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 Example]

   **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
   
   **IFTA License Number**
   NH99999999900
   
   **Motor Carrier Account:** 9999
   
   **Control Number:** 00CV9GS
   
   **JOHNNY CASH**
   33 HAZEN DRIVE
   CONCORD, NH 03301
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/](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.iftaiipc.com/](https://nh.iftaiipc.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:

1. Click on the link to “Request Internet Access to Your Account or Agency”. The following screen will show:
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.
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) JavaScript must be enabled to successfully run this site.

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

![User Account Form](image)

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.