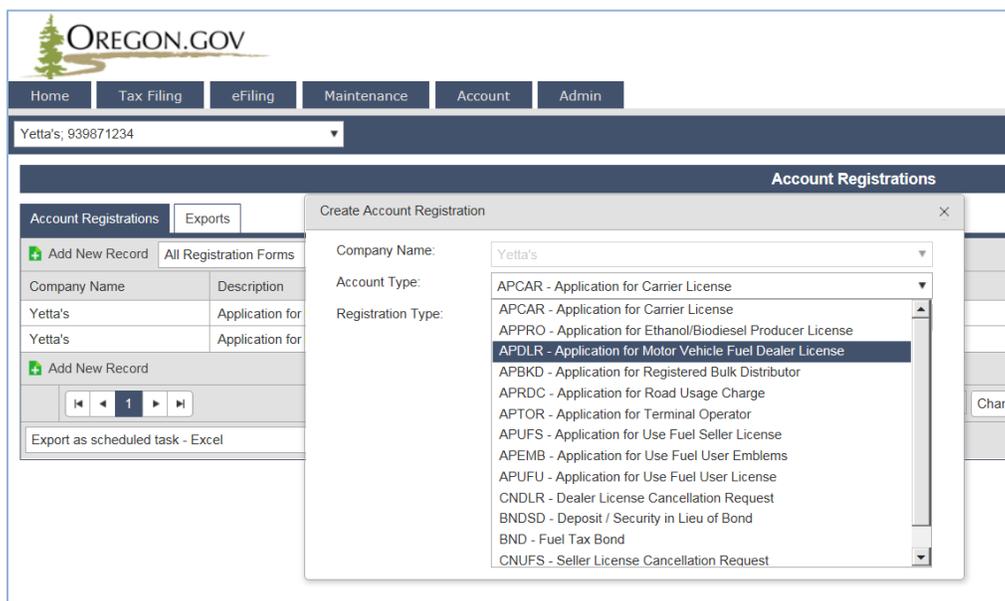


## APPLYING FOR A MOTOR VEHICLE FUEL DEALER LICENSE

### WHAT YOU WILL NEED:

- Applicant Name
- Valid Email Address
- Telephone Number
- Company Legal Name
- Company Trade Name
- Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- Type of Organization (Corporation, LLC, etc.)
- Date Organized or Incorporated
- State of Registration and State Registry Number
- Physical Address
- Mailing Address
- Records Location
- Fuel Storage Locations (including type of fuel and number of gallons)
- Storage Locations Maintained in Oregon
- Principal Officers/Partners and their addresses
- Other State or Federal fuel licenses
- Supplier information
- Registered Agent or Managing Agent if applicable
- Any previous licenses issued to this company
- If the business was purchased, the prior owner name and license number
- Bond or Security Deposit information

To begin the application process, sign in to the Oregon Fuels Tax System, and select the “Account” tab. Then select “Registration” and then “Registration Status”. If you currently have other licenses, you will find a list of them here. Click “Add New Record” located directly under the Account Registrations tab. From the “Create Account Registration” pop-up window, select “APDLR – Application for Motor Vehicle Fuel Dealer License” from the Account Type drop-down box.



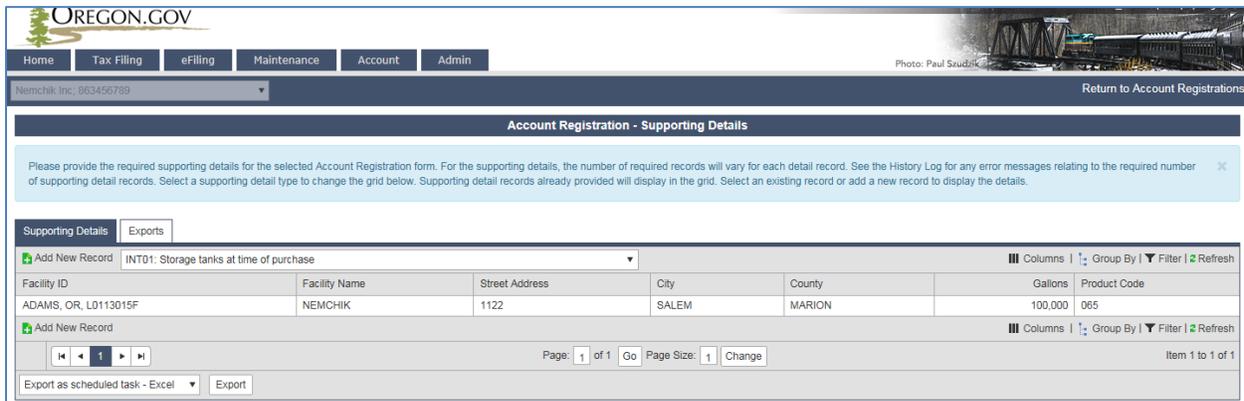
The screenshot shows the Oregon Fuels Tax System interface. At the top, there is a navigation bar with tabs for Home, Tax Filing, eFiling, Maintenance, Account, and Admin. Below this is a search bar containing 'Yetta's, 939871234'. The main content area is titled 'Account Registrations' and includes a table with columns for 'Company Name' and 'Description'. The table lists two entries for 'Yetta's' with descriptions 'Application for' and 'Application for'. Below the table is an 'Add New Record' button and a pagination control showing '1'. A 'Create Account Registration' pop-up window is open, showing a form with fields for 'Company Name' (Yetta's), 'Account Type', and 'Registration Type'. The 'Registration Type' dropdown menu is open, displaying a list of options including 'APDLR - Application for Motor Vehicle Fuel Dealer License', which is highlighted.

Then click “Insert” at the bottom of the window. From this same window, open the Account Type drop-down box again and select “BND - Fuel Tax Bond”. Then click “Insert” at the bottom of the window and close the window. The license application and bond application will show as two separate entries in the list of registrations.

When you select the line for the Dealer license application, you will have a pop-up menu with the choice to:

- Enter Supporting Details
- Generate Registration Form
- View Registration Form (not available until information is entered)
- View/Submit Registration
- View Certificate (not available until information is entered)

Select “ENTER SUPPORTING DETAILS” to complete the schedules for the application. The screen will change to the Supporting Details screen (shown below).



**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: Storage tanks at time of purchase Columns | Group By | Filter | Refresh

Facility ID	Facility Name	Street Address	City	County	Gallons	Product Code
ADAMS, OR, LD113015F	NEMCHIK	1122	SALEM	MARION	100,000	065

Add New Record Columns | Group By | Filter | Refresh

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

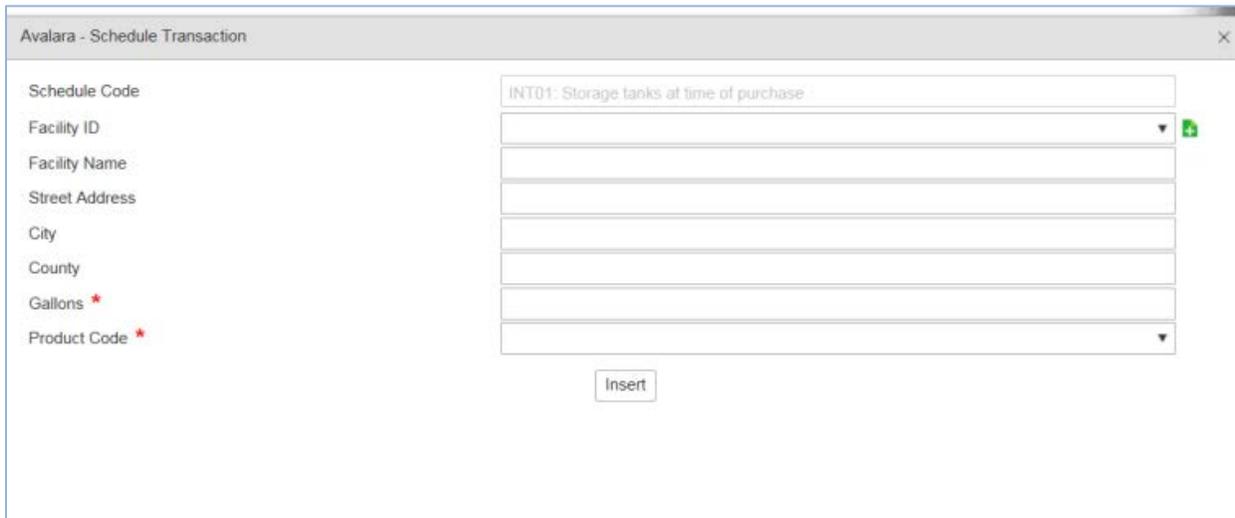
Export as scheduled task - Excel Export

Most schedules are self-explanatory and describe the type of information required. Select the appropriate schedule from the drop-down box and then click “Add New Record” next to the schedule description to add that schedule to your application.

**NOTE:** You must enter information in at least INTO1 or INTO4 (storage information) and INTO5 (supplier information) to continue. If you have multiple locations, you will complete the INTO1 for each station or other sales facility, and INTO4 for each storage facility.

When you click “Add New Record”, the pop-up window will appear for that specific schedule. See below for examples of each schedule.

As you finish each schedule, click “Insert” at the bottom of the window to save the information.

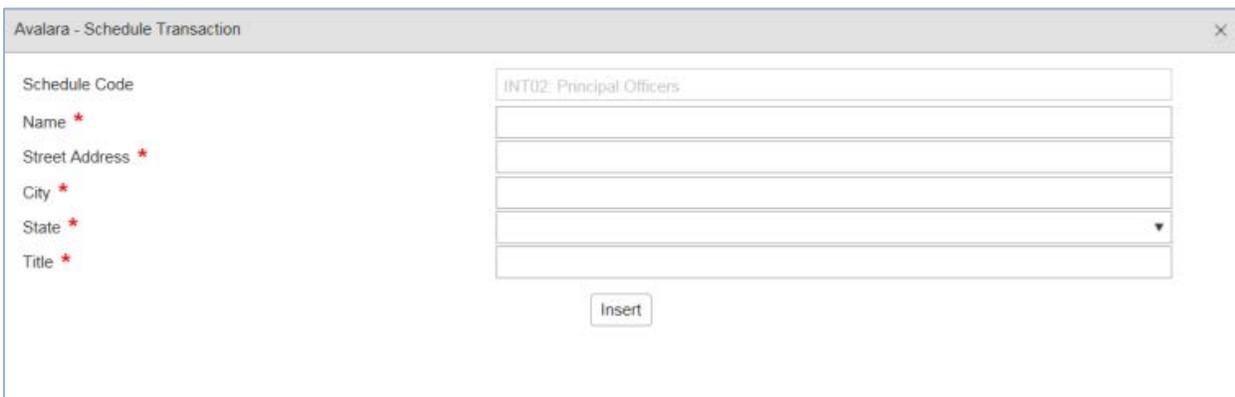
**INT01: Storage tanks at the time of purchase**

The screenshot shows a window titled "Avalara - Schedule Transaction" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Schedule Code:** A text input field containing "INT01: Storage tanks at time of purchase".
- Facility ID:** A dropdown menu with a search icon (magnifying glass) to its right.
- Facility Name:** A text input field.
- Street Address:** A text input field.
- City:** A text input field.
- County:** A text input field.
- Gallons \*:** A text input field with a red asterisk indicating it is required.
- Product Code \*:** A dropdown menu with a red asterisk indicating it is required.
- Insert:** A button located below the Gallons and Product Code fields.

Select the facility ID from the drop-down box (enter partial name or address to use the search function), or list the facility name, address, and county in the appropriate fields.

Enter the gallons in the tank and the Product Code from the drop down list.

**INT02: Principal Officers (required for most business entities)**

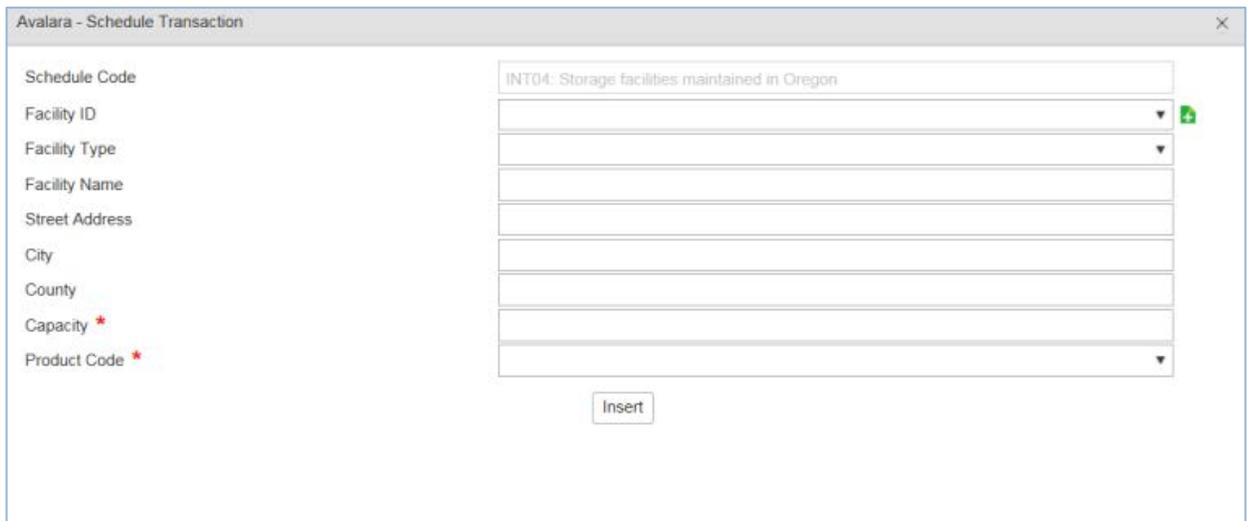
The screenshot shows a window titled "Avalara - Schedule Transaction" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Schedule Code:** A text input field containing "INT02: Principal Officers".
- Name \*:** A text input field with a red asterisk indicating it is required.
- Street Address \*:** A text input field with a red asterisk indicating it is required.
- City \*:** A text input field with a red asterisk indicating it is required.
- State \*:** A dropdown menu with a red asterisk indicating it is required.
- Title \*:** A text input field with a red asterisk indicating it is required.
- Insert:** A button located below the Name, Street Address, City, State, and Title fields.

Enter the officer's name, officer's personal address and title. Click "Insert" at the bottom of the screen. Do this for each officer and then close the window.

**INT03: Other fuel tax licenses and permits (state/province, federal, jurisdiction, etc.)**

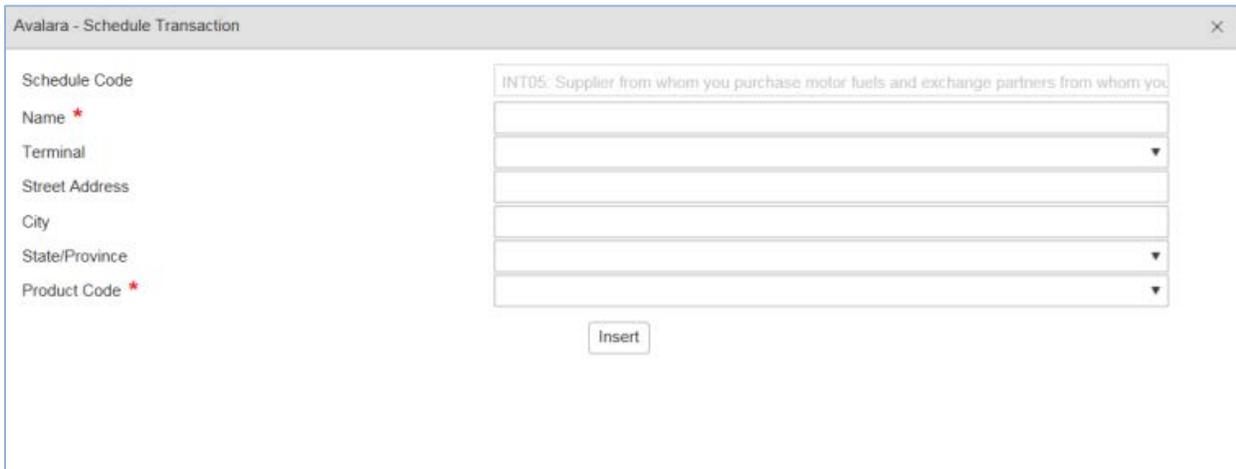
Enter fuel licenses for other states or jurisdictions. This is required for import and export of fuel from other states. Actions may be repeated for multiple entries before closing window.

**INT04: Storage facilities maintained in Oregon**

Select the facility ID from the drop-down box (enter partial name or address to use the search function), or list the facility name, address, and county in the appropriate fields.

Enter the tank capacity in gallons and the Product Code from the drop-down list. Actions may be repeated for multiple entries before closing window.

## INT05: Suppliers from whom you purchase motor fuels and exchange partners (required)

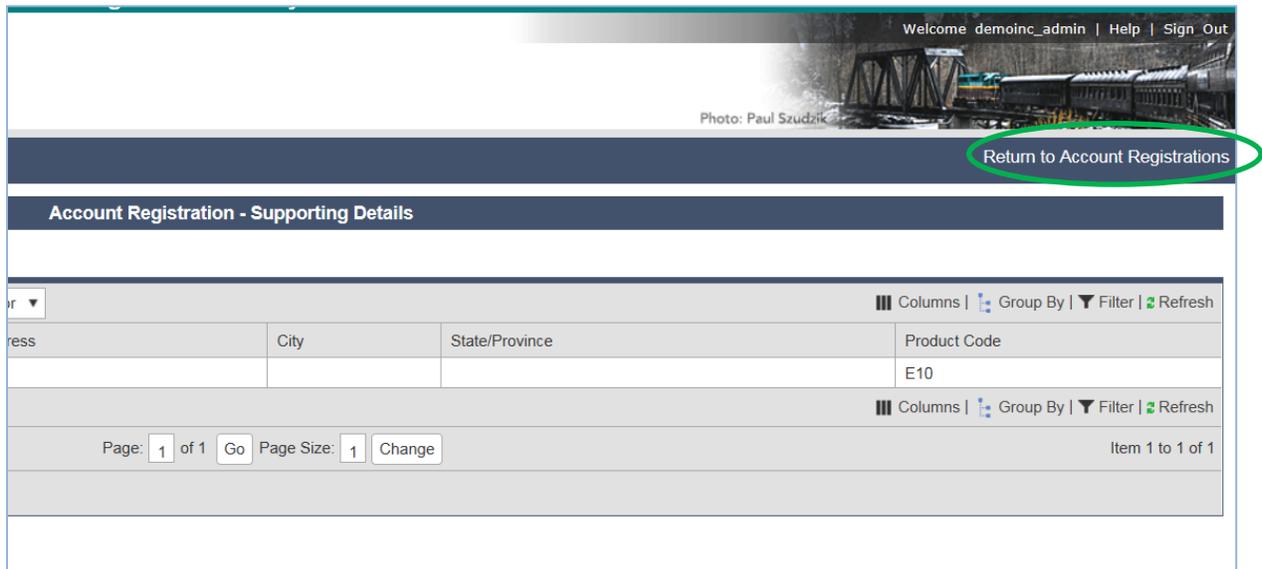


Enter the supplier’s name in the first field.

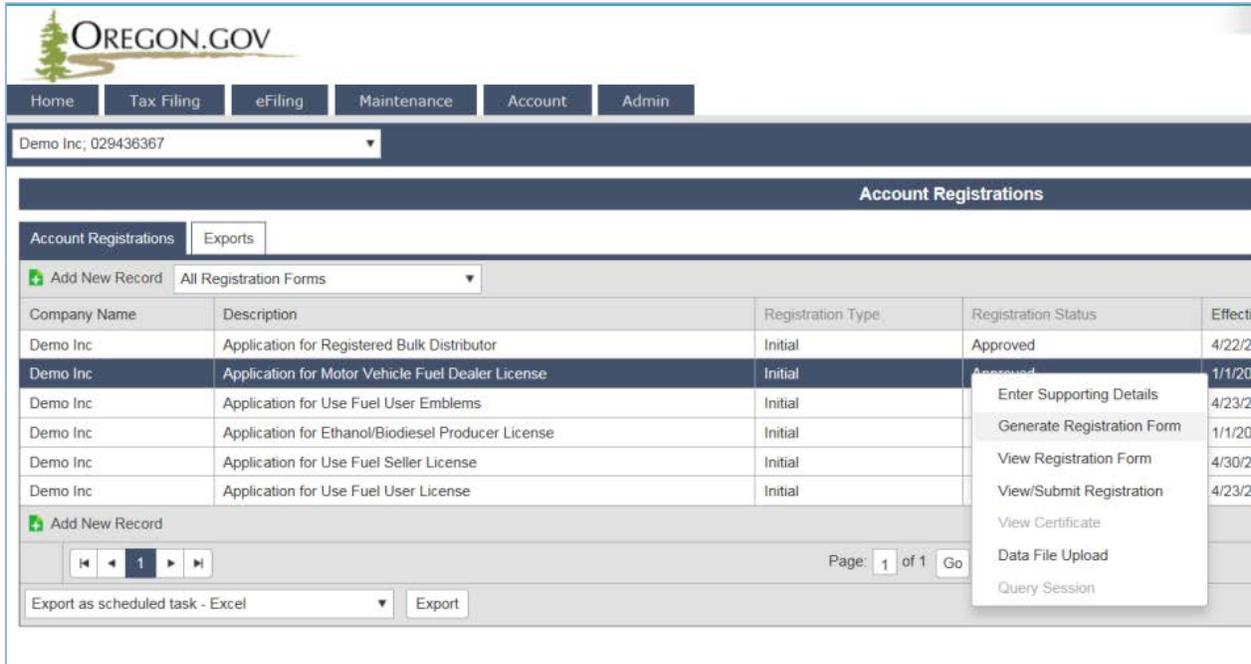
If the supplier is a terminal, select it from the drop down box. Otherwise, enter the address, city, and state of the supplier in the applicable fields. These three fields are critical fields if a Terminal is not entered.

Select the Product Code from the drop down box. Actions may be repeated for multiple entries before closing window.

When the schedule entries are completed, click “Return to Account Registrations” in the upper right corner to return to Account Registrations, or navigate using the menu options.



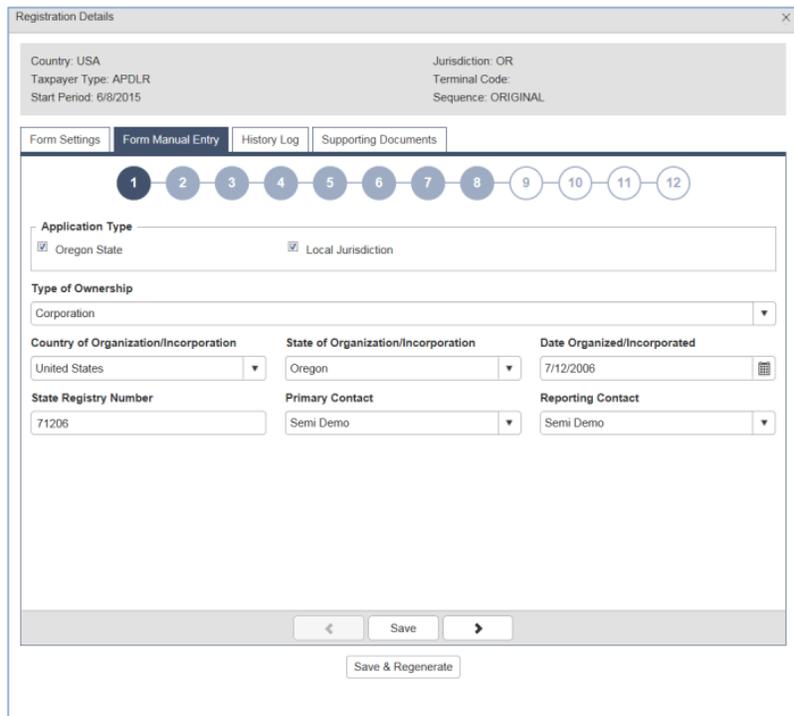
Select the Dealer license application. From the pop-up box select “Generate Registration Form” to bring up the registration details screen.



Select the Form Manual Entry tab and fill in the information on the screens.

**1 – Application Type** – Indicate whether you are applying for an Oregon dealer license and/or local jurisdiction licenses. Select the type of organization from the drop-down box, and enter the basic information about your company.

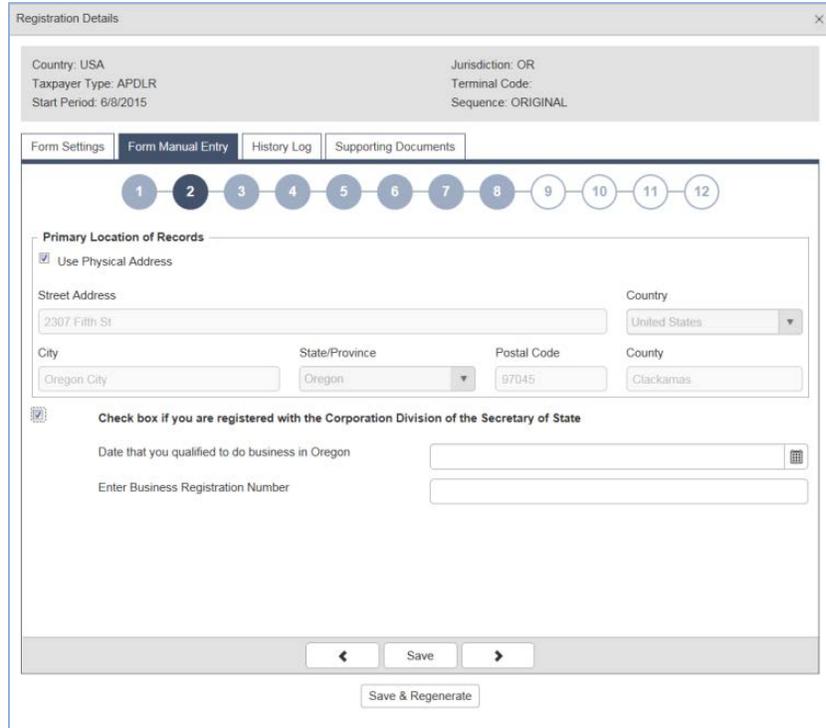
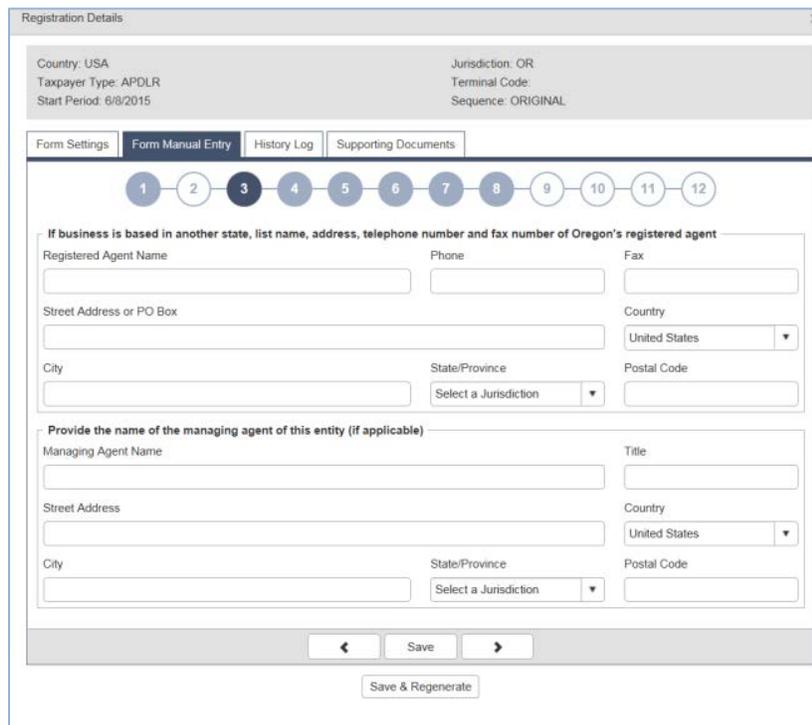
You can advance to the next screen by clicking the number in the bubble at the top of the window, or by using the arrow keys at the bottom of the window. Click “Save” at any time to save your work in process.



**2 – Primary Location of Records and Oregon Secretary of State registration information.**

Enter the location where the business records are kept, or click “Use Physical Address” if the records location is the same as your primary business location. A county is required.

If registered with the Oregon Secretary of State, check the box at the bottom and enter the date that you began doing business in Oregon and your business registration number.

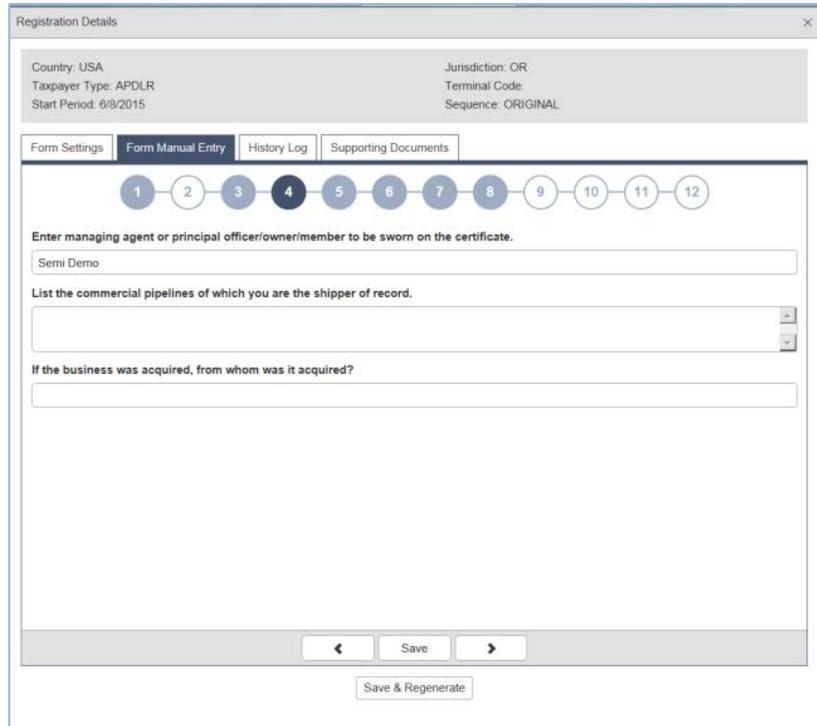
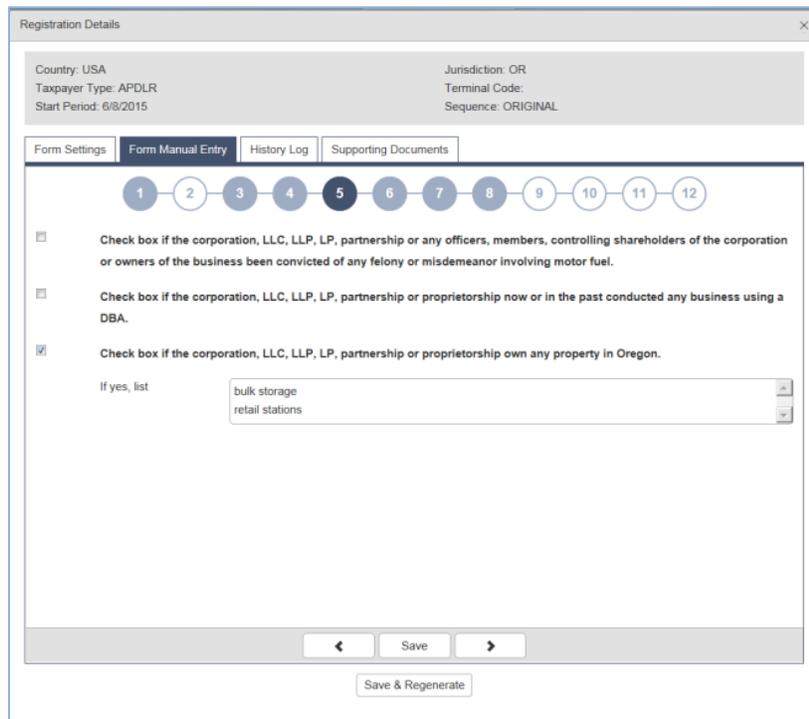
**3 – Other state business registry (when applicable), and managing agent information**

If your company is based outside Oregon, please list the registered agent for Oregon.

If you have a managing agent for your company, list that person’s name and contact information in this screen also.

**4 – Agent/Officer to be sworn on the certificate, pipeline information, former owner.**

List the managing agent, owner, or principal officer who is to be on the sworn certificate, any commercial pipelines on which you ship fuel and the date your business was purchased.

**5 – Company information, property ownership**

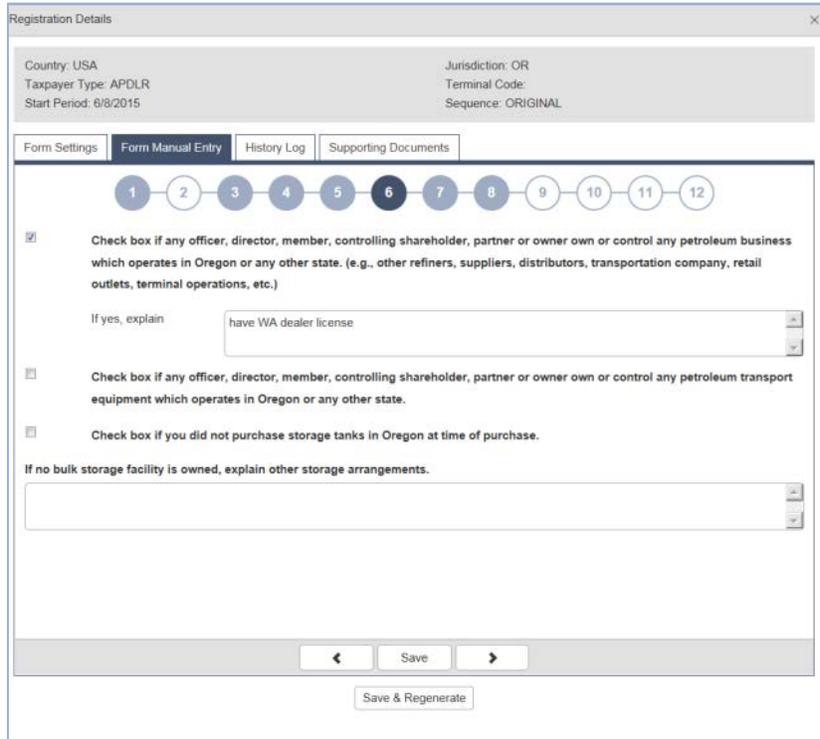
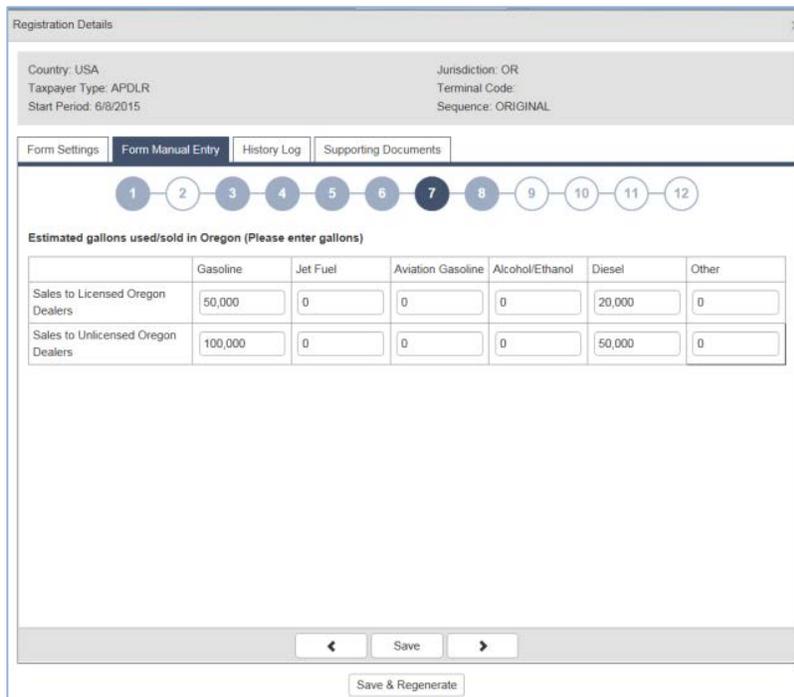
Check the boxes if any of the statements apply to your company or its officers, members, or controlling shareholders.

List any property owned in Oregon

**6 – Officer/member information, storage locations or arrangements**

Check the box if any of these statements apply to your company. Enter your explanation in the space provided.

If you did not list storage locations on the “INT” schedules, list your fuel storage arrangements on this screen.

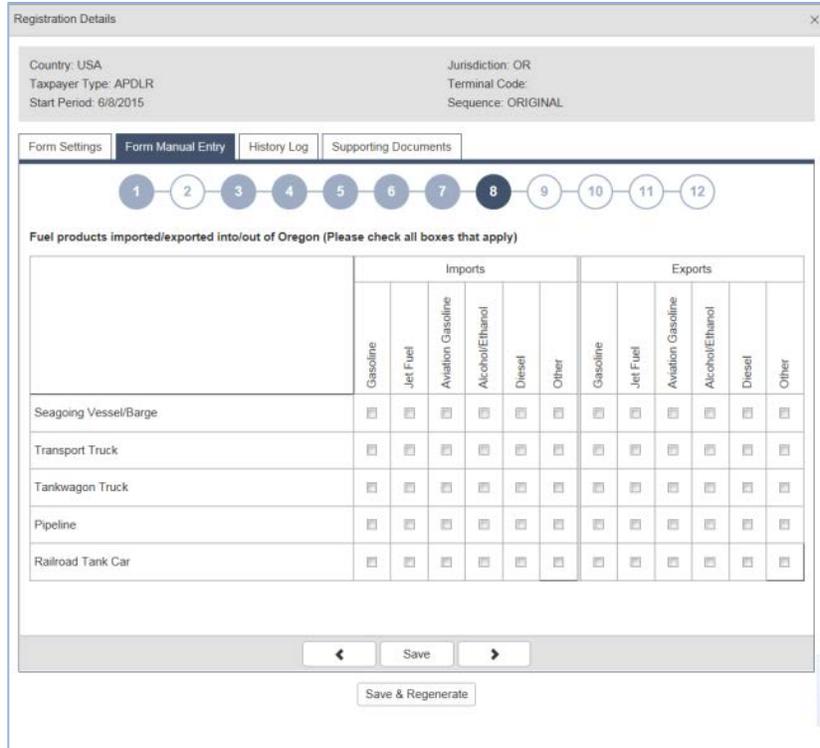
	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Sales to Licensed Oregon Dealers	50,000	0	0	0	20,000	0
Sales to Unlicensed Oregon Dealers	100,000	0	0	0	50,000	0

**7 – Estimated gallons to be sold or used, by product type**

Estimate the number of gallons you expect to sell to licensed dealers by product type and also the gallons you expect to sell to unlicensed customers.

### 8 – Import and/or Export information by fuel type and transportation type

If you will be importing and/or exporting fuel, indicate the types of fuel and the method of transportation.



Registration Details

Country: USA      Jurisdiction: OR  
 Taxpayer Type: APDLR      Terminal Code:  
 Start Period: 6/8/2015      Sequence: ORIGINAL

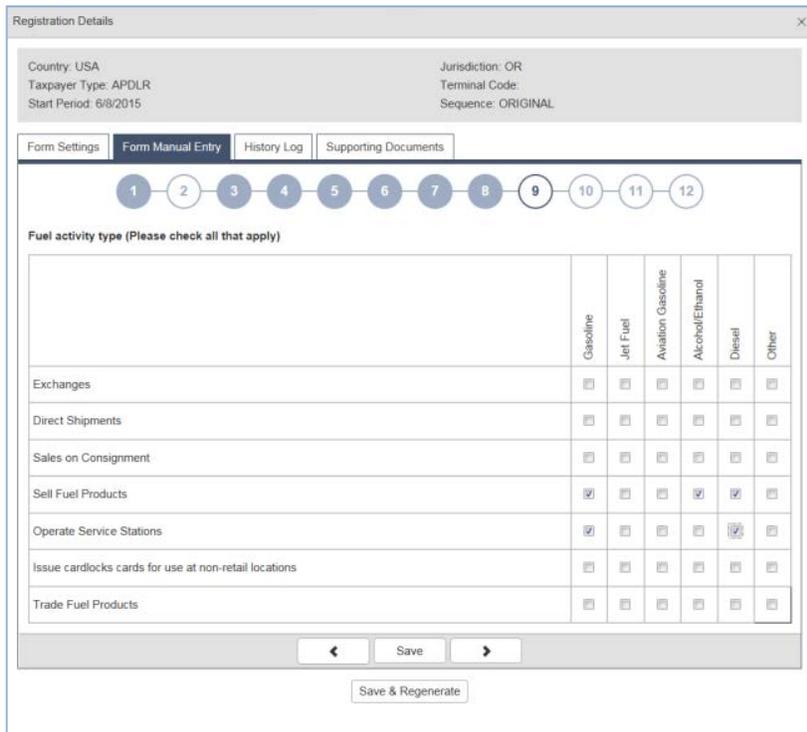
Form Settings | Form Manual Entry | History Log | Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Fuel products imported/exported into/out of Oregon (Please check all boxes that apply)

	Imports						Exports					
	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Seagoing Vessel/Barge	<input type="checkbox"/>											
Transport Truck	<input type="checkbox"/>											
Tankwagon Truck	<input type="checkbox"/>											
Pipeline	<input type="checkbox"/>											
Railroad Tank Car	<input type="checkbox"/>											

Save      Save & Regenerate



Registration Details

Country: USA      Jurisdiction: OR  
 Taxpayer Type: APDLR      Terminal Code:  
 Start Period: 6/8/2015      Sequence: ORIGINAL

Form Settings | Form Manual Entry | History Log | Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Fuel activity type (Please check all that apply)

	Gasoline	Jet Fuel	Aviation Gasoline	Alcohol/Ethanol	Diesel	Other
Exchanges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Shipments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales on Consignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sell Fuel Products	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operate Service Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Issue cardlocks cards for use at non-retail locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Fuel Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save      Save & Regenerate

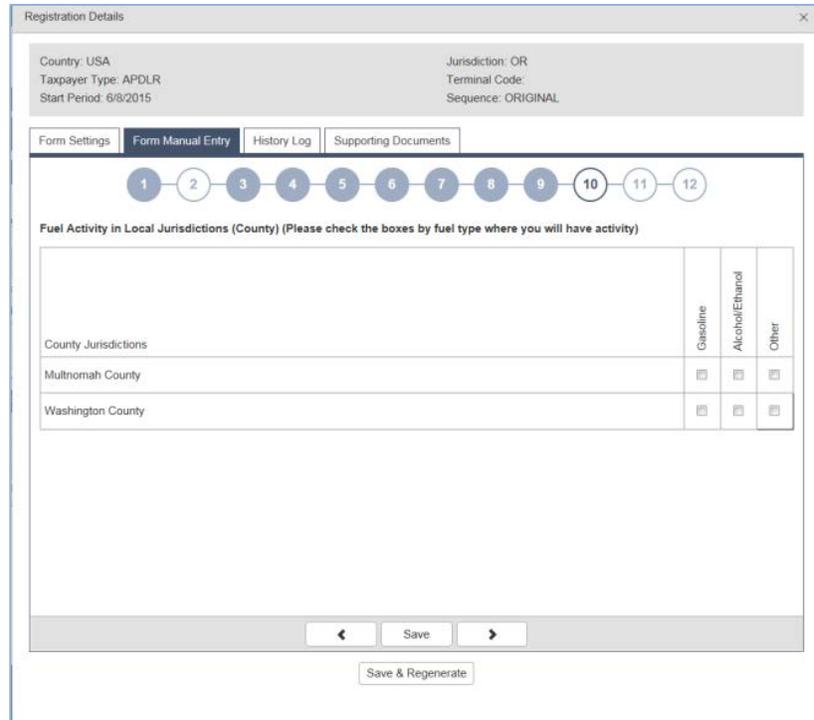
### 9 – Types of fuel activities in Oregon (sales, exchange, consignment, trade)

Indicate the types of fuel that you sell, exchange, consign, or trade for each of the transaction types listed.

Note: If you do not engage in any of these activities and do not import or export fuel, you may not need to be licensed as a dealer.

## 10 – County licenses

Indicate which county or counties you have activity, and the types of fuel received or sold.



Registration Details

Country: USA      Jurisdiction: OR  
 Taxpayer Type: APDLR      Terminal Code:  
 Start Period: 6/8/2015      Sequence: ORIGINAL

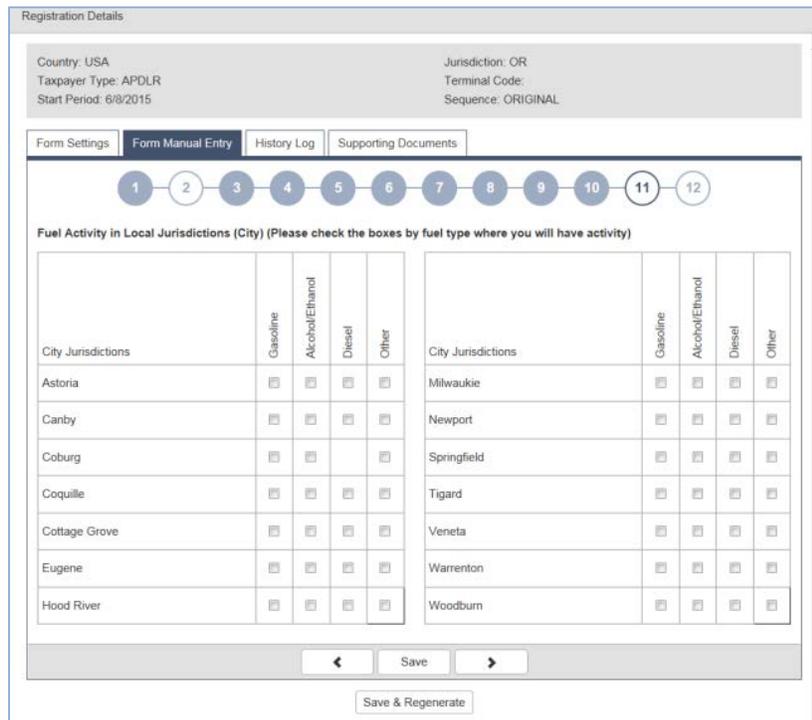
Form Settings   **Form Manual Entry**   History Log   Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Fuel Activity in Local Jurisdictions (County) (Please check the boxes by fuel type where you will have activity)

County Jurisdictions	Gasoline	Alcohol/Ethanol	Other
Multnomah County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Washington County	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save   Save & Regenerate



Registration Details

Country: USA      Jurisdiction: OR  
 Taxpayer Type: APDLR      Terminal Code:  
 Start Period: 6/8/2015      Sequence: ORIGINAL

Form Settings   **Form Manual Entry**   History Log   Supporting Documents

1 2 3 4 5 6 7 8 9 10 11 12

Fuel Activity in Local Jurisdictions (City) (Please check the boxes by fuel type where you will have activity)

City Jurisdictions	Gasoline	Alcohol/Ethanol	Diesel	Other
Astoria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Canby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coburg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coquille	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cottage Grove	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eugene	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hood River	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

City Jurisdictions	Gasoline	Alcohol/Ethanol	Diesel	Other
Milwaukie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Newport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Springfield	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tigard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Veneta	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Warrenton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Woodburn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save   Save & Regenerate

## 11 – City licenses

Indicate which city or cities you have activity, and the types of fuel sold.

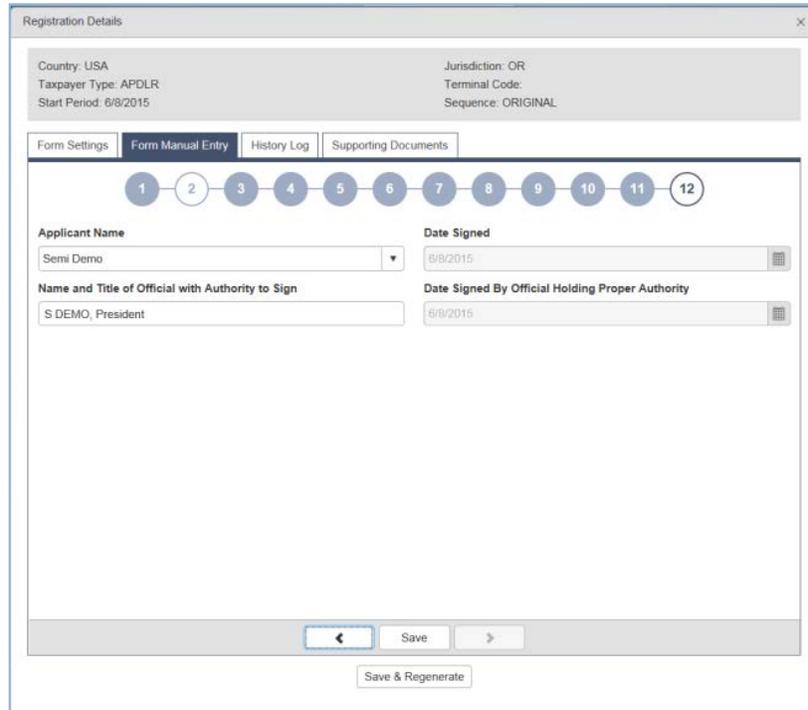
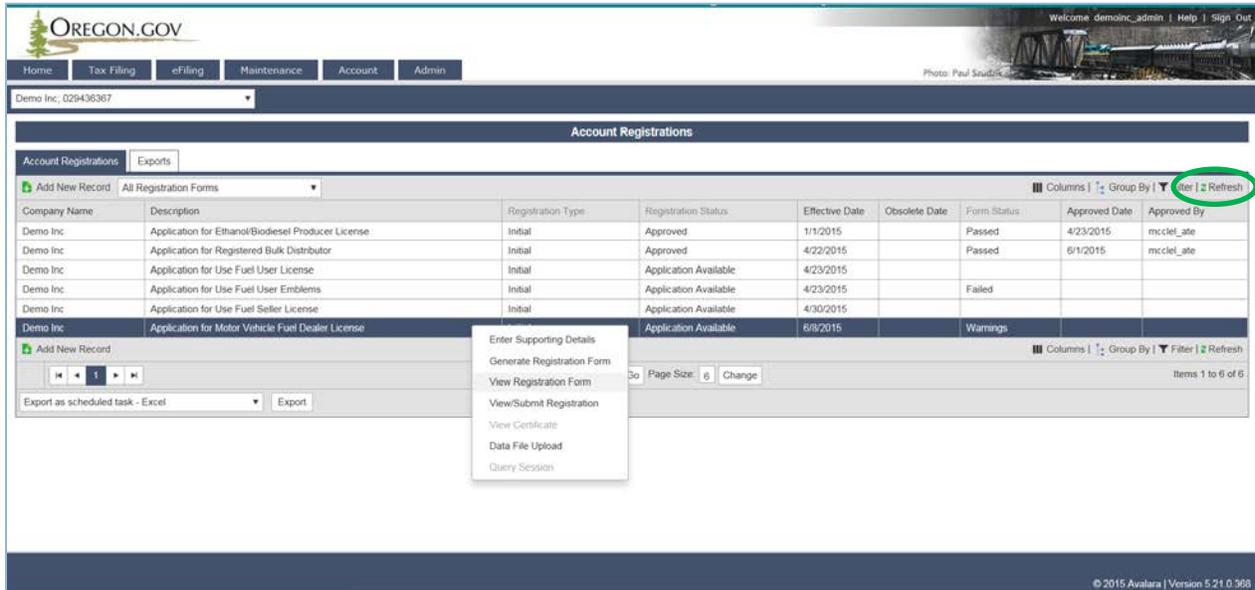
**NOTE:** Some cities include diesel as motor vehicle fuel in their fuels tax program.

## 12 – Applicant name/signature authority and date signed (today)

Select the applicant name from the drop down box. Use this name in the “Name and Title” box below it if there is no other Authorized signer. The date signed will auto-fill with the date the application is submitted.

Click “Save & Regenerate” at the bottom of the window. If you have any errors or omissions, you will receive an error notice. Correct the errors and regenerate the application.

Return to the “Account Registrations” screen and refresh in the upper right corner to update the view. The “Form Status” column will change to either “Passed” or “Warnings”. Click on the license application and select “View Registration Form” from the pop-up box. Review the PDF of the form and confirm the entries are correct.

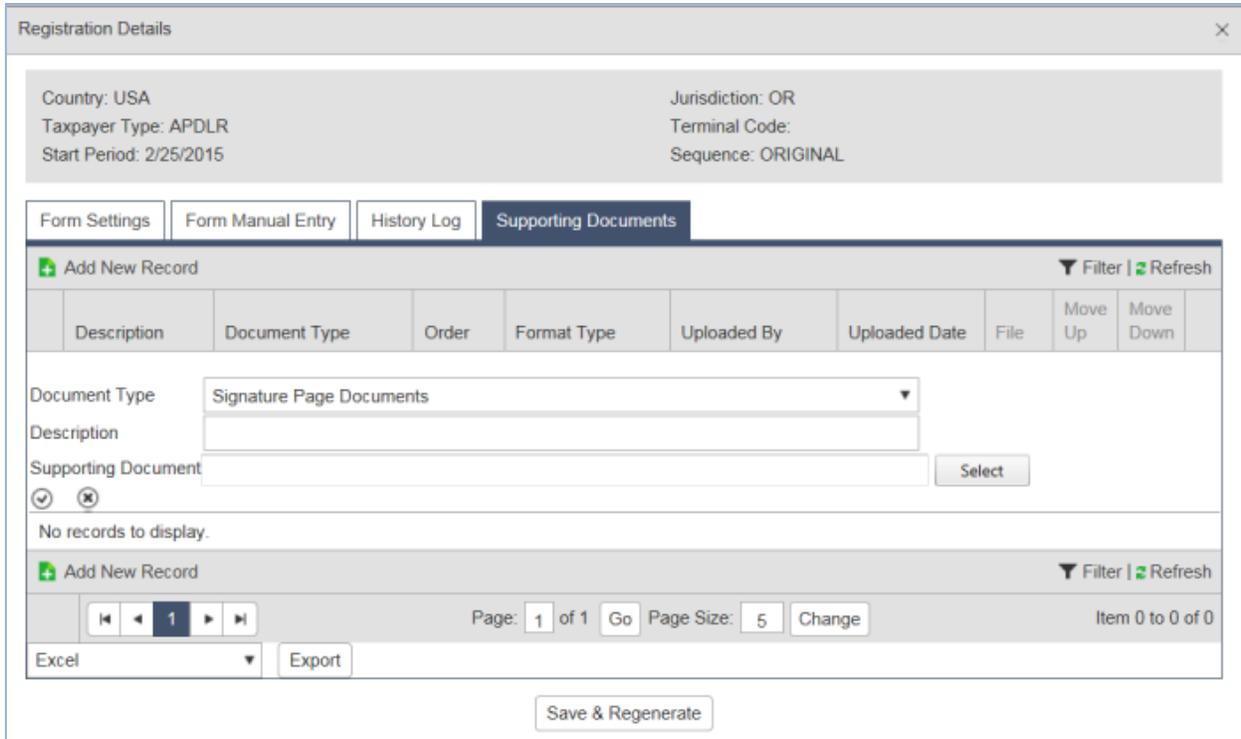



Company Name	Description	Registration Type	Registration Status	Effective Date	Obsolete Date	Form Status	Approved Date	Approved By
Demo Inc	Application for Ethanol/Biodiesel Producer License	Initial	Approved	1/1/2015		Passed	4/23/2015	mccler_ate
Demo Inc	Application for Registered Bulk Distributor	Initial	Approved	4/22/2015		Passed	6/1/2015	mccler_ate
Demo Inc	Application for Use Fuel User License	Initial	Application Available	4/23/2015				
Demo Inc	Application for Use Fuel User Emblems	Initial	Application Available	4/23/2015		Failed		
Demo Inc	Application for Use Fuel Seller License	Initial	Application Available	4/30/2015				
Demo Inc	Application for Motor Vehicle Fuel Dealer License		Application Available	6/8/2015		Warnings		

Print the “OREGON MOTOR VEHICLE FUEL DEALER CERTIFICATE” (generally the last page of the form). If you are also applying for county fuel licenses or some city jurisdictions, print the certificates for those licenses where applicable. Sign and notarize the certificate(s) and attach them to the application before submitting to the Department.

To attach documents, return to the “Account Registrations” page, select your application, and select “Generate Registration Form” from the pop-up box.

Go to the Supporting Documents tab and select “Add New Record”. The Signature Page Documents screen is displayed.



Registration Details

Country: USA      Jurisdiction: OR  
Taxpayer Type: APDLR      Terminal Code:  
Start Period: 2/25/2015      Sequence: ORIGINAL

Form Settings   Form Manual Entry   History Log   **Supporting Documents**

**Add New Record**      Filter | Refresh

Description	Document Type	Order	Format Type	Uploaded By	Uploaded Date	File	Move Up	Move Down
No records to display.								

**Add New Record**      Filter | Refresh

Page: 1 of 1   Go   Page Size: 5   Change   Item 0 to 0 of 0

Excel   Export

Save & Regenerate

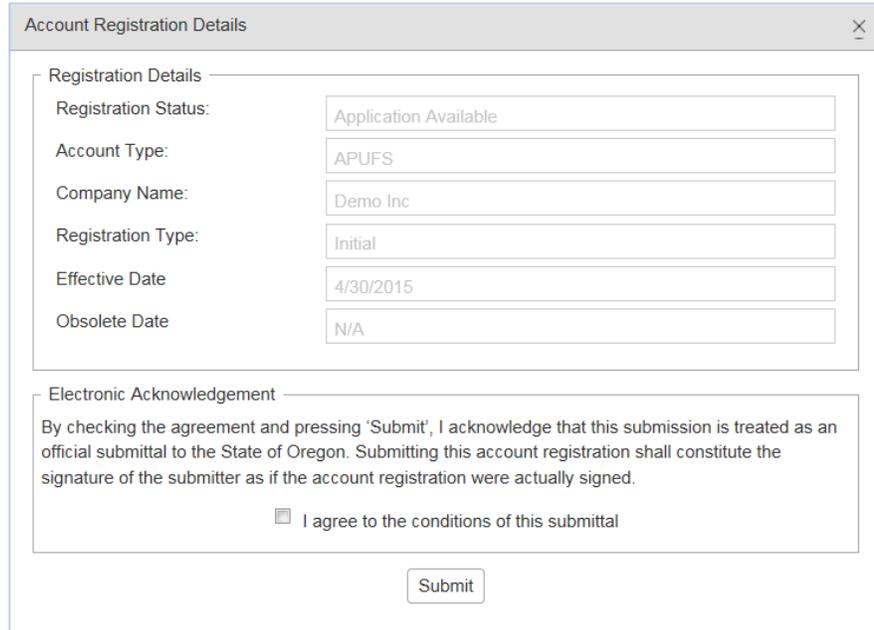
To attach the signature file, scan and save the signed form to a file folder where it can be accessed easily. Click the “Select” box and navigate to the signature document you scanned and saved earlier.

The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.

If you have more than one document to attach, click “Add New Record” and repeat the process to attach another document.

Click “Save & Regenerate” and close the window. You are ready to file your application.

Select the license application and then select “View/Submit Registration” from the pop-up box. Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.



The screenshot shows a web form titled "Account Registration Details". It contains several input fields for registration information:

Registration Details	
Registration Status:	Application Available
Account Type:	APUFS
Company Name:	Demo Inc
Registration Type:	Initial
Effective Date:	4/30/2015
Obsolete Date:	N/A

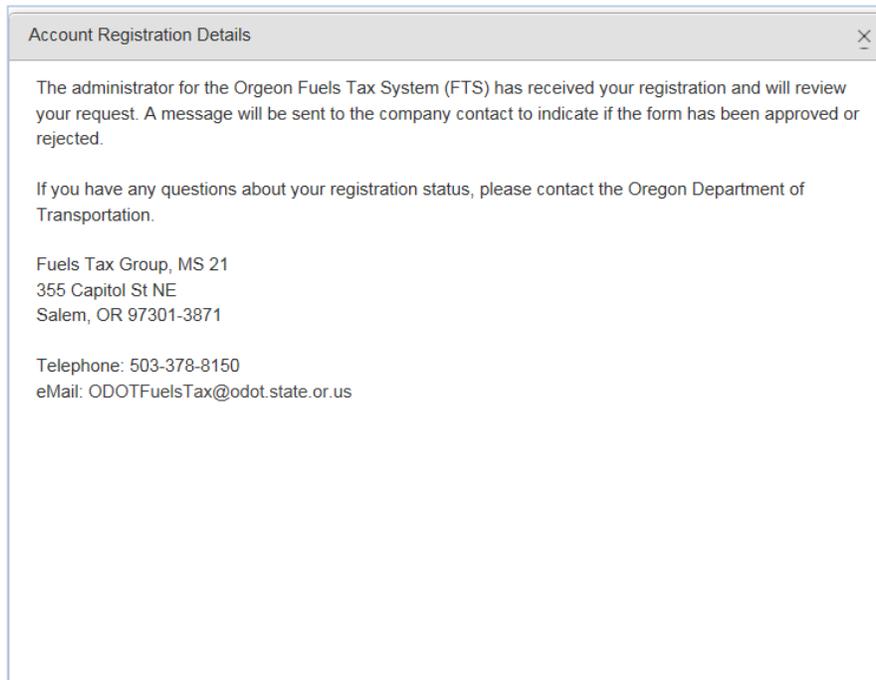
Below the form is an "Electronic Acknowledgement" section with the following text:

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.

I agree to the conditions of this submittal

At the bottom right of the form is a "Submit" button.

You will receive an acknowledgement of your submission with our contact information.



The screenshot shows a message window titled "Account Registration Details". The message text is as follows:

The administrator for the Oregon Fuels Tax System (FTS) has received your registration and will review your request. A message will be sent to the company contact to indicate if the form has been approved or rejected.

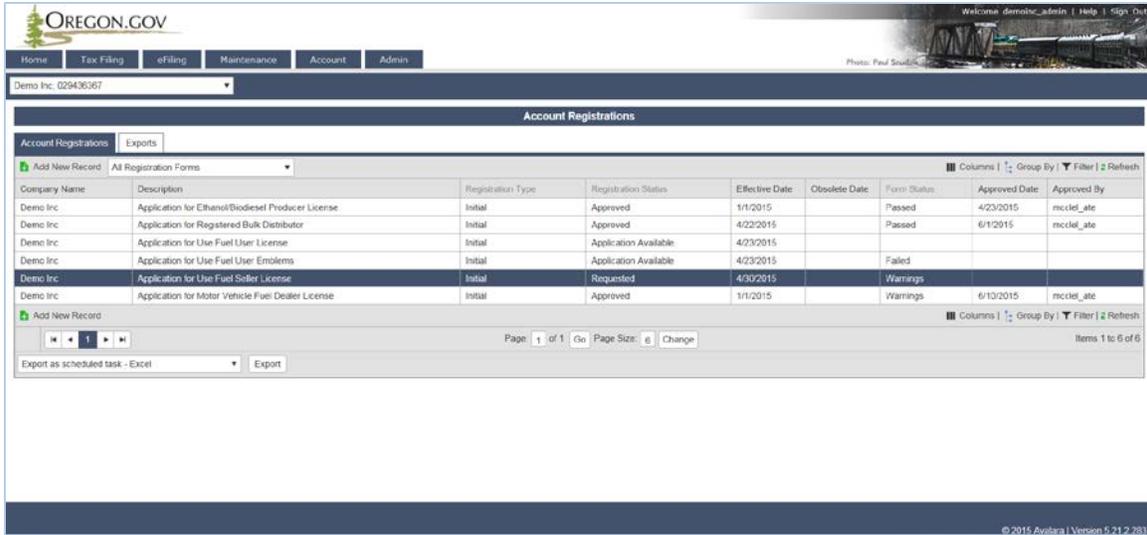
If you have any questions about your registration status, please contact the Oregon Department of Transportation.

Fuels Tax Group, MS 21  
355 Capitol St NE  
Salem, OR 97301-3871

Telephone: 503-378-8150  
eMail: ODOTFuelsTax@odot.state.or.us

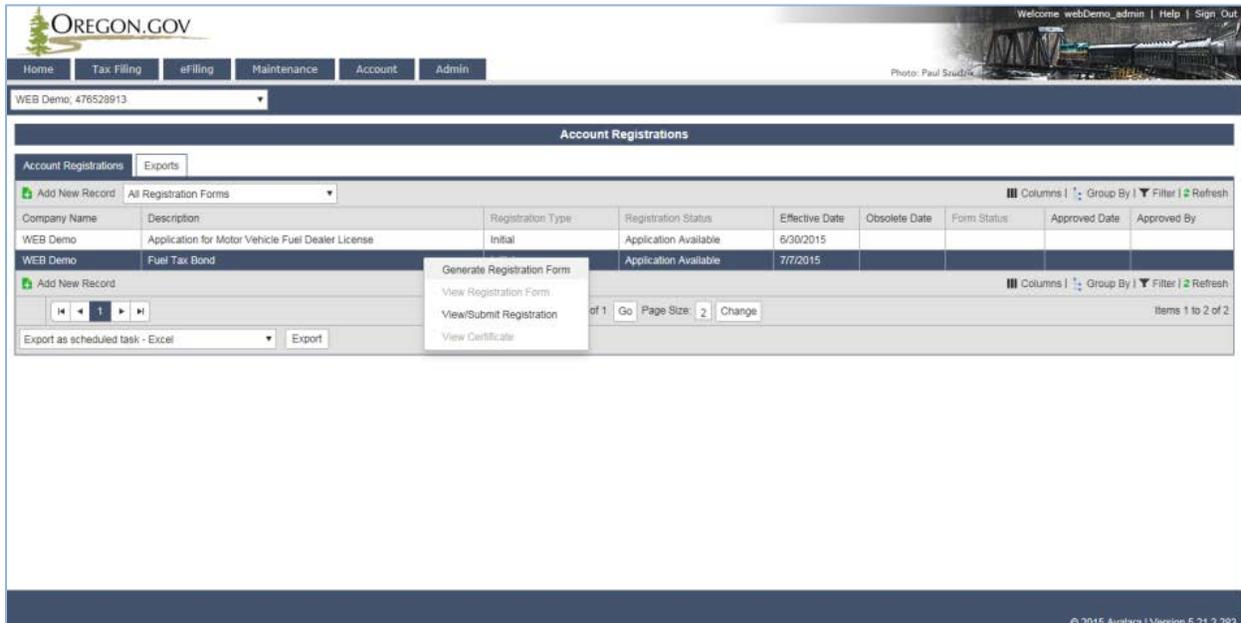
When your license is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

When you close the electronic notification window, you will see the status of your license application has changed to “Requested”.

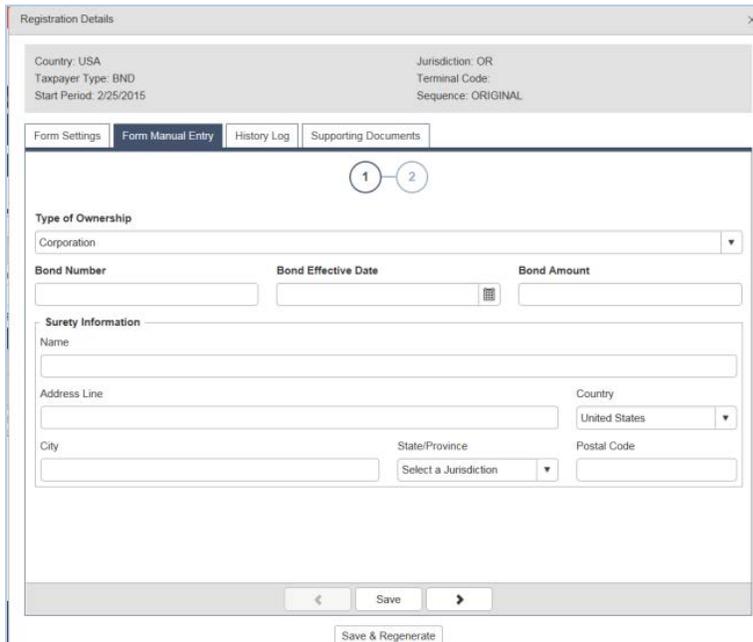


## COMPLETING THE BOND APPLICATION

From the “Account Registrations” screen, select the Fuel Tax Bond line. From the pop-up box, select “Generate Registration Form”. This will bring up the registration details screen.



Select the “Form Manual Entry” tab and complete the bond information.



**Screen 1** - enter your Type of Ownership, the bond number, effective date, and amount of the bond (available on the documents from your insurance company).

Surety information is the company issuing the bond.

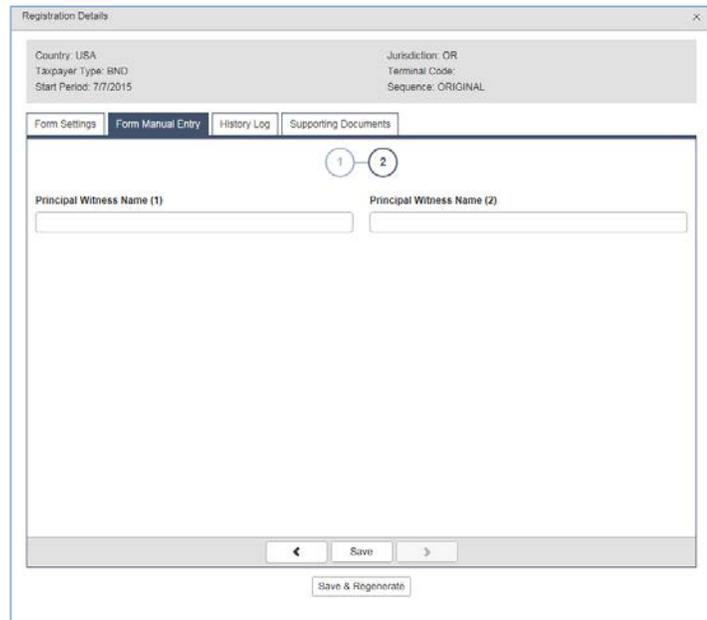
**Screen 2** – Enter witness names.

When these screens are complete, click “Save & Regenerate” and close this window.

Any errors will be displayed on the screen.

Once the form generation is complete, you can view the bond form, print, and scan it along with the bond from the surety company.

To view the document, return to the “Account Registrations” screen. If the Form Status column for the record is blank, select “Refresh” to the right of the screen. When the column changes to “Warnings”, select the Fuel Tax Bond line and then select “View Registration Form” from the pop-up box.



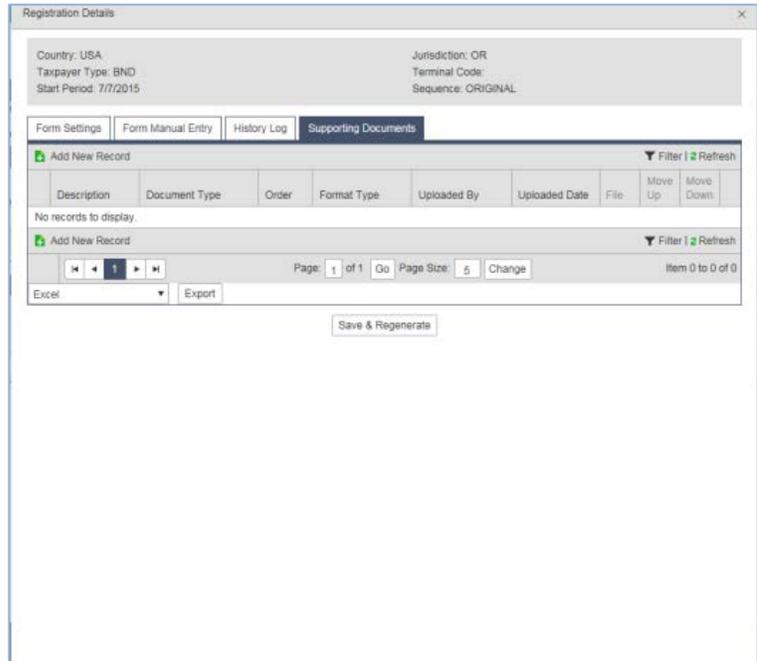
Print this form and have the witnesses sign the document. Scan the document and save it in a place on your computer that can easily be retrieved later.

From the “Account Registrations” screen, select Fuel Tax Bond then select “Generate Registration Form”.

Select the “Supporting Documents” tab.

Click “Add New Record”. The Application/Account Registration Documents type is displayed. Click “Select” and browse for the document.

The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.



**Account Registration Details** ✕

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**Registration Details**

Registration Status:

Account Type:

Company Name:

Registration Type:

Effective Date:

Obsolete Date:

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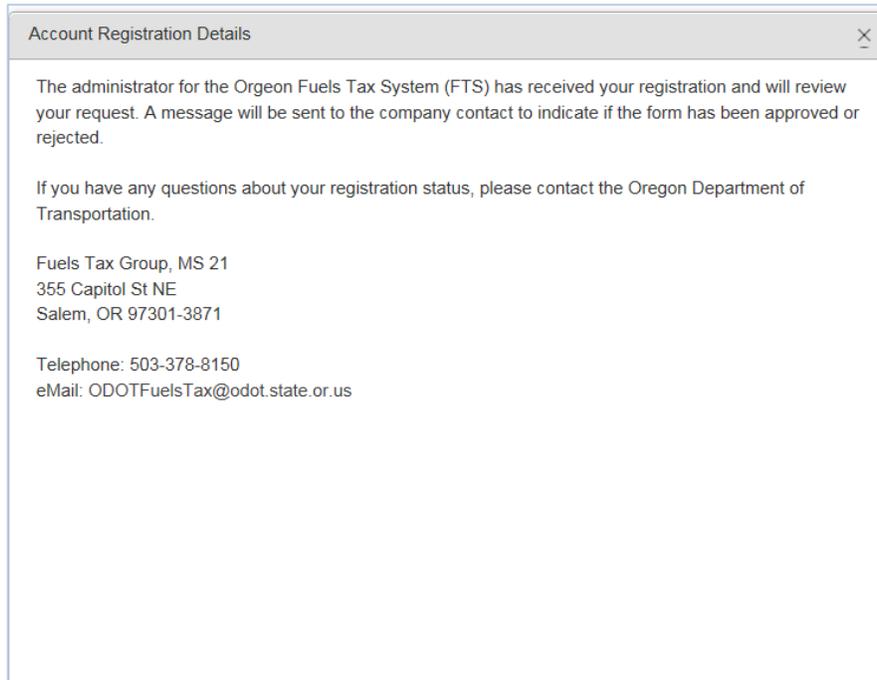
**Electronic Acknowledgement**

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.

I agree to the conditions of this submittal

From the “Account Registrations” screen, select the Fuel Tax Bond application and then select “View/Submit Registration” from the pop-up box. Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.

You will receive an acknowledgement of your submission with our contact information.

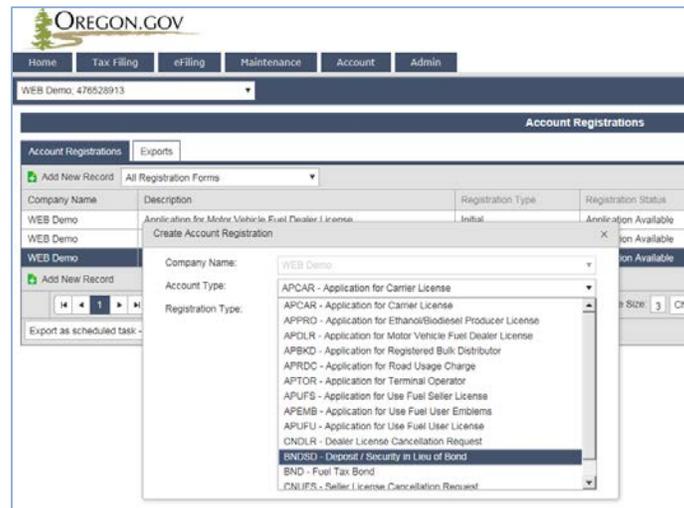


When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

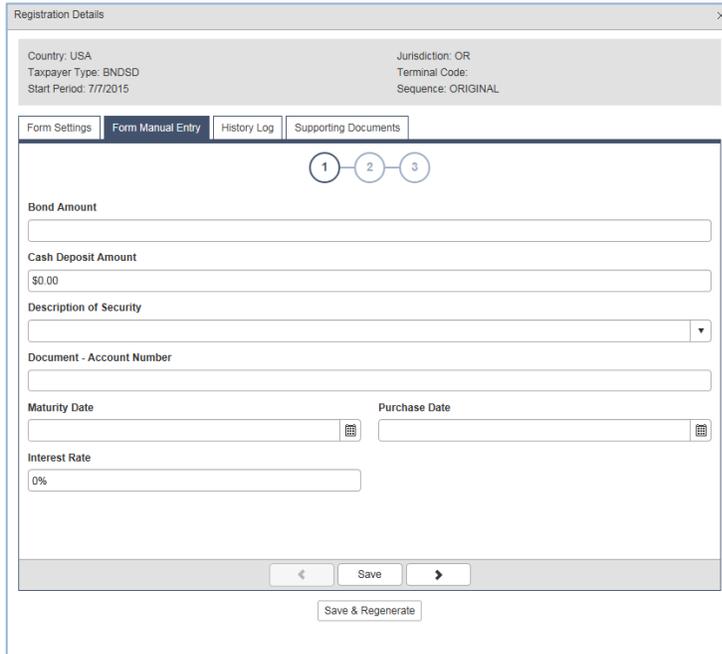
When you close the electronic notification window, you will see the status of your application has changed to “Requested”.

**FUELS TAX DEPOSIT/SECURITY IN LIEU OF BOND**

You may choose to post a deposit or security in lieu of a surety bond. This application is found in the same area as the Fuel Tax Bond. Select “BNDSD – Deposit/Security in Lieu of Bond” when you “Add New Record” from the “Account Registrations” screen.



Once you select and insert the Deposit/Security option, click on that line and select “Generate Registration Form” from the pop-up box.

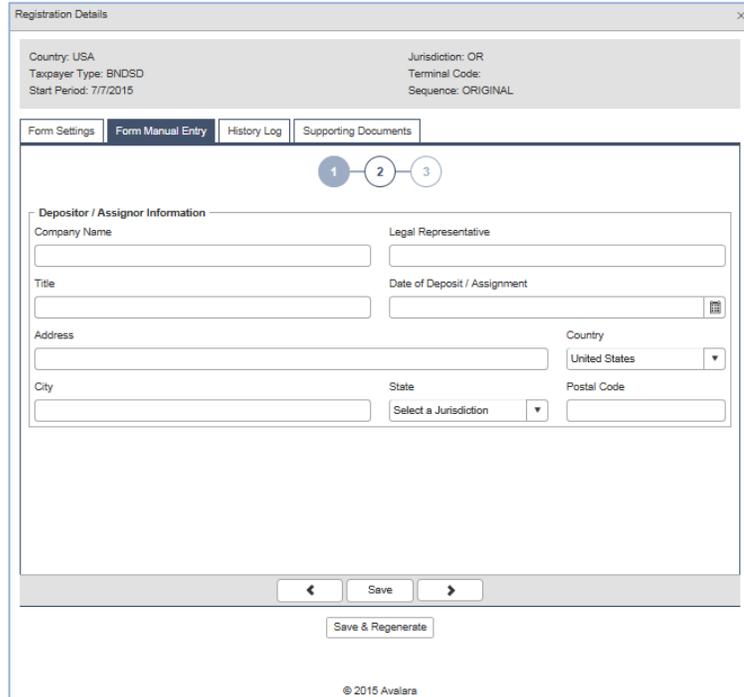


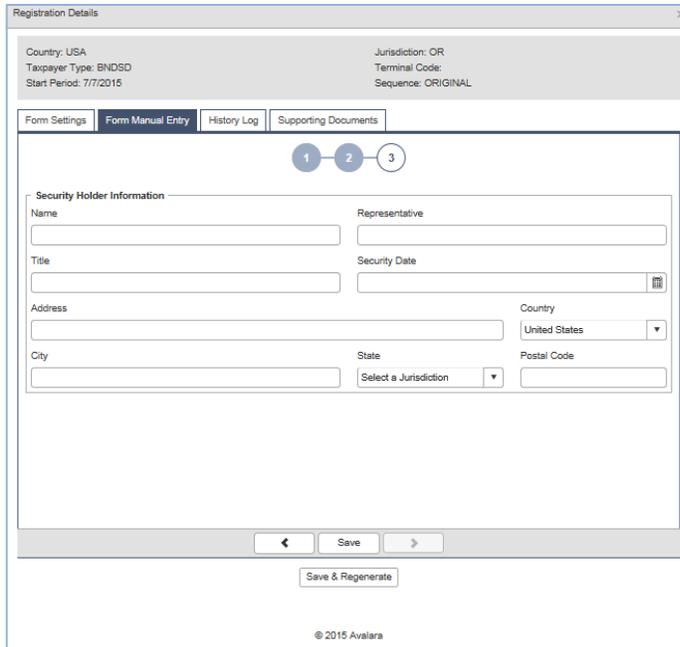
Select the “Form Manual Entry” tab and complete the necessary information.

**Screen 1** – Enter the bond amount and the cash deposit amount. These two figures will be the same when submitting a check, but the deposit amount may be higher if a security is used that is worth more than the required bond amount.

Select the type of security from the drop down menu (certificate of deposit, certified check, letter of assignment) and include the document number, maturity date, and purchase date.

**Screen 2** – Enter the depositor/Assigner information including the company name, legal representative, date of deposit or assignment, and the address.





**Screen 3** - For cash deposits, enter the Department of Treasury, Salem OR as the Security Holder.

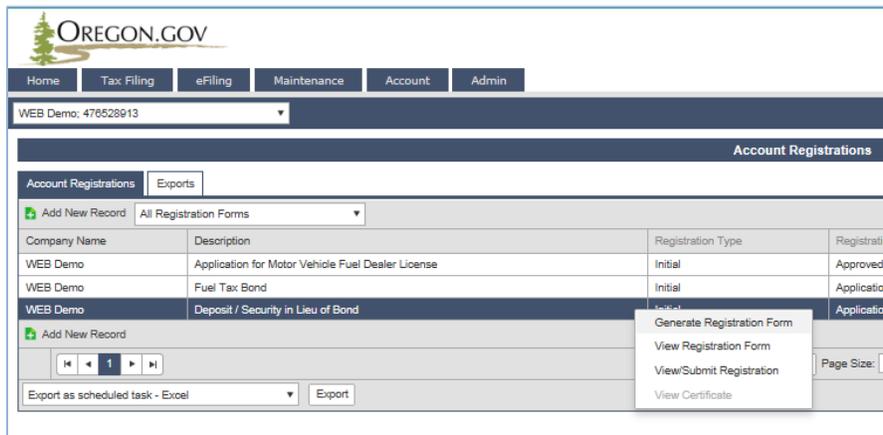
For other securities, enter the name of the company holding the certificate or other investment, the contact person and the date the security was deposited.

When your entries are completed, click “Save & Regenerate” at the bottom of the data entry window to save your information and generate the form.

Any errors will be displayed on the screen.

Once the form generation is complete, print the form, and sign and notarize the document. Scan the form as you did with other application documents.

To view the document, return to the “Account Registrations” screen. If the Form Status column for the record is blank, select “Refresh” to the right of the screen. When the column changes to “Warnings”, select the Deposit/Security line and then select “View Registration Form” from the pop-up box. The document can be printed from this screen.



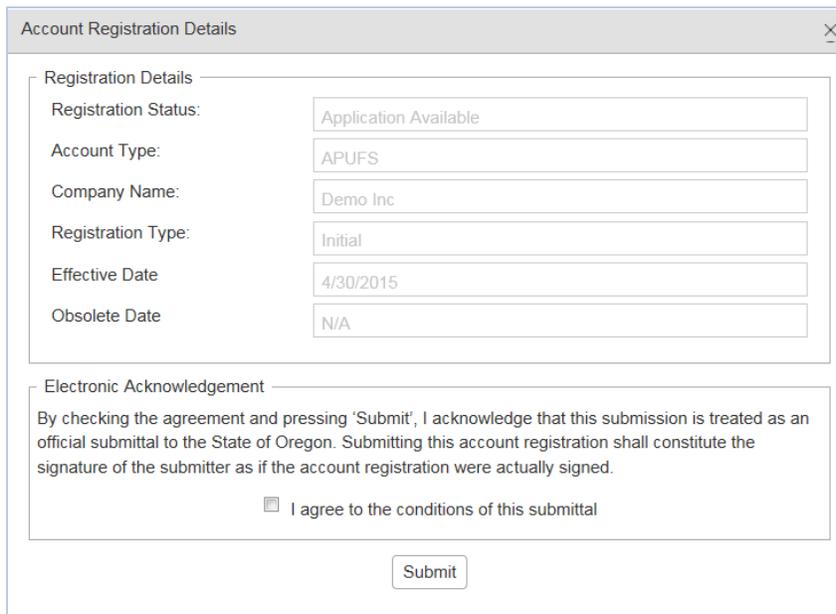
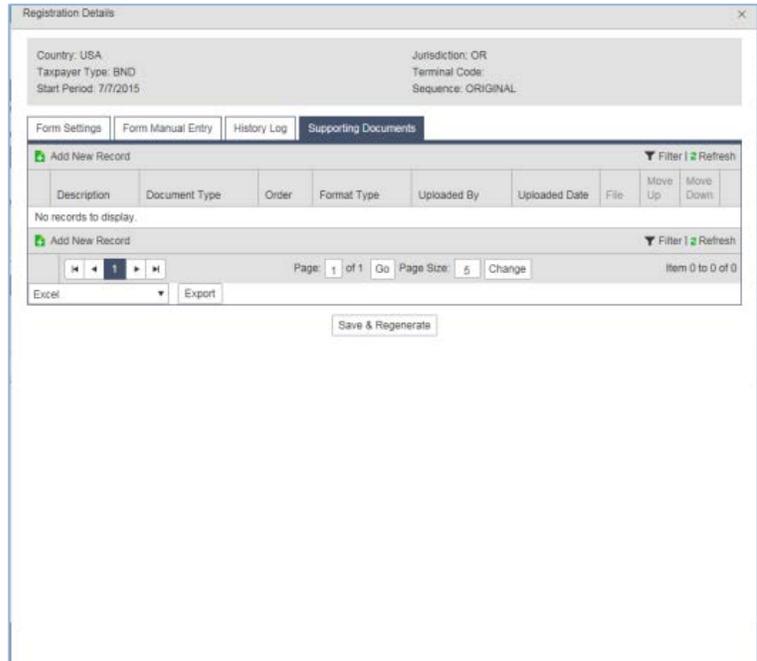
Company Name	Description	Registration Type	Registration Status
WEB Demo	Application for Motor Vehicle Fuel Dealer License	Initial	Approved
WEB Demo	Fuel Tax Bond	Initial	Application
WEB Demo	Deposit / Security in Lieu of Bond		Application

Once scanned, the Deposit Application is ready to be filed. From the Account Registrations screen, select the Deposit/Security line and then select “Generate Registration Form” from the pop-up box.

Select the “Supporting Documents” tab.

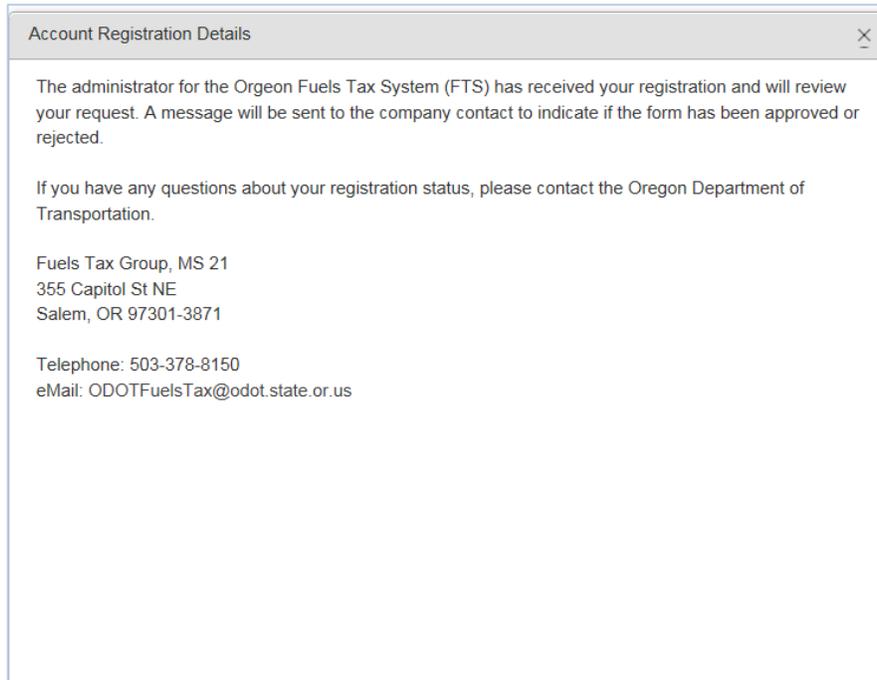
Click “Add New Record”. The Application/Account Registration Documents type is displayed. Click “Select” and browse for the document.

The file name will show up in the supporting documents box. Click the checkmark in the small circle on the left to save the file to be uploaded with the application.



From the “Account Registrations” screen, select the Deposit/Security application and then select “View/Submit Registration” from the pop-up box. Click the check box to agree to the conditions of the submittal, and click “Submit”. This will send your license application request to the Fuels Tax Group for review.

You will receive an acknowledgement of your submission with our contact information.

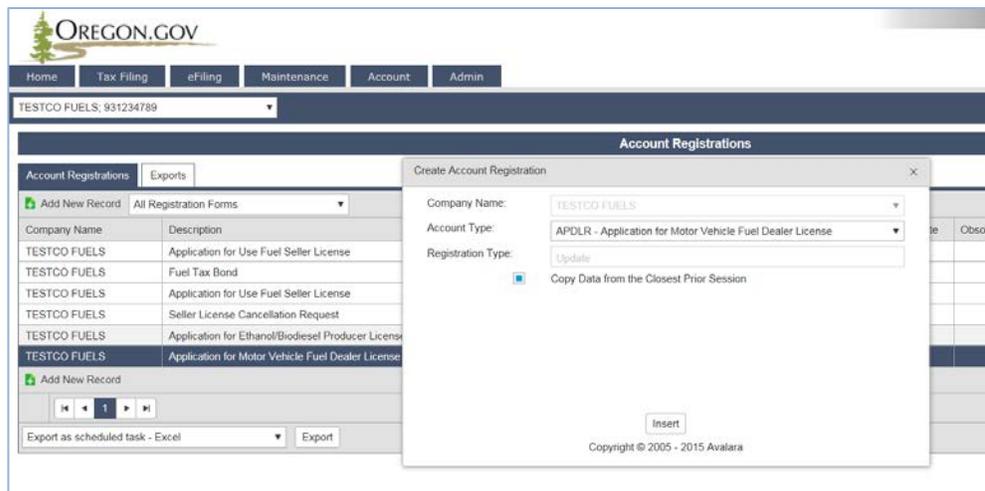


When your application is approved, you will receive an email which details the effective date of your license, the license number, and a link to the reporting system.

When you close the electronic notification window, you will see the status of your application has changed to “Requested”.

### UPDATING YOUR LICENSE APPLICATION

If you find that you need additional licenses after the initial license application, you will follow a similar procedure. Start with the “Account Registrations” screen and click “Add New Record”. When you select “APDLR – Application for Motor Vehicle Fuel Dealer License, the registration screen will have your company name in gray, and the registration type will be “Update”. Below this is an option to “Copy Data from the Closest Prior Session”. If your company information is the same, check the box next to this entry and click “Insert”.



A new Application for Motor Vehicle Fuel Dealer License line will appear on the “Account Registrations” screen with “Update” in the Registration Type column. Select this license to add additional jurisdictions to your existing dealer license.

You can start with “Enter Supporting Details” if something has changed in that area, or go to “Generate Registration Form” and select the “Form Manual Entry” tab to add jurisdictions and update other licensing information. You can go through each of the 12 screens as you did with the original application, or confirm entries on screens 1, 10, and 11 for Oregon licenses, counties, and cities. The existing licenses will have checkmarks in the appropriate boxes.

Once the updates are complete, click “Save & Regenerate” to prepare the updated license application. Submit the updated license in the same manner as the original. You may need to increase your fuels tax bond depending on the expected increase in tax liability. If you are not sure whether your bond amount is sufficient, please contact our office to discuss your bond.