

How to Create a New Company for Existing Operators

DFHV Form: Portal Request Application Instructions

<https://dfhv.dc.gov/service/online-business-portal>

The Portal request application link and instructions may be used for NDL operators that are already in the DFHV database system listed as a driver under someone's company in which they do not own, and desire to create their own NDL company profile.

Instructions

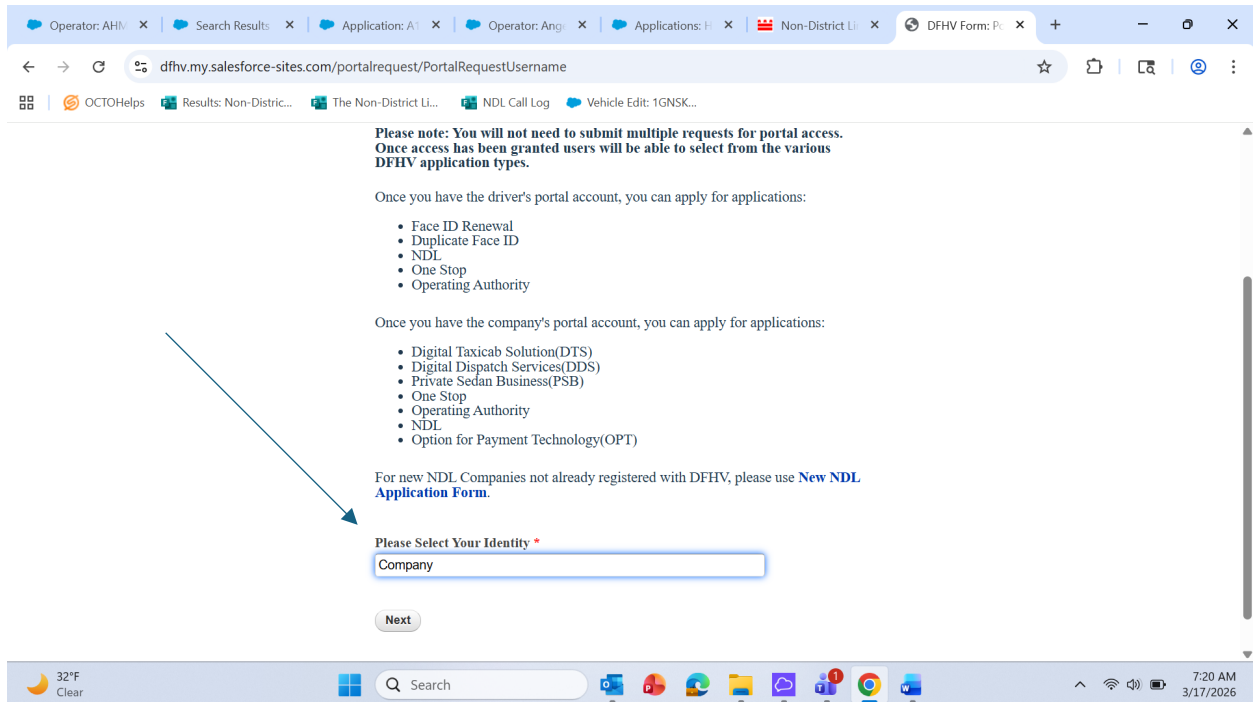
To start a new company application for existing NDL Operators that have not setup an NDL company with the Department of For-Hire Vehicles one must first go to “**DFHV Portal Request Application**” in the link below:

- <https://dfhv.my.salesforce-sites.com/portalrequest>

1. Enter your email address;
2. Enter your name;
3. Select “**Continue to New Portal Request;**”

The screenshot displays a web browser window with the URL dfhv.my.salesforce-sites.com/portalrequest. The page features the DC.gov logo at the top. Below the logo, the title "DFHV Form: Portal Request Application" is visible. There are two input fields: "Please Enter Your Email" and "Please Enter Your Name". At the bottom of the form, there are two buttons: "Check if you already have a portal account" and "Continue to new portal request". A blue arrow points to the "Continue to new portal request" button. The browser's taskbar at the bottom shows the system tray with a temperature of 32°F, a search bar, and various application icons. The system clock indicates 7:14 AM on 3/17/2026.

4. Scroll to the bottom of the page and select “**Company**” as the identity;
5. Click “**Next**,”



6. Enter “**Company Name**;”
7. Enter “**Phone Number**;”
8. Enter “**Email Address**;”
9. Enter “**Street Address**;”
10. Select the “**State**” from the drop down list;
11. Enter “**Postal Code / Zip Code**;”
12. Select “**NDL**” for “Type of Application;”
13. Select the “**Business License State** (DC, MD, or VA) (*This is the state of the for-hire authority*);”
14. Enter the “**Business License Number** (*This is the number on state for-hire authority or carrier number*);”
15. Enter the “**Point of Contact Information**:”
 - a. Last Name;
 - b. First Name;
 - c. Telephone Number; and

d. Email Address.

16. Select “**Yes**” for attestation (*By choosing the option 'YES' below, I acknowledge that all information supplied on this form and any attachments is complete and accurate to the best of my knowledge and belief.*)

17. Select “**Submit.**”

The screenshot shows a web browser window with the URL `dfhv.my.salesforce-sites.com/portalrequest/PortalRequestTypeSelection`. The browser has several tabs open, including 'Operator: AHV', 'Application: A1', 'Operator: Angi', 'Applications: H', 'Non-District Li', and 'DFHV Form: P'. The page content includes a form section titled 'Applicant/Company Information' with the following fields:

- Applicant/Company Name *
- Trade Name or dba
- Phone*
- Email*
- Street Address*
- City*
- State* (dropdown menu with '--None--' selected)
- Postal Code*

Below this section is a 'Type of Application*' dropdown menu. The Windows taskbar at the bottom shows the date and time as 8:26 AM on 3/17/2026, and the weather as 32°F Sunny.

This screenshot shows the same web browser window, but the form section 'Point of Contact Information' is visible. The 'Type of Application*' dropdown menu is now expanded, showing 'None' as the selected option. The 'Point of Contact Information' section includes the following fields:

- Last Name*
- First Name*
- Phone*
- Email*

Below these fields is an 'Acknowledgement' section with a blue highlighted text box containing the following text: "By choosing the option 'YES' below, I acknowledge that all information supplied on this form and any attachments is complete and accurate to the best of my knowledge and belief."

The Windows taskbar at the bottom shows the date and time as 8:26 AM on 3/17/2026, and the weather as 32°F Sunny.

Operator: AHV x Application: A1 x Application: A1 x Operator: Angi x Applications: f x Non-District Li x DFHV Form: Po x

dfhv.my.salesforce-sites.com/portalrequest/PortalRequestTypeSelection

OCTOHelps Results: Non-District... The Non-District Li... NDL Call Log Vehicle Edit: 1GNSK...

Point of Contact Information

Last Name*

First Name*

Phone*

Email*

Acknowledgement
"By choosing the option 'YES' below, I acknowledge that all information supplied on this form and any attachments is complete and accurate to the best of my knowledge and belief."

Attestation*
--None--

Submit

32°F Sunny Search 8:28 AM 3/17/2026

IMPORTANT!

After an approval email is received for the portal request application, the new company is then established.

- The new company portal user must submit an **“Add Vehicle”** application for a new vehicle that **is not** in the DFHV data system.
- If the vehicle is already listed in the DFHV database under a different company, the portal user must submit a **“Permit Replacement”** application. When submitting the permit replacement application the applicant must select **“Company”** as the reason for the permit replacement.
 - A renewal application may be required to activate the vehicle.