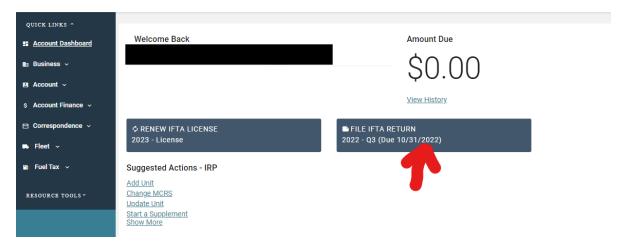
Welcome to the Motor Carrier Connect System user guide!

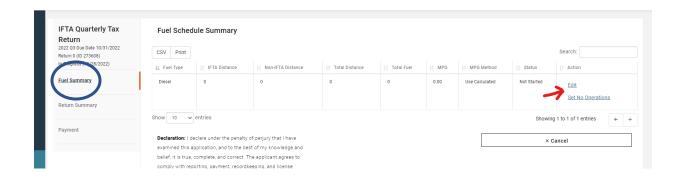
IFTA Return Instructions

After logging into the system users will be directed to the dashboard page.

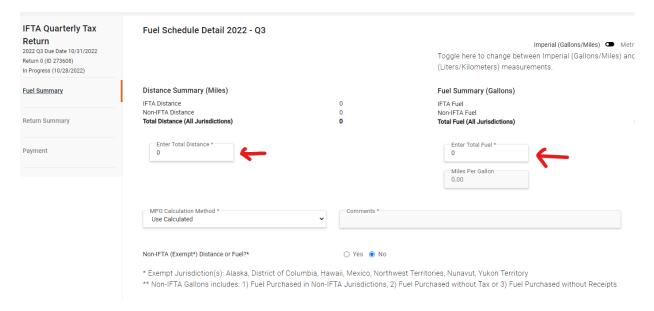


1. Users will select the box that says "File IFTA Return." The return link can also be found under "Suggested Actions – IRP" under "Show More."

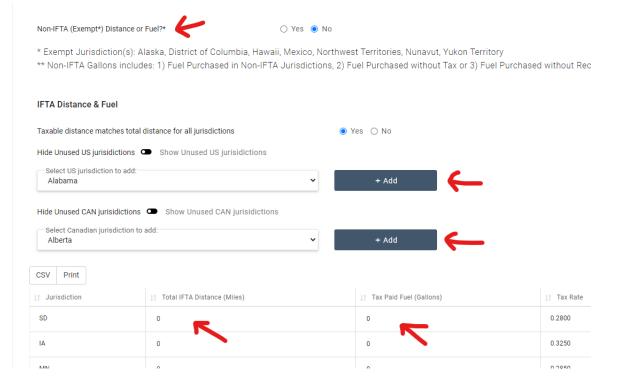
Depending on computer settings the screen above may not display all the sections shown above. There will be a blue + circle to expand the options section. The blue + circle will be available on additional pages.



- 2. Select "Fuel Summary" on the next screen. This will expand the "Fuel Schedule Summary." Users with multiple fuel types will have each of the required returns listed.
- 3. Select "Edit" to enter fuel and miles or "Set No Operations" if there are no miles or fuel to report.

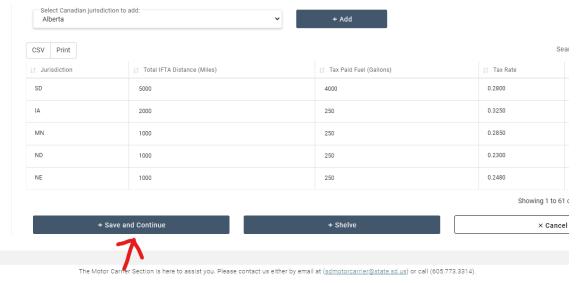


- 4. Users who select "Edit" will be directed to the "Fuel Schedule Detail" page. Users are required to input the "Enter Total Distance" in mileage as a whole number and "Enter Total Fuel" in gallons as a whole number.
- 5. As the user scrolls down the page, they will need to indicate if there are any "Non-IFTA" miles. Those states included in the exempt jurisdictions are listed.



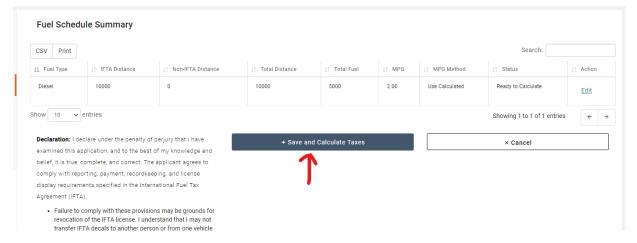
6. The return will be pre-populated with jurisdictions previously reported. If additional jurisdictions need to be added, users will select the US jurisdiction under the drop-down menu and then select "+ Add."

7. Once all the jurisdictions are listed, users will enter the miles driven and the number of gallons purchased in each jurisdiction.

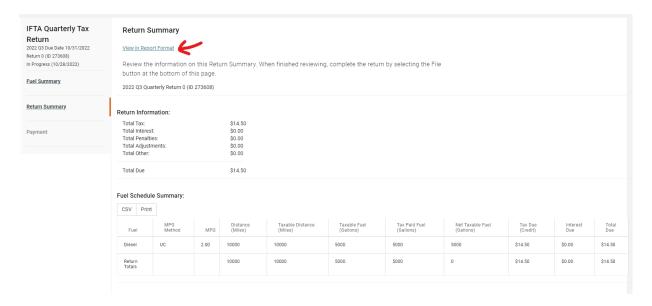


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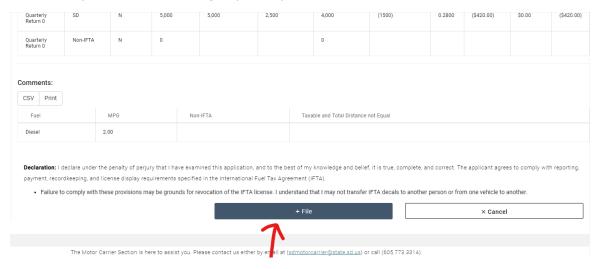
8. After the miles and gallons have been reported, users will select "+ Save and Continue."



- 9. Users will be directed back to the "Fuel Schedule Summary" where they can complete other returns if multiple types of fuel are listed.
- 10. Once all fuel type returns have been completed, users will select "+Save and Calculate Taxes."



- 11. Once the "Fuel Summary" is completed, users will be directed to the "Return Summary." The "Return Summary" shows users the total amount due and provides a detailed report for all types of fuel reported.
- 12. Users wanting a printed copy of the form should print a copy of this page and possibly a copy of the detailed page by fuel type.



13. Once the form has been verified, the user will scroll down and select "+File". Users will be asked to confirm the submission on the next screen. At this point the return has been filed and users can now pay their amount due.

As A Reminder: Depending on computer settings, the screen above may not display all the sections shown above. There will be a blue + circle to expand the options section.