

Version 1.8 | November 27, 2019

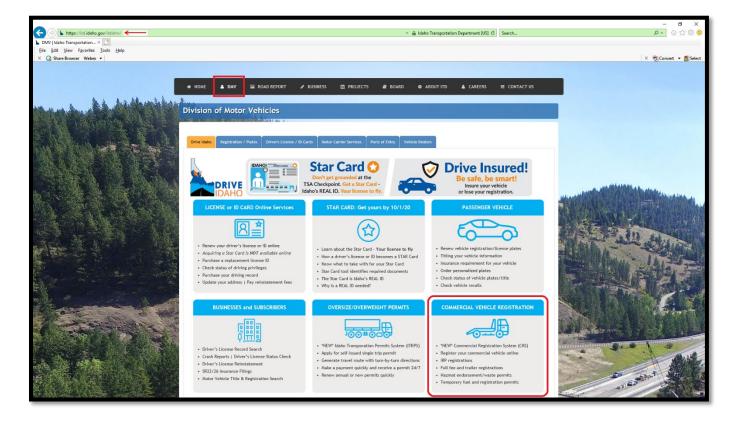


CRS Application Access

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 (<u>https://itd.idaho.gov/itddmv/</u>), 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.

THE REAL PARTY OF THE REAL PAR	Welcome to CRS Application	
	This is PROD environment	
	Enance Segistration of your Visity our Announce and Account Institute (in Krown), or Solor Hannber (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.

ARC A	CRS Application - Enterprise	🗘 Logout
v4.6.121045 (10/11/2019)	ENTUSER46: []] Your new password must adhere to the following rules: Password must between 8 and 50 characters long. Password must contain any three from the following [10%&+-?\$#^4([0]]]]. Password chanct contain your account number. Password cannot be reused within 60 days or 6 password changes.	
	User	
	Reset Password	
	*User ID: ID629528A User Name: CW *New Password: *Confirm Password: *Confirm Password:	
	*Secret Question : *Secret Answer : Last Updated User ID : DHALL Last Updated TimeStamp : 10/16/2019 03:16:26 PM User Status : ACTIVE	
	Proceed Refresh Quit ?	

- 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.

	CRS Application - Enterprise
	ENTCLT59 : [I] Password has been changed successfully
v4.5.120512 (09/26/2019)	User
	Click here for Login

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

THE REPORT OF THE	Welcome to CRS Application	
	User ID Password First time user? Final cx@itid 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.

V4.6.121045 (10/11/2019)	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	

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.

AND	CRS Application - Enterprise							Menu Finder	٩ ٦	🖵 🕒 Logou	ut
TON DE LA	Customer Dashboard										
v4.6.121045 (10/11/2019) UAT7	Customer Summary		×	IF	RP/Intrast	ate Summary					× 🖍
Office: INTERNET OFFICE EXTERNAL Open Business Period:	L IDAHO SYSTEM INC				,	Account No. : Account Status :		Old A	ccount No. :		
10/17/2019 To 10/17/2019	Account No. : 629528 DBA Name : -	Customer Status : ACTIVE Email : EMAILO	EMAIL.COM		Fleet No.	0	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles	
Customer Dashboard	TIN: 878787878 USDOT No.: 000009999	Phone No.: 208 - 5: <u>Ext.</u> : -	55 - 1212					No data available in table			
😂 Services	Carrier Type: CARRIER Registrant Type: CORPORATION Enterprise System Credit: \$0.00 Last Updated User ID: ISMITHERS	Cell Phone No.: - Fax: - Last Updated On: 10/22/2 M	2019 10:26:54 A						First Prev	ious Next Last	
Enterprise IRP/Intrastate	Physical Address Mailing Address	1VI									
Haz & Trip Permits		Jpdated On: 10/22/2019 10:18:34 AM ted User ID: JSMITHERS									
operations	BOISE, NDA, 10, 65765										
𝚱 Support											
	Pending Transactions 😯										×
	Resume Fleet Type 🔞	Account No.	Legal Name		Tra	ns Desc 😮		Status ?	Trans Date		
			No data ava	ilable in	table						
									First Prev	ious Next Last	

c) Select Add Vehicle from the Vehicle section.

10AHD	CRS Application - IRP/Intrastate		Menu Finder 🍳 🏋 🖵 🕪 Logout									
	GEN1448 : [I] Please check Work in Progress to ensure that there are no op	en transactions before processing any new transactions.										
v4.6.121045 (10/11/2019) UAT7	Site Map											
🚨 cw 🔅 [id002858a]	Services / IRP/Intrastate											
Office: INTERNET OFFICE EXTERNAL	Account	Fleet	IRP Weight Group									
Open Business Period: 10/17/2019 To 10/17/2019	Update Account Account Inquiry	New IRP Fleet New Intrastate Fleet Fleet Inguiry Renew Fleet	Change IRP Weight Group IRP Weight Group Inquiry IRP Weight Group Supplement Base Inquiry									
😂 Services												
Enterprise	Vehicle	Vehicle Credential	Vehicle Inquiry									
IRP/Intrastate Haz & Trip Permits	Add Vehicle Delete Vehicle Add / Delete Vehicle	Replace Cab Card Replace Plate Replace Sticker	Vehicle Inquiry Vehicle Supplement Inquiry									
≅ Operations & Support	Amend Vehicle With Fees More +											

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.

10AHD	E CRS Application - IRP/Intrastate	Menu Finder Q 🙀 🖵 🗭 Logout
	GENWEBP13 : [I] You may quit this transaction anytime. However, note that it may not be saved.	
v4.6.121045 (10/11/2019)	Vehicle	Add Vehicle
CW [ID629528A] Office: INTERNET OFFICE	Supplement Search	
EXTERNAL Open Business Period: 10/17/2019 To 10/17/2019	Account No.: [629528 Fleet Expiration Year:	Fleet No.: pplement Effective Date: 10/17/2019
E Customer Dashboard	Proceed Refresh Quit ?	

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.

	CRS Applicat	tion - IRP/Intrastate				Menu Finder	a 🛪 🗖	🗘 Logout
	Vehicle							Add Vehicle
v4.6.121045 (10/11/2019)	Supplement Search							
Office: INTERNET OFFICE EXTERNAL		Accour Fleet Expiration	nt No. : 629528		Fi Supplement Effectiv	eet No.: 1 ve Date: 10/17/2019		
Open Business Period: 10/17/2019 To 10/17/2019								
Customer Dashboard				Proceed Refresh	Quit			
📽 Services		Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status	
Enterprise	Select	629528	001	12	2099	PTF	A - ACTIVE	
IRP/Intrastate	Showing 1 to 1 of 1 e	ntries					First Previou	s 1 Next Last

- 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.

	CRS Application - IRP/Intrastate		Menu Finder	Q 🙀 🖵 🖨 Logout
		Vehicle Gilling Payment Credentials MainMenu Inc	quiries	
v4.6.121045 (10/11/2019)	IRPVEH375 : [I] Please search the VIN first to process a vehicle.			
v4.6.121045 (10/11/2019)	Vehicle Details			Add Vehicle
Office: INTERNET OFFICE EXTERNAL				
Open Business Period:	New Vehicle Search Criteria			
10/18/2019 To 10/18/2019	Unit No.:	VIN: 1XP9DB9X5EP163814	Plate No.:	Copy From
Customer Dashboard				

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.

 IRPVEH413 : [I] Data returned from VINtelligence [VEH_TYP_CD - T, BODY_STYLE_CD - ST]. Vin Decoder Service: VIND01: [I] VIN [1XP9DB9X5EP163814'] decoded successfully. 	
Vehicle Details	
New Vehicle Search Criteria	
Unit No.:	N: 1XP9DB9X5EP163814

- I) 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.

	CRS Application - IRP/Intrastate		Menu Finder Q 🙀 🖵 🕪 Logout
A DATION COMPANY	Vehicle Details		Add Vehicle
v4.6.121045 (10/11/2019)	New Vehicle Search Criteria		
Office: INTERNET OFFICE EXTERNAL	Unit No.:	VIN: 1XP9DB9X5EP163814 P	late No.: Copy From
Open Business Period: 10/18/2019 To 10/18/2019	Supplements Details		
E Customer Dashboard	Account No. : 629528 Legal Name : IDAHO SYSTEM INC	Fleet No.: 001	Supplement No.: 001 No. of Vehicles: 0
😂 Services	Expiration Month / Year: PERMANENT Fleet Type: PTF - PERMANENT TRAILER FLE	Effective Date : 10/17/2019 Carrier Type : C - CARRIER	Supplement Desc.: ADD VEHICLE USDOT No.: 000009999
Enterprise IRP/Intrastate	Vehicle Details VIN Override		
Haz & Trip Permits	VIN: 1XP9DB9X5EP163814	*Unit No.:	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.

A DEAME	CRS Application - IRP/Intro	astate			Menu Finder	Q # 0	🗘 Logout
	Vehicle Details						Add Venicle
v4.6.121045 (10/11/2019)	New Vehicle Search Criteria						
Office: INTERNET OFFICE EXTERNAL	Unit No.:		VIN : 1XP9DB9X5EP16	3814	Plate No. :	Copy From	
Open Business Period: 10/18/2019 To 10/18/2019	Supplements Details						
	Account No.:	629528	Fleet No.:	001	Supplement No. :	001	
E Customer Dashboard	Legal Name :	IDAHO SYSTEM INC	DBA Name :		No. of Vehicles :	0	
📽 Services	Expiration Month / Year:		Effective Date :		Supplement Desc. :		
	Fleet Type :	FFP - FULL FEE POWER	Carrier Type:	C - CARRIER 🗸	USDOT No. :	000009999	
Enterprise							
IRP/Intrastate	Vehicle Details VIN Override						
Haz & Trip Permits				-			
Æ Operations		1XP9DB9X5EP163814	*Unit No.:		Weight Group No.:		~
	*Year:		*Body Type : Combined Axles :		Fuel Type:	PETERBILT - PTRB	>
𝔗 Support	Axles : Seats :	3	Vehicle Color:	·	Luggage :		•
	Distance		Distance Type :		Operation Type :		
	County:	×	Highway District :				
	Unladen Weight:		*Base Jurisdiction Gross Weight:	28000	MSRP Price :		
	*Purchase Date:	07/15/2019 🛱 🕄 🗲 🗕 🗖	Purchase Price:		Factory Price :		
	Set Effective Date to Purchase Date :		TVC :		TVC No. of Days :		
	*Title Jurisdiction :	ID - IDAHO	*Title No.:	T350014814 ←	In-State Expiration Date :	MM/DD/YYYY	
	In-State Plate :		In-State Fee :		Model:		
	*Owner Name:	CW McCall	Owner Phone No.:		Safety Responsibility:	0 - Owner 🗸	
	Safety USDOT :	000009999	Safety TIN :	870650847	Safety Change :	N - NO 🗸	
	Use Existing Plate :		Existing Plate :		Change Address on USDOT:		

I) 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	0			
		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.

	CRS Application - IRP/Intrastate	Menu Finder Q 🐂 🖵 🔂 Logout					
	Vehicle Details		Add Vehicle				
v4.6.121045 (10/11/2019)	Supplements Details						
Office: INTERNET OFFICE	Account No.: 629528	Supplement No.: 001					
EXTERNAL	Legal Name : IDAHO SYSTEM INC	DBA Name:	No. of Vehicles: 0				
Open Business Period:	Expiration Month / Year: 09/2020	Supplement Desc.: ADD VEHICLE					
10/18/2019 To 10/18/2019	Fleet Type: FFP - FULL FEE POWER	USDOT No.: 000009999					
E Customer Dashboard	Vehicle Details						
🗱 Services	VIN: 1XP9DB9X5EP163814	Unit No.: 2	Weight Group No.:				
↔ services	Year: 1984	Body Type: TR - Tractor	Make: PETERBILT - PTRB				
Enterprise	Axles: 3	Combined Axles: 3	Fuel Type: D - Diesel				

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

10ARO	E CRS Application - IRP/Intrastate Q 🙀 🖵 😔 Logout
	Vehicle Billing Payment Credentials MainMenu Inquiries
v4.6.121045 (10/11/2019)	IRPVEH071 : [I] New Vehicle generated. IRPVEH375 : [I] Please search the VIN first to process a vehicle.
[ID629528A] Office: INTERNET OFFICE	Vehicle Details Add Vehicle
EXTERNAL Open Business Period: 10/18/2019 To 10/18/2019	New Vehicle Search Criteria
	Unit No.: Copy From

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

	Use Existing Plate : 🗌	Existing Plate:	Change Address on USDOT:
Permit Credi	t Details		
	Credit Permit No. 1:	Credit Permit Amount 1: Credit Permit Amount 2:	Permit Issue Date 1: MM//DD/YYYY 🛱 Permit Issue Date 2: MM//DD/YYYY 🛱
Comments	Credit Permit No. 3:	Credit Permit Amount 3:	Permit Issue Date 3: MM/DD/YYYY
	•	Proceed Done Cancel Vehicle List Refresh Qui	2

- 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.

AND AND	CRS Application - IRF	/Intrastate				Menu Finder	Q H Q 0	🗘 Logout
	GEN1285 : [I] Please select and	nd upload one docum	ent at a time. The maximum	size for the document to b	e uploaded must be 4MB.			
v4.6.121045 (10/11/2019)	Web Processing							Submit
CW CW [ID629528A] Office: INTERNET OFFICE	Submit Process							
EXTERNAL Open Business Period:	*Accour	nt No.: 629528			*Fleet No.: 001	Legal Name:	IDAHO SYSTEM INC	
10/18/2019 To 10/18/2019	*Fleet Expiration			*Fleet Expirat	on Month : 12	*Supplement No.:	001	
	2	tatus : PEN - Pendin						
Customer Dashboard	Comments 🕒							
📽 Services								
Enterprise				Submit View	v List Refresh Quit ?			
IRP/Intrastate	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No	SRF - Safety Responsibility Form OPR - Owner Permission to Register	Stati	us <u>Transaction Ty</u>	pe
Haz & Trip Permits	Select 629528	001	12/2099	001	BOS - Bill of Sale EDS - Estimated Mileage Guidelines	INP	AVE	
	Showing 1 to 1 of 1 entries				CBR - Current Base State Registration INS - Insurance Document		First Previous	1 Next Last
	*V	N: 1XP9DB9X5EP16	3814	Vehicle Document Type	POW - Proof Of Ownership TTL - Title Document		Browse	Upload

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.

		CRS Application	n - Enterprise						Menu Finder	···· • • •	🖵 🔂 Lo	gout
	Custo	mer Dashboar	d									
v4.6.121045 (10/11/2019)	Cu	stomer Summar	у		ж	RP/Intras	tate Summary					× 🖉
Office: INTERNET OFFICE EXTERNAL	-		SYSTEM INC				Account No Account Status			Old Account No.: 0		
Open Business Period: 10/18/2019 To 10/18/2019			nt No.: 629528 Name: - TIN: 878787878		r Status : ACTIVE Email : EMAIL@EMAIL.COM one No. : 208 - 555 - 1212	Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles	
E Customer Dashboard		Carrie	DT No.: 000009999 r Type: CARRIER		one No.: 208-555-1212 <u>Ext.:</u> - one No.: -	001	PTF	12 / 2099		Active	2 vious 1 Next Last	
😂 Services	E	nterprise System	tType: CORPORATION Credit: \$0.00 Iser ID: JSMITHERS	Last Upd	Fax: - ated On: 10/22/2019 10:26:54 A M					FITSE Pre	vious i Next Las	L .
/ Operations		Physical Add										
🔗 Support		S311 W STAT	Last	Last Updated On: 10/22/ Updated User ID: JSMITH								
		00102,7107,10,	65765									
	Pe	nding Transactio	ons 😮									×
		Resume Service	Fleet Type 😯	Account No.	Legal Name	Trans	Desc 🕜		Status 🕜	Tra	ns Date	
		INTRASTATE	PTF	2858	IDAHO SYSTEM INC	AVE # 0	001 # 12/2099 # 0	D1	Invoiced/Appr	oved 10/1	8/2019	
										First Pre	vious 1 Next Last	t

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

	CRS Application - IRP/Intrastate				Menu Finder	<u>م بر م</u>	😝 Logout
			Silling Payment	Chimilali MainMenu Inquiries			
v4.6.121045 (10/11/2019)	Payment Details						Add Vehicle
[ID629528A] Office: INTERNET OFFICE	Supplements Details						
Port: NONE EXTERNAL Open Business Period: 10/23/2019 To 10/23/2019	Account No.: Expiration Month / Year:		Fleet No. Supplement No. Supplement Desc.	003	DBA Name	IDAHO SYSTEM INC	
E Customer Dashboard	Supplement Effective Date : Enterprise System Credit :	10/23/2019 0.00	Supplement Status		03001 No.	00003333	
😂 Services	Invoice Date :	10/23/2019	Invoice No.:	356448	*Payment Receipt Date	10/23/2019	
Enterprise	Fees						
IRP/Intrastate	Manual Adj. Base Jur. :	0.0	Batch Credential				
Haz & Trip Permits			ee Type	Fee Amt(\$)			
溍 Operations			Registration Fee		248.80		
			Registration Fee Credit Applied		0.00		
🔗 Support			n-State Credit Permit Credit		0.00		
			lectric Fee		0.00		
			Sectric Fee Credit		0.00		
			tybrid Fee		0.00		
			tybrid Fee Credit		0.00		
			North Fees		0.00		
			ACHD Fees Credit		0.00		
			Plate Fee		7.50		
			iticker Fee		0.00		
			ab Card Fee		0.00		
		1	Project Choice Fee		3.00		
		1	IVC Fee		0.00		
		e	Backing Plate Fee		0.00		
		1	ransfer Fee - Full Fee		0.00		
			Admin Fee - Full Fee		4.00		
			nstallment Plan Set-Up Fee		0.00		
			ins .		1.25		
			iafety & Insurance Fee Amount Due		0.00 264.55		
			mount bue		204.33		
	TVC/Cab Card Delivery Type						
			Electronic Deliver	y Type: D-PDF 🗸			
			Proceed Refresh Qui	View.Invoice Report			

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

	CRS Application - IRP/Intrastate			Menu Finder Q 🙀 📮 🕪 Logout
Contract Billion	Payment Verification			Add Vehicle
ws.6.121045 (10/11/2019)	Supplements Details			
[ID629528A] Office: INTERNET OFFICE	Account No.: 629528 Expiration Month / Year: 09/2020	Fleet No.: 001 Supplement No.: 003		Legal Name : IDAHO SYSTEM INC DBA Name :
Port: NONE EXTERNAL Open Business Period:	Fleet Type: FFP - FULL FEE POWER Supplement Effective Date: 10/23/2019	Supplement Desc.: ADD VEHICLE Supplement Status : INVOICED		USDOT No.: 000009999
	Enterprise System Credit: \$0.00 Invoice Date: 10/23/2019	Involce No.: 356448	,	ayment Receipt Date : 10/23/2019
🗱 Customer Dashboard	Fees			
😂 Services	Manual Adj. Base Jur.: \$0.00	Batch Credential: N		
Enterprise IRP/Intrastate		Fee Type Registration Fee	Fee Amt(\$) 248.80	
Haz & Trip Permits		Registration Fee Credit Applied In-State Credit	0.00	
		Permit Credit Electric Fee	0.00	
& Support		Electric Fee Credit Hybrid Fee	0.00	
		Hybrid Fee Credit ACHD Fees	0.00	
		ACHD Fees Credit Plate Fee	0.00	
		Sticker Fee Cab Card Fee Project Choice Fee	0.00 0.00 3.00	
		TVC Fee Backing Plate Fee	0.00	
		Transfer Fee - Full Fee Admin Fee - Full Fee	0.00	
		Installment Plan Set-Up Fee EMS	0.00	
		Safety & Insurance Fee Amount Due	0.00 264.55	
	TVC/Cab Card Delivery Type			
		Electronic Delivery Type : D - PDF		
		Proceed Add To Cart Back		
		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.



	CRS Application - IRP/Intrastate		Menu Finder 🔍 🛁 🖵 😝 Logout					
Cov C								
Open Business Period: 10/23/2019 To 10/23/2019	Update Account Account Inquiry	New IRP Teet New Intrastate Fleet Fleet Inquiry Renew Fleet	Change IRP Weight Group IRP Weight Group Inquiry IRP Weight Group Supplement Base Inquiry					

- 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.

	CRS Application	- Enterprise			Menu Finder	ت 📲 ۷	G♦ Logout
Payment							Cart Payment
v4.6.121045 (10/11/2019)	Search for Transaction						
Office: INTERNET OFFICE EXTERNAL Open Business Period: 10/18/2019 To 10/18/2019		Account No. : 629528 Invoice Date From : MM/DD/YYY Legal Name :	Y To MM/DD/YYYY		Invoice No.: Cart ld : All Transaction :		
E Customer Dashboard			Search	Refresh Quit	9		
😂 Services	Selected Transaction						
≅ Operations	Pa	yer Name : IDAHO SYSTEM INC	Payer A	account No.: 629528	Receipt	Date: 10/22/2019	
Finance Ø Support	Remove Account No.	Legai Name	Involce No.	Invoice Date	Transaction Type	Priority Amo	unt Due (\$)
	629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE;AC#:629528;FL#:001;FLYR:2020;SUPP#:002	1 Total	264.55 264.55
	Showing 1 to 1 of 1 entri	25					
	Remove 🔶						
				Pay Save & Quit			

i) Click Proceed to move to the Payment screen.

	CRS Application	- Enterprise				Menu Finder	Q 🚽 🖵 🖨 Logout
	Payment						Cart Payment
v4.6.121045 (10/11/2019) CW [ID629528A]	-	ted Transaction Verification					
Office: INTERNET OFFICE Port: NONE	Pa	iyer Name : IDAHO SYSTEM INC		Payer Account No.: 62952	8	Receipt Date: 10/22/	
EXTERNAL	Account No.	Legal Name	Involce No.	Involce Date	Transaction Type	Priority	Amount Due (\$)
Open Business Period: 10/22/2019 To 10/22/2019	629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC#:629528; FL#:001; FLYR:2020; SUPP#:002	1	264.55
						Total	264.55
📰 Customer Dashboard							
🛠 Services				Proceed	3ack		

- 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.

	E CRS Application - Enterprise		Menu Finder Q 🛪 🖵 🐼 Logout
V48.121045 (1011/2019) CW [1D629528A] Office: INTERNET OFFICE Port: NONE EXTERNAL	Payment Payer Account No.: <u>629528</u> Enterprise System Credit: <u>0.00</u>	Legal Name : DAHO SYSTEM INC	DBA Name:
Open Business Period: 10/23/2019 To 10/23/2019		I Name Transaction Type O SISTEM INC INTRASTATE_AC# 62552854.#001.FLVR:2020.5UPP#603	Amount Due (5) 264 55 Total Amount Due 264 55
♥ Services Enterprise IRP/Intrastate Haz & Trip Permits III Operations ● Support	Peyment Details Delets Peyment Type C C C C C C C C C C C C C C C C C C	Payment No.	Payment Amount (5)
		For Over Payment: System Credit O Refund	Total: 0.00 Remaining Balance: 264-55 Change: 0.00 Over Payment: 0.00 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 LexisNexis Service Fee Total Amount	\$264.55 \$7.94 \$272.49	
Billing Address		Payment Information	
Address Type		Payment Type	
Domestic (US and O Military Puerto Rico) (APO/FPO)	O International (including Canada, Mexico)	Credit Card Personal Check	O Business Check
Billing First Name*	CW	Card Number*	•••••
Billing Last Name*	McCall	Expiration Month* Expiration Year*	May 💙
Billing Zip Code*	83703	Security Code*	
Billing Address Line1* Billing Address Line2	3311 W State St.	We've provided this sample credit card to assist you in finding the	123 MasterCard, Visa, Discover
Billing City*	Boise	security code.	Conflictor Mana
Billing State*	ID 💌		
E-mail*	Email@email.com	Captcha*	f4e2n
Confirm E-mail*	Email@email.com	Enter Captcha	f4e2n
Phone Number*	(208) 555-1212		
Previous Page		Continue	
CexisNexis* RISK SOLUTIONS	Home Payment Soluti and Conditions Privacy	ions Contact Us Terms () y Policy	Certified Privacy Powered by TrustArc

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

			ITD We
			3311 W. State St., Boise, ID 837 (208)-334-8770
	Agency Amount LexisNexis Service Fee	\$264.55 \$7.94	
	Total Amount	\$272.49	
Billing Address		Payment Information	
Billing First Name	CW	Credit Card	
Billing Last Name	McCall	Cond Number	***********0248
Billing Zip Code	83703	Card Number	(MASTERCARD)
Billing Address Line1	3311 W State St.	Expiration Date	05/2021
Billing Address Line2			
Billing City	Boise	Payment Authorization	
Billing State	ID		1070 40
Billing Country	United States of America	Total Amount	\$272.49
E-mail	Email@email.com	Acknowledgment	
Phone Number	(208) 5551212	By checking this box, I am auti amount plus the LexisNexis Service	5 . 7
Previous Page		Pay Now	

d) A payment Authorization will appear on the page.

Receipt						
Payment Date Confirmation Number	10/22/2019 02:28 PM CDT 20018768		Payment Status		AUTHORIZED	·
Payment Method Expiration Approval Code	Credit Card (MASTERCARD) ****** ##/## TestOK	*****0248	Transaction Type		Purchase	
AVS Response	N		CVV2 Response		М	
Bill To CW McCall 3311 W State St. , Boise, ID - 83703 US						
Payment Towards						
	IDCRS 2042	Amount CarrierName		\$264.55 IDAHO SYST	EM INC	
Charge Information						
	Agency Amount LexisNexis Servi	ro Fee				\$264.55 \$7.94
	Total Amount	UE I CE				\$272.49
Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.						
For business or technical support, please se	and an email to paymentsolutions@lexisne	exis.com.				
The best way to contact the Idaho DOT is t	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 CRS Application - Enterprise ENTPAY83 : [I] click the Proceed button To comple ENTPAY131 : [I] For Electronic Payment: Please waity			g the E-payment service fees (Auth		C to Logout on no. is populated.
v4.6.121045 (10/11/2019)	Payment					Cart Payment
[ID629528A] Office: INTERNET OFFICE Port: NONE	Payment					
EXTERNAL Open Business Period: 10/22/2019 To 10/22/2019	Payer Account No. : 629528 Enterprise System Credit: 0.00		Legal Name : IDAHO SYSTEM INC		DBA Name :	
	Invoice No. Invoice Date	Legal Name	Transaction Type			Amount Due (\$)
📰 Customer Dashboard	356446 10/22/2019	IDAHO SYSTEM INC	INTRASTATE;AC#:629	528;FL#:001;FLYR:2020;SUPP#:002		264.55
😂 Services					Total Amount Due	264.55
₩ Operations	Payment Details		Proceed			
𝚱 Support	Delete Payment Type Credit Card			Payment No. 20018768		Payment Amount (\$) 264.55
	Delete Add Electronic Payment]				
					Total : Remaining Balance :	264.55
					Change :	0.00
		For Ov	er Payment: 🖲 System Credit 🔿 Refund		Over Payment :	0.00
					Net Amount Pald :	264.55
	Electronic Delivery Type					
		Payn	nent receipt Electronic Delivery type : D - PDF 🗸	·		

- 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 Q 📜 🖓 Logout						
W4.6.121045 (10/1 1/2019)	IRBNILL65: [1] The transaction has been submitted and credential assignment will be completed by IDCRS personnel. Please contact IDCRS office to obtain your credentials. PAV14: [1] Payment Receipt generated successfully. GEN24: [1] Payment Receipt generated successfully. GEN24: [1] Credentials generated successfully. GEN24: [1] Preventext Work in Progress to ensure that there are no open transactions before processing any new transactions.							
[id002858a] Office: INTERNET OFFICE EXTERNAL Open Business Period:	Site Map Services / IRP/Intrastate							
10/22/2019 To 10/22/2019	Account	Fleet	IRP Weight Group					
Customer Dashboard	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.

- 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.

	E CRS Application - Enterprise	Menu Finder Q 🎽 🖵 😝 Logout					
V4.6.121045 (10/11/2019)	Site Map Operations / Finance						
CW ♀ [ID629528A]	Payment	Reprint	System Credit				
Office: INTERNET OFFICE EXTERNAL Open Business Period: 10/21/2019 To 10/21/2019	Cart Payment C Post Payment Payment Inquiry	Payment Receipt	System Credit Inquiry				
Customer Dashboard							
♥ Services Æ Operations							
Finance							

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 CRS Application - Enterprise	Menu Finder Q 🙀 🖵 🗘 Logout
	Payment	Cart Payment
v4.6.121045 (10/11/2019)	Search for Transaction	
[ID629528A] Office: INTERNET OFFICE EXTERNAL Open Business Period:	Account No.: 629528 Invoice Date From: MM//DD//YYY 📋 To MM//DD//YYY 😰 🗲	Invoice No.: 356446 Cart Id :
10/21/2019 To 10/21/2019	Legal Name :	All Transaction : 🗌
Customer Dashboard	Search Refresh Quit ?	
😂 Services	Selected Transaction	
── Operations	Payer Account No. :	Receipt Date: MM/DD/YYYY
Finance & Support	Pay Save & Quit	

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

SEARCH RESULT								
		Cart ld	invoice No.	Account No.	Involce Date	Legai Name	Transaction Type	
	✓	23442	356446	629528	10/22/2019	IDAHO SYSTEM INC	INTRASTATE;AC#:629528;FL#:001;FLYR:2020;SUPP#:002	
-	Showing 1 to 1 of 1 entries First Previous 1 Next Last							
	Add Quit							

- 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.

	CRS Application - Enterprise	Menu Finder Q 📊 🖵 🗘 Logout
	Payment	Cart Payment
v4.6.121045 (10/11/2019)	Search for Transaction	
Office: INTERNET OFFICE EXTERNAL Open Business Period: 10/18/2019 To 10/18/2019	Account No.: 629528 Invoice Date From: MM//DD/YYYY To MM//DD/YYYY Ta Legal Name:	Invoice No.:
Eustomer Dashboard	Search Refresh Quit	0
😂 Services	Selected Transaction	
₩ Operations	Payer Name: IDAHO SYSTEM INC Payer Account No.: 629528	Receipt Date: 10/22/2019
Finance & Support	Remove Account Legal Name Invoice No. Invoice Date	Transaction Type Priority Amount Due (\$)
	Ø 629528 IDAHO SYSTEM INC 356445	INTRASTATE:AC#:629528;FL#:001;FLYR: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	ı - Enterprise	Menu Finder	🖌 🖵 🗭 Logout							
	Payment			Cart Payment							
v4.6.121045 (10/11/2019)	Cart Management - Selected Transaction Verification										
[ID629528A] Office: INTERNET OFFICE	Р	ayer Name : IDAHO SYSTEM INC	Payer Account No.: 629528			Receipt Date: 10/22/2019					
Port: NONE EXTERNAL	Account No.	Legal Name	Invoice No.	Involce Date	Transaction Type	Priority	Amount Due (\$)				
Open Business Period: 10/22/2019 To 10/22/2019	629528	IDAHO SYSTEM INC	356446	10/22/2019	INTRASTATE; AC#:629528; FL#:001; FLYR:2020; SUPP#:002	1	264.55				
						Total	264.55				
E Customer Dashboard											
😂 Services				Proceed	Back						

h) Select Electronic Payment.

	CRS Applicat	ion - Enterprise	Menu Finder	🔍 📜 🛱 Logout								
	Payment			Cart Payment								
v4.6.121045 (10/11/2019)	Payment											
[ID629528A] Office: INTERNET OFFICE Port: NONE EXTERNAL	Payer Account No.: 629528 Enterprise System Credit: 0.00		Legal Name : IDA	Legal Name : IDAHO SYSTEM INC								
Open Business Period: 10/22/2019 To 10/22/2019	Invoice No. 356446	Invoice Date	Legal Name IDAHO SYSTEM INC		Transaction Type INTRASTATE;AC#:629528;FL#:001;FLYR:2020;S	100#003	Amount Due (\$) 264.55					
Customer Dashboard	350110	10/20/2019	IDATIO STOTEM INC			Total Amount Due	264.55					
Services	Proventing Provide											
② Operations	Payment Details	Payment Type			Paymei	at No.	Payment Amount (\$)					
Finance		∠ v										
& Support	Delete	Add Electronic Payment	1									
						To Remaining Balar	otal:0.00					

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