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
4) Select **Fee Payment /Manage Paid Trucks**.
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.
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).
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
8) Select **DTR Summary**.
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.