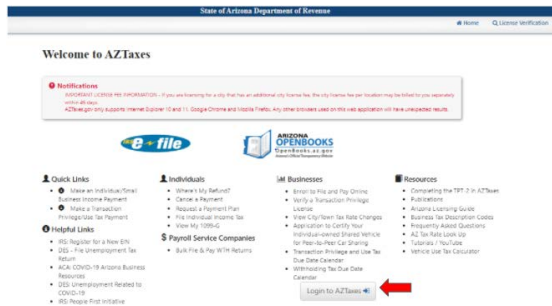To access account information online, a business must be registered in AZTaxes.gov and the business user must have a Username and Password to access the AZTaxes.gov website.

1 **Log into AZTaxes.gov**

On the AZTaxes.gov home page, click **Login** on the top of the screen or under "Businesses".

Next, enter your Username and Password in the Business User Login.

2 **Business List and Details**

The **Business List** page is the main page for your account access once you log into AZTaxes.gov.

Click on the business you would like to access and click **View**. This will grant you access to account inquiry, account management, online filing, and electronic payments.

Once you are on the **Business Details** page, click **Location Details**.
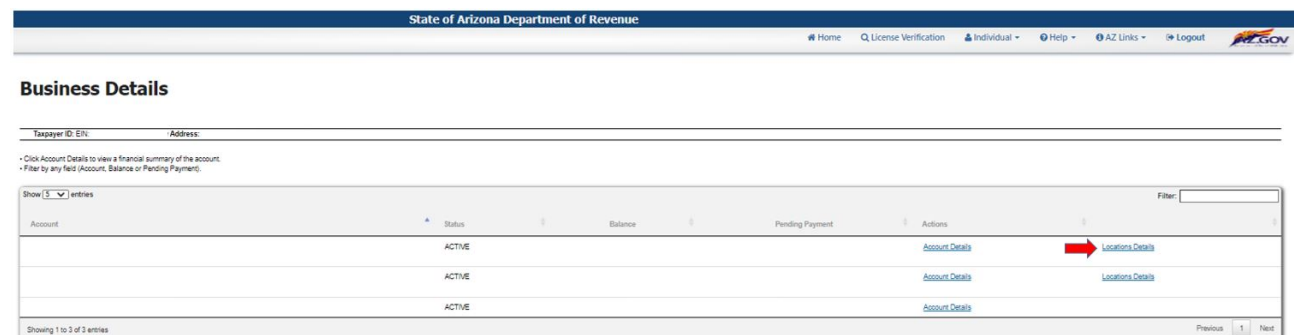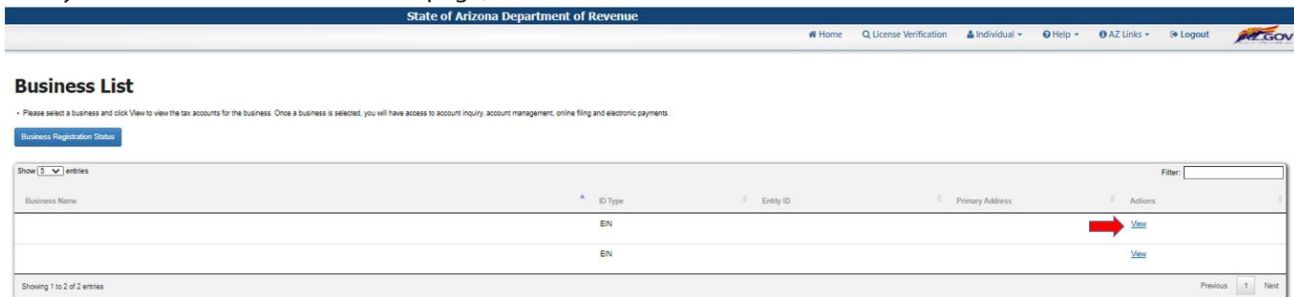
3 **Location Details**

You will then navigate to the **Location Details** page, which lists all your current business locations.

Click **Account Update**.

4 **Business Account Update**

This will bring you to the **Welcome to the Business Account Update** page.

Click **View/Update Locations**.

5 **Business Account Update - Location Detail**

This will bring you to the **Business Account Update - Location Detail** page. Click **Continue**.

6 **Business Account Update - Location Detail - Add Location**

Once routed to the next screen, click **Add a Location**.

Enter your location information and click **Verify Location Address.**

If AZTaxes is unable to validate the address, a message will appear, select if you would like to keep the address as entered or you may choose to go with the option returned by AZTaxes. Make your selection and click **Close.**

Once your location address has been verified, you can then click **Save and Close.**

7 Region Codes

Next, choose this location's **Region Code** from the drop down menu. Then, select the location's **Business Code** which will generate once you select your region.

Once you have chosen the business code, click **Add** and your selection will appear in the **Selected Region Business Code** section.

If you agree with what is listed in Selected Region Business Code section, click **Save and Continue**.

If you do not agree, add and remove region/business codes as needed until satisfied.

8 **Business Account Update - Location Detail page**

This will take you back to the **Business Account Update - Location Detail** page.

Please note, if you have previously added locations without submitting, the location will show as PENDING, which means the process was not previously completed and your changes were not successfully saved.

Click **Continue**.

9 **Fee Summary**

This will take you back to the **Fee Summary** page for you to pay applicable licensing fees for your location(s).

Click **Continue**.

10 **Payment Information - Bank Account Update**

On this page, enter your banking information. You are required to enter your routing number and account number twice and check to acknowledge the Automated Clearing House agreement.

Click **Continue**.

11 **Review and Submit**

Next, the **Review and Submit** page will display. This is where you will enter your E-Signature Pin and finalize adding this location.

Click **Submit**.

11 **Business Account Update Confirmation**

Once the business account update has been submitted a **Confirmation Page** will display. If there are any questions in regards to this update, please take note of your confirmation number and have this accessible when contacting the Arizona Department of Revenue.

Please allow 4 hours to process the update.

What should you expect?

Your business will display with the changes that you have submitted. If you have added a location, it will be assigned a location code.