APPLYING FOR USE FUEL USER EMBLEMS

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. If you do not have emblems, you will generally be charged the tax when purchasing fuel at retail locations.

To begin the application process, sign in to the Oregon Fuels Tax System, and select the "Account" tab.
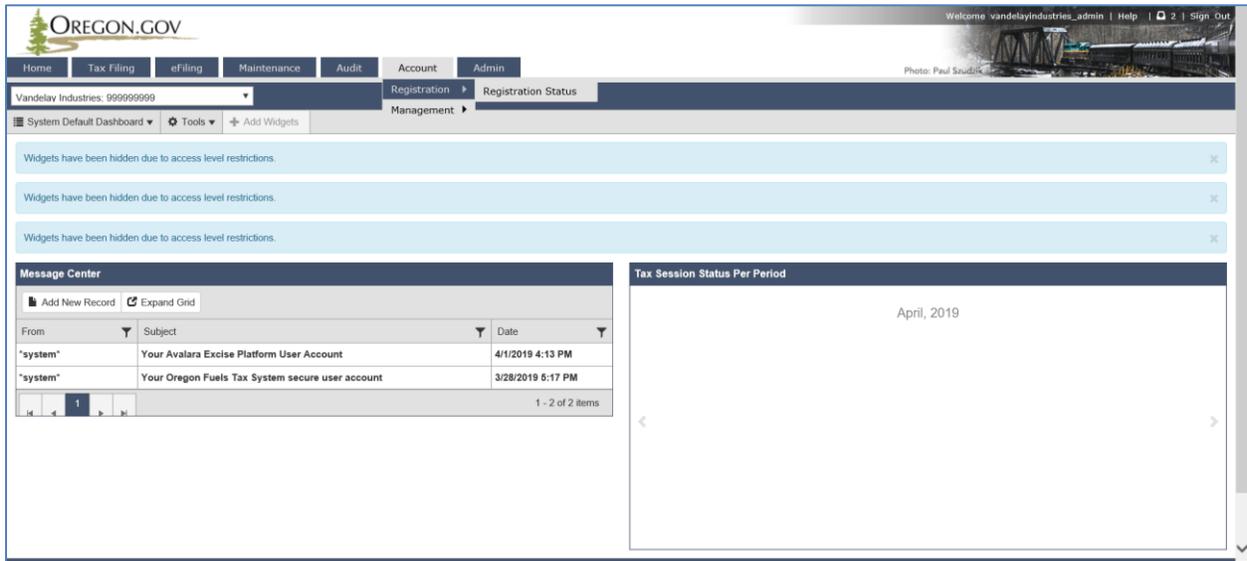

Figure 1. Beginning of Registration process

Then select "Registration" and then "Registration Status". If you currently have other licenses, you will find a list of them here.
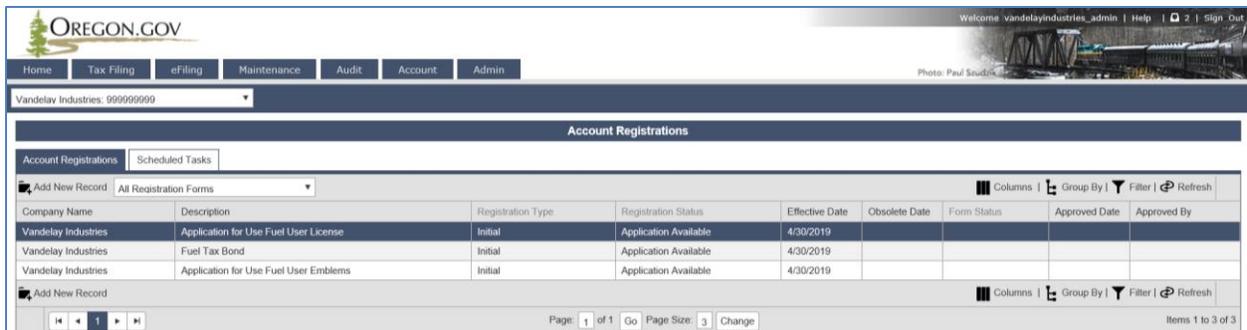

Figure 2. List of existing accounts

Click "Add New Record" located directly under the "Account Registrations" tab.

From the "Create Account Registration" pop-up window, select "APEMB – Application for Use Fuel User Emblems" from the Account Type drop-down box.
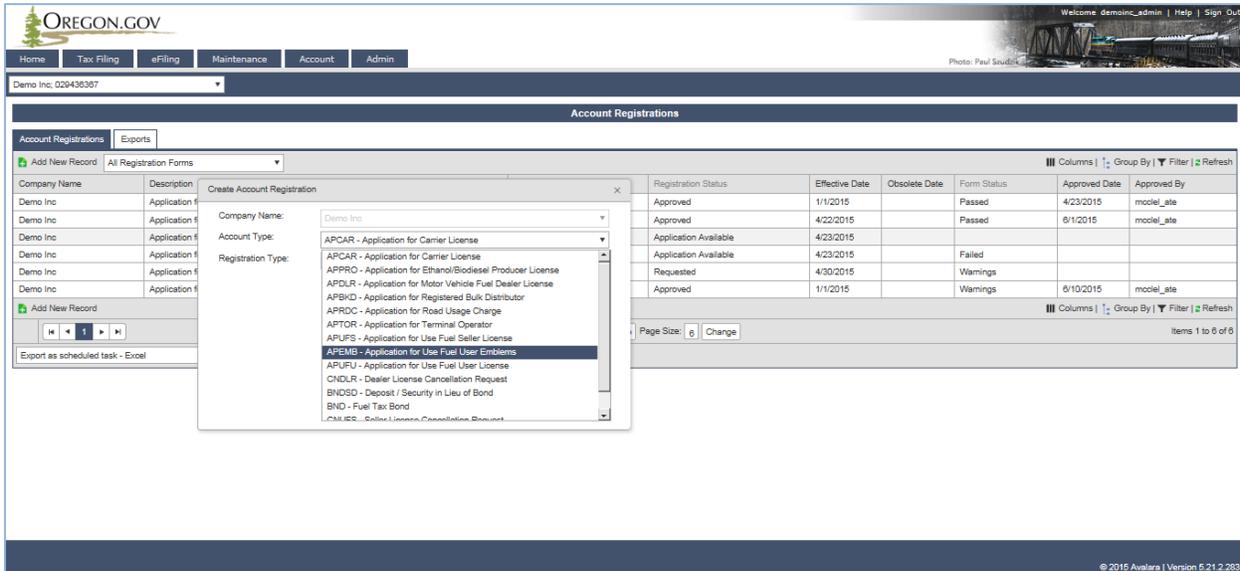
Figure 3. Select Emblem application

Then click "Insert" at the bottom of the window and close the window.

When you select the line for the User license application, you will have a pop-up menu with the choice to:

Enter Supporting Details
Generate Registration Form
View Registration Form (not available until information is entered)
View/Submit Registration
View Certificate (not available until information is entered)
Data File Upload

Select "Enter Supporting Details" to complete the schedules for the application. The screen will change to the Supporting Details screen (shown below).
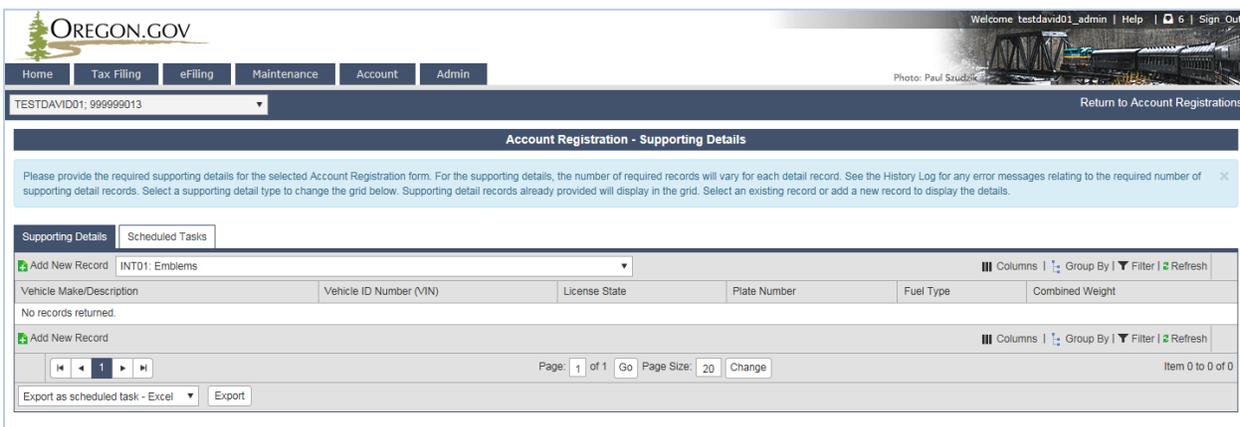

Figure 4. Supporting Details screen

The supporting details consist of one schedule (INT01) for emblem requests. Click "Add New Record" to add a vehicle to your emblem list. The following screen is displayed:
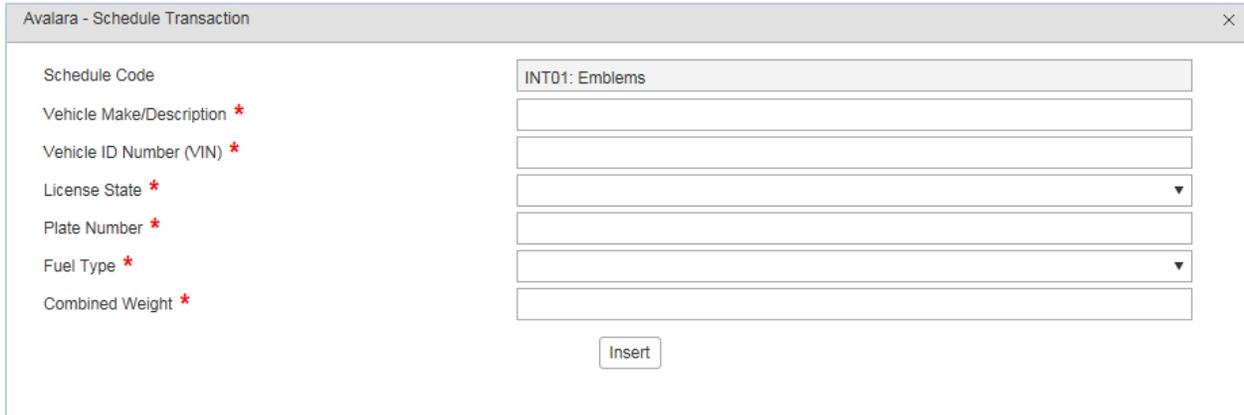
Figure 5. INT01 schedule entry screen

All fields are required fields. Unlicensed vehicles can be entered by using the description or fleet number in place of the license plate.

This information can also be entered using an Excel spreadsheet upload process, detailed later in this tutorial.

Once you have entered the vehicle information, click "Insert". A message will be displayed that the record was inserted and the fields are blank again. Add the next vehicle and click "Insert" until all entries are made and then close the window.

Return to "Account Registrations" by clicking on the link labeled "Return to Account Registrations" in the upper right corner of the window as shown below.
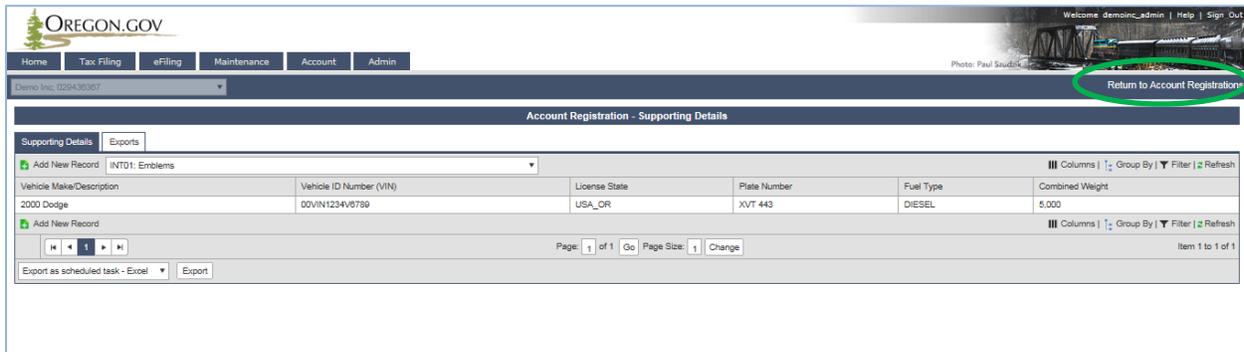

Figure 6. Return to Account Registrations hyperlink

Select the Application for Use Fuel User Emblems line and select "Generate Registration Form" from the pop-up menu.
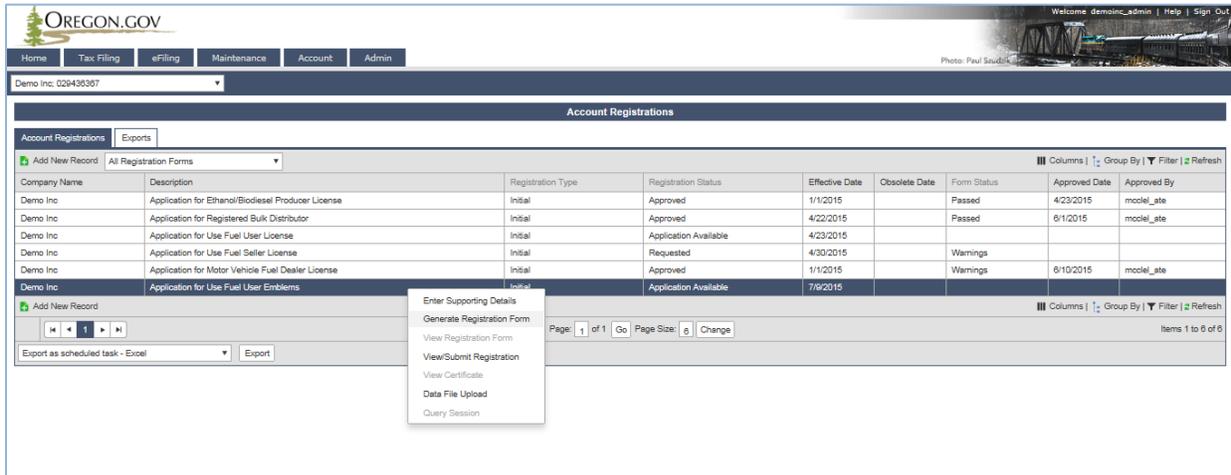
Figure 7. Select Generate Registration Form
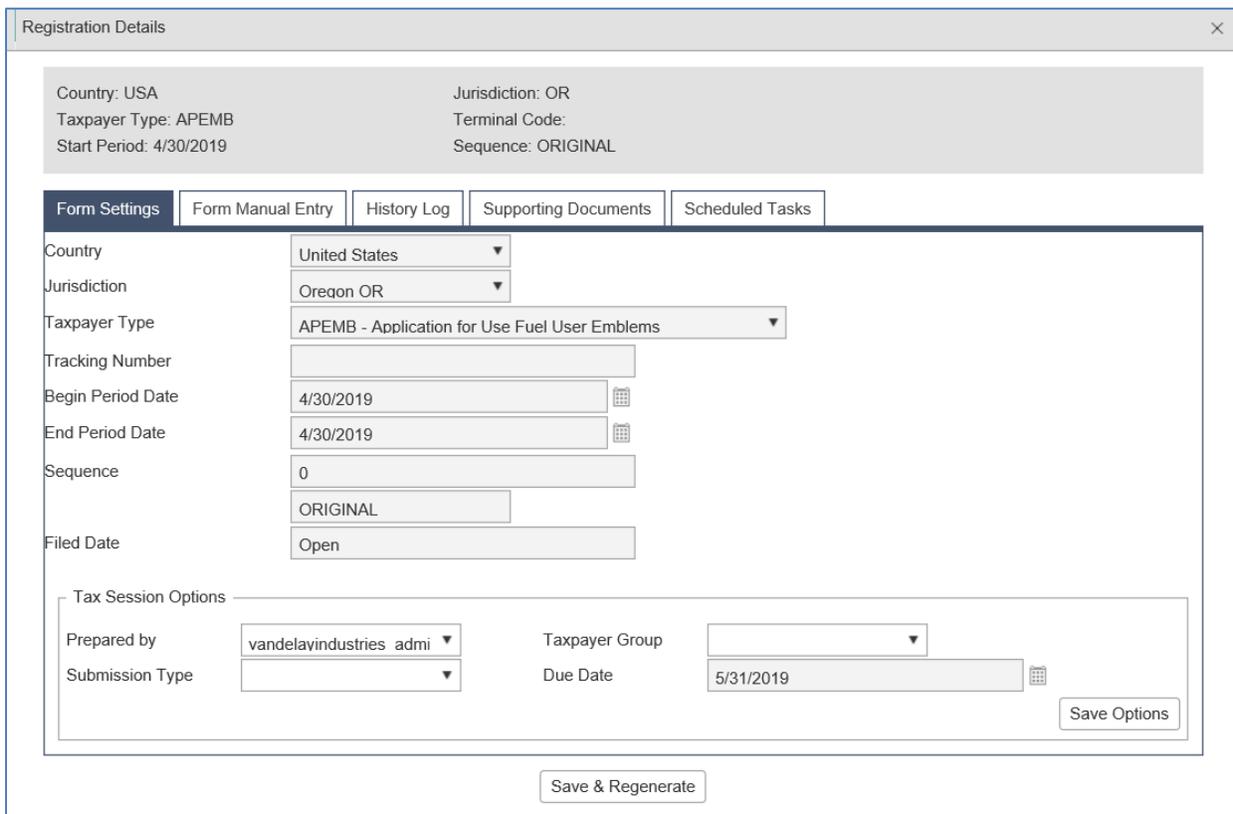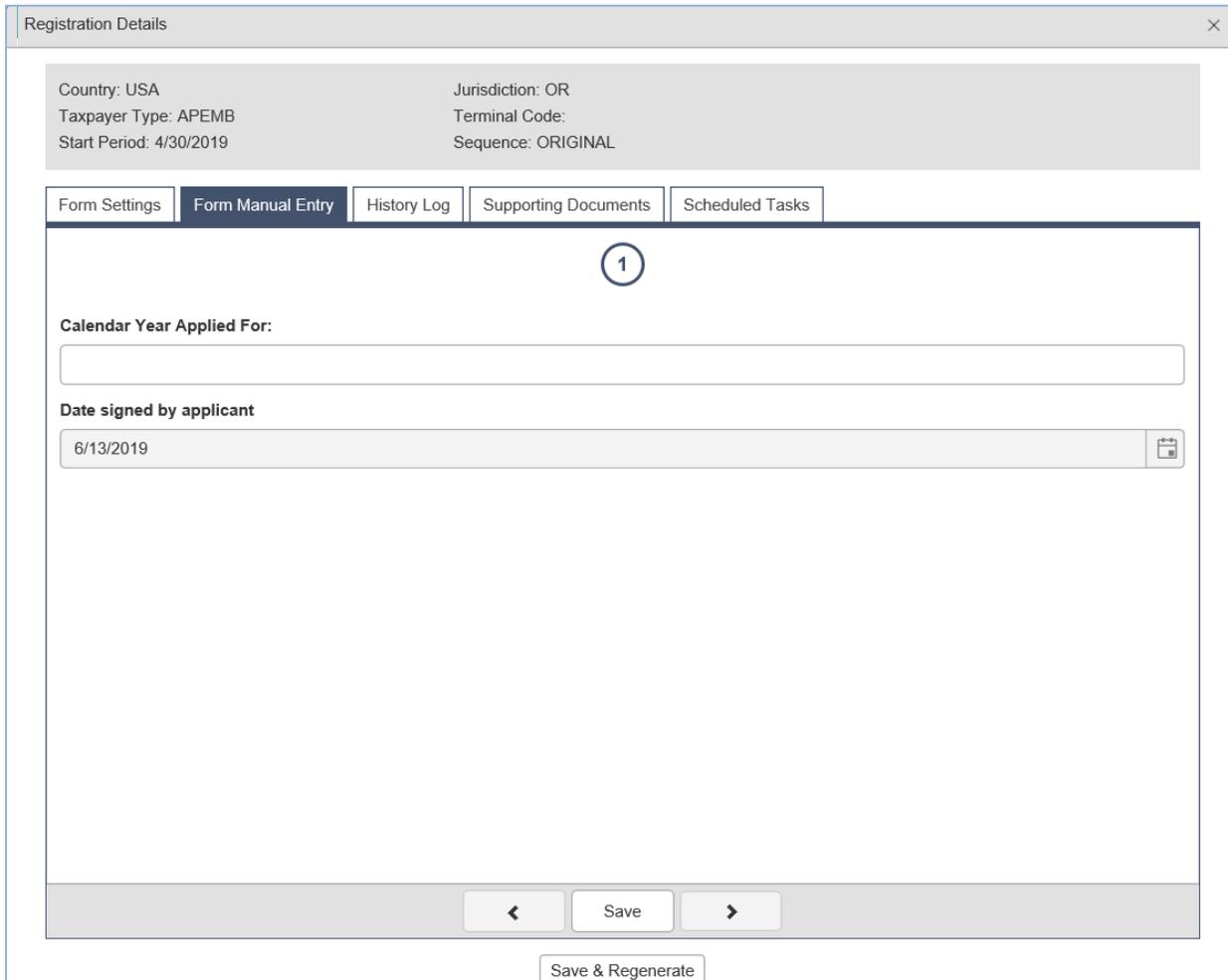
The following screen is displayed:

Figure 8. Emblem Application screen

Select the "Form Manual Entry" tab.
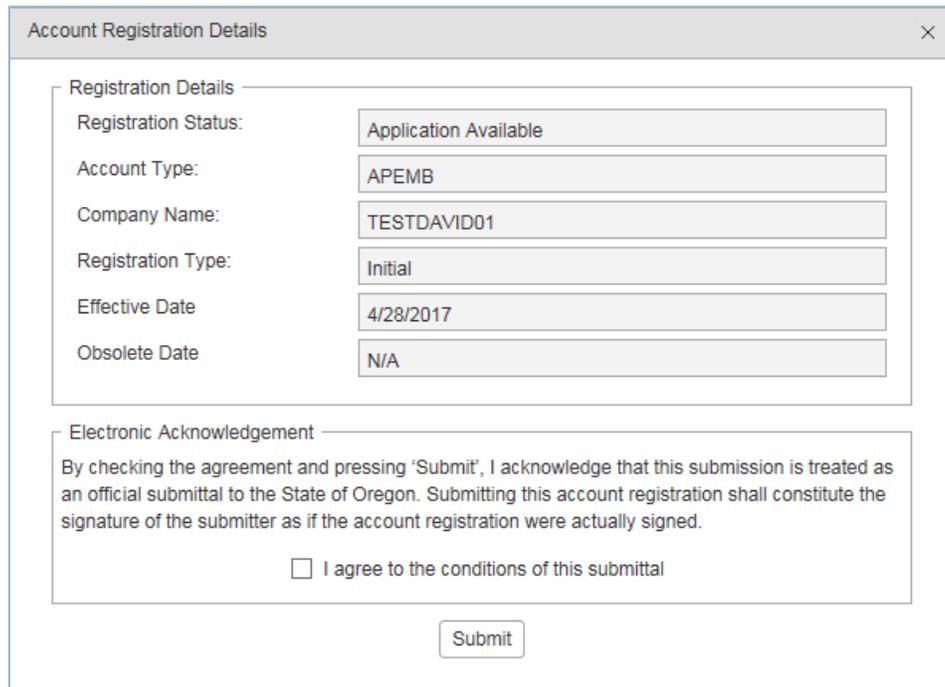
Enter the year for the emblems, and the date signed (today).

Figure 9. Form Manual Entry screen

Click on "Save and Regenerate" at the bottom of the window and close the form.

Select the Application for Use Fuel User Emblems line and select "View/Submit Registration" from the pop-up menu.

The following screen is displayed.

Figure 10. Emblem Application Submittal screen

Click the checkbox to agree to the terms of submittal and then click the "Submit" button at the bottom of the screen.

A confirmation screen is displayed with our contact information.
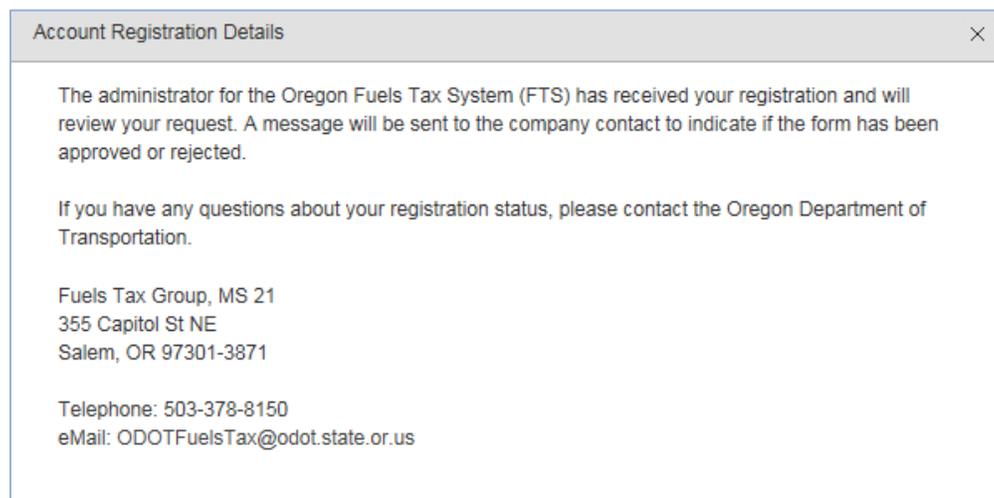
Figure 11. Confirmation of submittal

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

UPLOADING VEHICLE INFORMATION USING AN EXCEL TEMPLATE

If you have a large number of vehicles, you may use an Excel worksheet template to upload your vehicle information. If your information is already in an electronic format, you may be able to copy and paste it into the Excel template retrieved from the online system.

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.
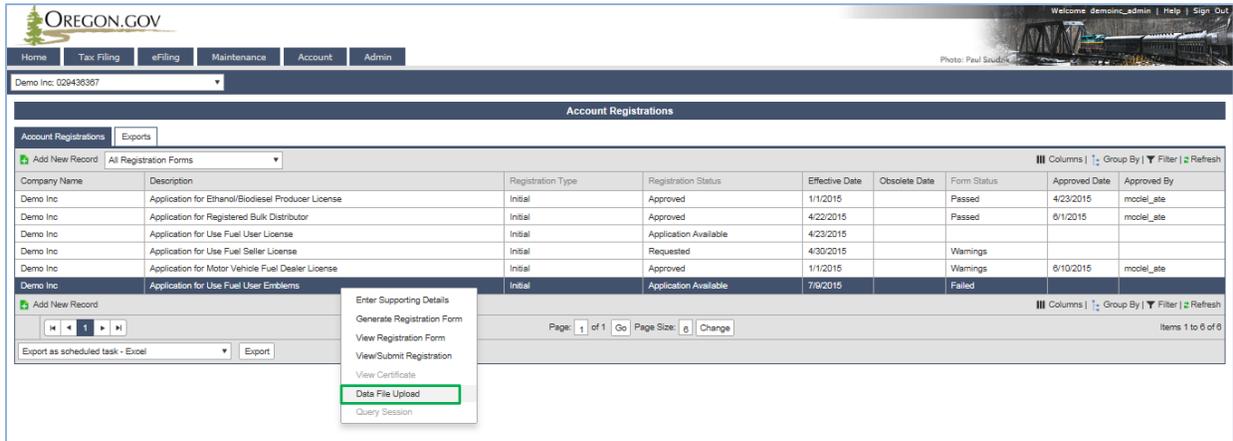

Figure 12. Select Data File Upload

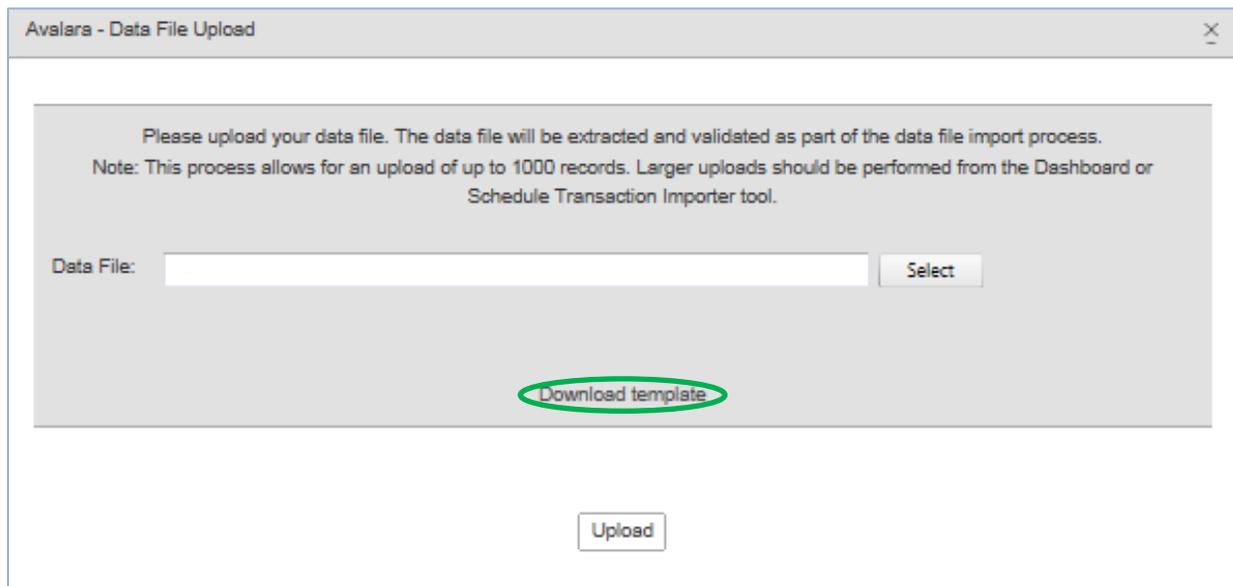This will bring up a window to access the Excel worksheet for vehicle entries.

Figure 13. Retrieving Excel template

Click on "Download template" in the bottom of the gray portion of the window to access the template.

The template contains the same vehicle information as the schedule INT01. The excel format allows you to enter the information in columns rather than going through multiple forms, and you can cut and paste information from other sources.
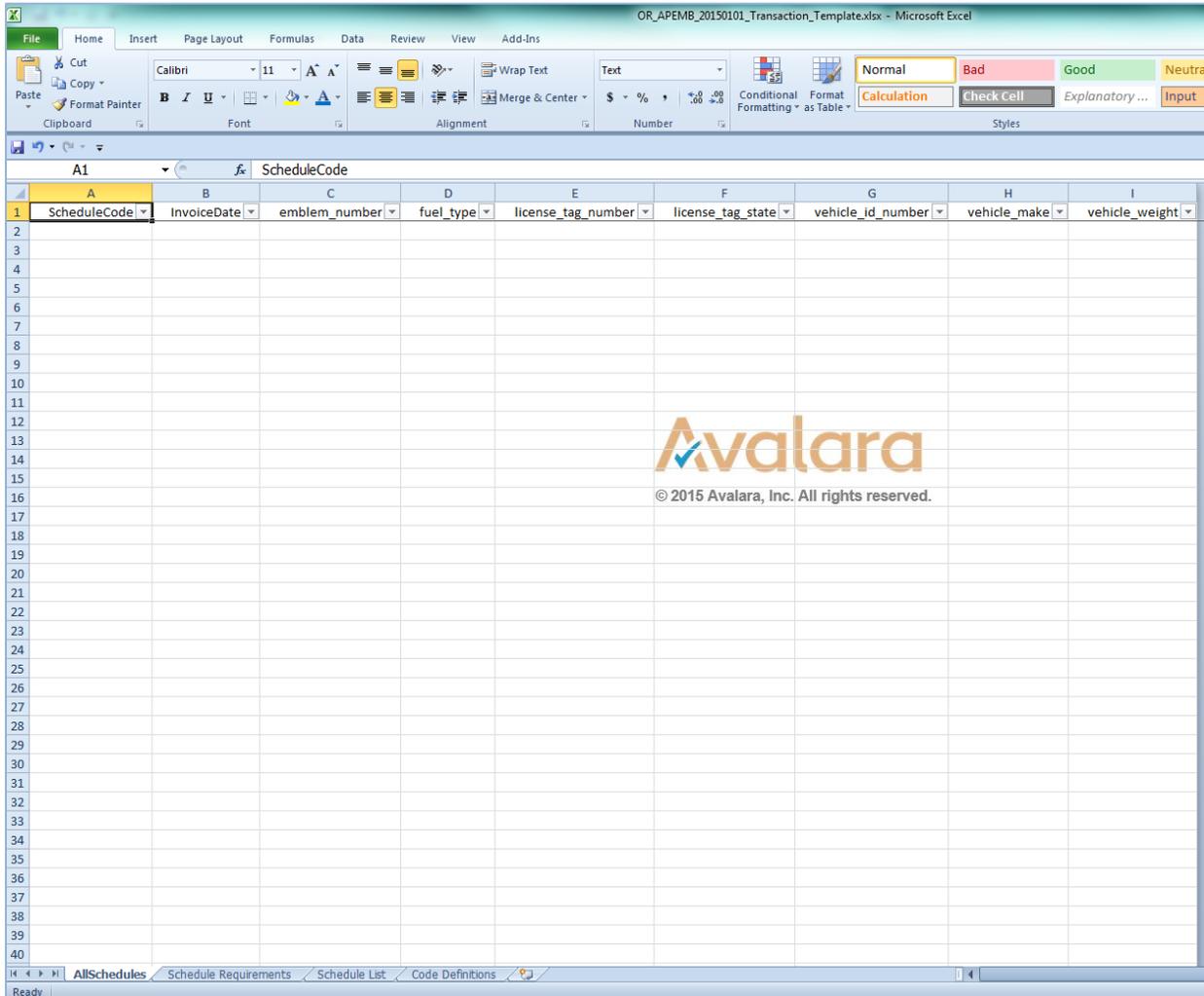
A sample of the template is shown below:


Figure 14. Excel template sample

Complete the fields as follows:

ScheduleCode	INT01
InvoiceDate	Request date
emblem_number	Leave blank for new emblems. 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 you have completed the entries, save the file in a location you can find easily.

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 file you just saved. 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.
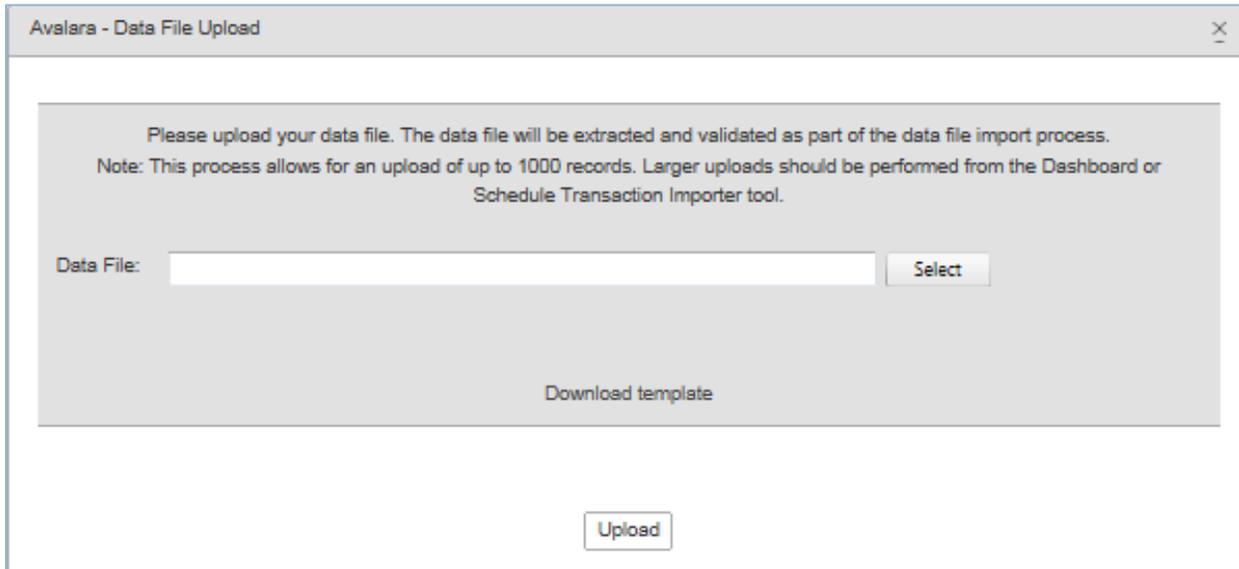
Figure 15. Select file to upload

The worksheet will populate the INT01 entries. Continue with the instructions listed above starting with Figure 6.