



# New Hampshire Department of Safety Road Toll Bureau

**E-file tutorial:**

**Overview of Becoming Certified  
to File Electronically in the New  
Hampshire Automated Fuel Toll  
System (NH AFTS)**

# Overview

- In an effort to enhance return processing accuracy and efficiency the Department of Safety is requiring electronic tax report filing effective for the monthly reporting period ending January 31, 2011, that are due February 21, 2011.
- In accordance with RSA 260:38, the Department's prescribed forms will be electronic data interface (**EDI**), or web-based forms (**non-EDI**) available through the NH AFTS; paper forms will no longer be accepted.

# Overview continued

- All current licensees shall be certified to file electronically on the AFTS no later than January 31, 2011.
- Failure to complete the certification process may result in the suspension or revocation of said licenses in accordance with RSA 260:39.
- Payments associated with the NH AFTS are via automated clearinghouse (ACH) debit.

# Overview continued

- The office initially mailed each licensee a paper copy of the [NH EDI Implementation Guide](#) in March 2010; and the Guide is also available in PDF format on the [Road Toll web site](#).
- Each licensee must complete, sign, date, and return the [original signed Trading Partner Agreement Partner Profile](#) (TPAPP), p. A-46 of the NH EDI Guide (see TPAPP example on next page).

# Trading Partner Agreement Partner Profile

Appendices

Please complete the Trading Partner Agreement Partner Profile Below.

[Please type or legibly print all non-signature information.]

Company Name: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

EDI Coordinator Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

EDI Technical Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Access to the Internet to upload and download files from a secure site is required for participation in this program.

Licensee:

Print Name of Licensee or Authorized Agent	Title
Signature of Licensee or Authorized Agent	Date

Department:

Print Name of Department's Authorized Agent	Title
Signature of Department's Authorized Agent	Date

Return original, signed Trading Partner Agreement to: NH Department of Safety, Division of Administration, Road Toll Bureau, EDI Coordinator, 33 Hazen Drive, Room 106, Concord, NH 03305. Originals returned to the Road Toll Bureau with non-signature information that is not typed or legibly printed will not be accepted.

# Overview continued

- The licensee's TPAPP is reviewed, and when approved by the Road Toll office, the licensee will be contacted via e-mail.
- The e-mail will contain a link to the NH AFTS Certification web site, training materials, and other valuable information designed to help each licensee through the certification process.
- **The licensee must still file monthly paper reports with the Road Toll office until the licensee has been certified to file electronically.**

# Overview continued

## **Regarding becoming certified:**

- A licensee must generally submit a minimum of two months of test reports in the NH AFTS Certification site.
- Test reports are reviewed against the licensee's paper reports for corresponding months to see if 1) the paper and electronically filed reports match, and 2) reports are compliant with Road Toll filing requirements.
- Once a license becomes certified to file electronically, it will be provided a web link to the NH AFTS Production (live) site.

# Overview continued

## **Please note the following important information:**

- The NH AFTS Certification site is used solely to conduct **test** report filings and become proficient with the NH AFTS system.
- The Certification site never files any actual tax returns with the NH Road Toll system, or debits any licensee bank account.
- **No information entered into the NH AFTS Certification (Practice) site will carry over into the NH AFTS Production (Live) site - the two sites are distinct and separate.**

# Overview continued

Please note the following computer-related requirements.

## New Hampshire Department of Safety, Division of Administration, Road Toll Bureau E-File Computer System Requirements

### Workstation Requirements

The minimum and recommended client workstation requirements for running the E-File system are listed below. For optimum performance it is highly recommended to utilize a workstation that meets the requirements.



Component	Minimum	Recommended
Computer and Processor	2.0 GHz Processor or higher	Recent Multi-Core Processor or Higher
Memory	2 gigabyte (GB) RAM or higher	4 gigabyte (GB) RAM or higher
Hard Disk	50 megabyte (MB) for temp files	50 megabyte (MB) for temp files
Display	1024x768 or higher resolution monitor	1280x1024 or higher resolution monitor



**Browser Standards.** The E-File system has been designed to operate with one of the following browsers:

- Internet Explorer 7.0 or higher (recommended: Microsoft Internet Explorer 9.0)
- FireFox 3.0 or better
- Google supported versions of Chrome

If a browser is used that does not meet this standard, the E-File system will not function properly.

**Adobe Acrobat Reader.** Adobe Acrobat Reader version 7.0 or higher is required for viewing PDF files that are created by the E-File system. This free software can be obtained from Adobe's web site at:

<http://get.adobe.com/reader/>

# CONTACT INFORMATION

**Please note your questions are important. To serve you better, please direct your questions as follows:**

- Non-technical inquiries related to topics such as: licensing requirements, Road Toll policy questions including why the office is requiring electronic filing, etc. Road Toll office: (603)271-2311.
- How to complete paper reports and schedules correctly. Audit Section: (603)271-2302.
- Contacting the Road Toll Bureau prior to moving forward in the Certification process to increase your company's understanding of what steps are required throughout Certification and becoming equipped to move through the process as smoothly as possible; getting help while working in the NH AFTS system. (603)271-2302.
- EDI questions / vendor requests for BTI12 code. EDI Coordinator:  
e-mail: [NHEDIRoadToll@dos.nh.gov](mailto:NHEDIRoadToll@dos.nh.gov), phone: (603)223-8075.
- Assorted related information within the Road Toll Bureau web site: <http://www.nh.gov/safety/divisions/administration/roadtoll/index.html>.