1) Go to https://pdtr.cleanairactionplan.org
2) Enter your DTR username and password.
3) Click on the **Log In** button.
4) Select **Trucks**
5) Click on the Substitute Fees button.

6) The system will automatically determine if your account has any paid Non-Compliant trucks and any unpaid 2007-Compliant trucks. The lists are presented on the next page.
7) The Steps and Rules are on the web page, shown above. In general, you can only move the Annual Truck Fee (ATF) payment from a “paid” Non-Compliant Truck to an “unpaid” 2007-Compliant truck, and the payments cannot switch between ports.

8) Click on the radio buttons to select the trucks and ports to substitute, then click on the Transfer button. When complete, click on the Next button.
9) This screen shows the Annual Truck Fee(s) being transferred – the “From” to the “To” truck, by port. If you want to delete one or more of the transfers before finishing, just click on Remove. (You cannot remove transfers from the list by going back to the previous page.)

10) Click on the Finish button to complete the substitution.
To Verify the substitution, click on the Trucks link.

You can see the Annual Fee expiration dates for the truck receiving the substitution.

Note – You can also click on the Reports link at the top right and run the Fee Substitution Report.