



ORBA

Driver Licence Check User Guide

Version Date: January 2025



Thank you for subscribing to this important ORBA member service. Subscribers are notified four times a year of any change in licence status for any of their drivers. Plus, subscribers can order MTO 3-year Driver Abstracts at any time during the year at less cost and with more convenience than through other channels. This User Guide explains how to load your driver roster, add, edit, or delete driver information, and order MTO abstracts.

How to Log On

1. Go to: <https://licencestatuscheck.orba.org/> and Click on "Login"
2. Enter Username and Password
3. Read and Accept "Agreement & Conditions of Use"

****** This new portal has a new feature on the login page. Use "Forget Password" if you forget. The first time you login into the new site, you will be asked to reset your password.**

How to Load Driver Information Individually

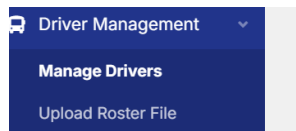
1. Click on "Driver Management"
2. Click on "Manage Drivers"
3. Click on "Add Driver" at the right of the screen
4. Enter driver information (don't include any spaces or hyphens in the licence number)

How to Load Driver Information Using Roster File Upload

You can upload your driver roster electronically using Excel file format .csv as shown below.

Driver Licence No. NOTE: (No spaces or hyphens)	Surname	Given Name(s)	Licence Class (can be any class except M, M1 or M2) NOTE: Do not include a "Z" in this field	Air Brake (Z) Endorsement Field must be YES, NO, or NA = Not Applicable NOTE: Do not indicate NA using a "I" N/A = ERROR NA = CORRECT	Prescription Lenses Field must be YES, NO or NA = Not Applicable NOTE: Do not indicate NA using a "I" N/A = ERROR NA = CORRECT	Notes (optional) e.g. Employee # or Location
A999999999999999	Appleseed	Johnny	A	YES	NA	Sudbury Division
B999999999999999	Baldwin	Samantha	DM	NO	NA	Folyet Division
G999999999999999	Gopher	Sally	AC	YES	NA	Moonbeam Field Office
P999999999999999	Pan	Peter	D	YES	NA	Hearst Division (Spare Driver)

1. Copy driver data onto Excel spreadsheet as shown – all fields except "Notes" must be populated ("Notes" column is optional)
2. When done, **delete row #1 with all headings (yellow shading)** so that row #1 is the first driver on the roster (Johnny Appleseed in this example)
3. Save the file, when saving, be sure to select **Save as Type: CSV (Comma delimited)** Note: Only .csv files can be uploaded - .txt files are not acceptable
4. Under the Driver Management section click on "Upload Roster File"



10 entries per page

Upload Roster File Add New Driver

Search..

LAST

FIRST

DRIVER LICENCE

LICENCE

AIR BRAKE




5. Click "Browse" to select the saved driver roster file, then click "Validate and Upload"
6. If successful, a message will appear: "Roster has been uploaded successfully!"
7. If unsuccessful, file errors are identified - you must correct the errors on the driver roster file, then re-save the file, and try again

IMPORTANT NOTE: Uploading a roster will completely purge an existing roster in the system and replace the existing roster with a new one

How to View Your Driver Table after Uploading

1. Click on "Driver Management"
2. Click on "Manage Drivers"

How to Edit / Delete Individual Drivers in the Driver Table

1. Click on "Driver Management"
2. Click on "Manage Drivers"
3. To delete a driver click on the ☒ icon in the last column (right side)
4. To edit a driver, click the  icon

How to View / Save Your Complete Driver Roster

1. Click on "View Reports"
2. Click on "Drivers"
3. Click on "Export to Excel" button at the middle right side of the screen

The Quarterly Driver Licence Status Checks (Feb, May, August, Nov)

- Licence status checks are performed on all drivers on the roster you have loaded in the system
- Quarterly status checks are conducted four times a year (every three months)
- Per the Subscriber Agreement, subscribers must participate in all four status checks, including their full driver roster and cannot opt out of a status check
- The status check date is announced in advance, and it is your responsibility to ensure your roster is up to date (5 pm is the cut-off time for changes on the day of the status check)
- The following morning, you will login to the system and Click "Order Management" to view your results
- The results are in table format and will identify each driver having a discrepancy ("hit") by comparing what your roster shows to what the MTO driver database shows for that driver
- Drivers without a "hit" will be listed as having no discrepancies
- The fee for each driver status check is \$1.30 per driver plus applicable taxes
- An invoice is issued to subscribers shortly after the status checks are conducted



How to Order MTO 3-Year Driver Abstracts

At any time you can submit an order for MTO 3-year driver abstracts through this system at a lower price than ServiceOntario. MTO's Facility Audit Scoring Model will penalize a carrier that does not have a 3-year driver abstract on file (not older than 12 months) for every commercial vehicle driver. MTO 3-Year Driver Abstracts show convictions, demerit points, current licence status and conditions, suspension details, medical due date, Code W condition, etc.

1. Click on "Order Management"
2. Click on "New Abstract Request"
3. Click on "Request Type" (This will give you the option of a 3-year abstract request overnight or immediate)
4. Highlight driver(s) for whom you want an abstract and place them in the right-hand box
5. At the bottom of the page click on "Finalize Order"
6. Enter in Credit Card information and complete the order

How to View / Print MTO 3-Year Driver Abstracts

1. Click on "Order Management"
2. Click on "View Orders"
3. Click on "Download" to view your Abstract
4. Click on "Receipt"

For Further Assistance:

Contact for assistance, questions, or concerns:

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