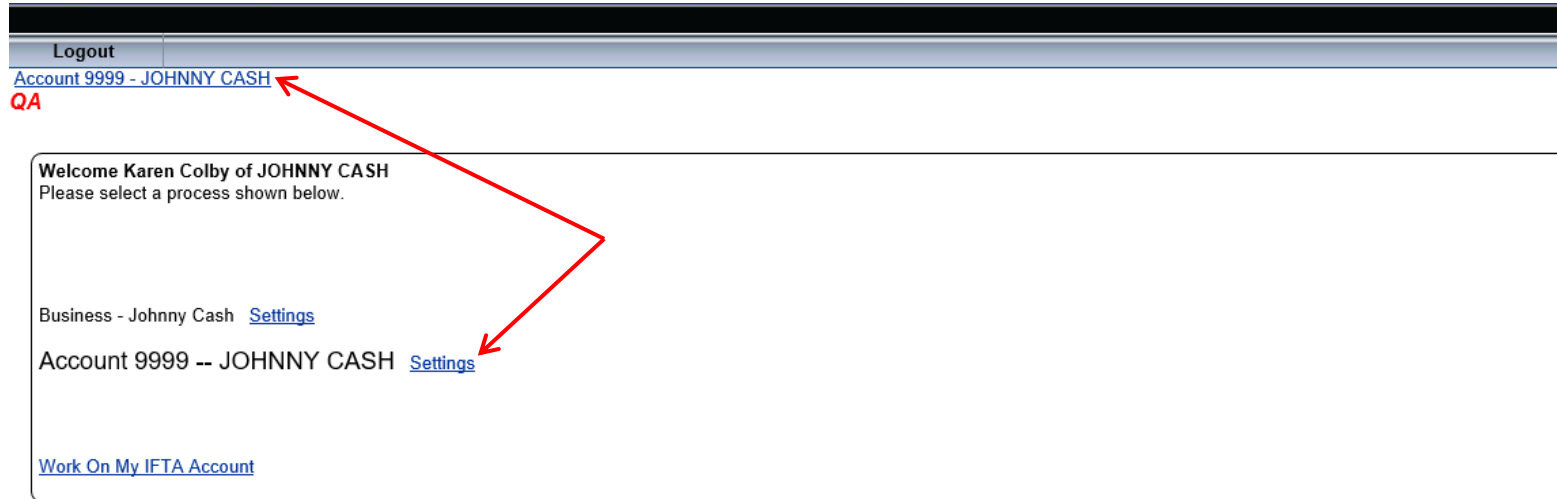## Maintain IFTA Account

Once an Account is established, account information and preferences can be viewed and edited. To maintain account information start with the **User Home Page**, see below:

Click the **Settings** link or **Account # - NAME** link under the menu bar. The **Account # - NAME** link is displayed on all IFTA pages making account information accessible as IFTA functions are performed or reviewed.

Once **Settings** is selected the following screen appears:

Account 9999 - JOHNNY CASH
QA

Reviewing Account 9999 - JOHNNY CASH

Return to Previous Page

┌─ Account Information   Maintain ──┐
| Business Type   LLC (Limited Liability Company) |
| Legal Name   JOHNNY CASH |
| DBA   Physical Address   33 HAZEN DRIVE |
| USDOT Number   CONCORD, NH 03301 |
| Taxpayer Identification Type   FEIN   County   Merrimack |
| Taxpayer ID Number   *****9999   Country   USA |
| Account Sequence Number   0   Mailing Address   33 HAZEN DRIVE |
| USDOT Status   CONCORD, NH 03301 |
| USDOT Type   Country   USA |
| External Additional Identifier   Primary Phone Number   603-555-1212 |
| Interstate Status   Primary Fax Number |
| Last MCS-150 Update Date |
| IFTA First Established Date   01/17/2018 |
└──┘

┌─ Account Options ──┐
| |
└──┘

┌─ Officers listed for this Account   Maintain ──────────────────────────────────┐
| (No Officers found) |
└──┘

┌─ Contacts listed for this Account   Maintain ──────────────────────────────────┐

IFTA Contact Type	Name	Phone Number	E-Mail Address	
Primary	JOHN CASH	603-555-1212		

┌─ Account Security Maintain ───┐
| Licensing Agencies |
| |
| User Accounts Associated with this Account |
└──┘

Click on the **Maintain** link next to each of the categories to view and maintain information in these sections. For instance, clicking on the **Maintain** link for **Account Information** will bring you to the following screen:

Here changes can be made, and when complete click on the **Update** button.