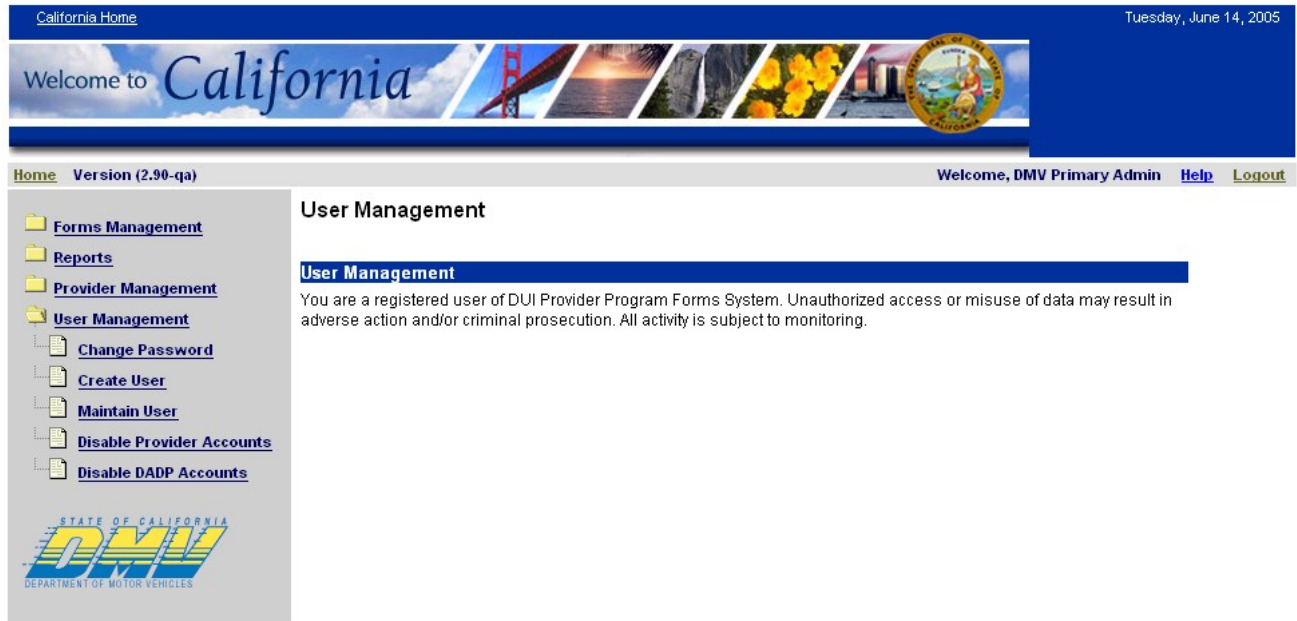


## DUI Provider Program Forms – User Management

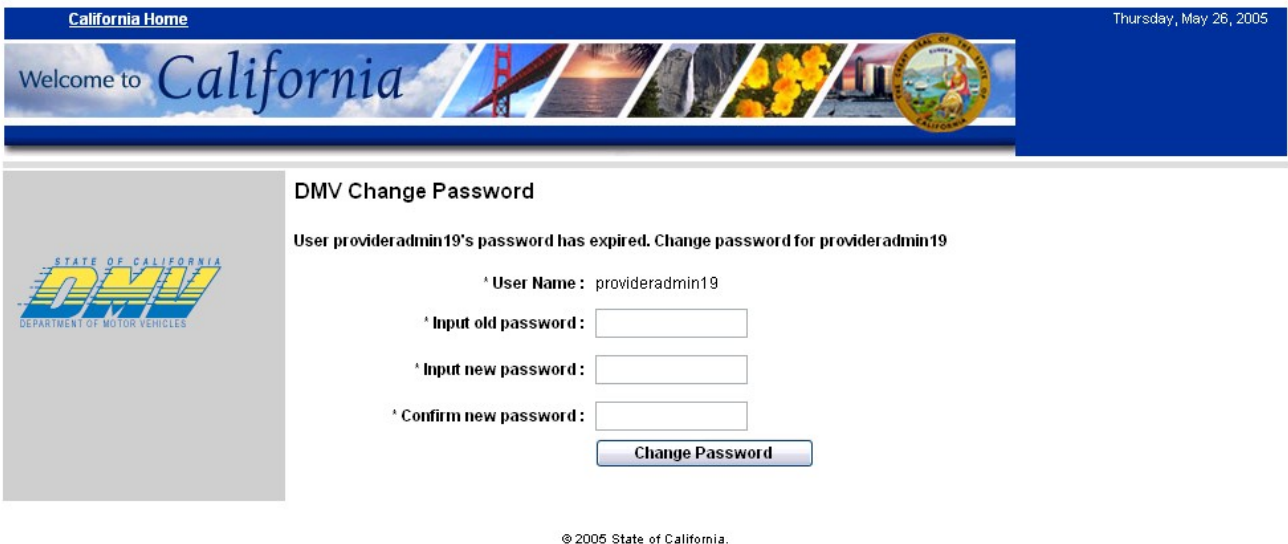


User Management allows you to Change a Password, Create a User, Maintain a User, Disable Provider Accounts, and Disable DADP Accounts.

You can perform the following functions:

1. **Change Password** – Allows you to change a password.
2. **Create User** – Allows you to create DMV users, DADP Administrators/Representatives and Provider Administrators/Representatives.
3. **Maintain User** – Allows you to maintain all of the entities in Create a User, #2 above.
4. **Disable Provider Accounts** – Allows the authorized user to disable all user accounts related to a specific Provider.
5. **Disable DADP Accounts** – Allows you to disable all DADP accounts.

## DUI Provider Program Forms – Change Password (DMV Change Password)



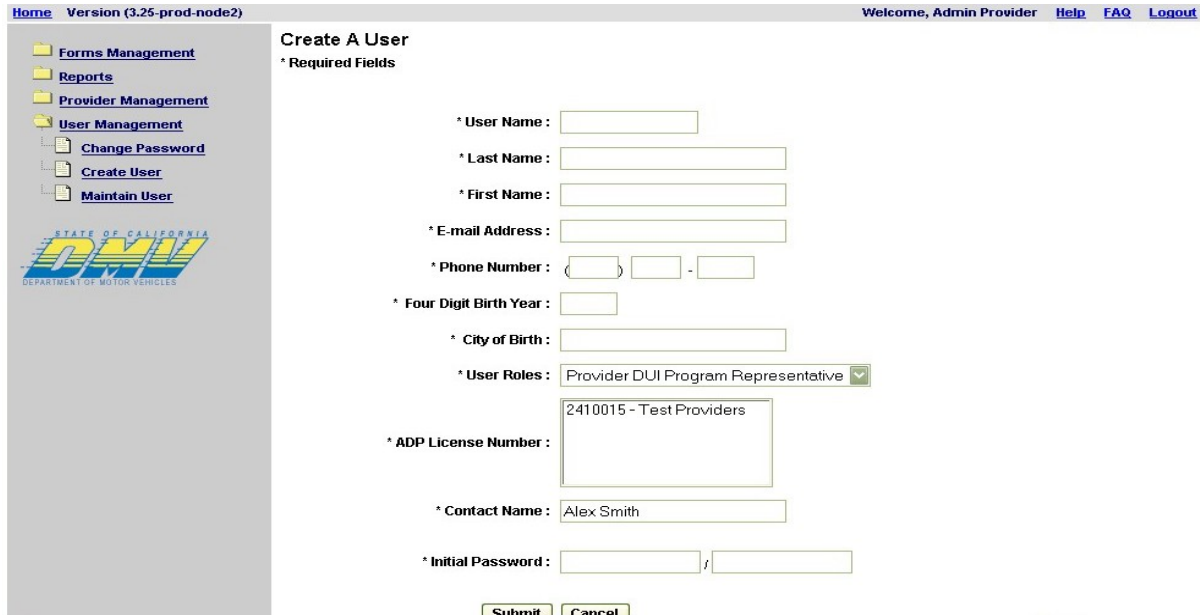
The screenshot shows the DMV Change Password web form. At the top, there is a blue banner with "California Home" on the left, a "Welcome to California" graphic in the center, and the date "Thursday, May 26, 2005" on the right. Below the banner, the form title "DMV Change Password" is displayed. A message states: "User provideradmin19's password has expired. Change password for provideradmin19". The form includes three input fields: "User Name : provideradmin19" (pre-filled), "Input old password :", "Input new password :", and "Confirm new password :". A "Change Password" button is located at the bottom right of the form. The DMV logo is visible on the left side of the form area. At the bottom, a copyright notice reads "© 2005 State of California."

To the Change Password perform the following steps:

1. **Input Old Password**
2. **Input New Password** – Enter a new password, which must meet the following criteria:
  - a. Password must be at least 8 characters long.
  - b. Password must contain 5 alpha characters.
  - c. Password must contain at least 1 numeric character.
3. **Confirm New Password**- Enter the same password that was entered in the Input New Password field.
4. Select the “Change Password” button.

## DUI Provider Program Forms – Create User (Create a User)

*(This section is specific to the Provider Administrator Creating a User - Provider Representative)*



Create a User allows you to create a Provider Representative for a Provider. The required fields are designated with an asterisk.

**Note: You can only have two active Provider Representatives for each ADP License Number.**

Perform the following steps to create a User:

1. Enter the user's User Name.
  - a. The User Name cannot be less than 5 characters, but not more than 15 characters. The User Name can contain alpha characters and numbers, but cannot contain special characters.
2. Enter the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. Enter the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
4. Enter the user's E-mail address.
  - a. The E-mail address will be used to send the User Name and DUI Provider Program Forms System link to the newly created user.
5. Enter the user's Phone Number.
  - a. The Phone Number must be numeric.
  - b. The Phone Number must have 10 characters.
6. Enter the user's Four Digit Birth Year.
7. Enter the user's City of Birth.
  - a. The City of Birth must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).

Forms Management

Reports

Provider Management

User Management

Change Password

Create User

Maintain User

STATE OF CALIFORNIA

DMV

DEPARTMENT OF MOTOR VEHICLES

Create A User

\* Required Fields

\* User Name :

\* Last Name :

\* First Name :

\* E-mail Address :

\* Phone Number : (  )  -

\* Four Digit Birth Year :

\* City of Birth :

\* User Roles :

\* ADP License Number :

\* Contact Name :

\* Initial Password :  /

Submit

Cancel

Create a User continued:

8. Select the User Role.
  - a. The only role that is available is the Provider DUI Program Representative.
9. Select the ADP License Number.
  - a. The ADP License Numbers that are displayed are based on your access.
10. Contact Name.
  - a. The contact name is auto-populated by the System for a Provider Representative with only one ADP License Number.
  - b. The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces)
11. Enter an Initial Password twice.
  - a. Password must be at least 8 characters long.
  - b. Password must contain 5 alpha characters.
  - c. Password must contain at least 1 numeric character.
12. Select Submit.

## DUI Provider Program Forms – Create User (Create a User - Confirmation of Submission)

*(This section is specific to the Provider Administrator Creating a User - Provider Representative)*



The screenshot shows a web application interface for the State of California DMV. At the top, there is a blue header with the text 'California Home' on the left and 'Tuesday, September 20, 2005' on the right. Below the header is a banner with the text 'Welcome to California' and a collage of California-themed images including the Golden Gate Bridge, a sunset, a canyon, and a field of yellow flowers. To the right of the banner is the California State Seal. Below the banner is a navigation bar with links: 'Home', 'Version (3.26-prod-node2)', 'Welcome, Test DL Admin', 'Help', 'FAQ', and 'Logout'. On the left side of the page is a sidebar menu with the following items: 'Forms Management', 'Reports', 'Provider Management', 'User Management' (which is expanded to show 'Change Password', 'Create User', 'Maintain User', 'Disable Provider Accounts', and 'Disable DADP Accounts'), and the DMV logo at the bottom. The main content area is titled 'Confirmation of Submission' and contains a blue box with the text 'User Created Successfully'. Below this box, a message states: 'The User has been created successfully in the DUI Provider Program Form System. The user will receive instructions on how to access the system in an e-mail generated from the e-mail address entered in the user account. Please call the user to give them their initial password.'

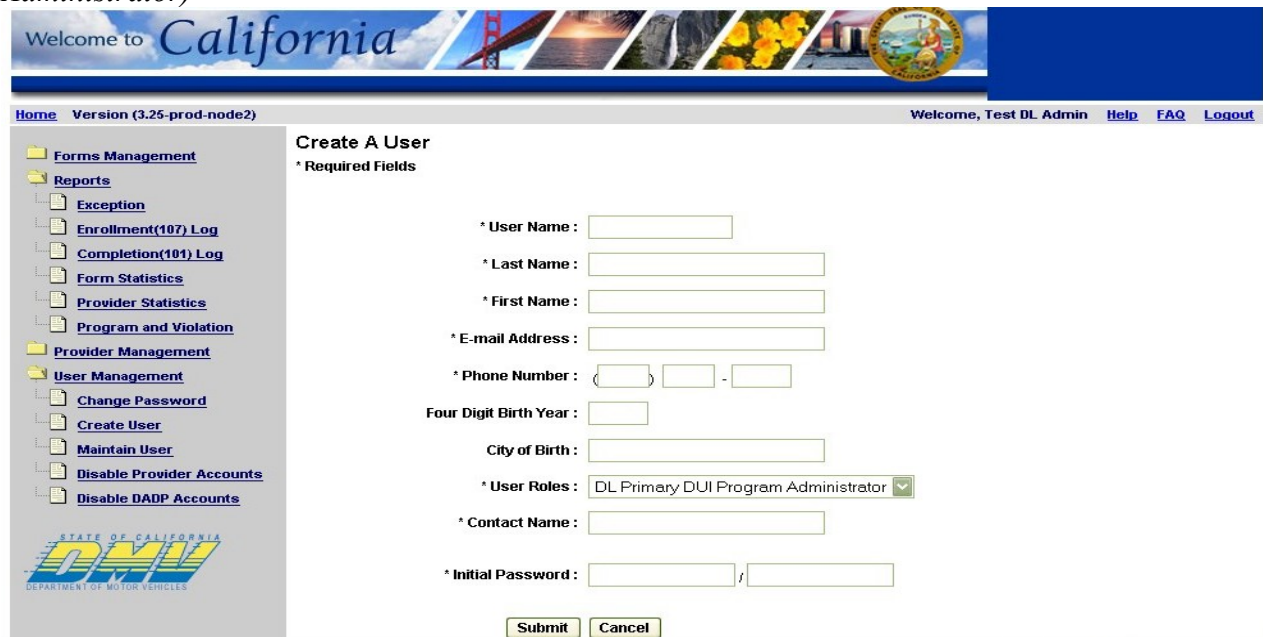
© 2005 State of California.

The following process should be followed once a User is created:

1. The User has received an e-mail based on the e-mail address entered in the Create User e-mail address field.
2. Contact the user to inform them of their password.

## DUI Provider Program Forms – Create User (Create a User)

*(This section is specific to DMV Creating a User – The Example is the DL Primary DUI Program Administrator)*

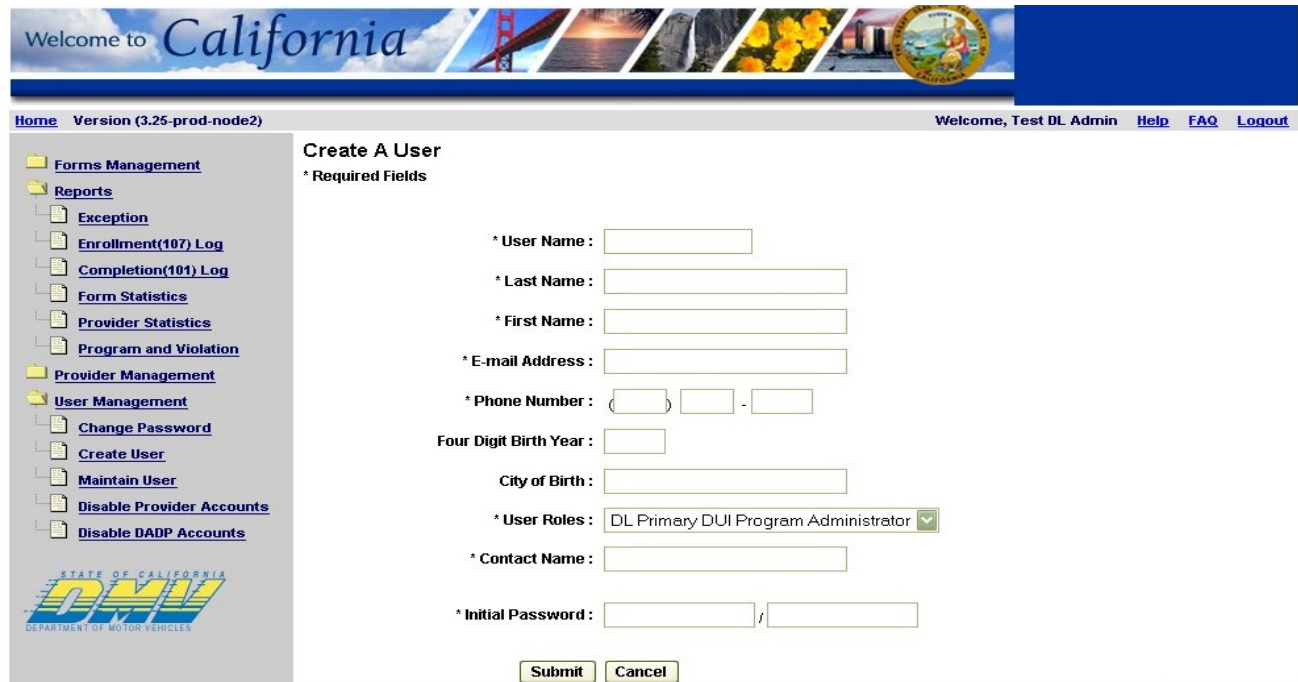


Create a User allows you to create a DADP Administrators, DMV Users, and Provider Administrators. The required fields are designated with an asterisk.

Perform the following steps to Create a User:

1. Enter the user's User Name.
  - a. The User Name cannot be less than 5 characters, but not more than 15 characters. The User Name can be alpha characters and/or numbers, but cannot be special characters.
  - b. DMV users should be created using their DMV RACF/Windows account and adding the alpha character "d" at the end of the User ID.
2. Enter the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. Enter the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
4. Enter the user's E-mail address.
  - a. The E-mail address will be used to send the User Name and DUI Provider Program Forms System link to the newly created user.
5. Enter the user's Phone Number.
  - a. The Phone Number must be numeric.
  - b. The Phone Number must have 10 characters.
6. Enter the user's Four Digit Birth Year. (Not a required field for DMV Users.)
7. Enter the user's City of Birth. (Not a required field for DMV Users.)
  - a. The City of Birth must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).





Create a User continued:

8. Select the User Role.

a. The following roles have the following functions:

- 1) **DL Primary DUI Program Administrator** – Has the ability to create and maintain DADP Administrators, and all DMV roles. They may View Providers, Access Reports and Retrieve a Form.
- 2) **DL DUI Provider Access Administrator** – Has the ability to maintain Provider Internet Authorizations, create and maintain Provider Administrators, View Providers, Access Reports, and Retrieve a Form.
- 3) **DMV DUI Program Representative** – Has the ability to Retrieve a Form, View Providers, and Access Reports.
- 4) **DADP DUI Program Administrator** – Has the ability to create and maintain Provider licensing information, create and maintain DADP Representatives, View a Provider, and Access Reports.
- 5) **Provider DUI Program Administrator** – Has the ability Create and Maintain Provider Representatives, Retrieve a Form, Access authorized reports, Submit Forms, View a Provider (only their own information).

9. Enter the Contact Name.

- a. The contact name for DMV and DADP user is the Administrator that is creating the users.
- b. The contact name is auto-populated by the System for the Provider Administrators with only one ADP License Number.
- c. The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).


10. Enter the Initial Password twice.

- a. Password must be at least 8 characters long.
- b. Password must contain 5 alpha characters.
- c. Password must contain at least 1 numeric character.

11. Select Submit.

## DUI Provider Program Forms – Create User (Create a User - Confirmation of Submission)

*(This section is specific to DMV Creating a User – The Example is the DL Primary DUI Program Administrator)*



The screenshot shows the DMV website interface. At the top, there is a blue banner with "California Home" on the left, a "Welcome to California" graphic in the center, and the date "Tuesday, September 20, 2005" on the right. Below the banner is a navigation bar with "Home", "Version (3.26-prod-node2)", and "Welcome, Test DL Admin" followed by links for "Help", "FAQ", and "Logout". On the left side, there is a sidebar menu with a tree structure: "Forms Management", "Reports", "Provider Management", and "User Management". Under "User Management", there are links for "Change Password", "Create User", "Maintain User", "Disable Provider Accounts", and "Disable DADP Accounts". The main content area is titled "Confirmation of Submission" and features a blue header "User Created Successfully". Below this, a message states: "The User has been created successfully in the DUI Provider Program Form System. The user will receive instructions on how to access the system in an e-mail generated from the e-mail address entered in the user account. Please call the user to give them their initial password." At the bottom left of the sidebar, the DMV logo is displayed.

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The following process should be followed once a User is created:

1. The User has received an e-mail based on the e-mail address entered in the Create User e-mail address field.
2. Contact the user to inform them of their password, and the Licensing Operations Help Desk telephone number.



## DUI Provider Program Forms – Maintain User (Search User)

*(This section is specific to DMV Maintaining a User – DADP DUI Program Administrator)*

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Search User allows you to identify a user based on Role, User Name, or ADP License Number, you would like to modify. The required fields are designated with an asterisk.

Perform the following steps to maintain this specific user – DADP Administrator:

1. Select the User Role.
  - a. Select DADP Administrator role.
2. Enter a User Name.
  - a. Entering a User Name will retrieve a specified User.
  - b. You can enter a full or partial User Name.
3. Select Submit.

## DUI Provider Program Forms – Maintain User (Search User Result)

*(This section is specific to DMV Maintaining a User – DADP DUI Program Administrator)*

[California Home](#)
Thursday, September 1, 2005

Welcome to **California**


[Home](#)
[Version \(3.25-prod-node2\)](#)
[Welcome, Test DL Admin](#)
[Help](#)
[FAQ](#)
[Logout](#)

[Forms Management](#)
[Reports](#)
[Exception](#)
[Enrollment\(107\) Log](#)
[Completion\(101\) Log](#)
[Form Statistics](#)
[Provider Statistics](#)
[Program and Violation](#)
[Provider Management](#)
[User Management](#)
[Change Password](#)
[Create User](#)
[Maintain User](#)
[Disable Provider Accounts](#)
[Disable DADP Accounts](#)

### Search User Result

\* User Roles : DADP DUI Program Administrator  
User Name : xx  
ADP License Number :

User Name ↓	User Roles	ADP License Number ↓	User Account Status
<a href="#">xxtest34</a>	DADP DUI Program Administrator		Inactive
<a href="#">xxtest88</a>	DADP DUI Program Administrator		Active
<a href="#">xxtest999</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado1</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado10</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado11</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado12</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado14</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado2</a>	DADP DUI Program Administrator		Active
<a href="#">xxtestdado20</a>	DADP DUI Program Administrator		Active

[Next>](#) [Last>>](#)




1 of 5

[Search Again](#)

The following columns are shown in Maintain User Search results:

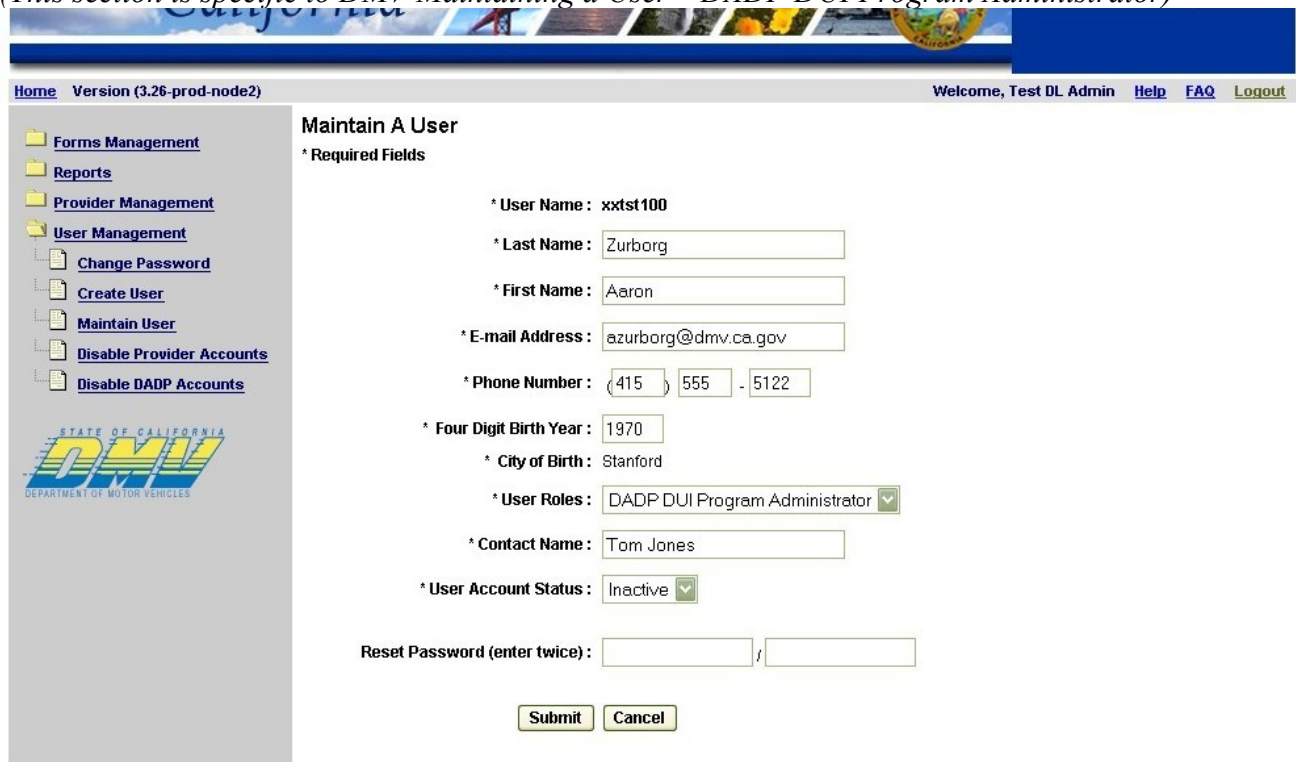
1. User Name
2. User Role
3. User Account Status

Perform the following functions for your search results:

1. Sort your search results based on your preferences.
  - a. Any columns with an  can be sorted.
  - b. To sort the search results select the  next to the column, this will sort the results in ascending order by the column selected.
  - c. To sort in the search results in descending order, select the  next to the same column again.
2. Click on the User Name of the User you want to maintain.

## DUI Provider Program Forms – Maintain User (Maintain a User)

*(This section is specific to DMV Maintaining a User – DADP DUI Program Administrator)*



Home Version (3.26-prod-node2) Welcome, Test DL Admin Help FAQ Logout

**Maintain A User**

\* Required Fields

\* User Name : xxst100

\* Last Name : Zurborg

\* First Name : Aaron

\* E-mail Address : azurborg@dmv.ca.gov

\* Phone Number : 415 555 - 5122

\* Four Digit Birth Year : 1970

\* City of Birth : Stanford

\* User Roles : DADP DUI Program Administrator

\* Contact Name : Tom Jones

\* User Account Status : Inactive

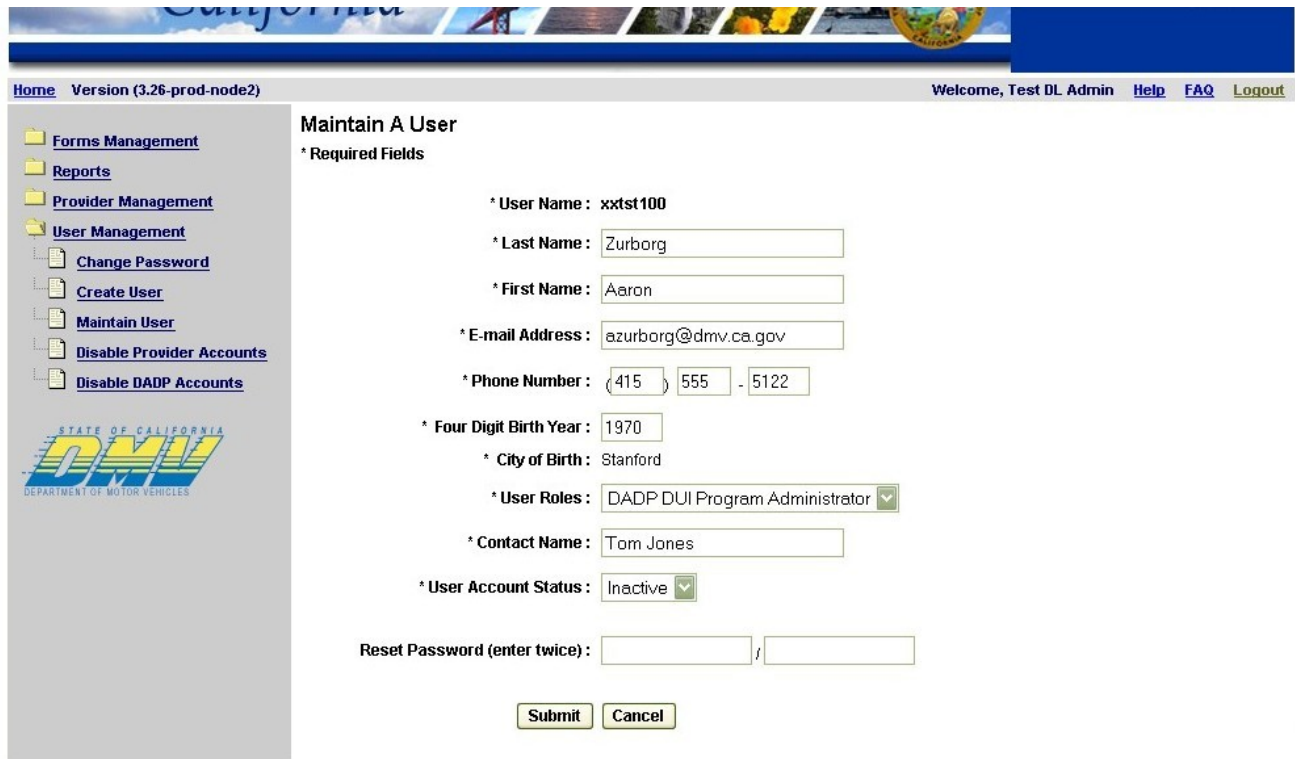
Reset Password (enter twice) : /

Submit Cancel

You can modify the specific fields of the User based on potential changes. The required fields are designated with an asterisk.

Perform the following steps to Maintain a User:

1. You can modify the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
2. You can modify the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. You can modify the user's E-mail address.
4. You can modify the user's Phone Number
  - a. The Phone Number must be numeric.
  - b. The Phone Number cannot be less than 10 characters.
5. You can modify the user's Four Digit Birth Year.



Home Version (3.26-prod-node2) Welcome, Test DL Admin Help FAQ Logout

**Maintain A User**  
\* Required Fields

\* User Name : xxtst100

\* Last Name : Zurborg

\* First Name : Aaron

\* E-mail Address : azurborg@dmv.ca.gov

\* Phone Number : (415) 555 - 5122

\* Four Digit Birth Year : 1970

\* City of Birth : Stanford

\* User Roles : DADP DUI Program Administrator

\* Contact Name : Tom Jones

\* User Account Status : Inactive

Reset Password (enter twice): /

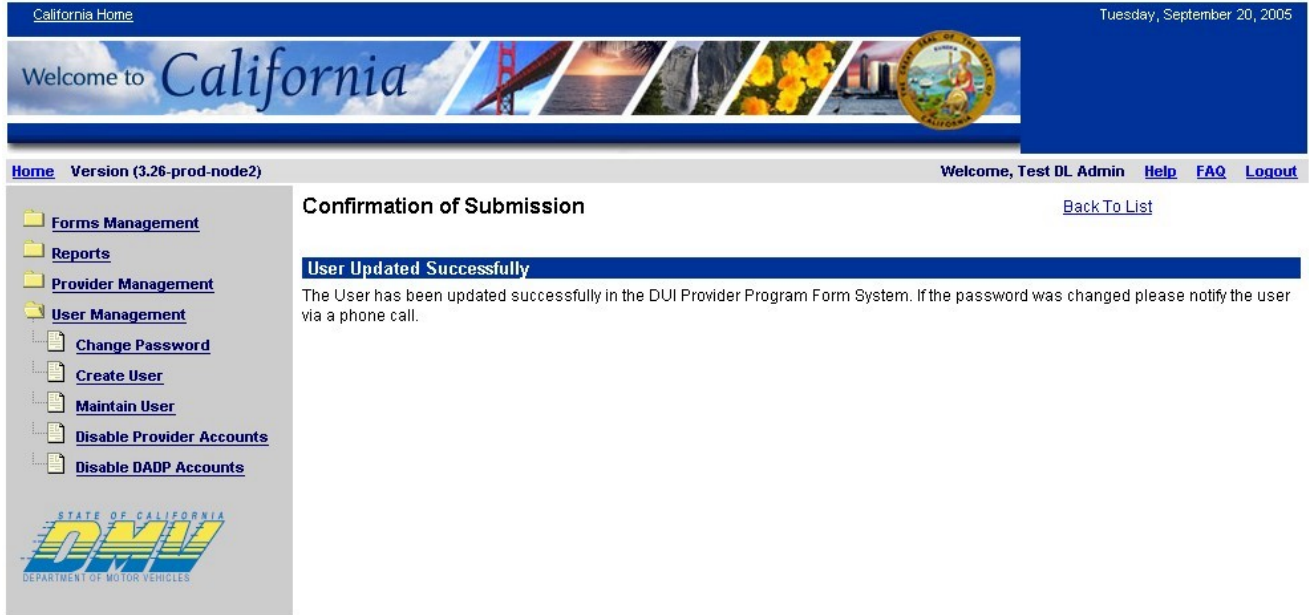
Submit Cancel

Maintain a User continued:

6. You can modify the Contact Name.
  - a. The contact name is the Administrator, who is maintaining the user. The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
7. Review Account Status.
  - a. Selecting Account Status of Inactive will not allow the user to login to the system
8. Enter a Reset Password twice
  - a. Password must be at least 8 characters long
  - b. Password must contain 5 alpha characters
  - c. Password must contain at least 1 numeric character
9. Select Submit

## DUI Provider Program Forms – Maintain User (Maintain a User - Confirmation of Submission)

*(This section is specific to DMV Maintaining a User – DADP DUI Program Administrator)*



The screenshot shows the DMV website interface. At the top, there is a blue banner with 'Welcome to California' and a collage of California landmarks. Below this is a navigation bar with links like 'Home', 'Version (3.26-prod-node2)', 'Welcome, Test DL Admin', 'Help', 'FAQ', and 'Logout'. The main content area is titled 'Confirmation of Submission' and features a blue box with the text 'User Updated Successfully'. Below this, a message states: 'The User has been updated successfully in the DUI Provider Program Form System. If the password was changed please notify the user via a phone call.' A 'Back To List' link is provided. On the left, there is a sidebar menu with options: 'Forms Management', 'Reports', 'Provider Management', 'User Management', 'Change Password', 'Create User', 'Maintain User', 'Disable Provider Accounts', and 'Disable DADP Accounts'. The DMV logo is at the bottom left of the sidebar.

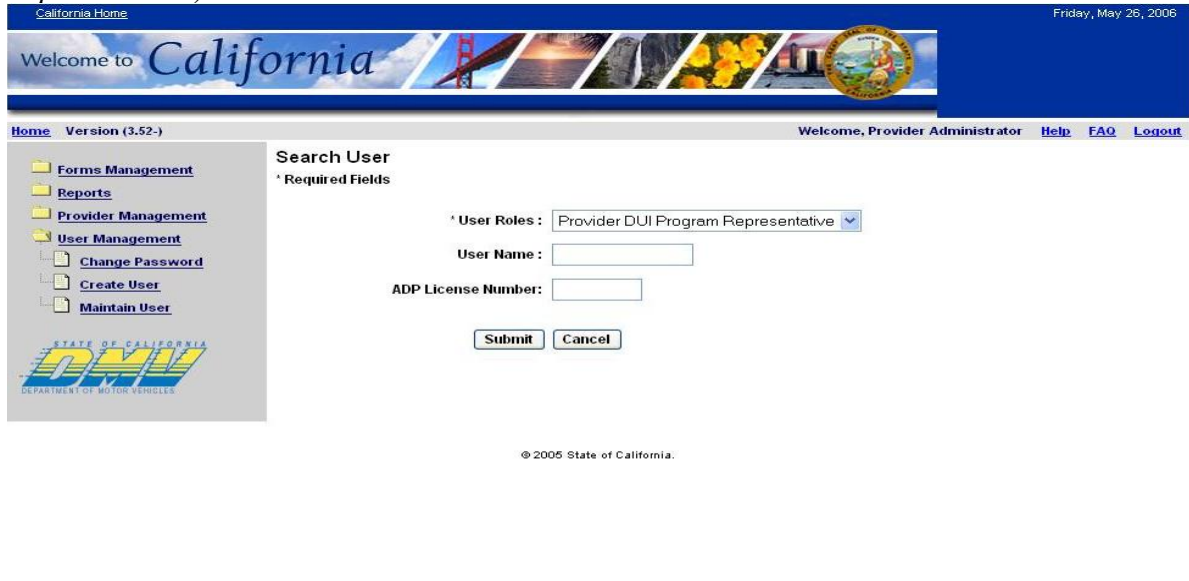
© 2005 State of California.

The individual making the modification will receive this confirmation after the modifications have been made.

New Page

## DUI Provider Program Forms – Maintain User (Search User)

*(This section is specific to the Provider Administrator Maintaining a User – Provider DUI Program Representative)*



The screenshot shows the DMV Provider Administrator interface. At the top, there is a banner with the text "Welcome to California" and a date "Friday, May 26, 2006". Below the banner, there is a navigation bar with links: "Home", "Version (3.52-)", "Welcome, Provider Administrator", "Help", "FAQ", and "Logout". On the left side, there is a sidebar menu with the following items: "Forms Management", "Reports", "Provider Management", "User Management", "Change Password", "Create User", and "Maintain User". The "Maintain User" item is highlighted. The main content area is titled "Search User" and contains the following fields: "Required Fields", "User Roles" (a dropdown menu with "Provider DUI Program Representative" selected), "User Name" (a text input field), and "ADP License Number" (a text input field). Below these fields are "Submit" and "Cancel" buttons. At the bottom of the page, there is a copyright notice: "© 2005 State of California."

Search A User will allow you to identify a user based on Role, User Name, or ADP License Number that you would like to modify. The required fields are designated with an asterisk.

Perform the following steps for maintaining a User:

1. Select the User Role.
  - a. Select the Provider DUI Program Administrator role.
2. Enter a User Name.
  - a. Entering a User Name will retrieve a specified User.
  - b. You can enter a full or partial User Name.
3. Enter an ADP License Number.
  - a. You can enter a full or partial ADP License Number.
4. Select Submit.



## DUI Provider Program Forms – Maintain User (Search User Result)

(This section is specific to the Provider Administrator Maintaining a User – Provider DUI Program Representative)

California Home Thursday, September 1, 2005

Welcome to California

Home Version (3.25-prod-node2) Welcome, Admin Provider Help FAQ Logout

**Search User Result**

\* User Roles : Provider DUI Program Representative  
User Name : xx  
ADP License Number :

User Name ↓	User Roles	ADP License Number ↓	User Account Status
<a href="#">xxtestdd32</a>	Provider DUI Program Representative	2410015	Inactive
<a href="#">xxtestdl36</a>	Provider DUI Program Representative	2410015	Active
<a href="#">xxtestdl39</a>	Provider DUI Program Representative	2410015	Active
<a href="#">xxtestprrep1</a>	Provider DUI Program Representative	2410015	Inactive

1 of 1




[Search Again](#)

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The following columns are shown in Maintain User Search results:

User Name  
User Role  
ADP License Number  
User Account Status

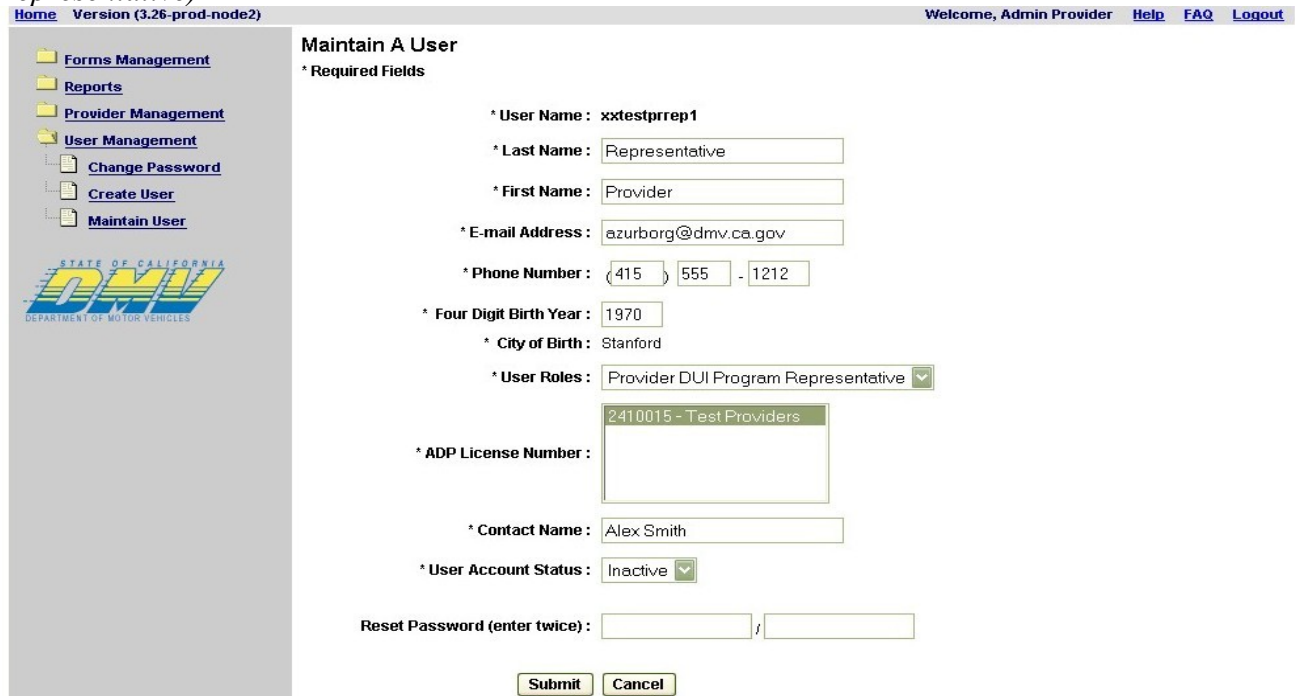
Perform the following functions for your search results:

1. Sort your search results based on your preferences.
  - a. Any columns with an  can be sorted.
  - b. To sort the search results select the  next to the column, this will sort the results in ascending order by the column selected.
  - c. To sort in the search results in descending order, select the  next to the same column again.
2. Click on the User Name of the User you want to maintain.

New Page

## DUI Provider Program Forms – Maintain User (Maintain a User)

*(This section is specific to the Provider Administrator Maintaining a User – Provider DUI Program Representative)*



Home Version (3.26-prod-node2) Welcome, Admin Provider Help FAQ Logout

**Maintain A User**

\* Required Fields

\* User Name : xctestprrep1

\* Last Name : Representative

\* First Name : Provider

\* E-mail Address : azurborg@dmv.ca.gov

\* Phone Number : (415) 555 - 1212

\* Four Digit Birth Year : 1970

\* City of Birth : Stanford

\* User Roles : Provider DUI Program Representative

\* ADP License Number : 2410015 - Test Providers

\* Contact Name : Alex Smith

\* User Account Status : Inactive

Reset Password (enter twice) : /

Submit Cancel

You can modify the specific fields of the User based on potential changes. The required fields are designated with an asterisk.

**Note: You can only have two active Provider Representatives for each ADP License Number.**

Perform the following steps to maintain a User:

1. Modify the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
2. Modify the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. Modify the user's E-mail address.
4. Modify the user's Phone Number.
  - a. The Phone Number must be numeric.
  - b. The Phone Number cannot be less than 10 characters.
5. Modify the user's Four Digit Birth Year.
6. Validate the User Role.
  - a. The only role that is available is the Provider DUI Program Representative.

Home Version (3.26-prod-node2) Welcome, Admin Provider Help FAQ Logout

**Maintain A User**

**\* Required Fields**

\* User Name : **xxtestprrep1**

\* Last Name : Representative

\* First Name : Provider

\* E-mail Address : azurborg@dmv.ca.gov

\* Phone Number : (415) 555 - 1212

\* Four Digit Birth Year : 1970

\* City of Birth : Stanford

\* User Roles : Provider DUI Program Representative

\* ADP License Number : 2410015 - Test Providers

\* Contact Name : Alex Smith

\* User Account Status : Inactive

Reset Password (enter twice) : /

Submit Cancel

Maintain A User continued:

7. Contact Name.

- The contact name is auto-populated by the System for a Provider Representative with only one ADP License Number.
- The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).

8. Review Account Status.

- Selecting Account Status of Inactive will not allow the user to login to the DUI system.


9. Enter a Reset Password twice.

- Password must be at least 8 characters long.
- Password must contain 5 alpha characters.
- Password must contain at least 1 numeric character.

10. Select Submit.

## DUI Provider Program Forms – Maintain User (Maintain a User - Confirmation of Submission)

*(This section is specific to the Provider Administrator Maintaining a User – Provider DUI Program Representative)*



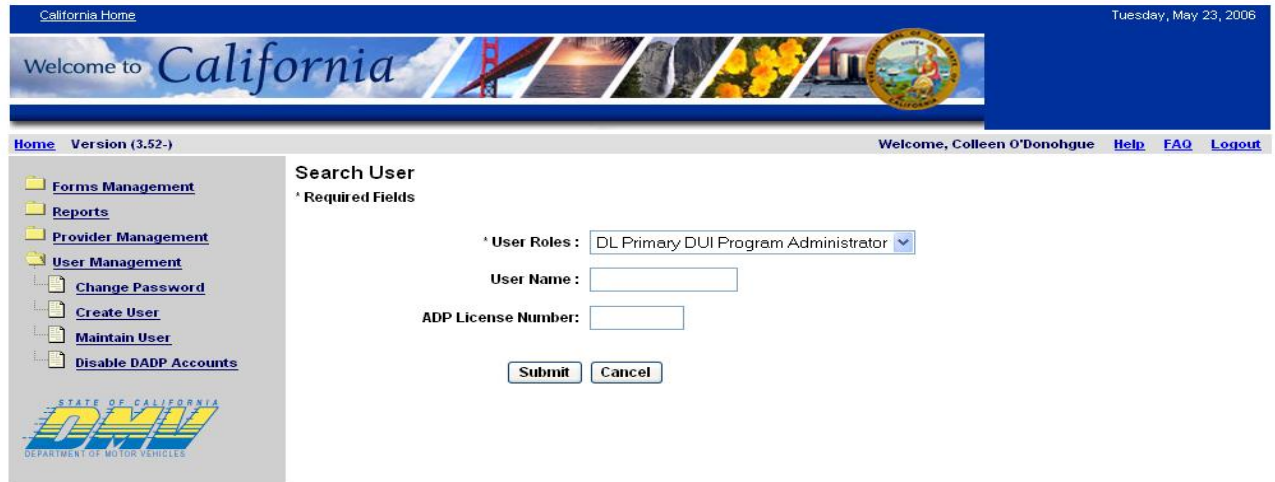
The screenshot shows the DMV website interface. At the top, there is a blue banner with "Welcome to California" and a collage of California landmarks. Below this is a navigation bar with links like "Home", "Version (3.26-prod-node2)", "Welcome, Test DL Admin", "Help", "FAQ", and "Logout". The main content area is titled "Confirmation of Submission" and features a blue box with the text "User Updated Successfully". Below this, a message states: "The User has been updated successfully in the DUI Provider Program Form System. If the password was changed please notify the user via a phone call." A "Back To List" link is provided. On the left, a sidebar menu lists various management options: "Forms Management", "Reports", "Provider Management", "User Management" (with sub-links for "Change Password", "Create User", "Maintain User", "Disable Provider Accounts", and "Disable DADP Accounts"), and the DMV logo at the bottom.

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The individual making the modification will receive this confirmation after the modifications have been made.

## DUI Provider Program Forms – Maintain User (Search User)

*(This section is specific to DMV Maintaining a User – DL Primary DUI Program Administrator)*



The screenshot shows the DMV website interface. At the top, there is a banner with "Welcome to California" and a navigation bar with "Home", "Version (3.52-)", and "Welcome, Colleen O'Donohue". The left sidebar contains a menu with "Forms Management", "Reports", "Provider Management", "User Management", "Change Password", "Create User", "Maintain User", and "Disable DADP Accounts". The main content area is titled "Search User" and includes a section for "\* Required Fields". It features a dropdown menu for "User Roles" (set to "DL Primary DUI Program Administrator"), a text input field for "User Name", and a text input field for "ADP License Number". There are "Submit" and "Cancel" buttons at the bottom of the form.

Search User allows you to identify a user based on Role, User Name, or ADP License Number, you would like to modify. The required fields are designated with an asterisk.

Perform the following steps to maintain this specific user – DL Primary DUI Program Administrator:

1. Select the User Role.
  - a. Select DL Primary DUI Program Administrator
2. Enter a User Name.
  - a. Entering a User Name will retrieve a specified User.
  - b. You can enter a full or partial User Name.
3. Select Submit.

New Page

## DUI Provider Program Forms – Maintain User (Search User Result)

(This section is specific to DMV Maintaining a User – DL Primary DUI Program Administrator)



Welcome to California

Home Version (3.52-) Welcome, Help FAQ Logout

Forms Management  
Reports  
Provider Management  
User Management  
Change Password  
Create User  
Maintain User  
Disable DADP Accounts

STATE OF CALIFORNIA  
DMV  
DEPARTMENT OF MOTOR VEHICLES

Search User Result

\* User Roles : DL Primary DUI Program Administrator  
User Name :  
ADP License Number :

User Name ↓	User Roles	ADP License Number ↓	User Account Status
xxtestdl65	DL Primary DUI Program Administrator		Active
xxtestdl7	DL Primary DUI Program Administrator		Active
xxtestdl75	DL Primary DUI Program Administrator		Active
xxtestdl8	DL Primary DUI Program Administrator		Inactive

<<First <Back




Search Again

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The following columns are shown in Maintain User Search results:

User Name  
User Role  
User Account Status

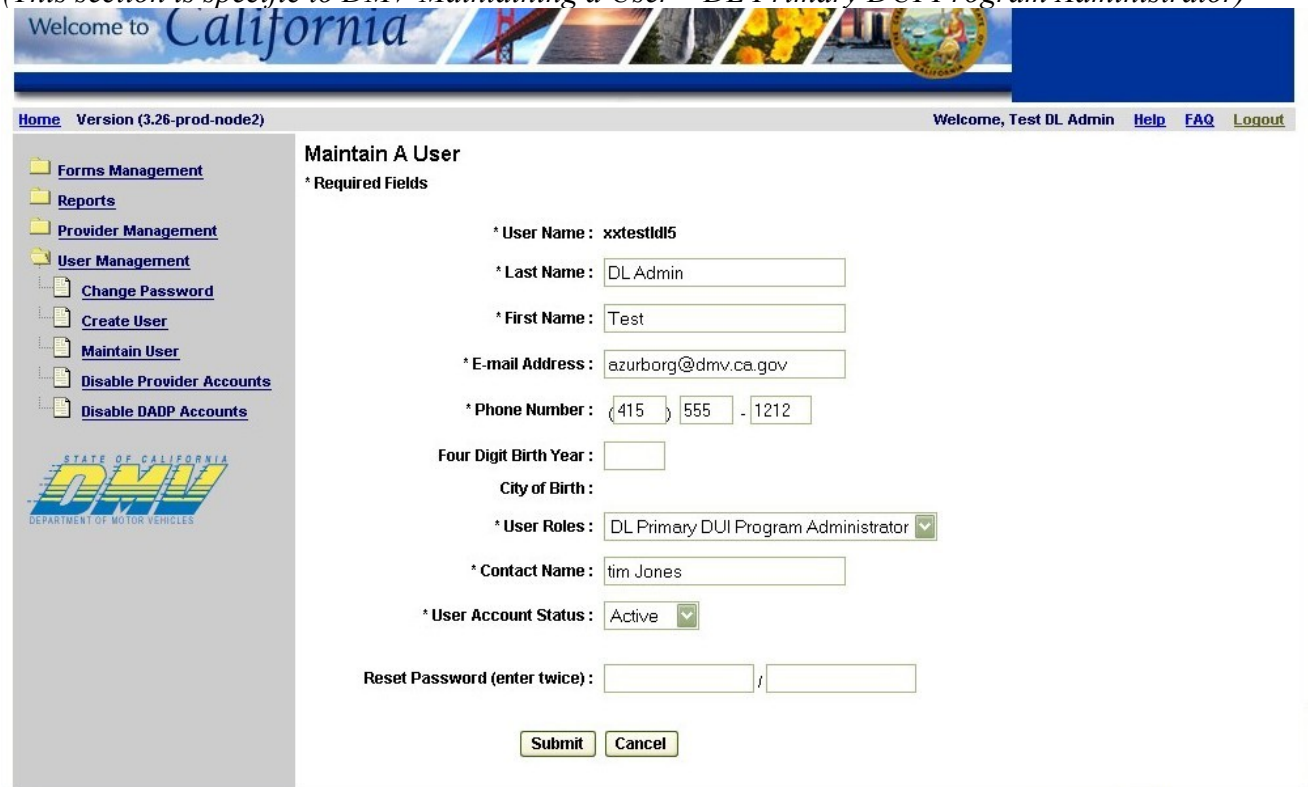
Perform the following functions for your search results:

- Sort your search results based on your preferences.
  - Any columns with an  can be sorted.
  - To sort the search results select the  next to the column, this will sort the results in ascending order by the column selected.
  - To sort in the search results in descending order, select the  next to the same column again.
- Click on the User Name of the User you want to maintain.



## DUI Provider Program Forms – Maintain User (Maintain a User)

(This section is specific to DMV Maintaining a User – DL Primary DUI Program Administrator)



You can modify the specific fields of the User based on potential changes. The required fields are designated with an asterisk.

Perform the following steps to Maintain a User:

1. You can modify the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
2. You can modify the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. You can modify the user's E-mail address.
4. You can modify the user's Phone Number.
  - a. The Phone Number must be numeric.
  - b. The Phone Number cannot be less than 10 characters.
5. You can modify the User Role.
  - a. Modifying the User Role will modify what access they have and what fields are required to be filled out.

Welcome to California

Home Version (3.26-prod-node2) Welcome, Test DL Admin Help FAQ Logout

**Maintain A User**

\* Required Fields

\* User Name : xtestld15

\* Last Name : DL Admin

\* First Name : Test

\* E-mail Address : azurborg@dmv.ca.gov

\* Phone Number : (415) 555 - 1212

Four Digit Birth Year :

City of Birth :

\* User Roles : DL Primary DUI Program Administrator

\* Contact Name : tim Jones

\* User Account Status : Active

Reset Password (enter twice) : /

Submit Cancel

STATE OF CALIFORNIA  
**DMV**  
DEPARTMENT OF MOTOR VEHICLES

- Forms Management
- Reports
- Provider Management
- User Management
  - Change Password
  - Create User
  - Maintain User
  - Disable Provider Accounts
  - Disable DADP Accounts

Maintain A User continued:

6. You can modify the Contact Name.
  - a. The contact name is the Administrator, who is maintaining the user. The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
7. Review Account Status.
  - a. Selecting Account Status of Inactive will not allow the user to login to the DUI system.
8. Enter a Reset Password twice.
  - a. Password must be at least 8 characters long.
  - b. Password must contain 5 alpha characters.
  - c. Password must contain at least 1 numeric character.
9. Select Submit.

## DUI Provider Program Forms – Maintain User (Maintain a User - Confirmation of Submission)

*(This section is specific to DMV Maintaining a User – DL Primary DUI Program Administrator)*



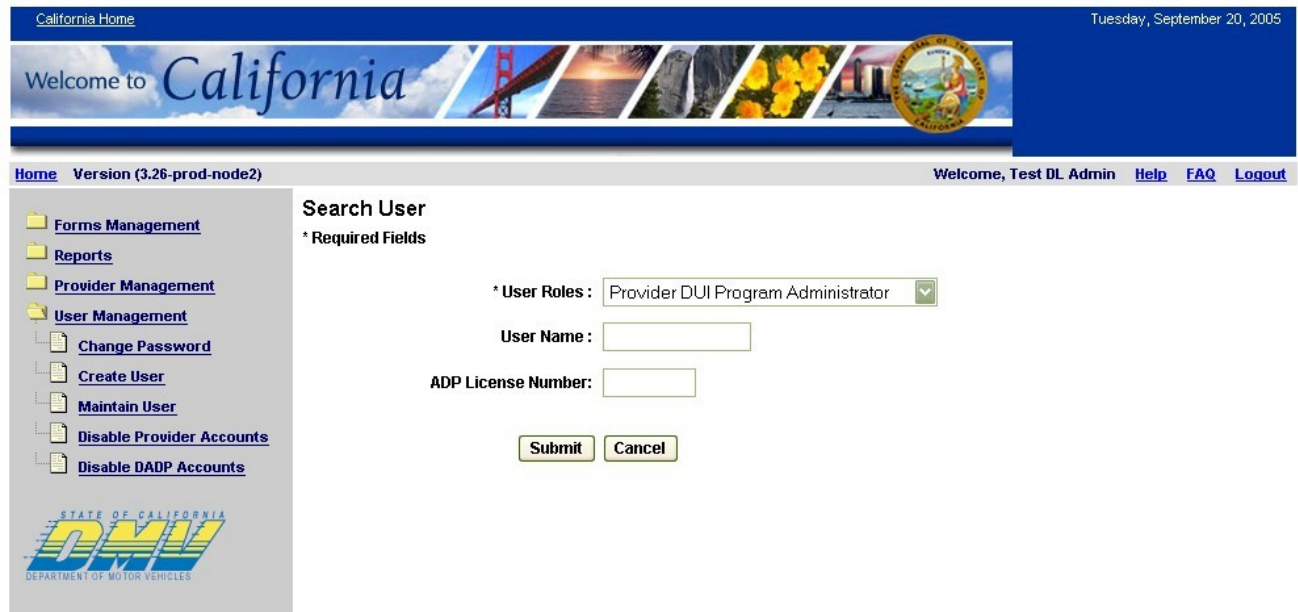
The screenshot shows the DMV website interface. At the top, there is a blue header with 'California Home' on the left and 'Tuesday, September 20, 2005' on the right. Below this is a banner with 'Welcome to California' and a collage of California images. A navigation bar contains links: Home, Version (3.26-prod-node2), Welcome, Test DL Admin, Help, FAQ, and Logout. On the left is a sidebar menu with categories: Forms Management, Reports, Provider Management, and User Management. Under User Management, there are links: Change Password, Create User, Maintain User (which is highlighted), Disable Provider Accounts, and Disable DADP Accounts. The main content area is titled 'Confirmation of Submission' and features a blue box with the text 'User Updated Successfully'. Below this, a message states: 'The User has been updated successfully in the DUI Provider Program Form System. If the password was changed please notify the user via a phone call.' A 'Back To List' link is located at the top right of the main content area. The DMV logo is at the bottom left of the sidebar.

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The individual making the modification will receive this confirmation after the modifications have been made.

## DUI Provider Program Forms – Maintain User (Search User)

*(This section is specific to DMV Searching for a User – Provider DUI Program Administrator)*



The screenshot shows the DMV website interface. At the top, there is a banner with "Welcome to California" and a collage of California landmarks. Below the banner, there is a navigation bar with links: Home, Version (3.26-prod-node2), Welcome, Test DL Admin, Help, FAQ, and Logout. On the left side, there is a sidebar menu with links: Forms Management, Reports, Provider Management, User Management, Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The main content area is titled "Search User" and includes a section for "\* Required Fields". There are three input fields: "\* User Roles" (a dropdown menu with "Provider DUI Program Administrator" selected), "User Name" (a text box), and "ADP License Number" (a text box). Below these fields are "Submit" and "Cancel" buttons. At the bottom of the sidebar, there is a DMV logo and the text "STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES".

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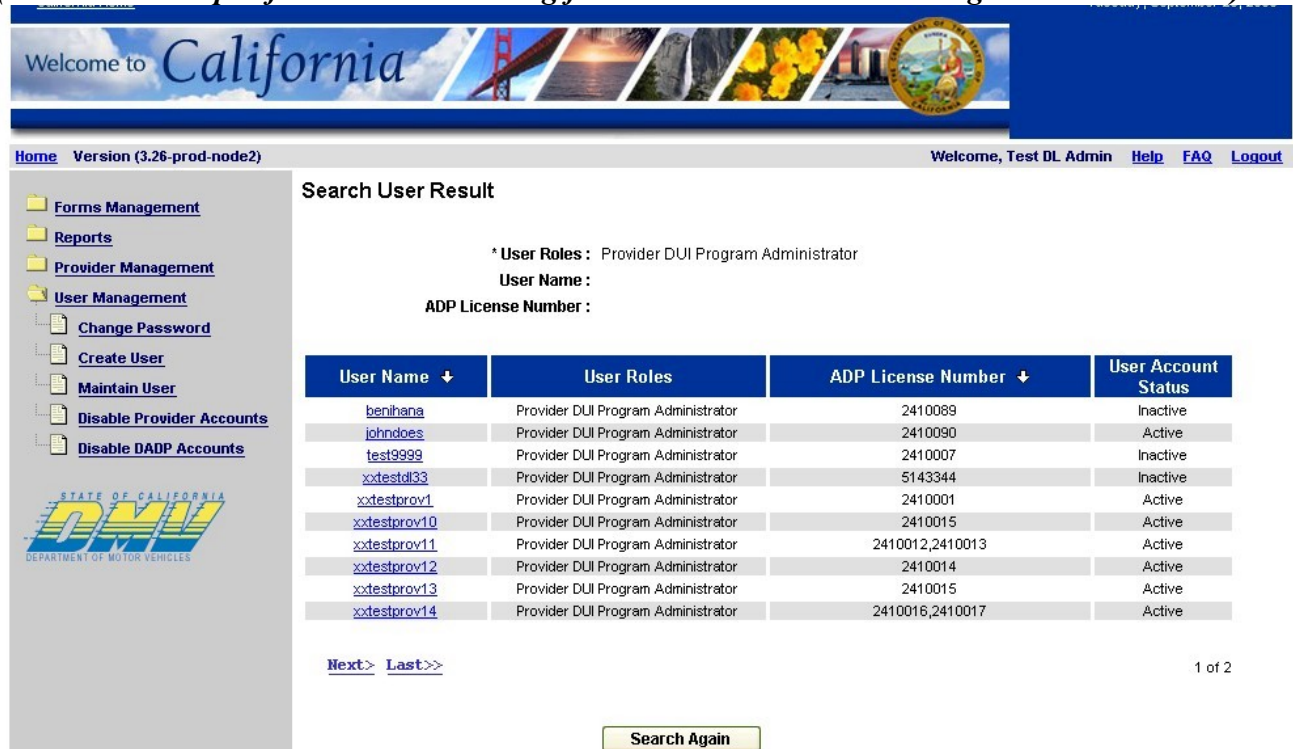
Search A User will allow you to identify a user based on Role, User Name, or ADP License Number that you would like to modify. The required fields are designated with an asterisk.

Perform the following steps for maintaining a User:

1. Select the User Role.
  - a. Select the Provider DUI Program Administrator role.
2. Enter a User Name.
  - a. Entering a User Name will retrieve a specified User.
  - b. You can enter a full or partial User Name.
3. Enter an ADP License Number.
  - a. You can enter a full or partial ADP License Number.
4. Select Submit.

## DUI Provider Program Forms – Maintain User (Search User Result)

*(This section is specific to DMV Searching for a User – Provider DUI Program Administrator)*



The screenshot shows the DMV Search User Result page. The header includes the DMV logo and the text "Welcome to California". The navigation menu on the left includes links for Forms Management, Reports, Provider Management, User Management, Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The main content area displays the search results for a user named "benihana". The results are shown in a table with columns for User Name, User Roles, ADP License Number, and User Account Status. The table contains 14 rows of data, including test users and providers. The page also includes a "Search Again" button and a "Next > Last >>" link.

**Search User Result**

\* User Roles : Provider DUI Program Administrator  
 User Name :  
 ADP License Number :

User Name	User Roles	ADP License Number	User Account Status
<a href="#">benihana</a>	Provider DUI Program Administrator	2410089	Inactive
<a href="#">johndoes</a>	Provider DUI Program Administrator	2410090	Active
<a href="#">test9999</a>	Provider DUI Program Administrator	2410007	Inactive
<a href="#">xctestdl33</a>	Provider DUI Program Administrator	5143344	Inactive
<a href="#">xctestprov1</a>	Provider DUI Program Administrator	2410001	Active
<a href="#">xctestprov10</a>	Provider DUI Program Administrator	2410015	Active
<a href="#">xctestprov11</a>	Provider DUI Program Administrator	2410012,2410013	Active
<a href="#">xctestprov12</a>	Provider DUI Program Administrator	2410014	Active
<a href="#">xctestprov13</a>	Provider DUI Program Administrator	2410015	Active
<a href="#">xctestprov14</a>	Provider DUI Program Administrator	2410016,2410017	Active




[Next >](#) [Last >>](#)

[Search Again](#)

The following columns are shown in Maintain User Search results:

1. User Name
2. User Role
3. ADP License Number
4. User Account Status

Perform the following functions for your search results:

1. Sort your search results based on your preferences.
  - a. Any columns with an  can be sorted.
  - b. Default sort is by Participant's Name.
  - c. To sort the search results select the  next to the column, this will sort the results in ascending order by the column selected.
  - d. To sort in the search results in descending order select the  next to the same column again.
2. Select the User Name to modify the particular User.

## DUI Provider Program Forms – Maintain User (Maintain a User)

*(This section is specific to DMV Maintaining a User – Provider DUI Program Administrator)*

**Forms Management**

**Reports**

**Provider Management**

**User Management**


[Change Password](#)

[Create User](#)

[Maintain User](#)

[Disable Provider Accounts](#)

[Disable DADP Accounts](#)



**Maintain A User**

**\* Required Fields**

\* User Name : xctestprov13

\* Last Name :


\* First Name :

\* E-mail Address :

\* Phone Number :   -

\* Four Digit Birth Year :

\* City of Birth :


\* User Roles :  

\* ADP License Number :

(Separate multiple ADP License Numbers by commas)

Provider Business Name :

\* Contact Name :

\* User Account Status :  

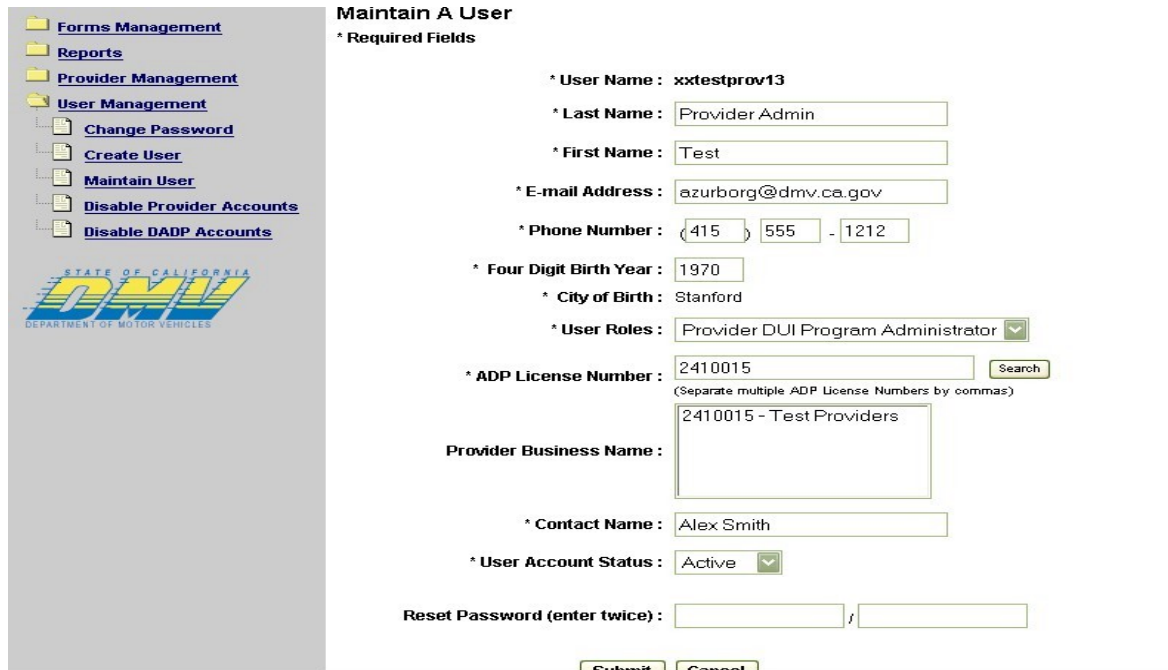
Reset Password (enter twice) :  /

You can modify the specific fields of the User based on potential changes. The required fields are designated with an asterisk.

Perform the following steps to Maintain a User:

1. You can modify the user's Last Name.
  - a. The Last Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
2. You can modify the user's First Name.
  - a. The First Name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
3. You can modify the user's e-mail address.
4. You can modify the user's Phone Number.
  - a. The Phone Number must be numeric.
  - b. The Phone Number cannot be less than 10 characters.
5. You can modify the user's Four Digit Birth Year.





**Maintain A User**

**\* Required Fields**

\* User Name : xxtestprov13

\* Last Name :

\* First Name :

\* E-mail Address :

\* Phone Number :   -

\* Four Digit Birth Year :

\* City of Birth :

\* User Roles :

\* ADP License Number :

(Separate multiple ADP License Numbers by commas)

Provider Business Name :

\* Contact Name :

\* User Account Status :

Reset Password (enter twice) :  /

Maintain A User continued:

6. The ADP License Number is un-editable for a Provider Administrator with only one ADP License Number.
  - a. Enter only the first seven digits of the ADP License Number.
  - b. Multiple ADP License Numbers should be separated by a comma.
7. Choose Show Provider.
  - a. This will validate if the ADP License Numbers entered are correct and active (active is defined in the Maintain Provider section of this document).
  - b. The Provider Business Name is also known as the DBA names.
8. You can modify the Contact Name of a Provider Administrator that has multiple ADP License Numbers. The contact name must be alpha character(s). It can contain special characters (a period, hyphen, apostrophe, and spaces).
9. Review Account Status.
  - a. Selecting Account Status of Inactive will not allow the user to login to the system.
10. Enter a Reset Password twice.
  - a. Password must be at least 8 characters long.
  - b. Password must contain 5 alpha characters.
  - c. Password must contain at least 1 numeric character.
11. Select Submit.

## DUI Provider Program Forms – Maintain User (Maintain a User - Confirmation of Submission)

*(This section is specific to DMV Maintaining a User – Provider DUI Program Administrator)*



The screenshot shows the DMV website interface. At the top, there is a blue header with the 'California Home' link on the left and the date 'Tuesday, September 20, 2005' on the right. Below the header is a banner with the text 'Welcome to California' and a collage of California landmarks. The main content area has a left sidebar with a tree view of navigation links: Forms Management, Reports, Provider Management, User Management (selected), Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The main content area is titled 'Confirmation of Submission' and features a blue box with the text 'User Updated Successfully'. Below this, a message states: 'The User has been updated successfully in the DUI Provider Program Form System. If the password was changed please notify the user via a phone call.' There is a 'Back To List' link. The footer of the page shows the DMV logo and the copyright notice '© 2005 State of California.'

The individual making the modification will receive this confirmation after the modifications have been made.

## DUI Provider Program Forms – Disable Provider Accounts (Disable Provider User Accounts)

*(This section is specific to DMV Disabling Provider User Accounts)*



The screenshot shows the DMV website interface for disabling provider user accounts. At the top, there is a blue banner with 'Welcome to California' and a collage of California landmarks. Below the banner, a navigation bar includes links for Home, Version (3.26-prod-node2), and a welcome message for 'Test DL Admin' with links for Help, FAQ, and Logout. The main content area is titled 'Disable Provider User Accounts' and lists 'Required Fields'. It features a text input for 'ADP License Number' with a 'Show Provider' button, a text input for 'Provider Business Name', and two buttons at the bottom: 'Disable Users' and 'Cancel'. A left sidebar contains a menu with links for Forms Management, Reports, Provider Management, User Management, Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The DMV logo is at the bottom left of the sidebar.

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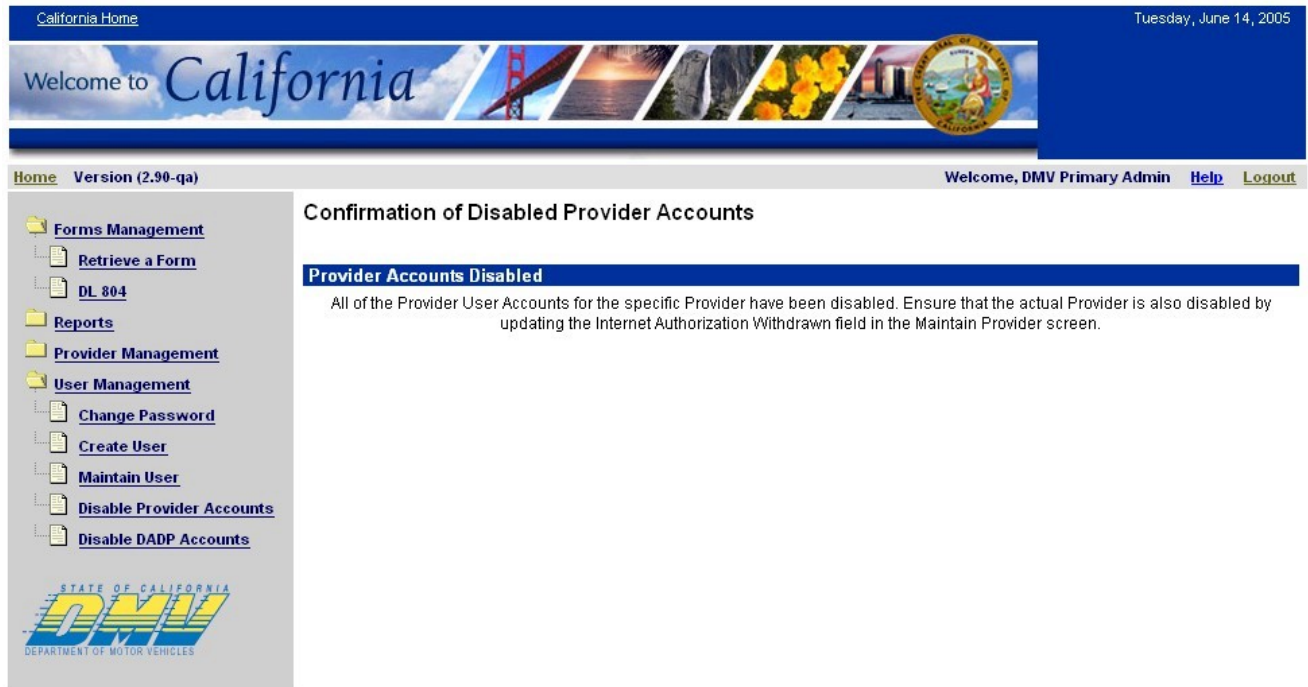
Disable a Provider User Account will disable all users who are associated to that particular ADP License Number. This includes the Provider Administrator and the Provider Representatives.

Perform the following steps:

1. Enter the ADP License Number.
  - a. Enter only the first seven digits of the ADP License Number.
  - b. You can only lock user accounts for one ADP License Number at a time.
2. Click on Show Provider.
3. The Provider Business Name will appear.
  - a. Highlight the Provider Business Name to lock all the users for the ADP License Number.
4. Choose the “Disable Users” button.

## DUI Provider Program Forms – Disable Provider Accounts (Disable Provider User Accounts - Confirmation of Disabled Provider Accounts)

*(This section is specific to DMV Disabling Provider User Accounts)*



The screenshot displays the DMV Provider Management System interface. At the top, there is a blue header bar with "California Home" on the left and "Tuesday, June 14, 2005" on the right. Below this is a banner with "Welcome to California" and a collage of California landmarks. A navigation bar below the banner includes "Home", "Version (2.90-qa)", and "Welcome, DMV Primary Admin" with links for "Help" and "Logout".

The main content area is titled "Confirmation of Disabled Provider Accounts". Below this title is a blue bar with the text "Provider Accounts Disabled". The message states: "All of the Provider User Accounts for the specific Provider have been disabled. Ensure that the actual Provider is also disabled by updating the Internet Authorization Withdrawn field in the Maintain Provider screen."

On the left side of the interface is a sidebar menu with the following items:

- Forms Management
  - Retrieve a Form
  - DL 804
- Reports
- Provider Management
- User Management
  - Change Password
  - Create User
  - Maintain User
  - Disable Provider Accounts
  - Disable DADP Accounts

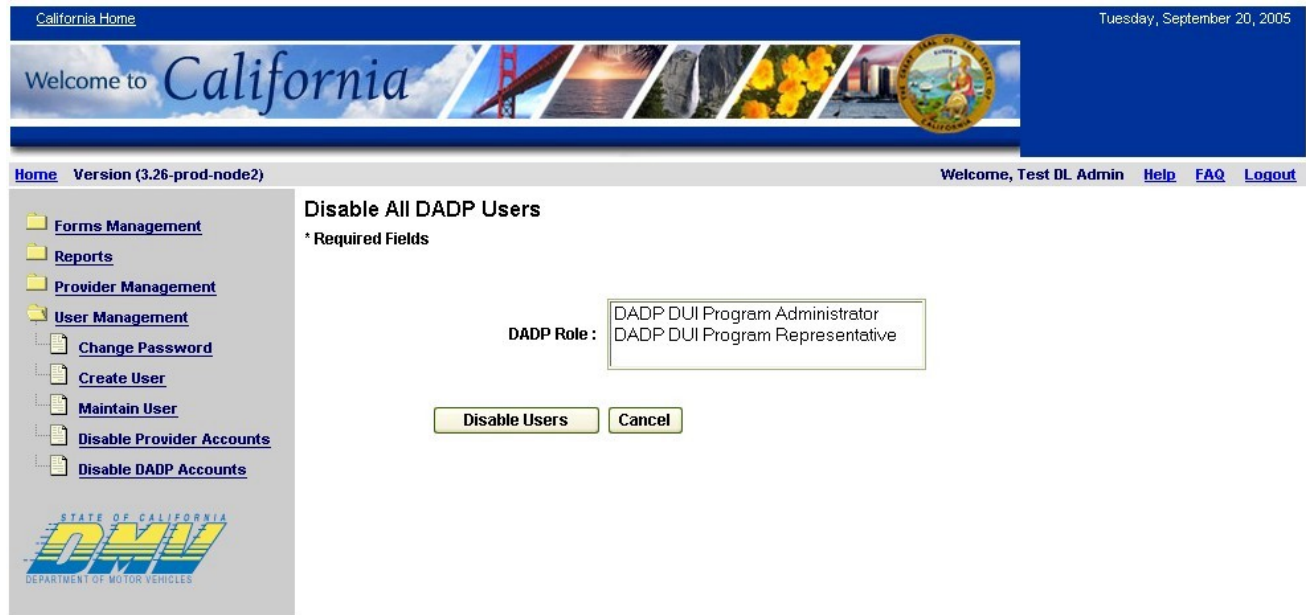
At the bottom of the sidebar is the DMV logo and the text "STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES".

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In order to change the account status back to active, you will need to go to Maintain User and change the account status.

## DUI Provider Program Forms – Disable DADP Accounts (Disable All DADP Users)

*(This section is specific to DMV Disabling All DADP User Accounts)*



The screenshot shows the DMV website header with the date 'Tuesday, September 20, 2005'. The main navigation bar includes links for Home, Version (3.26-prod-node2), and a welcome message for 'Test DL Admin' with links for Help, FAQ, and Logout. On the left is a sidebar menu with categories: Forms Management, Reports, Provider Management, and User Management. Under User Management, the following links are listed: Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The main content area is titled 'Disable All DADP Users' and includes a section for '\* Required Fields'. A dropdown menu for 'DADP Role' is open, showing two options: 'DADP DUI Program Administrator' and 'DADP DUI Program Representative'. Below the dropdown are two buttons: 'Disable Users' and 'Cancel'.

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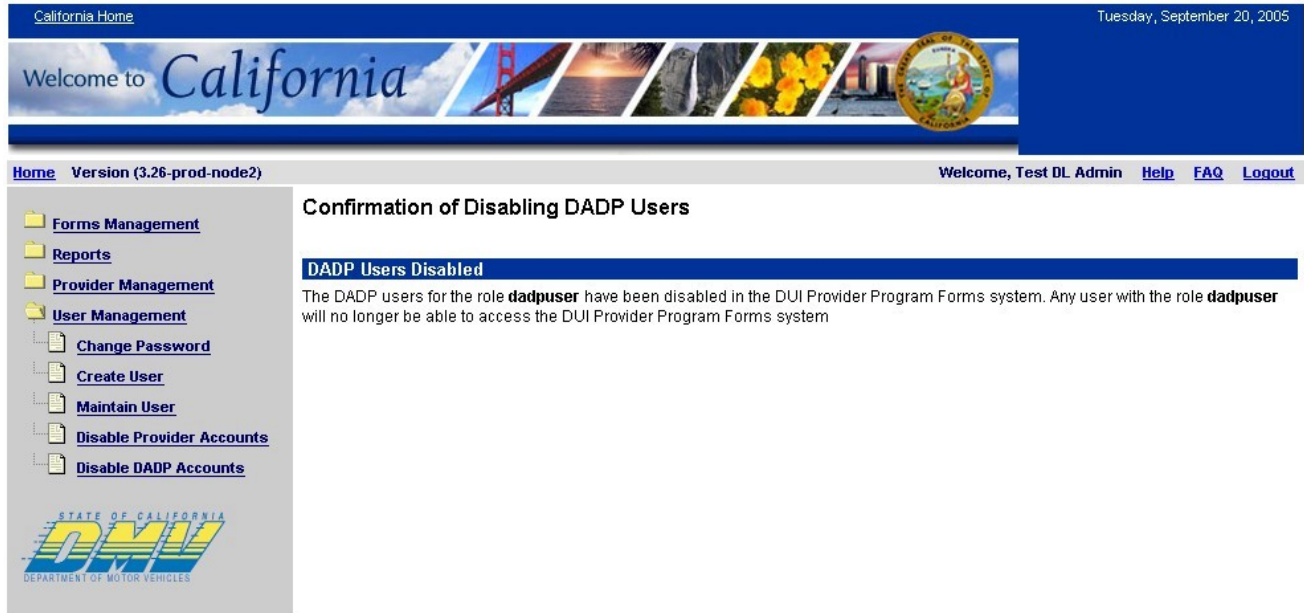
Disable All DADP Users allows you to disable all users who are associated to that particular DADP role.

Perform the following steps:

1. Select the DADP Role.
  - a. DADP DUI Program Administrator role will only lock users associated to that role.
  - b. DADP DUI Program Representative role will only lock users associated to that role.
  - c. To highlight both, hold down your left mouse button and glide your arrow over both DADP Roles.
2. Choose the “Disable Users” button.

## DUI Provider Program Forms – Disable DADP Accounts (Disable All DADP User Accounts – Confirmation of Disabling DADP Users)

*(This section is specific to DMV Disabling All DADP User Accounts)*



The screenshot shows the DMV website header with the date Tuesday, September 20, 2005. The main navigation bar includes links for Home, Version (3.26-prod-node2), Welcome, Test DL Admin, Help, FAQ, and Logout. The left sidebar contains a menu with links to Forms Management, Reports, Provider Management, User Management, Change Password, Create User, Maintain User, Disable Provider Accounts, and Disable DADP Accounts. The main content area displays the title 'Confirmation of Disabling DADP Users' and a message stating that DADP users for the role 'dadpuser' have been disabled in the system and will no longer be able to access the system.

California Home Tuesday, September 20, 2005

Welcome to California

Home Version (3.26-prod-node2) Welcome, Test DL Admin Help FAQ Logout

**Confirmation of Disabling DADP Users**

**DADP Users Disabled**

The DADP users for the role **dadpuser** have been disabled in the DUI Provider Program Forms system. Any user with the role **dadpuser** will no longer be able to access the DUI Provider Program Forms system

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In order to change the account status back to active, you will need to go to Maintain User and change the account status for each user.