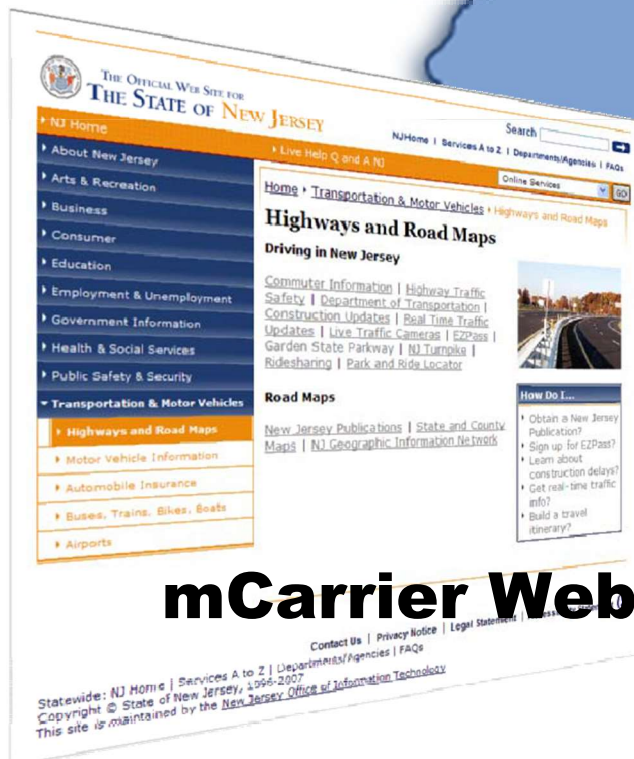




New Jersey Motor Vehicle Commission



mCarrier Web Site Instructions

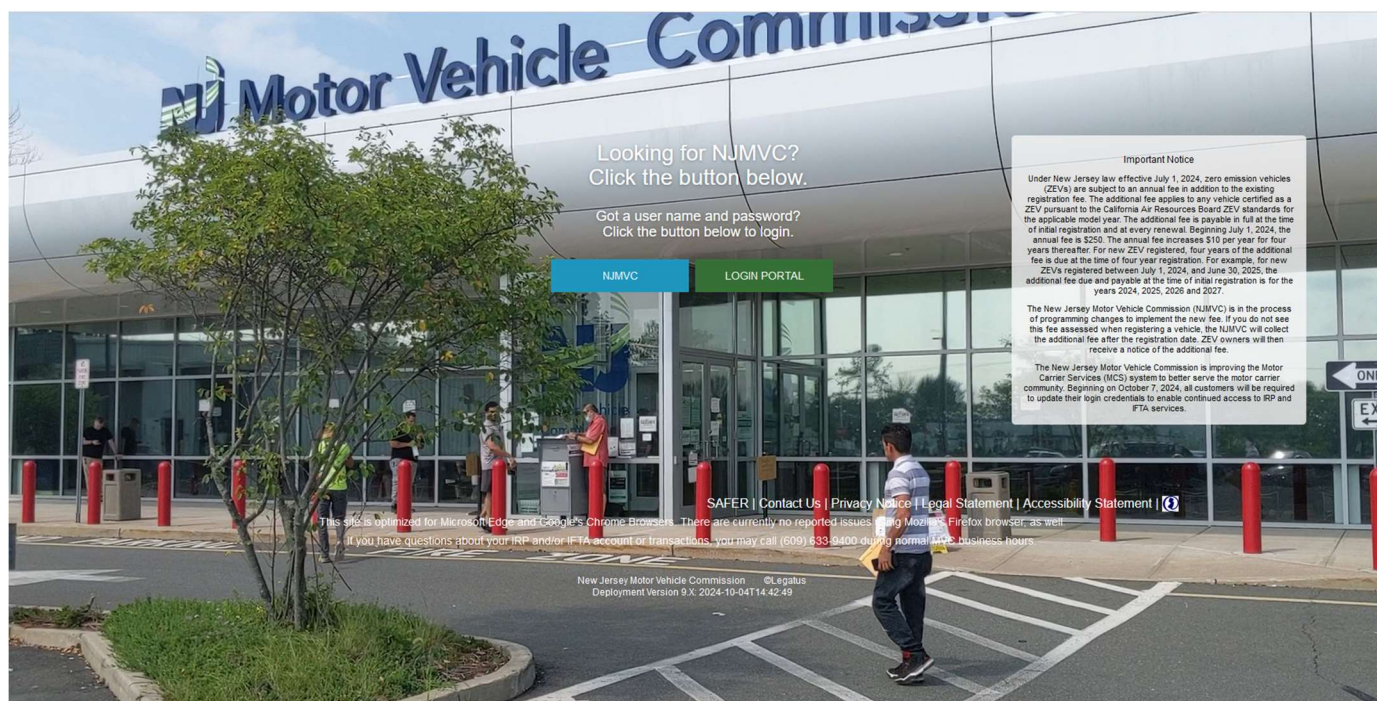
Table of Contents

Getting Started with mCarrier	3
Creating your mCarrier Profile.....	3
These IRP Functions Are Available to Web User	6
Processing an IRP Fleet Renewal.....	7
Processing the Renewal.....	7
Update Account Contact Information	9
Renew Fleet Information	10
Update Jurisdiction Mileage	11
Weight Group Selection	12
Process Vehicle Information	13
Generating an Invoice with the IRP Billing Screen.....	14
Recording Payments and Issuing Temporary Vehicle Registration (TVR)	16
Processing IRP Supplements	20
Processing a Supplement with the Supplement Menu	20
IFTA Functions Available to Web User.....	21
IFTA Quarterly Tax Returns.....	21
Purchase Additional Decals.....	24
Continue a previously started IFTA Quarterly Tax Return	26

Getting Started with mCarrier

Creating your mCarrier Profile.

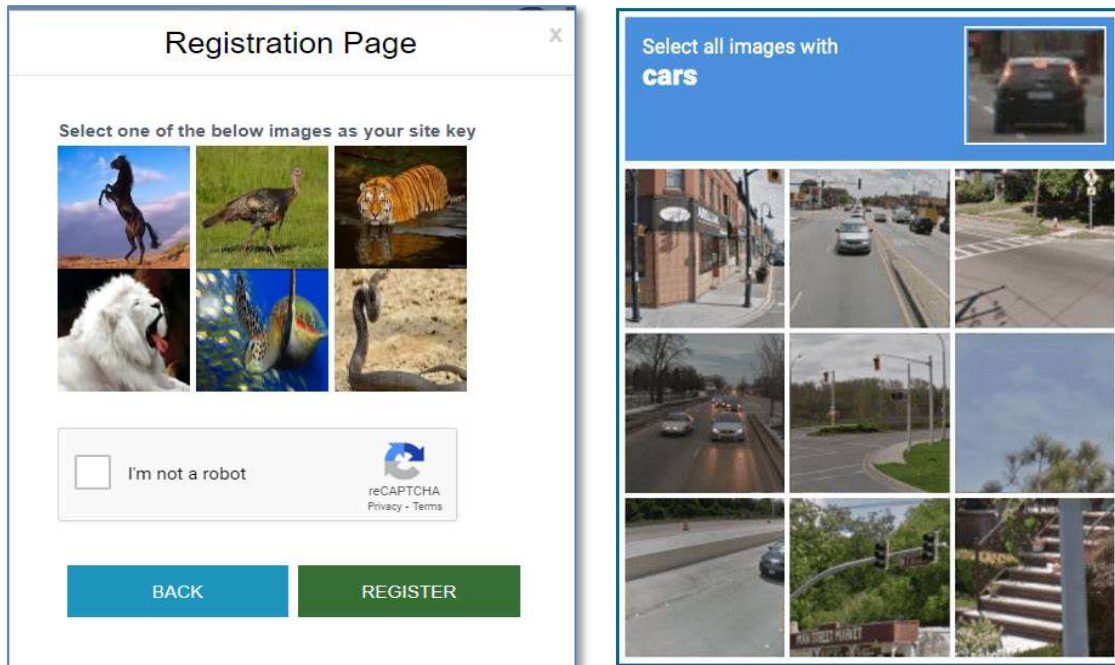
STEP 1: To create a username and password, navigate to the IFTA or IRP login screen and select “New User.”

The image shows the "New Jersey Motor Carrier System" login page. At the top is the NJMVC logo, a stylized 'N' composed of green, yellow, and red segments. Below the logo is the text "New Jersey Motor Carrier System". The main heading is "NJMVC Secure Login". There are two input fields: "Username" with the placeholder text "MVC UserID or Email" and "Password". Below the password field is a green "LOGIN" button. At the bottom, there are two links: "Forgot Password?" and "New User?".

STEP 2: Complete the registration form and submit your information.

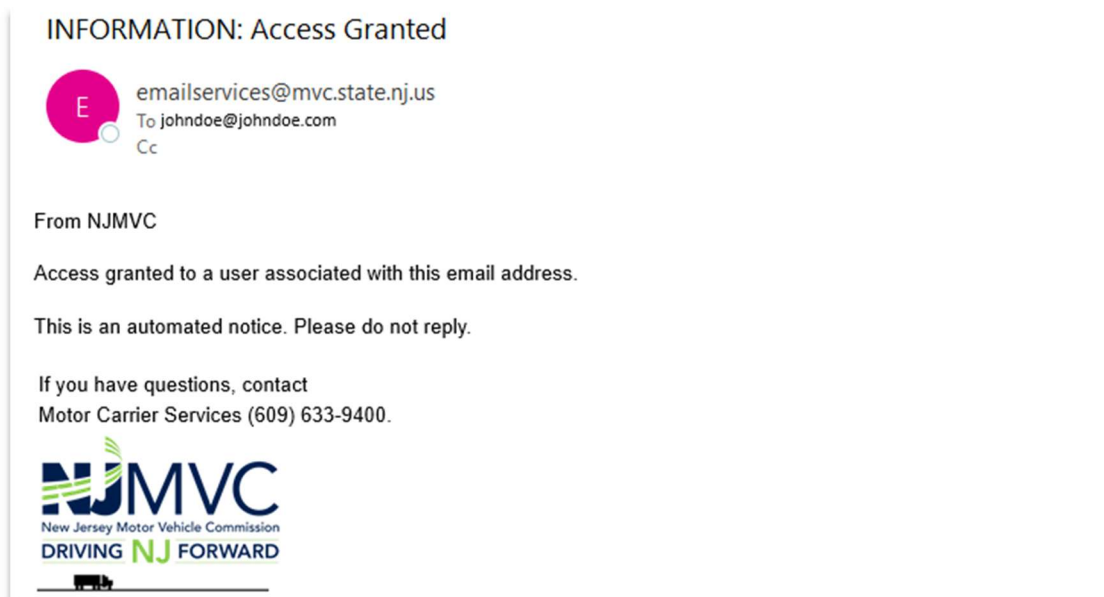
The image displays two side-by-side registration forms. The left form is a security questionnaire with three questions and answers, each with a dropdown arrow. A green 'NEXT' button is at the bottom. The right form, titled 'Registration Page', contains various input fields: 'User Name*', 'First Name*', 'Middle Name', 'Last Name*', 'User ID*', 'Password*' (with a question mark icon), 'Re-enter Password*', 'Email Address*', 'Phone Number*', 'Customer Number (required for customers)' (with a question mark icon), and 'PIN' (with a question mark icon).

Note: Shown side-by-side for illustrative purposes only



In this step the application user performs a security check, known as a “robot” challenge, to help avert automated scripts and programs from using the system.

MCS will receive an email notification to grant access to the system. Upon your account’s approval, an email will be sent to the customer that looks like the below image. Customers can select “Add Process Agent.” Provide the TIN or SSN and select the consultant to grant them access if they choose to. Use “Deactivate Agent” to remove their access.



IF YOU HAVE QUESTIONS PLEASE CALL (609) 633-9400.

When the user has successfully logged in, the mCarrier Common Customer Profile (Figure 1-2) appears.

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

HOME COMMON CUSTOMER IRP INQUIRY IFTA IFTA INQUIRY PAYMENT GUIDE LOGOUT

Welcome to the NJMVC IRP/IFTA Program

USDOT No:

Customer Statement

Click on transaction below for IRP Activity:

- > Renewal
- > Replace Plate/Tow Truck Sticker Information
- > Cab Card Correction
- > Add Jurisdiction
- > Duplicate Cab Card
- > Continue an Unfinished Transaction (Supplement Continuance)

Click on transaction below for Payment Activity:

- > Payment

Click on type of Report needed below:

- > Reprint Cab Card
- > Reprint Invoice
- > Reprint Temporary Vehicle Registration
- > Reprint Renewal Notice

Click on transaction below for IFTA Activity:

- > Annual IFTA License Renewal Payment
- > Additional Decals
- > Quarterly Tax Return
- > Quarterly Tax Return Upload
- > Payment
- > Continue an Unfinished Transaction (Supplement Continuance)

Click on Maintain your Process agent:

- > Add Process agent

Click on transaction below for IRP Guide:

- > GUIDE

The Guide will give you a step by step instructions on how to use the IRP Web Site.
If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC IRP Unit.

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New Jersey Motor Vehicle Commission ©Legatus
Deployment Version 9.X: 2024-10-03T14:48:23

Figure 1-2. mCarrier Common Customer Profile

To log out of the mCarrier application, select Logout from the horizontal menu (Figure 1-2). The User Login screen again appears.

These IRP Functions Are Available to Web User

- Renew Fleet
- Replace Plate/Tow Truck Sticker Information
- Cab Card Correction
- Duplicate Cab Card
- Payment
- Reprint Cab Card
- Reprint Invoice
- Reprint Temporary Vehicle Registration
- Reprint Renewal Notice


NOTE: When processing the renewal – The following sections emphasize “Renew Fleet” because that is the most common function needed by web users.

Processing an IRP Fleet Renewal

Processing the Renewal

NOTE: When processing the renewal – The Supplement Continuance feature allows users to stop at any point during a supplement transaction without canceling the transaction and having to start all over at later time. Using the supplement continuance feature, the user may quickly access unfinished supplement transaction at the point where the last work was completed and resume processing.

- 1 Select Customer Activity from the Common Customer Profile (Figure 2-1).



THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER IRP INQUIRY PAYMENT GUIDE LOGOUT

Common Customer Profile Legal Name: SAMPLE TRUCKING USDOT: 999111111 Customer ID: 43326

Customer Profile
Customer Activity
Customer Address List
Customer Contact List

WELCOME: SAMPLE TRUCKING
Click on **GUIDE** located above on the horizontal bar for step by step instructions on how to use the IRP Web Site.
If you have questions please call (609) 633 - 9399.
If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC IRP Unit.

Customer Status: ACTIVE	IRP Account No: 45104
USDOT: 999111111	TIN: 999999999 - FEIN
Legal Name: SAMPLE TRUCKING	DBA Name:
Create User: JOANNA	Create Timestamp: 01/15/2009 14:21:43 PM
Last Update User: JOANNA	Last Update Timestamp: 01/15/2009 14:21:43 PM
PIN: 284295	MCS 150 Last Update:

Help

Business Location (IRP)

Address	City	State	Zip Code	County	Country
225 EAST STATE STREET	TRENTON	NJ	08628	021	USA

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Figure 2-1. Common Customer Profile – Customer Activity selection

- 2 Select IRP Fleet (click on the Fleet No blue line) from the Common Customer Activity Information (Figure 2-2).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | IRP | INQUIRY | PAYMENT | GUIDE | LOGOUT

Common Customer Activity Information Legal Name: SAMPLE TRUCKING USDOT: 999111111 Customer ID: 43326

Customer Profile
Customer Activity
Customer Address List
Customer Contact List

Customer Status: ACTIVE MCS 150 Last Update:
Create User: JOANNA Create Timestamp: 01/15/2009 14:21:43 PM
Last Update User: JOANNA Last Update Timestamp: 01/15/2009 14:21:43 PM

Help

IRP
Account No: 45104
Fleet Information

Fleet No	Effective Date	Expiration Date	Status	Status Date
1	01/15/2009	1/31/2010	ACTIVE	01/15/2009

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Figure 2-2. Common Customer Activity Information – IRP Fleet selection

- 3 Select Renewal from the IRP Main Menu (Figure 2-3).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | IRP | INQUIRY | PAYMENT | GUIDE | LOGOUT

IRP Main Menu Account No: 45104

Renewal
Supplement
Supplement Continuance

Search Carrier Renewal Information

Account: 45104
-- and --
Fleet: 1
-- and --
Expiration MM/YR: 01 | 2010

Submit Refresh Help

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Figure 2-3. IRP Main Menu – Renewal selection

- 4 Click SUBMIT. The Account screen (Figure 2-4) appears.

Update Account Contact Information

The Account screen (Figure 2-4) allows users to update account contact information while processing the fleet renewal.

NOTE: When processing the renewal – For the changes to business address, mailing address, and name(s) please contact NJMVC IRP unit.

- 1 Complete all required fields. Complete optional fields, as appropriate. Click HELP to access field descriptions and other useful information.

The screenshot displays the 'Account' screen of the NJMVC IRP system. At the top, there is a navigation bar with tabs: COMMON CUSTOMER, IRP, INQUIRY, PAYMENT, GUIDE, and LOGOUT. Below the navigation bar, the account details are shown: Account No: 45104 SAMPLE TRUCKING, Supp No: 0000 RENEW FLEET, and Account Status: 0 - ACTIVE/OPEN. The contact information section includes fields for Name (JOE), Phone ((609) 633-9399), Email (JOE@AOL.COM), and Fax. There are also fields for Business Address (225 EAST STATE STREET, TRENTON NJ 08628) and Mailing Address. A 'PRESS SUBMIT TO CONFIRM' button is visible, along with a 'CONTINUE' dropdown menu and 'Submit', 'Refresh', and 'Help' buttons. The footer contains the text 'New Jersey Motor Vehicle Commission ©CACI' and links for 'Contact Us', 'Privacy Notice', 'Legal Statement', and 'Accessibility Statement'.

Figure 2-4. IRP Renewal – Update Account

- 2 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The Renew Fleet screen (Figure 2-5) appears.

Renew Fleet Information

The Renew Fleet screen (Figure 2-5) allows users to update fleet contact information, insurance information and registrant's phone number *for the fleet* while processing the renewal.

- 1 Complete all required fields. Complete optional fields, as appropriate. Click **HELP** to access field descriptions and other useful information.

The screenshot shows the 'Renew Fleet' page on the New Jersey Motor Vehicle Commission website. The page has a header with the state logo and navigation tabs: COMMON CUSTOMER, IRP, INQUIRY, PAYMENT, GUIDE, and LOGOUT. The main content area is titled 'Renew Fleet' and displays account information: Account No: 45104 SAMPLE TRUCKING, Supp No: 0000 RENEW FLEET, Fleet No: 1, and USDOT: 999111111. Below this, there's a section for 'Required Fields' with a list of fields: USDOT: 999111111, MCS150 Last Update: (blank), TIN: 999999999, and Fleet Status: 0 - ACTIVE. The form is divided into several sections: 'Fleet Information' (Fleet No: 1, Effective Date: 02/01/2010, Fleet Type: FOR - FOR HIRE, Registrant Name: SAMPLE TRUCKING, DBA Name: (blank), Phone No: (609) 633-9399 EXT: (blank)), 'Business Address' (225 EAST STATE STREET, TRENTON NJ 08628), 'Mailing Address' (76 MAIN STEERT, TRENTON NJ 08654), 'Contact Information' (Name: JOE, Phone No: (609) 633-9399 EXT: (blank), Fax No: (blank), Email Address: JOE@MVL.COM), and 'Insurance Information' (Insurance Company Name: 9999999 - OTHER, Policy NBR: POLICY NUMBER 1). At the bottom, there are buttons for CONTINUE, SUBMIT, REFRESH, and HELP, and a footer with the New Jersey Motor Vehicle Commission logo and contact information.

Figure 2-5. IRP Renewal – Update Fleet

- 2 Click **SUBMIT**. If there are no errors, click **SUBMIT** again to confirm. The Mileage screen (Figure 2-6) appears.

Update Jurisdiction Mileage

The Mileage screen (Figure 2-6) allows users to update jurisdiction mileage information.

- 1 Complete all required fields. Complete optional fields, as appropriate. Mileage must be actual and not estimated. Click [HELP](#) to access field descriptions and other useful information.

[illegible]

Figure 2-6. IRP Renewal – Update Mileage

- 2 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The Weight Group Selection screen (Figure 2-7) appears.

Weight Group Selection

The Weight Group Selection screen (Figure 2-7).

NOTE: To update a weight group, or to add a new weight group, please contact NJMVC IRP unit.

The screenshot shows the 'Weight Group Selection' screen. At the top, there is a navigation bar with links: COMMON CUSTOMER, IRP, INQUIRY, PAYMENT, GUIDE, and LOGOUT. Below this, the page title 'Weight Group Selection' is displayed. To the right of the title, account information is shown: Account No: 45104 SAMPLE TRUCKING, Supp No: 0000 RENEW FLEET, Fleet No: 1, USDOT: 999111111, and Exp MM/YR: 1/2011. A table with the following columns is present: SEL, Weight Group, NJ Gross Weight, Other Gross Weight, Weight Group Type, and No of Vehicles. The table contains one row with the following data: SEL (checkbox), Weight Group (1), NJ Gross Weight (80000), Other Gross Weight (ALL THE SAME), Weight Group Type (P - Power Unit), and No of Vehicles. Below the table, the text 'PAGE 1 OF 1' is displayed. At the bottom of the page, there are buttons: CONTINUE (with a dropdown arrow), Submit, Out, Refresh, and Help. The footer of the page includes the text 'New Jersey Motor Vehicle Commission' and '@CACI', along with links for Contact Us, Privacy Notice, Legal Statement, and Accessibility Statement.

SEL	Weight Group	NJ Gross Weight	Other Gross Weight	Weight Group Type	No of Vehicles
<input type="checkbox"/>	1	80000	ALL THE SAME	P - Power Unit	

PAGE 1 OF 1

[CONTINUE](#) [Submit](#) [Out](#) [Refresh](#) [Help](#)

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Figure 2-7. IRP Renewal – Weight Group Selection

- 1 Click SUBMIT to continue to the Vehicle Selection Menu (Figure 2-8).

Process Vehicle Information

The Vehicle Selection Menu (Figure 2-8) allows the user to select the desired renewal: Deletions may be completed here during the renewal.

Figure 2-8. IRP Renewal – Vehicle Selection Menu



The screenshot shows the 'Vehicle Selection Menu' page for the State of New Jersey. At the top, there is a navigation bar with links: COMMON CUSTOMER, IRP, INQUIRY, PAYMENT, GUIDE, and LOGOUT. Below this, the page title 'Vehicle Selection Menu' is displayed. To the right of the title, account information is shown: Account No: 45104 SAMPLE TRUCKING, Supp No: 0000 RENEW FLEET, Fleet No: 1, USDOT: 999111111, and Exp MM/YR: 1/2011. The main content area shows 'NO. OF ACTIVE VEHICLES: 1' and a 'Straight Renewal' button. A large black arrow points to this button. Below the button, there is a 'CONTINUE' dropdown menu, and 'Submit', 'Quit', and 'Refresh' buttons. At the bottom, there is a footer with 'New Jersey Motor Vehicle Commission' and '@CACI'. On the right side of the footer, there are links for 'Contact Us', 'Privacy Notice', 'Legal Statement', and 'Accessibility Statement'.

Straight Renewal

Select the Straight Renewal option if the renewal *does not* include delete, amend or add vehicle changes.

NOTE: If vehicle(s) need to be changed (amended), added, or deleted please contact NJMVC IRP Unit.

Generating an Invoice with the IRP Billing Screen

Regardless of the type of renewal, the Billing screen (Figure 2-9) appears once the user completes the renewal process.

The screenshot displays the 'IRP Billing' screen for 'THE STATE OF NEW JERSEY'. The top navigation bar includes links for COMMON CUSTOMER, IRP, INQUIRY, PAYMENT, GUIDE, and LOGOUT. The main content area is divided into several sections:

- Account Information:** Account No: 45104 SAMPLE TRUCKING, Supp No: 0000 STRAIGHT RENEWAL, Fleet No: 1, USDOT: 999111111, Exp MM/YR: 1/2011.
- IRP Fees:** NJ IRP Fee: 0.00, IRP Fee: 0.00.
- Administration Fees:** Cab Card Fee: 0.00, Administrative Fee: 0.00, Tow Truck Sticker Fee: 0.00, Replace Plate Fee: 0.00, Pre-Pass Fee: (checkbox).
- Total Fees Due:** Total Due: 0.00, Credit Applied: 0.00, Net Amount Due: 0.00.
- Billing Information:** Supplement Status: O - OPEN, Effective Date: 02/01/2010, Receipt Date: 01/15/2009, TVR Ind: ☐, TVR No of Days: 0, Reg Months: 12, Number Of Vehicles: 1.
- Delivery Options:** A dropdown menu is set to 'JOE@AOL.COM'.

At the bottom, there is a message: 'CLICK ON TVR BOX TO RECEIVE TEMPORARY AFTER PAYMENT IS COLLECTED'. Below this are buttons for CONTINUE, Submit, Out, Refresh, and Help. The footer includes 'New Jersey Motor Vehicle Commission' and '©CACI'.

Figure 2-9. IRP Renewal – sample renewal Billing screen – Before fees are computed

The Billing screen computes fees for the renewal and generates an invoice. *When the Billing screen appears, the system has not yet computed the fees.*

- 1 Click SUBMIT to compute the fees (Figure 2-10).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | IRP | INQUIRY | PAYMENT | GUIDE | LOGOUT

IRP Billing
Account No: 45104 SAMPLE TRUCKING
Supp No: 0000 STRAIGHT RENEWAL
Fleet No: 1
USDOT: 999111111
Exp MM/YR: 1/2011

IRP Fees
NJ IRP Fee: 880.11
IRP Fee: 129.18

Administration Fees
Cab Card Fee: 7.00
Administrative Fee: 44.50
Tow Truck Sticker Fee: 0.00
Replace Plate Fee: 0.00
Pre-Pass Fee:

Total Fees Due
Total Due: 1060.79
Credit Applied: 0.00
Net Amount Due: 1060.79

Billing Information
Supplement Status: F - FEES COMPUTED
Billing Date: 01/15/2009
Effective Date: 02/01/2010
Invoice Date:
Receipt Date: 01/15/2009
TVR Ind: ☒
TVR No of Days: 15
Reg Months: 12
Number Of Vehicles: 1

Cancel Bill: ☐

Delivery Options:
E-Mail ☒
V-Preview ☐

EMAIL:

PRESS SUBMIT FOR INVOICE PROCESSING

CONTINUE Submit Out Refresh Help

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Figure 2-10. IRP Renewal – sample renewal Billing screen – After Fees Are Computed

- 2 Select a Delivery Option for delivering the resulting invoice. Click Help for details.

- 3 Click SUBMIT. If there are no errors, click SUBMIT again to confirm.

The system generates an Invoice Statement along with the Invoice and a Document Shortage letter, which lists documentation that is still needed (if applicable to your renewal), which the user may view by clicking the link(s) as shown in Figure 2-11.

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | IRP | INQUIRY | PAYMENT | GUIDE | LOGOUT

IRP Main Menu
Account No: 45104

Renewal
Supplement
Supplement Continuance

INVOICE HAS BEEN GENERATED
[View the Invoice PDF Print File](#)
[View the Document Shortage PDF Print File](#)

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Figure 2-11. Sample Invoice generated message

- 4 The IRP System generates the following items: Click SUBMIT. If there are no errors, click SUBMIT again to confirm.

- Invoice
- Document Shortage

Click on the blue hyperlink lines to view each document. These are links to the documents, and you may save the document on your own hard drive.

Recording Payments and Issuing Temporary Vehicle Registration (TVR)

This section describes how the user applies a typical payment to the carrier account for a specific supplement, resulting in the issuing of Temporary Vehicle Registration (TVR).

- 1 Select Payment from the horizontal menu (Figure 2-12).

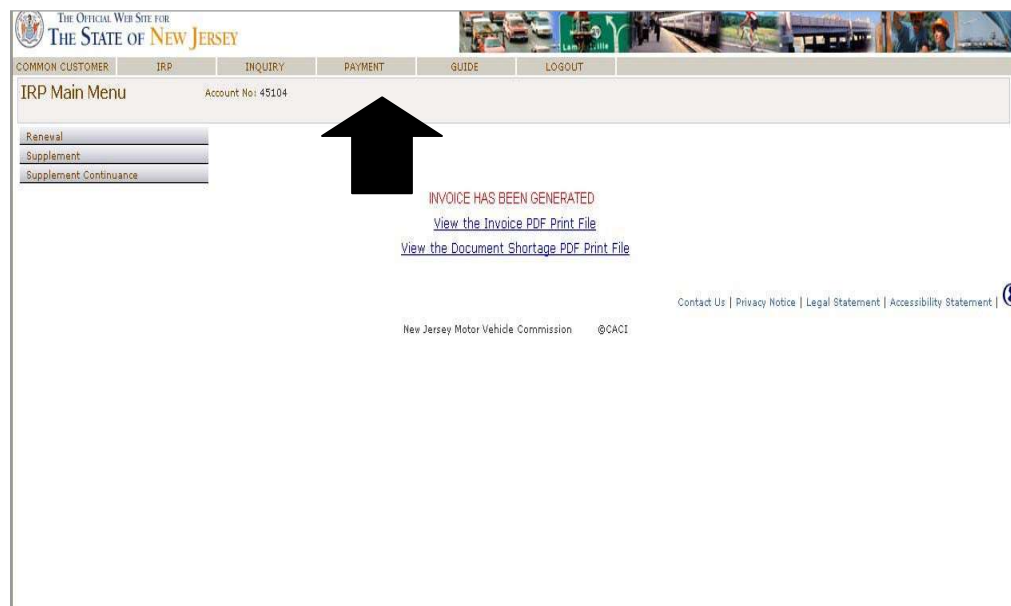


Figure 2-12. IRP Main Menu – Payment selection

- 2 Payment Menu (Figure 2-13) appears. Select Payment Method by clicking on Credit Card or EFT (Online Checking).

Figure 2-13. Payment Menu

- 3 Click SUBMIT the Supplement Selection List (Figure 2-14) appears.

SEL	Account No	Fleet No	Reg MM/YY	Registrant Name	Supp	Supp Type	Supp Status	Amount	Approved
<input type="checkbox"/>	45104	1	01/2011	SAMPLE TRUCKING	0000	STRAIGHT RENEWAL	I - INVOICED	1060.79	NO

Figure 2-14. Supplement Selection List

- 4 Select the supplement to apply the payment. The Payment screen (Figure 2-15) appears.

NOTE: In this case, there is only one supplement because it is a renewal supplement. If there were more than one supplement to pay, the system would automatically determine the one to pay first. All supplements must be paid in the same order in which they were created.

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | **IRP** | INQUIRY | PAYMENT | GUIDE | LOGOUT

Account No: 45104 SAMPLE TRUCKING
Supp No: 0000 STRAIGHT RENEWAL

Fleet No: 1
Exp MM/YR: 1/2011

Credit Card Payment

* = Required Fields

Credit Card

Credit Card Amt: 1060.79*

Select Credit Card Type: *

Credit Card No: *

Expiration Date: *

Credit Card Security Digit: * [What's This?](#)

Email Address:

Bill To

First Name: * MI:

Last Name: *

Address: *

City: * State: *

Zip code: * Phone: *

Ship To

☐ Same as billing address

Name: *

Address: *

City: * State: *

Zip code: *

Delivery Method

Delivery Option: V-Preview

Email Address:

0083 - SHORTAGE - AMOUNT PAID IS LESS THAN AMOUNT DUE

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Figure 2-15. Payment screen

- 5 Complete the credit card information.
- 6 Select a Delivery Option for the resulting Temporary Authorization if one request at billing time.
- 7 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The IRP Main Menu again appears (Figure 2-16).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

COMMON CUSTOMER | **IRP** | INQUIRY | PAYMENT | GUIDE | LOGOUT

Account No: 45104

IRP Main Menu

[Renewal](#)

[Supplement](#)

[Supplement Continuance](#)

[View the TVR PDF Print File](#)

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Figure 2-16. Payment and Temporary Vehicle Registration successfully processed

The IRP system generates the Temporary Vehicle Registration (TVR). Click on the *BLUE LINE* to view TVR. This is a link to the document, and you may save the document on your own hard drive.

Processing IRP Supplements

In addition to registering new accounts, fleets and processing renewals, the IRP System performs a variety of supplemental transactions. The external user (carrier) can perform other supplements.

Processing a Supplement with the Supplement Menu

From the Supplement Menu, users can process the following supplements, for example:

- Replace Plate/Tow Truck Sticker Information
- Cab Card Correction
- Duplicate Cab Card

NOTE: Remember when processing a supplement – The Supplement Continuance feature allows the user to stop at any point during the processing of a supplement transaction without having to cancel the transaction and start again. Using supplement continuance, the user may quickly access the unfinished supplement transaction at the point where the user completed the last work, and resume processing.

IFTA Functions Available to Web User

IFTA Quarterly Tax Returns

1. Log into the customer's account application. Figure 3-1 shows the Customer Login screen.

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

User Login

Please enter user information to login.

NJMVC Employee Login

User ID:

Password:

Change Password: ☐

Customer Login

IRP Account No:

-- or --

Customer No:

-- and --

Pin No:

Sign In

This site is optimized for Microsoft's Internet Explorer 9 and Google's Chrome Browsers. There are currently no reported issues using Mozilla's Firefox browser, as well. If you have questions about your IRP and/or IFTA account or transactions, you may call (609)633-9400 during normal MVC business hours.

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Figure 3-1. Customer Login

We recommend an up-to- date Microsoft® Edge browser on this application.

2. Click Quarterly Tax Return listed on the welcome screen (Figure 3-2).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

HOME COMMON CUSTOMER IRP INQUIRY IFTA IFTA INQUIRY PAYMENT GUIDE LOGOUT

Welcome to the NJMVC IRP/IFTA Program

TEST ACCOUNT

USDOT No: REG ONLY

Customer Statement

Click on transaction below for IRP Activity:

- > Renewal
- > Replace Plate/Tow Truck Sticker Information
- > Cab Card Correction
- > Add Jurisdiction
- > Duplicate Cab Card
- > Continue an Unfinished Transaction (Supplement Continuance)

Click on transaction below for Payment Activity:

- > Payment

Click on type of Report needed below:

- > Reprint Cab Card
- > Reprint Invoice
- > Reprint Temporary Vehicle Registration
- > Reprint Renewal Notice

Click on transaction below for IFTA Activity:

- > Annual IFTA License Renewal Payment
- > Additional Decals
- > Quarterly Tax Return
- > Quarterly Tax Return Upload
- > Payment
- > Continue an Unfinished Transaction (Supplement Continuance)

Click on transaction below for IRP Guide:

- > GUIDE

The Guide will give you a step by step instructions on how to use the IRP Web Site. If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC IRP Unit.

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New Jersey Motor Vehicle Commission eLEGATUS

Figure 3-2. Welcome NJMVC IRP/IFTA Program

3. Select SUBMIT to begin the Quarterly Tax Return process (Figure 3-3).

IFTA Main Menu

TPID: NJ741852963
Customer No: 72214

Licensee Name: TEST ACCOUNT
USDOT:

Fleet No: 01
Customer Status: COMPLIANT
Program Status: ACTIVE

Search Quarterly Tax Return Information

TPID: Fleet No: 01

Submit Help

PRESS SUBMIT TO BEGIN QUARTERLY TAX RETURN PROCESS

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Figure 3-3. Quarterly Tax Return

4. The next page is the Reporting Period Information screen (Figure 3-4).

IFTA Return

TPID: NJ741852963
Customer No: 72214

Licensee Name: TEST ACCOUNT
USDOT:

Fleet No: 1
Customer Status: COMPLIANT
Program Status: ACTIVE

Reporting Period Information

Reporting Period: Year: 2022 In House: ☐

No Operation: ☐ Amendment: ☐

Fuel Types

Diesel: ☐ Gasoline: ☐ Gasahol: ☐ LPG: ☐ CNG: ☐ Ethanol: ☐

M-85: ☐ E-85: ☐ Methanol: ☐ LNG: ☐ A-55: ☐

Return Date Information

Filed Date: 7/18/2022
Received Date: 7/18/2022

CONTINUE Submit Quit Refresh Help

Figure 3-4. Reporting Period Information

- a. Reporting Period Information
 - i. Reporting Period: Select the quarter you're filing.
 - ii. Year: Select the year for the quarter being filed.
 - iii. In house: Leave unchecked.
 - iv. No Operation: If there was no operation during the select quarter and year. Check this box.
 - v. Amendment: Only select this if you have made a prior payment on the same quarter being filed.
 - b. Fuel Types: Select the fuel type for the return. Note, only one type can be selected per tax return.
5. Click SUBMIT twice to continue
 6. You'll now see the tax return input (Figure 3-5). This screen pops over the main window behind it. A customer must have the following to continue.
 - a. Total miles traveled and a breakdown for each jurisdiction driven in.
 - b. Total gallons purchased and where the fuel was purchased.

Figure 3-5 IFTA Quarterly Tax Return

7. Fill in the Total Miles Traveled and Total Gallons Purchased. Breakdown the total miles and gallons purchased for each jurisdiction, I.E., 1891 total miles, but 839 NJ and 1052 PA.
8. Select 'File Tax Return', verify the information is accurate, if everything looks good, click SUBMIT until you see that your invoice was generated.
9. Click on the blue invoice hyperlink, print out for your records or to mail in with your payment. (If the tax return gives credit, print the refund letter then sign and mail it in, only the customer can sign the letter, no consultants.)
10. To pay invoice online, select 'Payment' at the top of the screen.

Figure 3-6 Payment

11. Select your Payment Method then click SUBMIT.
12. Check the box next to the tax return then click SUBMIT again.

13. Once payment is complete. The tax return is finished.

Purchase Additional Decals

1. Log into the customer's account application. Figure below shows the Customer Login screen.

The screenshot shows the 'User Login' page for the New Jersey Motor Vehicle Commission (NJMVC). The page header includes the NJMVC logo and navigation links. The main content area is titled 'Please enter user information to login.' and contains two login sections: 'NJMVC Employee Login' and 'Customer Login'. The 'Customer Login' section has fields for 'IRP Account No.', 'Customer No.', and 'Pin No.', with a 'Sign in' button below. A disclaimer at the bottom states the site is optimized for Internet Explorer 9 and Google Chrome. Footer links include 'SAFER | Contact Us | Privacy Notice | Legal Statement | Accessibility Statement'.

Figure 3-7 Customer Login

2. Once logged in, select “Additional Decals”.

The screenshot shows the 'Welcome to the NJMVC IRP/IFTA Program' page. The page header includes the NJMVC logo and navigation links. The main content area is titled 'TEST ACCOUNT' and 'USDOT No: REG ONLY'. It features a 'Customer Statement' button and a list of transactions for IRP and IFTA activities. A blue arrow points to the 'Additional Decals' link under the 'Click on transaction below for IFTA Activity:' section. The footer includes the same disclaimer and links as Figure 3-7.

Figure 3-8. Welcome NJMVC IRP/IFTA Program

3. Enter the number of decals you wish to add into the box, then click SUBMIT twice to continue. Please note that you may only add a total of two (2) decals online. If you wish to have more added, you will need to reach out to the Motor Carrier Services department and submit the proper documentation when requested.

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

HOME COMMON CUSTOMER IRP INQUIRY IFTA IFTA INQUIRY PAYMENT GUIDE LOGOUT

IFTA Supplement Menu TPID: NJ741852963 Licensee Name: TEST ACCOUNT Fleet No: 01
Customer No: 72214 USDOT: Customer Status: COMPLIANT Program Status:

Additional Decals

Search Additional Decals Information

Customer No: 72214
Licensee Name: TEST ACCOUNT
TPID: NJ741852963 Fleet No: 01
--and--
Reg Year: 2022
--and--
No of IFTA Decals Requested:

PRESS SUBMIT TO BEGIN ADD DECALS PROCESS

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New Jersey Motor Vehicle Commission |

Figure 3-9 Additional Decals

- Confirm the details of the screen and click SUBMIT to continue. You may need to press it again to confirm (Figure 3-10).

THE OFFICIAL WEB SITE FOR
THE STATE OF NEW JERSEY

HOME COMMON CUSTOMER IRP INQUIRY IFTA IFTA INQUIRY PAYMENT GUIDE LOGOUT

IFTA Billing TPID: NJ741852963 Licensee Name: TEST ACCOUNT Fleet No: 01
Customer No: 72214 USDOT: Customer Status: COMPLIANT Program Status:

Supp No: 094 ADD DECALS Reg Year: 2022

Section 1: IFTA Registration/License Fees

Decal Fee: 0.00 ☐
No of IFTA Decals Requested:
Replace Decal Fee: 0.00 ☐
30 Day Temporary Permit Fee: 0.00 ☐
Total Fees Due: 0.00

Section 2: Document/Collection and Approval

Signed Application: ☒
Complete Application: ☒
Approved: ☒

Section 3: Tax Return Billing

Reporting Period: 0 Quarter Reporting Year: 0 Fuel Type:

Tax Fee: 0.00
NJ Interest Fee: 0.00 ☐
Penalty Fee: 0.00 ☐ Waiver Reason:
Available Credit: 0.00 Apply Credit: ☐ Deny Credit: ☐
Outstanding Fee: 0.00
Total Fees Due: 0.00

Received Date: Payment Due Date: Filed Date:

Billing Information

Supplement Status: 0 - OPEN Effective Date: 07/18/2022
Billing Date: Invoice Date:

Delivery Options: ☒ Preview ☐ Preview ☐ Preview
Email:

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New Jersey Motor Vehicle Commission |

Figure 3-10 IFTA Billing

Continue a previously started IFTA Quarterly Tax Return

1. Log into the customer's account. Figure 3-11 shows the Customer Login screen.

The screenshot shows the 'User Login' page of the New Jersey Motor Vehicle Commission website. At the top, it says 'THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY'. Below this is a banner with various vehicle images. The main heading is 'User Login'. A red message says 'Please enter user information to login.' There are two login sections: 'NJMVC Employee Login' and 'Customer Login'. The 'Customer Login' section has fields for 'IRP Account No:', 'Customer No:', and 'Pin No:'. There are also fields for 'User ID:' and 'Password:' under the employee login section. A 'Sign In' button is at the bottom. A disclaimer at the bottom states: 'This site is optimized for Microsoft's Internet Explorer 9 and Google's Chrome Browsers. There are currently no reported issues using Mozilla's Firefox browser, as well. If you have questions about your IRP and/or IFTA account or transactions, you may call (609)633-9400 during normal MVC business hours.' At the very bottom, it says 'New Jersey Motor Vehicle Commission | @LEGATUS' and links for 'SAFER | Contact Us | Privacy Notice | Legal Statement | Accessibility Statement'.

Figure 3-11 Customer Login

2. Log into the customer's account. Figure 3-12 shows the Common Customer screen.
3. Select "Continue an Unfinished Transaction (Supplement Continuance)".

The screenshot shows the 'Welcome to the NJMVC IRP/IFTA Program' page. At the top, it says 'THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY'. Below this is a banner with various vehicle images. The main heading is 'Welcome to the NJMVC IRP/IFTA Program'. There is a 'TEST ACCOUNT' button and a 'USDOT No: REG ONLY' button. A 'Customer Statement' button is also present. The page is divided into two main sections: 'Click on transaction below for IRP Activity:' and 'Click on transaction below for IFTA Activity:'. The IRP section includes links for 'Renewal', 'Replace Plate/Tow Truck Sticker Information', 'Cab Card Correction', 'Add Jurisdiction', 'Duplicate Cab Card', and 'Continue an Unfinished Transaction (Supplement Continuance)'. The IFTA section includes links for 'Annual IFTA License Renewal Payment', 'Additional Decals', 'Quarterly Tax Return', 'Quarterly Tax Return Upload', 'Payment', and 'Continue an Unfinished Transaction (Supplement Continuance)'. There is also a 'GUIDE' link. A disclaimer at the bottom states: 'The Guide will give you a step by step instructions on how to use the IRP Web Site. If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC IRP Unit.' At the very bottom, it says 'New Jersey Motor Vehicle Commission | @LEGATUS' and links for 'SAFER | Contact Us | Privacy Notice | Legal Statement | Accessibility Statement'.

Figure 3-12. Welcome NJMVC IRP/IFTA Program

4. Select the Fleet Number to continue.

The screenshot shows the 'Common Customer Activity Information' page for a customer with ID 72214. The page displays customer status as 'COMPLIANT' and creation/update timestamps. Below this, there are sections for 'IRP USDOT No: 001 ONLY' and 'IFTA USDOT No: 001 ONLY'. The 'IFTA USDOT No: 001 ONLY' section contains a table with columns for Fleet No, Effective Date, Expiration Date, Status, Status Date, Unpaid Supp, No of Vehicles, and MCS150 Date. A red arrow points to the 'Fleet No' field in this table, which contains the value '01'.

Figure 3-13. Customer Activity

5. Enter the year for the supplement and click SUBMIT.

The screenshot shows the 'Search Supplement Continuation Information' page. It displays customer information (Customer No: 72214, Licensee Name: TEST ACCOUNT, TPID: NJ741852963) and a search form. The search form includes fields for 'Reg Year' (set to 2022) and 'Supp No'. A red arrow points to the 'Submit' button at the bottom of the search form.

Figure 3-14 Supplement Continuation

6. Select the Supplement Number to continue. If the supplement has been closed prior, you will not see it on this screen.

The screenshot shows the 'IFTA Supplement Selection' page. It displays customer information (Customer No: 72214, Licensee Name: TEST ACCOUNT, TPID: NJ741852963) and a table of supplements. A red arrow points to the 'Supp No' field in the table, which contains the value '003'.

Figure 3-15 Supplement Selection

7. Once all adjustments have been made, click SUBMIT until it has been invoiced and select payment. At this point, go to Step 10 (see page 21, above) within Quarterly Tax Returns to continue with your payment.