

Handout 6: Member Licenses

The **Member Licenses** pages are used to view, add, and update license data for individual members. License information captured through an interface with the Motor Vehicle Commission (MVC) and data entered manually by the user are recorded on the **Member Licenses** page.

The **License Status** field displays the license status that NJKiDS has sent to the MVC. An entry of **S–Suspended** in the field would mean that NJKiDS sent a suspension request to the MVC.

Member Licenses Pages

Page Name	Function
Member Licenses	View the existing professional, occupational, motor vehicle, and recreational license data for a member
Add Member Licenses	Add professional, occupational, motor vehicle, and recreational license data for a member
Update Member Licenses	Modify existing professional, occupational, motor vehicle, and recreational license data for a member

Member Licenses Page

Member Licenses

YOLANDA GLOVER
05/15/2019 1:23:42 PM

Default Menu

New Add Update Delete Clear

Search Here

SELECT FILTERS

Member DCN * [REDACTED] ***-**-9619

License Type [REDACTED] Find

Enforcement > Member Processing > Licenses > Member Licenses

DOB 04/04/1981 Case ID [REDACTED] Docket [REDACTED] Family Violence N - NO

Locate Status N - NOT LOCATED N-AW-E Case ID [REDACTED] Confidential N - NO

License Type DR - DRIVERS LICENSE License Number [REDACTED] License Status R - REINSTATED

Issue Date [REDACTED] Expiration Date [REDACTED] Suspended Date [REDACTED]

Verification Status CG - CONFIRMED GOOD Verification Source --SELECT-- Verification Date [REDACTED]

Other Party ID 100001835 Licensing Agency DIVISION OF MOTOR VEHICLES Worker ANN.NEVE

Address PO BOX 137 City TRENTON State NJ - NEW JERSEY

Zip 08666-0137 Country US - UNITED STATES

Phone (609) 292-7500 Fax [REDACTED]

License Type	Agency Name	License Number	Issue Date	Suspended Date
DR - DRIVERS LICENSE	DIVISION OF MOTOR VEHICLES DEPARTMENT OF TRANSPORTATION	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Done NJCSI-CLT57 Site Map Error Detail

Figure 1: Member Licenses Page

1. Navigate to the **Member Licenses** page (figure 1).
2. Enter the DCN in the **Member DCN** field.
3. Click the **Find** button.
 - The name and the last four digits of the Social Security Number (SSN) display.
4. Click the **magnifying glass**, or **lens** icon, next to the **License Type** field to access a pop-up window.
5. Select the **License Type** from the list in the pop-up window, and click the **OK** button.
6. Click the **Find** button.
 - The data returned is a summary of the license records for the member ID. If a license type was entered, the records would match that license type.

- If no records are found, a “No matching records found” message displays.
7. Click on the record row to view additional details.
 - The details for the record selected populate in the upper section of the display grid.
 8. Double-click the record to view the history of the selected record.

Add Member Licenses Page

The screenshot displays the 'Add Member Licenses' page in the NJKiDS system. The interface includes a top navigation bar with the NJKiDS logo and user information (YOLANDA GLOVER, 05/15/2019 12:24:05 PM). A left sidebar contains a 'Default Menu' and various navigation options such as Case Initiation, Case Management, Case Inquiry, Case Processing, Document Management, Member Processing, Other Party Management, Financials, System, Enforcement, Establishment, Tools, and History. The main content area features a 'SELECT FILTERS' section with a search bar for 'Member DCN'. Below this is a breadcrumb trail: Enforcement > Member Processing > Licenses > Add Member Licenses. The form contains several fields: DOB (04/04/1981), Case ID, Docket, Family Violence (N - NO), Locate Status (N - NOT LOCATED), IV-A/IV-E Case ID, Confidential (N - NO), License Type, License Number, License Status (dropdown), Issue Date, Expiration Date, Suspended Date, Verification Status (dropdown), Verification Date, Other Party ID, Licensing Agency, Worker, State, Country, Address, City, Zip, and Phone. At the bottom of the form is a table with the following data:

License Type	Agency Name	License Number	Issue Date	Suspended Date
DR - DRIVERS LICENSE	DIVISION OF MOTOR VEHICLES DEPARTMENT OF TRANSPORTATION			

The bottom of the page shows a 'Done' button with a green checkmark, and links for 'NJCSI-C-LT57', 'Site Map', and 'Error Detail'.

Figure 2: Add Member Licenses Page

1. Navigate to the **Add Member Licenses** page (figure 2).
2. Enter the DCN in the **Member DCN** field.
3. Click the **Find** button.
 - The name and the last four digits of the SSN display.
4. Click the **magnifying glass**, or **lens** icon, next to the **License Type** field to access a pop-up window showing a list of values.
5. Select the **License Type** from the pop-up window, and click the **OK** button.
6. Complete the **License Number**, **Other Party ID**, and **Verification Status** fields.
7. If the **Other Party ID** is unknown, double-click in the **Other Party ID** field to access the **OTHP ID search** window. Select the appropriate **OTHP ID**. (NJKiDS populates the name, address, and contact information.)
8. Click the **Add** button.
 - The **Add Successful** message displays.

NOTE

If the **License Type** and **License Number** already exist in NJKiDS, an error message is displayed. NJKiDS does not save duplicate records.

Update Member Licenses Page

The screenshot displays the 'Update Member Licenses' interface. At the top, there's a navigation bar with 'NJKiDS' logo and user information for YOLANDA GLOVER. Below is a search bar and a 'SELECT FILTERS' section with 'Member DCN' and 'License Type' fields. The main form is divided into sections: 'DOB 04/04/1981', 'Case ID', 'Docket', and 'Family Violence N - NO'. The 'License Type' is set to 'DR - DRIVERS LICENSE'. The 'Verification Status' is 'CG - CONFIRMED GOOD'. The 'Licensing Agency' is 'DIVISION OF MOTOR VEHICLES'. The 'License Status' is 'R - REINSTATED'. Below the form is a table with the following data:

License Type	Agency Name	License Number	Issue Date	Suspended Date
DR - DRIVERS LICENSE	DIVISION OF MOTOR VEHICLES DEPARTMENT OF TRANSPORTATION			

Figure 3: Update Member License Page

1. Navigate to the **Update Member Licenses** page (figure 3).
2. Enter the DCN in the **Member DCN** field.
3. Click the **Find** button.
 - The name and the last four digits of the SSN display.
4. Click on the **magnifying glass** icon next to the **License Type** field, select a license type, and press **<ENTER>** or click the **OK** button.
 - The data returned is a summary of each license record.
 - If no records are found, a “**No matching records found**” message displays.
5. Click on a record row to view additional information.
6. Update the necessary information. The following fields may be updated: **License Status, Issue Date, Expiration Date, Suspended Date, Verification Status, and Verification Source.**

7. Click the **Update** button.
 - The update is saved.

<p>NOTE</p> 	<p>Once the license information has been provided or verified by the MVC, there is no additional update regarding the status of the license from the MVC. The child support staff is responsible for updating license status on Update Member Licenses page.</p>
--	---