



2024

CRS – Hazardous Material Endorsement & Hazardous Waste Permit Manual



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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

Single Sign-On

The Idaho Transportation Department (ITD) is transitioning to a Single Sign-On (SSO) solution for all DMV applications soon. ITD DMV's Special Permits system, ITRPS, was our first application to have the SSO feature, and now we are adding our Commercial Registration System (CRS).

You will need to create an SSO login with ITD, even if you already have a login established in CRS. This SSO will be used to access your CRS account and new ITD programs that may pertain to commercial vehicles in the future.

Once you have created an ITD SSO login, you will be able to access your CRS account.

The instructions listed in this document provide the steps needed for the following scenarios:

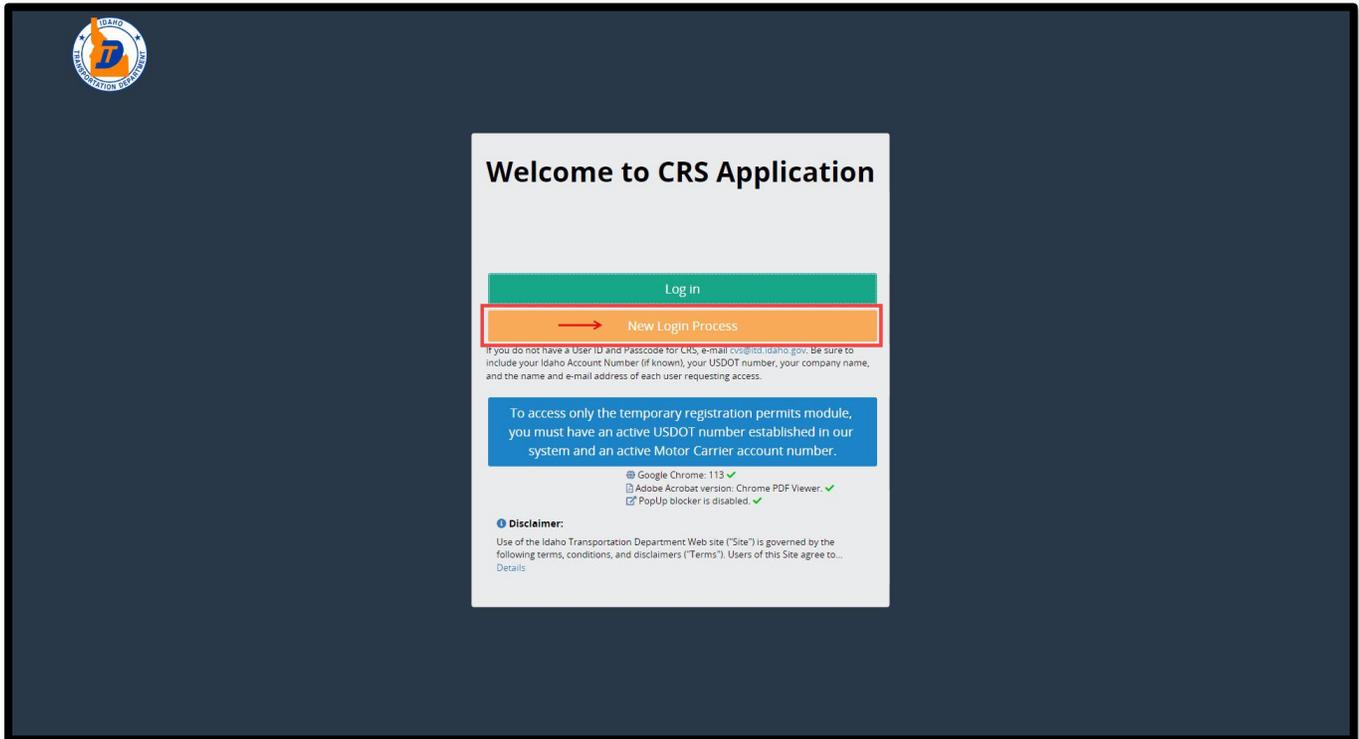
- 1) You already have an SSO for the Special Permits systems, ITRPS, and currently have access to an account in CRS
- 2) You currently have access to an account in CRS BUT don't have an SSO set up with our ITRPS application
- 3) You don't currently have access to CRS or ITRPS

If you do not have online access for CRS established, you will need to contact Motor Carrier Services either by email at cvs@itd.idaho.gov to establish access in CRS BEFORE creating your SSO login.

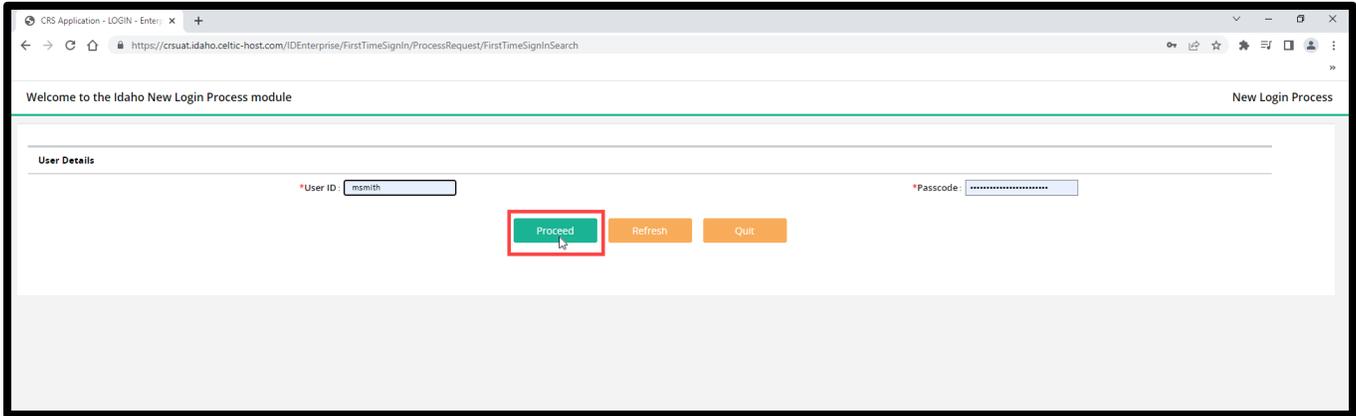
Scenario 1: You already have an SSO for the Special Permits systems, ITRPS, and currently have access to an account in CRS.

Note: These steps are for your initial login with CRS to create the SSO. Once these steps have been completed, you may select the **Log In** button on the CRS homepage. This will direct you to the SSO login screen.

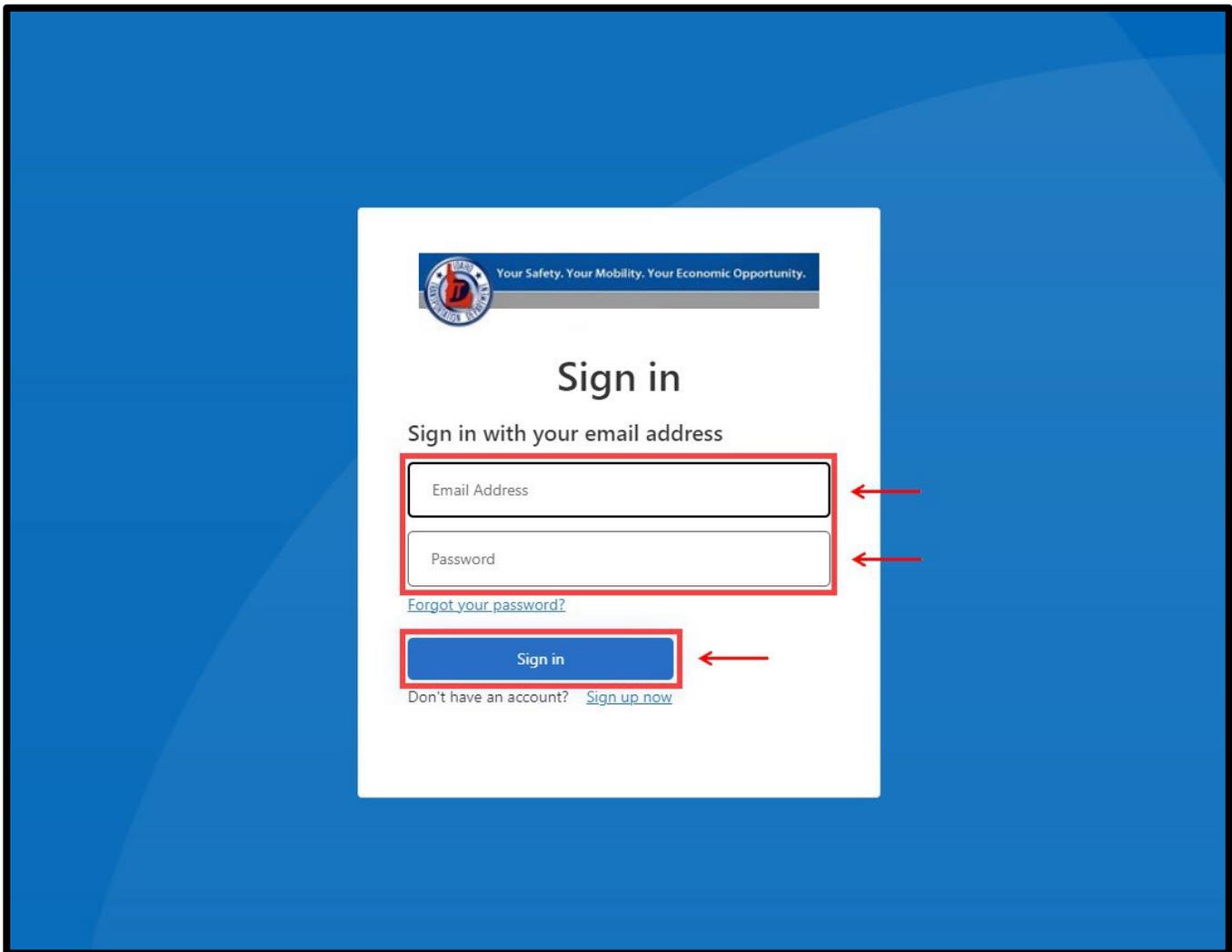
- a) Access CRS at: <https://crs.idaho.celtic-host.com/IDEnterprise>
- b) Select the **New Login Process** button.



c) The *New Login Process* screen will display. Type in your **User ID** and **Passcode** (if these fields did not auto-populate). Select the **Proceed** button.



d) The *SSO* screen will display. Enter your **Email Address** and **Password**, then select the **Sign in** button.

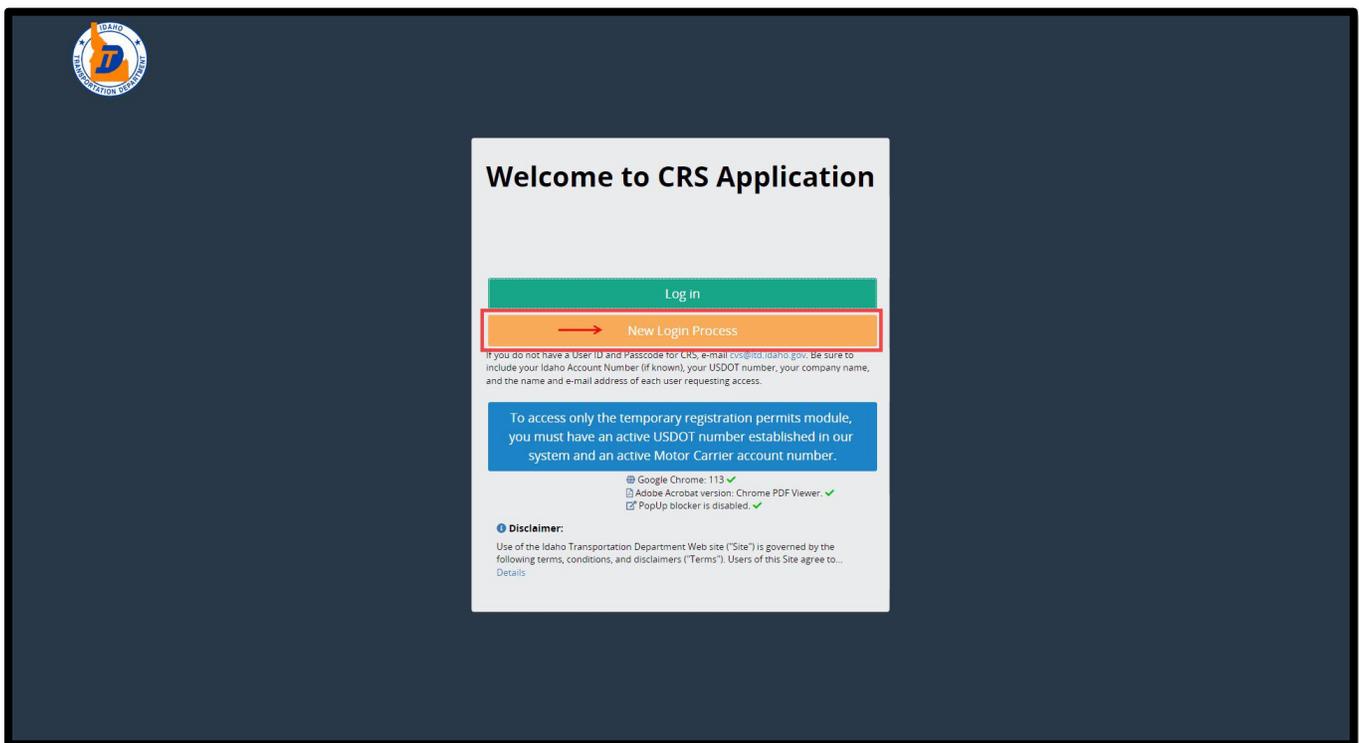


e) You will now be able to access CRS and ITRPS using your SSO email and password

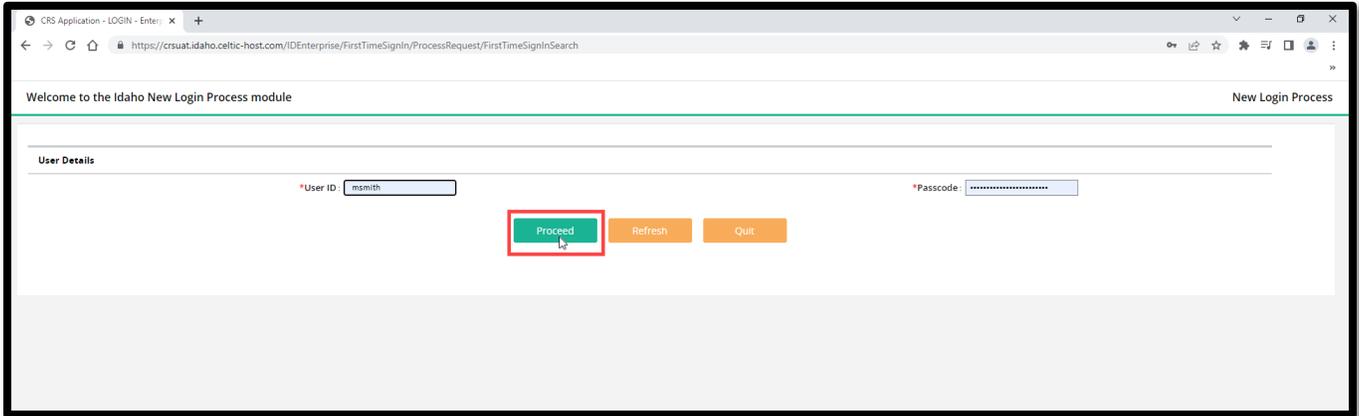
Scenario 2: You currently have access to an account in CRS BUT don't have an SSO set up with our ITRPS application

Note: Each individual user MUST have their own unique email address for the SSO process. If you use an email shared with others who also use CRS, the CRS User Profile will need to be updated to reflect a unique email address for each of you.

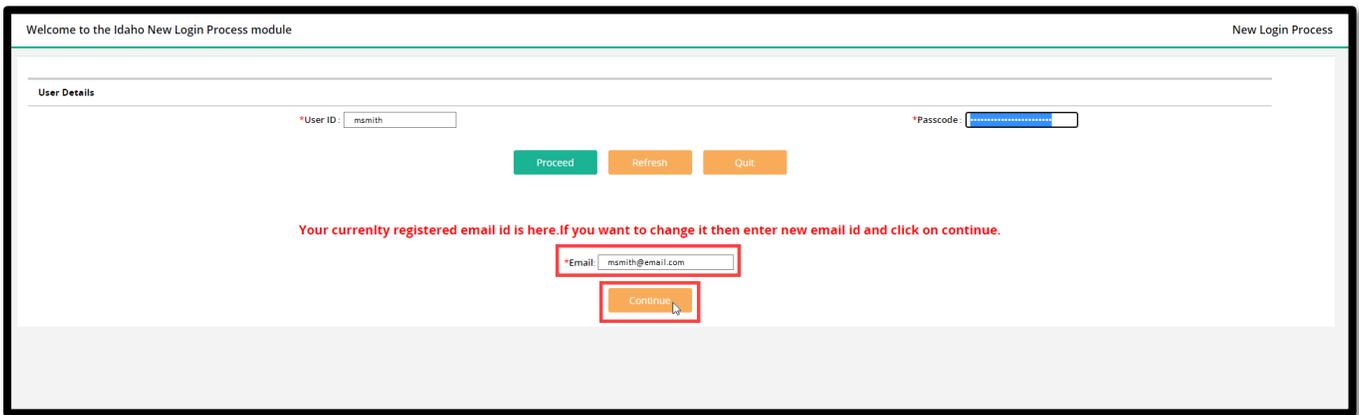
- a) Access CRS at: <https://crs.idaho.celtic-host.com/IDEnterprise>
- b) Select the **New Login Process** button.



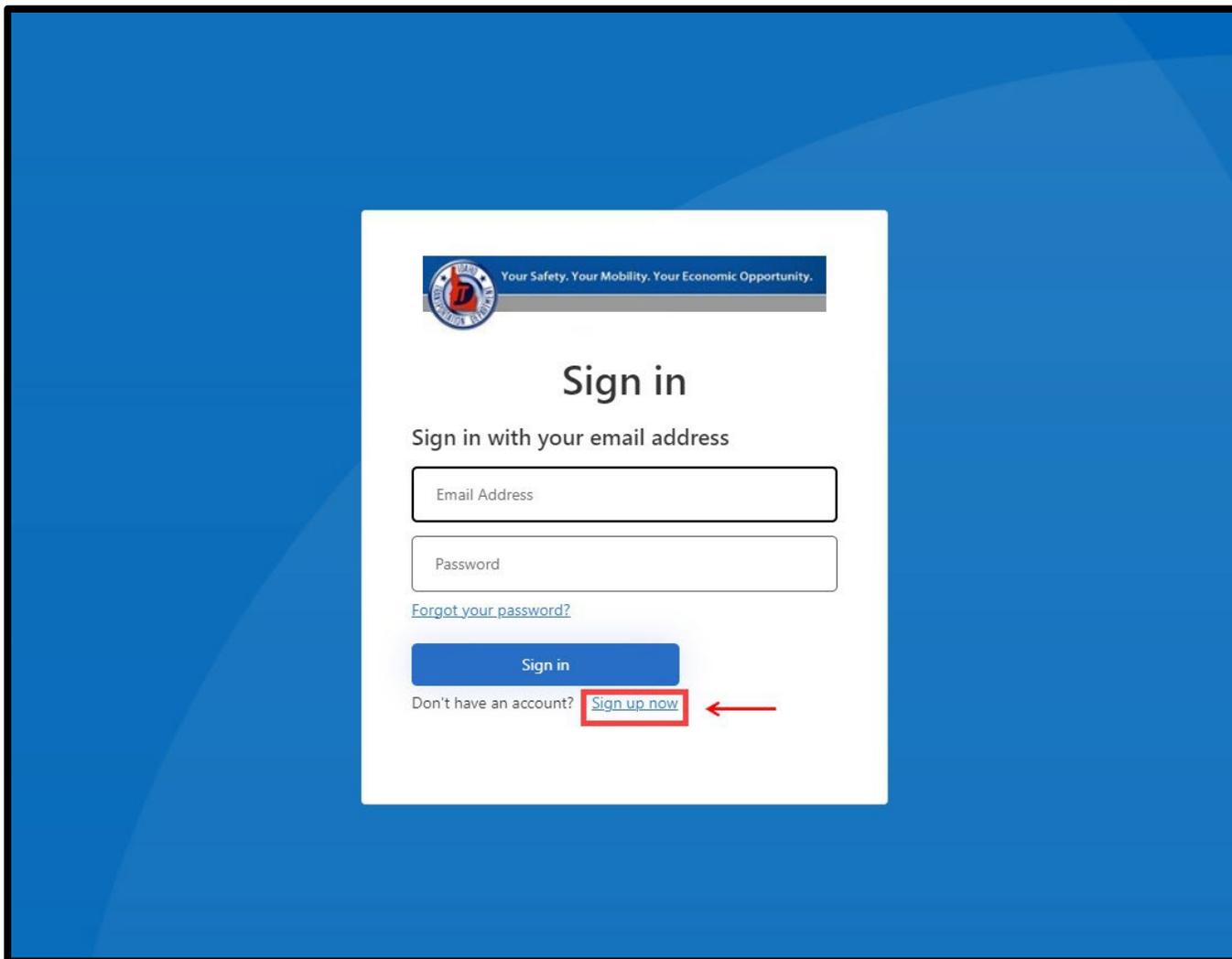
c) The *New Login Process* screen will display. Type in your **User ID** and **Passcode** (if these fields did not auto-populate). Select the **Proceed** button.



d) If you have an email address currently registered in CRS, it will display on the screen. You may enter a new email address if needed. Select the **Continue** button after making any changes.



- e) The SSO screen will display. Since we are creating the single sign-on login, we need to select the **Sign up now** hyperlink.



f) The *User Details* screen will display. Enter your **Email Address** and select the **Send Verification code** button. An email will be sent with a verification code.

Note: Make sure to check your Junk or Spam folders if you do not receive the email in your inbox.

< Cancel

 Your Safety. Your Mobility. Your Economic Opportunity.

User Details

Email Address *

Send verification code

New Password *

Confirm New Password *

City

Display Name

Given Name

Surname

Create

- g) Type your **verification code** obtained from the email into the appropriate field. Select the **Verify code** button.

Cancel

Your Safety. Your Mobility. Your Economic Opportunity.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

msmith@email.com *

Verification Code *

Verify code Send new code

New Password *

Confirm New Password *

City

Display Name

Given Name

Surname

Create

- h) You will receive a message on the screen that the email address was verified. You can now continue by completing the following fields (note that only the **New Password** and **Confirm New Password** fields are mandatory as indicated by a red asterisk, all other fields are optional):

- New Password
- Confirm New Password (type in the new password in this field as well)
- City (the city in which you are located)

- Display Name (your display name)
- Given Name (your first name)
- Surname (your family name or last name)

< Cancel

 Your Safety. Your Mobility. Your Economic Opportunity.

User Details

E-mail address verified. You can now continue.

msmith@email.com *

Change e-mail

New Password *

Confirm New Password *

City

Display Name

Given Name

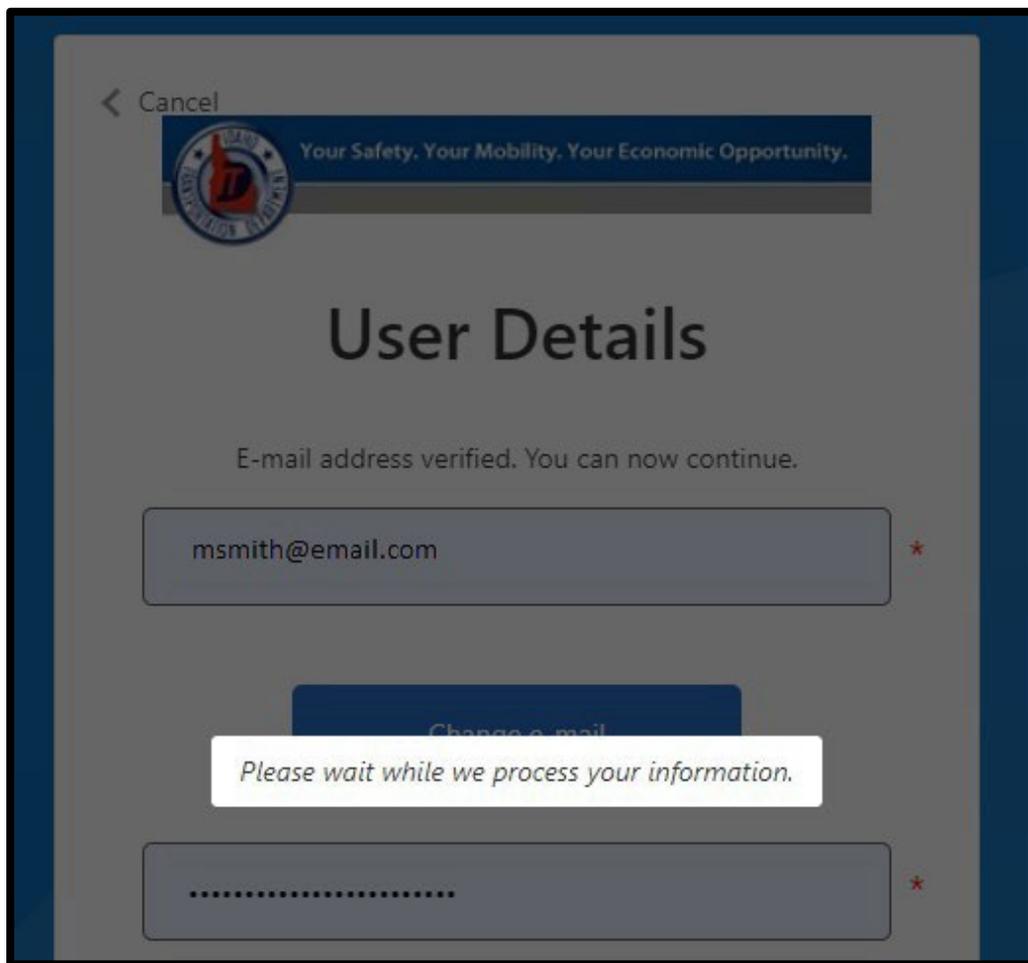
Surname

Create

i) Select the **Create** button.

The image shows a mobile application screen for 'User Details'. At the top left is a 'Cancel' link. Below it is a header with a logo and the text 'Your Safety. Your Mobility. Your Economic Opportunity.'. The main title is 'User Details'. A message states 'E-mail address verified. You can now continue.' Below this is a text input field containing 'msmith@email.com' with a red asterisk to its right. A blue button labeled 'Change e-mail' is positioned below the email field. There are three more text input fields, each with a red asterisk to its right. The first contains '*****', the second contains '*****', and the third contains 'Boise'. Below these are three more text input fields containing 'Marcie', 'Marcie', and 'Smith' respectively. At the bottom, a blue button labeled 'Create' is highlighted with a red rectangular border.

- j) You will see a message displayed on your screen stating, "Please wait while we process your information."



k) Once the SSO login has been processed and created, you will now be able to access your CRS account by selecting the **Log in** button.

Please note that if you have logged in with your SSO login already, the web browser may retain your login information and you might not have to type in your credentials again. Please see the FAQs section below if you receive an “Undefined” error message.



Welcome to CRS Application

[Log in](#)

[New Login Process](#)

If you do not have a User ID and Passcode for CRS, e-mail crs@idaho.gov. Be sure to include your Idaho Account Number (if known), your USDOT number, your company name, and the name and e-mail address of each user requesting access.

To access only the temporary registration permits module, you must have an active USDOT number established in our system and an active Motor Carrier account number.

Google Chrome: 113 ✓
Adobe Acrobat version: Chrome PDF Viewer. ✓
PopUp blocker is disabled. ✓

Disclaimer:
Use of the Idaho Transportation Department Web site ("Site") is governed by the following terms, conditions, and disclaimers ("Terms"). Users of this Site agree to...
[Details](#)

Scenario 3: You don't currently have access to CRS

- Please contact Motor Carrier Services by email at cvs@itd.idaho.gov or by phone at 208-334-8611 to have your access to CRS created **BEFORE** you start the SSO creation process.

FAQs

Can I log directly into CRS and bypass the SSO process?	No, you will need to have an SSO established.
What actions do I need to take if I receive an "Undefined" error message?	The "Undefined" error message generally means that the email address already has an SSO established. You will need to log into CRS using your old user ID and passcode through the New Login Process. Select the "Forgot your password" hyperlink and follow the prompts on screen to reset your password.
I've tried to create an SSO but am unable to do so. What steps should I take next?	You may already have an SSO. Select the "Forgot your password" hyperlink and follow the prompts on the screen to reset your password. If you are still unable to create an SSO, contact Motor Carrier Services (MCS) by email at cvs@itd.idaho.gov or by phone at 208-334-8611. They will be able to reset your passcode for your login process.
I share my computer with someone else. I have an SSO, but I am unable to login.	Try selecting the "Shift + F5" keys on your keyboard and/or clear your browser history. The SSO will retain the password from the user who logged into their SSO with that computer last. If multiple people use the same computer, the history for that browser needs to be cleared before the next user can enter their login credentials for their SSO.
I have an SSO and do not share my computer with someone else but am unable to login.	Verify that the email typed is spelled correctly, no characters are missing, and there are no extra spaces at the end. The extra spaces are not visible but will cause an issue with logging in if not removed.

Login to CRS application

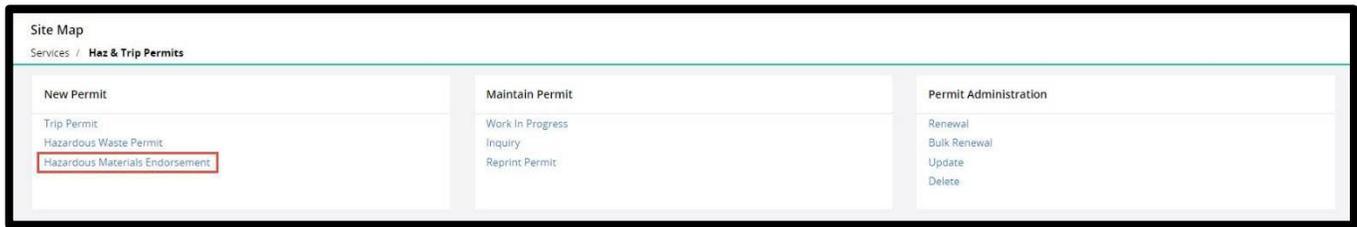
Hazardous Materials Endorsements and Hazardous Waste Permits can be obtained from Motor Carrier Services at: <https://crs.idaho.celtic-host.com>

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.

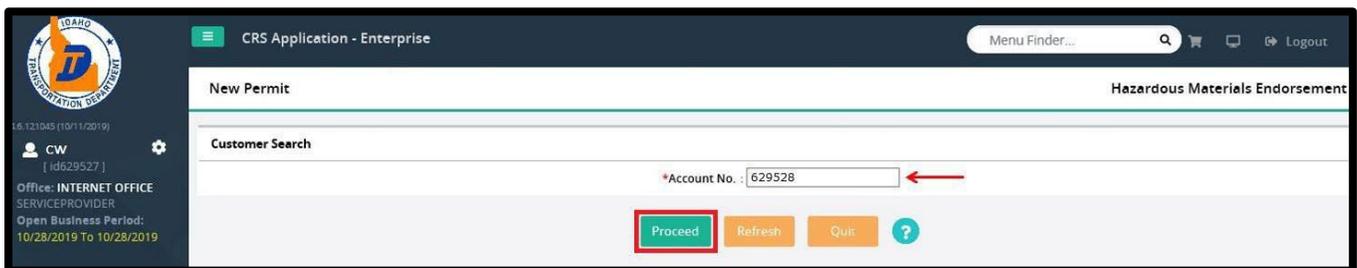
- 1) Enter your **User ID** and **Password**.

New Hazardous Materials Endorsement

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



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



- 3) Enter a VIN or Plate No.

Note: You must input the entire VIN number.

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



- 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.:

Find Refresh Vehicle

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

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

Permit Details

*Permit Type: <input type="text" value="HMP - HAZARDOUS MATERIALS END"/>	Transaction Type: <input type="text" value="NPMT - NEW PERMIT"/>	Permit No.: <input type="text" value="HMP090002722"/>
Duration: <input type="text" value="Y - Yearly"/>	No. Of Permits: <input type="text" value="1"/>	Permit Status: <input type="text" value="A - Active"/>
*Effective Date: <input type="text" value="09/06/2022 08:38:57 AM"/>	Expiration Date: <input type="text" value="12/31/2022 08:38:57 AM"/>	Exempt: <input type="text" value=""/>
Origin: <input type="text"/>	Destination: <input type="text"/>	Commodity: <input type="text"/>
Handwritten?: <input type="checkbox"/>	Handwritten Permit No.: <input type="text"/>	Citation: <input type="text"/>
Amount Overweight: <input type="text"/>	Overweight Type: <input type="text"/>	Driver Name: <input type="text"/>
EPA No.: <input type="text"/>	Manifest No.: <input type="text"/>	Weight Increased To: <input type="text"/>
Vendor: <input type="text"/>		

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

Vehicle Details

<input type="text" value="VIN: 12345678"/>	*Unit No.: <input type="text"/>	*Plate No.: <input type="text"/>
*Body Type: <input type="text"/>	*Make: <input type="text"/>	*Model Year: <input type="text"/>
GVW: <input type="text"/>		

Delivery Type

Electronic Delivery Type:

Comments +

Proceed Refresh Quit ?

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: 1234567885	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

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

The screenshot shows a web interface for 'Payment' under the heading 'Hazardous Materials Endorsement'. The main section is titled 'Cart Management - Selected Transaction Verification'. It displays the following information:

- 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 has 'Services' and 'Haz & Trip Permits' highlighted. The main content area is divided into two sections: 'Customer Summary' and 'IRP/Intrastate Summary'.

Customer Summary:

- Account No.:
- DBA Name:
- TIN:
- USDOT No.:
- Carrier Type: OTHER
- Registrant Type: CORPORATION
- Enterprise System Credit: \$0.00
- Last Updated User ID:
- Physical Address: 3311 W STATE ST, BOISE, ADA, ID, 83707
- Customer Status: ACTIVE
- Email: EMAIL@EMAIL.COM
- Phone No.: 000-000-0000
- Ext.:
- Cell Phone No.:
- Fax:
- Last Updated On: 04/25/2022 01:53:50 PM
- Last Updated User ID:

IRP/Intrastate Summary:

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 'Services / Haz & Trip Permits'. Under the 'New Permit' section, 'Hazardous Waste Permit' is highlighted with a red box. Other options include 'Trip Permit', 'Hazardous Materials Endorsement', '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 an input field for 'Account No.' with the value '629528'. A red arrow points to this field. Below the input field are three buttons: 'Proceed' (highlighted with a red box), 'Refresh', and 'Quit'. There is also a help icon (?) next to the buttons.

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

7) Select the **Find** button.

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.

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

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.

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

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

Permit Details

*Permit Type: HAP - HAZARDOUS WASTE ANNUAL I
Duration: Y - Yearly
*Effective Date: 09/06/2022 12:17:07 PM
Origin:
Handwritten?:
Amount Overweight:
*EPA No.:
Vendor:

Transaction Type: NPMT - NEW PERMIT
No. Of Permits: 1
Expiration Date: 12/31/2022 12:17:07 PM
Destination:
Handwritten Permit No.:
Overweight Type:
Manifest No.:

Permit No.: HAP090002822
Permit Status: A - Active
Exempt:
Commodity:
Citation:
Driver Name:
Weight Increased To:

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

Permit Details

*Permit Type: HSP - HAZARDOUS WASTE SINGLE PT
Duration: N - No duration
*Effective Date: 09/06/2022 12:17:07 PM
*Origin:
Handwritten?:
Amount Overweight:
*EPA No.:
Vendor:

Transaction Type: NPMT - NEW PERMIT
No. Of Permits: 1
Expiration Date: MM/DD/YYYY HH-MM-SS
*Destination:
Handwritten Permit No.:
Overweight Type:
*Manifest No.:

Permit No.: HSP090002822
Permit Status: A - Active
Exempt:
Commodity:
Citation:
Driver Name:
Weight Increased To:

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

Vehicle Details

VIN: 12345675
*Body Type:
GWW:

*Unit No.:
*Make:

*Plate No.:
*Model Year:

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
Body Type: TT - Truck Tractor
GWW:

Unit No.: 313
Make: FREIGHTLINER - FRHT

Plate No.: 12345
Model Year: 2021

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

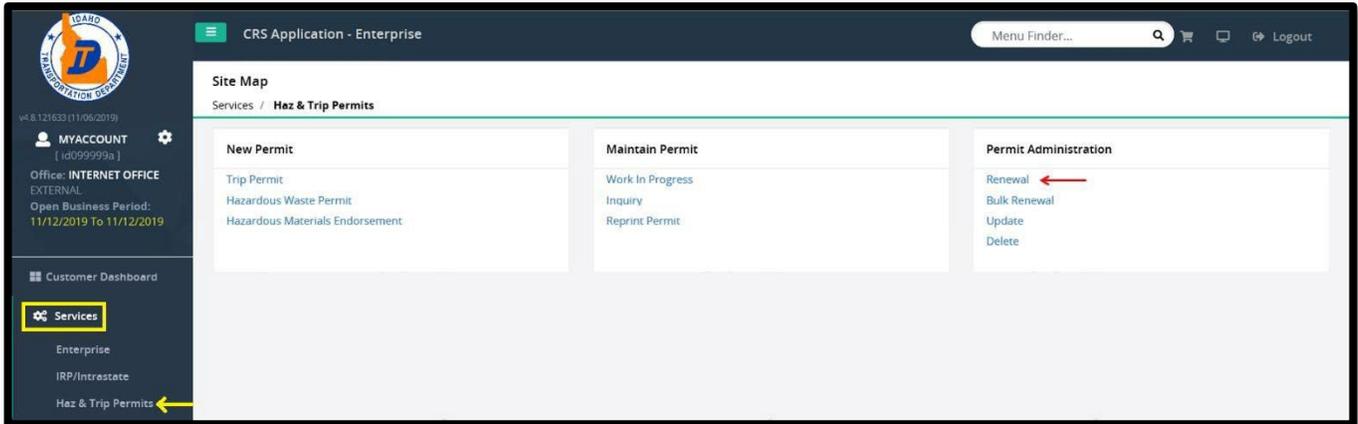
Proceed Refresh Quit ?

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

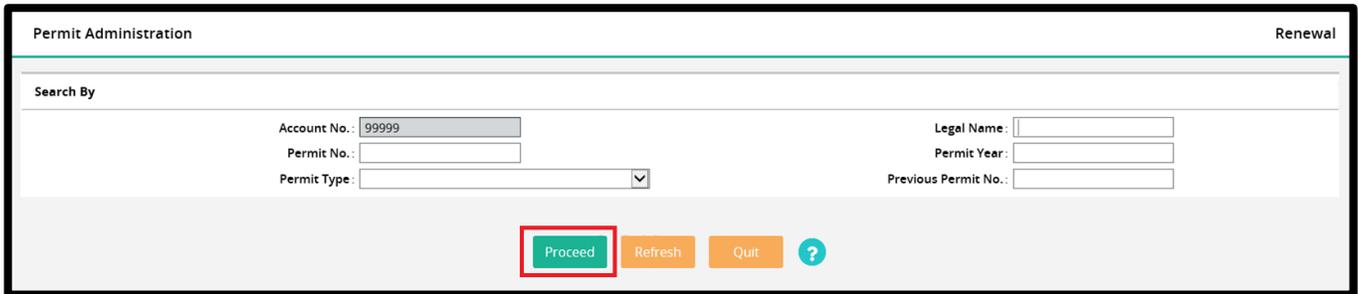
Permit Renewal

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.



- 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.: 99999 Legal Name:
Permit No.: Permit Year:
Permit Type: Previous Permit No.:

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

	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: HAP - HAZARDOUS WASTE ANNUAL Transaction Type: NPMT - NEW PERMIT Permit No.: HAP065596519
Duration: Y - Yearly No. Of Permits: 1 Permit Status: A - Active
*Effective Date: 10/31/2019 01:41:10 PM Expiration Date: 12/31/2019 01:41:10 PM Exempt:
Origin: Destination: Commodity:
Handwritten?: Handwritten Permit No.: Citation:
Amount Overweight: Overweight Type: Driver Name:
*EPA No.: 9999999 Manifest 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 Override

VIN: 1XP9DB9X5EP163814 Plate No.: [Find](#) [Refresh Vehicle](#)

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

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 [+](#)

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

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	Transaction Type: RPMT - RENEW PERMIT	Permit No.: HAP065602019
Duration: Y - Yearly	No. Of Permits: 1	Permit Status: A - Active
Effective Date: 11/14/2019 12:00:00 AM	Expiration Date: 12/31/2019 12:00:00 AM	Exempt:
Origin: *** CONVERTED PERMIT ***	Destination: *** CONVERTED PERMIT ***	Commodity:
Handwritten?: N	Handwritten Permit No.:	Citation:
Amount Overweight:	Overweight Type:	Driver Name:
EPA No.: MAD123456789	Manifest No.:	Weight Increased To:
Vendor: N		

Fees Details

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

Vehicle Details

VIN: 1234567890ABCDEF	UNIT No.: 1	Plate No.: B21234
Body Type: TR - Tractor	Make: KENWORTH - KW	Model Year: 2017
GVW:		

Delivery Type

Electronic Delivery Type: D - PDF

Proceed
Add To Cart
Back

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	PMT, AC#99999; PMT#HAP065602019; HAZARDOUS WASTE ANNUAL PERMIT-RENEW PERMIT	1	250.00
Total						250.00

Proceed
Quit

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

Payment Cart Payment

Payment

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

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				<input type="text" value="250.00"/>

Payment Details

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

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

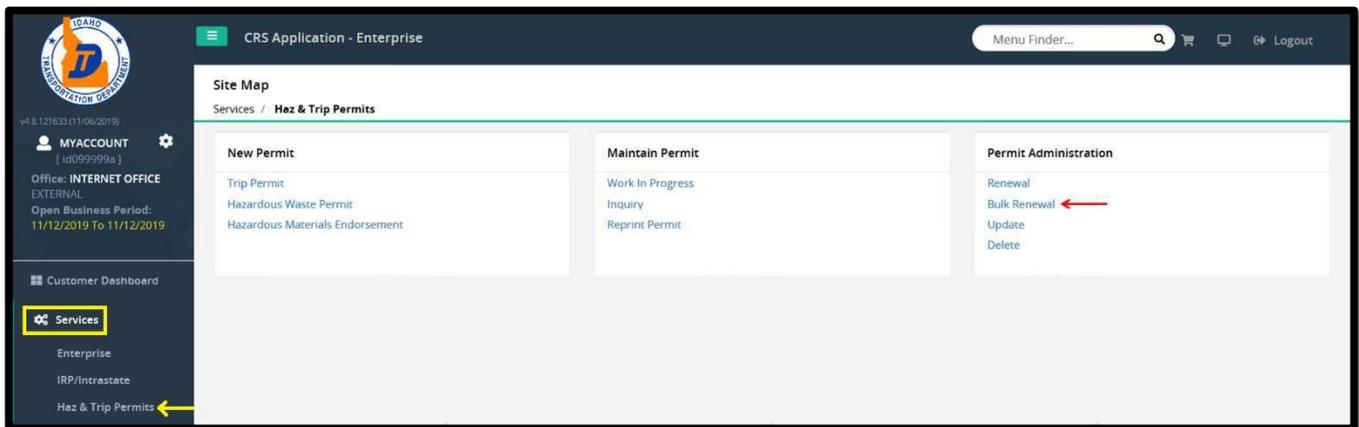
Electronic Delivery Type

Payment receipt Electronic Delivery type:

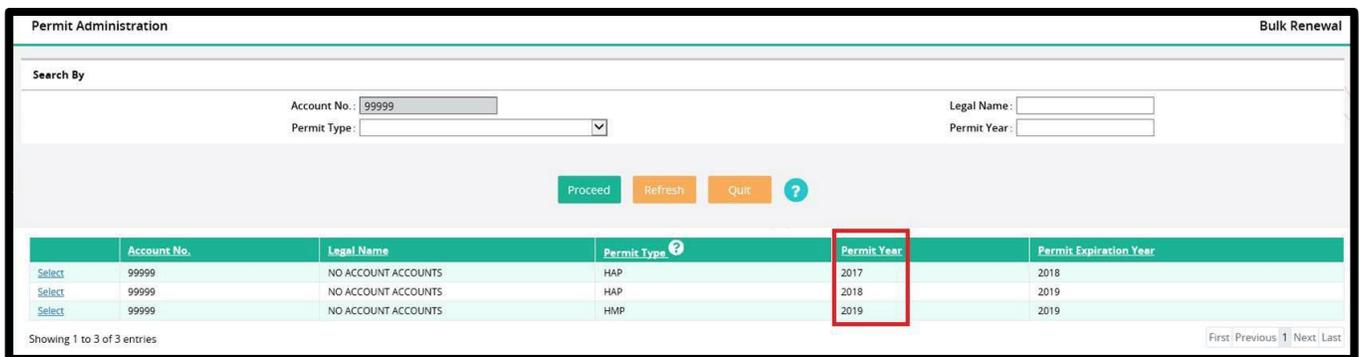
13) See the section titled [The LexisNexis Payment Portal](#) to complete the transaction.

Bulk Permit Renewal

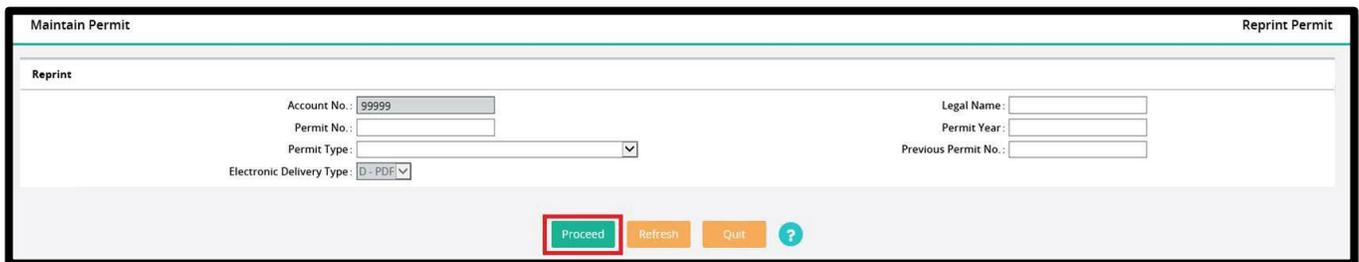
- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.



- 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.



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



- 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 Legal Name: NO ACCOUNT ACCOUNTS
Permit Type: HMP - HAZARDOUS MATERIALS ENDORSEMENT Permit Year: 2019

List of Active Permits

<input 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

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#HVP065602119; HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	2	10.00
Total						20.00

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

Permit Details Verification Bulk Renewal

Permit Details

Account No.: 99999 Legal Name: NO ACCOUNT ACCOUNTS
Permit Type: HMP - HAZARDOUS MATERIALS ENDORSEMENT 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

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 99999:PMTH:HMP065602219:HAZARDOUS MATERIALS ENDORSEMENT-RENEW PERMIT	10.00
356509	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:ACW 99999:PMTH:HMP065602119: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:	<input type="text" value="0.00"/>
Remaining Balance:	<input type="text" value="20.00"/>
Change:	<input type="text" value="0.00"/>
Over Payment:	<input type="text" value="0.00"/>
Net Amount Paid:	<input type="text" value="0.00"/>

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		Payment Type	
<input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)		<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	
Billing State*	<input type="text" value="ID"/>		
E-mail*	<input type="text" value="email@email.com"/>	3-digit security code	
Confirm E-mail*	<input type="text" value="email@email.com"/>	<input checked="" type="checkbox"/> I'm not a robot	
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.

The screenshot shows a payment form with the following sections:

- Payment Information**
 - Credit Card**
 - Card Number: ***** (VISA)
 - Expiration Date: 05/2023
- Payment Authorization**
 - Total Amount**
 - Acknowledgment** (highlighted with a red box): By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.
- Pay Now** button (highlighted with a red box)

- 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.

The screenshot shows a payment receipt page with the following information:

Receipt

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

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

Payment Towards

Payment Towards	Amount
IDCRS	
UniqueID	50278
CarrierName	

Charge Information

Agency Amount	
LexisNexis Service Fee	
Total Amount	

Print button (highlighted with a red box)

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.

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(Page Last Update 03/11/2022 10:51 AM CST)
411090.020648-0.0.26.0_1.0.0.022

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

The screenshot displays the 'Payment Details' screen. At the top right, there is a green 'Proceed' button. Below it is a table with the following columns: 'Delete', 'Payment Type', 'Payment No.', and 'Payment Amount (\$)'. The table contains one row with a checkbox in the 'Delete' column, 'Credit Card' in the 'Payment Type' column, '200064877' in the 'Payment No.' column, and an empty field in the 'Payment Amount' column. Below the table are three buttons: 'Delete', 'Add', and 'Electronic Payment'. A red instruction reads: 'After you make payment, you must come back to this screen and select PROCEED to get your Credential/Permits.' Below this is a section for 'For Over Payment' with radio buttons for 'System Credit' (selected) and 'Refund'. To the right is a summary table with the following rows: 'Total', 'Remaining Balance: 0.00', 'Change: 0.00', 'Over Payment: 0.00', and 'Net Amount Paid'. Below the summary is the 'Electronic Delivery Type' section with a dropdown menu set to 'D:-PDF'. At the bottom, there are four buttons: 'Proceed' (highlighted with a red box), 'Refresh', 'Quit', and a help icon.

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

Buttons: Delete, Add, Electronic 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:	0.00
Change:	0.00
Over Payment:	0.00
Net Amount Paid:	

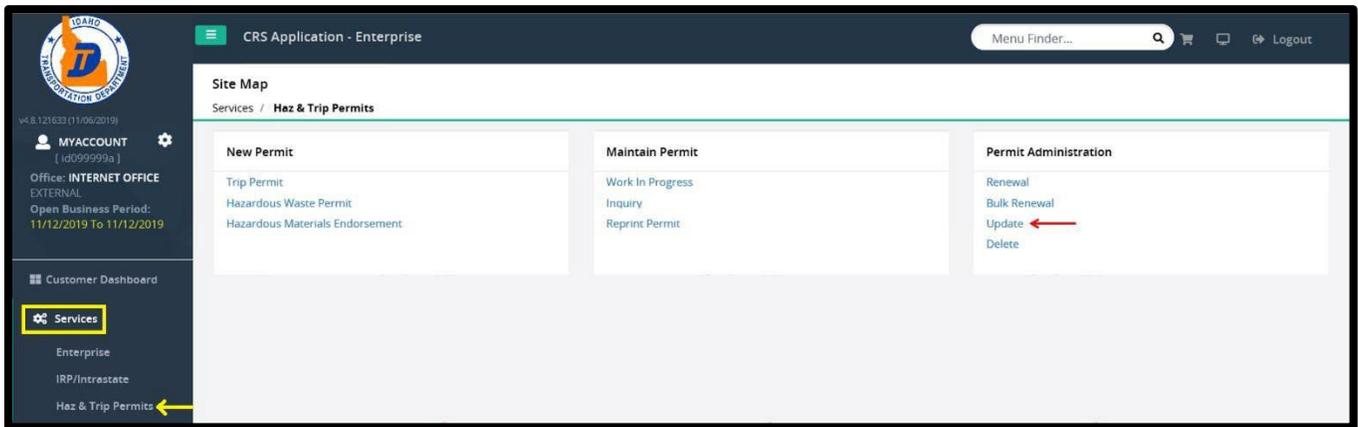
Electronic Delivery Type: Payment receipt Electronic Delivery type: D:-PDF

Buttons: 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. It has a search bar with the following fields: Account No. (99999), Permit No., Permit Type (dropdown), Legal Name, Permit Year, and Previous Permit No. Below the search fields are four buttons: 'Proceed' (highlighted with a red box), 'Refresh', 'Quit', and a help icon (?).

- 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 search results table for the 'Permit Administration' search. The table has the following columns: 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 table contains four rows of data. The second row is highlighted with a red box, and the 'Select' link in the first column of that row is also 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 (Hazardous Waste Single Permit), Duration, Effective Date (11/07/2019 02:45:08 PM), Origin (BOISE), Handwritten?, Amount Overweight, EPA No. (25698), Vendor, Transaction Type (UPMIT - UPDATE PERMIT), No. of Permits (1), Expiration Date, Destination (MOUNTAIN HOME), Handwritten Permit No., Overweight Type, Manifest No. (125489783), Permit No. (H22065601819), Permit Status (Active), Exempt?, Commodity, Citation, Driver Name, and Weight Increased To.
- Fees Details:** A table with columns 'Fee Type' and 'Fee Amount'. It shows a total fee of 0.00 for 'HAZARDOUS WASTE SINGLE PERMIT'.
- New Vehicle Search Criteria:** Fields for VIN, Plate No., and buttons for 'Find' and 'Refresh Vehicle'.
- Vehicle Details:** Fields for VIN (523456789), Body Type (TR - Tractor), GVW, Unit No. (11), Make (KENWORTH - KW), Plate No. (XG3115), and Model Year (2015).
- Delivery Type:** Field for Electronic Delivery Type (D - PDF).
- Comments:** A section with a plus sign icon (+) to expand the field.
- Buttons:** 'Proceed', 'Refresh', 'Quit', and a help icon (?) are located at the bottom.

- 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 with the following sections:

- Permit Details:** Similar to the previous screen, but with different values: Permit No. (H22065602319), Permit Status (A - Active), and Effective Date (11/14/2019 03:45:08 PM).
- Fees Details:** Same as the previous screen, showing a total fee of 0.00.
- Vehicle Details:** Same as the previous screen.
- Delivery Type:** Same as the previous screen.
- Comments:** A minus sign icon (-) is shown, and a table of comments is displayed below.

Comment Text	Timestamp	User ID
delayed trip due to mechanical	11/14/2019 12:45:42 PM	ic009999a
- Buttons:** 'Proceed', 'Add To Cart', and 'Back' are located at the bottom. The 'Proceed' button is highlighted with a red box.

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.: 99099
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#99099:PMT#HGPO5602319-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"/>			

Buttons: 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

Buttons: 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"/>			

Buttons: 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

Buttons: 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 DBA Name.
- Invoice Table:** A table with columns for Invoice No., Invoice Date, Legal Name, Transaction Type, and Amount Due (\$).

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
35511	11/14/2019	NO ACCOUNT ACCOUNTS	PMFAC=99999 PMF#HGP06802219-HAZARDOUS WASTE SINGLE PERMIT-UPDATE PERMIT	5.00
Total Amount Due				9.00
- Payment Details Table:** A table with columns for Payment Type, Payment No., and Payment Amount (\$).

Payment Type	Payment No.	Payment Amount (\$)
		0.00
- Summary:** A list of financial values:
 - Total: 50.00
 - Remaining Balance: 50.00
 - Change: 50.00
 - Over Payment: 50.00
 - Net Amount Paid: 50.00
- Electronic Delivery Type:** Payment receipt Electronic Delivery type: D - PDF
- Buttons:** A green 'Pay' button and an orange 'Back' button are located at the bottom center. The 'Pay' button is highlighted with a red box.

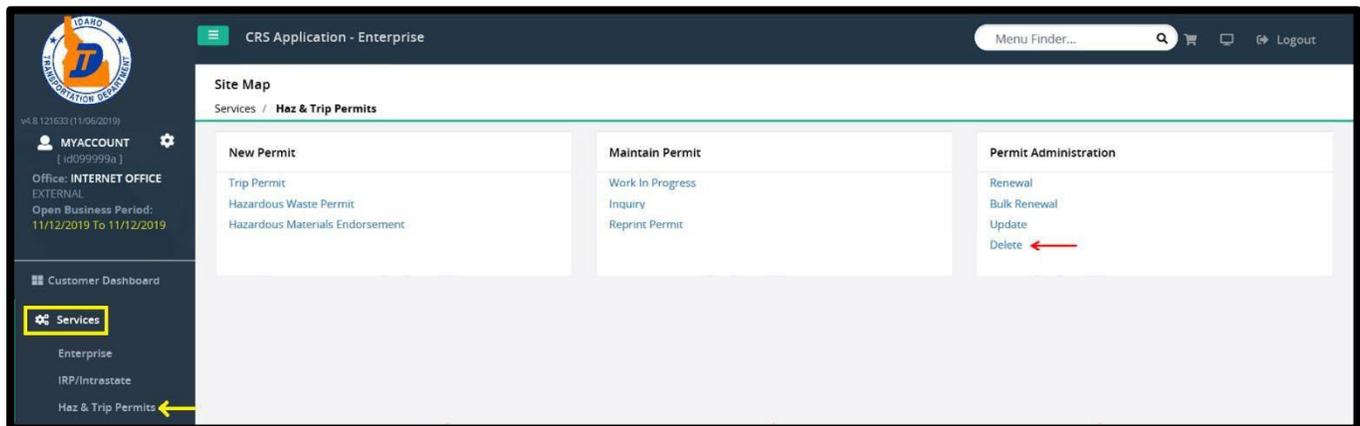
16) The payment receipt and permit will open in a new web tab. These can be printed by either selecting the printer icon, or selecting **File / Print**.

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

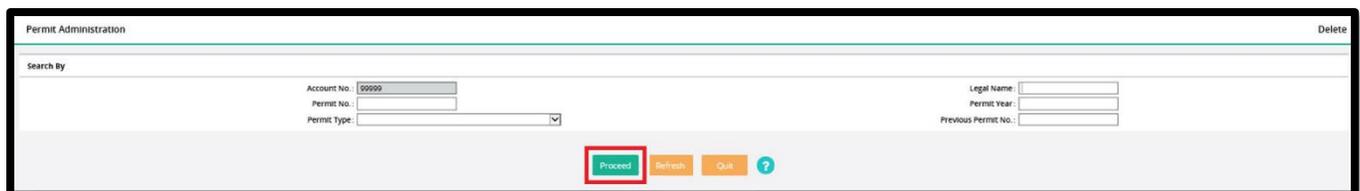
18) Proceed with more permits or Logout of CRS.

Delete a Permit

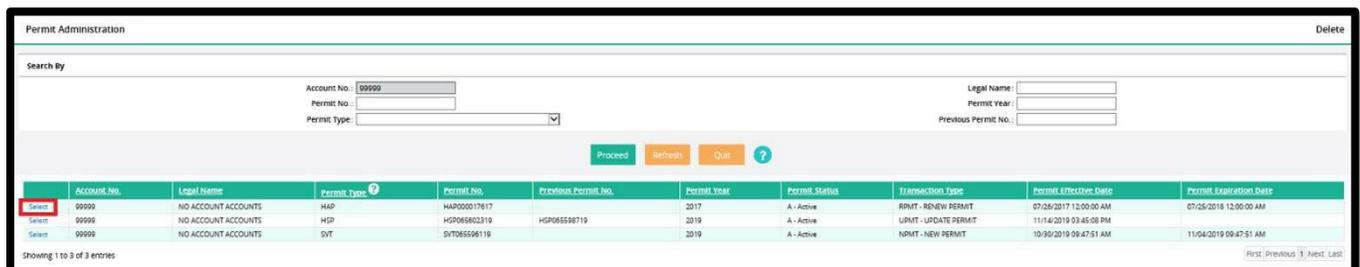
- 1) Select Services. The Services menu will open.
- 2) Select Haz & Trip Permits from the menu options.
- 3) Under Permit Administration, select **Delete**.



- 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.



- 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.



- 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

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

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

Payment Delete

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 (\$)
356512	11/14/2019	NO ACCOUNT ACCOUNTS	PMT:AC# 99999;PMT#HSP065602319;HAZARDOUS WASTE SINGLEANNUALDELETE PERMIT	0.00
Total Amount Due				0.00

Payment Details

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

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:

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

Payment Delete

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 (\$)
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

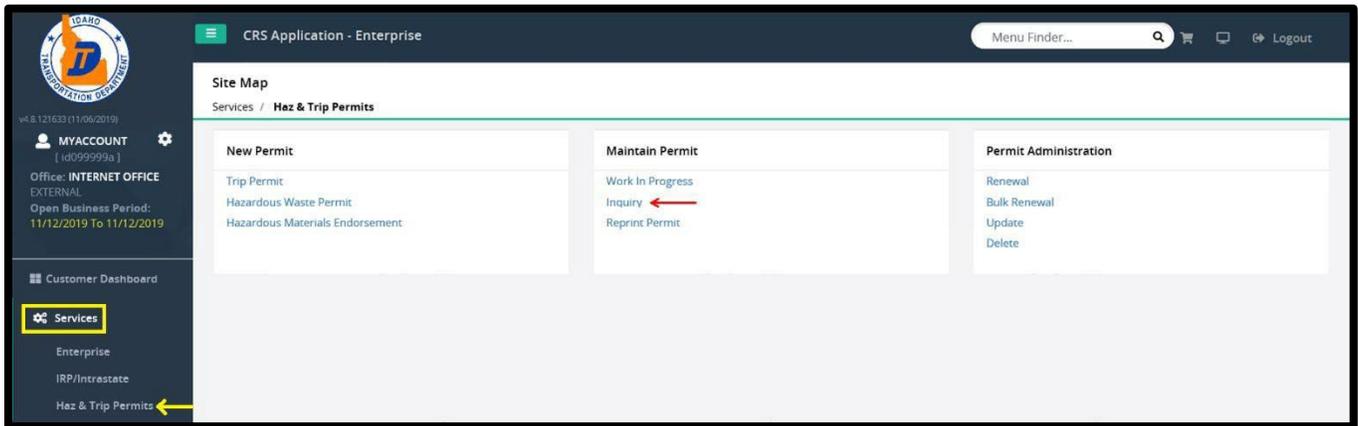
Payment receipt Electronic Delivery type: D - PDF

Pay Back

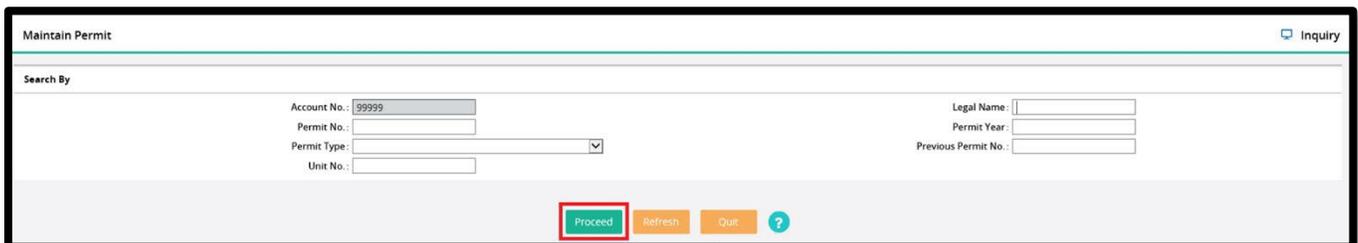
15) A payment receipt will display showing the permit information and Delete status. This can be printed by either selecting the printer icon, or selecting **File / Print**.

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.



- 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 Legal Name:
 Permit No.: Permit Year:
 Permit Type: Previous Permit No.:
 Unit No.:

Proceed
Refresh
Quit
?

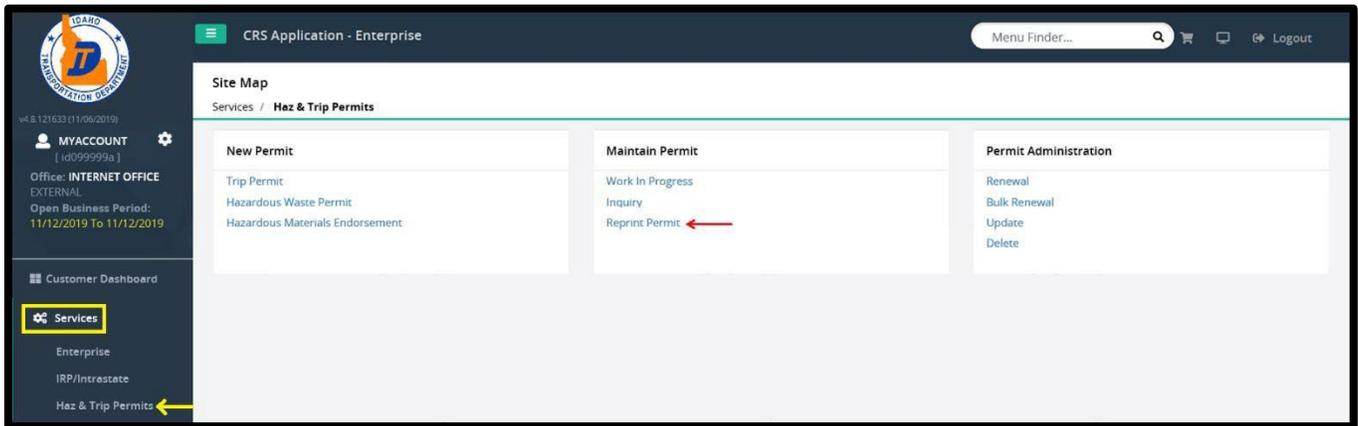
Account No.	Legal Name	Permit Type	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type	Transaction Status	Permit Effective Date	Permit Expiration Date	Permit Issue Date	VIN	Plate No.	Unit No.	View
99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT	C - 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	Y0000	12	View

Showing 1 to 8 of 8 entries First Previous 1 Next Last

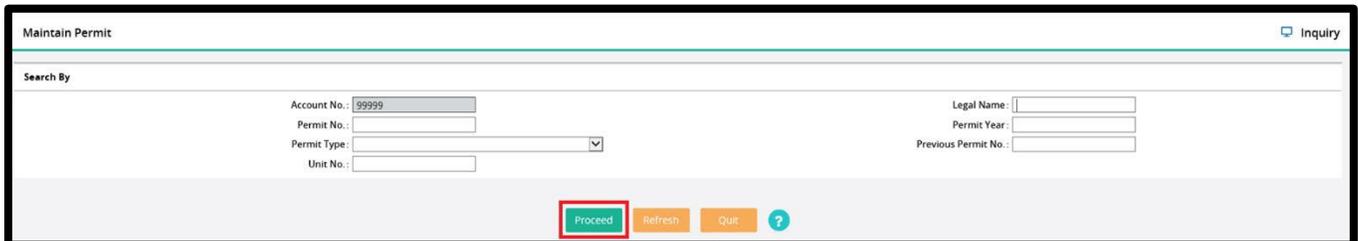
- 7) Other permit inquiries can be made or select **Quit** to return to the Haz & Trip Permits Site Map.

Reprint a Permit

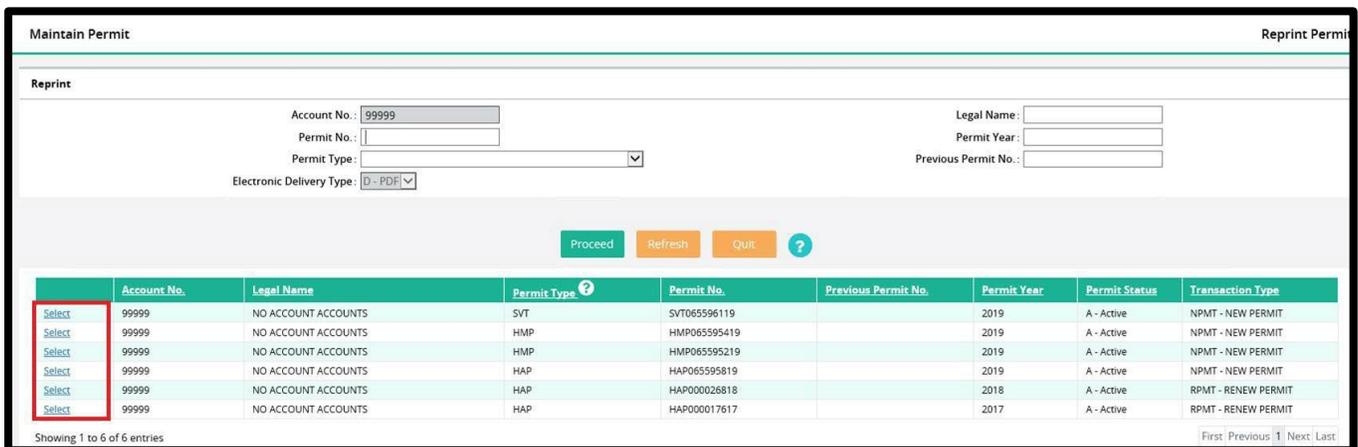
- 1) Select Services. The Services menu will open.
- 2) Select **Haz & Trip Permits** from the menu options.
- 3) Select **Reprint Permit** in the Maintain Permit section.



- 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.



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



- 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.: Legal Name:

Permit No.:

Permit Type:

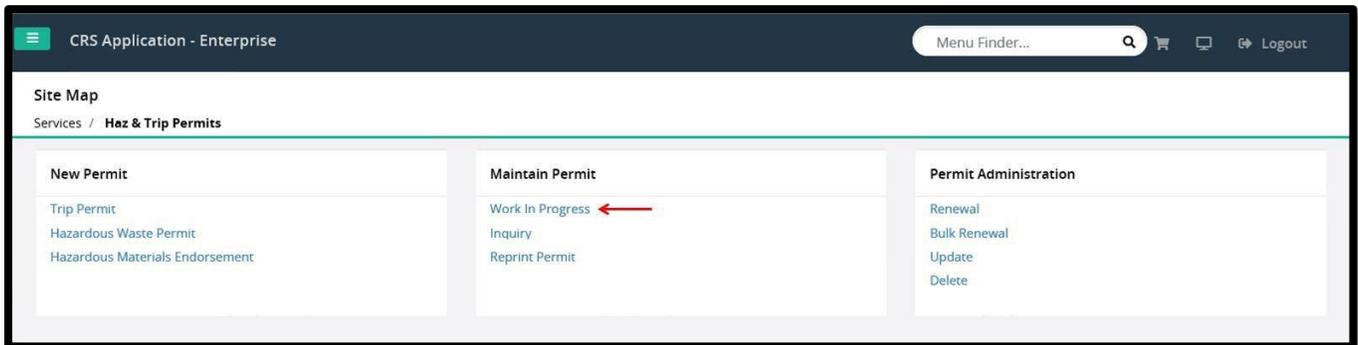
Permit Year:

Electronic Delivery Type: Previous Permit No.:

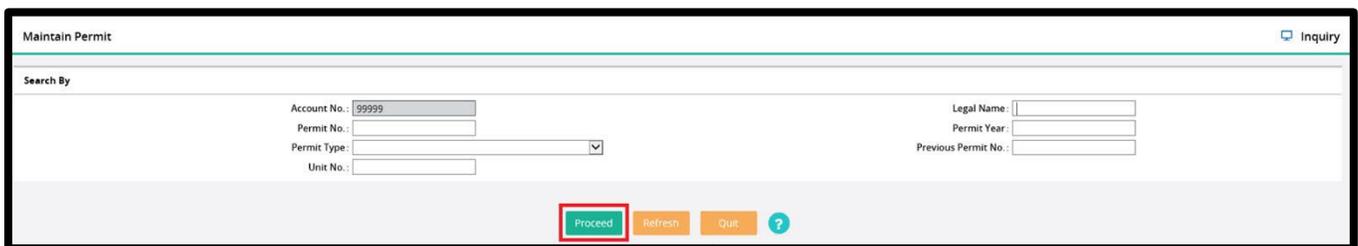
	Account No.	Legal Name	Permit Type ?	Permit No.	Previous Permit No.	Permit Year	Permit Status	Transaction Type
Select	99999	NO ACCOUNT ACCOUNTS	SVT	SVT065596119		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT ACCOUNTS	HMP	HMP065595419		2019	A - Active	NPMT - NEW PERMIT
Select	99999	NO ACCOUNT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

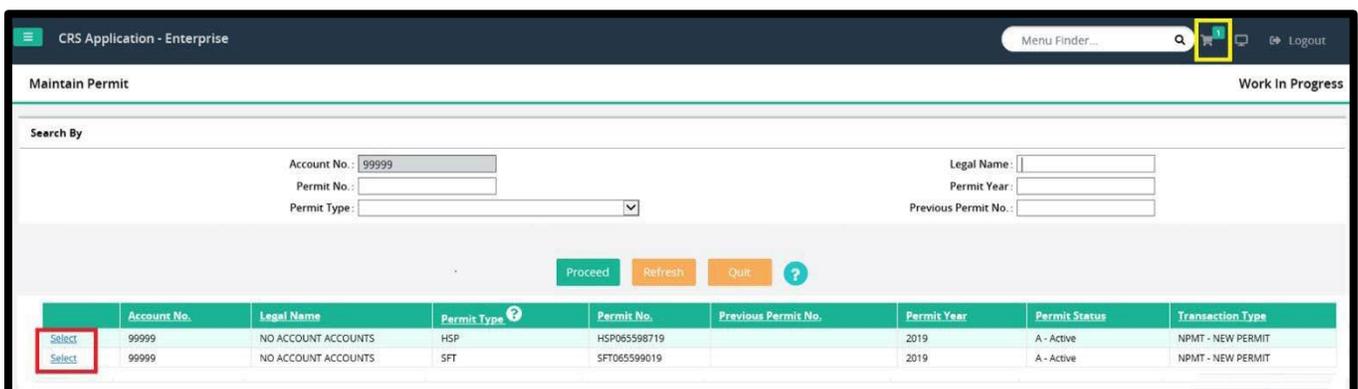
- 1) Select Services. The Services menu will display.
- 2) Select Work IN **Progress** in the Maintain Permit section.



- 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 Legal Name: NO ACCOUNT ACCOUNTS DBA Name:
Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
355480	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.

