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**

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.

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

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.

CERTIFICATION WEB1 PAGE

User Name: _____ Password: _____ Sign In

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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.

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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: [ ]   Sign In

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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

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. **<u>Next set a security question and answer it.</u>**

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:		**Select a Security Question**
Email Address:	yourcompany@domain.com	
Security Question:	What is your mothers maiden name? ▼	
Security Answer:		
	Update Profile	

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