Illinois Commerce Commission Public Carrier Certificate & Cab Card Portal User Guide

May 4, 2022 12:17 PM

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Overview

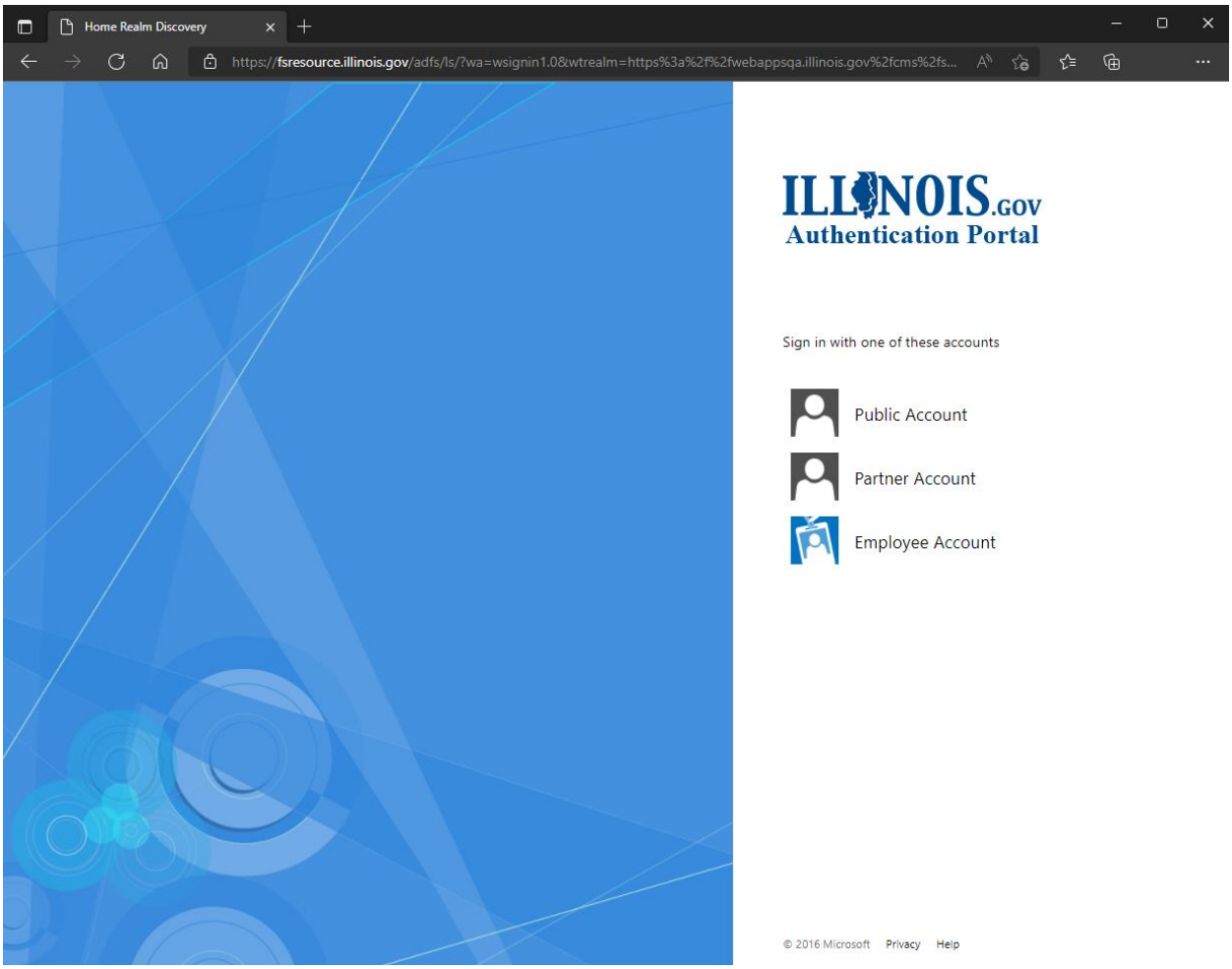
The Illinois Commerce Commission has implemented an electronic system for accepting applications for Public Carrier Certificates and the purchase of Cab Cards. The URL for this system is:

https://icc.illinois.gov/eFiling/TRPortal/

For detailed information about Public Carrier Certificates, you may visit the Transportation webpage on the ICC website at http://icc.illinois.gov/transportation/.

Sign-on Page

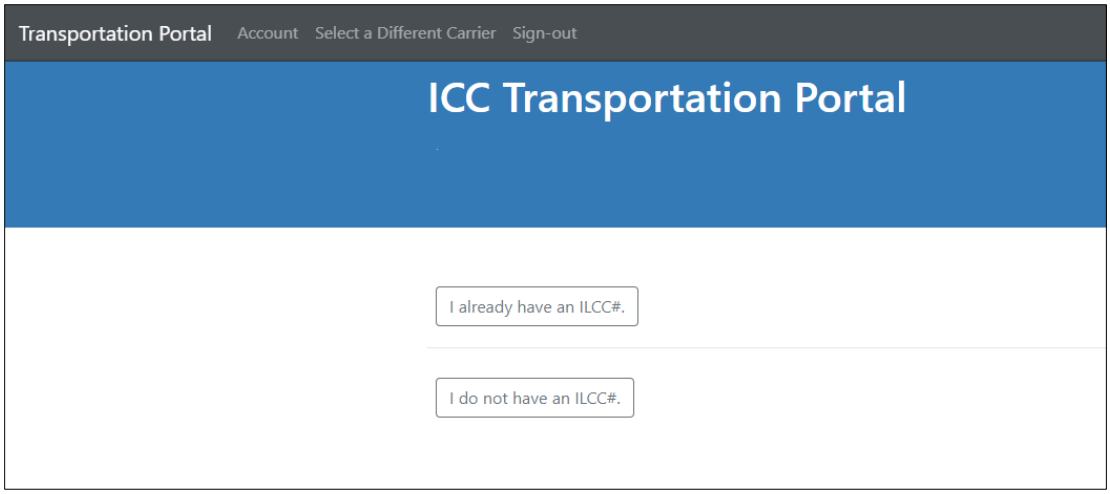
To file on-line, you must enter a username, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form at https://icc.illinois.gov/downloads/public/rl/eu-2.pdf and submit is to the ICC Help Desk. The ICC Help Desk may be reached at 217-782-9230.



Welcome Page

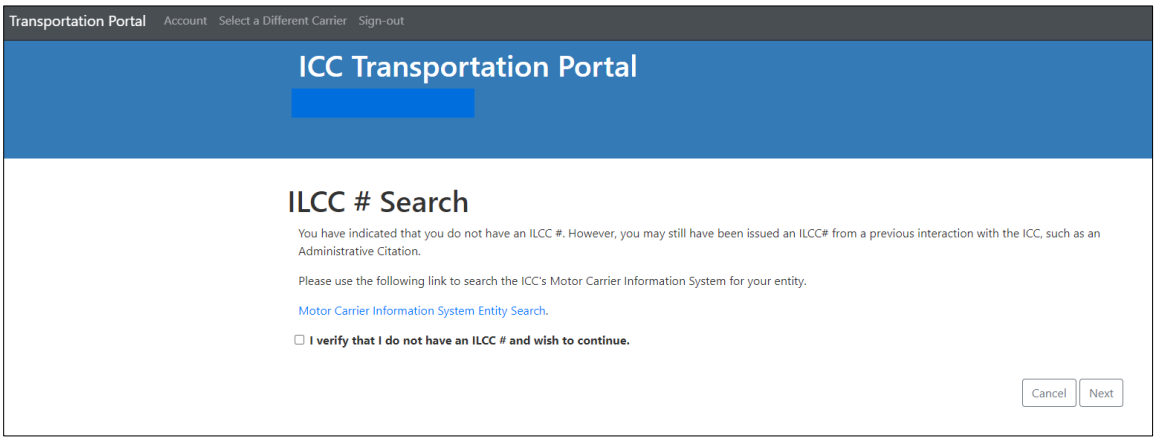
After a successful sign-on, the Welcome page is displayed.

1. Select the appropriate box



If you do not have an ILCC#

- After clicking the button under the **Transportation** heading, you will begin the filing process.
- The site will ask you to search existing **Motor Carrier Numbers.** This is to ensure there is no number on file.
- If the motor carrier number you are looking for is not listed, you will click the check box verifying you do not have a ILCC#.

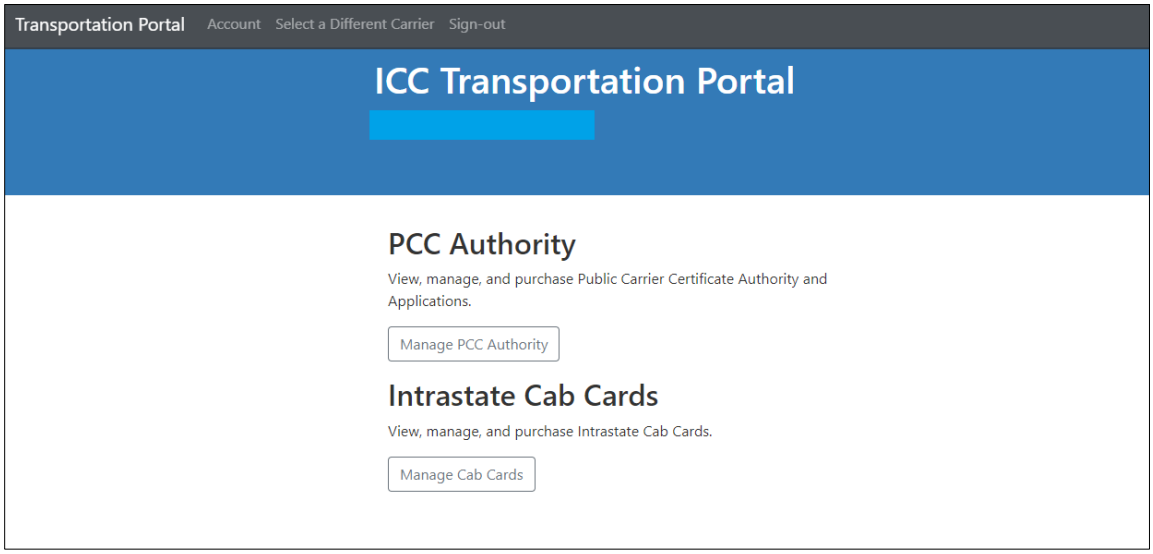


Filing for a Public Carrier Certificate

PCC Authority

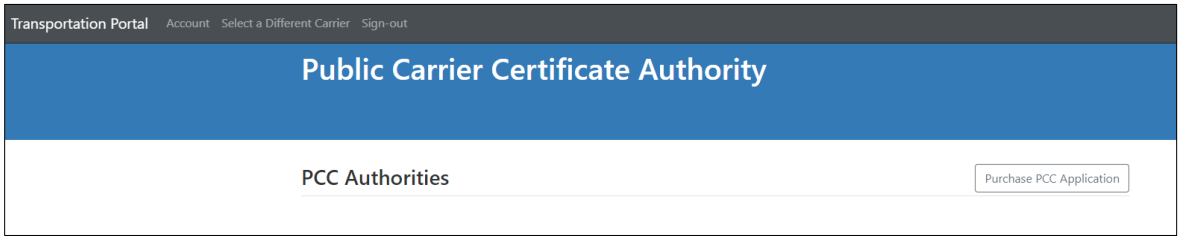
Manage PCC Authority

- Select the box labeled Manage PCC Authority. This will take you to the application process to apply for a Public Carrier Certificate.



Purchasing a PCC

- Click the box labeled Purchase PCC Application.



Application for Public Carrier Certificate

- The application for Public Carrier Certificate screen will appear.
- Fill out each section completely.
- Remember the Legal Name for corporations must match the Illinois Secretary of State filings exactly or a deficiency on the application will be noted.
- See the following pages for examples.

Transportation Portal Account Select a Different Carrier Sign-out

Application for Public Carrier Certificate

PART 1. IDENTITY OF APPLICANT

PCC Application Instructions

Business Type: Corporation

State of Incorporation: ILLINOIS

Legal Name IL Secretary of State Legal Name Search: Legal Name

Trade Name: Trade Name

FEIN or SSN: FEIN

FEIN/SSN #: XXXXXXXXXX

Previous Next

Transportation Portal Account Select a Different Carrier Sign-out

Application for Public Carrier Certificate

PCC Application Instructions

PART 1. IDENTITY OF APPLICANT

Business Information

Phone (999-999-9999 x999): 999-999-9999 x999

Email Address: Email Address

Address: Address

City: City

Country: USA

State: ILLINOIS

Zip Code: Zip Code

Previous Next

Transportation Portal Account Select a Different Carrier Sign-out

Application for Public Carrier Certificate

PCC Application Instructions

PART 1. IDENTITY OF APPLICANT

Mailing Address

☑ **Mailing address is same as business address.**

Mail Address: Mail Address

Mail City: Mail City

Mail Country: Please Select a Country

Mail State:

Mail Zip Code: Mail Zip Code

Previous Next

Transportation Portal Account Select a Different Carrier Sign-out

Application for Public Carrier Certificate

PCC Application Instructions

PART 2A. INSURANCE – Liability and Property Damage

Instructions

The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

Motor carrier will use freight vehicles with gross vehicle weight rating over 10,000 pounds (GVWR).
No Yes

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Application for Public Carrier Certificate

PCC Application Instructions

PART 2A. INSURANCE – Liability and Property Damage
Section 2

Instructions

The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

Type of commodities transported	Insurance Required
Property (non-hazardous) No Yes Category A	$750,000
Hazardous substances as defined in 49 C.F.R. § 171.8, transported in cargo tanks, portable tanks, or hopper - type vehicles with capacities in excess of 3, 500 water gallons, or in bulk Class A or B explosives, poison gas(Poison A) liquefied compressed gas or compressed gas, or highway route controlled quantity radioactive materials as defined in 49 C.F.R. § 173.455. No Yes Category B	$5,000,000
Oil listed in 49 C.F.R. § 172.101, hazardous waste, hazardous materials and hazardous substances defined in 49 C.F.R. § 171.8 and listed in 49 C.F.R. § 172.101, but not mentioned in category B above or D below. No Yes Category C	$1,000,000
Any quantity of Class A or B explosives, any quantity of poison gas (Poison A or highway route controlled quantity radioactive materials as defined in 49 C.F.R. § 173.455. No Yes Category D	$5,000,000

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Application for Public Carrier Certificate

PCC Application Instructions

PART 2B. INSURANCE – Cargo

Instructions

The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

1. The motor carrier does and will transport in any vehicle cargo with a value greater than $5,000 or perform a for-hire drive - away movement of a vehicle with a value greater than $5, 000

○ No ◉ Yes

2. The motor carrier will request from the Commission a waiver of the cargo insurance requirement listed below by completing and filing with the Commission the Cargo Insurance Waiver Affidavit. (The applicant may only mark "yes" to this question if "no" was marked to Question 1 above)

◉ No ○ Yes

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Application for Public Carrier Certificate

PCC Application Instructions

PART 2B. INSURANCE – Cargo

Commodities

Instructions

The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

Type of commodities transported	Insurance Required	
Unprocessed agricultural commodities, milk in bulk, commodities in dump - type vehicles or ordinary livestock carried on each vehicle at any one time ◉ No ○ Yes	$5,000	
Commodities other than unprocessed agricultural commodities, milk in bulk, commodities in dump - type vehicles or ordinary livestock carried on each vehicle at any one time ◉ No ○ Yes	**$5,000** for loss or damage to cargo carried on any one motor vehicle	**$10,000** for loss or damage to cargo or aggregate loss or damage to cargo occurring at any one time

Previous Next

Application for Public Carrier Certificate

PCC Application Instructions

PART 3. INTERSTATE OPERATIONS

Instructions

The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

USDOT Number issued by FMCSA.

◉ No ○ Yes

If yes, list the USDOT No.:

US DOT No.

Unified Carrier Registration (UCR) for the current year.

◉ No ○ Yes

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Application for Public Carrier Certificate

PCC Application Instructions

PART 4: VERIFICATION

I, the undersigned, under penalty for false statement, certify that the above information is true and accurate and that I am authorized to execute and file this document on behalf of the Applicant. By signing this application, the Applicant consents to service by electronic means of any correspondence pertaining to this certificate.

Print Name:

Print Name:

Position/Title:

Position/Title:

Date:

04/25/2022 11:41:48 AM

Entered By:

ILLINOIS\Brandon.M.Oxley

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Reviewing the Application

- Next the information entered into the application will be presented to you for review. Carefully review all the information you entered and ensure it is correct before proceeding in the process.

Application for Public Carrier Certificate

PCC Application Instructions

Please Review the Application

Filing Fee: $50.00

Type of Application (check one):

Initial Application

PART 1. IDENTITY OF APPLICANT

Business Type	State of Incorporation
Corporation	ILLINOIS

Legal Name	Trade Name
John Doe Trucking, Inc	John Doe Trucking, Inc

FEIN or SSN	FEIN	ILCC #
FEIN	217439726	

Business Information

Phone	Email Address
217-888-9999	johndoetruckinginc@gmail.com

Address

123 Main Street

City	Country	State	Business Zip Code
Anytown	USA	ILLINOIS	62701

Mailing Address

Mail Address

Mail City	Mail Country	Mail State	Mail Zip Code
	Please Select a Country		

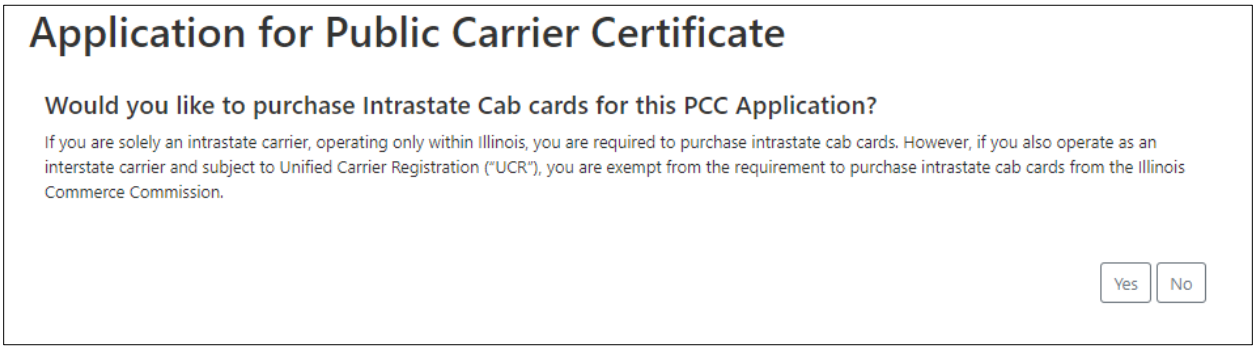
PART 2A. INSURANCE – Liability and Property Damage

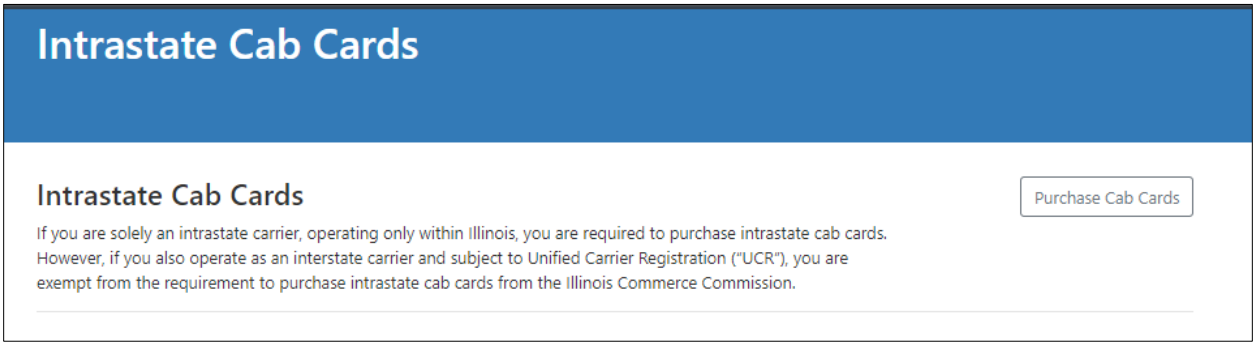
Instructions The Applicant must mark "YES" or "NO" for the below listed statements and obtain the proper amount of insurance.

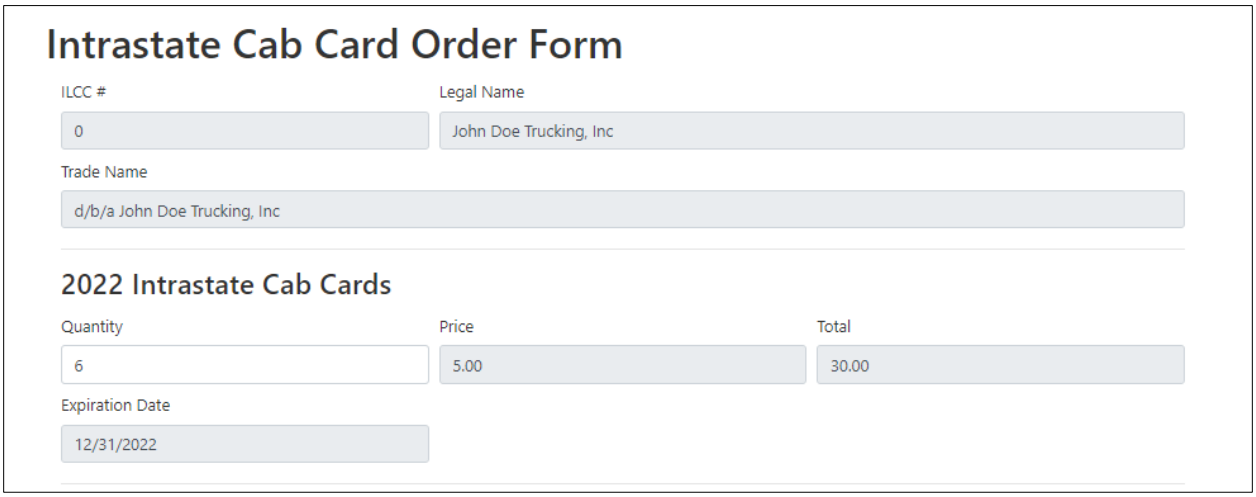
Motor carrier will use freight vehicles with gross vehicle weight rating over 10,000 pounds (GVWR).

Cab Card Purchases

- After verifying the information provided for the Public Carrier Certificate Application you will be given the chance to purchase Cab Cards.
- The following screens depict the process.

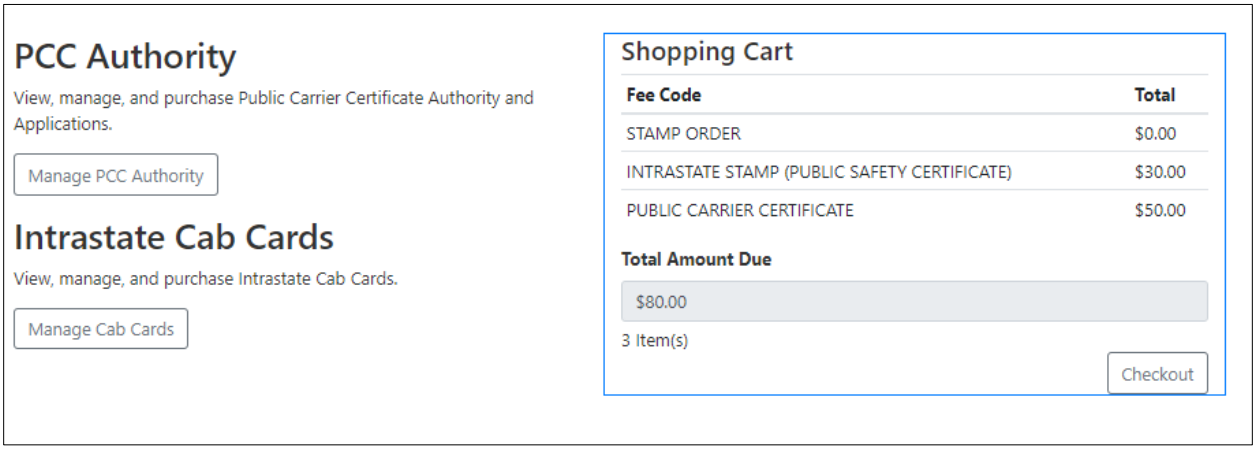


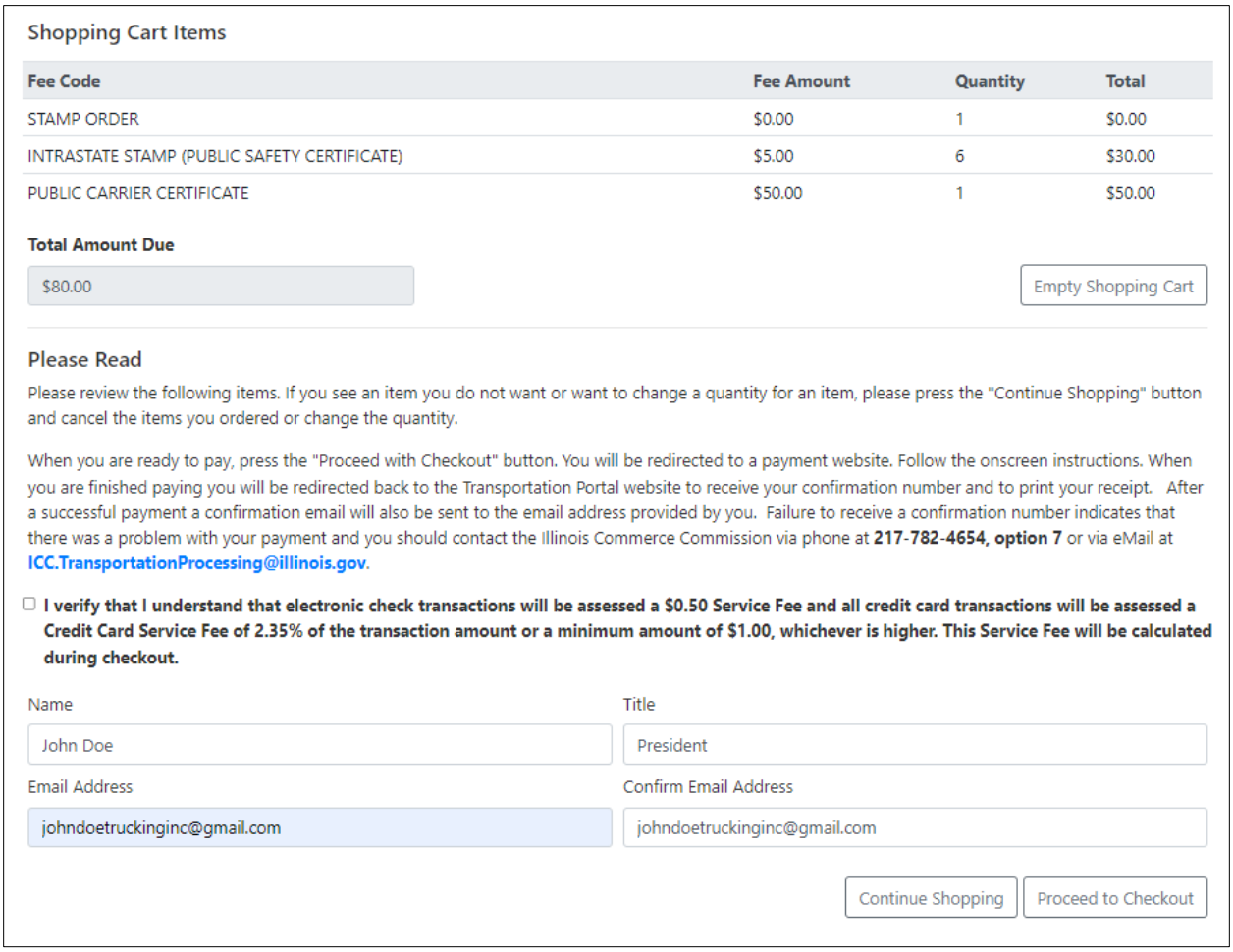


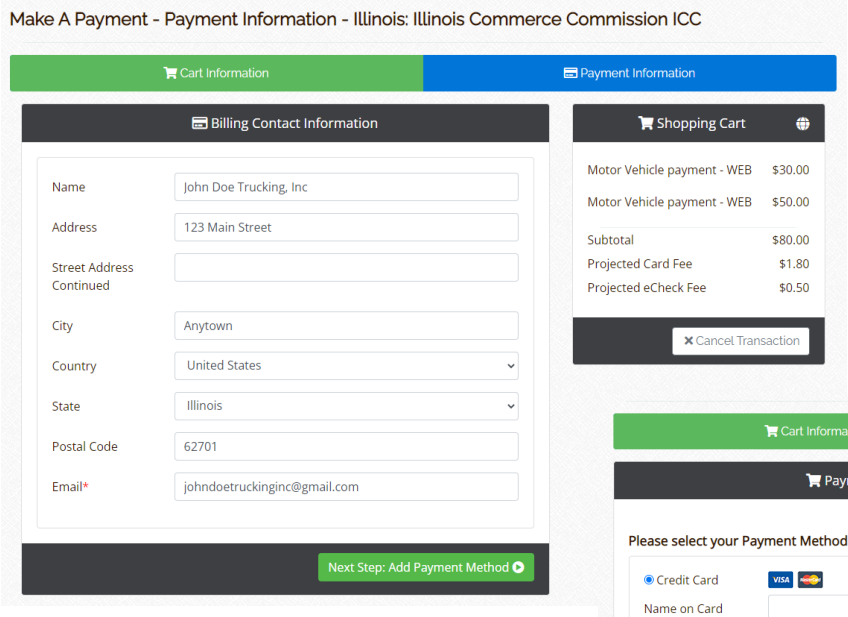


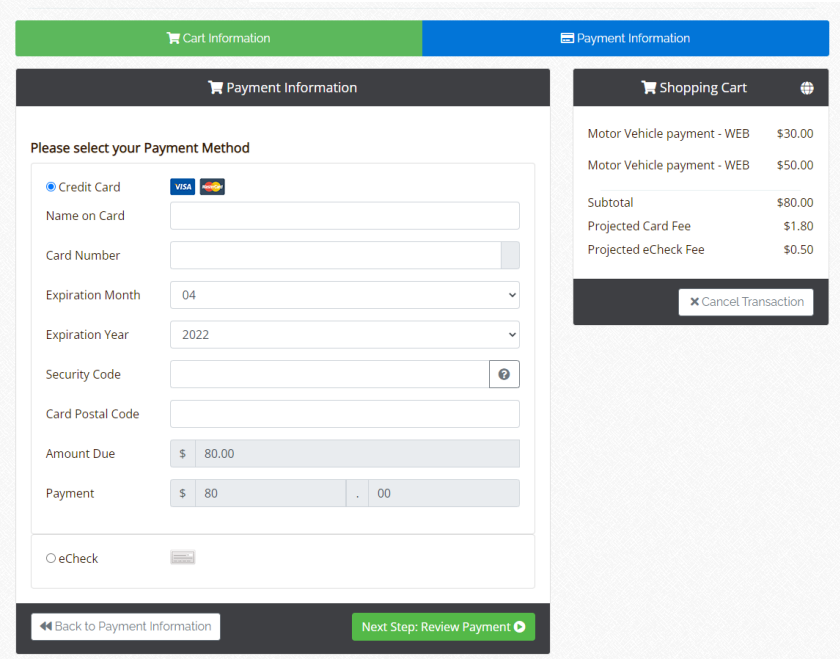
Final Checkout

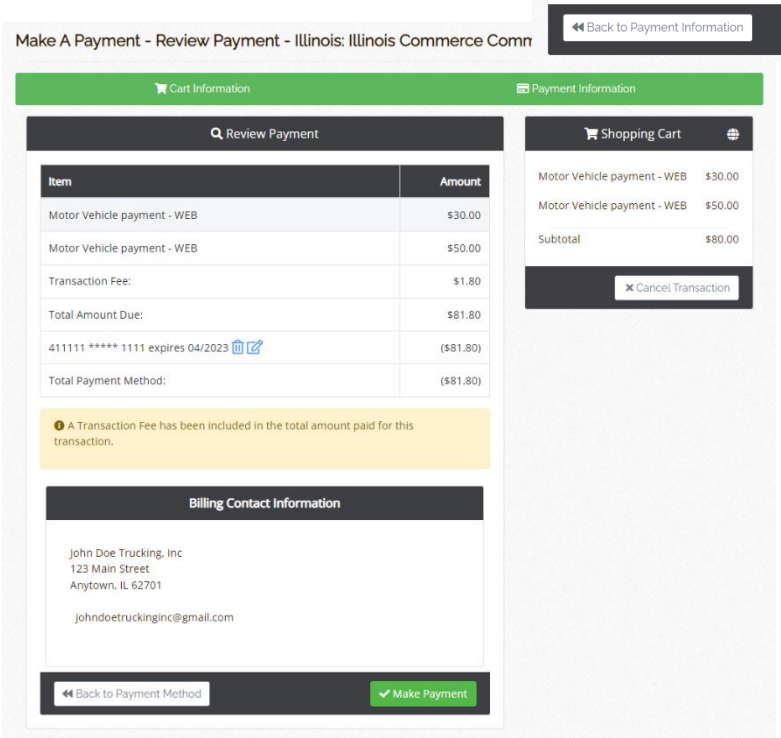
- Once you have completed the Cab Card Purchase or if you chose not to purchase Cab Cards, you will be directed to the final checkout process.
- It is important to verify the information in the shopping cart and ensure it is correct.
- The following screens depict the checkout process.






Make A Payment - Payment Information - Illinois: Illinois Commerce Commission ICC
Cart Information
Payment Information
Billing Contact Information
Name
John Doe Trucking, Inc
Address
123 Main Street
Street Address Continued
City
Anytown
Country
United States
State
Illinois
Postal Code
62701
Email*
johndoetruckinginc@gmail.com
Next Step: Add Payment Method
Shopping Cart
Motor Vehicle payment - WEB $30.00
Motor Vehicle payment - WEB $50.00
Subtotal $80.00
Projected Card Fee $1.80
Projected eCheck Fee $0.50
Cancel Transaction


Cart Information
Payment Information
Payment Information
Please select your Payment Method
Credit Card
Name on Card
Card Number
Expiration Month
04
Expiration Year
2022
Security Code
Card Postal Code
Amount Due
$ 80.00
Payment
$ 80 . 00
eCheck
Back to Payment Information
Next Step: Review Payment
Shopping Cart
Motor Vehicle payment - WEB $30.00
Motor Vehicle payment - WEB $50.00
Subtotal $80.00
Projected Card Fee $1.80
Projected eCheck Fee $0.50
Cancel Transaction


Make A Payment - Review Payment - Illinois: Illinois Commerce Comm
Cart Information
Payment Information
Review Payment
Item
Amount
Motor Vehicle payment - WEB $30.00
Motor Vehicle payment - WEB $50.00
Transaction Fee: $1.80
Total Amount Due: $81.80
411111 ***** 1111 expires 04/2023 ($81.80)
Total Payment Method: ($81.80)
A Transaction Fee has been included in the total amount paid for this transaction.
Billing Contact Information
John Doe Trucking, Inc
123 Main Street
Anytown, IL 62701
johndoetruckinginc@gmail.com
Back to Payment Method
Make Payment
Shopping Cart
Motor Vehicle payment - WEB $30.00
Motor Vehicle payment - WEB $50.00
Subtotal $80.00
Cancel Transaction

Completing the Payment Process

- Upon checkout you will be presented with a receipt screen indicating your payment has been approved.

Thank You for Your Payment

Approved

4/25/2022 11:51 AM Central Standard Time

Customer Name John Doe Trucking, Inc

Effective Date

4/25/2022

Approved 20000027

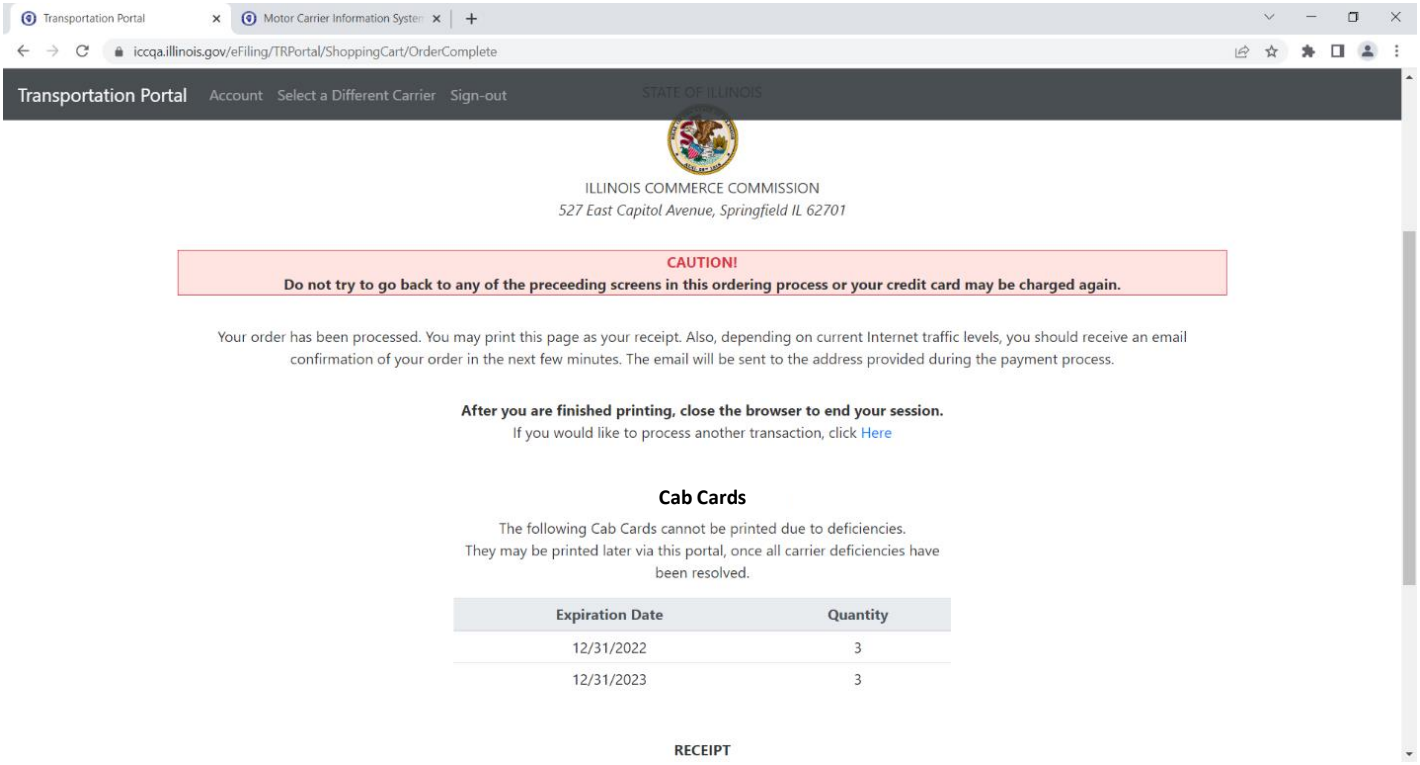
Item	Amount
Motor Vehicle payment - WEB	$80.00
Subtotal:	**$80.00**
Transaction Fee:	$1.80
Total Charged to: Visa ***** 1111	**$81.80**
Total Amount Paid:	**$81.80**

Collection Mode: Web

Payment Details

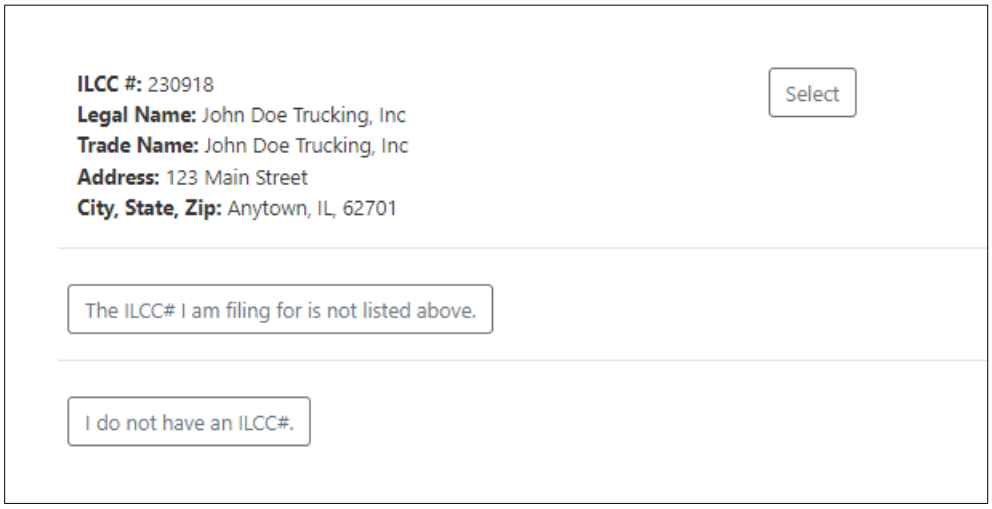
Motor Vehicle payment - WEB
John Doe Trucking, Inc - $80.00

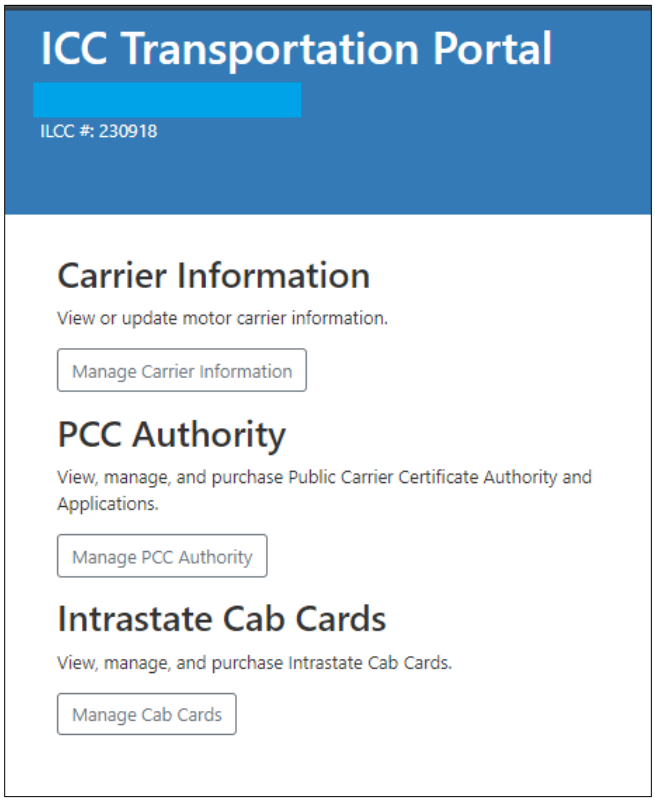
A Transaction Fee has been included in the total amount paid for this transaction.


Transportation Portal
Motor Carrier Information Syster
iccqa.illinois.gov/eFiling/TRPortal/ShoppingCart/OrderComplete
Transportation Portal
Account
Select a Different Carrier
Sign-out
STATE OF ILLINOIS
ILLINOIS COMMERCE COMMISSION
527 East Capitol Avenue, Springfield IL 62701
CAUTION!
Do not try to go back to any of the preceeding screens in this ordering process or your credit card may be charged again.
Your order has been processed. You may print this page as your receipt. Also, depending on current Internet traffic levels, you should receive an email confirmation of your order in the next few minutes. The email will be sent to the address provided during the payment process.
After you are finished printing, close the browser to end your session.
If you would like to process another transaction, click Here
Cab Cards
The following Cab Cards cannot be printed due to deficiencies.
They may be printed later via this portal, once all carrier deficiencies have been resolved.
Expiration Date
Quantity
12/31/2022
3
12/31/2023
3
RECEIPT

Checking the Status of your Filing

- You can now go back into the portal and check the status of your filing.
- It is important to remember that your filing must be reviewed by ICC staff to ensure there are no deficiencies that will prevent the issuing of the Certificate.
- You will additionally be sent an automated email that will ask you to file insurance information.
- Once all deficiencies have been corrected you will be able to print your new Public Carrier Certificate and Cab Cards (if purchased).
- The portal also allows for you to update Carrier Information and make changes to information previously provided.





After You Apply

Now that you have applied for your Public Carrier Certificate (PCC) and purchased Cab Cards (if required) you have set the process in motion for the Illinois Commerce Commission to review your documentation and determine if a Public Carrier Certificate will be granted.

Commission staff will carefully review the application that you have submitted and determine if there are deficiencies that need to be remedied prior to granting the PCC. Your insurance company will need to submit proof of the proper insurance through the eInsurance Portal. Other common deficiencies that may occur are corporations that are not in Good Standing or are not registered with the Illinois Secretary of State's office, sole proprietors/general partners not submitting an Assumed Business Name Certificate from their county of domicile, or incomplete information in the application. You will be notified via email and U.S. Postal Service of any deficiencies that need to be remedied prior to the Commission dismissing your application.

Once all deficiencies have been remedied the Commission will grant your PCC and you will receive an email with the documentation. This will also allow you to go back into the Portal and print previously purchased Cab Cards.

As a reminder, you can update information such as phone numbers and email address on the Portal at any time.

If you have further questions, please feel free to contact the Information & Processing Section of the Bureau of Transportation at icc.transportationprocessing@illinois.gov or 217-782-4654 (option 7).