

Registering an External User Account in VirginiaMCS

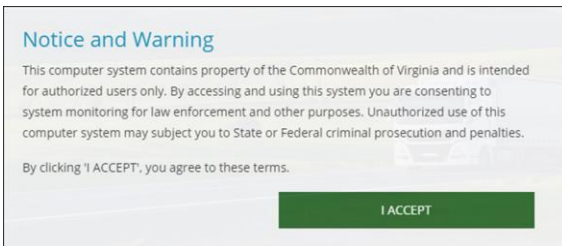
Before registering for a VirginiaMCS account, you must have an IFTA or IRP account. If you have one of these accounts, great! If you do not, visit our page with more information on [IFTA](#) and [IRP](#).

Follow these steps to complete the user registration process.

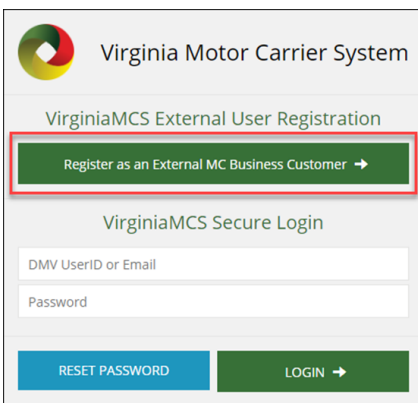
1. Go to virginiamcs.com. Click on the green **ENTER** button.



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**.



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.

VirginiaMCS Number

OUTSTANDING INVOICE	DUE DATE	AMOUNT	PAYMENT	CREDITS	AMOUNT DUE
IFTA Acct: VA77778899 Supp: 0 - NEW ACCOUNT	04/29/2020	\$10.00	\$0.00	\$0.00	\$10.00

IRP Account Number

FEE DESCRIPTION	AMOUNT DUE	TOTAL DUE
Registration Fees Due VA	\$352.80	

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 Motor Carrier System

MC External Business Customer Registration

User Email

First Name

Middle Name

Last Name

Phone

Security Question/Answer 1

Security Question/Answer 2

Security Question/Answer 3

← BACK FINISHED, GO! →

- 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 xxxxxxxx. 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 [Logging in to VirginiaMCS for the First Time](#) for help with accessing your External MC Business Customer account.

VirginiaMCS User Registration Temporary [inbox x](#)

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@x1234567

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 (voice), (800) 272-9268 (deaf and hearing impaired only), or ftairp@dmv.virginia.gov.

This is an automated notice. Please do not reply.

Motor Carrier Services

Virginia DMV

804-249-5130 | www.dmvNOW.com

Superior Service | Secure Credentials | Saving Lives