



## STATE OF NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER

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### E-FILE REGISTRATION INSTRUCTIONS

Thank you for choosing an e-file option to file your Motor Fuels Tax monthly tax reports! Prior to submitting a monthly tax report you will need to complete a three-step registration process.

**Important note: After you complete Step 2, an authorization code will be mailed to you at the mailing address we have on file for the license you are registering.** Please allow sufficient time for the authorization code to reach you. Once you receive the authorization code, you will be able to complete Step 3 and the system will be available for you to use.

#### **STEP 1 North Dakota Login ID** *(If you already have a ND login ID, proceed to step 2.)*

- A. Go to [www.nd.gov/tax](http://www.nd.gov/tax), click on *Fuels*, then *Electronic Filing*, and then the **Access E-File** link. Or, go directly to E-File at <https://secure.apps.state.nd.us/tax/mfft/public/main.htm>.
- B. Once you are on the E-file site, click on the **Register Now** link located to the right of the *Login* button.
- C. After you register for a Login ID, you will receive a confirmation e-mail. *You must follow the instructions in the confirmation e-mail.*
- D. Click on the link in the confirmation e-mail. Your Login ID and password are ready to use.

#### **STEP 2 E-file Registration Application** *(If you already submitted an E-file Registration Application to receive an authorization code, proceed to Step 3)*

- A. Go to [www.nd.gov/tax/fuel](http://www.nd.gov/tax/fuel) and click on the *Fuels E-file Registration Application*.
- B. Complete the fill-in form, have an authorized individual sign the document, and submit it to the Commissioner to receive an authorization code.
- C. You will be able to complete Step 3 once you receive an authorization code. The Commissioner will mail the authorization code to the mailing address on file for the license number.
- D. To report for multiple licenses you must complete and submit a separate registration application for each license.

#### **STEP 3 Complete Registration** *(You must have your authorization code to complete Step 3.)*

- A. After receiving your authorization code, log on to E-file.
- B. On the *Main Menu* enter the FEIN with suffix and the authorization code.
- C. To complete the registration for more licenses, click the *Main Menu* button and select the *Complete Company Authorization Process* option.

Instructions for using North Dakota Motor Fuel Tax E-file can be found in the E-file Instructions Guideline on our web site at [www.nd.gov/tax/fuel/elecfileing/](http://www.nd.gov/tax/fuel/elecfileing/).

If you have any questions about the E-file system, or if you need assistance in completing the steps outlined above, please call our office at 701-328-3126 or e-mail us at [fueltax@nd.gov](mailto:fueltax@nd.gov).