

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




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

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

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

For this tutorial, TAP was accessed by using the Internet Explorer browser. You can use other browsers (Google Chrome, Mozilla Firefox, Safari, etc.) to access TAP but there might be slight differences in how the screens display.

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

 WASHINGTON STATE DEPARTMENT OF LICENSING

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### 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](#)

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

**WASHINGTON STATE DEPARTMENT OF LICENSING**

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**Navigation**

- Logon
- » Register a New Business

**Attachments** Add

**1. Instructions**

### 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 "I 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"><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Your business name.</li><li>• Unified Business Identifier (UBI), Federal Employer Identification Number (FEIN), or Social Security Number (SSN).</li><li>• Your physical and mailing addresses.</li><li>• Business specific information necessary to set up your customer profile and account(s).</li><li>• US Department of Transportation (USDOT) Number, if you have one.</li></ul>

[Cancel](#) [Save and Finish Later](#) [Save and Continue](#) [Back](#) [Next](#)

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**Click on Next.**

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

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Menu: 1. Instructions, 2. On Behalf Of

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Attachments: Add

**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

If you were 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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**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

Buttons: Cancel, Save and, Next

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 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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» Register a New Business

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1. Instructions 2. On Behalf Of

### On Behalf Of

On behalf of

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

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 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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» Register a New Business

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1. Instructions 2. On Behalf Of 3. Business Type

### Business Type

What type of business are you registering?

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 Corporation is a more complex business structure. A corporation has certain rights, privileges, and liabilities beyond those of an individual. Doing business as a corporation may yield tax or financial benefits, but these can be offset by other considerations, such as increased licensing fees or decreased personal control. Corporations may be formed for profit or nonprofit purposes. Filing with the Washington Secretary of State is required.

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

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

**Names and Identifications**

What are your business names?

Legal Name: AAA TRUCKING SERVICES

DBA:

What are your business identifications?

FEIN: 11-2345678

UBI: 902-111-111

My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

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

Yes No

USDOT: #####

Required  
Format: 99999

Cancel Save and Finish Later Save a

Enter your **Business Name** and **DBA** if you have one. Click in the **FEIN** field and enter your identification number.

You are required to have a **unified business identifier (UBI)** if your business is located in and you are conducting business in Washington State. Click in the **UBI** field and enter your **UBI** number.

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

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

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?

Legal Name: AAA TRUCKING SERVICES

DBA:

What are your business identifications?

FEIN: 11-2345678

UBI: 902-111-111  My business is located outside the state of Washington and does not have a UBI. This is only for service agents or fuel brokers that do not have physical business activity in Washington.

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

Yes No

USDOT: #####

Cancel Back Next

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

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

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1. Instructions > 2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses

### Addresses

What is your business address?

2424 BRISTOL CT SW

Street

Unit Type Unit # OLYMPIA

WA - WASHINGTON 98502-0000

USA

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu 1. Instructions 2. On Behalf Of 3. Business Type 4. Names and Identifications 5. Addresses

Address Search

Country USA Unverified

Street 2424 BRISTOL CT SW

Street

Unit Type Unit # City OLYMPIA

State WASHINGTON Zip 98502-0000 County

Attention

Select Address

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

Cancel Next

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 # 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 L

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 other than your business address.

The address indicator has changed to **Verified**.

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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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1. Instructions > 2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses

**Addresses**

**What is your business address?**

2424 BRISTOL CT SW ?

Street

Unit Type Unit # City

WA - WASHINGTON 98502-6004 THURSTON

USA Verified

Is your mailing address different from your business address?

Enter your mailing address below.

Street ?

Street Required

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 are 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**.

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

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1. Instructions > 2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses > 6. Accounts

### 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

Click on **No** for the IFTA account. Click on **No** for the Prorate (IRP) account. Click on **Next**.

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

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### Profile

Logon information Business Contact Information

Username  Name

Password  Email

Confirm Password  Confirm E

Secret Question  Contact P

Secret Answer  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

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

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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**.

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**Profile**

**Logon information**

Username: janedoe  
Password: .....  
Confirm Password: .....  
Secret Question: In what city were you born? x  
Secret Answer: In what city were you born?

**Authentication contact information**

You may only select one method of being contacted. That can be Email or Phone or Phone/Email.

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

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

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Menu: 1. Instructions > 2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. Profile

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Navigation: Logon, >> Register a New Business

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**Profile**

**Logon information**

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

**Business Contact Information**

Name: [Required]  
Email: [Required]  
Confirm: [Required]  
Contact: [Required]

**Authentication contact information**

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

Buttons: 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.

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1. Instructions > 2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. Profile

**Profile**

**Logon information**

Username  
Password  
Confirm Password  
Secret Question  
Secret Answer

**Authentication code**

You may only select one authentication code.

**Contact Information**

Name → Jane Doe  
Email → janedoe@aaatruckingservices.com  
Confirm Email → janedoe@aaatruckingservices.com  
Contact Phone → (360) 654-4566  
Alternate Phone

Enter the **Name, Email Address and Phone Number** of the contact for your business. You can enter an alternate phone but it's not required.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

1. Instructions 2. On Behalf Of 3. Business Type 4. Names and Identifications 5. Addresses 6. Accounts 7. Profile

**Profile**

**Logon information**

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

**Business Contact Information**

Name: Jane Doe  
Email: janedoe@aaatruckingservices.com  
Confirm Email: janedoe@aaatruckingservices.com  
Contact Phone: (360) 654-4566  
Alternate Phone: .....

**Authentication contact information**

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

Email  Phone  Phone/Email

Authentication Email: janedoe@aaatruckingservices.com

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

Click on **Email** and enter your **Authentication Email** address.

Click on **Next**.

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

WASHINGTON STATE DEPARTMENT OF LICENSING

2. On Behalf Of > 3. Business Type > 4. Names and Identifications > 5. Addresses > 6. Accounts > 7. Profile > 8. Summary

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### 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		Business Contact Information	
Username	<input type="text" value="janedoe"/>	Name	<input type="text" value="Jane Doe"/>
Password	<input type="password" value="....."/>	Email	<input type="text" value="janedoe@aaatruckingservices.com"/>
Confirm Password	<input type="password" value="....."/>	Confirm Email	<input type="text" value="janedoe@aaatruckingservices.com"/>
Secret Question	<input type="text" value="What city were you born in?"/>	Contact Phone	<input type="text" value="(360) 654-4566"/>
Secret Answer	<input type="password" value="....."/>	Alternate Phone	<input type="text"/>

#### 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

**Click on Submit.**

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

The screenshot shows the Washington State Department of Licensing registration process. The page is titled "Summary" and includes a progress bar with steps: 2. On Behalf Of, 3. Business Type, 4. Names and Identifications, 5. Addresses, 6. Accounts, 7. Profile, and 8. Summary. The "Registration Summary" section contains a warning: "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." The form is divided into "Logon information" and "Business Contact Information".

Logon information		Business Contact Information	
Username	janedoe	Name	Jane Doe
Password	.....	Email	janedoe@aaatruckingservices.com
Confirm Password	.....	Confirm Email	janedoe@aaatruckingservices.com
Secret Question	What city were you born in?	Contact Phone	(360) 654-4566
Secret Answer	.....		

An "Authentication contact" dialog box is displayed in the foreground, asking: "Are you sure you want to submit this request? Your email address is required to submit this request." The dialog contains two input fields, both containing "janedoe@aaatruckingservices.com", labeled "Email" and "Confirm Email". Below the fields are "OK" and "Cancel" buttons. Red arrows point from a text box on the right to the "Email" and "Confirm Email" fields, and another arrow points to the "OK" button.

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

At the bottom of the page, there is a footer with links: [dol.wa.gov](#) | [Contact Us](#) | [About Us](#) | [Survey](#) | [More About TAP](#) | Copyright © 2015



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

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" (Home, Back) and "Navigation" (Logon, Register a New Business, > Request). The main content area contains a confirmation message: "Your request to register your business AAA TRUCKING SERVICES with Washington Department of Licensing has been submitted. Please allow up to two business days to process your request. Once your request has been processed, you will receive an email with additional instructions for how to log in for the first time." Below this, a box provides access information: "To access this request in the future use janedoe@aaatruckingservices.com and confirmation code: vd6396." Another message states: "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." Two blue buttons, "OK" and "Print", are displayed. Red arrows point from a callout box below to these buttons. The callout box contains the text: "Click on **Print** if you would like a copy for your records and click on **Ok** to finish." The footer contains links for "dol.wa.gov", "Contact Us", "About Us", "Survey", "More About TAP", and "Copyright © 2015".

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

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

To access this request in the future use [janedoe@aaatruckingservices.com](mailto:janedoe@aaatruckingservices.com) and confirmation code: **vd6396**.

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

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

[Click here to login](#)

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

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

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  
janedoe

Password  
.....

Authentication Code  
tbt32s

[Login](#)

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

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

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

WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home

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**Navigation**

» My Accounts

**AAA TRUCKING SERVICES**

Federal Employer ID 11-2345678  
My Balance \$0.00

**Names And Addresses**

Legal Name AAA TRUCKING SERVICES  
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

Accounts<sup>0</sup> History<sup>0</sup> Messages<sup>0</sup> Letters<sup>0</sup>

My Accounts<sup>0</sup>

**My Accounts** Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
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Logging into TAP brings you to the home screen for your account.

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This completes the TAP **Register as a Service Agent** tutorial.