

CRS Customer: Adding Vehicles to Full Fee Fleets

Version 1.8 | November 27, 2019



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*

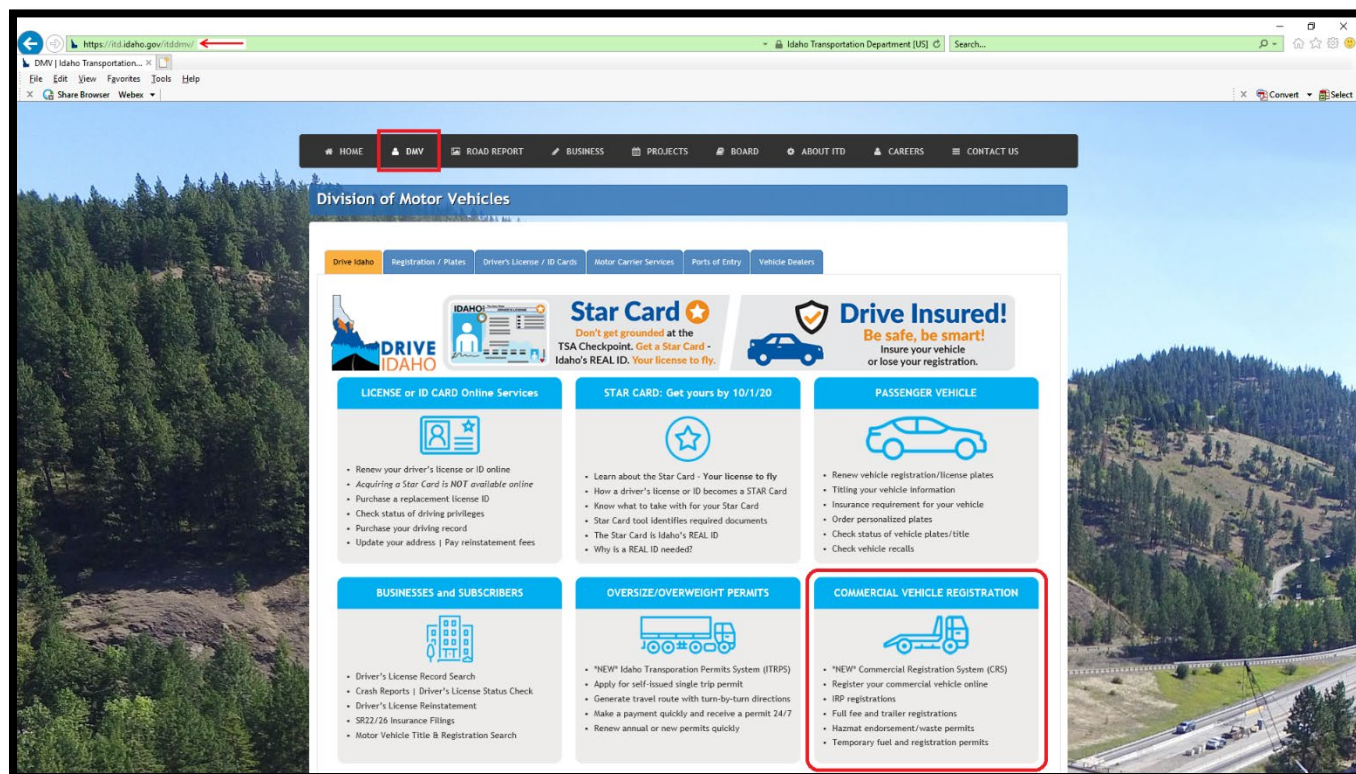


CRS Application Access

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

- 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.
- 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

- 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.
- 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.
- 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.
- Enter the **User ID** and **Temporary Password** provided.
- Select **Log in**.

- A **New Password** is entered and must be confirmed.
 - A password must be between 8 and 50 characters long, and cannot include your account number.
 - It must contain any three for the following [at least one: capital letter, small letter, numeric, special character from the following (!@%&+-?#\$^*(){}[])].
- A **Secret Question** and **Secret Answer** is entered.
- Click **Proceed** to continue.

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

Welcome to CRS Application

This is PROD environment

User ID

Password

First time user?
Email cvs@id.idaho.gov with your Idaho Account number (if known), USDOT number (if known) and the name used for your commercial credentials. We will also need the name and email address of each individual who will have access to your account.

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.

CRS Application - Enterprise

Logout

ANNOUNCEMENTS

Welcome to the new Commercial Registration System (CRS)! Remember, at any time you can click the question mark (?) for help specific to the screen you are on. Be sure to look for any error messages at the top of the screen, and before calling for help, click the camera image located in the upper right-hand corner of the screen to capture an image of what you are seeing. Anyone assisting you will be able to view the image, which will make troubleshooting quicker and easier. As we go forward, we'll enhance the wording of the error messages

DISCLAIMER

Privacy Policy

Use and operation of the State of Idaho web pages are governed by the laws of Idaho. Information collected at the State of Idaho web page may be subject to disclosure under the public record laws of Idaho including, but not limited to: Idaho Statute §74-102 et seq.

The state does maintain logs of visits to and use of its web pages. The state uses this information only for statistical analysis in order to identify user preferences and make the sites more user friendly. No personal information is gleaned or used from the logs. The collected information is not used to identify individual users and internet service providers.

E-mail logs for incoming e-mail concerning sender's and receiver's identification and the date and time that the message was sent are also maintained. The e-mail log does contain the message sent.

The state also employs security measures which, in the event of any attempt at compromising the state's web pages and its support systems, are capable of identifying the offending individual user and the user's internet service provider. All efforts at breaching the security of the state web pages and its support systems will be referred to the appropriate law enforcement agency for investigation and prosecution.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Warning

Agree Cancel

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

- Click on **Services**. The **Services** menu will open.
- Select **IRP/Intrastate**.

- Select **Add Vehicle** from the **Vehicle** section.

- 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.

- Enter in the **Fleet No.** in the box to the right, and select **Proceed**.
- 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.

The screenshot shows a message box at the top with two lines of information:

1. IRPVEH413 : [I] Data returned from VIntelligence [VEH_TYP_CD - T, BODY_STYLE_CD - ST].

2. Vin Decoder Service: VIND01: [I] VIN [1XP9DB9X5EP163814] decoded successfully.

Below the message box is the 'Vehicle Details' section, which includes a 'New Vehicle Search Criteria' area with input fields for 'Unit No.' and 'VIN'. The 'VIN' field is pre-filled with '1XP9DB9X5EP163814'.

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

The screenshot shows the 'CRS Application - IRP/Intrastate' interface. The left sidebar contains navigation links: 'Customer Dashboard', 'Services', 'Enterprise', 'IRP/Intrastate', and 'Haz & Trip Permits'. The main content area is titled 'Vehicle Details' and includes a 'New Vehicle Search Criteria' section with input fields for 'Unit No.', 'VIN' (pre-filled with '1XP9DB9X5EP163814'), and 'Plate No.', along with a 'Copy From' button. Below this is the 'Supplements Details' section with various fields for account, fleet, and supplement information. At the bottom, the 'Vehicle Details' section includes a 'VIN Override' button (highlighted with a red box) and input fields for 'VIN' (pre-filled with '1XP9DB9X5EP163814'), 'Unit No.', and 'Weight Group No.'.

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.

Vehicle Details Add Vehicle

New Vehicle Search Criteria

Unit No.: VIN: 1XP9DB9X5EP163814 Plate No.: [Copy From](#)

Supplements Details

Account No.: 629528 Fleet No.: 001 Supplement No.: 001
 Legal Name: IDAHO SYSTEM INC DBA Name: No. of Vehicles: 0
 Expiration Month / Year: 09/2020 Effective Date: 10/17/2019 Supplement Desc.: ADD VEHICLE
 Fleet Type: FFP - FULL FEE POWER Carrier Type: C - CARRIER USDOT No.: 00009999

Vehicle Details VIN Override

VIN: 1XP9DB9X5EP163814 *Unit No.: 2
 *Year: 1984 *Body Type: TR - Tractor
 Axles: 3 Combined Axles: 3
 Seats: Vehicle Color: Distance Type: Highway District: 28000
 Distance: Unladen Weight: *Base Jurisdiction Gross Weight: 28000
 County: TVC: Purchase Price: MSRP Price: Factory Price: TVC No. of Days: In-State Expiration Date: MM/DD/YYYY
 Set Effective Date to Purchase Date: *Title Jurisdiction: ID - IDAHO *Title No.: T350014814
 In-State Plate: In-State Fee: Owner Phone No.: Safety TIN: 870650847
 *Owner Name: CW McCall Existing Plate: Change Address on USDOT: ☐

Proceed Done Cancel Vehicle List Refresh Quit ?

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

Use Existing Plate: ☐ Existing Plate: Change Address on USDOT: ☐

Permit Credit Details

Credit Permit No. 1: Credit Permit Amount 1: Permit Issue Date 1: MM/DD/YYYY
 Credit Permit No. 2: Credit Permit Amount 2: Permit Issue Date 2: MM/DD/YYYY
 Credit Permit No. 3: Credit Permit Amount 3: Permit Issue Date 3: MM/DD/YYYY

Comments +

Proceed Done Cancel Vehicle List Refresh Quit ?

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.

Vehicle Details Add Vehicle

Supplements Details

Account No.: 629528 Fleet No.: 001 Supplement No.: 001
 Legal Name: IDAHO SYSTEM INC DBA Name: No. of Vehicles: 0
 Expiration Month / Year: 09/2020 Effective Date: 10/22/2019 Supplement Desc.: ADD VEHICLE
 Fleet Type: FFP - FULL FEE POWER Carrier Type: C - CARRIER USDOT No.: 00009999

Vehicle Details

VIN: 1XP9DB9X5EP163814 Unit No.: 2 Weight Group No.:
 Year: 1984 Body Type: TR - Tractor Make: PETERBILT - PTRB
 Axles: 3 Combined Axles: 3 Fuel Type: D - Diesel

Proceed Done Cancel Vehicle List Refresh Quit ?

- 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

- Log in to CRS with the User name and password as shown in **Step 2j** above.
- When the Customer Dashboard opens, any supplements to be paid will appear in the Pending Transactions section. The **Status** should show **Invoiced/Approved**.
- If there is more than one supplement to pay, select the green **Intrastate** button next to the desired supplement.

Customer Dashboard

Customer Summary

IDAHO SYSTEM INC

Account No.: 629528
 DBA Name: -
 TIN: 878787878
 USDOT No.: 00009999
 Carrier Type: CARRIER
 Registrant Type: CORPORATION
 Enterprise System Credit: \$0.00
 Last Updated User ID: JSMITHERS

Customer Status: ACTIVE
 Email: EMAIL@EMAIL.COM
 Phone No.: 208-555-1212
 Ext.: -
 Cell Phone No.: -
 Fax: -
 Last Updated On: 10/22/2019 10:26:54 AM

Physical Address: 3311 W STATE ST, BOISE, ADA, ID, 83703
 Last Updated On: 10/22/2019 10:18:34 AM
 Last Updated User ID: JSMITHERS

IRP/Intrastate Summary

Account No.: 629528
 Account Status: Active
 Old Account No.: 0

Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	PTF	12 / 2099		Active	2

First Previous 1 Next Last

Pending Transactions

Resume Service	Fleet Type	Account No.	Legal Name	Trans Desc	Status	Trans Date
INTRASTATE	PTF	2858	IDAHO SYSTEM INC	AVE # 001 # 12/2099 # 001	Invoiced/Approved	10/18/2019

First Previous 1 Next Last

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

Payment Details

Supplements Details

Account No.: 629528
 Expiration Month / Year: 09/2020
 Fleet Type: FFP - FULL FEE POWER
 Supplement Effective Date: 10/23/2019
 Enterprise System Credit: 0.00
 Invoice Date: 10/23/2019

Fleet No.: 001
 Supplement No.: 003
 Supplement Desc.: ADD VEHICLE
 Supplement Status: INVOICED

Legal Name: IDAHO SYSTEM INC
 DBA Name: -
 USDOT No.: 00009999

Invoice No.: 356448
 *Payment Receipt Date: 10/23/2019

Fees

Manual Adj. Base Jur.: 0.00
 Batch Credential: ☐

Fee Type	Fee Amt(\$)
Registration Fee	248.80
Registration Fee Credit Applied	0.00
In State Credit	0.00
Permit Credit	0.00
Electric Fee	0.00
Electric Fee Credit	0.00
Hybrid Fee	0.00
Hybrid Fee Credit	0.00
ACHD Fees	0.00
ACHD Fees Credit	0.00
Plate Fee	7.50
Sticker Fee	0.00
Cab Card Fee	0.00
Project Choice Fee	3.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	4.00
Installment Plan Set-Up Fee	0.00
EMS	1.25
Safety & Insurance Fee	0.00
Amount Due	264.55

TVC/Cab Card Delivery Type:

Electronic Delivery Type:

Proceed Refresh Quit ? View Invoice Report

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

Payment Verification

Supplements Details

Account No.: 629528	Fleet No.: 001	Legal Name: IDAHO SYSTEM INC
Expiration Month / Year: 09/2020	Supplement No.: 003	DBA Name:
Fleet Type: FFP - FULL FEE POWER	Supplement Desc.: ADD VEHICLE	USDOT No.: 000009999
Supplement Effective Date: 10/23/2019	Supplement Status: INVOICED	
Enterprise System Credit: \$0.00	Invoice No.: 356448	Payment Receipt Date: 10/23/2019
Invoice Date: 10/23/2019		

Fees

Fee Type	Fee Amt(\$)
Registration Fee	248.80
Registration Fee Credit Applied	0.00
In-State Credit	0.00
Permit Credit	0.00
Electric Fee	0.00
Electric Fee Credit	0.00
Hybrid Fee	0.00
Hybrid Fee Credit	0.00
ACHD Fees	0.00
ACHD Fees Credit	0.00
Plate Fee	7.50
Sticker Fee	0.00
Cab Card Fee	0.00
Project Choice Fee	3.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	4.00
Installation Plan Set-Up Fee	0.00
EMS	1.25
Safety & Insurance Fee	0.00
Amount Due	264.55

Manual Adj. Base Jur.: \$0.00 Batch Credential: N

TVC/Cab Card Delivery Type

Electronic Delivery Type: D - PDF

[Proceed](#) [Add To Cart](#) [Back](#)

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, "Transaction is added to cart" will display in the top section.



Site Map

Services / IRP/Intrastate

Account	Fleet	IRP Weight Group
Update Account	New IRP Fleet	Change IRP Weight Group
Account Inquiry	New Intrastate Fleet	IRP Weight Group Inquiry
	Fleet Inquiry	IRP Weight Group Supplement Base Inquiry
	Renew Fleet	

- h) The **Payment** screen will display.
- If this is not the correct invoice, select **Remove**.
 - If this is the correct invoice, select **Pay**.

Note: More than one invoice can be selected to be paid at the same time.

Payment Cart Payment

Menu Finder... Logout

Search for Transaction

Account No.: 629528 Invoice No.:
 Invoice Date From: MM/DD/YYYY To: MM/DD/YYYY Cart Id:
 Legal Name: All Transaction: ☐

Search Refresh Quit ?

Selected Transaction

Payer Name: IDAHO SYSTEM INC Payer Account No.: 629528 Receipt Date: 10/22/2019

Remove	Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
<input checked="" type="checkbox"/>	629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC# 629528; FL# 001; FLVR: 2020; SUPP# 002	1	264.55
Total							264.55

Showing 1 to 1 of 1 entries

Remove Pay Save & Quit

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

Payment Cart Payment

Menu Finder... Logout

Cart Management - Selected Transaction Verification

Payer Name: IDAHO SYSTEM INC Payer Account No.: 629528 Receipt Date: 10/22/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC# 629528; FL# 001; FLVR: 2020; SUPP# 002	1	264.55
Total						264.55

Proceed Back

- 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.

The screenshot displays the 'Payment' screen in the CRS Application - Enterprise. The interface includes a sidebar with navigation options like 'Customer Dashboard', 'Services', 'Enterprise', 'IRP/Intrastate', 'Haz & Trip Permits', 'Operations', and 'Support'. The main content area shows the 'Payment' form with fields for Payer Account No. (629528), Legal Name (IDAHO SYSTEM INC), and DBA Name. A table lists invoices with columns for Invoice No., Invoice Date, Legal Name, Transaction Type, and Amount Due (\$). The total amount due is 264.55. Below the table, there is a 'Payment Details' section with a 'Delete' checkbox and a 'Payment Type' dropdown. At the bottom, there are buttons for 'Delete', 'Add', and 'Electronic Payment' (highlighted with a red box). The bottom right corner shows a summary of the payment: Total (0.00), Remaining Balance (264.55), Change (0.00), Over Payment (0.00), and Net Amount Paid (0.00).

8) The LexisNexis Payment Portal

- a) The LexisNexis payment portal will display. Do not close the CRS browser page.
- 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.

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

Address Type
☒ Domestic (US and Puerto Rico)
 ☐ Military (APO/FPO)
 ☐ International (including Canada, Mexico)

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

Confirm E-mail*

Phone Number*

Payment Information

Payment Type
☒ Credit Card
 ☐ Personal Check
 ☐ Business Check


Card Number*


Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.




Captcha* 




Enter Captcha

[Previous Page](#)

[Continue](#)



[Home](#) | [Payment Solutions](#) | [Contact Us](#) | [Terms and Conditions](#) | [Privacy Policy](#)

- 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	
<input checked="" type="checkbox"/> 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	<u>AUTHORIZED</u>
Confirmation Number	20018768		
Payment Method	Credit Card (MASTERCARD) *****0248	Transaction Type	Purchase
Expiration	## / ##	CVV2 Response	M
Approval Code	TestOK		
AVS Response	N		

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**.

CRS Application - Enterprise

Menu Finder... [Search] [Shopping Cart] [Logout]

ENTPAY83 : [i] click the Proceed button To complete the payment process.Total amount charged to your Credit Card is \$ 264.55 including the E-payment service fees (Authorization code 20018768).
 ENTPAY131 : [i] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment Cart Payment

Payer Account No.: 629528 Legal Name: IDAHO SYSTEM INC DBA Name:
 Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356446	10/22/2019	IDAHO SYSTEM INC	INTRASTATE:AC#:629528;FL#:001;FLYR:2020;SUPP#:002	264.55
Total Amount Due				264.55

Payment Details

Proceed

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	20018768	264.55

Buttons: Delete Add Electronic Payment

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

Summary:

- Total: 264.55
- Remaining Balance: 0.00
- Change: 0.00
- Over Payment: 0.00
- Net Amount Paid: 264.55

- 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.

CRS Application - IRP/Intrastate

Menu Finder... [Search] [Shopping Cart] [Logout]

IRPBILL66 : [i] The transaction has been submitted and credential assignment will be completed by IDCPS personnel. Please contact IDCPS office to obtain your credentials.
 PAY14 : [i] Payment completed successfully.
 GEN24 : [i] Payment Receipt generated successfully.
 GEN24 : [i] Credentials generated successfully.
 GEN1448 : [i] Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.

Site Map

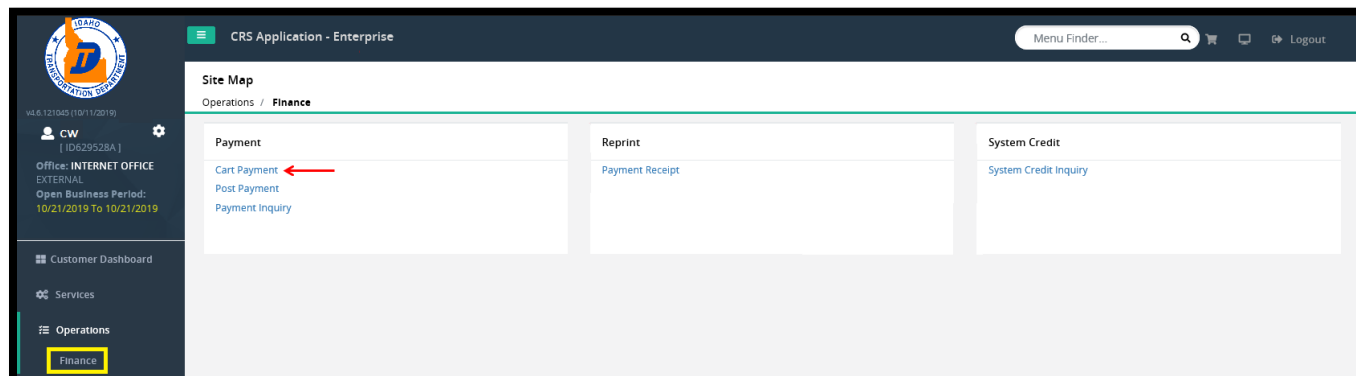
Services / IRP/Intrastate

Account	Fleet	IRP Weight Group
Update Account Account Inquiry	New IRP Fleet New Intrastate Fleet Fleet Inquiry Renew Fleet	Change IRP Weight Group IRP Weight Group Inquiry IRP Weight Group Supplement Base Inquiry

12) Additional Financial Functions

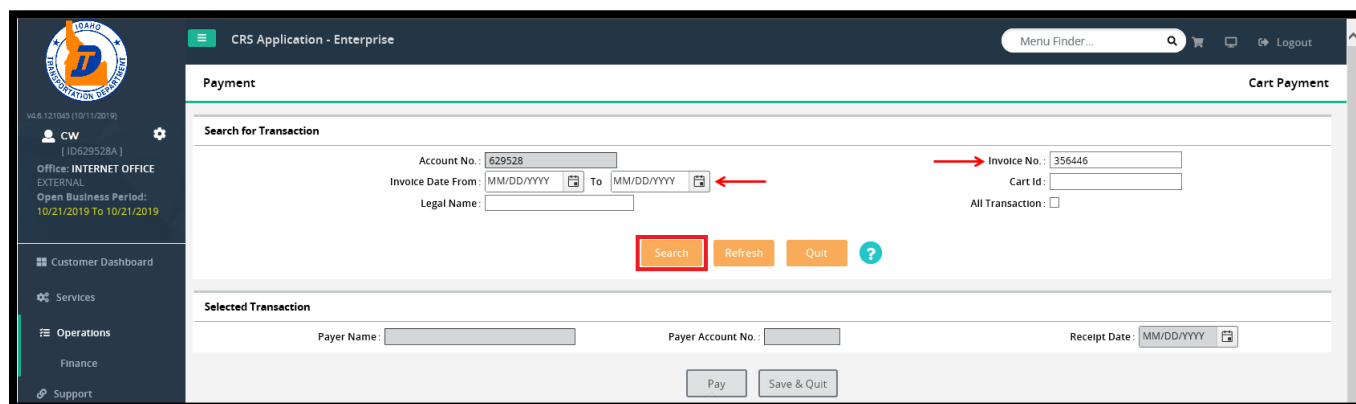
Additional financial functions are available from the Customer Dashboard by selecting **Finance** under **Operations** in the left column menu.

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

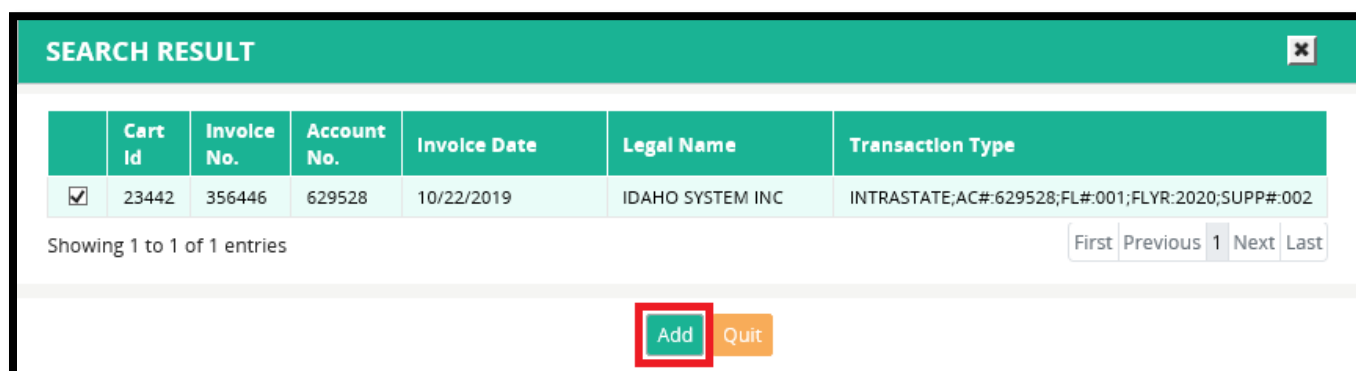


13) Alternate Method for Paying Invoices

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



- 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.
- If this is not the correct invoice, select **Remove**.
 - If this is the correct invoice, select **Pay**.
- Note:** More than one invoice can be selected to be paid.

CRS Application - Enterprise

Menu Finder...

Payment

Cart Payment

Search for Transaction

Account No.: 629528 Invoice No.:
 Invoice Date From: MM/DD/YYYY To: MM/DD/YYYY
 Legal Name:

Search Refresh Quit ?

Selected Transaction

Payer Name: IDAHO SYSTEM INC Payer Account No.: 629528 Receipt Date: 10/22/2019

Remove	Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)	
<input checked="" type="checkbox"/>	629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC# 629528; FL# 001; FLVR: 2020; SUPP# 002	1	264.55	
							Total	264.55

Showing 1 to 1 of 1 entries

Remove

Pay Save & Quit

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

CRS Application - Enterprise

Menu Finder...

Payment

Cart Payment

Cart Management - Selected Transaction Verification

Payer Name: IDAHO SYSTEM INC Payer Account No.: 629528 Receipt Date: 10/22/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)	
629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC# 629528; FL# 001; FLVR: 2020; SUPP# 002	1	264.55	
						Total	264.55

Proceed Back

- h) Select **Electronic Payment**.

CRS Application - Enterprise

Menu Finder...

Payment

Cart Payment

Payment

Payer Account No.: 629528 Legal Name: IDAHO SYSTEM INC DBA Name:
 Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)	
356446	10/22/2019	IDAHO SYSTEM INC	INTRASTATE; AC# 629528; FL# 001; FLVR: 2020; SUPP# 002	264.55	
				Total Amount Due	264.55

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete Add Electronic Payment

Total: 0.00
 Remaining Balance: 264.55

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