



Oregon DMV

ALIR Trading Partner Profile Information – New Profile Form

Please complete this form only if all of the following are true:

- Your organization wishes to begin sending electronic ALIR data directly to Oregon DMV
- Oregon DMV has never assigned your organization a **Sender ID**

Important Note: If your organization submits ALIR data through a 3rd-party service bureau, who in turn sends it to Oregon DMV, your organization does not need to complete this form. Instead, your organization’s 3rd-party service bureau needs to complete this form and Oregon DMV will establish an **ALIR Trading Partner Profile** for them if they have not already done so.

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1. **General Trading Partner Information***

Organization Name:	
Mailing Address:	

2. **Primary Business Contact*** – Lead business/administrative contact within your organization that Oregon DMV can contact to ask general questions and/or provide general information about the ALIR interface.

Name:	
Work Phone:	
Email Address:	

3. **Backup Business Contact** – Backup business/administrative contact within your organization that Oregon DMV can contact to ask general questions and/or provide general information about the ALIR interface.

Name:	
Work Phone:	
Email Address:	

4. **Primary Technical Contact*** – Lead technical contact within your organization that Oregon DMV can contact to ask specific technical questions and/or provide specific technical information about the ALIR interface.

Name:	
Work Phone:	
Email Address:	

5. **Backup Technical Contact** – Backup technical contact within your organization that Oregon DMV can contact to ask specific technical questions and/or provide specific technical information about the ALIR interface.

Name:	
Work Phone:	
Email Address:	

*** Required Information**

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Next Steps

After your organization's **ALIR Trading Partner Profile** is established, Oregon DMV will:

1. Inform your organization of its newly assigned **Sender ID**.
2. Instruct your organization to complete an **ALIR Insurance Company Information – New Profile Form** for each insurance company (NAIC) for whom you electronically send ALIR data to Oregon DMV.
3. Contact your organization to establish its SFTP account and credentials. That will allow your organization to securely exchange ALIR interface files with Oregon DMV.
4. Coordinate with your organization for acceptance testing to ensure it can send test ALIR transactions in the correct format and receive acknowledgments/errors.

*** Required Information**