

# Amend a Full Fee Vehicle Registration

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Version 1.2 | June 2022



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## Intrastate (Full Fee) Amend a Vehicle Registration

This document will provide instruction on how to amend Full Fee Registrations using the Commercial Registration System (CRS) application.

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

### 1) Amend Vehicle

- After logging in to CRS, the *Customer Dashboard* will display. Select the **Services** hyperlink.
- Select the **IRP/Intrastate** hyperlink.

The screenshot shows the 'Customer Dashboard' for 'TEST COMPANY'. The dashboard includes a sidebar with navigation links: Services (A), Enterprise, IRP/Intrastate (B), Haz & Trip Permits, Operations, and Support. The main content area is divided into three sections:

- Customer Summary:** Displays account information for 'TEST COMPANY'.
 

Account No.:	Customer Status: <b>ACTIVE</b>
DBA Name: -	Email: -
TIN: -	Phone No.: 000-000-0000
USDOT No.: -	Ext.: -
Carrier Type: OTHER	Cell Phone No.: -
Registrant Type: CORPORATION	Fax: -
Enterprise System Credit: \$0.00	Last Updated On: 04/12/2022 03:15:33 PM
Last Updated User ID: -	

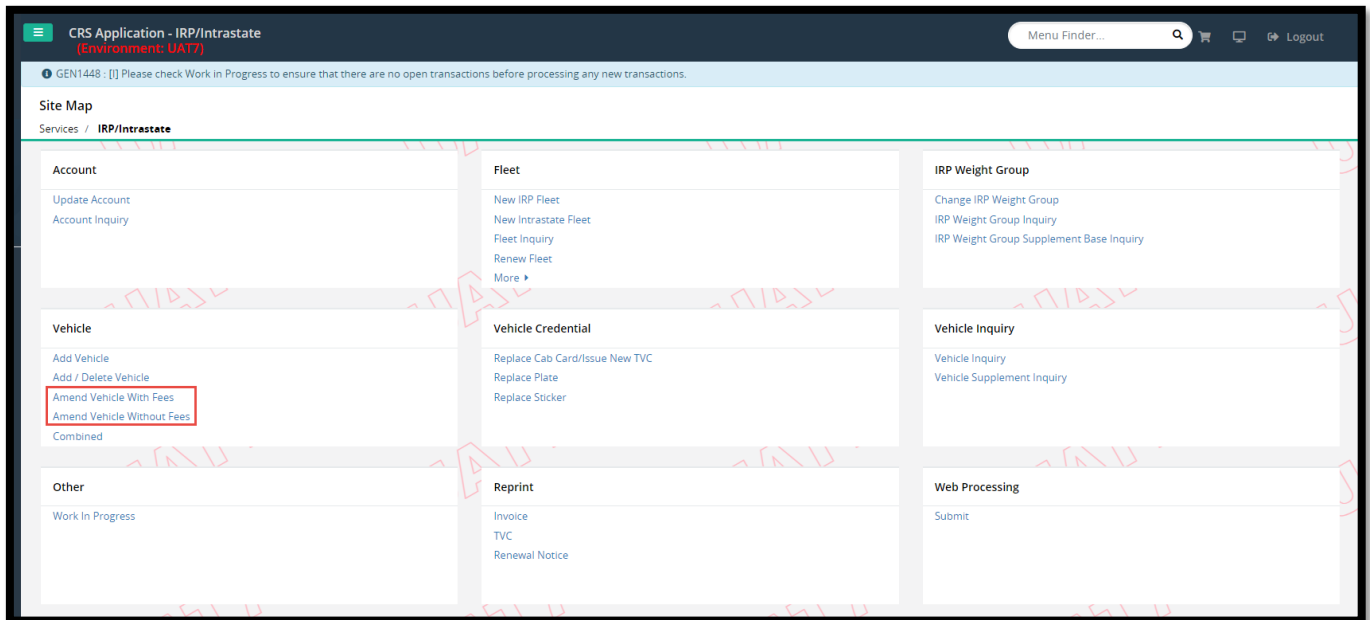
Physical Address: 3311 W STATE ST, BOISE, ADA, ID, 83707  
 Mailing Address: -  
 Last Updated On: 03/10/2022 01:42:05 PM  
 Last Updated User ID: CRSWEB
- IRP/Intrastate Summary:** Displays account and fleet information.
 

Account No.		Account Status:		Old Account No.:	
Fleet No.	Fleet Type	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
No data available in table					
- Pending Transactions:** Displays a table of pending transactions.
 

Resume Service	Fleet Type	Account No.	Legal Name	Trans Desc	Status	Trans Date
No data available in table						

- c) The *Site Map* page will display. On the Site Map screen select **Amend Vehicle With Fees** or **Amend Vehicle without Fees**.

**Note:** Choose *Amend Vehicle with Fees* for changes to the registered weight or body type. Choose *Amend Vehicle without fees* for all other changes, such as unit number, title number, or operation type.



- d) The Vehicle Details page will display. Under *Change Vehicle Details*, select the Unit to be amended in the Unit No. drop down menu.
- e) Select **Search**.

Vehicle Details Amend Vehicle Without Fees

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**Change Vehicle Details**

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

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**Supplements Details**

Account No.: 650018	Fleet No.: 001	Supplement No.: 004
Legal Name: TRUCKING TEST COMPANY	DBA Name:	No. of Vehicles: 0
Expiration Month / Year: 03/2023	Effective Date: 06/13/2022	Supplement Desc.: AMEND VEHICLE WITHOUT FEE
Fleet Type: FFP - FULL FEE POWER	Carrier Type: O - OTHER	USDOT No.:

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**Vehicle Details**

VIN: 12345678912345679	*Unit No.: 002	Weight Group No.:
*Year: 2022	*Body Type: TR - Tractor	*Make: FREIGHTLINER - FRHT
Axles:	Combined Axles:	*Fuel Type: D - Diesel
Seats:	Vehicle Color:	Luggage: N - NO
Distance: 7500	Distance Type: E - Estimated	*Operation Type: H - Haul for Hire
County:	Highway District:	MSRP Price:
Unladen Weight:	*Base Jurisdiction Gross Weight: 80000	Factory Price:
*Purchase Date: 04/18/2022	Purchase Price:	In-State Expiration Date: MM/DD/YYYY
TVC:	TVC No. of Days:	Model:
*Title Jurisdiction: ID - IDAHO	*Title No.: 0000	Safety Responsibility: O - Owner
In-State Plate:	In-State Fee:	Safety Change: N - NO
*Owner Name: N TEST	Owner Phone No.:	
Safety USDOT:	Safety TIN:	
Use Existing Plate:	Existing Plate:	
New Plate Required:		
Change Address on USDOT:		

- f) The Vehicle Details page displays with the selected vehicle's information.

- Amend Vehicle With Fees

Vehicle Details Amend Vehicle With Fees

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**Change Vehicle Details**

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

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**Supplements Details**

Account No.: 99999	Fleet No.: 001	Supplement No.: 020
Legal Name: INO ACCOUNT ACCOUNTS	DBA Name:	No. of Vehicles: 0
Expiration Month / Year: 12/2019	Effective Date: 11/20/2019	Supplement Desc.: AMEND VEHICLE WITH FEES
Fleet Type: FFP - FULL FEE POWER	Carrier Type: C - CARRIER	USDOT No.: 007654321

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**Vehicle Details**

VIN: 128351	*Unit No.: 51	Weight Group No.:
*Year: 1972	*Body Type: TK - Truck	*Make: KENWORTH - KW
Axles:	Combined Axles:	*Fuel Type: D - Diesel
Seats:	Vehicle Color:	Luggage: N - NO
Distance:	Distance Type:	*Operation Type: F - Farm
County:	Highway District:	MSRP Price:
Unladen Weight:	*Base Jurisdiction Gross Weight: 40000	

- Amend Vehicle Without Fees

Vehicle Details

Amend Vehicle Without Fees

Change Vehicle Details

Unit No.:  VIN:  Plate No.:

Supplements Details

Account No.: 99999 Fleet No.: 001 Supplement No.: 019  
 Legal Name: NO ACCOUNT ACCOUNTS DBA Name:  No. of Vehicles: 0  
 Expiration Month / Year: 12/2019 Effective Date: 11/20/2019 Supplement Desc.: AMEND VEHICLE WITHOUT FEE  
 Fleet Type: FFP - FULL FEE POWER Carrier Type: C - CARRIER USDOT No.: 007654321

Vehicle Details

VIN: VVR654555 \*Unit No.: 55 Weight Group No.:   
 \*Year: 1971 \*Body Type: MT - Mobile Home Toter \*Make: WINNEBAGO - WIN  
 Axles:  Combined Axles:  \*Fuel Type: D - Diesel  
 Seats:  Vehicle Color:  Luggage: N - NO  
 Distance:  Distance Type:  \*Operation Type: H - Haul for Hire  
 County:  Highway District:  MSRP Price:   
 Unladen Weight:  \*Base Jurisdiction Gross Weight: 30000

- g) When desired changes are complete, select **Proceed**.
- h) Follow any instructions or fix any errors that appear at the top of the next page by selecting the **Back** button. Then select the **Proceed** button twice.
- i) If no more vehicles need amended, click on **Done**.

Permit Credit Details

Credit Permit No. 1:  Credit Permit Amount 1:  Permit Issue Date 1: MM/DD/YYYY  
 Credit Permit No. 2:  Credit Permit Amount 2:  Permit Issue Date 2: MM/DD/YYYY  
 Credit Permit No. 3:  Credit Permit Amount 3:  Permit Issue Date 3: MM/DD/YYYY

Comments

- j) Select **Submit**.

Web Processing

Submit Process

\*Account No.: 99999 \*Fleet No.: 001 Legal Name: NO ACCOUNT ACCOUNTS  
 \*Fleet Expiration Year: 2019 \*Fleet Expiration Month: 12 \*Supplement No.: 015  
 Status: PEN - Pending

Comments

- k) This makes the transaction available for Motor Carrier to view and approve. An email will be sent to the email address on file when the invoice is ready to be paid.

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

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

The screenshot displays the 'Customer Dashboard' for 'TRUCKING TEST COMPANY'. The dashboard is divided into two main sections: 'Customer Summary' and 'IRP/Intrastate Summary'.

**Customer Summary:**

- Account No.:** 650016
- DBA Name:** -
- TIN:** -
- USDOT No.:** -
- Carrier Type:** OTHER
- Registrant Type:** CORPORATION
- Enterprise System Credit:** \$0.00
- Last Updated User ID:** NLONG
- 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
- Physical Address:** 3311 W STATE ST, BOISE, ADA, ID, 83707
- Mailing Address:** -
- Last Updated On:** 04/25/2022 01:53:50 PM
- Last Updated User ID:** NLONG

**IRP/Intrastate Summary:**

- Account No.:** 650016
- Account Status:** Active
- Old Account No.:** 0

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

Navigation links: First, Previous, 1, Next, Last