Registering an External User Account in VirginiaMCS

Before registering for a VirginiaMCS account, you must have an IFTA or IRP account. If you have one of these accounts, great! If you do not, visit our page with more information on <u>IFTA</u> and <u>IRP</u>.

Follow these steps to complete the user registration process.

1. Go to virginiamcs.com. Click on the green ENTER button.



2. A *Notice and Warning* window will appear. Read the statement and click the green **I ACCEPT** button to proceed to the login screen.



3. The login screen will appear. Click on the green button that says **Register as an External MC Business Customer**.

Virginia Mc	tor Carrier System				
VirginiaMCS External User Registration					
Register as an External MC Business Customer 🔶					
VirginiaMCS Secure Login					
DMV UserID or Email					
Password					
RESET PASSWORD	LOGIN →				

4. Enter your 5-digit VirginiaMCS customer number or IRP Account Number, then click the **FINISHED, GO!** button.



Your VirginiaMCS number can be found on your IFTA Invoice or IRP Invoice as shown below.

		VirginiaM	ICS Number			
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TEST IFTA/IRP ACCOUNT 123 ABC LANE RICHMOND VA 23229	Virginia/KCS Number: 58859 Filet Identifier: 01 Supplement Number: 000 Invoice Number: 1900142 Total Number of Decals: 1					
INTERNATION	AL FUEL	TAX AGRE	EMENT (IF	TA)		
OUTSTANDING INVOICE	DUE DATE	AMOUNT	PAYMENT	CREDITS	AMOUNT DUE	7
FTA Acct: VA777778899 Supp: 0 - NEW ACCOUNT	04/29/2020	\$10.00	\$0.00	\$0.00	\$10.00	0
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5. Complete the MC External Business Customer Registration form. All fields are required. When done, click the green **FINISHED**, **GO**! Button

Note: Your email address must be the same as the one you provided as the primary contact (officer or owner of the company). If a different email address is entered, your user account will be submitted for approval before you can login.

Virginia Mo	tor Carrier System
MC External Business C User Email	ustomer Registration
First Name	
Middle Name	
Last Name	
Phone	
Security Question/Answer 1	
Security Question/Answer 2	
Security Question/Answer 3	
	•
+ BACK	Finished, got 🔶

6. If your Customer Registration form was submitted successfully, you will return to the VirginiaMCS login screen where you'll receive your VirginiaMCS User ID. You will also receive an email containing a temporary password that is good for 24 hours.

Note: Only the primary contact will receive automatic login information. All other users will be reviewed by the DMV Motor Carrier Services IFTA/IRP team to ensure privileges are granted to the appropriate requestors. Once approved, the user(s) will be sent welcome emails, including login credentials.

Virginia Motor Carrier System				
VirginiaMCS External User Registration				
Register as an External MC Business Customer 🔸				
VirginiaMCS Secure Login				
Your VirginiaMCS UserID is XXXXXX We have sent you an email; make sure your company system allows emails from VirginiaMCS.com. You need to log in with that temporary password. You may contact Motor Carrier Services at (804) 249- 5130 (voice), (800) 272-9268 (deaf and hearing impaired only), or by email at iftairp@dmv.virginia.gov.				
DMV UserID or Email Password				
RESET PASSWORD LOGIN ->				

 Use the temporary password provided in the email to set up a permanent password. Refer to <u>Logging in to VirginiaMCS for the First Time</u> for help with accessing your External MC Business Customer account. VirginiaMCS User Registration Temporary Inbox ×

no-reply@tst.virginiamcs.com

Dear John Smith, Below is the temporary password to use for the first time when logging into VirginiaMCS.com WXYZ@xx1234567

This password expires in 24 hours.

Remember to use VirginiaMCS.com for all your IFTA and IRP credential and tax filing needs.

To opt in or out of receiving e-notices, update your Motor Carrier Services Account online or contact Motor Carrier Services at (804) 249-5130 (volce), (800) 272-3268 (deaf and hearing impaired only), or <u>iterp@dmx.vignia.gov</u>.

This is an automated notice. Please do not reply. Motor Carrier Services Virginia DMV 804-248-5130 (<u>www.dmvNOW.com</u> Superior Service | Secure Credentials | Saving Lives