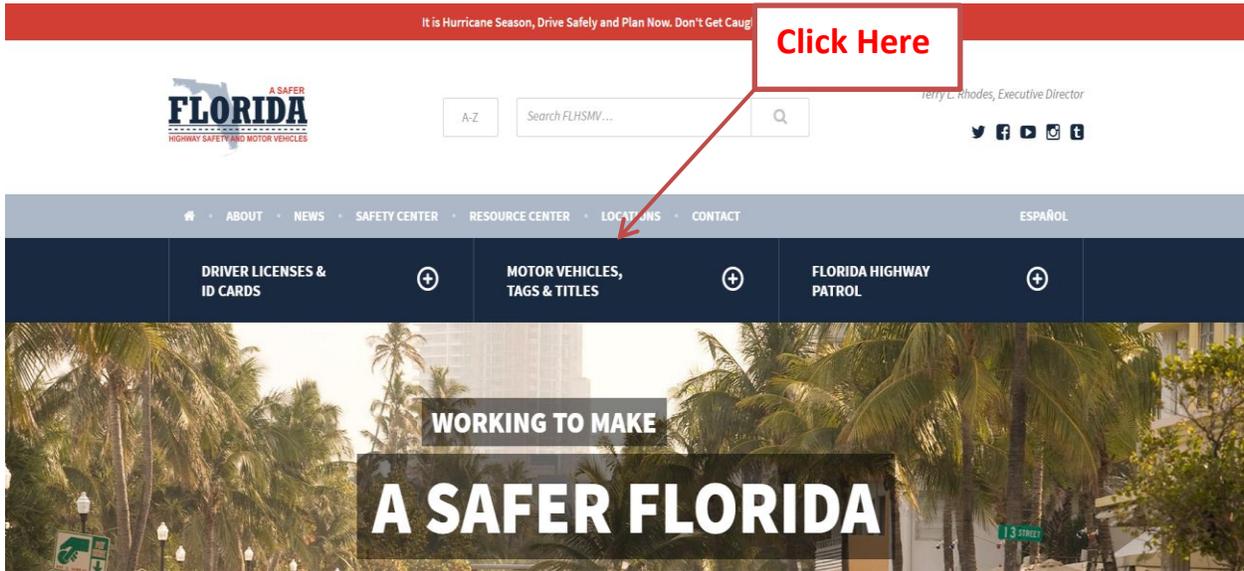
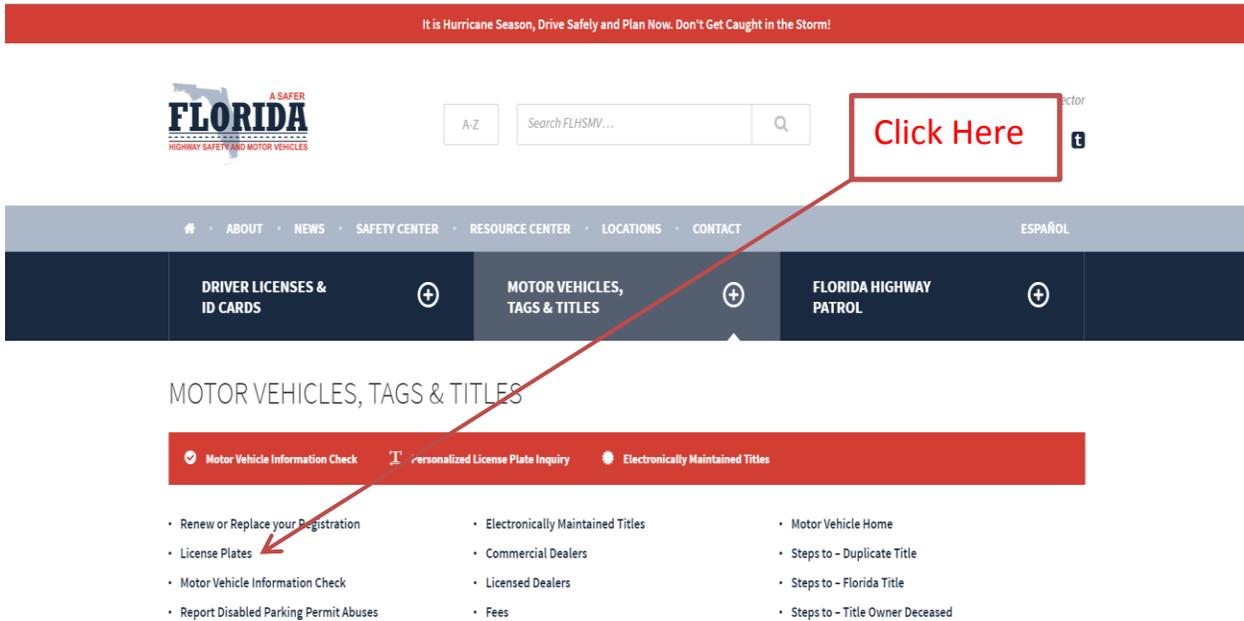


**E-FILING  
QUICK  
REFERENCE  
GUIDE  
SETTING UP CVISN  
ACCOUNT**

To logon to CVISN you will need to go to the website at [www.flhsmv.gov](http://www.flhsmv.gov) and click on Motor Vehicles, Tags & Titles:



Then you will click on the License Plates Link:



Then you will click on the more information link:

Florida Department of Highway Safety and Motor Vehicles

Home | Español | Driver License | Vehicle Tags & Titles | Florida Highway Patrol | Contact Us | Forms | Office Locations

FLORIDA A SAFER HIGHWAY SAFETY AND MOTOR VEHICLES

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### Motor Vehicle & Vessel Registrations, Tags and Titles

- How Do I?
- License Plates (Tags)
- Manuals and Guides
- Motor Vehicle Forms
- Military Servicemembers and Families
- Need A Fast Title
- Statistics and Reports
- Before You Buy
- Customer Survey
- Dealer Handbook, Dealer, Manufacturer, Distributor and Importer Information
- Pilot Rebuilt Inspection Program
- List of Licensed Dealers by County
- Motor Vehicle Manufacturer, Distributor, Importer Training Course

#### Get out of line and GO ONLINE!

The Florida Department of Highway Safety and Motor Vehicles is making changes that matter to you by offering a variety of motorist services ranging from address changes to renewals at your convenience, 24 hours a day, 7 days a week. Go to: [www.GoRenew.com](http://www.GoRenew.com)

Go online to renew your registration on vehicles, manufactured homes, mobile homes, parking permits, motorcycles or vessels, and change your address when renewing. Don't wait; you can renew your registration up to 3 months early.

If you are unable to renew your vehicle registration because the Department does not have a record of your vehicle insurance on file, **you must contact your insurance company to clear up this matter.** If there is an issue with an incorrect Vehicle Identification Number (VIN), Driver License Number DLN, or other inaccurate or incomplete information, the Department cannot move forward until your insurance company *electronically* submits accurate proof of insurance. **This will update your insurance information in the Department's database, and your record will reflect that you have current insurance on file.**

#### Electronically Maintained Titles (E-Titles)

E-titles are motor vehicle, mobile home or vessel titles held in an electronic form by the Department. By maintaining the title electronically, the owner eliminates the risk of losing the title and protects it from theft. Owners with e-titles can request a paper title through the Department's [Virtual Office website](#). There is a service fee of \$2.50 to convert an e-title to paper. Click here for [more information](#) on e-titles.

#### Electronic Temporary Registration (ETR) and Electronic Filing System (EFS)

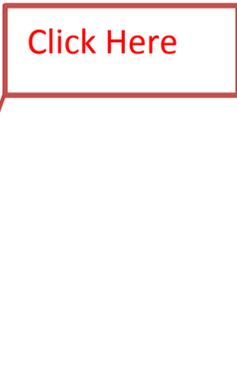
The ETR system provides a way to issue a temporary license plate or an electronic temporary plate transfer. EFS allows authorized agents to process title and registration transactions for products they sell in addition to temporary tags or temporary transfers. For more information, click on [ETR](#) or [EFS](#).

#### IFTA and IRP Electronic Services

You may now file your IRP renewals and other IRP transactions, file IFTA tax returns, order IFTA decals and pay for all via the internet. Click here for [more information](#).

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Then you will be directed to the following Screen where you will click the Sign In Link:

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### Welcome to the Commercial Vehicle and Driver Services on-line "Fast Lane" to your International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) Accounts

The Commercial Vehicle and Driver Services, is pleased to announce that the first four phases of the program below, you may now apply to file your IRP renewals and other IRP transactions, file IFTA tax returns, order decals, and pay for all via the internet. We hope you will enjoy the convenience of filing your IRP and IFTA transactions electronically. In addition, you can be confident the transaction is complete, has been received on time, and accurately calculated.

An added benefit to this process is that you will have electronic access to your account, and will be able to verify all of your account information. In the future, more transactions will become available.

Already Registered: [Sign In](#)

Registration Required:

If you wish to access the Commercial Vehicle and Driver Services E-File web site, you must first obtain a login identification (ID) and a personal identification number (PIN #). Please complete the [E-File Request form](#) and mail it to the address indicated. Upon receipt of the form, the Commercial Vehicle and Driver Services will mail you instructions for accessing the web site.

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Then you will be directed to the login page:

Florida Department of Highway Safety and Motor Vehicles Home | Español |

**A SAFER FLORIDA**  
HIGHWAY SAFETY AND MOTOR VEHICLES

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Welcome to WebAdmin

Forgot your user ID or password?

User ID

Password

This Site is for use only by Department of Highway Safety and Motor Vehicles employees or its contracted associates. Any unauthorized access may result in prosecution.

[Click Here for Terms of Usage](#)

**Logon page.** Enter username (mcs#) and password.

**Logon is Case Sensitive** the MCS in the username should be all caps. Enter the password that was provided to you.

Then click the submit button.

**User ID and Password are case sensitive.**

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Then you will be directed to change your password:

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HIGHWAY SAFETY AND MOTOR VEHICLES

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Welcome to WebAdmin

Our System indicates that a change in your password is required. Please Click on the button below to Change your Password!

[Login Page](#)

**Click Here**

**Testing Environment**

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Then you will be directed to this screen:

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## Testing Environment

Welcome to WebAdmin

To set your password, Please type in your new Password below,

User ID MCS70223400037

Password

Retype Password

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[Login Page](#)

[Password Guidelines](#)

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Type a password and then retype the same password here. Then click the Submit Button.  
For Password Guidelines click here.

Then you will get the screen stating that your password was reset successfully:

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## Testing Environment

Welcome to WebAdmin

To set your password, Please type in your new Password following the password guidelines below,

Your password was reset successfully. Click the link below to return to login:

User ID MCS70223400037

Password

Retype Password

[Contact Us](#)

[Login Page](#)

[Password Guidelines](#)

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Click the Login Page link, it will take you back to the log in screen so you can sign in using your new password.

Then you will be directed to the User Profile Screen:

The screenshot shows the 'User Profile' screen. On the left is a sidebar with 'Welcome to WebAdmin', 'User Name', and a 'Log Out' link. The main content area is titled 'User Profile' and contains several sections: 'Required Fields' with a 'Personal Info' header, 'User Profile' header, 'Password Recovery Questions', and 'User Roles'. A red callout box with a white background and red border contains the text: 'You will need to fill out all the information on this screen and then click the update button.' An arrow points from this box to the 'Update' button at the bottom of the 'User Roles' section.

**Personal Info**

First Name:

Last Name:

Middle Name:

Suffix:

Company Name:

**User Profile**

\* Contact Email:  \* Retype Email Address:

\* Phone Number:  Ext:  \*\*Key Phone Number without the dash(-)\*\*

**Password Recovery Questions**

Your account shows that you have already completed the Password Recovery Questions section. If you choose, you may change your questions and answers below.

Questions	Answers
* 1. --Select a Question--	<input type="text"/>
* 2. --Select a Question--	<input type="text"/>

**User Roles**

The following roles are authorized to you:

Application Name	Group Name	Role Name	Status
Motor Carrier Services E-File	CVISN MOTOR CARRIERS	CVISN_IFTA_CARRIER	ACTIVE

Update Cancel

Then you will be directed to the On Line Data Exchange Screen:

The screenshot shows the 'On Line Data Exchange' screen. At the top is a navigation bar for the Florida Department of Highway Safety and Motor Vehicles, including links for Home, Español, Driver License, Vehicle Tags & Titles, Florida Highway Patrol, Contact Us, Forms, and Office Locations. Below this is a banner for 'FLORIDA A SAFER HIGHWAY SAFETY AND MOTOR VEHICLES' and 'TERRY L. RHODES EXECUTIVE DIRECTOR'. The main content area is titled 'On Line Data Exchange' and contains the text: 'Please select the desired application with group and press'. Below this are two dropdown menus: 'Motor Carrier Services E-File' and 'CVISN MOTOR CARRIERS'. A 'Go!' button is at the bottom. A red callout box with a white background and red border contains the text: 'The Application should be: Motor Carrier Services Efile', 'The Group should be: CVISN Motor Carriers', and 'Then click Go'. Arrows point from the callout box to the dropdown menus and the 'Go!' button.

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**Testing Environment**

Welcome to WebAdmin

Edit Profile

Log Out

On Line Data Exchange

Please select the desired application with group and press

Motor Carrier Services E-File

CVISN MOTOR CARRIERS

Go!

The Application should be: Motor Carrier Services Efile

The Group should be: CVISN Motor Carriers

Then click Go

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**Then you will be directed to the Current Bulletin Information Screen:**

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[Log Out](#)

### Current Bulletin Information

Show  entries Search:

Date	Description
07-Oct-2014	<b>NEW!!</b> Florida will implement the Full Reciprocity Plan (FRP) with an effective date of January 1, 2015, or later. The FRP eliminates estimated mileage requirements.
22-Sep-2014	<b>NEW!!</b> Fees will be based on actual miles traveled during the mileage reporting period. If no actual miles were traveled in any jurisdictions during the reporting period, fees will be calculated for all jurisdictions using Florida's Average Per Vehicle Distance (APV) chart. All jurisdictions will be reflected on cab cards.
22-Sep-2014	<b>NEW!!</b> You may now enter missing vehicle details, such as purchase price, factory price and number of axles, when prompted.
13-Mar-2014	During the week of March 17th thru March 21st, we will be performing system maintenance on the CVISN application. You may notice that appearance may be slightly different but functionality should remain the same. We appreciate your patience.
17-Dec-2010	Florida implemented the PRISM requirements beginning with the 2012 registration year. The USDOT number and Tax Payer Identification Number (TIN), for the carrier responsible for the safety of each vehicle, will be required fields on all applications.

Showing 1 to 5 of 10 entries ◀ First Previous Next ▶ Last

[Frequently Asked Questions](#)



Continue

If you have any questions about taxes or procedures, please contact our [MCS Helpdesk](#).

  
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**Then you will be directed to the CVDS Electronic Credentialing Application Main Menu Screen:**

[Log Out](#)

### CVDS Electronic Credentialing Application Main Menu



If you have both an IFTA and IRP account both buttons will be available to click on. If your FEI number is different on you IFTA account than your IRP account you will have separate logons.

Welcome to the Bureau of Commercial Vehicle & Driver Services E-Commerce Website. We hope you enjoy your visit and will come to this site often. Here is to verify the information shown below under the heading Customer Profile. During Registration Plan, you will not be allowed to change your address through this website. It is the responsibility of the customer to provide accurate information to the department for processing.

<b>Customer Profile</b>	<b>Customer Name</b> CVISN GUIDE ACCOUNT	<b>FEI #</b> ██████████
<b>Mailing Address</b>	2900 APALACHEE PKWY TALLAHASSEE FL 32317-0000	<b>Physical Address</b> 2900 APALACHEE PKWY TALLAHASSEE FL 32317-0000

(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

If you have any questions about taxes or procedures, please contact our [MCS Helpdesk](#).

  
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