CRS Customer: Adding Vehicles to Full Fee Fleets

Version 1.8 | November 27, 2019

IDAHO TRANSPORTATION DEPARTMENT

YOUR Safety

YOUR Mobility

YOUR Economic Opportunity

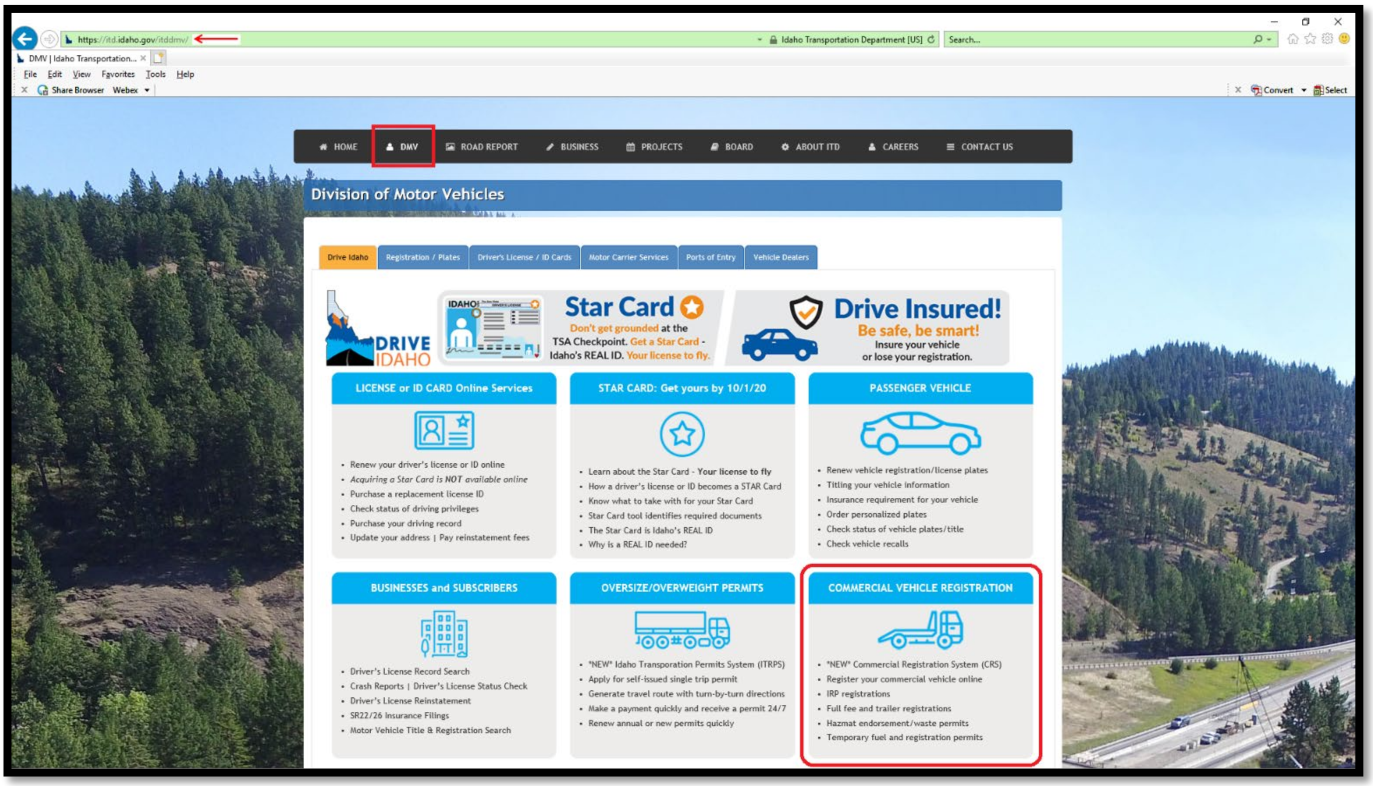
CRS Application Access

This document will provide instruction on how to access the Commercial Registration System (CRS) application and how to add and register a vehicle using the CRS application.

1) Accessing CRS from the ITD DMV Web Site

a) The primary method for accessing CRS is by selecting the **DMV icon**, located in the menu ribbon at the top of the Idaho Transportation Department (ITD) website.

b) When the Division of Motor Vehicles (DMV) page opens (https://itd.idaho.gov/itddmv/), click on the **Commercial Vehicle Registration icon** in the lower-right area of the screen.



2) First-Time CRS Application Log In

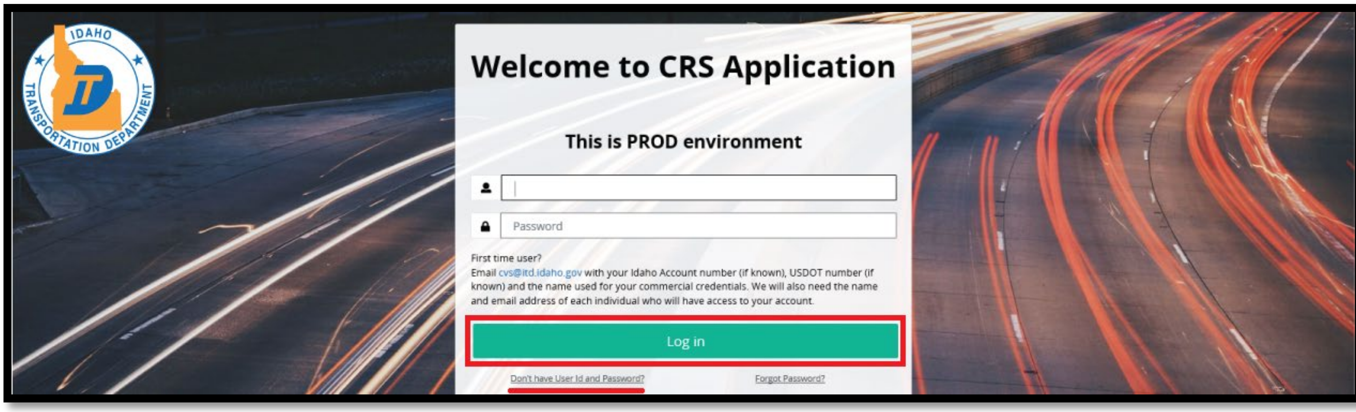
a) If a customer has not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at cvs@itd.idaho.gov to have their system access activated.

b) The email should include your Idaho Account number (if known), USDOT number (if known), and the name used for your commercial credentials. The email also needs to include the name and email address of each individual who will have access to your account.

c) Once the user account is created by ITD, two emails are sent by the Idaho CRS team. One email provides the User ID, and a second email provides a temporary password.

d) Enter the **User ID** and **Temporary Password** provided.

e) Select **Log in.**



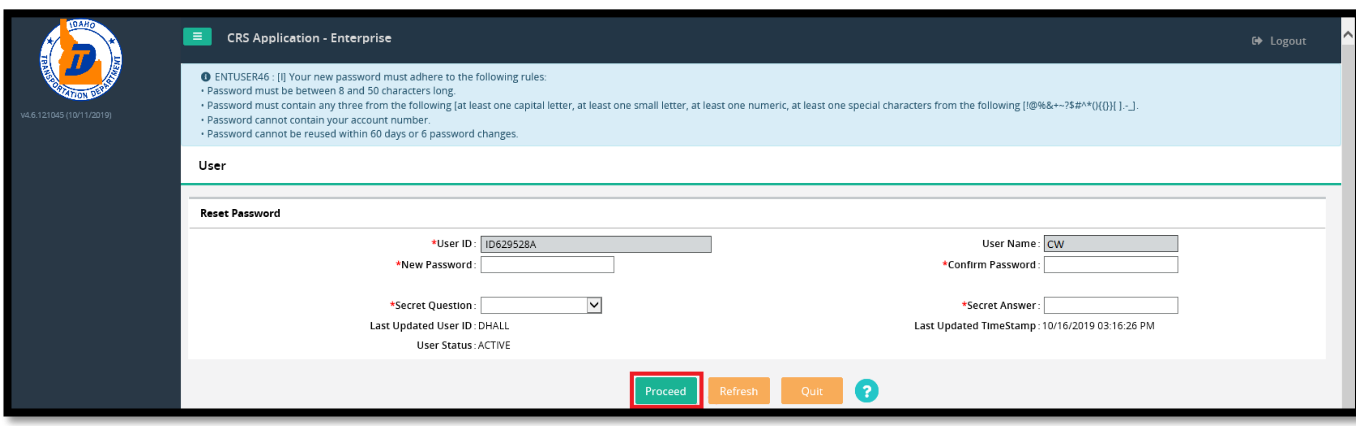
f) A **New Password** is entered and must be confirmed.

   i) A password must be between 8 and 50 characters long, and cannot include your account number.

   ii) It must contain any three for the following [at least one: capital letter, small letter, numeric, special character from the following (!@%&+-?$#^*(){}[]).

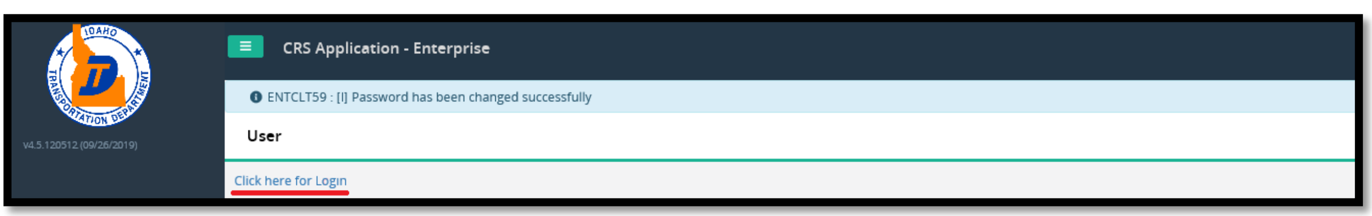
g) A **Secret Question** and **Secret Answer** is entered.

h) Click **Proceed** to continue.

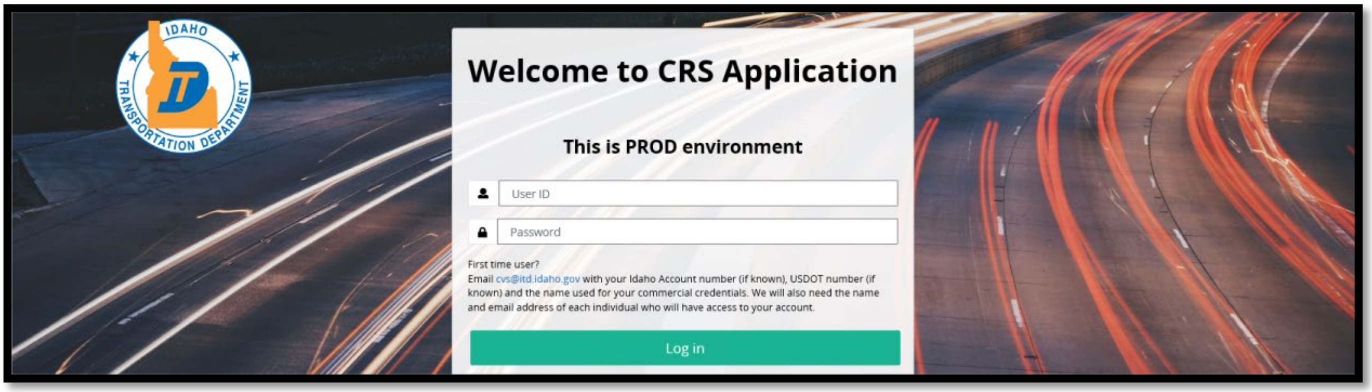


i) When the password reset is successful, a blue message will appear at the top of the page.

j) Click on the "**Click here for Login"** link.

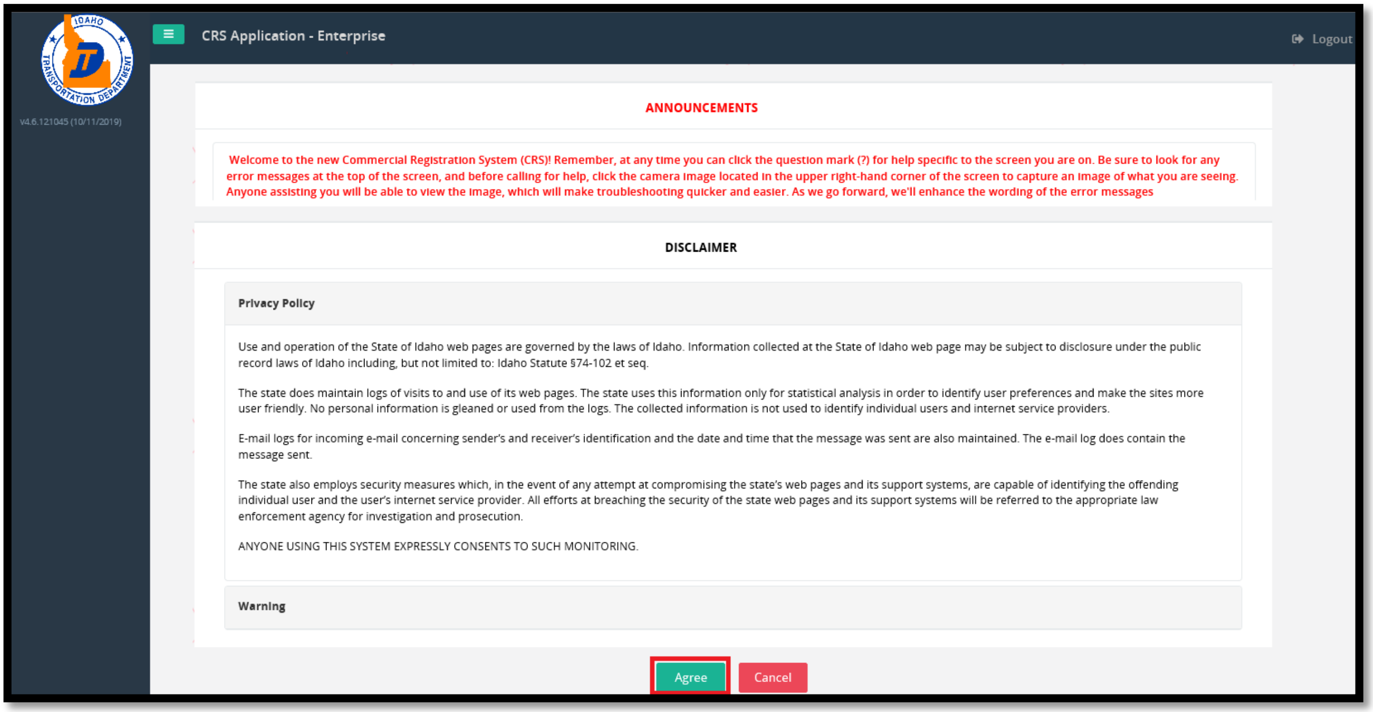


k) The Welcome to CRS Application screen appears. Enter the user ID provided and password chosen in Step 2e above.
l) Select **Log in**.



3) Announcements and Disclaimer Acknowledgement

a) The Announcements area should be reviewed**.** Important system messages including system downtimes will be listed here.
b) Each login requires the user to select the Disclaimer **Agree** button.



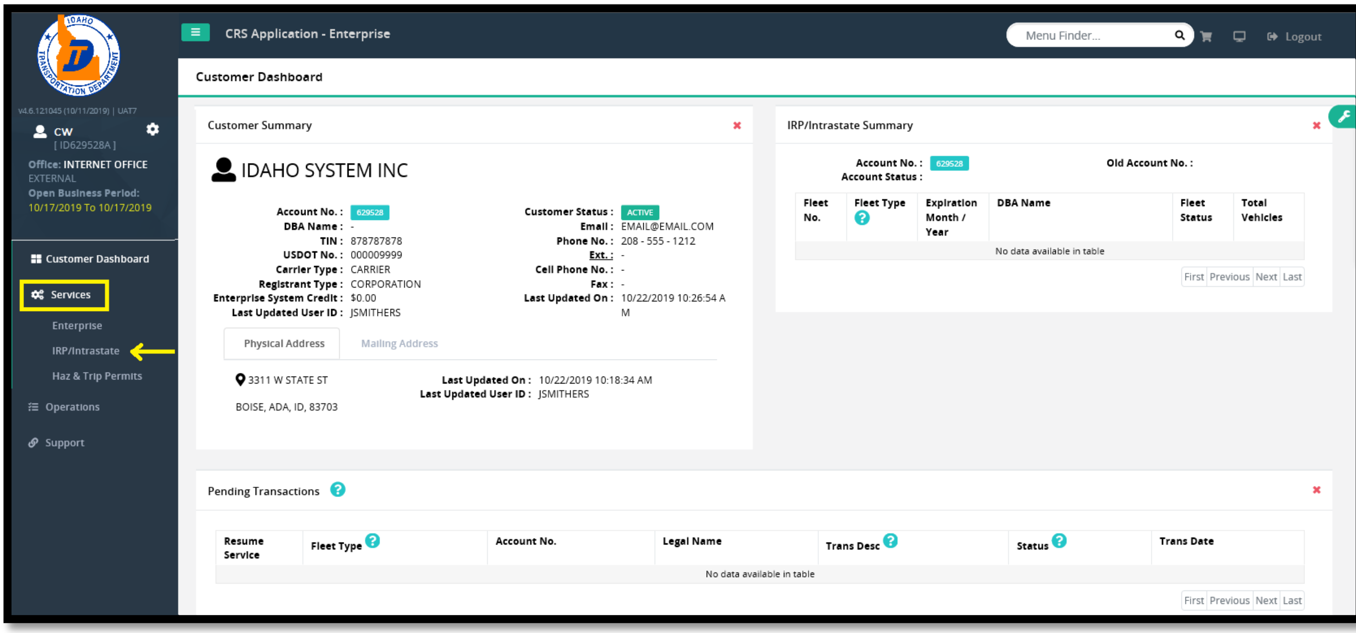
4) Customer Dashboard

The Customer Dashboard opens. The dashboard displays company and fleet information, and pending transactions.

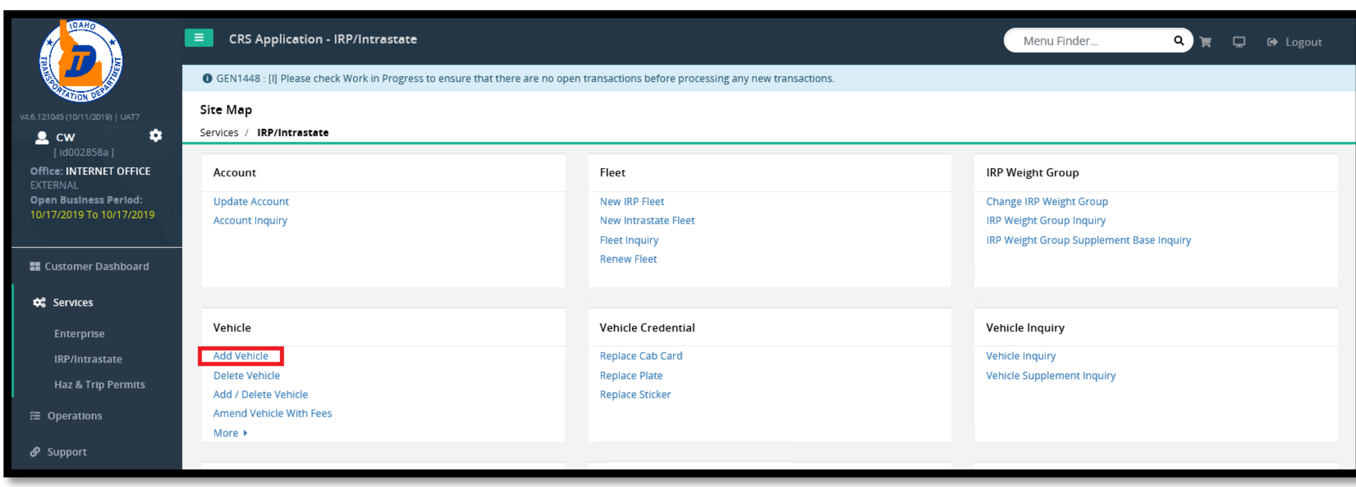
5) Adding a Vehicle to a Full Fee Fleet

a) Click on **Services**. The **Services** menu will open.

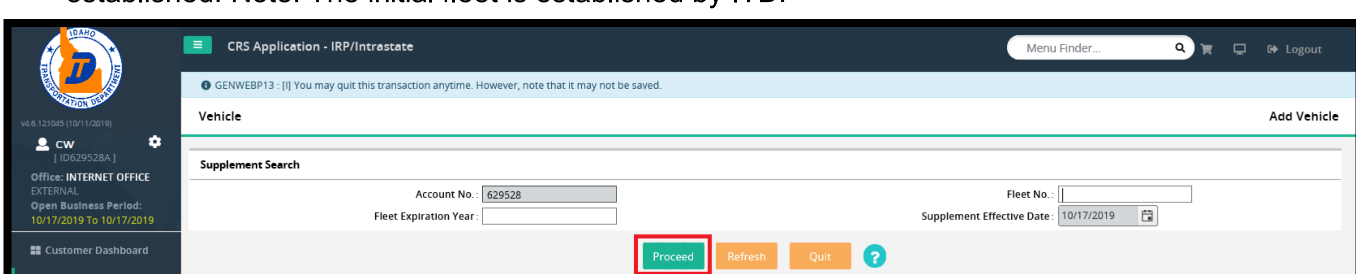
b) Select **IRP/Intrastate.**



c) Select **Add Vehicle** from the **Vehicle section**.



d) The **Add Vehicle** page opens with the account number. Select **Proceed** to view any Fleets already established. Note: The initial fleet is established by ITD.



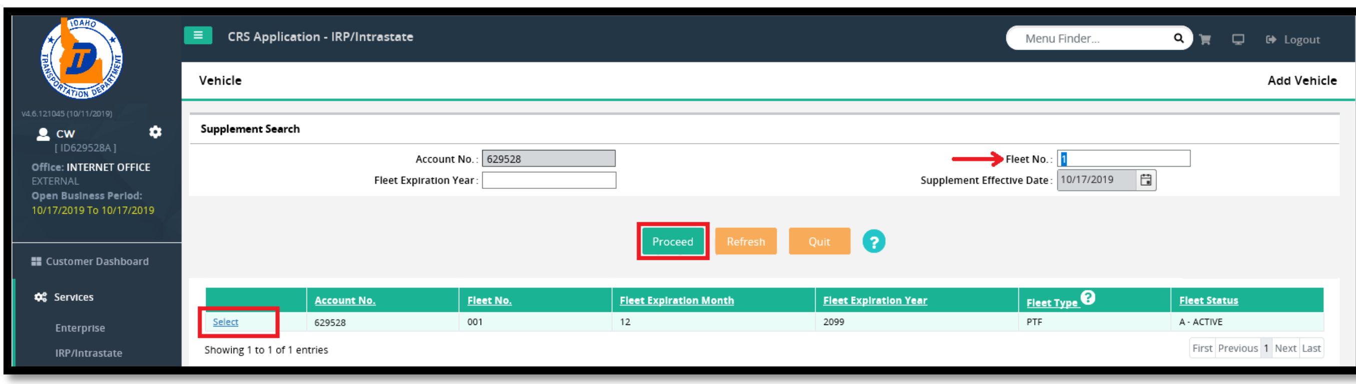
e) Fleets are groups of vehicles with specific types of registration.

FFP	Full Fee Power (Idaho-based power units)
FPF	Foreign Power Fleet (non-Idaho based power units)
ATF	Annual Trailer Fleet (trailers with an annual expiration date)
PTF	PTF = Permanent Trailer Fleet (trailers with a permanent registration)

f) Fleets with specific requirements.

FFF	Full Fee Fleet (power units that qualify for special fleet status)
LFT	Logo Fleet Type (Permanent trailer fleets with company logo plates)
RTF	Rental Trailer Fleet (rental utility trailers)

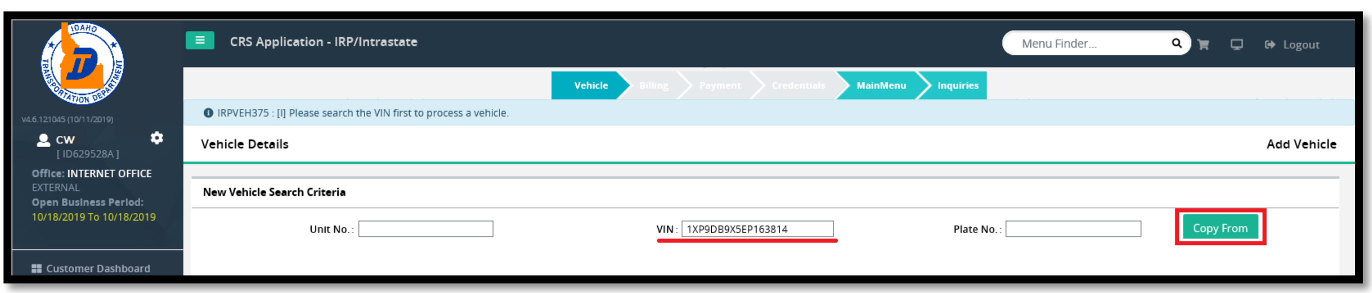
g) There are two methods for adding a vehicle to a fleet.
   i) Enter in the **Fleet No.** in the box to the right, and select **Proceed.**
   ii) Select the fleet from the list by clicking on the word **Select** on the left side of the list.



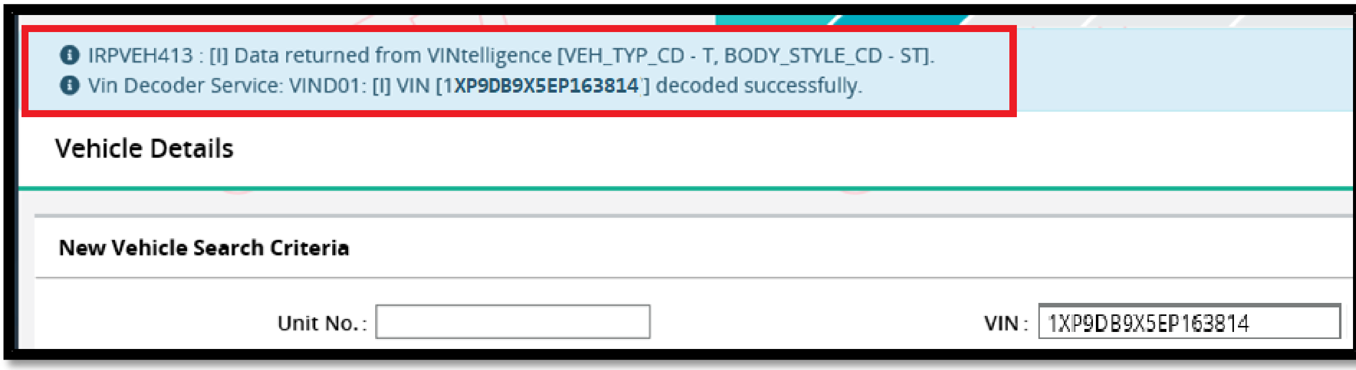
h) The Vehicle Details screen will display. Verify the **Account** and **Fleet** numbers are correct before proceeding.

i) If correct, the **VIN** is entered in the field in the top, middle of the screen.
   Note: The system requires searching for a vehicle by VIN prior to processing. The VIN is sent to VINtelligence for validation.

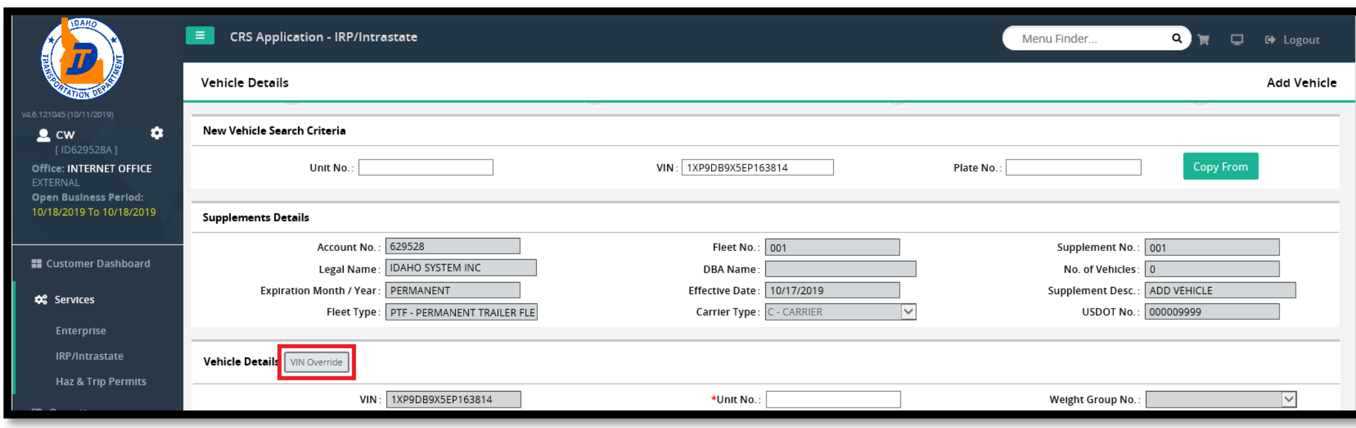
j) Click **Copy From**.



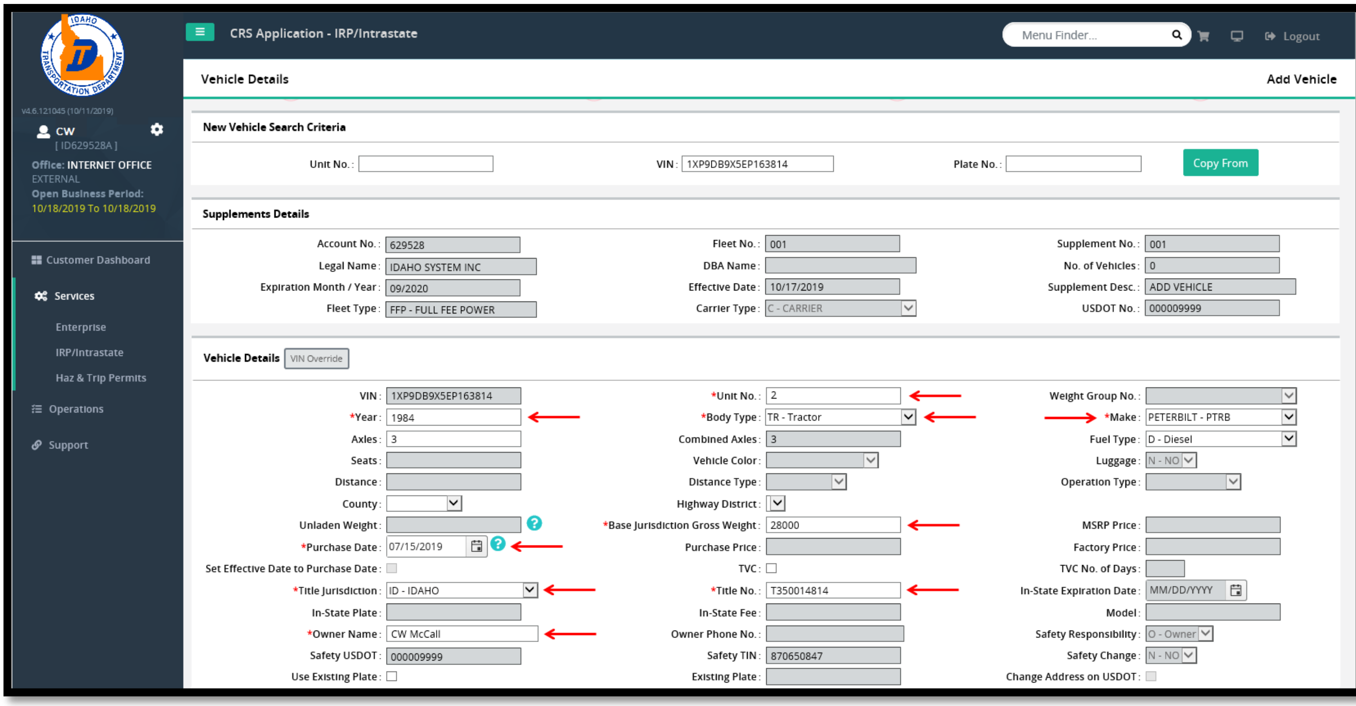
k) If the VIN is found on VINtelligence, information will prefill information about the vehicle and a message will appear at the top of the screen. Proceed to step **k** below.



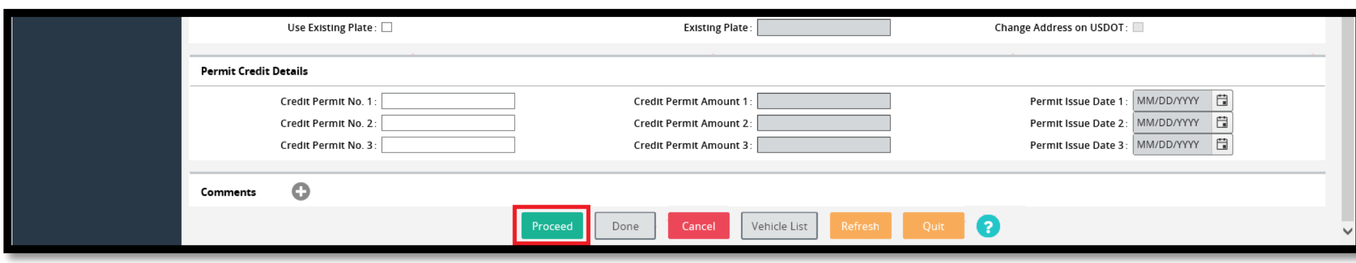
l) If the VIN is not found, double-check VIN entry.
   i) If not correct:
      (1) Refresh the screen by pressing **F5** or selecting the orange **Refresh** button at the bottom of the screen.
      (2) Re-enter the VIN
      (3) Select **Copy From**.
   ii) If the VIN still does not validate on VINtelligence, the **VIN Override** button should be selected, either prior or after entering vehicle information.



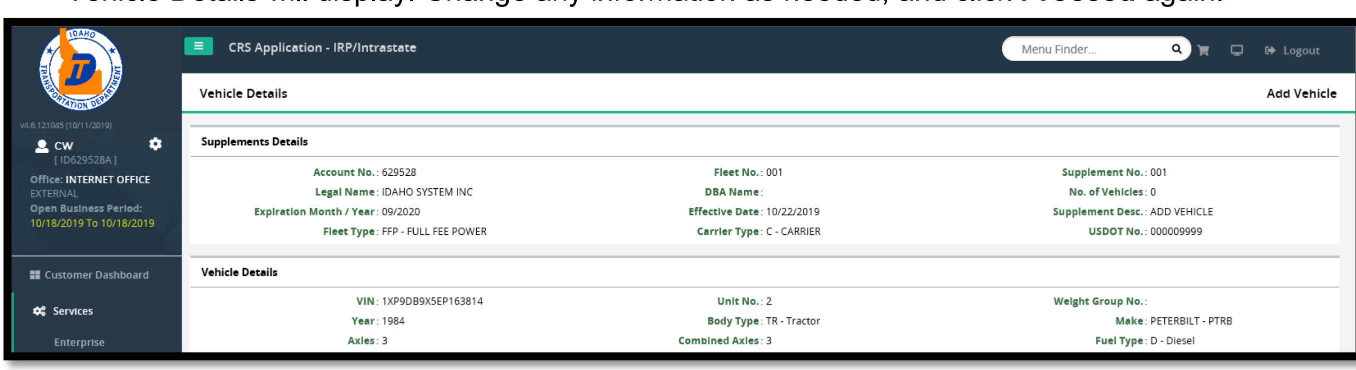
k) Enter required information indicated with a red asterisk (*) and any other information needed. **Note:** Vintelligence information for 'Body Type' may need to be changed.



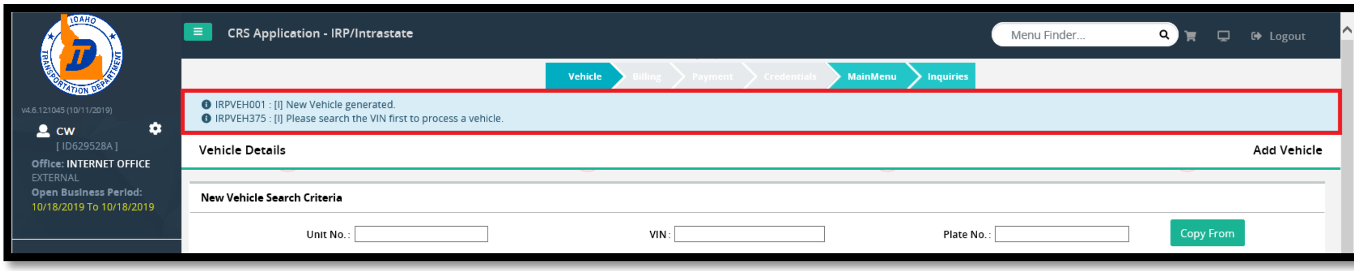
l) Select **Proceed** at the bottom of the screen to validate the information entered.



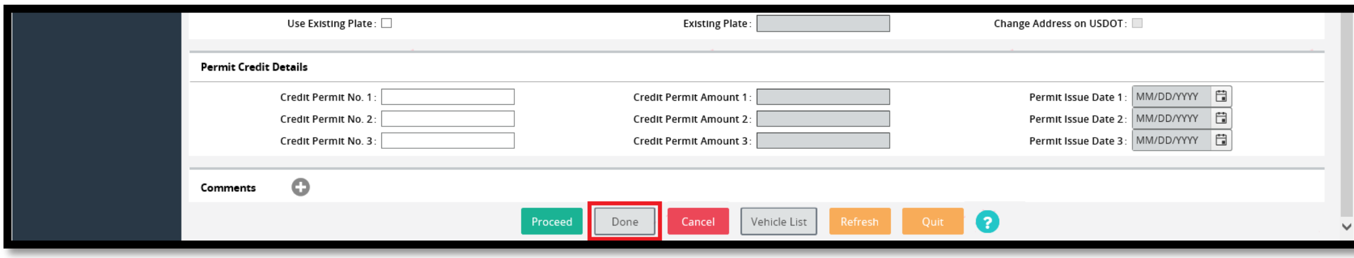
m) Any additional required documents, information, or errors will be seen at the top of the screen. The Vehicle Details will display. Change any information as needed, and click **Proceed** again.



n) The message at the top shows the New Vehicle was generated, and a reminder to search by VIN before adding another vehicle.

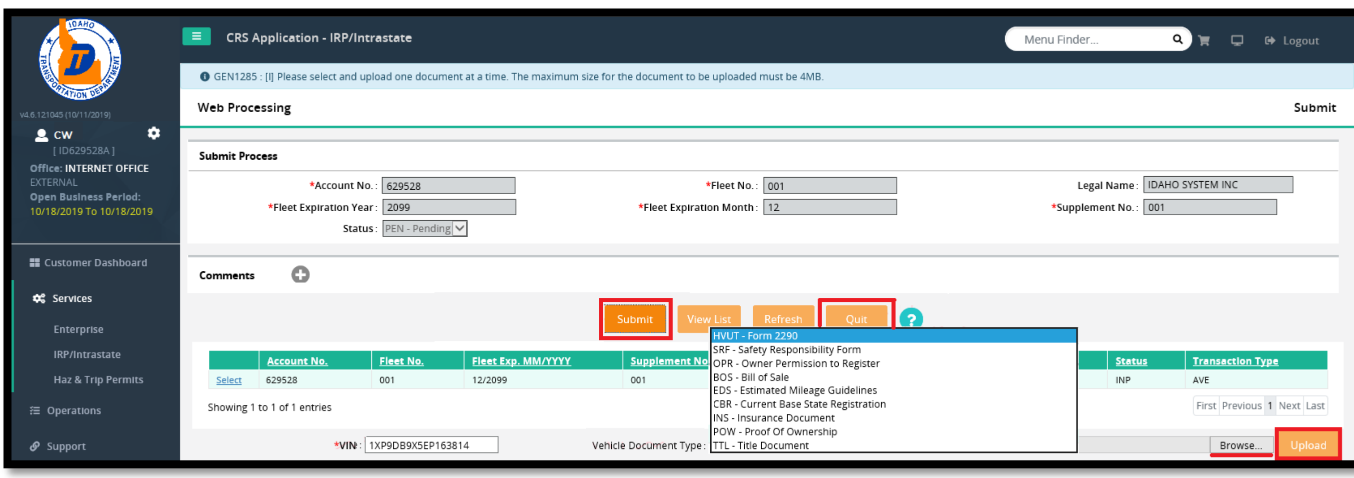


o) If no other vehicle is being added, click the **Done** button at the bottom of the screen.



p) The Web Processing screen displays. If any documents need to be added, enter the **VIN**, select document type from the **Vehicle Document Type** dropdown list, select **Browse** to find the document saved in PDF format in your computer and select **Upload**.

q) Once all documents are added, click **Submit**. Select **Quit** and **Log out** (upper right of screen) of CRS if no other transactions need to be completed.



6) Motor Carrier Services Approval

a) Once the transaction is submitted successfully, the system sends information out to the Web Processing site for Motor Carrier Services to approve.

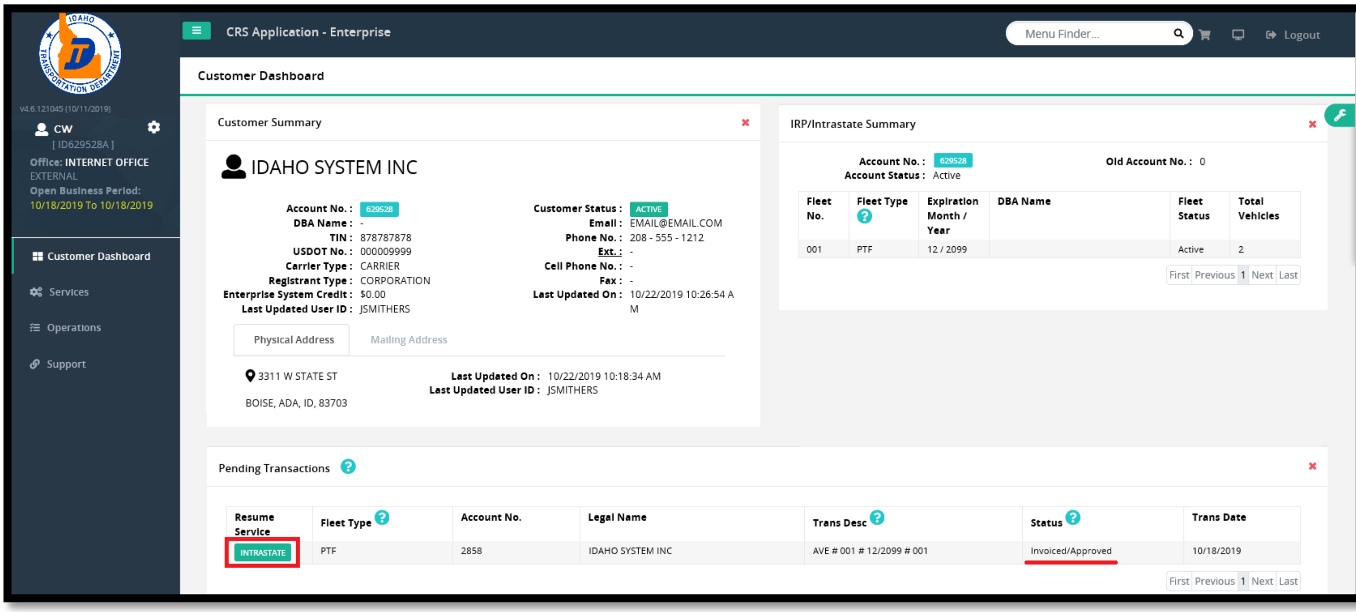
b) If everything is complete, they will approve the uploaded documents (if applicable), generate the invoice and send it to the customer email address supplied. The email from ITD serves as notification that there is an invoice ready for payment.

7) Payment of Invoice

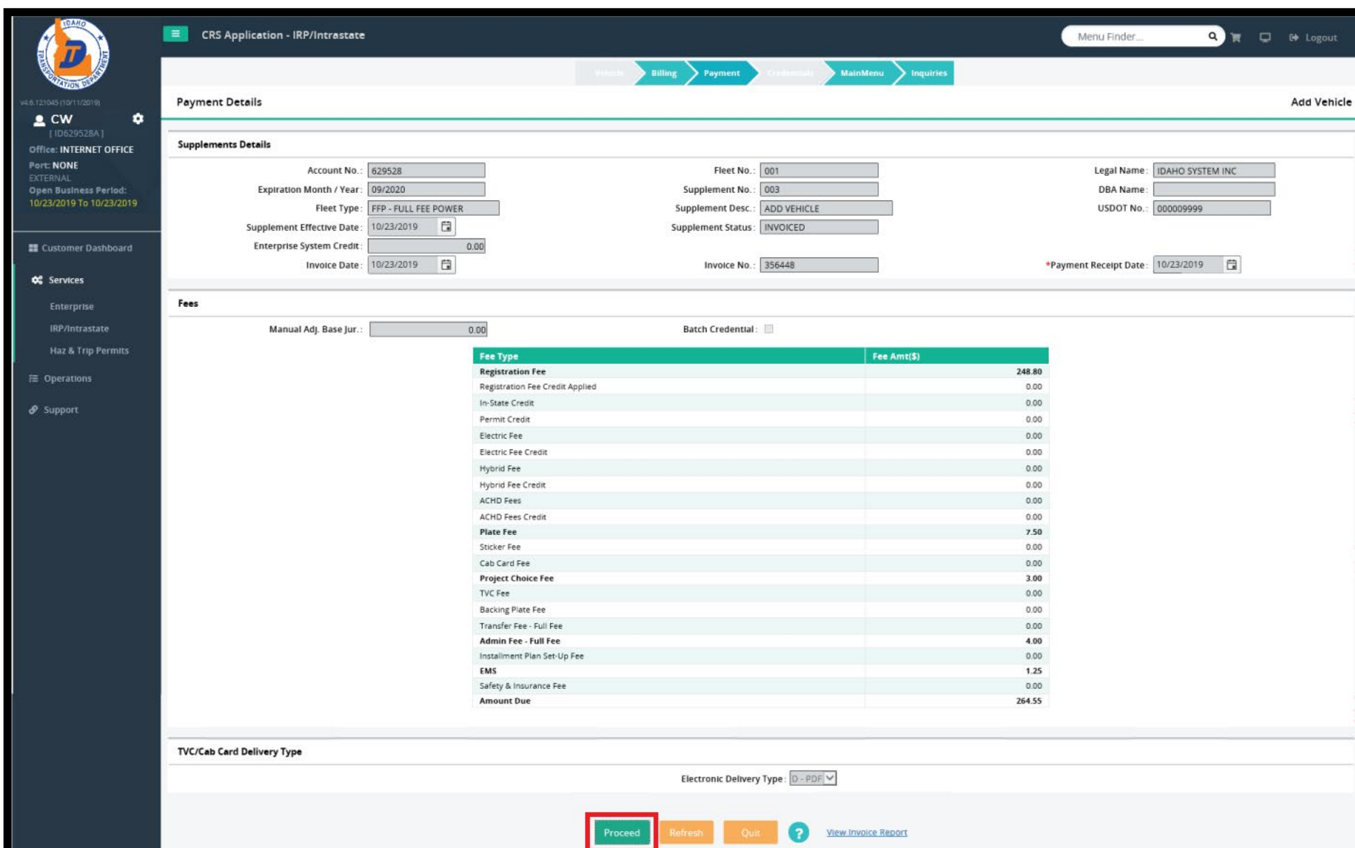
a) Log in to CRS with the User name and password as shown in **Step 2j** above.

b) When the Customer Dashboard opens, any supplements to be paid will appear in the Pending Transactions section. The **Status** should show **Invoiced/Approved.**

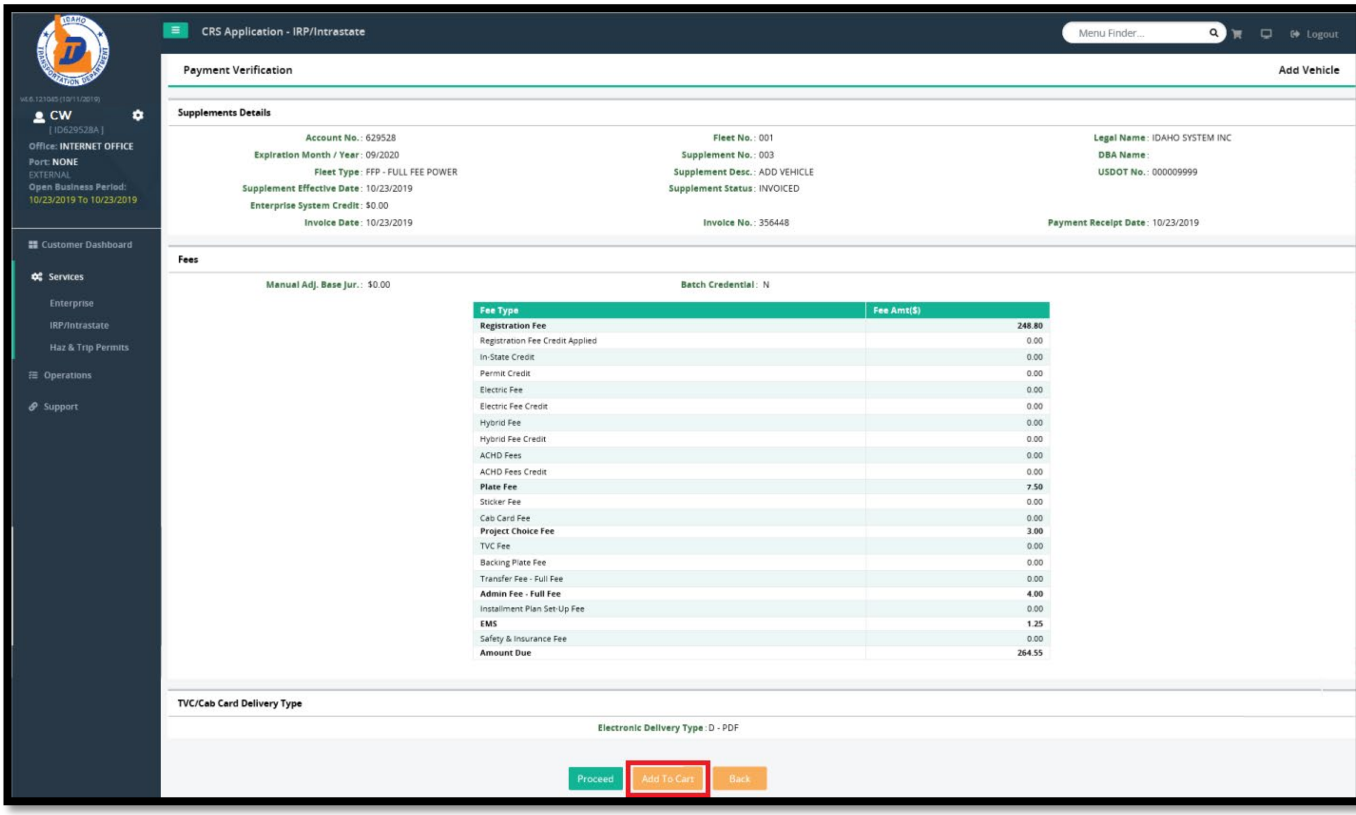
c) If there is more than one supplement to pay, select the green **Intrastate** button next to the desired supplement.



d) The **Payment Details** screen opens. If the invoice amount appears correct, select **Proceed**.

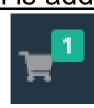


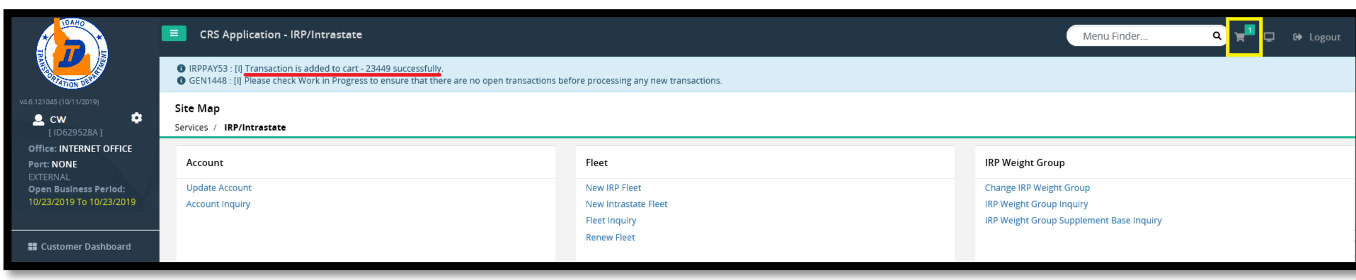
e) The Payment Verification screen opens. Select **Add to Cart**.



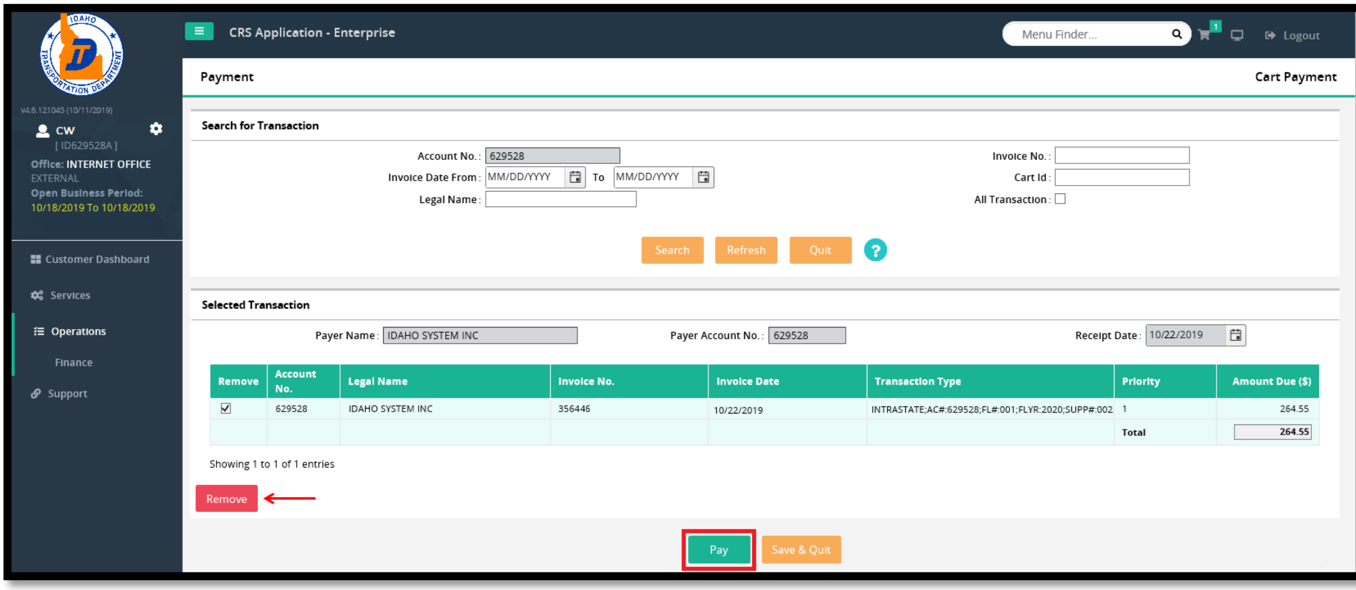
f) If there are more invoices to add to the cart repeat steps c, d and e above.

g) When ready to make payment, click on the **Cart** icon at the top of the **Site Map** or **Customer Dashboard** screen. A note stating, "<u>Transaction is added to cart</u>" will display in the top section.

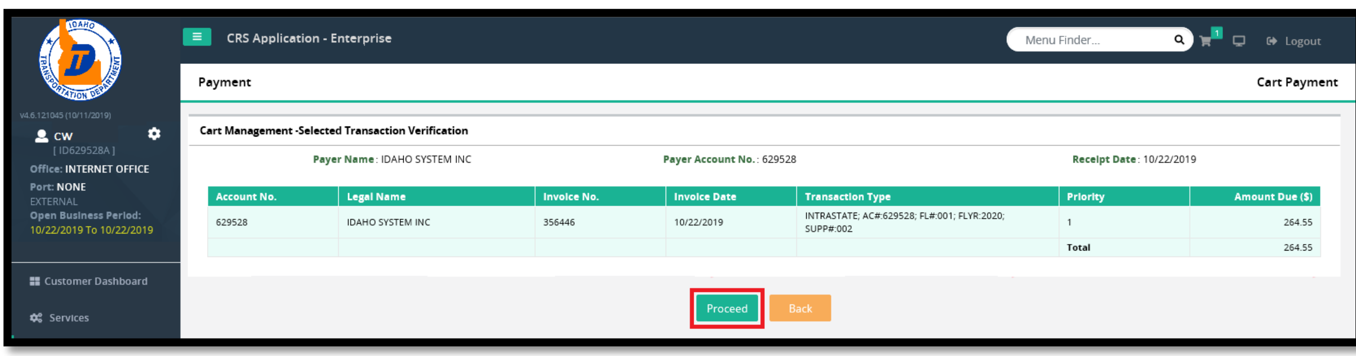




h) The **Payment** screen will display.
   i) If this is <u>not</u> the correct invoice, select **Remove**.
   ii) If this is the correct invoice, select **Pay**.
   Note: More than one invoice can be selected to be paid at the same time.



i) Click **Proceed** to move to the **Payment** screen.

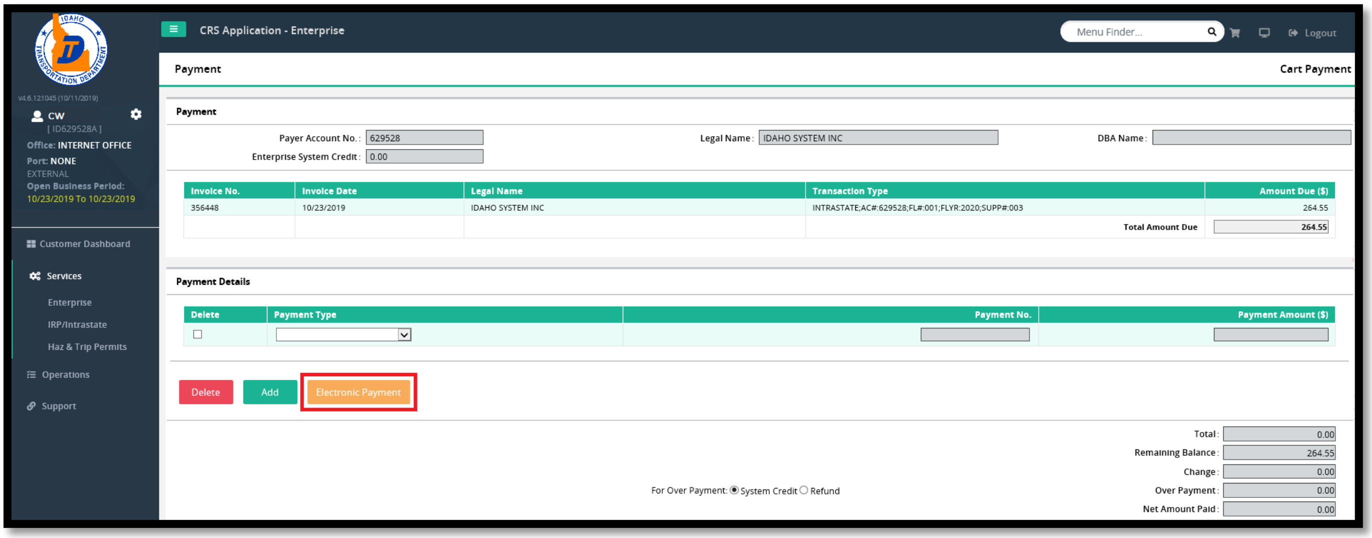


j) Select **Electronic Payment**.

k) The **Payment** screen displays each of the invoices selected for payment in the table with green headings.

  i. Check the box on the left-most column (**Remove**), and select the red **Remove** button, if an invoice needs to be removed from the payment.

  ii. Select **Pay** when the table contains the invoices to be paid at this time.



8) The LexisNexis Payment Portal

a) The LexisNexis payment portal will display. <u>Do not close the CRS browser page</u>.

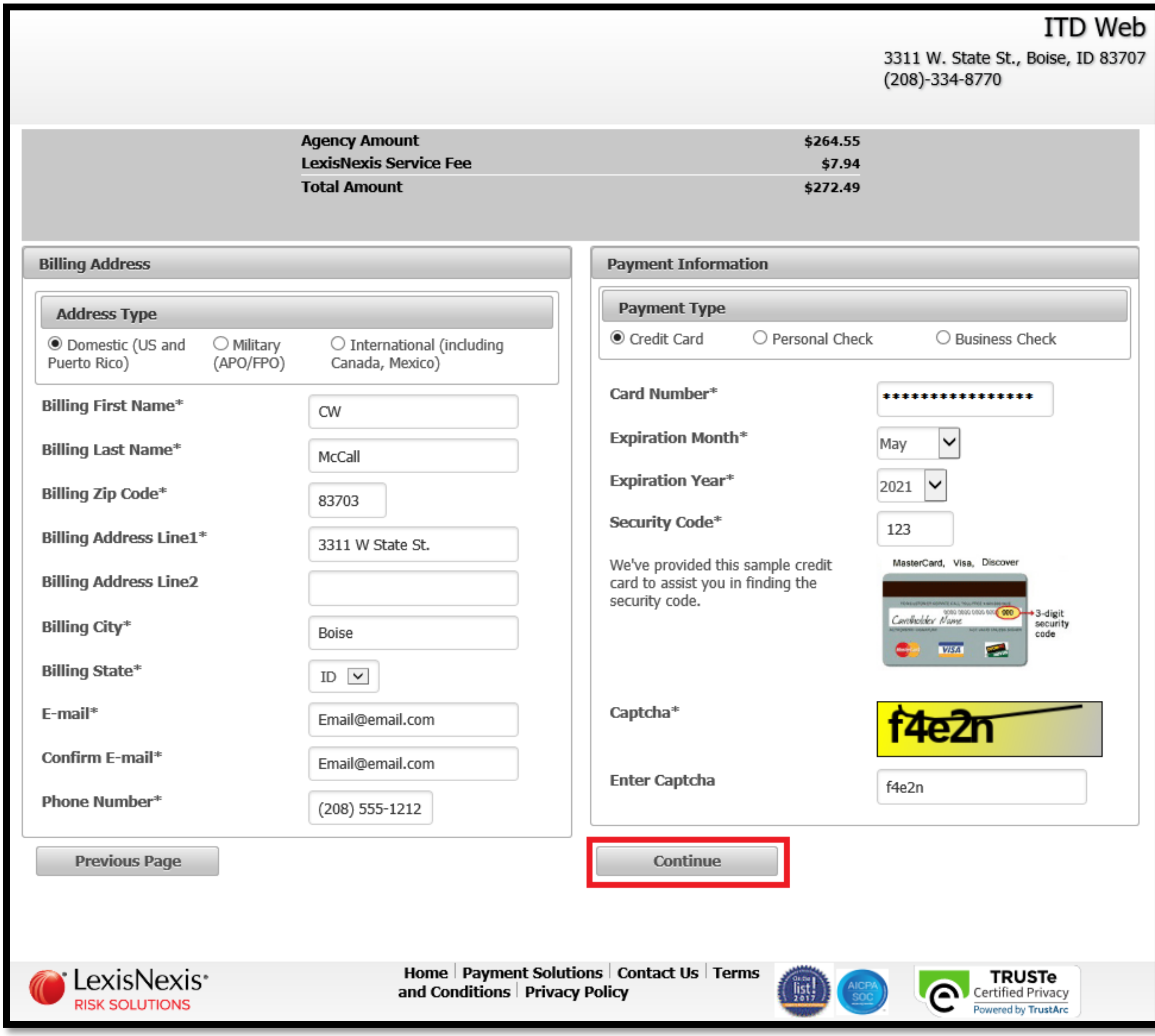
b) If a CRS session times out the customer will need to log back into CRS to complete the transaction.

c) If payment is not desired at this time, close the portal by clicking the X in the upper right corner, the system will go back to the CRS Payment screen.

d) Click **Reload** to bring the back the Payment screen, or **Quit** to quit payment screen.

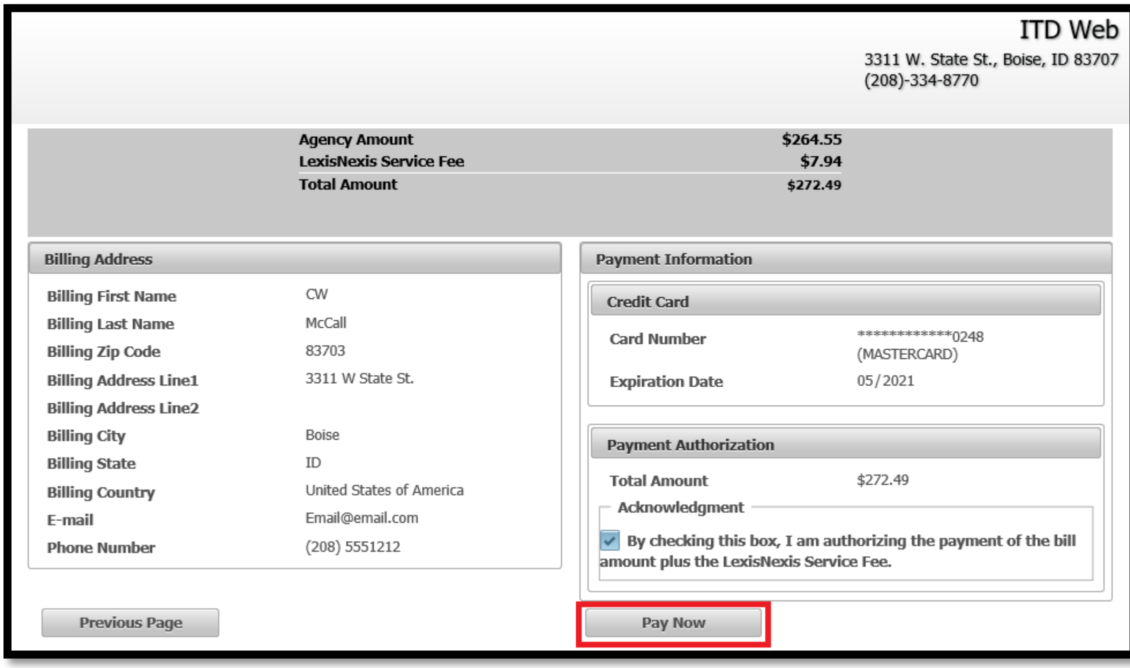
9) Making a Portal Payment

a) To make a payment:
   i) Enter the appropriate information each field with a black asterisk (*).
   ii) Select **Continue**.
   iii) If the E-mail address is accurate, and confirmed, a receipt is generated and emailed to the email address.



b) A Confirmation of Payment page will display.

c) Select the check box above Pay Now and select **Pay Now**.



ITD Web
3311 W. State St., Boise, ID 83707
(208)-334-8770

Agency Amount	$264.55
LexisNexis Service Fee	$7.94
Total Amount	$272.49

Billing Address

Billing First Name	CW
Billing Last Name	McCall
Billing Zip Code	83703
Billing Address Line1	3311 W State St.
Billing Address Line2	
Billing City	Boise
Billing State	ID
Billing Country	United States of America
E-mail	Email@email.com
Phone Number	(208) 5551212

Payment Information

Credit Card

Card Number	************0248 (MASTERCARD)
Expiration Date	05/2021

Payment Authorization

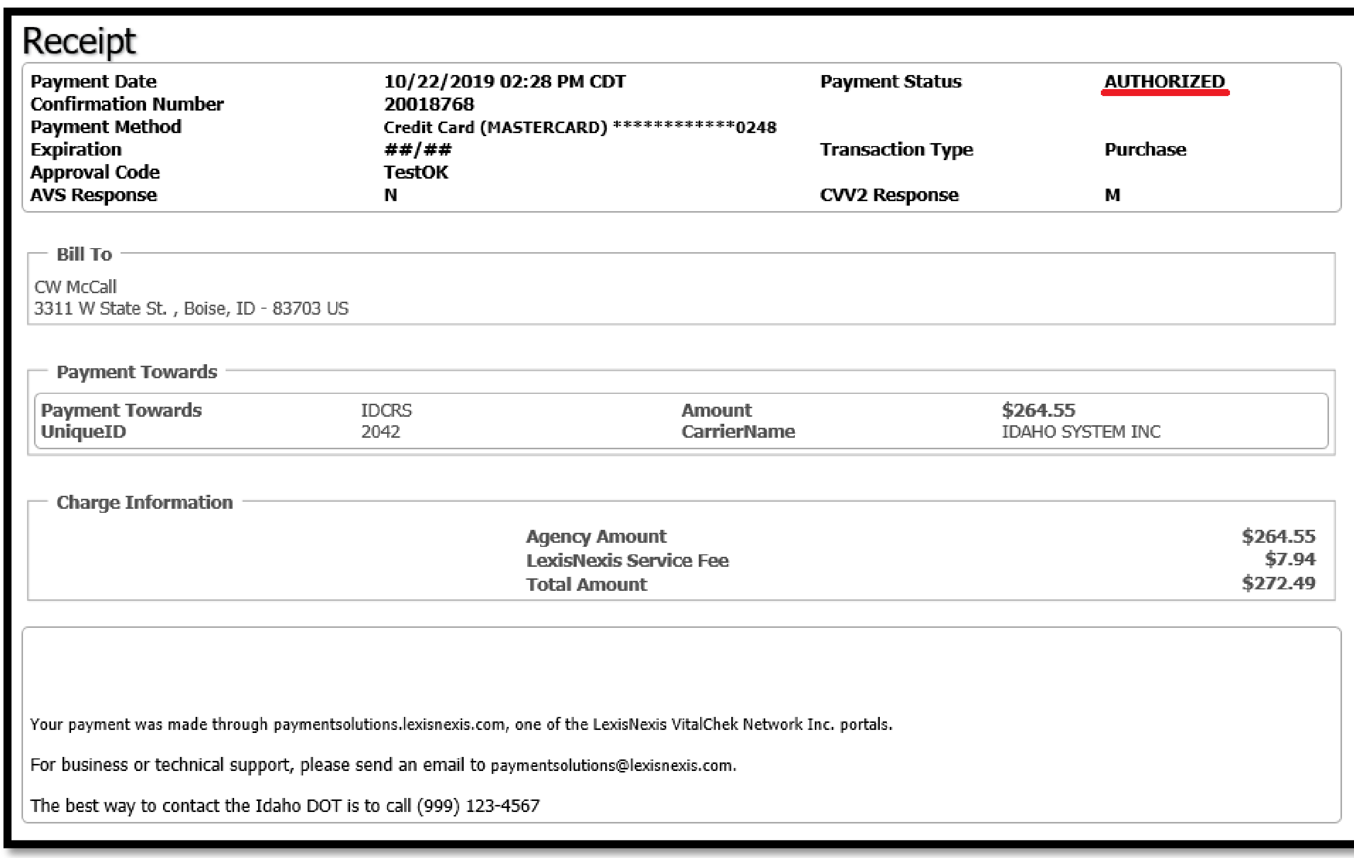
Total Amount	$272.49

Acknowledgment

By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Previous Page | Pay Now

d) A payment Authorization will appear on the page.



Receipt

Payment Date	10/22/2019 02:28 PM CDT	Payment Status	AUTHORIZED
Confirmation Number	20018768		
Payment Method	Credit Card (MASTERCARD) ************0248		
Expiration	##/##	Transaction Type	Purchase
Approval Code	TestOK		
AVS Response	N	CVV2 Response	M

Bill To

CW McCall
3311 W State St. , Boise, ID - 83703 US

Payment Towards

Payment Towards	IDCRS	Amount	$264.55
UniqueID	2042	CarrierName	IDAHO SYSTEM INC

Charge Information

Agency Amount	$264.55
LexisNexis Service Fee	$7.94
Total Amount	$272.49

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

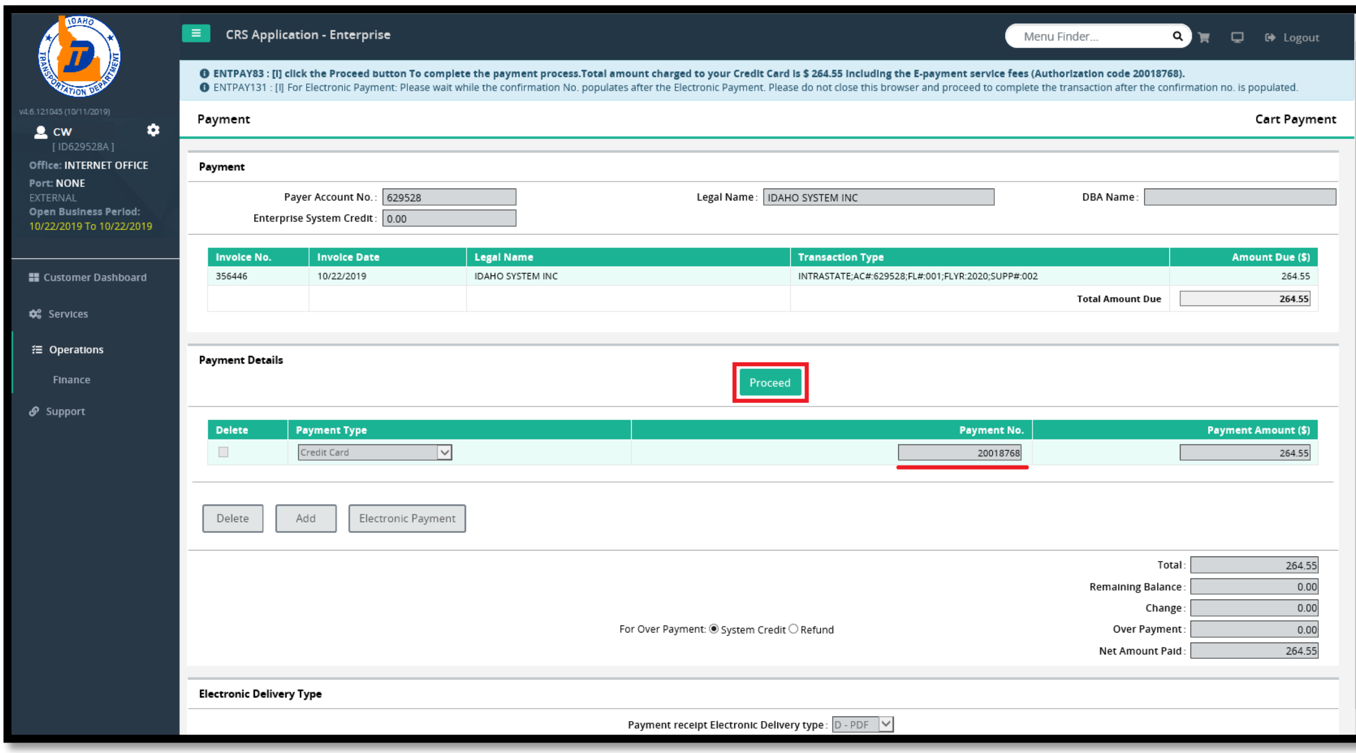
For business or technical support, please send an email to paymentsolutions@lexisnexis.com.

The best way to contact the Idaho DOT is to call (999) 123-4567

10) Printing a Receipt

There two methods for printing a receipt.

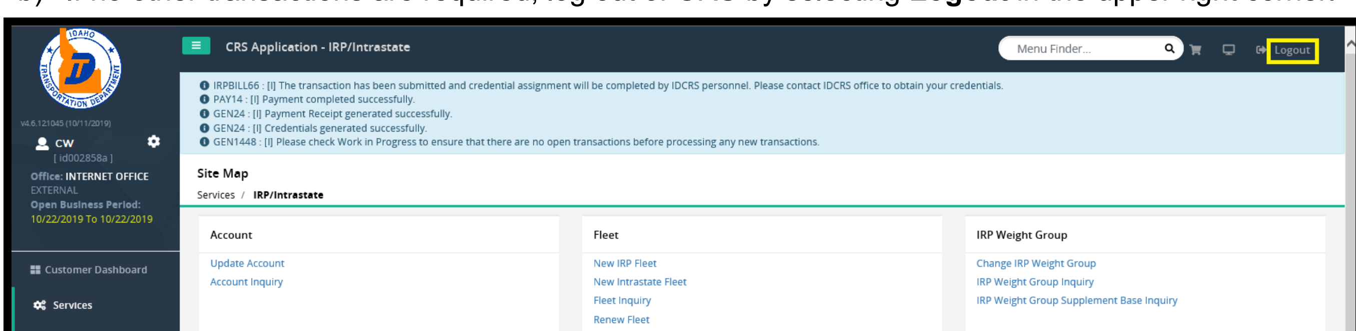
a) While the LexisNexis screen is displayed, a receipt can be printed.
   i) **Right-click** on the screen.
   ii) Select **Print** from the menu that opens.
   iii) Select the printer from the print dialog box.
   iv) Click **Print**.
   v) Close or minimize the LexisNexis screen to bring the CRS screen back.
b) Close or minimize the LexisNexis screen to bring the CRS screen back.
   i) Once the **Payment No**. is populated, select **Proceed**.



   ii) The payment receipt and (TVC), if requested, should open on screen.
   iii) If **PDF** was chosen, the receipt can be printed by either selecting the printer icon, or selecting **File** / **Print**.
   iv) Select the printer from the print dialog box.
   v) Click **Print**.
c) Log out of CRS if there are no other transactions to be conducted in CRS at this time.

11) Returning to CRS and Logging Out of CRS

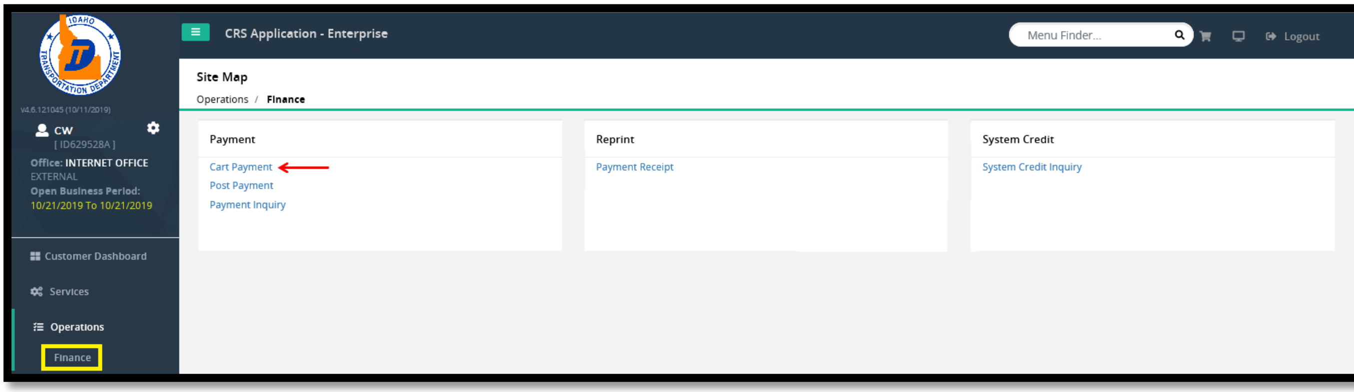
a) Close the screen to exit and return to the Site Map screen.
b) If no other transactions are required, log out of CRS by selecting **Logout** in the upper right corner.



12) Additional Financial Functions

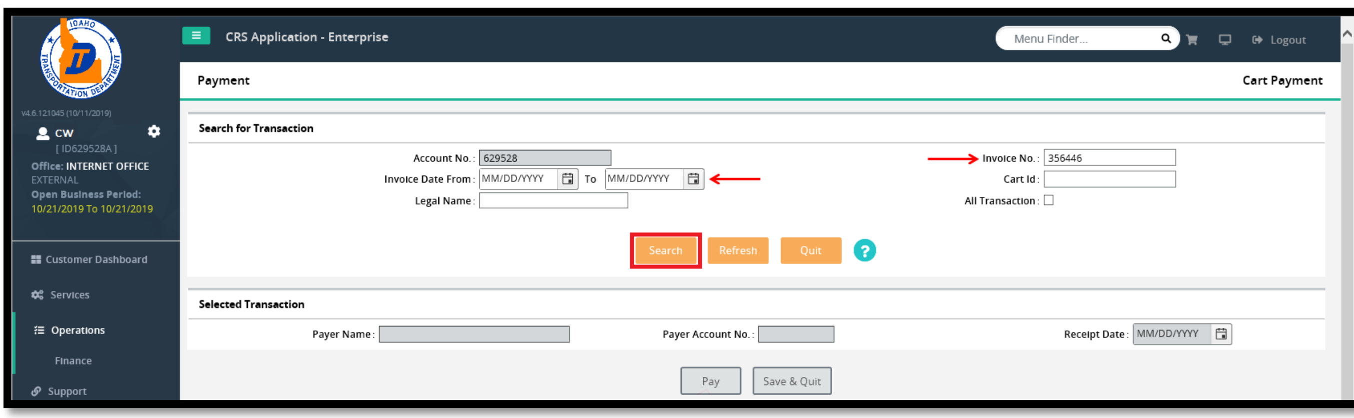
Additional financial functions are available from the Customer Dashboard by selecting **Finance** under **Operations** in the left column menu.

a) Select **Payment Inquiry** to see all payments that have been made.
b) Select **Payment Receipt** in the **Reprint** section to reprint a previously generated receipt.
c) Select **Cart Payment** to see any outstanding invoices.

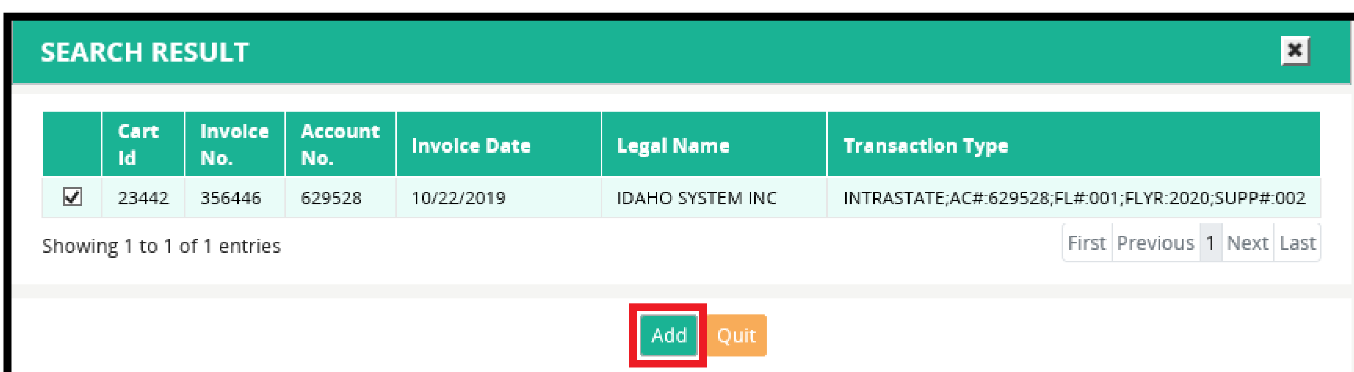


13) Alternate Method for Paying Invoices

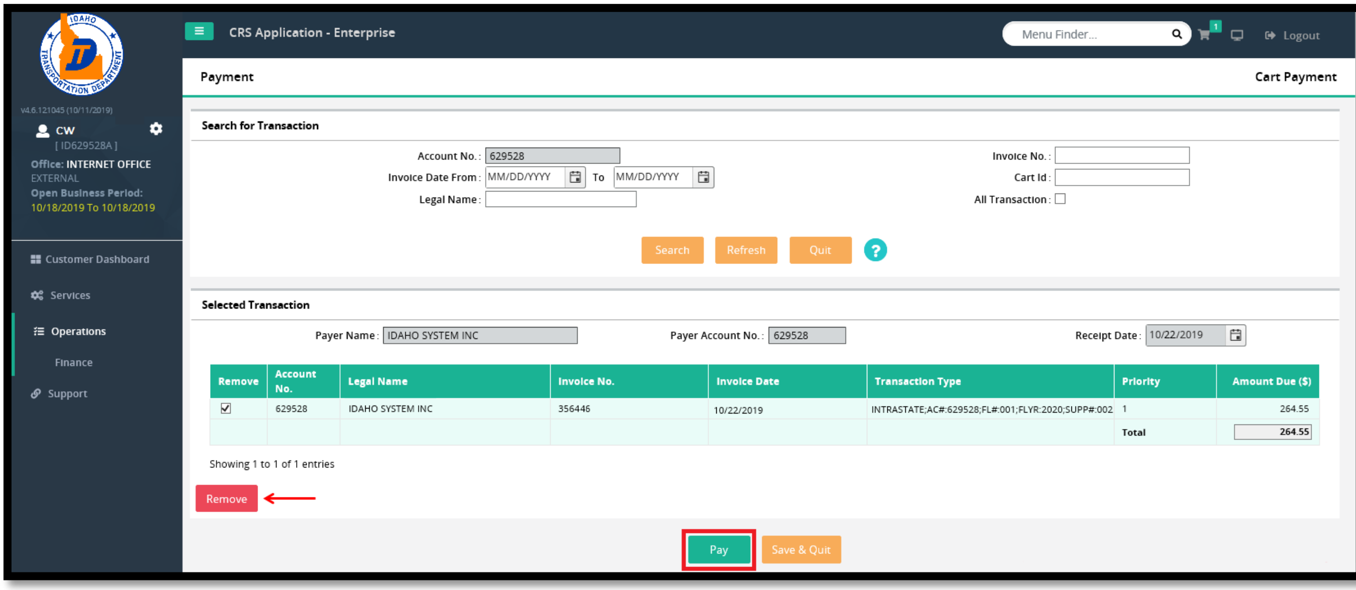
a) Select **Finance** under **Operations** in the left column menu.
b) Select **Cart Payment** to see any outstanding invoices.
c) Enter the invoice number, or date range to bring up the invoices still pending.
d) Select **Search**.



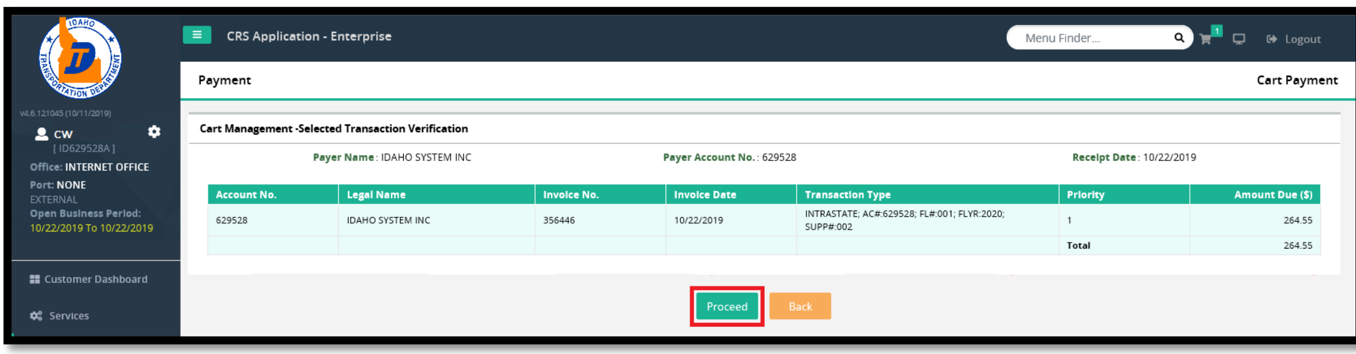
e) The search results of any outstanding invoices will display. Select the box for the invoice for payment and click **Add**.



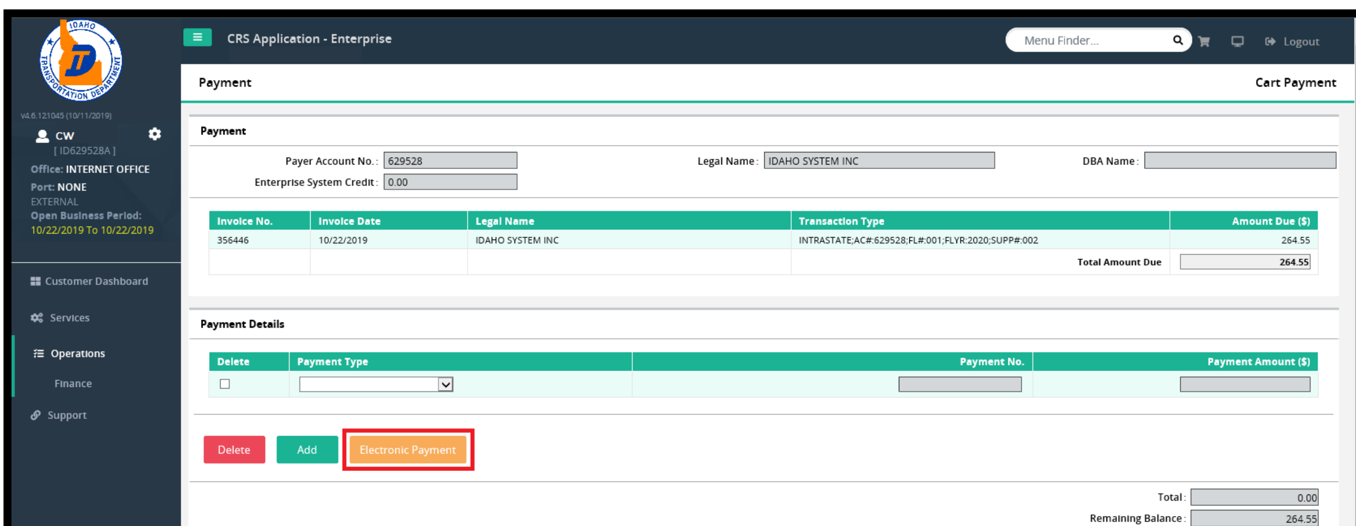
f) The **Payment** screen will display.
   i) If this is <u>not</u> the correct invoice, select **Remove**.
   ii) If this is the correct invoice, select **Pay**.
   Note: More than one invoice can be selected to be paid.



g) Click **Proceed** to move to the **Payment** screen.



h) Select **Electronic Payment**.



i) The LexisNexis Payment Portal will open. Follow steps **8** through **10** above to complete the payment.