

## GETTING STARTED

Setting up a User Account is easy! You will need some basic information to access the system and create your own, secured online access. Here are the items you will need to get started:

1. A unique **IFTA Account Number**. This is a system generated number identifying your business as an IFTA Licensee registered with the New Hampshire Road Toll Bureau. If you are a current NH IFTA Licensee you will find your **IFTA Account Number (also known as Motor Carrier Account)** on your IFTA License, (see below example).



IFTA License Number NH999999999900
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JOHNNY CASH  
33 HAZEN DRIVE  
CONCORD, NH 03301

### NEW HAMPSHIRE INTERNATIONAL FUEL TAX AGREEMENT

Department of Safety  
Road Toll Bureau  
33 Hazen Drive  
Concord, NH 03305

**2017 IFTA LICENSE  
NOT TRANSFERABLE**

Effective Date 01/17/2018
Expiration Date 12/31/2017

Motor Carrier Account: 9999  
Control Number: 00CV9GS

2. Your company's **Taxpayer Federal Identification Number**.
  
3. Your personal or company's **Email Address**. By entering you email address where prompted, NH RTB can provide you with additional assistance related to your IFTA account. System updates, return and renewal availability, answer to queries, and other communications can take place through email in a timely fashion.
  
4. A **USER NAME**. You will need to create your own User Name, which will be used every time you access the system. Your User Name can consist of six (6) to fifteen (15) characters. **HINT: Create a name that is easy to remember**. When you enter a User Name, the system will check to see if it is unique. If it is not, you will be prompted to choose a different name.
  
5. Access to the **Internet**. The system Site Requirements to be able to access the NH IFTA Returns Processing site are as follows:
  - A) **Adobe Acrobat Reader** - Adobe Acrobat Reader version 7.0 or higher is required for viewing PDF files that are created by the IFTA IPC System. This software can be obtained from Adobe's web site at: <http://get.adobe.com/reader/>.
  - B) **IE Version 11** or higher.
  - C) Latest version of **Chrome, Firefox and Safari**.
  - D) **Java Script** must be enabled to successfully run this site.

The website will be available on April 2, 2018. The following link: <https://nh.iftaipc.com/> will take you to the front page of the system so you can create your account.

## CREATING AN ONLINE ACCOUNT

Since this is the first time you are accessing this new system, there will be a one-time setup of your account. The first screen you will see will look similar to the screen shot below:

New Hampshire Department of Safety

iPC IFTA Processing Consortium

New Hampshire Department of Safety

Login Help

QA

Welcome

Please Log in!

User Name:

Password:

Login

Forgot your username?  
[Click Here if you forgot your username](#)

Forgot your password?  
[Click Here if you forgot your password](#)

Do not have a userid?  
[Click here to request internet access to your account or agency](#)

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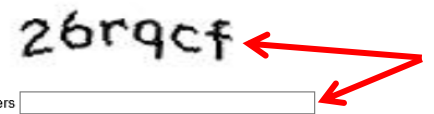
The New Hampshire IFTA IPC System is an online processing system allowing the Department of Safety to manage the requirements of the International Fuel Tax Agreement, (IFTA). This system has been designed to permit motor carriers to register for IFTA, file IFTA tax returns, make payments and communicate with Department of Safety in a safe and secure electronic environment. The Department of Safety is here to assist you. Please contact us at (603)271-2311, or by email at [NHIFTA@DOS.NH.GOV](mailto:NHIFTA@DOS.NH.GOV).

Powered by Explore

1. Click on the link to “**Request Internet Access to Your Account or Agency**”. The following screen will show:

QA

Please type in the letters or numbers you see in the following image. The letters are case sensitive and will appear [a-z] or [A-Z] and numbers will be [1-9]. If you have difficulty using this page, please contact us at 603-271-2311 for assistance.



Characters

Continue Get New Image



- 2. This page is commonly called a "Captcha Page". Enter the letters or numbers you see in the image. Letters are case sensitive. If you cannot read the image, click on the button "Get New Image". Once you have entered the letter or numbers in the image, select the **Continue** button. This will take you the **Eligibility Requirements** page, shown below.

QA

Eligibility Requirements

In order to register for online access to your NH IFTA IPC account, you must meet the following **Eligibility Requirements**:

1. Account Holder agrees to adhere to the **Terms and Conditions of Use** of the NH IFTA IPC System.
2. Account Holder must have an active and valid e-mail account.
3. Account Holder agrees to file IFTA Tax Returns and make payments through the electronic platform.
4. Account Holder agrees to comply with reporting, payment, recordkeeping, and license display requirements as specified in the International Fuel Tax Agreement, IFTA.
5. NH IFTA IPC System **Site Requirements** include:

A) **Adobe Acrobat Reader** - Adobe Acrobat Reader version 7.0 or higher is required for viewing PDF files that are created by the IFTA IPC System. This software can be obtained from Adobe's web site at: <http://get.adobe.com/reader/>.

B) **IE Version 11** or higher.

C) Latest version of **Chrome, Firefox and Safari**.

D) Screen Resolution of **1024x768**.

E) **Java Script** must be enabled to successfully run this site.

Continue

Cancel



3. Read the **Eligibility Requirements** and if you agree, select the **Continue** button. This will take you the **User Account Information** page, shown below.

#### Creating an Internet Account to Access NH IFTA

To initiate access to the online NH IFTA IPC system please provide the required information, (the required fields will have an \*), and select "Create". Please be advised that an email address submitted must be unique to the user seeking authorized access. Requests are generally processed within 5 normal business days after receipt. Department of Safety will send you an email with either approval or denial of your request. Keep a record of your user name and password (if access is approved by DOS) and do not share the user name or password with anyone else. If you have questions related to requesting online access, please contact DOS at (803)271-2311, or by email at [NHIFTA@DOS.NH.GOV](mailto:NHIFTA@DOS.NH.GOV).

**User choices**  
 Alternative Accessible View

**Type of Account**  
 Carrier  Licensing Agent

**Account Information**  
Account Number \*   
Account Postal Code \*   
Taxpayer ID\*   
Taxpayer ID Type\*

**Personal Information**  
Company\*   
Name   
First Name\*   
Middle Name   
Last Name\*   
Suffix   
E-mail \*  Each user must have a unique E-mail address (not a shared E-mail address)

**Phone Numbers**  
Phone (main) \*  Ext.  Phone Country\*   
Fax (main)  Fax Country

Street \*   
Street 2   
Postal Code \*    Jurisdiction \*   
City \*   
Country

**Office Default Preferences**

**User Login**  
User Name:\*  User Name can contain underscore, period and alphanumeric characters and must be from 6-25 characters.



The update process could take several seconds – please don't select 'Update' more than once.

4. The **User Account Information** page contains several fields that must be filled out. Among those fields are the **IFTA Account Number, FEIN Number, and Email Address**. Any field preceded by an **ASTERICK (\*)** **must** be filled in.
5. When all required fields are filled in, select the **Create** button. If a required field is left blank or there are any errors, the system will re-display the page with **red "x" marks** next to the fields where the errors exist. This will permit you to make the necessary corrections. Once the corrections are made select the **Create** button again.

6. This will take you to the **User Account Request Acknowledgement** page. This page will inform you that your request has been accepted. An email will be sent to you acknowledging the receipt of your request.
7. Once your user account request has been received by NH RTB, it will be reviewed to determine if online access should be approved or denied. The review will consist of a verification process of all data entered. This is to ensure safety and confidentiality of your tax information. When your request has been approved you will receive an email from the NH RTB informing you that you have online access to the State of NH IPC IFTA Processing Consortium, see example **(A)**. In a separate email you will receive a temporary password, see example **(B)**. If, for some reason, you are denied, you will also receive an email from NH RTB giving you information on how to contact us to discuss the matter.

**(A)**Dear COMPANY NAME,

This email message is to inform you that a new user account has been created for you in the New Hampshire IPC registration system. Select the following link to access the New Hampshire IPC login page. From this page you will be prompted to enter your user name and password. A password will be sent in an email message to follow.

<https://exqewbcip01/>

**(B)**Dear COMPANY NAME,

Following is your New Hampshire IPC temporary password.

Password: AbCd45~@# (example only)

Once you have accessed your account with the user name and password that have been provided, you will be redirected to the **Maintain Your User Account** page to create a new password.

**\*\* Please Note:** *Due to the unusually high volume of requests for first time users of this new system, we ask for your patience in receiving a reply to your request for online access. NH RTB will make every effort to reply to your request within five business days of its receipt.*

8. The following is an example of the **Maintain Your User Account** page where you will change the password from the temporary one to your own:

**-Type of Account-**  
 Carrier

**-Account Information-**  
Account Number \* 9999  
Account Postal Code \* 03301  
USDOT Number  
Taxpayer ID\* \*\*\*\*4321  
Taxpayer ID Type\* FEIN

**-Personal Information-**  
Company\* IFTA TEST  
Name JOHN DOE  
First Name\* JOHN  
Middle Name  
Last Name\* DOE  
Suffix  
E-mail \* eric.marshall@dps.nh.gov Each user must have a unique E-mail address (not a shared E-mail address)

**-Phone Numbers-**  
Phone (main) \* 603-555-1212 Ext. Phone Country\* United States  
Fax (main) Fax Country

Street \* 33 HAZEN DRIVE  
Street 2  
Postal Code \* 03301 Find Cities Clear Jurisdiction \* NH New Hampshire  
City \* CONCORD  
Country United States

**-Office Default Preferences-**

**-User Login-**  
User Name:\* iftatest.koolby User Name can contain underscore, period and alphanumeric characters and must be from 8-25 characters.  
Old Password: \*  
New Password:\* Password must be between 8-15 characters. It cannot contain spaces, and it must contain three of the four following: at least one lowercase letter, at least one uppercase letter, at least one number, at least one special character.  
Confirm Password: \*

9. Copy and paste your temporary password into the **Old Password** box, then create your own password with the noted parameters into the **New Password** box. Select **Update** to complete the process.