


Renewing your IFTA License

Element	Description
Function Name	Maintain your User Account
Introduction	You will receive an email notification from the State, when it's time to renew your IFTA license.
Basic Flow	<p>Step 1: From your Account Home page, select Work On My IFTA Account.</p>  <p>The screenshot shows a web interface with a header containing 'Logout' and 'Actions'. Below the header, it displays 'Account 59060182 - JC TRUCKING 2 INC' and 'Stage'. A main content area contains a welcome message: 'Welcome john User of JC TRUCKING 2 INC. Please select a process shown below.' Below this, there is a list of account information: 'Account 59060182 -- JC TRUCKING 2 INC' with a 'Settings' link. The 'Work On My IFTA Account' link is highlighted with a red box, and a red callout bubble with the number '1' points to it. At the bottom of the page, there is contact information: 'Questions or comments regarding your Motor Carrier account and online access can be directed to CA_Jur_Support_Email@SupportEmail. Or you may call 302-744-2701 option #2.'</p> <p>Your Work on IFTA page, will be displayed. A Renew License link appears when your license can be renewed.</p>

Step 2: Select the [Renew License](#) link.

Logout	Actions	Reports	Tools
Account 59060182 - JC TRUCKING 2 INC			
Stage			
Work On IFTA for License Year 2014 (Taxable Mileage Ranking = High)			
Return to Previous Page			
1. Select the License Year you would like to work with: 2008 2009 2010 2011 2012 2013 2014			
2. What would you like to do?			
Account	2014 License		
View Account Balance	Renew License		
Make a Payment			

Your **Account Home** page will be displayed.

Step 2: Select the **Actions** menu, **Maintain Your User Account** menu option.

Logout	Actions
Account 59070924 - JC	
Maintain Your User Account	
Stage	
Welcome john christenson of JC TRUCKING INC Please select a process shown below.	
Account 59070924 -- JC TRUCKING INC Settings	
Work On My IFTA Account	

Your **Maintaining you User Account** page will be displayed. From this page, you can perform functions like updating your email address and changing your password.

Tip: when entering address information, enter the Postal Code* first and click the **Find Cities** button. City* and County* and Jurisdiction* will be automatically populated (for Maine postal code information only).

Step 4: Enter and changes. Click the **Update** button when finished.

Account Information			
Account Number *	59070924		
Account Postal Code *	90210		
USDOT Number			
Taxpayer ID*	****3000		
Taxpayer ID Type*	FEIN		
Personal Information			
Company*	JC TRUCKING INC		
Name	john christenson		
First Name*	john		
Middle Name			
Last Name*	christenson		
Suffix			
E-mail *	john.christenson@exploredata.com	Each user must have a unique E-mail address (not a shared E-mail address)	
Phone Numbers			
Phone (main) *	333-222-1111	Ext.	
Fax (main)		Phone Country *	United States
		Fax Country	
Street *	500 W ALAMEDA ST		
Street 2			
Postal Code *	90210	Find Cities	Clear
City *	BEVERLY HILLS	Jurisdiction *	CA California
Country	United States		
Office Default Preferences			
User Login			
User Name:*	john_user1	User Name can contain underscore, period and alphanumeric characters and must be from 6-25 characters.	
Old Password: *			
New Password:*		Password must be between 8-15 characters. It cannot contain spaces, and it must contain three of the four following: at least one lowercase letter, at least one uppercase letter, at least one number, at least one special character.	
Confirm Password: *			
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Your **Account Home** page will be displayed.