

FUELS/FASH SOFTWARE Tutorial



Office of Highway Policy Information
Federal Highway Administration

This tutorial is not all inclusive, but contains most of main options and issues covered in the use of the Fuels Software.

If you have additional questions after reviewing this tutorial, feel free to contact one of the staff members within the Office of Highway Policy Information, contained in the last slide of this tutorial.



Getting Started.

1. New User's must obtain an FHWA UPACS ID and Password
2. New User's must obtain "rights" for a particular software in UPACS (*i.e. HPMS, Fuels/Fash, TVT*)
3. Web address is:
<https://apps.fhwa.dot.gov>

UPACS

1. New users must obtain a FHWA UPACS ID and Password.
2. To do this, contact the FHWA Division UPACS coordinator in your State.
3. Log onto the UPACS log in screen at:
4. <https://apps.fhwa.dot.gov> (note: include the “s” in the https which signifies a secured site)
5. Bookmark this site for regular use.

UPACS Contacts List

FHWA Information Systems / Production - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://fhwapap03.fhwa.dot.gov/upacsp/tm?transName=MenuSystem&action=buildHTML> Go Links

Google Go ON Bookmarks Popups okay Check AutoLink AutoFill Settings

U.S. Department of Transportation Federal Highway Administration Help | Feedback

FHWA Information Systems - UPACS Login

[UPACS Administrators](#) [Phone List](#) [System Availability](#) [System Requirements](#) [FAQ](#)

UPACS = User Profile and Access Control System

- To Login or Update your UPACS Profile Information, please enter your UPACS User-Id and Password

UPACS User-Id:

UPACS Password:

and then click the Login or Update Profile Information button.

or

* By logging into FHWA Information Systems, you indicate your awareness of and consent to the [Terms and Conditions of Use and Rules of Behavior](#), and the [Privacy Policy](#).

- To Change or Reset Your Password:
- To Change or Reset Your PIN:
- To Establish a UPACS Account:

Trusted sites

FHWA Information Systems - List of UPACS Administrators

Exit

ID	Organization Group	State	Name	User Category	Phone
	FMCSA DIVISION AK	AK	Huff, Darryl G	Administrator	907-271-4068
	FHWA DIVISION ALASKA	AK	Schmidt, Karen A	Administrator	907-586-7158
	FHWA DIVISION ALASKA	AK	Dziemian, Denise L	Administrator	907-586-7413
	FHWA DIVISION ALASKA	AK	Wistrand, Paul J	Administrator	907-586-7148
	FHWA DIVISION ALABAMA	AL	Chandler, Kelvin L	Administrator	334-223-7374
	FHWA DIVISION ARKANSAS	AR	Hutchings, Deborah S	Administrator	501-324-5627
	FHWA DIVISION ARKANSAS	AR	Duncan, Gary L	Administrator	501-324-6526
	FHWA DIVISION ARIZONA	AZ	Wilson, Rosa L (Losa)	Administrator	602-382-8988
	FHWA DIVISION ARIZONA	AZ	Moreno, Roman T	Administrator	602-382-8981
	FHWA DIVISION ARIZONA	AZ	Maberry, Caroline D	Administrator	602-379-3646
	FHWA RESOURCE CENTER WESTERN	CA	Fashaw, Luke C Jr.	Administrator	415-744-0115
	FHWA DIVISION CALIFORNIA	CA	Kinyon, John	Administrator	916-498-5764
	FHWA DIVISION CALIFORNIA	CA	Bobb, Nancy E	Administrator	916-498-5033
	FHWA HQ ADMIN FIELD SERVICES	CO	Cartwright, David R	Administrator	720-963-3046
	FHWA RESOURCE CENTER	CO	Coca, Cyndy T	Administrator	720-963-3215
	FHWA HQ ADMIN FIELD SERVICES	CO	Trent, Frank G	Administrator	720-963-3065
	FHWA HQ ADMIN FIELD SERVICES	CO	Kienker, Daniel	Administrator	720-963-3070
	FHWA FEDERAL LANDS DIVISION CENTRAL	CO	Hutchinson, Cheryl A	Administrator	720-963-3485
	FHWA FEDERAL LANDS DIVISION CENTRAL	CO	Spreer, Janet D	Administrator	720-963-3474
	FHWA DIVISION COLORADO	CO	Santos, Richard I	Administrator	720-963-3009
	FHWA DIVISION COLORADO	CO	Kelly, Katherine M	Administrator	720-963-3032
	FHWA DIVISION COLORADO	CO	Kallas, Brandon	Administrator	720-963-3019
	FHWA DIVISION CONNECTICUT	CT	Balzarini, Jennifer J	Administrator	860-659-6703 x3003
	FHWA DIVISION CONNECTICUT	CT	Wilson, Leona D	Administrator	860-659-6703 x3025
	FHWA HQ OFFICE OF THE CHIEF FINANCIAL OFFICER	DC	Lipinski, Shirley M	Administrator	202-366-0622
	FHWA HQ EXECUTIVE DIRECTOR	DC	Gatewood, Bettie L	Administrator	202-366-2242
	FHWA HQ OFFICE OF THE CHIEF FINANCIAL OFFICER	DC	Kelly, Joy K	Administrator	202-366-2922

Once you have a UPACS ID, you
can log in to the system (*as shown
on next screen*)

FHWA Information Systems / Production - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail Stop New Tab

Address <https://fhwaapps.fhwa.dot.gov/upacsp/tm?transName=MenuSystem&action=buildHTML> Go Links

Google Go 317 blocked Check AutoLink AutoFill Settings

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FHWA Information Systems - UPACS Login

[UPACS Administrators](#) [Phone List](#) [System Availability](#) [System Requirements](#) [FAQ](#)

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UPACS User-Id:

UPACS Password:

and then click the Login or Update Profile Information button.

or

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- To Change or Reset Your Password:
- To Change or Reset Your PIN:
- To Establish a UPACS Account:

Trusted sites

- Type in UPACS:
USER id and Password

NOTE: If you no longer prepare the 551M or 556 reports, contact you UPACS Administrator at the FHWA Division office.

For obtaining “rights” to software

- After logging into UPACS, the next screen will show a **BLUE** bar at top. Click on **“Application List”** (*as shown on next slide*)



FHWA Information Systems - UPACS Production Menu

- [Application List](#)
- [FAQ](#)
- [Other Systems](#)
- [Phone List](#)
- [Logout](#)



BCA	Benefit Cost Analysis System	Info	Contacts
FAF	Fuels & FASH	Info	Contacts
HPMS	Highway Performance Monitoring System	Info	Contacts
LIPS	Legislative Implementation Planning System	Info	Contacts
RADS	Recovery Act Database System	Info	Contacts
SUPPS	Shared Unit Performance Plan System	Info	Contacts
TMAS	Travel Monitoring Analysis System	Info	Contacts

[E-Auth Login](#) | [Feedback](#) | [Privacy Policy](#) | [Logout](#)

- Course Management and Training System (CMTS) [Info](#) [Contacts](#)
- Delphi Interface Maintenance System (DIMS) [Info](#) [Contacts](#)
- Directives Database System (DDS) [Info](#) [Contacts](#)
- Dwight David Eisenhower Trans. Fellowship Prog. System (DDETFP) [Info](#) [Contacts](#)
- Environmental Document Tracking System (EDTS) [Info](#) [Contacts](#)
- FHWA Organization Information System (FOIS) [Info](#) [Contacts](#)
- Fiscal Management Information System (FMIS4) [Info](#) [Contacts](#)
- Freedom of Information Act Request Log System (FOIA) [Info](#) [Contacts](#)
- Fuels & FASH (FAF) [Info](#) [Contacts](#)
- Highway Performance Monitoring System (HPMS) [Info](#) [Contacts](#)
- Knowledge Sharing Communities (KM) [Info](#) [Contacts](#)
- Legislative Implementation Planning System (LIPS) [Info](#) [Contacts](#)
- Management Services Division Information System (MSD) [Info](#) [Contacts](#)
- Managerial Cost Accounting System (MCA) [Info](#) [Contacts](#)
- National Bridge Inventory System (NBI) [Info](#) [Contacts](#)
- National Highway Institute Web Portal (NHIW) [Info](#) [Contacts](#)



List of FAF Contacts

Exit

Organization Group	State	Name	User Category	Phone
FHWA DIVISION ALABAMA	AL	Harris, David Y	Sponsor	334-274-6345
FHWA DIVISION ALASKA	AK	Serrano, Peter J	Sponsor	907-586-7422
FHWA DIVISION ARIZONA	AZ	Stillings, Edward S	Sponsor	602-382-8966
FHWA DIVISION ARKANSAS	AR	Dalporto, Gary A	Sponsor	501-324-6441
FHWA DIVISION CALIFORNIA	CA	Rutland-Brown, Wesley	Sponsor	916-498-5018
FHWA DIVISION COLORADO	CO	Bustow, Aaron G	Sponsor	720-963-3022
FHWA DIVISION CONNECTICUT	CT	Powell, Eloise	Sponsor	860-659-6703 x3010
FHWA DIVISION DELAWARE	DE	ARHIN, KWAME	Sponsor	302-734-5323
FHWA DIVISION DELAWARE	DE	Riesenberg, Kris D	Sponsor	302-734-5324
FHWA DIVISION DELAWARE	DE	Siddiqi, Basharat	Sponsor	302-734-1946
FHWA DIVISION DIST OF COL	DC	Jackson, Sandra	Sponsor	202-219-3521
FHWA DIVISION FLORIDA	FL	Christion, Tamara N	Sponsor	850-942-9650 x3032
FHWA DIVISION GEORGIA	GA	Edwards, Andrew M	Sponsor	404-562-3659
FHWA DIVISION HAWAII	HI	Fischer, Elizabeth E	Sponsor	808-541-2700 x325
FHWA DIVISION IDAHO	ID	Frey, Scott	Sponsor	208-334-9180 x115
FHWA DIVISION ILLINOIS	IL	Donovan, John M	Sponsor	217-492-4642
FHWA DIVISION INDIANA	IN	Cornelius, Georgiann M	Sponsor	317-226-5617
FHWA DIVISION INDIANA	IN	DuMontelle, Jay	Sponsor	317-226-7491
FHWA DIVISION IOWA	IA	Hiatt, Rebecca J	Sponsor	515-233-7321
FHWA DIVISION KANSAS	KS	Foust, Stephen H	Sponsor	785-271-2448 x221
FHWA DIVISION KANSAS	KS	Low, Byron E	Sponsor	785-271-2448 x205
FHWA DIVISION KENTUCKY	KY	Tomey, Dallas E	Sponsor	502-223-6756
FHWA DIVISION LOUISIANA	LA	Setze, Jamie	Sponsor	225-757-7623
FHWA DIVISION MAINE	ME	Price, Anna	Sponsor	207-622-8350 x101
FHWA DIVISION MAINE	ME	Vigue, Michael	Sponsor	207-622-8350 x110
FHWA DIVISION MARYLAND	MD	Arhin, Kwame	Sponsor	410-779-7158
FHWA DIVISION MASSACHUSETTS	MA	Lauton, Mike K	Sponsor	617-404-2278



FUELS & FASH



Fuels & FASH Home

Welcome FASHSTATEMF3 to the Fuels and Finance Analysis System - Highways application.

From this application, you may perform Motors Fuels tasks.

Motor Fuels Users: This is the Motor Fuels data entry and status site. In addition to the ability to submit State data developed in the Input Tool on your local computer, you will have the ability to view your 551M submittals for any given month, and to see the status of your submittals over time. Furthermore, you can view basic analytical tests that FHWA applies to evaluate the reasonableness of the data over time. The main menu on the left of this screen indicates the various sections of the software application you have the rights to access.

[Click to view Motor Fuels Quickstart](#)

Application Log Alerts

Highway Finance Alerts

System Maintenance

none.

Deadlines

none.

Status Change

Year: 2007 Submitted

Message from HQ

Please note that the browser BACK button is not supported for navigating through the Fuels & FASH application. If you use this button you may occasionally encounter errors. For best results, it is recommended that you utilize the menu panel (on the left side of each page) instead.'

Motor Fuels Alerts

System Maintenance

none.

- [Home](#)
- [Import Data](#)
- [Export Data](#)
- [Submit Data](#)
- [Reports](#)
- [Last Modified Forms](#)
- [Motor Fuels](#)
 - [State Information](#)
 - [Status](#)
 - [FHWA-551M](#)
 - [References](#)
- [Exit](#)

State Contacts

Allows users to change 551M or 556 contacts)

State Information - Microsoft Internet Explorer

Address: <https://fhwaapps.fhwa.dot.gov/mfashp/StateInformation.aspx>

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v3.1

FUELS & FASH

Home
Import Data
Export Data
Submit Data
Reports
Last Modified Forms
Motor Fuels
State Information
Status
FHWA-551M
References
Exit

State Information

Filter: State: Delaware [v] Refresh List

Filtered by Delaware 2008

	State
View/Edit	Delaware

1

Contact | Help

FHWA U.S. Department of Transportation - Federal Highway Administration March 17, 2008

Done Trusted sites

Change contacts as needed

NOTE: Change contact information if you no longer are responsible for these areas.

Administration
Import Data
Export Data
Submit Data
Reports
Last Modified Forms
Highway Finance
Accounts
User Profile
State FHWA 531/532
HQ FHWA 531/532
Motor Fuels
State Information
Status
FHWA-551M
Monthly Data Entry
Annual Data Entry
Annual Analysis
References
Exit

Contacts for MF-551

Name: Chow, Yvonne	Name: Chow, Yvonne
Phone #: 8085871447	Phone #: 8085871447
Email: YVONNE.Y.CHOW@HAWAII.GOV	Email: YVONNE.Y.CHOW@HAWAII.GOV
<input type="button" value="Change Contact"/>	<input type="button" value="Change Contact"/>

Contacts for FHWA-556

Name: Chow, Yvonne	Name: Drake, Cynthia
Phone #: 8085871447	Phone #: 8085876335
Email: YVONNE.Y.CHOW@HAWAII.GOV	Email: CYNTHIA.S.DRAKE@HAWAII.GOV
<input type="button" value="Change Contact"/>	<input type="button" value="Change Contact"/>

Contacts for Division

Name: Fischer, Elizabeth E
Phone #: 8085412700
Email: ELIZABETH.FISCHER@FHWA.DOT.GOV

Done Trusted sites

FHWA-551M (entering data)

Financial Analysis System - Highways (FASH) - Microsoft Internet Explorer

Address: <https://fhwaapps.fhwa.dot.gov/mfashp/Default.aspx>

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v3.1

FUELS & FASH

Fuels & FASH Home

Welcome FASHSTATEMF3 to the Fuels and Finance Analysis System - Highways application.

From this application, you may perform Motors Fuels tasks.

Motor Fuels Users: This is the Motor Fuels data entry and status site. In addition to the ability to submit State data developed in the Input Tool on your local computer, you will have the ability to view your 551M submittals for any given month, and to see the status of your submittals over time. Furthermore, you can view basic analytical tests that FHWA applies to evaluate the reasonableness of the data over time. The main menu on the left of this screen indicates the various sections of the software application you have the rights to access.

[Click to view Motor Fuels Quickstart](#)

- Home
- Import Data
- Export Data
- Submit Data
- Reports
- Last Modified Forms
- Motor Fuels
 - State Information
 - Status
 - FHWA-551M**
 - References
- Exit

Application Log Alerts

Highway Finance Alerts

System Maintenance

none.

Deadlines

none.

Status Change

Year: 2007 Submitted

Message from HQ

Please note that the browser BACK button is not supported for navigating through the Fuels & FASH application. If you use this button you may occasionally encounter errors. For best results, it is recommended that you utilize the menu panel (on the left side of each page) instead.'

Motor Fuels Alerts

System Maintenance

none.

Done Trusted sites

To enter data, click on
“State FHWA 551”

The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Address Bar:** <https://fhwaapps.fhwa.dot.gov/mfashp/Submittals/Default.aspx>
- Page Header:** U.S. Department of Transportation Federal Highway Administration, Office of Highway Policy Information (OHPI)
- Page Title:** Fuels and Finance Analysis System - Highways v3.1
- Navigation Links:** Home, Application Log, Administration, Import Data, Export Data, Submit Data, Reports, Last Modified Forms, Highway Finance (Accounts, User Profile, State FHWA 531/532, HQ FHWA 531/532), Motor Fuels (State Information, Status, FHWA-551M, Monthly Data Entry, Annual Data Entry, Annual Analysis, References)
- Main Content Area:**
 - FHWA-551M**
 - [State FHWA 551M](#): Select the link above to create, modify, preview, or delete State FHWA-551M forms.
 - [Load FHWA-551M Legacy Data](#): Select the link above to load legacy data to be used for state data entry purposes.
 - [View FHWA-551M Submittals](#): Select the link above to view the FHWA-551M submittals that are loaded into the application. When viewing a submittal, you will be able to change the status of the submittal and email this submittal back to the state. You will also be able to delete the submittal.

Choose month needed to
"Edit", "Validate", or "Submit"
OR "Create New Form"

Submit Data
Reports
Last Modified Forms
Motor Fuels
State Information
Status
FHWA-551M
References
Exit

Filter: Year: [] Month: [] State: Delaware [v] Refresh List

			State	Year	Month	Date Created	Status	
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	January	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	January	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	January	03/12/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	February	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	February	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	February	04/11/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	March	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	March	07/18/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	April	07/19/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	April	09/06/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	May	07/19/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	May	09/06/2007	ACCEPTED	<input type="button" value="Delete"/>

Contact | Help
U.S. Department of Transportation - Federal Highway Administration
March 17, 2008

Tax Rates and IFTA page

Define Labels And Data Entry Cells For 551M Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://fhwaapps.fhwa.dot.gov/mfashp/StateInputMF/MF551Interview.aspx> Go Links

Google Go 317 blocked Check AutoLink AutoFill Settings

U.S. Department of Transportation Federal Highway Administration Office of Highway Policy Information OHPI

Fuels and Finance Analysis System - Highways v3.1 Contact Help

FUELS & FASH

Define Labels and Data Entry Cells for the FHWA-551M Form (Delaware)

[Tax Rates and IFTA](#) [Motor Fuels](#) [Special Fuels](#) [Categories](#)

Hide Menu Edit Form

Note: Click on the appropriate tab(s) to change existing values, otherwise click on the 'Data Entry' button on the bottom of the page to proceed to the Data Entry.

Year: 2006 Month: January Units: Gallons

The following information will be used to identify the individual responsible for preparing the FHWA-551M data. Information on the State office and reporting person can be changed on the UPACS login page.

State Office 1200 NEW JERSEY AVENUE WASHINGTON DC, DE 11111	Data Preparer AshStateMF3, Fash TESTSTATEMF@FHWA.DOT.GOV (202) 366-1816 x. 61816
--	--

Rate of tax at end of month, in cents per gallon or liter. **Example:** A 25 cent tax would be entered as 25.0. (If tax is other than volume tax, briefly explain basis in the comments.)

Rate Name	Rate (Cents)	Effective Date	Comments
Gasoline	23.000	01/01/1995	
Gasohol	23.000	01/01/1995	

Trusted sites

Tax Rates and IFTA specifics

- You are required to type in tax rate and date EACH January. *When tax rates and effective dates change, enter the new changes.*
- IFTA (on lower page, IFTA must be entered)
- Any additional taxes (environmental, etc.) should be recorded on the page as well.
- When finished, click on “SAVE” then proceed to “Data Entry” button for going the 551M data entry page.

Hit Save & Data Entry

Define Labels And Data Entry Cells For 551M Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://fhwaapps.fhwa.dot.gov/mfashp/StateInputMF/MF551Interview.aspx>

Google Go

Item	Gasoline	Diese/Kerosene
Gross sales from seller's Return		
Plus: fuel purchased by interstate motor carriers outside the State but used within the State		
Less : fuel purchased by interstate motor carriers within the State but used outside the State		
=Net Consumption In State		

Interstate motor-carrier (fuel used tax) fuel volume shown above covers period:
Begin: End:

IFTA Comments (required if IFTA data has not been reported):
Will report effective January 01, 2007

[Contact](#) | [Help](#)
U.S. Department of Transportation - Federal Highway Administration

FHWA March 17, 2008

Enter your data and hit
“Save and Close” button on the bottom
of page when completed.

551M State Data Entry - Microsoft Internet Explorer

Address: https://fhwaapps.fhwa.dot.gov/mfashp/StateInputMF/551MDataEntry.aspx

Federal Highway Administration Office of Highway Policy Information
Fuels and Finance Analysis System - Highways v3.1

FUELS & FASH FHWA-551M Data Entry

Hide Menu Create Sub-Category Instructions Preview Report Tax Rates and IFTA Save and Cl

Monthly MF Consumption Comments

MONTHLY MOTOR FUELS CONSUMPTION		State Name	Delaware
DELAWARE, JANUARY 2006		Year	2006
		Month of Sale/Transfer	January
		Units	Gallons
Item	Gasoline	Private & Commercial	Total
		Highway Diesel/Kerosene	
Gross Volume	35,082,190	5,647,228	40,729
Gross Volume Reported	35,082,190	5,647,228	40,729
IFTA Calculation (Consumption in State)	0	0	
Fully Tax Exempt	846,182	436,332	1,282
Losses-Actual	329,864	0	329

Done Trusted sites

Validate the Data

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v6.1

FUELS & FASH

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Motor Fuels

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Create/Edit State FHWA-551M

The following is a list of existing FHWA-551M forms. Select the form you wish to edit and use the **Edit** button to the left of the form to open it. To delete a form, select the **Delete** button. To validate the form, select the **Validate** button. You can reduce the list of forms displayed by selecting a specific year or month and then selecting the **Refresh List** button.

Filter: Year: Month: State:

			State	Year	Month	Date Created	Status	
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	January	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	January	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	January	03/12/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	February	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	February	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	February	04/11/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	March	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	March	07/18/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	April	07/19/2006	ACCEPTED	<input type="button" value="Delete"/>

Trusted sites

Pop-up validation report initiates

NOTE: If no Fatal Errors, then submit the data
(NOTE: this is a "pop" pdf file. If you do not see, enable your popup in browser)

https://fhwaapps.fhwa.dot.gov/mfasnp/reports/tempreports/fa4iatynnmckd1zklt1zyzrs.pdf - Microsoft I...

File Edit Go To Favorites Help

Back Forward Stop Refresh Home Search Favorites

Google Go ON Bookmarks 317 blocked Settings

1 / 2 74.1% Sign

Find

VALIDATION REPORT FOR FHWA-551M

4/28/2008

State: Delaware
Year: 2006
Month: January

ERROR SUMMARY FOR FHWA-551M

FATAL ERRORS = 0 WARNINGS = 10

WARNINGS FOR FHWA-551M

SUB-CATEGORY WARNINGS

<u>Gross Volume</u>		<u>CURRENT YEAR</u>	<u>MESSAGE</u>
<u>CATEGORY NAME</u>	<u>SUB-CATEGORY NAME</u>		
Gross Volume Reported		0	These are new subcategory items that were not reported last year for the same reporting month. This is an informational message only. No action required.
IFTA Calculation (Consumption in State)		0	These are new subcategory items that were not reported last year for the same reporting month. This is an informational message only. No action required.

Fully Tax Exempt

		<u>CURRENT YEAR</u>	<u>MESSAGE</u>
<u>CATEGORY NAME</u>	<u>SUB-CATEGORY NAME</u>		
Losses-Actual	Losses-Actual	0	These are new subcategory items that were not reported last year for the same reporting month. This is an informational message only. No action required.

Submitting Data

When Validation is successful, hit "Submit"

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v3.1

FUELS & FASH

Create/Edit State FHWA-551M

The following is a list of existing FHWA-551M forms. Select the form you wish to edit and use the **Edit** button to the left of the form to open it. To delete a form, select the **Delete** button. To validate the form, select the **Validate** button. You can reduce the list of forms displayed by selecting a specific year or month and then selecting the **Refresh List** button.

Filter: Year: Month: State:

			State	Year	Month	Date Created	Status	
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	January	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	January	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	January	03/12/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	February	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	February	04/25/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2008	February	04/11/2008	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	March	05/23/2006	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2007	March	07/18/2007	ACCEPTED	<input type="button" value="Delete"/>
<input type="button" value="View/Edit"/>	<input type="button" value="Validate"/>	<input type="button" value="Submit"/>	DE	2006	April	07/19/2006	ACCEPTED	<input type="button" value="Delete"/>

FORM 556

Financial Analysis System - Highways (FASH) - Windows Internet Explorer

https://fhwapap03.fhwa.dot.gov/mfashp/

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v3.5 - Production

FUELS & FASH

Fuels & FASH Home

Welcome BGROSS to the Fuels and Finance Analysis System - Highways application.

From this application, you may perform both Highway Finance and Motors Fuels tasks.

Highway Finance Users: To complete highway finance income and expenditure reporting using FASH, you must complete a 531/532 Form (a combined FHWA-531 and FHWA-532 form). The information you provide may then be analyzed for correctness and accuracy, and then may be submitted for FHWA headquarters review.
[Click to view FASH Quickstart](#)

Motor Fuels Users: This is the Motor Fuels data entry and status site. In addition to the ability to submit State data developed in the Input Tool on your local computer, you will have the ability to view your 551M submittals for any given month, and to see the status of your submittals over time. Furthermore, you can view basic analytical tests that FHWA applies to evaluate the reasonableness of the data over time. The main menu on the left of this screen indicates the various sections of the software application you have the rights to access.
[Click to view Motor Fuels Quickstart](#)

Application Log Alerts
Highway Finance Application Log exceeds 10 pages.

Highway Finance Alerts

System Maintenance
none.

Deadlines
none.

Status Change
Year: 2009 Submitted

Message from HQ
none.

Motor Fuels Alerts

System Maintenance
none.

Home
Application Log Administration
Import Data
Export Data
Submit Data
Reports
Last Modified Forms
State Data Entry
State FHWA 531/532
FHWA-551M
FHWA-556
Highway Finance
Accounts
User Profile
HQ FHWA 531/532
Motor Fuels
State Information
Status

Trusted sites 100%

STATE FHWA 556

The screenshot shows a Windows Internet Explorer browser window with the following elements:

- Address Bar:** <https://fhwapap03.fhwa.dot.gov/mfashp/Submittals/options556.aspx>
- Page Header:** U.S. Department of Transportation Federal Highway Administration, Office of Highway Policy Information (OHPI)
- Page Title:** Fuels and Finance Analysis System - Highways v3.5 - Production
- Left Navigation Menu:**
 - Home
 - Application Log
 - Administration
 - Import Data
 - Export Data
 - Submit Data
 - Reports
 - Last Modified Forms
 - State Data Entry
 - State FHWA 531/532
 - FHWA-551M
 - FHWA-556
 - Highway Finance
 - Accounts
 - User Profile
 - HQ FHWA 531/532
 - Motor Fuels
 - State Information
 - Status
- Main Content Area:**
 - FUELS & FASH**
 - FHWA-556** (highlighted with a red arrow)
 - [State FHWA 556](#)
Select the link above to create, modify, preview, or delete State FHWA-556 forms.
 - [View FHWA-556 Submittals](#)
Select the link above to view the FHWA-556 submittals that are loaded into the application. When viewing a submittal, you will be able to change the status of the submittal and email this submittal back to the state. You will also be able to delete the submittal.
- Page Footer:** Trusted sites, 100%

Create New Form

U.S. Department of Transportation
Federal Highway Administration
Office of Highway Policy Information

Fuels and Finance Analysis System - Highways v3.0 - Production

FUELS & FASH

Create/Edit State FHWA-556

The following is a list of existing FHWA-556 forms. Select the form you wish to edit and use the **Edit** button to the left of the form to open it. To delete a form, select the **Delete** button. To validate the form, select the **Validate** button. You can reduce the list of forms displayed by selecting a specific year and/or State and then selecting the **Refresh List** button.

Filter: Year: 2010 State: Connecticut Refresh List

State	Year	Date Created	Status
			1

Create New Form Cancel

Trusted sites 100%

ID Information (fill in)

FHWA Fuels & FASH System - State FHWA-556 Data Entry - Windows Internet Explorer

https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556DataEntry.aspx

File Edit View Favorites Tools Help

Google Search

FHWA Fuels & FASH System - State FHWA-556 Data ...

Hide Menu Close

[Filer Information](#) [Data Entry](#) [IFTA](#) [Form Comments](#)

Note: The information here pertains to the 556 form data for the identified filer on the left. If this information needs to be modified, please go to the [State Information](#) link and make the changes there before submitting this form.

Filer Information

First name:	Henry
Last name:	Wittke
Phone Number:	(860) 594-2071
Email:	H.RUDOLPH.WITTKE@CT.GOV
U.S. State:	Connecticut
Reporting Period:	2010

Collecting Agency:

Information from the Records of:

Compiled under the Direction of:

Save

Trusted sites 100%

Data Entry (Click tab)

The screenshot shows a web browser window with the URL <https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556DataEntry.aspx>. The browser's address bar and menu bar are visible. The page content includes a navigation menu on the left, a main content area with tabs, and a form for data entry.

Navigation Menu (Left):

- Home
- Application Log
- Administration
- Import Data
- Export Data
- Submit Data
- Reports
- Last Modified Forms
- State Data Entry**
 - State FHWA 531/532
 - FHWA-551M
 - FHWA-556
- Highway Finance
 - Accounts
 - User Profile
 - HQ FHWA 531/532
- Motor Fuels
 - State Information
 - Status
 - Monthly Data Entry
 - Annual Data Entry
 - Annual Analysis
 - References

Main Content Area (Tabs):

- File Information
- Data Entry** (Selected)
- IFTA
- Form Comments

Note: The information here pertains to the 556 form data for the identified filer on the left. If this information needs to be modified, please go to the [State Information](#) link and make the changes there before submitting this form.

Filer Information:

First name:	Henry
Last name:	Wittke
Phone Number:	(860) 594-2071
Email:	H.RUDI.WITTKE@CT.GOV
U.S. State:	Connecticut
Reporting Period:	2010

Data Entry Form:

Collecting Agency:	<input type="text"/>
Information from the Records of:	<input type="text"/>
Compiled under the Direction of:	<input type="text"/>

Save

Data Entry Page (fill in)

Windows Internet Explorer browser window showing the FHWA Fuels & FASH System - State FHWA-556 Data Entry page. The address bar shows the URL: https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556DataEntry.aspx.

The page is divided into three main sections: **Filer Information**, **Data Entry**, and **IFTA**. The **Data Entry** section contains a table with the following data:

	GASOLINE	SPECIAL FUELS	OTHER RECEIPTS
1. Receipts for Year			
a. Volume Tax Collections			
(1) Gross Collections by Distributor	4,002,564	0	
(2) Less Distributor Allowance for Collection Expense	0	0	
(3) Gross Receipts by State (1 - 2)	4,002,564	0	
(4) Less Refunds and Credits	2,222	0	
(5) Net Receipts (3 - 4)	4,000,342	0	
b. All Other Receipts Under Motor Fuel Tax Laws Add			
(1) Distributor and Dealer Licenses	30,254	0	
(2) Motor-Fuel Inspection Fees	0	0	
(3) Fines, Penalties, and Interest	0	0	
(4) Motor Carrier Fuel Tax Registration	0	0	
(5) Alternative Fuel Tax Decals	0	0	
(6) Motor Carrier Tax - IFTA <input type="button" value="Delete"/>	0	0	
(7) Taxes On Petroleum Companies <input type="button" value="Delete"/>	0	0	
(8) Fees - Motor Fuel Quality <input type="button" value="Delete"/>	0	0	

Red arrows point to the values 4,002,564, 4,002,564, and 4,000,342 in the GASOLINE column, indicating data entry points.

The browser status bar shows "Done" and "Trusted sites" with a 100% zoom level.

Creating Categories (Click on ADD)

FHWA Fuels & FASH System - State FHWA-556 Data Entry - Windows Internet Explorer

https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556DataEntry.aspx

File Edit View Favorites Tools Help

Google Search

FHWA Fuels & FASH System - State FHWA-556 Data ...

1. Receipts for Year	GASOLINE	SPECIAL FUELS	OTHER RECEIPTS
a. Volume Tax Collections			
(1) Gross Collections by Distributor	4,002,564	0	
(2) Less Distributor Allowance for Collection Expense	0	0	
(3) Gross Receipts by State (1 - 2)	4,002,564	0	
(4) Less Refunds and Credits	2,222	0	
(5) Net Receipts (3 - 4)	4,000,342	0	
b. All Other Receipts Under Motor Fuel Tax Laws Add			
(1) Distributor and Dealer Licenses	30,254	0	
(2) Motor-Fuel Inspection Fees	0	0	
(3) Fines, Penalties, and Interest	0	0	
(4) Motor Carrier Fuel Tax Registration	0	0	
(5) Alternative Fuel Tax Decals	0	0	
(6) Motor Carrier Tax - IFTA <input type="button" value="Delete"/>	0	0	
(7) Taxes On Petroleum Companies <input type="button" value="Delete"/>	0	0	
(8) Fees - Motor Fuel Quality <input type="button" value="Delete"/>	0	0	
(9) Fee - Reg Weighing / Measuring <input type="button" value="Delete"/>	0	0	
(26) Total	30,254	0	
Net Total Receipts	4,030,596	0	

Done Trusted sites 100%

Click on empty (new) category and select “New User Defined Item”

FHWA Fuels & FASH System - State FHWA-556 Data Entry - Windows Internet Explorer

https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556DataEntry.aspx

File Edit View Favorites Tools Help

Google Search

FHWA Fuels & FASH System - State FHWA-556 Data ...

(2) Less Distributor Allowance for Collection Expense	0	0	
(3) Gross Receipts by State (1 - 2)	4,002,564	0	
(4) Less Refunds and Credits	2,222	0	
(5) Net Receipts (3 - 4)	4,000,342	0	
b. All Other Receipts Under Motor Fuel Tax Laws Add			
(1) Distributor and Dealer Licenses	30,254	0	
(2) Motor-Fuel Inspection Fees	0	0	
(3) Fines, Penalties, and Interest	0	0	
(4) Motor Carrier Fuel Tax Registration	0	0	
(5) Alternative Fuel Tax Decals	0	0	
(6) Motor Carrier Tax - IFTA Delete	0	0	
(7) Taxes On Petroleum Companies Delete	0	0	
(8) Fees - Motor Fuel Quality Delete	0	0	
(9) Fee - Reg Weighing / Measuring Delete	0	0	
(10) Delete	0	0	
(26) Add New User Defined Item	30,254	0	
c. Net Total Receipts			
	4,030,596	0	
2. Nonhighway Dedications of Volume Tax from Nonhighway Gasoline Add			
	0	0	

Done

Trusted sites 100%

Fill in new item (click on Add on bottom)

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/createuserdefineditems.aspx?sHeader=1&SubHeader=2&C>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a Google search box and navigation icons. The browser's toolbar shows various utility icons like search, print, and sign in. The page title is "FHWA556 - Create User-defined Items".

The page content is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with the following items: Application Log, Administration, Import Data, Export Data, Submit Data, Reports, Last Modified Forms, State Data Entry (with sub-items: State FHWA 531/532, FHWA-551M, FHWA-556), Highway Finance (with sub-items: Accounts, User Profile, HQ FHWA 531/532), Motor Fuels (with sub-items: State Information, Status, Monthly Data Entry, Annual Data Entry, Annual Analysis, References), and Exit.

The main content area contains the following text and form elements:

- Text: "list, edit the description, and then select the **Add/Change** button. You will then be prompted to verify whether you want to keep the changes. If affirmative, select the **Yes** button to save them, otherwise, select **No** to keep the existing text unchanged."
- Text: "To delete an item, select the item from the **Available User Items** list and then select the **Delete** button. You will then be prompted to verify whether you want to delete the item. If affirmative, select the **Yes** button to delete it, otherwise, select **No** to keep the item."
- Text: "To close this window, select the **Close** button."
- Form: "State: **Connecticut**"
- Form: "Section: **All Other Receipts Under Motor Fuel Tax Laws**"
- Form: "Add Item: ". A red arrow points from the text "Fill in new item (click on Add on bottom)" to this input field.
- Form: "Description/Comments:
- Form: "Available User-defined

The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

Same with Add to these Sections.

Windows Internet Explorer - FHWA Fuels & FASH System - State FHWA-556 Data Entry

https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556dataentry.aspx

File Edit View Favorites Tools Help

Google Search

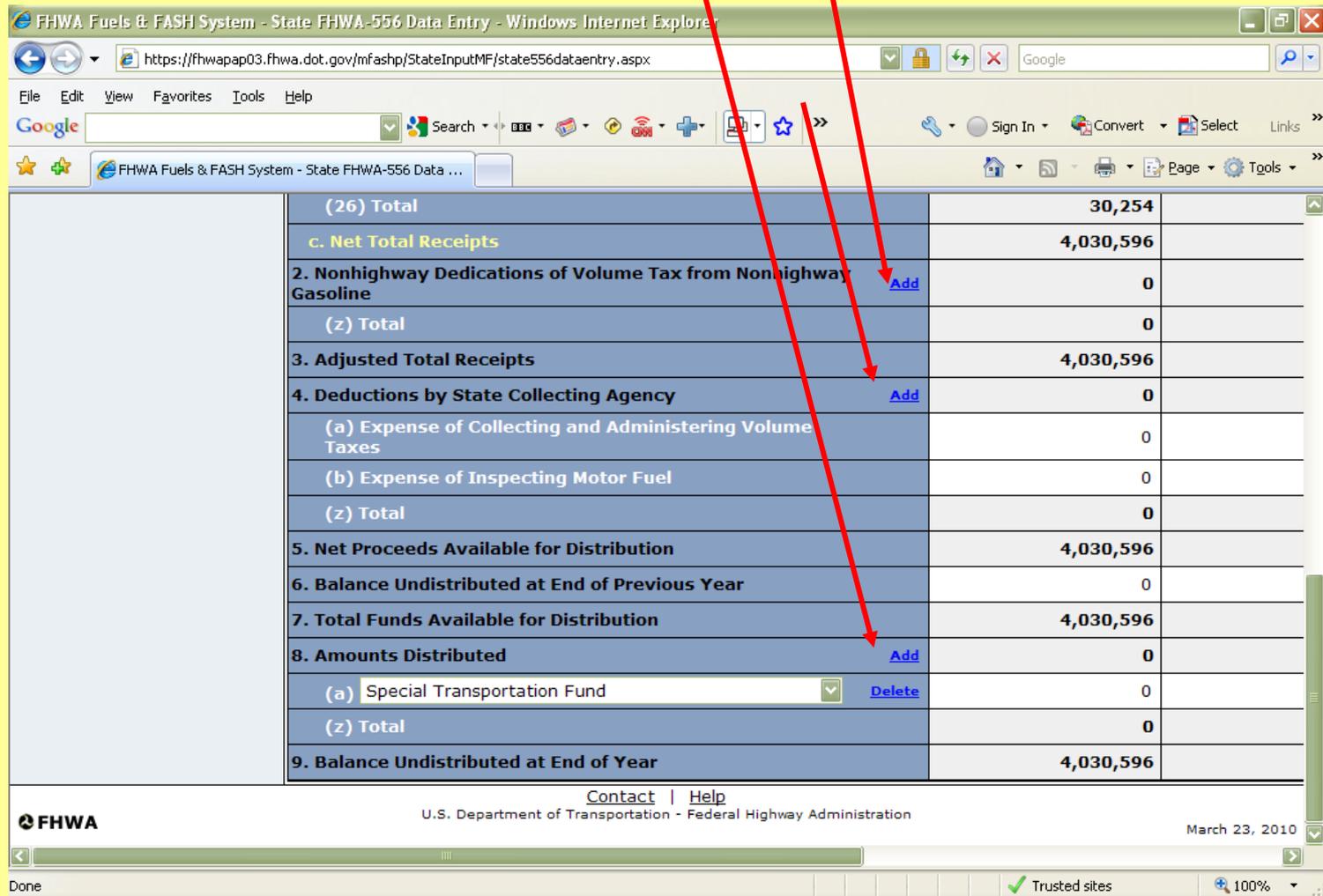
FHWA Fuels & FASH System - State FHWA-556 Data ...

(26) Total	30,254
c. Net Total Receipts	4,030,596
2. Nonhighway Dedications of Volume Tax from Nonhighway Gasoline	0
(z) Total	0
3. Adjusted Total Receipts	4,030,596
4. Deductions by State Collecting Agency	0
(a) Expense of Collecting and Administering Volume Taxes	0
(b) Expense of Inspecting Motor Fuel	0
(z) Total	0
5. Net Proceeds Available for Distribution	4,030,596
6. Balance Undistributed at End of Previous Year	0
7. Total Funds Available for Distribution	4,030,596
8. Amounts Distributed	0
(a) Special Transportation Fund	0
(z) Total	0
9. Balance Undistributed at End of Year	4,030,596

Contact | Help
U.S. Department of Transportation - Federal Highway Administration

FHWA March 23, 2010

Done Trusted sites 100%



IFTA Tab (click on)

Windows Internet Explorer browser window showing the FHWA Fuels & FASH System - State FHWA-556 Data Entry page. The URL is <https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556dataentry.aspx>.

The page title is **FORM FHWA-556 (Connecticut - 2010) - Data Entry**. It features a navigation menu with three tabs: **Filer Information**, **Data Entry**, and **IFTA**. A red arrow points to the **IFTA** tab.

Below the navigation menu, the page displays a table with the following structure:

1. Receipts for Year			
	GASOLINE	SPECIAL FUELS	OTHER RECEIPT
a. Volume Tax Collections			
(1) Gross Collections by Distributor	4,002,564	0	
(2) Less Distributor Allowance for Collection Expense	0	0	
(3) Gross Receipts by State (1 - 2)	4,002,564	0	
(4) Less Refunds and Credits	2,222	0	
(5) Net Receipts (3 - 4)	4,000,342	0	
b. All Other Receipts Under Motor Fuel Tax Laws Add			
(1) Distributor and Dealer Licenses	30,254	0	
(2) Motor-Fuel Inspection Fees	0	0	
(3) Fines, Penalties, and Interest	0	0	
(4) Motor Carrier Fuel Tax Registration	0	0	

Fill in IFTA and comment as needed. (hit Save at bottom and then close at top)

The screenshot shows a web browser window with the URL <https://fhwapap03.fhwa.dot.gov/mfashp/StateInputMF/state556dataentry.aspx>. The page title is "FHWA Fuels & FASH System - State FHWA-556 Data Entry". The main content area is titled "FORM FHWA-556 (Connecticut - 2010) - Preprocess".

The page features a navigation menu on the left with the following items:

- Home
- Application Log
- Administration
- Import Data
- Export Data
- Submit Data
- Reports
- Last Modified Forms
- State Data Entry
 - State FHWA 531/532
 - FHWA-551M
 - FHWA-556
- Highway Finance
 - Accounts
 - User Profile
 - HQ FHWA 531/532
- Motor Fuels
 - State Information
 - Status

The main content area has a header "FUELS & FASH" and a sub-header "FORM FHWA-556 (Connecticut - 2010) - Preprocess". Below the header are two buttons: "Hide Menu" and "Close".

The main content area is divided into four tabs: "Filer Information", "Data Entry", "IFTA", and "Form Comments". The "IFTA" tab is currently selected.

The "IFTA" tab contains the following text: "International Fuel Tax Agreement (IFTA) Receipts - Enter in whole dollars only. Do not use commas for numbers greater than 999."

	Gasoline	Special Fuels
IFTA Fuel Tax Receipts	<input type="text" value="0"/>	<input type="text" value="0"/>
Less: IFTA Refunds and Credits	<input type="text" value="0"/>	<input type="text" value="0"/>
Net IFTA Fuel Tax Receipts	<input type="text" value="0"/>	<input type="text" value="0"/>

Below the table is a section for "IFTA Notes or Comments (this replaces the old page two of the Excel form)".

The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

Guidance on Reporting of the Data

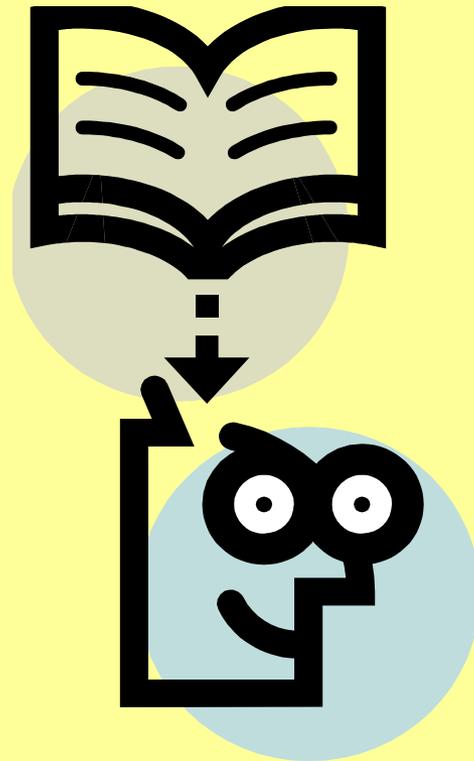
- For specific guidance on how to report the data for **FHWA-551M** (motor fuel use) as well as form **FHWA-556** (*motor fuel tax receipts*), go to **Chapter 2** of the ***“Guide To Reporting Highway Statistics”*** at:
<http://www.fhwa.dot.gov/policy/ohpi/hss/guide.htm>

NOTE:

- Only report **ON HIGHWAY** for **DIESEL**
- **Actual Losses** are from fire, spillage, or in reverse expansion.
- **Percent Losses**: Are a given percent loss from State legislation, either 1 or 2 percent (NOTE: in final attribution, these percent losses are removed)
- REPORT IS DUE **90 DAYS** from sale of gasoline (i.e. January should be submitted in FUELS to FHWA in 90 days) If there are issues involved in submitting, just note to FHWA when they will be submitted.

We hope this tutorial has been of assistance to you.

If you have any questions, or need assistance,
contact one of FHWA motor fuel Staff.



Contacts:

- Bryant.Gross@dot.gov (202) 366-5026
- The main number for the *Office of Highway Policy Information* is: **202-366-0160**
- Visit our office website at:
www.fhwa.dot.gov/policyinformation/index.cfm