

Step-by-Step instructions for an easy renewal in CCOWS

To the left of the [User Dashboard Screen](#)

Click - [Services](#)

Click - [IRP](#)

- Watch for messages at the top of the screen each time you click [Proceed](#)
- [Red](#) = STOP. You can't continue. Call MVS for help.
- [Yellow](#) = Warning – Please read.
- [Blue](#) = Informational Message – Please read.

[Site Map Screen](#)

Click - [Renew Fleet](#)

[Fleet Screen](#)

Click - [Proceed](#)

Click - [Select](#) (Fleet Expiration date 2019)

[Account Tab/Customer Details Screen](#)

Verify all information on this page, including physical address and mailing address tabs. (Your mailing address may be blank if your physical and mailing addresses are the same.)

If your physical address has change, upload 3 proofs of residency at the end of the online renewal process and add your correct address in the COMMENT section.

Click - [Proceed](#)

[Customer Detail Verification Screen](#)

Click - [Proceed](#)

[Fleet Tab/Fleet Details Screen](#)

You can update some information on this page: Contact, e-mail, etc. Update as needed. Please note that it is very important that we have current contact and email information so that you can receive notifications.

Click – [Proceed](#)

You will get a Yellow warning message at the top of the screen, letting you know we will need signed documents to complete your renewal. Verify that any changes you made show up here.

Click - [Proceed](#)

[Distance Tab/Distance Details Screen](#)

At the top of the screen, you will get a Blue informational message letting you know the renewal has been started. You will also get a Yellow warning message letting you know that you need to add a comment describing what you haul.

This is the distance screen. The system will automatically populate the miles you reported on your IFTA returns during the reporting period. These miles are correct for most customers. These miles will not be correct if you have different vehicles in your IFTA fleet vs your IRP fleet. Please verify that the miles listed are your “ACTUAL” IRP miles for the reporting period from July 1 – June 30. If you have different vehicles in your IFTA and IRP fleets, adjust the miles to your ACTUAL IRP miles.

Find the Comment box. Write a short description of your business and what you haul.

Click - **Add/Update Comment** (Do not forget to click the “Add/Update Comment” button.)

Click - **Proceed**

Distance Details Screen

Double check your miles.

Click - **Proceed**

Weight Group Tab/Weight Group Selection Details

If your weight groups are not changing from last year, Click - **Done**.

If you have weight changes, at the end of your renewal process, upload an A/C form with new weights and list the affected vehicles, Click - **Done**.

Vehicle Tab/Renewal Vehicle Processing Screen You can amend, add, or delete vehicles here.

If you have changes, click the appropriate box and Click - **Proceed**.

If you are adding a vehicle, you will need to upload the supporting documents at the end of the renewal process (title, sales tax receipt, insurance, 2290 if over 55,000 lbs and Bill of Sale if temp is requested).

If your vehicles have not changed or you are done amending, adding, or deleting vehicles, Click - **Done**.

Web Processing Screen You can upload appropriate documents here.

Click - **Select** the renewal supplement

Submit Process Screen

Look at one of your VIN's, Choose a Vehicle Document Type (typically you will need both a 2290 and insurance document)

Click - **Choose File**, find the file on your computer and open it, Click - **Upload**.

The file will show up under the “Vehicle Documents” label

Keep adding all the documents you need for all vehicles. (Typically 2290 and insurance)

Choose a “Fleet Document Type”. Please note that all forms except the POA are required for every renewal. The blank forms are located under the Services tab on the left under BLANK FORMS. Again, Click - **Choose File**, find the file on your computer and open it, Click - **Upload**.

If you are changing your physical address or wish to make any other comments, select the plus sign next to **Comments** and a comment field will open. Insert your new address or other comments as needed in this field. Be sure to click **Add/Update Comment** when you are done.

Once you've uploaded all necessary documents, Click - **Submit**. Click – **Quit**. **Please be sure that all documents are uploaded before you Submit.**

Your renewal has been submitted. WYDOT will review your documents and e-mail an invoice. We have three payment options. You can pay by E-Check online (\$2.00 fee) which requires checking account information. You can pay by credit card online (3.5% fees over \$50.00, minimum \$2.50). Or you can mail in a check with page 1 of your invoice. Once you pay your invoice we will issue new cab cards and stickers. Please be sure that you verify the accuracy of all information on your credentials once you receive them.