



2022

CRS – Hazardous Material Endorsement & Hazardous Waste Permit Manual



Contents

CRS Hazardous Material Endorsements and Hazardous Waste Permits	2
Log in to CRS application	3
New Hazardous Materials Endorsement	4
Hazardous Waste Single or Annual Permit	7
Permit Renewal.....	11
Bulk Permit Renewal.....	15
The LexisNexis Payment Portal	18
Update a Permit	21
Delete a Permit	25
Permit Inquiry.....	29
Reprint a Permit	31
View and Complete a Work in Progress	33
Returning to CRS and Logging Out of CRS	36

CRS Hazardous Material Endorsements and Hazardous Waste Permits

This document will provide instruction on obtaining, renewing, updating, reprinting, and deleting hazardous materials endorsements and hazardous waste permits.

Hazardous materials are useful products that, when transported, pose a significant risk to health, safety, or property because they are flammable, toxic, corrosive, or have other dangerous properties.

Hazardous wastes are legally defined by an act of Congress as products that are either “listed” or meet the criteria of ignitability, corrosivity, reactivity, or EP toxicity, and no longer have a use. When transported, hazardous wastes must be accompanied by a hazardous waste manifest.

If you are hauling hazardous materials, you must comply with the Federal Motor Carrier Safety Regulations pertaining to hazardous materials transport. These are found in the Federal Motor Carrier Safety Regulations, [Part 390 through Part 397](#).

Depending on the type and quantity of your cargo, a permit and/or an endorsement may be required. Title 49 of the Code of Federal Regulations outlines the regulated materials and quantities of each material requiring a manifest, a placard, and/or reportable quantity (RQ) designator. These same guidelines determine when an Idaho hazardous waste permit or endorsement will be needed.

Idaho code [49-2203](#) provides information on hazardous materials endorsements. Vehicles transporting any amount of hazardous materials must obtain a hazardous materials endorsement. See the chart below for information pertaining to when a hazardous materials endorsement and a hazardous waste permit is needed:

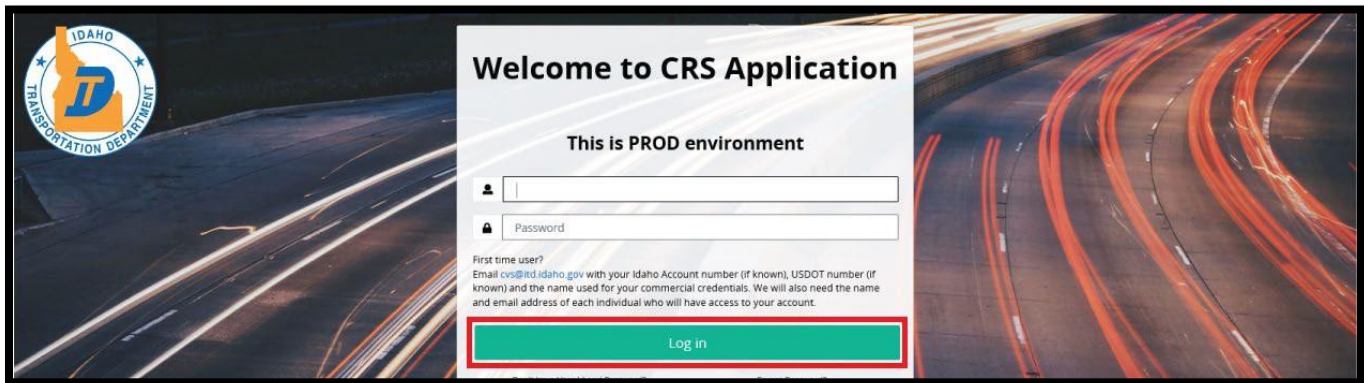
HAZARDOUS MATERIAL OR HAZARDOUS WASTE <small>Continued</small>	
If you transport:	Then you need:
1. Hazardous wastes requiring placards under 49 CFR*, Part 171 – 172	Hazardous Materials Endorsement & Hazardous Waste Permit
2. Hazardous wastes requiring manifests under 40 CFR*, Part 262	Hazardous Materials Endorsement & Hazardous Waste Permit
3. Hazardous materials regulated under 49 CFR*, Part 171 -172	Hazardous Materials Endorsement
4. Hazardous substances regulated by 49 CFR*, Part 171, and the appendix to § 172.101, and identified by “RQ” designation on shipping papers	Hazardous Materials Endorsement
5. Waste PCBs regulated by 40 CFR*, Part 761 (greater than 50 parts per million)	Hazardous Waste Permit
6. Any waste PCB material which is accompanied by a uniform hazardous waste manifest	Hazardous Waste Permit
*Code of Federal Regulation	

Log in to CRS application

Hazardous Materials Endorsements and Hazardous Waste Permits can be obtained from Motor Carrier Services at: <https://crs.idaho.celtic-host.com>

Note: If you have not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at cvs@itd.idaho.gov to have their system access activated.

- 1) Enter your **User ID** and **Password**.
- 2) Select Log in.



Welcome to CRS Application

This is PROD environment

User ID:

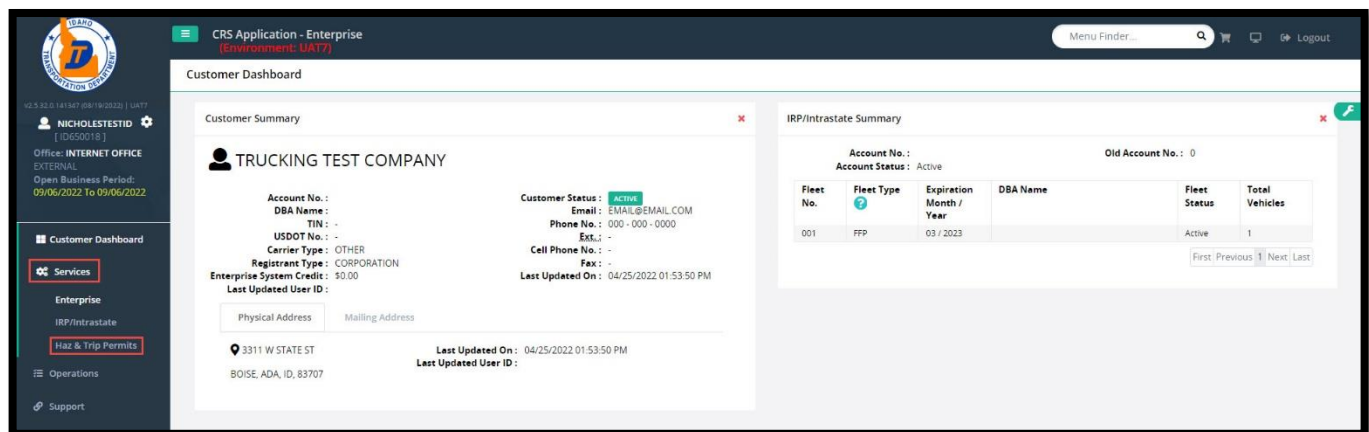
Password:

Log in

First time user?
Email cvs@itd.idaho.gov with your Idaho Account number (if known), USDOT number (if known) and the name used for your commercial credentials. We will also need the name and email address of each individual who will have access to your account.

- 3) Select Agree to continue.
- 4) Select Services. The Services menu will open.
- 5) Select Haz & Trip Permits from the menu options.

Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.



CRS Application - Enterprise
(Environment: UAT2)

Menu Finder...

Customer Dashboard

Customer Summary

TRUCKING TEST COMPANY

Account No.:
DBA Name:
TIN: -
USDOT No.: -
Carrier Type: OTHER
Registrant Type: CORPORATION
Enterprise System Credit: \$0.00
Last Updated User ID:
Physical Address:
Mailing Address:
3311 W STATE ST
BOISE, ADA, ID, 83707
Last Updated On: 04/25/2022 01:53:50 PM
Last Updated User ID:

IRP/Intrastate Summary

Account No.:
Account Status: Active
Old Account No.: 0

Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	FFP	03 / 2023		Active	1

First Previous Next Last

New Hazardous Materials Endorsement

- 1) Select the **Hazardous Materials Endorsement** hyperlink located in the *New Permit* menu.

Site Map

Services / Haz & Trip Permits

New Permit	Maintain Permit	Permit Administration
Trip Permit	Work In Progress	Renewal
Hazardous Waste Permit	Inquiry	Bulk Renewal
Hazardous Materials Endorsement	Reprint Permit	Update
		Delete

- 2) Verify your account number is displayed correctly and select the **Proceed** button.

CRS Application - Enterprise

Menu Finder...

New Permit

Hazardous Materials Endorsement

Customer Search

*Account No.: 629528

Proceed Refresh Quit ?

- 3) Enter a VIN or Plate No.

Note: You must input the entire VIN number.

- 4) Select the **Find** button.

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS MATERIALS PERMIT	15.00
Total	15.00

New Vehicle Search Criteria

VIN: 12345675 Plate No.:

Find Refresh Vehicle

Enter either the VIN or Plate No. and select Find.

- 5) If the vehicle is found, the screen will display the account and vehicle information.

Note: If the vehicle identification number (VIN) is not decoded properly a warning message will display at the top of the screen.

Vin Decoder Service: VIND03: [E] VIN [12345675] not decoded.
IRPVEH426 : [E] Please verify entered VIN for search. Vehicle is not identified correctly. If entered VIN is correct, please contact IDCRC for assistance.

6) Select the **VIN Override** button if the VIN was entered correctly.

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS MATERIALS PERMIT	15.00
Total	15.00

New Vehicle Search Criteria **VIN Override**

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

7) Change the **Effective Date** (if needed).

Permit Details

*Permit Type: Transaction Type: Permit No.:

Duration: No. Of Permits: Permit Status:

*Effective Date: Expiration Date:

Origin: Destination:

Handwritten?: ☐ Handwritten Permit No.:

Amount Overweight: Overweight Type:

EPA No.: Manifest No.:

Vendor: Weight Increased To:

8) Enter the vehicle details if needed and then select the **Proceed** button.

Vehicle Details

VIN: *Unit No.: *Plate No.:

*Body Type: *Make: *Model Year:

GVW:

Delivery Type

Electronic Delivery Type:

Comments

9) The *Permit Details Verification* page will display. If everything is complete and accurate, select the **Proceed** button to pay.

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS MATERIALS PERMIT	15.00
Total	15.00

Vehicle Details

VIN: 1234567585 Unit No.: 313 Plate No.: 12345

Body Type: TT - Truck Tractor Make: FREIGHTLINER - FRHT Model Year: 2021

GVW:

Delivery Type

Electronic Delivery Type: D - PDF

10) The *Payment Cart Management* screen will display. Select the **Proceed** button to go to the payment screen.

The screenshot displays the 'Payment' screen for a 'Hazardous Materials Endorsement'. It features a 'Cart Management -Selected Transaction Verification' section with the following details:

- Payer Name: TRUCKING TEST COMPANY
- Payer Account No.: 650018
- Receipt Date: 09/06/2022

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
650018	TRUCKING TEST COMPANY	663595	09/06/2022	PMT; AC#-650018; PMTR:HMP090002722; HAZARDOUS MATERIALS ENDORSEMENT-NEW PERMIT	1	15.00
Total						15.00

At the bottom of the screen, there are two buttons: 'Proceed' (highlighted with a red box) and 'Quit'.

11) Select the **Electronic Payment** button. A new web tab will open to process the electronic payment transaction.

Note: You must come back to this CRS Application screen once you have completed your payment in the new electronic payment web tab.

Do not use the browser's back button to return to this screen once payment has been made.

12) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

Hazardous Waste Single or Annual Permit

- 1) Select **Services**. The **Services** menu will open.
- 2) Select **Haz & Trip Permits** from the menu options.

Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.

The screenshot shows the 'Customer Dashboard' for 'TRUCKING TEST COMPANY'. The left sidebar contains a 'Services' menu with 'Haz & Trip Permits' highlighted. The main content area is divided into two panels. The left panel, 'Customer Summary', displays company details: Account No., DBA Name, TIN, USDOT No., Carrier Type, Registrant Type, Enterprise System Credit, Last Updated User ID, Physical Address (3311 W STATE ST, BOISE, IDA, ID, 83707), and Last Updated On (04/25/2022 01:53:50 PM). The right panel, 'IRP/Intrastate Summary', shows Account No., Account Status (Active), Old Account No., and a table of fleet information.

Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	FFP	03 / 2023		Active	1

- 3) Select **Hazardous Waste Permit** in the New Permit section.

The screenshot shows the 'Site Map' for 'Haz & Trip Permits'. The 'New Permit' section is highlighted, containing 'Trip Permit', 'Hazardous Waste Permit' (which is selected and highlighted with a red box), and 'Hazardous Materials Endorsement'. Other sections include 'Maintain Permit' (Work In Progress, Inquiry, Reprint Permit) and 'Permit Administration' (Renewal, Bulk Renewal, Update, Delete).

- 4) Verify your account number and select the **Proceed** button.

Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.

The screenshot shows the 'New Permit' form for 'Hazardous Materials Endorsement'. The 'Customer Search' section has a text input field for '*Account No.' with the value '629528' entered. A red arrow points to this field. Below the input field are three buttons: 'Proceed' (highlighted with a red box), 'Refresh', and 'Quit'. A help icon (?) is also present.

- 5) Enter a VIN or Plate No.
- 6) Select **Find**.

7) Select the **Find** button.

New Vehicle Search Criteria

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

8) If the vehicle is found, the screen will display the account and vehicle information.

Note: If the vehicle identification number (VIN) is not decoded properly a warning message will display at the top of the screen.

✖ Vin Decoder Service: VIND03: [E] VIN [12345675] not decoded.

✖ IRPVEH426 : [E] Please verify entered VIN for search. Vehicle is not identified correctly. If entered VIN is correct, please contact IDCRS for assistance.

9) If needing to override the VIN decoder, select the **VIN Override** button.

New Vehicle Search Criteria

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

10) Select the **Permit Type** from the drop-down menu, in the **Permit Details** section. There are two permit options: Hazardous Waste Annual Permit and Hazardous Waste Single Permit.

Permit Details

*Permit Type:

Duration:

*Effective Date:

*Origin:

Handwritten?: ☐

Amount Overweight:

EPA No.:

Vendor: ☐

Transaction Type:

No. Of Permits:

Expiration Date:

*Destination:

Handwritten Permit No.:

Overweight Type:

Manifest No.:

Permit No.:

Permit Status:

Exempt:

Commodity:

Citation:

Driver Name:

Weight Increased To:

11) Change the **Effective Date** (if needed).

Permit Details

*Permit Type:

Duration:

*Effective Date:

Origin:

Handwritten?: ☐

Amount Overweight:

EPA No.:

Vendor: ☐

Transaction Type:

No. Of Permits:

Expiration Date:

Destination:

Handwritten Permit No.:

Overweight Type:

Manifest No.:

Permit No.:

Permit Status:

Exempt:

Commodity:

Citation:

Driver Name:

Weight Increased To:

12) If selecting the Hazardous Waste Annual Permit complete the *EPA No.* field.

Permit Details

*Permit Type: HAP - HAZARDOUS WASTE ANNUAL I	Transaction Type: NPMT - NEW PERMIT	Permit No.: HAP090002822
Duration: Y - Yearly	No. Of Permits: 1	Permit Status: A - Active
*Effective Date: 09/06/2022 12:17:07 PM	Expiration Date: 12/31/2022 12:17:07 PM	Exempt:
Origin:	Destination:	Commodity:
Handwritten?:	Handwritten Permit No.:	Citation:
Amount Overweight:	Overweight Type:	Driver Name:
*EPA No.:	Manifest No.:	Weight Increased To:
Vendor:		

13) If selecting the Hazardous Waste Single Permit, complete the *EPA No.*, *Origin*, and *Destination* fields.

Permit Details

*Permit Type: HSP - HAZARDOUS WASTE SINGLE PE	Transaction Type: NPMT - NEW PERMIT	Permit No.: HSP090002822
Duration: N - No duration	No. Of Permits: 1	Permit Status: A - Active
*Effective Date: 09/06/2022 12:17:07 PM	Expiration Date: MM/DD/YYYY HH-MM-SS	Exempt:
*Origin:	*Destination:	Commodity:
Handwritten?:	Handwritten Permit No.:	Citation:
Amount Overweight:	Overweight Type:	Driver Name:
*EPA No.:	*Manifest No.:	Weight Increased To:
Vendor:		

14) Enter the vehicle details if needed and then select the **Proceed** button.

Vehicle Details

VIN: 12345675	*Unit No.:	*Plate No.:
*Body Type:	*Make:	*Model Year:
GVW:		

Delivery Type

Electronic Delivery Type: D - PDF

Comments +

Proceed Refresh Quit ?

15) The *Permit Details Verification* page will display. If everything is complete and accurate, select the **Proceed** button to pay.

Vehicle Details

VIN: 1234567585	Unit No.: 313	Plate No.: 12345
Body Type: TT - Truck Tractor	Make: FREIGHTLINER - FRHT	Model Year: 2021
GVW:		

Delivery Type

Electronic Delivery Type: D - PDF

Proceed Add To Cart Back

16) The *Payment Cart Management* screen will display. Select the **Proceed** button to go to payment screen.

Payment Hazardous Waste Permit

Cart Management - Selected Transaction Verification

Payer Name: TRUCKING TEST COMPANY Payer Account No.: Receipt Date: 09/06/2022

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
	TRUCKING TEST COMPANY	663596	09/06/2022	PMT: AC# 650018; PMT# HAP090002822; HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	1	250.00
Total						250.00

Proceed Quit

17) Select the **Electronic Payment** button. A new web tab will open to process the electronic payment transaction.

Note: You must come back to this *CRS Application* screen once you have completed your payment in the new electronic payment web tab.

Do not use the browser's back button to return to this screen once payment has been made.

Payment Hazardous Materials Endorsement

Payment

Payer Account No.: 650018 Legal Name: TRUCKING TEST COMPANY DBA Name: Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
663595	09/06/2022	TRUCKING TEST COMPANY	PMT: AC# 650018; PMT# HMP090002722; HAZARDOUS MATERIALS ENDORSEMENT-NEW PERMIT	15.00
Total Amount Due				15.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete Add Electronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total: 0.00
Remaining Balance: 15.00
Change: 0.00
Over Payment: 0.00
Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

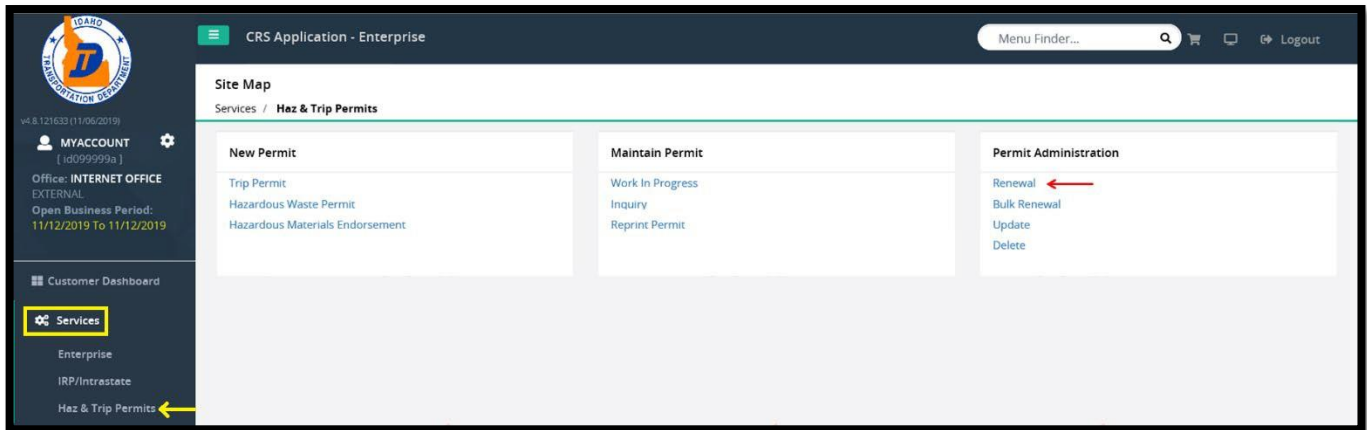
Proceed Refresh Quit ?

18) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

Permit Renewal

Note: Permits can be renewed within 3 months from their expiration date.

- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.
- 3) Select **Renewal** in the Permit Administration section of the Haz & Trip Permits Site Map.



- 4) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Permit Year**, etc. is possible.
- 5) Select the **Proceed** button to search for a permit.

The screenshot shows the 'Permit Administration' search form. At the top right is a 'Renewal' tab. Below the header is a 'Search By' section with several input fields: 'Account No.' (containing '99999'), 'Legal Name' (empty), 'Permit No.' (empty), 'Permit Year' (empty), 'Permit Type' (a dropdown menu), and 'Previous Permit No.' (empty). At the bottom of the form, there are four buttons: 'Proceed' (highlighted with a red box), 'Refresh', 'Quit', and a help icon (a question mark in a circle).

- 6) Depending on the field information entered, the search may result in either a list of permits or a specific permit.

7) Click **Select** on the left side of the permit to look at the permit specifics.

Permit Administration Renewal

Search By

Account No.: Legal Name:
Permit No.: Permit Year:
Permit Type: Previous Permit No.:

	Account No.	Legal Name	Permit Type ?	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Permit Effective Date	Permit Expiration Date
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT	10/29/2019 09:20:15 AM	12/31/2019 09:20:15 AM
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000026818		2018	A - Active	RPMT - RENEW PERMIT	09/11/2018 12:00:00 AM	09/10/2019 12:00:00 AM
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT	07/26/2017 12:00:00 AM	07/25/2018 12:00:00 AM
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT	10/28/2019 01:45:39 PM	12/31/2019 01:45:39 PM
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT	10/28/2019 02:07:55 PM	12/31/2019 02:07:55 PM

Showing 1 to 5 of 5 entries First Previous 1 Next Last

8) The permit details will display. Make sure the **Effective Date** and **Expiration Date** are updated and any other required information is completed.

9) Select the **Proceed** button at the bottom of the page.

Permit Details

*Permit Type: Transaction Type: Permit No.:
Duration: No. Of Permits: Permit Status:
*Effective Date: ← Expiration Date:
Origin: Destination:
Handwritten?: ☐ Handwritten Permit No.:
Amount Overweight: Overweight Type: Manifest No.:
*EPA No.: Weight Increased To:
Vendor: ☐

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	250.00
Total	250.00

New Vehicle Search Criteria

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

Vehicle Details

VIN: *Unit No.: *Plate No.:
*Body Type: *Make: *Model Year:
GVW:

Delivery Type

Electronic Delivery Type:

Comments

10) The Permit Details Verification screen will display. Select the **Proceed** button to advance to the Payment screen.

Permit Details								
Permit Type: HAP - HAZARDOUS WASTE ANNUAL PERMIT Duration: Y - Yearly Effective Date: 11/14/2019 12:00:00 AM Origin: *** CONVERTED PERMIT *** Handwritten?: N Amount Overweight: EPA No.: MAD123456789 Vendor: N	Transaction Type: RPMT - RENEW PERMIT No. Of Permits: 1 Expiration Date: 12/31/2019 12:00:00 AM Destination: *** CONVERTED PERMIT *** Handwritten Permit No.: Overweight Type: Manifest No.:	Permit No.: HAP065602019 Permit Status: A - Active Exempt: Commodity: Citation: Driver Name: Weight Increased To:						
Fees Details								
<table><thead><tr><th>fee type</th><th>Fee Amt(\$)</th></tr></thead><tbody><tr><td>HAZARDOUS WASTE ANNUAL PERMIT</td><td>250.00</td></tr><tr><td>Total</td><td>250.00</td></tr></tbody></table>		fee type	Fee Amt(\$)	HAZARDOUS WASTE ANNUAL PERMIT	250.00	Total	250.00	
fee type	Fee Amt(\$)							
HAZARDOUS WASTE ANNUAL PERMIT	250.00							
Total	250.00							
Vehicle Details								
VIN: 1234567890ABCDEF Body Type: TR - Tractor GVW:	Unit No.: 1 Make: KENWORTH - KW	Plate No.: B21234 Model Year: 2017						
Delivery Type								
Electronic Delivery Type: D - PDF								
<div>ProceedAdd To CartBack</div>								

11) Select the **Proceed** button again to go to the Payment screen to verify the selected transaction.

Payment						Renewal	
Cart Management - Selected Transaction Verification							
Payer Name: NO ACCOUNT ACCOUNTS		Payer Account No.: 99999		Receipt Date: 11/14/2019			
Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)	
99999	NO ACCOUNT ACCOUNTS	356508	11/14/2019	RPMT, AC#99999; RPMT#HAP065602019; HAZARDOUS WASTE ANNUAL PERMIT-RENEW PERMIT	1	250.00	
Total						250.00	
<div>ProceedQuit</div>							

12) Select **Electronic Payment** to open to the LexisNexis payment portal.

Payment

Cart Payment

Payment

Payer Account No.: 99999

Legal Name: NO ACCOUNT ACCOUNTS

DBA Name:

Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356480	10/31/2019	NO ACCOUNT ACCOUNTS	PMT:AC# 629528,PMT#:HAP065596519;HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	250.00
Total Amount Due				250.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
	<div></div>	<div></div>	<div></div>

Delete

Add

Electronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total: 0.00

Remaining Balance: 250.00

Change: 0.00

Over Payment: 0.00

Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type:

D - PDF

Proceed

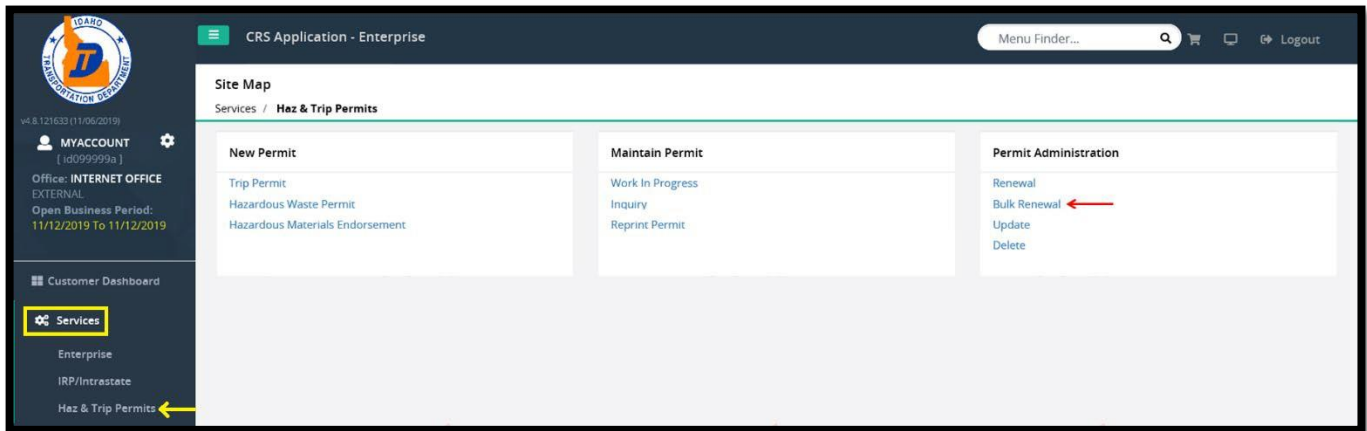
Refresh

Quit

13) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

Bulk Permit Renewal

- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.



- 3) Under Permit Administration, select Bulk Renewal. The account number will show. Entering additional information in a field for which to search, such as **Permit Type**, **Permit Year**, etc. is possible.

The screenshot shows the 'Permit Administration - Bulk Renewal' search interface. It includes a 'Search By' section with fields for 'Account No.' (99999), 'Legal Name', 'Permit Type' (dropdown), and 'Permit Year'. Below the search fields are buttons for 'Proceed', 'Refresh', 'Quit', and a help icon. A table displays the search results:

	Account No.	Legal Name	Permit Type	Permit Year	Permit Expiration Year
Select	99999	NO ACCOUNT ACCOUNTS	HAP	2017	2018
Select	99999	NO ACCOUNT ACCOUNTS	HAP	2018	2019
Select	99999	NO ACCOUNT ACCOUNTS	HMP	2019	2019

Showing 1 to 3 of 3 entries

- 4) Select the Proceed button to search for a permit.

The screenshot shows the 'Maintain Permit - Reprint' interface. It includes a 'Reprint' section with fields for 'Account No.' (99999), 'Legal Name', 'Permit No.', 'Permit Type' (dropdown), 'Permit Year', 'Previous Permit No.', and 'Electronic Delivery Type' (D - PDF). Below the search fields are buttons for 'Proceed', 'Refresh', 'Quit', and a help icon. The 'Proceed' button is highlighted with a red box.

- 5) If Permit Year was not entered, a list of permits for specific years that are eligible to renew will display. Click on **Select** for the specific Permit Year that needs renewed.
- 6) All the permits for that year that are eligible for renewal will display. Check the box on the left side of the permits desired to renew. Checking the box in the header bar, checks all permits in the list.

7) Select the **Proceed** button.

Permit Details

Bulk Renewal

Permit Details

Account No.: 99999
Permit Type: HMP - HAZARDOUS MATERIALS ENDORSEMENT

Legal Name: NO ACCOUNT ACCOUNTS
Permit Year: 2019

List of Active Permits

<input checked="" type="checkbox"/>	Permit No.	Permit Issue Date	VIN	Make	Model Year	Permit Effective Date
<input checked="" type="checkbox"/>	HMP065595219	10/28/2019 01:49:52 PM	74341GL	KW	1962	10/28/2019 01:45:39 PM
<input checked="" type="checkbox"/>	HMP065595419	10/28/2019 02:19:32 PM	VVR654555	WIN	1971	10/28/2019 02:07:55 PM

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Proceed

Refresh

Quit

?

8) The permit Detail Verification screen will display. The issue date and effective date will change to the day after each permit expires. Select **Proceed**.

Payment

Bulk Renewal

Cart Management - Selected Transaction Verification

Payer Name: NO ACCOUNT ACCOUNTS
Payer Account No.: 99999
Receipt Date: 11/14/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
99999	NO ACCOUNT ACCOUNTS	356509	11/14/2019	PMT: AC#99999; PMT#HVP065602119; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	1	10.00
99999	NO ACCOUNT ACCOUNTS	356510	11/14/2019	PMT: AC#99999; PMT#HVP065602219; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	2	10.00
Total						20.00

Proceed

Quit

9) The *Payment* screen displays. Select **Proceed** to go to the Payment Selection screen.

Permit Details Verification

Bulk Renewal

Permit Details

Account No.: 99999
Permit Type: HMP - HAZARDOUS MATERIALS ENDORSEMENT

Legal Name: NO ACCOUNT ACCOUNTS
Permit Year: 2019

List of Active Permits

Permit No.	Permit Issue Date	VIN	Make	Model Year	Permit Effective Date
HMP065595419	10/28/2019 02:19:32 PM	VVR654555	WIN	1971	10/28/2019 02:07:55 PM
HMP065595219	10/28/2019 01:49:52 PM	74341GL	KW	1962	10/28/2019 01:45:39 PM

Proceed

Add To Cart

Back

10) Select **Electronic Payment** to go to the LexisNexis payment portal.

Payment Bulk Renewal

Payment

Payer Account No.: Legal Name: DBA Name:
Enterprise System Credit:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356510	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:ACW 999999 PMTW:HVP065602219;HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	10.00
356509	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:ACW 999999 PMTW:HVP065602119;HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	10.00
Total Amount Due				<input type="text" value="20.00"/>

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

After you make payment, you must come back to this screen and select **PROCEED** to get your Credential/Permits.

Total:
Remaining Balance:
Change:
Over Payment:
Net Amount Paid:

For Over Payment: ☒ System Credit ☐ Refund



Electronic Delivery Type

Payment receipt Electronic Delivery type:

11) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

The LexisNexis Payment Portal

- 1) After selecting the Electronic Payment button, you will be redirected to the Payment screen (a new web tab will open, taking you to the payment application). Enter the appropriate information in each field marked with an asterisk (*).
- 2) Mark the box for the reCAPTCHA and complete as needed.
- 3) Select the **Continue** button.

Agency Amount		\$60.00	
Billing Address		Payment Information	
Address Type <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)		Payment Type <input checked="" type="radio"/> Card <input type="radio"/> Personal Check <input type="radio"/> Business Check	
Billing First Name*	<input type="text" value="CW"/>	Card Number*	<input type="text" value="*****"/>
Billing Last Name*	<input type="text" value="McCall"/>	Expiration Month*	<input type="text" value="May"/>
Billing Zip Code*	<input type="text" value="83703"/>	Expiration Year*	<input type="text" value="2023"/>
Billing Address Line1*	<input type="text" value="3311 W State St."/>	Security Code*	<input type="text" value="123"/>
Billing Address Line2	<input type="text"/>	We've provided this sample credit card to assist you in finding the security code.	
Billing City*	<input type="text" value="Boise"/>	MasterCard, Visa, Discover  3-digit security code	
Billing State*	<input type="text" value="ID"/>	<input checked="" type="checkbox"/> I'm not a robot 	
E-mail*	<input type="text" value="email@email.com"/>	reCAPTCHA Privacy - Terms	
Confirm E-mail*	<input type="text" value="email@email.com"/>		
Phone Number*	<input type="text" value="(999) 999-9999"/>		
<input type="button" value="Previous Page"/>		<input type="button" value="Continue"/>	

- 4) A confirmation page will display. Select the **Acknowledgment** checkbox. Then select the **Pay Now** button to process the transaction.

Note: If the E-mail address is accurate and confirmed, a receipt is generated and emailed to the email address provided.

Payment Information

Credit Card

Card Number ***** (VISA)

Expiration Date 05/2023

Payment Authorization

Total Amount

☒ **Acknowledgment**

By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Pay Now

- 5) A payment receipt/authorization with a confirmation number will appear on the screen. Select the **Print** button to print the receipt if needed. Once completed, close this payment window by selecting the X in the upper right corner.

Receipt

Payment Date	03/11/2022 10:51 AM CST	Payment Status	AUTHORIZED
Confirmation Number			
Payment Method		Transaction Type	Purchase
Expiration	##/##	CVV2 Response	
Approval Code	TestOK		
AVS Response	Y		

Bill To

CW McCall
3311 W State St, Boise, ID - 83703 US

Payment Towards

Payment Towards UniqueID	IDCRS 50278	Amount CarrierName
--------------------------	----------------	-----------------------

Charge Information

Agency Amount	
LexisNexis Service Fee	
Total Amount	

Print

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

For business or technical support, please send an email to paymentsolutions@lexisnexis.com.

The best way to contact Idaho Transportation Department/Permits is to call 208-334-8420.

LexisNexis
RISK SOLUTIONS

Home | Payment Solutions | Contact Us | Terms and Conditions | Privacy Policy

VISA

ACCPA
2022

PRIVACY FEEDBACK
Powered by TRUSTe

Copyright © 2022 LexisNexis Risk Solutions. All rights reserved.
(Page Last Update 03/11/2022 10:51 AM CST)

41:1090.103646:9.0.39.0_1.8.0.322

- 6) Return to the CRS Payment screen and select the **Proceed** button to finalize the issuance of the permit.

Payment Details

Proceed

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	200064877	

DeleteAddElectronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

For Over Payment: ☒ System Credit ☐ Refund

Total:

Remaining Balance:

Change:

Over Payment:

Net Amount Paid:

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

Proceed

Refresh

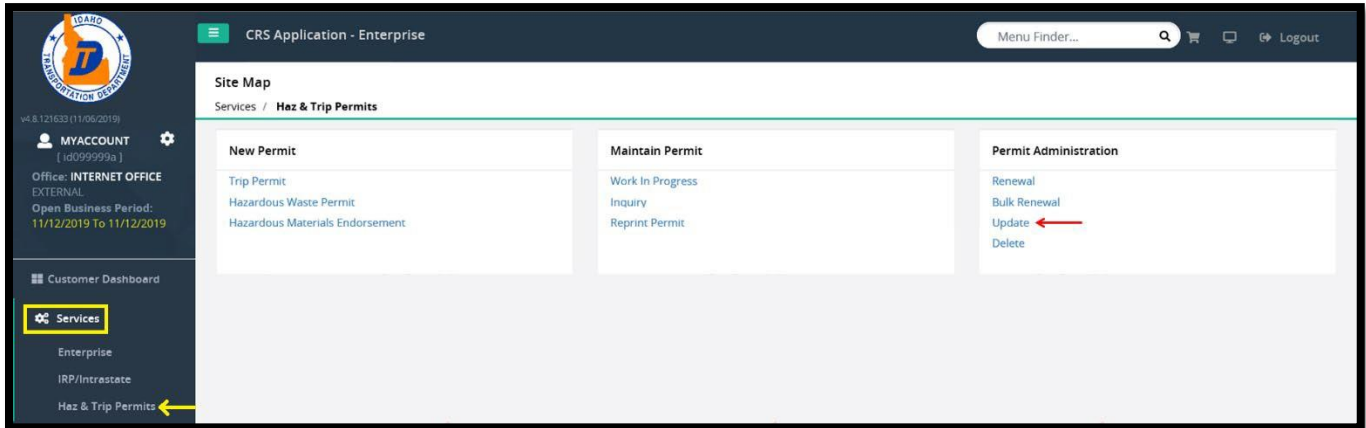
Quit

?

- 7) The permit and receipt will open in a new web tab.

Update a Permit

- 1) Select **Services**. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.



- 3) Under Permit Administration, select **Update**.
- 4) The account number will show. Entering additional information in a field for which to search, such as Permit Type, Permit Year, etc. is possible.

The screenshot shows the 'Permit Administration' search form. The 'Search By' section has fields for 'Account No.' (99999), 'Permit No.', 'Permit Type' (dropdown), 'Legal Name', 'Permit Year', and 'Previous Permit No.'. The 'Proceed' button is highlighted with a red box.

- 5) Select **Proceed** to search for a permit.
- 6) Permits that have been purchased will display. Choose a permit to update by clicking on **Select**. Note: Expired permits cannot be updated.

The screenshot shows the 'Permit Administration' search results table. The table has columns for Account No., Legal Name, Permit Type, Permit No., Previous Permit No., Permit Year, Permit Status, Transaction Type, Permit Effective Date, and Permit Expiration Date. The 'Select' link in the first column of the first row is highlighted with a red box.

	Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Permit Effective Date	Permit Expiration Date
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000026818		2018	A - Active	RPMT - RENEW PERMIT	09/11/2018 12:00:00 AM	09/10/2019 12:00:00 AM
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT	07/26/2017 12:00:00 AM	07/25/2018 12:00:00 AM
Select	99999	NO ACCOUNT ACCOUNTS	HSP	HSP065598719		2019	A - Active	NPMT - NEW PERMIT	11/07/2019 03:45:08 PM	
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT	10/30/2019 09:47:51 AM	11/04/2019 09:47:51 AM

Showing 1 to 4 of 4 entries

- 7) The Permit Details screen will display. Information in the white boxes can be changed as needed. In the example below, the Effective Date and Origin are being edited.
- 8) After changing information select the **+** sign next to **Comments** to open the comments field. Enter an explanation on why changes were made.
- 9) Select **Add/Update** to save the comments (Not shown below).
- 10) Select **Proceed**.

The screenshot shows the 'Permit Details' screen with the following sections:

- Permit Details:** Includes fields for Permit Type (HWP - HAZARDOUS WASTE SINGLE PERMIT), Duration (11/14/2019 03:45:08 PM), Effective Date (11/07/2019 03:45:08 PM), Origin (BOISE), Handwritten?, Amount Overweight, EPA No. (25698), Vendor, Transaction Type (UPMT - UPDATE PERMIT), No. Of Permits (1), Expiration Date (MM/DD/YYYY HH:MM:SS), Destination (MOUNTAIN HOME), Handwritten Permit No., Overweight Type, Manifest No. (125489763), Permit No. (HSP06501819), Permit Status (A - Active), Exempt?, Commodity, Citation, Driver Name, and Weight Increased To.
- Fees Details:** A table with columns 'Fee Type' and 'Fee Amount'. It lists 'HAZARDOUS WASTE SINGLE PERMIT' with a fee of 0.00 and a 'Total' of 0.00.
- New Vehicle Search Criteria:** Includes VIN and Plate No. fields with a 'Find' button and a 'Refresh vehicle' button.
- Vehicle Details:** Includes VIN (523456789), Body Type (TR - Tractor), GVW, Unit No. (11), Make (KENWORTH - KW), Plate No. (XG3115), and Model Year (2015).
- Delivery Type:** Includes Electronic Delivery Type (D - PDF).
- Comments:** A section with a plus icon (+) to expand the field.
- Buttons:** At the bottom, there are buttons for 'Proceed' (highlighted with a red box), 'Refresh', 'Quit', and a help icon.

- 11) The Permit Details Verification screen displays with the comment added near the bottom of the screen. Select the **Proceed** button to go to the Payment screen.

The screenshot shows the 'Permit Details Verification' screen, which displays the same information as the previous screen but with a comment added:

- Permit Details:** Same as the previous screen, but the Effective Date is now 11/14/2019 03:45:08 PM.
- Fees Details:** Same as the previous screen.
- Vehicle Details:** Same as the previous screen.
- Delivery Type:** Same as the previous screen.
- Comments:** A minus icon (-) is shown next to the comments section. Below it, a table shows the added comment:

Comment Text	Timestamp	User ID
delayed trip due to mechanical	11/14/2019 12:45:42 PM	K0599998
- Buttons:** At the bottom, there are buttons for 'Proceed' (highlighted with a red box), 'Add To Cart', and 'Back'.

12) No payment is due on an Update. Select **Proceed** to finish the transaction.

ENTPAY109 : [W] No payment is due. Please select PROCEED to finalize transaction.

Payment Update

Payer Account No.: 99999
Enterprise System Credit: 0.00
Legal Name: NO ACCOUNT ACCOUNTS
DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
35611	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:AC#99999:PMT#HG005602319:HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	0.00
Total Amount Due				0.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete Add Electronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total: 0.00
Remaining Balance: 0.00
Change: 0.00
Over Payment: 0.00
Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type
Payment receipt Electronic Delivery type: D - PDF

Proceed Refresh Quit ?

13) The Cart Management Payment screen displays showing nothing due. Select **Proceed**.

14) The Payment screen will display. Select **Proceed**.

ENTPAY109 : [W] No payment is due. Please select PROCEED to finalize transaction.

Payment Update

Payer Account No.: 650018
Enterprise System Credit: 0.00
Legal Name: TRUCKING TEST COMPANY
DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
663599	09/08/2022	TRUCKING TEST COMPANY	PMT:AC#650018:PMT#HAP090003122:HAZARDOUS WASTE ANNUAL PERMIT-UPDATE PERMIT	0.00
Total Amount Due				0.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete Add Electronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total: 0.00
Remaining Balance: 0.00
Change: 0.00
Over Payment: 0.00
Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type
Payment receipt Electronic Delivery type: D - PDF

Proceed Refresh Quit ?

15) Select the **Pay** button.

The screenshot displays a payment interface with the following sections:

- Payment Header:** Includes fields for Payer Account No. (99999), Enterprise System Credit (\$ 0.00), Legal Name (NO ACCOUNT ACCOUNTS), and DIBA Name.
- Invoice Table:** A table with columns: Invoice No., Invoice Date, Legal Name, Transaction Type, and Amount Due (\$).

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
355811	11/14/2019	NO ACCOUNT ACCOUNTS	PRMT.AC=99999.PRMT.H=GD08562319=HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	0.00
Total Amount Due				0.00
- Payment Details Table:** A table with columns: Payment Type, Payment No., and Payment Amount (\$).

Payment Type	Payment No.	Payment Amount (\$)
		0.00
- Summary Table:** A table showing financial totals.

Total:	\$0.00
Remaining Balance:	\$0.00
Change:	\$0.00
Over Payment:	\$0.00
Net Amount Paid:	\$0.00
- Electronic Delivery Type:** A section for selecting the delivery method, currently set to "Payment receipt Electronic Delivery type: PDF".
- Buttons:** At the bottom, there are two buttons: "Pay" (highlighted with a red box) and "Back".

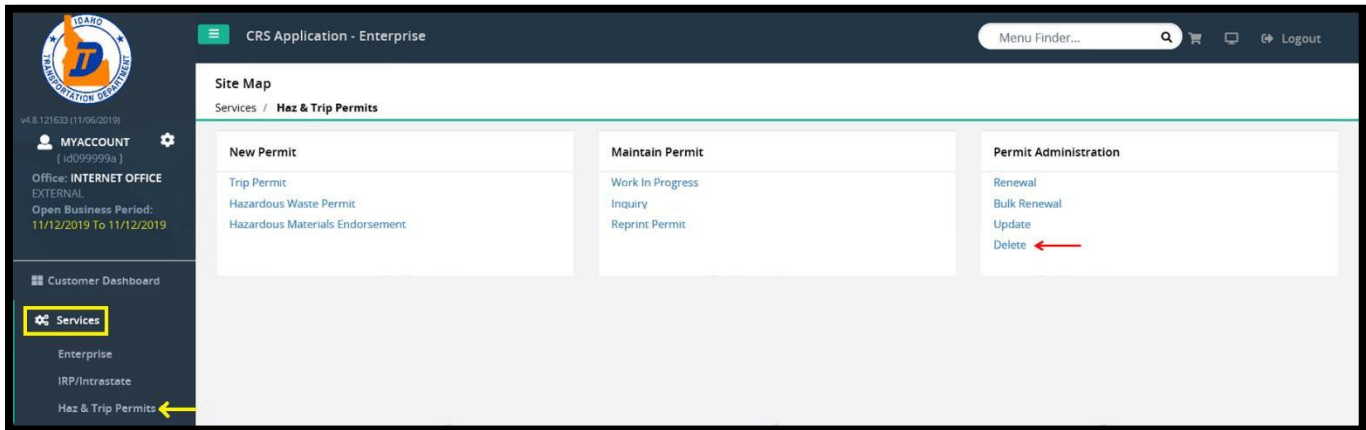
16) The payment receipt and permit will open in a new web tab. These can be printed by either selecting the printer icon, or selecting **File / Print**.

17) Select the **X** in the top right of the screen to close the documents and return to the CRS Site Map.

18) Proceed with more permits or Logout of CRS.

Delete a Permit

- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.
- 3) Under Permit Administration, select **Delete**.



- 4) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Permit Year**, etc. is possible.

The screenshot shows the 'Permit Administration' search form. It includes fields for 'Account No.' (00999), 'Permit No.', 'Permit Type', 'Legal Name', 'Permit Year', and 'Previous Permit No.'. Below the search fields are three buttons: 'Proceed' (highlighted with a red box), 'Refresh', and 'Quit'. There is also a help icon (?) next to the 'Quit' button.

- 5) Select Proceed to search for a permit.
- 6) Depending what information is entered to search by, either a list or a specific permit will display. This is an example of searching by the account number. Click Select on the left side of the permit to view the permit details.

The screenshot shows the 'Permit Administration' search results table. The table has columns for Account No., Legal Name, Permit Type, Permit No., Previous Permit No., Permit Year, Permit Status, Transaction Type, Permit Effective Date, and Permit Expiration Date. The first three rows are highlighted with a red box, indicating the 'Select' action for each permit.

	ACCOUNT No.	LEGAL NAME	PERMIT TYPE	PERMIT No.	PREVIOUS PERMIT No.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE
Select	00999	NO ACCOUNT ACCOUNTS	HWP	HWP000017617		2017	A - Active	RMIT - RENEW PERMIT	07/06/2017 12:00:00 AM	07/26/2018 12:00:00 AM
Select	00999	NO ACCOUNT ACCOUNTS	HWP	HWP000020219	HWP000008719	2019	A - Active	URMT - UPDATE PERMIT	11/14/2019 03:45:08 PM	
Select	00999	NO ACCOUNT ACCOUNTS	SVT	SVT000009619		2019	A - Active	NRMT - NEW PERMIT	10/30/2019 09:47:51 AM	11/04/2019 09:47:51 AM

Showing 1 to 3 of 3 entries

- 7) The permit details will display. If this is the correct permit, select the + sign next to Comments to open the comments.
- 8) Put in information why the deletion is needed into the Comment field.

9) Select the Add/Update Comment button.

10) Select Proceed.

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	0.00
Total	0.00

New Vehicle Search Criteria

VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

Vehicle Details

VIN: *Unit No.: *Plate No.:
*Body Type: *Make: *Model Year:
GVW:

Delivery Type

Electronic Delivery Type:

Comments

Comment:

11) The Permit Details Verification page will display. Select **Proceed** to move to the Payment Screen.

Fees Details

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	0.00
Total	0.00

Vehicle Details

VIN: 1XP9DB9X5EP163814 Unit No.: 2 Plate No.: E 99999
Body Type: TR - Tractor Make: PETERBILT - PTRB Model Year: 1984
GVW:

Delivery Type

Electronic Delivery Type: D - PDF

Comments

Comment Text	Timestamp	User ID
Wrong vehicle.	11/26/2019 10:12:08 AM	ID629528A

12) Select **Proceed**.

Payment

Delete

Cart Management - Selected Transaction Verification

Payer Name : TRUCKING TEST COMPANY

Payer Account No. : 650018

Receipt Date : 09/08/2022

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
650018	TRUCKING TEST COMPANY	663600	09/08/2022	PMT; AC# 650018; PMT# HAP090003122; HAZARDOUS WASTE ANNUAL PERMIT-DELETE PERMIT	1	0.00
Total						0.00

Proceed

Quit

13) No payment is due on a deletion. The message in the upper right corner indicates “No payment is due.” Select **Proceed**.

Payment

Delete

Payment

Payer Account No. : 99999

Enterprise System Credit : 0.00

Legal Name : NO ACCOUNT ACCOUNTS

DBA Name :

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356512	11/14/2019	NO ACCOUNT ACCOUNTS	PMT; AC# 99999; PMT# HSP065602319; HAZARDOUS WASTE SINGLE ANNUAL DELETE PERMIT	0.00
Total Amount Due				0.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete

Add

Electronic Payment

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total : 0.00

Remaining Balance : 0.00

Change : 0.00

Over Payment : 0.00

Net Amount Paid : 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type : D - PDF

Proceed

Refresh

Quit

?

14) Select **Pay** to finish the delete process.

Payment

Delete

Payment

Payer Account No.: 99999
Enterprise System Credit: \$ 0.00

Legal Name: NO ACCOUNT ACCOUNTS

DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356512	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:AC#-99999;PMT#-HSP065602319;HAZARDOUS WASTEANNUALPERMIT-DELETE PERMIT	0.00
Total Amount Due				0.00

Payment Details

Payment Type	Payment No.	Payment Amount (\$)
		0.00

Total:

\$0.00

Remaining Balance:

\$0.00

Change:

\$0.00

Over Payment:

\$0.00

Net Amount Paid:

\$0.00

For Over Payment: System Credit

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

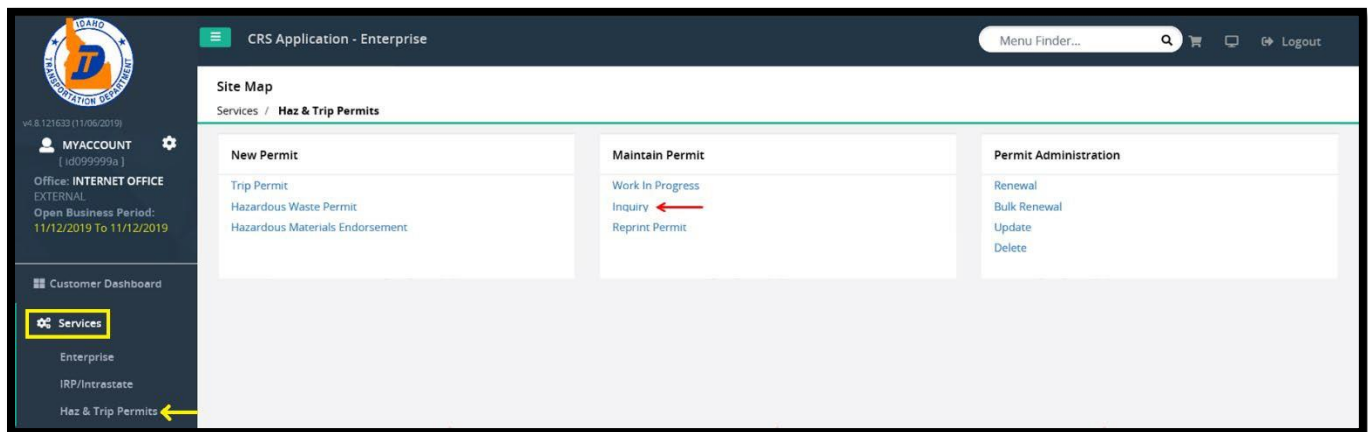
Pay

Back

15) A payment receipt will display showing the permit information and Delete status. This can be printed by either selecting the printer icon, or selecting **File / Print**.

Permit Inquiry

- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.
- 3) Select Inquiry in the Maintain Permit section of the Haz & Trip Permits Site Map.



- 4) The account number will show. Entering additional information in a field for which to search, such as **Permit No.** **Permit Type**, **Unit No.**, etc. is possible.
- 5) Select **Proceed** to search for a permit. Depending on the field information entered, the search may result in either a list of permits or a specific permit. This is an example of searching by just the account number.

The screenshot shows the 'Maintain Permit' search form. It has a 'Search By' section with several input fields: 'Account No.' (containing '99999'), 'Permit No.', 'Permit Type' (a dropdown menu), and 'Unit No.'. To the right are fields for 'Legal Name', 'Permit Year', and 'Previous Permit No.'. At the bottom, there are three buttons: 'Proceed' (highlighted with a red box), 'Refresh', and 'Quit', followed by a help icon (a question mark in a circle).

- 6) Select **View** on the right side of the permit to look at the permit specifics. A **Print** button will appear to print the permit inquiry. **Note:** This will print the permit information, but it does not reprint the actual permit.

Maintain Permit

Inquiry

Search By

Account No.: 99999

Permit No.:

Permit Type:

Unit No.:

Legal Name:

Permit Year:

Previous Permit No.:

Proceed

Refresh

Quit

?

Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Transaction Status	Permit Effective Date	Permit Expiration Date	Permit Issue Date	VIN	Plate No.	Unit No.	
99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/30/2019 09:47:51 AM	11/04/2019 09:47:51 AM	10/30/2019	123456	XG0000	56	View
99999	NO ACCOUNT ACCOUNTS	SFT	SFT065599019		2019	A - Active	NPMT - NEW PERMIT	I - INVOICED	11/07/2019 04:07:00 PM	11/12/2019 04:07:00 PM	11/07/2019	74341GL	YA1014	7	View
99999	NO ACCOUNT ACCOUNTS	HSP	HSP065598719		2019	A - Active	NPMT - NEW PERMIT	I - INVOICED	11/07/2019 03:45:08 PM		11/07/2019	523456789	XG3115	11	View
99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/28/2019 01:45:39 PM	12/31/2019 01:45:39 PM	10/28/2019	74341GL	YA1014	7	View
99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/28/2019 02:07:55 PM	12/31/2019 02:07:55 PM	10/28/2019	VVR654555	YY104	55	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT	C - CLOSED	07/26/2017 12:00:00 AM	07/25/2018 12:00:00 AM	07/26/2017	1234567890ABCDEF	BZ1234	1	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP000026818		2018	A - Active	RPMT - RENEW PERMIT	C - CLOSED	09/11/2018 12:00:00 AM	09/10/2019 12:00:00 AM	09/11/2018	1234567890ABCDEF	BZ1234	1	View
99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT	C - CLOSED	10/29/2019 09:20:15 AM	12/31/2019 09:20:15 AM	10/29/2019	123999999	YP0000	12	View

Showing 1 to 8 of 8 entries

First

Previous

1

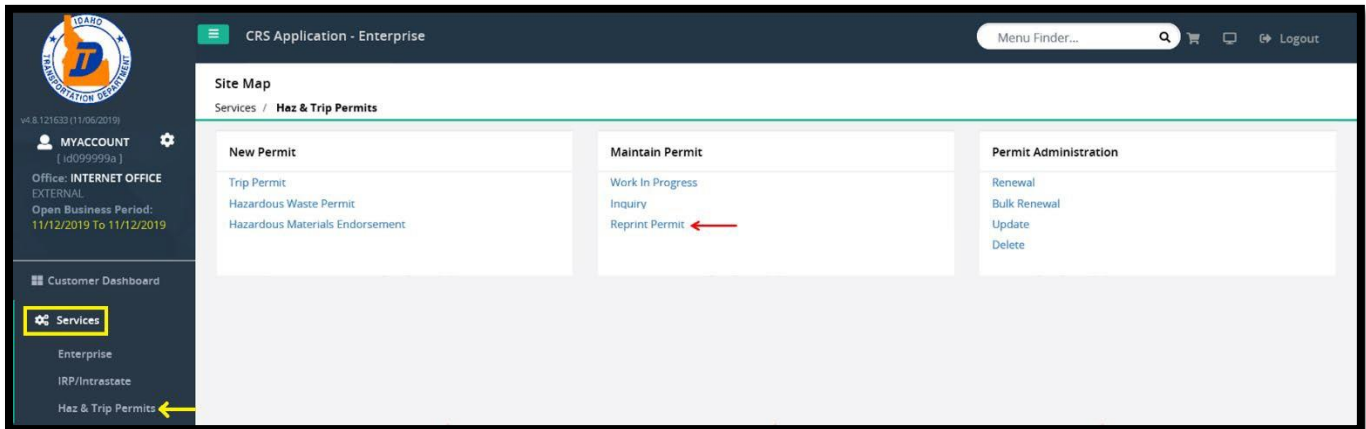
Next

Last

- 7) Other permit inquiries can be made or select **Quit** to return to the Haz & Trip Permits Site Map.

Reprint a Permit

- 1) Select Services. The Services menu will open.
- 2) Select **Haz & Trip Permits** from the menu options.
- 3) Select **Reprint Permit** in the Maintain Permit section.



- 4) The account number will show. Entering additional information in a field for which to search, such as **Permit No. Permit Type, Unit No.**, etc. is possible. Select **Proceed** to search for a permit. Depending on the field information entered, the search may result in either a list of permits or a specific permit. This is an example of searching by just the account number.

The screenshot shows the 'Maintain Permit' search form. It has a 'Search By' section with fields for Account No. (99999), Permit No., Permit Type (dropdown), Unit No., Legal Name, Permit Year, and Previous Permit No. The 'Proceed' button is highlighted with a red box.

- 5) Click **Select** on the left side of the permit that needs reprinting.

The screenshot shows the 'Maintain Permit' Reprint screen. It has a 'Reprint' section with fields for Account No. (99999), Permit No., Permit Type (dropdown), Electronic Delivery Type (ID - PDF), Legal Name, Permit Year, and Previous Permit No. The 'Proceed' button is highlighted with a red box. Below the search fields is a table of permits.

	Account No.	Legal Name	Permit Type ?	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000026818		2018	A - Active	RPMT - RENEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP000017617		2017	A - Active	RPMT - RENEW PERMIT

Showing 1 to 6 of 6 entries

- 6) The permit will display in a new window. It can be reprinted by either selecting the printer icon, or selecting **File / Print**.

7) Select the **X** in the top right of the screen to close the window.

8) Other permits can be printed or select **Quit** to return to the Haz & Permits Site Map.

Maintain Permit

Reprint Permit

Reprint

Account No.: 99999

Legal Name:

Permit No.:

Permit Year:

Permit Type:

Previous Permit No.:

Electronic Delivery Type: 0 - PDF

Proceed

Refresh

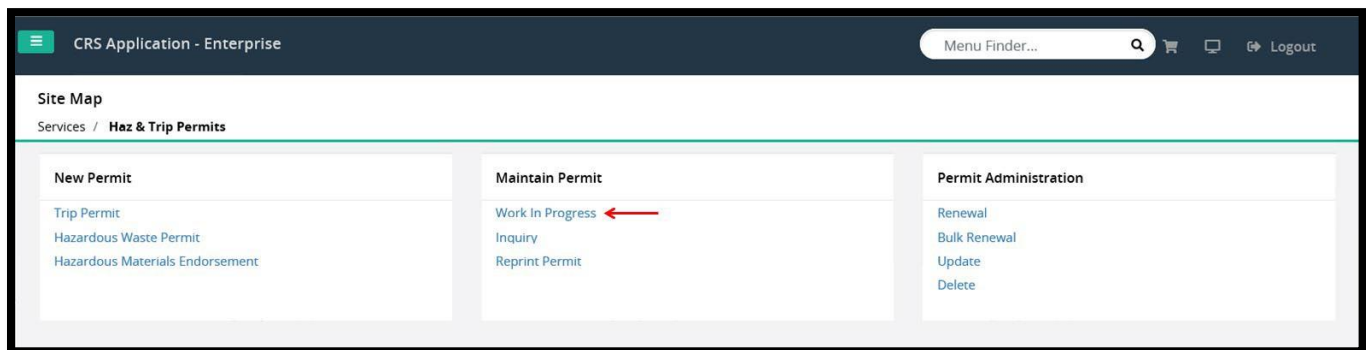
Quit

?

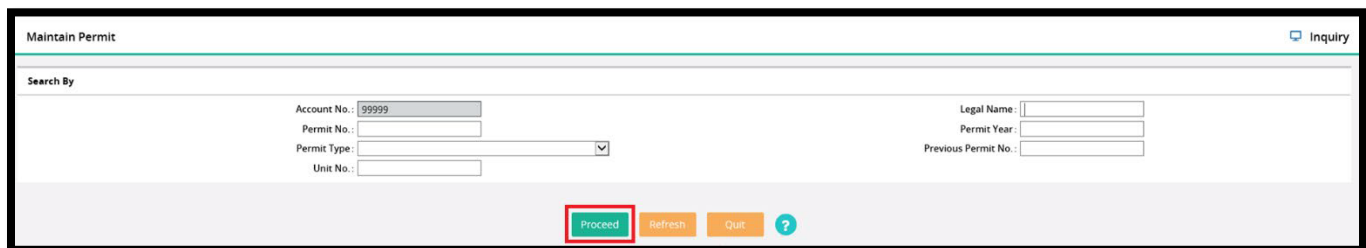
	Account No.	Legal Name	Permit Type ?	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595219		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HAP	HAP065595819		2019	A - Active	NPMT - NEW PERMIT

View and Complete a Work in Progress

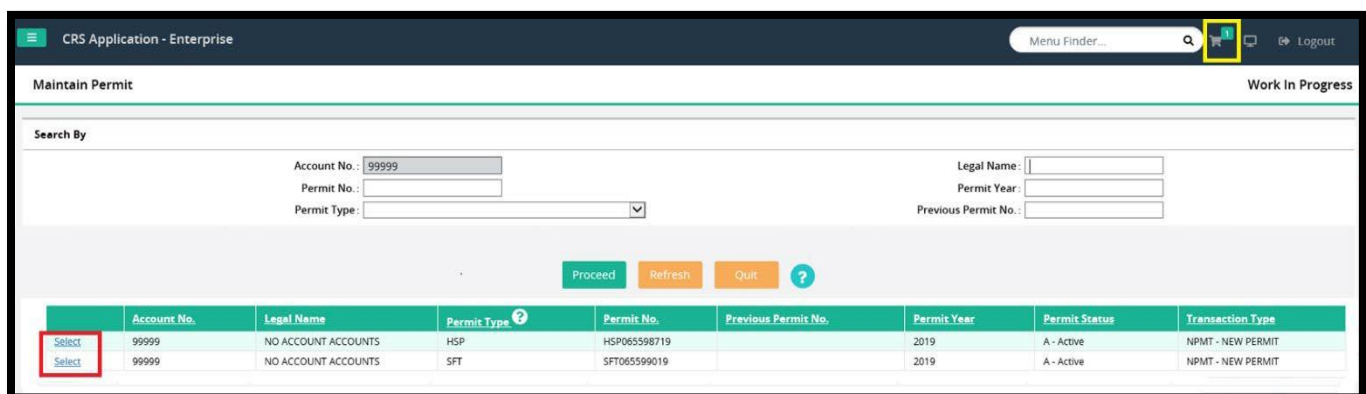
- 1) Select Services. The Services menu will display.
- 2) Select Work IN **Progress** in the Maintain Permit section.



- 3) The account number will show. Entering additional information in a field for which to search, such as Permit No. Permit Type, Unit No., etc. is possible.
- 4) Select **Proceed** to search for permits that have not been purchased.



- 5) Permits that have not been purchased will display. There are two methods to complete payment for a permit:
 - If the Cart in the upper right corner of the screen has a green number next to it, select the cart icon to make payment on all permits that are ready to be paid.
 - Or click the **Select** hyperlink to choose the specific permit to be paid.



- 6) If the **Select** hyperlink was clicked. The permit details will display. Select **Proceed**. This will add the permit to your cart and the Cart Management screen will display.

7) Select **Proceed**.

Payment

Cart Payment

Cart Management -Selected Transaction Verification

Payer Name: NO ACCOUNT ACCOUNTS

Payer Account No.: 99999

Receipt Date: 11/07/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
99999	NO ACCOUNT ACCOUNTS	356480	11/07/2019	PMT; AC# 99999; PMT# HSP065598719; HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	1	20.00
Total						20.00

Proceed

Back

8) If processing the transaction after selecting the shopping cart icon, the Payment screen will display.

9) If this is not the correct permit or if a permit needs to be removed from the current payment, select **Remove**. Otherwise select **Pay**.

Payment

Cart Payment

Search for Transaction

Account No.: 99999

Invoice No.:

Invoice Date From: MM/DD/YYYY To: MM/DD/YYYY

Cart Id:

Legal Name:

All Transaction: ☐

Search

Refresh

Quit

?

Selected Transaction

Payer Name: NO ACCOUNT ACCOUNTS

Payer Account No.: 99999

Receipt Date: 11/07/2019

Remove	Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
<input checked="" type="checkbox"/>	99999	NO ACCOUNT ACCOUNTS	356480	11/07/2019	PMT; AC# 99999; PMT# HSP065598719; HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	1	20.00
Total							20.00

Showing 1 to 1 of 1 entries

Remove

Pay

Save & Quit

10) The Cart Management screen will display. Select **Proceed** to go to the Payment Screen.

11) Select **Electronic Payment**. **Do not close the CRS browser page.**

Payment

Cart Payment

Payment

Payer Account No.: 99999
Enterprise System Credit: 0.00

Legal Name: NO ACCOUNT ACCOUNTS
DBA Name:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356480	11/07/2019	NO ACCOUNT ACCOUNTS	PMT;ACR:99999;PMT#:HSP065598719;HAZARDOUS WASTE SINGLE PERMIT-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>			

Delete Add **Electronic Payment**

After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

Total: 0.00
Remaining Balance: 20.00
Change: 0.00
Over Payment: 0.00
Net Amount Paid: 0.00

For Over Payment: ☒ System Credit ☐ Refund

Electronic Delivery Type

Payment receipt Electronic Delivery type: D - PDF

Proceed Refresh Quit ?

12) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

Returning to CRS and Logging Out of CRS

- 1) If no other transactions are required, log out of CRS by selecting **Logout** in the upper right corner.

