E-FILING

QUICK

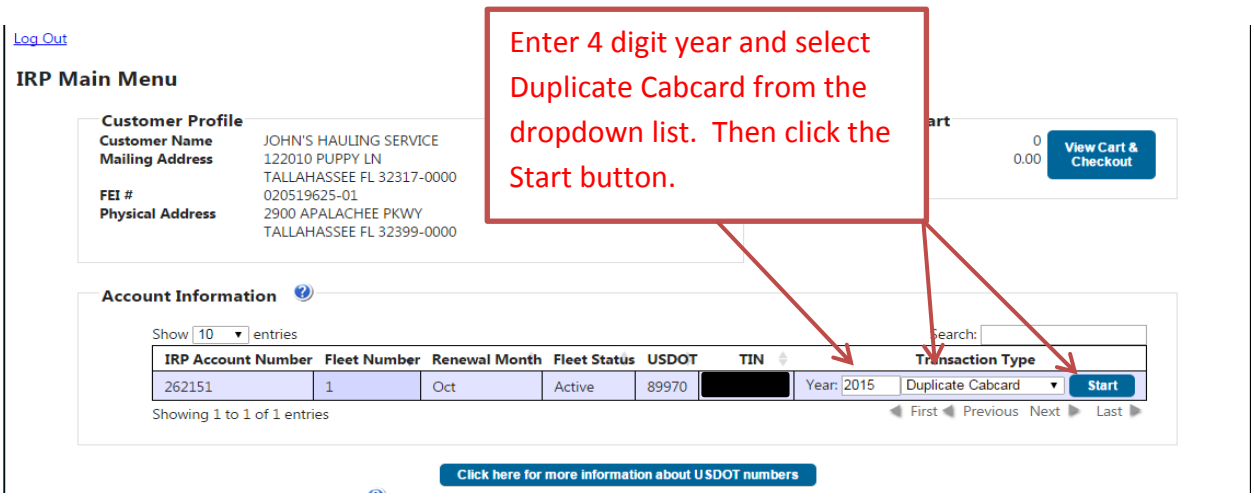
REFERENCE

GUIDE

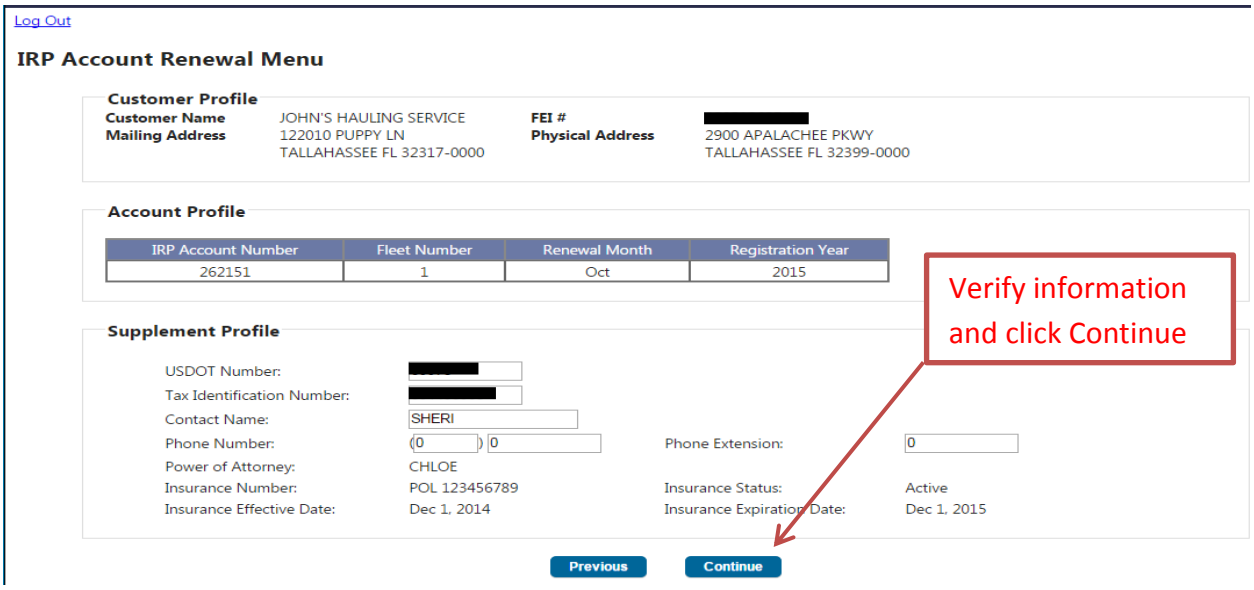
PART 5

DUPLICATE CABCARD

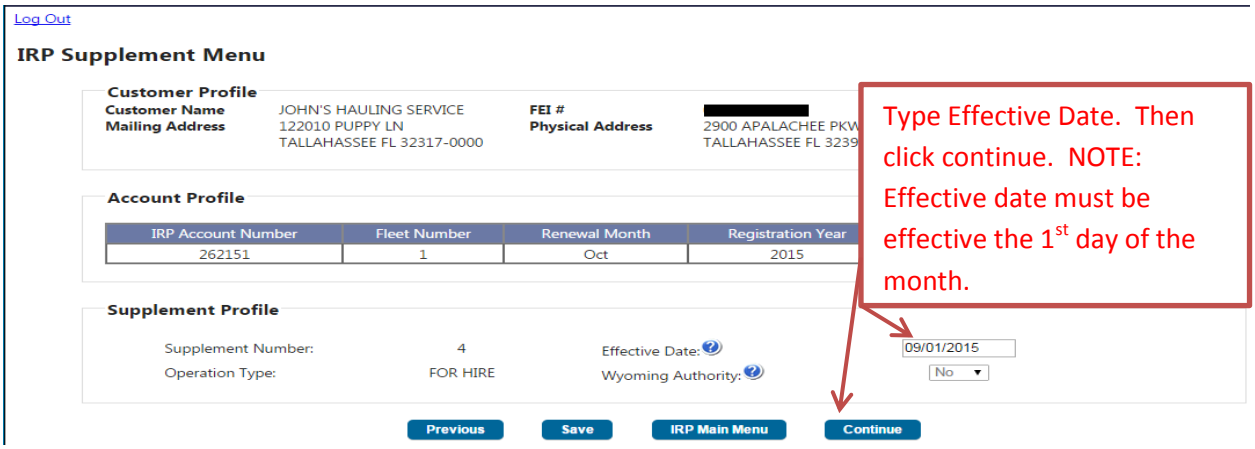
To order a duplicate Cabcard you will start by entering the year and selecting Duplicate Cabcard from the dropdown list.



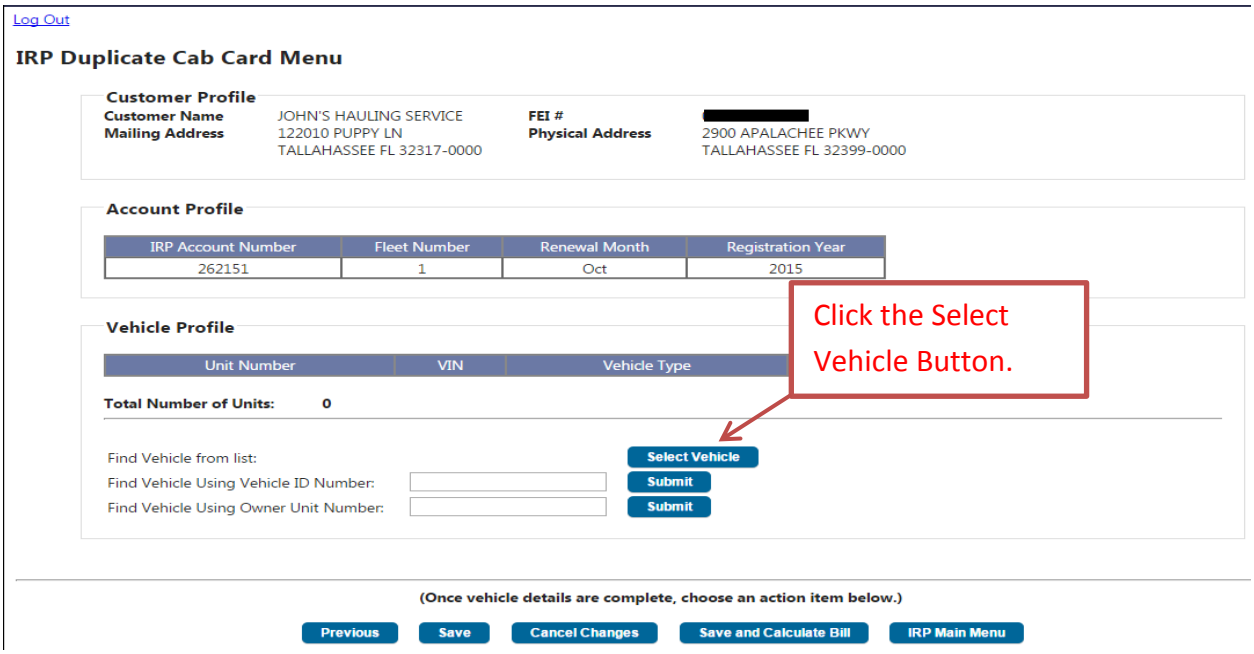
You will then be directed to the IRP Account Renewal Menu:



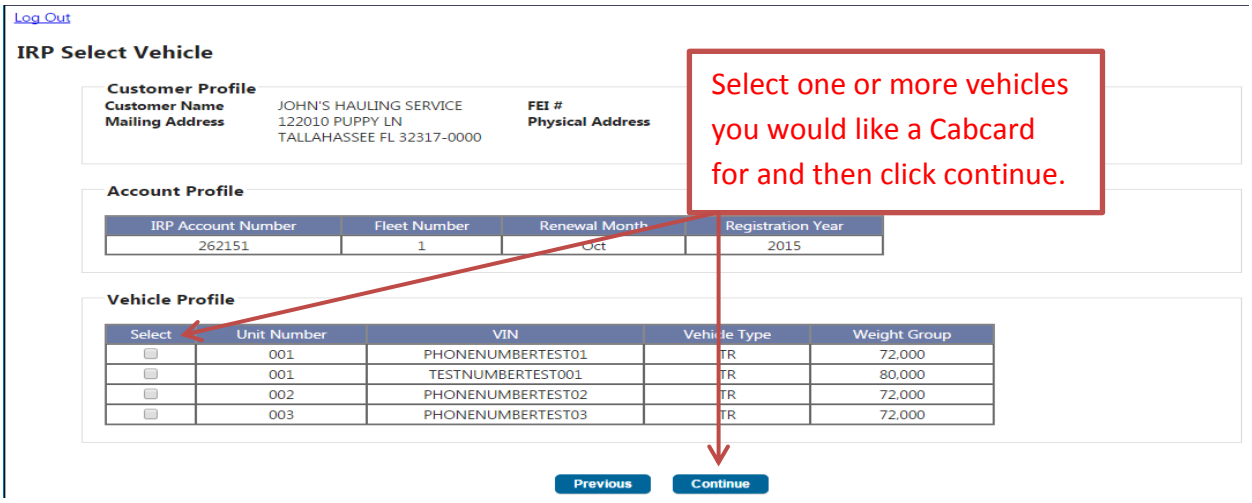
You will then be directed to the IRP Supplement Menu:



You will then be directed to the IRP Duplicate Cab Card Menu:



You will then be directed to the IRP Select Vehicle Screen:



You will then be directed to the IRP Duplicate Cab Card Menu Screen:

Log Out

IRP Duplicate Cab Card Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	**FEI #**	[redacted]
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	**Physical Address**	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2015

Vehicle Profile

Unit Number	VIN	Vehicle Type		Status
001	TESTNUMBERTEST001	TR	Dele	

Total Number of Units: 1

Find Vehicle from list: Select Vehicle

Find Vehicle Using Vehicle ID Number: Submit

Find Vehicle Using Owner Unit Number: Submit

Click the Save and Calculate Bill Button.

(Once vehicle details are complete, choose an action item below.)

Previous | Save | Cancel Changes | Save and Calculate Bill | IRP Main Menu

You will then be directed to the IRP Billing Notice Preview Screen:

IRP Billing Notice Preview

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	**FEI #**	[redacted]
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	**Physical Address**	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number:	262151	**Fleet Number:**	1	**Fleet Created:**	May 26, 2015
Registration Year:	2015	**Supplement Number:**	4	**Supplement Type:**	DUP IRP CABCARD
Effective Date:	Sep 1, 2015	**Renewal Month:**	Oct	**Months:**	2

FL (3.6750 %) $3.25

TOTAL PERCENTAGE: 100%

Certified Funds Only

IRP fees due if paid on of before *Sep 10, 2015* $3.25

AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALK-IN SERVICE CENTERS.

Enforcement begins *Sep 01, 2015*
If payment not received before *Sep 11, 2015*, penalty will be the amount of: $0.00

Please make all payments payable to: FLORIDA DIVISION OF MOTORIST SERVICES

Submit all payments to:

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
2900 APALACHEE PARKWAY, MS62
TALLAHASSEE, FL 32399-0625

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
001	TESTNUMBERTEST001	TR	80,000	$3.25

Showing 1 to 1 of 1 entries First Previous Next Last

PLEASE VERIFY THAT THE STATES LISTED ABOVE AND THE ATTACHED VEHICLE LISTING ARE CORRECT.

Click Submit for Approval Button.

Previous | Print | IRP Main Menu | Submit For Approval

Next you will get a pop up of the Online IRP Checklist to print for your information: At this point you would need to fax your supporting documents to the Bureau of Commercial Vehicle and Driver Services at Fax number 850-617-3932 or email paperwork to cvdsefile@flhsmv.gov.

State of Florida

Division of Motorist Services

Bureau of Commercial Vehicle & Driver Services

http://www.flhsmv.gov

ONLINE IRP CHECKLIST

June 02, 2015

JOHN'S HAULING SERVICE
122010 PUPPY LN
TALLAHASSEE FL 32317-0000

Account #: 262151 Registration Year: 2015

FEID\SSN: [redacted] Fleet Number: 1 Supplement #: 4

Based on the information you have entered on our website, the following documentation was determined to be required. Upon examination by the Bureau of Commercial Vehicle & Driver Services, it is possible that additional information may be requested. If any of the requested documents have been previously submitted, you may disregard this notice.

If you have any questions, please call (850)617-3711. Please mail this notice along with the requested documents to:

NEIL KIRKMAN BUILDING, ROOM A-110, MS62
TALLAHASSEE, FLORIDA 32399-0626

It will then show in the Pending Web Transactions section until it has been approved by the Bureau of Commercial Vehicles and Driver Services (CVDS):

Log Out

IRP Main Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000
FEI #	[redacted]
Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Shopping Cart

Items	0
Current Total	0.00

View Cart & Checkout

Account Information

Show 10 entries — Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type	
262151	1	Oct	Active	[redacted]	[redacted]	Year: Inquiry	Start

Showing 1 to 1 of 1 entries — First Previous Next Last

Click here for more information about USDOT

Transaction Status will show Transaction Approved.

Incomplete Web Transactions

Show 5 entries

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
No data available in table					

Showing 0 to 0 of 0 entries — First Previous Next Last

Pending Web Transactions

Show 5 entries — Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	
1	2015	4	DUP IRP CABCARD	TRANSACTION APPROVED	Jun 2, 2015	Complete Transaction

Showing 1 to 1 of 1 entries — First Previous Next Last

NOTE: If the insurance is current on your account when you submitted for approval, and you selected the print Cabcard option during the completion process, you may return to the IRP Main Menu, go to IRP DOCUMENTS and print your Cabcard.

SEE SECTION 6 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.