



FLHSMV Enterprise User Guide for External Users

Version 1.0

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1 Overview

The objective of this user guide is to provide a step-by-step description of the system flow with various screen prints.

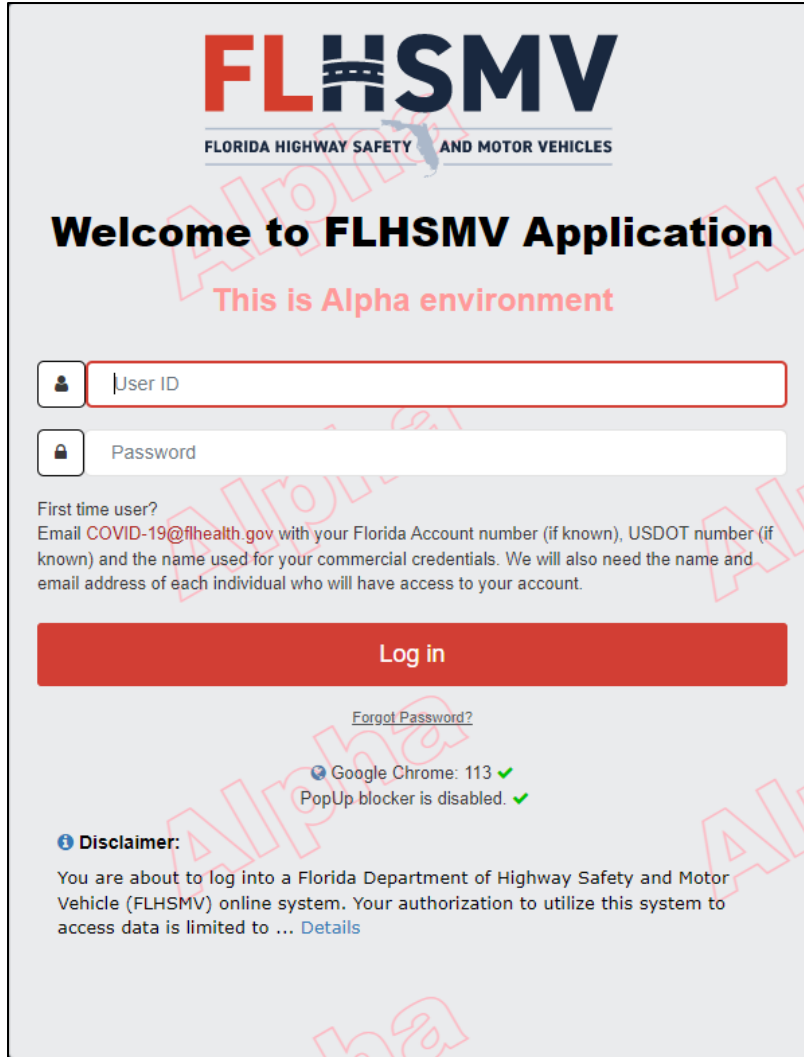
Refer to Appendix A – Acronyms when you need an explanation of abbreviations in the user guide.

1.1 FLHSMV Navigation

As a prerequisite, you must have access to the Internet, the FLHSMV Application URL, and an assigned role that is associated with current responsibilities and FLHSMV Enterprise application transactions.

1.1.1 Sign On

The following is the FLHSMV login screen.



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Welcome to FLHSMV Application

This is Alpha environment

User ID

Password

First time user?
Email COVID-19@flhealth.gov with your Florida Account number (if known), USDOT number (if known) and the name used for your commercial credentials. We will also need the name and email address of each individual who will have access to your account.

Log in

[Forgot Password?](#)

Google Chrome: 113 ✓
PopUp blocker is disabled. ✓

Disclaimer:
You are about to log into a Florida Department of Highway Safety and Motor Vehicle (FLHSMV) online system. Your authorization to utilize this system to access data is limited to ... [Details](#)

- An authorized user with existing credentials can enter the User ID and Password, and click LOG IN.



DISCLAIMER

Privacy Policy

You are about to log into a Florida Department of Highway Safety and Motor Vehicle (FLHSMV) online system. Your authorization to utilize this system to access data is limited to: a) your own personal information; OR b) personal information of another person who has given the FLHSMV specific written permission for your employer to access that other person's personal information; OR c) information needed to perform your duties as an employee of FLHSMV or as an employee of an FLHSMV agent pursuant to an agreement with FLHSMV. Please contact the CVDSSubmit@flhsmv.gov for assistance.

Note: Access to FLHSMV resources is monitored and subject to audit and inspection. Unauthorized use of this system is prohibited, and violations may be subject to criminal and/or civil penalties.

"Personal information" is information which includes a person's driver identification number, address, telephone number, social security number, medical or disability information, and emergency contact information. The Driver Privacy Protection Act (DPPA; 18 U.S.C. §§2721 – 2725) prohibits release and use of personal information except as specifically permitted by DPPA. By accessing this system, you agree to protect and maintain the confidentiality and security of such information and agree to use such information in compliance with DPPA and Section 119.0712(2), Florida Statutes.

Any person who willfully and knowingly violates section 119.0712(2), Florida Statutes is guilty of a first degree misdemeanor. In addition, any person who willfully and knowingly discloses information in violation of DPPA may be subject to criminal sanctions and civil liability.

While every effort is made to provide accurate and current information, FLHSMV does not warrant the system and information contained in the system to be free from errors. The FLHSMV disclaims any and all warranties with regard to the system and information contained in the system, including without limitation: 1) Any implied warranties of merchantability, fitness for a particular purpose, infringement or title; 2) Any warranty of quality, functionality, operability, use or performance of the system or information contained in the system; 3) Any warranty of the accuracy completeness or validity of data or information communicated through the system or included in the information contained in the system; 4) Any warranty of the continuous availability of the system or information contained in the system, or that the system or information contained in the system will be uninterrupted or error-free; 5) Any warranty that the information contained in the system or other files or data available for access or downloading will be free of infection, viruses, or other code manifesting harmful, contaminating, or destructive properties; or 6) Any warranties arising from course of dealing, trade usage, trade practice or otherwise.

Driver Privacy Protection Act Warning

The personal information contained within this site is protected by 18 U.S.C 2721-2725, et seq, (the [Driver Privacy Protection Act](#)) and Section 119.0712(2), Florida Statutes. You are not authorized to access personal information for anyone other than yourself through this web site unless you have specific written permission to do so. Any access or attempted access to personal information of others may subject you to criminal or civil liability.

- A disclaimer screen appears consisting of the Terms and Conditions and Privacy Policy.
- Click AGREE to move to the Customer Dashboard screen.

1.1.1.1 Forgot Password

This function helps you reset the forgotten password for your user account. Perform the following steps to reset your forgotten password:

- From the Login screen, click on the Forgot Password link.



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Welcome to FLHSMV Application

This is Alpha environment

User ID

Password

Log in

[Forgot Password?](#)

Google Chrome: 113 ✓
PopUp blocker is disabled. ✓

Disclaimer:
You are about to log into a Florida Department of Highway Safety and Motor Vehicle (FLHSMV) online system. Your authorization to utilize this system to access data is limited to ... [Details](#)

- On the Forgot Password screen, enter your User ID and click PROCEED.

Forgot Password

*User ID Secret Question Secret Answer

OR

Contact Email Confirm Email

Proceed Refresh Quit

- The rest of the fields on the screen will populate based on the entered user ID.



- Enter either the Secret Question and Secret Answer or the contact email registered on your user account in the Confirm Email field.
- Click PROCEED.
- The system sends an email to the registered email address with a new password to log in.

1.1.2 Enterprise

FLSHMV has various modules in the system which can all be accessed from beneath the section headers located on the left column of the screen. The section headers, when selected, will display additional subsections within them. You can maneuver easily through the various FLHSMV sections by clicking the section header to expand it and access the available options within that section.

The modules and corresponding menu options displayed within will depend on the role you are assigned in the FLHSMV application.



Below are the various modules you can access by selecting or expanding one of the section headers:

- Customer Dashboard – Provides brief insights into the activities or transactions associated with your customer account.
- On the Customer Dashboard screen, you can perform the following actions:
- Click the Tool icon on the top right of the screen to view the following options underneath the Customer View panel:
- To-Do List For Audit
- Comments
- Customer Summary
- Delinquent Return
- System Credit Balances
- IFTA Summary
- IFTA Quick Links
- IRP Summary
- Non-Paid Refunds
- Pending Transactions
- IRP Quick Links
- Tax Return Quick Links
- IFTA Tax Return Summary
- Toggle the respective switches under Customer View to enable or disable their view on the Customer Dashboard screen.
- Click SAVE to apply the changes to the Customer Dashboard.



- **Services** – This section header contains various applications available for FLHSMV which are accessible based on the role assigned to you. The applications for FLHSMV include Enterprise, IRP, IFTA, and Audit Tracking.

- **Operations** – This section header contains system modules like Finance.
- **Support** – This section header includes the following modules:
- **IFTA MCS Forms** – This is a link to FLHSMV’s official website.

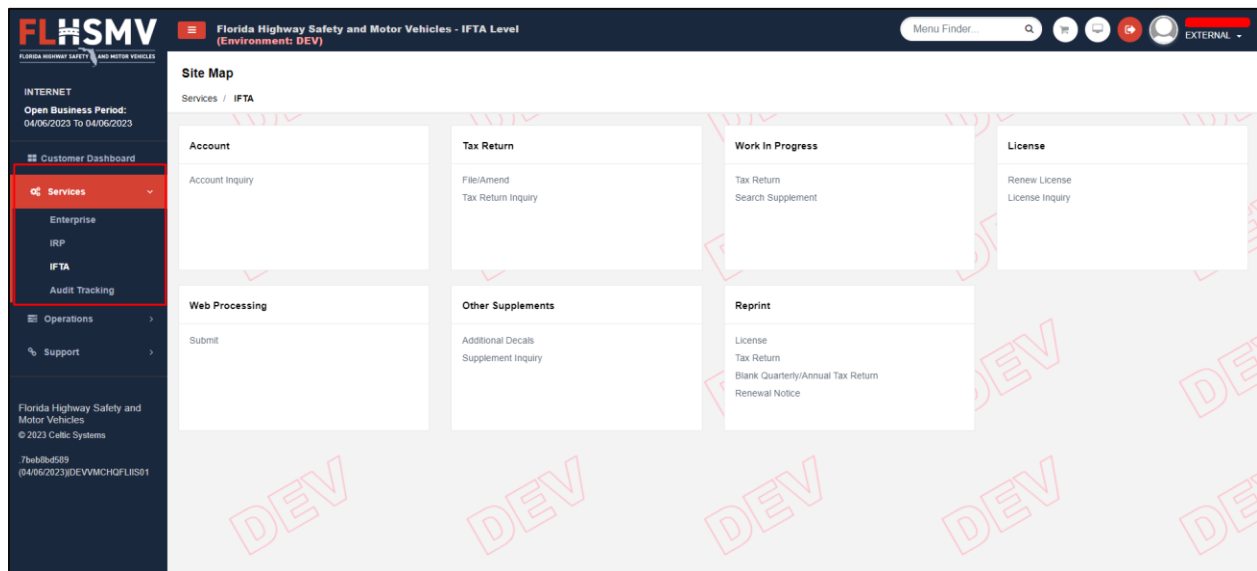


- Expand the Support section header and click on IFTA MCS Forms.
- The IFTA MCS Forms will open in a new popup window.

1.1.3 Application-level Menu

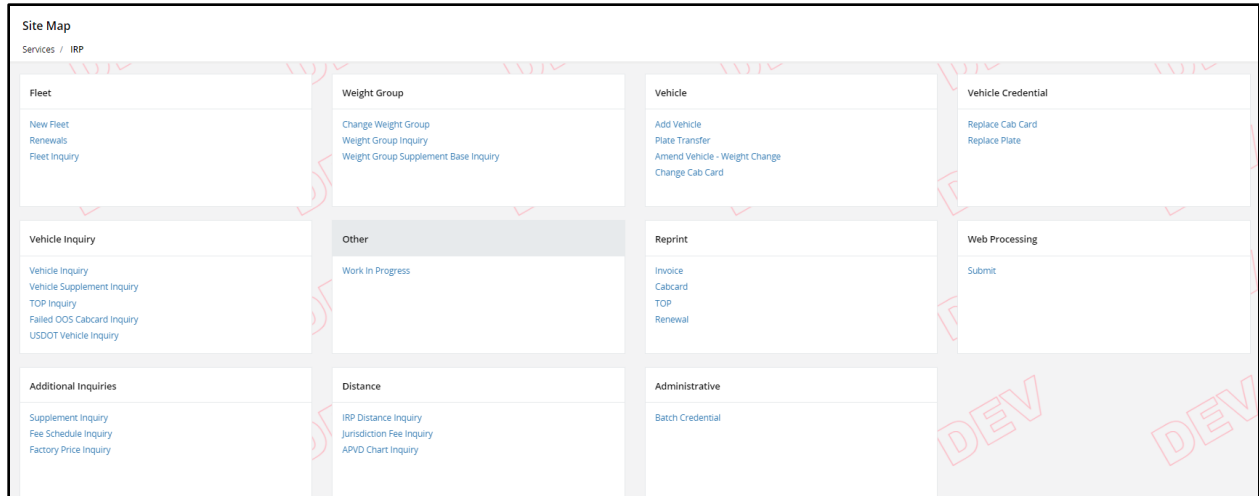
Each module in the application consists of different menu functions. The access to each module and its associated menu functions is determined based on the user role assigned to you.

- From the panel on the left side of the application, click SERVICES to expand the section header and select Enterprise or IFTA.
- The associated menu displays. For example, selecting IFTA from the Services header will display the IFTA-level menu screen. The menu items displayed are based on the role assigned to you in the system.



1.1.4 Sub Menus

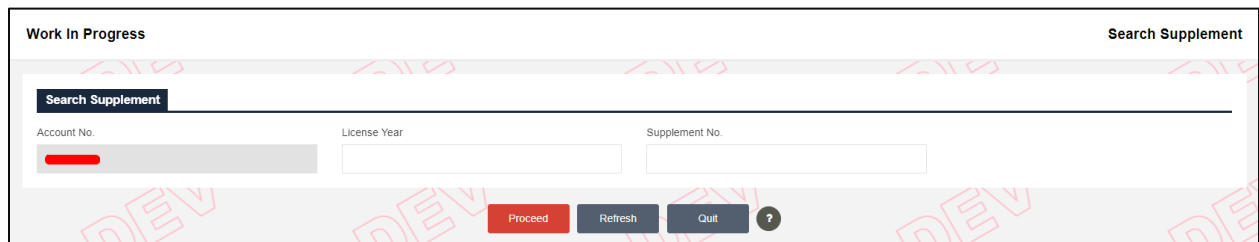
The sub-menus in FLHSMV will display beneath the menu tile header.



1.1.5 Search and Selection

Certain menus such as Inquiries and Work in Progress come with a search and selection feature. This feature allows you to search and select records based on the entered search criteria.

- On the Inquiry screens, you must enter the search criteria and a grid will display the search results. The information in the grid will differ depending on the information being searched.
- Select one item from the grid to view the associated details or select the record for processing.
- For example, on the “Work in Progress” search screen, Account No. is prepopulated and protected. You can enter additional search parameters and click PROCEED to narrow down the search results or get to the supplement screen.





- If more than one supplement exists for the search, the information grid will display the search results. Based on the information in the grid, select the supplement to resume processing by clicking the select icon located in the Action column on the left of the supplement row.

Work In Progress Search Supplement

Search Supplement

Account No. License Year Supplement No.

Proceed Refresh Quit ?

ACTION	ACCOUNT NO.	SUFFIX	SUPPLEMENT NO.	LICENSE YEAR	TRANSACTION TYPE	SUPPLEMENT STATUS
	620032	12	004	2023	ADC - ADDITIONAL DECALS	I - INVOICED

Showing 1 to 1 of 1 entries First Previous **1** Next Last

1.1.6 Transaction Tabs

When you process a transaction/supplement, the tabs at the top of the screen indicate a transaction's progress by colors/shading. These tab color indicators will vary depending on the application and the selected supplement/transaction within the application.

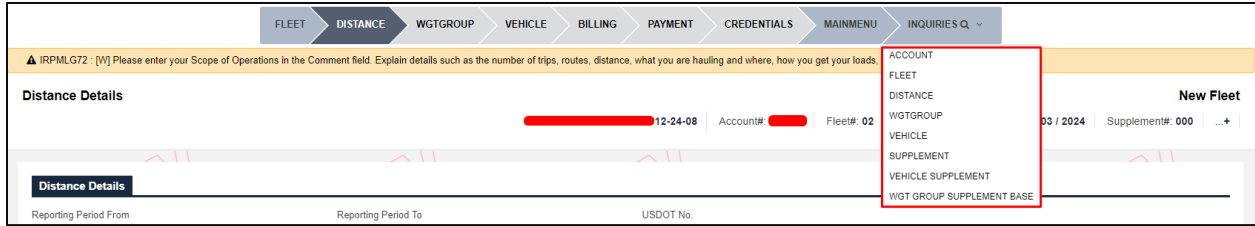
FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

▲ IRPMLG72 [W] Please enter your Scope of Operations in the Comment field. Explain details such as the number of trips, routes, distance, what you are hauling and where, how you get your loads, etc.

Distance Details New Fleet

12-24-08 Account# Fleet# 02 Fleet Expiration Month / Year: 03 / 2024 Supplement# 000 ...+

The tab color indicator schema is as follows: Tab items in a light grey color (FLEET) indicate screens you have navigated through. The highlighted tab or in the darker grey color (DISTANCE) indicates the transaction step currently being processed. The remaining tabs in more lighter grey color (WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS) indicate processing is yet to happen. You may navigate back to a previous tab by selecting the desired tab. The Main Menu and Inquiries tabs are available for all transactions.

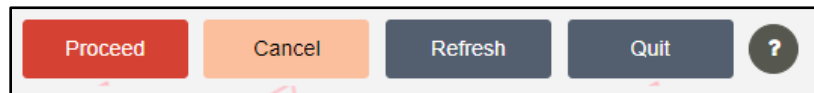


Main Menu redirects you to the Main Menu of the application and Inquiries displays a pop-up screen upon selecting the required option you want to inquire about from the drop-down like ACCOUNT, FLEET, DISTANCE, VEHICLE, etc. The Inquiry screen may be used at any time and does not interrupt the transaction/supplement being processed.

1.1.7 Navigation from Screen to Screen

The navigation from screen to screen in FLHSMV is performed by selecting the commands at the bottom of the screen. The following five commands are common to most screens in FLHSMV and control the navigation:

- **PROCEED** – Performs edits on the data entered on the screen and if the information passes edits, FLHSMV proceeds to the next screen.
- **CANCEL** – Cancels the transaction/supplement (backout transaction).
- **REFRESH** – Refreshes the screen and removes all the data entered. It restores the screen to the same initial state as when the screen was first loaded.
- **QUIT** – Allows to exit the transaction; however, the transaction is not canceled. You can continue the transaction using the Work in Progress (WIP) feature.
- **“?” (Encircled question mark)** - Displays a pop-up screen containing the help guide to assist you with entering the correct information on the screen.



1.1.8 Error Messages

Messages in FLHSMV are displayed at the top of the screen for most transactions. There are three types of messages: Information, Warning, and Error. Each message



type has an indicator to designate the type of message. Errors will normally prevent the transaction from continuing; however, informational and warning messages will allow the transactions to continue.

- “I” – Information messages usually appear in a blue hue.
- “W” – Warning messages usually appear in a yellow hue.
- “E” – Error messages appear in a red hue.

Information:

GEN1448 : [I] Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.

Warning:

IRPVEH526 : [W] Please provide at least one Proof of Prior Registration document at the vehicle-level, or else you cannot process the payment for this transaction.

Error:

IRPVEH469 : [E] Credit already consumed for In-State Plate [B0343P] for [Account no. = 619659, Fleet no. = 1, Fleet Exp. Year = 2019, VIN = 4Y435EY4E36743763].

1.1.9 Verification Screens

In FLHSMV, all data entry screens have a verification screen. The verification screen is displayed once all the edits are passed for the initial entry screen. Normally, the only buttons on the verification screen are PROCEED and BACK. PROCEED saves the information to the database. BACK allows you to return to the previous screen and update the information as required and proceed forward again.



New Fleet

Fleet Summary

Account No. [REDACTED]	Registrant Type A - LIMITED COMPANY	Fleet No. 02	Fleet Status A - ACTIVE
Carrier Type C-CARRIER	Legal Name [REDACTED] 12-24-08	DBA Name	

Address Details

Physical Address

Street 123 N MONROE	Zip Code 32303	Jur FL - FLORIDA	City TALLAHASSEE
Country LEON	Country US	Non Deliverable Address N	Address Overridden N

Mailing Address

Street PO BOX 123	Zip Code 32303	Jur FL - FLORIDA	City TALLAHASSEE
Country LEON	Country US	Non Deliverable Address N	Address Overridden N

Attention To |

Shipping Address

Street	Zip Code	Jur	City
Country	Country	Non Deliverable Address N	Address Overridden N

Attention To |

Authorized Agent 1

Authorized Agent	Legal Name	Authorized Agent Company Name	Power of Attorney N
Power of Attorney Effective Date	Power of Attorney Expiration Date	Email	Primary Phone
Fax No.	Street	City	Jur
Zip Code	Country		

Authorized Agent 2

Authorized Agent	Legal Name	Authorized Agent Company Name	Power of Attorney N
Power of Attorney Effective Date	Power of Attorney Expiration Date	Email	Primary Phone
Fax No.	Street	City	Jur
Zip Code	Country		

Authorized Agent 3

Authorized Agent	Legal Name	Authorized Agent Company Name	Power of Attorney N
Power of Attorney Effective Date	Power of Attorney Expiration Date	Email	Primary Phone
Fax No.	Street	City	Jur
Zip Code	Country		

Power of Attorney

NAME	PHONE NO.
No data available in table	

One-Time Mailing Address

Street	Zip Code	Jur	City
Country	Country	Address Overridden N	Attention To

Fleet Details

Contact Name [REDACTED] 12-24-08	Primary Email [REDACTED]	Secondary Email	Primary Phone [REDACTED]
Call Phone No.	Fax No.	FEID 454411154	Suffix 45
ORION Customer Number [REDACTED]	USDOT No. 01194597	Change Vehicle USDOT / FEID N	Fleet Type FOR - FOR HIRE (FH)
Commodity Class A - ALL	Effective Date 04/01/2023	Expiration Date 03/31/2024	Change Address on USDOT N
First Operated 04/01/2023	Wyoming Indicator N	Use IFTA Distance N	Mobile Notification N

Proof of Insurance

Policy Number PL1	Insurance Policy Type AOI - Any Own Insurance	Insurance Policy Issue Date 01/01/2022	Insurance Policy Expiration Date 12/31/2024
Insurance Policy Cancellation Date			

Proceed
Back
↑



1.1.10 Logout

Logout will close your current session and redirect you to the Login screen. To log out of the application:

- Click the LOGOUT icon from the top-right corner of the screen (as highlighted in the screen below).
- The system will display the login screen.





1.2 Enterprise

1.2.1 Customer

1.2.1.1 Customer Inquiry

This function allows you to inquire and view information related to a carrier account.

Perform the following steps for a customer inquiry:

- From the ENTERPRISE level menu, click CUSTOMER INQUIRY from the CUSTOMER menu tile.
- The customer inquiry screen will open in a popup window.

- On the customer search screen, enter the following search parameters:
- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users:
 - Account No. – This field pre-populates and is disabled.
 - Legal Name – Enter the legal name in full or type initials to process a partial search of the legal name.
 - FEID - This is a 9-digit Federal Employer Identification Number (FEID) number of your business.
 - USDOT No. – Enter your 8-digit USDOT number.
 - DBA Name
 - History Check – If you check the History Check checkbox, the system will look up all the history records related to the entered account number.
 - Customer Type – Select one of the following options from the drop-down:
 - Carrier



1.2.2 User

1.2.2.1 Change Password

This function allows you to change the password for your user profile. Perform the following steps to change your password:

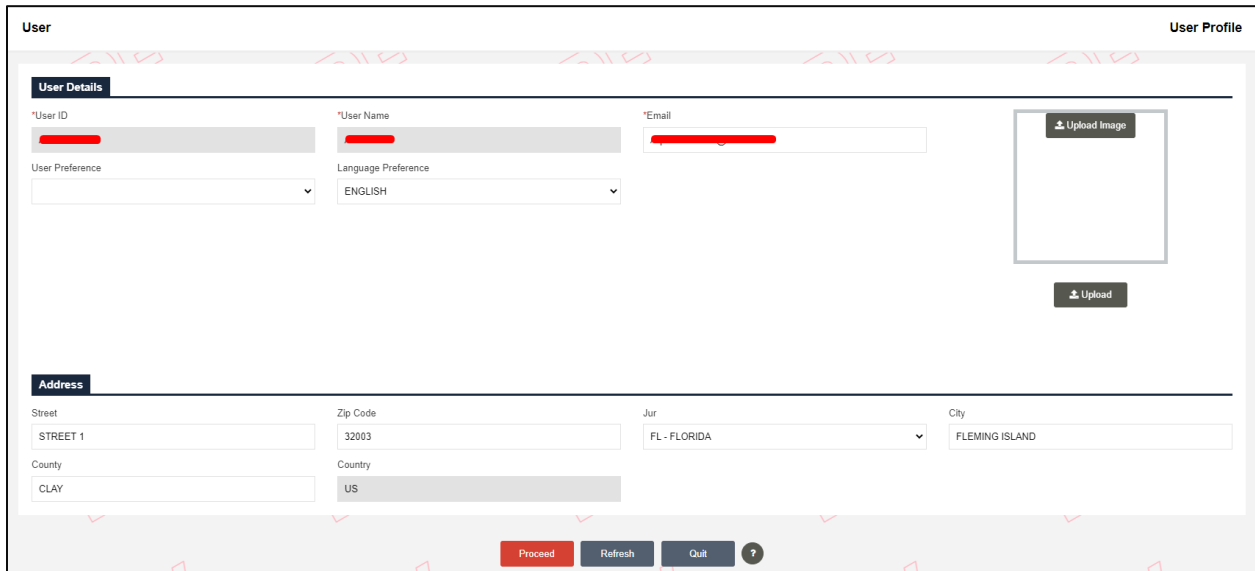
- From the ENTERPRISE level menu, click RESET PASSWORD from the USER menu tile.

- On the Change Password screen, enter the following details:
 - User ID – Prepopulates the user ID of your profile.
 - Username – Prepopulates the Username of your profile.
 - New Password/Passcode – Enter a new password.
 - Confirm Password/Passcode – Re-enter the password you entered in the New Password field.
 - Secret Question – Select a secret question from the drop-down.
 - Secret Answer – Enter your secret answer to the secret question.
- Click PROCEED to change the password.

1.2.2.2 User Profile

This function allows you to update information related to your user profile. Perform the following steps to update your user profile:

- From the ENTERPRISE level menu, click USER PROFILE from the USER menu tile.



The screenshot displays the 'User Profile' page. At the top, there are tabs for 'User' and 'User Profile'. The 'User Profile' tab is active. Below the tabs, there are two main sections: 'User Details' and 'Address'.

User Details:

- *User ID: [REDACTED]
- *User Name: [REDACTED]
- *Email: [REDACTED]
- User Preference: [Dropdown menu]
- Language Preference: [Dropdown menu with 'ENGLISH' selected]
- Photo: [Upload Image button] and [Upload button]

Address:

- Street: [Text input with 'STREET 1']
- Zip Code: [Text input with '32003']
- Jur: [Dropdown menu with 'FL - FLORIDA' selected]
- City: [Text input with 'FLEMING ISLAND']
- Country: [Text input with 'CLAY']
- Country: [Text input with 'US']

At the bottom of the form, there are three buttons: 'Proceed' (red), 'Refresh', and 'Quit' (grey), along with a help icon.

- The User Profile screen is pre-populated with the details of your user profile. Update the details on the following sections:
 - User Details:
 - User ID – Prepopulates with the user ID of the profile and is protected.
 - Username – Prepopulates with the Username of your profile and is protected.
 - Email – Prepopulates with your email address and can be updated if required.
 - User Preference – Select the preferred theme from the drop-down.
 - Language Preference – Select English from the drop-down as preferred.
 - Photo – Click **UPLOAD IMAGE** to set an image for your profile and then click **UPLOAD** below the image to complete the image upload.
 - Address Details – Displays the existing address on the screen. Update the Street, Zip Code, Jurisdiction, City, and County, if required.
- Click **PROCEED** to move to the verification screen.



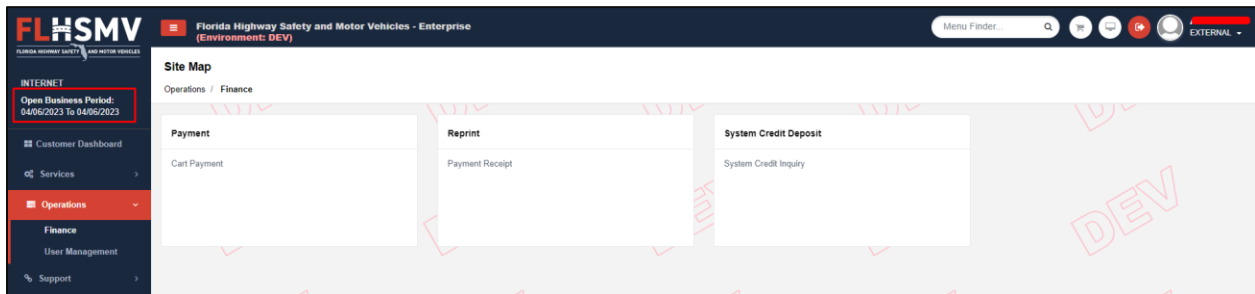
- Review the details on the verification screen and click PROCEED to save the changes.

1.3 Operations

1.3.1 Finance

1.3.1.1 Business Period in the Header

Upon signing into the application, the business period is displayed on the top left corner of the screen along with the office location.

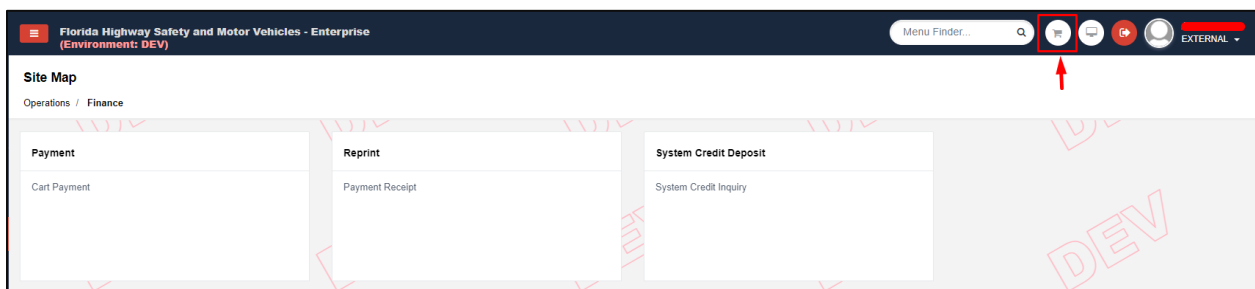


1.3.1.2 Payment

1.3.1.2.1 Cart Payment

This function allows you to add or remove supplements/transactions to a cart for processing a payment. Perform the following steps to add a supplement to a cart:

- From the FINANCE level menu under the OPERATIONS header, click CART PAYMENT from the PAYMENT menu tile, or
- Click on the shopping cart icon displayed at the top left corner of the screen to navigate to the cart payment screen. If any transactions exist, the shopping cart icon will display the total number of items existing in the cart.





Payment **Cart Payment**

Search for Transaction

Account No. Invoice No. Invoice Date To

Cart Id Legal Name All Transaction

Selected Transaction

Payer Name Payer Account No. Receipt Date

- On the cart payment screen, perform the following steps:
- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
 - Account No. – This field is auto-populated with Account No. and protected.
 - Invoice No.
 - Invoice Date From/To
 - Cart ID
 - Legal Name
 - All Transactions – Select this checkbox to view all the available transactions to be paid.
- Click SEARCH and the system will display a pop-up window listing all the transactions available in the cart for payment processing.

SEARCH RESULT ✕

ACTION	CART ID	INVOICE NO.	ACCOUNT NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE
<input type="checkbox"/>	17696	1497692	[REDACTED]	04/10/2023	[REDACTED]	IRP;AC#620520;FL#01;FLYR;2024;SUPP#012

Showing 1 to 1 of 1 entries First Previous **1** Next Last

- Select the checkbox next to the preferred Cart ID you want to pay and click ADD.
 - If the search result has multiple records the details for the selected cart will populate on the screen in a grid. If the search results have a single record, then you will be directed to the Payment collection screen. You



can pay only one cart at a time before a new transaction can be added to the cart.

- To remove a transaction from the cart:
 - Select the check box next to the preferred transaction from the grid.
 - Click the REMOVE button.
 - Click PAY to go to the payment verification screen, or
 - Click SAVE & QUIT to continue adding the additional transactions to the cart later and exit the screen.
-
- On the payment verification screen, click PROCEED to go to the Payment collection screen.

1.3.1.2.1.1 Payment Collection

ENTPAY192 : [1] Already saved cart found for the invoice(s) [1497692]

Payment Cart Payment

Payment

Payer Account No. Legal Name DBA Name IRP System Credit

IFTA System Credit

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
1497692	04/10/2023	<input type="text"/>	IRP,AC# 620520.FL#01.FLYR.2024.SUPP#012	2669.82
Total Amount Due				<input type="text" value="2669.82"/>

Payment Details

DELETE	PAYMENT TYPE	CRS REFUND	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	IRP System Credit	<input type="checkbox"/>	6584	12.76

After you make a Credit Card payment, you must come back to this screen and select PROCEED to get your Credential(s).



FOR OVER PAYMENT: <input type="radio"/> SYSTEM CREDIT <input checked="" type="radio"/> REFUND	
Total	12.76
Remaining Balance	2857.06
Change	0.00
Over Payment	0.00
Net Amount Paid	12.76

Electronic Delivery Type

Payment receipt

D - PDF

Proceed Refresh Quit ?

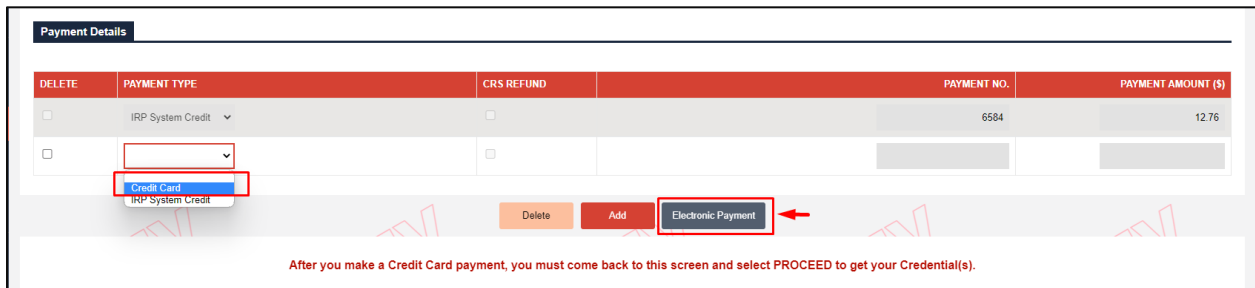
- On the payment collection screen, enter the payment type:
 - Payment Type - Select the Payment Type from the drop-down:
 - Credit Card
 - IRP System Credit – If this system credit balance for the customer exists, the system defaults the Payment Type to IRP System Credit and this field will be protected.
 - IFTA System Credit – If this system credit balance for the customer exists, the system defaults the Payment Type to IFTA System Credit, and this field will be protected.
 - Payment No. - The Payment No. will auto-populate for the selected payment type.
 - Payment Amount – The amount will auto-populate based on the selected payment type and balance available in the selected payment type. You may add additional payment types to process the payment in full.
- Add Payment Type – The system allows using multiple payment methods to complete the payment. To select additional payment types:
 - Click ADD to add another payment type.
 - Payment Type – Select the preferred payment method from the drop-down.
 - Enter the payment details as required.
- Delete a Payment Type – To remove an added payment type:
 - Select the DELETE checkbox next to an added payment type.



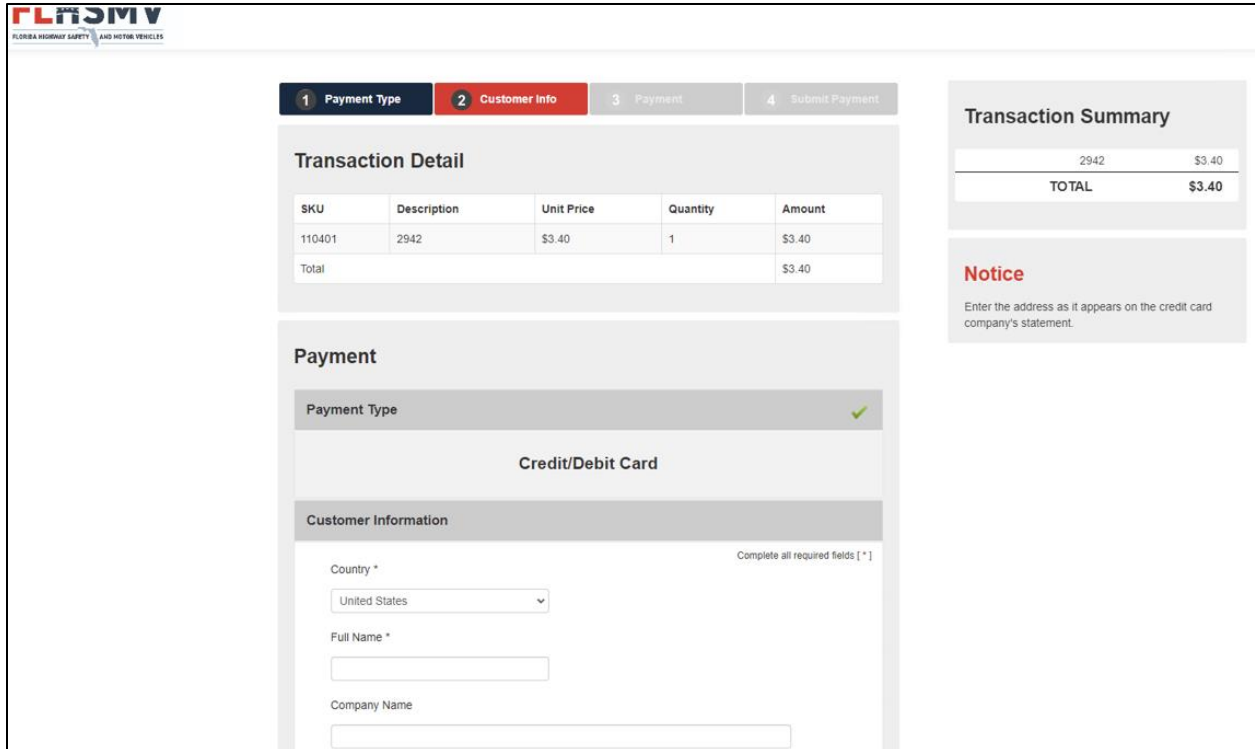
- Click DELETE and the payment type is removed.
- System Credit – If this radio button is checked, the system will automatically transfer any overpayment to the respective IRP or IFTA account System Credit
- Refund – If this radio button is checked, the system will issue you a refund for the overpaid amount.
- Click PROCEED to process the payment and display the verification screen.
- Verify the payment details in the verification screen and click PROCEED to complete the payment and generate the payment receipt.

1.3.1.2.1.2 Electronic Payments

- On the payment collection screen, you can make a payment using a credit card by clicking ELECTRONIC PAYMENT.



- Payment Type - Select Credit Card as the Payment Type from the drop-down.
- Click ELECTRONIC PAYMENT to open an electronic payment popup window.



The screenshot displays the FLHSMV payment interface. At the top, there is a navigation bar with four steps: 1. Payment Type, 2. Customer Info (highlighted in red), 3. Payment, and 4. Submit Payment. The main content area is divided into three sections:

- Transaction Detail:** A table showing a single transaction with SKU 110401, Description 2942, Unit Price \$3.40, Quantity 1, and Amount \$3.40. A total row shows \$3.40.
- Payment:** A section with a 'Payment Type' dropdown set to 'Credit/Debit Card' (indicated by a green checkmark).
- Customer Information:** A section with a 'Country' dropdown set to 'United States', and input fields for 'Full Name' and 'Company Name'. A note says 'Complete all required fields [*]'.

On the right side, there is a 'Transaction Summary' box showing a total of \$3.40 for item 2942. Below it is a 'Notice' box stating: 'Enter the address as it appears on the credit card company's statement.'

- Once you enter the required details in the electronic Payment Information window and the electronic payment is approved, the associated details will populate on the payment screen and allow you to proceed with completing the payment process.

1.3.1.3 Reprint

1.3.1.3.1 Payment Receipt

This function allows you to reprint a payment receipt already issued/printed. Perform the following steps to reprint a payment receipt:

- From the FINANCE level menu under the OPERATIONS header, click PAYMENT RECEIPT from the REPRINT menu tile.



Reprint Payment Receipt

Reprint

Account No. Payment Date

Cart Id Legal Name

Electronic Delivery Type

- On the reprint screen, perform the following steps:
- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
 - Account No. – This field is prepopulated and protected.
 - Payment Date
 - Cart ID
 - Legal Name
 - Electronic Delivery Type – This field defaults to PDF and is protected.
- Click PROCEED to view the results in a grid.

Reprint Payment Receipt

Reprint

Account No. Payment Date

Cart Id Legal Name


Electronic Delivery Type

CART ID	PAYMENT DATE	ACCOUNT NO.	LEGAL NAME	CUSTOMER TYPE	INVOICE NO.	TRANSACTION DETAILS
17590	04/05/2023	REDACTED	REDACTED	LIMITED COMPANY	1495018	IFTA,CAN# 620032,FL# 12,YR 2023,SUPP# 002
17591	04/05/2023	REDACTED	REDACTED	LIMITED COMPANY	1497587	IFTA,CAN# 620032,FL# 12,YR 2023,SUPP# 003

Showing 1 to 2 of 2 entries First Previous **1** Next Last

- Click the Cart ID link from the grid to generate the payment receipt for the preferred payment record.
- The system generates the payment receipt in PDF format.





FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Department of Highway Safety and Motor Vehicles
Bureau of Commercial Vehicle and Driver Services
 2900 Apalachee Parkway MS63
 Tallahassee, Florida 32399-0626
 850-617-3711 | www.flhsmv.gov

Payment Receipt

Legal Name : [REDACTED]
DBA Name :
 PO BOX 123
 TALLAHASSEE, FL 32303

|||||

Cart Id : 19368
Payer Account No.: [REDACTED]
Payment Date : 06/21/2023
Location : IRP/IFTA
 PROCESSING &
 ISSUANCE
 (KIRKMAN BLDG.)

INVOICE DETAIL :

Invoice No.	Name	Transaction Detail	Amount
1499569	Carrier: [REDACTED] 12-24-08 DBA:	IRP;AC#[REDACTED];FL#:01;FLY R:2023;SUPP#:000;NEW ACCOUNT	\$3,287.17
Total			*\$3,287.17

*Total amount includes all original invoice balances and excludes any payments.

PAYMENT DETAIL (USD) :

Payments	Payment Date	Amount
CRS Payment-5498498	06/21/2023	\$3,287.17
Total Paid		\$3,287.17

1.3.1.4 System Credit Deposit

1.3.1.4.1 System Credit Inquiry

This function allows you to search for information related to the system credit account deposits and available balances. Perform the following steps for system credit inquiry:

- From the FINANCE level menu under the OPERATIONS header, click SYSTEM CREDIT INQUIRY from the SYSTEM CREDIT DEPOSIT menu tile.

System Credit
System Credit Inquiry

Account No.
System Credit Type
FEID
USDOT No.

Proceed
Refresh
Out

- On the system credit inquiry search screen, perform the following steps:
- For Authorized Agent: The Account No. field is not prepopulated or disabled.



- For External Users: Enter the following search parameters.
 - Account No. – This field is prepopulated and protected.
 - System Credit Type – Select the preferred system credit type from the drop-down:
 - All
 - IFTA System Credit
 - IRP System Credit
 - FEID - This is a 9-digit Federal Employer Identification Number (FEID) number of your business.
 - USDOT No. – Enter your 8-digit USDOT number.
 - Legal Name – Enter the legal name in full or type initials to process a partial search of the legal name.
- Click PROCEED to view the details in a grid. The system also displays the associated history beneath a tree structure.

System Credit Inquiry

Account No. [REDACTED] System Credit Type: ALL - ALL FEID: [REDACTED] USDOT No. [REDACTED]

Legal Name: [REDACTED] DBA Name: [REDACTED]

[Proceed] [Refresh] [Out]

Tree

- Account No. - 520520
 - Available Balance
 - System Credit
 - IRP System Credit
 - IFTA System Credit

ACTION	ACCOUNT NO.	USDOT NO.	LEGAL NAME	DBA NAME	SYSTEM CREDIT TYPE	AVAILABLE BALANCE (\$)	FLEET NO.	FLEET EXP. MM/YYYY	SUPP. NO.
[REDACTED]	[REDACTED]	01194597	[REDACTED]	[REDACTED]	UIESCRP - IRP System Credit	12.78			

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Click the Available Balance link or the respective System Credit (IRP or IFTA) link beneath the History to view the system credit inquiry screen.
- The System Credit inquiry screen opens in a new pop-up window.



IRP SYSTEM CREDIT INQUIRY

System Credit

Account No. [REDACTED] Legal Name RUFUS ADD JURIS TEST 12-24-08 DBA Name

Available Balance

System Credit Type IRP System Credit Legal Name [REDACTED] Amount (\$) 12.76

Print Close

- Click PRINT at the bottom of the screen to print the system credit details or click CLOSE to exit from the inquiry screen.

1.3.2 User Management

1.3.2.1 Reset Password

Reset password allows you to reset a password for a user to a temporary password.

The system displays the password rules at the top of the Reset Password screen.

Follow the instructions to set a new password.

Perform the following steps to reset a password:

- From the USER MANAGEMENT level menu under the OPERATIONS header, click RESET PASSWORD from the USER menu tile.



ENTUSER46: [!] Your new password/passcode must adhere to the following rules: • Password/Passcode must be between 8 and 50 characters long • Password/Passcode must contain any three from the following [at least one capital letter, at least one small letter, at least one numeric, at least one special characters from the following [!@%&*~?#^!(){}|] _ .] • Password/Passcode cannot contain your account number • Password/Passcode cannot be reused within 60 days or 6 password/passcode changes.

User Reset Password

Reset Password

*User ID [REDACTED]	User Name [REDACTED]	*New Password/Passcode <input type="text"/>	*Confirm Password/Passcode <input type="text"/>
*Email <input type="text"/>	Last Updated User ID EX [REDACTED]	Last Updated TimeStamp 11/23/2022 02:11:28 AM	User Status ACTIVE

Proceed Refresh Quit ?

- On the Reset Password screen, enter the following details:
 - User ID – The user ID auto populates and cannot be changed.
 - Username – The username auto populates and cannot be changed.
 - New Password/Passcode – Enter the new password/Passcode.
 - Confirm Password/ Passcode – Re-enter the same password/ Passcode entered in the New Password/ Passcode field.
 - Email – Enter the registered email ID.
 - Last Updated User ID – Displays the user ID of the user who last updated the user profile.
 - Last Updated Time Stamp – Displays the date and time the user profile was last updated.
 - User Status – Displays the status of the user ID.
- Click PROCEED to reset the password.

Appendix A - Acronyms

FLHSMV	Florida Highway Safety and Motor Vehicles
URL	Uniform Resource Locator
ID	Identification
IRP	International Registration Plan
IFTA	International Fuel Tax Agreement
MCS	Motor Carrier Services
WIP	Work in Progress
No.	Number
FEID	Federal Employment Identification
USDOT	US Department of Transportation
DBA	Doing Business As
PDF	Portable Document Format