How to Register as a Service Agent with Prorate and Fuel Tax Services in Taxpayer Access Point, TAP.



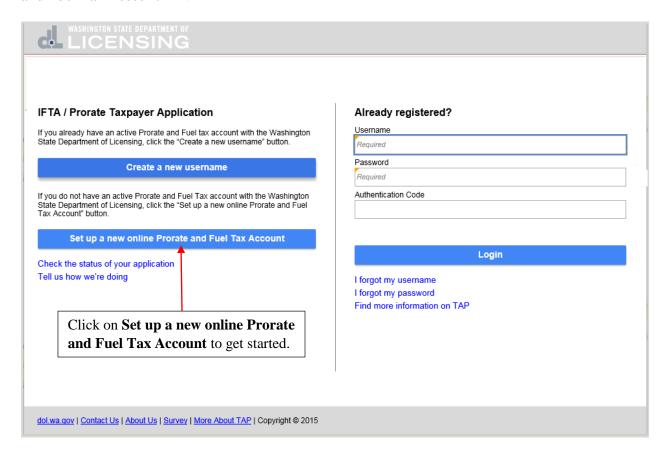
Welcome to the Washington State Department of Licensing Taxpayer Access Point, TAP. The information you will see in this tutorial is completely fictitious. It has been made up and is intended for instructional purposes only. Any resemblance to a real person or business is entirely coincidental. TAP uses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

In this tutorial, a Service Agent will learn how to register their business and create an online customer profile through our Taxpayer Access Point, TAP. Once the registration process has been completed, you will be able to login and manage your account(s), your customer account profile and add additional users. You will be able to add your customer's accounts, file and pay IFTA tax returns, IRP applications and purchase IFTA decals online. View and print IRP information, IFTA tax returns, account balances, correspondence related to your account(s) and gain access to the rest of the online services we provide.

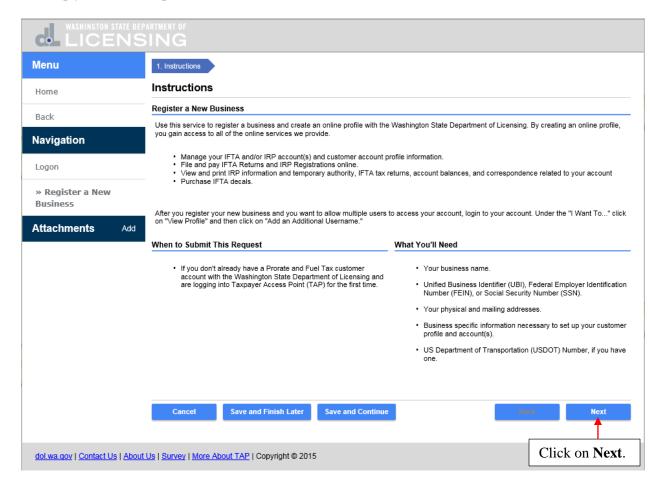
At any time during the registration process you can save your work by clicking on Save and Continue or by clicking on Save and Finish Later. The Save and Finish Later option will allow you to exit TAP and return at a later time or date to complete your request.

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.

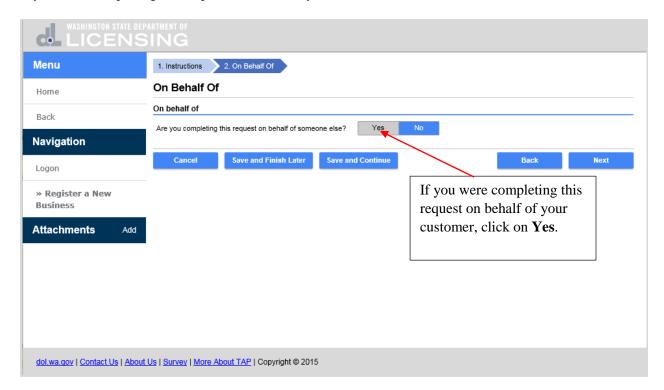
To register as a Service Agent and set up your online account, click on the **Set up a new online Prorate** and **Fuel Tax Account** link.



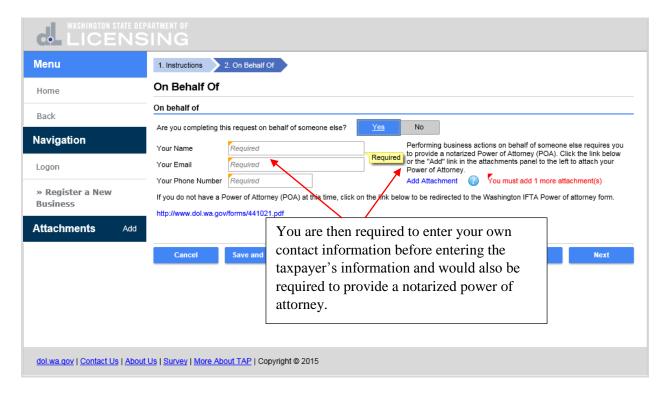
To register as a Service Agent and set up your online profile you will need your business name, federal employer identification number (FEIN) or social security number (SSN) and unified business identifier (UBI). Your physical and mailing addresses along with some business specific information are required to set up your customer profile. Click on **Next.**



If you were completing this request on behalf of your customer, click on Yes.



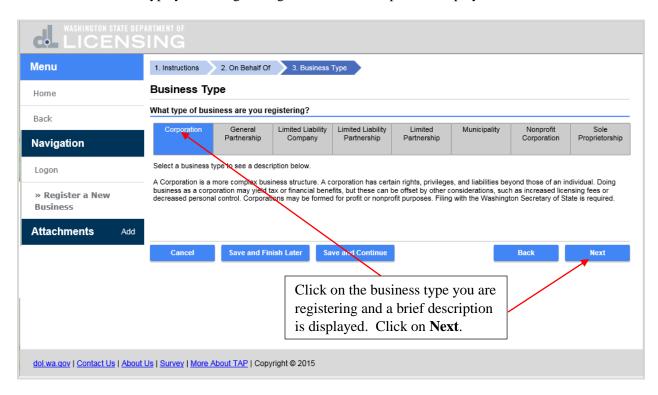
You are then required to enter your own contact information before entering your customer's information and would also be required to provide a notarized power of attorney.



For this tutorial we will show you how to register on behalf of yourself. Click on No and click on Next.

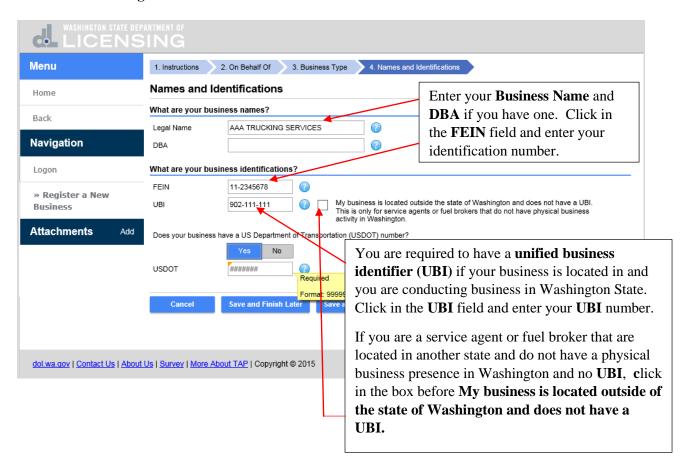


Click on the business type you are registering and a brief description is displayed. Click on **Next**.

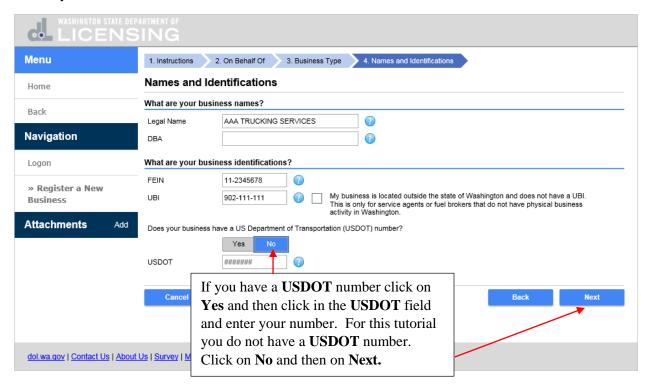


Enter your **Business Name** and **DBA** if you have one. Because your business is a corporation it is identified by a **federal employer identification number** (**FEIN**) and you are required to enter it. Click in the **FEIN** field and enter the identification number. You are required to have a **unified business identifier** (**UBI**) if your business is located in and you are conducting business in Washington State. Click in the **UBI** field and enter your **UBI** number.

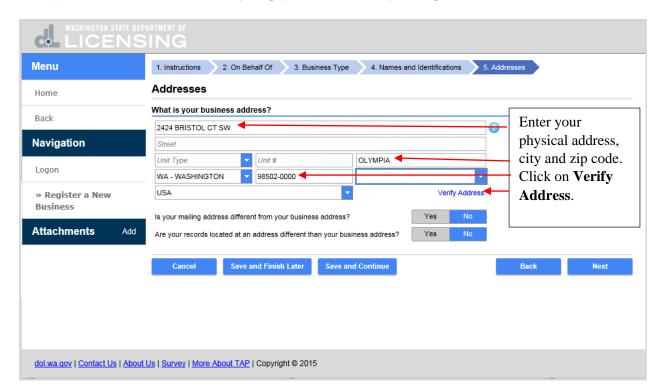
If you are a service agent or fuel broker that are located in another state and do not have a physical business presence in Washington and no **UBI**, click in the box before **My business is located outside of the state of Washington and does not have a UBI.**



If you have a **USDOT** number, click on **Yes** and click in the **USDOT** field and enter the number. For this tutorial you do not have a **USDOT** number. Click on **No** and on **Next**.



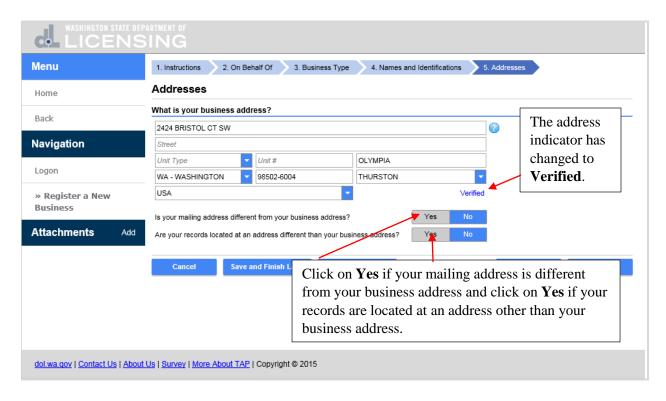
Enter your business address which is your physical address, city and zip code. Click on **Verify Address**.



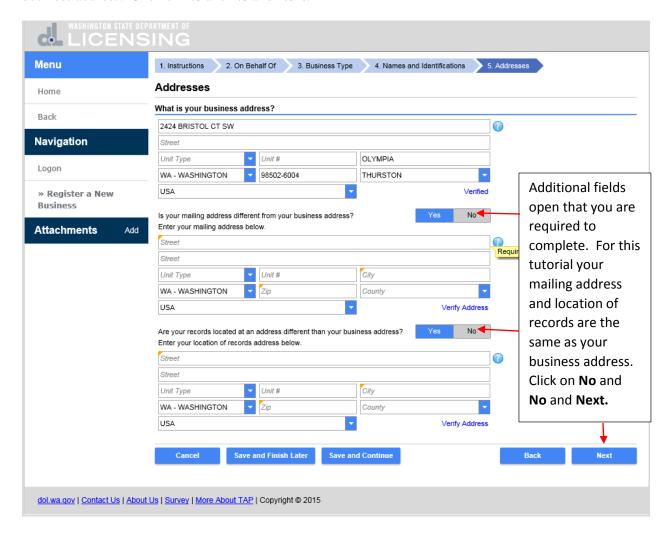
You can select the address as entered or select the **Verified Address**. The **Verified Address** should be selected unless you know this address is not correct, then select **As Entered**.



The address indicator has changed to **Verified**. If your mailing address is different from your business address click on **Yes**. If your records are located at an address different from your business address click on **Yes**.



Additional fields open that would require you to enter your mailing address and the address where your records are located. For this tutorial your mailing address and location of records are the same as your business address. Click on **No** and **No** and **Next**.



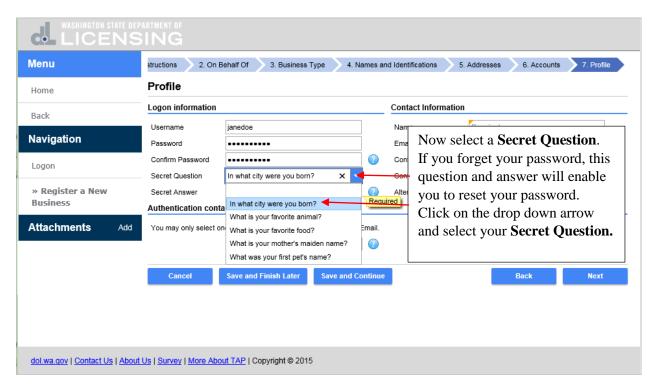
Because you only provide services to the trucking industry and do not have a trucking company, you do not need to register IFTA or Prorate (IRP) accounts. Click on **No** for the IFTA account, click on **No** for the Prorate (IRP) account and click on **Next**.



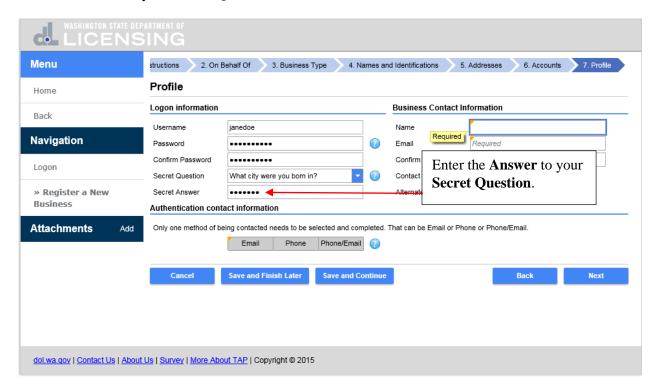
Enter the Username for your account and a Password and enter it again to Confirm your Password.



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**.



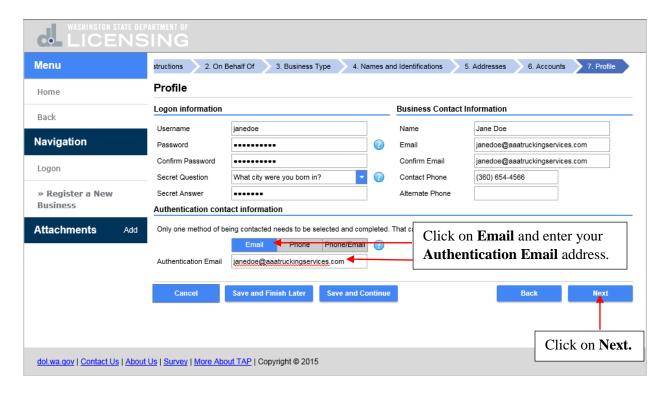
Enter the **Answer** to your **Secret Question**.



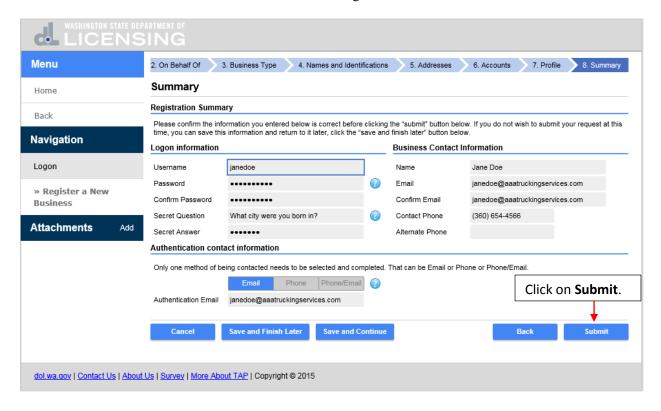
Enter the **Name** of the contact for your business and their **Email** address. Enter it again to **Confirm** their **Email** and enter the **Contact Phone** number. You can enter an alternate phone but it's not required.



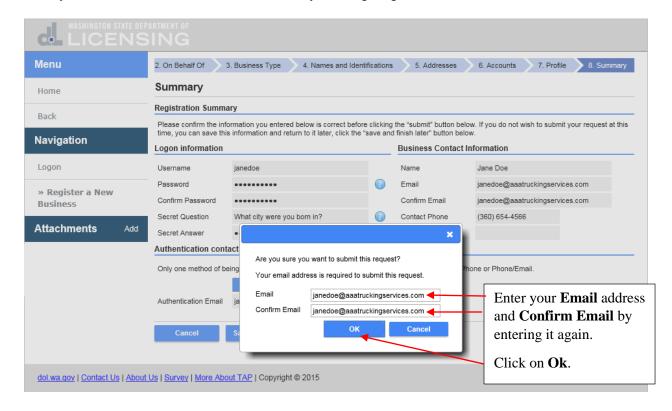
The Authentication Contact Information will be used to send you Authentication Codes to be used when you login. You can receive the Authentication Codes by Email, Phone or Phone/Email. Only one method of being contacted needs to be selected and completed. Select the way you prefer to receive your Authentication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



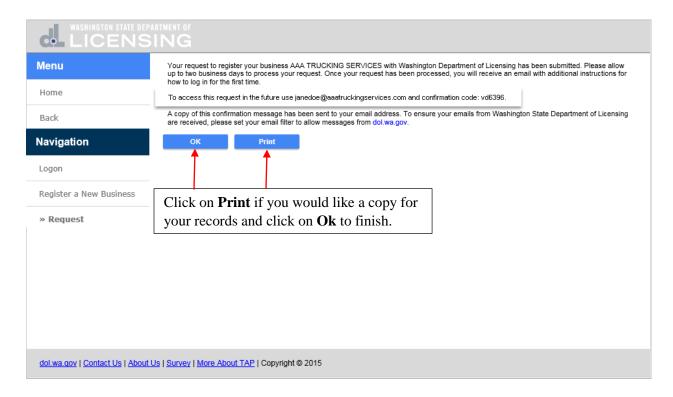
This is the **Registration Summary** of the information you entered for your account. Review the information and if everything is correct, click on **Submit.** If you need to make changes, click on the **Back** button and return to the screen that needs correcting. Click on **Submit.**



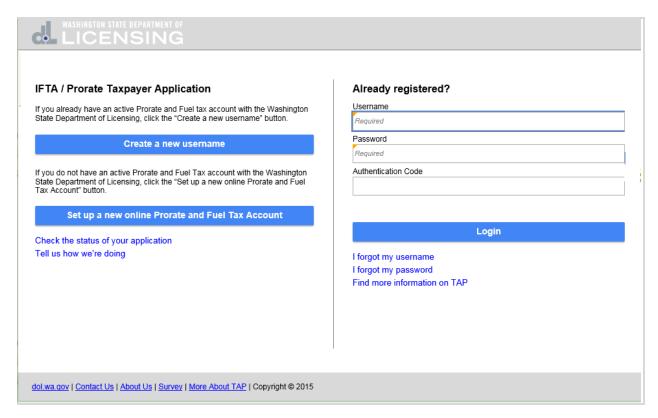
Enter your Email address and Confirm Email by entering it again. Click on Ok.



This is the confirmation you receive after clicking on **Submit** and **Ok.** Please allow up to two business days to process your request. Once your request has been processed you will receive an email with additional instructions for how to login for the first time. Click on **Print** if you want a copy for your records and click on **Ok** to finish.



After clicking on **Ok** you are returned to the TAP home screen.



You will receive an email that your request to register your business has been submitted and allow up to two business days for it to be processed.

Your request to register your business AAA Trucking Services with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to login for the first time.

To access this request in the future use janedoe@aaatruckingservices.com and confirmation code: vd6396.

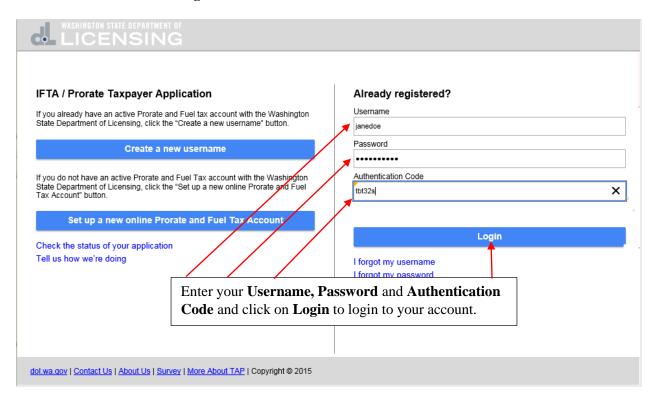
Your registration request has been processed and here is the email with your **Authorization Code** to login to your account for the first time.

Your request to register your business AAA TRUCKING SERVICES with the Washington Department of Licensing has been processed. Your authorization code is **tbt32s**. You can log in by entering your username, password and authentication code into the Washington Taxpayer Access Point or by clicking the link below.

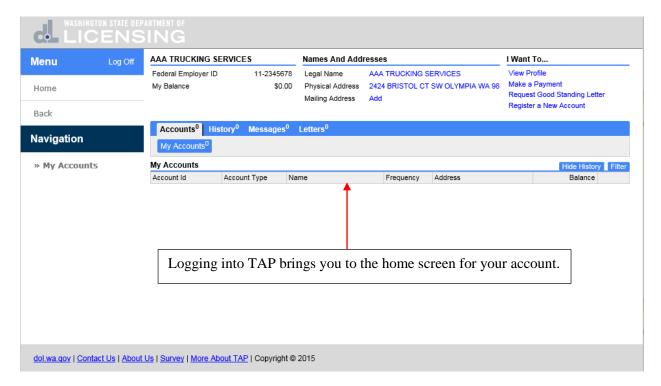
Click here to login

Authorization Code sent by email to login to the account for the first time.

TAP has a double layer of security for logging in. You have to enter your **Password** and an **Authentication Code** which is generated by TAP. The same **Authentication Code** cannot be used each time you login. If you click the link to receive an **Authentication Code** more than once, you must wait until you receive the newest code. Enter your **Username**, **Password** and **Authentication Code** to login for the first time. Click on **Login**.



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



This completes the TAP Register as a Service Agent tutorial.