



INTERNAL AUDIT DIVISION

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Online Motor Fuel Import/Export Permit System

General Information and Step-by-Step Guide

Important Note: The new permit system only allows one permit number for each bill of lading.

Applicability

Motor fuel import/export permits are required for commercial vehicles **transporting motor fuel** into or out of Arkansas. Permits must be completed **before** the vehicle crosses Arkansas state lines.

Account Set-up

An online account is required to access the system. Companies may choose the account setup that works best for their operations, internal procedures, and preferred level of management oversight.

The options are described below:

- **Individual Driver Account:** Each driver has their own account and can carbon copy their management’s email on individual permits. The driver has a record of permit history in the account dashboard and email history. Management only has copies of permits from emails that are sent by the driver and has no access to permit history unless they have login credentials to the driver’s account.
- **Shared Email Account:** Management sets up an account with a shared email for small groups of users. Management has account credentials and can log in to see permit history. The shared email also receives all permits to the inbox without the driver having to remember to enter a notification email address every time a permit is created.

For any questions or issues, please contact the ARDOT Motor Fuel Tax Audit Team at (501) 569-2574.

Description of Account Features	Individual Driver Account	Shared Email Account
A driver can create/edit and submit a permit	✓	✓
Management can create/edit and submit a permit		✓
A copy of a submitted permit is automatically sent to the driver’s email account. A driver can send a copy of a submitted permit by email to management (by entering a notification email address when creating the permit)	✓	✓
A copy of a submitted permit is automatically sent to the shared email account		✓
Drivers have access to view permit history	✓	✓
Management and drivers have access to view permit history of drivers using the shared email account		✓
A driver can download or print submitted permits as a PDF file at any time	✓	✓
Management and drivers can download or print submitted permits as a PDF file at any time for permits submitted by drivers using the shared email account		✓

Creating and Signing In to Your Account

If this is your first time registering, click “Sign up Now.” Enter your information to create your account. Don’t forget to save your password!

- Enter the email address, which will serve as your username.
- Click “Send Verification Code”. You will not be able to create an account until you send a verification code to your email address. Once you receive the code, make sure to enter it in the dialog box.
- Create your password and retype it in the “Confirm Password” box.
- Enter your name and select “Create Account”.

If you have an existing account, enter your credentials and click “Sign In” on the dialog box. You can also sign in from the homepage by clicking the sign in link in the top right corner. Bookmark the homepage for quick and easy access.

Home Page Navigation

To begin a new form, click the “CLICK HERE TO CREATE NEW IMPORT/EXPORT PERMIT” link on the homepage.

There are three tabs in the left-hand sidebar:

- CURRENT - This tab provides the option for the user to update or verify delivery information. See the section below titled “Update/Verify Delivery (Optional Step)” for directions on this process. This tab also houses:
 - Saved permit drafts - If the “Save & Exit” option (rather than the “Submit” option) on the permit form is used, a draft is created. Drafts are automatically deleted if not completed within 24 hours.
 - Incomplete permit drafts – These entries occur when a user navigates away from the form after opening but without entering any data. Incomplete permits are automatically deleted in 24 hours.
- DRAFTS - This tab is currently not used.
- DONE - This tab shows a historical list of completed permits. Permits can be downloaded from this area.

Filling Out the Permit Form

After clicking the “CLICK HERE TO CREATE NEW IMPORT/EXPORT PERMIT” link on the homepage, enter the transportation, bill of lading, and delivery information. Required fields are marked with a red asterisk. **Please note that a picture upload of the bill of lading is required.**

Enter Transportation Information

- Driver Name
- Additional Notification Email (if desired)
- Distributor/Supplier Number
 - Distributor/Supplier Name (auto-populates if a valid number is entered)
- Carrier USDOT Number
- Origin State

Enter Bill of Lading/Manifest Information

- BOL Date – Automatically is set to current date
- BOL Number
- Total Net Gallons (Sum of All Fuel Types)
- Upload Picture or PDF of BOL
 - Take a picture of the bill of lading with your device
 - Review the picture for legibility and completeness
 - Follow the prompts of the device to upload the picture
 - Depending on device type, pictures can be uploaded directly from the camera or by navigating to file storage

Enter Accurate Delivery Information

- Location – Name of Facility
- City & State – Destination (cannot be same as origin information from above)
- Net gallons to be delivered (must be broken down by Fuel Type)
 - Total gallons delivered cannot be greater than the total Bill of Lading gallons from the top section.
- If there are multiple fuel types, click “+ Add Another Fuel Type at This Location”
- If there are multiple locations, click “+ Add New Location”

Next Steps: Review and Submit Permit

After entering all the information, the user can:

- Click “Previous” to make changes.
- Click “Save and Exit” to save the information as a draft in the “Current” tab of the dashboard.
- Click “Submit” when ready to receive confirmation and an officially issued permit number.

Confirm Submission & Confirmation Emails

After confirming submission, you will see a success message that produces a unique, alphanumeric permit number. This number should be written on the physical bill of lading. From the dialog box, the user can also download a copy of the permit and attachment as a PDF if needed (not required).

Two emails are automatically sent to the user immediately upon a successful submission. The first email confirms submission and provides the assigned unique online permit number in the subject line. The second email contains the following additional information:

- The permit number in the subject line.
- A summary of the permit information in the body of the email.
- A compressed zip file containing two attachments: the official permit and the uploaded bill of lading.

Update/Verify Delivery (Optional Step)

Users have one day to update/verify information before expiration. With no action, a completed permit will be automatically finalized in 24 hours.

To update or verify delivery information, navigate to the “My Forms” section located in the left sidebar of the homepage and click “Continue” next to the permit in question. You will be asked: “ARE THE ACTUAL AMOUNTS DELIVERED DIFFERENT THAN THE ORIGINALLY SCHEDULED AMOUNTS?”.

To **verify** and finalize permit delivery information as initially submitted:

- Select “NO” and proceed with “Submit”

To **update** delivery information and change the permit delivery information from the original version:

- Select “YES”

User has the option to update

- Delivery net gallon amounts
- Add additional locations

A reason for the change is required in the notes field. Total gallons will update with new amounts and the user will then submit the changes. A success message will display indicating the form has been updated. From the dialog box, users can download the updated permit as a PDF if needed (not required). An email will be automatically sent to the user afterwards with the updated file.

Enforcement

With the paper permit system, multiple bills of lading could be combined onto one permit if they were all part of the same trip (same day, same tank, and same direction across border). **However, the online permit system only allows for one permit number per one bill of lading.**

For enforcement, if a trucker is hauling more than one bill of lading in their tank at the time of stop, each bill of lading should have a unique and verifiable online permit number. If a trucker is missing a permit number for any bill of lading, it will be a violation.