MVR Search Instructions

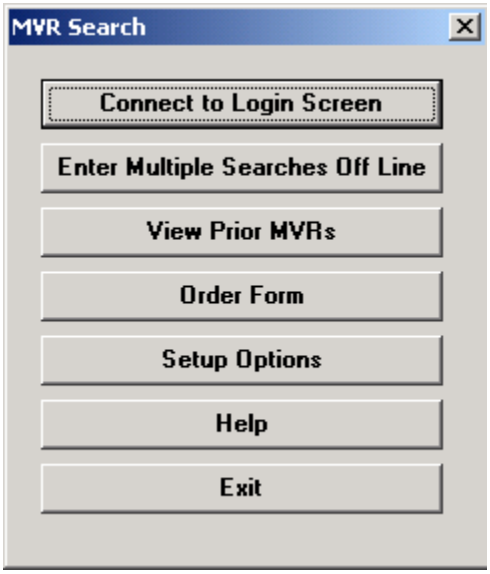
NOTE: You must be connected to the internet in order to run or retrieve an MVR Search. Please make sure you are connected to the internet before proceeding.

Accessing The MVR Search Program:

Step 1 - You can access the MVR Search program one of three ways:

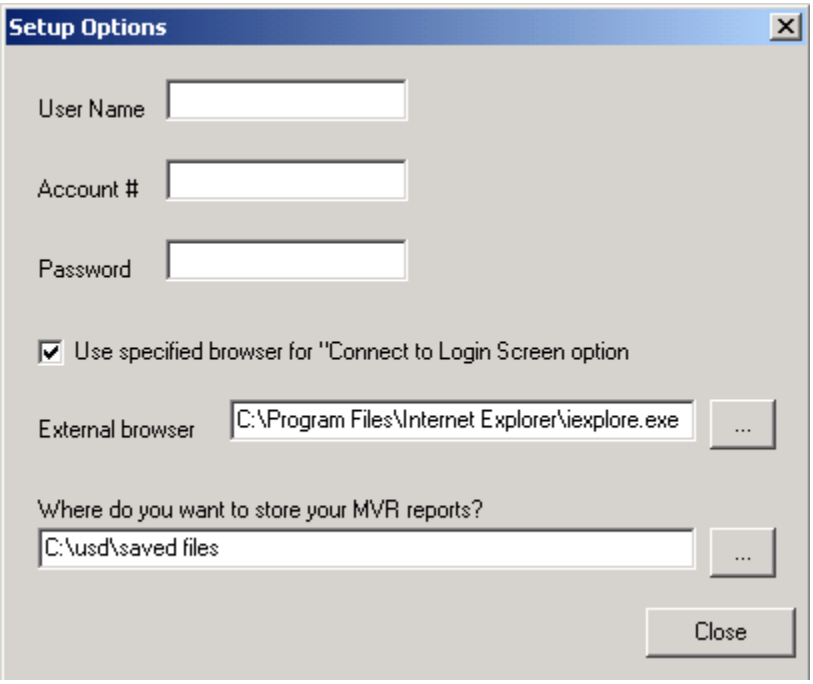
1) If you have our Rating software you can click the button marked MVRs on the Main Menu. (This will open the menu shown below).

2) If you have the standalone MVR you can launch the menu by double-clicking on the MVR icon on your desktop. (This will open the menu shown below).



NOTE: If You have already stored your login information, go to Step 8, otherwise follow Steps 3 through 7 below.

3) Click On “Setup Options”. This should open up an options screen similar to the one shown below:



4) Next to User Name enter the user name you selected when we set up your MVR account.

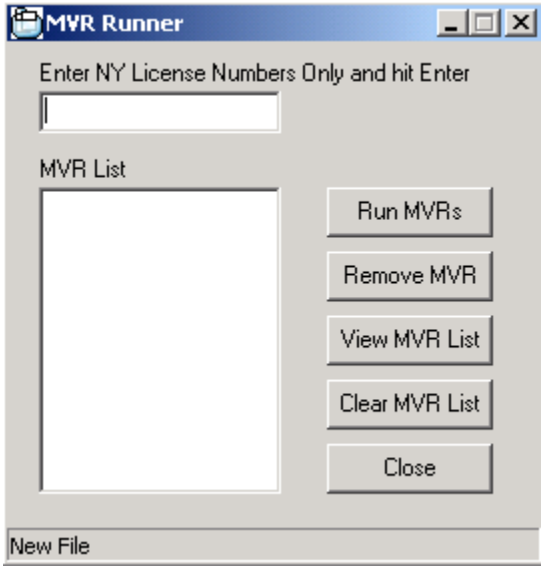
5) Next to Account # enter the account number we gave you when we set up your MVR account.

6) Next to Password enter the password we gave you when we set up your MVR account.

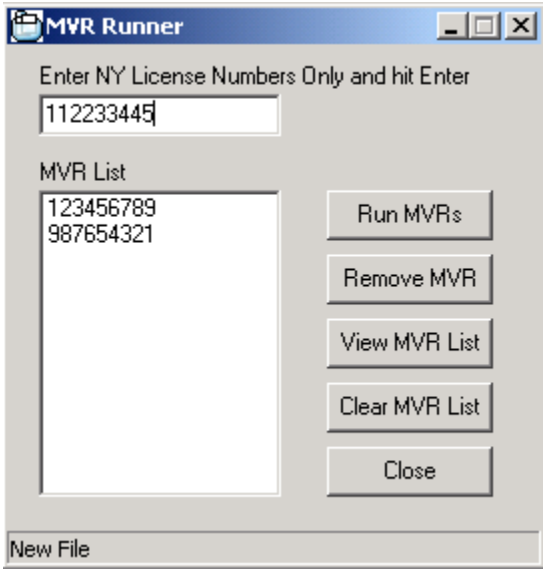
7) Verify that the information has been entered correctly and then click on “Close”.

Running An MVR:

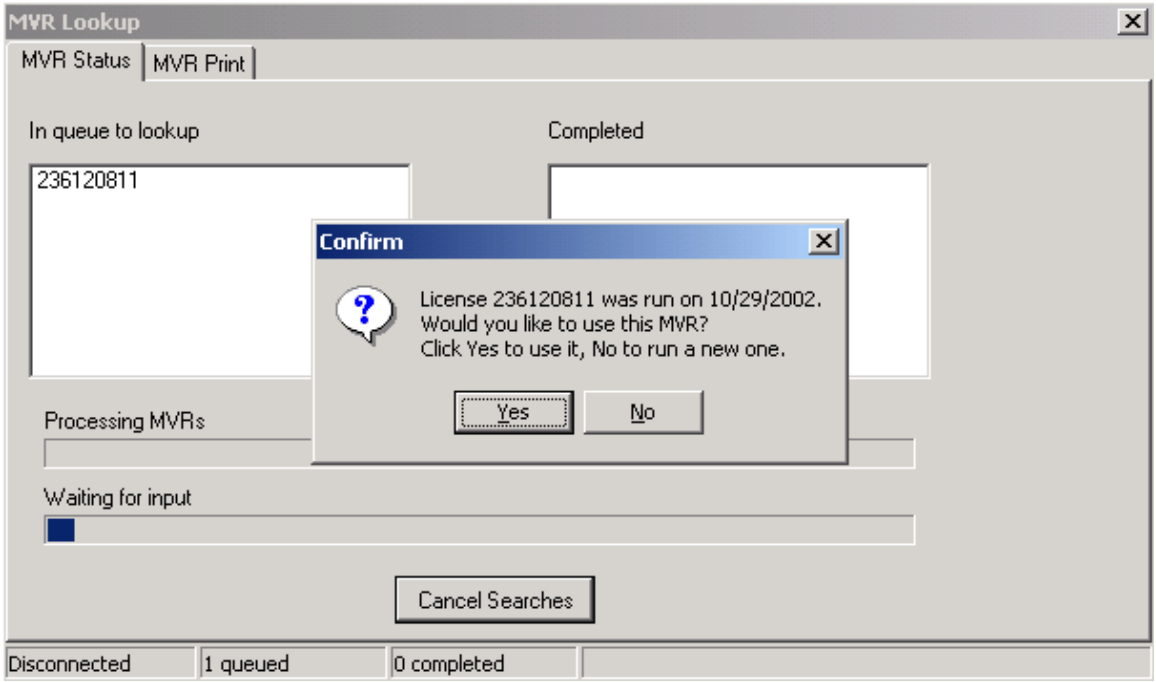
8) To run a New York MVR Search, click on “Enter Multiple Searches Offline”. This should bring up the MVR Runner screen similar to the one shown on the next page.



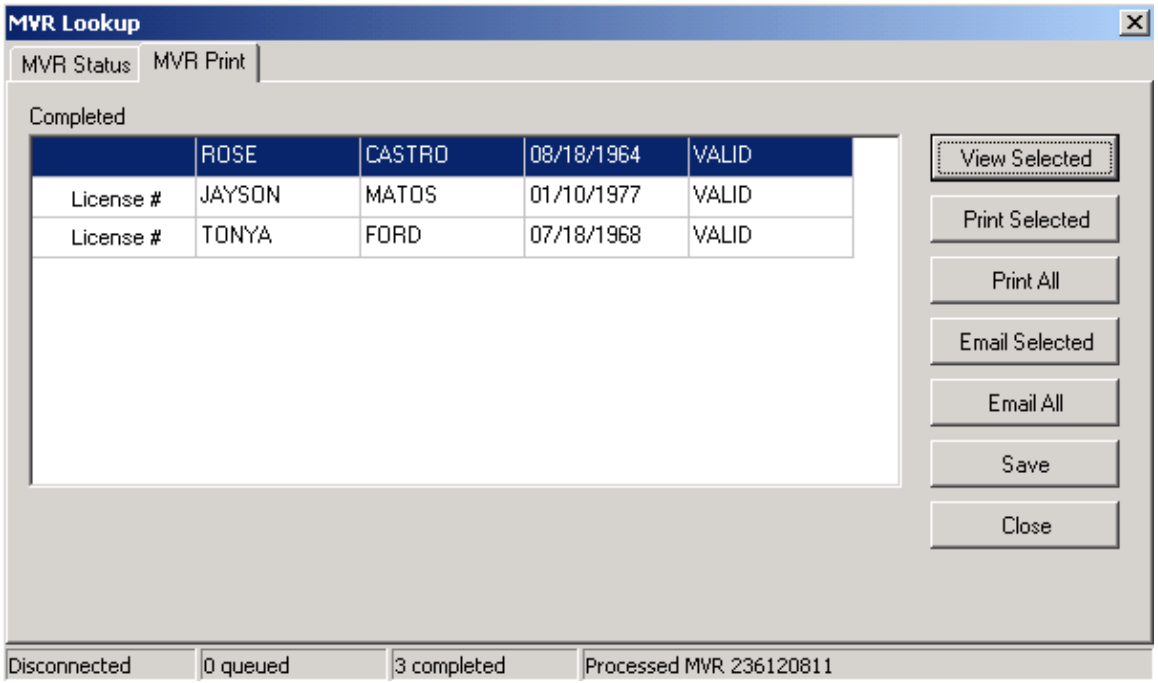
9) Enter the license number or numbers you would like to run a search on and hit enter after each one. If you are entering multiple license numbers they should appear in a list as shown below.



10) Once you have entered all of the license numbers that you wish to run a search on, click "Run MVRs". The MVR Lookup screen will come up and check to see if the license number(s) that you wish to run have been run before. If they have a message will pop up similar to the one shown below:



11) If you wish to use the existing MVR, click on "Yes", if you wish to run the MVR again click on "No". The program will then display the results of the search in a window similar to the one shown below:



12) To view an MVR you can either double-click it or click on it once and then click "View Selected".

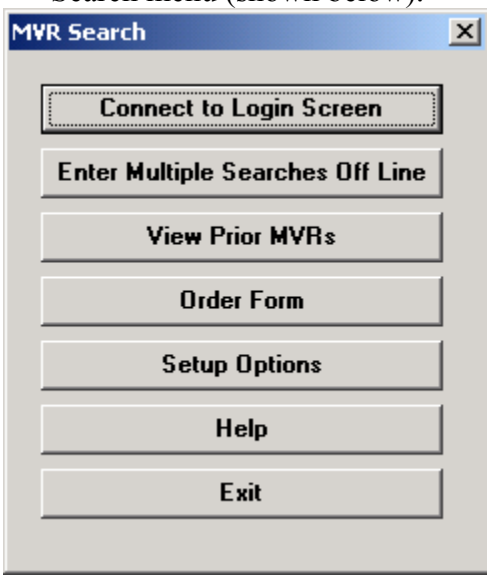
13) To print one MVR click on it once and then click "Print Selected". To print all of the MVRs clock on "Print All".

14) To email one MVR click on the MVR and then click “Email Selected”. To email all of the MVRs click on “Email All”.

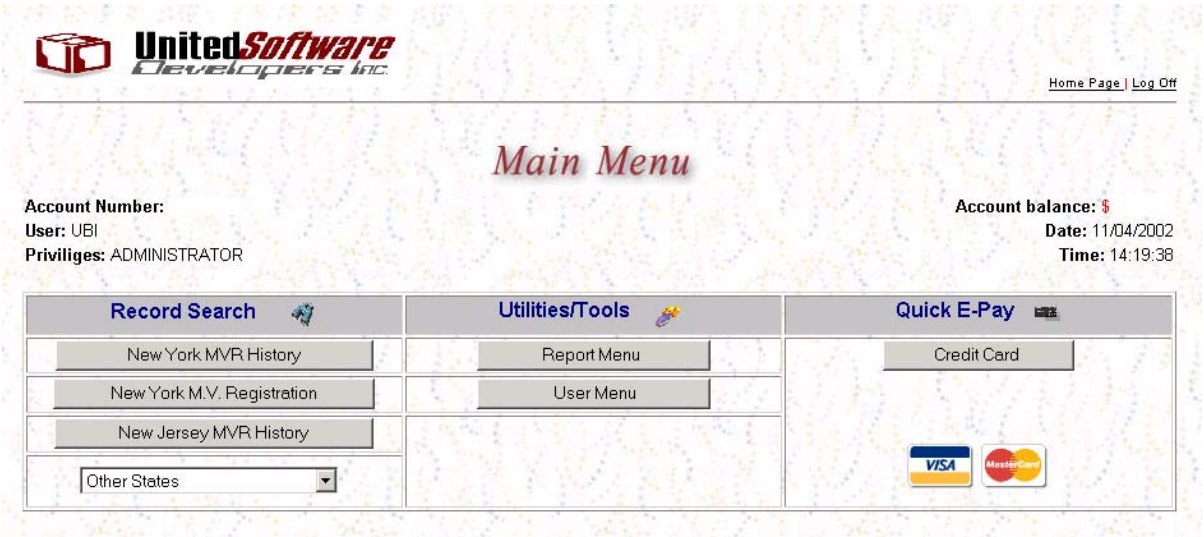
15) To save the MVRs as a group click on “Save”. To return to the MVR Search Menu click on “Close”.

Running MVRs for different state or VIN/PLATE search:

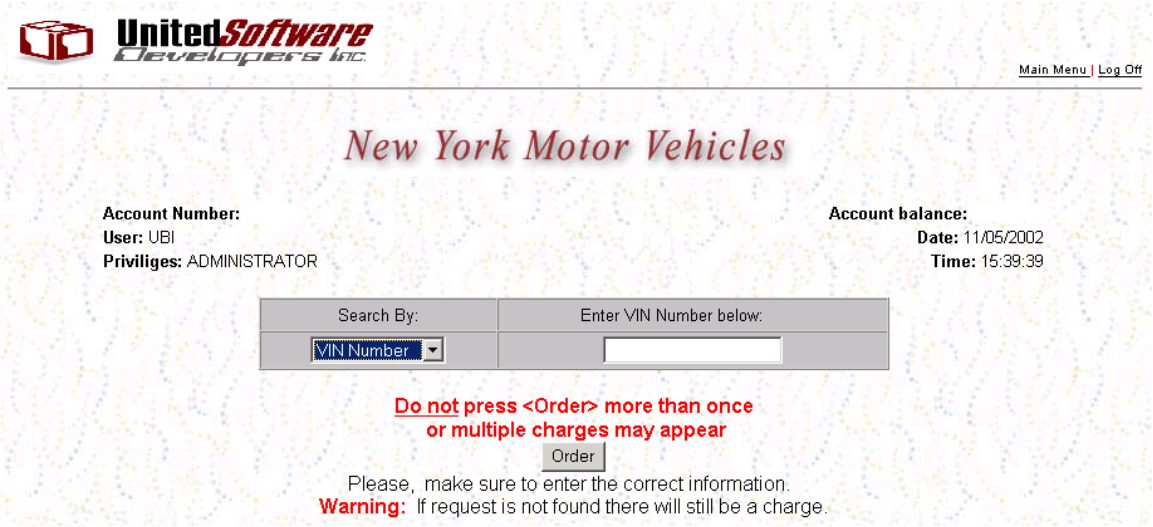
16) To run a search for a different state, or to run a VIN/PLATE search, repeat steps 1 and 2 from the beginning of this help file. This should bring you to the MVR Search menu (shown below).



17) Click on “Connect to Login Screen”. This should launch your Internet Browser, such as Internet Explorer or Netscape Navigator, and take you to the MVR Main Menu (shown below).



18) To run a VIN/PLATE search click on “New York M.V. Registration”. You should see a screen similar to the one shown below:



19) To search by VIN enter the VIN of the vehicle and click on “Order”.

20) To search by Plate Number, click on “VIN Number” and choose “Plate Number” from the list that drops down. Then enter the Plate Number and click on “Order”.

21) To run a New Jersey MVR click on “New Jersey MVR History” on the MVR Main Menu. You should see a screen similar to the one shown below:

22) Enter the License# and click on Order. Leave Quote Back blank as this is only used by larger Insurance Companies. The system will run the MVR and display a result similar to the one shown below:

UnitedSoftware Developers Inc.

New York Driving Record Report

11/05/2002 2:1
Report requested on: 10/
Acc
Quote back/

LICENSEE NAME/ADDRESS	REPORT PREPARED FOR
.	
.	
.	
County: KING	

LICENSE NUMBER	D.O.B.	EYES	SEX	HGT	RACE	SOC. SEC
	07/18/1968	BROWN	F	5-5	NA	NA

ORIG. ISSUED	ISSUED	EXPIRES	CLASS	STATUS
		07/18/2003	*D*	VALID

RESTRICTIONS	ENDORSEMENTS	PRIOR STATE	PRIOR DL#	C.D.L. ISSUED
		NA	NA	NA

MISCELLANEOUS AND STATE SPECIFIC INFORMATION

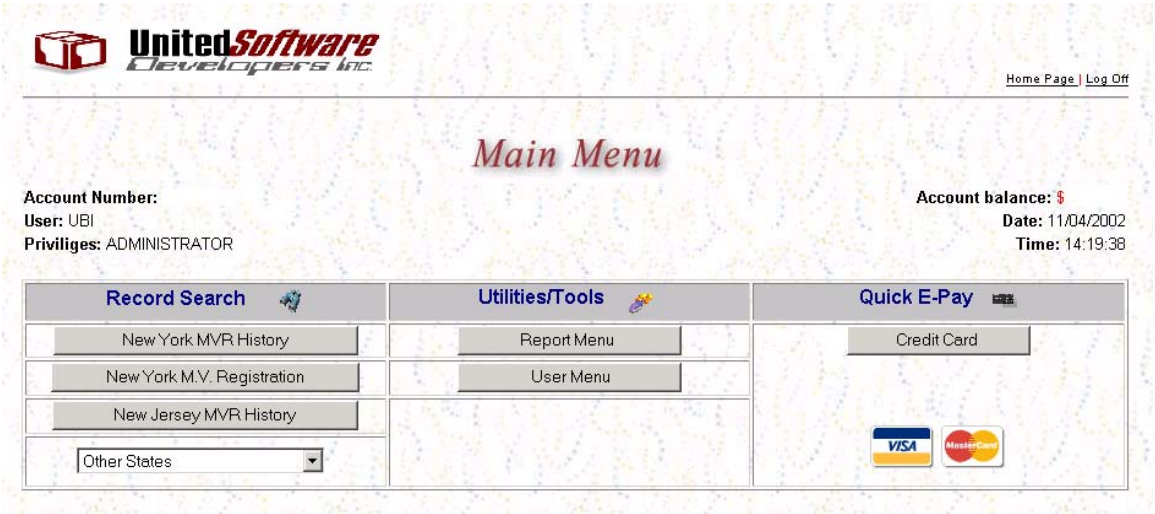
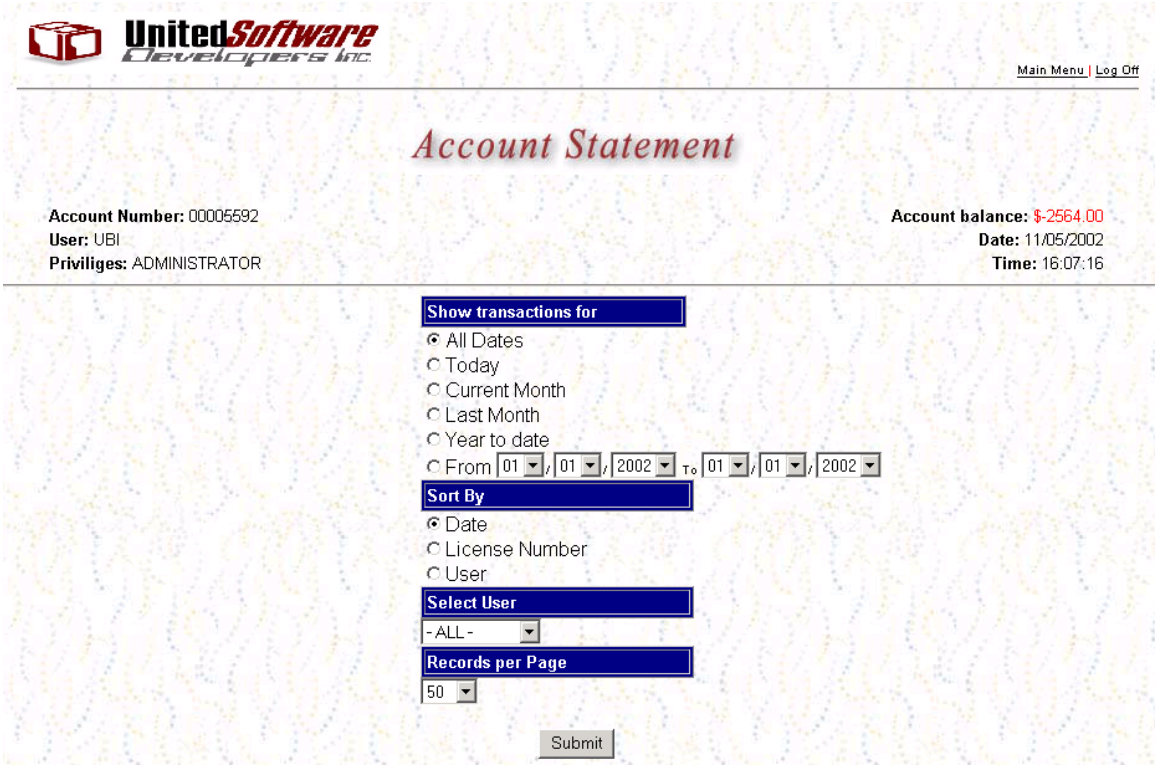
DOCUMENT SURRENDERED ON: 08/04/1997 TO CT
RETURNED TO NY ON: 05/29/1998

DRIVING RECORD HISTORY

TYPE	VIOL/SUS	CONV/REI	HISTORY ENTRY	PTS
VIOL	09/11/2000	03/08/2001	SPEED IN ZONE 045/025 City.....ADMINISTRATIVE ADJUDICATION County...BRONX COUNTY	4

To Retrieve an MVR Search Run Within The Past 90 Days:

1) From the Main Menu (shown below) click on Report Menu.



2) The Account Statement Screen will be displayed (shown below). Choose the date range (Under show transactions for) and Order (Under Sort By) in which to display the transactions and then click on Submit.