

Setting up Access to Online Services for Your Current Occupational License



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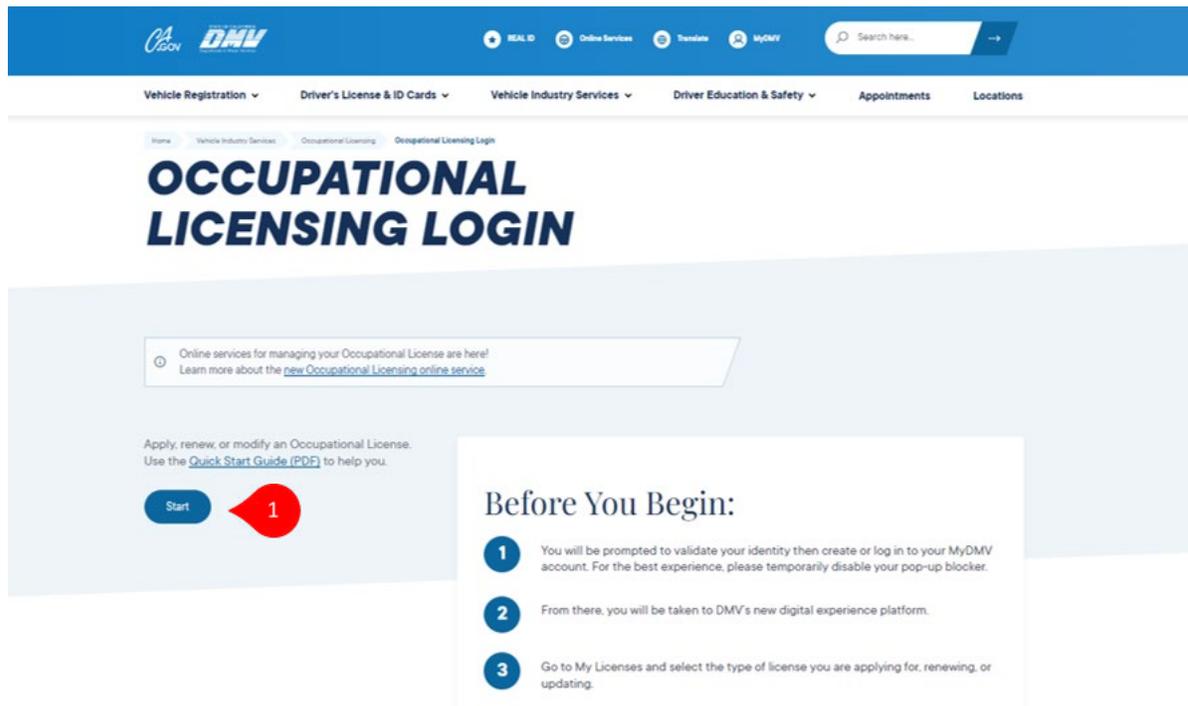
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EXISTING OCCUPATIONAL LICENSE HOLDERS

Start Your Digital Experience

This Quick Start Guide will help **existing** Occupational License holders to claim and setup an online account and minimize technical error.

Before you begin, it's a good idea to have a copy of your Occupational License approval letter if you don't remember the details of your license.



1. To begin, visit dmv.ca.gov/olonline and select **Start**. The Occupational License experience will open in a new tab so you can easily refer to the Quick Start Guide.



Confirm License Selections

Set up access to Occupational Licensing online services.

1 *Do you have a license, permit, or agreement with California DMV Occupational Licensing?

YES, I have a current or past license, permit, or agreement for either myself or a business.

NO, I've never had any licenses, permits, or agreements.

2 *Do you have an individual license/agreement or a Firm license/agreement?

Individual

Business

Both

3 *Do you have a California issued Driver's License or ID?

Yes

No

4

I already set up access to Occupational Licensing:

1. Select “YES, I have a current or past license, permit, or agreement...” After you make this selection, two additional questions will appear. **DO NOT** select “NO.”

2. Select the radio button that indicates which type of Occupational License you are setting up access for: Individual, Business, or Both.

- If you are a Salesperson employed by a business, select “Individual.”
- If you are a Business Owner, select “Business.”
- If you are a Business Owner and employ yourself as a Salesperson, or if you are Self-Employed, select “Both.”

3. Select whether you have a California-issued driver’s license or identification card.

4. Select **Start**.

Provide Information

Please enter details below

* Social Security Number
XXX-XX-XXXX

* Date of Birth
8/31/1977

* Driver License Number
I1234568

* Individual License Number
I234

* Email Address
salespersonjanel@yopmail.com

* Individual Last Name
Smith

1

2

3

Submit

Please enter the Driver's License Number, Last Name, and Date of Birth exactly as you see it pictured on your California issued Driver's License or ID.

Any variation from your Driver's License will cause your validation to fail, and require you to start again or contact support.

California DRIVER LICENSE

I1234568

EXP 01/01/2024

LIC CARDHOLDER

JANEL SAMPLE

1234 5678 91011121314

DOB 08/31/1977

SEX F

HT 5'00"

WT 120 LB

HA BRN

EYES BRN

SEX F

HT 5'00"

WT 120 LB

HA BRN

EYES BRN

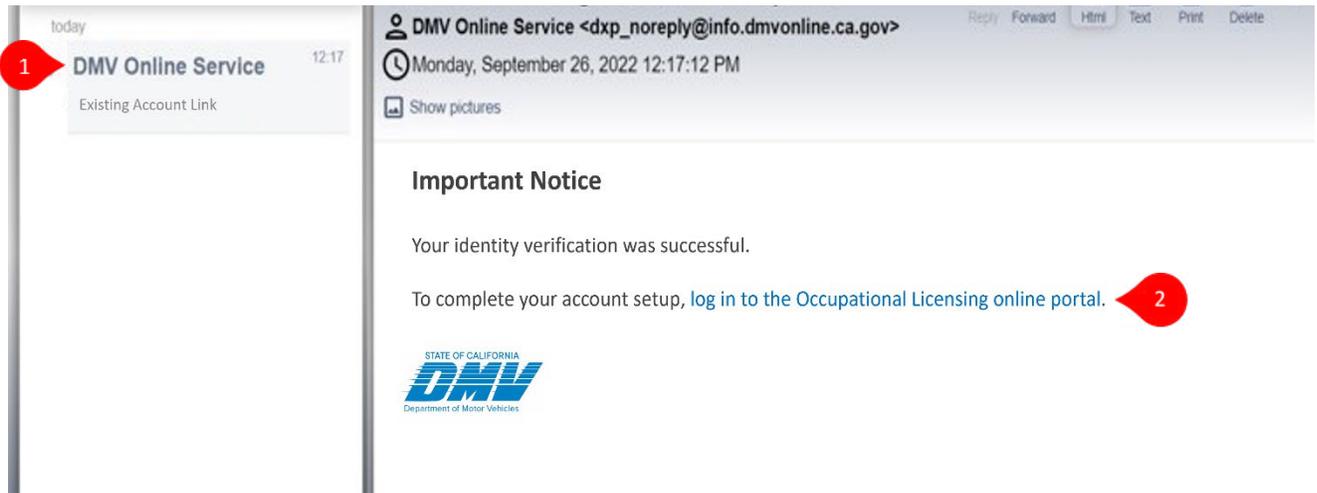
I1234568

LIC CARDHOLDER

DOB 08/31/1977

1. Provide information to validate your identity to gain access to your Occupational License account. Complete the following fields:
 - a. Social Security Number
 - b. Date of Birth: This should match what you see on your Driver's License.
 - c. Driver's License Number (California DL/ID holders only): Double check that this matches what you see on your Driver's License.
 - d. Occupational License Number: **IMPORTANT** If you selected "Individual" on the prior screen, be sure to input your individual Occupational License number; if you selected "Business" on the prior screen, input your firm's Occupational License number.
 - e. Email Address: **IMPORTANT** You must use the same email address associated with your current *MyDMV* account or create a new *MyDMV* account using this email address.
 - f. Last Name: Make sure this matches what you see on your Driver's License.
2. Perform the reCAPTCHA task.
3. Select **Submit**.

Confirm Your Email

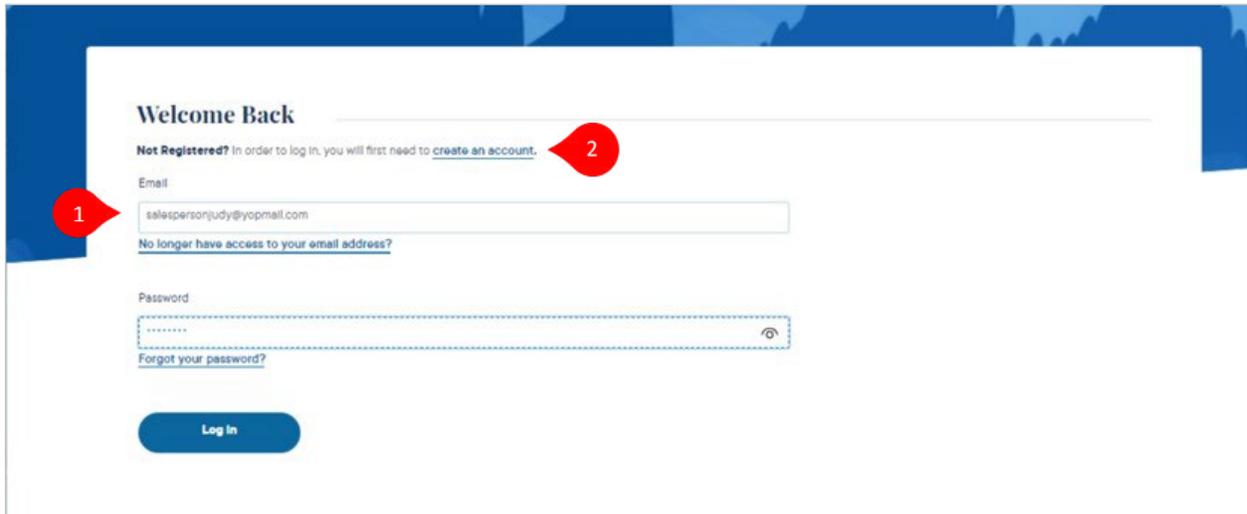


1. You will receive an email from DMV Online Services to complete identity validation. Please make sure you check your Spam and/or Junk folders.
2. Click the Login link in the email. You will log in to *MyDMV* to finish account setup.



Log In to Your Existing MyDMV Account or Create a New One

Your *MyDMV* account is the way you will log in and access Occupational Licensing online services. **IMPORTANT** Your *MyDMV* account must use the same email address as you plan to use for the Occupational License identity validation process.



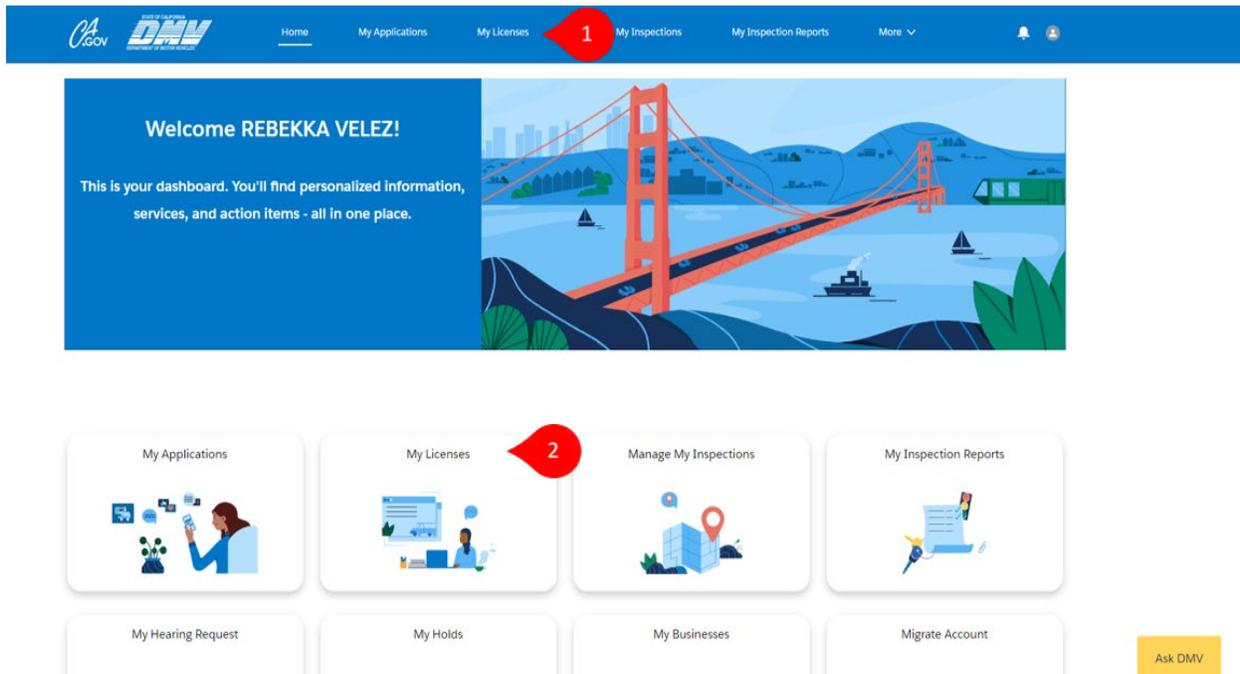
The screenshot shows the MyDMV login interface. At the top, it says "Welcome Back". Below that, there is a link for "Not Registered?" with the text "In order to log in, you will first need to [create an account.](#)". A red callout bubble with the number "2" points to this link. Below the link is the "Email" field, which contains the text "salespersonjudy@yopmail.com". A red callout bubble with the number "1" points to the email field. Below the email field is a link that says "No longer have access to your email address?". Below that is the "Password" field, which is currently empty and has a "Forgot your password?" link below it. At the bottom of the form is a blue "Log In" button.

1. If you already have a *MyDMV* account associated to the email you are using with your Occupational License, log in now.
2. If you don't already have a *MyDMV* account, create one for the email you are using.

If you have trouble with your *MyDMV* password, experience technical issues, or would like additional help with your account, visit [MyDMV Technical Support](#) for additional help and resources.

Welcome to Occupational Licensing Online

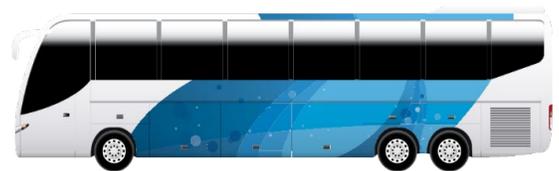
After you log in to your *MyDMV* account, you will be taken to the Occupational Licensing online portal.



There are two ways to navigate the online portal:

1. The **My Licenses** link at the top will take you to your licenses.
2. The **My Licenses** widget on your dashboard can also be used.

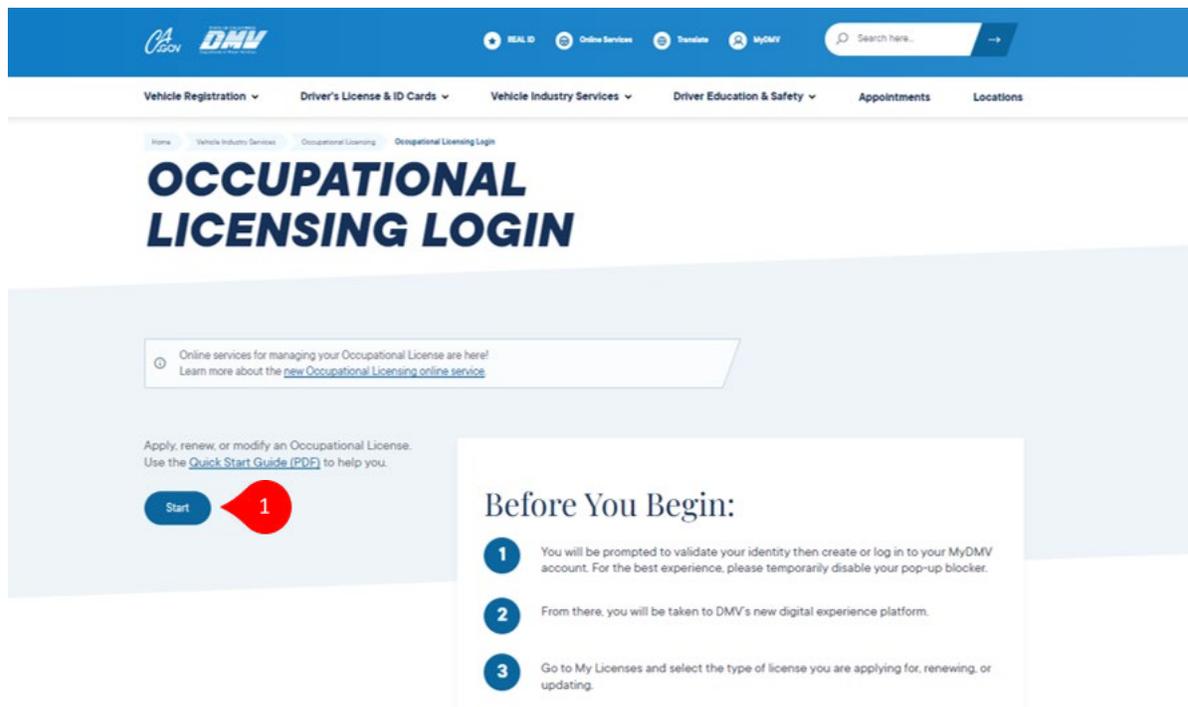
When you have a chance, click through the dashboard widgets to see all the features available in the new Occupational Licensing online portal!



NEW OCCUPATIONAL LICENSE APPLICANTS

Start Your Application

This chapter will help people who **do not** currently hold an Occupational License to apply for one. Only use this chapter of the Quick Start Guide if you are brand new Occupational Licensing and have never held a license before.



The screenshot shows the DMV website's Occupational Licensing Login page. At the top, there is a blue navigation bar with the DMV logo, a search bar, and links for REAL ID, Online Services, Transfers, and MyDMV. Below the navigation bar, there are several menu items: Vehicle Registration, Driver's License & ID Cards, Vehicle Industry Services, Driver Education & Safety, Appointments, and Locations. The main content area features a large heading "OCCUPATIONAL LICENSING LOGIN" and a "Start" button. A red circle with the number "1" is placed over the "Start" button. To the right of the "Start" button, there is a "Before You Begin:" section with three numbered steps: 1. You will be prompted to validate your identity then create or log in to your MyDMV account. For the best experience, please temporarily disable your pop-up blocker. 2. From there, you will be taken to DMV's new digital experience platform. 3. Go to My Licenses and select the type of license you are applying for, renewing, or updating.

1. To begin, visit dmv.ca.gov/olonline and select **Start**. The Occupational License experience will open in a new tab so you can easily refer to the Quick Start Guide.



Make Your License Selection

CA.GOV STATE OF CALIFORNIA DMV DEPARTMENT OF MOTOR VEHICLES Home Log in

Set up access to Occupational Licensing online services.

* Do you have a license, permit, or agreement with California DMV Occupational Licensing?

YES, I have a current or past license, permit, or agreement for either myself or a business.

NO, I've never had any licenses, permits, or agreements.

Start

I already set up access to Occupational Licensing:

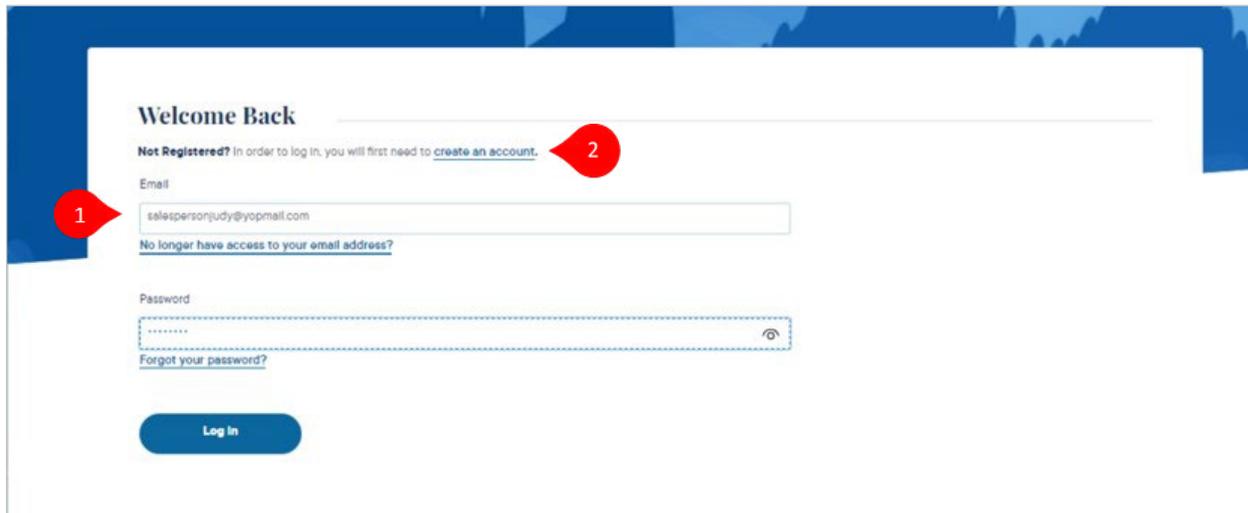
Log in to MyDMV

1. Select “NO, I’ve never had any licenses, permits, or agreements.”
2. Select **Start**.



Log In to Your Existing MyDMV Account or Create a New One

Your *MyDMV* account is the way you will log in and access Occupational Licensing online services. **IMPORTANT** Your *MyDMV* account must use the same email address as you plan to use with your Occupational License.



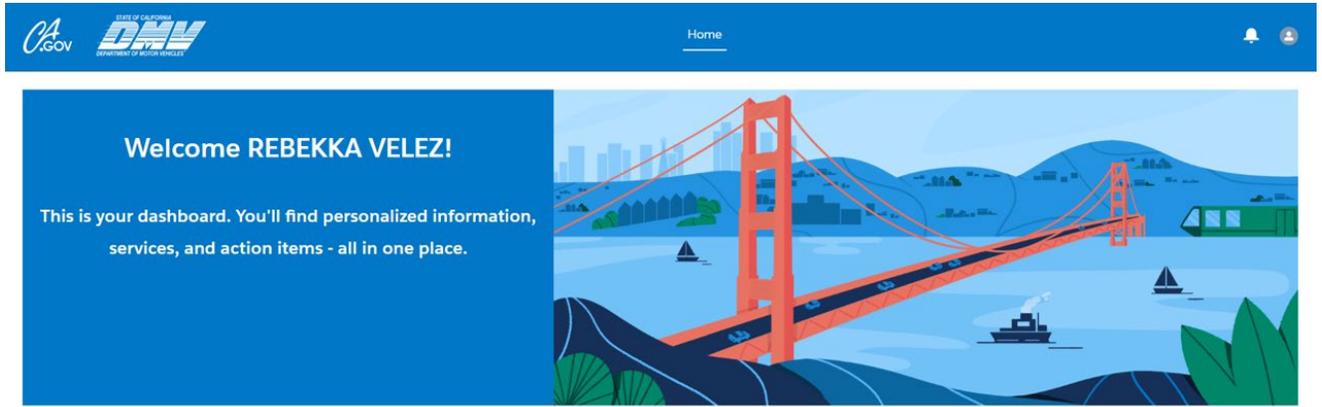
The screenshot shows the MyDMV login interface. At the top, it says "Welcome Back". Below that, there is a link for "Not Registered?" with the text "In order to log in, you will first need to [create an account](#)." A red circle with the number "2" points to this link. The "Email" field contains the text "salespersonjudy@yopmail.com" and has a red circle with the number "1" pointing to it. Below the email field is a link that says "No longer have access to your email address?". The "Password" field is empty and has a red circle with the number "1" pointing to it. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a blue "Log In" button.

1. If you already have a *MyDMV* account associated to the email you plan to use with your Occupational License, log in now.
2. If you don't already have a *MyDMV* account, create one for the email you plan to use.

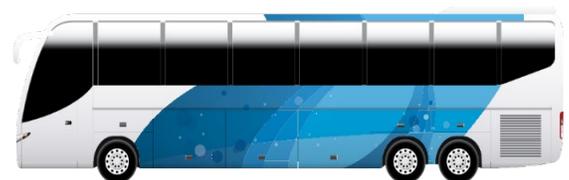
If you have trouble with your *MyDMV* password, experience technical issues, or would like additional help with your account, visit [MyDMV Technical Support](#) for additional help and resources.

Verify User

You will need to verify your identity to set up your Occupational Licensing account.



1. Select **Verify User**.



Enter Information

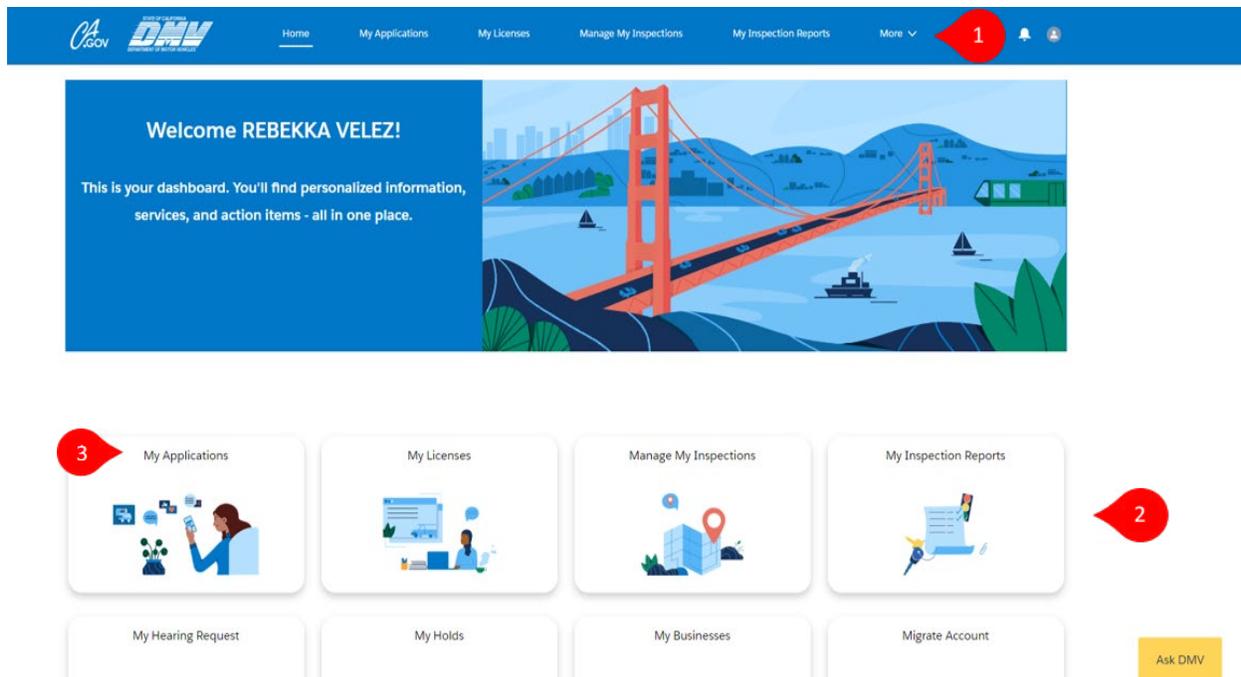
Provide information to finish setting up your Occupational License account.

The screenshot shows the 'Verify User' form on the CA DMV website. The form is titled 'Verify User' and includes a question: 'Do you have a California Driver's License or Identification Card?'. Below this question are two radio buttons: 'Yes' (selected) and 'No'. A red callout box with the number '1' points to this question. Below the question is a instruction: 'Please enter your details in the fields below. This information must be entered exactly as seen on your Driver's License / Identification Card.' The form contains several input fields: 'Legal First Name' (with 'Rose' entered), 'Legal Middle Name' (with a checkbox 'I do not have a Middle Name' checked), 'Legal Last Name' (with 'Adams' entered), 'Suffix' (with a dropdown menu and a checkbox 'I do not have a Suffix' checked), 'Date of Birth' (with '10-30-1961' entered), 'Driver's License or Identification Card Number' (with '11203062' entered), and 'Social Security Number' (with '111-11-1111' entered). A red callout box with the number '2' points to the 'I do not have a Middle Name' and 'I do not have a Suffix' checkboxes. At the bottom right of the form is a blue 'Submit' button, with a red callout box with the number '3' pointing to it. On the right side of the form, there is a 'Steps' section with a single step: 'Verify User'.

1. Select whether you have a California Driver's License (DL) / Identification Card (ID).
2. Complete the following fields:
 - a. Legal First. Middle and Last Name and Suffix: Make sure this matches what you see on your Driver's License. If you do not use a Middle Name or Suffix, check the corresponding box.
 - b. Date of Birth: This should match what you see on your Driver's License.
 - c. Driver's License Number (California DL/ID holders only): Double check that this matches what you see on your Driver's License.
 - d. Social Security Number
3. Select **Submit**.

Welcome to Occupational Licensing Online

After you enter your information, you will be taken to the Occupational Licensing online portal.



There are two ways to navigate the online portal:

1. The **upper navigation bar** at the top will allow you to make selections.
2. The **widgets on your dashboard** can also be used.
3. Click **My Applications** to apply for your first Occupational License.

When you have a chance, click through the dashboard widgets to see all the features available in the new Occupational Licensing online portal!