



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

September 12, 2022 10:51 AM



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## Overview

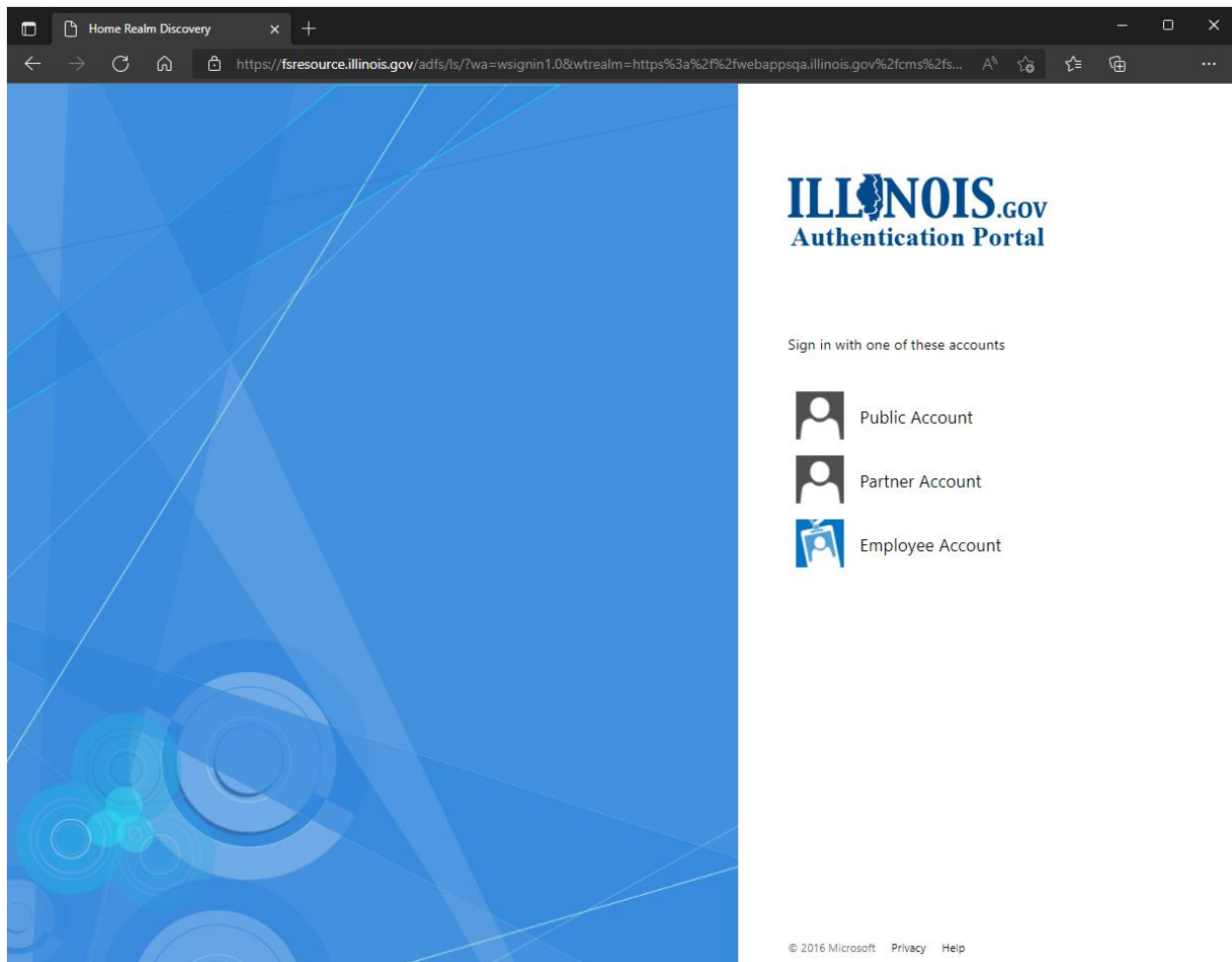
The Illinois Commerce Commission has implemented an electronic system for accepting applications for Public Carrier Certificates and the purchase of Cab Cards. The URL for this system is:

<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 it to [icc.transportationprocessing@illinois.gov](mailto:icc.transportationprocessing@illinois.gov).





## Welcome Page

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

1. Select the appropriate box

Transportation Portal Account Select a Different Carrier Sign-out

### ICC Transportation Portal

I already have an ILCC#.

I do not have an ILCC#.

## 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#.

Transportation Portal Account Select a Different Carrier Sign-out

### ICC Transportation Portal

#### ILCC # Search

You have indicated that you do not have an ILCC #. However, you may still have been issued an ILCC# from a previous interaction with the ICC, such as an Administrative Citation.

Please use the following link to search the ICC's Motor Carrier Information System for your entity.

[Motor Carrier Information System Entity Search.](#)

I verify that I do not have an ILCC # and wish to continue.

Cancel Next

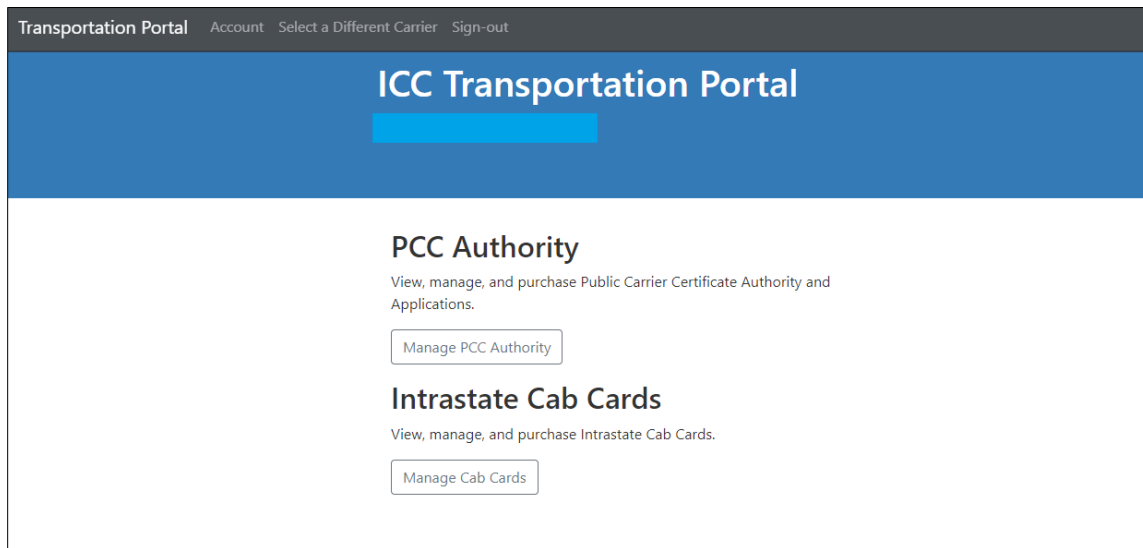


## Filing for a Public Carrier Certificate

### PCC Authority

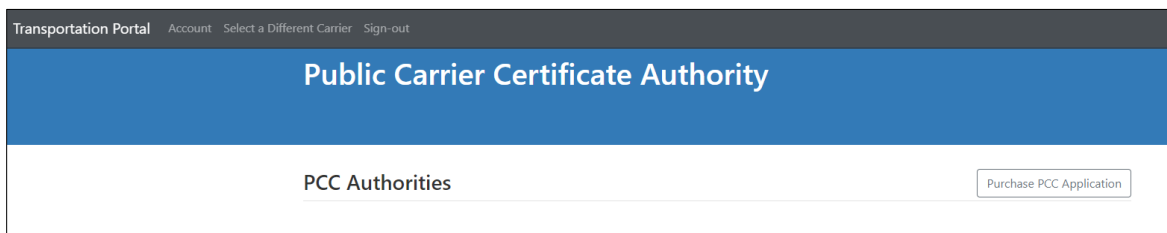
#### Manage PCC Authority

- 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

[PCC Application Instructions](#)

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Business Type: Corporation | State of Incorporation: ILLINOIS

Legal Name:  | Trade Name:

FEIN or SSN: FEIN | FEIN/SSN #: XXXXXXXXXXX

Transportation Portal Account Select a Different Carrier Sign-out

### Application for Public Carrier Certificate

[PCC Application Instructions](#)

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#### PART 1. IDENTITY OF APPLICANT

#### Business Information

---

Phone (999-999-9999 x999):  | Email Address:

Address:

City:  | Country: USA | State: ILLINOIS | Zip Code:

Transportation Portal Account Select a Different Carrier Sign-out

### Application for Public Carrier Certificate

[PCC Application Instructions](#)

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#### PART 1. IDENTITY OF APPLICANT

#### Mailing Address

---

Mailing address is same as business address.

Mail Address:

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



Transportation Portal Account Select a Different Carrier Sign-out

## Application for Public Carrier Certificate

[PCC Application Instructions](#)

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

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**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

## Application for Public Carrier Certificate

[PCC Application Instructions](#)

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

#### Section 2

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**Instructions**

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

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| Type of commodities transported   | Insurance Required |
|---|--------------------|
| Property (non-hazardous)<br><input checked="" type="radio"/> No <input type="radio"/> Yes<br>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.<br><input checked="" type="radio"/> No <input type="radio"/> Yes<br>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.<br><input checked="" type="radio"/> No <input type="radio"/> Yes<br>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.<br><input checked="" type="radio"/> No <input type="radio"/> Yes<br>Category D   | \$5,000,000        |



## 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

[Previous](#) [Next](#)

## 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

Unprocessed agricultural commodities, milk in bulk, commodities in dump - type vehicles or ordinary livestock carried on each vehicle at any one time

No  Yes

#### Insurance Required

\$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

Previous

Next

## 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

Previous

Next



## 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](#)

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#### Please Review the Application

Filing Fee: \$50.00

Type of Application (check one):  
Initial Application

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#### PART 1. IDENTITY OF APPLICANT

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|                        |                        |        |
|------------------------|------------------------|--------|
| 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

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|              |                         |            |               |
|--------------|-------------------------|------------|---------------|
| Mail Address |                         |            |               |
|              |                         |            |               |
| Mail City    | Mail Country            | Mail State | Mail Zip Code |
|              | Please Select a Country |            |               |

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#### 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.

### Application for Public Carrier Certificate

Would you like to purchase Intrastate Cab cards for this PCC Application?

If you are solely an intrastate carrier, operating only within Illinois, you are required to purchase intrastate cab cards. However, if you also operate as an interstate carrier and subject to Unified Carrier Registration ("UCR"), you are exempt from the requirement to purchase intrastate cab cards from the Illinois Commerce Commission.

### Intrastate Cab Cards

Intrastate Cab Cards

If you are solely an intrastate carrier, operating only within Illinois, you are required to purchase intrastate cab cards. However, if you also operate as an interstate carrier and subject to Unified Carrier Registration ("UCR"), you are exempt from the requirement to purchase intrastate cab cards from the Illinois Commerce Commission.

### Intrastate Cab Card Order Form

|                                |   |
|--------------------------------|---|
| ILCC #                         | Legal Name  |
| <input type="text" value="0"/> | <input type="text" value="John Doe Trucking, Inc"/> |

Trade Name

#### 2022 Intrastate Cab Cards

| Quantity                       | Price                             | Total                              |
|--------------------------------|-----------------------------------|------------------------------------|
| <input type="text" value="6"/> | <input type="text" value="5.00"/> | <input type="text" value="30.00"/> |

Expiration Date



## 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.

### PCC Authority

View, manage, and purchase Public Carrier Certificate Authority and Applications.

[Manage PCC Authority](#)

### Intrastate Cab Cards

View, manage, and purchase Intrastate Cab Cards.

[Manage Cab Cards](#)

### Shopping Cart

| Fee Code                                     | Total   |
|--|---------|
| STAMP ORDER                                  | \$0.00  |
| INTRASTATE STAMP (PUBLIC SAFETY CERTIFICATE) | \$30.00 |
| PUBLIC CARRIER CERTIFICATE                   | \$50.00 |
| <b>Total Amount Due</b>                      |         |
| \$80.00                                      |         |

3 Item(s)

[Checkout](#)

### Shopping Cart Items

| Fee Code                                     | Fee Amount | Quantity | Total   |
|--|------------|----------|---------|
| STAMP ORDER                                  | \$0.00     | 1        | \$0.00  |
| INTRASTATE STAMP (PUBLIC SAFETY CERTIFICATE) | \$5.00     | 6        | \$30.00 |
| PUBLIC CARRIER CERTIFICATE                   | \$50.00    | 1        | \$50.00 |
| <b>Total Amount Due</b>                      |            |          |         |
| \$80.00                                      |            |          |         |

[Empty Shopping Cart](#)

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### Please Read

Please review the following items. If you see an item you do not want or want to change a quantity for an item, please press the "Continue Shopping" button and cancel the items you ordered or change the quantity.

When you are ready to pay, press the "Proceed with Checkout" button. You will be redirected to a payment website. Follow the onscreen instructions. When you are finished paying you will be redirected back to the Transportation Portal website to receive your confirmation number and to print your receipt. After a successful payment a confirmation email will also be sent to the email address provided by you. Failure to receive a confirmation number indicates that there was a problem with your payment and you should contact the Illinois Commerce Commission via phone at **217-782-4654, option 7** or via eMail at [ICC.TransportationProcessing@illinois.gov](mailto:ICC.TransportationProcessing@illinois.gov).

I verify that I understand that electronic check transactions will be assessed a \$0.50 Service Fee and all credit card transactions will be assessed a Credit Card Service Fee of 2.35% of the transaction amount or a minimum amount of \$1.00, whichever is higher. This Service Fee will be calculated during checkout.

Name

Email Address

Title

Confirm Email Address

[Continue Shopping](#)
[Proceed to Checkout](#)



# Public Carrier Certificate & Cab Card Portal User Guide

## 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        |
| <b>Subtotal:</b>                            | <b>\$80.00</b> |
| Transaction Fee:                            | \$1.80         |
| <b>Total Charged to:</b><br>Visa ***** 1111 | <b>\$81.80</b> |
| <b>Total Amount Paid:</b>                   | <b>\$81.80</b> |

**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.



# Public Carrier Certificate & Cab Card Portal User Guide

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 preceding 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.

**ILCC #:** 230918 Select

**Legal Name:** John Doe Trucking, Inc

**Trade Name:** John Doe Trucking, Inc

**Address:** 123 Main Street

**City, State, Zip:** Anytown, IL, 62701

---

The ILCC# I am filing for is not listed above.

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I do not have an ILCC#.

### ICC Transportation Portal

ILCC #: 230918

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#### Carrier Information

View or update motor carrier information.

Manage Carrier Information

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#### PCC Authority

View, manage, and purchase Public Carrier Certificate Authority and Applications.

Manage PCC Authority

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#### Intrastate Cab Cards

View, manage, and purchase Intrastate Cab Cards.

Manage Cab Cards





## 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](mailto:icc.transportationprocessing@illinois.gov) or 217-782-4654 (option 7).