

How to Register as an Existing Customer with an Active Account 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, you will learn how to create a new username, an online profile and verify your accounts through our Taxpayer Access Point, 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 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.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate Taxpayer 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 and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

Set up a new online Prorate and Fuel Tax Account

[Check the status of your application](#)

Click on **Create a new username**.

Already registered?

Username Required

Password Required

Authentication Code

Login

[I forgot my username](#)
[I forgot my password](#)

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To create your new username, you will need your federal employer identification number (FEIN) or social security number (SSN), unified business identifier (UBI) and your U.S. Department of Transportation (USDOT) number. Your physical and mailing addresses along with some business specific information are necessary to set up your customer profile and verify your account(s). Click on **Next**.

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Menu

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Navigation

- Logon
- » Create a New Username

Attachments Add

Create a New Username

Use this service to create an online profile with the Washington State Department of Licensing. By creating an online profile, you gain access to all of the online services we provide.

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

When to Submit This Request

- If you already have a Prorate and Fuel Tax customer account with the Washington State Department of Licensing and are logging into TAP for the first time.

What You'll Need

- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN)
- Business specific information necessary to verify your customer profile and account(s).
- US Department of Transportation (USDOT) Number, if you have one.

Click on Next.

Information **Next** Save and Finish Later Cancel

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If you are completing this request on behalf of someone else, click on **Yes**.

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- Logon
- >> Register a New Business

Attachments Add

On behalf of

Are you completing this request on behalf of someone else? Yes No

If you are completing this request on behalf of someone else, click on **Yes**.

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

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- >> Register a New Business

Attachments Add

On behalf of

Are you completing this request on behalf of someone else? Yes No

Your Name Required

Your Email Required

Your Phone Number Required

Performing business actions on behalf of someone else requires you to provide a notarized Power of Attorney (POA). Click the link below or the "Add" link in the attachments panel to the left to attach your Power of Attorney.

[Add Attachment](#) You must add 1 more attachment(s)

If you do not have a Power of Attorney (POA) at this time, click on the link below to be redirected to the Washington IFTA Power of attorney form.
<http://www.dol.wa.gov/forms/441021.pdf>

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

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

The screenshot shows the 'On behalf of' registration step. The header includes the Washington State Department of Licensing logo. A left sidebar contains a 'Menu' with 'Home' and 'Back', a 'Navigation' section with 'Logon' and '» Register a New Business', and an 'Attachments' section with 'Add'. The main content area is titled 'On behalf of' and contains the question 'Are you completing this request on behalf of someone else?' with 'Yes' and 'No' radio buttons. Below this are 'Back', 'On Behalf Of', 'Next', 'Save and Finish Later', and 'Cancel' buttons. A callout box with a blue border and white background contains the text: 'For this tutorial we will show you how to register on behalf of yourself. Click on **No** and click on **Next**.' The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

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**.

The screenshot shows the 'Logon information' registration step. The header includes the Washington State Department of Licensing logo. A left sidebar contains a 'Menu' with 'Home' and 'Back', a 'Navigation' section with 'Logon' and '» Create a New Username', and an 'Attachments' section with 'Add'. The main content area is titled 'Logon information' and contains fields for 'ID Type', 'ID', 'Username', 'Password', 'Confirm Password', 'Secret Question', and 'Secret Answer'. The 'ID Type' field is a dropdown menu with 'Unified Business ID (UBI)' selected. A callout box with a blue border and white background contains the text: 'Click on the drop down arrow in the **ID Type** field and select the **ID Type**.' Below the 'Logon information' section is the 'Contact information' section, which includes fields for 'Your Name', 'Email', and 'Contact Phone'. The 'Email' field has a 'Required' label and a 'Format: 999-999-999' note. Below the 'Contact information' section is the 'Authentication contact information' section, which includes a note: 'Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.' and radio buttons for 'Email', 'Phone', and 'Phone/Email'. Below these sections are 'Back', 'Online Profile Information', 'Next', 'Save and Finish Later', and 'Cancel' buttons. The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

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

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- Logon
- » Create a New Username

Attachments Add

Logon information

ID Type: Unified Business ID (UBI)

ID: 906-111-111

Username: []

Password: Required

Confirm Password: []

Secret Question: Required

Secret Answer: Required

Contact information

Contact Phone: []

Alternate Phone: []

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

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Click in the **Username** field and enter your **Username**.

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- » Create a New Username

Attachments Add

Logon information

ID Type: Unified Business ID (UBI)

ID: 906-111-111

Username: prft

Password: Required

Confirm Password: []

Secret Question: Required

Secret Answer: Required

Contact information

Your Name: Required

Alternate Phone: []

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

Back Online Profile Information Next Save and Finish Later Cancel

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Click on the **Field Help** icon next to the **Password** field and it will display more information regarding that specific field.

The screenshot shows the 'Logon information' section of the registration form. The 'Password' field has a blue question mark icon (Field Help) next to it. A popup window titled 'Passwords must be:' is open, listing requirements: 'between 6 and 15 characters long', 'a mixture of letters and numbers', and 'a mixture of upper and lower case letters'. It also states 'You cannot reuse your last 5 passwords'. A text box with an arrow points to the Field Help icon, containing the text: 'Click on the **Field Help** icon to view information specific to that field. In this example, the **Password** field.'

Click in the **Password** field and the **Field Help** dialogue box closes. Enter your **Password** and **Confirm Password** by entering it again.

The screenshot shows the same registration form, but the 'Password' and 'Confirm Password' fields are now filled with masked characters (dots). The Field Help popup is closed. A text box with an arrow pointing to the Password field contains the text: 'Click in the **Password** field and enter your **Password** and **Confirm Password** by entering it again.'

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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Attachments Add

Logon information

ID Type: Unified Business ID (UBI) [v]

ID: 906-111-111

Username: prft

Password: [masked]

Confirm Password: [masked]

Secret Question: What is your mother's maiden nam X [v]

Secret Answer: [masked]

Authentication conta

Only one method of beil [v]

What city were you born in? [v]

What is your favorite animal? [v]

What is your favorite food? [v]

What is your mother's maiden name? [v]

What was your first pet's name? [v]

Contact information

Your Name [Required]

Email [Required]

Confirm Email [v]

Contact Phone [v]

Alternate Phone [v]

Back Online Profile Information Next

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Click in the **Secret Answer** field and enter the **Secret Answer** to your **Secret Question**.

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Attachments Add

Logon information

ID Type: Unified Business ID (UBI) [v]

ID: 906-111-111

Username: prft

Password: [masked]

Confirm Password: [masked]

Secret Question: What is your mother's maiden name? [v]

Secret Answer: [masked]

Contact information

Your Name [Required]

Email [Required]

Confirm Email [v]

Contact Phone [v]

Alternate Phone [v]

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email [v]

Back Online Profile Information Next Save and Finish Later Cancel

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Click in the **Your Name** field and enter the **Name** of the contact for your business.

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Logon information

ID Type: Unified Business ID (UBI) [v]
ID: 906-111-111
Username: prft
Password: [masked] [?]
Confirm Password: [masked] [?]
Secret Question: What is your mother's maiden name? [v] [?]
Secret Answer: [masked]

Contact information

Your Name: Paul Roberts
Email: [Required] [?]
Confirm Email: [?]
Contact Phone: [?]
Alternate Phone: [?]

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email [v] Phone [?] Phone/Email [?]

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Click in the **Email** field and enter the **Email** address for your contact and click in the **Confirm Email** field and enter it again.

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Logon information

ID Type: Unified Business ID (UBI) [v]
ID: 906-111-111
Username: prft
Password: [masked] [?]
Confirm Password: [masked] [?]
Secret Question: What is your mother's maiden name? [v] [?]
Secret Answer: [masked]

Contact information

Your Name: Paul Roberts
Email: paulroberts@prfttruckinginc.com
Confirm Email: paulroberts@prfttruckinginc.com
Contact Phone: [?]
Alternate Phone: [?]

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email [v] Phone [?] Phone/Email [?]

Back Online Profile Information Next Save and Finish Later Cancel

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Click in the **Contact Phone** field for your business and enter it. If you have an **Alternate Phone** number you can enter it too but it's not required.

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Attachments Add

Logon information

ID Type: Unified Business ID (UBI) [v]
ID: 906-111-111
Username: prft
Password: [masked] [?]
Confirm Password: [masked]
Secret Question: What is your mother's maiden name? [v] [?]
Secret Answer: [masked]

Contact information

Your Name: Paul Roberts
Email: paulroberts@prfttruckinginc.com
Confirm Email: paulroberts@prfttruckinginc.com
Contact Phone: (360) 906-1111
Alternate Phone: [empty]

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be

Email [x] Phone [] Phone/Email [?]

Back Online Profile Information Next

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

The screenshot shows the Washington State Department of Licensing registration form. It is divided into several sections: **Menu** (Home, Back), **Navigation** (Logon, Create a New Username), and **Attachments** (Add). The main form area is split into **Logon information** and **Contact information**. The **Logon information** section includes fields for ID Type (Unified Business ID (UBI)), ID (906-111-111), Username (prf), Password, Confirm Password, Secret Question (What is your mother's maiden name?), and Secret Answer. The **Contact information** section includes Your Name (Paul Roberts), Email (paulroberts@prftruckinginc.com), Confirm Email (paulroberts@prftruckinginc.com), Contact Phone ((360) 906-1111), and Alternate Phone. Below these is the **Authentication contact information** section, which has a heading and a note: "Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email." There are three radio buttons: **Email** (selected), **Phone**, and **Phone/Email**. Below the radio buttons is the **Authentication Email** field containing paulroberts@prftruckinginc.com. At the bottom of the form are buttons for **Back**, **Online Profile Information**, **Next**, **Save and Finish Later**, and **Cancel**. Annotations include a box pointing to the **Email** radio button and the **Authentication Email** field with the text "Click on **Email** and enter your **Authentication Email** address.", and another box pointing to the **Next** button with the text "Click on **Next**." The footer contains links for dol.wa.gov, [Privacy & Use](#), [Contact Us](#), [About Us](#), [Survey](#), and "Copyright © 2015".

In the **Type of account you wish to access** field, click the drop down arrow and select the account type.

The screenshot shows the 'Verify Account Information' page in the Washington State Department of Licensing system. The page has a left-hand navigation menu with sections for 'Menu', 'Navigation', and 'Attachments'. The main content area is titled 'Verify Account Information' and contains the following fields and elements:

- Type of account you wish to access:** A dropdown menu is open, showing 'IFTA' as the selected option. A callout box points to the dropdown arrow with the text: "Click the drop down arrow and select the Type of account you wish to access."
- Account ID:** A text input field with the value '0025217' entered.
- Buttons:** 'Back', 'Verify Account' (highlighted in red), 'Save and Finish Later', and 'Cancel'.
- Required Field:** A yellow 'Required' label is present next to the 'Type of account you wish to access' field.
- Format:** A yellow box indicates the format for the Account ID: 'Format: 99999999'.

At the bottom of the page, there are links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', and 'Survey', along with a copyright notice for 2015.

You will notice that more fields open. Click in the **Account ID** field and enter the **ID** number.

The screenshot shows the 'Verify Account Information' page in the Washington State Department of Licensing system. The page has a left-hand navigation menu with sections for 'Menu', 'Navigation', and 'Attachments'. The main content area is titled 'Verify Account Information' and contains the following fields and elements:

- Type of account you wish to access:** A dropdown menu is set to 'IFTA'.
- Account ID:** A text input field with the value '0025217' entered. A callout box points to this field with the text: "Click in the Account ID field and enter the ID number."
- Buttons:** 'Back', 'Verify Account' (highlighted in red), 'Next', 'Save and Finish Later', and 'Cancel'.
- Required Fields:** Several fields are marked as 'Required' with yellow labels: 'Most recent payment amount', 'Tax due from most recently filed return', and 'Total miles on most recently filed return'.
- Other Fields:** 'Total gallons on most recent return' is set to '0'.

At the bottom of the page, there are links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', and 'Survey', along with a copyright notice for 2015.

You must enter some information regarding a recent transaction on your IFTA account. Click in the **Total miles on most recently filed return** field and enter the **Total Miles**. Click in the **Total gallons on most recent return** field and enter the **Total Gallons**. If you would like to save your work and finish later, click on **Save and Finish Later**.

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Navigation

- Logon
- » Create a New Username

Attachments Add

Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: IFTA

Account ID: 0025217

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

Most recent payment amount: 0.00

Or

Tax due from most recently filed return: 0.00

Or

Total miles on most recently filed return: 808

Total gallons on most recent return: 140

Would you like to access an additional account? Yes No

Buttons: Back, Verify Account, Next, Save and Finish Later, Cancel

Enter the **Total Miles** and **Total Gallons** from the most recently filed tax return.

Click on **Save and Finish Later** if you would like to save your work and finish later.

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If you would like to save your work and finish later, enter your **Email** address and **Confirm Email** by entering it again. Click on **Ok**.

The screenshot shows the 'Verify Account Information' page. A modal dialog box is open with the following text: 'Are you sure you want to save this request to be finished at a later time? It will not be processed until the Submit button is clicked. Your email address is required to Save and Finish Later. Email: paulroberts@prfttruckinginc.com Confirm Email: paulroberts@prfttruckinginc.com'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. A text box on the right contains instructions: 'Enter your Email address and Confirm Email by entering it again. Click on Ok.' Blue arrows point from the text box to the email input fields and the 'OK' button in the dialog.

This is the confirmation you received that your request has been saved. In order to finish the request, you will need your email address and the confirmation code. If you would like to **Print** this request click on **Print** or click on **Ok**. Click on **Ok**.

The screenshot shows the confirmation page with the following text: 'Your request has been saved for you to finish at a later time. This request will not be processed until the Submit button is pressed. To access this request in the future use paulroberts@prfttruckinginc.com and confirmation code: v7trvc. 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.' There are 'OK' and 'Print' buttons. A text box on the right contains instructions: 'You will need your Email address and the Confirmation Code to access this request and finish it later.' Blue arrows point from the text box to the email address and confirmation code in the text above the buttons. Another text box at the bottom left contains instructions: 'Click on Print if you want a copy of this confirmation or click on Ok if you do not. Click on Ok.' Blue arrows point from this text box to the 'Print' and 'OK' buttons.

To continue with your saved request, click on **Check the status of your application**.

IFTA / Prorate Taxpayer 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 and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

Set up a new online Prorate and Fuel Tax Account

[Check the status of your application](#)

Click on **Check the status of your application** to continue.

Already registered?

Username Required

Password Required

Authentication Code

Login

[I forgot my username](#)

[I forgot my password](#)

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Enter your **Email** address and the **Confirmation Code** you received. Click on **Search**.

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- Logon
- >> Logon

Search for an Existing Request

Email

Confirmation Code

Search

Enter your **Email** address and the **Confirmation Code** you received. Click on **Search**.

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The status of your request is not submitted. To continue with creating your username, click on **Change** at the top and then click on **Next** at the bottom.

The screenshot shows the Washington State Department of Licensing website. On the left is a navigation menu with options: Home, Back, Logon, and a highlighted option '> Create a New Username'. The main content area is titled 'Request Information' and shows the status as 'Not Submitted' and 'Saved' at '26-Sep-2015 16:20:42'. There are two buttons: 'Withdraw' and 'Change'. A blue arrow points from a box labeled 'Click on Change.' to the 'Change' button. Below this, the 'Create a New Username' section provides instructions and a list of services available to users. Further down, there are two columns: 'When to Submit This Request' and 'What You'll Need'. At the bottom of the main content area, there are two buttons: 'Information' and 'Next'. A blue arrow points from a box labeled 'Click on Next.' to the 'Next' button. The footer contains links for 'doi.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

Click on **Next**.

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Attachments Add

Create a New Username

Use this service to create an online profile with the Washington State Department of Licensing. By creating an online profile, you gain access to all of the online services we provide.

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

After creating your online profile and if you want to add additional users to your account, login 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 Prorate and Fuel Tax customer account with the Washington State Department of Licensing and are logging into TAP for the first time.

What You'll Need

- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN)
- Business specific information necessary to verify your customer profile and account(s).
- US Department of Transportation (USDOT) Number, if you have one.

Click on **Next**.

Information Next Save and Finish Later Cancel

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Click on **Next**.

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Attachments Add

On behalf of

Are you completing this request on behalf of someone else? Yes No

Back On Behalf Of Next Save and Finish Later Cancel

Click on **Next**.

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Click on **Next**.

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Attachments Add

Logon information

ID Type: Unified Business ID (UBI) X

ID: 906-111-111

Username: prft

Password: [Redacted]

Confirm Password: [Redacted]

Secret Question: What is your mother's maiden name?

Secret Answer: [Redacted]

Contact information

Your Name: Paul Roberts

Email: paulroberts@prfttruckinginc.com

Confirm Email: paulroberts@prfttruckinginc.com

Contact Phone: (360) 906-1111

Alternate Phone: [Redacted]

Authentication contact information

Only one method of being contacted needs to be selected and completed. That can be Email or Phone or Phone/Email.

Email Phone Phone/Email

Authentication Email: paulroberts@prfttruckinginc.com

Back Online Profile Information **Next** Save and Finish Later Cancel

Click on **Next**.

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You are now back to where you left off in the registration process. If you **Would like to access an additional account**, click on **Yes** and then click on **Next**.

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Attachments Add

Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: IFTA

Account ID: 0025217

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

Most recent payment amount: 0.00

Or

Tax due from most recently filed return: 0.00

Or

Total miles on most recently filed return: 808 *And*

Total gallons on most recent return: 140

Would you like to access an additional account? Yes No

Back Verify Account **Next** Save and Finish Later Cancel

Click on **Next**.

If you want to access another account, click on **Yes**.

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In the **Type of account you wish to access** field, click on the drop down arrow and select the account type.

WASHINGTON STATE DEPARTMENT OF LICENSING

Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: Prorate

Account ID: [Field]

Buttons: Back, Verify Additional Account, Save and Finish Later, Cancel

Required Format: 9999999-9999

» Create a New Username

Attachments Add

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Several more fields open that are required to be completed. Click in the **Account ID** field and enter the **Account ID** number.

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Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: Prorate

Account ID: 0025217-0101

Enter the following information for one of your vehicles recently registered to your Prorate

VIN from a registered vehicle: [Required]

Purchase price of vehicle: [Required]

Buttons: Back, Verify Additional Account, Next, Save and Finish Later, Cancel

» Create a New Username

Attachments Add

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Click in the **VIN from a registered vehicle** field and enter the **VIN** from a vehicle in the fleet.

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Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: Prorate

Account ID: 0025217-0101

Enter the following information for one of your vehicles recently registered to your Prorate account.

VIN from a registered vehicle: 111111

Purchase price of vehicle: Required

Buttons: Back, Verify Additional Account, Next, Save and Finish Later, Cancel

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Click in the **Purchase price of vehicle** field and enter the **Purchase Price** of the vehicle. Click on **Next**.

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Verify Account Information

Please enter the information of the account you would like to access. Once selected, you will need to enter some additional information about the account.

Type of account you wish to access: Prorate

Account ID: 0025217-0101

Enter the following information for one of your vehicles recently registered to your Prorate account.

VIN from a registered vehicle: 111111

Purchase price of vehicle: 27,500.00

Buttons: Back, Verify Additional Account, Next, Save and Finish Later, Cancel

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This is the **Profile Summary** of the information you entered to register as an existing 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 **Back** button and return to the applicable screen and make corrections. Click on **Submit**.

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Profile Summary

Please review the following information

Login: prft
Name: Paul Roberts
Email: paulroberts@prfttruckinginc.com
Contact Phone: (360) 906-1111
Alternate Phone:

In case you forgot your password:
Secret Question: What is your mother's maiden name?

Click Submit to complete this request.

Click on **Submit**.

[Back](#) [Online Profile Summary](#) [Submit](#) [Save and Finish Later](#) [Cancel](#)

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Are you sure you want to submit this request? Click on **Ok**.

The screenshot shows the 'Profile Summary' page in the Washington State Department of Licensing system. The page includes a left-hand navigation menu with sections for 'Menu', 'Navigation', and 'Attachments'. The main content area displays the user's profile information, including login details, name, email, and contact phone. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to submit this request?' with 'OK' and 'Cancel' buttons. A blue arrow points from a text box labeled 'Click on Ok.' to the 'OK' button in the dialog. At the bottom of the page, there are links for 'Back', 'Online Profile Summary', 'Save and Finish Later', and 'Cancel'. The footer contains the website URL 'dol.wa.gov' and copyright information for 2015.

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Attachments Add

Profile Summary

Please review the following information

Login: prft
Name: Paul Roberts
Email: paulroberts@prfttruckinginc.com
Contact Phone: (360) 906-1111
Alternate Phone:

In case you forgot your password:
Secret Question: What is your mother's maiden name?

Click Submit to complete this request.

Are you sure you want to submit this request?

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This is the confirmation you receive 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**.

The screenshot shows the Washington State Department of Licensing website. The header includes the logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. On the left, there is a navigation menu with sections for 'Menu' and 'Navigation'. The main content area displays a confirmation message: 'Your request has been submitted. To access this request in the future use paulroberts@prfttruckinginc.com and confirmation code: v7trvc. 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.' Below the message are two blue buttons labeled 'OK' and 'Print'. A callout box with a black border and white background points to the 'Print' button with the text: 'Click on **Print** if you would like a copy for your records or click on **Ok** to finish. Click on **Ok**.' The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', 'About Us', 'Survey', and 'Copyright © 2015'.

This is the summary of the submitted request. It shows its still **Pending** but that it has been **Submitted**. Click on **Home** to return to the **TAP** home screen.

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Return to the home screen
- Back

Request Information Withdraw Change

Status : Pending
Submitted : 26-Sep-2015 17:53:02

If you would like to change your request click the Change button above.
If you want to cancel your request click the Withdraw button above.

The request is still **Pending but it has been **Submitted**.**

Create a New Username

Use this service to create an online profile with the Washington State Department of Licensing. By creating an online profile, you gain access to all of the online services we provide.

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

After creating your online profile and if you want to add additional users to your account, login to your account. Under the "I Want To..." click on "View Profile" and then click on "Add an Additional Username."

» Create a New Username

When to Submit This Request

- If you already have a Prorate and Fuel Tax customer account with the Washington State Department of Licensing and are logging into TAP for the first time.

What You'll Need

- Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN)
- Business specific information necessary to verify your customer profile and account(s).
- US Department of Transportation (USDOT) Number, if you have one.

Information Next

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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.

Received: Saturday, Sep 26, 2015 6:07:36 PM
Subject: New Username Request Complete

Your request for a new username has been processed.
Your authentication code is **t7sx85**.
[Click here to log in](#)

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

IFTA / Prorate Taxpayer 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 and Fuel Tax account with the Washington State Department of Licensing, click the "Set up a new online Prorate and Fuel Tax Account" button.

[Set up a new online Prorate and Fuel Tax Account](#)

[Check the status of your application](#)

Already registered?

Username
prft

Password
.....

Authentication Code
t7sx8s

[Login](#)

[I forgot my username](#)
[I forgot my password](#)

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

PRFT TRUCKING INC

Federal Employer ID: 46-2382361
My Balance: \$0.00

Names And Addresses

Legal Name: PRFT TRUCKING INC
Physical Address: 2424 BRISTOL CT SW OLYMPIA WA 98
Mailing Address: Add

I Want To...

- [View Profile](#)
- [Make a Payment](#)
- [Request Good Standing Letter](#)
- [Register a New Account](#)

Accounts² History⁰ Messages¹ Letters⁰

[My Accounts²](#)

My Accounts

Account Id	Account Type	Name	Frequency	Address	Balance
0025217	IFTA	PRFT TRUCKING INC	Quarterly	2424 BRISTOL CT SW OLYMF	0.00
0025217-0101	Prorate	PRFT TRUCKING INC	Prorate Fisc	2424 BRISTOL CT SW OLYMF	0.00

2 Rows

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 Customer with an Active Account** tutorial.