OHIO COMMERCIAL REGISTRATION ONLINE SYSTEM (OHCORS)

USER GUIDE

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WHAT IS THE OHIO COMMERCIAL REGISTRATION SYSTEM (OHCORS)

The Ohio Commercial Registration System (OHCORS) is an online self-service portal provided by the Ohio Bureau of Motor Vehicles (BMV) for IRP (International Registration Plan) accountholders registered in Ohio to submit and pay apportioned registration transactions.

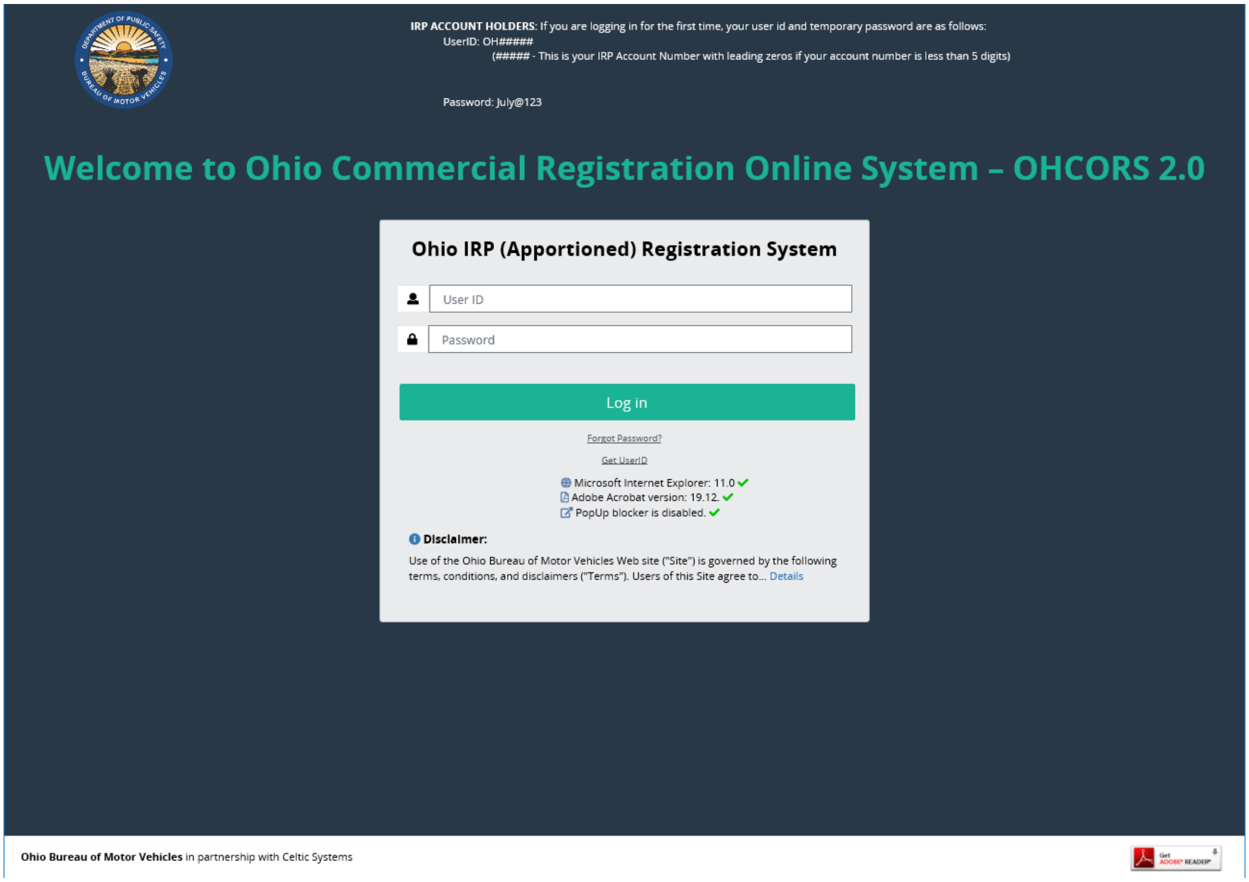
Transactions available at OHCORS include:

- Annual Fleet Renewal Supplements
- Add New Vehicle to your Fleet Supplements
- Transfer Registration to New Vehicle Supplements
- Amend Vehicle Registration – Weight Increase
- Amend Vehicle Cab Card Info - Ex. MCRS/ USDOT (Motor Carrier Responsible for Safety) changes
- Replace Plate Requests (for Lost, Stolen, or Damaged Plates)
- Re-Print – Active Cab Cards, Temporary Authorities, Receipts, and Renewal Applications
- IRP Invoice Payment via Credit Card and E-Check (convenience fees apply)

While completing IRP Transactions on OHCORS you have the ability to upload required support documents.

LOGGING INTO THE OHCORS WEBSITE

The website can be found at www.ohcors.com, where you select the button for “IRP Transactions” or “Pay IRP Invoices” to find the secure sign-on screen.



The OCHORS System does support versions of Microsoft Edge, Internet Explorer, Google Chrome, and Safari, web browsers. For full functionality your browser’s Pop-Up Blocker must be turned off for this site, and Adobe Acrobat Reader engaged. You can tell if your software is compatible with OHCORS if you see three green checks below the “Log-In” button. If there are any red “Xs” that component is not compatible and you may not have full functionality or access to OHCORS until it is resolved.

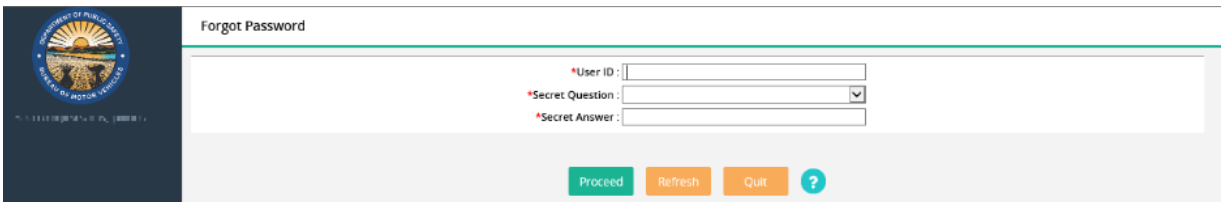
Each IRP Account has a default User ID to gain access to OHCORS. All default user ID’s begin with OH and end with your IRP Account Number. If your IRP Account number is less than five digits you will need to add zeros between the OH and your account number to create a seven character User ID.

Ex. IRP Account 11’s default User Id would have to add 3 zeros between the OH and the account number making the User ID: OH00011

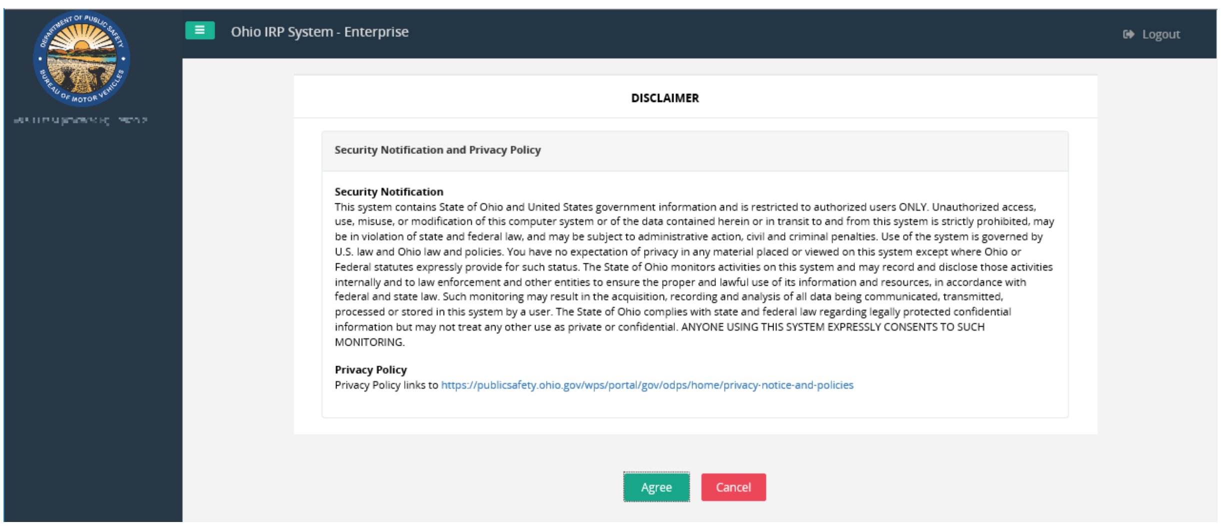
Each OHCORS User ID has a unique password. If you have not already established one you may have received an e-mail with a temporary password that you will use with the default User ID to login to OHCORS. Once logged in you will be immediately prompted to create a new password as well as a Security Question and Answer. Once this information is submitted, you will be directed back to the sign-on screen where you will use the default User ID and your newly created password to gain access to the OHCORS system.

Note: If you have not received a temporary password e-mail and have never logged into the OHCORS system your default Password will be July@123.

If you have forgotten your password you can select “Forgot Password” and follow the instructions on the screen.

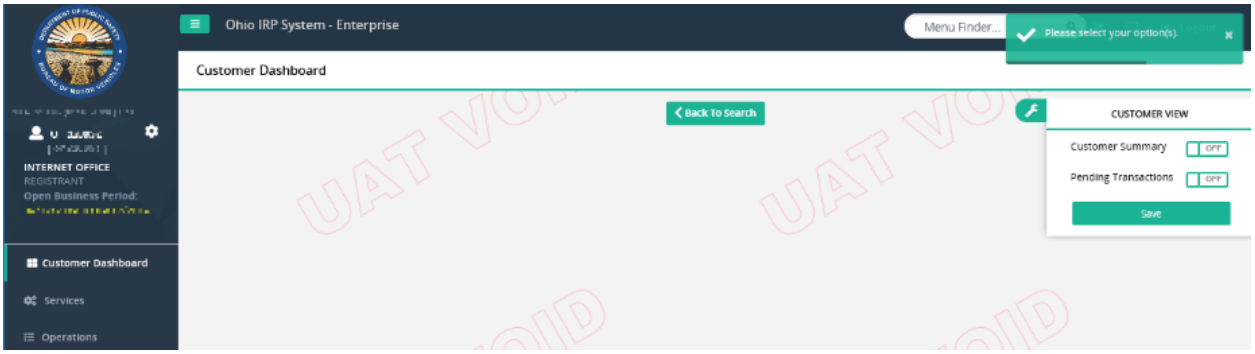


You will need to read and agree to the Disclaimer prior to proceeding.



Once logged in to OHCORS you will be at your Customer Dashboard screen.

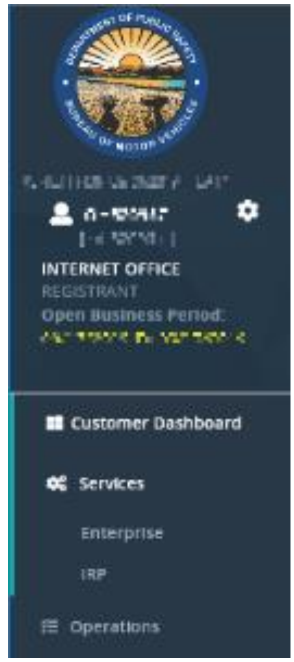
NOTE: If you select the “Wrench” Icon in the upper right side of the screen you will have the option of customizing this page by “turning on” the Customer Summary and Pending Transaction views and saving your selection.



All navigation other than “Logging Out” will occur from the navigation column on the left hand side by selecting the link to the activity you wish to complete.

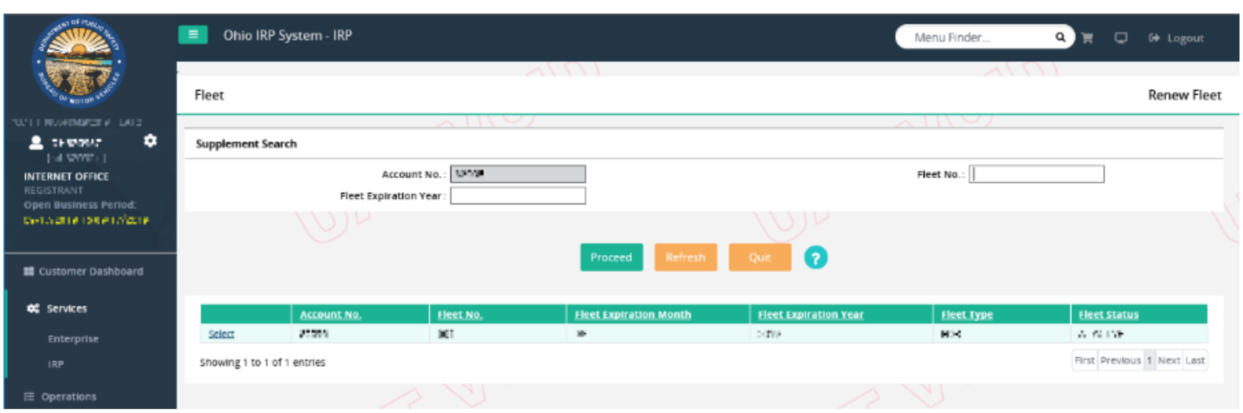
FLEET RENEWAL SUPPLEMENTS

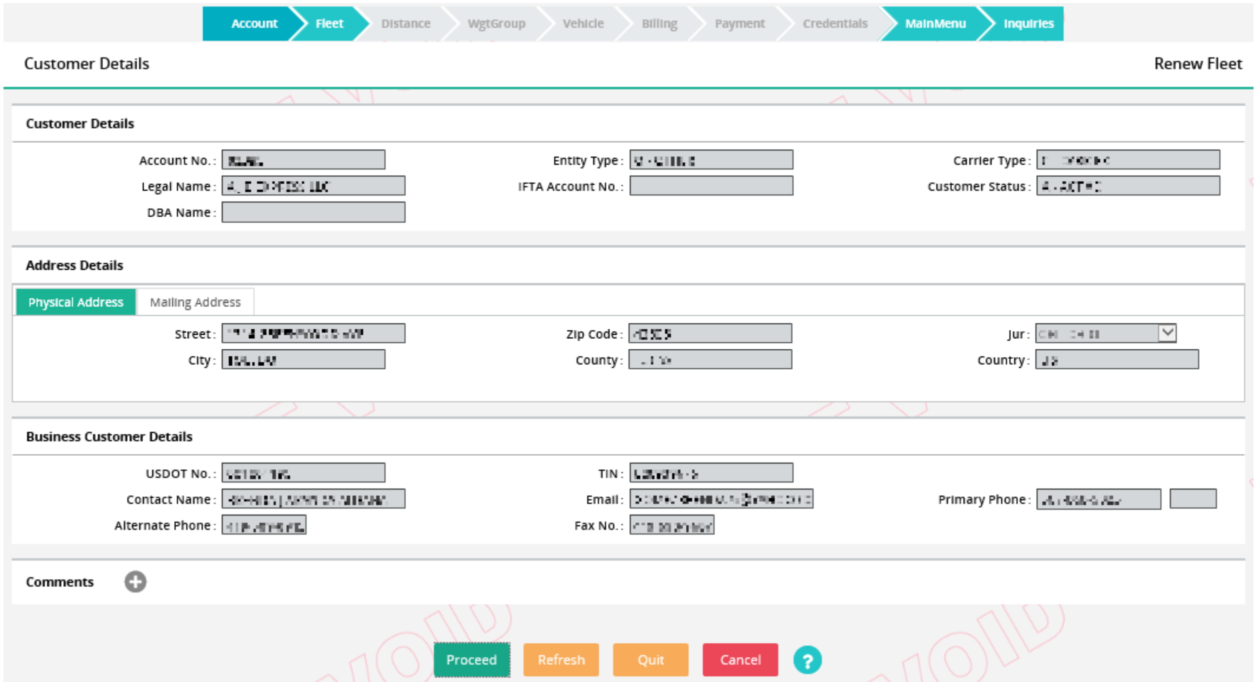
After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.



On the next screen, select the "Renew Fleet" option from the "Fleet" menu box.

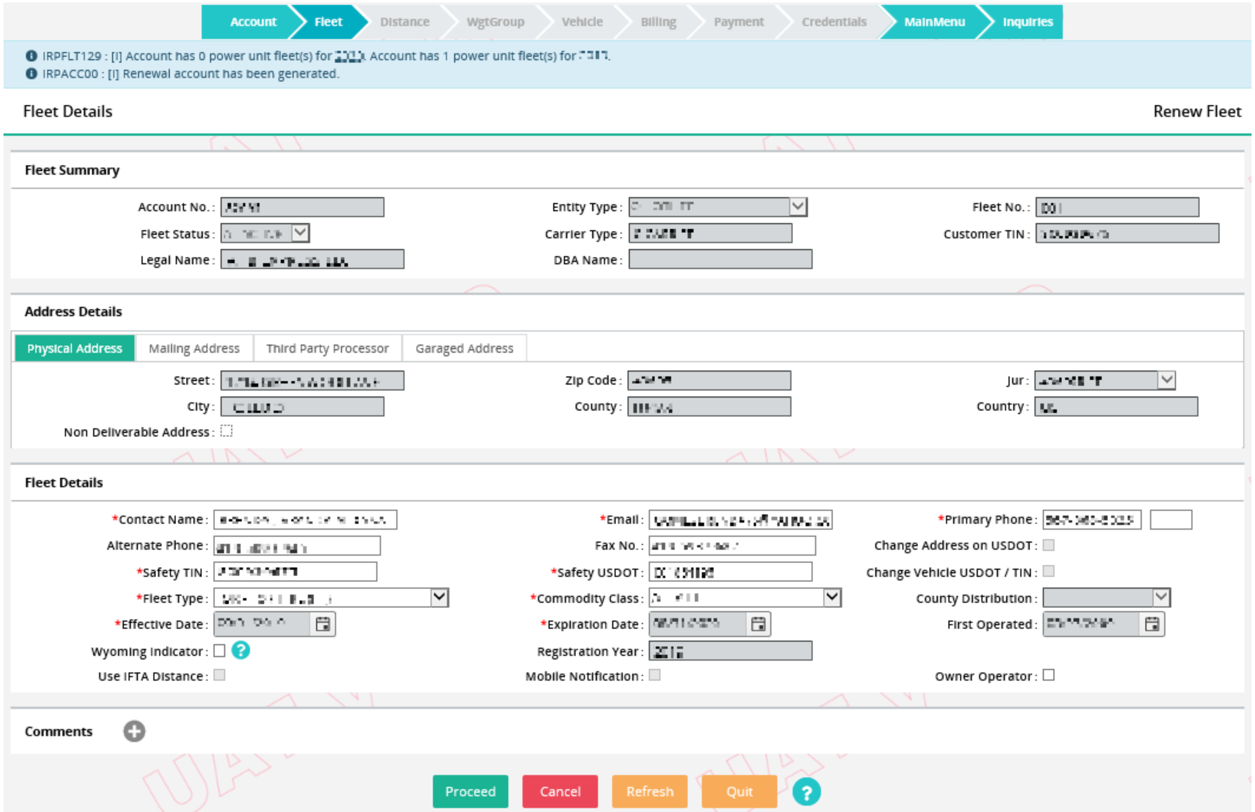
Select "Proceed" for the information to populate in the grid and click on "Select" from the left side of the grid to display the Customer Details Screen.





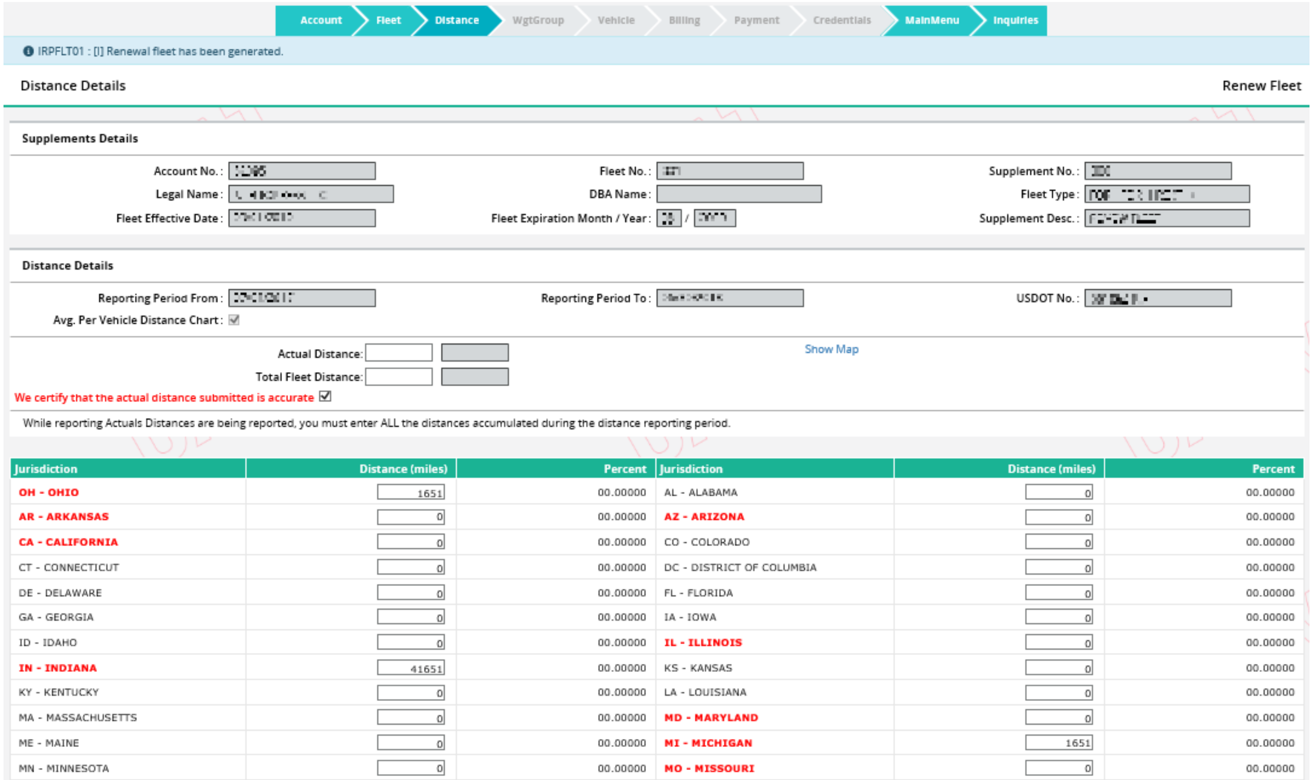
Customer Details Screen

- Verify that the account information is correct.
- If the Account Name or Physical Address has changed, the user must contact OHBMV for instructions on how to update this information.
- After reviewing the account information, select “Proceed” to display the Customer Details Verification Screen.
- Select “Proceed” at the verification screen to proceed to the Fleet Detail screen.



Fleet Detail Screen

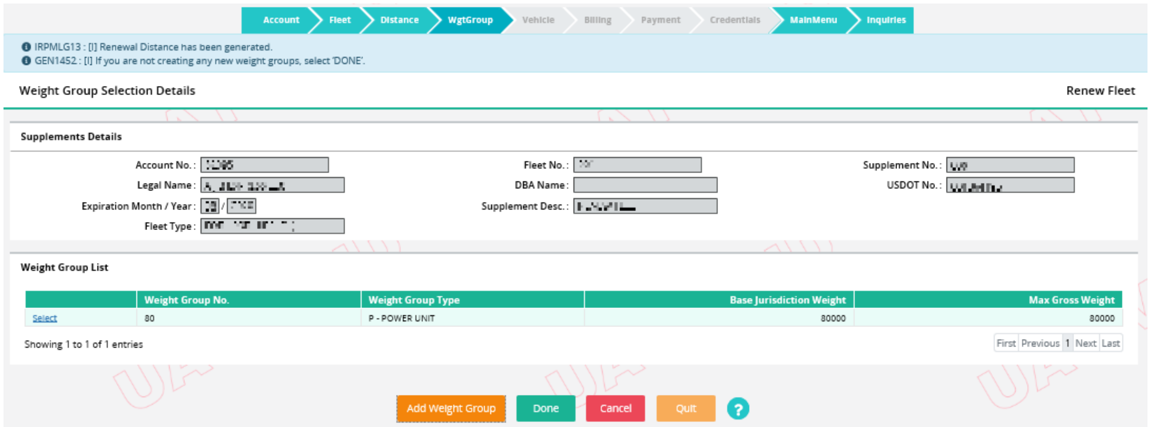
- The fleet information will populate with the information from the previous year.
- Legal name and physical address will be populated with the most current information from the Enterprise level in protected fields.
- The carrier can update certain fleet information during renewals such as contact information, mailing address, and fleet type and commodity class, if needed.
- The Fleet Effective date, Fleet expiration date, and First Operated Date will default based on the renewal period and cannot be changed.
- Select “Proceed” to display the Fleet Verification screen
- Click the “Proceed” button again to update the fleet information and continue to the Distance Detail screen.



Distance Detail Screen

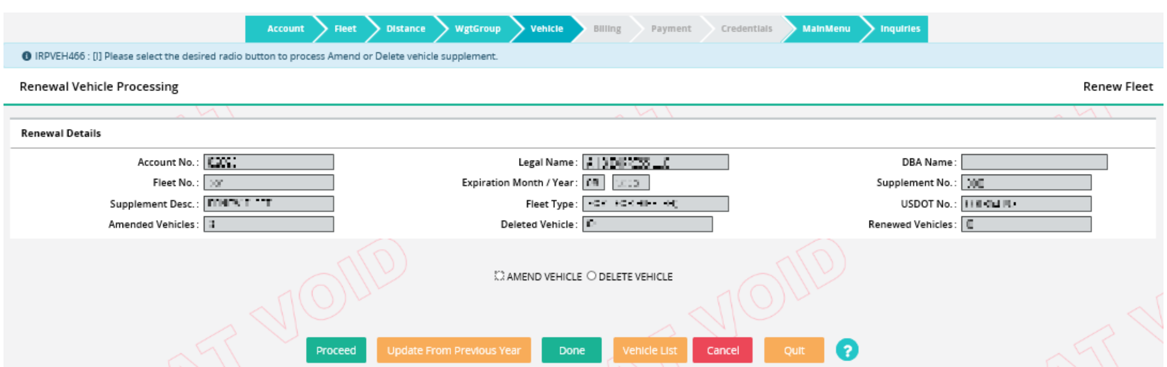
- The Distance Detail screen will display all of the IRP jurisdictions, and the distance type will be defaulted to Actual. Jurisdictions displayed in red are jurisdictions traveled in during the last renewal period.
- The user must manually enter the actual distance traveled by the fleet during the "Reporting Period From" to the "Reporting Period To" pre-populated dates shown in the Distance Details section in each jurisdiction’s data field. Complete the Actual Distance and Total Fleet Distance, and then certify that the actual distance entered is accurate by clicking the checkbox for the certification statement in red font.
- There is a ‘Show Map’ link in the middle of the screen that when clicked, will display a map of the available IRP jurisdictions which can be used for reference. Just click the ‘Hide Map’ link once it is no longer needed or you can keep it on the screen if you prefer.
- Click on “Proceed” to display the Distance Verification screen.
- If the distance is correct, click on “Proceed” again to display the Weight Group Selection Details screen.

Note: You will need to contact OHBMV for assistance with completing the Distance Detail Screen if during the "Reporting Period From" to the "Reporting Period To" dates the fleet: accrued actual miles for Ohio only; did not accrue any actual mileage; or accrued mileage in non-contiguous jurisdictions due to business operations.



Weight Group Selection Details Screen

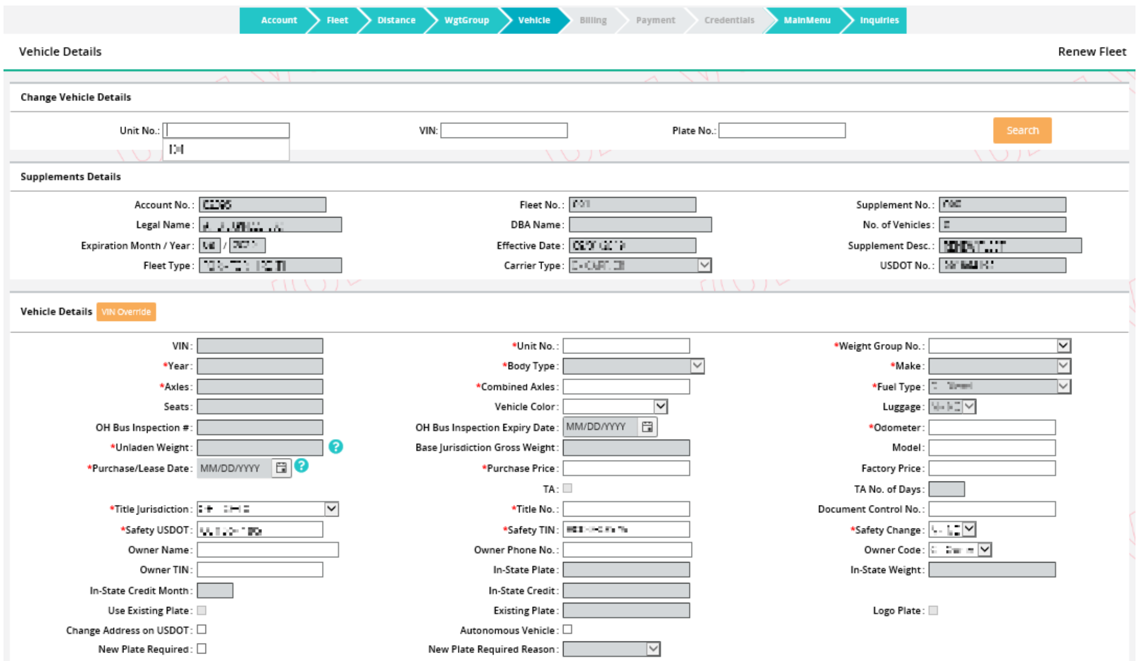
- The user has the ability to update any existing weight groups or create a new weight group if needed.
- You can select the weight group to process, by clicking on the “Select” link next to the weight group number that should be modified.
- Update the weights required and continue through to the verification screen.
- Note: Weights can only be lowered in a jurisdiction during a renewal period. If there is a variance of 10% or more between any two jurisdictions the weight group must be completed by OHBMV after receiving a written statement explaining the business operational need for the weight variance.
- Select “Done” when you are finished modifying the weight groups and the Vehicle Processing screen will display.



Vehicle Processing Screen

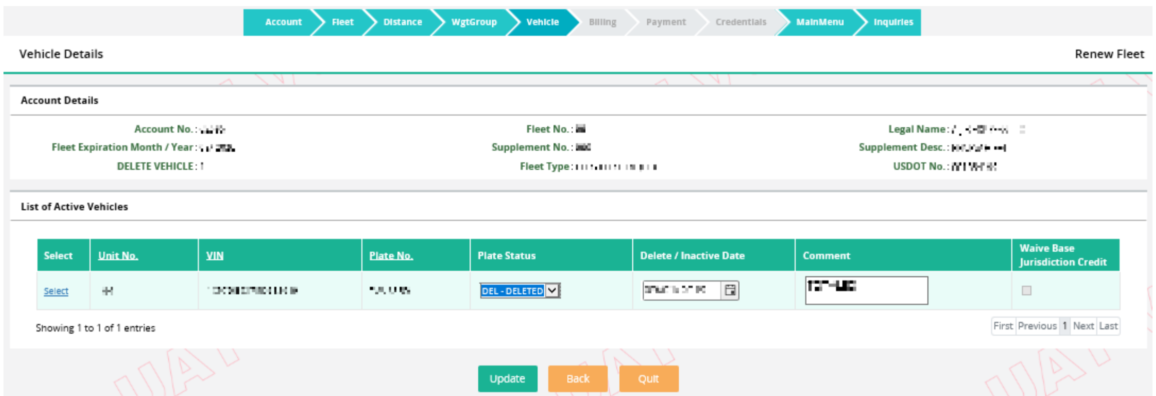
- On the Vehicle processing screen for the Renewal supplement, the user can see how many vehicles are set to be renewed.
- You may Click "Vehicle List" to view a list of vehicles in your fleet that are eligible for renewal.
- Click "Done" if all vehicles in the fleet will be renewed with no changes, this will take you to the Web Processing Screen (page 12).

- If changes are required to the vehicles that have been included in the fleet renewal you may modify your fleet by AMENDING Vehicle(s) or DELETING Vehicle(s). Amending the vehicle includes requesting a replacement plate for a lost, stolen, or damaged plate, and updating Unit#, Weight Group, Safety USDOT#, assignment.
- Whether AMENDING or DELETING, only one action can be performed at a time so you can click the corresponding radio button and then click “Proceed” to perform that action.
- **For Amending the Vehicle**, Select “Amend Vehicle” radio button and click on “Proceed”.



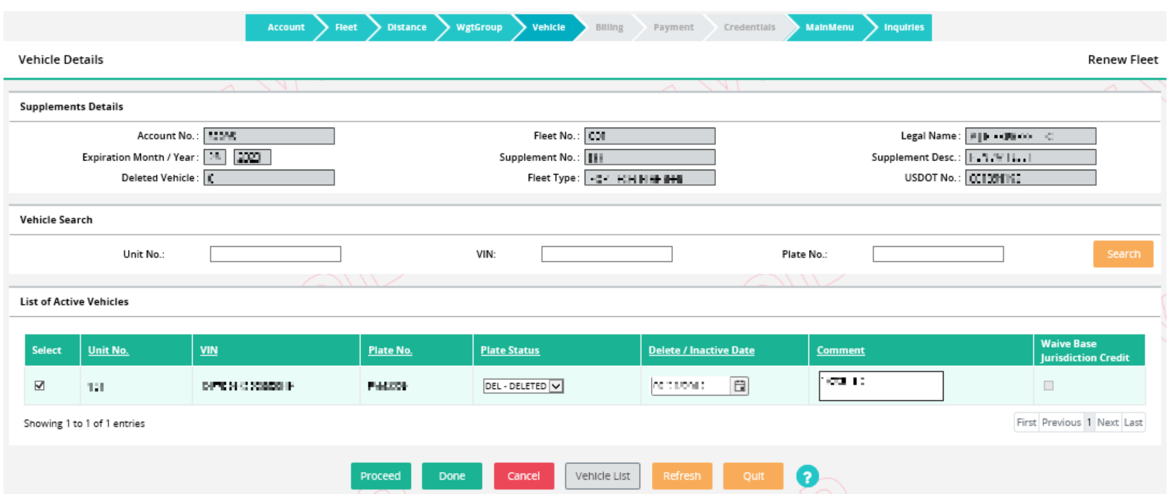
- This displays the Change Vehicle Details screen where an existing vehicle can be updated.
- A "Search" must be completed first to populate the existing data for the vehicle you wish to amend. Place your cursor in either the Unit No., VIN, or Plate No., field, a drop-down list will appear with a list of available vehicle records. If the unit that needs to be amended does not appear in the list, start typing either the Unit No., VIN, or Plate No., in the applicable Field and it will appear.
- Click on the Unit No, VIN, or Plate No., from the drop-down list and select "Search".
- Make any required changes to any field that is not "grayed-out" or request a replacement plate by selecting the New Plate Required box and click on “Proceed” to continue to the verification screen.
- After the information is verified click on “Proceed” again.
- This displays the Vehicle Details screen again and additional changes can be made to other units as needed.

- Once finished amending vehicles, click on “Done”.
- This returns the user to the Vehicle Processing tab where you can make additional changes to the unit(s).
- If a vehicle has already been amended and needs something else done to it, the user must refer to the Vehicle List button. This will give us a list of vehicles that have been worked on within the supplement. Click on “Select” to bring the vehicle information back to the Vehicle Details screen.

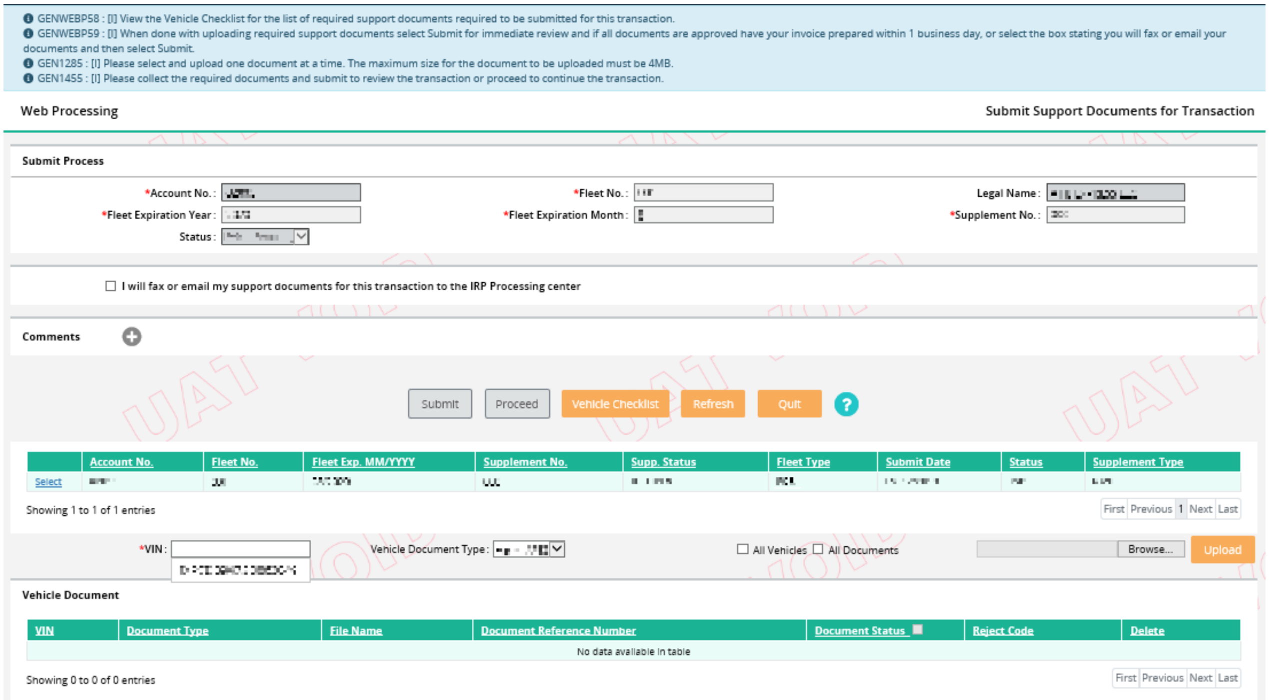


- **To delete unit(s)** select the “Delete Vehicle” radio button, then click “Proceed”.
- Click the box under ‘Select’ to the left of any unit that should be deleted, enter any comments as needed. (Ex. Unit Totaled)

  Note: Adding a vehicle to a fleet after it has been deleted on the fleet renewal application will result in a full year registration fee calculation and late fees if applicable.

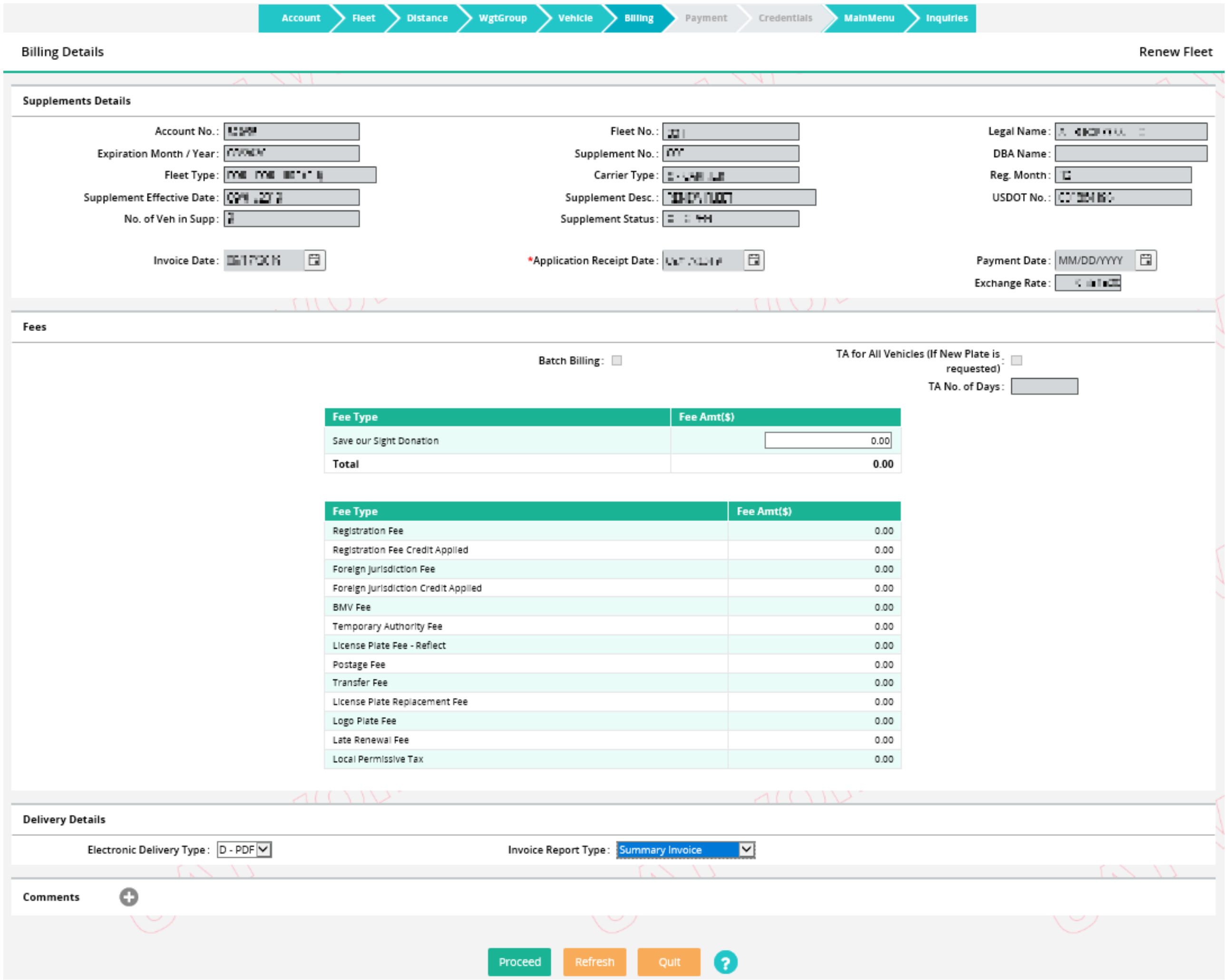


- Click “Proceed” to review the units that have been selection for Deletion, click “Proceed” to confirm. If no additional units should be deleted click “Done”.
- Click “Done” on the Vehicle Processing Screen when finished amending or deleting vehicles for this supplement.



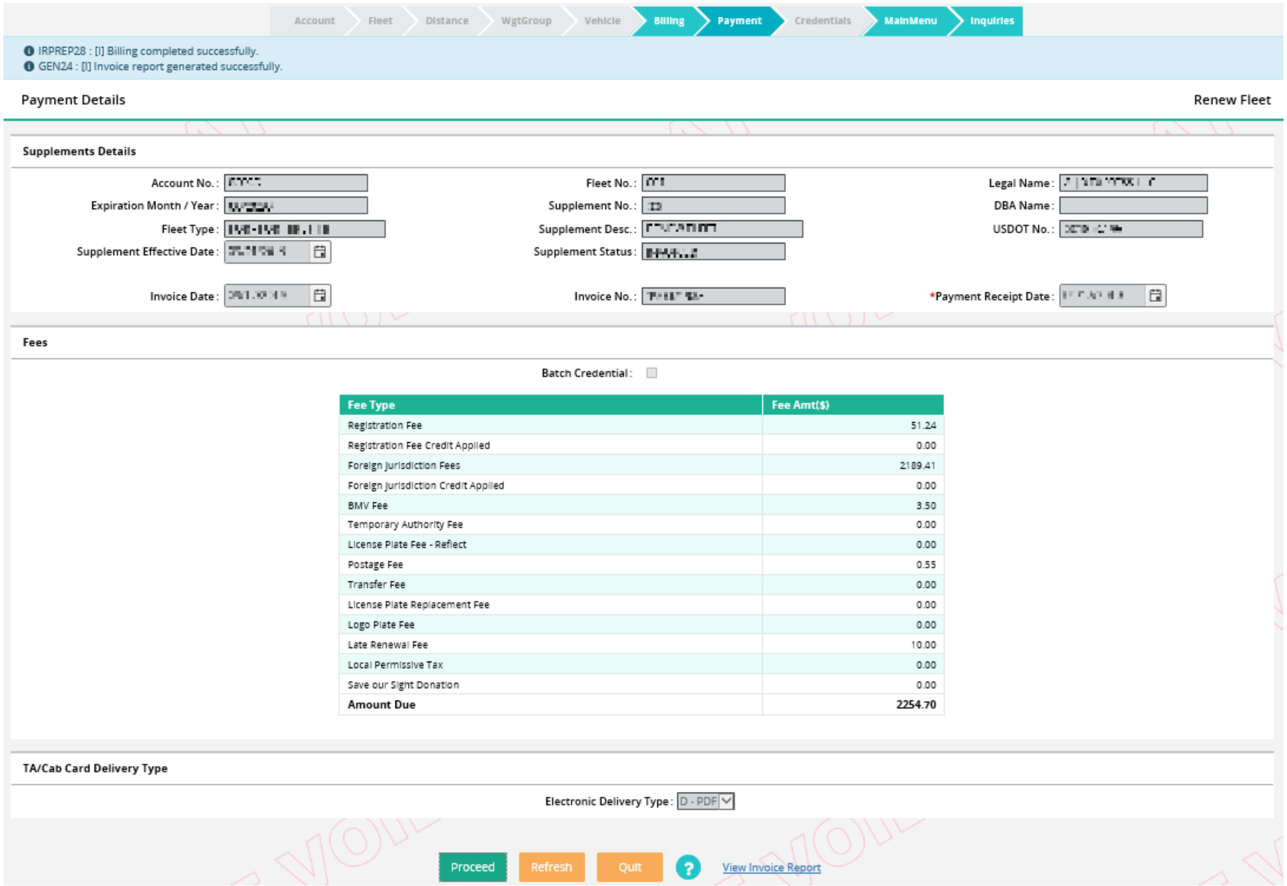
Web Processing Screen

- On the Web Processing screen any required or necessary documents may be uploaded.
- Please read the instructions at the top of the screen to ensure you are performing the steps as directed.
- You can either enter the VIN number directly in the required field, or you can simply place your cursor there and click in the empty VIN field. The system will display a list of available VINs for you to choose from, then select the required vehicle document type if there is more than one. OR, you can click the “All Vehicles” checkbox if the vehicle document type is required for all vehicles in the supplement.
    - Choose the document type from the drop down and click on the “Browse” button.
    - This will open another window for you to select your document. Click on “Upload” once the document has been selected. Each document has to be uploaded to the system one at a time and must be in a PDF format.
    - Once you click on “Upload”, the Vehicle document will show in the grid below.
- You can select the “Delete Link” next to any document uploaded if you believe it was done in error and repeat the steps above to locate and upload any other document(s).
- Additionally, you have the option to fax or e-mail supporting documents but the checkbox towards the upper part of the screen must be checked.
- Click on “Proceed” button to navigate to the Billing Details Screen.



Billing Details Screen

- Verify the information and change the Invoice Report Type, if desired. Otherwise leave the options that default.
- Users can click the plus sign next to the header “Comments” to add any notes you wish to have OH BMV review for this transaction.
- Just make sure to click the “Add/Update Comment” button after typing your comment to ensure that it is added to the transaction.
- If you would like to donate to Save Our Sight, enter the donation amount in the ‘Save Our Sight Donation’ text box.
- Click “Proceed” to have the system perform the necessary calculation at which point you will see the total due for the supplement.

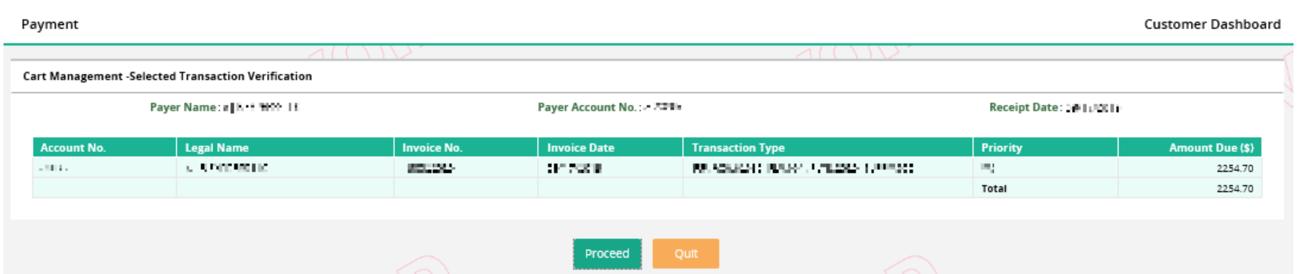


Payment Details Screen

- You will see a confirmation message at the top of the screen indicating the Billing completed successfully and the Invoice Report generated successfully.
- The Invoice should generate in a separate pop-up window.
- If it didn’t, check to make sure your pop-up blockers are off and click the “View Invoice Report” link at the bottom of the screen to generate the invoice report again.
- Click “Proceed” to go to the Payment Verification Screen.

Payment Verification Screen

- The Payment Verification Screen will display with a standard warning message for the renewal supplement.
- Confirm the information is correct and then click “Pay” to process payment for the transaction

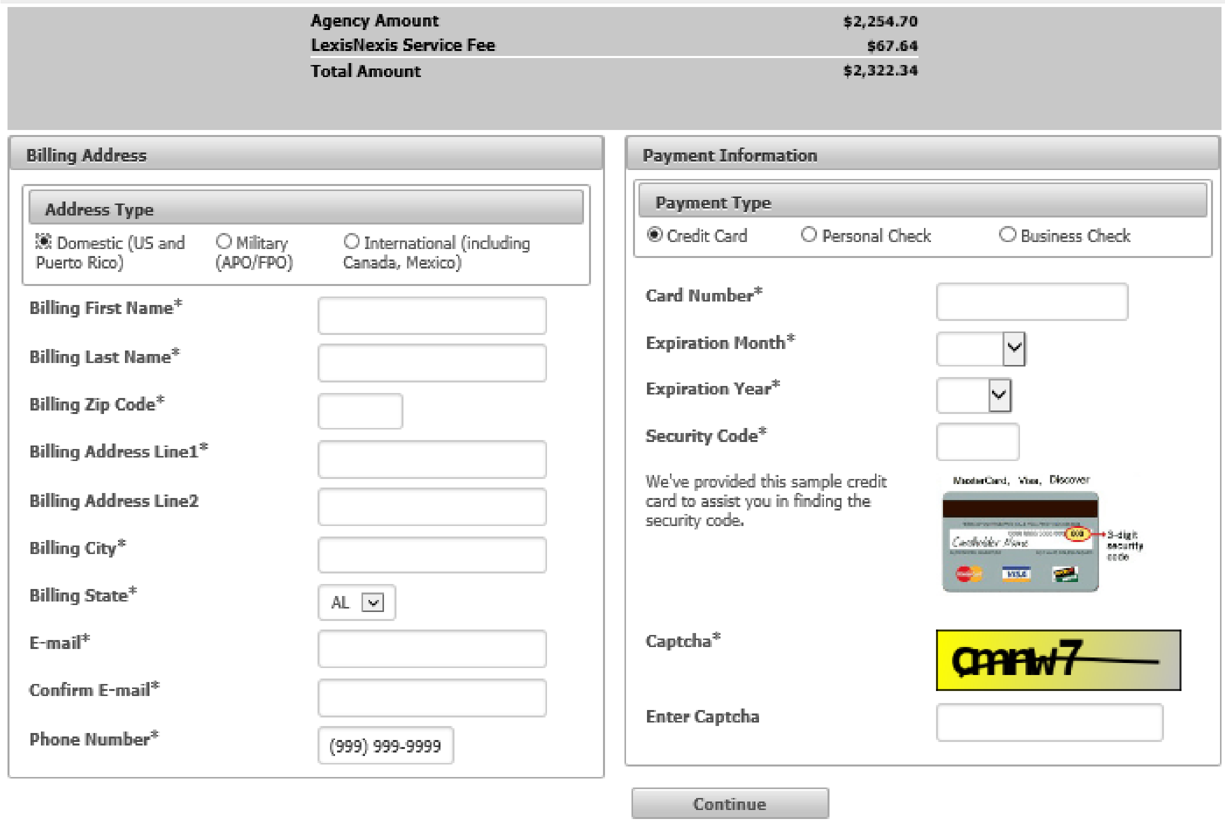


Cart Management Screen

- Before the payment is made, the system displays the transaction that will be added to the cart for payment.
- Again, confirm you want to proceed with payment by clicking the “Proceed” button.

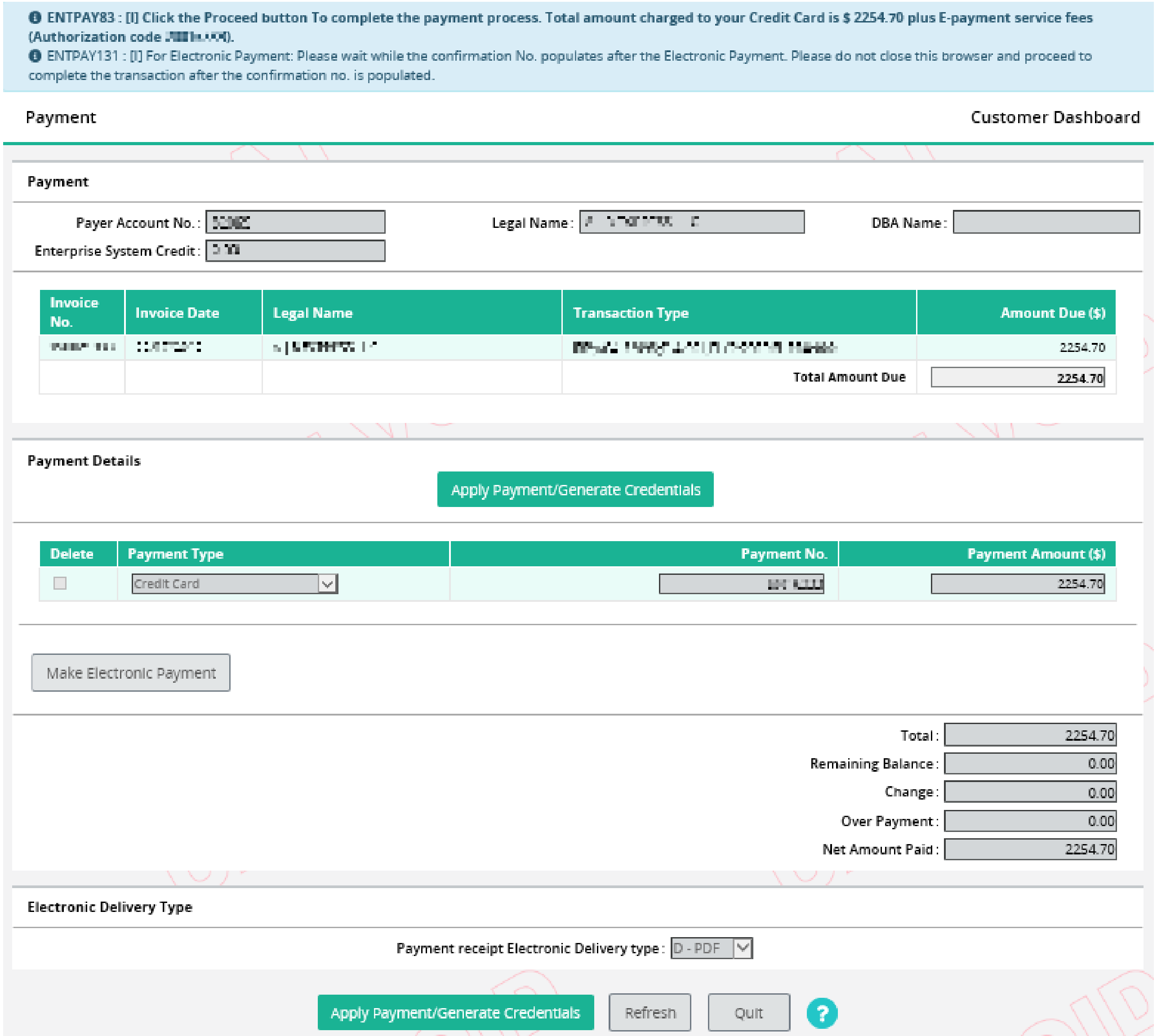
Payment Verification Screen

- Please read the instructions at the top of the screen to ensure you are performing the steps as directed
- On the Payment screen, external users must click “Pay” then, “Proceed”, and “Make Electronic Payment” button to process payment.
- Once clicked, they’ll be taken to the LexisNexis payment portal to enter either Credit Card information or routing and bank account number information. Make sure that the pop-up blocker is turned off.
    - Follow the steps in the payment portal and enter all the required information.
    - Click the "here" button to close the LexisNexis Payment window to be returned to the OHBMV IRP page to complete your transaction.



Back to the Payment Screen

- You'll notice that the Payment Type, Payment No, and Payment Amount were all automatically populated based on the financial data entered when paying.
- Click "Apply Payment/Generate Credentials" button to complete the transaction



Complete Transaction

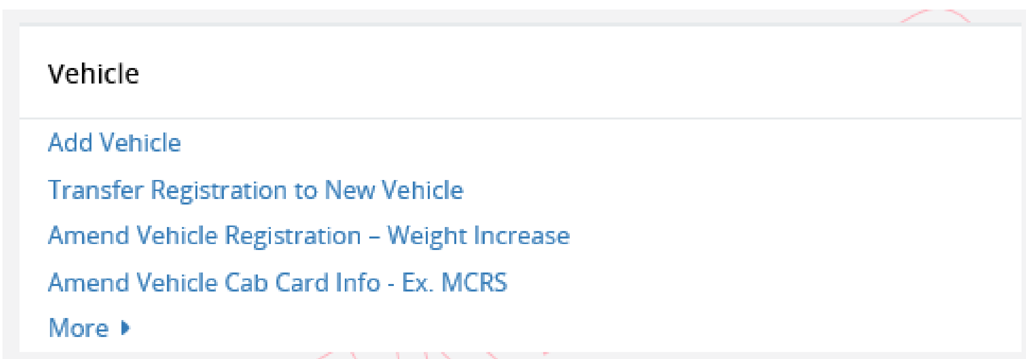
- A pop-up window is displayed containing the payment receipt from the IRP application as well as any credentials, if applicable.
- The user is returned to the IRP main menu selection page with confirmation messages and/or warning or error messages if there were any issues with the transactions.

Note: If you have received an emailed payment receipt from the LexisNexis payment portal and did not receive the pop-up window containing the payment receipt from the IRP application as well as any credentials requested, you will need to return to the IRP System and “Post Payment”. Using the left navigation expand the “Operations” header and select “Finance” that appears. Select “Post Payment” option form the “Payment” menu box. Click “Search”, and then click “Select” from the left side of the grid to “post” your payment. The pop-up window containing receipt and credentials should appear. Contact the IRP Unit if you require additional assistance with this step.

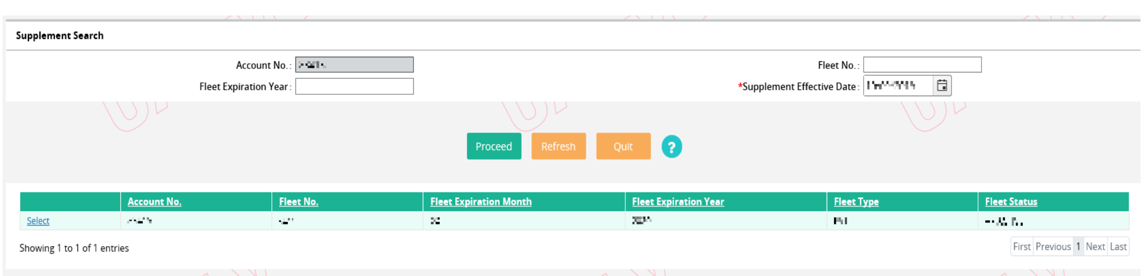
ADDING A VEHICLE TO YOUR FLEET SUPPLEMENT

After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.

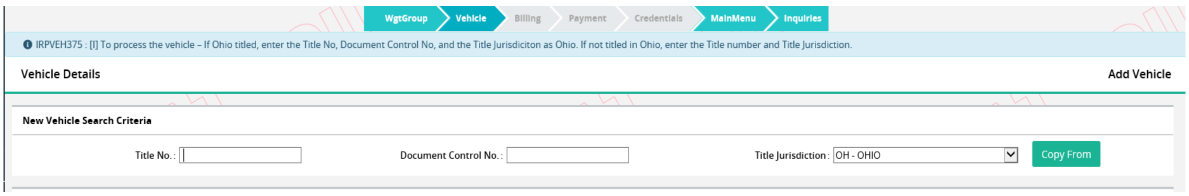
On the next screen, select the "Add Vehicle" option from the "Vehicle" menu box.



Select "Proceed" for the information to populate in the grid and click on "Select" for which fleet you wish to add the vehicle to from the left side of the grid to display the Vehicle Details Screen.

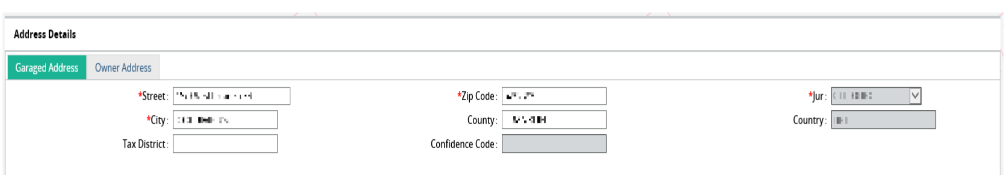


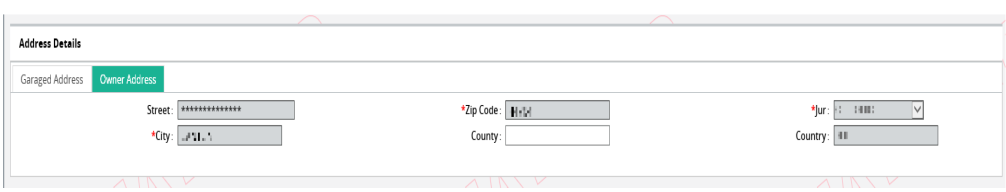
On the “Vehicle Details” page enter the title number and the document control number (Ohio Titles Only), and select the issuing Title Jurisdiction from the drop down menu and then click the “Copy From” button. On an Ohio title the document control number is located in the bottom left hand corner. It is the number after the %. (Example %1234567. The control number would be 1234567)



For an Ohio title, Information will populate in greyed out boxes that is pulled from Ohio’s title system. Required information is marked by a red asterisk. Enter all required information. For an out of state title you will need to enter all information.
Note: To get a Temporary Authority make sure the “TA” box is checked.

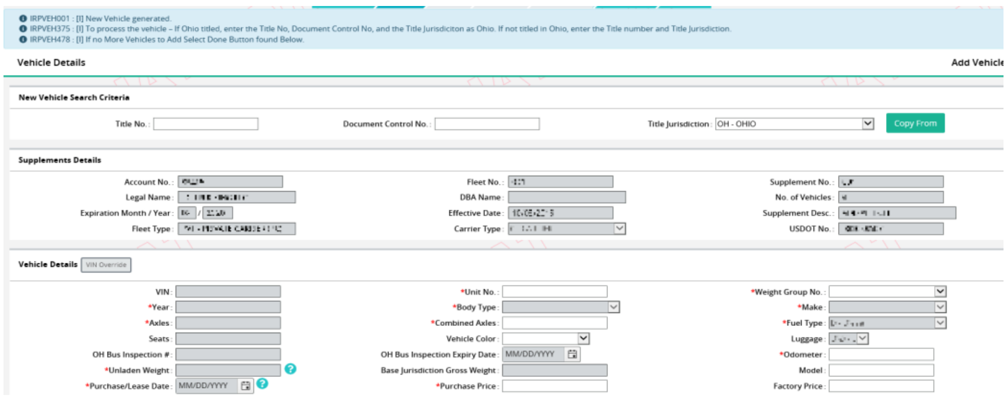
Enter the “Garaged Address” and the “Owner Address” For Ohio titles, the owners address will automatically populate. For an out-of-state title you will need to enter the owner address manually. Do not include punctuation. The Garaged Address is either your Ohio Physical Business Address on record or another Ohio location where the vehicle will be “garaged” at.



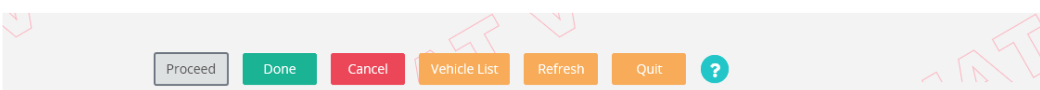


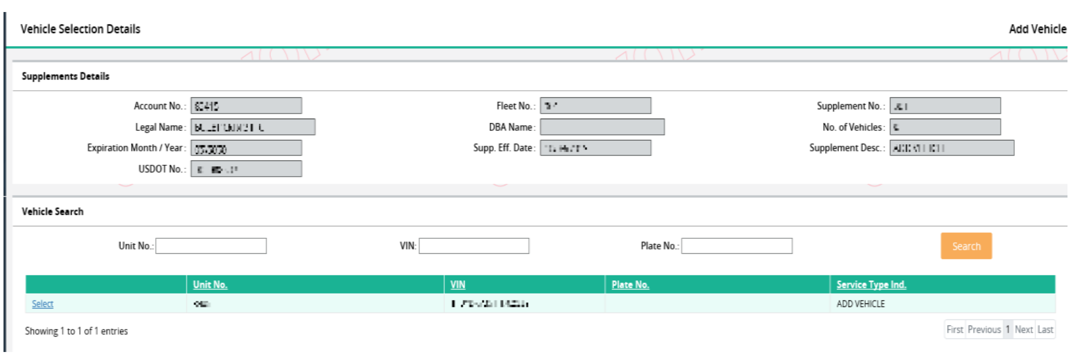
After you enter the address click on “Proceed” at the bottom of the screen. On the next page is a vehicle details page showing the information of the vehicle you entered. Please verify that the information is correct and then click on “Proceed” at the bottom of the page.

You will return to a blank “Vehicle Details” page with a blue message at top of the page.



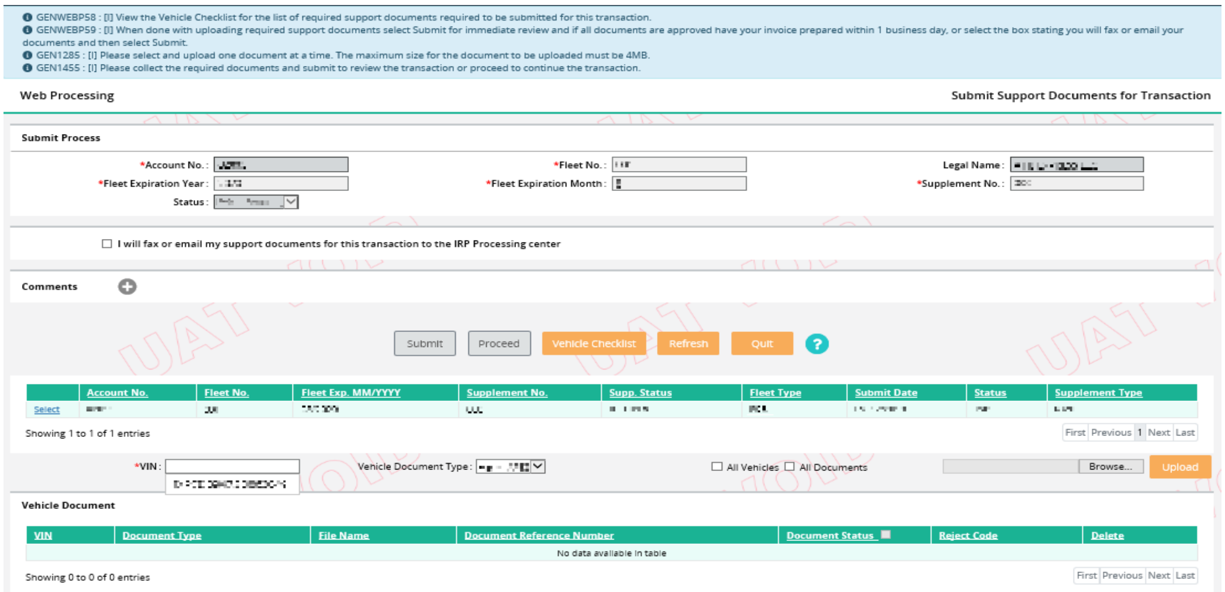
If you have more vehicles to add you will enter the new vehicles information and repeat this process until you are done adding vehicles. You can check and edit your vehicle details by clicking the “Vehicle List” button at the bottom of the page. You would select the vehicle you wish to edit by clicking the “Select Button.” To go back to the blank vehicle details page click the “Back” button.





Once you are done adding vehicles, click the “Done” button at the bottom of the page.

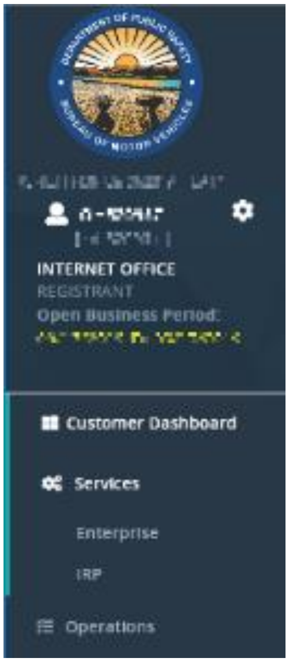
On the “Web Processing” page you will upload all required documents. Select which “Vehicle Document Type” you wish to upload and then click “Browse” to select the file from your computer. Once you select the file click “Upload.” Continue this process until all “Vehicle Document Types” are uploaded. You can select “All Vehicles” to upload a document type for all vehicles. You can select “All Documents” to upload all documents at once. You can populate



Once you upload the documents it will show under “Vehicle Document” The Document status will show “P- Pending” Documents will be reviewed within 48 -72 hours.

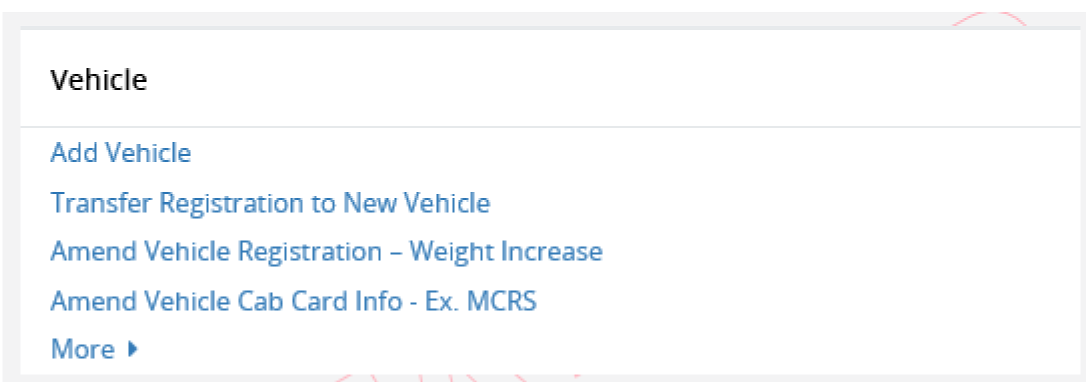
If approved you will be sent an Invoice via e-mail that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

TRANSFERING A REGISTRATION TO A NEW VEHICLE SUPPLEMENT

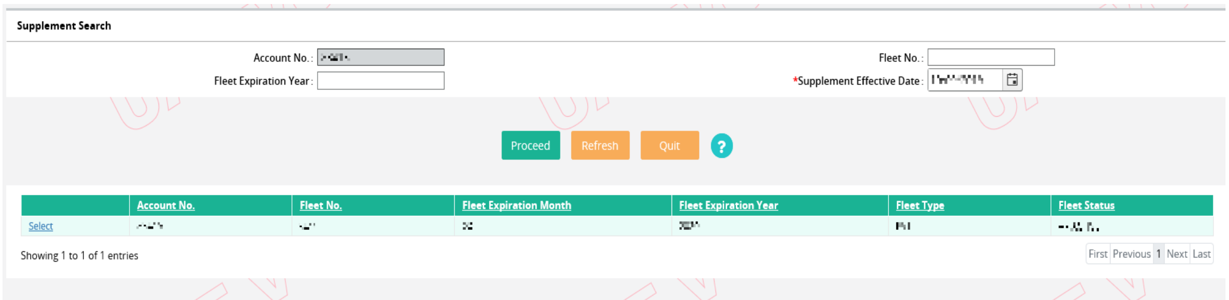


After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.

On the next screen, select the "Transfer Registration to New Vehicle" option from the "Vehicle" menu box.



Select "Proceed" for the information to populate in the grid and click on "Select" for which fleet you wish to transfer the vehicle to from the left side of the grid to display the Vehicle Details Screen.



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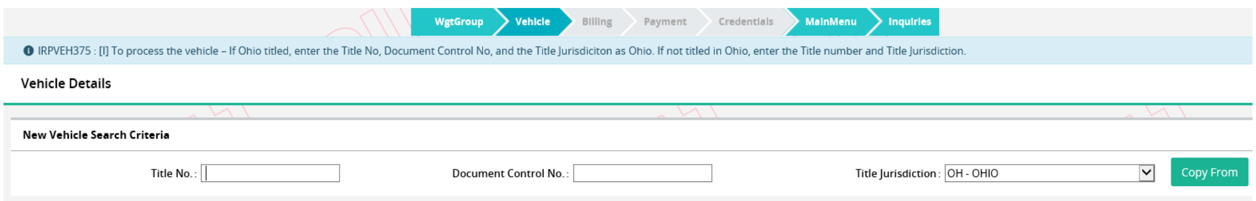
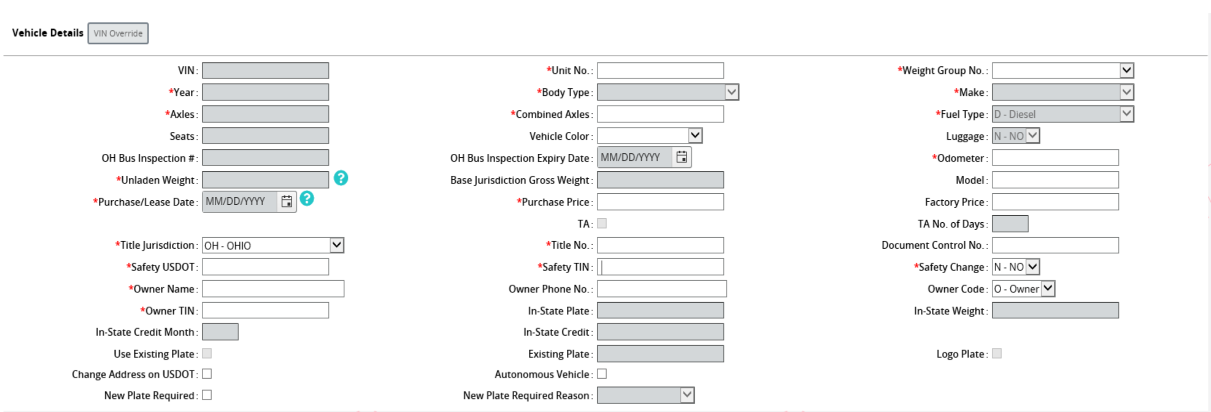
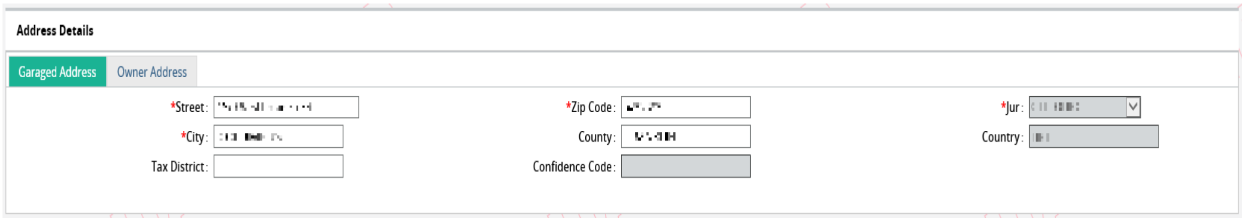
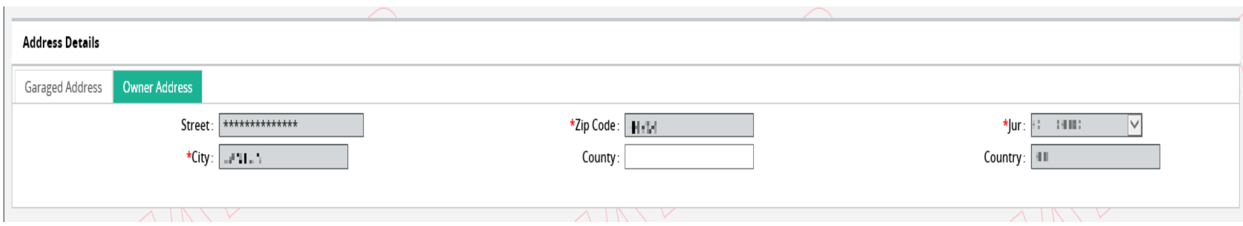


For an Ohio title, Information will populate in greyed out boxes that is pulled from Ohio’s title system. Required information is marked by a red asterisk. Enter all required information. For an out of state title you will need to enter all information. If you need a new plate, select the box marked “New Plate Required” and then select the “New Plate Required Reason”



Enter the “Garaged Address” and the “Owner Address” For Ohio titles, the owners address will automatically populate. For an out-of-state title you will need to enter the owner address manually. Do not include punctuation. The Garaged Address is either your Ohio Physical Business Address on record or another Ohio location where the vehicle will be “garaged” at.



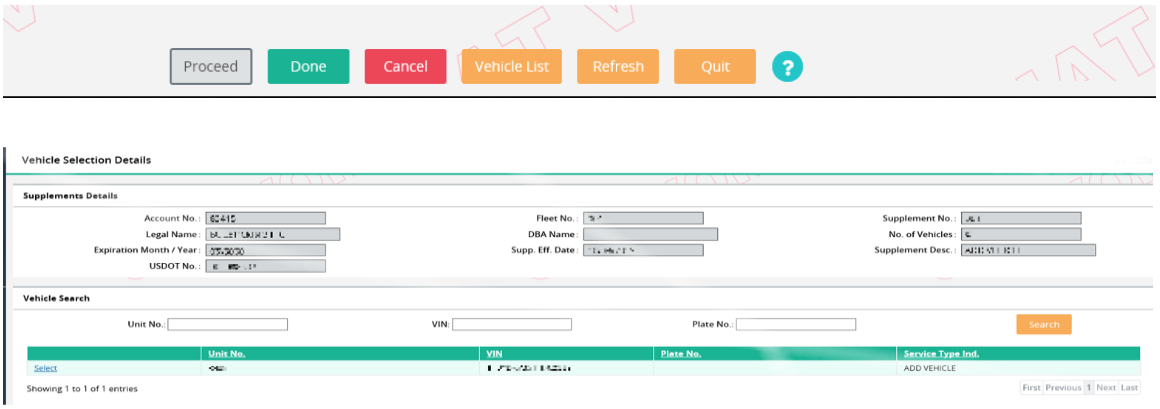


To complete the "Deleted Vehicle Details" section a "Search" must be completed to populate the existing data for the vehicle you wish to transfer the registration from. Place your cursor in either the unit No., VIN, or Plate No, field a drop-down list will appear with a list of available vehicle records. If the unit the registration is transferring from does not appear in the list, start typing either the Unit No., VIN, or Plate No., in the applicable Field and it will appear. Select the applicable Unit No, VIN, or Plate No., from the drop down and click the "search" button.

After you enter the deleted vehicle information click on “Proceed” at the bottom of the screen. On the next page is a vehicle details page showing the information of the vehicle you entered. Please verify that the information is correct and then click on “Proceed” at the bottom of the page.

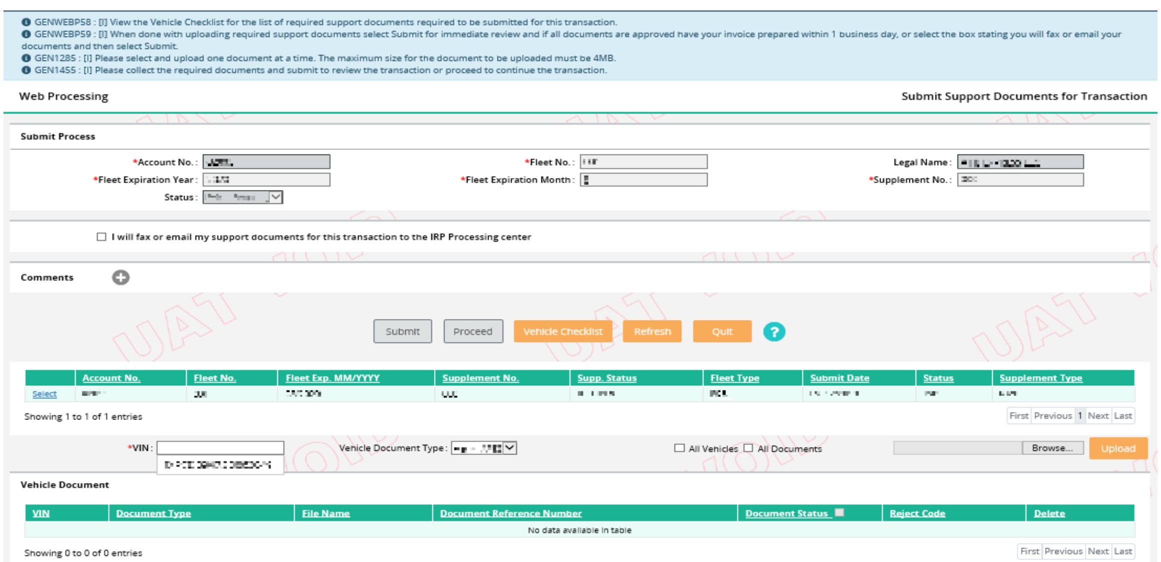
You will return to a blank “Vehicle Details” page with a blue message at top of the page.

If you have more vehicles to add you will enter the new vehicles information and repeat this process until you are done adding vehicles. You can check and edit your vehicle details by clicking the “Vehicle List” button at the bottom of the page. You would select the vehicle you wish to edit by clicking the “Select Button.” To go back to the blank vehicle details page click the “Back” button.



Once you are done adding vehicles, click the “Done” button at the bottom of the page.

On the “Web Processing” page you will upload all required documents. Select which “Vehicle Document Type” you wish to upload and then click “Browse” to select the file from your computer. Once you select the file click “Upload.” Continue this process until all “Vehicle Document Types” are uploaded. You can select “All Vehicles” to upload a document type for all vehicles. You can select “All Documents” to upload all documents at once. You can populate



Once you upload the documents it will show under “Vehicle Document” The Document status will show “P- Pending” Documents will be reviewed within 48-72 hours.

If approved you will be sent an Invoice that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

IRP INVOICE PAYMENT VIA CREDIT CARD AND E-CHECK

IRP Invoices having total balances due less than $90,001.00 may be paid online at www.ohcors.com using a major credit card, or via E-Check using your Bank Routing Number and Banking Account Number. A service fee will be charged by the payment processor on all online payments.

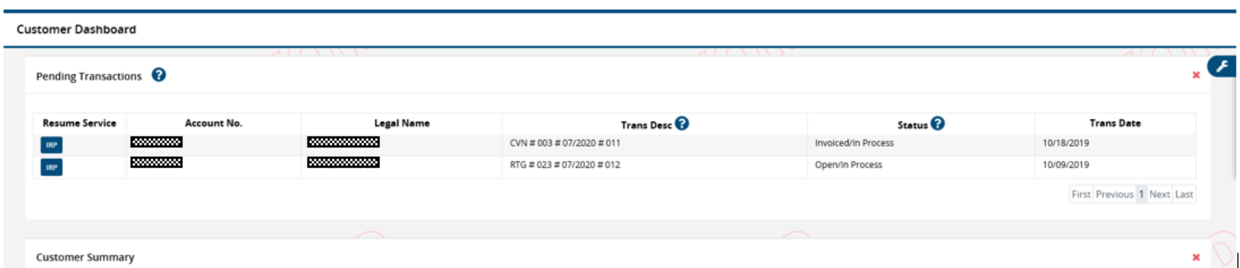
Note: IRP Invoices with balances greater than $90,000.00 may be paid in person at a Limited IRP Service Deputy Registrar Location. A list of current limited IRP service Deputy Registrar locations can be found at www.ohcors.com by selecting the “IRP Contact Info” tab.

To find an IRP Invoice in your Customer Dashboard:

Log into the Ohio OHCORS 2.0.

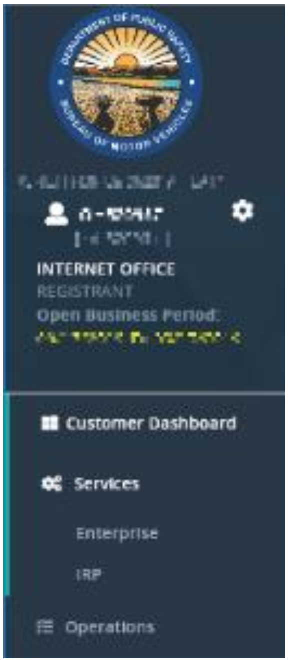
Select from the Pending Transactions Queue the “IRP” Box to resume service for the Transaction that has an Invoices/In Process status in your Customer Dashboard to navigate to the Invoices Payment Details Page.

Note: You may need to expand your Customer Dashboard by selecting the “Wrench Icon” on the top left of the log-in page if it is “blank”



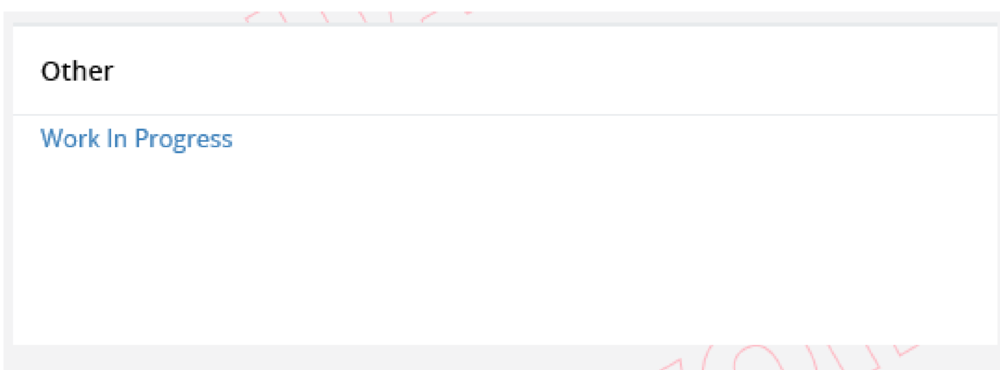
You can also reach your “Customer Dashboard” by selecting its link on the left column of the screen.

To find an IRP Invoice in your Work In Progress Queue



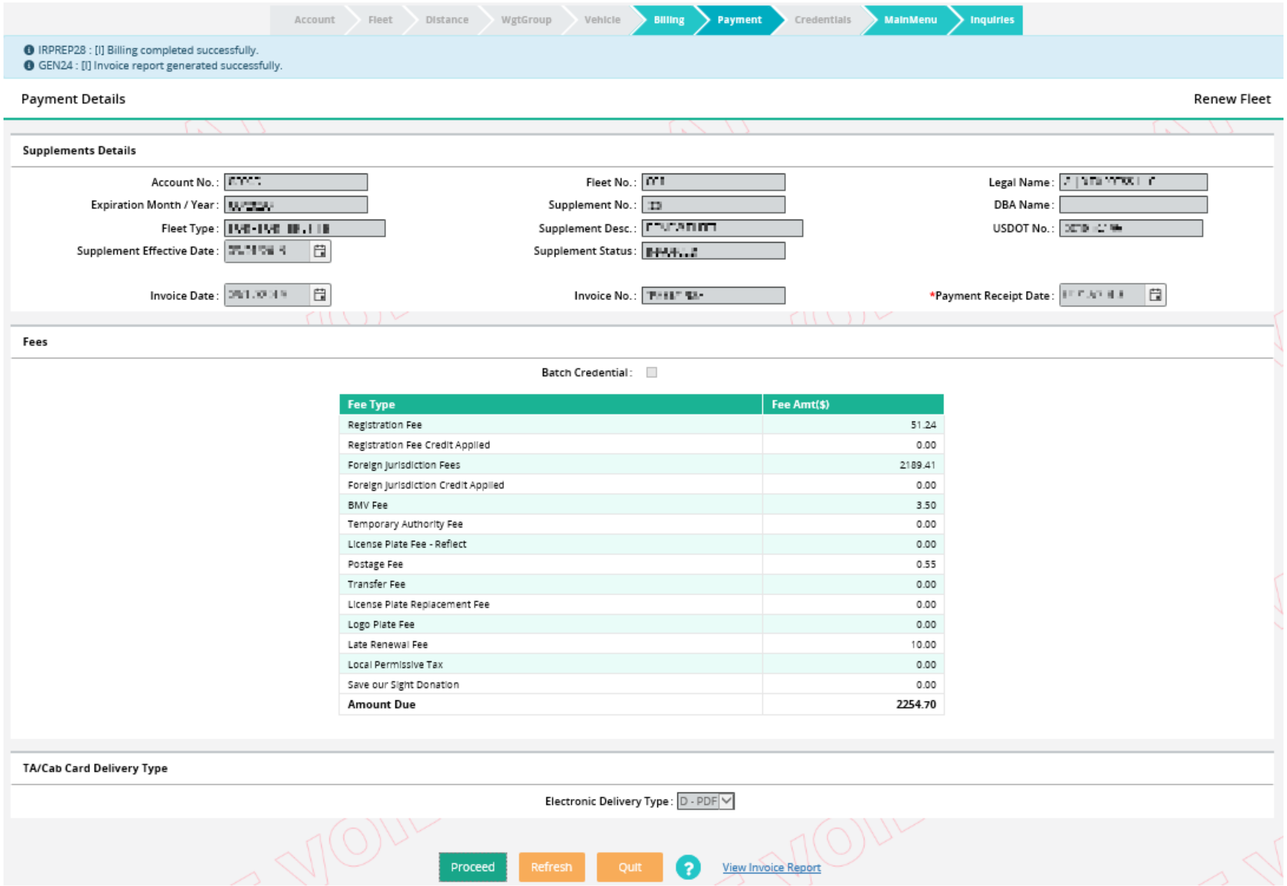
After logging into the Ohio OHCORS 2.0, expand the “Services” header on the left column of the screen and select “IRP” from the drop down menu.

On the next screen, select the “Work In Progress” option from the “Other” menu box.



Select “Proceed” to navigate to the Payment Details page.

Making your payment from the Payment Details screen

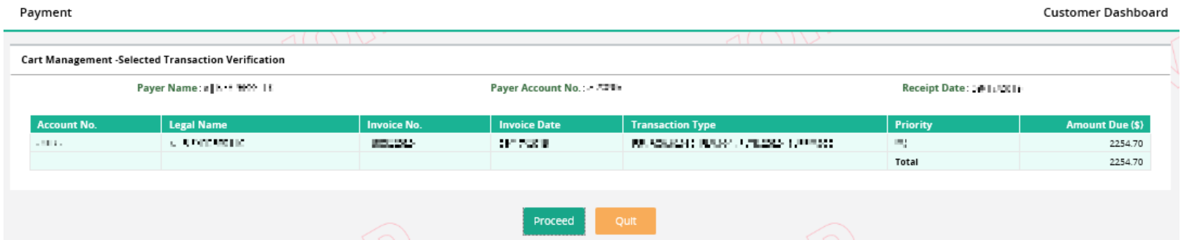


Payment Details Screen

- If you would like to re-print your invoice click the "View Invoice Report" link at the bottom of the screen to generate the invoice report
    - The Invoice should generate in a separate pop-up window.
    - If it didn't, check to make sure your pop-up blockers are off and click the "View Invoice Report" link at the bottom of the screen to generate the invoice report again.
- Click "Proceed" to go to the Payment Verification Screen.

Payment Verification Screen

- The Payment Verification Screen will display with a standard warning message for the renewal supplement.
- Confirm the information is correct and then click "Pay" to process payment for the transaction

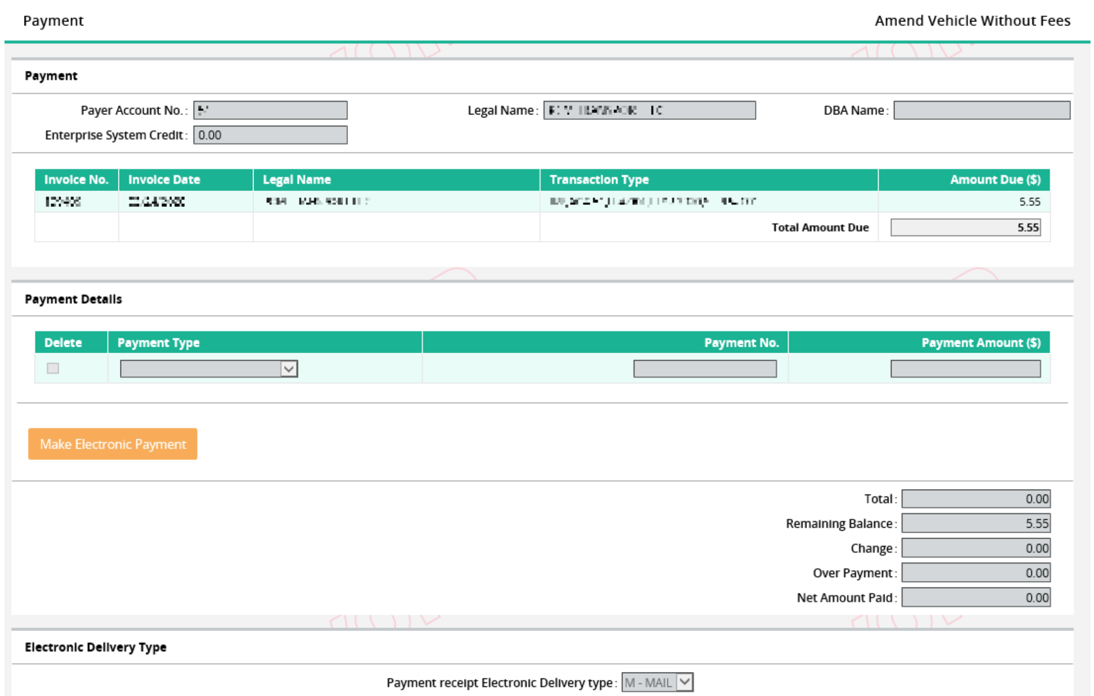


Cart Management Screen

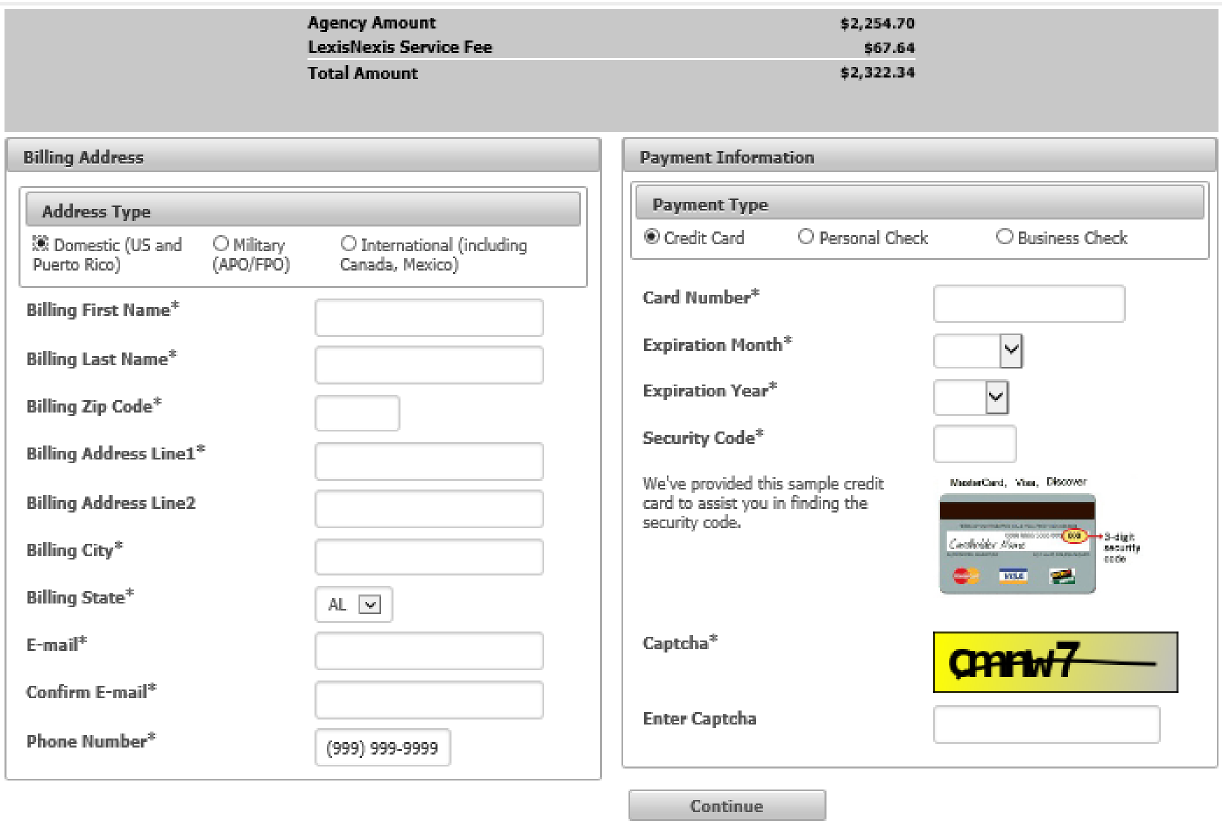
- Before the payment is made, the system displays the transaction that will be added to the cart for payment.
- Again, confirm you want to proceed with payment by clicking the “Proceed” button.

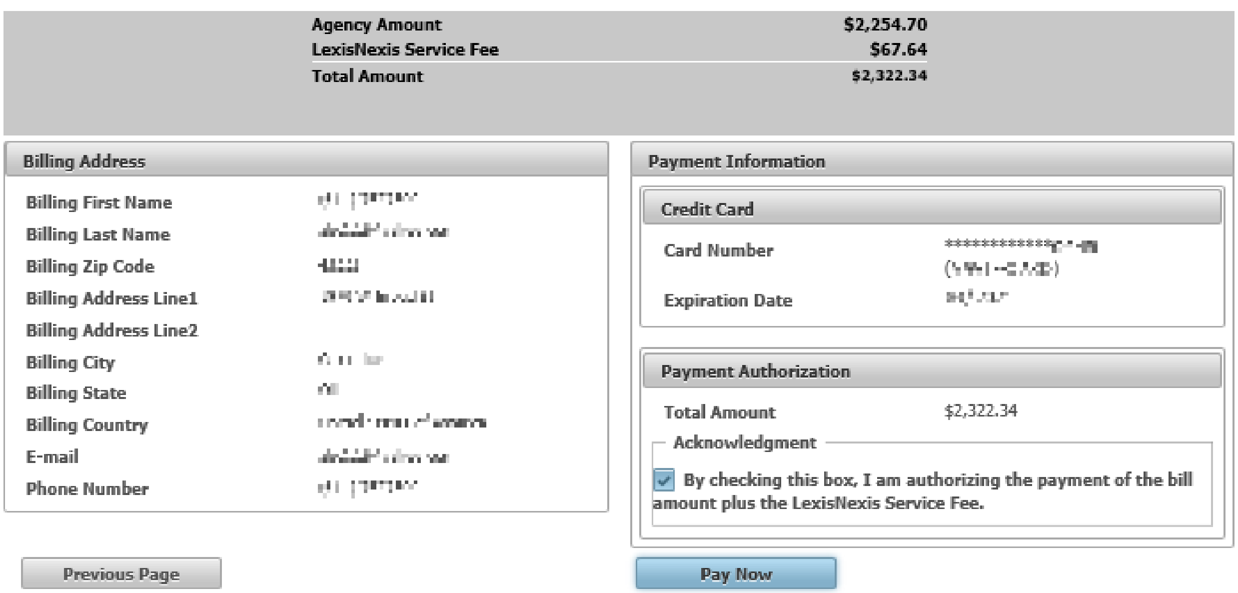
Payment Verification Screen

- Please read the instructions at the top of the screen to ensure you are performing the steps as directed.
- On the Payment screen, external users must click “Pay” then, “Proceed”, and “Make Electronic Payment” button to process payment.



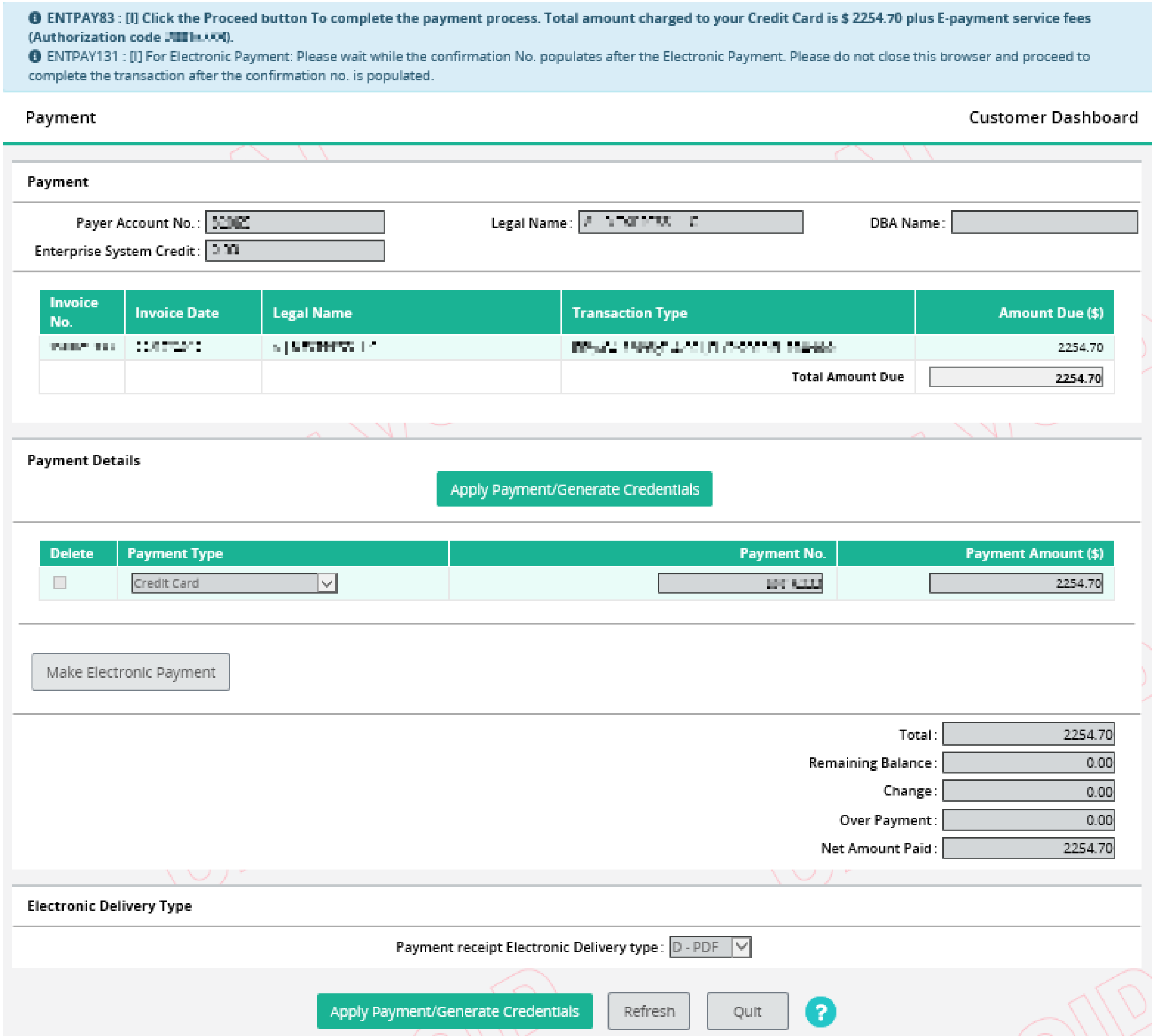
- Once clicked, they’ll be taken to the LexisNexis payment portal to enter either Credit Card information or routing and bank account number information. Make sure that the pop-up blocker is turned off.
    - Follow the steps in the payment portal and enter all the required information.
    - Click the "here" button to close the LexisNexis Payment window to be returned to the OHBMV IRP page to complete your transaction.





Back to the Payment Screen

- You'll notice that the Payment Type, Payment No, and Payment Amount were all automatically populated based on the financial data entered when paying.
- Click "Apply Payment/Generate Credentials" button to complete the transaction



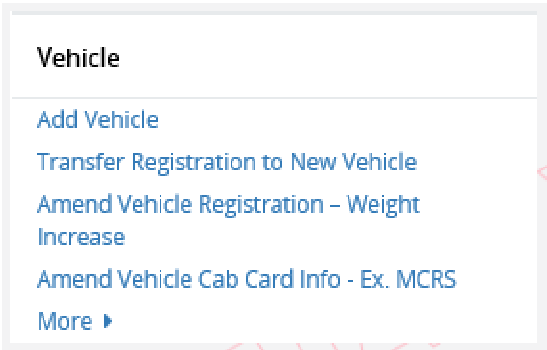
Complete Transaction

- A pop-up window is displayed containing the payment receipt from the IRP application as well as any credentials requested, if applicable.
- The user is returned to the IRP main menu selection page with confirmation messages and/or warning or error messages if there were any issues with the transactions.

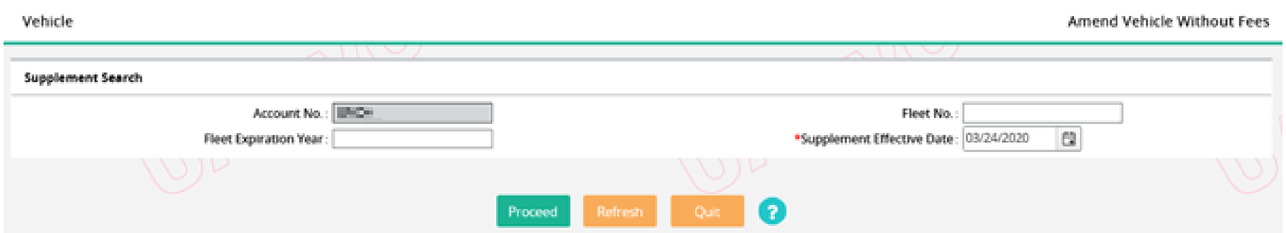
Note: If you have received an emailed payment receipt from the LexisNexis payment portal and did not receive the pop-up window containing the payment receipt from the IRP application as well as any credentials requested, you will need to return to the IRP System and “Post Payment”. Using the left navigation expand the “Operations” header and select “Finance” that appears. Select “Post Payment” option form the “Payment” menu box. Click “Search”, and then click “Select” from the left side of the grid to “post” your payment. The pop-up window containing receipt and credentials should appear. Contact the IRP Unit if you require additional assistance with this step.

AMEND MOTOR CARRIER RESPONSIBLE FOR SAFETY (MCRS)

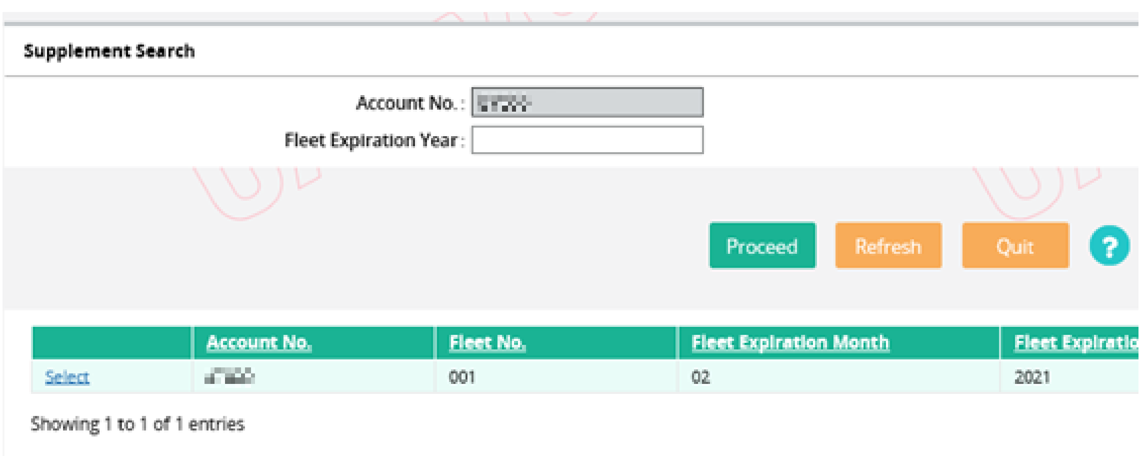
Once logged in to the Ohio IRP System, click the “Amend Vehicle Cab Card Info – Ex. MCRS” from the ‘Vehicle’ tile.



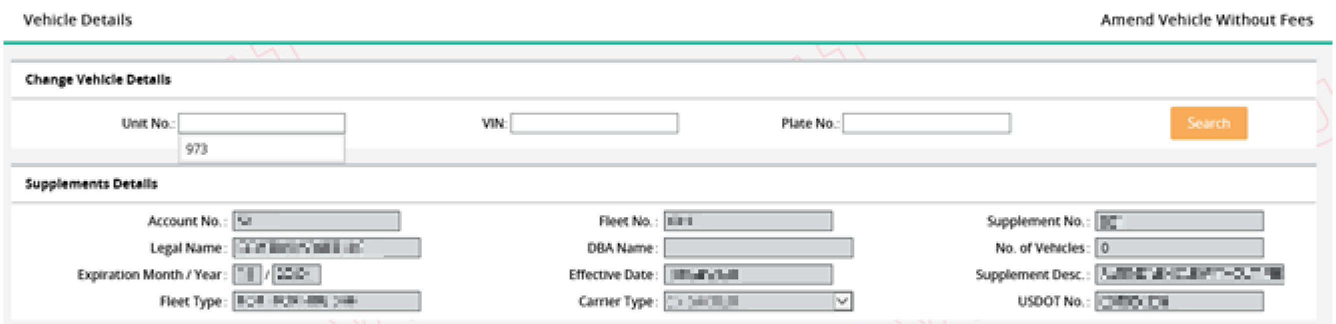
Click “Proceed” to start the transaction.



Click the “Select” button next to the fleet which contains the unit that requires the update.

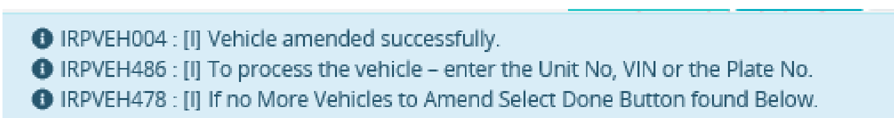


Select the unit number from the drop down or type it in, then click “Search” to fill the vehicle information.



Next, enter the Safety DOT and TIN provided by the new Motor Carrier Responsible for Safety, then click “Proceed” to verify the information entered and again to accept the changes, if an error needs corrected, click “Back” and update the required information.

You will receive a blue informational message letting you know that the unit was successfully amended.



If additional units need to be updated, repeat the previous steps for each additional unit. When completed, click “Done” at the bottom of the page.

Click “Proceed” once to calculate the invoice, and again to invoice the supplement.