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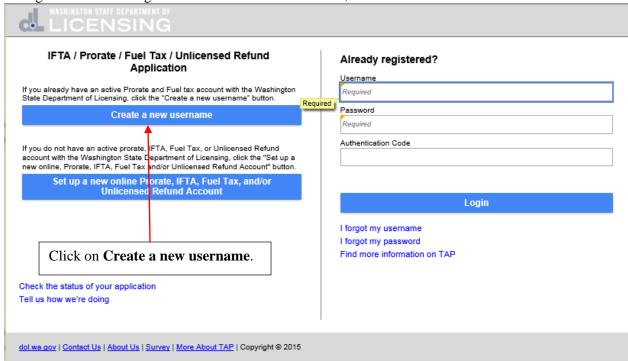

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point, TAP. The information you will see in this tutorial is completely fictitious. It has been made up and is intended for instructional purposes only. Any resemblance to a real person or business is 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.
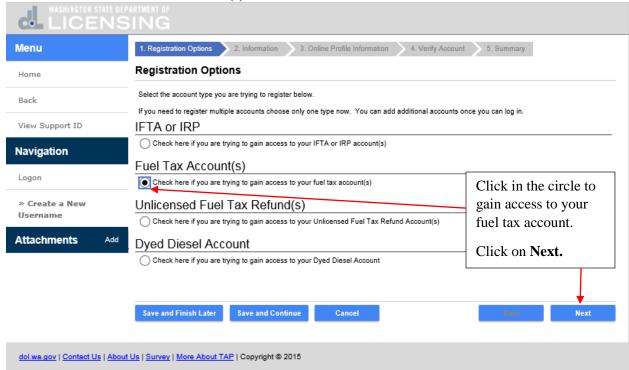
At any time during this process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

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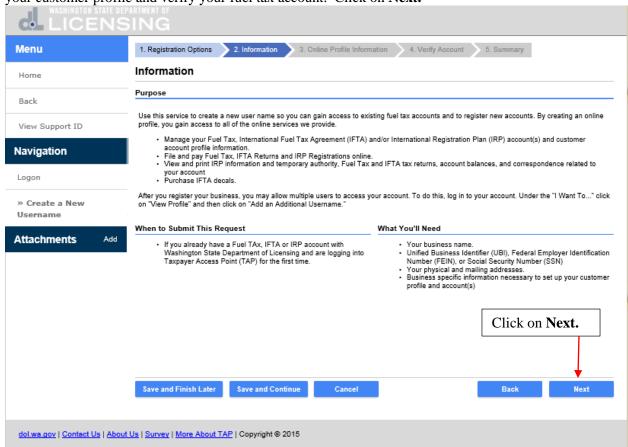
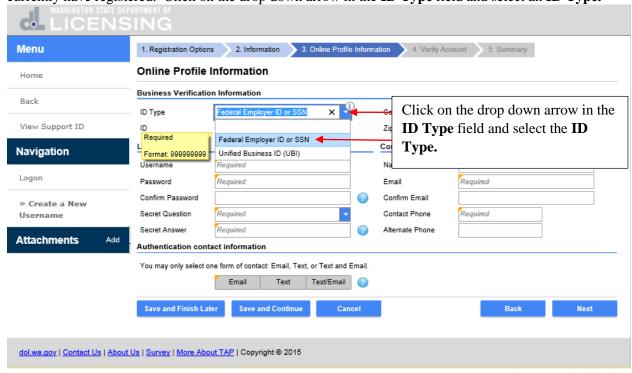To register as an existing customer with an active account, click on the **Create new username** link.

Click in the circle for fuel tax account(s) and click on **Next.**
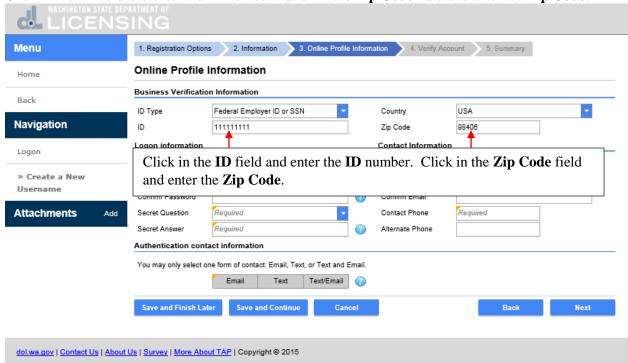
To create your new username, you will need your federal employer identification number (FEIN) or social security number (SSN) and unified business identifier (UBI). You will also need some contact information along with specific information pertaining to your active fuel tax account in order to set up your customer profile and verify your fuel tax account. Click on **Next.**
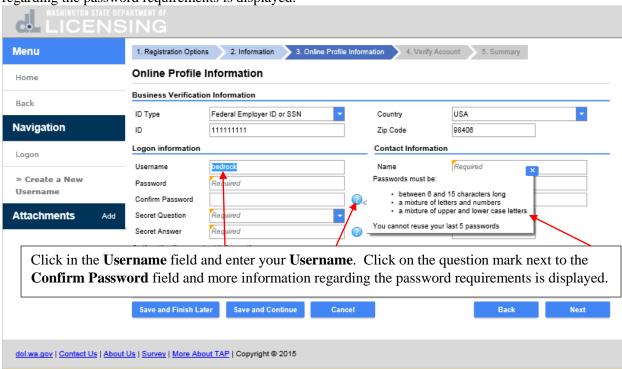
Since you are an active Prorate and Fuel Tax Services Customer, we need to verify an **ID Type** you currently have registered. Click on the drop down arrow in the **ID Type** field and select an **ID Type.**

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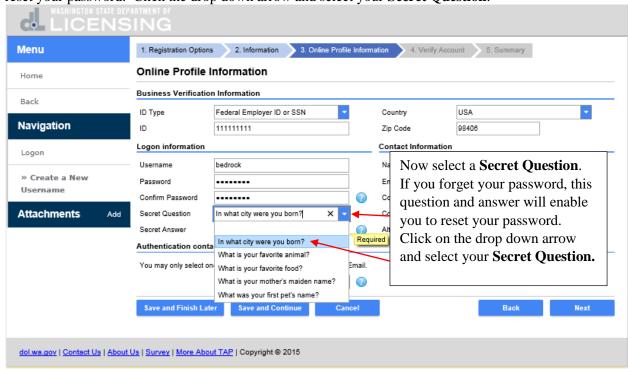
To login to TAP you are required to have a **Username**. The **Username** is not case sensitive and can be a combination of letters, numbers and special characters. Click in the **Username** field and enter your **Username.** Click on the question mark next to the **Confirm Password** field and more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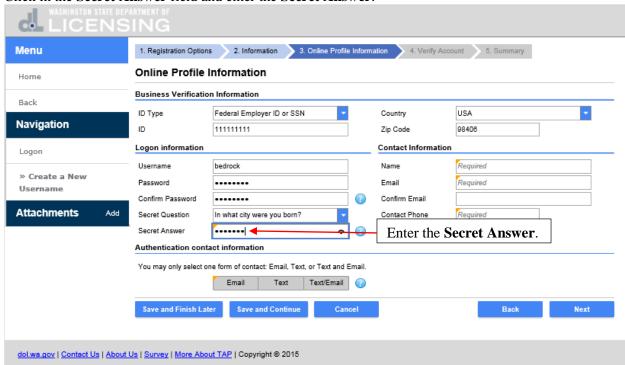

Click in the **Password** field and enter your **Password.** Click in the **Confirm Password** field and enter your **Password** again to confirm it.
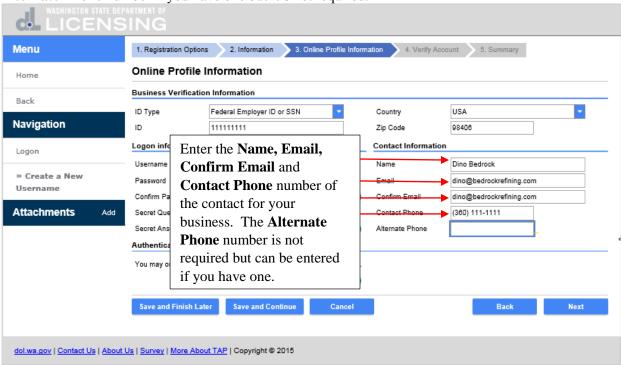
Now select a **Secret Question.** If you forget your password, this question and answer will enable you to reset your password. Click the drop down arrow and select your **Secret Question**.
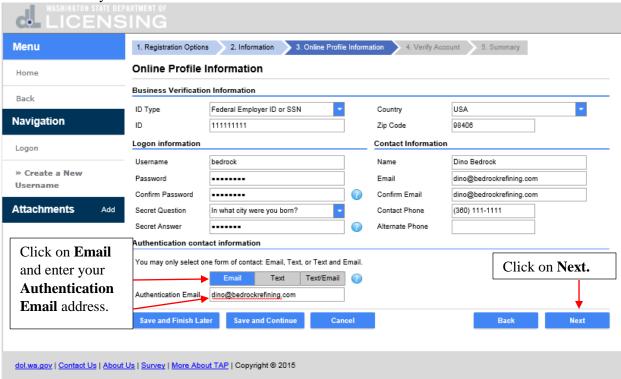

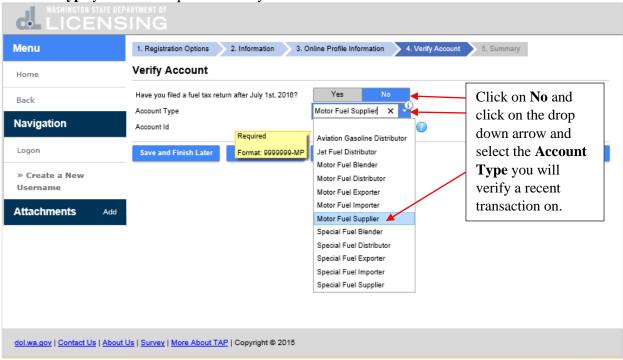Click in the **Secret Answer** field and enter the **Secret Answer**.

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.
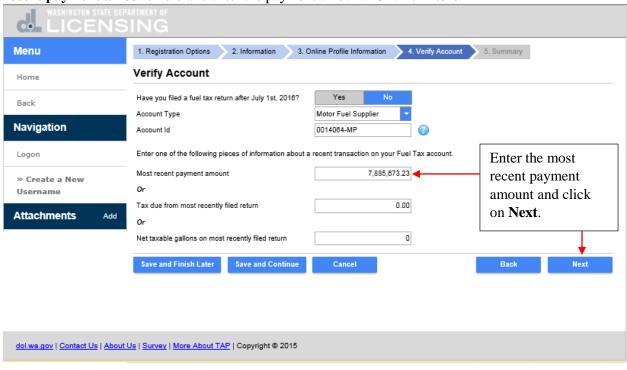
The **Authentication Contact Information** will be used to send **Authentication Codes** to be used when you login to TAP. Only one method of being contacted needs to be selected and completed. You can receive the **Authentication Codes** by **Email**, **Text** or **Text/Email.** Select the option you prefer. Click on **Email** and enter your **Authentication Email** address and click on **Next.**
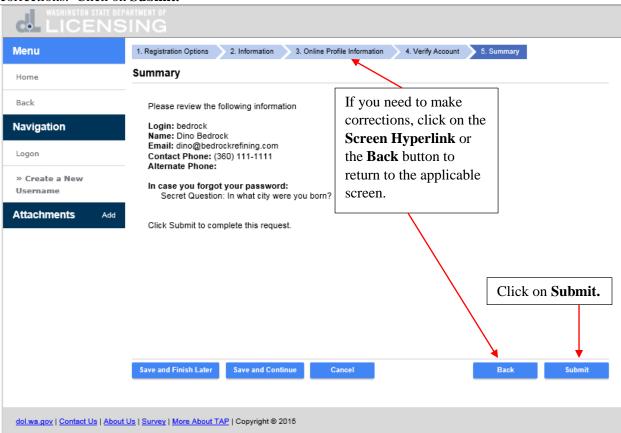
This is the verify account screen. If you have not filed a fuel tax return after July 1, 2016, click on **No** and the **Account Type** field displays. Click on the drop down arrow for **Account Type** and select the A**ccount Type** you will be required to verify a recent transaction on.

Click on **No** and click on the drop down arrow and select the **Account Type** you will verify a recent transaction on.
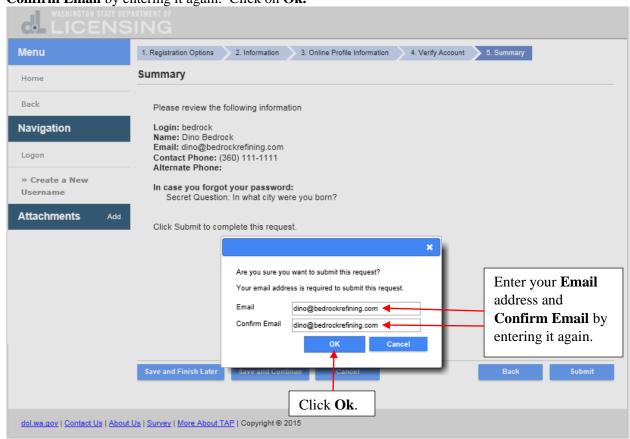
Three fields open with questions pertaining to a transaction on the most recenlty filed return for this account. You only need to provide the information required for one of the questions. Click in the **Most recent payment amount** field and enter the payment amount. Click on **Next**.
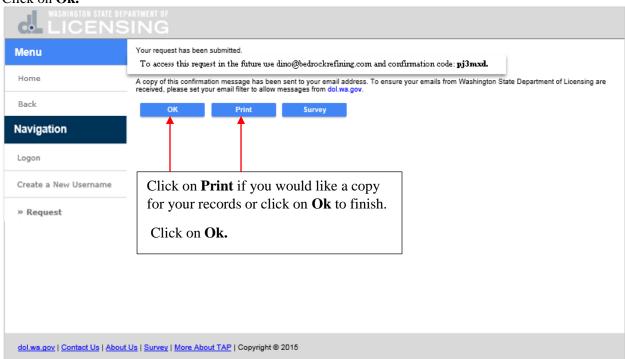
This is the **Summary** of the information you entered to register as an existing fuel tax customer with an active account**.** Review the information and if it is correct, click on **Submit.** If anything needs to be changed, click on the **Screen Hyperlink** or the **Back** button and return to the applicable screen and make corrections. Click on **Submit.**
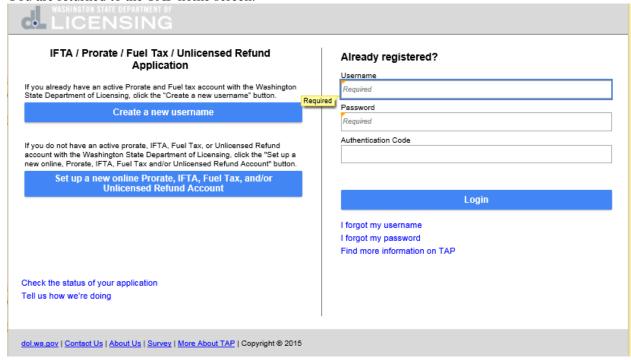
Are you sure you want to submit this request dialogue box displays. Enter your **Email** address and **Confirm Email** by entering it again. Click on **Ok.**

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.**

You are returned to the TAP home screen.

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.
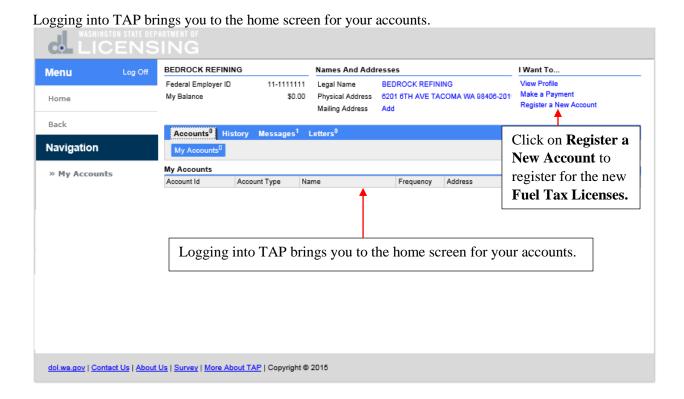
Your request for a new username has been processed.
Your authentication code is **nm2gm3**.
Click here to log in

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

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

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

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.

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…".