

**E-FILING  
QUICK  
REFERENCE  
GUIDE  
PART 6  
IRP  
PAYMENTS**

Once the transaction has been approved by CVDS you will click on the complete transaction button:

Pending Web Transactions

Show 5 entries

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	
1	2016	4	IRP ADD VEHICLE	TRANSACTION APPROVED	May 18, 2015	<b>Complete Transaction</b>

Showing 1 to 1 of 1 entries

Transaction Approved. Click Here

You will then get the IRP Posting Menu where you will select the payment type:

Log Out

### IRP Posting Menu

**Customer Profile**  
 Customer Name: CHLOE'S KITCHEN DESIGN  
 Mailing Address: 2010 PUPPY LN, TALLAHASSEE FL 32317-0000  
 FEI #: [REDACTED]  
 Physical Address: [REDACTED]

**Account Profile**

IRP Account Number	Fleet Number	Month	Year
260851	1	FEB	2016

**Supplement Profile**  
 Registration Year: 2016  
 Supplement Number: 4  
 Supplement Type: IRP ADD VEHICLE

Supplement Total Excluding Mail Fees: \$324.08  
 Mail Fees: \$2.95  
 Total Fees Due: \$327.03  
 Delinquent Fees: (Pay if 10 days or more after the effective date.) \$0.00

Please select a payment method:  
 Mail Payment  Electronic Payment

Would you like to print the cabcards:

Select payment method and click Finish. (Note you cannot select to print the cabcard on this type of transaction.)

Cancel Finish

Once you select mail in payment and click Finish you will come back to the IRP Main Menu Screen:

### IRP Main Menu

**Customer Profile**  
 Customer Name: CHLOE'S KITCHEN DESIGN  
 Mailing Address: 2010 PUPPY LN, TALLAHASSEE FL 32317-0000  
 FEI #: [REDACTED]  
 Physical Address: 2010 PUPPY LN, TALLAHASSEE FL 32317-0000

**Shopping Cart**  
 Items: 0  
 Current Total: 0.00  
[View Cart & Checkout](#)

**Account Information**

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Year	Transaction Type	
260851	4	Feb	Active	[REDACTED]	[REDACTED]		Inquiry	<a href="#">Start</a>
260851	3	Feb	Active	[REDACTED]	[REDACTED]		Inquiry	<a href="#">Start</a>
260851	2	Feb	Active	[REDACTED]	[REDACTED]		Inquiry	<a href="#">Start</a>
260851	1	Feb	Active	[REDACTED]	[REDACTED]		Inquiry	<a href="#">Start</a>

Showing 1 to 4 of 4 entries

**Incomplete Web Transactions**

No data available in table

**Pending Web Transactions**

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	
1	2016	4	IRP ADD VEHICLE	SUBMITTED	May 18, 2015	<b>Complete Transaction</b>

Showing 1 to 1 of 1 entries

Transaction Status will show submitted and you will have to contact CVDS to make payment by phone or mail payment into the Department.

If you select Electronic Payment and click finish you will go back to the IRP Main Menu and the amount owed will show in the shopping cart:

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[Log Out](#)

IRP Main Menu

**Customer Profile**

Customer Name CHLOE'S KITCHEN DESIGN FEI # [REDACTED]

Mailing Address 2010 PUPPY LN Physical Address 2010 PUPPY LN  
TALLAHASSEE FL 32317-0000 TALLAHASSEE FL 32317-0000

**Shopping Cart**

Items 1

Current Total 327.03

[View Cart & Checkout](#)

Click Here to make payment.

**Account Information**

Show 10 entries Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type
260851	4	Feb	Active	[REDACTED]	[REDACTED]	Year: [Inquiry] <a href="#">Start</a>
260851	3	Feb	Active	[REDACTED]	[REDACTED]	Year: [Inquiry] <a href="#">Start</a>
260851	2	Feb	Active	[REDACTED]	[REDACTED]	Year: [Inquiry] <a href="#">Start</a>
260851	1	Feb	Active	[REDACTED]	[REDACTED]	Year: [Inquiry] <a href="#">Start</a>

Showing 1 to 4 of 4 entries

Then you will come to the Review Shopping Card Screen:

Florida Department of Highway Safety and Motor Vehicles

Home | [Español](#) | [Driver License](#) | [Vehicle Tags & Titles](#) | [Florida Highway Patrol](#) | [Contact Us](#) | [Forms](#) | [Office Locations](#)

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TERRY L. RHODES EXECUTIVE DIRECTOR

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## Testing Environment

### Review Shopping Cart

Please confirm that your order is correct as listed below.

If you ordered an ID card or driver license, the residential address will be printed on the face of the credential, as required by law.

If the information provided below is not correct, click remove item, then the "Return" button to correct the information before proceeding. Make sure you have entered all addresses correctly and selected the items you want. All items will be produced exactly as you have requested. If you pay for an item, and afterwards realize the information you entered is not correct, a charge for a corrected replacement will apply.

Transaction Details	Item will be mailed here	Cost	
IRP ADD VEHICLE	2010 PUPPY LN TALLAHASSEE, FL 32317 - 0000	\$327.03	<a href="#">Remove Item</a>

TOTAL AMOUNT DUE: \$327.03

Click Here to continue with payment.

Should you decide you would rather mail in your payment you can click Remove Item and then the Return button to go back and change your payment type.

[Continue to Checkout](#)     [Return](#)

Then you will come to the Payment Information Screen:

### Payment Information

Shopping Cart Information	
Cart Number:	36517
Application Name:	CVISN
Payment Date:	05/19/2015
Payment Amount:	\$327.03

Please Select Payment Type:  Credit Card  Bank Account Debit (Electronic Check)

Payment Details (\* indicates a required field)

\* Payment Type:

\* Name on Credit Card:

\* Address Line 1:

Address Line 2:

\* City:  \* State:

\* Card Number:

\* Security Code:  [Need Help?](#)

\* Expiration Date:



If you select Credit Card then you will fill in the information below. Then Click Continue.

### Payment Information

Shopping Cart Information	
Cart Number:	36517
Application Name:	CVISN
Payment Date:	05/19/2015
Payment Amount:	\$327.03

Please Select Payment Type:  Credit Card  Bank Account Debit (Electronic Check)

Payment Details (\* indicates a required field)

\* Payment Type:  Personal Checking  Personal Saving  Business Checking

\* See image below for help locating the following information:

\* Company Name:

\* SSN/FEIN:

\* First Name on Bank Account:

\* Last Name on Bank Account:

\* Address Line 1:

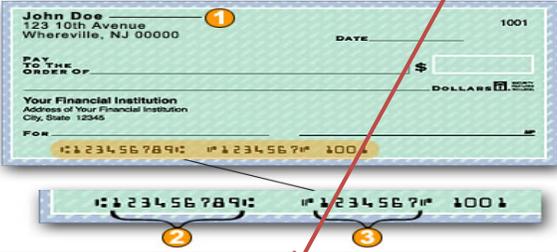
Address Line 2:

\* City:  \* State:  \* Zip:

\* Bank Routing Number:

\* Bank Account Number:

1. Name and Address on Bank Account.  
2. Bank Routing Number  
3. Bank Account Number



If you select Bank Account then you will fill in the information and then click continue.

Then you will get the Review payment Information Screen:

## Review Payment Information

Please verify that all the information below is correct and select **Continue** to schedule your payment. Please select **Back** to make any required changes.

Shopping Cart Information	
Cart Number:	36517
Application Name:	CVISN
Payment Date:	05/19/2015
Payment Amount:	\$327.03

Your Shopping Cart Details:		
Transaction Details	Item will be mailed here	Cost
IRP ADD VEHICLE	2010 PUPPY LN TALLAHASSEE, FL 32317 - 0000	\$327.03

Verify Payment Information	
Payment Type:	Visa
Name on Credit Card:	Chloe's Kitchen Design
Address Line 1:	2010 Puppy Lane
Address Line 2:	
City:	Tallahassee
State:	FL
Zip:	32317
Card Number:	██████████
Security Code:	███
Expiration Date:	12/2015

I am placing this order for driver license and/or motor vehicle services. I understand that my order may be canceled and my credit card will be charged.

Press the continue button **one time only** to avoid double charging your card.

Continue

Back

**CLICK HERE**

**TO CONTINUE**

You will receive a message that says your request is

being processed.

Please wait.

Then you will get the Payment Confirmation Screen:

Florida Department of Highway Safety and Motor Vehicles [Home](#) | [Español](#) | [Driver License](#) | [Vehicle Tags & Titles](#) | [Florida Highway Patrol](#) | [Contact Us](#) | [Forms](#) | [Office Locations](#)

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November 05, 2014 2:38:28 PM

## Payment Confirmation

Thank you for your payment of \$1,743.72 to the Florida Department of Highway Safety and Motor Vehicles.

Please print this confirmation and retain for your records. If you have any questions regarding your payment, please go to [flhsmv.gov](http://flhsmv.gov) and select [contact us](#).

You may visit [www.flhsmv.gov](http://www.flhsmv.gov) and select [Driver License Check](#) from "HANDLE IT ONLINE" to see your license or ID card print and mail status.

You may provide the following information to Customer Service in the event you need to contact DHSMV regarding this payment:

**Confirmation ID: 1619414**

**DHSMV Tracking ID: 8005808**

**If you ordered both driver license and motor vehicle items, you will receive them in separate mailings and they may be a few days apart.**

The following are the details of your order:

Transaction Details	Item will be mailed here	Cost
IRP RENEWAL	123 HOLLY RD TALLAHASSEE, FL 32317 - 0000	\$1,743.72

We'd like to hear about your experience. Please take our [Customer Service Survey](#) and tell us how we did.

If you would like a copy of this receipt to be sent to your email, please enter your email address below and press the 'Send Email Confirmation' button.

Email Address:

To continue back to the **Motor Carrier Services E-File** application, press **Continue**. Otherwise, please close your browser now.

Insert email address and click send email confirmation and then **CLICK HERE** to continue.