

Utah eReport

Instructions

GETTING STARTED (Registration)...

To register as a user of Utah eReport:

1. Go to the following web address:
<http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm>
2. To register,
 - click on "self-register here"
 - enter your user login information
 - click on "Add New User"
3. Enter the system by using your new login name and password.
4. Click on "Edit My Profile".
5. At the far right, select the company for which you will be reporting and click on the "Add Company" button. Repeat if you will be reporting for additional companies.
6. Log out of the system by clicking on "Logoff eReport".
7. Send an email message to carolynwilliams@utah.gov to let us know you've completed the registration process. Also let us know what report month you intend to submit first so we can make sure everything in our database is in order. Call (801) 538-5331 if you need assistance.
8. We will notify you once your registration is approved.