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.

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) Enter the User ID and Password.

c) 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.

i) The Permit Details Verification screen displays. Click **Proceed** to advance to the Payment screen.
j) Click **Proceed** again to go to the Payment screen to verify the selected transaction.

![Image of the Payment screen]

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

![Image of the Electronic Payment screen]

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.

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

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.
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.

h) Click Proceed.
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**.

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

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

1) Once the Payment No. is populated, select Proceed.

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.
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.

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.
I) 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.

![Payment screen showing no payment due](image)

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

![Payment screen showing nothing due](image)
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**.

![Payment Receipt Image]

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**.
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.

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.

l) No payment is due on a deletion. The message in the upper right corner indicates “No payment is due.” Select **Proceed**.
m) Click **Pay** to finish the delete process.

![CRS Customer Permit Administration](image)

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**.

![Idaho Transportation Department](image)

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.