CRS:
Purchase a Temporary Registration Permit

June 2022
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.

<table>
<thead>
<tr>
<th>Account No.</th>
<th>USDOT No.</th>
<th>Legal Name</th>
<th>DBA Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>90647</td>
<td>000876542</td>
<td>TESTING AGAIN</td>
<td>TEST COMPAN 47</td>
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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 dropdown menu.

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

...Additional steps...

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](image)
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.
6) Lexis Nexis Payment Web Tab

a) 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 (*).

b) Mark the box for the reCAPTCHA and complete as needed.

c) Select the **Continue** button.
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.
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.
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.
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.