

## **How to Register as an Existing Fuel Tax Customer with an Active Account in Taxpayer Access Point, TAP.**



Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point, TAP. The information you will see in this tutorial is completely fictitious. It has been made up and is intended for instructional purposes only. Any resemblance to a real person or business is entirely coincidental. TAP uses pop-ups to assist in the registration process. We recommend you disable the pop-up blocker settings on your computer and allow pop-ups from the TAP website.

In this tutorial, you will learn how to create a new username, an online profile and verify your account through TAP. Once the registration process has been completed, you will be able to login and manage your account(s) and your customer account profile. You will be able to register for new accounts, process fuel tax returns and payments online. In addition, you can view and print previously filed returns, account balances, correspondence related to your account(s) and gain access to the rest of the online services we provide.

At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

For this tutorial, TAP was accessed by using the Internet Explorer browser. You can use other browsers (Google Chrome, Mozilla Firefox, Safari, etc.) to access TAP but there might be slight differences in how the screens display.

To register as an existing customer with an active account, click on the **Create new username** link.

**IFTA / Prorate / Fuel Tax / Unlicensed Refund Application**

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

**Create a new username**

If you do not have an active prorate, IFTA, Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online, Prorate, IFTA, Fuel Tax and/or Unlicensed Refund Account" button.

**Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account**

**Click on Create a new username.**

Check the status of your application  
Tell us how we're doing

**Already registered?**

Username  
*Required*

Password  
*Required*

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
[Find more information on TAP](#)

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Click in the circle for fuel tax account(s) and click on **Next**.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

**Menu**

Home  
Back  
View Support ID

**Navigation**

Logon  
» Create a New Username

**Attachments** Add

1. Registration Options > 2. Information > 3. Online Profile Information > 4. Verify Account > 5. Summary

**Registration Options**

Select the account type you are trying to register below.

If you need to register multiple accounts choose only one type now. You can add additional accounts once you can log in.

**IFTA or IRP**

Check here if you are trying to gain access to your IFTA or IRP account(s)

**Fuel Tax Account(s)**

Check here if you are trying to gain access to your fuel tax account(s)

**Unlicensed Fuel Tax Refund(s)**

Check here if you are trying to gain access to your Unlicensed Fuel Tax Refund Account(s)

**Dyed Diesel Account**

Check here if you are trying to gain access to your Dyed Diesel Account

**Click in the circle to gain access to your fuel tax account. Click on Next.**

**Save and Finish Later** **Save and Continue** **Cancel** **Back** **Next**

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To create your new username, you will need your federal employer identification number (FEIN) or social security number (SSN) and unified business identifier (UBI). You will also need some contact information along with specific information pertaining to your active fuel tax account in order to set up your customer profile and verify your fuel tax account. Click on **Next**.

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1. Registration Options 2. Information 3. Online Profile Information 4. Verify Account 5. Summary

**Menu**

- Home
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**Navigation**

- Logon
- » Create a New Username

**Attachments** Add

**Information**

**Purpose**

Use this service to create a new user name so you can gain access to existing fuel tax accounts and to register new accounts. By creating an online profile, you gain access to all of the online services we provide.

- Manage your Fuel Tax, International Fuel Tax Agreement (IFTA) and/or International Registration Plan (IRP) account(s) and customer account profile information.
- File and pay Fuel Tax, IFTA Returns and IRP Registrations online.
- View and print IRP information and temporary authority, Fuel Tax and IFTA tax returns, account balances, and correspondence related to your account
- Purchase IFTA decals.

After you register your business, you may allow multiple users to access your account. To do this, log in to your account. Under the "I Want To..." click on "View Profile" and then click on "Add an Additional Username."

**When to Submit This Request**

- If you already have a Fuel Tax, IFTA or IRP account with Washington State Department of Licensing and are logging into Taxpayer Access Point (TAP) for the first time.

**What You'll Need**

- Your business name.
- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN)
- Your physical and mailing addresses.
- Business specific information necessary to set up your customer profile and account(s)

**Click on Next.**

Save and Finish Later Save and Continue Cancel Back Next

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Since you are an active Prorate and Fuel Tax Services Customer, we need to verify an **ID Type** you currently have registered. Click on the drop down arrow in the **ID Type** field and select an **ID Type**.

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### Online Profile Information

#### Business Verification Information

ID Type: **Federal Employer ID or SSN** (Selected)

ID: **Required**  
Format: 000000000

Unified Business ID (UBI): **Required**

Username: **Required**

Password: **Required**

Confirm Password: **Required**

Secret Question: **Required**

Secret Answer: **Required**

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Email  Text  Text/Email

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Back](#) [Next](#)

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Click in the **ID** field and enter the **ID** number. Click in the **Zip Code** field and enter the **Zip Code**.

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### Online Profile Information

#### Business Verification Information

ID Type: **Federal Employer ID or SSN**

ID: **111111111**

Country: **USA**

Zip Code: **98406**

Logon information

Authentication contact information

You may only select one form of contact: Email, Text, or Text and Email.

Email  Text  Text/Email

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#) [Back](#) [Next](#)

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To login to TAP you are required to have a **Username**. The **Username** is not case sensitive and can be a combination of letters, numbers and special characters. Click in the **Username** field and enter your **Username**. Click on the question mark next to the **Confirm Password** field and more information regarding the password requirements is displayed.

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### Online Profile Information

**Business Verification Information**

ID Type: Federal Employer ID or SSN Country: USA  
ID: 111111111 Zip Code: 98406

**Ligon information**

Username: bedrock  
Password: [Required]  
Confirm Password: [Required] ⓘ  
Secret Question: [Required]  
Secret Answer: [Required]

**Contact Information**

Name: [Required]  
Passwords must be:  
• between 6 and 15 characters long  
• a mixture of letters and numbers  
• a mixture of upper and lower case letters  
You cannot reuse your last 5 passwords

Click in the **Username** field and enter your **Username**. Click on the question mark next to the **Confirm Password** field and more information regarding the password requirements is displayed.

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Click in the **Password** field and enter your **Password**. Click in the **Confirm Password** field and enter your **Password** again to confirm it.

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### Online Profile Information

**Business Verification Information**

ID Type: Federal Employer ID or SSN Country: USA  
ID: 111111111 Zip Code: 98406

**Ligon information**

Username: bedrock  
Password: [Masked]  
Confirm Password: [Masked]  
Secret Question: [Required]  
Secret Answer: [Required]

**Contact Information**

Name: [Required]  
Alternate Phone: [Required]

**Authentication contact information**

You may only select one form of contact: Email, Text, or Text and Email.  
Email Text Text/Email ⓘ

Enter your **Password** and enter it again to confirm it.

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Now select a **Secret Question**. If you forget your password, this question and answer will enable you to reset your password. Click the drop down arrow and select your **Secret Question**.

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### Online Profile Information

**Business Verification Information**

ID Type: Federal Employer ID or SSN Country: USA  
ID: 111111111 Zip Code: 98406

**Logon information**

Username: bedrock  
Password: .....  
Confirm Password: .....

Secret Question: In what city were you born? **Required**

Secret Answer: .....

**Contact Information**

Name: .....  
Email: .....  
Confirm Email: .....  
Contact Phone: .....

**Authentication contact information**

You may only select one form of contact: Email, Text, or Text and Email.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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Click in the **Secret Answer** field and enter the **Secret Answer**.

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### Online Profile Information

**Business Verification Information**

ID Type: Federal Employer ID or SSN Country: USA  
ID: 111111111 Zip Code: 98406

**Logon information**

Username: bedrock  
Password: .....  
Confirm Password: .....

Secret Question: In what city were you born? **Required**

Secret Answer: .....

**Contact Information**

Name: **Required**  
Email: **Required**  
Confirm Email: .....  
Contact Phone: **Required**

**Authentication contact information**

You may only select one form of contact: Email, Text, or Text and Email.

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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Click in the **Name** field and enter the **Name** of the contact for your business. Click in the **Email** field and enter their **Email** address. Click in the **Confirm Email** field and enter their **Email** address again to confirm it. Click in the **Contact Phone** field and enter the **Contact Phone** number. You can enter an **Alternate Phone** number if you have one but it's not required.

The screenshot shows the 'Online Profile Information' form on the Washington State Department of Licensing website. The form is divided into several sections:

- Business Verification Information:** Includes fields for ID Type (Federal Employer ID or SSN), ID (111111111), Country (USA), and Zip Code (98408).
- Logon Information:** Includes fields for Username, Password, Confirm Password, Secret Question, Secret Answer, and Authentication Method.
- Contact Information:** Includes fields for Name (Dino Bedrock), Email (dino@bedrockrefining.com), Confirm Email (dino@bedrockrefining.com), Contact Phone ((360) 111-1111), and Alternate Phone.

A callout box with a white background and black border is overlaid on the form, containing the following text: "Enter the **Name**, **Email**, **Confirm Email** and **Contact Phone** number of the contact for your business. The **Alternate Phone** number is not required but can be entered if you have one." Red arrows point from the text in the callout box to the corresponding input fields in the Contact Information section.

At the bottom of the form, there are buttons for "Save and Finish Later", "Save and Continue", "Cancel", "Back", and "Next".

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The **Authentication Contact Information** will be used to send **Authentication Codes** to be used when you login to TAP. Only one method of being contacted needs to be selected and completed. You can receive the **Authentication Codes** by **Email, Text** or **Text/Email**. Select the option you prefer. Click on **Email** and enter your **Authentication Email** address and click on **Next**.

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**Online Profile Information**

**Business Verification Information**

ID Type	Federal Employer ID or SSN	Country	USA
ID	1111111111	Zip Code	98408

**Logon information**

Username	bedrock
Password	*****
Confirm Password	*****
Secret Question	In what city were you born?
Secret Answer	*****

**Contact Information**

Name	Dino Bedrock
Email	dino@bedrockrefining.com
Confirm Email	dino@bedrockrefining.com
Contact Phone	(360) 111-1111
Alternate Phone	

**Authentication contact information**

You may only select one form of contact: Email, Text, or Text and Email.

Email  Text  Text/Email

Authentication Email:

Buttons: Save and Finish Later, Save and Continue, Cancel, Back, Next

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Click on **Email** and enter your **Authentication Email** address.

Click on **Next**.



This is the verify account screen. If you have not filed a fuel tax return after July 1, 2016, click on **No** and the **Account Type** field displays. Click on the drop down arrow for **Account Type** and select the **Account Type** you will be required to verify a recent transaction on.

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### Verify Account

Have you filed a fuel tax return after July 1st, 2016?

Yes No

Account Type

Account Id

Required

Format: 9999999-MP

Save and Finish Later

Motor Fuel Supplier X

- Aviation Gasoline Distributor
- Jet Fuel Distributor
- Motor Fuel Blender
- Motor Fuel Distributor
- Motor Fuel Exporter
- Motor Fuel Importer
- Motor Fuel Supplier
- Special Fuel Blender
- Special Fuel Distributor
- Special Fuel Exporter
- Special Fuel Importer
- Special Fuel Supplier

Click on No and click on the drop down arrow and select the **Account Type** you will verify a recent transaction on.

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Three fields open with questions pertaining to a transaction on the most recently filed return for this account. You only need to provide the information required for one of the questions. Click in the **Most recent payment amount** field and enter the payment amount. Click on **Next**.

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**Verify Account**

Have you filed a fuel tax return after July 1st, 2016? Yes No

Account Type Motor Fuel Supplier

Account Id 0014064-MP

Enter one of the following pieces of information about a recent transaction on your Fuel Tax account.

Most recent payment amount 7,885,673.23

Or

Tax due from most recently filed return 0.00

Or

Net taxable gallons on most recently filed return 0

Save and Finish Later Save and Continue Cancel Back Next

Enter the most recent payment amount and click on Next.

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This is the **Summary** of the information you entered to register as an existing fuel tax customer with an active account. Review the information and if it is correct, click on **Submit**. If anything needs to be changed, click on the **Screen Hyperlink** or the **Back** button and return to the applicable screen and make corrections. Click on **Submit**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Registration Options > 2. Information > 3. Online Profile Information > 4. Verify Account > 5. Summary

### Summary

Please review the following information

**Login:** bedrock  
**Name:** Dino Bedrock  
**Email:** dino@bedrockrefining.com  
**Contact Phone:** (360) 111-1111  
**Alternate Phone:**

**In case you forgot your password:**  
Secret Question: In what city were you born?

Click Submit to complete this request.

Save and Finish Later Save and Continue Cancel Back Submit

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If you need to make corrections, click on the **Screen Hyperlink** or the **Back** button to return to the applicable screen.

Click on **Submit**.

Are you sure you want to submit this request dialogue box displays. Enter your **Email** address and **Confirm Email** by entering it again. Click on **Ok**.

The screenshot shows the Washington State Department of Licensing registration process at the 'Summary' stage. The page includes a navigation menu on the left and a progress bar at the top. The main content area displays the user's registration details: Login: bedrock, Name: Dino Bedrock, Email: dino@bedrockrefining.com, Contact Phone: (360) 111-1111, and Alternate Phone. Below this, it asks for a password and a secret question. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to submit this request?' and 'Your email address is required to submit this request.' The dialog box contains two input fields for 'Email' and 'Confirm Email', both containing 'dino@bedrockrefining.com'. Red arrows point from a text box on the right to these input fields. The dialog box also has 'OK' and 'Cancel' buttons. A text box at the bottom points to the 'OK' button. The background page has buttons for 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Back', and 'Submit'. The footer contains links for 'dol.wa.gov', 'Contact Us', 'About Us', 'Survey', 'More About TAP', and 'Copyright © 2015'.

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Logon

>> Create a New Username

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**Summary**

Please review the following information

Login: bedrock  
Name: Dino Bedrock  
Email: dino@bedrockrefining.com  
Contact Phone: (360) 111-1111  
Alternate Phone:

In case you forgot your password:  
Secret Question: In what city were you born?

Click Submit to complete this request.

Are you sure you want to submit this request?  
Your email address is required to submit this request.

Email: dino@bedrockrefining.com  
Confirm Email: dino@bedrockrefining.com

OK Cancel

Save and Finish Later Save and Continue Cancel Back Submit

Enter your **Email** address and **Confirm Email** by entering it again.

Click **Ok**.

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This is the confirmation that your request has been submitted. While this request is pending, you can access it by entering your email and the confirmation number. The confirmation message has also been sent to your email address. Click on **Print** if you want a copy for your records or click on **Ok** to finish. Click on **Ok**.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu**

- Home
- Back

**Navigation**

- Logon
- Create a New Username
- » Request

Your request has been submitted.

To access this request in the future use [dino@bedrockrefining.com](mailto:dino@bedrockrefining.com) and confirmation code: **pj3mxd**.

A copy of this confirmation message has been sent to your email address. To ensure your emails from Washington State Department of Licensing are received, please set your email filter to allow messages from [dol.wa.gov](http://dol.wa.gov).

**OK** **Print** **Survey**

Click on **Print** if you would like a copy for your records or click on **Ok** to finish.

Click on **Ok**.

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You are returned to the TAP home screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

**IFTA / Prorate / Fuel Tax / Unlicensed Refund Application**

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

**Create a new username**

If you do not have an active prorate, IFTA, Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online, Prorate, IFTA, Fuel Tax and/or Unlicensed Refund Account" button.

**Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account**

[Check the status of your application](#)  
Tell us how we're doing

**Already registered?**

Username Required

Password Required

Authentication Code

**Login**

[I forgot my username](#)  
[I forgot my password](#)  
[Find more information on TAP](#)

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After the request is processed by Prorate and Fuel Tax Services, you will receive an email with the **Authentication Code** to login to your account for the first time and a link to login.

Your request for a new username has been processed.

Your authentication code is **nm2gm3**.

[Click here to log in](#)

At the TAP home screen enter your **Username, Password and Authentication Code** and click on **Login**.

**WASHINGTON STATE DEPARTMENT OF LICENSING**

**IFTA / Prorate / Fuel Tax / Unlicensed Refund Application**

If you already have an active Prorate and Fuel tax account with the Washington State Department of Licensing, click the "Create a new username" button.

[Create a new username](#)

If you do not have an active prorate, IFTA, Fuel Tax, or Unlicensed Refund account with the Washington State Department of Licensing, click the "Set up a new online, Prorate, IFTA, Fuel Tax and/or Unlicensed Refund Account" button.

[Set up a new online Prorate, IFTA, Fuel Tax, and/or Unlicensed Refund Account](#)

**Already registered?**

Username  
bedrock

Password  
\*\*\*\*\*

Authentication Code  
nm2gm3

[Login](#)

[I forgot my username](#)  
[I forgot my password](#)  
[Find more information on TAP](#)

Enter your **Username, Password and Authentication Code** and click on **Login**.

[Check the status of your application](#)  
[Tell us how we're doing](#)

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Logging into TAP brings you to the home screen for your accounts.

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

Back

**Navigation**

» My Accounts

**BEDROCK REFINING**

Federal Employer ID 11-11111111 My Balance \$0.00

**Names And Addresses**

Legal Name BEDROCK REFINING  
Physical Address 6201 6TH AVE TACOMA WA 98406-201  
Mailing Address Add

**I Want To...**

View Profile  
Make a Payment  
Register a New Account

Accounts<sup>0</sup> History Messages<sup>1</sup> Letters<sup>0</sup>

My Accounts<sup>0</sup>

**My Accounts**

Account Id	Account Type	Name	Frequency	Address
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Click on **Register a New Account** to register for the new **Fuel Tax Licenses.**

Logging into TAP brings you to the home screen for your accounts.

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This completes the TAP how to **Register as an Existing Fuel Tax Customer with an Active Account** tutorial.

Please note, this does not register you for the new Fuel Tax Licenses. You will need to that by clicking on the Register a New Account link under “I Want To...”.