![Montana Department of Transportation logo]

Setting up a new State of Montana's OKTA portal account to access the Motor Fuel Tax Refund system.

10-09-24

The Montana Department of Transportation (MDT) offers an electronic method to file Motor Fuel Tax Refund Applications. The OKTA Montana is a service offered by the state of Montana to securely transfer electronic information. Please visit https://okta.mt.gov/Help for additional assistance.

Applicants must first set up an account in OKTA and have an established Motor Fuel Refund System account.

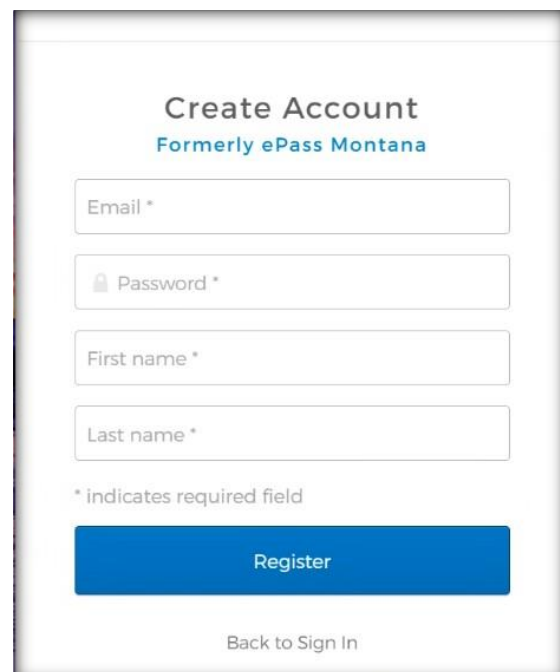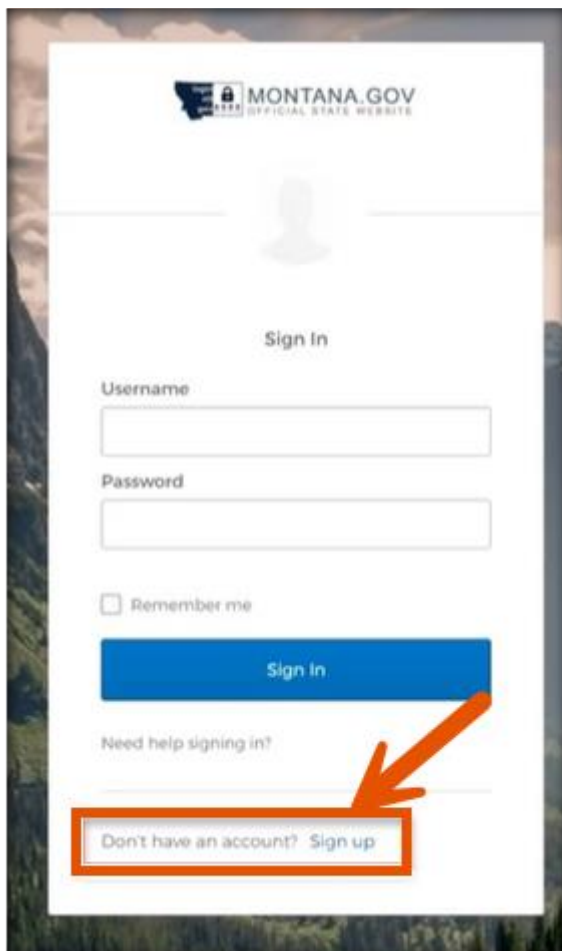**Do not have an established Motor Fuel Tax Refund system Username & Password:**
   1. **Please call (46) 444-6030 to receive your unique username and password.**

Setting up your OKTA account:

Navigate to the following web page: **https://login.mt.gov**

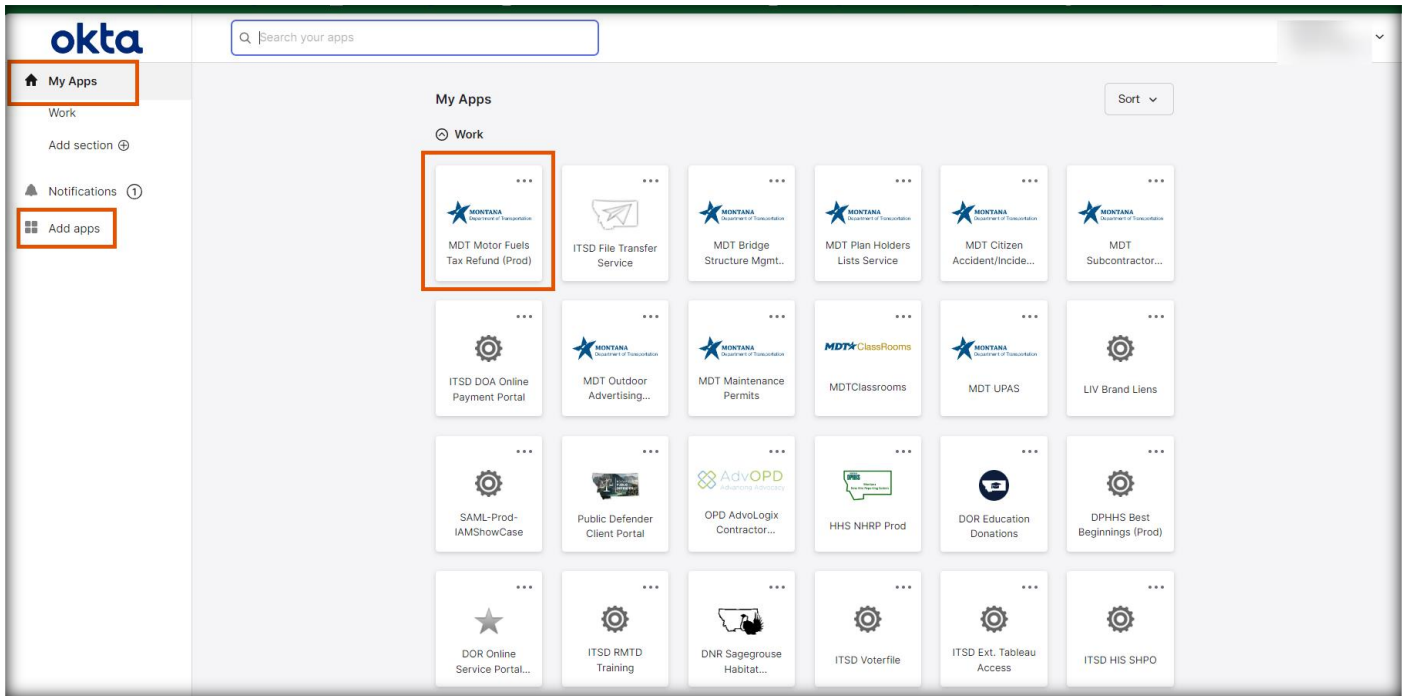If you have an established account for OKTA please select **Sign In**.

If this is your first time using the service, you will need to **Create an OKTA Account by clicking on the Sign-Up link**

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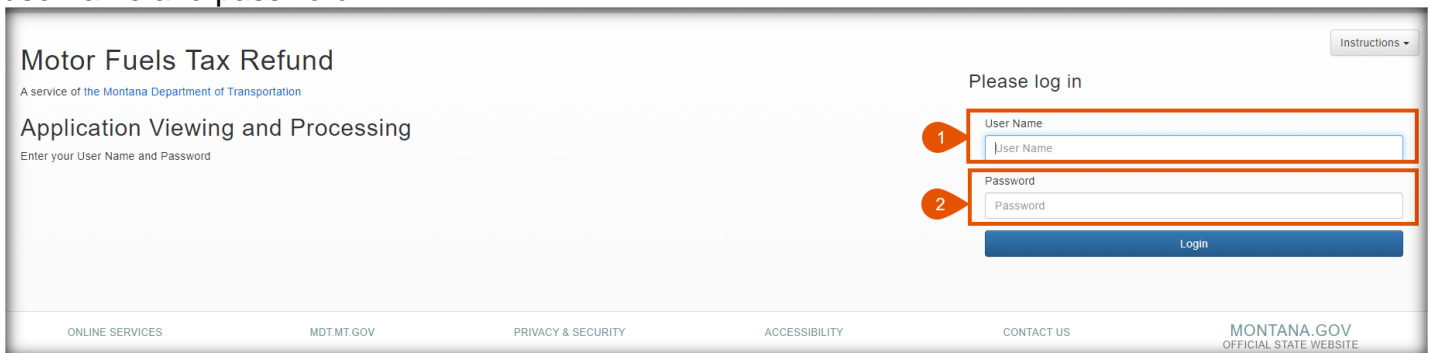
Once you are logged into OKTA click on the **MDT Motor Fuels Tax Refund (Prod)** app.

If you do not see under My Apps, follow the steps at the end

Once you have clicked on **Motor Fuels Tax Refund from OKTA** You will enter your established username and password.

Do not have an established Motor Fuel Tax Refund system Username & Password:

1. **Please call (46) 444-6030 to receive your unique username and password.**

2. **Have you filed a motor fuel tax refund application within the past three years?**
   a. If yes, please call (406) 444-6030 to receive your unique Username and password.

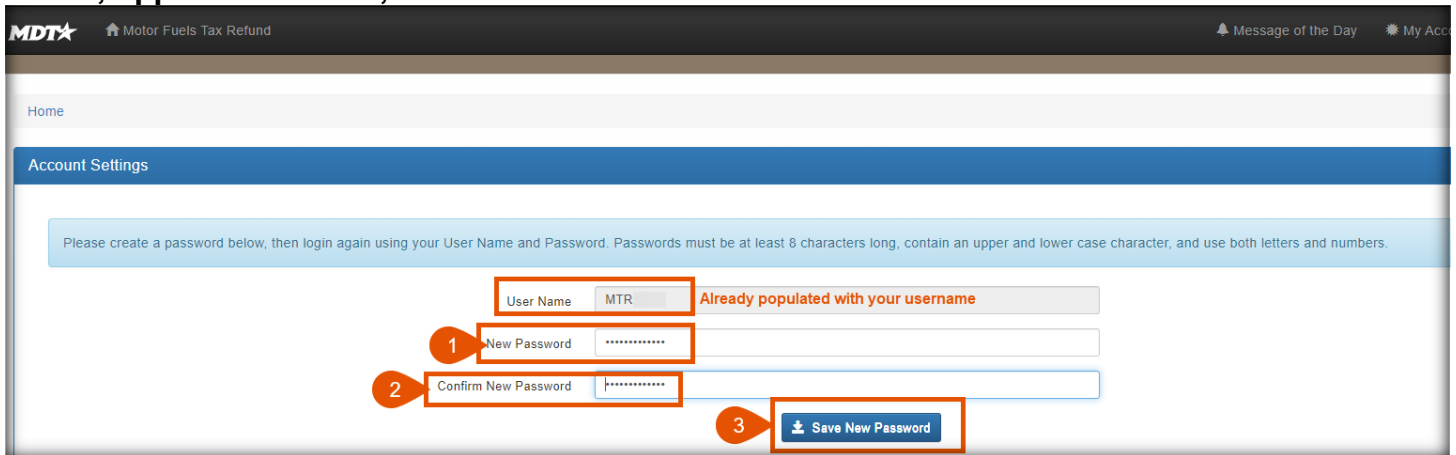   b. If no, you are not eligible to file electronically. Please visit MDT's website to obtain a form and instructions. https://www.mdt.mt.gov/publications/forms.shtml#fue

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If you are logging into the Motor Fuel Tax Refund system for the first and have received your username and temporary password, you will be prompted to change your password to something that is unique to you.

Reset your password. Your username will already be populated, enter a new password and then enter again to Confirm the new password.

Passwords must be at least EIGHT characters long, and contain a combination of lowercase letters, uppercase letters, and numbers.

When you click on **Save New Password** you will see a popup message to login using your username and new password. Click OK

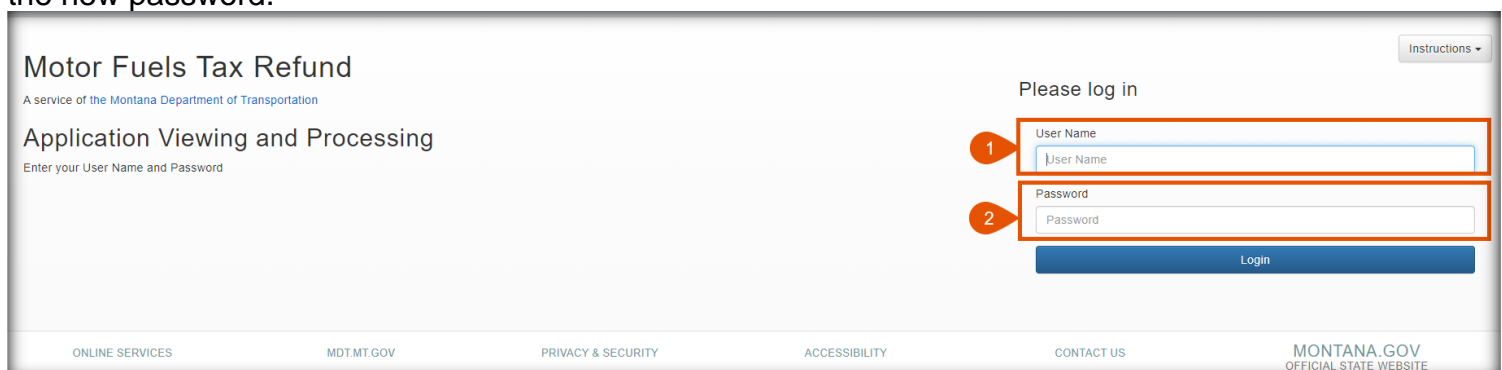You will automatically be logged out after setting up your new password and you can now login using the new password.

Keep your username and new password secure!

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Verify your contact information by clicking on "**My Contact Information"**.

Please verify the following information:

1. Tax ID / SSN
2. Name
3. Add an Alternate Name, if applicable
4. Add an email address
5. Address. If address has changed, please follow steps below.
   NOTE: if there is an address change a new W9 will be needed.
6. Click on Save

If there any changes that need to be made, please call (406) 444-6030. An update W9 may be needed.

NOTE: to protect your personal information, Please do not email Tax ID or SSN information

You are now ready to prepare your Motor Fuel Tax Refund Application.

See Help Guide Information on MDT's website at https://www.mdt.mt.gov/publications/forms.aspx for detailed instructions for each application type.

- **Qualified Agricultural Operations Only**
  To claim the estimated refund allowed for agricultural use, choose **AGRICULTURAL**.
- **Stationary Engines Only**:
  For refund of tax paid on fuel used for heating fuel, choose **HEATING**
  For refund of tax paid on fuel used in generators, choose **OFF ROAD**
  For refund of tax paid on fuel used in a Power Take Off Unit, choose **PTO**.
  For refund of tax paid on fuel used in a Refrigeration Unit, choose **REFRIGERATOR**
- **Government Use Only**
  For refund of tax paid on **diesel fuel** used for government use (including school districts that own their own buses, choose **GOVERNMENT**.
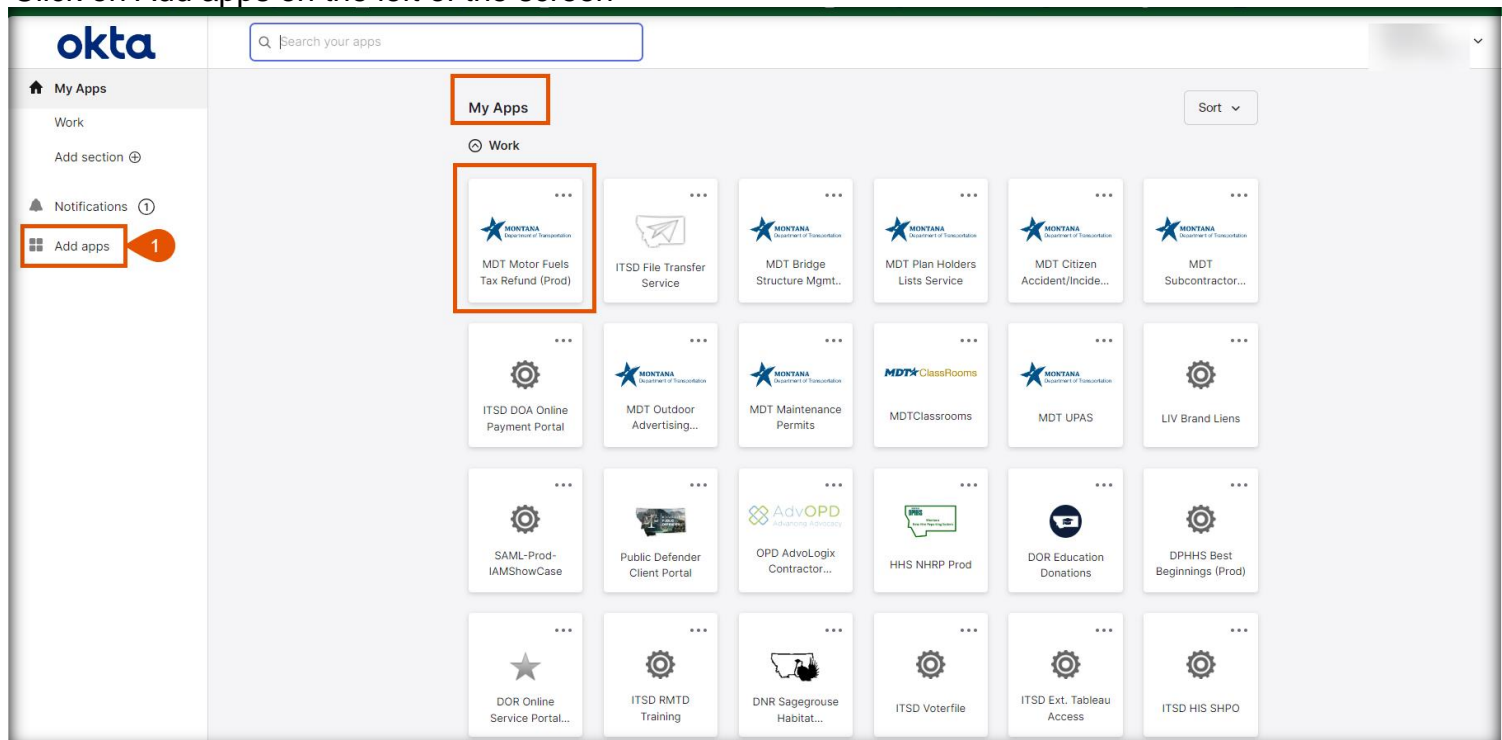- **Commercial Operations Only**
  For refund of tax paid on fuel used off-road equipment, and in vehicles traveling off taxable roads, choose **OFF ROAD**.
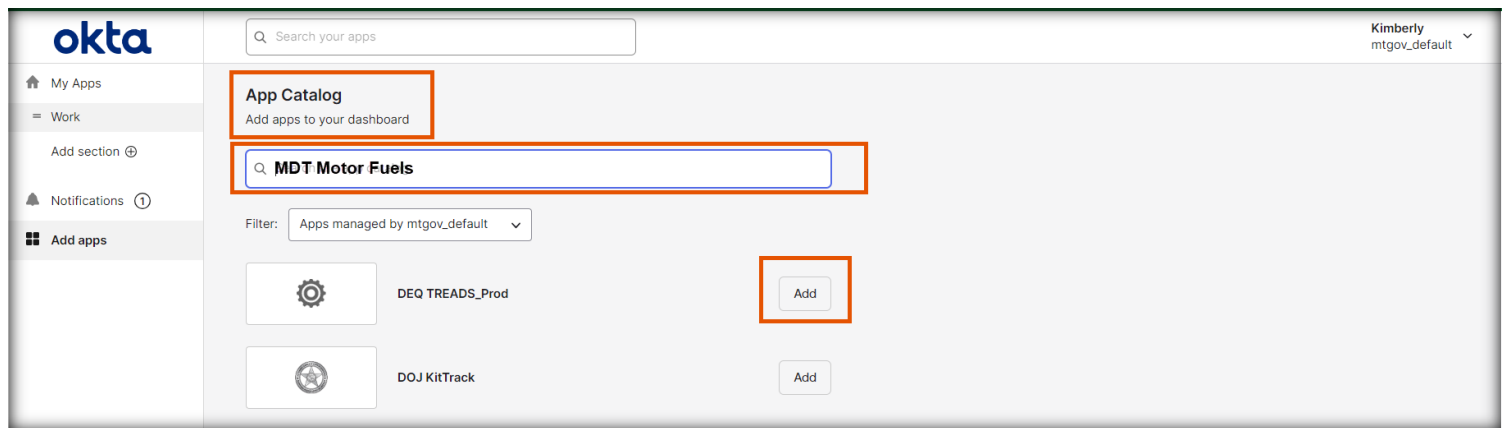
If you need assistance or have questions, please call 406-444-6030.

Adding MDT Motor Fuels Tax Refund (Prod) app to My Apps

Click on Add apps on the left of the screen

In the search bar type in MDT Motor Fuels and click on the Add button to the right of it.
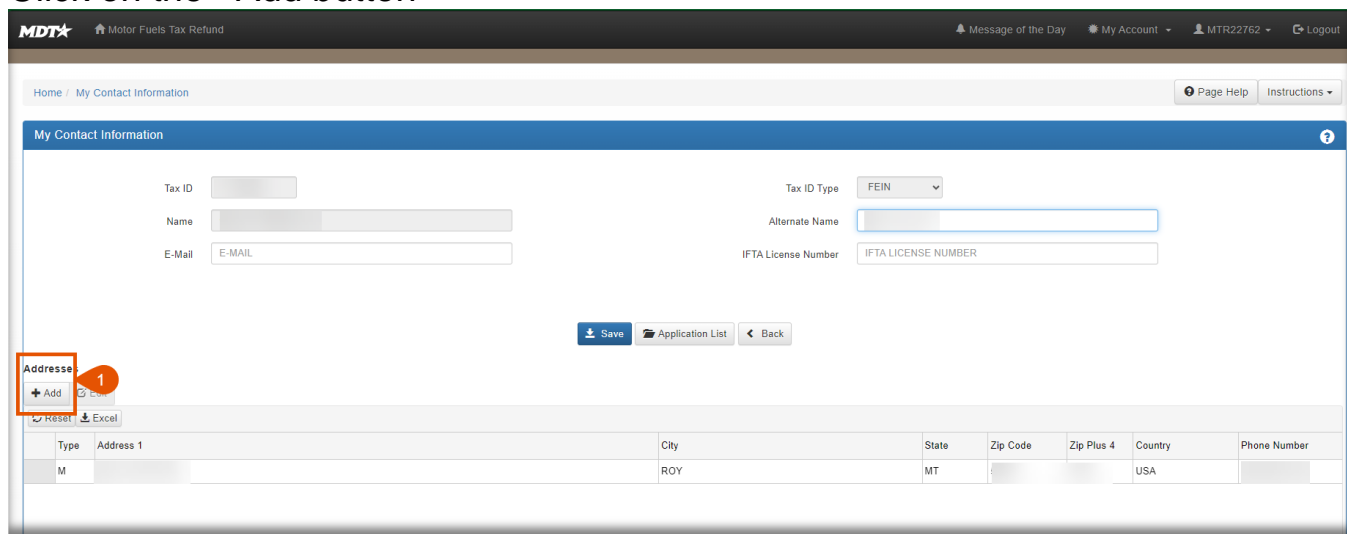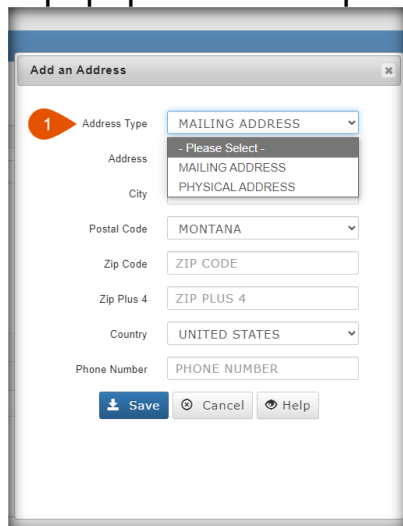

It will now be under My Apps

To Add an address from My Contact Information

NOTE: if there is an address change a new W9 will be needed.

Click on the +Add button

A popup will come up. Choose the Address Type by clicking on the drop-down arrow.

Once you have chosen the Address Type, continue with entering the following:
1. Address
2. City
3. Postal Code
4. Zip Code
5. Zip Plus 4 (if known)
6. Country is Defaulted to UNITED STATES
7. Phone Number.
8. Save

The address has been added.

NOTE: if there is an address change a new W9 will be needed.