



CRS Customer: Permit Administration - Renewals, Bulk Renewals, and Updates

Version 1.1 | December 26, 2019



YOUR *Safety*



YOUR *Mobility*



YOUR *Economic Opportunity*

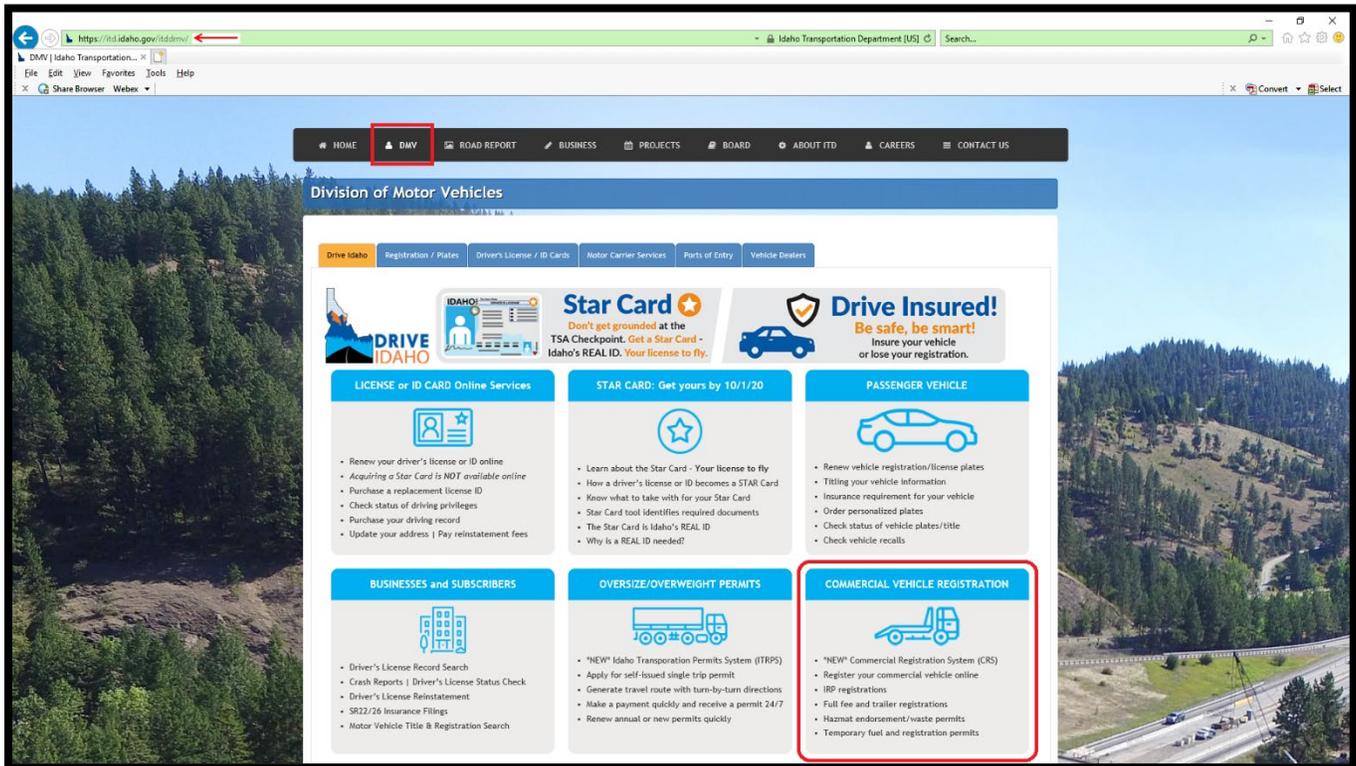


CRS Customer Permit Administration

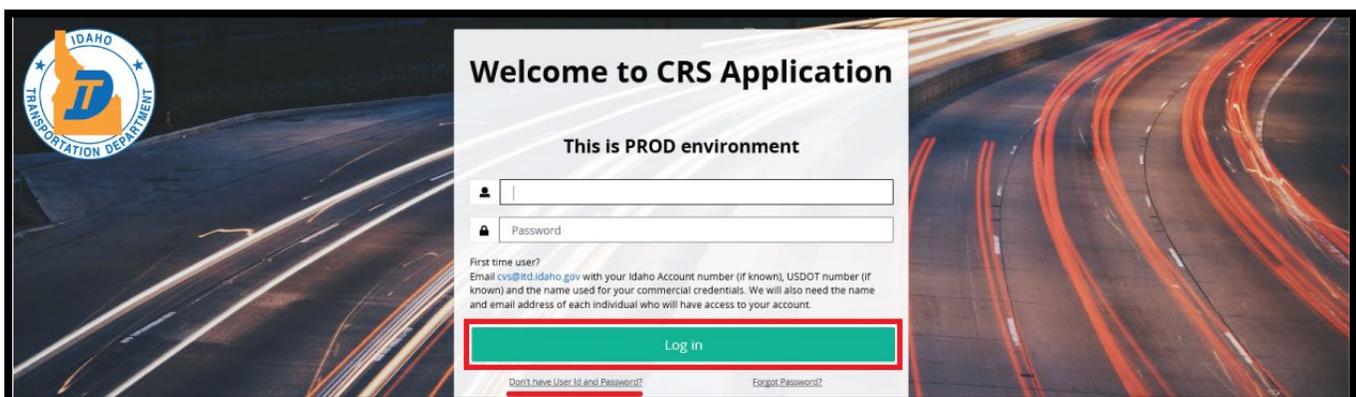
This document will provide instruction on how to administer permits using the Commercial Registration System (CRS) application.

1) Log in to CRS application

The CRS application is accessed via the Idaho Transportation Department (ITD) website.

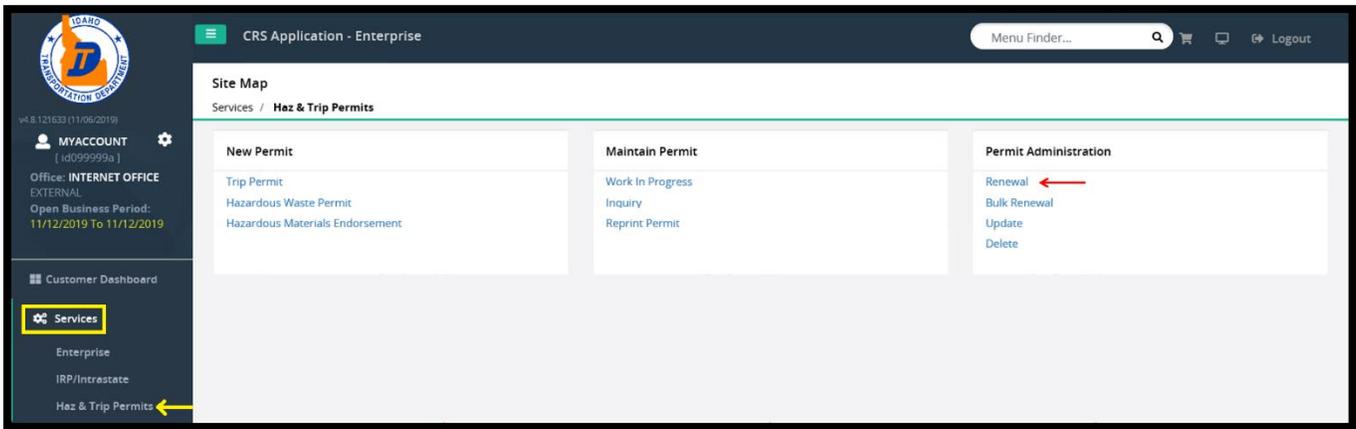


- If a customer has not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at cvs@itd.idaho.gov to have their system access activated.
- Enter the **User ID** and **Password**.
- Select **Log in**.

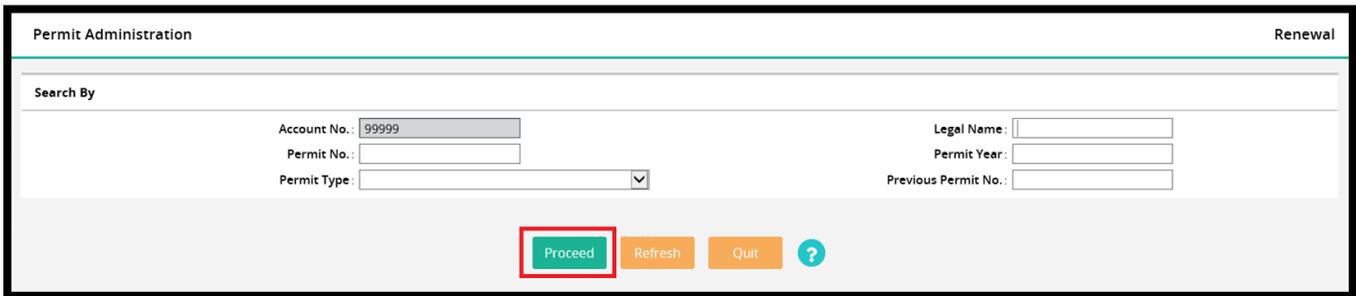


2) Permit Renewal

- a) Click on **Services**. The Services menu will open.
- b) Select **Haz & Trip Permits** from the menu options.
- c) Select **Renewal** in the Permit Administration section of the Haz & Trip Permits Site Map.

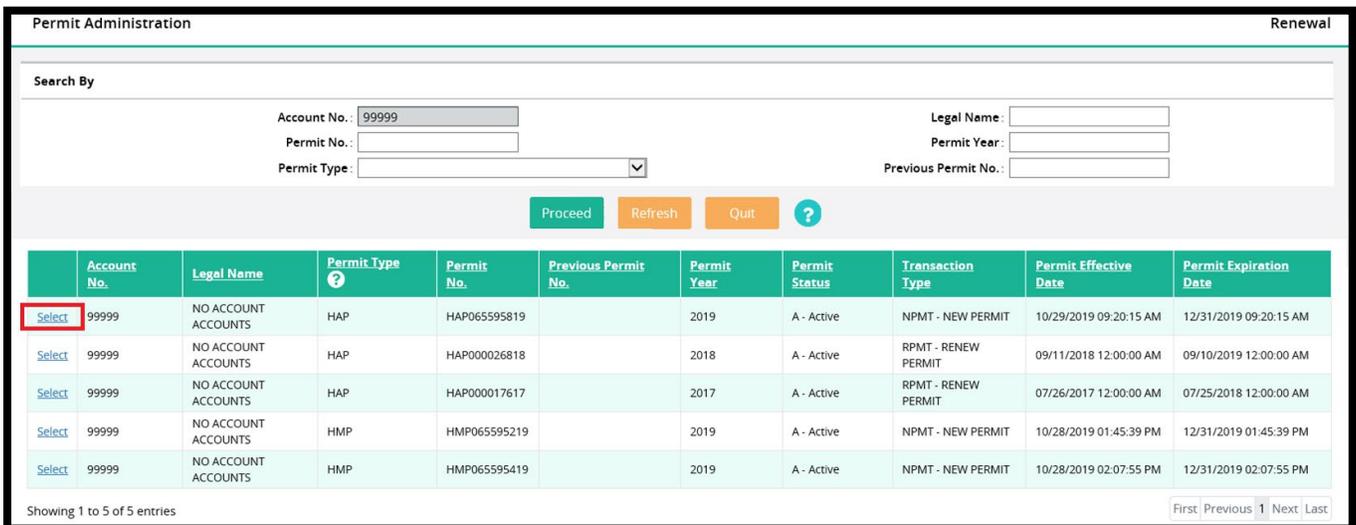


- d) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Permit Year**, etc. is possible.
- e) Click **Proceed** to search for a permit.



Depending the field information entered, the search may result in either list of permits or a specific permit. This is an example of searching by just the account number.

- f) Click **Select** on the left side of the permit to look at the permit specifics.



- g) The permit details will display. Make sure the **Effective Date** and **Expiration Date** are updated and any other required information is completed.
- h) Select **Proceed** at the bottom of the page.

Permit Details

*Permit Type: HAP - HAZARDOUS WASTE ANNUAL Duration: Y - Yearly *Effective Date: 10/31/2019 01:41:10 PM Origin: <input type="text"/> Handwritten?: <input type="checkbox"/> Amount Overweight: <input type="text"/> *EPA No.: 9999999 Vendor: <input type="checkbox"/>	Transaction Type: NPMT - NEW PERMIT No. Of Permits: 1 Expiration Date: 12/31/2019 01:41:10 PM Destination: <input type="text"/> Handwritten Permit No.: <input type="text"/> Overweight Type: <input type="text"/> Manifest No.: <input type="text"/>	Permit No.: HAP065596519 Permit Status: A - Active Exempt: <input type="text"/> Commodity: <input type="text"/> Citation: <input type="text"/> Driver Name: <input type="text"/> Weight Increased To: <input type="text"/>
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Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	250.00
Total	250.00

New Vehicle Search Criteria

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

Vehicle Details

VIN: *Unit No.: *Plate No.:
 *Body Type: *Make: *Model Year:
 GVW:

Delivery Type

Electronic Delivery Type:

Comments

- i) The Permit Details Verification screen displays. Click **Proceed** to advance to the Payment screen.

Permit Details

Permit Type: HAP - HAZARDOUS WASTE ANNUAL PERMIT Duration: Y - Yearly Effective Date: 11/14/2019 12:00:00 AM Origin: *** CONVERTED PERMIT *** Handwritten?: N Amount Overweight: EPA No.: MAD123456789 Vendor: N	Transaction Type: RPMT - RENEW PERMIT No. Of Permits: 1 Expiration Date: 12/31/2019 12:00:00 AM Destination: *** CONVERTED PERMIT *** Handwritten Permit No.: Overweight Type: Manifest No.:	Permit No.: HAP065602019 Permit Status: A - Active Exempt: Commodity: Citation: Driver Name: Weight Increased To:
---	--	---

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	250.00
Total	250.00

Vehicle Details

VIN: 1234567890ABCDEF
 Body Type: TR - Tractor
 GVW:

Unit No.: 1
 Make: KENWORTH - KW

Plate No.: B21234
 Model Year: 2017

Delivery Type

Electronic Delivery Type: D - PDF

- j) Click **Proceed** again to go to the Payment screen to verify the selected transaction.

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
9999	NO ACCOUNT ACCOUNTS	356508	11/14/2019	PMT, AC# 99999; PMT# HAP065502019; HAZARDOUS WASTE ANNUAL PERMIT-RENEW PERMIT	1	250.00
Total						250.00

- k) Click **Electronic Payment** to open to the LexisNexis payment portal.

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356480	10/31/2019	NO ACCOUNT ACCOUNTS	PMT, AC# 629528; PMT# HAP065596519; HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	250.00
Total Amount Due				250.00

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

For Over Payment: System Credit Refund

Payment receipt Electronic Delivery type:

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

- 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.

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

Agency Amount	\$250.00
LexisNexis Service Fee	\$7.50
Total Amount	\$257.50

Billing Address

Address Type

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

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

E-mail* cw@email.email

Confirm E-mail* cw@email.email

Phone Number* (208) 555-1212

Payment Information

Payment Type

Credit Card Personal Check Business Check

Card Number* *****0248

Expiration Month* Mar

Expiration Year* 2021

Security Code* 123

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

Captcha* rhkf5

Enter Captcha rhkf5

Continue

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

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

Agency Amount	\$250.00
LexisNexis Service Fee	\$7.50
Total Amount	\$257.50

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

Previous Page

Payment Information

Credit Card

Card Number *****0248 (MASTERCARD)

Expiration Date 03/2021

Payment Authorization

Total Amount \$257.50

Acknowledgment

By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Pay Now

- d) A payment receipt/authorization with a confirmation number will appear on the screen. While the LexisNexis screen is displayed, a 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**.

The screenshot shows a web browser window displaying a payment receipt from LexisNexis. The page title is "Receipt" and the status is "AUTHORIZED". A right-click context menu is open over the "Print..." option, which is highlighted with a red arrow. The menu includes options like "Back", "Forward", "Go to copied address", "Save background as...", "Set as background", "Copy background", "Select all", "Paste", "All Accelerators", "Create shortcut", "Add to favorites...", "View source", "Inspect element", "Encoding", "Print...", "Print preview...", "Refresh", "Export to Microsoft Excel", "Send to OneNote", and "Properties".

Receipt

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

Payment Status: AUTHORIZED

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

Payment Towards UniqueID	IDCRS	Amount	CarrierName
	2050		

Charge Information:

Agency Amount	LexisNexis Service Fee	Total Amount
	\$250.00	\$257.50

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

LexisNexis RISK SOLUTIONS | Home | Payment Solutions | Contact Us | Terms and Conditions | Privacy Policy | TRUSTe Certified Privacy Powered by TrustArc

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 (Page Last Update 10/31/2019 02:58 PM CDT)
 146:186.88341-9.0.20.0_1.8.0.212

5) Printing a Receipt and Permit

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

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

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356506	11/14/2019	NO ACCOUNT ACCOUNTS	PMT;AC#:629528;PMT#:HAP065596519;HAZARDOUS WASTE ANNUAL PERMIT- RENEW PERMIT	250.00
Total Amount Due				250.00

Payment Details

[Proceed](#)

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	20020144	250.00

Total: 250.00
 Remaining Balance: 0.00
 Change: 0.00
 Over Payment: 0.00
 Net Amount Paid: 250.00

For Over Payment: System Credit Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type:

- b) The payment receipt and permit should open on screen. The receipt is page 1 and the permit is page 2.
- c) These can be printed by either selecting the printer icon, or selecting **File / Print**.
- d) Select the printer from the print dialog box.
- e) Click **Print**.



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

Payment Receipt

Legal Name : NO ACCOUNT ACCOUNTS **Cart Id :** 23460
DBA Name : PO BOX 83720 **Payer Account No. :** 99999
 BOISE, ID 83720 **Payment Date :** 10/31/2019
User Id : ID099999A
Location : INTERNET OFFICE



INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
356465	Carrier: NO ACCOUNT ACCOUNTS DBA:	PMT;AC#:099999;PMT#:HA P065596519;HAZARDOUS WASTE ANNUAL PERMIT-RENEW PERMIT	\$250.00
Total			*\$250.00

*Total amount includes all original Invoice balances and excludes any payments.

PAYMENT DETAIL :

Payments	Payment Date	Amount
Credit Card-20020144	10/31/2019	\$250.00
Total Paid		\$250.00



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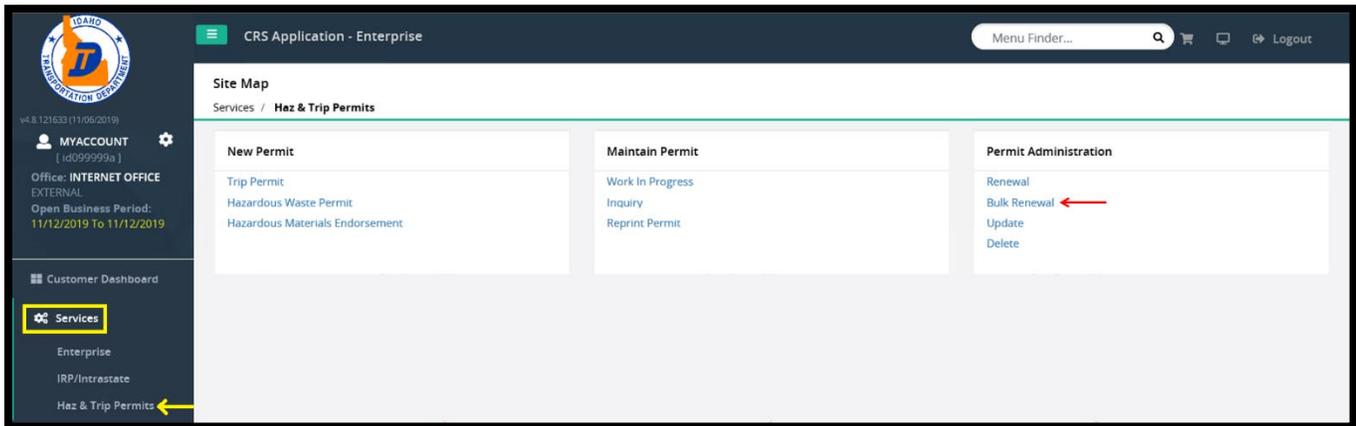
IDAHO HAZARDOUS WASTE PERMIT

Issue Date	Issued By Office Location	Permit No.
10/31/2019	WOFC	HAP065596519
Type		Total Fees
HAZARDOUS WASTE ANNUAL PERMIT		\$250.00
Start Date	Expiration Date	Account #: 99999
10/31/2019	12/31/2019	
Carrier: NO ACCOUNT ACCOUNTS		User ID: ID099999A
DBA:		
Contact: MCS		TIN: 878787878
Address: PO BOX 83720		Phone #: (208) 555-1212
City: BOISE	State/Prov: ID Zip: 83720	Extension:
State/Prov	Make	Year
ID	PTRB	1984
	VIN	Plate
	1XP9DB9X5EP163814	E 99999
		Unit
		2
EPA #: 9999999		

- f) Close the screen by clicking the X in the top right of the screen to close the documents and return to the CRS Site Map.
- g) Proceed with more permits or Logout of CRS.

6) Permit Bulk Renewal

- a) Click on **Services**. The Services menu will open.
- b) Select **Haz & Trip Permits** from the menu options.
- c) Under Permit Administration, select **Bulk Renewal**.



- d) The account number will show. Entering additional information in a field for which to search, such as **Permit Type**, **Permit Year**, etc. is possible.
- e) Click **Proceed** to search for a permit.

- f) If Permit Year was not entered (step 6d above), a list of permits for specific years that are eligible to renew will display. Click on **Select** for the specific Permit Year that needs renewed.

	Account No.	Legal Name	Permit Type ?	Permit Year	Permit Expiration Year
Select	99999	NO ACCOUNT ACCOUNTS	HAP	2017	2018
Select	99999	NO ACCOUNT ACCOUNTS	HAP	2018	2019
Select	99999	NO ACCOUNT ACCOUNTS	HMP	2019	2019

- g) All the permits for that year that are eligible for renewal will display. Check the box on the left side of the permits desired to renew. Checking the box in the header bar, checks all permits in the list.
- h) Click **Proceed**.

	Permit No.	Permit Issue Date	VIN	Make	Model Year	Permit Effective Date
<input checked="" type="checkbox"/>	HMP065595219	10/28/2019 01:49:52 PM	74341GL	KW	1962	10/28/2019 01:45:39 PM
<input checked="" type="checkbox"/>	HMP065595419	10/28/2019 02:19:32 PM	WR654555	WIN	1971	10/28/2019 02:07:55 PM

- i) The permit Detail Verification screen will display. The issue date and effective date will change to the day after each permit expires. Click **Proceed**.

Permit Details Verification Bulk Renewal

Permit Details

Account No.: 99999 Legal Name: NO ACCOUNT ACCOUNTS
 Permit Type: HMP - HAZARDOUS MATERIALS ENDORSEMENT Permit Year: 2019

List of Active Permits

Permit No.	Permit Issue Date	VIN	Make	Model Year	Permit Effective Date
HMP065595419	10/28/2019 02:19:32 PM	VVR654555	WIN	1971	10/28/2019 02:07:55 PM
HMP065595219	10/28/2019 01:49:52 PM	74341GL	KW	1962	10/28/2019 01:45:39 PM

Proceed
Add To Cart
Back

- j) The Payment screen displays. Click **Proceed** to go to the Payment Selection screen.

Payment Bulk 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	356500	11/14/2019	PMT; AC#99999; PMT#HMP065602219; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	1	10.00
99999	NO ACCOUNT ACCOUNTS	356510	11/14/2019	PMT; AC#99999; PMT#HMP065602219; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	2	10.00
Total						20.00

Proceed
Quit

- k) Select **Electronic Payment** to go to the LexisNexis payment portal.

Payment Bulk Renewal

Payment

Payer Account No.: 99999 Legal Name: NO ACCOUNT ACCOUNTS
 Enterprise System Credit: 0.00 DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356510	11/14/2019	NO ACCOUNT ACCOUNTS	PMT; AC#99999; PMT#HMP065602219; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	10.00
356500	11/14/2019	NO ACCOUNT ACCOUNTS	PMT; AC#99999; PMT#HMP065602219; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	10.00
Total Amount Due				20.00

Payment Details

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

Delete
Add
Electronic Payment

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

Total: 0.00
 Remaining Balance: 20.00
 Change: 0.00
 Over Payment: 0.00
 Net Amount Paid: 0.00

For Over Payment: System Credit Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type:

Proceed
Refresh
Quit
?

7) The LexisNexis Payment Portal

The LexisNexis payment portal will display. Do not close the CRS browser page. Follow steps 4 and 5 above to complete the payment using the LexisNexis portal.

8) Printing a Receipt and Permit

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

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

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356480	11/07/2019	NO ACCOUNT ACCOUNTS	PMT;AC#:99999;PMT#:HSP065598719;HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

Proceed

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	20020144	20.00

Total: 20.00
 Remaining Balance: 0.00
 Change: 0.00
 Over Payment: 0.00
 Net Amount Paid: 20.00

For Over Payment: System Credit Refund

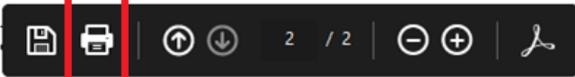
- b) The payment receipt and permit should open on screen.
- c) If **PDF** was chosen, the receipt can be printed by either selecting the printer icon, or selecting **File / Print**.
- d) Select the printer from the print dialog box.
- e) Click **Print**.



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IDAHO HAZARDOUS WASTE PERMIT

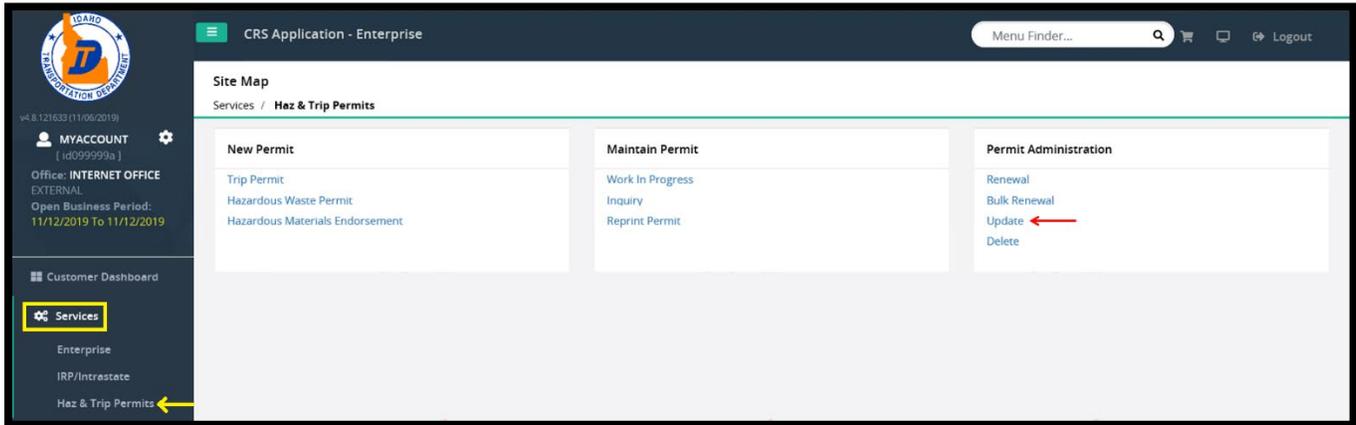
Issue Date	Time	Issued By Office Location	Permit No.
11/07/2019	1550	WOFC	HSP065598719
Type			Total Fees
HAZARDOUS WASTE SINGLE PERMIT			\$20.00
Origin: BOISE	Destination: MOUNTAIN HOME		
Start Date	Start Time	Account #: 99999	
11/07/2019	1545		
Carrier: NO ACCOUNT ACCOUNTS	User ID: ID099999A		
DBA:	TIN: 829999999		
Contact: CONTACT PERSON	Phone #: (208) 334-8617		
Address: 3311 W STATE ST	Extension:		
City: BOISE	State/Prov: ID	Zip: 83703	
State/Prov	Make	Year	VIN
ID	KW	2015	523456789
			Plate
			XG3115
			Unit
			11
EPA #: 25698	Manifest #: 125489763		



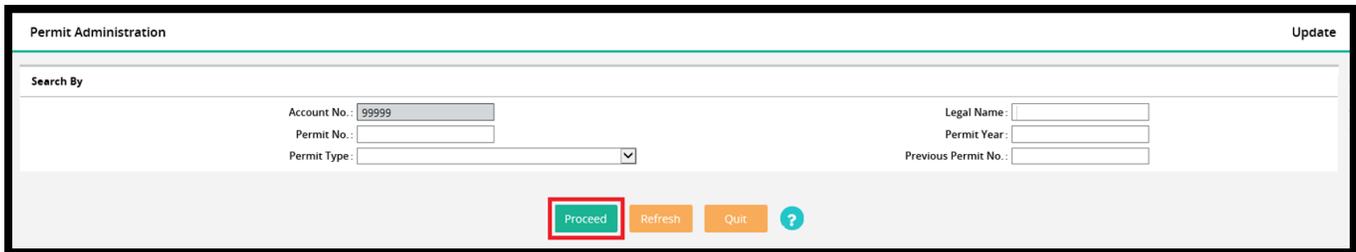
- f) Close the screen by clicking the X in the top right of the screen to close the documents and return to the CRS Site Map.
- g) Proceed with more permits or Logout of CRS.

9) Permit Update

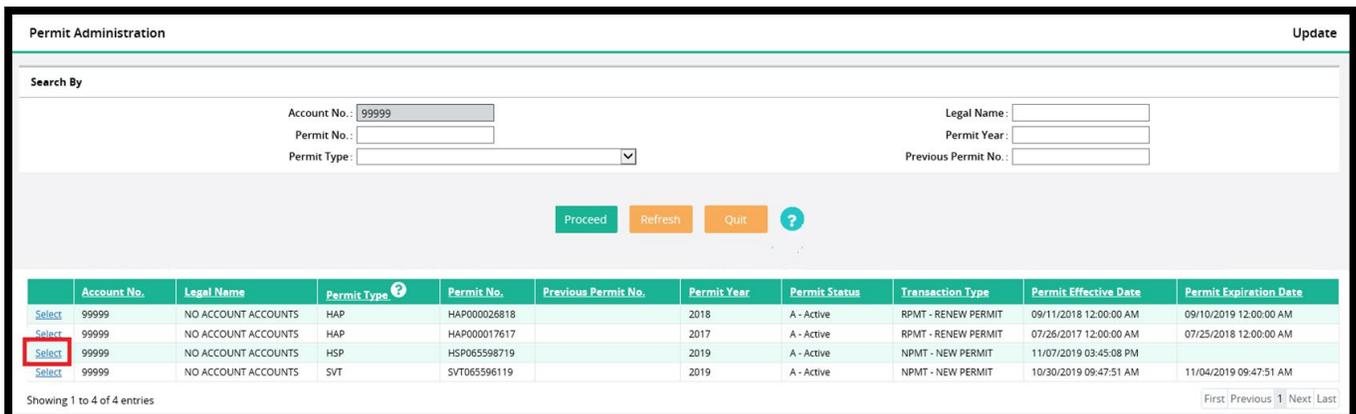
- a) Click on **Services**. The Services menu will open.
- b) Select **Haz & Trip Permits** from the menu options.
- c) Under Permit Administration, select **Update**.



- d) The account number will show. Entering additional information in a field for which to search, such as **Permit Type**, **Permit Year**, etc. is possible.
- e) Click **Proceed** to search for a permit.



- f) Permits that have been purchased will display. Choose a permit to update by clicking on **Select**. Note: Expired permits cannot be updated.



- g) The selected permit displays. Information in the white boxes can be changed as needed. In the example below, the Effective Date and Origin are being edited.
- h) After changing information select the + sign next to **Comments** to open the comments field. Enter an explanation on why changes were made.
- i) Select **Add/Update** to save the comments (Not shown below).
- j) Select **Proceed**.

The screenshot shows the 'Permit Details' screen. At the top, there are several sections: 'Permit Details' with fields for Permit Type (HSP - HAZARDOUS WASTE SINGLE PERMIT), Duration, Effective Date (11/07/2019 03:45:08 PM), Origin (BOISE), Handwritten?, Amount Overweight, EPA No. (25698), Vendor, Transaction Type (UPMT - UPDATE PERMIT), No. Of Permits (1), Expiration Date, Destination (MOUNTAIN HOME), Handwritten Permit No., Overweight Type, and Manifest No. (125489763). On the right, there are fields for Permit No. (HSP06501819), Permit Status (Active), Exempt?, Commodity, Citation, Driver Name, and Weight Increased To. Below this is a 'Fees Details' table with columns 'Fee Type' and 'Fee Amt(\$)', showing a total of 0.00 for 'HAZARDOUS WASTE SINGLE PERMIT'. The 'New Vehicle Search Criteria' section has input fields for VIN and Plate No. with 'Find' and 'Refresh Vehicle' buttons. The 'Vehicle Details' section shows VIN (S23456789), Body Type (TR - Tractor), GVW, Unit No. (11), Make (KENWORTH - KW), Plate No. (XG3115), and Model Year (2015). The 'Delivery Type' section has 'Electronic Delivery Type' set to 'D - PDF'. At the bottom, the 'Comments' section has a plus sign icon in a red circle. At the very bottom, there are 'Proceed', 'Refresh', 'Quit', and a help icon.

- k) The Permit Details Verification screen displays with the comment added near the bottom of the screen. Click on **Proceed** to go to the Payment screen.

This screenshot shows the 'Permit Details Verification' screen. The layout is similar to the previous screen, but the 'Comments' section is expanded. It shows a table with columns 'Comment Text', 'Timestamp', and 'User ID'. The first row contains the text 'delayed trip due to mechanical', a timestamp of '11/14/2019 12:45:42 PM', and a user ID of 'td099999a'. The 'Proceed' button at the bottom is highlighted with a red box. Other buttons include 'Add To Cart' and 'Back'.

- l) No payment is due on an Update. The message in the upper right corner indicates “No payment is due.” Click **Proceed** to finish the transaction.

ENTPAY109 [V] No payment is due. Please select PROCEED to finalize transaction.

Payment Update

Payer Account No.: 99999
Enterprise System Credit: 0.00

Legal Name: NO ACCOUNT ACCOUNTS DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356511	11/14/2019	NO ACCOUNT ACCOUNTS	PMTJAC#99999-PMT#HSP065602319-HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	0.00
Total Amount Due				0.00

Payment Details

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

Buttons: Delete Add Electronic Payment

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

For Over Payment: System Credit Refund

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

Electronic Delivery Type: Payment receipt Electronic Delivery type: PDF

Buttons: Proceed Refresh Quit ?

- m) The Payment screen displays showing nothing due. Click **Pay**.

Payment Update

Payer Account No.: 99999
Enterprise System Credit: 0.00

Legal Name: NO ACCOUNT ACCOUNTS DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356511	11/14/2019	NO ACCOUNT ACCOUNTS	PMTJAC#99999-PMT#HSP065602319-HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	0.00
Total Amount Due				0.00

Payment Details

Payment Type	Payment No.	Payment Amount (\$)
		0.00

For Over Payment: System Credit

Total:	50.00
Remaining Balance:	50.00
Change:	50.00
Over Payment:	50.00
Net Amount Paid:	50.00

Electronic Delivery Type: Payment receipt Electronic Delivery type: PDF

Buttons: Pay Back

- n) The payment receipt and permit should open on screen. These can be printed by either selecting the printer icon, or selecting **File / Print**.
- o) Select the printer from the print dialog box.
- p) Click **Print**.

**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

Payment Receipt

Legal Name : NO ACCOUNT ACCOUNTS
DBA Name :
3311 W STATE ST
BOISE, ID 83703

Cart Id : 23501
Payer Account No. : 99999
Payment Date : 11/14/2019
User Id : ID099999A
Location : INTERNET OFFICE

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
356511	Carrier: NO ACCOUNT ACCOUNTS DBA:	PMT,AC#:99999;PMT#:HSP 065602319;HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	\$0.00
Total			*\$0.00

amount includes all original invoice balances and excludes any payments.

- q) Close the screen by clicking the **X** in the top right of the screen to close the documents and return to the CRS Site Map.
- r) Proceed with more permits or Logout of CRS.

10) Delete Permits

- a) Click on **Services**. The Services menu will open.
- b) Select **Haz & Trip Permits** from the menu options.
- c) Under Permit Administration, select **Delete**.

CRS Application - Enterprise

Menu Finder...

Site Map
Services / Haz & Trip Permits

New Permit	Maintain Permit	Permit Administration
Trip Permit Hazardous Waste Permit Hazardous Materials Endorsement	Work In Progress Inquiry Reprint Permit	Renewal Bulk Renewal Update Delete ←

Customer Dashboard

- Services
- Enterprise
- IRP/Intrastate
- Haz & Trip Permits ←

- d) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Permit Year**, etc. is possible.
- e) Click **Proceed** to search for a permit.

- f) Depending what is entered to search by, either a list or a specific permit will display. This is an example of searching by the account number. Click **Select** on the left side of the permit to look at the permit specifics.

	Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Permit Effective Date	Permit Expiration Date
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT	07/26/2017 12:00:00 AM	07/26/2018 12:00:00 AM
Select	99999	NO ACCOUNT ACCOUNTS	HSP	HSP065602319	HSP065598719	2019	A - Active	UPMT - UPDATE PERMIT	11/14/2019 03:45:09 PM	
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065598119		2019	A - Active	NPMT - NEW PERMIT	10/30/2019 09:47:51 AM	11/04/2019 09:47:51 AM

- g) The permit details will display. If this is the correct permit, select the **+** sign next to **Comments** to open the comments.
- h) Put in information why the deletion is needed.
- i) Click on **Add/Update** comment.
- j) Select **Proceed**.

k) The Permit Details Verification page displays. Click **Proceed** to move to the Payment Screen.

Fees Details	
Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	0.00
Total	0.00

Vehicle Details		
VIN : 1XP9DB9X5EP163814	Unit No. : 2	Plate No. : E 99999
Body Type : TR - Tractor	Make : PETERBILT - PTRB	Model Year : 1984
GVW :		

Delivery Type

Electronic Delivery Type : D - PDF

Comments ⊖

Comment Text	Timestamp	User ID
Wrong vehicle.	11/26/2019 10:12:08 AM	ID629528A

Proceed
Add To Cart
Back

l) No payment is due on a deletion. The message in the upper right corner indicates “No payment is due.” Select **Proceed**.

⚠ ENTPAY109 : [W] No payment is due. Please select PROCEED to finalize transaction.

Payment		Delete																		
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Payer Account No. : 99999</td> <td style="width: 30%;">Legal Name : NO ACCOUNT ACCOUNTS</td> <td style="width: 40%;">DBA Name : </td> </tr> <tr> <td>Enterprise System Credit : 0.00</td> <td></td> <td></td> </tr> </table>			Payer Account No. : 99999	Legal Name : NO ACCOUNT ACCOUNTS	DBA Name :	Enterprise System Credit : 0.00														
Payer Account No. : 99999	Legal Name : NO ACCOUNT ACCOUNTS	DBA Name :																		
Enterprise System Credit : 0.00																				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Invoice No.</th> <th>Invoice Date</th> <th>Legal Name</th> <th>Transaction Type</th> <th>Amount Due (\$)</th> </tr> </thead> <tbody> <tr> <td>356512</td> <td>11/14/2019</td> <td>NO ACCOUNT ACCOUNTS</td> <td>PMT,AC#:99999;PMT#:HSP065602319;HAZARDOUS WASTE SINGLEANNUALDELETE PERMIT</td> <td>0.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total Amount Due</td> <td>0.00</td> </tr> </tbody> </table>	Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)	356512	11/14/2019	NO ACCOUNT ACCOUNTS	PMT,AC#:99999;PMT#:HSP065602319;HAZARDOUS WASTE SINGLEANNUALDELETE PERMIT	0.00	Total Amount Due				0.00					
Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)																
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Total Amount Due				0.00																
<p>Payment Details</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Delete</th> <th>Payment Type</th> <th>Payment No.</th> <th>Payment Amount (\$)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Delete"/> <input type="button" value="Add"/> <input type="button" value="Electronic Payment"/> </p> <p style="color: red; text-align: center;">After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Total :</td> <td style="width: 40%; text-align: right;">0.00</td> </tr> <tr> <td>Remaining Balance :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Change :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Over Payment :</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Net Amount Paid :</td> <td style="text-align: right;">0.00</td> </tr> </table> <p style="text-align: center;">For Over Payment: <input checked="" type="radio"/> System Credit <input type="radio"/> Refund</p>			Delete	Payment Type	Payment No.	Payment Amount (\$)	<input type="checkbox"/>				Total :	0.00	Remaining Balance :	0.00	Change :	0.00	Over Payment :	0.00	Net Amount Paid :	0.00
Delete	Payment Type	Payment No.	Payment Amount (\$)																	
<input type="checkbox"/>																				
Total :	0.00																			
Remaining Balance :	0.00																			
Change :	0.00																			
Over Payment :	0.00																			
Net Amount Paid :	0.00																			
<p>Electronic Delivery Type</p> <p style="text-align: right;">Payment receipt Electronic Delivery type : D - PDF</p>																				
Proceed Refresh Quit ?																				

m) Click **Pay** to finish the delete process.

The screenshot shows a 'Payment' screen with a 'Delete' link in the top right. It displays payer account information (99999) and a table of invoices. The 'Pay' button is highlighted with a red box.

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356512	11/14/2019	NO ACCOUNT ACCOUNTS	PMT,AC#99999,PMT#HSP065602319;HAZARDOUS WASTEANNUALPERMIT-DELETE PERMIT	0.00
Total Amount Due				0.00

Payment Type	Payment No.	Payment Amount (\$)
		0.00

Total:	\$0.00
Remaining Balance:	\$0.00
Change:	\$0.00
Over Payment:	\$0.00
Net Amount Paid:	\$0.00

For Over Payment: System Credit

Electronic Delivery Type: Payment receipt Electronic Delivery type: D - PDF

Pay (highlighted) Back

- n) A payment receipt will display showing the permit information and Delete status. This can be printed by either selecting the printer icon, or selecting **File / Print**.
- o) Select the printer from the print dialog box.
- p) Click **Print**.

The screenshot shows a 'Payment Receipt' from the Idaho Transportation Department. It includes the department logo, contact information, and a table of invoice details. A printer icon in the bottom toolbar is highlighted with a red box.

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

Payment Receipt

Legal Name : NO ACCOUNT ACCOUNTS
 DBA Name :
 3311 W STATE ST
 BOISE, ID 83703

Cart Id : 23502
 Payer Account No. : 99999
 Payment Date : 11/14/2019
 User Id : ID099999A
 Location : INTERNET OFFICE

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
356512	Carrier: NO ACCOUNT ACCOUNTS DBA:	PMT,AC#99999;PMT#HSP 065602319;HAZARDOUS WASTE ANNUAL PERMIT-DELETE PERMIT	\$0.00
			*\$0.00

*Total amount includes all original invoice balances and excludes any payments.

PAYMENT DETAIL :

Payments	Payment Date	Amount
Total Paid		

Printer icon (highlighted) | 1 / 1 | Print icon

11) 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.