Instructions for Signing up with SETUP-Arizona

Go to: www.azdot.gov and select:

![Fuel Tax Licensing SETUP Arizona Icon]

This Icon is a link to:

Professional Services

Fuel Tax Information

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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

602.712.8653
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:

You will then enter your email address:

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:**

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

If the owner of the company has not already provided ADOT with and 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 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:

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.

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.