


Renewing your IFTA License

Element	Description
Function Name	Renewing your IFTA License
Introduction	You will receive an email notification from the State, when it's time to renew your IFTA license.
Basic Flow	<p>Step 1: From your Account Home page, select Work On My IFTA Account.</p>  <p>The screenshot shows a user interface for 'Account 59060182 - JC TRUCKING 2 INC'. It includes a 'Logout' button and an 'Actions' menu. Below the account name, there is a 'Stage' section with a welcome message: 'Welcome john User of JC TRUCKING 2 INC. Please select a process shown below.' Underneath, there is a list of options, including 'Account 59060182 -- JC TRUCKING 2 INC' with a 'Settings' link. The 'Work On My IFTA Account' link is highlighted with a red rectangular box, and a red callout bubble with the number '1' points to it.</p> <p>Questions or comments regarding your Motor Carrier account and online access can be directed to CA_Jur_Support_Email@SupportEmail. Or you may call 302-744-2701 option #2.</p> <p>Your Work on IFTA page, will be displayed. A Renew License link appears when your license can be renewed.</p>

Step 2: Select the [Renew License](#) link.

Logout	Actions	Reports	Tools
Account 59060182 - JC TRUCKING 2 INC			
Stage			
Work On IFTA for License Year 2014 (Taxable Mileage Ranking = High)			
Return to Previous Page			
1. Select the License Year you would like to work with: 2008 2009 2010 2011 2012 2013 2014			
2. What would you like to do?			
Account			2014 License
View Account Balance			Renew License
Make a Payment			

Your **License Renewal** page will be displayed.

Step 2:

- Enter the number of vehicles requiring decals
- Click the check box for each fuel type used in your IFTA qualified vehicles
- Indicate whether you have Bulk Fuel storage. If you select 'Yes', the page will refresh with a list of jurisdictions. Click the check box(es) for the jurisdictions where bulk fuel is stored.
- Select **Save and Calculate Fees**.

The screenshot displays the 'In Progress Renewal IFTA License for 2014 effective 07/01 - 12/31' page. At the top, there are navigation tabs: Logout, Actions, Reports, Tools, License, and IFTA. The account name is 'Account 59060182 - JC TRUCKING 2 INC'. A red circle with the number '2' is drawn around the 'Vehicles Requiring Decals' input field, which currently contains the value '0'. A red arrow points from this circle to the 'Save and Calculate Fees' button in a modal window that appears below the main form. The modal window contains the same form fields as the main page, including License Period, USDOT, Filing Period Preference, Fuel Types, and Bulk Fuel Storage. The 'Bulk Fuel Storage' section in the modal is expanded to show a list of jurisdictions for selection.

USA Jurisdictions:

<input type="checkbox"/> AL	<input type="checkbox"/> DE	<input type="checkbox"/> IN	<input type="checkbox"/> ME	<input type="checkbox"/> NC	<input type="checkbox"/> NV	<input type="checkbox"/> RI	<input type="checkbox"/> VA
<input type="checkbox"/> AR	<input type="checkbox"/> FL	<input type="checkbox"/> KS	<input type="checkbox"/> MI	<input type="checkbox"/> ND	<input type="checkbox"/> NY	<input type="checkbox"/> SC	<input type="checkbox"/> VT
<input type="checkbox"/> AZ	<input type="checkbox"/> GA	<input type="checkbox"/> KY	<input type="checkbox"/> MN	<input type="checkbox"/> NE	<input type="checkbox"/> OH	<input type="checkbox"/> SD	<input type="checkbox"/> WA
<input type="checkbox"/> CA	<input type="checkbox"/> IA	<input type="checkbox"/> LA	<input type="checkbox"/> MO	<input type="checkbox"/> NH	<input type="checkbox"/> OK	<input type="checkbox"/> TN	<input type="checkbox"/> WI
<input type="checkbox"/> CO	<input type="checkbox"/> ID	<input type="checkbox"/> MA	<input type="checkbox"/> MS	<input type="checkbox"/> NJ	<input type="checkbox"/> OR	<input type="checkbox"/> TX	<input type="checkbox"/> WY
<input type="checkbox"/> CT	<input type="checkbox"/> IL	<input type="checkbox"/> MD	<input type="checkbox"/> MT	<input type="checkbox"/> NM	<input type="checkbox"/> PA	<input type="checkbox"/> UT	

Canadian Jurisdictions:

<input type="checkbox"/> AB	<input type="checkbox"/> MB	<input type="checkbox"/> NL	<input type="checkbox"/> NS	<input type="checkbox"/> ON	<input type="checkbox"/> PE	<input type="checkbox"/> QC	<input type="checkbox"/> SK
<input type="checkbox"/> BC	<input type="checkbox"/> NB						

Comments:

Buttons: Save, Save and Calculate Fees, Cancel

Your **Order Confirmation** page will be displayed.

Step 3: Click the **File** button.

Account 59060182 - JC TRUCKING 2 INC
Stage
 In Progress Renewal IFTA License for 2014 effective 07/01 - 12/31 -- Confirm Order Submission
[Return to Previous Page](#)

Order Information
 License Order Number: 0
 Order Date: 08/27/2014
 Original Fee Amount: \$8.00

Notice
 User Maintained Text. To be updated by the jurisdictions

A **License Summary** page will be displayed. You can print an invoice by clicking the [Invoice#](#) link. An invoice will be generated as a PDF file in a new window.

Step 4: Click the **Pay** button for the invoice.

Filed, Not Paid Renewal IFTA License for 2014 effective 01/01 - 12/31 -- License Summary
[Return To Previous Page](#)

Invoices Related to this License
 The following invoices are due but not paid. Please select the invoice(s) that you would like to pay at this time.

Orders
[Select All](#) [Select None](#)

Select Invoice	Invoice #	Invoice Description	Date Due	Amount	Credit Pending	Adjustments	Amount Due	Amount Paid	Actions
<input type="checkbox"/>	810541	Account 59060182_Lic Year 2014_Ord 0	8/27/2014	\$8.00	\$0.00	\$0.00	\$8.00	\$0.00	Pay Comments

INVOICE
 JC TRUCKING 2 INC
 1027 W DOWNER RD
 BEVERLY HILLS, CA 90210

Invoice Number: 810542
 Invoice Date: August 27, 2014
 Invoice Due Date: Upon Receipt

Account Number: 59060182
 IFTA License Number: CA59060182
 IFTA License Year: 2014

Description	Quantity	Unit Price	Line Total
IFTA Decal Fees	4	\$2.00	\$8.00
Adjustment			\$0.00
SUBTOTAL:			\$8.00
CREDITS APPLIED:			\$8.00
TOTAL:			\$8.00
PAID:			\$8.00
TOTAL DUE:			\$0.00

The **Payment Options** page will be displayed.

Step 5: Select your desired payment method and select the **Process Payment** button.

Logout	Actions	Reports	Tools	License
Account 59060182 - JC TRUCKING 2 INC				
Stage				
Filed, Not Paid Renewal IFTA License for 2014 effective 07/01 - 12/31 -- Payment Options				
Return to Previous Page				
Potential Available Credit				
Type	Amount			
Credit (IFTA Return)	\$0.00			
Apply to Invoices Re-Select Invoices				
Invoice #	Invoice Description	Amount	Credit Pending	Amount Due
810542	Account 59060182_Lic Year 2014_Ord 0	\$8.00	\$0.00	\$8.00
Bill Summary				
Total IFTA Orders	\$8.00			
Total Amount Due	\$8.00			
Select payment methods				
<input checked="" type="radio"/> Pay via Check When paying by check, include one copy of the invoice with payment. California Department of State - IRP Unit 1030 Riverside Parkway, Suite 125 West Sacramento, CA 95605				
<input type="checkbox"/> Pay via Credit Card				
<input type="checkbox"/> Pay via Electronic Check				
<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>				

5

You will be directed a payment page to complete your payment.