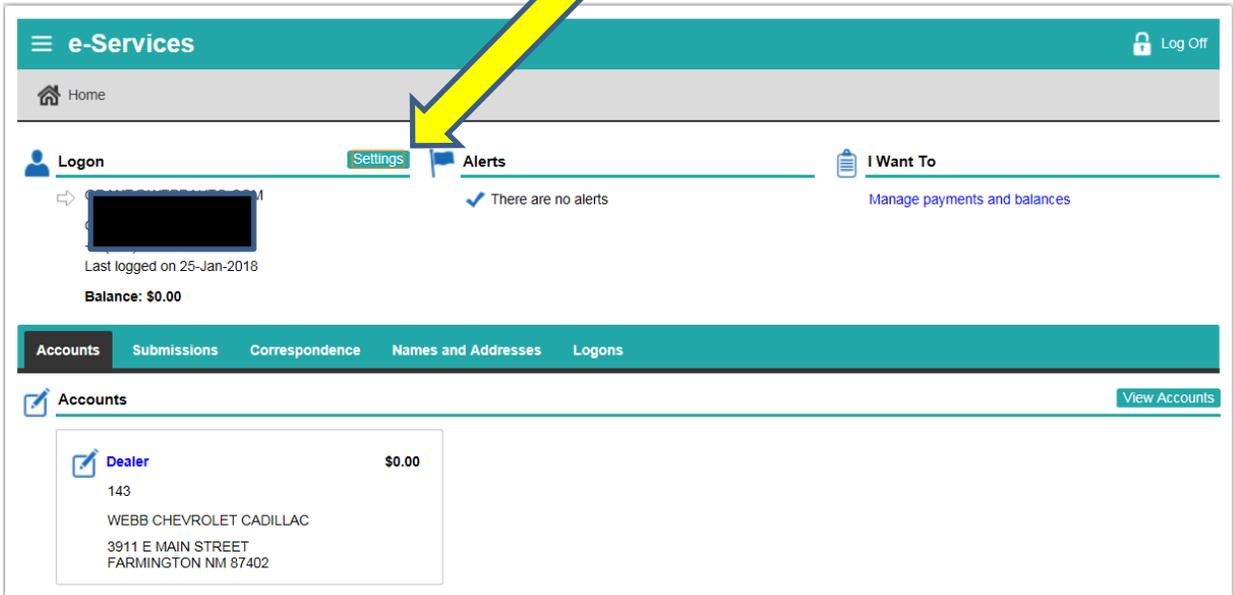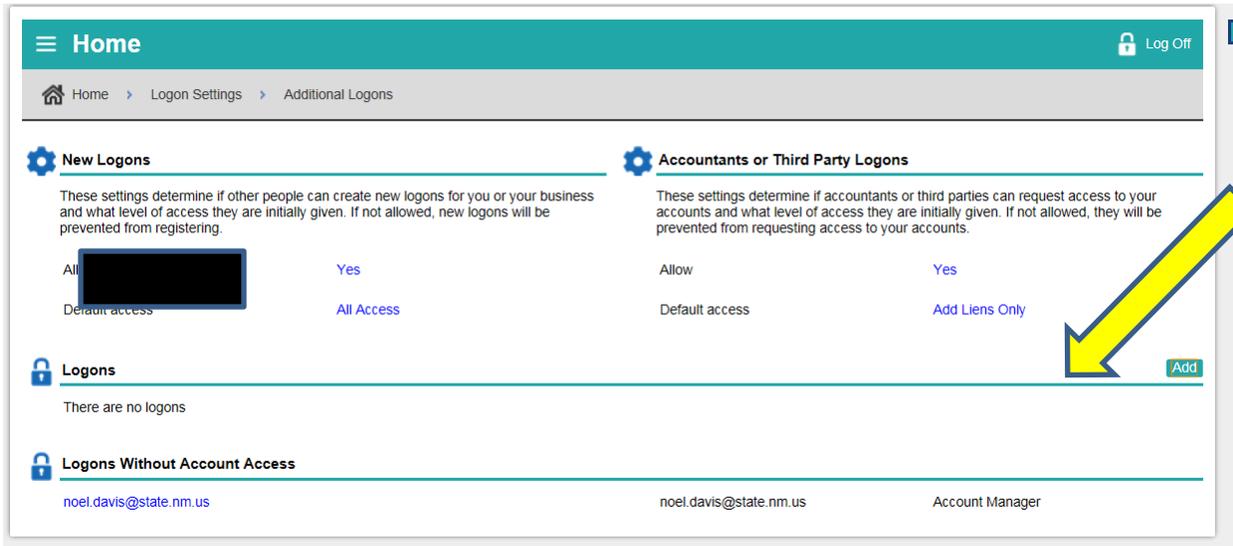Follow the steps below to add user & establish access for additional users in MyMVD. You must log in to your MyMVD account.

- Select the Setting button.
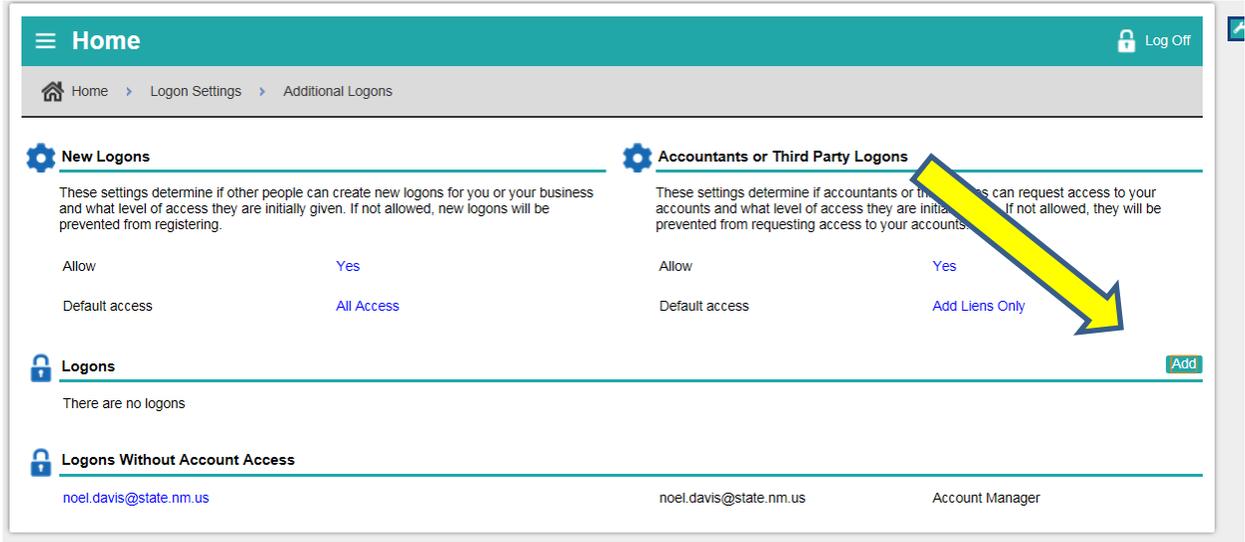

- Manage Additional Logons hyperlink

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- "Add" action button.

- Complete necessary information and save. This will create the user and provide a hyperlink to the individual user account.
    - Log on will be the users email address.
    - Type of Access. Account Manager, Additional login, Fleet manager, Administrator.
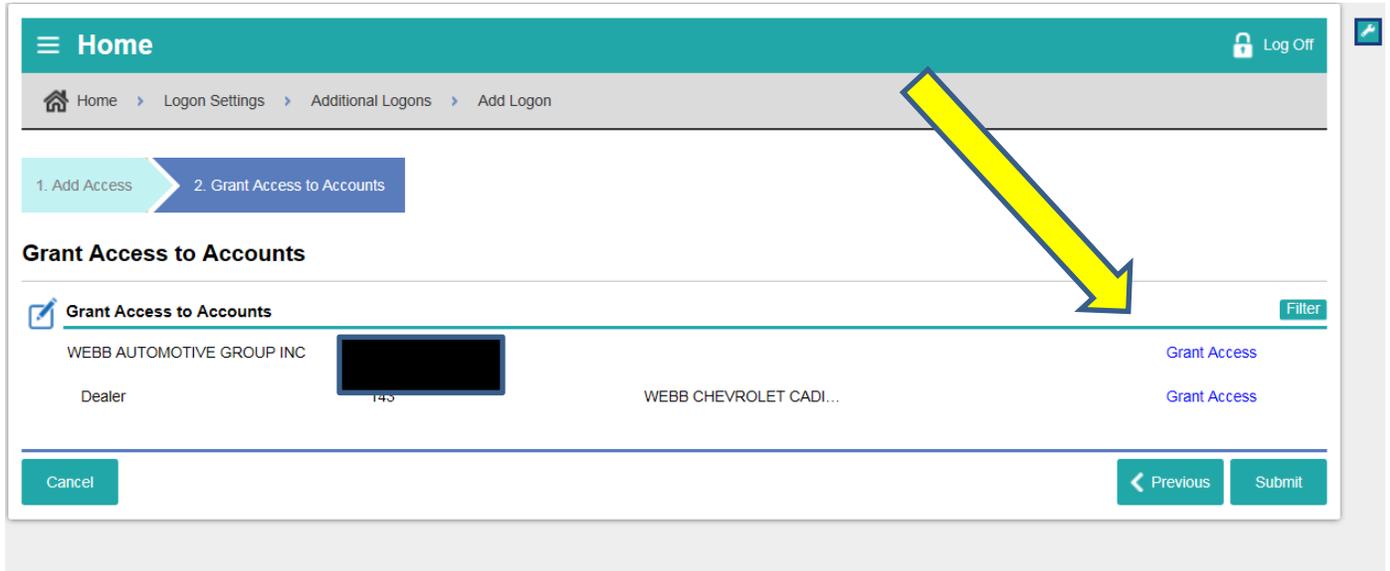
Revised 1/25/2018
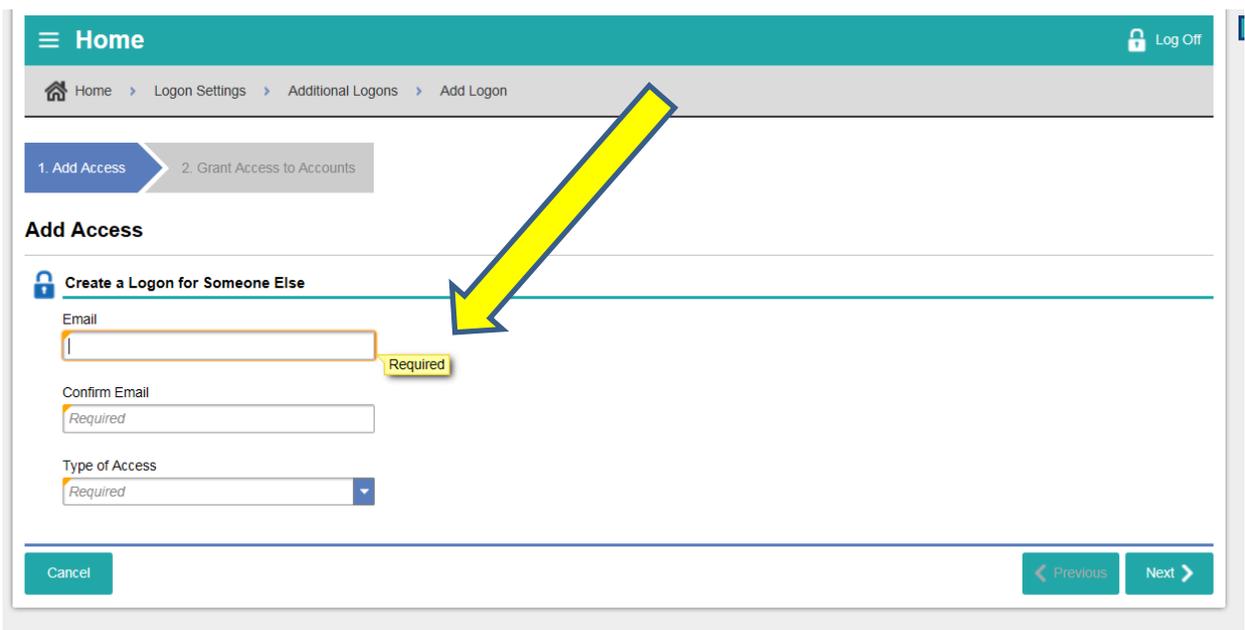
- Grant Access to the user, this will open another screen. You will have to grant access to both the customer account and the individual account (dealer, auto recycler or partner account). The individual account allows the user to submit dismantlers (auto recycler), renew the license, etc.

- You will have to grant access to both the customer account and the individual account (dealer, auto recycler or partner account)

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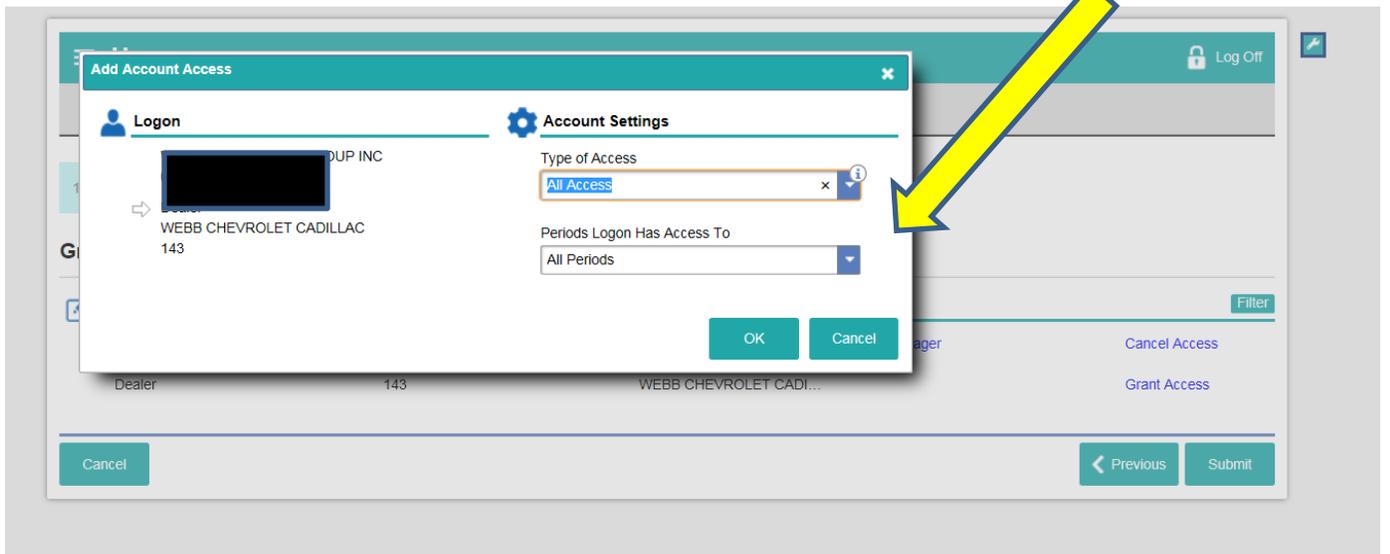
- Click submit once this is complete.

- New user will receive an email to finalize the process.
- Use the Home hyperlink to return to the Home screen.

Managing Account Access

- Select the user name hyperlink to manage Account access permissions.

- Select the email account hyper link.   This account which user will need access (Example below shows a dealer), you could have multiple accounts).
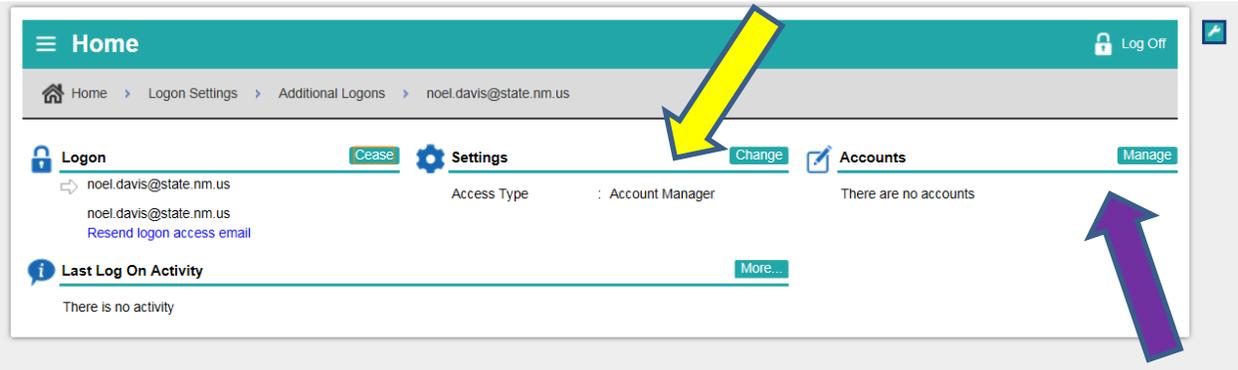

  o Select the account(s) which user will need access.

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Setting User Access & Permissions:

Customer VS Account Access

There are two different types of user access. Customer level (Yellow Arrow- first screen on log in and account level (Purple Arrow- dealer, auto recycler or Partner account).

Account Level (Dealer, Auto Recycler) User Access & Permissions

- All Access- click the MORE button for additional options.

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