Quick Start Login Guide

COPPER Check Registered Agency Portal

October 2026

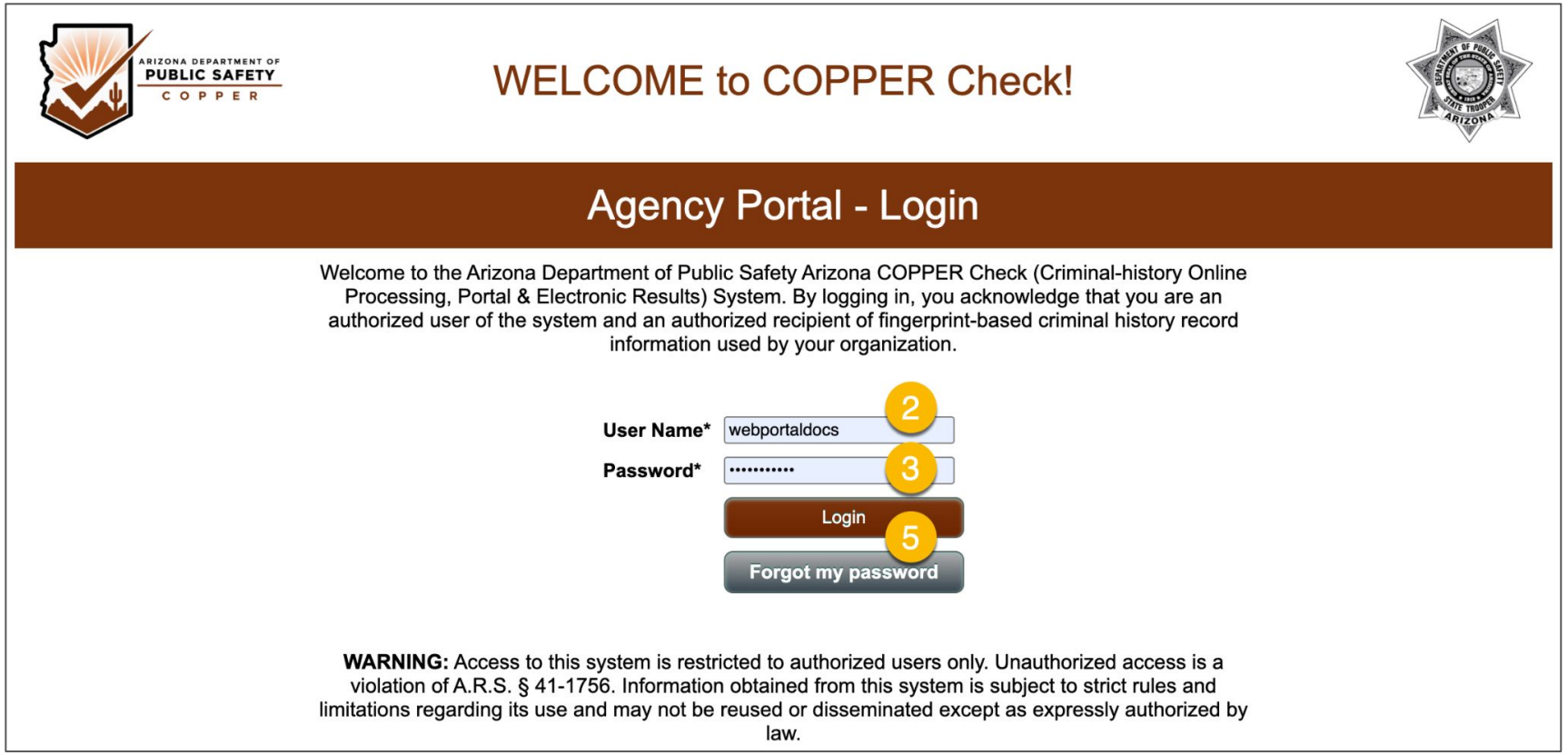
https://coppercheck.azdps.gov/AZAgency/

Before the new system goes “live”

1. Create a pop-up blocker exception in your browser for
   https://coppercheck.azdps.gov/AZAgency/
   The software will not work with pop-up blockers active
2. Check your email for **two** emails containing your new credentials; keep these emails handy
   - Login name (sent day before “go live”)
   - Temporary password (sent morning of “go live”)

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First Time Log In Process

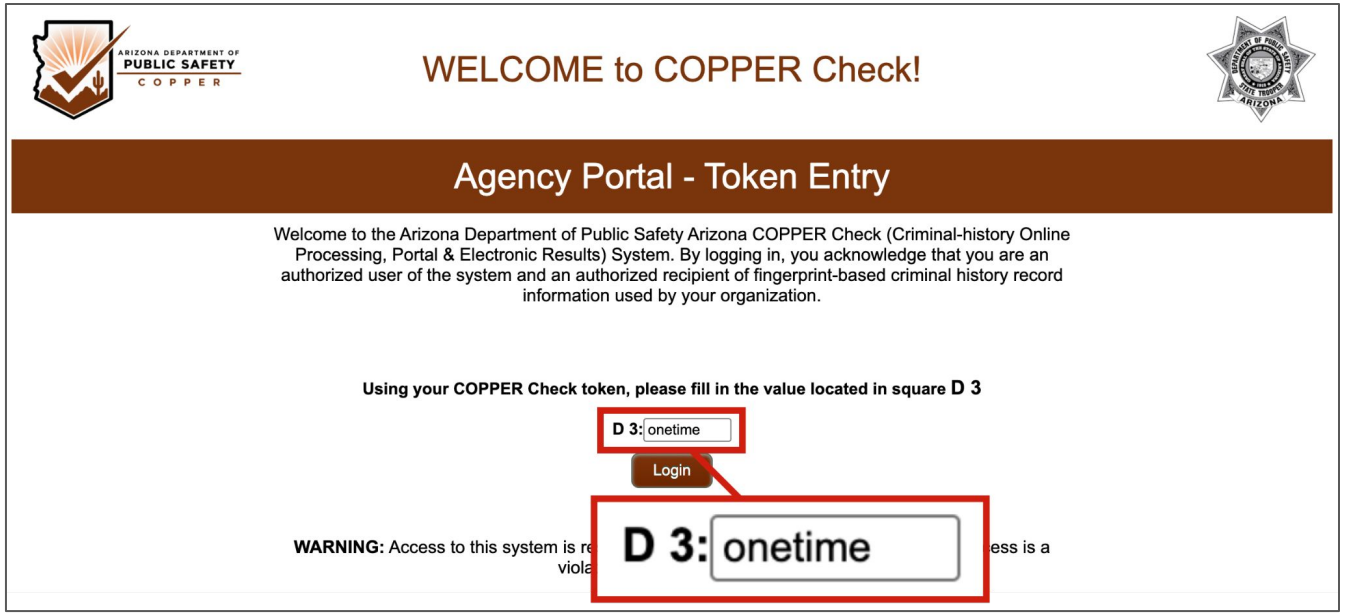


1. Go to https://coppercheck.azdps.gov/AZAgency/
2. Type your Login name
3. Type your temporary password (case sensitive)
4. Read the Warning
5. Click “Login” button

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Use the “onetime” code

1. On 2nd page of login, type the word onetime in the box.
2. Click “Login” button.
3. You’ll see a system message; click OK.

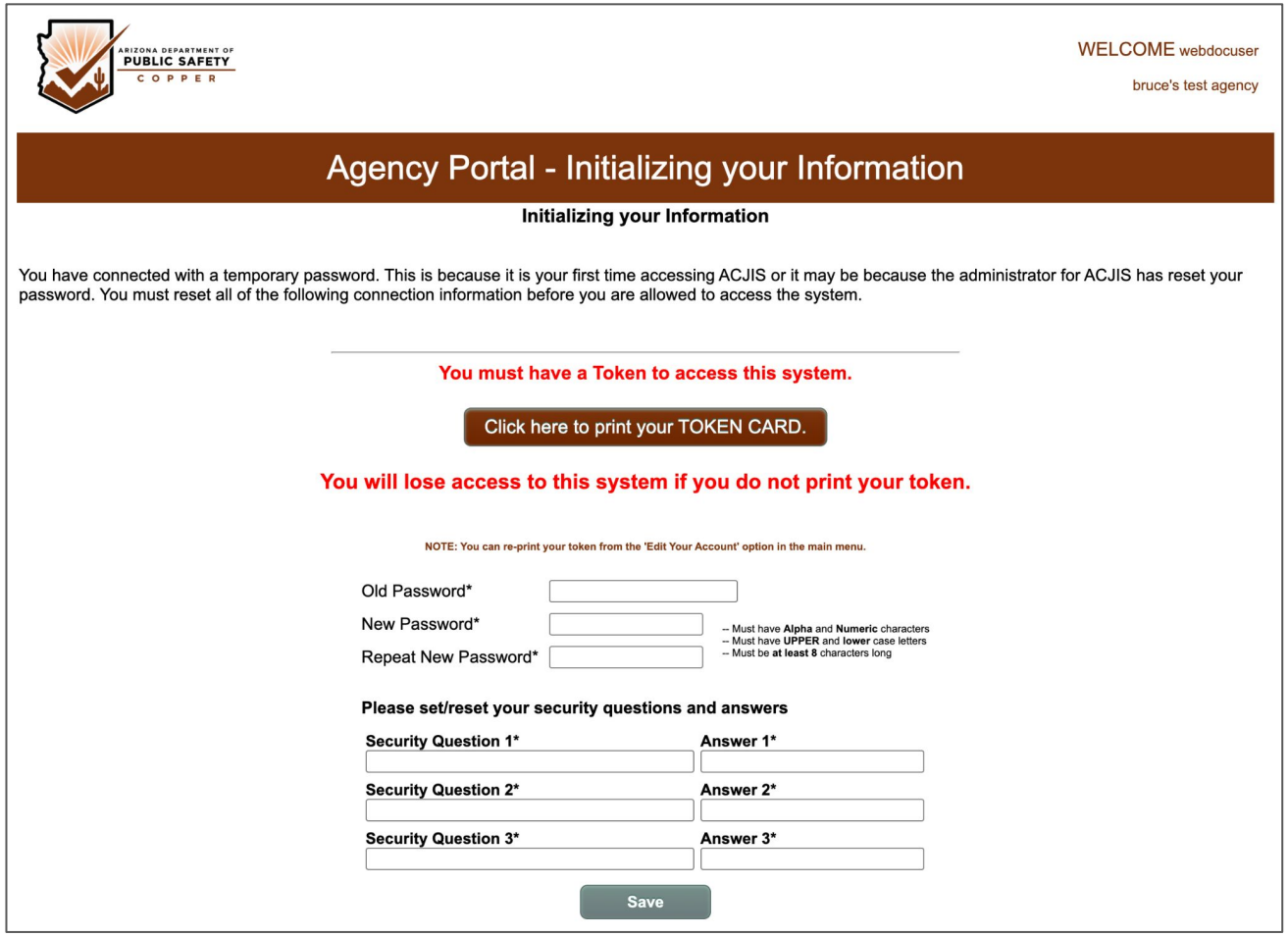




Initializing your Information screen

A first time user **always** needs to:

1. Print their token card.
2. Change the temporary password to a new password.
3. Create a set of security questions and answers.



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Print your Token Card

You must have a Token to access this system.

Click here to print your TOKEN CARD.

You will lose access to this system if you do not print your token.

Click this button

FlexCheck Token - 10/14/2026

--	1	2	3	4	5
A	hpj8T#	KExFng	XUS6iG	TmEtpo	qvtPFU
B	@oH5f2	&kmMKc	HxMWp8	JEJ@Sj	93LRX4
C	&@KW7V	Ruk#2@	7nkvCz	pSSeN2	guyk6J
D	kSA@vN	3FNAqz	ytRGdJ	HyX9zA	z763pg
E	uTd6bv	sWSmBt	#zS6Lo	*LsYq3	yEA6bF
F	jU3Pk#	gqwb6U	NcA9z6	&g@Sdx	KZkqgf
G	4#ZGAU	PKtPst	WUpbkJ	WHSV58	sJUcbM
H	xQKb*&	uy*eAM	ntd6GS	CF2ckh	gKExh6
I	GLoXfV	QYHMNZ	r6Zy&r	XemqTY	@v2XeR
J	nmeg&r	atVDEs	Kmt7NF	kB*4C6	8HfRDr

Then print this pop-up

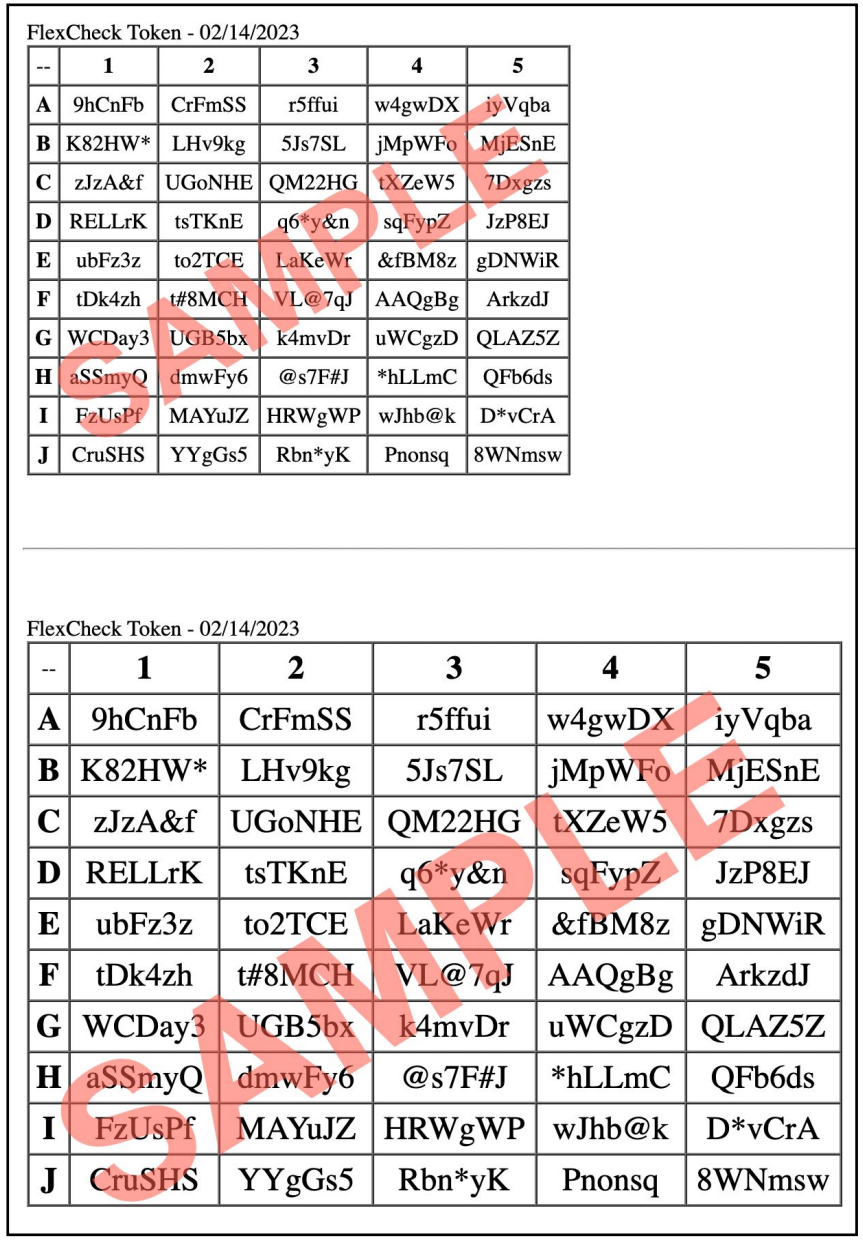
FlexCheck Token - 10/14/2026

--	1	2	3	4	5
A	hpj8T#	KExFng	XUS6iG	TmEtpo	qvtPFU
B	@oH5f2	&kmMKc	HxMWp8	JEJ@Sj	93LRX4
C	&@KW7V	Ruk#2@	7nkvCz	pSSeN2	guyk6J
D	kSA@vN	3FNAqz	ytRGdJ	HyX9zA	z763pg
E	uTd6bv	sWSmBt	#zS6Lo	*LsYq3	yEA6bF
F	jU3Pk#	gqwb6U	NcA9z6	&g@Sdx	KZkqgf
G	4#ZGAU	PKtPst	WUpbkJ	WHSV58	sJUcbM
H	xQKb*&	uy*eAM	ntd6GS	CF2ckh	gKExh6
I	GLoXfV	QYHMNZ	r6Zy&r	XemqTY	@v2XeR
J	nmeg&r	atVDEs	Kmt7NF	kB*4C6	8HfRDr

Get your Token Card print out

You must provide the contents of a randomly-selected cell on the card to authenticate your login.

Find the correct row (A through J) then find the correct box (1 through 5). You will need to type the contents of that cell exactly as shown on the card, matching the case.



FlexCheck Token - 02/14/2023

--	1	2	3	4	5
A	9hCnFb	CrFmSS	r5ffui	w4gwDX	iyVqba
B	K82HW*	LHv9kg	5Js7SL	jMpWFo	MjESnE
C	zJzA&f	UGoNHE	QM22HG	tXZeW5	7Dxgzs
D	RELLrK	tsTKnE	q6*y&n	sqFypZ	JzP8EJ
E	ubFz3z	to2TCE	LaKeWr	&fBM8z	gDNWiR
F	tDk4zh	t#8MCH	VL@7qJ	AAQgBg	ArkzdJ
G	WCDay3	UGB5bx	k4mvDr	uWCgzD	QLAZ5Z
H	aSSmyQ	dmwFy6	@s7F#J	*hLLmC	QFb6ds
I	FzUsPf	MAYuJZ	HRWgWP	wJhb@k	D*vCrA
J	CruSHS	YYgGs5	Rbn*yK	Pnonsq	8WNmsw

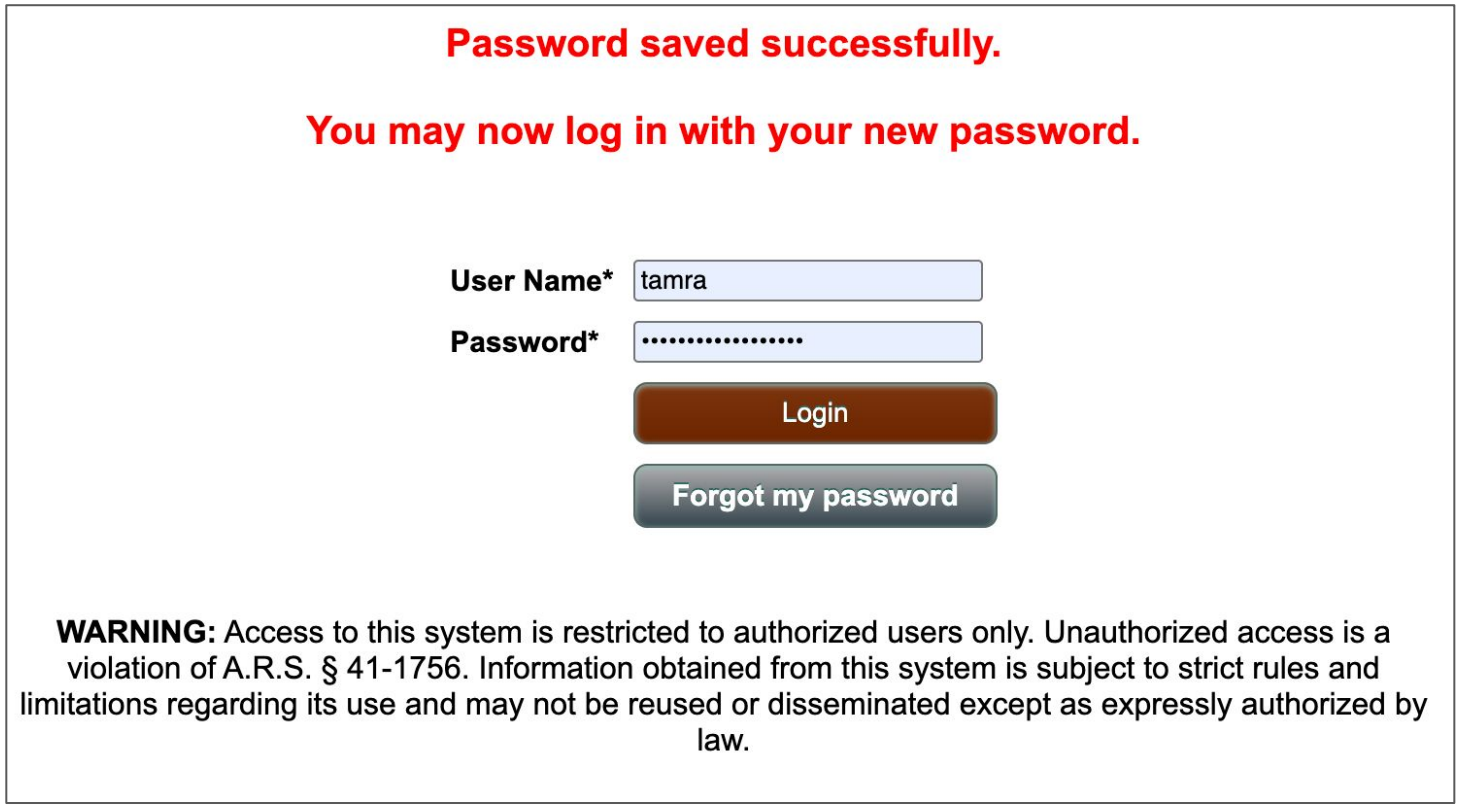
FlexCheck Token - 02/14/2023

--	1	2	3	4	5
A	9hCnFb	CrFmSS	r5ffui	w4gwDX	iyVqba
B	K82HW*	LHv9kg	5Js7SL	jMpWFo	MjESnE
C	zJzA&f	UGoNHE	QM22HG	tXZeW5	7Dxgzs
D	RELLrK	tsTKnE	q6*y&n	sqFypZ	JzP8EJ
E	ubFz3z	to2TCE	LaKeWr	&fBM8z	gDNWiR
F	tDk4zh	t#8MCH	VL@7qJ	AAQgBg	ArkzdJ
G	WCDay3	UGB5bx	k4mvDr	uWCgzD	QLAZ5Z
H	aSSmyQ	dmwFy6	@s7F#J	*hLLmC	QFb6ds
I	FzUsPf	MAYuJZ	HRWgWP	wJhb@k	D*vCrA
J	CruSHS	YYgGs5	Rbn*yK	Pnonsq	8WNmsw

SAMPLE

Log in with New Password

1. Type your Login name
2. Type your new password
3. Read the Warning
4. Click checkbox
5. Click “Login” button

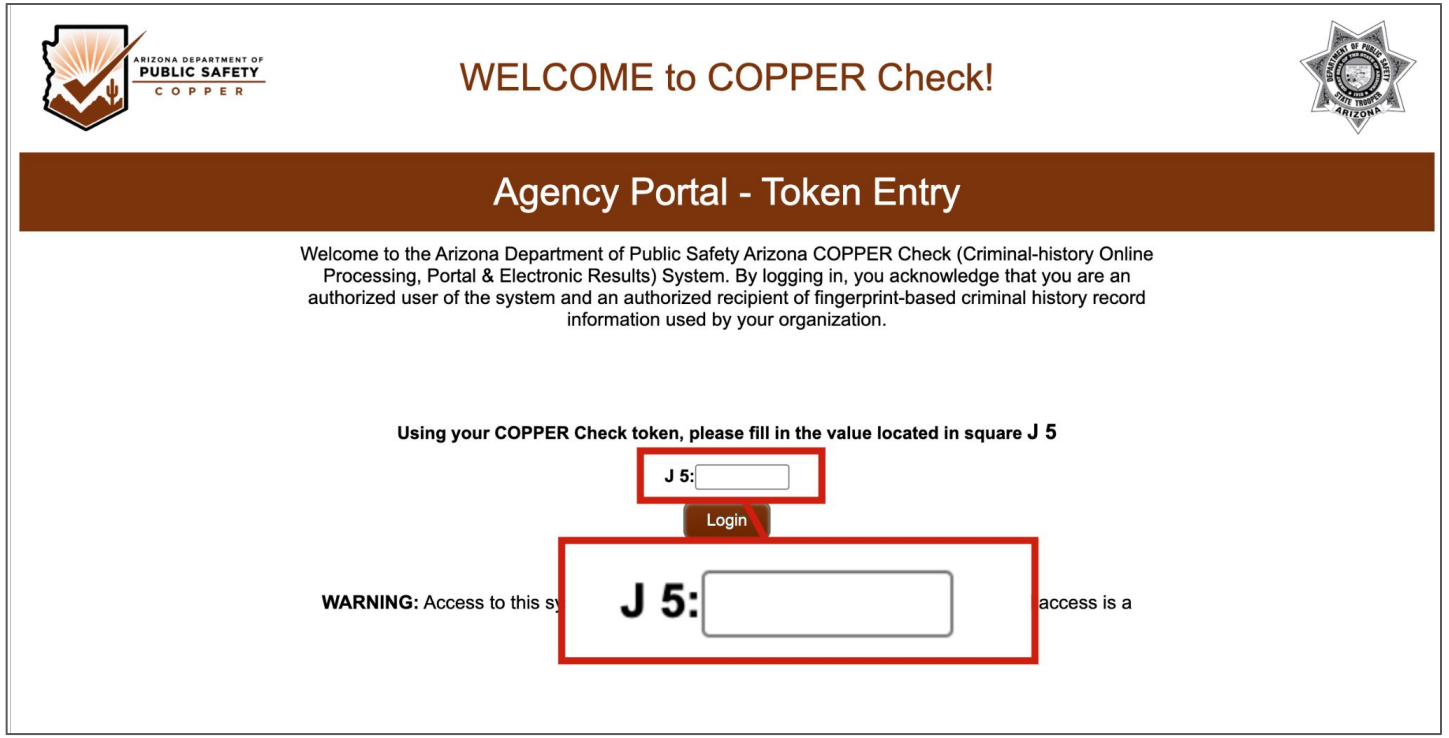


You’ll see the page where you enter the Token.

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Authenticate login

1. Find the correct row
2. Follow that row to the right to the correct number (1 through 5)
3. Type the code exactly as shown in the printed Token sheet
4. Click “Login” button



J	CruSHS	YYgGs5	Rbn*yK	Pnonsq	8WNmsw

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Finding the Help Docs once you log in

1. Select “Manuals and FAQs” from left menu
2. Click a book name to read it

