

How to Manage User Logons in TAP

(Master Access Type Users Only)

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 pop-ups from the TAP website.

These instructions are for established TAP customers who would like to edit web user's access type (Master, Account Manager or View), edit user access, or change the default settings for establishing additional users.

Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

Manage Logons Process

Only the user with Master Access on the account is able to manage logons.

Once an additional user appears as a logon (overnight process), you will be able to view and edit their access level.

Instructions for Managing User Logons

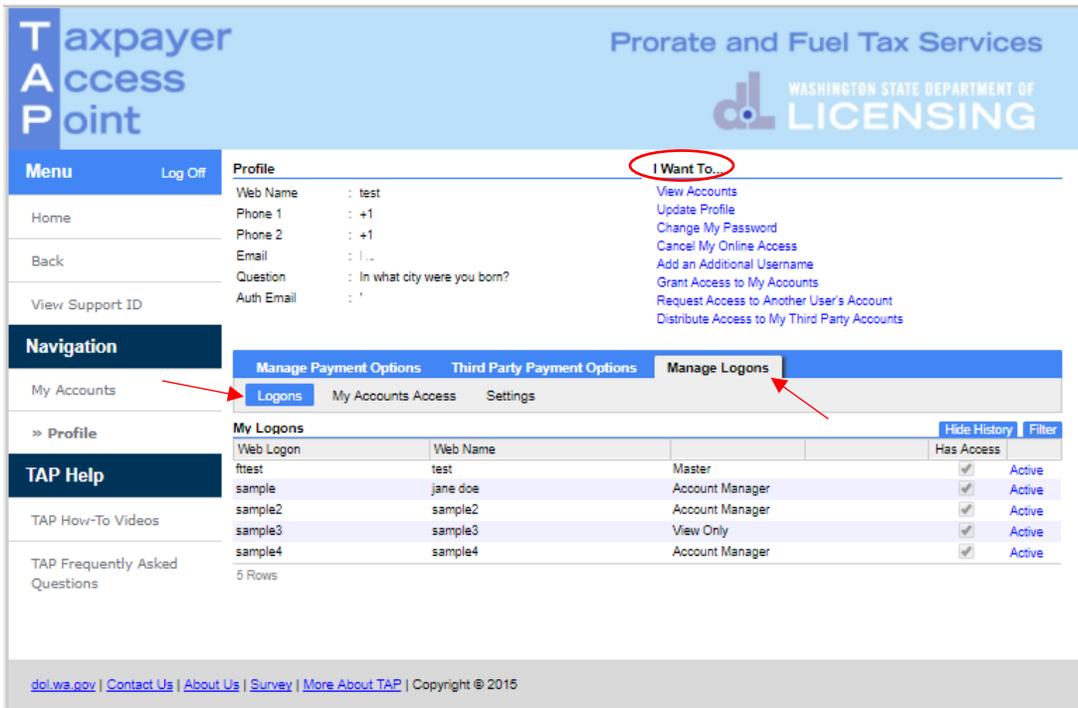
Log into Taxpayer Access Point (TAP).

Note: For more information on how to log into your TAP account, see [How to log into TAP](#).

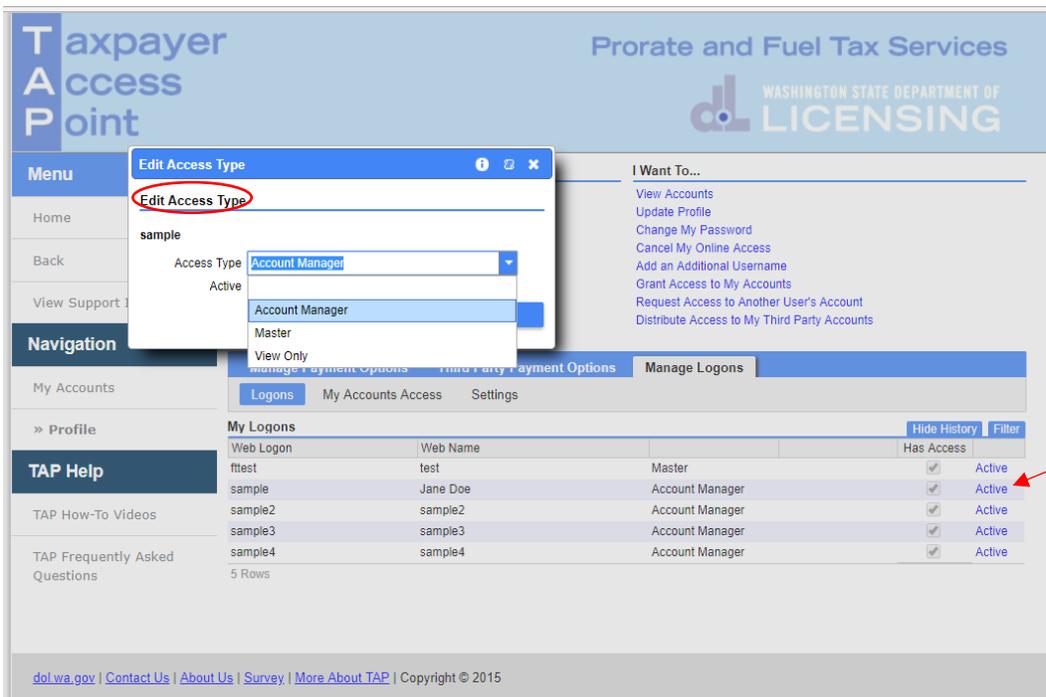
The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the TAP logo and the text "Prorate and Fuel Tax Services" and "WASHINGTON STATE DEPARTMENT OF LICENSING". The user is logged in as "FT SAMPLE" with a Federal Employer ID of "44-4444444" and a My Balance of "\$368.50". A red circle highlights the "I Want To..." menu, which includes options for "View Profile", "Make a Payment", and "Register a New Account". A red arrow points to the "View Profile" option. Below the menu, there are tabs for "Accounts¹⁰", "History¹", "Messages⁷", and "Letters⁰". The "My Accounts" section shows a table of accounts with columns for Account Id, Account Type, Name, Frequency, Address, Balance, and Status. The table lists 10 rows of accounts, including Unlicensed Refund, Fuel Distributor, Fuel Carrier, Fuel Terminal, Fuel Blender, and Aircraft Fuel Distributor. The "0078001-FA" account has a balance of \$368.50. The footer contains links for "dol.wa.gov", "Contact Us", "About Us", "Survey", and "More About TAP", along with a copyright notice for 2015.

Account Id	Account Type	Name	Frequency	Address	Balance	Status
0078001-RS01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FD	Fuel Distributor	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RA01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FC	Fuel Carrier	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FT01	Fuel Terminal	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FB	Fuel Blender	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-RM01	Unlicensed Refund	FT SAMPLE	Rfn Monthly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-FA	Aircraft Fuel Distrib	FT SAMPLE	Monthly	123 SAMPLE ST OLYMPIA WA	368.50	Active
0078001	IFTA	FT SAMPLE	Quarterly	123 SAMPLE ST OLYMPIA WA	0.00	Active
0078001-1201	IRP Fleet	FT SAMPLE	Prorate Fisc	123 SAMPLE ST OLYMPIA WA	0.00	Active

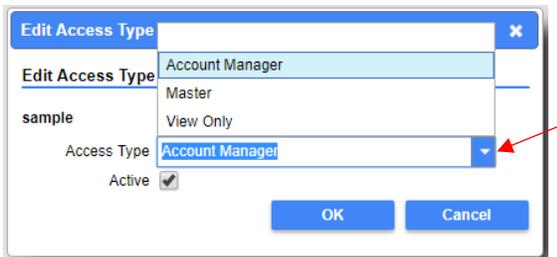
Under **I Want To...**, click on **View Profile**.



Click **Manage Logons** tab, **Logons** sub tab. Here you can view Users Web Logon, Web Name, Type of Access, and Status (Active/Inactive).



When you click the **user's status** hyperlink (Active/Inactive), a pop up box will appear providing you with the option to edit the access type or make the web logon Active or Inactive.



You can edit the **Access Type** (Master, Account Manager, or View Only), using the drop down menu:

- **Master** - Only *one* allowed per TAP account.
- **Account Manager** (System default) - Multiple people can be set up as Account Manager.
- **View Only** - Multiple people can be set up as View Only.

You can change the status (**Active/Inactive**) by clicking the **box** to remove or add the checkmark.

The table below outlines the permission level of each account type.

	Master	Account Manager	View
View Accounts	X	X	X
Update Profile	X	X	
Change my Password	X	X	
Cancel My Online Access	X	X	
Add an Additional Username	X		
Grant Access to My Accounts	X		
Request Access to Another User's Account	X		
Distribute Access to My Third Party Accounts	X		

If you want to assign someone else as the Master:

- while logged on as Master, change Access Type from Master to Account Manager for yourself; and
- without logging out, change the person you want to be Master to Master Access Type.

Click **Ok**.

My Accounts Access (Add additional accounts for user or edit access level)

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

Menu Log Off **Profile** I Want To...

Home
 Back
 View Support ID

Navigation
 My Accounts
 » Profile
TAP Help
 TAP How-To Videos
 TAP Frequently Asked Questions

Manage Payment Options Third Party Payment Options **Manage Logons**

Logons **My Accounts Access** Settings

Access to My Accounts Hide History Filter

Web Logon	Access Type	Name	Account Id	Account Type	Access Level	Active
fittest	Master	FT SAMPLE	0076001-FA	Aircraft Fuel Distributor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FB	Fuel Blender	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FC	Fuel Carrier	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FD	Fuel Distributor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FT01	Fuel Terminal	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001	IFTA	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-1201	IRP Fleet	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RA01	Unlicensed Refund Aircra	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RM01	Unlicensed Refund Motor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RS01	Unlicensed Refund Specia	File & Pay	<input checked="" type="checkbox"/>
sample	Account Manager	FT SAMPLE	0076001-FA	Aircraft Fuel Distributor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FB	Fuel Blender	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FC	Fuel Carrier	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FD	Fuel Distributor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FT01	Fuel Terminal	None	<input type="checkbox"/>
		FT SAMPLE	0076001	IFTA	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-1201	IRP Fleet	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RA01	Unlicensed Refund Aircra	None	<input type="checkbox"/>
		FT SAMPLE	0076001-RM01	Unlicensed Refund Motor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-RS01	Unlicensed Refund Specia	None	<input type="checkbox"/>
sample2	View Only	FT SAMPLE	0076001-FA	Aircraft Fuel Distributor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FB	Fuel Blender	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FC	Fuel Carrier	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FD	Fuel Distributor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FT01	Fuel Terminal	View	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001	IFTA	View	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-1201	IRP Fleet	View	<input checked="" type="checkbox"/>

From **View Profile**, **Manage Logons**, click **My Accounts Access** tab.

To add an account or edit account access for the Web Logon, click on the grayed “None” or the current access level (File, File & Pay, Pay or View).

A pop-up box will appear, where you can change:

- **Access Level** (File, File & Pay, Pay or View)
- **Status** (Active/Inactive by clicking the **box** to remove or add the checkmark)
- **Periods** (assign the periods the user has access to)

Click **Ok**.

Manage Payment Options		Third Party Payment Options		Manage Logons		
Logons		My Accounts Access		Settings		
Access to My Accounts						
Web Logon	Access Type	Name	Account Id	Account Type	Access Level	Active
fttest	Master	FT SAMPLE	0076001-FA	Aircraft Fuel Distributor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FB	Fuel Blender	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FC	Fuel Carrier	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FD	Fuel Distributor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FT01	Fuel Terminal	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001	IFTA	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-1201	IRP Fleet	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RA01	Unlicensed Refund Airct	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RM01	Unlicensed Refund Motor	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RS01	Unlicensed Refund Specie	File & Pay	<input checked="" type="checkbox"/>
sample	View Only	FT SAMPLE	0076001-FA	Aircraft Fuel Distributor	View	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-FB	Fuel Blender	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FC	Fuel Carrier	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FD	Fuel Distributor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-FT01	Fuel Terminal	None	<input type="checkbox"/>
		FT SAMPLE	0076001	IFTA	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-1201	IRP Fleet	File & Pay	<input checked="" type="checkbox"/>
		FT SAMPLE	0076001-RA01	Unlicensed Refund Airct	None	<input type="checkbox"/>
		FT SAMPLE	0076001-RM01	Unlicensed Refund Motor	None	<input type="checkbox"/>
		FT SAMPLE	0076001-RS01	Unlicensed Refund Specie	None	<input type="checkbox"/>

Note: In this example, View access level was added for the Aircraft Fuel Distributor account.

Verify that the change made is as you intended.

Settings for User

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

Menu Log Off

Home
Back
View Support ID

Navigation

My Accounts
» Profile

TAP Help

TAP How-To Videos
TAP Frequently Asked Questions

Profile

Web Name : test
Phone 1 : +1
Phone 2 : +1
Email :
Question : In what city were you born?
Auth Email :

I Want To...

View Accounts
Update Profile
Change My Password
Cancel My Online Access
Add an Additional Username
Grant Access to My Accounts
Request Access to Another User's Account
Distribute Access to My Third Party Accounts

Manage Payment Options **Third Party Payment Options** **Manage Logons**

Logons My Accounts Access **Settings**

Settings

New Logons Allowed Yes
Third Party Logons Allowed Yes
Default Access Level for New Logons File & Pay
Default Access Level for Third Party Logons File & Pay

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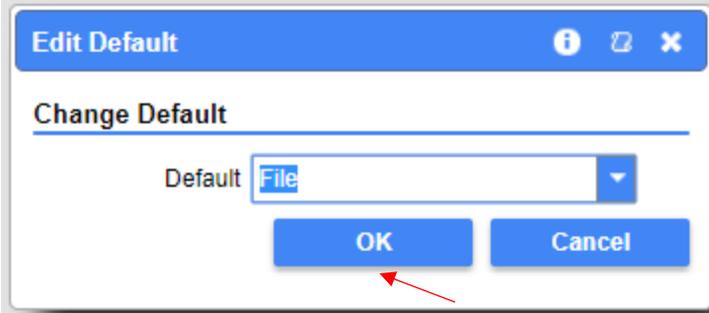
From **View Profile**, **Manage Logons**, click **Settings** tab, you can change defaults for *new* logons:

New Logons Allowed

- Click the **Yes** or **No** hyperlink to change your setting

Third Party Logons Allowed (allowing designated company or person to access accounts)

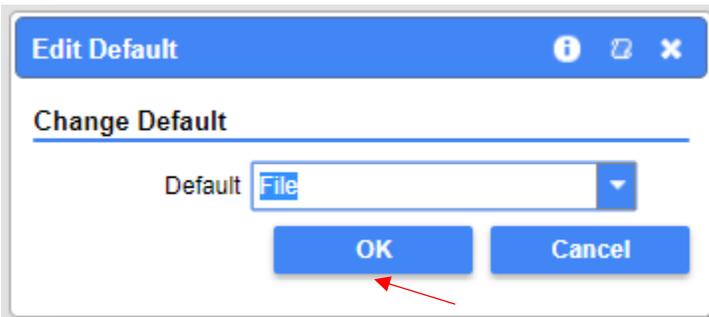
- Click the **Yes** or **No** hyperlink to change your setting



Default Access Level for New Logons (This will change the default for all new logons added).

- **Default:** select File, File & Pay, Pay or View from the drop down menu.

Click **Ok**.



Default Access Level for Third Party Logons (This will change the default for all new Third Party Logons).

- **Default:** select File, File & Pay, Pay or View from the drop down menu.

Click **Ok**.

This concludes our instructions. Thank you.

If you need further assistance, please contact our office:

- IFTA, Prorate, or Dyed Diesel, please call our Motor Carrier Services Office at 360-664-1858 or email MotorCarrierServices@dol.wa.gov.
- Fuel Tax Accounts, please call 360-664-1852 or email FuelTax@dol.wa.gov.
- Unlicensed Refund Accounts, please call 360-664-1838 or email UnlicensedRefunds@dol.wa.gov.