

IFTA Video Transcript: Filing an IFTA Return Electronically

This is a video training session for Filing a No Operations IFTA Return. We'll be starting from your Account **Home** page.

1. From your **Home** page, click the [Work On My IFTA Account](#) link. The **Working on IFTA** page will be displayed.
2. When you are able to file a return for the quarter, a [Start this Q# return](#) link will be active. Select this link.
3. An **In Progress Q# Quarterly Return** page will be displayed. Fuel Schedules that must be completed will be listed. Select the [Edit](#) link for the Fuel Type.
4. An **In Progress Return (for Fuel Type)** page will be displayed.
 - To add a jurisdiction, select the jurisdiction from the drop down list and select the **Add** button.
 - For each applicable jurisdiction, enter the Total Miles and Tax Paid Gallons. (if taxable miles are different than total miles, uncheck the Taxable Miles match Total Miles for all Jurisdictions check box.
 - Enter non-IFTA miles and gallons if necessary
 - Select the **Save and Complete** button.
5. The **License Summary** page is displayed. Click the [Invoice#](#) to view an invoice. Click the checkbox for the invoice and select the **Pay Selected Invoices** button.
6. The **Invoice Verification** Page is displayed. Select the **Continue** button.
7. The **Payment Options** page is displayed. Select your desired payment method and click the **Process Payment** button.