



NEW ACCOUNT PORTAL USER GUIDE

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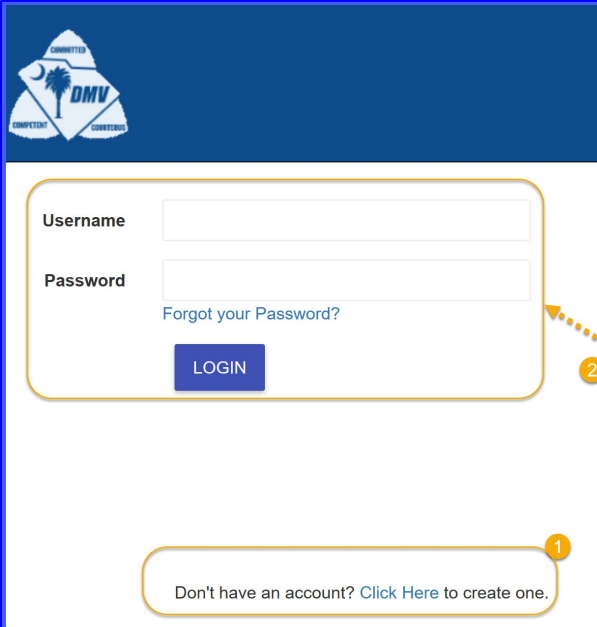
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ACCESSING THE PORTAL

Applicants can access the Portal to create a self-registration profile to create an IRP/IFTA account.

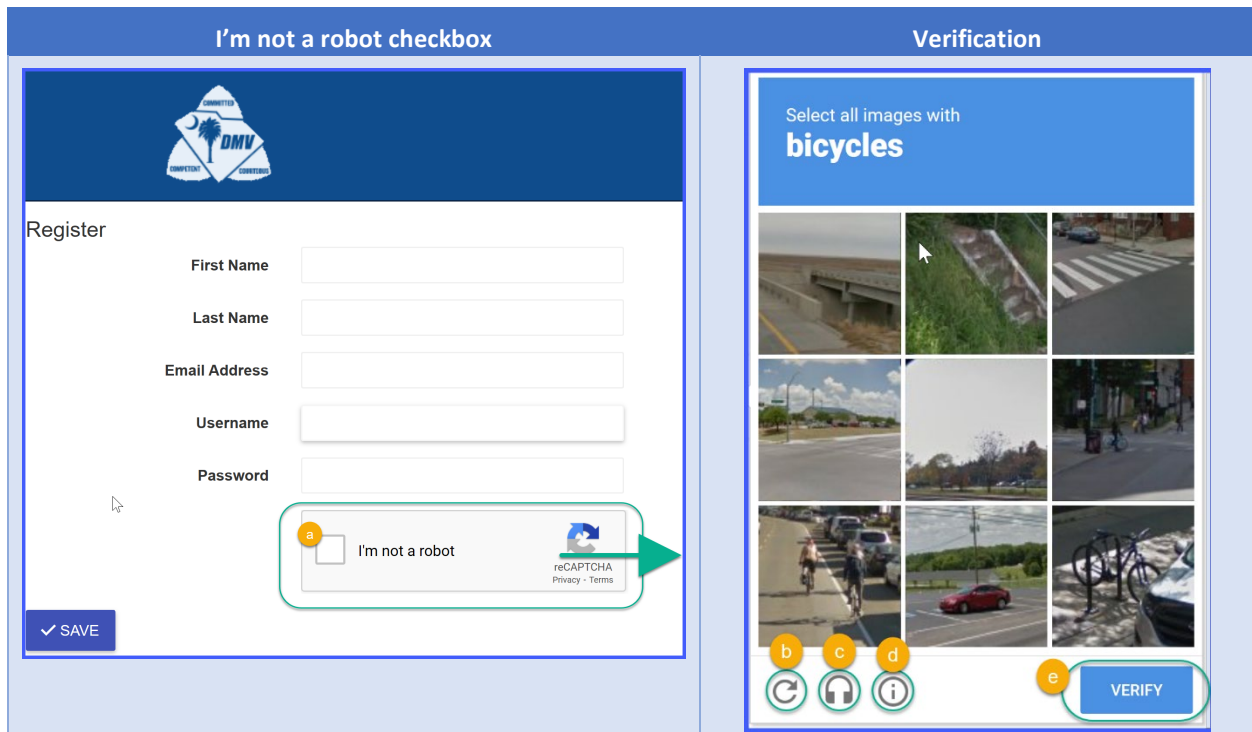
IRP/IFTA APPLICANTS REGISTERING ON THE PORTAL

Applicants (Motor Carriers) will have the ability to submit IRP/IFTA forms for MCS Agent review through the Portal available at:



The screenshot shows the DMV portal's login and registration interface. At the top left is the DMV logo with the words 'COMMITTED', 'DMV', 'COMMITMENT', and 'COURTESY'. Below the logo is a login form with fields for 'Username' and 'Password', a 'Forgot your Password?' link, and a 'LOGIN' button. A yellow callout box labeled '2' points to the login form. Below the login form is a registration link: 'Don't have an account? Click Here to create one.' with a yellow callout box labeled '1' pointing to the link.

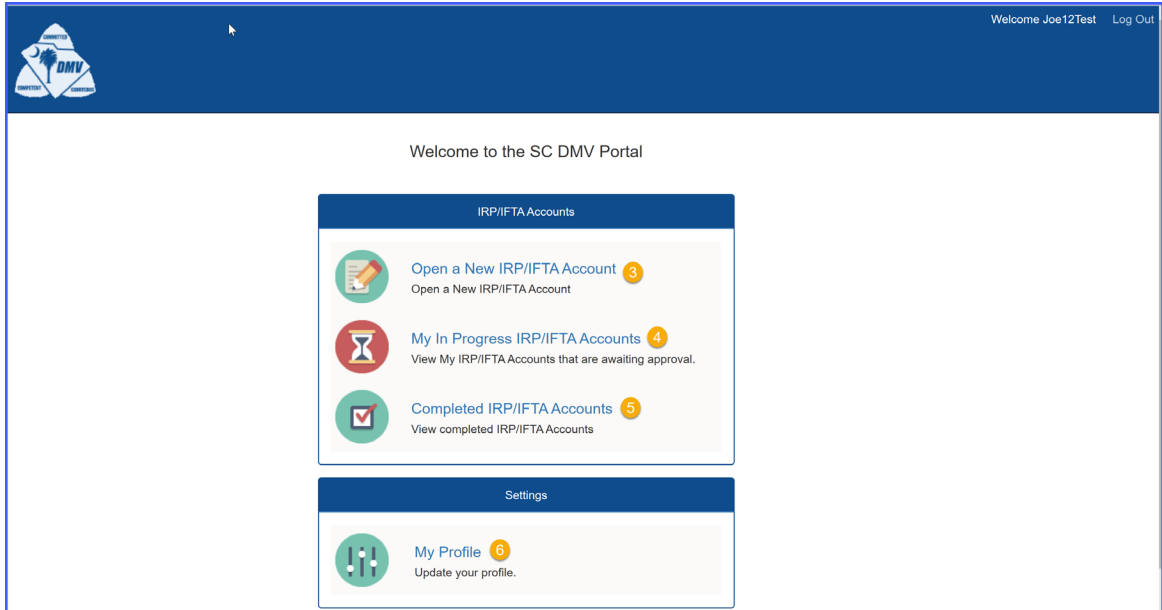
1. New applicants will need to register if they do not have an existing profile by completing the form below. The 'I'm not a robot' CAPTCHA box will need to be checked and verified by one the following options:
 - Select all applicable images
 - Get Audio Challenge





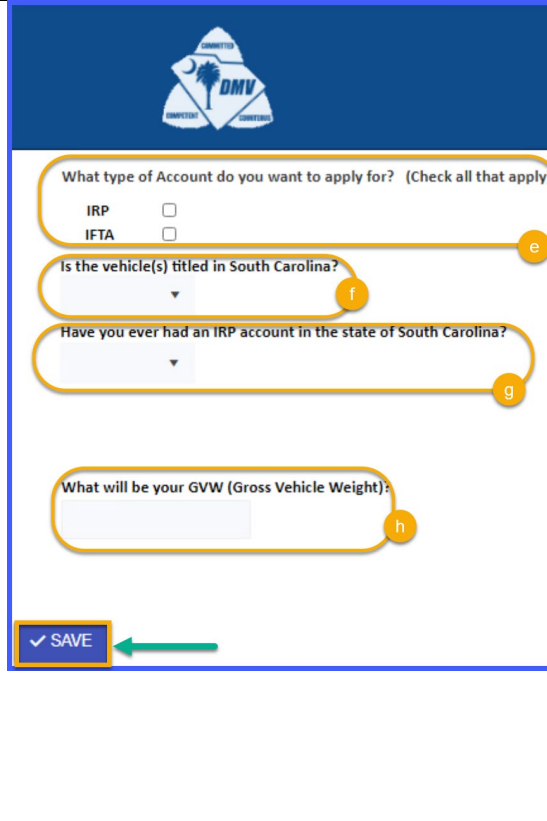
- a) This box needs to be checked in order to verify options
 - b) Get a new challenge
 - c) Get Audio Challenge - Press PLAY and enter the words you hear
 - d) Help button
 - e) Verify button after selections have been made
2. If an profile already exists, the applicant will be able to log in by entering their username and password or simply log in. Note: The Password will follow basic requirements (at least 8 characters long, 1 of the following: uppercase, numeric, or special characters)

SC DMV EXTERNAL PORTAL

After a successful login, you will need to see the following portal. **'Welcome to the SC DMV Portal'**



3. Open a New IRP and/or IFTA Account  Applicant begins workflow by completing a two-part electronic form.
Note: Please click **save** button at the end of each screen.

Applicant Registration details	Type of Account details
	


- a. All fields should be filled out to assist with the pre-population of forms.
- b. Applicant Type dropdown menu: Business or Individual
- c. Driver’s License State: Select from dropdown menu
- d. The Physical State field will be pre-populated with SC.
- e. Account Type: IRP, IFTA or both can be selected – Checkbox field. This selection of account type will prompt the system of which forms to be displayed for completion.
- f. Is the vehicle(s) title in South Carolina: Dropdown field Yes or No. If ‘No’ is selected the system will display the following message: ‘Please Contact HQ for Assistance’
- g. Have you ever had an IRP account in the state of South Carolina. Dropdown field Yes or No. If ‘Yes’ is selected the system will display the following message: ‘Please Contact HQ for Assistance’. If ‘No’ is selected the system will present the following question: ‘Have you ever had an IRP account in another state?’ Dropdown field Yes or No.
- h. What will be your GVW (Gross Vehicle Weight): This is a free form field field that will populate all jurisdictions form Schedule A/E. Note: The expected data input is numeric only.


Upon completion the applicant will be directed to filling out the following tasks based on the selections that were made. Once each tasks is completed, the attachments will be inserted in the right pane as seen below in the following figures below:

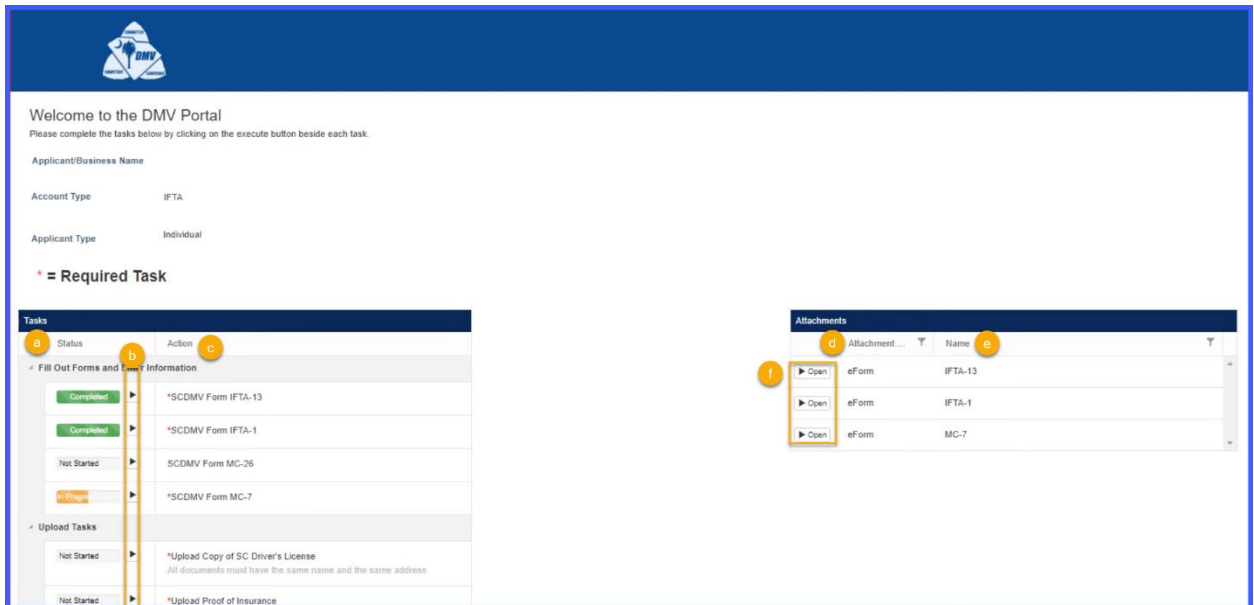
Initial screen after registration questions are completed:



- a) Displays the applicant’s business name, account type and the Applicant Type.
- b) All asterisk (*) labels are required tasks to be completed. The system will prompt you if a required form has not been completed.
- c) Left pane will display the list of tasks along with the status bar.
- d) Attached files will display in the right pane.

Note: At any point to ‘go back’ the user is encouraged to select the DMV Logo  in the banner which will return them to the Welcome page without logging out.




4. My in Progress IRP/IFTA Accounts – allows signed-in user to view IRP/IFTA Accounts that are awaiting approval. 



a. Task bar status:

- Grey – Initial state of task indicates that no action has been taken by user.
- Yellow – In progress task, that allows user to complete task where they left off.
- Green – Task has been successfully completed and will populate right pane.

b. Selecting **arrow** besides task bar:

- Not Started  System will initiate the unopened task for completion .
- In Progress  System will open the selected incomplected task.
- Completed  The system will re-open the completed task and prompt user to delete task.


Note: If the user decides not to proceed with task, it will be marked as 'In Progress' and remain with the action to delete completed task to continue.

- c. Description /label of Action. Displays the name of the form / action to be executed. Please note that all required actions denoted by a red * must be completed in order to proceed to the next action.
- d. Displays what type of an attachment has been uploaded.
- e. Name: Displays the name of the uploaded attachment.
- f. The 'Open' icon will display only when there is an attachment. This allows the user to open & verify the document in the application browser window by clicking on the arrow.

ACTIONS - FILL OUT FORMS AND ENTER INFORMATION

IRP 8 FORM – NEW IRP ACCOUNT CHECKLIST – REQUIRED

- The following highlighted green-circled fields will pre-populated from the applicant’s registration input.
- The applicant completes yellow highlighted fields. Initials will carry over to IFTA-13 Form.



South Carolina Department of Motor Vehicles

NEW IRP ACCOUNT CHECKLIST

CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 FOR FURTHER INFORMATION

IRP-8
(10/19)

APPLICANT/BUSINESS NAME:	IRP CUSTOMER NUMBER:
VERIFIED BY:	FLEET NUMBER:
VEHICLE OWNER:	USDOT NUMBER:

- IN ORDER TO OPEN AN IRP ACCOUNT, YOU MUST HAVE A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.
- EVERY OWNER OF A CMV SUBJECT TO REGISTRATION SHALL MAKE APPLICATION TO DMV ON APPROPRIATE FORMS AND THE FORMS MUST BEAR THE SIGNATURE OF THE OWNER AS STATED IN SC CODE OF LAW SECTION 56-3-230.
- THE OWNER OPERATOR MUST PROVIDE AN OPERATIONAL LEASE AGREEMENT, IRP-9, TO SHOW THE COMPANY RESPONSIBLE FOR THE SAFETY OF THE VEHICLE.

The following items were received/verified in accordance to IRP procedures for the above apportioned account/fleet:

Scheduled A/E Application

New Vehicle(s)

- Title/MCO
- Title Application
- Bill of Sale(s)
- Infrastructure Maintenance Fee
- Proof of Insurance

- Receipt for HVUT/2290
- Financial Lease Agreement (Lease to Purchase, if applicable)
- Operational Lease Agreement indicating USDOT number and motor carrier authority number responsible for safety

Road Use Fee: Apportionable vehicles with a GVW of 26,000 lbs or less must provide a current year paid property tax receipt from the county or Affidavit & Notification of Sale of Motor Vehicle from the dealer. Apportionable vehicles with a GVW of 26,001 lbs. will pay the road use fee to SCDMV at the time of registration.

Schedule B Application

Is carrier new to IRP? Yes No

If no, is carrier using actual distance or Average Per Vehicle Distance (APVD)? Yes No

VERIFIED BASING REQUIREMENTS:

Established Place of Business in South Carolina

- Physical Structure
- Physical Address
- Staffed by permanent employee(s)

- Open during normal business hours
- Records available

Proof of Residency – Applicant must have a valid South Carolina Driver’s License and 3 of the following documents (All documents must have the same name and the same address.):

- South Carolina Articles of Incorporation (registered to conduct business in South Carolina)
- Vehicle titled in base Jurisdiction or Financial Lease Agreement
- Applicant’s current year residence or business rental agreement
- Most recent utility bill: landline phone (no cell phone), gas, electric, water/sewer OR garbage
- Applicant’s prior year state OR federal income taxes
- Prior year paid county auto and/or residence property tax receipt or most recent mortgage statement
- Current year business license

South Carolina intrastate vehicle base plate changing to IRP Apportioned Plate

- Must turn in Intrastate Plate

MC-7 Agreement to Prepare and Maintain Records

MC-25 Power of Attorney

After the account is established, a Power of Attorney, MC-25, is required to anyone who will conduct business on behalf of the account holder.

CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL OR HAS BEEN INSTRUCTED THE MCS MANUAL CAN BE OBTAINED AT WWW.SCDMVONLINE.COM AND SIGNIFIES WITH THEIR INITIALS.

CARRIER’S INITIALS

Note: All forms will have a Save and Continue Button at the top left as well as bottom left that must be selected for the applicant to proceed to the step.



SCHEDULE A-E - REQUIRED

Name of Carrier: This field will carry over from the Applicant/Business Name.
 Highlighted green-circled fields are populated from registration.

The applicant completes highlighted yellow-circled fields.

Note: An SSN will be required by an applicant if they do not have a Federal Employer I.D. Number (FEIN).

SCHEDULE A-E – PAGE 1

Customer Number			South Carolina International Registration Plan				Type of Operation: <input type="checkbox"/> Exempt Commodity Carrier <input type="checkbox"/> Household Goods Carrier <input type="checkbox"/> Private Carrier <input type="checkbox"/> For-Hire Carrier <input type="checkbox"/> Rental Company		I hereby declare the vehicles listed on this application to be insured motor vehicles in accordance with the S. C. Automobile Repair Reform Act and the S. C. Motor Vehicle Financial Responsibility Act under the penalty set forth in Section 56-11-760 and will maintain security thereon during the registration period. Units listed on this page will be authorized to operate in the jurisdictions and at the weights listed below. Exceptions on any jurisdictions, weights or types must be grouped on separate pages. NOTE: APPORTIONABLE VEHICLES WITH A GVW OF 26,000 LBS OR LESS MUST PROVIDE A CURRENT YEAR PAID PROPERTY TAX RECEIPT FROM THE COUNTY.		
Fleet Number	License Year	Expiration Month									
Name of Carrier			IRP SCHEDULE A/E Original Application for Apportioned Registration				Leased to: <input type="checkbox"/> Private <input type="checkbox"/> Haul for Hire MUST PROVIDE COPY OF LEASE		<input type="checkbox"/> Name of Insurance Company (Not Agency) <input type="checkbox"/> Policy Number		
Business Address (where fleet is based)			Federal Employer I.D. Number (Required for Company) Social Security Number (Required for Individual)								
Person to contact regarding application			City State Area Code Phone No.				Date first operated as a fleet:				
City	State	Zip	County	City	State	Area Code	Phone No.	U.S. DOT Number		(Date)	
Mailing Address			U.S. DOT Number				Date first operated as a fleet:				
City	State	Zip	County	EMAIL ADDRESS				Date first operated as a fleet:			
(Rev. 9/15)											
(AB) Alberta	(CO) Colorado	(ID) Idaho	(MB) Manitoba	(MT) Montana	(NJ) New Jersey	(OH) Ohio	(RI) Rhode Island	(VA) Virginia			
(AK) Alaska	(CT) Connecticut	(IL) Illinois	(MD) Maryland	(MX) Mexico	(NL) Newfoundland Labrador	(OK) Oklahoma	(SC) South Carolina	(VT) Vermont			
(AL) Alabama	(DC) Dist. of Columbia	(IN) Indiana	(ME) Maine	(NB) New Brunswick	(NM) New Mexico	(ON) Ontario	(SD) South Dakota	(WA) Washington			
(AR) Arkansas	(DE) Delaware	(KS) Kansas	(MI) Michigan	(NC) North Carolina	(NS) Nova Scotia	(OR) Oregon	(SK) Saskatchewan	(WI) Wisconsin			
(AZ) Arizona	(FL) Florida	(KY) Kentucky	(MN) Minnesota	(ND) North Dakota	(NT) NW Territory	(PA) Pennsylvania	(TN) Tennessee	(WV) West Virginia			
(BC) British Columbia	(GA) Georgia	(LA) Louisiana	(MO) Missouri	(NE) Nebraska	(NV) Nevada	(PE) Prince Edward Is	(TX) Texas	(WY) Wyoming			
(CA) California	(IA) Iowa	(MA) Massachusetts	(MS) Mississippi	(NH) New Hampshire	(NY) New York	(QC) Quebec (use axes)	(UT) Utah	(YT) Yukon Territory			

Highlighted green-circled columns - Gross Combined Weight of vehicle, U.S. DOT # and Title will populated on page 2 of Schedule A-E.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

SCHEDULE A – E PAGE 2

Unit Number	Vehicle Identification Number	Year	Make of Vehicle	* Vehicle Type Key	If Vehicle is TK, does it operate in comb. with a trailer in the state of CO?	Axles or Seats	** Fuel	Horse Power (Buses)	Unladen Weight	Gross or Combined Weight	Purchase Price of Vehicle	Factory Price	Date of Purchase	Motor Carrier U.S. DOT No.	LEASE Is the lease expected to change during the registration year? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Owner/Lessor	
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
				Selec -													
*Vehicle Type Key:										PENALTIES: Under section 56-3-840 of the S.C. State Code of Laws, a penalty fee will be charged for late registration of a newly acquired vehicle or for a late renewal as follows:							
BU – Bus		TR – Tractor			TT – Truck Tractor		TK – Straight Truck			First 14 Days - \$10.00 15 to 30 Days - \$25.00 31 to 90 Days - \$50.00 Over 90 Days - \$75.00							
** Fuel Key:		D-Diesel		G-Gasoline			P-Propane			OFFICE USE ONLY							
The undersigned certifies that the information in this application and any supporting documents are true and correct.										Rated By:		Date:					
Signature		Title			Date				Entered By:		Date:						

IRP SCHEDULE B - REQUIRED

Highlighted green-circled fields are pre-populated from registration.

Highlighted yellow-circled columns – Applicant will need to complete


Highlighted red-circled columns – Signature will auto fill when application is submitted for review

Customer Number	Fleet Number	License Year	Expiration Month	South Carolina International Registration Plan				NOTE Actual distance MUST be reported if you have operated in any jurisdiction during the distance reporting period.				<input type="checkbox"/> Distance shown are actual distance (add all actual miles and enter total in box "A") <input type="checkbox"/> Average per Vehicle Distance (APVD) was used because no actual distance occurred during the distance reporting period. NOTE: Existing fleets renewing with no actual distance accumulated during the distance reporting period, must use the average vehicle per distance chart and pay fees to all IRP member jurisdictions.							
Name of Carrier				IRP SCHEDULE B Original Distance Schedule Schedule of fleet distance for period: July 1, through June 30,				Email Address				(Est. 1/15)							
Business Address (where fleet is based)																			
City		County	State	Zip Code															
Do not combine the distance of any two or more jurisdictions. Enter "A" for actual distance under A column. Actual and average per vehicle distance chart cannot be used together.																			
X	Jurisdiction	A	Distance	X	Jurisdiction	A	Distance	X	Jurisdiction	A	Distance	X	Jurisdiction	A	Distance				
	(AB) Alberta				(KS) Kansas				(NH) New Hampshire				(SD) South Dakota						
	(AK) Alaska				(KY) Kentucky				(NJ) New Jersey				(SK) Saskatchewan						
	(AL) Alabama				(LA) Louisiana				(NL) Newfoundland Labrador				(TN) Tennessee						
	(AR) Arkansas				(MA) Massachusetts				(NM) New Mexico				(TX) Texas						
	(AZ) Arizona				(MB) Manitoba				(NS) Nova Scotia				(UT) Utah						
	(BC) British Columbia				(MD) Maryland				(NT) NW Territory				(VA) Virginia						
	(CA) California				(ME) Maine				(NV) Nevada				(VT) Vermont						
	(CO) Colorado				(MI) Michigan				(NY) New York				(WA) Washington						
	(CT) Connecticut				(MN) Minnesota				(OH) Ohio				(WI) Wisconsin						
	(DC) Dist. of Columbia				(MO) Missouri				(OK) Oklahoma				(WV) West Virginia						
	(DE) Delaware				(MS) Mississippi				(ON) Ontario				(WY) Wyoming						
	(FL) Florida				(MT) Montana				(OR) Oregon				(YT) Yukon Territory						
	(GA) Georgia				(MX) Mexico				(PA) Pennsylvania										
	(IA) Iowa				(NB) New Brunswick				(PE) Prince Edward Is.										
	(ID) Idaho				(NC) North Carolina				(QC) Quebec										
	(IL) Illinois				(ND) North Dakota				(RI) Rhode Island										
	(IN) Indiana				(NE) Nebraska				(SC) South Carolina										
As a S.C. apportioned carrier, I understand that I shall retain the Records on which this application for apportioned registration is based for a period of three (3) years following the close of the Registration year and upon request, shall make such Records available for Audit. I also understand that Records containing the following elements shall be accepted by the Base Jurisdiction as adequate: beginning and ending dates of the trip, origin and destination of the trip, route of travel, beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the trip, total distance of the trip, distance traveled in each Jurisdiction, and Vehicle identification number or Vehicle unit number. In the event that the Records provided by me for Audit purposes do not meet the criterion, or if, I fail to make adequate records available, the Base Jurisdiction shall impose an assessment in amount of 20%, 50% or 100% of the Apportionable Fees paid for the Registration year.												A		Total Actual Distance					
AUTHORIZED SIGNATURE				TITLE				DATE											

IRP-9 – OPERATIONAL LEASE AGREEMENT – AS NEEDED

Task located under the following sections:


- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms

	South Carolina Department of Motor Vehicles OPERATIONAL LEASE AGREEMENT INTERNATIONAL REGISTRATION PLAN	IRP-9 (Est. 11/18)									
<p>The following statement must be properly signed by both, Lessee and Lessor, and presented to Motor Carrier Services, a division of the South Carolina Department of Motor Vehicles, for title and registration of the leased motor vehicle described below.</p>											
<p>PART 1: DEFINITIONS OF PARTIES INVOLVED IN THE AGREEMENT</p>											
<p>a. LESSEE: The Lessee refers to the "registrant" and is the Owner/International Registration Plan account holder of the vehicle described below and is duly authorized and empowered to execute this agreement.</p>											
<p>b. LESSOR: The Lessor refers to the "motor carrier authority" and is the Trucking Company defined as</p>											
<p> <input type="text"/> <input type="text"/> TIN# <input type="text"/> MC# <input type="text"/> authorized by the Federal Highway Administration and USDOT# <input type="text"/> . The Lessor allows the vehicle described below to engage in interstate commerce under the operating authority held by the Lessor. During the term of the Lease Agreement, the Lessor is fully responsible for complying with the requirements of the Federal Motor Carrier Safety Regulations with regard to the vehicle described below and their driver. </p>											
<p>PART 2: PARTIES TO AGREEMENT</p>											
<p>THIS OPERATIONAL LEASE AGREEMENT IS BETWEEN</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name of LESSEE:</td> </tr> <tr> <td>Physical Address:</td> <td colspan="2">City:</td> </tr> <tr> <td>County:</td> <td>State:</td> <td>Phone:</td> </tr> </table>			Name of LESSEE :			Physical Address:	City:		County:	State:	Phone:
Name of LESSEE :											
Physical Address:	City:										
County:	State:	Phone:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Name of LESSOR:</td> </tr> <tr> <td>Physical Address:</td> <td colspan="2">City:</td> </tr> <tr> <td>County:</td> <td>State:</td> <td>Phone:</td> </tr> </table>			Name of LESSOR :			Physical Address:	City:		County:	State:	Phone:
Name of LESSOR :											
Physical Address:	City:										
County:	State:	Phone:									
<p>PART 3: DURATION OF LEASE</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date Lease Begins:</td> <td>Date Lease Ends:</td> </tr> </table>			Date Lease Begins:	Date Lease Ends:							
Date Lease Begins:	Date Lease Ends:										
<p>PART 4: LEASED VEHICLE DESCRIPTION</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Make:</td> <td>Year:</td> <td>Company Unit #:</td> </tr> <tr> <td>VIN #:</td> <td colspan="2">License Plate #:</td> </tr> </table>			Make:	Year:	Company Unit #:	VIN #:	License Plate #:				
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VIN #:	License Plate #:										
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Signature of Lessee:	Date:										
Print Lessee Name:	Title:										
Signature of Lessor:	Date:										
Print Lessor Name:	Title:										

IRP-10- FINANCIAL LEASE AGREEMENT – AS NEEDED

Task located under the following sections:

- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms


	South Carolina Department of Motor Vehicles FINANCIAL LEASE AGREEMENT PROOF OF EQUIPMENT OWNERSHIP THROUGH A LEASE TO PURCHASE INTERNATIONAL REGISTRATION PLAN	IRP-10 <small>(Est. 11/18)</small>									
<p>The following statement must be properly signed by both, Lessee and Lessor, and presented to Motor Carrier Services, a division of the South Carolina Department of Motor Vehicles, for title and registration of the leased motor vehicle described below.</p>											
<p>PART 1: DEFINITIONS OF PARTIES INVOLVED IN THE AGREEMENT</p>											
<p>a. LESSEE: The Lessee refers to the “purchaser” and is the individual or business that has entered into a lease agreement with the option of intent to purchase the vehicle described below and is duly authorized and empowered to execute this agreement.</p>											
<p>b. LESSOR: The lessor refers to the “lien holder” and is the company providing a financial service to the purchase. The Lessor agrees to finance the vehicle described below through a lease to purchase agreement.</p>											
<p>PART 2: PARTIES TO AGREEMENT</p> <p>THIS LEASE TO PURCHASE AGREEMENT IS BETWEEN</p>											
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Date Lease Begins:	Date Lease Ends:										
<p>PART 4: LEASE TO PURCHASE VEHICLE DESCRIPTION</p> <p>The vehicle described below will be titled in the Lessor's name and is the defined “lien holder” until which time the agreement has been fulfilled. This document confirms the Lessee also defined as “purchaser” and the vehicle described below resides at the address referenced above by the Lessee/Lessor.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Make:</td> <td>Year:</td> <td>Company Unit #:</td> </tr> <tr> <td>VIN #:</td> <td colspan="2">License Plate #:</td> </tr> </table>			Make:	Year:	Company Unit #:	VIN #:	License Plate #:				
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Signature of Lessee :	Date:										
Print Lessee Name:	Title:										
Signature of Lessor :	Date:										
Print Lessor Name:	Title:										

IFTA-13- NEW IFTA ACCOUNT CHECKLIST– REQUIRED

Applicable if IFTA account is selected at registration.

All highlighted green-circled fields will be pre-populated.

All highlighted yellow-circled columns – Applicant will need to complete

	South Carolina Department of Motor Vehicles	IFTA-13 (10/19)
NEW IFTA ACCOUNT CHECKLIST		
CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 FOR FURTHER INFORMATION		
APPLICANT/BUSINESS NAME:	IFTA CUSTOMER NUMBER:	
VERIFIED BY:	FLEET NUMBER:	
USDOT NUMBER:		

- IN ORDER TO OPEN AN IFTA ACCOUNT, YOU MUST HAVE A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.
- EVERY OWNER OF A CMV SUBJECT TO REGISTRATION SHALL MAKE APPLICATION TO DMV ON APPROPRIATE FORMS AND THE FORMS MUST BEAR THE SIGNATURE OF THE OWNER AS STATED IN SC CODE OF LAW SECTION 56-3-230.
- THE OWNER OPERATOR MUST PROVIDE AN OPERATIONAL LEASE AGREEMENT, IRP-9, TO SHOW THE COMPANY RESPONSIBLE FOR THE SAFETY OF THE VEHICLE.

The following items were received/verified in accordance to IFTA procedures for the above account/fleet:

- IFTA-1 APPLICATION
- USDOT NUMBER FOR CARRIER
- MC-7 AGREEMENT TO PREPARE AND MAINTAIN RECORDS
- VEHICLE LISTING

VERIFIED BASING REQUIREMENTS:

Established Place of Business in South Carolina

- Physical Structure
- Physical Address
- Staffed by permanent employee(s)
- Open during normal business hours
- Records available

Proof of Residency – Applicant must have a valid South Carolina Driver's License and 3 of the following documents (All documents must have the same name and the same address.):

- South Carolina Articles of Incorporation (registered to conduct business in South Carolina)
- Vehicle titled in base jurisdiction or Financial Lease Agreement
- Applicant's current year residence or business rental agreement
- Most recent utility bill: landline phone (no cell phone), gas, electric, water/sewer OR garbage
- Applicant's prior year state OR federal income taxes
- Prior year paid county auto and/or residence property tax receipt or most recent mortgage statement
- Current year business license

- MC-7 Agreement to Prepare and Maintain Records
- MC-25 Power of Attorney
After the account is established, a Power of Attorney, MC-25, is required to anyone who will conduct business on behalf of the account holder.


CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL OR HAS BEEN INSTRUCTED THE MCS MANUAL CAN BE OBTAINED AT WWW.SCDMVONLINE.COM AND SIGNIFIES WITH THEIR INITIALS.

CARRIER'S INITIALS

IFTA-1- APPLICATION FOR IFTA CREDENTIALS - REQUIRED

Please note that State is pre-populated with South Carolina on page 2 of IFTA-1 form. SC Counties can be selected from dropdown menu.

IFTA-1 - PAGE 1

	South Carolina Department of Motor Vehicles APPLICATION FOR INTERNATIONAL FUEL TAX AGREEMENT (IFTA) CREDENTIALS	IFTA-1 (Rev. 11/14)
<u>INSTRUCTION SHEET</u>		
<p>The IFTA-1 Application for International Fuel Tax Agreement (IFTA) credentials is for “qualified vehicles” which are intended to operate in IFTA member jurisdictions during the year and is used when opening an IFTA account; requesting additional IFTA decals and renewing the IFTA License. The IFTA application must be completed on both sides.</p> <p>Mail-in renewals must be received in Blythewood by 12/1 to insure that you receive the IFTA license and decal by 12/31. The new year decal may be displayed on your trucks effective 12/1; however, you must maintain the copy of your current IFTA License in the truck until the end of the current year. Faxed applications are not acceptable.</p> <p>When renewing your IFTA license, complete both sides of the IFTA-1 to insure the application will not be delayed due to incomplete information. The following items should be considered when renewing.</p> <ul style="list-style-type: none">✓ IFTA Tax returns/payments must be current thru the 3rd quarter✓ Application must be signed✓ Number of vehicles must be indicated in the box beside Renewal✓ An equipment listing must be submitted with year, make, model, VIN and Name of the carrier/owner of the vehicle, and IRP account number if applicable✓ SCDMV will only issue the number of decal sets corresponding to the number of vehicles on the equipment listing✓ Indicate Motor Carrier number if you have interstate operating authority and provide the USDOT number. If you lease to a carrier and transport under their MC number you must register as a carrier and indicate the USDOT number of the Motor Carrier that you are leasing to on your truck✓ If you do not wish to renew write cancel and the effective date of the cancellation on the renewal and mail to SCDMV for the IFTA account to be closed. IFTA accounts can only be closed at the end of a quarter✓ No fee is charged for the IFTA decal.✓ Renewal can be processed at Blythewood, Chester, Dillon, Greer, Irmo, Kingstree and N. Augusta✓ Web users can process online at www.scdmvonline.com <p>Approved Web users may renew the IFTA account on line at www.scdmvonline.com. If you would like to register as a web user the MC-26 application may be obtained by going to www.scdmvonline.com, Forms and Manuals, select the Interstate Forms in the middle of the webpage. Return the MC-26 application to SCDMV, Motor Carrier Services, P.O. Box 1498, Blythewood, South Carolina 29016. Upon approval, a user ID and password will be emailed with instructions how to access the IRP/IFTA online system.</p> <p>The use of Dyed Fuel in highway vehicles is illegal in South Carolina. Diesel-powered highway vehicles are subject to inspection and will be fined the greater of \$1,000 or \$10 per gallon for the illegal use of the dyed fuel per SC CODE Section 12-28-1730 (F)</p>		
Page 1 of 3		


IFTA-1 - PAGE 2

All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

Please note that the State field will default to South Carolina.



South Carolina Department of Motor Vehicles
APPLICATION FOR INTERNATIONAL FUEL TAX
AGREEMENT (IFTA) CREDENTIALS

IFTA-1
(Rev. 11/14)

Customer No.

TIN

Registrant Name:

Check One:

Original IFTA Application (First Time Applicant)

Renewal Application

Additional IFTA Decals

Name Change

From:

To:

Type of Ownership-Check One:

Sole Proprietor Unincorporated Association (Enter Legal Name)

Partnership Corporation (Enter Charter Name)

LLC/LLP Other (Explain)

DBA Name (Name Under Which Business Is Conducted)

Physical Location of Business (Must Be SC Street Address)

City <input type="text"/>	State South Carolina	Zip <input type="text"/>	County <input type="text"/>
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Contact Person <input type="text"/>	Phone Number <input type="text"/>	Fax Number <input type="text"/>	USDOT Number <input type="text"/>	E-Mail Address <input type="text"/>
--	--	--	--	--

Name(s) of Business Owner, Partner or Officer			
Name/Title	Social Security Number	Home Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Do you Maintain Bulk Storage in South Carolina? Check One: Yes No

List Other States Where Bulk Fuel Is Maintained

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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MAILING ADDRESS:

Page 2 of 3



South Carolina Department of Motor Vehicles

APPLICATION FOR INTERNATIONAL FUEL TAX AGREEMENT (IFTA) CREDENTIALS

IFTA-1
(Rev. 11/14)

Complete the schedule below by placing an "X" next to the jurisdiction in which you plan to operate "Qualified Motor Vehicles"

ALL JURISDICTIONS	KS - KANSAS	NE - NEBRASKA	RI - RHODE ISLAND
AB - ALBERTA	KY - KENTUCKY	NH - NEW HAMPSHIRE	SC - SOUTH CAROLINA
AL - ALABAMA	LA - LOUISIANA	NJ - NEW JERSEY	SD - SOUTH DAKOTA
AR - ARKANSAS	MA - MASSACHUSETTS	NL - NEWFOUNDLAND LABRADOR	SK - SASKATCHEWAN
AZ - ARIZONA	MB - MANITOBA	NM - NEW MEXICO	TN - TENNESSEE
BC - BRITISH COLUMBIA	MD - MARYLAND	NS - NOVA SCOTIA	TX - TEXAS
CA - CALIFORNIA	ME - MAINE	NT - NW TERRITORIES	UT - UTAH
CO - COLORADO	MI - MICHIGAN	NV - NEVADA	VA - VIRGINIA
CT - CONNETICUT	MN - MINNESOTA	NY - NEW YORK	VT - VERMONT
DE - DELAWARE	MO - MISSOURI	OH - OHIO	WA - WASHINGTON
FL - FLORIDA	MS - MISSISSIPPI	OK - OKLAHOMA	WI - WISCONSIN
GA - GEORGIA	MT - MONTANA	ON - ONTARIO	WV - WEST VIRGINIA
IA - IOWA	MX - MEXICO	OR - OREGON	WY - WYOMING
ID - IDAHO	NB - NEW BRUNSWICK	PA - PENNSYLVANIA	YT - YUKON
IL - ILLINOIS	NC - NORTH CAROLINA	PE - PRINCE EDWARD ISLAND	
IN - INDIANA	ND - NORTH DAKOTA	QC - QUEBEC	

Note: On this application, we require that you attach an equipment list that indicates the year, make, model, serial number, owner for your vehicles requiring decals. You are required to maintain records of the vehicle descriptions for future review.

Have you had an IFTA license in another jurisdiction? Yes No (check one) If yes, was that license ever revoked? _____
 If yes, is the license still revoked? _____ List the license number that was revoked. _____

Number of vehicles that travel out of state and have registered gross vehicles weight of 26,001 pounds or greater or vehicles with 3 or more Axles, regardless of gross vehicle weight. Number of IFTA Decal sets requested (1 set required per vehicle)	FOR DEPARTMENT USE ONLY
Renewal <input style="width: 100px;" type="text"/> Replacement <input style="width: 100px;" type="text"/> Additional <input style="width: 100px;" type="text"/>	

Equipment listing must be attached for all requests.

SC DMV Website
www.scdmvonline.net

RETURN APPLICATION TO:
S. C. DEPARTMENT OF MOTOR VEHICLES
ATTN: MOTOR CARRIER SERVICES
P. O. BOXES 1498
BLYTHEWOOD, S. C. 29016-0027

If you have any questions, please call: (803) 896-3870

IFTA, Inc. Website
www.iftach.org

Under penalties of perjury, the applicant certifies with his or her signature that, to the best of his or her knowledge, the information contained in this application is true, accurate and complete and any falsification subjects him or her to appropriate civil and/or criminal sanctions of the State of South Carolina. The applicant agrees to comply with reporting, payment, record keeping and license display requirements as specified in the International Fuel Tax Agreement and South Carolina general statutes. The applicant further agrees that the South Carolina Department of Motor Vehicles may withhold any refund due if the applicant is delinquent on payment of other fees administered by the Department or delinquent on fuel taxes due to any member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of license in South Carolina and all member jurisdictions.


Signature	Title
Date	Telephone

Page 3 of 3

MC-25- POWER OF ATTORNEY - OPTIONAL

Task located under the following sections:

- Fill Out Additional Forms to Print and Upload
- Upload Printed and Signed Forms

	South Carolina Department of Motor Vehicles POWER OF ATTORNEY AUTHORIZATION FORM	MC-25 (Rev. 6/16)
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The Power of Attorney (MC-25) cannot be used to establish a **NEW** IFTA or IRP account. Licensees are required to file IRP/IFTA applications/returns and pay taxes as owed. They are also required to accept and respond to various types of official communications with the South Carolina Department of Motor Vehicles.

If a licensee prefers an appointed individual or Service Provider to fulfill these responsibilities, this form is to be completed. This is a privilege extended to the licensee which requires special handling by the Department, therefore, such action will not be considered unless this form is properly completed and placed on file with the Department. The completion of this form does not relieve the licensee of the legal obligations associated with a particular license. The licensee is ultimately responsible for the payment of taxes as well as all acts and omissions of the stated individual or Service Provider. The Power of Attorney will continue to be honored until written notification is received to change the selection of Power of Attorney.

POWER OF ATTORNEY

The undersigned principal and licensee has made and appointed, and does hereby make and appoint

(Company Name and Individuals Name)

(Mailing Address) _____ (Phone Number)

to act as Attorney-in-Fact for the licensee, who makes this appointment either personally or in an authorized representative capacity on behalf of the including licensing; this power of attorney shall be for all matters related to IFTA fuel taxes including licensing, decal orders, fuel tax reports; IRP licensing and discussing all required documents with any employee of the SCDMV.

IN WITNESS WHEREOF, I, _____

have set my hand this _____ day of _____, 20____.

Signature of Owner/Legal Representative

Title

IRP/IFTA Customer Number

ACKNOWLEDGEMENT

STATE OF _____) COUNTY OF _____)

On this _____ day of _____, 20____, before me, the undersigned Notary Public, in and for the county and state aforesaid personally appeared _____ and acknowledged to me that he executed the same as his free and voluntary act and deed, of said corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public _____

My commission Expires: _____

A power of attorney submitted from another state must bear the impression, seal or other authentication of a notary of the state. The submitter must ensure that such authentication is proper under the law of that state to authenticate documents sent across state lines. Forms without such authentication will be returned without action.


MC-26- MOTOR CARRIER WEB ENTRY ACCESS APPLICATION - OPTIONAL


MC-26 - PAGE – 1

All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review

	South Carolina Department of Motor Vehicles MOTOR CARRIER WEB ENTRY ACCESS APPLICATION	MC-26 (Rev. 7/16) Page 1 of 3
<p>Access to the SCDMV web entry applications for gaining access to IRP/IFTA systems will be restricted for the use of the carrier and/or the permitting agency personnel in performing their duties as an employee of the carrier/permitting agency in legally registering vehicles for the IRP/IFTA account(s) listed above. In order to process transactions the account must have no outstanding liabilities, Non Sufficient Funds, Out of Service Order and no revocations/suspensions. Power of Attorney (MC-25) must be on file if someone other than the account holder is processing the application.</p>		
<p>The following is a list of transactions that carrier/service provider will be able to perform using the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) self-service entry application:</p>		
<ol style="list-style-type: none"> a. Renew International Fuel Tax Agreement (IFTA) license (3rd quarter must be filed prior to renewing; TIN and name changes are not allowed; SCDMV will mail IFTA decals/license) b. File quarterly IFTA fuel tax returns c. File IFTA amendments d. Request additional fuel decals (decals will be mailed by SCDMV) e. Duplicate IFTA license f. Renew annual IRP interstate vehicle registration only on renewable vehicles (allows you to obtain an IRP invoice and pay. You must upload the HVUT 2290 before credentials are received.) g. Duplicate Cab Card h. Delete vehicle i. Amend vehicle without fee; change unit number only j. Replace plate (complete SCDMV Form 452; DMV will mail plate/cab card) 		
<p>MOTOR CARRIER IRP/IFTA ACCOUNT HOLDER INFORMATION</p>		
<p>IRP/IFTA ACCOUNT NUMBER <input type="text"/></p> <p>IRP/IFTA ACCOUNT NAME <input type="text"/></p> <p>PHYSICAL ADDRESS <input type="text"/></p> <p>CITY <input type="text"/> STATE <input type="text"/> ZIP CODE <input type="text"/></p> <p>IRP/IFTA CONTACT NAME <input type="text"/></p> <p>CONTACT TELEPHONE NUMBER <input type="text"/></p> <p>CONTACT E-MAIL ADDRESS <input type="text"/></p>		
<p><u>Carrier's Designated Permitting Agency/Acting Agent Information – complete only when utilizing Permitting Agency:</u> Carrier authorizes the following Permitting Agency /acting agent/employee(s) to perform transactions for the following specified IRP/IFTA account listed above.</p>		
<p>PERMITTING AGENT SCDMV CUSTOMER NUMBER <input type="text"/></p> <p>PERMITTING AGENT NAME <input type="text"/></p> <p>PERMITTING AGENT ADDRESS <input type="text"/></p> <p>CITY <input type="text"/> STATE <input type="text"/> ZIP CODE <input type="text"/></p> <p>PERMITTING AGENCY CONTACT NAME <input type="text"/></p> <p>CONTACT TELEPHONE NUMBER <input type="text"/></p> <p>CONTACT E-MAIL ADDRESS <input type="text"/></p>		

	South Carolina Department of Motor Vehicles MOTOR CARRIER WEB ENTRY ACCESS APPLICATION	MC-26 (Rev. 7/16) Page 2 of 3	
Name of Individual Using System (print clearly)	Employee of Carrier	Employee of Service Provider	E-mail Address
_____ _____ _____ _____	(Check appropriate box)	_____ _____ _____ _____	_____ _____ _____ _____

The carrier/permitting agent will provide SCDMV with the required information to authorize carrier/permitting agent's employee(s) access to the IRP/IFTA system.

The carrier/permitting agent will notify SCDMV immediately when a carrier/permitting agent's employee has left the company or service bureau, and that the carrier/permitting agent employees access should be deleted.

The carrier/permitting agent signing this application understands that improper use or release of the data information contained on the SCDMV web entry applications will result in loss of SCDMV web entry applications access as well as possible civil and criminal penalties under both state and federal laws.

The carrier/permitting agent will indemnify, save, and hold SCDMV, its' agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by SCDMV, arising from the performance of this application by the carrier/permitting agent or the carrier/permitting agent's employee(s). This clause will not be construed to bar any legal remedies the carrier/permitting agent may have for SCDMV's failure to fulfill its obligations under this application.

SCDMV, the carrier, or the carrier's permitting agent may terminate this application at any time, with or without cause upon written notice to the other parties, which will result in the termination of carrier/permitting agent access to the SCDMV web entry application.

This application shall be deemed an agreement and will also be deemed complete with the parties bound upon the completed signatures of all the parties to it.

The carrier/permitting agent will comply with the federal Driver's Privacy Protection Act, 18 USC Sec. 2721 et seq., the South Carolina Family Privacy Protection Act, S.C. Code Ann. Sec. 30-2-10 et seq., and any other applicable state or federal law respecting the privacy of driver information.



South Carolina Department of Motor Vehicles
MOTOR CARRIER WEB ENTRY ACCESS APPLICATION

MC-26
(Rev. 7/16)
Page 3 of 3

1. CARRIER

(The carrier certifies that the appropriate person(s) has executed the application on behalf of the carrier as required by applicable articles, bylaws, resolutions, or ordinances).

2. PERMITTING AGENT

(The permitting agent certifies that the appropriate person(s) has executed the application on behalf of the permitting agent as required by applicable articles, bylaws, resolutions or ordinances.)

By:
Carrier Signature

By:
Permitting Agent Signature

Name:
Print Name

Name:
Print Name

Title:

Title:

Date:

Date:

3. SCDMV

By:
SCDMV Authorized Personnel

Title:

Date:


Return this form to SCDMV, Motor Carrier Services, P.O. Box 1498, Blythewood, South Carolina 29016

MC-7 - REQUIRED

All highlighted green-circled fields will pre-populated from registration page.

Highlighted yellow-circled columns – Applicant will need to complete

Highlighted red-circled columns – Signature will auto fill when application is submitted for review



South Carolina Department of Motor Vehicles

AGREEMENT TO PREPARE/MAINTAIN RECORDS

MC-7
(Rev. 1/14)

AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT

DISTANCE RECORDS (IFTA and IRP): You must maintain the original **driver-prepared** Distance Record(s) on each vehicle for each trip and recap on monthly and quarterly fleet summaries. Adequate distance records must include the following:

<ol style="list-style-type: none"> 1. Date(s) of trip (starting and ending) 2. Trip origin and destination (city and state) 3. Route of travel (highway numbers) 4. Beginning and ending odometer/hubometer readings of the trip 	<ol style="list-style-type: none"> 5. Total trip distance 6. Distance by jurisdiction 7. Unit number or vehicle identification 8. Driver's name
--	---

Adequate Records for a Global Positioning System (GPS) must include the following:

<ol style="list-style-type: none"> 1. Original GPS or other location data for each vehicle 2. Date and time of each reading 3. Odometer/Hub odometer/Engine control module (ECM) readings (beginning and ending) 4. Distance between each reading 5. Route of travel 	<ol style="list-style-type: none"> 6. Total trip distance 7. Distance by jurisdiction 8. Unit number or vehicle identification number 9. Fleet summaries (total distance per unit and fleet/jurisdictional distance per unit and fleet)
---	---

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported as **actual** on the IRP application. Estimated distance must not be used for jurisdictions in which the fleet had accumulated actual distance in the preceding year.

Interjurisdictional Travel: Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

FUEL RECORDS (IFTA Only): You must maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately.

Over-the-Road Fuel Purchases must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for **tax-paid** credit. An **acceptable** fuel receipt or invoice must include:

<ol style="list-style-type: none"> 1. Date of purchase 2. Name and address of seller 3. Number of gallons/liters purchased 4. Type of fuel purchased 	<ol style="list-style-type: none"> 5. Price per gallon/liter 6. Unit number or vehicle identification 7. Purchaser's signature
--	---

Bulk Storage Fuel Purchases must be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank. To receive tax paid credit, the following information must be maintained:

<ol style="list-style-type: none"> 1. Date of withdrawal 2. Number of gallons/liters withdrawn all bulk withdrawals 3. Type of Fuel 4. Unit number or vehicle identification 	<ol style="list-style-type: none"> 5. Purchase and inventory records showing tax was paid on fuel purchase(s) 6. Meter readings, inventory measurements and monthly reconciliations
--	---

RECORD RETENTION: All carrier records pertaining to IFTA must be kept for four years. IRP distance records must be retained to support the reported distance for any registrant whose application for apportioned registration has been accepted shall preserve the records on which it was based for a period of three years after the close of the registration year.

DECLARATION: The undersigned has read this document and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and possible reduction of MPG to 4.00 for IFTA. For IRP an assessment in the amount of 20%, 50%, or 100% of the apportionable fees paid for registration for inadequate or unavailable records.

Your IRP and IFTA privileges may also be canceled if inadequate distance records are maintained.

CARRIER NAME	DMV CUSTOMER NUMBER
**AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
CITY	DATE
STATE	SIGNATURE

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent. If you have questions about record maintenance, please contact Motor Carrier Services at (803) 896-3870.

Effective Date: 11/2/09

Post Office Box 1498, Blythewood, South Carolina 29016

Note: All applicant signature fields will be handled during signature tasks.

UPLOAD TASK

- * Upload Copy of Driver's License
- * Upload Proof of Insurance

UPLOAD THREE OF THE FOLLOWING PROOFS OF RESIDENCY

List includes tasks when **Business Applicant** is selected:

- * Upload Vehicle Title
- * Upload SC Articles of Incorporation
- Upload or Business or Rental Agreement
- Upload most Recent Utility Bill
- Upload State or Federal Income Taxes
- Upload Current Year Business License
- Upload Property Tax Receipt
- Upload Vehicle Tax Receipt
- Upload Additional Documentation

List includes task when **Individual Applicant** is selected:

- * Upload Vehicle Title
- Upload Residence or Business Rental Agreement
- Upload most Recent Utility Bill
- Upload State or Federal Income Taxes
- Upload Property Tax Receipt
- Upload Mortgage Statement
- Upload Vehicle Tax Receipt
- Upload Additional Documentation

FILL OUT ADDITIONAL FORMS TO PRINT AND UPLOAD

- Download SCDMV IRP-9
- Download SCDMV IRP-10
- Download SCMV MC-25

Note: Once completed, please download a copy by clicking on the open button in the Attachments section. The applicable form will need to be printed to get the required signatures and upload a scanned copy in the following Upload Printed and Forms Section.

UPLOAD PRINTED AND SIGNED FORMS

- Upload Copy of IRP-9
- Upload Copy of IRP-10
- Upload Copy of MC-25

Note: Upload a scanned copy from previous step.

COMPLETE

- * Add Signature
- * Complete and send to DMV for Review

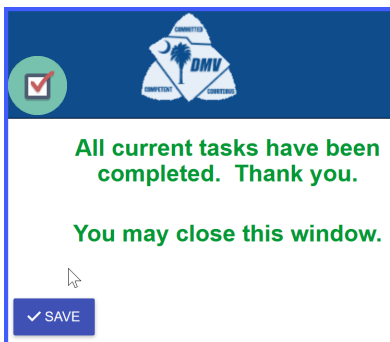
NEED SIGNATURE

- Upload a scanned copy of the IRP-9 Document – **If applicable**
- Upload a scanned copy of the IRP-10 Document – **If applicable**

COMPLETE -REQUIRED


- * Please add your signature. By signing this section, your signature will be applied to each of the forms.
- *Complete and Send to DMV for Review

Note: Once **all required** tasks have been successfully completed, the end user must hit the save button. This request will be sent to a Motor Carrier Service Agent for Review.



5. Completed IRP/IFTA Accounts

When applicable the system will display the completed IRP/IFTA Accounts of the signed in user.

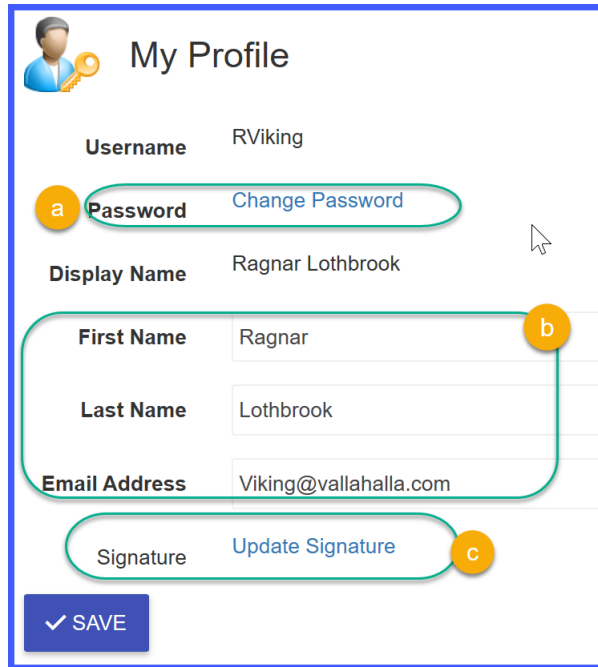


Completed IRP/IFTA Accounts

Id	Date Created	Status	Summary
0			

10 items per page

6. My Profile 



My Profile

Username R Viking

a Password [Change Password](#)

Display Name Ragnar Lothbrook

First Name Ragnar **b**


Last Name Lothbrook

Email Address Viking@vallahalla.com

Signature [Update Signature](#) **c**

SAVE

- a) Allows the signed-in user to change their password.
- b) First Name, Last Name & Email addresses can be modified. The name fields will update the Display name. The Username cannot be modified.
- c) Update Signature: System allows user to update and store their signature with two options:
 - Draw using mouse/finger or pen
 - Use signature pad if applicable



Signature

Draw using mouse/finger/pen

Use signature pad
