How to Add Accounts to Service Agents 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, Service Agents will learn how to add their customer's accounts to their account through our Taxpayer Access Point, TAP.

At any time during this 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.

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

The **Device not Recognized** dialogue box opens with a link to receive the authentication code required to login to your account. Click on **Send Authentication Email**.

You will receive an email with the **Authentication Code** that is required to login.

DoNotReply@gentax.com
Testing: WLT Authentication Code requested for Jane Doe

To   Doe, Jane

Your authentication code is **x3r5pr** and is required for logon.
Click to login

> This is the **Authentication Code** you will need to enter in the **Authentication Code** field of the login screen.

Enter the **Authentication Code** you just received, check the box next to **Save this device** and click on **Login**.
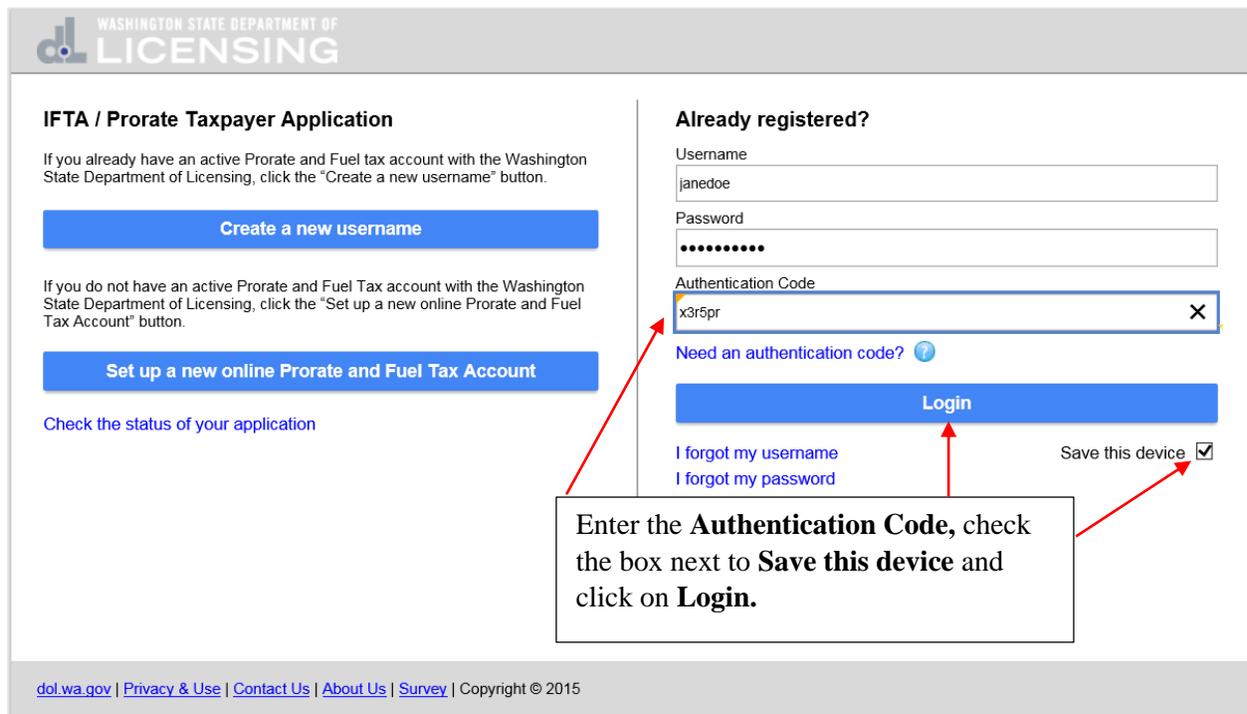
WASHINGTON STATE DEPARTMENT OF LICENSING

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

Already registered?

Username
janedoe

Password
•••••••••

Authentication Code
x3r5pr   ✕

Need an authentication code? ❓

Login

I forgot my username   Save this device ☑
I forgot my password

> Enter the **Authentication Code,** check the box next to **Save this device** and click on **Login.**

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You're now at the home screen for your accounts. In the **I Want To** section, click on **View Profile**.

In the **I Want To** section, click on **Request Access to Another User's Account**.

This is the request **Third Party Access** screen. You will need to know some specific information regarding the customer's account you want to receive access to. Click on **Next.**

In the **Customer ID Type** field, click on the drop down arrow and select an **ID** type.

Click in the **Customer ID** field and enter the **ID** number. Click on **Next**.

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

Enter the **Account ID** number and more fields open that are required to be completed in order to verify the account information. In the **Type of fuel to check** field, click on the drop down arrow and select the fuel type.

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. Would you like to access an additional account?** Click on **No** if you do not but click on **Yes** if you do. Click on **Yes** and click on **Next.**

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

Enter the **Account ID** number and more fields open that are required to be completed in order to verify the account information. Click in the **VIN from a registered vehicle** field and enter the **VIN.** Click in the **Purchase price of vehicle** field and enter the **Purchase Price.** Click on **Next**.

Conducting business on behalf of someone else requires a notarized **Power of Attorney (POA)** being on file from the customer you are requesting access to. If you do not have the **POA** form, click on the **DOL** link to obtain our form. If you already have a notarized **POA** from this customer, click on the **Add Attachment** link or **Add** in the **Attachments** section to add the completed and notarized **POA** to this request.

The **Select a file to attach** dialogue box opens. In the **Type** field, **Power of Attorney** is entered. Click in the **Description** field and enter **Power of Attorney**. Click on the **Browse** button, search and attach the **Power of Attorney** document. Click on **Save**.

The **Type** field defaults to **Power of Attorney.** Click in the **Description** field and enter **Power of Attorney.** Click on the **Browse** button, search and attach the **Power of Attorney** document.

Click on **Save**.

The **Power of Attorney** document has been attached in the **Attachments** section. Click on **Submit**.

The **Power of Attorney** document has been attached. Click on **Submit**.

Are you sure you want to submit this request? Enter your **Password** and click on **Ok**.

This is the confirmation that your request has been submitted. It includes the **Confirmation Number** and that a copy of this confirmation message has been sent to your email address. Click on **Print** if you want a copy for your records and click on **Ok** to finish.

You are returned to the **Profile** screen. Click on **Home.**

Click on **Home** to be returned to the **Home** screen.

Click on **History** if you want to view the pending request for third party access.

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This completes the **How to Add Accounts to a Service Agent** tutorial.