

## 10 Quick Steps to Completing and Submitting the Electronic AFR

The Electronic AFR forms are not compatible with Mac computers, if you are a concessioner with a Mac computer and do not have access to a PC, please submit a written request to your park Superintendent requesting permission to submit a hard copy of the AFR.

Concessioners using a PC should follow the steps below:

1. Go to the AFR website: [http://www.nps.gov/commercialservices/tools\\_afr.htm](http://www.nps.gov/commercialservices/tools_afr.htm)
2. Click on the link to download the appropriate form (short or long form) and choose 'Save' (not 'Open') to save it on your computer
3. Download and save or print the appropriate User's Guide
4. If this is the first time you are completing an electronic AFR, create an AFR Account by clicking on the "Request an Account" link on the left (LF User's Guide pg 4, SF User's Guide pg 3). You will receive an email stating your AFR Account has been created within a day or two.
5. Open Excel, set the macro security to the lowest level (LF User's Guide pg 10, SF User's Guide pg 8)
6. Open the AFR form and fill in all information
7. Print a paper copy for your records from the Submit worksheet
8. Create a prepared data file following the steps on the Submit worksheet
9.
  - a. Long Form: Submit the prepared data file and attach the Excel AFR form and supporting documents, if appropriate, via the AFR website (LF User's Guide pg 20).
  - b. Short Form: Submit the prepared data file and attach the Supplemental Fees Worksheet, if appropriate, via the AFR website (SF User's Guide pg 18).
10. The following message will appear on the screen after the form has been submitted: "Your Annual Financial Report has been received. Thank you for your submission." You will also receive an email within 48 hours telling you the form was received

Please see the AFR Users Guides for more detailed instructions. Additional questions can be sent to: [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov).