

Renewing your Fleet

1. Documents required for Renewals

- a. Proof of Insurance
- b. HVUT-2290 (If Vehicles are over 54,000lbs Year: July 2021-June 2022)
- c. Unified Carrier Registration 2023 (Interstate Carriers and Interstate Commodities)
- d. Updated MCS-150 (If you have a DOT number you must updated it every two years)

2. Starting Renewal

- a. Go to Applications on the menu, drop down to IRP & CMV Click on this link
- b. This will take you to the "IRP menu".
- c. Go to the supplement tab and drop down to "Renew Fleet"
- d. Enter in your Account Number, Fleet Number, Expiration year 2022, and press "Proceed"

3. Account Tab

- a. Confirm the information on the first page if all the information is correct you will "Proceed"
- b. If you are wanting to change information on the Account Tab of the Renewal you will need to contact your preferred county location or KDOR before processing your renewal.

4. 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 your preferred county location or KDOR at kdor_cmvrenewals@ks.gov. In the subject line please include Account Number and Business name.
- b. If you have an IRP Fleet or are a Carrier of Interstate Commodities, you will need to make sure your 2023 UCR registration is completed and paid for.
- c. Confirm all the information on the "Fleet" Tab is correct and "Proceed"
- d. Second Confirmation that the information is correct, review and "Proceed"

5. 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 2021-June 2022 once you hit the first proceed.
 - 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 2021-June 2022.
 - iii. **Estimated Miles-** If you were not in operation between July 2021-June 2022 you will need to contact KDOR, and they can process your renewal using the estimated mileage.
- c. Review the page and "Proceed" to the next tab, now your renewal distance has been generated.

- d. If you are getting a flag on your actual miles traveled for IRP Fleets, then you must contact KDOR at 785-296-3621 Ext 2-2.

6. 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.

7. 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" radio button 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 then "Proceed" again.
 - iii. A blank vehicle details screen will display, if you have more than one vehicle to change information on you repeat the steps 1-3. If not move ahead to Step 4.
 - iv. 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" radio button and "Proceed".
 - i. A list of active vehicles will display.
 - ii. Next you will find the Unit number that you would like to delete and check the box next to the VIN, confirm that is the correct VIN number then "Proceed"
 - iii. Confirm the deletion again and "Proceed".
 - iv. The list of Active Vehicles will appear again.
 - Note:** If you would like to review your deletions select "Vehicle List"
 - v. 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.
 - vi. Note: Deleted Vehicle Plates should be returned to your preferred office location

8. 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.

9. 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, 2023 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 the remaining quarterly payments being due and additional fees and penalties being accrued.**

10. 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 into 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 www.Truckingks.org for a list of counties that accept CMV/IRP and the services they provide. Select "Motor Carriers" on the banner menu then select "CMV Locations and Times"**

11. 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 2023 credentials.
 - ii. Note: Credit cards will charge a service fee of 3.25% for the transaction
 - iii. Note: Do not fill in any information on the payment screen only press the credit card button or the CC payment window will not appear, if you have done this press "Refresh" and then the Credit Card button.
- 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 2022 year.

12. Credentials

- a. Credentials for the 2023 year will not generate until all required documentation has been collected. Please contact the KDOR offices or your preferred county location to provide documentation and complete the renewal process.

