**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.

   ![CRS Application Login](image)

   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](mailto:cvs@itd.idaho.gov) to have their system access activated.

   b) Enter the **User ID** and **Password**.

   c) Select **Log in**.

   ![Welcome to CRS Application](image)
2) Permitting Inquiry
   a) Click on **Services**. The Services menu will open.
   b) Select **Haz & Trip Permits** from the menu options.
   c) Select **Inquiry** in the Maintain Permit 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, Unit No., 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) 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.
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.

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.
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**.

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.
4) Viewing and Completing a Work in Progress
   a) Select **Work IN Progress** in the Maintain Permit section.

   ![Maintain Permit Screen]

   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.

   ![Search Screen]

   d) Permits that have not been purchased will display. There are two methods to complete payment for a permit:
      i. 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.
      ii. Or click **Select** to choose the specific permit to be paid.
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.

f) Select Proceed to go to the Payment Screen.

g) Select Electronic Payment. Do not close this CRS browser page.
5) 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 4g above).
   d) Click Reload to bring back the Payment screen, or Quit to quit payment screen.

6) 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.

   ![Payment Portal Screenshot]
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**.
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.

<table>
<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>300490</td>
<td>11/01/2019</td>
<td>NO ACCOUNT ACCOUNTS</td>
<td>ETH/ACR/89999/PMTE/HSR95598718 HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Payment Details

<table>
<thead>
<tr>
<th>Delete</th>
<th>Payment Type</th>
<th>Payment No.</th>
<th>Payment Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit Card</td>
<td>20001444</td>
<td>20.00</td>
</tr>
</tbody>
</table>

For Over Payment: [System Credit] [Refund]

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

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.

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.