**Inquiry Process**

This function allows you to search (inquire/view) information about your IFTA account. However, you cannot process additional transactions from this view. In order to process transactions you must access IFTA using the Applications drop down menu.

1. Choose **IFTA SEARCH** from the **SEARCH** drop down menu.

2. Choose the option you wish to view from the **INQUIRY MENU**, Fleet and Supplement are the most common options, then click **SUBMIT**.

<table>
<thead>
<tr>
<th>FLEET</th>
<th>View carrier data, including address, contact info and status per Fleet Year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLEMENT</td>
<td>View all supplements, including quarterly tax return data. Choose Fleet Year and quarter.</td>
</tr>
<tr>
<td>QUARTERLY TAX</td>
<td>View all quarterly tax returns. <em><strong>If you are an annual filer, you will have to use this option to view individual quarters.</strong></em></td>
</tr>
</tbody>
</table>
2. The **IFTA Supplement Selection** screen displays when you select Supplement. 

3. If you are an annual filer and you wish to view each quarter, you will have to select **Quarterly Tax**. Enter the Return Year, and then click **SUBMIT**.

4. The **IFTA Quarterly Tax Return Selection** screen displays when you select Quarterly Tax.

5. Click on the check box beside the quarter you wish to view, then click **SUBMIT**.

When the return is paid in full, the supplement status is CLOSED.

Annual filers will see Q1-4 indicated under Return Info.
6. The IFTA return supplement selected in step 2 OR step 4 is displayed.

At this point, return to the previous screen by clicking on Submit or on Return to Inquiry Menu to access the IFTA Inquiry Menu.