

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
ROAD TOLL BUREAU

COMPLETING APPLICATIONS

NH AFTS QUICK USER GUIDE

Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).

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OVERVIEW

Every prospective licensee company is required to complete an application related to the license they are interested in obtaining. In addition there is a yearly renewal process for certain licenses in which a company must complete a renewal application. This guide will discuss how to complete and electronically submit applications for the following:

Registration for Electronic Funds Payment

Motor Fuel & Aviation Fuel Distributor*

Motor Fuel & Aviation Fuel Distributor Bond*

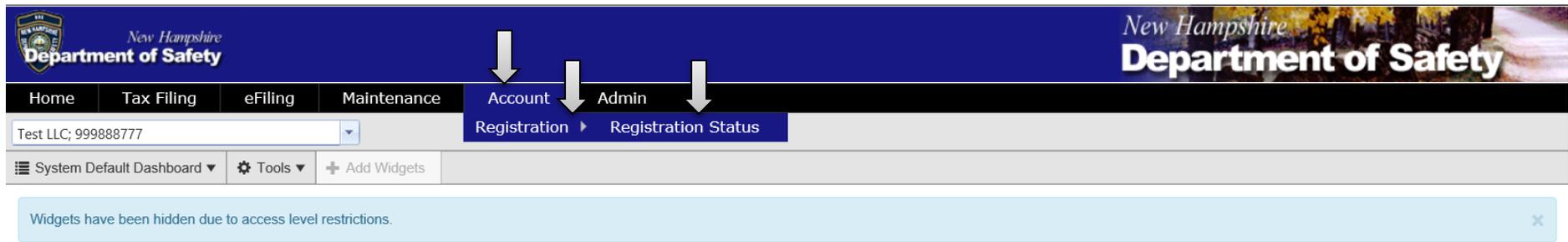
Oil Discharge & Pollution Control

Motor Fuel & Petroleum Products Transporter*

*: Yearly renewal application must be completed to renew license.

Registration for Electronic Funds Payment

1. From the main AFTS Page click on Account>Registration>Registration Status



COMPLETING APPLICATIONS-NH AFTS

- A list of applications will appear. Click on the application with a description that reads "Registration for Electronic Funds Transfer Payment." A drop down will appear. Click on Generate Registration Form.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available					
Test LLC	Motor Fuel Distributor Bond	Initial	Application Available					
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

3. A box will pop up, click on Form Manual Entry. You will need to need to complete **A) Business Type** **B) all Financial Account Information** **C) Contact Name** **D) Title of Application Signer**. Once done click on save and regenerate. Finally close out of the box by clicking on the red X.

Registration Details DEVELOPMENT (QA) SITE

Country: USA Jurisdiction: NH
Taxpayer Type: APEFT Terminal Code:
Start Period: 1/24/2020 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Scheduled Tasks

Business Type

- Corporation **A.**
- LLC
- Partnership
- Proprietorship
- Other

Financial Account Information:

Financial Institution Name: **B.**

Routing Transfer Number:

Account Number:

Printed Name:

Contact for Registration Form: *Select a Taxpayer Contact* **C.**

Title of Application Signer: **D.**

Save & Regenerate

COMPLETING APPLICATIONS-NH AFTS

4. The account registration page will now show the status of your application as “passed.”

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with options: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the menu is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The page includes navigation controls for columns, group by, filter, and refresh. The main table lists registration forms with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The 'Form Status' column for the 'Registration for Electronic Funds Transfer Payment' is 'Passed', highlighted with a blue arrow. The page also includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and an 'Export as Scheduled Task - Excel' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available					
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Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Application Available			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

- Click on the application and select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

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Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment					Passed		
Test LLC	Alternative Fuels Dealer Application							
Test LLC	Alternative Fuels Dealer Bond							

Generate Registration Form
View Registration Form ←
View/Submit Registration
View Certificate

Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

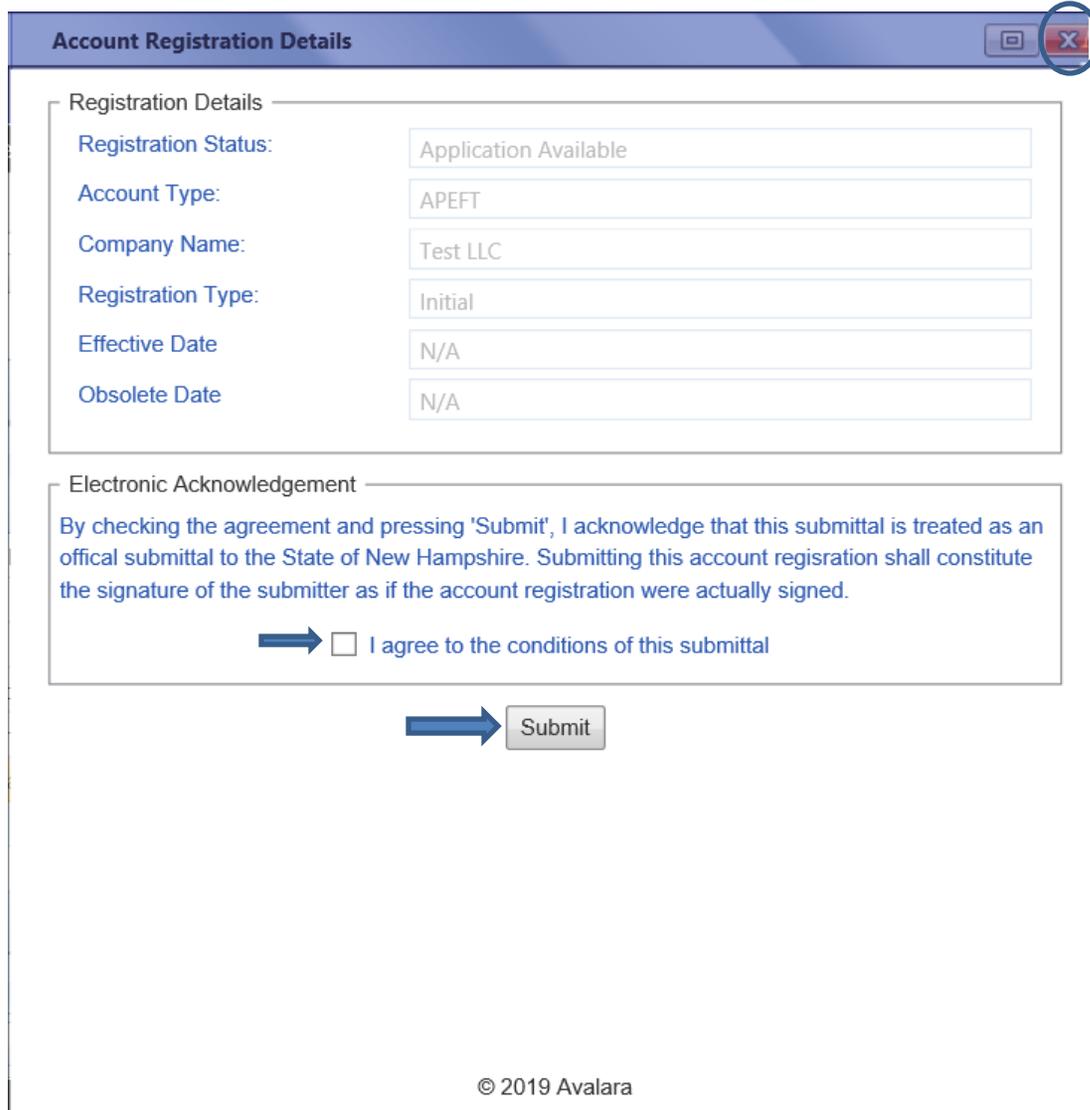
6. Click on the application again and select View/Submit Registration.

The screenshot displays the 'Account Registrations' page on the New Hampshire Department of Safety website. The page header includes the department's logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar contains 'Test LLC; 999888777'. Below the header, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The main content area features a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table lists several registration forms for 'Test LLC', including Motor Fuel & Aviation Fuel Distributor Application, Motor Fuel Distributor Bond, Biodiesel Distributor Application, Oil Discharge & Oil Pollution Control Application, Motor Fuel & Petroleum Products Transporter Application, Registration for Electronic Funds Transfer Payment (with status 'Passed'), Alternative Fuels Dealer Application, and Alternative Fuels Dealer Bond. A context menu is open over the 'Registration for Electronic Funds Transfer Payment' row, showing options: Generate Registration Form, View Registration Form, View/Submit Registration (highlighted with a blue arrow), and View Certificate. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export as Scheduled Task - Excel' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
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Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment					Passed		
Test LLC	Alternative Fuels Dealer Application							
Test LLC	Alternative Fuels Dealer Bond							

COMPLETING APPLICATIONS-NH AFTS

7. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.



The screenshot shows a window titled "Account Registration Details" with a close button (red X) circled in blue. The window contains two main sections:

Registration Details

Registration Status:	Application Available
Account Type:	APEFT
Company Name:	Test LLC
Registration Type:	Initial
Effective Date	N/A
Obsolete Date	N/A

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

 I agree to the conditions of this submittal



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COMPLETING APPLICATIONS-NH AFTS

- The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

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Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh

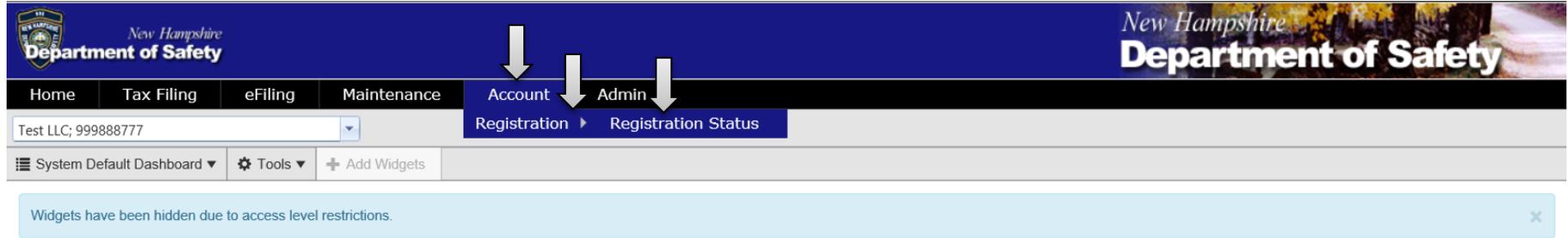
Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Aviation Fuel Distributor Application

1. From the main AFTS Page click on Account>Registration>Registration Status



COMPLETING APPLICATIONS-NH AFTS

1. A list of applications will appear. Click on the application with a description that reads Motor Fuel & Aviation Fuel Distributor Application. A drop down will appear. Click on Generate Registration Form.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation bar is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a sub-tab for 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page shows a table of registration forms with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The first row, 'Test LLC Motor Fuel & Aviation Fuel Distributor Application', has a dropdown menu open with the following options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The 'Generate Registration Form' option is highlighted with a blue arrow. The page also includes pagination controls showing 'Page: 1 of 1' and 'Page Size: 8'. At the bottom, there is an 'Export as Scheduled Task - Excel' dropdown and an 'Export' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application		Application Available					
Test LLC	Motor Fuel Distributor Bond		Application Available					
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Test LLC	Oil Discharge & Oil Pollution Control Application		Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

2. A box will pop up with registration details. Click on the tab Form Manual Entry.

Fill in the details for **A) Business Type** **B) Locations Where Records Will Be Available for Audit** **C) If Licensed in another New England State provide license number** **D) Contact Name** **E) Estimated monthly gallons** **F) Title of Application Signer**

Registration Details DEVELOPMENT (QA) SITE

Country: USA Jurisdiction: NH
Taxpayer Type: APMFD Terminal Code:
Start Period: 1/24/2020 Sequence: ORIGINAL

Form Settings **Form Manual Entry** History Log Scheduled Tasks

A. Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

B. Locations Where Records Will Be Available For Audit

Street Address 1:
Street Address 2:
City / Town:
Country: United States (dropdown)
State: Select a Jurisdiction (dropdown)
Zip Code:

C. Enter MFD License if licensed in:

- Connecticut
- Maine
- Massachusetts
- Rhode Island
- Vermont

Contact for Registration Form: Select a Taxpayer Contact (dropdown) ← **D.**

Estimated monthly gallons imported into New Hampshire: 0 ← **E.**

Title of Application Signer: ← **F.**

COMPLETING APPLICATIONS-NH AFTS

- Under Principal Officers list the contact information for each. You can add up to 4 principal officers to your application.

Registration Details DEVELOPMENT (QA) SITE

Zip Code:

Contact for Registration Form:

Estimated monthly gallons imported into New Hampshire:

Title of Application Signer:

Principal Officers

First Officer
Name: <input type="text"/>
Title: <input type="text"/>
Resident Address: <input type="text"/>
City / Town: <input type="text"/>
Country: <input type="text" value="United States"/>
State: <input type="text" value="Select a Jurisdiction"/>
Zip: <input type="text"/>
Second Officer
Third Officer
Fourth Officer

COMPLETING APPLICATIONS-NH AFTS

4. If your company has NH Bulk Storage Facilities provide each individual facility location.

Tank 1
Address: <input type="text"/>
City / Town: <input type="text"/>
Country: United States <input type="button" value="v"/>
State / Province: <i>Select a Jurisdiction</i> <input type="button" value="v"/>
Capacity: <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Product: <input type="text"/> <input type="button" value="v"/>
Leased or Owned: <input checked="" type="radio"/> Leased <input type="radio"/> Owned
Tank 2
Tank 3
Tank 4
Tank 5
Tank 6

COMPLETING APPLICATIONS-NH AFTS

- Once all information has been completed scroll to the bottom of the application and click on Save & Regenerate. Your Registration Details box will now say "Return generation request was made." Close out of the registration details by clicking on the red X.

The screenshot shows a web application window titled "Registration Details". At the top, a red message states "Return generation request was made." with a blue arrow pointing to it. Below this, a light blue box contains registration information: Country: USA, Jurisdiction: NH, Taxpayer Type: APMFD, Terminal Code: (blank), Start Period: 1/24/2020, and Sequence: ORIGINAL. The window has four tabs: "Form Settings" (selected), "Form Manual Entry", "History Log", and "Scheduled Tasks".

Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

Locations Where Records Will Be Available For Audit

Street Address 1: 33 Hazen Drive
Street Address 2: (blank)
City / Town: Concord
Country: United States (dropdown)
State: New Hampshire NH (dropdown)
Zip Code: 03305

Enter MFD License if licensed in:

- Connecticut
- Maine
- Massachusetts
- Rhode Island
- Vermont

Contact for Registration Form: Test Test (dropdown)
Estimated monthly gallons imported into New Hampshire: 10,000 (spinners)
Title of Application Signer: President (text box)

First Officer

Name: Test Test (text box)
Title: President (text box)

COMPLETING APPLICATIONS-NH AFTS

6. On the main Account Registration page you will now see the status of your application say “Passed.”

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Application Available					
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

- Click on the application and on the drop down select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application		Available			Passed		
Test LLC	Motor Fuel Distributor Bond		Available					
Test LLC	Biodiesel Distributor Application		Available					
Test LLC	Oil Discharge & Oil Pollution Control Application		Available					
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Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

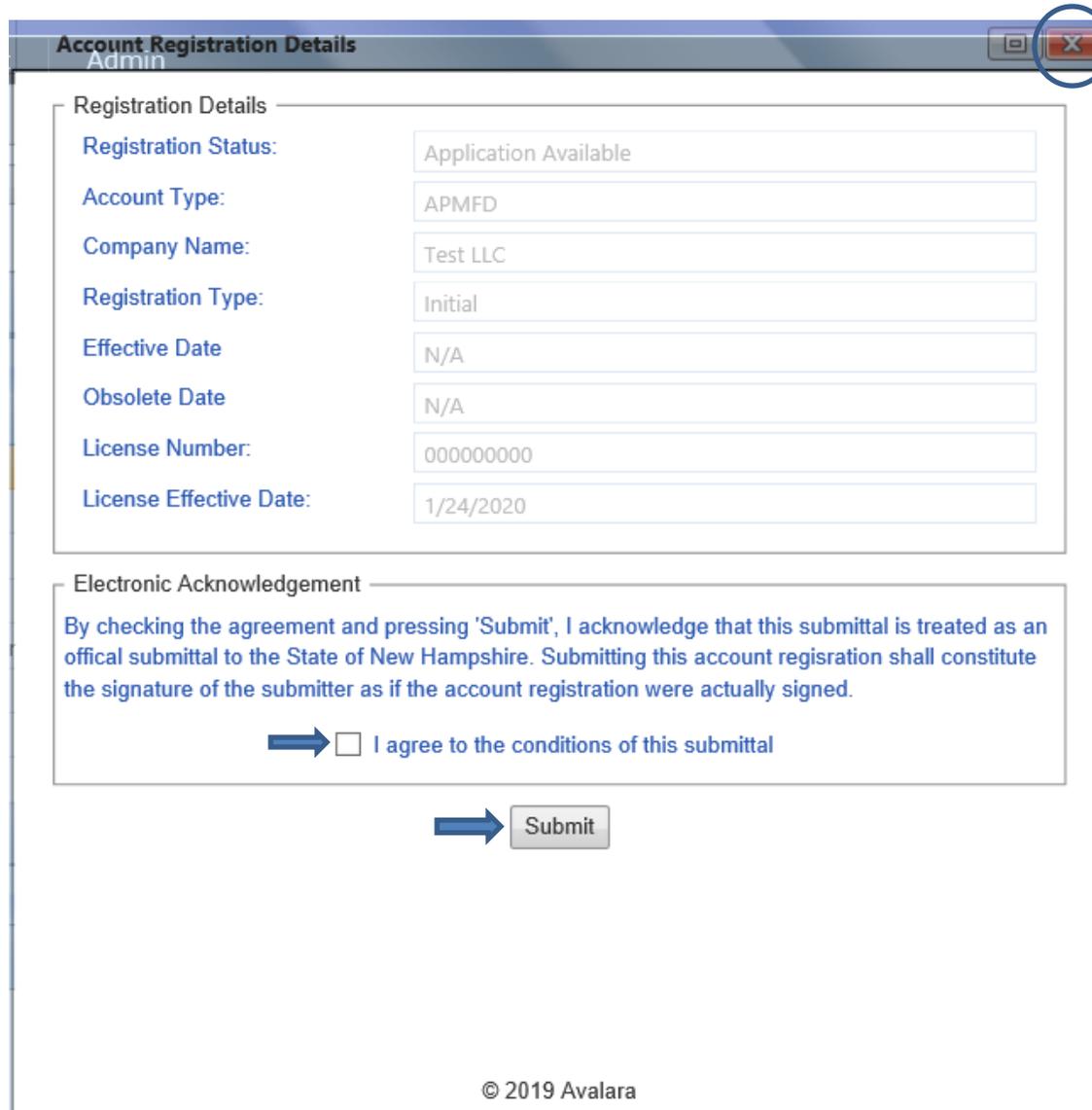
8. Click on the application again and select View/Submit Registration.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page header includes the New Hampshire Department of Safety logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the header, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The main content area is a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table contains 8 rows of registration data. A context menu is open over the first row, showing options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration' (highlighted with a blue arrow), and 'View Certificate'. The page footer includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and an 'Export' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
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Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

9. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.



The screenshot shows a web browser window titled "Account Registration Details" with a sub-header "Admin". The window contains two main sections: "Registration Details" and "Electronic Acknowledgement".

Registration Details:

Registration Status:	Application Available
Account Type:	APMFD
Company Name:	Test LLC
Registration Type:	Initial
Effective Date:	N/A
Obsolete Date:	N/A
License Number:	000000000
License Effective Date:	1/24/2020

Electronic Acknowledgement:

By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

I agree to the conditions of this submittal

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COMPLETING APPLICATIONS-NH AFTS

10. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns Group By Filter Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
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Columns Group By Filter Refresh

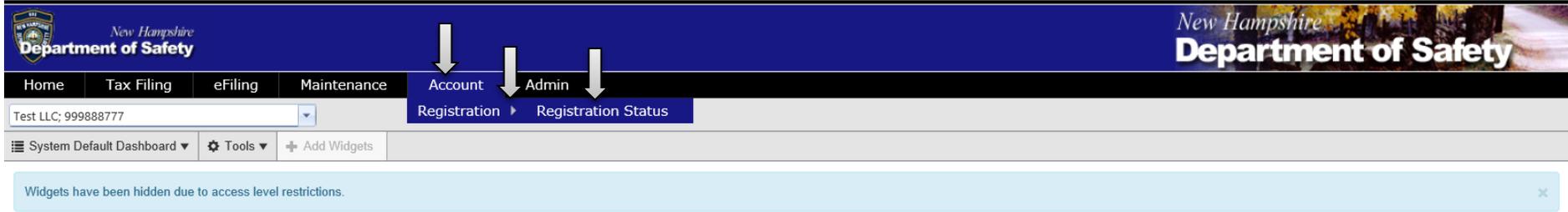
Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Aviation Fuel Distributor Bond Application

1. From the main AFTS Page click on Account>Registration>Registration Status



COMPLETING APPLICATIONS-NH AFTS

2. A list of applications will appear. Click on the application with a description that reads “Motor Fuel Distributor Bond.” A drop down will appear. Click on Generate Registration Form.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations | Scheduled Tasks

All Registration Forms

Columns | Group By | Filter | Refresh

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Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to 8 of 8

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

- The Registration Details box will pop up. Click on the tab Form Manual Entry. **All sections with a red asterisk must be completed**, make sure to add the Bond Amount. Once done click on Save & Regenerate then close out of the box by clicking on the red X.

**Note: When entering the state name use the state abbreviation*

Registration Details

Country: USA Jurisdiction: NH
Taxpayer Type: BNMFD Terminal Code:
Start Period: 1/24/2020 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Scheduled Tasks

Field	Check to Override	Value
Surety Company Name *		
Surety Address 1 *		
Surety Address 2		
Surety City/Town *		
Surety State *		
Surety Zip code *		
Incorporated under the laws of the state of: *		
Bond Amount ←		0.00
Signed, Sealed, and Delivered date *		
Principal Name *		
Witness Name *		
Principal Title		
Principal Company		
NH Licensed Agent Name *		
NH Licensed Agent Attorney Name		
NH Licensed Agent Attorney Title		

Save & Regenerate ←

COMPLETING APPLICATIONS-NH AFTS

- On the Account Registrations Page the form status should now read "Passed." Click on the application again and under the drop down select View Registration Form. The bond form will appear and **all information must be identical to your original bond.** Once verified click on Return to Account Registrations on the top right of your screen.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation bar with 'Home', 'Tax Filing', 'eFiling', 'Maintenance', 'Account', and 'Admin'. Below the navigation bar is a search field containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page shows a table of registration forms with columns for 'Company Name', 'Description', 'Registration Type', 'Registration Status', 'Effective Date', 'Obsolete Date', 'Form Status', 'Approved Date', and 'Approved By'. A dropdown menu is open over the 'Motor Fuel & Petroleum Products Transporter Application' row, with 'View Registration Form' highlighted by a blue arrow. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export as Scheduled Task - Excel' button.

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Test LLC	Oil Discharge & Oil Pollution Control Application	Initial						
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial						
Test LLC	Registration for Electronic Funds Transfer Payment	Initial				Passed		
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COMPLETING APPLICATIONS-NH AFTS

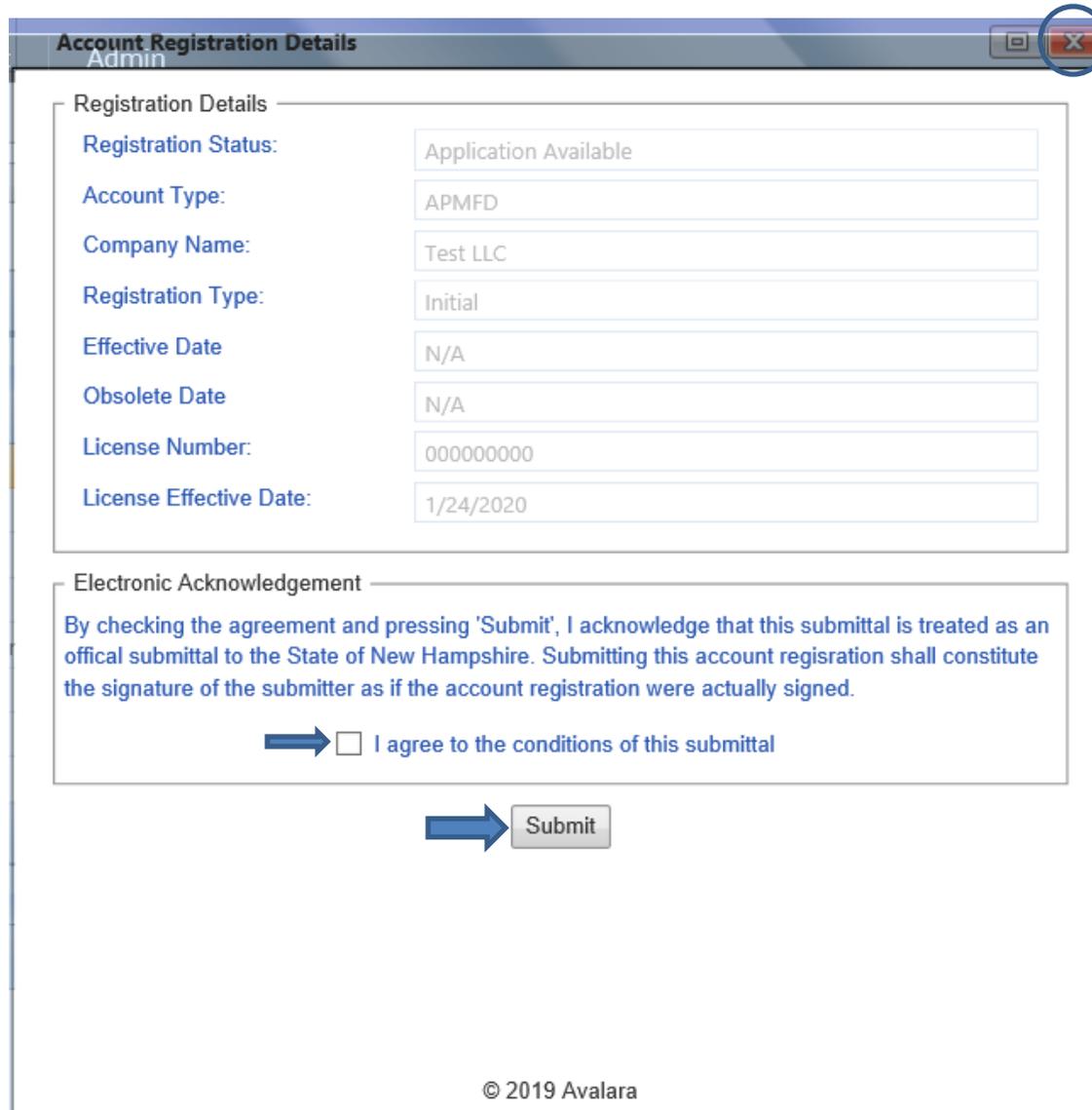
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Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
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Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

6. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.



The screenshot shows a web application window titled "Account Registration Details" with a sub-header "Admin". The window contains two main sections: "Registration Details" and "Electronic Acknowledgement".

Registration Details:

Registration Status:	Application Available
Account Type:	APMFD
Company Name:	Test LLC
Registration Type:	Initial
Effective Date:	N/A
Obsolete Date:	N/A
License Number:	000000000
License Effective Date:	1/24/2020

Electronic Acknowledgement:

By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

I agree to the conditions of this submittal

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COMPLETING APPLICATIONS-NH AFTS

- The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.



New Hampshire
Department of Safety

Home
Tax Filing
eFiling
Maintenance
Account
Admin

Account Registrations

Account Registrations
Scheduled Tasks

All Registration Forms
Columns | Group By | Filter | Refresh

Page: 1 of 1 Go
Page Size: 8 Change
Items 1 to 8 of 8

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh

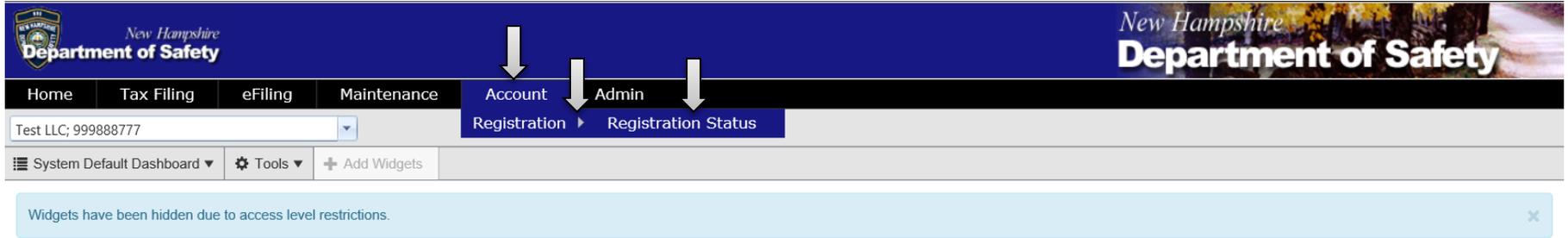
Page: 1 of 1 Go
Page Size: 8 Change
Items 1 to 8 of 8

Export as Scheduled Task - Excel
Export

COMPLETING APPLICATIONS-NH AFTS

Oil Discharge & Pollution Control Application

1. From the main AFTS Page click on Account>Registration>Registration Status



COMPLETING APPLICATIONS-NH AFTS

2. A list of applications will appear. Click on the application with a description that reads “Oil Discharge & Oil Pollution Control Application.” A drop down will appear. Click on Generate Registration Form.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with 'Home', 'Tax Filing', 'eFiling', 'Maintenance', 'Account', and 'Admin'. Below the navigation is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a 'Scheduled Tasks' tab. A dropdown menu is set to 'All Registration Forms'. The page shows a table of registration forms with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The 'Oil Discharge & Oil Pollution Control Application' is highlighted, and a context menu is open over it with the following options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The 'Generate Registration Form' option is selected, indicated by a blue arrow. The page also includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and an 'Export as Scheduled Task - Excel' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available					
Test LLC	Motor Fuel & Petroleum Products Transporter Appli		Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment		Requested			Passed		
Test LLC	Alternative Fuels Dealer Application		Application Available					
Test LLC	Alternative Fuels Dealer Bond		Application Available					

COMPLETING APPLICATIONS-NH AFTS

4. If your company has NH Bulk Storage Facilities provide each individual facility location.

New Hampshire Bulk Storage Facilities

Tank 1
Address: <input type="text"/>
City / Town: <input type="text"/>
Country: <input type="text" value="United States"/>
State / Province: <input type="text" value="Select a Jurisdiction"/>
Capacity: <input type="text"/>
Product: <input type="text"/>
Leased or Owned: <input checked="" type="radio"/> Leased <input type="radio"/> Owned
Tank 2
Tank 3
Tank 4
Tank 5
Tank 6
Tank 7
Tank 8
Tank 9
Tank 10
Tank 11
Tank 12
Tank 13
Tank 14
Tank 15
Tank 16
Tank 17
Tank 18

COMPLETING APPLICATIONS-NH AFTS

- Once all information has been completed scroll to the bottom of the application and click on Save & Regenerate. Your Registration Details box will now say “Return generation request was made.” Close out of the registration details by clicking on the red X.

The screenshot shows a web application window titled "Registration Details". At the top, a red message states "Return generation request was made." with a blue arrow pointing to it. The window contains several sections:

- Registration Information:** Country: USA, Jurisdiction: NH, Taxpayer Type: APODP, Terminal Code: Start Period: 1/24/2020, Sequence: ORIGINAL.
- Form Settings:** Corporation (selected), LLC, Partnership, Proprietorship, Other.
- Locations Where Records Will Be Available For Audit:** Street Address 1: Test, Street Address 2: 33 Hazen Drive, City / Town: Concord, Country: United States, State: New Hampshire NH, Zip Code: 03305.
- Estimated Gallons Per Year:** Automotive: 10,000, Aviation: 5,000, Diesel: 60,000, Jet Fuel: 5,000, Heating Oil: 40,000, Other Fuel (1) Desc.: 0, Other Fuel (2) Desc.: 0, Other Fuel (3) Desc.: 0.
- Contact for Registration Form:** Test Test, Title of Application Signer: President.
- Tank 1:** Address: Test, City / Town: Concord, Country: United States, State / Province: New Hampshire NH, Capacity: 400,000, Product: 065 - Gasoline, Leased or Owned: Leased (selected).
- Tank 2:** Address: (empty).

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Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).

COMPLETING APPLICATIONS-NH AFTS

6. On the main Account Registration page you will now see the status of your application say “Passed.”

The screenshot displays the 'Account Registrations' page for the New Hampshire Department of Safety. At the top, there is a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below this is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and features a table of registration forms. The table has columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The 'Form Status' column for the 'Oil Discharge & Oil Pollution Control Application' is highlighted with a blue arrow and the word 'Passed'. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

- Click on the application and on the drop down select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page header includes the New Hampshire Department of Safety logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. The main content area shows a table of registration forms with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. A context menu is open over the first row, with 'View Registration Form' highlighted by a blue arrow. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial				Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial						
Test LLC	Registration for Electronic Funds Transfer Payment	Initial				Passed		
Test LLC	Alternative Fuels Dealer Application	Initial						
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

COMPLETING APPLICATIONS-NH AFTS

9. Click on the application again and select View/Submit Registration.

The screenshot displays the 'Account Registrations' interface for 'Test LLC; 999888777'. The page includes a navigation menu with options like Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The main content is a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table lists several registration forms, including 'Motor Fuel & Aviation Fuel Distributor Application', 'Motor Fuel Distributor Bond', 'Biodiesel Distributor Application', 'Oil Discharge & Oil Pollution Control Application', 'Motor Fuel & Petroleum Products Transporter Application', 'Registration for Electronic Funds Transfer Payment', 'Alternative Fuels Dealer Application', and 'Alternative Fuels Dealer Bond'. A context menu is open over the 'Oil Discharge & Oil Pollution Control Application' row, showing options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration' (highlighted with a blue arrow), and 'View Certificate'. The page also features pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Application Available			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application		Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment		Requested			Passed		
Test LLC	Alternative Fuels Dealer Application		Application Available					
Test LLC	Alternative Fuels Dealer Bond		Application Available					

COMPLETING APPLICATIONS-NH AFTS

10. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.

Account Registration Details

Registration Details

Registration Status:	Application Available
Account Type:	APODP
Company Name:	Test LLC
Registration Type:	Initial
Effective Date	N/A
Obsolete Date	N/A
License Number:	000000000
License Effective Date:	1/24/2020

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

I agree to the conditions of this submittal

Submit

COMPLETING APPLICATIONS-NH AFTS

11. The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.


New Hampshire
Department of Safety

Home
Tax Filing
eFiling
Maintenance
Account
Admin

Test LLC; 999888777

Account Registrations

Account Registrations
Scheduled Tasks

All Registration Forms
Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change
Items 1 to

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh
Items 1 to

Page: 1 of 1 Go Page Size: 8 Change
Items 1 to

Export as Scheduled Task - Excel
Export

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Petroleum Products Transporter

1. From the main AFTS Page click on Account>Registration>Registration Status

The screenshot shows the top navigation bar of the New Hampshire Department of Safety AFTS system. The navigation menu includes: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. The 'Account' menu is expanded, showing 'Registration' and 'Registration Status'. A search bar contains 'Test LLC; 999888777'. Below the navigation bar, there are options for 'System Default Dashboard', 'Tools', and 'Add Widgets'. A light blue notification box states: 'Widgets have been hidden due to access level restrictions.' The New Hampshire Department of Safety logo is visible in the top right corner.

The footer contains the following information: NH.gov | Privacy Policy | Accessibility Policy; © 2019 Avalara | Version 5.39.10.703; <http://hznsafvrtweb1d/AccountRegistration/AccountRegistrations.aspx>; Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).

COMPLETING APPLICATIONS-NH AFTS

2. A list of applications will appear. Click on the application with a description that reads “Motor Fuel & Petroleum Transporter Application.” A drop down will appear. Click on Generate Registration Form.

The screenshot displays the 'Account Registrations' page on the New Hampshire Department of Safety website. The page header includes the department logo and navigation tabs for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar at the top contains 'Test LLC; 999888777'. Below the header, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The main content area features a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table lists several applications, with the 'Motor Fuel & Petroleum Products Transporter Application' highlighted. A context menu is open over this application, showing options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The 'Generate Registration Form' option is highlighted with a blue arrow. At the bottom of the page, there is an 'Export as Scheduled Task - Excel' dropdown and an 'Export' button.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available					
Test LLC	Registration for Electronic Funds Transfer Payment					Passed		
Test LLC	Alternative Fuels Dealer Application		Available					
Test LLC	Alternative Fuels Dealer Bond		Available					

COMPLETING APPLICATIONS-NH AFTS

4. Once done click on save and regenerate. Finally close out of the box by clicking on the red X.

Registration Details

Return generation request was made.

Country: USA Jurisdiction: NH
Taxpayer Type: APTRN Terminal Code:
Start Period: 1/24/2020 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Scheduled Tasks

Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

Locations Where Records Will Be Available For Audit

Street Address 1: 33 Hazen Drive
Street Address 2:
City / Town: Concord
Country: United States
State: New Hampshire NH
Zip Code: 03305

Contact for Registration Form: Test Test
Title of Application Signer: President

Save & Regenerate

COMPLETING APPLICATIONS-NH AFTS

5. The account registration page will now show the status of your application as “passed.”

The screenshot displays the 'Account Registrations' page on the New Hampshire Department of Safety website. The page header includes the department logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar contains the text 'Test LLC; 999888777'. Below the header, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page shows a table with the following data:

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available			Passed		
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

The 'Form Status' column for the fifth row is highlighted with a blue arrow pointing to the word 'Passed'. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export as Scheduled Task - Excel' button.

COMPLETING APPLICATIONS-NH AFTS

- Click on the application and select View Registration Form. After verifying that everything looks correct you will then click on Return to Account Registrations located at the top right of your screen.

The screenshot displays the 'Account Registrations' page for the New Hampshire Department of Safety. The page header includes the department logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar contains 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and features a table of registration forms. A context menu is open over the 'View Registration Form' link for the first row.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available			Passed		
Test LLC	Registration for Electronic Funds Transfer Payment	Initial				Passed		
Test LLC	Alternative Fuels Dealer Application	Initial						
Test LLC	Alternative Fuels Dealer Bond	Initial						

The context menu is open over the 'View Registration Form' link for the first row, showing options: Generate Registration Form, View Registration Form (highlighted with a blue arrow), View/Submit Registration, and View Certificate.

COMPLETING APPLICATIONS-NH AFTS

7. Click on the application again and select View/Submit Registration.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation bar is a search field containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a sub-tab for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The page includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and a table of registration forms. A context menu is open over the 'View/Submit Registration' link in the first row of the table.

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available			Passed		
Test LLC	Registration for Electronic Funds Transfer Payment	Initial				Passed		
Test LLC	Alternative Fuels Dealer Application	Initial						
Test LLC	Alternative Fuels Dealer Bond	Initial						

Context Menu Options:

- Generate Registration Form
- View Registration Form
- View/Submit Registration (highlighted with a blue arrow)
- View Certificate

COMPLETING APPLICATIONS-NH AFTS

8. A box will pop up, after reading the Electronic Acknowledgement click inside the box next to I agree to the conditions of this submittal and then click on Submit. Finally close out of the box by clicking on the red X.

Account Registration Details 

Registration Details

Registration Status:	Application Available
Account Type:	APTRN
Company Name:	Test LLC
Registration Type:	Initial
Effective Date	N/A
Obsolete Date	N/A
License Number:	000000000
License Effective Date:	1/24/2020

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

 I agree to the conditions of this submittal



COMPLETING APPLICATIONS-NH AFTS

- The status of your application will now say “requested” and the form status will say “passed.” Please contact us at this point and let us know this has been completed.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel Distributor Application	Initial	Application Available					
Test LLC	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed		
Test LLC	Motor Fuel & Petroleum Products Transporter Application	Initial	Requested			Passed		
Test LLC	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed		
Test LLC	Alternative Fuels Dealer Application	Initial	Application Available					
Test LLC	Alternative Fuels Dealer Bond	Initial	Application Available					

Columns | Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 8 Change Items 1 to

Export as Scheduled Task - Excel Export