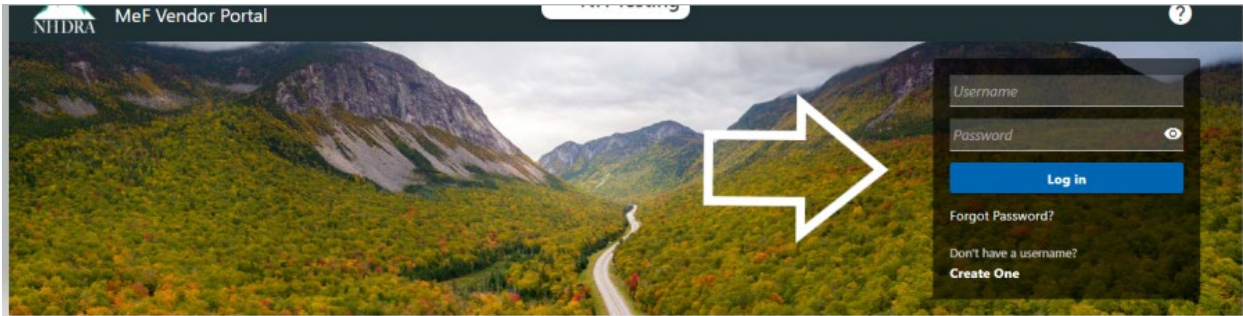


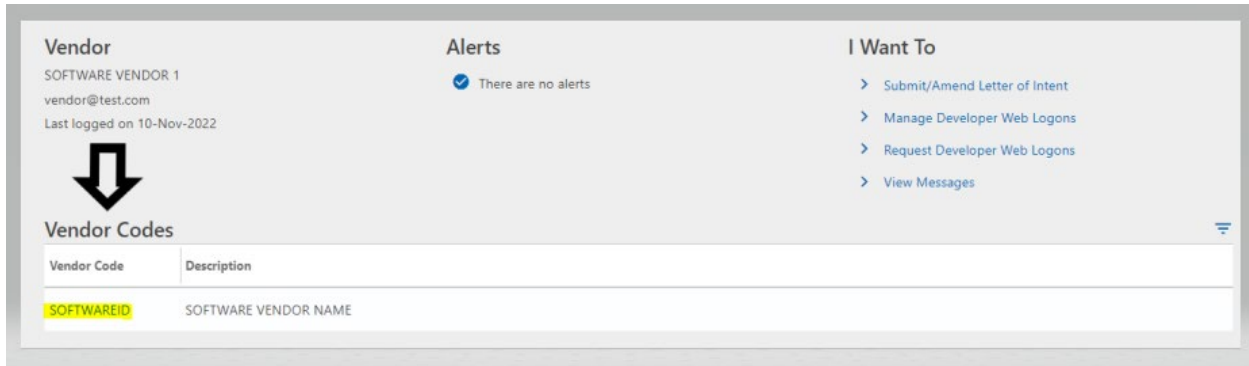
Sending Submission ID's on the NHDRA MeF Vendor Portal

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 logon, please email DRAeFile_Coordinator@dra.nh.gov.

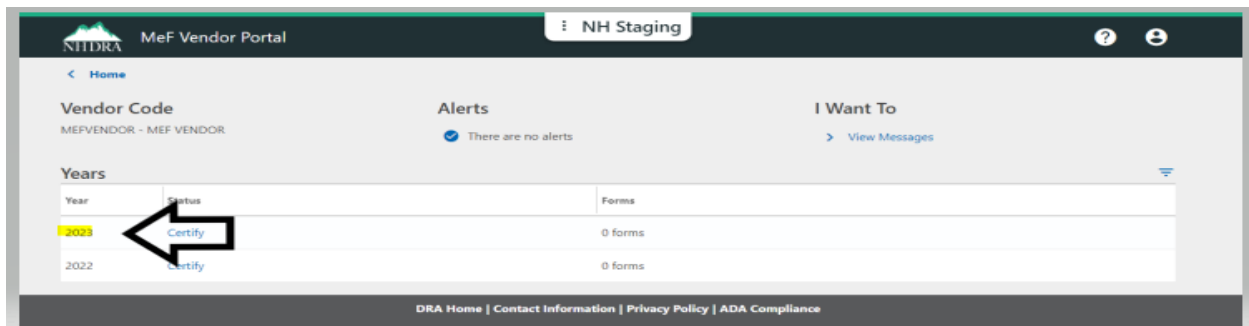
- First login to the MeF Vendor Portal which is located at [https://gtc.revenue.nh.gov/MVP/ /](https://gtc.revenue.nh.gov/MVP/)



- 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 the correct year hyperlink (this example shows 2023 but this year you will select **2024**):



- 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 right, under the 'I Want To' section, there are links for 'Submit/Amend Letter of Intent', 'Manage Developer Web Logons', 'Request Developer Web Logons', and 'View Messages'. Below this is a 'Vendor Codes' table with columns for 'Vendor Code' and 'Description', showing a row for 'SOFTWAREID' with the 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. It displays a table with the following data:

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

To see a report of all your certification submissions and their status:

- Click on **More...**

The screenshot shows a web interface with a header containing 'Vendor Codes' and a highlighted 'More...' link. Below the header is a table titled 'Vendor Codes' with two columns: 'Vendor Code' and 'Description'. The table contains one row with the values '123TAX' and '123 TAX'. At the bottom of the page, there is a footer with navigation links: 'DRA Home | Contact Information | Privacy Policy | ADA Compliance', contact information: 'Taxpayer Services: (603) 230-5920 | 109 Pleasant Street (Medical & Surgical Building), Concord, NH 03301', and a copyright notice: 'Copyright © 2024 State of New Hampshire - All rights reserved.'

- Click on **View Submission Status**

The screenshot shows a web interface with a header containing 'Vendor Codes' and a highlighted 'More...' link. Below the header is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into four panels. The first panel is titled 'Messages' and contains the text 'View all messages received from the Department' and a link '> View Messages'. The second panel is titled 'View Submission Status' and contains the text 'View ad hoc report showing Vendor's Certification submissions status for the current Tax Year.' and a link '> View Submissions Status'. The third panel is titled 'Submit/Amend Letter of Intent' and contains the text 'Submit or Amend a Letter of Intent submission' and a link '> Submit/Amend Letter of Intent'. The fourth panel is titled 'Manager Account Managers' and contains the text 'Manage Developer Web Logons for this Vendor' and two links: '> Manage Developer Web Logons' and '> Request Developer Web Logons'. At the bottom of the page, there is a footer with navigation links: 'DRA Home | Contact Information | Privacy Policy | ADA Compliance'.