

CRS Customer: Replace Cab Cards, Plates, and Stickers

Version 1.1 | December 13, 2019



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*



Replace Cab Cards, Plates, and Stickers

This document will provide instruction on how to replace vehicle credentials using the Commercial Registration System (CRS) application.

New customers to the CRS Application need to contact Idaho Transportation Department Motor Carrier Services to have system access activated.

New users should read the **CRS-Full Fee-Registration** instructions prior doing anything in this module.

1) Vehicle Credential Options

After logging in to CRS, the Customer Dashboard will be displayed.

- Select **Services**.
- Select **IRP/Intrastate**.

Customer Dashboard

Customer Summary

NO ACCOUNT ACCOUNTS

Account No.: [None](#)
 DBA Name: -
 TIN: 829999999
 USDOT No.: 007654321
 Carrier Type: CARRIER
 Registrant Type: CORPORATION
 Enterprise System Credit: \$0.00
 Last Updated User ID: CRSCONVERT

Customer Status: [Active](#)
 Email: EMAIL@GMAIL.COM
 Phone No.: 208-334-8617
 Ext.: -
 Cell Phone No.: -
 Fax: -
 Last Updated On: 06/27/2019 07:20:14 PM

Physical Address: 3311 W STATE ST, BOISE, IDAHO, 83703
 Mailing Address: -
 Last Updated On: 06/27/2019 07:20:14 PM
 Last Updated User ID: CRSCONVERT

Pending Transactions

Resume Service	Fleet Type	Account No.	Legal Name	Trans Desc	Status	Trans Date
INTRASTATE	FFP	9999	NO ACCOUNT ACCOUNTS	AVE # 001 # 12/2019 # 009	Invoiced/Approved	10/23/2019
INTRASTATE	FFP	9999	NO ACCOUNT ACCOUNTS	AVE # 001 # 12/2019 # 010	Invoiced/Approved	10/25/2019
INTRASTATE	FFP	9999	NO ACCOUNT ACCOUNTS	AVE # 001 # 12/2019 # 011	Invoiced/Approved	10/25/2019
INTRASTATE	FFP	9999	NO ACCOUNT ACCOUNTS	AVE # 001 # 12/2019 # 012	Invoiced/Approved	10/25/2019
INTRASTATE	FFP	9999	NO ACCOUNT ACCOUNTS	AVE # 001 # 12/2019 # 003	Paid/Pending	10/16/2019

- The Site Map page opens. There are three possible Vehicle Credentials selections pertaining to Full Fee.
 - Replace Cab Card
 - Replace Plate
 - Replace Sticker

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
Vehicle Add Vehicle Delete Vehicle Add / Delete Vehicle Amend Vehicle With Fees More	Vehicle Credential Replace Cab Card Replace Plate Replace Sticker	Vehicle Inquiry Vehicle Inquiry Vehicle Supplement Inquiry

- In this example, **Replace Cab Card** is selected.

2) Replace Cab Card

- a) The Account screen opens and the Account No. (number) prefills. Fleet Expiration Year may be entered to narrow the search down. Click **Proceed**.

Vehicle Credential Replace Cab Card

Supplement Search

Account No.: 99999 Fleet No.:

Fleet Expiration Year: Supplement Effective Date: 11/21/2019

Proceed Refresh Quit ?

- b) Click **Select** for the fleet with the vehicle that needs a new cab card.

Vehicle Credential Replace Cab Card

Supplement Search

Account No.: 99999 Fleet No.:

Fleet Expiration Year: Supplement Effective Date: 11/21/2019

Proceed Refresh Quit ?

Select	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status
Select	99999	002	12	2099	PTF	A - ACTIVE
Select	99999	001	12	2019	PTF	A - ACTIVE
Select	99999	003	12	2019	ATF	A - ACTIVE

Showing 1 to 3 of 3 entries First Previous Next Last

- c) A list of vehicles available to get a new cab card will display. Check the box next to the vehicle that needs a new cab card and select **Proceed**.

Vehicle Details Replace Cab Card

Supplements Details

Account No.: 99999 Fleet No.: 002 Supplement No.: 004

Legal Name: NO ACCOUNT ACCOUNTS DBA Name: Supplement Desc.: REPLACE CAB CARD

Expiration Month / Year: PERMANENT Fleet Type: PTF - PERMANENT TRAILER FILE USDOT No.: 007654321

Vehicle Processed: 0

Vehicle Search

Unit No.: VIN: Plate No.: Search

	Unit No.	VIN	Plate No.
<input type="checkbox"/>	001	1111111111111111	TD7039
<input checked="" type="checkbox"/>	1	12345678901234567	TEST

Showing 1 to 2 of 2 entries First Previous Next Last

Proceed Done Refresh Cancel Quit Vehicle List ?

- d) In the Reason drop down box, select the reason for a new cab card.
- e) Select **Proceed**.

Vehicle Details Replace Cab Card

Supplements Details

Account No.: 99999 Fleet No.: 002 Supplement No.: 004

Legal Name: NO ACCOUNT ACCOUNTS DBA Name: Supplement Desc.: REPLACE CAB CARD

Expiration Month / Year: PERMANENT Fleet Type: PTF - PERMANENT TRAILER FILE USDOT No.: 007654321

Vehicle Processed: 0

Vehicle Search

Unit No.	VIN	Plate	Reason	TVC	TVC Fee Override
1	12345678901234567	TEST	OTHER - Other OMGD - Damaged LOST - Lost STLN - Stolen	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Proceed Refresh Back Quit

f) If no other vehicles need a new card, select **Done**.

Vehicle Details Replace Cab Card

Supplements Details

Account No.: 99999 Fleet No.: 002 Supplement No.: 004
 Legal Name: NO ACCOUNT ACCOUNTS DBA Name: Supplement Desc.: REPLACE CAB CARD
 Expiration Month / Year: PERMANENT Fleet Type: PTF-- PERMANENT TRAILER FLE USDOT No.: 007654321
 Vehicle Processed: 1

Vehicle Search

Unit No.: VIN: Plate No.: Search

Unit No.	VIN	Plate No.
001	1111111111111111	TD7039

Showing 1 to 1 of 1 entries First Previous Next Last

Proceed
Done
Refresh
Cancel
Quit
Vehicle List
?

g) Click **Proceed** to create the invoice.

Fees

Manual Adj. Base Jur.: Batch Billing: ☐ TVC: ☐
 Installment Plan: ☐ Use One-Time Mailing Address: ☐ TVC No. of Days:

Fee Type	Fee Amt(\$)
Registration Fee	0.00
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	0.00
Sticker Fee	0.00
Cab Card Fee	0.00
Project Choice Fee	0.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	0.00
Installment Plan Set-Up Fee	0.00
EMS	0.00
Safety & Insurance Fee	0.00

Delivery Details

Electronic Delivery Type: PDF Invoice Report Type: Summary Invoice

Comments +

Proceed
Refresh
Quit
?

h) Click **Proceed** to go to be able to print the invoice.

Fees

Manual Adj. Base Jur.: Batch Billing: ☐ TVC: ☐
 Installment Plan: ☐ Use One-Time Mailing Address: ☐ TVC No. of Days:

Fee Type	Fee Amt(\$)
Registration Fee	0.00
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	0.00
Sticker Fee	0.00
Cab Card Fee	5.00
Project Choice Fee	0.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	0.00
Installment Plan Set-Up Fee	0.00
EMS	0.00
Safety & Insurance Fee	0.00
Invoice Amount	5.00
Amount Due	5.00


Delivery Details

Electronic Delivery Type: PDF Invoice Report Type: Summary Invoice

Comments +

Proceed
Refresh
Quit
?

- i) Click the print icon at the bottom of either page.



**IDAHO TRANSPORTATION DEPARTMENT
MOTOR CARRIER SERVICES**
P.O. Box 34
BOISE, ID 83707 • (208) 334-8611
Website: www.trucking.idaho.gov Email: cvs@itd.idaho.gov

Summary Page

Invoice Number : 356528
NO ACCOUNT ACCOUNTS

3311 W STATE ST
BOISE, ID 83703

|||||

Invoice Date : 12/02/2019

Account : 123019
Fleet : 001
Supplement Number : 010
Registration Exp MM/Year : 12/2019
Number of Reg. Months : 01
Supplement Effective Date : 12/02/2019
Fleet Type : FFP - FULL FEE
POWER
User Id






Number of Power Units : 1

Supplement Transaction Type : REPLACE CAB CARD

Fees Due :		Credits :	
Cab Card Fee :	\$5.00		
Plate Fee :	\$0.00		
Sticker Fee :	\$0.00		
Admin Fee - Full Fee :	\$0.00		
Project Choice Fee :	\$0.00		
TVC Fee :	\$0.00		
Transfer Fee - Full Fee :	\$0.00		
Installment Plan Set-Up Fee :	\$0.00		
Reinstatement Fee :	\$0.00		
EMS :	\$0.00		
Backing Plate Fee :	\$0.00		
Safety & Insurance Fee :	\$0.00		
Total Identification Fees Due :			\$5.00
IDAHO Registration Fee I :	\$0.00	\$0.00	
IDAHO Registration Fee II :	\$0.00	\$0.00	
ACHD Fee :	\$0.00	\$0.00	
Electric Fee :	\$0.00	\$0.00	
Hybrid Fee :	\$0.00	\$0.00	
Manual Adjustment :	\$0.00		
IRP Credit :		\$0.00	
Permit Credit :		\$0.00	
Total Supplement Fees Due :			\$5.00

MASTERCARD OR VISA IS ACCEPTED FOR ANY AMOUNT WHICH MAY INCLUDE A SERVICE FEE. CHECKS PAYABLE TO STATE OF IDAHO ARE ACCEPTED UP TO \$100,000. ELECTRONIC FUNDS TRANSFER (EFT) IS REQUIRED FOR PAYMENTS OVER \$100,000. CASH IS ACCEPTED FOR ANY AMOUNT. INCLUDE A COPY OF THIS INVOICE WITH YOUR PAYMENT. UNPAID TRANSACTIONS

Comments :

- j) Select a printer and then **Print**.
- k) Close the invoice by clicking X in the top right of the screen.
- l) Click **Proceed** to get to verify the payment details.

Delivery Type

Electronic Delivery Type : D - PDF

Proceed Add To Cart Back

- m) Click **Proceed** on the Cart Management screen.

Payment

Renewal

Cart Management - Selected Transaction Verification

Payer Name: NO ACCOUNT ACCOUNTS Payer Account No.: 99999 Receipt Date: 11/14/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
99999	NO ACCOUNT ACCOUNTS	356508	11/14/2019	PLATE, AC#99999; PLATE CAB CARD #9999	1	7.00
Total						7.00

Proceed Quit

n) Select **Electronic Payment** to go to LexisNexis payment portal.

3) The LexisNexis Payment Portal

- The LexisNexis payment portal will display. Do not close the CRS browser page.
- If a CRS session times out the customer must log back into CRS to complete the transaction.
- 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 (displayed in step 2k above).
- Click **Reload** to bring back the Payment screen, or **Quit** to quit payment screen.

4) Making a Portal Payment

- To make a payment:
 - Enter the appropriate information in each field with a black asterisk (*).
 - Select **Continue**.
 - 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 **Acknowledgment** box above Pay Now and select **Pay Now**.

https://demo.payments.lexisnexis.com/images/bu_logo/bu53448_logo.gif logo

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

Agency Amount		\$5.00
LexisNexis Service Fee		\$2.00
Total Amount		\$7.00

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 cw@email.email

Phone Number (208) 5551212

Payment Information

Credit Card

Card Number *****0248
(MASTERCARD)

Expiration Date 03/2021

Payment Authorization

Total Amount \$7.00

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 receipt/authorization with a confirmation number will appear on the screen. While the LexisNexis screen is displayed, a portal receipt can be printed using the following steps:
- Right-click on the screen.
 - Select **Print** from the menu that opens.
 - Select the printer from the print dialog box.
 - Click **Print**.

https://demo.payments.lexisnexis.com/images/bu_logo/bu53448_logo.gif logo

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

Receipt

Payment Date	10/31/2019 02:58 PM CDT	Payment Status	AUTHORIZED
Confirmation Number	20020144		
Payment Method	Credit Card (MASTERCARD) *****0248		
Expiration	##/##		
Approval Code	TestOK		
AVS Response	E		

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

Payment Towards

Payment Towards	IDCRS	Amount
UniqueID	2050	CarrierNam

Charge Information

Agency Amount		\$5.00
LexisNexis Service Fee		\$2.00
Total Amount		\$7.00

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Netw
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

Back
Forward
Go to copied address Ctrl+Shift+L
Save background as...
Set as background
Copy background
Select all
Paste
All Accelerators >
Create shortcut
Add to favorites...
View source \$5.00
Inspect element \$2.00
Encoding >
Print... ←
Print preview...
Refresh
Export to Microsoft Excel
Send to OneNote
Properties

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(Page Last Update 10/31/2019 02:58 PM CDT)
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5) Printing an ITD Receipt

Close or minimize the LexisNexis screen to bring the CRS screen back.

a) Once the **Payment No.** is populated, select **Proceed**.

b) The ITD receipt will display.

c) Select the print icon to print the receipt, if desired.

d) Close the invoice.

e) The Site Map displays showing the status of the request at the top of the screen.

6) Replace Plate or Stickers

Replace Plate or **Replace Sticker** are basically the same process. Replacing plates will provide new stickers automatically. Replacing stickers will not provide new plates. Both will print new cab cards.

- a) Select either **Replace Plate** or **Replace Sticker** in the Vehicle Credential section on the Site Map screen. (The example that follows is a Replace Plate.)

Site Map
Services / IRP/Intrastate

Account Update Account Account Inquiry	Fleet New IRP Fleet New Intrastate Fleet Fleet Inquiry Renew Fleet	IRP Weight Group Change IRP Weight Group IRP Weight Group Inquiry IRP Weight Group Supplement Base Inquiry
Vehicle Add Vehicle Delete Vehicle Add / Delete Vehicle Amend Vehicle With Fees More	Vehicle Credential Replace Cab Card Replace Plate ← Replace Sticker ←	Vehicle Inquiry Vehicle Inquiry Vehicle Supplement Inquiry

- b) The Account screen opens and the Account No. (number) prefills. Click **Proceed**.

Vehicle Credential Replace Cab Card

Supplement Search

Account No.: 99999
Fleet No.:
Fleet Expiration Year:
Supplement Effective Date: 11/21/2019

Proceed Refresh Quit ?

- c) Click **Select** for the Fleet with the vehicle that needs a new plate or stickers.

Vehicle Credential Replace Plate

Supplement Search

Account No.: 629520
Fleet No.:
Fleet Expiration Year:
Supplement Effective Date: 11/21/2019

Proceed Refresh Quit ?

	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type ?	Fleet Status
Select	629520	001	08	2020	FFP	A - ACTIVE
Select	629520	002	08	2020	ATF	A - ACTIVE

Showing 1 to 2 of 2 entries First Previous 1 Next Last

- d) Put a check box in the white box of the vehicle needing a plate or stickers.
 e) Click **Proceed**.

Vehicle Details Replace Plate

Supplements Details

Account No.: 629520	Fleet No.: 001	Supplement No.: 006
Legal Name: NEW FULL FEE	DBA Name:	Supplement Desc.: REPLACE PLATE
Expiration Month / Year: 08/2020	Fleet Type: FFP - FULL FEE POWER	USDOT No.: 000956874
Vehicle Processed: 0		

Vehicle Search

Unit No.: VIN: Plate No.: Search

	Unit No.	VIN	Plate No.
<input type="checkbox"/>	13	L2012420	YY101
<input type="checkbox"/>	13A	1FV6HLACXXHB98117	YY102
<input type="checkbox"/>	15	1FV6HLACXXHB98120	YY103

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Proceed
Done
Refresh
Cancel
Quit
Vehicle List
?

- f) Select a reason for the replacement plate or stickers in the Reason drop down box.
 g) Select the **Remanufacture** check box, if the same number on the plate is desired.
 h) Select the **TVC** check box, if a TVC is required.
 i) Click **Proceed**.

Vehicle Search

Unit No.	VIN	Plate No.	Reason	Remanufacture	Plate	TVC	Comment
13	L2012420	YY101	<div style="border: 2px solid red; padding: 2px;"> OTHR - Other CORR - Correction DMGD - Damaged LOST - Lost STLN - Stolen </div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Showing 1 to 1 of 1 entries

Proceed
Refresh
Back
Quit

- j) If no other vehicles need a new plate or stickers, click **Done**.

Vehicle Search

Unit No.: VIN: Plate No.: Search

	Unit No.	VIN	Plate No.
<input type="checkbox"/>	13A	1FV6HLACXXHB98117	YY102
<input type="checkbox"/>	15	1FV6HLACXXHB98120	YY103

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Proceed
Done
Refresh
Cancel
Quit
Vehicle List
?

k) The Billing Details page displays. Click **Proceed** to produce the invoice.

Supplements Details

Account No.: 629530	Fleet No.: 001	Legal Name: NEW FULL FEE
Expiration Month / Year: 08/2020	Supplement No.: 005	DBA Name:
Fleet Type: FFP - FULL FEE POWER	Carrier Type: C - CARRIER	Reg. Month: 10
Supplement Effective Date: 11/21/2019	Supplement Desc.: REPLACE PLATE	USDOT No.: 00095874
No. of Veh in Supp: 1	Supplement Status: O - OPEN	
Enterprise System Credit: 0.00	*Application Receipt Date: 11/21/2019	Payment Date: MM/DD/YYYY
Invoice Date: 11/21/2019		

Fees

Manual Adj. Base Jur.: Batch Billing: ☐ TVC: ☐
 Installment Plan: ☐ Use One-Time Mailing Address: ☐ TVC No. of Days:

Fee Type	Fee Amount
Registration Fee	0.00
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	0.00
Sticker Fee	0.00
Cash Card Fee	0.00
Project Choice Fee	0.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	0.00
Installment Plan Set-Up Fee	0.00
EMS	0.00
Safety & Insurance Fee	0.00

Delivery Details

Electronic Delivery Type: ☒ PDF Invoice Report Type: ☐ Summary Invoice

Comments

l) The invoice amounts will display. Click **Proceed**.

Fees


Manual Adj. Base Jur.: 0.00 Batch Billing: ☐ TVC: ☐
 Installment Plan: ☐ Use One-Time Mailing Address: ☐ TVC No. of Days:

Fee Type	Fee Amount
Registration Fee	0.00
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	4.00
Cash Card Fee	5.00
Project Choice Fee	0.00
TVC Fee	0.00
Backing Plate Fee	0.00
Transfer Fee - Full Fee	0.00
Admin Fee - Full Fee	0.00
Installment Plan Set-Up Fee	0.00
EMS	0.00
Safety & Insurance Fee	0.00
Invoice Amount	16.50
Amount Due	16.50

Delivery Details

Electronic Delivery Type: ☒ PDF Invoice Report Type: ☒ Summary Invoice

m) The ITD Invoice will display. It can be printed by selecting the printer icon at the bottom of the page.



IDAHO TRANSPORTATION DEPARTMENT MOTOR CARRIER SERVICES

P.O. Box 34
BOISE, ID 83707 • (208) 334-8611
Website: www.trucking.idaho.gov Email: cvs@itd.idaho.gov

Invoice Number : 356519
NEW FULL FEE
3311 W STATE ST
BOISE ID 83703

Invoice Date : 11/21/2019

Account : 629520
Fleet : 001
Supplement Number : 006
Registration Exp MM/Year : 08/2020
Number of Reg. Months : 10
Supplement Effective Date : 11/21/2019
Fleet Type : FFP - FULL FEE
POWER
User Id : ID629520






Number of Power Units : 1

Supplement Transaction Type : REPLACE PLATE

Fees Due :	Credits :	
Cab Card Fee :	\$5.00	
Plate Fee :	\$7.50	
Sticker Fee :	\$4.00	
Admin Fee - Full Fee :	\$0.00	
Project Choice Fee :	\$0.00	
TVC Fee :	\$0.00	
Transfer Fee - Full Fee :	\$0.00	
Installment Plan Set-Up Fee :	\$0.00	
Reinstatement Fee :	\$0.00	
EMS :	\$0.00	
Backing Plate Fee :	\$0.00	
Safety & Insurance Fee :	\$0.00	
Total Identification Fees Due :		\$16.50
IDAHO Registration Fee I :	\$0.00	\$0.00
IDAHO Registration Fee II :	\$0.00	\$0.00
ACHD Fee :	\$0.00	\$0.00
Electric Fee :	\$0.00	\$0.00
Hybrid Fee :	\$0.00	\$0.00
Manual Adjustment :	\$0.00	\$0.00
IRP Credit :	\$0.00	\$0.00
Permit Credit :	\$0.00	\$0.00
Total Supplement Fees Due :		\$16.50

MASTERCARD OR VISA IS ACCEPTED FOR ANY AMOUNT WHICH MAY INCLUDE A SERVICE FEE. CHECKS PAYABLE TO STATE OF IDAHO ARE ACCEPTED UP TO \$100,000. ELECTRONIC FUNDS TRANSFER (EFT) IS REQUIRED FOR PAYMENTS OVER \$100,000. CASH IS ACCEPTED FOR ANY AMOUNT. INCLUDE A COPY OF THIS INVOICE WITH YOUR PAYMENT. UNPAID TRANSACTIONS WILL BE DELETED AFTER 30 DAYS FROM THE INVOICE DATE.

Comments :



1 / 2




Page 1 of 1

n) Select a printer and then **Print**.

o) Close the invoice by clicking X in the top right of the screen.

p) Click **Proceed** to get to verify the payment details.

Delivery Type

Electronic Delivery Type: D - PDF

Proceed
Add To Cart
Back

q) Click **Proceed** on the Cart Management screen.

Payment Renewal

Cart Management - Selected Transaction Verification

Payer Name: NO ACCOUNT ACCOUNTS

Payer Account No.: 99999

Receipt Date: 11/14/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
99999	NO ACCOUNT ACCOUNTS	356508	11/14/2019	PLMT, AC#99999; PLMT# REPLACE PLATE, 000000	1	16.50
Total						16.50

Proceed
Quit

r) Select **Electronic Payment**.

Payment Details

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

After you make payment, you must come back to this screen and select **PROCEED** to get your Credential/Permits.

Total:
 Remaining Balance:
 Change:
 Over Payment:
 Net Amount Paid:

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type:

- s) The LexisNexis Payment Portal opens. Follow steps 3, 4, and 5 above to make the card payment, and receive and print the ITD payment receipt.

7) Returning to CRS and Logging Out of CRS

- Close the screen to exit and return to the Site Map screen. Payment, receipt, and credential confirmation will appear as notes at the top of the page.
- If no other transactions are required, log out of CRS by selecting Logout in the upper right corner.