

**E-FILING
QUICK
REFERENCE
GUIDE
PART 1
IRP RENEWALS
(With effective date
prior to 1/1/2015)**

Starting on the CVDS electronic Credentialing Application Main Menu Screen:

[Log Out](#)

CVDS Electronic Credentialing Application Main Menu

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



Welcome to the Bureau of Commercial Vehicle & Driver Services E-Commerce Website. This site has been developed as part of the Department's continuing efforts to enhance the way you enjoy your visit and will come to this site and conduct your business with us electronically. The first thing you need to do now that you are here is to verify the information shown below under the heading Customer Profile. Due to the regulatory requirements of the International Fuel Tax Agreement and International Registration Plan, you will not be allowed to change your address through this website. If you wish to change your address, you must complete the [MCS Change of Address form](#) and mail it to the department for processing.

Click Here

Customer Profile
Customer Name CVISN GUIDE ACCOUNT FEI # [REDACTED]
Mailing Address 2900 APALACHEE PKWY Physical Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-0000 TALLAHASSEE FL 32399-0000

*(Please use the navigation buttons at the bottom of each page.
Using the browser back/forward buttons will result in data becoming lost and/or corrupted.)*

- [Bulletins](#)
- [IFTA Main Menu](#)
- [IRP Main Menu](#)

You will then be directed to the IRP Main Menu Screen:

[Log Out](#)

IRP Main Menu

Customer Profile
Customer Name CVISN GUIDE ACCOUNT FEI # [REDACTED]
Mailing Address 2900 APALACHEE PKWY Physical Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-0000 TALLAHASSEE FL 32399-0000

Account Information

Show 10 entries Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type	Start
262251	1	Aug	Active	[REDACTED]	[REDACTED]	Year: Renewal	Start

Showing 1 to 1 of 1 entries First Previous Next Last

You do not need to enter the year.
You will click the transaction type dropdown and select Renewal.
Then click the start button.

[Click here for more information about USDOT numbers](#)

[Incomplete Web Transactions](#)

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

[Log Out](#)

IRP Account Renewal Menu

Customer Profile
Customer Name: CVISN GUIDE ACCOUNT FEI #: [REDACTED]
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000 Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	

Supplement Profile

USDOT Number: [REDACTED]
Tax Identification Number: [REDACTED]
Contact Name: SHERI
Phone Number: (850) [REDACTED] Phone Extension: 0
Power of Attorney: CHLOE
Insurance Number: POL123456 Insurance Status: Active
Insurance Effective Date: Jul 1, 2014 Insurance Expiration Date: Jul 1, 2015

[Previous](#) [Continue](#)

Verify Phone Number and Click Continue.

Then you will be directed to the IRP Supplement Renewal Menu Screen:

[Log Out](#)

IRP Supplement Renewal Menu

Customer Profile
Customer Name: CVISN GUIDE ACCOUNT FEI #: [REDACTED]
Mailing Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000 Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

Supplement Profile

Supplement Number: 0 Effective Date: Sep 1, 2014
Operation Type: FOR HIRE Wyoming Authority: No

[Previous](#) [Save](#) [IRP Main Menu](#) [Continue](#)

Verify the operation type and the Wyoming Authority and then Click Continue

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

[Log Out](#)

IRP Jurisdiction Renewal Menu

If you have miles to report you will need to change the Mileage Type from Estimated to Actual.

Then you will need to enter the Jurisdiction Mileage.

If you have no miles and you do not want the jurisdiction on your Cabcard click the delete button beside the jurisdiction you want to delete.

NOTE: If you are estimating leave the Jurisdiction Mileage as 0.

This screen will automatically bring up the jurisdictions you had the previous year.

You will click Add Jurisdiction if you want to add more jurisdictions.

Jurisdiction Profile

Actual Mileage	Estimated Mileage	Total Mileage	
0	0	0	Add Jurisdiction

Jurisdiction Code	MileageType	Jurisdiction Mileage	Delete	Status
ALABAMA	ESTIMATED	0	Delete	
FLORIDA	ESTIMATED	0	Delete	
GEORGIA	ESTIMATED	0	Delete	
			Delete	

When you are through entering your mileage Click Continue

The electronic IRP system uses Florida's estimated mileage chart. This is the method used by the majority of our applicants. If you select "estimated" as your mileage type for a particular jurisdiction, the number of miles from the chart will populate this field.

If your situation is significantly different and you can accurately explain in detail how you estimated your mileage, you must send that information with any other supporting documents to this office. Estimates sufficiently documented, will be used to recalculate your bill.

[Previous](#) [Save](#) [Cancel Changes](#) [IRP Main Menu](#) [Continue](#)

Then you will be directed to the IRP Vehicle Renewal Menu Screen:

[Log Out](#)

IRP Vehicle Renewal Menu

Customer Profile
 Customer Name: CVISN GUIDE ACCOUNT FEI #: [redacted]
 Mailing Address: [redacted]

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

NOTE the section on trailer axles.
1st Click here to add trailer axles. See bottom of this page for example.

NOTE: You can delete vehicles from your renewal by clicking here. However, you cannot add vehicles online to your renewal.



You must enter the number of axles for both your power units and trailers, if applicable, so the total number of axles will be reflected on your cab card. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.

Vehicle Profile

Show 5 entries Search: [redacted]

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	CVISNGUIDEACCT001	TR	1-1-72000	[Delete]

Showing 1 to 1 of 1 entries

You can add a new weight group by clicking here. (See page 5 for example) or you can modify a weight group by clicking here (See pages 6 - 7 for example)

2nd Click here to verify your USDOT & TIN numbers. See page 5 for example.

Units: 1

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

When finished click the Save and Calculate Bill Button.

This is the screen you will get when you click on the Unit Number:

[Log Out](#)

IRP Vehicle Details Menu

Customer Profile
 Customer Name: CVISN GUIDE ACCOUNT FEI #: [redacted]
 Mailing Address: 2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000 Physical Address

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

Vehicle Profile

USDOT Number: 0 Tax Identification Number: 0

Will the Carrier Responsible for Safety change this year?: No

Unit Number: 001 * VIN: CVISNGUIDEACCT001

Vehicle Type: TRUCK * Empty Weight: 26000 *

Body Type: TRACTOR TRUCK * Gross Weight: 72000 *

Owner/Lessee Name: [redacted] Weight Group: 1-1-72000 [Add]

Model Year: 2013 * Purchase Date: 06/20/2013

Major Color: PURPLE Purchase Price: \$113,999.00 *

Minor Color: CREAM / IVORY Factory Price: \$113,999.00 *

IRP Vehicle Type: TRACTOR * Colorado Low Mileage: No

Fuel Types: DIESEL * Bus Seats: 0

Power Unit Axles: 3 * Trailer Axles: 2

Make: INTERNATIONAL *

Insert number of trailer axles here and then click continue.

This is the screen you will get when you click on the Apply USDOT & TIN Number Button:

[Log Out](#)

Update USDOT Number and Tax Identification Number

IRP Add Vehicle Menu

Customer Profile

Customer Name	CVISN GUIDE ACCOUNT	FEI #	
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000	Physical Address	

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

Please enter the USDOT Number and Tax Identification Number to apply to the vehicles

USDOT Number:

Tax Identification Number:

Verify USDOT and TIN numbers and then click Continue

When you click on Add New Weight Group you will get this popup:

The page at <https://betaservices.flhsmv.gov> says: ✕

You have made changes. If you do not save, changes will be lost.
Do you want to proceed?

Click OK

Then you will get this popup:

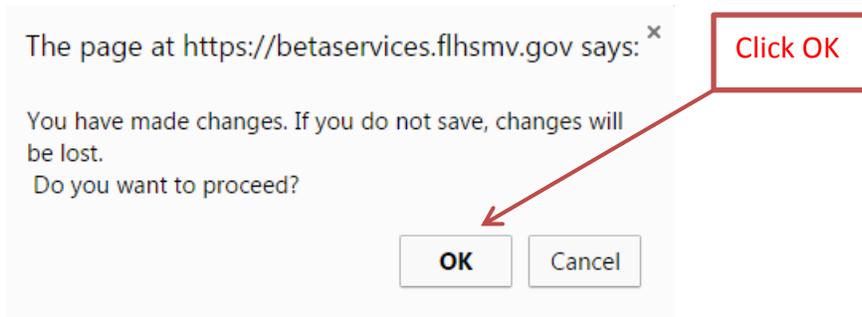
The page at <https://betaservices.flhsmv.gov>

Please enter the Florida Weight:

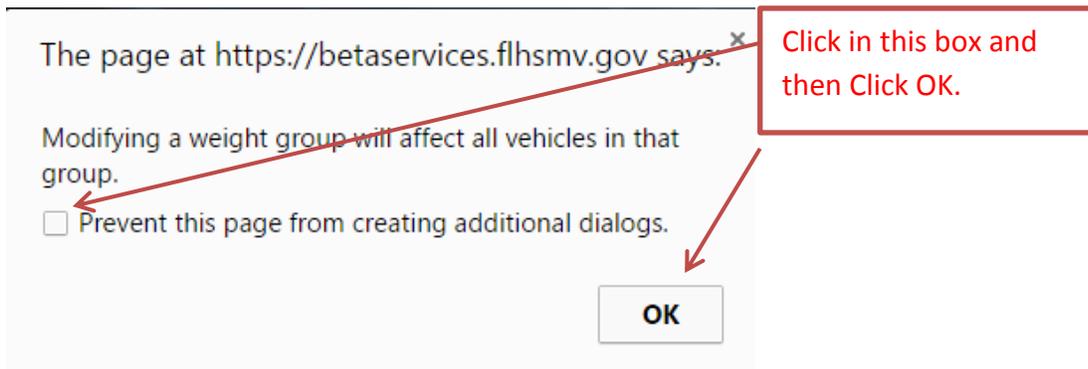
Prevent this page from creating additional dialogs.

Enter Weight you want added (i.e. 80000 and then click OK.

If you click on the Modify Weight Group Button you will get this popup:



Then you will get this popup:



Then you will be directed to the IRP Weight Group Menu:

[Log Out](#)

IRP Weight Group Menu

Customer Profile

Customer Name	CVISN GUIDE ACCOUNT	FEI #	
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000	Physical Address	

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

Weight Group Profile ?

Show entries Search:

Group Number	Sequence Number	Gross Weight			
1	1	72000	<input type="button" value="Edit Group"/>	<input type="button" value="Delete Group"/>	<input type="button" value="View Vehicles"/>

Showing 1 to 1 of 1 entries ◀ First ◀ Previous Next ▶ Last ▶

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

Then you will be directed to the IRP Weight Group Jurisdiction Menu:

[Log Out](#)

IRP Weight Group Jurisdiction Menu

Customer Profile
Customer Name CVISN GUIDE ACCOUNT FEI #
Mailing Address 2900 APALACHEE PKWY Physical Address
TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	
262251	1	Aug	2015

Weight Group Profile

Group Number	Sequence Number	Gross Weight
1	1	72000

Show 5 entries Search: _____

Jurisdiction Code	Jurisdiction Weight
ALABAMA	73280
FLORIDA	80000
GEORGIA	80000
MISSISSIPPI	72000

Showing 1 to 4 of 4 entries ◀ First ◀ Previous Next ▶ Last ▶

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

[Previous](#) [Continue](#)

Change weight beside the jurisdiction you want to change and then click Continue. See note below about 2290 forms.

Submit the 2290 form if any of the jurisdiction weights are over 54,999 lbs.

Then you will be directed to the IRP Weight Group Menu:

[Log Out](#)

Group add/modify was successful.

IRP Weight Group Menu

Customer Profile
Customer Name CVISN GUIDE ACCOUNT FEI #
Mailing Address 2900 APALACHEE PKWY Physical Address
TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262251	1	Aug	2015

Weight Group Profile ⓘ

Show 5 entries Search: _____

Group Number	Sequence Number	Gross Weight			
1	1	72000	Edit Group	Delete Group	View Vehicles

Showing 1 to 1 of 1 entries ◀ First ◀ Previous Next ▶ Last ▶

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

[Previous](#) [IRP Main Menu](#) [Continue](#)

You will get this message. Then click Continue.

After you click the Save and Calculate Bill Button you will be directed to the IRP Billing Notice Preview:

IRP Billing Notice Preview

Customer Profile			
Customer Name	CVISN GUIDE ACCOUNT	FEI #	██████████
Mailing Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile					
IRP Account Number:	262251	Fleet Number:	1	Fleet Created:	Jun 5, 2015
Registration Year:	2015	Supplement Number:	0	Supplement Type:	IRP RENEWAL
Effective Date:	Sep 1, 2014	Renewal Month:	Aug	Months:	12

AL (7.4102 %) \$65.95	FL (16.6728 %) \$269.17	GA (12.0415 %) \$120.42	MS (63.8755 %) \$1,311.68	
TOTAL PERCENTAGE:			100%	
IRP fees due if paid on or before Sep 10, 2014				
AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALMART STORE.				
Enforcement begins Sep 01, 2014				
If payment not received before Sep 11, 2014, penalty will be the amount of:				
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: <input type="text"/>				
Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
001	CVISNGUIDEACCT001	TR	72,000	\$1,767.22
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.				

If you want to print the bill click here and then click the Submit for Approval Button.

[Previous](#) [Print](#) [IRP Main Menu](#) [Submit For Approval](#)

After you submit for approval 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 05, 2015

CVISN GUIDE ACCOUNT
2900 APALACHEE PKWY
TALLAHASSEE FL 32399-0000

Account #: 262251 Registration Year: 2015
FEID\SSN: ██████████ Fleet Number: 1 Supplement #: 0

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**

HEAVY VEHICLE USE TAX REQUIREMENTS

Provide proof of payment of Federal Heavy Vehicle Use Tax (HVUT), if the vehicle weighs 55,000 pounds or more, as follows:

ORIGINAL Form 2290 - Schedule 1 stamped RECEIVED by IRS

OR

A COPY of Form 2290 - Schedule 1 stamped RECEIVED by IRS **AND** a copy of the cancelled check (front and back) showing payment was made to the IRS for Heavey Vehicle Use Tax.

HVUT is paid for the fiscal year, **July 1 through June 30**, beginning with the first month you use the vehicle. You may submit the previous year HVUT through August 31st.

VEHICLE REQUIREMENTS

A VIN verification form is required for out-of-state titled vehicles. A copy of the out-of-state title along with a letter from the lien holder must also be submitted.

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