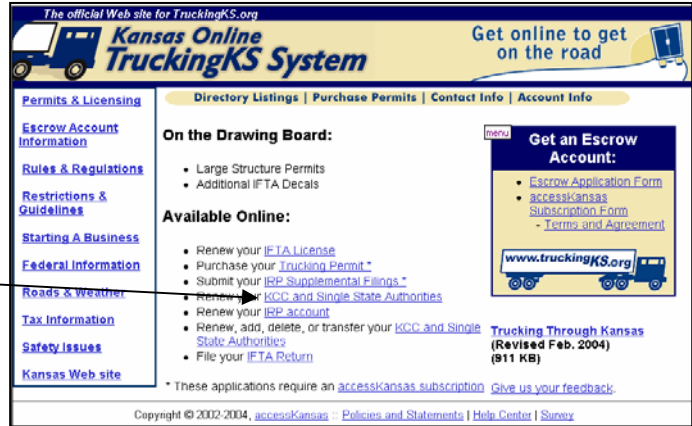
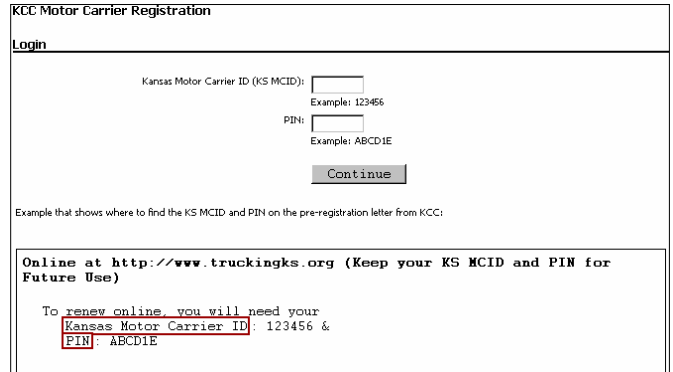


LOGON to KCC Motor Carrier Registration:

1. Open Microsoft Internet Explorer or other web browser.
2. Go to www.truckingks.com.
3. Select [KCC and Single State Authorities](#). Under the Available Online section.
4. After reading the information provided, press **Begin >>**, located at the bottom.



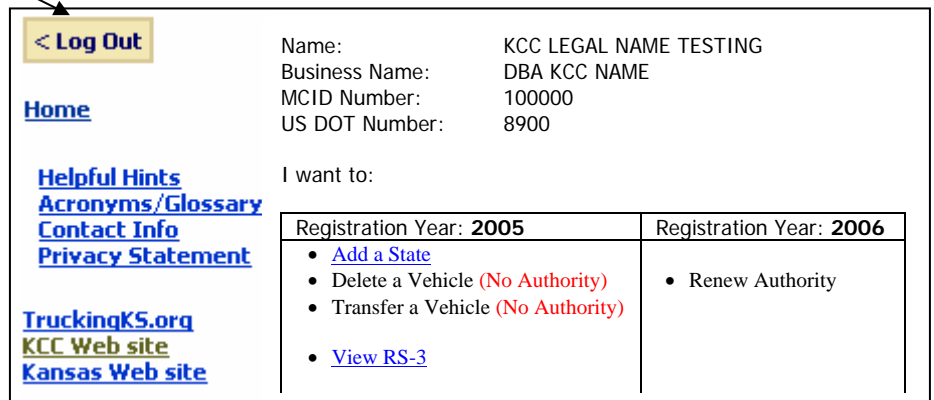
5. The **KCC Motor Carrier Registration Login** page will appear.
6. Enter your KS MCID and PIN number. If you have received your renewal package, the PIN is located on the first page. For new applications, the PIN number is in the confirmation letter. If you lose your PIN, you may call the Kansas Trucking Connection (KTC) at 785-271-3145. For security reasons you will need your FEIN or Social Security number when calling.
7. After you have entered the KS MCID and PIN, press **Continue**.



8. A summary screen showing your name, KS MCID number and available options will be displayed. Your authority and renewal status, determine the available options.

****IMPORTANT**** use **Log Out** to close your session.

- a. During the renewal period you may renew your authority and add vehicles for both registration years.
- b. Vehicles may be added or transferred.
- c. You should seldom Delete a Vehicle. You would usually transfer a vehicle, which is adding a vehicle to the fleet while removing another vehicle.
- d. You may print credentials.



RENEW Authority: (available October 3, 2005 – December 31, 2005)

1. LOGON to KCC Motor Carrier Registration using steps in section **LOGON to KCC Motor Carrier Registration** on page 1.
2. Click on [Renew Authority](#) link.
3. The **Carrier Information** screen is displayed. Review the address and contact information. Make any changes and press located at the bottom of the screen.

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Carrier Information

Name: KCC LEGAL NAME TESTING
 Business Name: DBA KCC NAME
 MCID Number: 130614
 US DOT Number: 8900

Principal Address

Address: 1500 SW ARROWHEAD RD
 Address 2:
 City: Topeka
 State: Kansas

4. The **Verify Carrier Information** screen is displayed. Verify the address and contact information and press located at the bottom of the screen. If there is a change press to return to the previous screen.

5. **Authority Information** will be displayed for verification. Press . If your authority is incorrect, please call Kansas Trucking Connection (KTC) at 785-271-3145.

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Authority Information

Renewable Authorities

Authority Type	Carrier Status	Carrier Status Date
ICC-E	CANCELLED	21-NOV-02
ICC-C	GRANTED	08-JAN-91

6. Depending on your authorities the **Equipment List** or **ICC Supplemental Registration** is displayed.
 - a. If the **Equipment List** is displayed first, select the vehicle(s) you want to renew and press . The **ICC Supplemental Registration** will then be displayed.
 - b. For the **ICC Supplemental Registration**, enter the number of vehicles for each state the vehicles will run. For example, if you have two vehicles and both vehicles will run in Colorado and Kansas. Kansas will have a 2 and Colorado will have a 2. The cost for each state is listed. This is a cost per vehicle. Press when you have completed entering vehicles for each state.

7. The **Transactions Screen** will be displayed.
8. Select Payment Method by clicking on one of the radio buttons located toward the bottom of the screen and press .

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Transactions

Thank you for using the KCC Motor Carrier Registration online application.

You have the following balance due. Please select "Continue" to pay for and then finalize your transactions.

ICC Fees	GA (4)	CO (1)	GA (1)
AL (2)			
Total			
KCC Total:	\$ 0.00		
ICC Total:	\$ 42.00		
Total Cost:	\$ 42.00		

Payment Method

Pay using: Electronic Check Credit Card

Payment pages use a higher security. So, do not use punctuation, such as periods or commas when entering the required information.

- a. Electronic Check.
 - ✓ Enter contact name and address. Any required information will have a blue arrow ► in front of it.
 - ✓ Enter Routing Number and Account Number.
 - ✓ Press .

Jane and John Doe
 123 Main Street
 Anywhere, KS 12345

Pay to the Order of _____

251101001* 1:221170264:

Routing Number Account Number

- b. Credit Card.
 - ✓ Enter Card Holder information including name and billing address.
 - ✓ Enter Credit card number and expiration date.
 - ✓ Press .

****IMPORTANT**** use located in the upper left corner of the screen to close your session.

ADD a Vehicle:

1. LOGON to KCC Motor Carrier Registration using steps in section **LOGON to KCC Motor Carrier Registration** on page 1.

2. Click on [Add a Vehicle and/or State](#) link located in the box for the desired registration year.

If you have **not** renewed for the new registration year, you may only add a vehicle(s) to the current registration year.

If you have renewed, you will need to add vehicle(s) to one or both registration years. If the vehicle will be used for both registration years, you must add the vehicle for both years.

3. The **Add and Transfer** screen is displayed. Two options are available and the registration year is displayed at the end of each option.

Select the [Add a Vehicle and/or State. \(YYYY\)](#) link.

4. The **Authority Information** is displayed. Ensure this information is correct and Press **Continue**. If your authority is incorrect please call Kansas Trucking Connection (KTC) at 785-271-3145.

5. The **Equipment List** is displayed.

c. Press **Add More Vehicles** to add vehicle information, including VIN. Press **Continue** when all vehicle(s) have been entered.

d. Press **Continue** to add States for existing vehicles. You may add states only to existing vehicles.

6. The **Equipment List** verification is displayed. Verify the vehicle(s) that will be added and press **Continue**.

Add	VIN	Year	Make	Unit Number	Reg Year
<input type="checkbox"/>	INCORRECTIVIN	2004	KENWORTH		2005
<input type="checkbox"/>	IHTSDAAMSIXH69943E	1991	KENWORTH		2005
<input type="checkbox"/>	12344412431	1999	FORD	1	2005
<input checked="" type="radio"/>	JDKSLFDSAFDSA	1999	HONDA	123	2005

7. The **ICC Supplemental Registration** is displayed. Follow steps 6 through 8 on page 2 to complete your payment.

**** IMPORTANT **** use **Log Out** located in the upper left corner of the screen to close your session.

TRANSFER Authority for a Vehicle:

A transfer is adding a vehicle to the fleet while removing a vehicle. It is a one to one task. Transfers are FREE. If you delete vehicles and then add a vehicle, you will be CHARGED. To avoid being charged, you should transfer the authority of one vehicle to another.

1. LOGON to KCC Motor Carrier Registration using steps in section **LOGON to KCC Motor Carrier Registration** on page 1.

2. Press the [Transfer Vehicles](#) link located in the box for the desired registration year.

If you have **not** renewed for the new registration year, you may only transfer vehicles for the current registration year.

If you have renewed, you may transfer vehicles for one or both registration years. If the vehicle will be used for both registration years, you must complete the transfer for both years.

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Name: KCC LEGAL NAME TESTING
 Business Name: DBA KCC NAME
 MCID Number: 100000
 US DOT Number: 8900

I want to:

Registration Year: 2005	Registration Year: 2006
<ul style="list-style-type: none"> Add a Vehicle and/or State Delete a Vehicle Transfer a Vehicle View Cab Card View RS-3 	<ul style="list-style-type: none"> Renew Authority (Renewal is up to date) Add a Vehicle and/or State Delete a Vehicle Transfer a Vehicle View Cab Card View RS-3

3. The **Equipment List** is displayed. Select the vehicle(s) you want to transfer (delete). Note the registration year is displayed at the end of each vehicle. Press [Continue](#).
4. The **Transfer Vehicles** screen is displayed. Enter the new vehicle (added). Press [Continue](#).
5. The vehicles deleted and added will be displayed. Press [Continue](#).

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Equipment List

Total vehicles: 3
Page: 1 of 1

Transfer Vehicles

Select one or more vehicles you want to permanently delete so you can transfer the authority to a new vehicle. Select "Continue" button when you are ready to move to the next step.

Transfer from	VIN	Year	Make	Unit Number	Reg Year
<input type="radio"/> Yes <input checked="" type="radio"/> No	INCORRECT0VIN	2004	KENWORTH		2005
<input type="radio"/> Yes <input checked="" type="radio"/> No	1HTSDAAMSXH699495	1991	KENWORTH		2005
<input type="radio"/> Yes <input checked="" type="radio"/> No	12244412481	1999	FORD	1	2005

[Continue](#)

6. A **Confirmation** screen is displayed.

You will need to print your new RS-3 or Cab Card to show the changes and place a copy in your vehicles. The RS-3 is accumulative.

Press either [Display RS-3](#) or [Display Cab Card](#) and selected the File/Print menu option.

You may use the Back button to return to the Confirmation screen. You may see a message stating that you are about to leave a secure website. Press [Yes](#) followed by the refresh button . Then you will press [Retry](#).

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KCC Motor Carrier Registration

Confirmation

Name: KCC LEGAL NAME TESTING
 Business Name: DBA KCC NAME
 MCID Number: 100000
 US DOT Number: 8900

Thank You!

Please print this screen as confirmation of your payment and registration.

You must also view and print any other documents linked below. KCC will **not** fax or mail you copies.

[Display RS-3](#)
[Display Cab Card](#)

I understand that I was charged for the following amount, and that my credit card billing statement statement will show the following transaction:

\$ 0.00 Kansas Corporation Commission

PRINT Credentials:

1. LOGON to KCC Motor Carrier Registration using steps in section **LOGON to KCC Motor Carrier Registration** on page 1.
2. From summary screen, select [View Cab Card](#) or select [View RS-3](#) located in the box for the desired registration year(s).

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Name: KCC LEGAL NAME TESTING
 Business Name: DBA KCC NAME
 MCID Number: 100000
 US DOT Number: 8900

I want to:

Registration Year: 2005	Registration Year: 2006
<ul style="list-style-type: none"> • Add a Vehicle and/or State • Delete a Vehicle • Transfer a Vehicle • View Cab Card • View RS-3 	<ul style="list-style-type: none"> • Renew Authority (Renewal is up to date) • Add a Vehicle and/or State • Delete a Vehicle • Transfer a Vehicle • View Cab Card • View RS-3

If you have **not** renewed for the new registration year, you may only view credentials for the current registration year.

If you have renewed, you will need to print the credentials for each desired registration year.

3. You may use the Back button to return to the Options screen. You may see a message stating that you are about to leave a secure website. Press [Yes](#) followed by the refresh button . Then you will press [Retry](#).

**** IMPORTANT **** use [Log Out](#) located in the upper left corner of the screen to close your session.

**** IMPORTANT **** if you use the Back key, an expired page message may be displayed. Press the refresh button , then press [Retry](#). This should display the previous screen.