

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:

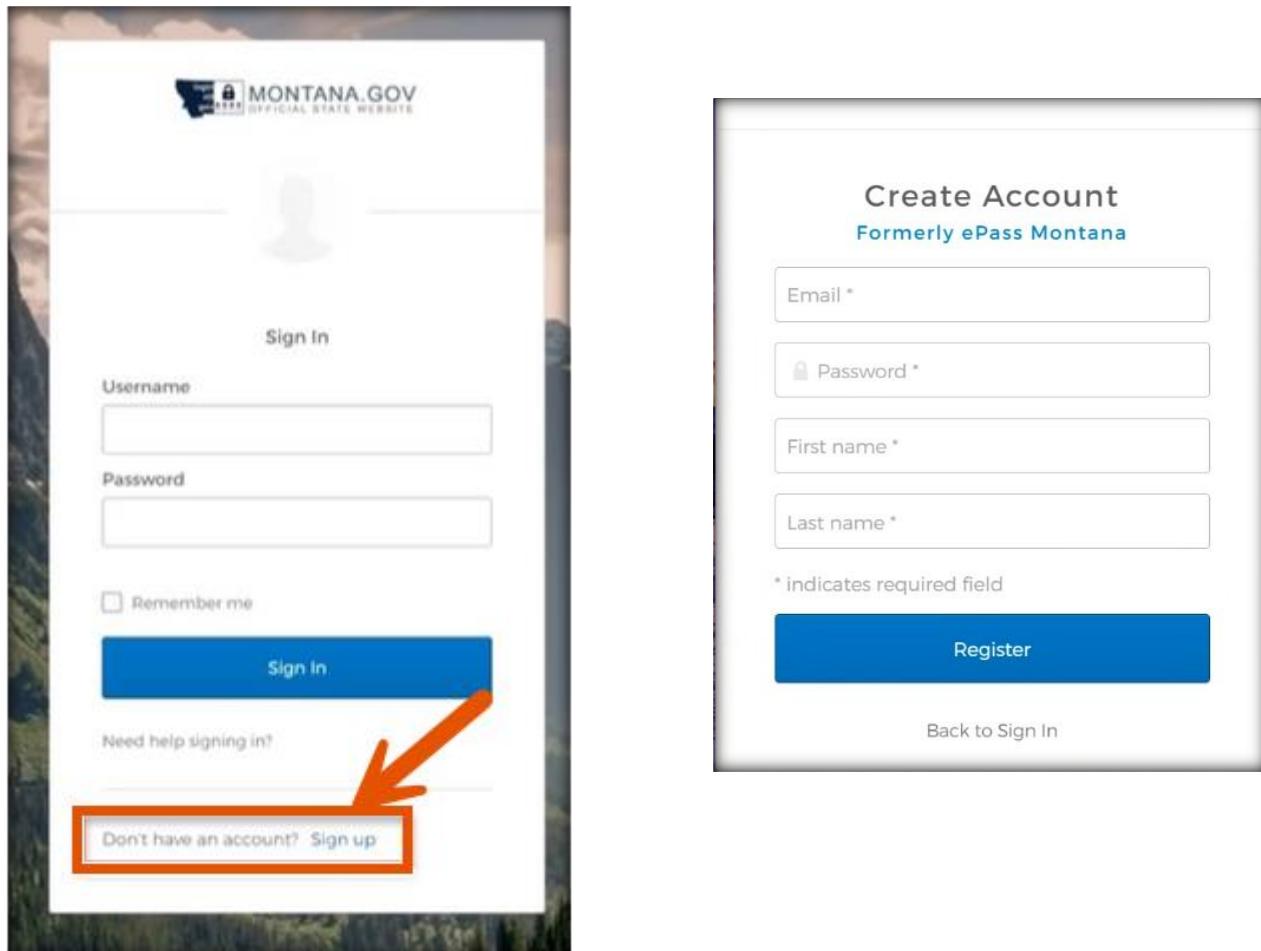
1. Please call (46) 444-6030 to receive your unique username and password.

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**

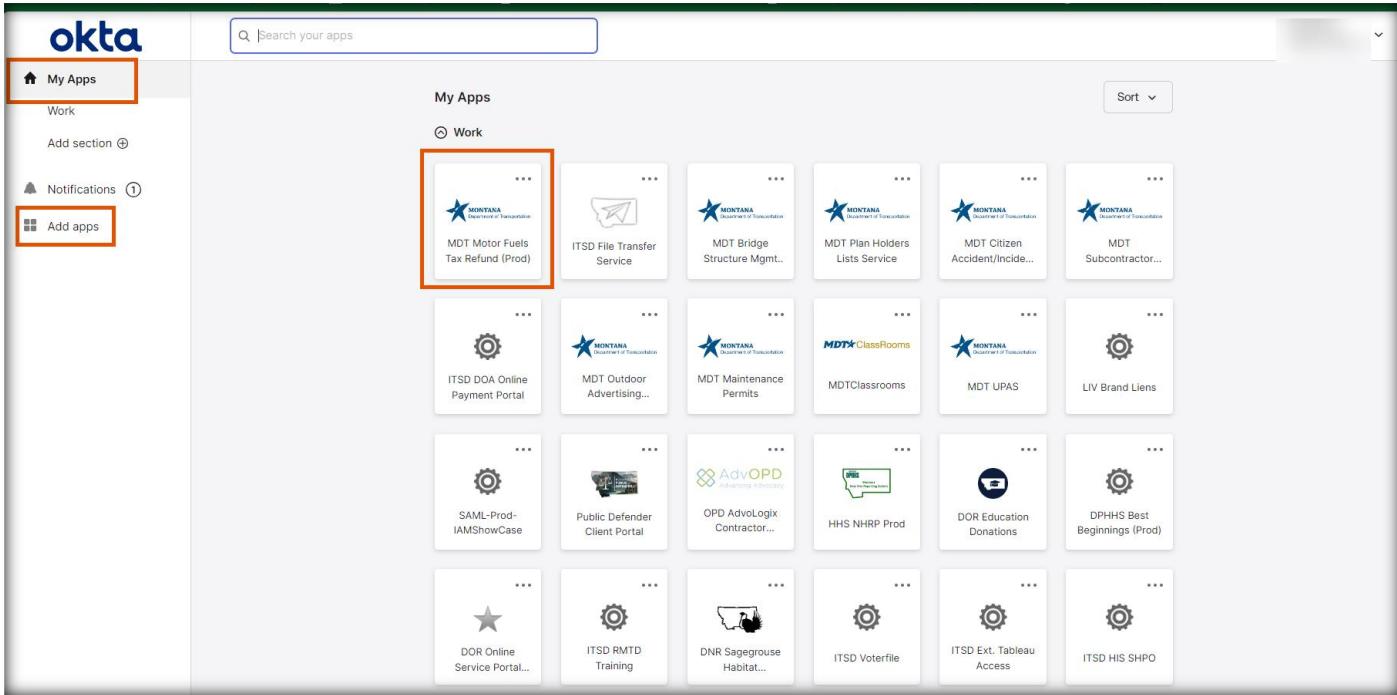


The image displays two screenshots of the OKTA Montana login interface. The left screenshot shows the 'Sign In' page with fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button. A red arrow points to a 'Don't have an account? Sign up' link at the bottom. The right screenshot shows the 'Create Account' page, formerly known as ePass Montana, with fields for 'Email', 'Password', 'First name', and 'Last name', all marked as required. A 'Register' button is at the bottom. The 'Create Account' page also includes a note that indicates required fields.

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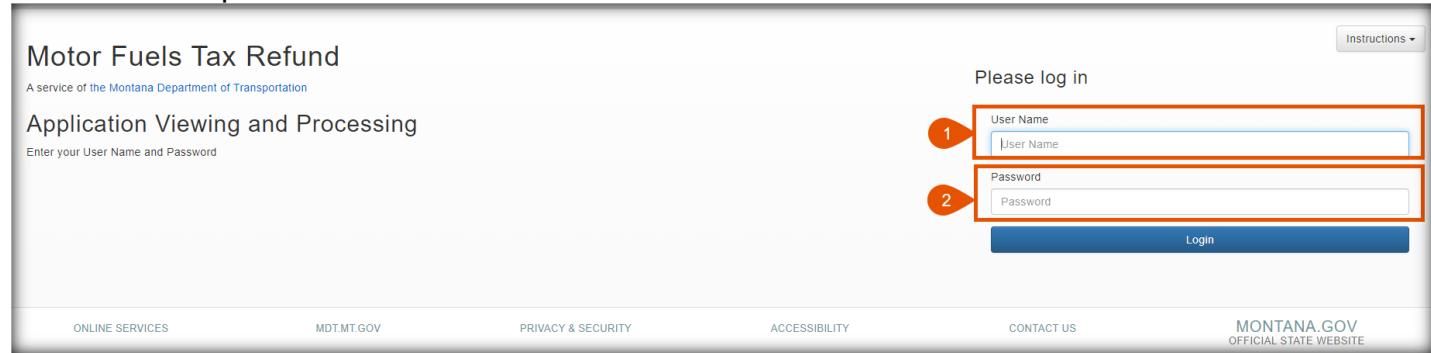
Once you are logged into OKTA click on the **MDT Motor Fuels Tax Refund (Prod)** app.



The screenshot shows the OKTA 'My Apps' interface. On the left, there's a sidebar with 'My Apps' selected, 'Work' (which is expanded), 'Add section', 'Notifications (1)', and 'Add apps'. The main area is titled 'My Apps' and has a filter 'Work'. It shows a grid of various applications, with the 'MDT Motor Fuels Tax Refund (Prod)' app highlighted by a red box. Other visible apps include 'ITSD File Transfer Service', 'MDT Bridge Structure Mgmt.', 'MDT Plan Holders Lists Service', 'MDT Citizen Accident/Incide...', 'MDT Subcontractor...', 'ITSD DOA Online Payment Portal', 'MDT Outdoor Advertising...', 'MDT Maintenance Permits', 'MDTClassRooms', 'MDT UPAS', 'LIV Brand Liens', 'SAML-Prod-IAMShowCase', 'Public Defender Client Portal', 'OPD AdvoLogix Contractor...', 'HHS NHRP Prod', 'DOR Education Donations', 'DPHHS Best Beginnings (Prod)', 'DOR Online Service Portal...', 'ITSD RMTD Training', 'DNR Sagegrouse Habitat...', 'ITSD Voterfile', 'ITSD Ext. Tableau Access', and 'ITSD HIS SHPO'.

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.



The screenshot shows the 'Motor Fuels Tax Refund' login page. At the top, it says 'Motor Fuels Tax Refund' and 'A service of the Montana Department of Transportation'. Below that is a section for 'Application Viewing and Processing' with the sub-instruction 'Enter your User Name and Password'. To the right, there's a 'Please log in' section with 'User Name' and 'Password' fields. Red boxes highlight these fields, with the 'User Name' field labeled '1' and the 'Password' field labeled '2'. At the bottom, there's a 'Login' button and links for 'ONLINE SERVICES', 'MDT.MT.GOV', 'PRIVACY & SECURITY', 'ACCESSIBILITY', 'CONTACT US', and 'MONTANA.GOV OFFICIAL STATE WEBSITE'.

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>

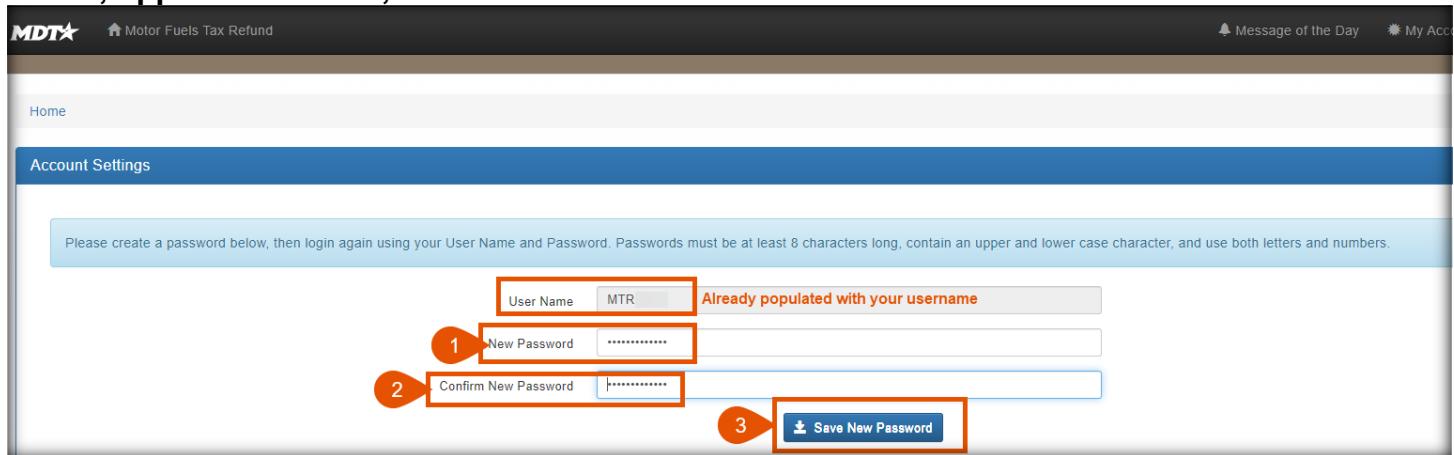
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If you are logging into the Motor Fuel Tax Refund system for the first and have received your username and temporary password, you will be prompted to change your password to something that is unique to you.

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.



Please create a password below, then login again using your User Name and Password. Passwords must be at least 8 characters long, contain an upper and lower case character, and use both letters and numbers.

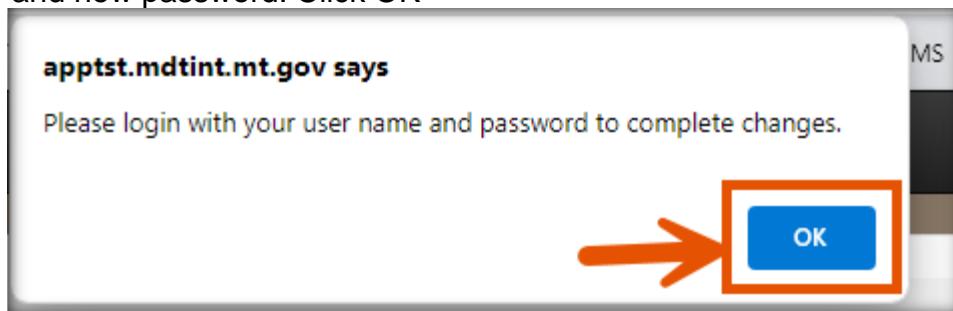
User Name Already populated with your username

1 New Password

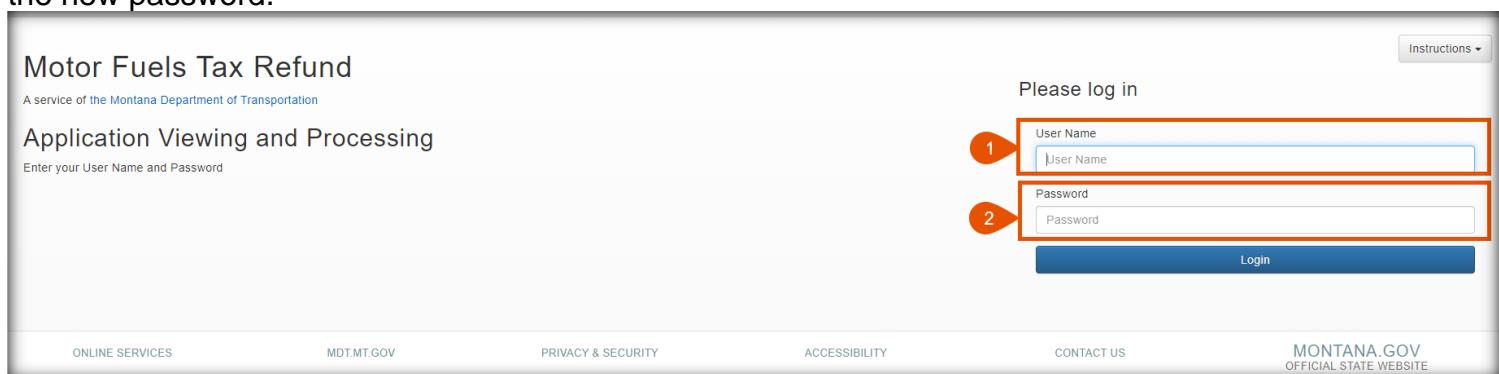
2 Confirm New Password

3

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.



Motor Fuels Tax Refund

A service of the Montana Department of Transportation

Application Viewing and Processing

Enter your User Name and Password

Instructions ▾

Please log in

1

2

Login

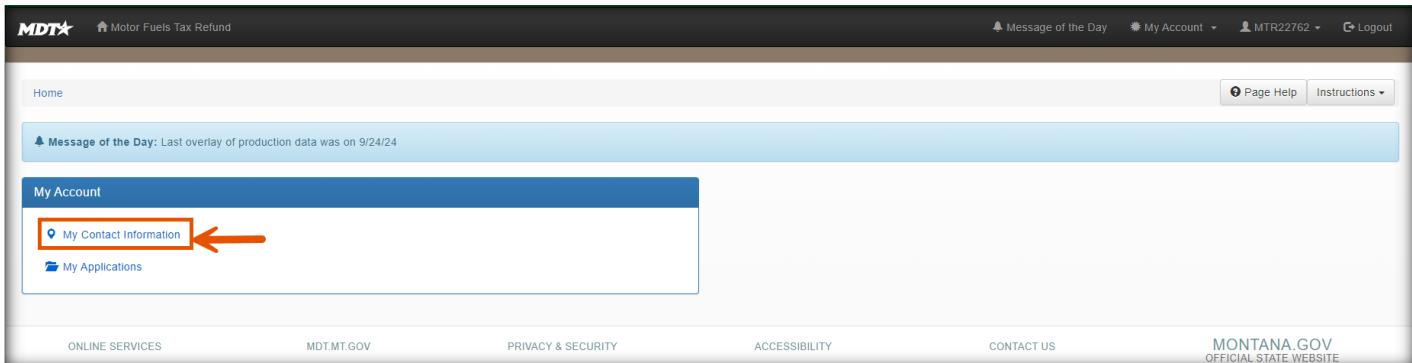
ONLINE SERVICES MDT.MT.GOV PRIVACY & SECURITY ACCESSIBILITY CONTACT US MONTANA.GOV OFFICIAL STATE WEBSITE

Keep your username and new password secure!

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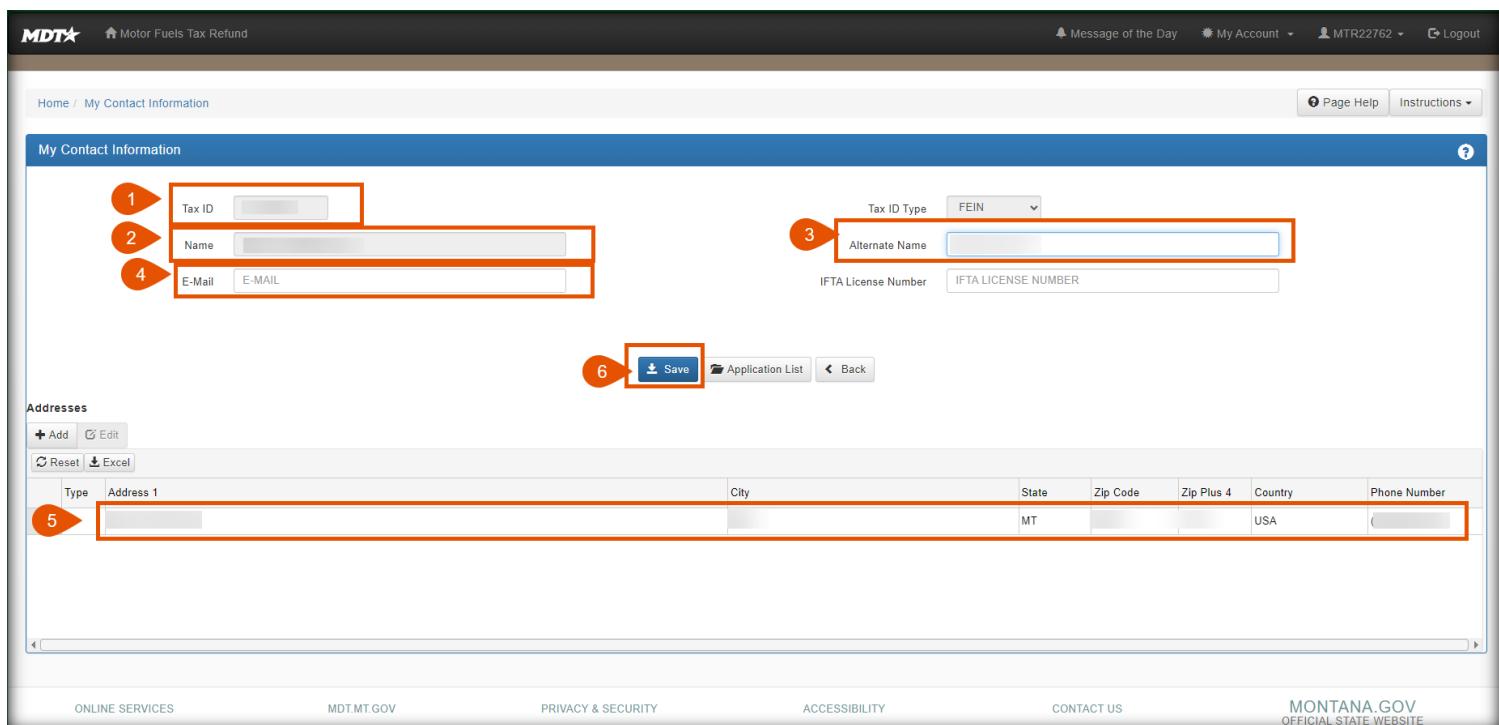
Verify your contact information by clicking on “**My Contact Information**”.



The screenshot shows the MDT Motor Fuels Tax Refund portal. At the top, there's a navigation bar with links for 'Message of the Day', 'My Account', 'Logout', 'Page Help', and 'Instructions'. Below the navigation is a 'Home' link. A message box displays 'Message of the Day: Last overlay of production data was on 9/24/24'. The main content area has a 'My Account' header with 'My Contact Information' and 'My Applications' options. A red arrow points to the 'My Contact Information' link. At the bottom of the page are links for 'ONLINE SERVICES', 'MDT.MT.GOV', 'PRIVACY & SECURITY', 'ACCESSIBILITY', 'CONTACT US', and 'MONTANA.GOV OFFICIAL STATE WEBSITE'.

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



The screenshot shows the 'My Contact Information' page. At the top, there's a navigation bar with links for 'Message of the Day', 'My Account', 'Logout', 'Page Help', and 'Instructions'. Below the navigation is a 'Home / My Contact Information' link. The main content area has a 'My Contact Information' header with fields for 'Tax ID' (with a red box and arrow), 'Name' (with a red box and arrow), 'E-MAIL' (with a red box and arrow), 'Tax ID Type' (set to 'FEIN'), 'Alternate Name' (with a red box and arrow), 'IFTA License Number', and 'IFTA LICENSE NUMBER'. At the bottom of the page are links for 'ONLINE SERVICES', 'MDT.MT.GOV', 'PRIVACY & SECURITY', 'ACCESSIBILITY', 'CONTACT US', and 'MONTANA.GOV OFFICIAL STATE WEBSITE'. A table titled 'Addresses' is shown, with a red box and arrow highlighting the first row of the table.

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**.

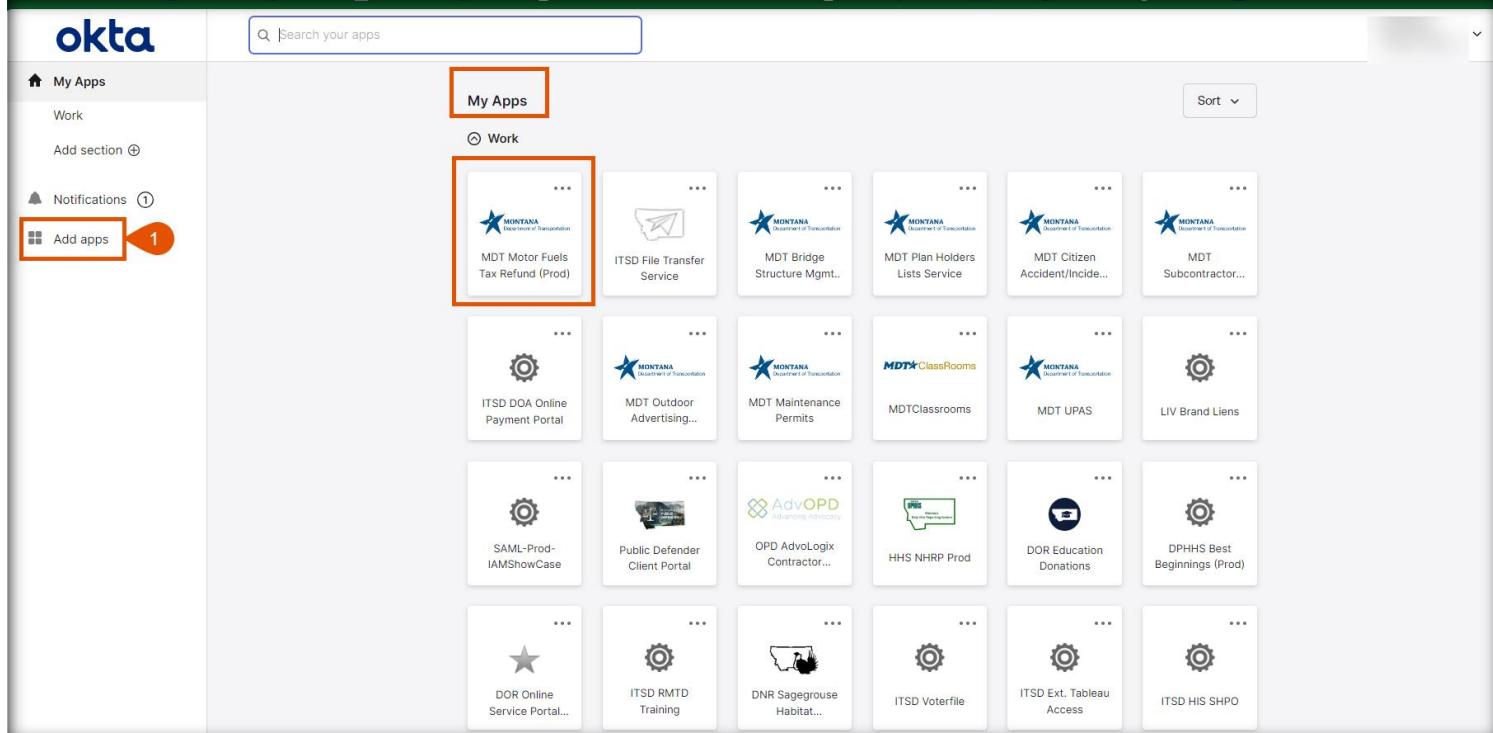
- **Commercial Operations Only**

For refund of tax paid on fuel used off-road equipment, and in vehicles traveling off taxable roads, choose **OFF ROAD**.

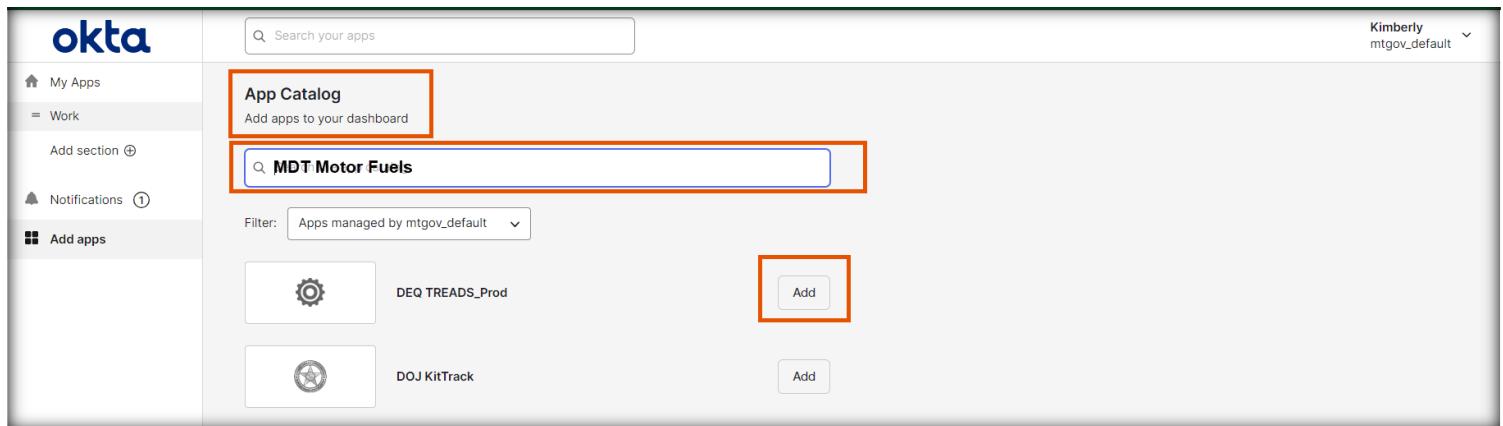
If you need assistance or have questions, please call 406-444-6030.

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.



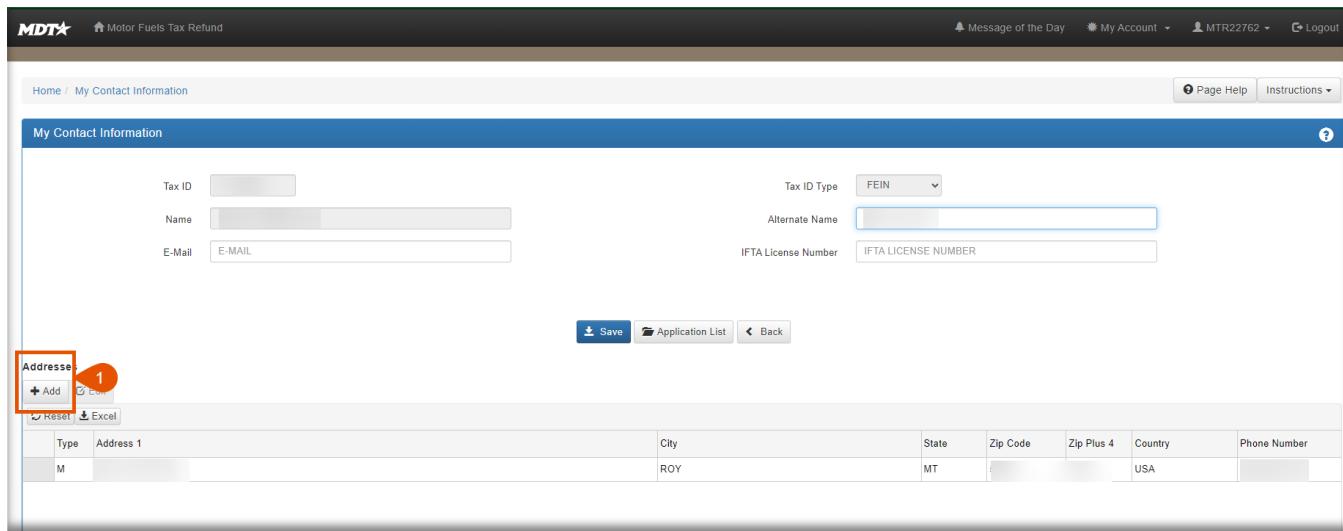
The screenshot shows the Okta App Catalog interface. On the left, there's a sidebar with 'My Apps', 'Work', 'Add section', 'Notifications', and 'Add apps'. The main area has a search bar at the top with the placeholder 'Search your apps'. Below it is a section titled 'App Catalog' with the sub-instruction 'Add apps to your dashboard'. A search bar here shows 'MDT Motor Fuels'. Below the search bar is a filter dropdown set to 'Apps managed by mtgov_default'. There are two app cards: 'DEQ TREADS_Prod' (with a gear icon) and 'DOJ KitTrack' (with a star icon). To the right of 'DOJ KitTrack' is an 'Add' button, which is highlighted with a red box.

It will now be under My Apps

To Add an address from My Contact Information

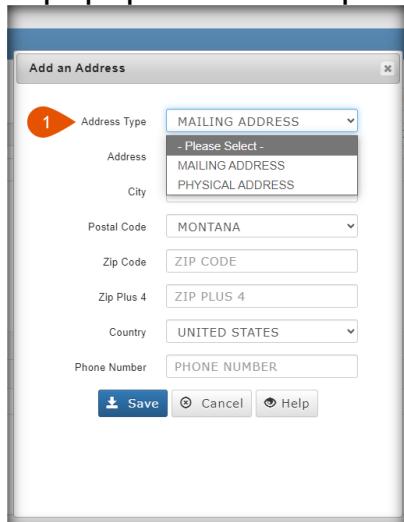
NOTE: if there is an address change a new W9 will be needed.

Click on the +Add button



The screenshot shows the 'My Contact Information' page. At the top, there are fields for Tax ID, Name, E-Mail, Tax ID Type (set to FEIN), Alternate Name, and IFTA License Number. Below these are buttons for 'Save', 'Application List', and 'Back'. A table below lists an address: Type (M), Address 1 (M), City (ROY), State (MT), Zip Code (5), Zip Plus 4 (), Country (USA), and Phone Number (). At the bottom left, there's a '+ Add' button, which is highlighted with a red box and has a circled '1' above it. Other buttons include 'Reset' and 'Excel'.

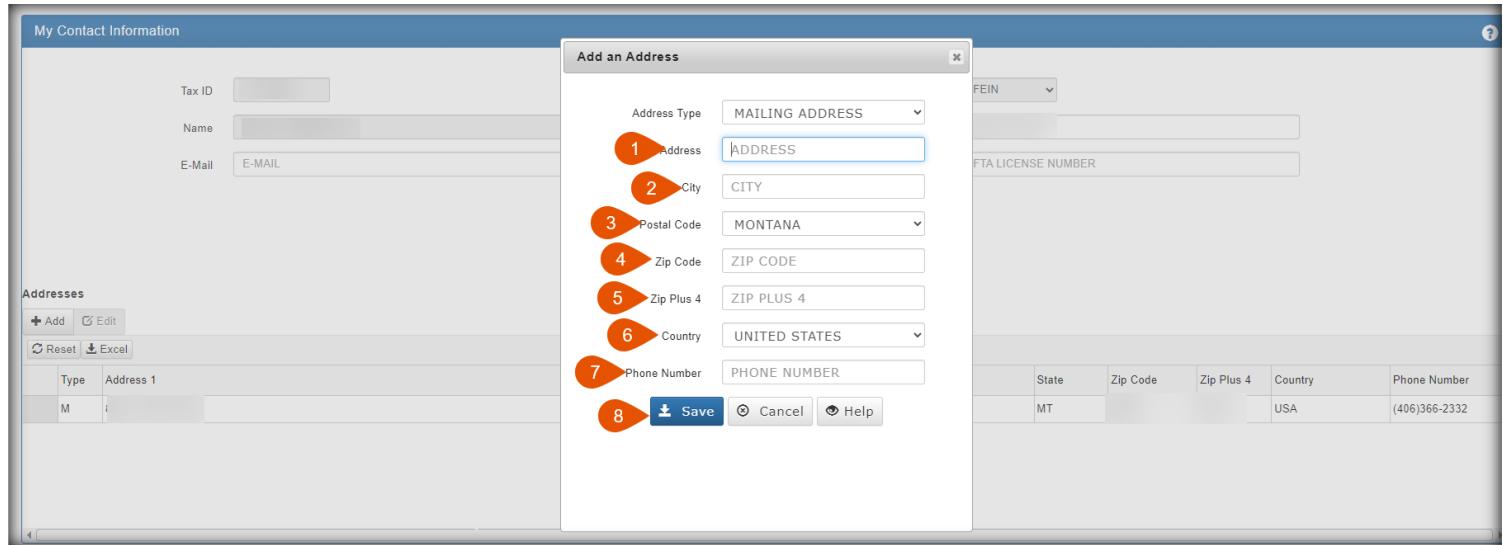
A popup will come up. Choose the Address Type by clicking on the drop-down arrow.



The screenshot shows the 'Add an Address' popup. It has a field for 'Address Type' with a dropdown menu open, showing 'MAILING ADDRESS' as the selected option. Other options in the menu are '- Please Select -', 'MAILING ADDRESS', and 'PHYSICAL ADDRESS'. Other fields include 'Address' (MONTANA), 'City' (ROY), 'State' (MT), 'Zip Code' (5), 'Zip Plus 4' (), 'Country' (UNITED STATES), and 'Phone Number' (). At the bottom are buttons for 'Save', 'Cancel', and 'Help'.

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 screenshot shows a 'My Contact Information' interface with an 'Add an Address' dialog box overlaid. The dialog box is titled 'Add an Address' and contains fields for Address, City, Postal Code, Zip Code, Zip Plus 4, Country, and Phone Number. Each field is numbered 1 through 8, indicating the order of entry. The 'Address' field is highlighted with a blue border. The 'Country' field is set to 'UNITED STATES'. The 'Phone Number' field contains '(406)366-2332'. At the bottom of the dialog are 'Save', 'Cancel', and 'Help' buttons. The background shows a list of addresses with columns for Type, Address, and other contact information.

The address has been added.

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