



New Hampshire Department of Safety Road Toll Bureau

E-file tutorial: [For EDI and non-EDI filers]

**Accessing a Copy of Your
Company's License Certificate
in the NH AFTS**

OVERVIEW

This section discusses how to access a copy of a license certificate in the NH AFTS, for any current license your company holds, for a user with the proper authorization role.

This feature allows your company to do any of the following: save an Adobe™ PDF copy, print a copy, or e-mail a copy of the license certificate.





To start, after you log in click on **Account**, then **Registration**, then **Registration Status** as shown below.

The screenshot shows the New Hampshire Department of Safety website. The navigation bar includes links for Zytax Home, Tax Filing, eFiling, Reporting, Maintenance, Cross Matching, Account, and Admin. The 'Account' menu is open, showing 'Registration Management' and 'Application Status'. The 'Registration Status' link is highlighted. Below the navigation bar, the 'Account Registrations' section is visible, containing a table of registration records.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
your c							
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010		Passed	10/30/2010

NOTE: This example uses the Motor Fuel and Aviation Fuel Distributor license certificate; however, the process is the same for all licenses.

Click on the line with Motor Fuel & Aviation Fuel Distributor Application. Then click on **View Certificate**; the license certificate will appear.

Account Registrations				
Description	Registration Type	Registration Status	Effective Date	Obsolete
<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>
Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	<div>Generate Registration View Registration Form View/Submit Registration Manage Registration View Certificate</div>	
Motor Fuel Distributor Bond	Initial	Approved		
Biodiesel Distributor Application	Initial	Application Available		
Oil Discharge & Oil Pollution Control Application	Initial	Approved		
Motor Fuel & Petroleum Products Transporter Application	Initial	Approved		

Select the **Printer Icon** to print the license certificate; select the **Diskette Icon** to save a copy; or select the **Envelope Icon** to e-mail a copy of the certificate.

