# MOTOR FUEL TRACKING SYSTEM


## UPLOADING AN EDI FILE

# Uploading an EDI File


Log into the Department of Revenue's website at **www.dornc.com**. Click on **Electronic Services** and then **Businesses**.

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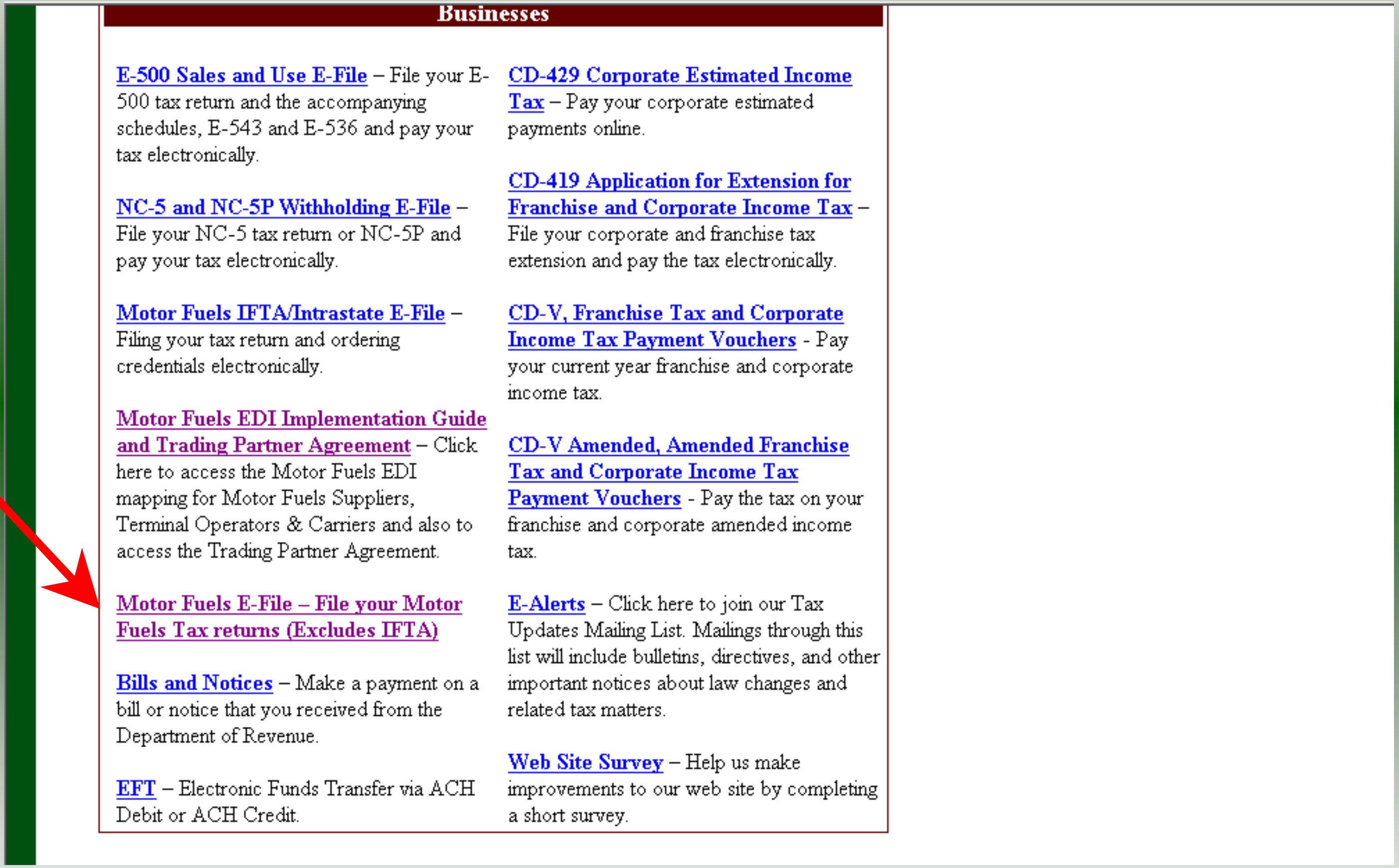

**Businesses**

E-500 Sales and Use E-File – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.

NC-5 and NC-5P Withholding E-File – File your NC-5 tax return or NC-5P and pay your tax electronically.

Motor Fuels IFTA/Intrastate E-File – Filing your tax return and ordering credentials electronically.

Motor Fuels EDI Implementation Guide and Trading Partner Agreement – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators & Carriers and also to access the Trading Partner Agreement.

Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)

Bills and Notices – Make a payment on a bill or notice that you received from the Department of Revenue.

EFT – Electronic Funds Transfer via ACH Debit or ACH Credit.

CD-429 Corporate Estimated Income Tax – Pay your corporate estimated payments online.

CD-419 Application for Extension for Franchise and Corporate Income Tax – File your corporate and franchise tax extension and pay the tax electronically.

CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.

CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers - Pay the tax on your franchise and corporate amended income tax.

E-Alerts – Click here to join our Tax Updates Mailing List. Mailings through this list will include bulletins, directives, and other important notices about law changes and related tax matters.

Web Site Survey – Help us make improvements to our web site by completing a short survey.

Click on **Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)** (fifth hyperlink down in the left column).

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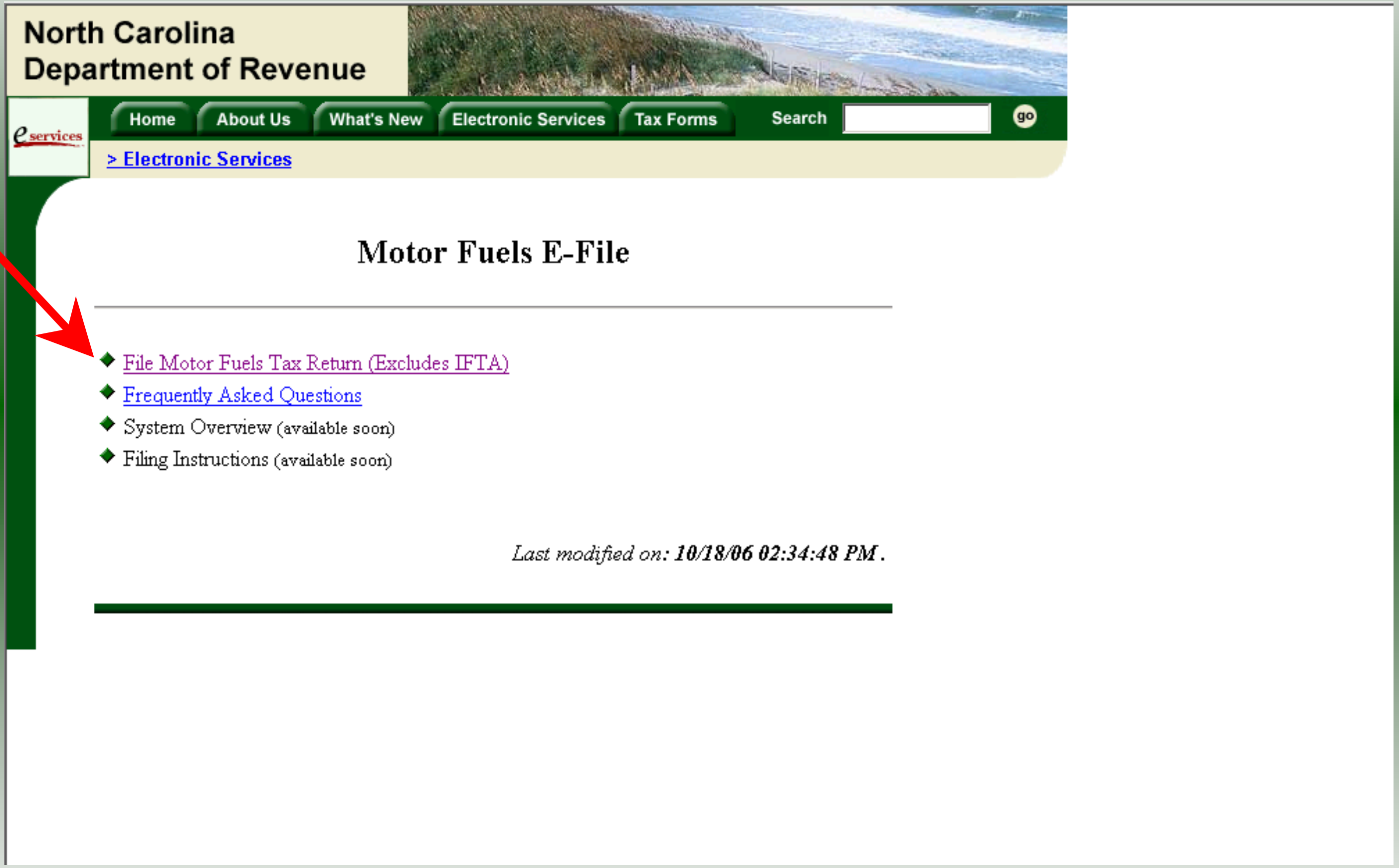


Click on **File Motor Fuels Tax Returns (Excludes IFTA)**.

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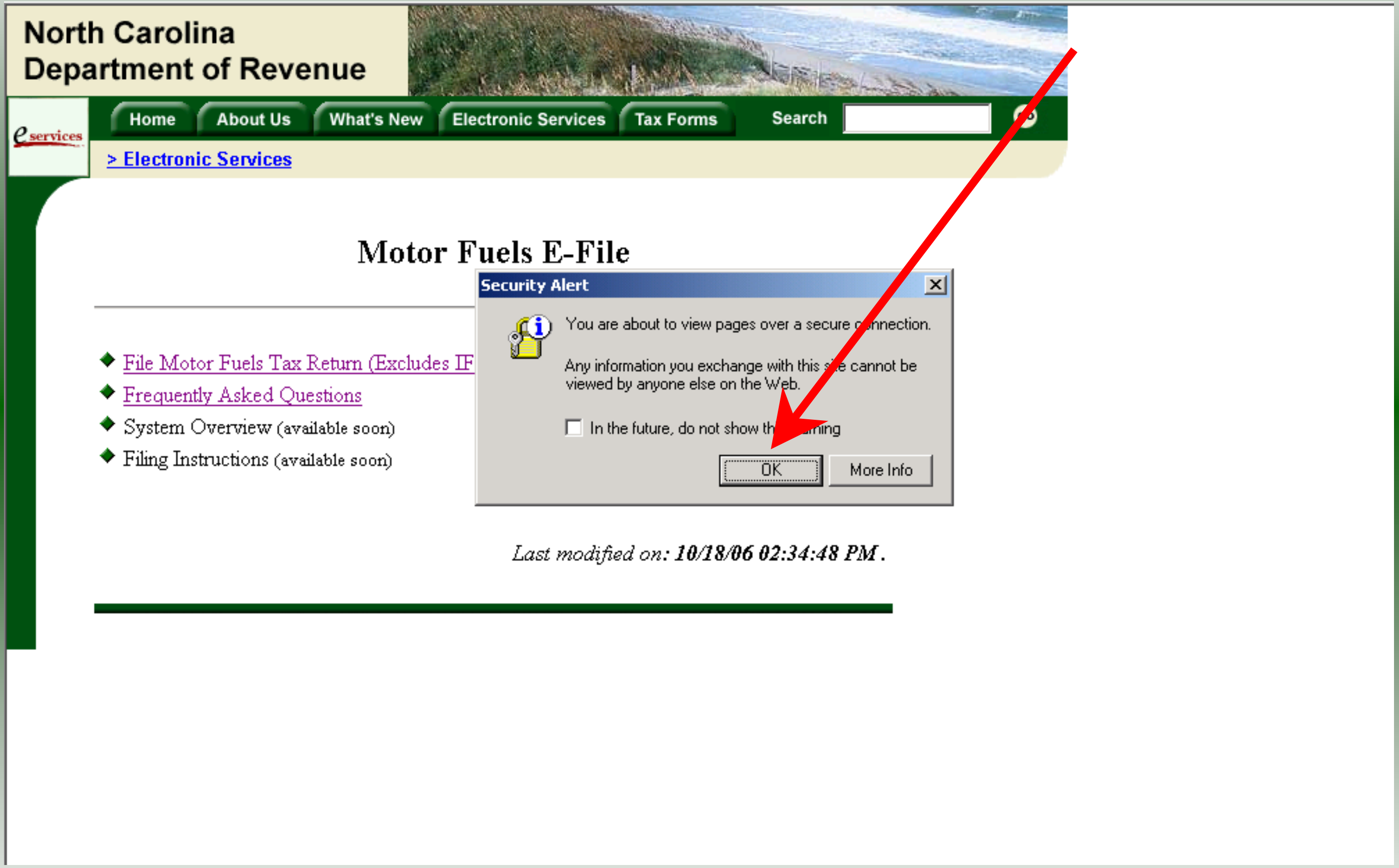


A message will display stating “You are about to view pages over a secure connection.” Click **OK**.

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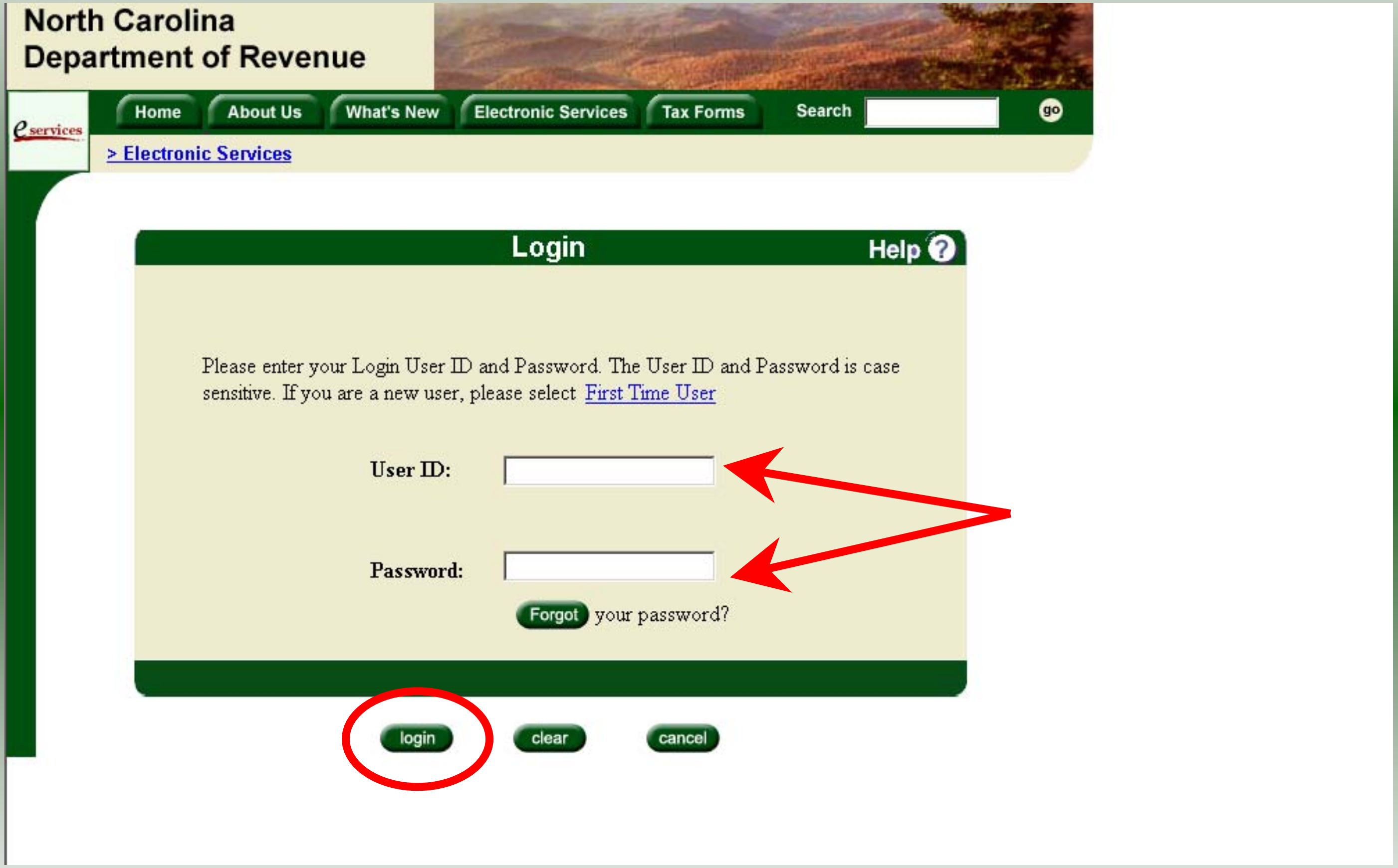


Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.

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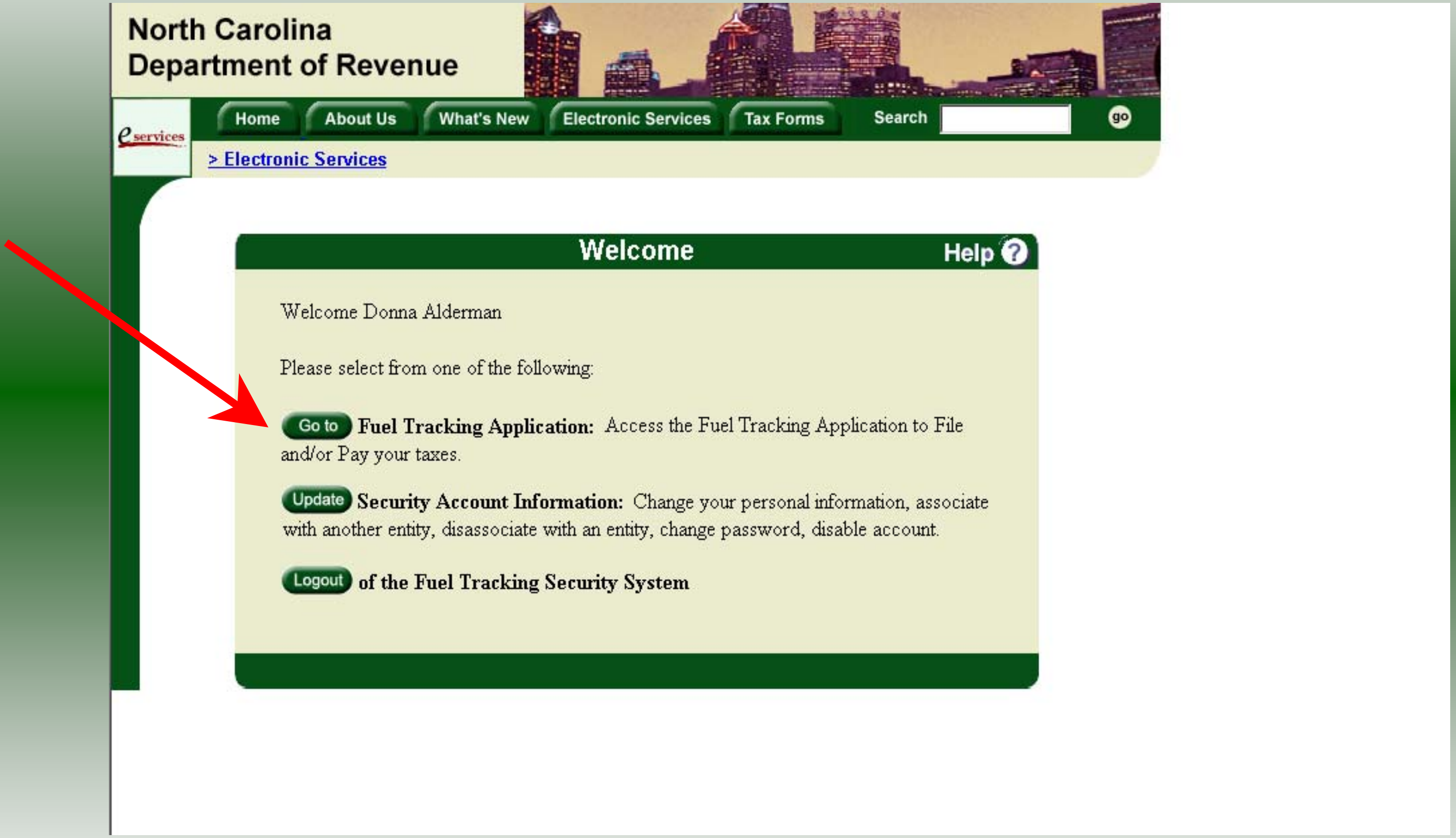


The Welcome Screen is displayed. Click the **Go To** button to access the Fuel Tracking System (FTS).

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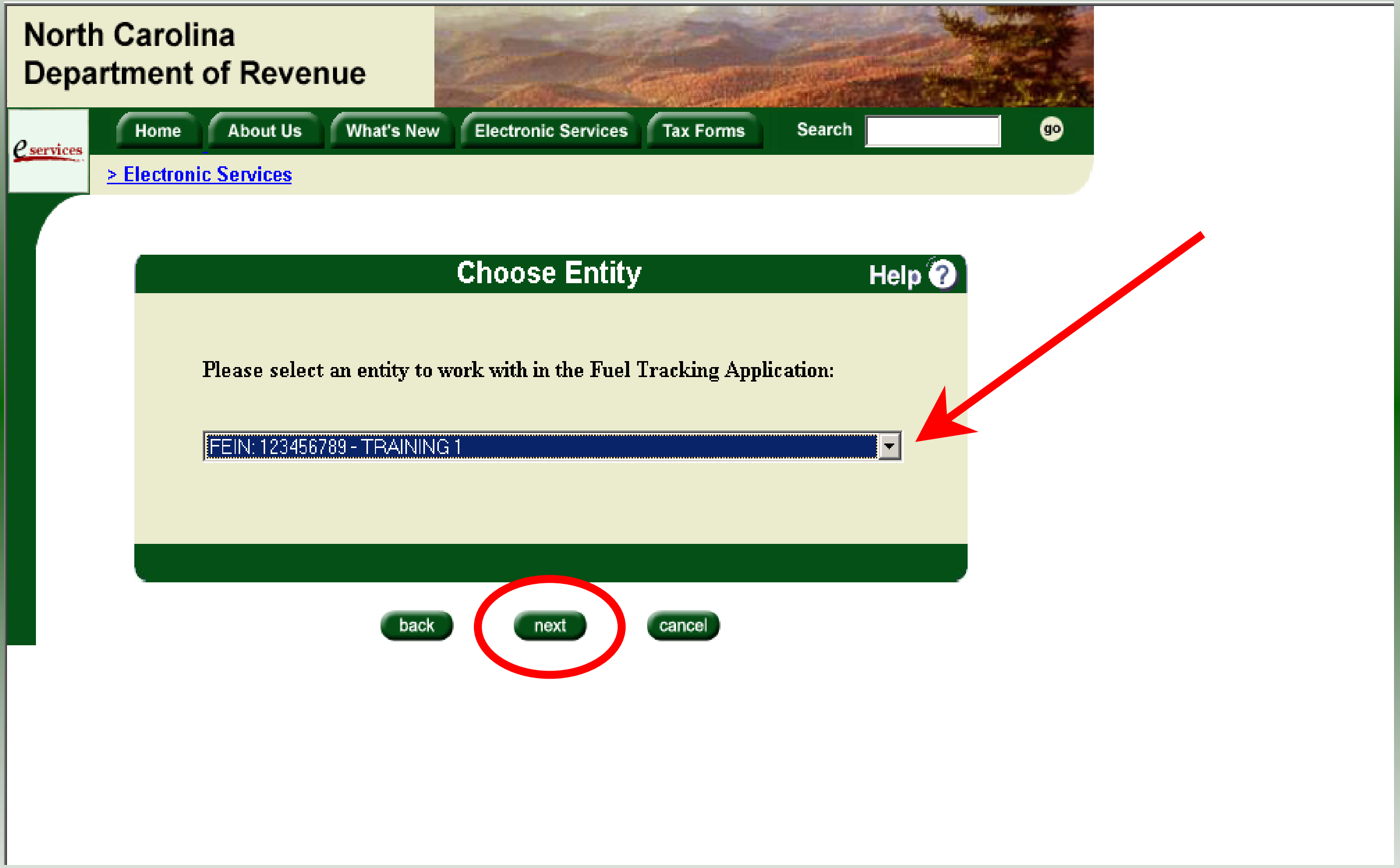


The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

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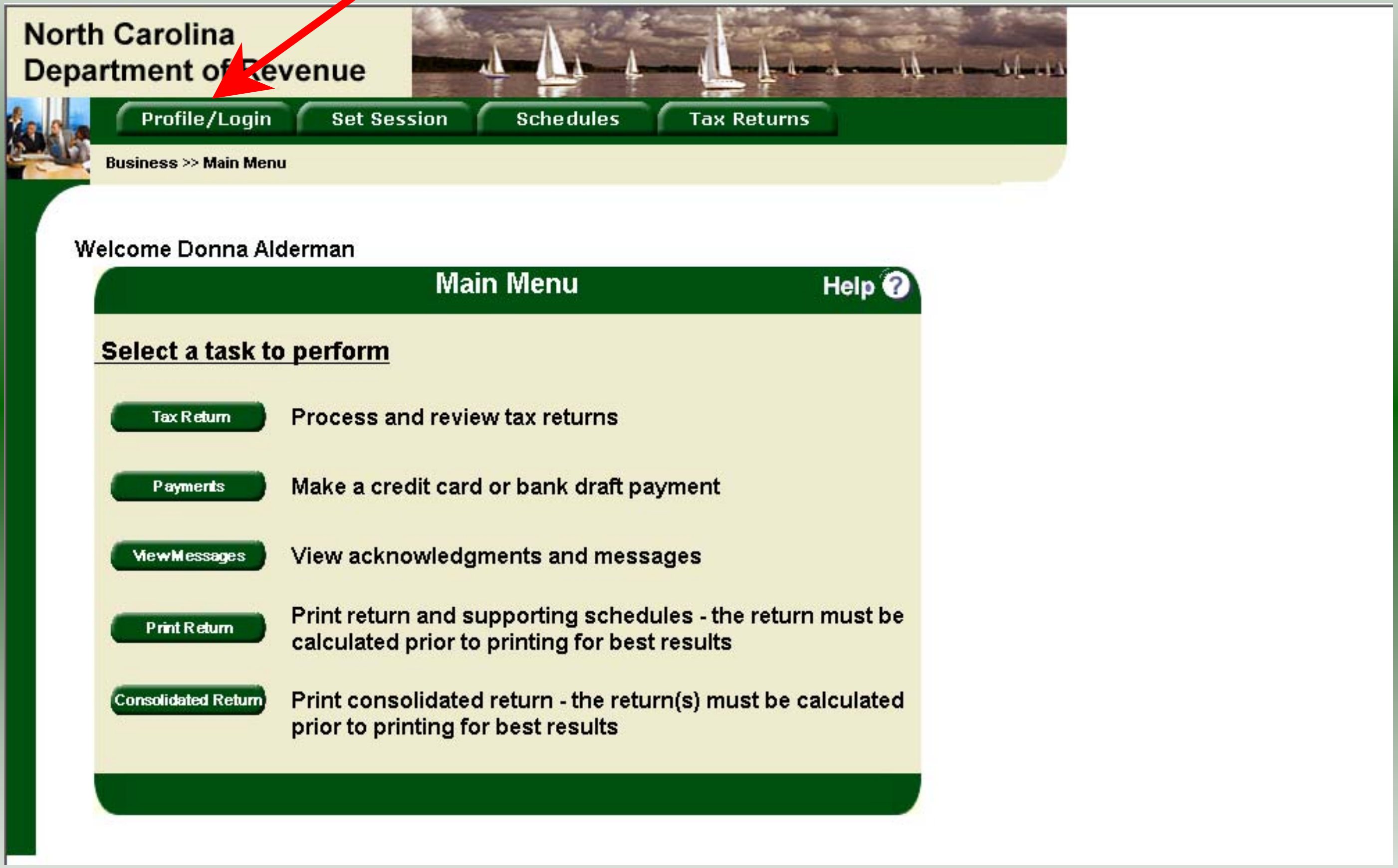


The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages. P**rofile/Login** tab returns the user to the **Welcome** screen to exit the FTS.

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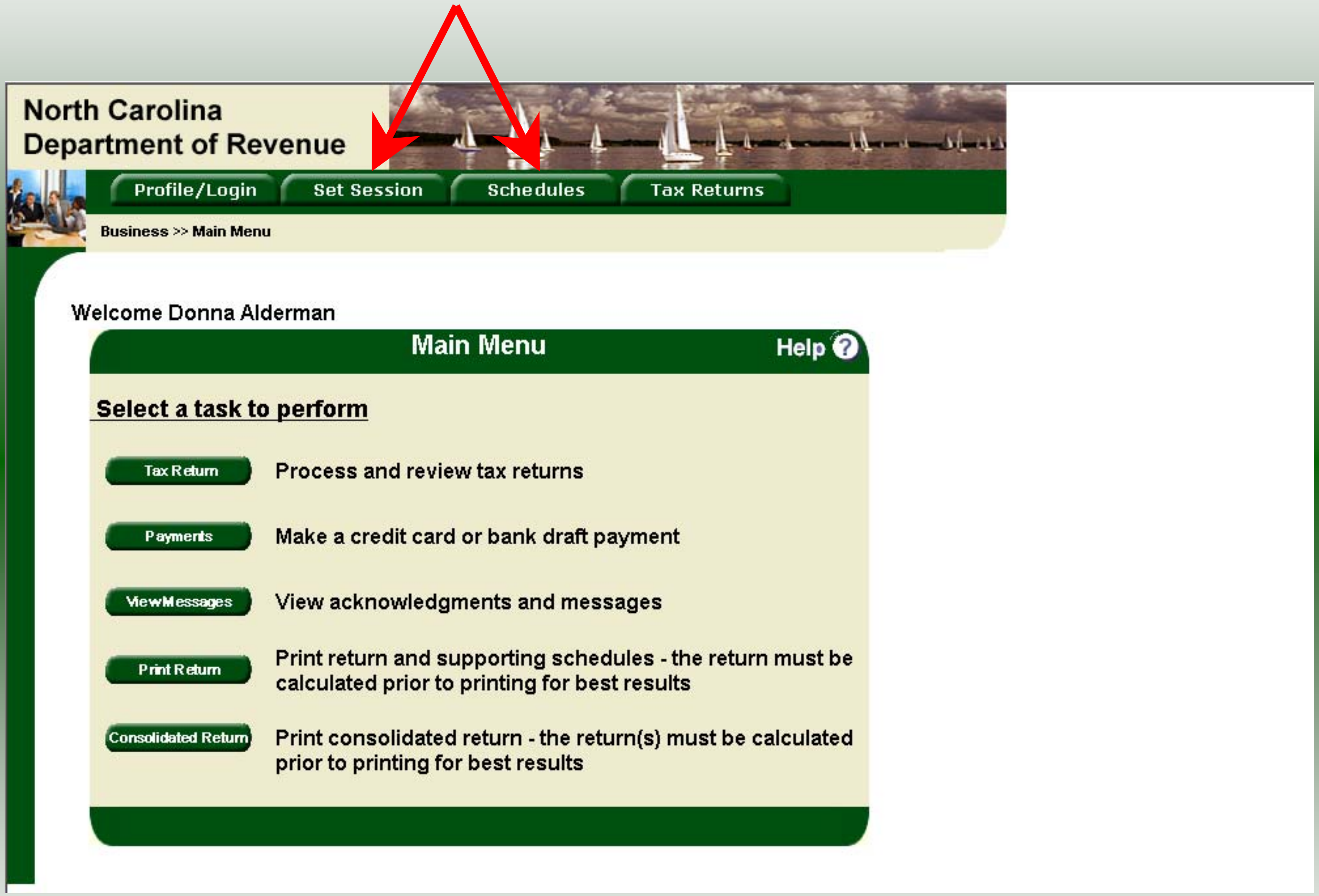


**Set Session** tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information.

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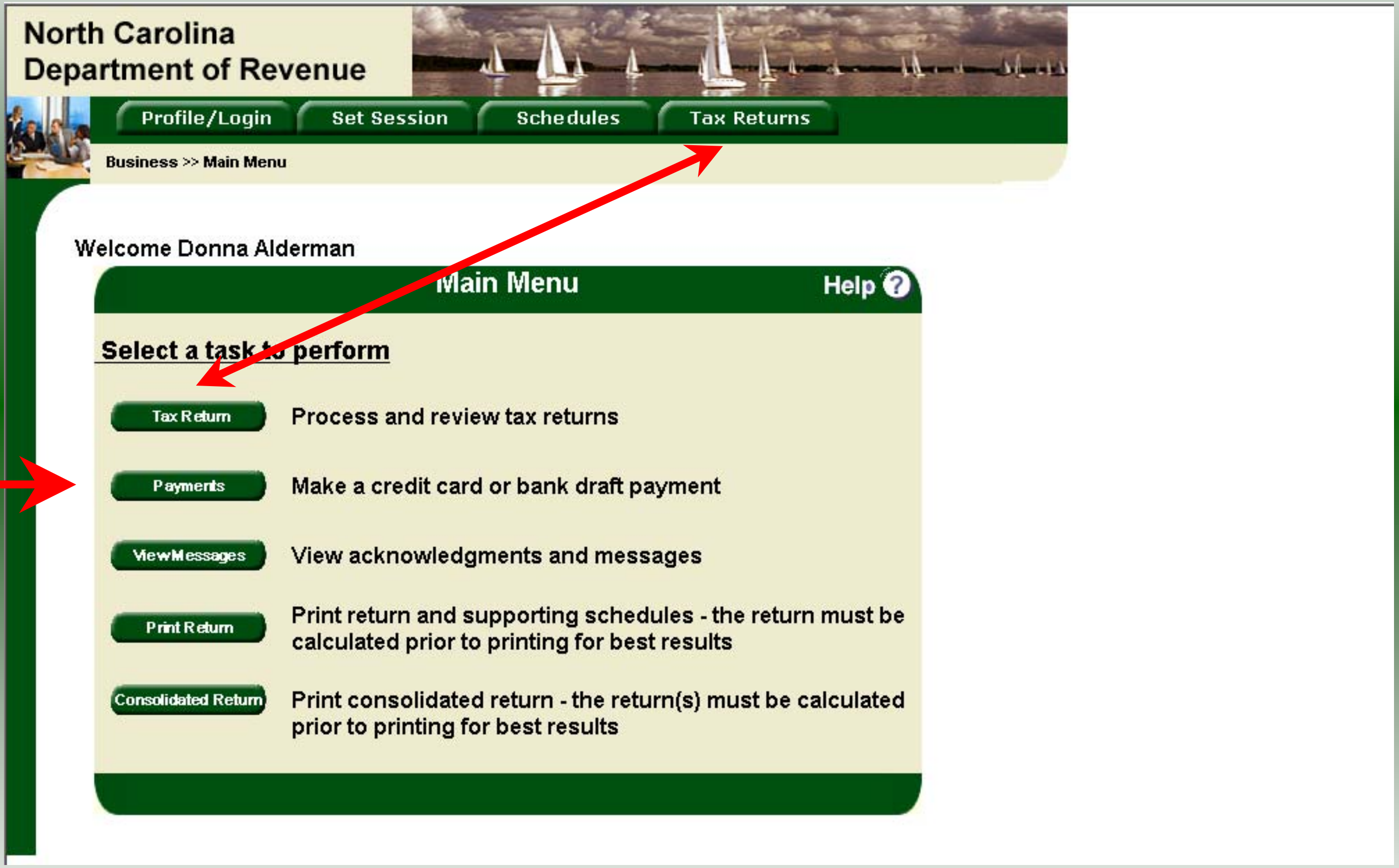


**Tax Returns** tab and button allows the user to process and view their tax returns. **Payments** button allows the user to submit a payment without a return.

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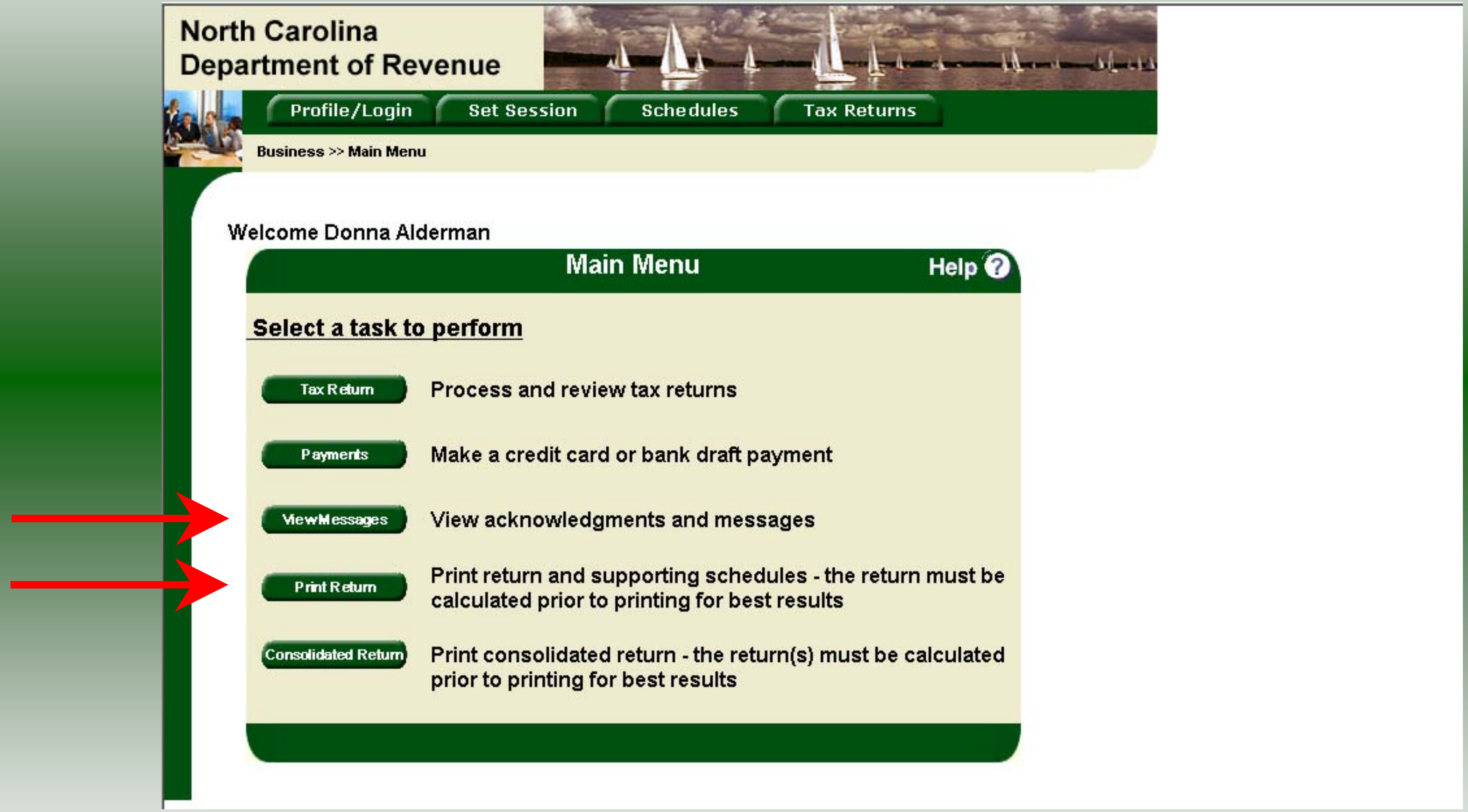


**View Messages** button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.

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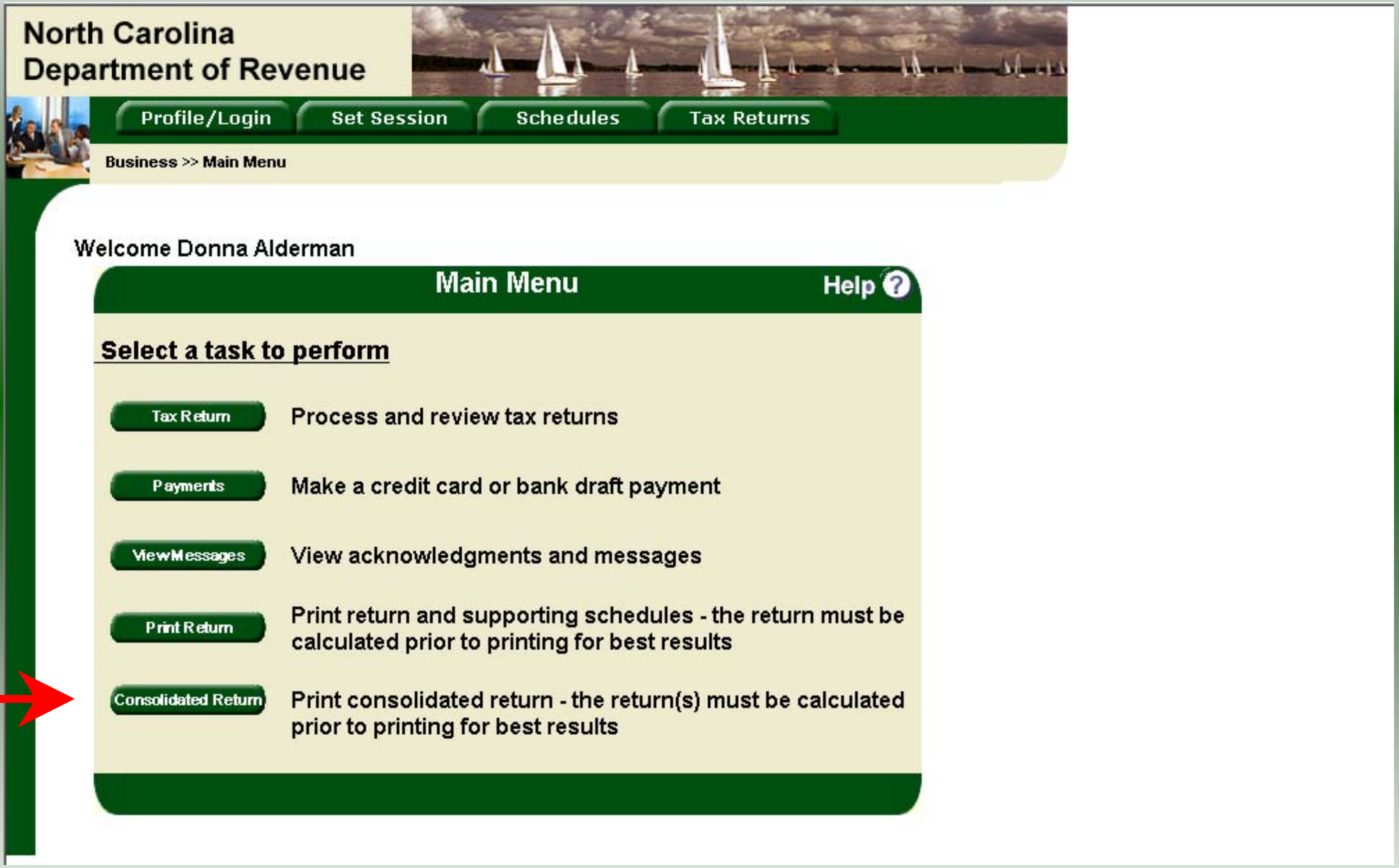


**Consolidated** button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.

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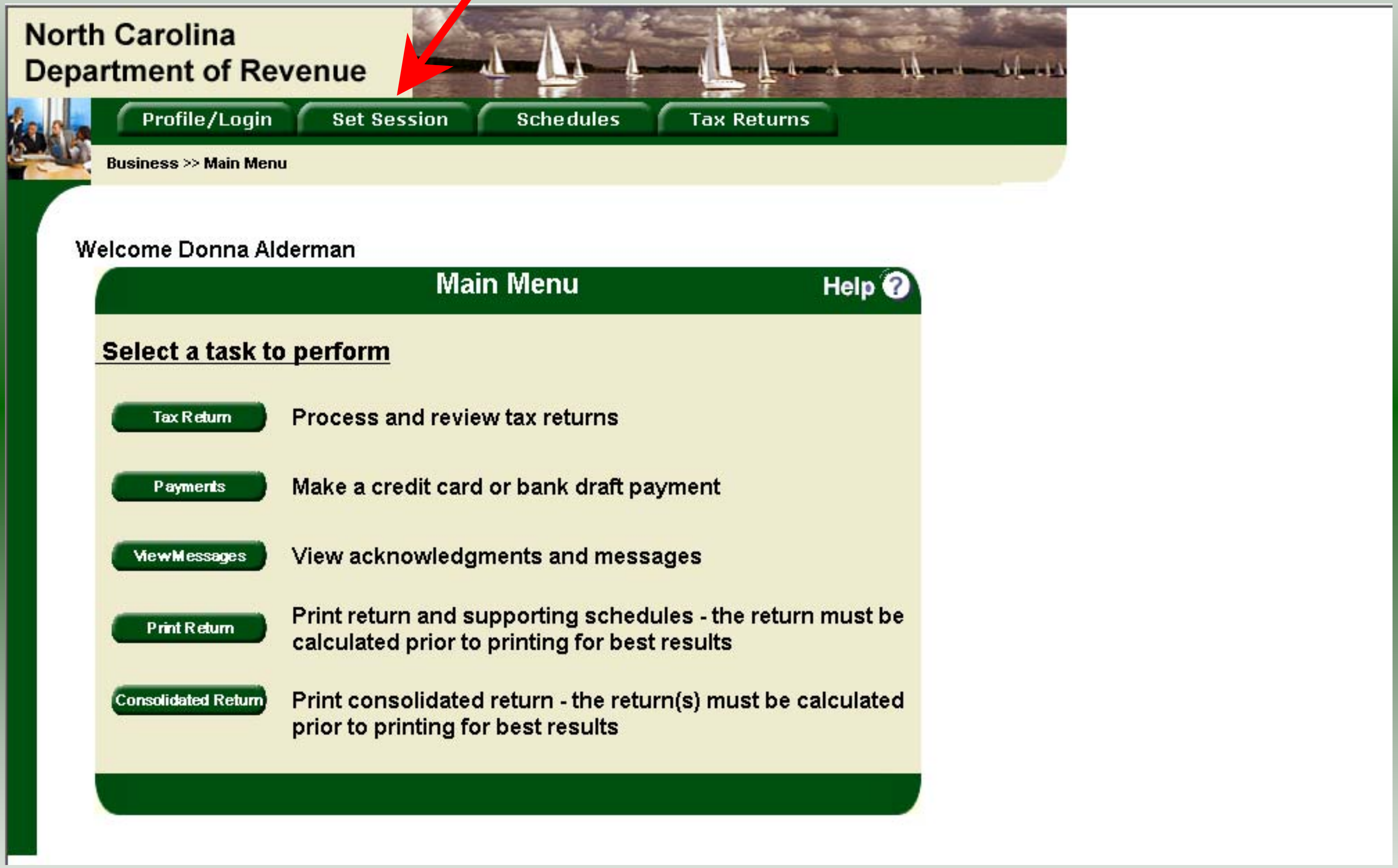


You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

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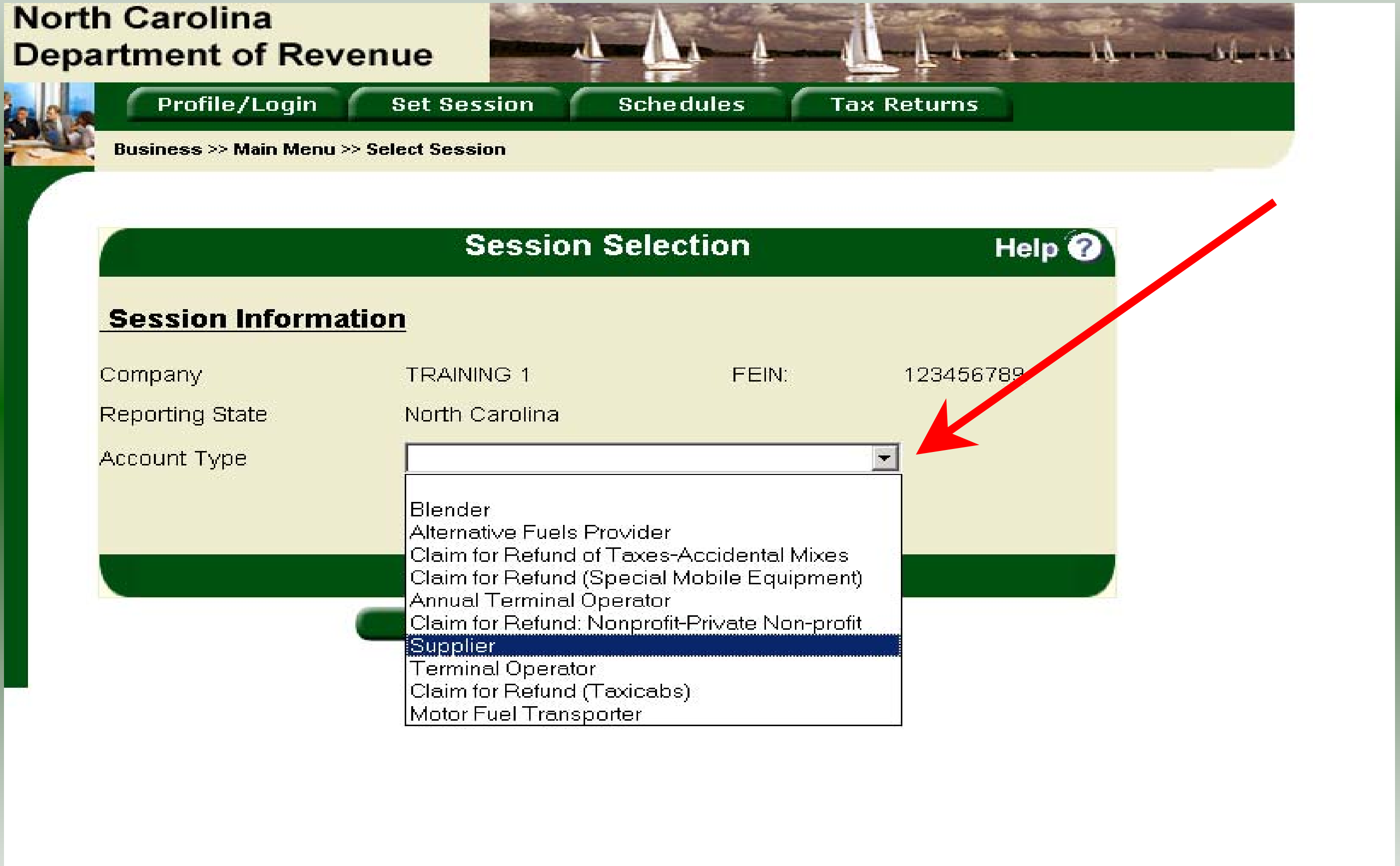


The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Supplier, Terminal Operator,** or **Motor Fuel Transporter** is highlighted. These are the only returns that may be filed by **EDI**. Left click.

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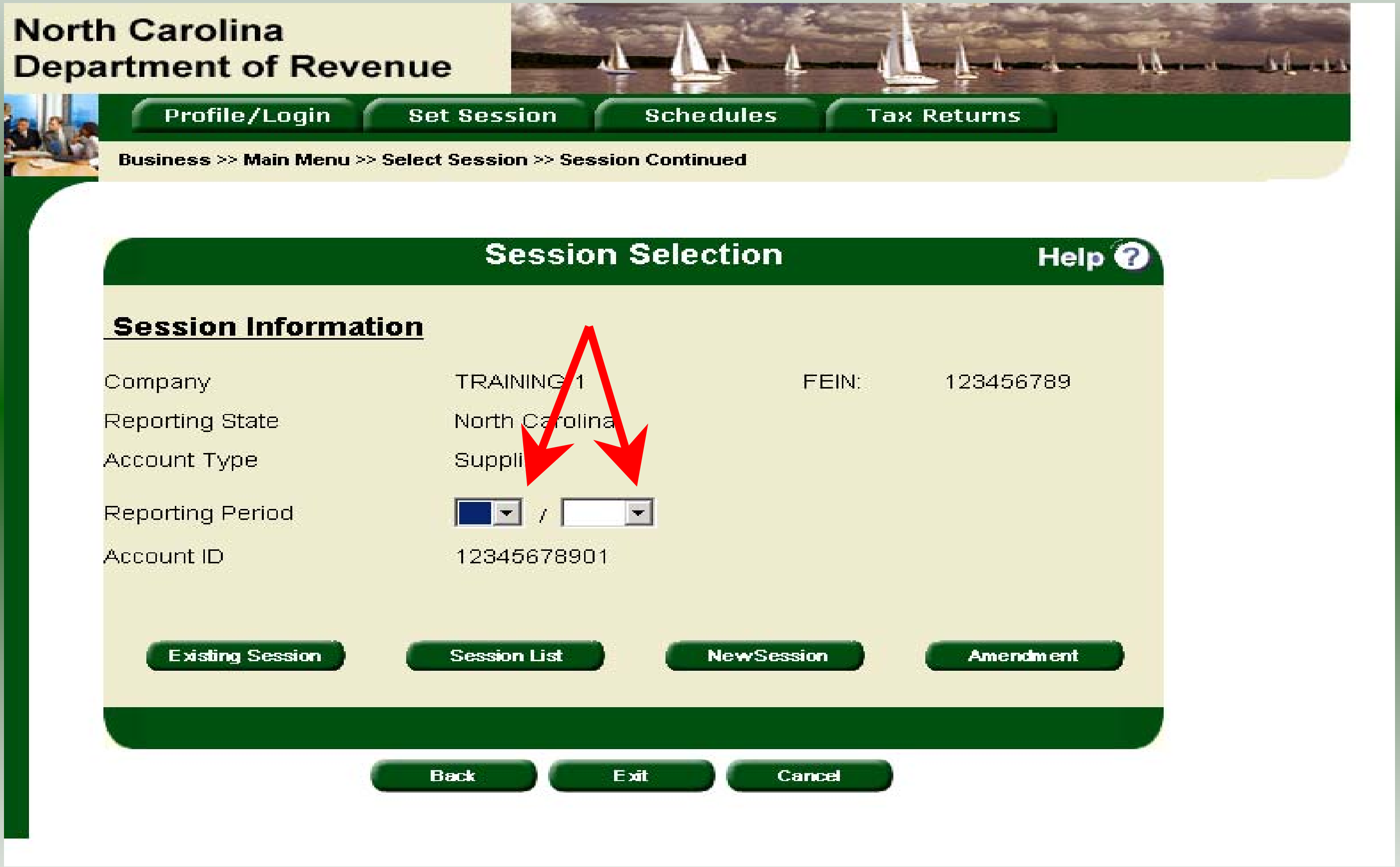


The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.

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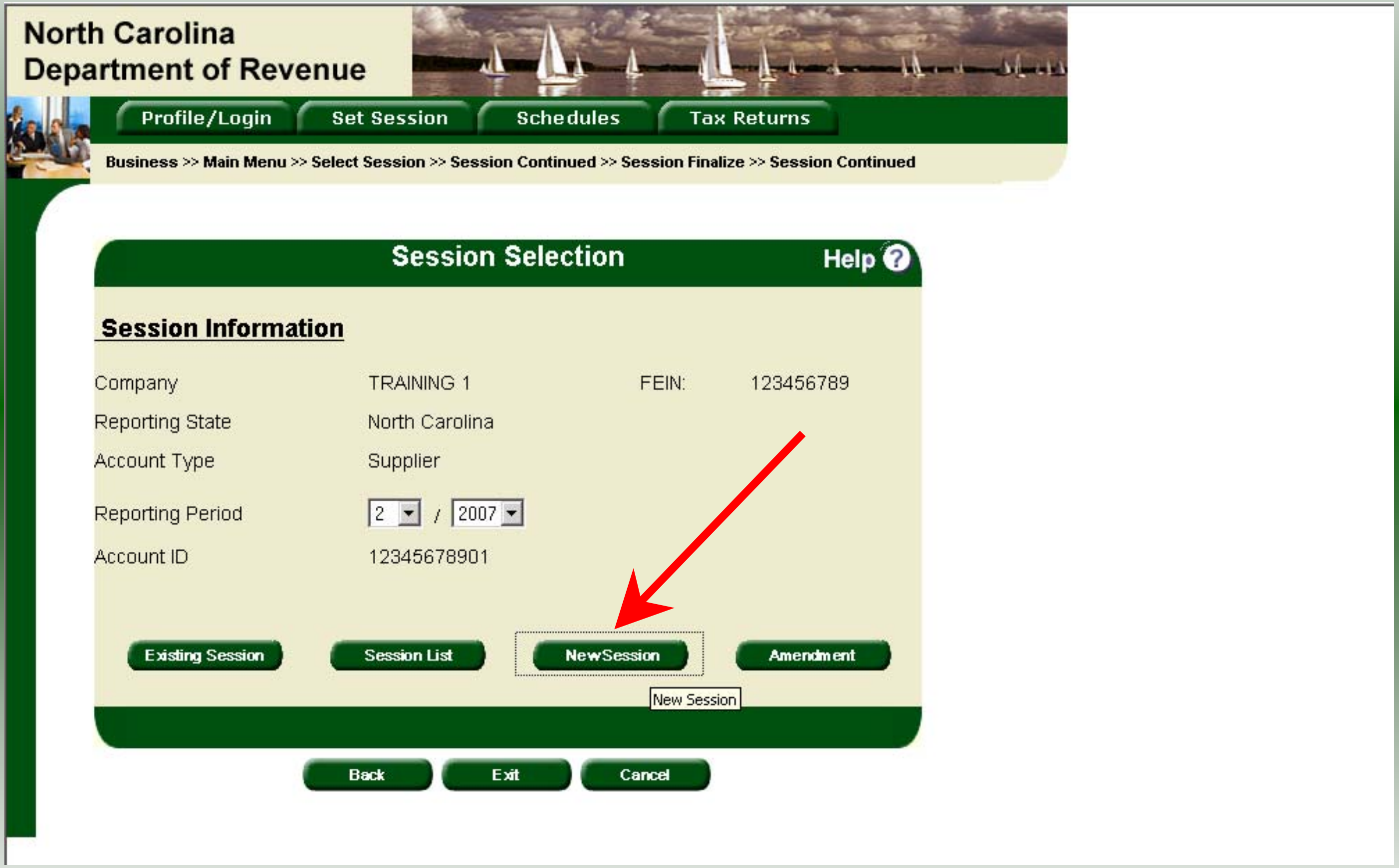


Verify the return period and click **New Session** to start entering the return information.

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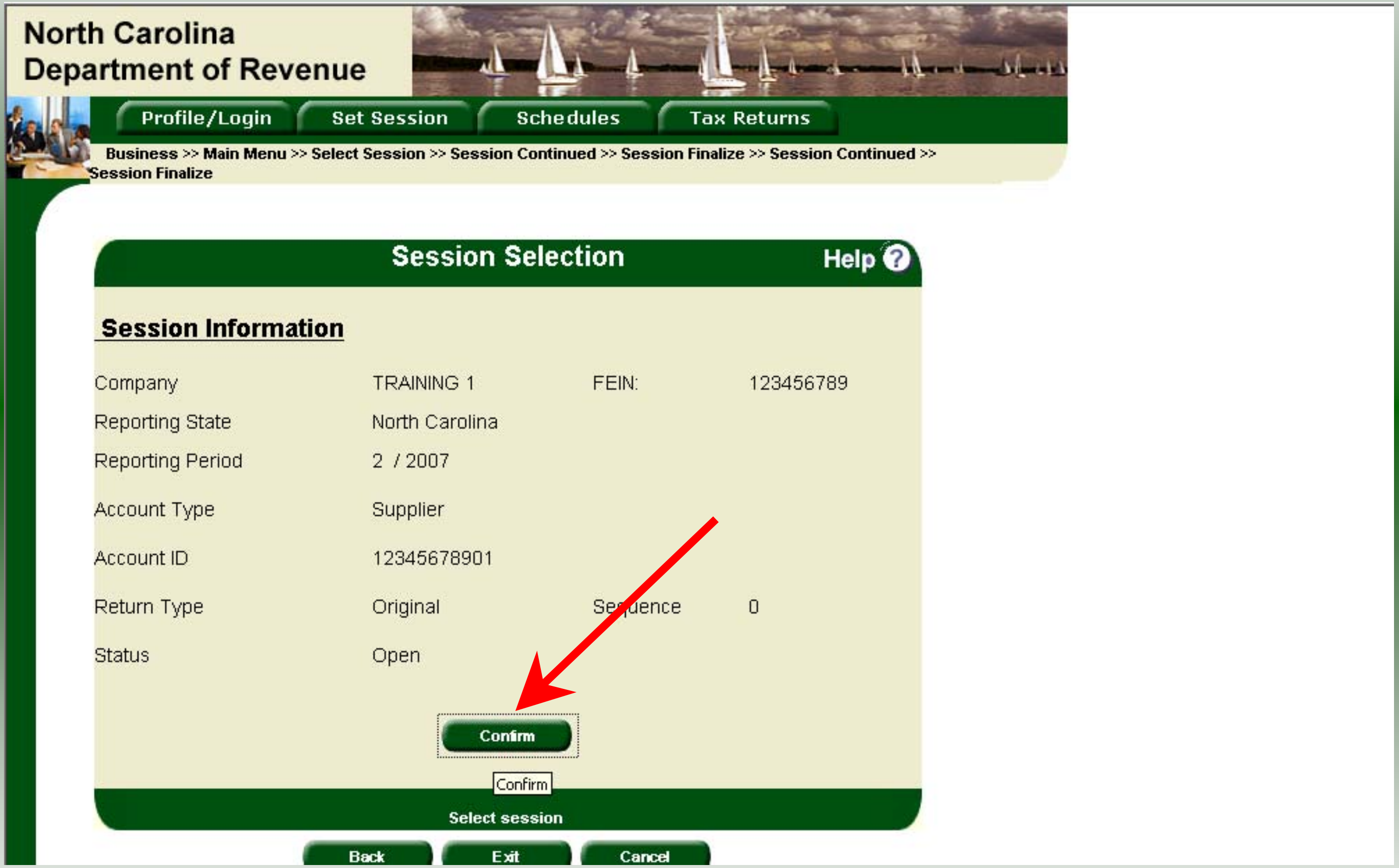


The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.

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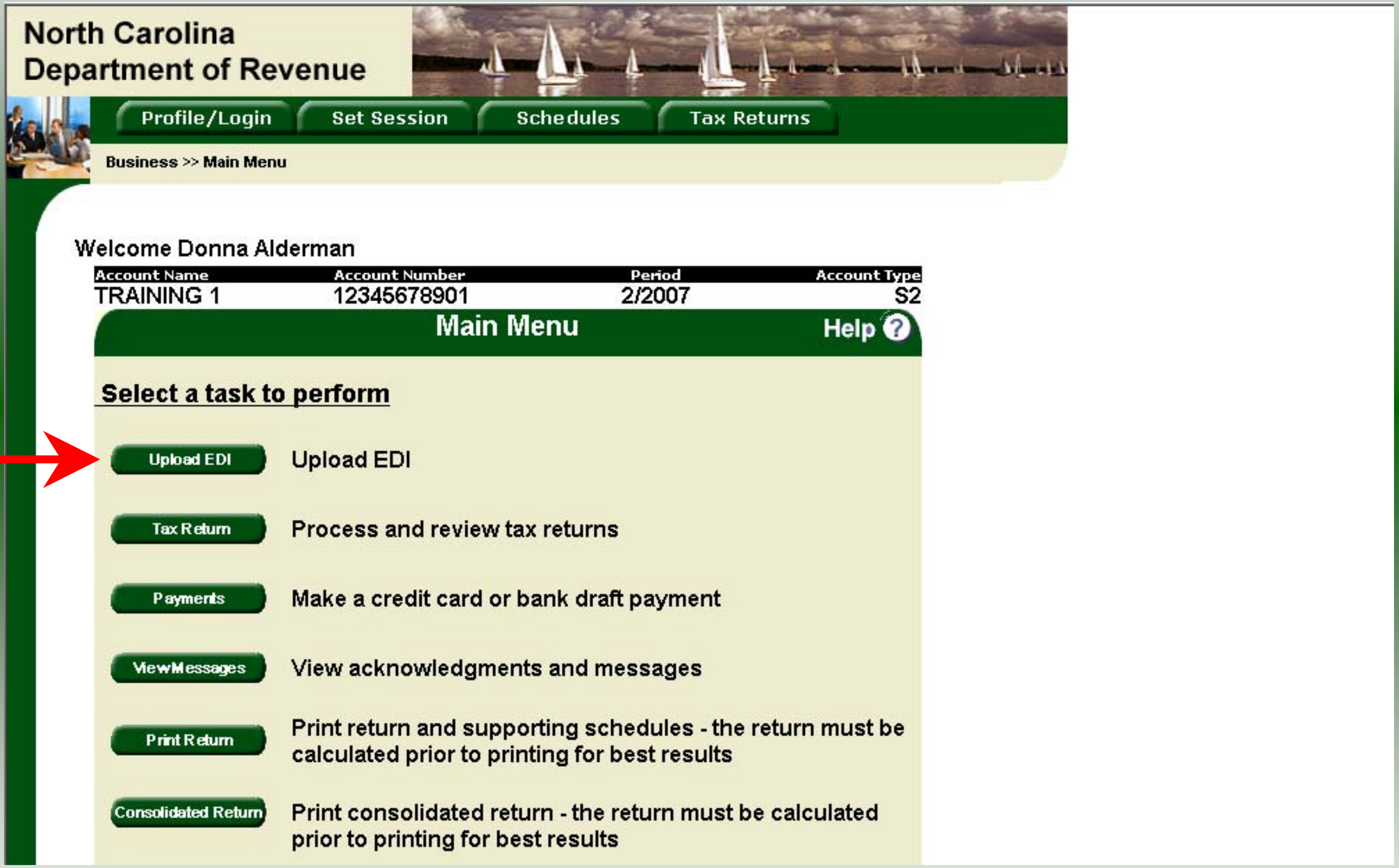
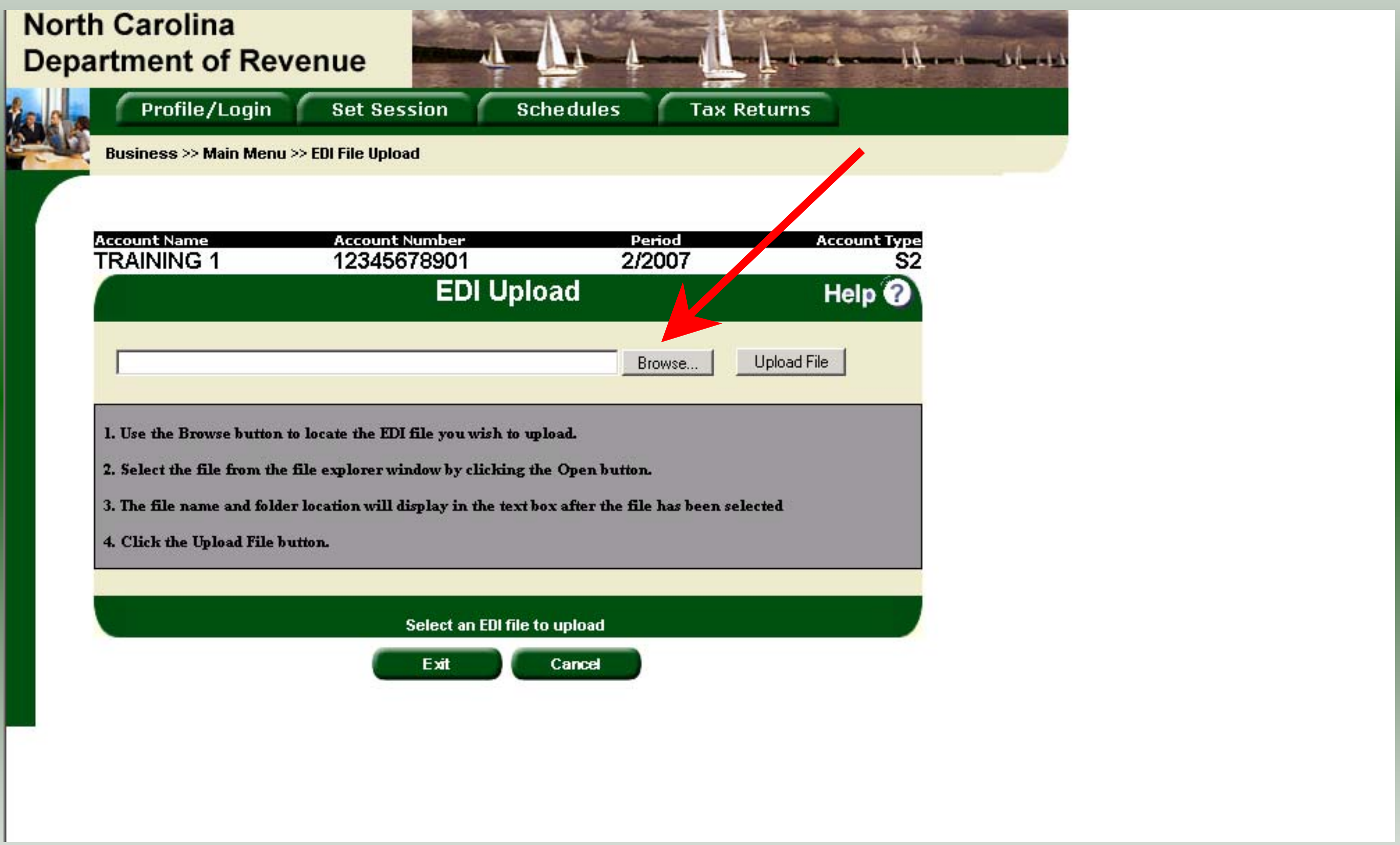



The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on the **Upload EDI** button on the left side of the screen. If this button does not appear on the **Main Menu** screen contact the Motor Fuels Tax Division at edicoordinator@dornc.com.

# Uploading an EDI File




Click **Browse** to locate the file you wish to upload.

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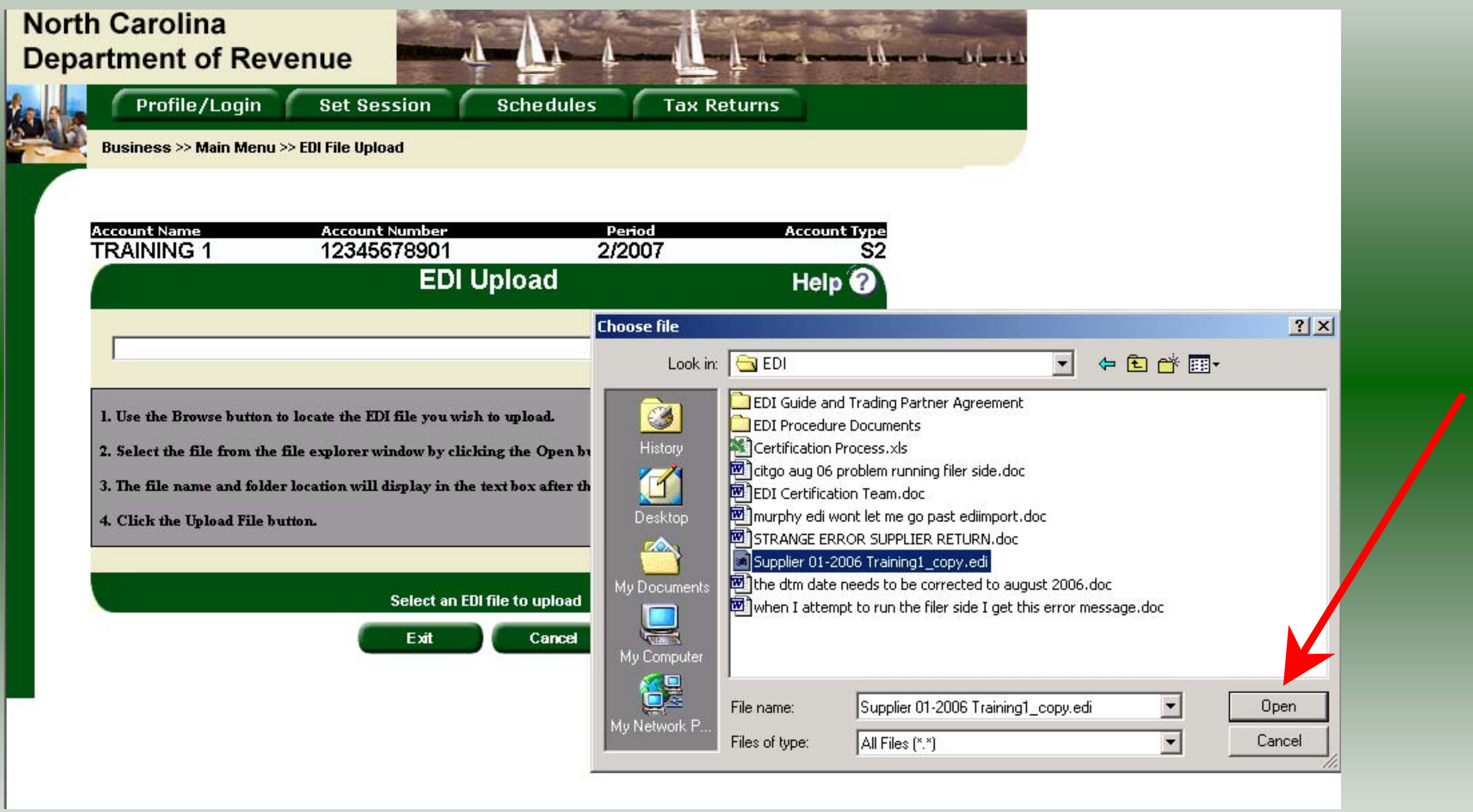


The **Choose File** window is displayed. Highlight the file that you wish to upload and click **Open**.

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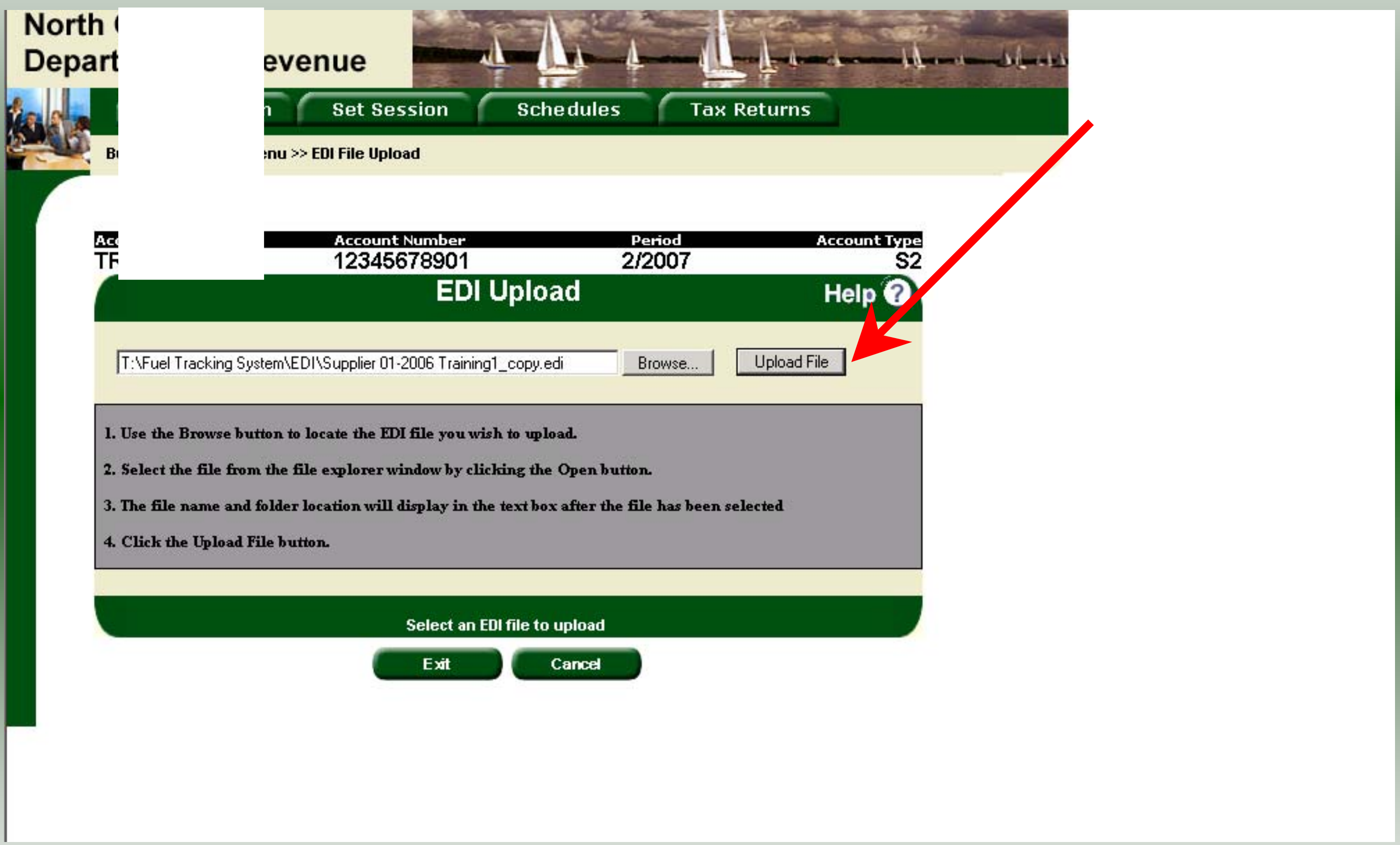


The file name and file folder will display in the text box after the file has been selected. Click **Upload File**.

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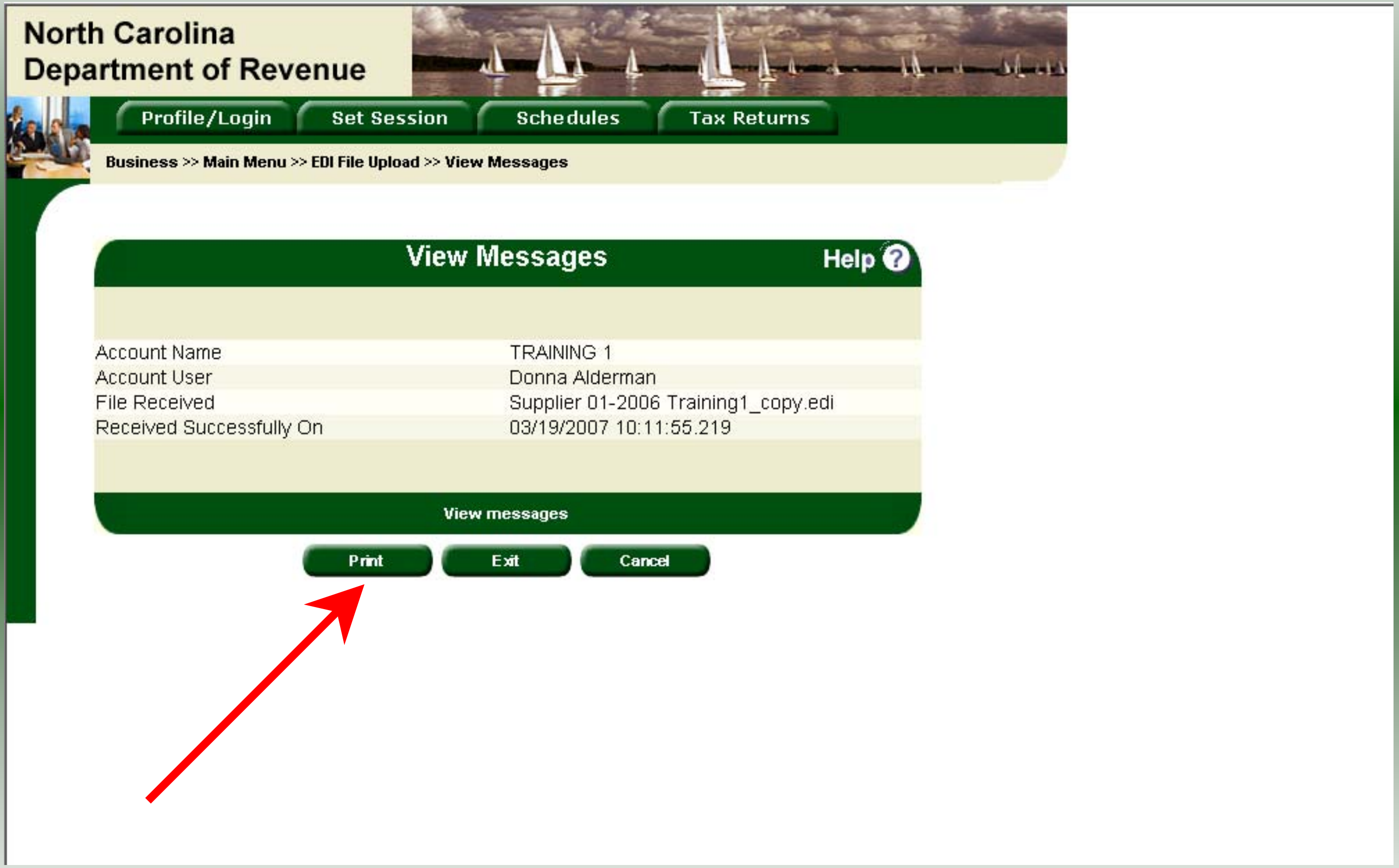


The **EDI File Received Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

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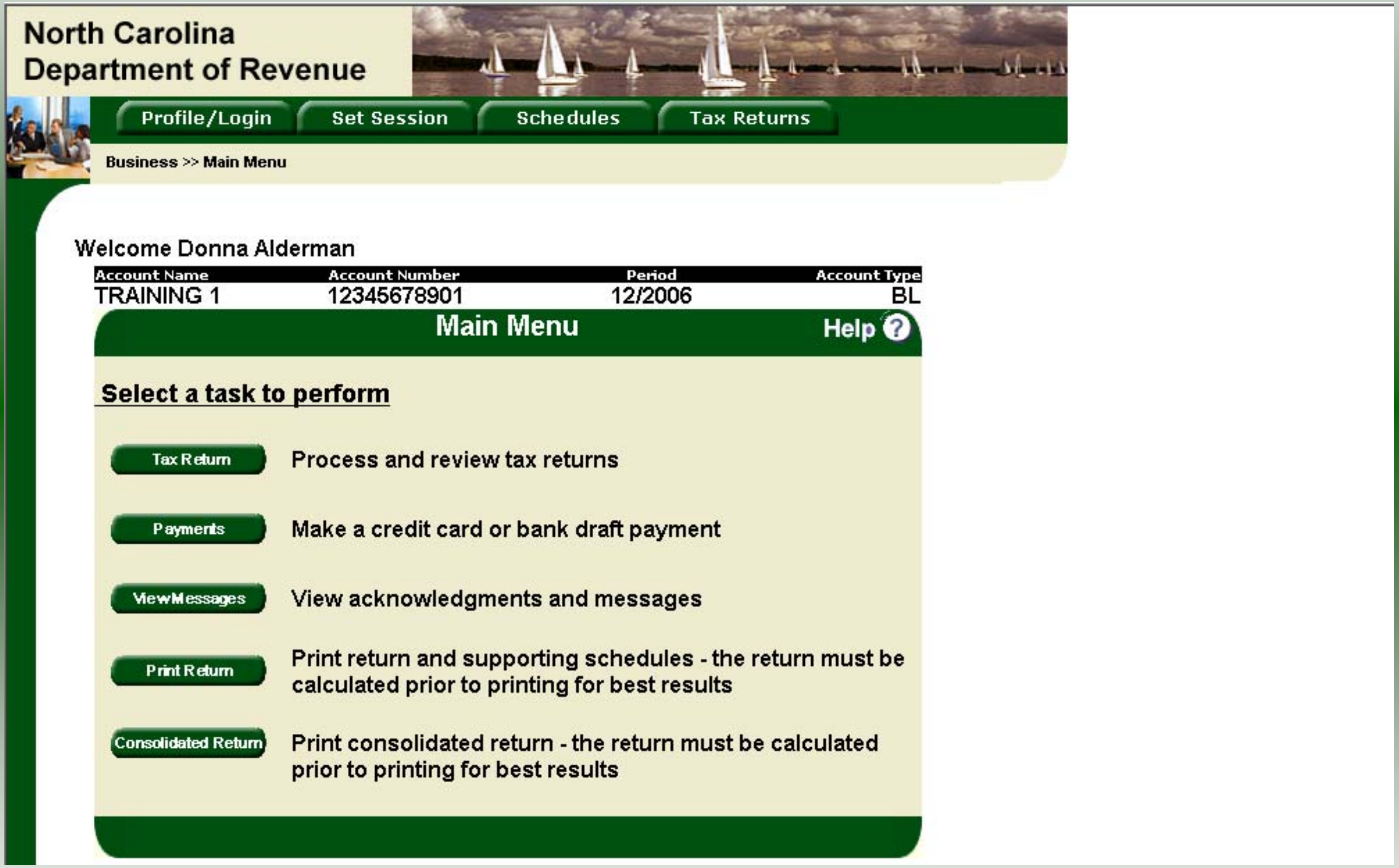


If **Cancel** is selected the Main Menu screen is displayed. A new session must be set to continue processing returns.

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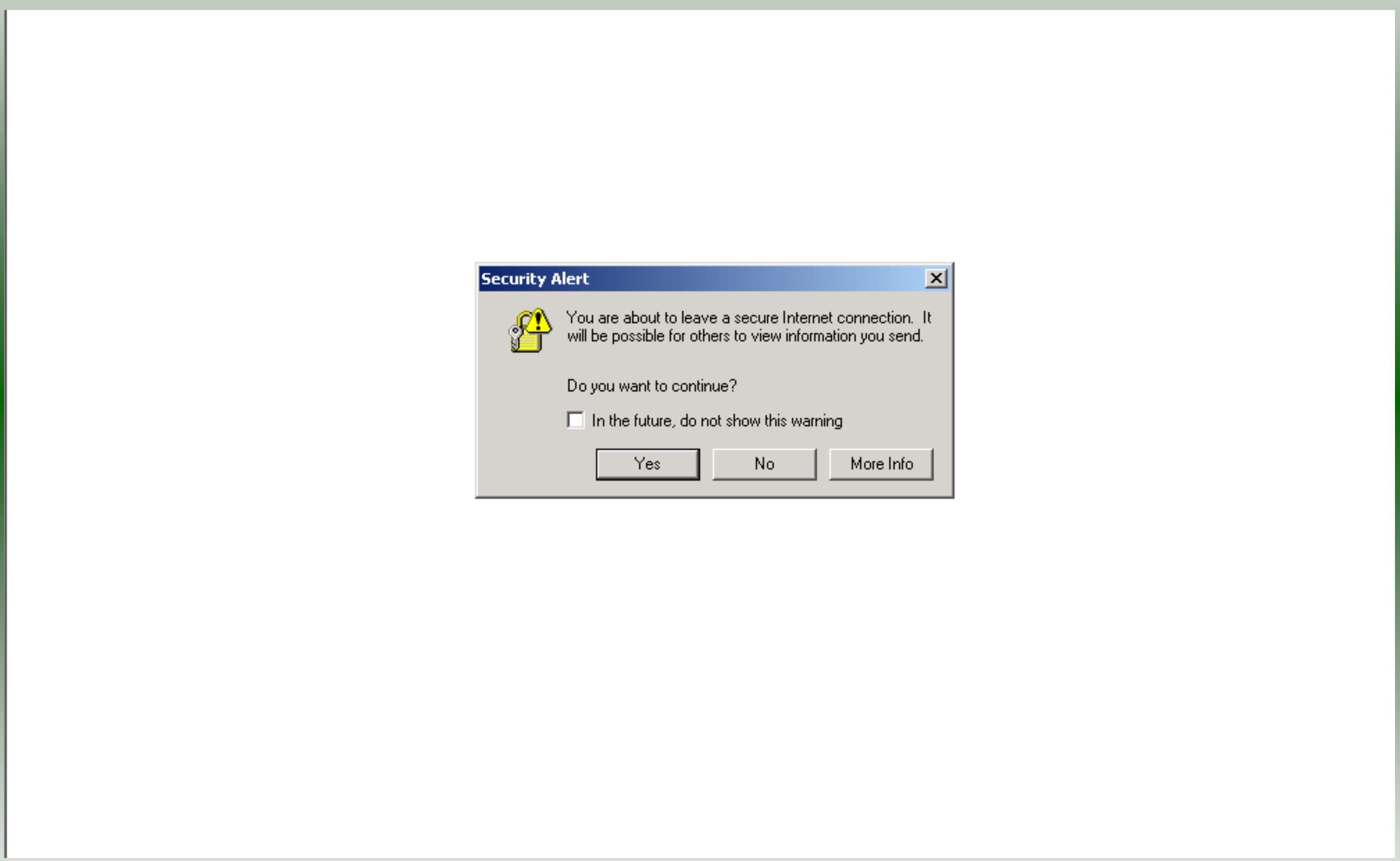


Click **Exit** to exit the Fuel Tracking System. A dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

# Uploading an EDI File


The Department of Revenue website Main screen is displayed. You have successfully **Uploaded your EDI File**.