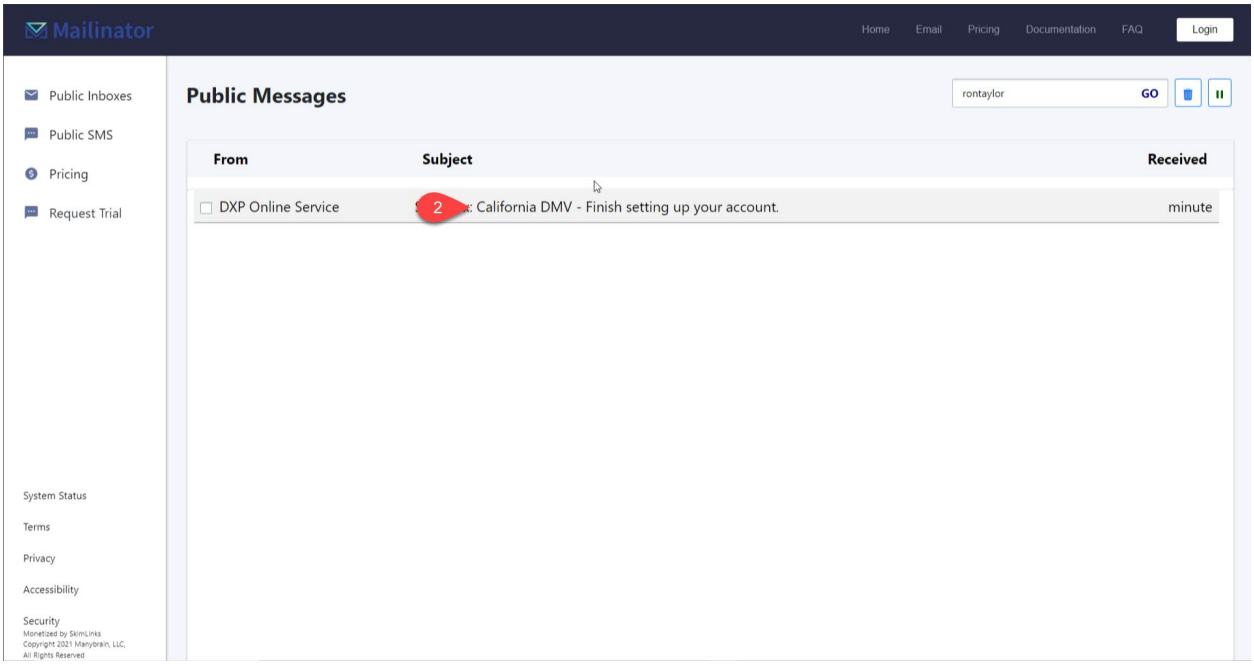
02 Setting Up An Account

Before you begin:

After you have submitted a completed application and required fees to an OL inspector, you will receive an email from California DMV with details related to setting up your online account.

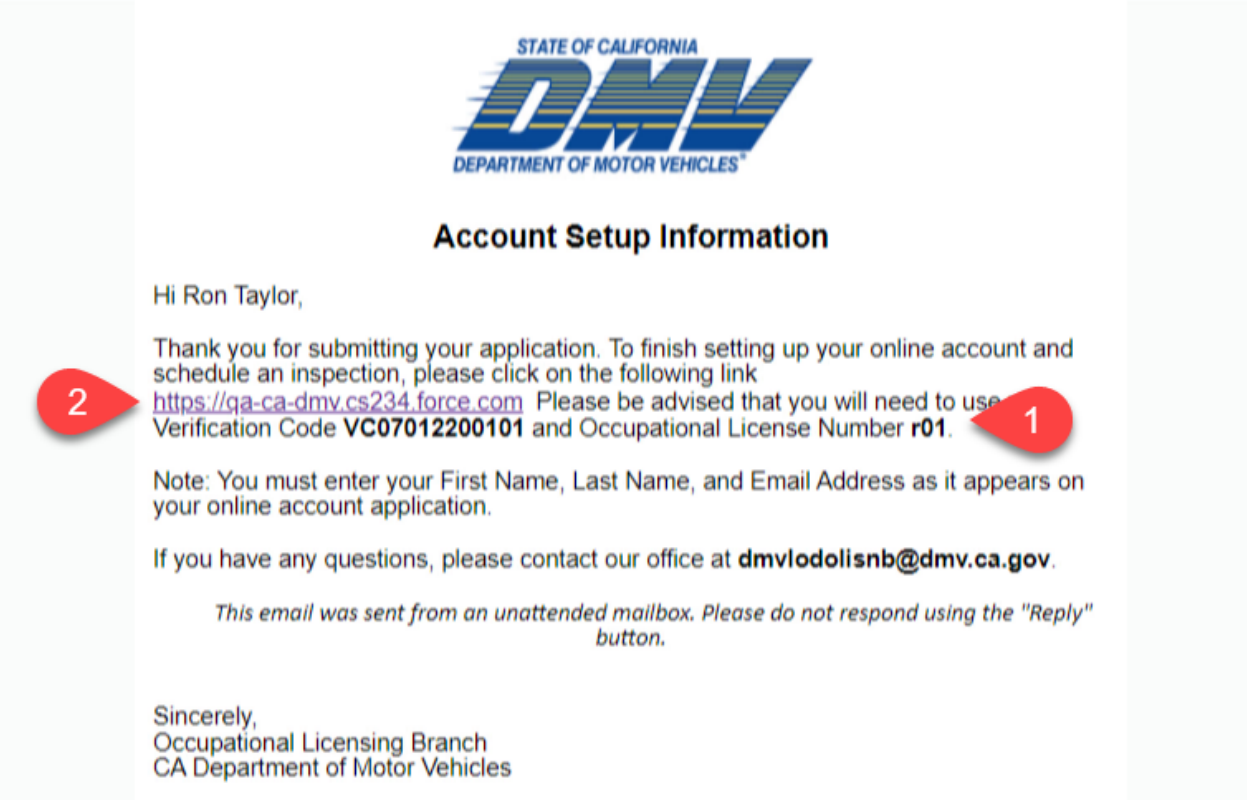
Email Inbox is displayed



1. After review of your application, an email will be sent to the supplied email address with details on setting up your account.

2. Open email to view details.

Account Setup Email is displayed



STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

Account Setup Information

Hi Ron Taylor,

Thank you for submitting your application. To finish setting up your online account and schedule an inspection, please click on the following link https://qa-ca-dmv.cs234.force.com Please be advised that you will need to use Verification Code **VC07012200101** and Occupational License Number **r01**.

Note: You must enter your First Name, Last Name, and Email Address as it appears on your online account application.

If you have any questions, please contact our office at **dmvlodolisnb@dmv.ca.gov**.

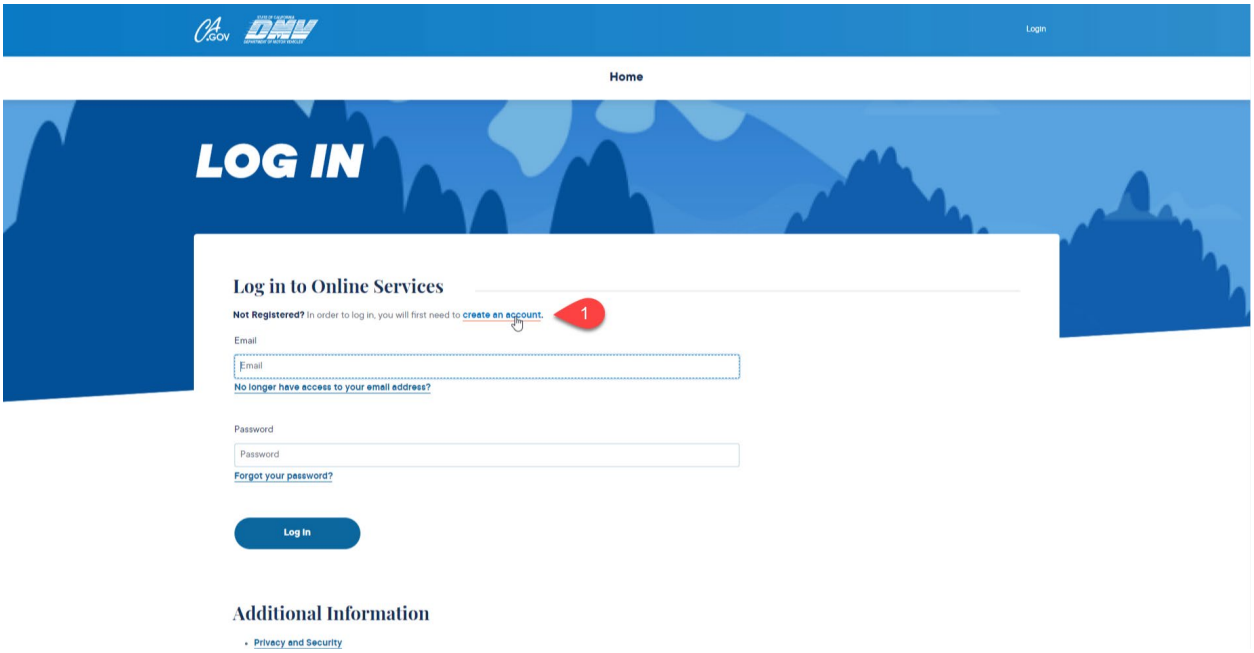
This email was sent from an unattended mailbox. Please do not respond using the "Reply" button.

Sincerely,
Occupational Licensing Branch
CA Department of Motor Vehicles

1. Note the Verification code and License Number contained in the email. You will need this information to setup your account.

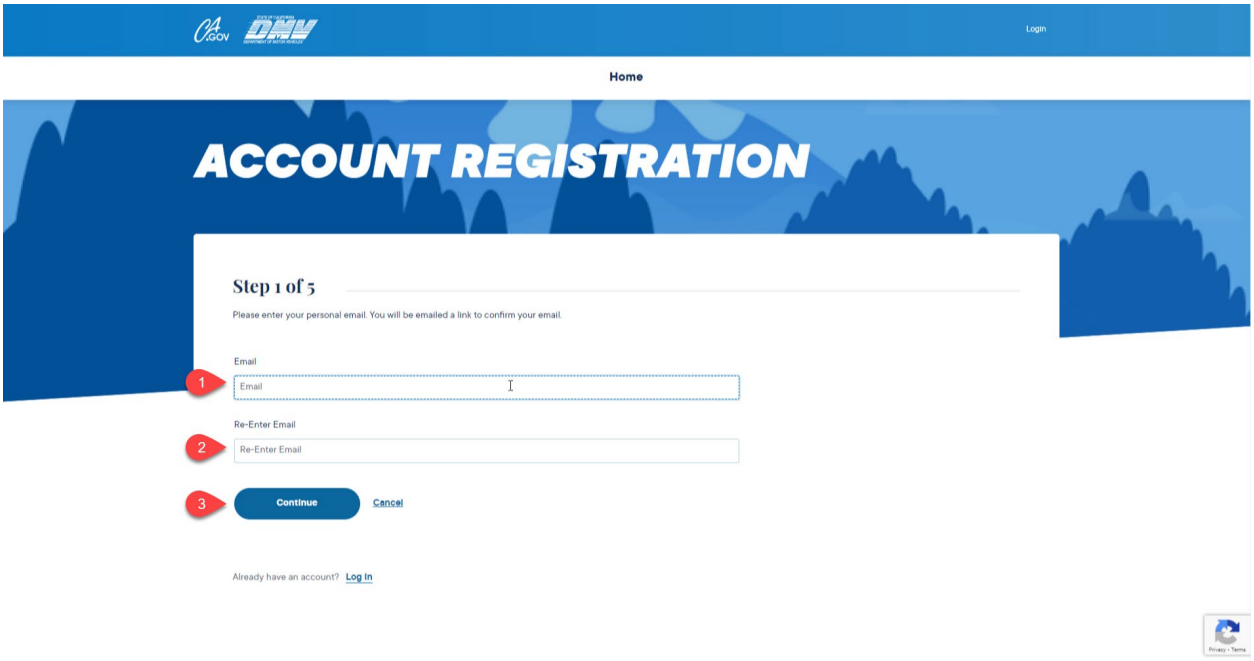
2. Select the link in the email to begin the Account Registration process.

Portal Login Page is displayed



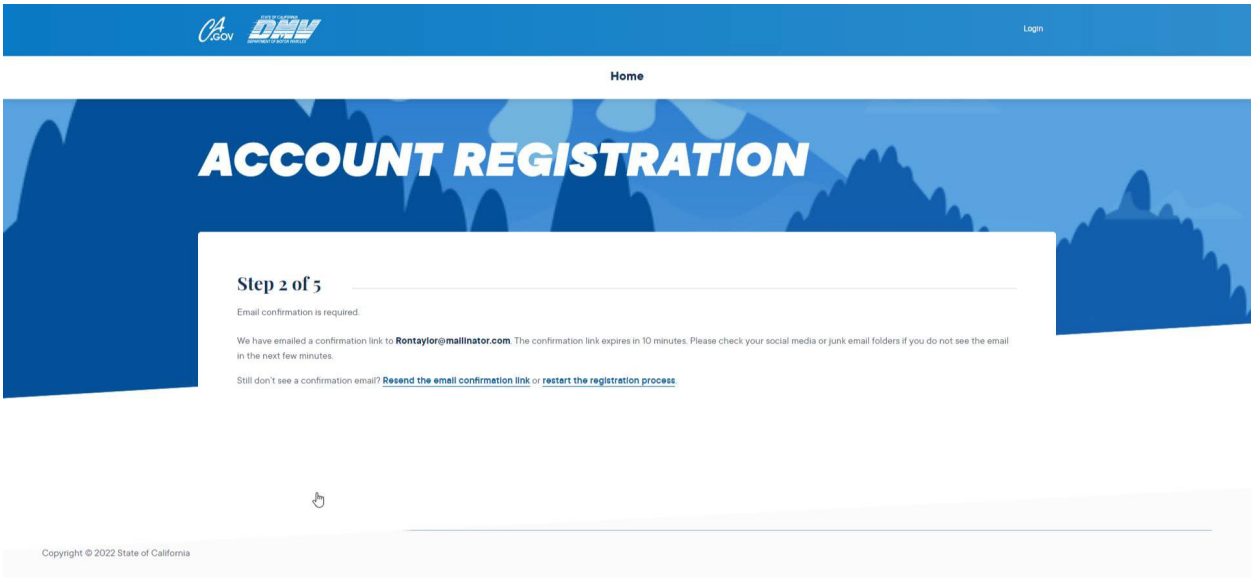
1. Select the Create An Account link.

Account Registration Page is displayed



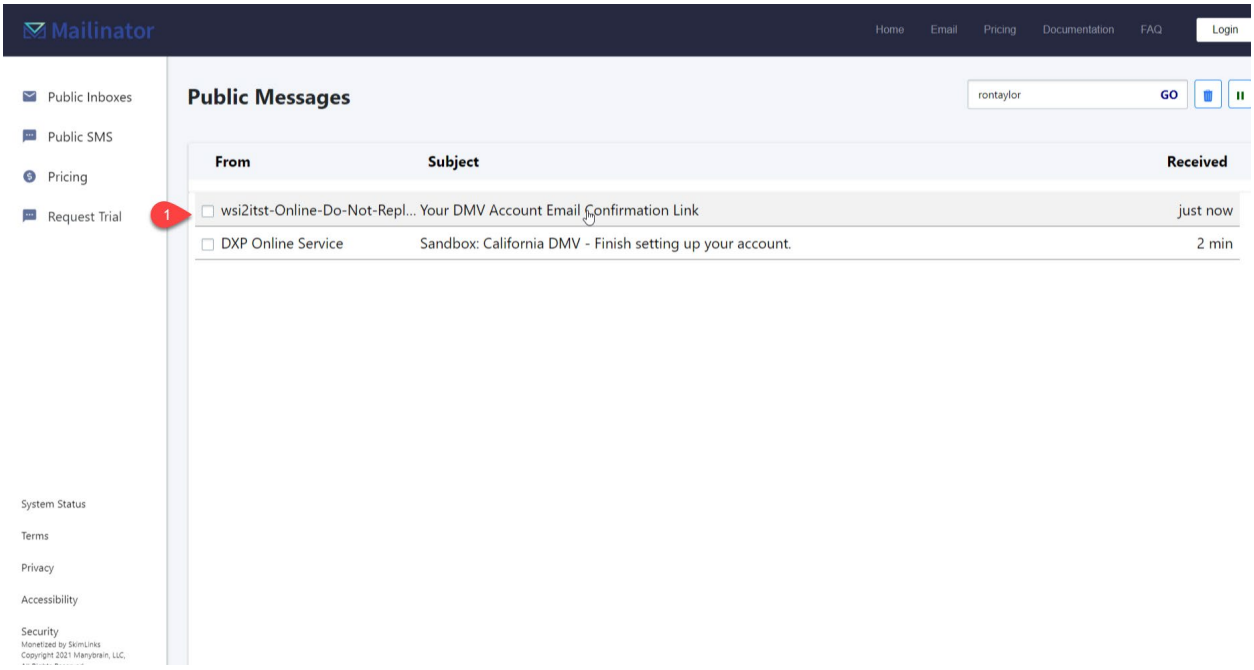
1. Enter the email address provided during application submission.
2. Enter the same email address again for confirmation.
3. Select the Continue button.

Step 2 of the Account Registration process is displyed



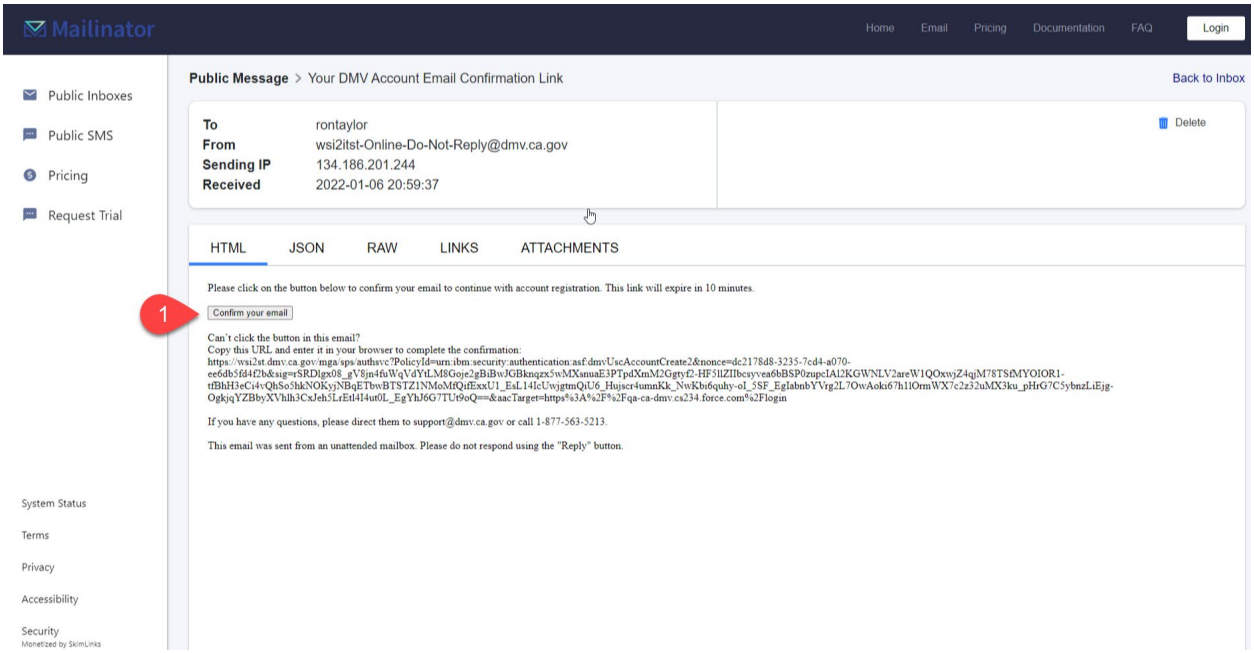
1. A notice will display instructing you to check the supplied email address for an email confirmation. If an email has not been received, please confirm that the email address provided during application submission was entered.

Applicant's mailbox is displayed



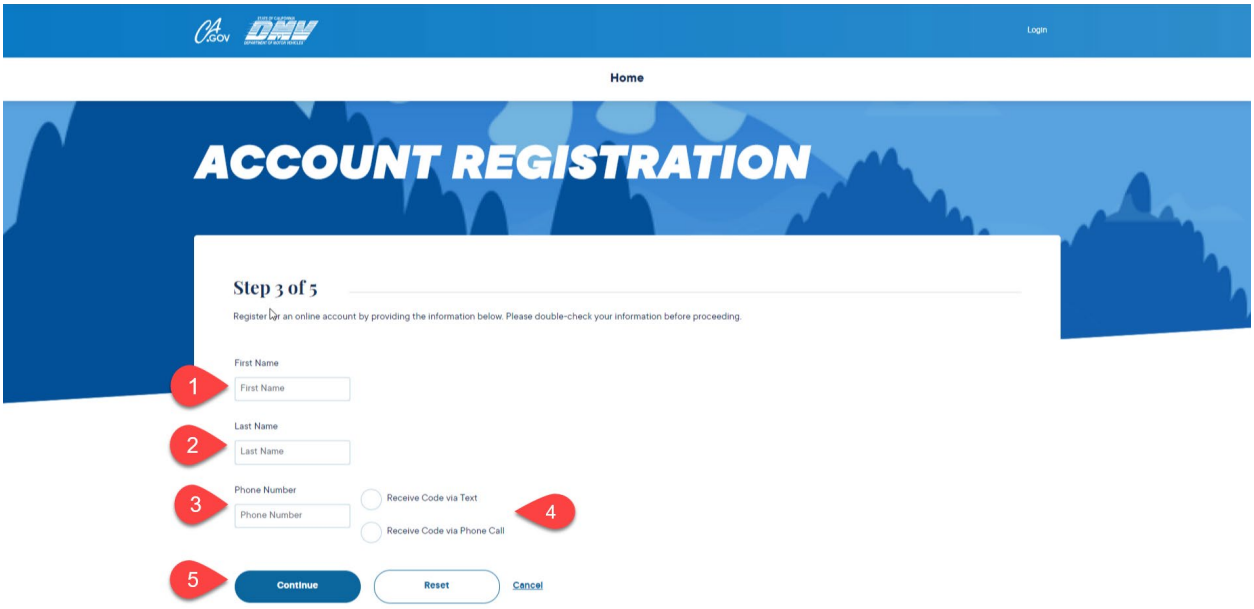
1. Open the email titled Your DMV Account Email Confirmation Link.

Account Confirmation Link Email from CA DMV is displayed



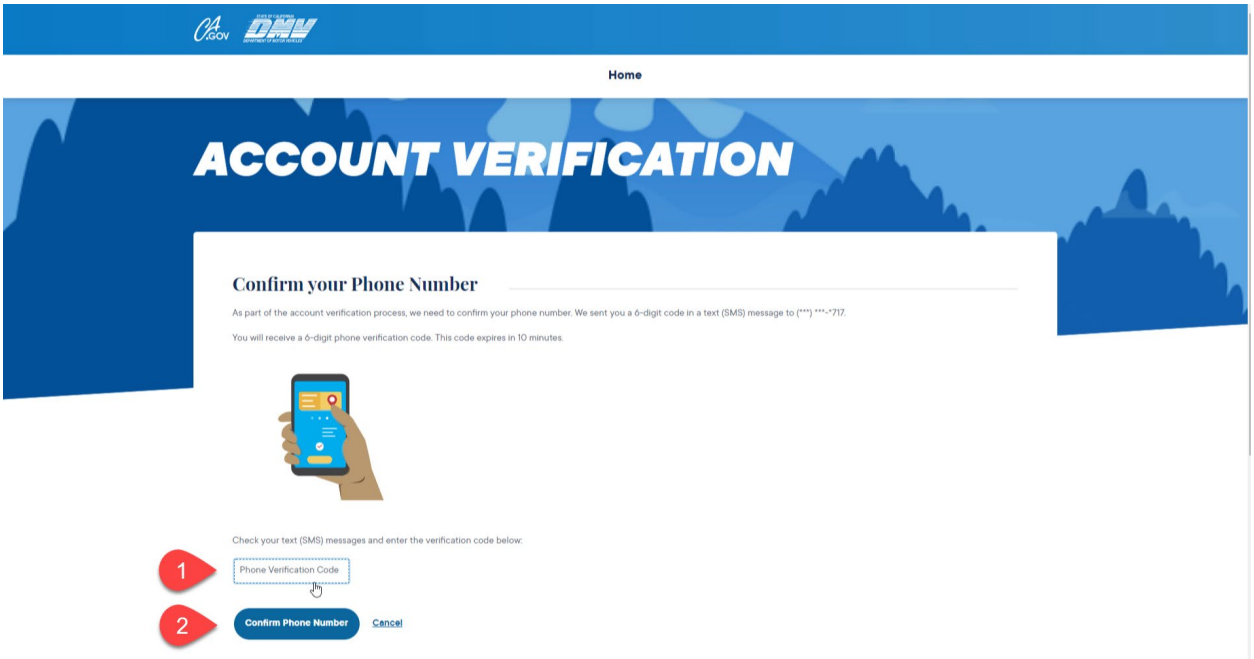
1. Select Confirm Your Email.

Step 3 of the Account Registration Process is displayed



1. Enter your first name.
2. Enter your last name.
3. Enter your phone number.
4. Select an option to receive a confirmation code by text or phone call.
5. Select Continue.

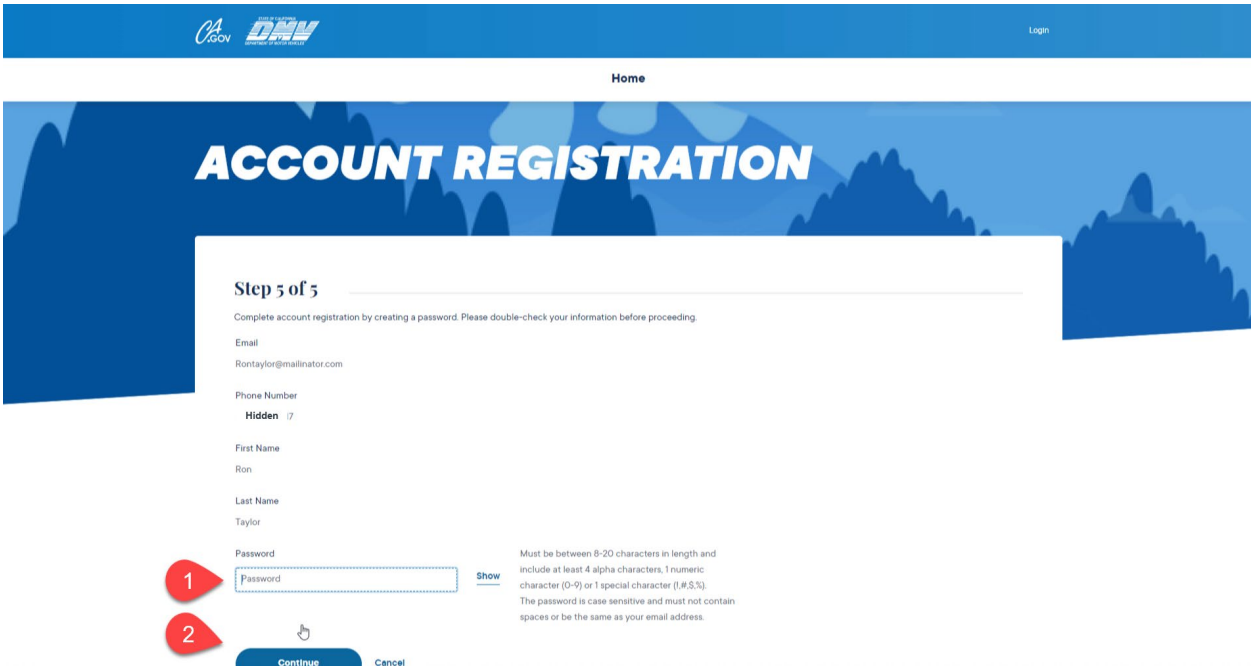
Confirm Phone Number screen displays



1. You will receive your confirmation code on your phone via the method you selected. Enter your phone number. This should be a phone you currently have access to, so it can be used to confirm your account.

2. Select the Confirm Phone Number.

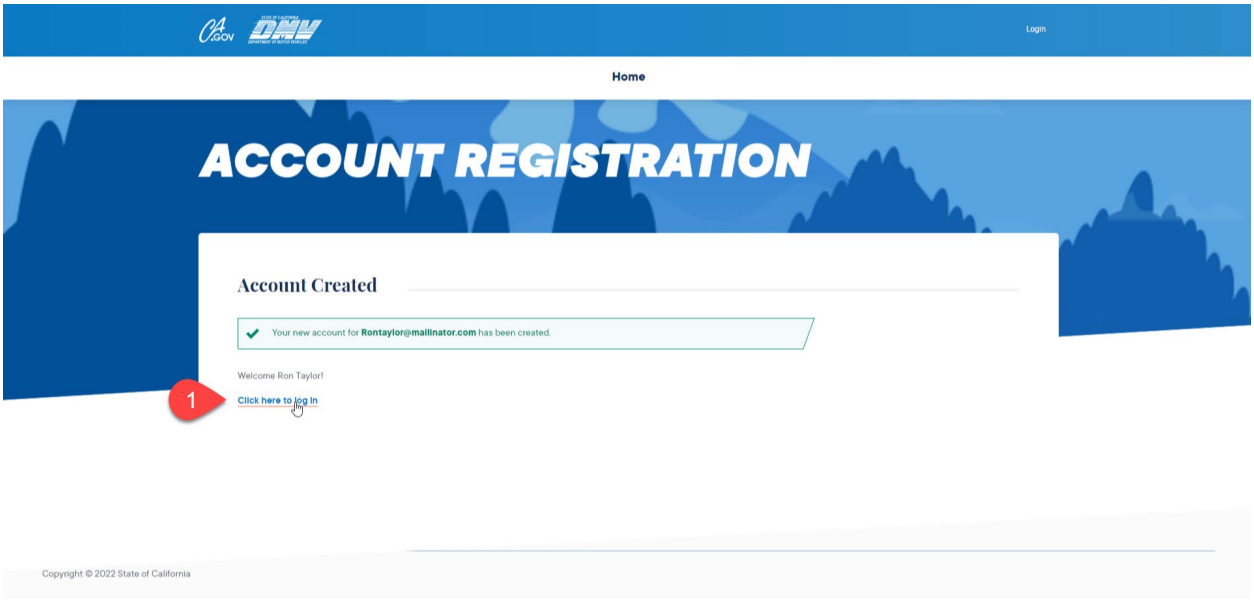
Step 3 of the Account Creation Process is displayed



1. Enter a password that you will use to access your account.

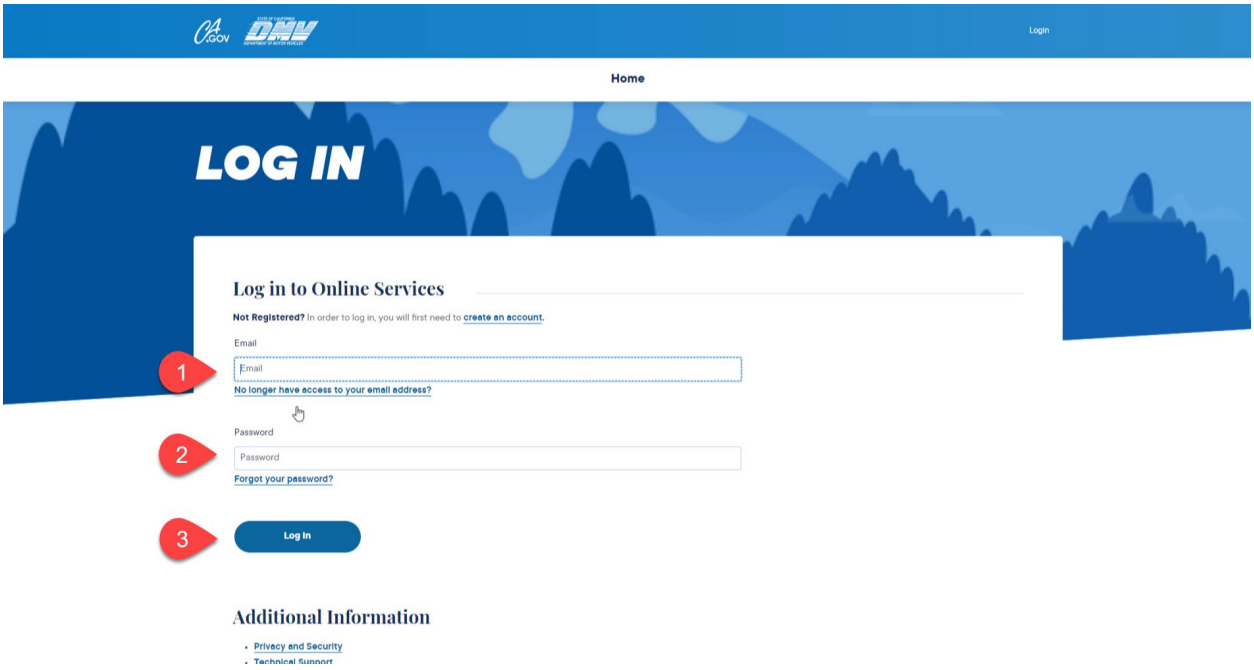
2. Select Continue.

Account Creation Confirmation is displayed



1. Your account has been created. Select click here to login.

Portal Login Page is displayed

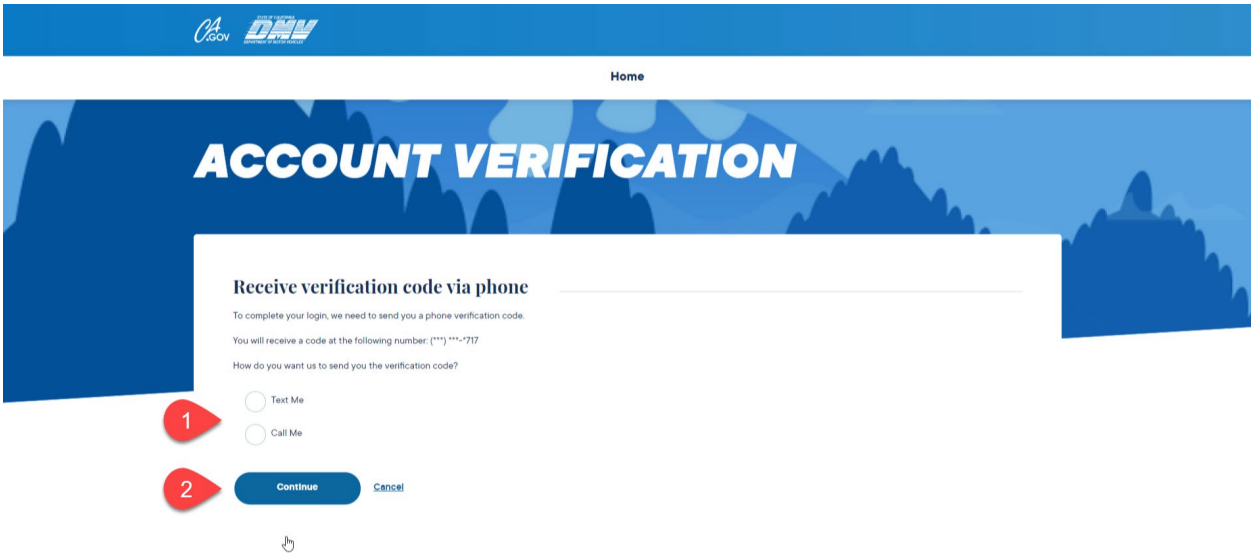


1. To login, enter the email address you used to register your account.

2. Enter the password you selected.

3. Select Log In.

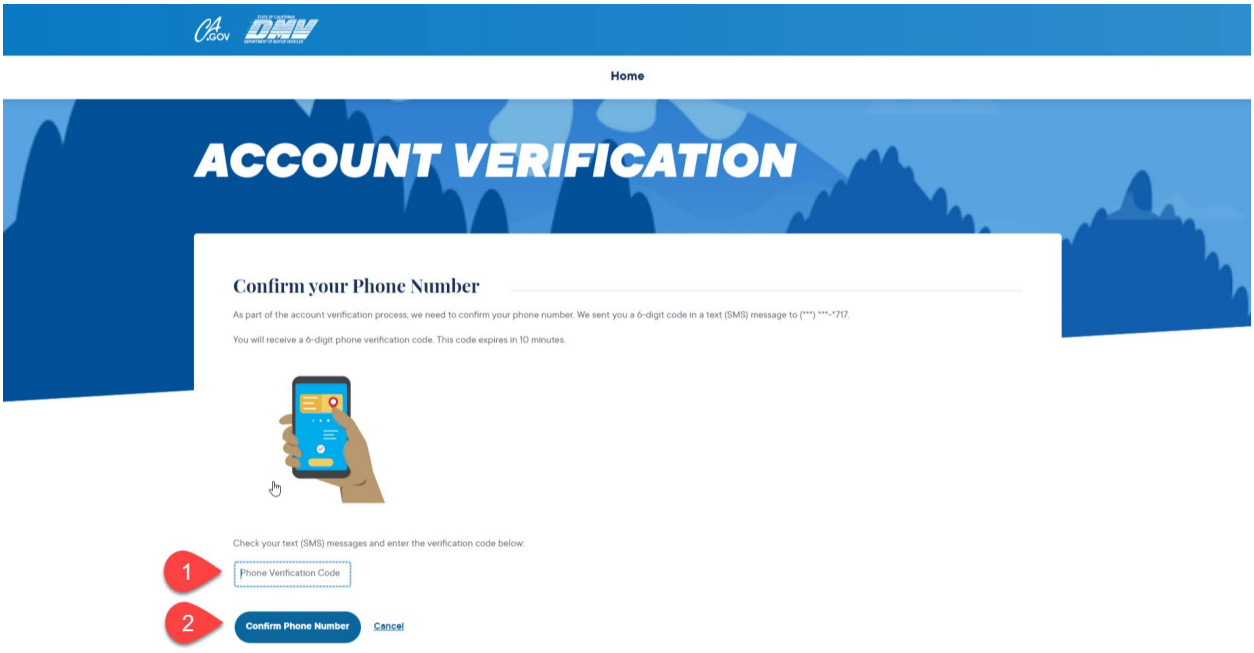
Account Verification Page is displayed



1. Select an option to receive a confirmation code by text or phone call.

2. Select Continue.

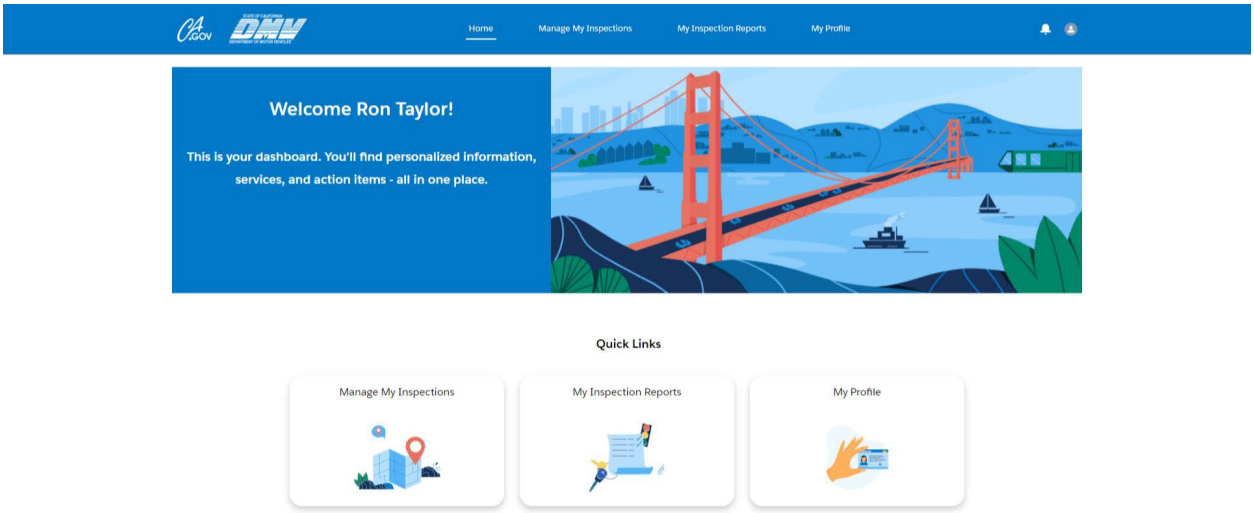
Confirm Phone Number page is displayed



1. You will receive a confirmation code on your phone via the method you selected. Enter the confirmation code into the text box.

2. Select Confirm Phone Number.

Portal Homepage is Displayed



1. Congratulations! You have set up your account and successfully logged in.