

How to Update Information for an NDL Company Profile

The designated portal user for an NDL company can “**Update Information**” in an NDL company profile to update and email address, telephone number, address, driver’s license, vehicle insurance, and vehicle registration.

The above information may be updated **after logging into the portal** and performing the steps as follows:

1. Update Email Address

- a. Select the “**Update information**” tab;
- b. From the dropdown list select “**Email Change;**”
- c. Enter the “**Driver ID**” for the Operator (*the Operator’s driver ID may be obtained by selecting the Operator’s tab and clicking the “Name” of the NDL Driver. The Driver ID should be listed on the left side of the page*);
- d. Enter the “**New Email Address;**” and
- e. Click “**Next.**”

2. Update Telephone Number

- a. Select the “**Update information**” tab;
- b. From the dropdown list select “**Phone Number Change;**”
- c. Enter the “**Driver ID**” for the Operator (*the Operator’s driver ID may be obtained by selecting the Operator’s tab and clicking the “Name” of the NDL Driver. The Driver ID should be listed on the left side of the page*);
- d. Enter the “**New Phone Number;**” and
- e. Click “**Next.**”

3. Update Address

- a. Select the “**Update information**” tab;
- b. From the dropdown list select “**Address Change;**”
- c. From the dropdown list select “**Company;**”
- d. Enter the “**New Street Address, City, State;**”

- e. Enter the “**County;**”
- f. Enter the “**Zip Code;**”
- g. Upload “**Proof of Residence;**” and
- h. Click “**Next.**”

4. **Update Driver’s License**

- a. Select the “**Update information**” tab;
- b. From the dropdown list select “**Driver’s License Update;**”
- c. Enter the “**Driver ID**” for the Operator (*the Operator’s driver ID may be obtained by selecting the Operator’s tab and clicking the “Name” of the NDL Driver. The Driver ID should be listed on the left side of the page*);
- d. Enter the “**Driver’s License Number;**”
- e. Enter the “**Driver’s License State;**”
- f. Enter the “**Driver’s License Expiration Date;**”
- g. Upload a copy of the “**New Driver’s License;**” and
- h. Click “**Next.**”

5. **Update Vehicle Insurance**

- a. Select the “**Update information**” tab;
- b. From the dropdown list select “**Vehicle Insurance Update;**”
- c. Enter the “**Vehicle Identification Number (VIN);**”
- d. Select the “**Insurance Company**” from the dropdown menu;
- e. Enter the “**Insurance Policy Binder Number;**”
- f. Enter the “**Insurance Expiration Date;**”
- g. Enter your “**Email Address;**”
- h. Upload a copy of the “**Proof of Insurance;**” and
- i. Click “**Next.**”

6. Update Vehicle Registration
 - a. Select the **“Update information”** tab;
 - b. From the dropdown list select **“Vehicle Registration Update;”**
 - c. Enter the **“Vehicle Identification Number (VIN);”**
 - d. Enter the **“Vehicle License Plate Number”** from the dropdown menu;
 - e. Enter the **“Registration Expiration Date;”**
 - f. Enter your **“Email Address;”**
 - g. Upload a copy of the **“Vehicle Registration;”** and
 - h. Click **“Next.”**