

## INTRASTATE ONLINE ACCOUNT SETUP

Your NCDOR ID # and Access Code will be mailed to you, please call (919) 707-7500 or 1-877-308-9092 if you have not received it or to have your password reset.

1. Go to <https://www.ncdor.gov/>
2. From the blue tabs at the top choose "[Taxes & Forms](#)".
3. Scroll and select [Motor Carrier Tax](#), to the right of the screen there will be a blue box, click on "[File and Pay by Motor Carrier \(IFTA/IN\) eFile](#)".
4. You will get a pop up box that says "[Welcome to the Motor Carrier IFTA/Intrastate On-line Filing and Payment System](#)" then click Submit
5. On the login page click the link: [First Time User / Initial Access Setup](#)
6. Click submit after reading the "Internet Access Set up notice"
7. Enter your NCDOR ID #, and ACCESS code. (Make sure that all letters are capitalized).
8. This will take you to the ACCESS Management Selection (Individual should be checked) Click submit.
9. This will prompt you to set a user id and password for future use.
10. 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 setup your account, you will be returned to the login page.

## ORDER CREDENTIALS (DECALS)

The Order Credentials menu option should be used to order a license and decals for IFTA and Intrastate accounts.

1. Sign in, enter your (user id and password)
2. At the Main Menu, use the drop down list to select "Order Credentials" and select "Submit" to continue.
3. On the Order Credentials Information screen, you must do the following:
  - Select the Tax Type (IFTA or Intrastate) for which credentials are needed.
  - Select the year for which credentials are needed.
  - If you are requesting decals, enter the number of sets of decals requested. One decal set contains two decals, one for each side of the vehicle.
4. Once all of the required credential order information has been entered, the Order Credentials Confirmation screen will be displayed. Make sure to print the order confirmation for your records by choosing "Print Screen." If you need to perform additional functions, select "Menu" to return to the 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, please download form NC-AC Business Address Correction at <https://www.ncdor.gov/>. Fax completed form to (919) 250-7898.