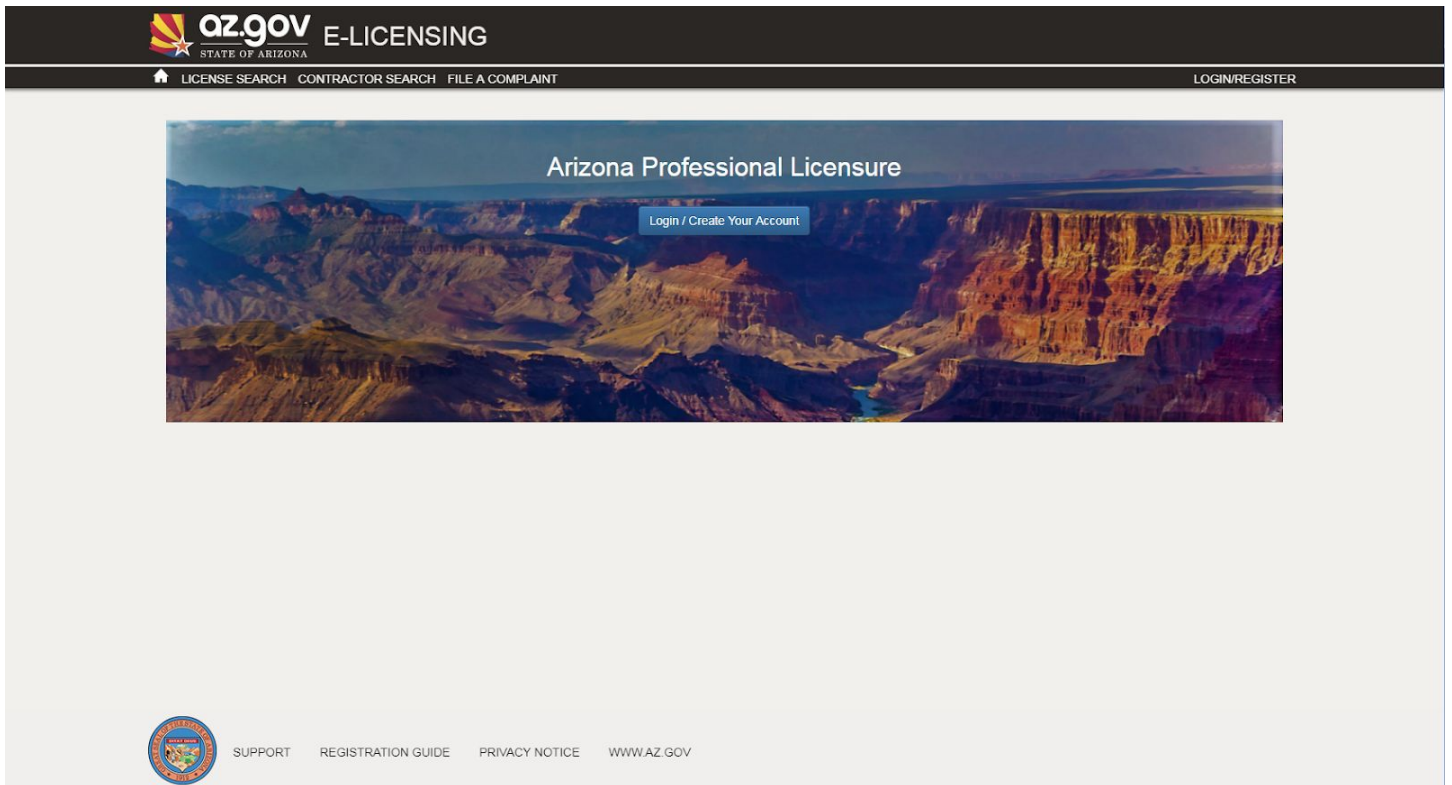


The first step in accessing your businesses information starts at our website, or “portal”. The url address for the portal is <https://elicense.az.gov>.



Once you see the screen above, use your mouse to click on the “Login/Create Your Account” button.



You are now on the eLicensing Login screen. Since you already have a license but have not created your login yet, you'll click on the "I Have a License" button.

New Users

Welcome to your future home of Professional Licensure!

Create a New Account

If you currently have a license or previously applied for a license or certificate and do not have a login through this portal, please select "I Have a License".

If you currently do not have a license or have not previously applied for a license or certificate, please select "I Don't Have a License".

I Have a License **I Don't Have a License**

Existing Users

Login

Username

Username

Password

Password

Login

[Forgot Your Password?](#)

You should now be at the Self Registration screen.

Self Registration

Security Code

Security Code

Obtain Security Code

Password

Password

Confirm Password

Confirm Password

Password must contain:

- More than 10 characters
- 1 Uppercase Letter
- 1 Lowercase Letter
- 1 Number
- 1 Special Character (e.g. !#\$%_-_+=<>)

Create new Account **Cancel**

The first field you need to enter is the Security Code. This code was sent to you either in an email or a letter.

Enter your security code in the security code field.

Then create your password by entering it in the Password and Confirm Password boxes.

Be sure to use more than 10 characters, 1 uppercase letter, 1 lowercase letter, 1 number and one special character.

When you've complete your entry, click on Create new Account.

The next time you log onto our eLicensing portal, your username will be the email address we have on record. Please see the instruction for changing your personal information (below) to update it, if needed.

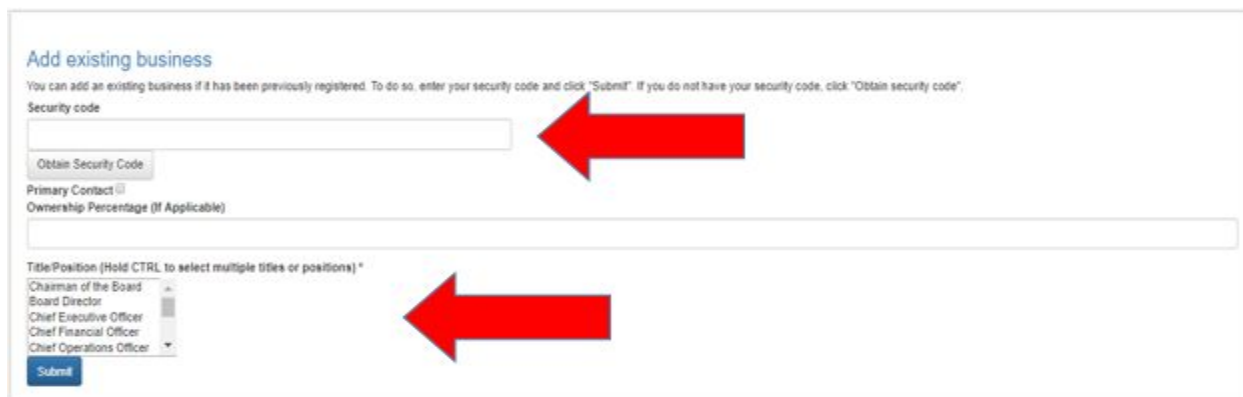
Your “Dashboard” screen should appear. On this screen, you should see your license. You can now link yourself to a business. Click “Manage Businesses”.



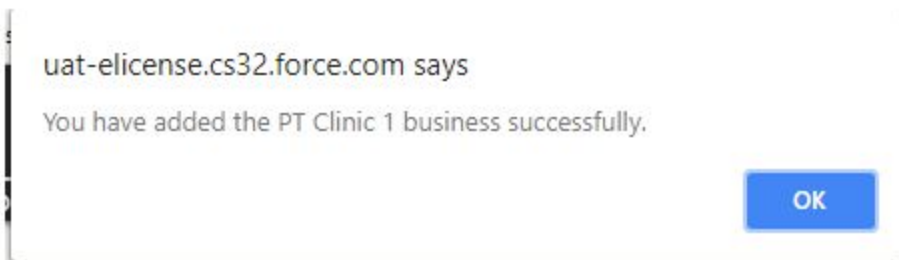
If you are connecting to a business already licensed with your Board you select “Add existing business”. If you need to add a new business so you can apply for a license on behalf of the business you select “Add new business”.



“Add existing business”



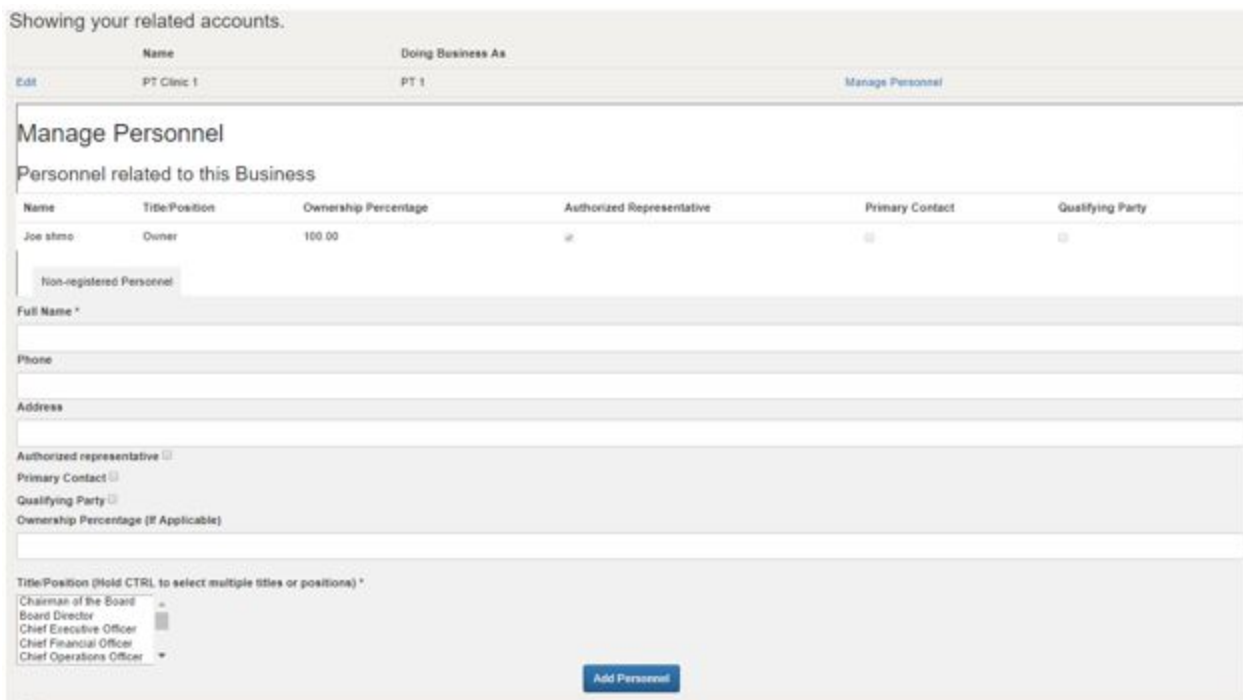
In order to add and existing business, you will need the businesses "Security code". Enter the required information and click "Submit". You should see a note similar to the one below indicating a successful link.



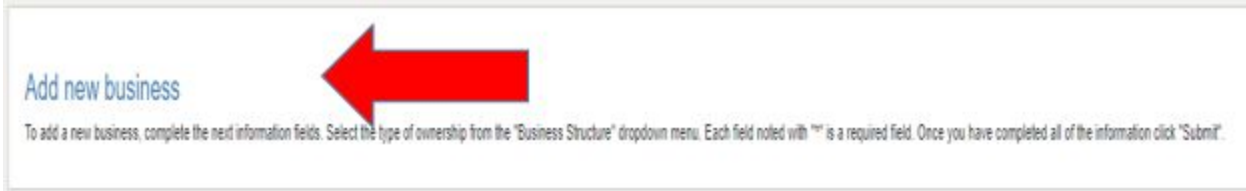
Once you complete the above step you can begin adding other person(s) to the business.



Enter the information as indicated on the screen.



“Add new business”



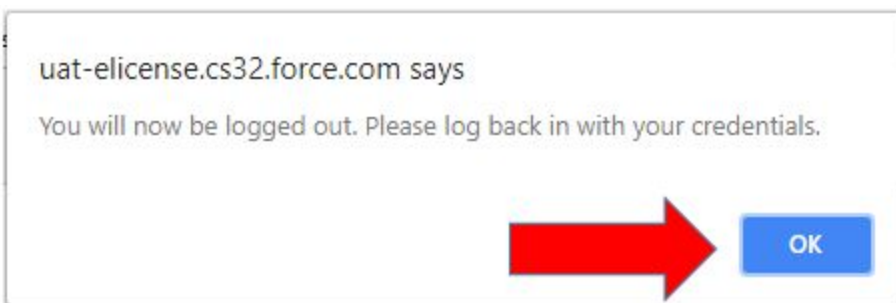
Click on “Add new business”

A screenshot of a web form titled "Add new business". The form contains several input fields, each with an asterisk (*) indicating it is a required field. The fields are: "Business Name *", "Doing Business As", "Business Structure *", "State of Incorporation *", "Federal Tax Identification Number *", "A.C.C. File Number *", "Business Phone *", "Business Fax", and "Business Email *". At the bottom of the form is a blue button labeled "Create new Account".

Complete the required fields indicated by the “*”.

Click “Create new Account”.

You will see a warning.



Click OK.

You will now return to the main Portal page.



Click on the Login button and login again. You can then see your added business by selecting “Manage Businesses”.



Once you complete the above step you can begin adding other person(s) to the business.



Enter the information as indicated on the screen.

A screenshot of the 'Manage Personnel' form. At the top, it says 'Showing your related accounts.' and shows a table with one row: 'PT Clinic 1' under 'Name' and 'PT 1' under 'Doing Business As'. Below this is a 'Manage Personnel' link. The main section is titled 'Manage Personnel' and 'Personnel related to this Business'. It contains a table with the following data:

Name	Title/Position	Ownership Percentage	Authorized Representative	Primary Contact	Qualifying Party
Joe steno	Owner	100.00	☒	☒	☒

Below the table is a section for 'Non-registered Personnel' with the following input fields:

- Full Name *
- Phone
- Address
- Authorized representative ☐
- Primary Contact ☐
- Qualifying Party ☐
- Ownership Percentage (If Applicable)

At the bottom, there is a dropdown menu for 'Title/Position (Hold CTRL to select multiple titles or positions) *' with the following options: Chairman of the Board, Board Director, Chief Executive Officer, Chief Financial Officer, Chief Operations Officer. An 'Add Personnel' button is located at the bottom right.