

GOHS DUI Reporting System

User Procedure – How to Create an Account

STEP 1:

- Go to: https://az.gov/app/secure_gateway

STEP 2:



- Click the **Account Registration** button.

The screenshot displays the 'AZ Secure Account Services' webpage. At the top, there is a navigation bar with the State of Arizona logo on the left, the text 'AZ Secure Account Services' in the center, and links for 'LIVE HELP', 'FEEDBACK', 'FAQ', and 'HELP' on the right. Below the navigation bar, the main content area features a 'Welcome' section. This section contains a text box with the following text: 'Welcome to the Arizona Secure Account Services. Arizona Secure Account Services (also known as the SecureAZ) is a web service operated by the State of Arizona that makes it easy for you to sign in to authorized Arizona web sites and conduct e-commerce transactions. If you do not currently have an account with Arizona Secure Account Services, you may click the "Account Registration" button below to create your account. Registration is simple and only takes a few minutes. To view the list of current services, click the "All Secure Services" button. If you have already registered, you can view a list of your services by clicking the "My Secure Services" button.' Below this text box are three buttons: 'My Secure Services', 'All Secure Services', and 'Account Registration'. A yellow arrow points to the 'Account Registration' button. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Accessibility Policy', 'Contact Arizona', and a copyright notice: '© Copyright 2008 AZ.gov'.

Step 3:

- Enter your Login Information.
- Click the **Create Account** button.

LIVE HELP | FEEDBACK | FAQ | HE

 **State of Arizona** **AZ Secure Account Services** 

Instructions

Registering for a Secure account with AZ.Gov lets you take advantage of our secured applications and services.

Please provide the following information. This information is used for official State business only and it will never be transferred to any 3rd party.

After completing the registration form, click the "Create Account" button. You will receive an email with your User ID and a link to activate your account.

Note: You must activate your account within 5 days. If you do not activate your account within 5 days, the activation link will expire and you will need to register again.

User Name & Email

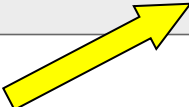
*First Name <input type="text" value="John"/>	*Last Name <input type="text" value="Test"/>
*Email <input type="text" value="defaultemail20@yahoo.com"/>	*Confirm Email <input type="text" value="defaultemail20@yahoo.com"/>
*Security Question <small>Ex: What is my mother's maiden Name</small> <input type="text" value="What is your library card number"/>	*Security Answer <input type="text" value="123456789"/>

Contact Information

Business Name (if appropriate)

Title (if appropriate)

*Street <input type="text" value="123 Main Street"/>	Street 2 <input type="text"/>
*City <input type="text" value="Phoenix"/>	*State <input type="text" value="Arizona (AZ)"/>
County <input type="text" value="Maricopa"/>	*Zip Code ##### <input type="text" value="85004"/>
*Phone Number <small>### ### ####</small> <input type="text" value="602-123-4567"/>	



Step 4:

- Click the **Continue** button.
- You may exit this system and wait for the activation email.



Step 5:

- You will receive an email similar to the one below to activate your account.
- Click the **Activation Link** to finish credential set up and request access to service.

AZ Secure Account Services New Acc

From: "donotreply@azssmtp.az.gov" <donotrep... Add to Contacts
To: defaultemail20@yahoo.com

** PLEASE DO NOT REPLY TO THIS EMAIL **
THIS IS AN AUTOMATIC EMAIL AND REPLIES WILL NOT BE RECEIVED.

Dear John,

Welcome to Secure account Services at AZ.Gov. Here is the information that you will need to get started.

1. Activate your secure account
2. Set your password

User ID

=====
Your User ID is: defaultemail20@yahoo.com

Account Activation

=====
To activate your secure account, Please go to the account activation page by clicking the link below.

You will set your password on the Account Activation page. You will need to answer your security question to activate your account.

Activation Link: https://az.gov/app/secure_gateway/user_activate.xhtml?key=964251ed546049a0967c1a1bcad89d09&newUserId=4752



NOTE: This link will expire in 5 days. If you do not activate your account within the next 5 days, you will have to register again.

Service Access

=====
If you have already requested access to a service, you will receive an email when access has been granted. Do not attempt to access the service until you receive the approved access email.

If you attempt to access the service before access is granted, you may be locked out of your account.

NEED HELP?

=====
Check out our new LIVE HELP online! You can also contact us for support at : azsupport@nicusa.com.

Privacy Policy

<http://az.gov/webapp/portal/displaycontent.jsp?name=privacy>

Thank you for registering!

Step 6:

- After selecting the activation link in the email, you will be taken to the Secure Account Activation screen.
- Enter a new password and answer your secret question.
- Click the **Activate Account** button.

LIVE HELP | FEEDBACK | FAQ | HELP

State of Arizona AZ Secure Account Services AZ.GOV
Arizona's Official Web Site

Home >

Secure Account Activation

*Indicates required fields

To Activate your Secure Account, you must set your password, verify the password and answer your security question. You will be required to reset your password the next time you login if your password has not been reset in the past 90 days.

Set Password

User Name
defaultemail20@yahoo.com

*New Password

Passwords must be at least 8 characters, include
1 upper case letter, 1 lower case letter and 1
number, and cannot include spaces.

*Re-Type New Password

*What is your library card number?


Activate Account

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Step 7:

- Enter the username and password you created.
- Click the **Login** button.


LIVE HELP | FEEDBACK | FAQ | HELP

 State of Arizona

AZ Secure Account Services

 AZ.GOV
Arizona's Official Web Site

Please Login

 Login to your secured account by entering your User Name and Password

*Indicates required fields

Not yet registered? Click here for [Account Registration](#).


Forgot your password? Click here to [Reset Your Password](#)

Login

*User Name

*Password

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Step 8:

- Select the **Request Access** button.

Home >

Services List [Log Out](#)

 Welcome, defaultemail20@yahoo.com

Approved Services

You currently have access to the following services.

Click the Service Name to continue to the desired service.

No approved services

Requests Pending

The following services are awaiting approval from the service's administrator.

No pending services

[Update My Profile](#) [Request Access](#)

[Privacy Policy](#) [Accessibility Policy](#) [Acceptable Use Policy](#) [Contact Arizona](#) | © Copyright 2010 AZ.gov

Step 9:

- You will see a list of Secure Services that are offered
- Click the **Register** button next to **GOHS DUI Reporting (GOHS)**.

The screenshot shows the 'AZ Secure Account Services' page. At the top, there is a header with the State of Arizona logo, the text 'AZ Secure Account Services', and the 'AZ.GOV' logo. Below the header, there is a 'HOME >' link and a 'Log Out' link. The main content area is titled 'Secure Services' and contains a 'LIST OF SERVICES' section. Below this section, there is a paragraph stating: 'The following is a list of currently available services. You may request access to a service by clicking the service's Register link.' A table follows, listing various services and their corresponding 'Register' buttons. The row for 'GOHS DUI Reporting (GOHS)' is highlighted in yellow, and a yellow arrow points to the 'Register' button in that row. At the bottom of the page, there is a 'BACK' button and a footer with the text 'Policies · Contact Arizona | © Copyright 2017 AZ.gov'.

Service	Click to
DES Admin (DES) DES Online Payment Reporting Utility	Register
GOHS DRE Reporting (GOHS) GOHS Drug Recognition Expert Reporting	Register
GOHS DUI Reporting (GOHS) GOHS DUI Agency Reporting	Register
MRTBE License Renewals () License renewal application for the Medical Radiological Technology Board of Examiners (MRTBE)	Register
MVRRS () MVRRS	Register
OWN (ADEQ) Online Transfer of Ownership for On-Site Wastewater Facilities	Register
RCE Configurable Text () Arizona Respiratory Care Board Configurable Text Server administration	Register
RCE Licensing () Administrative back end to Respiratory Care Examiners Licensing System	Register
ROC Document Controller () ROC's Document Controller	Register

Step 10:

Once you have successfully added the GOHS DUI Reporting (GOHS) service, an email will be sent to the Service Administrator. The Service Administrator will grant you access to the application. As soon as the Administrator has approved your access, you will receive a final email confirming your access to the system. *Once you receive this final email, you may access the system with your new credentials.*

The screenshot shows the 'AZ Secure Account Services' web interface. At the top, there is a header with the State of Arizona logo, the text 'AZ Secure Account Services', and the 'AZ.GOV' logo. Below the header, there is a 'HOME >' link and a 'Secure Services' section with a 'Log Out' link. A yellow box contains a green checkmark icon and the text 'Successfully added service.', which is circled in blue. Below this is a 'LIST OF SERVICES' section with a blue header. The text below the header states: 'The following is a list of currently available services. You may request access to a service by clicking the service's Register link.' A table follows with two columns: 'Service' and 'Click to'. The table lists various services, with 'GOHS DUI Reporting (GOHS)' and 'GOHS DUI Agency Reporting' highlighted in yellow and marked as 'Registered'. Other services include 'DES Admin (DES)', 'MVRTBE License Renewals ()', 'MVRRS ()', 'OWN (ADEQ)', 'RCE Configurable Text ()', 'RCE Licensing ()', and 'ROC Document Controller ()'. A 'BACK' button is located at the bottom left of the table area.

Service	Click to
DES Admin (DES) DES Online Payment Reporting Utility	Register
GOHS DRE Reporting (GOHS) GOHS Drug Recognition Expert Reporting	Register
GOHS DUI Reporting (GOHS) GOHS DUI Agency Reporting	Registered
MRTBE License Renewals () License renewal application for the Medical Radiological Technology Board of Examiners (MRTBE).	Register
MVRRS () MVRRS	Register
OWN (ADEQ) Online Transfer of Ownership for On-Site Wastewater Facilities	Register
RCE Configurable Text () Arizona Respiratory Care Board Configurable Text Server administration	Register
RCE Licensing () Administrative back end to Respiratory Care Examiners Licensing System	Register
ROC Document Controller () ROC's Document Controller	Register

END