How Do I Login To The System?

Get started by navigating to:  www.mdt.mt.gov

Select “Doing Business”

Scroll down to “Fuel Taxes” then Click “Reporting”

You must validate the contact information once every month:
How Do I Navigate In The System?

Notice the Black Tool Bar at the top of the web page.

You will see this tool bar on various pages and can use it for quick navigation.

- **Message of the Day** displays the message below;

  November 2015 Fuel Tax Reports are due December 28, 2015; Payment by check must be postmarked 12/28/15; and Electronic payments are due 12/30/15 (ACH Credit and ACH Debit); REMEMBER: You cannot add prior period loads on a current reporting period starting with the November 2015 Tax Report!

- **Fuel Tax Reporting** displays the Menu below;

- **My Account** displays the Menu below;

- **Logout** closes your current session.
How Do I Create A New Tax Report?

Create a new tax report? Click “Create New Fuel Tax Report”.

Takes you to the In-Process Fuel Tax Report. The blue box instructs you what to enter. Click on the “Eye” for formatting instructions (below) or HELP.
If you enter the current period, the return type will auto populate to “Original”. An error message will display if you miss something that is required.

Click on:

**Start Fuel Tax Report**

Click on + Add Schedule

**How Do I Create An Amended Report?**

Go to In-Process Fuel Tax Report list click Create New Fuel Tax Reports, enter Report period. If there is already an original for this period, the return type will auto populate to “Amended”.

Click Start Fuel Tax Report
How Do I Change My Password?

- **Taxpayer ID #** allows the option to change your password. This option is also available on the MY ACCOUNT menu shown above. It also shows what version (updates) you are working in.

- **Click Change Password**
  
  - Enter your Current Password.
  - Enter your New Password.
  - Re-Enter your new password in the Confirm New Password field.
  - Press Save New Password.

Tips for Password:

- Your new password cannot be the same as your existing password.
- Your new password must be 8 to 30 characters long.
- Contact MDT if you cannot log on after changing your password.
How Do I Change My Contact Information?

When you first log in you may EDIT the information when you verify or Go to My Account:

- Click Contact Information;
- click on the line you wish to change;
- click the Edit Contact;
- make changes and SAVE; or
- delete a contact

NOTE: Must have one Taxpayer Contact
How Do I See My Prior Returns?

Click Home – under Fuel Tax Reporting:

- click Filed Fuel Tax Reports

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How Do I Print My Schedules?

Using the edit pencil choose the tax period you want click on Print Period Schedules.
Click Print Period Schedules

Click open

Do you want to open or save MT-Fuel-Tax-Prod-Report-Details.pdf (388 KB) from mdtfileviewweb/95.mdtmq.mt.gov/?
How Do I Logout?

Top right hand corner click Logout; system will return to Login Screen – X out for the day or minimize if you plan to get back later in the day.

The system will time-out after 15 minutes of inactivity.