

**State of Arizona**  
**Department of Liquor Licenses and Control**

**eLicensing User ID and Password Instructions**

**Receipt of A Temporary User ID and Password**

For security purposes, the Department of Liquor Licenses and Control (DLLC) will issue licensees the temporary User ID and Password via U.S. Mail to the address of the owner/agent on record.

Licensees may also request a temporary User ID and Password by mail.

Once licensees have received the temporary User ID and Password in the mail, they may change the User Name and Password when they register online for the first time.

**Log On To eLicensing For The First Time**

Once the licensee has received the temporary User ID and Password in the mail, he/she may access eLicensing activities and change both the User ID and Password.

Using a computer that has Internet and access to your Email account, the steps below will assist licensees as they log on to secure eLicensing access for the first time.

1. logon to the Department of Liquor website ([www.azliquor.gov](http://www.azliquor.gov)).
2. select the "License Search" tab on the top of the left-hand navigation bar.
3. Select "Liquor License Search".
4. Select "Credential Search".
5. The "License Lookup and Download" page will appear. On the upper, right-hand corner of the page is a link named "Register". Select "Register".
6. The "Enter Information About Yourself" page will appear. All fields must be complete before the "create" button is selected and your new User ID and Password can be confirmed.
7. A link will be sent to the Email address you provide on the "Enter Information About Yourself" page. Copy this link, go back to the Internet and paste the link into the web address field.
8. The "License Lookup and Download" page will appear. On the upper, right-hand corner of the page is a link named "Login". Select "Login".
9. When you have successfully logged in, a screen will appear with two new options (not available previously) in addition to "License Lookup and Download". The new options are "Activities" and "Account".
10. Hover over the "Activities" dropdown to reveal online options to view non-public information about the liquor license(s) assigned to your User ID and Password, in addition to the option to apply, renew, change ownership addresses, and more.
11. Hover over the "Account" dropdown to change your eLicensing logon password or Email address.