Renewing your Fleet

1. Documents required for Renewals
   a. Proof of Insurance
   b. HVUT-2290 (If Vehicles are over 54,000lbs Year: July 2022-June 2023)
   c. Unified Carrier Registration 2024 (Interstate Carriers and Interstate Commodities)
   d. Updated MCS-150 (If you have a DOT number you must update it every two years)

2. Starting Renewal
   a. Go to **Applications** on the menu, drop down to select **IRP & CMV**
   b. This will take you to the "**IRP menu**".
   c. Go to the supplement tab and drop down to "**Renew Fleet**".
   d. Your Account Number will populate. Enter Fleet Number, Expiration Year 2023, and select "**Proceed**".

3. Account Tab
   a. If you want 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 or send your renewal application into their offices for processing.
   b. Confirm the information on the Account Tab is correct, next you will select "**Proceed**". The Customer Details Verification screen will appear, confirm the information is correct and select "**Proceed**".

4. Fleet Tab
   a. For **Intrastate** or **CMV** fleets you will need to enter the Insurance Company, Policy Number, and Insurance Expiry date into the appropriate fields.
   b. For **Interstate** or **IRP** Fleets the open fields in white have the information that you can edit during the renewal transaction
      1) *If you are processing your renewal on your own, you will need to send your Proof of Insurance, Signed Invoice, HVUT-2290, UCR and any additional documentation to your Preferred County Location.*
   c. Confirm all the information on the "**Fleet**" Tab is correct and select "**Proceed**".
   d. Next the Fleet Details Verification screen will appear, confirm the information is correct and select "**Proceed**".

5. Distance Tab
   a. **Intrastate** or **CMV Fleets** are not required to report their mileage, select "**Proceed**", Confirm, then select "**Proceed**" again.
   b. **Interstate** or **IRP Fleet**
      1) **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 2022-June 2023 once you hit the first proceed.
      2) **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 2022-June 2023.
      3) **Estimated Miles**- If you were not in operation between July 2022-June 2023 you will need to contact KDOR, and they can process your renewal using the estimated mileage.
   c. Review the page and select "**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 will need to contact your preferred county location or KDOR for a mileage confirmation.

1) ***Note****: You may be required to submit your IFTA Quarterly filings to verify the mileage you are reporting.*

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. Note: You cannot delete weight groups that are occupied by vehicles.

7. Vehicle Tab

a. If there are no changes to be made to any of the vehicles on your fleet, you will select **"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 appears 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 "**Delete Vehicle**" radio button and "**Proceed**".

i. A list of active vehicles will be displayed.

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 select "**Proceed**".

iii. Confirm the deletion again and select "**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 want 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 be generated 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, 2024, 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 or processing location.
    c. Print your invoice, sign the signature page, and take it in to your local participating county office or processing location (please call ahead to confirm that your location takes walk-ins).
    d. **Note**: All these scenarios will require you to submit your required documentation to your preferred county or processing location.
    e. **Please visit www.Truckingks.org for a complete list of counties and the services they provide. Under "Useful Links" Look for "Find your Local Location".**

11. **Payment Cont.**
    a. Press Proceed and review. Proceed again and your transaction will be placed in the "**Cart**", you will the see it under "**Cart View**" to continue press "**Proceed**".
    b. **Credit Card**
        i. If you would like to use a credit card, then you will select "**Credit Card**" button and the second window will pop up. This will be the Lexis Nexis payment window. Fill out the information and then 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 be generated 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**". Then the system will generate a Payment Invoice.

12. **Credentials**

    a. Credentials for the 2024 year will not be generated until all required documentation has been collected. Please contact your preferred county location to provide documentation and complete the renewal process.