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**.

   ![Welcome to CRS Application](image)

   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 of 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.

   ![CRS Application - Enterprise](image)

   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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP</td>
<td>Full Fee Power (Idaho-based power units)</td>
</tr>
<tr>
<td>FPF</td>
<td>Foreign Power Fleet (non-Idaho based power units)</td>
</tr>
<tr>
<td>ATF</td>
<td>Annual Trailer Fleet (trailers with an annual expiration date)</td>
</tr>
<tr>
<td>PTF</td>
<td>PTF = Permanent Trailer Fleet (trailers with a permanent registration)</td>
</tr>
</tbody>
</table>

f) Fleets with specific requirements.

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FFF</td>
<td>Full Fee Fleet (power units that qualify for special fleet status)</td>
</tr>
<tr>
<td>LFT</td>
<td>Logo Fleet Type (Permanent trailer fleets with company logo plates)</td>
</tr>
<tr>
<td>RTF</td>
<td>Rental Trailer Fleet (rental utility trailers)</td>
</tr>
</tbody>
</table>

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**.

![Image of Payment Verification screen](image1)

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.

![Image of Cart icon and note](image2)
h) The **Payment** screen will display.
   i) If this is not 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.

![Payment screen](image1)

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

![Payment screen](image2)
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.

![Payment Screen](image)

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.
b) A Confirmation of Payment page will display.
c) Select the check box above Pay Now and select **Pay Now.**

d) A payment Authorization will appear on the page.

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**Receipt**

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

**Bill To**

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

**Payment Towards**

- **IDCRS:** 2042
- **Amount:** $264.55
- **Carrier Name:** 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 are 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 not 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.