

Instructions for Signing up with SETUP-Arizona

Go to: [www.azdot.gov](http://www.azdot.gov) and select:



This Icon is a link to:

## Professional Services

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### Fuel Tax Information

Overview	Fuel Tax Licensing - SETUP Arizona	Refunds	Notices, Updates and Reports
Red-Dyed Diesel Fuel	Fuel Tax Evasion Unit	Active Suppliers	Active Restricted Distributors

### Welcome to ADOT's SETUP Arizona!

SETUP (State Excise Tax User Portal) Arizona is the new online portal for fuel suppliers, restricted distributors, and vendors to manage their ADOT fuel tax licenses.

#### LOGGING INTO SETUP IS A 2-STEP PROCESS

**Step 1:** Request a new user profile on the Secure Gateway

[Request New User Profile](#)

**Step 2:** Register (link your profile) to an existing ADOT account or complete a new account application

[Login to SETUP](#)

\* Suppliers and Restricted Distributors may already have a profile. Please go directly to Step 2: [LOGIN TO SETUP](#)

Helpful links before you get started...

- Determine what type of license is needed
- Documents and requirements needed for each type of license
- Instructions on how to register (link your profile) to access your account or create a new account

#### Contact ADOT Licensing

602.712.8853  
[ADOTFTLU@azdot.gov](mailto:ADOTFTLU@azdot.gov)

*Please tell us how we are doing, complete our survey!*

The ADOT SETUP registration is a Two (2) Step process.

Step 1: If you do not have a profile on the ServiceArizona Secure Gateway you will need to create a profile. Select New User Profile:

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#### LOGGING INTO SETUP IS A 2-STEP PROCESS

Step 1: Request a new user profile on the Secure Gateway

[Request New User Profile](#)

You will then enter your email address:



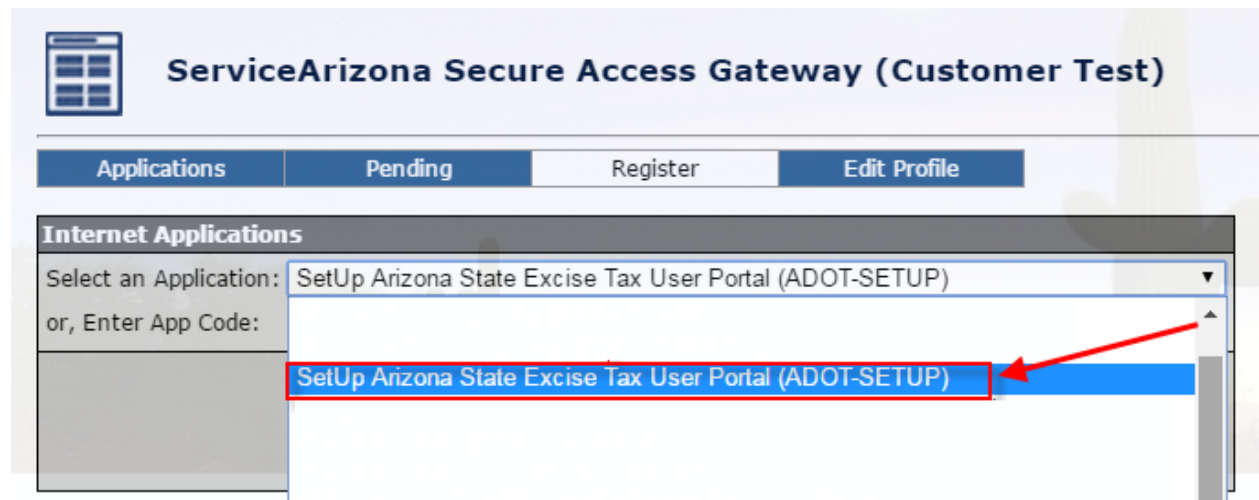
The screenshot shows the 'ServiceArizona Secure Access Gateway' registration page. It features a header with a logo and the title. Below the header, there is a message: 'Please enter your E-mail Address to create your SecureSAZ account. Once your account is created you will receive an email and instructions to activate your account.' There is an input field for 'Email Address:' and two buttons: 'Submit' and 'Cancel'.

After entering your email address you will select the "submit" button, and an email with your temporary password will be sent to your email inbox. You will then be required to create a new password and a select a security question. Once you have completed your profile, you will then be required to log back in and register your email with ADOT-SETUP (Step 2 below).

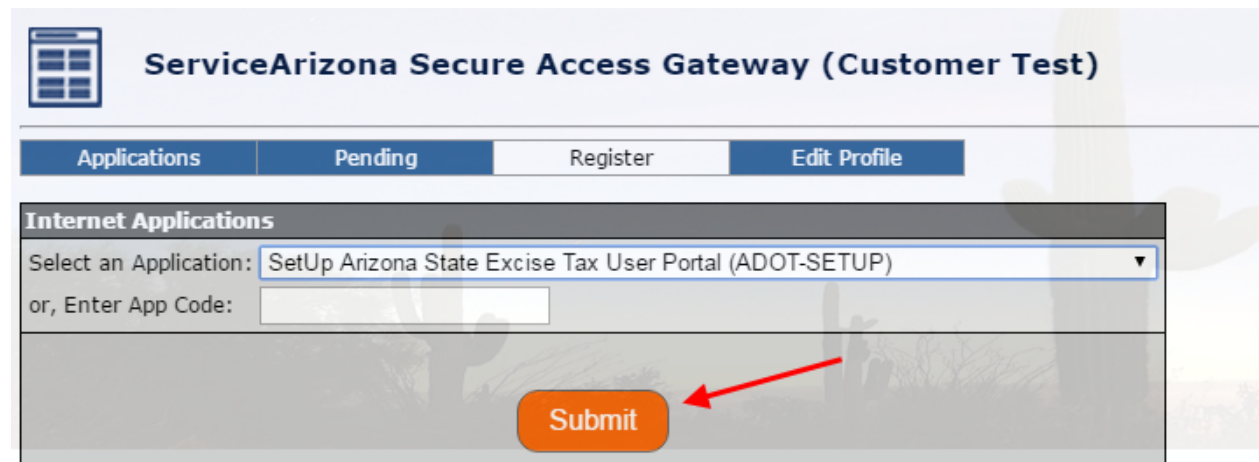
**Step 2: Registering your email address with SETUP:**



Select – SetUp Arizona State Excise Tax User Portal (ADOT-SETUP) from the drop down menu.



Submit Request:



In the next screen you will select: Existing Business; Enter Company EIN #; Legal Name; and ADOT Account Number:

**ADOT-SETUP**  
**State Excise Tax User Portal**

Welcome to Arizona Department of Transportation State Excise Tax User Portal!

Please specify if you are registering on behalf of a new or existing motor fuel tax business and choosing to act as the Licensing Administrator for your business. If you are registering for an existing business, you must first apply for an FEIN before you can access ADOT-SETUP.

Registration Type:  
 Existing Business  New Business

FEIN: (digits only)  
[Input field]

*Businesses without an FEIN must first [Apply for an FEIN](#) before registering for SETUP.*

Business Legal Name:  
[Input field]

Existing business user registrations require that ADOT Account Number be provided in addition to the Business Legal Name.

ADOT Account Number:  
[Input field]

\* Required fields

Reset Submit

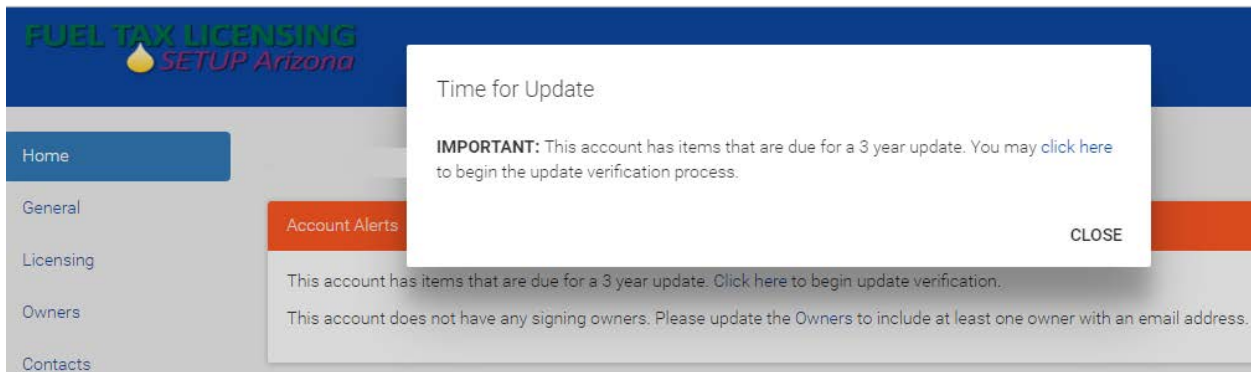
**Your registration must be approved by an owner/officer of the company.**

If the owner of the company has not already provided ADOT with an email address, we will need to obtain at least one email address from one of the owners/officers, before your access can be approved. Please contact ADOT Fuel Tax Licensing at 602-712-8853 or [ADOTFTLU@azdot.gov](mailto:ADOTFTLU@azdot.gov) to provide an owner/officer email address.

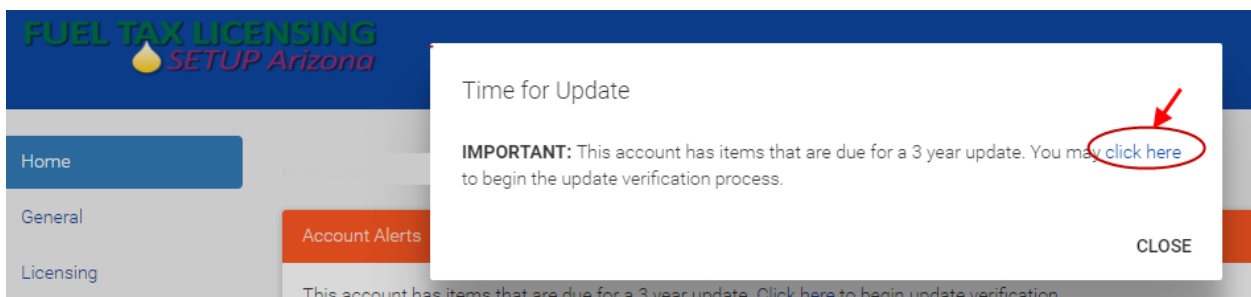
Once you have gained access and have been approved you will see a new Application the next time you log into SETUP – The application will look like this:



By selecting the ADOT-SETUP application you will be taken to the new SETUP database where you will be directed to complete your 3 year update:



Select [Click here](#) to begin the update verification process:



Select Begin Update:

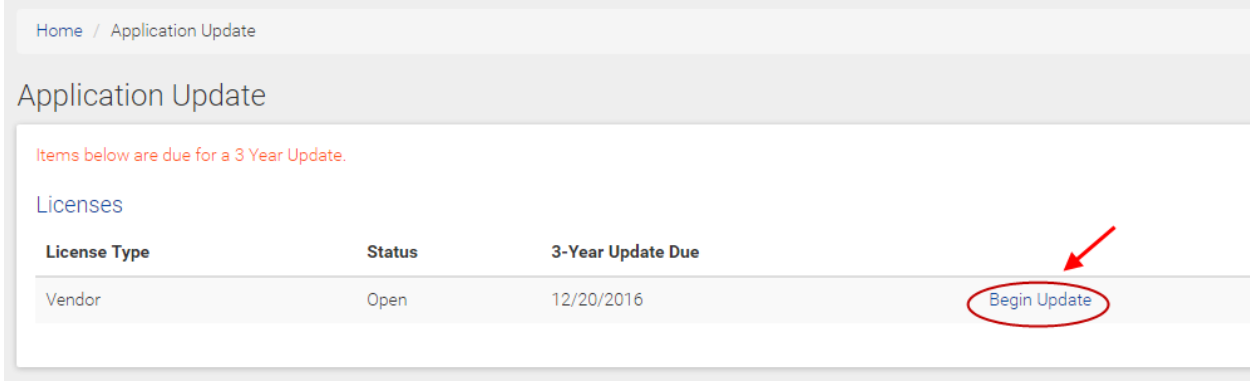
Home / Application Update

### Application Update

Items below are due for a 3 Year Update.

Licenses

License Type	Status	3-Year Update Due	
Vendor	Open	12/20/2016	<a href="#">Begin Update</a>



You must complete each of the sections and then select the **Finish Tab** on the far right. If you do not complete the **Finish Tab** you will not complete the three (3) year update.

### License Update

Instructions Business Profile Owners Contacts License Information Documentation **Finish**

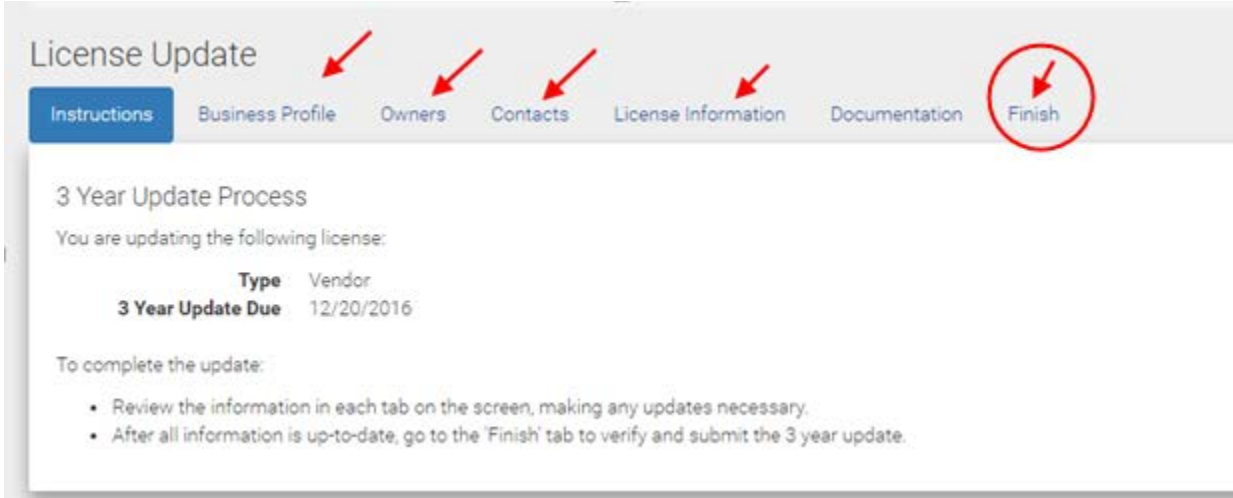
#### 3 Year Update Process

You are updating the following license:

Type	Vendor
3 Year Update Due	12/20/2016

To complete the update:

- Review the information in each tab on the screen, making any updates necessary.
- After all information is up-to-date, go to the 'Finish' tab to verify and submit the 3 year update.



**Note: You may not need to complete the Documentation Section as we may already have the information on file. If however, you make changes to your company name, EIN Number, add or delete pumps, or have changes in your officer/ownership you may be required to upload supporting documentation regarding these changes.**

**Please contact the ADOT Fuel Tax Licensing Unit at 602-712-8853 for details.**