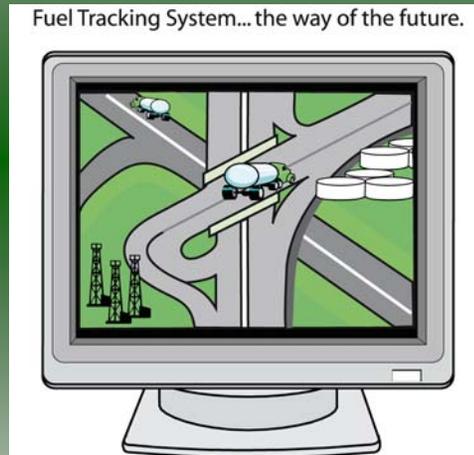


# MOTOR FUEL TRACKING SYSTEM



## FIRST TIME FILER ACCOUNT SETUP

# Account Setup



North Carolina Department of Revenue

Michael F. Easley  
Governor

E. Norris Tolson  
Secretary

10/2/2006

FIRST TAXPAYER 1  
1429 ROCK QUARRY RD STE 103  
RALEIGH NC 27410

## **File Your Motor Fuels Tax Returns via The Internet!**

The North Carolina Department of Revenue (DOR) has developed an application to allow Motor Fuels taxpayers to file and pay all Motor Fuels tax returns using the Internet as well as file request for refunds.

There are some requirements that must be met before you can use the Internet to file returns. Log onto the Department of Revenue's website at:

[www.docnc.com](http://www.docnc.com)

and click on **Electronic Services**

to view the Online Services offered by DOR. Under **Business Taxes**, click on **Motor Fuels E-File** to log onto the Motor Fuels Tracking System website. Click anywhere in the underlined text box that reads "**Ready to file Motor Fuels returns or refunds online? Click here!**" to setup your Internet account. When you get to the Login screen, click on "**First Time User**" and follow the instructions. **To setup your Internet account, use the information listed at the bottom of this page.** For security purposes, only the last four (4) digits of the SSN are displayed below.

**If you do not setup your internet account within 90 days from the date of this letter, your access code will expire.** To obtain a new code, you must contact the Motor Fuels Tax Division. Once you have been setup to file on the Internet, you may file your next Motor Fuels tax return and request refunds using the Internet.

You can obtain a User Manual on-line at [www.docnc.com/downloads/motor.html](http://www.docnc.com/downloads/motor.html). If you have any questions or would like to have a User Manual mailed to you, please call the Motor Fuels Tax Division at (919) 733-2400 or toll free at (877) 308-9092.

**FEIN/SSN:** 001234567

**Access Code:** 71D9EC30

P O Box 15000, Raleigh, North Carolina 27610  
State Center 51-71-00  
An Equal Opportunity Employer

The Department mailed an access code letter to each registered taxpayer for the Motor Fuel Tracking System. The taxpayer FEIN or SSN and temporary access code are listed at the bottom of the letter. Have this letter available during the **Initial Setup** only.

# Account Setup



The screenshot shows the North Carolina Department of Revenue website. The header includes the logo and navigation tabs: About Us, What's New, Electronic Services, and Tax Forms. A search bar is located to the right of the navigation tabs. A red arrow points to the 'Electronic Services' tab, which has a dropdown menu open showing 'Individuals' and 'Businesses'. The 'Businesses' option is highlighted. Below the navigation tabs, there are three main columns of content. The left column contains 'Headlines' and 'Quick Links'. The middle column features three sections: 'Information for Individuals', 'Information for Businesses', and 'Information for Tax Professionals', each with a corresponding image. The right column contains 'Electronic Services' and 'Contact Us' sections. The footer includes links for Site Map, Español, Links, Privacy Policy, Disclaimer, and NC Gov Portal, along with a small logo for the North Carolina Department of Revenue.

North Carolina  
Department of Revenue

NCOR

About Us What's New Electronic Services Tax Forms Search go

Headlines

- **Important Notice** - Decrease in sales and use tax rate effective Dec. 1, 2006
- **Important Notice** - Individual Income Tax Deductions Scheduled to Expire are Restored for Tax Year 2006
- **Tax Law Changes** - Learn about the 2006 tax law changes

Quick Links

- **Armed Forces**
- **Hot Topics**
- **Property Auctions**
- **Reports and Statistics**
- **Settlement Initiative**
- **Tax Debtor's List**
- **Tax Fraud Alert**

Information for  
**Individuals**

Information for  
**Businesses**

Information for  
**Tax Professionals**

Electronic Services

- **Where's My Refund?** - Check the status of your current year income tax refund
- **E-File Options** - For Individuals
- **Electronic Services for Individuals and Businesses** - File returns and pay taxes online
- **E-Alerts** - Join our email list

Contact Us

- **Tax Assistance**
- **Web Site Survey**
- **Web Site Suggestions**

Site Map Español Links Privacy Policy Disclaimer NC Gov Portal

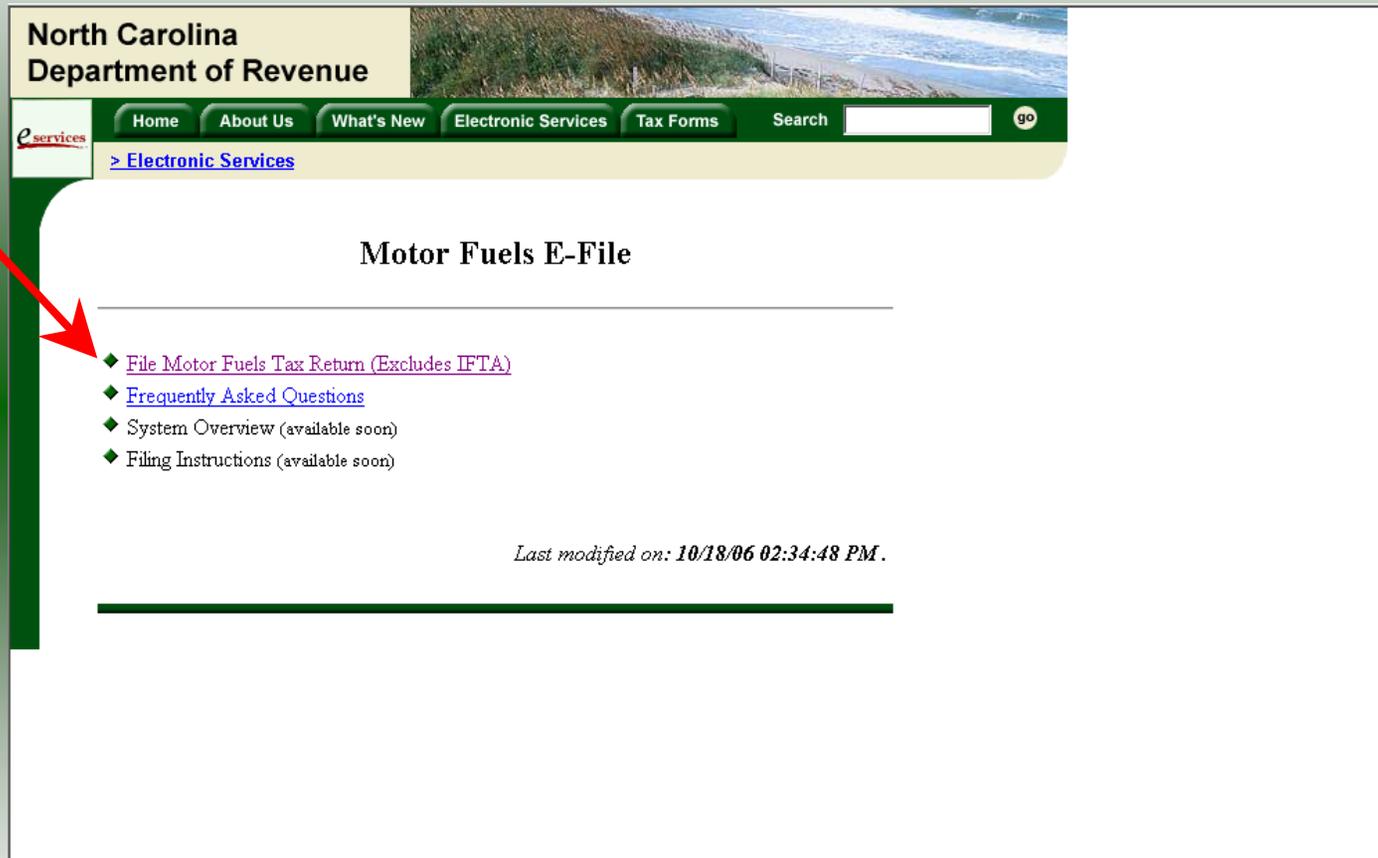
Log into the Department of Revenue's website at [www.dornc.com](http://www.dornc.com). Click on **Electronic Services** and then **Businesses**.

# Account Setup

Businesses	
<p><a href="#">E-500 Sales and Use E-File</a> – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.</p>	<p><a href="#">CD-429 Corporate Estimated Income Tax</a> – Pay your corporate estimated payments online.</p>
<p><a href="#">NC-5 and NC-5P Withholding E-File</a> – File your NC-5 tax return or NC-5P and pay your tax electronically.</p>	<p><a href="#">CD-419 Application for Extension for Franchise and Corporate Income Tax</a> – File your corporate and franchise tax extension and pay the tax electronically.</p>
<p><a href="#">Motor Fuels IFTA/Intrastate E-File</a> – Filing your tax return and ordering credentials electronically.</p>	<p><a href="#">CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers</a> - Pay your current year franchise and corporate income tax.</p>
<p><a href="#">Motor Fuels EDI Implementation Guide and Trading Partner Agreement</a> – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators &amp; Carriers and also to access the Trading Partner Agreement.</p>	<p><a href="#">CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers</a> - Pay the tax on your franchise and corporate amended income tax.</p>
<p><a href="#">Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)</a></p>	<p><a href="#">E-Alerts</a> – 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.</p>
<p><a href="#">Bills and Notices</a> – Make a payment on a bill or notice that you received from the Department of Revenue.</p>	<p><a href="#">Web Site Survey</a> – Help us make improvements to our web site by completing a short survey.</p>
<p><a href="#">EFT</a> – Electronic Funds Transfer via ACH Debit or ACH Credit.</p>	

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

# Account Setup



North Carolina  
Department of Revenue

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> [Electronic Services](#)

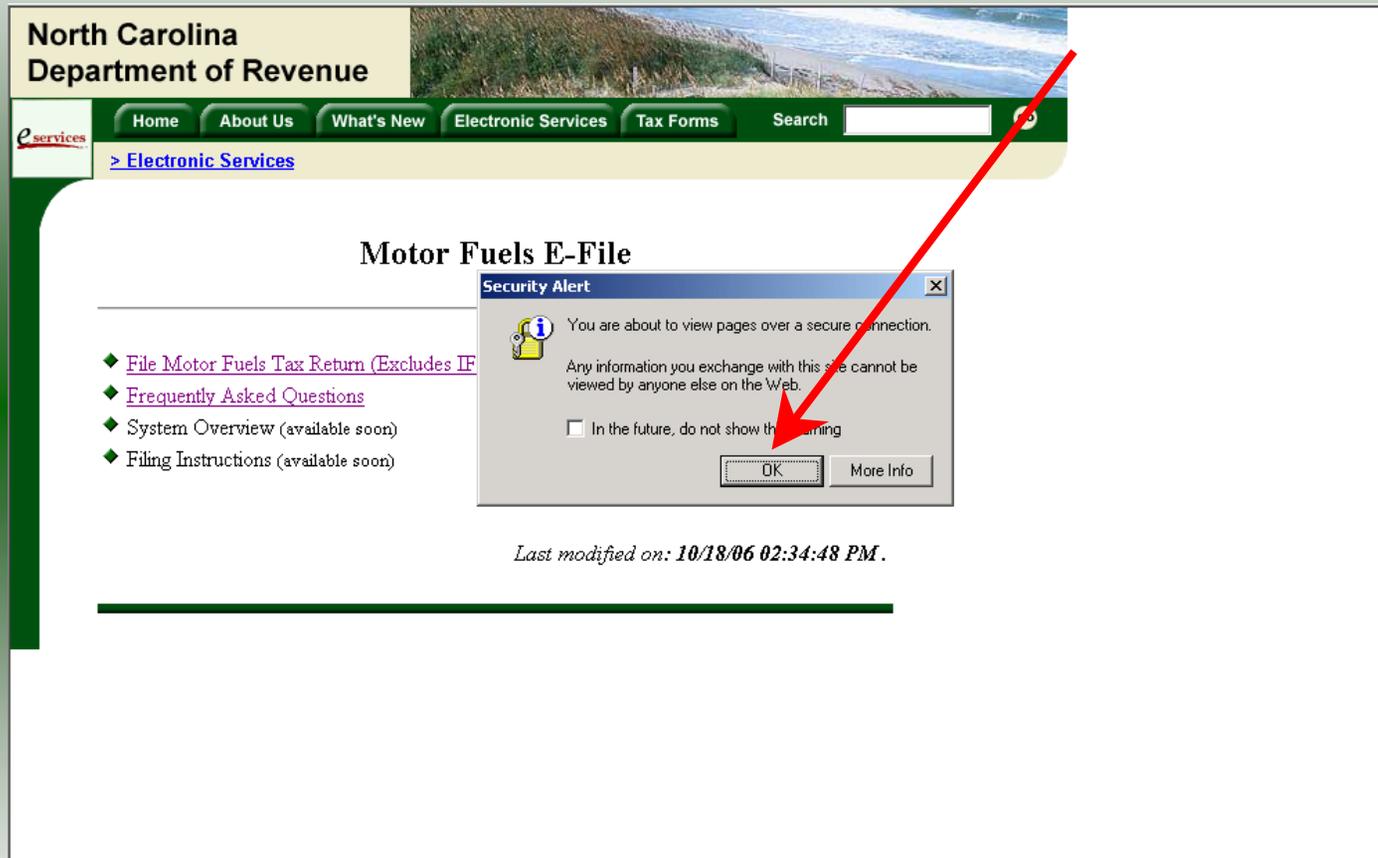
## Motor Fuels E-File

- ◆ [File Motor Fuels Tax Return \(Excludes IFTA\)](#)
- ◆ [Frequently Asked Questions](#)
- ◆ System Overview (available soon)
- ◆ Filing Instructions (available soon)

*Last modified on: 10/18/06 02:34:48 PM.*

Click on [File Motor Fuels Tax Returns \(Excludes IFTA\)](#).

# Account Setup



North Carolina  
Department of Revenue

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## Motor Fuels E-File

- ◆ [File Motor Fuels Tax Return \(Excludes IF](#)
- ◆ [Frequently Asked Questions](#)
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*Last modified on: 10/18/06 02:34:48 PM.*

**Security Alert**

You are about to view pages over a secure connection.  
Any information you exchange with this site cannot be viewed by anyone else on the Web.

In the future, do not show this warning

OK More Info

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

# Account Setup

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> [Electronic Services](#)

**Login** Help ?

Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select [First Time User](#)

User ID:

Password:

[Forgot your password?](#)

login clear cancel

The **Login** screen is displayed. Click on **First Time User**.

# Account Setup

e services

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### Fuel Tracking System Registration [Help ?](#)

Please enter the following information to begin your registration. You will need to know whether you are registered as an individual (SSN) or a corporation (FEIN). You will need your Taxpayer ID number and your Access Code Number. This information can be found in the registration letter you received from the Motor Fuels Tax Division, regarding using the internet to file Motor Fuels Tax Returns. Please note that the Access Code Number is case sensitive and should be entered exactly as it appears in the letter.

**SSN / FEIN:**

**Taxpayer Id:**

**Access Code:**

The **Fuel Tracking System Registration** screen is displayed. Refer to the Access Code Letter and indicate if the Taxpayer ID is your FEIN or SSN. Enter the **Taxpayer ID** and **Access Code** as printed on the letter. The Access Code is case sensitive. Click **Next**.

# Account Setup

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### Personal Information Help ?

Taxpayer ID  Company Name

Please provide the following information to complete your registration. Click Help for additional information.

First Name  MI  Last Name  Suffix

Daytime Phone Number  Email Address

back next clear cancel

The **Personal Information** screen is displayed. Enter the **Name**, **Telephone Number**, and **Email Address** for the individual authorized to access the account.

# Account Setup

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Department of Revenue

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### Personal Information Help ?

Taxpayer ID  Company Name

Please provide the following information to complete your registration. Click Help for additional information.

First Name	MI	Last Name	Suffix
<input type="text" value="test"/>	<input type="checkbox"/>	<input type="text" value="taxpayer"/>	<input type="text" value="None"/>

Daytime Phone Number	Email Address
( <input type="text" value="919"/> ) <input type="text" value="733"/> - <input type="text" value="3409"/>	<input type="text" value="edicoordinator@dornrc.com"/>

Once the **Name**, **Telephone Number** and **Email Address** is entered and reviewed for accuracy click **Next**.

# Account Setup

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### Password Information [Help ?](#)

Please provide the following information to complete your registration. Click Help for additional information.

**User ID**

User ID must be between 6 and 20 characters. A unique user ID is provided for you. You may change this user ID if desired. User ID is case sensitive.

**Password**

**Password Confirmation**

Password must be at least 8 characters consisting of at least 2 letters and 2 numbers or special characters such as \$)(\*&^%#@!/?&lt;>[. Password is case sensitive.

From the list of 10 questions, please select and answer only 5. These 5 questions should be different from each other. Please note the questions and answers you selected, as you will need this information in the event you forget your password.

Question #1

The **Password Information** screen is displayed. The system creates a unique **User ID**, however, you may change the User ID if desired. The User ID must be between 6 and 20 characters.

# Account Setup

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### Password Information [Help ?](#)

Please provide the following information to complete your registration. Click Help for additional information.

**User ID**  
  
User ID must be between 6 and 20 characters. A unique user ID is provided for you. You may change this user ID if desired. User ID is case sensitive.

**Password**   
Password must be at least 8 characters consisting of at least 2 letters and 2 numbers or special characters such as \$)(\*&^%#@!/?<>[. Password is case sensitive.

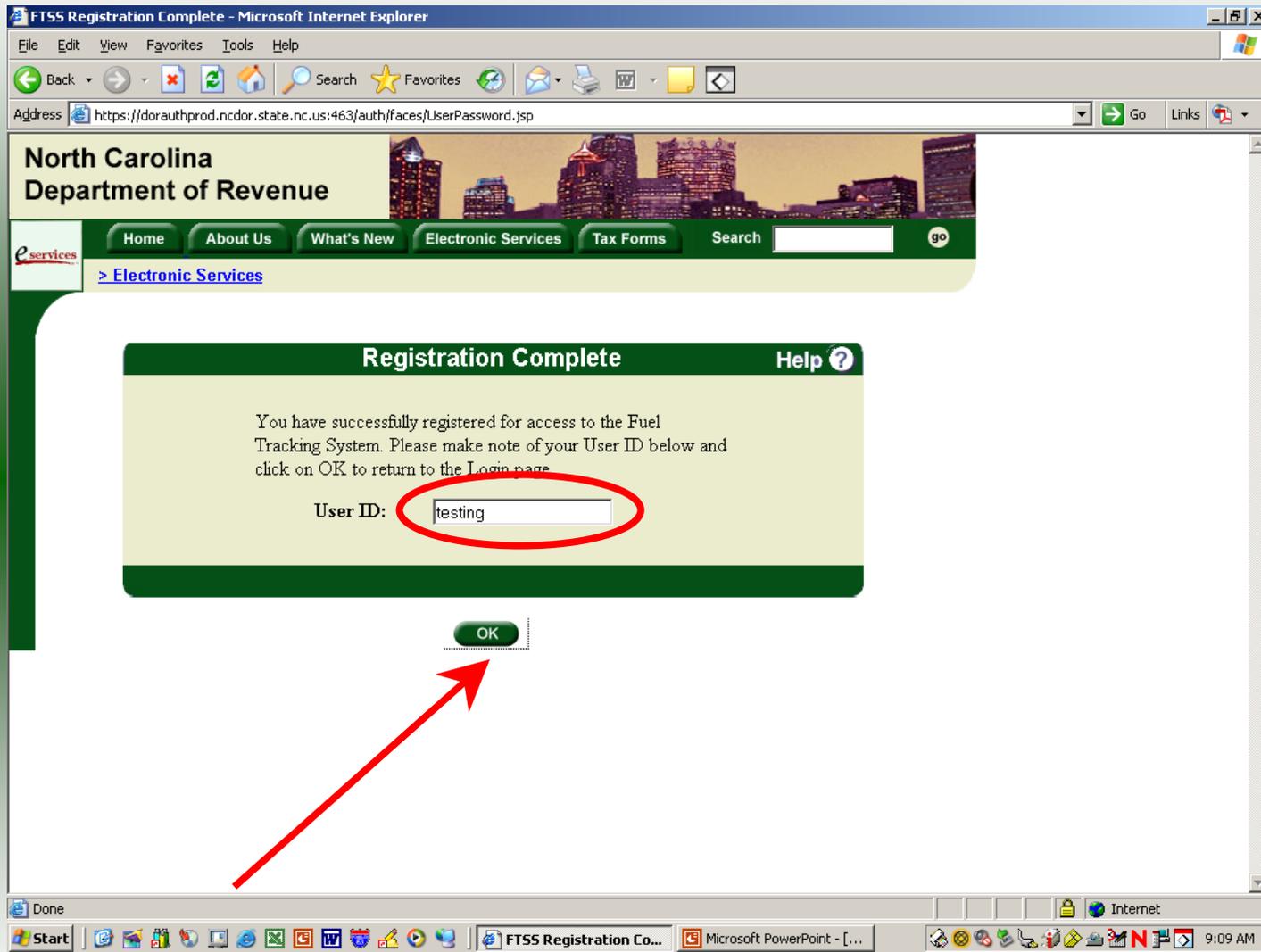
**Password Confirmation**

From the list of 10 questions, please select and answer only 5. These 5 questions should be different from each other. Please note the questions and answers you selected, as you will need this information in the event you forget your password.

Next enter a new **Password** and then confirm the password by entering again. The password must be at least 8 characters and contain 2 letters and 2 numbers. Scroll down to complete the security login.



# Account Setup



The **Registration Complete** screen is displayed. Please note your **User ID**. Click **OK**.

# Account Setup

FTSS Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Word PDF Go Links

Address <https://dorauthprod.ncdor.state.nc.us:463/auth/Faces/RegistrationConfirm.jsp>

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> Electronic Services

Login Help ?

Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select [First Time User](#)

User ID:

Password:

Forgot your password?

login clear cancel

Done

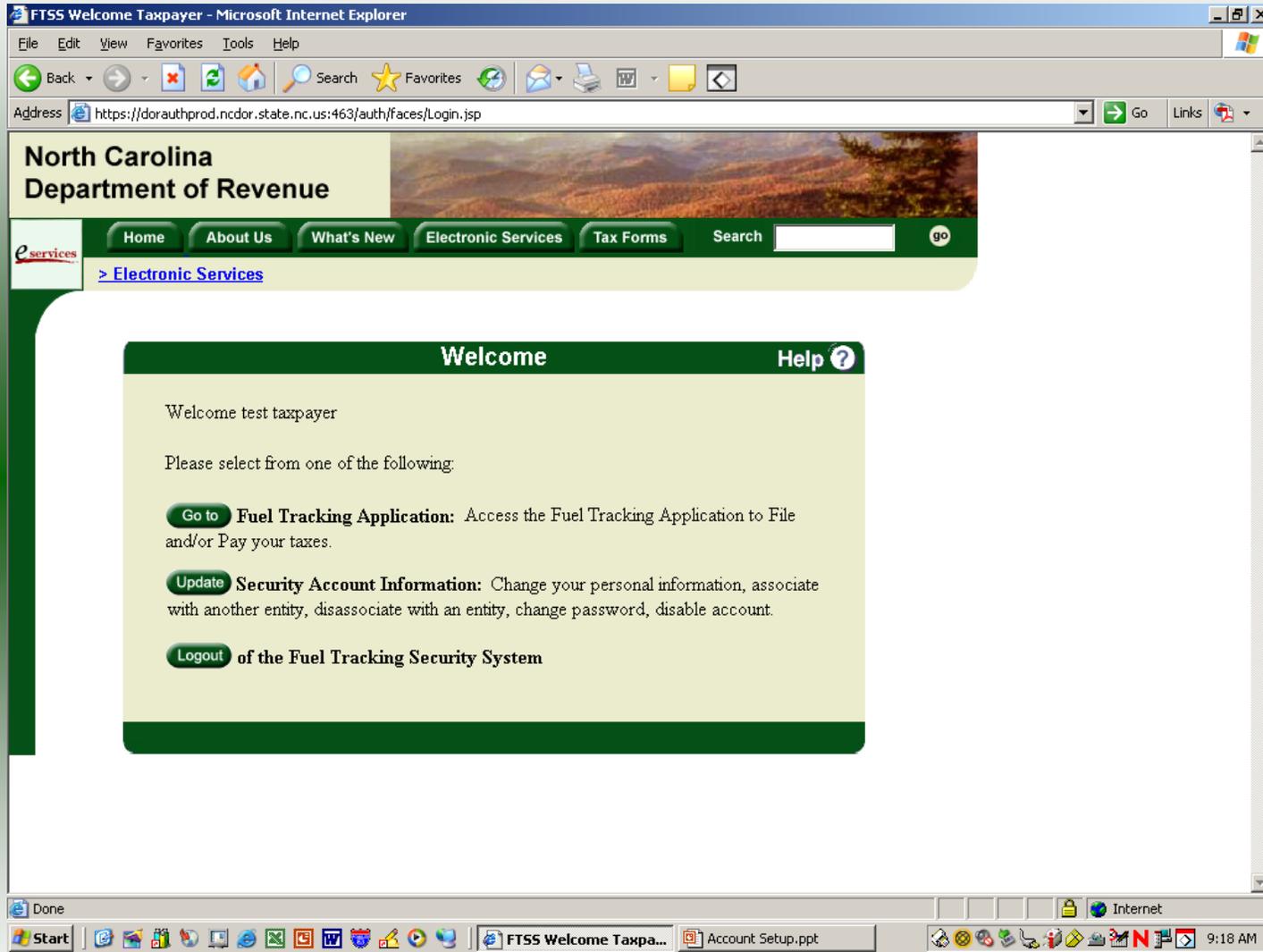
Microsoft PowerPoint - [Account Setup.ppt] Internet

Start FTSS Login - Microsof... Microsoft PowerPoint - [...]

9:10 AM

The **Login** screen is displayed. Enter the **User ID** and **Password** as established in the **First Time User Setup**. Click **Login**.

# Account Setup



You may now file your Motor Fuels Tax returns following the return specific procedures provided.