

CRS Customer: Replace Cab Cards, Plates, and Stickers

Version 1.1 | December 13, 2019



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.

- a) Select Services.
- b) Select IRP/Intrastate.

	CRS Application -	Enterprise				Menu Finder	Q 🗑 🖳	€ Logout
	Customer Dashboard							
8.121633 (11/06/2019)	Customer Summary							×
(+d099999a) Office: INTERNET OFFICE EXTERNAL Open Business Period: 11/18/2019 To 11/18/2019	Accoun DBA N USDO Carrier Registrant	DUNT ACCOUN ame: - TN: 82999999 No: 007651321 Type: CARRIER Type: CARRIER Type: CARRIER	rs		Customer Status : Active Email : EMALL@GMAILC Phone No. : 208 - 334 - 8617 EEL. : Cell Phone No. : - Fex : -			
🛠 Services	Enterprise System C Last Updated Us	redit: \$0.00 er ID: CRSCONVERT			Last Updated On : 06/27/2019 07:2	20:14 PM		
Enterprise	Physical Addre	ss Mailing Address						
IRP/Intrastate Haz & Trip Permits Operations	Physical Addre Q 3311 W STATE BOISE, ADA, ID, 8	ST		Last Updated On : 06/27 Last Updated User ID : CRSCI				
	Q 3311 W STATE	ST 3703						×
IRP/intrastate 🦛 Haz & Trip Permits Operations	Q 3311 W STATE BOISE, ADA. ID, 8 Pending Transaction	s 📀	Account No.			Status 🛿	Trans Date	×
IRP/Intrastate Haz & Trip Permits Operations	Q 3311 W STATE BOISE, ADA. ID, 8 Pending Transaction	ST 3703	Account No. 99999	Last Updated User ID : CRSC	NWERT	Status 🕄 Invoice/Approved	Trans Date 10/23/2019	×
IRP/Intrastate Haz & Trip Permits Operations	© 3311 W STATE BOISE, ADA, ID, 8 Pending Transaction Resume Service	5T 3703 s ? Fleet Type ?		Lest Updated User ID : CRSC	NWERT Trans Desc 📀			×
IRP/intrastate 🦛 Haz & Trip Permits Operations	© 3311 W STATE BOISE, ADA, ID, 8 Pending Transaction Resume Service	5T 3703 s 3 Fileet Type 3 FFP	99999	Lest Updated User ID : CRSC	Trans Desc 🚱 AVE # 001 # 12/2019 # 009	Invoiced/Approved	10/23/2019	×
IRP/Intrastate Haz & Trip Permits Operations	Galine Service Generation Generation	5T 3703 5 @ Fleet Type @ FFP FFP	99999 99999	Lest Updated User ID : CRSCI Legal Name NO ACCOUNT ACCOUNTS NO ACCOUNT ACCOUNTS	Trans Desc ? AVE # 001 # 12/2019 # 009 AVE # 001 # 12/2019 # 010	Invoiced/Approved	10/23/2019 10/25/2019	×

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

GEN1448 : [I] Please check Work in Progress to ensure that there are no open transactions before processi	ng any new transactions.	
Site Map Services / IRP/Intrastate		
Account	Fleet	IRP Weight Group
Update Account Account Inquiry	New IPP Freet New Interactine Freet Freet Inquiry Renew Fleet	Change IRP Weight Group 18P Weight Group Inquiry 1RP Weight Group Supplement Base Inquiry
Vehicle	Vehicle Credential	Vehicle Inquiry
Add Vehicle Defete Vehicle Add / Deletet Vehicle Amend Vehicle With Fees More >	Replace Cab Card Replace Plate Replace Sticker	Vehicle Inquiry Vehicle Supplement Inquiry

d) In this example, Replace Cab Card is selected.

1

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**.

GENWEBP13 : [I] You may quit this transaction anytime. However, note that it may not be saved.	
Vehicle Credential	Replace Cab Card
Supplement Search	
Account No.: [99999	Fleet No : Supplement Effective Date : 11/21/2019
Proceed	Refresh Quit 2

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

1	/ehicle Credential						Replace Cab Card
-	Supplement Search						
Account No.: 99999 Fleet Expiration Year:						Fleet No.:	
				Proceed Refresh Quit	0		
		Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status
	Select	99999	002	12	2099	PTF	A - ACTIVE
	Select Select	99999	001	12	2019	FFD	A - ACTIVE
	Select	99999	003	12	2019	ATF	A - ACTIVE
	Showing 1 to 3 of 3 entries						First Previous 1 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 Hilling	> Payment > credentials > M	alnMenu 🔰 Inquiries			
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 T	AILER FLE		USDOT No.: 007654321	
	Vehicle Processed	0						
Vehicle Search								
	Unit No.:		VIN:			Plate No.:		Search
1								
	Unit No.		VIN		Plate			
	001		111111111111111111111111111111111111111		TD703 TEST			
			12345678901234567		TEST			2
Snowing 1 to 2 of 2 ent	ries							First Previous 1 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	o.: 99999		Fleet No.: 002		Supplement No.: 004	
Legal Nam	e: NO ACCOUNT ACCOUNTS		DBA Name:		Supplement Desc.: REPLACE CAB CARD	
Expiration Month / Yea	PERMANENT		Fleet Type: PTF - PERMANENT TRAILER FLE		USDOT No.: 007654321	
Vehicle Processe	ed: 0					
Vehicle Search						
Unit No. VIN		Plate	Reason	TVC	TVC Fee Override	
1 123450	678901234567	TEST				
Showing 1 to 1 of 1 entries			OTHR - Other DMGD - Damaged LOST - Lost STLN - Stolen			
		Proceed	Refrest Back Quit			

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

Vehicle Details								Replace Cab Card
Supplements Details								
	Account No.:	99999		Flee	No.: 002		Supplement No.:	004
	Legal Name:	NO ACCOUNT ACCOUNTS		DBA N	ame:		Supplement Desc.:	REPLACE CAB CARD
Expirati	tion Month / Year :	PERMANENT		Fleet	ype: PTF - PERMANENT TRAILER F	LE	USDOT No.:	007654321
v	/ehicle Processed :	1						
Vehicle Search								
u	Unit No.:			VIN:		Plate No.:		Search
	Unit No.		VIN			Plate No.		
	001		111111111111111111			TD7039		
Showing 1 to 1 of 1 entries								First Previous 1 Next Last
			Proceed	Done Refresh	Cancel Quit	Vehicle List		

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

Fees			
Manual Adj. Base Jur. :	Batch Billing :		тис: 🗔
Installment Plan : 🛄	Use One-Time Mailing Address :		TVC No. of Days :
	Fee Туре	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: D - PDF	Invoice Report Type: Summary invoice	V	
Comments 🔘			
	Proceed Refresh Quit	9	

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

Fees			
Manual Adj. Base Jur. :	Batch Billing :		тис: 🛄
installment Plan :	Use One-Time Mailing Address :		TVC No. of Days :
	Fee Type	Fee Amt(\$)	5 (b)
	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 Pees	0.00	
	ACHD Fees Credit	0.00	
	Plate Fee	0.00	
	Sticker Fee	0.00	
	Cab Card Fee	5.00	←
	Project Choice Ree	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 Amount Due	5.00	
	Amount Doe	5.00	
Delivery Details			
Electronic Delivery Type: D - PDF	Invoice Report Type :	Summary Involce	
Electronic belivery type: D-PDF	invoice keport type:	summary invoice	
Comments O			
	Proceed Refrest	h Quit 🕜	

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

Website	e: www.trucking.idaho.gov E		ov
	Summary P	age	
Invoice Number: 356528 NO ACCOUNT ACCOUNTS	Suppleme	Account : 123019 Fleet : 001 ent Number : 010	
3311 W STATE ST BOISE, ID 83703		Registration E	xp MM/Year : 12/2019
Hahallalladladald			eg. Months: 01 ective Date: 12/02/2019
			Fleet Type : FFP - FULL FEE POWER
lumber of Power Units : 1			User Id
supplement Transaction Type : REPL	ACE CAB CARD		
Fees Due		Credits :	
Cab Card Fee Plate Fee			
Sticker Fee			
		-	
Admin Fee - Full Fee Project Choice Fee			
TVC Fee			
Transfer Fee - Full Fee			
Installment Plan Set-Up Fee		-	
Reinstatement Fee		-	
FMS		-	
Backing Plate Fee		-	
Safety & Insurance Fee		1	
Total Identification Fees Due			\$5.00
IDAHO Registration Fee		\$0.00	
IDAHO Registration Fee I		\$0.00	
ACHD Fee		-	
Electric Fee			
Hybrid Fee			
Manual Adjustmen			
IRP Credi		\$0.00	
Permit Credi	t :	\$0.00	
Total Supplement Fees Due	;		\$5.00
MASTERCARD OR VISA IS ACCEPTED F			

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

Delivery Type	
Electronic Delivery Type: D • PDF	
	Proceed Add To Cart Bark

m) Click Proceed on the Cart Management screen.

	Payment Renew							
Cart Management. Selected Transaction Verification								
Payer Name: NO ACCOUNT ACCOUNTS		Payer Account No.: 99999		Receipt Date: 11/14/2019				
gal Name	Involce No.	Construction of the second		Priority	Amount Due (\$)			
ACCOUNT ACCOUNTS	356508	11/14/2019	PMT; AC#:99999; PMT# CAB CARD #####	1	7.00			
				Total	7.00			
5	Name: NO ACCOUNT ACCOUNTS al Name	Name : NO ACCOUNT ACCOUNTS	Name: NO ACCOUNT ACCOUNTS Payer Account No.: 99999 al Name Invoice No. Invoice Date	Name: NO ACCOUNT ACCOUNTS Payer Account No.: 99999 al Name invoke No. invoke No. invoke Date Transaction Type	Name: N0 ACCOUNT ACCOUNTS Payer Account No.: 99999 Transaction Type Penetry Receipt Date: 11/14/2019 In Name: N0 ACCOUNT ACCOUNTS Basedon Invoice Date Transaction Type Penetry Penetry Penetry In Name: N0 ACCOUNTS 355506 11/14/2019 Mrt, Accessore, putter CAB CARD server 1 Image: Card Card Server 1			

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

Payment Details		
Delete Payment Type	Payment No.	Payment Amount (\$)
Delete Add Electronic Payment	After you make payment, you must come back to this screen and s	elect PROCEED to get your Credential/Permits.
		Total: 0.00
		Remaining Balance : 7.00
		Change : 0.00
	For Over Payment: System Credit Refund	Over Payment : 0.00
		Net Amount Paid : 0.00
Electronic Delivery Type		
	Payment receipt Electronic Delivery type : D - PDF	
	Proceed Refresh Quit ?	

3) 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 must 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 (displayed in step 2k above).
- d) Click **Reload** to bring back the Payment screen, or **Quit** to quit payment screen.

4) Making a Portal Payment

- a) To make a payment:
 - i) Enter the appropriate information in 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.

https://demo.payments.lexisnexis.com/ima	gesibu_logo/bu53448_logo.gif logo	ITD Web 3311 W. State St., Boise, ID 83707 (208)-334-8770
	Agency Amount LexisNexis Service Fee Total Amount	\$5.00 \$2.00 \$7.00
Billing Address		Payment Information
Address Type		Payment Type
Domestic (US and Puerto Rico) Military (APO/FPO)	 International (including Canada, Mexico) 	Credit Card O Personal Check O Business Check
Billing First Name*	CW	Card Number*0248
Billing Last Name*	McCall	Expiration Month*
Billing Zip Code*	83703	Expiration Year*
Billing Address Line1*	3311 W State St.	Security Code* 123
Billing Address Line2		We've provided this sample credit MasserCard, Visa, Discover card to assist you in finding the security code.
Billing City*	Boise	Contribución Name winners name wowners name wowners name wowners name wowners name wowners name wowners nam
Billing State*	ID 💌	
E-mail*	cw@email.email	Captcha*
Confirm E-mail*	cw@email.email	Enter Captcha
Phone Number*	(208) 555-1212	rhkfs
		Continue

5

- 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.	oom/images/bu_logo/bu53448_logo.gif logo		ITD Web 3311 W. State St., Boise, ID 83707 (208)-334-8770
	Agency Amount LexisNexis Service Fee Total Amount	\$5.00 \$2.00 \$7.00	0
Billing Address		Payment Information	
Billing First Name	CW McCall	Credit Card	
Billing Last Name Billing Zip Code	83703	Card Number	**************0248 (MASTERCARD)
Billing Address Line1 Billing Address Line2	3311 W State St.	Expiration Date	03/2021
Billing City	Boise	Payment Authorization	
Billing State Billing Country E-mail	ID United States of America cw@email.email	Total Amount Acknowledgment	\$7.00
Phone Number	(208) 5551212	By checking this box, I a amount plus the LexisNexis	m authorizing the payment of the bill 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:
 - 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.

https://demo.payments.lexisnexis.com	nímagesíbu_logoíbu53448_logo.gif logo		3311 W. State St., (208)-334-8770	ITD Web Boise, ID 8370
Receipt Payment Date Confirmation Number Payment Method	10/31/2019 02:58 PM CDT 20020144 Credit Card (MASTERCARD) **********0248	Payment Status	AUTHORIZE	D
Expiration Approval Code AVS Response	##/## TestOK E	Back Forward Go to copied address	Ctrl+Shift+L	
Bill To CW McCall 3311 W State St. , Boise, ID - 8370	13 US	Save background as Set as background Copy background	Ctri+Snitt+L	
Payment Towards Payment Towards	IDCRS Amount	Select all Paste		
UniqueID Charge Information	2050 CarrierNan Agency Amount LexisNexis Service Fee Total Amount	All Accelerators Create shortcut Add to favorites View source Inspect element	>	\$5.00 \$2.00 \$7.00
	nentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Netw please send an email to paymentsolutions@lexisnexis.com. DOT is to call (999) 123-4567	Encoding Print Print preview Refresh Export to Microsoft Excel Send to OneNote Properties		
LexisNexis *	Home Payment Solutions Contact L and Conditions Privacy Policy		Certified Powered by	Privacy
	Copyright © 2019 LexisNexis Risk Solutions. All (Page Last Update 10/31/2019 02:58 PM 146:106.88341:9.0.20.0_1.8.0.212			

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**.

Payment Details	Proceed		
Delete Payment Type	Payment 20022		Payment Amount (\$)
Delete Add Electronic Payment	After you make payment, you must come back to	o this screen and select PROCEED to get your Cre	dential/Permits.
		Total :	5.00
		Remaining Balance :	0.00
		Change :	0.00
	For Over Payment : System Credit CRefund	Over Payment :	5.00
		Net Anount Pard.	5.00
Electronic Delivery Type			
	Payment receipt Electronic Delivery type:		
	Proceed Refresh Quit		~

- b) The ITD receipt will display.
- c) Select the print icon to print the receipt, if desired.

* TRANSPORT	IDAHO TRANSPORTAT MOTOR CARRI P.O. Box : BOISE, ID 83707 • (2 Website: www.trucking.idaho.gov	ER SERVICES 34 08) 334-8611	
	Payment Red	ceipt	
Legal Nar DBA Nar INVOICE DETA	3311 W STATE ST BOISE, ID 83703	Cart Id :2350 Payer Account No. :9999 Payment Date : 11/14 User Id : ID09 Location : INTE	9 //2019 9999A
Invoice No.	Name	Transaction Detail	Amount
356512	Carrier: NO ACCOUNT ACCOUNTS DBA:	PMT;AC#:99999;PMT#: CAB CARD #####	\$7.00
	🖺 🖶 @ @ 1 /	Total "Total amount includes all original invoice balances a 1 〇 〇 〇	*\$7.00

- d) Close the invoice.
- e) The Site Map displays showing the status of the request at the top of the screen.

IRPBLL66 [1] The transaction has been submitted and credential assignment will be completed by IDCRS personne NATA [1] Regiment Completed successfully. DGIDA2 [1] Operating Keeping generated successfully. GGIDA2 [1] Checkmank generated successfully. GGIDA2 [1] Checkmank generated successfully.		
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	

7

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.)

GEN1448 : [] Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.							
Site Map Services / IRP/Intrastate	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	Vehicle Credential	Vehicle Inquiry					
Add Vehicle Deliete Vehicle Add / Delever Vehicle Amend Vehicle With Pees More >	Replace Cab Card Replace Plate Replace Sticker	Vehide İnquiry Vehide Supplement İnquiry					

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

GENWEBP13 : [I] You may quit this transaction anytime. However, note that it may not be saved.	
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 Creden	tial					Replace Plate		
Supplement Sear	ch							
	Account No.: 629520 Fleet No.: Fleet No.: Fleet No.: 11/21/2019							
	Proceed Refresh Quit ?							
	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	<u>Fleet Status</u>		
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.

Vehi	cle Details					Replace F	Plate
Supp	lements Details						
	Account No. : 6295; Legal Name : NEW Expiration Month / Year : 08/20 Vehicle Processed : 0	FULL FEE	Fleet No.: 001 DBA Name: Fleet Type: FFP - FULL FEE POWER]	Supplement No.: [Supplement Desc.: [USDOT No.: [REPLACE PLATE	
Vehi	le Search						
	Unit No.:	VIN:		Plate No.:		Searc	ch
	Unit No.	VIN		Plate No.			
	13	L2012420		YY101			
	13A	1FV6HLACXXHB98117		YY102			
	15	1FV6HLACXXHB98120		YY103			
Show	ving 1 to 3 of 3 entries					First Previous 1 Next La	ast
		Proceed Done F	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	тус	Comment
13	L2012420	YY101	OTHR - Other	0	\checkmark	Ο	
Showing 1 to 1 of 1	entries		CORR - Correction DMGD - Damaged LOST - Lost				
			STLN - Stolen				
			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				
	<u>Unit No.</u>	VIN	Plate No.				
	13A	1FV6HLACXXHB98117	YY102				
	15	1FV6HLACXXHB98120	YY103				
Showing 1 to	o 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.: 6293 Expiration Month / Year: 08/2	Supplement No.	006	Legal Name : NEW FULL FEE
Fleet Type : FFP -		C - CARRIER	Reg. Month: 10
Supplement Effective Date: 11/2			USDOT No.: 000956874
No. of Veh In Supp: 1	Supplement Status	O - OPEN	
Enterprise System Credit:	0.00		
Involce Date: 11/2	*Application Receipt Date	11/21/2019	Payment Date: MM/DD/000Y
Fees			
Manual Adj. Base Jur. :	Batch Billing :		TVC: []]
Installment Plan : 📃	Use One-Time Mailing Address :	т	VC No. of Days:
	Fee Туре	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 - Fuli Fee	0.00	
	Admin Fee - Full Fee	0.00	
	Installment Plan Set-Up Fee EMS	0.00	
	EMS Safety & Insurance Fee	0.00	
	sarrety & insurance ree	0.00	
Delivery Details			
Electronic Delivery Type : D - PDF	Invoice Report Type : Summary Inv	oice 🔽	
Comments			
	Proceed Refresh Qut	0	

I) 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 Amt(\$)	
	Registration Fee	Pee Auru(a) 0.00	
		0.00	
	Registration Fee Credit Applied	0.00	
	In-State Credit	0.00	
	Permit Credit		
	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 Cab Card Fee	4.00	
	Cab Card tee Project Choice Fee	5.00	
	TVC Fee	0.00	
	NC ree 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: D - PDE	Invoice Report Type: Summary Invoice		
	Proceed Refresh Quit ?		

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						
Summary Page						
Invoice Number: 356 NEW FULL FEE 3311 W STATE ST BOISE ID 83703	519	Invoice Date: 11/21/2019		Account : 629520 Fleet : 001 nt Number : 006 p MM/Year : 08/2020		
Ասհահետոհետոհեհեմ				eg. Months : 10 ective Date : 11/21/2019 Fleet Type : FFP - FULL FEE		
Number of Power Uni	ts : 1			POWER User Id : ID629520		
Supplement Transact		CE PLATE				
	Fees Due : Cab Card Fee :	\$5.00	Credits :			
	Plate Fee :	\$7.50				
	Sticker Fee :	\$4.00				
Adm	nin Fee - Full Fee :	\$0.00				
Pr	oject Choice Fee :	\$0.00				
-	TVC Fee :	\$0.00				
	fer Fee - Full Fee : Plan Set-Up Fee :	\$0.00 \$0.00				
	einstatement Fee :	\$0.00				
	EMS :	\$0.00				
В	acking Plate Fee :	\$0.00				
	& Insurance Fee :	\$0.00				
	cation Fees Due :	\$0.00	\$0.00	\$16.50		
	Registration Fee I : egistration Fee II :	\$0.00	\$0.00			
IDANO R	ACHD Fee :	\$0.00	\$0.00			
	Electric Fee :	\$0.00	\$0.00			
	Hybrid Fee :	\$0.00	\$0.00			
M	anual Adjustment :	\$0.00				
	IRP Credit : Permit Credit :		\$0.00 \$0.00			
			\$0.00	¢10.50		
MASTERCARD OR VIS TO STATE OF IDAHO A PAYMENTS OVER \$10	RE ACCEPTED UP TO 0,000. CASH IS ACCE	ANY AMOUNT WHICH MAY I O \$100,000. ELECTRONIC FU PTED FOR ANY AMOUNT. IN E DELETED AFTER 30 DAYS	NDS TRANSFER (EF CLUDE A COPY OF T	T) IS REQUIRED FOR THIS INVOICE WITH YOUR		
		🗗 🗇 🕑 🕚 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.

art Management - Selected Transaction Verification						
	Payer Name: NO ACCOUNT ACCOUNTS		Payer Account No.:	99999	Receipt Date: 11/14/2019	
Account No.	Legal Name	Invoice No.	Involce Date	Transaction Type	Priority	Amount Due (\$
99999	NO ACCOUNT ACCOUNTS	356508	11/14/2019	PMT; AC#:99999; PMT# REPLACE PLATE, ######	1	16.50
					Total	16.50

r) Select Electronic Payment.

Payment Details		
Delete Payment Type	Peyment No.	Payment Amount (\$)
Delete Add Electronic Payment After you ma	ake payment, you must come back to this screen and select PROCEED to get your O	redential/Permits.
	Total: Remaining Balance :	0.00
	Change :	0.00
For Over Pay	rment: ® System Credit 🔿 Refund Over Payment: المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع المنافع ا	0.00
	vet Amount Faid.	0.00
Electronic Delivery Type		
Payment rec	elpt Electronic Delivery type: D - PDF	
Proceed	l Refresh Quit ?	

s) The LexisNexis Payment Portal opens. <u>Follow steps **3**</u>, **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

- a) 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.
- b) If no other transactions are required, log out of CRS by selecting Logout in the upper right corner.