INITIAL REGISTRATION AND LOGIN PROCESS

This guide contains instructions for requesting access to the Oregon Fuels Tax System as a new system user. To begin the process, access the following website:

https://ftefile.odot.state.or.us/.
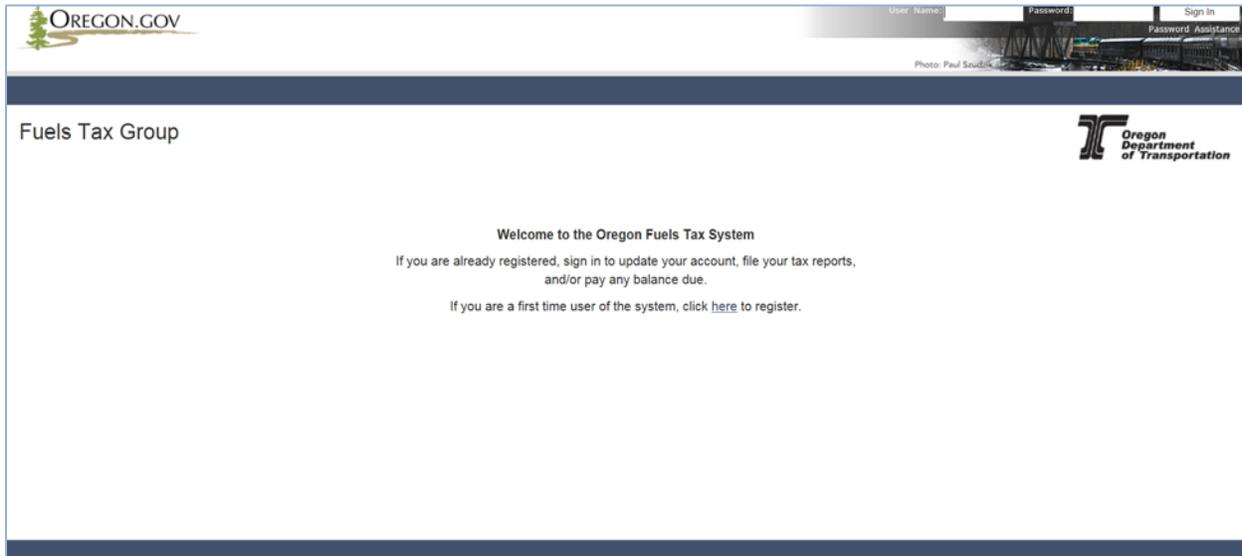
The following screen is displayed:

Figure 1. Oregon Fuels Tax System welcome screen

In the middle of the screen click on the word "here". This will bring up the following screen to enter your contact information.

Figure 2. Registration page sample

This initial login request will create the system administrator for your account record. The system administrator will then create the logins for their company's employees who will have access to the system.

- ALL fields with a red asterisk must be filled.

- COMPANY TRADE NAME – also known as DBA – if none exist, re-enter Company Legal Name

- ID Code – enter Federal Employer Identification Number (FEIN) or Social Security Number (SSN) **WITHOUT** spaces or dashes. When entering an SSN, remember to change the ID Type field to SSN.

At the bottom left of the screen is a graphic depicting a number. This is a security feature and must be entered. Type the exact code as displayed into the box below the graphic. If the number is hard to read, a new one can be generated by clicking on the words "Generate New Image" right above the box.

Once you submit your request, the screen will change to the acknowledgement screen shown below.

Welcome to the Oregon Fuels Tax System (FTS)
An account already exists for the company information provided.

Each company has a company administrator that can create additional user id's and manage access to the FTS for your company. Please contact your company administrator to obtain access to the Oregon Fuels Tax System (FTS) If you have any questions about your account status, please contact the Oregon Department of Transportation.

Fuels Tax Group, MS 21
355 Capitol St NE
Salem, OR 97301-3871

Telephone: 503-378-8150
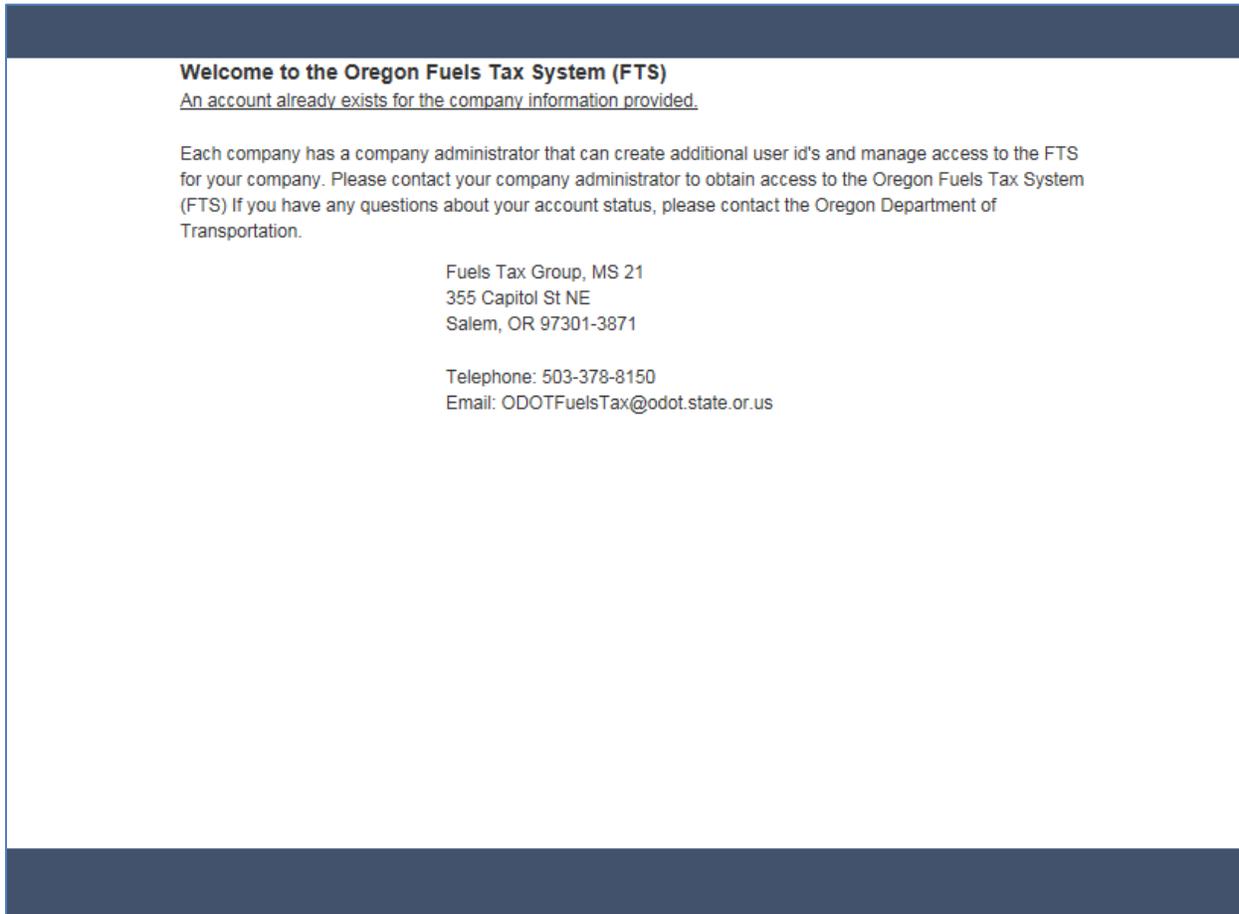Email: ODOTFuelsTax@odot.state.or.us

Figure 3. Successfully completed application sample

Once you receive your system generated user ID and temporary password, you can access the Fuels Tax System.

The first time you login from your computer with the temporary password, the system will ask you to enter a "token" on the following screen:

OREGON.GOV

| Home | Tax Filing | eFiling | Maintenance | Account | Admin |

A new security token has been sent.

Welcome to the Oregon Fuels Tax System

The Oregon Fuels Tax System requires that a Secure Token be entered to access the system. This token is required if the user is logging in from a different location or has not logged into th user. When this secure token expires, a new secure token will be sent to the user. Please enter the token below and press Submit to access the Oregon Fuels Tax System.

If the secure token is not entered successfully, access to the site will not be granted.

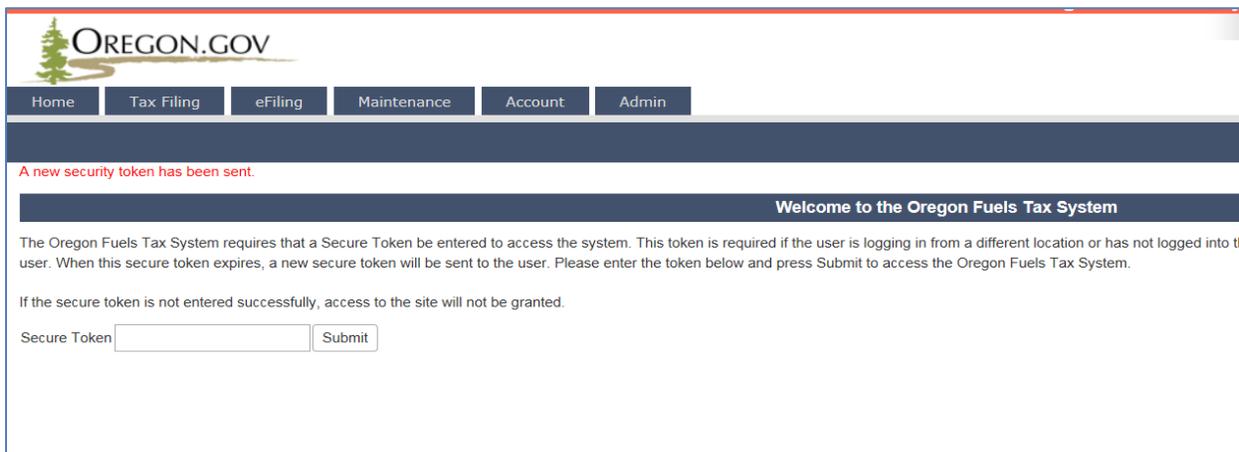Secure Token [   ] Submit

Figure 4. Secure Token entry screen

This code was automatically sent to your e-mail address when you logged in. You should receive it almost immediately. If not, make sure your spam filter has been set to accept our e-mail address:

ODOTFuelsTax@odot.state.or.us

This token is comprised of various numbers, letters and symbols. The easiest way to enter this code is to copy and paste it, making sure you do not have any leading or trailing spaces.

Once the token is entered, click "Submit".

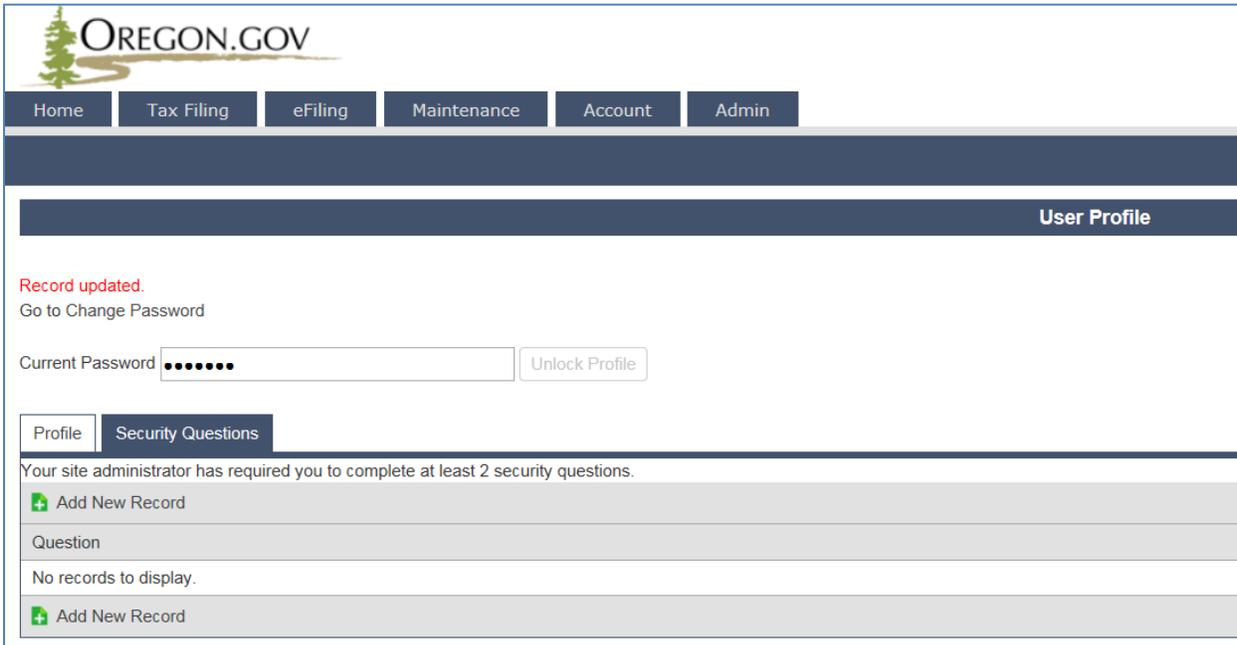The system will bring up the Change Password screen.

Figure 5. Change Password screen

If the system doesn't take you there automatically, click on the words "Go to Change Password".

- Enter your temporary password (from the first email) in the first box.

- Enter your new password in the second box, and

- Repeat the new password in the third box

- Click Change Password

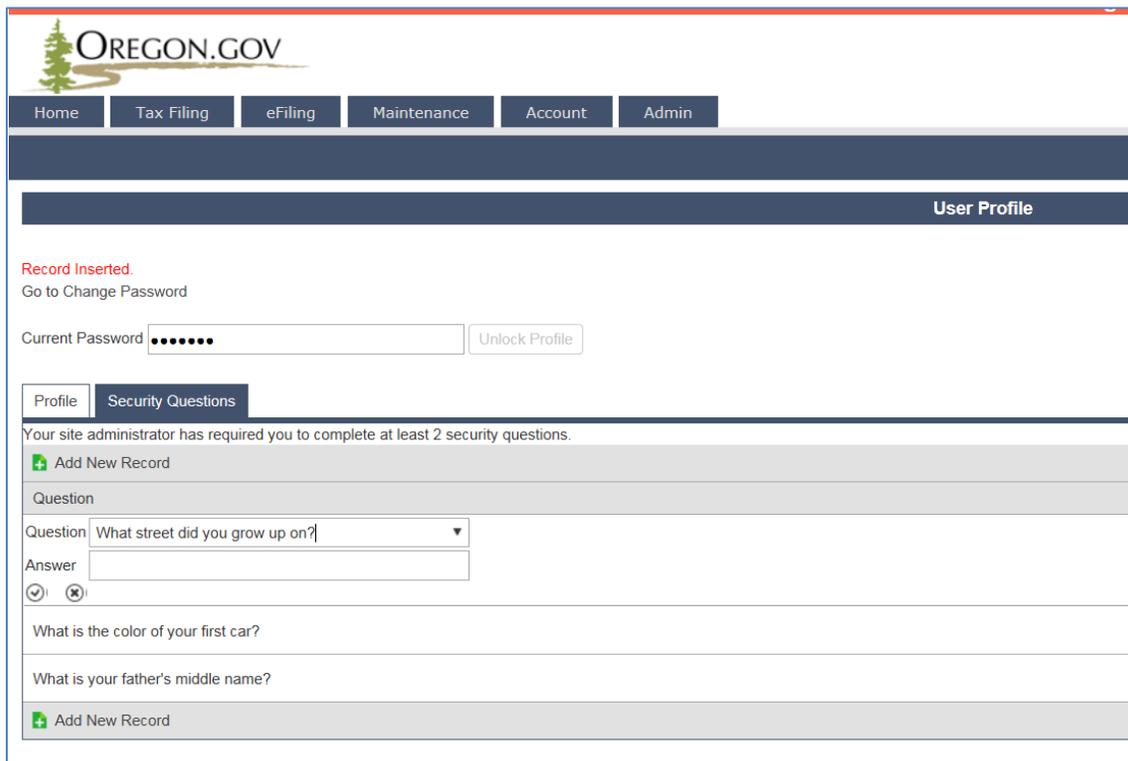You will receive a message that your account has been updated. The User Profile set-up screen will be displayed next.

Figure 6. Security questions screen

Enter your new password in the box labeled Current password and click the "Unlock Profile" button to the right.

If not already displayed, click on the SECURITY QUESTIONS tab and select a **MINIMUM** of three security questions. The answers to these questions will enable the system to verify you in the event you need your password reset.

Figure 7. Security Questions details

Click "Add New Record" to select your security questions and enter the answers. Click the little check mark below the answer box to save your answer.

If you forget your password and have at least three security questions answered, you can click on the words "Password Assistance" at the initial logon screen (just below the "sign in" box) to be sent a temporary password.

This is an automatically generated email, and can be sent at any time. If you need a 'manual' password reset, you will

Figure 8. Password assist hyperlink

need to contact your company administrator, or the Fuels Tax Group during regular business hours.
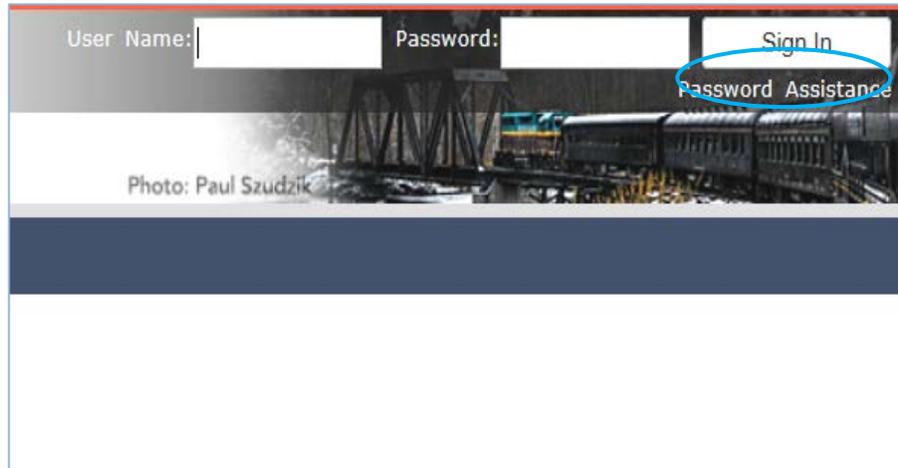
Each time you login, you will see the home page, with your company name in the upper left corner below the system access tabs. *Welcome to Oregon's Automated Fuels Tax System.*
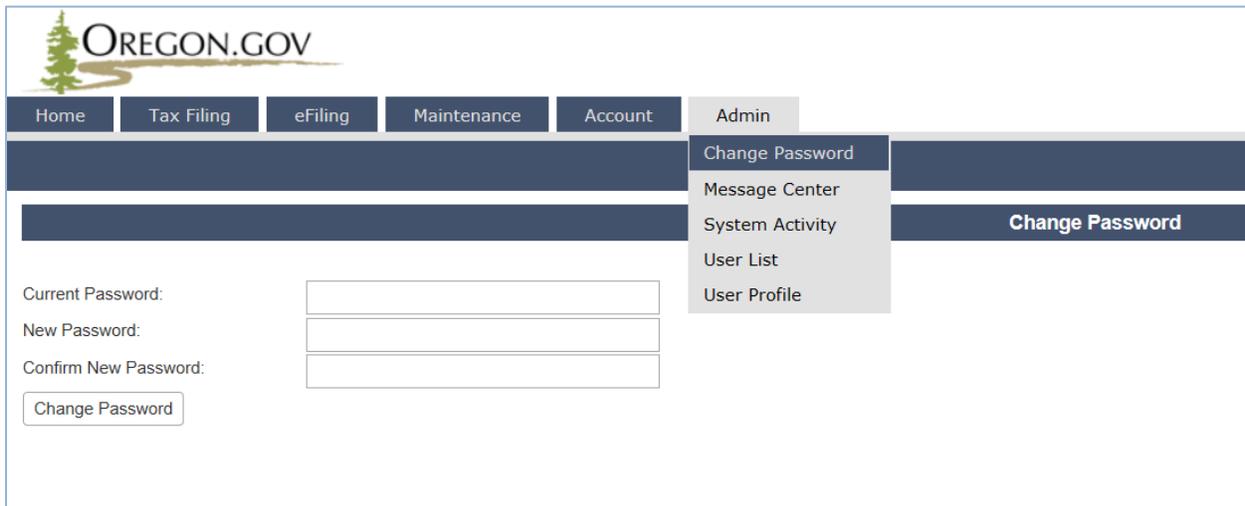

Figure 9. Oregon Fuels Tax system home page

TO CHANGE YOUR PASSWORD IN THE FUTURE:

Anytime you are concerned that your password may have been compromised, you should go into the system and change it. Any minimum password requirements will be displayed when asked for a new password.

Logon with your existing password, and drop down the ADMIN tab. Select "Change Password" and the following screen will be displayed:

Figure 10. Change password screen

- Enter your current password in the first box.

- Enter a new password in the second box, and

- Repeat your selected password in the third box.

- Click "Change Password" to complete the process.