

# Amend a Full Fee Vehicle Registration

Version 1.2 | June 2022



## Intrastate (Full Fee) Amend a Vehicle Registration

This document will provide instruction on how to amend Full Fee Registrations 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.

#### 1) Amend Vehicle

- a) After logging in to CRS, the *Customer Dashboard* will display. Select the **Services** hyperlink.
- b) Select the IRP/Intrastate hyperlink.

	CRS Application - Enterprise (Environment) U((7))							inder Q 🛒	
	Customer Dashboard								
NT 5 37 1 330864 (03/01/0572)   11477	A-11 V	AT11 1		- /	1211 2		~	CALL R	-
Lidesoute 1	Customer Summary			× IRP/Intrastate Summary				*	
Office: INTERNET OFFICE EXTERNAL	L TEST COMPANY			Account No. Account Status .				2	
Open Business Period: 04/12/2022 To 04/12/2022	Account No. : DBA Name :	Customer Status : Active Email :		Fleet Fleet Type No.		Expiration Month /	DBA Name	Fleet Status	Total Vehicles
	TIN: - Phone No.: 000 - 000 - 0000						No data available in table		
Customer Dashboard	Carrier Type : OTHER Cell Phone No. : -								revious Next Last
Services	Registrant Type : CORPORATION Fax : - Enterprise System Credit : \$0.00 Last Updated On : 0	Fax : - Last Updated On : 04/12/2	022 03:15:33 PM						7
Enterprise	Last Updated User ID :								$\langle \psi \rangle$
IRP/Intrastate	Physical Address Mailing Address								$\smile$
Haz & Trip Permits	S3311 W STATE ST	ast Updated On: 03/10/2022 01:42:05 PM							
徑 Operations	BOISE, ADA, ID, 83707	opoated user ID : CR3WED							
& Support									5
									170
	Pending Transactions 😮								* 2)
	Resume Service Fleet Type	Account No.	Legal Name		ans Desc 0		Status ?	Trans Date	
			No data ava	lable in table			Status		
		First Previous Next 1					revious Next Last		
	and a			CI IN	$\sim$		ANN.	~	110

c) The *Site Map* page will display. On the Site Map screen select **Amend Vehicle With Fees** or **Amend Vehicle without Fees.** 

**Note**: Choose *Amend Vehicle with Fees* for changes to the registered weight or body type. Choose *Amend Vehicle without fees* for all other changes, such as unit number, title number, or operation type.

CRS Application - IRP/Intrastate (Environment: UAT7)			Menu Finder Q 🙀 📮 🚱 Logout
GEN1448 : [I] Please check Work in Progress to ensure that there are no open tra	Condensation UAXY)     1448 - []] Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.       ap     / IR/Microssite       v/ IR/Intrassite     Fleet       Int no any     Pleet       New IRP Fleet     Orange IRP Weight Group       IRP Weight Group D     IRP Weight Group D       IRP Weight Group Supplement Base Inquiry     IRP Weight Group Supplement Base Inquiry       Vehicle Credential     Vehicle Credential       Vehicle Win Fees     Replace Stacker       anded     Replace Stacker       r     Reprint       In Progress     Invoice       TVC     Renewall Notice		
Site Map			
Services / IRP/Intrastate			
	V		
Account		Fleet	IRP Weight Group
Update Account		New IRP Fleet	Change IRP Weight Group
Account Inquiry		New Intrastate Fleet	IRP Weight Group Inquiry
		Fleet Inquiry	IRP Weight Group Supplement Base Inquiry
		Renew Fleet	
		More •	
Vehicle		Vehicle Credential	
Add Vehicle		Replace Cab Card/Issue New TVC	Vehicle Inquiry
Add / Delete Vehicle		Replace Plate	Vehicle Supplement Inquiry
Amend Vehicle With Hees		Replace Sticker	
Combined			
Other		Reprint	Web Processing
Work In Progress		Invoice	Submit
		TVC	
		Renewal Notice	

- d) The Vehicle Details page will display. Under *Change Vehicle Details*, select the Unit to be amended in the Unit No. drop down menu.
- e) Select Search.

Vehicle Details							Amend Vehic	le Without Fees
~1117		<1111 m		AMA		AMA		<u>(1)</u>
Change Vehicle Details								
Unit No.:		VIN:			Plate No.:	]	Search	
	5				~			-
Supplements Details								
Account No. :	650018		Fleet No.:	001	1	Supplement No.:	004	1
Legal Name :	TRUCKING TEST COMPAN	Y	DBA Name:			No. of Vehicles:	0	
Expiration Month / Year :	03/2023		Effective Date:	06/13/2022		Supplement Desc. :	AMEND VEHICLE WITHOU	JT FEE
Fleet Type :	FFP - FULL FEE POWER		Carrier Type:	O - OTHER	~	USDOT No.:		]
Vehicle Details								
VIN :	12345678912345679		*Unit No.:	002		Weight Group No.:		~
*Year:	2022		*Body Type:	TR - Tractor	~	*Make:	FREIGHTLINER - FRHT	~
Axles:			Combined Axles:			*Fuel Type :	D - Diesel	*
Seats:			Vehicle Color:	~		Luggage :	N - NO 🗸	
Distance :	7500		Distance Type:	E - Estimated $\checkmark$		*Operation Type :	H - Haul for Hire 🗸	
County:	~		Highway District:	~				
Unladen Weight :		Base Ju	risdiction Gross Weight:	80000		MSRP Price :		]
*Purchase Date :	04/18/2022 🛱 🕄		Purchase Price:			Factory Price :		]
TVC:			TVC No. of Days:					
*Title Jurisdiction :	ID - IDAHO	~	*Title No.:	0000		In-State Expiration Date :	MM/DD/YYYY	
In-State Plate :			In-State Fee:			Model :		]
*Owner Name:	N TEST		Owner Phone No.:			Safety Responsibility :	0 - Owner 🗸	
Safety USDOT :			Safety TIN :			Safety Change :	N-NO 🗸	
Use Existing Plate :			Existing Plate:					
New Plate Required : Change Address on USDOT :								

- f) The Vehicle Details page displays with the selected vehicle's information.
  - Amend Vehicle With Fees

		Vehicle Billing Payment	Credentials MainMenu	Inquiries	
Vehicle Details					Amend Vehicle With Fees
Change Vehicle Details					
Unit No.:		VIN:		Plate No.:	Search
Supplements Details					
Account No.:	99999	Fleet No.:	001	Supplement	t No.: 020
Legal Name :	NO ACCOUNT ACCOUNTS	DBA Name :		No. of Ve	icles: 0
Expiration Month / Year:	12/2019	Effective Date:	11/20/2019	Supplement	Desc.: AMEND VEHICLE WITH FEES
Fleet Type :	FFP - FULL FEE POWER	Carrier Type :	C - CARRIER	USDC	No.: 007654321
Vehicle Details					
VIN:	128351	*Unit No.:	51	Weight Grou	o No.:
*Year:	1972	*Body Type:	TK - Truck 💙	·	Make: KENWORTH - KW
Axles:		Combined Axles:		*Fue	Type: D - Diesel
Seats :		Vehicle Color:	~	Lu	gage: N · NO
Distance:		Distance Type :	✓ ←	*Operation	Type: F-Farm
County:	✓ ←	Highway District :	~		
Unladen Weight:	· · · · · · · · · · · · · · · · · · ·	*Base Jurisdiction Gross Weight:	40000	MSRP	Price:

#### • Amend Vehicle <u>Without</u> Fees

		Vehicle silling Payment	Credinitialis MalnMenu Inc	quiries	
Vehicle Details					Amend Vehicle Without Fees
Change Vehicle Details					
Unit No.:		VIN:	Plate	No.:	Search
Supplements Details					
Account No.:	99999	Fleet No.:	001	Supplement No.:	019
Legal Name :	NO ACCOUNT ACCOUNTS	DBA Name :		No. of Vehicles:	0
Expiration Month / Year:	12/2019	Effective Date:	11/20/2019	Supplement Desc. :	AMEND VEHICLE WITHOUT FEE
Fleet Type :	FFP · FULL FEE POWER	Carrier Type :	C - CARRIER	USDOT No.:	007654321
Vehicle Details					
VIN:	VVR654555	*Unit No.:	55	Weight Group No.:	
*Year:	1971	*Body Type:	MT - Mobile Home Toter	*Make:	WINNEBAGO · WIN
Axles:		Combined Axles:		*Fuel Type :	D - Diesel
Seats:		Vehicle Color:	~	Luggage :	N·NO V
Distance:		Distance Type :	~	*Operation Type :	H - Haul for Hire 🔽 🗲
County:	✓ ← − −	Highway District:	~		
Unladen Weight:	0	*Base Jurisdiction Gross Weight:	30000	MSRP Price :	

- g) When desired changes are complete, select Proceed.
- h) Follow any instructions or fix any errors that appear at the top of the next page by selecting the **Back** button. Then select the **Proceed** button twice.
- i) If no more vehicles need amended, click on Done.

Permit Credit Details			
	Credit Permit No. 1:	Credit Permit Amount 1 :	Permit Issue Date 1: MM/DD/YYYY
	Credit Permit No. 2:	Credit Permit Amount 2:	Permit Issue Date 2: MM/DD/YYYY
	Credit Permit No. 3:	Credit Permit Amount 3:	Permit Issue Date 3: MM/DD/YYYY
Comments	0		
		Proceed Done Cancel Vehicle List Refresh Quit ?	

j) Select Submit.

Web Processing			Subm
Submit Process			
	*Account No. : 09999 *Fleet Expiration Year: [2019 Status: PRN-Pending V	"Fleet No.: (80) "Fleet Dipiration Month. (12	Legil Name: No. COUNT ACCOUNTS *Supplement No.: 016
Comments	0		
		Suome Vew.ust Refresh Que 📀	

k) This makes the transaction available for Motor Carrier to view and approve. An email will be sent to the email address on file when the invoice is ready to be paid.

### 2) 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.

Dallard							
comer Dashboard	~~~ \ \ F		LALL P		~	11 2	
Customer Summary	×	IRP/Intrast	ate Summary				
L TRUCKING TEST COMPANY			Account No. : Account Status :	650018 Active	Old	Account No.: 0	
Account No. : 650018 DBA Name :	Customer Status : ACTIVE Email : EMAIL@EMAIL.COM	Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
USDOT No. : - Carrier Type : OTHER Registrant Type : CORPORATION Enterprise System Credit: : 80.00 Last Updated User ID : NLONG	Ext	001	FFP	03 / 2023		Active First Pri	1 evious 1 Next Last
Physical Address Mailing Address Q 3311 W STATE ST Less Updat BOISE, ADA, ID, 83707	pdated On: 04/25/2022 01:53:50 PM ed User ID: NLONG						