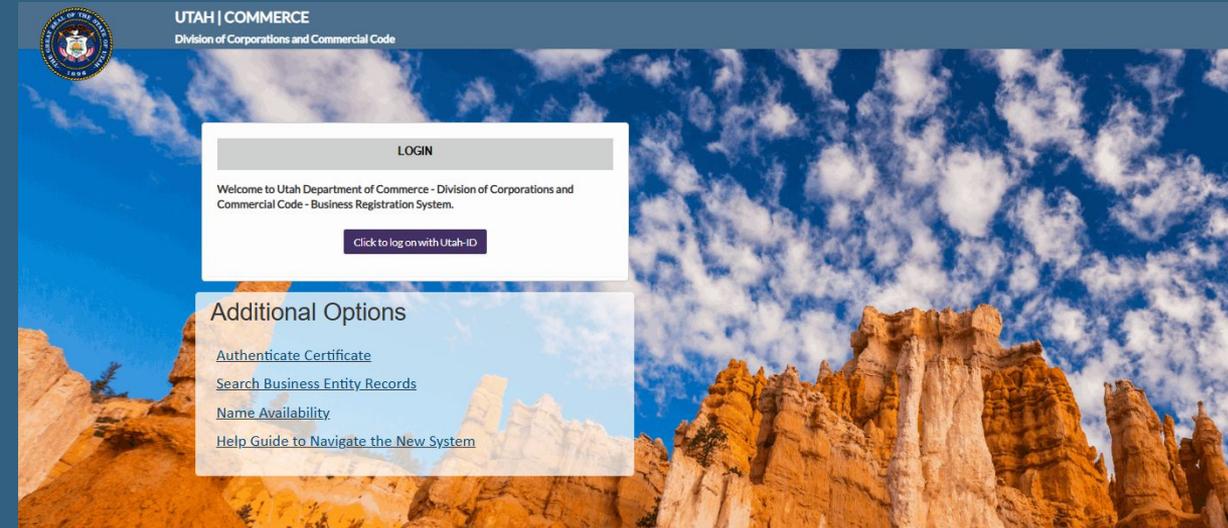


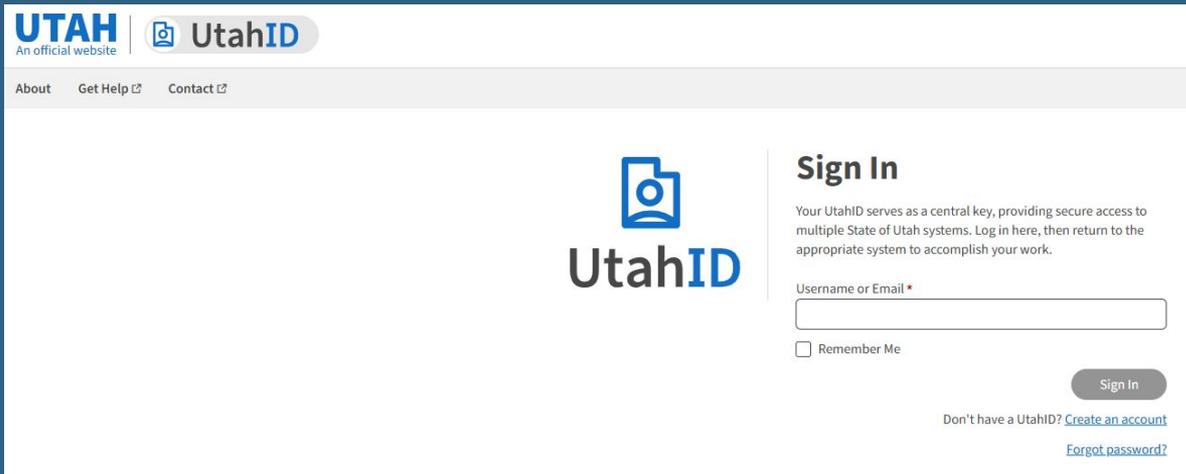
# How to Set up a UtahID and Create an Account in the State of Utah's Business Registry System



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.



The screenshot shows the UtahID Sign In page. At the top left, there is the Utah logo with the text "An official website" and the UtahID logo. Below this is a navigation bar with links for "About", "Get Help", and "Contact". The main content area features the UtahID logo on the left and a "Sign In" section on the right. The "Sign In" section includes a description of the service, a text input field for "Username or Email", a "Remember Me" checkbox, and a "Sign In" button. At the bottom of the "Sign In" section, there are links for "Create an account" and "Forgot password?".

**UTAH**  
An official website

**UtahID**

About Get Help Contact

**UtahID**

**Sign In**

Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.

Username or Email \*

Remember Me

Sign In

Don't have a UtahID? [Create an account](#)

[Forgot password?](#)

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.”

Enter Email 1/5

## Create a UtahID Account

Establish secure and reliable access to Utah's official online services. Your Utah ID account provides a streamlined experience, ensuring efficiency, security, and accountability in every interaction with state services.

Email Address \*

[Submit](#)

**For uninterrupted UtahID access:**

**Personal accounts:**  
Use a personal email. Add a backup personal email if using a work email.

**Business accounts:**  
Use a company email, not an employee's personal email. Add a backup email for recovery.

[Cancel Account Creation](#)

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.”

Validate Email

2/5

## Validate Email

A code has been sent to the email address you provided. Codes typically arrive within 5 minutes, and are valid for 15 minutes.

Please enter the code from the email into the space below to continue creating your UtahID account.

Code \*

Submit

[? Where is my Code?](#)

[Cancel Account Creation](#)

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.”

Enter User Details 3/5

## User Details

First Name \*

Last Name \*

Username \*

- Username must be unique
- Cannot contain characters: /, @
- Max length 64 characters
- Cannot contain underscore

[Submit](#)

[Cancel Account Creation](#)

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.”

Create Password 4/5

## Create Password

Password \*

Show password

**Password Requirements**

- ✗ 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

Confirm Password \*

true

[Submit](#)

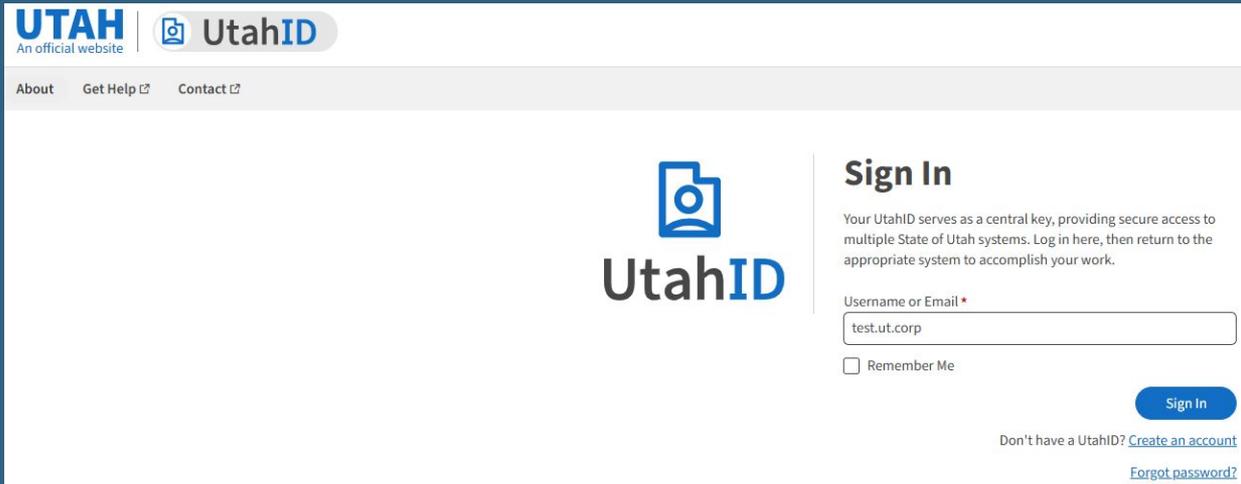
[Cancel Account Creation](#)

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

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



The screenshot shows the UtahID sign-in page. At the top left, there is a logo for 'UTAH An official website' and 'UtahID'. Below the logo, there are navigation links: 'About', 'Get Help', and 'Contact'. The main content area features the UtahID logo on the left and a 'Sign In' section on the right. The 'Sign In' section includes a description of UtahID, a text input field for 'Username or Email' containing 'test.ut.corp', a 'Remember Me' checkbox, and a blue 'Sign In' button. At the bottom of the sign-in section, there are links for 'Don't have a UtahID? Create an account' and 'Forgot password?'.

**UTAH** | **UtahID**  
An official website

[About](#) [Get Help](#) [Contact](#)



## Sign In

Your UtahID serves as a central key, providing secure access to multiple State of Utah systems. Log in here, then return to the appropriate system to accomplish your work.

Username or Email \*

Remember Me

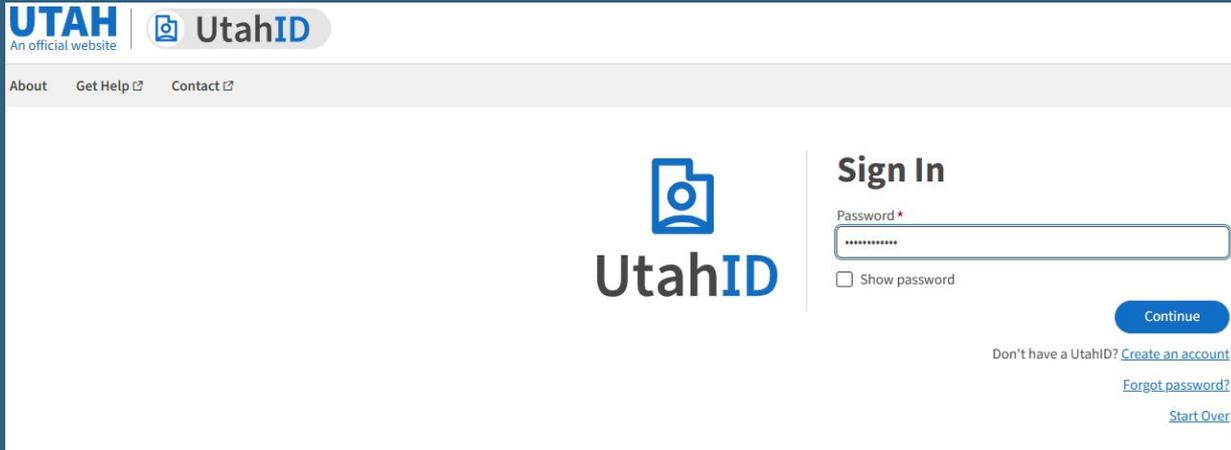
[Sign In](#)

Don't have a UtahID? [Create an account](#)

[Forgot password?](#)

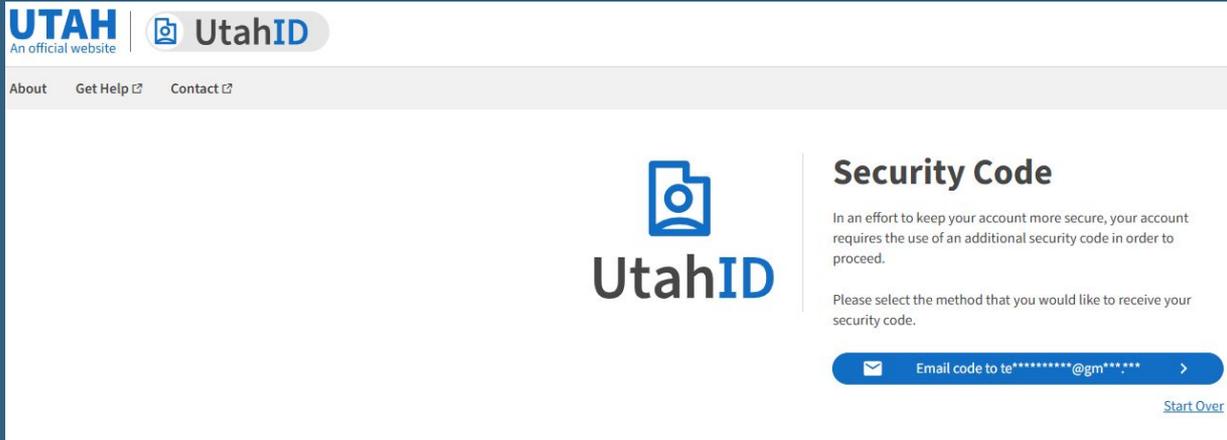
You will then be redirected to the UtahID sign in page.

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



The screenshot shows the UtahID Sign In page. At the top left, there is the 'UTAH' logo with the tagline 'An official website' and the 'UtahID' logo. Below this is a navigation bar with links for 'About', 'Get Help', and 'Contact'. The main content area features the UtahID logo on the left and a 'Sign In' section on the right. The 'Sign In' section includes a 'Password \*' label, a password input field containing eight asterisks, and a 'Show password' checkbox. A blue 'Continue' button is positioned below the input field. At the bottom of the 'Sign In' section, there are three links: 'Don't have a UtahID? [Create an account](#)', '[Forgot password?](#)', and '[Start Over](#)'.

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



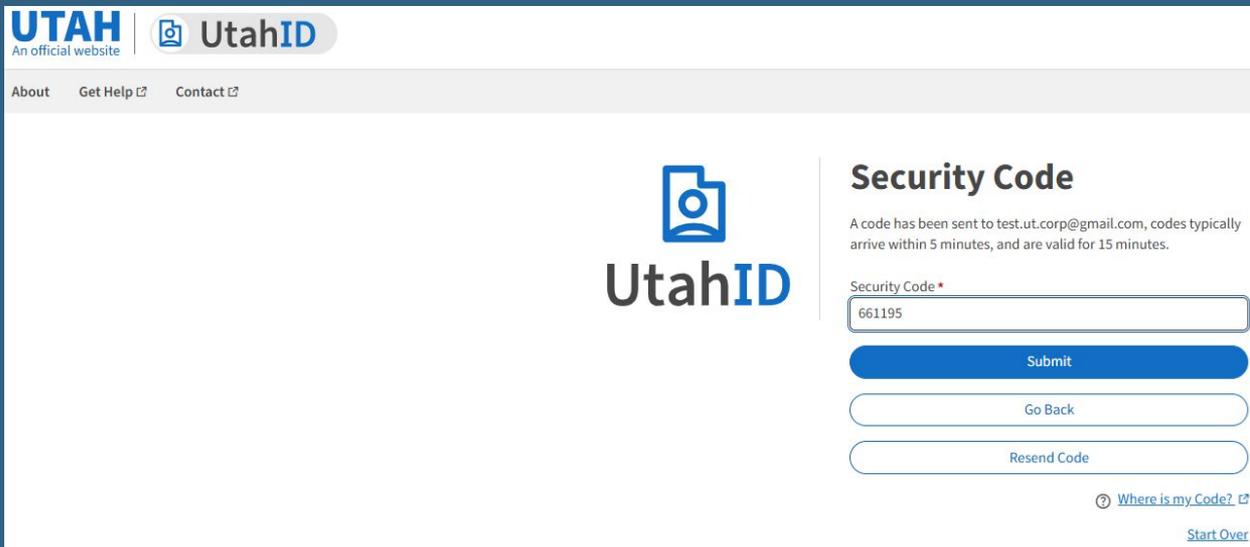
The screenshot shows the UtahID website interface. At the top left, there is the Utah logo with the text "An official website" and the "UtahID" logo. Below this is a navigation bar with links for "About", "Get Help", and "Contact". The main content area features the UtahID logo on the left and a "Security Code" section on the right. The "Security Code" section contains the following 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 is a blue button with an envelope icon and the text "Email code to te\*\*\*\*\*@gm\*\*\*\*\*" followed by a right-pointing arrow. At the bottom right of the "Security Code" section, there is a link labeled "Start Over".

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>



The screenshot shows the UtahID Security Code verification page. At the top left, there is a navigation bar with the Utah logo and the text "UtahID An official website". Below this, there are links for "About", "Get Help", and "Contact". The main content area features the UtahID logo on the left. On the right, the heading "Security Code" is followed by a message: "A code has been sent to test.ut.corp@gmail.com, codes typically arrive within 5 minutes, and are valid for 15 minutes." Below this message is a text input field labeled "Security Code" with a red asterisk, containing the value "661195". Underneath the input field are three buttons: "Submit" (a solid blue button), "Go Back" (a white button with a blue border), and "Resend Code" (a white button with a blue border). At the bottom right of the form area, there is a link with a question mark icon: "Where is my Code?". Below the entire form area is a "Start Over" link.

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.”

**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\*:

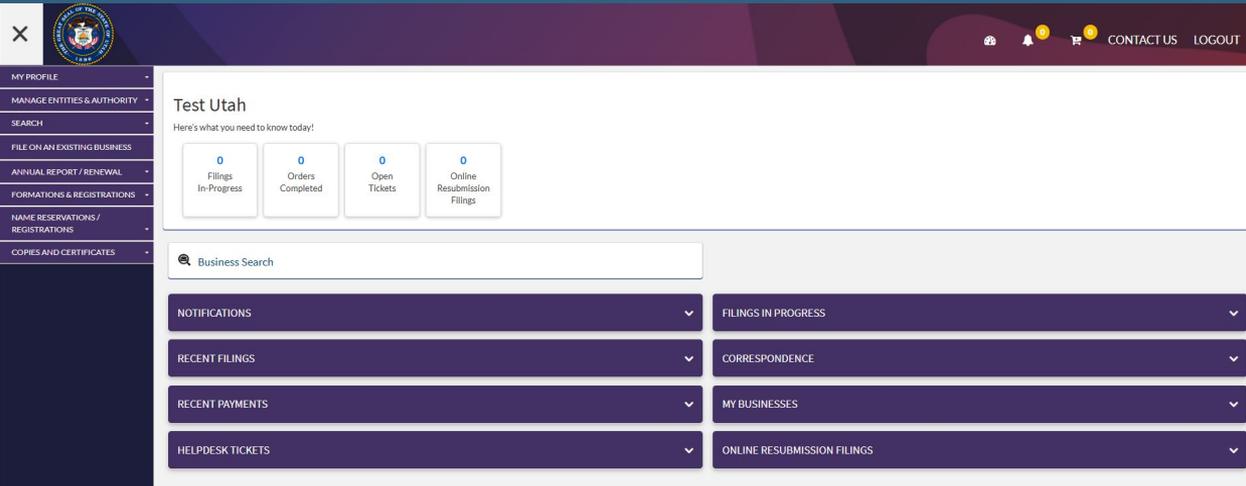
Re-enter Email Address\*:

Once you have completed authentication you will be redirected back to the state of Utah’s business registry system. If you are not redirected please go to:

[businessregistration.utah.gov](https://businessregistration.utah.gov)

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.



The screenshot shows a user dashboard for 'Test Utah'. The top navigation bar includes a search icon, the Utah Department of Commerce logo, and links for 'CONTACT US' and 'LOGOUT'. A left sidebar contains a menu with categories like '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 features a 'Test Utah' header, a sub-header 'Here's what you need to know today!', and four summary cards: '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 expandable menu items: '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.

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.