

# CRS Customer: Trip and Hazmat-Hazwaste Permits Maintenance

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Version 1.3 | December 19, 2019



**YOUR *Safety***



**YOUR *Mobility***



**YOUR *Economic Opportunity***

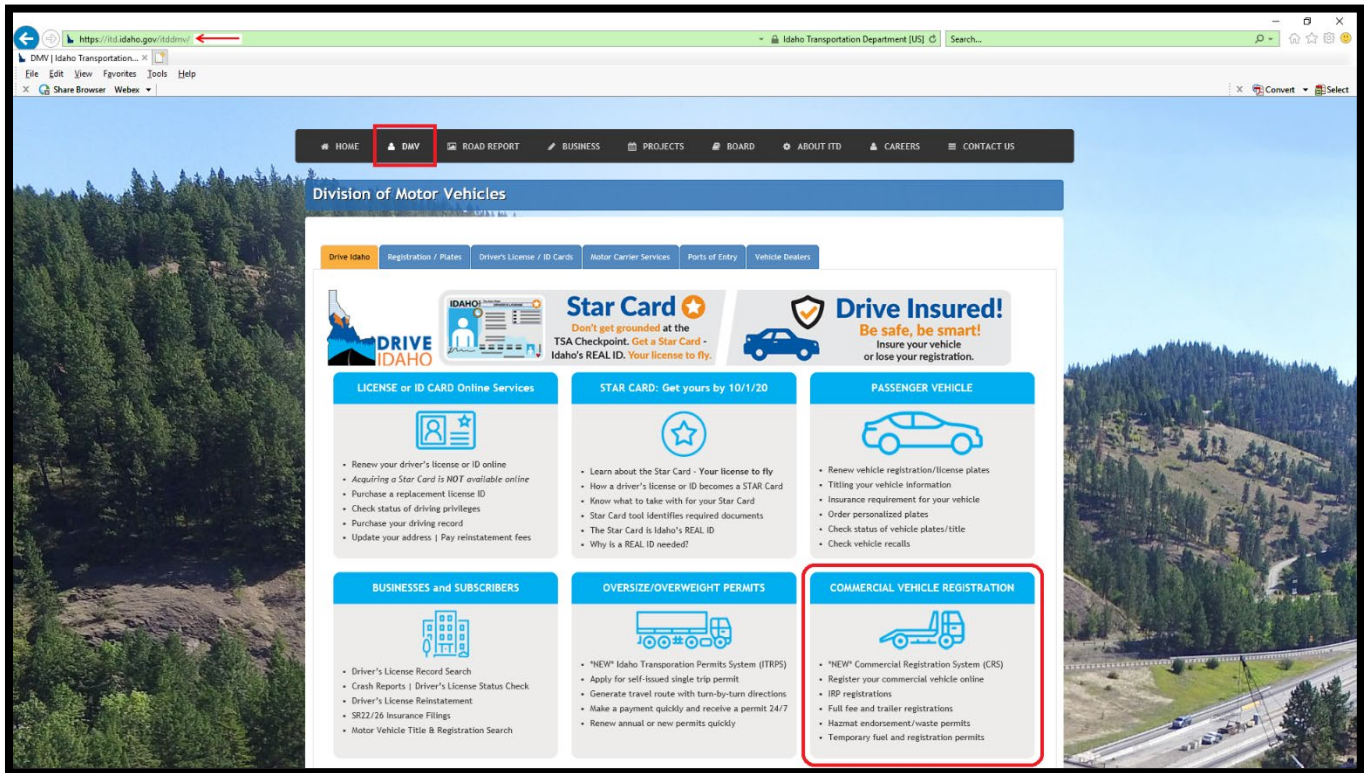


## CRS Maintaining Trip and Hazmat-Hazwaste Permits

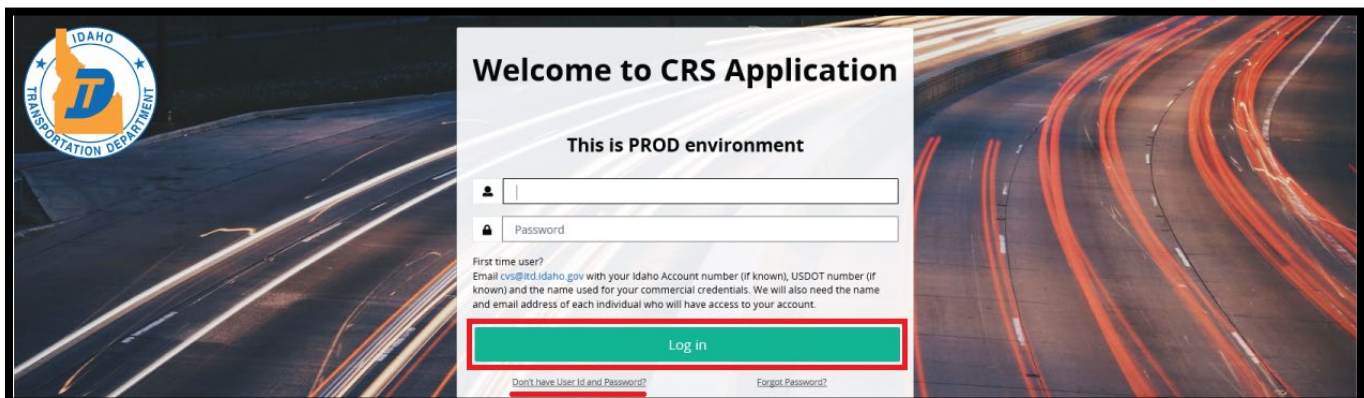
This document will provide instruction on how to maintain a permit using the Commercial Registration System (CRS) application.

### 1) Log in to CRS application

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

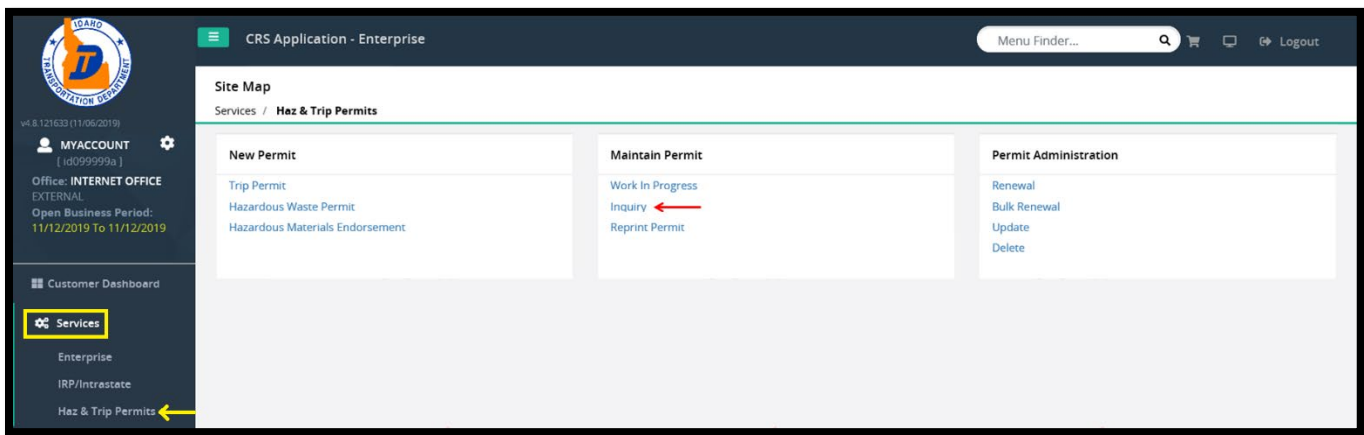


- If a customer has not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov) to have their system access activated.
- Enter the **User ID** and **Password**.
- Select **Log in**.



## 2) Permitting Inquiry

- Click on **Services**. The Services menu will open.
- Select **Haz & Trip Permits** from the menu options.
- Select **Inquiry** in the Maintain Permit section of the Haz & Trip Permits Site Map.



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

The screenshot shows the 'Maintain Permit' search form. It includes fields for 'Account No.' (99999), 'Permit No.', 'Permit Type' (dropdown), 'Unit No.', 'Legal Name', 'Permit Year', and 'Previous Permit No.'. The 'Proceed' button is highlighted with a red box.

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.

- Select **View** on the right side of the permit to look at the permit specifics. A **Print** button will appear to print the permit inquiry. Note: This will print the permit information, but it does not reprint the actual permit.

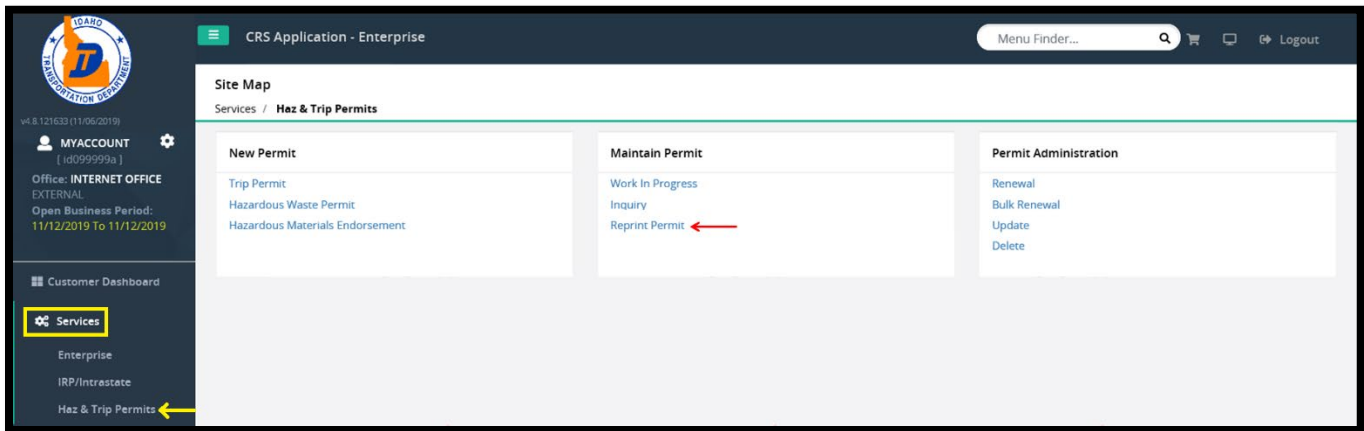
The screenshot shows the 'Maintain Permit' search results table. The table displays a list of permits with columns for Account No., Legal Name, Permit Type, Permit No., Previous Permit No., Permit Year, Permit Status, Transaction Type, Transaction Status, Permit Effective Date, Permit Expiration Date, Permit Issue Date, VIN, Plate No., Unit No., and a 'View' button. The 'View' button is highlighted with a red box.

Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Transaction Status	Permit Effective Date	Permit Expiration Date	Permit Issue Date	VIN	Plate No.	Unit No.	View
99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/30/2019 09:47:51 AM	11/04/2019 09:47:51 AM	10/30/2019	123456	XG0000	56	View
99999	NO ACCOUNT ACCOUNTS	SFT	SFT065599019		2019	A - Active	NPMT - NEW PERMIT	I - INVOICED	11/07/2019 04:07:00 PM	11/12/2019 04:07:00 PM	11/07/2019	74341GL	YA1014	7	View
99999	NO ACCOUNT ACCOUNTS	HSP	HSP065598719		2019	A - Active	NPMT - NEW PERMIT	I - INVOICED	11/07/2019 03:45:08 PM		11/07/2019	523456789	XG3115	11	View
99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/28/2019 01:45:39 PM	12/31/2019 01:45:39 PM	10/28/2019	74341GL	YA1014	7	View
99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/28/2019 02:07:55 PM	12/31/2019 02:07:55 PM	10/28/2019	VVR654555	YY104	55	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP00017617		2017	A - Active	RPMT - RENEW PERMIT	C - CLOSED	07/25/2017 12:00:00 AM	07/25/2018 12:00:00 AM	07/25/2017	1234567890ABCDEF	BZ1234	1	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP00028818		2018	A - Active	RPMT - RENEW PERMIT	C - CLOSED	09/11/2018 12:00:00 AM	09/10/2019 12:00:00 AM	09/11/2018	1234567890ABCDEF	BZ1234	1	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/29/2019 09:20:15 AM	12/31/2019 09:20:15 AM	10/29/2019	123999999	Y00000	12	View

Showing 1 to 8 of 8 entries

### 3) Reprinting a Permit

- a) Select **Reprint Permit** in the Maintain Permit section.



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

The screenshot shows the 'Maintain Permit' search form. It includes fields for 'Account No.' (99999), 'Permit No.', 'Permit Type' (dropdown), 'Unit No.', 'Legal Name', 'Permit Year', and 'Previous Permit No.'. The 'Proceed' button is highlighted with a red box.

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.


- d) Click **Select** on the left side of the permit that needs reprinting.

The screenshot shows the 'Maintain Permit' search results table. The table has columns: Account No., Legal Name, Permit Type, Permit No., Previous Permit No., Permit Year, Permit Status, and Transaction Type. The first row is highlighted with a red box, and the 'Select' button in the first column is also highlighted with a red box.

	Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000026818		2018	A - Active	RPMT - RENEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT

Showing 1 to 6 of 6 entries

- e) The permit will display. It can be reprinted by either selecting the printer icon, or selecting **File / Print**.
- f) Select the printer from the print dialog box.
- g) 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

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**IDAHO TEMPORARY REGISTRATION PERMIT**

<b>Issue Date</b>	<b>Time</b>	<b>Issued By Office Location</b>		<b>Permit No.</b>
10/30/2019	1030	WOFC		SVT065596119
<b>Type</b>		<b>Duration</b>	<b>FEES(PER 120 HOURS)</b>	<b>Total Fees</b>
SINGLE VEHICLE PERMIT		1		\$60.00
<b>Start Date</b>	<b>Start Time</b>	<b>Expiration Date</b>	<b>Expiration Time</b>	<b>Account #:</b>
10/30/2019	0947	11/04/2019	947	99999
<b>Carrier:</b> NO ACCOUNT ACCOUNTS				<b>User ID:</b> ID629527
<b>DBA:</b>				
<b>Address:</b> 3311 W STATE ST				<b>Phone #:</b> (208) 334-8617
<b>City:</b> BOISE				<b>Extension:</b>
		<b>State/Prov:</b> ID	<b>Zip:</b> 83703	
<b>State/Prov</b>	<b>Zip</b>	<b>Make</b>	<b>Year</b>	<b>VIN</b>
ID	83703	PTRB	1974	123456
<b>Plate</b>		<b>Unit</b>		
XG0000		56		
<b>GVW:</b> 0				
<b>Comment:</b>				

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.**


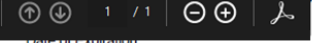
**\*\* Display on windshield this side facing traffic.**

# IDAHO TEMPORARY

# REGISTRATION PERMIT

## WOFC SVT

## 11/04/2019

- h) Close the screen by clicking the **X** in the top right of the screen.
- i) Other permits can be printed or select **Quit** to return to the Haz & Permits Site Map.

Maintain Permit
Reprint Permit

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**Reprint**

Account No.:

Permit No.:

Permit Type:

Electronic Delivery Type:

Legal Name:

Permit Year:

Previous Permit No.:

Proceed
Refresh
Quit
?

	Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
<a href="#">Select</a>	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT
<a href="#">Select</a>	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT
<a href="#">Select</a>	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT
<a href="#">Select</a>	99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT



#### 4) Viewing and Completing a Work in Progress

- a) Select **Work IN Progress** in the Maintain Permit section.

The screenshot shows the 'CRS Application - Enterprise' interface. The 'Site Map' section is active, showing 'Services / Haz & Trip Permits'. Under the 'Maintain Permit' tab, the 'Work In Progress' option is highlighted with a red arrow. Other options include 'New Permit' (Trip Permit, Hazardous Waste Permit, Hazardous Materials Endorsement) and 'Permit Administration' (Renewal, Bulk Renewal, Update, Delete).

- b) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Unit No.**, etc. is possible.
- c) Click **Proceed** to search for permits that have not been purchased.

The screenshot shows the 'Maintain Permit' search interface. The 'Search By' section includes fields for Account No. (99999), Permit No., Permit Type (dropdown), Unit No., Legal Name, Permit Year, and Previous Permit No. The 'Proceed' button is highlighted with a red box. Other buttons include 'Refresh', 'Quit', and a help icon.

- d) Permits that have not been purchased will display. There are two methods to complete payment for a permit:
- If the Cart in the upper right corner of the screen has a green number next to it, select the cart icon to make payment on all permits that are ready to be paid.
  - Or click **Select** to choose the specific permit to be paid.

The screenshot shows the 'Maintain Permit' search interface with a table of permits. The 'Select' button is highlighted with a red box. The table has columns: Account No., Legal Name, Permit Type, Permit No., Previous Permit No., Permit Year, Permit Status, and Transaction Type.

	Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
Select	99999	NO ACCOUNT ACCOUNTS	HSP	HSP065598719		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	SFT	SFT065599019		2019	A - Active	NPMT - NEW PERMIT

- e) If this is the correct permit, select **Pay**. If this is not the correct permit or if a permit needs to be removed from the current payment, select **Remove**.

Payment Cart Payment

Search for Transaction

Account No.: 99999 Invoice No.:  
 Invoice Date From: MM/DD/YYYY To: MM/DD/YYYY  
 Legal Name: All Transaction: ☐

Search Refresh Quit ?

Selected Transaction

Payer Name: NO ACCOUNT ACCOUNTS Payer Account No.: 99999 Receipt Date: 11/07/2019

Remove	Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
<input checked="" type="checkbox"/>	99999	NO ACCOUNT ACCOUNTS	356480	11/07/2019	PMT:AC#-99999;PMT#-HSP065598719;HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	1	20.00
<b>Total</b>							20.00

Showing 1 to 1 of 1 entries

Remove ←

Pay Save & Quit

- f) Select **Proceed** to go to the Payment Screen.

Payment Cart Payment

Cart Management -Selected Transaction Verification

Payer Name: NO ACCOUNT ACCOUNTS Payer Account No.: 99999 Receipt Date: 11/07/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
99999	NO ACCOUNT ACCOUNTS	356480	11/07/2019	PMT:AC#-99999;PMT#-HSP065598719;HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	1	20.00
<b>Total</b>						20.00

Proceed Back

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

Payment Cart Payment

Payment

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

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
<b>Total Amount Due</b>				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: D - PDF

Proceed Refresh Quit ?

## 5) 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 4g above).
- Click **Reload** to bring back the Payment screen, or **Quit** to quit payment screen.

## 6) 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.

The screenshot displays the LexisNexis Payment Portal interface. At the top right, it shows the ITD Web address: 3311 W. State St., Boise, ID 83707, with a phone number (208)-334-8770. A summary table on the left lists the Agency Amount as \$20.00, LexisNexis Service Fee as \$2.00, and a Total Amount of \$22.00. The main form is divided into two sections: Billing Address and Payment Information. The Billing Address section includes fields for Address Type (Domestic, Military, International), 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), and Phone Number ((208) 555-1212). The Payment Information section includes Payment Type (Credit Card, Personal Check, Business Check), Card Number (\*\*\*\*\*0248), Expiration Month (Jun), Expiration Year (2024), Security Code (831), a sample credit card image, a Captcha (w6dak), and an Enter Captcha field. A red box highlights the 'Continue' button at the bottom center.

Summary	
Agency Amount	\$20.00
LexisNexis Service Fee	\$2.00
<b>Total Amount</b>	<b>\$22.00</b>

**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\* Jun

Expiration Year\* 2024

Security Code\* 831

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

Captcha\* w6dak

Enter Captcha w6dak

**Continue**



- 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	\$20.00
LexisNexis Service Fee	\$2.00
<b>Total Amount</b>	<b>\$22.00</b>

**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 \$22.00

☒ **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 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**.

**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

Payment Towards UniqueID	IDCRS	Amount	CarrierName
	2050		

Charge Information

Agency Amount	\$20.00
LexisNexis Service Fee	\$2.00
<b>Total Amount</b>	<b>\$22.00</b>

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

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  
Inspect element  
Encoding >  
**Print...** ←  
Print preview...  
Refresh  
Export to Microsoft Excel  
Send to OneNote  
Properties

## 7) 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 (\$)
356480	11/07/2019	NO ACCOUNT ACCOUNTS	PMT;ACR: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**.









**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

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**IDAHO HAZARDOUS WASTE PERMIT**

<b>Issue Date</b>	<b>Time</b>	<b>Issued By Office Location</b>	<b>Permit No.</b>
11/07/2019	1550	WOFC	HSP065598719
<b>Type</b>			<b>Total Fees</b>
HAZARDOUS WASTE SINGLE PERMIT			\$20.00
<b>Origin:</b> BOISE	<b>Destination:</b> MOUNTAIN HOME		
<b>Start Date</b>	<b>Start Time</b>	<b>Account #:</b> 99999	
11/07/2019	1545		
<b>Carrier:</b> NO ACCOUNT ACCOUNTS	<b>User ID:</b> ID099999A		
<b>DBA:</b>	<b>TIN:</b> 829999999		
<b>Contact:</b> CONTACT PERSON	<b>Phone #:</b> (208) 334-8617		
<b>Address:</b> 3311 W STATE ST	<b>Extension:</b>		
<b>City:</b> BOISE	<b>State/Prov:</b> ID	<b>Zip:</b> 83703	
<b>State/Prov</b>	<b>Make</b>	<b>Year</b>	<b>VIN</b>
ID	KW	2015	523456789
<b>Plate</b>	<b>Unit</b>		
XG3115	11		
<b>EPA #:</b> 25608	<b>Manifest #:</b> 125489763		




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## 8) 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.