

# CRS: Purchase a Temporary Registration Permit

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June 2022



**YOUR *Safety***



**YOUR *Mobility***



**YOUR *Economic Opportunity***



## Purpose

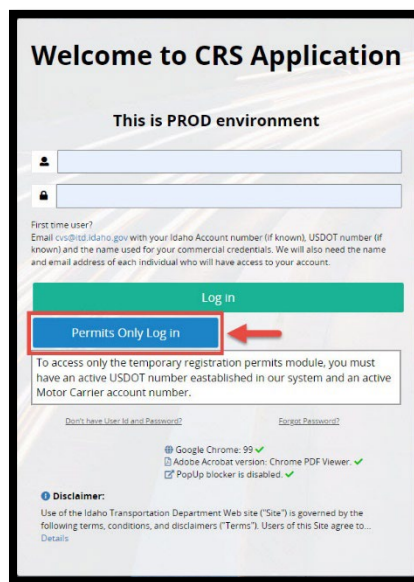
The purpose of this document is to provide the steps to purchase a temporary registration (TRIP) permit using the *Permits Only Log in* button in the *Commercial Registration System* (CRS).

### 1) Access the Commercial Registration System (CRS)

- a) Visit <https://crs.idaho.celtic-host.com/IDEnterprise> to access the CRS Application login screen.

### 2) CRS Application

- a) Select the **Permits Only Log in** button.



### 3) Self Issued Permit Screen

- a) Enter the company USDOT number and an email address and select the **Proceed** button.

b) A list of companies will appear. Select the hyperlink for the correct company from the list.

	Account No.	USDOT No.	Legal Name	DBA Name
Select	90047	000876542	TESTING AGAIN	TEST COMPAN 47

Showing 1 to 1 of 1 entries

#### 4) Permit Details Screen

a) Select the permit type from the dropdown menu.

**Note:** If operating on a transporter plate select the “TTP-Transporter Permit” from Permit Type the drop-down menu.

CRS Application - Enterprise  
(Environment: UAT7)

Physical Address Mailing Address

Street: Zip Code: 83703 Jur: ID - IDAHO  
City: BOISE County: ADA Country: US

Business Customer Details

USDOT No.: 000876542  
Primary Contact Name: \*Email: \*Primary Phone: 954-325-1806

Permit Details

\*Permit Type: CFT - FUEL PERMIT & COMBINATION VEHICLES PERMIT  
CVT - COMBINATION VEHICLE PERMIT  
DLT - DEALER LADEN PERMIT  
FTP - FUEL PERMIT  
SFT - FUEL PERMIT & SINGLE VEHICLE PERMIT  
SVT - SINGLE VEHICLE PERMIT  
**TTP - TRANSPORTER PERMIT**  
UWT - UNLADEN PERMIT  
W30 - TWIP30 - WEIGHT INCREASE PERMIT  
WIP - WEIGHT INCREASE PERMIT  
WTP - WRECKER PERMIT

Transaction Type: NPMT - NEW PERMIT  
No. Of Permits: Expiration Date: MM/DD/YYYY HH-MM-SS  
\*Destination: Handwritten Permit No.:  
Overweight Type: Manifest No.:

Permit No.: Permit Status: A - Active  
Exempt: Commodity: Citation: Driver Name: Weight Increased To:

Fees Details

Fee Type	Fee Amt(\$)
No data available in table	

b) Complete the remaining *Permit Detail* items indicated with an asterisk.

Business Customer Details

USDOT No.: 000876542  
Primary Contact Name: \*Email: \*Primary Phone: 954-325-1806

Permit Details

\*Permit Type: TTP - TRANSPORTER PERMIT  
Duration: H - 120 hours  
\*Effective Date: 03/11/2022 08:16:21 AM  
\*Origin: Ontario, OR I-84  
Handwritten?:  
Amount Overweight:  
EPA No.:  
Vendor:

Transaction Type: NPMT - NEW PERMIT  
No. Of Permits: 1 - 120 hours  
Expiration Date: 03/16/2022 08:16:21 AM  
\*Destination: Boise, ID I-84  
Handwritten Permit No.:  
Overweight Type:  
Manifest No.:

Permit No.: TTP08999322  
Permit Status: A - Active  
Exempt: T - Transporter  
Commodity: Citation: Driver Name: Weight Increased To:

c) It's important to complete this step before continuing. Enter the VIN of the vehicle needing the temporary registration permit under *New Vehicle Search Criteria* and select **Find**.

**Note:** You must input the entire VIN number. If purchasing a transporter or wrecker trip permit, then the last 6 of the VIN is required.

New Vehicle Search Criteria

VIN: 12345675 Plate No.:

Find Refresh Vehicle

Enter either the VIN or Plate No. and select Find.

d) Enter the vehicle information into the *Vehicle Details* section and select the **Proceed** button twice.

**Note:** All items marked with an asterisk are required fields.

Vehicle Details

VIN: 12345675 \*Unit No.: 313 \*Plate No.: 12345

\*Body Type: TR - Tractor \*Make: FREIGHTLINER - FRHT \*Model Year: 2023

GVW:

Delivery Type

Electronic Delivery Type: D - PDF

Proceed Refresh Quit ?

## 5) CRS Payment Screen

a) Select **Electronic Payment**. A new web tab will open to process the electronic payment transaction.

**Note:** You must return to this *CRS Application* screen once you have completed your payment in the new electronic payment web tab.

Do not use the browser's back button to return to this screen once payment has been made.

Payment
Trip Permit

Payer Account No.: 90047
Legal Name: TESTING AGAIN
DBA Name: TEST COMPAN 47
Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
663500	03/11/2022	TESTING AGAIN	PMT;AC#:90047;PMT#:TTP08999322;TRANSPORTER PERMIT-NEW PERMIT	60.00
Total Amount Due				60.00

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: 60.00
Change: 0.00
Over Payment: 0.00
Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

## 6) Lexis Nexis Payment Web Tab

- After selecting the **Electronic Payment** button, you will be redirected to the *Payment* screen (a new web tab will open, taking you to the payment application). Enter the appropriate information in each field marked with an asterisk (\*).
- Mark the box for the reCAPTCHA and complete as needed.
- Select the **Continue** button.

Agency Amount		\$60.00	
<b>Billing Address</b>		<b>Payment Information</b>	
<b>Address Type</b> <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)		<b>Payment Type</b> <input checked="" type="radio"/> Card <input type="radio"/> Personal Check <input type="radio"/> Business Check	
Billing First Name*	CW	Card Number*	*****
Billing Last Name*	McCall	Expiration Month*	May
Billing Zip Code*	83703	Expiration Year*	2023
Billing Address Line1*	3311 W State St.	Security Code*	123
Billing Address Line2		We've provided this sample credit card to assist you in finding the security code. <div>  <p>3-digit security code</p> </div>	
Billing City*	Boise	MasterCard, Visa, Discover <div>  </div>	
Billing State*	ID	<input checked="" type="checkbox"/> I'm not a robot <div>  <p>reCAPTCHA Privacy - Terms</p> </div>	
E-mail*	email@email.com		
Confirm E-mail*	email@email.com		
Phone Number*	(999) 999-9999		
<a href="#">Previous Page</a>		<a href="#">Continue</a>	

d) A confirmation page will display. Select the **Acknowledgment** checkbox. Then select the **Pay Now** button to process the transaction.

**Note:** If the E-mail address is accurate and confirmed, a receipt is generated and emailed to the email address.

The screenshot displays a payment form with the following sections:

- Payment Information**
  - Credit Card**
    - Card Number: \*\*\*\*\* (VISA)
    - Expiration Date: 05/2023
- Payment Authorization**
  - Total Amount: \$62.00
  - Acknowledgment**
    - ☐ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.
- Pay Now** button

Red boxes highlight the Acknowledgment checkbox and the Pay Now button.

e) A payment receipt/authorization with a confirmation number will appear on the screen. Select the **Print** button to print the receipt if needed. Once completed, close this payment window.

### Receipt

Payment Date	03/11/2022 10:51 AM CST	Payment Status	AUTHORIZED
Confirmation Number		Transaction Type	Purchase
Payment Method	##/##	CVV2 Response	
Expiration	TestOK		
Approval Code	Y		
AVS Response			


**Bill To**  
 CW MCall  
 3311 W State St , Boise, ID - 83703 US

**Payment Towards**


Payment Towards UniqueID	IDCRS 50278	Amount	\$60.00
		CarrierName	TESTING AGAIN

**Charge Information**



Agency Amount	\$60.00
LexisNexis Service Fee	\$2.00
<b>Total Amount</b>	<b>\$62.00</b>


 **Print**

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.  
 For business or technical support, please send an email to paymentsolutions@lexisnexis.com.  
 The best way to contact Idaho Transportation Department/Permits is to call 208-334-8420.



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 (Page Last Update 03/11/2022 10:51 AM CST)  
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## 7) Return to CRS Payment Screen

a) Return to the CRS Payment screen and select the **Proceed** button to finalize the issuance of the temporary registration permit.

ENTPAY83 : [i] click the Proceed button To complete the payment process.Total amount charged to your Credit Card is \$ 60.00 including the E-payment service fees (Authorization code 200064877).  
ENTPAY131 : [i] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment Trip Permit

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Payment

Payer Account No.: 90047      Legal Name: TESTING AGAIN      DBA Name: TEST COMPAN 47  
Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
663500	03/11/2022	TESTING AGAIN	PMT,AC# 90047;PMT# TTP08999322;TRANSPORTER PERMIT-NEW PERMIT	60.00
<b>Total Amount Due</b>				<b>60.00</b>

Payment Details **Proceed**

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	200064877	60.00

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

For Over Payment : ☒ System Credit ☐ Refund


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

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

b) The trip permit and receipt will open in a new web tab. Make sure to print and display the temporary registration permit in your vehicle's windshield or another prominent place where it will be readily legible.

**Note:** The CRS application will email the receipt and temporary registration permit to the email address entered with the USDOT number.



**IDAHO TRANSPORTATION DEPARTMENT  
MOTOR CARRIER SERVICES**  
P.O. Box 34  
BOISE, ID 83707 • (208) 334-8611  
Website: [www.trucking.idaho.gov](http://www.trucking.idaho.gov) Email: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)

**Payment Receipt**

Legal Name : TESTING AGAIN  
DBA Name : TEST COMPAN 47  
4340 SW 93 AVE  
DAVIE, FL 33328

Cart Id : 206711  
Payer Account No. : 90047  
Payment Date : 03/11/2022  
User Id : ID90047  
Location : INTERNET OFFICE

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
663500	Carrier: TESTING AGAIN DBA: TEST COMPAN 47	PMT:AC#:90047;PMT#:999322;TRANSPORTER PERMIT-NEW PERMIT	\$60.00
<b>Total</b>			<b>*\$60.00</b>

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

PAYMENT DETAIL :

Payments	Payment Date	Amount
Credit Card-	03/11/2022	\$60.00
<b>Total Paid</b>		<b>\$60.00</b>

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**IDAHO TRANSPORTATION DEPARTMENT  
MOTOR CARRIER SERVICES**  
P.O. Box 34  
BOISE, ID 83707 • (208) 334-8611  
Website: [www.trucking.idaho.gov](http://www.trucking.idaho.gov) Email: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)

**IDAHO TEMPORARY REGISTRATION PERMIT**

Issue Date	Time	Issued By Office Location	Permit No.
03/11/2022	0831	WOFC	TTP08999322
Type	Duration	Fees(PER 120 HOURS)	Total Fees
TRANSPORTER PERMIT	1		\$60.00
Start Date	Start Time	Expiration Date	Expiration Time
03/11/2022	0816	03/16/2022	816

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.

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

**IDAHO TEMPORARY  
REGISTRATION PERMIT  
WOFC TTP  
03/16/2022**

Date of Expiration

End of Module