

## Motorcycle Training School (MTS) Account

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

### Request Access to a Motorcycle Training School (MTS) Account

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

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

The screenshot displays the 'Add driver services account' interface, which is organized into a grid of service categories. Each category includes a title, a brief description of the service, and one or more buttons to request access. The 'Motorcycle Training' category, located in the bottom right, has its 'Request access to a Motorcycle Training School account' button highlighted with a red border.

Add driver services account		
<b>Driver Record Request</b> 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	<b>Driver and Plate Search</b> 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	<b>Driver Info &amp; Adjudication</b> 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
<b>SR-22/26 Reporting</b> 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	<b>Correctional Facility</b> Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests. ➤ Correctional Facility Access	<b>Interlock Device Vendor</b> Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations. ➤ Interlock Device Vendor Access
<b>Driver Training</b> 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	<b>CDL Training</b> 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	<b>Motorcycle Training</b> 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**.
- Select the appropriate option from the Choose a state or federal ID dropdown menu.
  - Enter the State or federal ID.
  - Select the appropriate option from the School license type dropdown menu.
  - Enter the School license number.
  - Enter your Washington driver license number or complete the following additional steps:
    - Click the **I don't have a Washington driver license** checkbox.
    - Select the appropriate option from the What state are you from dropdown menu.
    - Enter your out of state driver license number.

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

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

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

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

### Administrators

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

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

b. Click the **Next** button.

### Managers and employees

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

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

**Note:** Access codes expire 8 hours after creation.

b. Click the **Next** button.

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

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

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

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