



November 2016 Issue

Utah State Tax Commission  
Motor Vehicle Enforcement  
Division  
210 N 1950 W  
Salt Lake City, UT 84134

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### Upcoming Holidays

State Offices will be closed on the following Holidays:

11/11/2016

11/24/2016

12/26/2016

01/02/2017

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### Hours

MVED is open  
Monday-Friday  
8 AM—5PM

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### Commonly Used Phone Numbers and Websites

#### MVED

801-297-2600  
mved.utah.gov

#### DMV

801-297-7780  
dmv.utah.gov

#### Tax Division

801-297-2200  
tax.utah.gov

#### Tax Warehouse

801-297-3878



# MVED Newsletter

## MVP—Motor Vehicle Portal

The MVP website is where businesses can renew, purchase temporary permits, clear temporary permits, view their plate status, request a temporary location license for an off site event, view all of the businesses licensed by MVED, report unlicensed dealers in our “Curbstoner” section and enter monthly reports of sale info.

There are also DMV options available on the website—please contact the DMV for info about their options at 801-297-7780.

The MVP website was updated on November 7th, 2016.  
The website is <https://mvp.tax.utah.gov>

The look of the website on the home page is quite a bit different. Once you log into MVP the screens may have slight differences, which probably won't be noticeable to most users.

One of the most common problems we see in MVP is that the owners, partners or corporate officers of the business are not the ones that are setting up the initial log in. A business owner must start the MVP log in process. If the owner of your business chooses to allow someone to log in on their behalf of their business, then the PIN number that is provided to the owner via email during their account set up, can be given to that person. If there are multiple owners of the business then **ALL** the owners must set up a log in before a 3rd party person has access to the account. We want ALL the owners to be aware of who has access to their MVP account so they can manage the log in rights. **An employee should NOT be logging in using the owner's log in or setting up an account using the owners personal info. If we find an account set up by an employee using owner information that account will be ceased.**

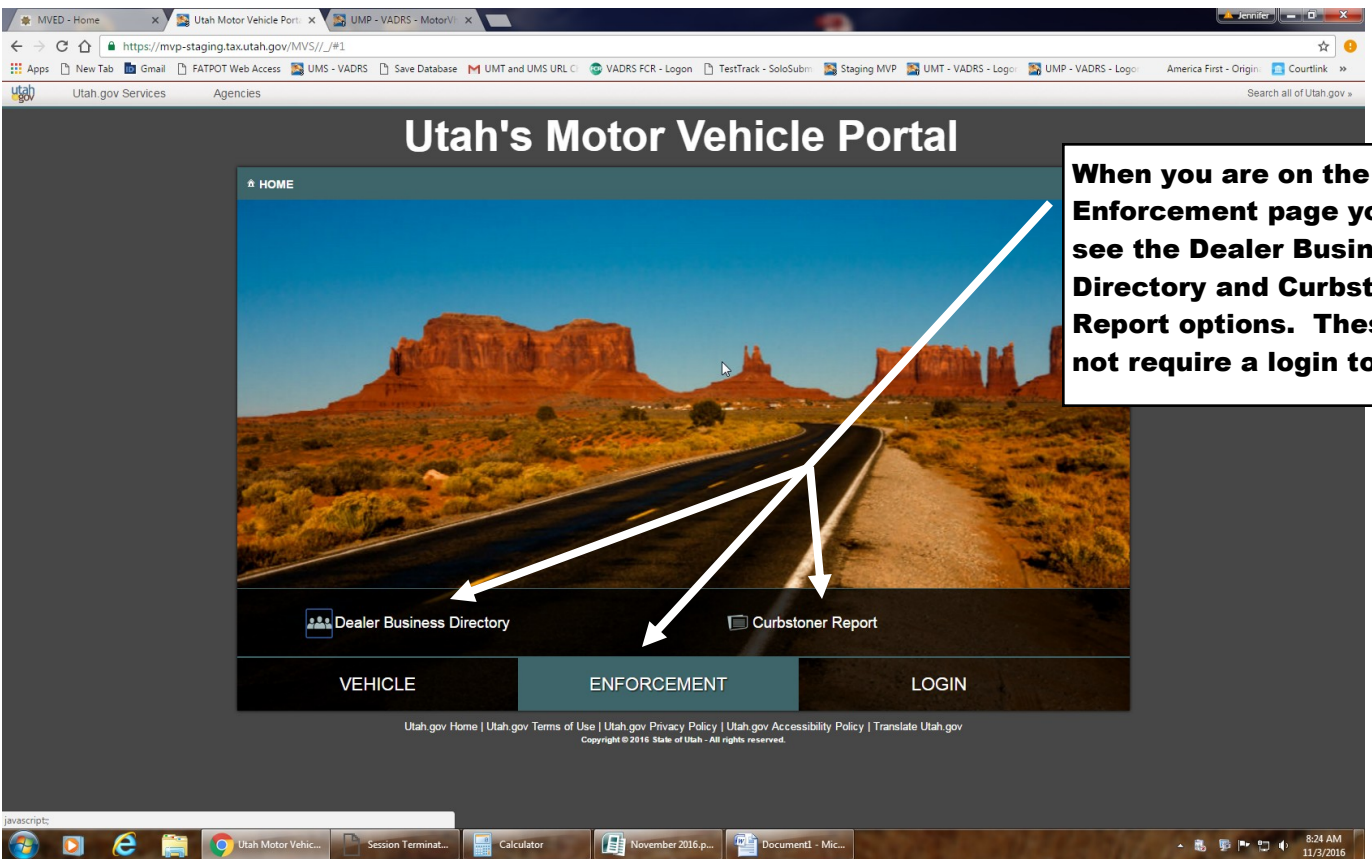
Please see the following page for step by step information to set up a log in and see the changes.



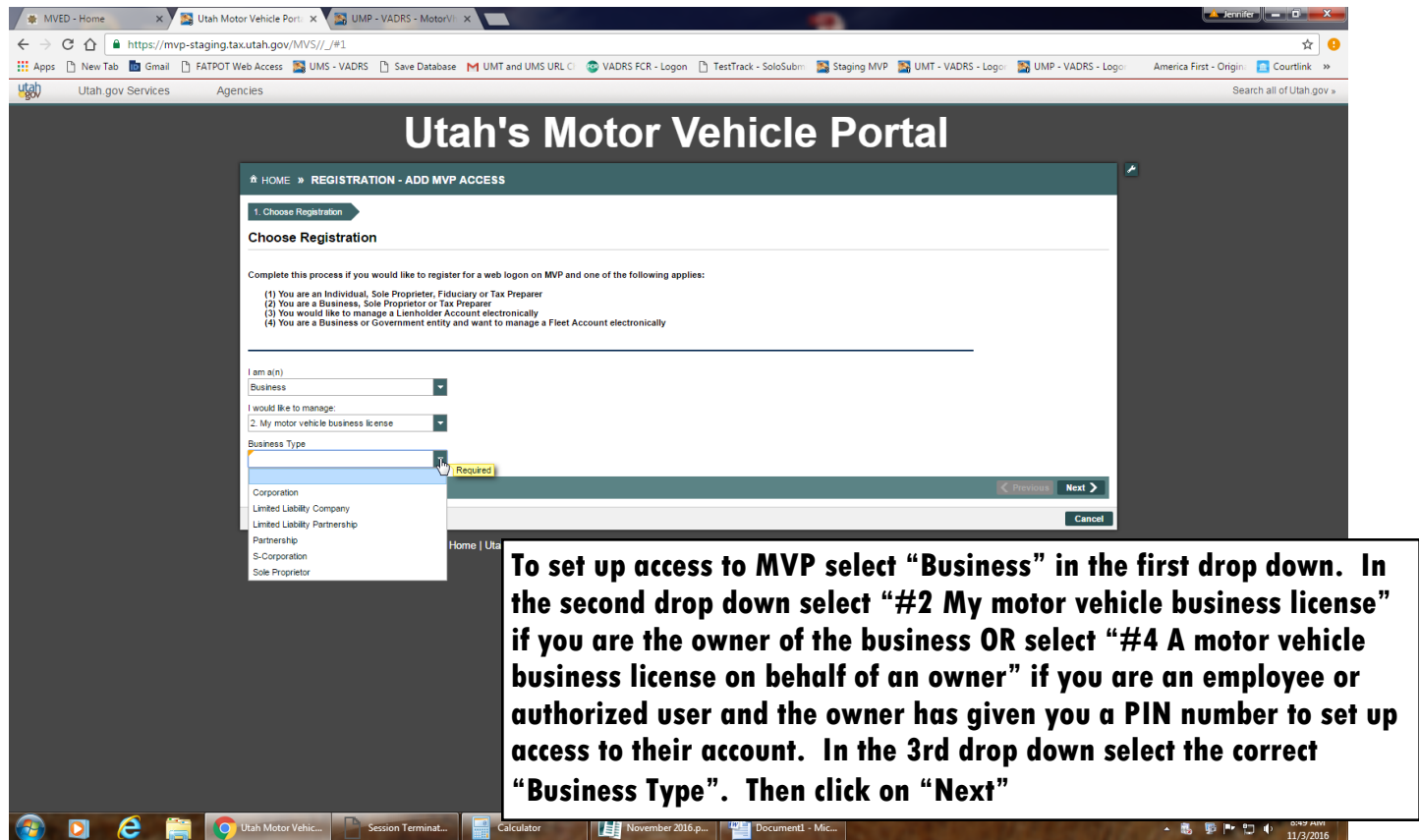
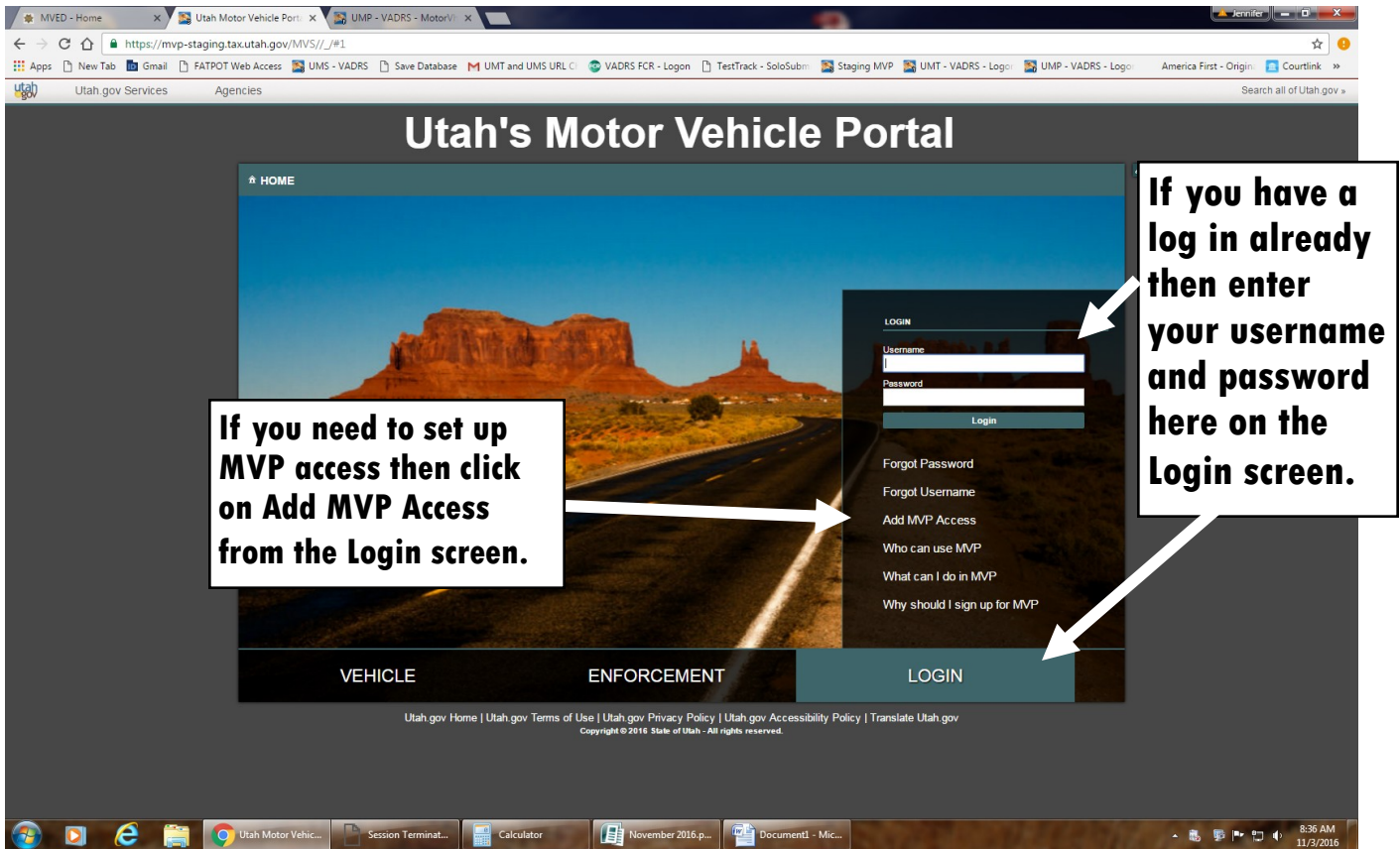
**Screen will be defaulted to vehicle. The options listed above are the DMV options.**

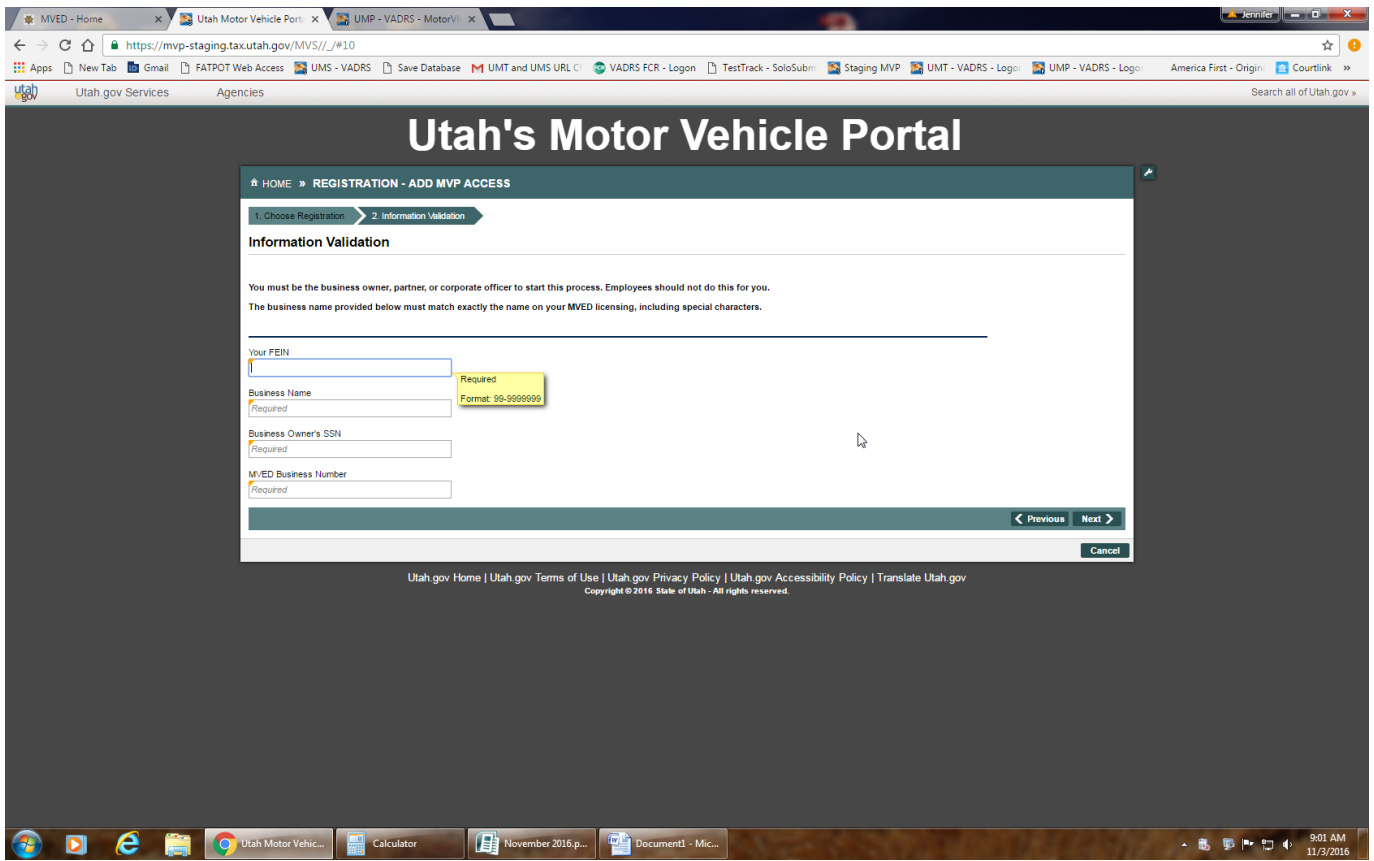
**Click on Enforcement to see the MVED options available that do not require a login.**

**Click on Login if you want to go to the MVED options that do require a login.**

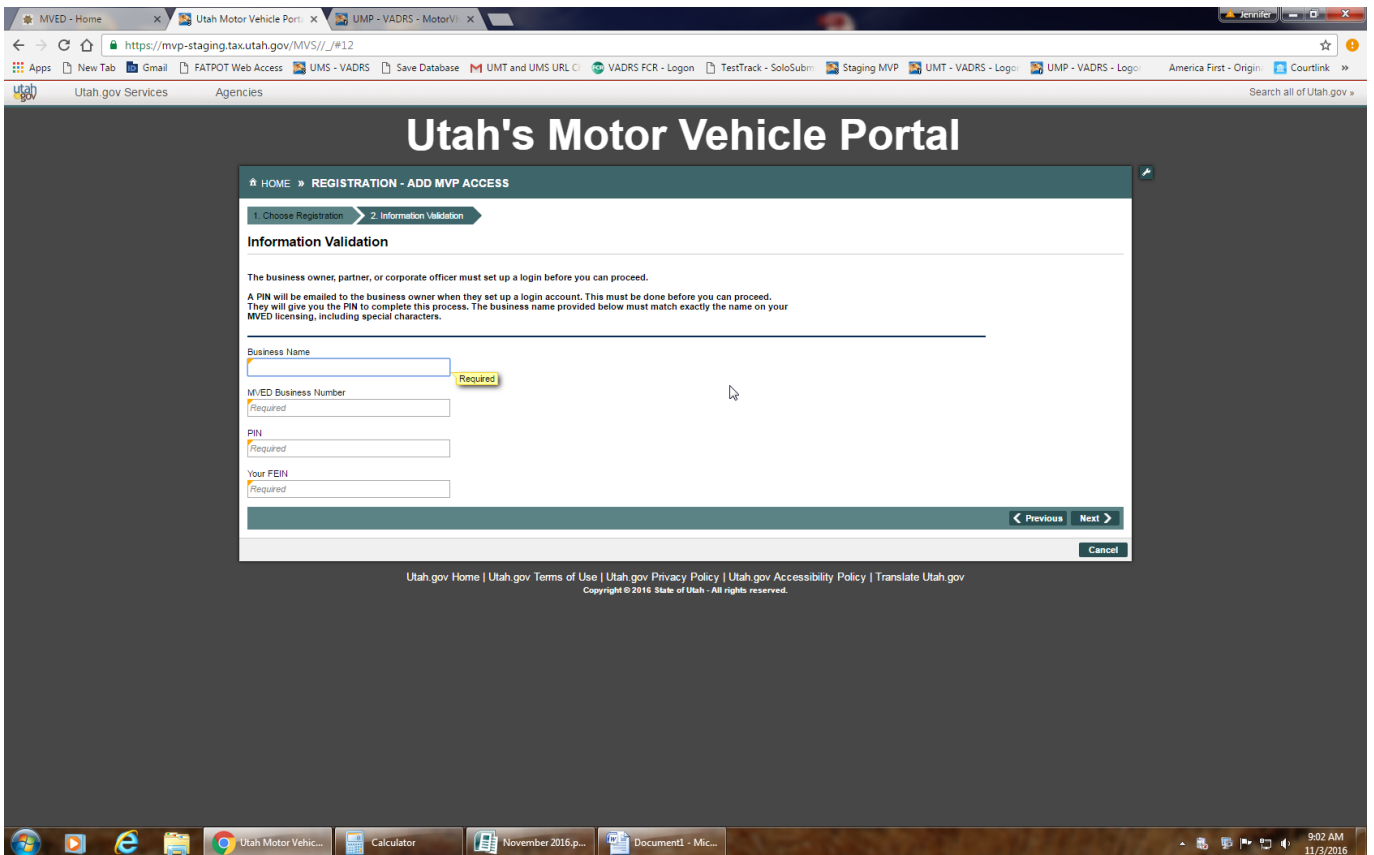


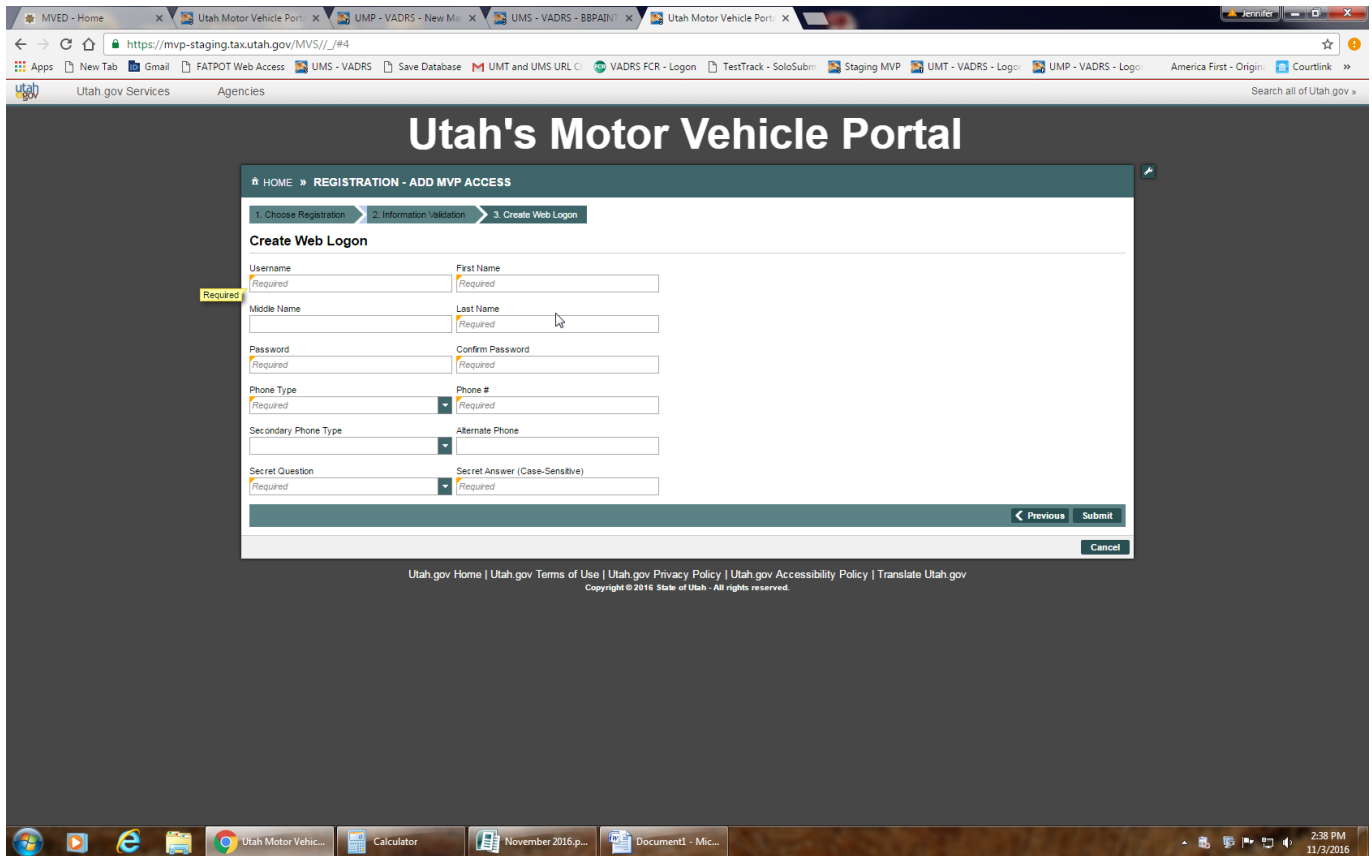
**When you are on the Enforcement page you will see the Dealer Business Directory and Curbstoner Report options. These do not require a login to use.**



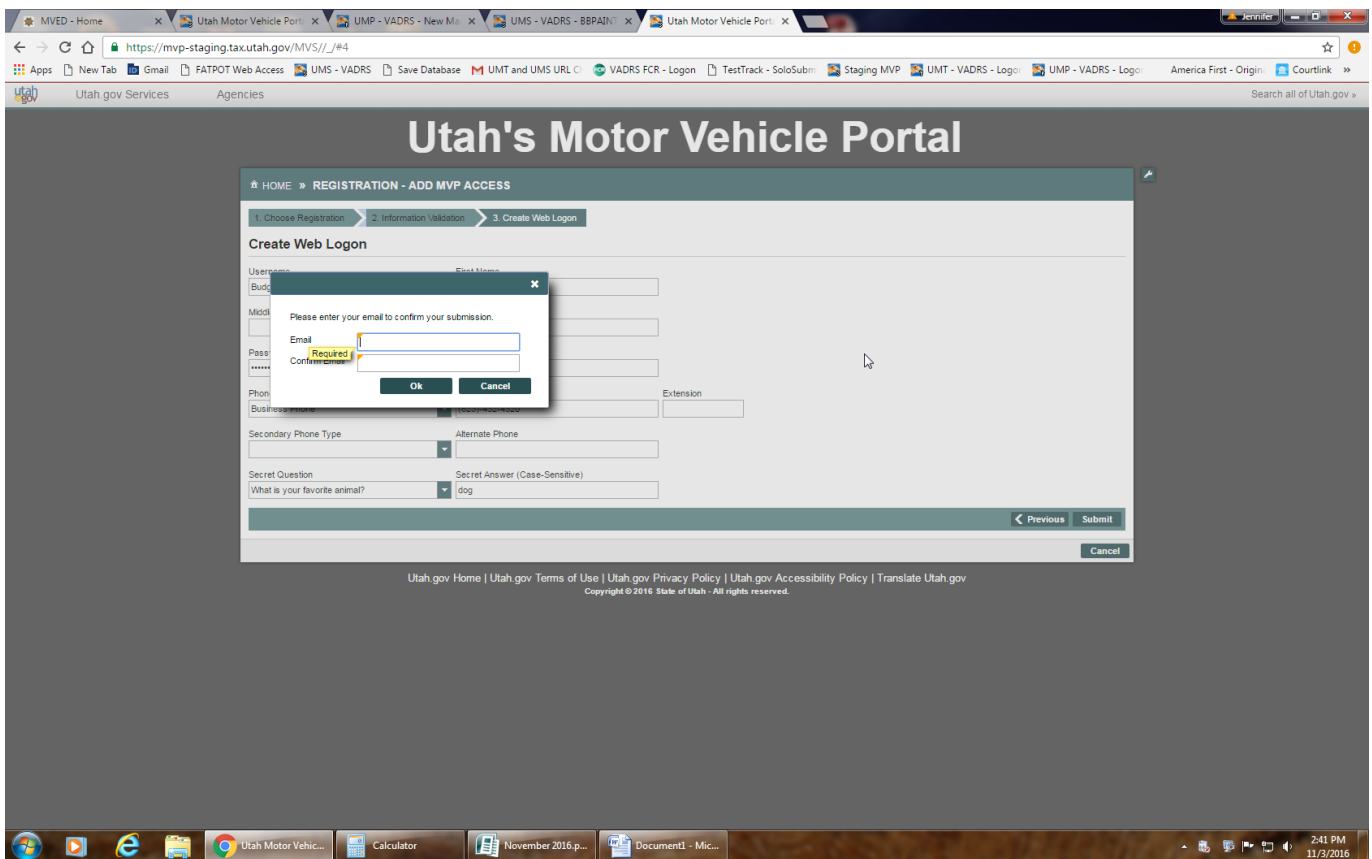


**Whether you are the owner or an employee/authorized user the next screen is going to have you validate some information about the business—such as the business name (on MVED license), the business license number (on MVED license), Social Security Number (if you are the owner) OR PIN (if you are an employee or authorized user) and FEIN (Federal Employer Identification Number issued by IRS).**





**The next page is where you will create a Username, and Password. After all required fields are completed click on Submit. You will get a pop up window that will require you to enter your email address.**



The owner will get an email similar to this when an account is set up:

Your new registration request has been processed.  
The next time you log in the authentication code 23fz3k will be required.

You will need the authentication code that is sent in the email the first time you log into your account. If you do not mark "trust this computer" you will be sent a new code each time.

[Click here to login to MVP](#)

To allow employees access to your account you will need to provide them with the following PIN: 1156686848

If you are an owner and you are going to allow someone else to set up a log in to manage your account this is where the PIN is located in the email. The authorized user must have the PIN to set up their log in. If there are multiple owners in your business then ALL the owners must set up a log in before an authorized user can.

**NOTE:** An authorized user will be sent an email once they set up a log in with their authentication code which they will have to use to finish the process.

Click on the hyperlink in the email to get back to the log in screen or go back to the.mvp log in page (shown on page 3 of this newsletter).

**The first time you log in OR anytime you use a new computer to log in OR if you do not mark "trust this computer", you will have to enter an authorization code. It will email you a new code each time unless you mark the "Trust This Computer" box. You would not want to "Trust This Computer" if you are on a public computer (such as at a library) and not a personal computer.**

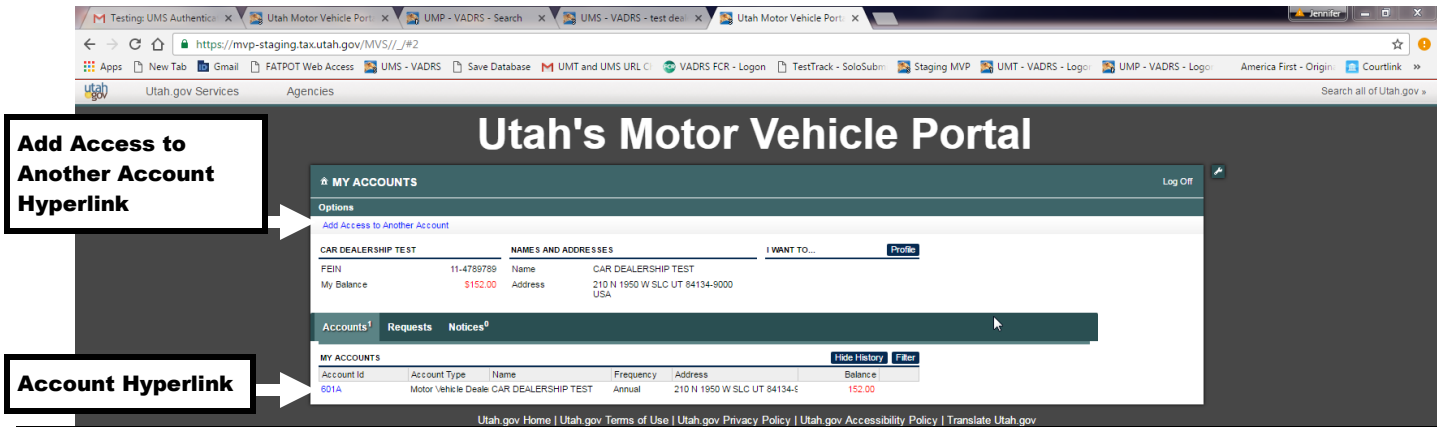
Utah's Motor Vehicle Portal

Utah.gov Services Agencies

Utah

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov  
Copyright © 2016 State of Utah - All rights reserved.

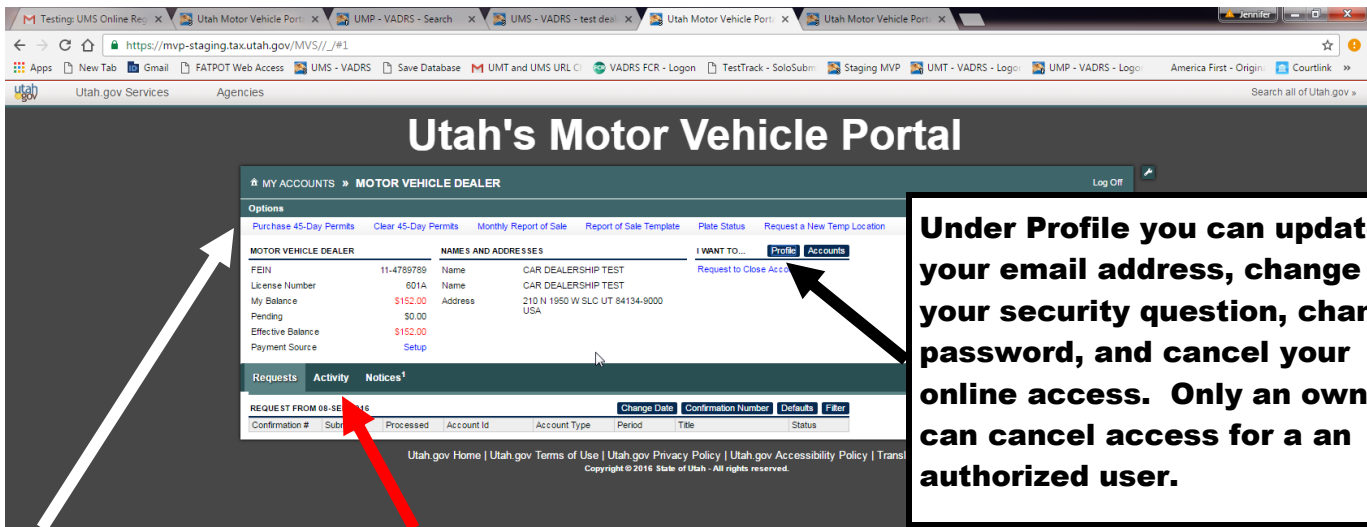
1:55 PM 11/7/2016



**This is the first screen you will see once logging in. Please note you are not in your “account” yet. You must click on the “My Accounts” hyperlink on the business number you are trying to work in. You may have several account ID’s available since you may hold more than one license type with MVED. You will have to set up the access to your other accounts then they will always be there in the future. To add access to another account click on that hyperlink near the top right corner.**

**For example if you have both a Transporter License and Dealer License you would set up one account log in and add access for the other account.**

**\*\*PLEASE NOTE: If your business is a sole prop you will have to set up multiple log ins—a different log in is required for each license type.**



**Under Profile you can update your email address, change your security question, change password, and cancel your online access. Only an owner can cancel access for a an authorized user.**

**When you are in the account you will see options across the top of the page for functions you or your authorized user can do in your account. During renewal time the first choice in the headers will be to renew license. Otherwise the headers will be a little different for each license type. A dealer can purchase 45 day permits, clear 45 day permits, enter monthly report of sale info, request a template to use for submitting monthly report of sale info, view dealer plate statuses, and request a new temp location for an off site event.**

**Under the activity tab—you can see what items you have done online in the past via MVP and what payments have been made.**

**Anyone with an MVP account will get a reminder email notice to renew each year.**