



# New Hampshire Department of Safety Road Toll Bureau

**E-file tutorial: Completing and  
Electronically Submitting Account  
Registration Applications in the  
NH AFTS**

# OVERVIEW

These sections discuss how to complete and electronically submit the [Registration for Electronic Funds Payment](#), the [Motor Fuel & Aviation Fuel Distributor Application](#), the [Motor Fuel Distributor Bond](#), the [Oil Discharge and Pollution Control Application](#), and the [Motor Fuel & Petroleum Products Transporter Application](#). Click to jump to a section. (Other applications are similarly completed as the ones above.)

The remaining overview information discusses different requirements for electronically completing / submitting Registration Applications in the NH AFTS 1) Production (Live) and 2) Certification (Practice / test) sites.

# OVERVIEW (cont.)

For the **NH AFTS Production** (Live) site **only**: each *prospective licensee company* is sent e-mail correspondence to the company notifying that it must electronically complete and submit applications as part of the licensing process.

Additionally, licensees must complete Renewal Registration Applications as specified by the Road Toll Bureau; notification related e-mail is sent to the mastercompany username (yourcompany\_admin).

# OVERVIEW (cont.)

For the **NH AFTS Certification** (practice / test) site **only**:

applications must be submitted and approved in order to create related company accounts, which allows each licensee to begin to file practice tax returns in order to become certified to file electronically in the NH AFTS Production (live) site. Licensees may use faux (made-up) information to complete Certification (practice) site registration applications.

**Reminder:** the NH AFTS Certification site is a only a practice / test system. **It does NOT interface with any bank or the State of New Hampshire accounting system.**

**This concludes the OVERVIEW. The remaining sections discuss registration application forms, starting with the Registration for Electronic Funds Transfer Payment.**

# Electronically completing and submitting the Electronic Fund Transfer Payment application:

To start, click on **Account**, then **Registration**, then **Registration Status** as shown below.

The screenshot shows the Zytax Home interface for the New Hampshire Department of Safety. The top navigation bar includes links for Zytax Home, Tax Filing, Maintenance, Account, Registration, and Registration Status. Red arrows indicate the path from Account to Registration to Registration Status. Below the navigation bar, there is a dropdown menu for 'Your Company; 5555555!' and a table titled 'Account Registrations'.

Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Your Company	Motor Fuel Distributor Bond	Initial	Application Available
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Application Available

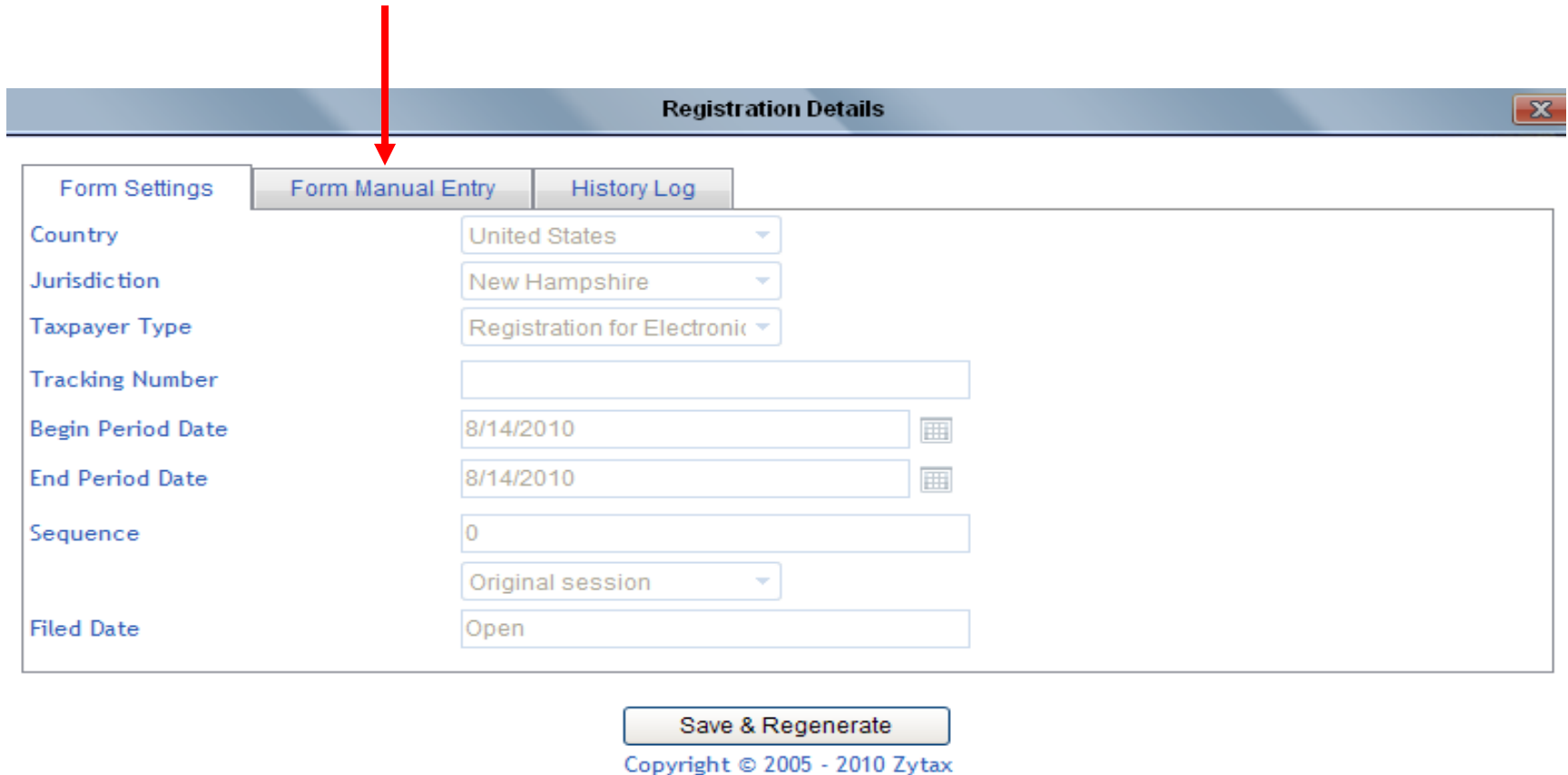
Page: 1 of 1 Go Page Size: 6 Change

Excel Export

Click on the line with Registration for Electronic Funds Transfer Payment. Then click on **Generate Registration**; the form will appear.

Account Registrations					
d					
	Description	Registration Type	Registration Status	Effective Date	Obsolete Date
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
i Inc	Biodiesel Distributor Application	Initial	Application Available		
i Inc	Registration for Electronic Funds Transfer Payment	Initial	Application Available		
i Inc	Oil Discharge & Oil Pollution Control Application	Initial	Application Available		
i Inc	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available		
i Inc	Motor Fuel Distributor Bond	Initial	Application Available		
i Inc	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available		
				<div>Generate Registration</div> <div>View Registration Form</div> <div>View/Submit Registration</div> <div>Manage Registration</div> <div>View Certificate</div>	

Select **Form Manual Entry** tab to view the form.



The screenshot shows a web application window titled "Registration Details". A red arrow points to the "Form Manual Entry" tab, which is the active tab. The window contains a form with the following fields:

Field	Value
Country	United States
Jurisdiction	New Hampshire
Taxpayer Type	Registration for Electronic
Tracking Number	
Begin Period Date	8/14/2010
End Period Date	8/14/2010
Sequence	0
	Original session
Filed Date	Open

At the bottom of the window, there is a "Save & Regenerate" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

Complete the form. 1) Select your **Business Type**. 2) Enter your **Financial Account Information**. 3) Select the **Contact for Registration Form**. 4) Enter the **Title of Application Signer**. 5) Click **Save and Regenerate** to save the information in the form.

The screenshot shows a web application window titled "Registration Details". It contains three tabs: "Form Settings", "Form Manual Entry", and "History Log". The "Form Settings" tab is active. Inside this tab, there are two main sections. The first section, "Business Type", contains five radio button options: "Corporation", "LLC", "Partnership", "Proprietorship", and "Other". A red arrow points from a box labeled "1)" to the "Corporation" option. The second section, "Financial Account Information:", contains four text input fields: "Financial Institution Name:", "Routing Transfer Number:", "Account Number:", and "Printed Name:". A red arrow points from a box labeled "2)" to the "Routing Transfer Number" field. Below these sections, there are two more text input fields: "Contact for Registration Form:" and "Title of Application Signer:". A red arrow points from a box labeled "3)" to the "Contact for Registration Form" field, and another red arrow points from a box labeled "4)" to the "Title of Application Signer" field. At the bottom of the form, there is a "Save & Regenerate" button. A red arrow points from a box labeled "5)" to this button. The copyright notice "Copyright © 2005 - 2010 Zytax" is visible at the bottom right of the window.

Registration Details

Form Settings Form Manual Entry History Log

Business Type

☒ Corporation

☐ LLC

☐ Partnership

☐ Proprietorship

☐ Other

Financial Account Information:

Financial Institution Name:

Routing Transfer Number:

Account Number:

Printed Name:

Contact for Registration Form:

Title of Application Signer:

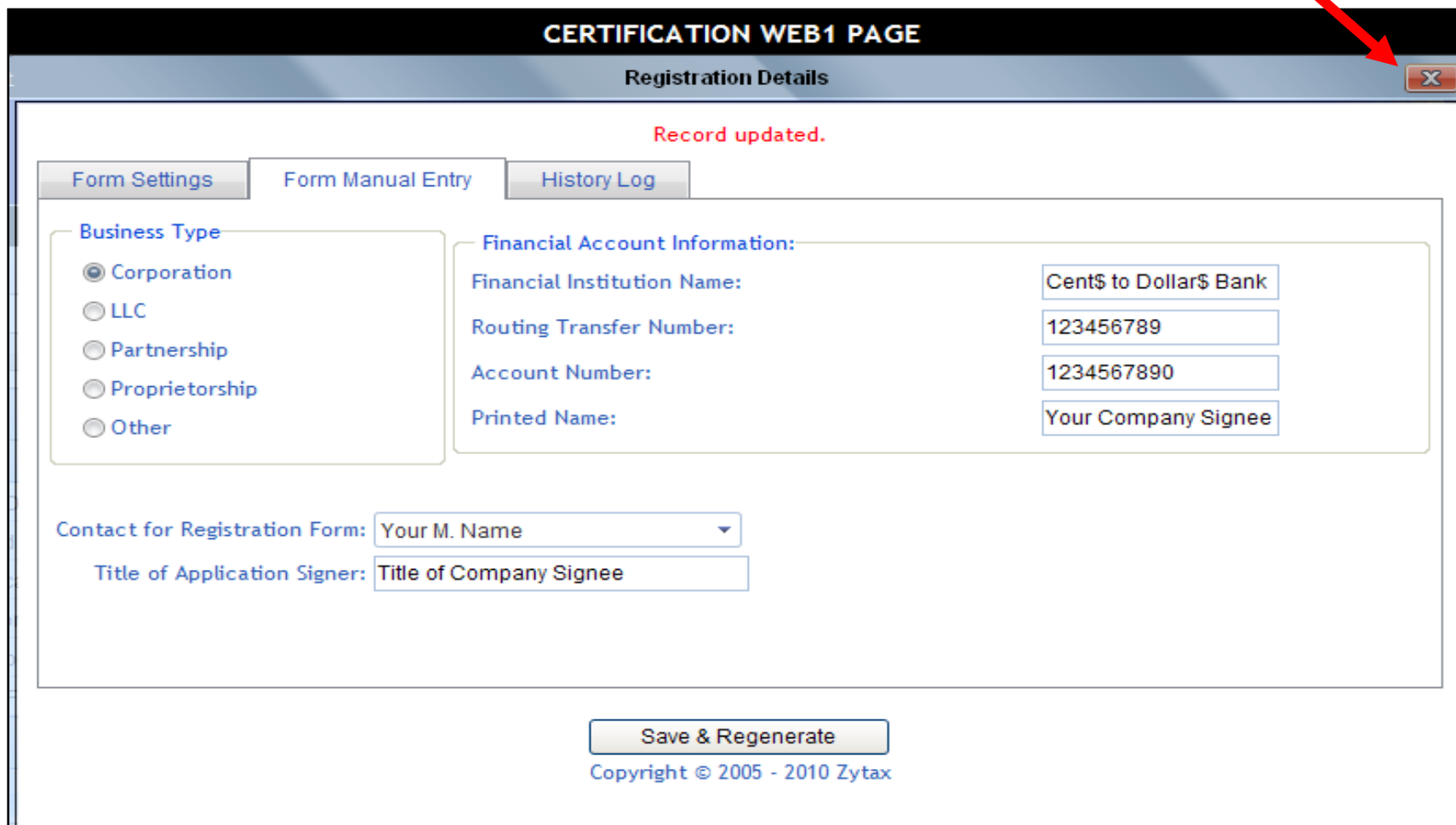
Save & Regenerate

Copyright © 2005 - 2010 Zytax



If the registration application form is filled out without any errors, the message “**Record updated.**” appears. [If there are any error messages, review your data / the History Log and adjust your data as needed.]

Close the registration application form by clicking on the Red **X**.



**CERTIFICATION WEB1 PAGE**

Registration Details

**Record updated.**

Form Settings | Form Manual Entry | History Log

**Business Type**

- ☒ Corporation
- ☐ LLC
- ☐ Partnership
- ☐ Proprietorship
- ☐ Other

**Financial Account Information:**

Financial Institution Name: Cent\$ to Dollar\$ Bank

Routing Transfer Number: 123456789

Account Number: 1234567890

Printed Name: Your Company Signee

Contact for Registration Form: Your M. Name

Title of Application Signer: Title of Company Signee


Save & Regenerate

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Go back to the Account Registrations screen to see the status of your application form. The Form Status should show the word “Passed”.

In the example below, the **Form Status** shows “Pending”. Click on the word **Refresh** until the Form Status changes to “Passed”.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

an official NEW HAMPSHIRE government website  
New Hampshire  
Department of Safety

Zytax HomeTax FilingMaintenanceAccount

Your Company: 55555555

Account Registrations

By | Filter | Refresh

Company Name	Description	Registration Type	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available	
Your Company	Motor Fuel Distributor Bond	Initial	Application Available	
Your Company	Biodiesel Distributor Application	Initial	Application Available	
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available	
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Pending	

Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 6 Change

Excel Export

Items 1 to 6 of 6

Click on Refresh until status changes to “Passed”.

Form Status shows “Pending”.

Once the Form Status is “Passed”, click on the registration application and select **View/Submit Registration**.

The screenshot displays the 'Account Registrations' interface. On the left, a table lists registration entries. The entry 'Your Company Registration for Electronic F...' is highlighted in orange, indicating its status is 'Passed'. A modal menu is open over this entry, showing four options: 'Generate Registration', 'View Registration Form', 'View/Submit Registration' (highlighted in yellow), and 'View Certificate'. A red arrow points from the 'View/Submit Registration' option in the modal to the same option in a smaller menu that appears on the right side of the interface. The background interface includes a table with columns for 'Company Name', 'Description', 'Registration Date', 'Obsolete Date', 'Form Status', and 'Approved Date'. The 'Form Status' column shows 'Passed' for the selected entry. At the bottom left, there are navigation buttons and an 'Export' button.

Company Name	Description
Your Company	Motor Fuel & Aviation Fuel Dis...
Your Company	Motor Fuel Distributor Bond
Your Company	Biodiesel Distributor Applica...
Your Company	Oil Discharge & Oil Pollution
Your Company	Motor Fuel & Petroleum Prod...
Your Company	Registration for Electronic F...

Registration Date	Obsolete Date	Form Status	Approved Date
		Passed	

Generate Registration  
View Registration Form  
**View/Submit Registration**  
View Certificate

Generate Registration  
View Registration Form  
**View/Submit Registration**  
View Certificate

Group By | Filter | Refresh  
Items 1 to 6 of 6

Excel Export

You may now submit the **Registration for Electronic Funds Transfer Payment**: 1) Click on the box to agree to the conditions, then 2) click on **Submit** to submit the Registration.

Account Registration Details

Registration Details

Registration Status:

Application Available

Account Type:

APEFT

Company Name:

Your Company

Registration Type:

Initial

Effective Date

N/A

Obsolete Date

N/A

License Number:

License Effective Date:

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:

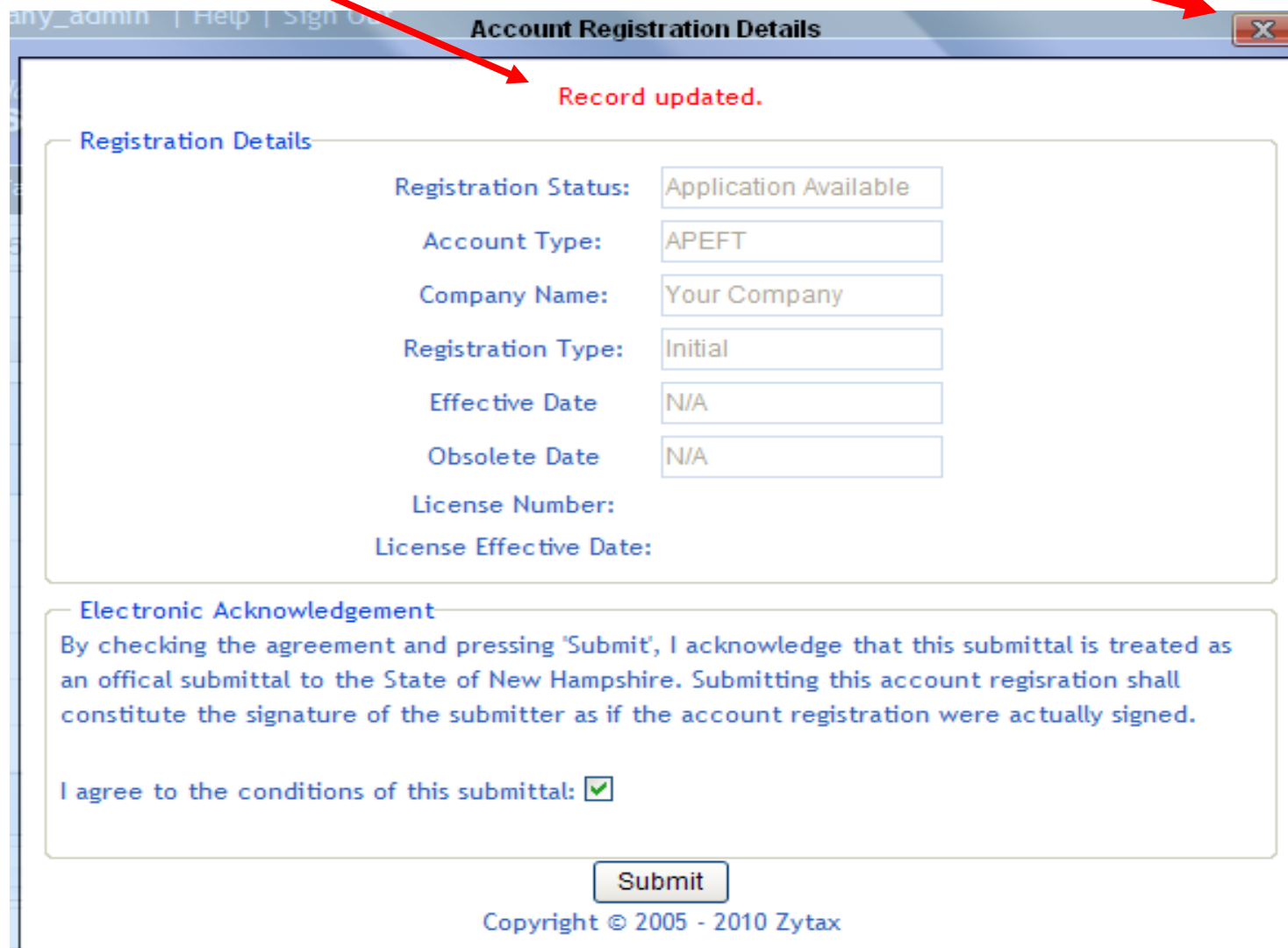
☒

Submit

Copyright © 2005 - 2010 Zytax

You will see **Record Updated** at the top of the screen. Your registration has been submitted.

Click on the Red **X** to close the screen.



The screenshot shows a web browser window titled "Account Registration Details". At the top, a red message "Record updated." is displayed. Below this, the "Registration Details" section contains a table of registration information. The "Electronic Acknowledgement" section includes a paragraph of text and a checked checkbox for agreement. A "Submit" button is located at the bottom of the form. Two red arrows are overlaid on the image: one points from the text "Record Updated" to the red message, and the other points from the text "Click on the Red X" to the close button in the window's title bar.

Registration Details	
Registration Status:	Application Available
Account Type:	APEFT
Company Name:	Your Company
Registration Type:	Initial
Effective Date	N/A
Obsolete Date	N/A
License Number:	
License Effective Date:	

**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**

Copyright © 2005 - 2010 Zytax

# The Account Registrations table shows the Registration Status is **Requested**.

Account Registrations							
Group By   Filter   Refresh							
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available				
Your Company	Motor Fuel Distributor Bond	Initial	Application Available				
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available				
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available				
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed	
Group By   Filter   Refresh							
Page: 1 of 1 Go Page Size: 6 Change				Items 1 to 6 of 6			
Excel Export							

Description	Registration Type	Registration Status
Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Motor Fuel Distributor Bond	Initial	Application Available
Biodiesel Distributor Application	Initial	Application Available
Oil Discharge & Oil Pollution Control Application	Initial	Application Available
Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Registration for Electronic Funds Transfer Payment	Initial	Requested

**The next example shows how to  
complete and submit the Motor Fuel &  
Aviation Fuel Distributor Application.**

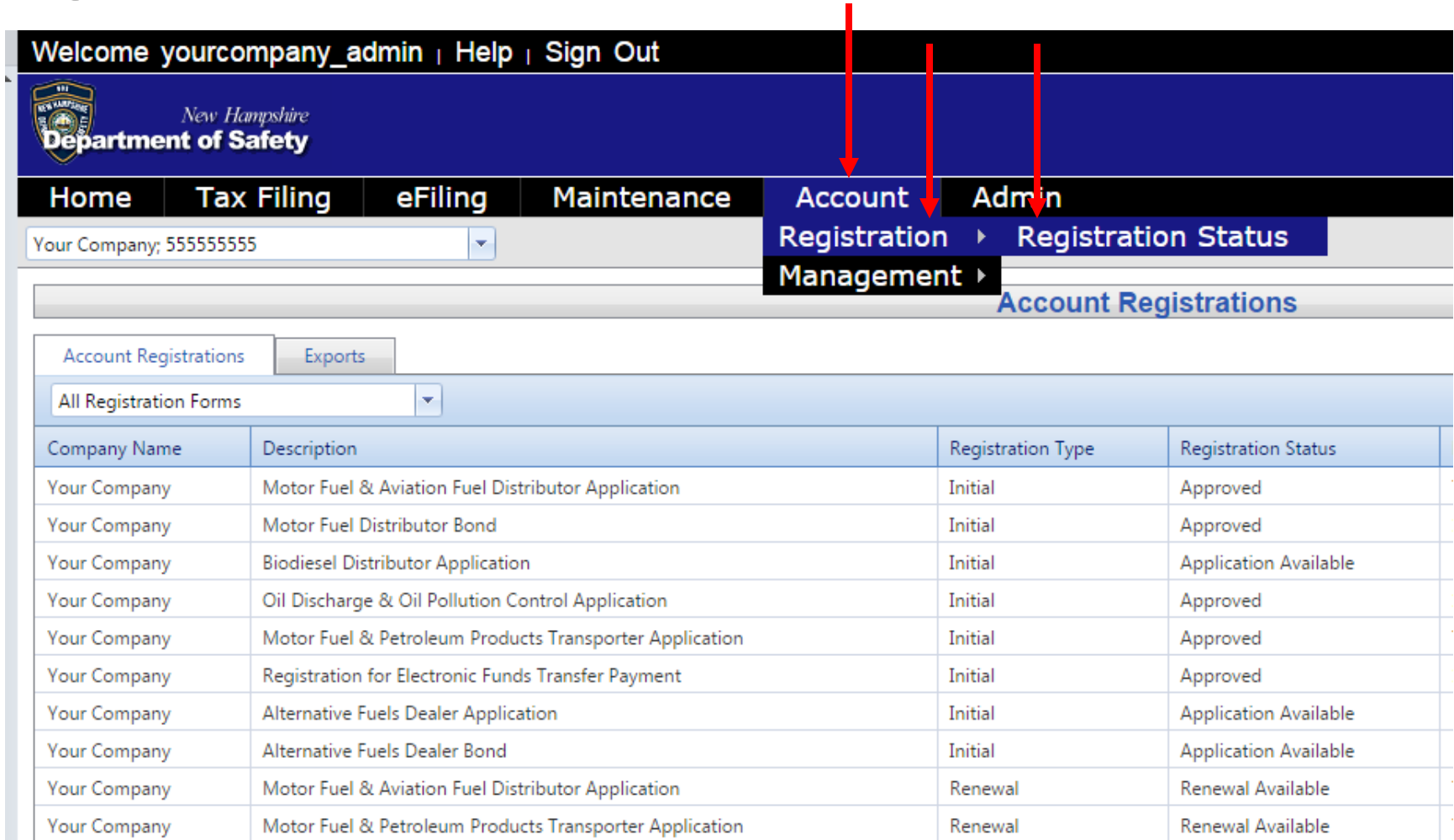
~

**NOTE:** Your company should fill out and electronically submit additional applications as required. **When you have completed and submitted all your applications, e-mail the office that your company has submitted the applications.**

Whenever a registration application is either approved or rejected, the NH AFTS system will inform your company via e-mail.

# Electronically completing and submitting the Motor Fuel & Aviation Fuel Distributor application

To start, click on **Account**, then **Registration**, then **Registration Status** as shown below.



Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

Home | Tax Filing | eFiling | Maintenance | **Account** | Admin

Your Company; 555555555

**Registration** ▶ **Registration Status**

**Management** ▶

Account Registrations

Account Registrations | Exports

All Registration Forms

Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved
Your Company	Motor Fuel Distributor Bond	Initial	Approved
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved
Your Company	Alternative Fuels Dealer Application	Initial	Application Available
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Renewal Available
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available



Click on the line with **Motor Fuel & Aviation Fuel Distributor Application** (in this case it is a “Renewal” application). Then click on **Generate Registration**; the form will appear.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

Home | Tax Filing | eFiling | Maintenance | Account | Admin

Your Company: 555555555

### Account Registrations

Account Registrations | Exports

All Registration Forms

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010	
Your Company	Biodiesel Distributor Application	Initial	Application Available		
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010	
Your Company	Alternative Fuels Dealer Application	Initial	Application Available		
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available		
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Renewal Available	7/1/2015	6/30/2016
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available		

Generate Registration Form

View Registration Form

View/Submit Registration

# Select **Form Manual Entry** tab to view the form.

Registration Details

Country: USA      Jurisdiction: NH  
Taxpayer Type: APMFD      Terminal Code:  
Start Period: 4/27/2016      Sequence: ORIGINAL

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

Country: United States  
Jurisdiction: New Hampshire  
Taxpayer Type: APMFD - Motor Fuel & Aviation Fuel Distributor Application  
Tracking Number:  
Begin Period Date: 4/27/2016  
End Period Date: 4/27/2016  
Sequence: 0  
Filed Date: Open

Tax Session Options

Locked: ☐  
Prepared by: djb\_admin      Taxpayer Group:  
Submission Type:  
Save Options

Save & Regenerate

Complete the form, starting with the top part: 1) Select your **Business Type**. 2) Enter the **Address Information**. 3) Enter **MFD License Information**. 4) Select the **Contact for Registration Form**. 5) Select the **Estimated Monthly Gallons imported**. 6) Enter the **Title of Application Signer**. *(continued)*

The screenshot shows a web form with four tabs at the top: "Form Settings", "Form Manual Entry", "History Log", and "Scheduled Tasks". The "Form Manual Entry" tab is active. The form is divided into several sections, with numbered boxes and red arrows indicating the sequence of completion:

- 1)** A box labeled "1)" with a red arrow pointing to the "Business Type" section. This section contains radio buttons for "Corporation", "LLC", "Partnership", "Proprietorship", and "Other".
- 2)** A box labeled "2)" with a red arrow pointing to the "Locations Where Records Will Be Available For Audit" section. This section contains input fields for "Street Address 1", "Street Address 2", "City / Town", "Country" (a dropdown menu currently showing "United States"), "State" (a dropdown menu currently showing "Select a Jurisdiction"), and "Zip Code".
- 3)** A box labeled "3)" with a red arrow pointing to the "Enter MFD License if licensed in:" section. This section contains checkboxes for "Connecticut", "Maine", "Massachusetts", "Rhode Island", and "Vermont".
- 4)** A box labeled "4)" with a red arrow pointing to the "Contact for Registration Form:" section. This section contains a dropdown menu currently showing "Select a Taxpayer Contact".
- 5)** A box labeled "5)" with a red arrow pointing to the "Estimated monthly gallons imported into New Hampshire:" section. This section contains a numeric input field currently showing "0".
- 6)** A box labeled "6)" with a red arrow pointing to the "Title of Application Signer:" section. This section contains a text input field.

Continue completing the form.

7) Principal Officers - **Fill in the requested information.** Continue with additional principal officers as required.

Principal Officers

First Officer

Name:

Title:

Resident Address:

City / Town:

Country:

United States

State:

Select a Jurisdiction

Zip:

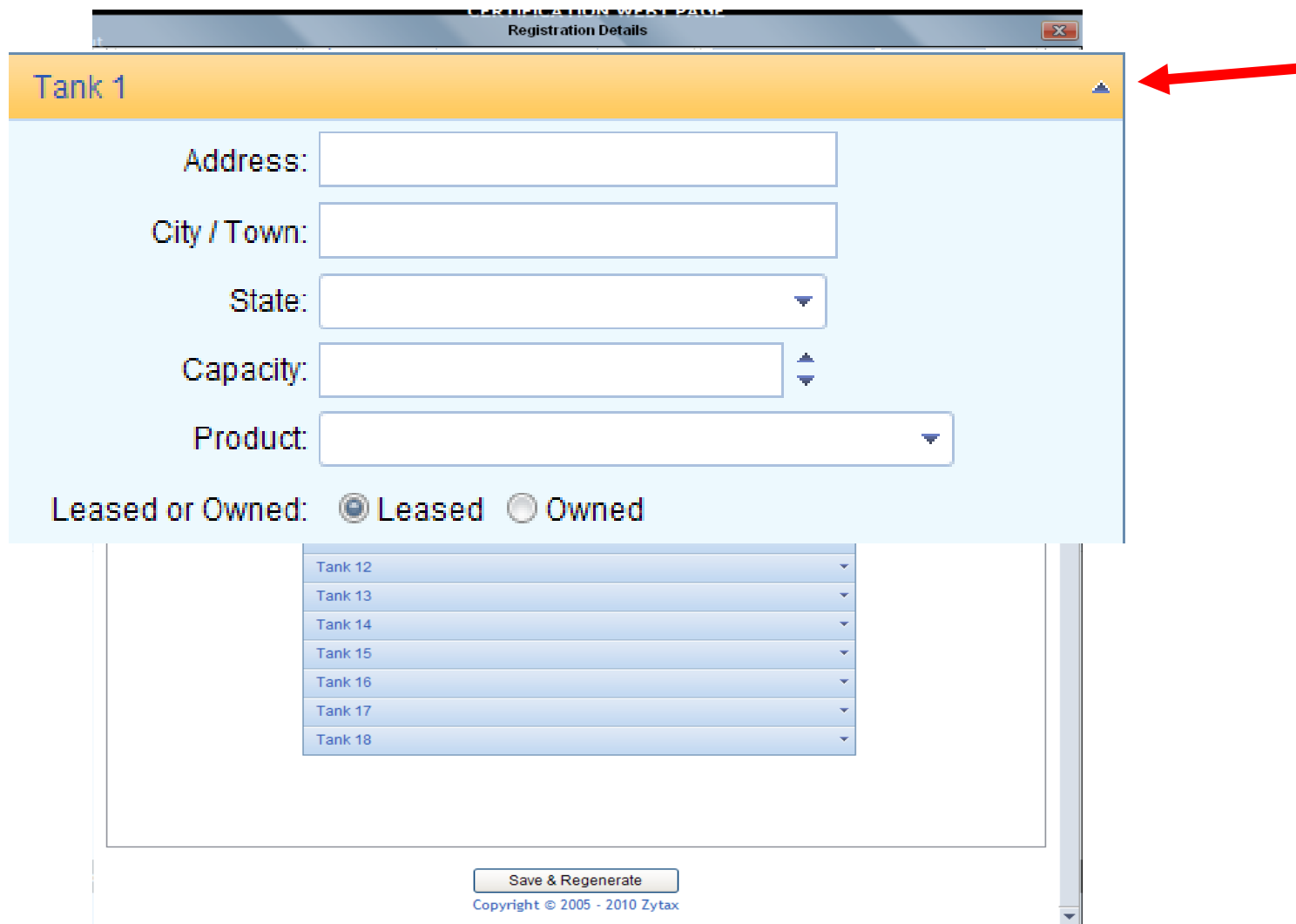
Second Officer

Third Officer

Fourth Officer

Continue completing the form.

8) If your company has NH Bulk Storage Facilities, start by clicking on Tank 1. **Fill in the requested information.** Continue with additional tanks as required.



The screenshot shows a web application window titled "Registration Details". Inside, there is a section for "Tank 1" with a yellow header. A red arrow points to this header. Below the header, there are several input fields: "Address:", "City / Town:", "State:" (a dropdown menu), "Capacity:" (a text box with up/down arrows), and "Product:" (a dropdown menu). Below these fields, there are two radio buttons labeled "Leased or Owned:", with "Leased" selected. At the bottom of the form, there is a list of tanks from "Tank 12" to "Tank 18", each with a dropdown arrow. At the very bottom of the window, there is a "Save & Regenerate" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

Registration Details

Tank 1

Address:

City / Town:

State:

Capacity:

Product:

Leased or Owned: ☒ Leased ☐ Owned

Tank 12  
Tank 13  
Tank 14  
Tank 15  
Tank 16  
Tank 17  
Tank 18

Save & Regenerate

Copyright © 2005 - 2010 Zytax

9) After all your company information has been entered, click **Save and Regenerate** to save the information in the form.

be advised that this software only supports browsers that still receive automatic fixes, updates, or on

Registration Details

Principal Officers

Country: United States

State: New Hampshire

Zip: 03305

Second Officer

Third Officer

Fourth Officer

Tank 1

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

New Hampshire Bulk Storage Facilities

Save & Regenerate

If the registration application form is filled out without any errors, the message “**Return generation request was made.**” appears. [If there are any error messages, review your data / the History Log and adjust your data as needed.]

Close the registration application form by clicking on the Red **X**.

Registration Details

Return generation request was made.

Country: USA      Jurisdiction: NH  
Taxpayer Type: APMFD      Terminal Code:  
Start Period: 4/27/2016      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: Your Address  
Street Address 2: Your Address 2  
City / Town: Your City  
Country: United States  
State: New Hampshire  
Zip Code: 03305

Enter MFD License if licensed in:

- ☒ Connecticut: CT1245
- ☐ Maine
- ☒ Massachusetts: 12MAH345
- ☐ Rhode Island
- ☐ Vermont

Contact for Registration Form: Your M. Name  
Estimated monthly gallons imported into New Hampshire: 50,000  
Title of Application Signer: CEO

Principal Officers

First Officer

Name: Your first officer  
Title: First Officer  
Resident Address: First Officer's Address  
City / Town: First Officer's City/Town  
Country: United States  
State: New Hampshire  
Zip: 03305

Second Officer

Close (Red X)

Go back to the Account Registrations screen to see the status of your application form. The Form Status should show the word “Passed”. [If the **Form Status** shows “Pending”, click on the word **Refresh** until the Form Status changes to “Passed”.]

You next need to submit the registration application.

Home	Tax Filing	eFiling	Maintenance	Account	Admin
Your Company;	Tax Sessions				
	Transactions				
	Transactions Validation				
	View Tax Return				
Account Res				Account Registrations	
All Registration Forms					By   Filter   Refresh
Company Name	Description	Registration	Status	Approved Date	
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010	
Your Company	Biodiesel Distributor Application	Initial	Application Available		
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010	
Your Company	Alternative Fuels Dealer Application	Initial	Application Available		
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available		
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Renewal Available	7/1/2015	6/30/2016
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015	6/30/2016

*If needed, click **Refresh** until status changes to “Passed”.*

Form Status shows “Passed”.



Once the Form Status is “Passed”, click on the registration application and select **View/Submit Registration**.

**Account Registrations**

Account Registrations | Exports

All Registration Forms

Columns | Group By | Filter | Refresh

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Motor Fuel Distributor B			10/30/2010		Passed	10/30/2010
Your Company	Biodiesel Distributor App						
Your Company	Oil Discharge & Oil Pollu			10/30/2010		Passed	10/30/2010
Your Company	Motor Fuel & Petroleum			7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Registration for Electroni			10/30/2010		Passed	10/30/2010
Your Company	Alternative Fuels Dealer A						
Your Company	Alternative Fuels Dealer B						
Your Company	Motor Fuel & Aviation Fu			7/1/2015	6/30/2016	Passed	
Your Company	Motor Fuel & Petroleum						

**Generate Registration**  
**View Registration Form**  
**View/Submit Registration**  
**View Certificate**

**Generate Registration Form**  
**View Registration Form**  
**View/Submit Registration**

Group By | Filter | Refresh

You may now submit the Motor Fuel & Aviation Fuel Distributor Application. Click on the box to agree to the conditions, then click on **Submit** to submit the Registration.

The screenshot shows a web browser window titled "Account Registration Details". The form is divided into two main sections: "Registration Details" and "Electronic Acknowledgement".

**Registration Details:**

Registration Status:	Renewal Available
Account Type:	APMFD
Company Name:	Your Company
Registration Type:	Renewal
Effective Date	7/1/2015
Obsolete Date	6/30/2016
License Number:	YourCo1
License Effective Date:	7/1/2010

**Electronic Acknowledgement:**

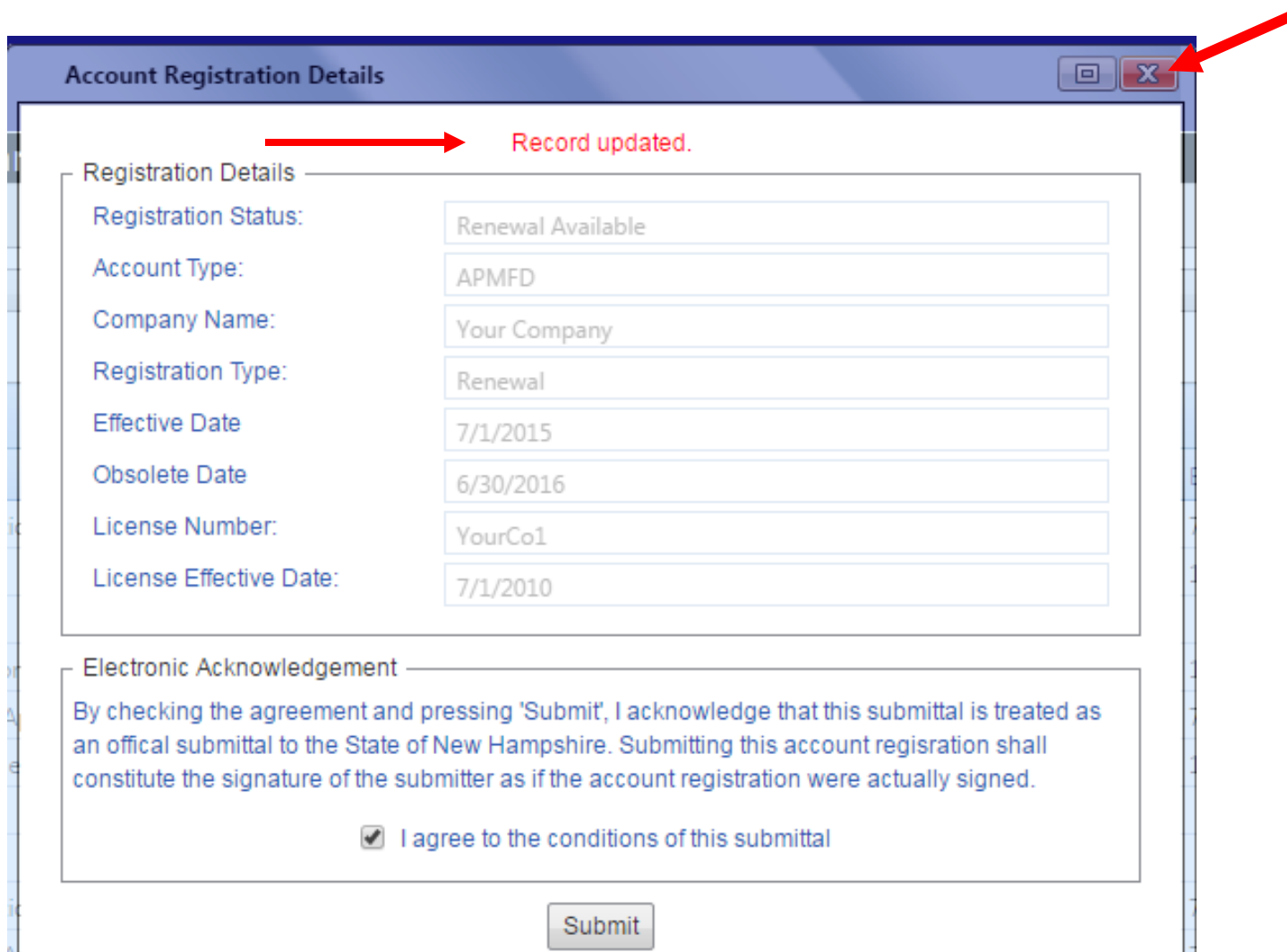
By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

☒ I agree to the conditions of this submittal

**Submit**

Two red arrows are present: one points to the checkbox in the "Electronic Acknowledgement" section, and the other points to the "Submit" button at the bottom of the form.

You will see **Record Updated** at the top of the screen. Your registration has been submitted. Click on the Red **X** to close the screen.



The screenshot shows a web browser window titled "Account Registration Details". At the top right of the window, there are standard window control buttons: a maximize button, a close button (a red square with a white 'X'), and a help button. A red arrow points to the close button. Below the title bar, a red arrow points to the text "Record updated." in red. The main content area is divided into two sections. The first section, "Registration Details", contains a table of registration information. The second section, "Electronic Acknowledgement", contains a paragraph of text and a checkbox labeled "I agree to the conditions of this submittal". At the bottom center of the window is a "Submit" button.

Registration Details	
Registration Status:	Renewal Available
Account Type:	APMFD
Company Name:	Your Company
Registration Type:	Renewal
Effective Date	7/1/2015
Obsolete Date	6/30/2016
License Number:	YourCo1
License Effective Date:	7/1/2010

**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

# The Account Registrations table shows the Registration Status is **Requested**.

Account Registrations							
Account Registrations Exports							
All Registration Forms		Columns   Group By   Filter   Refresh					
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Alternative Fuels Dealer Application	Initial	Application Available				
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available				
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested	7/1/2015	6/30/2016	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015	6/30/2016		

Account Registrations			
Account Registrations Exports			
All Registration Forms			
Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved
Your Company	Motor Fuel Distributor Bond	Initial	Approved
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved
Your Company	Alternative Fuels Dealer Application	Initial	Application Available
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available

**The next example shows how to  
complete and submit the Motor Fuel  
Distributor Bond application.**

~


**NOTE:** Your company should fill out and electronically submit additional applications as required. **When you have completed and submitted all your applications, e-mail the office that your company has submitted the applications.**

Whenever a registration application is either approved or rejected, the NH AFTS system will inform your company via e-mail.

# Electronically completing and submitting the Motor Fuel Distributor Bond application

Click on **Account**, then **Registration**, then **Registration Status** as shown below.

Welcome yourcompany\_admin | Help | Sign Out

 *New Hampshire*  
**Department of Safety**

Zytax Home Tax Filing Maintenance **Account** Registration **Registration Status**

Your Company; 5555555! ▾

**Account Registrations**


Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Your Company	Motor Fuel Distributor Bond	Initial	Application Available
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Application Available

Page: 1 of 1 Go Page Size: 6 Change

Excel ▾ Export

Click on the line with **Motor Fuel Distributor Bond**. Then click on **Generate Registration**; the form will appear.

Welcome yourcompany\_admin | Help | Sign Out



New Hampshire  
Department of Safety

an official

New Hampshire  
Departm

Zytax Home

Tax Filing

Maintenance

Account

Your Company; 5555555!

Account Registrations

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available		
Your Company	Motor Fuel Distributor Bond	Initial	Application Available		
Your Company	Biodiesel Distributor Application	Initial	Application Available		
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Requested		
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available		
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested		

Generate Registration

View Registration Form

View/Submit Registration

View Certificate

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1

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Page: 1 of 1 Go Page Size: 6 Change

Excel Export

Complete the form. [Note: use a two-character state abbreviation for Surety State and Incorporated state, i.e., **NH**, **MA**, etc.]

Registration Details

Form Settings Form Manual Entry History Log

Field	Value / Override System Value
Surety Company Name	<input type="text"/>
Surety Address 1	<input type="text"/>
Surety Address 2	<input type="text"/>
Surety City/Town	<input type="text"/>
Surety State	<input type="text"/>
Surety Zip code	<input type="text"/>
Incorporated under the laws of the state of:	<input type="text"/>
Bond Amount	0.00 <input type="text"/>
Signed, Sealed, and Delivered date	<input type="text"/> 
Principal Name	<input type="text"/>
Witness Name	<input type="text"/>
Principal Title	<input type="text"/>
Principal Company	<input type="text"/>
NH Licensed Agent Name	<input type="text"/>
NH Licensed Agent Attorney Name	<input type="text"/>
NH Licensed Agent Attorney Title	<input type="text"/>

Save & Regenerate

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# Example of filled in Motor Fuel Distributor Bond application.

Registration Details		
Form Settings	Form Manual Entry	History Log
Field	Value / Override System Value	
Surety Company Name	Your Bank	
Surety Address 1	Your Bank's address line 1	
Surety Address 2	Your Bank's address line 2	
Surety City/Town	Your Bank's city/town	
Surety State	NH	
Surety Zip code	03305	
Incorporated under the laws of the state of:	NH	
Bond Amount	10,000.00	
Signed, Sealed, and Delivered date	7/1/2010	
Principal Name	Your Principal's Name	
Witness Name	Your Witness' Name	
Principal Title	Your Principal's Name	
Principal Company	Your Principal's Company	
NH Licensed Agent Name	Your NH Agent's Name	
NH Licensed Agent Attorney Name	Your NH Agent Attorney's Name	
NH Licensed Agent Attorney Title	Your NH Agent Attorney's Title	

Save & Regenerate


Copyright © 2005 - 2010 Zytax


After all your company information has been entered, click **Save and Regenerate** to save the information in the form.

**CERTIFICATION WEB1 PAGE**

Registration Details

Form Settings Form Manual Entry History Log

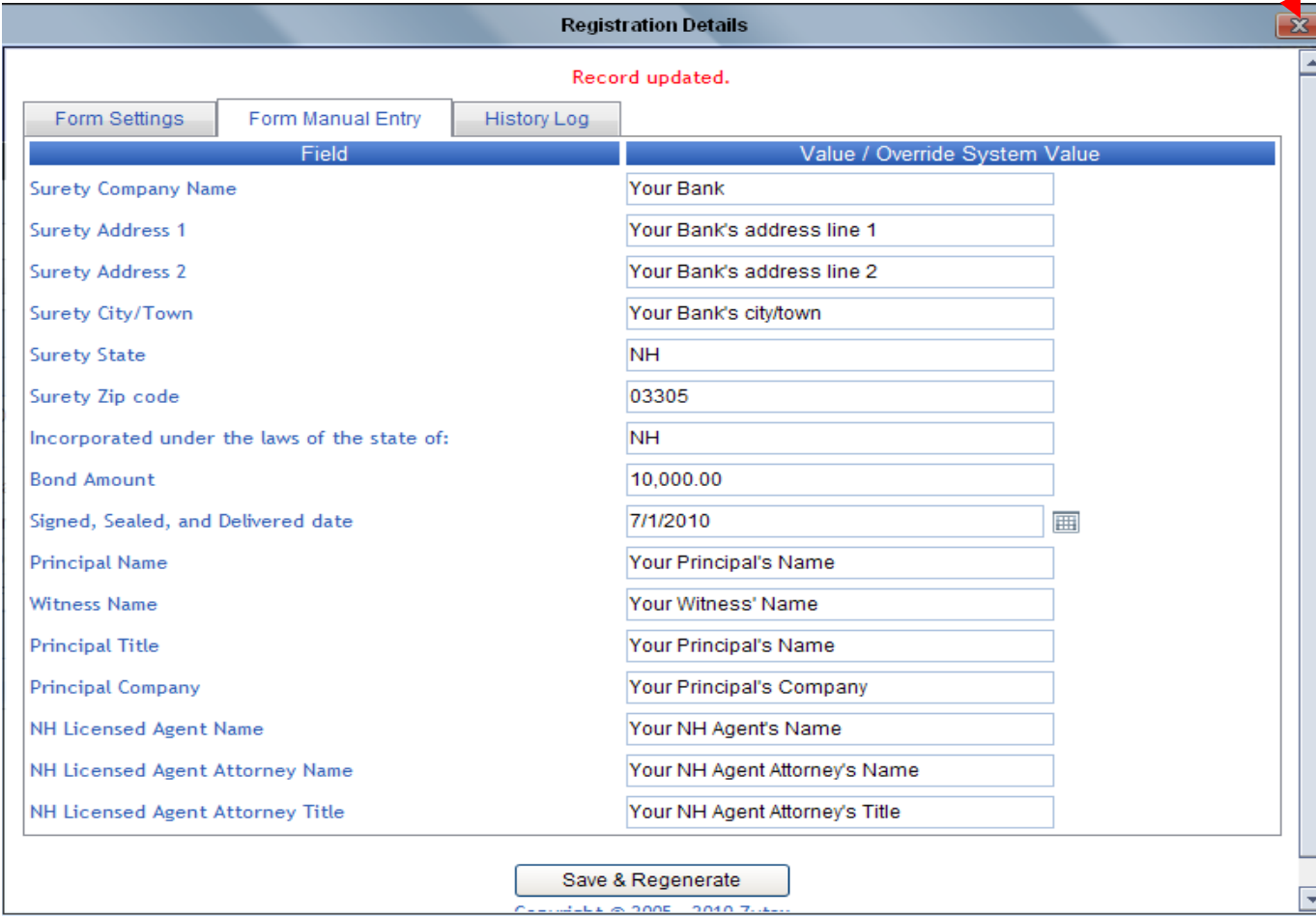
Field	Value / Override System Value
Surety Company Name	<input type="text" value="Your Bank"/>
Surety Address 1	<input type="text" value="Your Bank's address line 1"/>
Surety Address 2	<input type="text" value="Your Bank's address line 2"/>
Surety City/Town	<input type="text" value="Your Bank's city/town"/>
Surety State	<input type="text" value="NH"/>
Surety Zip code	<input type="text" value="03305"/>
Incorporated under the laws of the state of:	<input type="text" value="NH"/>
Bond Amount	<input type="text" value="10,000.00"/>
Signed, Sealed, and Delivered date	<input type="text" value="7/1/2010"/> 
Principal Name	<input type="text" value="Your Principal's Name"/>
Witness Name	<input type="text" value="Your Witness' Name"/>
Principal Title	<input type="text" value="Your Principal's Name"/>
Principal Company	<input type="text" value="Your Principal's Company"/>
NH Licensed Agent Name	<input type="text" value="Your NH Agent's Name"/>
NH Licensed Agent Attorney Name	<input type="text" value="Your NH Agent Attorney's Name"/>
NH Licensed Agent Attorney Title	<input type="text" value="Your NH Agent Attorney's Title"/>



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If the registration application form is filled out without any errors, the message “**Record updated.**” appears. [If there are any error messages, review your data / the History Log and adjust your data as needed.]

Close the **Motor Fuel Distributor Bond** form by clicking on the Red **X**.



The screenshot shows a window titled "Registration Details" with a red "X" close button in the top right corner, indicated by a red arrow. The window displays a "Record updated." message in red text. Below the message are three tabs: "Form Settings", "Form Manual Entry", and "History Log". The "Form Manual Entry" tab is selected, showing a table with two columns: "Field" and "Value / Override System Value". The table contains the following data:


Field	Value / Override System Value
Surety Company Name	Your Bank
Surety Address 1	Your Bank's address line 1
Surety Address 2	Your Bank's address line 2
Surety City/Town	Your Bank's city/town
Surety State	NH
Surety Zip code	03305
Incorporated under the laws of the state of:	NH
Bond Amount	10,000.00
Signed, Sealed, and Delivered date	7/1/2010
Principal Name	Your Principal's Name
Witness Name	Your Witness' Name
Principal Title	Your Principal's Name
Principal Company	Your Principal's Company
NH Licensed Agent Name	Your NH Agent's Name
NH Licensed Agent Attorney Name	Your NH Agent Attorney's Name
NH Licensed Agent Attorney Title	Your NH Agent Attorney's Title

At the bottom of the window is a "Save & Regenerate" button. The copyright notice at the bottom reads "Copyright © 2005 - 2010 Zebra".

Go back to the Account Registrations screen to see the status of your application form. The Form Status should show the word “Passed”. [If the **Form Status** shows “Pending”, click on the word **Refresh** until the Form Status changes to “Passed”.]

You next need to submit the Motor Fuel Distributor Bond application.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

an official NEW HAMPSHIRE government website  
New Hampshire  
Department of Safety

Zytax HomeTax FilingMaintenanceAccount

Your Company; 5555555!

Account Registrations

If needed, click **Refresh** until status changes to “Passed”.

Company Name	Description	Registration Type	Application Status	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available		
Your Company	Motor Fuel Distributor Bond	Initial	Application Available	Passed	
Your Company	Biodiesel Distributor Application	Initial	Application Available		
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Requested	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available		
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested	Passed	

Form Status shows “Passed”.

Group By | Filter | Refresh

Items 1 to 6 of 6

Once the Form Status is “Passed”, click on the registration application and select **View/Submit Registration**.

The screenshot displays the 'Account Registrations' interface. On the left, a table lists various registrations, including 'Motor Fuel & Aviation Fuel Distribution', 'Motor Fuel Distributor Bond', 'Biodiesel Distributor Application', 'Oil Discharge & Oil Pollution', 'Motor Fuel & Petroleum Products', and 'Registration for Electronic Fuel Injection'. The second row is highlighted in orange, indicating a 'Passed' status. A modal menu is open over this row, showing options: 'Generate Registration', 'View Registration Form', 'View/Submit Registration' (highlighted in yellow), and 'View Certificate'. A red arrow points to the 'View/Submit Registration' option. In the background, another table shows a list of registrations with columns for 'Registration Date', 'Obsolete Date', 'Form Status', and 'Approved Date'. The third row in this background table is also highlighted in orange and marked as 'Passed'. A second red arrow points to the 'Submit Registration' option in the background table's context menu. The interface includes navigation controls at the bottom left and an 'Export' button.

Company Name	Description
Your Company	Motor Fuel & Aviation Fuel Distribution
Your Company	Motor Fuel Distributor Bond
Your Company	Biodiesel Distributor Application
Your Company	Oil Discharge & Oil Pollution
Your Company	Motor Fuel & Petroleum Products
Your Company	Registration for Electronic Fuel Injection

Registration Date	Obsolete Date	Form Status	Approved Date
		Passed	
		Passed	
		Passed	

You may now submit the Motor Fuel Distributor Bond. Click on the box to agree to the conditions, then click on **Submit** to submit the Registration.

Account Registration Details

Registration Details

Registration Status:

Application Available

Account Type:

BNMFD

Company Name:

Your Company

Registration Type:

Initial

Effective Date

N/A

Obsolete Date

N/A

License Number:

License Effective Date:

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

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You will see **Record Updated** at the top of the screen. Your registration has been submitted. Click on the Red **X** to close the screen.



The screenshot shows a web application window titled "Account Registration Details". A red arrow points to a red "X" button in the top right corner of the window. Below the title bar, a red arrow points to a red message that says "Record updated.". The main content area is divided into two sections. The first section, titled "Registration Details", contains a list of registration information: "Registration Status: Application Available", "Account Type: BNMFD", "Company Name: Your Company", "Registration Type: Initial", "Effective Date: N/A", "Obsolete Date: N/A", "License Number:", and "License Effective Date:". The second section, titled "Electronic Acknowledgement", contains a paragraph of text: "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." Below this text is a checkbox labeled "I agree to the conditions of this submittal:" which is checked. At the bottom of the form is a "Submit" button. At the very bottom of the page is the copyright notice "Copyright © 2005 - 2010 Zytax".

Account Registration Details

Record updated.

Registration Details

Registration Status: Application Available

Account Type: BNMFD

Company Name: Your Company

Registration Type: Initial

Effective Date: N/A

Obsolete Date: N/A

License Number:

License Effective Date:

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

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# The Account Registrations table shows the Registration Status is **Requested**.

Account Registrations

Group By | Filter | Refresh

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

Group By | Filter | Refresh

« 1 »

Page: 1 of 1 Go Page Size: 6 Change

Items 1 to 6 of 6

Excel

Export

Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Your Company	Motor Fuel Distributor Bond	Initial	Requested
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Requested
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested



**The next example shows how to  
complete and submit the Oil Discharge &  
Oil Pollution Control Application.**

~

**NOTE:** Your company should fill out and electronically submit additional applications as required. **When you have completed and submitted all your applications, e-mail the office that your company has submitted the applications.**

Whenever a registration application is either approved or rejected, the NH AFTS system will inform your company via e-mail.

# Electronically completing and submitting the Oil Discharge & Oil Pollution Control Application

Click on **Account**, then **Registration**, then **Registration Status** as shown below.

The screenshot shows the Zytax Home interface for a user named 'yourcompany\_admin'. The navigation menu includes links for Zytax Home, Tax Filing, Maintenance, Account, and Registration. The 'Registration' link is highlighted, and the 'Registration Status' link is also highlighted. A dropdown menu for 'Your Company; 5555555!' is visible. The main content area displays 'Account Registrations' with a table of registration details.


Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Your Company	Motor Fuel Distributor Bond	Initial	Application Available
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Application Available

Page: 1 of 1 Go Page Size: 6 Change

Excel Export

Click on the line with **Oil Discharge & Oil Pollution Control Application**. Then click on **Generate Registration**; the form will appear.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

an official NEW H

New Hampshire  
Department

Zytax HomeTax FilingMaintenanceAccount

Your Company; 5555555!

Account Registrations

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Stat
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available			
Your Company	Motor Fuel Distributor Bond	Initial	Application Available			
Your Company	Biodiesel Distributor Application	Initial	Application Available			
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Application Available			
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available			
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested			

Generate Registration

View Registration Form

View/Submit Registration

View Certificate

⏪ ⏩ 1 ⏪ ⏩

Page: 1 of 1 Go Page Size: 6 Change

Excel Export

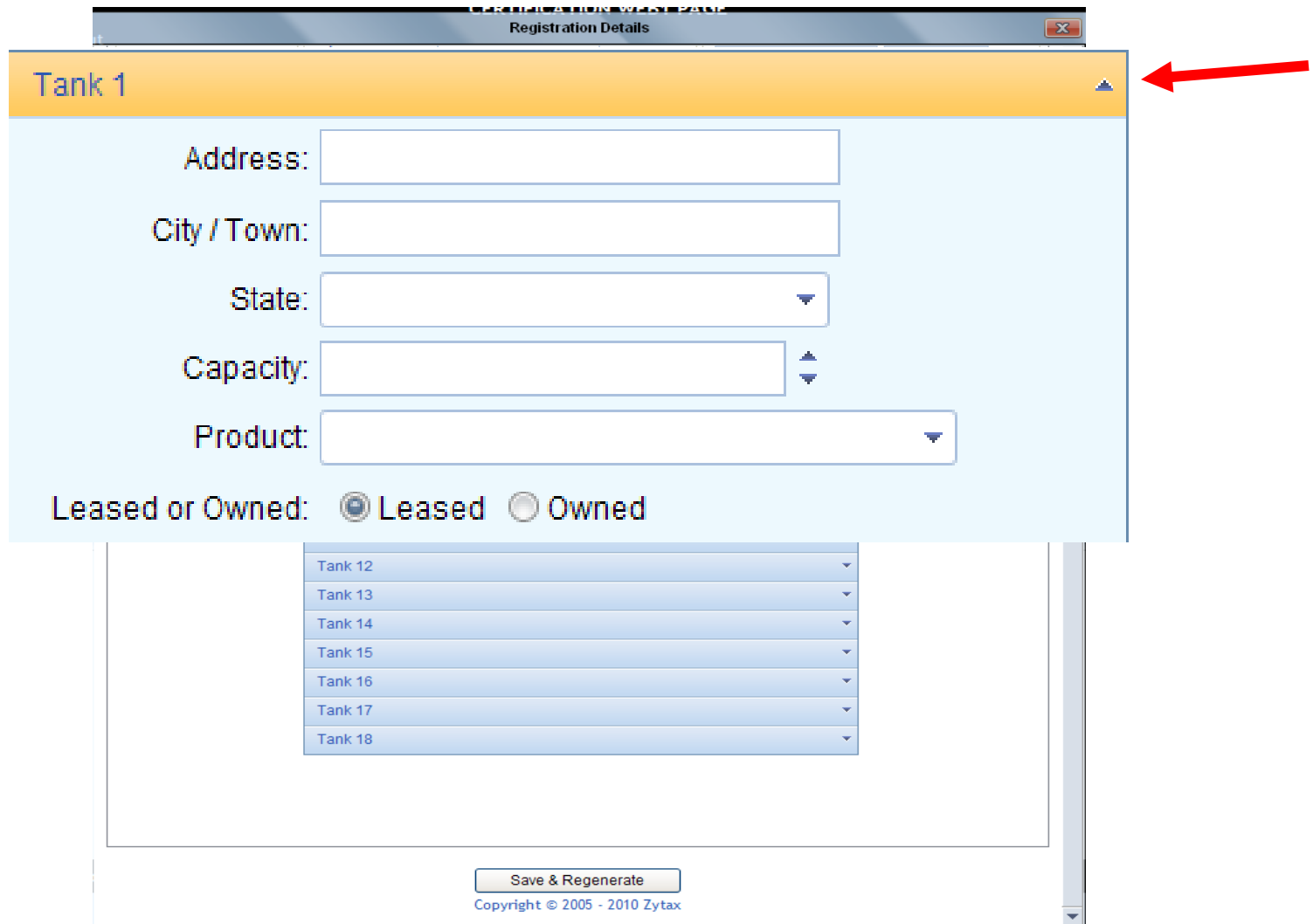
Complete the form, starting with the top part: 1) Select your **Business Type**. 2) Enter your **Address Information**. 3) Select the **Estimated Gallons Per Year** for each product type. 4) Select the **Contact for Registration Form**. 5) Enter the **Title of Application Signer**.  
(continued)

The screenshot shows a web-based registration form with three tabs at the top: "Form Settings", "Form Manual Entry", and "History Log". The form is divided into several sections, with numbered boxes and red arrows indicating the sequence of completion:

- 1)** A box labeled "1)" with a red arrow pointing to the "Business Type" section. This section contains five radio button options: "Corporation" (selected), "LLC", "Partnership", "Proprietorship", and "Other".
- 2)** A box labeled "2)" with a red arrow pointing to the "Locations Where Records Will Be Available For Audit" section. This section contains five text input fields: "Street Address 1", "Street Address 2", "City / Town", "State" (a dropdown menu), and "Zip Code".
- 3)** A box labeled "3)" with a red arrow pointing to the "Estimated Gallons Per Year:" section. This section is highlighted with a red border and contains seven rows, each with a fuel type and a numeric input field: "Automotive:", "Aviation:", "Diesel:", "Jet Fuel:", "Heating Oil:", "Other Fuel (1) Desc.", "Other Fuel (2) Desc.", and "Other Fuel (3) Desc.". Each input field currently shows the value "0".
- 4)** A box labeled "4)" with a red arrow pointing to the "Contact for Registration Form:" dropdown menu.
- 5)** A box labeled "5)" with a red arrow pointing to the "Title of Application Signer:" text input field.

Continue completing the form.

6) If your company has NH Bulk Storage tanks, start by clicking on Tank 1. **Fill in the requested information.** Continue with additional tanks as required.



The screenshot shows a web application window titled "Registration Details". Inside, there is a section for "Tank 1" with a yellow header. A red arrow points to the right side of this header. Below the header, there are several input fields: "Address:", "City / Town:", "State:" (a dropdown menu), "Capacity:" (a text input with up/down arrows), and "Product:" (a dropdown menu). Below these fields, there are two radio buttons labeled "Leased" and "Owned", with "Leased" being selected. At the bottom of the form, there is a list of tanks from "Tank 12" to "Tank 18", each with a dropdown arrow. At the very bottom of the window, there is a "Save & Regenerate" button and a copyright notice: "Copyright © 2005 - 2010 Zytax".

Registration Details

Tank 1

Address:

City / Town:

State:

Capacity:

Product:

Leased or Owned: ☒ Leased ☐ Owned

Tank 12

Tank 13

Tank 14

Tank 15

Tank 16

Tank 17

Tank 18

Save & Regenerate

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# Example of filled in Oil Discharge and Pollution Control Application

Registration Details CERTIFICATION WEB1 PAGE

Form Settings Form Manual Entry History Log

**Business Type**

- ☒ Corporation
- ☐ LLC
- ☐ Partnership
- ☐ Proprietorship
- ☐ Other

**Locations Where Records Will Be Available For**

Street Address 1: Your Address

Street Address 2: Your Address 2

City / Town: Your City

State: New Hampshire

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: Your M. Name

Title of Application Signer: CEO

**Tank 1**

Address: Tank Address

City / Town: Tank City

State: New Hampshire

Capacity: 400,000

Product: 065 - Gasoline

Leased or Owned: ☒ Leased ☐ Owned

Tank 2

Tank 3

Tank 4

Tank 5

Tank 6

Tank 7

Tank 8

Tank 9

Tank 10

New Hampshire Bulk Storage Facilities

7) After all your company information has been entered, click **Save and Regenerate** to save the information in the form.

CERTIFICATION WEB PAGE

Registration Details

Other Fuel (2) Desc. 0

Other Fuel (3) Desc. 0

Contact for Registration Form:

Title of Application Signer:

New Hampshire Bulk Storage Facilities

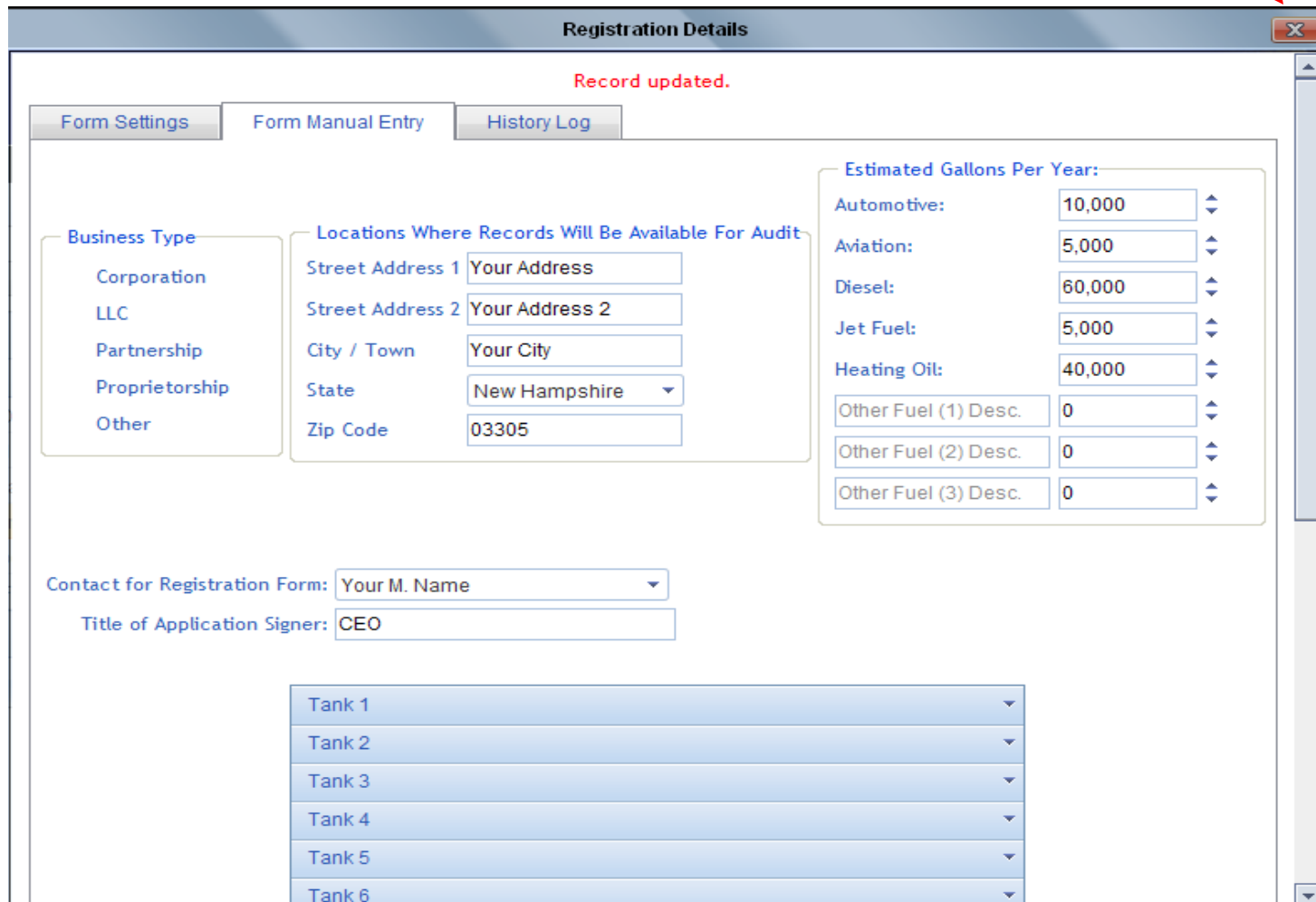
Tank 1	▼
Tank 2	▼
Tank 3	▼
Tank 4	▼
Tank 5	▼
Tank 6	▼
Tank 7	▼
Tank 8	▼
Tank 9	▼
Tank 10	▼
Tank 11	▼
Tank 12	▼
Tank 13	▼
Tank 14	▼
Tank 15	▼
Tank 16	▼
Tank 17	▼
Tank 18	▼

Save & Regenerate

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If the registration application form is filled out without any errors, the message “**Record updated.**” appears. [If there are any error messages, review your data / the History Log and adjust your data as needed.]

Close the registration application form by clicking on the Red **X**.



The screenshot shows a web application window titled "Registration Details". At the top right of the window is a red "X" button for closing. Below the title bar, a red message "Record updated." is displayed. The main content area has three tabs: "Form Settings", "Form Manual Entry", and "History Log". The "Form Settings" tab is active, showing a form with the following sections:

- Business Type:** A list of radio buttons for Corporation, LLC, Partnership, Proprietorship, and Other.
- Locations Where Records Will Be Available For Audit:** A form with fields for Street Address 1 (Your Address), Street Address 2 (Your Address 2), City / Town (Your City), State (New Hampshire), and Zip Code (03305).
- Estimated Gallons Per Year:** A table with fuel types and their corresponding gallon amounts.
- Contact for Registration Form:** A dropdown menu showing "Your M. Name".
- Title of Application Signer:** A text field containing "CEO".
- Tank List:** A list of six tanks, each with a dropdown arrow.

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

Tank
Tank 1
Tank 2
Tank 3
Tank 4
Tank 5
Tank 6



Go back to the Account Registrations screen to see the status of your application form. The Form Status should show the word “Passed”. [If the **Form Status** shows “Pending”, click on the word **Refresh** until the Form Status changes to “Passed”.]

You next need to submit the registration application.

WELCOME yourcompany\_admin | Help | Sign Out

an official NEW HAMPSHIRE government website

New Hampshire  
Department of Safety

Zytax Home Tax Filing Maintenance Account

Your Company: 5555555!

Account Registrations

If needed, click **Refresh** until status changes to “Passed”.

Company Name	Description	Registration Type	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available	
Your Company	Motor Fuel Distributor Bond	Initial	Application Available	
Your Company	Biodiesel Distributor Application	Initial	Application Available	
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available	
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested	

Group By | Filter | Refresh

Page: 1 of 1 Go Page Size: 6 Change Items 1 to 6 of 6

Excel Export

Form Status shows “Passed”.

Once the Form Status is “Passed”, click on the registration application and select **View/Submit Registration**.

The screenshot displays the 'Account Registrations' interface. On the left, a table lists registration entries with columns for 'Company Name' and 'Description'. The entry 'Your Company' with 'Oil Discharge & Oil Pollution' is highlighted. A modal menu is open over this entry, showing options: 'Generate Registration', 'View Registration Form', 'View/Submit Registration' (highlighted in yellow), and 'View Certificate'. A red arrow points to this option. On the right, a larger table shows registration details with columns: 'Registration Date', 'Obsolete Date', 'Form Status', and 'Approved Date'. The 'Form Status' for the selected entry is 'Passed'. A second red arrow points to the 'View/Submit Registration' option in the modal menu. The bottom of the interface includes a pagination bar with 'Excel' and 'Export' buttons, and a status bar indicating 'Items 1 to 6 of 6'.

Company Name	Description
Your Company	Motor Fuel & Aviation Fuel Dis
Your Company	Motor Fuel Distributor Bond
Your Company	Biodiesel Distributor Applica
Your Company	Oil Discharge & Oil Pollution
Your Company	Motor Fuel & Petroleum Pro
Your Company	Registration for Electronic F

Registration Date	Obsolete Date	Form Status	Approved Date
		Passed	
		Passed	

You may now submit the Oil Discharge and Pollution Control Application. Click on the box to agree to the conditions, then click on **Submit** to submit the Registration.

Account Registration Details

Registration Details

Registration Status:

Application Available

Account Type:

APODP

Company Name:

Your Company

Registration Type:

Initial

Effective Date

N/A

Obsolete Date

N/A

License Number:

000000000

License Effective Date:

8/14/2010

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.

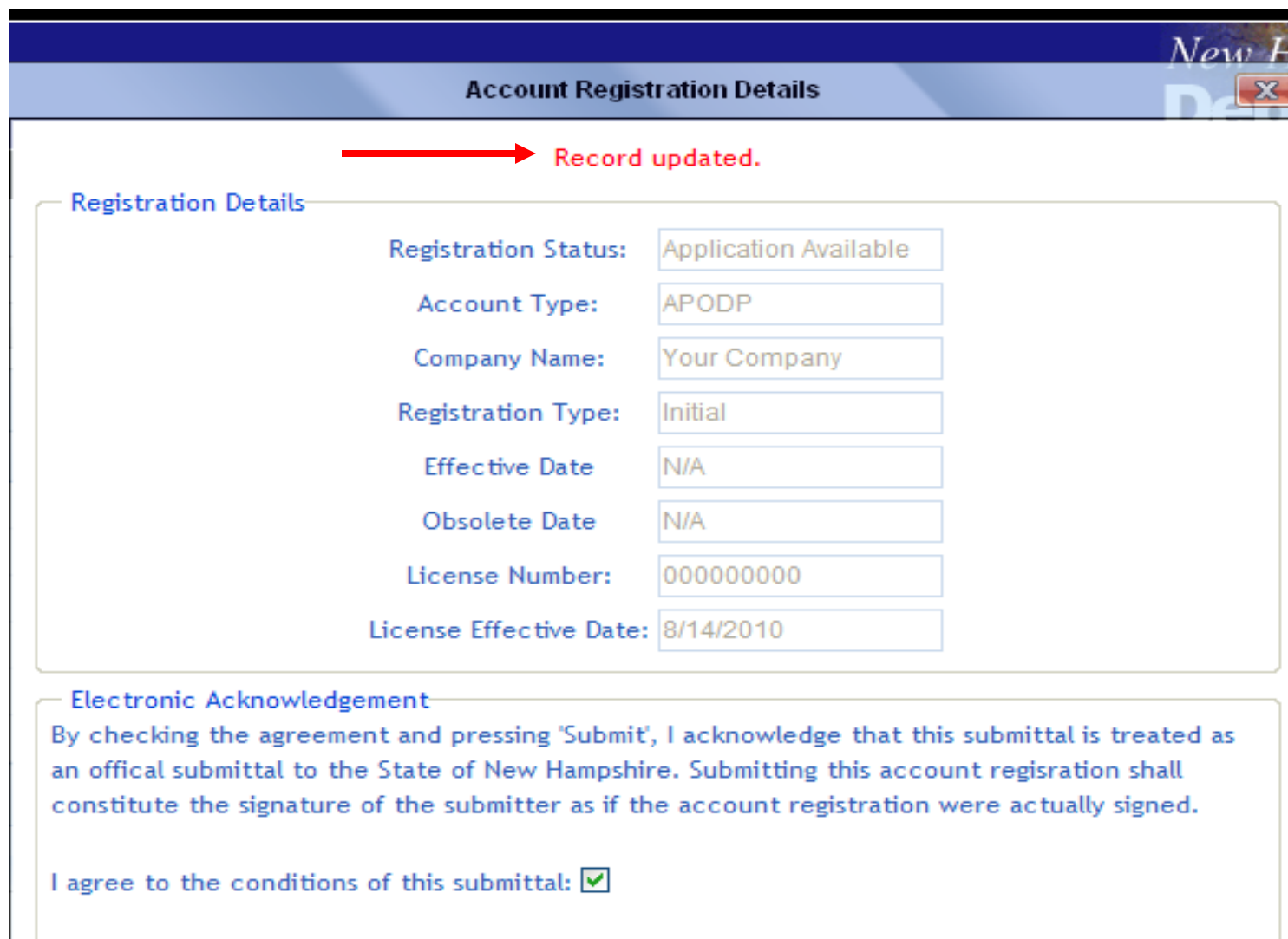
I agree to the conditions of this submittal:

☒

Submit

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You will see **Record Updated** at the top of the screen. Your registration has been submitted. Click on the Red **X** to close the screen.



The screenshot shows a web application window titled "Account Registration Details". At the top right, there is a red "X" button to close the window, indicated by a red arrow. Below the title bar, a red arrow points to the text "Record updated." in red. The main content area is divided into two sections: "Registration Details" and "Electronic Acknowledgement".

**Registration Details**

Registration Status:	Application Available
Account Type:	APODP
Company Name:	Your Company
Registration Type:	Initial
Effective Date	N/A
Obsolete Date	N/A
License Number:	000000000
License Effective Date:	8/14/2010

**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: ☒

# The Account Registrations table shows the Registration Status is **Requested**.

Account Registrations							
Group By   Filter   Refresh							
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available				
Your Company	Motor Fuel Distributor Bond	Initial	Application Available				
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Requested			Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available				
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Requested			Passed	
Group By   Filter   Refresh							
Page: 1 of 1 Go Page Size: 6 Change Items 1 to 6 of 6							
Excel Export							

Description	Registration Type	Registration Status
Motor Fuel & Aviation Fuel Distributor Application	Initial	Application Available
Motor Fuel Distributor Bond	Initial	Application Available
Biodiesel Distributor Application	Initial	Application Available
Oil Discharge & Oil Pollution Control Application	Initial	Requested
Motor Fuel & Petroleum Products Transporter Application	Initial	Application Available
Registration for Electronic Funds Transfer Payment	Initial	Requested

# The next example shows how to complete and submit the Motor Fuel and Petroleum Products Transporter Application.

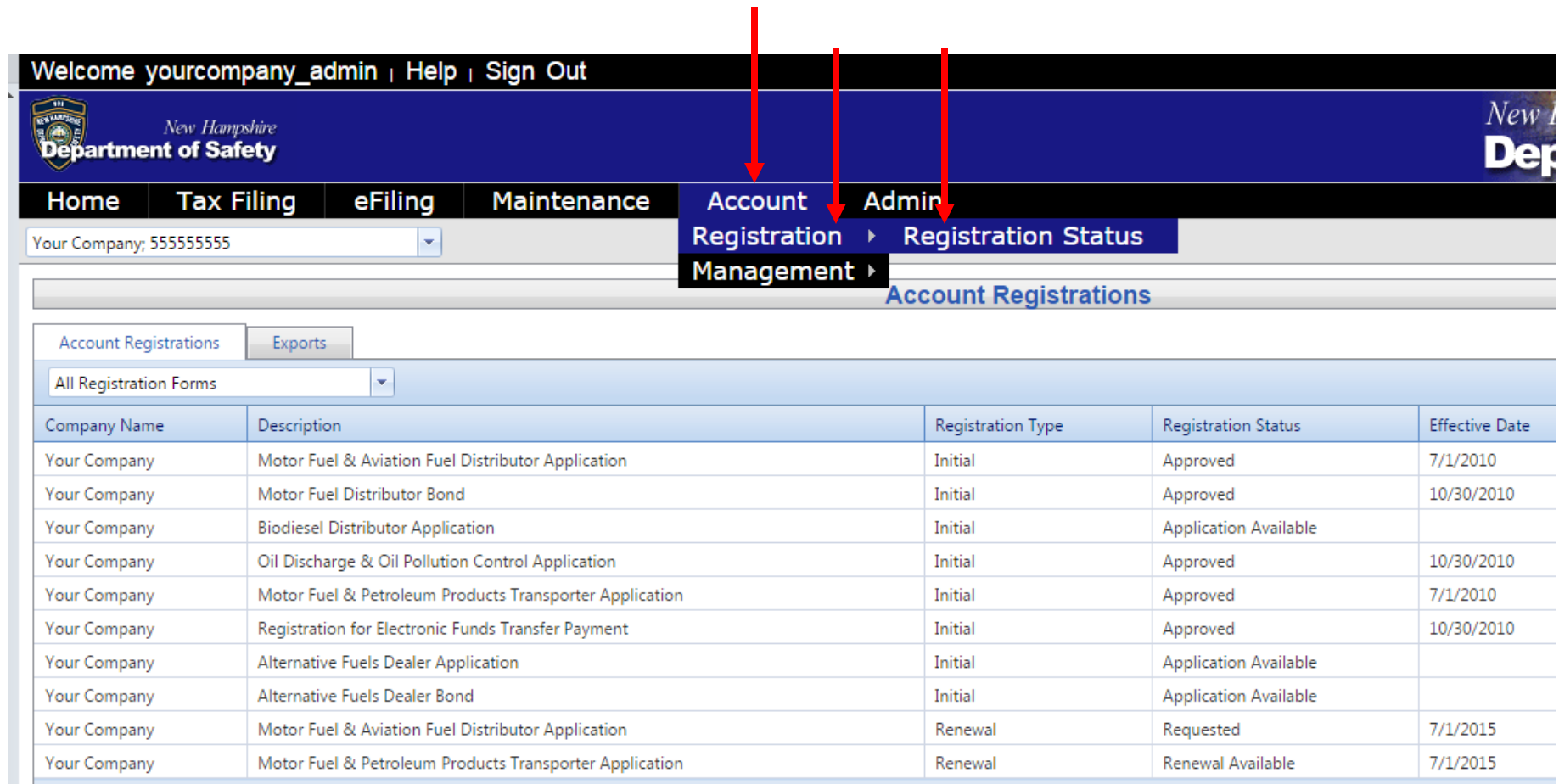
~

**NOTE:** Your company should fill out and electronically submit additional applications as required. **When you have completed and submitted all your applications, e-mail the office that your company has submitted the applications.**

Whenever a registration application is either approved or rejected, the NH AFTS system will inform your company via e-mail.

# Electronically completing and submitting the Motor Fuel & Petroleum Products Transporter application

To start, click on **Account**, then **Registration**, then **Registration Status** as shown below.



The screenshot shows the New Hampshire Department of Safety website. The top navigation bar includes links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. The Account menu is expanded, showing Registration and Management. The Registration menu is further expanded, showing Registration Status. Red arrows indicate the path from Account to Registration to Registration Status.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Your Company: 555555555

Registration Registration Status

Management Account Registrations

Account Registrations Exports

All Registration Forms

Company Name	Description	Registration Type	Registration Status	Effective Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010
Your Company	Biodiesel Distributor Application	Initial	Application Available	
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010
Your Company	Alternative Fuels Dealer Application	Initial	Application Available	
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available	
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested	7/1/2015
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015

Click on the line with **Motor Fuel & Petroleum Products Transporter Application** (in this case it is a “Renewal” application). Then click on **Generate Registration**; the form will appear.

Welcome yourcompany\_admin | Help | Sign Out

New Hampshire  
Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Your Company: 555555555

### Account Registrations

Account Registrations Exports

All Registration Forms

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2015
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010	
Your Company	Biodiesel Distributor Application	Initial	Application Available		
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2015
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010	
Your Company	Alternative Fuels Dealer Application	Initial	Application Available		
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available		
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested	7/1/2015	6/30/2015
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015	6/30/2015

Generate Registration Form

View Registration Form

View/Submit Registration

Page: 1 of 1 Go Page Size: 10 Change



Select **Form Manual Entry** tab to view the form.

Warning: be advised that this software only supports browsers that still receive automatic fixes, updates, or only

Registration Details

Country: USA  
Taxpayer Type: APTRN  
Start Period: 4/27/2016

Jurisdiction: NH  
Terminal Code:  
Sequence: ORIGINAL

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

Country: United States

Jurisdiction: New Hampshire

Taxpayer Type: APTRN - Motor Fuel & Petroleum Products Transporter Applica

Tracking Number:

Begin Period Date: 4/27/2016

End Period Date: 4/27/2016

Sequence: 0

Filed Date: ORIGINAL

Tax Session Options

Locked: ☐

Prepared by: djb\_admin

Submission Type:

Taxpayer Group:

Save Options

Save & Regenerate

Complete the form, starting with the top part: 1) Select your **Business Type**. 2) Enter the **Address Information**. 3) Select the **Contact for Registration Form**. 4) Enter the **Title of Application Signer**. 5) Click **Save and Regenerate** to save the information in the form.

The form is titled with four tabs: **Form Settings**, **Form Manual Entry**, **History Log**, and **Scheduled Tasks**. The **Form Settings** tab is active.

**1)** In the **Business Type** section, the **Corporation** radio button is selected. Other options include LLC, Partnership, Proprietorship, and Other.

**2)** The **Locations Where Records Will Be Available For Audit** section contains the following fields, each with a red arrow pointing to it:

- Street Address 1
- Street Address 2
- City / Town
- Country (Dropdown menu showing "United States")
- State (Dropdown menu showing "Select a Jurisdiction")
- Zip Code

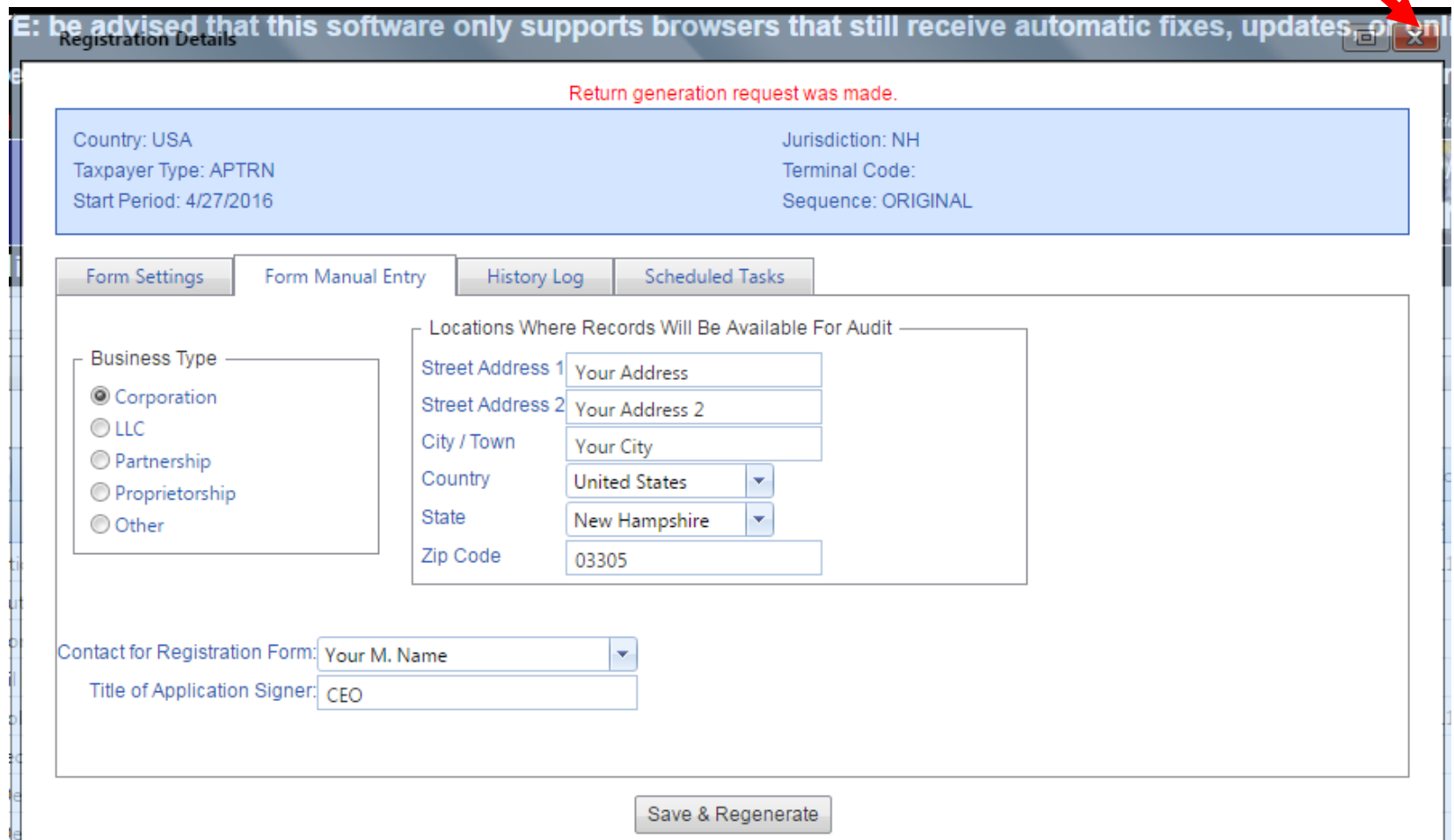
**3)** The **Contact for Registration Form:** dropdown menu is set to "Select a Taxpayer Contact".

**4)** The **Title of Application Signer:** text input field is empty.

**5)** The **Save & Regenerate** button at the bottom of the form is highlighted with a red arrow.

If the registration application form is filled out without any errors, the message “**Return generation request was made.**” appears. [If there are any error messages, review your data / the History Log and adjust your data as needed.]

Close the registration application form by clicking on the Red **X**.



The screenshot shows a web application window titled "Registration Details". At the top, a blue banner contains the text "Please be advised that this software only supports browsers that still receive automatic fixes, updates, or patches." In the top right corner of the window, there is a red "X" icon, which is pointed to by a red arrow from the text above. Below the banner, a red message states "Return generation request was made." The form is divided into two main sections. The top section, highlighted with a light blue background, displays registration details: Country: USA, Taxpayer Type: APTRN, Start Period: 4/27/2016, Jurisdiction: NH, Terminal Code: (blank), and Sequence: ORIGINAL. Below this, there are four tabs: "Form Settings", "Form Manual Entry", "History Log", and "Scheduled Tasks". The "Form Settings" tab is active. It contains two main areas. On the left, under "Business Type", there are radio buttons for Corporation (selected), LLC, Partnership, Proprietorship, and Other. On the right, under "Locations Where Records Will Be Available For Audit", there are input fields for Street Address 1 (Your Address), Street Address 2 (Your Address 2), City / Town (Your City), Country (United States), State (New Hampshire), and Zip Code (03305). At the bottom of the form, there are two more fields: "Contact for Registration Form:" (Your M. Name) and "Title of Application Signer:" (CEO). A "Save & Regenerate" button is located at the bottom center of the form.

Registration Details

Please be advised that this software only supports browsers that still receive automatic fixes, updates, or patches.

Return generation request was made.

Country: USA  
Taxpayer Type: APTRN  
Start Period: 4/27/2016

Jurisdiction: NH  
Terminal Code:  
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: Your Address  
Street Address 2: Your Address 2  
City / Town: Your City  
Country: United States  
State: New Hampshire  
Zip Code: 03305

Contact for Registration Form: Your M. Name  
Title of Application Signer: CEO

Save & Regenerate

Go back to the Account Registrations screen to see the status of your application form. The Form Status should show the word “Passed”. NOTE: If the **Form Status** shows “Pending”, click on the word **Refresh** until the Form Status changes to “Passed”.

Welcome yourcompany\_admin | Help | Sign Out



an official NEW HAMPSHIRE government website

New Hampshire  
Department of Safety

HomeTax FilingeFilingMaintenanceAccountAdmin

Your Company: 555555555

Account

Account RegistrationsExports

All Registration Forms

Company Name	Description	Registration	Status	Initial Approval	Renewal Approval	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Alternative Fuels Dealer Application	Initial	Application Available				
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available				
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested	7/1/2015	6/30/2016	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015	6/30/2016	Passed	

By | Filter | Refresh

Click on **Refresh** until status changes to “Passed”.

Form Status shows “Passed”.

Once the Form Status is “Passed”, click on the registration application and select **View/Submit Registration**.

Account Registrations

Exports

All Registration Forms

Company Name	Description	Registration Status	Effective Date	Obsolete Date	Form Status	
Your Company	Motor Fuel & Aviation	Passed	7/1/2010	6/30/2011	Passed	
Your Company	Motor Fuel Distributor	Passed	10/30/2010		Passed	
Your Company	Biodiesel Distributor	Registration Available				
Your Company	Oil Discharge & Oil P	Passed	10/30/2010		Passed	
Your Company	Motor Fuel & Petrole	Passed	7/1/2010	6/30/2011	Passed	
Your Company	Registration for Elect	Passed	10/30/2010		Passed	
Your Company	Alternative Fuels Dea	Registration Available				
Your Company	Alternative Fuels Dea	Registration Available				
Your Company	Motor Fuel & Aviation	Requested	7/1/2015	6/30/2016	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Renewal Available	7/1/2015	6/30/2016	Passed

Generate Registration

View Registration Form

View/Submit Registration

View Certificate

Generate Registration Form

View Registration Form

View/Submit Registration

Page: 1 of 1 Go Page Size: 10 Change

You may now submit the **Motor Fuel & Petroleum Products Transporter Application**: 1) Click on the box to agree to the conditions, then 2) click on **Submit** to submit the Registration.

Registration Details

Registration Status:

Renewal Available

Account Type:

APTRN

Company Name:

Your Company

Registration Type:

Renewal

Effective Date

7/1/2015

Obsolete Date

6/30/2016

License Number:

YourCo1

License Effective Date:

8/14/2010

Electronic Acknowledgement

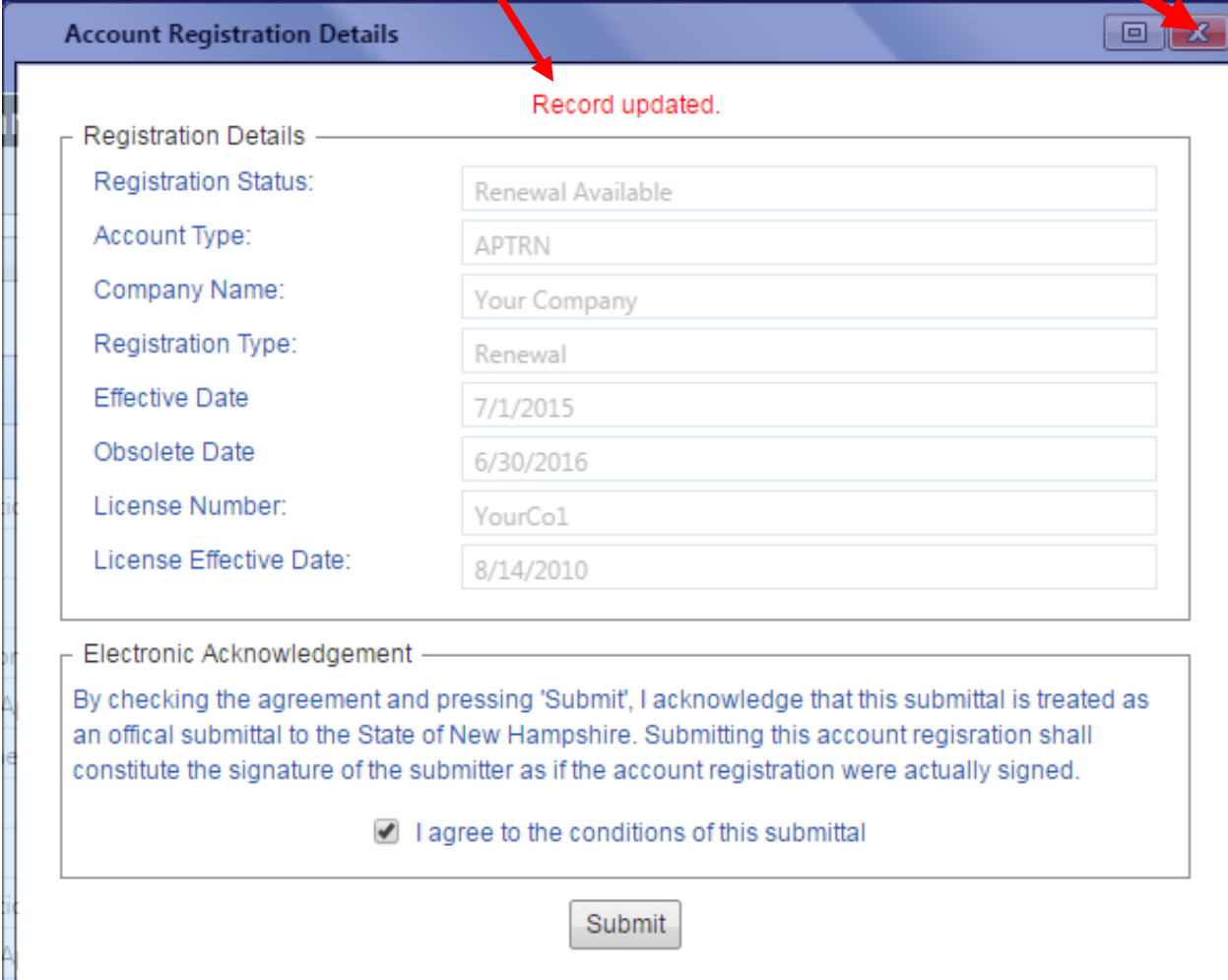
By checking the agreement and pressing 'Submit', I acknowledge that this submittal is treated as an official submittal to the State of New Hampshire. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

☒

 I agree to the conditions of this submittal

Submit

You will see **Record updated** at the top of the screen. Your registration has been submitted. Click on the Red **X** to close the screen.



The screenshot shows a web browser window titled "Account Registration Details". At the top, a red message "Record updated." is displayed. Below this, the registration details are listed in a table-like format. The details include: Registration Status (Renewal Available), Account Type (APTRN), Company Name (Your Company), Registration Type (Renewal), Effective Date (7/1/2015), Obsolete Date (6/30/2016), License Number (YourCo1), and License Effective Date (8/14/2010). Below the details, there is an "Electronic Acknowledgement" section with a paragraph of text and a checkbox labeled "I agree to the conditions of this submittal". At the bottom, there is a "Submit" button. Two red arrows point to the "Record updated." message and the close button (Red X) in the window's title bar.

Registration Details	
Registration Status:	Renewal Available
Account Type:	APTRN
Company Name:	Your Company
Registration Type:	Renewal
Effective Date	7/1/2015
Obsolete Date	6/30/2016
License Number:	YourCo1
License Effective Date:	8/14/2010

**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

# The Account Registrations table shows the Registration Status is **Requested**.

## Account Registrations

Account Registrations		Exports					
All Registration Forms		Columns   Group By   Filter   Refresh					
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Motor Fuel Distributor Bond	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Biodiesel Distributor Application	Initial	Application Available				
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved	7/1/2010	6/30/2011	Passed	10/30/2010
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved	10/30/2010		Passed	10/30/2010
Your Company	Alternative Fuels Dealer Application	Initial	Application Available				
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available				
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested	7/1/2015	6/30/2016	Passed	
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Requested	7/1/2015	6/30/2016	Passed	

Company Name	Description	Registration Type	Registration Status
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Initial	Approved
Your Company	Motor Fuel Distributor Bond	Initial	Approved
Your Company	Biodiesel Distributor Application	Initial	Application Available
Your Company	Oil Discharge & Oil Pollution Control Application	Initial	Approved
Your Company	Motor Fuel & Petroleum Products Transporter Application	Initial	Approved
Your Company	Registration for Electronic Funds Transfer Payment	Initial	Approved
Your Company	Alternative Fuels Dealer Application	Initial	Application Available
Your Company	Alternative Fuels Dealer Bond	Initial	Application Available
Your Company	Motor Fuel & Aviation Fuel Distributor Application	Renewal	Requested
Your Company	Motor Fuel & Petroleum Products Transporter Application	Renewal	Requested



Your company should next fill out and electronically submit additional applications as required.

**NOTE: When you have completed and submitted all your applications, e-mail the office that your company has submitted the applications.**

Whenever a registration application is either approved or rejected, the NH AFTS system will inform your company via e-mail.