

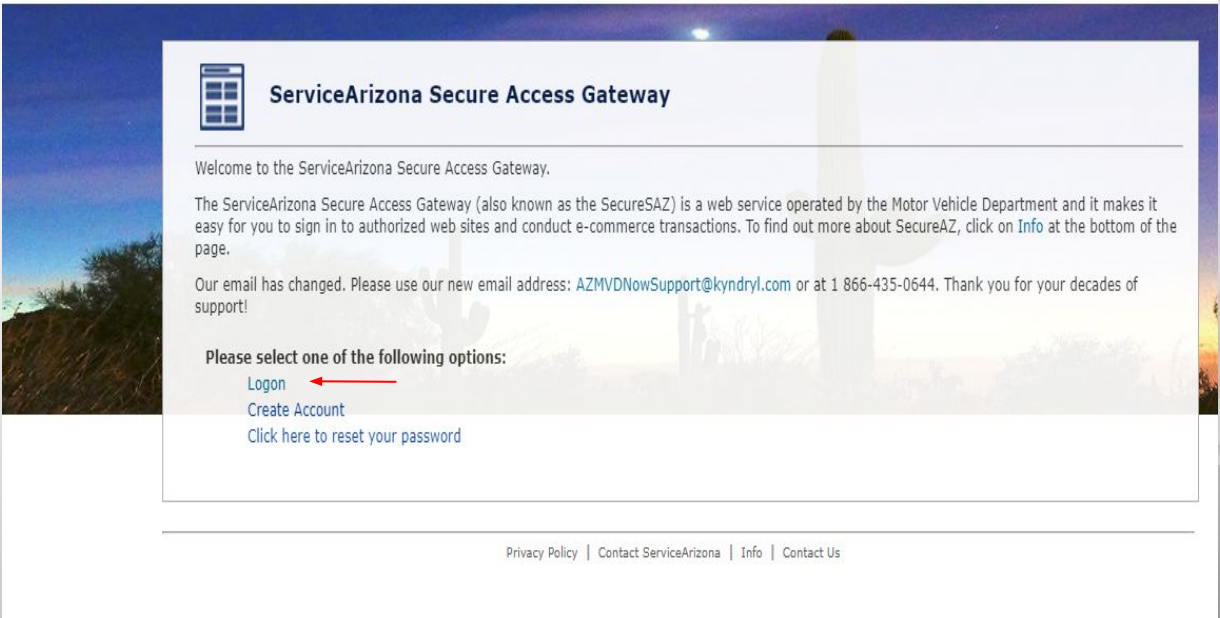
3 Year Updates For Motor Fuel Licenses

How to Guide:

3 Year Updates For Motor Fuel Licenses

Log into [ServiceArizona](#)

Select: [Logon](#)



The screenshot shows the ServiceArizona Secure Access Gateway login page. The page has a white background with a blue header and a footer. The main content area is white and contains the following text:

ServiceArizona Secure Access Gateway

Welcome to the ServiceArizona Secure Access Gateway.

The ServiceArizona Secure Access Gateway (also known as the SecureSAZ) is a web service operated by the Motor Vehicle Department and it makes it easy for you to sign in to authorized web sites and conduct e-commerce transactions. To find out more about SecureAZ, click on [Info](#) at the bottom of the page.

Our email has changed. Please use our new email address: AZMVDNowSupport@kyndryl.com or at 1 866-435-0644. Thank you for your decades of support!

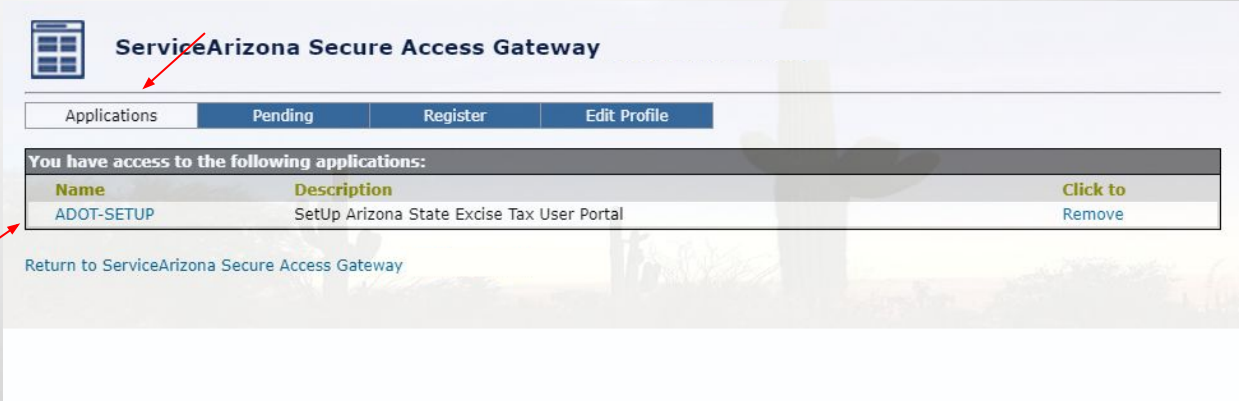
Please select one of the following options:

- [Logon](#) ←
- [Create Account](#)
- [Click here to reset your password](#)

At the bottom of the page, there is a footer with the following links: [Privacy Policy](#) | [Contact ServiceArizona](#) | [Info](#) | [Contact Us](#)

3 Year Updates For Motor Fuel Licenses

Click Applications
Select **ADOT-SETUP**
from the dropdown
menu.



The screenshot shows the ServiceArizona Secure Access Gateway interface. At the top, there is a navigation bar with a grid icon and the text "ServiceArizona Secure Access Gateway". Below this is a horizontal menu with four items: "Applications", "Pending", "Register", and "Edit Profile". The "Applications" item is highlighted. Below the menu is a section titled "You have access to the following applications:". This section contains a table with three columns: "Name", "Description", and "Click to". The table has one row with the following data:

Name	Description	Click to
ADOT-SETUP	SetUp Arizona State Excise Tax User Portal	Remove

Below the table is a link that says "Return to ServiceArizona Secure Access Gateway". Two red arrows point to the "Applications" menu item and the "ADOT-SETUP" link in the table.

3 Year Updates For Motor Fuel Licenses

Select: [Begin Update](#)

Business Licenses					
Manage Licenses					
License Type	Open Date	Close Date	Status	Update Due Date	
Vendor	04/01/2023		Open	04/13/2026	Begin Update

3 Year Updates For Motor Fuel Licenses

Select each tab to review the information and make any updates.

The screenshot shows a web interface for updating a license. At the top, there is a breadcrumb trail: Home / License Update. Below this is the main heading "License Update". A horizontal navigation bar contains seven tabs: "Instructions", "Business Profile", "Owners", "Contacts", "License Information", "Documentation", and "Finish". The "Business Profile" tab is highlighted with a red border. Below the tabs, the section is titled "3 Year Update Process". The text reads: "You are updating the following license:". Below this is a table with two rows: "Type" with the value "Vendor" and "Update Due Date" with the value "04/13/2026". Below the table, the text reads: "To complete the update:". This is followed by a bulleted list of instructions: "Review the information in each tab on the screen, making any updates necessary." and "After all information is up-to-date, go to the 'Finish' tab to verify and submit the 3 year update."

Home / License Update

License Update

Instructions Business Profile Owners Contacts License Information Documentation Finish

3 Year Update Process

You are updating the following license:

Type	Vendor
Update Due Date	04/13/2026

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.

Business Profile

If there are any updates click the **Pencil** icon.

License Update

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

Business Legal Name Business Registered DBA Account Status
Active

ADOT Account # Federal EIN Business Type
Corporation

Business Phone Refund Account # State of Domicile
 Arizona Non-Arizona

Business Location Address

Address City State Zip
85007

Owners


Select Owners
Then click on
Select next to
the Name to
make any
changes.

To add a new
owner select:

ADD AN OWNER


License Update

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



NOTE: Email Address is optional. However, an owner's signature is required for some account changes, and the request for owner signature will be sent via e-mail. Please ensure that at least one owner email address is provided

	Name	Title	Email	Removal Date
Select	Joe Doe	Owner	jdoe@gmail.com	



Contacts

Select Contacts then click on **Select** next to the Name to make any changes.
To add a new contact select:

ADD A CONTACT

License Update

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

Show All

	Name/Title	Email/Phone/Fax	Licensing	Reporting	Vendor	Status	Updated
Select	Joe Doe Owner	623-555-5555 jdoe@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	05/09/2023

ADD A CONTACT

License Information

License Update

[Instructions](#) [Business Profile](#) [Owners](#) [Contacts](#) **[License Information](#)** [Documentation](#) [Finish](#)

	License	Status	Open Date	Close Date	Effective Report Periods	Update Due Date	
	Vendor	Open	04/01/2023		N/A	05/02/2026	REQUEST CLOSE

NOTE: If you need a copy of the business license select the print icon.



Documentation

If there are changes, upload new documents.

License Update

[Instructions](#)
[Business Profile](#)
[Owners](#)
[Contacts](#)
[License Information](#)
[Documentation](#)
[Finish](#)

Information

To see the list of required documentation, click here.

The following blank forms are available for download:

- Electronic Funds Transfer Declaration
- Supplier Bond
- Power of Attorney

Documentation

[UPLOAD FILE](#)

File Name	Document Type	Uploaded	By
W-9	IRS Tax Document	04/01/2023	

3 Year Updates

Select **FINISH**
Click verification
box
Then **SUBMIT**

Home / License Update

License Update

[Instructions](#) [Business Profile](#) [Owners](#) [Contacts](#) [License Information](#) [Documentation](#) **Finish**

Confirming update for:

Type Vendor

I verify that all information for the above license is up-to-date.

SUBMIT

3 Year Updates

The following message will confirm a completed 3 year update.

Select

CONTINUE

[Home](#) / [License Update](#)

License Update

Thank you, you have completed the 3 year update.

License Type	Vendor
Update Completed	05/02/2023
Next Update Due	05/02/2026

CONTINUE

Contact Information

Fuel Tax Licensing Unit [FTLU]

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Phoenix, AZ 85007

PH: 602-712-8853

Email: ADOTFTLU@azdot.gov

Website: [ADOT Fuel Tax](#)