Amend a Full Fee Vehicle Registration

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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.

   ![Customer Dashboard Image]
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.
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**.

f) The Vehicle Details page displays with the selected vehicle’s information.

- Amend Vehicle With Fees
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**.

j) **Select Submit.**

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.