

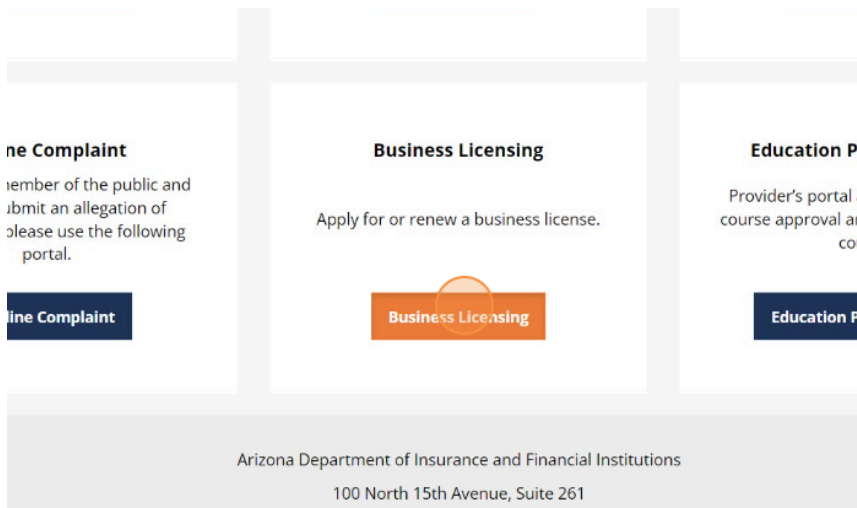


Individual Registration for Business Portal Users

LICENSING	<input type="checkbox"/> 602-771-2800 Financial Services	<input type="checkbox"/> felicensing@difi.az.gov
	<input type="checkbox"/> 602-771-2800 Real Estate Appraisal	<input type="checkbox"/> realicensing@difi.az.gov
	<input type="checkbox"/> 602-364-4457 Insurance Licensing	<input type="checkbox"/> insurancelicensing@difi.az.gov

Individual Registration for Business Portal Users

1. To register on our licensing portal, navigate to the Thentia Portal <https://azdifi.portalus.thentiacloud.net>
2. Using your mouse, click on Business Licensing



3. **If you have logged into the DIFI portal in the past, skip to Step 5.** If not, click on “Don’t have account yet? Register for an Account”

The screenshot shows the 'Business Licensing' sign-in form. It includes an 'E-mail' input field, a 'Password' input field with a visibility toggle, a dark blue 'Sign In' button, and a horizontal line with 'Or' in the center. Below the line, there are two links: 'Forgot your password? [Reset Password](#)' and 'Don't have account yet? [Register for an Account](#)'.



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4. Enter the email address you will use to log into the portal and click Next. **Skip to Step #7.**

Business Licensing

Enter the email address that you want to use to sign in.

The board will also send important updates about your license and account to this email address.

5. **If you have logged into** the DIFI portal in the past. Click on 'Reset Password', as your old password did not migrate to the new platform.

Business Licensing

Or
Forgot your password? [Reset Password](#)
Don't have an account yet? [Register for an Account](#)



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6. Enter your email address from the old portal and select Reset Password.

Business Licensing

Enter the email address you use to sign in and we will send you a password reset email

Next

Back

7. You will receive an email with a temporary password. Enter the temporary password and click Next.

Business Licensing

We have just sent you an email with a temporary password. It should arrive within a few minutes.

Enter your temporary password here to verify your email and proceed with setting up your account.

Next



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8. Now you will enter your First Name, Last Name, and Date of Birth. Click Next.

Business Licensing

Enter your personal information.

First Name

Last Name

BIRTHDAY 


Next

Back


9. You will now enter in the password you wish to use when signing in. Click Next.

Business Licensing

Create a password for your account

..... 

- ✓ A minimum of 8 characters
- ✓ At least 1 lower case
- ✓ At least 1 upper case
- ✓ At least 1 number
- ✓ At least 1 special character

..... 

✓ Passwords must match

Next

Back



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10. Upon signing in for the first time you will be prompted to choose the method you want to use for two-stage authentication. Once you have chosen your method, click next and follow the prompts. We suggest you use the Security Code option.

Business Licensing

Choose the method you want to use for two-stage authentication.

- Enter Security Code (Email)**
Enter a security code that you receive by email each time you sign in.
- Answer Security Questions**
Answer one of your security questions each time you sign in.

Next

11. You are now logged in and ready to create your business profile. Click on “Create New Business”. **NOTE:** If the entity already holds a license with the Department, do not click on “Create New Business”, as it already exists. Please contact us at felicensing@difi.az.gov and we will connect the license to your account.

Messages | NA (218)

ARIZONA
DEPARTMENT OF
INSURANCE AND FINANCIAL INSTITUTIONS

Personal Information
Select Business
Access
Account Settings

Select Business

Search Business

[Create New Business](#)

Business Name	Business Type	Address
No business have been added. Click Create New Business to add business.		



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12. Fill out all required fields. Required fields are marked with an asterisk. Once all fields are filled out, click submit at the bottom of the page.

Business Information

Business Name *

Doing Business As (DBA) *

Note: If no DBA, please enter your business name

Date of Incorporation *

Business Type *

13. After clicking submit, you will be brought back to your home screen. Now you may view any licenses, or submit applications. To view a license or submit a new application, click on Licenses and Applications on the menu to the left hand side of your screen

Business Information

Business Information

Business Name Change

Business Address Change

Licenses and Applications



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14. You will now see two sections. Approved licenses on the top, and Business Applications on the bottom. To apply for a new license, click on “Apply for License”. You will be brought to the application screen where you can choose the license you wish to apply for.

Approved Licenses


In time of renewal, please click the start renewal button to begin.
Your license information is listed below.

Business Name	License Number	License Type	License Status	License Expiration Date	Renewal Status
No licenses are available for renewal.					

Business Applications

Thank you for your interest in applying with the Arizona Department of Insurance and Financial Institutions (AZDIFI)! Please follow the step-by-step instructions to complete your application. You will be able to save your progress and return to it later.
For assistance, please do not hesitate to contact us at felicensing@difi.az.gov or (602) 771-2800.

Application Number	Business Application Type	Business License Type	Application Status	Submitted Date	Decision Date
No applications have been started. Click Start New Application to add application.					



Notice to Applicant Pursuant to A.R.S. § 41-1030 - An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a license requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition. This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section. A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissed pursuant to the Agency’s adopted personnel policy.