# CMV Renewals

### Introduction

CMV renewals can be processed beginning December 1st for the upcoming year, with a grace period through March 1st.

### Learning Objectives

After completing this chapter, you will be able to:

* Identify documents needed for renewal
* Reprint a CMV Renewal packet
* Look up USDOT in SAFER
* Complete a CMV Renewal
* Update or Delete Vehicles during a CMV Renewal

### Lab 3-1 Instructor Notes:

Renewals can be processed beginning December 1st, follow your business process, some counties choose to wait until January 1 to begin processing renewals.

## Lab 3-1: Reprinting a CMV Renewal/Identifying Documents

A renewal packet is required when a customer is renewing their fleet or fleets. You will need to print the renewal packet for each renewal transaction. You will need to review all their information and notate any changes (customer or vehicle information).

1. Click **Select Customer**.

The **Customer** page displays.

1. Click the **Account No:** drop-down list and select the correct account number.
2. Click the **Fleet No. – Fleet Expiration Year** drop-down list and select the correct fleet.
3. Click the **Proceed** button.
4. Click the **Applications** menu, and then select **IRP & CMV.**
5. Click the **Reprint** menu, and then select **Renewal.**

The **Reprint Renewal Notice** search window displays.

**Note:** The information is pre-populated from your customer search.

1. Click the **Proceed** button.

**Note:** Make sure pop-up blockers are disabled.

1. Click the **Select** link, if applicable. (You may get a list of fleets.)
2. Click the **Proceed** button.

At this point, you will print or save and e-mail to your customer for any changes to be made.

The Renewal Application PDF form displays. Make a note of the weight group information within the account, if any vehicles are 54,001 pounds or more, you will need to collect the HVUT-2290 form. The vehicle or vehicles must be listed on the 2290 form.

1. Print the documents and close the window.

Repeat steps 6-8 for additional fleets.

1. Click the **Quit** button on the **Reprint Renewal Notice** window.

**Notes:**

## Lab 3-2: Verify USDOT# on SAFER Website

When a customer needs to title and register a newly purchased commercial motor vehicle or renew their CMV, you will verify the USDOT status on the Safety and Fitness Electronic Records System (SAFER) website. If verified, you may proceed with the renewal transactions.

1. Launch your Internet browser and go to the SAFER website.

(<https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>)

The **Company Snapshot** window opens. A snapshot is a condensed view of the company’s profile. It includes information on the company’s location, identification numbers, entity type, cargo carried or shipped, inspection summary, crash summary, and safety rating.

1. Type the **USDOT** number in the **Enter Value** field.

**Note:** If the customer is a **Registrant Only**, use the Motor Carriers DOT number in your search.

1. Click the **Search** button.

The **Company Snapshot** page displays.

1. Verify the **Operating Status** is **Active** or **Authorized For**.

**Note:** If the Operating Status is **Inactive** or **Out of Service**, the customer must contact the Federal Motor Carrier Safety Administration (FMCSA) or the Kansas Corporation Commission (KCC) to resolve the issue. If the status is **Not Authorized**, contact KCoVRS support for authorization to continue.

**FYI:** You can click the field name links to see helpful definitions.

1. Verify the **USDOT#** and **Name** match the customer’s documentation.
2. Verify **MCS-150 Form Date**.

**Note:** The Motor Identification Report (MCS-150) must be updated every two years in Kansas. If the date is close to expiration remind the customer that their renewal is coming up.

1. Close your internet browser.

**Notes:**

## Lab 3-3: CMV Renewal, Updating and Deleting a Vehicle

CMV renewals can be processed beginning December 1st for the upcoming year, with a grace period through March 1st.

Verify all customer information and the validity of their DOT before performing the renewal. Each fleet within an account must be renewed separately.

Updating and deleting a vehicle may be performed during the renewal transaction.

Customer information cannot be changed during a renewal. If there is a change to the customer name or DBA, you will need to have a county CMV office make those changes prior to performing the renewal supplement.

Documentation

* Proof of Insurance
* MCS-150 Update
* UCR Paid (if applicable)
* HVUT-2290 Form (if applicable)
1. Click the **Select Customer** menu.

The **Customer** search window opens.

1. Click the **Account No:** and **Fleet No. – Fleet Expiration Year:** drop-down lists and select the correct account and fleet.
2. Click the **Proceed** button.
3. Click the **Applications** menu, and then select **IRP & CMV**.
4. Click the **Supplement** menu, and then select **Renew Fleet**.

The **Fleet Search** window displays. The **Account No:**, **Fleet No:** and **Fleet** **Expiration Year:** fields will auto-populate.

1. Click the **Proceed** button.

On the **Account** tab, the **Customer Details** window displays.

1. Verify the information and click the **Proceed** button.

The **Customer Details Verification** window displays.

1. Click the **Proceed** button.

The **Fleet Details** window displays.

You may make some changes/additions on this window, if applicable.

1. Verify the **Insurance Information**, update if applicable.
2. Click the **Proceed** button.

The **Fleet Details Verification** window displays.

1. Verify the information and click the **Proceed** button.

The **Distance Details** window on the **Distance** tab opens. CMV Fleets are not required to track their Intrastate Mileage.

1. Click the **Proceed** button.

 The **Distance Details Verification** window displays

1. Verify the information and click the **Proceed** button.

 The **Renewal Vehicle Processing** window displays on the **Vehicle** tab.

 **Note:** Updates or deletions can be performed at this point on vehicles while

processing a renewal, if applicable.

**Updating a Vehicle**

1. Click the **Update Vehicle Information** radio button.
2. Click the **Proceed** button.

 The **Change Vehicle Details** window displays.

1. Select the applicable VIN from the **VIN:** drop-down list.

 **Note:** If the VIN is not on the list, type the first few letters/numbers in the

 VIN field.

1. Click the **Find** button.

 Update the applicable information. (for training, we will increase the weight

 group by 1)

1. In the **Comments** section, make note of the changes being made.
2. Click the **Add/Update Comment** button.
3. Click the **Proceed** button.

 The **Vehicle Details Verification** window displays.

1. Verify the vehicle information and if any changes are required, click the **Back**

 button; otherwise proceed.

1. Click the **Proceed** button.
2. Click the **Done** button.

 The **Renewal Vehicle Processing** window displays.

**Deleting a Vehicle**

1. Click the **Delete Vehicle** radio button.
2. Click the **Proceed** button.

 The **Vehicle Details** window displays.

1. Select the **Check Box** for the vehicle to be deleted.
2. Click the **Proceed** button.

 **Important:** Verify the correct vehicle has been deleted.

1. If changes are required, click the **Back** button; otherwise proceed.
2. Click the **Proceed** button.

 The **Vehicle Details** window displays.

1. Click the **Done** button.

The **Renewal Vehicle Processing** window displays. – Click the VIN list to show if a mistake has been made, you can Cancel or Update/Delete here.

1. Click the **Done** button.

 The **Billing Details** window displays

1. Click the **Quarterly Payment** checkbox, if applicable. – Yes for training here!

 **Note:** Trailer fleets or amounts less than $300 cannot select quarterly pay.

1. Click the **Proceed** button.

 The **Billing Details** window displays. Verify the billing information.

1. Click the **Proceed** button.

The **Billing PDF** window displays with itemized bills, and vouchers. Review before payment is made.

 **Note:** Temporary credentials are not available for renewals. Payment in full

 or quarterly pay are the only options for renewal payments.

1. Print the billing, and then close the **Billing PDF** window.
2. Click the **Proceed** button.

 The **Payment Verification** window displays.

1. Click the **Proceed** button.

 The **Cart View** window displays.

1. Verify the information and click the **Proceed** button.

 The **Payment Details** window displays.

1. In the **Payment Type** drop-down list, select **CMV-Escrow Credit Available.**
2. Click the **Proceed** button.

The **Payment Details** window displays. Verify the payment by escrow information.

1. Click the **Complete** button.

The **Payment Receipt** window displays. Print the receipt and close the window.

Send in documentation to state or county for review and verification. Include the Signature page of the invoice, payment receipt, insurance. Form 2290 and UCR, if applicable. Credentials will be issued after the final review.

**You have completed Chapter 3 on CMV Renewals. You may now complete the summary exercise questions for this chapter.**