ADOT
Motor Vehicle Division

53-1003 R04/16 azdot.gov

AUTHORIZED THIRD PARTY
ServiceArizona (SAZ)
ACCESS REQUEST AGREEMENT

A separate ServiceArizona Access Request and Agreement form is to be **completed and signed by each** person in your company who will have access to Motor Vehicle Division (MVD) ServiceArizona electronic services. To activate your account, you will need to submit the following information about yourself and the company you are representing:

Please print clearly.

1. Company Name: _____

2. Company DBA Name:_____

3. Authorized Third Party Office Number : _____

4. User's Full Name: _____

5. ADOT Email Address: _____

6. Please check **one** box below to indicate your function (user role) will be that of a **Processor** or a **System Administrator**:

   ☐ **Processor** is an employee who can perform specific services but does not have System Administrator responsibilities.
   ☐ **System Administrator** is a person responsible for authorizing access and ensuring proper use of the service by Processors. The Administrator will be granted access to all ServiceArizona functions and then can assign and authorize access to Processors as considered appropriate.

Improper service use is a violation of Arizona statutes and may be grounds for the service to be canceled. Your USERID/PASSWORD is your means of access to the system. It is to be used solely in conjunction with the performance of your authorized job function. You must take all necessary steps to prevent anyone other than yourself from using it. The use of your USERID/PASSWORD by anyone other than yourself is prohibited. Any unauthorized use of a user's id and password must be reported to Arizona Department of Transportation (ADOT)/MVD immediately.

You must activate your user account within 30 days of being registered. You must change your password at least every 90 days to avoid your account being deactivated. It is prohibited to circumvent the system in order to maintain the same password.

All computer programs and data are the sole properties of ADOT. Any use of ADOT software or data for other than Department-related business is expressly prohibited.

Any violation of this agreement is subject to disciplinary action, including cancellation of access and prosecution. Corrective action will be taken pursuant to Arizona Revised Statutes §§13-2408, 13-2316, 13-2316.02, and the Computer Security Act of 1987 (Public Law 100-235).

By signing below, I certify that I have read and understand the above and agree to comply.

Signature	Title	Date
Manager/Supervisor Signature		Date

Instructions for Completion of the Application Access Request and Agreement

This separate Application Access Request form is to be completed and signed for each person where access is required to ServiceArizona electronic services.

1. **Company Name:** Provide the name of your company.

2. **Company Doing Business As Name:** Provide the Doing Business As name.

3. **Authorized Third Party Office Number:** Provide your assigned Office Number.

4. **User's Full Name:** Print your full name clearly – this is very important for us to be able to register you accurately.

5. **ADOT Email Address:** Clearly print your email address. Please note, each user is required to have a **unique** email address. **Email addresses cannot be shared by multiple users.**

6. **Processor or Administrator:** Indicate whether your role will be that of a Processor or a System Administrator.
   - If you are registering as a Processor, you will have access only to services granted by your System Administrator.
   - If you are registering as a System Administrator, you will be granted access to all services your facility or agency is eligible to access. Your responsibilities include authorizing and revoking Processor's privileges from services, monitoring reports, and monitoring use of the services by employees. We strongly recommend that your company maintain two system administrators for your account.

Read the text of the document. Sign and date the application to indicate that you have read and understand the document and agree to comply. Obtain your manager or supervisor's signature authorizing your user access.

In the future, you can add new users by faxing or sending your ServiceArizona Access Request and Agreement form to the Third Party Administration:

> Email Address for scanned documents: tppc@azdot.gov

When your USERID has been registered with ServiceArizona, you will receive an email with your temporary password. The email will provide instructions on how to activate your account and change your password.

For additional information on the registration process, you may contact the ServiceArizona Service Desk at 866-436-9533 or via email at ezhelp@us.ibm.com.