

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

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Version 1.2 | April 2022



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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.

The screenshot shows the CRS Application - Enterprise interface. The left sidebar contains the Idaho Transportation Department logo and user information for NICHOLESTESTID. The main content area is titled 'Customer Dashboard' and displays details for 'TEST COMPANY'. The 'Customer Summary' section shows account information, contact details, and status. The 'IRP/Intrastate Summary' section shows a table for fleet data, which is currently empty. The 'Pending Transactions' section shows a table for transactions, which is also empty.

**Customer Summary**

TEST COMPANY

Account No.: - DBA Name: - Customer Status: **ACTIVE**

DBA Name: - Email: - Phone No.: 000 - 000 - 0000

TIN: - Ext.: -

USDOT No.: - Carrier Type: OTHER Cell Phone No.: -

Registrant Type: CORPORATION Fax: -

Enterprise System Credit: \$0.00 Last Updated On: 04/12/2022 03:15:33 PM

Last Updated User ID: -

Physical Address: Mailing Address:

3311 W STATE ST Last Updated On: 03/10/2022 01:42:05 PM

BOISE, ADA, ID, 83707 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

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

GEN1448 : [!] Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.

### Site Map

Services / IRP/Intrastate

|  |   |  |
|--|---|--|
| <b>Account</b><br><a href="#">Update Account</a><br><a href="#">Account Inquiry</a>  | <b>Fleet</b><br><a href="#">New IRP Fleet</a><br><a href="#">New Intrastate Fleet</a><br><a href="#">Fleet Inquiry</a><br><a href="#">Renew Fleet</a> | <b>IRP Weight Group</b><br><a href="#">Change IRP Weight Group</a><br><a href="#">IRP Weight Group Inquiry</a><br><a href="#">IRP Weight Group Supplement Base Inquiry</a> |
| <b>Vehicle</b><br><a href="#">Add Vehicle</a><br><a href="#">Delete Vehicle</a><br><a href="#">Add / Delete Vehicle</a><br><a href="#">Amend Vehicle With Fees</a><br><a href="#">More</a> | <b>Vehicle Credential</b><br><a href="#">Replace Cab Card</a><br><a href="#">Replace Plate</a><br><a href="#">Replace Sticker</a>                     | <b>Vehicle Inquiry</b><br><a href="#">Vehicle Inquiry</a><br><a href="#">Vehicle Supplement Inquiry</a>  |

## 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 Account Inquiry

Account Search

Account No.: 99999  
 TIN:   
 Legal Name:

USDOT No.:   
 DBA Name:

[Proceed](#) [Refresh](#) [Quit](#) ?

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

Account No.: 99999  
 TIN:   
 Legal Name:

USDOT No.:   
 DBA Name:

[Proceed](#) [Refresh](#) [Quit](#) ?

|      | Account No. | TIN       | USDOT No. | Legal Name          | DBA Name | Customer Type   | Account Status |                      |
|------|-------------|-----------|-----------|---------------------|----------|-----------------|----------------|----------------------|
| Tree | 99999       | 829999999 | 007654321 | NO ACCOUNT ACCOUNTS |          | C - CORPORATION | A - ACTIVE     | <a href="#">View</a> |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

d) The *Account Inquiry* screen will display. Select **Print** to print the details or select **Close** to close the *Account Inquiry* screen.

ACCOUNT INQUIRY

Customer Details

Account No.: 99999

Legal Name: NO ACCOUNT ACCOUNTS

DBA Name:

Registrant Type: C - CORPORATION

IFTA Account No.:

Carrier Type: C - CARRIER

Customer Status: A - ACTIVE

Physical Address

Street: 3311 W STATE ST

City: BOISE

Zip Code: 83703

County: ADA

Jur: ID - IDAHO

Country: US

Mailing Address

Street: 3311 W STATE ST

City: BOISE

Attention To:

Zip Code: 83703

County: ADA

Jur: ID - IDAHO

Country: US

Business Customer Details

USDOT No.: 007654321

Contact Name: CONTACT PERSON

Alternate Phone:

TIN: 829999999

Email: EMAIL@GMAIL.COM

Fax No.:

Primary Phone: 208-334-8617

Audit Assessment Details

| Fleet                      | Expiration Year | Expiration Month | Invoice Date | Assessment Percentage |
|----------------------------|-----------------|------------------|--------------|-----------------------|
| No data available in table |                 |                  |              |                       |

Account Details

Records Retention: Y

Account Status: A - ACTIVE

Email Notification: Y

TVC Privilege

Suspension: N

Account Lock: N

Contact Supervisor: N

Return Notice: N

MCSIP Level:

Last Updated User ID: CRS CONVERT

Cannot be Suspended: N

Status Effective Date: 01/01/1900

Fax Notification: N

Last Date TVC Privilege

Suspended

Lock For Late Payment: N

Return Notice Type:

Last Updated TimeStamp: 06/27/2019 07:20:14 PM

Cannot be Locked: N

Cannot be Purged: N

Lock For Unpaid Audit: N

Lock For TA: N

Lock For Payment Plan: N

Return Date:

Office ID:

Print

Close

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.

Fleet

- New IRP Fleet
- New Intrastate Fleet
- Fleet Inquiry**
- Renew Fleet
- More ▸

b) Select **Proceed**.

Fleet Search

Account No.:   
Fleet No.:   
TIN:   
Legal Name:

Fleet Expiration Year:   
USDOT No.:   
DBA Name:

[Proceed](#)
[Refresh](#)
[Quit](#)
[?](#)

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

Fleet Search

Account No.:   
Fleet No.:   
TIN:   
Legal Name:

Fleet Expiration Year:   
USDOT No.:   
DBA Name:

[Proceed](#)
[Refresh](#)
[Quit](#)
[?](#)

|                      | Account No. | Fleet No. | Fleet Exp. MM/YYYY | Legal Name          | DBA Name | Fleet Type ? | USDOT No. |                      |
|----------------------|-------------|-----------|--------------------|---------------------|----------|--------------|-----------|----------------------|
| <a href="#">Link</a> | 99999       | 002       | 12/2099            | NO ACCOUNT ACCOUNTS |          | PTF          | 007654321 | <a href="#">View</a> |
| <a href="#">Link</a> | 99999       | 001       | 12/2019            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">Link</a> | 99999       | 003       | 12/2019            | NO ACCOUNT ACCOUNTS |          | ATF          | 007654321 | <a href="#">View</a> |
| <a href="#">Link</a> | 99999       | 001       | 12/2018            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">Link</a> | 99999       | 001       | 12/2017            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">Link</a> | 99999       | 001       | 12/2015            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

d) The *Fleet Inquiry* screen will display. Select **Print** to print the details or select **Close** to close the *Fleet Details* screen.

| FLEET INQUIRY  |  |   |
|--|--|---|
| <b>Fleet Details</b>   |  |   |
| <b>Fleet Summary</b>   |  |   |
| Account No.: 99999<br>Fleet Status: A - ACTIVE<br>DBA Name:          | Registrant Type: C - CORPORATION<br>Carrier Type: C - CARRIER<br>Old Account No.: 0          | Fleet No.: 001<br>Legal Name: NO ACCOUNT ACCOUNTS<br>Old Fleet No.: 000     |
| <b>Physical Address</b>  |  |   |
| Street: 3311 W STATE ST<br>City: BOISE<br>Non Deliverable Address: N | Zip Code: 83703<br>County: ADA   | Jur: ID - IDAHO<br>Country: US<br>Address Overridden: N                     |
| <b>Mailing Address</b>   |  |   |
| Street: 3311 W STATE ST<br>City: BOISE<br>Non Deliverable Address: N | Zip Code: 83703<br>County: ADA<br>Attention To:  | Jur: ID - IDAHO<br>Country: US<br>Address Overridden: N                     |
| <b>Service Provider</b>  |  |   |
| Service Provider:<br><br>Email:<br>Street:<br>Jur:                   | Legal Name:<br>Power of Attorney:<br>Effective Date:<br>Primary Phone:<br>City:<br>Zip Code: | DBA Name:<br>Power of Attorney:<br>Expiration Date:<br>Fax No.:<br>Country: |
| <b>One-Time Mailing Address</b>                                      |  |   |
| Street:<br>City:<br>Attention To:                                    | Zip Code:<br>County:<br>Address Overridden:  | Jur:<br>Country:  |
| <b>Fleet Details</b>   |  |   |
| Contact Name: CONTACT PERSON<br>Alternate Phone:<br>TIN: 829999999   | Email: EMAIL@GMAIL.COM<br>Fax No.:<br>USDOT No.: 007654321                                   | Primary Phone: 208-334-8617<br>Change Vehicle USDOT / TIN: N                |
|  |  | Print Close   |

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

**Vehicle Inquiry**

Vehicle Supplement Inquiry

b) Select **Proceed**.

Fleet Vehicle Search

Account No.: 99999 Fleet No.: Fleet Expiration Year: Unit No.: Title No.:

VIN: Plate No.: Vehicle Status: ACT - ACTIVE

Fuel Type: Fleet Type:

**Proceed** Refresh Quit ?

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

Fleet Vehicle Search

Account No.: 99999 Fleet No.: Fleet Expiration Year: Unit No.: Title No.:

VIN: Plate No.: Vehicle Status: ACT - ACTIVE

Fuel Type: Fleet Type:

**Proceed** Refresh Quit ?

|      | Account No. | Fleet No. | Fleet Exp. MM/YYYY | VIN                | Plate No. | Unit No. | Fuel Type  | Fleet Type | Vehicle Status |             |
|------|-------------|-----------|--------------------|--------------------|-----------|----------|------------|------------|----------------|-------------|
| Link | 99999       | 002       | 12/2099            | 111111111111111111 | TD7039    | 001      |            | PTF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 002       | 12/2099            | 12345678901234567  | TEST      | 1        | D - Diesel | PTF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2019            | VIN1234            |           | 1        | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 003       | 12/2019            | 1KLVNPKCJHRPWQHQ   |           | 108      |            | ATF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 003       | 12/2019            | TEST978            |           | 3        |            | ATF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2018            | 45645678901234576  | XG0000    | 1        | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2018            | 15345478912745523  | YJ7685    | 03       | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2018            | 1239999999         | YJ0000    | 2        | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2018            | 25847425223334124  | XG0000    | 2584796  | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |
| Link | 99999       | 001       | 12/2018            | 77777              | XGB110    | 777      | D - Diesel | FPF        | ACT - ACTIVE   | <b>View</b> |

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

| VEHICLE INQUIRY                                 |  |  |
|---|--|--|
| <b>Supplements Details</b>                      |  |  |
| Account No.: 99999                              | Fleet No.: 002                                 | Supplement No.: 001                              |
| Legal Name: NO ACCOUNT ACCOUNTS                 | DBA Name:                                      | No. of Fleet Vehicles: 2                         |
| Expiration Month / Year: PERMANENT              | Effective Date: 10/09/2008                     | Supplement Desc.: REPLACE CAB CARD/ISSUE NEW TVC |
| Fleet Type: PTF - PERMANENT TRAILER FLEET       | Carrier Type: C - CARRIER                      | USDOT No.: 007654321                             |
| <b>Vehicle Details</b>                          |  |  |
| VIN: 11111111111111111111                       | Unit No.: 001                                  | Weight Group No.:                                |
| Year: 1999                                      | Body Type: ST - Semi Trailer                   | Make: OTHER - OTH                                |
| Axles:  | Combined Axles:                                | Fuel Type:                                       |
| Seats:  | Vehicle Color:                                 | Luggage: N - NO                                  |
| Distance:                                       | Distance Type:                                 | Operation Type:                                  |
| County:   | Highway District:                              | We certify that the actual distance: Y           |
| Unladen Weight:                                 | Base Jurisdiction Gross Weight:                | MSRP Price: \$0.00                               |
| Purchase Date:                                  | Purchase Price: \$0.00                         | Factory Price: \$0.00                            |
| Is purchase date within supplement effective: N | TVC: N   |  |
| Title Jurisdiction: ID - IDAHO                  | Title No.: 222222222222                        | In-State Expiration Date:                        |
| In-State Plate: 0                               | In-State Fee: \$0.00                           | Model:   |
| Owner Name: NO ACCOUNT ACCOUNT                  | Owner Phone No.:                               | Safety Responsibility:                           |
| Safety USDOT:                                   | Safety TIN:                                    | Safety Change: N - NO                            |
| Use Existing Plate: N                           | Existing Plate:                                | Override TVC Fee: N                              |
| Override Plate Fee: N                           | Override CabCard Fee: N                        |  |
| New Plate Required: A                           | Override Sticker Fee: N                        |  |
| Waive Base Jurisdiction: N                      | Override:                                      |  |
| Credit:   | Administrative Fee:                            |  |
| Change Address on USDOT:                        |  |  |
| Last Updated User ID: CRS CONVERT               | Last Updated TimeStamp: 06/27/2019 09:49:33 PM |  |
| Create UserID: CRS CONVERT                      | Create Timestamp: 06/27/2019 09:49:33 PM       | Office ID:                                       |
| Vehicle Verification Date:                      |  |  |
| <b>Registration Details</b>                     |  |  |
| Registration Issue Date: 10/09/2008             | Registration Eff Date: 10/09/2008              | Registration Exp Date: 12/31/2099                |
| Plate No.: TD7030                               | Plate Type: DTD                                | Plate Year:                                      |
|   |  | Print Close                                      |

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.

### Vehicle Inquiry

[Vehicle Inquiry](#)
[Vehicle Supplement Inquiry](#)

b) Select **Proceed**.

### Fleet Search

Account No.: 
Fleet No.: 
TIN: 
Legal Name:

Fleet Expiration Year: 
USDOT No.: 
DBA Name:

[Proceed](#)
[Refresh](#)
[Quit](#)
[?](#)

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

### Fleet Search

Account No.: 
Fleet No.: 
TIN: 
Legal Name:

Fleet Expiration Year: 
USDOT No.: 
DBA Name:

[Proceed](#)
[Refresh](#)
[Quit](#)
[?](#)

|                      | Account No. | Fleet No. | Fleet Exp. MM/YYYY | Legal Name          | DBA Name | Fleet Type ? | USDOT No. |                      |
|----------------------|-------------|-----------|--------------------|---------------------|----------|--------------|-----------|----------------------|
| <a href="#">View</a> | 99999       | 002       | 12/2009            | NO ACCOUNT ACCOUNTS |          | PTF          | 007654321 | <a href="#">View</a> |
| <a href="#">View</a> | 99999       | 001       | 12/2019            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">View</a> | 99999       | 003       | 12/2019            | NO ACCOUNT ACCOUNTS |          | ATF          | 007654321 | <a href="#">View</a> |
| <a href="#">View</a> | 99999       | 001       | 12/2018            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">View</a> | 99999       | 001       | 12/2017            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |
| <a href="#">View</a> | 99999       | 001       | 12/2015            | NO ACCOUNT ACCOUNTS |          | FFP          | 007654321 | <a href="#">View</a> |

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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                      |  |  |
|---|--|--|
| <b>Supplements Details</b>                      |  |  |
| Account No.: 99999                              | Fleet No.: 002                                 | Supplement No.: 000  |
| Legal Name: NO ACCOUNT ACCOUNTS                 | DBA Name:                                      | No. of Fleet Vehicles: 2                                     |
| Expiration Month / Year: PERMANENT              | Effective Date: 10/09/2008                     | Supplement Desc.: RENEW FLEET                                |
| Fleet Type: PTF - PERMANENT TRAILER FLEET       | Carrier Type: C - CARRIER                      | USDOT No.: 007654321   |
| <b>Vehicle Details</b>                          |  |  |
| VIN: 111111111111111111                         | Unit No.: 001                                  | Weight Group No.:  |
| Year: 1999                                      | Body Type: ST - Semi Trailer                   | Make: OTHER - OTH  |
| Axles:  | Combined Axles:                                | Fuel Type:   |
| Seats:  | Vehicle Color:                                 | Luggage: N - NO  |
| Distance:                                       | Distance Type:                                 | Operation Type:  |
| County:   | Highway District:                              | We certify that the actual distance submitted is accurate: Y |
| Unladen Weight:                                 | Base Jurisdiction Gross Weight:                | MSRP Price: \$0.00   |
| Purchase Date:                                  | Purchase Price: \$0.00                         | Factory Price: \$0.00  |
| Is purchase date within supplement effective: N | TVC: N   |  |
| Title Jurisdiction: ID - IDAHO                  | Title No.: 222222222222                        | In-State Expiration Date:                                    |
| In-State Plate: 0                               | In-State Fee: \$0.00                           | Model:   |
| Owner Name: NO ACCOUNT ACCOUNT                  | Owner Phone No.:                               | Safety Responsibility:                                       |
| Safety USDOT:                                   | Safety TIN:                                    | Safety Change: N - NO  |
| Use Existing Plate: N                           | Existing Plate:                                |  |
| Override Plate Fee: N                           | Override CabCard Fee: N                        | Override TVC Fee: N  |
| New Plate Required: A                           | Override Sticker Fee: N                        | Remanufacture:   |
| Waive Base Jurisdiction: N                      | Override:                                      |  |
| Credit:   | Administrative Fee:                            |  |
| Change Address on USDOT: N                      |  |  |
| Last Updated User ID: CRS CONVERT               | Last Updated TimeStamp: 06/27/2019 09:50:27 PM |  |
| Create UserID: CRS CONVERT                      | Create Timestamp: 06/27/2019 09:50:27 PM       | Office ID:   |
| Vehicle Verification Date:                      |  |  |
| <b>Registration Details</b>                     |  |  |
| Registration Issue Date: 10/09/2008             | Registration Eff Date: 10/09/2008              | Registration Exp Date: 12/31/2099                            |
| Plate No.: TD7039                               | Plate Type: PTP                                | Plate Year:  |
| Cab Card Issue Date: 10/09/2008                 | TVC No.:                                       | Plate Expiration Year:                                       |
|   |  | Print Close  |

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

End of Module