

USE FUEL USER EMBLEM RENEWALS

Use Fuel User Emblems are used to notify a seller of Use Fuel (generally in retail situations) that you are licensed by the Fuels Tax Group to remit tax directly to the state, and may purchase Use Fuel without the tax. Emblems must be renewed each year.

To begin the renewal process, sign in to the Oregon Fuels Tax System, and select the “Account” tab.

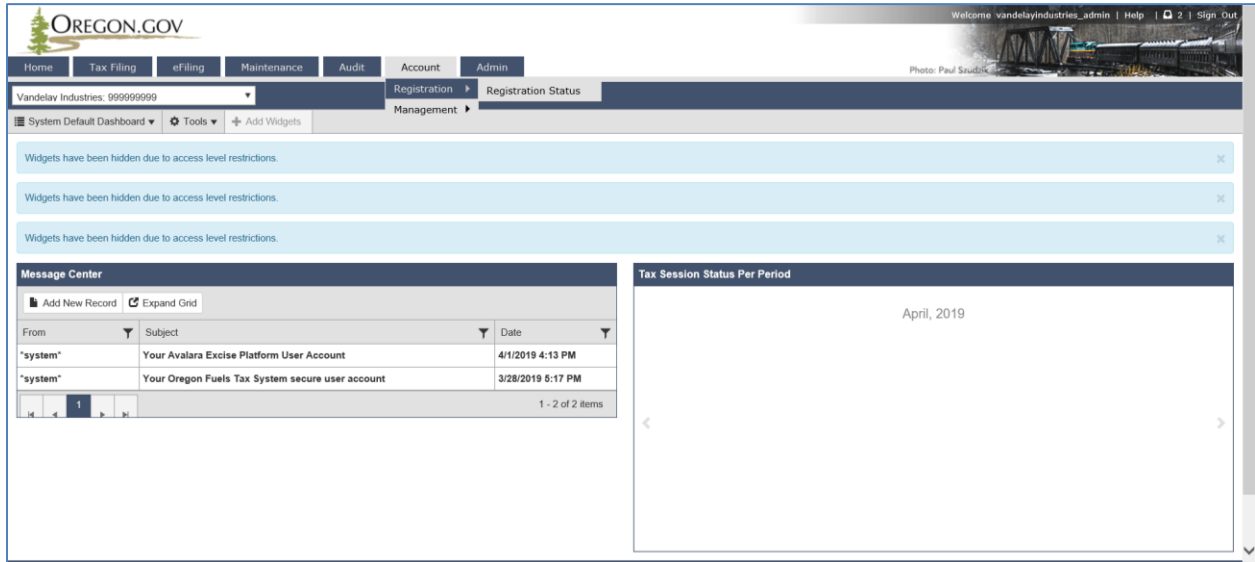


Figure 1. Beginning of registration process

Then select “Registration” and then “Registration Status”. If you currently have emblems, a listing for “Application for Use Fuel User Emblems” will appear in the list of applications.

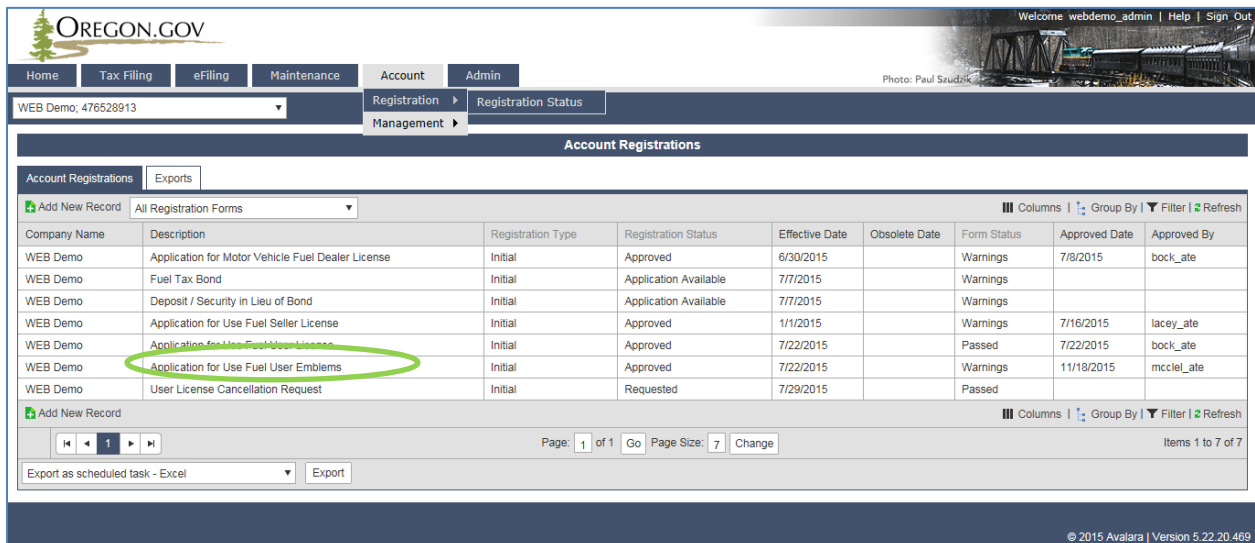


Figure 2. List of existing accounts

To update your vehicle listing and renew your emblems, click on “Add New Record” and select “APEMB – Application for Use Fuel Seller Emblems” from the drop down menu.

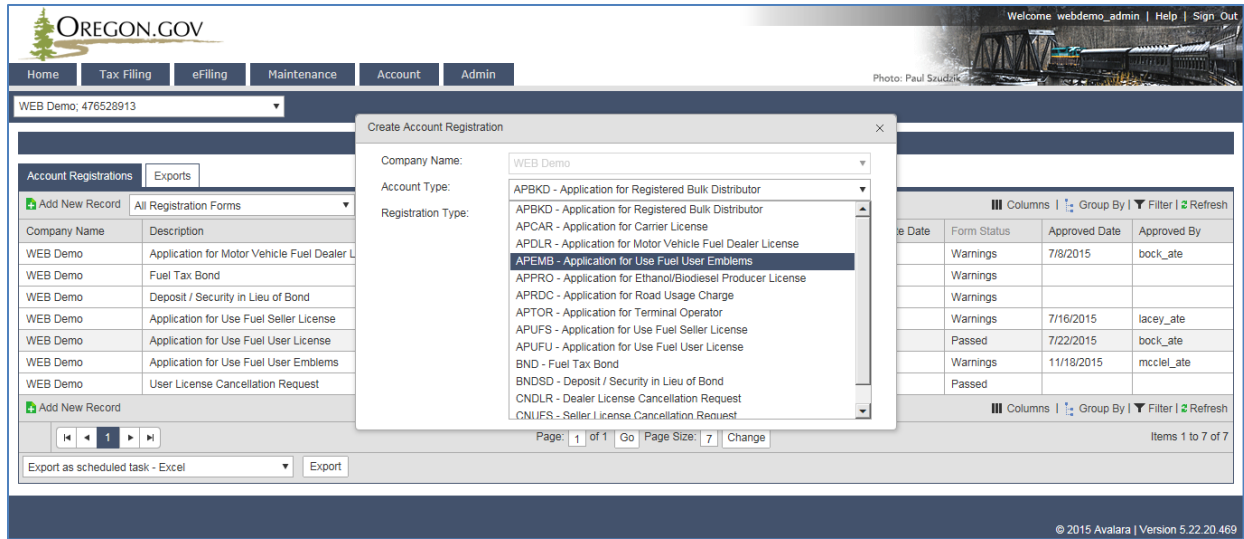


Figure 3. Create Account registration drop down list

The session should show “Update” in the registration type. Click on the box to Copy Data from the Closest Prior Session to bring in the emblems that are currently listed with the Fuels Tax Group. Click the “Insert” button at the bottom of the window.

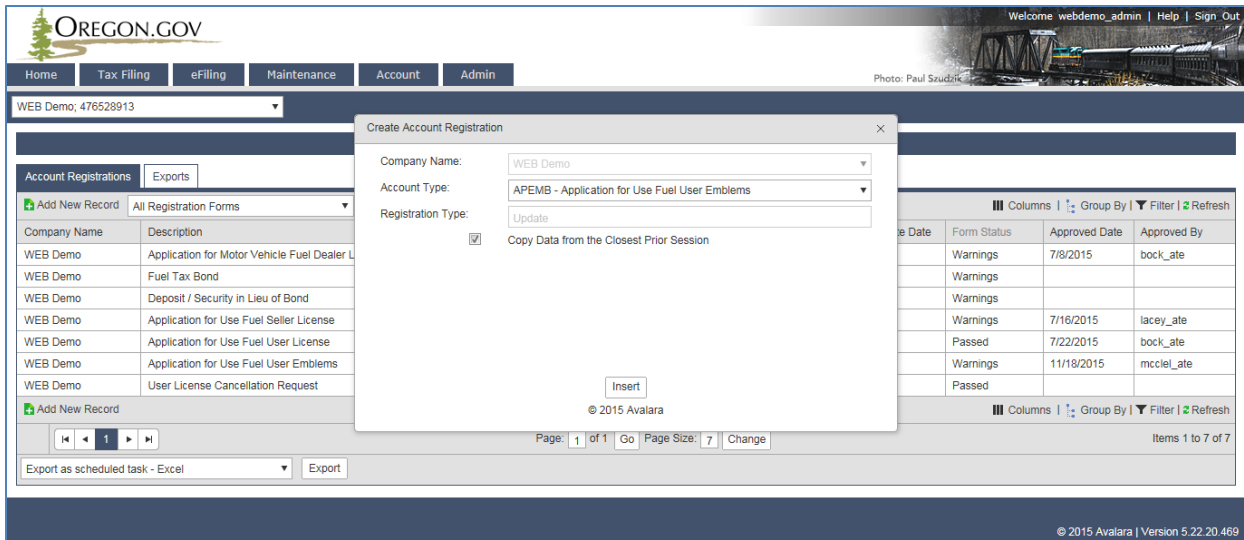


Figure 4. Copy Data box sample

Close the registration window. The application for emblems with a Registration Type of “Update” is now available.

Click on the line to highlight it, and select “Enter Supporting Details” from the pop up menu.

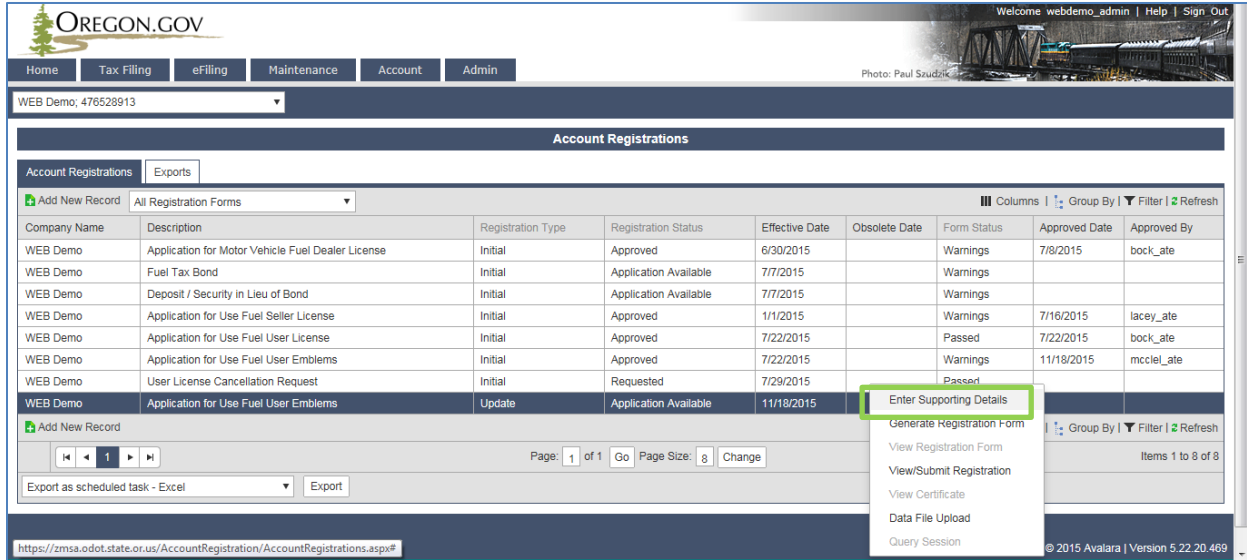


Figure 5. Enter Supporting Details selection

This will bring up a list of existing emblems.

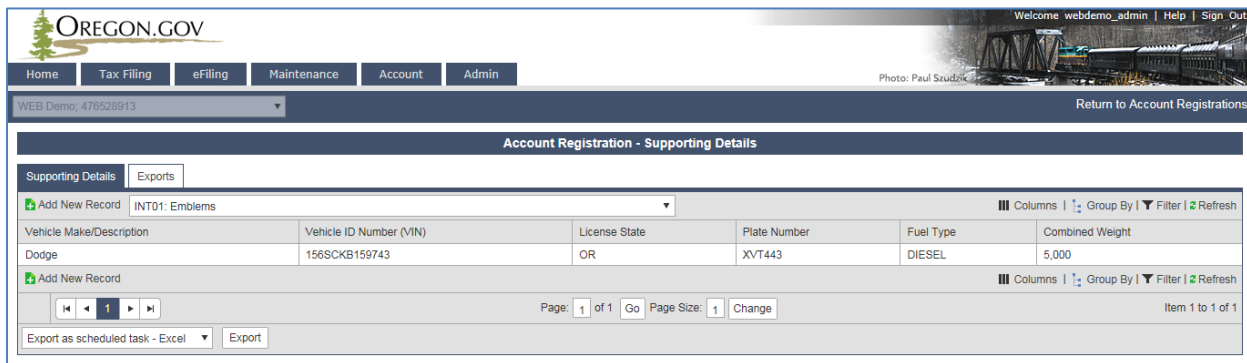


Figure 6. List of existing emblems

From this point you can add vehicles, remove vehicles, or update existing vehicle information for the coming year. If you only have a few changes, you can use manual entries for the updates.

To add new vehicles to the list, click on “Add New Record” and complete the vehicle information.

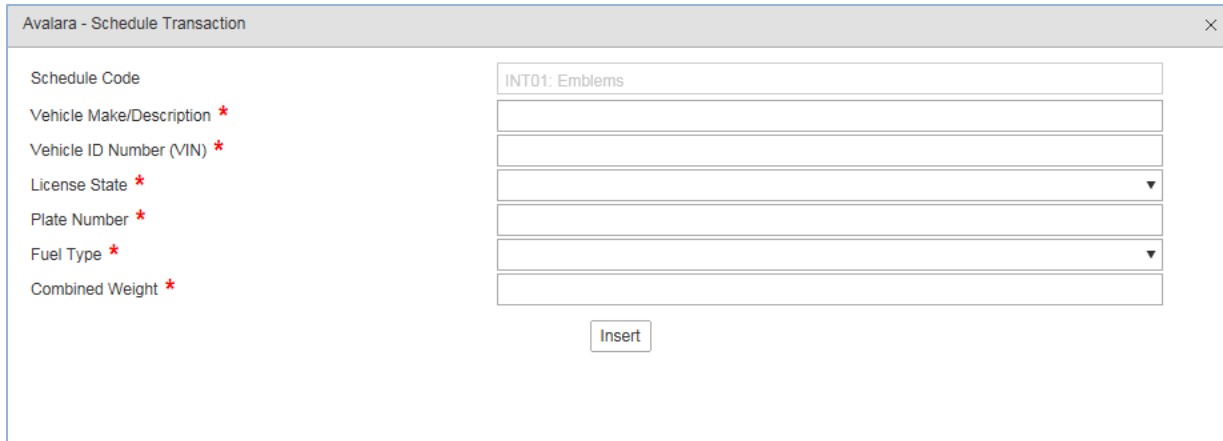


Figure 7. Emblem Schedule Transaction INT01 entry screen

To delete or update existing vehicles from the list, click on a vehicle in the list.

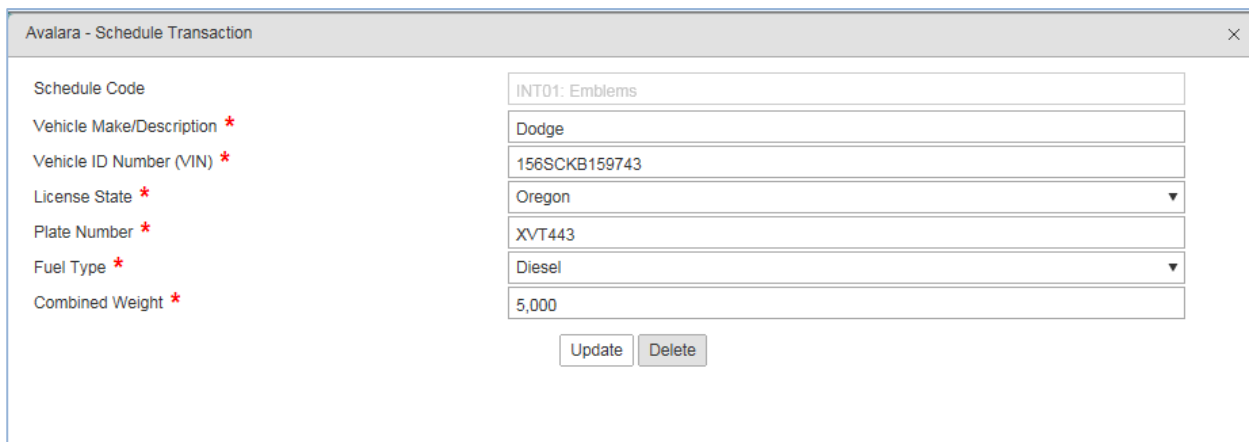


Figure 8. Example of completed vehicle entry

Make any needed changes and click the “Update” button or click the “Delete” button at the bottom of the window to remove this vehicle from your emblem list. Close the window and select another vehicle, if applicable.

When you have completed updating your vehicle listings, click on “Return to Account Registrations” in the upper right corner of the window to generate the emblems and continue the update process.

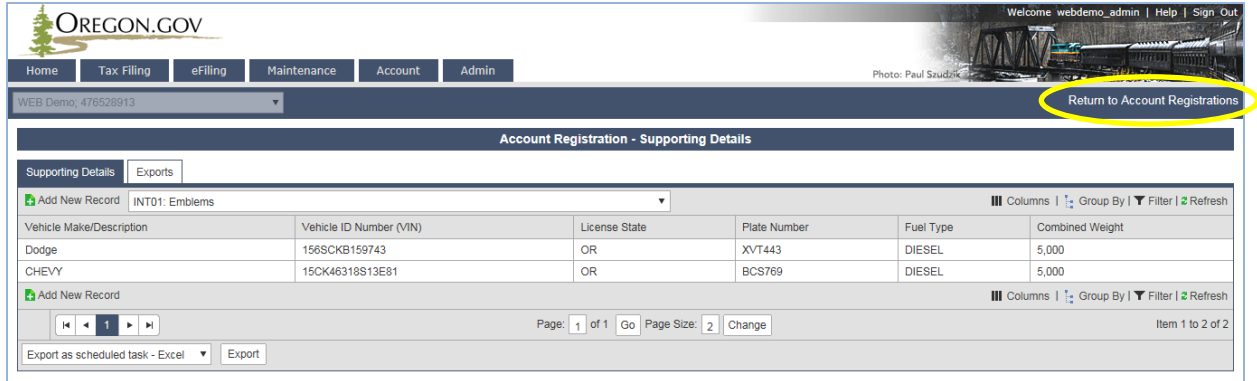


Figure 9. Return to Account registration selection

From the “Account Registration” page, highlight the line for the emblem update. In the pop-up menu, select “Generate Registration Form” from the list.

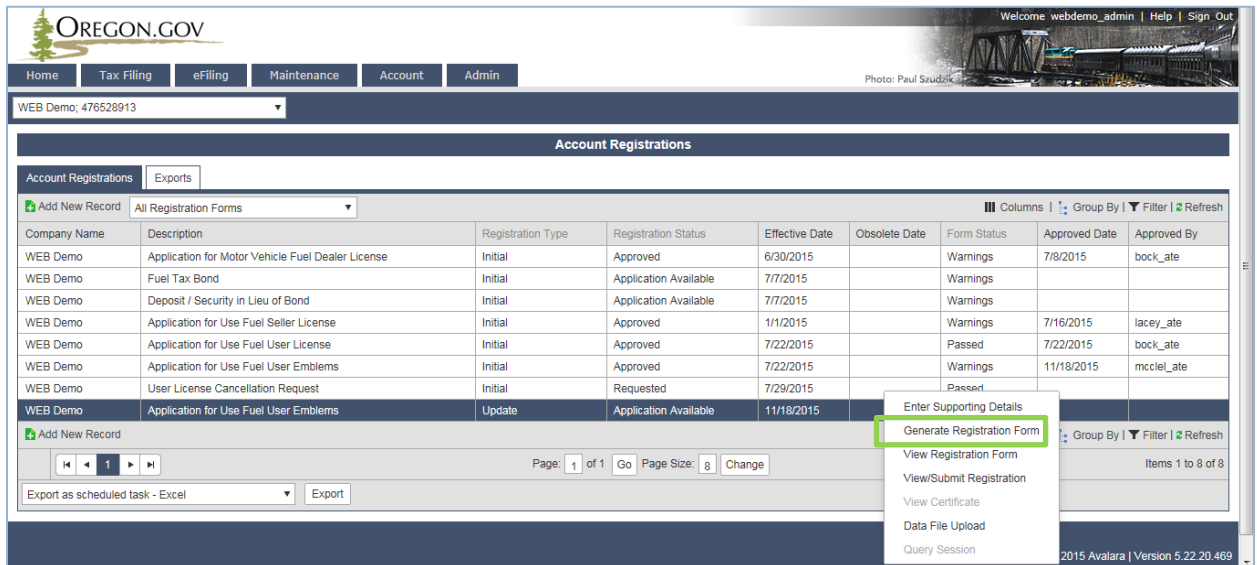


Figure 10. Generate Registration Form

The following screen is displayed:

Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APEMB Terminal Code:
Start Period: 4/30/2019 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks

Country: United States
Jurisdiction: Oregon OR
Taxpayer Type: APEMB - Application for Use Fuel User Emblems
Tracking Number:
Begin Period Date: 4/30/2019
End Period Date: 4/30/2019
Sequence: 0
ORIGINAL
Filed Date: Open

Tax Session Options

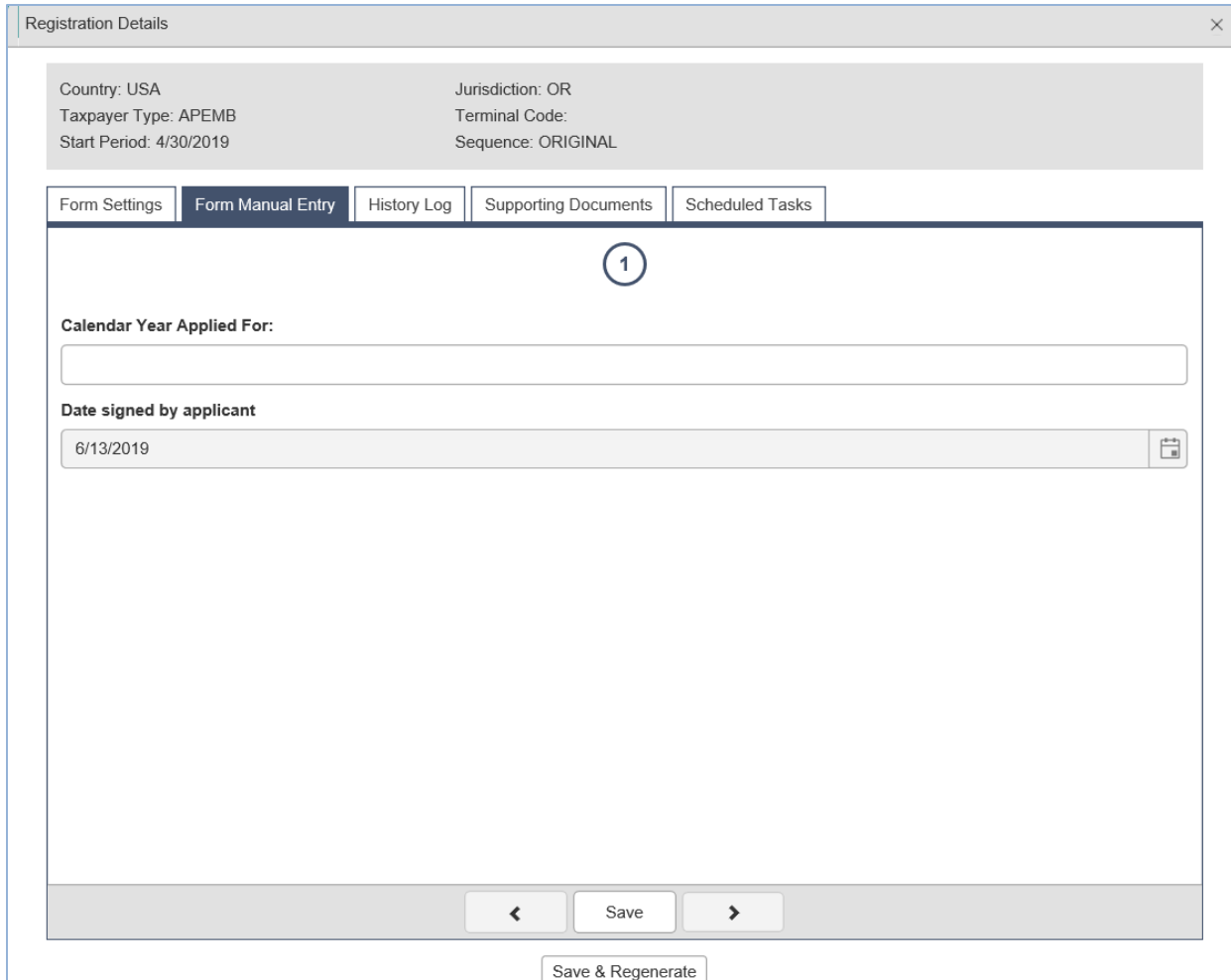
Prepared by: vandelayindustries_admini Taxpayer Group:
Submission Type: Due Date: 5/31/2019

Save Options

Save & Regenerate

Figure 11. Registration Details screen

Select the second tab, “Manual Entry”. The following screen is displayed:



Registration Details

Country: USA Jurisdiction: OR
Taxpayer Type: APEMB Terminal Code:
Start Period: 4/30/2019 Sequence: ORIGINAL

Form Settings Form Manual Entry History Log Supporting Documents Scheduled Tasks

1

Calendar Year Applied For:

Date signed by applicant

6/13/2019

< Save >

Save & Regenerate

Figure 12. Form Manual Entry screen

Enter the applicable year for the emblems to be valid. If this update is to add emblems to the current year, enter the current year in the “Calendar Year Applied For:” field.

If renewing emblems for the coming year, enter that year. The Date signed will auto-fill based on when the request was completed.

Click on the “Save and Regenerate” button at the bottom of this screen. Once the emblems have been generated, close the window.

From the “Account Registration” page, highlight the line for the emblem update. In the pop-up menu, select “View Registration Form” to view the emblem listing as generated.

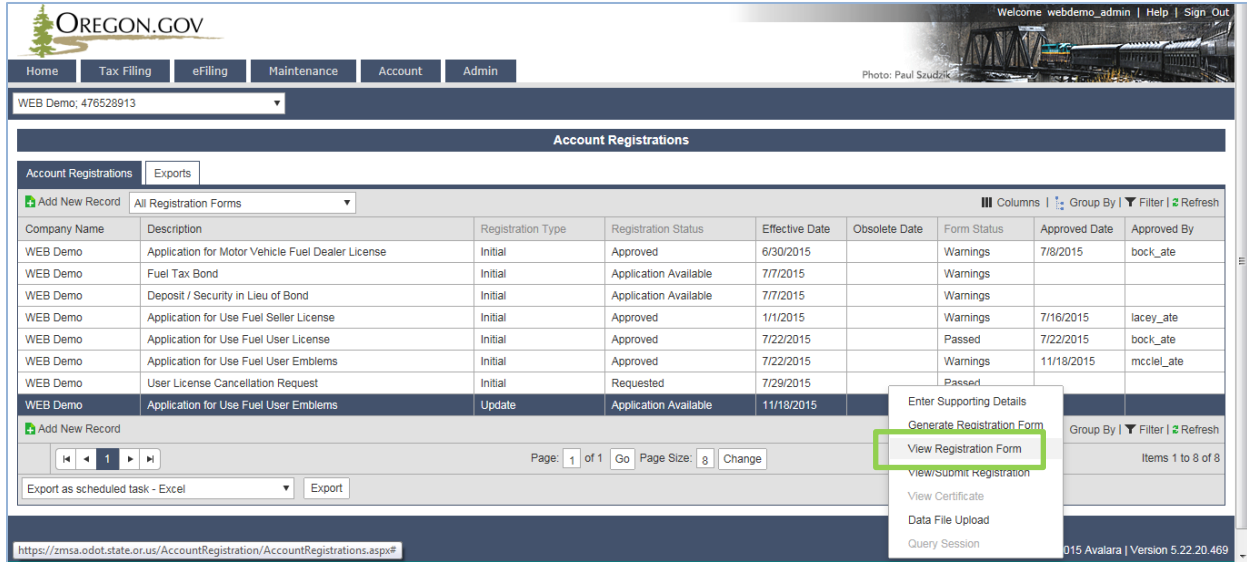


Figure 13. View Registration Form

The emblem listing will appear as a PDF file. In most cases, this will open within the online filing window and display the vehicle listing.

If corrections are needed, repeat the process listed above.

If everything is listed correctly, return to “Account Registrations” and select “View/Submit Registration” from the pop-up menu.

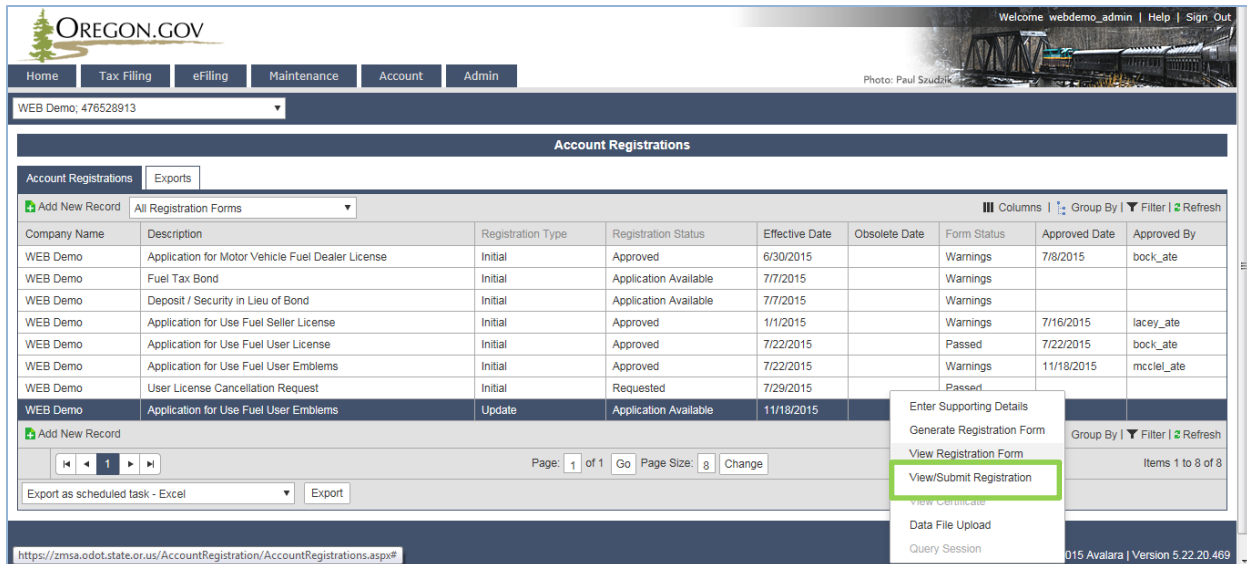
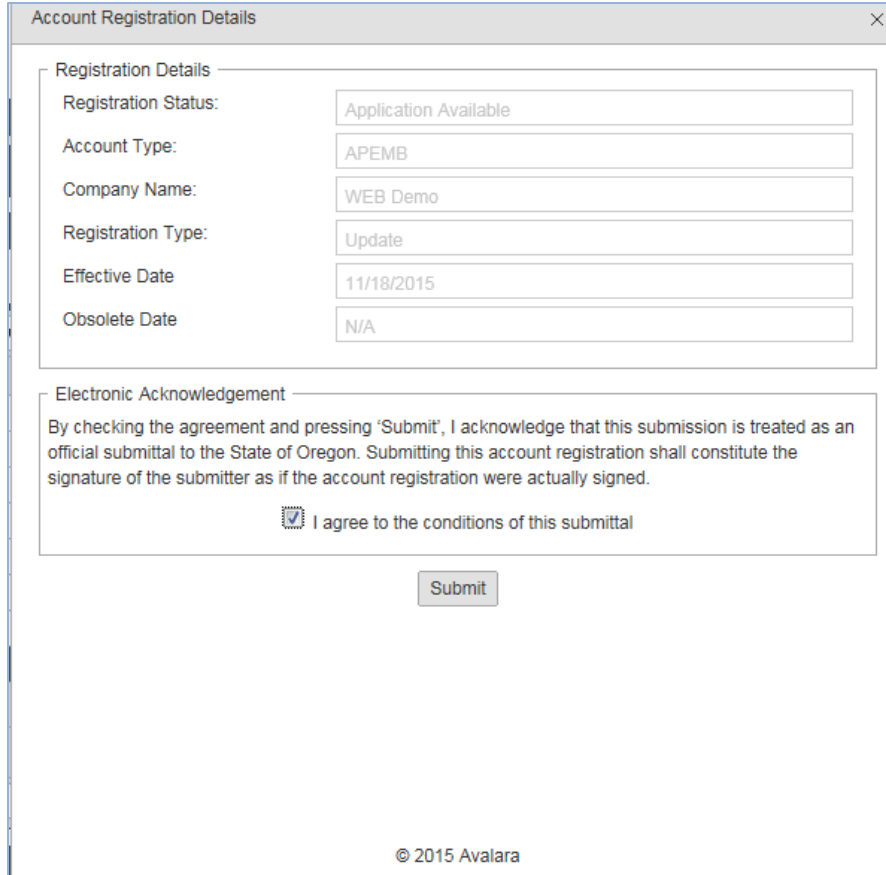


Figure 14. View/Submit Registration selection

The following screen appears:



Account Registration Details

Registration Details

Registration Status: Application Available

Account Type: APEMB

Company Name: WEB Demo

Registration Type: Update

Effective Date: 11/18/2015

Obsolete Date: N/A

Electronic Acknowledgement

By checking the agreement and pressing 'Submit', I acknowledge that this submission is treated as an official submittal to the State of Oregon. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed.

I agree to the conditions of this submittal

Submit

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Figure 15. Conditions of submittal example

Check the box agreeing to the Conditions of Submittal and then click the “Submit” button at the bottom of the screen.

A confirmation screen is displayed with our contact information.

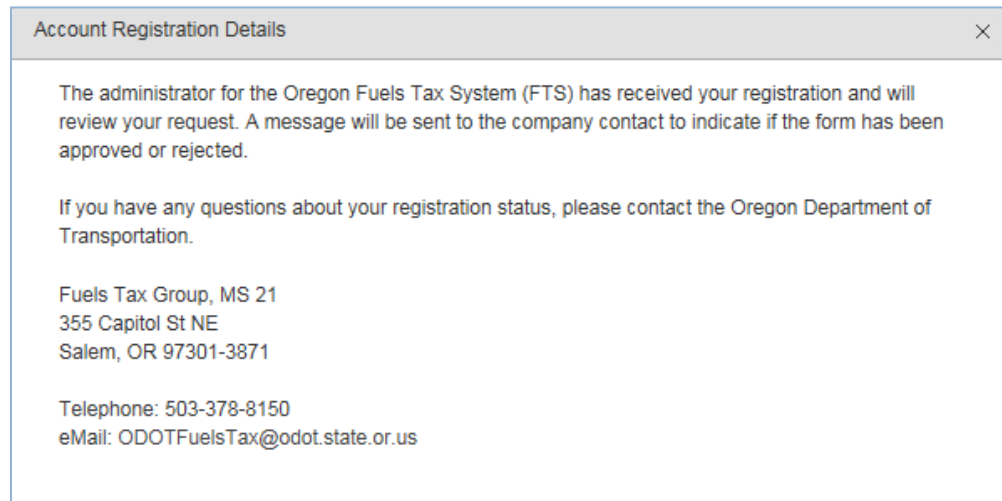


Figure 16. Confirmation of Submittal

Once the application is approved by the Fuels Tax Group, the emblems will be available to print.

To view and print the emblems, return to “Account Registrations” and select the line for the Emblem Application with the status of “Update”. Select “View Registration Form” and the vehicle listing will be displayed followed by the emblems.

All emblems can be printed at once or a page at a time. The emblems will be available from this screen at any time in the future.

UPLOADING VEHICLE INFORMATION USING AN EXCEL TEMPLATE

Large quantities of vehicles being added, deleted or changed may be accomplished using an MS Excel template.

This template will upload the additions, deletions and changes simultaneously instead of performing data entry individually.

CAUTION: If you use the Excel template method of updating emblems, you **MUST** list ALL vehicles, even ones for which you have previously received emblems. The template upload process over-writes all existing information with the information on the template. This requires you keep a running list of your vehicles for future use.

To upload the vehicle data, return to “Account Registrations” and select the line for the Emblem Application with the status of “Update”. Select “Data File Upload” from the pop-up menu.

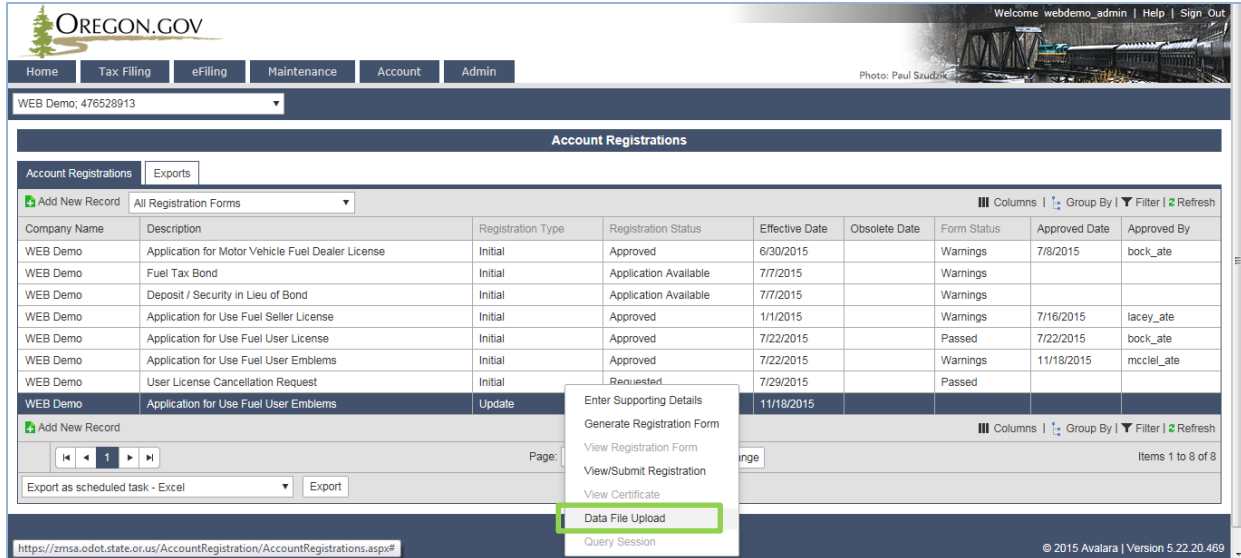


Figure 17. Data File Upload location

The following screen is displayed:

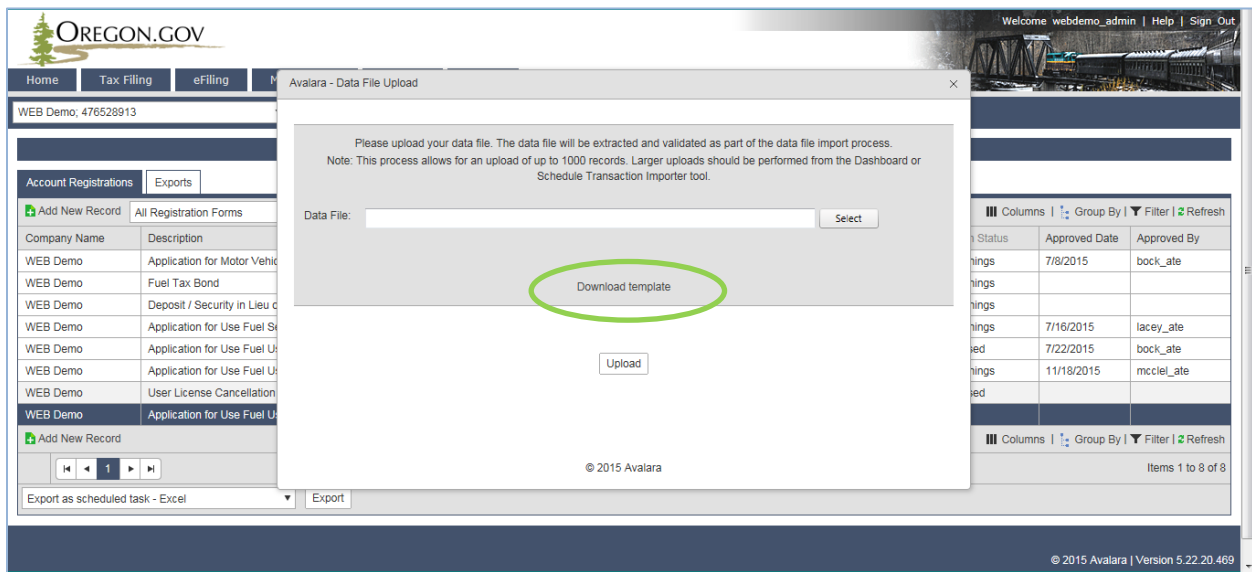


Figure 18. Data File Upload window

To download the template, select “Download Template” in the middle of the window. Save the workbook to your computer.

This following is a sample of the MS Excel template for uploading emblem information.

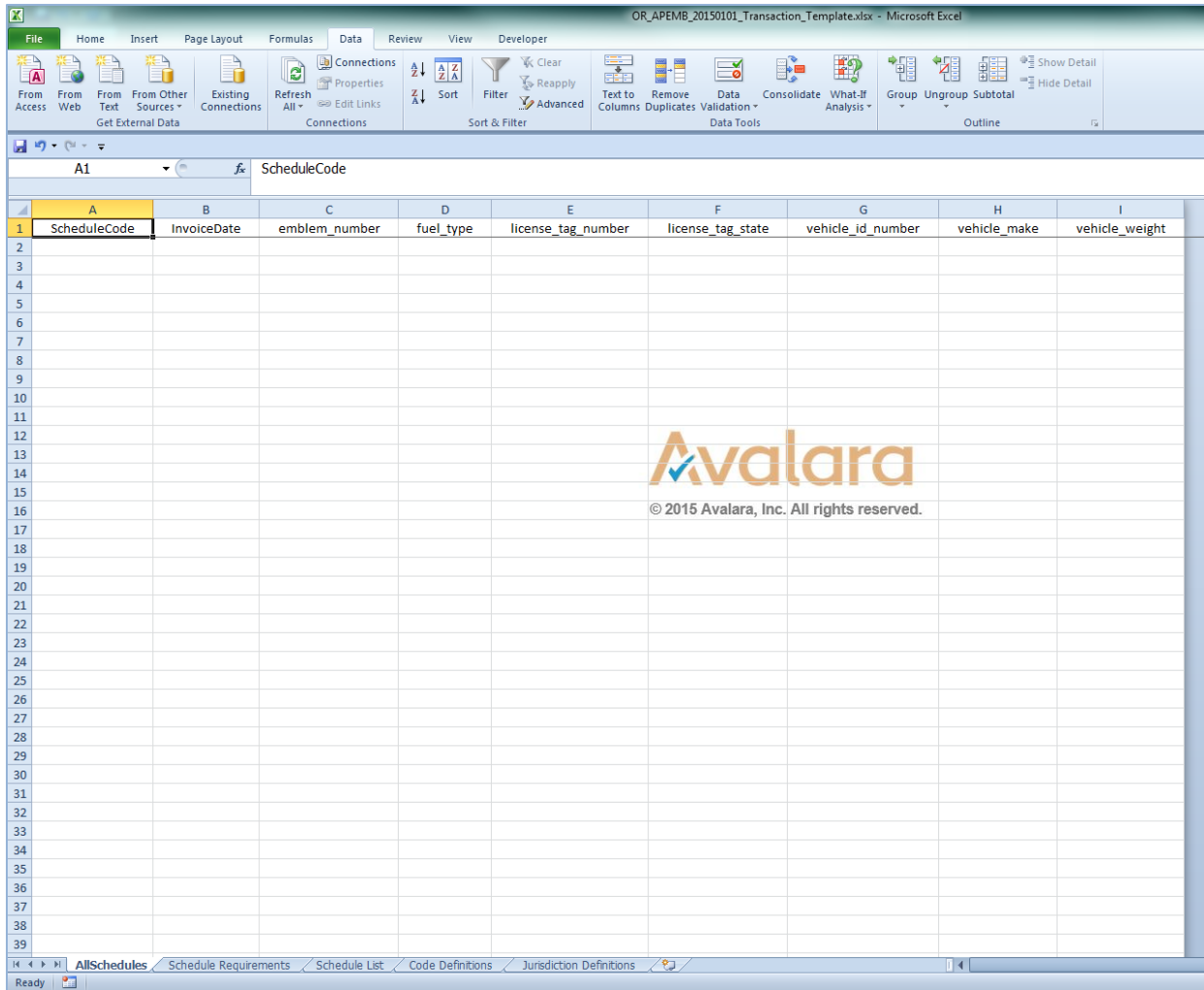


Figure 19. Example of Excel emblem template

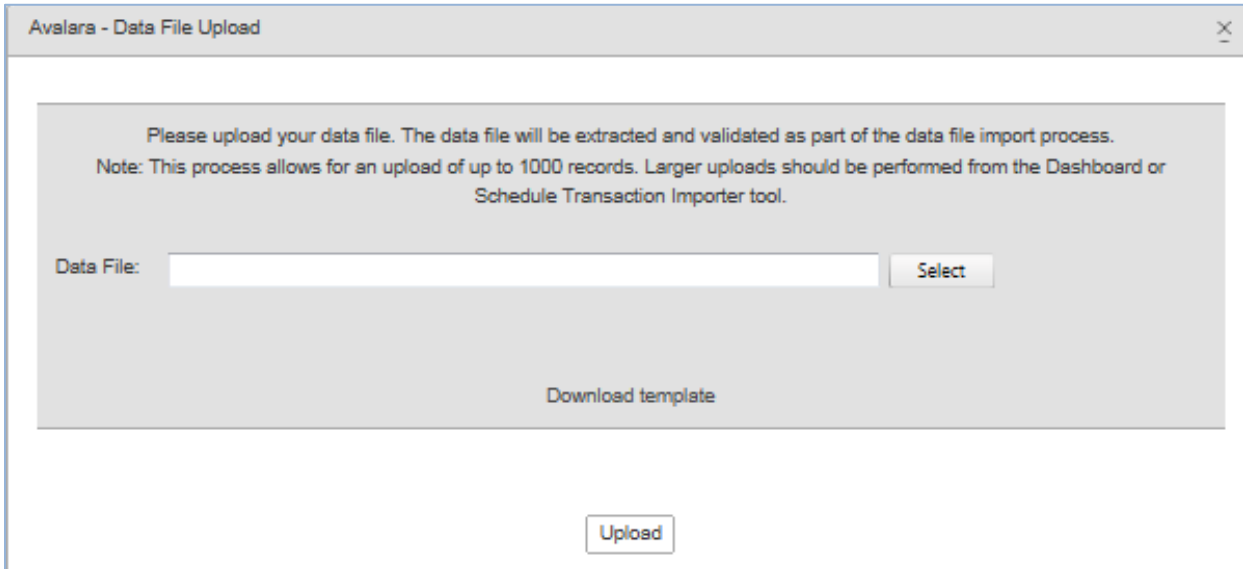
Complete the fields as follows:

ScheduleCode	INTO1
InvoiceDate	Today's date or date vehicle was placed in service
emblem_number	Existing emblem number for renewals
fuel_type	CNG, Diesel, LNG or Propane
license_tag_number	License plate number
license_tag_state	2 digit state of vehicle registration
vehicle_id_number	VIN of vehicle
vehicle_make	Make of vehicle (Chevrolet, Ford, etc.)
vehicle_weight	Vehicle weight

When the entries are completed, save the workbook.

From the “Account Registrations” screen, select the “Application for Use Fuel User Emblems” line and then select “Data File Upload” from the pop-up menu.

Click the “Select” button and navigate to the saved file. It will be displayed in the Data File field when it is selected. Click the “Upload” button at the bottom of the window and close the window.



Avalara - Data File Upload

Please upload your data file. The data file will be extracted and validated as part of the data file import process.
Note: This process allows for an upload of up to 1000 records. Larger uploads should be performed from the Dashboard or Schedule Transaction Importer tool.

Data File:

[Download template](#)

Figure 20. Select file to upload

The worksheet will populate the INTO1 entries. Continue with the instructions listed above starting with Figure 9.