



**Kentucky**

**U**

**Drive**

**It**

**Online**

**Program**

## TABLE OF CONTENTS

Logging In/Creating an Account .....	3
Applying for a Permit .....	3
Once in Account (If Created by UDI Staff).....	5
Once in Account (Created by Permit Holder) .....	5
Contacts .....	5
Documents .....	6
Insurance.....	7
Self-Insured .....	8
Self-Insured – Filing Quarterly Financials.....	8
Vehicle Tab .....	10
User Management .....	13
To Approve Someone .....	14
Bills .....	14
Seat Fees .....	16
Fleet Returns .....	16
Paying Monthly Return .....	18
Zero Return .....	19
Sign-out/Password Change .....	20

On January 8, 2024, the U-Drive-It Program moved to the online system where the permit holders now take care of their account and payments online. While the majority of the program stayed the same, a lot of it changed and working procedures also changed. So here are the new steps and the new way to go (of course we will probably be adding as we go also because some things are changing as we work through the program 😊).

## Logging In/Creating an Account

To log in or create an account, users should go to [drive.ky.gov](http://drive.ky.gov), then click on “Motor Carriers”; then “U-Drive-It”.

U-Drive-It is an alternative method for paying Usage Tax as prescribed by [KRS 138.460](#). Proper accounting systems to record all usage of the vehicles licensed under UDI are a must. The permit holder should be able to account for all vehicle use and revenue generated from its operation on Kentucky highways.

ACCESS UDI ACCOUNT

APPLY FOR UDI ACCOUNT

If they already have an account, they will click on the “Access UDI Account”, and use the “Public Login” to login in, with that information. If for some reason they cannot remember their password, they just need to do the “Forgot Password” option.

## Applying for a Permit

If they are applying for a new permit, they need to select the “Apply for UDI Permit” on the webpage, and choose to login in with the “Public Login” option. Here they will “Create Account” before doing anything else.

After they have created an account, they will need to apply for a permit. User select Apply for new permit and fill in the data on the screen.

Account Select

UDI #

Search

OR

Apply for new permit

Required fields are marked with an asterisk and must be filled in to move forward. They are:

- Company Name:
- Taxpayer ID Number:

- Tax ID Type:
- SOS# (Kentucky Secretary of State Number, which they can find on their certificate):
- Phone:
- Fax (If they don't have a fax, they can enter either the phone number or 0):
- Email:
- Physical Address:
- Mailing Address:
- Business Type:
- Established Month:
- Will you lease/rent/or both:
- Owner First/Last Name:
- Owner Email:

They will also have to enter a Unique ID.

The screenshot shows a 'New Permit Application' form. The 'Unique Id\*' field is highlighted in blue and contains the number '1'. A callout box points to this field with the text: 'Used to prevent duplicate permits with the same Company Name.' Other visible fields include 'Company Name\*' (Example: Bob's Auto Wash 2), 'Tax ID\*' (Example: 123456789), and 'Tax ID Type\*' (FEIN). There are 'Cancel' and 'Continue' buttons at the bottom.

Since some companies may want to have multiple permits for their different locations, the system requires a unique id to distinguish between these. It can simply be a "1"; "2", etc, or whatever they wish to distinguish the different permits. This just keeps the system from having multiple permits with the same name and not really knowing if they are the same permit or different.

The screenshot shows a complete 'New Permit Application' form. Fields include:
 

- Company Name: Bob's Auto Wash 2
- Unique Id: 2
- Taxpayer ID: 02880898
- Tax ID Type: EN
- DBA: Example Account
- SOS #: 111111
- Phone: 5021234567
- Fax #: 5021234567
- Email: ExampleEmail@example.com
- Physical Address: 123 Street Address, United States, 40001, FRANKFORT, Kentucky
- Mailing Address: 123 Street Address, United States, 40001, FRANKFORT, Kentucky
- Business Type: Corporation
- Owner First Name: First Name, Middle Name, Last Name
- Established Month: July
- MVL Dealer #
- Vehicle Usage: Both

 There are 'Cancel' and 'Create' buttons at the bottom.

After this information is entered and complete, hit “Create”.

Once you have hit create, this will create your account and assign you your UDI Permit number. This will always be UD, and then 4 digits. (ex. UD1234). This will also create your \$250 application fee in the bill section. **NOTE:** The application fee cannot be paid until the current month closes and opens (i.e. Any bill generated in February cannot be paid until March 1<sup>st</sup>).

## Once in the Account (If Created by UDI Staff)

Once they have gotten into the account (and/or their permit is approved for the first time), they will need to make sure that all of their information is correct and up to date.

On the Account Info Tab

- You need to fill in the Fax # (you can copy and paste the phone number if you don't have a fax)
- You need to fill in the Email
- You need to fill in the Owner First Name and Owner Last Name
- Then hit save

The screenshot displays a web interface for account management. The top navigation bar includes 'Account Info', 'Insurance', and 'Vehicles'. The 'Account Info' section is expanded to show 'Company Info'. This section contains several input fields: 'Company Name', 'Unique Id', 'Taxpayer ID\*', 'Tax ID Type\*' (with a dropdown menu showing 'FEIN'), 'DBA\*', 'SOS #\*' (with a value of '0'), 'Phone\*', 'Fax #', and 'Email'. Below this is the 'Company Information' section, which includes 'Business Type\*' (with a dropdown menu showing 'Corporation'), 'Owner First Name\*', 'Owner Middle Name', 'Owner Last Name\*', 'Established Month\*', 'MVL Dealer #', 'Fleet\*' (with radio buttons for 'No' and 'Yes'), and 'Vehicle Usage\*' (with a dropdown menu showing 'Both'). A green 'Save' button is highlighted in the bottom right corner of the form.

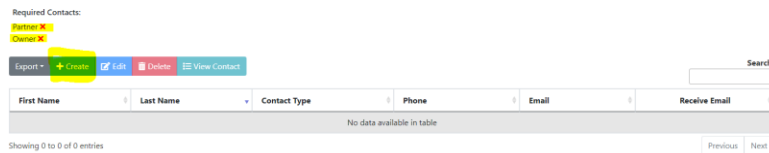
Once they have completed the main information, they will need to update the following information.

## Once in the Account (If Created by Permit Holder)

### CONTACTS:

- You will need to enter the Owner and Partner (If there is a Partner listed with a red X beside it, you must enter a partner. This can be the person that is going to receive the emails, but someone has to have that contact type before the system will complete the registration) and at least one person has to receive the emails from the system.

- As most Owners/Partners do not want to receive these emails you can turn that function off for them, but at least 1 person has to be on there to receive the emails.



- You will click on the Create button to add each person
- Select whether they will receive the email or not (the person receiving the email can be the Service Provider under Contact Type if there is already an owner/partner listed)
- After all information has been entered, you will hit Create and their information will be stored.

Receive Emails?  No  Yes

Contact Type: Owner

First Name\* [ ] Last Name\* [ ]

Address\* [ ] Country\* United States

Zip\* [ ] City\* [ ] State\* Kentucky

Phone\* [ ] Email\* [ ]

Cancel + Create

### DOCUMENTS:

- Here you need to upload a Certificate of Good Standing (from your base State or Incorporation State if you are outside of Kentucky) and a Certificate to do Business in Kentucky (also called Certificate of Authorization; Existence; or Authority). **(These have to be current, and not the original. The date on the certificate cannot be older than 10 days from the date of submission)**
- Like the Contacts, you will click on Create to upload the document.
  - Type in the Document Name
  - Document Type
  - Select Document to upload
- Then hit Create to have the document entered in the system.

Required Documents:  
 Certificate of Good Standing X  
 Certificate to do Business in KY X

Export + Create Edit Delete View Document Approve Reject

Name	Document Type	Comments	Status	Status Date	Upload Date	Document
No data available in table						

Showing 0 to 0 of 0 entries

Continue →

### Create

Document Name\*

Document Type\*

Select Document\*  No file chosen  
(.docx/.doc/.xls/.xlsx/.pdf/.bmp/.jpeg/.png no larger than 50MB)

Comments

- After you have done that, you can click the Continue Button in the bottom right corner

Name	Document Type	Comments	Status	Status Date	Upload Date	Document
No data available in table						

Showing 0 to 0 of 0 entries

Continue →

If one of your documents is rejected for some reason, there will be an icon beside “Rejected” that gives the reasoning it is rejected. The system also sends out an email with the same comments on it.

Document Type	Comments	Status
Certificate to do Business in KY		Rejected 

Just hover over the icon, and the reason will show.

### INSURANCE:

- This is where you will upload your Form E or the Certificate of Insurance. This is the Commercial Liability Insurance you are required to carry under KRS 281.655; not the leasor’s/renter’s individual insurance.
  - **PLEASE NOTE:** If you upload the certificate of insurance, we require the certificate to outline the requirements that is listed in the State Statute KRS 281.655; that requires all UDI permit holders to have insurance (regardless of the overall limit you might have or have listed on the certificate):
    - Death of Injury to Any One Person - \$100,000.00

- Death of Injury to Any to Persons - \$300,000.00
- Property Damage - \$50,000.00
- As with the Documents on the Account Info Tab, you will create and upload your insurance form.

✕

### Create

**Policy Number\***

**Insurance Company Name\***

**Total Liability Amount\***

**Effective Date\***

**Expiration Date**

**Form E\***

Choose File No file chosen

(.docx/.doc/.xls/.xlsx/.pdf/.bmp/.jpeg/.png no larger than 50MB)

Cancel
+ Create

- If you are using Form E, these do not expire, and can put a far-off future expiration date on them. (When I upload, I use the expiration year as 2200).
- **PLEASE NOTE:** We do not accept individual insurance cards as proof of insurance. Only the Form E and Certificate of Insurance is accepted.

Once all of this has been submitted UDI Staff will have to go in and approve these forms for you to continue.

If one of your documents is rejected for some reason, there will be an icon beside "Rejected" that gives the reasoning it is rejected. The system also sends out an email with the same comments on it.

Document Type	Comments	Status
Certificate to do Business in KY		Rejected <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">i</span>

Just hover over the icon, and the reason will show.

**SELF-INSURED STATUS:**

If you are wanting to be Self-Insured in the UDI system, you first have to have approval of this status from the Public Protection Cabinet, Department of Insurance.

Once you have that, you can petition the Transportation Cabinet by submitting a written petition to the Cabinet, submitting the approval letter from the Department of Insurance, and your latest business financials. Submit those via email to [udi.dmc@ky.gov](mailto:udi.dmc@ky.gov) and they will be forwarded to the appropriate management for review and approval/denial.

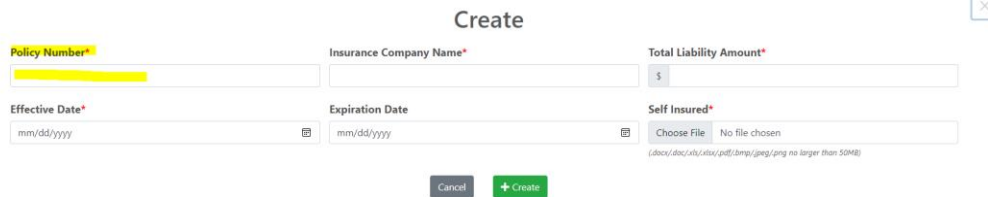
If approved, your permit will be updated and you will need to upload the approval order along with the documentation to the system.



## SELF-INSURED STATUS – FILING QUARTERLY FINANCIALS:

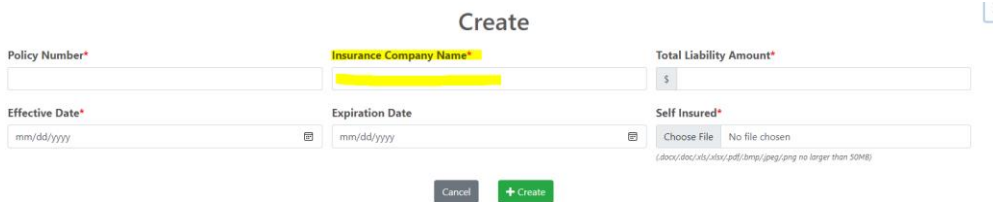
If you have been approved as “Self-Insured” you will have to file your quarterly financials in the system. You will do this in the insurance tab. Like the insurance you will follow the same steps:

For the policy number you will enter Self-Insured



The screenshot shows a 'Create' form with the following fields: Policy Number\* (highlighted in yellow), Insurance Company Name\*, Total Liability Amount\* (with a '\$' symbol), Effective Date\* (mm/dd/yyyy), Expiration Date (mm/dd/yyyy), and Self Insured\* (Choose File, No file chosen). A 'Cancel' button and a '+ Create' button are at the bottom.

For the Insurance Company you will enter the quarter you are filing (Example: first quarter of 2024 will look like 1Q24 Filing).



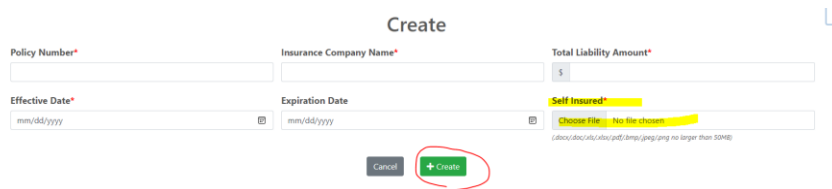
The screenshot shows the 'Create' form with 'Insurance Company Name\*' highlighted in yellow. Other fields include Policy Number\*, Total Liability Amount\*, Effective Date\*, Expiration Date, and Self Insured\*.

You will enter your insurance amount that you are covered, the effective date of your policy, and the expiration date. The system will put a cancellation date after the next quarter.



The screenshot shows the 'Create' form with 'Total Liability Amount\*' and 'Effective Date\*' highlighted in yellow. Other fields include Policy Number\*, Insurance Company Name\*, Expiration Date, and Self Insured\*.

The document that you will upload before creating needs to have the quarter financials, and your self-insured approval letter from the Department of Insurance. Upload and then hit create.



The screenshot shows the 'Create' form with the '+ Create' button circled in red. Other fields include Policy Number\*, Insurance Company Name\*, Total Liability Amount\*, Effective Date\*, Expiration Date, and Self Insured\*.

This will then have the system generate a notification for us to review your documentation and approve/reject for the next quarter.

Your screen should look like this when completed.

Self Insured	1Q24 Filing	\$1,000,000.00	03/31/2024	07/15/2024	07/15/2024	Approved	04/15/2024	Self Insured
--------------	-------------	----------------	------------	------------	------------	----------	------------	--------------

## VEHICLE TAB

Once all of this information has been approved the Vehicle Tab will become available.

- Once this has been opened
  - You will need to enter your inventory here.
  - These will populate on your monthly bill
  - You can do this one of 2 ways:
    - Individually on the page, or
    - By using the “Download Upload Template” **(You cannot use the “Export” option for this).**
  - Steps for Individual:
    - Select the “Create” Button

Account Info Insurance Vehicles Receipts Fees Payment

All Inventory

Vehicles in **RED** indicate out of compliance. Vehicle needs to be titled per statute KRS 186A.095

Export + Create Download Upload Template Bulk Upload Search:

Vin	Title	Plate Number	Year	Subterritory	Gross Weight	Unit #	Lease #
1H4B4C9C9D9D9D9D9D	2006 KY	12345	2006	Kentucky	18000	001	
1H4B4C9C9D9D9D9D9D		ALABAMA	2006	Alabama	14000	002	

Tip: You can enter new data directly in these type of boxes.

Do you have a Kentucky Title Number? - Yes

### Create

Do you have the Kentucky Title Number?

Yes  No

Enter the Title Number and all required information on the screen. Unit Number is the number that you assign the car in your system (can be last 4 of VIN; 1, 2, 3, etc.; A, B, C etc. Just has to have something in the field that is not duplicated). The gross weight has to be entered to make sure your insurance is meeting the State Statute requirements (this should be numbers only. No commas, no decimals, just numbers. Ex. 10,000 should be 10000).

**Create**

Do you have the Kentucky Title Number?  
 Yes    No

**Tip:** Enter the Title number and the system populate vehicle data

<b>Title</b> [2006 FREIGHTLINER]	<b>Vin</b> [1B1JBA0Y700000000]	<b>Unit#</b> [001]
<b>Plate</b> [KENT001]	<b>Country</b> [United States]	<b>State/Province Registered</b> [Kentucky]
<b>Make</b> [FREIGHTLINER]	<b>Model</b> [Columbia]	<b>Year</b> [2006]
<b>Gross Weight (LBS)</b> [18000]	<b>Lease Number</b> [ ]	

[Cancel]   [+ Create]

Then hit create when all information is entered.

Do you have a Kentucky Title Number? – No

**Create**

Do you have the Kentucky Title Number?  
 Yes    No

Pursuant to Kentucky Statute KRS 186A.095, Vehicles registered out-of-state have **15 Days** to register the vehicle in the state of Kentucky.

[You must agree to proceed]   [Cancel]

Enter all required information on the screen. Unit Number is the number that you assign the car in your system (can be last 4 of VIN; 1, 2, 3, etc.; A, B, C etc. Just has to something in the field that is not duplicated). The gross weight has to be entered to make sure your insurance is meeting the State Statute requirements. If you do not know the plate number of your vehicle, you can enter "TEMP" and the system will pull that information when it finds it.

## Create

Do you have the Kentucky Title Number?

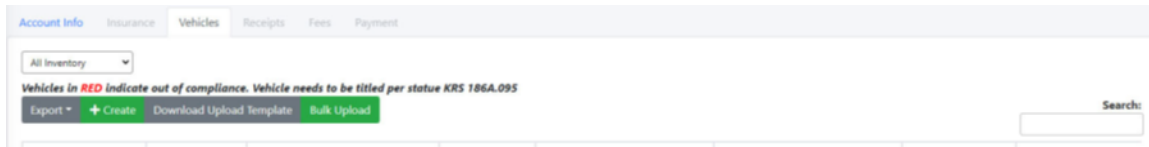
Yes     No

Pursuant to Kentucky Statute KRS 186A.095, Vehicles registered out-of-state have **15 Days** to register the vehicle in the state of Kentucky

<b>Vin</b> <input type="text" value="1H4B0P2L9E100"/>	<b>Unit#</b> <input type="text" value="002"/>	<b>Plate</b> <input type="text" value="AAA"/>
<b>Country</b> <input type="text" value="United States"/>	<b>State/Province Registered</b> <input type="text" value="Alabama"/>	<b>Make</b> <input type="text" value="FREIGHTLINER"/>
<b>Model</b> <input type="text" value="Columbia"/>	<b>Year</b> <input type="text" value="2006"/>	<b>Gross Weight (LBS)</b> <input type="text" value="8000"/>
<b>Lease Number</b> <input type="text"/>		

If you prefer to do the “Download Upload Template”, you click on the option and then open the excel sheet **(PLEASE NOTE: The Export option does not work for the “Bulk Upload”. It is just for you to export what is on the screen).**



***THIS DOCUMENT CANNOT BE CHANGED IN ANY WAY. THE FORMAT THAT IT IS IN IS THE WAY IT HAS TO STAY IN ORDER TO UPLOAD IT BACK. DELETING A TAB, OR CHANGING FORMAT WILL HAVE THE SYSTEM REJECT IT AUTOMATICALLY. SIMPLY JUST ENTER THE INFORMATION REQUIRED INTO THE ROWS.***

This document will open to the second tab. Do not do anything to this tab. Just click on Sheet 1.

VIN	Title	Subterritory	Unit	Lease #	Plate	Gross Vehicle Weight
		Kentucky				
		Kentucky				
		Kentucky				
		Kentucky				
		Kentucky				

You will need to enter the required information:

- VIN
- SubTerritory (Should always be Kentucky spelled out, no abbreviation)

- Unit # (Unit Number is the number that you assign the car in your system (can be last 4 of VIN; 1, 2, 3, etc.; A, B, C etc. Just has to something in the field that is not duplicated).
- Plate # (If you do not know the plate number of your vehicle, you can enter “TEMP” and the system will pull that information when it finds it.)
- Gross Weight (The gross weight has to be entered to make sure your insurance is meeting the State Statute requirements.) (This should be numbers only. No commas, no decimals, just numbers. Ex. 10,000 should be 10000)

Once you have all of this information entered, save the document and then click on the “Bulk Upload” option in the tab and chose your document. The system will run through your information and if all information is entered it will upload. You will receive an email letting you know if it was successful or not. If it was not successful, it will tell you what lines it didn’t like and why.

(NOTE: You do not need to have extra lines with information in it. The system will think you are missing information and will reject it. Only have information in the lines that you need.)

## User Management Tab

This tab is where you can see who has access to the account to make changes and pay the bills. The person who applies and creates the account will be listed here as the AccountAdmin.

Name	Display	Email	Status	Roles	Is Active	Created	Updated
JESS			Active	AccountAdmin	Active		Jolene Shearer on 03/04/24

If the account had to be created by UDI Staff, or if they will be helping the original, then they will need to go online and create an account, and instead of selecting “Apply for New Permit” they will enter the UDI number they would like access too.

## Account Select



UDI #

OR

The main person who handles the account can approve them, or if there is no one to approve them, they can email the UDI box and request the approval, and UDI staff can go in and approve them.

### **TO APPROVE SOMEONE:**

1. You will highlight the person's row, and then select "Edit."
2. You will change their "Status" to Active.
3. You will select "AccountAdmin" under "Role"
4. Then hit "Save".

## Edit



**Status**

**Display Name**

**Roles**

You will do the same process if someone leaves. You will just change the "Status" to Inactive.

## Bills

The Bills tab is where you will enter your receipts into the system for the month. Please remember that U-Drive-It runs a month behind, you will always enter the previous month receipts. *i.e.* In March, you will enter February's receipts. These monthly returns are always due by the end of the next month. *i.e.* February's bills will always be due March 31<sup>st</sup>.

Please remember that with this new system, the bills pull from your inventory tab. There are no more bills with just the vehicles you owe money all. They all show on every bill.

To enter the receipts for the month, you will select the month you are needing to pay, and then click on the "View/Pay Bill" button.

Export ▾ View/Pay Bill

ID	Status	Tax Cycle	Type	Created
23814	New	3-2024	Monthly Tax	03/1/2024
23537	Paid	2-2024	Monthly Tax	02/1/2024
20683	Paid	1-2024	Monthly Tax	01/5/2024

You will see that your vehicle inventory has populated here in this monthly return.

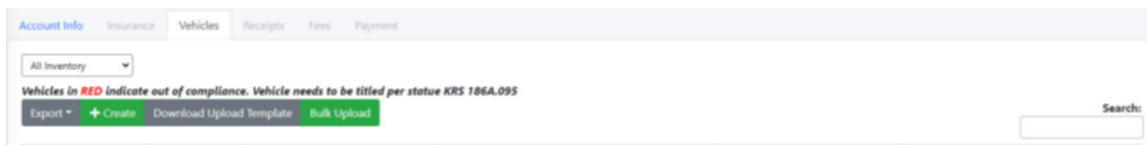
Export ▾ Search:

Tax Month	Vin	Plate Number	Lease#	Receipts	Tax
2024January				339	20.34
2024January				429	25.74
2024January				389	23.34
2024January				429	25.74
2024January				400	24.00

Here you can do this one of 2 ways also.

1. You can enter the receipt amount here on each vehicle and have the system calculate the taxes here, or
2. You can use the “Download Upload Template” to enter the receipt amounts.

If you prefer to do the “Download Upload Template”, you click on the option and then open the excel sheet (**PLEASE NOTE: The Export option does not work for the “Bulk Upload”. It is just for you to export what is on the screen**)



**THIS DOCUMENT CANNOT BE CHANGED IN ANY WAY. THE FORMAT THAT IT IS IN IS THE WAY IT HAS TO STAY IN ORDER TO UPLOAD IT BACK. DELETING A TAB, OR CHANGING FORMAT WILL HAVE THE SYSTEM REJECT IT AUTOMATICALLY. SIMPLY JUST ENTER THE INFORMATION REQUIRED INTO THE ROWS.**

This document will open to the second tab. Do not do anything to this tab. Just click on Sheet 1.

Once you have all of this information entered, save the document and then click on the “Bulk Upload” option in the tab and chose your document. The system will then calculate the taxes you owe. You will receive an email letting you know if it was successful or not. If it was not successful, it will tell you what lines it didn’t like and why.

(NOTE: You do not need to have extra lines with information in it. The system will think you are missing information and will reject it. Only have information in the lines that you need.)

### **SEAT FEES**

These fees are the first-time registration/renewal fees that used to be charged monthly to each permit holder. With the new system, these are being charged on the calendar year now, and will only occur in the January bill.

If a permit holder adds vehicles to their account during the year. The seat fees will be added to that month’s bill, and then rolled into the overall total the next year. You need to keep the record of what vehicles you added in the month. We do not have that information of when you added what vehicle in what month.

### **FLEET RETURNS**

You will enter your information slightly different. On your Fleet tab you will need to enter the total number of vehicles in your fleet.

Account Info Insurance Fleet

Per Kentucky Administrative Regulation 601 9:045 Section 3, application is made for an allocation of rental passenger cars in Kentucky. The following information

**Total Number of Vehicles in Rental Fleet\***

0

Total revenue arising from rental transaction from the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Total revenue arising from rental transaction in Kentucky or the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Kentucky Percentage of Revenue: 0.00%

Total Number of Vehicles to be Fully Registered in Kentucky: 0



Then you will need to enter the total revenue you generated from all vehicles from Sept. 1 – August 31 of the previous year (so this would be from 2022-2023).

Account Info Insurance Fleet

Per Kentucky Administrative Regulation 601 9:045 Section 3, application is made for an allocation of rental passenger cars in Kentucky. The following information

Total Number of Vehicles in Rental Fleet\*

0

Total revenue arising from rental transaction from the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Total revenue arising from rental transaction in Kentucky or the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Kentucky Percentage of Revenue: 0.00%

Total Number of Vehicles to be Fully Registered in Kentucky: 0

Then it will ask you again how to break it down to just the Kentucky Revenue for that time period.

Account Info Insurance Fleet

Per Kentucky Administrative Regulation 601 9:045 Section 3, application is made for an allocation of rental passenger cars in Kentucky. The following information

Total Number of Vehicles in Rental Fleet\*

0

Total revenue arising from rental transaction from the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Total revenue arising from rental transaction in Kentucky or the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Kentucky Percentage of Revenue: 0.00%

Total Number of Vehicles to be Fully Registered in Kentucky: 0

The system will then break down what percentage is actually owed on the bill. You will then hit the create button on the bottom right

Total revenue arising from rental transaction in Kentucky or the total fleet from September 1 through August 31 of the previous year.\*

\$ 0

Kentucky Percentage of Revenue: 0.00%

Total Number of Vehicles to be Fully Registered in Kentucky: 0

Create

You will just enter the total receipts you all did for December in Kentucky into the first amount, and the system will calculate the taxes owed for you.

Then hit Save, and this will generate your bill.

### **PAYING MONTHLY RETURN**

Once you have entered all of your receipts and the total is correct, scroll down to the bottom, and select the way you want to pay. You have to select the option “By checking, I,...” in order to make the payments.

### **CASH IS NOT AN OPTION**

If you are going to mail in a check, please print off the bill voucher to mail in with your payment.

If you would like to pay online with an ACH Check or Credit Card, then click on the ACH/Credit option and then click on “Continue”

Payment OK

[Print Bill Voucher](#)

**By checking, I, Jolene Shearer hereby certify that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete. \***

Select payment method **Bill Amount:** \$483,875.76

**Cash**    **Check**    **ACH/Credit** **Credits:** \$0.00

Click to pay with ACH/Credit via Kentucky Interactive **Total Due:** \$483,875.76

[Continue](#)

Follow the prompts on that screen to make your payment. Note there is a \$3 fee for the ACH Check payment and a 4% service fee for Credit Card payments.

### **ZERO RETURN**

You can file a zero return, even if you have vehicles on the account. If you have vehicles on there, then just enter zero for each one. Then you will check the box that the information is correct and complete.

[Print Bill Voucher](#)

**By checking, I, F**

If you have no vehicles and filing a zero return, then you will just click on the box.

[Print Bill Voucher](#)

**By checking, I, F**

It should then open the “Click to Pay \$0 Bill”. You will click on the continue button.

Payment

[Print Bill Voucher](#)

**By checking, I, Jolene Shearer hereby certify that I**

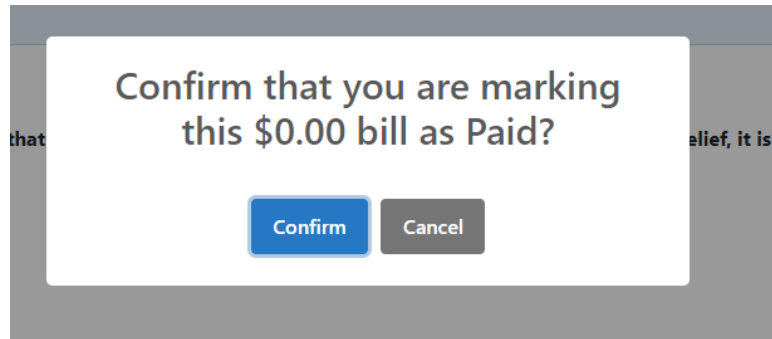
Select payment method

**Cash**    **Check**    **ACH/Credit**

Click to pay \$0 Bill

[Continue](#)

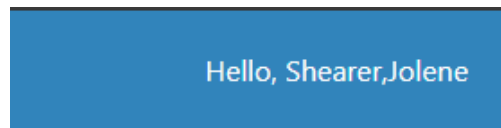
Then you will confirm that you are paying a zero bill.



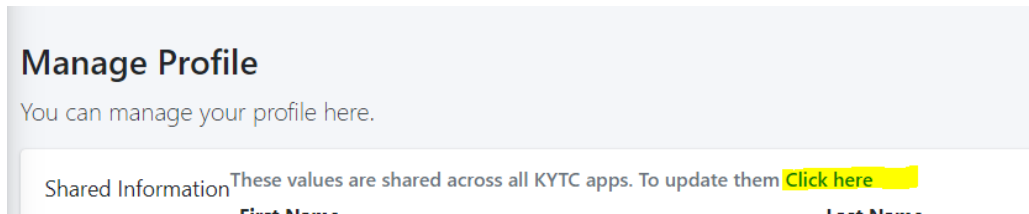
### Sign-Out/Password Change:

The system does not have a sign-out option. It will keep you logged in. If you need to change your password, you can do that.

First click on your name in the top right corner.



Then under Manage Profile, you will click on Click Here



Here you will find all your profile information. You will click on Password to change your password.

