Data Use Representative (DUR) MNLARS Access and Queries Guide

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Access Request Process Overview

The following provides an overview of the process for requesting and granting access to the system for Data Use Representatives (DURs) and end users.

DUR Requests Access

1. DUR emails or faxes to DVS a signed Access Agreement form and a legible copy of driver license (DL) or state-issued identification card (ID).
2. DVS Data Practices reviews and accepts the documents or sends an email explaining the issue.
3. DVS sends email invitation to DUR which includes link to MNLARS online self-registration form and an alphanumeric token for an access unit.
4. DUR completes and submits the self-registration form.

DVS Reviews Access Request

5. DVS Data Practices verifies that the DUR DL/ID submitted matches the information entered on the self-registration form.
6. If approved, DVS will assign the Data Use Representative role and the DUR receives a system-generated email with username and link to MNLARS, and a second email with a temporary password. If registration is denied, then DVS will send reason and steps to correct the issue.

DUR Creates Password and Assigns Roles

7. DUR uses the login credentials provided to create new password and assign role(s) to him/herself. DUR can now set up and manage end users and conduct queries.

End User Requests Access

8. DUR sends email invitations with the Individual User Agreement form, link to self-registration form, and token to end users in an access unit.
9. End users complete and submit the agreement form and self-registration form and show their DLs/IDs to the DUR.
10. DUR reviews DLs/IDs and forms for accuracy. If the data is accurate, the DUR will assign the role(s) and accept the end user’s request. If the data in the self-registration form is not accurate, the DUR will reject the request and communicate with the end user to obtain and enter accurate information.
11. Once approved, end users receive a system-generated email with username and link to MNLARS, and a second email with a temporary password.

End User Creates Password

12. End users log into MNLARS with usernames and temporary passwords and create new passwords. They can now conduct queries.
MNLARS Access Requirements

DURs
For a DUR, getting access to MNLARS requires four things:

- Legible copy of DL or ID
- Signed Access Agreement form (a photocopy is acceptable)
- Completed online self-registration form
- Completed Data Privacy training

End Users
For an end user, getting access to MNLARS requires four things:

- DL or ID
- Signed Individual Agreement form
- Completed online self-registration form
- Completed Data Privacy training

Submit Data Privacy Information (DURs)

1. Send your signed Access Agreement form and legible copy of your DL/ID via email or fax to:
   - Email: dvs.dataservices@state.mn.us
   - Fax: 651-797-1205

Complete Online Request Form
The DL/ID and signed document will be reviewed and accepted by DVS Data Practices. If for any reason your request is denied, you will be notified via email with a reason for the denial.

Upon review and acceptance of your documentation, DVS will send you an email containing a link and a token for the self-registration form. You will use these to request access to the system. When you receive the email, complete the following steps:

1. Click the link or copy the link and paste it into your browser address bar.

2. Press **Enter**.
3. Copy the token you received in the email from DVS and paste it in the Invite Token field.
4. Fill out the fields. All fields are required except those marked Optional.
5. Select a security question from the drop-down menu.
6. Enter your answer in the Answer to Security Question field. You will need this answer to reset your password, should you forget it.
7. Read the Data Privacy Statement.
8. Click the checkbox indicating you have read and understand the Data Privacy Statement.
9. Click **Register**.
10. You will receive a message showing that your registration was submitted.
DUR Invites End Users

Once DVS has granted you access, you are ready to set up the other users in your access unit, following this process:

1. Send the end user an email invitation containing the link to the self-registration form for access to MNLARS and the token for the access unit.
2. The end user clicks on the link, fills out the online form, and submits it for your review.
3. You review for the form for accuracy and compare the information to the end user’s DL/ID, and accept the request if everything is correct. See the Review and Process Registration Requests section for more information.
4. Follow up to ensure the end user has received a username and temporary password and has created his or her own password.

Work With Multiple Access Units

If you need access to more than one access unit, you must request access to each unit separately. Each requires self-registration with a separate token to obtain access and you will use a different username and password for each access unit. This applies to DURs and end users.

Review and Process Registration Requests

For DUR requests, DVS must review and file the signed copy of the Access Agreement form. For end user requests, the DUR must review and file the signed copy of the Individual Agreement form.

1. In MNLARS, select **Review & Process Registration Requests** from the Administration menu.

1. Click on a name to select a request from the list.
2. Examine the DL/ID and verify that the information provided on the request form matches the name, date of birth, DL/ID number, and expiration date.

3. Select the appropriate role(s) for the user’s job duties. Note that the roles display based on the requirements of your access unit and may be different than what you see here.

**NOTE:** The Data Use Representative role should be assigned only to the DUR for the access unit. This assignment is made by DVS. DURs must assign themselves any other roles needed to perform their jobs.

4. Click **Approve Registration**. You must deny the registration if the user does not provide a valid DL/ID or the information in the request form does not match the DL/ID.
Access MNLARS and Create Password

After your request has been accepted, you will receive two emails. The first email contains the link to MNLARS and your system-generated username.

The second email contains a temporary password.

Follow these steps to access MNLARS and create a new password:

1. Use the URL provided in the emails or go to https://www.mnlarsmv.dps.mn.gov/
2. Enter your username and temporary password you received in the emails in the designated fields.
3. Click **Sign In**.

4. Enter the password you received via email in the Current Password field.
5. Enter a new password of your choosing in the New Password field. Note the password requirements.
6. Re-enter your new password in the Confirm Password field.
7. Click **Change Password**.
You are ready to sign in to MNLARS using your new password.

**Conduct a Query**

Use the steps below to conduct a query. Note that the search options available to you may be different than what you see below.

1. Select **Search for Vehicle** from the Query Services menu.

1. Click on a tab to select the type of search item you will use.
2. Enter the search item in the Search field.
3. Click **Search**.
4. Click the results to view the full record.

5. Click **Print** for a copy of the motor vehicle record.

**NOTE:** If you are required to pay for queries, this is the only time you can print the record without incurring additional fees. If you query for the same record again, you will be charged the full fee again.
Pay for Queries

Note: This section applies only to Pay per Query accounts. You may disregard this information if you are not required to pay for the queries your access unit makes.

All queries must be paid for by Midnight (12:00AM) each day. If you do not pay in full each day, you will not be able to conduct any queries until payment is made.

To pay for the day’s queries, complete the following steps:

1. Click the link to the cart next to your username. The link shows the number of queries made by the access unit and the total cost for those queries.

   ![Vehicle Search](image)

   **NOTE:** The same record was queried twice so the account was charged twice.

1. The cart opens and your queries are displayed.
2. Click **Check Out Now**.
NOTE: You have left MNLARS and are now on the US Bank payment site.

1. Enter your contact information.
2. Select a payment method. You can pay from a checking or savings account or a credit/debit card.
Credit/Debit Card

1. Enter the credit/debit card information.
2. Select a card billing address. If you want to use an address other than your card billing address, select Use a different address. Additional fields will display for you to enter another address.
3. Click Continue.

Checking or Savings

1. Enter the bank routing and account numbers.
2. Select an account type.
3. Click the checkbox to designate the account as a business account.
4. Click Continue.
5. Review the payment information for accuracy. Note the convenience fee. A 2.49% fee is charged on every credit card payment and a flat fee on every Automated Clearing House (ACH) payment.

6. Click **Confirm**.
7. A confirmation message displays. You can print the page for your records or make a note of the confirmation number listed at the top of the page.

8. Click **Continue**.

You are returned to the MNLARS Dashboard.

**Unpaid Carts**

If you do not make full payment each day, you will receive a message in MNLARS regarding payment when you log into the system.

1. Click **Pay**.

2. Follow the steps for payment as described in the previous section.

When your payment is confirmed, you will again be able to conduct queries.
Manage User Accounts

Once users (DURs and end users) have access, you may need to make changes to their accounts. Their roles may change, or you may need to remove a user’s access to the system.

1. Select **Manage User Accounts** on the Administration menu.

2. Click on a user name to display the user account information.

Change User Role Assignments

1. Select **Manage User Accounts** from the Administration menu.
2. Click on a user name to display the account information.
3. Select and deselect the role checkboxes in the Job Roles panel as needed.
4. Click **Save Changes**.

**Note:** If a user forgets his/her username, you can find it here.
Disable User Account Access

1. Select **Manage User Accounts** from the Administration menu.
2. Click on a user name to display the account information.

3. Select the **Disable account access** checkbox in the Account Information panel. If you need to re-enable a user’s account access, deselect the checkbox.

   **Note:** Simply deselecting all of the role checkboxes in the Job Roles panel does not disable the user's access to the system.

4. Click **Save Changes**.

Reset Password
1. Click the **Forgot your password?** link on the sign-in page.

2. Enter your username in the Username field.

3. Click **Send**. Password reset instructions will be sent to the email address you designated on your access request form.

4. Follow the instructions in the email. You will be asked to answer the security question you specified on your access request form.

**NOTE:** Contact the DUR if you forget your username.