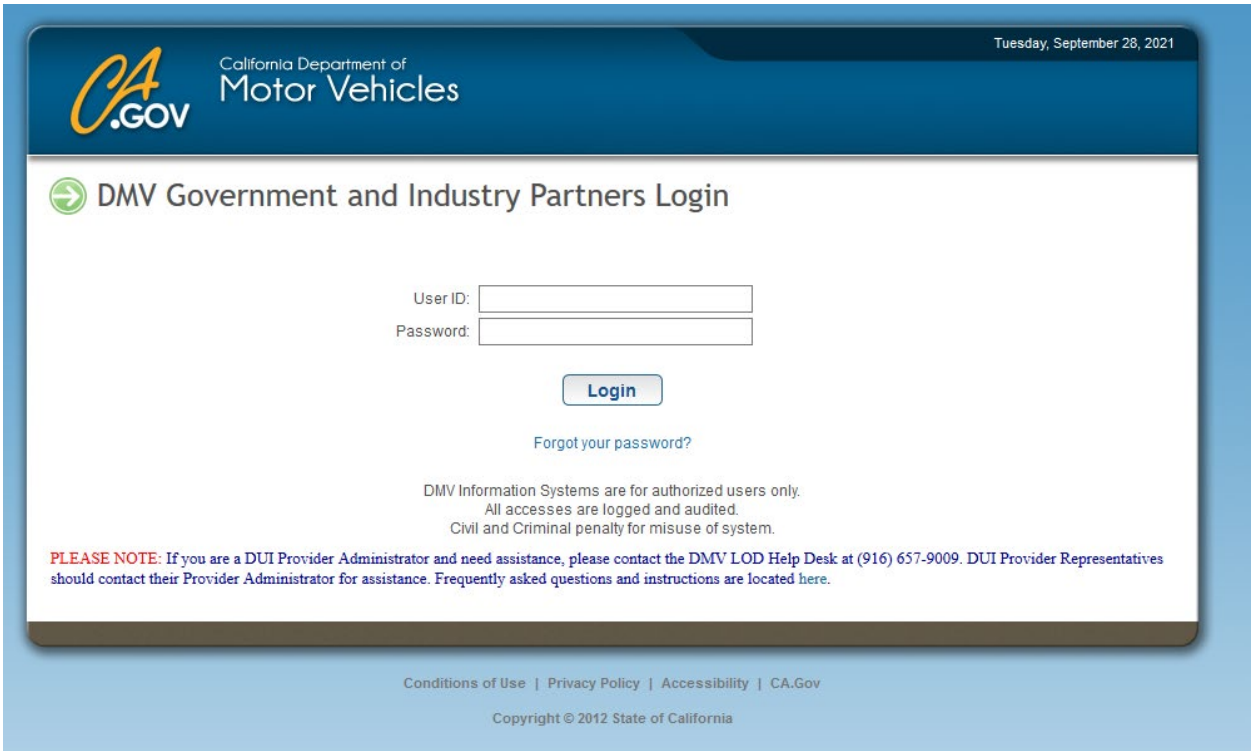
DUI Provider Program Forms - Initial Login



The following are the steps to login into the DUI Provider Program Forms System:

1. You will need to enter the DUI Provider Program Forms URL that was provided to you via your e-mail, or in person by your Administrator, into your browser (either Internet Explorer or Netscape 6.0 and above).

2. Enter the User Name that was provided to you via your e-mail, or in person by your Administrator, into the User Name field.

3. Enter the Password that was provided to you by your Administrator.

4. Select the “Login” button.

DUI Provider Program Forms - Initial Login (Change Password)

On initial login you will be taken to the DMV Change Password page. You must change your password on initial login. This is required in order to protect the DUI Provider Program Forms System. Enter the following fields:

1. Input Old Password – This is the password that your Administrator issued to you.

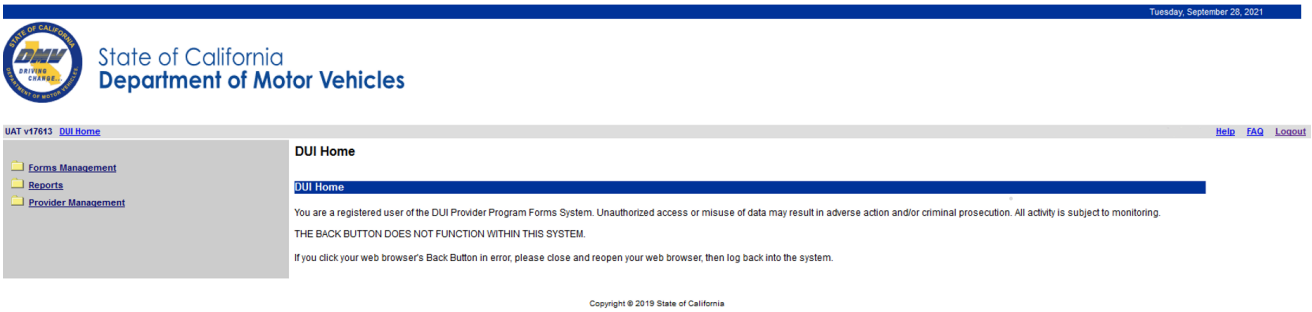
2. Input New Password – Enter a new password, which must meet the following criteria:
    a. Password must be at least 15 characters long.
    b. Password must contain characters from all four of the following categories:
        1. English uppercase characters (A-Z)
        2. English lowercase characters (a-z)
        3. Base 10 digit (0-9)
        4. Non-alphanumeric (for example: !,$,#, or %)
    c. Password does not contain three or more characters from user's account name.

3. Confirm New Password - Enter the same password that was just entered in the Input New Password field.

4. Select Change Password.

5. You will be taken to the DUI Home page.

DUI Provider Program Forms Homepage



You should be at the DUI Provider Program Forms Home page. The following is the layout of the DUI Provider Program Forms System:

1. Left hand navigation – On the left hand side of the screen is a menu structure that provides you access to the DUI Provider Program Forms System functions.

   NOTE: Always use the left hand navigation and **never** *use your back button* to navigate the DUI Provider Program Forms System.

2. Help - Help is provided for each page, if you have questions on a specific page that you are on, select the Help link at the top right hand side of the screen. If a function has multiple help pages, click on the Help link for the appropriate screen.

3. Logout – At any point you can logout of the DUI Provider Program Forms System by choosing this link at the top right hand side of the screen.