

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

Version 1.3 | April 2022



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YOUR *Mobility*



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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

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

The screenshot displays the 'Customer Dashboard' for 'TEST COMPANY'. The dashboard includes a sidebar with navigation links: Services (A), Enterprise, IRP/Intrastate (B), Haz & Trip Permits, Operations, and Support. The main content area shows the 'Customer Summary' and 'IRP/Intrastate Summary'.

Customer Summary:

- Account No.: [blank]
- DBA Name: [blank]
- TIN: [blank]
- USDOT No.: [blank]
- Carrier Type: OTHER
- Registrant Type: CORPORATION
- Enterprise System Credit: \$0.00
- Last Updated User ID: [blank]
- Physical Address: 3311 W STATE ST, BOISE, ADA, ID, 83707
- Mailing Address: [blank]
- Customer Status: ACTIVE
- Email: [blank]
- Phone No.: 000-000-0000
- Ext.: [blank]
- Cell Phone No.: [blank]
- Fax: [blank]
- Last Updated On: 04/12/2022 03:15:33 PM
- Last Updated On: 03/10/2022 01:42:05 PM
- Last Updated User ID: CRSWEB

IRP/Intrastate Summary:

Account No.	Account Status	Old Account No.:
Fleet No.	Fleet Type	Expiration Month / Year
	DBA Name	Fleet Status
		Total Vehicles

No data available in table

First Previous Next Last

Pending Transactions:

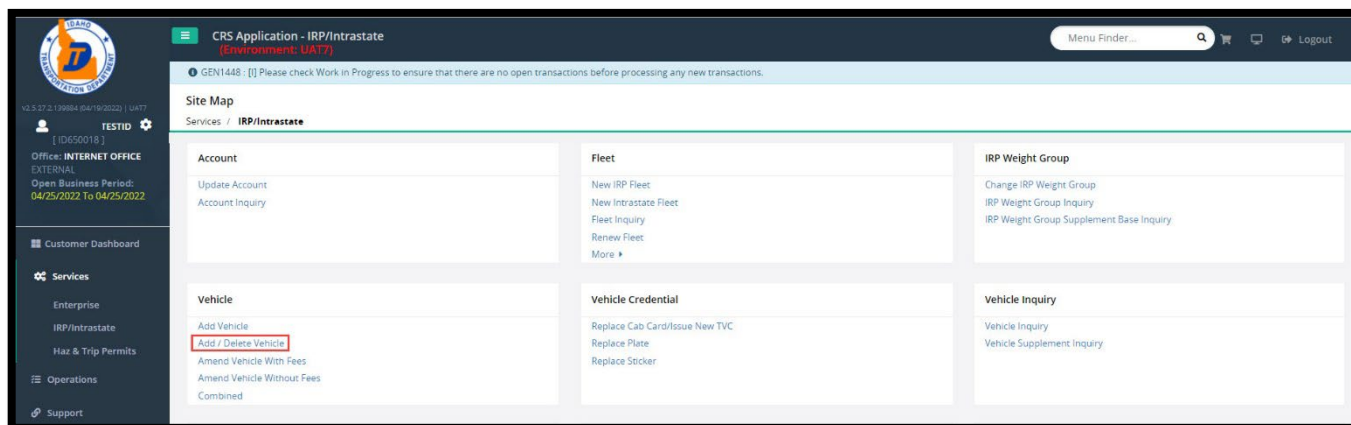
Resume Service	Fleet Type	Account No.	Legal Name	Trans Desc	Status	Trans Date

No data available in table

First Previous Next Last

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.



Supplement Search Screen

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

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.

Supplement Search

Account No.: 650018

Fleet No.:

Fleet Expiration Year:

Supplement Effective Date: 04/25/2022

Proceed

Refresh

Quit

?

	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type?	Fleet Status
Select	650018	001	03	2023	FFP	A - ACTIVE

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

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**.

The screenshot shows the 'Vehicle Details' screen with the 'Deleted Vehicle Details' section highlighted by a red box. The section contains fields for Unit No., VIN, Plate No., Deletion Date, Delete Reason, and Waive Base Jurisdiction Credit. A 'Search' button is located to the right of the 'Delete Reason' field.

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

The screenshot shows the 'Deleted Vehicle Details' section with the following information entered: Unit No.: 002, VIN: 12345678912345679, Plate No.: XH2741, Deletion Date: 04/25/2022, and Delete Reason: (empty). The 'Search' button is highlighted in orange.

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

The screenshot shows the 'Deleted Vehicle Details' section with the 'Delete Reason' dropdown menu open. The menu options are: VS - VEHICLE SOLD, BR - BANK REPOSSESSION, DR - DESTROYED, IR - IN-STATE REGISTRATION, LB - LEASE BROKEN, OS - OUT OF SERVICE, and VS - VEHICLE SOLD. The 'VS - VEHICLE SOLD' option is highlighted in blue.

d) Locate the *New Vehicle Search Criteria* section.

The screenshot shows the 'New Vehicle Search Criteria' section highlighted by a red box. The section contains fields for Unit No., VIN, and Plate No., along with a 'Copy From' button.

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.

The screenshot shows the 'New Vehicle Search Criteria' section with the VIN: 12345678912345680 entered. The 'Copy From' button is highlighted in green.

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.

Vehicle Details		
VIN: 12345678912345680	*Unit No.: 003	Weight Group No.: <input type="text"/>
*Year: 2022	*Body Type: TR - Tractor	*Make: FREIGHTLINER - FRHT
Axles: <input type="text"/>	Combined Axles: <input type="text"/>	*Fuel Type: D - Diesel
Seats: <input type="text"/>	Vehicle Color: <input type="text"/>	Luggage: N - NO
Distance: 7500	Distance Type: E - Estimated	*Operation Type: H - Haul for Hire
County: <input type="text"/>	Highway District: <input type="text"/>	MSRP Price: <input type="text"/>
Unladen Weight: <input type="text"/>	*Base Jurisdiction Gross Weight: 80000	Factory Price: <input type="text"/>
*Purchase Date: 04/25/2022	Purchase Price: <input type="text"/>	TVC No. of Days: <input type="text"/>
Set Effective Date to Purchase Date: <input type="checkbox"/>	TVC: <input type="checkbox"/>	In-State Expiration Date: MM/DD/YYYY
*Title Jurisdiction: ID - IDAHO	*Title No.: 00000	Model: <input type="text"/>
In-State Plate: <input type="text"/>	In-State Fee: <input type="text"/>	Safety Responsibility: O - Owner
*Owner Name: Truck Test	Owner Phone No.: <input type="text"/>	Safety Change: N - NO
Safety USDOT: <input type="text"/>	Safety TIN: <input type="text"/>	
Use Existing Plate: <input checked="" type="checkbox"/>	Existing Plate: XH2741	
New Plate Required: <input type="checkbox"/>		
Change Address on USDOT: <input type="checkbox"/>		

g) Select **Proceed**.

Permit Credit Details		
Credit Permit No. 1: <input type="text"/>	Credit Permit Amount 1: <input type="text"/>	Permit Issue Date 1: MM/DD/YYYY
Credit Permit No. 2: <input type="text"/>	Credit Permit Amount 2: <input type="text"/>	Permit Issue Date 2: MM/DD/YYYY
Credit Permit No. 3: <input type="text"/>	Credit Permit Amount 3: <input type="text"/>	Permit Issue Date 3: MM/DD/YYYY
Comments <input type="text"/>		
<input type="button" value="Proceed"/> <input type="button" value="Done"/> <input type="button" value="Cancel"/> <input type="button" value="Vehicle List"/> <input type="button" value="Refresh"/> <input type="button" value="Quit"/> <input type="button" value="Help"/>		

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

Vehicle Details Add / Delete Vehicle

GENWEBP46 : [W] Safety Responsibility Form document is not required for VIN [12345678912345680].
 IRPDOCT27 : [W] Documents for the Vehicle with VIN [12345678912345680] are required at the Vehicle Level. Please PROCEED to the next page and click DONE and submit the required documents.

Supplements Details

Account No.: 650018 Legal Name: TRUCKING TEST COMPANY Expiration Month / Year: 03/2023 Fleet Type: FFP - FULL FEE POWER	Fleet No.: 001 DBA Name: Effective Date: 04/25/2022 Carrier Type: O - OTHER	Supplement No.: 003 No. of Vehicles: 0 Supplement Desc.: ADD / DELETE VEHICLE USDOT No.:
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Deleted Vehicle Details

Unit No.: 002 Deletion Date: 04/25/2022	VIN: 12345678912345679 Delete Reason: V5 - VEHICLE SOLD	Plate No.: XH2741 Waive Base Jurisdiction Credit: N
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Vehicle Details

VIN: 12345678912345680 Year: 2022 Axles: Seats: Distance: 7500 County: Unladen Weight: Purchase Date: 04/25/2022 Set Effective Date to Purchase Date: N Title Jurisdiction: ID - IDAHO In-State Plate: Owner Name: Truck Test Safety USDOT: Use Existing Plate: Y New Plate Required: N Change Address on USDOT: N	Unit No.: 002 Body Type: TR - Tractor Combined Axles: Vehicle Color: Distance Type: E - Estimated Highway District: Base Jurisdiction Gross Weight: 80000 Purchase Price: \$0.00 TVC: N Title No.: 00000 In-State Fee: \$0.00 Owner Phone No.: Safety TIN: Existing Plate: XH2741	Weight Group No.: Make: FREIGHTLINER - FRHT Fuel Type: D - Diesel Luggage: N - NO Operation Type: H - Haul for Hire MSRP Price: \$0.00 Factory Price: \$0.00 In-State Expiration Date: Model: Safety Responsibility: O - Owner Safety Change: N - NO
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Permit Credit Details

Credit Permit No. 1: Credit Permit No. 2: Credit Permit No. 3:	Credit Permit Amount 1: \$0.00 Credit Permit Amount 2: \$0.00 Credit Permit Amount 3: \$0.00	Permit Issue Date 1: Permit Issue Date 2: Permit Issue Date 3:
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i) Select **Done** if there are no other vehicles to Add/Delete.

Permit Credit Details

Credit Permit No. 1: <input type="text"/>	Credit Permit Amount 1: <input type="text"/>	Permit Issue Date 1: <input type="text"/>
Credit Permit No. 2: <input type="text"/>	Credit Permit Amount 2: <input type="text"/>	Permit Issue Date 2: <input type="text"/>
Credit Permit No. 3: <input type="text"/>	Credit Permit Amount 3: <input type="text"/>	Permit Issue Date 3: <input type="text"/>

Comments

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.

GEN1285 : [I] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing

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.

GEN1285 : [1] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing Submit

Submit Process

*Account No.: 650018 *Fleet No.: 001 Legal Name: TRUCKING TEST COMPAN
 *Fleet Expiration Year: 2023 *Fleet Expiration Month: 3 *Supplement No.: 003
 Status: PEN - Pending

Comments +

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
Select	650018	001	03/2023	003	O - OPEN	FFP	04/25/2022	INP	AXV

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*VIN: 12345678912345680 Vehicle Document Type: HVUT - Form 2290 No file chosen

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.

GEN1285 : [1] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing Submit

Submit Process

*Account No.: 650018 *Fleet No.: 001 Legal Name: TRUCKING TEST COMPAN
 *Fleet Expiration Year: 2023 *Fleet Expiration Month: 3 *Supplement No.: 003
 Status: PEN - Pending

Comments +

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
Select	650018	001	03/2023	003	O - OPEN	FFP	04/25/2022	INP	AXV

Showing 1 to 1 of 1 entries First Previous 1 Next Last

*VIN: 12345678912345680 Vehicle Document Type: HVUT - Form 2290 No file chosen

d) After all documents are added, select **Submit**.

GEN1285 : [1] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing Submit

Submit Process

*Account No.: 650018 *Fleet No.: 001 Legal Name: TRUCKING TEST COMPAN
 *Fleet Expiration Year: 2023 *Fleet Expiration Month: 3 *Supplement No.: 003
 Status: PEN - Pending

Comments +

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
Select	650018	001	03/2023	003	O - OPEN	FFP	04/25/2022	INP	AXV

Showing 1 to 1 of 1 entries First Previous 1 Next Last

*VIN: 12345678912345680 Vehicle Document Type: HVUT - Form 2290 No file chosen

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.