

2019 Commercial Motor Vehicle Renewal

Registering online is a 3-part Process

1. Logging onto KCoVRS Website
2. Printing off your Renewal from last year and reviewing
3. Processing your 2019 Renewal

Logging on to KCoVRS Website

1. Go to the website truckingks.org
2. Scroll down underneath the picture, click the 2rd link down that says "To begin the renewal process, click here."
3. This will take you to the sign on for the KCoVRS website
4. Enter your full Account number with a KS in front of it. If your account number is less than 6 digits you will add leading zeros. For example, if your account number is 1234 you will enter KS001234.
5. If you have not logged on in more than thirty days, you will need to get your password reset.
 - a. Use the "Forgot Password" Function on the log-in page to reset your password.
 - b. If the "Forgot Password" function does not work, please call 785-296-6541
 - c. Once your password has been reset log-in and answer your secret question

Printing off Renewal Packet

1. Once you log on the first menu you will see a picture of the open road, this is the "Enterprise Menu"
2. Go to "Applications" and then Select "IRP/CMV"
3. Find "Reprint" on the "IRP/CMV" banner and drop down the "Renewal"
4. Enter in the Account Number and 2018 for the Fleet Expiration year. Then hit proceed.
 - a. This will show you all the Fleets that you have and will need to renew
 - b. Next Press "Select" on one of the Fleets and then hit "Proceed"
5. The "Renewal Packet" will pop up as a PDF file in a separate window. You will need to disable pop-up blockers if you are not able to see the PDF file. Once you allow the pop-up blockers you might need to do this action again. Press "Select" and "Proceed".
6. Print this packet out and review it.
7. Repeat Steps 3-6 for each fleet that you have.

After Reviewing your Renewal Packet, you have several options to complete Renewal

1. Continue online and Renew your Fleets yourself
2. Note the changes that need to be made and mail it in to your local participating county or KDOR
3. Note the changes that need to be made and take it to your local participating county for them to process
4. **Please see the complete list at Truckingks.org for a list of counties that accept CMV/IRP and the services they provide.**

Renewing your Fleet

1. Go to Applications on the menu, drop down to IRP & CMV Click on this link
2. This will take you to the "IRP menu".
3. Go to the supplement tab and drop down to "Renew Fleet"
4. Enter in your Account Number, Fleet Number, Expiration year 2018, and press "Proceed"
5. **Account Tab**
 - a. Confirm the information on the first page if all the information is correct you will "Proceed"
6. **Fleet Tab**
 - a. If you have a CMV fleet you will need to enter in the new Expiration for your insurance policy, and make sure that the information matches your current policy.
 - i. If you are processing your renewal on your own, you will need to email an up to date Proof of Insurance to kdor_mc@ks.gov. In the subject line please include Account Number and Business name
 - b. If you have an IRP Fleet you will need to make sure your 2018 UCR is updated. 2019 UCR Registration has been postponed.
 - c. Confirm all the information on the "Fleet" Tab is correct and "Proceed"
 - d. Second Confirmation that the information is correct, review and "Proceed"
7. **Distance Tab**
 - a. **CMV Fleet-** CMV Fleets are not required to report their mileage, select "Proceed", Review, then "Proceed" again.
 - b. **IRP FLEET**
 - i. **Generated Miles-** If you reported your mileage to IFTA your mileage will automatically generate in each state that you have reported miles in through July 2017-June 2018. You will confirm that these miles are correct.
 - ii. **Manual Entry-** If your mileage was not generated, you will need to manually enter in the mileage that you have reported in each state that you have driven miles in through the period of July 2017-June 2018.
 - iii. **Estimated Miles-** If you were not in operation between July 2017-June 2018 you will see a question right before the jurisdiction chart that says, "Do you have actual distance for the reporting period"? You will select "No". Once you select "No" you will "Proceed". The estimated mileage will then generate.
 - c. Review the page and "Proceed" to the next tab, now your Renewal distance has been generated.
8. **Weight Group Tab (IRP only)**
 - a. **If there are no changes that need to be made to your Weight Group Selection, then select "Done".**
 - b. **Add Weight Group-** To add a weight group you will select the "Add Weight Group" button. On the drop-down menu marked "Max Gross Weight" you will select the weight group you wish to add, then select "Proceed", confirm and "Proceed" again.
 - c. **Delete Weight Group-** Find the weight group you would like to delete and click on the "Select" link. Scroll down and click on the "Delete Weight Group" box. Confirm and Click "Okay". Next select "Done" and you will move on to the Vehicle Tab.

9. Vehicle Tab

- a. **If there are no changes to be made to your vehicle list, you will just hit “Done” to move onto the Billing Tab.**
- b. **Update Information-**If you would like to update any of your vehicle’s information you will select the “Update Vehicle Information” and then select “Proceed”.
 - i. Type the Unit, VIN Number, or Plate Number that you would like to change and select “Find”. The vehicle selected will come up and you can change any information that would appear in a white box.
 - ii. Examples would be Unit Number or Weight Group. Once you have completed your changes select “Proceed”, Confirm, and the “Proceed” again.
 - iii. Next you will select “Done” and it will take you back to the Vehicle page, next you will select “Done” again and it will take you to the Billing Page.
- c. **Delete Vehicle-** If you would like to delete a vehicle off during your renewal process then you will select the check box next to “Delete Vehicle” and Proceed.
 - i. Next you will find the Unit number that you would like to delete and confirm that is the correct VIN number.
 - ii. Choose the check box next to the Vehicle you would like to select. Select “No” in the plate return drop down box, mark “Delete” in the Plate status drop down box, Mark “Not Required” on the “BOS” and “REG” Drop down boxes.
 - iii. Proceed, confirm, and Proceed.
 - iv. Once you have completed the deletions you will select “Done”, it will take you back to the main screen on the vehicle tab and you will select “Done” again.

10. Billing Tab

- a. On this page if you are wanting to use the Quarterly Payment Option, you may check the box next to “Quarterly Payment”. Next, to generate an invoice, select “Proceed”, Review, and then “Proceed” again.
- b. **Sidenote:** If the quarterly payment check box is greyed out it is an indication that this account has used quarterly payment option before and was delinquent on the payment. Quarterly Payments are not currently available for this account.

11. Payment Tab

- a. An invoice will generate in a PDF File, you may need to disable your pop-up blockers to view your invoice. This will be the amount due, this must be paid by March 1st, 2019 or the account will be suspended, and late penalties will be assessed.
- b. Quarterly Payment- If the quarterly payment option was selected make sure to keep your Quarterly Payment vouchers and make payments in a timely manner. Failure to pay before or on the due date can lead to paying the rest of the years fees and suspension.

12. At this point you have three options:

- a. Continue and pay the amount due with a Credit card or Escrow account.
- b. Print your invoice, sign the signature page, and mail it in to a participating county.
- c. Print your invoice, sign the signature page, and take it in to your local participating county office (please call ahead to confirm that your location takes walk-ins).
- d. **Please see the complete list at Truckingks.org for a list of counties that accept CMV/IRP and the services they provide.**

13. Payment Cont.

- a. Press Proceed and review. Proceed again and your transaction will be placed in the “Cart”, you will see it under “Cart View” to continue press “Proceed”.
- b. **Credit Card**
 - i. If you would like to use the credit card, then you will select “Credit Card” button and second window will pop up. This will be the Lexis Nexis payment window. Fill out the information and select “Continue”. Once your payment has been completed you will close the window. Go back to the main screen and press “Complete”. A final payment invoice will generate with your 2019 credentials.
- c. **Escrow**
 - i. If your account has enough money in your escrow account, you can use that amount to apply to your invoice total. You will select “Escrow” Under “Payment Type”, the escrow amount will then be applied. If the amount covers the invoice total, then press “Proceed”.
 - ii. If the amount is less than the total, then you would press “Add” this will add a second line to Payment Type. You will select “Credit Card” for “Payment type” and enter the remaining balance under “Payment Amount”. Select “Proceed”, Confirm, and then “Complete”. The system will generate a Payment Invoice for you along with your credentials for the 2019 year.

14. Documents

- a. **Documents required for Renewals**
 - i. Updated MCS-150
 - ii. Proof of Insurance (CMV Fleets)
 - iii. HVUT-2290 (If Vehicles are over 54,000lbs)
- b. If your credentials failed to generate, you may need to contact the KDOR offices and provide them with the necessary documents. Please Call 785-296-6541 or email your documents to kdor_mc@ks.gov. Make sure to note what Account number you are referencing, the business name, and what it is that you need.