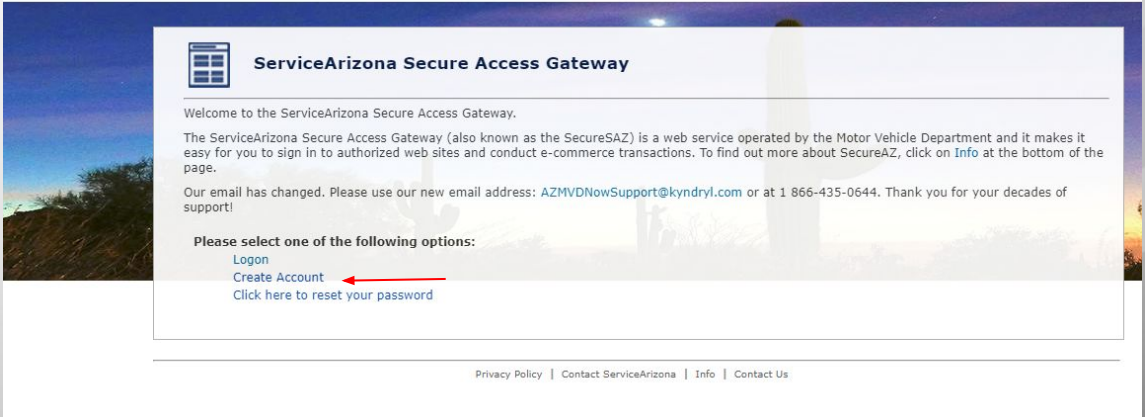# Create an Account on ServiceArizona

Secure Access Gateway

How To Guide:

Secure Access Gateway

Go to [ServiceArizona](#)

Select: **Create Account**

NOTE: PLEASE BOOKMARK THE LINK

Secure Access Gateway

Please enter a Valid email address
Then select Submit
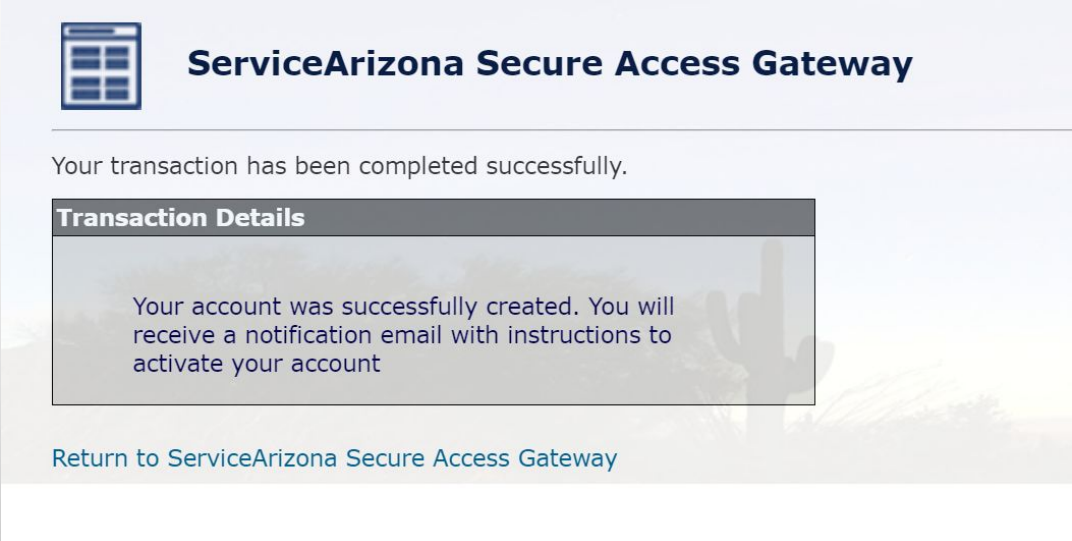
NOTE: A temporary password will be emailed to you.
If you do not receive an email in your inbox, check your Junk/Spam folder.

Confirmation

A Confirmation Screen will appear

Select: **Return to ServiceArizona Secure Access Gateway** to Log in

ServiceArizona Secure Access Gateway

Your transaction has been completed successfully.

Transaction Details

Your account was successfully created. You will receive a notification email with instructions to activate your account
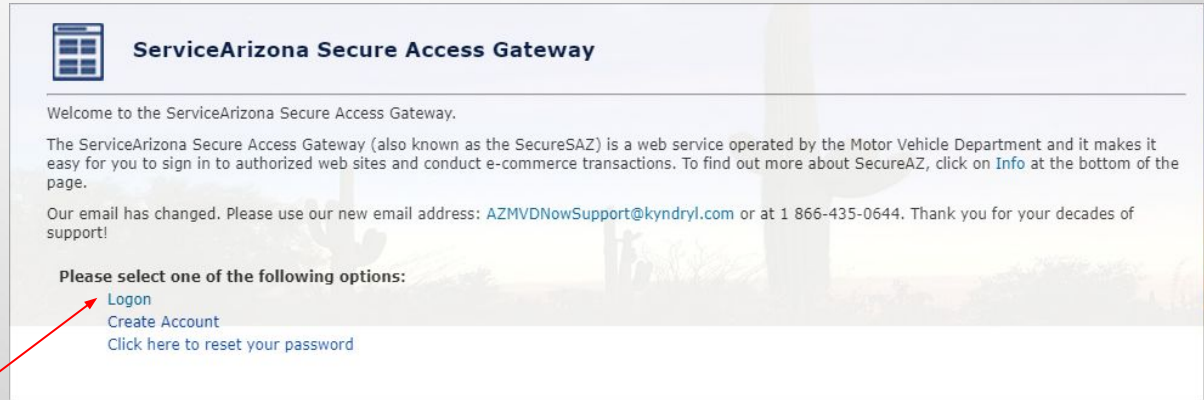
Return to ServiceArizona Secure Access Gateway

Secure Access Gateway

Please enter your email and temporary password
Then select **Submit**

NOTE: You can bookmark this website for easy access.

Reminder: Also if the email address is for a shared inbox, inform all parties of Access Credentials!

Secure Access Gateway

Select **Register**

*This is where you will complete the application process.

Registration

Select State Excise Tax User Portal
(ADOT - SETUP)
Then select   **Submit**

Registration

Please select:
- Existing Business
- Enter FEIN: Federal Employer Identification Number (digits only)
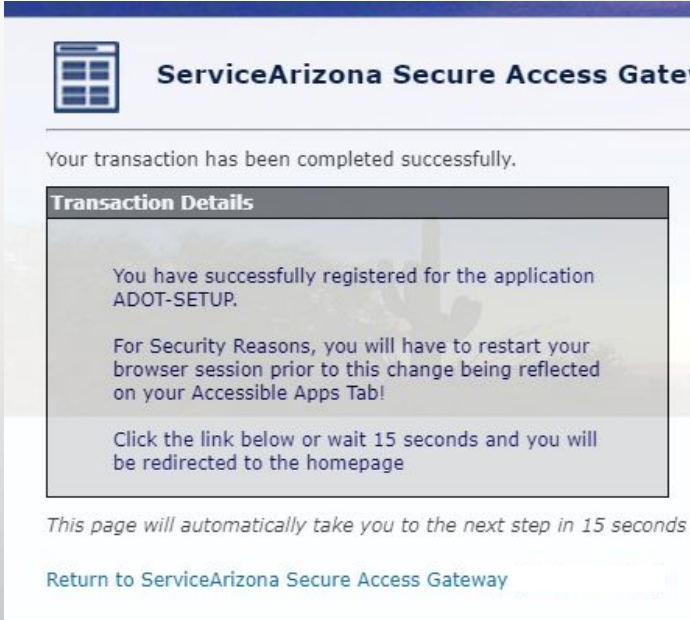- Enter Official Business Name
- ADOT Account Number

Then select Submit

Confirmation

This screen will appear when you have successfully created your profile.

Select: **Return to ServiceArizona Secure Access Gateway** to Log in

Secure Access Gateway

Select Logon
You will use your email address and the password you created.

Secure Access Gateway

ADOT - SETUP will now be under the Applications you have access to.

Please Select: ADOT- SETUP

Secure Access Gateway

Dashboard:

You will be able to complete multiple tasks. Such as:

- 3 Year Updates
- Add a Vendor Branch
- Upload Receipts
- Request Decals

Contact Information

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ADOT
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