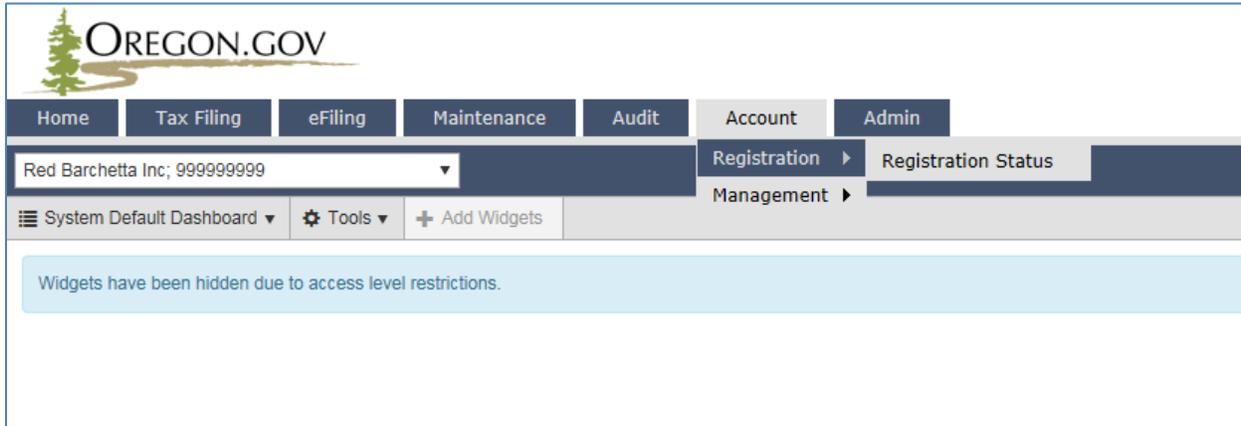


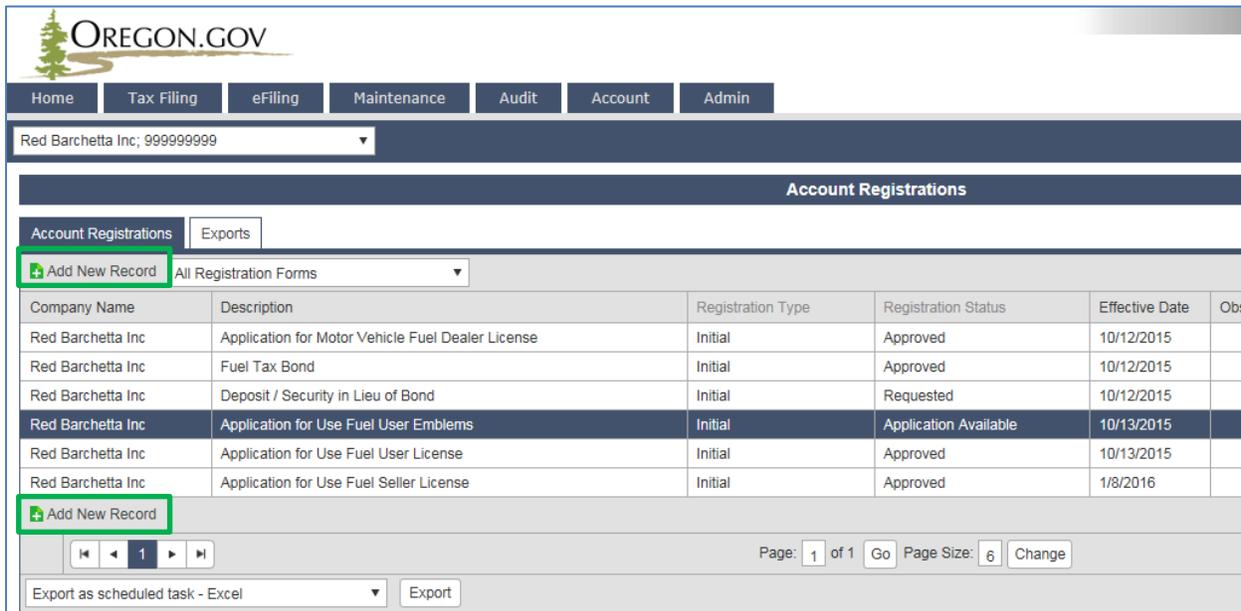
### USE FUEL USER EMBLEM RENEWAL

Use Fuel User Emblems are a certification that allows the licensed Use Fuel User to purchase Use Fuel (diesel, CNG, propane) without the state tax. Emblems are issued at the time of licensing but need to be renewed each year. The process includes adding, deleting and updating vehicle information.

To begin, select the Account tab, then Registration and then Registration Status.



A screen will appear showing the applications available. A listing for Application for Use Fuel User Emblems should already exist for current emblems. To proceed with renewal, click “Add New Record” at the top or bottom of the displayed list.



The following screen will appear:

**Create Account Registration** ✕

Company Name: \*

Account Type: \*

Registration Type:

Copy Data from the Closest Prior Session

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From the Account Type drop-down box, select APEMB – Application for Use Fuel User Emblems. Click on the box to Copy Data from the Closest Prior Session to bring in the emblems that are currently listed with the Fuels Tax Group. Click “Insert” at the bottom of the window.

A red message will appear at the top of this box and it may then be closed. The emblem application is now available with an Update status. Select this line from the Account Registrations screen and from the pop-up box select “Enter Supporting Details”.

**OREGON.GOV** Welcome redbarchettainc\_admin | Help | 2 | Sign Out

Home | Tax Filing | eFiling | Maintenance | Audit | Account | Admin

Red Barchetta Inc; 999999999

**Account Registrations**

Account Registrations | Exports

All Registration Forms Columns | Group By | Filter | Refresh

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Red Barchetta Inc	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	10/12/2015		Warnings	10/19/2015	dnemch_at
Red Barchetta Inc	Fuel Tax Bond	Initial	Approved	10/12/2015		Passed	10/19/2015	dnemch_at
Red Barchetta Inc	Deposit / Security in Lieu of Bond	Initial	Requested	10/12/2015		Warnings		
Red Barchetta Inc	Application for Use Fuel User Emblems	Initial	Application Available	10/13/2015		Failed		
Red Barchetta Inc	Application for Use Fuel User License	Initial	Approved	10/13/2015		Passed	1/8/2016	dnemch_at
Red Barchetta Inc	Application for Use Fuel Seller License	Initial	Approved	1/8/2016		Warnings	1/8/2016	dnemch_at
Red Barchetta Inc	Application for Use Fuel User Emblems	Update	Application Available	1/13/2016				

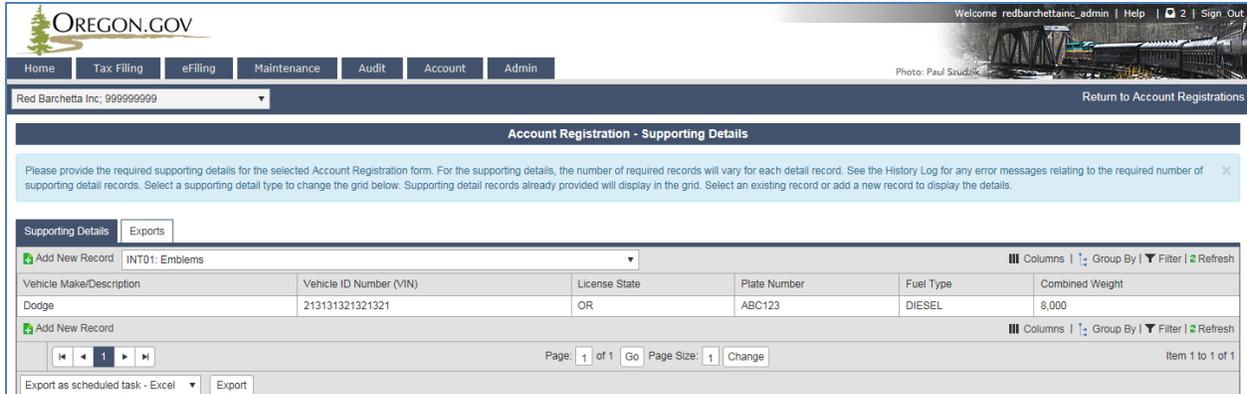
Columns | Group By | Filter | Refresh

Page: 1 of 1 | Go | Page Size

Export as scheduled task - Excel

- Enter Supporting Details
- Generate Registration Form
- View Registration Form
- View/Submit Registration
- View Certificate
- Data File Upload
- Query Session

This will bring up a list of current vehicles with emblems:



Account Registration - Supporting Details

Please provide the required supporting details for the selected Account Registration form. For the supporting details, the number of required records will vary for each detail record. See the History Log for any error messages relating to the required number of supporting detail records. Select a supporting detail type to change the grid below. Supporting detail records already provided will display in the grid. Select an existing record or add a new record to display the details.

Supporting Details | Exports

Add New Record | INT01: Emblems

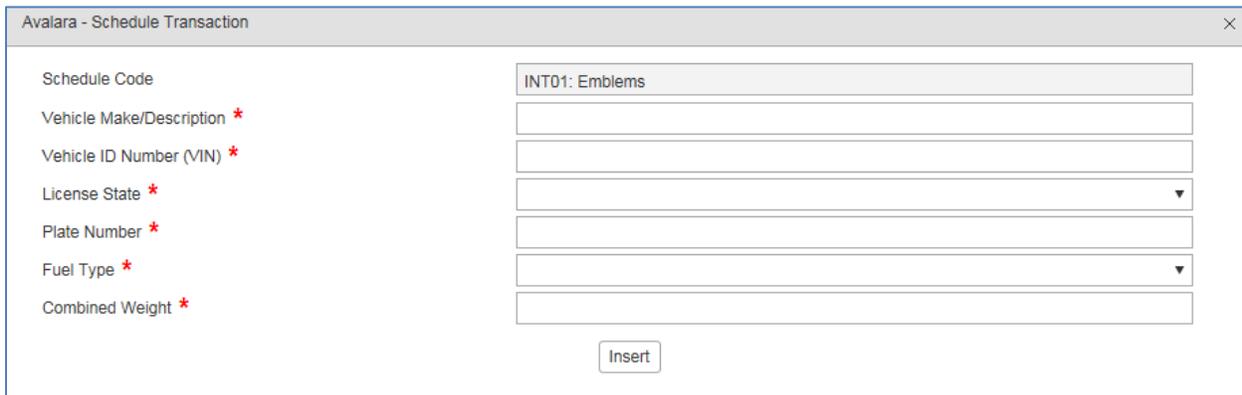
Vehicle Make/Description	Vehicle ID Number (VIN)	License State	Plate Number	Fuel Type	Combined Weight
Dodge	213131321321321	OR	ABC123	DIESEL	8,000

Page: 1 of 1 | Go | Page Size: 1 | Change | Item 1 to 1 of 1

Export as scheduled task - Excel | Export

From this point you can add vehicles, remove vehicles, or update your vehicle information for the coming year.

To add new vehicles to the list, click “Add New Record” and the following entry screen is displayed:



Avalara - Schedule Transaction

Schedule Code: INT01: Emblems

Vehicle Make/Description \*

Vehicle ID Number (VIN) \*

License State \*

Plate Number \*

Fuel Type \*

Combined Weight \*

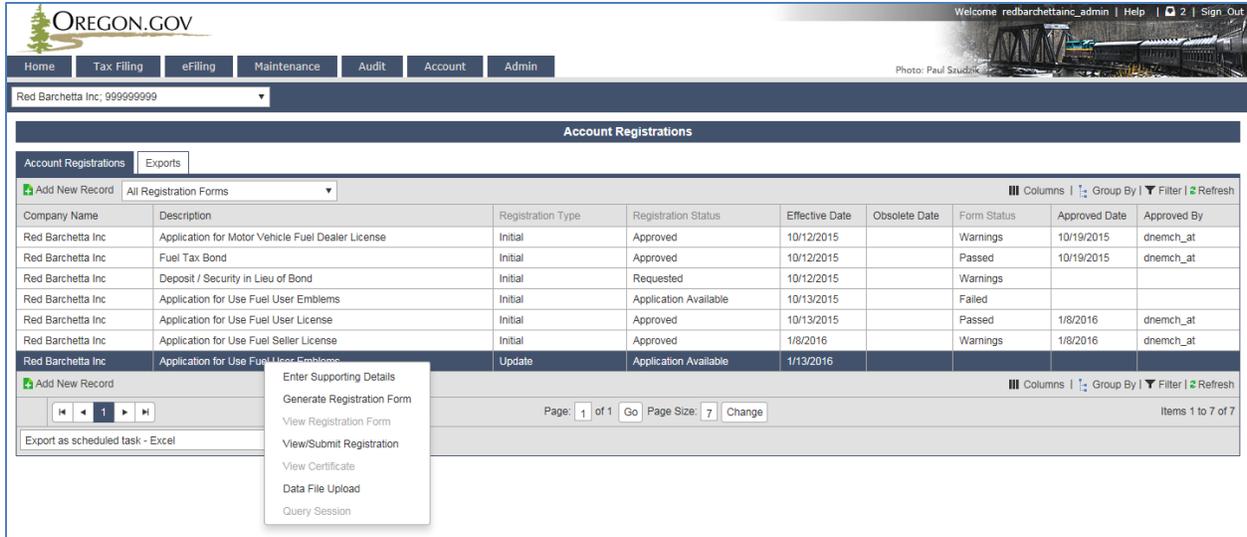
Insert

Complete the vehicle information for each vehicle needing an emblem. A red asterisk indicates a required field. When the field has a black triangle on the right side of the box, entry options can be selected from the drop down list.

When complete, select the “Insert” button at the bottom of the window. The system will display a notice in red at the top of the window that the record was inserted. The fields are blank again and another record may be entered. Once all vehicles are entered, close this entry screen.

To remove a vehicle from the list or change the information, select the vehicle from the existing list. Select “Delete” at the bottom of the screen to delete the vehicle or make changes and select “Update”.

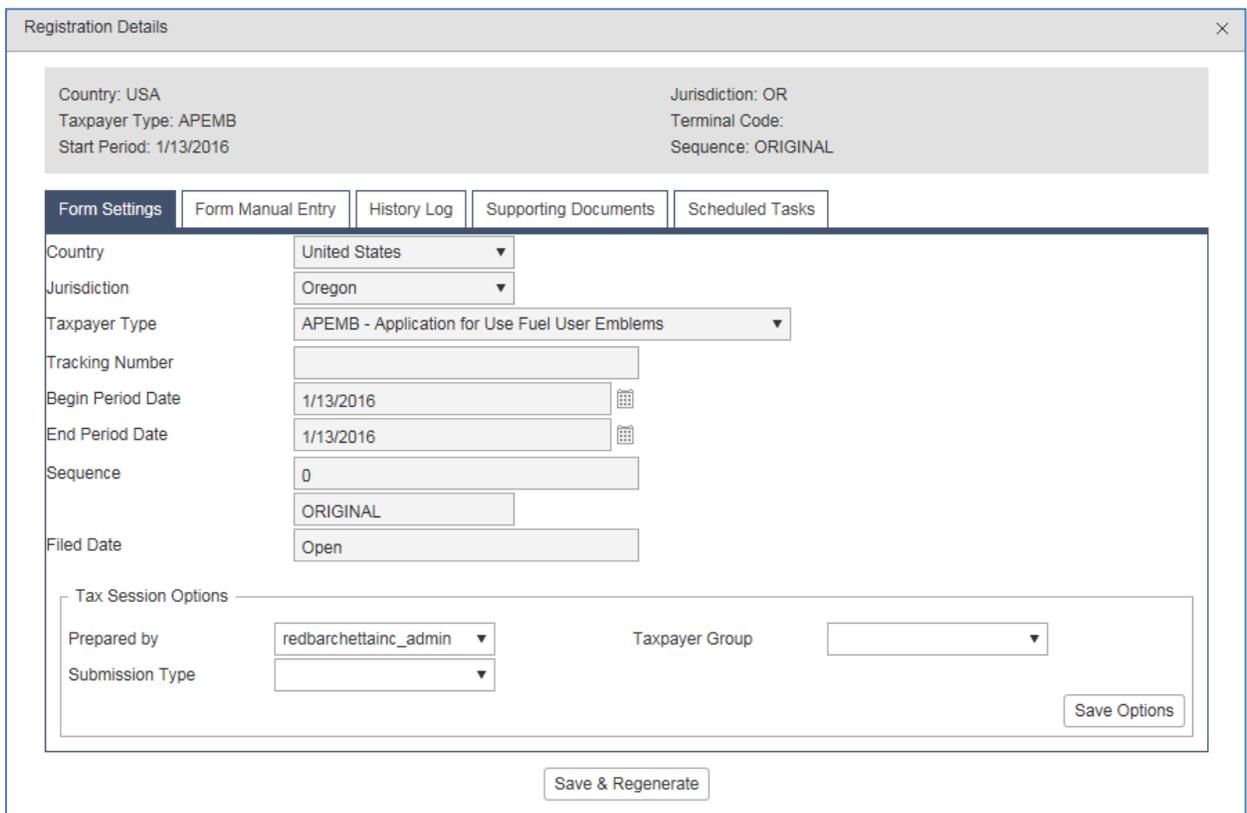
When you have completed updating your vehicle listings, click on “Return to Account Registrations” in the upper right corner of the window. From the Account Registration page, select the line for the emblem update. In the pop-up menu, select “Generate Registration Form” from the list.



Account Registrations

Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Red Barchetta Inc	Application for Motor Vehicle Fuel Dealer License	Initial	Approved	10/12/2015		Warnings	10/19/2015	dnemch_at
Red Barchetta Inc	Fuel Tax Bond	Initial	Approved	10/12/2015		Passed	10/19/2015	dnemch_at
Red Barchetta Inc	Deposit / Security in Lieu of Bond	Initial	Requested	10/12/2015		Warnings		
Red Barchetta Inc	Application for Use Fuel User Emblems	Initial	Application Available	10/13/2015		Failed		
Red Barchetta Inc	Application for Use Fuel User License	Initial	Approved	10/13/2015		Passed	1/8/2016	dnemch_at
Red Barchetta Inc	Application for Use Fuel Seller License	Initial	Approved	1/8/2016		Warnings	1/8/2016	dnemch_at
Red Barchetta Inc	Application for Use Fuel User Emblems	Update	Application Available	1/13/2016				

The following screen appears:



Registration Details

Country: USA      Jurisdiction: OR  
 Taxpayer Type: APEMB      Terminal Code:  
 Start Period: 1/13/2016      Sequence: ORIGINAL

Form Settings | **Form Manual Entry** | History Log | Supporting Documents | Scheduled Tasks

Country: United States  
 Jurisdiction: Oregon  
 Taxpayer Type: APEMB - Application for Use Fuel User Emblems  
 Tracking Number:   
 Begin Period Date: 1/13/2016  
 End Period Date: 1/13/2016  
 Sequence: 0  
 Filed Date: ORIGINAL

Tax Session Options  
 Prepared by: redbarchettainc\_admin      Taxpayer Group:   
 Submission Type:

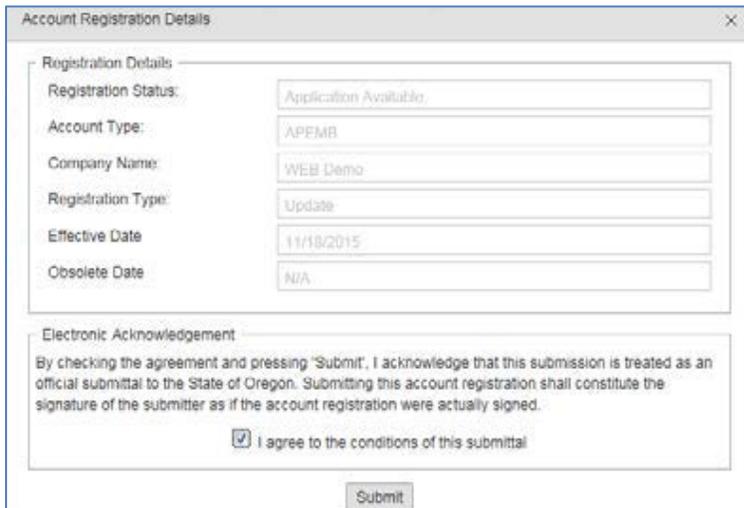
Save Options

Save & Regenerate

Select the Form manual Entry tab (second from left) and enter the calendar year for which emblems are needed. The date will pre-fill with the current date once the Save & Regenerate button is selected. Once selected, the screen may be closed.

From the Account Registration page, select the line for the emblem update. In the pop-up menu, select “View Registration Form” from the list.

The emblem listing will appear as a PDF file. In most cases, this will open within the online filing window, and allow you to view the vehicle listing. If you need to make corrections, you can go back to the Supporting Details for individual entries. If everything is listed the way you want it, return to the Account Registrations page and select the line for the emblem update. In the pop-up menu, select “View/Submit Registration” from the list. The following box appears:



The screenshot shows a web form titled "Account Registration Details" with a close button (X) in the top right corner. The form is divided into two main sections. The first section, "Registration Details", contains several input fields: "Registration Status" (Application Available), "Account Type" (APEMB), "Company Name" (WEB Demo), "Registration Type" (Update), "Effective Date" (11/18/2015), and "Obsolete Date" (N/A). The second section, "Electronic Acknowledgement", contains a paragraph of text: "By checking the agreement and pressing 'Submit', I acknowledge that this submission is treated as an official submittal to the State of Oregon. Submitting this account registration shall constitute the signature of the submitter as if the account registration were actually signed." Below this text is a checked checkbox followed by the text "I agree to the conditions of this submittal". At the bottom center of the form is a "Submit" button.

When you click “Submit”, you will get an electronic confirmation that your emblem request has been received. The request is received by the Fuels Tax Group and reviewed. If there are any questions about your request, we will contact you.

Once your application has been approved, the status on your Account Registration page will change from Update to Approved. Emblems may now be viewed and printed by selecting the line and then selecting “View Registration Form” from the pop-up box. Emblems can be printed all at once or page by page if needed.