

Commercial Motor Vehicle Office  
915 SW Harrison St. Room 150  
Topeka, KS 66612



Phone: 785-296-3621  
Fax: 785-296-6548  
[www.truckingks.org](http://www.truckingks.org)

Nick Jordan, Secretary  
Lisa Kaspar, Director

Sam Brownback, Governor

## 2017 Commercial Motor Vehicle Renewals

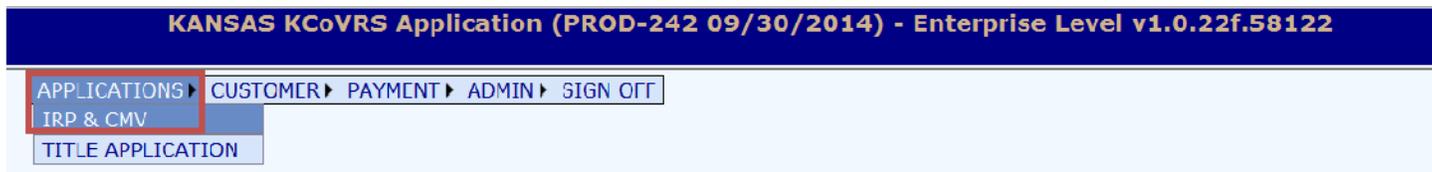
Please process your renewal for you commercial registration on line at [www.truckingks.org](http://www.truckingks.org)

Click **Commercial Vehicle Registration** on the right side of the page, then click the **GO!** button on the left side of the picture.

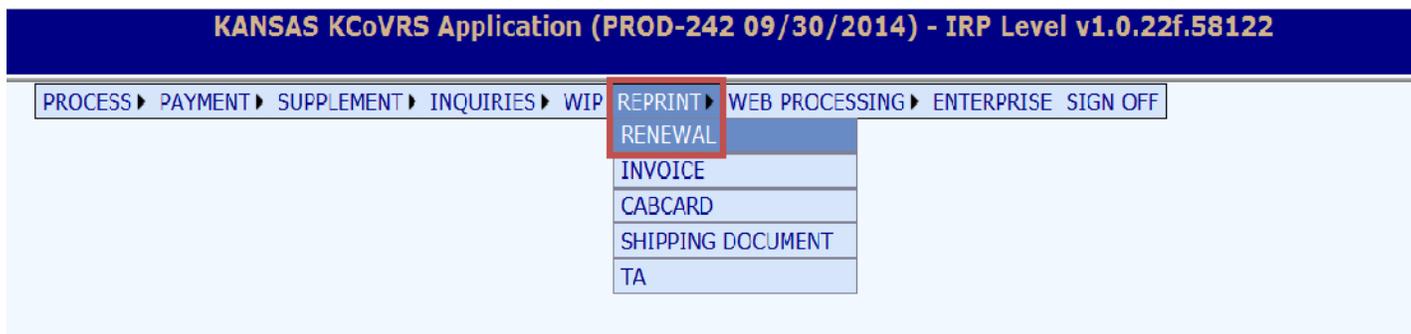
The screenshot shows the TruckingKS website. At the top, there's a search bar and the 'KANSAS.gov' logo. The main header features the 'TruckingKS' logo and three icons: a sunflower for 'Online Services', a red truck for 'PrePass', and a lightning bolt for 'Help Center'. Below the header is a navigation bar with 'Directory Listing', 'Contact Information', and 'Site Map'. The main content area is divided into a sidebar on the left and a main section on the right. The sidebar lists various categories: Home, Permits & Licensing, Rules & Regulations, Restrictions & Guidelines, Starting a Business, Federal Resources, Roads & Weather, Tax Information, and Safety Issues. The main section has a 'Home' heading and a featured 'IFTA Return Filing' section. This section includes text about the purpose of the application and a list of actions: 'File a Quarterly Return', 'Change Mailing Address', and 'View Online History Info'. A prominent 'GO!' button is located at the bottom left of this section. To the right of the IFTA section is a list of other services: 'IFTA Additional Decals', 'IFTA License Renewal', 'IFTA Return Filing' (highlighted), 'Commercial Vehicle Registration', 'Kansas Truck Routing and Intelligent Permitting System (K-TRIPS)', and 'KCC Authorities Renewal/Changes'.

When logging on, your user id is **KS** and your account number will have leading zeroes. For example: KS008493 or KS978872 or KS000005. If you have not used the Commercial or IRP Vehicle Registration site in the past 30 days, you will need to use the **Forgot Password** feature or **Password Reset** feature if needed to log on and follow the on-screen instructions.

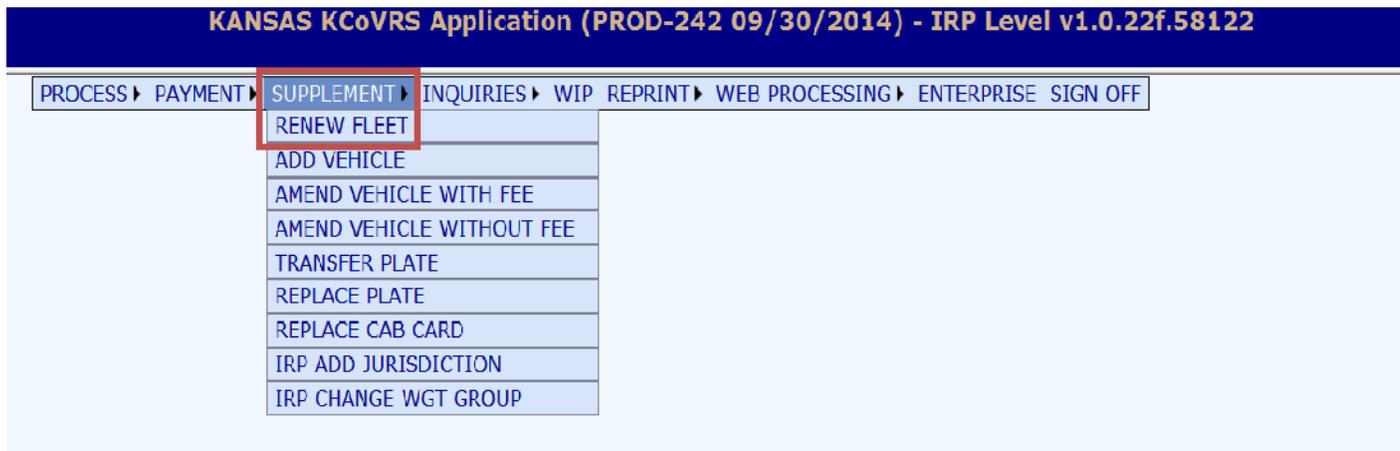
After logging into the system, select menu option **Applications > IRP&CMV**.



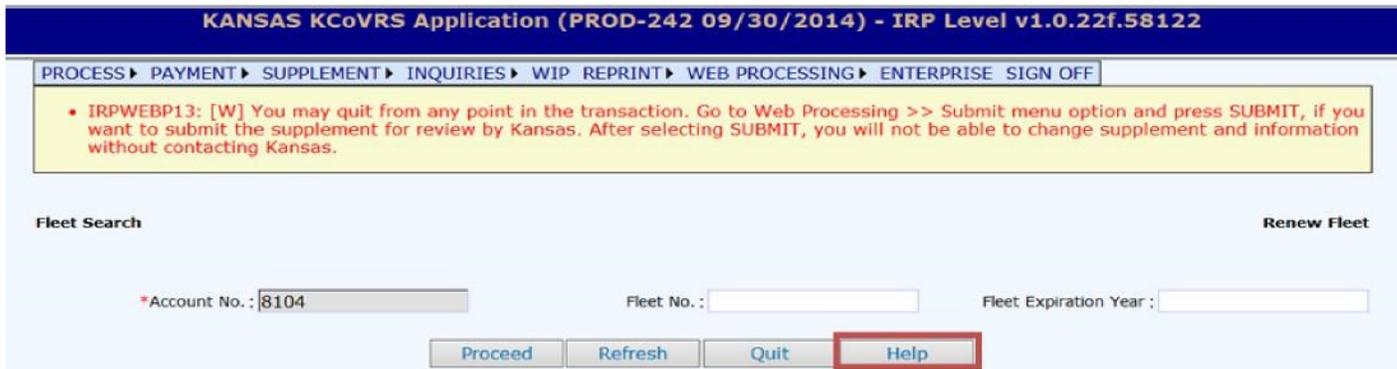
To reprint a copy of your renewal to review vehicle information, use menu option **Reprint > Renewal** (Enter 2016 in the **Fleet Expiration Year** field. You are renewing the 2016 fleet for the 2017 registration year).



To process your renewal supplement use menu option **Supplement > Renew Fleet**.



Enter the fleet number and year 2016 to renew your 2016 registered vehicles for 2017. You may submit supporting documents such as 2290's and Insurance from the web processing menu option by following the on screen instructions. For Renewal Instructions, click the **Help** button.



KANSAS KCoVRS Application (PROD-242 09/30/2014) - IRP Level v1.0.22f.58122

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

• IRPWEP13: [W] You may quit from any point in the transaction. Go to Web Processing >> Submit menu option and press SUBMIT, if you want to submit the supplement for review by Kansas. After selecting SUBMIT, you will not be able to change supplement and information without contacting Kansas.

Fleet Search Renew Fleet

\*Account No. : 8104 Fleet No. : Fleet Expiration Year :

Proceed Refresh Quit **Help**

**As in years past, your renewal has to be completed and paid by March 1, 2017. Please allow adequate time to process renewal applications.**

**No cab cards will be issued until the renewal is completed and all supporting documents have been submitted.**

**YOU MUST NOTE YOUR ACCOUNT NUMBER ON ALL DOCUMENTS SUBMITTED. RENEWALS AND DOCUMENTS FAXED TO THE OFFICE IN TOPEKA WILL NOT BE PROCESSED.**

- Start the process on-line at [www.truckingks.org](http://www.truckingks.org) and follow up with paperwork at your local CMV or IRP Office.
- If you mail your IRP renewal to the office in Topeka (address shown above), you must allow 3 to 4 weeks for processing. Renewals received after February 1 may not be processed prior to March 1.
- For all CMV Fleets you must provide current Insurance information.
- If you chose to do your renewal on-line, please remember proof of payment of Heavy Vehicle Use Tax (IRS Form 2290) for vehicles registered over 54,000 lbs and proof your U.S. DOT number has been updated. Staff will check to make sure your 2017 UCR fees have been paid. To update your U.S. DOT number you can go on-line at [www.safersys.org](http://www.safersys.org).
- For Interstate USDOT holders, payment of 2016 UCR fees will be verified.
- If your Public Utility fleet files Property Tax with KDOR Property Valuation Department, proof of payment is required.
- Renewals must be filed (not paid) before supplements (add/delete) can be done for 2017.
- Most importantly, please review your invoice before you pay. Once your payment has been made, changes **cannot** occur.

Quarter payment is not available if the renewal is not fully completed by March 1. If you opt to pay your Kansas Fees on a quarterly basis you must make the quarterly payments by the following Due Dates:

Second quarter due April 1  
Third quarter due July 1  
Fourth quarter due October 1

If your account type is "Registrant Only" or "DOT Exempt" (you do not have a USDOT number), you must provide a Certificate of Insurance (for no authority carriers).

No temporary cab cards are issued for renewals. New cab cards will be issued when all documentation and payment collected. No cab cards are issued for trailers.

If you are not renewing; return to the first page of this application stating you are NOT RENEWING and all apportioned vehicle plates. Your account will be closed. Any trucks that run after January 1 are required to complete renewal registration.

Should you have questions, please call your local CMV or IRP office. Completing your renewal on-line and following up with the paperwork at any CMV or IRP Office is the fastest way to receive your 2017 cab cards.

### **IRP Fleets Only**

If your miles are preprinted on the schedule B, please take a few minutes to review the miles to make sure they are correct. The miles have been downloaded from your IFTA returns. If your miles are not printed on your renewal and you have your own Kansas IFTA account, request the paperwork to sign that will allow us to download your mileage for your next renewal. Renewal mileage period for 2017 is July 1, 2015 to June 30, 2016.