

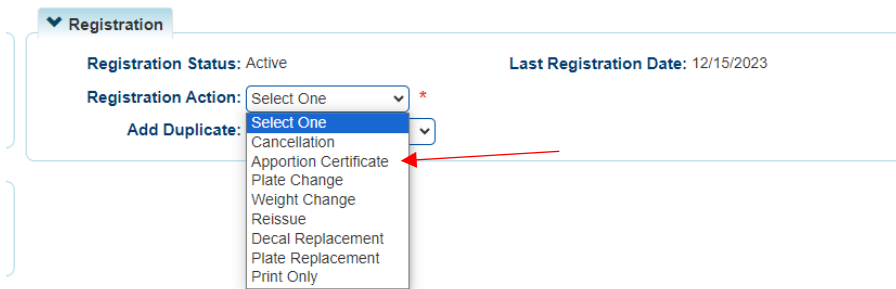
Issuing Apportion Certificates

This guide demonstrates the process of issuing Apportion Certificates to vehicles.

1. On the Vehicle Summary or Customer Account click on the 'Manage' dropdown and select 'Other'

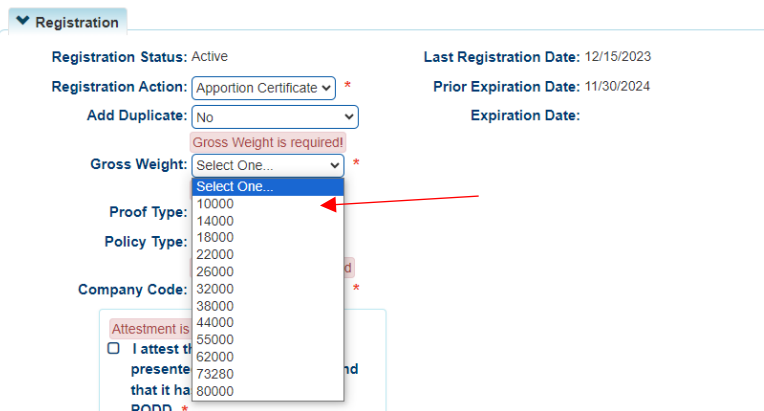


2. On the Manage page click the 'Registration Action' dropdown and the 'Apportion Certificate' will display in the list of options.



The only Vehicle Types that will display the Apportion Certificate are Truck, Bus, and Wrecker.

3. Select 'Apportion Certificate' from the 'Registration Action' dropdown.
4. The Gross Weight dropdown will now display. Select the desired Gross Weight from the dropdown.



'Gross Weights' 10000 to 44000 will charge a \$4.00 Clerk Fee and \$4.00 State Fee. 'Gross Weights' 55000 to 80000 will charge a \$30.00 Clerk Fee and \$4.00 State Fee.

5. Insurance is required in order to issue an 'Apportion Certificate'. If the Insurance has not been verified the Proof Type, Policy Type, and Company Code will need to be entered in order to add the 'Apportion Certificate' to the Shopping Cart.
6. Click 'Add To Cart'.
7. In the Shopping Cart the item can be removed by clicking the 'Delete' icon.

Item	Description		Qty	Price	Amount	
	Truck, 1999 asdf asdf	Title #: 233490375005 KY/Plate #: AAA186				
Action: Manage (Registration) (Apportion Certificate)						
	Clerk Apportion Certificate Fee		1	30.00	\$30.00	
	State Apportion Certificate Fee		1	4.00	\$4.00	

8. To complete the issuance of the Apportion Certificate click Checkout and Finalize the Transaction.
9. The Customer can now have an Apportion Plate issued to this vehicle by the Department of Motor Carriers.