STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

Setting up Access to Online Services for Your Current Occupational License

dmv.ca.gov

CONTENTS

EXISTING OCCUPATIONAL LICENSE HOLDERS 3

Start Your Digital Experience 3

Confirm License Selections 4

Provide Information 5

Confirm Your Email 6

Log In to Your Existing MyDMV Account or Create a New One 7

NEW OCCUPATIONAL LICENSE APPLICANTS 9

Start Your Application 9

Make Your License Selection 10

Log In to Your Existing MyDMV Account or Create a New One 11

Verify User 12

Enter Information 13

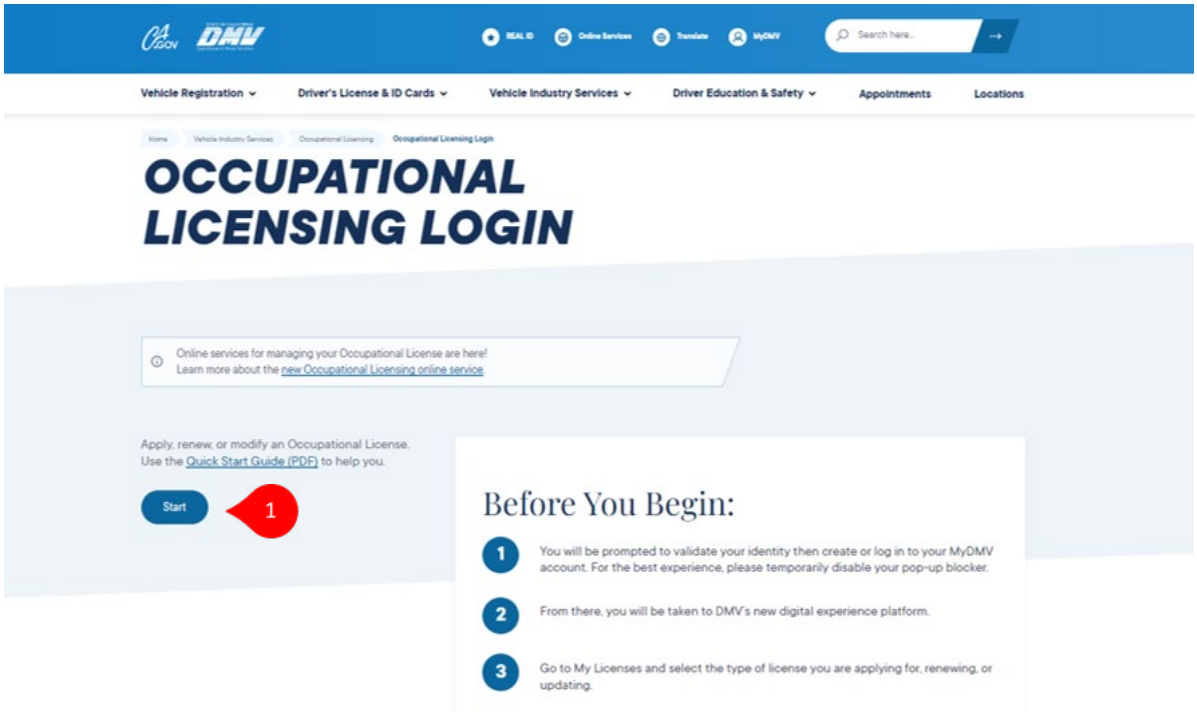
Welcome to Occupational Licensing Online 14

EXISTING OCCUPATIONAL LICENSE HOLDERS

Start Your Digital Experience

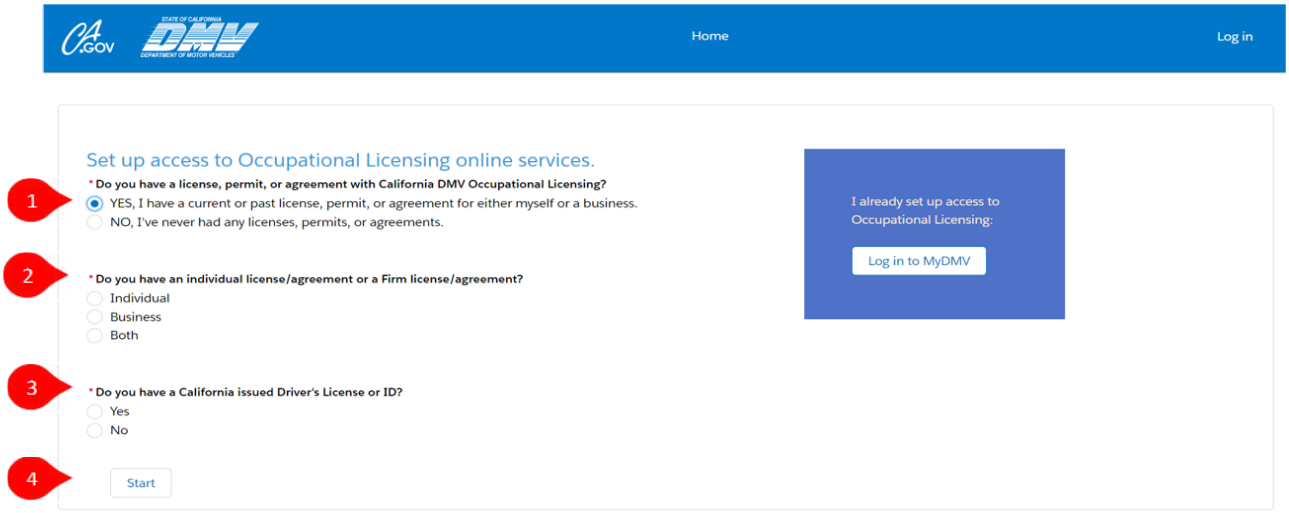
This Quick Start Guide will help **existing** Occupational License holders to claim and setup an online account and minimize technical error.

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



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

Confirm License Selections



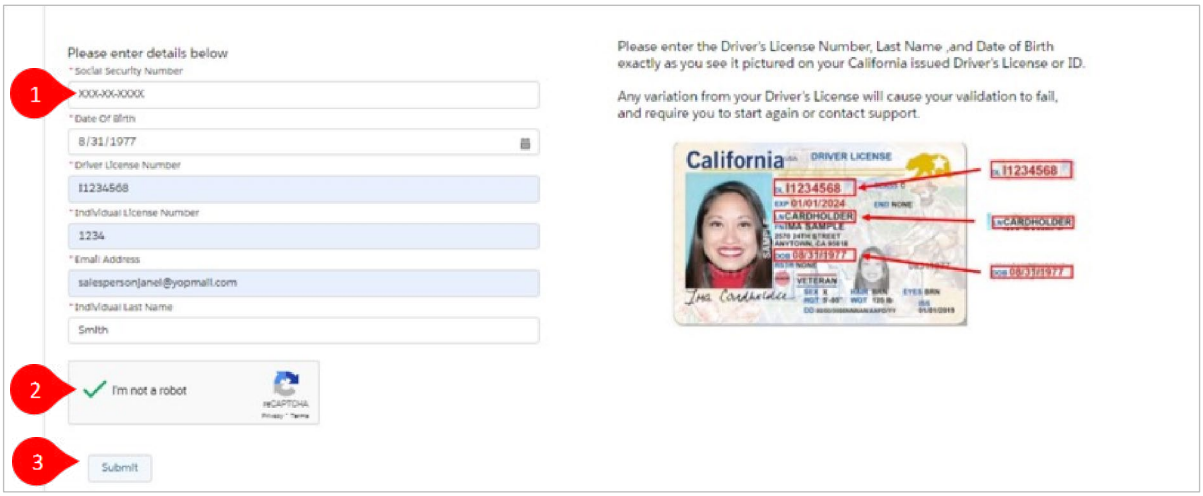
1. Select "YES, I have a current or past license, permit, or agreement…" After you make this selection, two additional questions will appear. **DO NOT** select "NO."

2. Select the radio button that indicates which type of Occupational License you are setting up access for: Individual, Business, or Both.
    - If you are a Salesperson employed by a business, select "Individual."
    - If you are a Business Owner, select "Business."
    - If you are a Business Owner and employ yourself as a Salesperson, or if you are Self-Employed, select "Both."

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

4. Select **Start**.

Provide Information



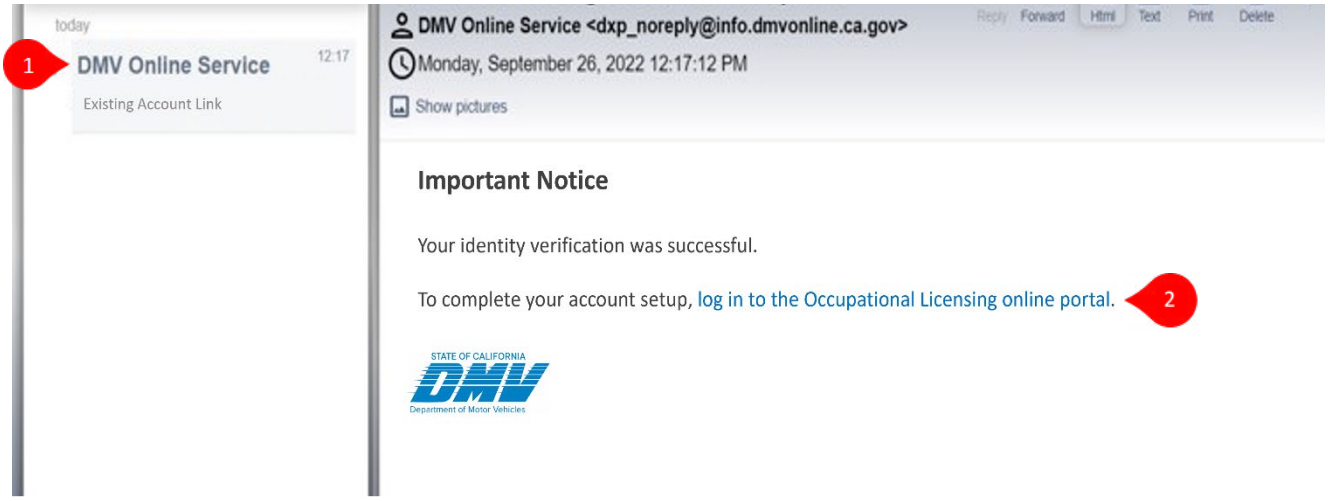
1. Provide information to validate your identity to gain access to your Occupational License account. Complete the following fields:

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

2. Perform the reCAPTCHA task.

3. Select **Submit**.

Confirm Your Email

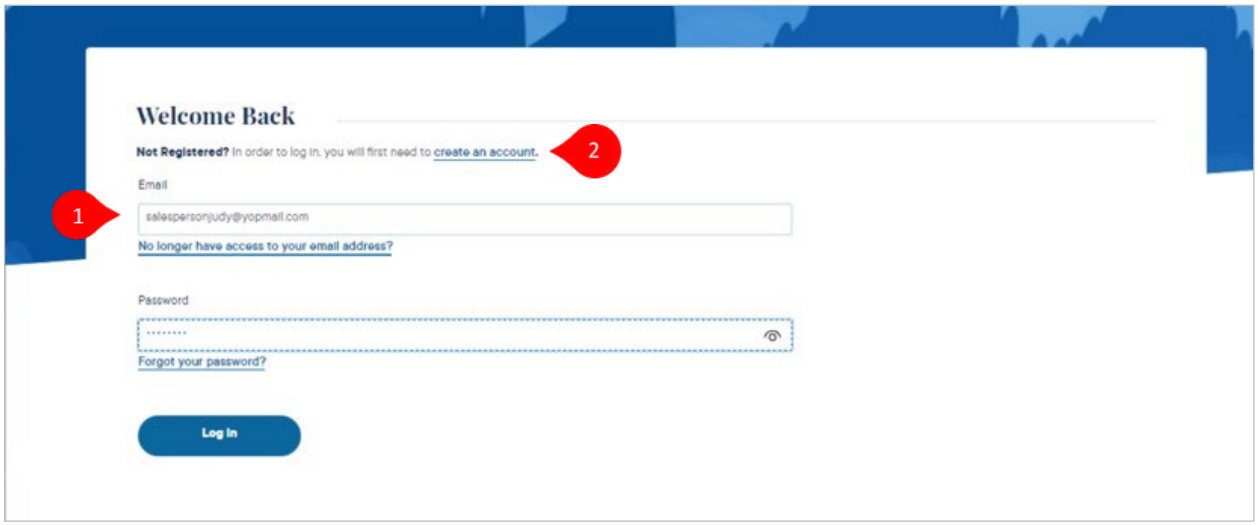


1. You will receive an email from DMV Online Services to complete identity validation. Please make sure you check your Spam and/or Junk folders.

2. Click the Login link in the email. You will log in to *MyDMV* to finish account setup.

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

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

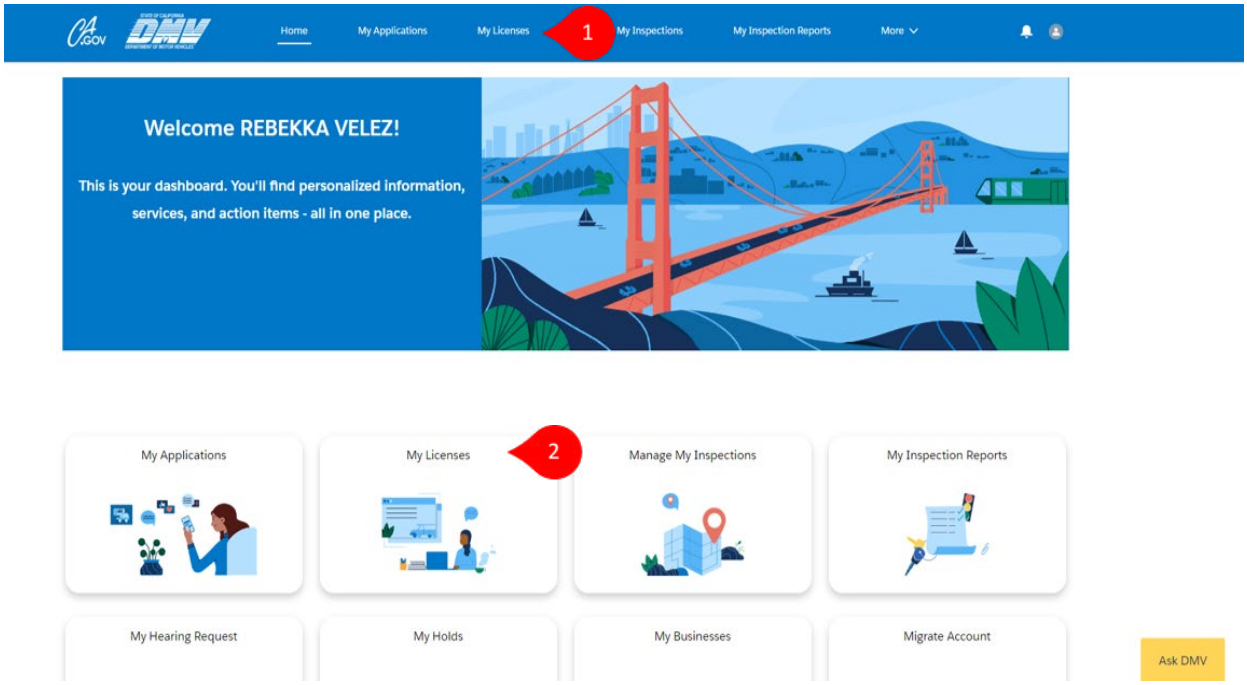


1. If you already have a *MyDMV* account associated to the email you are using with your Occupational License, log in now.
2. If you don't already have a *MyDMV* account, create one for the email you are using.

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

Welcome to Occupational Licensing Online

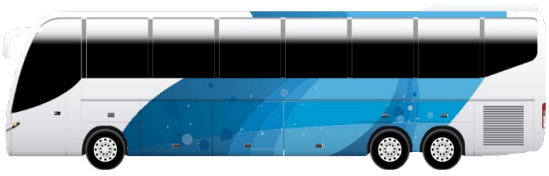
After you log in to your *MyDMV* account, you will be taken to the Occupational Licensing online portal.



There are two ways to navigate the online portal:

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

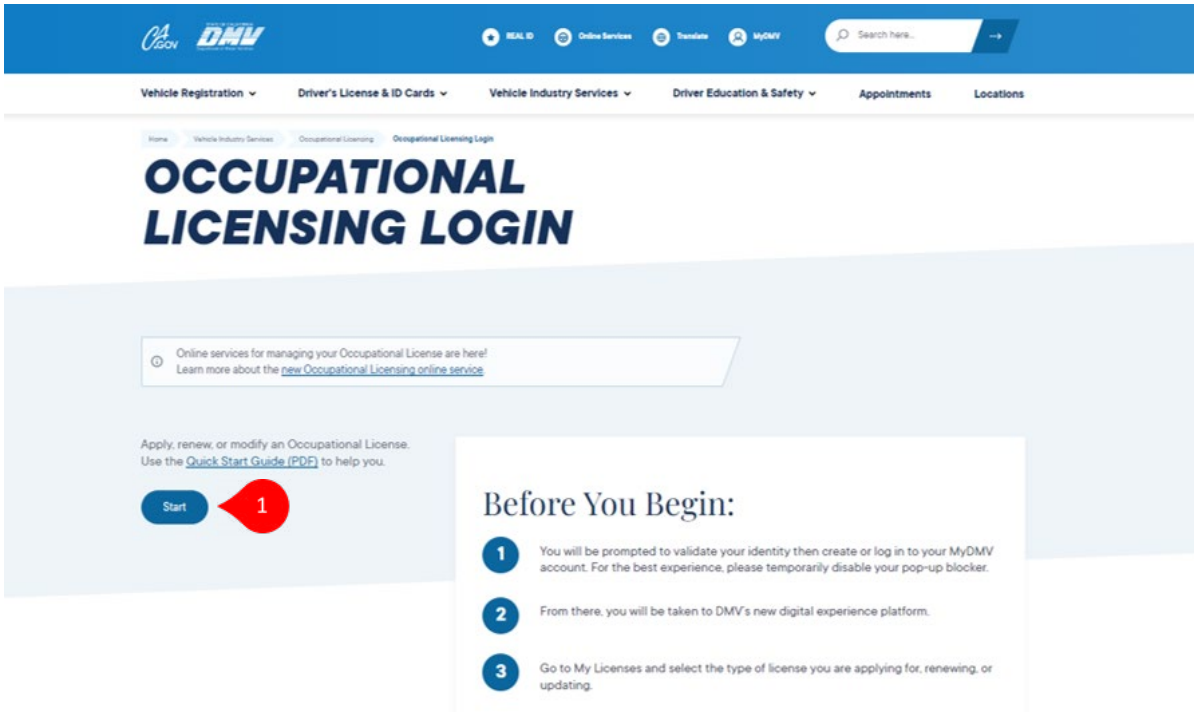
When you have a chance, click through the dashboard widgets to see all the features available in the new Occupational Licensing online portal!



NEW OCCUPATIONAL LICENSE APPLICANTS

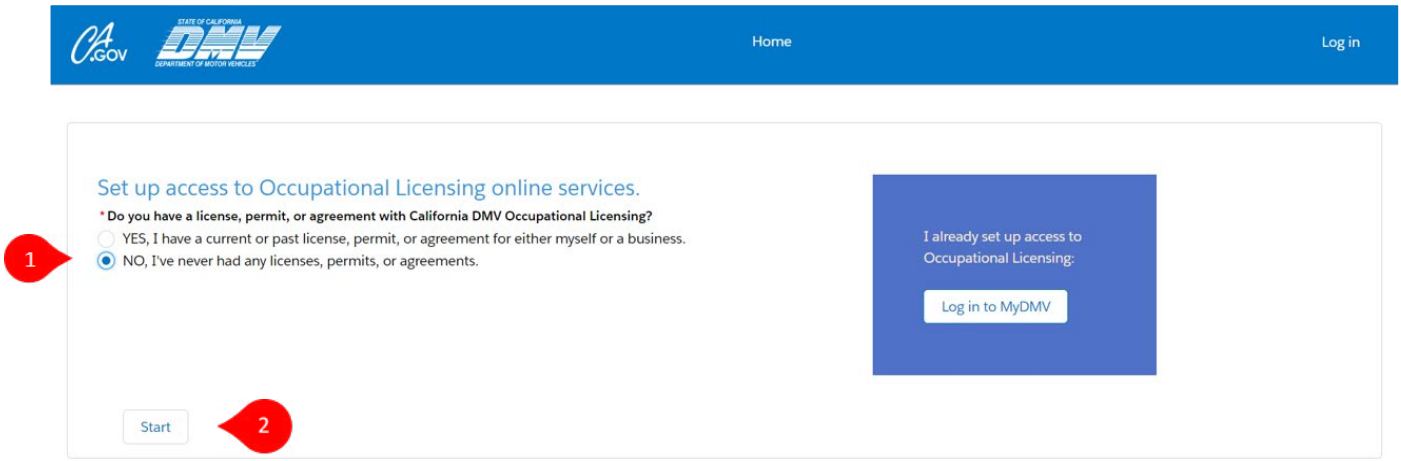
Start Your Application

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



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

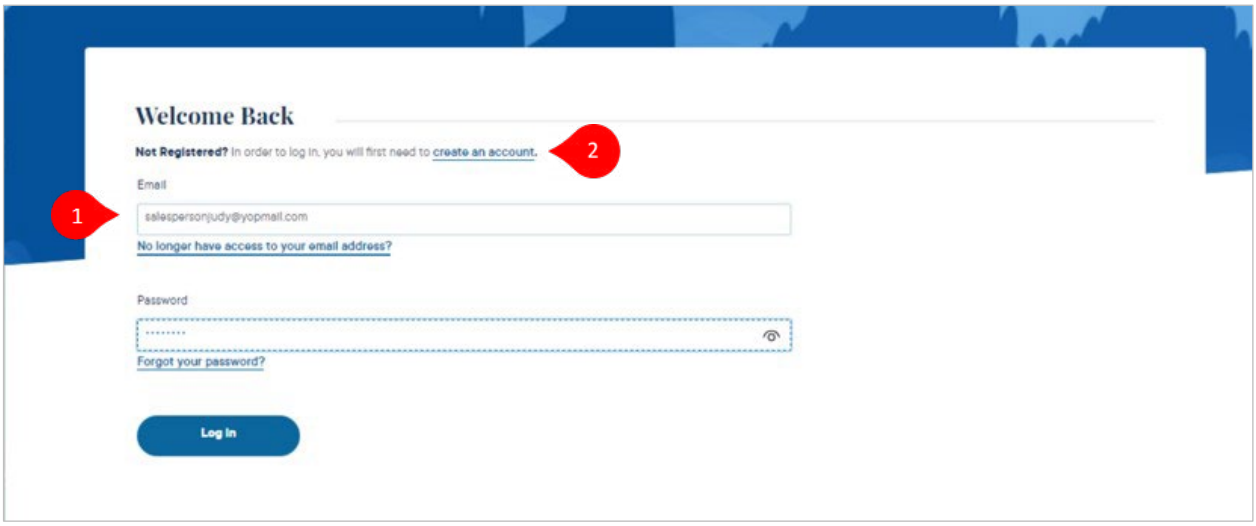
Make Your License Selection



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

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

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

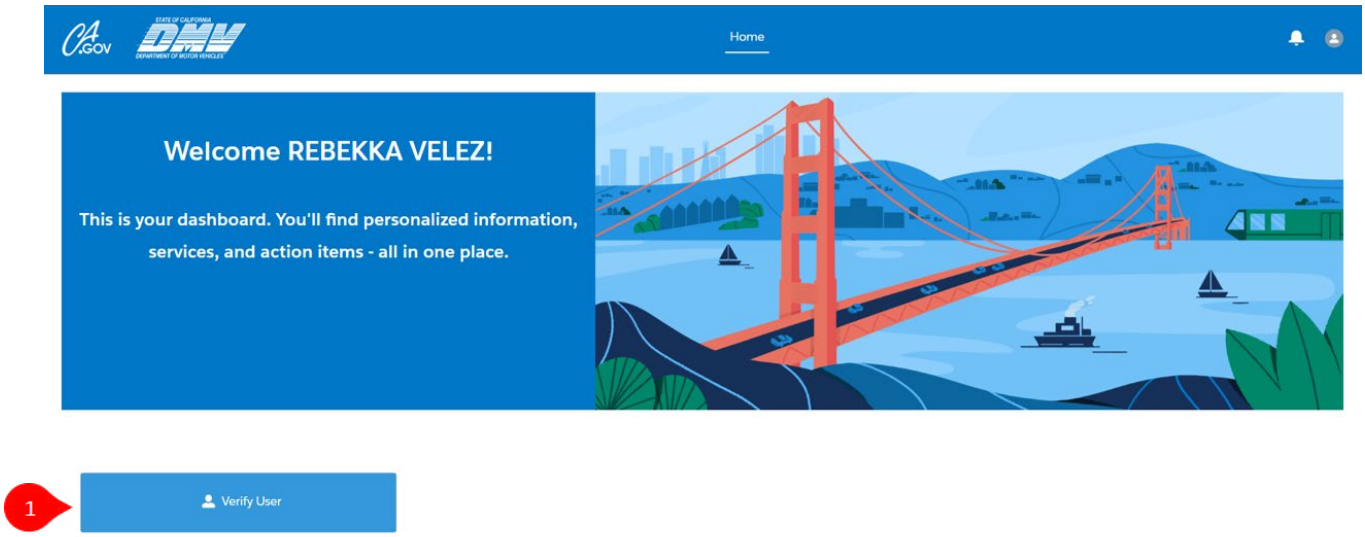


1. If you already have a *MyDMV* account associated to the email you plan to use with your Occupational License, log in now.
2. If you don't already have a *MyDMV* account, create one for the email you plan to use.

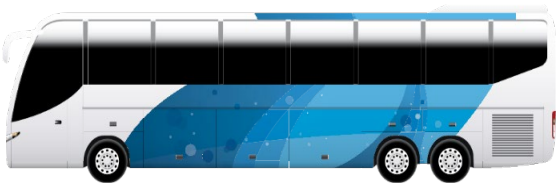
If you have trouble with your *MyDMV* password, experience technical issues, or would like additional help with your account, visit MyDMV Technical Support for additional help and resources.

Verify User

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

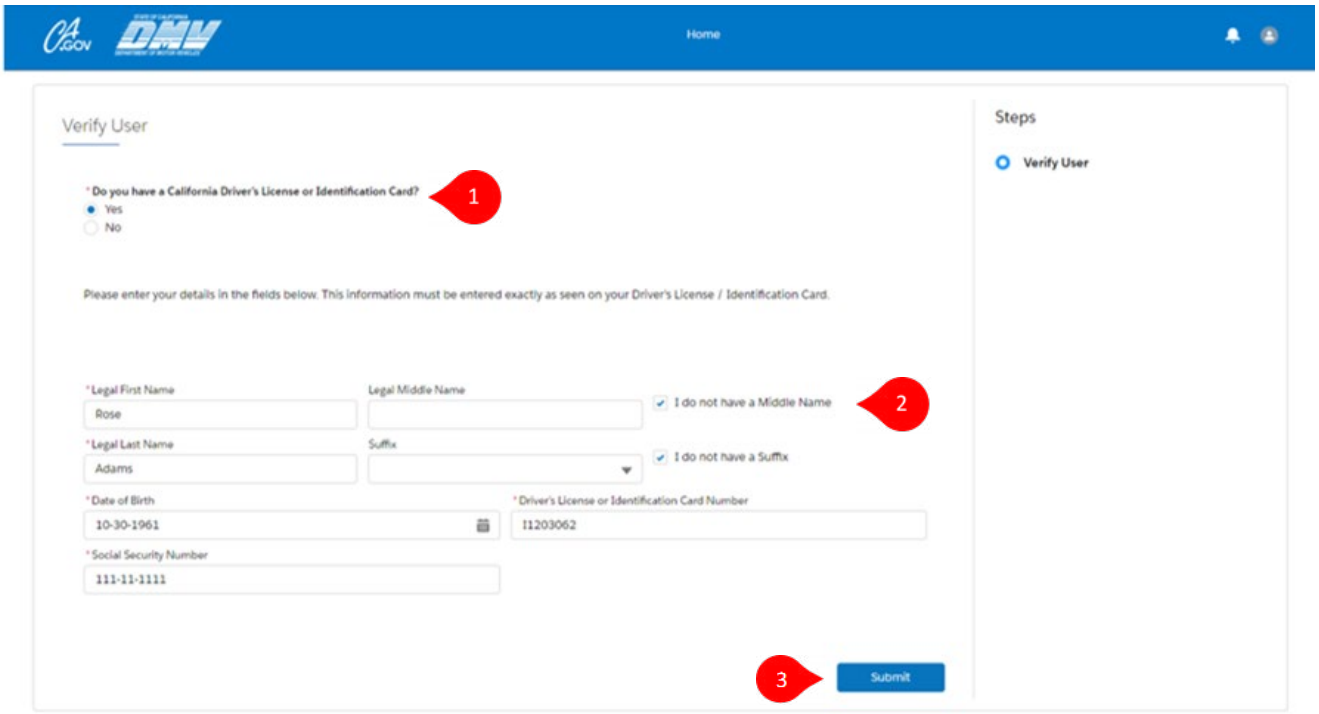


1. Select **Verify User**.



Enter Information

Provide information to finish setting up your Occupational License account.



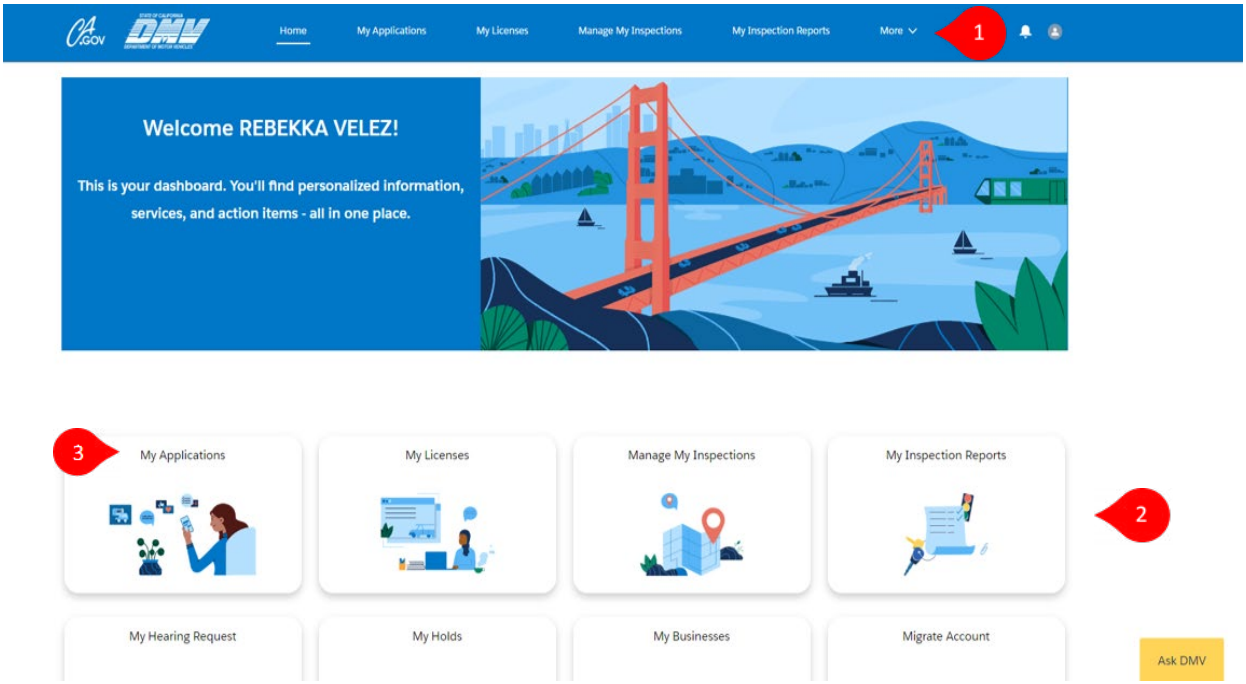
1. Select whether you have a California Driver's License (DL) / Identification Card (ID).

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

3. Select **Submit**.

Welcome to Occupational Licensing Online

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



There are two ways to navigate the online portal:

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

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