CRS Customer: Obtain New Trip and Hazmat-Hazwaste Permits

Version 1.3 | November 27, 2019
CRS Customer: Obtain New Trip and Hazmat-Hazwaste Permits

This document will provide instruction on how to apply and pay for a Hazardous Materials Endorsement, Hazardous Waste Permit, and a Trip Permit 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.

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.
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.

   ![Password Reset Screen]

   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.

   ![Login Message]

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

   ![Welcome to CRS Application]
3) Hazmat and Trip Permit Services
   a) Click on Services. The Services menu will open.
   b) Select Haz & Trip Permits from the menu options.
      Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.

4) Applying for a New Permit
   a) All new permitting starts with selecting the type of permit. In this example, Hazardous Materials Endorsement is selected. See Step 10 for a Hazardous Waste Annual Permit example, or Step 13 for a Trip Permit example.
   b) Search for a customer account by entering an account.
   c) Click Proceed.
5) Hazardous Materials Endorsement
   a) The permit chosen in step 4a should be shown in the Permit Type drop down menu, in the Permit Details section. Here, HMP – Hazardous Materials Endorsement is showing.
   b) Enter a VIN or Plate No.
   c) Click Find.
   d) If the vehicle is found, the screen will display the account and vehicle information.
   e) Change the Effective Date (if needed).
   f) Select Proceed.
g) The Permit Details Verification page displays. If everything is complete and accurate, click **Proceed** to pay.

![Fee Details](image1)

![Vehicle Details](image2)

![Delivery Type](image3)

h) The Payment Cart Management screen displays. Click **Proceed** to go to payment screen.

![LexisNexis Payment Portal](image4)

i) Select **Electronic Payment**. Do not close this CRS browser page.

![LexisNexis Payment Portal](image5)

6) 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 5i above).
   d) Click **Reload** to bring back the Payment screen, or **Quit** to quit payment screen.
7) 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**.
8) 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.

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.
9) 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.

10) Hazardous Materials Single or Annual Permit
   a) Select **Hazardous Waste** in the New Permit section.
b) Search for a customer account by entering an account.
   Note: Permitting Services will need to search for the customer with an account number or use their
   account number to obtain permits.

c) Click Proceed.

d) Enter a VIN or Plate No.

e) Click Find.

f) If the vehicle is found the screen will display the account and vehicle information.

g) Select the Permit Type from the drop down menu, in the Permit Details section. There are two permit
   options: Annual and Single Permit. In the following example, HSP HAZARDOUS WASTE ANNUAL was chosen.
g) The screen will display the permit number, effective date, and fee details.

h) The **EPA No.** (number), **Unit No.** and **Plate No.** must be entered. If the vehicle is not displaying a plate, enter None for Plate No.

i) Purchasing a Single permit requires the **Origin**, **Destination** and **Manifest No.** to be entered as well.

j) Select **Proceed**.

k) The Permit Details Verification screen displays. The permit details including the **Expiration Date** will be shown. If everything is complete and accurate, click **Proceed**.
I) The Payment Cart Management screen displays. Click Proceed to go to payment screen.

![Payment Cart Management Screen]

m) Select Electronic Payment.

![Electronic Payment Selection]

11) The LexisNexis Payment Portal

The LexisNexis payment portal will display. Do not close the CRS browser page. Follow steps 7 and 8 above to complete the payment using the LexisNexis portal.
12) Printing the Permit and Receipt

The PDF that generates includes both the receipt and the permit.

a) Close or minimize the LexisNexis screen to bring the CRS screen back.
b) Once the Payment No. is populated, select Proceed.
c) The payment receipt and permit should open on screen. The receipt is page 1 and the permit is page 2.
d) These can be printed by either selecting the printer icon, or selecting File / Print.
e) Select the printer from the print dialog box.
f) Click Print.
g) Return to CRS and/or logout of CRS, as shown in step 9 above.

13) Temporary Registration (Trip) Permits
a) Select Trip Permit in the New Permit section.

b) Search for a customer account by entering an account.
   Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.

c) Click Proceed.
The Permit Type drop down menu, in the Permit Details section will display a list of permits from which to choose. In this example, SVT – SINGLE VEHICLE PERMIT is chosen. A complete list of permits are listed in Appendix A on page 20.

Enter a VIN or Plate No.

Click Find.

The screen will display the permit number, effective date, and fee details.

If the vehicle is found the screen will display the account and vehicle information.

Complete all required information, marked with a red asterisk (*) The Effective Date, Origin, Destination, Unit No., and Plate No. must be entered. If the vehicle is not displaying a plate, enter None for Plate No. Add Trailer Details if a trailer is included in the permit.

Select Proceed.
k) The Permit Details Verification screen displays. The permit details are shown. If everything is complete and accurate, click Proceed.

<table>
<thead>
<tr>
<th>Permit Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Type: SVT - SINGLE VEHICLE PERMIT</td>
</tr>
<tr>
<td>Duration: 1 - 120 hours</td>
</tr>
<tr>
<td>Effective Date: 10/07/2019 02:00:10 AM</td>
</tr>
<tr>
<td>Origin: Mountain Home AFB</td>
</tr>
<tr>
<td>Handwritten: N</td>
</tr>
<tr>
<td>Amount Overweight:</td>
</tr>
<tr>
<td>Vendor: N</td>
</tr>
</tbody>
</table>

| Transaction Type: N/PMT - NEW PERMIT |
| No. Of Permits: 1 - 120 hours |
| Expiration Date: 11/08/2019 02:00:10 PM |
| Destination: US Ecology Grand View |
| Handwritten Permit No.: |
| Overweight Type: |
| Manifest No.: |

<table>
<thead>
<tr>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Type: SINGLE VEHICLE PERMIT</td>
</tr>
<tr>
<td>Fee Amount: 66.00</td>
</tr>
<tr>
<td>Total: 66.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN: 1VDSDK33X6P168814</td>
</tr>
<tr>
<td>Body Type: TR - Tractor 6VW</td>
</tr>
<tr>
<td>Unit No.: 32</td>
</tr>
<tr>
<td>Make: PETERBILT - PT180</td>
</tr>
<tr>
<td>Plate No.: E 55555</td>
</tr>
<tr>
<td>Model Year: 1964</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Delivery Type: D - PDF</td>
</tr>
</tbody>
</table>

| Proceed | Add To Cart | Back |

l) The Payment Cart Management screen displays. If more than one permit is available to pay, select the permit(s) to be paid. Click Proceed to go to payment screen.

<table>
<thead>
<tr>
<th>Payment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Permit:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cart Management - Selected Transaction Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Name: IDAHO SYSTEM INC</td>
</tr>
<tr>
<td>Payment Account No.: 629328</td>
</tr>
<tr>
<td>Receipt Date: 10/31/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Legal Name</th>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Transaction Type</th>
<th>Priority</th>
<th>Amount Due ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>629328</td>
<td>IDAHO SYSTEM INC</td>
<td>235485</td>
<td>10/31/2019</td>
<td>N/PMT - NEW PERMIT</td>
<td>1</td>
<td>66.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>66.00</td>
</tr>
</tbody>
</table>

| Proceed | Quit |

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m) Select **Electronic Payment**.

### Payment Details

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payment No.</th>
<th>Payment Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Payment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Trip Permit

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Legal Name</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>356485</td>
<td>10/31/2019</td>
<td>IDAHO SYSTEM INC</td>
<td>permit type</td>
</tr>
</tbody>
</table>

- Total: 60.00
- Remaining Balance: 0.00
- Change: 0.00
- Over Payment: 0.00
- Net Amount Paid: 60.00

For Over Payment: System Credit | Refund

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12) **The LexisNexis Payment Portal**

The LexisNexis payment portal will display. **Do not close the CRS browser page.** Follow steps 7 and 8 above to complete the payment using the LexisNexis portal.

13) **Printing the Permit and Receipt**

The PDF that generates includes both the receipt and the permit.

a) Close or minimize the LexisNexis screen to bring the CRS screen back.
b) Once the **Payment No.** is populated, select **Proceed**.
a) The payment receipt and permit should open on screen. The receipt is page 1 and the permit is page 2.
b) These can be printed by either selecting the printer icon, or selecting **File / Print**.
c) Select the printer from the print dialog box.
d) Click **Print**.
### IDAHO TEMPORARY REGISTRATION PERMIT

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Time</th>
<th>Issued By Office Location</th>
<th>Permit No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2019</td>
<td>1410</td>
<td>WOFC</td>
<td>SVT065596619</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
<th>FEES(PER 120 HOURS)</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE VEHICLE PERMIT</td>
<td>1</td>
<td>$60.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Expiration Date</th>
<th>Expiration Time</th>
<th>Account #:</th>
<th>User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2019</td>
<td>1403</td>
<td>11/05/2019</td>
<td>1403</td>
<td>629528</td>
<td>ID629528A</td>
</tr>
</tbody>
</table>

**Comment:**
Operator certifies the vehicle is covered by the minimum liability insurance as required by law and must carry proof of ownership in the vehicle. Permit is void if the carrier responsible for safety has been placed out of service.

**A Maximum of three(3) temporary registration permits per vehicle may be purchased by an owner in a calendar year.** Single or combination registration permit fees may be deducted from registration fees if the vehicle is registered within thirty(30) calendar days of the date the permit was purchased. Miles traveled under a temporary registration and/or fuel permit must be included in total miles but may be deducted from total miles to compute taxable miles when reporting mileage on an IFTA return. Temporary registration permit miles must be included in total miles for Full Fee and IRP registration purposes.

**This is permit 1 of 3 allowed for this vehicle, this calendar year.**

**Display on windshield this side facing traffic.**

### IDAHO TEMPORARY REGISTRATION PERMIT

**WOFC**  **SVT**

**11/05/2019**

Date of Expiration
14) 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.

Appendix A – User Guide for Temporary Permits

**CFT – Fuel Permit & Combination Vehicle Permit:** Power unit not registered for Idaho, with one or more unregistered trailers, operating interstate, without current IFTA require this permit. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn’t exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**CVT – Combination Vehicle Permit:** Power unit not registered for Idaho, with one or more unregistered trailers require this permit. Operation is either intrastate or if interstate, carrier has current IFTA (if interstate and no current IFTA, use the CFT or SFT permit). This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn’t exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**DLT – Dealer Laden Permit:** This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year; limited to a gross weight of 26,000 pounds. If exceeding 26,000 pounds, they must also purchase a temporary weight increase permit. The driver must be a licensed dealer or salesperson.

**FTP – Fuel Permit:** Power unit registered for Idaho, without a trailer or with one or more properly registered trailers, operating interstate without current IFTA requires this permit. This permit can be issued for one or more 120-hour durations and is exempt from the limit of three permits per vehicle per calendar year.

**OTA – Off Load Travel Authorization Permit:** This is only issued by Port of Entry inspectors when authorizing a vehicle hauling an overweight reducible load to travel to the nearest location in order to off-load cargo. **External users will not see this option when applying for a temporary permit online.**

**SFT – Fuel Permit & Single Vehicle Permit:** Power unit not registered for Idaho, without a trailer or with a properly registered trailer or trailers, operating interstate, without current IFTA require this permit. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn’t exceed the limit of three 120-duration permits per vehicle, per calendar year.
**SVT – Single Vehicle Permit:** Power unit not registered for Idaho, without a trailer or with a properly registered trailer or trailers require this permit. Operation is either intrastate or if interstate, carrier has current IFTA (if interstate and no current IFTA, use the CFT or SFT permit). This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn’t exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**TTP – Transporter Permit:** Power unit delivering manufactured homes, new unlicensed trailers, new RVs, other towed motor vehicles, coming from a manufacturing, assembling or distribution plant and being delivered to dealers of the manufacturer. This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year. Note: “Towed” means two or more wheels of the towed vehicle(s) are on the ground. “Hauled” means no part of the hauled vehicle(s) are touching the ground. It can be a power unit, such as three unregistered power units piggybacking to a dealer. The permit is used by anyone that is transporting any unregistered vehicle, wheels on the ground, by a transporter (a company specifically hired to deliver an unregistered vehicle). New manufactured homes do not require the permit. They do not need to be dealers of the manufacturer, such as a used vehicle.

**UWT – Unladen Permit:** Power unit not registered in any jurisdiction, operating without a trailer or the trailer is unladen. This permit can be issued for 30 days and is exempt from the limit of three permits per vehicle per calendar year. Note: This permit option is a mandatory IRP requirement, the permit may be issued to a vehicle owner, regardless of their base jurisdiction, and must be honored in all IRP jurisdictions. It is generally used by owner/operators who are not currently leased to a motor carrier.

**W30 – TWIP30 – Weight Increase Permit:** Properly registered power unit, with registered weight between 50,001 and 60,000 pounds, increasing the registered weight up to 129,000 pounds. This permit can be issued for 30 days with a limit of three 30-day durations per vehicle per calendar year. An Extra length/Excess Weight/ 129K permit is needed for any vehicle registered over 80K to haul at a weight over 80,000 with a reducible load.

**WIP – Weight Increase Permit:** Properly registered power unit increasing the registered weight up to 129,000 pounds. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn’t exceed the limit of three 120-hour duration permits per vehicle, per calendar year. An Extra length/Excess Weight/ 129K permit is needed for any vehicle registered over 80K to haul at a weight over 80,000 with a reducible load.

**WTP – Wrecker Permit:** Power unit designed to tow a disabled vehicle. This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year. Note: “Tow” means two or more wheels of the disabled vehicle are on the ground. “Haul” means no part of the disabled vehicle is touching the ground.