

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



Version 1.3 | April 2022



YOUR *Safety*



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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.

The screenshot displays the 'Customer Dashboard' for 'TEST COMPANY'. The interface includes a sidebar with navigation options: Services (A), IRP/Intrastate (B), Haz & Trip Permits, Operations, and Support. The main content area is divided into three sections:

- Customer Summary:** Displays account information for 'TEST COMPANY'.

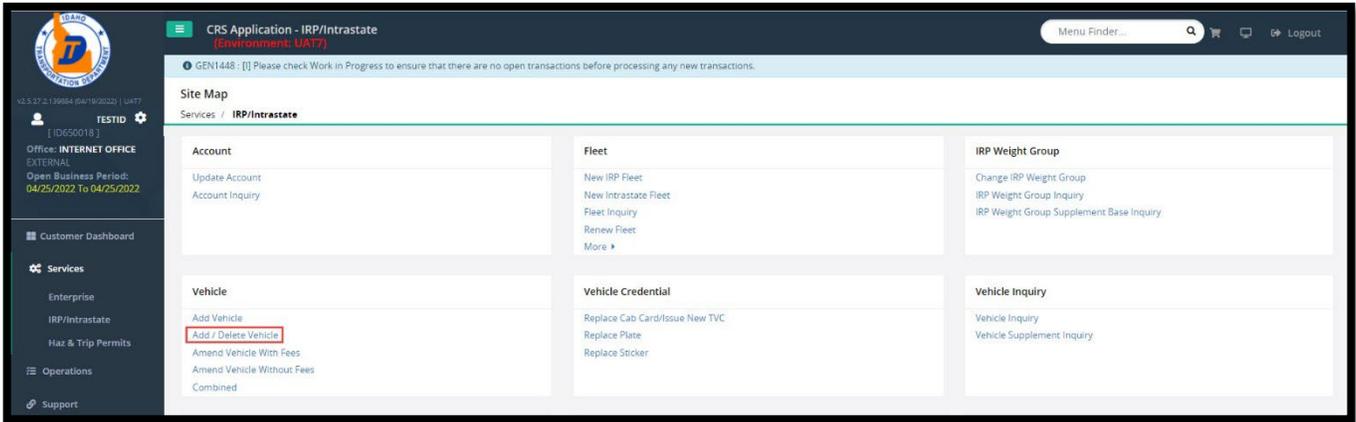
Account No.:	Customer Status: ACTIVE
DBA Name: -	Email:
TIN: -	Phone No.: 000-000-0000
USDOT No.:	Fax: -
Carrier Type: OTHER	Cell Phone No.:
Registrant Type: CORPORATION	Last Updated On: 04/12/2022 03:15:33 PM
Enterprise System Credit: 90.00	
Last Updated User ID:	
- IRP/Intrastate Summary:** Shows account status and a table for fleet information.

Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
No data available in table					
- Pending Transactions:** A table with columns: Resume Service, Fleet Type, Account No., Legal Name, Trans Desc, Status, and Trans Date.

Resume Service	Fleet Type	Account No.	Legal Name	Trans Desc	Status	Trans Date
No data available in table						

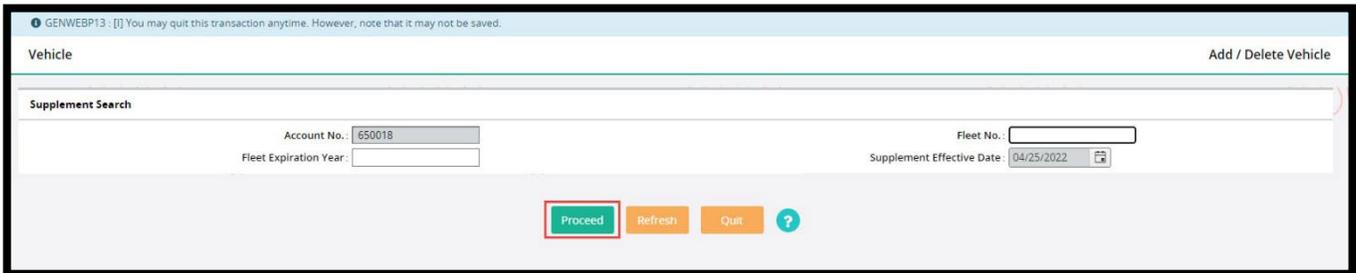
Site Map

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.



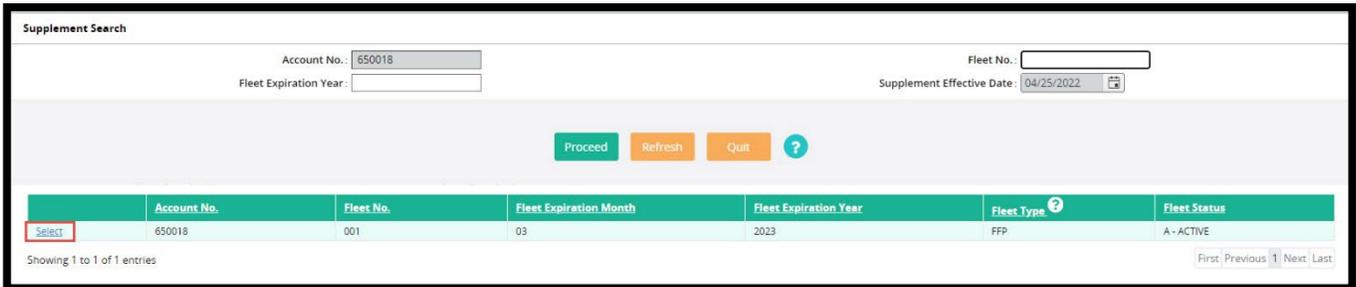
Supplement Search Screen

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.



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 following sections:

- New Vehicle Search Criteria:** Unit No., VIN, Plate No., and a 'Copy From' button.
- Supplements Details:** Account No. (650018), Fleet No. (001), Supplement No. (005), Legal Name (TRUCKING TEST COMPANY), DBA Name, No. of Vehicles (0), Expiration Month / Year (03/2023), Effective Date (04/25/2022), Supplement Desc. (ADD / DELETE VEHICLE), Fleet Type (FFP - FULL FEE POWER), Carrier Type (O - OTHER), and USDOT No.
- Deleted Vehicle Details:** *Unit No., *VIN, Plate No., *Deletion Date (04/25/2022), *Delete Reason (dropdown), and Waive Base Jurisdiction Credit (checkbox). A 'Search' button is highlighted with a red box.

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

The screenshot shows the 'Deleted Vehicle Details' section with the following populated fields:

- *Unit No.: 002
- *VIN: 12345678912345679
- Plate No.: XH2741
- *Deletion Date: 04/25/2022
- *Delete Reason: (dropdown menu)
- Waive Base Jurisdiction Credit: (checkbox)

The 'Search' button is highlighted with a red box.

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
- VS - VEHICLE SOLD

The 'VS - VEHICLE SOLD' option is highlighted with a blue box. The 'Search' button is highlighted with a red box.

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

The screenshot shows the 'New Vehicle Search Criteria' section with the following fields:

- Unit No.
- VIN
- Plate No.
- 'Copy From' button

The 'New Vehicle Search Criteria' section is highlighted with a red box.

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 following fields:

- Unit No.
- VIN: 12345678912345680
- Plate No.
- 'Copy From' button

The 'VIN' field and the 'Copy From' button are highlighted with red boxes.

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 Override

VIN: 12345678912345680 *Year: 2022 Axles: <input type="text"/> Seats: <input type="text"/> Distance: 7500 County: <input type="text"/> Unladen Weight: <input type="text"/> ? *Purchase Date: 04/25/2022 <input type="text"/> ? Set Effective Date to Purchase Date: <input type="checkbox"/> *Title Jurisdiction: ID - IDAHO In-State Plate: <input type="text"/> *Owner Name: Truck Test Safety USDOT: <input type="text"/> Use Existing Plate: <input checked="" type="checkbox"/> New Plate Required: <input type="checkbox"/> Change Address on USDOT: <input type="checkbox"/>	*Unit No.: 003 *Body Type: TR - Tractor Combined Axles: <input type="text"/> Vehicle Color: <input type="text"/> Distance Type: E - Estimated Highway District: <input type="text"/> *Base Jurisdiction Gross Weight: 80000 Purchase Price: <input type="text"/> TVC: <input type="checkbox"/> *Title No.: 00000 In-State Fee: <input type="text"/> Owner Phone No.: <input type="text"/> Safety TIN: <input type="text"/> Existing Plate: XH2741	Weight Group No.: <input type="text"/> *Make: FREIGHTLINER - FRHT *Fuel Type: D - Diesel Luggage: N - NO *Operation Type: H - Haul for Hire MSRP Price: <input type="text"/> Factory Price: <input type="text"/> TVC No. of Days: <input type="text"/> In-State Expiration Date: MM/DD/YYYY <input type="text"/> Model: <input type="text"/> Safety Responsibility: D - Owner Safety Change: N - NO
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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 <input type="text"/>
Credit Permit No. 2: <input type="text"/>	Credit Permit Amount 2: <input type="text"/>	Permit Issue Date 2: MM/DD/YYYY <input type="text"/>
Credit Permit No. 3: <input type="text"/>	Credit Permit Amount 3: <input type="text"/>	Permit Issue Date 3: MM/DD/YYYY <input type="text"/>

Comments +

Proceed
Done
Cancel
Vehicle List
Refresh
Quit
?

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

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 Deletion 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 : [] 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.

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 +

Submit View List Refresh Quit ?

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
<input type="checkbox"/>	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 Choose File No file chosen Upload

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.

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 +

Submit View List Refresh Quit ?

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
<input type="checkbox"/>	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 **Choose File** No file chosen Upload

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

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 +

Submit View List Refresh Quit ?

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Transaction Type
<input type="checkbox"/>	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 Choose File No file chosen Upload

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.