



# CRS Customer: Obtain New Trip and Hazmat-Hazwaste Permits

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Version 1.3 | November 27, 2019



**YOUR *Safety***  
.....▶

**YOUR *Mobility***  
.....▶

**YOUR *Economic Opportunity***  
.....▶

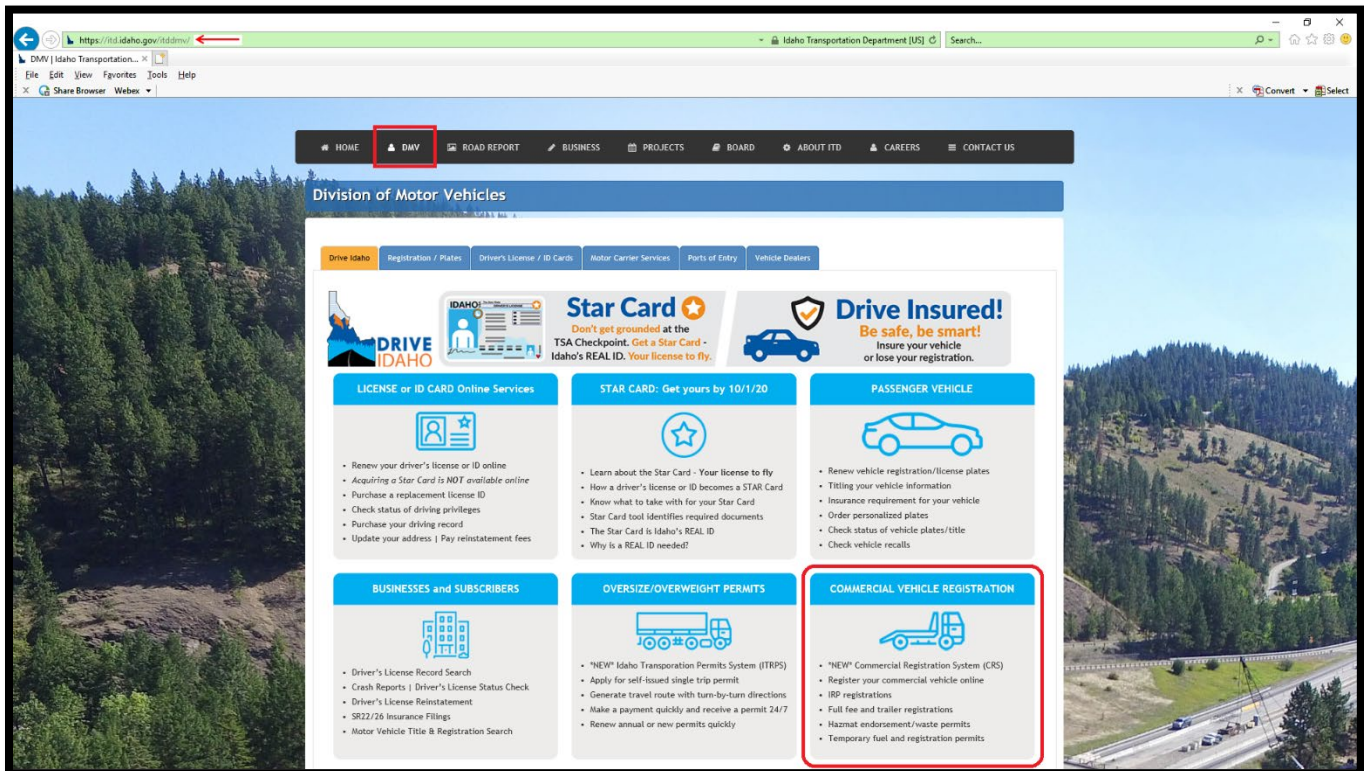


## CRS Hazmat and Trip Permit Services

This document will provide instruction on how to apply and pay for a Hazardous Materials Endorsement, Hazardous Waste Permit, and a Trip Permit using the Commercial Registration System (CRS) application.

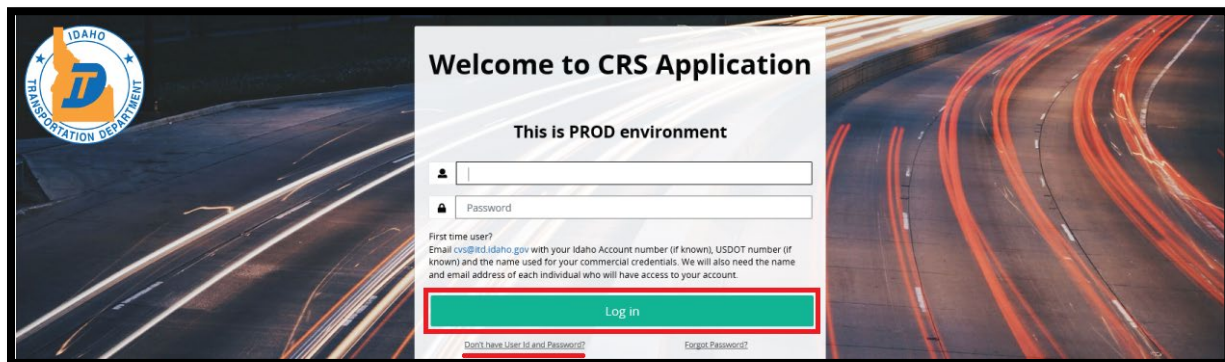
### 1) Log in to CRS application

The CRS application is accessed via the Idaho Transportation Department (ITD) website.



### 2) First-Time CRS Application Log In

- If a customer has not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov) to have their system access activated.
- The email should include your Idaho Account number (if known), USDOT number (if known), and the name used for your commercial credentials. The email also needs to include the name and email address of each individual who will have access to your account.
- Once the user account is created by ITD, two emails are sent by the Idaho CRS team. One email provides the User ID, and a second email provides a temporary password.
- Enter the **User ID** and **Temporary Password** provided.
- Select **Log in**.



- f) A **New Password** is entered and must be confirmed.
  - i) A password must be between 8 and 50 characters long, and cannot include your account number.
  - ii) It must contain any three for the following [at least one: capital letter, small letter, numeric, special character from the following (!@%&+-?#\$^\*(){}|)].
- g) A **Secret Question** and **Secret Answer** is entered.
- h) Click **Proceed** to continue.

CRS Application - Enterprise

ENTUSER46 : [!] Your new password must adhere to the following rules:

- Password must be between 8 and 50 characters long.
- Password must contain any three from the following [at least one capital letter, at least one small letter, at least one numeric, at least one special characters from the following (!@%&+-?#\$^\*(){}|)].
- Password cannot contain your account number.
- Password cannot be reused within 60 days or 6 password changes.

User

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Reset Password

\*User ID: ID629528A      User Name: CW

\*New Password:       \*Confirm Password:

\*Secret Question:       \*Secret Answer:

Last Updated User ID: DHALL      Last Updated TimeStamp: 10/16/2019 03:16:26 PM

User Status: ACTIVE

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

- i) When the password reset is successful, a blue message will appear at the top of the page.
- j) Click on the **“Click here for Login”** link.

CRS Application - Enterprise

ENTCLT59 : [!] Password has been changed successfully

User

[Click here for Login](#)

- k) The Welcome to CRS Application screen appears. Enter the user ID provided and password chosen in Step 2e above.
- l) Select **Log in**.

WELCOME TO CRS APPLICATION

This is PROD environment

User ID:

Password:

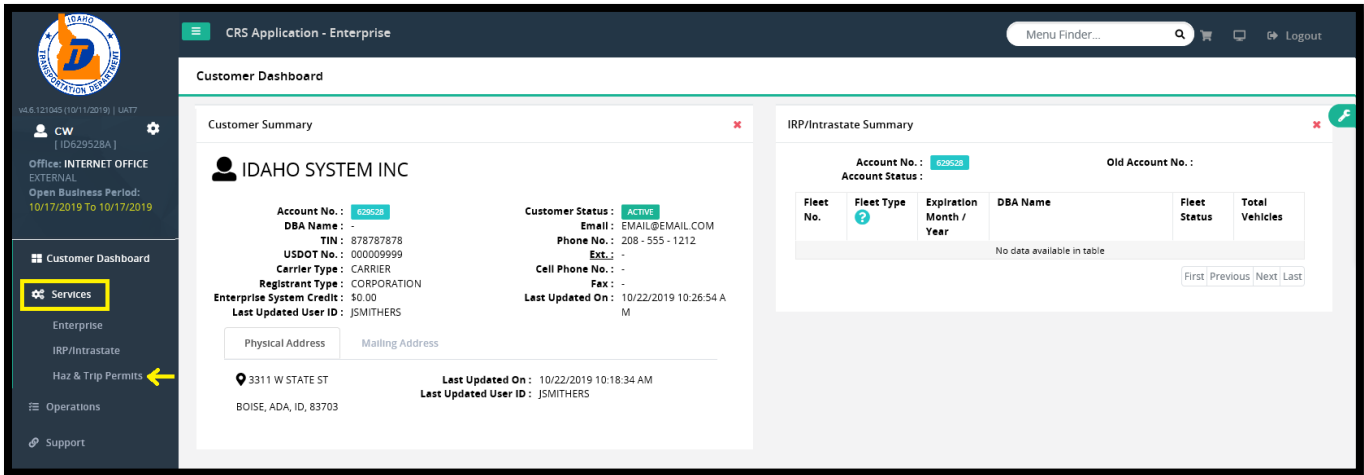
Log in

First time user?  
Email covid@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) Hazmat and Trip Permit Services

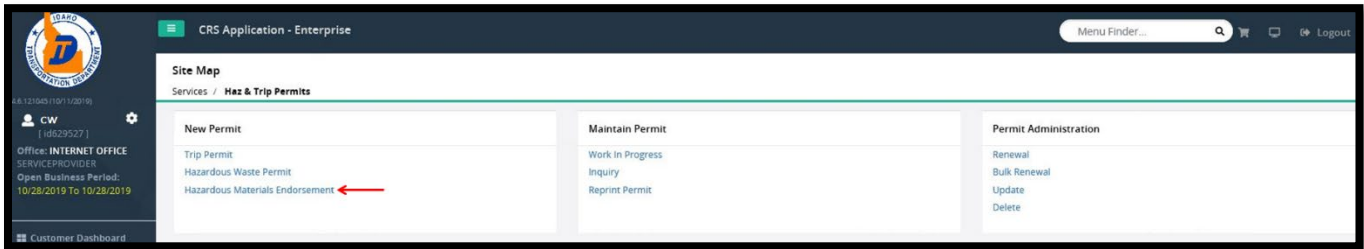
- a) Click on **Services**. The **Services** menu will open.
- b) Select **Haz & Trip Permits** from the menu options.

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

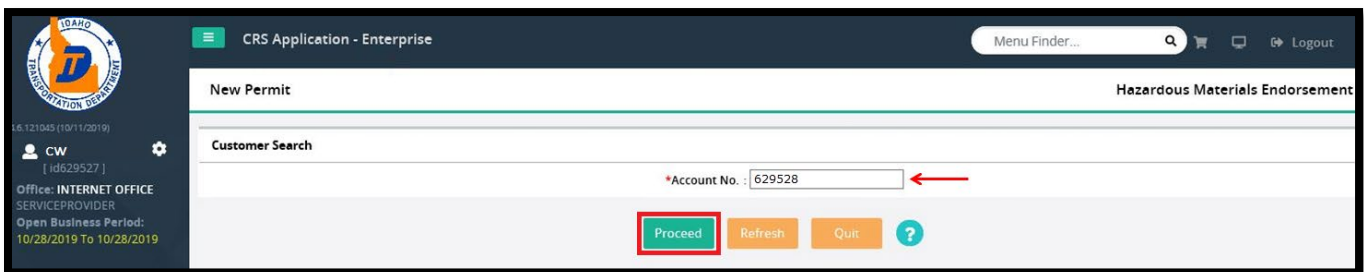


### 4) Applying for a New Permit

- a) All new permitting starts with selecting the type of permit. In this example, **Hazardous Materials Endorsement** is selected. See Step 10 for a Hazardous Waste Annual Permit example, or Step 13 for a Trip Permit example.



- b) Search for a customer account by entering an account.
- c) Click **Proceed**.



## 5) Hazardous Materials Endorsement

- The permit chosen in step 4a should be shown in the **Permit Type** drop down menu, in the **Permit Details** section. Here, **HMP – Hazardous Materials Endorsement** is showing.
- Enter a **VIN** or **Plate No.**
- Click **Find**.

**Permit Details** Hazardous Materials Endorsement

**Customer Details**  
 Account No.: 629528 Legal Name: DAHO SYSTEM INC DBA Name:

**Address Details**  
 Physical Address Mailing Address  
 Street: 3311 W STATE ST Zip Code: 83703 Jur: ID - IDAHO  
 City: BOISE Country: ADA Country: US

**Business Customer Details**  
 TIN: 878787878 USDOT No.: 000009999  
 Primary Contact Name: CW MCCALL Email: EMAIL@GMAIL.COM Primary Phone: 208-334-8617

**Permit Details**  
 \*Permit Type: **HMP - HAZARDOUS MATERIALS END**  
 Duration: Y - Yearly  
 \*Effective Date: 10/28/2019 01:29:53 PM  
 Origin:  
 Handwritten?:  
 Amount Overweight:  
 EPA No.:  
 Vendor:  
 Transaction Type: NPMT - NEW PERMIT  
 No. Of Permits:  
 Expiration Date: 12/31/2019 01:29:53 PM  
 Destination:  
 Handwritten Permit No.:  
 Overweight Type:  
 Manifest No.:  
 Permit No.: HMP065595019  
 Permit Status: Active  
 Exempt:  
 Commodity:  
 Citation:  
 Driver Name:  
 Weight Increased To:

**Fees Details**

Fee Type	Fee Amnt(\$)
HAZARDOUS MATERIALS PERMIT	19.00
<b>Total</b>	<b>19.00</b>

**New Vehicle Search Criteria** VIN Overwrite

VIN: Plate No.: **Find** Refresh Vehicle

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

- If the vehicle is found, the screen will display the account and vehicle information.
- Change the **Effective Date** (if needed).
- Select **Proceed**.

**Fees Details**

Fee Type	Fee Amnt(\$)
No data available in table	

**New Vehicle Search Criteria** VIN Overwrite

VIN: VWR65455 Plate No.: **Find** Refresh Vehicle

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

**Vehicle Details**

VIN: VWR65455 \*Unit No.: 55 \*Plate No.: VV104  
 \*Body Type: HT - Mobile Home Toner \*Make: WINNEBAGO - WIN \*Model Year: 1971  
 GVW:

**Delivery Type**  
 Electronic Delivery Type: D - PDF

**Comments**

**Proceed** Refresh Out



- g) The Permit Details Verification page displays. If everything is complete and accurate, click **Proceed** to pay.

**Fees Details**

Fee Type	Fee Amt(\$)
HAZARDOUS MATERIALS ENDORSEMENT	10.00
<b>Total</b>	<b>10.00</b>

**Vehicle Details**

VIN: VVR654555      Unit No.: 55      Plate No.: YY104  
 Body Type: MT - Mobile Home Toter      Make: WINNEBAGO - WIN      Model Year: 1971  
 GVW:

**Delivery Type**

Electronic Delivery Type: D - PDF

**Proceed**   Add To Cart   Back

- h) The Payment Cart Management screen displays. Click **Proceed** to go to payment screen.

CRS Application - Enterprise      Menu Finder      Logout

Payment      Hazardous Materials Endorsement

Cart Management - Selected Transaction Verification

Payer Name: IDAHO SYSTEM INC      Payer Account No.: 629528      Receipt Date: 10/28/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
629528	IDAHO SYSTEM INC	356482	10/28/2019	PMT:ACB9999:PMT:HW068595419:HAZARDOUS MATERIALS ENDORSEMENT-NEW PERMIT	1	10.00
<b>Total</b>						<b>10.00</b>

**Proceed**   Quit

- i) Select **Electronic Payment**. Do not close this CRS browser page.

CRS Application - Enterprise      Menu Finder      Logout

Payment      Hazardous Materials Endorsement

Payer Account No.: 629528      Legal Name: IDAHO SYSTEM INC      DBA Name:

Enterprise System Credit: 0.00

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356482	10/28/2019	IDAHO SYSTEM INC	PMT:ACB9999:PMT:HW068595419:HAZARDOUS MATERIALS ENDORSEMENT-NEW PERMIT	10.00
<b>Total Amount Due</b>				<b>10.00</b>

**Payment Details**

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

Delete   Add   **Electronic Payment**

For Over Payment:  System Credit    Refund

Total: 0.00  
 Remaining Balance: 10.00  
 Change: 0.00  
 Over Payment: 0.00  
 Net Amount Paid: 0.00

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

**Proceed**   Refresh   Quit   ?

## 6) The LexisNexis Payment Portal

- The LexisNexis payment portal will display. Do not close the CRS browser page.
- If a CRS session times out the customer must log back into CRS to complete the transaction.
- If payment is not desired at this time, close the portal by clicking the X in the upper right corner, the system will go back to the CRS Payment screen (displayed in step 5i above).
- Click **Reload** to bring back the Payment screen, or **Quit** to quit payment screen.

## 7) Making a Portal Payment

- a) To make a payment:
  - i) Enter the appropriate information in each field with a black asterisk (\*).
  - ii) Select **Continue**.
  - iii) If the E-mail address is accurate, and confirmed, a receipt is generated and emailed to the email address.

[https://demo.payments.lexisnexis.com/images/bu\\_logo/bu53448\\_logo.gif](https://demo.payments.lexisnexis.com/images/bu_logo/bu53448_logo.gif)

**ITD Web**  
 3311 W. State St., Boise, ID 83707  
 (208)-334-8770

<b>Agency Amount</b>	\$10.00
<b>LexisNexis Service Fee</b>	\$2.00
<b>Total Amount</b>	<b>\$12.00</b>

**Billing Address**

**Address Type**  
 Domestic (US and Puerto Rico)
  Military (APO/FPO)
  International (including Canada, Mexico)

**Billing First Name\***   
**Billing Last Name\***   
**Billing Zip Code\***   
**Billing Address Line1\***   
**Billing Address Line2**   
**Billing City\***   
**Billing State\***

**E-mail\***   
**Confirm E-mail\***   
**Phone Number\***


**Payment Information**

**Payment Type**  
 Credit Card
  Personal Check
  Business Check

**Card Number\***   
**Expiration Month\***

**Expiration Year\***   
**Security Code\***


We've provided this sample credit card to assist you in finding the security code.




**Captcha\***

**Enter Captcha**

Continue



[Home](#) | [Payment Solutions](#) | [Contact Us](#) | [Terms and Conditions](#) | [Privacy Policy](#)



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 (Page Last Update 10/31/2019 02:55 PM CDT)  
146.196.583419.0.20.0\_1.8.0.212

- b) A Confirmation of Payment page will display.
- c) Select the check **Acknowledgment** box above Pay Now and select **Pay Now**.

https://demo.payments.lexisnexis.com/images/bu\_logo/bu53448\_logo.gif logo ITD Web  
3311 W. State St., Boise, ID 83707  
(208)-334-8770

<b>Agency Amount</b>	<b>\$10.00</b>
<b>LexisNexis Service Fee</b>	<b>\$2.00</b>
<b>Total Amount</b>	<b>\$12.00</b>

**Billing Address**

Billing First Name: CW  
 Billing Last Name: McCall  
 Billing Zip Code: 83703  
 Billing Address Line1: 3311 W State St.  
 Billing Address Line2:  
 Billing City: Boise  
 Billing State: ID  
 Billing Country: United States of America  
 E-mail: cw@email.email  
 Phone Number: (208) 5551212

**Payment Information**

**Credit Card**

Card Number: \*\*\*\*\*0248 (MASTERCARD)  
 Expiration Date: 03/2021

**Payment Authorization**

Total Amount: \$12.00

**Acknowledgment**

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

Previous Page
Pay Now

- d) A payment receipt/authorization with a confirmation number will appear on the screen. While the LexisNexis screen is displayed, a receipt can be printed using the following steps:
  - i. **Right-click** on the screen.
  - ii. Select **Print** from the menu that opens.
  - iii. Select the printer from the print dialog box.
  - iv. Click **Print**.

**Receipt**

Payment Date	10/31/2019 02:58 PM CDT	Payment Status	AUTHORIZED
Confirmation Number	20020144		
Payment Method	Credit Card (MASTERCARD) *****0248		
Expiration	##/##		
Approval Code	TestOK		
AVS Response	E		

**Bill To**

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

**Payment Towards**

Payment Towards UniqueID	IDCRS	Amount	CarrierName
2050			

**Charge Information**

<b>Agency Amount</b>	<b>\$10.00</b>
<b>LexisNexis Service Fee</b>	<b>\$2.00</b>
<b>Total Amount</b>	<b>\$12.00</b>

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Networks.

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

The best way to contact the Idaho DOT is to call (999) 123-4567



### 8) Printing a Receipt and Permit

Close or minimize the LexisNexis screen to bring the CRS screen back.

a) Once the **Payment No.** is populated, select **Proceed**.

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356465	10/31/2019	IDAHO SYSTEM INC	PMT;AC#:629528;PMT#:HAP065596519;HAZARDOUS WASTE ENDORSEMENT-NEW PERMIT	10.00
<b>Total Amount Due</b>				<b>10.00</b>

**Payment Details**

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	20020144	10.00

Total: 10.00  
 Remaining Balance: 0.00  
 Change: 0.00  
 Over Payment: 0.00  
 Net Amount Paid: 10.00

For Over Payment:  System Credit  Refund

**Electronic Delivery Type**


Payment receipt Electronic Delivery type:

b) The payment receipt and permit should open on screen.

c) If **PDF** was chosen, the receipt can be printed by either selecting the printer icon, or selecting **File / Print**.

d) Select the printer from the print dialog box.


e) Click **Print**.



**IDAHO TRANSPORTATION DEPARTMENT**  
**MOTOR CARRIER SERVICES**  
 P.O. Box 34  
 BOISE, ID 83707 • (208) 334-8611  
 Website: www.trucking.idaho.gov Email: cvs@itd.idaho.gov

**Payment Receipt**


Legal Name : IDAHO SYSTEM INC DBA Name : 3311 W STATE ST BOISE, ID 83703	Cart Id : 23457 Payer Account No. : 629528 Payment Date : 10/28/2019 User Id : ID629528 Location : INTERNET OFFICE
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**INVOICE DETAIL :**

Invoice No.	Name	Transaction Detail	Amount
356462	Carrier: IDAHO SYSTEM INC DBA:	PMT;AC#629528 PMT#:HMP 065595419;HAZARDOUS MATERIALS ENDORSEMENT-NEW PERMIT	\$10.00
<b>Total</b>			<b>*\$10.00</b>

\*Total amount includes all original invoice balances and excludes any payments.





**IDAHO TRANSPORTATION DEPARTMENT**  
**MOTOR CARRIER SERVICES**  
 P.O. Box 34  
 BOISE, ID 83707 • (208) 334-8611  
 Website: [www.trucking.idaho.gov](http://www.trucking.idaho.gov) Email: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)

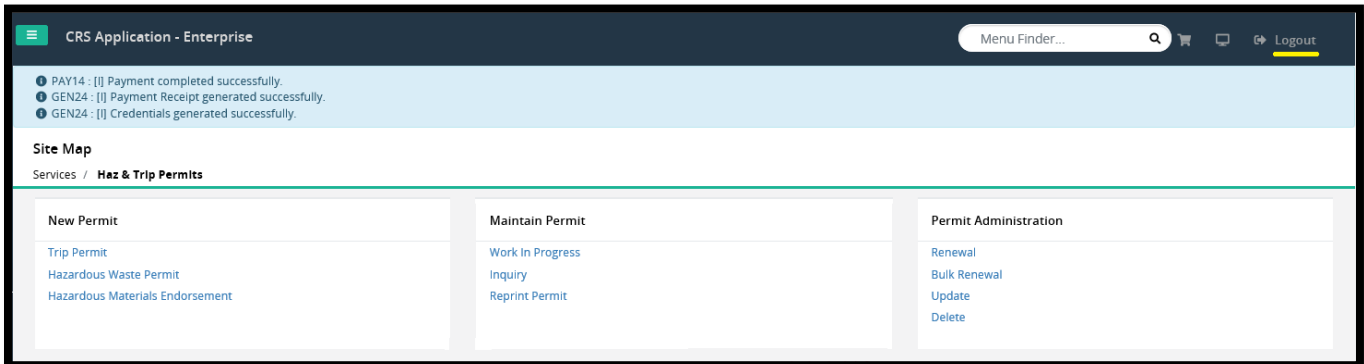
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**IDAHO HAZARDOUS WASTE PERMIT**

<b>Issue Date</b>	<b>Issued By Office Location</b>	<b>Permit No.</b>			
10/31/2019	WOFC	HAP065596519			
<b>Type</b>		<b>Total Fees</b>			
HAZARDOUS WASTE ENDORSEMENT PERMIT		\$ 10.00			
<b>Start Date</b>	<b>Expiration Date</b>	<b>Account #:</b> 629528			
10/31/2019	12/31/2019				
<b>Carrier:</b> IDAHO SYSTEM INC		<b>User ID:</b> ID629528A			
<b>DBA:</b>					
<b>Contact:</b> MCS		<b>TIN:</b> 878787878			
<b>Address:</b> PO BOX 83720		<b>Phone #:</b> (208) 555-1212			
<b>City:</b> BOISE	<b>State/Prov:</b> ID	<b>Zip:</b> 83720			
		<b>Extension:</b>			
<b>State/Prov</b>	<b>Make</b>	<b>Year</b>	<b>VIN</b>	<b>Plate</b>	<b>Unit</b>
ID	PTRB	1984	1XP9DB9X5EP163814	E 99999	2
<b>EPA #:</b> 9999999					

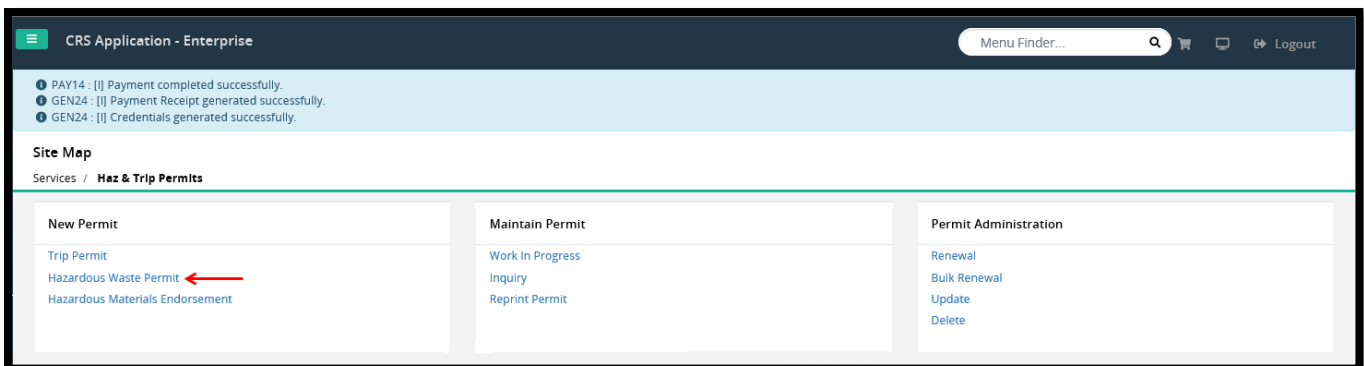
### 9) Returning to CRS and Logging Out of CRS

- a) Close the screen to exit and return to the Site Map screen. Payment, receipt, and credential confirmation will appear as notes at the top of the page.
- b) If no other transactions are required, log out of CRS by selecting **Logout** in the upper right corner.



### 10) Hazardous Materials Single or Annual Permit

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



- b) Search for a customer account by entering an account.
- Note: Permitting Services will need to search for the customer with an account number or use their account number to obtain permits.
- c) Click **Proceed**.

- d) Enter a **VIN** or **Plate No.**
- e) Click **Find**.
- f) If the vehicle is found the screen will display the account and vehicle information.
- g) Select the **Permit Type** from the drop down menu, in the **Permit Details** section. There are two permit options: Annual and Single Permit. In the following example, **HSP HAZARDOUS WASTE ANNUAL** was chosen.

- g) The screen will display the permit number, effective date, and fee details.
- h) The **EPA No.** (number), **Unit No.** and **Plate No.** must be entered. If the vehicle is not displaying a plate, enter None for Plate No.
- i) Purchasing a Single permit requires the **Origin**, **Destination** and **Manifest No.** to be entered as well.
- j) Select **Proceed**.

**Fees Details**

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	250.00
<b>Total</b>	<b>250.00</b>

---

**New Vehicle Search Criteria** VIN Override

VIN:  Plate No.:

Find Refresh Vehicle

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

---

**Vehicle Details**

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

\*Body Type:  \*Make:  \*Model Year:

GVW:

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**Delivery Type**

Electronic Delivery Type:

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**Comments** +

Proceed
Refresh
Quit
?

- k) The Permit Details Verification screen displays. The permit details including the **Expiration Date** will be shown. If everything is complete and accurate, click **Proceed**.

**Permit Details**

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

Fee Type	Fee Amt(\$)
HAZARDOUS WASTE ANNUAL PERMIT	250.00
<b>Total</b>	<b>250.00</b>

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**Vehicle Details**

VIN: 1XP9DB9X5EP163814 Unit No.: 2 Plate No.: E 99999

Body Type: TR - Tractor Make: PETERBILT - PTRB Model Year: 1984

GVW:

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**Delivery Type**

Electronic Delivery Type: D - PDF

Proceed
Add To Cart
Back

l) The Payment Cart Management screen displays. Click **Proceed** to go to payment screen.

Payment Hazardous Waste Permit

Cart Management - Selected Transaction Verification

Payer Name: IDAHO SYSTEM INC      Payer Account No.: 629528      Receipt Date: 10/31/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
629528	IDAHO SYSTEM INC	356465	10/31/2019	PMT; AC#:629528; PMT#:HAP065596519; HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	1	250.00
<b>Total</b>						<b>250.00</b>

m) Select **Electronic Payment**.

Payment Hazardous Waste Permit

Payment

Payer Account No.:       Legal Name:       DBA Name:

Enterprise System Credit:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356465	10/31/2019	IDAHO SYSTEM INC	PMT; AC#:629528; PMT#:HAP065596519; HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	250.00
<b>Total Amount Due</b>				<b>250.00</b>

Payment Details

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

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

For Over Payment:  System Credit  Refund

## 11) The LexisNexis Payment Portal

The LexisNexis payment portal will display. Do not close the CRS browser page. Follow steps 7 and 8 above to complete the payment using the LexisNexis portal.

## 12) Printing the Permit and Receipt

The PDF that generates includes both the receipt and the permit.

- Close or minimize the LexisNexis screen to bring the CRS screen back.
- Once the **Payment No.** is populated, select **Proceed**.

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356465	10/31/2019	IDAHO SYSTEM INC	PMT;AC#:629528;PMT#:HAP065596519;HAZARDOUS WASTE ENDORSEMENT-NEW PERMIT	250.00
<b>Total Amount Due</b>				<b>250.00</b>

**Proceed**


Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	20020144	250.00

Total: 250.00  
 Remaining Balance: 0.00  
 Change: 0.00  
 Over Payment: 0.00  
 Net Amount Paid: 250.00

For Over Payment:  System Credit  Refund

Electronic Delivery Type: Payment receipt Electronic Delivery type:


- The payment receipt and permit should open on screen. The receipt is page 1 and the permit is page 2.
- These can be printed by either selecting the printer icon, or selecting **File / Print**.
- Select the printer from the print dialog box.
- Click **Print**.



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 Website: www.trucking.idaho.gov Email: cvs@itd.idaho.gov

**Payment Receipt**

Legal Name : IDAHO SYSTEM INC DBA Name : PO BOX 83720 BOISE, ID 83720	Cart Id : 23460 Payer Account No. : 629528 Payment Date : 10/31/2019 User Id : ID629528A Location : INTERNET OFFICE
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**INVOICE DETAIL :**


Invoice No.	Name	Transaction Detail	Amount
356465	Carrier: IDAHO SYSTEM INC DBA:	PMT;AC#:629528;PMT#:HA P065596519;HAZARDOUS WASTE ANNUAL PERMIT-NEW PERMIT	\$250.00
<b>Total</b>			<b>*\$250.00</b>

\*Total amount includes all original invoice balances and excludes any payments.

**PAYMENT DETAIL :**

Payments	Payment Date	Amount
Credit Card-20020144	10/31/2019	\$250.00
<b>Total Paid</b>		<b>\$250.00</b>





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**IDAHO HAZARDOUS WASTE PERMIT**

<b>Issue Date</b>	<b>Issued By Office Location</b>	<b>Permit No.</b>
10/31/2019	WOFC	HAP065596519
<b>Type</b>		<b>Total Fees</b>
HAZARDOUS WASTE ANNUAL PERMIT		\$250.00
<b>Start Date</b>	<b>Expiration Date</b>	<b>Account #:</b> 629528
10/31/2019	12/31/2019	
<b>Carrier:</b> IDAHO SYSTEM INC		<b>User ID:</b> ID629528A
<b>DBA:</b>		
<b>Contact:</b> MCS		<b>TIN:</b> 878787878
<b>Address:</b> PO BOX 83720		<b>Phone #:</b> (208) 555-1212
<b>City:</b> BOISE	<b>State/Prov:</b> ID <b>Zip:</b> 83720	<b>Extension:</b>

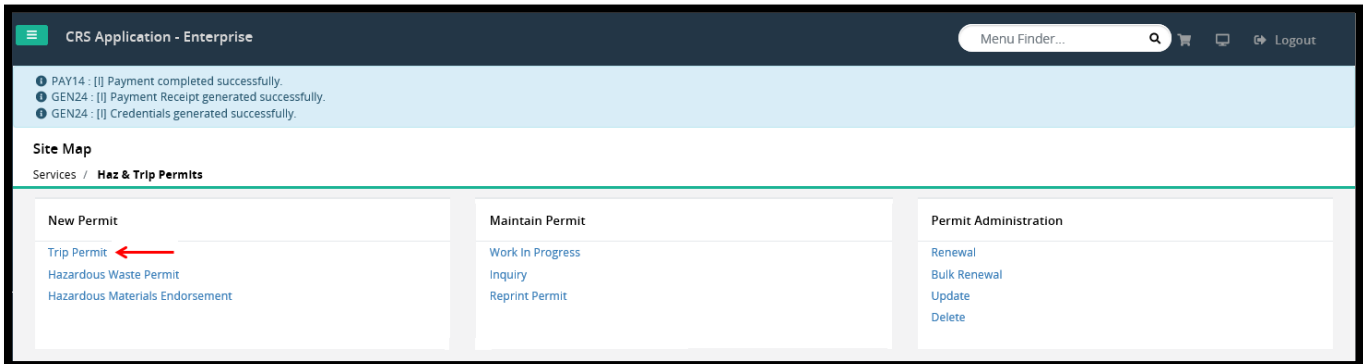
State/Prov	Make	Year	VIN	Plate	Unit
ID	PTRB	1984	1XP9DB9X5EP163814	E 99999	2

EPA #: 9999999

g) Return to CRS and/or logout of CRS, as shown in step 9 above.

### 13) Temporary Registration (Trip) Permits

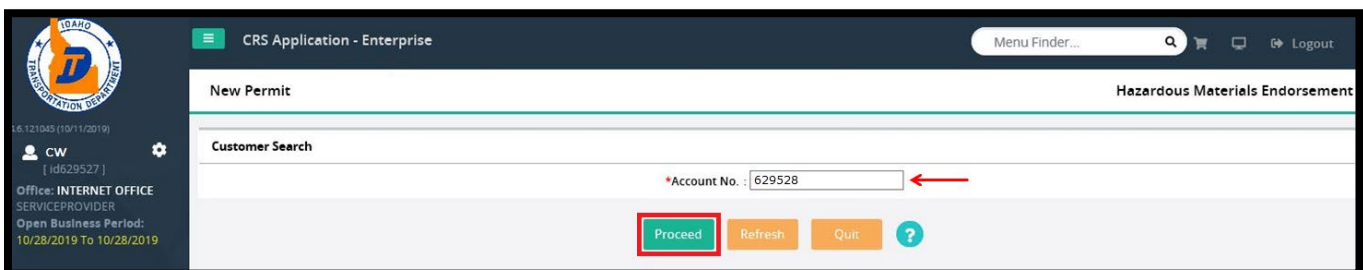
a) Select **Trip Permit** in the New Permit section.



b) Search for a customer account by entering an account.

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

c) Click **Proceed**.



- d) The **Permit Type** drop down menu, in the **Permit Details** section will display a list of permits from which to choose. In this example, **SVT – SINGLE VEHICLE PERMIT** is chosen. A complete list of permits are listed in Appendix A on page 20.
- e) Enter a **VIN** or **Plate No.**
- f) Click **Find**.

**Permit Details**

\*Permit Type: **SVT - SINGLE VEHICLE PERMIT** (Selected from dropdown)

Duration: CFT - FUEL PERMIT & COMBINATION VEHICLES PERMIT  
CVT - COMBINATION VEHICLE PERMIT  
\*Effective Date: DLT - DEALER LADEN PERMIT  
FTP - FUEL PERMIT  
\*Origin: SFT - FUEL PERMIT & SINGLE VEHICLE PERMIT  
Handwritten?: SVT - SINGLE VEHICLE PERMIT (Selected from dropdown)

Transaction Type: NPMT - NEW PERMIT  
No. Of Permits: 1  
Expiration Date: MM/DD/YYYY HH.MM.SS

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

**Fees Details**

Fee Type	Fee Amt(\$)
No data available in table	

**New Vehicle Search Criteria**

VIN:  Plate No.:

**Find** **Refresh Vehicle**

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

- g) The screen will display the permit number, effective date, and fee details.
- h) If the vehicle is found the screen will display the account and vehicle information.
- i) Complete all required information, marked with a red asterisk (\*). The **Effective Date**, **Origin**, **Destination**, **Unit No.**, and **Plate No.** must be entered. If the vehicle is not displaying a plate, enter None for Plate No. Add **Trailer Details** if a trailer is included in the permit.
- j) Select **Proceed**.

**Permit Details**

\*Permit Type: SVT - SINGLE VEHICLE PERMIT  
Duration: H - 120 hours  
\*Effective Date: 10/31/2019 02:03:10 PM  
\*Origin: Mountain Home AFB  
Handwritten?:  
Amount Overweight:  
EPA No.:  
Vendor:

Transaction Type: NPMT - NEW PERMIT  
No. Of Permits: 1 - 120 hours  
Expiration Date: 11/05/2019 02:03:10 PM  
\*Destination: US Ecology Grand View  
Handwritten Permit No.:  
Overweight Type:  
Manifest No.:

Permit No.: SVT065596619  
Permit Status: A - Active  
Exempt:  
Commodity:  
Citation:  
Driver Name:  
Weight Increased To:

**Fees Details**

Fee Type	Fee Amt(\$)
SINGLE VEHICLE PERMIT	60.00
<b>Total</b>	<b>60.00</b>

**New Vehicle Search Criteria**

VIN: 1XP9DB9X5EP163814 Plate No.:  
**Find** **Refresh Vehicle**

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

**Vehicle Details**

VIN: 1XP9DB9X5EP163814  
\*Body Type: TR - Tractor  
GWV:  
\*Unit No.: 2  
\*Make: PETERBILT - PTRB  
\*Plate No.: E 55555  
\*Model Year: 1984

**Delivery Type**

Electronic Delivery Type: D - PDF

**Comments** +

**Proceed** Refresh Quit ?

- k) The Permit Details Verification screen displays. The permit details are shown. If everything is complete and accurate, click **Proceed**.

**Permit Details**

<b>Permit Type:</b> SVT - SINGLE VEHICLE PERMIT <b>Duration:</b> H - 120 hours <b>Effective Date:</b> 10/31/2019 02:03:10 PM <b>Origin:</b> Mountain Home AFB <b>Handwritten?:</b> N <b>Amount Overweight:</b> <b>EPA No.:</b> <b>Vendor:</b> N	<b>Transaction Type:</b> NPMT - NEW PERMIT <b>No. Of Permits:</b> 1 - 120 hours <b>Expiration Date:</b> 11/05/2019 02:03:10 PM <b>Destination:</b> US Ecology Grand View <b>Handwritten Permit No.:</b> <b>Overweight Type:</b> <b>Manifest No.:</b>	<b>Permit No.:</b> SVT065596619 <b>Permit Status:</b> A - Active <b>Exempt:</b> <b>Commodity:</b> <b>Citation:</b> <b>Driver Name:</b> <b>Weight Increased To:</b>
--	--	--

---

**Fees Details**

Fee Type	Fee Amt(\$)
SINGLE VEHICLE PERMIT	60.00
<b>Total</b>	<b>60.00</b>

---

**Vehicle Details**

<b>VIN:</b> 1XP9D89X5EP163814 <b>Body Type:</b> TR - Tractor <b>GVW:</b>	<b>Unit No.:</b> 2 <b>Make:</b> PETERBILT - PTRB	<b>Plate No.:</b> E 55555 <b>Model Year:</b> 1984
--	---	--

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**Delivery Type**

**Electronic Delivery Type:** D - PDF

Proceed
Add To Cart
Back

- l) The Payment Cart Management screen displays. If more than one permit is available to pay, select the permit(s) to be paid. Click **Proceed** to go to payment screen.

Payment Trip Permit

---

**Cart Management -Selected Transaction Verification**

Payer Name : IDAHO SYSTEM INC      Payer Account No. : 629528      Receipt Date : 10/31/2019

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
629528	IDAHO SYSTEM INC	356466	10/31/2019	PMT; AC#: 629528; PMT#: SVT065596619; SINGLE VEHICLE PERMIT-NEW PERMIT	1	60.00
<b>Total</b>						<b>60.00</b>

Proceed
Quit

m) Select **Electronic Payment**.

Payment Trip Permit

---

**Payment**

Payer Account No.:       Legal Name:       DBA Name:

Enterprise System Credit:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356466	10/31/2019	IDAHO SYSTEM INC	PMT;AC#:629528;PMT#:SVT065596619;SINGLE VEHICLE PERMIT-NEW PERMIT	60.00
<b>Total Amount Due</b>				<input type="text" value="60.00"/>

---

**Payment Details**

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

Total:

Remaining Balance:

Change:

Over Payment:

Net Amount Paid:

For Over Payment:  System Credit  Refund

12) The LexisNexis Payment Portal

The LexisNexis payment portal will display. Do not close the CRS browser page. Follow steps 7 and 8 above to complete the payment using the LexisNexis portal.

13) Printing the Permit and Receipt

The PDF that generates includes both the receipt and the permit.

- a) Close or minimize the LexisNexis screen to bring the CRS screen back.
- b) Once the **Payment No.** is populated, select **Proceed**.

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
356465	10/31/2019	IDAHO SYSTEM INC	PMT;AC#:629528;PMT#:SVT065596619; SINGLE VEHICLE PERMIT-NEW PERMIT	60.00
<b>Total Amount Due</b>				<input type="text" value="60.00"/>

---

**Payment Details**

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	<input type="text" value="Credit Card"/>	<input style="border: 2px solid red;" type="text" value="20020145"/>	<input type="text" value="60.00"/>

Total:

Remaining Balance:

Change:

Over Payment:

Net Amount Paid:


For Over Payment:  System Credit  Refund

---

**Electronic Delivery Type**

Payment receipt Electronic Delivery type:


- a) The payment receipt and permit should open on screen. The receipt is page 1 and the permit is page 2.
- b) These can be printed by either selecting the printer icon, or selecting **File / Print**.
- c) Select the printer from the print dialog box.
- d) Click **Print**.



**IDAHO TRANSPORTATION DEPARTMENT**  
**MOTOR CARRIER SERVICES**  
 P.O. Box 34  
 BOISE, ID 83707 • (208) 334-8611  
 Website: [www.trucking.idaho.gov](http://www.trucking.idaho.gov) Email: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)

**Payment Receipt**

<p><b>Legal Name :</b> IDAHO SYSTEM INC  <b>DBA Name :</b>                  PO BOX 83720                  BOISE, ID 83720</p>	<p><b>Cart Id :</b> 23461  <b>Payer Account No. :</b> 629528  <b>Payment Date :</b> 10/31/2019  <b>User Id :</b> ID629528A  <b>Location :</b> INTERNET OFFICE</p>
---	---



**INVOICE DETAIL :**

Invoice No.	Name	Transaction Detail	Amount
356466	Carrier: IDAHO SYSTEM INC DBA:	PMT;AC#:629528;PMT#:SVT 065596619;SINGLE VEHICLE PERMIT-NEW PERMIT	\$60.00
<b>Total</b>			<b>*\$60.00</b>

\*Total amount includes all original invoice balances and excludes any payments.

**PAYMENT DETAIL :**

Payments	Payment Date	Amount
Credit Card-20020268	10/31/2019	\$60.00
<b>Total Paid</b>		<b>\$60.00</b>



IDAHO TRANSPORTATION DEPARTMENT  
**MOTOR CARRIER SERVICES**

P.O. Box 34  
 BOISE, ID 83707 • (208) 334-8611

Website: [www.trucking.idaho.gov](http://www.trucking.idaho.gov) Email: [cvs@itd.idaho.gov](mailto:cvs@itd.idaho.gov)

**IDAHO TEMPORARY REGISTRATION PERMIT**

<b>Issue Date</b>	<b>Time</b>	<b>Issued By Office Location</b>		<b>Permit No.</b>		
10/31/2019	1410	WOFC		SVT065596619		
<b>Type</b>		<b>Duration</b>	<b>FEES(PER 120 HOURS)</b>	<b>Total Fees</b>		
SINGLE VEHICLE PERMIT		1		\$60.00		
<b>Start Date</b>	<b>Start Time</b>	<b>Expiration Date</b>	<b>Expiration Time</b>	<b>Account #:</b> 629528		
10/31/2019	1403	11/05/2019	1403			
<b>Carrier:</b> IDAHO SYSTEM INC				<b>User ID:</b> ID629528A		
<b>DBA:</b>						
<b>Address:</b> PO BOX 83720				<b>Phone #:</b> (208) 555-1212		
<b>City:</b> BOISE		<b>State/Prov:</b> ID	<b>Zip:</b> 83720	<b>Extension:</b>		
<b>State/Prov</b>	<b>Zip</b>	<b>Make</b>	<b>Year</b>	<b>VIN</b>	<b>Plate</b>	<b>Unit</b>
ID	83720	PTRB	1984	163814	E 55555	2
<b>GVW:</b> 0						
<b>Comment:</b>						

Operator certifies the vehicle is covered by the minimum liability insurance as required by law and must carry proof of ownership in the vehicle. Permit is void if the carrier responsible for safety has been placed out of service.

**A Maximum of three(3) temporary registration permits per vehicle may be purchased by an owner in a calendar year.** Single or combination registration permit fees may be deducted from registration fees if the vehicle is registered within thirty(30) calendar days of the date the permit was purchased. Miles traveled under a temporary registration and/or fuel permit must be included in total miles but may be deducted from total miles to compute taxable miles when reporting mileage on an IFTA return. Temporary registration permit miles must be included in total miles for Full Fee and IRP registration purposes.

**This is permit 1 of 3 allowed for this vehicle, this calendar year.**

***\*\* Display on windshield this side facing traffic.***

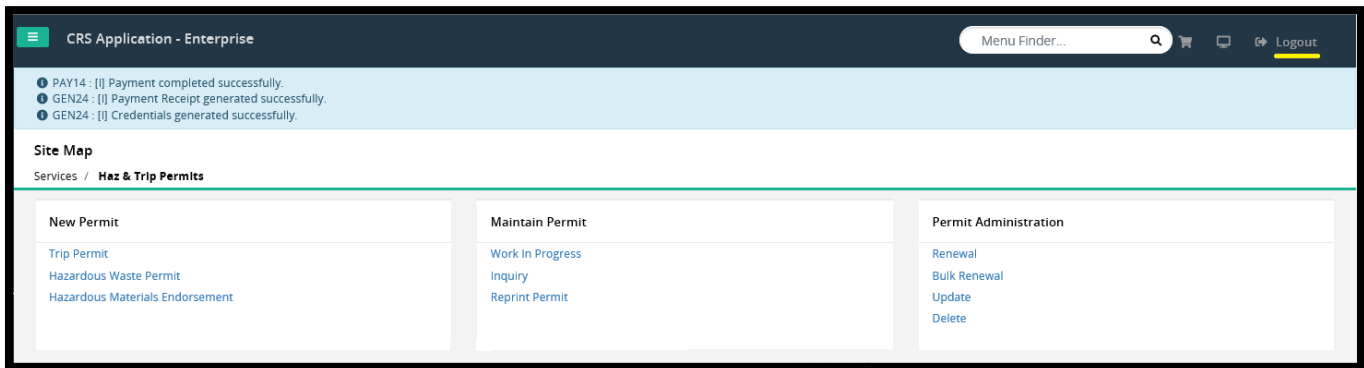
**IDAHO TEMPORARY  
 REGISTRATION PERMIT  
 WOFC SVT  
 11/05/2019**

Date of Expiration



## 14) Returning to CRS and Logging Out of CRS

- Close the screen to exit and return to the Site Map screen.
- If no other transactions are required, log out of CRS by selecting **Logout** in the upper right corner.



## Appendix A – User Guide for Temporary Permits

**CFT – Fuel Permit & Combination Vehicle Permit:** Power unit not registered for Idaho, with one or more unregistered trailers, operating interstate, without current IFTA require this permit. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn't exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**CVT – Combination Vehicle Permit:** Power unit not registered for Idaho, with one or more unregistered trailers require this permit. Operation is either intrastate or if interstate, carrier has current IFTA (if interstate and no current IFTA, use the CFT or SFT permit). This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn't exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**DLT – Dealer Laden Permit:** This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year; limited to a gross weight of 26,000 pounds. If exceeding 26,000 pounds, they must also purchase a temporary weight increase permit. The driver must be a licensed dealer or salesperson.

**FTP – Fuel Permit:** Power unit registered for Idaho, without a trailer or with one or more properly registered trailers, operating interstate without current IFTA requires this permit. This permit can be issued for one or more 120-hour durations and is exempt from the limit of three permits per vehicle per calendar year.

**OTA – Off Load Travel Authorization Permit:** This is only issued by Port of Entry inspectors when authorizing a vehicle hauling an overweight reducible load to travel to the nearest location in order to off-load cargo. External users will not see this option when applying for a temporary permit online.

**SFT – Fuel Permit & Single Vehicle Permit:** Power unit not registered for Idaho, without a trailer or with a properly registered trailer or trailers, operating interstate, without current IFTA require this permit. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn't exceed the limit of three 120-duration permits per vehicle, per calendar year.

**SVT – Single Vehicle Permit:** Power unit not registered for Idaho, without a trailer or with a properly registered trailer or trailers require this permit. Operation is either intrastate or if interstate, carrier has current IFTA (if interstate and no current IFTA, use the CFT or SFT permit). This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn't exceed the limit of three 120-hour duration permits per vehicle, per calendar year.

**TTP – Transporter Permit:** Power unit delivering manufactured homes, new unlicensed trailers, new RVs, other towed motor vehicles, coming from a manufacturing, assembling or distribution plant and being delivered to dealers of the manufacturer. This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year. Note: "Towed" means two or more wheels of the towed vehicle(s) are on the ground. "Hauled" means no part of the hauled vehicle(s) are touching the ground. It can be a power unit, such as three unregistered power units piggybacking to a dealer. The permit is used by anyone that is transporting any unregistered vehicle, wheels on the ground, by a transporter (a company specifically hired to deliver an unregistered vehicle). New manufactured homes do not require the permit. They do not need to be dealers of the manufacturer, such as a used vehicle.

**UWT – Unladen Permit:** Power unit not registered in any jurisdiction, operating without a trailer or the trailer is unladen. This permit can be issued for 30 days and is exempt from the limit of three permits per vehicle per calendar year. Note: This permit option is a mandatory IRP requirement, the permit may be issued to a vehicle owner, regardless of their base jurisdiction, and must be honored in all IRP jurisdictions. It is generally used by owner/operators who are not currently leased to a motor carrier.

**W30 – TWIP30 – Weight Increase Permit:** Properly registered power unit, with registered weight between 50,001 and 60,000 pounds, increasing the registered weight up to 129,000 pounds. This permit can be issued for 30 days with a limit of three 30-day durations per vehicle per calendar year. An Extra length/Excess Weight/ 129K permit is needed for any vehicle registered over 80K to haul at a weight over 80,000 with a reducible load.

**WIP – Weight Increase Permit:** Properly registered power unit increasing the registered weight up to 129,000 pounds. This permit can be issued for one, two or three 120-hour durations at one time as long as overall, it doesn't exceed the limit of three 120-hour duration permits per vehicle, per calendar year. An Extra length/Excess Weight/ 129K permit is needed for any vehicle registered over 80K to haul at a weight over 80,000 with a reducible load.

**WTP – Wrecker Permit:** Power unit designed to tow a disabled vehicle. This permit is issued for 120 hours and is exempt from the limit of three permits per vehicle per calendar year. Note: "Tow" means two or more wheels of the disabled vehicle are on the ground. "Haul" means no part of the disabled vehicle is touching the ground.