



- 1) Go to <http://dtr.cleanairactionplan.org>
- 2) Enter your DTR username and password.
- 3) Click on the **Log In** button.

# **Transferring a Paid Fee from One VIN to Another VIN**



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[Home](#) [Truck Registry Wizard](#) [DTR Summary](#) [Fee Payment](#)

## Clean Trucks Program

Welcome to the Clean Trucks Program Drayage  
Please choose from the menu options above to view

Pay Fees

Payment Options

What I have paid

Manage Paid Trucks

## Truck Registry

Summary or manage your fleet.



4) Select ***Fee Payment /Manage Paid Trucks***.



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[Home](#) [Truck Registry Wizard](#) [DTR Summary](#) [Fee Payment](#)

Source VIN

Target VIN

	VIN	Plate Number	Country Code	State	LA Paid	LB Paid		VIN	Plate Number	Country Code	State
<input checked="" type="radio"/>	1FUPACYB2NH516221	9A93586	US	CA	True	True	<input type="radio"/>	1FUJACA892LJ40338	9D54993	US	CA
<input type="radio"/>	2XKAD29X8LM543810	9A93586	US	CA	True	True	<input type="radio"/>	1FUFDZYB2YPH40245	9D55119	US	CA
<input type="radio"/>	1xkwdb9x1yj842754	9b04986	US	CA	True	True	<input type="radio"/>	1FUFDSEB4YPG38215	9D55120	US	CA
<input type="radio"/>	1HSRKEMR2PH528049	9B10389	US	CA	True	True	<input type="radio"/>	1FUFDZSB5YPB87645	9D55123	US	CA
<input type="radio"/>	1FUJ3EDB2TH678718	9B31969	US	CA	True	True	<input checked="" type="radio"/>	1FUFDSEB4YLG65261	9D55124	US	CA
<input type="radio"/>	1FUFDSEB7NP519258	9B36746	US	CA	True	True	<input type="radio"/>	1FUFDSEB6XP976016	9D55125	US	CA
<input type="radio"/>	1FUJDCYB0PH494329	9B38872	US	CA	True	True	<input type="radio"/>	1FUJAHCG31LH72402	9D55126	US	CA
<input type="radio"/>	1fuyssb0xla41736	9B39196	US	CA	True	True	<input type="radio"/>	1FU5NMCB6XPA74497	9D59415	US	CA
<input type="radio"/>	1XP5DB9X55D861758	9B39234	US	CA	True	True	<input type="radio"/>	1FUJACA881LJ40331	9D64767	US	CA

5) Select the VIN that you wish to move a payment *from* from the **Source VIN** column (left-hand side). Select the VIN that you wish to move a payment *to* from the **Target VIN** column (right-hand side). This must be done one VIN at a time. Note: only trucks that are fully registered in the DTR will show on the right. To register a new truck, please select **Truck Registry Wizard - Add/Edit Trucks**.



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# San Pedro Bay Ports Clean Air Action Plan



[Home](#) [Truck Registry Wizard](#) [DTR Summary](#) [Fee Payment](#)

Source VIN

	VIN	Plate Number	Country Code	State	LA Paid	LB Paid
<input type="radio"/>	1FUYPDXYB5PP488748	CP36877	US	CA	True	True
<input type="radio"/>	1XKADB9X1YR842166	LP41562	US	CA	True	True
<input type="radio"/>	1FUYSSEB6YLF19403	VP02410	US	CA	True	True
<input type="radio"/>	1FUJAHCG41PF96677	VP31661	US	CA	True	True

Target VIN

	VIN	Plate Number	Country Code	State
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[Move Payment](#)

6) Click on the **Move Payment** button at the bottom of the page. Note: clicking this button transfers the fee immediately and permanently (i.e. once the transfer is done it cannot be undone).



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# San Pedro Bay Ports Clean Air Action Plan



[Home](#) [Truck Registry Wizard](#) [DTR Summary](#) [Fee Payment](#)

Source VIN

Target VIN

	VIN	Plate Number	Country Code	State	LA Paid	LB Paid		VIN	Plate Number	Country Code	State
<input checked="" type="radio"/>	2XKAD29X8LM543810	9A93697	US	CA	True	True	<input type="radio"/>	1FUJACA892LJ40338	9D54993	US	CA
<input type="radio"/>	1xkwdb9x1yj842754	9b04986	US	CA	True	True	<input type="radio"/>	1FUJDZYB2YPH40245	9D55119	US	CA
<input type="radio"/>	1HSRKEMR2PH528049	9B10389	US	CA	True	True	<input type="radio"/>	1FUJDSEB4YPG38215	9D55120	US	CA
<input type="radio"/>	1FUJ3EDB2TH678718	9B31969	US	CA	True	True	<input type="radio"/>	1FUJDSZB5YPB87645	9D55123	US	CA
<input type="radio"/>	1FUJDSEB7NP519258	9B36746	US	CA	True	True	<input checked="" type="radio"/>	1FUJDSEB6XP976016	9D55125	US	CA
<input type="radio"/>	1FUJDCYB0PH494329	9B38872	US	CA	True	True	<input type="radio"/>	1FUJAHCG31LH72402	9D55126	US	CA
<input type="radio"/>	1fuyssse0xla41736	9B39196	US	CA	True	True	<input type="radio"/>	1FU5NMCB6XPA74497	9D59415	US	CA
<input type="radio"/>	1XP5DB9X55D861758	9B39234	US	CA	True	True	<input type="radio"/>	1FUJACA881LJ40331	9D64767	US	CA
<input type="radio"/>	1FUJDCXB6NH526330	9B45095	US	CA	True	True	<input type="radio"/>	1FUJDMDB4TP613575	9D69299	US	CA

7) The screen will refresh and automatically return to the **Fee Payment /Manage Paid Trucks** screen. Note: both of the VINs selected for fee transfer are now **absent** from this screen – this indicates that the one-time permanent transfer was completed successfully.

# **Verifying Transfer of Fee**



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# San Pedro Bay Ports Clean Air Action Plan



[Home](#) [Truck Registry Wizard](#) [DTR Summary](#) [Fee Payment](#)

## Clean Trucks Program Drayage Truck Registry

Welcome to the Clean Trucks Program Drayage Truck Registry.  
Please choose from the menu options above to view your DTR Fleet summary or manage your fleet.



8) Select ***DTR Summary***.

Select **Edit** to make necessary changes or add information for a truck.

Select **Delete** to remove a truck from the DTR.

To **pay truck fees**, select the checkbox in the **Fee** column, then select **Pay Fees** at the bottom of the page to view Port totals Due or Paid (limited to one page at a time).

To pay for **ALL** eligible trucks, select the **Pay All Fees** checkbox, then select **Pay Fees**.

 Not eligible = concession application is not approved and/or truck information is not complete

Add New Truck

Pay All Fees

Edit	Delete	Label	Make	Model	Year	VIN	RFID No.	Plates	Truck Info Complete	Fee
<a href="#">Edit</a>	<a href="#">Delete</a>								No	Not eligible
<a href="#">Edit</a>	<a href="#">Delete</a>								No	Not eligible
<a href="#">Edit</a>	<a href="#">Delete</a>								No	Not eligible
<a href="#">Edit</a>	<a href="#">Delete</a>		Freightliner	USF-1E	1994	1FUJDSEB9RH413281		9A46084 (CA)	Yes	Paid (LA), Paid (LB)
<a href="#">Edit</a>	<a href="#">Delete</a>		Freightliner	FLA USF-1E High	1992	1FUPACYB2NH516221		9A90406 (CA)	Yes	<input type="checkbox"/> Fee Due (LA), Fee Due (LB)
<a href="#">Edit</a>	<a href="#">Delete</a>		Kenworth	T600	1990	2XKAD29X8LM543810		9A93697 (CA)	Yes	Paid (LA), Paid (LB)

<a href="#">Edit</a>	<a href="#">Delete</a>		Freightliner	FLD112	1996	1FUJ3MCRXTP569697		9D49207 (CA)	Yes	Paid (LA), Paid (LB)
<a href="#">Edit</a>	<a href="#">Delete</a>		Freightliner	USF-1E	2000	1FUJDSEB4YLG65261		9D55124 (CA)	Yes	Paid (LA), Paid (LB)
<a href="#">Edit</a>	<a href="#">Delete</a>		Freightliner	USF-1E	1995	2FUJDCXB7SA640822		9B56393 (CA)	Yes	Paid (LA), Paid (LB)

9) To verify that a fee has been transferred correctly from one VIN to another VIN you must **locate each VIN separately** on this screen and review its status in the **Fee** column. There is currently no other way to verify fee transfers in the DTR. Note: all trucks must have a valid RFID number in the DTR to gain access to port terminals.

# Additional Process

If you purchased a 2007 compliant truck *prior to October 1, 2008* which is registered and paid under a current concession in the DTR, you may be eligible for a partial or full cargo fee exemption. If your truck(s) meet this criterion, please call **1-866-721-5686**.