

## How to Log into TAP

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow for pop-ups from the TAP website.

*These instructions are for customers who already have an active Prorate, IFTA, Fuel Tax, Unlicensed Fuel Tax Refund(s), Dyed Diesel, or Service Agent account(s) who have already created their TAP user account.*

### **Documents/Information needed**

- ✓ Username created for TAP Login
- ✓ Password you previously created

## Login Instructions

**Taxpayer Access Point** Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF LICENSING

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

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

**Create a new username**

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

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

If you are trying to pay off a Dyed Diesel Violator or an Unlicensed Fuel Tax Violator assessment click the "Pay an assessment" button.

**Pay an assessment**

[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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From the **Taxpayer Access Point** home screen an existing customer can log into their TAP account.

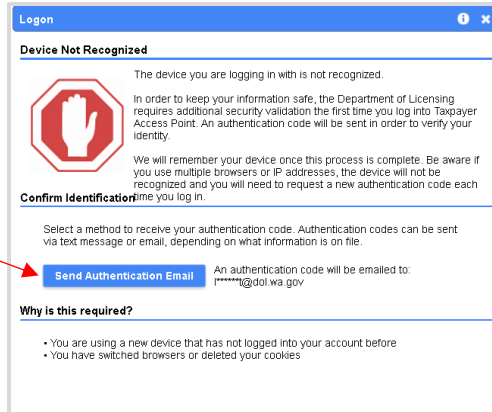
***Note:** New customers will need to set up their TAP account access before logging in. You can also add another user to your existing TAP account. For more information on both of these options please return to the [TAP instruction](#) page.*

Enter your **Username**, previously created.

Enter your **Password**, previously created.

***Note:** TAP has a two factor authentication, this means you need both a password you create and an authentication code that is sent to you in order to access your account. The **Authentication Code** will be sent to you via the **Authentication contact information** method you selected when setting up your TAP access. For example, if you selected email you will receive it via email. The authentication code is only valid for one time use, you will be sent a different code each time.*

To retrieve your **Authentication Code**, leave the **Authentication Code** blank and click **Login**.



Click on the **Send Authentication Email** button.

Enter the **Authentication Code** you received.

Click on **Login**.

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Prorate and Fuel Tax Services

WASHINGTON STATE DEPARTMENT OF LICENSING

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**Menu** Log Off

Home

Back

View Support ID

**FT SAMPLE** **Names And Addresses**

Federal Employer ID 44-4444444

My Balance \$368.50

**I Want To...**

[View Profile](#)

[Make a Payment](#)

[Register a New Account](#)

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**Navigation**

» My Accounts

**Accounts**<sup>10</sup> **History**<sup>1</sup> **Messages**<sup>0</sup> **Letters**<sup>0</sup>

**My Accounts**<sup>10</sup>

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0076001	IFTA	FT SAMPLE	Quarterly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-1201	IRP Fleet	FT SAMPLE	Prorate Fisc	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-FA	Aircraft Fuel Distributor	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	368.50	Active
0076001-FB	Fuel Blender	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-FC	Fuel Carrier	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-FD	Fuel Distributor	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-FT01	Fuel Terminal	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-RA01	Unlicensed Refund Aircraft	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-RM01	Unlicensed Refund Motor Fuel	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0076001-RS01	Unlicensed Refund Special Fuel	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active

10 Rows

**TAP Help**

TAP How-To Videos

TAP Frequently Asked Questions

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Once logged in, you will be at the TAP Home screen. Here you will be able to view and access your accounts by selecting the **hyperlink** located under the **Account ID**.

*Note: The accounts listed above are for visual reference. You will only see accounts that have been requested to view in TAP. If you would like to add account(s) return to the [TAP instructions](#) page.*

Here is a list of **Account Type(s)** you can view on TAP.

- International Fuel Tax Agreement (IFTA)
- International Registration Plan (IRP) Prorate
- Dyed Diesel Fuel User (DD)
- Fuel Tax Accounts
  - Aircraft Fuel Distributor-FA
  - Blender-FB
  - Fuel Carrier-FC
  - Distributor-FD
  - Supplier-FS
  - Fuel Terminal Operator-FT
- Refunds
  - Unlicensed Refund Aircraft Fuel-RA
  - Unlicensed Refund Motor Fuel-RM
  - Unlicensed Refund Special Fuel-RS

*Note: If you do not see your account listed, please contact our office.*

- *Motor Carrier Services (Prorate, IFTA and Dyed Diesel) Accounts, please call 360-664-1858.*
- *Fuel Tax Accounts, please call 360-664-1852.*
- *Unlicensed Refund Accounts, please call 360-664-1838.*

This concludes our instructions. Thank you.