



New Hampshire Department of Safety Road Toll Bureau

E-file tutorial: [For EDI & non-EDI Filers]

**Completing the Initial Sign-up
Application, and Changing a
Temporary Password in the NH
AFTS**

Overview of Process

- All licensees are required to complete the NH AFTS sign-up application.
- Once the NH AFTS sign-up application is approved by the Road Toll office, the NH AFTS will generate a user name and temporary password.
- When the user name and temporary password is first used, the NH AFTS will require the user to:
 - 1) change to another password, and
 - 2) select and answer a security question.

Go to the NH AFTS **Production** (live) site. Click on the **Sign Up** button to access the Sign Up Application. [NOTE: images are of the Certification (practice) site. Note the word "CERTIFICATION". Contact the Road Toll Bureau for the Production site URL.]

↓
CERTIFICATION WEB1 PAGE

User Name: Password:

an official NEW HAMPSHIRE government website

New Hampshire Department of Safety

Password Assistance

Welcome to Zytax

Welcome to the New Hampshire Automated Fuel Toll System (AFTS)

With the AFTS you can file and pay monthly tax returns on-line.

Currently the AFTS supports the following tax returns and associated schedules:
MOTOR FUEL & AVIATION FUEL DISTRIBUTOR REPORT (MFD 1-S/AF)
MOTOR FUEL & PETROLEUM PRODUCTS TRANSPORTER'S REPORT (RT113)
OIL DISCHARGE & POLLUTION CONTROL REPORT (RT51)
BIODIESEL FUEL DISTRIBUTOR REPORT (BDF 1)

Registered users can sign in with a User Name and Password provided by the New Hampshire Department of Safety

To register for the New Hampshire Automated Fuel Toll System click "Sign Up"

← Click on the Sign Up button

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Complete & Submit the Sign Up Application.

CERTIFICATION WEB1 PAGE

User Name: Password:

an official NEW HAMPSHIRE government website

 New Hampshire Department of Safety

 New Hampshire Department of Safety

Password Assistance

Welcome to the New Hampshire Automated Fuel Toll System (AFTS)

To access the AFTS, a User Name and Password are required. After accessing the AFTS, unlicensed taxpayers are required to apply for the applicable licenses and complete the appropriate bonding information.

To obtain a User Name and Password, provide your information and press Submit. A User Name and Password will be sent via e-Mail.

<p>First Name <input type="text"/></p> <p>Middle Initial <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>e-mail <input type="text"/></p> <p>Telephone <input type="text"/></p>	<p>Company Legal Name <input type="text"/></p> <p>Company Trade Name <input type="text"/></p> <p>Id Type <input type="text" value="FEIN"/></p> <p>Id Code <input type="text"/></p>
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<p>Physical Address</p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>Region/State <input type="text" value="New Hampshire"/></p> <p>Postal Code <input type="text"/></p> <p>County <input type="text"/></p>	<p>Mailing Address</p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>Region/State <input type="text" value="New Hampshire"/></p> <p>Postal Code <input type="text"/></p> <p>County <input type="text"/></p>
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[Generate New Image](#)

Type the code from the image

Click on **Submit** after completing the application and entering the image code.

Example of completed Sign Up Application

User Name: Password: Sign In

New Hampshire Department of Safety

Password Assistance

Welcome to the New Hampshire Automated Fuel Toll System (AFTS)

To access the AFTS, a User Name and Password are required. After accessing the AFTS, unlicensed taxpayers are required to apply for the applicable licenses and complete the appropriate bonding information.

To obtain a User Name and Password, provide your information and press Submit. A User Name and Password will be sent via e-Mail.

First Name	<input type="text" value="Your"/>	Company Legal Name	<input type="text" value="Your Company"/>
Middle Initial	<input type="text" value="M"/>	Company Trade Name	<input type="text" value="Your Company"/>
Last Name	<input type="text" value="Name"/>	Id Type	<input type="text" value="FEIN"/>
e-mail	<input type="text" value="your@e-mail.com"/>	Id Code	<input type="text" value="55555555"/>
Telephone	<input type="text" value="(603)555-5555"/>		

Physical Address

Address 1	<input type="text" value="Your Address"/>
Address 2	<input type="text" value="Your Address 2"/>
City	<input type="text" value="Your City"/>
Country	<input type="text" value="United States"/>
Region/State	<input type="text" value="New Hampshire"/>
Postal Code	<input type="text" value="03305"/>
County	<input type="text" value="Your County"/>

Mailing Address

Address 1	<input type="text" value="Your Address"/>
Address 2	<input type="text" value="Your Address 2"/>
City	<input type="text" value="Your City"/>
Country	<input type="text" value="United States"/>
Region/State	<input type="text" value="New Hampshire"/>
Postal Code	<input type="text" value="03305"/>
County	<input type="text" value="Your County"/>

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[Generate New Image](#)

Type the code from the image

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Screen after Sign Up Application Is Submitted

NOTE: Please inform the Road Toll office via e-mail (NHEDIRoadToll@dos.nh.gov) that your Sign Up application has been submitted.

CERTIFICATION WEB1 PAGE

User Name: Password:

an official **NEW HAMPSHIRE** *government website*

 *New Hampshire*
Department of Safety

New Hampshire
Department of Safety

Password Assistance

Welcome to the New Hampshire Automated Fuel Toll System (AFTS)

[Congratulations! You have successfully completed your application to access the AFTS.](#)

Your User Name and Password will be sent via e-Mail within two (2) business days.

If you have any questions about your account status, please contact the New Hampshire Department of Safety.

New Hampshire Department of Safety
Division of Administration
Road Toll Bureau
33 Hazen Drive
Concord, NH 03305

Telephone: 603-271-2311
E-Mail: RoadToll@dos.nh.gov

Once the office approves the sign up application, the NH AFTS will notify your company via e-mail that a company account was created: you are provided both a user name and temporary password. Use the information to log into the NH AFTS. [An e-mail example is shown below.]

CC:
Subject: Your Zytax User Account

Welcome to the New Hampshire Automated Fuel Toll System (AFTS) The AFTS administrator has created your secure user account.
The AFTS system can be accessed at the following location:

<https:///>

Please use the following username: yourcompany_admin

The following temporary password has been assigned: 7g]LME

Upon logging into AFTS please update your profile, change your password, and set your password assistance question and answer.

It is your responsibility to secure your login. If you have any questions about your account status, please contact the New Hampshire Department of Safety.

New Hampshire Department of Safety
Division of Administration
Road Toll Bureau
33 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2311
E-Mail: RoadToll@dos.nh.gov

Log into the NH AFTS by entering your 1) username and 2) temporary password; then 3) click the **Sign in** button. Note that you may copy and paste items 1 & 2 from the NH AFTS generated e-mail.

1) username

2) password

3) Click Sign In

The screenshot shows the 'CERTIFICATION WEB1 PAGE' for the New Hampshire Department of Safety. At the top, there are three input fields: 'User Name:', 'Password:', and 'Sign In'. Red arrows point from the text '1) username', '2) password', and '3) Click Sign In' to these respective fields. Below the input fields is a blue banner with the New Hampshire Department of Safety logo and the text 'an official NEW HAMPSHIRE government website'. Below the banner is a 'Password Assistance' link. The main content area has a 'Welcome to Zytax' message and a 'Welcome to the New Hampshire Automated Fuel Toll System (AFTS)' heading. Below this, it states 'With the AFTS you can file and pay monthly tax returns on-line.' and lists supported tax returns: 'MOTOR FUEL & AVIATION FUEL DISTRIBUTOR REPORT (MFD 1-S/AF)', 'MOTOR FUEL & PETROLEUM PRODUCTS TRANSPORTER'S REPORT (RT113)', 'OIL DISCHARGE & POLLUTION CONTROL REPORT (RT51)', and 'BIODIESEL FUEL DISTRIBUTOR REPORT (BDF 1)'. It also mentions 'Registered users can sign in with a User Name and Password provided by the New Hampshire Department of Safety' and provides a 'SIGN UP' button. At the bottom, there is a 'Sign Up' button and a footer with 'NH.gov | Privacy Policy | Accessibility Policy' and 'Copyright © 2005 - 2010 Zytax'.

You will be taken to the screen shown below:

- 1) Enter the temporary password in the **Current Password** box.
- 2) Enter your new password in the **New Password** box.
- 3) Reenter your new password in the **Confirm New Password** box.
- 4) Click on **Change Password**.

Welcome yourcompany_admin | Help | Sign Out



New Hampshire
Department of Safety

Zytax Home Tax Filing Maintenance Account

User Profile

Please set a security question and answer.

Change Password

Current Password: ←

New Password: ←

Confirm New Password: ←

←

Your password has been updated. **Next set a security question and answer it.**

- 1) Enter your newly updated password in the **Current Password** box.
- 2) Select a **Security Question** from the questions in the dropdown list.
- 3) Enter the security question in the **Security Answer** box.
- 4) Click **Update Profile**.

Please set a security question and answer.

Your password has been changed.

Current Password:	<input type="password"/>	←
Email Address:	<input type="text" value="yourcompany@domain.com"/>	
Security Question:	<input type="text" value="What is your mothers maiden name?"/>	←
Security Answer:	<input type="text"/>	←
	<input type="button" value="Update Profile"/>	←

Select a Security Question

The screen shows the message, “Profile has successfully been updated.”

Welcome yourcompany_admin | Help | Sign Out

 *New Hampshire*
Department of Safety

Zytax Home Tax Filing Maintenance Account

Please set a security question and answer.

Your password has been changed.

Profile has successfully been updated. ←