

Driver ID Card Request Instructions

Sign onto the Billing Usage System (BUS)

If you do not have access to the Billing Usage System (BUS) you will need to e mail your requests with all of the required information to one of the e-mail addresses below. Prior to signing into the BUS and creating your requests you will need to gather **required** information. Go to second page of this document to see required information.

From the Main Menu under the search option select "Driver ID Card Request."
To check the program for any active card reports select "search." If your agency has an active card report that is in the "Draft" status you may click on the Edit field, under Action and add each of your line items to the draft report by clicking onto the "Add Line Item." All fields are required when you are adding a card request. If you select "Create New Card Report" before doing a search of card requests and one already exists, you will get a message in red telling you that one already exists.

If your agency does not have an active card report, you will need to create one.

From the Main Menu, select "Driver ID Card Request." Then, select "Create New Card Report." Using the calendar, select the requesting month/day then click continue to start a draft. Under "Report Details" select "Add line Item" This will bring up the line item request that will need to be filled out for each person. Do not select the "Submit to Fleet" until you have entered all of your requests. After adding all of the requests by using the "Add" and "Add Line Item" you will need to check the certification box that the report is accurate and select "Submit to Fleet."

You may also check the status of your requests by using the "Search" option. Look under the "Status" column to see where your request is at in the process. If your request is in the "Rejected" status be sure to check the notes area of the request for the reason it was rejected.

To make a change to an existing primary record you will need to access the Motor Pool Online Reservation Portal.

<https://infocenter.dot.nd.gov/Infocenter/FAReservationsPortal/ReservationLogin.aspx>

To remove/delete an employee primary record you will need to e-mail the employee's full name and employee ID number to -Info-DOT State Fleet

[Main Menu](#)

Add Card Request Line Item

*Emp ID:

*Last Name:

*First Name:

*Work City:

*Business Unit:

*Dept ID:

*Work Phone:

*E-mail:

*DL Exp Date: 

*Motor Pool Office:

Notes:

Above is the information you will need to collect for each new entry.