



# New Hampshire Department of Safety Road Toll Bureau

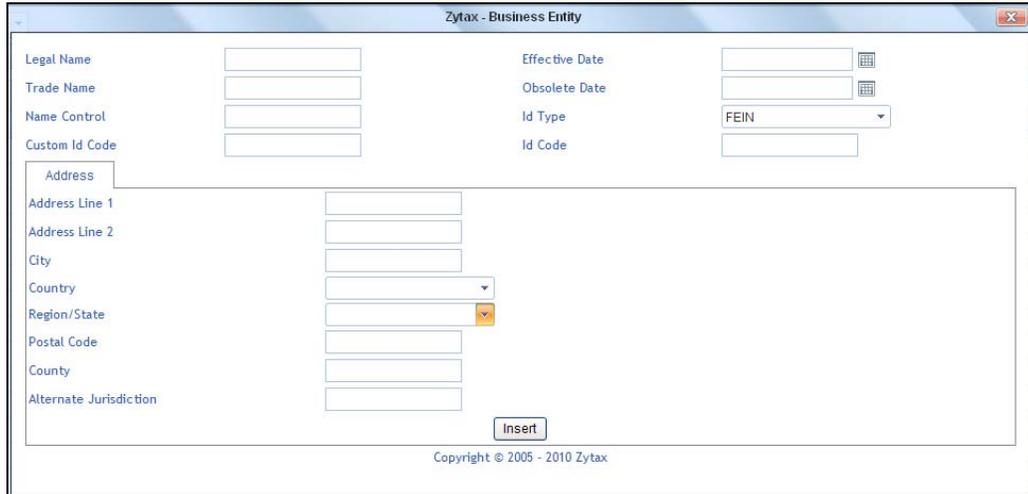
E-file tutorial:

**Creating Business Entities and  
Business Accounts in the NH  
AFTS Certification Site**

# How To Create Business Entity and Business Account Records

**Business Entity:** Any person and/or company – including Seller (Suppliers), Carrier’s (Transporters) and Buyers (home heating customers, etc.). [NOTE: *In the NH AFTS Certification, your own company should be set up as a business entity with the appropriate business accounts.*]

1. Go to Business Entity (Maintenance>Business Entities) and click on Add New Record. The following will appear.

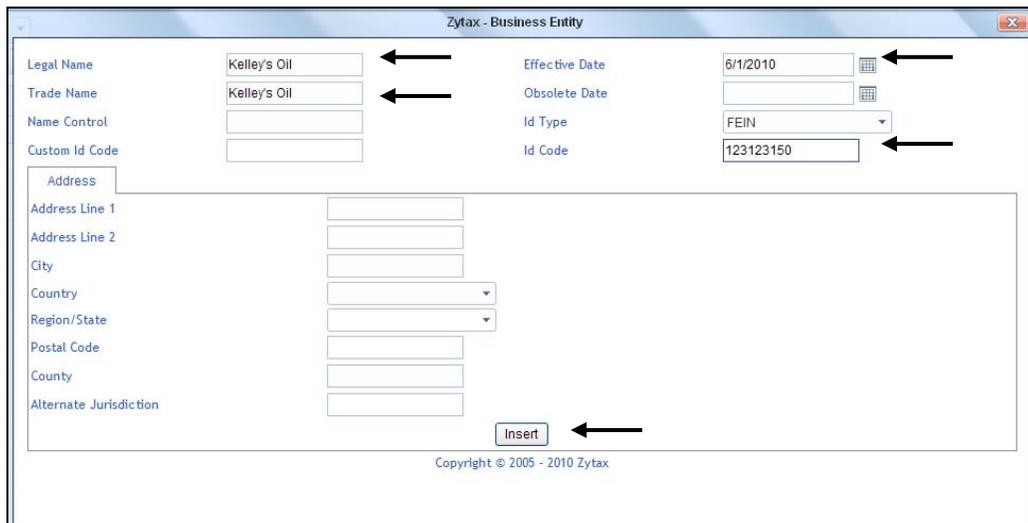


The screenshot shows the 'Zytax - Business Entity' form with the following fields:

- Legal Name:
- Trade Name:
- Name Control:
- Custom Id Code:
- Effective Date:  (calendar icon)
- Obsolete Date:  (calendar icon)
- Id Type: FEIN (dropdown menu)
- Id Code:
- Address section (collapsible):
  - Address Line 1:
  - Address Line 2:
  - City:
  - Country:  (dropdown menu)
  - Region/State:  (dropdown menu)
  - Postal Code:
  - County:
  - Alternate Jurisdiction:

Copyright © 2005 - 2010 Zytax

2. Fill in Legal Name, Trade Name, Effective Date, ID Type and ID Code - then click on **insert**. [NOTE: *It is not necessary to include address information here.*]



The screenshot shows the 'Zytax - Business Entity' form with the following fields filled and arrows pointing to them:

- Legal Name: Kelley's Oil ←
- Trade Name: Kelley's Oil ←
- Effective Date: 6/1/2010 ←
- Id Type: FEIN ←
- Id Code: 123123150 ←
- Insert button: ←

Copyright © 2005 - 2010 Zytax

## How To Create Business Entity and Business Account Records (cont.)

- Next add the required Business Account(s). Start by selecting the Business Accounts tab.

The screenshot shows the 'Zytax - Business Entity' window. At the top, a red message reads 'Record inserted.'. The form contains the following fields:

- Legal Name: Kelley's Oil
- Trade Name: Kelley's Oil
- Name Control: (empty)
- Custom Id Code: (empty)
- Effective Date: 6/1/2010
- Obsolete Date: (empty)
- Id Type: FEIN
- Id Code: 123123150

The 'Business Accounts' tab is selected, indicated by an arrow. Below the tab are fields for Address Line 1, Address Line 2, City, Country, Region/State, Postal Code, County, and Alternate Jurisdiction. An 'Update' button is located at the bottom right of the form area. Copyright © 2005 - 2010 Zytax is displayed at the bottom.

- Click on Add New Record.

The screenshot shows the 'Zytax - Business Entity' window with the 'Business Accounts' tab selected. The form fields are populated with:

- Legal Name: Greta Gas
- Trade Name: Greta Gas
- Name Control: (empty)
- Custom Id Code: (empty)
- Effective Date: 6/1/2010
- Obsolete Date: (empty)
- Id Type: FEIN
- Id Code: 123123151

An arrow points to the 'Add New Record' button, which is located below the 'Business Accounts' tab. To the right of this button are 'Filter' and 'Refresh' options. Below the button is a table header with the following columns: ID, Country, Jurisdiction, Business Type, Business Subtype, Custom Id, Effective Date, Obsolete Date, License Number, and Change Ind. The table currently displays 'No records to display.'. Copyright © 2005 - 2010 Zytax is displayed at the bottom.

## How To Create Business Entity and Business Account Records (cont.)

5. Select the Business Type, i.e., Buyer, Seller, Carrier (NOTE: *some Business Entities should have multiple Business Accounts*), then Insert the Business Account record by clicking on the Blue Check Mark. Clicking on the Red Circle will cancel your work.

Zytax - Business Entity

Record inserted.

Legal Name: Kelley's Oil  
Trade Name: Kelley's Oil  
Name Control:   
Custom Id Code:   
Effective Date: 6/1/2010  
Obsolete Date:   
Id Type: FEIN  
Id Code: 123123150

Address | Business Accounts

Add New Record Filter Refresh

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	License Number	Change Ind
	United States	*	Buyer	None		6/1/2010		123123150	

Country: United States  
Jurisdiction: \*  
Business Type: Buyer  
Business Subtype: None  
Custom Id:   
Effective Date: 6/1/2010  
Obsolete Date:   
License Number: 123123150

6. Once a Business Account is inserted, it can be edited by clicking on the pencil icon. If a Business Entity requires multiple Business Accounts, click on Add New Record to add another account. If finished with this Business Entity's Business accounts, "red X out".

Zytax - Business Entity

Record inserted.

Legal Name: Kelley's Oil  
Trade Name: Kelley's Oil  
Name Control:   
Custom Id Code:   
Effective Date: 6/1/2010  
Obsolete Date:   
Id Type: FEIN  
Id Code: 123123150

Address | Business Accounts

Record inserted.

Add New Record Filter Refresh

ID	Country	Jurisdiction	Business Type	Business Subtype	Custom Id	Effective Date	Obsolete Date	License Number	Change Ind
1164	United States	*	Buyer	None		06/01/2010		123123150	M

Copyright © 2005 - 2010 Zytax