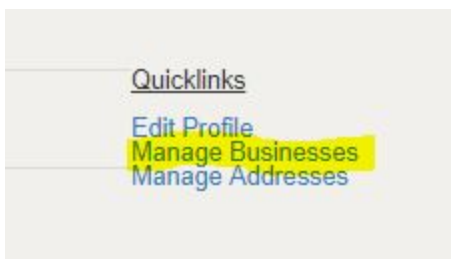The first step in accessing your businesses information starts at our website, or "portal". The url address for the portal is https://elicense.az.gov.

Click on the "Login/Create Your Account" button.



Use your credentials to login.

On your "Dashboard", Click the "Manage Businesses" link



Click the "Add new business" link



To add a new business, complete the next information fields. Select the type of ownership from the "Business Structure" dropdown menu. Each field noted with "*" is a required field. Once you have completed all of the information click "Submit".

Fill out the form with relevant information. Please note that the Tax ID will be the entity's Tax ID Number. Also, please format the name as follows: **Entity's Name, City, State Abbreviation Branch (ex: J Doe, Inc. Phoenix, AZ Branch)**

**Business Name ***

J Doe, Inc. Phoenix, AZ Branch

**Doing Business As**

**Business Structure ***

Entity's Business Structure ▼

**State of Incorporation ***

▼

**Federal Tax Identification Number ***

EntityEIN

**A.C.C. File Number ***

EntityACC

Click the "Create New Account" button.

Log back into the portal. **Click the "+" to apply for a new license.**

## New License Applications

The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary too move forward to the next stage of the application process.

Click the "+" icon to begin the application process.

Click the following link for application and license status descriptions: Status Legend

Click Here to Apply for New Licenses

⊕

(Not for Renewals)

On the following screen, select "Branch Application" under "Application By" field. **Use the Branch Account you created for the Account.**

**Board***

Arizona Department of Financial Institution ▼

**License Type***

Select Your License Type ▼

**Application By***

Branch Application ▼

**Parent License***

Select The Parent License # ▼

**Account**

J Doe, Inc. Phoenix, AZ Branch ▼