

IFTA Video Transcript: Maintaining Your User Account

This is a video training session for maintaining your user account. Requirements for accessing the system include the following:

- A Computer with a Web Browser and Internet Access
 - Adobe Viewer to view/print a copy of your IFTA License and any desired IFTA forms
 - Users must have an established IFTA Account.
1. From the **Login** page, enter your User Name and Password and select the **Login** button. (If you forgot your password, select [Click Here if you forgot your password](#). A **Reset Password** page will be displayed. Enter your User Name and click **Submit**. You will receive an email with a new temporary password. You will be prompted to change your password the next time you login.)
 2. A **Terms and Conditions of Use** page is displayed. Click the **Accept Terms of Use** button.
 3. Your **Home** page will be displayed. From the **Actions** menu on the screen header, select **Maintain Your User Account**.
 4. The **Maintaining your User Account** page is displayed. From here you can update your E-mail address, phone number and address information, as well as password. Select the **Update** button when done with your changes.
 5. Your **Home** page will be displayed.