SIGN UP ONLINE

Sign up to participate in traffic safety mobilizations and report your activity online!

STEP 1: REGISTER YOUR AGENCY

If your agency is already registered to use the Mobilization Reporting System, proceed to Step Two.

1. Go online to the Oklahoma Highway Safety Office home page at www.ohso.ok.gov. Click the "Mobilization Reporting System" link on the left side of the Mobilization Home page.
2. Click the "Register Now" button.
3. Complete the simple five-step registration process.

NOTE: Only one contact person is allowed per agency.

SUGGESTION: When creating the login name and password, choose "generic" words that can be passed on to others in your department in the event of personnel changes. Don't select words you would use for personal business.

The agency contact will be notified by e-mail when the registration is activated. You only need to register your agency one time. Please make note of your login name and password; you will use these for future mobilizations.

STEP 2: SIGN UP TO PARTICIPATE BY THE MOBILIZATION DUE DATE (MAY 17, 2009)

1. Within 30 days prior to the start of the mobilization, log in on the Mobilization Reporting page. After the log-in, you will automatically be directed to the Pre-Mobilization Sign-Up page. Your agency information will be displayed; you can change any of the information, if necessary, except your agency's name.
2. Place a check mark in the boxes to indicate the activities you expect to conduct during the mobilization. If you plan on conducting activities not listed, type them in the "other" box.

NOTE: You cannot edit the information on the pre-mobilization sign-up page once it has been submitted.

3. After verifying the information, click "Submit." A verification notice will appear to confirm that you are signed up to participate!

THANK YOU FOR PARTICIPATING!

OKLAHOMA HIGHWAY SAFETY OFFICE

OHSO

STEP 3: REPORT YOUR CIOT ACTIVITY BY THE MOBILIZATION DUE DATE (JUNE 30, 2009)

1. Log in on the Mobilization Reporting page; you will automatically be directed to the Post-Mobilization Activity Report page. Make any necessary changes to your agency or contact information. Enter the numerical information requested.

NOTE: The fields in gray will be calculated automatically based on the data you enter.

2. After you have entered all the numerical data, click the "Submit" button. You can log in and edit any submitted Activity information until the designated due date for the mobilization activity report (June 30, 2009).
3. A verification notice will appear to confirm that your activity has been submitted. You can also print a copy of your data. You're finished!

Both the Pre-Mobilization Sign-Up and the Post-Mobilization Activity Report must be submitted by the designated due dates in order for your agency to be eligible for an incentive award.

If you experience any problems or need assistance with online reporting, call Jay Wall at (405) 523-1583 or e-mail jwall@dps.state.ok.us