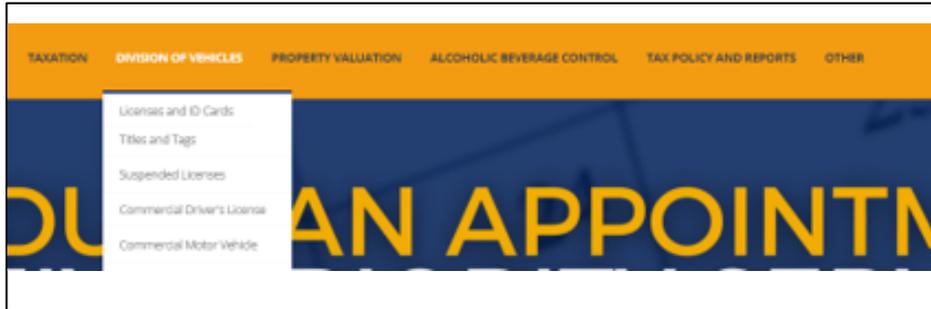


KCoVRS – Commercial Motor Vehicle Renewal

Start by going to KSRevenue.gov

Choose "Division of Vehicles" menu; click on "Commercial Motor Vehicle".



Next, click on the third link down "KCoVRS – Kansas Commercial Vehicle Registration System". This will open up a new window where you will login into the system.



User Id:

KS000000 (Account Number) Example: KS008493 or KS978872 or KS000005

Password:

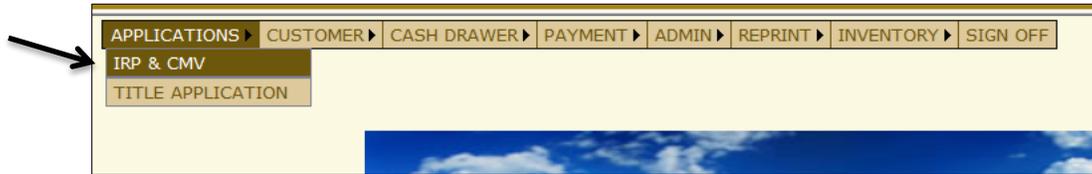
If you have not used the site in the past 30 days, you will need to use the "Forgot your password" feature and follow steps to reset your password.

** If you try your password 3 times you will be locked out. Please Call 785-296-3621



Online Renewals

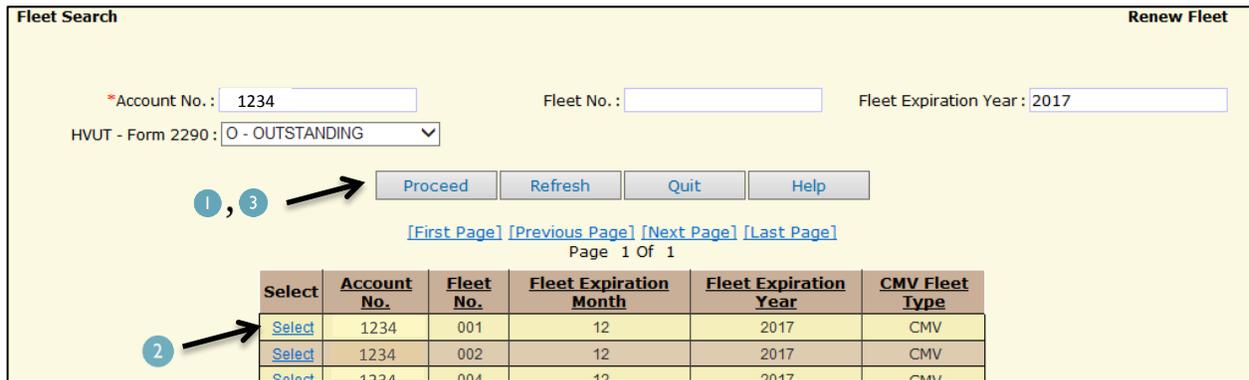
After logging into the system, select menu option **Applications -> IRP & CMV**



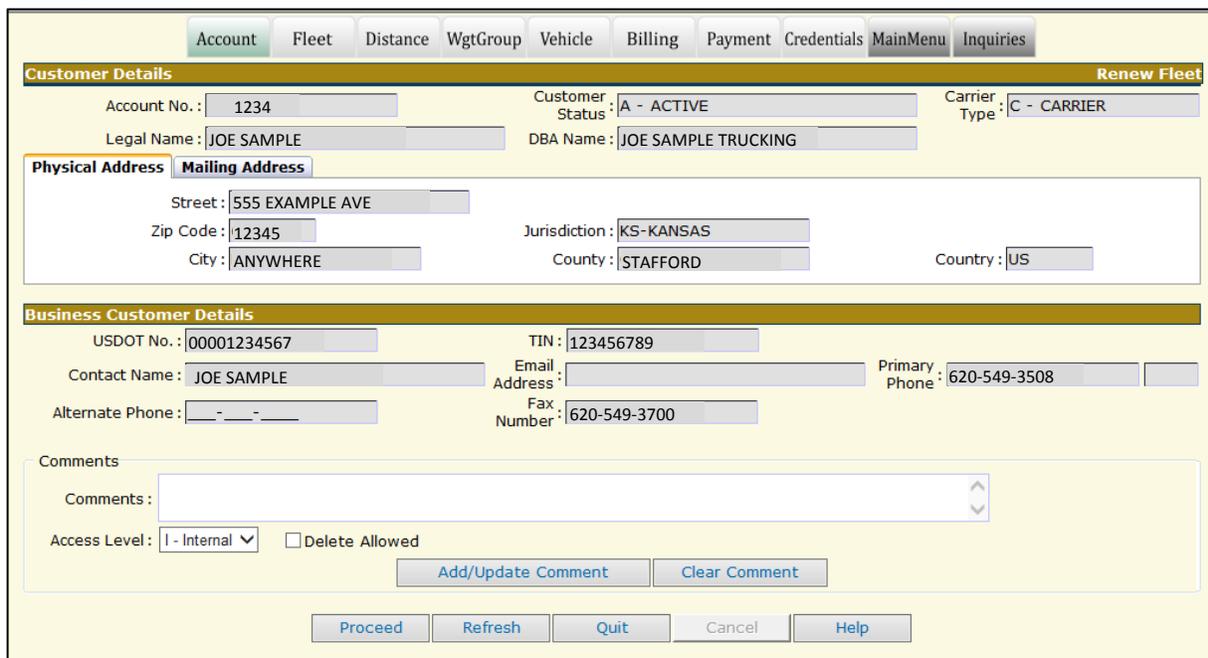
Start by clicking **Supplement -> Renew Fleet**



Next type in your Account No - Fleet Expiration Year. Leave Fleet Number Blank.
 Click **Proceed** - Then click **Select** next to the fleet you want to renew. Click **Proceed**
*** You will need to renew each fleet separately ***



You will go through each of the tabs at the top, starting with Account. Double check the Customer Details making sure the information is correct. If everything looks correct - click **Proceed**.



Next is the Fleet tab. Again double check the fleet information.
 Make any changes and click **Proceed** twice.

Account Fleet Distance WgtGroup Vehicle Billing Payment Credentials MainMenu Inquiries

• IRPFLT118 : [I] Account has 0 fleets for 2018. Account has 1 fleets for 2017.

Fleet Details Renew Fleet

Account No.: 1234 Fleet No.: 001 Fleet Status: A - ACTIVE
 Legal Name: JOE SAMPLE DBA Name: JOE SAMPLE TRUCKING Carrier Type: C - CARRIER

Physical Address **Mailing Address** **Service Provider**

*Street: 555 EXAMPLE AVE *Zip Code: 12345 *Jurisdiction: KS-KANSAS
 *City: ANYWHERE County: STAFFORD

Fleet Details

*Contact Name: JOE SAMPLE Email Address: Primary Phone: 620-549-3508
 Alternate Phone: Fax Number: Change Address on: USDOT
 TIN: 123456789 USDOT No.: 00001234567
 *Fleet Type: FOR - For Hire *Commodity Class: A - ALL *Preferred Office: SF-STAFFORD
 *Effective Date: 01/01/2018 *Expiration Date: 12/31/2018
 Change Vehicle USDOT / TIN: Exempt Sales Tax: Potential For Audit:
 Custom Harvester Indicator: Wyoming Indicator: Use IFTA Distance:

Document Collection

Next is the Distance Tab.

CMV Fleets: This will show 100% Kansas Mileage

IRP Fleet: This is your IFTA Mileage. Please take the time to look this over and make sure the correct numbers pulled in. Mileage includes July 1, 2017 – June 30, 2018. Click **Proceed** twice.

Account Fleet Distance WgtGroup Vehicle Billing Payment Credentials MainMenu Inquiries

• IRPMLG58: [I] Only enter Miles for Jurisdictions where Actual Miles were accrued.
 • IRPFLT01: [I] Renewal fleet has been generated.

Distance Details Renew Fleet

Account No.: 1234 Fleet No.: 001 Supplement No.: 0
 Legal Name: JOE SAMPLE DBA Name: JOE SAMPLE TRUCKING CMV Fleet Type: IRP
 Fleet Effective Date: 01/01/2018 Expiration Month / Year: 12 / 2018 Supplement Desc.: RENEW FLEET
 Reporting Period From: 07/01/2016 Reporting Period To: 06/30/2017
 Avg. Per Vehicle Distance Chart: Override Contiguous: Jur.

Estimated Distance: [Show Map](#)
 Actual Distance:
 Total Fleet Distance:

Jurisdiction List: --- Select ---
 Distance: Type: A
 Jurisdiction: Add
 No. of Jurisdiction: Add Blank

Do you have actual distance for the reporting period? Yes No

<input type="checkbox"/>	Jurisdiction	Distance	Type	Month	Year	Percent	<input type="checkbox"/>	Jurisdiction	Distance	Type	Month	Year	Percent
<input type="checkbox"/>	KS	61553	A	1	2013	0.00000	<input type="checkbox"/>	AL	5511	A	1	2013	0.00000
<input type="checkbox"/>	AR	4778	A	1	2013	0.00000	<input type="checkbox"/>	AZ	417	A	1	2013	0.00000
<input type="checkbox"/>	CA	0	A	1	2013	0.00000	<input type="checkbox"/>	CO	3668	A	1	2013	0.00000
<input type="checkbox"/>	CT	183	A	1	2013	0.00000	<input type="checkbox"/>	DC	0	A	1	2013	0.00000
<input type="checkbox"/>	DE	115	A	1	2013	0.00000	<input type="checkbox"/>	FL	8412	A	1	2013	0.00000
<input type="checkbox"/>	GA	3796	A	1	2013	0.00000	<input type="checkbox"/>	IA	3905	A	1	2013	0.00000

The next tab is the Weight Groups.

If you need to add or change your weight groups (i.e. change NE to 90,000) this is where you do so.

Otherwise, Click **Done**.

Account Fleet Distance **WgtGroup** Vehicle Billing Payment Credentials MainMenu Inquiries

• IRPMLG13: [1] Renewal distance has been generated.

Weight Group Selection Details Renew Fleet

Account No.: 1234 Fleet No.: 001 Supplement No.: 0
 Legal Name: JOE SAMPLE DBA Name: JOE SAMPLE TRUCKING
 Expiration Month / Year: 12 / 2018 Supplement Desc.: RENEW FLEET
 CMV Fleet Type: IRP

Weight Group List

	Weight Group No.	Weight Group Type	Base Jurisdiction Weight	Max Gross Weight
Select	0	S-Semi Trailer	0	0
Select	1	P-Power Unit	36000	36000
Select	2	P-Power Unit	54000	54000
Select	3	P-Power Unit	80000	80000
Select	4	P-Power Unit	24000	24000
Select	5	P-Power Unit	16000	16000

Add Weight Group Done Cancel Quit Help

The next tab is the Vehicle Tab. This is where you will update or delete vehicles from your account. To update a vehicle click the **Update Vehicle Information** radio button - click **Proceed**

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Renewal Vehicle Processing Renew Fleet

Account No.: 1234 Legal Name: JOE SAMPLE DBA Name: JOE SAMPLE TRUCKING
 Fleet No.: 001 Expiration Month / Year: 12 2018 Supplement No.: 0
 Amended Vehicles: 0 Renewed Vehicles: 9 Deleted Vehicle: 0
 Supplement Desc.: RENEW FLEET CMV Fleet Type: IRP

2 → **Proceed** 1 → UPDATE VEHICLE INFORMATION DELETE VEHICLE

Update From Previous Year Done Cancel Quit Help

Start by typing in the Unit No. you want to change. Then click **Find**. This will prepopulate the vehicle details below. Make the necessary changes and click **Proceed** twice.

The system will bring you back to this blank screen again. Continue updating any vehicles. Once you are done making changes click **Done** at the bottom of this blank screen.

Vehicle Details Renew Fleet

Change Vehicle Details

Unit No.: VIN: Plate No.: Find

Account De: 002
 005
 223
 003
 515
 Expiration M: 001
 18
 CMV: 516
 517
 Vehicle De: 518

Fleet No.: 001 Supplement No.: 0
 Legal Name: JOE SAMPLE DBA Name: JOE SAMPLE TRUCKING No. of Vehicles: 9
 Effective Date: 01/01/2018 Supplement Desc.: RENEW FLEET

*VIN: *Year: *Vehicle Type:
 *Fuel Type: *Make: Model:
 Seats: *Axles: *Combined Axles:
 *Unit No.: *Color: *Empty Weight:

The system will bring you back to this screen. Click the **Delete Vehicle** radio button. Then click **Proceed**.

Account: 1234, Fleet: 001, Legal Name: JOE SAMPLE, DBA Name: JOE SAMPLE TRUCKING, Expiration Month / Year: 12/2018, Supplement No.: 0, Amended Vehicles: 0, Renewed Vehicles: 9, Deleted Vehicle: 0, Supplement Desc.: RENEW FLEET, CMV Fleet Type: IRP.

Buttons: **Proceed** (4), Update From Previous Year, Done, Cancel, Quit, Help.

Radio buttons: UPDATE VEHICLE INFORMATION, **DELETE VEHICLE** (3)

**** We require some kind of documentation as to why the vehicle is being deleted. ****
Please put a comment as to why you are deleting this vehicle.

Select the vehicle you want to delete or search by Unit No, VIN or Plate No and click **Find**
Plate Return: "Y-YES" – We require the plate to be mailed in with your supplement
Plate status: "DEL-DELETED"

Delete/Inactive Date: Autofill "01/01/2021"

BOS (Bill of Sale): "C-Collected" – We require proof of when the vehicle was sold (i.e. Bill of sale, copy of title showing reassignment)

- or -

REG (Registration): "C-Collected" – This would be if the vehicle is registered elsewhere (i.e. Farm or county registration)

Account: 1234, Fleet: 001, Legal Name: JOE SAMPLE, Expiration Month / Year: 12/2018, Supplement No.: 0, Deleted Vehicle: 0, CMV Fleet Type: IRP, Unit No.: , VIN: , Plate No.: [Find]

Select	Unit No.	VIN	Plate No.	Plate Return	Plate Status	Delete/Inactive Date	BOS	REG	Comment
<input checked="" type="checkbox"/>	001	1FUJB1234567890AB	123456	Y - YES	DEL - DELETED	01/01/2018	C - C	O - O	Vehicle Sold June 25, 2017
<input type="checkbox"/>	002	1FUJB1234567890BC	123457	Y - YES			O - O	O - O	
<input type="checkbox"/>	003	1FUJB1234567890CD	123458	Y - YES			O - O	O - O	

Once you are done deleting vehicles click **Proceed**. The next screen will show a list of the vehicles you deleted. Double check this list is correct. Click **Proceed**.

Account: 1234, Fleet: 001, Legal Name: JOE SAMPLE, Expiration Month / Year: 12/2018, Supplement No.: 0, Deleted Vehicle: 0, CMV Fleet Type: IRP.

Unit No.	VIN	Plate No.	Plate Return	Plate Status	Delete/Inactive Date	BOS	REG	Comment
001	1FUJB123A45678890	123456	Y	DEL - DELETED	01/01/2018	C	O	VEHICLE SOLD JUNE 25, 2017

Buttons: **Proceed**, Back, Quit

Lastly are the Billing and Payment tabs.

Do you want to pay Quarterly? Check mark the Quarterly Payment box Click **Proceed**.

Account Fleet Distance WgtGroup Vehicle **Billing** Payment Credentials MainMenu Inquiries

Billing Details **Renew Fleet**

Account No.: 1234 Fleet No.: 001 Legal Name: JOE SAMPLE
Expiration Month / Year: 12/2018 Supplement No.: 0 DBA Name: JOE SAMPLE TRUCKING
CMV Fleet Type: IRP *Supplement Effective Date: 01/01/2018 Supplement Desc.: RENEW FLEET
Reg. Month: 12 No. of Vehicles: 3 Supplement Status: O - OPEN
*Invoice Date: 12/13/2017 *Application Receipt Date: 12/13/2017 Payment Date:
Exchange Rate: 0.781600

Fees

Registration Fee: Credit Applied: Foreign Jur. Credit Applied:
CMV Fee: Foreign Jur. Fees: Admin Fee: Waive
Cab Card Fee: Waive Plate Fee: Waive
Sales Tax Fee: Escrow Available:
Total Due: Net Amount Due: Manual Adj. Base Jur.:
60 Days TA:
Batch Billing: Preferred Office Location: SF-STAFFORD
Quarterly Payment: Voucher:

Print out the Invoice pages. Mail us the following documents:

- Signed invoice page
- Current Stamped 2290
 - ✓ Must be in vehicle owner's name or must have lease agreement noting responsible party
- UCR / Insurance
- Lease Agreement (if applicable)
- Be sure your MCS-150 has been updated within last 2 years
- Deleted Vehicle information
 - Examples:
 - ✓ Bill of sale, Invoice, Copy of assigned title
 - ✓ Current registration, Out of state registration
 - ✓ Plates

Mail to:

**Commercial Motor Vehicle Office
300 SW 29th St.
Topeka, KS 66611**

**Make checks payable to: Kansas
Department of Revenue.**

PAY ONLINE? 3.5 % fee will be assessed -> click **Proceed until you get to the payment screen.**

Under the Payment type drop down select "Credit Card". Leave the boxes on the right blank.

Click the " " button in the middle of the page. This will open up a new screen.



LexisNexis is the payment processing center.

On this next page, type in your credit card information and click "Continue" at the bottom.

Once you have completed the credit card payment the system will bring you back to the payment detail screen. Click Proceed. A new screen will pop up with your receipt. Click Print.

**** Important ****

For questions, please contact (785) 296-3621, option 2, then option 2 again

- No cab cards will be issued until the renewal is completed and all supporting documents have been submitted.
- If you mail your renewal please allow 3 - 4 weeks for processing. Renewals received after February 10th may not be processed prior to March 1.
- Faxed or emailed renewals will **NOT** be accepted
- Heavy Vehicle Use Tax Forms (2290) will **NOT** be accepted without the IRS received stamp or watermark dated August 1, 2018 or after.
 - 2290s must be in the vehicle owners name or you must have a lease agreement noting responsible party.
- For all CMV fleets you must provide current insurance information
- IRP / Interstate DOT carriers – payment of 2018 UCR fees will be verified
- Renewals must be processed before any new supplements can be started
- 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 payments by the following Due Dates:

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

- **MOST IMPORTANTLY** – please review your invoice sheets before you pay. Once your payment has been made, changes **cannot** occur.



Disclaimer:

This information is subject to change. Until documents are verified in office, other documentation may be required and may not be listed on this guide. Every situation and every account is different.