

IFTA/Intrastate E-File 1

ONLINE ACCOUNT SET UP

Your NCDOR ID # and Access Code will be mailed to you. If you did not receive access code letter OR in need of password reset please call (919) 707-7500 or 1-877-308-9092.

1. Go to www.dornc.com
2. At the top of the page, select the green tab that says **eServices** then select **Businesses**.
3. Under the **File and Pay Taxes** section, click on **Online File and Pay (OFP)**. Click on **IFTA/Intrastate** link.
4. On the right side of the page look for a yellow box with the picture of a computer with a lightning bolt. Inside the box click on **"Ready to file IFTA returns"** link.
5. On the welcome page click **Submit** at the bottom of screen page.
6. On the login page click the link: **First Time User / Initial Access Setup**
7. Click **Submit** after reading the notice.
8. Enter your **NCDOR ID # AND Access code**. (Make sure to use all capital letters and numbers).
9. It will take you to Access Management Selection (Individual is already checked). If Reporting Service or Secondary Contact, select other box applicable. Click **Submit**.
10. The next screen will prompt you to set a User ID and Password for future use.
11. Your User ID will be an email address and your Password will be created by you. You will also set a pass phrase to help you remember your password.

Once you have set up your password, you will automatically return to the login page.

FILING QUARTERLY IFTA RETURNS

IF YOU HAVE NO ACTIVITY DURING ANY GIVEN QUARTER, YOU ARE STILL REQUIRED TO FILE A NO OPERATIONS RETURN.

1. Sign in, entering your User ID and Password. Click Submit.
2. On the main menu page choose **Quarterly Tax Filing** from the drop list and click Submit.
3. If required, enter the NCDOR ID#, if not proceed to Step 4.
4. Select the year and quarter you are filing.
 - a. **** If you had NO operations in any state including North Carolina, select "No" and click submit. Please do not use this option if you had activity.**
 - b. **If you had any activity in any state select "Yes" click, submit and proceed to step 5.**
5. Schedule A (**Mile Per Gallon**) is the first schedule you will need to complete. Fill in the Total Miles Traveled and Total Gallons based on each fuel type. Click Submit.

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6. On the **Jurisdictions** screen, select every state that your qualified vehicle(s) have traveled based on the recorded miles given from the driver. Click Submit. The system will then display the selected states for entering the miles and gallons after.
7. The next screen is Schedule B (**Fuel Tax Computation**). It lists the states traveled separately, the miles traveled in each state, and the gallons purchased in each state separately.
8. The calculations at this point will be done for you. When you have completed the schedule check over your numbers for accuracy and then click Submit.
9. Tax Payment will be the next screen.
10. Tax return is processed after payment is made. The following screen will display confirmation number and **Print Screen** button. This will only be available at this one time.

PRINTING IFTA QUARTERLY RETURNS/MILEAGE

1. On login page enter your User ID and Password.
2. At the main menu choose **Inquire Tax Returns or Credentials** from the drop down list and click Submit.
3. On the next screen choose **All Tax Returns** from the drop down list and enter your **NCDOR ID#** in the last block. Click Submit.
4. All the returns filed online will appear. Select quarterly return and click Submit.
5. The return can be printed for any quarter which will also show the mileage traveled during that quarter.

ORDER CREDENTIALS (DECALS)

1. On login page enter your **User ID** and **Password**.
2. At the main menu choose **Order Credentials** from the drop down list and click submit.
3. On the Order Credentials information screen, you must do the following:
 - Select the Tax Type (IFTA or Intrastate) of credentials needed.
 - Select the applicable year decals are needed.
 - When requesting decals, enter the number of sets of decals requested. One decal set contains two decals, one for each side of the vehicle.
4. When all the required credential order information has been entered, the confirmation screen will be displayed. Make sure to print the order confirmation for your records by choosing **Print Screen tab**. If you need to perform additional functions, select **Menu** to return to main menu, otherwise select **Exit** to log out.

Important: The address displayed is the address to which the credentials will be mailed. If you need to update your address, contact us at (919) 707-7500 or 1-877-308-9092.