STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU of FUEL DISTRIBUTION
PO BOX 483 - 7 HAZEN DR. - CONCORD, NH 03301

VOICE LINE: 603-271-2056 FAX LINE: 603-271-1485 EMAIL: FuelDistribution@dot.nh.gov

Customer Portal Information Sheet

(For the ability to retrieve your own transactional data)

Date:_____

Please check which box applies ---- ☐ **New Customer Access**
☐ **Update or change of current account**

FLEET NUMBER: ____ ____ ____ ____

FLEET NAME: _____
EXAMPLE: TOWN OF MILFORD

CONTACT NAME: _____

CONTACT E-MAIL: _____

PHONE NUMBER: ____ ____ ____ - ____ ____ ____ - ____ ____ ____ ____

FAX NUMBER: ____ ____ ____ - ____ ____ ____ - ____ ____ ____ ____

USER ACCESS ID: This will be assigned by Fuel Distribution and forwarded by email. The ID and Password is sharable among the Departments as you see fit. It will be up to all who use it to manage it such that you do not lock anyone out.

USER ACCESS E-MAIL: _____

- User access for customers will allow customers to go in and retrieve their own transactional data whenever they would like. <u>This is a read only permission.</u>
- The password is to be reset every 90 days so you should have a person to take charge of that and communicate to those what the new password is when it is changed.

Date Processed: _____