

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
ROAD TOLL BUREAU

COMPLETING APPLICATIONS

NH AFTS QUICK USER GUIDE

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

2/8/2021

Table of Contents

REGISTRATION FOR ELECTRONIC FUNDS PAYMENT APPLICATION.....	3
MOTOR FUEL & AVIATION FUEL DISTRIBUTOR APPLICATION.....	11
MOTOR FUEL & AVIATION FUEL DISTRIBUTOR BOND APPLICATION	23
OIL DISCHARGE & POLLUTION CONTROL APPLICATION.....	30
MOTOR FUEL & PETROLEUM PRODUCTS TRANSPORTER APPLICATION.....	40

COMPLETING APPLICATIONS-NH AFTS

OVERVIEW

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

Registration for Electronic Funds Payment

Motor Fuel & Aviation Fuel Distributor*

Motor Fuel & Aviation Fuel Distributor Bond*

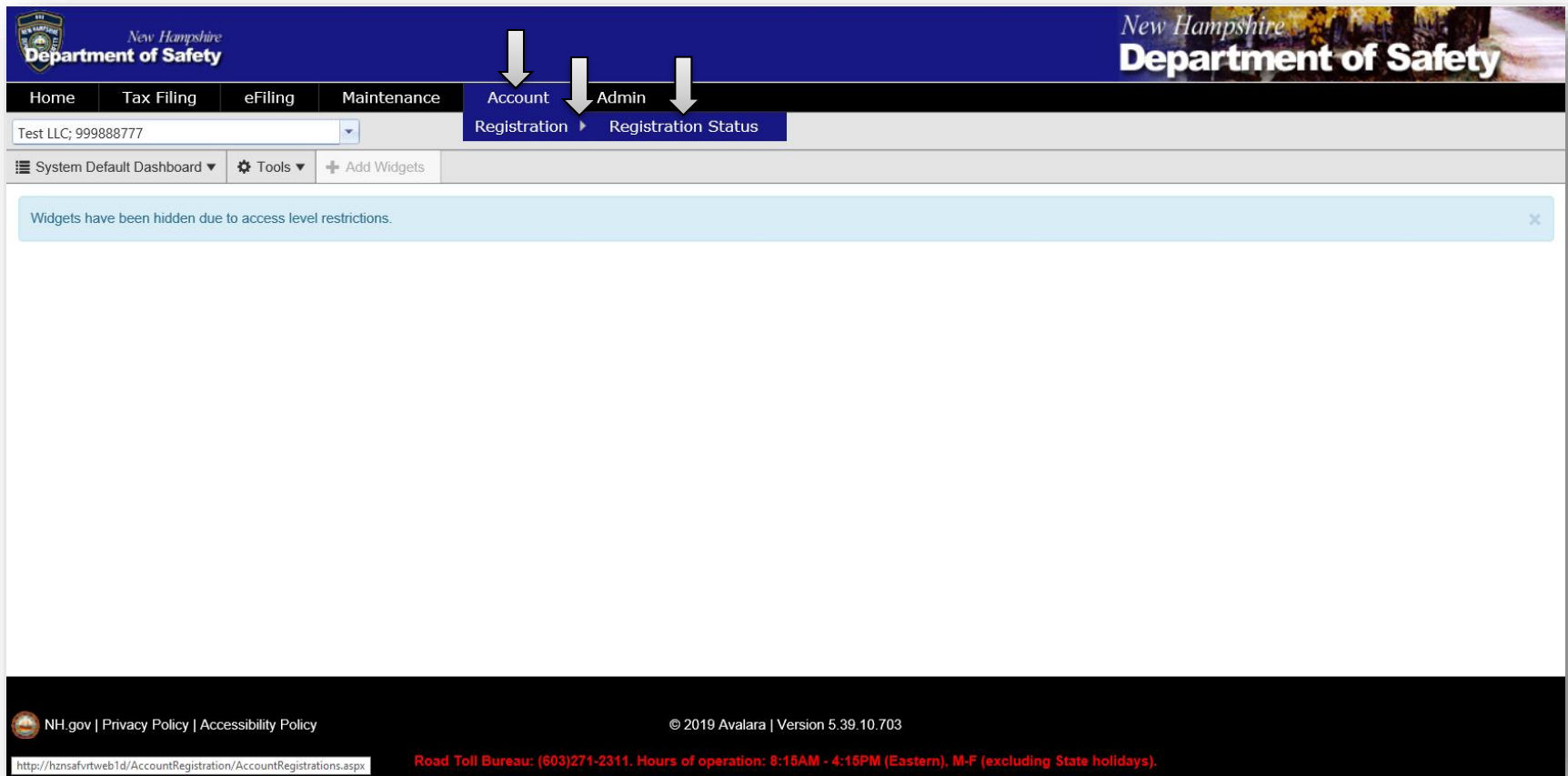
Oil Discharge & Pollution Control

Motor Fuel & Petroleum Products Transporter*

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

Registration for Electronic Funds Payment

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



COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' interface for the New Hampshire Department of Safety. At the top, there is a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below this, a search bar contains 'Test LLC; 99988777'. The main content area is titled 'Account Registrations' and includes a tab for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page shows a table of registration forms with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The application 'Registration for Electronic Funds Transfer Payment' is highlighted, and a context menu is open over it, showing options: 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The 'Generate Registration Form' option is highlighted in yellow. At the bottom, there is an 'Export as Scheduled Task - Excel' button.

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

COMPLETING APPLICATIONS-NH AFTS

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

Registration Details DEVELOPMENT (QA) SITE

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

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

Business Type

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

Financial Account Information:

Financial Institution Name: **B.**

Routing Transfer Number:

Account Number:

Printed Name:

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

Title of Application Signer: **D.**

Save & Regenerate

COMPLETING APPLICATIONS-NH AFTS

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

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

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

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

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

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

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

Columns | Group By | Filter | Refresh

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

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation bar with 'Home', 'Tax Filing', 'eFiling', 'Maintenance', 'Account', and 'Admin'. Below the navigation bar is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a tab for 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page has a table with the following columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table contains 8 rows of data. A context menu is open over the 'View/Submit Registration' link in the 7th row, which is 'Alternative Fuels Dealer Application'. The menu options are: Generate Registration Form, View Registration Form, View/Submit Registration (highlighted with a blue arrow), and View Certificate. The page also includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and an 'Export' button at the bottom.

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

COMPLETING APPLICATIONS-NH AFTS

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

Account Registration Details

Registration Details

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

Electronic Acknowledgement

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

I agree to the conditions of this submittal

© 2019 Avalara

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

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

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

Columns | Group By | Filter | Refresh

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

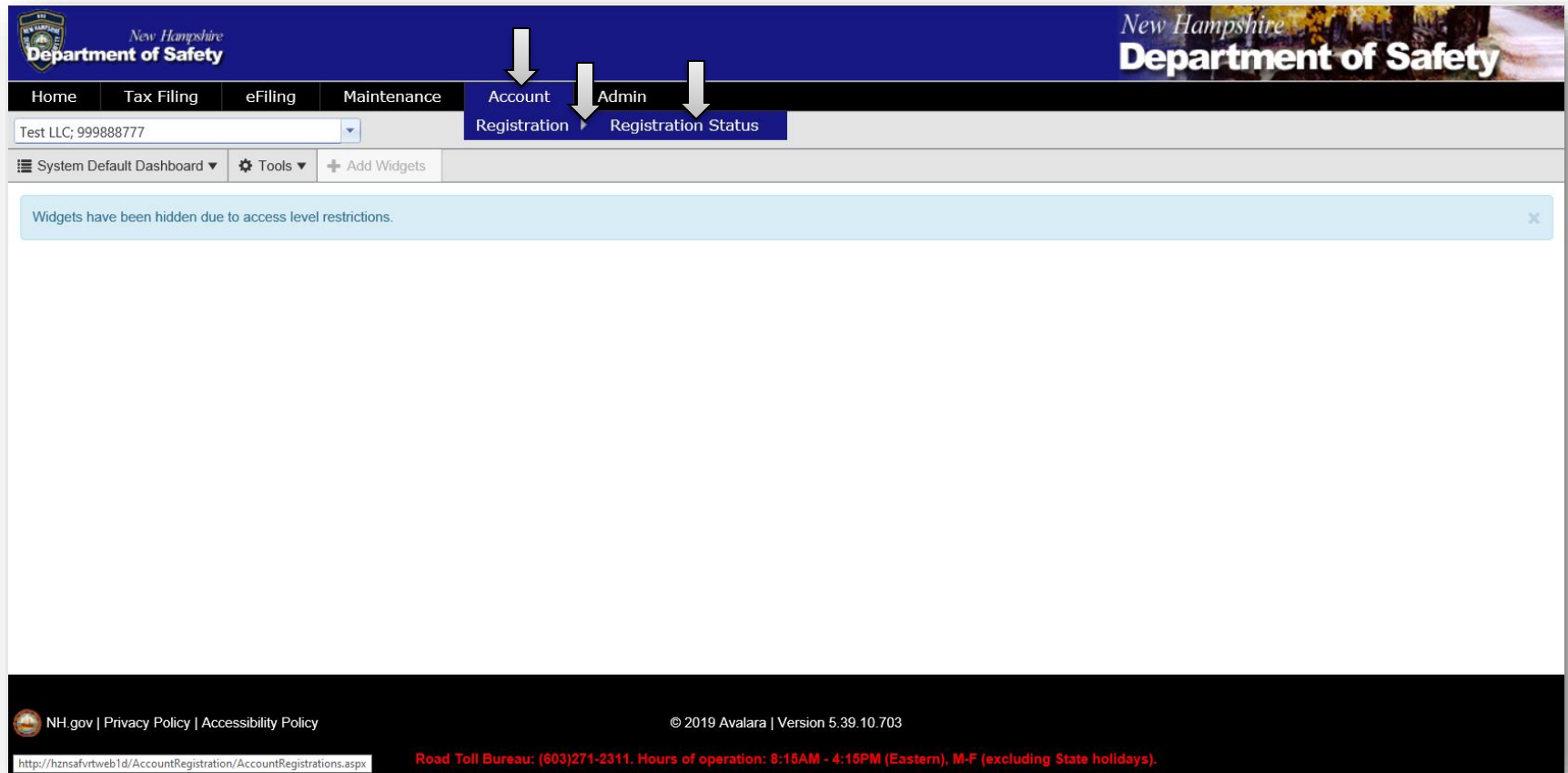
Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Aviation Fuel Distributor Application

**Note: The NH AFTS system will only allow approval of your MFD application as long as your bond application has been completed and approved.*

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



The screenshot displays the New Hampshire Department of Safety AFTS system interface. The top navigation bar includes links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. The 'Account' menu is expanded, showing 'Registration' and 'Registration Status' options. A search bar contains the text 'Test LLC; 999888777'. Below the navigation bar, there are options for 'System Default Dashboard', 'Tools', and 'Add Widgets'. A message box indicates that widgets have been hidden due to access level restrictions. The footer contains the NH.gov logo, privacy and accessibility policies, copyright information for Avalara (© 2019, Version 5.39.10.703), and contact information for the Road Toll Bureau: (603)271-2311, with hours of operation from 8:15AM to 4:15PM (Eastern) on M-F, excluding state holidays. The URL shown is <http://hznsafvrtweb1d/AccountRegistration/AccountRegistrations.aspx>.

COMPLETING APPLICATIONS-NH AFTS

1. A list of applications will appear. If you do not see your application, please check if there is an additional page of applications.

New Hampshire Department of Safety

Home Tax Filing eFiling Reporting Maintenance Audit Account Admin

Account Registrations

Account Registrations Scheduled Tasks

Add New Record All Registration Forms

View Columns Group By Filter Refresh

Page: 1 of 2 Go Page Size: 5 Change Items 1 to 5 of 9

Please also check if you have any filters on.

New Hampshire Department of Safety

Home Tax Filing eFiling Reporting Maintenance Audit Account Admin

Account Registrations

Account Registrations Scheduled Tasks

Add New Record All Registration Forms

View Columns Group By Filter Refresh

Page: 1 of 2 Go Page Size: 5 Change Items 1 to 5 of 9

COMPLETING APPLICATIONS-NH AFTS

- If you are renewing your license please make sure the Registration Type says “Renewal.” Click on the application with a description that reads Motor Fuel & Aviation Fuel Distributor Application. A drop down will appear. Click on Generate Registration Form.

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns Group By Filter Refresh

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

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

Columns Group By Filter Refresh

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

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

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

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

Registration Details DEVELOPMENT (QA) SITE

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

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

A. Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

B. Locations Where Records Will Be Available For Audit

Street Address 1

Street Address 2

City / Town

Country

State

Zip Code

C. Enter MFD License if licensed in:

- Connecticut
- Maine
- Massachusetts
- Rhode Island
- Vermont

Contact for Registration Form: **D.**

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

Title of Application Signer: **F.**

COMPLETING APPLICATIONS-NH AFTS

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

Registration Details **DEVELOPMENT (QA) SITE**

Zip Code:

Contact for Registration Form:

Estimated monthly gallons imported into New Hampshire:

Title of Application Signer:

Principal Officers

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

COMPLETING APPLICATIONS-NH AFTS

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

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

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot shows a web application window titled "Registration Details". At the top right, there are window control buttons (minimize, maximize, close). A red message "Return generation request was made." is displayed at the top center, with a blue arrow pointing to it. Below the message, a light blue box contains registration details: Country: USA, Jurisdiction: NH, Taxpayer Type: APMFD, Terminal Code: (blank), Start Period: 1/24/2020, and Sequence: ORIGINAL. Below this box are four tabs: "Form Settings" (selected), "Form Manual Entry", "History Log", and "Scheduled Tasks". The "Form Settings" tab contains several sections: "Business Type" with radio buttons for Corporation (selected), LLC, Partnership, Proprietorship, and Other; "Locations Where Records Will Be Available For Audit" with fields for Street Address 1 (33 Hazen Drive), Street Address 2, City / Town (Concord), Country (United States), State (New Hampshire NH), and Zip Code (03305); "Enter MFD License if licensed in:" with checkboxes for Connecticut, Maine, Massachusetts, Rhode Island, and Vermont; "Contact for Registration Form:" with a dropdown menu showing "Test Test"; "Estimated monthly gallons imported into New Hampshire:" with a dropdown menu showing "10,000"; and "Title of Application Signer:" with a text field showing "President". At the bottom, there is a section for "First Officer" with fields for Name (Test Test) and Title (President).

Registration Details

Return generation request was made.

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

Form Settings Form Manual Entry History Log Scheduled Tasks

Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

Locations Where Records Will Be Available For Audit

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

Enter MFD License if licensed in:

- Connecticut
- Maine
- Massachusetts
- Rhode Island
- Vermont

Contact for Registration Form: Test Test

Estimated monthly gallons imported into New Hampshire: 10,000

Title of Application Signer: President

First Officer

Name: Test Test
Title: President

COMPLETING APPLICATIONS-NH AFTS

- On the main Account Registration page you will now see the form status of your application say "Passed." This means the information listed on the form did not have errors, *however there are a few more steps left to submit the application.*

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page includes a navigation menu (Home, Tax Filing, eFiling, Maintenance, Account, Admin) and a search bar. The main content area shows a table of registration forms with the following data:

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

The 'Passed' status in the first row is highlighted with a blue arrow. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

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

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

Columns | Group By | Filter | Refresh

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

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

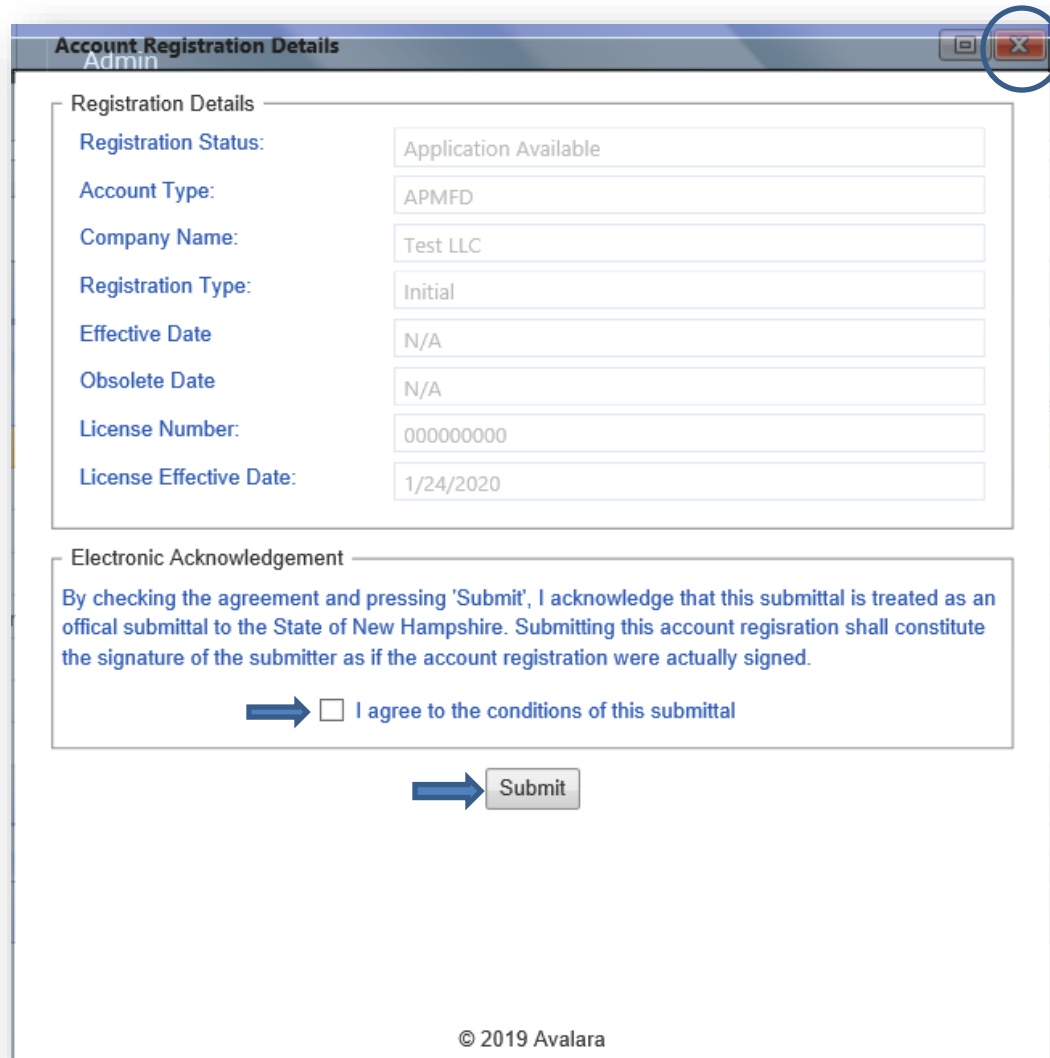
9. Click on the application again and select View/Submit Registration.

The screenshot shows the 'Account Registrations' page for 'Test LLC; 999888777'. The page includes a navigation bar with 'Home', 'Tax Filing', 'eFiling', 'Maintenance', 'Account', and 'Admin'. Below the navigation bar is a search field containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and contains a table of registration forms. A context menu is open over the first row, with 'View/Submit Registration' highlighted by a blue arrow.

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

COMPLETING APPLICATIONS-NH AFTS

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



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

Registration Details:

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

Electronic Acknowledgement:

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

I agree to the conditions of this submittal

© 2019 Avalara

A red circle highlights the close button (red X) in the top right corner of the window.

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns | Group By | Filter | Refresh

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

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

Columns | Group By | Filter | Refresh

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

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Aviation Fuel Distributor Bond Application

**Note: The MFD Bond Application will be approved once the original bond document has arrived in our office.*

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



The screenshot displays the New Hampshire Department of Safety AFTS (Automated Fuel Tax System) interface. The top navigation bar includes links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. The 'Account' menu is expanded, showing 'Registration' and 'Registration Status'. White arrows point to the 'Account', 'Registration', and 'Registration Status' menu items. Below the navigation bar, a search field contains 'Test LLC; 999888777'. A message box indicates 'Widgets have been hidden due to access level restrictions.' The footer contains the following information: 'NH.gov | Privacy Policy | Accessibility Policy', '© 2019 Avalara | Version 5.39.10.703', and 'Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).'

COMPLETING APPLICATIONS-NH AFTS

2. A list of applications will appear. If you are renewing your license please make sure the Registration Type says “Renewal.” If you do not see your application please check if there is an additional page of applications.

The screenshot displays the New Hampshire Department of Safety web application interface. At the top, there is a blue header with the department's logo and name. Below the header is a navigation menu with links for Home, Tax Filing, eFiling, Reporting, Maintenance, Audit, Account, and Admin. The main content area is titled "Account Registrations" and features two tabs: "Account Registrations" (selected) and "Scheduled Tasks". A "Add New Record" button is visible next to a dropdown menu set to "All Registration Forms". On the right side of the interface, there are controls for View, Columns, Group By, Filter, and Refresh. At the bottom, a pagination bar shows "Page: 1 of 2" with a "Go" button, "Page Size: 5" with a "Change" button, and "Items 1 to 5 of 9". A blue box highlights the pagination controls, specifically the "1" and "2" buttons.

COMPLETING APPLICATIONS-NH AFTS

3. Click on the application with a description that reads "Motor Fuel Distributor Bond." A drop down will appear. Click on Generate Registration Form.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with options like Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The main content is a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table lists several applications, with the second row, 'Motor Fuel Distributor Bond', having a context menu open. The menu options are 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. A blue arrow points to the 'Generate Registration Form' option. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

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

COMPLETING APPLICATIONS-NH AFTS

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

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

Registration Details

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

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

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

Save & Regenerate ←

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with 'Home', 'Tax Filing', 'eFiling', 'Maintenance', 'Account', and 'Admin'. Below the navigation is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a sub-menu with 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The page shows a table of registration forms with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table contains 8 rows of data. A dropdown menu is open over the 'View Registration Form' option for the 'Motor Fuel Distributor Bond' application, which has a status of 'Passed'. The dropdown menu options are 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The 'View Registration Form' option is highlighted with a blue arrow. The page also includes pagination controls (Page: 1 of 1, Go, Page Size: 8, Change) and an 'Export as Scheduled Task - Excel' button.

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

COMPLETING APPLICATIONS-NH AFTS

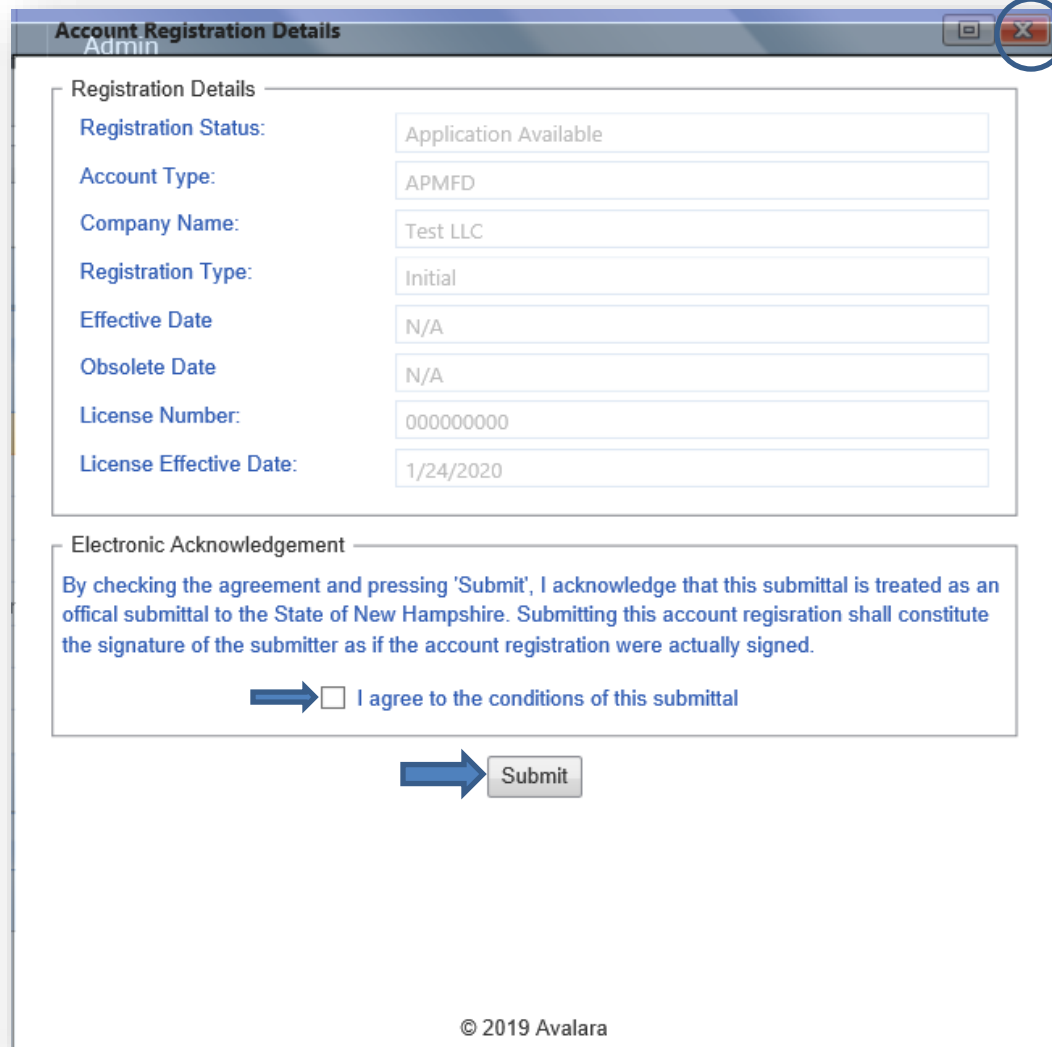
6. Click on the application again and select View/Submit Registration.

The screenshot shows the 'Account Registrations' page in the New Hampshire Department of Safety system. The page header includes the department logo and navigation links: Home, Tax Filing, eFiling, Maintenance, Account, and Admin. A search bar contains 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and features a table of registration forms. A context menu is open over the 'View/Submit Registration' link in the fourth row of the table. The table has columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table shows 8 items, with the current page being 1 of 1. The context menu options are: Generate Registration Form, View Registration Form, View/Submit Registration (highlighted with a blue arrow), and View Certificate. The 'View/Submit Registration' option is highlighted in yellow.

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

COMPLETING APPLICATIONS-NH AFTS

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



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

Registration Details:

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

Electronic Acknowledgement:

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

I agree to the conditions of this submittal

© 2019 Avalara

A red 'X' icon in the top right corner of the window is circled in blue, indicating where to click to close the window.

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

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

Test LLC; 999888777

Account Registrations

Account Registrations | Scheduled Tasks

All Registration Forms

Columns | Group By | Filter | Refresh

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

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

Columns | Group By | Filter | Refresh

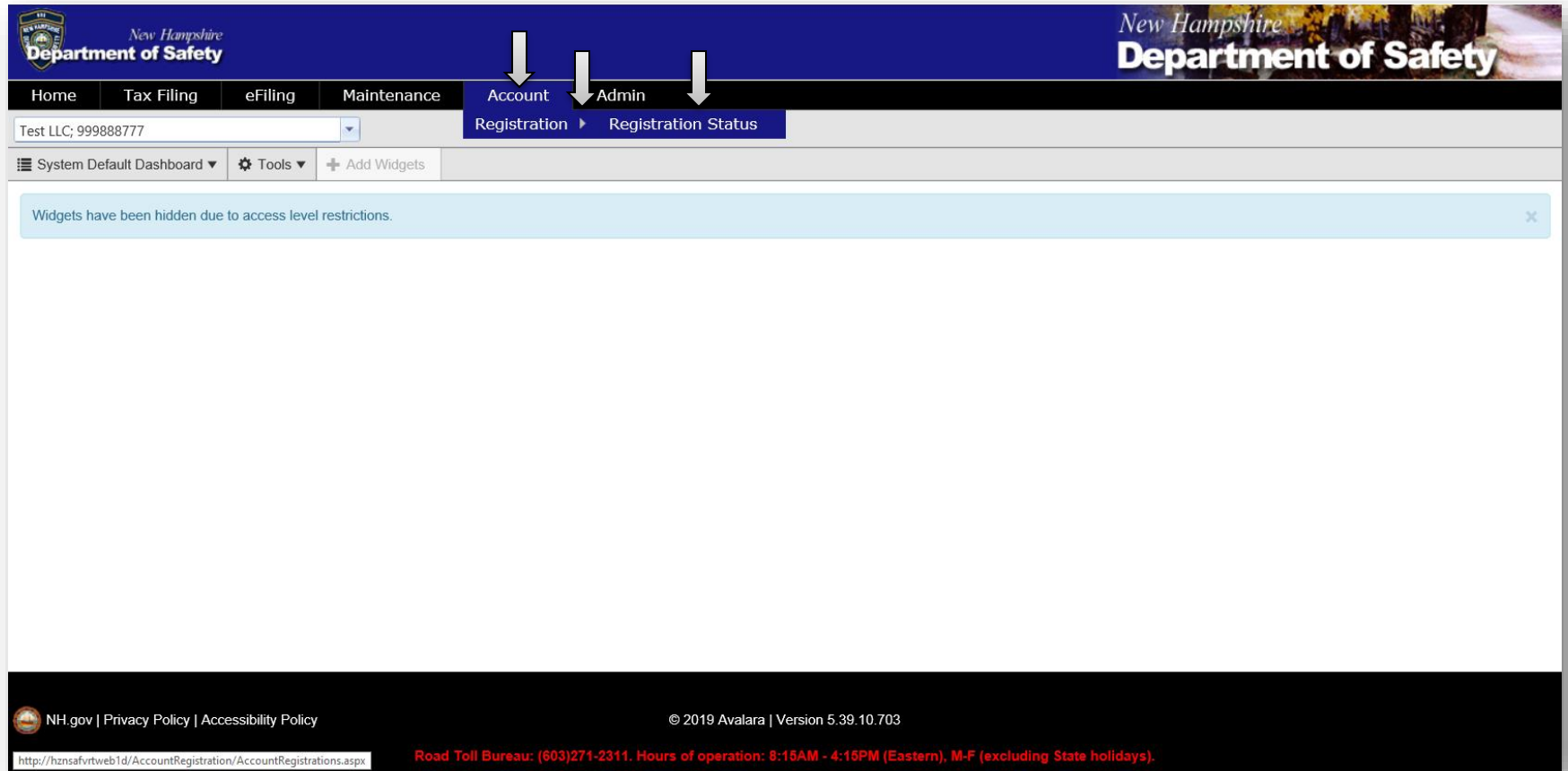
Page: 1 of 1 | Go | Page Size: 8 | Change | Items 1 to 8 of 8

Export as Scheduled Task - Excel | Export

COMPLETING APPLICATIONS-NH AFTS

Oil Discharge & Pollution Control Application

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



COMPLETING APPLICATIONS-NH AFTS

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

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

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

COMPLETING APPLICATIONS-NH AFTS

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

Fill in the details for **A) Business Type** **B) Locations Where Records Will be Available For Audit** **C) Estimated Gallons Per Year**
D) Contact For Registration Form **E) Title of Application Signer**

The screenshot shows the 'Form Manual Entry' tab of the NH AFTS application. At the top, a light blue box contains registration details: Country: USA, Taxpayer Type: APODP, Start Period: 1/24/2020, Jurisdiction: NH, Terminal Code, and Sequence: ORIGINAL. Below this are four tabs: 'Form Settings', 'Form Manual Entry' (selected), 'History Log', and 'Scheduled Tasks'. The main form area is divided into sections. Section A, 'Business Type', has radio buttons for Corporation (selected), LLC, Partnership, Proprietorship, and Other. Section B, 'Locations Where Records Will Be Available For Audit', includes text boxes for Street Address 1, Street Address 2, and City / Town, and dropdown menus for Country (United States) and State (Select a Jurisdiction), with a Zip Code text box below. Section C, 'Estimated Gallons Per Year', is a table with fuel types and their estimated gallons per year, each with a spin control.

Estimated Gallons Per Year:	
Automotive:	0
Aviation:	0
Diesel:	0
Jet Fuel:	0
Heating Oil:	0
Other Fuel (1) Desc.	0
Other Fuel (2) Desc.	0
Other Fuel (3) Desc.	0

Contact for Registration Form:

Title of Application Signer:

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Bulk Storage Facilities

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

COMPLETING APPLICATIONS-NH AFTS

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

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

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

At the bottom of the window, there is a footer with the text: "Road Toll Bureau: (603)271-2311, Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays)." and a small copyright notice: "© 2019 Avalara | version 9.39.10.7.03".

COMPLETING APPLICATIONS-NH AFTS

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

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

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

At the bottom of the table, there is an 'Export as Scheduled Task - Excel' dropdown menu and an 'Export' button. The page also includes pagination controls showing 'Page: 1 of 1' and 'Page Size: 8'.

COMPLETING APPLICATIONS-NH AFTS

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

New Hampshire Department of Safety

Home Tax Filing eFiling Maintenance Account Admin

Test LLC; 999888777

Account Registrations

Account Registrations Scheduled Tasks

All Registration Forms Columns Group By Filter Refresh

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

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

Columns Group By Filter Refresh

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

Export as Scheduled Task - Excel Export

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' page in the New Hampshire Department of Safety system. At the top, there is a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below this is a search bar containing 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and includes a dropdown menu for 'All Registration Forms'. A table lists various registration applications, with columns for Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. A context menu is open over the 'View/Submit Registration' link for the 'Alternative Fuels Dealer Application' row. The menu options are 'Generate Registration Form', 'View Registration Form', 'View/Submit Registration' (highlighted with a blue arrow), and 'View Certificate'. At the bottom, there is an 'Export' button and a dropdown menu for 'Export as Scheduled Task - Excel'.

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

COMPLETING APPLICATIONS-NH AFTS

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

Account Registration Details

Registration Details

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

Electronic Acknowledgement

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

I agree to the conditions of this submittal

Submit

© 2019 Avalara

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' interface for the New Hampshire Department of Safety. At the top, there is a navigation menu with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below this, a search bar contains the text 'Test LLC; 999888777'. The main content area is titled 'Account Registrations' and features a tabbed interface with 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The table below lists various registration forms, with the fourth row highlighted by blue arrows pointing to the 'Requested' status and 'Passed' form status.

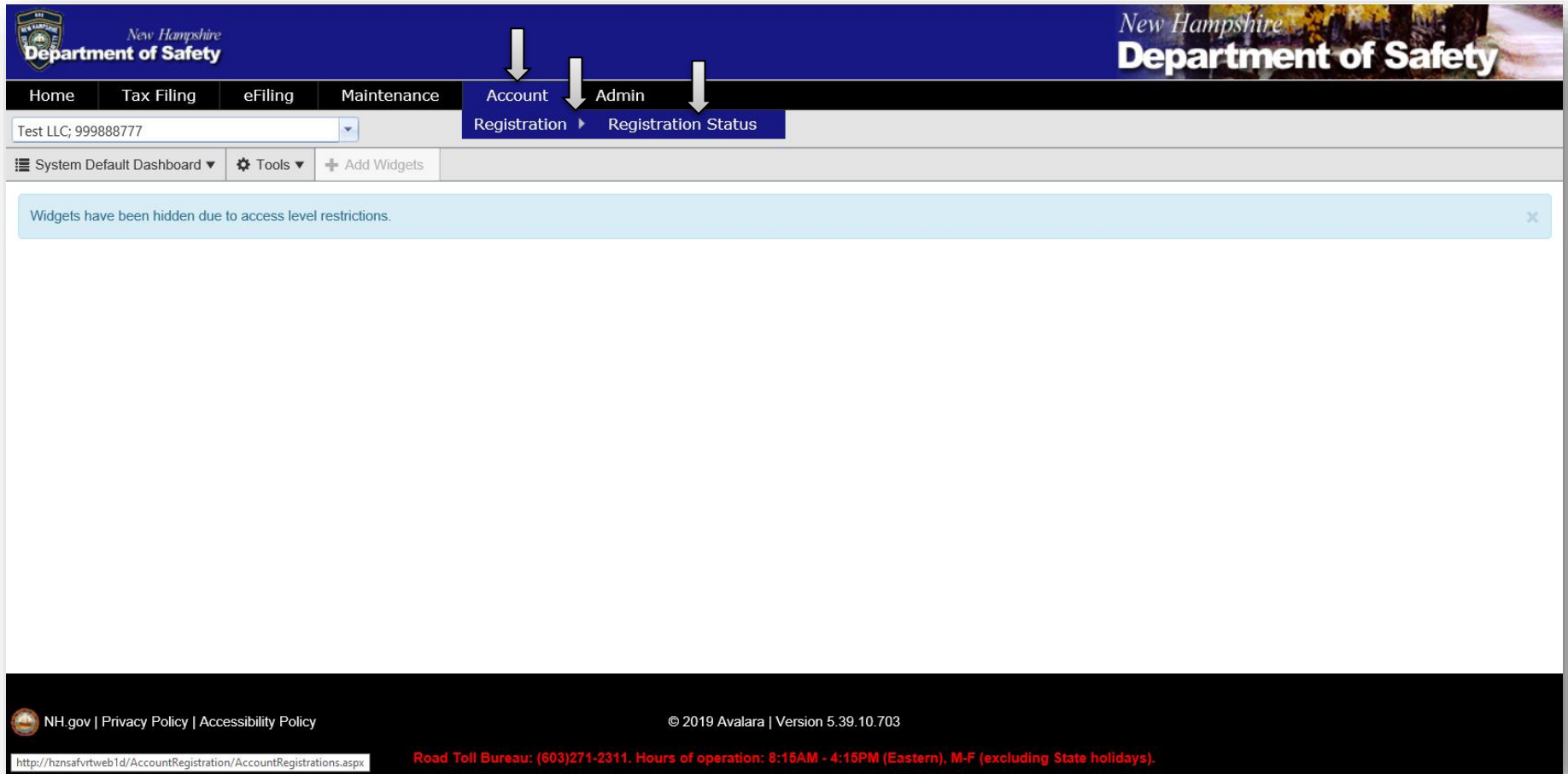
Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Test LLC	Motor Fuel & Aviation Fuel Distributor Application	Initial	Requested			Passed		
Test LLC	Motor Fuel Distributor Bond	Initial	Requested			Passed		
Test LLC	Biodiesel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

At the bottom of the table, there is an 'Export as Scheduled Task - Excel' dropdown menu and an 'Export' button. The page also includes pagination controls showing 'Page: 1 of 1' and 'Page Size: 8'.

COMPLETING APPLICATIONS-NH AFTS

Motor Fuel & Petroleum Products Transporter

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



COMPLETING APPLICATIONS-NH AFTS

2. A list of applications will appear. If you do not see your application, please check if there is an additional page of application.

New Hampshire Department of Safety

Home Tax Filing eFiling Reporting Maintenance Audit Account Admin

Account Registrations

Account Registrations Scheduled Tasks

Add New Record All Registration Forms

View Columns Group By Filter Refresh

Page: 1 of 2 Go Page Size: 5 Change

Items 1 to 5 of 9

Please also check if you have any filters on.

New Hampshire Department of Safety

Home Tax Filing eFiling Reporting Maintenance Audit Account Admin

Account Registrations

Account Registrations Scheduled Tasks

Add New Record All Registration Forms

View Columns Group By Filter Refresh

Page: 1 of 2 Go Page Size: 5 Change

Items 1 to 5 of 9

COMPLETING APPLICATIONS-NH AFTS

- If you are renewing your license please make sure the Registration Type says “Renewal.” Click on the application with a description that reads “Motor Fuel & Petroleum Transporter Application.” A drop down will appear. Click on Generate Registration Form.

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation bar with links for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation bar, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu is set to 'All Registration Forms'. The main content area contains a table with the following data:

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

A dropdown menu is open over the 'Motor Fuel & Petroleum Products Transporter Application' row, showing the following options: 'Generate Registration Form' (highlighted with a blue arrow), 'View Registration Form', 'View/Submit Registration', and 'View Certificate'. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export as Scheduled Task - Excel' button.

COMPLETING APPLICATIONS-NH AFTS

4. The Registration details box will pop up. Click on Form Manual Entry.

Fill in the details for **A) Business Type** **B) Locations Where Records Will be Available For Audit** **C) Contact for Registration Form** **D) Title of Application Signer**

The screenshot shows a registration form with a light blue header containing the following information:

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

Below the header are four tabs: **Form Settings**, **Form Manual Entry** (selected), **History Log**, and **Scheduled Tasks**.

The main form area contains the following sections:

- A. Business Type:** A list of radio buttons for Corporation (selected), LLC, Partnership, Proprietorship, and Other.
- B. Locations Where Records Will Be Available For Audit:** A form with fields for Street Address 1, Street Address 2, City / Town, Country (United States), State (Select a Jurisdiction), and Zip Code.
- C. Contact for Registration Form:** A dropdown menu currently showing "Select a Taxpayer Contact".
- D. Title of Application Signer:** A text input field.

At the bottom of the form is a "Save & Regenerate" button. Blue callout boxes labeled A, B, C, and D are placed over the form with arrows pointing to the respective fields.

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot shows a web application window titled "Registration Details". At the top, a red message states "Return generation request was made." Below this, a light blue box contains registration information: Country: USA, Jurisdiction: NH, Taxpayer Type: APTRN, Terminal Code: (blank), Start Period: 1/24/2020, and Sequence: ORIGINAL. The main content area has four tabs: "Form Settings", "Form Manual Entry", "History Log", and "Scheduled Tasks". Under "Form Settings", there are two sections. The first is "Business Type" with radio buttons for Corporation (selected), LLC, Partnership, Proprietorship, and Other. The second is "Locations Where Records Will Be Available For Audit" with fields for Street Address 1 (33 Hazen Drive), Street Address 2 (blank), City / Town (Concord), Country (United States), State (New Hampshire NH), and Zip Code (03305). Below these are "Contact for Registration Form" (Test Test) and "Title of Application Signer" (President). At the bottom, a blue arrow points to a "Save & Regenerate" button.

Registration Details

Return generation request was made.

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

Form Settings Form Manual Entry History Log Scheduled Tasks

Business Type

- Corporation
- LLC
- Partnership
- Proprietorship
- Other

Locations Where Records Will Be Available For Audit

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

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

Save & Regenerate

COMPLETING APPLICATIONS-NH AFTS

- The account registration page will now show the form status of your application as “passed.” This means the information listed on the form did not have errors, *however there are a few more steps left to submit the application.*

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with options like Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The main content is a table with the following columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table contains eight rows of data. The fifth row, 'Motor Fuel & Petroleum Products Transporter Application', has a 'Passed' status in the 'Form Status' column, which is indicated by a blue arrow. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

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

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' page for 'Test LLC; 999888777'. The page features a navigation menu with options like Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation, there are tabs for 'Account Registrations' and 'Scheduled Tasks'. A dropdown menu shows 'All Registration Forms'. The main content is a table with columns: Company Name, Description, Registration Type, Registration Status, Effective Date, Obsolete Date, Form Status, Approved Date, and Approved By. The table lists several registration forms for 'Test LLC'. A context menu is open over the 'View Registration Form' link in the first row, with a blue arrow pointing to it. The menu options are: Generate Registration Form, View Registration Form, View/Submit Registration, and View Certificate. The page also includes pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.

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

COMPLETING APPLICATIONS-NH AFTS

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

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

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

COMPLETING APPLICATIONS-NH AFTS

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

Account Registration Details

Registration Details

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

Electronic Acknowledgement

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

I agree to the conditions of this submittal

Submit

© 2019 Avalara

COMPLETING APPLICATIONS-NH AFTS

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

The screenshot displays the 'Account Registrations' section of the New Hampshire Department of Safety website. The page includes a navigation menu with options like Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below the navigation, there is a search bar containing 'Test LLC; 999888777'. The main content area shows a table of registration forms with the following data:

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

Two blue arrows point to the 'Requested' status and 'Passed' form status of the fifth row. The page also features pagination controls (Page: 1 of 1, Page Size: 8) and an 'Export' button at the bottom.