

Online Services for Driver Businesses

E-Services Account User Guide

January 1, 2025



Washington State Department of Licensing

Table of Contents

Introduction	3
License Express Account Set Up	4
Getting Started.....	4
User Roles.....	4
Register For Your License Express Account.....	5
Reset Your Account Password	12
Manage Users Functions.....	14
Generate Access Code for Managers and Employees.....	14
Manage User Access.....	15
Account Favorites	16
Setting Account Favorites.....	16
Removing Accounts from Favorites.....	17
Training School Accounts.....	18
Commercial Training School Account	18
Request Access to Commercial Training School (CTS) Accounts.....	18
Add Student Course Information	21
Exam and Course History	25
Driver Training School Account.....	26
Request Access to a Driver Training School (DTS) Account	26
Add Student Course Information	29
Add Knowledge Test Scores.....	32
Add Skills Test Scores.....	36
Add Student Driver Waivers (E-Waivers).....	40
Add an Exam Group	43
View Exam Groups	46
Grade a Paper Exam.....	50
Find a Customer.....	54
Refer Customer to LSO (Impairment)	56
View Exam and Course Submission History.....	57
Edit Waiver, Exam, and Course Submissions.....	58
Motorcycle Training School (MTS) Account	59
Request Access to a Motorcycle Training School (MTS) Account	59

2-Wheel Motorcycle Training (Permit) and Exam	62*
2-Wheel Motorcycle Training (Endorsement) and Exam.....	66
3-Wheel Motorcycle Training and Exam.....	70
Find a Customer.....	74
Exam and Course History	76
Course Completion Report.....	77
Driver Record Request (DRR) Accounts.....	78
Apply for a Drive Record Request Account.....	78
Request Access-to a Drive Record Request (DRR) Account	82
Order a Driving Record	85
Pay for the Driving Record Order.....	88
View Past Orders.....	90
Drive Record Request Reports.....	91
Interlock Device (IID)Vendor Account	92
Request IID Vendor Account Access	92
File Monthly Return	95
View or Amend Monthly Return	97
Make a Payment	98
SR-22/26 Accounts	100
Request SR 22/26 Account Access.....	100
Add an SR 22 Certificate	103
View an SR22 and Add an SR 26 Certificate.....	104
Technical Support	105
Support ID	105

Introduction

The Department of Licensing (DOL) offers an easy way for you to conduct business online. Through License Express you can search for drivers, enter student scores, pay for your orders, and complete many other transactions. This guide outlines the steps to help you navigate through each activity.

Welcome to online services at DOL!

License Express Account Set Up

Getting Started

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

User Roles

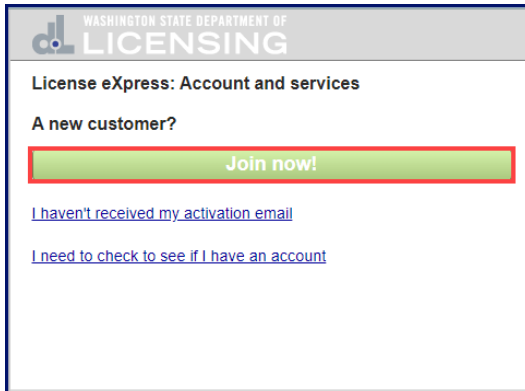
Administrator	Managers	Employees
Usually, the contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions
Generates manager and employee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

Note: Employee access codes expire 24 hours after creation. Please check the date and time stamp on the original access code email to make sure the code you received from your Administrator or Manager is not expired. The Administrator can generate a new code if necessary.

Register For Your License Express Account

Use the following directions to register for a new LX for business account if you do not already have one.

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



WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

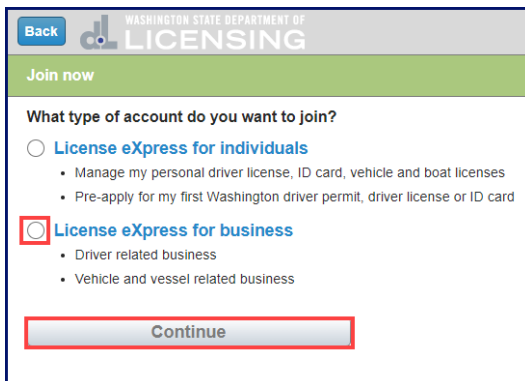
A new customer?

Join now!

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

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

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



Back WASHINGTON STATE DEPARTMENT OF LICENSING

Join now

What type of account do you want to join?

License eXpress for individuals

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

License eXpress for business

- Driver related business
- Vehicle and vessel related business

Continue

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

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle, vessel, and driver related business - Step 1 of 4

License eXpress for business
Tell us who you are

First name

Last name

Continue

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

Back WASHINGTON STATE DEPARTMENT OF LICENSING

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

License eXpress for business
Holly, 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 the Password, Confirm password, and click **Register me**. Passwords must have 10 characters and at least 3 of the following: A number, a special character (\$ % #), an upper-case letter, and a lower-case letter.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle, vessel, and driver related business - Step 3 of 4

License eXpress for business

Registering username: HTree

Password must have 10 characters and at least 3 of the following:

- A number,
- A special character like (\$ % #),
- An upper case letter,
- A lower case letter.

Password

Confirm password

Register me

7. Check your email account for a message from 'noreply@dol.wa.gov' and click the **activation** hyperlink. You cannot login until you complete this step.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Registration - Step 4 of 4

License eXpress for business

You're almost done Holly!

Please check your email.

We've sent you an email containing your activation link. Click on the link to activate your account.

8. Enter your Username and Password and click the **Login** button to access your account.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

Your account has been activated.
Please login to manage your account.

Username

Password

Login

[I forgot my username](#)

[I forgot my password](#)

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



SAFETY FIRST!

This service requires MFA.



Help

Español



Choose Method Enter Code Remember Device 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?



***ter@fakemail.com

Receive the code in an email and enter it on the next screen.

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

The screenshot shows the 'Enter Code' step of the Multi-Factor Authentication (MFA) process. At the top left is the Seal of the State of Washington (1889). The main heading reads 'SAFETY FIRST! This service requires MFA.' Below this is the 'SecureAccess Washington' logo and 'Help' and 'Español' buttons. A progress bar shows four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it is 'Enter Code'. A message says 'Please enter the code sent to ***old@dol.wa.gov'. A text input field contains '7994' and is highlighted with a red box. To its right is a green 'Submit' button. Below the input field are links for 'Resend Code' and 'Choose another method'.

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

The screenshot shows the 'Remember Device?' step of the Multi-Factor Authentication (MFA) process. At the top left is the Seal of the State of Washington (1889). The main heading reads 'SAFETY FIRST! This service requires MFA.' Below this is the 'SecureAccess Washington' logo and 'Help' and 'Español' buttons. A progress bar shows four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device (highlighted), and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)'. Below it is 'Remember Device?'. A message says 'Choose to remember this device to reduce how often you are required to enter a verification code.' Below that is another message: 'If the device you are using is shared or public, we recommend you do not remember this device.' There is a checkbox labeled 'Yes, remember my device' which is highlighted with a red box. Below it is a green 'Submit' button, also highlighted with a red box.

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

The screenshot shows a blue header with the text "My services". Below the header, there is a white box containing a blue hyperlink "Business related to vehicle, vessel and driver licensing" which is highlighted with a red rectangle. To the right of this link is a red "Remove" button. Below this box is another white box containing a blue hyperlink "Join other DOL services".

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

The screenshot shows the "New online account" registration page. The left sidebar has "Profile" selected, with "Contact information" highlighted. The main area is titled "Continue registering your account" and contains the following fields: "Your name" (Holly Tree), "Phone type" (Business), "Phone Number" ((360) 555-5555), "Extension" (empty), "Email address" (WINTER@FAKEMAIL.COM), and "Confirm email address" (WINTER@FAKEMAIL.COM). At the bottom right, there are "Previous" and "Next" buttons, with "Next" highlighted in blue. The footer includes "Washington State Department of Licensing" and social media icons.

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

The screenshot shows the "New online account" registration page, continuing from the previous step. The left sidebar has "Profile" selected, with "Address" highlighted. The main area is titled "Continue registering your account" and contains the following fields: "Country" (USA), "Street address", "Street 2", "Unit type", "Unit", "City", "State", and "Zip code". At the bottom right, there are "Previous" and "Next" buttons, with "Next" highlighted in blue. The footer includes "Washington State Department of Licensing" and social media icons.

15. Select the appropriate button to verify the address, if applicable, and click **Next**.
16. Click the **I agree to terms of service above** checkbox and click **Next**.

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

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

I agree to the terms of service above. *

Required

Agreement Date
15-Jul-2024

Cancel < Previous **Next** >

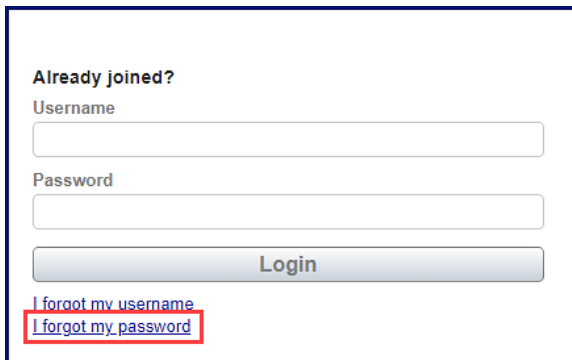
17. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.
18. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the Add an Account page.

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

Reset Your Account Password

Follow the process below to reset your password. The Department of Licensing sends you an email to the address you provide. Wait 20 minutes before logging in with the new temporary password if your account is locked.

1. Go to secure.dol.wa.gov.
2. Click the **I forgot my password** hyperlink.



Already joined?

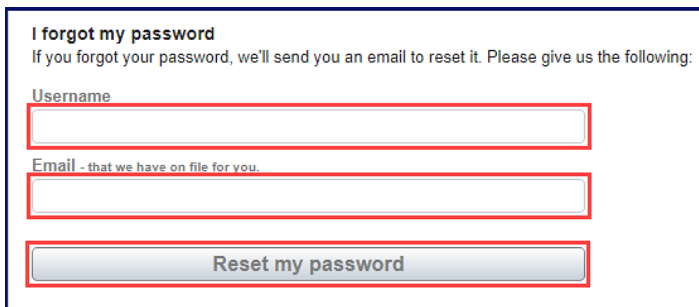
Username

Password

Login

[I forgot my username](#)
[I forgot my password](#)

3. Enter the Username and Email and click **Reset my password**.



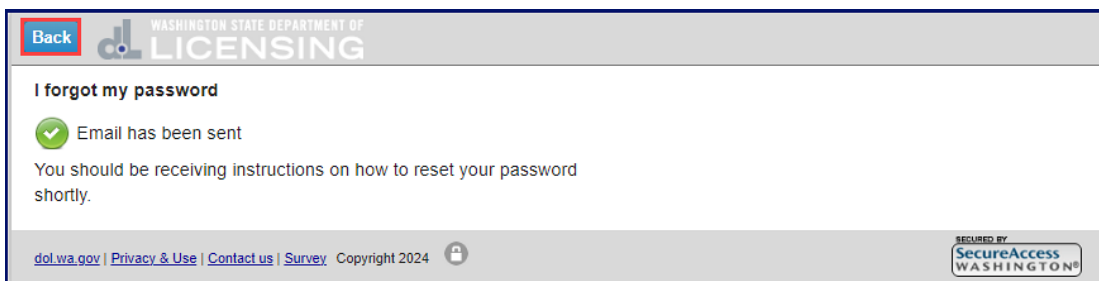
I forgot my password
If you forgot your password, we'll send you an email to reset it. Please give us the following:

Username

Email - that we have on file for you.

Reset my password

4. Click the **Back** button to return to the login screen.



[Back](#) WASHINGTON STATE DEPARTMENT OF LICENSING

I forgot my password

✓ Email has been sent


You should be receiving instructions on how to reset your password shortly.

dol.wa.gov | [Privacy & Use](#) | [Contact us](#) | [Survey](#) Copyright 2024

SECURED BY SecureAccess WASHINGTON

5. Check your email account to receive the new temporary password. Type the password when logging in and do not copy and paste.

License eXpress password reset

 **WA Department of Licensing** <noreply@notifications.dol.wa.gov>
to me ▾ Tue 5/7/2024 4:18 PM

Your License eXpress account password has been reset. Go to <https://dev-secure.dol.wa.gov/home>
When entering this password, it's best to type the password instead of copy and pasting it.

W5J8R\$A9K4

Note: If your account has been locked please wait 20 minutes before logging in with the new temporary password.

Thank you.
If you need assistance, please email: onlineserviceshelp@dol.wa.gov

To make sure you receive our emails, please set your email filter to accept email from noreply@notifications.dol.wa.gov

Manage Users Functions

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

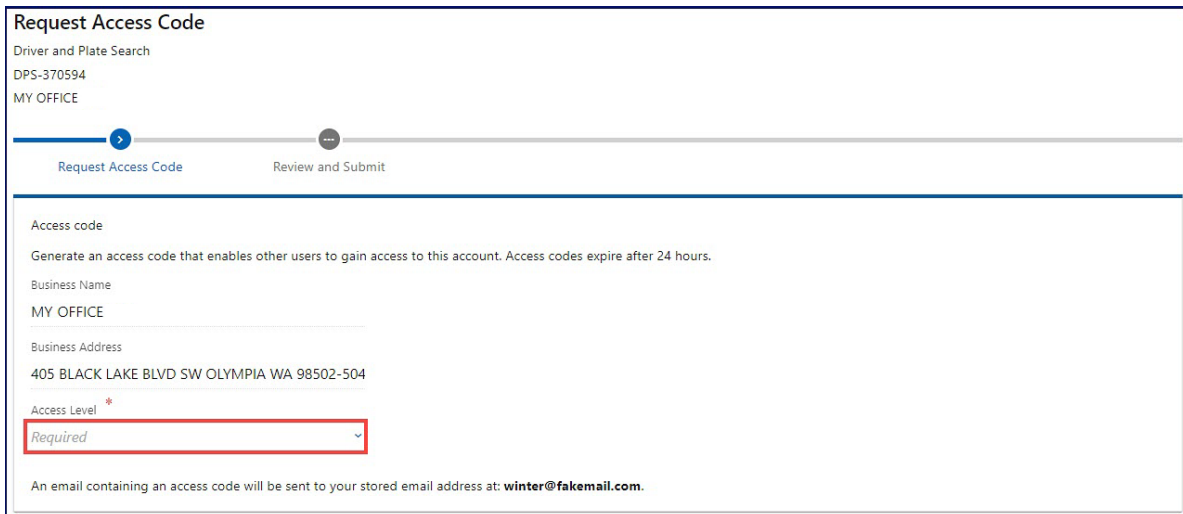
Generate Access Code for Managers and Employees

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



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

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

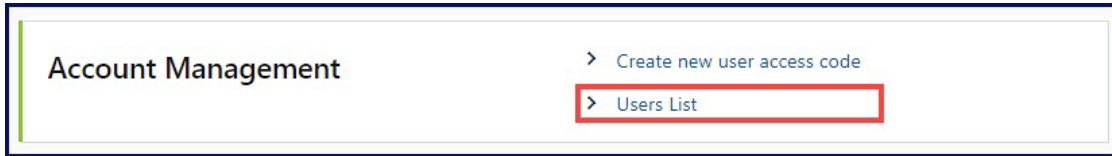
A screenshot of the 'Request Access Code' form. The form is titled 'Request Access Code' and includes a progress bar with two steps: 'Request Access Code' (active) and 'Review and Submit'. The form fields are: 'Driver and Plate Search' (DPS-370594, MY OFFICE), 'Business Name' (MY OFFICE), 'Business Address' (405 BLACK LAKE BLVD SW OLYMPIA WA 98502-504), and 'Access Level' (Required). The 'Access Level' dropdown menu is highlighted with a red rectangular box. At the bottom, there is a note: 'An email containing an access code will be sent to your stored email address at: winter@fakemail.com.'

5. Review the request and click **Submit**. License Express automatically sends you an email with the access code for you to send to an employee or manager. The employee or manager accesses the business account using this access code, your business State or Federal ID, and Business ID account number.

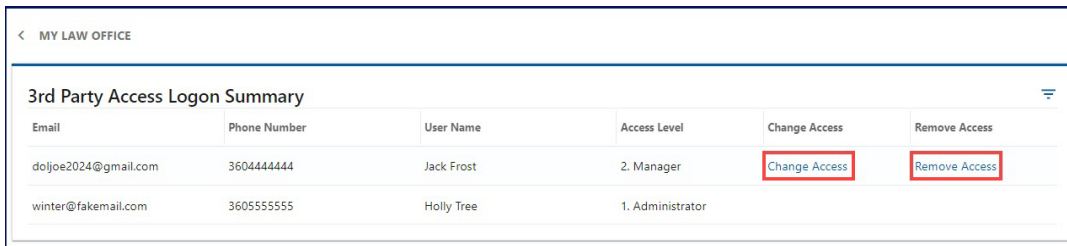
Note: Access codes expire 24 hours after creation.

Manage User Access

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Users List** hyperlink.



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



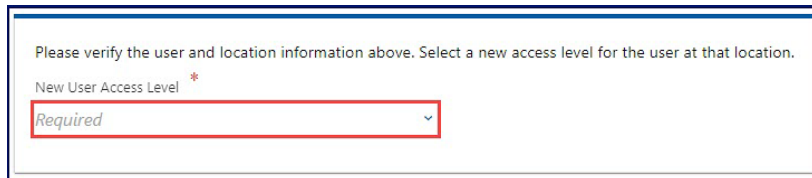
A screenshot of a table titled '3rd Party Access Logon Summary'. The table has columns for Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. Two buttons, 'Change Access' and 'Remove Access', are highlighted with red boxes in the first row.

Email	Phone Number	User Name	Access Level	Change Access	Remove Access
doljoe2024@gmail.com	3604444444	Jack Frost	2. Manager	Change Access	Remove Access
winter@fakemail.com	3605555555	Holly Tree	1. Administrator		

5. Complete the following steps based on your selection:

Change Access

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

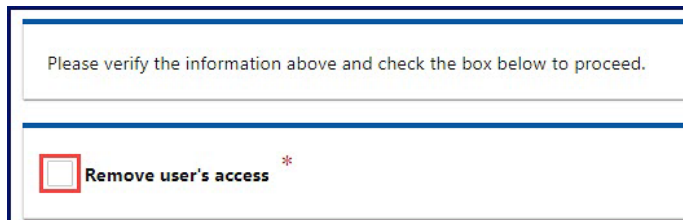


A screenshot of a form with the instruction: 'Please verify the user and location information above. Select a new access level for the user at that location.' Below this is a dropdown menu labeled 'New User Access Level *' with 'Required' selected and highlighted by a red box.

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

Remove Access

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



A screenshot of a form with the instruction: 'Please verify the information above and check the box below to proceed.' Below this is a checkbox labeled 'Remove user's access *' which is currently unchecked and highlighted by a red box.

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

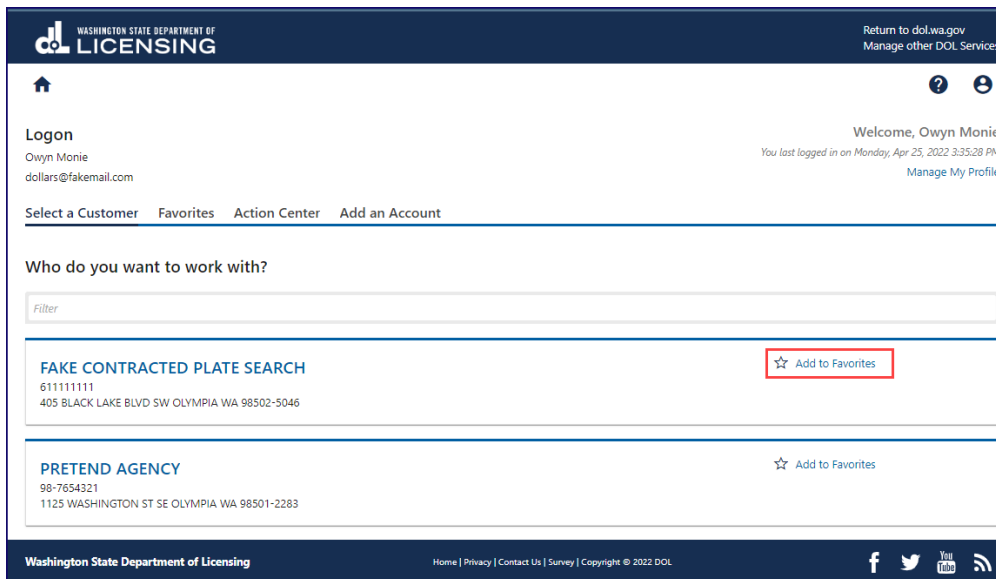
6. Review the request and click **Submit**.

Account Favorites

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

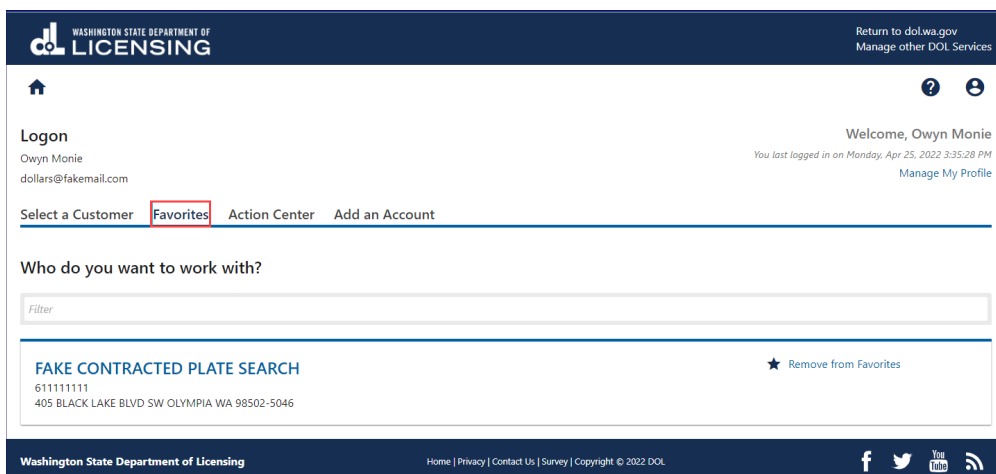
Setting Account Favorites

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **Add to Favorites** hyperlink.



The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a navigation bar with the logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. On the right side of the navigation bar, there are links for 'Return to dol.wa.gov' and 'Manage other DOL Services'. Below the navigation bar, there is a 'Logon' section with the user's name 'Owyn Monie' and email 'dollars@fakemail.com'. To the right of the logon section, there is a welcome message 'Welcome, Owyn Monie' and a timestamp 'You last logged in on Monday, Apr 25, 2022 3:35:28 PM' with a 'Manage My Profile' link. Below the logon section, there is a navigation menu with 'Select a Customer', 'Favorites', 'Action Center', and 'Add an Account'. The 'Favorites' tab is highlighted. Below the navigation menu, there is a section titled 'Who do you want to work with?' with a 'Filter' input field. Below the filter, there are two account listings. The first listing is 'FAKE CONTRACTED PLATE SEARCH' with UBI '611111111' and address '405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046'. To the right of this listing is a red-bordered button with a star icon and the text 'Add to Favorites'. The second listing is 'PRETEND AGENCY' with UBI '98-7654321' and address '1125 WASHINGTON ST SE OLYMPIA WA 98501-2283'. To the right of this listing is a button with a star icon and the text 'Add to Favorites'. At the bottom of the page, there is a footer with the text 'Washington State Department of Licensing' and 'Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL'. On the right side of the footer, there are social media icons for Facebook, Twitter, YouTube, and RSS.

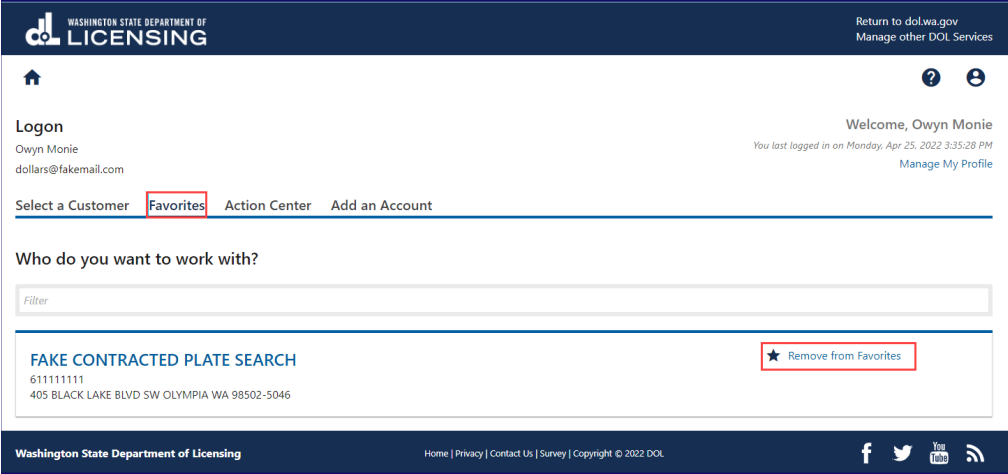
3. Click the **Favorites** tab to view and access the accounts you have set as favorites.



The screenshot shows the user interface of the Washington State Department of Licensing. At the top, there is a navigation bar with the logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. On the right side of the navigation bar, there are links for 'Return to dol.wa.gov' and 'Manage other DOL Services'. Below the navigation bar, there is a 'Logon' section with the user's name 'Owyn Monie' and email 'dollars@fakemail.com'. To the right of the logon section, there is a welcome message 'Welcome, Owyn Monie' and a timestamp 'You last logged in on Monday, Apr 25, 2022 3:35:28 PM' with a 'Manage My Profile' link. Below the logon section, there is a navigation menu with 'Select a Customer', 'Favorites', 'Action Center', and 'Add an Account'. The 'Favorites' tab is highlighted with a red border. Below the navigation menu, there is a section titled 'Who do you want to work with?' with a 'Filter' input field. Below the filter, there is one account listing: 'FAKE CONTRACTED PLATE SEARCH' with UBI '611111111' and address '405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046'. To the right of this listing is a button with a star icon and the text 'Remove from Favorites'. At the bottom of the page, there is a footer with the text 'Washington State Department of Licensing' and 'Home | Privacy | Contact Us | Survey | Copyright © 2022 DOL'. On the right side of the footer, there are social media icons for Facebook, Twitter, YouTube, and RSS.

Removing Accounts from Favorites

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **Favorites** tab and **Remove from Favorites** hyperlink.



Training School Accounts

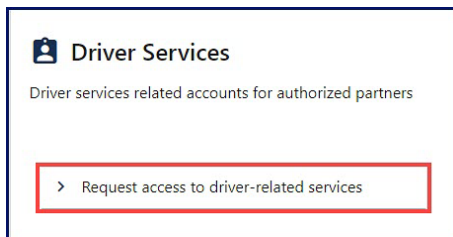
Commercial Training School Account

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

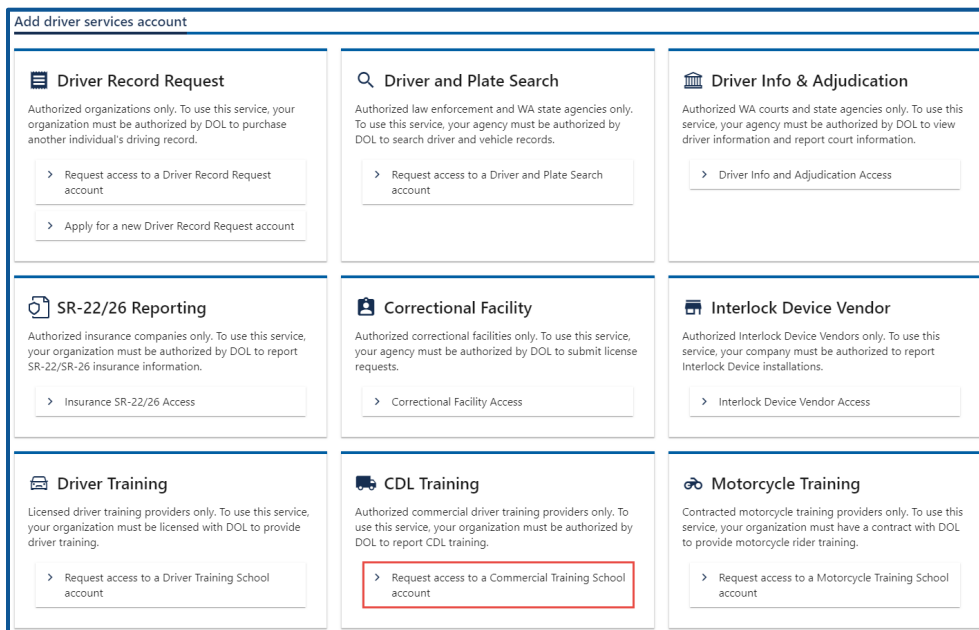
Request Access to Commercial Training School (CTS) Accounts

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **Request access to driver-related services** button.



3. Click the **Request access to a Commercial Training School account** button.



4. Complete the following information:

- a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
- b. Enter the state or federal ID.
- c. Select the appropriate option from the School license type dropdown menu.
- d. Enter the school license number.
- e. Enter your WA driver license number. Complete the additional steps below if you do not have a WA driver license.
 - i. Click the **I do not have a Washington driver license** checkbox.
 - ii. Select the appropriate option from the What state are you from? dropdown menu.
 - iii. What is your out of state driver license number?

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

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

A screenshot of a web form titled "Commercial school access". On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Request access", and "What account?". The main content area has a white background. The title "What account are you trying to access?" is followed by the instruction "In order to gain access, you will need to provide information to identify your account". Below this are several required fields: "Choose a state or federal ID" (dropdown), "State or federal ID" (text input), "School license type" (dropdown), "School license number" (text input), "What is your Washington drivers license number?" (text input), an unchecked checkbox "I don't have a Washington drivers license", and "What access level would you like to request?" (dropdown). Each field has "Required" written below it.

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

Administrators

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

Commercial school access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter authorization code

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

What is your authorization code? *

Required

- b. Click **Next**

Managers and employees

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

Commercial school access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter access code

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

What is your access code? *

Required

Note: Access codes expire 24 hours after creation.

- b. Click **Next**.

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

Commercial 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
09-Jul-2021

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

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

Add Student Course Information

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.

DRIVING ACADEMY LLC 610000X 123 MAIN STREET NOWHERE, WA 99999-9999
TEST DRIVING SCHOOL 222222222 123 S MAIN ST SEATTLE WA 98104-2515

3. Click the **Submit course completions** hyperlink.

I Want To [> Submit course completions](#)

4. Click the appropriate **Select** hyperlink to choose an instructor, click the applicable **CL, BA, PR, RA, or RO** checkboxes, and click **Next**.

Submit Course Completions

Add course
Choose instructors

Choose instructors

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

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

Page 1 of 1

Filter

DOL approved instructors

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

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

Submit Course Completions

Add course
Choose instructors
Course information

Enter course information

Enter the information requested below.

Course start date *

Course end date *

Type of training *

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

Individual

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

Submit Course Completions

Add course

- Choose instructors
- Course information
- Upload list
- Student list**

Student list

Enter all the students and their course details into the table below. You can add a student using the 'Add Student' button and you can remove a student by using the delete button to the left of the student's DLN. You can view and edit a student's course details by clicking the student's DLN.

Course start date: 01-Jun-2021 Course end date: 01-Jul-2021 Training Type: Passenger and school bu

Add Student

Students

DLN	Name	Course status
-----	------	---------------

[Add Student](#)

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

Student course information

Drivers License # *
Required

Course details

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

Notes

Phone number *
Required

No phone number

Bulk

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

Submit Course Completions

Add course

- Choose instructors
- Course information
- Upload list**

Upload list of students

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

Download template

Upload an Excel file

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

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

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

Submit Course Completions

Add course

- Choose instructors
- Course information
- Upload list**

Upload list of students

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

Download template

Upload an Excel file

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

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

The screenshot shows the 'Submit Course Completions' interface. On the left is a dark blue sidebar with a menu containing 'Add course', 'Choose instructors', 'Course information', 'Upload list', and 'Student list' (which is highlighted). The main content area is titled 'Student list' and includes instructions: 'Enter all the students and their course details into the table below. You can add a student using the 'Add Student' button and you can remove a student by using the delete button to the left of the student's DLN. You can view and edit a student's course details by clicking the student's DLN.' Below the instructions are three fields: 'Course start date' (01-Jul-2021), 'Course end date' (10-Jul-2021), and 'Training Type' (School bus). A blue 'Add Student' button is positioned below these fields. A 'Students' table is shown below, with a 'Delete students' link and a filter icon. The table has three columns: 'DLN', 'Name', and 'Course status'. It contains two rows of student data. At the bottom of the table, it indicates '2 Rows'.

DLN	Name	Course status
X WDL3P24876SB	SEAN CHARLES BOSWELL	Pass
X WDL53250F2SB	RACHAEL TEST BENJAMIN	Pass

8. Review the summary and click the **Submit** button to proceed or the **Previous** button 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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.

DRIVING ACADEMY LLC 610000X 123 MAIN STREET NOWHERE, WA 99999-9999
TEST DRIVING SCHOOL 222222222 123 S MAIN ST SEATTLE WA 98104-2515

3. Click the **Exam and course history** hyperlink.

Prior Activity	> Exam and course history
----------------	----------------------------------------------

4. Enter the from date, the to date or other search criteria, and click **Search**. The search results display below.

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

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

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		
WDL5824875SB	SNOOPY ARNOLD DAWG	School bus	PASS	50094	jpazzaz	12-Jul-2021		
WDL343Z376SB	APRIL MAY KEPNER	School bus	PASS	50094	jpazzaz	12-Jul-2021		
WDL2824878SB	FRANKLIN ALLEN MOTO	Passenger and school	PASS	17326	jpazzaz	11-Jul-2021		

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



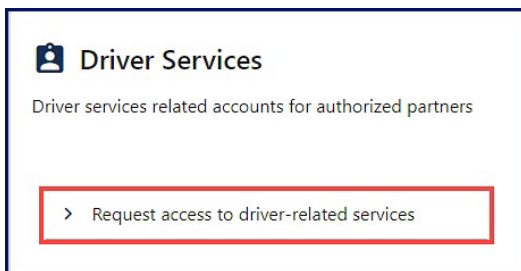
Driver Training School Account

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

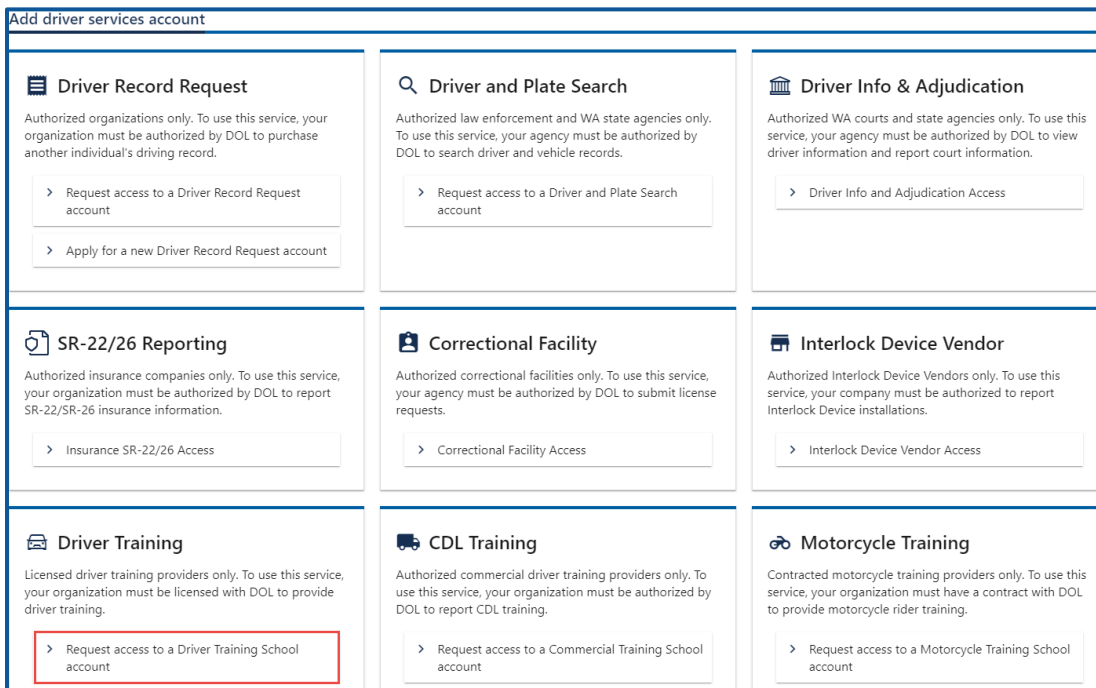
Request Access to a Driver Training School (DTS) Account

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **Request access to driver-related services** button.



3. Click the **Request access to Driver Training School** button.



4. Make sure you have the required information and click **Next**.
5. Complete the following steps and click **Next**.
 - a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
 - b. Enter the state or federal ID.
 - c. Select the appropriate option from the School license type dropdown menu.
 - d. Enter the school license number.
 - e. Enter your Washington driver license number or complete the following additional steps:
 - i. Click the **I don't have a Washington driver license** checkbox.
 - ii. Select the appropriate option from the What state are you from? dropdown menu.
 - iii. Enter your out of state driver license number.

A screenshot of a form section with a dark blue sidebar on the left. The main content area contains the following elements:

- A checked checkbox labeled "I don't have a Washington drivers license".
- A dropdown menu labeled "What state are you from?" with a red asterisk and the word "Required" below it.
- A text input field labeled "What is your out of state drivers license number?" with a red asterisk and the word "Required" below it.

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

A screenshot of a web form titled "Driver Training School access". The form has a dark blue sidebar on the left with the following navigation items: "Introduction", "What you'll need", "Request access", and "What account?". The main content area is titled "What account are you trying to access?" and contains the following fields:

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

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

Administrators

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

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

- b. Click the **Next** button

Managers and employees

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

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

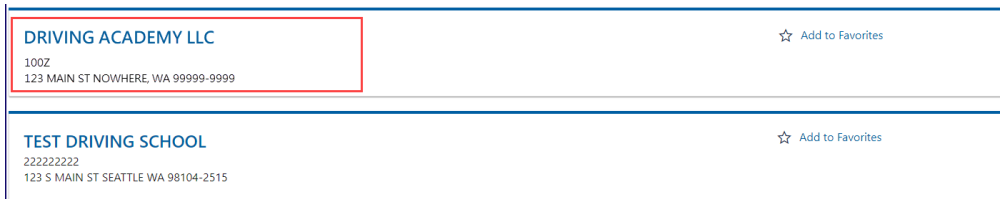
Note: Access codes expire 24 hours after creation.

- b. Click the **Next** button

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

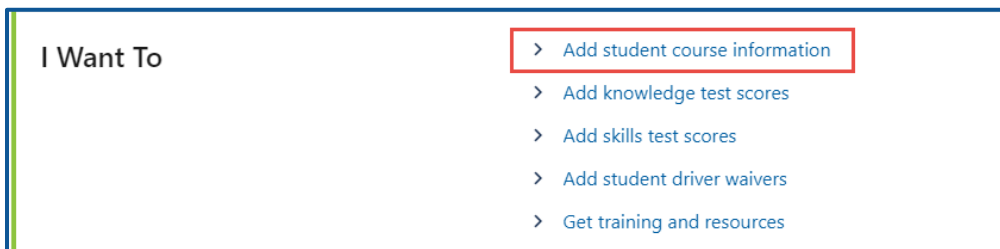
Add Student Course Information

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the appropriate business account hyperlink if you have more than one.



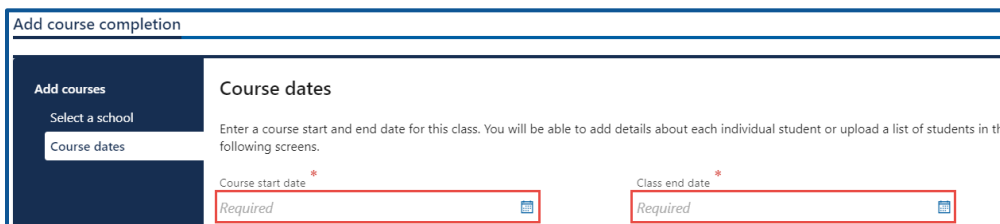
The screenshot shows a list of business accounts. The first account, "DRIVING ACADEMY LLC", is highlighted with a red box. Its address is 100Z 123 MAIN ST NOWHERE, WA 99999-9999. The second account, "TEST DRIVING SCHOOL", has the address 222222222 123 S MAIN ST SEATTLE WA 98104-2515. Both accounts have an "Add to Favorites" link.

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



The screenshot shows a menu titled "I Want To" with five options. The first option, "Add student course information", is highlighted with a red box. The other options are "Add knowledge test scores", "Add skills test scores", "Add student driver waivers", and "Get training and resources".

4. Click the **Select** hyperlink for the Driver Training School and the Instructor and click **Next**.
5. Enter the Course start date, enter the Class end date, and click **Next**.



The screenshot shows the "Add course completion" form. It has a sidebar with "Add courses" and "Course dates" sections. The "Course dates" section contains a text box for "Course start date" and a text box for "Class end date", both marked as "Required" and highlighted with red boxes. There are also calendar icons next to each date field.

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

Individual

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

The screenshot shows a web interface titled "Add course completion". On the left is a sidebar with menu items: "Add courses", "Select a school", "Course dates", "Upload list", and "Add students" (which is highlighted). The main content area is titled "Add students" and contains the following information:

- Course start date: 01-Jun-2021
- Class end date: 01-Jul-2021
- Instruction: "To record a driver education course click the add student button and provide their driver license number and additional information about the course."
- A blue button labeled "Add Student" is highlighted with a red box.
- Below the button is a table with the following columns: DLN, Name, Status, and Completed Date. There is an "Add Student" link below the table.
- A "Clear students" link is located in the top right of the table area.

- c. Enter the Student's driver license number.
 - d. Select **Yes** or **No** from the Did the student complete the course dropdown menu.
 - e. Select a course completion date.
7. Select the appropriate answer from the Reason for incomplete course dropdown menu, if applicable.
 8. Select one of the following options from the Delivery Method dropdown menu:
 - a. Hybrid Classroom
 - b. In-Person Classroom
 - c. Virtual Classroom

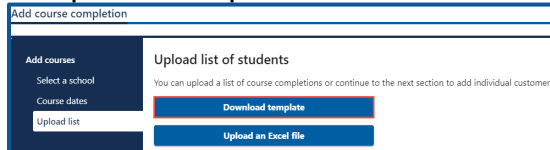
The screenshot shows a "Student Information" dialog box with the following fields and options:

- A header note: "The information below will be recorded as the students drivers education course."
- Student information**: "Students drivers license number" (Required field).
- Course information**:
 - "Did the student complete the course?" (Required dropdown menu)
 - "Select a course completion date" (Required date field)
 - "Delivery Method" (Required dropdown menu)
- The "Delivery Method" dropdown menu is open, showing three options: "Hybrid Classroom", "In-Person Classroom", and "Virtual Classroom". The "Hybrid Classroom" option is highlighted with a red box.
- A checkbox at the bottom: "I have successfully completed the drivers education course." (Required)
- Buttons for "Cancel" and "OK" are at the bottom right.

9. Click the **By checking this, I certify that the student listed above has successfully completed the drivers education course.** checkbox, if applicable, and click OK.

Bulk

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

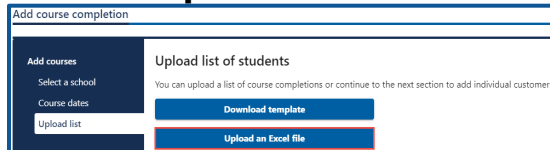


The screenshot shows a sidebar on the left with options: 'Add courses', 'Select a school', 'Course dates', and 'Upload list'. The main area is titled 'Upload list of students' and contains a 'Download template' button (highlighted with a red box) and an 'Upload an Excel file' button.

- b. Open the course completion template. The Excel template opens in another tab or browser window.
- c. Enter the driver license number, student complete course, date course completed, and reason for incomplete, if applicable, in the Students tab and save the file.

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

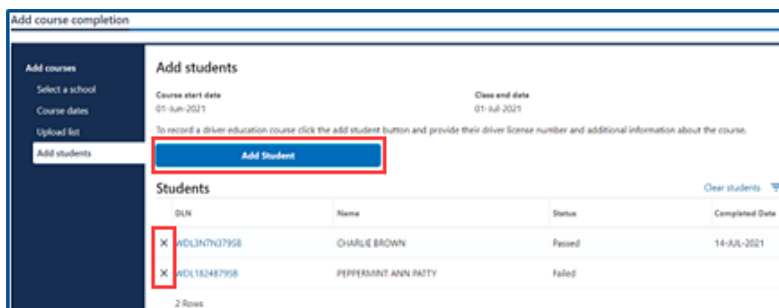
- d. Click the **Upload an Excel File** button.



The screenshot shows the same sidebar as above. The 'Upload an Excel file' button in the main area is highlighted with a red box.

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

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



The screenshot shows the 'Add students' section with fields for 'Course start date' (01-Jun-2021) and 'Class end date' (01-Jul-2021). Below these is an 'Add Student' button (highlighted with a red box). A table titled 'Students' is shown with the following data:

DLN	Name	Status	Completed Date
X HOL347937958	CHARLIE BROWN	Passed	14-JUL-2021
X HOL132487958	PEPPERMIT ANN PATY	Failed	

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

Add Knowledge Test Scores

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.

The screenshot shows two business account options. The first is "DRIVING ACADEMY LLC" with address "100Z 123 MAIN ST NOWHERE, WA 99999-9999". The second is "TEST DRIVING SCHOOL" with address "222222222 123 S MAIN ST SEATTLE WA 98104-2515". Both have an "Add to Favorites" link.

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

The "I Want To" menu contains several options: "Add student course information", "Add knowledge test scores" (highlighted with a red box), "Add skills test scores", "Add student driver waivers", and "Get training and resources".

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

The form is titled "Add knowledge test scores". It has a sidebar with "Add knowledge test score" and "Select a school". The main area is "Select a school and instructor". It shows a table of "Driver Training Schools" with one row: "HQ DRIVER TRAINING" with a "Select" button highlighted in red. Below is a table of "Instructors for the selected school" with two rows: "ROMAN CHARLES PEARCE 1002" and "DOMINIC BENNIE TORETO 1001", both with "Select" buttons highlighted in red.

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

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

Individual

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

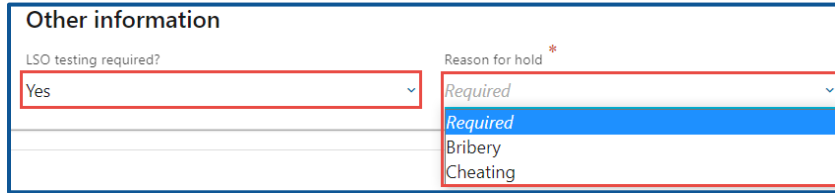
The screenshot shows a web interface for adding knowledge test scores. On the left is a navigation menu with options: 'Add knowledge test score', 'Select a school', 'Upload list', and 'Add customers'. The main area is titled 'Add customers' and contains a blue 'Add Customer' button. Below the button is a table with the following columns: DLN, Name, Test date, Test type, Score, Passed, and Version. A small 'Add Customer' link is visible at the bottom of the table.

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

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

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

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

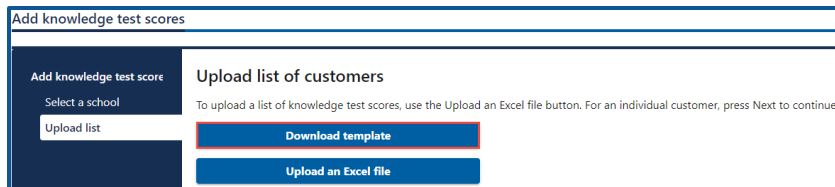


The screenshot shows a form titled "Other information". It contains two dropdown menus. The first is labeled "LSO testing required?" and has "Yes" selected. The second is labeled "Reason for hold" with an asterisk and has "Required" selected. A dropdown menu is open below "Reason for hold", showing options: "Required" (highlighted in blue), "Bribery", and "Cheating".

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

Bulk

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

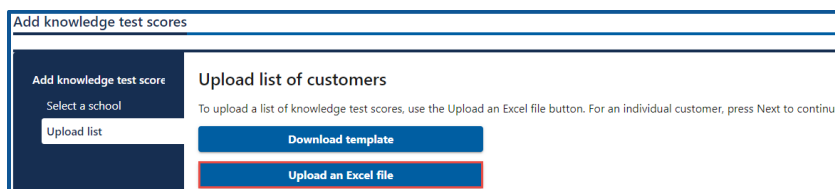


The screenshot shows a form titled "Add knowledge test scores". On the left, there is a sidebar with "Add knowledge test score" and "Upload list". The main area is titled "Upload list of customers" and contains the text: "To upload a list of knowledge test scores, use the Upload an Excel file button. For an individual customer, press Next to continue." Below this text are two buttons: "Download template" (highlighted with a red box) and "Upload an Excel file".

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

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

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



The screenshot shows the same "Add knowledge test scores" form as above. The "Upload an Excel file" button is now highlighted with a red box.

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

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

Add knowledge test scores

Add knowledge test score

Select a school

Upload list

Add customers

Add customers

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

[Add Customer](#)

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

[Delete customers](#)

2 Rows

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

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

Driver information

CHARLIE BROWN

Date of birth: 3/4/1977

Age: 44 years 4 months

Drivers license number: WDL3N7N3795B

License type: CDL Class A

License status: Licensed

Expires: 4/8/2022

DTS DOL Test Required

Add Skills Test Scores

To add skills test scores individually or in bulk, follow the steps below.

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.

DRIVING ACADEMY LLC 100Z 123 MAIN ST NOWHERE, WA 99999-9999	☆ Add to Favorites
TEST DRIVING SCHOOL 222222222 123 S MAIN ST SEATTLE WA 98104-2515	☆ Add to Favorites

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

I Want To	<ul style="list-style-type: none">> 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 applicable school location, click the **Select** hyperlink for the applicable examiner, and click **Next**.

Add skills test scores

Add skills tests
Select a school

Select a school and instructor

Driver Training Schools

	School Name
Select	HQ DRIVER TRAINING

Instructors for the selected school

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

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

Individual

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

The screenshot shows a web interface titled "Add skills test scores". On the left, a sidebar contains "Add skills tests" with sub-options: "Select a school", "Upload list", and "Add customers" (which is highlighted). The main content area is titled "Add Customers" and includes a blue "Add Customer" button. Below this is a table titled "Customers skills test entries" with columns: DLN, Name, Test Date, Score, and Pass/Fail. A small "Add Customer" link is visible at the bottom left of the table area.

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

The screenshot shows a form titled "The information below will be recorded as the results of the customer's skills test." It is divided into two sections: "Customer information" and "Skills test information".

Customer information

- Drivers License # * (Required) [Text input field]

Skills test information

- Date * (Required) [Date picker]
- Hour * (Required) [Text input field]
- Minute * (Required) [Text input field]
- AM/PM * (Required) [Dropdown menu]
- Route * (Required) [Dropdown menu]
- Score [Text input field]
- Pass or fail? * (Required) [Dropdown menu]

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

The screenshot shows a form with two dropdown menus. The first dropdown, labeled 'Pass or fail?', has 'Failed' selected. The second dropdown, labeled 'Fail Reason *', is open and shows a list of options: 'Required', 'Accident', 'Bribery', 'Cheating', 'Dangerous Action', 'Deductions', 'Failure to Perform', and 'Violation'. 'Cheating' is highlighted with a red box.

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

Bulk

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

The screenshot shows a form titled 'Add skills test scores'. On the left, there is a sidebar with 'Add skills tests' and 'Upload list' buttons. The main area has 'Upload list of customers' and a text box with the instruction: 'You can upload a list of skills test scores or continue to the next section to add individual customers.' Below this, there are two buttons: 'Download template' (highlighted with a red box) and 'Upload an Excel file'.

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

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

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

Add skills test scores

Add skills tests

Select a school

Upload list

Upload list of customers

You can upload a list of skills test scores or continue to the next section to add individual customers.

Download template

Upload an Excel file

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

f. Click the **Next** button.

7. Review the individual 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 failure reason.

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

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

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

Driver information

CHARLIE BROWN

Drivers license number: WDL3N7N3795B

Date of birth: 3/4/1977

License type: CDL Class A

Age: 44 years 4 months

License status: Licensed

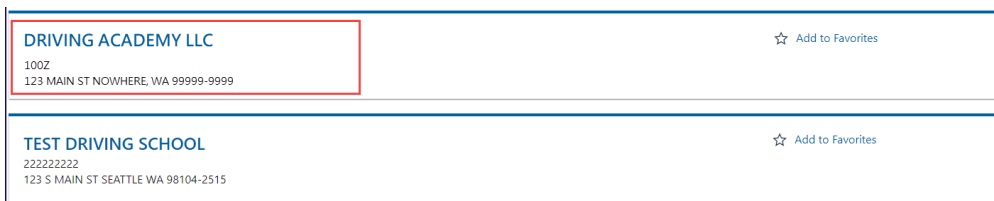
Expires: 4/8/2022

DTS DOL Test Required

Add Student Driver Waivers (E-Waivers)

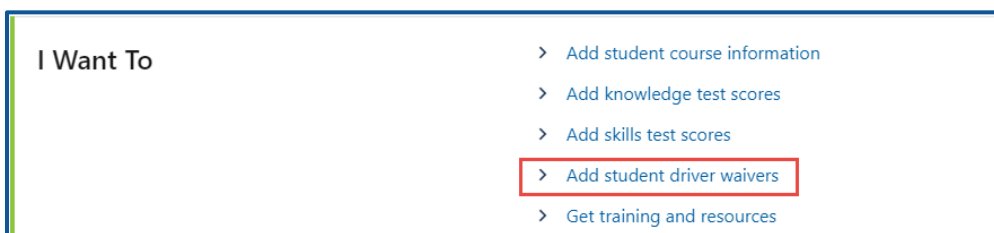
Enter the student course information individually or in bulk by following the process below.

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



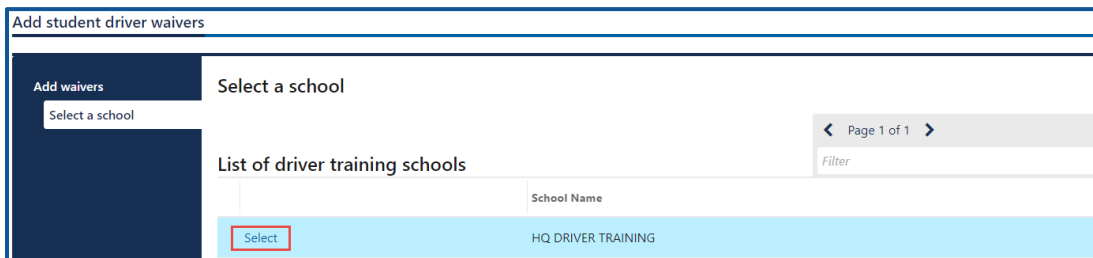
The screenshot shows a list of business accounts. The first account, "DRIVING ACADEMY LLC", is highlighted with a red box. Its address is 100Z, 123 MAIN ST NOWHERE, WA 99999-9999. The second account, "TEST DRIVING SCHOOL", has address 222222222, 123 S MAIN ST SEATTLE WA 98104-2515. Both accounts have an "Add to Favorites" link.

3. Click the **Add student driver waivers** hyperlink.



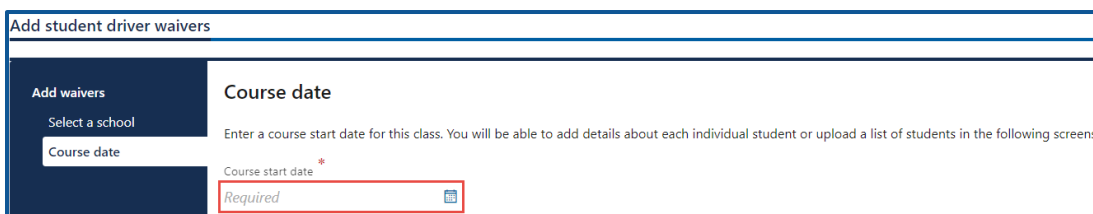
The screenshot shows a menu titled "I Want To" with several options: "Add student course information", "Add knowledge test scores", "Add skills test scores", "Add student driver waivers" (highlighted with a red box), and "Get training and resources".

4. Click the **Select** hyperlink for the school location administering the course and click **Next**.



The screenshot shows the "Add student driver waivers" screen. On the left, there is a sidebar with "Add waivers" and "Select a school". The main area is titled "Select a school" and contains a "List of driver training schools" table. The table has a "School Name" column and a "Select" button. The first row is "HQ DRIVER TRAINING" and its "Select" button is highlighted with a red box. There is also a "Page 1 of 1" indicator and a "Filter" input field.

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



The screenshot shows the "Add student driver waivers" screen. On the left, there is a sidebar with "Add waivers" and "Course date". The main area is titled "Course date" and contains a "List of driver training schools" table. The table has a "Course start date" column and a "Required" label. The "Course start date" input field is highlighted with a red box. There is also a "Page 1 of 1" indicator and a "Filter" input field.

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

Individual

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

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

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

Bulk

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

The screenshot shows the 'Add student driver waivers' interface. On the left, a dark sidebar contains navigation options: 'Add waivers', 'Select a school', 'Course date', 'Upload list', and 'Add students'. The main content area is titled 'Upload list of students' and shows the instruction: 'To upload a list of waivers, use the Upload an Excel file button. For an individual student, press next to continue.' Two buttons are visible: 'Download template' (highlighted with a red box) and 'Upload an Excel file'.

- Open the waiver template. The Excel template opens in another tab or browser window.
- Enter the driver license number on the Students tab and save the file.

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

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

This screenshot is identical to the one above, showing the 'Upload list of students' section. In this version, the 'Upload an Excel file' button is highlighted with a red box, and the 'Download template' button is not highlighted.

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

Add student driver waivers

Add waivers

Select a school

Course date

Upload list

Add students

Add students

Course start date : 15-Jul-2021

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

[Add student](#)

[Clear students](#)

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

3 Rows

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

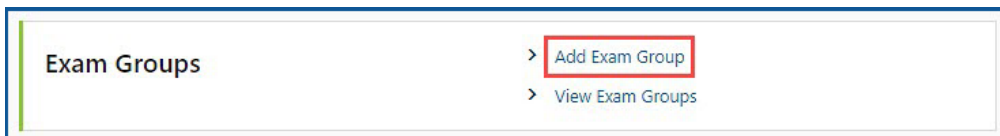
Add an Exam Group

This activity allows you to create an exam group to add students. The bulleted list below outlines some important things to remember when setting up the exam:

- Students need to have a License Express account to test online.
 - Students need the exam access code at the top of the Add Exam Group activity window to access the online exam.
 - Dates for the Exam Start Window fields must be the current day or in the future.
 - The exam Start Window fields determine the time when students can access exams. Students cannot access exam outside these times.
 - Students are not kicked out of the exam if they are still testing when the exam Start window expires.
 - Randomized paper exams are generated by the system and have a unique Exam ID number in the top right corner.
 - Verify each student is given the correct exam by matching Exam ID with student name.
 - Bank exams are provided by DOL.
1. Login to your License Express account at secure.dol.wa.gov.
 2. Select the appropriate business account if you have more than one.



3. Click the **Add Exam Group** hyperlink.



4. Enter the appropriate information in the Exam Date, Exam Start Window Begin, and Exam Start Window End fields. Make note of the Exam access code at the top of the screens. This is required for online testing.

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Return to dol.wa.gov
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License eXpress for Partners

TEST DRIVING SCHOOL

Exam access code: **YHS28K**

Please set an exam date.

Exam Date *
Required

Please define a start time window for the exams.

Exam Start Window Begin *
Required

Exam Start Window End *
Required

5. Click the **Online** or **Paper** button to select the Exam Option Type and choose one of the following steps:

a. Online:

- i. Click the **Select** hyperlink for the applicable instructor.
- ii. Click the **Save** button.

Please select if the exam is on paper or online.

Exam Option Type
 Online Paper

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Save

Washington State Department of Licensing

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b. Paper:

- i. Click the **Bank** or **Randomized questions** button.
- ii. Click the **Select** hyperlink for the applicable instructor.
- iii. Click the **Save** button.

Please select if the exam is on paper or online.

Exam Option Type
 Online Paper

Please choose either randomized exam questions or question banks.

Paper Exam Types *
 Bank Randomized questions

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Save

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6. Click the **Add** hyperlink in the Students section to begin adding students and choose one of the following steps:

Students					Add Show History ☰
DLN	Name	Exam Type	Language	Status	
There are currently no students in this exam group.					

a. Online Exams

- i. Enter the Student’s driver license number.
- ii. Select the applicable option from the Identity Confirmation Exam Language dropdown menu. This is for the self-attestation part of the exam.
- iii. Select **Personal Driver License Knowledge Exam** from the Exam Type dropdown menu.
- iv. Select the applicable option from the Language dropdown menu. This will be the language provided on the exam.

Add Student ✕

Student Information

Student's drivers license number Required

Exam Information

Identity Confirmation Exam Language Required

Exam Type Required

Language Required

[Cancel](#) [OK](#)

b. Paper Exam

- i. Enter the Student’s driver license number.
- ii. Select **Personal Driver License Knowledge Exam** from the Exam Type dropdown menu.
- iii. Select the applicable option from the Language dropdown menu. This will be the language provided on the exam.
- iv. Click the **OK** button.

Add Student ✕

Student Information

Student's drivers license number Required

Exam Information

Exam Type Required

Language Required

[Cancel](#) [OK](#)

- v. Click the **Print Exam** hyperlink to print an individual exam or **Print Exams** button to print all exams, if applicable.

[Print Exams](#)

Students [Add](#) [Show History](#) ☰

DLN	Name	Exam Type	Language	Exam ID		
WDLB9180243B	JUSTIN TIME	Personal Driver License Knowl	English	277710	Print exam	Grade Exam Remove

View Exam Groups

Viewing the exam group provides you with the ability to edit the exam details, remove an exam group from your list of current exams, or look at previous exam groups.

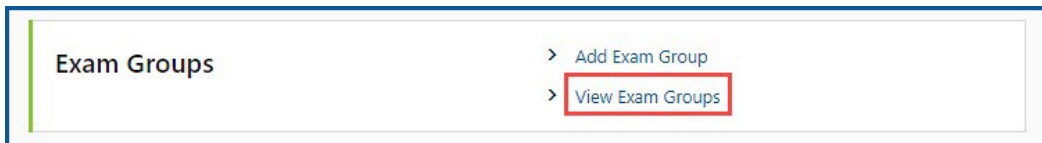
Edit the Exam Group Details

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



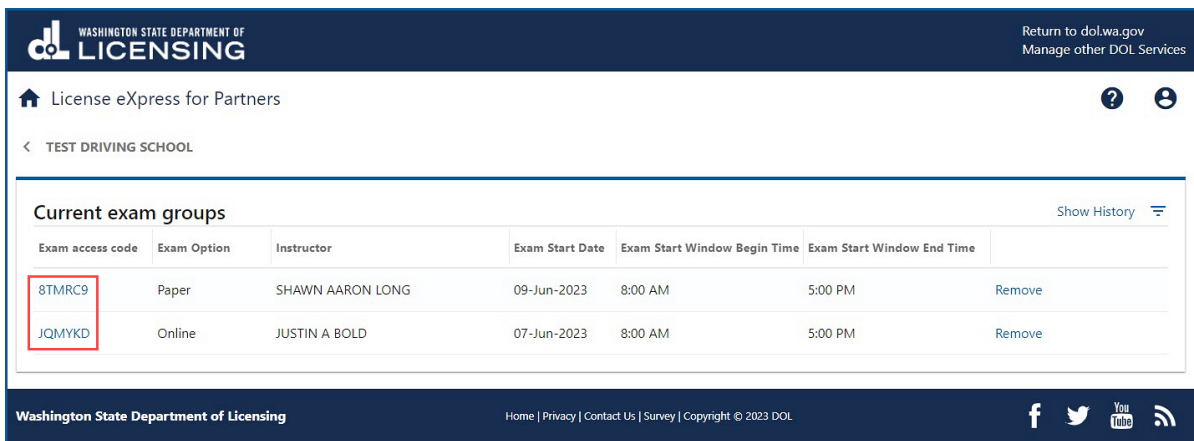
The screenshot shows two business account options. The first is "DRIVING ACADEMY LLC" with address "100Z 123 MAIN ST NOWHERE, WA 99999-9999" and an "Add to Favorites" link. The second is "TEST DRIVING SCHOOL" with address "222222222 123 S MAIN ST SEATTLE WA 98104-2515" and an "Add to Favorites" link. The "DRIVING ACADEMY LLC" entry is highlighted with a red box.

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu with the title "Exam Groups". There are two options: "Add Exam Group" and "View Exam Groups". The "View Exam Groups" option is highlighted with a red box.

4. Click the appropriate Exam access code hyperlink.



The screenshot shows the "Current exam groups" table in the License eXpress for Partners interface. The table has columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a Remove link. The "8TMRC9" access code is highlighted with a red box.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

- Click the **Edit Exam Detail** hyperlink and correct the Exam Date, Exam Start Window Begin, or Exam Start Window End time, if applicable.
- Click the **Select** hyperlink to change the instructor, if applicable, and click **Save**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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< TEST DRIVING SCHOOL

Exam access code: JQMYKD

Please set an exam date.

Exam Date
07-Jun-2023

Please define a start time window for the exams.

Exam Start Window Begin
8:00 AM

Exam Start Window End
5:00 PM

Please select if the exam is on paper or online.

Exam Option Type
Online Paper

Available Instructors

	Name	License Number
Select	JUSTIN A BOLD	2055
Select	SHAWN AARON LONG	2056

2 Rows

Students Show History

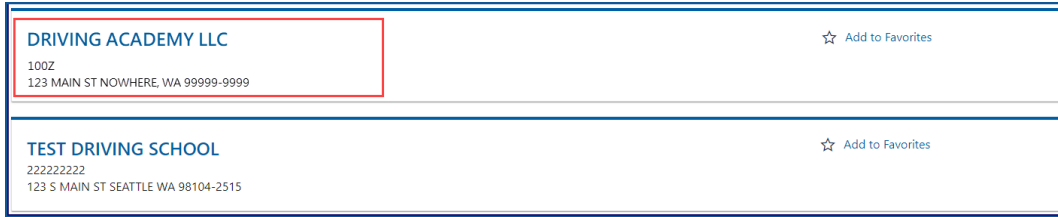
DLN	Name	Exam Type	Language	Status
There are currently no students in this exam group.				

Cancel Save

- Alternatively, click the **Add** hyperlink to add additional students. Follow steps 6a or 6b in the [Add an Exam Group](#) section.

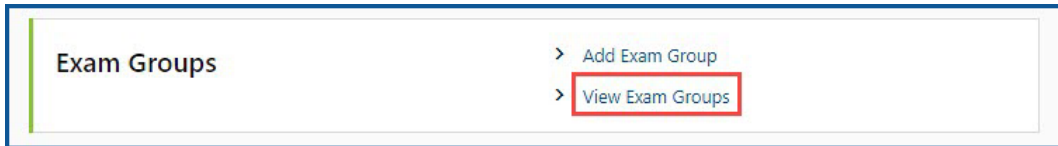
Remove an Exam Group

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



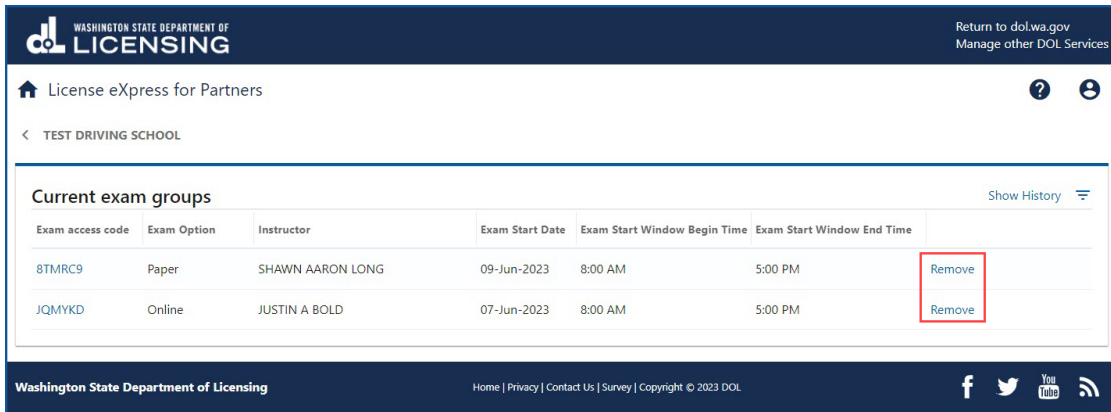
The screenshot shows two business account options. The first is "DRIVING ACADEMY LLC" with address "100Z 123 MAIN ST NOWHERE, WA 99999-9999" and an "Add to Favorites" link. The second is "TEST DRIVING SCHOOL" with address "123 S MAIN ST SEATTLE WA 98104-2515" and an "Add to Favorites" link.

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu with the title "Exam Groups". There are two options: "Add Exam Group" and "View Exam Groups". The "View Exam Groups" option is highlighted with a red box.

4. Click the **Remove** hyperlink for the appropriate group. The group displays in your history.

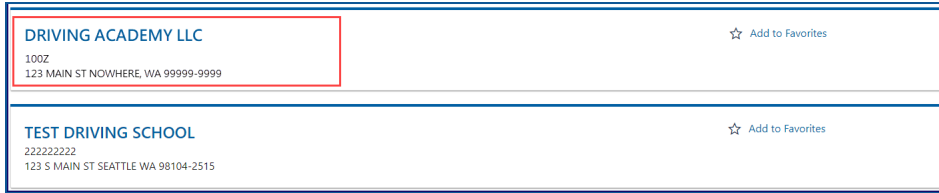


The screenshot shows the "Current exam groups" table in the License eXpress for Partners interface. The table has columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a Remove button. The Remove buttons for both rows are highlighted with red boxes.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMVKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

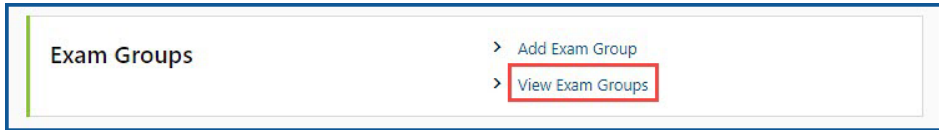
Review Exam Group History

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



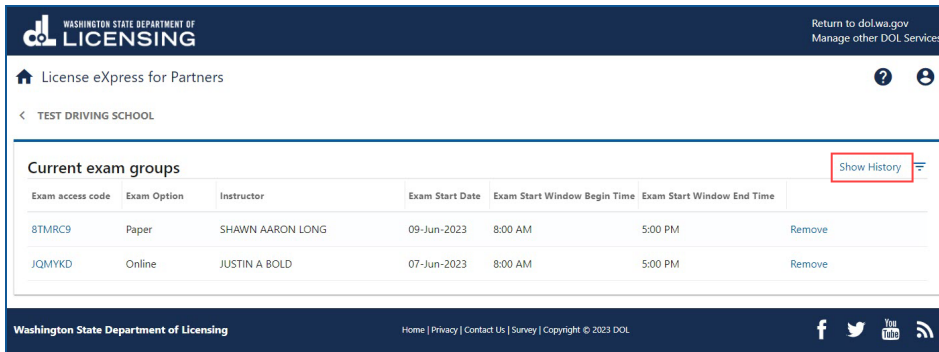
The screenshot shows two business accounts listed. The first account, "DRIVING ACADEMY LLC", is highlighted with a red box. The second account, "TEST DRIVING SCHOOL", is also visible. Each account includes its name, address, and a star icon for "Add to Favorites".

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu titled "Exam Groups" with two options: "Add Exam Group" and "View Exam Groups". The "View Exam Groups" option is highlighted with a red box.

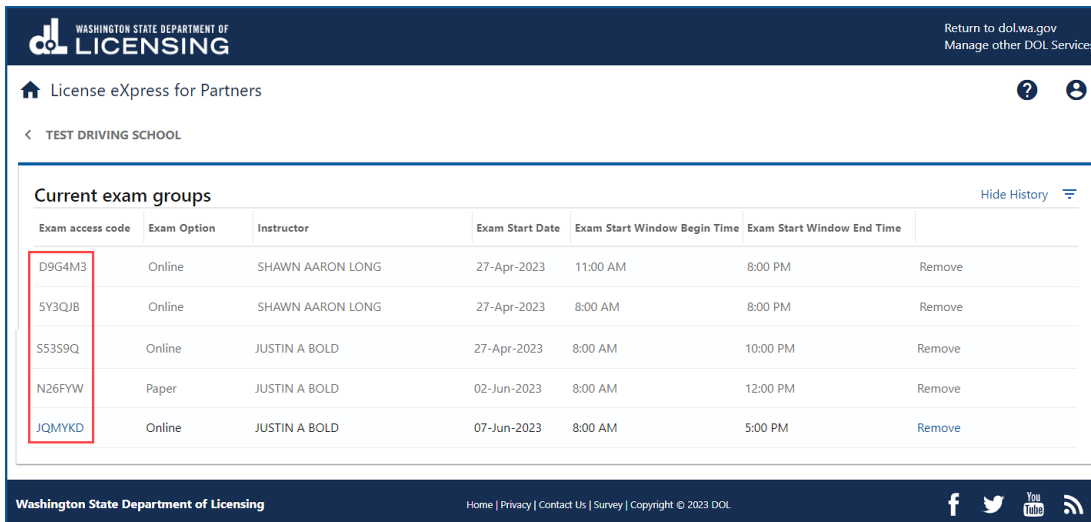
4. Click the **Show History** hyperlink to display a list of past or removed exam groups.



The screenshot shows a table titled "Current exam groups" with a "Show History" button highlighted in red. The table contains the following data:

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
8TMRC9	Paper	SHAWN AARON LONG	09-Jun-2023	8:00 AM	5:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

5. Click the applicable Exam access code hyperlink to view the exam details. Gray hyperlinks are active and take you to that exam group.



The screenshot shows a table titled "Current exam groups" with a "Hide History" button. The "Exam access code" "D9G4M3" is highlighted with a red box. The table contains the following data:

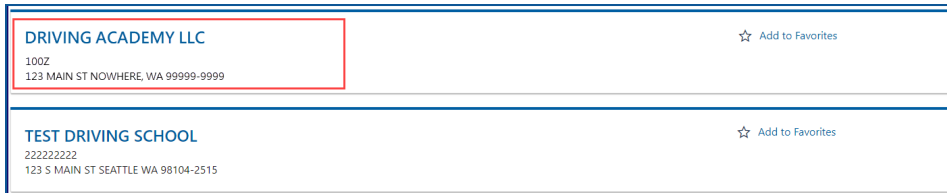
Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
D9G4M3	Online	SHAWN AARON LONG	27-Apr-2023	11:00 AM	8:00 PM	Remove
5Y3QJB	Online	SHAWN AARON LONG	27-Apr-2023	8:00 AM	8:00 PM	Remove
S53S9Q	Online	JUSTIN A BOLD	27-Apr-2023	8:00 AM	10:00 PM	Remove
N26FYW	Paper	JUSTIN A BOLD	02-Jun-2023	8:00 AM	12:00 PM	Remove
JQMYKD	Online	JUSTIN A BOLD	07-Jun-2023	8:00 AM	5:00 PM	Remove

Grade a Paper Exam

Grading paper exams, whether randomized or bank, is done through the View Exam Groups hyperlink.

Grading Randomized Paper Exams

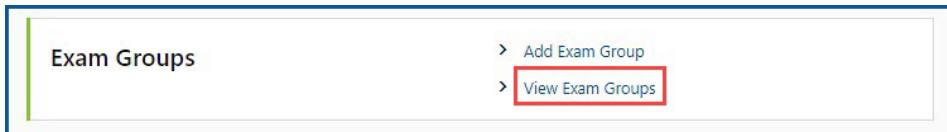
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



The screenshot shows two business accounts listed. The first account, 'DRIVING ACADEMY LLC', is highlighted with a red box. The second account, 'TEST DRIVING SCHOOL', is also visible. Both accounts include an 'Add to Favorites' link.

DRIVING ACADEMY LLC 100Z 123 MAIN ST NOWHERE, WA 99999-9999	☆ Add to Favorites
TEST DRIVING SCHOOL 222222222 123 S MAIN ST SEATTLE WA 98104-2515	☆ Add to Favorites

3. Click the **View Exam Groups** hyperlink.

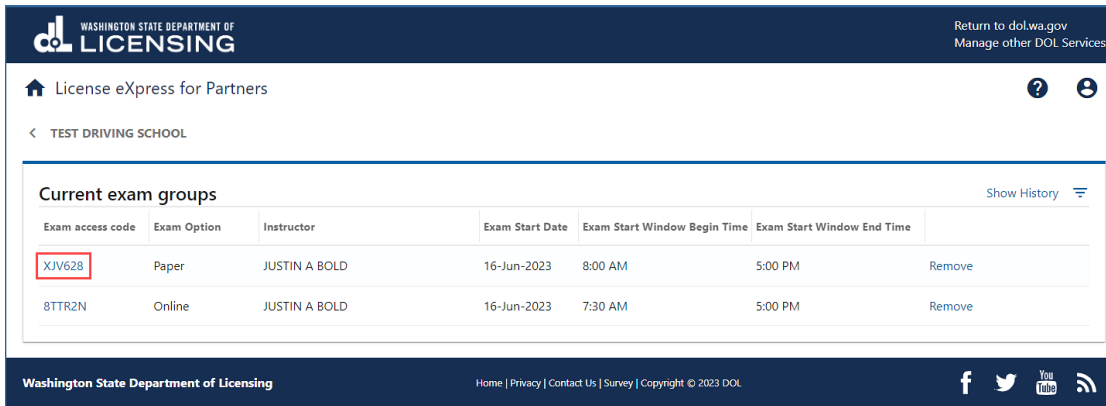


The screenshot shows the 'Exam Groups' menu with two options: 'Add Exam Group' and 'View Exam Groups'. The 'View Exam Groups' option is highlighted with a red box.

Exam Groups

- > Add Exam Group
- > **View Exam Groups**

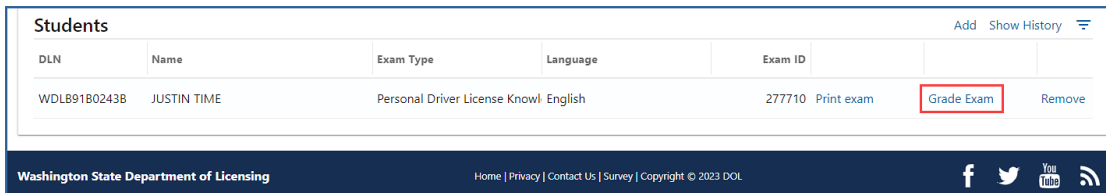
4. Click the appropriate Exam access code hyperlink.



The screenshot shows the 'Current exam groups' table in the License eXpress for Partners interface. The table lists two exam groups, with the first one, 'XJV628', highlighted with a red box. The table includes columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a Remove link.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
XJV628	Paper	JUSTIN A BOLD	16-Jun-2023	8:00 AM	5:00 PM	Remove
8TTR2N	Online	JUSTIN A BOLD	16-Jun-2023	7:30 AM	5:00 PM	Remove

5. Click the **Grade Exam** hyperlink.



The screenshot shows the 'Students' table in the License eXpress for Partners interface. The table lists one student, 'JUSTIN TIME', with a 'Grade Exam' link highlighted with a red box. The table includes columns for DLN, Name, Exam Type, Language, Exam ID, and a Print exam link.

DLN	Name	Exam Type	Language	Exam ID		
WDLB91802438	JUSTIN TIME	Personal Driver License Knowl	English	277710	Print exam	Grade Exam Remove

6. Select the applicable option from the dropdown menu in the Answer column to choose the appropriate answer and click **Save**. After grading an exam, you cannot change it after clicking Save. Please double check the answers you entered before saving.

Exam Detail

Once an exam is graded, it cannot be changed after clicking Save. Please double check the entered answers before saving.

Exam

#	Question	Answer	Correct
1	Bicyclists		
2	A		
3	This	A	
4	This	B	
5	This	C	
6	This	D	
7	This		

Cancel Save

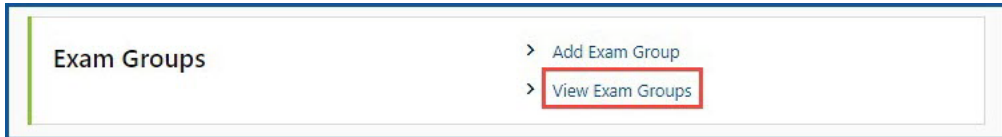
Grading Bank Paper Exams

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



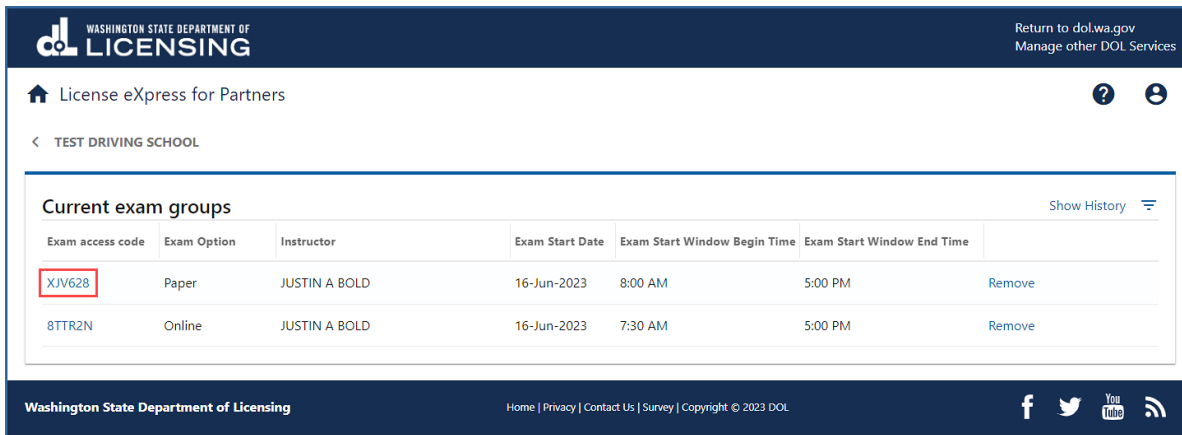
The screenshot shows two business account options. The first is "DRIVING ACADEMY LLC" with address "100Z 123 MAIN ST NOWHERE, WA 99999-9999" and an "Add to Favorites" link. The second is "TEST DRIVING SCHOOL" with address "222222222 123 S MAIN ST SEATTLE WA 98104-2515" and an "Add to Favorites" link.

3. Click the **View Exam Groups** hyperlink.



The screenshot shows a menu titled "Exam Groups" with two options: "Add Exam Group" and "View Exam Groups". The "View Exam Groups" option is highlighted with a red box.

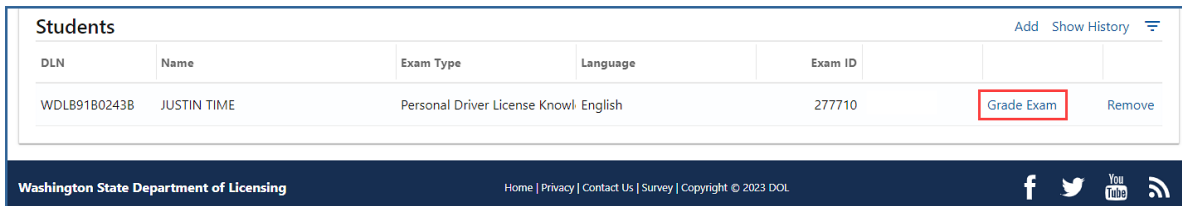
4. Click the appropriate Exam access code hyperlink.



The screenshot shows the "Current exam groups" table in the License eXpress for Partners interface. The table has columns for Exam access code, Exam Option, Instructor, Exam Start Date, Exam Start Window Begin Time, Exam Start Window End Time, and a Remove link. The "XJV628" exam access code is highlighted with a red box.

Exam access code	Exam Option	Instructor	Exam Start Date	Exam Start Window Begin Time	Exam Start Window End Time	
XJV628	Paper	JUSTIN A BOLD	16-Jun-2023	8:00 AM	5:00 PM	Remove
8TTR2N	Online	JUSTIN A BOLD	16-Jun-2023	7:30 AM	5:00 PM	Remove

5. Click the **Grade Exam** hyperlink.



The screenshot shows the "Students" table in the License eXpress for Partners interface. The table has columns for DLN, Name, Exam Type, Language, Exam ID, a Grade Exam link, and a Remove link. The "Grade Exam" link is highlighted with a red box.

DLN	Name	Exam Type	Language	Exam ID		
WDLB91B0243B	JUSTIN TIME	Personal Driver License Knowl	English	277710	Grade Exam	Remove

6. Select the appropriate option from the Method dropdown menu.
7. Select **Yes** or **No** from the Was this exam sent to you by the Department of Licensing? dropdown menu.
8. Select **Pass** or **Fail** from the Pass or fail? dropdown menu.
9. Select **Yes** or **No** from this LSO Testing Required? dropdown menu.

10. Enter the Score in the required field and click **OK**.

Grade Exam ×

The information below will be recorded as the results of the customer's knowledge exam.

Method *

Was this exam sent to you by the Department of Licensing?

Pass or fail? *

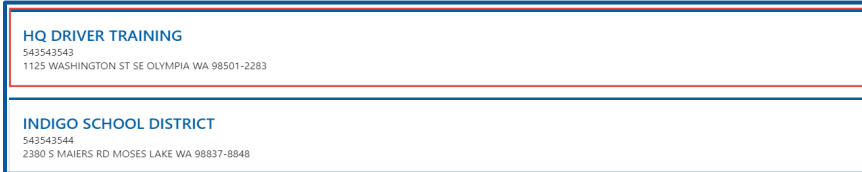
LSO Testing Required? *

Score *

Find a Customer

Use the following process to locate customer record information.

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



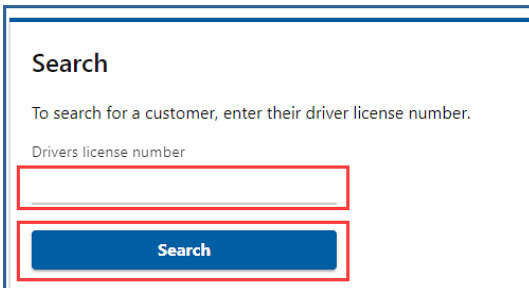
The screenshot shows two business account options. The first is "HQ DRIVER TRAINING" with ID 543543543 and address 1125 WASHINGTON ST SE OLYMPIA WA 98501-2283. The second is "INDIGO SCHOOL DISTRICT" with ID 543543544 and address 2380 S MAIERS RD MOSES LAKE WA 98837-8848.

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



The screenshot shows a "Customer Actions" menu with two options: "Refer a customer to L2O" and "Find a customer". The "Find a customer" option is highlighted with a red box.

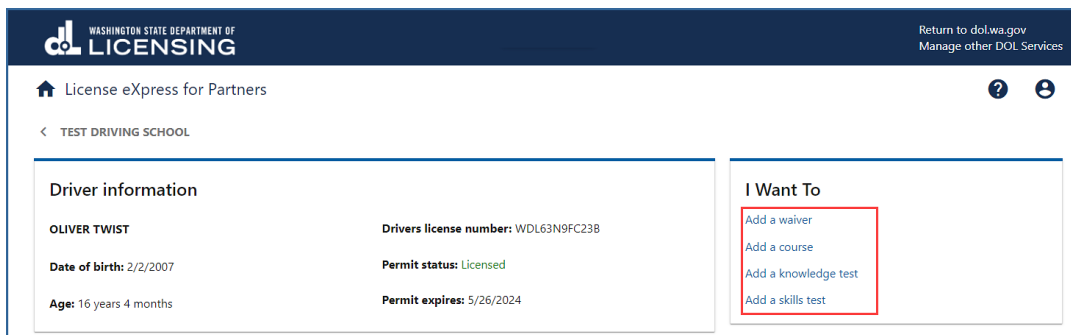
4. Enter the Drivers license number and click **Search**.



The screenshot shows a "Search" form with the instruction "To search for a customer, enter their driver license number." Below the instruction is a text input field labeled "Drivers license number" and a blue "Search" button. Both the input field and the button are highlighted with red boxes.

5. Complete transactions, from the customer record, by clicking one of the following hyperlinks, if applicable:

- a. **Add a waiver**
- b. **Add a course**
- c. **Add a knowledge test**
- d. **Add a skills test**



The screenshot shows a customer record page for "OLIVER TWIST". The page includes the Washington State Department of Licensing logo and navigation links. The "Driver information" section displays: "OLIVER TWIST", "Date of birth: 2/2/2007", "Age: 16 years 4 months", "Drivers license number: WDL63N9FC23B", "Permit status: Licensed", and "Permit expires: 5/26/2024". The "I Want To" section contains four hyperlinks: "Add a waiver", "Add a course", "Add a knowledge test", and "Add a skills test". The "Add a waiver" link is highlighted with a red box.

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

Driver information

OLIVER TWIST Drivers license number: WDL63N9FC23B

Date of birth: 2/2/2007 Permit status: Licensed

Age: 16 years 4 months Permit expires: 5/26/2024

DTS DOL Test Required

6. Click the **Waivers**, **Course completions**, **Knowledge tests**, or **Skills tests** tabs to view information on the customer’s record. Online and paper exam results display on the Knowledge tests tab. Click the **New search** button to return to the Search screen.

Waivers Course completions Knowledge tests Skills tests

Waivers Hide History

Course start	Course location	
26-May-2023	MATER'S DRIVING SCHOOL	View

[New search](#)

Washington State Department of Licensing Home | Privacy | Contact Us | Survey | Copyright © 2023 DOL

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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business 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

Reexamination of a customer

What you'll need

Customer's DLN

Driver license # *
Required

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

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

Reason for reexamination

Drivers license number: WDL143Z3785B

License type: Personal Driver License

License status: Suspended/Revoked 3rd Degree

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 and click the **Submit** button to proceed or **Previous** button 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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business 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 are displayed below.
 - a. Enter the from date and to date.
 - b. Enter the customer's DLN, if applicable.
 - c. Enter the customer's first name, middle name, or last name, if applicable.

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

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

Current status of your submissions from 6/14/2021 to 7/15/2021						
DLN	Student Name	Exam Type	Status	Type of submission	Confirmation number	Submission date
WDL58248755B	SNOOPY ARNOLD DAWG	Course	PASS	Add a course	38075	14-Jul-2021
WDL58248755B	SNOOPY ARNOLD DAWG	Waiver	PASS	Add waivers	52603	14-Jul-2021
WDL18248795B	PEPPERMINT ANN PATTY	Waiver	PASS	Add waivers	52603	14-Jul-2021

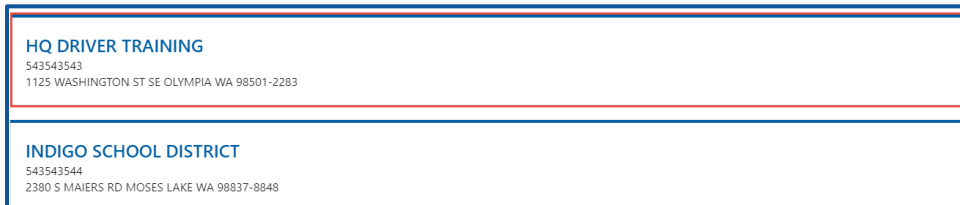
6. Click the **Home** icon to return to your homepage.



Edit Waiver, Exam, and Course Submissions

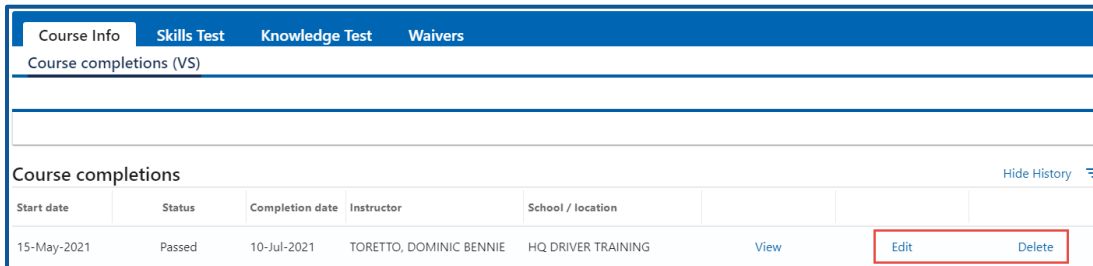
You can update the information you submitted if the instruction permit or driver license was not issued since your original submission. The Edit and Delete hyperlinks only display for transactions you completed.

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.



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

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



The screenshot shows a table with tabs for "Course Info", "Skills Test", "Knowledge Test", and "Waivers". The "Course Info" tab is selected. Below the tabs is a section titled "Course completions (VS)" with a "Hide History" link. The table below has columns for Start date, Status, Completion date, Instructor, and School / location. A row is shown with the following data: Start date: 15-May-2021, Status: Passed, Completion date: 10-Jul-2021, Instructor: TORETO, DOMINIC BENNIE, School / location: HQ DRIVER TRAINING. To the right of this row are "View", "Edit", and "Delete" buttons. The "Edit" button is highlighted with a red box.

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

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

Motorcycle Training School (MTS) Account

DOL's Motorcycle Safety Program reviews and approves access requests from Administrators. Only organizations with a DOL contract to provide motorcycle rider training can use this service.

Request Access to a Motorcycle Training School (MTS) Account

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

1. Login to your License Express account at 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 shows a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and a button to request access. The "Motorcycle Training" category's button is highlighted with a red border.

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

5. Make sure you have the required information and click **Next**.

6. Complete the following steps and click **Next**.
 - a. Select the appropriate option from the Choose a state or federal ID dropdown menu.
 - b. Enter the State or federal ID.
 - c. Select the appropriate option from the School license type dropdown menu.
 - d. Enter the School license number.
 - e. Enter your Washington driver license number or complete the following additional steps:
 - i. Click the **I don't have a Washington driver license** checkbox.
 - ii. Select the appropriate option from the What state are you from? dropdown menu.
 - iii. Enter your out of state driver license number.

I don't have a Washington drivers license

What state are you from? *

Required

What is your out of state drivers license number? *

Required

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

What account are you trying to access?

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

Choose a state or federal ID *

Required

State or federal ID *

Required

School license type *

Required

School license number *

Required

What is your Washington drivers license number? *

Required

I don't have a Washington drivers license

What access level would you like to request? *

Required

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

Administrators

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter authorization code

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

What is your authorization code? *

Required

b. Click the **Next** button.

Managers and employees

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter access code

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

What is your access code? *

Required

Note: Access codes expire 24 hours after creation.

b. Click the **Next** button.

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

Request your Motorcycle Training School access

Introduction

What you'll need

Request access

What account?

Enter access code

Terms of Service

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

I agree to the terms of service above. *

Agreement Date
15-Jul-2021

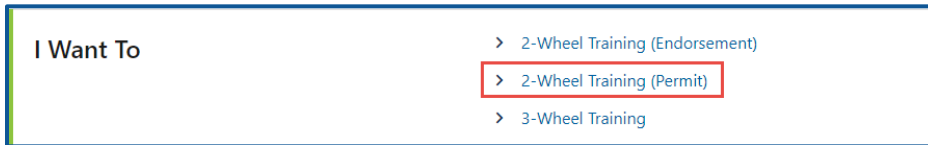
9. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.

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

2-Wheel Motorcycle Training (Permit) and Exam

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

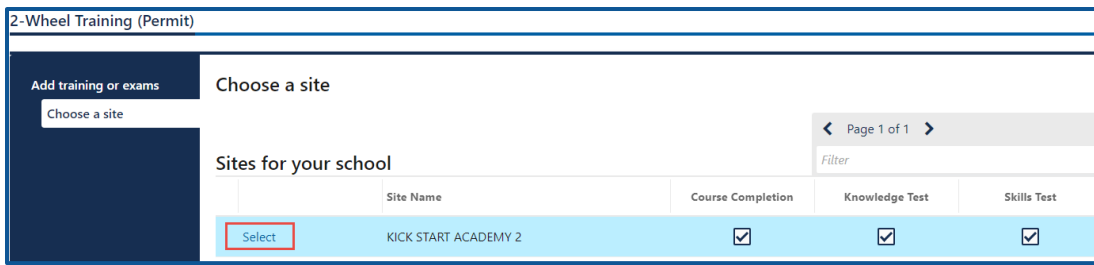
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **2-Wheel Training (Permit)** hyperlink.



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



2-Wheel Training (Permit)

Add training or exams

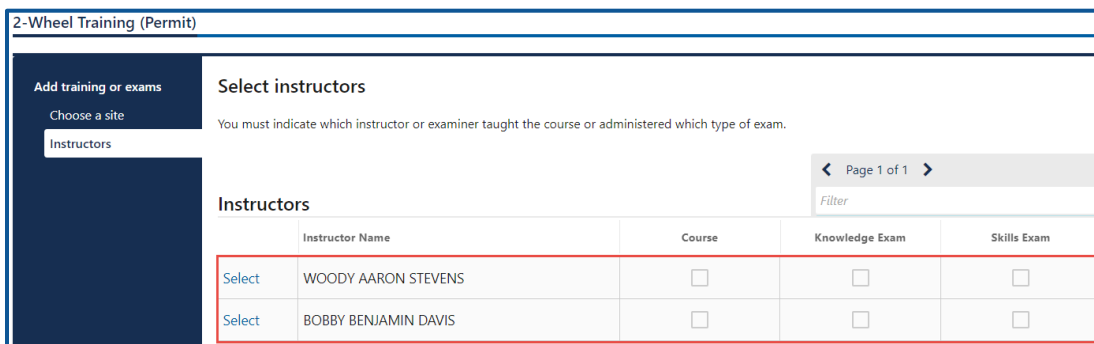
Choose a site

Choose a site

Sites for your school

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

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



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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	BOBBY BENJAMIN DAVIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

2-Wheel Training (Permit)

Add training or exams

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

Enter training information

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

Course

Start date *

End date *

Course curriculum *

Class number *

Knowledge exam

Exam date *

Skills exam

Exam date *

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

Individual

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

2-Wheel Training (Permit)

Add training or exams

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

Student list

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

Add Student

DLN	Name	Course status	Knowledge status	Skills status
Add Student				

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

Student information

Driver License Number *

Military? *

Is the student subsidized? *

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

Students motorcycle information

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

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

Course

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

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

Knowledge test

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

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

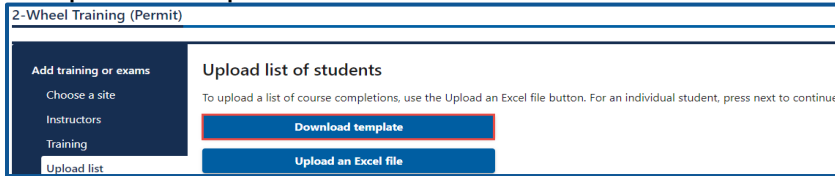
Skills test

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

h. Click the **OK** button.

Bulk

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



2-Wheel Training (Permit)

Add training or exams

Choose a site

Instructors

Training

Upload list

Upload list of students

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

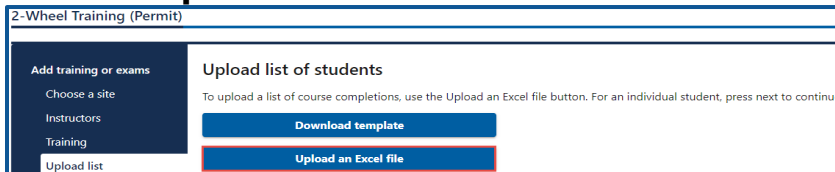
Download template

Upload an Excel file

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

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

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



2-Wheel Training (Permit)

Add training or exams

Choose a site

Instructors

Training

Upload list

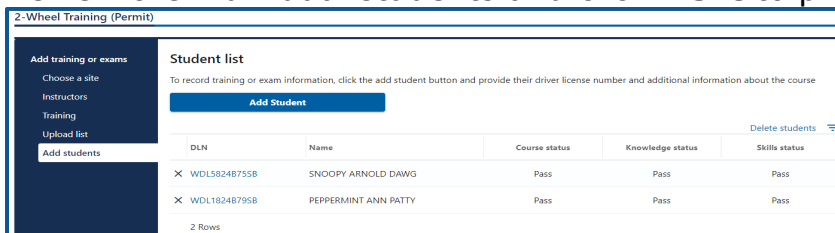
Upload list of students

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

Download template

Upload an Excel file

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



2-Wheel Training (Permit)

Add training or exams

Choose a site

Instructors

Training

Upload list

Add students

Student list

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

Add Student

Delete students

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

2 Rows

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

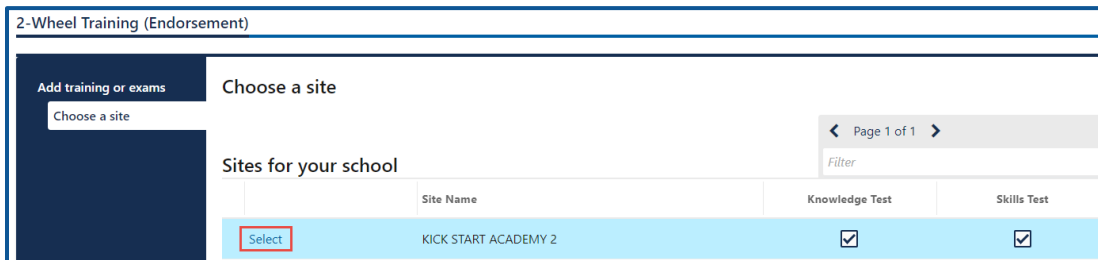
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **2-Wheel Training (Endorsement)** hyperlink.



I Want To

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

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



2-Wheel Training (Endorsement)

Add training or exams

Choose a site

Choose a site

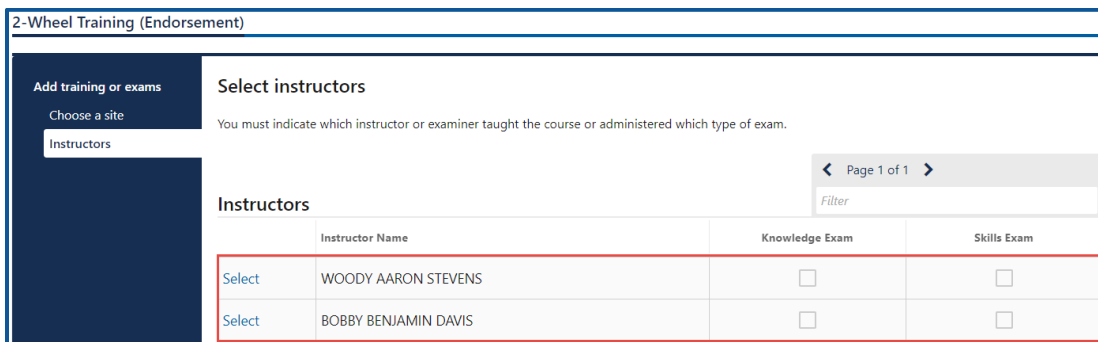
Sites for your school

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

Page 1 of 1

Filter

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



2-Wheel Training (Endorsement)

Add training or exams

Choose a site

Instructors

Select instructors

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

Instructors

	Instructor Name	Knowledge Exam	Skills Exam
Select	WOODY AARON STEVENS	<input type="checkbox"/>	<input type="checkbox"/>
Select	BOBBY BENJAMIN DAVIS	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1

Filter

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

2-Wheel Training (Endorsement)

Add training or exams

- Choose a site
- Instructors
- Training

Enter training information

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

Knowledge exam

Exam date *
Required

Skills exam

Exam date *
Required

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

Individual

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

2-Wheel Training (Endorsement)

Add training or exams

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

Student list

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

Add Student

DLN	Name	Knowledge status	Skills status
Add Student			

- Enter the driver license number.

Student information

Driver License Number *
Required

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

Students motorcycle information

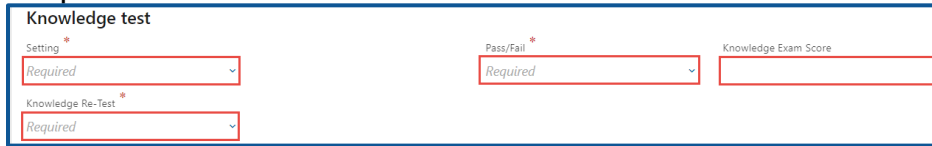
Motorcycle provided by school? *
Required

Plate #

Transmission

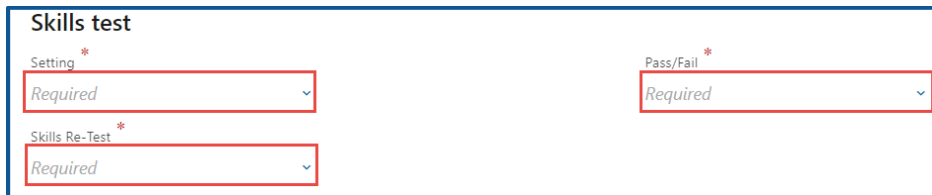
Motor Type

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



The screenshot shows a form titled "Knowledge test" with three fields: "Setting" (dropdown menu with "Required" selected), "Pass/Fail" (dropdown menu with "Required" selected), and "Knowledge Exam Score" (text input field).

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

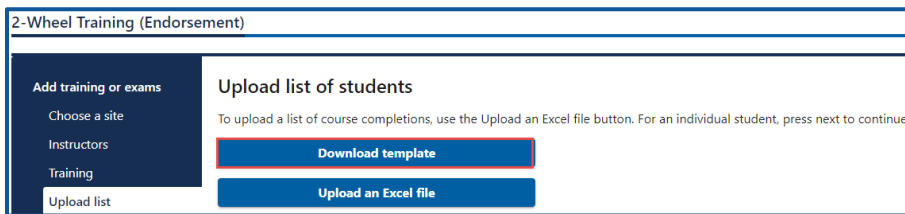


The screenshot shows a form titled "Skills test" with three fields: "Setting" (dropdown menu with "Required" selected), "Pass/Fail" (dropdown menu with "Required" selected), and "Skills Re-Test" (dropdown menu with "Required" selected).

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

Bulk

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

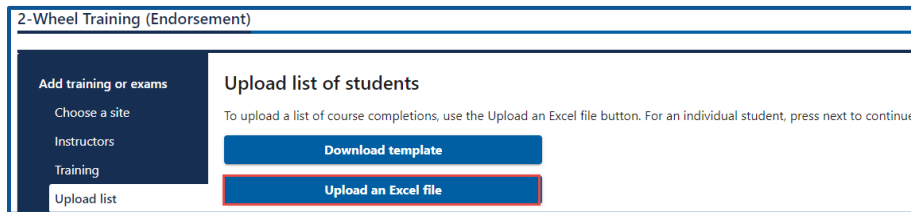


The screenshot shows the "2-Wheel Training (Endorsement)" interface. On the left is a sidebar with "Add training or exams" and sub-items: "Choose a site", "Instructors", "Training", and "Upload list". The main area is titled "Upload list of students" and contains the text: "To upload a list of course completions, use the Upload an Excel file button. For an individual student, press next to continue." Below this text are two buttons: "Download template" and "Upload an Excel file".

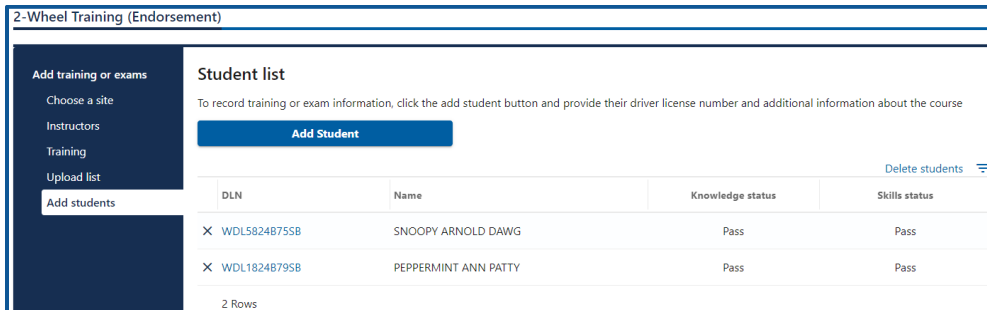
- b. Open the 2 Wheel Motorcycle template. The Excel template opens in another tab or browser window.

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

Note: The Documentation tab shows an example of how to enter the information in the Students tab.
- d. Click the **Upload an Excel File** button.



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

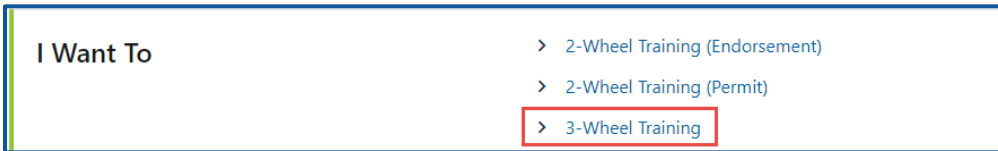


9. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.
10. Click **Print** to print the transaction confirmation or click **Continue** to return to the Motorcycle Training School account. You will receive a confirmation email, as well as a message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

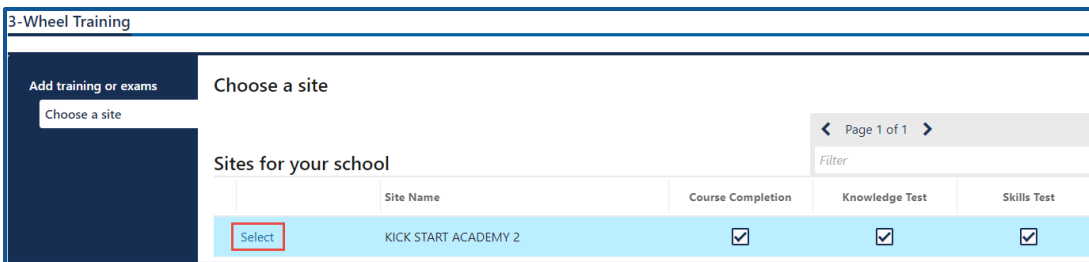
3-Wheel Motorcycle Training and Exam

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

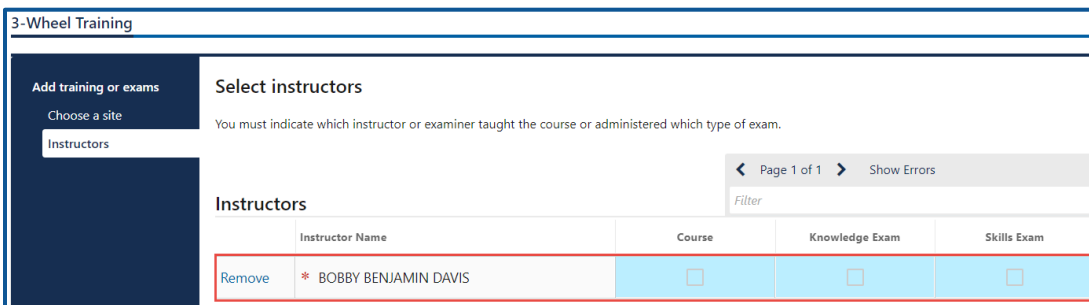
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **3-Wheel Training** hyperlink.



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



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



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

3-Wheel Training

Add training or exams

- Choose a site
- Instructors
- Training

Enter training information

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

Course

Start date * End date *

Course curriculum * Class number *

Knowledge exam

Exam date *

Skills exam

Exam date *

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

Individual

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

3-Wheel Training

Add training or exams

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

Student list

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

Add Student

DLN	Name	Course status	Knowledge status	Skills status
Add Student				

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

Student information

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

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

Students motorcycle information

Motorcycle provided by school* <input style="width: 90%;" type="text" value="Required"/>	Plate # <input style="width: 90%;" type="text"/>	Transmission <input style="width: 90%;" type="text"/>
	Motor Type <input style="width: 90%;" type="text"/>	

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

Course

Course Status* <input style="width: 90%;" type="text" value="Required"/>	Course Hours* <input style="width: 90%;" type="text" value="Required"/>
-----------------------------------------------------------------------------	----------------------------------------------------------------------------

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

Knowledge test

Setting* <input style="width: 90%;" type="text" value="Required"/>	Pass/Fail* <input style="width: 90%;" type="text" value="Required"/>	Knowledge Exam Score <input style="width: 90%;" type="text"/>
Knowledge Re-Test* <input style="width: 90%;" type="text" value="Required"/>		

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

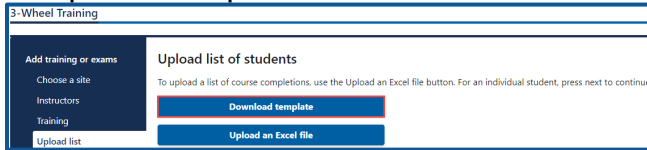
Skills test

Setting* <input style="width: 90%;" type="text" value="Required"/>	Pass/Fail* <input style="width: 90%;" type="text" value="Required"/>	Skills Exam Score <input style="width: 90%;" type="text"/>
Skills Re-Test* <input style="width: 90%;" type="text" value="Required"/>		

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

Bulk

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



3-Wheel Training

Add training or exams

- Choose a site
- Instructors
- Training
- Upload list

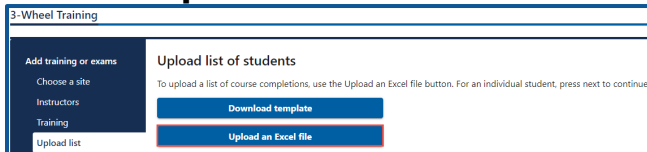
Upload list of students

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

Download template

Upload an Excel file

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



3-Wheel Training

Add training or exams

- Choose a site
- Instructors
- Training
- Upload list

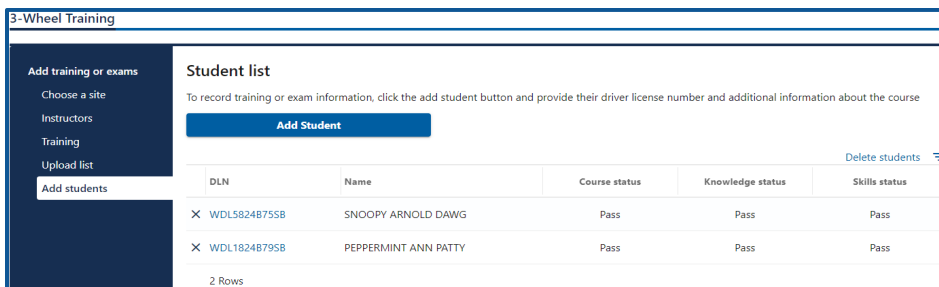
Upload list of students

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

Download template

Upload an Excel file

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



3-Wheel Training

Add training or exams

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

Student list

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

Add Student

Delete students

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

2 Rows

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

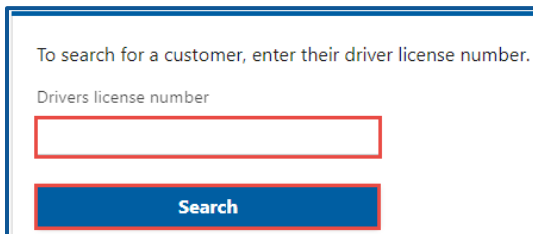
Find a Customer

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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Find a customer** hyperlink.

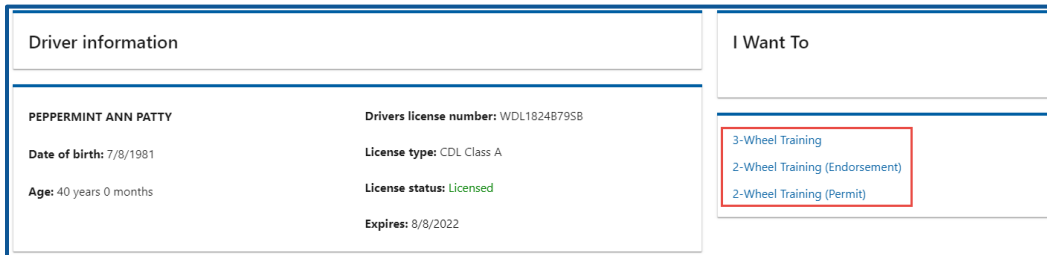


4. Enter the customer's driver license number and click **Search**.



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

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



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

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

Courses Skills Knowledge						
Course Completions (VS)						
Course completions Hide History						
Start date	Status	Completion date	Instructor	School / location	Type	
01-Jun-2021	Passed	15-Jun-2021	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Safety Course	View

Courses Skills Knowledge						
Skills Test History (VS)						
Skills tests Hide History						
Test date	Score	Status	Examiner	School / location	Type	
05-Jul-2021	8	Passed	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Skills Exam	View

Courses Skills Knowledge						
Knowledge Test History (VS)						
Knowledge tests Hide History						
Test date	Score	Status	Examiner	School / location	Type	
01-Jul-2021	80	Passed	BOBBY BENJAMIN DAVIS	KICK START ACADEMY 2	Motorcycle 3-Wheel Knowledge	View

Exam and Course History

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Exam and course history** hyperlink.

Prior Activity

- > [Course Completion Report](#)
- > [Exam and course history](#)
- > [View Submissions](#)

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

Search parameters

From: 01-Jul-2021 To: 15-Jul-2021 Submission type: Submitter name:

Rider information

DLN: First name: Middle name: Last name:

Search

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

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

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



Course Completion Report

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Course Completion Report** hyperlink.

Prior Activity

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

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

Search for subsidized course submissions

From: To:

Search

Submissions Export Filter < Page 1 of 5 >

Rider DLN	Rider name	DOB	Gender	Military	Subsidized	Class	Curriculum	Course start	Course end	Status	Instructors	School name	Location
WDL7NIC204	NICHO ONI	26-Jul-1996	Male	No	Yes	L-0626-SC	MSPLearn	26-Jun-2021	27-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRHAF	HARLEY WI	15-Aug-2001	Female	No	Yes	L-0619B-SC	MSPLearn	19-Jun-2021	20-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRHAF	HARLEY WI	06-Feb-2003	Female	No	Yes	L-0619-SC	MSPLearn	19-Jun-2021	20-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	
WDL6NRDEN	DAYDE DEN	03-Mar-1995	Male	No	Yes	R-0606-SC	MSPRetur	06-Jun-2021	06-Jun-2021	Incomplet	WOODY STEV KICK START	OLYMPIA	

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

Submissions Export Filter < Page 1 of 5 >

Rider DLN	Rider name	DOB	Gender	Military	Subsidized	Class	Curriculum	Course start	Course end	Status	Instructors	School name	Location
WDL7NIC204	NICHO ONI	26-Jul-1996	Male	No	Yes	L-0626-SC	MSPLearn	26-Jun-2021	27-Jun-2021	Passed	WOODY STEV KICK START	OLYMPIA	

Driver Record Request (DRR) Accounts

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

Apply for a Drive Record Request Account

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

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 your License Express account at [secure.dol.wa.gov](#).
2. Click the **Add an Account** tab.
3. Click the **Apply for a new Driver Record Request account** button.

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description of authorization requirements, and a button to request access. The "Driver Record Request" category is highlighted with a red box around its "Apply for a new Driver Record Request account" button.

Service Category	Description	Access Button
Driver Record Request Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account Apply for a new Driver Record Request account	Request access to a Driver and Plate Search 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.		Driver Info and Adjudication Access
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.		
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 Access
Correctional Facility Authorized correctional facilities only. To use this service, your agency must be authorized by DOL to submit license requests.		Interlock Device Vendor Access
Interlock Device Vendor Authorized Interlock Device Vendors only. To use this service, your company must be authorized to report Interlock Device installations.		
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	Request access to a Commercial 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 Motorcycle 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.		

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.

The screenshot shows a web form titled "Register a new Driver Record Request account". On the left is a dark blue sidebar with a menu containing "Introduction", "What you'll need", "Information", "Agency information", and "Contact information". The "Identifying Information" section is active. It contains the following fields:

- "Are you a business or government agency?" with a dropdown menu and a "Required" label.
- "What type of business are you?" with a dropdown menu and a "Required" label.
- "Choose a state or federal ID" with a dropdown menu and a "Required" label.
- "What is your state or federal ID?" with a text input field and a "Required" label.
- "What is your business name?" with a text input field and a "Required" label.

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?

The screenshot shows the "Contact Information" section of the registration form. It contains the following fields:

- "What is your name?" with a text input field and a "Required" label.
- "What is your position in your agency?" with a text input field and a "Required" label.
- "What is your phone number?" with a text input field and a "Required" label.
- "What is your phone extension?" with a text input field.
- "What is your fax number?" with a text input field.
- "What is your email address?" with a text input field and a "Required" label.
- "Confirm your email address" with a text input field and a "Required" label.

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

Register a new Driver Record Request account

Physical address

Street address *

Street 2

Unit type Unit

City *

State

Zip code *

Is it okay to send mail to this address? *

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**.

Register a new Driver Record Request account

What type of driving record?

Select the type of driving record you will be requesting from the table below.

Insurance records show violations, convictions, and accidents only.
Other drive records show all traffic-related collisions, convictions, violations, suspensions, revocations, and disqualifications.

Select a driving record type

What type of driving record?

	Record type	Description
Select	Assessment	
Select	Court and Law Enforcement	Used by courts and law enforcement
Select	Employment	Used by employers to determine employment eligibility.
Select	Full	A complete driving record of the person named on the driving record.
Select	Insurance	Used to create and renew insurance policies.

How will you use the information provided? *

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 and click the **Submit** button to proceed or the **Previous** button 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 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 an existing DRR account.

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **Add an Account** tab.
3. Click the **Request access to driver-related services** button.
4. Click the **Request access to a Driver Record Request account** button.

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

Service Category	Authorized Users	Access Request Button
Driver Record Request	Authorized organizations only. To use this service, your organization must be authorized by DOL to purchase another individual's driving record.	Request access to a Driver Record Request account (highlighted)
Driver and Plate Search	Authorized law enforcement and WA state agencies only. To use this service, your agency must be authorized by DOL to search driver and vehicle records.	Request access to a Driver and Plate Search account
Driver Info & Adjudication	Authorized WA courts and state agencies only. To use this service, your agency must be authorized by DOL to view driver information and report court information.	Driver Info and Adjudication Access
SR-22/26 Reporting	Authorized insurance companies only. To use this service, your organization must be 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 and enter the state of federal ID.
7. Select the appropriate option from the What access level would you like to request? dropdown menu.

The screenshot shows the "Request your Driver Record Request access" form. The "What account are you trying to access?" section contains three required fields: "Choose a state or federal ID", "State or federal ID", and "What access level would you like to request?". Each field has a red border and a "Required" label.

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

Administrator access

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

Request your Driver Record Request access

Introduction

What you'll need

Request access

What account?

Your business role

Your business role

Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name * Are you the owner or supervisor? * What's your role in your organization *

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

Manager or Employee access

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

Request your Driver Record Request access

Introduction

What you'll need

Request access

What account?

Your business role

Your business role

Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business.

Your name * Are you the owner or supervisor? * What's your role in your organization *

Owner or supervisor contact information

Name * Phone * Email address *

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

Request your Driver Record Request access

Introduction

What you'll need

Request access

What account?

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? *

Note: Access codes expire 24 hours after creation.

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

The screenshot shows a web form titled "Request your Driver Record Request access". On the left is a dark blue sidebar with white text listing navigation options: "Introduction", "What you'll need", "Request access", "What account?", "Your business role", and "Terms of Service". The "Terms of Service" option is highlighted. The main content area has a white background and contains the following text:

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

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

Below the list is a checkbox with the text "I agree to the terms of service above." and a red asterisk. Underneath, it says "Agreement Date" followed by "12-Jul-2021".

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

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

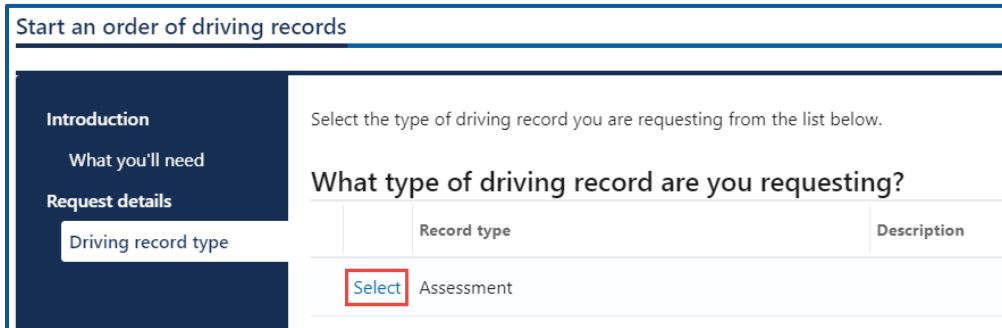
Order a Driving Record

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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Driving record request** hyperlink.



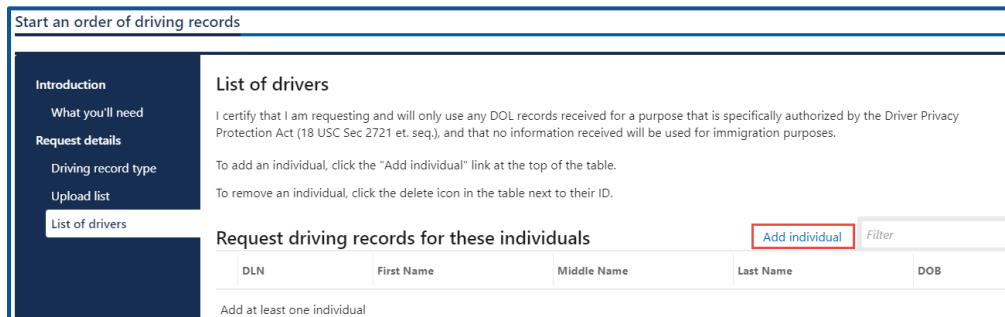
4. Read the What you'll need information and click **Next**.
5. Select the hyperlink for the type of record you are requesting and click **Next**.



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

Individual

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



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

The screenshot shows a form with five input fields. The first two fields are 'Drivers license number' and 'Date of birth', both marked as 'Required'. The last three fields are 'First name', 'Middle name', and 'Last name', with 'Last name' also marked as 'Required'. The 'Middle name' field is not marked as 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 displays on the driver license card.

Bulk

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

The screenshot shows a web interface for starting an order of driving records. On the left is a dark sidebar with a menu: 'Introduction', 'What you'll need', 'Request details', 'Driving record type', and 'Upload list'. The main content area is titled 'Upload a list of drivers' and contains the following text: 'You may choose to upload an Excel file of all the drivers for which you will be purchasing driving records by clicking the "Upload an Excel file" button. You can download a template of the Excel file by clicking the "Download template" button.' Below this is a sub-section: 'Uploading an Excel file is optional. You can manually specify drivers on the next section. Click "Next" to proceed to the next section.' At the bottom of the main content area, there are two buttons: 'Download template' and 'Upload an Excel file'.

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

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

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

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](#)

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

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

Start an order of driving records

Introduction

What you'll need

Request details

Driving record type

Upload list

List of drivers

List of drivers

I certify that I am requesting and will only use any DOL records received for a purpose that is specifically authorized by the Driver Privacy Protection Act (18 USC Sec 2721 et. seq.), and that no information received will be used for immigration purposes.

To add an individual, click the "Add individual" link at the top of the table.

To remove an individual, click the delete icon in the table next to their ID.

[Add individual](#)

Request driving records for these individuals

DLN	First Name	Middle Name	Last Name	DOB
X WDL1824879SB	PEPPERMINT		PATTY	08-Jul-1981
X WDL5824875SB	SNOOPY		DAWG	09-Aug-1982

2 Rows

8. Review the summary and click the **Submit** button to proceed or the **Previous** button 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 driver's 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 available to view or print. **DOL does not email or mail the drive record to you.**

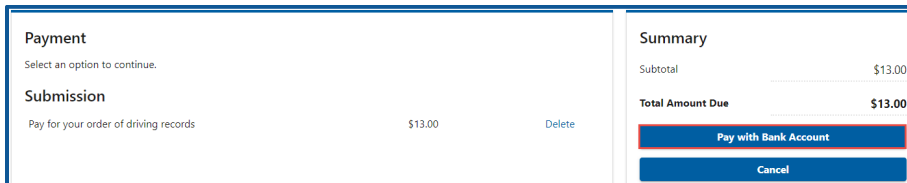
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Pay for an order** hyperlink.



I Want To

- > Driving record request
- > Pay for an order

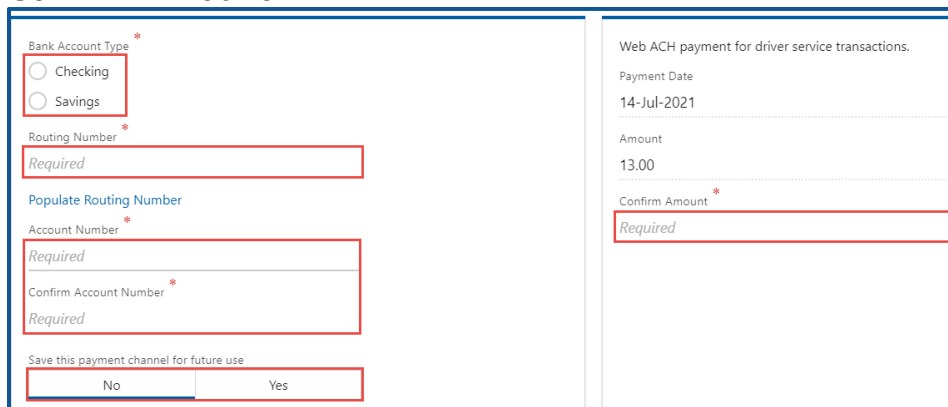
4. Click the **Pay with Bank Account** button. You need to pay for any outstanding transactions before you can request additional driving records.



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.

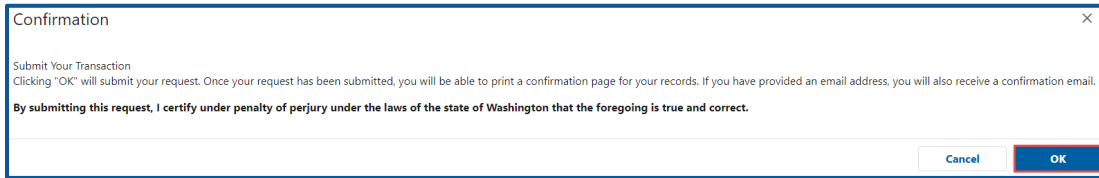
5. Complete the following sections and click **Next**.
 - a. Select **Checking** or **Savings**.
 - b. Enter the Routing Number.
 - c. Enter the Account Number and Confirm Account Number.
 - d. Click the **No** or **Yes** button to Save this payment channel for future use.
 - e. Confirm Amount.



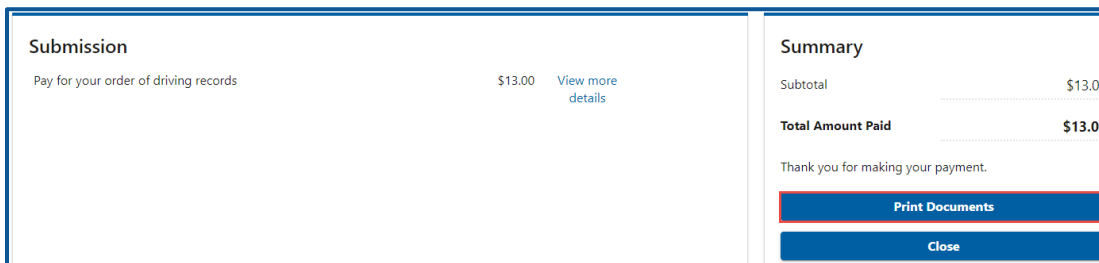
Bank Account Type *	Web ACH payment for driver service transactions.
<input type="radio"/> Checking	Payment Date
<input type="radio"/> Savings	14-Jul-2021
Routing Number *	Amount
Required	13.00
Populate Routing Number	Confirm Amount *
Account Number *	Required
Required	
Confirm Account Number *	
Required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

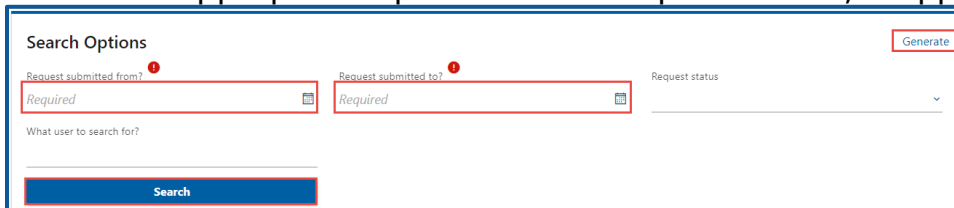
View Past Orders

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

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Past orders** hyperlink.

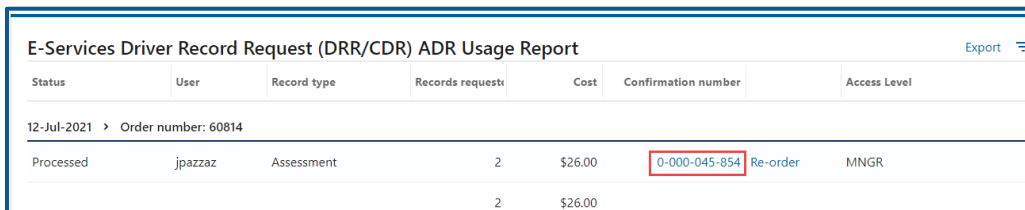


4. Complete the following information and click the **Search** button or the **Generate** hyperlink to view the ADR Usage Report.
 - a. Request submitted from date.
 - b. Request submitted to date.
 - c. Select the appropriate option for the Request status, if applicable.



A screenshot of a search form titled 'Search Options'. It contains two date input fields, both with 'Required' text and a calendar icon. A dropdown menu for 'Request status' is also present. A 'Generate' button is in the top right corner. A 'Search' button is at the bottom. A red box highlights the 'Search' button.

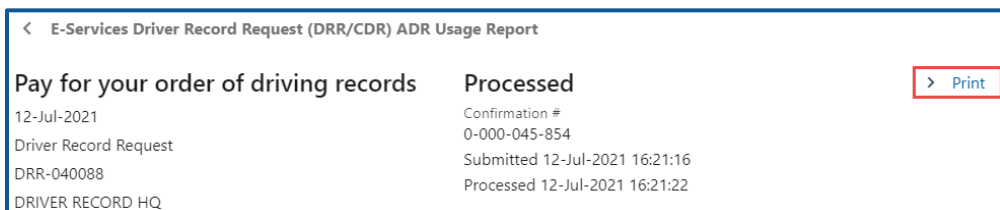
5. Click the **Confirmation number** hyperlink to view the submission.



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

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

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



A screenshot of a details page for an 'E-Services Driver Record Request (DRR/CDR) ADR Usage Report'. It shows the status 'Processed' and a 'Print' button highlighted with a red box. Other details include the date '12-Jul-2021', user 'DRIVER RECORD HQ', and confirmation number '0-000-045-854'.

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



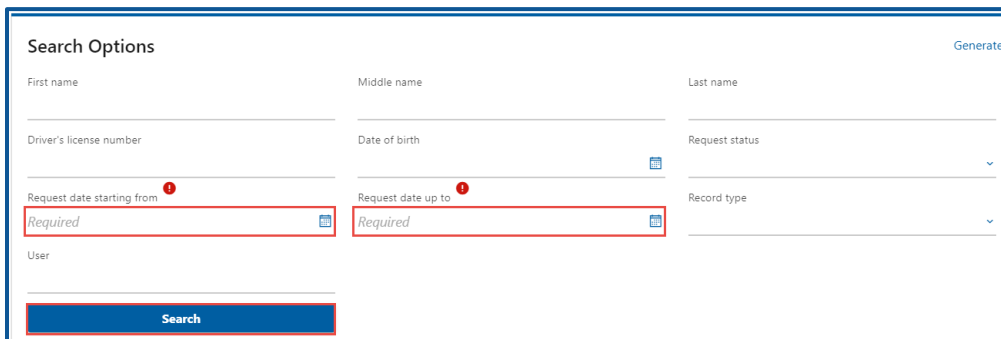
Drive Record Request Reports

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 your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Search for submitted requests** hyperlink.

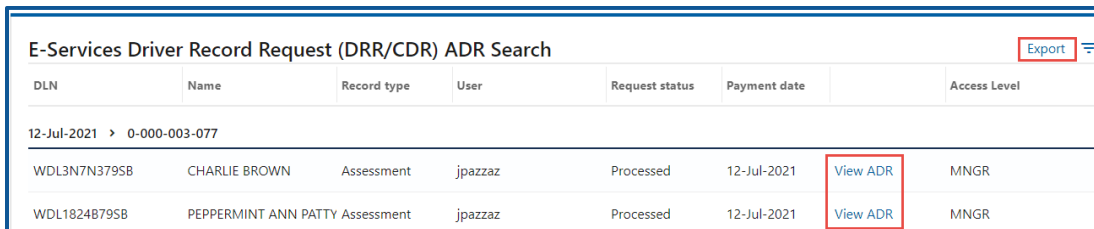


4. Enter the Requested date starting from, enter the Requested date starting to, and click **Search**. Enter other information, if applicable.



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

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



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

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

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



Interlock Device (IID) Vendor Account

Ignition Interlock Device vendors can use their account to view, amend and pay monthly billings, and submit reimbursement requests for customers with financial assistance. Only vendors authorized by DOL to report Interlock Device installations can use this service.

Request IID Vendor Account Access

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

1. Login to your License Express account at 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.

The screenshot shows a grid of service categories under the heading "Add driver services account". Each category includes a title, a brief description, and one or more buttons to request access. The "Interlock Device Vendor" category is highlighted with a red box around its "Interlock Device Vendor Access" button.

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

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

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

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

Administrator access

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

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

Manager or Employee access

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

The screenshot shows a web form titled "Request your interlock device vendor access". On the left is a navigation menu with options: "Introduction", "What you'll need", "Request access", "What account?", and "Your business role". The "Your business role" option is selected. The main content area is titled "Your business role" and contains the following text: "Because you are requesting administrative access, you must provide identifying information about yourself and your role in your business." Below this text are three input fields: "Your name" (text input), "Are you the owner or supervisor?" (dropdown menu with "No" selected), and "What's your role in your organization" (text input). Below these is a section titled "Owner or supervisor contact information" with three input fields: "Name", "Phone", and "Email address". All input fields have a "Required" label below them.

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

The screenshot shows the same web form, now at step 2. The navigation menu has "Enter access code" selected. The main content area is titled "Enter access code" and contains the following text: "You must provide an access code to be granted **Manager** access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 24 hours after they are created." Below this text is a single text input field labeled "What is your access code?". A "Required" label is below the input field.

Note: Access codes expired 24 hours after creation.

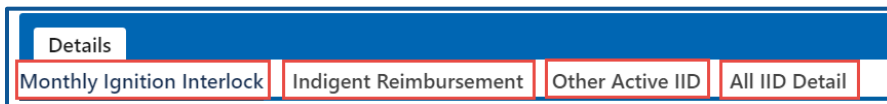
- Review the terms of service and click the **I agree to the terms of service above** checkbox.

The screenshot shows a web form titled "Request Insurance SR22/26 Access". On the left is a navigation menu with options: "Introduction", "What you'll need", "Request access", "What account?", "Your business role", and "Terms of Service". The "Terms of Service" option is selected. The main content area contains the following text: "By clicking on the 'Agree' button Licensee certifies each of the following:" followed by a bulleted list of three items. Below the list is a checkbox with the text "I agree to the terms of service above." and a "Required" label. Below the checkbox is the text "Agreement Date" followed by "11-Jul-2021".

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

File Monthly Return

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **View All Periods** hyperlink to access the return you need to complete.
4. Click the **Periods** tab and the applicable date hyperlink from the Period column.
5. Click the **File, View, or Amend a Return** hyperlink. Total due and total indigent displays at the top.
6. 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.



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

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

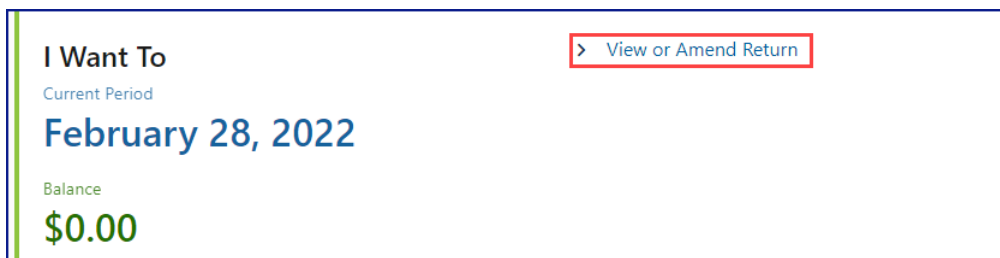
- Enter a keyword (customer name, date of birth, DLN, or other information) in the filter bar to find specific information.
- Click the **Export** hyperlink to export the monthly return, if applicable.

Details												
Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail												
										Page 1 of 10		
										Filter		
										Show History Export		
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	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>
JOHNSC	ELISA	18-Sep-1951	421889	18-Dec-2018		17-Oct-2019	17-Oct-2020	<input checked="" type="checkbox"/>	19.75	Indige	Exclud	<input type="checkbox"/>

- Click the **Submit** button when you finish making changes.

View or Amend Monthly Return

1. Login to your License Express account at secure.dol.wa.gov.
2. Click the **View or Amend Return** hyperlink.



I Want To > View or Amend Return

Current Period

February 28, 2022

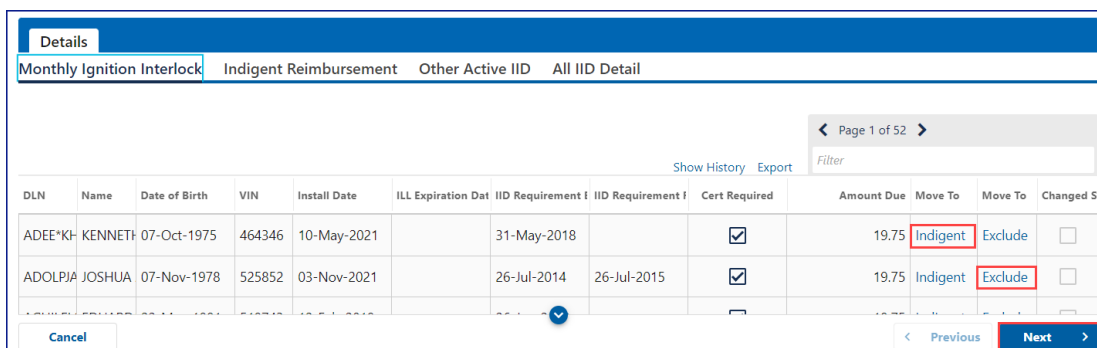
Balance

\$0.00

3. Click the **Amend** hyperlink to amend or review the displayed IID vendor return.

Note: You cannot amend returns beyond 25 business days. Contact DOL if you need to amend an old return.

4. Click the appropriate **Indigent** or **Exclude** hyperlink.



Details

Monthly Ignition Interlock Indigent Reimbursement Other Active IID All IID Detail

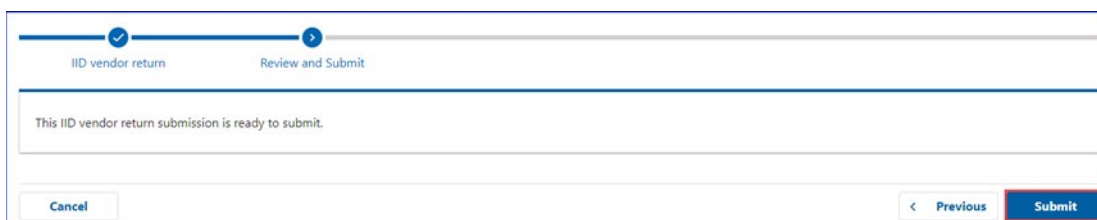
Page 1 of 52

Show History Export Filter

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

Cancel Previous Next

5. Click the **Submit** button.



IID vendor return Review and Submit

This IID vendor return submission is ready to submit.

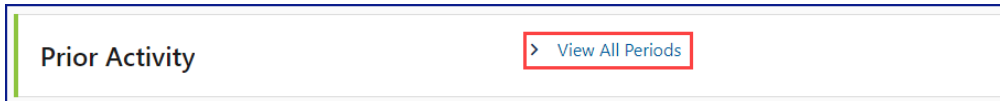
Cancel Previous Submit

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

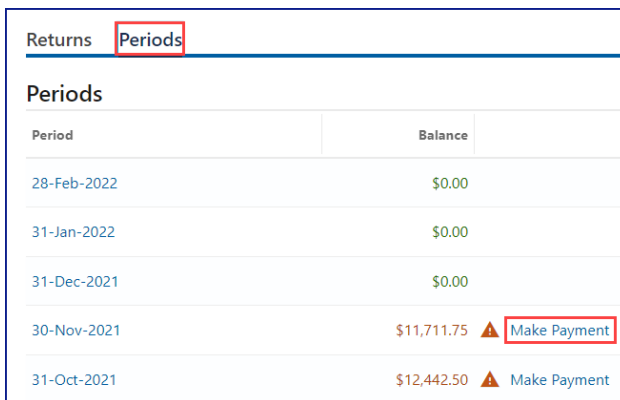
Make a Payment



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

1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **View Periods** hyperlink.

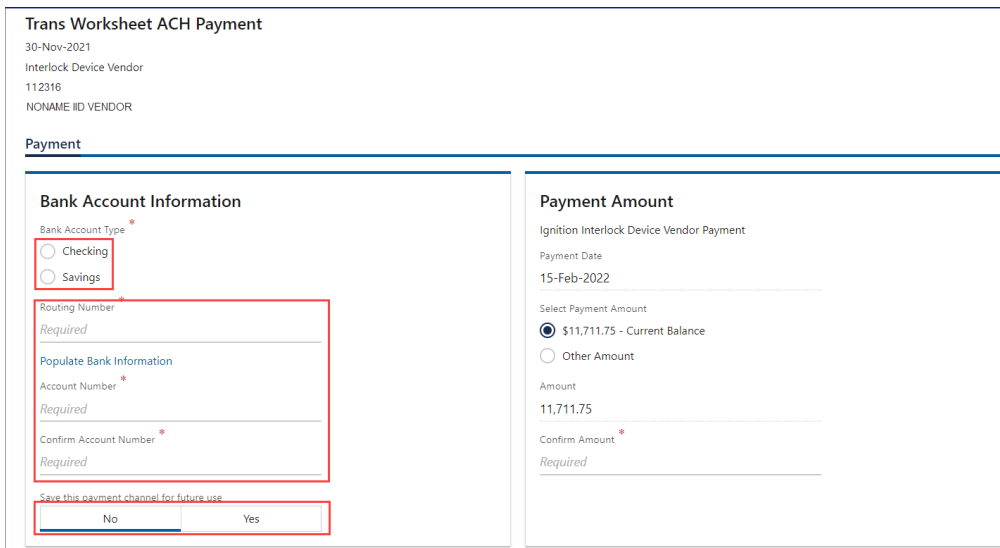


4. Click the **Periods** tab and **Make Payment** hyperlink.



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

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



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

Payment

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

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

Payment Amount
Ignition Interlock Device Vendor Payment

Payment Date
15-Feb-2022

Select Payment Amount

\$12,442.50 - Current Balance
 Other Amount

Amount
12,442.50

Confirm Amount *
Required

Cancel Submit

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

Confirmation X

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

Cancel OK

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

SR-22/26 Accounts

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

Request SR 22/26 Account Access

Complete the process below to request Administrator, Manager, or Employee access to a SR-22/26 account. The account administrator is responsible for generating access codes for employees and managers to gain access. The system allows only one administrator per business.

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

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

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

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

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

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

Administrator access

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

- Click the **Next** button.

Manager or Employee access

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

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

Request Insurance SR22/26 Access
 Crystal Palace
 castles@fakemail.com

Request Insurance SR22/26 Access

Introduction	Enter access code
What you'll need	You must provide an access code to be granted Manager access. A manager or administrator of your organization can give you an access code. Access codes are only valid for 24 hours after they are created.
Request access	What is your access code? *
What account?	<input style="border: 1px solid red;" type="text" value="Required"/>
Enter access code	

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

Request Insurance SR22/26 Access

Introduction	By clicking on the 'Agree' button Licensee certifies each of the following:
What you'll need	<ul style="list-style-type: none"> Licensee has had advance time to read all of the terms and conditions concerning licensee use and receipt of data through DRIVES. A copy of the terms and conditions were included with Licensee's application and can be further viewed at: https://www.dol.wa.gov/external/sr-22-26.html. Licensee has read through all of the terms and conditions and fully understands them. Licensee has also had ample time to have any questions concerning the terms and conditions answered by DOL. Licensee agrees to be bound by all terms and conditions established by DOL.
Request access	<input type="checkbox"/> I agree to the terms of service above. *
What account?	Agreement Date
Your business role	11-Jul-2021
Terms of Service	

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

Add an SR 22 Certificate

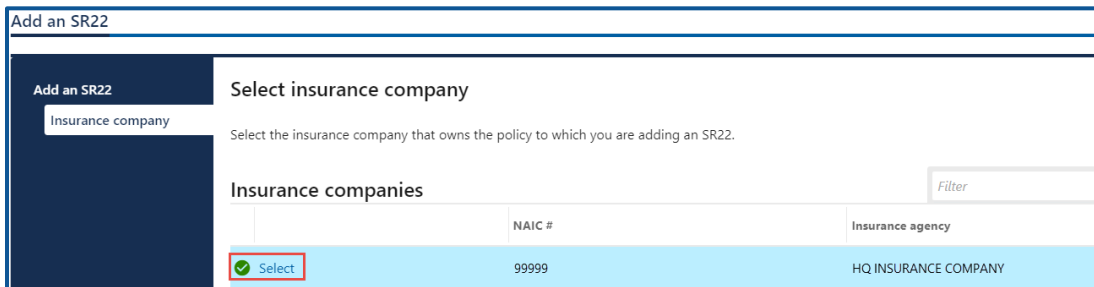
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **Add an SR 22** hyperlink.



I Want To

- > Add an SR22
- > View a driver's SR22/SR26

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



Add an SR22

Add an SR22

Insurance company

Select insurance company

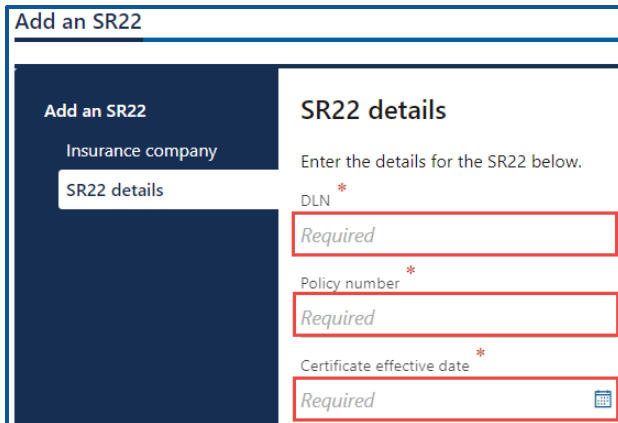
Select the insurance company that owns the policy to which you are adding an SR22.

Insurance companies

	NAIC #	Insurance agency
<input checked="" type="checkbox"/> Select	99999	HQ INSURANCE COMPANY

Filter

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.



Add an SR22

Add an SR22

Insurance company

SR22 details

SR22 details

Enter the details for the SR22 below.

DLN *
Required

Policy number *
Required

Certificate effective date *
Required

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

View an SR22 and Add an SR 26 Certificate

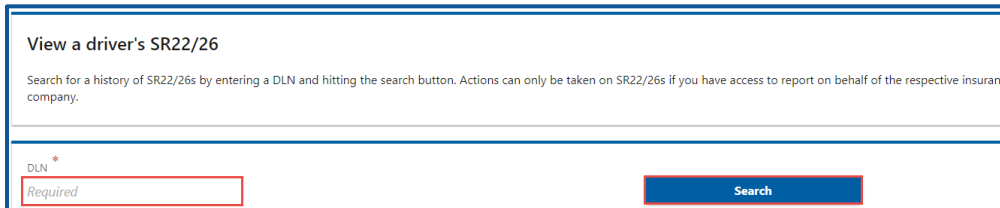
1. Login to your License Express account at secure.dol.wa.gov.
2. Select the appropriate business account if you have more than one.
3. Click the **View a driver's SR22/26** hyperlink.



I Want To

- > Add an SR22
- > View a driver's SR22/SR26

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



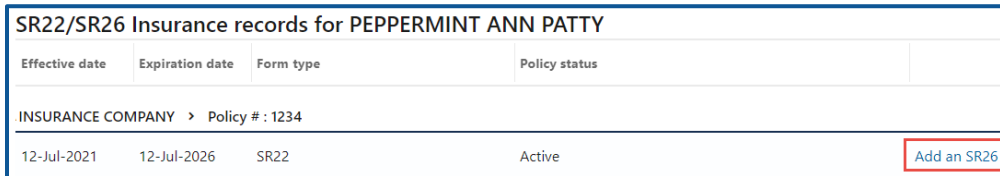
View a driver's SR22/26

Search for a history of SR22/26s by entering a DLN and hitting the search button. Actions can only be taken on SR22/26s if you have access to report on behalf of the respective insurance company.

DLN *
Required

Search

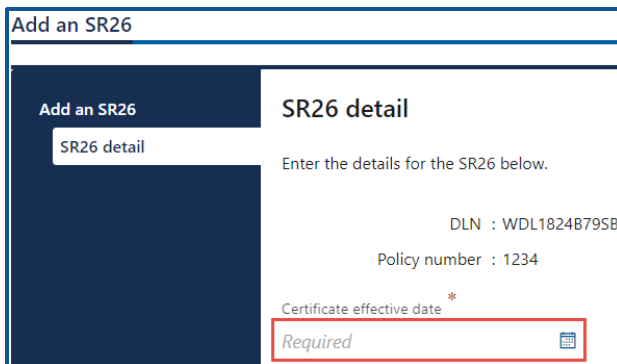
5. Click the **Add an SR26** hyperlink.



Effective date	Expiration date	Form type	Policy status
INSURANCE COMPANY > Policy # : 1234			
12-Jul-2021	12-Jul-2026	SR22	Active

Add an SR26

6. Enter the Certificate effective date and click **Next**. The effective date can be backdated up to 60 days in the past, and future dated up to 30 days.



Add an SR26

SR26 detail

Enter the details for the SR26 below.

DLN : WDL1824B79SB

Policy number : 1234

Certificate effective date *
Required

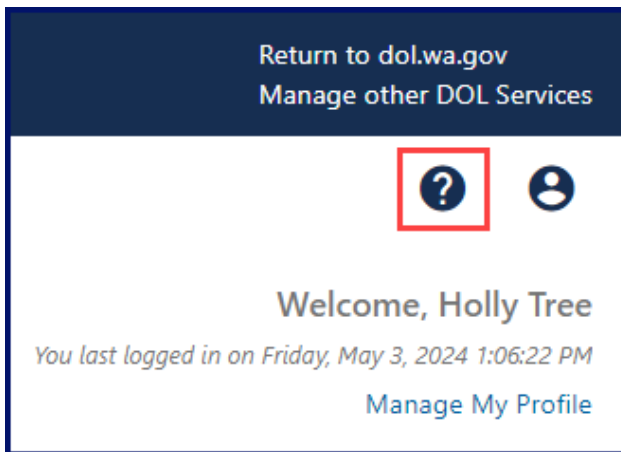
7. Review the summary and click the **Submit** button to proceed or the **Previous** button to make changes.
8. Click the **Print** button to print the transaction confirmation or click the **Continue** button to return to the View a driver's SR22/26 webpage SR22/26 account.

Technical Support

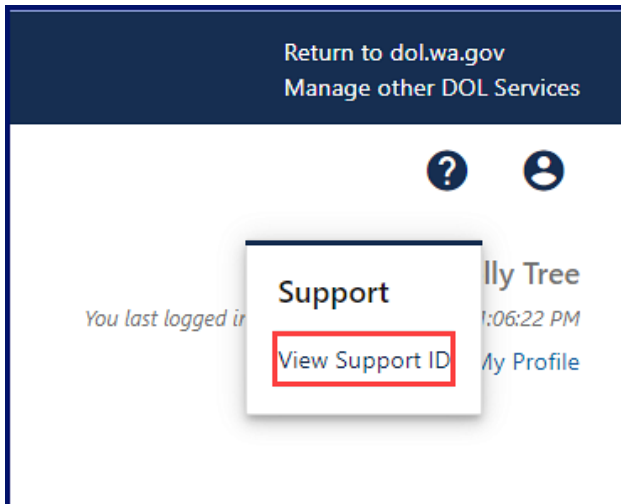
Support ID

If you experience trouble completing a submission in your business account, email the Department of Licensing at DRIVESHelp@dol.wa.gov for assistance. It is important to capture your Support ID immediately and include it in your email. If possible, do not log out of your account until we help you find a resolution. Each time you log out of E-services, the support ID number changes.

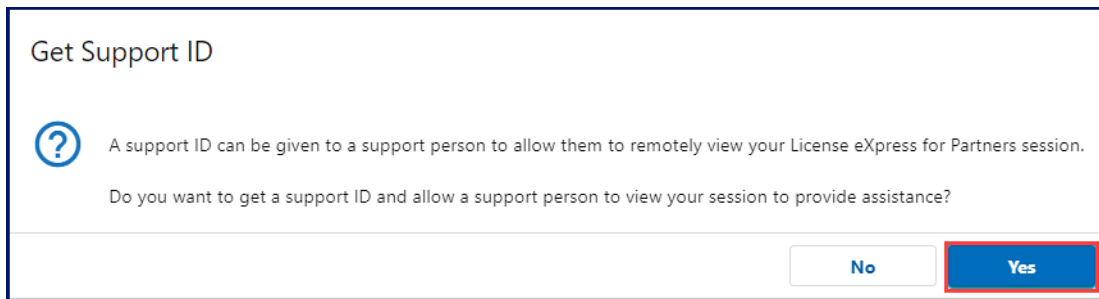
1. Click the **Support Menu** icon. You can access the menu icon from any screen in your E-services account.



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



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



4. Capture the Support ID number displayed and click the **OK** button to close the dialog box. Provide the Support ID number when you email DOL for assistance.

