



## TEFS Internet Access

There are two types of information that you can request access to:

**Query** gives access to: AFFB and TEFU eligibility checking, Eligible and Cancelled Purchasers Reports, the Processed Fuel Sales Summary Report and the AFFDA Refunds Report.

**Update** gives access to all the above plus: reporting marked fuel sales (submitting sales and maintenance and correction of your sales)

You will require a User Id and password to access the TEFS system on the Internet. You must provide a unique User Id for each email address you list below. A suggested User Id is: First NameInitial.Last Name (eg JohnM.Smith). The First Name, Initial and Last Name must each be a minimum of 1 letter and the total **User Id** can only be a **maximum of 20 letters and characters**.

Once we have reviewed this registration form, we will notify each person listed below of their actual User Id that we have assigned. We will send an email to each person listed below with the Internet address for accessing the TEFS Internet system. We will also provide instructions for how to choose and activate a confidential password that is associated with each User Id.

### Internet Users Requiring Access to TEFS:

At least one person will need to be responsible for entering onto the Internet the marked fuel sales for all your bulk fuel stations. Please indicate the email address of the person(s) requiring Update access to report your marked fuel sales. **A minimum of one email address is mandatory:**

EMAIL ADDRESS FOR UPDATE AND QUERY ACCESS	USER ID (maximum 20 letters including ".")		
	First Name	Initial	Last Name

If anyone requires only Query access, please provide the email address of that person(s) below:

EMAIL ADDRESS FOR QUERY ONLY ACCESS	USER ID (maximum 20 letters including ".")		
	First Name	Initial	Last Name

*Note: if you require more space for listing email addresses and user ids, please attach a separate list.*

## Bulk Fuel Stations

Please list the physical location of all bulk fuel stations that you report marked fuel sales for. If you know the 5 digit Bulk Fuel Location Number from the Eligible Purchasers of Marked Fuel report for each station, please include it in the information below.

Legal or Operating Name	Address	City	Bulk Fuel Location Number (Optional)