INTERNATIONAL REGISTRATION PLAN, INC.

IRP Clearinghouse 5.0
Best Practices

RELEASE 1.1

June 2019
# Table of Contents

1. **General** .............................................................................................................................................................................. 3
   1.1 *Log in Credentials* .......................................................................................................................................................... 3
   1.2 *IRPONLINE versus Clearinghouse Websites* .................................................................................................................. 3
   1.3 *Working with Screens in Clearinghouse* .......................................................................................................................... 3

2. **Administrative/Financial** ......................................................................................................................................................... 4
   2.1 *Monthly Transmittals and Approving Financial Totals* .................................................................................................. 4
   2.2 *Determine Vehicle and Carrier History* .......................................................................................................................... 6
      2.2.1 *VIN Search* ................................................................................................................................................................. 6
      2.2.2 *Carrier Search* ............................................................................................................................................................. 8
   2.3 *Reports Supporting Netting Results* ............................................................................................................................. 9
      2.3.1 *Pre-Netting History Summary/Details* ...................................................................................................................... 9
      2.3.2 *Post Netting Summary/Details* ............................................................................................................................... 11
      2.3.3 *Remittance Netting Report* ..................................................................................................................................... 11
   2.4 *Check Fee Calculations* .................................................................................................................................................... 12
      2.4.1 *Recap Detail Report* .................................................................................................................................................... 13
      2.4.2 *Finding Accounts to Review on the Post Netting Summary* .................................................................................. 15
      2.4.3 *Request Special Report* ........................................................................................................................................... 16
   2.5 *Determine Monthly Dollars for Separated Fees* ........................................................................................................... 16

3. **Audit** ....................................................................................................................................................................................... 17
   3.1 *Compare IFTA and IRP Distance/Contiguous Distance/Zero Distance* ........................................................................... 17
      3.1.1 *Search by Transaction* .................................................................................................................................................. 17
      3.1.2 *Search by VIN* ............................................................................................................................................................ 20
      3.1.3 *Search by Carrier* ......................................................................................................................................................... 20
   3.2 *Registration History and VIN Movement* ...................................................................................................................... 20
   3.3 *Verify Paid audits* ............................................................................................................................................................... 21
      3.3.1 *Verify A Aarticular Audit* .......................................................................................................................................... 21
      3.3.2 *Verify all Audits Paid in a Particular Month* ............................................................................................................. 21
   3.4 *Check Change in Vehicle Ownership, Purchase Price, Factory Price* ............................................................................. 22
Introduction

The purpose of the following processes and procedures is to assist jurisdiction personnel to use the data from the Clearinghouse to perform functions related to the registration of motor carriers. The practices in this document have been developed by working groups chartered by the IT and Data Services Committee. Five years of data is stored in the IRP Clearinghouse.

These practices go beyond the monthly activities of submitting transmittals and verifying data for netting, and explain how different IRP functions can use the data once the netting operation is complete. This guide should be used with the Clearinghouse 5.0 Data Standardization Guidebook which includes codes and definitions for data fields.

The document is broken into two sections. The first section will present best practices for the Administrative function related to IRP commercial motor carrier registration. The second section presents best practices for the IRP and IFTA audit functions related to IRP commercial motor carrier registration and operation.

This is a living document and users are asked to provide any suggestions for additions or improvements to IRP, Inc. at irpmail@irpinc.org.
<table>
<thead>
<tr>
<th>Revision#</th>
<th>Date</th>
<th>Change description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>May 2019</td>
<td>Initial Release</td>
</tr>
<tr>
<td>1.1</td>
<td>June 2019</td>
<td>Correction/clarification Remittance Netting Report section 2.3.3</td>
</tr>
</tbody>
</table>
1. GENERAL

1.1 Log in Credentials

All user-level passwords must conform to the password construction guidelines in the Clearinghouse. Creating and using strong passwords will protect the data in the Clearinghouse. The application will prompt each user to change their password every 90 days.

Since the password construction is long and complicated, it is recommended that you implement a password safe solution to track your passwords in a secure, encrypted environment. Work with your IT organization to determine if there is a password safe solution that is acceptable or recommended. This will help you to create unique, strong passwords for all applications and enhance security of all systems.

If you forget your password, click on the Forgot Password link on the Clearinghouse log in page and follow the instructions for creating a new password. Three attempts to enter the application with the wrong password will lock your account and you will need to have a Jurisdiction Administrator or IRP system administrator unlock your account. After two unsuccessful attempts, you should go directly to the Forgot Password link and take the steps to create a new password. This will eliminate any time delay in resetting your account and password.

If you do not have a Clearinghouse account, contact your Clearinghouse Jurisdiction Administrator (JA) who can create an account for you. If you do not know your Clearinghouse JA, contact irpmall@irpinc.org to determine the JA for your jurisdiction.

1.2 IRPONLINE versus Clearinghouse Websites

The IRP website, www.irponline.org is the overall site for the International Registration Plan and includes the Plan and all related program and instructional information. You will need a user ID (email address) and password to access the site. These credentials are different from the Clearinghouse Production and Test sites. You can access the Clearinghouse Production and test sites by going to www.irponline.org and navigating to the Clearinghouse page which will display links to the Production and Test sites.

The Clearinghouse Production site contains live data that is used in the netting operation each month. This is the site where a jurisdiction sends their final file each month. Additionally, any research on carriers or vehicles should be done at this site. The site includes five years of registration data. You will have a separate set of credentials – User Name and Password – for the Clearinghouse Production and Test sites as these are two separate databases.

The Clearinghouse Test site is available to jurisdictions to test transmittals prior to sending to production for netting or to test system changes that may occur from time to time. The Test site functions exactly like the Production site except for one difference. On the Test site, after loading data to the Pre-Netting folder, you are able to PURGE that data so that you can test additional transmittal data without the data accumulating and totaling together in the Pre-Netting folder.

1.3 Working with Screens in Clearinghouse

The screens in the Clearinghouse have the following attributes and properties which will be helpful in finding and analyzing data:
2. ADMINISTRATIVE/FINANCIAL

2.1 Monthly Transmittals and Approving Financial Totals

Each month, the jurisdiction sends all previous month’s registration data to the Clearinghouse for the monthly netting process. The transmittal is due by the 10th calendar day so that any errors can be fixed and the totals can be approved prior to netting on the 15th calendar day. If there are issues that prevent you from making any of the dates, contact irpmail@irpinc.org so that IRP, Inc, can assist or is aware that extra time is needed.

Jurisdictions send transmittals using HTTPS through the website or by secure FTP if the files are very large. If you send your file through the website screen, be sure to compress the file. If you repeatedly receive a message that the file is not transmitted, your file may be too large and you should contact irpmail@irpinc.org so that a secure FTP site can be created for your jurisdiction. IRP, Inc. will issue credentials. There are specific Secure FTP Connection Instructions on the Clearinghouse page of the www.irponline.org site. You can find these by navigating to the Clearinghouse page.

To send the transmittal through the Clearinghouse, go to the PRE-NETTING menu and select UPLOAD DATA FILE

You will land on the Manual File Upload page. Select your file from your desktop and click on the UPLOAD button. When successfully uploaded, your file will appear under File(s) present in the manual upload folder. If after two attempts the file does not load, contact irpmail@irpinc.org for assistance in troubleshooting the issue.
After your file loads, an email notice will be sent to all Clearinghouse users in your jurisdiction who have indicated in their profile that they should receive transmittal notices. The notice will tell you if the file is successful and include an attachment with any errors. Keep in mind that only one file processes in the Clearinghouse at one time. Therefore, it may take your file some to load if it is in a queue behind other perhaps large files. If there is a delay, you can contact irpmail@irpinc.org and IRP, Inc. will determine that your file was received and let you know approximately how long your file may be in the queue.

It is important that you are aware that if a particular recap has an error, that recap will not load and therefore not be a part of the total registration dollars portrayed on the Pre Netting Summary screen. All errors should be corrected prior to approving totals. All errors will be portrayed with an explanation and error number. Appendix E of the Clearinghouse Jurisdiction System Specification lists all error codes with an explanation on how to fix the error. If your transmittal has too many errors, the notice from the Clearinghouse will not include an attachment that details the errors. Instead, you will need to log into the Clearinghouse and go to the PRE-NETTING menu and select RECAP ERRORS. On this page, you will need to filter to find the appropriate netting period and your transmittal will be listed along with a link that takes you to details about the errors.

Once all errors are corrected, you will need to review and approve totals. To do this, go to the PRE NETTING menu and select SUMMARY. The summary will include a total for each foreign jurisdiction. These totals should match your internal financial reports for the month. There is a special feature on this page which translates the screen into an MS Excel spreadsheet. Reviewing your totals using the MS Excel spreadsheet version allows you to sort jurisdictions in a
method that might better match your internal jurisdiction financial reports. It may also help you to sort and analyze the data in case where there is a mismatch.

You can also click on the Request All Recaps Report button which will provide you a detailed PDF report listing all recaps in your transmittal.

At the bottom of the Pre Netting Summary screen, there is a place for a jurisdiction read-write user to approve the totals. This is very important as the netting can not be run for any month if all jurisdictions have not officially taken this action to approve the totals. You will receive reminders from IRP, Inc. to take this action. On the 14th of the month, IRP, Inc. will escalate this action in your jurisdiction to assure that all jurisdictions have approved the totals.

2.2 Determine Vehicle and Carrier History

For new accounts, jurisdictions need to determine where vehicles and/or carrier has been previously registered. Or, if a carrier has ever been previously registered. This is important to determine whether a new carrier uses actual mileage or the jurisdiction’s Average Per Vehicle Distance chart for estimated distance. In this case, the jurisdiction can use the VIN Search or the Carrier Search in the Clearinghouse.

2.2.1 VIN Search

To conduct a VIN search, go to the CARRIER menu and select VIN SEARCH. Enter the VIN.

After entering the VIN, the VIN Summary screen will show the jurisdiction where the vehicle is registered and the last registration date.
If you click on the VEH DETAILS link on the right-hand side, the Vehicle Detail Screen will display.

If you click on the magnifying glass on the VIN Search screen

You will be taken to the Carrier and Fleet Information for the vehicle. The Carrier and Fleet Information screen will list all supplements for that carrier/fleet for a given registration year.
Click on the magnifying glass adjacent to the account number and you will be taken to an expanded view with additional information. Clicking on the magnifying glass (taking you to the Recap Information screen summary) and the Distance and Registration links on the right-hand side will drill down further into the registration details for all vehicles including fees and distance.

### 2.2.2 Carrier Search

To conduct a carrier search, go to the CARRIER MENU and select CARRIER SEARCH. Then enter the carrier’s name. It is very important to enter the carrier’s name as exactly as possible to limit the number of results that are obtained. Entering a common carrier name will result in pages and pages of results that you will need to review to find the actual carrier you are seeking. Be careful with “inc.”, “Corp”, “corporation” designsations, as all may turn up many results.

Click on the magnifying glass and this will take you to the Carrier and Fleet Information for that particular account.
Once on this screen select the reg pay date or reg year for the entry you are seeking and click on the magnifying glass. This will expand the screen where you can drill down into Recap Information (magnifying glass on left) or links for Distance or Registration. You will be able to continue to drill down to see information for each vehicle.

### 2.3 Reports Supporting Netting Results

The following reports are automatically generated by the Clearinghouse after the netting operation each month. These are formal reports that can be retained as part of the jurisdiction’s retention policy and serve as back-up to the netting results. The Clearinghouse only retains 5 years of data and therefore, if jurisdiction requirements for data retention is 7 years, downloading the reports can serve that purpose. Additionally, some of the reports are needed as back-up to the payments to the Clearinghouse and payments received from the Clearinghouse bank.

#### 2.3.1 Pre-Netting History Summary/Details

To access the Pre-Netting History Summary and Details reports, go to the PRE-NETTING menu and select REPORTS FOLDER. Choose the report for the period you need and click on the yellow icon under the View column, the last column on the right.
The Pre-Netting Summary displays the carrier fees collected by the base jurisdiction for each foreign jurisdiction for the netting period. The report includes Carrier Credits which are subtracted from the Carrier Fee and result in the total Carrier Amount. The report includes different sections for each category – Canadian dollars (for Canadian jurisdictions only), US Dollars, Participating jurisdictions and non-participating jurisdictions. Additionally, there is a total for all fees excluding the base jurisdiction fee.

The Pre-Netting Details Report provides the details of all registration fees submitted by the base jurisdiction for each foreign jurisdiction for the netting period. For each foreign jurisdiction, the detail is sorted by registration year/account number for all regular Recaps then registration year/account number for all audit Recaps. For each foreign jurisdiction there is a total by registration year for regular recaps, audit recaps and total recaps. At the very end of the report, there is a total for all jurisdiction regular Recaps and all jurisdiction audit Recaps for the netting period. For each Recap listed on the report, the Carrier Name, Fleet Number, Supplement number, Registration Payment Date, Carrier Fee, Carrier Credit and Carrier Total is provided.
2.3.2 Post Netting Summary/Details

The Post Netting Summary Report lists the registration fees and credits sent by each foreign jurisdiction for the base jurisdiction for the netting period. The fees on this report are broken down by fee type. The report includes the total number of vehicles related to the registration fees sent by each foreign jurisdiction. Canadian jurisdiction reports will include a section for Canadian Dollars as well as US Dollars. Grand totals for carrier fees, carrier credits and total fees broken down by fee type are included at the bottom of each report.

The Post Netting Details report includes details of all registration fees transmitted by foreign jurisdictions for the base jurisdiction. The list of transactions or Recaps is segregated by registration year. Fees are broken down by fee type when applicable. All Audit Recaps are included in the second half of the report. Grand totals for All, Regular, and Audit recaps are included at the end of the report. This report is often used to fulfill jurisdiction records retention requirements.

2.3.3 Remittance Netting Report

The Remittance Netting report displays the total fees owed to the base jurisdiction from each foreign jurisdiction and the fees that the base jurisdiction owes to each foreign jurisdiction for a reporting month. The report for Canadian jurisdictions will include a section for Canadian dollar fees. This report can be used to determine the total fees (not netted fees) that a particular foreign jurisdiction paid to a base jurisdiction for a year by generating a report for each month and summing the totals under the column “Fees Collected for Jurisdiction”.

Generate the report by going to the Post Netting menu and the Remittance Netting option. Select a netting period. Press the Print button on the Remittance Netting screen to view, save or print the Remittance Netting Report in PDF format.
The Remittance Netting report lists each foreign jurisdiction. The column titled "Fees Collected By Jurisdiction" are those fees collected by the foreign jurisdiction for the base jurisdiction. The column titled "Fees Collected For Jurisdiction" are the fees collected by the base jurisdiction (jurisdiction pulling the report) for each foreign jurisdiction. Use the column "Fees Collected By Jurisdiction" if you want to determine the total fees (not netted fees) that a particular foreign jurisdiction paid to the base jurisdiction for the month. Helpful Hint: Look at non-participating jurisdictions to refresh your memory on which column includes fees paid by the foreign jurisdiction. The fees in this column will be '0' for non-participating jurisdictions.

The first part of the report lists all Clearinghouse participating jurisdictions.

The second part of the report lists non-participating jurisdictions.

2.4 Check Fee Calculations

Jurisdictions are responsible for reviewing foreign jurisdiction monies sent to them through the Clearinghouse. Jurisdictions should review the reports above in section 2.3 each month for any anomalies and reporting these to the appropriate jurisdiction to determine any issues.
Additionally, jurisdictions are responsible for assuring that foreign jurisdictions are properly calculating the jurisdictions fees. There are several ways to pull information from the Clearinghouse to determine correct fee calculations.

2.4.1 Recap Detail Report

A jurisdiction can order a Recap Detail Report to sample fees calculated for vehicles that are registered by a foreign jurisdiction to travel through your jurisdiction. Access the Recap Detail Report by going to the RECAP menu and selecting RECAP DETAIL REPORT.

Enter the Registration Payment Date From and To. Select the foreign jurisdiction. This will provide all recaps from that foreign jurisdiction within the registration payment date period that affect your jurisdiction. Keep in mind that this may be a lengthy report. If you are interested in sampling just one account from a jurisdiction, enter the account number, fleet number and supplement number.

Then click on the SAVE button. Within a few minutes for small reports or 24 hours for very large reports, the report will be posted in the section Recap Detail Report List.

The first page of the Recap Detail Report includes Carrier and fleet information including the apportioned percentage that was applied for your jurisdiction.
The next and subsequent pages will describe each vehicle registered by the carrier in this particular fleet and provide details on the fees that were paid for your jurisdiction. You will see relevant details of the vehicle that may impact your calculation (for ex. Purchase price) and other characteristics. At the bottom, you will see the fees that were paid on that vehicle broken down by Fee Type if your jurisdiction has more than one fee type on the fee schedule.
If there is a discrepancy, you should contact the jurisdiction to discuss. Remember that the jurisdiction has 120 days to implement a new fee from the time that IRP, Inc. publishes your new fee schedule.

If you pulled all records for a particular jurisdiction for one month, you could sample different vehicle types and different supplement types to assure that the jurisdiction is calculating your fees correctly. For instance, you may want to sample an Add/Delete Vehicle.

2.4.2 Finding Accounts to Review on the Post Netting Summary

The Post Netting Summary screen will provide a mechanism for you to drill down into foreign jurisdiction accounts. Get to the screen by going to the POST NETTING menu and selecting SUMMARY. On the screen, you will be able to select the netting period and whether you want to view all recaps, regular recaps or audit recaps.

Once you set these two filters, you can click on the magnifying glass icon adjacent to a particular foreign jurisdiction to see a listing of all accounts for the month. You can further drill into each of the accounts to go to the Recap Information screen that provides the apportioned percentage for your jurisdiction, and then drill down into the Carrier and Fleet screen which provides a list of each VIN. Finally, adjacent to each VIN, you can view the Vehicle Details screen which describes the vehicle and provides data such as purchase price, and the Vehicle Fee Details screen which shows the weight and fees paid for that vehicle. Each screen can be saved or printed.

You may want to select an account with Supplement Number ‘0’ which means that this is the initial registration for the year. This will provide a picture of all of the vehicles registered on the original supplement for that registration year.

If you are looking for a large account, sort the Post Netting Details screen by clicking on the Total Fees column name and it will sort by Total Fees paid. Click again and it will sort in reverse order. You can also sort this screen by account number, supplement number, registration year, etc.—each of the columns will sort the data. This will help you to find a particular account from that jurisdiction that fits the parameters for your check of fee calculations.
2.4.3 Request Special Report

If you would like to narrow down the types of accounts you would like to review for verifying correct fee calculations, you can contact irpmail@irpinc.org and discuss the parameters for a special report that can be extracted from the back end of the system. There are parameter and size constraints. The data will be provided to you in MS Excel format.

2.5 Determine Monthly Dollars for Separated Fees

If your jurisdiction has several different fees and these are to be separated when sent to the Clearinghouse, each month you can determine the amount of each separate fee that a jurisdiction sent to the Clearinghouse on your behalf. To do this, go to the Post Netting Summary Report. To find the report, go to the POST NETTING menu and select POST NETTING SUMMARY.

On the Post Netting summary page, select “Regular Only” under the Recap Type drop down and then select the Netting Date of interest. The Fee Type column will list the individual fee types that your jurisdiction has specified. Ach Fee type will be broken out as a subtotal and all fee types will equal the total fees paid by that jurisdiction for the month to your jurisdiction. Use the Fee Type column to determine how your fee totals should be split. Credits are not figured into the separation of individual fees.

<table>
<thead>
<tr>
<th>Jurisdiction Name</th>
<th>FeeType</th>
<th>Fee Type Amount</th>
<th>Vehicle Count</th>
<th>Total Fee</th>
<th>Total Credit</th>
<th>Total Due</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>003</td>
<td>$351.36</td>
<td>264</td>
<td>$351.36</td>
<td>$19.68</td>
<td>$331.68</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>$246.75</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alberta</td>
<td>003</td>
<td>$129.66</td>
<td>396</td>
<td>$129.66</td>
<td>$16.25</td>
<td>$113.41</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>$42.05</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona</td>
<td>003</td>
<td>$65,779.84</td>
<td>2771</td>
<td>$65,779.84</td>
<td>$465.49</td>
<td>$65,314.35</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>$46,351.97</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arkansas</td>
<td>003</td>
<td>$386.80</td>
<td>412</td>
<td>$386.80</td>
<td>$13.52</td>
<td>$373.28</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>$176.37</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>British Columbia</td>
<td>003</td>
<td>$347.05</td>
<td>332</td>
<td>$347.05</td>
<td>$6.26</td>
<td>$340.77</td>
<td>US</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>$238.07</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the jurisdiction is not yet participating in the Data Standardization project which requires that fees be separated, then Fee Type totals will not be separated.
At the bottom of the Post Netting Summary screen, there will be totals for all foreign jurisdictions. Be careful with these totals as they are not accurate until all jurisdictions begin participation with the Data Standardization program.

### 3. AUDIT

There are several ways to use IRP Clearinghouse data during an IFTA or IRP audit:

- Compare IFTA and IRP distance
- Determine where the carrier was previously registered
- Determine VIN movement between fleet/carrier
- Verify that the audit was paid through the Clearinghouse
- Research contiguous distance between jurisdictions
- Check zero distance for IFTA or IRP
- Determine change in vehicle ownership
- Check vehicle purchase and factory price

#### 3.1 Compare IFTA and IRP Distance/Contiguous Distance/Zero Distance

##### 3.1.1 Search by Transaction

The most efficient and expedient method to find distance registered for a fleet is to search by the transaction. Navigate to the RECAP menu and select RECAP INFORMATION. Enter the Registration Year, IRP Account Number, Fleet Number and Supplement Number. The Supplement Number for the initial registration for a given Registration Year will be "0".
Alternatively, you can search for a transaction using the Carrier and Fleet screen which shows all supplements for that carrier/fleet for a given registration year.

When you click on the search button, the Carrier and Fleet Information screen will appear. This screen shows all supplements received for that carrier in a particular registration year. In this example, the initial registration, supplement zero, and an Error Correction supplement 1 was received. The registration payment date shown on this screen is the date that the carrier paid fees to the base jurisdiction. Additionally, you can view the Canadian Exchange rate that was used for this particular transaction. If you click on the magnifying glass (yellow highlight) to the left-hand side of the supplement, you will open another window with the Recap Information screen.

If you click on the magnifying icon on the left-hand side adjacent to the supplement you will be taken to the Recap Information screen. On this screen, you will find the distance registered for each foreign jurisdiction along with the total fees and credits for each foreign jurisdiction for the fleet of vehicles. Additionally, the screen includes the DOT Number and the Tax ID Number. Both the DOT and Tax ID numbers are optional fields in the IRP Clearinghouse and so there are jurisdictions that do not send this information with the transactions.
If we go back to the Carrier and Fleet screen you will find for each supplement, you can continue to drill down into the distance and registration details in the links provided on the right hand side of the screen. If you click on the Distance link adjacent to the supplement number, you will see the distance registered in each foreign jurisdiction.

A pop-up window will display the distance details including the apportioned percentage and the type of distance – actual or estimated. This report can be saved or printed by clicking on the PRINT button on tap right-hand side. To get out of the pop-up screen click on the CLOSE button.
3.1.2 Search by VIN

If you have only a VIN, you can use the search by VIN under the CARRIER menu. See VIN search in 2.2.1, above.

3.1.3 Search by Carrier

If you have a carrier name, you can use the Carrier Name search in the CARRIER menu. See Carrier Search in 2.2.2. The Carrier name search is very sensitive. In order to get effective results and narrow down the number of results in the search, you must enter the carrier’s name exactly, including Inc, Corporation, LLC, etc. If you enter the name and do not get a result, try putting a "." After Inc or corp. While capital versus lower case alpha characters do not matter, the "." At the end of an abbreviation does matter. It is best to enter the official name of the carrier taken from an official document. Again, this narrows the search and allows you to quickly get to the data you are pursuing.

3.2 Registration History and VIN Movement

For registration history and VIN movement, use the Search by Vin under the CARRIER menu. See Section 2.2.1, above.
3.3 Verify Paid Audits

3.3.1 Verify A Particular Audit

To verify that a particular audit has been paid, use the Search by Transaction in section 3.1.1 or search by VIN or Carrier name sections 2.2.1 and 2.2.2.

3.3.2 Verify all Audits Paid in a Particular Month

3.3.2.1 Base Jurisdiction Audits

The base jurisdiction can verify all audits netted or paid in a particular area by going to the PRENETTING menu and selecting Pre-Netting Summary History. Once on the Pre-Netting Summary History screen, select the Netting period and select Audit Only filter. Then click on the magnifying glass adjacent to the base jurisdiction. The Pre-Netting Details screen will list all audits that were netted by the base jurisdiction in that month. Once on the page that lists all audits, you can sort columns by clicking on the column name. This will help you to take a look at the largest/smallest audits and find a particular carrier. This screen has an additional feature where you can find a particular account number. When you enter an account number, you will need to include the 2-character jurisdiction code and then a 7-digit account number.

3.3.2.2 Audits Affecting Base Jurisdiction Completed by Foreign Jurisdictions

To verify all audits paid by foreign jurisdictions to benefit the base jurisdiction, go to the POSTNETTING menu and select Post-Netting Summary. Once on the Post-Netting Summary screen, select the Netting Period and Audit Only filters. Then click on the magnifying glass adjacent to the base jurisdiction you are interested in reviewing. The Post-Netting Details screen will list all audits that were netted by that foreign jurisdiction for the benefit of your jurisdiction. Once on the page that lists the audits performed by a particular foreign jurisdiction, you can sort columns by clicking on the column name. This will help you to take a look at the largest/smallest audits and find a particular carrier by carrier name. This screen has an additional feature where you can find a particular account number. When you enter an account number, you will need to include the 2-character jurisdiction code and then a 7-digit account number.
3.4 Check Change in Vehicle Ownership, Purchase Price, Factory Price

To check vehicle ownership, purchase price or factory price, you must drill down to the Vehicle Details screen.

To get to the Vehicle Details screen, you can use the VIN Search (see section 2.21), Carrier Search (see section 2.2.2), or Search by Transaction (see section 3.1.1) and continue to drill own.
Down through the screens and links. The Vehicle Details screen is accessed by clicking on the Registration link as shown in section 3.1.1.