Tennessee Motor Fuels Electronic Filing System

Getting Started - Quick Start Guide

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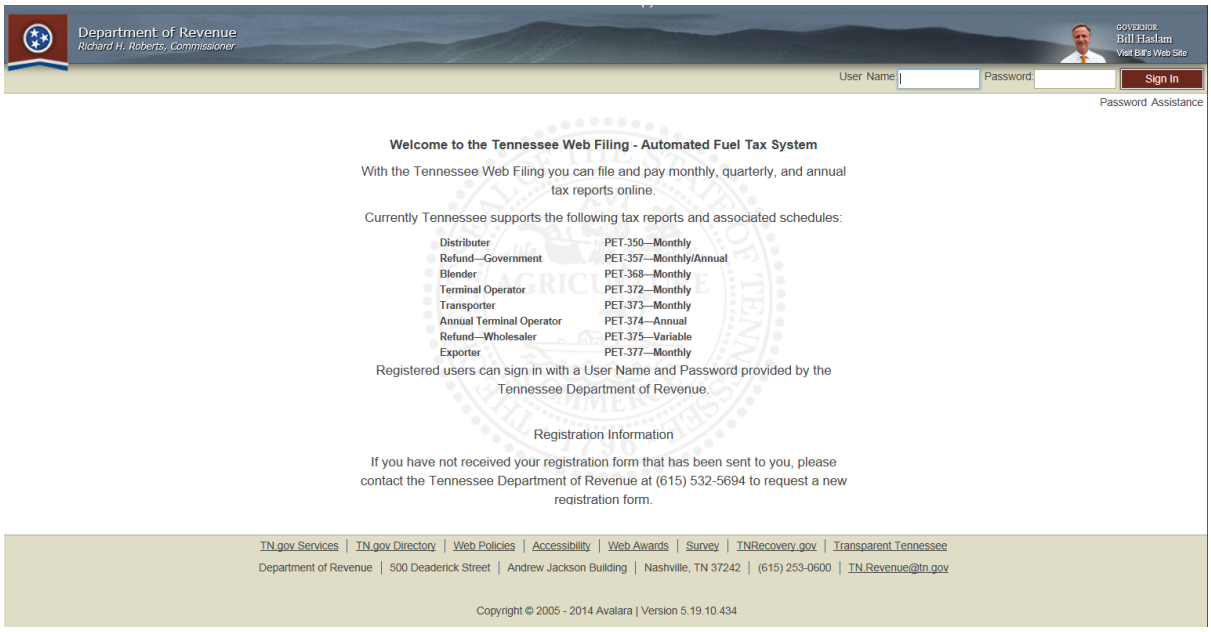
General Information

- In order to log into the state web based fuel tracking system you must have received an email from the Department of Revenue with your user id and temporary password. If you have not received this email please contact the Department of Revenue, Mike Ingram (615) 532-6916 or Rodney Pendley (615) 532-6124, for instructions on how to apply for the web based fuel tracking system.
- The intent of this Getting Started quick start guide is to assist first time users with logging into Tennessee Motor Fuels Electronic Filing System.
- A complete user guide will be available once successfully logged into Tennessee Motor Fuels Electronic Filing System by selecting the help link from the main menu.
- **First time users must change the temporary password and update security questions prior to using all functionality of the application.**

First Time Users

First time users will receive an email from the Department of Revenue, open the email and select the URL to navigate to Tennessee Motor Fuels Electronic Filing System. The log in page is shown below.



- Enter the user name that was included in the email. The user name will be used each time logging into the system, the user name will not change.
- Copy the temporary password that was included in the email and paste it into the password section of the web page. The password is good for one time use and must be changed before getting complete access to the system.

Change Password

After successfully logging into the application the following screen allows a user to change passwords. A new password must be created by first time users.

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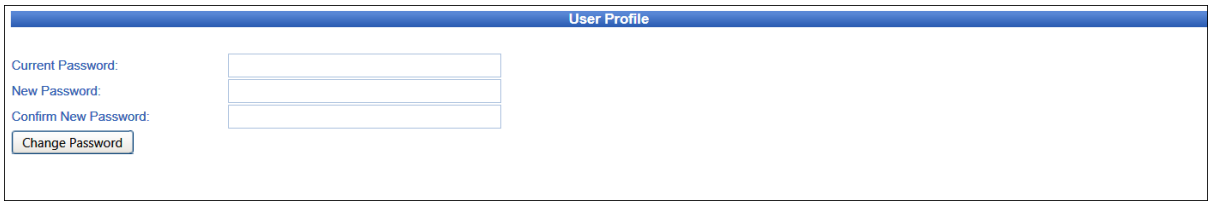
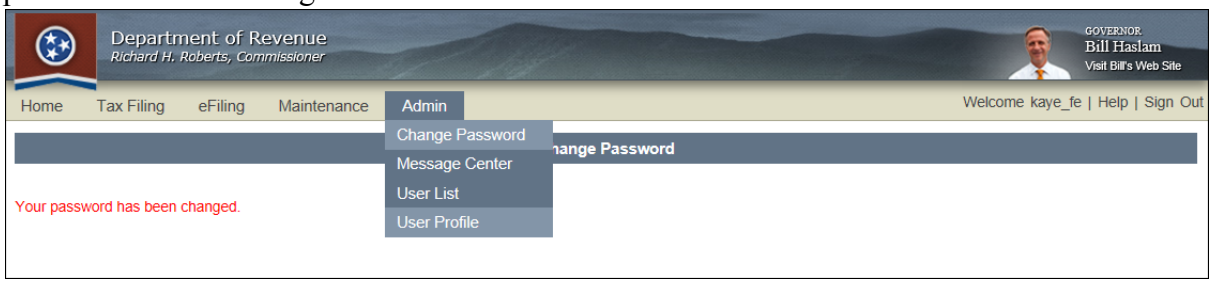


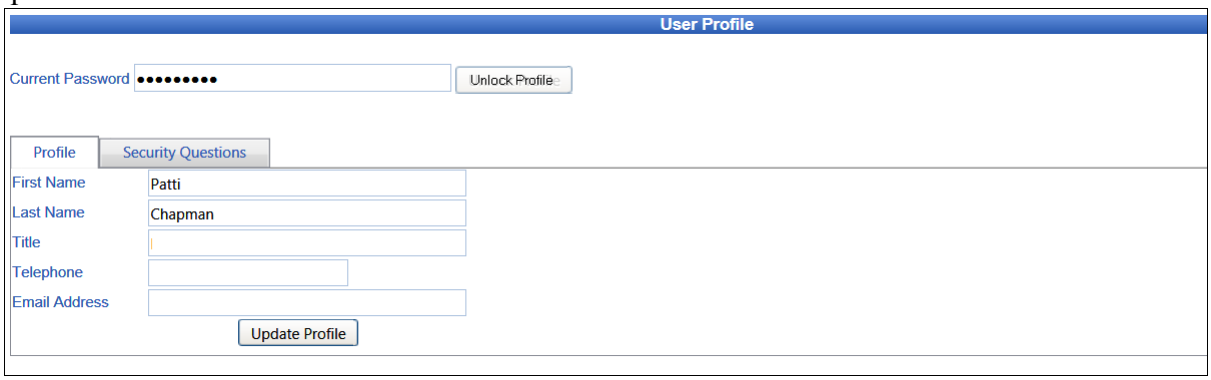
- Copy and paste the temporary password that was included in the email into the Current Password field.
- Enter a new password in the New Password field and confirm the new password by reentering the new password in the Confirm New Password field.
- Select the 'Change Password' button.

Update Security Questions

Prior to having full functionality in the system, first time users must update security questions after the password has been changed. From the Admin Menu select User Profile as shown below.

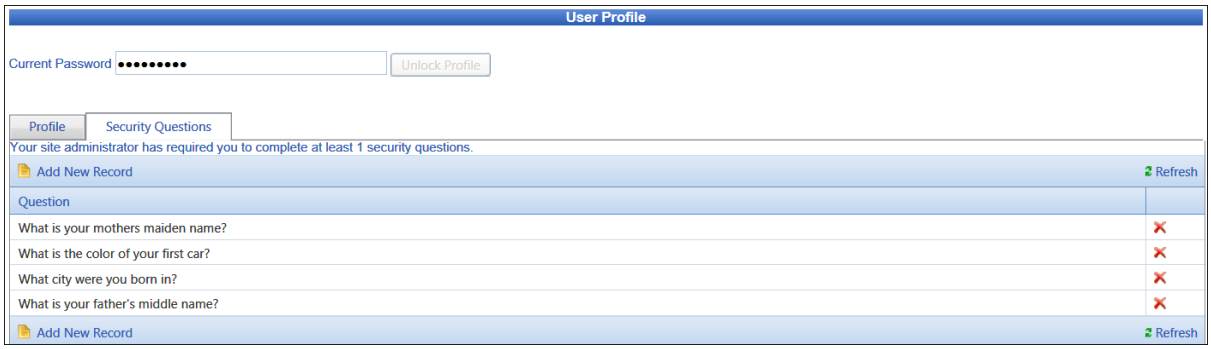


Selecting 'User Profile' allows viewing and editing of your profile as shown below. Security questions can be added here.



The profile of the logged in user is displayed. Enter your password in the 'Current Password' box and then select the 'Unlock Profile' button. Profile updates can be made, when completed select the 'Update Profile' button.

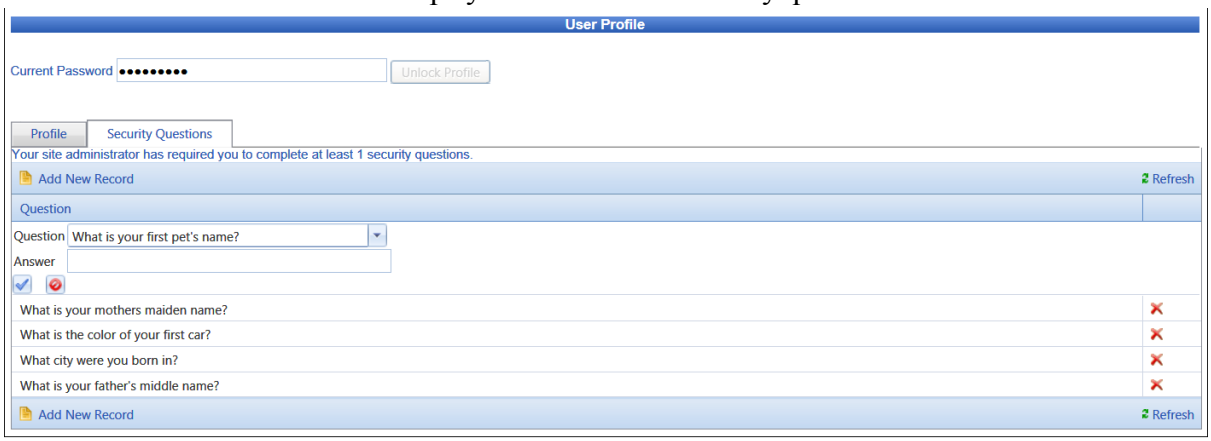
Adding Security Questions



When the Security Questions tab is selected it displays any security questions that have been previously answered. Your site administrator will determine the minimal amount of security questions you must answer in order to gain full access to the system.

To add a security question select the Add New Record icon as shown above.

The screen shown below will be displayed to add a new security question.



Select the question from the drop-down list. Once selected, enter your answer in 'Answer' box. Select the to add or to remove.
To change a security question you must delete it by selecting the and then re-enter the question and the new answer.

Continue to add security questions until the minimum amount of security questions have been answered. Once the minimum amount of security questions have been answered, full access will be allowed in the system.

Adding Additional Users

Companies can add more users to the system without contacting the Department of Revenue.

From the 'Admin' menu, the 'User List' menu option is used to review users that are defined in the system. The Users grid provides a list of all users that belong to the same company as the current user. The Users grid is shown below.

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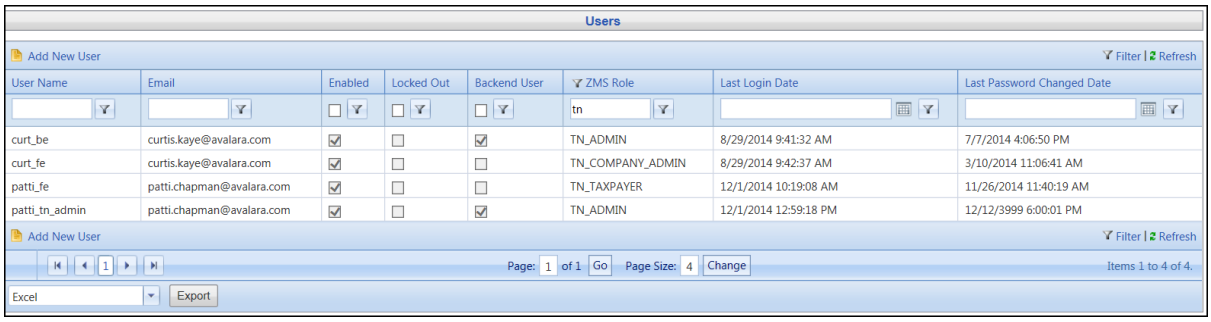
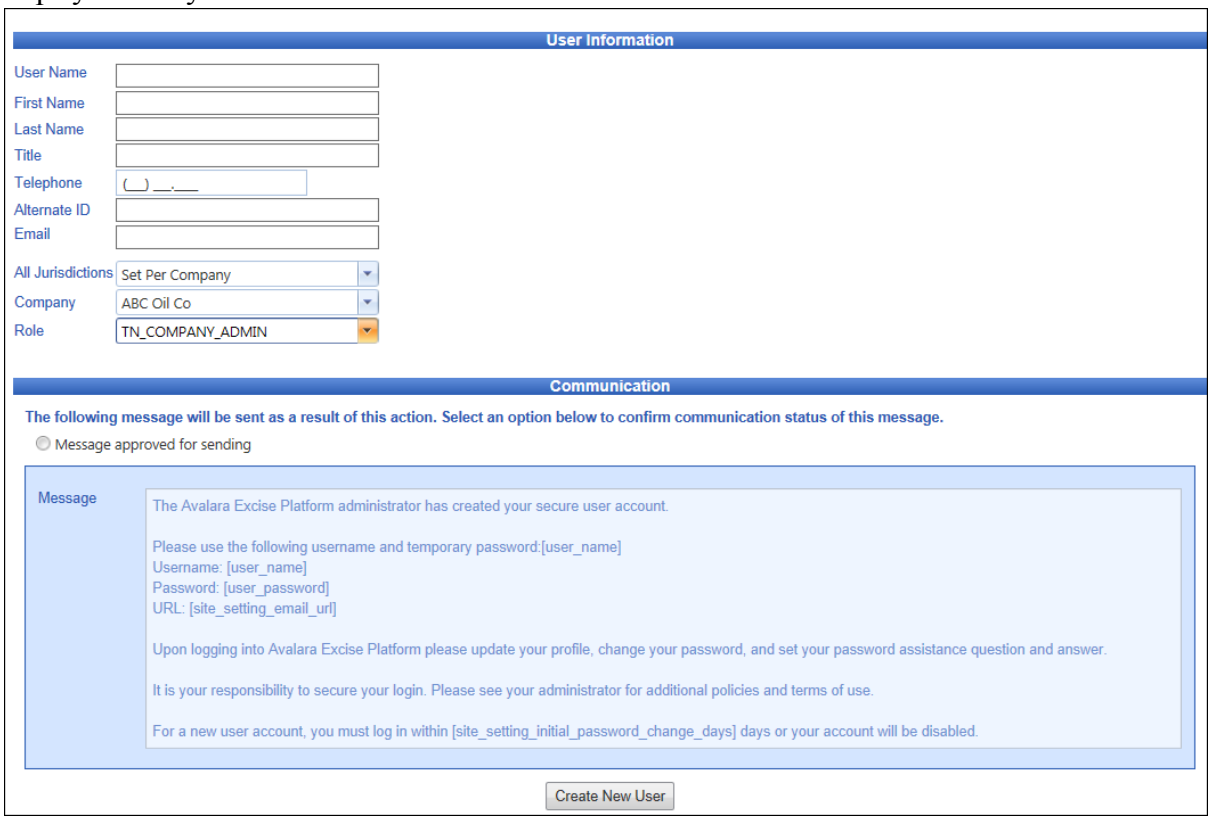


Add new users by selecting the Add New User button on the screen. The screen below will be displayed to key in new user information.



Fill in the following fields:

- User Name (Must be unique in the system)
- First Name
- Last Name
- Title
- Telephone
- Email address
- Role - Select Role from drop down: TN_COMPANY_ADMIN (Company administrator) or TN_TAXPAYER.
- Select message approved for sending

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- Select Create New User button to create the new user.

The new user will receive an email from the Department of Revenue and will be required to go through the above steps to log into Tennessee Motor Fuels Electronic Filing System.

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