CRS Customer: Intrastate (Full Fee)
Add/Delete Vehicle

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Intrastate (Full Fee) Add/Delete Vehicle

This document will provide instructions on how to use the Add/Delete Vehicle function for a Full Fee registered vehicle 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-Full Fee-Registration instructions prior to doing anything in this module located in the “Instructions for Online Truck Registration” section of the website.

**IRP/Intrastate**

a) After logging in to CRS, the Customer Dashboard will display. Select the Services hyperlink.

b) Select the IRP/Intrastate hyperlink.
Site Map
a) The Site Map page will display. Select Add/Delete Vehicle on the Site Map to delete a vehicle and transfer the remaining fees to a new vehicle.

![Site Map Image]

Supplement Search Screen
a) The Supplement Search screen opens and the Account No. (number) prefills. Select Proceed.

![Supplement Search Screen Image]

b) Click the Select hyperlink in the row of the fleet the current vehicle is registered.

**Note:** The new vehicle will be added to this fleet on the same screen you delete the current vehicle.
Vehicle Details Screen

a) The Vehicle Details screen will display. Locate the section labeled Deleted Vehicle Details. Enter the information for the vehicle that is to be deleted. Select Search.

b) The vehicle information will display in the Deleted Vehicle Details section.

c) Select a Delete Reason from the drop-down menu.

d) Locate the New Vehicle Search Criteria section.

e) Enter the new vehicle to be added starting with entering the VIN only into the New Vehicle Search Criteria section. (Do NOT enter Unit No or Plate No here) Then select the Copy From button. This will move the VIN from the New Vehicle Search Criteria section to the Vehicle Details section. If there was an error entering the VIN you will need to Refresh the page before re-entering the VIN correctly. You will also need to re-enter the Deleted Vehicle Details.
f) Complete all required fields (indicated with an asterisk). If the deleted and added vehicle are the same type of vehicle (see Note below), the existing plate will automatically be transferred to the new vehicle. You must click New Plate Required if you need a new plate for the new vehicle of the same type.

**Note:** The “TR-Tractor” body type is unique and the plates are not interchangeable with other body types. The “TT-Truck Tractor” and the “TK-Truck” body types plates are interchangeable. For example, if the deleted vehicle is a “TT-Truck Tractor” body type and the added vehicle is a “TK-Truck” body type, the existing plate may be used. If one vehicle is a “TR-Tractor” body type and the other is either a “TT-Truck Tractor” or “TK-Truck” body type, then the existing plate from the deleted cannot be used and CRS will automatically issue a new plate. TR-Tractors are only issued one plate, whereas TT-Truck Tractor and TK-Trucks are issued two plates.

g) Select Proceed.
h) The Vehicle Details page will display again for validation of information. If the vehicle information is correct, select **Proceed**.

![Vehicle Details page](image1)

i) Select **Done** if there are no other vehicles to Add/Delete.

![Vehicle Details page](image2)

**Web Processing Screen**

a) If documents are required to be submitted, there will be a message at the top of the screen with instructions to follow.

![Document upload instructions](image3)
b) The Web Processing screen displays. If any documents need to be added, select the VIN from the dropdown list, select the document type from the Vehicle Document Type dropdown list.

c) Select Choose File to find the documents saved in PDF format on your computer and select Upload. This process will need to be repeated for each document needing uploaded.

d) After all documents are added, select Submit.

e) Once the transaction is submitted successfully, the system sends information out to the Web Processing site for Motor Carrier Services to approve. If everything is complete, they will approve the uploaded documents (if any), generate the invoice and send it to the customer email address supplied. The email from ITD serves as notification that there is an invoice ready for payment.