CRS Customer: Intrastate (Full Fee) Registration Renewal

Version 1.2 | February 3, 2020

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YOUR *Mobility*

YOUR *Economic Opportunity*

Intrastate (Full Fee) Registration Renewal

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

New customers to the CRS Application need to contact Idaho Transportation Department Motor Carrier Services to have system access activated.

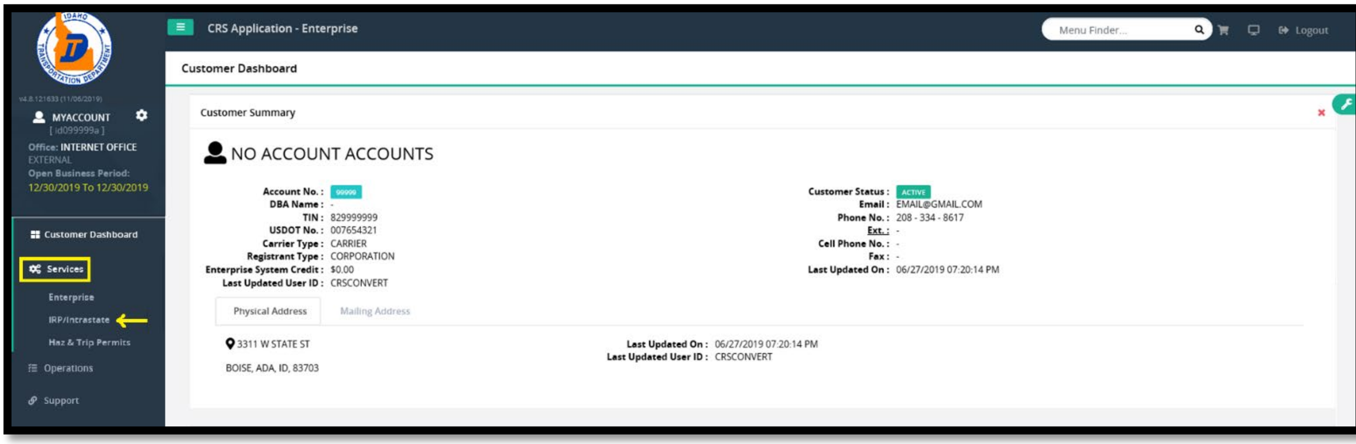
New users should read the **CRS Customer Account Access** or **Adding Vehicles to Full Fee Fleets** instructions prior to this module.

1) Inquiry Options

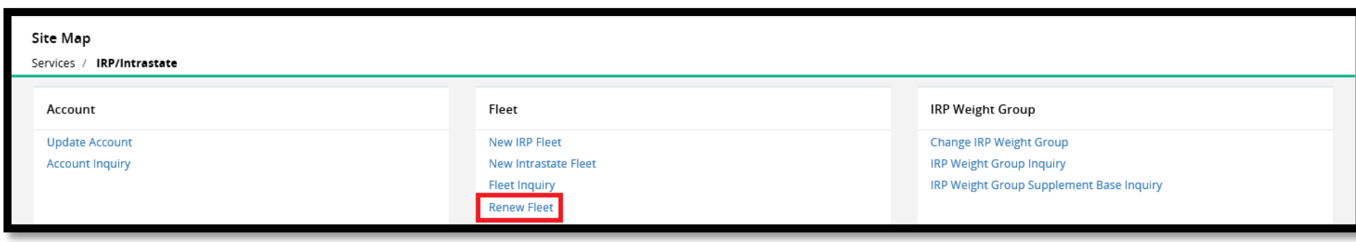
After logging in to CRS, the Customer Dashboard will be displayed.

a) Select **Services.**

b) Select **IRP/Intrastate.**

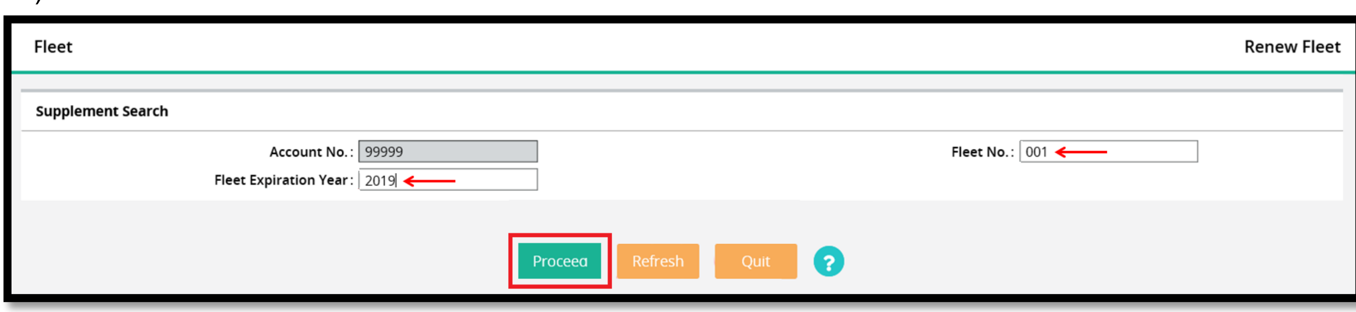


c) The Site Map page opens. To renew a fleet or a vehicle in a fleet, select **Renew Fleet**.



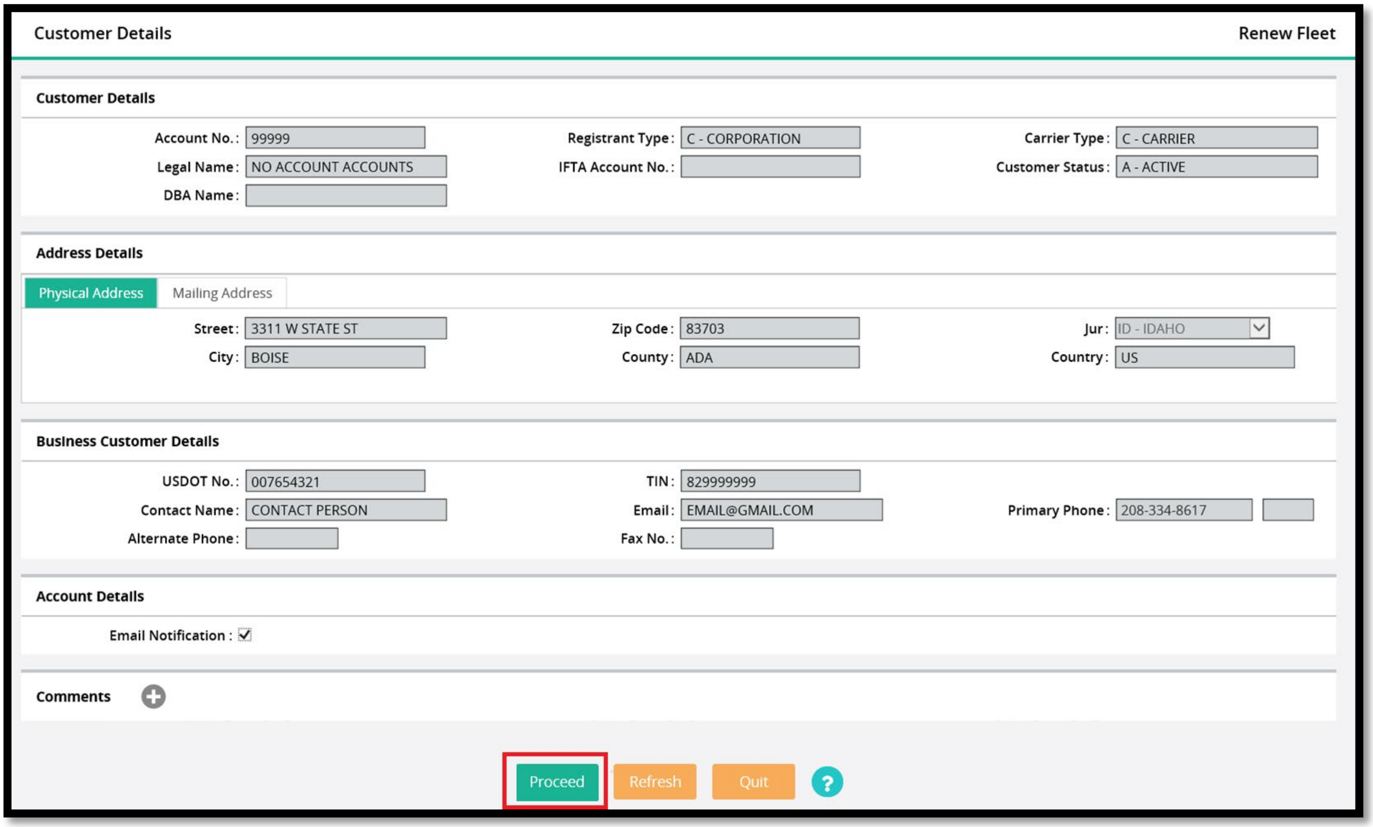
d) Enter the Fleet No. and the most recent Fleet Expiration Year in their respective fields.

e) Select **Proceed**.

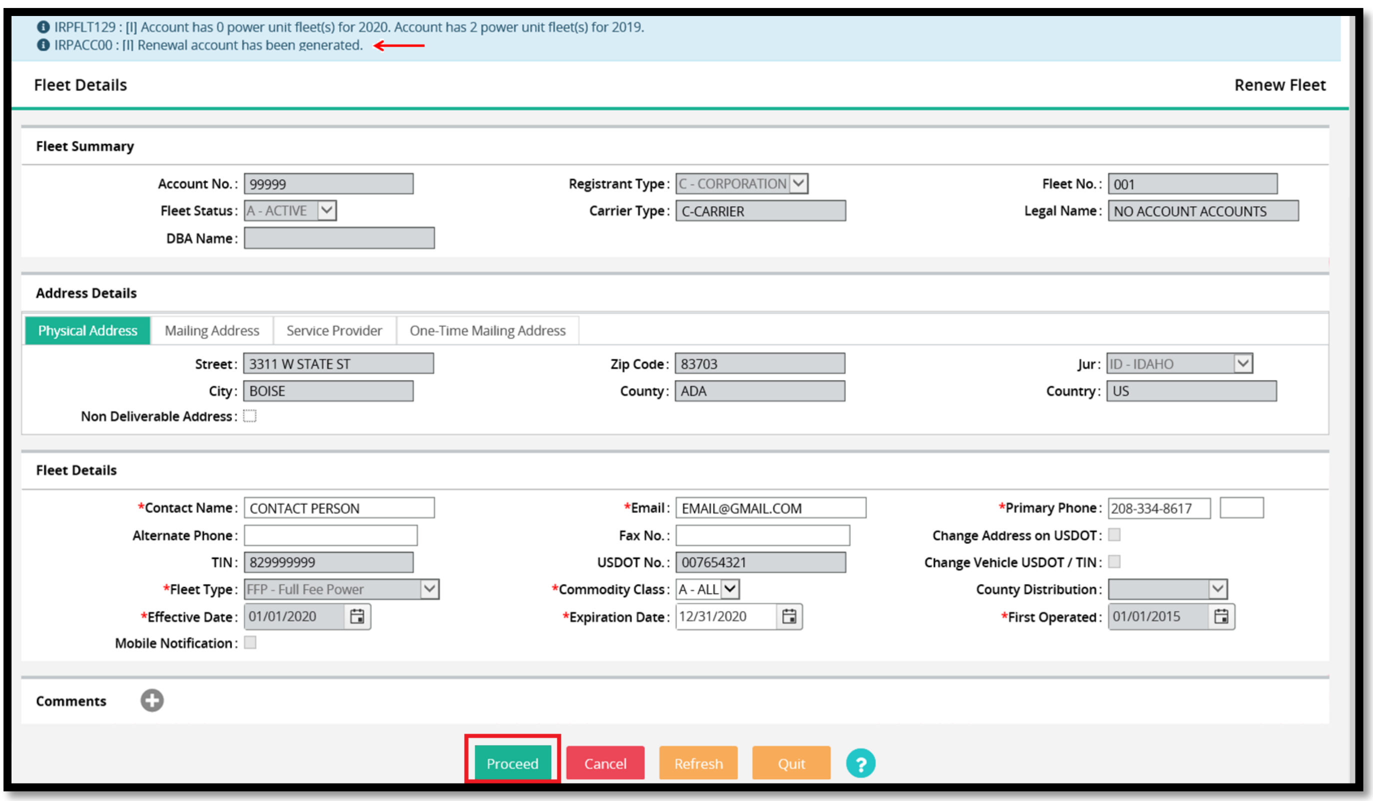


f) The Customer Details screen will display. Verify the information is accurate.

g) If the information is correct, select **Proceed**.

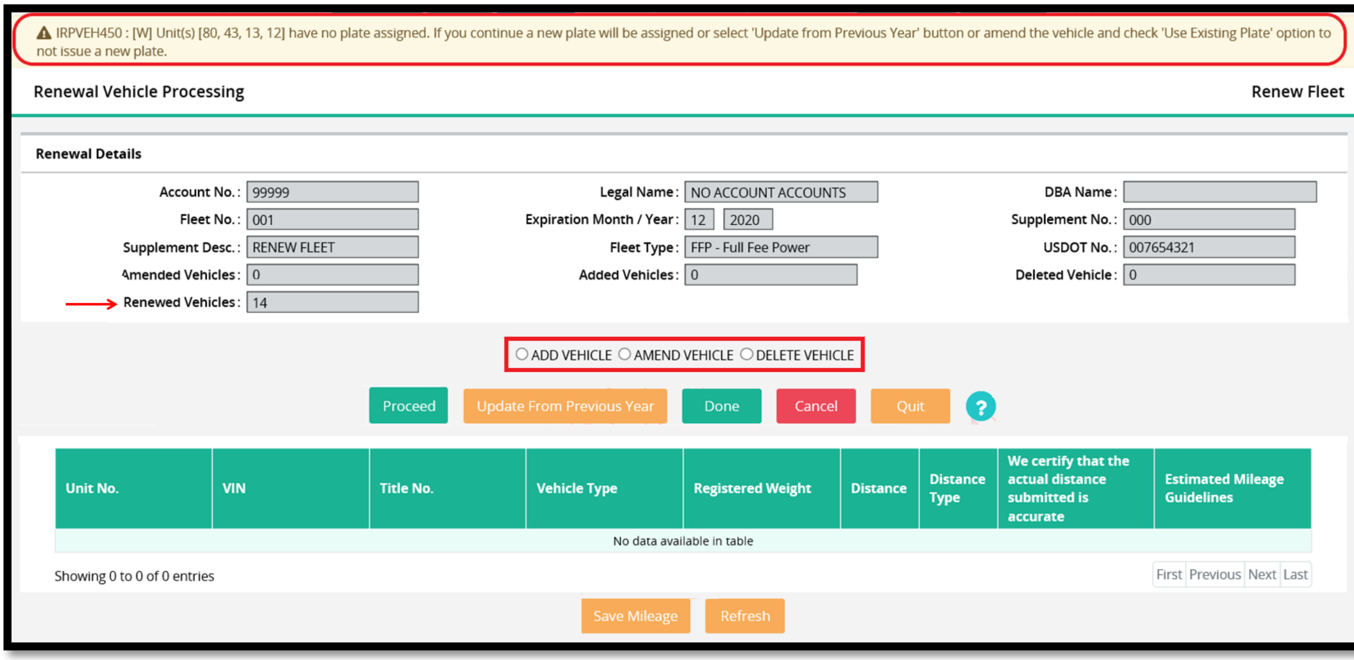


h) If there are no problems, the Fleet Details screen will display. There will be a message in the top blue bar showing the Renewal account has been generated. Select **Proceed**.



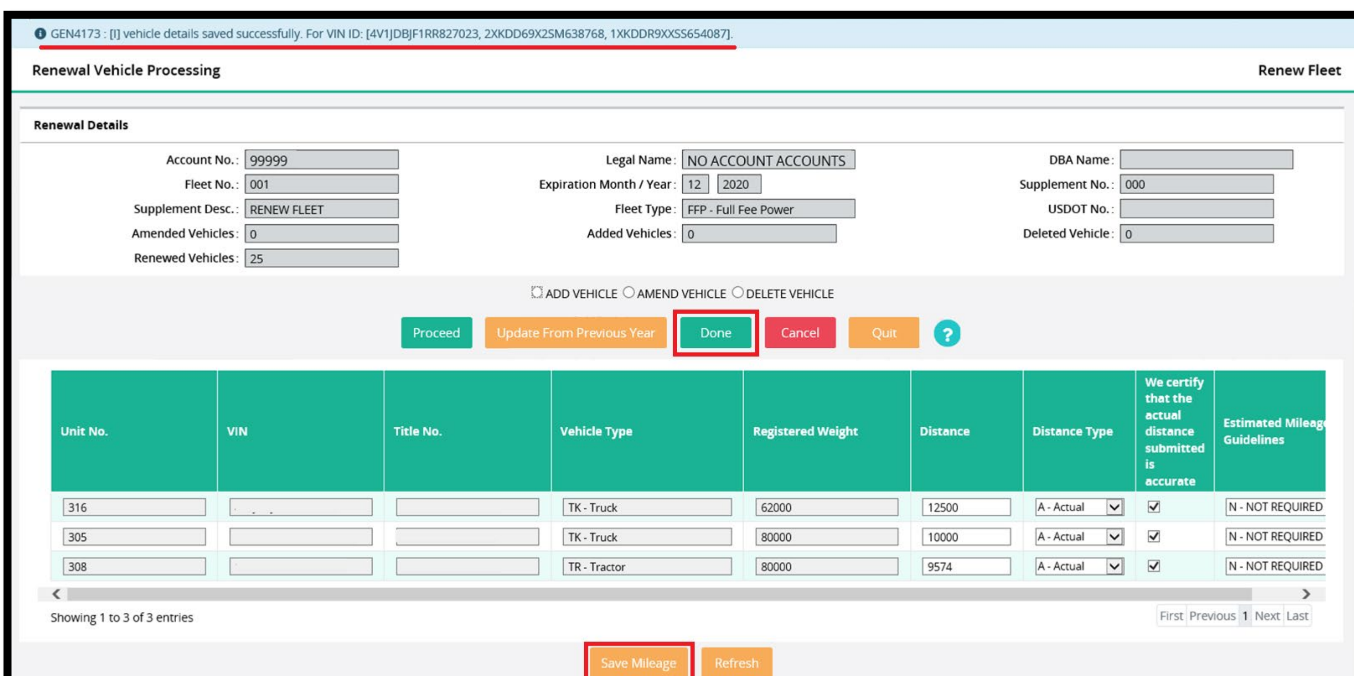
i) Any problems with the renewal will show in the tan bar at the top of the Renewal Vehicle Processing screen giving options to fix the errors.

j) This screen also provides an opportunity to see how many vehicles are on the renewal, and a chance to add, amend or delete vehicles with the renewal by using the option buttons. (See instruction **2** below if any of these need to be done.)



k) If there are vehicles over 60,000 pounds the Renewal Vehicle Processing screen will look different. Vehicles that are 60,000 pounds or under will not show on this screen because mileage is not required for renewal. Vehicles requiring Mileage will have fields for Distance, Distance Type (Actual or Estimated) and a check box to mark if the mileage submitted is accurate. Enter the mileage information and select **Save Mileage**.

l) If no other changes or additions are needed, select **Done**.

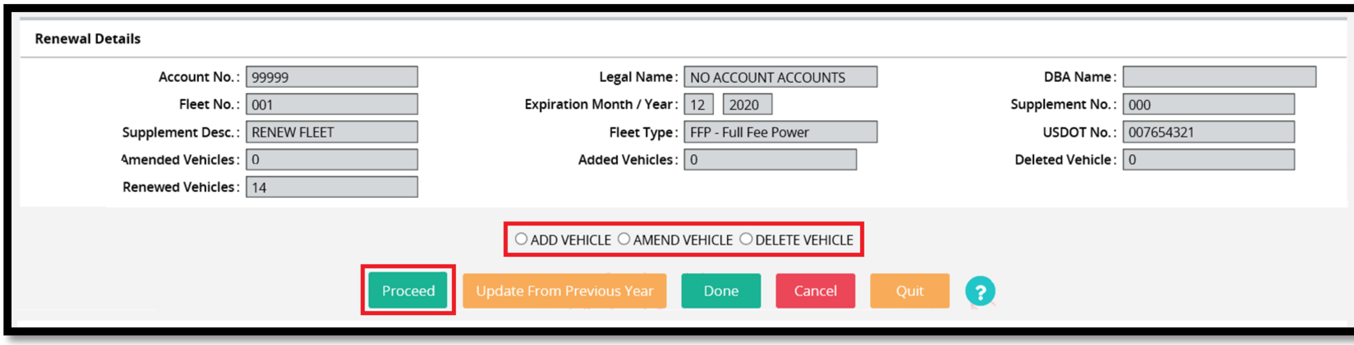


m) The Web Processing screen displays. Uploading of documents for the renewal, such as the HVUT, Insurance or Title documents, are done on this page. (See instruction **3** below.)

2) Add, Amend, or Delete Vehicles

The following instructions are used if a button is marked (instruction **1j** above).

a) After clicking on the appropriate button (Add Vehicle, Amend Vehicle, or Delete Vehicle), as needed, select **Proceed**.

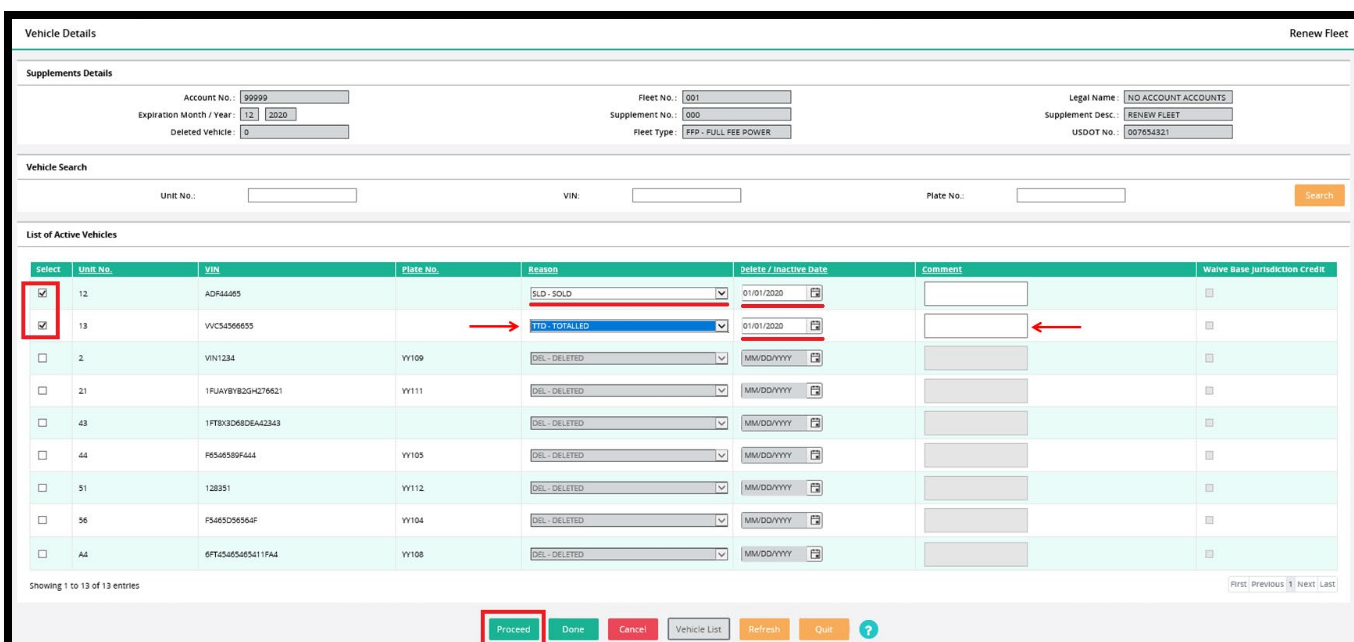


i. Selecting Add Vehicle and Proceed brings up the Vehicle Details screen to add a vehicle. Enter all the vehicle information here and select **Proceed**. For detailed information see the instruction module **Adding-Vehicles-To-Full-Fee-Fleets**.

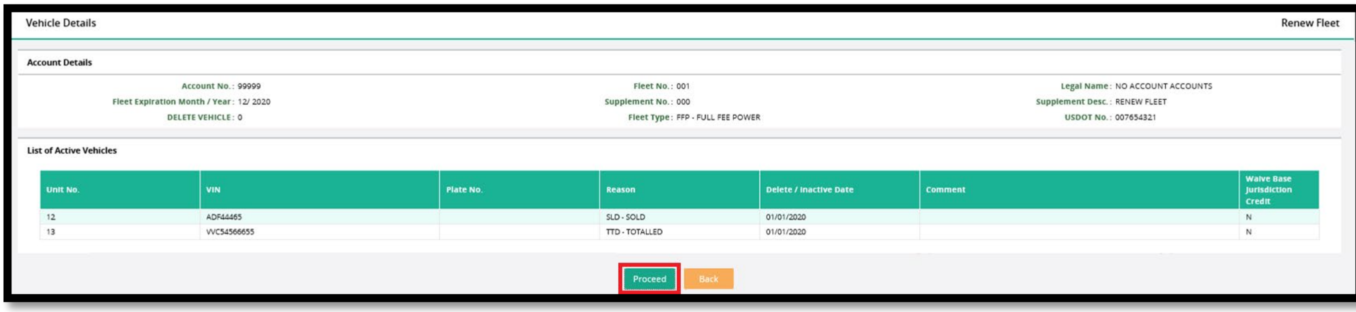
ii. Selecting Amend Vehicle and Proceed brings up the Vehicle Details screen and shows the Unit No. Drop-down to select a vehicle. Update the vehicle information and select **Proceed**. For detailed information see the instruction module **FullFee-Registration-Maintenance**.

iii. Selecting Delete Vehicle and Proceed brings up the Vehicle Details screen showing all the vehicles that were on the fleet the previous year.

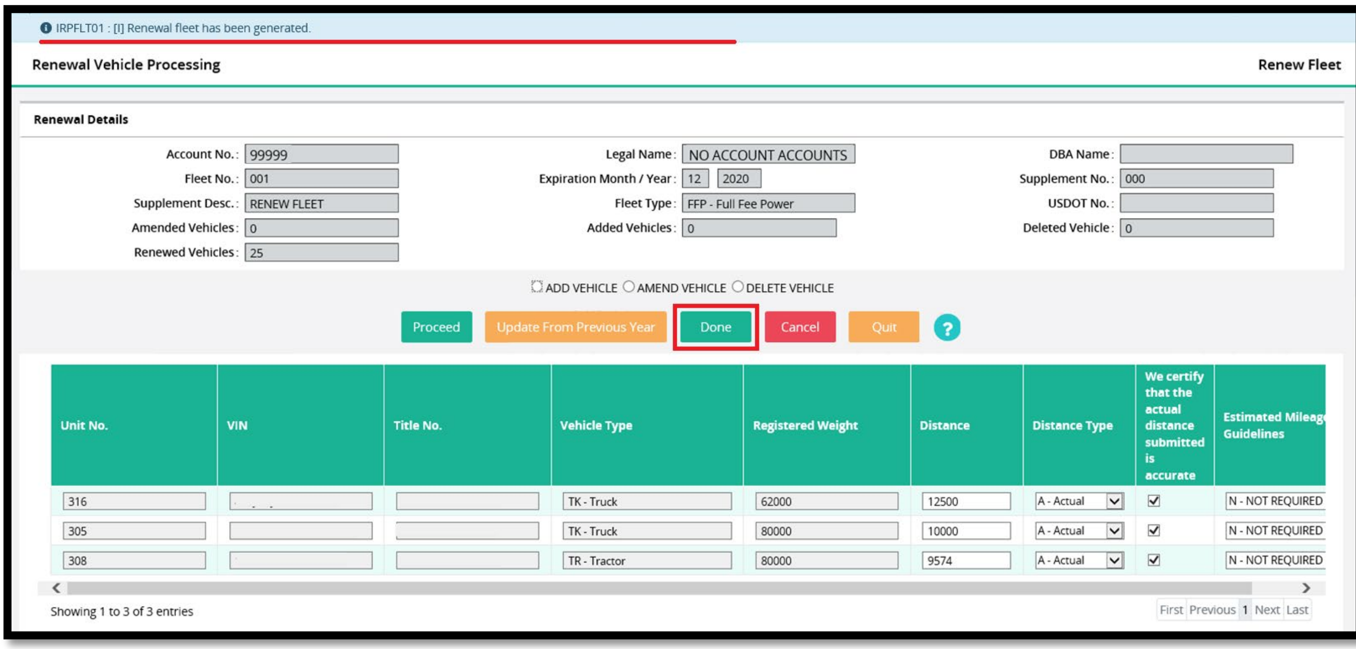
a. Place a check mark in front of the vehicle needing to be deleted.
b. Select a delete reason from the **Reason** drop down.
c. The **Delete/Inactive Date** will prefill with the date the fleet will be renewed. A **Comment** may be added.
d. When finished with editing the vehicles to be deleted, select **Proceed**.



e. The vehicle(s) to be deleted will be displayed, select **Proceed** again.



b) The Renewal Details screen will display showing the vehicles to renew. If everything is correct, select **Done**.



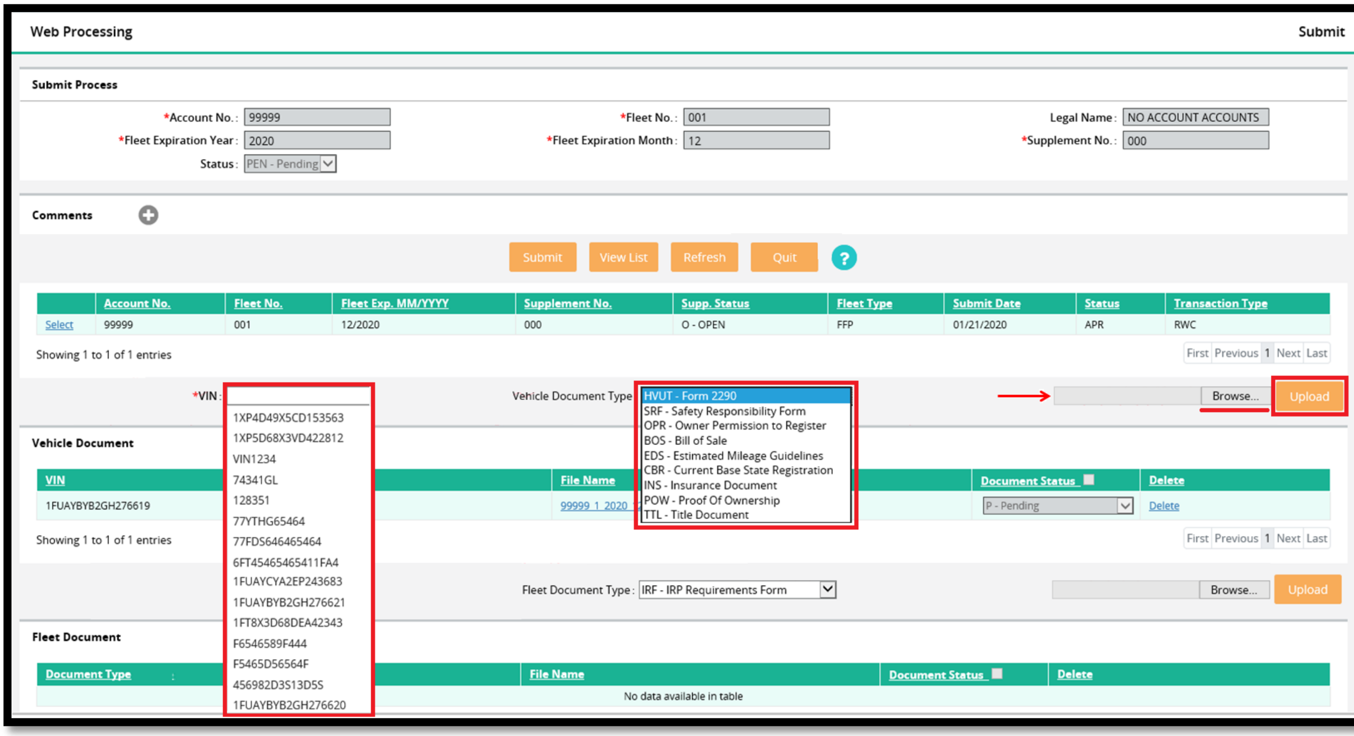
3) Web Processing / Adding Vehicle Documents

Uploading documents for the renewal, such as the HVUT, Insurance, or Title, are done on this screen.

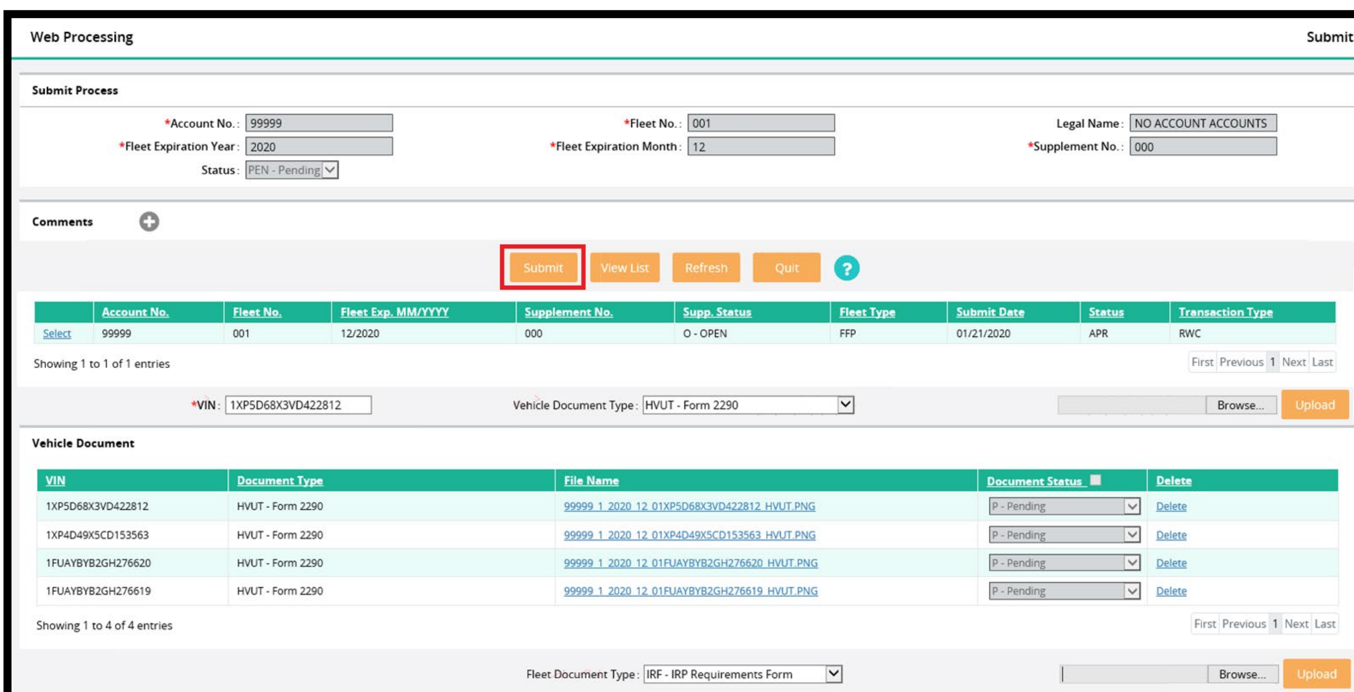
a) The Vehicles and Document Types will display in a drop down. Select the vehicle (**VIN**) and **Document Type** that needs to have an uploaded document. **Note:** If a vehicle list does not come up and a specific VIN is showing, remove the VIN and the list should display.

b) Select **Browse** and find the document desired.

c) Select **Upload**. Follow this procedure for all documents needed for the renewal. **Note:** If there is an outstanding document for the fleet needed, information will show under the Fleet Document area.



d) Once all documents are uploaded, select **Submit**.

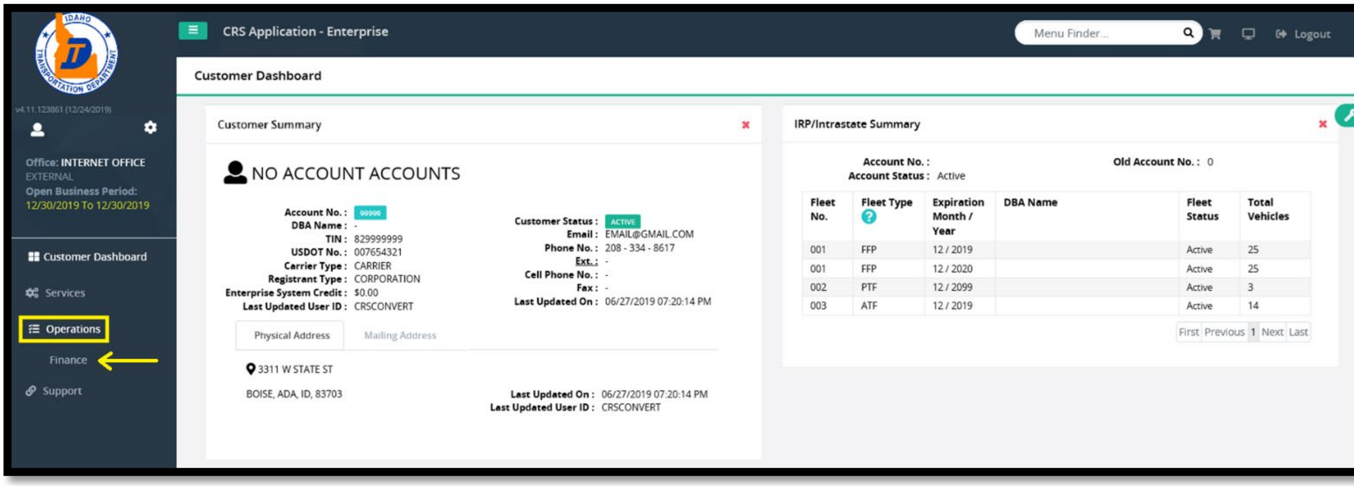


e) The Supplement is now available for Motor Carrier to approve the documents and renewal and produce an invoice. A notification will be emailed to the carrier at the email address on the account. Once a carrier receives the invoice, access to the invoice to make payment will be available.

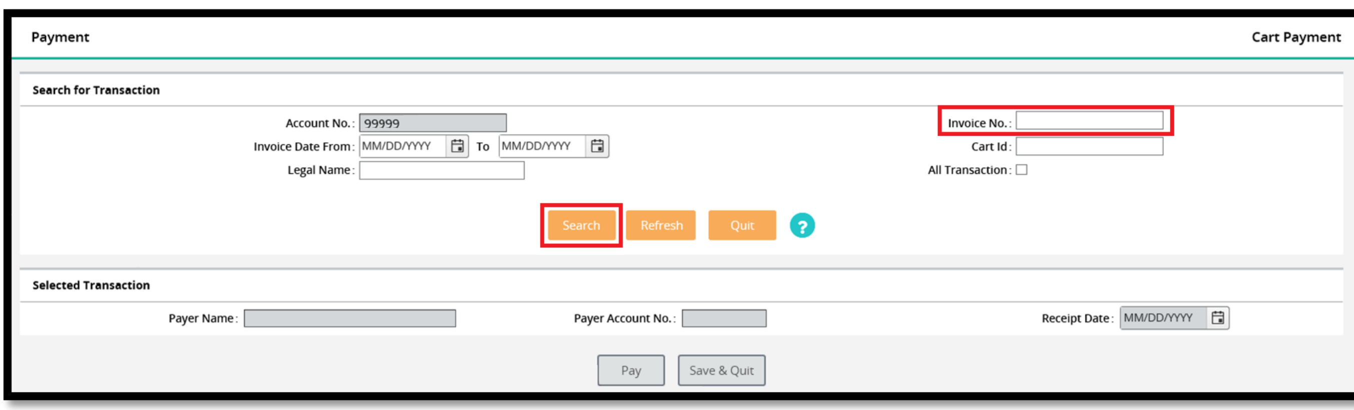
4) Renewal Payment

After receiving email notification, the invoice needs to be paid to complete the renewal process.

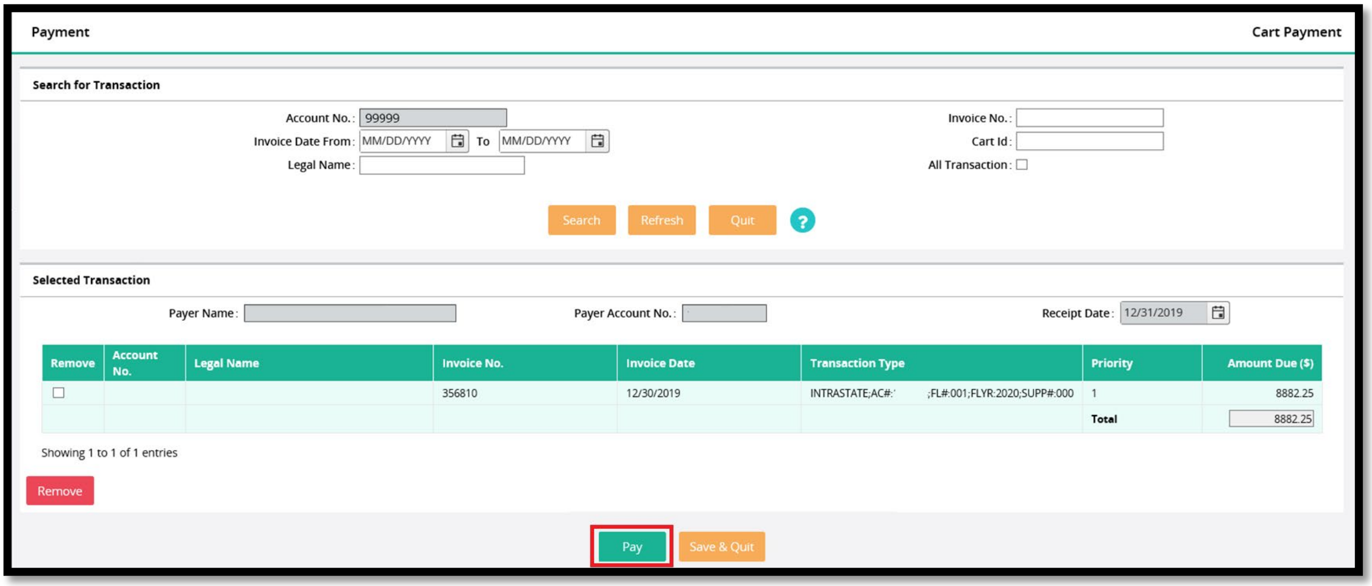
a) Logon on to CRS, select **Operations** then **Finance**.



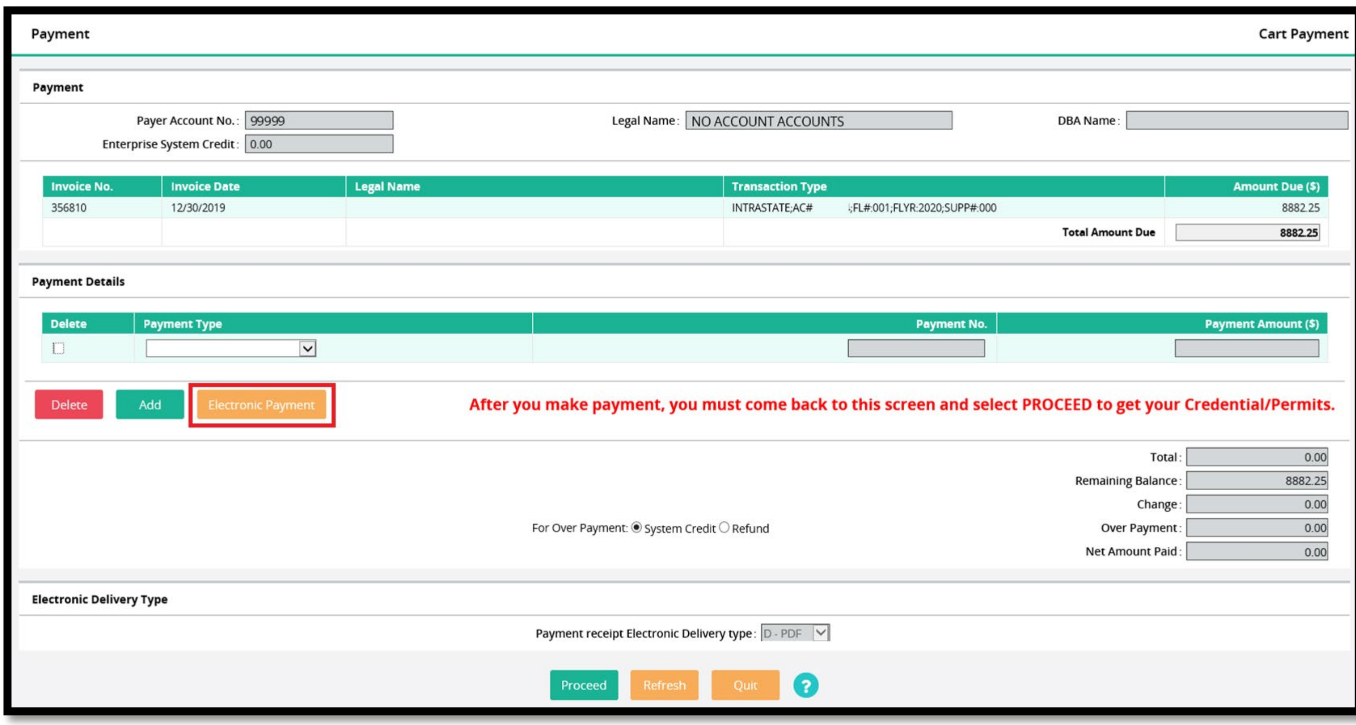
b) On the Payment screen, the account number will be displayed. For faster searching enter the Invoice No. and select **Search**.



c) The search result will display. Select **Pay** to add the invoice to the payment cart.



d) Select **Electronic Payment** to proceed to the LexisNexis payment portal. <u>Do not close the CRS browser screen.</u>



5) The LexisNexis Payment Portal

a) The LexisNexis payment portal will display. <u>Do not close the CRS browser page</u>.
b) If a CRS session times out the customer will need to 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.
d) Click **Reload** to bring the back the Payment screen, or **Quit** to quit payment screen.

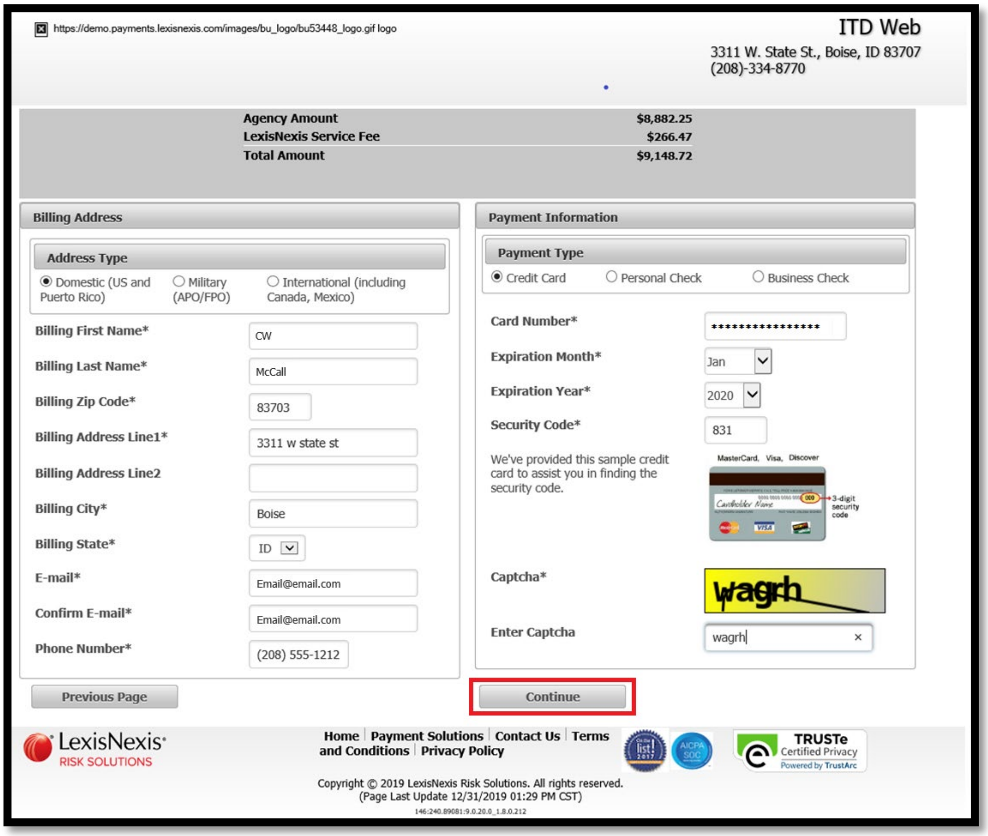
6) Making a Portal Payment

a) To make a payment:

i) Enter the appropriate information each field with a black asterisk (*).

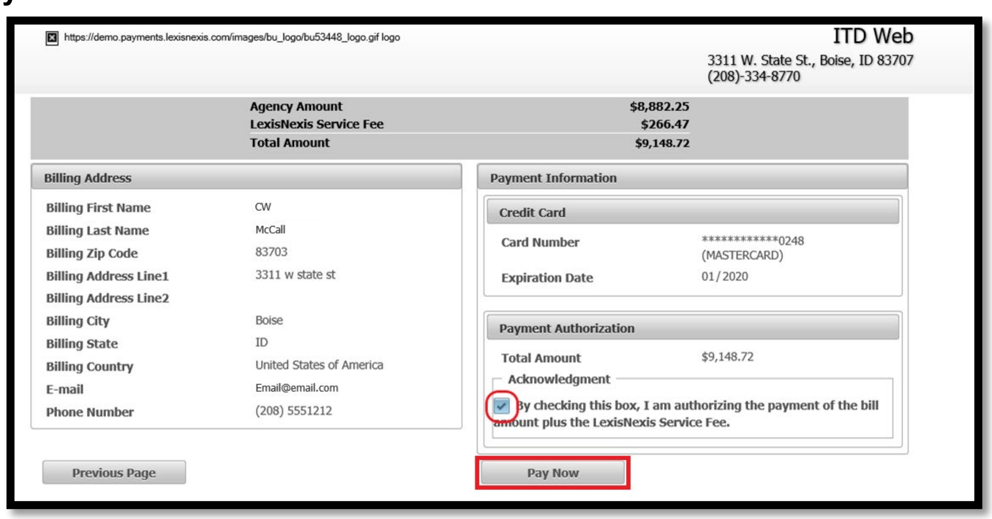
ii) Select **Continue**.

iii) If the E-mail address is accurate, and confirmed, a receipt is generated and emailed to the email address.

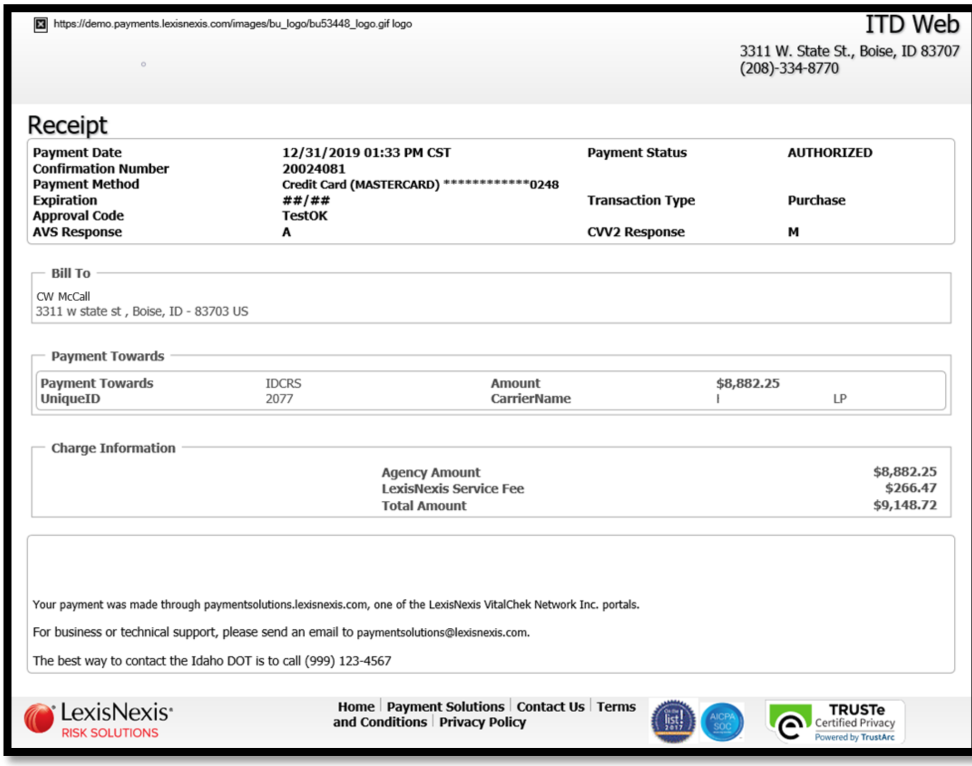


b) A Confirmation of Payment screen will display. Select the check box above the Pay Now button

c) Select **Pay Now**.



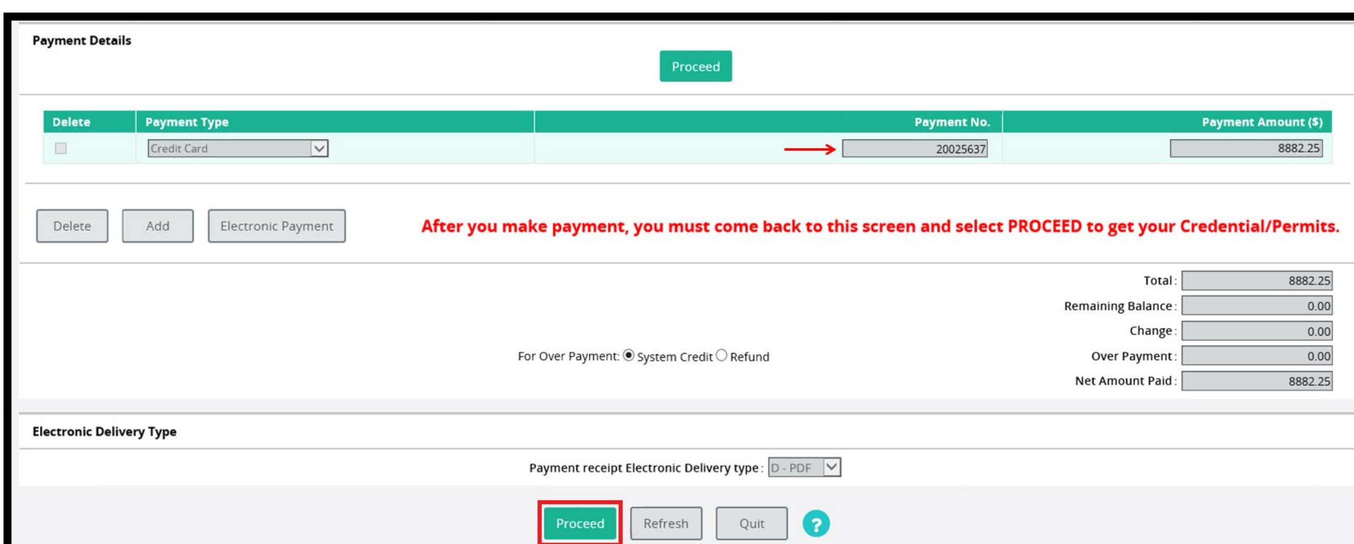
d) The Receipt screen with the payment authorization will display.



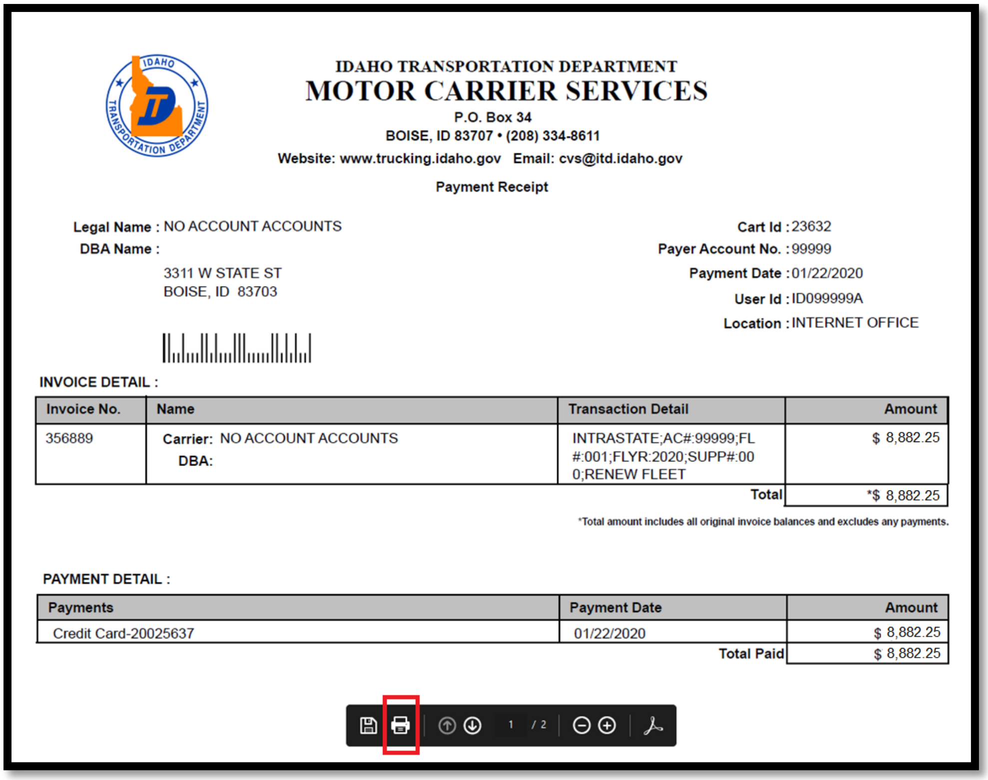
7) Printing a Receipt

There two methods for printing a receipt.

a) While the LexisNexis screen is displayed, a payment receipt can be printed.
   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**.
   v) Close or minimize the LexisNexis screen to bring the CRS screen back.
b) Go back on the CRS screen.
   i) Once the **Payment No**. is populated, select **Proceed**.



ii) When the ITD receipt opens, move the cursor to the bottom of the page, and click on the printer icon.



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 : 23632
Payer Account No. : 99999
Payment Date : 01/22/2020
User Id : ID099999A
Location : INTERNET OFFICE

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
356889	Carrier: NO ACCOUNT ACCOUNTS DBA:	INTRASTATE;AC#:99999;FL #:001;FLYR:2020;SUPP#:00 0;RENEW FLEET	$ 8,882.25
		Total	*$ 8,882.25

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

PAYMENT DETAIL :

Payments	Payment Date	Amount
Credit Card-20025637	01/22/2020	$ 8,882.25
	Total Paid	$ 8,882.25

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