



Registration for Access Service Request on DC DMV Website

DC DMV WEBSITE ACCESS REQUEST AND APPROVAL

Insurance companies who choose to report via District Of Columbia Department of Motor Vehicles (DC DMV) website must request a Company ID, User ID and Password. Procedures that insurance companies should follow to obtain Company ID, User ID and Password are described below. Please note that there are two types of password authority for each insurance company:

- a. The NAIC Maintenance Coordinator who will be responsible for maintaining the list of NAIC numbers associated with their company.
- b. The cancellation reporting users who will be reporting terminations, cancellations or expirations on the DC DMV website.

Insurance companies can start requesting a company id, user id, and password on the DC DMV website starting April 20, 2005. A completed request must be submitted to the DC DMV no less than ten (10) business days prior to the proposed access date.

Insurance companies can start reporting terminations/expirations/cancellations on the DC DMV website starting May 1, 2005.

REGISTRATION FOR NAIC MAINTENANCE COORDINATOR:

Each insurance company must identify their NAIC Maintenance Coordinator and obtain access for the NAIC Maintenance Coordinator before they can start reporting vehicle insurance policy terminations/expirations/cancellations. The Insurance Company NAIC Maintenance Coordinator will be responsible for maintaining the list of NAIC numbers associated with their company. Insurance companies will continue to be required to inform DC DMV whenever an NAIC number is added or deleted under the parent insurance company (following the current process). This process does not change.

An Insurance company will follow the steps below to obtain authority for the NAIC Maintenance Coordinator, who adds all associated NAIC numbers in the DC DMV system.

1. Logon to <http://dmv.dc.gov/serv/online>.
2. Click on 'Program for Insurance Electronic Reporting (PIER)' under 'Special Authorization Services'.
3. Click on the link 'Register' under item # 2 to request access to DC DMV website to report terminations/cancellations/expirations on the DC DMV website.
4. Click on 'Register' under NAIC Maintenance Coordinator.
5. Enter following details:
 - a. Insurance Company Details
 - i. Insurance Company Name



Registration for Access Service Request on DC DMV Website

- ii. Address Line 1
- iii. Address Line 2 (Optional)
- iv. City
- v. State
- vi. Zip
- b. NAIC Maintenance Coordinator Details
 - i. Last Name
 - ii. First Name
 - iii. Title (Optional)
 - iv. Work Phone Number
 - a) Phone Number
 - b) Extension (If available)
 - v. Cell Phone Number (Optional)
 - vi. Email ID (Please provide valid Email ID. DC DMV will contact at Email ID provided)
- c. Select the check box if NAIC Maintenance Coordinator chooses to report insurance cancellations/terminations/expirations in addition to NAIC maintenance.

Note: Providing all of the above information will expedite the approval process.

- 6. Click on 'Continue'.
- 7. DC DMV Web Registration Form will be displayed for review. Review the account information.
- 8. If any information needs to be modified, click on 'Previous', to modify the information.
- 9. Click on 'Terms and Conditions' link to review terms and conditions.
- 10. If you agree to the terms and conditions, check the box 'I Agree'. Please note that you need to agree to the terms and conditions before you can continue the registration process.
- 11. Click 'Register' to submit the registration request.
- 12. Click on 'Print Registration Form' to print the registration form.
- 13. Print the registration form and click 'Done'. DC DMV will email the registration form. If there are any problems while printing the registration form, this form can be printed from the email.
- 14. A Company ID appears in the registration form, which identifies the approval process number. DC DMV will use this ID for approval purposes.
- 15. The NAIC Maintenance Coordinator is required to sign the registration form.
- 16. Send the completed and signed registration form to DC DMV via:
 - a. Mail:

Ms. Denita Browner
Insurance Services
P.O. Box 90120
WASHINGTON DC 20090-0120



Registration for Access Service Request on DC DMV Website

OR

- b. Fax: (202) 673-9908.
17. Once the Insurance Company sends the completed registration form to DC DMV, DC DMV Supervisor will review the information for approving/rejecting the request.
18. Once the request is approved, DC DMV will send an email to the EMAIL ID specified on the registration form. COMPANY ID, USER ID and PASSWORD will be included in the email, which insurance company can use to login to the DC DMV website.

NOTE: NAIC Maintenance Coordinator must provide the company ID to the users who will be reporting terminations to DC DMV. Reporting users are required to register with DC DMV using the company ID. The registration process for the reporting user is described below.

REGISTRATION FOR CANCELLATION REPORTING USER:

The insurance company cancellation reporting user will be reporting terminations, cancellations or expirations on the DC DMV website. Each insurance company has to identify their cancellation reporting user(s) and obtain access for them to report vehicle insurance policy terminations, expirations or cancellations. Insurance company has to follow the following steps to obtain authority for the cancellation reporting user(s).

1. Logon to <http://dmv.dc.gov/serv/online>.
2. Click on 'Program for Insurance Electronic Reporting (PIER)' under 'Special Authorization Services'.
3. Click on the link 'Register' under item# 2 to request access to DC DMV website to report terminations/cancellations/expirations on the DC DMV website.
4. Click on 'Register' under Reporting User.
5. Enter the Company ID.
6. Enter Reporting User details
 - a. Last Name
 - b. First Name
 - c. Title (Optional)
 - d. Work Phone Number
 - i. Phone Number
 - ii. Extension (If available)
 - e. Cell Phone Number (Optional)
 - f. Email ID (Please provide valid Email ID. DC DMV will contact at Email ID provided)



Registration for Access Service Request on DC DMV Website

Note: Providing all of the above information will expedite the approval process.

19. Click on 'Continue'.
20. DC DMV Web Registration Form will be displayed for review. Review the account information.
21. If any information needs to be modified, click on 'Previous', to modify the information.
22. Once the information is reviewed, click on 'Register'.
23. Click on 'Terms and Conditions' link to review terms and conditions.
24. If you agree to the terms and conditions, check the box 'I Agree'. Please note that you need to agree to the terms and conditions before you can continue the registration process.
25. Click 'Register' to submit the registration request.
26. Click on 'Print Registration Form' to print the registration form.
27. Print the registration form and click 'Done'. DC DMV will email the registration form. If there are any problems while printing the registration form, this form can be printed from the email.
28. A Company ID appears in the registration form, which identifies the approval process number. DC DMV will use this ID for approval purposes.
29. The reporting user is required to sign the registration form.
30. Send the completed and signed registration form to DC DMV via:

a. Mail:

Ms. Denita Browner
Insurance Services
P.O.Box 90120
WASHINGTON DC 20090-0120

OR

b. Fax: (202) 673-9908.

31. Once the Insurance Company sends the completed registration form to DC DMV, DC DMV Supervisor will review the information to approve/reject the request.
32. Once the request is approved, DC DMV will send an email to the EMAIL ID specified on the registration form. COMPANY ID, USER ID and PASSWORD will be included in the email, which insurance company can use to login to the DC DMV website.



Registration for Access Service Request on DC DMV Website

QUESTIONS:

If you have any questions or problems while registering or logging in, please contact us at dcdmvpier@dc.gov.