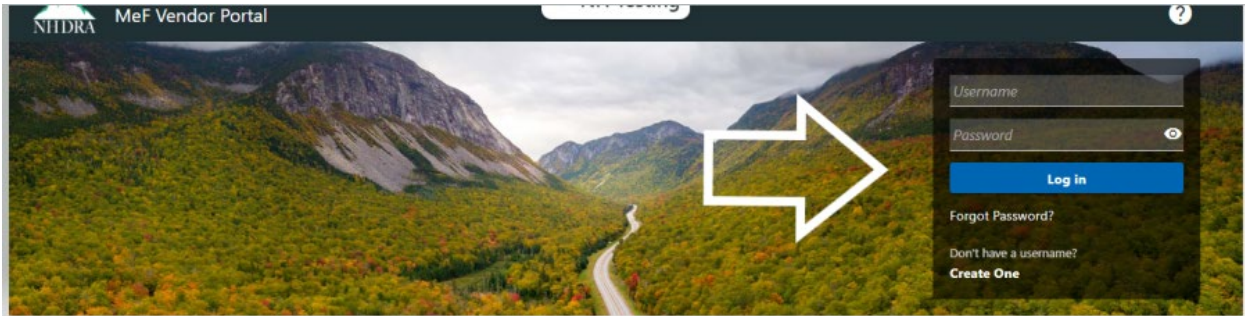


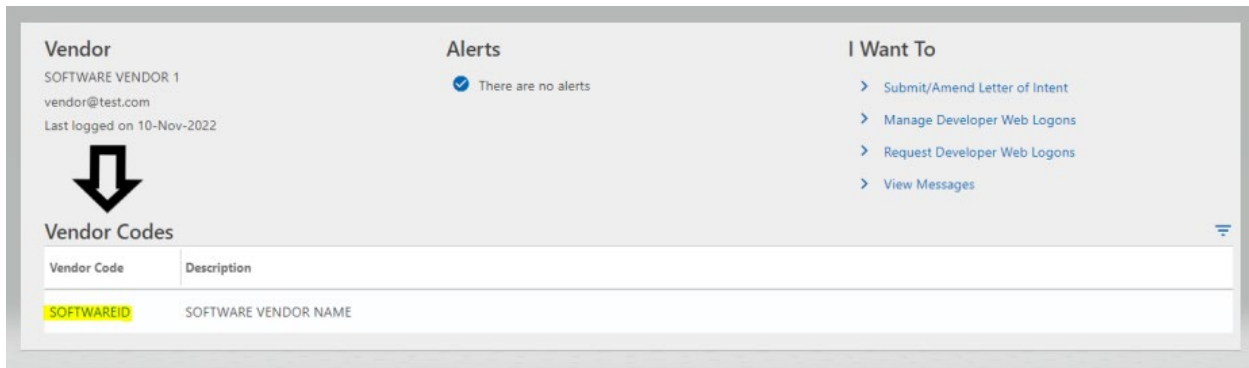
Sending Submission ID's on the NHDRA MeF Vendor Portal

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.

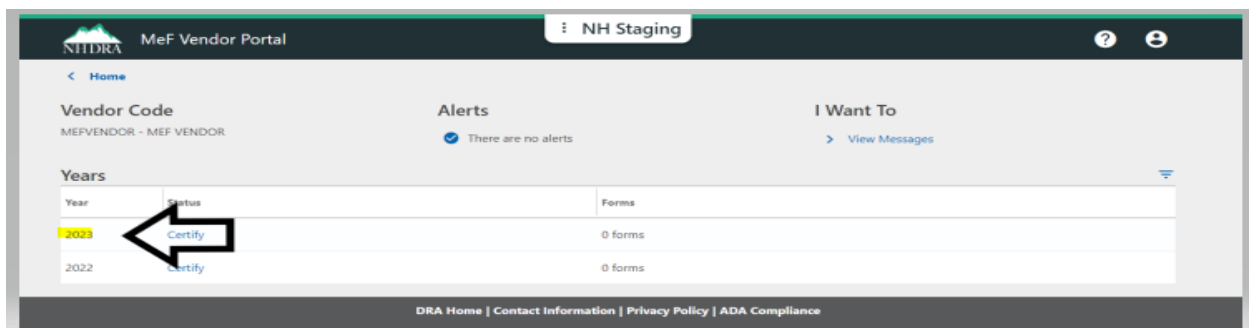
- First login to the MeF Vendor Portal which is located at <https://gtc.revenue.nh.gov/MVP/>



- 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 **2026**):



- 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:

Vendor
SOFTWARE VENDOR 1
vendor@test.com
Last logged on 10-Nov-2022

Alerts

You have 1 failed or rejected submission

I Want To

- > [Submit/Amend Letter of Intent](#)
- > [Manage Developer Web Logons](#)
- > [Request Developer Web Logons](#)
- > [View Messages](#)

Vendor Codes

Vendor Code	Description
SOFTWAREID	SOFTWARE VENDOR NAME

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

[Home](#)

Certification
SOFTWAREID - SOFTWARE VENDOR NAME
2022
Form BT-EXT - Business
Not Certified
Test Case 2 - Balance Due

[New Submission](#)
[Past Submissions](#)

Past Submissions

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...**

Vendor Codes

More...

Vendor Codes

Vendor Code	Description
123TAX	123 TAX

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- Click on **View Submission Status**

Vendor Codes

More...

What are you looking for?

Messages

View all messages received from the Department

> View Messages

Manager Account Managers

Manage Developer Web Logons for this Vendor

> Manage Developer Web Logons

> Request Developer Web Logons

View Submission Status

View ad hoc report showing Vendor's Certification submissions status for the current Tax Year.

> View Submissions Status

Submit/Amend Letter of Intent

Submit or Amend a Letter of Intent submission

> Submit/Amend Letter of Intent

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