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

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

Since you are an active Prorate and Fuel Tax Services Customer, we need to verify an ID Type you currently have registered. Click on the drop down arrow in the ID Type field and select an ID Type.
Click in the ID field and enter the ID number.

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

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

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 on the drop down arrow and select your **Secret Question**.

Click in the **Secret Answer** field and enter the **Secret Answer** to your **Secret Question**.
Click in the **Your Name** field and enter the **Name** of the contact for your business.

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

Click on Email and enter your Authentication Email address.

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

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

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

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

Click on Change.

Click on Next.
Click on **Next**.

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**Menu**

- Home
- Back

**Navigation**

- Logon

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**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 accounts 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."

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**When to Submit This Request**

- If you already have a Fuel and/or Gas Revenue 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 accounts
- US Department of Transportation (USDOT) Number, if you have one.

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Click on Next.
Click on **Next**.

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

Several more fields open that are required to be completed. Click in the **Account ID** field and enter the **Account ID** number.
Click in the **VIN from a registered vehicle** field and enter the **VIN** from a vehicle in the fleet.

Enter the **VIN** from a registered vehicle in the fleet.

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

Enter the **Purchase Price** of the vehicle.

Click on **Next**.
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**.
Are you sure you want to submit this request? Click on Ok.
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 \textbf{Print} if you want a copy for your records or click on \textbf{Ok} to finish. Click on \textbf{Ok}.
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.

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

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

This completes the TAP how to **Register as an Existing Customer with an Active Account** tutorial.