



Driver Licence Check User Guide

Version January 2020

Thank you for subscribing to this important member service of ORBA. Subscribers are notified four times a year of any change in licence status for any of your 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 how to order MTO abstracts.

How to Log On

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

How to Load Driver Information Individually

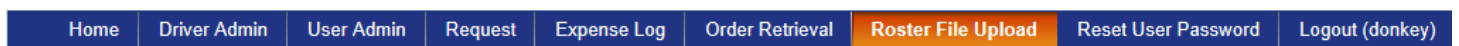
1. Click on "Driver Admin"
2. Click on "Add Driver"
3. Enter driver information (don't include any spaces or hyphens in the licence number)

How to Load Driver Information Using Roster File Upload

You can upload your driver roster electronically using a prescribed Excel file format (.csv or .txt) as shown below.

Driver Licence No. (No spaces or hyphens) Must be exact number	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 YES, NO, or NA = Not Applicable Note: Do not indicate NA using a "p" N/A = ERROR NA = CORRECT	Prescription Lenses YES, NO or NA = Not Applicable Note: Do not indicate NA using a "p" N/A = ERROR NA = CORRECT	Notes (optional) e.g. Employee # or Location	Code W YES, NO or NA = Not Applicable Note: Do not indicate NA using a "p" N/A = ERROR NA = CORRECT
A999999999999999	Appleseed	Johnny	A	YES	NA	Sudbury Division	NO
B999999999999999	Baldwin	Samantha	DM	NO	NA	Folyet Division	NO
G999999999999999	Gopher	Sally	AC	YES	NA	Moonbeam Field Office	NO
P999999999999999	Pan	Peter	D	YES	NA	Hearst Division (Spare Driver)	NO

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. Click on "Roster File Upload"



Driver Roster File Upload

Select File:









5. Click “Browse” to select the saved driver roster file, then click “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 the new one*



How to View Your Driver Table after Loading

1. Click on “Driver Admin”
2. Click on “Manage Drivers”

Displaying 1-4 of 4 result(s).

Subscriber	Driver Licence Number	Surname	Given Name	Licence Class	Air Brake Endorsement	Prescription Lenses	Notes	Code W	
OMCA TEST COMPANY	A999999999999999	Appleseed	Johnny	A	Yes	NA	Sudbury Division	No	 
OMCA TEST COMPANY	B999999999999999	Baldwin	Samantha	DM	No	NA	Foley Division	No	 
OMCA TEST COMPANY	G999999999999999	Gopher	Sally	AC	Yes	NA	Moonbeam Field Office	No	 
OMCA TEST COMPANY	P999999999999999	Pan	Peter	D	Yes	NA	Hearst Division (spare driver)	No	 

How to Edit / Delete Individual Drivers in the Driver Table

1. Click on “Driver Admin”
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 “Driver Admin”
2. Click on “Manage Drivers”
3. Click on “Export to Excel” button at lower left side of screen

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

- Licence status checks are performed on all drivers on the roster you have loaded on the system
- Quarterly status checks are conducted four times a year (approximately every three months)
- Per the Subscriber Agreement, subscribers must participate in all four checks including all drivers 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 on day of the status check)
- The following morning, the main contact will receive an e-mail notification that the status checks were conducted and how to retrieve the results
- The results are in table format and will identify each driver with 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 currently \$1.30 per driver plus applicable taxes
- An invoice is issued by ORBA 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, etc.

1. Click on "Request"
2. Click on "3-year Driver Abstract Request"
3. Highlight driver(s) for whom you want an abstract and place them in the right-hand box
4. Select "immediate" or "overnight" delivery and proceed to checkout
5. Enter credit card payment information and click "submit"
6. A receipt will be sent to your e-mail address

How to View / Print MTO 3-Year Driver Abstracts

1. Click on "Order Retrieval"
2. Click on the pdf icon. If the pdf will not open, right click on the icon and then click "save target as" and then open the file from the saved location.

For Further Assistance:

Email john.zottola@orba.org