



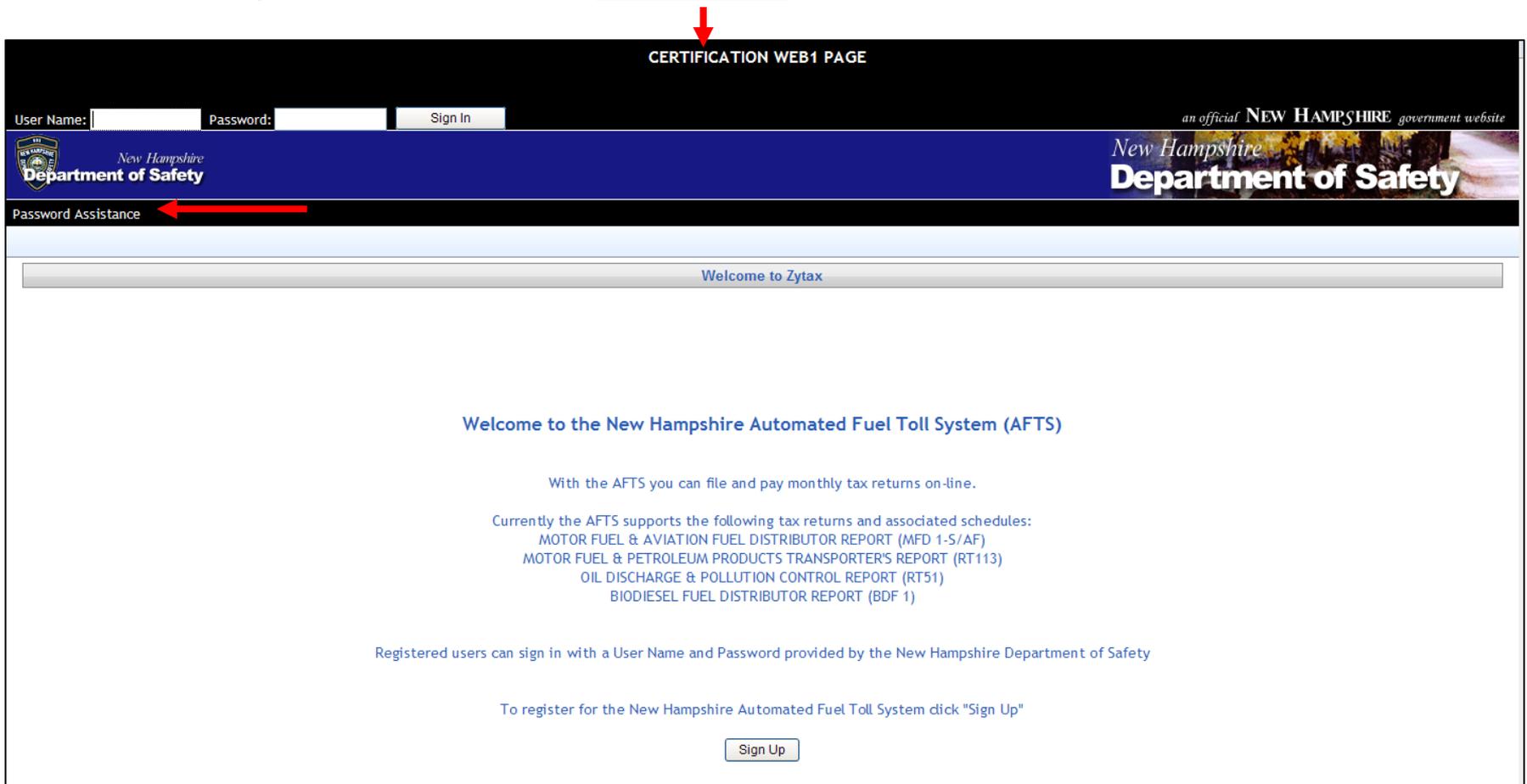
New Hampshire Department of Safety Road Toll Bureau

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

Using Password Assistance in the NH AFTS

If you have forgotten your regular password, click on the **Password Assistance** button.

NOTE: the images herein are of the Certification site. Note the word "CERTIFICATION".



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 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 1-5/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"

The **Password Assistance** screen appears. Enter your username, then click on the **Next** button.

CERTIFICATION WEB1 PAGE

User Name: Password:

an official NEW HAMPSHIRE government website

 *New Hampshire*
Department of Safety

New Hampshire
Department of Safety

Password Assistance

Password Assistance

User Information

Enter your user name:



Answer your security question, then click the **Next** button.

CERTIFICATION WEB1 PAGE

User Name: Password:

an official NEW HAMPSHIRE government website
New Hampshire Department of Safety

Password Assistance

Password Assistance

User Information

User name:

Security Question

Please answer the following security question:

What is your father's middle name? 

The **Password Assistance** screen is updated with the message, “An email has been sent to your registered email account that contains your username and reset password.”

CERTIFICATION WEB1 PAGE

User Name: Password:

 *New Hampshire*
Department of Safety

Password Assistance

Password Assistance

Success

An email has been sent to your registered email account that contains your user name and reset password.

Review the email message that was sent, and use the new temporary password the next time you log in to the NH AFTS.

[An e-mail example is shown below.]

Subject: Zytax Password Reminder

Dear yourcompany_admin,

Your Zytax password has been reset at your request.

Your temporary password is:

wGLm^w0krGsB+o



Please change your temporary password the next time you access Zytax.

If you did not request the password change, please contact ZyTax support.

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 login interface for the New Hampshire Automated Fuel Toll System (AFTS). At the top, there is a navigation bar with the text "CERTIFICATION WEB1 PAGE" and "an official NEW HAMPSHIRE government website". Below this is a blue header with the "New Hampshire Department of Safety" logo and name. A "Password Assistance" link is visible on the left. The main content area features a "Welcome to Zytax" message and a "Welcome to the New Hampshire Automated Fuel Toll System (AFTS)" heading. Below the heading, there is a paragraph explaining that users can file and pay monthly tax returns on-line. A list of supported tax returns and schedules is provided: 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). A note states that registered users can sign in with a User Name and Password provided by the New Hampshire Department of Safety. A "Sign Up" button is located at the bottom of the main content area. The footer contains the text "NH.gov | Privacy Policy | Accessibility Policy" and "Copyright © 2005 - 2010 Zytax".

User Name: Password: Sign In

an official NEW HAMPSHIRE government website

New Hampshire Department of Safety

Password Assistance

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

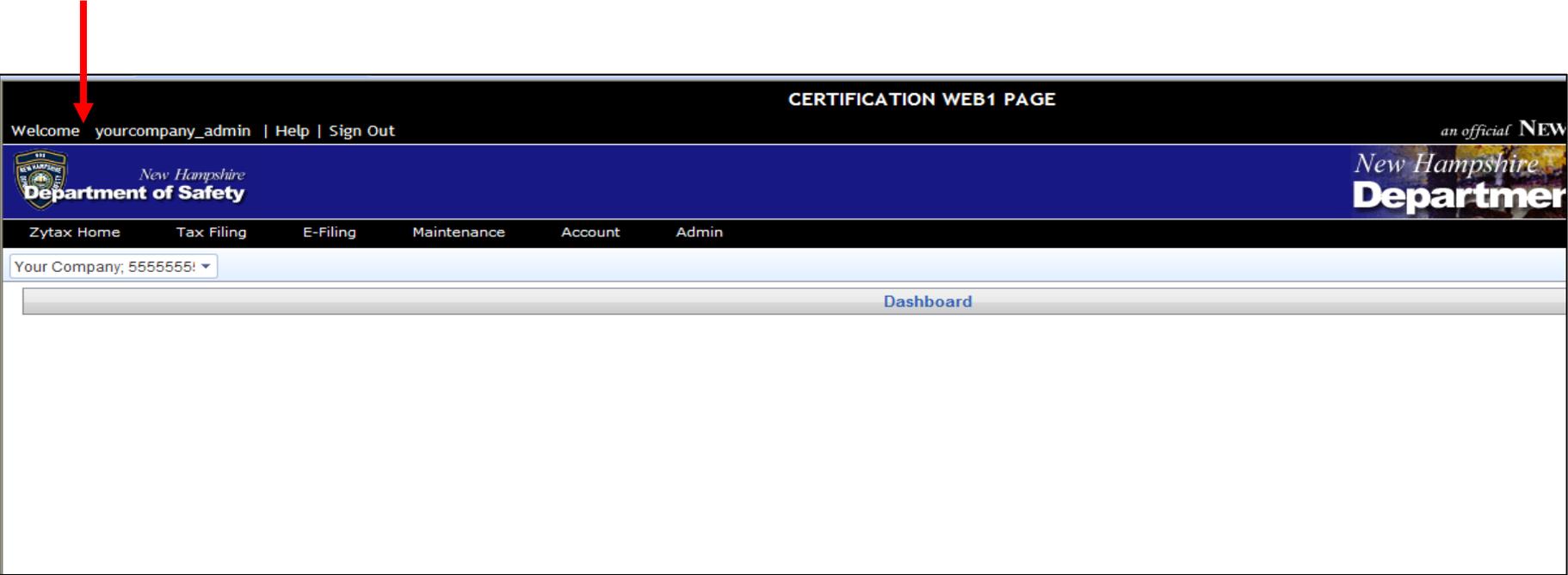
To register for the New Hampshire Automated Fuel Toll System click SIGN UP

Sign Up

NH.gov | Privacy Policy | Accessibility Policy

Copyright © 2005 - 2010 Zytax

After you log in, you will be taken to the main (dashboard) screen. Click on “**Welcome** (your username)” as shown below.



The screenshot shows a web application interface. At the top, a black header bar contains the text "CERTIFICATION WEB1 PAGE" on the right and "Welcome yourcompany_admin | Help | Sign Out" on the left. A red arrow points to the "Welcome" text. Below this is a blue banner with the New Hampshire Department of Safety logo on the left and the text "an official NEW Hampshire Department of Safety" on the right. A navigation bar below the banner contains links for "Zytax Home", "Tax Filing", "E-Filing", "Maintenance", "Account", and "Admin". Below the navigation bar is a dropdown menu labeled "Your Company; 5555555!". At the bottom of the page, a large grey button labeled "Dashboard" is centered.

You will be taken to the User Profile 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**.

The screenshot shows the 'Department of Safety' website interface. At the top, there is a navigation bar with links for 'Zytax Home', 'Tax Filing', 'E-Filing', 'Maintenance', 'Account', and 'Admin'. Below this is a 'User Profile' section with a 'Change Password' button. The 'Change Password' form includes three password input fields (Current Password, New Password, Confirm New Password) and a 'Change Password' button. Below that is a 'Change Profile' section with input fields for 'Current Password', 'Email Address' (containing 'yourcompany@domain.com'), 'Security Question' (a dropdown menu with 'What is your father's middle name?' selected), and 'Security Answer', along with an 'Update Profile' button.

Department of Safety

Zytax Home Tax Filing E-Filing Maintenance Account Admin

User Profile

Change Password

Current Password:

New Password:

Confirm New Password:

Change Password

Change Profile

Current Password:

Email Address:

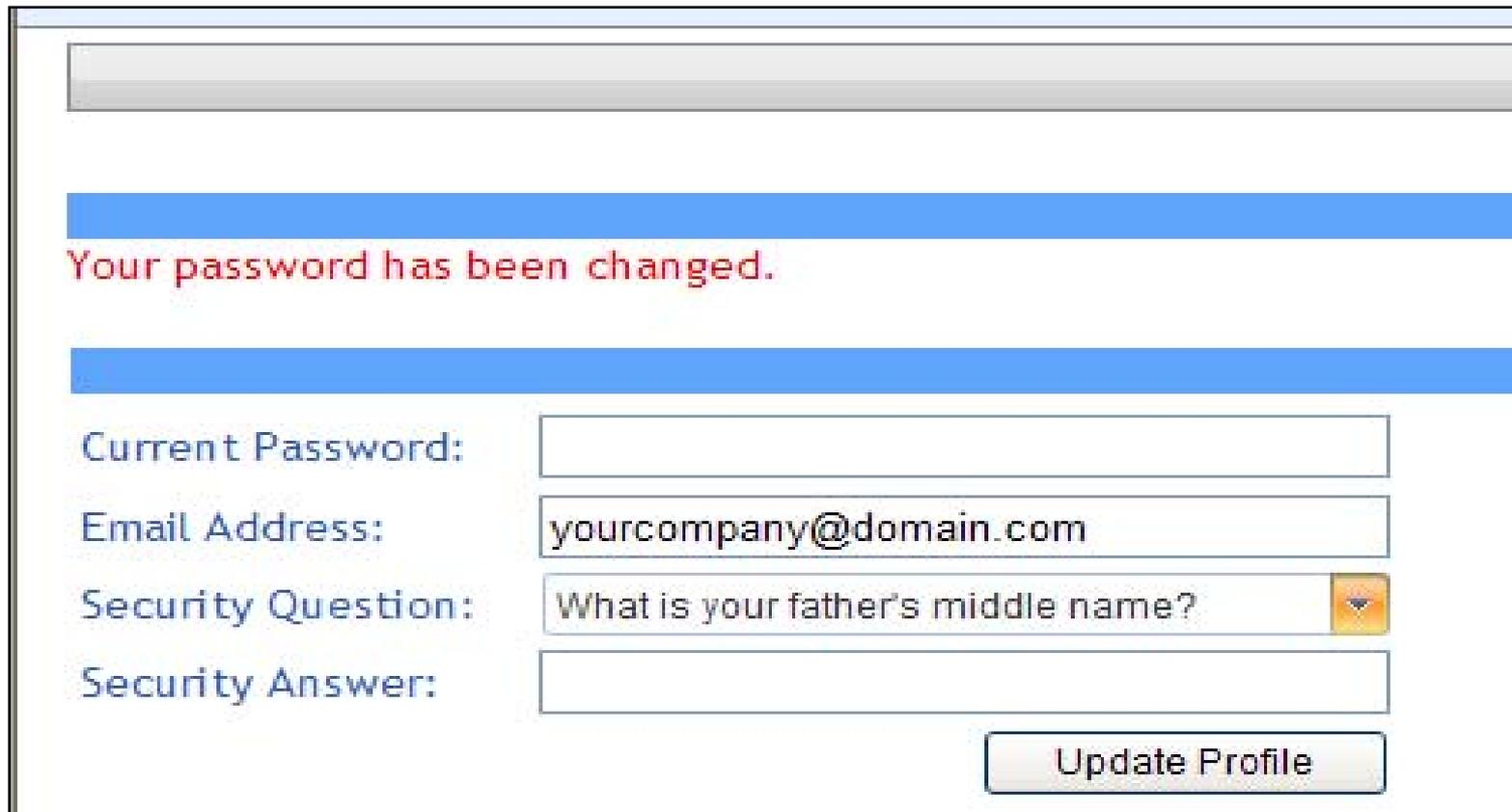
Security Question:

Security Answer:

Update Profile

Your password has been updated. You may start to work in the NH AFTS.

NOTE: You do not need to reset your security question and answer after resetting your password.



The image shows a screenshot of a web application interface. At the top, there is a blue horizontal bar with the text "Your password has been changed." in red. Below this bar, there are four input fields for profile information, each with a label to its left:

- Current Password:** An empty text input field.
- Email Address:** A text input field containing the value "yourcompany@domain.com".
- Security Question:** A dropdown menu with the selected option "What is your father's middle name?".
- Security Answer:** An empty text input field.

At the bottom right of the form, there is a button labeled "Update Profile".