

Connecticut CVO Credentialing System

Release 2.0

user manual

prepared for

**State of Connecticut
CVISN/PRISM Steering Committee**

prepared by

Cambridge Systematics, Inc.

user manual

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September 2005

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1.0 System Overview and Structure

Connecticut's CVO Credentialing System is the State's single point of access for motor carriers and service bureaus wishing to conduct the following activities:

- On-line IRP transactions (specific transactions are provided by the IRP system; refer to the IRP system documentation for more information);
- On-line IFTA transactions (refer to the *IFTA Credential Web Application User Manual* for more information on these transactions:
 - Request a new license (new carriers only),
 - Renew an existing license,
 - Request additional decals, and
 - Link to the New York Regional Processing Center (RPC) to file or reprint IFTA quarterly taxes;
- On-line Motor Carrier Road Tax transactions (refer to the *Motor Carrier Road Tax Credential Web Application User Manual* for more information on these transactions):
 - Apply for decals (New Carriers Only),
 - Renew decals, and
 - Request additional decals;
- On-line OS/OW transactions (specific transactions are provided by the OS/OW system; refer to the OS/OW system documentation for more information);
- On-line Transponder Registrations (refer to the *Transponder Registration Web Application User Manual* for more information on these transactions):
 - Register a new transponder,
 - Update an existing transponder,
 - Remove a transponder,
 - Update the list of jurisdictions to which transponders are sent,
 - Authorize a service bureau (carriers only),
 - Submit a batch file,

- View transponders that are on hold (State users only), and
- Reports:
 - o Individual Carrier Transponders,
 - o Transponder Events,
 - o Transponder Statistics (State users only), and
 - o Transponder Information (State users only);
- View carrier, vehicle and permit information on-line (carriers and State users only); and
- Administer user accounts (State users only).

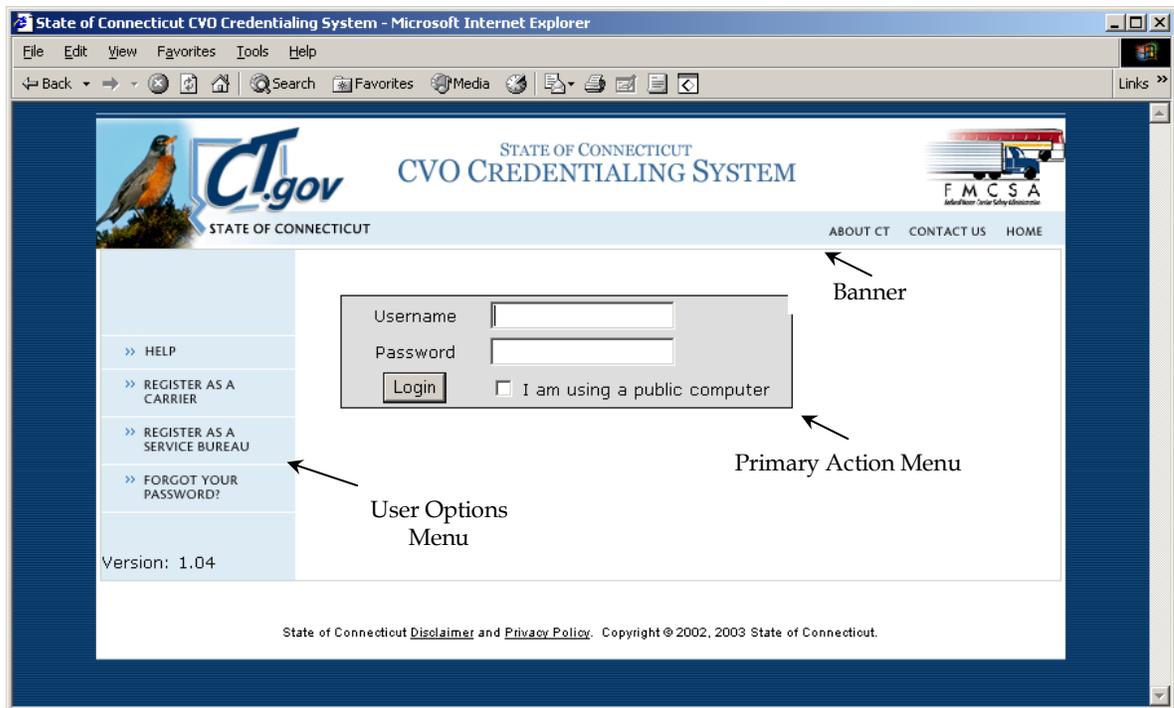
The production CVO Credentialing System generally is available 24 hours a day via the Internet at <https://www.cvisn.ct.gov/ct/>. Motor carriers must have an Internet browser (Internet Explorer 5.5 or better or Netscape 6.2 or better), Internet access, and an e-mail account to access Connecticut's CVO Credentialing System. The CVO Credentialing System is a secure site that requires a username and password.

The content of the CVO Credentialing System is dynamically displayed based on the user's privileges and location within the system. The structure of the Credentialing System remains constant throughout. A banner containing a series of links (State of Connecticut home page, Federal CVISN page, Contact Us information, etc.) appears at the top of the CVO Credentialing System. A user options menu appears on the left-hand side of the screen - the options vary depending on the user's access rights and where he/she is in the system. The primary action menu is located in the middle of the screen and provides a series of links to the main actions (View carrier and vehicle information, Apply for IFTA transactions, etc.) that the user can access through the CVO Credentialing System.

Clicking "Help" on the user options menu on any page in the CVO Credentialing System will open a separate browser window displaying help information. The Help information is tailored to the page from which it is selected.

Figure 1.1 illustrates standard features of the CVO Credentialing System.

Figure 1.1 CVO Credentialing System Standard Features



2.0 Setting Up a CVO Credentialing System Account

A user must register to use the CVO Credentialing System the first time they visit the site. Motor carriers wishing to register should click the “Register as a Motor Carrier” link in the user options menu of the login screen. Service bureaus wishing to register should click the “Register as a Service Bureau” link in the user options menu of the login screen.

The registration processes for both motor carriers and service bureaus are described below.

■ 2.1 Registering as a Motor Carrier

A motor carrier user registering with the CVO Credentialing System will be required to enter the following information:

- **Username** - A unique name between 6 and 20 characters long (underscore, period, and hyphen may be included but spaces are not allowed);
- **Password** - An string between 6 and 11 characters long (underscore, period, and hyphen may be included but spaces are not allowed);
- **Password Confirmation** - Retyped password to ensure that the password was entered correctly;
- **Full Name** - First and Last Name of the user;
- **E-mail Address** - The e-mail address to which a forgotten password should be sent (this address also may be used for other electronic correspondence);
- **Company Name** - The legal company name for the motor carrier;
- **Tax ID Number** - The motor carrier’s FEIN or SSN;
- **Business Address** - The physical location of the motor carrier; and
- **Phone Number** - The contact phone number for the motor carrier.

If available, a motor carrier also should enter:

- U.S. DOT Number;
- IRP Account Number (Connecticut-based carriers only);
- IFTA Account Number (Connecticut-based carriers only);
- Tax Registration Number (Connecticut-based carriers only); and
- Doing Business As (DBA) name.

By default, the system assumes that a carrier's Mailing Address and Contact Address are the same as its Business Address. To modify the Mailing Address and/or Contact Address, the user should uncheck the appropriate box at the bottom of the form and enter the required information.

Three buttons can be found at the bottom of the screen:

- **Register** - Completes the registration process;
- **Reset** - Clears the form without completing the registration process; and
- **Cancel** - Returns the user to the initial log-in screen without completing the registration process.

Once the Carrier Registration Form is complete, the user should click the "Register" button to submit the information. The data entry page has built-in validation to ensure that the user enters information in the correct format (e.g., only numeric characters can be entered in the phone number field). If an error is detected, an error message will be displayed in a red box at the top of the screen. The user must correct the specified error and re-enter his/her password before pressing the "Register" button to resubmit the registration.

Figure 2.1 illustrates the Registration form for a Motor Carrier.

Figure 2.1 Form to Register as a Motor Carrier

The screenshot shows a web browser window titled "State of Connecticut CVO Credentialing System - Microsoft Internet Explorer". The page header includes the "C.gov" logo, "CVO CREDENTIALING SYSTEM", and "STATE OF CONNECTICUT". A navigation menu contains "ABOUT CT", "CONTACT US", and "HOME".

The main content area features a left sidebar with links: "HELP", "REGISTER AS A CARRIER", "REGISTER AS A SERVICE BUREAU", and "FORGOT YOUR PASSWORD?". Below these links is the text "Version: 2.08".

The main registration form is titled "Complete this form in order to establish an account with the State of Connecticut. This account may be used to submit applications electronically for commercial vehicle credentials." and includes a note: "* Indicates a required field".

The form is divided into three sections:

- Personal Information:** Includes fields for Username * (min 6 chars), Password * (min 6 chars), Confirm Password * (min 6 chars), Full Name *, and Email *.
- Business Information:** Includes fields for Company Name *, Doing Business As, Tax ID Number * (with a dropdown for "FEIN"), USDOT Number, IRP Account Number (CT-based Interstate Carriers Only), IFTA Account Number (CT-based Interstate Carriers Only), and Tax Reg. Number.
- Business Address:** Includes fields for Street Address 1 *, Street Address 2, City *, State/Province *, Zip+4/Postal Code *, Phone *, and Fax.

At the bottom of the form, there are two checked checkboxes: "Check here if your Mailing Address is the same." and "Check here if your Contact Address is the same." Below these are three buttons: "Register", "Reset", and "Cancel".

■ 2.2 Registering as a Service Bureau

A service bureau wishing to set-up an account to use the CVO Credentialing System must enter the following information:

- **Username** - A unique name between 6 and 20 characters long (underscore, period, and hyphen may be included but spaces are not allowed);
- **Password** - An string between 6 and 11 characters long (underscore, period, and hyphen may be included but spaces are not allowed);
- **Password Confirmation** - Retyped password to ensure that the password was entered correctly;

- **Full Name** - First and Last Name of the user;
- **E-mail Address** - The e-mail address to which a forgotten password should be sent;
- **Tax ID Number** - The service bureau's FEIN or SSN;
- **Company Name** - The legal company name of the service bureau;
- **Business Address** - The physical location of the service bureau; and
- **Phone Number** - The contact phone number for the service bureau.

A service bureau also can enter the Doing Business As (DBA) name.

By default, the system assumes that a service bureau's Mailing Address and Contact Address are the same as its Business Address. To modify the Mailing Address and/or Contact Address, the user should uncheck the appropriate box at the bottom of the form and enter the required information.

Three buttons can be found at the bottom of the screen:

- **Register** - Completes the registration process;
- **Reset** - Clears the form without completing the registration process; and
- **Cancel** - Returns the user to the initial log-in screen without completing the registration process.

Once the Service Bureau Registration Form is complete, the user should click the "Register" button to submit the information. The data entry page has built-in validation to ensure that the user enters information in the correct format (e.g., only numeric characters can be entered in the phone number field). If an error is detected, an error message will be displayed in a red box at the top of the screen. The user must correct the specified error and re-enter his/her password before pressing the "Register" button to resubmit the registration.

Figure 2.2 illustrates the Registration form for a Service Bureau.

Figure 2.2 Form to Register as a Service Bureau

State of Connecticut CVO Credentialing System - Microsoft Internet Explorer
Address: https://www.cvsn.ct.gov/ct/register.do?type=service

CT.gov STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM
ABOUT CT CONTACT US HOME

Complete this form in order to establish an account with the State of Connecticut. This account may be used to submit applications electronically for commercial vehicle credentials.

* Indicates a required field

Version: 2.08

HELP
 REGISTER AS A CARRIER
 REGISTER AS A SERVICE BUREAU
 FORGOT YOUR PASSWORD!

Personal Information

Username * (min 6 chars)
 Password * (min 6 chars)
 Confirm Password * (min 6 chars)
 Full Name *
 Email *

Business Information

Company Name *
 Doing Business As
 Tax ID Number * FEIN

Business Address

Street Address 1 *
 Street Address 2
 City *
 State/Province *
 Zip+4/Postal Code *
 Phone * () -
 Fax () -

Check here if your Mailing Address is the same.
 Check here if your Contact Address is the same.

Register Reset Cancel

■ 2.3 State Users

The CVO Credentialing System also supports State users, including deskside and enforcement users. There is no self-registration process for a State user. In order to create a State user account, the State's designated representative should contact Cambridge Systematics (CS) and request that the account be created. The State's representative must supply the following information for a State user:

- **User's Name** - The name of the State user;
- **E-mail Address** - The e-mail address of the State user; and
- **Agency** - The agency of the State user.

The State's representative also may supply the following information:

- Physical address for the user, if different from the main agency address; and
- Contact phone number for the user.

CS will create the State user account within one business day and supply the username and password directly to the State user.

■ 2.4 User Privileges

The following privileges exist for all CVO Credentialing System accounts:

- **Enabled** – All accounts are enabled by default.
- **Master Account** – Accounts created through self-registration are master accounts. Subaccounts are created from within a master account and are discussed in Section 6.0.
- **Maintain Account** – By default, master accounts can maintain their own information. Master accounts can maintain all the information associated with the master account, including addresses and identifiers like U.S. DOT Number, which exist at the business level as well as contact information associated with the master account. Subaccounts can maintain only information that is unique to the subaccount, e.g., contact information, if the master grants this privilege to the subaccount.
- **Maintain Subaccounts** – By default, master accounts can create, maintain, and enable/disable subaccounts associated with the master account. Subaccounts may not maintain other subaccounts.
- **View Carrier and Vehicle Information** – By default, carriers are prevented from viewing snapshot information. Access to view snapshot information must be granted explicitly by the State upon agreement from all CVISN/PRISM agencies. Carriers may be granted access to view their own carrier and vehicle snapshots. Service bureaus will not be granted access to view snapshots. This option may be granted to subaccounts by the master account. This option is enabled for State users, who have the ability to view snapshots for any carrier.
- **Access IFTA** – By default, the Department of Revenue Services will allow access to the IFTAc's credential web application by newly registered users. This option may be granted to subaccounts by the master account. This option is not enabled for State users.
- **Access MC Road Tax** – By default, the Department of Revenue Services will allow access to the MC Road Tax web application by newly registered users. This option may be granted to subaccounts by the master account. This option is not enabled for State users.

- **Access IRP** - By default, the Department of Motor Vehicles will not allow access to the MVS Express web application. Access must be granted explicitly by DMV personnel, who also must supply a valid MVS Express Common Account ID associated with the carrier or service bureau. This option may be granted to subaccounts by the master account. This option is not enabled for State users.
- **Access OS/OW** - By default, the Department of Transportation will allow access to the e-PASS web application. This option may be granted to subaccounts by the master account. This option is not enabled for State users.
- **Access RPC** - By default, the Department of Revenue Services will allow access to the New York Regional Processing Center's tax filing web application by newly registered users. This option may be granted to subaccounts by the master account. This option is not enabled for State users.
- **Access Transponder Registration** - By default, the Department of Motor Vehicles will allow access to the Transponder Registration web application by newly registered carriers. This option is turned off by default for service bureaus. Access to the transponder registration functionality must be granted explicitly to service bureau users by DMV personnel. In addition, carriers must authorize an individual service bureau to operate on their behalf. This option is enabled for State users.
- **Administer Accounts** - This option is accessible only to State users and provides a means for viewing and changing permissions associated with CVO Credentialing System accounts.

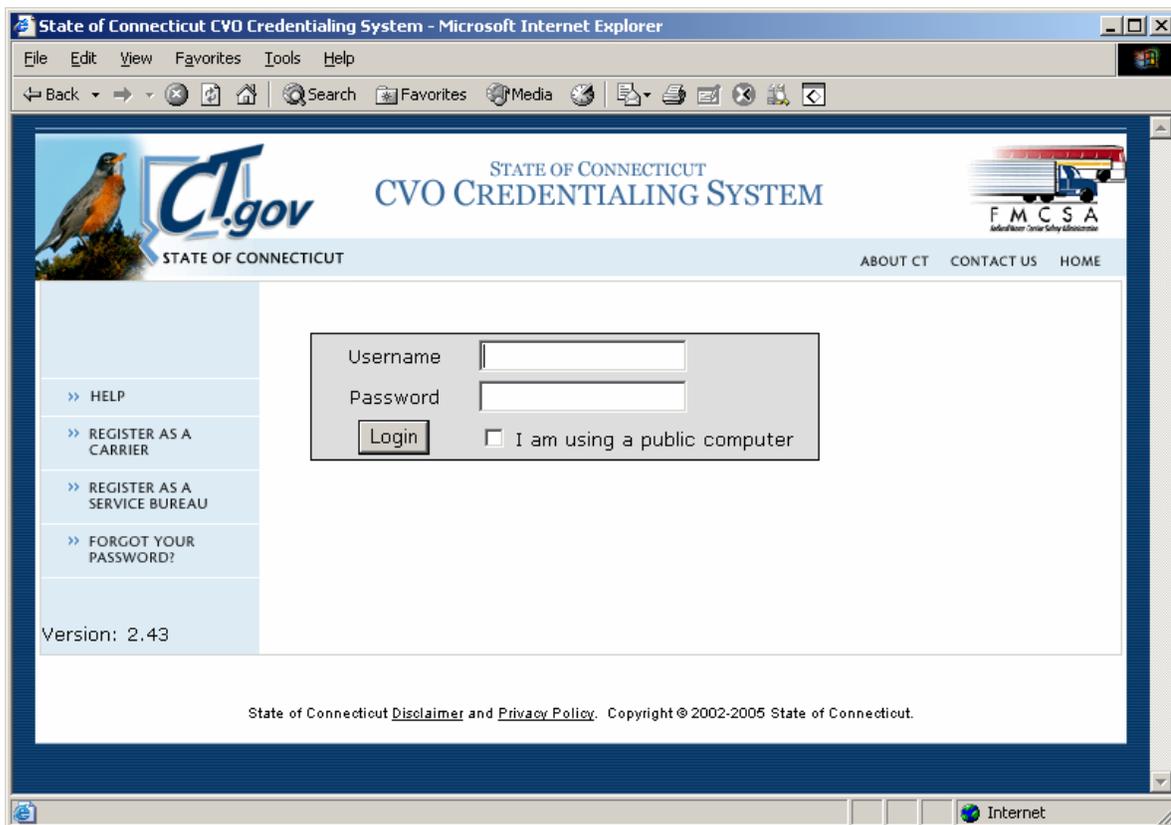
3.0 Accessing CVO Credentialing System

Registered users must enter their username and password and click the “Login” button to access the CVO Credentialing System. If an inaccurate username or password is entered, an error message will be displayed in a red box at the top of the screen. The user will be prompted to re-enter his/her username and password.

The user should click the “I am using a public computer” checkbox if he/she is accessing the system from a public computer (library, Internet kiosk, etc.). This option provides a higher level of security by logging the user off the system after 10 minutes of inactivity. If this box is not checked, the system will log the user off after four hours of inactivity. Timeout values may be different for CVO Credential subsystems, such as the IFTA tax filing application supplied by the RPC.

If the user forgets his/her password, it can be reset by clicking “Forgot Your Password?” in the user options menu. The user will be prompted to enter his/her username. A system-generated password will be sent to the e-mail address associated with the CVO Credentialing System Account (entered during registration). The user will be required to use this new password to access the system. The system-generated password can be changed for motor carriers and service bureaus by using the “Edit My Account” function. Figure 3.1 illustrates the CVO Credentialing System Login Page.

Figure 3.1 CVO Credentialing System Login Page



4.0 CVO Credentialing System Main Menu

The main page of the CVO Credentialing System dynamically displays the links for actions that the user is authorized to perform. The default privileges for the master account (set-up during registration) are determined by the State. The master account holder can create subaccounts (with separate usernames and password) for employees. Master account holders also can limit the functions that can be accessed by their subaccounts (i.e., allow IRP staff to access only the CVO Credentialing System's IRP functionality).

The following options can be selected via the user options menu:

- **Edit My Account** - Enables the user to edit the information entered during registration or subaccount creation;
- **Manage User Accounts** - Allows the user to add, edit, and enable/disable subaccounts that have been set-up under the user's master account; and
- **Logout** - Allows the user to exit/log out of the system.

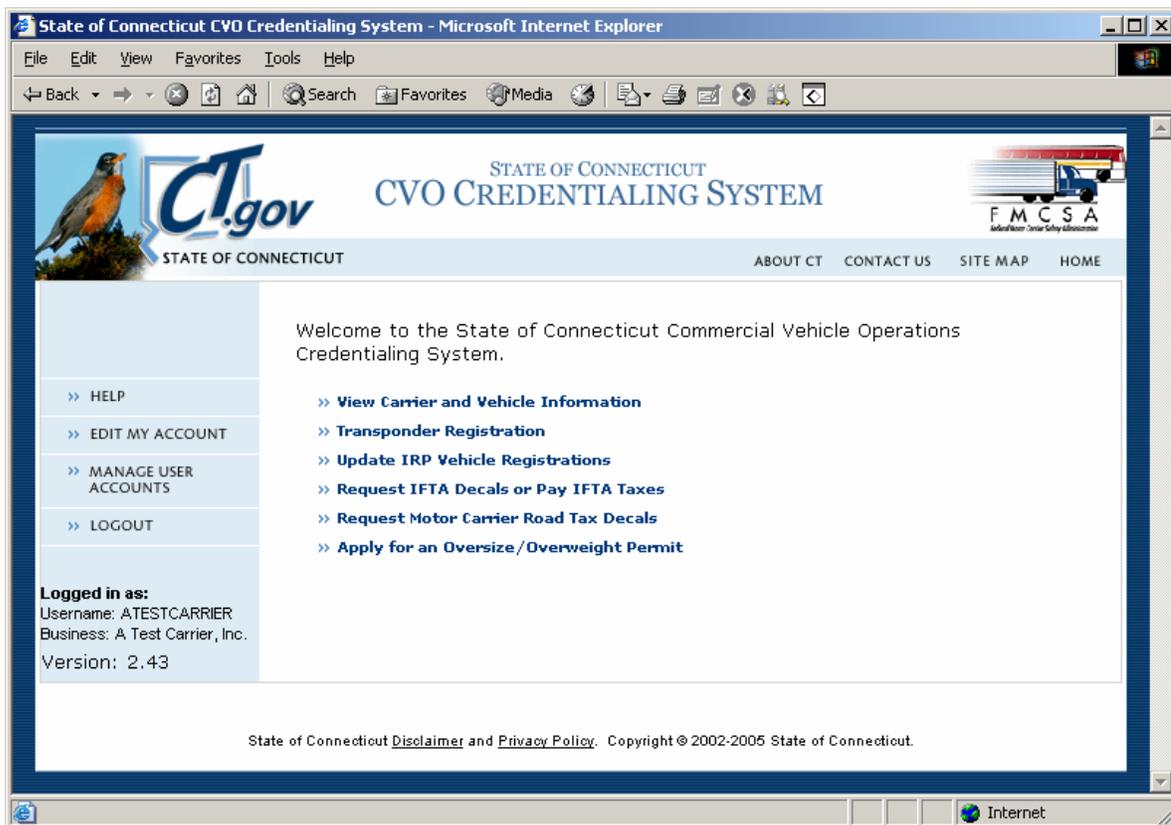
Access to help is available from the user options menu. Clicking the "Help" link will open a new window displaying help information relevant to the current page. Not all options listed in the help window can be performed by all users.

The following options can be selected via the main menu:

- View Carrier and Vehicle Information;
- Transponder Registration;
- Update IRP Vehicle Registrations;
- Request IFTA Decals or Pay IFTA Taxes;
- Request Motor Carrier Road Tax Decals; and
- Apply for an Oversize/Overweight Permit.

Figure 4.1 illustrates the CVO Credentialing System Main Menu.

Figure 4.1 CVO Credentialing System Main Menu



5.0 Editing User Accounts

Selecting the “Edit My Account” link will display a form that enables the user to edit the information entered during registration. All fields except username and FEIN/SSN can be updated. Figure 5.1 illustrates the form.

Three buttons can be found at the bottom of the screen:

- **Save** - Returns the user to the main menu after saving the changes;
- **Reset** - Restores original entries to the form without saving the changes; and
- **Cancel** - Returns the user to the main menu without saving the changes.

Once the necessary information has been changed, the user should click the “Save” button at the bottom of the form. The system will verify that all required fields have been completed and validate the information, as necessary. If an error is detected, an error message will be displayed in a red box at the top of the screen. The user must correct the specified error before pressing the “Save” button to resubmit the changes.

Figure 5.1 illustrates the Maintain Account page.

■ 5.1 Changing Passwords

Selecting the “Password” link will open a separate window where the user may change their password. The user must enter their current password, provide a new password and confirm the new password.

Two buttons can be found at the bottom of the screen:

- **Change** - Verifies that the values entered are correct, updates the password, and returns the user to Maintain Account page; and
- **Cancel** - Returns the user to the Maintain Account page without changing the password.

Figure 5.1 Form to Edit User Account

The screenshot shows a web browser window titled "State of Connecticut CVO Credentialing System - Microsoft Internet Explorer". The browser's address bar is empty, and the page content includes a header with the "CT.gov" logo, "STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM", and the "FMCSA" logo. A navigation menu contains links for "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

On the left side, there is a vertical menu with the following options: "» HELP", "» EDIT MY ACCOUNT", "» MANAGE USER ACCOUNTS", and "» LOGOUT". Below this menu, it says "Logged in as: Username: ATESTCARRIER, Business: A Test Carrier, Inc., Version: 2.43".

The main content area features a form titled "Form to Edit User Account". At the top of the form, it states "* Indicates a required field". The form is divided into three sections:

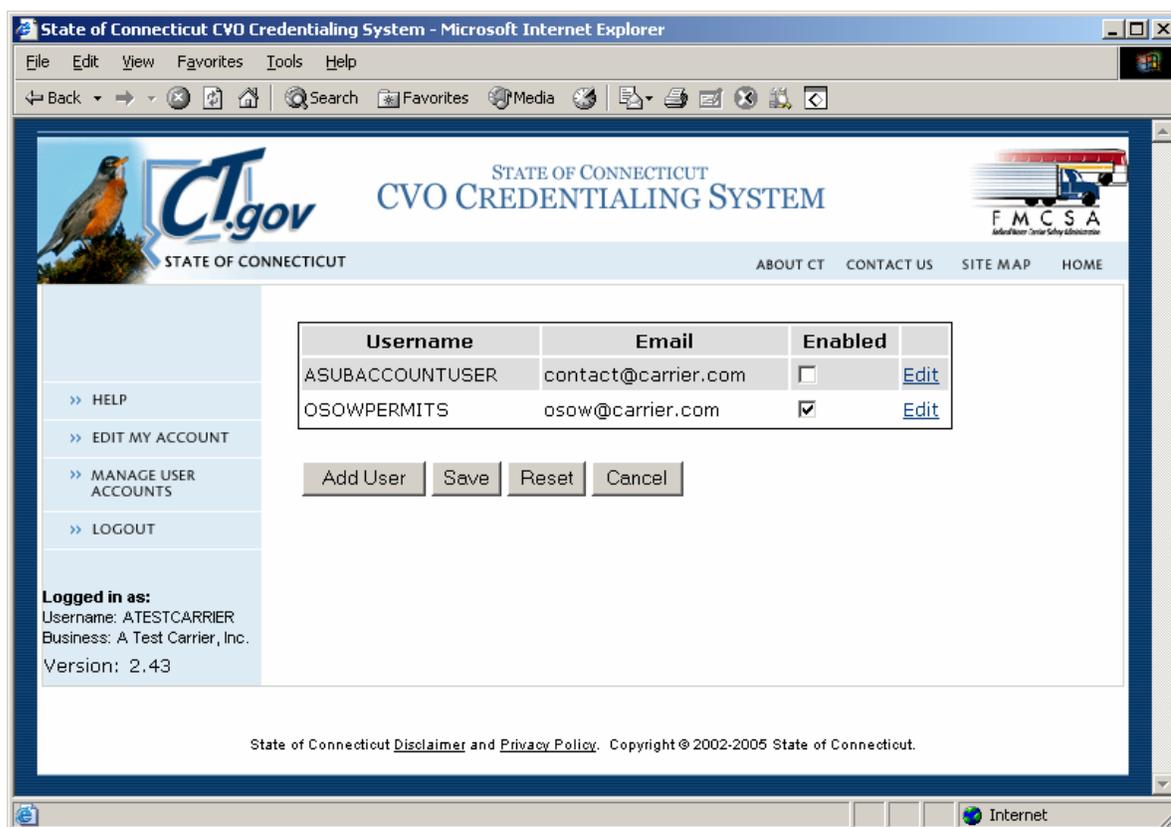
- Personal Information:** Includes fields for Username (ATESTCARRIER), Password (*****), Full Name * (User Name), and Email * (user@carrier.com).
- Business Information:** Includes fields for Company Name * (A Test Carrier, Inc.), Doing Business As (A Test Carrier), FEIN (06-9999991), USDOT Number (1999999), IRP Account Number (9999), IFTA Account Number (CT06999999100), and Tax Reg. Number (9999991-000).
- Business Address:** Includes fields for Street Address 1 * (1 Main Street), Street Address 2, City * (Anytown), State/Province * (Connecticut), Zip+4/Postal Code * (06666-0000), Phone * ((860) 555-1212), and Fax ((860) 555-3434).

At the bottom of the form, there are two checkboxes: "Check here if your Mailing Address is the same." and "Check here if your Contact Address is the same.", both of which are checked. Below the checkboxes are three buttons: "Save", "Reset", and "Cancel".

6.0 Managing Subaccounts

“Manage User Accounts” allows an authorized user to add, edit, and enable/disable subaccounts that have been set-up under the carrier’s master account. The user should click the “Manage User Accounts” link to manage his/her subaccounts. A summary of current subaccounts will be displayed, as shown in Figure 6.1.

Figure 6.1 Summary of User’s Subaccounts



■ 6.1 Creating Subaccounts

To add a new subaccount, the user should click the “Add User” button.

The user will be required to enter the following information:

- Unique username (between 6 and 20 characters long);
- Password (between 6 and 11 characters long);
- Password confirmation;
- Full Name; and
- E-mail address for the subaccount.

The Business and Mailing Addresses for the subaccount always will match that of the master account. The system assumes that contact address is the same as the business address. If this is not the case, users should uncheck the box at the bottom of the form and enter the required contact information.

The user also can select the functions that the subaccount will be able to perform:

- Access IFTA Licenses – IFTA license transactions;
- Access IFTA Quarterly Taxes – IFTA quarterly tax filings;
- Access IRP – IRP transactions;
- Access OSOW – OS/OW transactions;
- Access MC Road Tax – Motor Carrier Road Tax decal transactions;
- Access Transponder – Transponder operations;
- Edit Profile – Maintain account information; and
- View Carrier/Vehicles – View carrier and vehicle information.

A subaccount user will only see links for the functions that they are authorized to perform. The master account may only grant to a subaccount those functions that are accessible to the master account. For example, if the master account has not been authorized to submit IRP applications, then the IRP Access privilege will not appear on this page and cannot be authorized for a subaccount.

Three buttons can be found at the bottom of the screen:

- **Add User** – Returns the user to the summary of subaccounts after saving the information;
- **Reset** – Restores original entries to the form without saving the changes; and
- **Cancel** – Returns the user to the summary of subaccounts without saving the information.

Once the data entry form is completed, the user should click the “Add User” button.

The data entry page has built-in validation to ensure that the user enters information in the correct format (e.g., only numeric characters can be entered in the phone number field). If an error occurs, an error message will be displayed in a red box at the top of the screen. The user must correct this error, enter the password, and retype the password before pressing the “Add User” button again. Figure 6.2 illustrates the form to create a subaccount.

Figure 6.2 Subaccount Creation

State of Connecticut CVO Credentialing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Complete this form in order to create a new Credentialing System account for an individual employed by your company. This account will only be granted the permissions that you set here.

* Indicates a required field

Personal Information

Username * ANEWSUB (min 6 chars)

Password * [REDACTED] (min 6 chars)

Confirm Password * [REDACTED] (min 6 chars)

Full Name * A New Subuser

Email * subuser@carrier.com

Business Address

Street Address 1 1 Main Street

Street Address 2

City Anytown

State/Province CT

Zip+4/Postal Code 06666-0000

Phone (860) 555-1212

Fax (860) 555-3434

Check here if your Contact Address is the same.

Permissions

Access IFTA Licenses

Access IFTA Quarterly Taxes

Access IRP

Access OSOW

Access MC Road Tax

Access Transponder

Edit Profile

View Carrier/Vehicles

Add User Reset Cancel

Done Internet

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.43

» HELP
» EDIT MY ACCOUNT
» MANAGE USER ACCOUNTS
» LOGOUT

■ 6.2 Editing Subaccounts

A master account holder can edit subaccount information by clicking the “Edit” link associated with the subaccount on the summary page. All fields, except the subaccount’s username and business address, can be edited. Changing a subaccount’s password will open a separate window. Note: The master account holder is not required to provide the old password for the subaccount in order to set a new password.

Three buttons can be found at the bottom of the screen:

- **Save** - Returns the user to the main page after saving the changes;
- **Reset** - Restores original entries to the form without saving the changes; and
- **Cancel** - Returns the user to the main menu page without saving the changes.

Once the subaccount has been updated, the user should click the “Save” button. Figure 6.3 illustrates the form for editing a subaccount.

■ 6.3 Enabling/Disabling Subaccounts

A subaccount can be disabled by the master account holder. To disable a subaccount, the user should uncheck the box in the “Enabled” column on the subaccount line on the summary page. A subaccount can be reactivated by checking the box in the “Enabled” column. Clicking the “Save” button saves the changes.

Figure 6.4 illustrates the form used to enable/disable subaccounts.

Figure 6.3 Form to Edit a Subaccount

State of Connecticut CVO Credentialing System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM

STATE OF CONNECTICUT ABOUT CT CONTACT US SITE MAP HOME

* Indicates a required field

[» HELP](#)
[» EDIT MY ACCOUNT](#)
[» MANAGE USER ACCOUNTS](#)
[» LOGOUT](#)

Logged in as:
 Username: ATESTCARRIER
 Business: A Test Carrier, Inc.
 Version: 2.43

Personal Information

Username ANEWSUB

Password *****

Full Name *

Email *

Business Address

Street Address 1 1 Main Street

Street Address 2

City Anytown

State/Province CT

Zip+4/Postal Code 06666 0000

Phone (860) 555-1212

Fax (860) 555-3434

Check here if your Contact Address is the same.

Permissions

Access IFTA Licenses

Access IFTA Quarterly Taxes

Access IRP

Access OSOW

Access MC Road Tax

Access Transponder

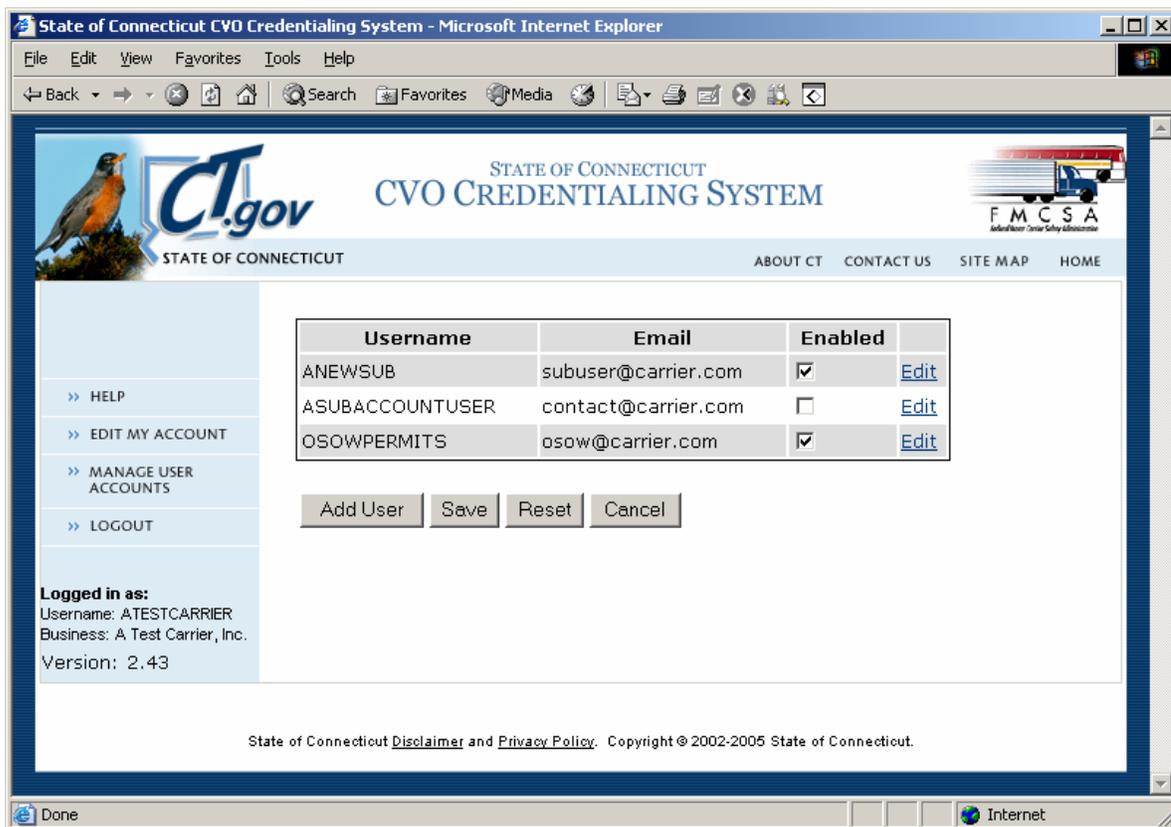
Edit Profile

View Carrier/Vehicles

Save Reset Cancel

Done Internet

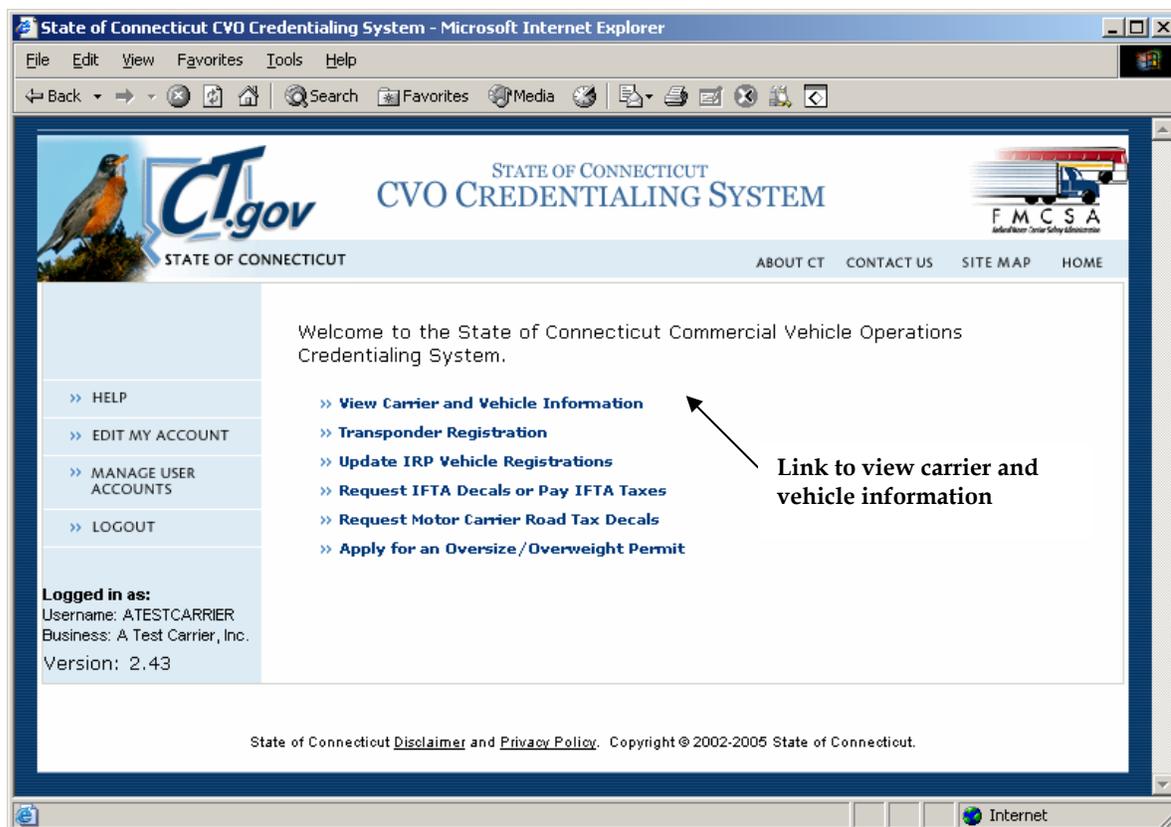
Figure 6.4 Enabling/Disabling Subaccounts



7.0 Viewing Carrier and Vehicle Information

The user should click the “View Carrier and Vehicle Information” link from the main menu in order to view a snapshot containing detailed carrier and vehicle information. Authorized carriers may view only their own information. State users may view information for any carrier. Service bureau users may not view carrier information. Figure 7.1 illustrates the “View Carrier and Vehicle Information” link on the Main Menu Page.

Figure 7.1 CVO Credentialing Main Menu Page



■ 7.1 Carrier Selection

A State user may query for carrier or vehicle data using the following identifiers:

- U.S. DOT Number;
- FEIN;
- SSN;
- VIN; and
- License Plate Number and State.

Only one identifier may be entered at a time.

The user should enter a single carrier identifier in the appropriate field and click the “Find Carrier or Vehicle” button. All available information for that carrier or vehicle will be displayed. If invalid information is provided, an appropriate message will be displayed at the top of the Carrier Selection Page. The user can attempt to query for information using one of the other search criteria. The user also may click the “Cancel” button to return to the main menu. Figure 7.2 illustrates the Carrier Selection Page.

For a State user, a link to search for a new carrier or vehicle will be made available in all subsequent pages. Selecting the “Search New Carrier or Vehicle” link will transfer the user back to the Carrier Selection Page.

■ 7.2 Carrier Detail Page

For a motor carrier, clicking the “View Carrier and Vehicle Information” link from the main menu will display a summary of the safety and credential data associated with the carrier as shown in Figure 7.3. The user will only be allowed to see his/her company’s information. A subaccount user will only be allowed to see this information if he/she has been given the necessary access by the master account holder.

Figure 7.2 Carrier Selection Page

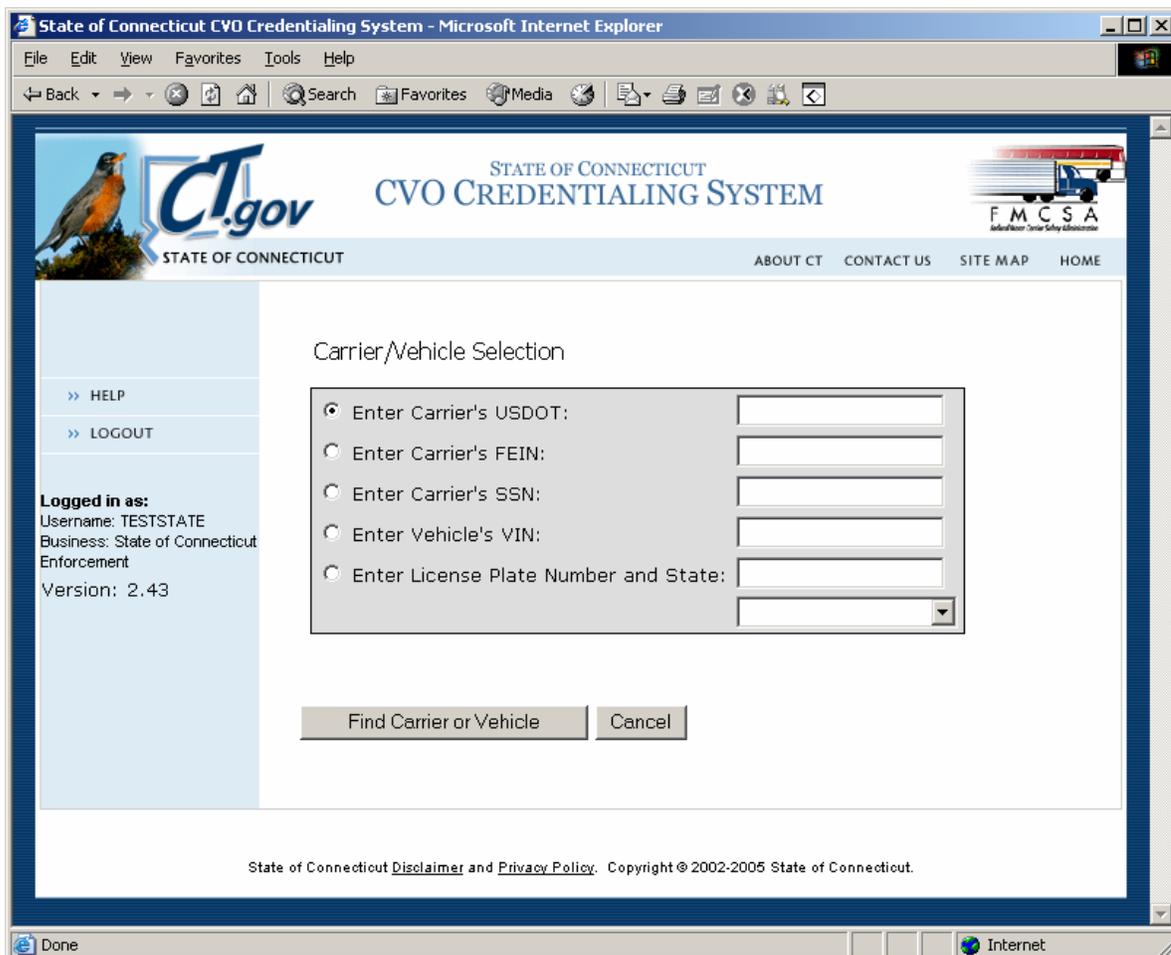


Figure 7.3 Carrier Detail Page

State of Connecticut CVO Credentialing System - Microsoft Internet Explorer

Address: http://cvo2650-2.camsys.com/ct/snapshot.do

STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM

ABOUT CT CONTACT US SITE MAP HOME

[View Carrier's Vehicle List](#)

[» HELP](#)
[» SAFER SNAPSHOT](#)
[» SAFESTAT SNAPSHOT](#)
[» RETURN TO MAIN MENU](#)
[» LOGOUT](#)

Logged in as:
 Username: ATESTCARRIER
 Business: A Test Carrier, Inc.
 Version: 2.43

Carrier Information:

Carrier Name	A TEST CARRIER, INC.
DBA Name	TEST CAR
USDOT #	1999999
Tax ID #	069999991
Tax ID Type	E
Telephone	(888)555-1212
Fax	(888)555-3434
Email Address	AATEST@EMAIL.COM
ISS Score	27
ISS Score Date	July 25, 2003
SafeStat Category	H
SafeStat Date	July 25, 2003
MCSP Flag	Y
MCSP Level	2
MCSP Level Date	July 15, 1990
OOS Report #	0043
OOS Date	April 13, 2005
OOS Reason	ALCO
OOS Status	FIN

For an explanation of the carrier information fields, [select here](#).

Carrier Addresses:

Business Address	PO BOX 123 ANYTOWN, CT 066660000 US
Mailing Address	P O BOX 123 ANYTOWN, CT 066660000 US
Physical Address	1 MAIN ST ANYTOWN, CT 066660000 US
Transponder Address	1 Main Street Anytown, CT 06666 US

For an explanation of the carrier addresses fields, [select here](#).

IFTA Information:

IFTA License #	CT06999999100
IFTA Base State	CT
IFTA Status	Active
IFTA Status Date	January 01, 1996
IFTA Issue Date	January 01, 1996
IFTA Expire Date	January 01, 1997

For an explanation of the IFTA information fields, [select here](#).

Motor Carrier Road Tax Information:

Tax Registration Number	9999991000
Base State	CT
Status	A
Status Date	October 12, 2004
Issue Date	October 08, 2004

For an explanation of the MCTAX information fields, [select here](#).

IRP Information:

IRP Fleet #	001 (IRP fleet)
IRP Account #	9999
State Of Registration	CT
IRP Status	Active
IRP Status Date	June 04, 2004
IRP Issue Date	June 04, 2003
IRP Expire Date	April 30, 2005
Comment	OK

For an explanation of the IRP information fields, [select here](#).

SSRS Information:

MC Number	999
Authority Status	Permanent authority granted

For an explanation of the SSRS information fields, [select here](#).

[View Carrier's Vehicle List](#)

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The Carrier information includes:

- **Name** – Carrier and DBA names;
- **Identifiers** – U.S. DOT, Tax ID number, and Tax ID Type;
- **Contact Information** – Telephone number, Fax number, E-mail address;
- **Federal Safety Scores** – ISS, SAFESTAT, MCSIP, OOS information;
- **Addresses** – Carrier business, mailing and physical addresses;
- **IFTA Information** – License information, base state, current status, status date, issue and expiration dates;
- **MC Tax Information** – Registration Information, base state, status, status date and issue date;
- **IRP Information** – Fleet information, account number, registration state, current status, issue and expiration dates, comments;
- **SSRS Information** – MC Number and Authority Status.

Links to field definitions are present under each section on the carrier information screen as shown in Figure 7.3. Clicking the “select here” link will display definitions of the various information fields as shown in Figure 7.4 for the carrier information block. At the top and bottom of the Carrier Detail Page are links to view the carrier’s vehicle list.

The user also can display his/her company’s information stored in the FMCSA Safety and Fitness Electronic Records (SAFER) and Safety Status (SAFESTAT) systems. To access the SAFER and SAFESTAT systems, the user can click “SAFER SNAPSHOT” and/or “SAFESTAT SNAPSHOT” in the user options menu. To exit the SAFER or SAFESTAT snapshots, the user can close the new browser window in which this information was displayed.

■ 7.3 Vehicle List Page

At the top and bottom of the Carrier Detail Page are links to view the carrier’s vehicle list. Clicking “View Carrier’s Vehicle List” will display the vehicles associated with the carrier’s fleet as shown in Figure 7.5. All of a carrier’s Connecticut-based IRP-registered vehicles should appear on this list. Additional vehicles will be associated with the carrier based on the data provided by other Connecticut systems and by Federal systems operated by FMCSA.

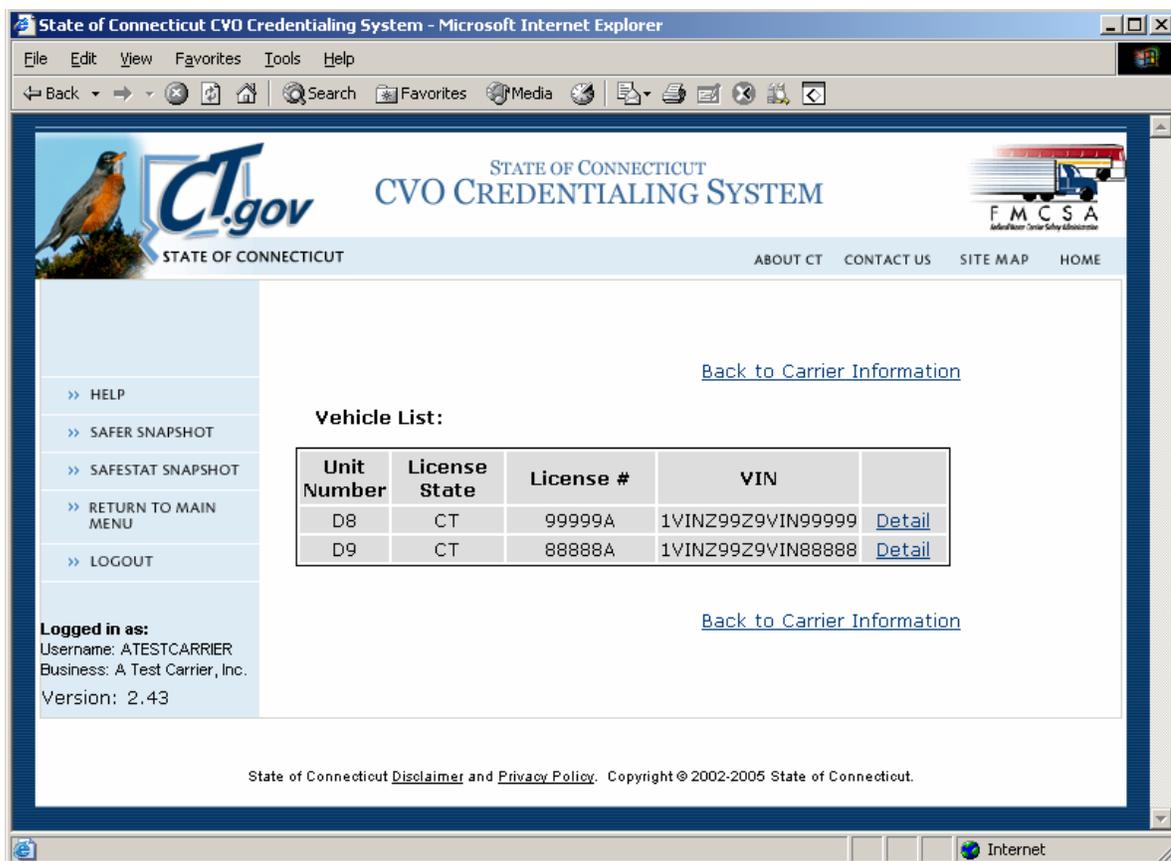
Figure 7.4 Carrier Field Definitions

DEFINITIONS OF SNAPSHOT FIELDS

Carrier Detail Information

Carrier Information	Snapshot Field	Definition
	Carrier Name	This is the legal name of the carrier. May include organization name or first, middle and last name of a person.
	DBA Name	Doing Business As name. This may be a trade name under which the carrier does business. Any name identifying the entity other than the legal name.
	USDOT #	Unique identifier assigned to the motor carrier by FMCSA or a State.
	Tax ID #	Social Security Number or Employer ID Number.
	Tax ID Type	Either the 'E' for FEIN or 'S' for SSN depending on TAX_ID_NUMBER.
	Telephone	The motor carrier's telephone number at the principal place of business.
	Fax	The motor carrier's fax number at the principal place of business.
	E-mail Address	The motor carrier's Internet email address.
	ISS Score	The Inspection Selection System (ISS) is a decision-aid for commercial vehicle roadside driver/vehicle safety inspections, which guides safety inspectors in selecting vehicles for inspection. The underlying inspection value is based on data analysis of the carrier's safety performance record using the information in the National MCMIS. This safety algorithm for assigning the inspection value is based on SafeStat, which ranks all carriers by their safety

Figure 7.5 Vehicle List Page



Clicking the “Back to Carrier Information” link will redirect the user to the Carrier Detail Page. These links should be used instead of the browser’s Back button, which may not correctly redisplay information that has been retrieved from the snapshot database.

■ 7.4 Vehicle Detail Page

Clicking a “Detail” link on the Vehicle List Page will display detailed information for the selected vehicle as shown in Figure 7.6.

Figure 7.6 Vehicle Detail Page

The screenshot shows a web browser window displaying the State of Connecticut CVO Credentialing System. The page title is "State of Connecticut CVO Credentialing System - Microsoft Internet Explorer". The address bar shows the URL: <http://cvo2650-2.camsys.com/ct/vehicleDetail.do?vehicleSummaryInfo=1999999%2FCT%2F99999A%2FD8%2Fn%2Fa1999999>. The page features the CT.gov logo and the F.M.C.S.A. logo. The main content area is titled "Vehicle Information:" and contains a table with the following data:

VIN	1VINZ99Z9VIN99999
Unit #	D8
Title #	9999999
Title Jurisdiction	USCT
Transponder #	
Model Year	1997
Make	FORD
Type	TK
Model	FOR
Body Style	SEMI T
Fuel	D
Unladen Weight	18000
Number Of Axles	2
Number Of Seats	6
Owner Name	A TEST CARRIER INC
Second Owner Name	TESTY CARRIER
Mailing Address	PO BOX 123 ANYTOWN,CT 066660000
Tax Town Code	126
Primary color	RED
Secondary color	ORG

For an explanation of the vehicle information fields, [select here.](#)

The page also includes a "Registration Information:" section with a table containing the following data:

License Plate Country	US
License Plate State	CT
License Plate #	99999A
State Of Registration	CT
IRP Account #	9999
IRP Fleet #	001
IRP Status	Renewed Vehicle
Effective Date	April 30, 2004
Expire Date	April 30, 2004
Registered Gross Vehicle Weight	28000
Fee Factor	064720
Last Transaction Date	April 08, 2005
Last Transaction Clock	122

For an explanation of the registration information fields, [select here.](#)

The "IRP Jurisdictions:" section contains a table with the following data:

IRP Jurisdiction	IRP Weight Carried	QUAL Indicator
USCT	28000	
USNY	28000	

For an explanation of the IRP jurisdictions fields, [select here.](#)

At the bottom of the page, there is a footer with the text: "State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

The detailed vehicle information includes:

- **Vehicle Information** - VIN, unit number, title information, transponder, year, make, model, type, style, fuel, unladen weight, number of axles, number of seats, owner's name, second owner's name, mailing address, tax town code, primary color, and secondary color;
- **Registration Information** - License plate country, license plate state, license plate number, registration state, IRP account number, IRP fleet number, IRP status, IRP start date, IRP expire date, registered gross vehicle weight, fee factor, last transaction date, and last transaction clock; and
- **IRP Jurisdictions** - IRP-registered jurisdictions, IRP weight carried by jurisdiction, and "QUAL Indicator."

Links to field definitions are present under each section on the Vehicle Detail Page. Clicking the "Back to Carrier Information" link will redirect the user to the Carrier Detail Page. Clicking "Back to Vehicle List" will redirect the user to the Vehicle List Page. These links should be used instead of the browser's Back button, which may not correctly redisplay information that has been retrieved from the snapshot database. Additionally, there also is an option to view all permits for the selected vehicle by clicking "View Vehicle's Permit List."

The user also can view definitions of various fields by clicking the "select here" link under each section.

■ 7.5 Permit List Page

The user can select the "View Vehicle's Permit List" link from the Vehicle Detail Page to view all permits for the selected vehicle as shown in Figure 7.7. The system only displays permits issued within the last 30 days.

■ 7.6 Permit Detail Page

Selecting a "Detail" hyperlink on the Vehicle's Permit List Page will display details for the selected permit as shown in Figure 7.8.

The detailed permit information includes:

- **Vehicle Section** - Unit Type, Vehicle Name, Dimensions, Front Overhang, Rear Overhang, Gross Weight, Number Of Axles, Loads, Spacing, Number of Tires, Tire Size, Axle Type, Axle Spacing, Ship Name/Group, Load Description;

- **Permit Section** - Permit ID, Application Reference #, Account Code, Issued By, Disposition, Permit Type, Route Information, Start and End Dates, Travel Dates and Hours, Contact/Shipper, Return Oversize?, Return Overweight?, Driver Name, Comments, Isotope Quantity, Escort Required?, Radioactive Approved?, Officer Description, Permit Issue Date and Time; and
- **Restrictions Section** - Includes standard and temporary restrictions.

The “Back to Carrier Information” hyperlink will redirect the user to the Carrier Detail Page. The “Back to Vehicle Information” hyperlink will redirect the user to the Vehicle Detail Page. Clicking “Back to Permit List” will redirect the user to the Permit List Page. These links should be used instead of the browser’s Back button, which may not correctly redisplay information that has been retrieved from the snapshot database.

The user also can view definitions of various fields by clicking the “select here” link under each section.

Figure 7.7 Permit List Page

The screenshot shows a web browser window titled "State of Connecticut CVO Credentialing System - Microsoft Internet Explorer". The page header includes the "CT.gov" logo and "STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM" with the FMCSA logo. A navigation menu contains "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

On the left sidebar, there are navigation links: "» HELP", "» SAFER SNAPSHOT", "» SAFESTAT SNAPSHOT", "» RETURN TO MAIN MENU", and "» LOGOUT". Below these, it says "Logged in as: Username: ATESTCARRIER, Business: A Test Carrier, Inc., Version: 2.43".

The main content area features a link "Back to Vehicle Information" at the top right. Below it, the heading "Permit List Grouped By Permit Types:" is followed by the category "Oversize/Overweight Trip & Return".

Permit ID	Disposition	Start-End Date	Trip From	Trip To	
1234568	Issued Permit	December 21, 2004 - December 23, 2004	BRANFORD	MA LINE	Detail
1234567	Issued Permit	December 17, 2004 - December 21, 2004	BRANFORD	MA LINE	Detail
1234573	Issued Permit	January 12, 2005 - January 14, 2005	BRANFORD	MA LINE	Detail
1234572	Issued Permit	January 10, 2005 - January 12, 2005	BRANFORD	STAMFORD	Detail
1234570	Issued Permit	January 07, 2005 - January 11, 2005	BRANFORD	STAMFORD	Detail
1234571	Issued Permit	January 07, 2005 - January 11, 2005	BRANFORD	STAMFORD	Detail
1234569	Issued Permit	January 04, 2005 - January 06, 2005	BRANFORD	STAMFORD	Detail

At the bottom right of the main content area, there is another link "Back to Vehicle Information". The browser's status bar at the bottom shows "Internet".

Figure 7.8 Permit Detail Page

State of Connecticut CVO Credentialing System - Microsoft Internet Explorer

STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM

CT.gov

STATE OF CONNECTICUT

ABOUT CT CONTACT US SITE MAP HOME

Back to Carrier Information
Back to Vehicle Information
Back to Permit List

[HELP](#)
[SAFER SNAPSHOT](#)
[SAFESTAT SNAPSHOT](#)
[RETURN TO MAIN MENU](#)
[LOGOUT](#)

Logged in as:
Username: ATESTCARRER
Business: A Test Carrier, Inc.
Version: 2.43

Vehicle Section:

Unit Type	0
Vehicle Name	TESTVEH
Height	13' 6"
Width	11' 11"
Length	79' 0"
Front Overhang	LEGAL
Rear Overhang	LEGAL
Gross Weight	120000
Number Of Axles	6
Loads	12000,27000,27000,18000,18000,18000
Spacing	13' 0",4' 0",43' 0",4' 0",4' 0",4' 0"
Number of Tires	2,4,4,4,4,4
Tire Size	11,11,11,11,11,11
Axle Type	A ROD
Axle Spacing	0
Ship Name/Group	YELLOW III
Load Description	PRECAST CONCRETE

	State	License #	Year	VIN	Unit	Make	Color
Tractor	CT	99999A	2000	1VINZ9929VIN99999	532	FORD	RED
1st Trailer	CT	999999	1992	1VINZ9929VIN88888	75	FORD	GRY
2nd Trailer	CT	T999999	2002	1VINZ9929VIN77777	76	FORD	

For an explanation of the vehicle section fields, [select here](#).

Permit Section:

Permit ID	1234568
Application Reference #	123457
Account Code	8
Issued By	378
Disposition	Issued Permit
Permit Type	Oversize/Overweight Trip & Return
Trip From	BRANFORD
Trip To	MA LINE
Routes	(MCDERMOTT) - 139 - 1 - 95 - 395
Short Routes	(MCDERMOTT) - 139 - 1 - 95 - 395
Start Date	December 21, 2004
End Date	December 23, 2004
Travel Dates	M T T F
Travel Hours	8 TO 6
Contact/Shipper	MARYLAND PERMIT SERVICE
Return Oversize?	Yes
Return Overweight?	No
Driver Name	ED HERACLITUS
Comments	NONE
Isotope Quantity	0
Escort Required?	No
Radioactive Approved?	No
Officer Description	MALLINCKRODT
Permit Issue Date	December 20, 2004
Permit Issue Time	08:41:40 AM

For an explanation of the permit section fields, [select here](#).

Restrictions Section:

PR001 - USE CAUTION AT EVERY RAILROAD CROSSING !!!
 HR005 - DAYLIGHT, M-F MOVEMENT ONLY: Daylight movement only, Monday thru Friday, unless indicated otherwise on permit.
 HT007 - NO WEEKEND TRAVEL !!! Unless specifically indicated on permit, there is no travel after sunset on Friday until sunrise on Monday.
 LN001 - LANE TRAVEL RESTRICTIONS: Unless indicated otherwise on permit, travel shall be in the right travel lane. Exceptions shall be granted for left exits and entrance ramps as is required by the permitted routes. Also, exceptions shall be granted for
 FL021 - FLAG REQUIREMENT FOR LOADS > 8' 6" IN WIDTH: 18 inch square, red flags mounted on four corners of the permitted vehicle and at the widest points of the load, unless indicated otherwise on permit.
 SI001 - SIGN REQUIREMENT FOR LOADS > 10' IN WIDTH: A sign is required on the front and rear of the permitted vehicle, unless indicated otherwise on permit. Signs must measure a minimum of 7' long, 18" high with black lettering measuring 1" wide and 8'
 WE001 - NO MOVES IN INCLEMENT WEATHER - Vehicle shall be operated at a safe rate of speed under favorable weather and road conditions.

For an explanation of the restrictions section fields, [select here](#).

Temporary Restrictions Section:

HL001 - NO TRAVEL PERMITTED ON HOLIDAYS! All Day on 7/4/2004
--

For an explanation of the temporary restrictions section fields, [select here](#).

[Back to Carrier Information](#)
[Back to Vehicle Information](#)
[Back to Permit List](#)