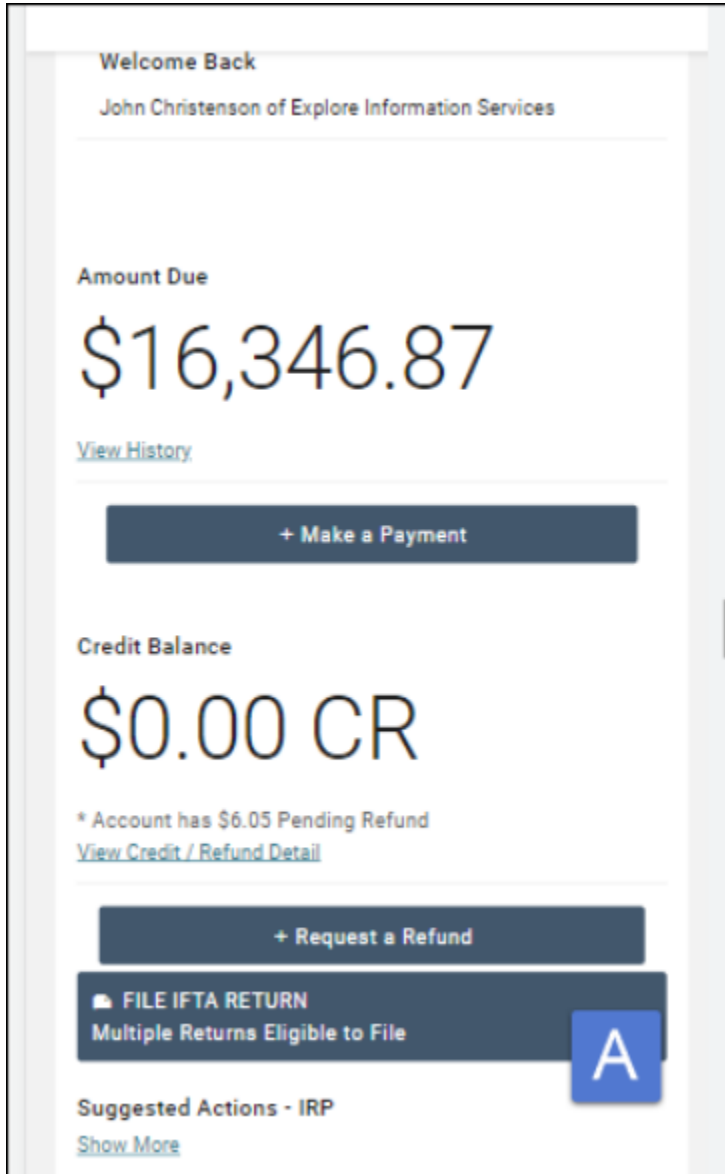


Filing an IFTA Return from a Smart Phone

When using the system from a tablet or smart phone, the pages are resized to accommodate the device.



A. Select **File IFTA Return** from the Account Dashboard.

If a single return is eligible, you will be taken directly to the return. If multiple returns are eligible, you will be taken to a page to select the desired return to file.

File a Fuel Return for Account 220 - WATERS SEPTIC TANK SERVICE

[Return to Previous Page](#)

Select Start Return link for the desired quarter

Filter records:

License Period	Effective Date	Quarter	Return Status	Action
1/1 - 12/31	10/1/2021	4	Not Started	Start
1/1 - 12/31	7/1/2021	3	Not Started	Start Q3 Return
1/1 - 12/31	4/1/2021	2	Not Started	Start Q2 Return
1/1 - 12/31	1/1/2021	1	Paid	Start

B

To all users: Please use Firefox or Chrome as your browser. Internet Explorer is not a supported web browser.

[Contact Us](#) [Site Requirements](#)

[Help](#)

10/1/2021 4:19:57 PM; 10; Build Date 9/28/2021; Version Version 4.1.0.0

Session will expire at 10/1/2021

4:59:57 PM

B. Select the Start link for the desired return.

The **Fuel Schedule Summary** is displayed.

IFTA Quarterly Tax Return
2021 Q3 DueDate 11/1/2021
Return 0 (ID 81635)
In Progress 10/1/2021

Fuel Summary Return Summary Payment

Fuel Schedule Summary

Other Actions-

Postmark Date
mm/dd/yyyy

CSV Print

Search:

Fuel Type	IFTA Distance	Non-IFTA Distance	Total Distance
+ Diesel	0	0	0

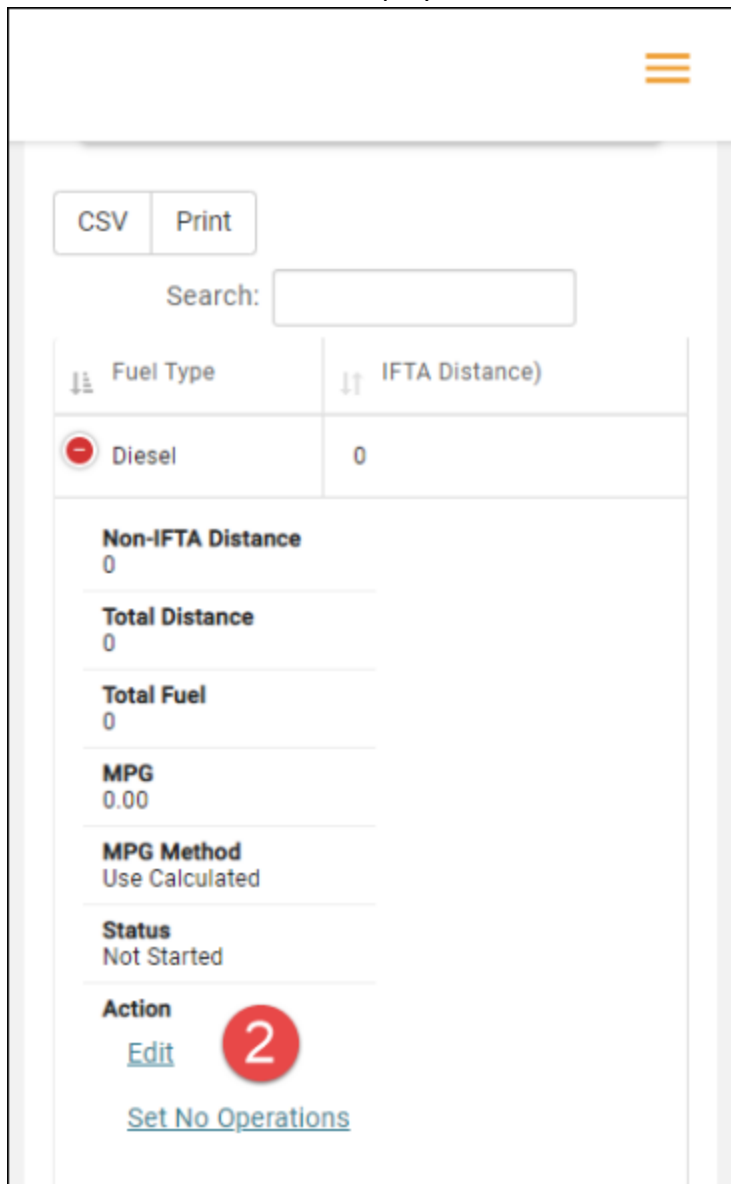
Show 10 entries
Showing 1 to 1 of 1 entries

← →

× Cancel

1. Select the +Fuel sign.

The **Fuel Schedule** will be displayed.



The screenshot displays a web interface for a Fuel Schedule. At the top right, there is a hamburger menu icon. Below it, there are two buttons: "CSV" and "Print". A search bar is located below the buttons. The main content area features a table with two columns: "Fuel Type" and "IFTA Distance)". The table contains one row with "Diesel" in the first column and "0" in the second. Below the table, there is a summary section with the following metrics: "Non-IFTA Distance" (0), "Total Distance" (0), "Total Fuel" (0), "MPG" (0.00), "MPG Method" (Use Calculated), and "Status" (Not Started). Under the "Action" section, there is a red circular button with the number "2" and a blue "Edit" link. Below the "Edit" link is a blue "Set No Operations" link.

Fuel Type	IFTA Distance)
Diesel	0

Non-IFTA Distance
0

Total Distance
0

Total Fuel
0

MPG
0.00

MPG Method
Use Calculated

Status
Not Started

Action

[Edit](#) 2

[Set No Operations](#)

2. Under Action, select the Edit link.

The **Fuel Schedule Detail** will be displayed.

Distance Summary (Miles)

IFTA Distance	48174
Non-IFTA Distance	0
Total Distance (All Jurisdictions)	48174

Enter Total Distance * 48174 3

Fuel Summary (Gallons)

IFTA Fuel	0
Non-IFTA Fuel	0
Total Fuel (All Jurisdictions)	0

Enter Total Fuel * 0 4

Miles Per Gallon 4.00

MPG Calculation Method * 4 MPG

Comment * estimated assessment

3. Enter Total Distance travelled.

4. Enter Total Fuel purchased.

Enter non-IFTA distance and fuel (not shown)

Scroll to the **IFTA Distance & Fuel** section.

No

Hide Unused US jurisdictions Show Unused US jurisdictions

Select US jurisdiction to add:
Arkansas

+ Add

Hide Unused CAN jurisdictions Show Unused CAN jurisdictions

Select Canadian jurisdiction to add:
Alberta

+ Add

CSV Print

Search:

Jurisdiction	Total IFTA Distance (Miles)
+ AL	0
+ AZ	0

Jurisdictions from the prior quarterly return are listed. (If you need to add a new jurisdiction, select it from the list box and select **+Add**)

5. Select the blue + for the jurisdiction.

The **Jurisdiction** section detail will appear.

Select Canadian jurisdiction to add:
Alberta

+ Add

CSV Print

Search:

Jurisdiction	Total IFTA Distance (Miles)
- AL	2365 6
Taxable Distance (Miles) 0	
Tax Paid Fuel (Gallons) 7 356	
Tax Rate 0.1900	
Other Info	
+ AZ	0
+ CA	0
+ CO	0

6. Enter Total IFTA Distance.

7. Enter Tax Paid Fuel.

When you complete the schedule, select the **+Save and Continue** button.

The **Fuel Schedule Summary** page will be displayed.

Fuel Schedule Summary

Other Actions ▾

Postmark Date
mm/dd/yyyy

CSV Print

Search:

Fuel Type	IFTA Distance)
Diesel	0



Show ▾ entries

Showing 1 to 1 of 1 entries

8


8. Select **+Save and Calculate Taxes**.


The **Return Summary** page will be displayed.


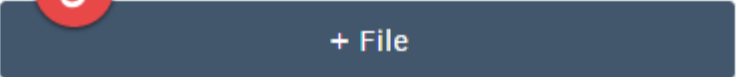
Schedule	Jurisdiction	Surcharge	Distance (Miles)
 Quarterly Return 0	NV	N	0
 Quarterly Return 0	Non-IFTA	N	0

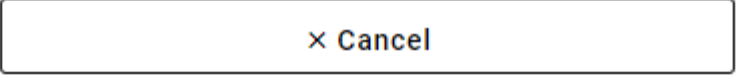
Comments:

CSV Print

Fuel	MPG
 Diesel	0.00

Return Assessment Type:
Self Assessed 



9. Select the **+File** button.

Continue to payment.