

How to Create AZ Online Account



- 1 From the create a new account link you will be taken to this screen.

A Virtual Company

Applicant Portal Registration

To access your information online, please create your personal account. You **MUST** use a unique email address for electronic communication and account verification. Please **DO NOT** use your school instructor's email address. This account is for applicants only.

After submission, you will receive a link via email to complete your registration.

* First Name

* Last Name

* Email

* Email Confirmation

Submit Registration

For any technical questions or issues, please contact azcos@pcshq.com.

2

Complete with your full government first and last name(s) exactly as it appears on your ID

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After submission, you will receive a link via email to complete your registration.

* First Name

Irma

* Last Name

Examinee

* Email

you@example.com

* Email Confirmation

you@example.com

Submit Registration

For any technical questions or issues, please contact azcos@pcshq.com.

3

Enter a valid personal email address.

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After submission, you will receive a link via email to complete your registration.

* First Name

Irma

* Last Name

Examinee

* Email

azcos+321@pcshq.com

* Email Confirmation

you@example.com

Submit Registration

For any technical questions or issues, please contact azcos@pcshq.com.

4 Click "Submit Registration"

Applicant Portal Registration

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After submission, you will receive a link via email to complete your registration.

* First Name

* Last Name

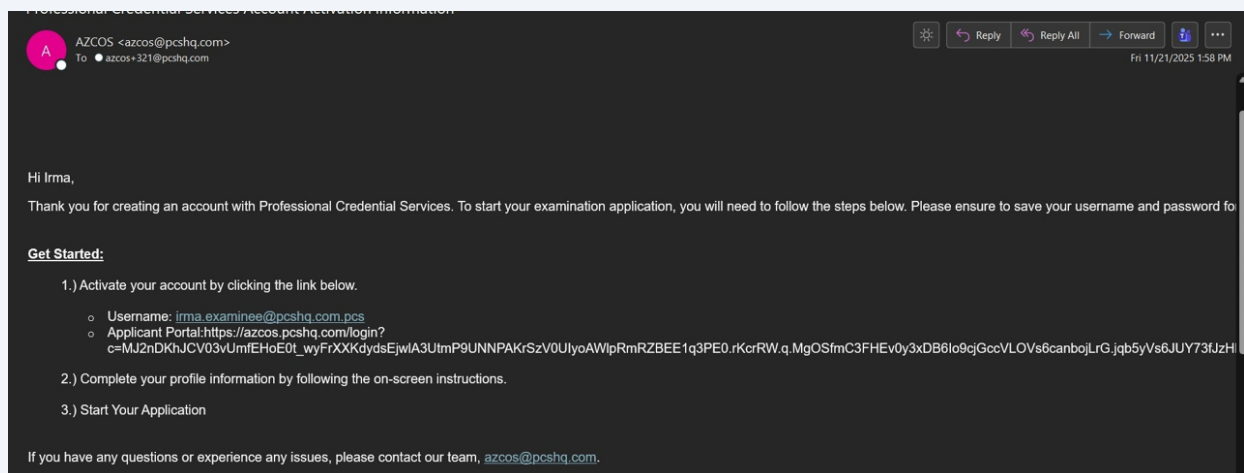
* Email

* Email Confirmation

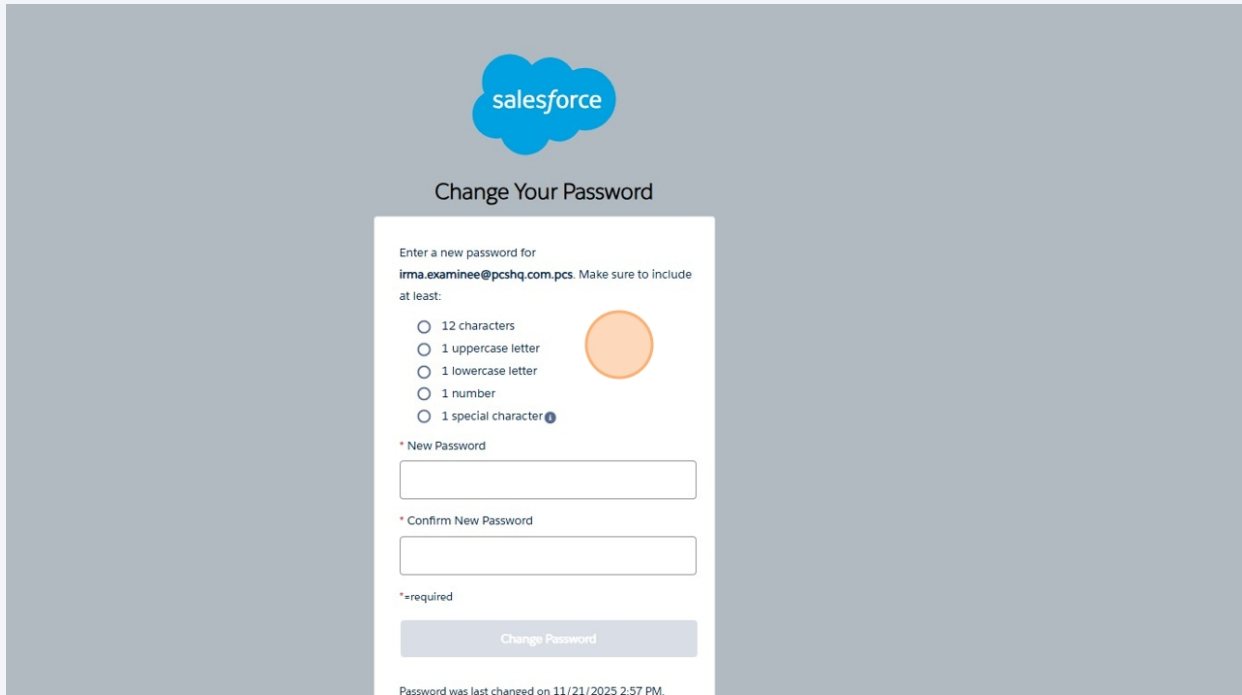
Submit Registration

For any technical questions or issues, please contact azcos@pcshq.com.

5 You will receive an Account activation email with a unique Username for login. Make note of this Username as you will be required to use it every time you access the PCS System. Click the link below the Username to confirm your email and complete activation.



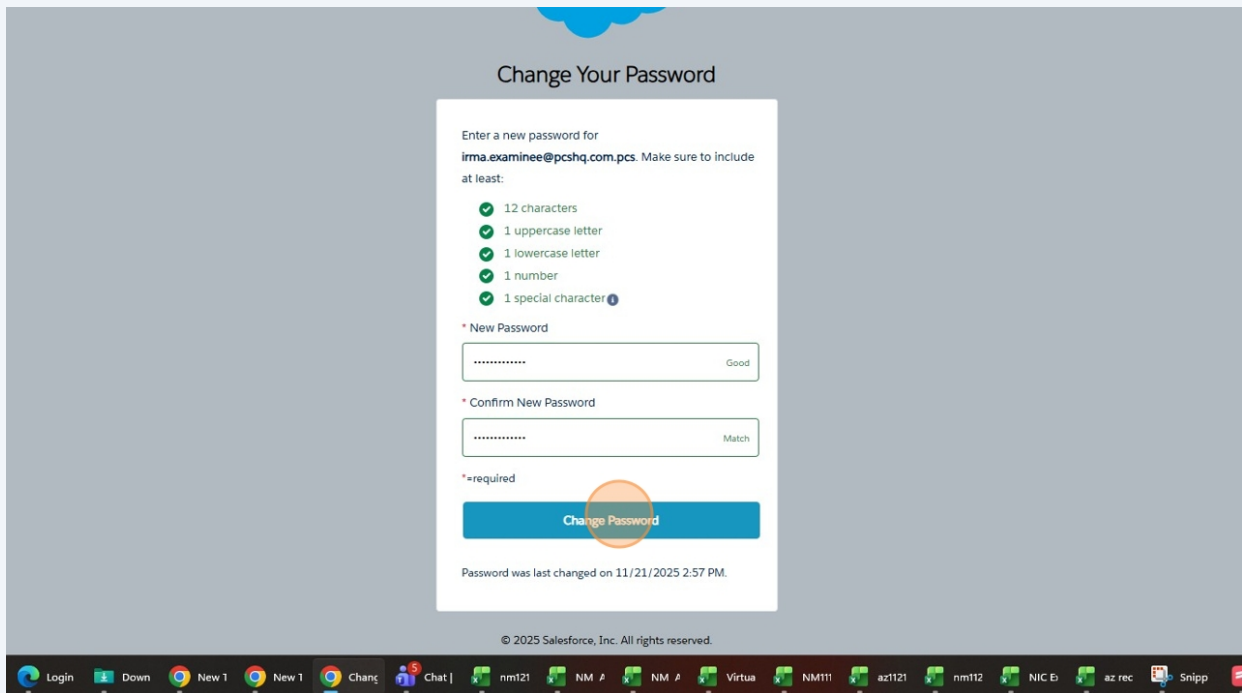
- 6 The link will take you here. Enter a password that meets all the criteria listed.



The screenshot shows the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The form area contains the following elements:

- A heading: 'Enter a new password for **irma.examinee@pcshq.com.pcs**. Make sure to include at least:'
- A list of password requirements, each with an unselected radio button:
 - 12 characters
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number
 - 1 special character ⓘ
- A visual indicator: an orange circle.
- Two input fields:
 - * New Password
 - * Confirm New Password
- A note: '*required'
- A button: 'Change Password'
- Footer text: 'Password was last changed on 11/21/2025 2:57 PM.'

- 7 Click "Change Password"



This screenshot shows the same 'Change Your Password' form as above, but with feedback and the button highlighted. The password requirements are now marked with green checkmarks, indicating they are met. The 'New Password' field shows 'Good' feedback, and the 'Confirm New Password' field shows 'Match' feedback. The 'Change Password' button is highlighted with an orange circle. The footer text remains the same.

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The taskbar at the bottom of the screen shows several open applications: Login, Down, New 1, New 1, Chang, Chat, nml12, NM A, NM A, Virtua, NM111, az1121, nml12, NIC E, az rec, and Snipp.

8 You will be taken to this page. Click "Complete Profile Information"

The screenshot shows the homepage of the azcos.pcsqh.com website. The header includes navigation links: Professional Credential Services, Home, My Account, Start New Application, Resources, PCS Website, and AZ Website. The main content area features a large banner with the text "Welcome, Arizona Candidates!" and a row of hair styling tools. A button labeled "Complete Profile Information" is circled in orange. Below the banner, there is a section titled "What do you want to do:" with three buttons: "Apply for an Examination", "Reapply for an Examination", and "Check the Status of My Application". On the right side, there is a section titled "Important Links:" with a list of links: "Candidate Inf...", "Special Accor...", "How to Apply", and "Schedule An...".


9 Click "Edit"

The screenshot shows the "Applicant Information" form on the azcos.pcsqh.com website. The form is titled "Applicant Information" and contains fields for First Name, Middle Name, Last Name, Suffix, Maiden Name, Phone, Email, Street, City, State, Zip Code, Country, and Birthdate. The "Edit" button is circled in orange. Below the form, there is a section titled "Applications" with a sub-header "Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking 'View Details' next to each application." A button labeled "Start New Application" is visible. At the bottom, there is a table with columns for Application #, License, Status, Expiration Date, and Details. The table has a header row with "All", "Open", and "C" buttons.

10 Complete all the required profile information.

Profile

Please ensure that the Applicant Information below is accurate and complete.

 Applicant Information


| | | | |
|--------------|--|---------------------------|----------------------|
| * First Name | <input type="text" value="Irma"/> | * Mailing Street | <input type="text"/> |
| Middle Name | <input type="text"/> | * Mailing City | <input type="text"/> |
| * Last Name | <input type="text" value="Examinee"/> | * Mailing State/Province | <input type="text"/> |
| Suffix | <input type="text"/> | * Mailing Zip/Postal Code | <input type="text"/> |
| Maiden Name | <input type="text"/> | * Mailing Country | <input type="text"/> |
| * Phone | <input type="text"/> | * Birthdate | <input type="text"/> |
| * Email | <input type="text" value="azcos+321@pcshq.com"/> | | |

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

11 Click "Save"

Please ensure that the Applicant Information below is accurate and complete.

 Applicant Information

| | | | |
|--------------|--|---------------------------|---|
| * First Name | <input type="text" value="Irma"/> | * Mailing Street | <input type="text" value="123 Sesame Way"/> |
| Middle Name | <input type="text"/> | * Mailing City | <input type="text" value="Somewhere"/> |
| * Last Name | <input type="text" value="Examinee"/> | * Mailing State/Province | <input type="text" value="KS"/> |
| Suffix | <input type="text"/> | * Mailing Zip/Postal Code | <input type="text" value="15432"/> |
| Maiden Name | <input type="text"/> | * Mailing Country | <input type="text" value="United States"/> |
| * Phone | <input type="text" value="9995555555"/> | * Birthdate | <input type="text" value="11/12/2002"/> |
| * Email | <input type="text" value="azcos+321@pcshq.com"/> | | |

Format: 12/31/2024

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

12 Click "Start New Application" to begin the Application process.

Profile

Please ensure that the Applicant Information below is accurate and complete.

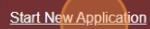
Applicant Information

| | | | |
|-------------|---------------------|-----------|----------------|
| First Name | Irma | Street | 123 Sesame Way |
| Middle Name | | City | Somewhere |
| Last Name | Examinee | State | KS |
| Suffix | | Zip Code | 15432 |
| Maiden Name | | Country | United States |
| Phone | 9995555555 | Birthdate | 11/12/2002 |
| Email | azcos+321@pcshq.com | | |

Edit

Applications

Below are all the applications associated with you. They include current and past applications. You can view the information related to each application by clicking "View Details" next to each application.

 Start New Application

Applications