



North Dakota Office of State Tax Commissioner
Cory Fong, Tax Commissioner

Motor Fuels

E-File Instruction Guide

April 2009



Introduction

Welcome to the North Dakota Motor Fuels Tax E-file service! E-file is a secure web based application for submitting your monthly electronic fuel tax reports. E-file uses Secure Socket Layer (SSL) encryption to ensure your information is secure and protected. The purpose of this guideline is to instruct users how to register on-line and use the web application.

Eligible Users

Any company or individual that has completed the registration process and conducted a successful application test will be able to submit monthly fuel tax reports using E-file.

Registration Process

Registration for E-file is a quick three-step process: (Step 1) Each person (user) who accesses E-file must create a North Dakota Login ID and password. (Step 2) An E-file Registration Application for each company, with the applicable FEIN and state assigned suffix, must be completed and submitted to obtain an authorization code to allow users access to information regarding that company. (Step 3) The registration is completed by entering the FEIN with the state assigned suffix and an authorization code provided by the Tax Commissioner. If you submit reports for multiple companies you must complete Step 2 and Step 3 for each company.

After a registration application has been submitted in Step 2, the Tax Commissioner will mail an authorization code to the individual who completed the registration at the mailing address the Tax Commissioner has on file for that company. This prevents an unauthorized user from registering and gaining access to a company's account. When the registration is completed in Step 3, only the user who registered the company in Step 2 may use the authorization code mailed by the Tax Commissioner's Office. Any authorized user may obtain another authorization code on-line so that an additional user can complete a registration (Step 3) and obtain access to that company's account.

In addition, any authorized user may terminate another authorized user's access to a company account by selecting the View Authorized Users option on the main menu. This option allows for the removal of access to the system for outside professionals or employees that no longer should have access.

Step 1: Obtain North Dakota Login ID and Password

(Go to www.nd.gov/tax/fuel/electfiling/ and click *Access E-file.*)

- A. Click [Register Now](#).
- B. Complete **Registration** page.
- C. Click [Create Account](#).
- D. You will receive a confirmation e-mail, usually within a few seconds.
- E. You must respond to the e-mail by clicking on the link provided and entering your password.
- F. Your North Dakota Login ID is now ready to use. Go to Step 2.

The screenshot shows the 'Registration' page for a 'Business/Organization Account Details'. The page includes the following sections:

- Registration Progress:** Steps: **Account Details** | Confirmation | Print Profile
- Business/Organization Account Details:** A note states 'Business/Organization accounts should only be used for online services related to the business or organization you represent'.
- Login Details:**
 - *North Dakota Login: [Text Input]
 - *Password: [Text Input]
 - *Confirm Password: [Text Input]
 - *Business Email: [Text Input]
 - *Confirm Business Email: [Text Input]
- North Dakota Login Requirements:**
 - at least 3 characters long
 - cannot be an existing ID
- Password Requirements:**
 - at least 6 characters long
 - 1 upper case character
 - 2 lower case characters
 - 1 number
- Business/Organization Details:**
 - *Business Name: [Text Input]
 - *Contact Name: First [Text Input] MI [Text Input] Last [Text Input] Suffix [Text Input]
 - *Address 1: [Text Input]
 - Address 2: [Text Input]
 - Address 3: [Text Input]
 - *City, State, Zip: [Text Input] [Dropdown] [Text Input] (555554444)
 - *Country: [Dropdown] (United States of America)
 - *Telephone: [Text Input] (2223334444) Ext.: [Text Input]
- Security Questions:**
 - *Question 1: [Dropdown]
 - *Answer 1: [Text Input]
 - *Question 2: [Dropdown]
 - *Answer 2: [Text Input]
- Security questions:**
 - used to verify your identity
 - used to reset forgotten passwords
- Terms of Use:**

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

 - You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
 - You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
 - You agree to utilize your business/employer representative North Dakota Login for North Dakota Online Services related to business information or business services. You agree to create a separate North Dakota Login to access your personal information such as North Dakota Game and Fish; Child Support Enforcement Parent Access, or other personal use North Dakota Online Services.

I Agree
- Buttons:** Cancel | Create Account
- Footer:** For assistance with this online service, contact the [Service Desk](#).
[Disclaimer](#) | [Privacy Policy](#) | [Security Policy](#)
 We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
 Will open a new window (pop-up).
 W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota.

Step 2: Complete E-file Registration Application – Login to Main Menu

If you have submitted an application and received an authorization code go to Step 3 and complete your registration.

If you have not submitted an application, go to <http://www.nd.gov/tax/fuel/elecfileing/>, select *E-File Forms and Instructions*, then *Fuels E-File Registration Application*. Complete and submit the form by regular mail.



Registration Application for Electronic Filing
Office of State Tax Commissioner/Motor Fuel Tax Section
SFN 22984

Taxpayer Information

Taxpayer Name	FEDN	Fax Number	
Street or Other Mailing Address	City	State	Zip Code
Business Contact Name and Telephone Number ()	Business Contact E-mail Address		
Technical Contact Name and Telephone Number ()	Technical Contact E-mail Address		

Electronic Filing

Electronic Filing Fuel Tax Reports and Schedules (Check all that apply):

Aviation Fuel Liquefied Petroleum Gas Motor Vehicle Fuel Special Fuel Terminal Operator

Agreement to Electronically File

This agreement is entered into by the Tax Commissioner and the above named taxpayer for purposes of authorizing the taxpayer to electronically file the fuel tax reports and schedules; as required under North Dakota Century Code chs. 57-43.1, 57-43.2, and 57-43.3.

Taxpayer agrees as follows:

1. The signature of the taxpayer affixed to this agreement shall be deemed to appear on such electronically filed reports and schedules, as if actually so appearing. All reports and schedules filed electronically pursuant to this agreement are deemed by the taxpayer to be truthful, accurate and complete statements made under penalty of perjury.
2. If any person, whose signature appears as the authorized agent of the taxpayer, leaves the employment of the taxpayer or becomes no longer authorized to sign schedules or returns for the taxpayer, the Tax Commissioner must be immediately notified of this fact. No taxpayer liable for tax, penalty, or interest shall be relieved of liability with respect to any return or schedule required to be filed prior to the Tax Commissioner’s notification. Taxpayer must execute a new agreement to include the signature of another authorized agent.
3. Taxpayer’s electronically filed reports and schedules shall be in a form compatible with the Tax Commissioner’s equipment, software, and facilities.
4. Taxpayer’s electronically filed reports and schedules shall be submitted in accordance with the Tax Commissioner’s rules and electronic filing standards.
5. Taxpayer shall be responsible for the costs to file its reports and schedules electronically to the Tax Commissioner.
6. Any electronic filing not in conformity with the requirements specified herein shall be deemed a failure to file such reports and schedules and taxpayer shall be subject to all applicable penalties prescribed by law.
7. The place of performance of this agreement shall be Bismarck, North Dakota, and the agreement shall be governed by North Dakota law.

Sign Here ➔

_____	_____
Authorized Signature	Date
_____	_____
Title	Telephone Number

Please return this form to: Motor Fuel Tax Section, North Dakota Office of State Tax Commissioner, 600 E. Boulevard Ave., Dept. 127, Bismarck, ND 58505-0599. If you have any questions, please call (701)328-3382.

Step 3: Complete E-file Registration Process – Login to Main Menu

Enter the FEIN with suffix and the assigned authorization code to complete the registration; this will be a **one time process**. Click on *Continue* to access the E-file main menu.

The screenshot shows a web browser window displaying the registration page for the Motor Fuels File Transfer System. The page header includes the North Dakota logo and the text "North Dakota Office of Tax Commissioner Motor Fuels File Transfer System". A navigation bar shows "Main Menu" and "User: Fuels User Logout". The main content area is titled "Request Access to the Office of Tax Commissioner File Transfer On-Line System" and contains instructions for requesting access, including a list of steps and a "Continue" button. The footer includes a security notice, links for "Privacy Policy" and "Contact Information", and accessibility compliance logos for W3C WAI-AA, W3C XHTML, and W3C CSS.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Office of Tax Commissioner
Motor Fuels File Transfer System

Main Menu User: Fuels User Logout

Request Access to the Office of Tax Commissioner File Transfer On-Line System

In order to use this online service, you must request access on behalf of a company. This access is controlled through the use of an Office of Tax Commissioner authorization code.

- If you already received an authorization code for your company, please enter your Federal ID# and Authorization Code to complete your registration and select "Continue".
- If you do not have an authorization code for the company and the company is not already registered for this on-line service, please complete, sign, and submit a registration application to the Tax Commissioner. The application, which you can fill in and print, is available at [Fuels E-File Registration Application](#). If you have questions please contact the Tax Commissioner's Office at (701) 328-3382.

Note: If the company is already registered to this on-line service, you must obtain the authorization code from a registered individual of that company.

Federal ID# (with Suffix):

Authorization Code:

Continue

If you do not wish to request an authorization code, you can [logout](#) now.

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

[Privacy Policy](#) | [Contact Information](#)

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W3C WAI-AA WCAG 1.0 W3C XHTML 1.0 W3C CSS

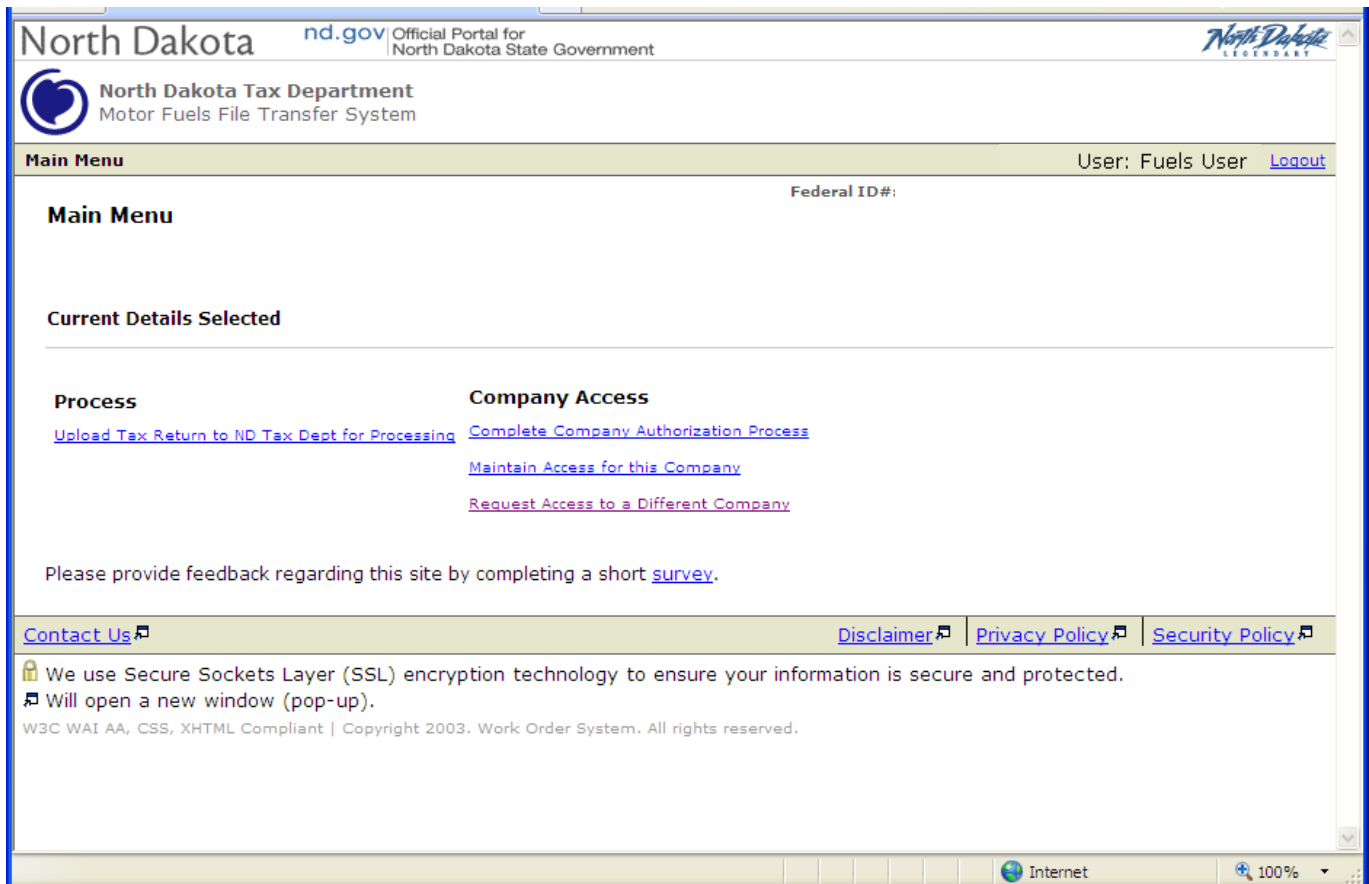
Internet 100%

E-file Main Menu

(Direct access to this main menu will be accomplished in the future by entering your State Login ID and password.)

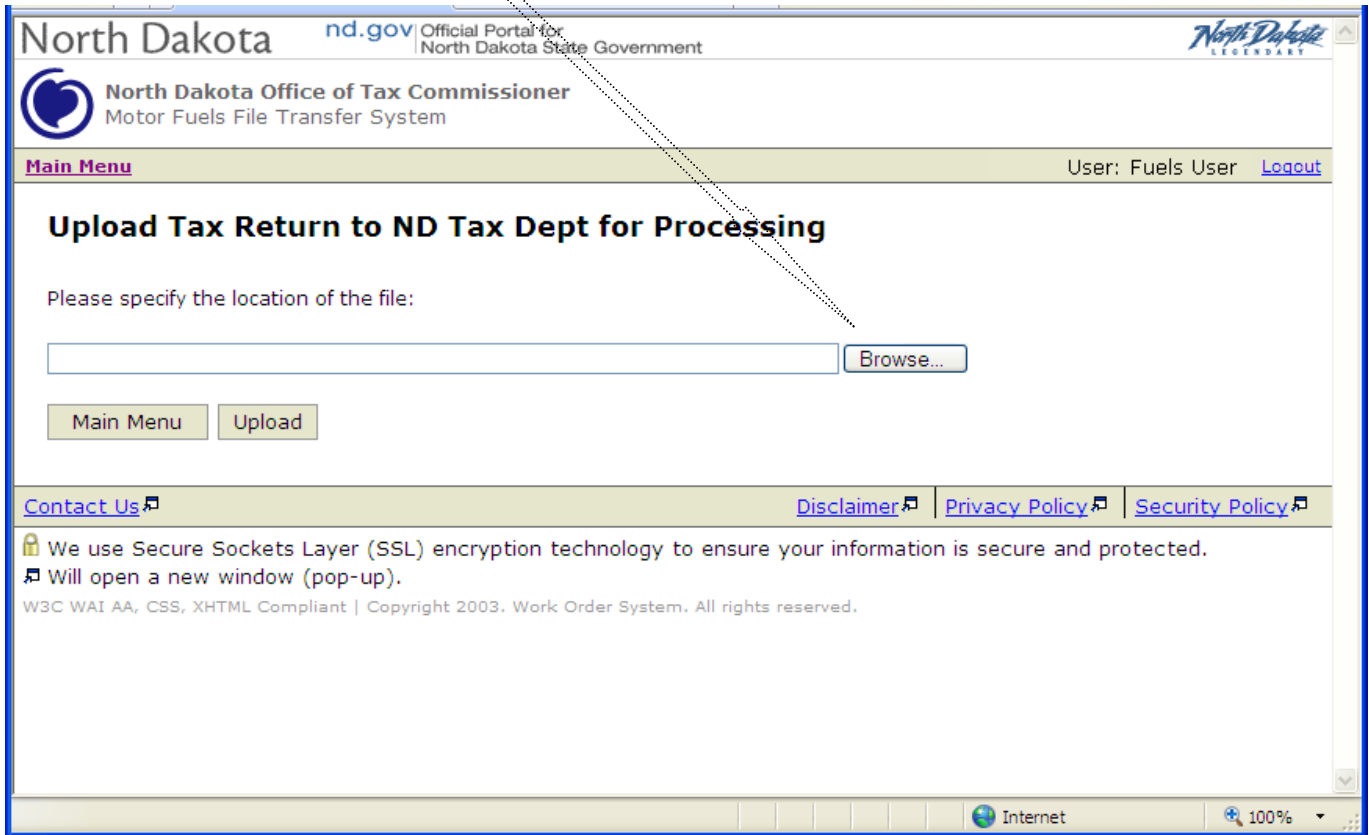
From the Main Menu you will be able to perform the following options:

- Upload electronic fuel tax reports
- Select other companies for which you have received a filing authorization
- Maintain access for other company personnel



Submit (Upload) Electronic Fuel Tax Report File

Click on *Upload Tax Return to ND Tax Dept for Processing* on the Main Menu and enter the location of the file or click *Browse* to locate the electronic file you are submitting.



Upload Confirmation Message:

The uploaded file is re-named by the Tax Commissioner using your FEIN, suffix, report period, time stamp and report type.

Please record the file name or print this page for your records.

If you do not receive a confirmation message, please contact our office.



Need Assistance

Phone: (701) 328-3382
Fax: (701) 328-1942
E-mail: fueltax@nd.gov

Office of State Tax Commissioner
Motor Fuels Tax
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Bismarck, ND 58505-0599