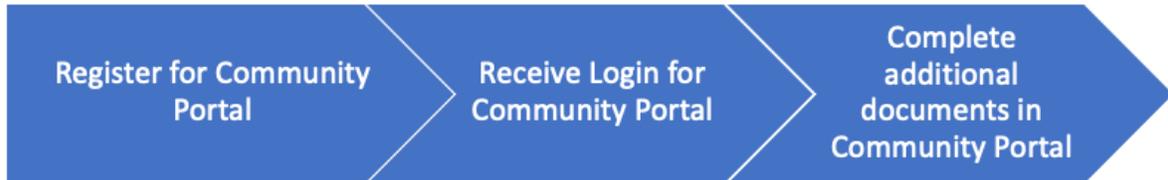




## Community Portal New Business Registration



The RMV requires all business partners to submit required documentation using the RMV Community Portal. Selecting the [Community Portal Link](#) will allow you to begin this registration process. Select **New Business Registration** to begin the registration process:

A screenshot of the RMV Community Portal login page. The page has a green background. At the top, the RMV logo and 'Community Portal' text are displayed. Below this are two white input fields: 'Username/Email' and 'Password'. A blue 'Log in' button is positioned below the password field. Underneath the button is a link that says 'Forgot your password?'. At the bottom of the page, there is a red-bordered button labeled 'New Business Partner Registration'.

### What you need to begin:

You will need the following information to Register for the Community Portal:

- Legal name of the business (including any DBA)
- Federal Employer Identity Number (format xx-xxxxxxx)
- Depending on the Program, you may be asked to upload the following:
  - Proof of FEIN
  - Letter of Intent – must be signed by someone at the business with legal signature authority.
  - Various other documents



## Registration Process

1. Go to the [RMV Community Portal](#)
2. Click **New Business Partner Registration**.
3. Read Instructions, verify you are not a Robot with the reCAPTCHA, Click Next.
4. Enter the **Program Information**
  - a. Select the **Business Type** that is appropriate (Private business, Municipality, State Agency, etc.)
  - b. Select the **Business Sub-Type** that fits your business (Driving School, Fleet, Insurance, other, etc.) If there is not a subtype that fits your business, select **Other**.
  - c. Select the **Program** that fits your business needs, click Next.
    - I. More than one program may be selected, if appropriate.
    - II. Only select programs for which you will qualify or are for your business needs. Refer to the [RMV Business Partners Program Page](#) if you are undecided, choosing to many programs will delay your approval.
  - d. Complete the **Business Information**, click Next.
    - a. **IMPORTANT:** The primary contact person listed here will be the person that receives the user name and password to log into the Community Portal. This person will receive email confirmation of the request(s), request access to the RMV, etc.
    - b. You must add a detailed **Reason for Access** (include how you intend to use the RMV data).
5. **Upload** the appropriate files requested. (Uploading is like attaching an electronic file to your email). Uploading is not required for all businesses, refer to the Program Page. Click Submit.
6. A **Confirmation** message will appear confirming your request has been submitted and the reference number. An email will be sent to the primary contact when the request is submitted.

## Approval Process

1. Allow 8-10 business days for approval or rejection. The email will be sent to the Primary Business Contact that was added in the Registration Process
  - a. If approved, an email will be sent to confirm approval of the case and a second email with login credentials to complete the required documents in the [RMV Community Portal](#).
  - b. If rejected, an email will be sent and the RMV will explain why request was rejected.
2. The request will be reviewed by the RMV, the RMV will reach out if additional information is needed.