



WISCONSIN COMMERCIAL

REGISTRATION SYSTEM

WisCRS

IRP

TRAINING MANUAL FOR
EXTRANET USERS



REVISED 12/2016

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Introduction

WisCRS is a user-friendly Web based system. To begin, log on to the Internet using <https://trust.dot.state.wi.us/wiscrs>

Sign in using your WAMS logon ID and password. After logged in successfully save the URL as the Bookmark/Favorite so you can access WisCRS easier next time.

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Register for a Wisconsin User ID.](#)
[Edit your Profile.](#)
[Change your password.](#)
[Forgot your password.](#)

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#)
Please don't bookmark this page.

After completing the login process to WisCRS, the Home Page displays. The Menu(s) displayed will be based on what you originally indicated you wanted access to on Form MV2940.

Please also make note of the System Messages on the Home Screen. These are important as they provide helpful information on some processing features and also if the system is going to be down for maintenance.



[Logoff](#)

WisCRS: Home

Welcome to WisCRS.

[IFTA Menu](#)

[IRP Menu](#)

System Messages

- IFTA Payments must be made at the same time you are doing an IFTA Renewal or IFTA Order Replacement Credentials. Payment after the fact is now available for IFTA Tax Returns ONLY via the Process Posted Tax Return Payment option link. Please call our office to IFTA Renewal or IFTA Order Replacement Credentials reset to once again offer you the online payment option after you reprocess it. You may also payment and not have your order reset. Our office number is 608-266-9900.
- IRP - Please notice - unless you use a link starting with View, Query, Pay or Print - there will be a minimum charge of 3.00 for a new cab card.
- IRP Renewal - The lowest actual mileage amount that can be entered, by someone other than DOT staff, is 7 miles. If you have jurisdictions with less than 7 actual miles, you MUST enter 7 miles to be able to proceed. DO NOT PAY the renewal, rather contact us to update those jurisdiction(s) to the correct miles and then you can generate a new invoice. FAX a less actual mile request to 608-267-6886.
- IRP Renewal - When renewing your IRP account from our new e-renewal email, please remember to view and/or print your renewal documents first (Renewal Notice link under the WisCRS IRP Menu) to ensure accurate mileage and HVUT reporting periods. You cannot print this notice once you h the Process Renewal link.

Select IRP Menu for Apportioned registration processing.



[Logoff](#)

WisCRS: Home

Welcome to WisCRS.

[IFTA Menu](#)

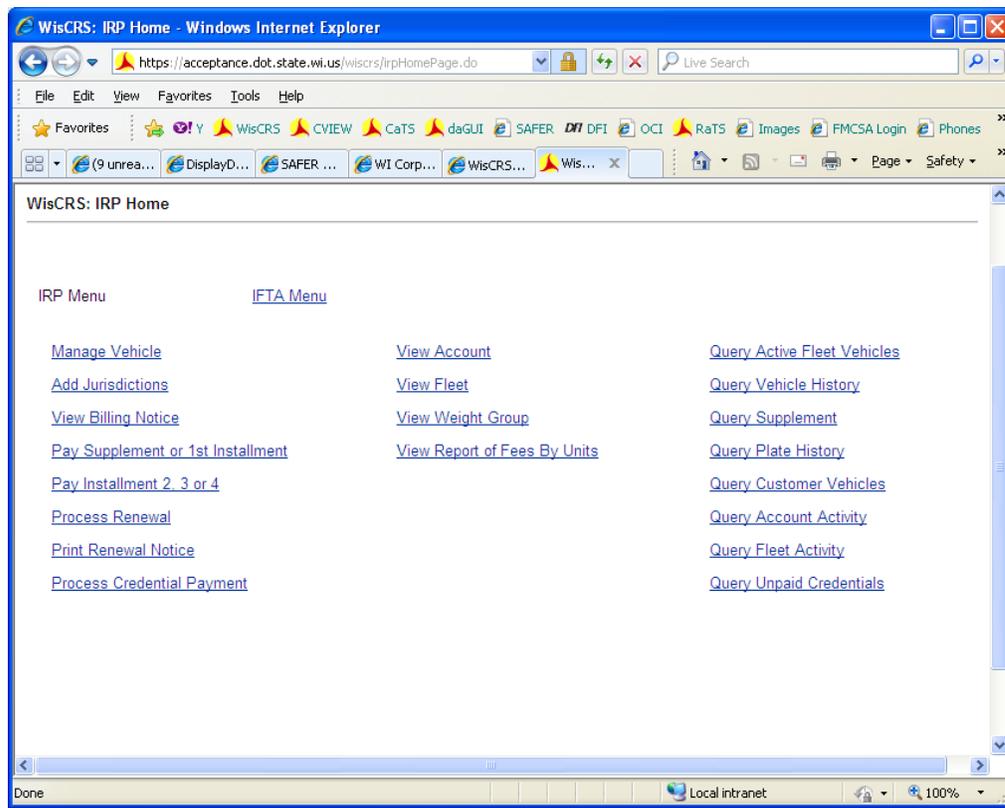
[IRP Menu](#)

System Messages

- IFTA Payments must be made at the same time you are doing an IFTA Renewal or IFTA Order Replacement Credentials. Payment after the fact is now available for IFTA Tax Returns ONLY via the Process Posted Tax Return Payment option link. Please call our office to IFTA Renewal or IFTA Order Replacement Credentials reset to once again offer you the online payment option after you reprocess it. You may also payment and not have your order reset. Our office number is 608-266-9900.
- IRP - Please notice - unless you use a link starting with View, Query, Pay or Print - there will be a minimum charge of 3.00 for a new cab card.
- IRP Renewal - The lowest actual mileage amount that can be entered, by someone other than DOT staff, is 7 miles. If you have jurisdictions with less than 7 actual miles, you MUST enter 7 miles to be able to proceed. DO NOT PAY the renewal, rather contact us to update those jurisdiction(s) to the correct miles and then you can generate a new invoice. FAX a less actual mile request to 608-267-6886.
- IRP Renewal - When renewing your IRP account from our new e-renewal email, please remember to view and/or print your renewal documents first (Renewal Notice link under the WisCRS IRP Menu) to ensure accurate mileage and HVUT reporting periods. You cannot print this notice once you h the Process Renewal link.

Select the IRP task or type of application you want to work on. These are:

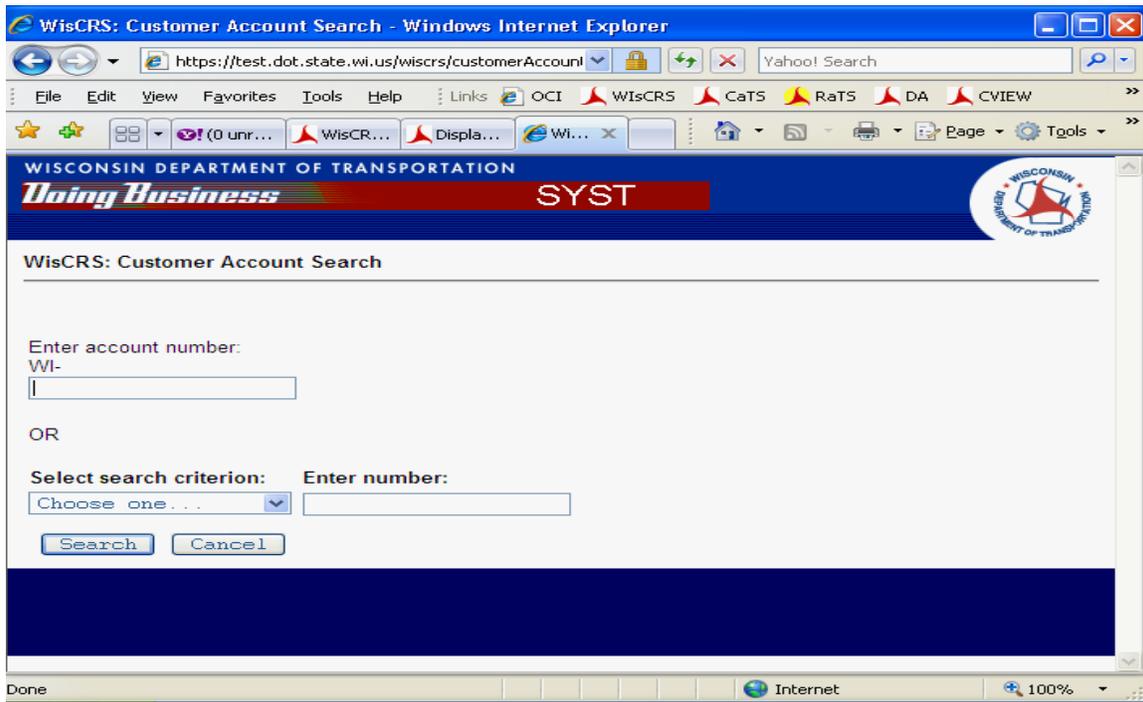
- **Manage Vehicle**
- **View Billing Notice**
- **Pay Supplement or 1st Installment**
- **Pay Installment 2, 3 or 4**
- **Process Renewal**
- **Print Renewal Notice**
- **Process Credential Payment**
- **View Account**
- **View Fleet**
- **View Weight Group**
- **View Report of Fees By Unit**
- **Query Active Fleet Vehicles**
- **Query Vehicle History**
- **Query Supplement**
- **Query Plate History**
- **Query Customer Vehicles**
- **Query Account Activity**
- **Query Fleet Activity**
- **Query Unpaid Credentials**



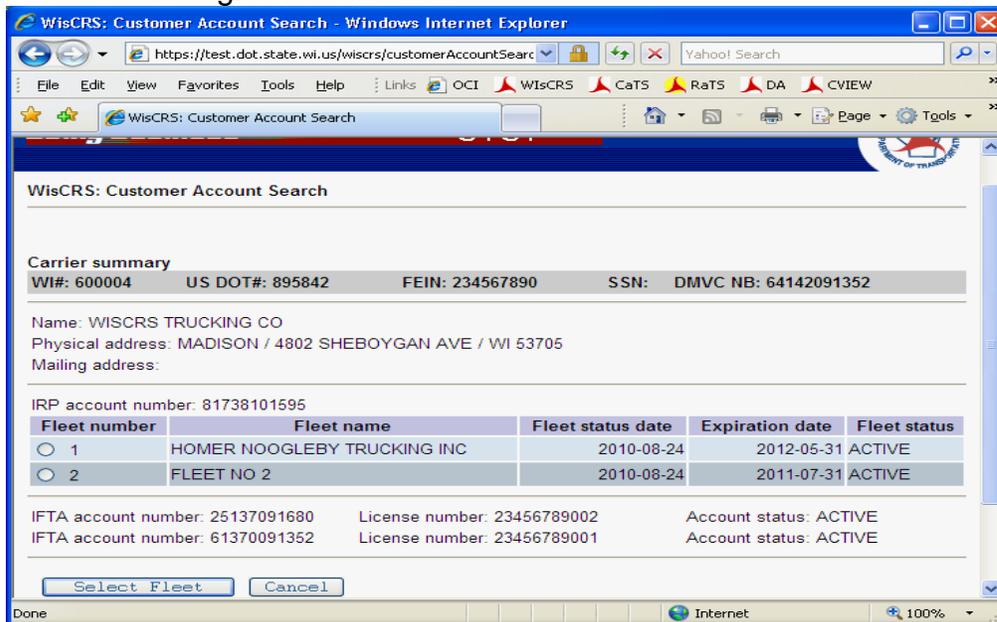
If you have more than 1 fleet, you will have to select the fleet.

If you are a permit service or have multiple accounts, you will have to enter the account then select the fleet, if more than one fleet.

Permit Service and Multiple account access View:



Carrier and Single Account View



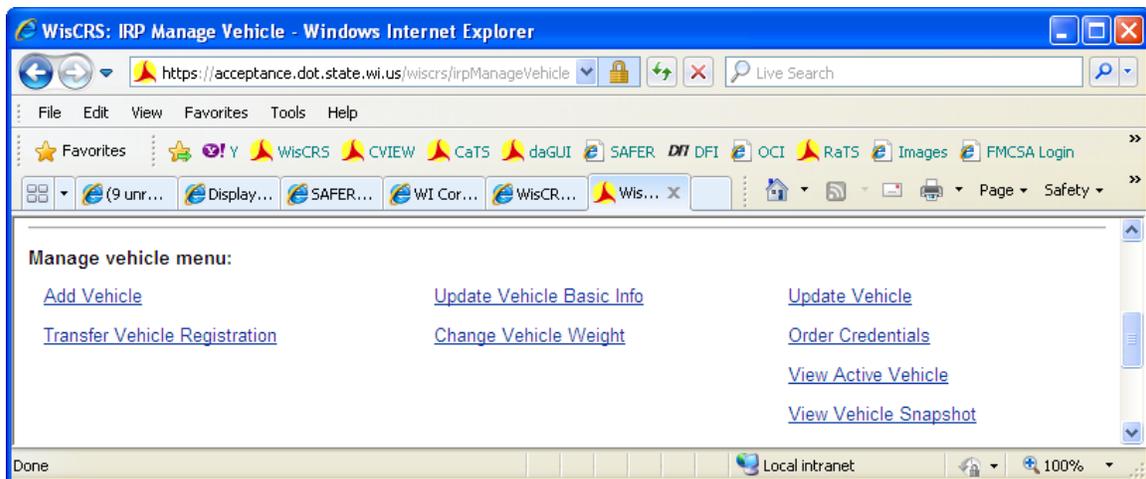
➤ Manage Vehicle

Manage Vehicle provides many options:



WisCRS: IRP Home		
IRP Menu	IFTA Menu	
Manage Vehicle	View Account	Query Active Fleet Vehicles
View Billing Notice	View Fleet	Query Vehicle History
Pay Supplement or 1st Installment	View Weight Group	Query Supplement
Pay Installment 2, 3 or 4	View Report of Fees By Units	Query Plate History
Process Renewal		Query Customer Vehicles
Print Renewal Notice		Query Account Activity
Process Credential Payment		Query Fleet Activity
		Query Unpaid Credentials

- Add Vehicle
- Update Vehicle Basic Info
- Update Vehicle
- Transfer Vehicle Registration
- Change Vehicle Weight
- Order Credentials
- View Active Vehicle
- View Vehicle Snapshot



With the exception of View Vehicle and View Vehicle Snapshot, all of these transactions will incur a minimum of a \$3.00 Cab Card Fee. Some fees may be larger than \$3.00 but there will always be a fee. You are liable for payment for these transactions completed online. Failure to pay one of these items will result in a suspension of the IRP and IFTA (if applicable).

➤ **Add Vehicle – Add a brand new unit to the fleet or reinstate a unit**

Enter Supplement Effective Date if different than today's date

Enter Registration Year

Enter Valid VIN number of vehicle being added – only if the VIN is less than 17-digits do you enter the Year and Make. You will get an error if you have a 17-digit VIN and you also enter the year and make.

Press Continue

The screenshot shows a web browser window titled "WisCRS: IRP Manage Vehicle - Windows Internet Explorer". The address bar shows the URL "https://acceptance.dot.state.wi.us/wiscrs/irpManageVehiclePage.do". The page header includes the Wisconsin Department of Transportation logo and the text "Doing Business ACPT". The main content area is titled "WisCRS: IRP Manage Vehicle" and contains the following information:

IRP account number: WI-200001	Fleet: 5	US DOT#: 123123
Carrier name: WISCRS TRUCKING INC		Dmvc number: 13638100207

Below the table are input fields for:

- Supplement effective date:
- Registration year:
- VIN#:
- Make*:
- Year*:

A note below the fields states: "*Make and Year are only required if VIN less than 17 characters." At the bottom of the form are two buttons: "Continue" and "Manage vehicle home".

Note: If the vehicle being added was not renewed as part of the current registration year, fees will be billed back to the start of the registration year.

If the vehicle being added previously had its registration transferred to another unit, fees will be billed back to the date the registration was transferred.

Add vehicle:

VIN: 1XPTD4EX89N782108	Make: PTRB	Year: 2009	Fuel type: Diesel
Unit number: TEST	Fleet weight group: 801AMNHI		
Unladen wt: 19500	Vehicle usage type: TRUCK TRACTOR		
New/Used: USED	Truck with full trailer: YES	Colorado travel: NO	Utah special truck: NO
Number of axles: 3	Number of seats:	Titled owner name: WISCRS TRUCK	
Purchase date: 08012014	Purchase price: 52000	Factory price: 84000	
Safety carrier USDOT#: 00000	Safety carrier tax id#: 00000000	Safety carrier expected to change: NO	

Comments:

Note that the Make, Year and Fuel type are pre filled.

- Enter unit number
- Select fleet weight group – If you need a different weight group than already there, you must contact the IRP unit for assistance
- Enter unladen weight
- Update Vehicle usage type, if needed
- Update New/Used indicator, if needed
- If the vehicle is a straight truck, indicate yes if it pulls a full trailer
- If you operate in Colorado, indicate Yes if the vehicle being added will travel less than 10,000 total miles nationally
- If you operate in Utah, indicate Yes if your truck is a cement pump, well-boring unit or crane
- Update number of axles, if needed
- If the vehicle is a bus, enter number of seats
- Update titled owner name, if needed
- Enter purchase date, purchase price and factory price
- Update safety carrier USDOT#, tax id#, if needed
- If you are an owner operator and expect the Safety Carrier to change often during your registration year, indicate Yes to Safety carrier expected to change
- Any comment added will be available to you and DOT staff when looking at Query Fleet Activity. Please note that DOT staff does not check these notes daily
- If, this was the incorrect vehicle from what you needed to add, you can select Add different vehicle to key in the correct VIN using the same Reg. Year and start date

Press Confirm

If something is overlooked a message will appear at the top of this screen and you will need to provide the missing information in either blue or red writing. Blue is informational and important. Red is a hard stop for processing if the missing information isn't added. There may also be other informational messages.

WisCRS: IRP Add Vehicle

- **Unladen weight is required.**

Ex: This msg. means that the Unladen Weight field was missed

Add vehicle:

VIN: 1XPTD4EX89N782108

Unit number: TEST

Unladen wt:

New/Used: USED

Number of axles: 3

Purchase date: 08012014

Safety carrier

USDOT#: 00000

Fill in the missing information according to the message.

Add vehicle:

VIN: 1XPTD4EX89N782108	Make: PTRB	Year: 2009	Fuel type: Diesel
Unit number: TEST	Fleet weight group: 80IAMNHI		
Unladen wt: 19500	Vehicle usage type: TRUCK TRACTOR		
New/Used: USED	Truck with full trailer: YES	Colorado travel: NO	Utah special truck: NO
Number of axles: 3	Number of seats: <input type="text"/>	Titled owner name: WISCRS TRUCK	
Purchase date: 08012014	Purchase price: 52000	Factory price: 84000	
Safety carrier USDOT#: <input type="text"/>	Safety carrier tax id#: <input type="text"/>	Safety carrier expected to change: NO	

Comments:

Confirm Add different vehicle Cancel

A verification screen is next. Review your entries.

If there is an error in entry, press **Modify** to go back to the previous screen and make updates.

If the information is correct, press Continue to submit the application.

Press Cancel and nothing will be saved.

VIN: 1XPTD4EX89N782108	Make: PTRB	Year: 2009	Fuel type: Diesel
Unit number: TEST	Fleet weight group: 80IAMNHI		
Unladen weight: 15500	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: WISCRS TRUCK	
Purchase date: 2014-08-01	Purchase price: 52000	Factory price: 84000	
Safety carrier USDOT#: ████████	Safety carrier tax id#: ██████████	Safety carrier expected to change: N	

[Continue](#) [Modify](#) [Cancel](#)

You then have the option to add another vehicle or complete the supplement

Vehicle was added successfully.

VIN: 1XPTD4EX89N782108 Effective Date: 2016-08-18 Expiration Date: 2016-11-30

[Add another vehicle](#) [Complete supplement](#)

Below is the screen for Complete Supplement where you can Generate Billing Notice and print the Temporary Vehicle Registration or TVR

Vehicle was added successfully.

Supplement number: 69

View billing notice:

Comments:

[Generate billing notice](#) [Print Temp Vehicle Reg](#) [Return to home](#)

Generate Billing Notice; opens as an Adobe PDF document

- Any comments you enter in the comment area will print on the bottom of the billing notice
- Payments can be made via **Pay Supplement or 1st installment** option on the IRP Home screen. Payments cannot be completed on this screen.

- Make sure you Print Temp Vehicle Reg (TVR) as you will not be able to print a TVR after you leave this screen. A TVR is a temporary vehicle registration that is recognized as a valid credential for IRP until the Cab Card and/or Plate are received. This TVR is valid for 30 days.
- If you missed printing the TVR on this screen, you will need to contact Motor Carriers to have that faxed or emailed. Going back into Manage Vehicle and requesting one with incur another fee that you will be responsible for paying.

➤ **Update Vehicle Basic Info** – Allows you to update the Unit number – Titled Owner – Safety Carrier US DOT #, Safety Carrier Tax ID # and Safety carrier expected to change.

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

[Return to home](#)

– This is not a Supplemental application; rather a credential order that will incur a \$3.00 cab card fee and a new cab card will be issued.

Enter Registration Year
 Enter Valid Unit Number **or** VIN Number
 Press Continue

Registration year: <input type="text"/>	Unit number: <input type="text"/>	VIN#: <input type="text"/>
Continue	Manage vehicle home	

Update vehicle basic:

VIN: 3HSDJAPR6GN077845	Make: INTL	Year: 2016	Fuel type: Diesel
Unit number: <input type="text" value="1017"/>	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: N	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: <input type="text" value="WISCRS TRUCKING"/>	
Purchase date: 2015-10-14	Purchase price: 80000	Factory price: 90000	
Safety carrier USDOT#: <input type="text"/>	Safety carrier tax id#: <input type="text"/>	Safety carrier expected to change: <input type="text" value="NO"/>	
Issue Temp Vehicle Reg: <input checked="" type="checkbox"/>			

Comments:

Make the necessary changes

Issue cab card is automatically issued and the fleet will be charged \$3 for this new cab card.

Mark Issue TVR for the Print TVR option if you need a TVR. These cannot be reprinted from this function. You only have this one opportunity to check the box and print

Issue Temp Vehicle Reg: 

Comments:

A comment is required to be added and will be available to you and DOT staff when using Query Fleet Activity. Please note that these comments are not checked by DOT staff on a regular basis

Press Confirm if you are ready to proceed or Cancel if you need to leave this transaction.

A verification screen is next. Review your entries.

If there is an error in entry, press Modify to go back and make updates.
If the information is correct, press Continue to submit the application.
Press Cancel and nothing will be saved.

VIN: 3HSDJAPR6GN077845	Make: INTL	Year: 2016	Fuel type: Diesel
Unit number: 1017	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: N	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: WISCRS TRUCKING	
Purchase date: 2015-10-14	Purchase price: 80000	Factory price: 90000	
Safety carrier USDOT#: ████████	Safety carrier tax id#: ████████	Safety carrier expected to change: N	
Issue cab card: YES	Issue Temp Vehicle Reg: YES		
IRP Status: ACTIVE			

[Continue](#) [Modify](#) [Cancel](#)

This is the Screen after continue is selected – Note that the amount due for this transaction is indicated.

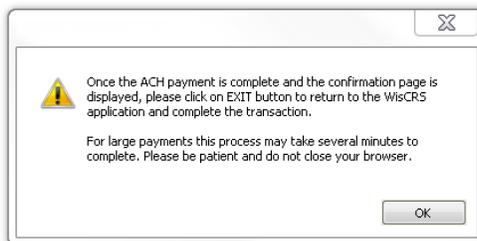
IRP CAB CARD FEES:	\$3.00
Total Fees:	\$3.00

[Pay ACH](#) [Print billing notice](#) [Print Temp Vehicle Reg](#) [Return to home](#)

- Make sure you print the TVR as you will not be able to print a TVR after you leave this screen

If you choose to NOT pay by ACH as part of the transaction, you can print off a billing notice and mail payment. Or go back to the IRP Home Screen later and use the Process Credential Payment using the Reference number on your invoice.

**Note this message when making the ACH payment to ensure a complete transaction:



➤ **Update Vehicle – Allows you to update all elements except Colorado travel or Utah Special Truck.**

Enter Supplement Effective Date if different than today's date
Enter Registration Year
Enter Valid Unit Number or VIN Number
Press Continue

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

[Return to home](#)

Supplement effective date: Registration year: Unit number: VIN#:

[Continue](#)

[Manage vehicle home](#)

Update vehicle:

VIN: 3HSCXSJRXDN273758 Make: INTL Year: 2013 Fuel type: Diesel

Unit number: Fleet weight group: 80000

Unladen wt: Vehicle usage type:

New/Used: Truck with full trailer: Colorado travel: N Utah special truck: N

Number of axles: Number of seats: Titled owner name:

Purchase date: Purchase price: Factory price:

Safety carrier USDOT#: Safety carrier tax id#: Safety carrier expected to change:

Issue plate: Issue Temp Vehicle Reg:

Comments:

[Confirm](#)

[Cancel](#)

Make the necessary changes

A new cab card is automatically issued and there will be a \$3 charge for this new cab card.

Mark Issue Temp Vehicle Reg (TVR) to be able to print a TVR.

If you need to also obtain a new plate, please check the box labeled Issue Plate. There will be a \$3.00 charge for a new plate.

By checking both the box for Issue Plate and Issue Temp Vehicle Reg (TVR) you will have a \$6.00 charge.

Issue plate: **Issue Temp Vehicle Reg:**

Comments:

A comment is required to be added and will be available to you and DOT staff when using Query Fleet Activity. Please note that these comments are not checked by DOT staff on a regular basis

Press Confirm or Cancel

Review your changes

VIN: 3HSCXSJRXDN273758	Make: INTL	Year: 2013	Fuel type: Diesel
Unit number: 1024	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: WISCRS TRUCKIN	
Purchase date: 2012-08-20	Purchase price: 80000	Factory price: 90000	
Safety carrier USDOT#: 74481	Safety carrier tax id#: 391145328	Safety carrier expected to change: N	
Issue plate: YES	Issue Temp Vehicle Reg: YES		
IRP Status: ACTIVE			

Review and if correct press Continue
Press Modify to make changes
Or Press Cancel and nothing will be saved.

This is the Screen after Continue is selected:

Vehicle was updated successfully.

VIN: 3HSCXSJRXDN273758

Effective Date: 2016-08-18

Expiration Date: 2016-11-30

[Complete supplement](#)

Press Complete Supplement

Vehicle was updated successfully.

Supplement number: 70

[View billing notice:](#)

Comments:

[Generate billing notice](#)

[Print Temp Vehicle Reg](#)

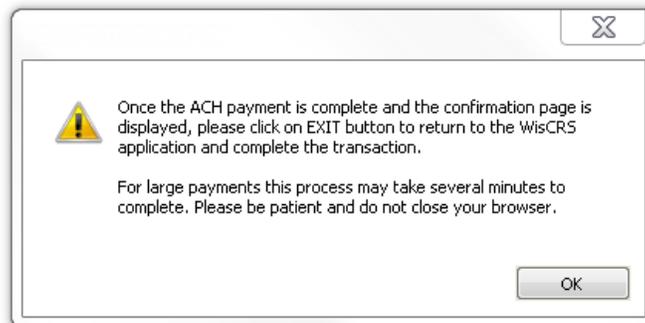
[Return to home](#)



You can Generate Billing Notice; which opens as an Adobe PDF document

- Any comments you enter in the comment area will print on the bottom of the billing notice
- Payments can be made via **Pay Supplement or 1st installment** option on the Home screen. Payments cannot be made from this screen.
- Make sure you print the TVR if you need a TVR
- If you missed printing the TVR on this screen, please contact Motor Carriers to have that faxed or emailed. Going back into Manage Vehicle and requesting one with incur another fee that you will be responsible for paying.

Note this message when making the ACH payment to ensure a complete transaction:



➤ **Transfer Vehicle Registration – Allows you to transfer registration fees and plate from one unit to another in the same fleet**

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

[Return to home](#)

Enter Supplement Effective Date if different than today's date

Enter Registration Year

Enter Valid Unit Number for the vehicle you wish to remove/transfer credit from

Press Continue

Supplement effective date:	Registration year:	Unit number:	VIN#:
<input type="text" value="08232016"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Continue	Manage vehicle home		

Information for the unit you are transferring the registration from is displayed.

Old vehicle information:

VIN: 3ALXA7CG9EDFM5861	Make: FRHT	Year: 2014	Fuel type: Diesel
Unit number: 1170	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR	Plate number: 93915W	

New vehicle VIN#:

Make and Year are optional unless VIN less than 17 characters.

Make:	Year:
<input type="text"/>	<input type="text"/>

[Transfer Registration](#) [Cancel](#)

Enter Valid VIN number of vehicle being added – only if the VIN is less than 17-digits do you enter the Year and Make. You will get an error if you have a 17-digit VIN and you also enter the year and make.

Old vehicle information:

VIN: 3ALXA7CG9EDFM5861 Make: FRHT Year: 2014 Fuel type: Diesel
Unit number: 1170 Fleet weight group: 80000
Unladen weight: 19000 Vehicle usage type: TRUCK TRACTOR Plate number: 93915W

New vehicle VIN#:

Make and Year are optional unless VIN less than 17 characters.

Make: Year:



Press Transfer Registration

Enter the information for the new unit

Press Confirm.

- Mark Issue new plate number if a new plate is needed
- Mark Issue TVR if you need a TVR
- Any comment added will be available to DOT staff when reviewing the fleet activity.

Add vehicle:

VIN: 5KKHAXDV7ELFY8033	Make: WSTR	Year: 2014	Fuel type: Diesel
Unit number: <input type="text" value="TEST"/>	Fleet weight group: <input type="text" value="80"/>		
Unladen wt: <input type="text" value="17200"/>	Vehicle usage type: <input type="text" value="TRUCK TRACTOR"/>		
New/Used: <input type="text" value="USED"/>	Truck with full trailer: <input type="text" value="YES"/>	Colorado travel: <input type="text" value="NO"/>	Utah special truck: <input type="text" value="NO"/>
Number of axles: <input type="text" value="3"/>	Number of seats: <input type="text"/>	Titled owner name: <input type="text" value="WISCRS TRUCKING"/>	
Purchase date: <input type="text" value="10012015"/>	Purchase price: <input type="text" value="42300"/>	Factory price: <input type="text" value="119000"/>	
Safety carrier USDOT#: <input type="text"/>	Safety carrier tax id#: <input type="text"/>	Safety carrier expected to change: <input type="text" value="NO"/>	
Issue new plate number: <input type="checkbox"/>	Issue Temp Vehicle Reg: <input checked="" type="checkbox"/>		

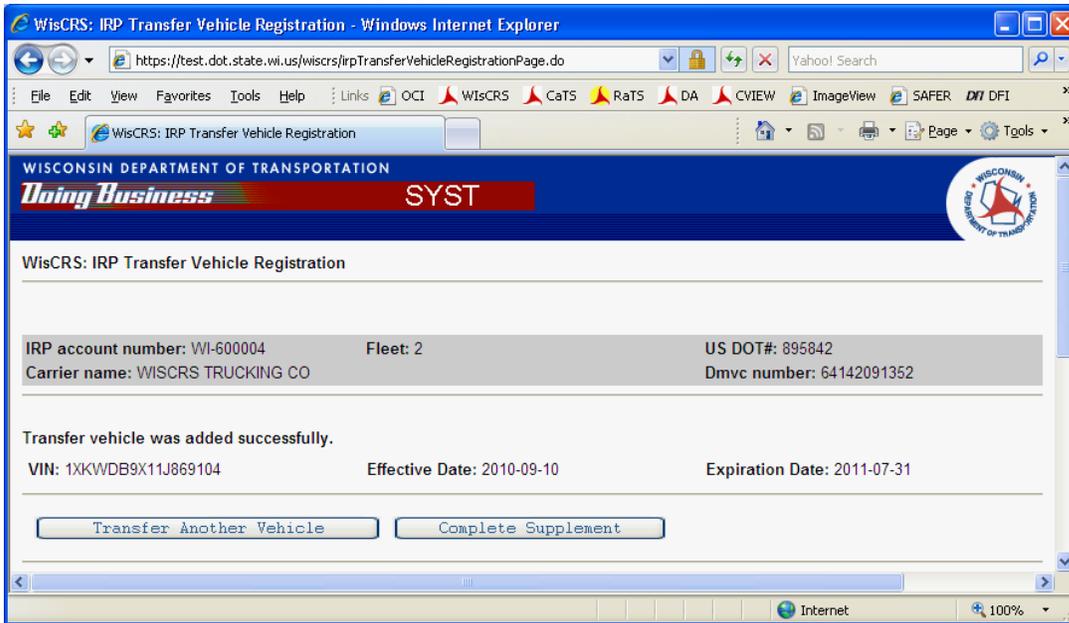
Comments:

A summary is provided of the unit you are adding

VIN: 5KKHAXDV7ELFY8033	Make: WSTR	Year: 2014	Fuel type: Diesel
Unit number: TEST	Fleet weight group: 80		
Unladen weight: 17200	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: WISCRS TRUCKING	
Purchase date: 2015-10-01	Purchase price: 42300	Factory price: 119000	
Safety carrier USDOT#: ████████	Safety carrier tax id#: ████████	Safety carrier expected to change: N	
Issue new plate number: NO		Issue Temp Vehicle Reg: YES	

Review and if correct press Continue
 Press Modify to make changes
 Or Press Cancel and nothing will be saved.

Screen after Continue is selected



You will then have the option to make another transfer or complete the supplement:

Once you complete the supplement you can print the Temp Vehicle Reg. (TVR), Generate Billing Notice or Return to the Home screen.

- Any comments you enter in the comment area will print on the bottom of the billing notice

Vehicle was updated successfully.

Supplement number: 70

View billing notice:

Comments:

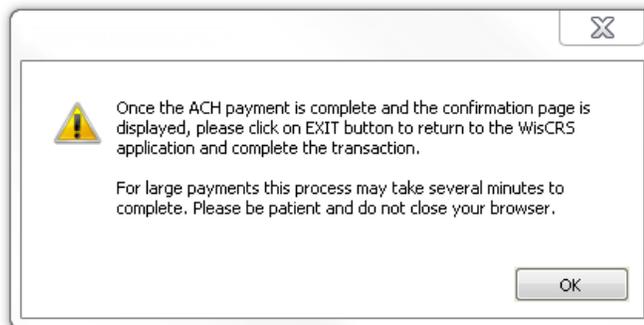
[Generate billing notice](#)

[Print Temp Vehicle Reg](#)

[Return to home](#)

- Payments can be made via **Pay Supplement or 1st installment** option on the Home screen

Note this message when making the ACH payment to ensure a complete transaction:



➤ **Change Vehicle Weight – Allows you to change the Weight Group for a unit**

Note: new weight groups must be created by DOT staff
You may want to use the [View Weight Group](#) from the IRP menu to determine if you have the proper group set up already

Home | Logoff

WisCRS: IRP Home

IRP Menu [IFTA Menu](#)

- [Manage Vehicle](#)
- [View Billing Notice](#)
- [Pay Supplement or 1st Installment](#)
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- [View Account](#)
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- [View Report of Fees By Units](#)
- [Query Active Fleet Vehicles](#)
- [Query Vehicle History](#)
- [Query Supplement](#)
- [Query Plate History](#)
- [Query Customer Vehicles](#)
- [Query Account Activity](#)
- [Query Fleet Activity](#)
- [Query Unpaid Credentials](#)

Change Vehicle Weight – Allows you to change the Weight Group for a unit

Manage vehicle menu:

- [Add Vehicle](#)
- [Transfer Vehicle Registration](#)
- [Update Vehicle Basic Info](#)
- [Change Vehicle Weight](#)
- [Update Vehicle](#)
- [Order Credentials](#)
- [View Active Vehicle](#)
- [View Vehicle Snapshot](#)

[Return to home](#)

Enter Supplement Effective Date if different than today's date
Enter Registration Year
Enter Valid Unit Number OR Valid VIN

Supplement effective date:	Registration year:	Unit number:	VIN#:
<input type="text" value="08232016"/>	<input type="text" value="2016"/>	<input type="text" value="1198"/>	<input type="text"/>
Continue	Manage vehicle home		

Press Continue

VIN: 3ALXA7CG3EDFM5872	Make: FRHT	Year: 2014	Fuel type: Diesel
Unit number: <input type="text" value="1198"/>	Fleet weight group: <input type="text" value="80000"/>		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: <input type="text" value="WISCRS TRUCK"/>	
Purchase date: 2013-09-06	Purchase price: 80000	Factory price: 90000	
Safety carrier USDOT#: <input type="text"/>	Safety carrier tax id#: <input type="text"/>	Safety carrier expected to change: <input type="text" value="NO"/>	
Issue Temp Vehicle Reg: <input type="checkbox"/>			
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>			

Select new weight Group
 Check box for Issue Temp Vehicle Reg. to obtain a Temp
 Press Confirm or Cancel

VIN: 3ALXA7CG3EDFM5872	Make: FRHT	Year: 2014	Fuel type: Diesel
Unit number: 1198	Fleet weight group: RGNM134SD100		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: WISCRS TRUCK	
Purchase date: 2013-09-06	Purchase price: 80000	Factory price: 90000	
Safety carrier USDOT#: 74481	Safety carrier tax id#: 391145328	Safety carrier expected to change: N	
Issue Temp Vehicle Reg: YES			
IRP Status: ACTIVE			
<input type="button" value="Continue"/> <input type="button" value="Modify"/> <input type="button" value="Cancel"/>			

A summary is provided for the order
 Review and if correct press Continue
 Press Modify to make changes
 Or Press Cancel and nothing will be saved

Press Complete Supplement to finish or Change another weight

Vehicle was updated successfully.

VIN: 3ALXA7CG3EDFM5872

Effective Date: 2016-08-23

Expiration Date: 2016-11-30

[Change another weight](#)

[Complete supplement](#)

Press Generate Billing Notice

- Any comments you enter in the comment area will print on the bottom of the billing notice

-

Press Print Temp Vehicle Reg. to obtain your temporary cab card

Vehicle was updated successfully.

Supplement number: 72

View billing notice:

Comments:

[Generate billing notice](#)

[Print Temp Vehicle Reg](#)

[Return to home](#)

➤ **Order Credentials – Allows you to order a new cab card or plate**

– This is not a Supplemental application, rather a credential order that will incur a minimum \$3.00 cab card fee.

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

[Return to home](#)

Enter Registration Year

Enter Valid Unit Number OR Valid VIN for the unit you wish credentials for

Press Continue

Registration year:

2016

Unit number:

143

VIN#:

[Continue](#)

[Manage vehicle home](#)

- Mark Issue Plate if a new Plate is needed
- Mark Issue Temp Vehicle Reg. if you need a Temp (TVR)
- Press Confirm or Cancel

VIN: 3HSDJSJR2CN454180

Make: INTL

Year: 2012

Fuel type: Diesel

Unit number: 143

Fleet weight group: 80000

Unladen weight: 19000

Vehicle usage type: TRUCK TRACTOR

Plate number: 78336W

Issue plate:

Issue Temp Vehicle Reg:

[Confirm](#)

[Cancel](#)

A summary is provided for the order

VIN: 3HSDJSJR2CN454180	Make: INTL	Year: 2012	Fuel type: Diesel
Unit number: 143	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
Issue plate: NO	Issue Temp Vehicle Reg: YES		
IRP Status: ACTIVE			

[Continue](#)

[Modify](#)

[Cancel](#)

Review and if correct press Continue
Press Modify to make changes
Or Press Cancel and nothing will be saved.

Below is the screen after continue is selected.

IRP CAB CARD FEES:	\$3.00
Total Fees:	\$3.00

[Pay ACH](#)

[Print billing notice](#)

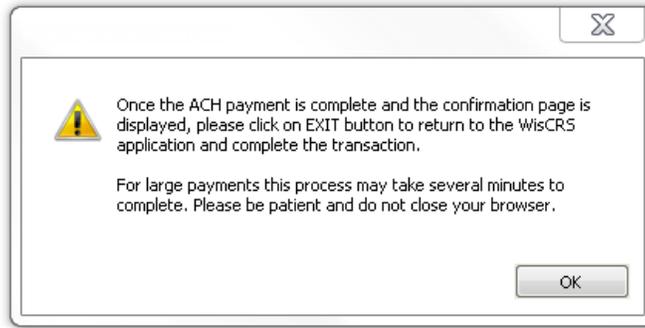
[Print Temp Vehicle Reg](#)

[Return to home](#)

Summary of Fees due is indicated.

Press Confirm & Pay ACH to pay amount due online
Press Print Billing Notice to print the invoice to mail in the amount due
Remember to Print Temp Vehicle Reg. This is the only time a bill and Temp can be generated for a credential request. DOT staff cannot regenerate either.

Note this message when making the ACH payment to ensure a complete transaction:



►View Active Vehicle

Allows you to look at a vehicle currently active in your fleet for the registration year indicated

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

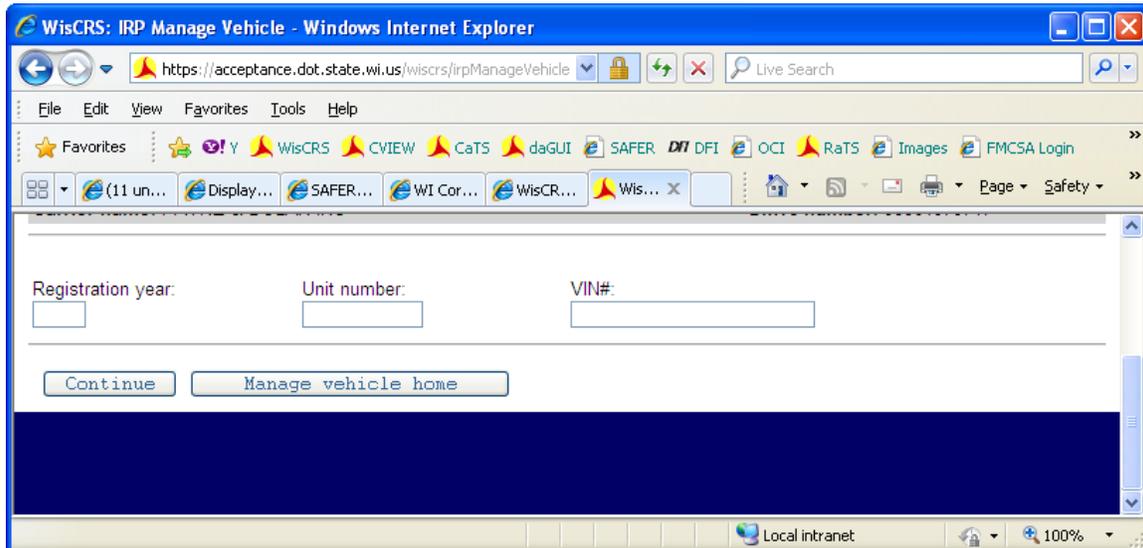
[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

[Return to home](#)



Enter the registration year and either the unit number of complete VIN

Press Continue for a current active view of how the unit is set up

VIN: 3AKJGLDR8HSHT6155	Make: FRHT	Year: 2017	Fuel type: Diesel
Unit number: 1501	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: N	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: [REDACTED]	
Purchase date: 2016-01-21	Purchase price: 80000	Factory price: 90000	
Safety carrier	Safety carrier	Safety carrier expected to change: N	
USDOT#: [REDACTED]	tax id#: [REDACTED]		
IRP Status: ACTIVE			

Cancel

➤ View Vehicle Snapshot

Manage vehicle menu:

[Add Vehicle](#)

[Transfer Vehicle Registration](#)

[Update Vehicle Basic Info](#)

[Change Vehicle Weight](#)

[Update Vehicle](#)

[Order Credentials](#)

[View Active Vehicle](#)

[View Vehicle Snapshot](#)

Return to home

Allows you to look at a vehicle snapshot.

This is the latest information for the SELECTED REGISTRATION YEAR. Vehicle status should NOT be taken at face value, as the vehicle may not have been part of the fleet for the entire registration year.

VIN: 3HSDJAPR9FN664071	Make: INTL	Year: 2015	Fuel type: Diesel
Unit number: 1522	Fleet weight group: 80000		
Unladen weight: 19000	Vehicle usage type: TRUCK TRACTOR		
New/Used indicator: U	Truck with full trailer: Y	Colorado travel: N	Utah special truck: N
Number of axles: 3	Number of seats: 0	Titled owner name: [REDACTED]	
Purchase date: 2014-10-08	Purchase price: 80000	Factory price: 90000	
Safety carrier	Safety carrier	Safety carrier expected to change: N	
USDOT#: [REDACTED]	tax id#: [REDACTED]		
IRP Status: ACTIVE			

Cancel

➤ View Billing Notice

[Home](#) | [Logoff](#)

WisCRS: IRP Home

IRP Menu

[IFTA Menu](#)

[Manage Vehicle](#)

[View Billing Notice](#)

[Pay Supplement or 1st Installment](#)

[Pay Installment 2, 3 or 4](#)

[Process Renewal](#)

[Print Renewal Notice](#)

[Process Credential Payment](#)

[View Account](#)

[View Fleet](#)

[View Weight Group](#)

[View Report of Fees By Units](#)

[Query Active Fleet Vehicles](#)

[Query Vehicle History](#)

[Query Supplement](#)

[Query Plate History](#)

[Query Customer Vehicles](#)

[Query Account Activity](#)

[Query Fleet Activity](#)

[Query Unpaid Credentials](#)

Enter the Registration Year and Supplement number

View billing notice

Registration year:

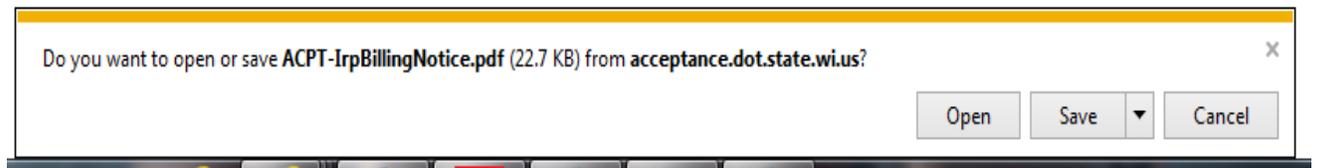
Supplement number:

Installment plan:

[View billing notice](#)

[Cancel](#)

Press View Billing Notice – The billing notice will open up as a PDF document for you to Open or Save. Cancel if you do not want to open this document and go back to the View Billing Notice screen.



➤ Pay Supplement or 1st Installment

Note: the fleet must already be set up for installment payments in order for the 1st installment payment option to work.

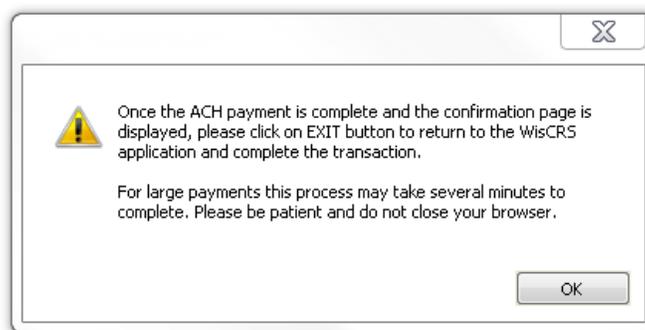
Enter the Account number and a listing of billing notices will appear
If there is more than one fleet under the account you will also be prompted to select the fleet number.

Payments must be made in order

Registration year	Supplement number	Process date	Amount due	Amount paid	Supplement type	Installment plan	Pay
2016	69	2016-08-18	\$736.74	\$0.00	AV		Pay ACH
2016	70	2016-08-18	\$6.07	\$0.00	CV		Pay ACH
2016	71	2016-08-23	\$0.00	\$0.00	VT		Pay ACH
2016	72	2016-08-23	\$47.65	\$0.00	WC		Pay ACH

Cancel

Note this message when making the ACH payment to ensure a complete transaction:



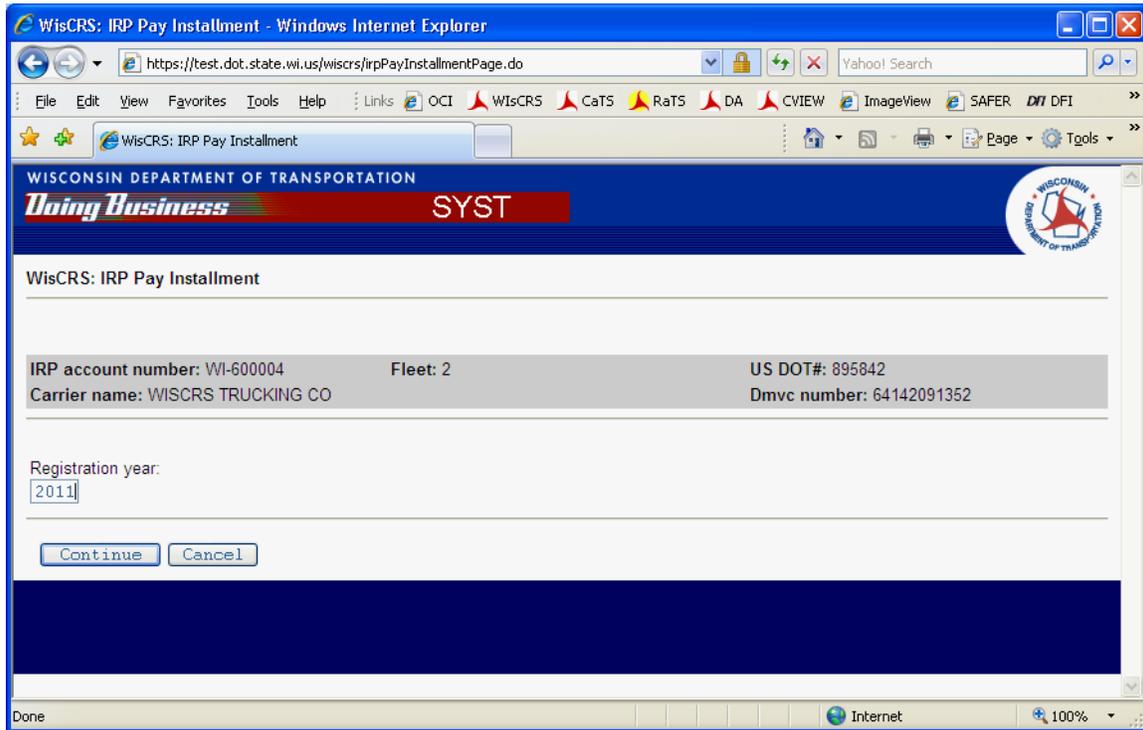
➤ Pay Installment 2, 3 or 4

Note: the fleet must already be set up for installment payments in order for this option to work.

Enter Account Number

Select Fleet

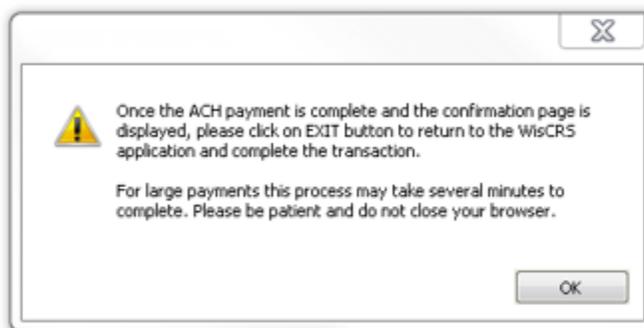
Enter Registration Year



The 00 Supplement / renewal application with already paid installments and installments to be paid will be displayed.

Select the installment number you wish to pay and press Pay Installment by ACH
Each installment payment requires a separate payment

Note this message when making the ACH payment to ensure a complete transaction:



➤ **Print Renewal Notice** – Allows you to print a blank paper copy of the renewal prior to starting the IRP Renewal. These are no longer mailed out to carriers who have online access.



Home | Logoff

WisCRS: IRP Home

IRP Menu [IFTA Menu](#)

Manage Vehicle	View Account	Query Active Fleet Vehicles
View Billing Notice	View Fleet	Query Vehicle History
Pay Supplement or 1st Installment	View Weight Group	Query Supplement
Pay Installment 2, 3 or 4	View Report of Fees By Units	Query Plate History
Process Renewal		Query Customer Vehicles
Print Renewal Notice		Query Account Activity
Process Credential Payment		Query Fleet Activity
		Query Unpaid Credentials

This cannot be requested until 90 days before current expiration date

- Select Fleet if applicable
- Press Print Renewal Notice and this document will pop up as a PDF for you to open

Print Renewal Notice

[Print Renewal Notice](#)

[Return to home](#)

****Before starting the IRP Renewal please make sure you have the miles. You will only need to enter actual miles in that were traveled in your indicated mileage report period. You can review what your Mileage Report Period by using this option of Print Renewal Notice prior to starting your IRP Renewal online. If you started your IRP Renewal already, this option will not be available and you will need to contact Motor Carrier Staff to obtain the report period or have your IRP Renewal Deleted. Options will vary.**

➤ Process Renewal

This function allows for processing your IRP renewal and revising the renewal as long as Generate Billing Notice has not been pressed AND it was pended using one of the Pend options on the bottom of a renewal screen. If an invoice was generated, you must contact our office for us to put your renewal into a Pend status. There may be a situation where staff may need to make those changes or revisions. Revisions cannot be made by anyone on IRP Renewals that have been paid.

See the PRISM (Performance and Registration Information Systems Management) section in this manual for information about potential Federal error message you may encounter.

- Renewals cannot be processed more than 90 days prior to current expiration
- New weight groups must be created by DOT staff

From the IRP Menu, Press Process Renewal

Before starting the IRP Renewal please make sure you have the miles. You will only need to enter actual miles in that were traveled in your indicated mileage report period. You can review what your Mileage Report Period was by pulling up your Renewal Notice, previous to the start of your IRP Renewal online processing. You will go to the function Print Renewal Notice on the main IRP menu. If you started your IRP Renewal already, this option will not be available.

The screenshot shows the WisCRS IRP Home page. At the top, there is a navigation bar with "Home | Logoff" and "WisCRS: IRP Home". Below this, there are two main menu sections: "IRP Menu" and "IFTA Menu". The "IRP Menu" section contains several links: "Manage Vehicle", "View Billing Notice", "Pay Supplement or 1st Installment", "Pay Installment 2, 3 or 4", "Process Renewal", "Print Renewal Notice", and "Process Credential Payment". The "IFTA Menu" section contains links: "View Account", "View Fleet", "View Weight Group", and "View Report of Fees By Units". To the right of these menus, there is a column of links: "Query Active Fleet Vehicles", "Query Vehicle History", "Query Supplement", "Query Plate History", "Query Customer Vehicles", "Query Account Activity", "Query Fleet Activity", and "Query Unpaid Credentials". A blue box labeled "Select 1st" is positioned above the "Process Renewal" link. A blue arrow points from the "Select 1st" box to the "Process Renewal" link. Another blue arrow points from the "Print Renewal Notice" link to the "Process Renewal" link.

Enter the number of power unit being renewed (from previous year and any being added new).

Fleet name:

Physical Address:
Street:
Additional Street:
PO Box:
City:
State: -

Mailing Address:
Street:
Additional Street:
PO Box:
City:
State:

Fleet status effective date: 2015-09-01
Fleet status: ACTIVE
Bad payment date:
Fleet type:

Fleet effective date: 2016-09-01
Fleet expiration date: 2017-08-31

Have actual miles for the previous reporting period? Yes No

Extranet access: YES

Wyoming intrastate flag:

Number of power units:

Contact name:

Contact phone 1: Ext:

Contact phone 2: Ext:

Contact email:

Miles must be marked yes to proceed for web carriers. If no miles please contact Wisconsin Motor Carriers on how to proceed.

Fleet effective date: 2015-05-01
Fleet expiration date: 2016-04-30

Have actual miles for the previous reporting period? Yes No

Supervisor hold:

Extranet access:

Wyoming intrastate flag:

Number of power units:

Press Continue. You will have the option to select Continue again if all the information is correct, if you need to make a change, you will need to select Modify.

You will only need to enter actual miles in that were traveled in your indicated mileage report period. You can review what your Mileage Report Period was by pulling up your Renewal Notice, previous to the start of your IRP Renewal online processing.

Enter all Actual Miles for each jurisdictions travelled.

Please enter the Actual Miles for all of the Jurisidictions travelled in previous registration year.

Jurisdictions		Actual/Estimated	Distance
AB	ALBERTA	ACTUAL	<input type="text"/>
AK	ALASKA	ACTUAL	<input type="text"/>
AL	ALABAMA	ACTUAL	<input type="text"/>
AR	ARKANSAS	ACTUAL	<input type="text"/>
AZ	ARIZONA	ACTUAL	<input type="text"/>
BC	BRITISH COLUMBIA	ACTUAL	<input type="text"/>
CA	CALIFORNIA	ACTUAL	<input type="text"/>
CO	COLORADO	ACTUAL	<input type="text"/>
CT	CONNECTICUT	ACTUAL	<input type="text"/>
DC	DISTRICT OF COLUMBIA	ACTUAL	<input type="text"/>
DE	DELAWARE	ACTUAL	<input type="text"/>
FL	FLORIDA	ACTUAL	<input type="text"/>
GA	GEORGIA	ACTUAL	<input type="text"/>
IA	IOWA	ACTUAL	<input type="text"/>
ID	IDAHO	ACTUAL	<input type="text"/>
IL	ILLINOIS	ACTUAL	<input type="text"/>
IN	INDIANA	ACTUAL	<input type="text"/>
KS	KANSAS	ACTUAL	<input type="text"/>
LA	LOUISIANA	ACTUAL	<input type="text"/>
MA	MASSACHUSETTS	ACTUAL	<input type="text"/>
MD	MARYLAND	ACTUAL	<input type="text"/>
ME	MAINE	ACTUAL	<input type="text"/>
MI	MICHIGAN	ACTUAL	<input type="text"/>
MN	MINNESOTA	ACTUAL	<input type="text"/>
MO	MISSOURI	ACTUAL	<input type="text"/>
MS	MISSISSIPPI	ACTUAL	<input type="text"/>
MT	MONTANA	ACTUAL	<input type="text"/>
NC	NORTH CAROLINA	ACTUAL	<input type="text"/>
ND	NORTH DAKOTA	ACTUAL	<input type="text"/>
NE	NEBRASKA	ACTUAL	<input type="text"/>
NH	NEW HAMPSHIRE	ACTUAL	<input type="text"/>
NJ	NEW JERSEY	ACTUAL	<input type="text"/>
NM	NEW MEXICO	ACTUAL	<input type="text"/>
NV	NEVADA	ACTUAL	<input type="text"/>
NY	NEW YORK	ACTUAL	<input type="text"/>
OH	OHIO	ACTUAL	<input type="text"/>
OK	OKLAHOMA	ACTUAL	<input type="text"/>
OR	OREGON	ACTUAL	<input type="text"/>
PA	PENNSYLVANIA	ACTUAL	<input type="text"/>
RI	RHODE ISLAND	ACTUAL	<input type="text"/>
SC	SOUTH CAROLINA	ACTUAL	<input type="text"/>
SD	SOUTH DAKOTA	ACTUAL	<input type="text"/>
TN	TENNESSEE	ACTUAL	<input type="text"/>
TX	TEXAS	ACTUAL	<input type="text"/>
UT	UTAH	ACTUAL	<input type="text"/>
VA	VIRGINIA	ACTUAL	<input type="text"/>
VT	VERMONT	ACTUAL	<input type="text"/>
WA	WASHINGTON	ACTUAL	<input type="text"/>
WI	WISCONSIN	ACTUAL	198742
WV	WEST VIRGINIA	ACTUAL	<input type="text"/>
WY	WYOMING	ACTUAL	<input type="text"/>
YT	YUKON TERRITORY	ACTUAL	<input type="text"/>

[Continue](#)

Select Continue when all miles are entered.

Prorated miles: 219,885	Non prorated miles: 0	Total miles: 219,885
Actual miles: 219,885	Estimated miles: 0	

Jurisdictions	Actual/Estimated	Distance	Apportioned percentage
IL ILLINOIS	ACTUAL	8744	0.03977
IN INDIANA	ACTUAL	6528	0.02969
OH OHIO	ACTUAL	5871	0.02670
WI WISCONSIN	ACTUAL	198742	0.90385

[Continue](#) [Modify](#)

You will need to confirm your Actual Miles and jurisdictions. If everything is accurate you can select Continue. If you need to make a correction you will select Modify. When corrections are made, select Continue again to advance.

If you have less than 7 miles in any jurisdiction please enter 7 for those jurisdictions along with the other states that have actual miles to advance. Once you have completed the renewal. DO NOT PAY- contact Motor Carriers to ask that your miles be revised to the correct amount that is less than 7. Staff may ask that you fax or email the revision in.

When the miles are verified you will see the screen below. Here you can select Pend if you need to save your information and complete later. If you are ready to complete the renewal now, select Renew Vehicles.

Prorated miles: 219,885	Non prorated miles: 0	Total miles: 219,885
Actual miles: 219,885	Estimated miles: 0	

You may renew vehicles.

Jurisdictions	Actual/Estimated	Distance	Apportioned percentage
IL ILLINOIS	ACTUAL	8744	0.03977
IN INDIANA	ACTUAL	6528	0.02969
OH OHIO	ACTUAL	5871	0.02670
WI WISCONSIN	ACTUAL	198742	0.90385

[Renew vehicles](#) [Pend](#)

You are now presented with a listing of your active units from the current registration year.

Vehicles not yet renewed:

Not renew	Unit#	VIN#	Weight group name	Safety carrier USDOT#	Safety carrier tax id#	Safety carrier exp change	CO trv	UT trk	Issue plate	Update
<input type="checkbox"/>	150	1NPXGGGG10D263833	80			N	N	N	<input type="checkbox"/>	Update

[Continue](#) [Pend](#)

If there are no changes to the vehicle(s) you will just select Continue. Nothing is required to be completed on this screen

If you do not want a unit renewed, mark the Not Renew box

If you need to update the titled owner, unit number, etc., press Update for the unit you want to update

If you need a new plate, mark the Issue Plate box – this is not a requirement. Rather a new plate is up to you.

For large fleets, the first 40 units are presented and if you have more units they come 40 to a screen.

Once changes are complete, press Continue to move on

You may also press Pend to “save” the incomplete renewal. You access again by the Process Renewal IRP function

When you select Continue. This is the next screen to be displayed.

Vehicles renewed successfully.

[Add additional vehicles](#) [Preview billing notice](#) [Pend](#) [Complete supplement](#)



You are given the opportunity to Add additional vehicles (new to your fleet), Preview billing notice, Pend or Complete Supplement.

- By using Complete Supplement you will be able to Generate your Billing Notice; however, you will not be able to make any additional changes to the renewal. You will need to contact Motor Carrier staff for any corrections to be completed on the Unpaid Renewal. Changes cannot be made if this is paid.
- By using Preview Billing Notice you are able to view a copy of what your current billing notice is. This does not complete the Renewal. It is only a viewing. This will display a watermark that indicates that this is not a final bill. You must go back to Complete Supplement to Generate the actual billing notice to complete the process.

	Application Start Date: 03/01/20
	Number Reg. Month: 12
	Invoiced Vehicles: 3
WISCONSIN APPORTIONED REGISTRATION BILLING NOTICE	
DUE IMMEDIATELY UPON RECEIPT	
THIS IS THE ONLY NOTICE YOU WILL RECEIVE	
AMOUNT DUE WISCONSIN:	\$7,327.44
Plate Fees:	\$0.00
Cab Card Fees:	\$9.00
Annual Processing Fees:	\$0.00
Reinstatement Fees:	\$0.00
AMOUNT DUE FOREIGN JURISDICTIONS:	\$412.38
APPLICATION AMOUNT:	\$7,739.82
Foreign Credit Amount:	\$0.00
Base Credit Amount:	\$0.00
Applied Credit Amount:	\$0.00
Less Deposit:	\$0.00
Adjustments:	\$0.00
TOTAL AMOUNT DUE:	\$7,739.82

You may also press Pend to “save” the incomplete renewal. You access again by the Process Renewal IRP function

Add additional vehicles as part of renewal process

Enter the 17-digit VIN # and press Add vehicle – only if the VIN is less than 17-digits do you enter the Year and Make. You will get an error if you have an 17-digit VIN and you also enter the year and make.

VIN#:

Make and Year are optional unless VIN less than 17 characters.

Make: Year:



If you selected Add additional vehicles in error you can press Complete Supplement or Pend

- By using Complete Supplement you will be able to Generate your Billing Notice; however, you will not be able to make any additional changes to the renewal without Motor Carrier staff interaction.

Enter required fields for Add Vehicle

WisCRS: IRP Add Vehicle - Windows Internet Explorer

https://acceptance.dot.state.wi.us/wiscrs/irpAddVehiclePage.do

VIN: 1FUJA6CK36DV10242 Make: FRHT Year: 2006 Fuel type: Diesel

Unit number: Fleet weight group:

Unladen wt: Vehicle usage type: TRUCK TRACTOR

New/Used: USED Truck with full trailer: YES Colorado travel: NO Utah special truck: NO

Number of axles: 3 Number of seats: Titled owner name: WISCRS TRUCKING INC

Purchase date: Purchase price: Factory price:

Safety carrier USDOT#: Safety carrier tax id#: Safety carrier expected to change: NO

Comments:

Once finished, press Confirm if all is correct – a verify screen is presented

You may also use Add different vehicle if the wrong VIN was entered or Cancel to stop adding any new to the fleet vehicle.

A comment may be entered and will be reflected on Query Fleet Activity. Comments are solely for your purposes and are not required.

Add additional vehicle Verify screen:

WisCRS: IRP Add Vehicle - Windows Internet Explorer

https://acceptance.dot.state.wi.us/wiscrs/irpAddVehiclePage.do

File Edit View Favorites Tools Help

WisCRS: IRP Add Vehicle

VIN: 1FUJA6CK36DV10242 Make: FRHT Year: 2006 Fuel type: Diesel

Unit number: 842 Fleet weight group: 80

Unladen weight: 17500 Vehicle usage type: TRUCK TRACTOR

New/Used indicator: U Truck with full trailer: Y Colorado travel: N Utah special truck: N

Number of axles: 3 Number of seats: 0 Titled owner name: WISCRS TRUCKING INC

Purchase date: 2013-05-01 Purchase price: 38450 Factory price: 38450

Safety carrier USDOT#: [REDACTED] Safety carrier tax id#: [REDACTED] Safety carrier expected to change: N

Comments:

Continue Modify Cancel

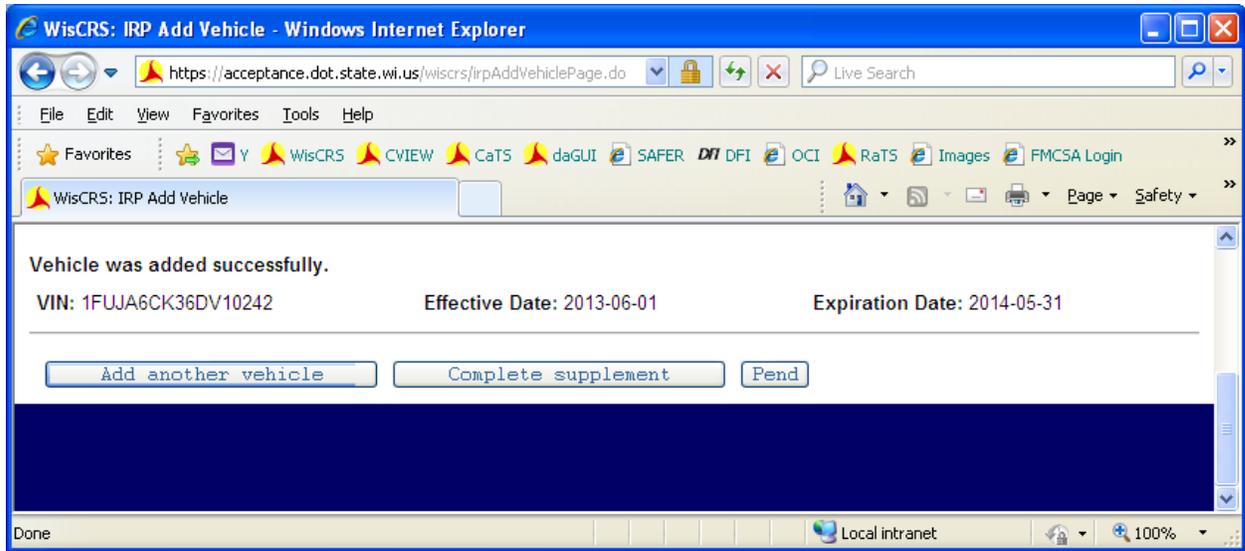
Local intranet 100%

Press Continue if all is entered properly

Modify if changes need to be made

Cancel to stop the vehicle add

If Continue is pressed:



If you entered an incorrect number of vehicles in the first screen this message will appear. Don't worry, WisCRS will make updates where needed. Select Complete Supplement again to advance

- **Number of units added are not equal to number of power units entered on fleet screen. Total units added 11, Total power units on fleet screen 19.**

You can:
Add another vehicle

Complete Supplement – this will “Save” the completed Supplement”.
- By using Complete Supplement you will be able to Generate your Billing Notice; however, you will not be able to make any additional changes to the renewal without Motor Carrier staff interaction.

Pend to “save” the incomplete renewal. You access again by the Process Renewal IRP function

Pressed Complete Supplement Screen

Supplement number: 0

View billing notice:

Installation plan:

Comments:

[Generate billing notice](#)

[Return to home](#)

Press Generate Billing to get your bill/invoice. Mark the installment box if you think you may pay the renewal on the Installment plan. (See the end of this section for information regarding the installment plan.)

The Billing opens as an Adobe PDF document and stops you from making any changes to the renewal yourself. Any comments you enter in the comment area will print on the bottom of the billing notice

Return to home take you back to the main IRP menu

If you forget to print your billing you can print one later using the View Billing Notice from the IRP main menu.

➤ **Revising an Unpaid IRP Renewal**

If you were not finished with your renewal and used Pend (and the Billing Notice has not been generated) you can go back and make your own corrections via the Process Renewal Function. You may make changes as long as you use the Pend button.

Use the Process Renewal link from the IRP menu

The screens you go through are mostly the same as when the renewal was started. Comments are required on the first screen or you will see *** Comments required**

When you get to the vehicle screen there are new buttons:

- Skip Already Processed Vehicles – allows you to skip vehicles you already reviewed. Very useful if you have a large fleet
- Renew Vehicles – presents you with all vehicles as in the original renewal processing

- Pend - to “save” the incomplete renewal

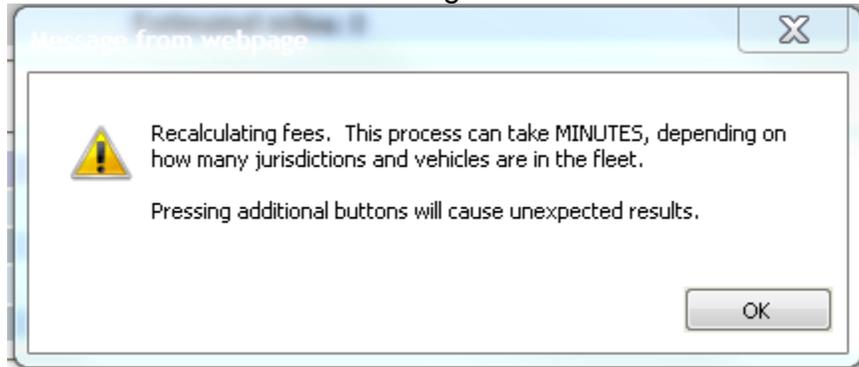
Prorated miles: 219,885	Non prorated miles: 0	Total miles: 219,885
Actual miles: 219,885	Estimated miles: 0	

You may renew vehicles.

Jurisdictions	Actual/Estimated	Distance	Apportioned percentage
IL ILLINOIS	ACTUAL	8744	0.03977
IN INDIANA	ACTUAL	6528	0.02969
OH OHIO	ACTUAL	5871	0.02670
WI WISCONSIN	ACTUAL	198742	0.90385

If, as part of your revision, you changed a jurisdiction’s mileage, removed a jurisdiction, etc and WisCRS need to internally refigure fees the following pop up message will appear regardless of what option button you select.

Please read and take heed to this warning.



This is the screen that appears if you selected Renewa Vehicles. You can make any changes or updates to the vehicles that you had previously renewed by selecting Update. If you need to delete this unit, check the box.

Already renewed vehicles:

Remove vehicle	Unit#	Weight group name	VIN#	Safety carrier USDOT#	Safety carrier tax id#	Safety carrier exp change	CO trv	UT trk	Issue plate	Update
<input type="checkbox"/>	150	80	1NPXGGGG10D263833	172282	390820287	N	N	N	<input type="checkbox"/>	<input type="button" value="Update"/>

Screen when you are finished Renewing existing vehicles.
The buttons are the same as the original renewal processing

Vehicles renewed successfully.

Add additional vehicles

Preview billing notice

Pend

Complete supplement

You can add an additional vehicle etc the same as the original renewal processing

Pressed Complete Supplement Screen

- By using Complete Supplement you will be able to Generate your Billing Notice; however, you will not be able to make any additional changes to the renewal without Motor Carrier staff interaction.

Supplement number: 0

View billing notice:

Installment plan:

Comments:

Generate billing notice

Return to home

Press Generate Billing to get your billing/invoice. Mark the installment box if you think you may pay the renewal on the Installment plan. The Billing opens as an Adobe PDF document and stops you from making any changes to the renewal yourself. Any comments you enter in the comment area will print on the bottom of the billing notice

Return to home take you back to the main IRP menu

If you forget to print your billing you can print one later using the View Billing Notice from the IRP main menu.

Installment plan information:

Sample forms and information are available at
<http://www.dot.wisconsin.gov/business/carriers/irp.htm>

IRP registrants have the option of paying the Wisconsin portion of their IRP bill on an installment plan. IRP is an annual registration. This option is only allowed on the renewal application. Using the installment plan is not the same as obtaining quarterly registration. A payment guarantee is required if you pay your IRP bill under the installment plan. If an installment payment is not received when due, your guarantee of payment will be drawn upon for the ENTIRE balance.

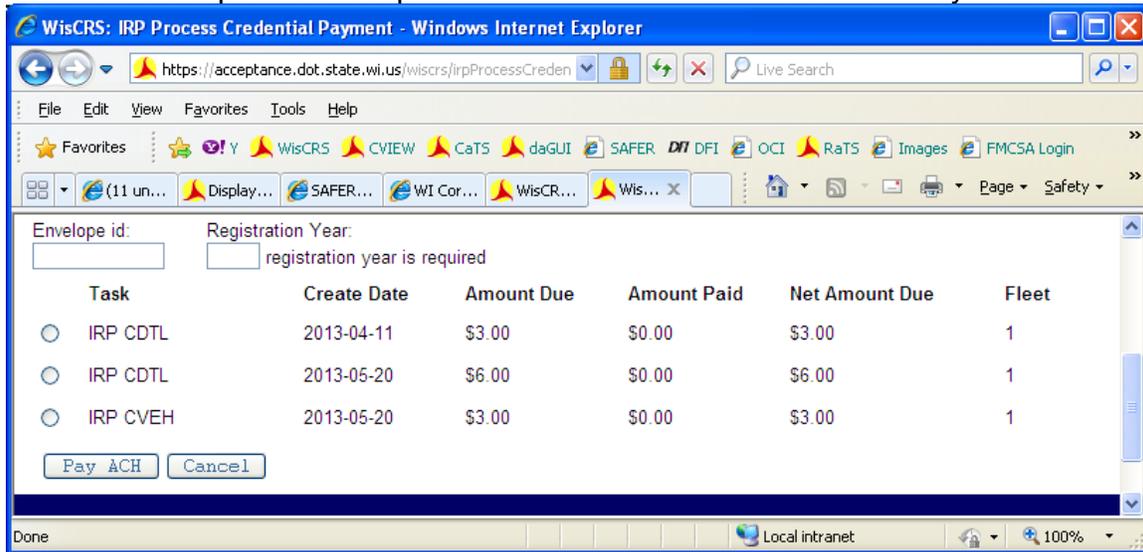
The installment plan is best suited for carriers with a high Wisconsin mileage percentage. This is because it applies to Wisconsin fees and does not apply to fees due other jurisdictions. All other jurisdiction fees are paid on the first installment. If your Wisconsin mileage percentage is low, the first installment will be much greater than the rest of the payments.

In addition to other jurisdiction fees, the first payment includes a \$10.00 charge per vehicle fee, plate and cab card fees and one-fourth of the Wisconsin weight fees and all foreign fees. The remaining payments are one-fourth of the Wisconsin weight fees.

We must have the first installment payment and an acceptable payment guarantee before we can issue credentials. Installment payments are DUE every three months. As listed on your original billing notice, mail your installment payment with a copy of the original billing notice when due. You will NOT receive a billing notice for each future installment payment. An acceptable payment guarantee is a Surety Bond or an Irrevocable Letter of Credit. Surety Bonds must have an official seal with raised imprint or as a surety sticker seal. Surety Bonds must also include a Power of Attorney. See the above website for more information on these.

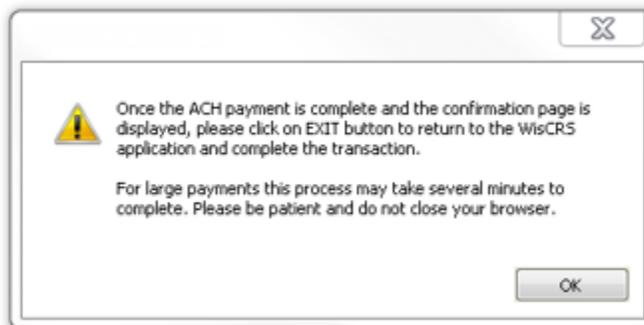
➤ **Process Credential Payment:**

Enter the Reference number off your invoice to ensure “envelopes” are paid in order. This would be indicated on your IRP bill from the credential request. If this is not known, you will want to ensure you pay the correct credentials and on time to avoid a potential suspension on the IRP account for Non-Payment:



Press Pay ACH

Note this message when making the ACH payment to ensure a complete transaction:



➤ **View Account**

This allows you to see carrier account information and will match what is recorded in the main Division of Motor Vehicle Customer Record

➤ **View Fleet**

This allows you to see carrier fleet information and may be different than what is recorded in the main Division of Motor Vehicle Customer Record. This also provides the mailing address, Fleet type, contact information, etc. Any changes to what is listed must be updated by Motor Carrier staff. The requests may be sent to IRP-IFTA@dot.wi.gov or faxed to 608-267-6886.

➤ **View Weight Group**

This allows you to see weight groups and jurisdiction weights for a specific registration year. Any new weight groups must be created by Motor Carrier Staff. The requests may be sent to IRP-IFTA@dot.wi.gov or faxed to 608-267-6886.

➤ **View Report of Fees by Unit**

This allows you to see a fee breakdown, without plate or cab card fees, broken out by unit.

➤ **Query Active Fleet Vehicles**

This option will provide a listing of all active units in the fleet.
Enter Registration year
Press Query Fleet Vehicles

Registration year:

Registration year: 2016
 Number of vehicles: 1

VIN#	Fleet weight group	Unit#	Start Date	Safety carrier USDOT#	Safety carrier tax id#	Plate #	IRP Status
1NPXGGGG10D263833	80	150	2015-09-01				ACTIVE

Note: any transaction that has not been paid for will not be reflected in this listing. This includes vehicle additions and weight increases – If a Supplement has not been paid the vehicle listing won't be updated.

➤Query Vehicle History

Enter the VIN Number
Press Vehicle History

WisCRS: IRP Vehicle History

VIN#:

[Vehicle history](#)

[Cancel](#)

Note: A listing of vehicle activity will be provided – If a Supplement has not been paid the vehicle information won't be updated

➤Query Supplement

Enter Registration Year and Supplement number
Select Show Supplement Details to view one Individual Supplements information
or Select Show Supplement Summary List to view all Supplements completed
for the indicated Registration Year (Supplement Number is not needed for this
option) . You can select to view each individual Supplement under the List by
selecting the appropriate dial button.

Registration year:

Supplement Number:

[Show Supplement Details](#)

[Show Supplement Summary List](#)

[Return to home](#)

This is how Show Supplement Details will display after entering the Registration Year and Supplement Number. It shows the Supplement Type (Add Vehicle), Amount, Amount paid (if not paid, it will show \$0.00), and the vehicles included with that supplement.

Registration year: 2015	Supplement number: 2	Supplement type: ADD VEHICLE
Application received date: 2014-03-20	Application period start date: 2014-04-01	Application period end date: 2015-03-31
Application status: ACTIVE	Total due amount: \$7,283.31	Total paid amount: \$7,283.31
Number of vehicles: 3		

Vehicles

VIN#	Weight group name	Unit#	Safety carrier USDOT#	Safety carrier tax id#	Safety carrier exp change	CO trv	UT trk	Plate number
1FUJA6CK97DZ14910	80	372809	16130	590747035	Y	N	N	13900X
1FUJA6CK27DZ14912	80	372811	16130	590747035	Y	N	N	13901X
1FUJGLBGXCSBH9918	80	637505	16130	590747035	Y	N	N	13902X

This is how Show Supplement Summary List will display after selecting the Registration year Only. All Supplements for that Registration Year will be displayed. You can select the dial button in front of an individual supplement to view the specific information on that one. Once selected, you will need to click the View button on either the top or bottom. You can go back to the listing or return to home.

<input type="radio"/>	24	ADD VEHICLE	ACTIVE	2014-04-24	2014-04-24	\$2,410.32	\$2,410.32
<input type="radio"/>	25	TRANSFER	ACTIVE	2014-04-25	2014-04-25	\$20.50	\$20.50
<input type="radio"/>	26	TRANSFER	ACTIVE	2014-05-01	2014-05-01	\$12.93	\$12.93
<input type="radio"/>	27	TRANSFER	ACTIVE	2014-05-16	2014-05-16	\$18.84	\$18.84
<input type="radio"/>	28	ADD VEHICLE	ACTIVE	2014-05-16	2014-05-16	\$1,422.66	\$1,422.66

➤ **Query Plate History**

Enter Plate number
Press Continue

WisCRS: IRP Plate History

Plate number:



Plate History is provided

WisCRS: IRP Plate History

Plate number: 19262W

Account	Fleet	Unit#	Vin	Plate effective date	Plate end date
WI- [REDACTED]	1	133052	2NPLHZ7X37M675070	2007-03-16	2009-02-28



➤ **Query Customer Vehicles**

Enter Registration Year
Select Query Customer Vehicles

Registration year:



A listing of Supplements, units, VINS and Plate numbers is provided. Select Return to Home when done.

Registration year#: 2015			
Supp#	Unit#	Vin	Plate number
0	557578	1FUBA5CGX7LY24942	31323W
0	373243	1FUBA5CGX7LZ16889	63372W
0	557579	1FUBA5CG17LY24943	92486W
0	421566	1FUBA5CG35LV00969	61152W
0	557580	1FUBA5CG37LY24944	13616W
0	464274	1FUBA5CG46PW82837	23247W
0	387783	1FUBA5CK27DZ43924	60677W
0	406546	1FUBA5CK38DAA3891	25476W
0	463626	1FUBA5CK39DAG4398	33928W
0	387784	1FUBA5CK47DZ43925	23143X
0	455019	1FUBA5CK59DAE5352	32769W
0	387785	1FUBA5CK67DZ43926	69697W
0	387786	1FUBA5CK87DZ43927	63382W
0	502552	1FUBCYBS1DDFD8578	85234W
0	502553	1FUBCYBS3DDFD8579	85233W
0	439167	1FUBCYBS38HAC0003	34607W
0	620965	1FUBCYBS4ADAR0269	47111W

➤Query Account Activity

Provides a record of all Account activity; All comments are listed in descending order - newest to oldest.

➤Query Fleet Activity

Provides a record of all activity in a fleet; All comments and transactions are listed in descending order - newest to oldest.

➤Query Unpaid Credentials

Provides a listing of all credential orders that are unpaid; Payments may be made via the Process Credential Payment function.

➤ **PRISM Messages**

Performance and Registration Information Systems Management

For more information on PRISM see: <http://www.fmcsa.dot.gov/safety-security/prism/prism.aspx>

1. If the DMV customer record and, therefore, the IRP fleet have an incorrect FEIN listed or the Federal Motor Carrier Safety Administration (FMCSA) has a different FEIN recorded that the DMV customer records you may see the following error. To remedy this, we will need a copy of the IRS letter confirming the correct FEIN. We then check a FMCSA website and the DMV customer records to determine what needs to be done to clear the IRP Fleet.

CVIEW tax ID does not match Safety Carrier tax ID

2. If the FMCSA has placed a vehicle or a US DOT Number out of service a stop will be indicated. If only one vehicle of many in your fleet is placed "Out of Service" only that unit will be suspended. However, your entire fleet may be put "Out of Service" and this will Suspend your IRP fleets & Revoke your IFTA requiring a \$25.00 reinstate charge for each IRP fleet and IFTA account once the Out of Service order is cleared. A US DOT Number placed Out of Service will also suspend your IRP Fleet(s) and revoke your IFTA.
3. If a VIN has a Federal Out of Service Order but is currently on an Active DOT Number, you will receive this message: **Vehicle found on Prism Target File. VIN Number: (will show VIN that is affected). Please investigate before issuing registration.** Contact the Motor Carrier Department: 608-266-9900 or irp-ifta@dot.wi.gov

Sample 30-day Temporary Registration (TVR)



TEMPORARY WISCONSIN APPORTIONED REGISTRATION CAB CARD

T1009 06/2010

Registrant

Expires 10-13-2010

WISCRS TRUCKING CO
4802 SHEBOYGAN AVE
MADISON, WI 53705

Reg Year 2011
Account WI-600004
Fleet 0002
Effective Date 09-13-2010

Plate 19262W	Type TT	Unit Number 20	Unladen Weight 17500	Wisconsin Wgt 54000	Axes 3	Seats 0
Model Year 2007	Make KW	Fuel D	VIN 1XKWD49X27J181245			

SAFETY CARRIER

US DOT: 895842

JOHNSON AND SONS EXCAVATION AND TRU
2560 COUNTY HWY 0
WARRENS, WI 54666

Owner/Lessor	WISCRS INC
---------------------	------------

| Jur Weight |
|------------|------------|------------|------------|------------|------------|
| IA 54000 | | | | | |
| IL 54000 | | | | | |
| IN 54000 | | | | | |
| MI 54000 | | | | | |
| MN 54000 | | | | | |
| ND 54000 | | | | | |
| SD 54000 | | | | | |
| WI 54000 | | | | | |
| ** ***** | | | | | |

This apportioned cab card must be carried in the vehicle at all times

The face of this cab card lists those jurisdictions in which the vehicle described is proportionally registered together with the registered jurisdiction weight. At the end of the listing a series of asterisks will appear in the following block. No jurisdictions are to be listed after the block containing these asterisks. Otherwise the cab card is invalid.



Any alteration or erasure renders this permit void.

Sample permanent Cab Card



WISCONSIN APPORTIONED REGISTRATION CAB CARD

T1008 08/2010

Registrant

Expires 07-31-2011

WISCRS TRUCKING CO
4802 SHEBOYGAN AVE
MADISON, WI 53705

Reg Year 2011
Account WI-600004
Fleet 0002
Effective Date 08-26-2010

Plate 19124W	Type TT	Unit Number 1A	Unladen Weight 17500	Wisconsin Wgt 54000	Axes 8	Seats 0
Model Year 1995	Make FORD	Fuel D	VIN 1FT.IW35F8SEA09133			

SAFETY CARRIER
JOHNSON AND SONS EXCAVATION AND TRU
2560 COUNTY HWY D
WARRENS, WI 54666

US DOT: 895842

Owner/lessee	RENFE SMITH
--------------	-------------

| Jur Weight |
|------------|------------|------------|------------|------------|------------|
| IA 54000 | | | | | |
| IL 54000 | | | | | |
| IN 54000 | | | | | |
| MI 54000 | | | | | |
| MN 54000 | | | | | |
| WI 54000 | | | | | |
| ** | | | | | |

This apportioned cab card must be carried in the vehicle at all times

The face of this cab card lists those jurisdictions in which the vehicle described is proportionally registered together with the registered jurisdiction weight. At the end of the listing a series of asterisks will appear in the following block. No jurisdictions are to be listed after the block containing these asterisks. Otherwise the cab card is invalid.



Any alteration or erasure renders this permit void.

Conclusion

Please feel free to contact us with any question or problem you have.

Motor Carrier Services Section (WisCRS system navigation or Forbidden access)

Phone: 608-266-9900

FAX: 608-267-6886

Email: irp-ifta@dot.wi.gov

Phone Hours: Monday- Friday 7:45 AM to 4:15 PM

Counter Hours: Monday- Friday 7:45 AM to 4:30 PM

Overnight Mailing Address:

Wisconsin Department of Transportation

Motor Carrier Services Section

4802 Sheboygan Avenue Rm 151

Madison, WI 53705

Regular Mail Address:

Wisconsin Department of Transportation

Motor Carrier Services Section

PO Box 7979

Madison, WI 53707