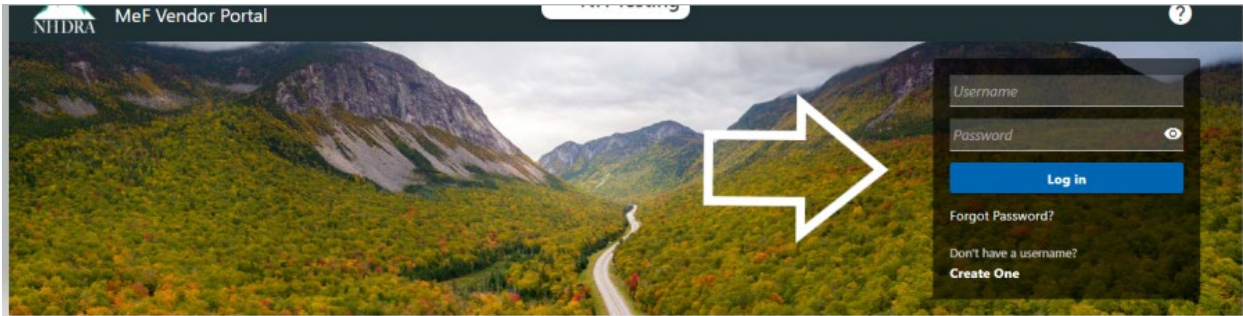


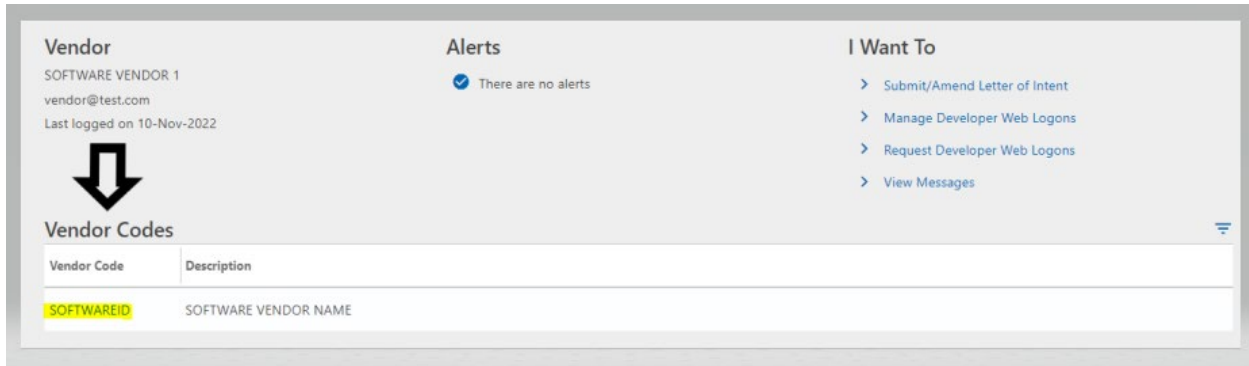
Sending Submission ID's on the NHDRA MeF Vendor Portal

Submission ID's can now be submitted to the NHDRA by using the MeF Vendor Portal. You will need to either have an Admin login or a Developer login to do this. If you have any questions on how to create a web login, please email DRAeFile_Coordinator@dra.nh.gov.

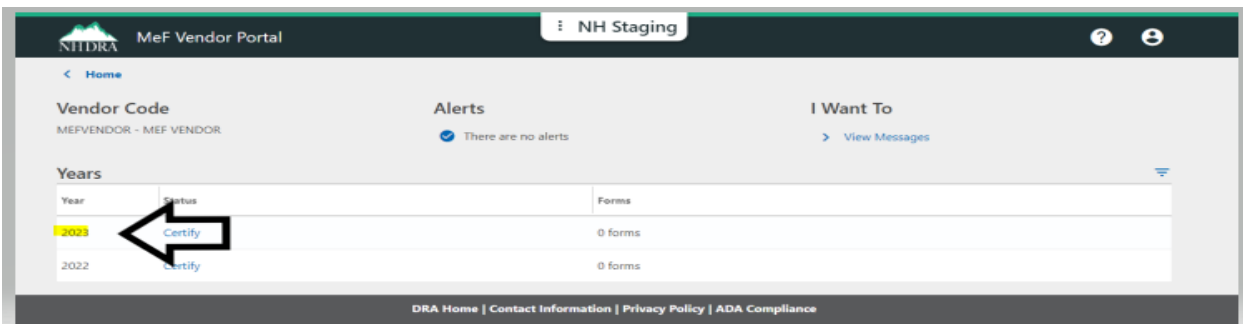
- First login to the MeF Vendor Portal which is located at [https://gtc.revenue.nh.gov/MVP/ /](https://gtc.revenue.nh.gov/MVP/)



- Once you are logged in you will select the Software ID (also known as Vendor Code on the MeF Vendor Portal) that you will be submitting a test submission for by clicking on the **Vendor Code** hyperlink:



- Next you will select the year by clicking on the **2023** hyperlink:



- Select the **Form Type** that you are submitting from the list of available form types:

< SOFTWAREID

Year
SOFTWAREID - SOFTWARE VENDOR NAME
2022

Alerts
✔ There are no alerts

I Want To
> View Messages

Forms

Form Type	Certifications	Status
Form BT-EXT - Business	0 of 3 certifications passed	Certification In Progress
Form BT-EXT - Fiduciary	0 of 3 certifications passed	Certification In Progress
Form BT-EXT - Individual	0 of 3 certifications passed	Certification In Progress
Form BTSUM - Fiduciary	0 of 3 certifications passed	Certification In Progress
Form BTSUM - Individual	0 of 3 certifications passed	Certification In Progress

- Select the test case you are submitting:

< 2022

Form
SOFTWAREID - SOFTWARE VENDOR NAME
2022
Form BT-EXT - Business
Not Certified

Alerts
✔ There are no alerts

I Want To
> View Messages

Certifications

Description	Status
Test Case 1 - Balance Due	Created
Test Case 2 - Balance Due	Created
Test Case 3 - Balance Due	Created

- Enter in the **Submission ID** and any **Note(s)** that you would like us to know regarding the submission and hit **Submit**:

< Form BT-EXT - Business

Certification
SOFTWAREID - SOFTWARE VENDOR NAME
2022
Form BT-EXT - Business
Not Certified
Test Case 1 - Balance Due

New Submission | Past Submissions

New Submission

Submission ID:

Note:

Submit

- You will repeat this process for each test submission that you have submitted to the NHDRA.
- Once the submission is reviewed, you will receive an email and/or notification on the MeF Vendor Portal whether the submission was accepted or needs to be resubmitted.
- If your submission was rejected you can see the status by clicking on the hyperlink in the **Alerts** panel while logged into the MeF Vendor Portal:

The screenshot shows the 'Alerts' section of the MeF Vendor Portal. It features a notification icon and the text 'You have 1 failed or rejected submission'. To the left, the 'Vendor' information is displayed, including 'SOFTWARE VENDOR 1', 'vendor@test.com', and 'Last logged on 10-Nov-2022'. To the right, under 'I Want To', there are links for 'Submit/Amend Letter of Intent', 'Manage Developer Web Logons', 'Request Developer Web Logons', and 'View Messages'. Below the alerts is a 'Vendor Codes' table with columns for 'Vendor Code' and 'Description', showing a code 'SOFTWAREID' and description 'SOFTWARE VENDOR NAME'.

- Click on the **Past Submissions** tab to see the failed submission and Reason

The screenshot shows the 'Past Submissions' tab selected in the 'Certification' section. The page header includes 'Home', 'Certification', 'SOFTWAREID - SOFTWARE VENDOR NAME', '2022', 'Form BT-EXT - Business', 'Not Certified', and 'Test Case 2 - Balance Due'. Below the navigation tabs, a table lists past submissions with columns for 'Submitted', 'Submission ID', 'Status', 'Reason', 'Note', and 'Status Date'. One submission is listed as 'Failed' with the reason 'Business Rule Error' and a note 'Please resubmit.'.

Submitted	Submission ID	Status	Reason	Note	Status Date
10-Nov-2022 11:38:25	34568903486903485902	Failed	Business Rule Error	Please resubmit.	10-Nov-2022 11:51:18