

LOGAN REGISTRATION SERVICE, INC INSTRUCTIONS

1. After filling out the DMV Commercial Requester Code Application look it over carefully to make sure there are no mistakes. Make sure that you have filled in all of the information required, i.e. if you do not have fax number or website, enter N/A. If you do not have a separate mailing address, enter "same as above".
2. Make sure to sign and date the application.
3. Make a copy of each for your records and send DMV the originals with a check or money order for \$50. The DMV address is at the bottom of Page 2 of the application.
4. Be sure to keep the copies of the application in a secure place in your office.
5. If you are already set up with Logan Registration, be sure to send us a copy when you receive your DMV Approval Letter. If you are not set up with Logan Registration and wish to be set up with Logan Registration, when you receive your DMV Requester Code Approval Letter, log on to our website and click on the button on the left side of the screen that says "Register Online". Follow the instructions. When done, you will be asked to e-mail the DMV approval Letter to contact@loganreg.com.
6. When we receive the copy of the DMV Approval Letter, our signed service agreement and credit card authorization form, and a copy of your most current PI License we will immediately start setting you up as a new account and will send you your username and temporary password.

If you have any questions, please be sure to contact us at 916-457-5787 for assistance.

Good luck and we look forward to working with your company.

Michael Sparks, President
Logan Registration Service, Inc.