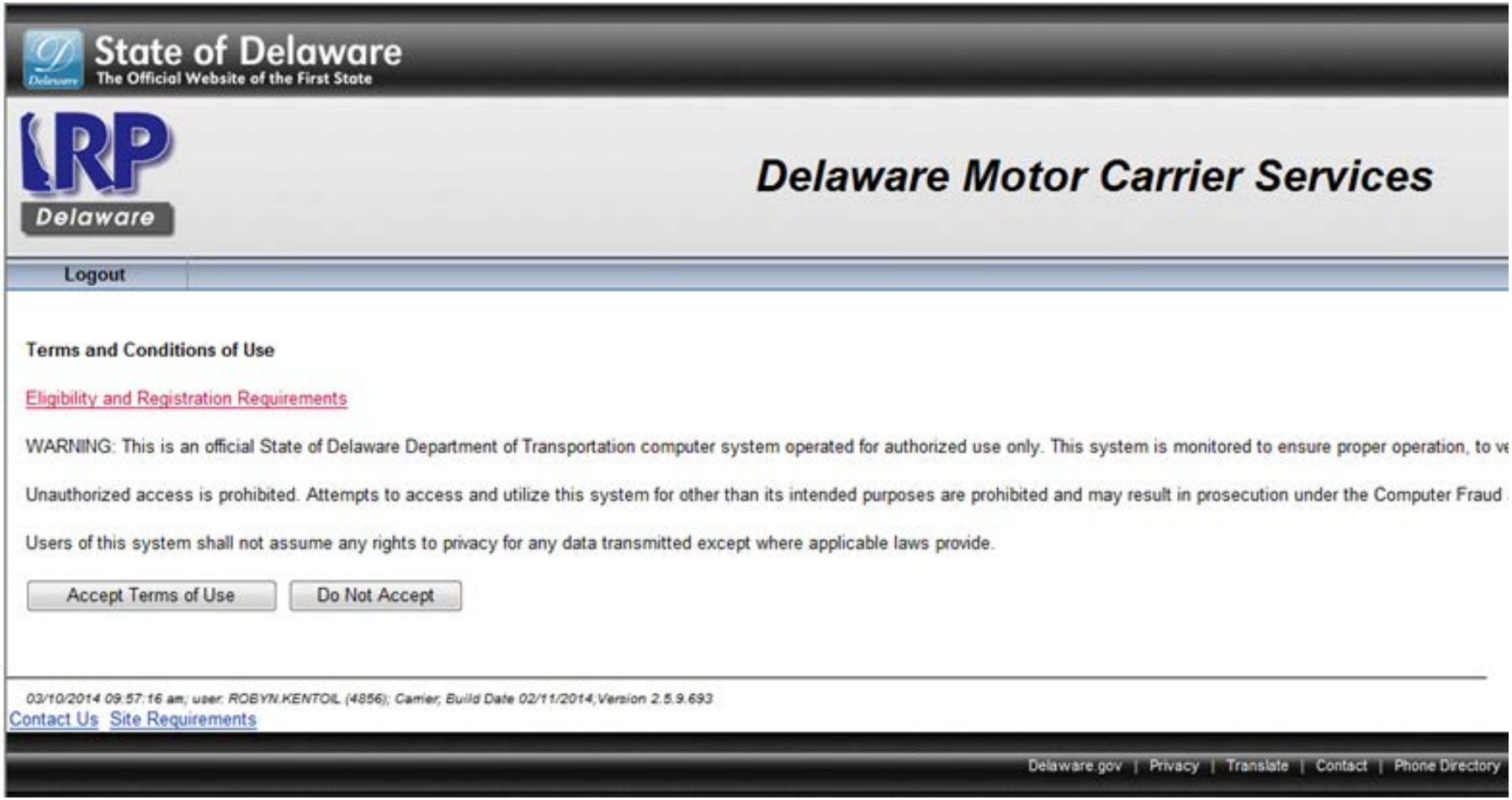
New User Registration

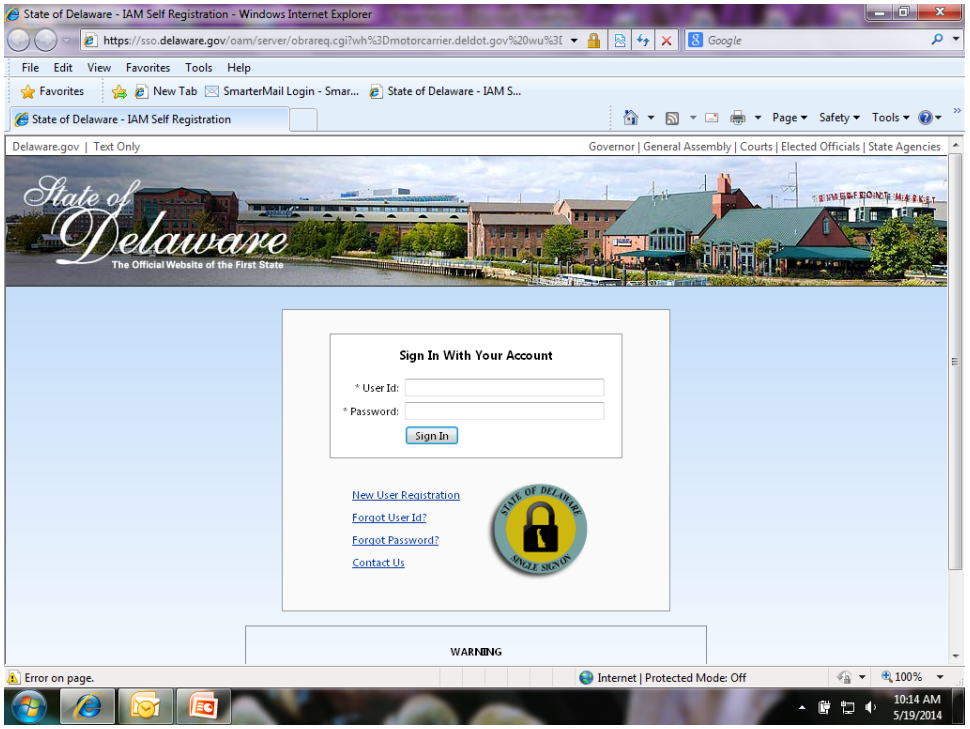
Then Select -To access the requested application click **Motor Carrier (IRP & IFTA) Integrated System.**

Once you have Clicked the link, you should see the page below and you will select Accept Terms of Use



Logging in to the System

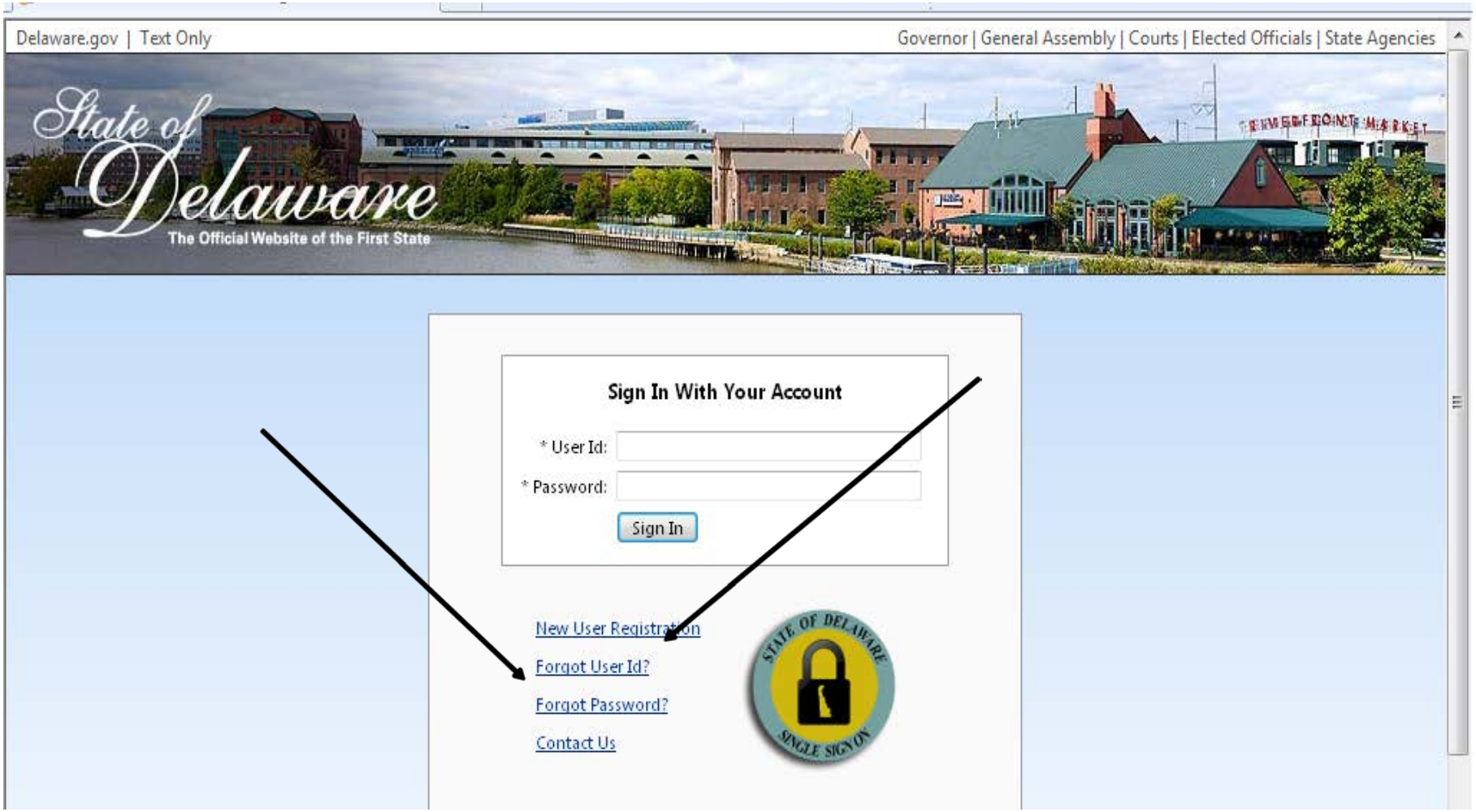
- Enter your user name and password



Forgot User ID/Forgot Password

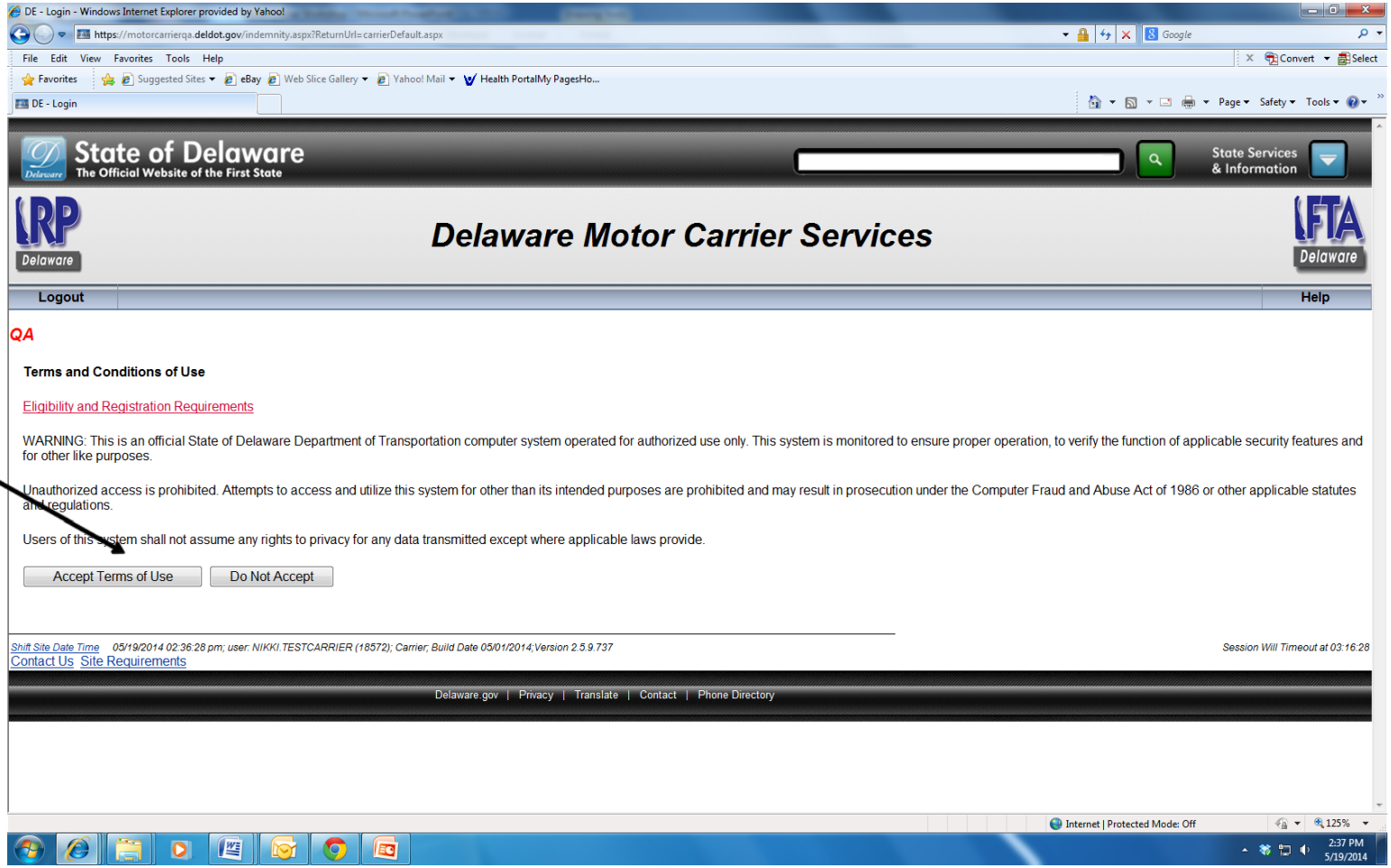
If you have forgotten either of these, you will have to click on the links below. If you are still unable to access your information you will need to contact Robyn Bose at 302-744-2720 or

Bonnie Yoder 302-744-2721



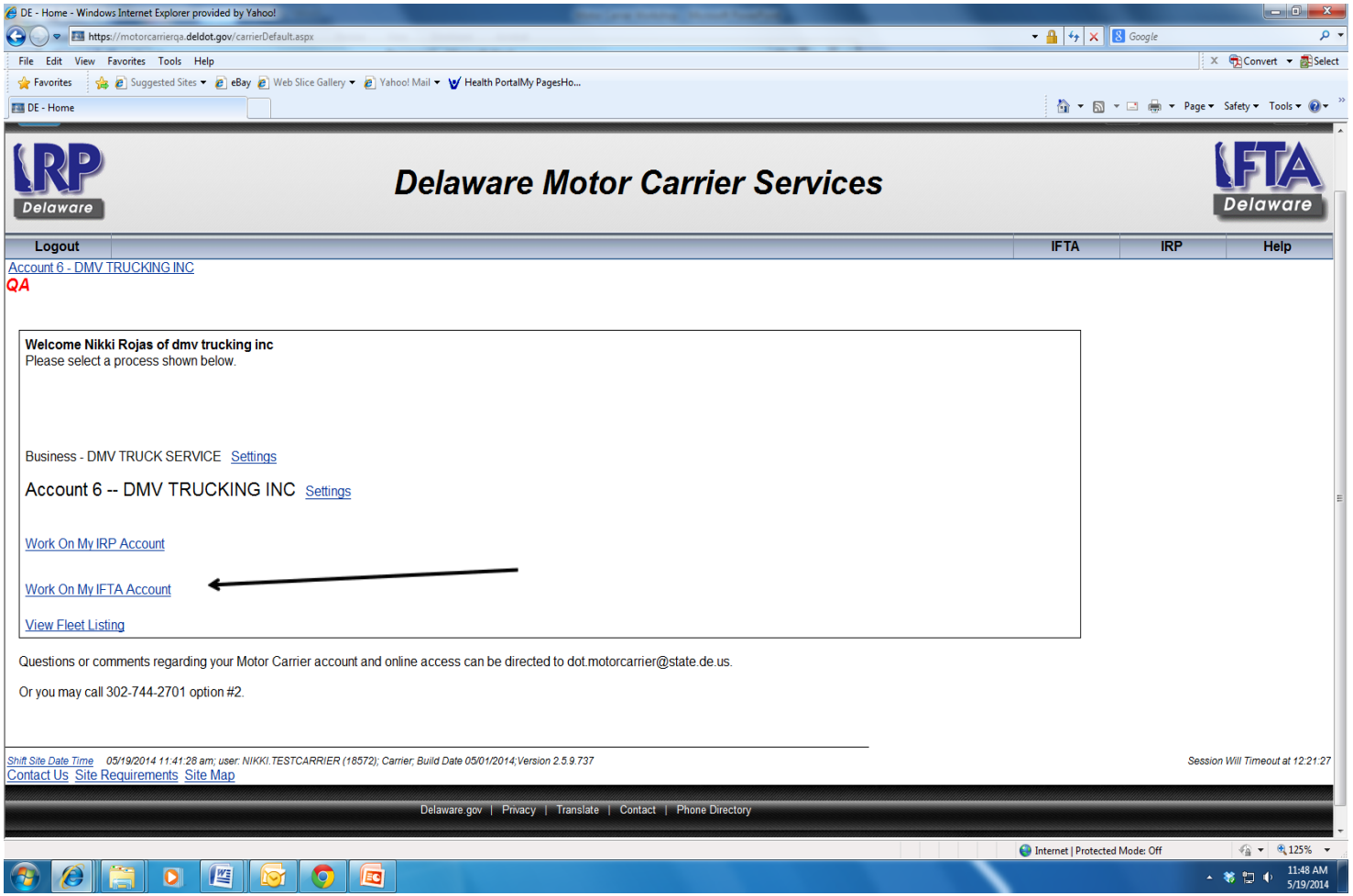
Entering and Filing Tax Return

- Once you have logged into the system, you will see the Terms and conditions of use.
- Select Accept Terms of Use



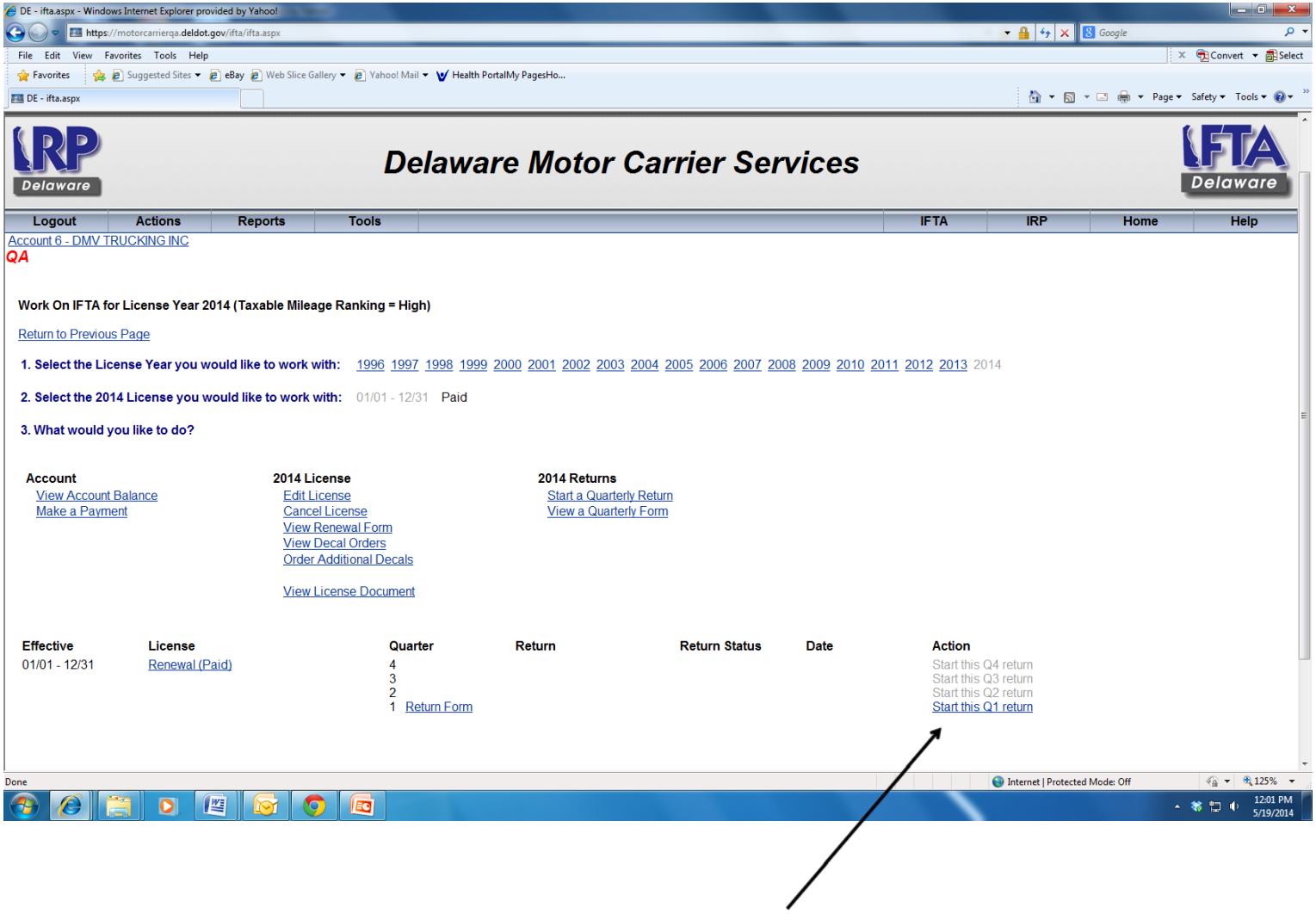
Entering and Filing Tax Return

- You will see this screen after selecting agreeing with Terms of Use.
- You will then select Work on my IFTA Account.



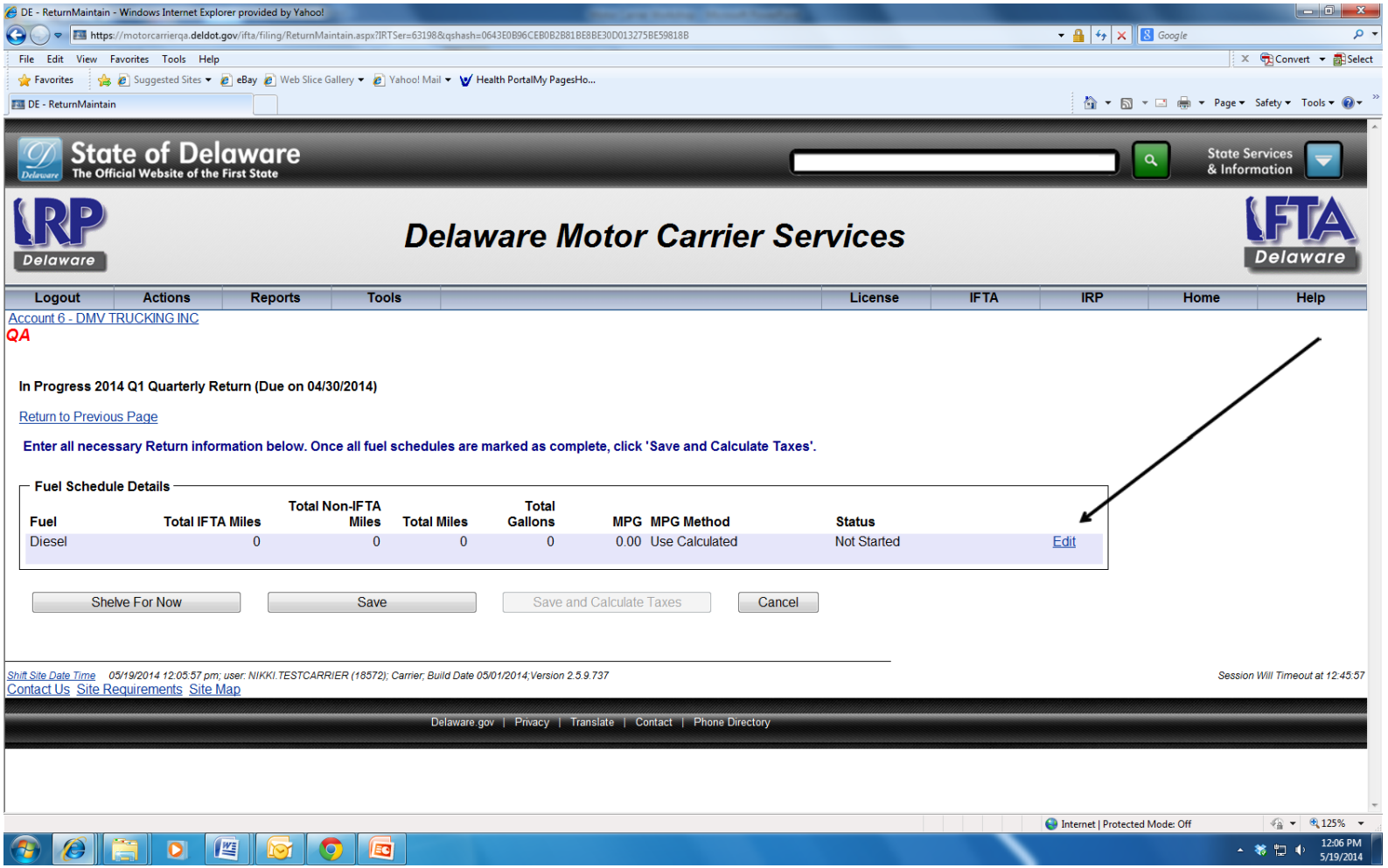
Entering and Filing Tax Return

- After ensuring that you are in the correct license year
- Under Action select the link that states Start this Q1 Return



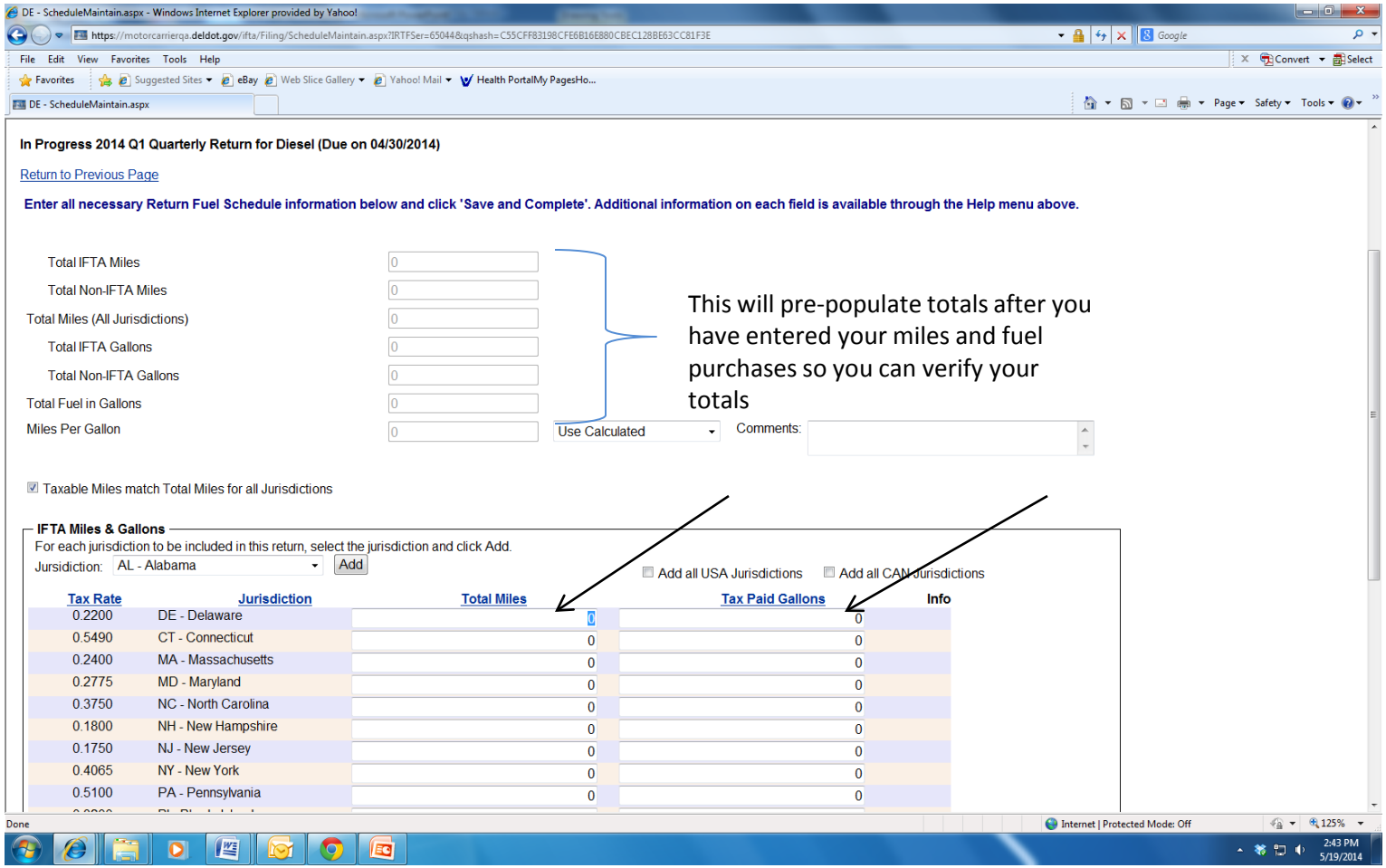
Entering and Filing Tax Return

- Once on this screen you will select the blue Edit link to begin entering your return.



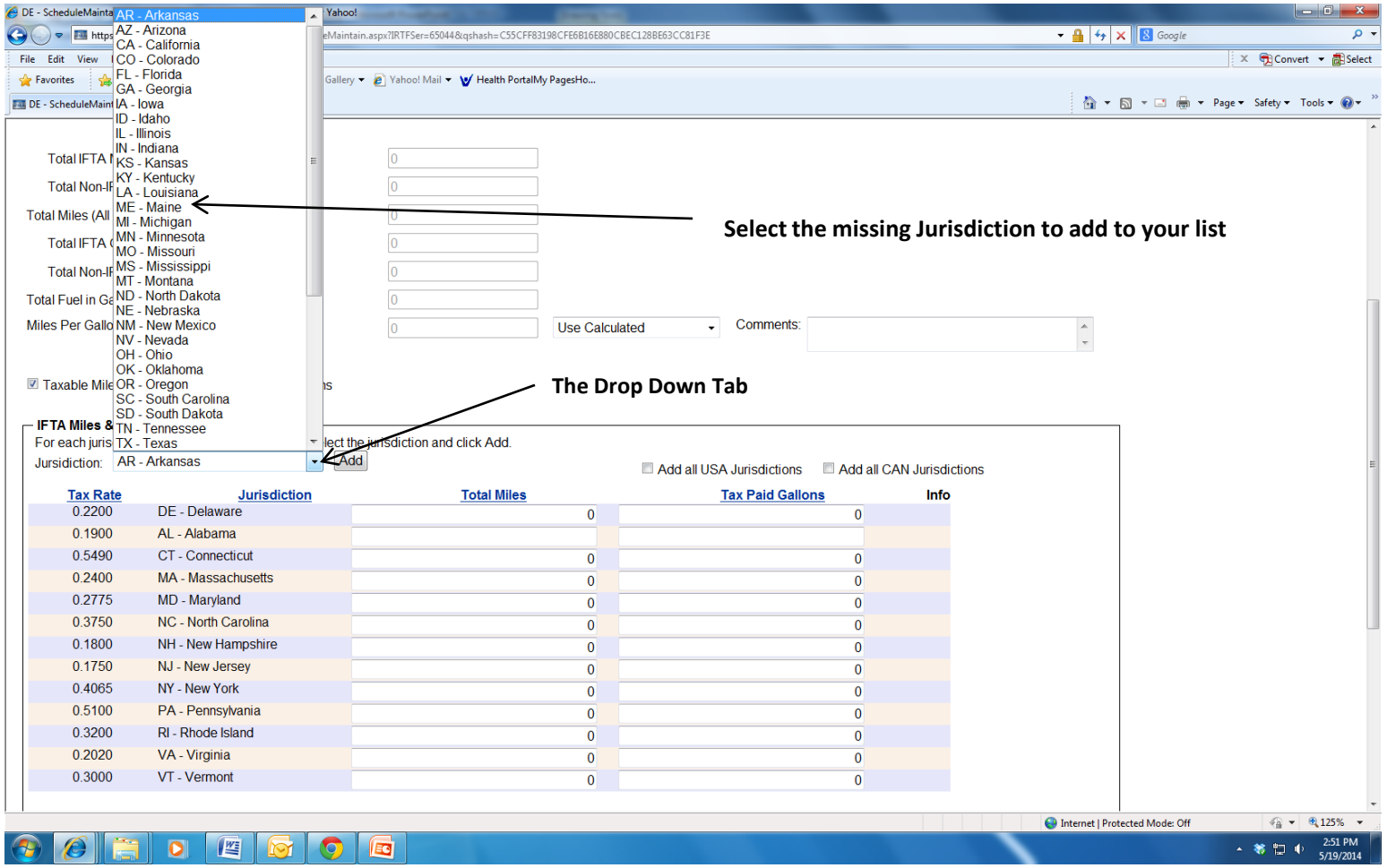
Entering and Filing Tax Return

- When you get to this page you can begin entering your Total Miles travelled and Tax Paid Gallons for each state



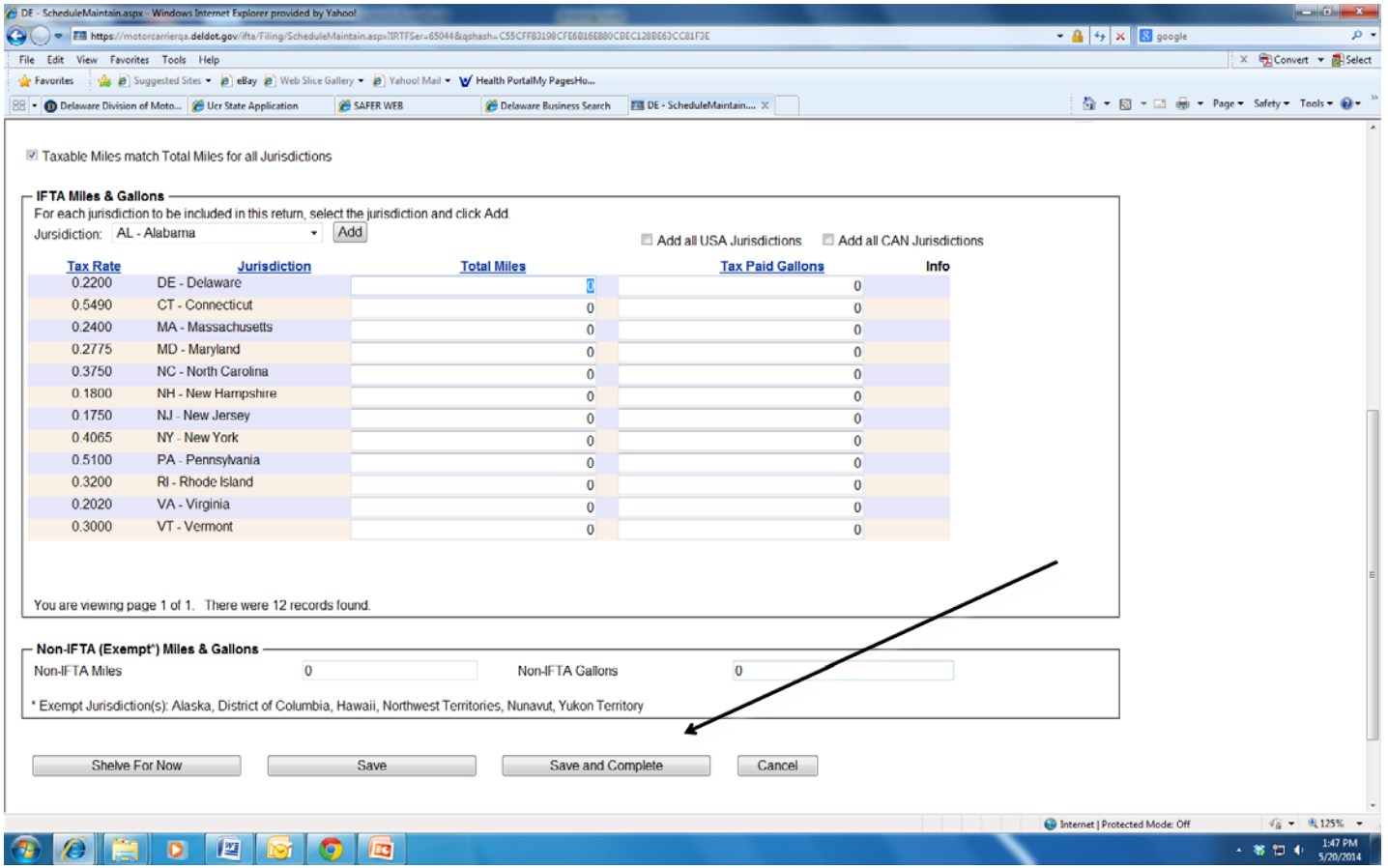
Adding a Jurisdiction

- If your jurisdiction is not listed, it can be added by selecting the Drop Down Tab and choosing the jurisdiction and add.



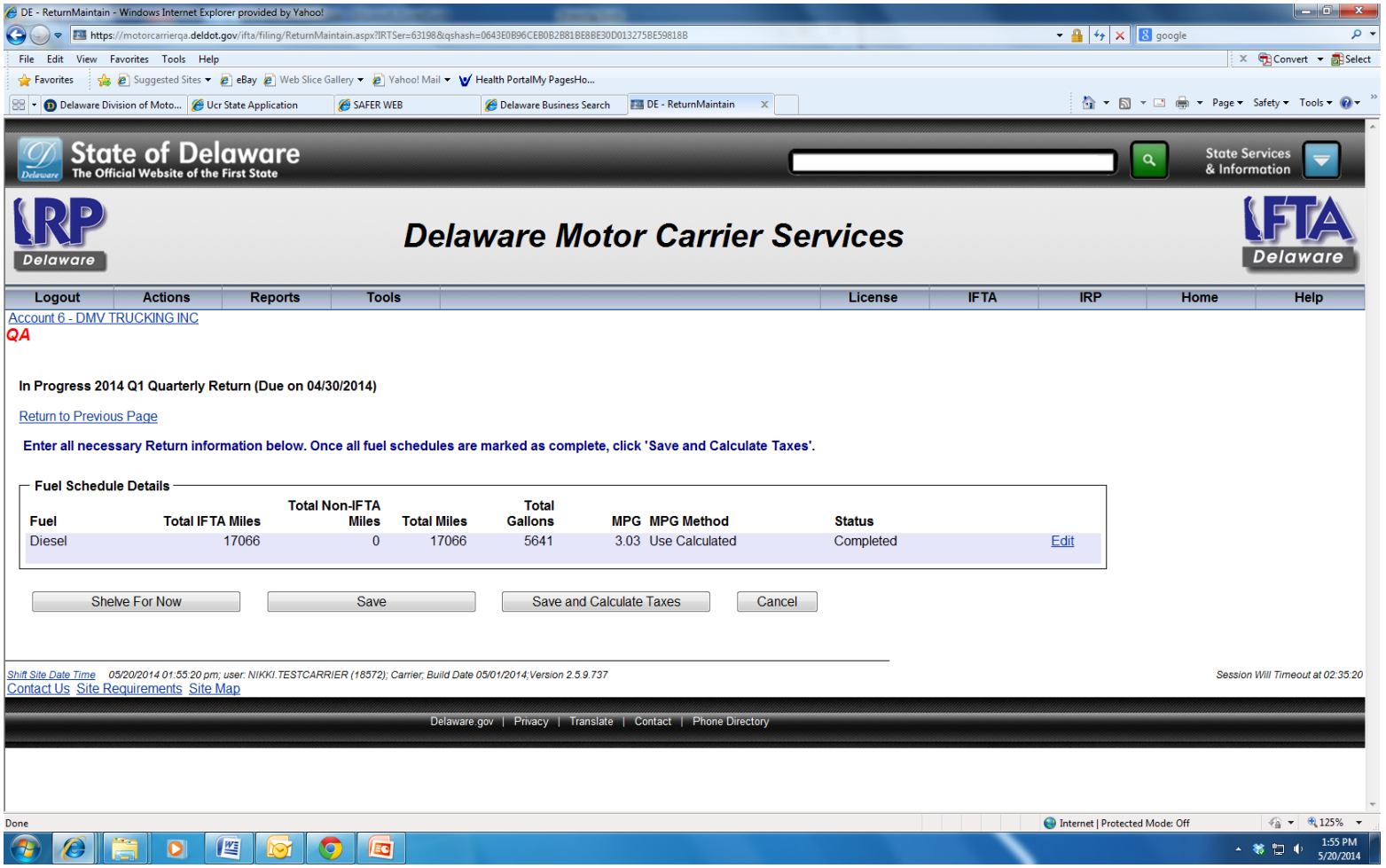
Entering and Filing Tax Return

- Once you have entered all the miles and gallons for each jurisdiction, you will click on the Save and Complete button at the bottom.



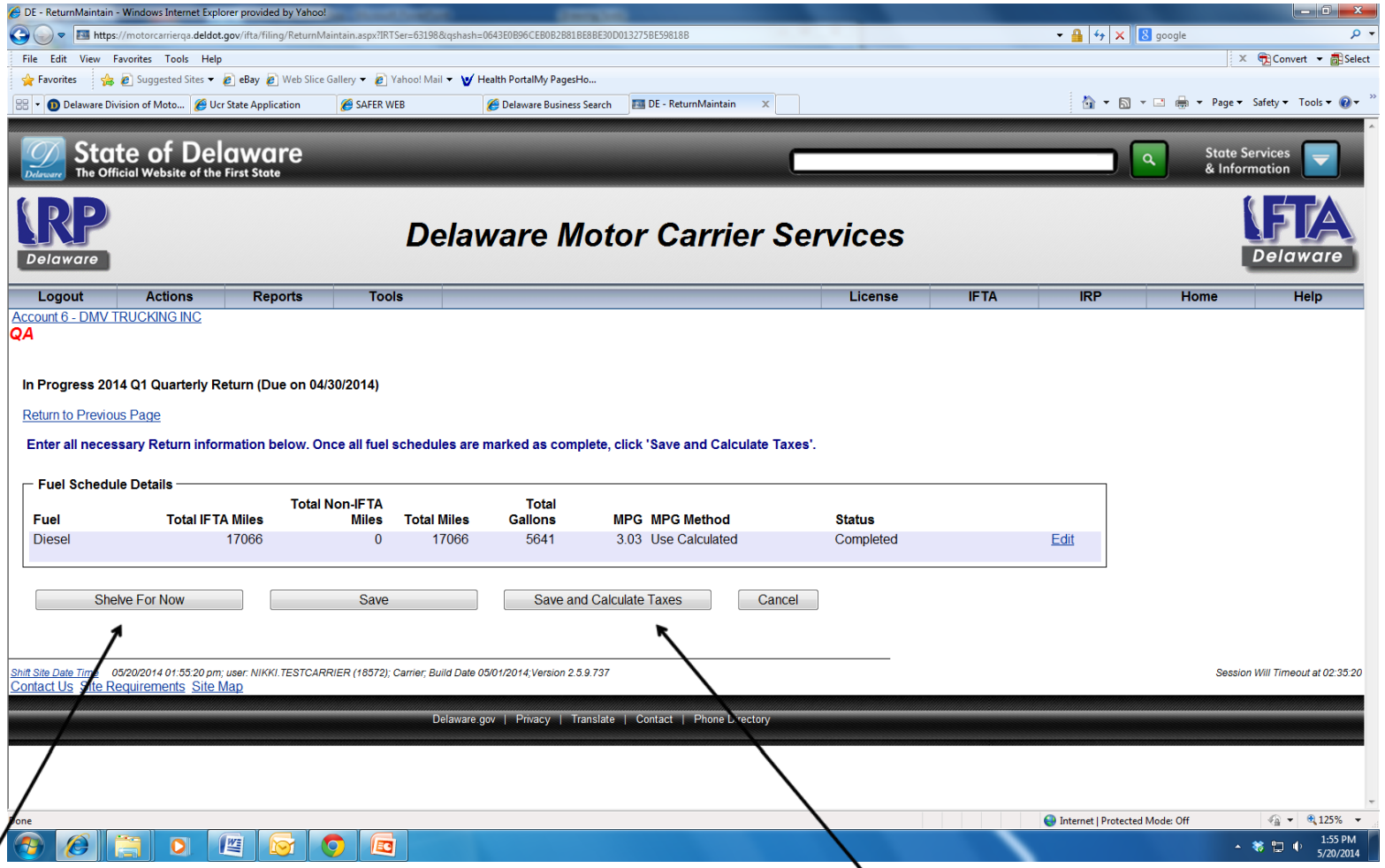
Entering and Filing Tax Return

- Once you've clicked the button, this screen will appear with all your information in it.
- The screen should reflect your Total Ifta miles, Total Non-Ifta miles, Total Miles, Total Gallons and will have calculated your MPG.



Entering and Filing Tax Return

- After verifying that all of your information is correct, you can either Save and Calculate Taxes or Shelve For Now

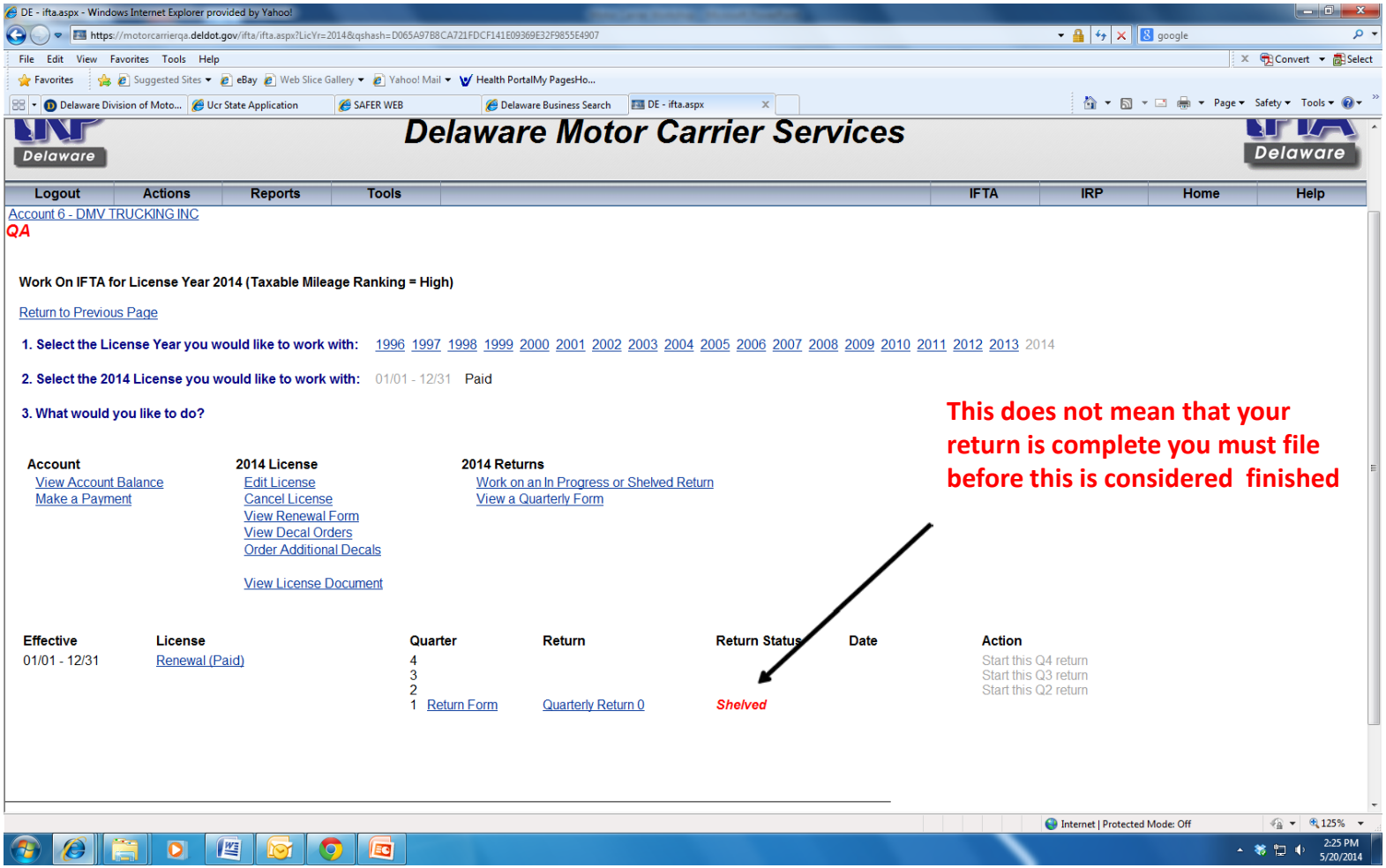


Shelve For Now can be used if you wish to step away and complete the return at another time

If you are ready to proceed and complete the filing of your return

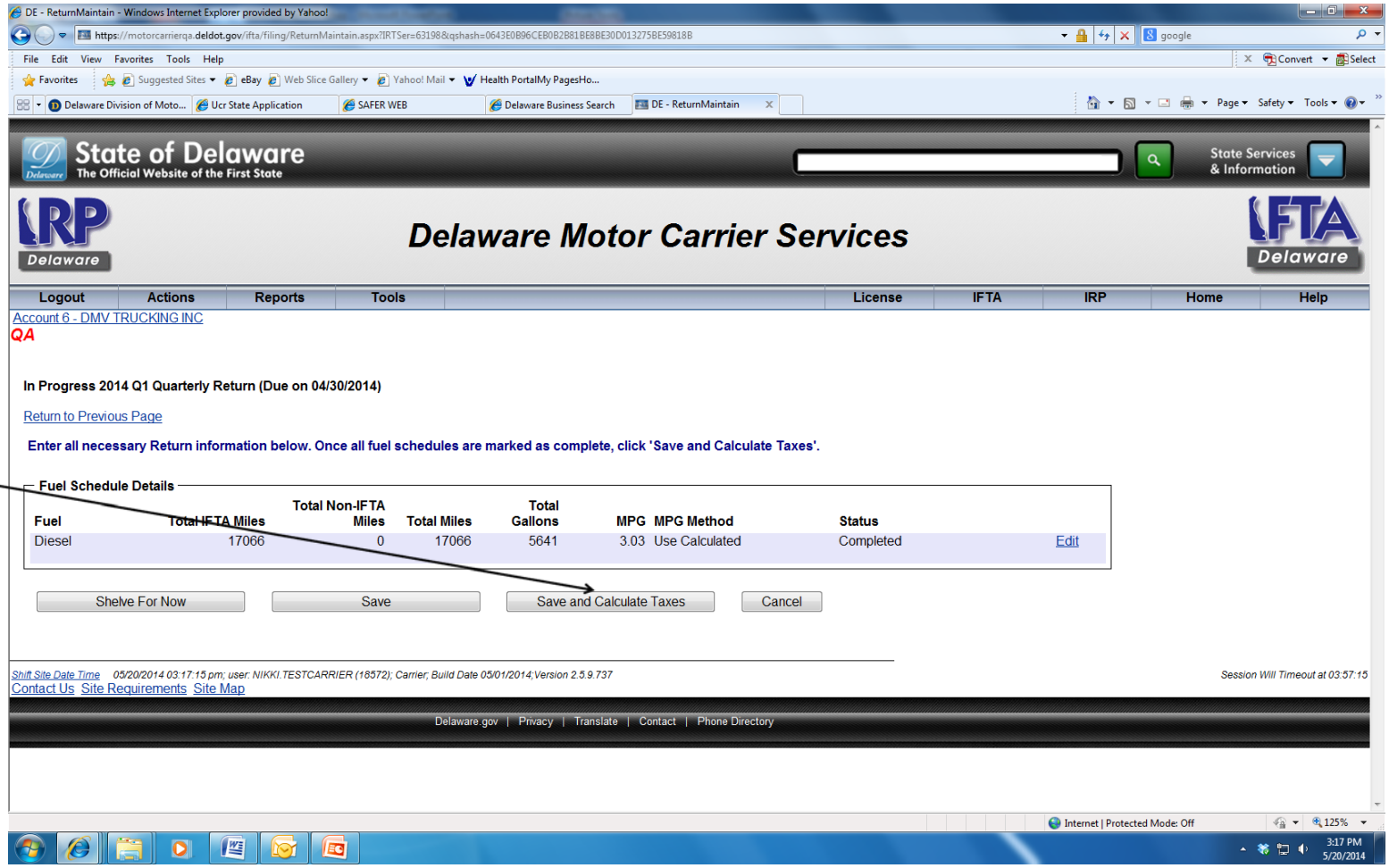
Shelving for Now

- If you decide to shelve for now, this is what your screen will look like. Your Return Status will state *Shelved* in red.



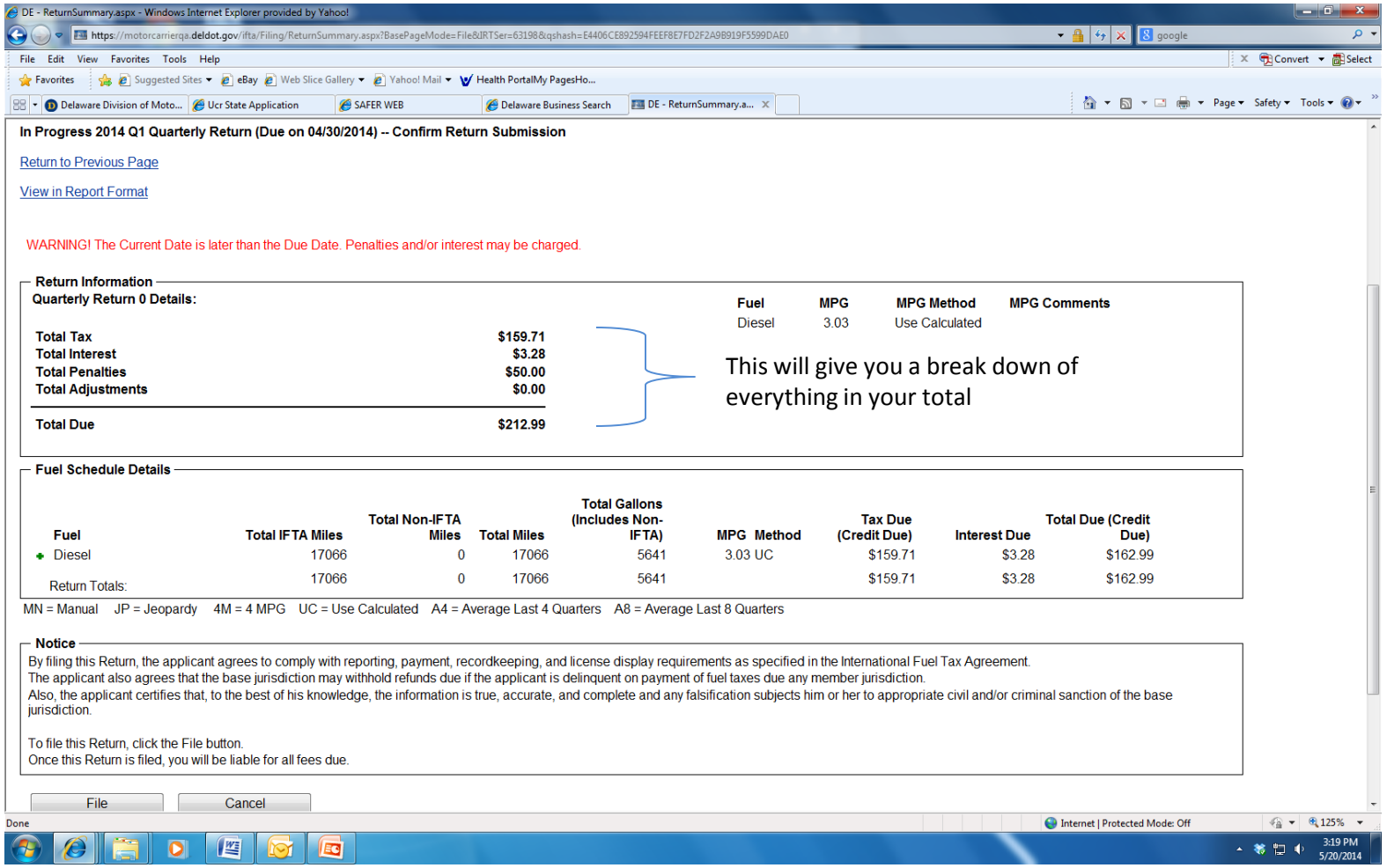
Entering and Filing Tax Return

- If you decide not to shelve, you will continue with Save and Calculate Taxes



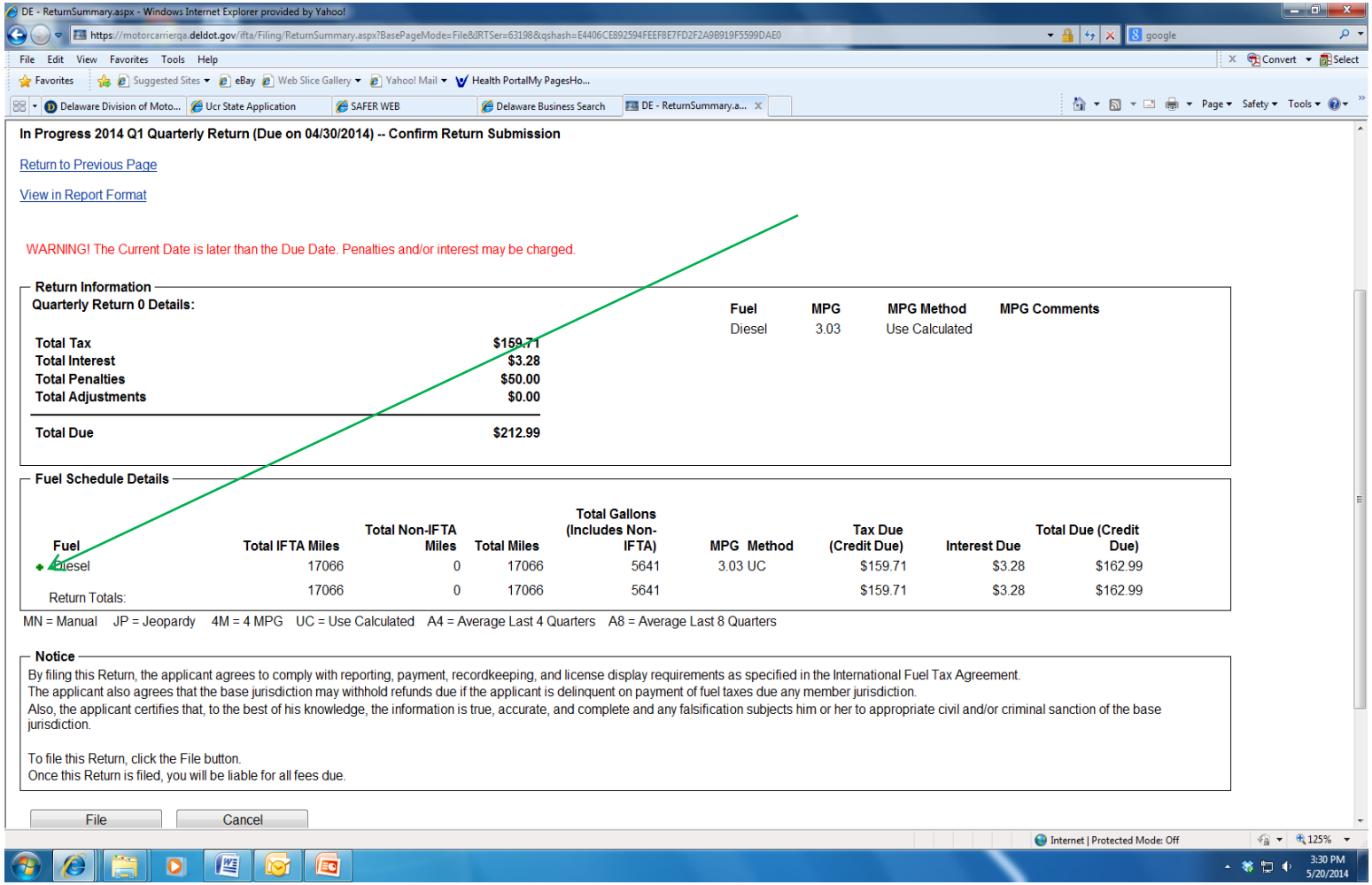
Entering and Filing Tax Return

- After clicking on Save and Calculate Taxes, this screen will appear. This will give you a break down of your Totals and your Fuel Schedule Details of the data you entered



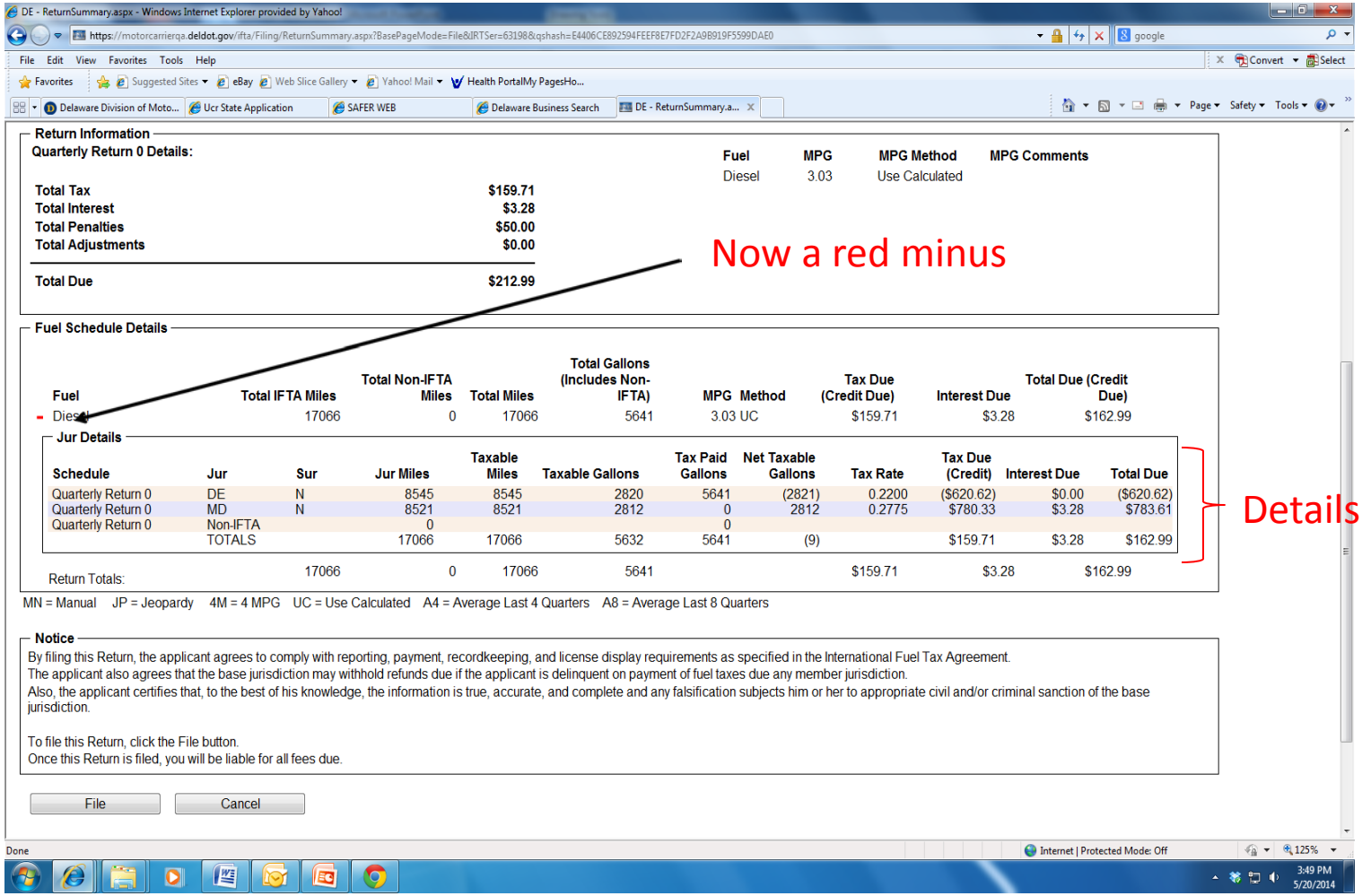
Entering and Filing Tax Return

- If you wish to review your Fuel schedule details , you will click the Green Plus sign which is next to your fuel type and it will open up to show you how fees are calculated



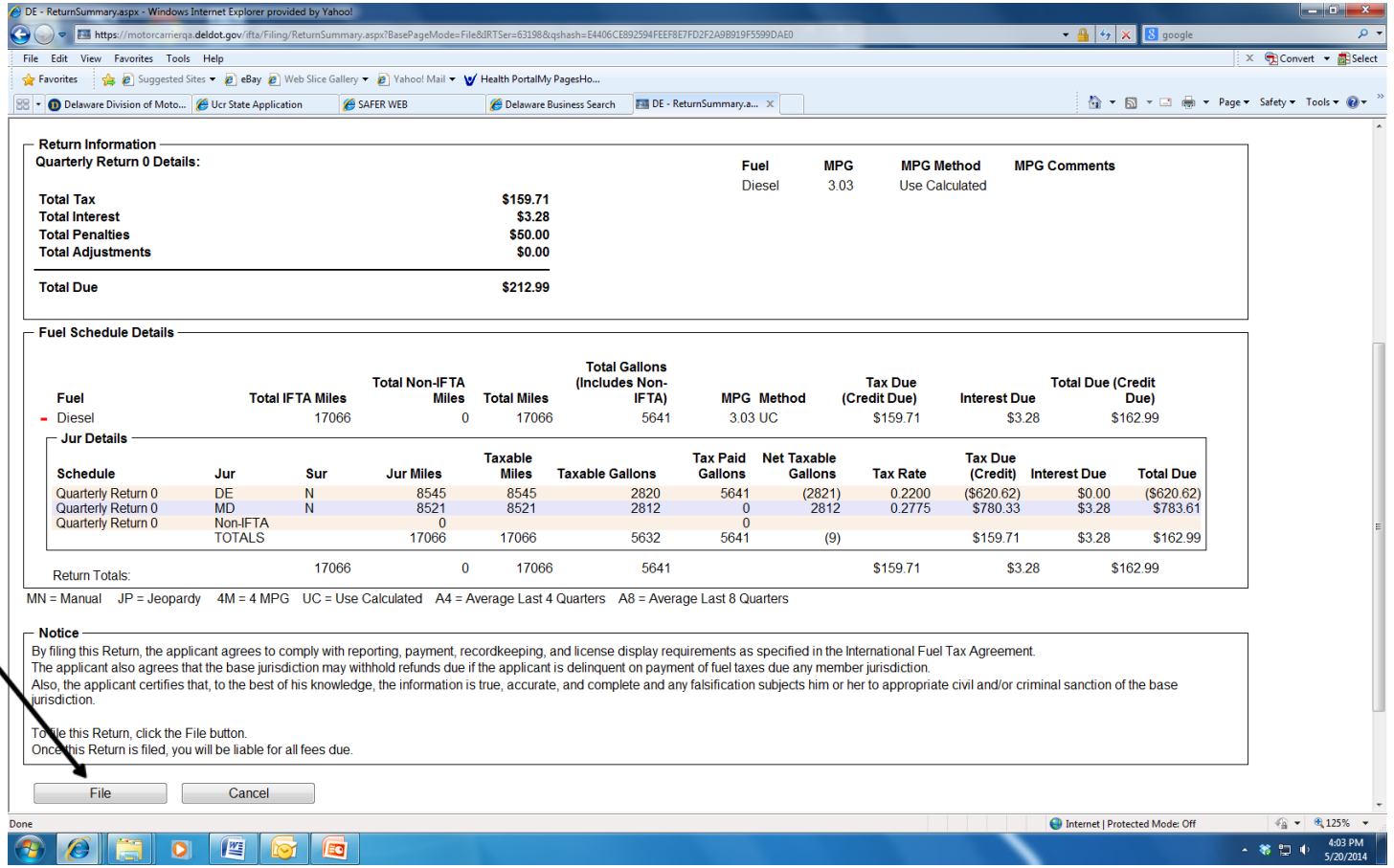
Entering and Filing Tax Return

- Once you've clicked on the green plus it will become a red minus and provide you with the details of each jurisdiction



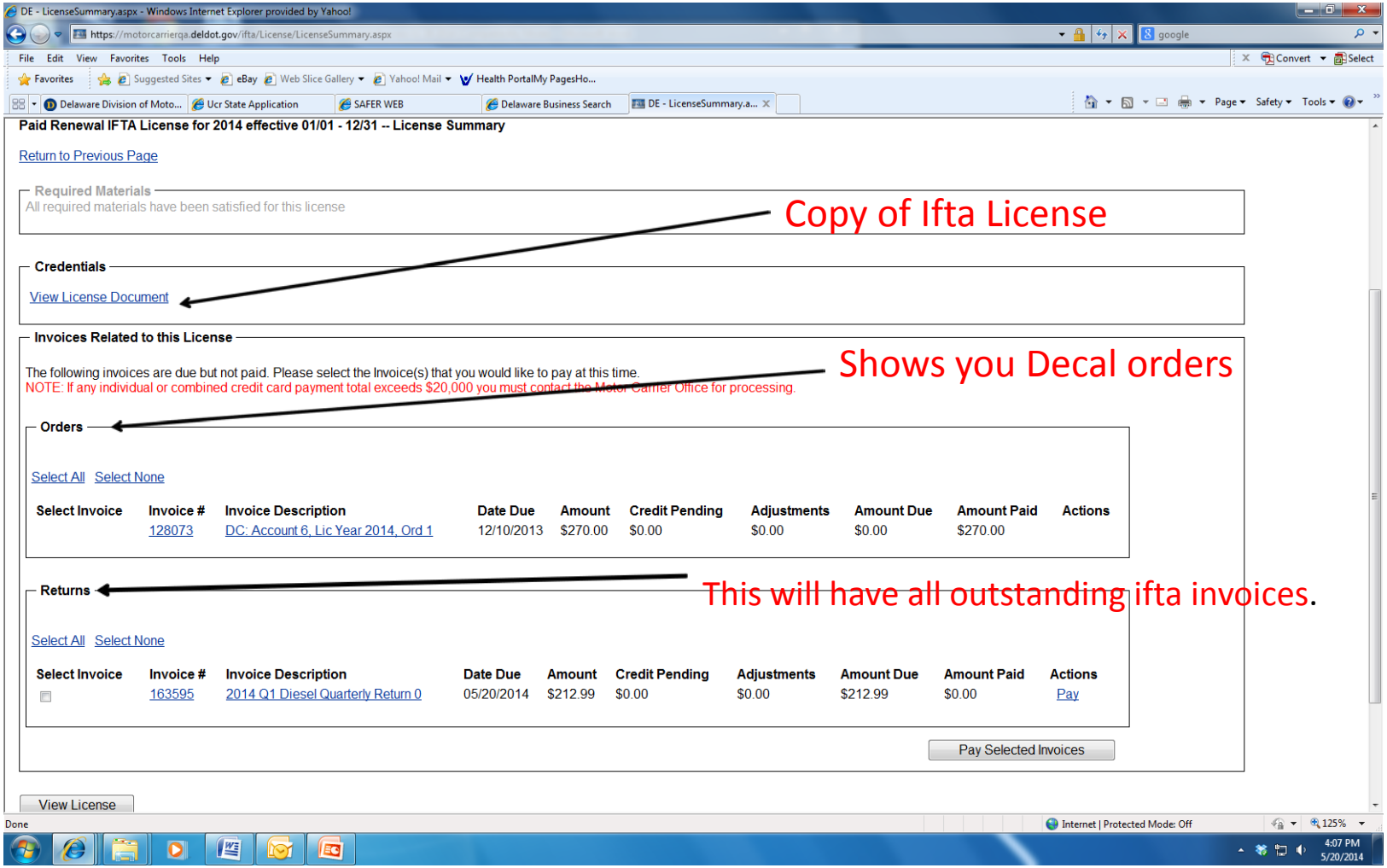
Entering and Filing Tax Return

- Once all information has been reviewed and verified you can then click File
- Once you file, it cannot be unfiled



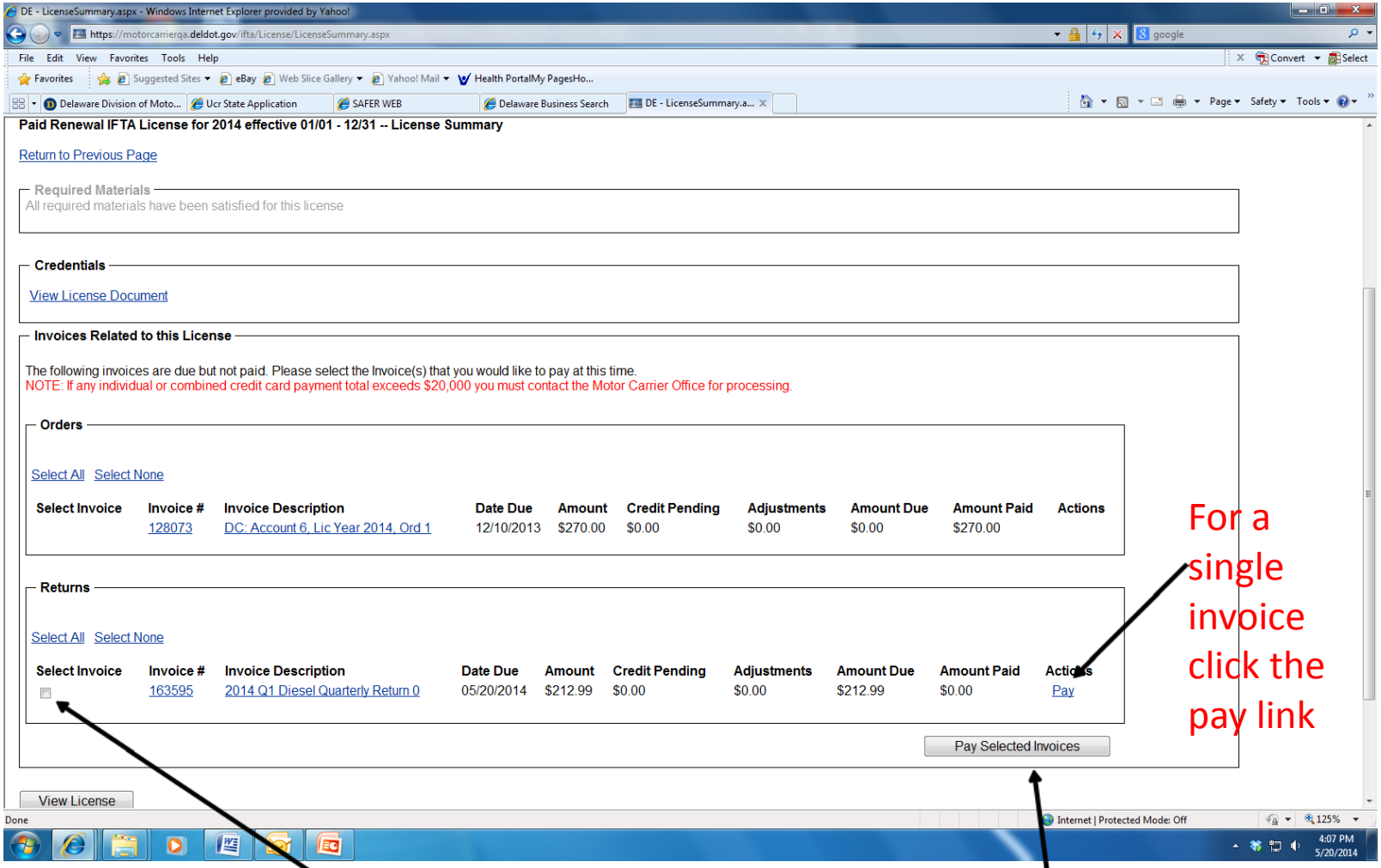
Paying Your Return

- Here you can get a copy of your Ifta license. You can view your decal orders
- In the Returns box at the bottom will be able to print your invoice



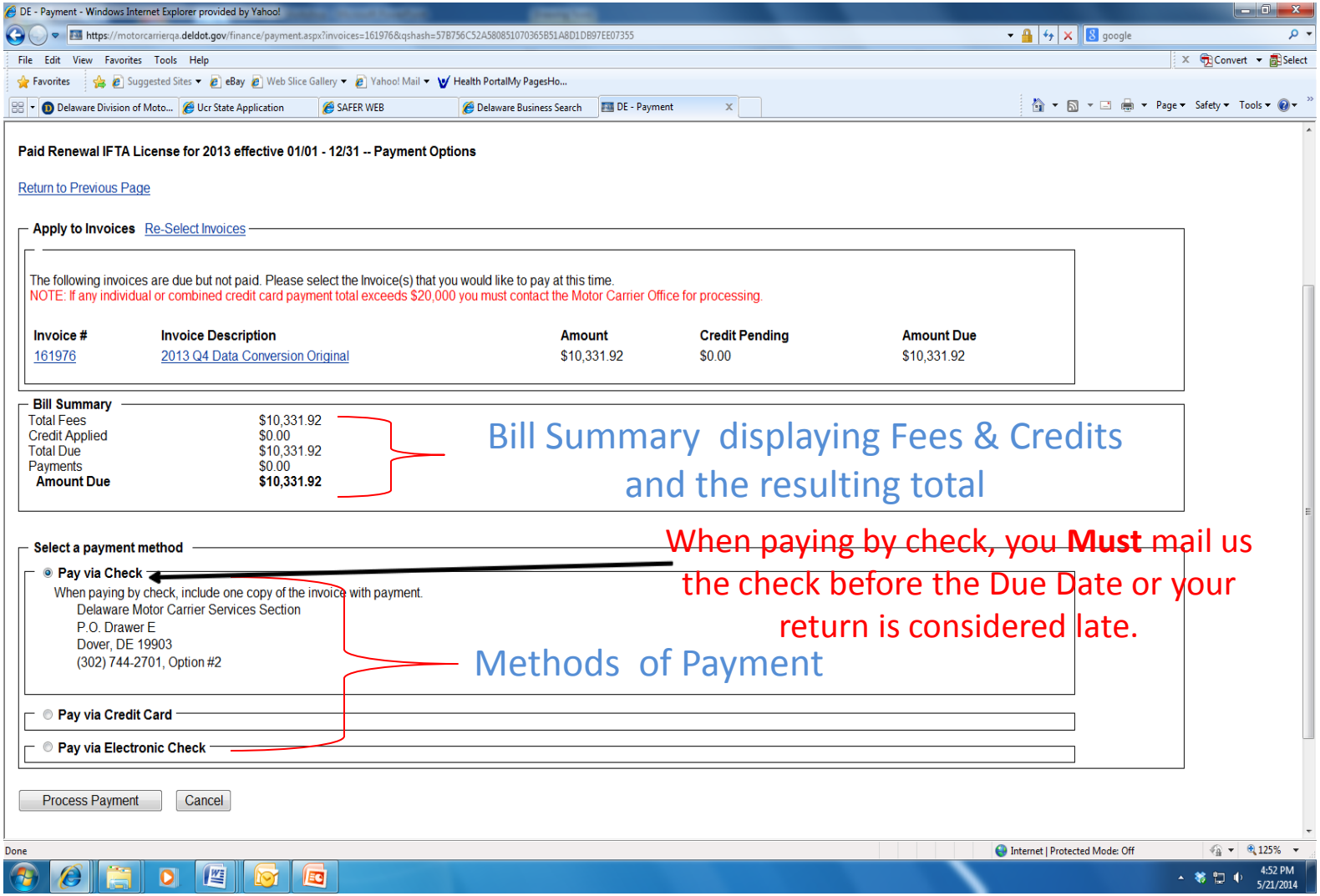
Paying Your Return

- Here you can select the Pay link to proceed to payment
- For multiple invoices, check off the boxes and select Pay Selected Invoices



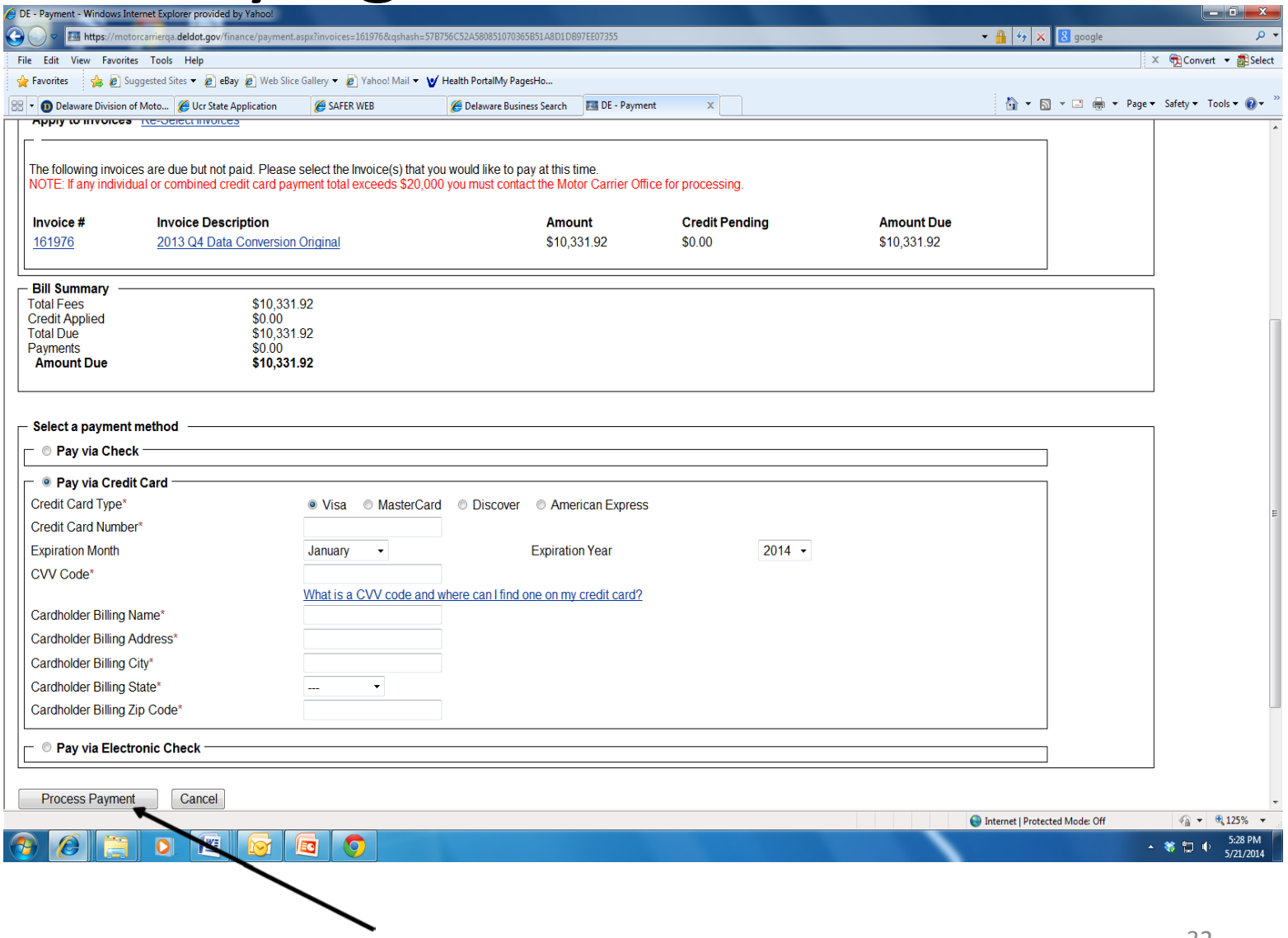
Paying Your Return

- Once at this screen, you will see a breakdown of the bill summary and if credits have been applied
- You will also be able to select a method of payment.



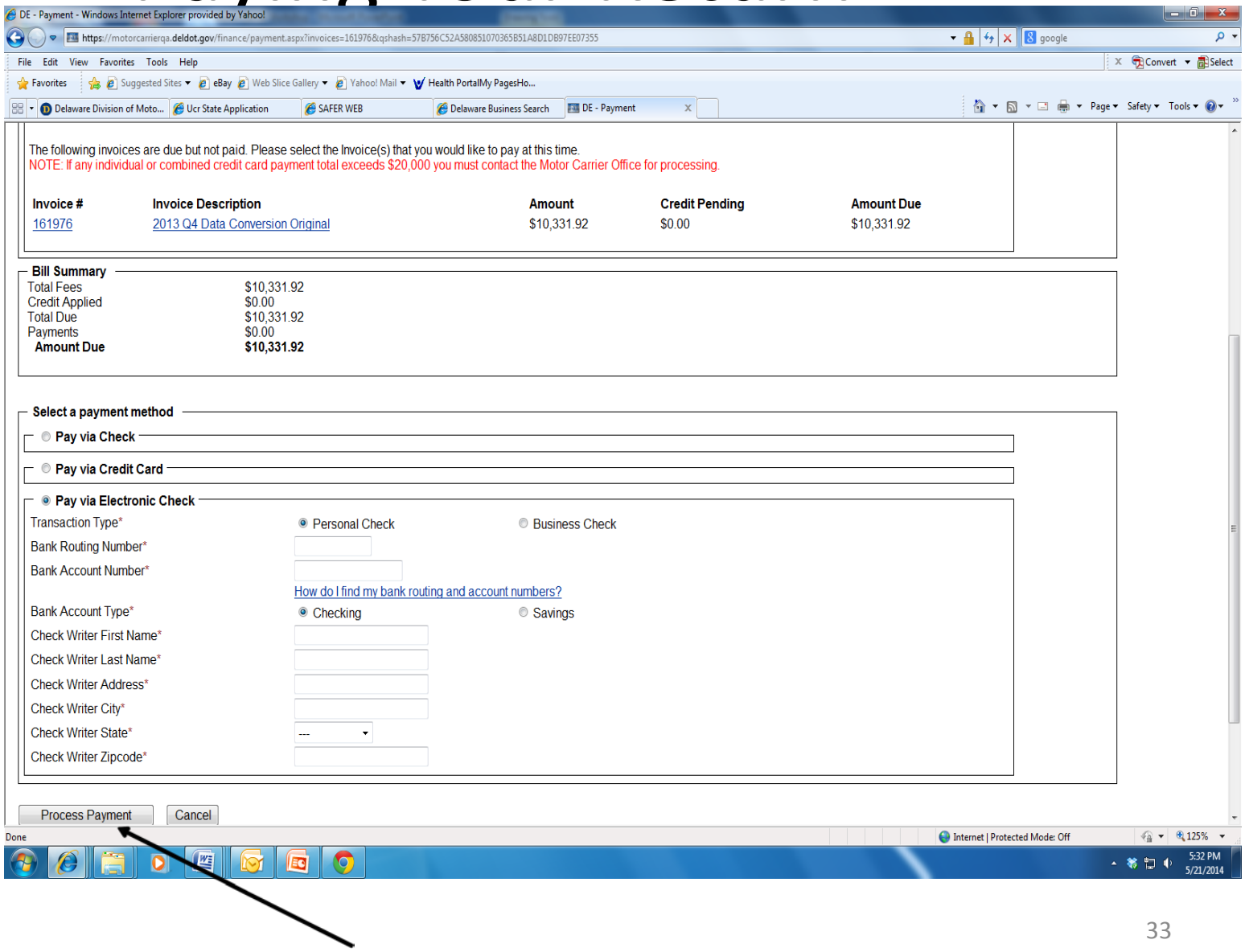
Paying Your Return

- When paying by Credit Card ensure all your information is correct then click Process Payment



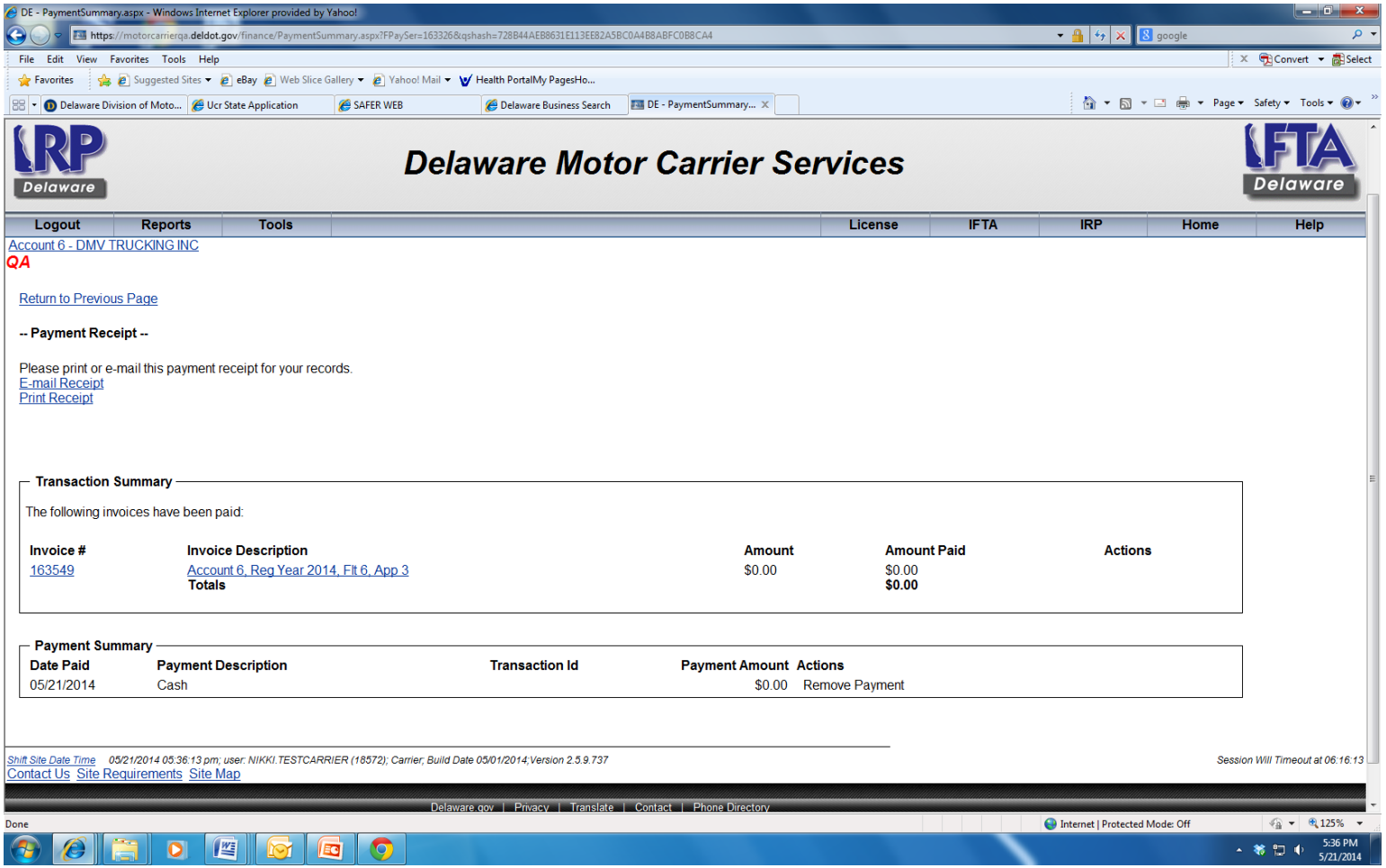
Paying Your Return

- When paying by electronic check ensure all your information is correct then click Process Payment



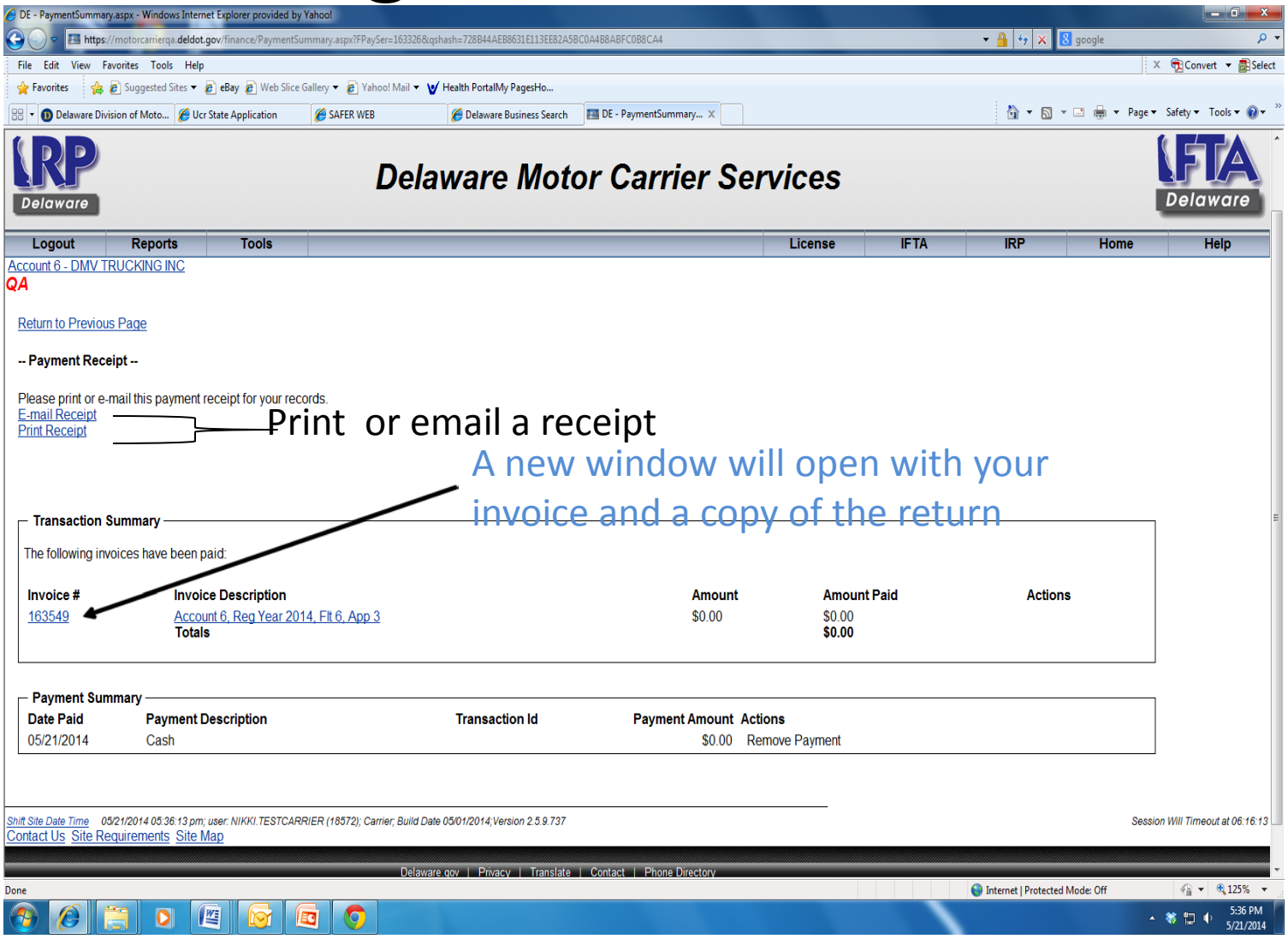
You have Now Filed and Paid your Fuel Tax Return!! ☺

- You have Now Filed and Paid your Fuel Tax Return!! ☺



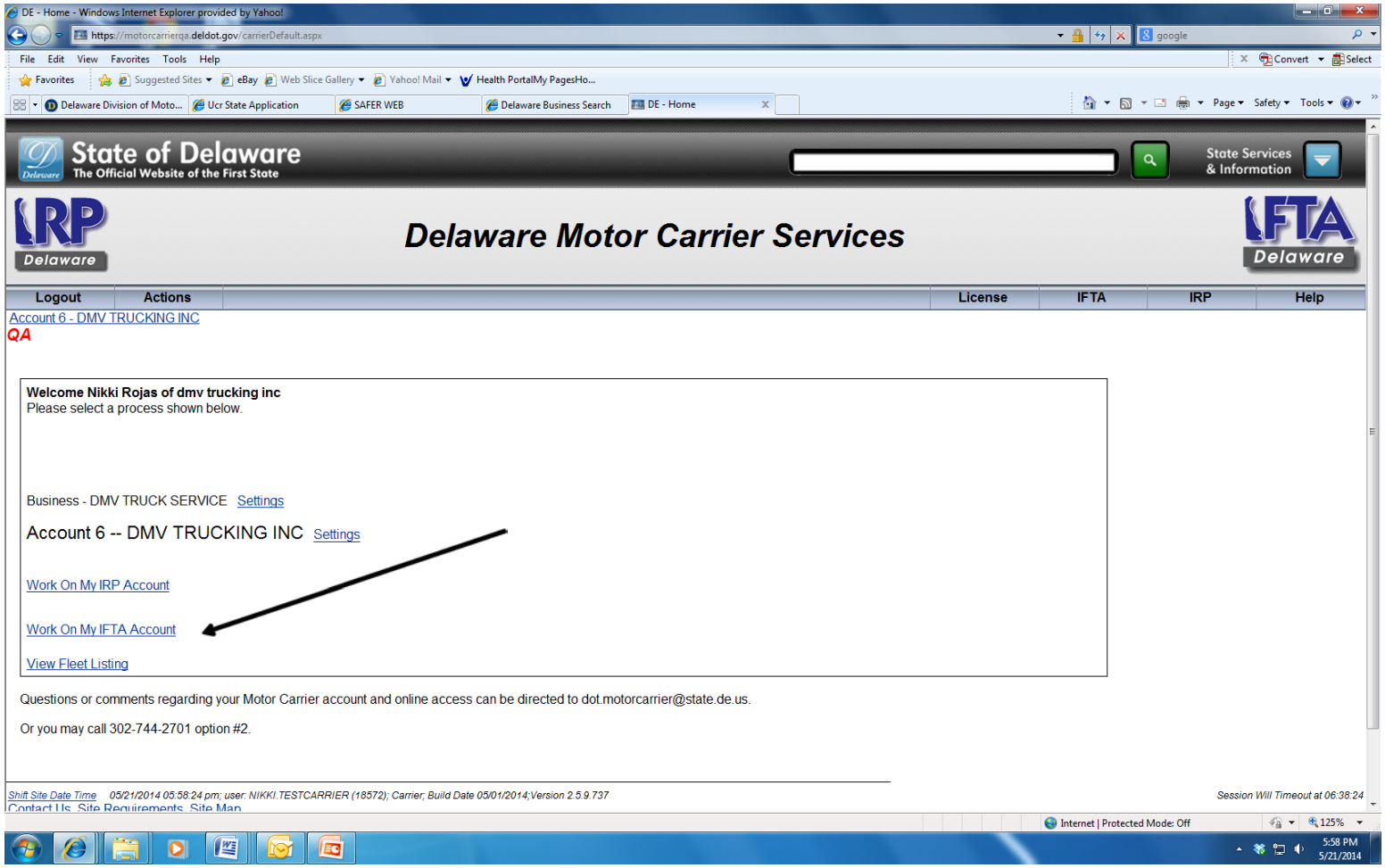
Printing Your Invoice

- You can print an invoice by clicking on the invoice number



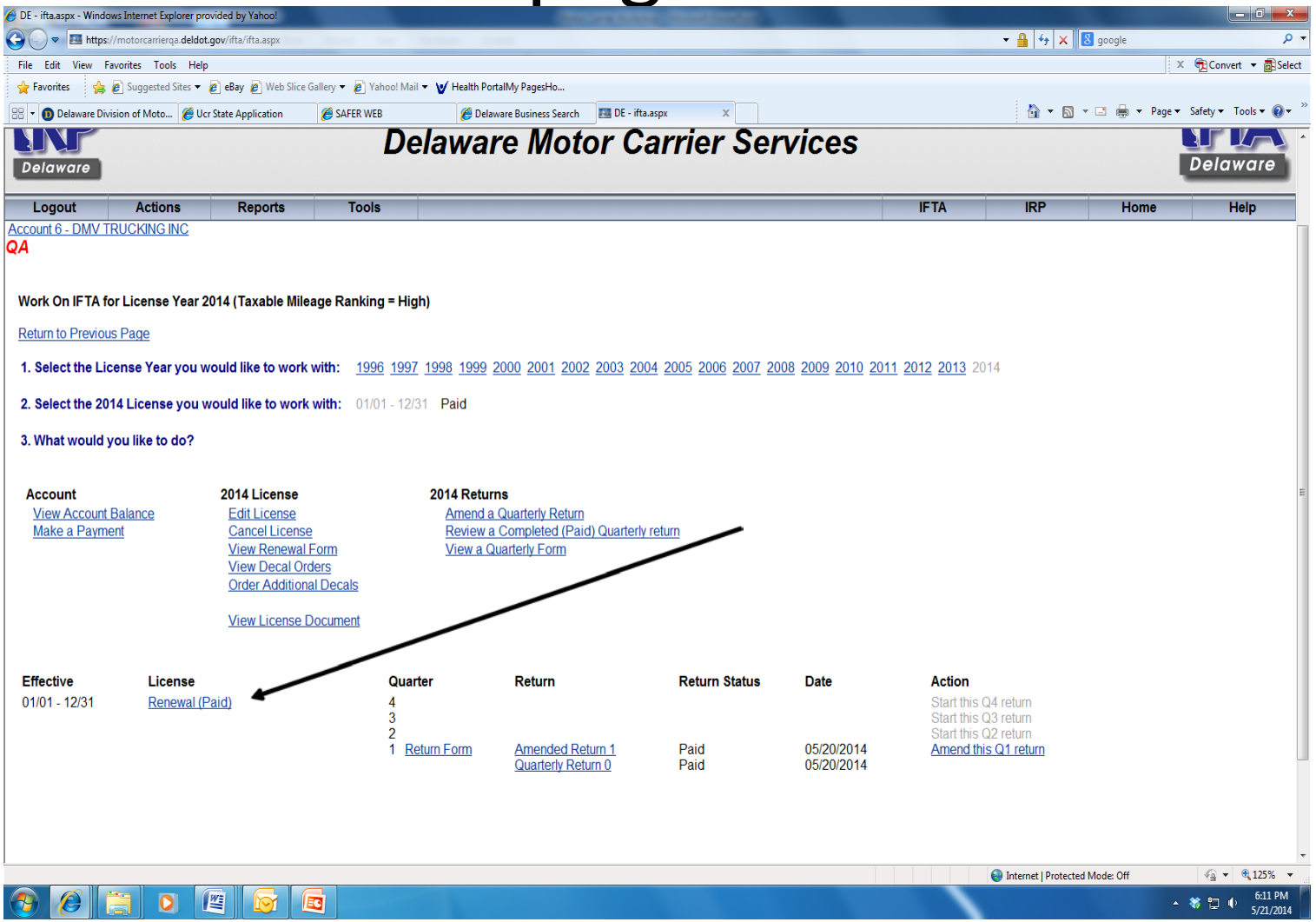
Finding an Invoice after returning to Homepage

- After returning to the homepage or logging back in you will select Work on my Ifta.



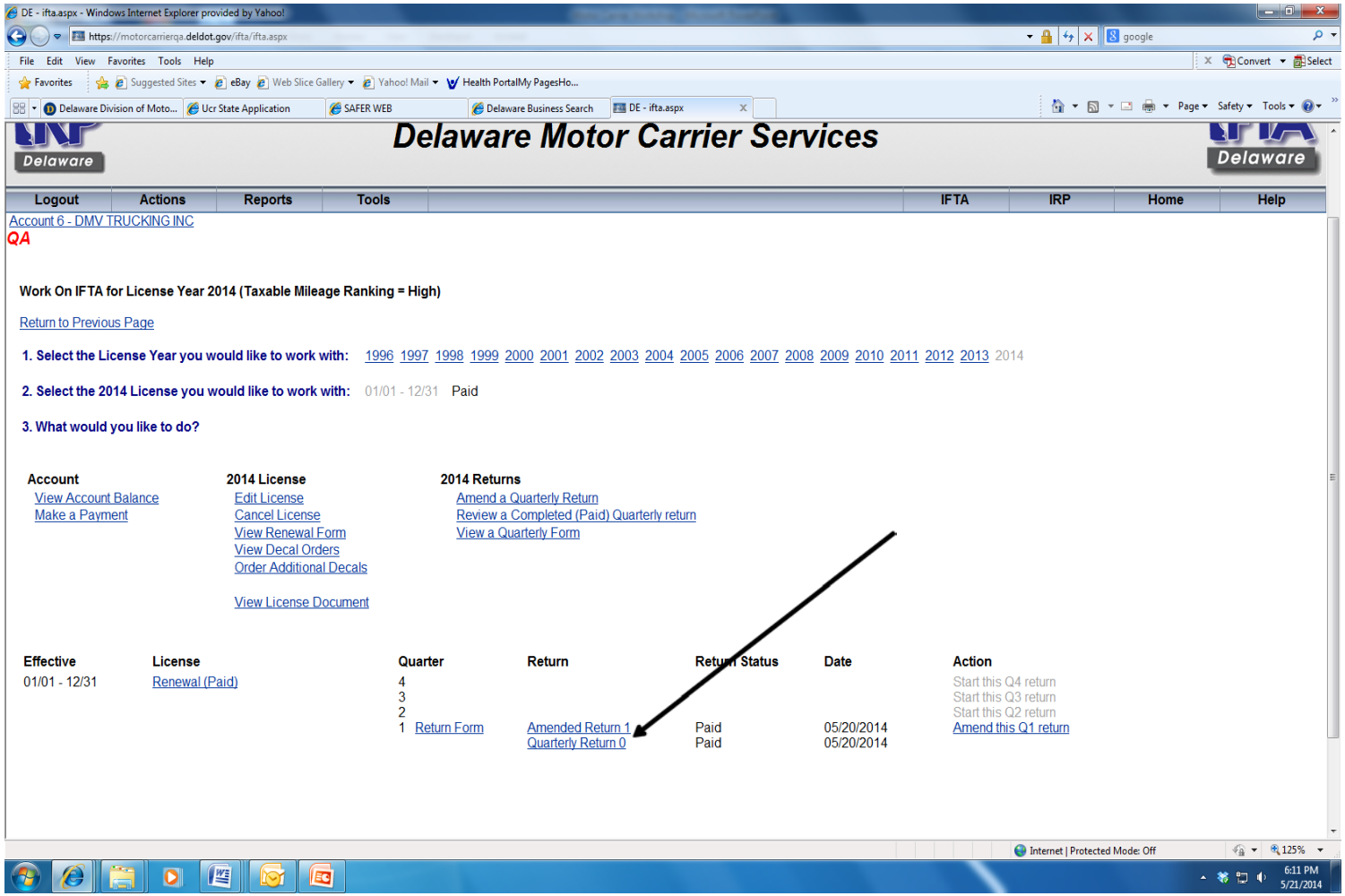
Finding an Invoice after returning to Homepage

- You can select the link under license heading stating: Renewal (Paid)
- OR



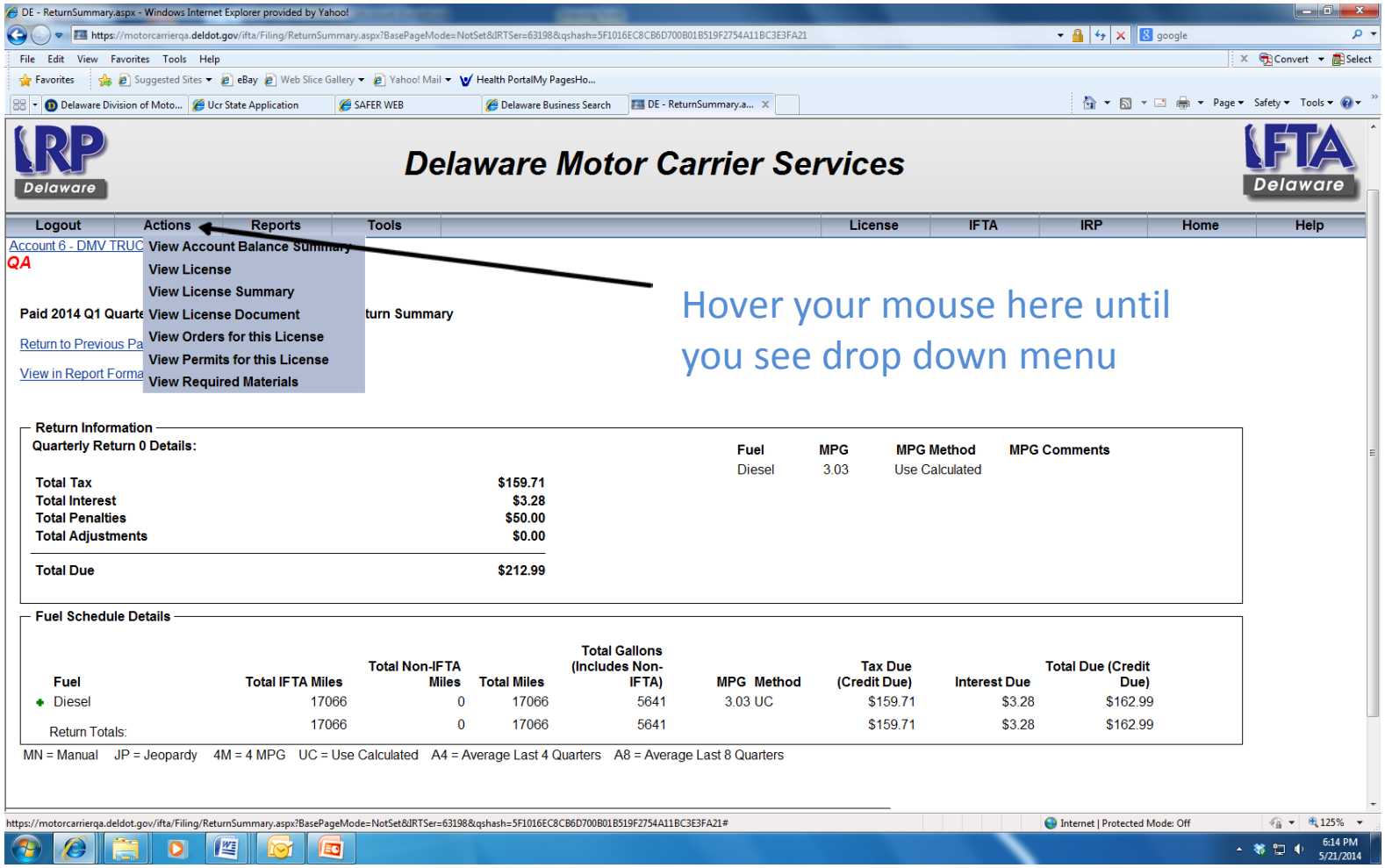
Finding an Invoice after returning to Homepage

- Select a return to view and click on the link under the title Return



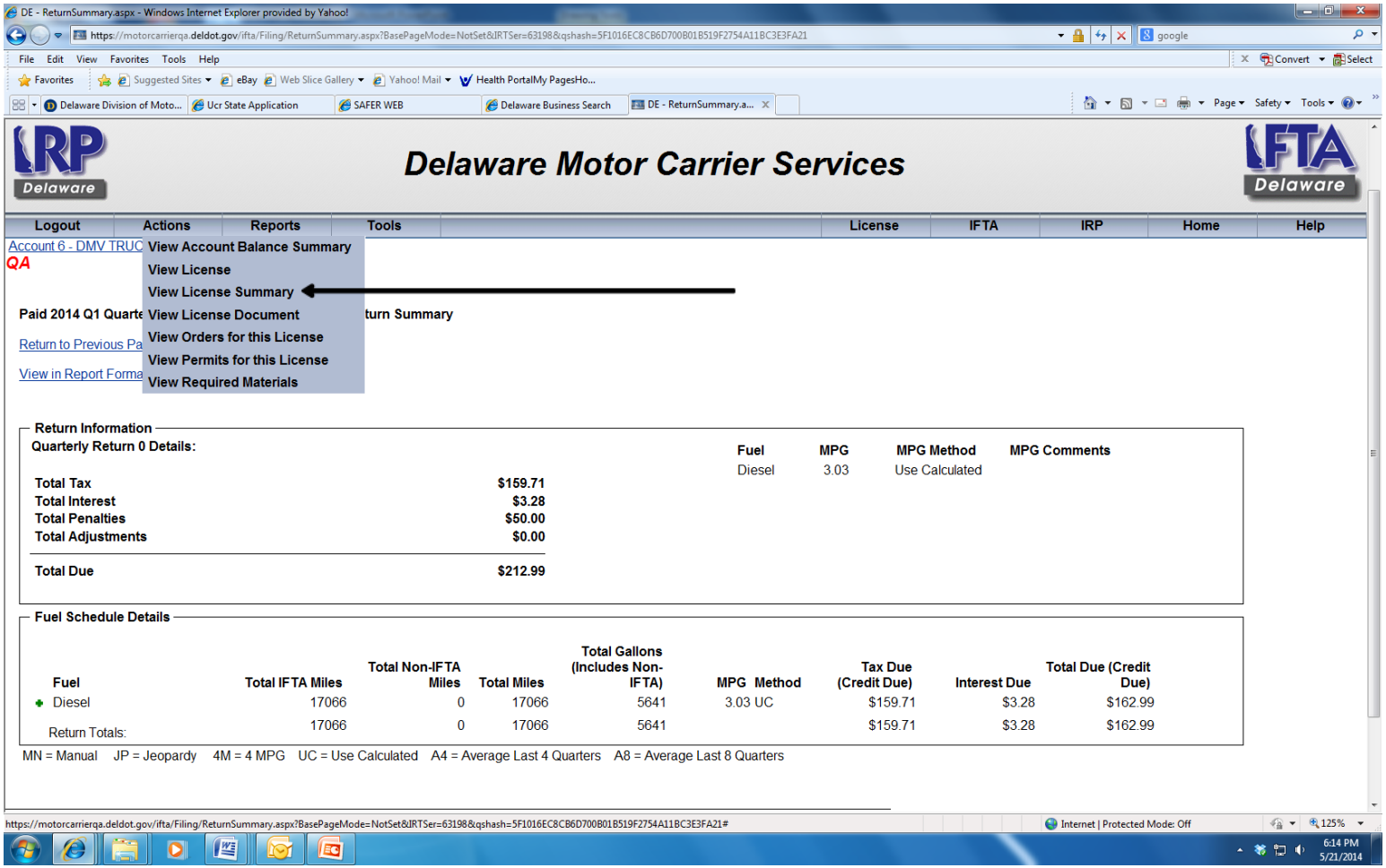
Finding an Invoice after returning to Homepage

- After selecting the return place your mouse over the Actions bar at the top left



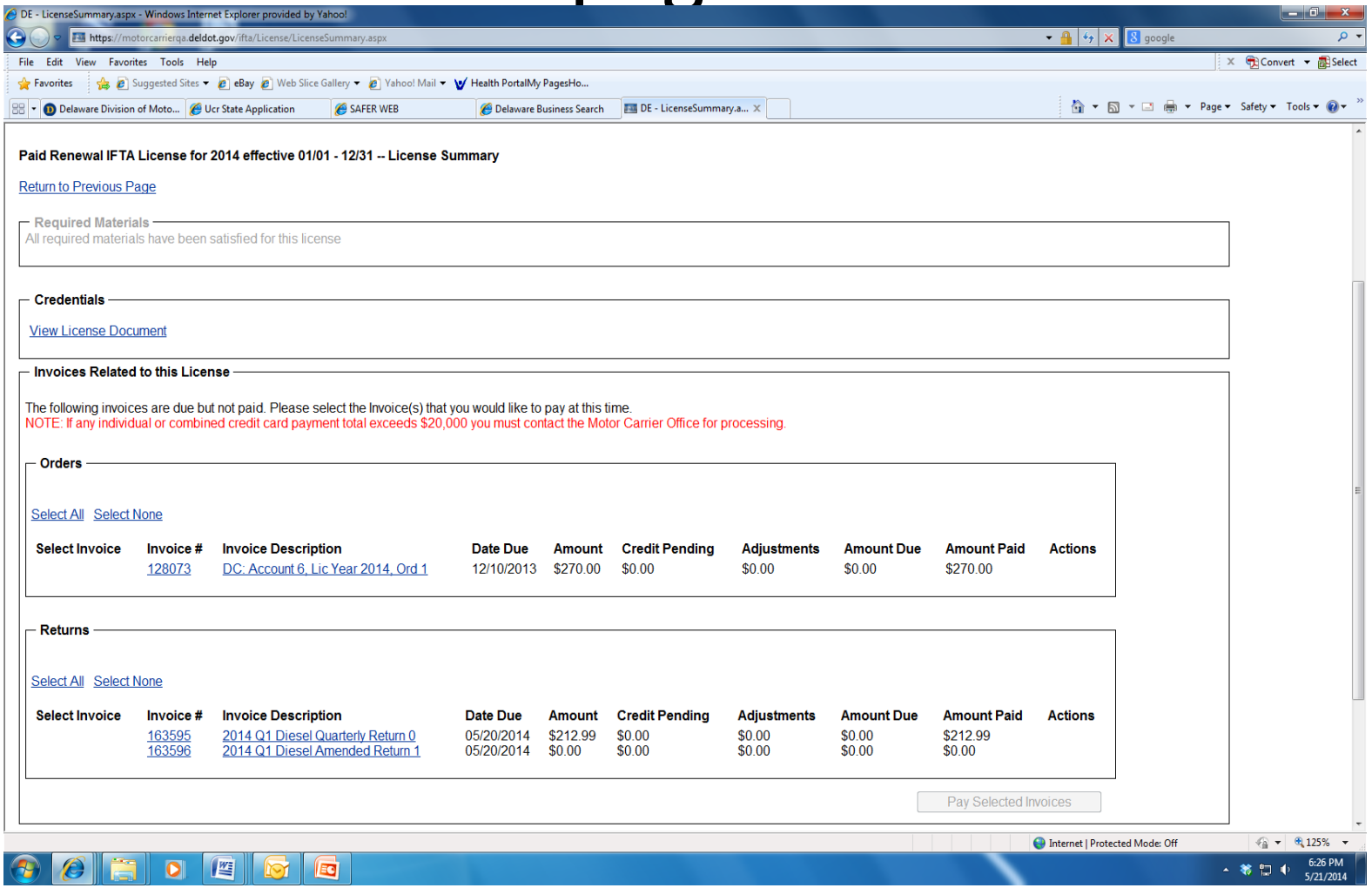
Finding an Invoice after returning to Homepage

- You will select View License Summary



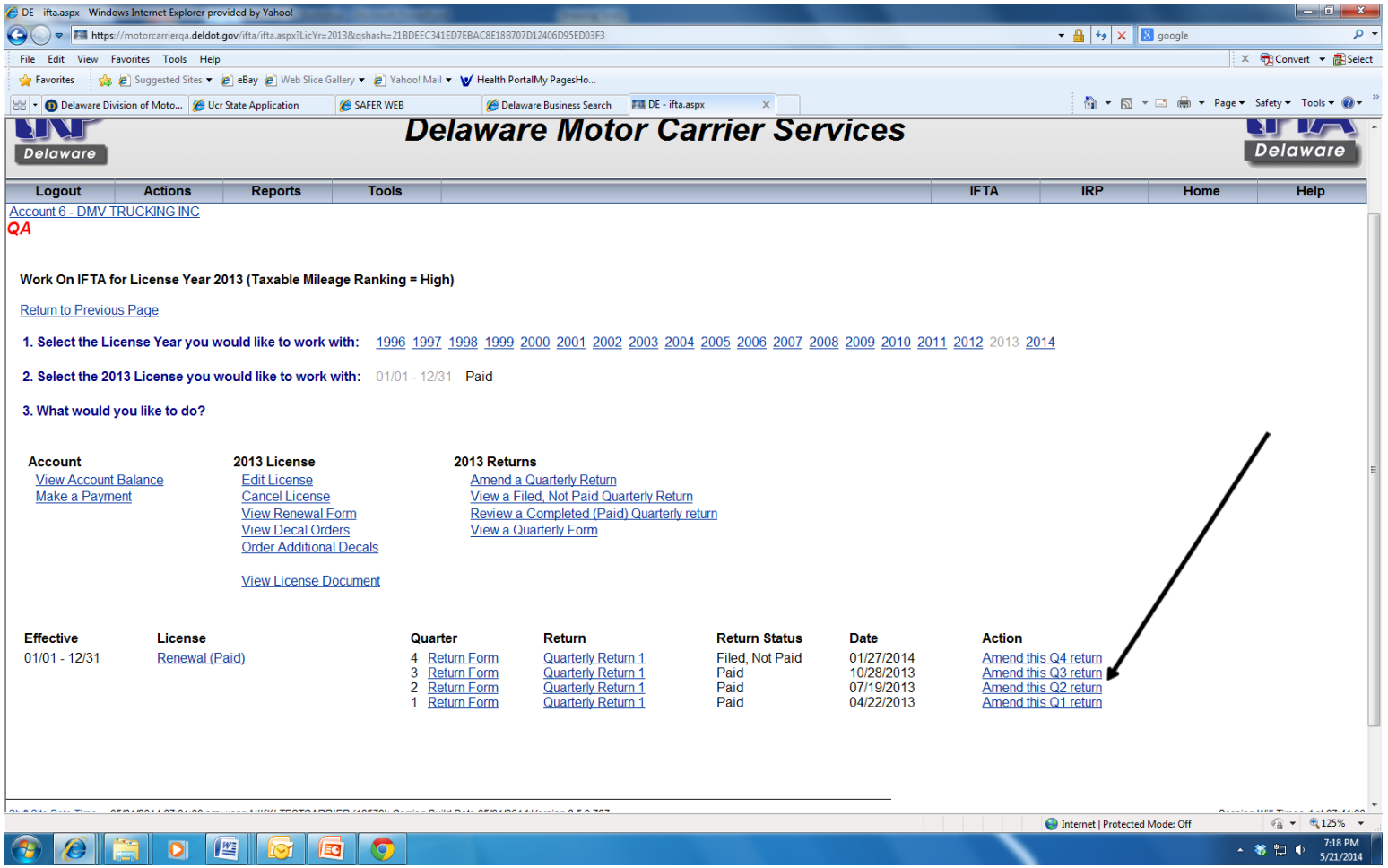
Finding an Invoice after returning to Homepage

- Here you will find all of the returns paid and decal order invoice



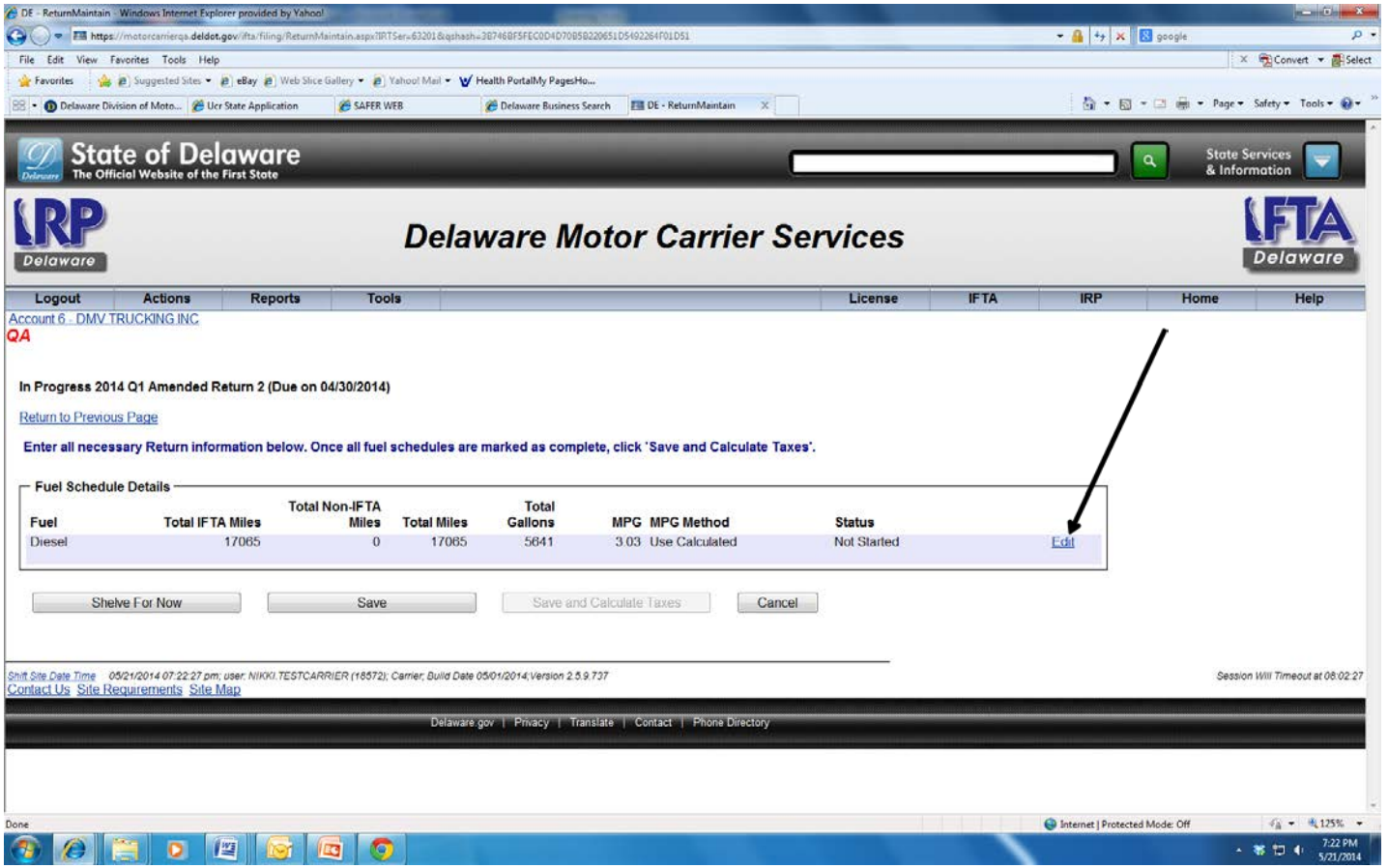
Amending a Return

- To begin an Amended Return you will select the link under Action
- Select the quarter you wish to amend



Amending a Return

- Once you've selected the quarter, you will click the edit link and proceed with the corrections
- Select Save and Calculate Taxes and file to complete the process



Contact Us

- **Motor Carrier Operations (IRP/IFTA)**
  8:00 am - 4:30 pm, Monday, Tuesday, Thursday, Friday
  8:00 am - 8:00 pm Wednesdays
- 302-744-2701 Option 2
- **Location**
  Public Safety Building, 303 Transportation Circle, Room 112, Dover, DE 19901

- **Mailing Address**
  P.O. Drawer E, Dover DE 19903

Any
Questions/Comments/Concerns?