MVED MVP - MOTOR VEHICLE PORTAL

Under the MVP website, you can renew your business license; if you are a dealer, you can also purchase permits, clear temporary permits, and do your monthly reports of sale, etc. Following are screen shots of how to set up an MVP account.

Go to MVP.TAX.UTAH.GOV to login.

There is a Business Login option in the upper right corner.

Or the lower middle box Business Account Access
Under I am a(n), select Business and #1 My motor vehicle business license if an owner. If you have someone other than an owner get a login, select #2 A motor vehicle business license on behalf of an owner. Before you can select the #2 option, ALL owners will have to have their own login, and then the additional login user will use the pin number sent to one of the owner(s) email. An employee should NOT be logging in using the owner’s login or setting up an account using the owner’s personal info.

If you have, a user name and password then enter that info here and Logon.

If you need access, then click on Sign Up and see the following screen shots and instructions.
Enter the Business Type from the drop down list. Click on the Next button.

Enter your FEIN, Business Name (exactly how it is listed on your MVED license), the owner’s SSN, and your Business License Number. Click the Next button.
Example:

Complete all the required fields to generate your web login name and password, and then click on the Next button.
You can now login.
Enter your Username and Business Password.

You will get a summary screen verifying which business you are getting a login for, and what your username will be. If everything is correct, click on the Submit button.

A reCaptcha screen will pop up and you must confirm you are not a robot.

You will receive a Confirmation screen; you will not use this code as your PIN. Click the OK button to close this screen.

You will get an email. This will have the PIN to allow employees access to your account.

You can now login.
You can decide if you want a two-step verification or to Disable this option. If you enter a two-step verification, click on Set Up, Add Phone or, Add Email. Add the required information, click the save button, you will receive a Security Code, enter that number, then click the Confirm button. If you click the Disable link, it will take you directly to your business information.

If you have to enter a security code, you can click on “Trust this device” if you do not want to keep getting this message. If you are on a public computer, **DO NOT** select this option.

You will now be able to view your business information.
If you have multiple license types under the same FEIN – IE: Dealer and Transporter, you can add access to the other accounts, so they are in the same login.

Click on the More…. Hyperlink

Select Add access to another account option

Enter #1 **My motor vehicle business license** if an owner. If it is for someone other than an owner, select #2 **A motor vehicle business license on behalf of an owner**. Select Click here to add account to add the additional business number.

Enter the business number, click the OK button.

It will display the business number if the business is a confirmed business under the same FEIN.

Click the Next button.
Click the Submit button to add the additional business to your login.

You will get a confirmation screen that it has been completed. Click the OK button. *NOTE, if you are a SOLE PROP you cannot add access to another account. Each account would have a separate log in into MVP.

Go back to the Summary screen; you will see all of your businesses associated with your login.
If you forgot your username or password, click on the hyperlink Forgot business username or password?

Enter your username and email address if you need your password reset, click on the Submit button.

You will receive a Confirmation page; click the OK button to go back to the login page.

Go to your email, open the Recover Password email; there will be a link “Click Here” to reset your password.

Enter your secret question answer, and click the Next button.

Enter your new password. Click the Submit button.

Your password is ready for you to log in.
If you forgot what your username is, click on the Forgot your Username hyperlink, select your ID type, (Account ID, Driver License Number, FEIN or SSN) your user ID and your email address, click on the Submit button.

You will get a Confirmation page telling you your username will be emailed to you. You will then receive an email with the username.
To Renew Your Business online

Login to your MVP account.

On your business screen, you will see each of your businesses you added to your login. If it is between April 1st and June 30th you will see a note with your renewal deadline and Renew Your Business option. If you are a dealer, the Renew Your Business option will not show up until you have taken the 3-hour yearly training course.

You will see a list of owners, verify this information, and then click the Next button. *NOTE you cannot make any changes to an owner online; you will have to call MVED at 801-297-2600 to get instruction on adding or removing owners.
Verify your plates. If you need to make a change, click inside the box under Renew Status to make any changes. Click the Next button.

Enter your plate insurance information. Click the Next button.

You will get a summary page listing the items you are going to renew. Click the Next button.
Once you click on the Submit button, you can make a payment.

Either you can check out, or you can renew another business and only pay once.

If you are going to renew another business, the first business now shows pending.
Click on Renew Your Business for the other business to be renewed.

Verify owners, and click the Next button.

If you have salespeople, you will get a list of current licenses. Click in the Person Status box to make any changes. If it says Cannot Renew, there will be a reason in the Status box. Those sales licenses will need to be renewed outside of the business. Call our office if you need further instructions. When done, click the Next button.
You will get a list of your plates; change the Renew Status if you need to. When done, click the Next button.

<table>
<thead>
<tr>
<th>Renewal info</th>
<th>Total: 5</th>
<th>Number of Plates that can currently be renewed online today: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of plates issued to your business and their current status.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Plates Status</th>
<th>Plate Number</th>
<th>Status Date</th>
<th>Renew Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>4128001</td>
<td>21-May-2021</td>
<td>Yes</td>
</tr>
<tr>
<td>OK</td>
<td>4128002</td>
<td>21-May-2021</td>
<td>Yes</td>
</tr>
<tr>
<td>OK</td>
<td>4128003</td>
<td>21-May-2021</td>
<td>Yes</td>
</tr>
<tr>
<td>OK</td>
<td>4128004</td>
<td>21-May-2021</td>
<td>Yes</td>
</tr>
<tr>
<td>OK</td>
<td>4128005</td>
<td>21-May-2021</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Enter your plate insurance information. When done, click the Next button.

You will get a summary screen of what you are going to renew. When done, click the Next button.
If all of the information is correct, click the Submit button.

You will have a total summary of the amount due. When ready, click Checkout.

Select your payment type Credit Card or E-Check, enter a Contact Number, and Phone Type. When done, click the Next button.
From the Cart Payment click the Submit button.

You will get a message telling you that you will be directed to a credit card screen. To go to the credit card payment screen click the Ok button.

If you select E-Check, enter the Bank Account Type, Checking or Savings.
Complete all of the required fields, and the total amount under Confirm Payment Amount. Click the Submit button.

Enter all of your credit card information. Once you have gone through those screens, you will get a Confirmation page and an email payment receipt. When done, click the OK button.

Both of your licenses will now say Pending. MVED will finalize your renewal and mail your new license. Decals will also be mailed if you have plates.

To log out, click on the person icon in the upper right corner. Select Log Off.