



UTAH DEPARTMENT OF COMMERCE

Division of Corporations and Commercial Code

How to Set up a UtahID and Create an Account in the State of Utah's Business Registry System



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LOGIN

Welcome to Utah Department of Commerce - Division of Corporations and Commercial Code - Business Registration System.

[Click to log on with Utah-ID](#)

Additional Options

[Authenticate Certificate](#)

[Search Business Entity Records](#)

[Name Availability](#)

[Help Guide to Navigate the New System](#)

To access the State of Utah's business registry system you will go to:

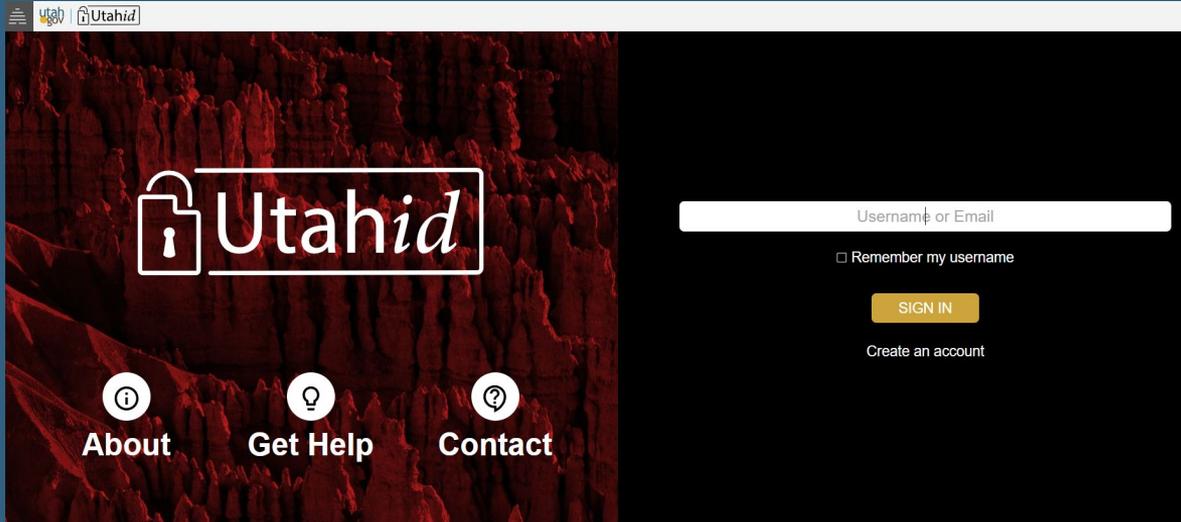
<https://businessregistration.utah.gov/>

You will then “Click to log on with Utah-ID,” which will redirect you to the UtahID login page.



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If you already have a UtahID account you will enter your user name, or associated email address, and click “Sign In.”

If you haven’t created a UtahID account you will click “Create an Account.”

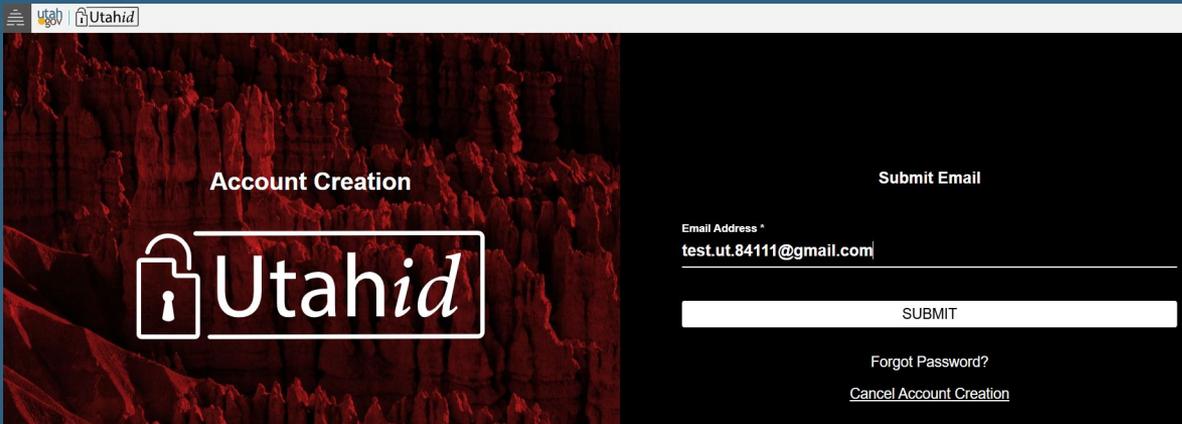


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After selecting “Create an Account,” you will then be prompted to enter a valid email address.

Once that information has been entered you will click “Submit.”

A screenshot of the Utahhid account creation page. The page has a dark background with a red, textured pattern on the left side. The Utah logo and "Utahid" text are in the top left corner. The main heading is "Account Creation". Below it is the Utahhid logo, which consists of a padlock icon and the word "Utahid" in a stylized font. To the right, there is a "Submit Email" section. It includes a label "Email Address *", a text input field containing "test.ut.84111@gmail.com", a "SUBMIT" button, a "Forgot Password?" link, and a "Cancel Account Creation" link.

Utah | Utahid

Account Creation



Submit Email

Email Address *

test.ut.84111@gmail.com

SUBMIT

[Forgot Password?](#)

[Cancel Account Creation](#)



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You will then validate the email address.

A six digit code will be sent to the email address provided.

Enter the code and click “Submit.”

The screenshot shows a web browser window with the UtahID logo in the top left corner. The page has a dark background with a red, textured image of a canyon wall on the left. The text "Account Creation" is displayed in white. The UtahID logo, consisting of a padlock icon and the word "Utahid", is prominently featured. On the right side, the heading "Validate Email" is centered. Below it, a message states: "An email has been sent to the email address you provided. Please enter the code from the email into the space below to continue creating your UtahID account." A text input field contains the code "102428". Below the input field is a white "SUBMIT" button. At the bottom, there are two links: "Forgot Password?" and "Cancel Account Creation".



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You will then be prompted to enter your user details.

You will enter your first and last name, and choose a username.

Once that information has been entered you will click “Submit.”

The screenshot shows a web browser window with the Utah Department of Commerce logo in the top left corner. The main content area has a dark red background with a mountain range. On the left, the text "Account Creation" is displayed above the "Utahid" logo, which consists of a white outline of a padlock and the word "Utahid" in a white serif font. On the right, a white form titled "Enter User Details" is overlaid. The form contains three input fields: "First Name *" with the value "Test", "Last Name *" with the value "Utah", and "Username *" with the value "test.ut.84111". Below these fields is a white "SUBMIT" button.



You will then choose a password.

Passwords must adhere to the following:

- Must be between 8 and 128 characters long.
- Must not contain your name, username, etc.
- Must use at least 3 different character types
 - Uppercase
 - Lowercase
 - Number
 - Special Character

A screenshot of the Utahid account creation interface. The background is a dark red, textured image of a canyon. On the left, the text "Account Creation" is displayed above the Utahid logo, which consists of a white padlock icon and the word "Utahid" in a white, stylized font. On the right, a "Create Password" form is shown. It includes a "Password *" field with a strength indicator (eye icon) and a note "Must contain at least 8 characters". Below this is a "Password Requirements" box with a list of criteria: "Must be between 8 and 128 characters long." (checked), "Must not contain your name, username, etc." (checked), and "Must use at least 3 different character types:" (unchecked). Under the third requirement, there are four sub-items: "Uppercase" (unchecked), "Lowercase" (unchecked), "Number" (unchecked), and "Special" (unchecked). At the bottom of the form is a "Confirm Password *" field and a "SUBMIT" button.

Once you have selected your password you will confirm it and click “Submit.”



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A screenshot of the UtahID sign-in page. The page has a dark background with a red, textured image of a canyon on the left. The UtahID logo is prominently displayed in the center-left. On the right, there is a sign-in form with a white input field containing the text "test.ut.84111". Below the input field is a checkbox labeled "Remember my username". A yellow "SIGN IN" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Create an account". The browser's address bar at the top shows "utah.gov" and "Utahid".

utah.gov Utahid

Utahid

test.ut.84111

Remember my username

[SIGN IN](#)

[Create an account](#)

You will then be redirected to the UtahID sign in page.

You will enter your username or email address and click “Sign In.”



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You will then enter the password you created, or you will enter your existing password, and click “Continue.”

The screenshot shows the Utahid login interface. On the left, there is a large graphic with the Utahid logo (a padlock icon) and the word "Utahid" in a white serif font, set against a background of red rock formations. On the right, there is a dark grey login form. At the top left of the form is the text "Password". Below it is a password input field containing ten dots. To the right of the field is a small eye icon. Below the input field is a white "Continue" button. Underneath the button are two links: "Forgot password?" and "Start Over".



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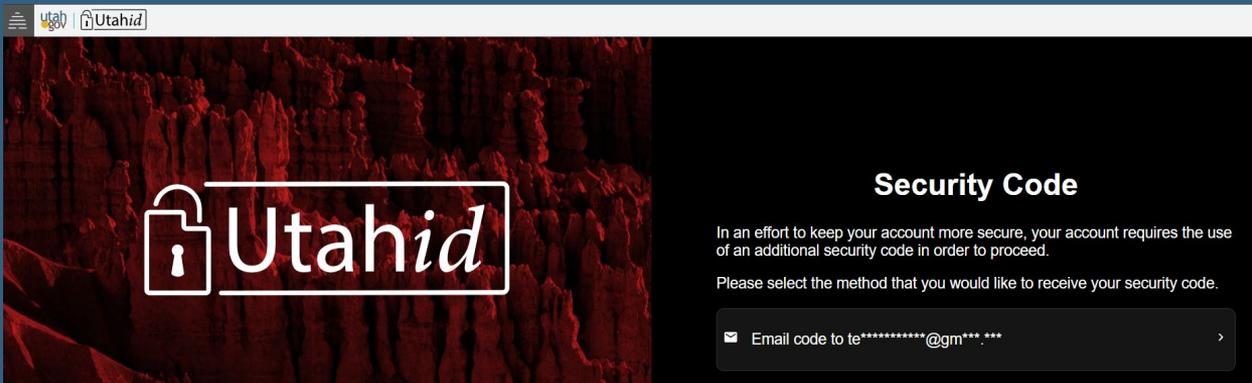
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You will then be required to authenticate your credentials.

A security code will be sent to the email address associated with your UtahID account.

Note: You can add multi-factor authentication (i.e. alternate email address, personal mobile number, and/or work mobile number) under the security tab on the UtahID dashboard.

<https://id.utah.gov/profile/security>

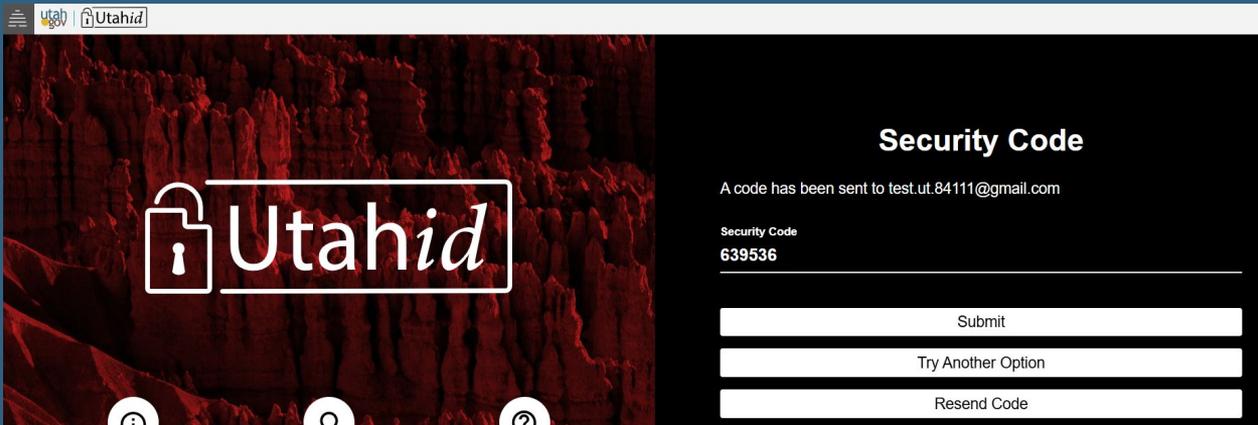


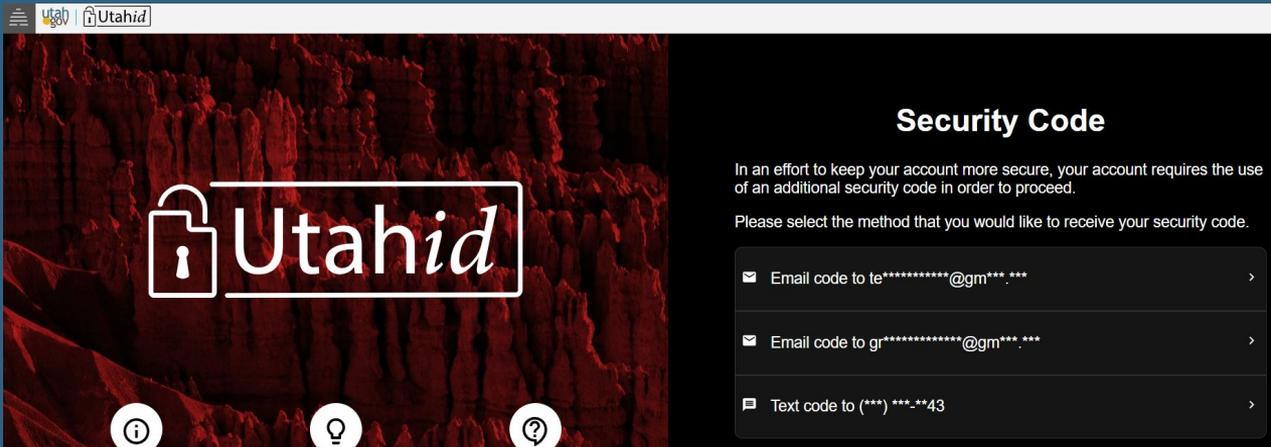


You will then enter the code that was sent to your email address and click “Submit.”

If you didn’t receive a code you can click on “Resend Code.”

If you have setup multi-factor authentication the code can be sent to an alternate email address, personal mobile number, and/or work mobile number by clicking “Try Another Option.”





In this example, the customer has set up an alternate email address as well as a personal cell phone number. By doing so, they can have the code sent to one of the other two options.



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1 Provide Your Information 2 Enter Login Details 3 Done

ENTER YOUR PERSONAL DETAILS

First Name:* Middle Name:

Last Name:* Suffix:

Organization Name:

ENTER YOUR MAILING DETAILS

Address Line 1:* Address Line 2:

Country:* Zip Code:*

City:* State:*

ENTER YOUR CONTACT DETAILS

Email Address:* Phone Number:*

Re-enter Email Address:*

Once you have completed authentication you will be redirected back to the state of Utah's business registry system.

If it is your first time logging in you will be required to enter your personal details and click "Continue."

Note: all fields with an asterisk (*) are required.



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The screenshot shows a user dashboard for the Utah Department of Commerce. On the left is a dark purple sidebar with a navigation menu containing: MY PROFILE, MANAGE ENTITIES & AUTHORITY, SEARCH, FILE ON AN EXISTING BUSINESS, ANNUAL REPORT / RENEWAL, FORMATIONS & REGISTRATIONS, NAME RESERVATIONS / REGISTRATIONS, and COPIES AND CERTIFICATES. The main content area has a dark purple header with a close button (X), the Utah Department of Commerce logo, and navigation links for home, notifications, a shopping cart with two items, CONTACT US, and LOGOUT. Below the header, the main content is titled "Test Utah" and includes the text "Here's what you need to know today!". There are four white cards with blue accents: "0 Filings In-Progress", "0 Orders Completed", "0 Open Tickets", and "0 Online Resubmission Filings". Below these is a "Business Search" input field. At the bottom, there are eight dark purple buttons with white text and dropdown arrows, arranged in two columns: NOTIFICATIONS, RECENT FILINGS, RECENT PAYMENTS, HELPDESK TICKETS, FILINGS IN PROGRESS, CORRESPONDENCE, MY BUSINESSES, and ONLINE RESUBMISSION FILINGS.

You will then be redirected to your dashboard.



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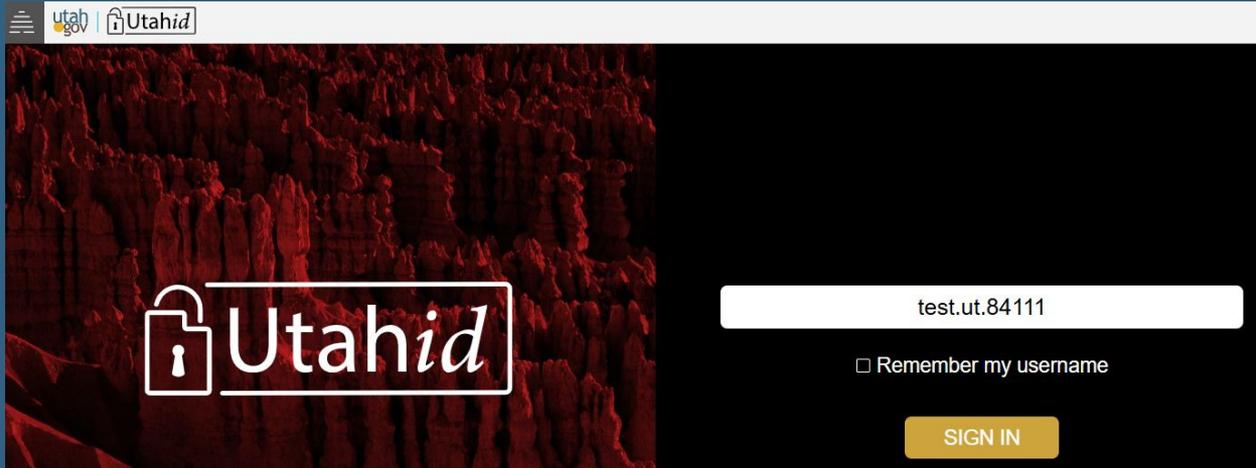
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Instructions on how to Obtain a New Password for an Existing UtahID Account



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A screenshot of the Utah.gov login page. The page has a dark blue background with a red, textured image of a mountain range on the left. In the top left corner, there is a "utah.gov" logo and a "Utahid" logo. The main content area features a white input field containing the text "test.ut.84111". Below the input field is a checkbox labeled "Remember my username". At the bottom right of the form is a yellow "SIGN IN" button. On the left side of the page, there is a large "Utahid" logo with a padlock icon.

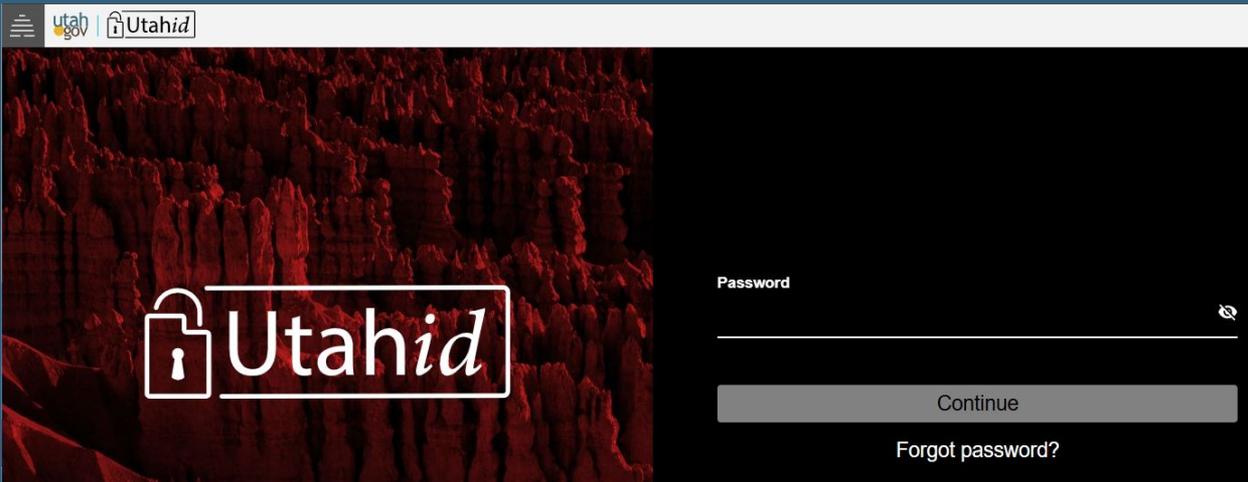
If you have a UtahID but cannot recall your password here are instructions on how to obtain a new one.

First you will enter either your username or email address associated with the UtahID account in question and then you will click “Sign In.”



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A screenshot of the Utah.gov login page. The page has a dark blue background with a red, textured image of a mountain range on the left. The Utah.gov logo is in the top left corner. The main content area is black. On the left, there is a white outline of a padlock icon followed by the word "Utahid" in a white, stylized font. On the right, there is a "Password" label above a white input field. Below the input field is a grey "Continue" button. At the bottom, there is a link that says "Forgot password?".

utah.gov | Utahid

Utahid

Password

Continue

[Forgot password?](#)

You will then be prompted to enter your password.

In this scenario we cannot remember the password associated with this UtahID account, so you will click “Forgot Password.”



The screenshot shows the UtahID Password Reset page. The background is a dark red, textured image of a canyon. On the left, there is a white outline of a padlock with the word "Utahid" in a white, lowercase, sans-serif font next to it. Below this, there are three circular icons: an information icon (i), a lightbulb icon, and a question mark icon. At the top left, there are navigation icons: a hamburger menu, the Utah state logo, and the UtahID logo. The main content area is white and contains the following text and form fields:

Password Reset

We need to collect several pieces of information from you before you can reset your password.

Username/Email
test.ut.84111

Last Name
Utah

Continue

You will then be prompted to enter your username or email associated with your UtahID and your last name.

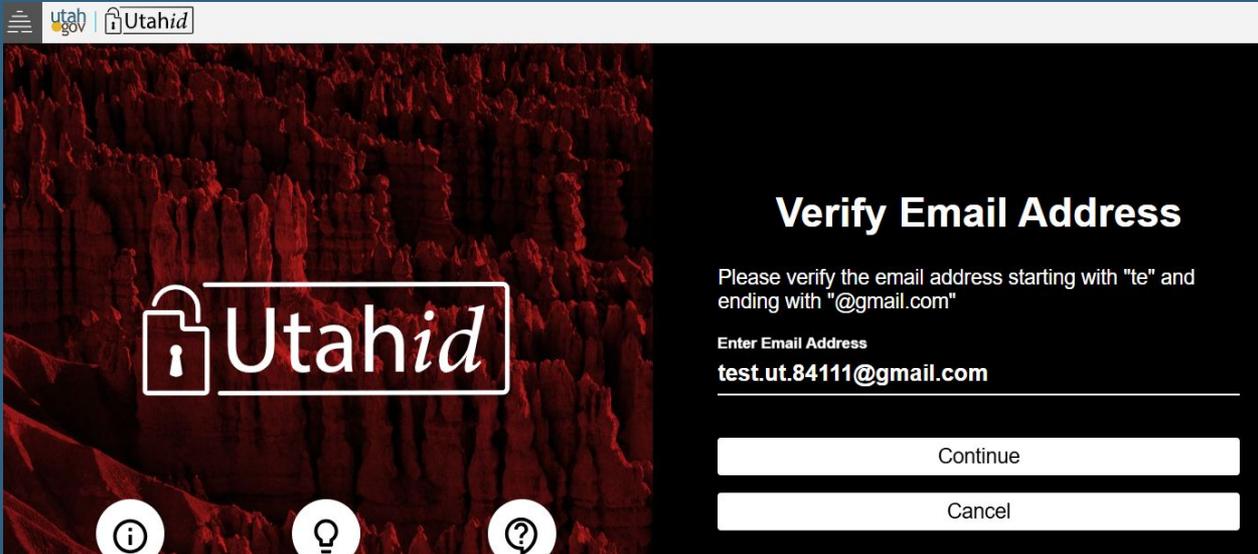
Once you have entered that information you will click “Continue.”



You will then be prompted to have a security code sent to the email address associated with the UtahID account.

Note: If you have setup multi-factor authentication the code can be sent to an alternate email address, personal mobile number, and/or work mobile number by clicking on one of the other options.

The screenshot shows the UtahID Security Code screen. At the top, there is a navigation bar with the Utah logo and the text "Utahid". Below this is a large image of a red rock formation. In the center, there is a white outline of a padlock with the word "Utahid" written in a white serif font next to it. At the bottom, there are three circular icons: an information icon labeled "About", a lightbulb icon labeled "Get Help", and a question mark icon labeled "Contact". On the right side, there is a white box with the heading "Security Code" and the text: "In an effort to keep your account more secure, your account requires the use of an additional security code in order to proceed." Below this, it says "Please select the method that you would like to receive your security code." There are three options listed in a dark grey box with white text and right-pointing chevrons: "Email code to te*****@gm***.***", "Email code to gr*****@gm***.***", and "Text code to (***) ***-***43".



It will then have you verify the method of delivery as to where the code will be sent.

Once entered you will click "Continue."



The screenshot shows the Utahid Security Code page. At the top left, there is a navigation menu icon and the text "utah | Utahid". The background is a dark red, textured image of a canyon. On the left side, there is a white outline of a padlock with the word "Utahid" written in a white, cursive font next to it. Below this, there are three circular icons: an information icon (i), a lightbulb icon, and a question mark icon. On the right side, the text "Security Code" is displayed in a bold, white font. Below it, a message states "A code has been sent to test.ut.84111@gmail.com". Underneath, the text "Security Code" is followed by the code "633574". At the bottom, there are three white buttons with black text: "Submit", "Try Another Option", and "Resend Code".

You will then enter the code that was sent to your email address and click “Submit.”

If you didn’t receive a code you can click on “Resend Code.”

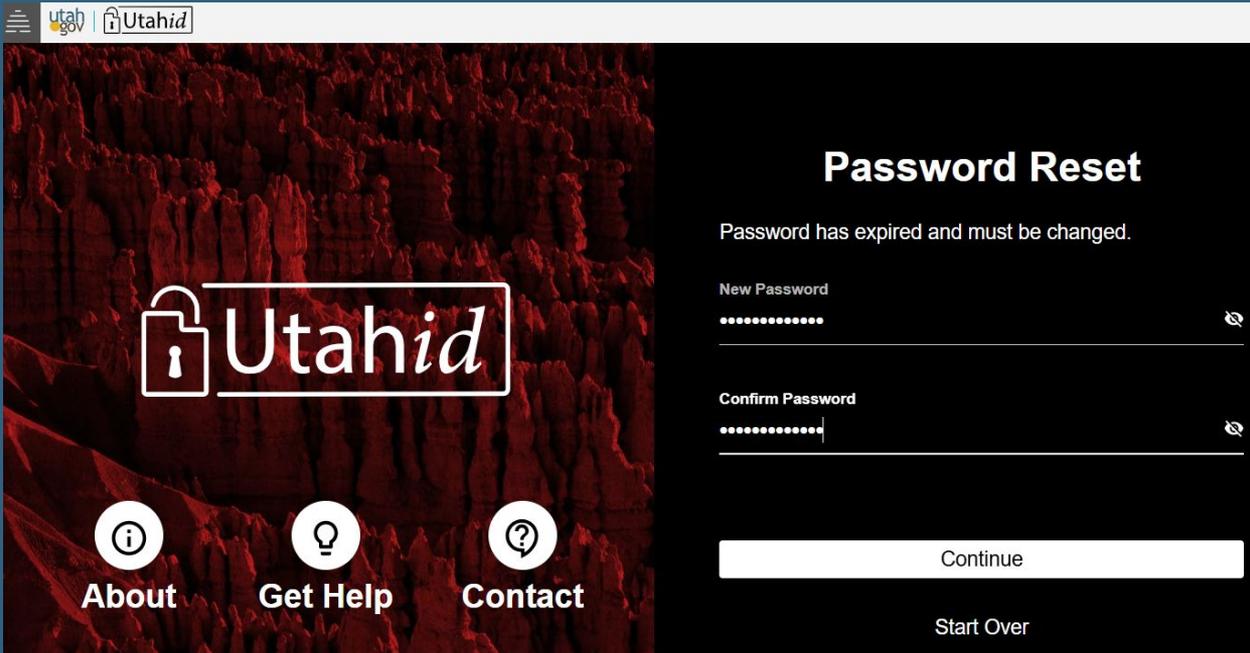


You will then create a new password.

Passwords must adhere to the following:

- Must be between 8 and 128 characters long.
- Must not contain your name, username, etc.
- Must use at least 3 different character types
 - Uppercase
 - Lowercase
 - Number
 - Special Character

Once you have selected your password you will confirm it and click “Continue.”





A screenshot of the UtahID dashboard. The page has a dark blue background with a red and orange abstract pattern on the left side. The top navigation bar includes the Utah.gov logo, the UtahID logo, and a "Hello, [user]" greeting. The main content area is titled "Account Information" and contains a welcome message: "Hello, Test. The Account Information page contains information about your account and your identity." Below this is a note: "Please be sure to keep your information current." A section titled "UtahID" contains a list of account details: Username (test.ut.84111), Email Address (test.ut.84111@gmail.com), Alternate Email Address (gregoreescott81@gmail.com), and Account Type (public). A left sidebar menu lists "Dashboard", "Profile", "Account Information" (highlighted), "Work Information", "Home Information", and "Security".

You will then be redirected to your UtahID dashboard.

If you are trying to access the state of Utah's business registry system you will go here:

<https://businessregistration.utah.gov/>



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If you are experiencing issues specific to logging into your UtahID account please call the Division of Technology Services (DTS) at (800) 678-3440 or online at: <https://dts.utah.gov/idhelp/>

If you are able to log into your UtahID, but are having issues accessing the state of Utah's business registry system please contact our office at (801)530-4849.