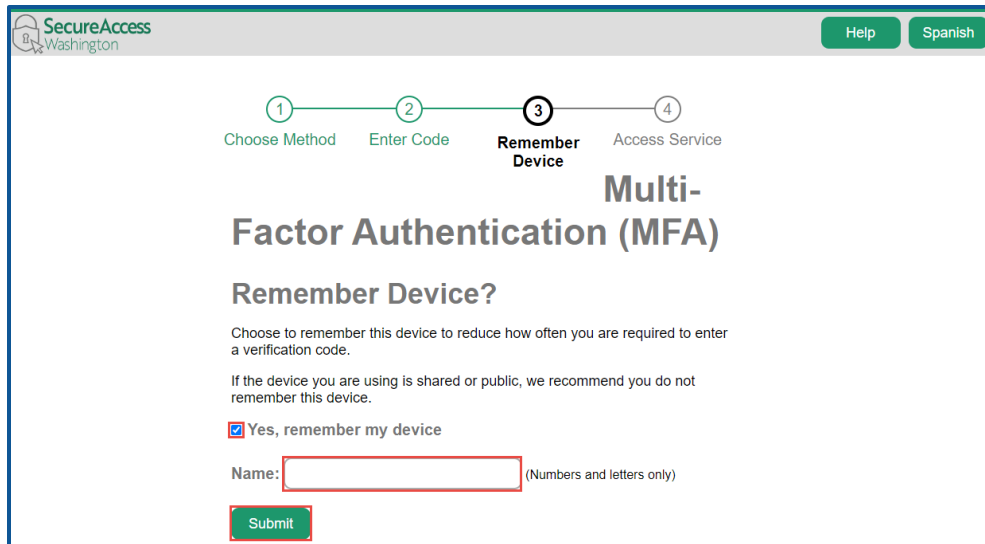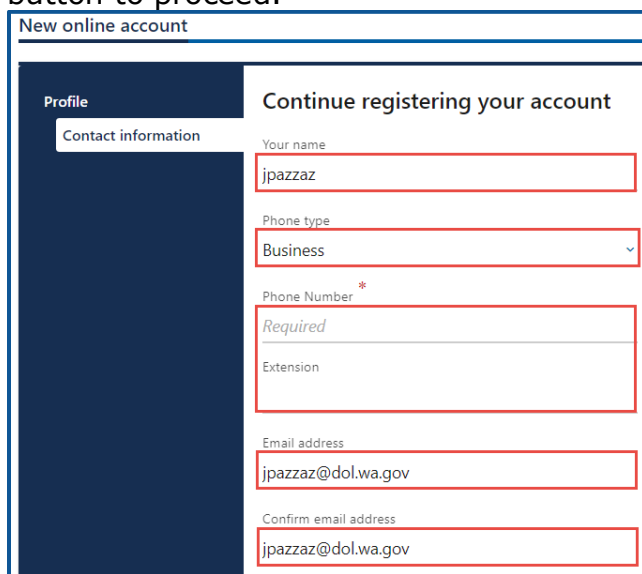**Multi-Factor Authentication (MFA)**

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

Choose Method

How would you like to receive your verification code?

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

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

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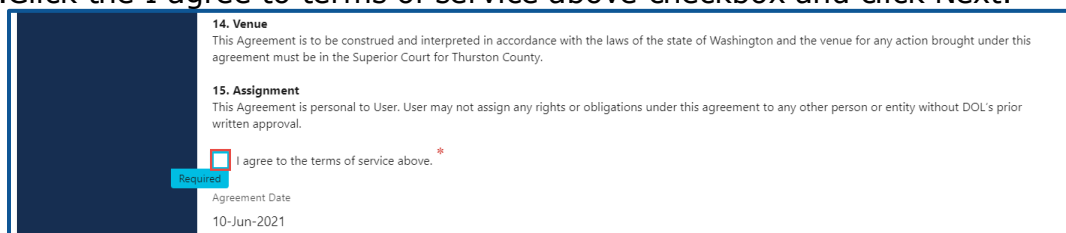
13. Select the appropriate button to verify the address, if applicable, and click **Next**.

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

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

16. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add an Account page. You have successfully registered for your License eXpress for Business

License eXpress for Driver Businesses

account!

Training School Accounts

Commercial Training School Account

Authorized commercial driver training providers only. To use this service, your organization must be authorized by DOL to report CDL training.

Request Access to a Commercial Training School (CTS) Account

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

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

Add driver services account

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?

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

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

    a. Administrators:

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

b. Managers and employees:

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

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

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

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

Add Student Course Information

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

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

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

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

   PEPPERMINT ANN PATTY
   WDL1824B79SB
   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.

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   Filter

   DOL approved instructors

	Name	CL	BA	PR	RA	RO
Remove	SALLY ALEXANDRIA BROWN	☑	☑	☑	☑	☑
Select	PEPPERMINT ANN PATTY	☐	☐	☐	☐	☐

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 *   Course end date *
   Required   Required

   Type of training *
   Required

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

submission.

   a. Individual:

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

      ii. Click the **Add student** button.

      iii. Enter the following Student Course information:

         1. Enter the Drivers License Number.

         2. Enter the Phone Number.

         3. Enter the Classroom hours.

         4. Enter the Backing Hours.

         5. Enter the Proficiency Hours.

         6. Enter the Range Hours.

         7. Enter the Road Hours.

         8. Enter the Notes, if applicable.

         9. Enter the Phone Number or click the **No phone number** checkbox.

      iv. Click the **OK** button.

   b. Bulk:

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

ii. Open the course completion template. The Excel template opens in another tab or browser window.

iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

1. Drivers License Number.
2. Phone Number.
3. Classroom hours.
4. Backing Hours.
5. Proficiency Hours.
6. Range Hours.
7. Road Hours.
8. Notes, if applicable.

iv. Click the Upload an Excel File button.

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

vi. Click the **Next** button.

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

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

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

3. Click the Exam and course history hyperlink.

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? ⬤   **Search**

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

Submissions   Export   *Filter*

Student DLN	Student name	Training type	Status	Confirmation number	Submitter	Submitted
WDL1NR8372SB	DOC ADAM DRE	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL5824B75SB	SNOOPY ARNOLD DAWG	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL343Z376SB	APRIL MAY KEPNER	School bus	PASS	50094	jpazzaz	12-Jul-2021
WDL2824B78SB	FRANKLIN ALLEN MOTO	Passenger and school	PASS	17326	jpazzaz	11-Jul-2021

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

Driver Training School Account

Licensed driver training providers only. To use this service, your organization must be licensed with DOL to provide driver training.

Request Access to a Driver Training School (DTS) Account

DOL's Driver Training School (DTS) program licenses and certifies instructors and staff members. Contact the DTS program at 360-902-3703 or TSE@dol.wa.gov if you need assistance.

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

Add driver services account

Driver Record Request

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

> 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.
   d. Enter the School license number.

e. Enter your Washington drivers license number or complete the following additional steps:

    i. Click the I don't have a Washington driver license checkbox.

    ii. Select the appropriate option from the What state are you from dropdown menu.

    iii. Enter your out of state drivers license number.

    iv.

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

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

    a. Administrators:

      i. Enter the authorization code. This code is provided to you by the Driver Training Schools program.

b. Managers and employees:

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

8. Click the **Next** button.

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

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

Add Student Course Information

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

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

3. Click the Add student course information hyperlink.

I Want To

> Add student course information
> Add knowledge test scores
> Add skills test scores
> Add student driver waivers
> Get training and resources

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

Add course completion

Add courses
Select a school

Select a school and instructor

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Driver Training Schools   Filter

	School Name
Select	HQ DRIVER TRAINING

‹ Page 1 of 1 ›

Instructors for the selected school   Filter

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

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

Add course completion

Add courses
Select a school
Course dates

Course dates

Enter a course start and end date for this class. You will be able to add details about each individual student or upload a list of students in the following screens.

Course start date *
Required 🗓

Class end date *
Required 🗓

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

    a. Individual:

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

        ii. Click the **Add student** button.

        iii. Complete the following course completion information:

            1. Enter the Students driver license number.

            2. Select the appropriate option from the Did the student complete the course dropdown menu and follow the applicable process below.

                a. Yes:

                    i. Select a course completion date.

                    ii. Click the By checking this, I certify that the student listed above has successfully completed the driver education course checkbox.

                b. No:

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

b. Bulk:

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

    ii. Open the course completion template. The Excel template opens in another tab or browser window.

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

        1. Drivers License Number.

        2. Student Complete Course.

        3. Date Course Completed.

        4. Reason For Incomplete.

    iv. Click the Upload an Excel File button.

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

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

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

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

13. Click **Print** to print the transaction confirmation or **Continue** to return to your account.

Add Knowledge Test Scores

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

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

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

3. Click the Add knowledge test scores hyperlink.

I Want To
- › Add student course information
- › Add knowledge test scores
- › Add skills test scores
- › Add student driver waivers
- › Get training and resources

4. Select the school location, select the examiner, and click **Next**.

Add knowledge test scores

Add knowledge test score
Select a school

Select a school and instructor

Page 1 of 1

Filter

Driver Training Schools

	School Name
Select	HQ DRIVER TRAINING

Page 1 of 1

Filter

Instructors for the selected school

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

5. Complete the applicable process below to add an individual students or add a bulk submission.
    a. Individual:
        i. Click the **Next** button to bypass the bulk upload process.
        ii. Click the **Add Customer** button.

Add knowledge test scores

Add knowledge test score
Select a school
Upload list
Add customers

Add customers

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

Add Customer

DLN	Name	Test date	Test type	Score	Passed	Version

Add Customer

iii. Complete the following course completion information:

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

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

Customer information

Driver license # *

Required

Knowledge test information

Date *	Hour *	Minutes *	AM/PM *
Required	Required	Required	Required

Language	Method
English	Written

Letter version *	Number version *
Required	Required

Pass or fail? *	Score
Required	

Other information

LSO testing required?

No

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

    a. Select the **Yes** from the LSO testing required dropdown menu.

    b. Select either **Bribery** or **Cheating** from the Reason for hold dropdown menu.

    iv. Click the **OK** button.

  b. Bulk:

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

    ii. Open the knowledge test template. The Excel template opens in another tab or browser window.

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

        1. Drivers License Number.

        2. Date and Time of Test.

        3. Language of Test.

        4. Method of Testing.

        5. Letter version of Test.

        6. Number version of Test.

        7. Score of Test.

        8. Passed/Failed.

        9. LSO Testing Required.

        10. Reason for hold, if applicable.

    iv. Click the Upload an Excel File button.

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

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

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

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

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

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

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 add a bulk submission.

    a. Individual:

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

        ii. Click the **Add Customer** button.

        iii. Complete the following skills test information:

           1. Enter the Driver license #.

           2. Enter the Date.

           3. Enter the Hour.

           4. Enter the Minutes.

           5. Select the appropriate option from the AM/PM dropdown menu.

           6. Select the appropriate option from the Route dropdown menu.

           7. Enter the Score.

           8. Select the appropriate option from the Pass or fail dropdown menu.

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

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

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

    iv. Click the **OK** button.

b. Bulk:

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

    ii. Open the skills test template. The Excel template opens in another tab or browser window.

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

1. Drivers License Number.

2. Date and Time of Test.

3. Test Route.

4. Test Score.

5. Passed/Failed.

6. Failure Reason.

iv. Click the Upload an Excel File button.

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

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

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

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

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

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

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

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

   Search

5. Complete transactions, from the customer record, by selecting one of the following hyperlinks:

   a. Add a waiver.

   b. Add a course.

   c. Add a knowledge test.

   d. Add a skills test.

   Driver information

   I Want To

   SNOOPY ARNOLD DAWG   **Drivers license number:** WDL5824B75SB   Add a waiver

   Date of birth: 8/9/1982   **License type:** CDL Class A   Add a course

   Age: 38 years 11 months   **License status:** Licensed   Add a knowledge test

   Expires: 4/8/2022   Add a skills test

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

hyperlinks for customers with this requirement.

Driver information

CHARLIE BROWN

Date of birth: 3/4/1977

Age: 44 years 4 months

Drivers license number: WDL3N7N379SB

License type: CDL Class A

License status: Licensed

Expires: 4/8/2022

DTS DOL Test Required

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

Course Info	Skills Test	Knowledge Test	Waivers

Course completions (VS)

Course completions   Hide History

Start date	Status	Completion date	Instructor	School / location			
15-May-2021	Passed	10-Jul-2021	TORETTO, 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
>
> **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 add a bulk submission.

   a. Individual:

License eXpress for Driver Businesses

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

ii. Click the **Add student** button.

iii. Enter the Student Driver License Number.

iv. Click the **OK** button.

b. Bulk:

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

ii. Open the Waiver template. The Excel template opens in another tab or browser window.

iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

1. Drivers License Number.

iv. Click the Upload an Excel File button.

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.

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

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

Refer Customer to LSO (Impairment)

Only use this process if a testing customer displays an obvious mental or physical impairment. Once this process is complete, the customer must test at the LSO and is not eligible to receive an examination at a school testing location.

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

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

HQ DRIVER TRAINING
543543543
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

INDIGO SCHOOL DISTRICT
543543544
2380 S MAIERS RD MOSES LAKE WA 98837-8848

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

Customer Actions
> Find a customer
> Refer a customer to LSO

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

Refer customer to LSO

Refer customer to LSO
What you'll need
Customer's DLN

Reexamination of a customer
Driver license # *
Required

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

Refer customer to LSO

Refer customer to LSO
What you'll need
Customer's DLN
Certify referral

JUSTIN A BOLD

Date of birth: 1/1/1980

Age: 41 years 6 months

Drivers license number: WDL143Z378SB

License type: Personal Driver License

License status: Suspended/Revoked 3rd Degree

Reason for reexamination

☐ By checking this box I'm certifying that I observed this customer to have an obvious physical or mental impairment that may affect their ability to safely operate a motor vehicle. *

6. Click the **Next** button.

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

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

View Exam and Course Submission History

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

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

HQ DRIVER TRAINING
543543543
1125 WASHINGTON ST SE OLYMPIA WA 98501-2283

INDIGO SCHOOL DISTRICT
543543544
2380 S MAIERS RD MOSES LAKE WA 98837-8848

3. Click the Exam and course submission history hyperlink.

Prior Activity

> Exam and course submission history

4. Complete the following information and click **Search**. Search results display below.

    a. Enter the From date.

    b. Enter the To date.

    c. Enter the Customers DLN, if applicable.

    d. Enter the Customers first name, middle name, or last name if applicable.

From *
Required

To *
Required

Customers DLN

Customers first name   Customers middle name   Customers last name

Search

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

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

Current status of your submissions from 6/14/2021 to 7/15/2021

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.

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.
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.

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	TORETTO, DOMINIC BENNIE	HQ DRIVER TRAINING	View	Edit	Delete

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

Training School account. You will receive a confirmation email and a message in your License eXpress message center with a summary of the submission including any errors.

Motorcycle Training School (MTS) Account

Contracted motorcycle training providers only. To use this service, your organization must have a contract with DOL to provide motorcycle rider training.

Request Access to a Motorcycle Training School (MTS) Account

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

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

5. Make sure you have the required information and click **Next**.
6. Complete the following steps and click **Next**.
   a. Select the appropriate option from the Choose a state or federal ID dropdown menu.

b. Enter the State or federal ID.

c. Select the appropriate option from the School license type dropdown menu.

d. Enter the School license number.

e. Enter your Washington drivers license number or complete the following additional steps:

   i. Click the I don't have a Washington driver license checkbox.

   ii. Select the appropriate option from the What state are you from dropdown menu.

   iii. Enter your out of state drivers license number.

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

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

   a. Administrators:

      i. Enter the authorization code. This code is provided to you by the Motorcycle

Safety Program.

Request your Motorcycle Training School access

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

Request your Motorcycle Training School access

Introduction
  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

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

Request your Motorcycle Training School access

Introduction
  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

10. Review the summary information. Click **Submit** to proceed or **Previous** to make changes.
11. Click **Print** to print the transaction confirmation or click **Continue** to return to your homepage.

2-Wheel Motorcycle Training (Permit) and Exam
Use the steps below to add student training and exams individually or in bulk, for the 2-wheel permit.

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

License eXpress for Driver Businesses

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

3. Click the 2-Wheel Training (Permit) hyperlink.

I Want To

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

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

2-Wheel Training (Permit)

Add training or exams

Choose a site

Choose a site

Sites for your school

	Site Name	Course Completion	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	☑	☑	☑

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

2-Wheel Training (Permit)

Add training or exams

Choose a site

Instructors

Select instructors

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

Instructors

	Instructor Name	Course	Knowledge Exam	Skills Exam
Select	WOODY AARON STEVENS	☐	☐	☐
Select	BOBBY BENJAMIN DAVIS	☐	☐	☐

6. Complete the following training information and click **Next**.

    a. Enter the Start date

    b. Enter the End date.

    c. Select the appropriate option from the Course curriculum dropdown menu.

    d. Enter the Class number

    e. Enter the Exam date for the Knowledge exam, if applicable.

    f. Enter the Exam date for the Skills exam, if applicable.

2-Wheel Training (Permit)

Add training or exams
- Choose a site
- Instructors
- Training

Enter training information

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

Course

Start date *

Required

End date *

Required

Course curriculum *

Required

Class number *

Required

Knowledge exam

Exam date *

Required

Skills exam

Exam date *

Required

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

   a. Individual:

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

      ii. Click the **Add student** button.

2-Wheel Training (Permit)

Add training or exams
- Choose a site
- Instructors
- Training
- Upload list
- Add students

Student list

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

Add Student

DLN	Name	Course status	Knowledge status	Skills status

Add Student

iii. Complete the following Student information:

1. Enter the Drivers License Number.

2. Select the appropriate option from the Military dropdown menu.

3. Select the appropriate option from the Is the student subsidized dropdown menu.

Student information

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

iv. Complete the following Students motorcycle information:

1. Select the appropriate option from the Motorcycle provided by school dropdown menu.

2. Enter the Plate #.

3. Select the appropriate option from the Transmission dropdown menu.

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

Students motorcycle information

Motorcycle provided by school? *	Plate #	Transmission
Required		

Motor Type

v. Complete the following Course information:

1. Select the appropriate option from the Course status dropdown menu.

2. Enter the Course Hours.

Course

Course Status *	Course Hours *
Required	Required

vi. Complete the following Knowledge test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Enter the Knowledge Exam Score.

4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test

Setting *	Pass/Fail *	Knowledge Exam Score
Required	Required	

Knowledge Re-Test *

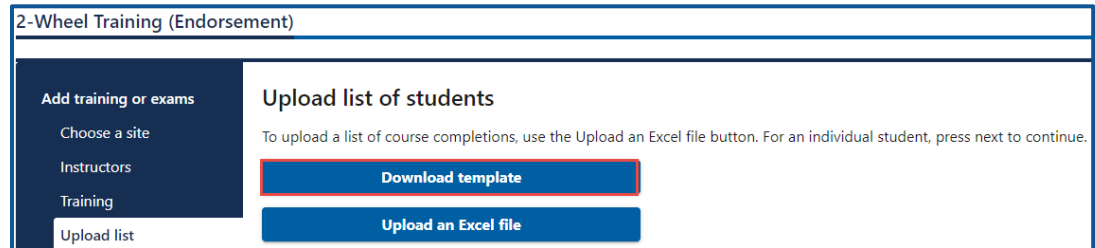Required

vii. Complete the following Skills test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Enter the Skills Exam Score

4. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test

Setting *
Required ⌄

Pass/Fail *
Required ⌄

Skills Exam Score

Skills Re-Test *
Required ⌄

    viii. Click the **OK** button.

b. Bulk:

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

2-Wheel Training (Permit)

Add training or exams
Choose a site
Instructors
Training
Upload list

Upload list of students

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

Download template

Upload an Excel file

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

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

1. Drivers License Number.

2. Military.

3. Subsidized.

4. Training Motorcycle.

5. Motorcycle Plate #.

6. Motorcycle Transmission.

7. Motor Type.

8. Motorcycle Engine Size (CC).

9. Course Status.

10. Course Clock Hours.

11. Knowledge Test Status.

12. Knowledge Test Score.

13. Knowledge Re-Test.

14. Knowledge Test Setting.

15. Skills Test Status.

16. Skills Test Score.

17. Skills Re-Test.

18. Skills Test Setting.

iv. Click the Upload an Excel File button.

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

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

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

2-Wheel Motorcycle Training (Endorsement) and Exam

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

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

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

3. Click the 2-Wheel Training (Endorsement) hyperlink.

I Want To	
	> 2-Wheel Training (Endorsement)
	> 2-Wheel Training (Permit)
	> 3-Wheel Training

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

2-Wheel Training (Endorsement)

Add training or exams
Choose a site

Choose a site

‹ Page 1 of 1 ›
Filter
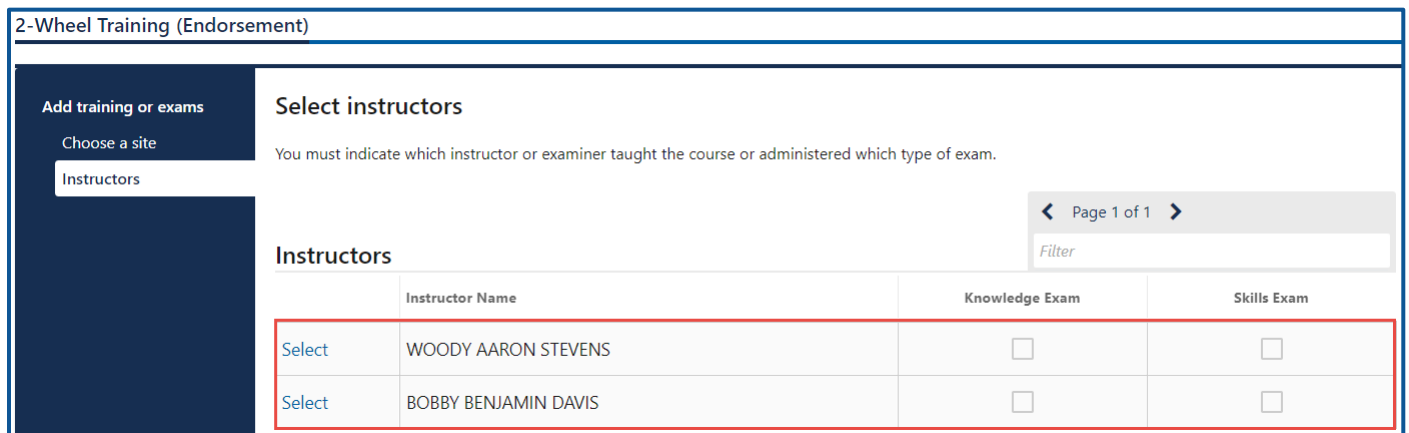
Sites for your school

	Site Name	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	☑	☑

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

2-Wheel Training (Endorsement)

Add training or exams
Choose a site
Instructors

Select instructors

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

‹ Page 1 of 1 ›
Filter

Instructors

	Instructor Name	Knowledge Exam	Skills Exam
Select	WOODY AARON STEVENS	☐	☐
Select	BOBBY BENJAMIN DAVIS	☐	☐

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

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

    a. Individual:

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

        ii. Click the **Add student** button.

        iii. Complete the following Student information:

            1. Enter the Drivers License Number

        iv. Complete the following Students motorcycle information:

            1. Select the appropriate option from the Motorcycle provided by school dropdown menu.

            2. Enter the Plate #.

            3. Select the appropriate option from the Transmission dropdown menu.

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

Students motorcycle information

Motorcycle provided by school? *

Required

Plate #

Transmission

Motor Type

v. Complete the following Knowledge test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Enter the Knowledge Exam Score.

4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test

Setting *

Required

Pass/Fail *

Required

Knowledge Exam Score

Knowledge Re-Test *

Required

vi. Complete the following Skills test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test

Setting *

Required

Pass/Fail *

Required

Skills Re-Test *

Required

vii. Click the **OK** button.

b. Bulk:

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

2-Wheel Training (Endorsement)

Add training or exams
Choose a site
Instructors
Training
Upload list

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

Download template

Upload an Excel file

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

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

        1. Drivers License Number.

        2. Training Motorcycle.

        3. Motorcycle Plate #.

        4. Motorcycle Transmission.

        5. Motor Type.

        6. Motorcycle Engine Size (CC).

        7. Knowledge Test Status.

        8. Knowledge Test Score.

        9. Knowledge Re-Test.

        10.Knowledge Test Setting.

        11.Skills Test Status.

        12.Skills Re-Test.

        13.Skills Test Setting.

    iv. Click the **Upload an Excel File** button.

2-Wheel Training (Endorsement)

Add training or exams
Choose a site
Instructors
Training
Upload list

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

Download template

Upload an Excel file

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

2-Wheel Training (Endorsement)

Add training or exams
- Choose a site
- Instructors
- Training
- Upload list
- **Add students**

Student list

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

Add Student

Delete students

DLN	Name	Knowledge status	Skills status
✕ WDL5824B75SB	SNOOPY ARNOLD DAWG	Pass	Pass
✕ WDL1824B79SB	PEPPERMINT ANN PATTY	Pass	Pass
2 Rows			

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

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

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.

I Want To

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

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

3-Wheel Training

Add training or exams
- Choose a site

Choose a site

Page 1 of 1

Filter

Sites for your school

	Site Name	Course Completion	Knowledge Test	Skills Test
Select	KICK START ACADEMY 2	☑	☑	☑

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

3-Wheel Training

Add training or exams

Choose a site

Instructors

Select instructors

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

◄ Page 1 of 1 ► Show Errors

Filter

Instructors

	Instructor Name	Course	Knowledge Exam	Skills Exam
Remove	* BOBBY BENJAMIN DAVIS	☐	☐	☐

6. Complete the following information and click **Next**.

   a. Enter the course Start date.

   b. Enter the course End date.

   c. Select the appropriate option from the Course curriculum dropdown menu.

   d. Enter the Class number.

   e. Enter the Knowledge Exam date

   f. Enter the Skills Exam date.

3-Wheel Training

Add training or exams

Choose a site

Instructors

Training

Enter training information

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

Course

Start date *

Required

End date *

Required

Course curriculum *

Required

Class number *

Required

Knowledge exam

Exam date *

Required

Skills exam

Exam date *

Required

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

   a. Individual:

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

      ii. Click the **Add student** button.

      iii. Complete the following Student information:

         1. Enter the Drivers License Number

         2. Select the appropriate option from the Military dropdown menu.

         3. Select the appropriate option from the Is the student subsidized dropdown menu.

      iv. Complete the following Students motorcycle information:

         1. Select the appropriate option from the Motorcycle provided by school dropdown menu.

         2. Enter the Plate #.

         3. Select the appropriate option from the Transmission dropdown menu.

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

v. Complete the following Course information:

1. Select the appropriate option from the Course status dropdown menu.

2. Enter the Course Hours.

Course

Course Status *

| Required ∨ |

Course Hours *

| Required |

vi. Complete the following Knowledge test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Enter the Knowledge Exam Score.

4. Select the appropriate option from the Knowledge Re-Test dropdown menu.

Knowledge test

Setting *

| Required ∨ |

Pass/Fail *

| Required ∨ |

Knowledge Exam Score

| |

Knowledge Re-Test *

| Required ∨ |

vii. Complete the following Skills test information:

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

2. Select the appropriate option from the Pass/Fail dropdown menu.

3. Enter the Skills Exam Score

4. Select the appropriate option from the Skills Re-Test dropdown menu.

Skills test

Setting *

| Required ∨ |

Pass/Fail *

| Required ∨ |

Skills Exam Score

| |

Skills Re-Test *

| Required ∨ |

viii. Click the **OK** button.

b. Bulk:

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

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

    iii. Enter the following information in the Students tab and save the file. The Documentation tab shows an example of how to enter the information in the Students tab.

       1. Drivers License Number.

       2. Military.

       3. Subsidized.

       4. Training Motorcycle.

       5. Motorcycle Plate #.

       6. Motorcycle Transmission.

       7. Motor Type.

       8. Motorcycle Engine Size (CC).

       9. Course Status.

       10. Course Clock Hours.

       11. Knowledge Test Status.

       12. Knowledge Test Score.

       13. Knowledge Re-Test.

       14. Knowledge Test Setting.

       15. Skills Test Status.

       16. Skills Test Score

       17. Skills Re-Test

       18. Skills Test Setting.

    iv. Click the Upload an Excel File button.

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

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

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

Find a Customer

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

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

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

3. Click the **Find a customer** hyperlink.

Customer Actions   > Find a customer

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

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

Drivers license number

[   ]

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).

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

6. Click the **Course** tab, the **Skills** tab, or the **Knowledge** tab to view information on the customer's record.

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.

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.

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

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.

Search for subsidized course submissions

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.
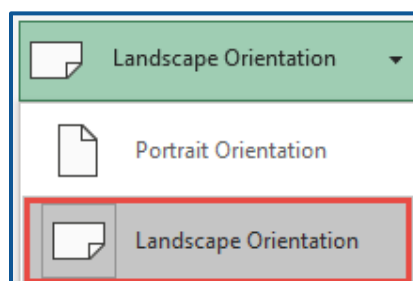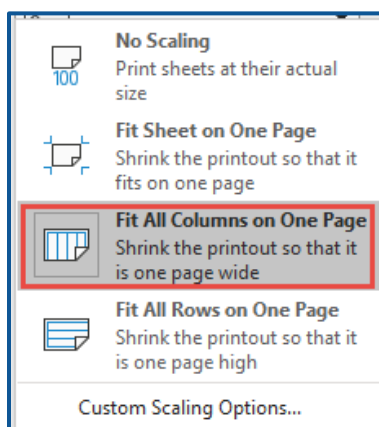
Driver Record Request Accounts

Driver Record Request Account Information

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

Apply for a Drive Record Request Account

Follow the steps below if this is the first time your business or agency is applying for online access to a Drive Record Request (DRR) account. The first person within your agency or business to apply for a DRR account is the account administrator. The system allows only one administrator per business. The account administrator is the contract manager and is responsible for generating access codes for employees and manager to gain access. If you have questions regarding the type of Abstract Drive Record (ADR) you are permitted to receive or request from the Department of Licensing (DOL), please refer to RCW 46.52.130.

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

2. Click the **Add an Account** tab.

3. Select the Apply for a new Driver Record Request account button.

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

Introduction	**Identifying Information**	
What you'll need	Are you a business or government agency? *	What type of business are you? *
Information	Required	Required
Agency information	Choose a state or federal ID *	What is your state or federal ID? *
	Required	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

Introduction	**Contact Information**	
What you'll need	What is your name? *	What is your position in your agency? *
Information	Required	Required
Agency information	What is your phone number? *	What is your phone extension?
Contact information	Required	
	What is your fax number?	
	What is your email address? *	Confirm your email address *
	Required	Required

7. Complete the following Physical address information and click **Next**.

a. Enter the Street address.

b. Select the appropriate option from the Unit type dropdown menu and enter Unit, if applicable.

c. Enter the City.

d. Select the appropriate option from the State dropdown menu, if applicable.

e. Enter the Zip code.

f. Select the appropriate option from the Is it okay to send mail to this address dropdown menu.

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**.

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/requestothersrecord.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 information. Click **Submit** to proceed or **Previous** to make changes.

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

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

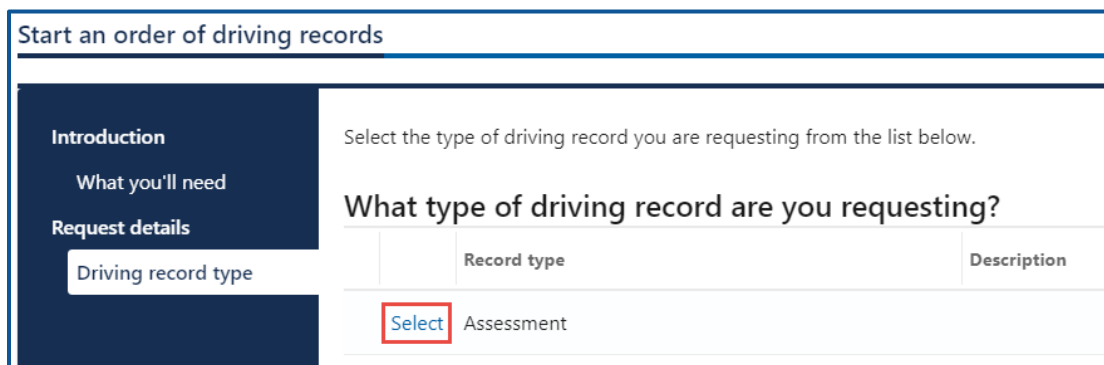## Request access to a Drive Record Request (DRR) account

Contact DOL Data Services unit at dataservices@dol.wa.gov or 360-902-3708, if the Drive Record Request (DRR) account is already established and you are a new administrator for the account. The system allows only one administrator per business. All users follow the steps below to request access to a DRR account.

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

2. Click the **Add an Account** tab.

3. Select the Request access to driver-related services button.

4. Select the Request access to a Driver Record Request account button.

Add driver services account

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

6. Select the appropriate option from the Choose a state or federal ID dropdown menu.

7. Enter the state of federal ID.

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

9. Click the **Next** button.

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

    a. Administrator access:

        i. Enter Your name

        ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu and complete the additional steps when selecting No.

            1. Enter the Owner or supervisor contact information.

            2. Enter the Phone number.

            3. Enter the Email address

        iii. Click the **Next** button.

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

b. Manager or Employee access:

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

11. Click the **Next** button.

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

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

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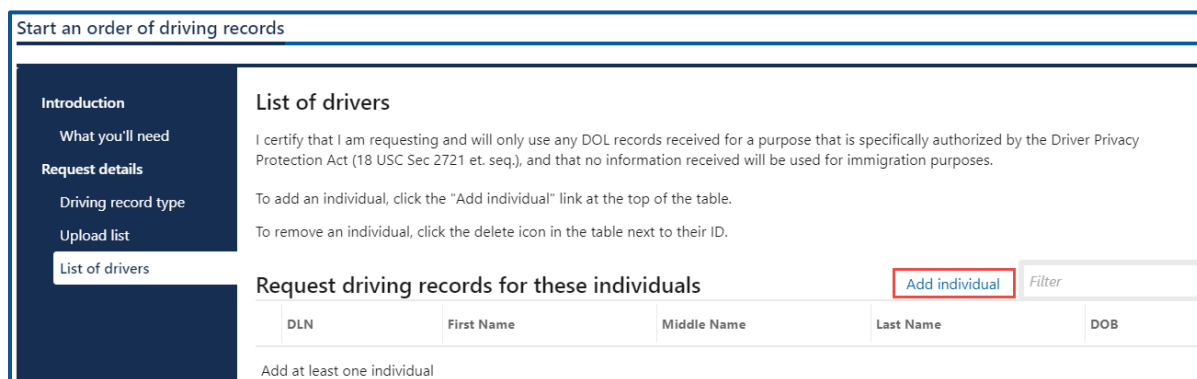
4. Read the What you'll need information and click **Next**.

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 a bulk request:

   a. Individual:

      i. Click the **Next** button to skip over the bulk process.

      ii. Click the **Add Individual** hyperlink.

      iii. Complete the following individual information and click **OK**.

         1. Enter the Washington Driver license number.

         2. Enter the Date of birth.

         3. Enter the First name, if applicable.

4. Enter the Middle name, if applicable.

5. Enter the Last name.

Drivers license number *	Date of birth *	
Required	Required 📅	
First name	Middle name	Last name *
		Required

Note: The middle name field is not required. Since some records have only a middle initial and others have a full middle name, we recommend leaving the middle name field blank. This is because the information you enter needs to match exactly as it is displayed on the driver license card.

b. Bulk:

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

Start an order of driving records

Introduction
  What you'll need
Request details
  Driving record type
  Upload list

Upload a list of drivers

You may choose to upload an Excel file of all the drivers for which you will be purchasing driving records by clicking the "Upload an Excel file" button. You can download a template of the Excel file by clicking the "Download template" button

Uploading an Excel file is optional. You can manually specify drivers on the next section. Click "Next" to proceed to the next section.

By importing a file, you are certifying under penalty of perjury that you are entitled by federal or state laws to obtain an abstract of the driver record of the individual requested. RCW 46.52.130, 18 USC Chapter 123

Download template

Upload an Excel file

  ii. Open the ADR Request excel template. The Excel template opens in another tab or browser window.

  iii. Enter the following information in the Drivers tab and save the file. The Documentation tab shows an example of how to enter the information on the Drivers tab.

     1. Drivers License Number.

     2. First Name.

     3. Middle Name, if applicable.

     4. Last Name.

     5. Date of Birth (Use this format: MM/DD/YYYY).

     6. Save the file.

iv. Click the Upload an Excel file button.

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

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

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

9. Click **Print** to print the transaction confirmation or click **Continue** button to go back to the DRR account. You must pay for the pending request before you view the drivers abstract.

Pay for the Driving Record Order

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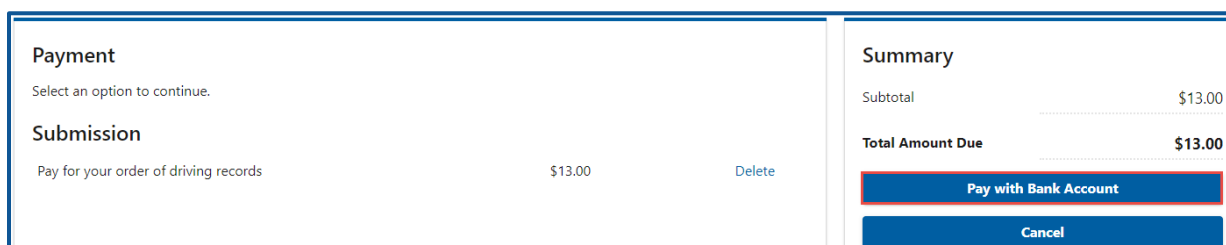
1. Login to License eXpress for Business secure.dol.wa.gov.

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

3. Click the **Pay for an order** hyperlink.

I Want To	> Driving record request
	> Pay for an order

4. Click the **Pay with Bank Account** button. You need to pay for any outstanding transactions before you can request additional drive records.
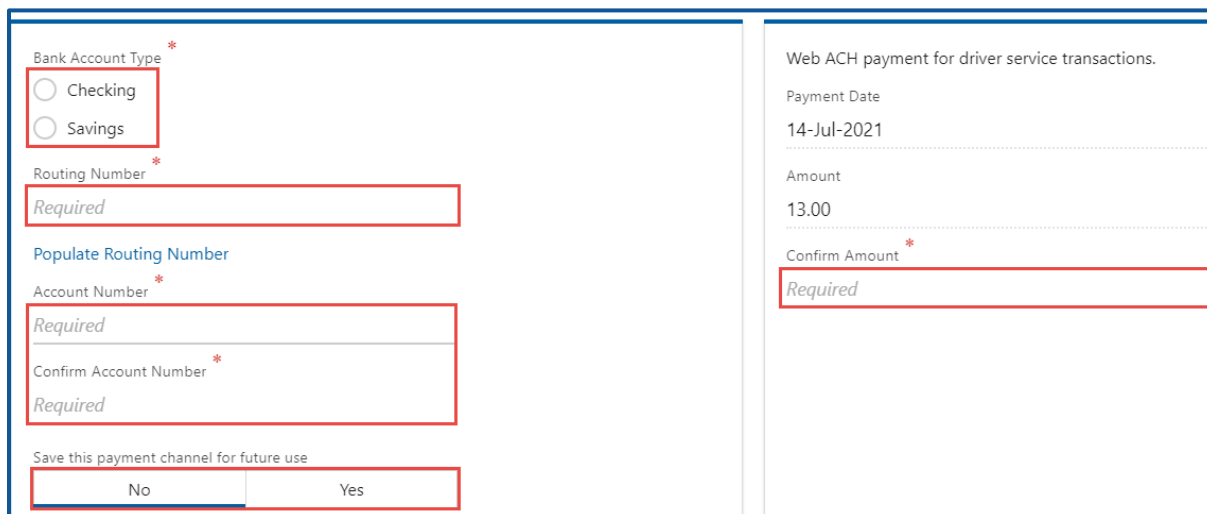
Payment				Summary	
Select an option to continue.				Subtotal	$13.00
Submission				**Total Amount Due**	**$13.00**
Pay for your order of driving records	$13.00	Delete		**Pay with Bank Account**	
				Cancel	

Note: Paying by bank account is the only option for payment. Credit/debit cards are not accepted.

5. Complete the following sections and click **Next**.

    a. Select Checking or Savings.

    b. Enter the Routing Number.

    c. Enter the Account Number and Confirm Account Number.

    d. Select the **No** or **Yes** button to Save this payment channel for future use.

    e. Confirm Amount.

Bank Account Type *		Web ACH payment for driver service transactions.
○ Checking		Payment Date
○ 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		
No / 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.

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

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)

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.

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

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

Interlock Device Vendor Account

Interlock Device Vendor Account Information

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

Request ID Vendor Account Access

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

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

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:

    a. Administrator access:

        i. Enter Your name

        ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu and complete the additional steps below when selecting No.

            1. Enter What's your role in your organization.

            2. Enter the Owner or supervisor contact information.

            3. Enter the Phone number.

            4. Enter the Email address

        iii. Click the **Next** button.

    b. Manager or Employee access:

License eXpress for Driver Businesses

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

11. Click the **Next** button.

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

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

File Monthly Return

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

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

3. Click the File Return hyperlink for the return period you need to complete. The monthly return displays. Total due and total indigent displays at the top.

4. Click the **Monthly Ignition Interlock** tab, the **Indigent Reimbursement** tab, the **Other Active IID** tab, and the **All IID Detail** tab to view the information contained in those tabs.
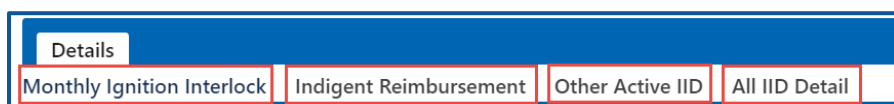
5. Use the hyperlinks in the Move To column to move customers between tabs. The Indigent hyperlink moves the customer to the Indigent Reimbursement tab. The Exclude hyperlink moves the customer to the Other Active IID tab. The Standard hyperlink moves the customer to the Monthly Ignition Interlock tab.

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 Dat	IID Requirement I	IID Requirement I	Cert Required	Amount Due	Move T	Move T	Changed Status
GREY	JESSICA	15-Jan-1980	403032	05-Aug-2015		25-Feb-2013	25-Feb-2014	☑	19.75	Indige	Exclud	☐
JOHNSC	ELISA	18-Sep-1951	421889	18-Dec-2018		17-Oct-2019	17-Oct-2020	☑	19.75	Indige	Exclud	☐

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

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

Make a Payment

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

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

SR-22/26 Accounts

SR- 22/26 Account Information

This account is for authorized insurance companies to report SR-22/26 insurance policy information to Department of Licensing.

Request SR 22/26 Account Access

Complete the following process to request Administrator, Manager, or Employee access.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Add an Account** tab
3. Select the Request access to driver-related services button.
4. Select the Insurance SR-22/26 Access button.

Add driver services account

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

6. Enter the Unified Business id

7. Enter the WAOIC #.

8. Select the appropriate option from the access level dropdown menu

9. Click the **Next** button

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

    a. Administrator access:

        i. Enter Your name.

        ii. Select the appropriate option from the Are you the owner or supervisor dropdown menu. Complete the additional steps when selecting No.

        1. Enter What's your role in your organization.

        2. Enter the Owner or supervisor name, Phone, and Email address.

11. Click the **Next** button.

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

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

14. Click **Print** to print the transaction confirmation or click **Continue** to return to the Add an account webpage.

Add an SR 22 Certificate

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

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

3. Click the **Add an SR 22** hyperlink

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 information. Click **Submit** to proceed or **Previous** to make changes.

7. Click **Print** to print the transaction confirmation or click **Continue** to return to your SR22/26 account.

View an SR22 and Add an SR 26 Certificate

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

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

3. Click the View a driver's SR22/26 hyperlink.

4. Enter the customer's Driver License Number (DLN) and click **Search**. The driver's SR22/26 history displays.

5. Click the **Add an SR26** hyperlink.

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.


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

8. Click **Print** to print the transaction confirmation or click **Continue** to return to the View a driver's SR22/26 webpage SR22/26 account.

Technical Support

Chat Assistant

You can utilize the Chat Assistant if you need additional assistance while using License eXpress. Alternatively, you can call DOL with your Support ID and a representative can help you resolve the issue.

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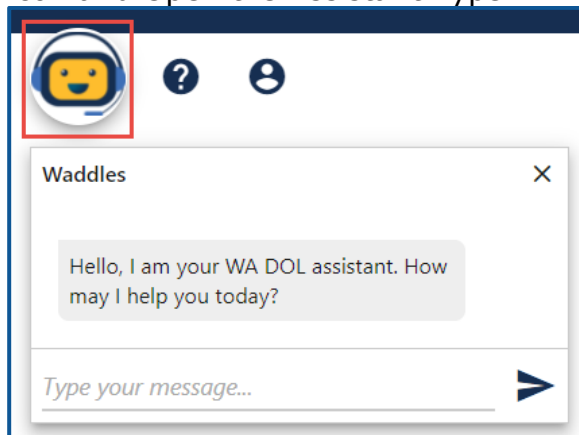

2. Type your message, or keyword, and click Enter. The assistant will do its best to direct you to information to help you complete your transaction.
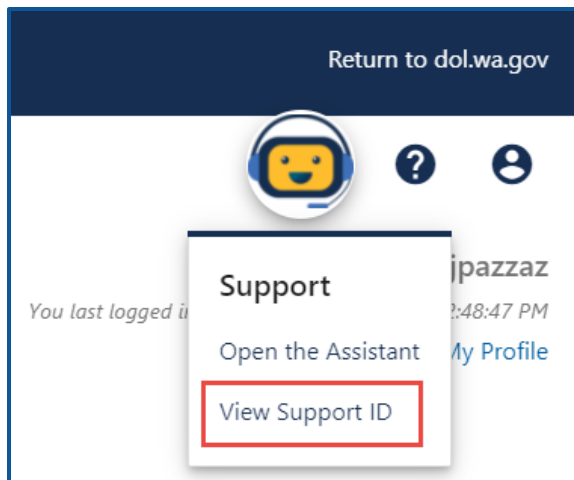
Support ID

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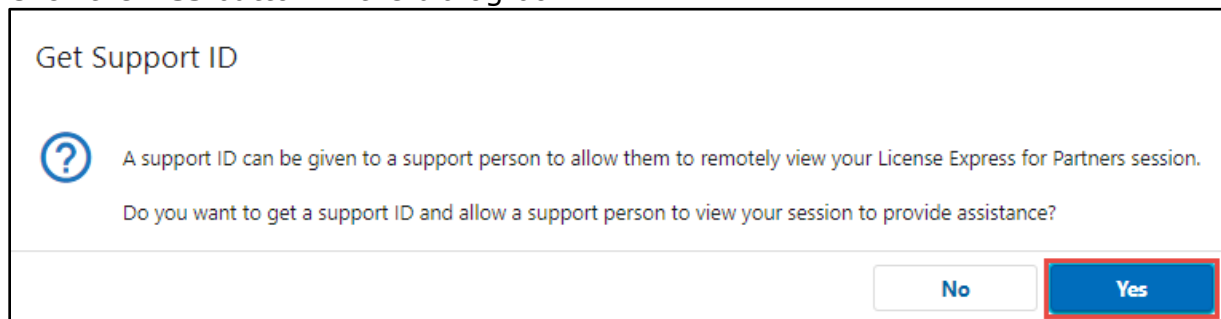
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.
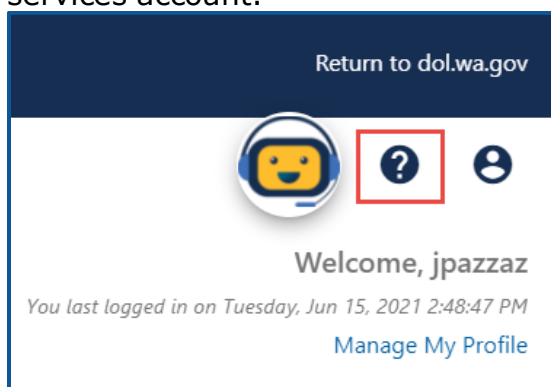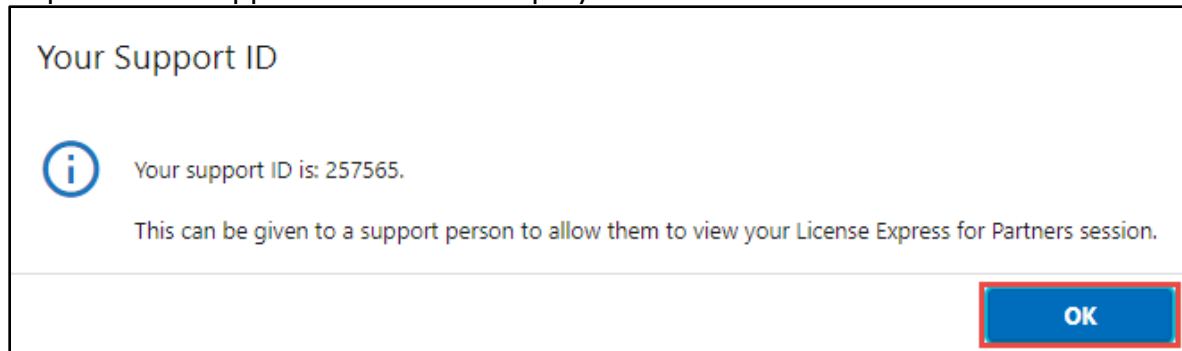

2. Click the **View Support ID** hyperlink from the dropdown menu.

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

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

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