

New Hampshire Department of Safety Road Toll Bureau

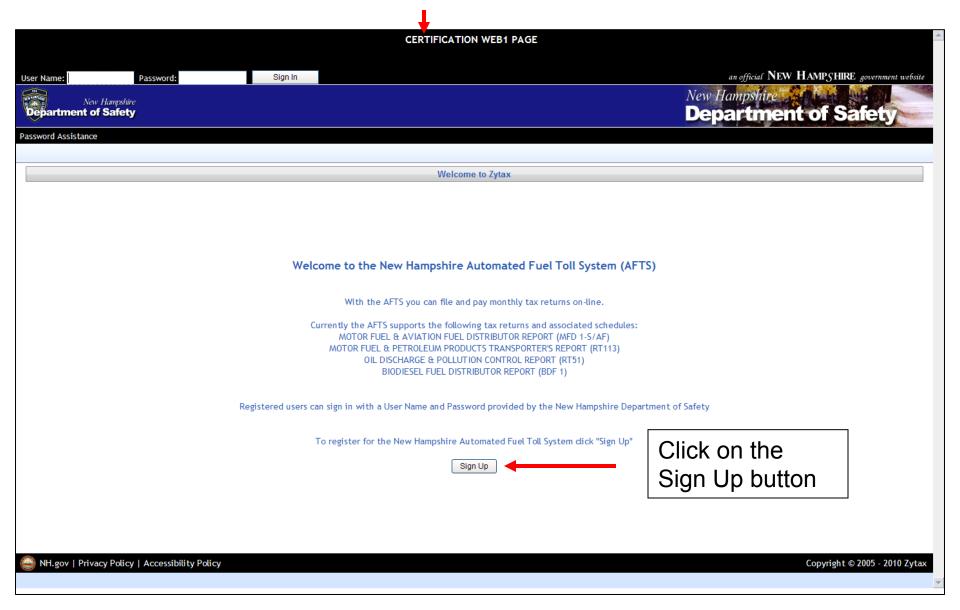
E-file tutorial: [For EDI & non-EDI Filers]

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

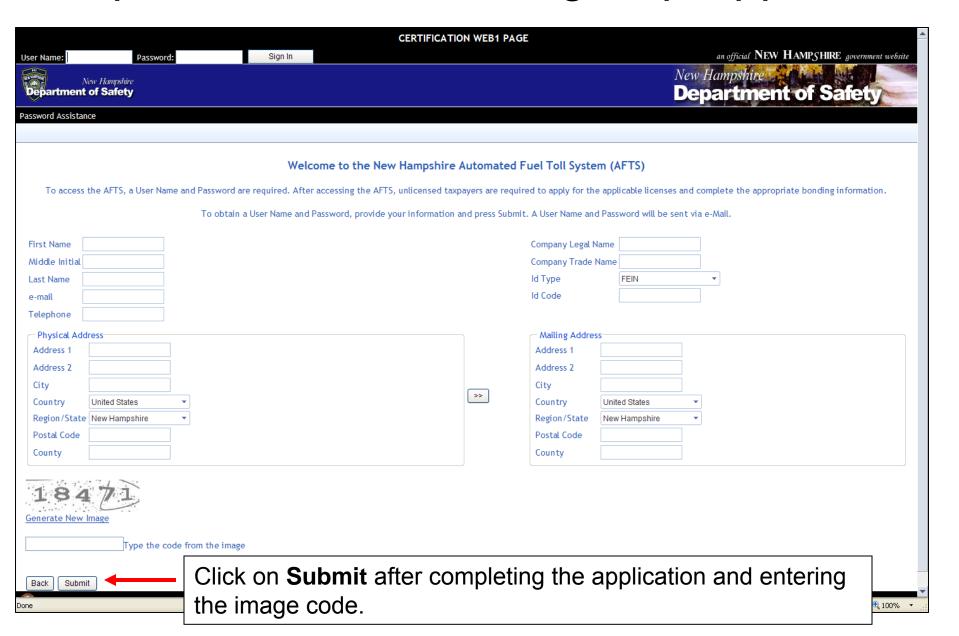
Overview of Process

- 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.

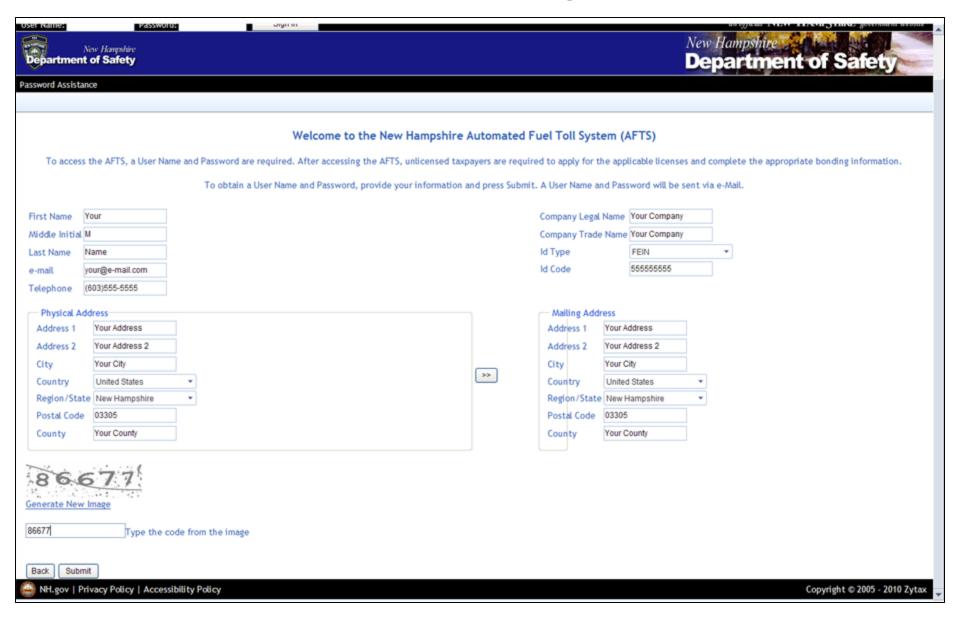
Go to the NH AFTS <u>Production</u> (live) site. Click on the **Sign Up** button to access the Sign Up Application. [NOTE: images are of the <u>Certification</u> (practice) site. Note the word "CERTIFICATION". <u>Contact the Road Toll Bureau for the Production site URL.</u>]



Complete & Submit the Sign Up Application.

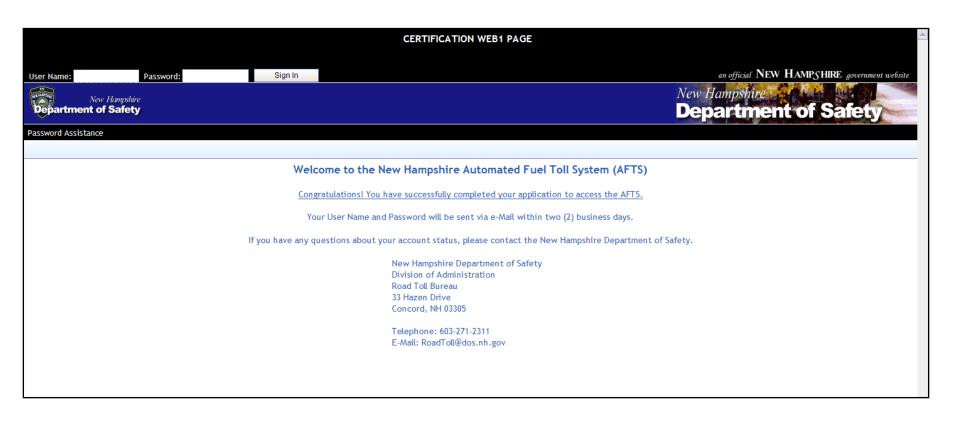


Example of completed Sign Up Application



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.



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 <u>user name</u> and <u>temporary password</u>. Use the information to log into the NH AFTS. [An e-mail example is shown below.]

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.

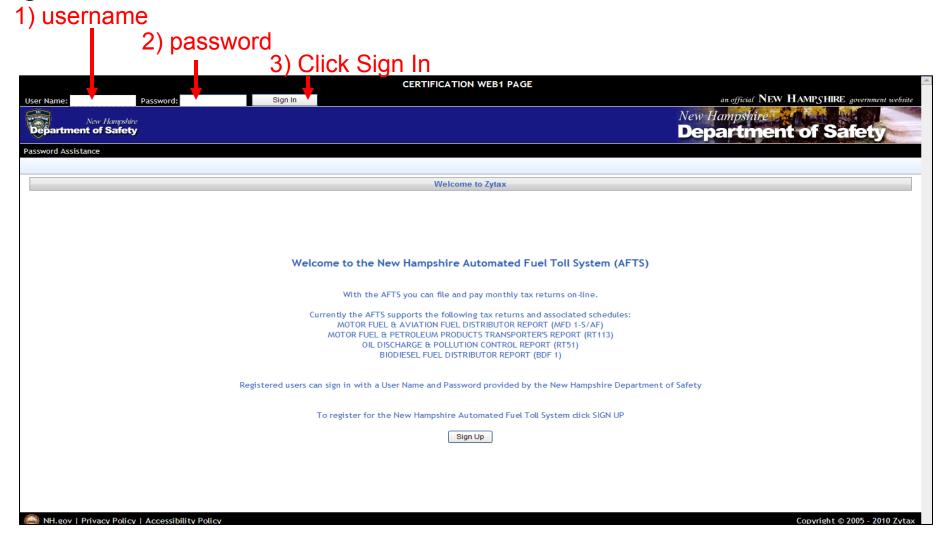
It is your responsibility to secure your login. If you have any questions about your account status, please contact the New Hampshire Department of Safety.

New Hampshire Department of Safety
Division of Administration
Road Toll Bureau

33 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2311

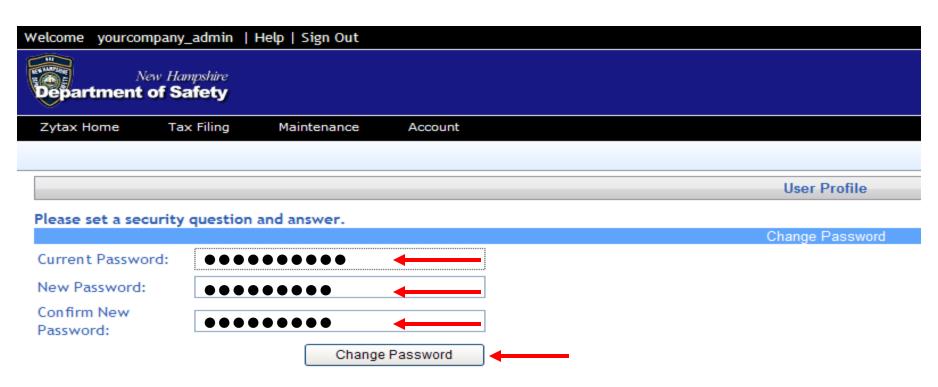
E-Mail: RoadToll@dos.nh.gov

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.



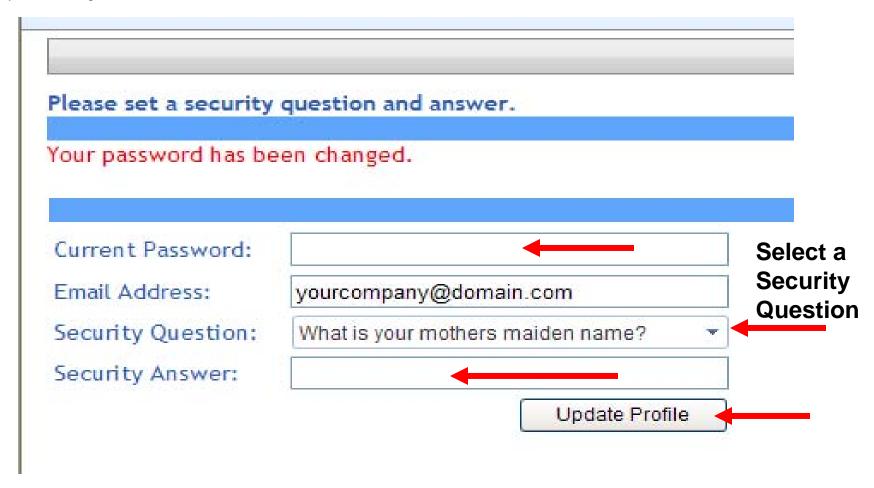
You will be taken to the screen shown below:

- 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**.



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**.



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

