

# Procedures for the Unified Carrier Registration (UCR) Plan Auto-Renew Program

## 1. Project Overview:

- a. The UCRs Auto-Renewal program provides UCR Registrants with options for the new registration period. If the registrant joins this program, their UCR registration will automatically renew on an annual basis, on, or shortly after the opening of the new registration year. The process will continue as long as the Registrant agrees to the terms outlined in the UCR Auto-renew Policy.

The Registrant authorizes the UCR to automatically renew their business for the applicable registration fee bracket. The fee bracket is determined by the number of commercial motor vehicles (CMVs) the Registrant has listed on their USDOT profile. The Registrant is encouraged to update their MCS-150 at least 30 days prior to the new registration period.

The Auto-renew agreement can be canceled at any time up to the start of the new registration period. To cancel the Auto-renew agreement simply log into the UCR Portal at [www.ucr.gov](http://www.ucr.gov), email the UCR Helpdesk or by following the unsubscribe information link on each auto-renew email notification. There are no limits to the number of times a Registrant can opt-in or opt-out of the Auto-renew program.

## 2. Mission:

- a. Provide all eligible Registrants a secure and efficient auto-renew option for their unified carrier registration (UCR) renewal.

## 3. Definitions:

- a. **Auto-renew means:** a process that allows an eligible registrant to opt-in and choose to have the system automatically renew their annual UCR registration.
- b. **UCR Registrant means:** A motor carrier, motor private carrier, broker, leasing company or freight forwarder.
- c. **Motor Carrier means:** means a person providing motor vehicle transportation for compensation.
- d. **Motor Private Carrier means:** A person, other than a motor carrier, transporting property by motor vehicle when the transportation is as provided in 49 U.S.C. Section 13501, the person is the owner, lessee, or bailee of the property being transported and the property is being transported for sale, lease, rent, or bailment or to further a commercial enterprise.

- e. **Broker means:** A person who, for compensation, arranges, or offers to arrange, the transportation of property by an authorized motor carrier. Motor carriers, or persons who are employees or bona fide agents of carriers, are not brokers within the meaning of this section when they arrange or offer to arrange the transportation of shipments which they are authorized to transport and which they have accepted and legally bound themselves to transport.
  - f. **Freight Forwarder (FF) means:** an intermediary between transportation companies that import and export goods.
  - g. **Leasing Company means:** a lessor that is engaged in the business of leasing or renting for compensation motor vehicles without drivers to a motor carrier or motor private carrier.
  - h. **Registration year means:** a calendar year (CY). *The period of 365 days (or 366 days in leap years) starting from the first of January.*
  - i. **Renewal Period means:** with respect to a registration year, the later of the period of October 1 through December 31 of the immediately preceding year, or, if the Board has made a fee level change recommendation to the USDOT Secretary, the three month period from the date the fee rulemaking becomes effective for the new registration year.
  - j. **USDOT means:** United States Department of Transportation (USDOT).
  - k. **MCS-150 means:** Motor Carrier Services (MCS) 150, the 150 is just a designation. The MCS-150 is the basic description of your operation to the USDOT. This form helps the FMCSA track several important metrics relating to carriers and describes, in general, their business operations.
- 4. Registrant participation or opt-in options for auto-renew, include:**
- a. Anytime during the current year registration, or after the current year registration is complete, provided that the registrant has complied with all the eligibility requirements in the current year's registration, as defined in section 5 below.
- 5. Registrants are split into four registration categories:**
- a. Motor Carrier and Motor Private Carriers must agree to the following four requirements to be eligible to participate in the auto-renew program.
    - 1. Must use Option "A", this option calculates the number of commercial motor vehicles (CMVs) owned or operated subject to the UCR fees as reported on the Registrants most recently filed

MCS-150 with the United States Department of Transportation (USDOT);

2. Must register in a UCR bracket that is consistent with the number of CMVs listed on their most recent MCS- 150 profile or in bracket "1" for zero CMVs;
  3. Must pay with a credit card and agree to allow the UCR system to securely store and use that credit card for the future auto-renew;
  4. Must have a valid email address, which is specific and accessible to the registrant. The email on the Registrants MCS-150 profile will be used for the UCR's Auto-Renew program.
- b. Brokers and FF must agree to the following three requirements to be eligible to participate in the auto-renew program.
1. Option "A" for these Registrants means they will register in fee bracket "1" because they do not operate CMVs or are exempted from counting their CMVs;
  2. Must pay with a credit card and agree to allow the UCR system to securely store and use that credit card for the future auto-renew;
  3. Must have a valid email address, which is specific and accessible to the registrant. The email on the Registrants MCS-150 profile will be used for the UCR's Auto-Renew program.
- c. Businesses with Multiple Operating Authorities.
1. When a business holds more than one type of authority from U.S. DOT under the same legal entity and is both a motor carrier and a broker/FF, the business is required to pay only one UCR fee. However, the UCR Tier is determined by the higher of the two possible rates (number of CMVs).
  2. When a business has two or more related corporations or partnerships under different USDOT numbers, they must pay the UCR separately for each USDOT number.
  3. Must use Option "A", this option calculates the number of commercial motor vehicles (CMVs) owned or operated subject to the UCR fees as reported on the Registrants most recently filed MCS-150 with the United States Department of Transportation (USDOT);
  4. Must register in a UCR bracket that is consistent with the number of CMVs listed on their most recent MCS- 150 profile or in bracket "1" for zero CMVs;
  5. Must pay with a credit card and agree to allow the UCR system to securely store and use that credit card for the future auto-renew;

6. Must have a valid email address, which is specific and accessible to the registrant. The email on the Registrant's MCS-150 profile will be used for the UCR's Auto-Renew program.
- d. Leasing Companies must agree to the following requirements to be eligible to participate in the auto-renew program.
1. Leasing companies are split into two categories.
    - a. Leasing companies in the business of leasing or renting motor vehicles without drivers to interstate motor carriers are not required to register with U.S. DOT and obtain a DOT number, if they do not operate any vehicles. Such leasing companies are still subject to the UCR and are required to register in Tier 1, which will require the leasing company to obtain a free U.S. DOT number through FMCSA.
    - b. The FMCSA considers a leasing company that makes interstate movements of any of its vehicles from place to place over the highway for its own reasons or for the convenience of a customer, to be a private motor carrier of property that is required to register and obtain a DOT number. Under this scenario, the leasing company will register in the UCR Tier based on the number of commercial motor vehicles listed on its USDOT Profile.
  2. Must use Option "A", this option calculates the number of commercial motor vehicles (CMVs) owned or operated subject to the UCR fees as reported on the Registrants most recently filed MCS-150 with the United States Department of Transportation (USDOT); Leasing companies that do not operate CMVs will Pay in Tier 1.
  3. Leasing companies that operate CMVs must register in a UCR bracket that is consistent with the number of CMVs listed on their most recent MCS- 150 profile;
  4. Must pay with a credit card and agree to allow the UCR system to securely store and use that credit card for the future auto-renew;
  5. Must have a valid email address, which is specific and accessible to the registrant. The email on the Registrants MCS-150 profile will be used for the UCR's Auto-Renew program.

## **6. Communication policy:**

- a. Registrants must have a valid email address on file, which is specific and accessible to the registrant. The email on the Registrants MCS-150 profile will be used to communicate renewals, system updates and receipts. The email address on file can only be changed by updating their MCS-150. If a carrier requests State users to change their email address in the NRS, state users will only be allowed to provide direction on updating their MCS-150.
- b. Registrants will receive at least three notifications prior to being charged for the new registration year confirming their intent to proceed with auto-renewal. The first notice will be emailed approximately 30 days in advance, the second approximately 10 days in advance and the final notice approximately 3 days prior to renewal.
- c. A link to confirm your renewal will be available on the three email notifications to allow the Registrant to confirm the information is correct and instruct the NRS to proceed with auto-renew. Once the Registrant confirms their intent to allow the system to proceed with the auto-renew, the NRS will stop sending the notification emails.
- d. The registrant will have the option to opt-out through a link provided on each of the renewal notifications.

## **7. Events triggering a notification email to a Registrant:**

- a. New registration year notice.
- b. Confirmation and receipt of successful registration.
- c. The UCRs National Registration System (NRS) receives an MCS-150 update that indicates the Registrants USDOT number is now inactive.
- d. Expiring credit card, notice to update prior to auto-renew.
- e. The NRS receives an MCS-150 update with new power unit numbers that change the UCR registration fee bracket.
- f. The Registrant has not verified their email address.
- g. The Registrants email on their MCS-150 has changed and needs to be re-verified.
- h. The Registrants email has bounced recently and needs to be re-verified.

## **8. Auto-renewal registration period:**

- a. The NRS will begin the UCR registration on, or shortly after the opening of the new registration year.
- b. The Registrant will receive a link to update and/or confirm their credit card payment information prior to auto-renew.

- c. The Registrant will receive an email notification for the current registration year that includes;
  - i. Number of CMVs listed on their MCS-150;
  - ii. The UCR Tier/Bracket and amount owed;
  - iii. The last four digits of the Credit Card on file and the expiration date of that card.
- d. The Registrant will be emailed a receipt provided by the NRS upon successful registration.
- e. The Registrant will have the option to opt-out of the UCR auto-renewal program on every auto-renew email notification.

**9. Opt-out policy:**

- a. The Registrant will receive and have the option to opt-out of the UCR auto-renewal program on every auto-renew email notification.
- b. Once the registration has been completed by the Auto-renew process, a refund will not be issued (unless proven otherwise) if confirmation was completed by the Registrant.

**10. Legal Notice:**

- a. The Website offers eligible registrants the option to elect to participate in an ongoing/recurring payment plan for registration fees. By electing the option to participate in this ongoing/recurring payment plan, you consent to enrollment in such plan. Accordingly, upon expiration of the initial term of your registration under this plan, your registration will auto-renew for consecutive one (1) year periods (each period called a "Renewal Term"), unless you cancel in accordance with the cancellation instructions provided for in this Agreement. The initial term of your registration under this plan, together with any Renewal Terms, is referred to as the "Term" of this Agreement. The registration fee charged for any automatic renewal term will be the same as that during the immediately prior term unless we have given you written notice of a registration fee change at least 30 days before the end of that prior term, in which case the registration fee change will be effective upon renewal and thereafter. Payment for all subsequent Renewal Terms shall be charged to the payment method chosen by you for the term immediately preceding it, unless changed or cancelled by you. If you fail to cancel before the first day of a Renewal Term, your registration will be renewed at the registration fee in effect at the time of renewal, without any additional action by you, and you hereby authorize payment to be charged to your designated payment method for that amount at that time.