

Meeting Summary

Functional Area:

Credentialing Work Session Issue and Renew #20

Date:

November 7, 2007

Location:

Richmond VA CRM 131



Meeting called by: Angela Burrell

Albert DeLucia

Cynthia Korb

Blanche Johnson

Deborah Wells

Shannon Powell

Preparation for meeting:

Distributed minutes from October 24.

Session Goals and Objectives:

Review and Validation of the following Title and Registration products in EA:

- IFTA
- Operating Authority

Summary:

Completed the following Scenarios :

- Issue Original IFTA License (walk-in, mail, WebCat (future), Kiosk (future))
- Issue Renewal IFTA License (walk-in, mail, WebCat, Kiosk)
- Issue IFTA Decal Order (walk-in, WebCat, mail, Kiosk)
- Issue Operating Authority (walk-in)
- IRP Exception Use Case
- IFTA Future Alternate

Plans for Next Workshop:

Review and Validate the following Title and Registration products in EA:

- Mechanic's & Storage Lien
- Abandoned Vehicles

Homework for Next Workshop:

October 3 Session

- Nancy Rader and Sharon Brown – research 10-year history check wording on DL application.
- Sharon Brown – ascertain if DL1PA is imaged.
- Sharon Brown – ascertain if DL70 is imaged.

October 10 Session

- Pat Deluke – will check Federal regulations for CDL regarding new photo and vision requirements

October 17 Session

- Pat Deluke - research vision requirements to reissue CDL
- Pat Deluke – statute for duplicate CDL
- Pat Deluke – when to ask the 10-year record check

October 31 Session

- Shannon Powell –
 - Do Motor Carrier customers have to show proof of Federal Id?
 - Can the CSC Teller accept a provisional number?

4 - Complete

Scenario Report with Requirements

Package: Issue Original IFTA License/Decals

| | | | |
|-----------------------------|--|--------------|-----------|
| Detail: | | | |
| Use Case Name: | IFTA Future Alternate | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 11/7/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>Alternate Future:</p> <ul style="list-style-type: none"> -Interface with SCC -IFTA verifies MC account -Interface with IFTA Clearing House -Interface with IRP Clearing House -Interface with IRS to verify Federal Id number and payment of HVUT -CSC Teller or MC Tech electronically transmits correspondence to IRP processing center or MC customer -System electronically transmit credential -Provide electronic document retention (OnBase) <p>Future Alternate IFTA automatic verification</p> <ul style="list-style-type: none"> -Provide automatic IFTA verification of good standing and mileage without logging on <p>Future Alternate IFTA Clearing House</p> <p>Provide automatic IFTA Clearing House verification of an established account for other jurisdictions and Canadian Provinces</p> <p>Future Alternate IRP Clearing House</p> <p>Provide automatic IRP Clearing House verification of an established account for other jurisdictions and Canadian Provinces</p> <p>Future Alternate Internal Revenue Service</p> <p>Provide automatic Internal Revenue Service verification of Federal Id number and HVUT</p> <p>Future Alternate State Corporation Commission</p> <p>Provide automatic SCC verification of registration</p> | | |
| Linked Requirements: | | | |

| | | | |
|----------------|--|--------------|-----------|
| Use Case Name: | IRP Exception Use Case | | |
| Status: | | | |
| Author: | | | |
| Created on: | 11/7/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>MC Customer operates leased vehicles that display IRP license plates</p> <p>MC Customer operates under IRP trip permits (DMV may require copies of trip</p> | | |

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| | <p>permits).</p> <p>MC Customer operates vehicles under dealer license plates for delivery or demonstration purposes only.</p> <p>MC Customer operates only charter buses.</p> <p>MC Customer operates farm vehicles displaying a farm license plate.</p> <p>MC Customer operates specialized mobile equipment displaying an equipment license plate.</p> <p>MC Customer operates wreckers on an interstate basis into North Carolina, and/or Tennessee, and you transport only vehicles or parts of vehicles.</p> <p>MC Customer operates into North Carolina in interstate commerce not more than 3 times per month and less than 10 miles per trip from the Virginia border.</p> <p>MC Customer operates into Tennessee in interstate commerce less than 10 miles per trip from the Virginia border.</p> |
| Linked Requirements: | |

| | | | |
|-----------------------|---|---------------------|-----------|
| Use Case Name: | Issue Original IFTA License/Decals via Kiosk (Future) | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |

| | |
|---------------|--|
| Notes: | <p>This scenario applies to those customers applying for IFTA License/Decal via Kiosk. The IFTA license/decals is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -MC Customer submits IFTA License/Decal Application online -System reviews application -System performs edits <p>Invoke IRP Exceptions Use Case</p> <p>Invoke IFTA Future Alternate</p> <ul style="list-style-type: none"> -MC Customer enters data -System calculates IFTA decal fees -System displays IFTA decal fees -System collects IFTA decal fees -MC Customer select delivery method (mail, CSC pickup) -System prints IFTA license -System issues IFTA decal from inventory <p>Invoke Inventory Services</p> <ul style="list-style-type: none"> -System updates record with decal numbers <p>Invoke Mail Services</p> <ul style="list-style-type: none"> -Customer elects to visit CSC Teller -System creates pending transaction -System generates queuing ticket -CSC Teller recalls transaction <p>Invoke Issue Original IFTA License/Decals via walk-in</p> |
|---------------|--|

| | |
|---|--|
| Linked Requirements: | |
| Name: Corporations and partnerships shall provide copy of SCC license as proof of validity | |
| Notes: | |

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|----------------|---|--------------|-----------|
| Use Case Name: | Issue Original IFTA License/Decals via Mail | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA (International Fuels Tax Agreement) License/Decal via walk-in. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-Motor Carrier Customer submits IFTA License/Decal Application-Motor Carrier Customer submits supporting documents-Motor Carrier (MC) Tech review application-MC Tech reviews supporting documents <p>See Alternate Supporting Document See Alternate Flow Lease Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Tech logs onto VISTA/RS-VISTA/RS verifies a valid IRP account exists <p>Invoke IRP Exceptions Use Case</p> <ul style="list-style-type: none">-MC Tech accesses SCC website-SCC verifies a valid business license-MC Tech logs onto CSS to verify customer record | | |

See Alternate Flow Stops
-MC Tech logs onto VISTA/TS
-VISTA/TS verifies that customer record does not exist
-VISTA/TS verifies stops on file
-MC Tech enters data
-VISTA/TS calculates IFTA decal fees
-VISTA/TS displays IFTA decal fees
-MC Tech enters IFTA decal fees
-VISTA/TS prints IFTA license
-VISTA/TS issues IFTA decal from VISTA/TS inventory
-MC Tech mails credentials to customer
-MC Tech files original application (retains for four years)

Alternate Supporting documents:
-Lease agreement for leased vehicles
-IRP account number on the form

Alternate Flow Lease:
Lease agreement is not provided for a leased vehicle
Deny application

Alternate Flow Stops:
Stops exist on record
Deny application

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|-----------------------|---|---------------------|-----------|
| Use Case Name: | Issue Original IFTA License/Decals via Walk-in | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA (International Fuels Tax Agreement) License/Decal via walk-in. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-Motor Carrier Customer submits IFTA License/Decal Application-Motor Carrier Customer submits supporting documentsSee Alternate Supporting DocumentsSee Alternate Flow Lease-CSC Teller reviews application-CSC Teller reviews supporting documentsInvoke IFTA Future Alternate-CSC Teller logs onto VISTA/RS-VISTA/RS verifies account numberInvoke IRP Exceptions Use Case-CSC Teller logs onto CSS to verify customer recordSee Alternate Flow Stops-CSC Teller logs onto VISTA/TS-VISTA/TS verifies that customer record does not exist-VISTA/TS verifies stops on file-CSC Teller enters data-VISTA/TS calculates IFTA decal fees-VISTA/TS displays IFTA decal fees-CSC Teller collects IFTA decal fees-VISTA/TS prints IFTA license-VISTA/TS issues IFTA decal from VISTA/TS inventory-CSC Teller posts money to CSS-System prints three receipts (customer copy, HQ copy, office copy)-CSC Teller delivers credentials and receipt to customer-CSC Teller files office copy of receipt and photo copy of application in the CSC-CSC Teller sends original application and HQ receipt to Motor Carrier Work Center <p>Alternate Supporting documents:</p> <ul style="list-style-type: none">-Lease agreement for leased vehicles-IRP account number on the form <p>Alternate Flow Lease:</p> <p>Lease agreement is not provided for a leased vehicle Deny application</p> <p>Alternate Flow Stops:</p> <p>Stops exist on record Deny application</p> | | |

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: System shall maintain inventory history

Notes:

Name: System shall store IFTA inventory

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|----------------|--|--------------|-----------|
| Use Case Name: | Issue Original IFTA License/Decals via WebCat (Future) | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA License/Decal via WebCat. The IFTA license/decals is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-MC Customer submits IFTA License/Decal Application online-System reviews application-System performs edits <p>Invoke IRP Exceptions Use Case</p> <p>Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Customer enters data-System calculates IFTA decal fees-System displays IFTA decal fees-System collects IFTA decal fees | | |

-MC Customer select delivery method (mail, CSC pickup)
-System prints IFTA license
-System issues IFTA decal from inventory
Invoke Inventory Services
-System updates record with decal numbers
Invoke Mail Services
-Customer elects to visit CSC
-CSC Teller retrieves decal from inventory

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

Scenario Report with Requirements

Package: Issue Renewal IFTA License/Decals

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|----------------|---|--------------|-----------|
| Detail: | | | |
| Use Case Name: | Issue Renewal IFTA License/Decals via Mail | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA (International Fuels Tax Agreement) License/Decal via mail. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Motor Carrier Customer submits IFTA License/Decal Application -Motor Carrier Customer submits supporting documents -Motor Carrier (MC) Tech review application -MC Tech reviews supporting documents See Alternate Supporting Document See Alternate Flow Lease Invoke IFTA Future Alternate -MC Tech logs onto VISTA/RS -VISTA/RS verifies a valid IRP account exists Invoke IRP Exceptions Use Case -MC Tech accesses SCC website -SCC verifies a valid business license -MC Tech logs onto CSS to verify customer record See Alternate Flow Stops -MC Tech logs onto VISTA/TS -MC Tech enters a batch number into VISTA/TS -VISTA/TS creates a batch -MC Tech enters data -VISTA/TS verifies stops -VISTA/TS calculates IFTA decal fees -VISTA/TS displays IFTA decal fees -MC Tech enters IFTA decal fees -MC Tech enters next application (sequence continued until all applications in batch are processed) -MC Tech selects to close batch -VISTA/TS displays batch transaction summary including fees -MC Tech reconciles actual money received with system summary -VISTA/TS closes batch -VISTA/TS issues IFTA decal from VISTA/TS inventory in overnight batch -VISTA/TS prints IFTA license in overnight batch -IFTA Licenses are delivered to SSG -MC Tech retrieves licenses from SSG -MC Tech retrieves decals from inventory -MC Tech matches license with decal -MC Tech packages license with decal to be mailed -MC Tech mails credentials to customer -MC Tech files original application (retains for four years) <p>Alternate Supporting documents:</p> <ul style="list-style-type: none"> -Lease agreement for leased vehicles -IRP account number on the form | | |

| | |
|--|--|
| | <p>Alternate Flow Lease: Lease agreement is not provided for a leased vehicle Deny application</p> <p>Alternate Flow Stops: Stops exist on record Deny application</p> |
|--|--|

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|-----------------------|--|---------------------|-----------|
| Use Case Name: | Issue Renewal IFTA License/Decals via Walk-in | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA (International Fuels Tax Agreement) License/Decal via walk-in. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow: -Motor Carrier Customer submits IFTA License/Decal Application -Motor Carrier Customer submits supporting documents See Alternate Supporting Documents</p> | | |

See Alternate Flow Lease
-CSC Teller reviews application
-CSC Teller reviews supporting documents
Invoke IFTA Future Alternate
-CSC Teller logs onto VISTA/RS
-VISTA/RS verifies account number
-CSC Teller logs onto CSS to verify customer record
See Alternate Flow Stops
-CSC Teller logs onto VISTA/TS
-VISTA/TS verifies stops on file
-CSC Teller enters data
-VISTA/TS calculates IFTA decal fees
-VISTA/TS displays IFTA decal fees
-CSC Teller collects IFTA decal fees
-VISTA/TS prints IFTA license
-VISTA/TS issues IFTA decal from VISTA/TS inventory
-CSC Teller posts money to CSS
-System prints three receipts (customer copy, HQ copy, office copy)
-CSC Teller delivers credentials and receipt to customer
-CSC Teller files office copy of receipt and photo copy of application in the CSC
-CSC Teller sends original application and HQ receipt to Motor Carrier Work Center

Alternate Supporting documents:
-Lease agreement for leased vehicles
-IRP account number on the form

Alternate Flow Lease:
Lease agreement is not provided for a leased vehicle
Deny application

Alternate Flow Stops:
Stops exist on record
Deny application

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity, if applicable

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: System shall maintain inventory history

Notes:

Name: System shall store IFTA inventory

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|--|--|---------------------|-----------|
| Use Case Name: | Issue Renewal IFTA License/Decals via WebCat | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for IFTA License/Decal via WebCat. The IFTA license/decals is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-MC Customer submits IFTA License/Decal Application online-System reviews application-System performs edits <p>Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Customer enters data-System calculates IFTA decal fees-System displays IFTA decal fees-System collects IFTA decal fees-MC Customer select delivery method (mail, CSC pickup)-System prints IFTA license-System issues IFTA decal from inventory <p>Invoke Inventory Services</p> <ul style="list-style-type: none">-System updates record with decal numbers <p>Invoke Mail Services</p> <ul style="list-style-type: none">-Customer elects to visit CSC-CSC Teller retrieves decal from inventory | | |
| Linked Requirements: | | | |
| Name: Corporations and partnerships shall provide copy of SCC license as proof of validity, if applicable | | | |

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|----------------|---|--------------|-----------|
| Use Case Name: | Issue Renewal IFTA License/Decals via kiosk | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for renewal of IFTA License/Decal via kiosk. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-MC Customer submits IFTA License/Decal Application online-System reviews application-System performs edits <p>See Alternate Stops</p> <p>Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Customer enters data-System calculates IFTA decal fees-System displays IFTA decal fees-System collects IFTA decal fees-MC Customer select delivery method (mail, CSC pickup)-System prints IFTA license | | |

-System issues IFTA decal from inventory
Invoke Inventory Services
-System updates record with decal numbers
Invoke Mail Services
-Customer elects to visit CSC Teller
-System creates pending transaction
-System generates queuing ticket
-CSC Teller recalls transaction
Invoke Issue Renewal IFTA License/Decals via walk-in

Alternate Stops
-IFTA stop exists
-IRP stop exists
-Return Check stop exists
-Admin Stop exists
-Property Tax stop exists
-Deny application

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity, if applicable

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

Scenario Report with Requirements

Package: Issue IFTA Decal Order

| | | | |
|---|--|--------------|-----------|
| Detail: | | | |
| Use Case Name: | Issue IFTA Decal Order via Kiosk (Future) | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for an additional IFTA (International Fuels Tax Agreement) Decal that is needed after an original account is established or after renewal has been completed. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-MC Customer submits IFTA License/Decal Application online-System reviews application-System performs edits <p>Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Customer enters data-System calculates IFTA decal fees-System displays IFTA decal fees-System collects IFTA decal fees-MC Customer select delivery method (mail, CSC pickup)-System prints IFTA license-System issues IFTA decal from inventory <p>Invoke Inventory Services</p> <ul style="list-style-type: none">-System updates record with decal numbers <p>Invoke Mail Services</p> <ul style="list-style-type: none">-Customer elects to visit CSC Teller-System creates pending transaction-System generates queuing ticket-CSC Teller recalls transaction <p>Invoke Issue Original IFTA License/Decals via walk-in</p> | | |
| Linked Requirements: | | | |
| Name: Corporations and partnerships shall provide copy of SCC license as proof of validity | | | |
| Notes: | | | |
| Name: Customer shall list number of vehicles owned | | | |
| Notes: | | | |
| Name: DMV shall issue IFTA decals as required by statute 46.2xxx | | | |
| Notes: | | | |

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

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Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

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Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

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Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|-----------------------|---|---------------------|-----------|
| Use Case Name: | Issue IFTA Decal Order via Mail | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for an additional IFTA (International Fuels Tax Agreement) Decal that is needed after an original account is established or after renewal has been completed. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none">-Motor Carrier Customer submits IFTA License/Decal Application-Motor Carrier Customer submits supporting documents-Motor Carrier (MC) Tech review application-MC Tech reviews supporting documents <p>See Alternate Supporting Document See Alternate Flow Lease Invoke IFTA Future Alternate</p> <ul style="list-style-type: none">-MC Tech logs onto VISTA/RS-VISTA/RS verifies a valid IRP account exists <p>Invoke IRP Exceptions Use Case</p> <ul style="list-style-type: none">-MC Tech accesses SCC website-SCC verifies a valid business license-MC Tech logs onto CSS to verify customer record <p>See Alternate Flow Stops</p> <ul style="list-style-type: none">-MC Tech logs onto VISTA/TS-VISTA/TS verifies stops on file-MC Tech enters data | | |

- VISTA/TS calculates IFTA decal fees
- VISTA/TS displays IFTA decal fees
- MC Tech enters IFTA decal fees
- VISTA/TS prints IFTA license
- VISTA/TS issues IFTA decal from VISTA/TS inventory
- MC Tech mails credentials to customer
- MC Tech files original application (retains for four years)

Alternate Supporting documents:
 -Lease agreement for leased vehicles
 -IRP account number on the form

Alternate Flow Lease:
 Lease agreement is not provided for a leased vehicle
 Deny application

Alternate Flow Stops:
 Stops exist on record
 Deny application

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|-----------------------------|---|---------------------|-----------|
| Use Case Name: | Issue IFTA Decal Order via Walk-in | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for an additional IFTA (International Fuels Tax Agreement) Decal that is needed after an original account is established or after renewal has been completed. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Motor Carrier Customer submits IFTA License/Decal Application -Motor Carrier Customer submits supporting documents See Alternate Supporting Documents See Alternate Flow Lease -CSC Teller reviews application -CSC Teller reviews supporting documents Invoke IFTA Future Alternate -CSC Teller logs onto VISTA/RS -VISTA/RS verifies account number -CSC Teller logs onto CSS to verify customer record See Alternate Flow Stops -CSC Teller logs onto VISTA/TS -VISTA/TS verifies stops on file -CSC Teller enters data -VISTA/TS calculates IFTA decal fees -VISTA/TS displays IFTA decal fees -CSC Teller collects IFTA decal fees -VISTA/TS prints IFTA license -VISTA/TS issues IFTA decal from VISTA/TS inventory -CSC Teller posts money to CSS -System prints three receipts (customer copy, HQ copy, office copy) -CSC Teller delivers credentials and receipt to customer -CSC Teller files office copy of receipt and photo copy of application in the CSC -CSC Teller sends original application and HQ receipt to Motor Carrier Work Center <p>Alternate Supporting documents:</p> <ul style="list-style-type: none"> -Lease agreement for leased vehicles -IRP account number on the form <p>Alternate Flow Lease:</p> <ul style="list-style-type: none"> Lease agreement is not provided for a leased vehicle Deny application <p>Alternate Flow Stops:</p> <ul style="list-style-type: none"> Stops exist on record Deny application | | |
| Linked Requirements: | | | |
| Name: | Corporations and partnerships shall provide copy of SCC license as proof of validity | | |

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: System shall maintain inventory history

Notes:

Name: System shall store IFTA inventory

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

| | | | |
|----------------|---|--------------|-----------|
| Use Case Name: | Issue IFTA Decal Order via WebCat | | |
| Status: | | | |
| Author: | Credential Team | | |
| Created on: | 6/14/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to those customers applying for an additional IFTA (International Fuels Tax Agreement) Decal that is needed after an original account is established or after renewal has been completed. The IFTA license/decal is used as proof that an IFTA account exists and allows interstate operation.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -MC Customer submits IFTA License/Decal Application online -System reviews application -System performs edits Invoke IFTA Future Alternate -MC Customer enters data -System calculates IFTA decal fees -System displays IFTA decal fees -System collects IFTA decal fees -MC Customer select delivery method (mail, CSC pickup) -System prints IFTA license | | |

-System issues IFTA decal from inventory
Invoke Inventory Services
-System updates record with decal numbers
Invoke Mail Services
-Customer elects to visit CSC
-CSC Teller retrieves decal from inventory

Linked Requirements:

Name: Corporations and partnerships shall provide copy of SCC license as proof of validity

Notes:

Name: Customer shall list number of vehicles owned

Notes:

Name: DMV shall issue IFTA decals as required by statute 46.2xxx

Notes:

Name: IFTA decals shall be issued for a calendar year

Notes:

Name: System shall assign inventory based on customer delivery method

Notes:

Name: System shall calculate IFTA decal fee

Notes:

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: The system shall provide the capability for customers to apply and be issued IFTA license and decals via the internet.

Notes:

Name: Vehicle weight shall be greater than 26,000 pounds or 3 axles regardless of the weight

Notes:

Name: Vehicles applying for IFTA decals shall have an IRP plate registration.

Notes:

Scenario Report with Requirements

Package: Issue Operating Authority

| | | | |
|--|--|---------------------|-----------|
| Use Case Name: | Issue Operating Authority CLP Renewal via walk-in | | |
| Status: | | | |
| Author: | | | |
| Created on: | 10/4/2007 | Modified on: | 11/7/2007 |
| Notes: | <p>This scenario applies to the renewal of Operating Authority certificates, licenses and permits.</p> <p>Basic Flow:</p> <ul style="list-style-type: none"> -Customer submits application for Operating Authority CLP Renewal (OA144) -CSC Teller reviews application for completeness. -CSC Teller updates customer record with any changes. -CSC Teller enters transaction data. (no fee) -System verifies Stops and outstanding fees <p>Invoke IFTA Future Alternate See Alternate SCC status not active</p> <ul style="list-style-type: none"> -System processes CLP renewal (SLP) -System prints CLP renewal (SLP) -CSC Teller gives CLP renewal (SLP) to customer -CSC Teller files a copy of application -CSC Teller files original application for audit <p>Alternate SCC status not active</p> <ul style="list-style-type: none"> - System verifies inactive status - System generates correspondence (Invokes Request for State Corporation Number) -System processes renewal -System prints correspondence in MC Work Center -MC Technician verifies SCC inactive status -MC Technician mails correspondence -System places 30-day response indicator on record -SCC system updates MCS system when status is active by daily record update -Invoke Sanctioning and Reinstatement if not active in 30 days <p>Future</p> <ul style="list-style-type: none"> -Provide Internet capability -Image renewal applications to eliminate paper | | |
| Linked Requirements: | | | |
| Name: DMV shall renew Operating Authority as required by statute 46.2-2001.3 and 46.2-2108.2. | | | |
| Notes: | | | |
| Name: System shall generate correspondence for any rejected renewal application. | | | |
| Notes: | | | |

Name: System shall interface with IFTA Clearinghouse

Notes:

Name: System shall interface with Internal Revenue Service

Notes:

Name: System shall interface with IRP Clearinghouse

Notes:

Name: System shall interface with SCC

Notes:

Name: System shall interface with SCC to verify active status for corporations.

Notes: