

Vendors - How to Renew a Boat Registration

From your sidebar, access VEHICLE REGISTRATIONS. Search for the Customer using: first name, last name, business name, address, etc. **Searching by phone number and email address coming soon. You can also search by: HIN, Registration Number. Select SEARCH.



Rebecca IdahoParksRec
Vendor Staff

- Invoices
- Vehicle Registrations
- Accounting
- Administration

Vehicle Registrations

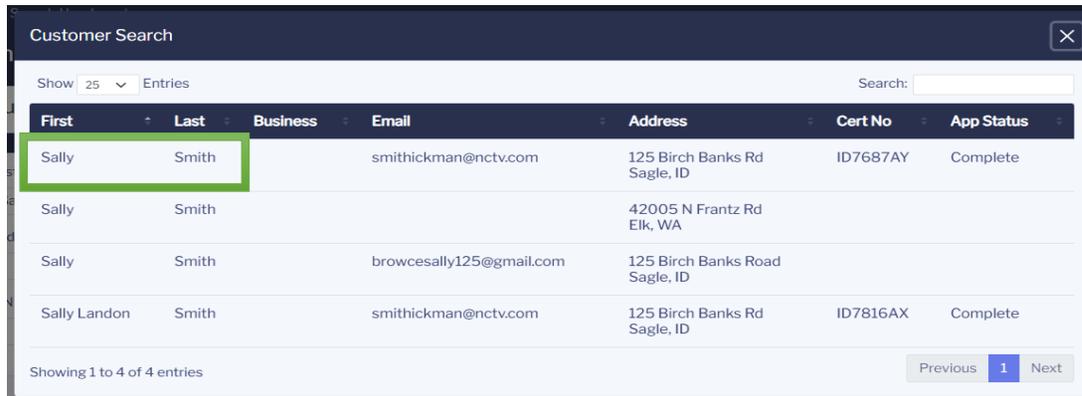
Customer Search Clear Create Customer Search

First Name	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State / Province
<input type="text"/>	<input type="text"/>	State <input type="text"/>
HIN	Registration Number	Sticker Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

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If the customer has a common name, a list will populate to choose from. Ensure you are selecting the correct customer. Customers may have duplicate profiles with Boat records in both, or either. If you don't find the boat in the first profile, research and try the other profile(s). **Duplicate profiles will be cleaned up soon!

Select Customer.



Customer Search

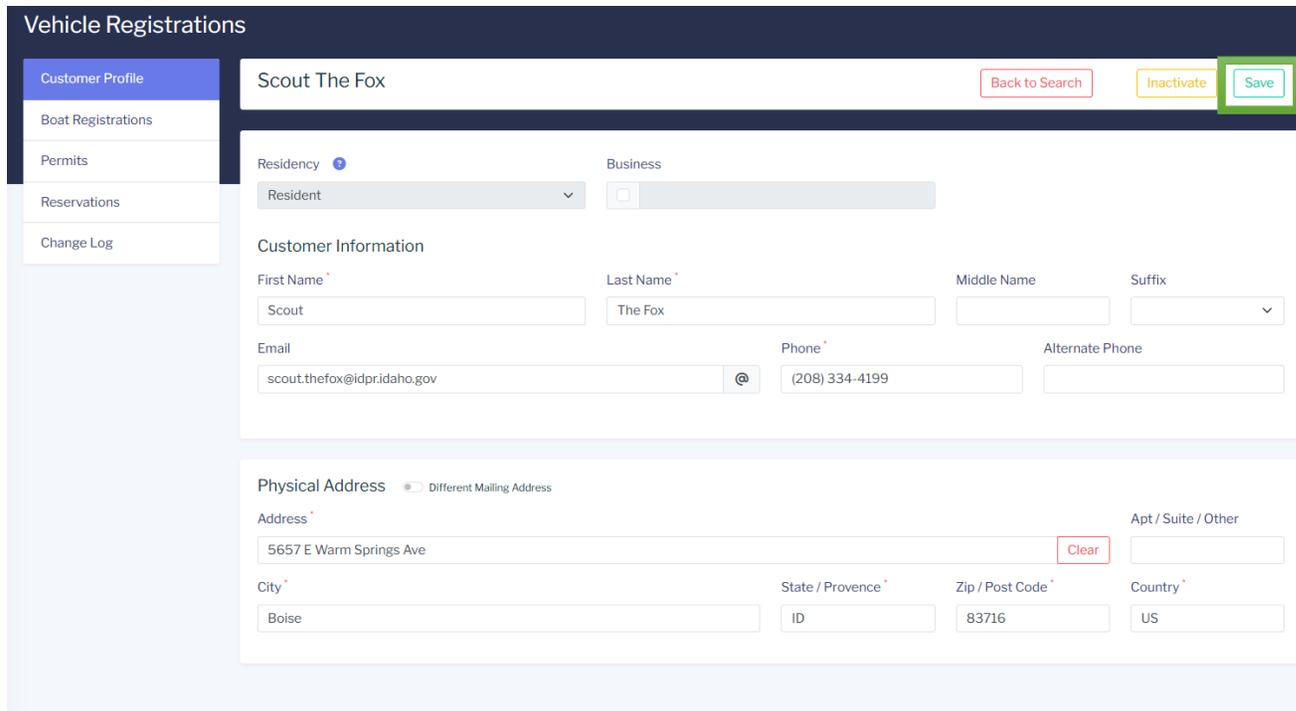
Show 25 Entries Search:

First	Last	Business	Email	Address	Cert No	App Status
Sally	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7687AY	Complete
Sally	Smith			42005 N Frantz Rd Elk, WA		
Sally	Smith		browcesally125@gmail.com	125 Birch Banks Road Sagle, ID		
Sally Landon	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7816AX	Complete

Showing 1 to 4 of 4 entries

Previous 1 Next

Update any profile information needed and select SAVE.



Vehicle Registrations

Customer Profile

Boat Registrations

Permits

Reservations

Change Log

Scout The Fox

Back to Search Inactivate Save

Residency Business

Resident

Customer Information

First Name * Last Name * Middle Name Suffix

Email @ Phone * Alternate Phone

Physical Address Different Mailing Address

Address * Apt / Suite / Other

City * State / Province * Zip / Post Code * Country *

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Select BOAT REGISTRATIONS, then select the boat to renew.

The screenshot shows the 'Boat Registrations' page for a customer named 'Scout The Fox'. On the left sidebar, 'Boat Registrations' is highlighted in blue. The main content area shows a table with one registration entry. The 'Expiration' date 'Dec 31 2024' is highlighted with a green box. A 'New Registration' button is visible in the top right corner.

ID	No.	Date	Expiration	Type	Vehicle Information
675100 Complete	ID6592ZE	Thu Jul 31 2025 08:22:41	Dec 31 2024	Registration	HIN: HDE12345D525 Manufacturer: HYDE DRIFT BOATS Year: 2025 Length: 14 ft - 6 in

Showing 1 to 1 of 1 entries

Review the boat information. If the record needs to be updated, instruct the customer to call IDPR at 800-247-6332, Option #3. From the RENEW REGISTRATION drop-down, select RENEW & PAY to check out with only this registration. Select RENEW & ADD TO CART to add other items to the cart before checking out.

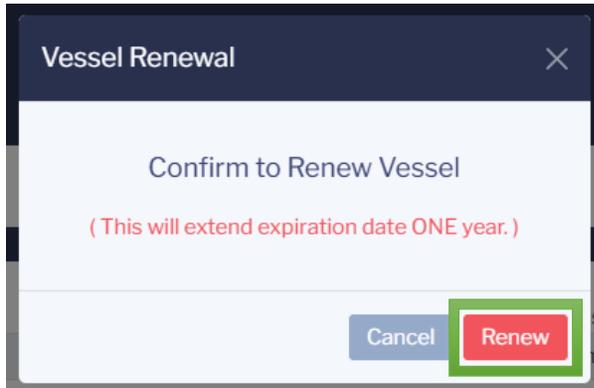
The screenshot shows the 'Registration Overview' page for 'Scout The Fox'. The 'Registration Overview' menu item is highlighted in blue. The page displays registration details for ID6592ZE, including the status 'Complete' and expiration date '12/31/2024'. A dropdown menu for 'Renew Registration' is open, with 'Renew & Pay' highlighted in green. Below this, a table provides detailed vehicle information.

Registration Number		Status	
ID6592ZE		Complete	12/31/2024

Vehicle Information			
HIN	HDE12345D525	Boat Type	Open Motorboat
HIN Status	Not Questionable	Color (Primary)	Pink
Sticker No	B25-071483	Color (Secondary)	Camo
Length	14 ft 6 in	Engine Drive	Outboard
Manufacturer / Make	HYDE DRIFT BOATS	Fuel Type	Gas
Model	SCOUT SCOOTER	Hull Material	Aluminum
Model Year	2025	Propulsion Type	Propeller
Year Built	2025	Use Area (Primary)	18 Elmore
Boat Description		Use Area (Secondary)	34 Owyhee

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Confirm to renew boat by selecting RENEW.



You are now at the Customer's Invoice.

32-00523787 OPEN Done x Scout The Fox Due \$31.50

Invoice Customer History

First Scout Last The Fox Email scout.thefox@idpr.idaho.gov

Description	Quantity	Price	Total
Boat 12' and Under	1	17.00	17.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price			\$31.50

Payment Reservations Items / Fees

Balance 31.50 Total Paid 0.00 Payment 31.50

Vendor Collected

Select or Swipe

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Assign a sticker to each product in the invoice by selecting SELECT STICKER. If the sticker in hand is not in the default list shown, you can type in the number in the search field. Select the sticker.

Description	Quantity	Price	Total
Boat Over 12 Ft		Select Sticker	
	1	17.00	17.00
Per foot over 12 feet	3	2.00	6.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price			\$37.50

Available Sticker Numbers

Search

B25-062189 B25-070446 B25-071483 B25-079588 B25-085318

B25-096212 B25-096213 B25-096214 B25-096215 B25-096216

If you choose the wrong sticker, simply select REMOVE STICKER, and re-select.

Description	Quantity	Price	Total
Boat Over 12 Ft		Remove Sticker	
Sticker No: B25-071483			

MAKE SURE THE STICKER YOU ARE PHYSICALLY HANDING TO THE CUSTOMER MATCHES THE STICKER YOU HAVE SELECTED IN THE INVOICE!

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You are now ready to process payment. Collect and process payment in your business's payment system FIRST. Once the transaction is complete, select VENDOR COLLECTED.

32-00523787 OPEN Done X Scout The Fox Due \$31.50

Invoice Customer History

First Scout Last The Fox Email scout.thefox@idpr.idaho.gov

Payment Reservations Items / Fees

Balance 31.50 Total Paid 0.00 Payment 31.50

Vendor Collected

< Select or Swipe

Description	Quantity	Price	Total
Boat 12' and Under Sticker No: B25-082175			
	1	17.00	17.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price			\$31.50

Once an Invoice has a \$0.00 balance, the RECEIPT button will appear.

02-00068227 OPEN Done X Rebecca Honsinger Idaho Parks Recreation \$0.00

Invoice Customer History **Receipt**

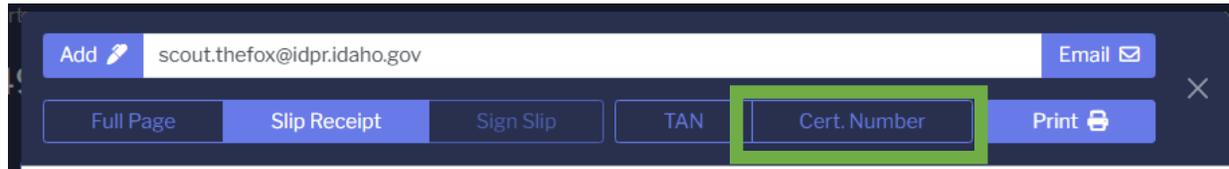
First Rebecca Last Honsinger Email rebecca.honsinger@idpr.idaho.gov

Payment Reservations Items / Fees Camping Day Use

Balance → 0.00 Total Paid 161.00 Payment 0.00

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Select RECEIPT. You can print the customer a cash drawer receipt or email them a copy. **YOU MUST PRINT THE CERT. NUMBER** – this is the Customer’s official Registration Paperwork. Select CERT. NUMBER.



Select PRINT.

A screenshot of a software interface showing a navigation menu and a form. The navigation menu at the top has buttons for "Full Page", "Slip Receipt", "Sign Slip", "TAN", "Cert. Number", and "Print". The "Print" button is highlighted with a green rectangular box. Below the menu is a form with the following content:

ISSUE DATE: 7/31/25 REGISTRATION: ID6592ZE BOAT REGISTRATION:
B25-071483

BOAT INFORMATION:		CUSTOMER #: 337906		FEES:	
HIN:	HDE12345D525	Propulsion Type:	Propeller	Registration:	\$30.00
Make:	HYDE DRIFT BOATS	Fuel Type:	Gas	Admin Fees:	\$7.50
Year:	2025	Max Horsepower:	150	Total Paid:	\$37.50
Length:	14 Ft 6 In	Color:	Pink / Camo	USE AREA:	
Hull Material:	Aluminum	Description:		STATE OF PRINCIPAL USE: ID	
Type of Boat:	OPEN MOTORBOAT	Title:		PRIMARY USE: 18 Elmore	
Model:	SCOUT SCOOTER	Title State:		SECONDARY USE: 34 Owyhee	
Type of Use:	Pleasure				
Engine Drive:	Outboard				

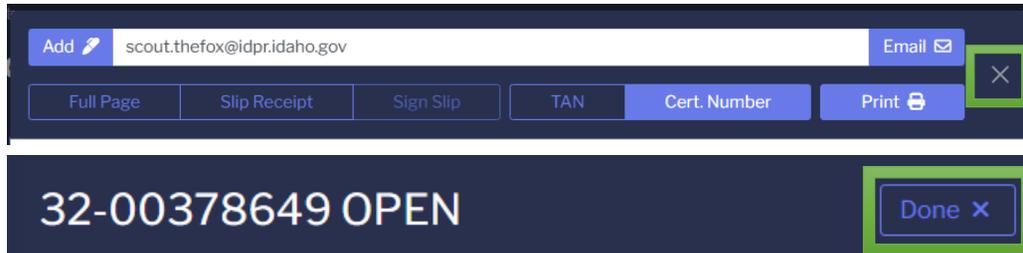
OWNER #1: Scout The fox
5657 E Warm Springs Ave
Boise, ID 83716

OWNER #2: Ida Parks
5657 E Warm Springs Ave Boise, ID 83716

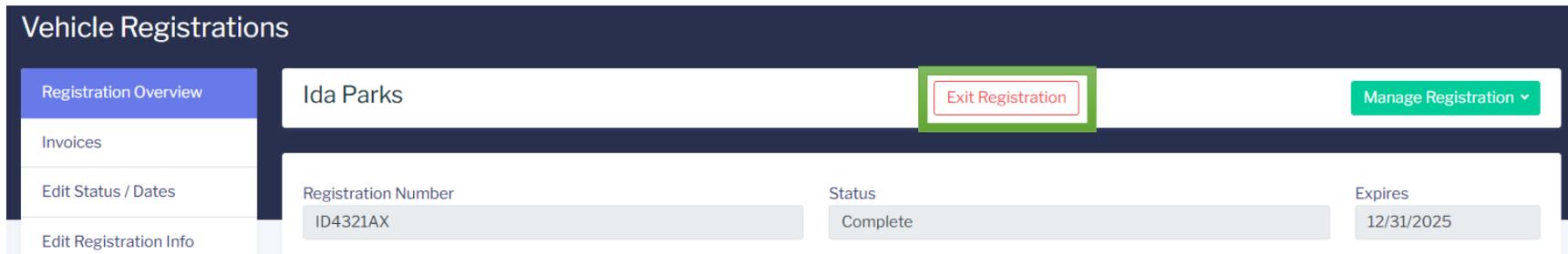
12/31/25

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To get back to the CUSTOMER SEARCH SCREEN, select the X to close the print window, then DONE.



Select VEHICLE REGISTRATIONS from your sidebar, then EXIT REGISTRATION.



Select CUSTOMER PROFILE, then BACK TO SEARCH.



YES, IT IS A LOT OF CLICKS... BUT YOU WILL GET USED TO IT!

DOWN THE ROAD, THIS FINAL PIECE MAY BE SIMPLIFIED