



Adding a Dependent to a Portal Account

- To add a Dependent to a Portal Account - First sign into your portal account at <https://accounts.azgfd.com/>.
- In the top right hand corner of the screen, hit the “Log In” button as shown below.

AZGFD Apps ▾ **Log in** Register

The screenshot shows the AZGFD portal login page. At the top, there is a navigation bar with "AZGFD Apps ▾", a red-outlined "Log in" button, and a "Register" link. Below this is a large yellow banner with the AZGFD logo in the center. Under the logo, the text reads "Welcome" and "One account for all your online wildlife needs". Below the banner is a dark green button labeled "Apply for the Draw". Further down, there is a red disclaimer: "**All information must be complete prior to purchasing goods or services from the Arizona Game and Fish Department**". Below the disclaimer, there is a red note: "Newly Created accounts must go to Manage account and click on view details to input your customer info, phone number, residency status, and mailing address, those with established accounts please update any changes." At the bottom, there are two white boxes. The left box is titled "Manage Your Account" and contains the text "View and Edit Account Information." and a dark green button labeled "View Details »". The right box is titled "My AZGFD Dashboard" and contains the text "View your draw applications, bonus points, and license history." and a dark green button labeled "View Details »".

Apply for the Draw

****All information must be complete prior to purchasing goods or services from the Arizona Game and Fish Department****

Newly Created accounts must go to Manage account and click on view details to input your customer info, phone number, residency status, and mailing address, those with established accounts please update any changes.

Manage Your Account

View and Edit Account Information.

View Details »

My AZGFD Dashboard

View your draw applications, bonus points, and license history.

View Details »

- Next, sign in using the Portal Credentials created (Username or Email and Password).



Login with your Arizona Game and Fish
Department account

If you had a Portal Account prior to 12/8/2020 and are
having trouble accessing your account. Please [click here](#)

Username or
Email



Password



Log in

[Register as a new user](#)

[Reset your password](#)



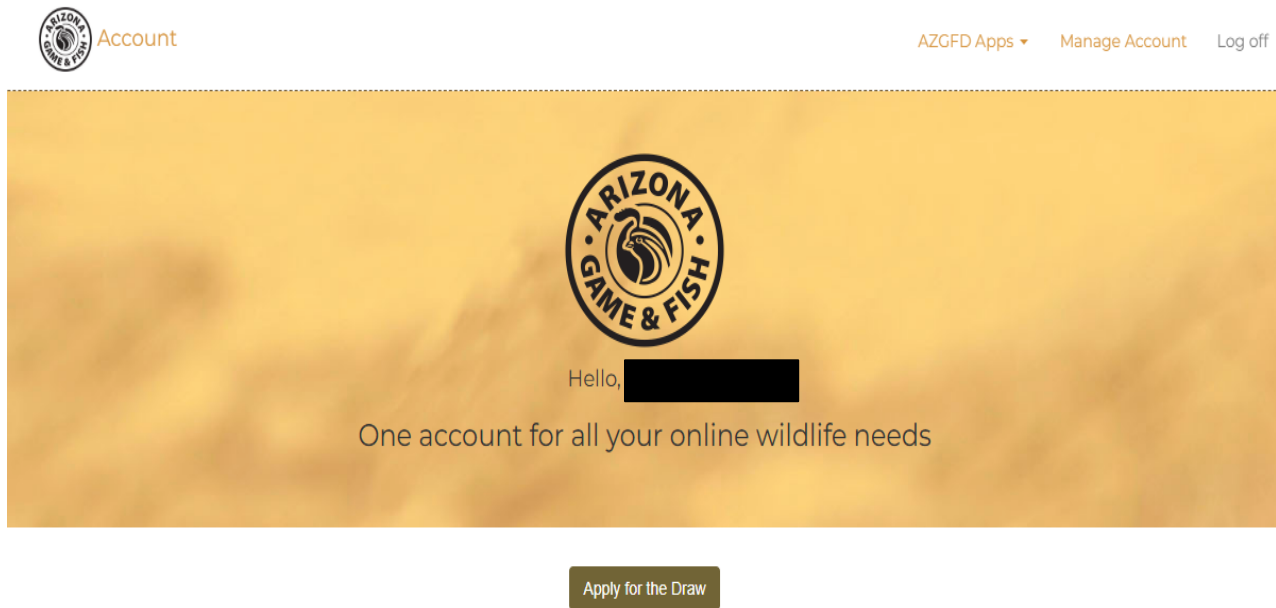
[Resend your confirmation email](#)



- **Please Note:** If a customer does not have a Portal Account, they will need to create a Portal Account to be able to add a Dependent. Please use the following link to create a Portal Account <https://accounts.azgfd.com/Account/Register> .
- If a Portal Account does exist, but you cannot log into it (ie: forgot password), click on “Reset your password”. If the password reset does not work, contact the Arizona Game and Fish Department for assistance at 602-942-3000 and hit Option 7.
- If an account exists and the customer HAS HAD a License or Tag in the State of Arizona, but has never had a Portal account, please contact the Arizona Game and Fish Department for assistance at 602-942-3000 and hit Option 7.

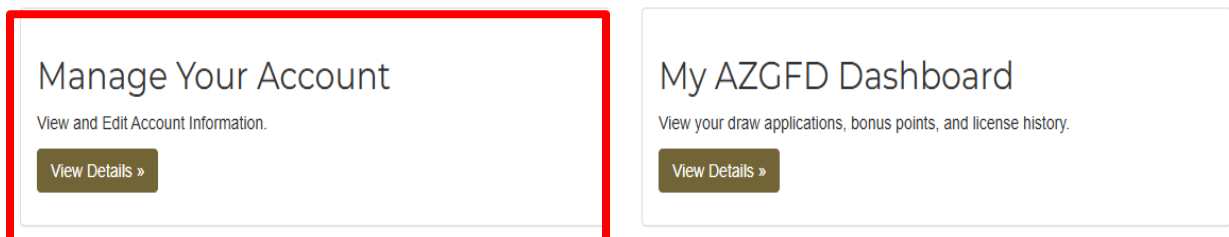


- Once signed into your Portal Account you will be brought back to the Main Menu. Click on the “View Details” under the Manage Your Account box as shown below.



All information must be complete prior to purchasing goods or services from the Arizona Game and Fish Department

Newly Created accounts must go to Manage account and click on view details to input your customer info, phone number, residency status, and mailing address, those with established accounts please update any changes.



- The Manage Your Account menu details will now appear.

Manage Account

The screenshot displays the 'Manage Account' interface with five distinct sections for user information management:

- Username:** Shows a masked username with the instruction 'Change the username you login with.' and a 'Change' button.
- Email:** Shows a masked email address with the instruction 'Change the email associated with your account. You must confirm your new email.' and a 'Change' button.
- Password:** Shows a masked password with the instruction 'You can change or update your password here if you wish.' and a 'Change' button.
- SMS Two-Factor Authentication:** Features a magnifying glass icon, the status 'Two-Factor Not Enabled', the text 'You do not have Two-Factor Authentication enabled. You can enable it here', and an 'Enable' button.
- Phone Number:** Shows a masked phone number with the instruction 'You can change or update your phone number here if you wish.' and a 'Change' button.

- On this screen, five boxes should contain customer personal information that can be edited by selecting the change button.
- To add a Dependent, click on the “Enable” button under the SMS Two-Factor Authentication.

This is a close-up view of the 'SMS Two-Factor Authentication' section. It includes the title, a magnifying glass icon, the status 'Two-Factor Not Enabled', and the explanatory text. The 'Enable' button is prominently highlighted with a red rectangular border.

- Next a separate screen will appear asking to add a Cellphone number with a Country Code. (The Country Code is 1 for the U.S.).
- Enter your cell phone number with the area code as shown below.



Confirm Phone Number

*Before enabling two-factor please confirm the phone number you wish to use by entering it below, this will change the phone number configured for your account. All fields are required.

- The Phone number field is required.

Country Code(1 for the U.S.)

Phone number

Change

- Once a cellphone number has been entered in the above field, click on the “Change” button to finalize.
- Once a cellphone number has been entered, the SMS Two-Factor Authentication box should now have a button that says “Disable” as shown below.

SMS Two-Factor Authentication

 **Two-Factor Enabled**

You have Two-Factor Authentication enabled. You can turn it off here

Disable

- The “Disable” button will show that the phone number has been accepted.

- From here, scroll all the way down to the bottom of the very same page and click on the button that says “Create Dependent Account”.

Create Dependent Account

- By clicking on “Create Dependent Account” a screen should appear to register the Dependent under your account.
- **Please Note:** This will be the Dependent’s information, not the Parent/Legal Guardian’s.



Create an Arizona Game and Fish Department account for your dependent. A dependent account allows you to manage the info of and perform transactions for another.

If the person you are trying to create an account for has done business with the Department before, please stop and call (602) 942-3000 between the hours of 8:00AM and 5:00PM AZ Time Monday through Friday, and press option #4 or 5. This can prevent the loss of information such as bonus points.

*All fields are required

First Name	
Middle Name	
Last Name	
Suffix	Select One
Birthday	mm/dd/yyyy
Confirm Birthday	mm/dd/yyyy

Country Code(1 for the U.S.)

*Please validate or enter a country code for the phone number

1



Country Code(1 for the U.S.)

*Please validate or enter a country code for the phone number

1

Phone Number

*Please validate or enter a phone number

6026150986

Disclaimer

☐

By checking the box provided, I swear under the penalty of law in the State of Arizona that I am the parent or legal guardian of the person associated with this Arizona Game and Fish Department Customer ID (AZGFD Customer).

*By clicking the Register button below I hereby certify to the State of Arizona that I have read and agree to the Arizona Game and Fish Department's [Terms of Use](#) and [Privacy Policy](#). Please be aware that the Arizona Game and Fish Department's Terms of Use and Privacy Policy are both subject to change. I also hereby certify to the State of Arizona that my information is correct and legally binding when conducting business with the Arizona Game and Fish Department. Any false information provided to the Arizona Game and Fish Department in an attempt to deceive law enforcement may be prosecuted.

Register

- Only the legal parent or legal guardian of the Dependent should create the account under Arizona State Law.
- Clicking on the "Register" button at the bottom of page will register the Dependent with the Arizona Game and Fish Department.
- Once the account has been established the primary Portal Account holder will be able to view and update the Dependents information, purchase licenses and enter them in the draw.
- A Customer ID will be generated for the Dependent once their account is created under the primary Portal Account. The Customer ID can be found under MY AZGFD Dashboard right above the Dependent's name.