USE FUEL USER EMBLEM RENEWALS

Use Fuel User Emblems are used to notify a seller of Use Fuel (generally in retail situations) that you are licensed by the Fuels Tax Group to remit tax directly to the state, and may purchase Use Fuel without the tax. Emblems must be renewed each year.

To begin the renewal 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 emblems, a listing for “Application for Use Fuel User Emblems” will appear in the list of applications.

To update your vehicle listing and renew your emblems, click on “Add New Record” and select “APEMB – Application for Use Fuel Seller Emblems” from the drop down menu.
The session should show “Update” in the registration type. Click on the box to **Copy Data from the Closest Prior Session** to bring in the emblems that are currently listed with the Fuels Tax Group. Click the “Insert” button at the bottom of the window.

Close the registration window. The application for emblems with a Registration Type of “Update” is now available.

Click on the line to highlight it, and select “Enter Supporting Details” from the pop up menu.
Figure 5. Enter Supporting Details selection

This will bring up a list of existing emblems.

Figure 6. List of existing emblems

From this point you can add vehicles, remove vehicles, or update existing vehicle information for the coming year. If you only have a few changes, you can use manual entries for the updates.

To add new vehicles to the list, click on “Add New Record” and complete the vehicle information.
To delete or update existing vehicles from the list, click on a vehicle in the list.

Make any needed changes and click the “Update” button or click the “Delete” button at the bottom of the window to remove this vehicle from your emblem list. Close the window and select another vehicle, if applicable.

When you have completed updating your vehicle listings, click on “Return to Account Registrations” in the upper right corner of the window to generate the emblems and continue the update process.
Figure 9. Return to Account registration selection

From the “Account Registration” page, highlight the line for the emblem update. In the pop-up menu, select “Generate Registration Form” from the list.

Figure 10. Generate Registration Form

The following screen is displayed:
Select the second tab, “Manual Entry”. The following screen is displayed:
Enter the applicable year for the emblems to be valid. If this update is to add emblems to the current year, enter the current year in the “Calendar Year Applied For:” field.

If renewing emblems for the coming year, enter that year. The Date signed will auto-fill based on when the request was completed.

Click on the “Save and Regenerate” button at the bottom of this screen. Once the emblems have been generated, close the window.

From the “Account Registration” page, highlight the line for the emblem update. In the pop-up menu, select “View Registration Form” to view the emblem listing as generated.
The emblem listing will appear as a PDF file. In most cases, this will open within the online filing window and display the vehicle listing.

If corrections are needed, repeat the process listed above.

If everything is listed correctly, return to “Account Registrations” and select “View/Submit Registration” from the pop-up menu.

The following screen appears:
Check the box agreeing to the Conditions of Submittal and then click the “Submit” button at the bottom of the screen.
A confirmation screen is displayed with our contact information.

![Confirmation Screen](image)

Figure 16. Confirmation of Submittal

Once the application is approved by the Fuels Tax Group, the emblems will be available to print.

To view and print the emblems, return to “Account Registrations” and select the line for the Emblem Application with the status of “Update”. Select “View Registration Form” and the vehicle listing will be displayed followed by the emblems.

All emblems can be printed at once or a page at a time. The emblems will be available from this screen at any time in the future.

**UPLOADING VEHICLE INFORMATION USING AN EXCEL TEMPLATE**

Large quantities of vehicles being added, deleted or changed may be accomplished using an MS Excel template.

This template will upload the additions, deletions and changes simultaneously instead of performing data entry individually.

**CAUTION:** If you use the Excel template method of updating emblems, you MUST list ALL vehicles, even ones for which you have previously received emblems. The template upload process over-writes all existing information with the information on the template. This requires you keep a running list of your vehicles for future use.

To upload the vehicle data, return to “Account Registrations” and select the line for the Emblem Application with the status of “Update”. Select “Data File Upload” from the pop-up menu.
The following screen is displayed:

To download the template, select “Download Template” in the middle of the window. Save the workbook to your computer.

This following is a sample of the MS Excel template for uploading emblem information.
Figure 19. Example of Excel emblem template

Complete the fields as follows:

- **ScheduleCode**: INT01
- **InvoiceDate**: Today’s date or date vehicle was placed in service
- **emblem_number**: Existing emblem number for renewals
- **fuel_type**: CNG, Diesel, LNG or Propane
- **license_tag_number**: License plate number
- **license_tag_state**: 2 digit state of vehicle registration
- **vehicle_id_number**: VIN of vehicle
- **vehicle_make**: Make of vehicle (Chevrolet, Ford, etc.)
- **vehicle_weight**: Vehicle weight

When the entries are completed, save the workbook.

From the “Account Registrations” screen, select the “Application for Use Fuel User Emblems” line and then select “Data File Upload” from the pop-up menu.
Click the “Select” button and navigate to the saved file. It will be displayed in the Data File field when it is selected. Click the “Upload” button at the bottom of the window and close the window.

The worksheet will populate the INT01 entries. Continue with the instructions listed above starting with Figure 9.