LOGON to KCC Motor Carrier Registration:

1. Open Microsoft Internet Explorer or other web browser.
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 Continue located at the bottom of the screen.

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

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

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 Continue. 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 Continue 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 Continue.

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 I Agree / Submit Payment.

   b. Credit Card.
      ✓ Enter Card Holder information including name and billing address.
      ✓ Enter Credit card number and expiration date.
      ✓ Press I Agree / Submit Payment.

**IMPORTANT** use Log Out 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.

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.

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.

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 select 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.
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).

   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  
   • Add a Vehicle and/or State  
   • Delete a Vehicle  
   • Transfer a Vehicle  
   • View Cab Card  
   • View RS-3  
   • 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.