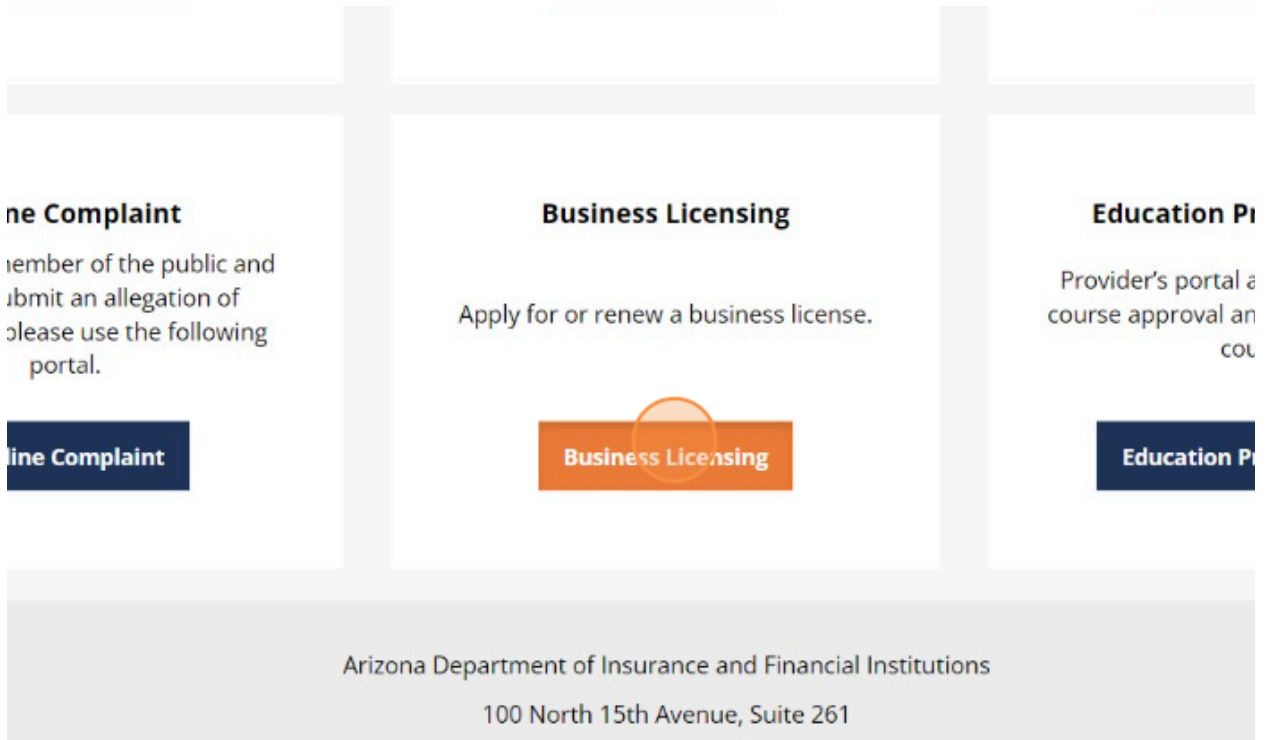








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	☎ 602-364-4457	Insurance Licensing	✉ <a href="mailto:insurancelicensing@difi.az.gov">insurancelicensing@difi.az.gov</a>

**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. Now, click on “New to this site? **Activate Now**”

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**Business Licensing**

E-mail

Password

**Sign In**    Forgot Password

New to this site? [Activate Now](#)

4. Enter the email address that you will use to log into the portal and click submit.



Please enter your confidential e-mail address that you use to activation link.

This e-mail account must not be shared and must be used on

**Submit**    Cancel

5. You will receive an email with a temporary password. Click on Return to login.

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**Check your e-mail!**

We've sent you an e-mail to activate your account. Have a look at the instructions to access to your account.







**Didn't receive the e-mail?**

Please check your junk/spam inbox and add [noreply@thentia.com](mailto:noreply@thentia.com) to your safe senders e-mail list.

[Return to login](#)


6. Now you will log in using the email address you registered with and the temporary password emailed to you. Tip: Copy and paste the password to avoid mistakes.


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## Business Licensing

 felicensing@difi.az.gov

 rm3sbi9cocee

**Sign In**

**Forgot Password**

New to this site? [Activate Now](#)

7. Upon signing in for the first time you will be prompted to choose 3 security questions. Choose your questions and answers, and click submit.

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**Two-Stage Authentication: Security Questions**

To help protect the privacy of your account, please select three questions below and provide corresponding answers.

Security question 1 \*

Answer \*







Security question 2 \*

Answer \*

Security question 3 \*

Answer \*

8. Now, you will choose a new password. Make sure to follow the instructions on this page for choosing your password. Click submit.

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**Password Reset**

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one number and one special character. Your new password must not contain your first name, last name, address state, country, zip code, birth date, or commonly used words like "password".

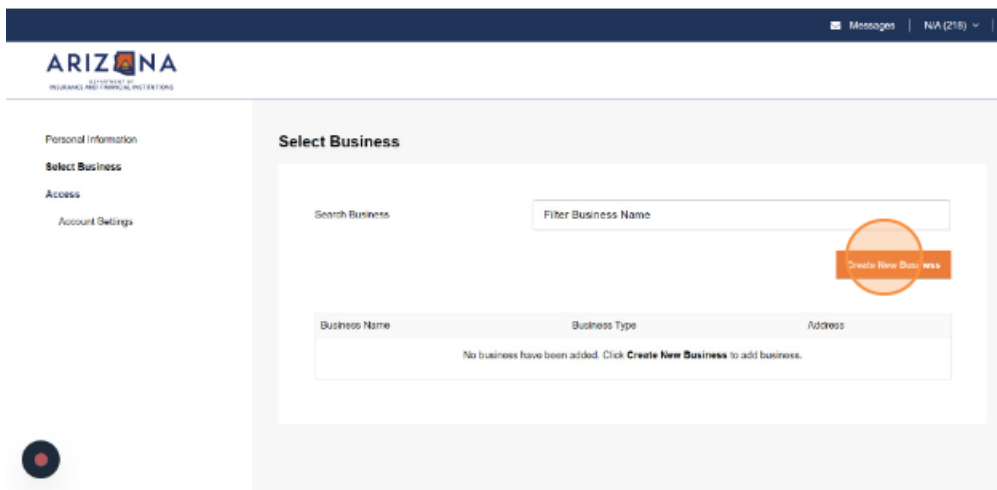
Password strength: Weak

New password \*

Confirm password \*

**Submit**

- You are now logged in and ready to create your business profile. Click on "Create New Business".



Messages | N/A (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 <a href="#">Create New Business</a> to add business.		

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10. 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 \*

11. 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

**LICENSING**

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12. 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 view your progress and return to it later.  
 For assistance, please do not hesitate to contact us at [felicensing@difi.az.gov](mailto: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 <b>Start New Application</b> to add application.					





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**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.