WASHINGTON STATE DEPARTMENT OF
LICENSING

How to Manage User Logons in TAP

(Master Access Type Users Only)

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website.

These instructions are for established TAP customers who would like to edit web user's access type (Master, Account Manager or View), edit user access, or change the default settings for establishing additional users.

Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

Manage Logons Process
Only the user with Master Access on the account is able to manage logons.

Once an additional user appears as a logon (overnight process), you will be able to view and edit their access level.

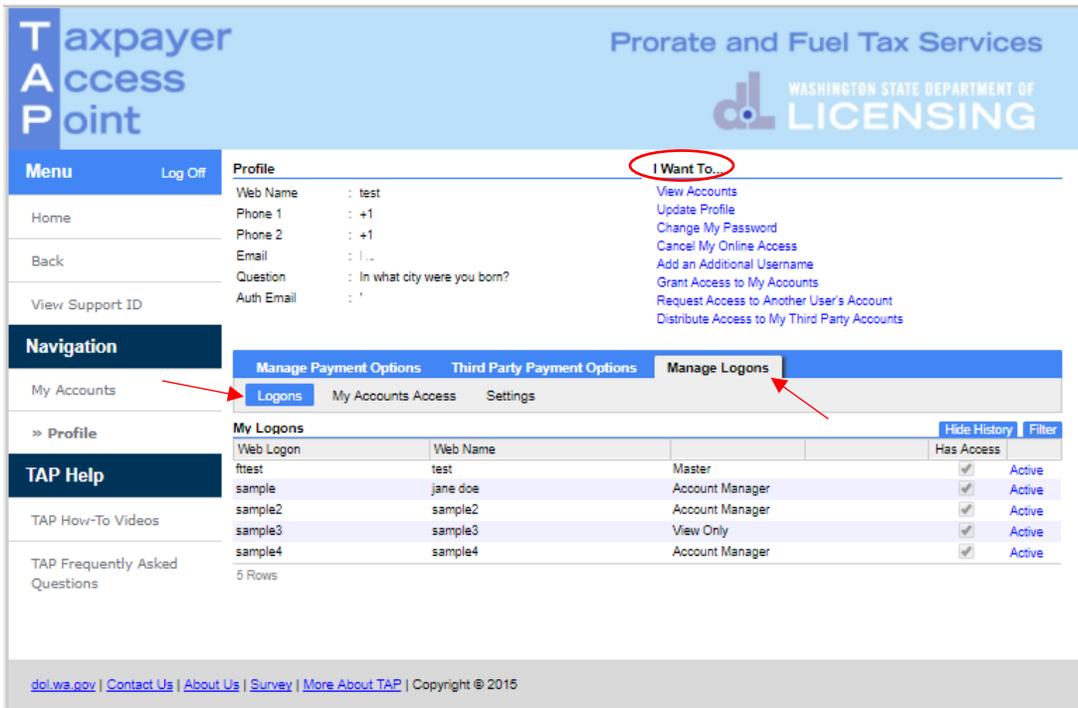**Instructions for Managing User Logons**

Log into Taxpayer Access Point (TAP).

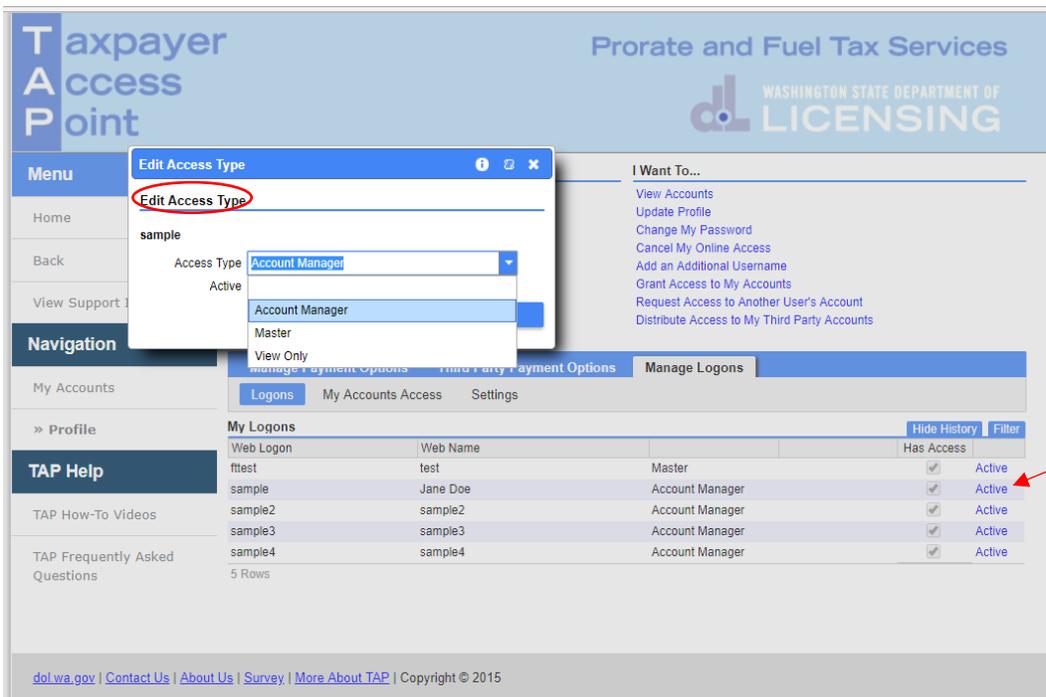*Note: For more information on how to log into your TAP account, see How to log into TAP.*

Under **I Want To**…, click on **View Profile**.

Click **Manage Logons** tab, **Logons** sub tab. Here you can view Users Web Logon, Web Name, Type of Access, and Status (Active/Inactive).

When you click the **user's status** hyperlink (Active/Inactive), a pop up box will appear providing you with the option to edit the access type or make the web logon Active or Inactive.
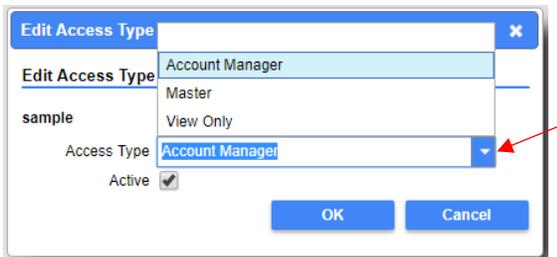
You can edit the **Access Type** (Master, Account Manager, or View Only), using the drop down menu:

- **Master** - Only *one* allowed per TAP account.
- **Account Manager** (System default) - Multiple people can be set up as Account Manager.
- **View Only** - Multiple people can be set up as View Only.

You can change the status (**Active/Inactive**) by clicking the **box** to remove or add the checkmark.

The table below outlines the permission level of each account type.

	Master	Account Manager	View
View Accounts	X	X	X
Update Profile	X	X	
Change my Password	X	X	
Cancel My Online Access	X	X	
Add an Additional Username	X		
Grant Access to My Accounts	X		
Request Access to Another User's Account	X		
Distribute Access to My Third Party Accounts	X		

If you want to assign someone else as the Master:

- while logged on as Master, change Access Type from Master to Account Manager for yourself; and
- without logging out, change the person you want to be Master to Master Access Type.

Click **Ok.**

My Accounts Access (Add additional accounts for user or edit access level)

From **View Profile**, **Manage Logons**, click **My Accounts Access** tab.
To add an account or edit account access for the Web Logon, click on the grayed "None" or the current access level (File, File & Pay, Pay or View).

A pop-up box will appear, where you can change:

- **Access Level** (File, File & Pay, Pay or View)
- **Status** (Active/Inactive by clicking the **box** to remove or add the checkmark)
- **Periods** (assign the periods the user has access to)

Click **Ok.**

Note: In this example, View access level was added for the Aircraft Fuel Distributor account.

Verify that the change made is as you intended.
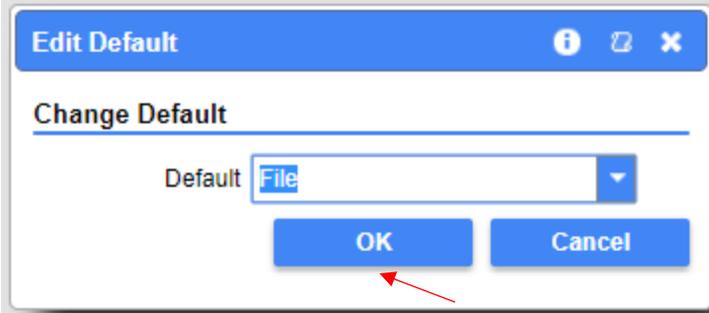
Settings for User

From **View Profile**, **Manage Logons**, click **Settings** tab, you can change defaults for *new* logons:

New Logons Allowed

- Click the **Yes** or **No** hyperlink to change your setting

Third Party Logons Allowed (allowing designated company or person to access accounts)
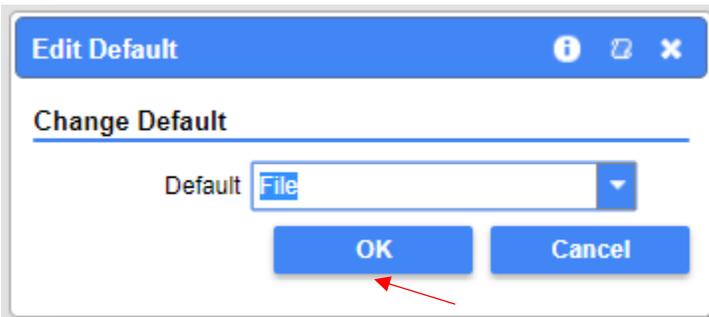
- Click the **Yes** or **No** hyperlink to change your setting

Default Access Level for New Logons (This will change the default for all new logons added).

- **Default**: select File, File & Pay, Pay or View from the drop down menu.

Click **Ok.**

Default Access Level for Third Party Logons (This will change the default for all new Third Party Logons).

- **Default**: select File, File & Pay, Pay or View from the drop down menu.

Click **Ok.**

This concludes our instructions. Thank you.

If you need further assistance, please contact our office:

- IFTA, Prorate, or Dyed Diesel, please call our Motor Carrier Services Office at 360-664-1858 or email MotorCarrierServices@dol.wa.gov.

- Fuel Tax Accounts, please call 360-664-1852 or email FuelTax@dol.wa.gov.

- Unlicensed Refund Accounts, please call 360-664-1838 or email UnlicensedRefunds@dol.wa.gov.