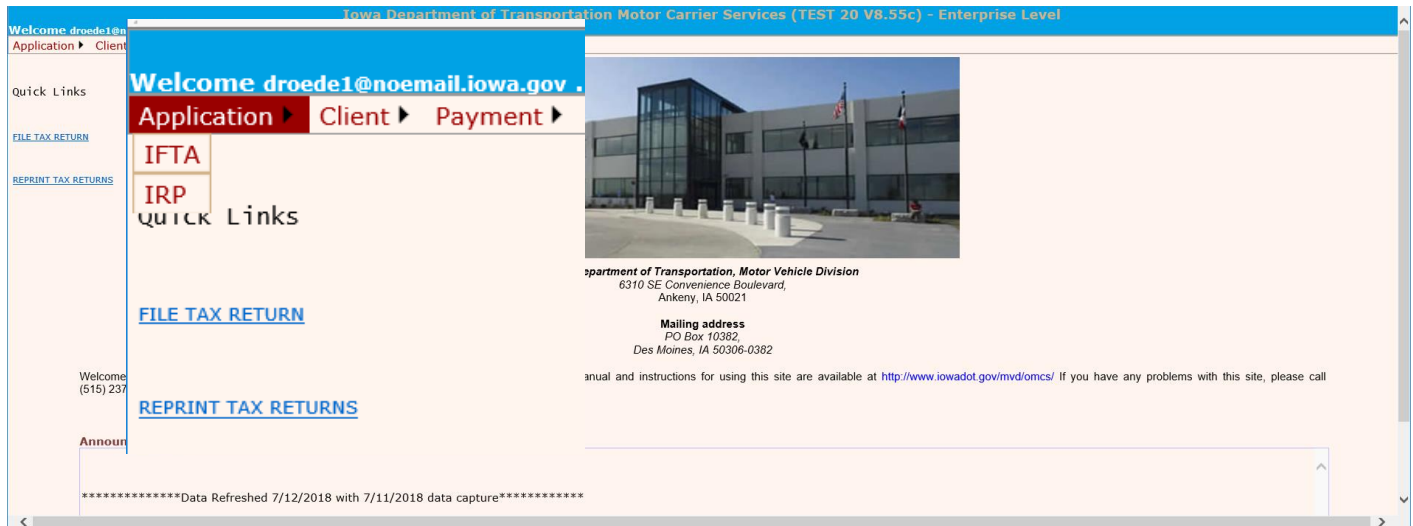
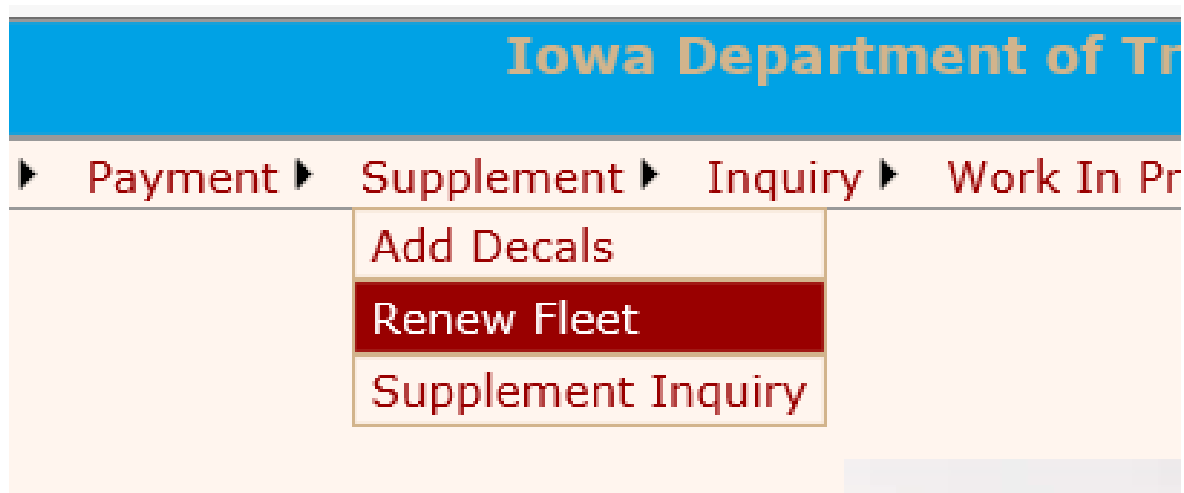


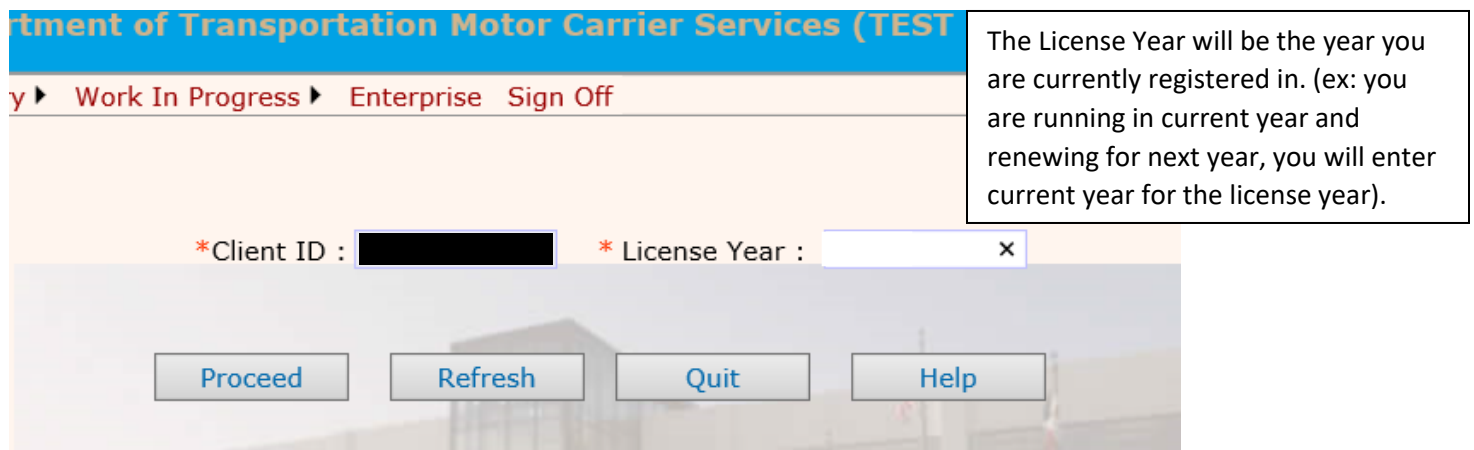
Log into your account on the IRP/IFTA System, hover over Application and select IFTA



Hover over Supplement and select **RENEW FLEET**. **DO NOT SELECT "ADD DECALS"**



In "License Year" type in current year (this is the year you currently running in) then click on "Proceed".



Make sure the number of IFTA Decal Sets Required is the correct number of decals you need. If it is correct, click on Proceed, if the number is not correct, enter the number of sets needed and then click "Proceed."

Electronic Filer ☐	
Place of Business Mailing Address Shipping Address Location of Re	
Street1	3RD STREET NE
ZIP Code	52040
Operation Info Reporting Service	
* Fuel Type:	
pane	☐ A-55 ☐ CNG
3	☐ Ethanol ☐ E-85
* No. of IFTA Decal Sets Required 5	
Proceed Refresh Quit Help	

After proceeding, the next screen is for you to double check your information, if it is correct click on "Proceed", if it is not, click "Back", and correct the information that is wrong and proceed.

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.55c) - Ifta Level	
Welcome droede1@noemail.iowa.gov	
Fleet Billing Payment Permit Credentials MainMenu	
Fleet Details	
Client ID:	Licensee Name:
Fleet Effective Date:	Do Business As:
Phone No:	Fleet Expiry Date:
Electronic Filer: N	Ext:
Place of Business Mailing Address Shipping Address Location of Records	Email Address:
Street1:	Street2:
ZIP Code:	Jurisdiction: IA-IOWA
City:	County: DUBUQUE
Country:	US
Operation Info Reporting Service	
Fuel Type:	Diesel: Y
	Propane: N
	M-85: N
	LNG: N
	Ethanol: N
	E-85: N
No. of IFTA Decal Sets Required: 5	A-55: N
	CNG: N
	Methanol: N
	BioDiesel: N
	Gasohol: N
	Gasoline: N
Proceed Back Quit	

Fleet Effective date will show 1/1/new registration year. The Fleet Expiry date will show 12/31/new registration year.

The next screen is the “Billing” screen, this screen will show you how much you owe for your decals, click on “Proceed”. **You cannot order temporaries on your renewal.**

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.55c)

Welcome droede1@noemail.iowa.gov .

IFTA BILLING DETAILS

Client ID: [] Licensee Name: [] License Year: [] Supplement No.: 0 Supplement Status: OPEN No. of Sets of Decals: 5 Escrow Balance: 0.00 Billing Date(mm/dd/yyyy): 10/04/2018

License Fee: 0.00 Waive ☐ Decal Fee: 2.50 Waive ☐ Shipping Fee: 0.00 Override ☐ 0.00

Total Due: 2.50 30 Days Temporary ☐

[Proceed](#) [Refresh](#) [Quit](#) [Help](#) [Cancel](#)

Supplement No.: 0 Supplement Type: RENEW Supplement Status: OPEN No. of Sets of Decals: 5 Billing Date(mm/dd/yyyy): 10/04/2018 Escrow Balance: 0.00

License Fee: 0.00 Waive ☐ Decal Fee: 2.50 Waive ☐ Shipping Fee: 0.00 Override ☐ 0.00

Total Due: 2.50 30 Days Temporary ☐

[Proceed](#) [Refresh](#) [Quit](#) [Help](#) [Cancel](#)

Select the electronic Delivery type and Shipping Type the click on “Proceed”.

Tax Return Reprint Fee: 0.00 Total Due: 2.50

Credentials Assignment Type: E-Mail F-Fax **D-PDF**

Electronic Delivery Type: [Proceed](#) [Refresh](#)

Shipping Type: M-Mail P-Pickup O-Others

The next screen is a verification screen for you to check your information, if all is okay, click on “Proceed” if a change needs to be made, click on “Back”.

The License Year will be the year you have just renewed. ex: you are currently in 2025 and renewed for 2026, so the license year will read **2026**.

IFTA Payment Details Verification			
Client ID:		No.:	
Licensee Name:		Supplement Status:	I-INVOICED
License Year:	2026	Receipt Date:	11/1/2025
Supplement Desc:	RENEW FLEET		
Invoice No:	1028012		
Fees Section			
License Fee:	0.00	Waived:	N
Decal Fee:	2.50	Waived:	N
Shipping Fee:	0.00	Overridden:	N
Tax Return Reprint Fee:	0.00	Waived:	N
Total Due:	2.50	Escrow Balance:	0.00
		Use Carrier's Inventory:	N
Credentials Assignment Type			
Electronic Delivery Type:			D-PDF
Shipping Type:			M-Mail
Proceed		Back	

To pay on line, the Payment Type defaults to ePayment, you can use a credit or debit card or a check to pay, there will be a \$1.50 convenience fee that is added to your payment. On this screen click on ePayment on the lower-right side.

Check/Receipt Number	Delete
	☐

Fees Section	
Total Due	2.50
Convenience Fee	1.50
Escrow Balance	0.00

Payment Section	
Payment Type	Amount
ePayment ▼	

Once you click on ePayment a message will display at the top of the screen telling you not to close the window, what to do if the popup does not come up and there will be a \$1.50 charge.

- IRPPAY50 : Do not close the window, electronic payment has been selected and the U.S. Bank system is processing your payment request.
- IRPPAY51 : if the pop up does not come up, please select Reload.
- IRPPAY57 : additionally \$1.50 will be charged as an E-payment Convenience fee to your total amount.

A “form” will pop up for you to fill in, once you have completed it, and selected your payment method, and entered that information, click on “Continue” on the bottom Right side of the form.



Make a Payment

My Payment

State of Iowa TEST site PWD

Amount Due \$4.00

Payment Information

Frequency One Time

Payment Amount \$4.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company

Address 1

Address 2 (Optional)

City/Town

State/Province/Region IA

Zip/Postal Code 52040

Country US

Phone Number

Payment Method

Payment Method

Select

Checking or Savings
Credit/Debit Card

Continue

[Cancel](#)

Review your information on the next page

Description	International Fuel Tax Application IA DOT IFTA https://iftairptest.iowadot.gov/Login.aspx
Payment Amount	\$3.00
Payment Date	03/19/██████

Payment Method

Payer Name	test tester
Card Number	████████████████████
Expiration Date	Jan-20██████
Card Type	Visa
Confirmation Email	████████████████████

Billing Address

Address 1	████████████████████
City/Town	WEST DES MOINES
State/Province/Region	IA
Zip/Postal Code	50265
Country	United States

Your payment will automatically process, once it is done your receipt will pop up and can be printed along with your IFTA license.

A shipping document will print at the Motor Carrier Services office and your decals will be mailed out.