

NOTE: To add or terminate authorized delegates or to view and print authorized delegate notices, your company's contact person MUST FIRST create an account using the eLicensing portal and then link that account to your company's record. Please refer to the "Completing the eLicensing Registration Process" on page 4 of this document.

Managing Your Authorized Delegate(s)

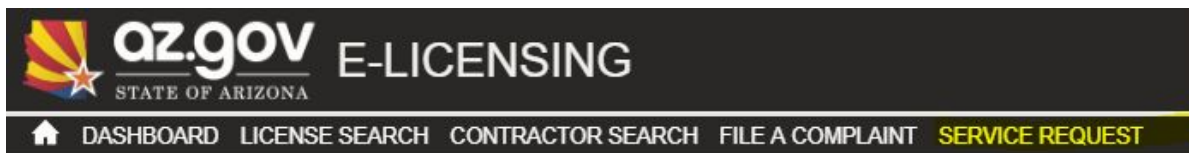
Step #1 - Visit <https://elicense.az.gov>.

Step #2 - From the eLicensing home page, click the **[LOG IN/CREATE YOUR ACCOUNT]** button.



Step #3 - Enter your username and password, and click the **[LOGIN]** button.

Step #4 - Click the **SERVICE REQUEST** menu option on the navigation bar.



Select a Board
 Arizona Department of Financial Institutions

Select a License
 MT- [REDACTED] -Money Transmitter

Service Request Type
 Manage Authorized Delegates

Description
 [Empty text area]

Save and Continue CANCEL

Step #5 - Make the following entries:

- Select a Board: **Arizona Department of Financial Institutions**
- Select a License: Select the license that you want to manage
- Service Request Type: **Manage Authorized Delegates**

Click the **[SAVE AND CONTINUE]** button.

Step #6 - To terminate an authorized delegate:

- Click the **'Edit'** link beside the authorized delegate you wish to terminate
- Enter the termination date in the End Date field,
- Click the **[SUBMIT]** button

AD-0012506	Arizona Department of Financial Institutions	100 N 15th Ave, Suite 261 Phoenix, Arizona, 85007	06/07/19			06/07/19		Edit
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Step #7 - To add an authorized delegate,

- click the **'+ ADD NEW AUTHORIZED DELEGATE'** link,
- enter information into the online form,
- click the **[SUBMIT]** button.

[+ ADD NEW AUTHORIZED DELEGATE](#)

The system will save the information you entered and will add the authorized delegate fee into your shopping cart.

Step #8 - After you have entered all of your new authorized delegates, click the **'Pay AUTHORIZED DELEGATE Fee'** link to pay the authorized delegate fees.

[Pay AUTHORIZED DELEGATE Fee](#)

Step #9 - After the system processes your payment, you can return to the service request for managing authorized delegates to view and print certificates.

IMPORTANT! The system may require up to five minutes after you pay fees for new authorized delegates to make 'View Certificate' links available.

AD- [REDACTED]	City/State AZ	100 N 15th Ave Phoenix, Arizona, 85007	05/21/19	Active	05/21/19	05/21/19	Edit View Certificate
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Completing the eLicensing Registration Process

If you have not registered and associated a contact in the eLicensing portal with your company, you must complete the following steps:

Create the User Account

Step #1 - Go to <https://elicense.az.gov>.

Step #2 - Click the **[LOG IN/CREATE YOUR ACCOUNT]** button.

Step #3 - Click the **[I DON'T HAVE A LICENSE]** button.

Step #4 - On the "Self Registration" page, enter all required information. When creating your password, make sure the password meets all the requirements shown at the bottom of the page.

Step #5 - Click the **[SUBMIT]** button.

Link Your User Account to Your Company

Step #1 - From the eLicensing home page, click the **[LOG IN/CREATE YOUR ACCOUNT]** button.

Step #2 - Enter your username and password, and click the **[LOGIN]** button.

Step #3 - Click the "Manage Businesses" link.

Step #4 - Click the "Add existing business" link.

Step #5 - Click the **[OBTAIN SECURITY CODE]** button.

Step #6 - The system will display a pop up window asking for the business Federal Tax Identification number. Enter the company's Federal Tax ID number and click the **[SEND EMAIL]** button.

NOTE: In some cases, users receive a message that the system cannot locate the company's Federal Tax Identification number. If this happens, the user needs to contact our Licensing Hotline at 602-771-2800, Option

1, and be ready to provide the full name and email address that was used for the portal registration.

Step #7 - Check your email for a message containing your security code, enter the code on the eLicensing Manage Business webpage, complete the remaining information on the web page and click the **[SUBMIT]** button. The system should display the record(s) that have been linked to your user account.

NOTE: If you encounter any problems during this process, contact our Licensing Hotline at 602-771-2800, Option 1, and be ready to provide the full name and email address that was used for the portal registration.