# Adding a Vehicle

### Introduction

This chapter will introduce you to completing a supplement (transaction) in KCoVRS. You will learn how to verify the USDOT number, add a vehicle to a fleet and complete the transaction.

### Learning Objectives

After completing this chapter, you will be able to:

* Verify USDOT Using SAFER
* Add a Vehicle
* Billing/Invoicing and Issuing Credentials and Temporary Plate
* Print a Title Application
* Work in Progress WIP
* Payment Options
* Transfer Plate (fees)
* Amend Vehicle with Fee

###

### Lab 2-1 Instructor Notes:

## Lab 2-1: Verifying USDOT Using SAFER

When a customer needs to title and register a newly purchased commercial motor vehicle, you will verify the USDOT status on the Safety and Fitness Electronic Records System (SAFER) website. If verified, you will continue with your registration transaction in KCoVRS.

1. Launch 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.

You **will not** be able to process the registration until the record displays on the SAFER website.

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.

|  |  |  |  |
| --- | --- | --- | --- |
| [**M/MX/FF Number(s):**](https://safer.fmcsa.dot.gov/saferhelp.aspx#ICCNumbers) |  | [**DUNS Number:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#DUNSNumber) | **69-658-42** |
| [**Power Units:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#PowerUnits) | **487** | [**Drivers:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#Drivers) | **640** |
| [**MCS-150 Form Date:**](https://safer.fmcsa.dot.gov/saferhelp.aspx)MCS-150 Date  | **02/18/2019** | [**MCS-150 Mileage (Year):**](https://safer.fmcsa.dot.gov/saferhelp.aspx) | **13,200,000 (2018)** |

1. Verify the **Vehicle Miles Traveled** (VMT) reported.

**Note:** You may get a CVIEW error due to the Vehicle Miles Traveled being outdated. This will create an error in the system and it will not let you process supplements in the KCoVRS system until the Carrier has updated their MCS-150 form. The VMT should be the current of prior year.

|  |  |  |  |
| --- | --- | --- | --- |
| [**MC/MX/FF Number(s):**](https://safer.fmcsa.dot.gov/saferhelp.aspx#ICCNumbers) |  | [**DUNS Number:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#DUNSNumber) | **69-658-42** |
| [**Power Units:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#PowerUnits) | **487** | [**Drivers:**](https://safer.fmcsa.dot.gov/saferhelp.aspx#Drivers) | **640** |
| [**MCS-150 Form Date:**](https://safer.fmcsa.dot.gov/saferhelp.aspx) | **02/18/2019** | [**MCS-150 Mileage (Year):**](https://safer.fmcsa.dot.gov/saferhelp.aspx) | **13,200,000 (2018)** |

1. Close your Internet browser.

**Notes:**

Instruct student to turn the page for important notes

**Lab 2-2: Instructor Notes**

**Job Aids:**

**Carrier Type and Leasing Requirements**, cover entire first page and then page 2 definitions, do not cover scenarios.

**Non Motor Carrier Safety Declaration**, this is the carrier giving permission to use their USDOT#, scan this on the customer level.

**Motor Carrier Lease Agreement**, the owner of the vehicle is “leasing” their vehicle to the carrier to conduct business for them, scan this on the vehicle level.

* These 2 job aids are to be used in conjunction with each other.

**Verifying Inc, LLC and LP customers on the Secretary of State website**. The customer will need to supply their articles of incorporation, view the SOS website to verify.

## Lab 2-2: Adding a Vehicle

Now that the Fleet has been created, you may begin adding vehicles.

Documentation:

* Title or Manufacturer’s Statement or Certificate of Origin (MSO, MCO)
* Bill of Sale
* Manual Title Application Form TR-212A
* Proof of sales tax payment
* VIN Inspection (if applicable)
* HVUT-2290 Form (if applicable)
* Lease Agreement (if applicable)
* Schedule C
* Proof of Insurance
1. Open the KCoVRS application. Type your **User ID** and **Password** in the correct fields and then click the **Sign On** button.

The first time you log in you will be prompted to select a secret question and answer. The information is used to verify your identity as a KCoVRS user.

The **Enterprise Level 1** page displays.

1. Click the **Select Customer** menu.

The **Customer** window displays.

1. Click the **Account No:** field and enter the correct account number.
2. Click the **Fleet No – Fleet Expiration Year:** drop-down and select the correct fleet.
3. Click the **Proceed** button.

**Note:** A success message with the Customer No.; Fleet No.; and Fleet Year displays at the top of the window.

1. Click the **Applications** menu button and select **IRP & CMV**.

The **IRP Level 1** window opens.

1. Click the **Supplement** menu button and select **Add Vehicle**.
The **Fleet Search** window opens with the information pre-populated.
2. Click the **Proceed** button.
The **New Vehicle search Criteria** window displays.
3. Type the VIN in the **VIN:** field and click the **Copy From** button.

The system may pre-populate some of the required fields.

You must click the **Copy From** button. If you do not the system will not save the vehicle information that you entered, and you will have to retype it.

1. Complete all required fields in the **Vehicle Details** section.

**Note:** If the Make is not listed in the drop-down list, select **Other** and then type the correct Make.

**Note:** The title document must reflect the original ownership document that the customer provided for the Title Only transaction (done in the MOVRS system).

1. Click the **Company Owned** checkbox if the vehicle is owned by the customer, the address will auto populate. If the vehicle is not owned by the customer or the address is different, type the **Owner Address** and **Garaged Address** in the corresponding fields.

**Note:** Garaged Physical Address is where the vehicle is garaged for 180 or more days in the year; the CMV fee is determined by this.

1. Type the **Purchase Price** and **Purchase Date** in the corresponding fields.

Enter the purchase price in KCoVRS by using the bill of sale or title assignment; if neither of these amounts is known, use the fair market value of the vehicle. You may find the fair market value in the Kelly Blue Book, NADA of by contacting KDOR’s Property Valuation Division (PVD).

Back Fee Penalty Date: If the vehicle was purchased over 60 days prior to the registration, you must enter the date again so that the system will charge penalty fees.

1. Check the **Lien Holder** and **New Kansas Title Required** checkboxes, if applicable.
2. Click the **Special** **Registration Type** drop-down and select **6000 Miles** or **Local Registration,** if applicable.
3. Click the **VIN Override** button (*this is for training ONLY).*
4. Verify the information and click the **Proceed** button.

The **Vehicle Details Verification** window displays.

1. Click the **Proceed** button.

A blank **Vehicle** tab window displays. If another vehicle needs to be added, do so at this time.

**FYI:** When a vehicle or vehicles have been added; a **Vehicle List** button will display at the bottom of the window. Click the **Vehicle List** button to display all vehicles that have been added to the supplement.

1. Click the **Done** button when you are finished adding vehicles.
2. The **Billing Details** window displays.

Go to Documents Job Aid.

**Notes:**

## Lab 2-3: Billing/Invoicing

Once the Fleet is created and all vehicles are added, you will create the bill for the customer. If the customer does not have all their documents or payment at this time, you will supply the customer with a temporary cab card. The temporary cab card allows them 60 days to supply the documents and/or the payment. If the vehicle has a temporary dealer permit, you will not supply a temporary cab card.

Documentation:

* Signed invoice
1. Verify the **Billing Details** information.
2. Click the **Proceed** button.

Verify the information on the **Billing Details** window.

1. Click the **Proceed** button.

The billing PDF displays the itemized bills, vouchers and temporary cab cards. Print or Save.

**Note:** A Temporary Cab Card expires 60 days from the registration date.

1. Print the billing for the customer.

**Note:** The top of the window displays a successful generation of credentials message.

1. Close the **Billing PDF** window.
* Click the **Proceed** button if you will complete the payment with a credit card. **OR**
* Click the **Quit** button if payment will be submitted with the transaction’s documents.

**Notes:**

*Helpful information to point out when the customer details window opens*:

The **tab structure** lists each tab that has to be completed for this supplement. The tab you are currently working on is green, all of the other tabs are light grey and will change color once the information has been completed.

The last two tabs are dark grey, the main menu tab will take you back to the main menu without saving, you can select an inquiry (report) from the Inquiries tab, and you will be returned to the tab you are working when you are finished with the inquiry.

## Lab 2-4: Printing a Title Application

When the **New Kansas Title Required** checkbox was checked while adding a vehicle, you will now need to print that title application.

1. From the **Enterprise** level, click the **Application** menu, then select **Title** **Application**.
2. Enter the **Account No.**, **Fleet No.**, and **Fleet Expiration Year**.

**Note:** *Do NOT check the* ***New Title Application*** *box at this time*.

1. Click the **Search** button.
2. Under the **Print Title Application** column, click on the appropriate PDF icon for this supplement.

The application should be pre-populated with the information you have entered into KCoVRS for this vehicle. Print and submit with rest of documentation. Service Provider can sign this document is Power of Attorney was collected.

Can also Edit and add a lienholder, if necessary.

1. Once you have printed all applicable title applications, click the **Quit** button.

### Lab 2-4 Instructor Notes:

## Lab 2-5: Work in Progress (WIP)

A supplement with an Open (O) or Invoiced (I) status can be found in the Work in Process (WIP) file. Most transactions that are missing documentation and/or payment are easily located in WIP.

1. Click the **WIP** menu button.

The **Search Supplement** window displays.

1. Confirm the account number in the **Account No:** field.
2. Click the **Proceed** button.

The **Payment Details window** displays. Verify the customer and supplement information.

**Note:** A list will display if the customer has multiple open supplements, select the applicable supplement from the list.

**Note:** If the customer initiated the supplement online and an internal user opens it, the customer will no longer be able to view or make changes to the supplement.

1. Click the **Proceed** button.

The **Payment Verification** window displays, verify the information.

1. Click the **Proceed** button to pay for the supplement.

The **Cart Management-Selected Transaction Verification** window displays.

### Lab 2-4 Instructor Notes:

## Lab 2-6: Payment Options

Now that you have processed the vehicle, you may pay the supplement out by either using a credit card or using money in the company’s escrow account.

You may also send your paper work and payment in by mail to KDOR or your preferred office location.

Once you have completed payment and provided all the necessary documents you will receive a cab card credential and you will be issued a new plate.

1. Click the **Proceed** button.

The **Payment Details** window displays.

**Important:** If the customer is paying with a credit card, do not select the credit card payment type, click the **Credit Card** button instead. The LexisNexis payment system will display to input the credit card information.

**Note:** If the customer has an **Escrow** balance, part or all the balance can be used for the payment type.

1. Click the **Credit Card** button.

The Lexis Nexis payment screen displays. – Demo of Credit Card payment process.

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

The **Payment Details** window displays. Verify the amount in the Escrow account and the amount due.

1. Click the **Complete** button.

The payment PDF window displays your **Payment** **Receipt** from Lexis Nexis, there is a **Print Friendly Option.** The KCoVRS **Payment Receipt** can be printed or saved. Close the receipt page.

1. To **Complete** the supplement, you will send in your documentation to your preferred county location or the Kansas Department of Revenue.

Once a county or KDOR has reviewed and scanned your documents, they will assign your credentials. When the supplement is complete the new plate combination has been assigned and ordered. The assigned plate combination displays on the cab card and the shipping document.

**Note:** When the supplement is complete the new plate combination has been assigned and ordered. The assigned plate combination displays on the cab card and the shipping document.

**Important:** The 30-day temporary plate prints on standard 8.5x11 paper, place the 30-day temporary plate in a tag bag and insert cardboard for stability.

**Note:** At this point you will send in the signed invoice along with all original documentation. Once it is reviewed and verified, the county office or KDOR will assign the cab card and plate.

**Documents:**

* Payment receipt
* Signed invoice
* Original title
* Bill of sale
* Proof of sales tax
* VIN inspection
* Form 2290
* Signed title application
* Schedule C
* Proof of insurance

**Notes:**

## Lab 2-7: Transfer Plate (Fees)

A carrier has sold a vehicle and purchased a new one. In KCoVRS, you will use the transfer plate supplement to complete the transfer of fees from the old vehicle to the new one. The carrier will need to supply a bill of sale for the new vehicle and for the sold vehicle to transfer the fees. The bill of sale must include the VIN.

**Note:** You can transfer fees from a Power Unit, but not a trailer.

**Note:** Before beginning, check the WIP file to verify the customer has not started another transaction.

Documentation:

* Bill of Sale from previous vehicle
* All documents for adding a vehicle – refer to document packet
* Title or MSO, MCO
* Bill of Sale
* Manual Title Application Form TR-212A
* Proof of sales tax payment
* VIN Inspection (if applicable)
* HVUT-2290 Form (if applicable)
* Lease Agreement (if applicable)
* Schedule C
* Proof of Insurance
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.

1. Click the **Proceed** button.
2. Click the **Applications** menu, and then select **IRP & CMV.**
3. Click the **Supplement** menu, and then select **Transfer Plate.**

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

Add **Supplement Effective Date** information.

**Note:** You are transferring fees, not the plate.

1. Click the **Proceed** button.

The **Vehicle Details-Transfer Plate** window displays.

1. Type the VIN of the new vehicle in the **VIN** field.
2. Click the **Copy From** button in the **Vehicle Details** section.

**Note:** If you get a vehicle list table, click the Quit button. – If this comes up, you will need to Quit the transaction at this point and start over so you can manually add the vehicle VIN information.

1. Type the VIN in the **VIN:** field OR type the plate number in the **Plate No.** field in the **Old Vehicle Details** section.
2. Click the **Copy From** button in the **Old Vehicle Details** section.

The system auto-populates the transfer vehicle information.

1. Click the **Delete Reason** drop-down list, and then select **Vehicle Sold.**
2. Complete all required fields in the **Vehicle Details** section for the new vehicle.
3. Check the **Company Owned** checkbox.

The owner information auto-populates.

1. Type the purchase price in the **Purchase Price** field.

**Important**: Use the vehicle purchase amount from the lease agreement, do not type a zero or $1 in this field.

1. Type the purchase date in the **Purchase Date** field.

This will be the date of the signed lease agreement.

1. In the **Comments** section, make note of all documents collected for this transaction.
2. Click the **Add/Update Comment** button.
3. Click the **VIN Override** button. – *this is for training only*
4. Click the **Proceed** button.

The **Vehicle Details Verification** window displays.

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

A blank **Vehicle** window displays.

1. Click the **Done** button.

The **Billing** window displays.

1. Click the **Proceed** button.
2. Verify the information on the **Billing Details** window.

**Note:** Credit is shown for the previous vehicle on the Billing tab.

1. Complete this supplement by collecting the fees, printing and signing the invoice (if POA collected) and submitting the documentation. Once reviewed, the credentials and the 30-day temporary plate will be issued.

**Note:** When the supplement is complete the new plate combination has been assigned and ordered.

**Notes:**

## Lab 2-8: Amend a Vehicle with Fee

If an error is discovered after a supplement is completed and you need to update the information, you can amend (update) a vehicle. Additional vehicle fees will be required when modifying axles, changing weight, changing the fuel type or changing the number of seats. A new cab card fee is charged for each vehicle that is updated.

**Important:** You cannot amend a VIN; contact KCoVRS support to have the changes made.

**Documents:**

* Vehicle Change Request form
* Previous Cab Card
1. Click the **Select Customer** menu

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 **Supplement** menu, and then select **Amend Vehicle With Fee.**

The **Fleet Search-Amend Vehicle with Fee** window displays and is pre-populated with the account information.

1. Click the **Proceed** button.

The **Vehicle Details-Amend Vehicle with Fee** window displays.

1. Click in the **VIN** field and select the appropriate vehicle from the drop-down list.
2. Click the **Find** button.

The system auto populates the fields with the vehicle and customer information.

Verify the vehicle information.

For training, we will update the weight. Click the **Weight Group No**. drop-down list and select the new weight group.

Collect the proper documentation to be sent in to the county or state.

**Note:** Collect the Proof of Error correction/Schedule C.

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

The **Vehicle Details Verification-Amend Vehicle With Fee** window displays.

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

A blank **Vehicle** tab window displays with the message “Vehicle amended successfully”.

1. Click the **Done** button.

The **Billing** window displays.

**Important:** The customer will need to pay any additional fees.

1. Click the **Proceed** button.

**Note:** The new fees are added, and credit is given from the previous registration.

Complete the supplement, print the invoice and sign it and submit the documentation.

**Important:** A new cab card will display for each vehicle that has been updated, a new plate will **not** be supplied.

**You have completed Chapter 2 on Adding a Vehicle. You may now complete the summary exercise questions for this chapter.**

**Steps 7/8:** **Do not** click the Proceed button, click the Quit button to put the supplement in the WIP file.

**Lab 2-8 Instructor Notes:**

If time allows, go over the job aid Updating Existing Customer Record and Change DBA Name Supplement. We need to leave enough time for closing procedures (see below) and the summary exercise.

End of day one: take students to Lab 4-2 to close the cash drawers and to Lab 5-3 to balance and close the office.

If time allows, go over the job aid **Updating Existing Customer Record and Change DBA Name Supplement**. We need to leave enough time for closing procedures (see below) and the summary exercise.

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