



UNDERGROUND STORAGE TANK (UST) Reimbursement Registration Instructions *State of Arizona Supplier Account*

Registering for a supplier account is required and will allow the Applicant to receive reimbursement payments from the State of Arizona. The state of Arizona utilizes the Arizona Procurement Portal (APP) as the E- Procurement system for suppliers and state agencies to conduct procurement business. The supplier account name must match the applicant name on record.

If a supplier account has not been established with the State, the Applicant will need to create an account on the Arizona Procurement Portal (APP) (<https://app.az.gov>). If you need assistance, contact APP's Help Desk at 602-542-7600 or use the step-by-step guides below:

Step 1:

<https://spo.az.gov/sites/default/files/documents/files/New%20Supplier%20Registration.pdf>

Step 2:

<https://spo.az.gov/sites/default/files/documents/files/Supplier%20Enrollment.pdf>

To ensure a timelier reimbursement payment, after registering for a supplier account, submit a completed GAO-618 ACH Authorization Form (<https://gao.az.gov/publications/forms>) to the Department of Administration/General Accounting Office. This form is optional and only needs to be completed if the Applicant would like to receive their reimbursement payment(s) via Direct Deposit. If the ACH form is not submitted, the reimbursement payment(s) will be disbursed via a warrant and mailed to the Applicant.

For more information on APP, please visit: <https://spo.az.gov/suppliers/app-support>

[How to register for APP \(4 minute video\)](#)

[General Navigation in APP](#)

[Password Reset for APP](#)

If you need help, please contact the APP Help Desk at app@azdoa.gov or 602.542.7600.