

How to Register as a New Customer 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 register a business, create an online profile and set up account(s) 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, IFTA license/decal applications, IRP applications/renewals and IRP supplements 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 new customer and set up your online account, click the **Set up a new online Prorate and Fuel Tax Account** link.

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."

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

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

Click on **Set up a new online Prorate and Fuel Tax Account** to get started.

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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To register your business you will need your business name, 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 account(s). Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

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» Register a New Business

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Instructions

Register a New Business

Use this service to register a business and 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 you register your new business and you want to allow multiple users to access your account, login to your account. Under the "Want To..." click on "View Profile" and then click on "Add an Additional Username."

When to Submit This Request	What You'll Need
<ul style="list-style-type: none">• If you don't already have a Prorate and Fuel Tax customer account with the Washington State Department of Licensing and are logging into Taxpayer Access Point (TAP) for the first time.	<ul style="list-style-type: none">• 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).• US Department of Transportation (USDOT) Number, if you have one.

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

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Click on Next.

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

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On Behalf Of

On behalf of

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

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

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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.

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>> Register a New Business

Attachments Add

On Behalf Of

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>

Cancel Save and Finish Later Save and Continue Back Next

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.

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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**.

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On Behalf Of

On behalf of

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

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

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

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

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Business Type

What type of business are you registering?

Buttons: Corporation, General Partnership, Limited Liability Company, Limited Liability Partnership, Limited Partnership, Municipality, Nonprofit Corporation, Sole Proprietorship

Select a business type to see a description below.

A Sole Proprietorship is one individual or married couple in business alone. Sole proprietorships are the most common form of business structure. This type of business is simple to form and operate, and may enjoy greater flexibility of management, fewer legal controls, and fewer taxes. However, the business owner is personally liable for all debts incurred by the business.

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

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

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Enter your **First** and **Last** name as they are required and enter your **DBA** if you have one. Enter your **FEIN** or **SSN** as they are required and enter your **UBI** if you are located in Washington. Click on **Yes** if you have a **USDOT** number and enter it. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions 2. On Behalf Of 3. Business Type 4. Names and Identifications

Names and Identifications

What are your business names?

Name: JOHN DOE (M. I.)

DBA: JD TRUCKING

What are your business identifications?

If your business does not have an FEIN you can use your SSN instead.

FEIN: 11-1111111

SSN: ***-**-####

UBI: 111-111-111 My business is located outside the state. This is only for service agents or full activity in Washington.

Does your business have a US Department of Transportation (USDOT) number?

Yes No

USDOT: 1222222

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

Callout 1: Enter your **First** and **Last** name as they are required and enter your **DBA** if you have one.

Callout 2: Enter your **FEIN** or **SSN** as they are required and your **UBI** if you are located in Washington. Click on **Yes** if you have a **USDOT** number and enter it. Click on **Next**.

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

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Addresses

What is your business address?

2424 BRISTOL CT SW

Street

Unit Type [v] Unit # [v] City OLYMPIA

WA - WASHINGTON [v] Zip 98502-0000 [v]

USA [v] Verify Address

Is your mailing address different from your business address? Yes No

Are your records located at an address different than your business address? Yes No

Cancel Save and Finish Later Save and Continue Back Next

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

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Home

Addresses

What is your business address?

Address Search

Country USA [v] Unverified

Street 2424 BRISTOL CT SW

Street

Unit Type [v] Unit # [v] City OLYMPIA

State WASHINGTON [v] Zip 98502-0000 [v] County [v]

Attention

Select Address

Select	As Entered	2424 BRISTOL CT SW OLYMPIA WA 98502
Select	Verified	2424 BRISTOL CT SW OLYMPIA WA 98502-6004

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**.

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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**.

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Addresses

What is your business address?

2424 BRISTOL CT SW

Street

Unit Type Unit # City

OLYMPIA

WA - WASHINGTON 98502-6004 THURSTON

USA Verified

Is your mailing address different from your business address?

Are your records located at an address different than your business address?

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

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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**.

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Addresses

What is your business address?

2424 BRISTOL CT SW ?

Street

Unit Type Unit # City

WA - WASHINGTON 98502-6004 OLYMPIA

THURSTON

USA Verify Address

Is your mailing address different from your business address?

Enter your mailing address below.

Street

Street

Unit Type Unit # City

WA - WASHINGTON Zip County

USA Verify Address

Are your records located at an address different than your business address?

Enter your location of records address below.

Street

Street

Unit Type Unit # City

WA - WASHINGTON Zip County

USA Verify Address

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

If you would like to save your work and finish later, click on **Save and Finish Later**. Or you can click on **Save and Continue** and your work will be saved and you can continue with registering. Click on **Next**.

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Addresses

What is your business address?

2424 BRISTOL CT SW

Street

Unit Type Unit # OLYMPIA

WA - WASHINGTON 98502-6004 THURSTON

USA Verified

Is your mailing address different from your business address? Yes No

Are your records located at an address different than your business address? Yes No

Cancel Save and Finish Later Save and Continue Back Next

If you would like to save your work and finish later, click on **Save and Finish Later**. Or you can click on **Save and Continue** and you work will be saved and you can continue with registering. Click on **Next**.

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If you want to register a new **IFTA** account and **Prorate (IRP)** account, click on **Yes** and **Yes** and click on **Next**.

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Accounts

Select your account registration options.

Register a new IFTA account? Yes No

Register a new Prorate (IRP) account? Yes No

Cancel Save and Finish Later Save and Continue Back Next

To register new **IFTA** and **IRP** accounts, click on **Yes, Yes** and **Next**.

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The following information pertains to your **IFTA** account. Confirm that the **USDOT** number is correct and select one other jurisdiction you will be operating in by clicking on the drop down arrow and selecting the jurisdiction.

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Menu: Home, Back, Logon, Register a New Business, Attachments

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IFTA Information

IFTA Account Information

The information below is related to your IFTA account. Please verify the information is correct before continuing.

Enter the USDOT number for the carrier responsible for safety: 1222222

Select one other jurisdiction you will be operating in: Oregon

Registration will be effective:

Bulk Fuel

Do you maintain bulk storage? Yes No

If Yes, list the jurisdiction they are located in using the table to the right:

Note: The base jurisdiction may withhold any refunds if you are revoked or do not comply with IFTA provisions shall be grounds for revocation in all member states.

By checking this box I certify under penalty of perjury under the laws of the State of Washington that the information provided is true and correct.

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

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Check to make sure your **USDOT** number is correct. Click on the drop down arrow and select one other jurisdiction you will be operating in.

In the **Registration will be effective** field, click the drop down arrow and select the quarter the registration will be effective. Click on **Yes** if you have bulk storage and you will be required to provide the jurisdiction where the bulk storage is located. Click on **No** and click in the certification box that the **IFTA** information provided is true and correct and click on **Next**.

The screenshot shows the 'IFTA Information' section of a web form. At the top, a progress bar indicates the current step is '7. IFTA Information'. The form includes a 'Menu' on the left with 'Home', 'Back', and 'Ligon' options. The main content area is titled 'IFTA Information' and contains the following sections:

- IFTA Account Information:** A heading followed by the instruction: 'The information below is related to your IFTA account. Please verify the information is correct before continuing.'
- Enter the USDOT number for the carrier responsible for safety:** A text input field containing '1222222'.
- Select one other jurisdiction you will be operating in:** A dropdown menu currently showing 'Oregon'.
- Registration will be effective:** A dropdown menu with 'Quarter 1, 2016' selected. A callout box points to this dropdown with the text: 'Click the drop down arrow and select the quarter your registration will be effective.'
- Bulk Fuel:** A section with a heading and a question: 'Do you maintain bulk storage?'. Below the question are two buttons: 'Yes' and 'No'. A red arrow points from a callout box to the 'Yes' button. The callout box text is: 'Click Yes if you have bulk storage and you will need to provide the jurisdiction where the bulk storage is located. Click on No and click in the certification box that the information provided is true and correct.'
- If Yes, list the jurisdiction they are located in using the table to the right:** A table with two rows: 'Quarter 1, 2016' and 'Quarter 2, 2016'. A red arrow points from the callout box to the 'Quarter 1, 2016' row.
- Note:** A small text note: 'Note: The base jurisdiction may withhold any refunds if you are revoked or delinquent on payment of fuel taxes to any member jurisdiction. Failure to comply with IFTA provisions shall be grounds for revocation in all member states.'
- Certification:** A checkbox that is checked, followed by the text: 'By checking this box I certify under penalty of perjury under the laws of the state of Washington that the forgoing is true and correct.'
- Buttons:** At the bottom of the form are five buttons: 'Cancel', 'Save and Finish Later', 'Save and Continue', 'Back', and 'Next'. A red arrow points from a callout box to the 'Next' button. The callout box text is: 'Click on Next.'

At the bottom of the page, there is a footer with links: 'Us | Survey | More About TAP | Copyright © 2015'.

The following information pertains to your **IRP** fleet and is required. Click on the drop down arrow in the field **What type of carrier are you** and select the type of carrier you are.

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IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? **For Hire** Required

Registration Effective Month

Are you a registrant-only fleet?

Proof of Residency and Est

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Add Attachment ? You must add 3 more attachment(s)

Cancel Save and Finish Later Save and Continue Back Next

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Click on the drop down arrow to select the **Month** your registration will be effective.

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IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? For Hire

Registration Effective Month **March**

Are you a registrant-only fleet? Yes No

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Add Attachment You must add 3 more attachment(s)

Not enough attachments

Cancel Save and Finish Later Save and Continue Back Next

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If you are a registrant only fleet click on **Yes** but if you are not, click on **No**. In order to register for **IRP** you must submit three separate documents as proof of residency or established place of business in Washington State. A list of approved document types is provided. You can click the **Add Attachment** link or the **Add** link in the attachments panel to add the required information. The attachments must be a .jpg, .jpeg, .pdf, .png, .tif or .tiff type files and cannot be larger than 25 MB.

The screenshot shows the 'IRP Information' page in the Washington State Department of Licensing system. The page includes a navigation menu on the left with options like 'Home', 'Back', 'Logon', and 'Register a New Business'. The main content area is titled 'IRP Information' and contains a 'Proof of Residency and Established Place of Business' section. This section includes a list of accepted documents: Federal Income Tax Return, Lease or Mortgage Document, Photocopy of Driver's License, Telephone Bill, Property Tax Notification, and Utility Bill. There is an 'Add Attachment' link and a 'You must add 3 more attachment(s)' message. At the bottom, there are 'Cancel', 'Save and Finish Later', and 'Save and Continue' buttons. Three red callout boxes provide instructions: one points to the 'Add' link in the Attachments panel, another points to the 'Yes' radio button for 'Are you a registrant-only fleet?', and a third points to the list of document types.

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IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? For Hire

Registration Effective Month March

Are you a registrant-only fleet (no USDOT)? No **Yes**

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Add Attachment You must add 3 more attachment(s)

Cancel Save and Finish Later Save and Continue

Or you can click on **Add** to add the required documents.

If you are a registrant only fleet click on **Yes** but if you are not, click on **No**.

A list of approved document types is provided. Click on **Add Attachment** to add the required documents. The attachments must be a .jpg, .jpeg, .pdf, .tif or .tiff type files and cannot be larger than 25 MB.

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The **Select a file to attach** dialogue box opens and in the **Type** field click on the drop down arrow to select **Proof of Residency**. In the **Description** field enter the description of the document type you are adding. Click on **Browse** to search and select the document you are attaching. Click on **Save**.

The screenshot shows the Washington State Department of Licensing website. The main content area is titled "IRP Information" and includes sections for "IRP Fleet Information" and "Proof of Residency and Established Place of Business". A "Select a file to attach" dialog box is open, showing a form with the following fields: "Type" (set to "Proof of Residency"), "Description" (set to "Mortgage Document"), and a file name "Mortgage Document.jpg". There are "Browse...", "Save", and "Cancel" buttons. Red arrows point from a text box on the right to these elements.

Select Proof of Residency from the drop down arrow and add a **Description** of the type of document you are adding. Click on **Browse** to search and select the document you are attaching.

Click on **Save**.

The **Mortgage Document** has been attached. If you attached a document by mistake or need to make a change, click on the red **X** next to the document and that will remove it. Click on **Add** in the attachments panel or **Add Attachment** to add your second document.

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IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you?

Registration Effective Month

Are you a registrant-only fleet (no USDOT)?

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

X Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

[Add Attachment](#) You must add 2 more attachment(s)

Not enough attachments

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The **Mortgage** document has been attached. Click on **Add** in the attachment panel or **Add Attachment** to add your second document.

If you attached a document by mistake or need to make a change, click on the red **X** next to the document to remove it.

The **Select a file to attach** dialogue box opens and in the **Type** field click on the drop down arrow to select **Proof of Residency**. In the **Description** field enter the description of the document type you are adding. Click on **Browse** to search and select the document you are attaching. Click on **Save**.

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Mortgage Document.jpg Mortgage Document

Accepted

IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? For Hire

Registration Effective Month March

Are you a registrant-only fleet (no USDOT)? No Yes

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established business location. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Select a file to attach

Type Proof of Residency

Description Telephone Bill

Telephone Bill.jpg Browse...

Save Cancel

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Select **Proof of Residency** from the drop down arrow and add a **Description** of the type of document you are adding. Click on **Browse** to search and select the document you are attaching. Click on **Save**.

The **Telephone Bill** document has been attached. Click on **Add** in the attachments panel or **Add Attachment** to add your third and final document.

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Mortgage Document.jpg Mortgage Document

Telephone Bill.jpg Telephone Bill

IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? For Hire

Registration Effective Month March

Are you a registrant-only fleet (no USDOT)? No Yes

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business. Click the link below or the "Add" link in the attachments panel on the left to add documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Add Attachment ? You must add 1 more attachment(s)

Cancel Save and Finish Later Save and Continue Back Next

Click on **Add** in the attachments panel to add your third and final document or click on **Add Attachment**.

The **Telephone Bill** document has been attached.

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The **Select a file to attach** dialogue box opens and in the **Type** field click on the drop down arrow to select **Proof of Residency**. In the **Description** field enter the description of the document type you are adding. Click on **Browse** to search and select the document you are attaching. Click on **Save**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu > 3. Business Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. IFTA Information > 8. IRP Information

Home

Back

Navigation

Logon

>> Register a New Business

Attachments Add

Mortgage Document.jpg Mortgage Document

Telephone Bill.jpg Telephone Bill

Accepted

Select a file to attach

Type Proof of Residency

Description Utility Bill

Utility Bill.jpg Browse...

Save Cancel

Select Proof of Residency from the drop down arrow and add a **Description** of the type of document you are adding. Click on **Browse** to search and select the document you are attaching. Click on **Save**.

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All three documents have been attached. Click on **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, Navigation: Logon, Register a New Business, Attachments: Add

Progress: 3. Business Type, 4. Names and Identifications, 5. Addresses, 6. Accounts, 7. IFTA Information, 8. IRP Information

IRP Information

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you? For Hire

Registration Effective Month: March

Are you a registrant-only fleet (no USDOT)? No Yes

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Attachments:

- Mortgage Document.jpg (Mortgage Document) [X]
- Telephone Bill.jpg (Telephone Bill) [X]
- Utility Bill.jpg (Utility Bill) [X]

Add Attachment

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. IFTA Information > 8. IRP Information > 9. Profile

Profile

Logon information

Username: johndoe (Name)

Password: [Masked] (Email)

Confirm Password: [Masked] (Confirm)

Secret Question: Required (Contact)

Secret Answer: Required (Alternate)

Business 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

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

Attachments: Mortgage Document.jpg, Telephone Bill.jpg, Utility Bill.jpg

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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**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. IFTA Information > 8. IRP Information > 9. Profile

Profile

Logon information

Username: johndoe (Name)

Password: [Masked] (Email)

Confirm Password: [Masked] (Confirm)

Secret Question: What city were you born in? (Contact)

Secret Answer: [Empty] (Alternate)

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

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

Attachments: Mortgage Document.jpg, Telephone Bill.jpg, Utility Bill.jpg

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. IFTA Information > 8. IRP Information > 9. Profile

Home

Back

Navigation: Logon

» Register a New Business

Attachments: Add

- Mortgage Document.jpg Mortgage Document
- Telephone Bill.jpg Telephone Bill
- Utility Bill.jpg Utility Bill

Profile

Logon information

Username: johndoe

Password:

Confirm Password:

Secret Question: What city were you born in?

Secret Answer:

Business Contact Information

Name: Required

Email: Required

Confirm Email: Required

Contact Phone: Alternate

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

Cancel Save and Finish Later Save and Continue Back Next

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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.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. IFTA Information > 8. IRP Information > 9. Profile

Home

Back

Navigation: Logon

» Register a New Business

Attachments: Add

- Mortgage Document.jpg Mortgage Document
- Telephone Bill.jpg Telephone Bill
- Utility Bill.jpg Utility Bill

Profile

Logon information

Username: johndoe

Password:

Confirm Password:

Secret Question: What city were you born in?

Secret Answer:

Business Contact Information

Name: John Doe

Email: johndoe@jdtrucking.com

Confirm Email: johndoe@jdtrucking.com

Contact Phone: (360) 123-4567

Alternate Phone: Format: (999) 999-9999

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu: Home, Back, Navigation: Logon, Register a New Business, Attachments: Mortgage Document, Telephone Bill, Utility Bill

Progress: 4. Names and Identifications, 5. Addresses, 6. Accounts, 7. IFTA Information, 8. IRP Information, 9. Profile

Profile

Logon information

Username: johndoe
Password:
Confirm Password:
Secret Question: What city were you born in?
Secret Answer:

Business Contact Information

Name: John Doe
Email: johndoe@idtrucking.com
Confirm Email: johndoe@idtrucking.com
Contact Phone: (360) 123-4567

Authentication contact information

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

Email Phone Phone/Email

Authentication Email: johndoe@idtrucking.com

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

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This is the summary of the information you entered for your registration. Review the information and confirm that everything is correct.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu

Names and Identifications >
 5. Addresses >
 6. Accounts >
 7. IFTA Information >
 8. IRP Information >
 9. Profile >
 10. Summary

Navigation

Summary

Registration Summary

Please confirm the information you entered below is correct before clicking the "submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.

Logon information

Username

Password

Confirm Password

Secret Question

Secret Answer

Business Contact Information

Name

Email

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.

Authentication Email

Email
 Phone
 Phone/Email

IFTA Registration

IFTA Account Information

The information below is related to your IFTA account. Please verify the information is correct before continuing.

Enter the USDOT number for the carrier responsible for safety:

Select one other jurisdiction you will be operating in:

Registration will be effective:

Bulk Fuel

Do you maintain bulk storage? Yes No

If Yes, list the jurisdiction they are located in using the table to the right:

Note: The base jurisdiction may withhold any refunds if you are revoked or delinquent on payment of fuel taxes to any member jurisdiction. Failure to comply with IFTA provisions shall be grounds for revocation in all member states.

By checking this box I certify under penalty of perjury under the laws of the state of Washington that the forgoing is true and correct.

Jurisdictions

Jurisdiction

Review the registration summary information to confirm everything is correct.

Attachments Add

Mortgage Document.jpg ✗

Mortgage Document

Telephone Bill.jpg ✗

Telephone Bill

Utility Bill.jpg ✗

Utility Bill

If you need to make any corrections, click on the **Back** button and go back to the screen where changes need to be made. If everything is correct, click on **Submit**.

IRP Registration

IRP Fleet Information

Please enter the following information about your IRP fleet. For fields that are already populated, please verify the information is correct before continuing.

What type of carrier are you?

Registration Effective Month

Are you a registrant-only fleet (no USDOT)? No Yes

Proof of Residency and Established Place of Business

In order to register for IRP you must submit three (3) separate documents as proof of residency or established place of business in Washington State. Click the link below or the "Add" link in the attachments panel on the left to add the required documents.

Accepted proof of residency or established place of business documents:

- Federal Income Tax Return
- Lease or Mortgage Document
- Photocopy of Driver's License
- Telephone Bill
- Property Tax Notification
- Utility Bill

Click on **Submit**.



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Are you sure you want to submit this request? Enter your **Email Address** twice and click on **Ok**.

The screenshot shows the 'Summary' page of the Washington State Department of Licensing registration process. The breadcrumb trail includes: 1. Names and Identifications, 2. Addresses, 3. Accounts, 4. IFTA Information, 5. IRP Information, 6. Profile, and 7. Summary. The 'Registration Summary' section contains a confirmation message: 'Please confirm the information you entered below is correct before clicking the "submit" button below. If you do not wish to submit your request at this time, you can save this information and return to it later, click the "save and finish later" button below.' Below this, there are two main sections: 'Ligon information' and 'Business Contact Information'. The 'Ligon information' section includes fields for Username, Password, Confirm Password, Secret Question, Secret Answer, and Authentication Email (johndoe@jdtrucking.com). The 'Business Contact Information' section includes fields for Name (John Doe), Email (johndoe@jdtrucking.com), and Phone. A modal dialog box is overlaid on the form, asking 'Are you sure you want to submit this request?' and 'Your email address is required to submit this request.' It has two input fields for 'Email' and 'Confirm Email', both containing 'johndoe@jdtrucking.com', and 'OK' and 'Cancel' buttons. A callout box on the right side of the dialog box contains the text: 'To submit this request, enter your Email Address twice and click on Ok.' The 'IFTA Registration' section is partially visible below, including 'IFTA Account Information' and 'Bulk Fuel' options.

This is the confirmation you receive after clicking on submit. 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 to print a copy of this confirmation and click on **OK** to finish.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu

- Home
- Back

Navigation

- Logon
- Register a New Business
- » Request

Your request to register your business JOHN DOE 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 johndoe@jdtrucking.com and confirmation code: **dj6pcw**.

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.

OK **Print**

Click on **Print** if you would like to print the confirmation and click on **OK** to finish.

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After clicking on **OK** 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."

Set up a new online Prorate and Fuel Tax 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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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 JOHN DOE 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 log in for the first time.

To access this request in the future use johndoe@jdtrucking.com and confirmation code: **dj6pcw**.

Once the registration request has been processed you will receive an email with instructions on how to login to your account.

Your registration request has been processed and here is your **Authorization Code** to login to your account for the first time. Your request to register your business JOHN DOE with the Washington Department of Licensing has been processed. Your authorization code is **22f5v4**. You can log in by entering your username, password and authentication code into the Washington Taxpayer Access Point or by clicking

[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**.

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](#)
[Tell us how we're doing](#)

Already registered?

Username
johndoe

Password
.....

Authentication Code
22f5v4

[Login](#)

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

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

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

The screenshot displays the TAP user interface for JOHN DOE. The header includes the Washington State Department of Licensing logo and the user's name. The main content area is divided into several sections: a left-hand navigation menu with 'Home' and 'Back' options; a 'Names And Addresses' section showing legal and physical details; an 'I Want To...' section with links for profile, payment, and account management; and a 'My Accounts' section featuring a table of active accounts. A red arrow points to the second row of the 'My Accounts' table, which is highlighted. A text box with the same text as the top of the page is overlaid on the bottom of the screenshot.

Account Id	Account Type	Name	Frequency	Address	Balance
0507039	IFTA	JOHN DOE	Quarterly	2424 BRISTOL CT SW OLYMF	0.00
0507039-0301	Prorate	JOHN DOE	Prorate Fisc	2424 BRISTOL CT SW OLYMF	0.00

This completes the TAP **Register as a New Customer** tutorial.