CRS Customer- Intrastate (Full Fee)Registration: Inquiry Options

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Intrastate (Full Fee) Inquiry Options
This document will provide instructions on how to perform various inquiries pertaining to full fee fleets using the Commercial Registration System (CRS) application.

New customers to the CRS Application will need to contact the Idaho Transportation Department Motor Carrier Services Department to activate system access.

New users should read the CRS-Full Fee-Registration instructions prior to using this module.

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

   b) Select the IRP/Intrastate hyperlink.
c) The **Site Map** page will display. There are four possible inquiry selections pertaining to full fee.

- Account Inquiry
- Fleet Inquiry
- Vehicle Inquiry
- Supplement Inquiry

![Site Map Screenshot](image1)

1) **Account Inquiry**
   
   a) Select **Account Inquiry** from the site map.
   
   b) The **Account** screen will open and the **Account No.** field will autofill. Select **Proceed**.

![Account Inquiry Screenshot](image2)

c) The account search results will display. Select the **View** hyperlink to obtain account details.

![Account Details Screenshot](image3)
d) The *Account Inquiry* screen will display. Select **Print** to print the details or select **Close** to close the *Account Inquiry* screen.

e) If no other information needs to be viewed, select **Quit** to return to the site map.
2) Fleet Inquiry

a) Select **Fleet Inquiry** from the site map.

b) Select **Proceed**.

c) Select the **View** hyperlink for the desired fleet.
d) The **Fleet Inquiry** screen will display. Select **Print** to print the details or select **Close** to close the **Fleet Details** screen.

<image description>

e) If no other information needs to be viewed, select **Quit** to return to the site map.
3) Vehicle Inquiry
   a) Select the **Vehicle Inquiry** link from the site map.

![Vehicle Inquiry](image1)

   b) Select **Proceed**.

![Vehicle Inquiry](image2)

   c) Select the **View** hyperlink for the desired vehicle.

![Vehicle Inquiry](image3)
d) The Vehicle Inquiry screen will display. Select **Print** to print the details or select **Close** to close the Vehicle Inquiry screen.

![Vehicle Inquiry Screen]

 e) If no other information needs to be viewed, select **Quit** to return to the site map.
4) Vehicle Supplement Inquiry

a) Select the **Vehicle Supplement Inquiry** link from the site map.

b) Select **Proceed**.

c) Select the **View** hyperlink for the desired fleet.
d) The *Vehicle Supplement Inquiry* screen will display. Select **Print** to print the details or select **Close** to close the *Fleet Details* screen.

![Vehicle Supplement Inquiry Screen]

- **V1**

  - **Account No.**
  - **Legal Name**
  - **Expiration Month/Year**
  - **Fleet Type**
  - **Fleet No.**
  - **DBA Name**
  - **Effective Date**
  - **Carrier Type**
  - **Supplement No.**
  - **No. of Fleet Vehicles**
  - **Supplement Desc.**
  - **USDOT No.**

**Vehicle Details**

- **VIN:**
- **Year:**
- **Make:**
- **Model:**
- **Color:**
- **Weight Group No.:**
- **TVC:**

**Registration Details**

- **Registration Issue Date:**
- **Registration Off Date:**
- **Registration Exp Date:**
- **Plate Type:**
- **Plate No.:**
- **Plate Year:**
- **Fleet Type:**

  - **Cancel**
  - **Print**
  - **Close**

- **Last Updated User ID:**
- **Last Updated Time Stamp:**
- **Create User ID:**
- **Create Time Stamp:**
- **Office ID:**

e) If no other information needs to be viewed, select **Quit** to return to the site map.

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End of Module