

# New Jersey

## **Motor Vehicle**

# Commission



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# 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."



NJMVC Secure Login Username MVC UserID or Email Password	<b>N</b>	ew Jersey Motor Carrier System
Username MVC UserID or Email Password LOGIN Forgot Password?		NJMVC Secure Login
MVC UserID or Email Password LOGIN Forgot Password?	Username	
Password LOGIN Forgot Password?	MVC UserID	or Email
LOGIN Forgot Password?	Password	
Forgot Password?		LOGIN
		Forgot Password?
New User?		New User?

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

Security Question 1*	Registration Page ×
V Casurity Annung 48	User Name*
Security Answer 1	First Name*
Security Question 2*	Middle Name
~	Last Name*
Security Answer 2*	User ID*
Security Question 3*	Password*
v	Re-enter Password*
Security Answer 3*	Email Address*
	Phone Number*
NEXT	Customer Number (required for customers)
	PIN

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.

INFORMATION: Access Granted	
emailservices@mvc.state.nj.us To johndoe@johndoe.com Cc	
From NJMVC	
Access granted to a user associated with this email address.	
This is an automated notice. Please do not reply.	
If you have questions, contact	
Motor Carrier Services (609) 633-9400.	
New Jersey Motor Vehicle Commission	

## 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 WAR STREFT FOR THE STATE OF NEW JERSEY	
HOME COMMON CUSTOMER IRP INQUIRY IFTA	IFTA INQUIRY PAYMENT GUIDE LOGOUT
	USDOT No:
Lusionei	Statement
Click on transaction below for IRP Activity:	Click on transaction below for IFTA Activity:
> Renewal	> Annual IFTA License Renewal Payment
> Replace Plate/Tow Truck Sticker Information	> Additional Decals
> Cab Card Correction	> Quarterly Tax Return
> Add Jurisdiction	> Quarterly Tax Return Upload
> Duplicate Cab Card	> Payment
<ul> <li>Continue an ommission transaction (supplement Continuance)</li> <li>Clicks a transaction below (a Damasacti Activity)</li> </ul>	Continue an ommission (supplement Continuance)     Clober a Unitation (supplement Continuance)
Circk on transaction below for Payment Activity:	Circk on Maintain your Process agent:
> Payment	A due Process ageni Click on transaction below for IPP Guida:
Circk on type or report needed below:	
> Reprint Cab Card	> GUIDE
Reprint Temporary Vehicle Registration	The Guide will give you a step by step instructions on how to use the IRP Web Site.
> Reprint Renewal Notice	If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC IKP Unit.
SAEER : Contract Lio : Britisma Violano I I o	
SAPER   CUITAL OS   FINALY NUICE   LE	gai otatement   Aucessioniny otatement
	Belayment Vertice 9, X: 2024-10-03714:48:23

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).

Section of Constone	er Profile Legal Name: SAMPL	E TRUCKING			USDOT: 1	999111111
					Customer ID: •	43326
Customer Profile						
Customer Activity						
Customer Address List	Click on CUIDE located above on the horizon	ntal har for sten hy sten instru	uctions on how to us	e the TOD Web Site		
Customer Contact List	If you have questions please call (609) 633	- 9399	iccions on now to as	e ule ikr web site	*	
	If yehicles need to be changed added or n	of renewed, or if you have add	tress or name chan	nes please contac	the NIMVE TRP Unit	
	in venicies need to be changed, added, or in	ocremence, or in you nave ad	iress of nume chain	gest preuse concae	cule isine nu sine	
	Customer Status: ACTIVE			IRP Account No:	45104	
	USDOT: 999111111			TIN:	999999999 - FEIN	
	Legal Name: SAMPLE TRUC	CKING		DBA Name:		
	Create User: JOANNA			Create Timestamp:	01/15/2009 14:21:43 P	М
	Last Update User: JOANNA		Las	t Update Timestamp:	01/15/2009 14:21:43 P	м
	PIN: 284295		N	ICS 150 Last Update:		
	Business Location (IRP)					
	Address	City	State	Zip Code	County	Count
	225 EAST STATE STREET	TRENTON	NJ	08628	021	USA

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).

MMON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT			
ommon Custor	mer Activity In	formation	Legal Name	SAMPLE TRUCKING	3		USDOT: 999111:	111
							Customer ID: 43326	
ustomer Profile								
ustomer Activity		Customer Status:	ACTIVE		MC	6 150 Last Update:		
istomer Address List		Create User:	JOANNA			Create Timestamp: 01,	15/2009 14:21:43 PM	
ustomer Contact List		Last Update User:	JOANNA		Last L	pdate Timestamp: 01;	15/2009 14:21:43 PM	
	IRP							
	Account No:	45104						
	1							
	Fleet Inform	nation						
	Fleet Inform Fleet No	nation Effe	ctive Date	E	xpiration Date	Status	Status Date	
	Fleet Inform Fleet No	nation Effe	ctive Date	E	xpiration Date	Status	Status Date	
	Fleet Inform Fleet No	Effe	ctive Date 15/2009	E	xpiration Date /31/2010	Status ACTIVE	Status Date 01/15/2009 Notice   Legal Statement   Acces	sibility Stater
	Fleet Inform Fleet No	Effe	ctive Date 15/2009 New	E 1	xpiration Date /31/2010 le Commission @CACI	Status ACTIVE Contact Us   Privacy	Status Date 01/15/2009 Notice   Legal Statement   Acces	sibility Statem
	Fleet Inform	nation Effe	c <b>tive Date</b> (5/2009 New	E 1 Jersey Motor Vehid	xpiration Date /31/2010 le Commission @CACI	Status ACTIVE	Status Date 01/15/2009 Noblee   Legal Statement   Acces	sibility Statem
	Fleet Inform	Effe	c <b>tive Date</b> 15/2009 New	E 1 Jersey Motor Vehid	xpiration Date	Contact Us   Privacy	Status Date 01/15/2009 Notice   Legal Statement   Acces	sibility Statem
	Fleet Inform Fleet No 1	nation Effe	c <b>tive Date</b> (5/2009 New	E 1	xpiration Date /31/2010 le Commission @CACI	Contact Us   Privacy	Status Date	sibility Statem

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

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

THE STATE O	F New JE	RSEY						
IRP Main Menu	IRP	INQUIRY Account No: 45104	PAYMENT	GUIDE	LOGOUT			
Reneval Supplement	_							
Supplement Continuance			Search Carr	ier Renewal Inform	ation			
					and			
					Fleet: 1			
				Expiratio	on MM/YR: 01 2010			
					Submit Refres	h Help		
						Contact Us   Privacy N	otice   Legal Statement   Aco	essibility Statement I
			Ne	w Jersey Motor Vehic	de Commission @CACI	and a low and a		

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.

	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT	
ccount	Account No: - Supp No: (	45104 SAMPLE TRUCH D000 RENEW FLEET	ING			
				* = <mark>Rec</mark>	uired Fields	
USDOT: 9 Carrier Name: 1 DBA Name:	999111111 SAMPLE TRUCKING		TIN: 999999999		MCS150 Last Update:	Account Status: 0 - ACTIVE/OPEN
Business Address :	225 EAST STATE STR TRENTON NJ 08628	EET				
Contact Information						
New of Land	105					
Name: Phone: ( Email: ]	JOE (609 ) 633 - 9 JOE@AOL.COM	1399 EXT: *		Fa	e ()	
Namer Phoner ( Email: )	joe (609 ) 633 - 9 Joe@Aol.com	1399 EXT: ***	CONTINUE	Fa PRESS SUBN	<pre>Kt (</pre>	Ĩ

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.

MMON CUSTOMER	IRP INQU	JIRY PAYMENT	GUIDE	LOGOUT			
enew Fleet	Account No: 451	04 SAMPLE TRUCKING			Fleet No: 1		
	Supp No: 000	0 RENEW FLEET			USDOT: 999111111		
			* = Requi	red Fields			
USDOTI	999111111	MCS150 Last Update:		TIN: 9999999	999	Fleet Status: 0 - ACTIVE	
Fleet No:	1						
Effective Date:	02/01/2010		Expiration Date:	01/31/2011	R	eg Months: 12	
Fleet Type:	FOR - FOR HIRE		Commodity Class:	A - ALL			
Registrant Name:	SAMPLE TRUCKING						
DBA Name:							
Phone No:	() E:	XT:					
Business Address							
	225 EAST STATE STREET						
	TRENTON NJ 08628						
Mailing Address							
	76 MAIN STEERT						
	TRENTON NJ 08654						
Contact Information							
Name:	JOF						
			20.00				
Phone No:	([60a ]) [633 ] - [a3aa ] E)	(T) []*	Fax No:				
Email Address:	JOE@AOL.COM						
Insurance Company			latura		12		
Name:	3333333 · UTHER	· · · · · · · · · · · · · · · · · · ·	UTHER	INSURANCE COMPANT			
Policy NBR:	POLICY NUMBER 1 *						
			PRESS SUBMI	TO CONFIRM			
		CUNTIN	UL 💌	submit interresh Help			
					Contact Us   Priva	cy Notice   Legal Statement   Accessi	bility Statemen
			. Andress Makes Mekide	Commission BOACT			

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.

OMMON	CUSTOME	R IRF		INQI	JIRY	PAYMENT		GUIDE	LO	GOUT							
Milea	ge	A	ccount No: 45 Supp No: 01	5104 SA	MPLE TRUCKING W FLEET						Fleet No USDOT	): 1 7: 999111:	111		Exp M	M/YR: 1/2	011
Check V U C C C C C C C C C C C C C C C C C C	Vhen se NJ Estir heck To V choose t the Inte	nated Miles for erify If States A o provide you rnational Reg	Estimated J are Contiguo ur own esti istration P	urisdiction us To Ear mates y lan (IRP	ns ch Other vou will need to ), NJ may reject	estimate t an App	the mile licant's e	s for one yea stimates of d	r of opera istance, du	tion and se to inac	give a detaile dequate docum	d explan nentation	ation of h	ow you estim	ated the o	peratior	ns. Per Sect
Mileage	Types: A	=Actual E=Est	imated N=N	o Operati	on	1			1			1				1	
JUR	Туре	Mileage	Month	Year	Percentage	JUR	Туре	Mileage	Month	Year	Percentage	JUR	Туре	Mileage	Month	Year	Percentag
D	AV	87871	01	10	91.98936%		~						~				
W.	AV	7652	01	10	8.01064%		×						×				
	~												~				
	~						*						~				
	~						~						~				
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	~						*						~				
	~						*						~				
	*						*										
												Actu Estimate	al Miles: 9 d Miles:	5523			

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.

ION CUSTO	AER IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT		
ight Gr	oup Selection	Account No: 4 Supp No: 0	45104 SAMPLE TRUC DOOD RENEW FLEET	KING		Fleet No: 1 USDOT: 999111111	Exp MM/YR; 1/2011
EL	Weight Group	NJ Gro	ss Weight	Other	Gross Weight	Weight Group Type	No of Vehicles
1		80000		ALL THE SAME		P - Power Unit	
					2 2 2 2 2 2 2 2	Contact Us   Privacy Notice	Legal Statement   Accessibility Stateme

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

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.

MMON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT			
RP Billing	Account No	n 45104 SAMPLE TR	UCKING			Fleet No: 1		Exp MM/YR: 1/2011
	Supp No	0000 STRAIGHT R	ENEWAL			USDOT: 99	9111111	
RP Fees								
NJ.	IRP Fee: 0.00		IRP Fee: 0.1	00				
Cab :	Card Fee: 0.00							
Administr	ativo Esos 0.00							
Tau Taudi Sh	drav Fact 0.00							
Dealass (	Vet Fee 0.00							
Pre-	Pass Fee: 0.00							
fotal Fees Due								
To	tal Due: 0.00			Credit Applied: 0.0	00		Net Amount Due: 0.	00
Silling Information								
Supplement	t Status: O - OPEN		Effective Date: 02/01/20	10	Receipt Date:	01/15/2009		Reg Months: 1
Billin	ng Date:		Invoice Date:		TVR Ind:		TVR No of Days: 0	Number Of Vehicles: 1
Delivery O	ptions:	*						
	Email: UNERAGN (			Ī				
				•				
			CLICK ON TVR BOX TO I	RECEIVE TEMPO	RARY AFTER PAYMENT	T IS COLLECTED	0	
			CONTINUE	× [	Submit Quit Refrest	h Help		
						Conta	ct Us   Privacy Notice   Legal S	itatement   Accessibility Statement
			New J	ersey Motor Vehicle	Commission @CACI			

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).

DMMON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT			
RP Billing	Account No	45104 SAMPLE TR	UCKING			Fleet No: 1		Exp MM/YR: 1/2011
	Supp No	0000 STRAIGHT R	ENEWAL			USDOT: 9991111	11	
IRP Fees								
UN	IRP Fee: 880.11		IRP Fee:	129.18				
Administration Fees								
Cab	Card Fee: 7.00							
Administ	ative Fee: 44.50							
Tow Truck S	ticker Fee: 0.00							
Replace	Plate Fee: 0.00							
Pre	Pass Fee:							
Total Fees Due	otal Due: 1060.79			Credit Applied:	0.00	Ne	t Amount Due: 1060.79	
Silling Information Supplement	t Status: F - FEES COM	MPUTED	Effective I	Date: 02/01/2010	Rece	ipt Date: 01/15/2009		Reg Months: (
Bill	ing Date: 01/15/2009		Invoice I	Date:		TVR Ind: 🔽	TVR No of Days: 15	Number Of Vehicles: 1
Ci	ancel Bill:							
Delivery (	Intione:							
Delivery c	E · Email	<u> </u>						
	Ernail: V - Preview							
Denvery (	Ernail: E · Email V · Preview	× 	PRE	SS SUBMIT FOR INVO	DICE PROCESSING t Refresh H	etp		
						Contact Us	Privacy Notice   Legal Stat	ement   Accessibility Stateme
			Neu	Jersey Motor Vehicle Co	mmission @CAC	I		
			iic.			20		

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.



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).

IRP Main Menu Account No: 45104  Reneval  Supplement Continuance  Vis	NVOICE HAS BEEN GENERAT View the Invoice PDF Print I view the Document Shortage PDF	IATED 11_File DF_Print_File Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement   (
IRP Main Menu Account No: 45104  Eeneval  Supplement Supplement Continuance  Vii	INVOICE HAS BEEN GENERAT View the Invoice PDF Print I riew the Document Shortage PDF ew Jersey Motor Vehide Commission	IATED 11 File DF Print File Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement   (
Reneval Supplement Supplement Continuance	INVOICE HAS BEEN GENERAT View the Invoice PDF Print I iew the Document Shortage PDF ew Jersey Motor Vehide Commission	IATED 11 File DF Print File Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement   (
Supplement Supplement Continuance Vir	INVOICE HAS BEEN GENERAT View the Invoice PDF Print I iew the Document Shortage PDF ew Jersey Motor Vehicle Commission	IATED 11 File DF Print File Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement   (
Supplement Continuance	INVOICE HAS BEEN GENERAT View the Invoice PDF Print I lew the Document Shortage PDF ew Jersey Motor Vehicle Commission	ATED 1 <u>t File</u> <u>OF Print File</u> Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement
<u>Vii</u> Ne	INVOICE HAS BEEN GENERAT View the Invoice PDF Print I lew the Document Shortage PDF ew Jersey Motor Vehide Commission	IATED <u>nt File</u> <u>Contact Us   Privacy Notice   Legal Statement   Accessibility St.</u> n @CACI	tatement   (
<u>Vii</u> Ne	View the Invoice PDF Print I iew the Document Shortage PDF ew Jersey Motor Vehide Commission	<u>DF Print File</u> <u>Contact Us   Privacy Notice   Legal Statement   Accessibility St.</u> n @CACI	tatement
Vii	iew the Document Shortage PDF	IDF Print File Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement
Ne	ew Jersey Motor Vehide Commission	Contact Us   Privacy Notice   Legal Statement   Accessibility St.	tatement
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Ие	ew Jersey Motor Vehide Commission	n @CACI	
	ewselsey motor vehicle commission	1 N N N N	
		an a second	

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).

MMON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT	
ayment Menu	Ac	count No: 45104				Fleet Nor 1
		Payment	Information			
				Account: 4 and Fleet: 1	5104	
			Select I	Payment Method: Credit Card: 0 SE	FT(Online Checking)	g): ()
				Reire		
			N-2			Contact Us   Privacy Notice   Legal Statement   Accessibility Statement
			New	v Jersey Motor Vehicle Ct	UNITIESSION GCA	AU1

Figure 2-13. Payment Menu

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

ippie	ement Selec	tion List	Account No: 45	104 SAMPLE TRUCKING					
EL	Account No	Fleet No	Reg MM/YY	Registrant Name	Supp	Supp Type	Supp Status	Amount	Approve
	45104	1	01/2011	SAMPLE TRUCKING	0000	STRAIGHT RENEWAL	I - INVOICED	1060.79	NO
				LUNTINUE 💌 [	ehide Commi	coni ssion @CACI	act Us   Privacy Notice   Lega	Statement   Acce	ssibility Stateme

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.

MON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT			
edit Card Pa	yment	Account No: 451	104 SAMPLE TRUCKING			Fleet No: 1	Exp MM/YR: 1	/2011
		Supp No: 000	00 STRAIGHT RENEWAL	* = Requir	rad Fields			
	a 14 a 1			- Kequi	eu rieius			
	Credit Card		Credit Card Amt: 1060	79*				
		Selec	t Credit Card Type:	•••••••••••••••••••••••••••••••••••••••				
			Credit Card No:	*				
			Expiration Date:	*				
		Credit	Card Security Digit:	* What's This?				
			Email Address:					
	oill Te							
	01110		First Name:		*	MI:		
			Last Name:		*			
			Address:		*			
			City:		*	State:	*	
			Zip code:	*		Phone:	4	
	Chie Te							
	Same as billi	ng address						
			Name:		*			
			Address:		•			
			City:		•	State:	*	
			Zip code:	•				
	Delivery Method							
			Delivery Option: V-P	eview 🔽				
			Email Address:					
			0083 - SHORTA	AGE - AMOUNT PA	D IS LESS THAN A	MOUNT DUE		
			CONTINU	IE 🔽 Submit 🛛 R	efresh Return	Help		
						Contact Us   Pr	ivacy Notice   Legal Statement   Accessibi	ility Stat
			Nev.	Jersev Motor Vehicle	Commission @	CACT		

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 WER	Stie for F NEW JI	ERSEY				2	
COMMON CUSTOMER	IRP	INQUIRY	PAYMENT	GUIDE	LOGOUT		
IRP Main Menu		Account No: 45104					
Reneval		_					
Supplement Supplement Continuance							
				View the TVR	PDF Print File		
				tion die 111			
							Contact Us   Privacy Notice   Legal Statement   Accessibility Statement
				New Jersey Motor Vehicle	Commission	@CACI	

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 use	ser information to login.
	NJMVC Employee Login	Customer Login
	User ID: Password: Change Password:	IRP Account No:         Or           Customer No:         Or           and         Pin No:
	L	Sign in
This sii curren IRP an hours.	e is optimized for Microsoft's Internet Ex; ly no reported issues using Mozilla's Firef d/or IFTA account or transactions, you ma	xplorer 9 and Google's Chrome Browsers. There are efox browser, as well. If you have questions about your may call (609)633-9400 during normal MVC business
		SAFER   Contact Us   Privacy Notice   Legal Statement   Accessibility Statement   💽
	New Jersey Motor Vehi	ahide Commission BLEGATUS

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).

HOME COMMON CUSTOMER IRP	INQUIRY	IFTA	IFTA INQUIRY	PAYMENT	GUIDE	LOGOUT	
Welcome to the NJMVC IRP/IFTA Program							
TEST ACCOUN	T-			USDOT N	io: REG ONLY		
		Custom	er Statement				
Click on transaction below for IRP Activity:			Click on transaction b	elow for IFTA Activity	8		
> Renewal			> Annual IFTA Licens	e Renewal Payment			
> Replace Plate/Tow Truck Sticker Information			> Additional Decals				
> Cab Card Correction			Quarterly Tax Return	'n			
> Add Jurisdiction			> Quarterly Tax Return	n Upload			
> Duplicate Cab Card			> Payment				
> Continue an Unfinished Transaction (Supplement Continuance)	(		> Continue an Unfinis	shed Transaction (Su	pplement Continuance)		
Click on transaction below for Payment Activity:			Click on transaction b	elow for IRP Guide:			
> Payment			> GUIDE				
Click on type of Report needed below:			The Ouide will show your	where her other in advertision	an have to use the IDD Web I	0.4 m	
> Reprint Cab Card			If vehicles need to be ch	anged, added, or not rene	wed, or if you have address r	one. In name changes, please c	ontact the NJMVC
> Reprint Invoice			IRP Unit.			in manual and a grad produce a	-
> Reprint Temporary Vehicle Registration			1				
> Reprint Renewal Notice							
				s	AFER   Contact Us   Privacy	Notice   Legal Statement	Accessibility Statement 1

Figure 3-2. Welcome NJMVC IRP/IFTA Program

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

THE OFFICIAL WE	OF NEW JERSE	Y				A Y K			
HOME	COMMON CUSTOMER	IRP	INQUERY	IFTA	IFTA INQUIRY	PAYMENT	GUIDE	LOGOUT	
IFTA Main Menu	Cust	TPID: NJ741852963 omer No: 72214	Lic	ensee Name: TEST ACCOUNT USDOT:		Fleet No: 01 Customer Status: COMPL	JANT	Program Sta	tus: ACTIVE
Supplement									
Supplement Continuan	ce								
Quarterly Tax Return			Search Quarterly Tax	Return Information					
Quarterly Tax Return U	pload			TPID:	Fleet No:	01			
			,	RESS SUBMIT TO BEGIN QUARTER	Y TAX RETURN PROCESS	s SAFE	R   Contact Us   Priva	icy Notice   Legal Statement	Accessibility Statement
				New Jersey Motor Vehicle Comm	ssion ©LEGATUS				

Figure 3-3. Quarterly Tax Return

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

HOME	COMMON CUSTOMER	IRP	INQUIRY	IFTA	IFTA INQUIRY	PAYMENT	GUIDE	LOGOUT	
FTA Return	TPI	D: NJ741852963	Licensee	Name: TEST ACCOUNT		Fleet No: 1			
	Customer N	o: 72214	U	SDOT:	C	ustomer Status: COMPL	JANT	Program Status: ACTIVE	
		Reporting Period Information	ion						
		Reporting Period:	~	Year: 2022	In House:				
		No Operation:	A	mendment:					
		Fuel Types							
		Diesel:	Gasoline:	Gasahol:	LPG:	CNG:	Ethanol:		
		M-85:	E-85:	Methanol:	LNG:	A-55:			
		Return Date Information							
		Filed Date: 7/18/2	022						
		Received Date: 7/18/2	022						

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.

D T	THE OFFICIAL WEB SHE FOR THE STATE OF NEW JERSEY HOME COMMON CUSTOMER	IFTA Que	arterly Tax Retu	TPID: 7410 Customer No: 722	852963 Nam 14 USDOT N	e: TEST ACCOUNT o: Fleet No: 1			GUIDE	LOGO	<b>- 155</b> 5a	
IFTA C	Quarterly Tax Return	Reportin Total Miles	ng Period: 1ST QUAF Traveled:	RTER R	eporting Year: 20 Is Purchased:	22 Fuel Type: D - DI 0	ESEL	OMPLIA	NT	Pr	ogram Status: ACTIV	
	Total Miles Traveled: Reporting Period: 1ST QUARTER Override Edits:	JUR AK AL	Miles	Taxable Miles	Gallo	ns Purchased		i0 DIESEL		L Out Outstan Total	ite Penalties: 0.00 standing Tax: 0.00 ding Interest: 0.00 Amount Due: 0.00	
JUR	Effective Date Miles	AR							Tax Rate	Tax Due	Interest Due	Total
AK	01/01/2022	AZ						1	0.00000	0.00	0.00	0.00
AL	01/01/2022	CA							0.29000	0.00	0.00	0.00
AR	01/01/2022	CO										0.00
AZ	01/01/2022	СТ								0.00	0.00	0.00
CA	01/01/2022	DC									0.00	
CO	01/01/2022	DE								0.00	0.00	0.00
CT	01/01/2022	FL							0.40100			
DC	01/01/2022	GA								0.00	0.00	0.00
DE	01/01/2022	IA										
FL	01/01/2022	ID							0.36370	0.00	0.00	0.00
GA	01/01/2022	IL										
IA	01/01/2022	IN								0.00	0.00	0.00
ID	01/01/2022	KS										
IL	01/01/2022	KY								0.00	0.00	0.00
IN	01/01/2022	LA										
KS	01/01/2022	MA					-			0.00	0.00	0.00
KY	01/01/2022							6				
KY	SURCHARGE			File Tax Retur	n Close							
LA	01/01/2022								0.20000	0.00	0.00	0.00
MA	01/01/2022								0.24000		0.00	0.00
MD	01/01/2022								0.36850	0.00	0.00	0.00
ME	01/01/2022											
MI	01/01/2022								0.46800	0.00	0.00	0.00
MN						0.00						0.00
MO						0.00			0.19500	0.00	0.00	
MS												

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.

THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY			
HOME COMMON CUSTOMER Payment Menu	RP INQUIRY IFTA IN	QUIRY PAYMENT GU	Customer No: 72214
		-	
	Customer No: 72214		
	Account No:		
	Fleet No: *** For IFTA Payments Only Lea Select Payment Method:	ave Fleet No Blank. ***	
	Credit Card: O SEFT(Online Submit Help	/Checking): 🔿	
	New Jersey Motor Vehicle Commission	SAFER   Contac	t Us   Privacy Notice   Legal Statement   Accessibility Statement   🗷
	New Jersey Motor Vehicle Commission	BLEGATUS	

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 OF NEW JERSEY									
User Login	Discos anto uno	information to taxia							
	Fieuse enter user information to login.								
	NJMVC Employee Login	Customer Login							
	User ID: Password: Change Password:	IRP Account No:							
	Si	gn In							
This curre IRP a hours	site is optimized for Microsoft's Internet Explo ntly no reported issues using Mazilla's Firefox nd/or IFTA account or transactions, you may	rer 9 and Google's Chrome Brow browser, as well. If you have qu call (609)633-9400 during norm	sers. There are estions about your al MVC business						
	New Jersey Motor Vehicle	Commission ©LEGATUS	AFER   Contact Us   Privacy Notice   Legal Statement   Accessibility Statement   🖲						

Figure 3-7 Customer Login

2. Once logged in, select "Additional Decals".

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
Custon	ter Statement
Click on transaction below for IRP Activity:	Click on transaction below for IFTA Activity:
> Renewal	> Annual IFTA License Renewal Payment
> Replace Plate/Tow Truck Sticker Information	Additional Decals
> Cab Card Correction	> Quarterly Tax Return
> Add Jurisdiction	> Quarterly Tax Return Upload
> Duplicate Cab Card	> Payment
> Continue an Unfinished Transaction (Supplement Continuance)	> Continue an Unfinished Transaction (Supplement Continuance)
Click on transaction below for Payment Activity:	Click on transaction below for IRP Guide:
> Payment	> GUIDE
Click on type of Report needed below:	
> Reprint Cab Card	The Guide will give you a step by step instructions on how to use the RP web Site.
> Panrint Invica	IP which here to be changed, added, or not renewed, or n you have address or name changes, please contact the notive
> Reprint Temporary Vehicle Registration	
> Reprint Renewal Notice	
Nex Jaray Motor Veh	SAFER   Contact Us   Privacy Notice   Legal Statement   Accessibility Statement   Contact Us   Privacy Notice   Legal Statement   Contact Us   Privacy Notice   Legal Statement   Accessibility   Contact Us   Privacy Notice   Legal Statement   Accessibility   Contact Us   Privacy Notice   Legal Statement   Accessibility   Contact Us   Privacy Notice   Legal Statement   Contact Us   Privacy Notice   Legal Statement   Contact Us   Privacy Notice   Contact Us   Privacy Notice   Legal Statemen

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.

IFTA Supplement Menu Additional Decals	TPID: NJ741852963 Customer No: 72214	Licensee Name: TEST /				
Additional Decals	Customer No: 72214		ACCOUNT	Fleet No:	01	T AND CONTRACTOR
Additional Decals	Customer Nor FEE 14	USDOT:		Customer Status:	COMPLIANT	Program Status:
	Search Ad	litional Decals Information			18	
		(	Customer No: 72214			
		Lic	ensee Name: TEST ACCO	DUNT		
			TPID: NJ7418529	63 Fleet No: 01		
			and			
			and -			
		No of IFTA Decal	s Requested:			
			Submit	Help		
		PRESS SUBMIT TO BEGIN	ADD DECALS PROCESS			
				SA	FER   Contact Us   Privacy	Notice   Legal Statement   Accessibility Statement
		New Jersey Motor Vabirle (	Commission PLEGATUS			

Figure 3-9 Additional Decals

4. 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 WE	STRE FOR 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: COMPL	IANT Program Status:
		5 No. 001 100 050 10	W	7
		SUPP NO: 004 ADD DECAES	Reg fear: 2022	
		Section 1: IFTA Registration/License Fees Sect	tion 2: Document/Collection and Approva	
		Decal Fee: 0.00 Si	gned Application:	
		No of IFTA Decals Requested: 2 Com	plete Application:	
		Replace Decal Fee: 0.00	Approved:	
		30 Day Temporary Permit Fee: 0.00		
		Total Fees Due: 0.00		
		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 🔲 Wavier Reason	n:	
		Available Credit: 0.00 Apply Credit:	Deny Credit:	1
		Outstanding Fee: 0.00		
		Total Fees Due: 0.00		
		Received Date: Payment Due Date	: Filed Date:	
		Billing Information		
		Supplement Status: O - OPEN Effe	ective Date: 07/18/2022	
		Billing Date: In	ivoice Date:	
		Delivery Options: V - Preview V		1
		Email:		
		CONTINUE	mit Quit Help	-
			SAF	ER   Contact Us   Privacy Notice   Legal Statement   Accessibility Statement
		New Jersey Motor Vehicle Commissi	ion ©LEGATUS	

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 OFFICIAL WER SITE FOR THE STATE OF NEW JERSEY									
User Login									
	Please enter user information to login.								
	NJMVC Employee Login	Customer Login							
	User ID: Password: Change Password:	IRP Account No:							
		ign In							
This si current IRP an hours.	e is optimized for Microsoft's Internet Expl ly no reported issues using Mozilla's Firefo d/or IFTA account or transactions, you may	orer 9 and Google's Chrome Browsers. There are k browser, as well. If you have questions about yo call (609)633-9400 during normal MVC business	ur						
		SAFER   Contact Us	Privacy Notice   Legal Statement   Accessibility Statement   🖲						
	New Jersey Motor Vehicl	Commission @LEGATUS							

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 OTHER 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
1	Customer Statement
Click on transaction below for IRP Activity:	Click on transaction below for IFTA Activity:
> Renewal	> Annual IFTA License Renewal Payment
> Replace Plate/Tow Truck Sticker Information	> Additional Decals
> Cab Card Correction	> Quarterly Tax Return
> Add Jurisdiction	> Quarterly Tax Return Upload
> Duplicate Cab Card	> Payment
> Continue an Unfinished Transaction (Supplement Continuance)	Continue an Unfinished Transaction (Supplement Continuance)
Click on transaction below for Payment Activity:	Click on transaction below for IRP Guide:
> Payment	> GUIDE
Click on type of Report needed below:	The Guide will give you a step by step instructions on how to use the IRP Web Site
> Reprint Cab Card	If vehicles need to be changed, added, or not renewed, or if you have address or name changes, please contact the NJMVC
> Reprint Invoice	IRP Unit.
> Reprint Temporary Vehicle Registration	
> Reprint Renewal Notice	
	SAFER   Contact Us   Privacy Notice   Legal Statement   Accessibility Statement

Figure 3-12. Welcome NJMVC IRP/IFTA Program

4. Select the Fleet Number to continue.

mon Customer Activity		IRP IN	QUIRY	FTA IFTA INQI	JIRY PAYMENT	GUIDE	LOGOL	vr
ommon Customer Activity Information		Legal Nan	e: TEST ACCOUNT				and Warman and	
							Customer ID: 72	214
ustomer Profile								
stomer Activity	Cust	omer Status: COMPLIAN	r)					
ustomer Address List		Create User: TPZMIZD			CI	reate Timestamp: 05/27/202	22 14:54:53 PM	
istomer Contact List	Last	Update User: JOANNA			Last Up	date Timestamp: 07/18/202	22 10:17:57 AM	
ustomer Officers List								
ustomer Statement		SEL	ECT IFTA FLEET FOR SUP	PLEMENT CONTINUANCE			E	
	IRP USDOT No: 1813	S CONLY						
	Account No:							
	Fleet Information							
	Fleet No E	ffective Date	Expiration Date	Status	Status Date	Unpaid Supp	No of Vehicles	MC \$150 Date
	Audit Information							2020
	Fleet No E	ffective Date	Expiration Date	Unpaid Audit				
		0.000.0						
	IFTA USDOT No: II							
	IFTA USDOT No: NI Account No: NJ7418	52963						
	IFTA USDOT No: IN Account No: NJ7418 Fleet Information	52963						
	IFTA USDOT No: 191 Account No: NJ7418 Fleet Information Fleet No E	152963 ffective Date	Expiration Date	Status	Status Date	Unpaid Supp		MC \$150 Date
_	IFTA USDOT No: III Account No: NJ7418 Fleet Information Fleet No E 01 0	152963 ffective Date 5/27/2022	Expiration Date	ACTIVE	Status Date 05/27/2022	Unpaid Supp Yes		MC \$150 Date
-	IFTA USDOT No: HI Account No: NJ7418 Fleet Information Fleet No E 01 0 Audit Information	152963 ffective Date 5/27/2022	Expiration Date	Status ACTIVE	Status Date	Unpaid Supp Yes		MC \$150 Date

Figure 3-13. Customer Activity

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

THE OFFICIAL WEB SITE FOR THE STATE OF N	W JERSEY					
HOME CONI	ION CUSTOMER IRP	INQUIRY	IFTA IF	FTA INQUIRY PAYMENT	GUIDE	LOGOUT
IFTA Main Menu	TPID: NJ741852963	Lice	nsee Name: TEST ACCOUNT	Fleet No: 01		
	Customer No: 72214		USDOT:	Customer Status: CC	MPLIANT	Program Status: ACTIVE
Supplement Continuance Quarterly Tax Return Quarterly Tax Return Upload		Search Supplement Co	Autinuance Information Customer No: 72214 License Name: TEST ACCOUN TTPID: N/147622631 Reg Year: 2022 Supp No: *** Lawe Supp Submt [ i	VT Fleet No: 01 – and – andior – No blank for a complete list of supps. *** Help		
				5	SAFER   Contact Us   Privac	/ Notice   Legal Statement   Accessibility Statement
			New Jersey Motor Vehicle Commission	n @LEGATUS		

Figure 3-14 Supplement Continuance

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

	HE OFFICIAL WEB SITE FOR IE STATE OF NEW ]	ERSEY		1				
н	DME COMMON CU	STOMER IRP	INQUIRY	IFTA IF	TA INQUIRY	PAYMENT GUIDE	LOGOUT	
IFTA SL	pplement Selection	TPID: NJ7418529 Customer No: 72214	63 Li	censee Name: TEST ACCOU USDOT:	INT	Fleet No: 01 Customer Status: COMPLIANT	Prog	ram Status: ACTIVE
SEL	Supp No	Supp Status	# Decals	Begin Decal		Return Info	Filed Date	No Operation
	Supp Type	Supp Effective Date	30-Day Permit	End Decal	Return Type		Paid In Full	Wavier Reason
	003	O - OPEN			YR:2022 Q:1 Am	and Ind:00 F:D	07/18/2022	NO
	TAX RETURN	07/18/2022	NO		ORIGINAL		NO	
			CONTINU	E Submit	t Quit He	IP SAFER   Contact U	Privacy Notice   Legal Stat	ement   Accessibility Statement

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.