



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:

Sign In



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"

Sign Up

←

Click on the
Sign Up button


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Complete & Submit the Sign Up Application.

CERTIFICATION WEB1 PAGE

User Name: Password:

 *New Hampshire*
Department of Safety

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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

Middle Initial

Last Name

e-mail

Telephone

Company Legal Name

Company Trade Name

Id Type

Id Code

Physical Address

Address 1

Address 2

City

Country

Region/State

Postal Code

County

>>

Mailing Address

Address 1

Address 2


City

Country

Region/State

Postal Code

County



[Generate New Image](#)

Type the code from the image

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

Done 100%


Example of completed Sign Up Application

User Name:


Password:

Sign In

the official NEW HAMPSHIRE government website



New Hampshire
Department of Safety



New Hampshire
Department of Safety

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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

Your

Middle Initial

M

Last Name

Name

e-mail

your@e-mail.com

Telephone

(603)555-5555

Company Legal Name

Your Company

Company Trade Name

Your Company

Id Type

FEIN

Id Code

55555555

Physical Address

Address 1

Your Address

Address 2

Your Address 2

City

Your City

Country

United States

Region/State

New Hampshire

Postal Code

03305

County

Your County

>>

Mailing Address

Address 1

Your Address

Address 2

Your Address 2

City

Your City

Country

United States

Region/State


New Hampshire

Postal Code

03305

County

Your County



86677

[Generate New Image](#)

Type the code from the image

Back

Submit

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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:

Sign In

New Hampshire
Department of Safety

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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

CERTIFICATION WEB1 PAGE

User Name: Password:

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Department of Safety

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New Hampshire
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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**.

The screenshot shows a web form for updating a user profile. At the top, a grey bar contains the text 'Please set a security question and answer.' Below this, a blue bar displays the message 'Your password has been changed.' The form fields are as follows:

- Current Password:** A text input field with a red arrow pointing to it from the right.
- Email Address:** A text input field containing 'yourcompany@domain.com'.
- Security Question:** A dropdown menu showing 'What is your mothers maiden name?' with a red arrow pointing to it from the right. To the right of the dropdown, the text 'Select a Security Question' is displayed.
- Security Answer:** A text input field with a red arrow pointing to it from the right.
- Update Profile:** A button with a red arrow pointing to it from the right.

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

Welcome yourcompany_admin | [Help](#) | [Sign Out](#)

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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. ←