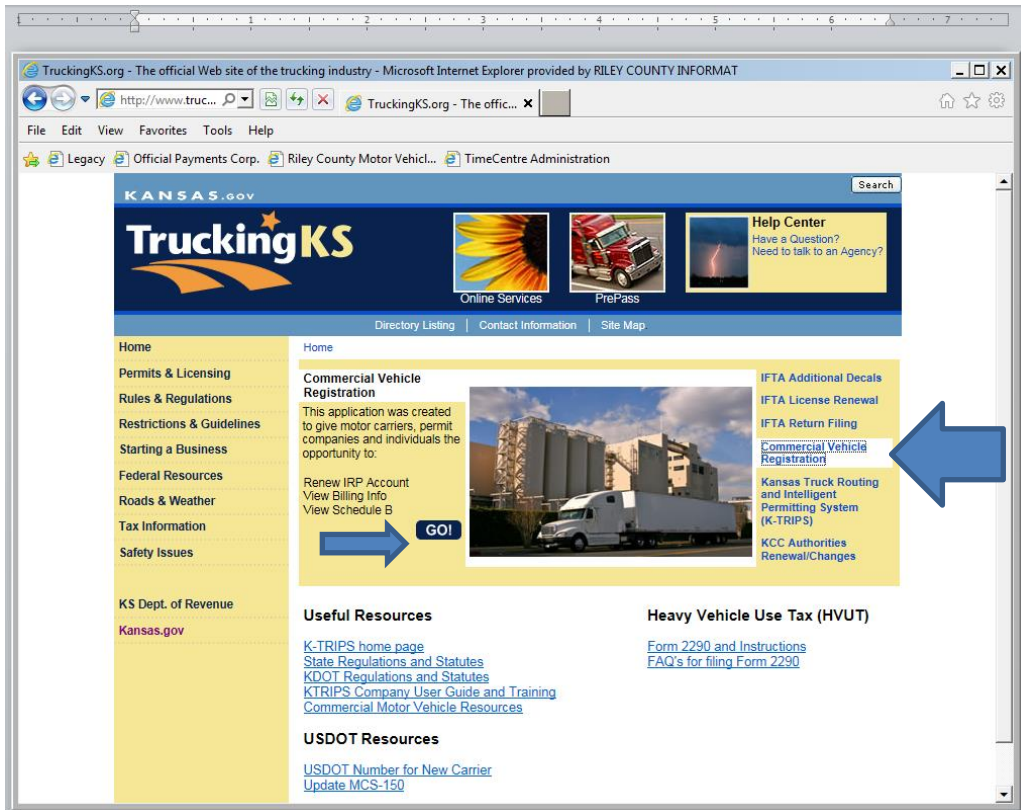
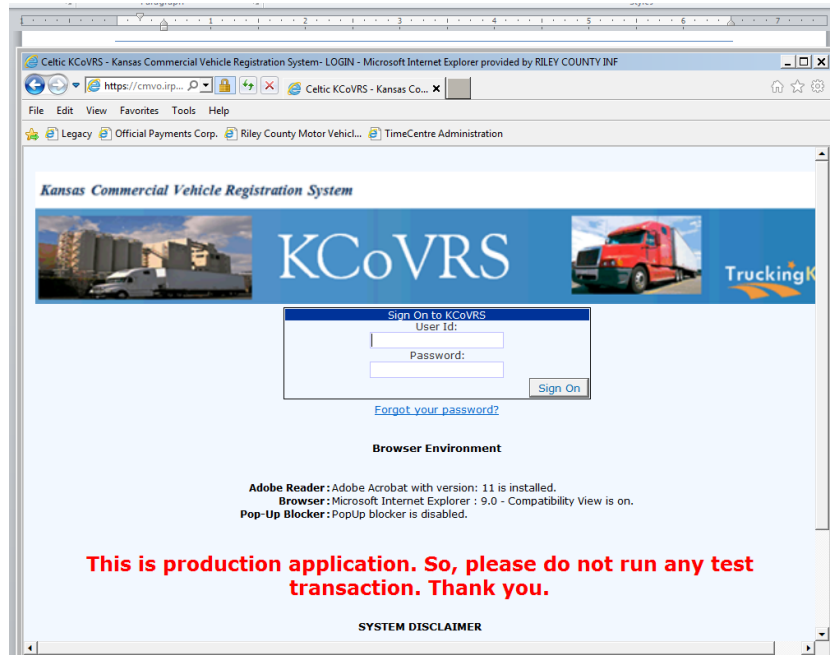


# Commercial Vehicle On-Line Renewal Instructions

1. Go to [www.truckingks.org](http://www.truckingks.org) – Click on Commercial Vehicle Registration – Click on Go



2. You will then enter your user ID which is KSXXXXXX – the X represents your account number. For example KS901698 or KS000135. You will then enter your password. You may use the Forgot Password feature if you need to and follow the on screen instructions.



3. You will click on Applications – IRP & CMV

System - Enterprise - Microsoft Internet Explorer provided by RILEY COUN

z/Enterprise.aspx

TimeCentre Administration

**KANSAS KCoVRS Application (PROD-241 01/09/2015) - Enterprise Level v1.0.32.62155**

2015

APPLICATIONS ▶ CUSTOMER ▶ CASH DRAWER ▶ PAYMENT ▶ ADMIN ▶ REPRINT ▶ INVENTORY ▶ SIGN OFF

IRP & CMV

TITLE APPLICATION

**KANSAS - Commercial Vehicle Registration System**

Welcome to KANSAS's K-CoVRS. Information related to registering Commercial Motor Vehicles (CMV) in Kansas is available at [www.TruckingKS.org](http://www.TruckingKS.org) under the Commercial Motor Vehicle Resources link. For general CMV information, please contact the CMV Office at 785-296-6541 (within KANSAS). Our office hours are Monday through Friday 8:00 AM - 4:30 PM. You can also send e-mail enquiries to [mc@kdor.ks.gov](mailto:mc@kdor.ks.gov).

**Announcements**

TITLE APPLICATIONS - When you click New KS Title Required check box when adding a vehicle and pre-populated title application is generated. To print the title application to send in with your original title documents please follow these instructions. Use the menu option APPLICATIONS > TITLE APPLICATION. Enter the fleet, expiration year and supplement (Do NOT check the New Title Application box), click Search. The title applications will show up as an icon that looks like PDF File icon, click on the PDF icon under "Print Title Application" column. There is also an Edit option where you can open the title application and add a lien holder if needed. The icon will open in a new window that can be printed, signed and submitted with title documents.

4. You will then click on Reprint – Renewal

5. You will then enter your Account number and Fleet Expiration Year (the Year of the expired fleet – For 2015 the expired fleet year is 2014) – Click on Proceed.

System - Microsoft Internet Explorer provided by RILEY COUNTY INFORMATIO

ie.aspx

TimeCentre Administration

**KANSAS KCoVRS Application (PROD-241 01/09/2015) - IRP Level v1.0.32.62155**

2015

PROCESS ▶ PAYMENT ▶ DOCUMENT ▶ SUPPLEMENT ▶ INQUIRIES ▶ WIP ADMIN ▶ REPRINT ▶ WEB PROCESSING ▶ ENTERPRISE SIGN OFF

RENEWAL

System - Microsoft Internet Explorer provided by RILEY COUNTY INFORMATIO

rise.aspx

TimeCentre Administration

**KANSAS KCoVRS Application (PROD-241 01/09/2015) - IRP Level v1.0.32.62155**

2015

PROCESS ▶ PAYMENT ▶ DOCUMENT ▶ SUPPLEMENT ▶ INQUIRIES ▶ WIP ADMIN ▶ REPRINT ▶ WEB PROCESSING ▶ ENTERPRISE SIGN OFF

**Reprint** **Reprint Renewal Notice**

\*Account No. :

Fleet No. :

\*Fleet Expiration Year :

Electronic Delivery Type : D - PDF

Proceed Refresh Quit Help

6. You will need to review your printed renewal. You will need to verify that you still own all the vehicles listed and you will be able to indicate any weight changes that need to be made.
7. At this point you may either bring in the renewal notice to the County Treasurer's office to complete the renewal process or you may continue with the renewal process on line.

## To Renew On-Line

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1. You will click on Supplement – Renew Fleet
2. You will then enter your Account number – The Fleet Number – Fleet Expiration Year – Click on Proceed

The image shows two screenshots of the KANSAS KCoVRS Application web interface. The top screenshot displays the navigation menu with the following tabs: PROCESS, PAYMENT, DOCUMENT, SUPPLEMENT, INQUIRIES, WIP ADMIN, REPRINT, WEB PROCESSING, ENTERPRISE, and SIGN OFF. The 'RENEW FLEET' option is highlighted under the SUPPLEMENT tab. The bottom screenshot shows the 'Fleet Search' form with the following fields: Account No. (marked with a red asterisk), Fleet No., and Fleet Expiration Year. A 'Renew Fleet' button is visible on the right side of the form.

1. You will then follow the Tabs across the top of the screen and verify the information. Any item with a red asterisk is a required field. Upon completion of each area you will click on Proceed. It will take you to a screen to verify the information once more. If it is correct you will then click on Proceed again to move on to the next section.
  - A. Account Information – Verify address (physical and mailing), contact information, phone number and email information – Click on Proceed – Verify information then Click on Proceed again
  - B. Fleet Information – Verify the information on the screen is correct. You will need to update your insurance information on this screen– Click on Proceed – Verify information then Click on Proceed again
  - C. Distance – You will not change any information on this page– Click on Proceed – Verify information then Click on Proceed again – It will automatically bypass the Weight Group Tab
  - D. Vehicle – This is where you will delete any vehicles you no longer own or you will update any vehicles that need to have weight changes.
    - i. If no vehicles need updated or deleted Click on Done

- ii. To Delete a Vehicle Click the Delete radio button and Click on Proceed
        - 1. Select the vehicle you need to delete – Plate Return Y or N – Plate Status Deleted – BOS Not Required – REG Not Required – Click on Proceed – Click on Proceed
      - iii. To Update a Vehicle Click the Update radio button and Click on Proceed
        - 1. Hover on the Unit Number to get a list of vehicles – Choose the vehicle to be updated and Click on Find
        - 2. Change information
          - a. Garaged address
          - b. Weight Group – Use the drop down list to choose the appropriate weight
          - c. Registration Type – Local/6000 Mile
        - 3. Click on Proceed – Verify Information then Click on Proceed again
        - 4. Repeat process for other vehicles - If no other changes need to be made click on Done
      - iv. Click on Done to Proceed to next step
    - E. Billing – You will click on Proceed to populate the billing information – Click on Proceed again to print the invoice.
      - i. You may print the invoice for your records
- 2. At this point you may do one of four options
  - A. Pay on-line with a credit card – Submit Documents electronically
    - i. From the billing screen you will click on proceed which will take you to the payment screen.
    - ii. Choose Credit Card – the credit card software will come up for you to enter your credit card information – Note: There is a 2.95% convenience fee if you pay by credit card
    - iii. Once you return to the main screen you will Choose Web Processing – Click on Submit
      - 1. You will click on Browse to attach documents you have scanned in
        - a. First page of the renewal form signed-required
        - b. Insurance card-required
        - c. Heavy Use Tax- if required
        - d. Local/6000 Mile Affidavit- if required
      - 2. Click on Submit – Once this is complete our office will verify the information and mail out the cab cards
  - B. Mail in your payment with a copy of the invoice – Submit Documents electronically
    - i. From the billing screen click on Quit
    - ii. Once you return to the main screen you will Choose Web Processing – Click on Submit
      - 1. You will click on Browse to attach documents you have scanned in
        - a. First page of the renewal form signed-required
        - b. Insurance card-required
        - c. Heavy Use Tax -if required
        - d. Local/6000 Mile Affidavit- if required
      - 2. Click on Submit – Once this is complete our office will verify the information. When the payment is received we will mail out the cab cards
  - C. Mail in your payment and supporting documents

- i. From the billing screen click on Quit
  - ii. Mail your payment along with any supporting documentation
    - 1. First page of the renewal form signed (required)
    - 2. Insurance card (required)
    - 3. Heavy Use Tax if required
    - 4. Local/6000 Mile Affidavit if required
  - iii. Once we receive this information we will complete the process and mail out the cab cards
- D. Come to the office to complete the process
  - i. From the billing screen click on Quit
  - ii. Bring in your payment along with any supporting documentation
    - 1. First page of the renewal form signed (required)
    - 2. Insurance card (required)
    - 3. Heavy Use Tax if required
    - 4. Local/6000 Mile Affidavit if required
  - iii. We will complete the process and give you the cab cards