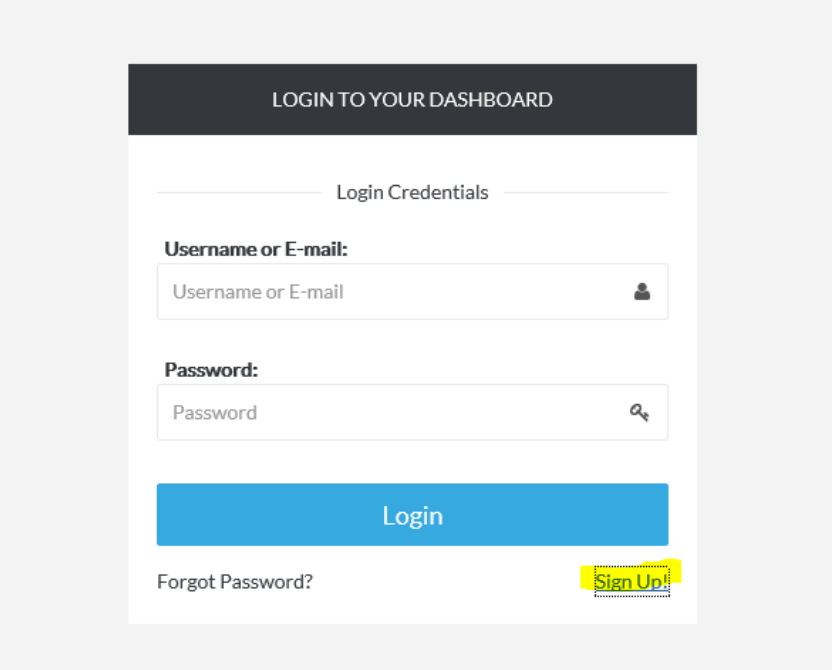
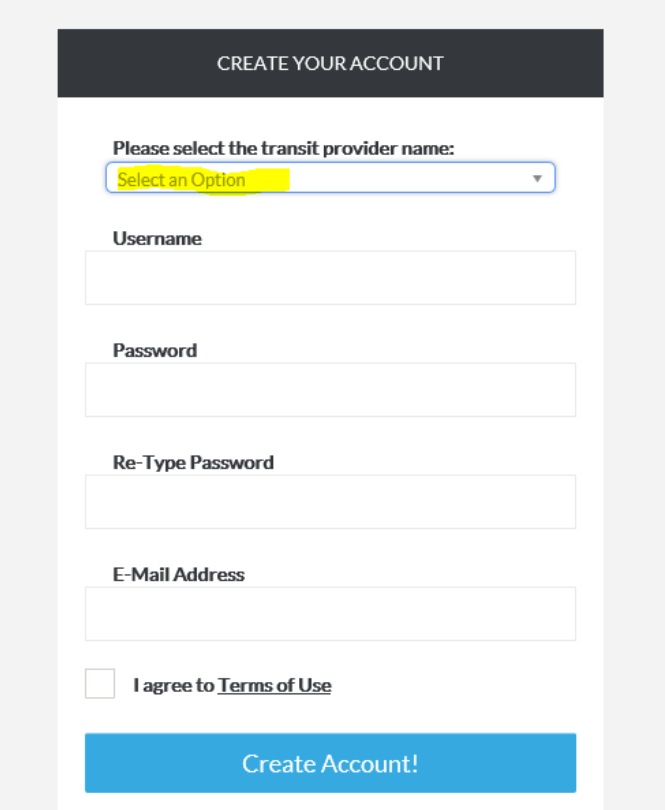
5310 Annual Vehicle Usage Report

BASIC INSTRUCTIONS

1. Create an account at https://invoice.nebraskatransit.com/register.php

   1a. Click on Sign Up!





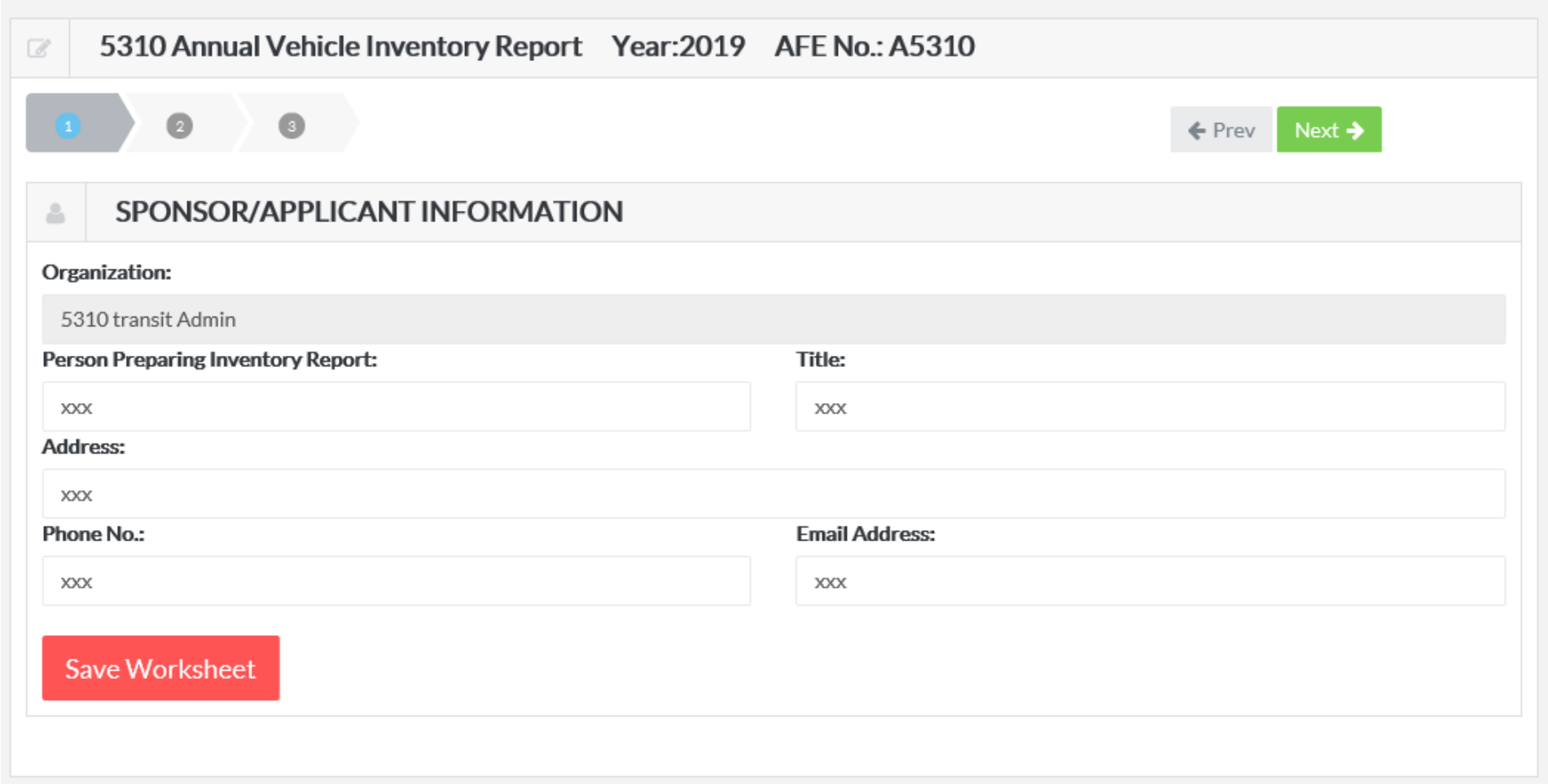
   1b. Select your organization from the drop down menu.

   1c. Create a user name and password and click Login.

1. To submit your report log in at https://invoice.nebraskatransit.com/.
2. You will be directed to your dashboard .
3. Click Vehicles.
4. Click Submit A Usage Report to open the report.

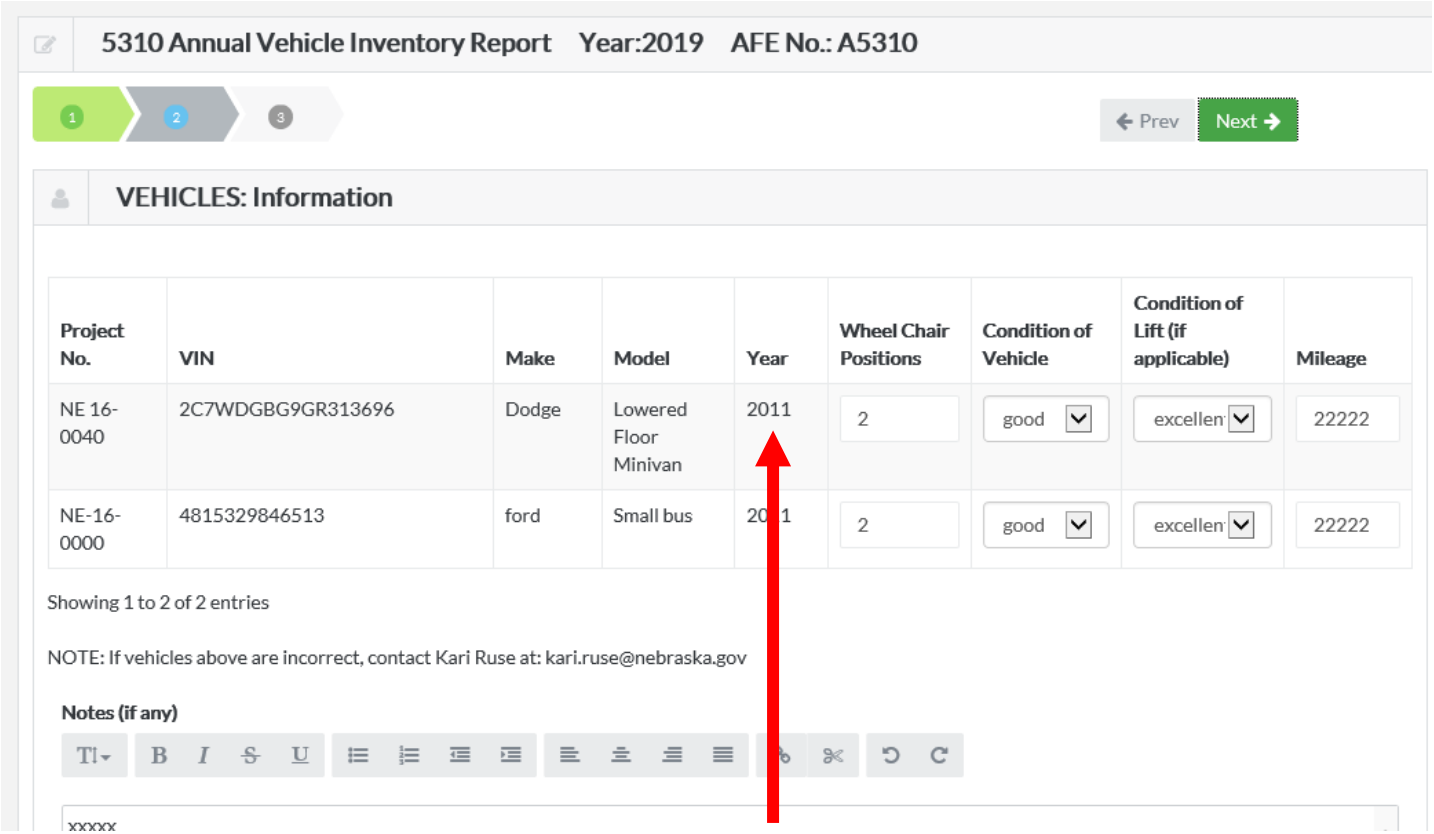
WORKSHEET 1

1. **Complete information requested**
2. **Save Worksheet**
3. **Click green Next tab**



WORKSHEET 2

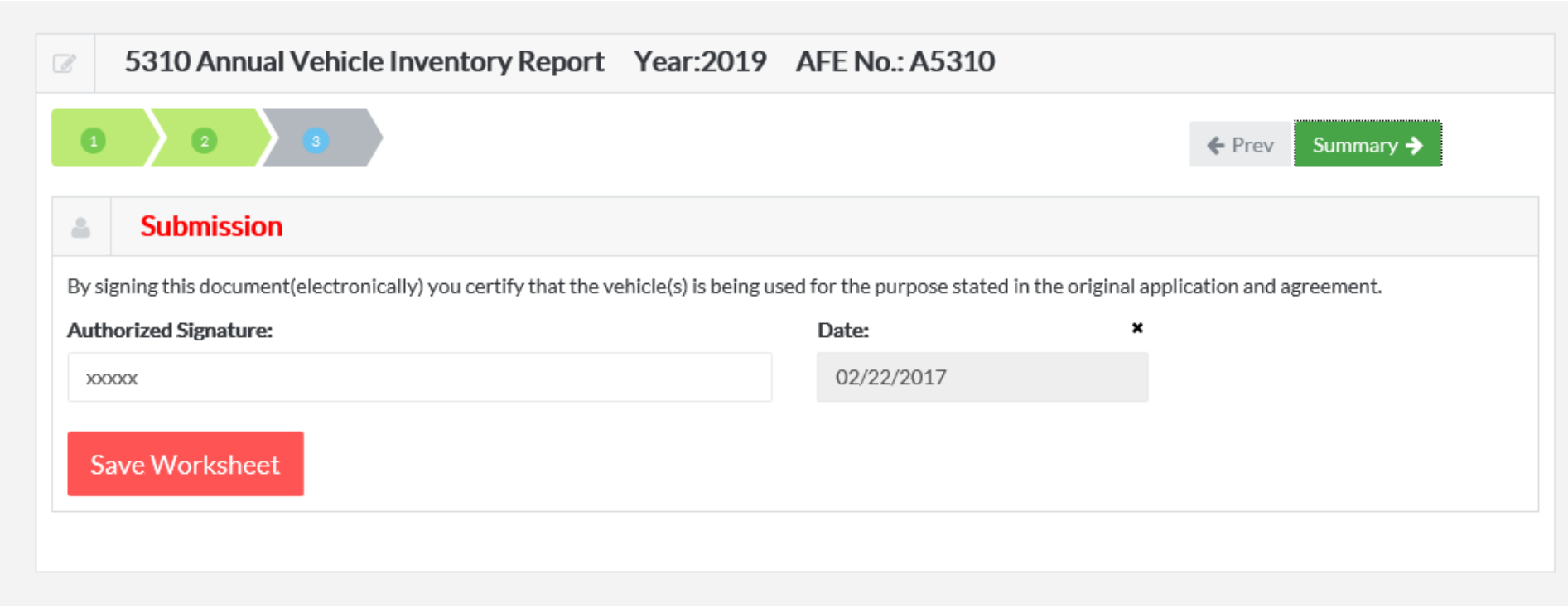
1. **Vehicles will auto-populate ****
2. **Rate the Condition of Vehicle and Lift (if applicable.)**
3. **Notes field available for additional information**
4. **Save Worksheet**
5. **Click**



****Only vehicles that require an annual report will appear on your dashboard. You should see only Federally-funded vehicles from 2012 and older. If you have vehicles that require an annual report but are not in your reporting dashboard, please contact Kari Ruse. 402-479-4694, kari.ruse@nebraska.gov.**

WORKSHEET 3

1. **Complete Report Submitted by information**
2. **Save Worksheet**
3. **Click to the Summary page. Please note you will receive an error message if one or more of the worksheets was not saved.**



SUMMARY PAGE

1. **Download PDF to save or print for your records**
2. **Return to your Dashboard if you don't want to submit the report**
3. **Submit Report**

NDOR Nebraska Department of Roads

5310 Annual Vehicle Inventory Report

Public Transit

For any questions please email:			wayne.masek@nebraska.gov		
Organization:	5310 transit Admin	Year:	2019	AFE No:	A5310
Person Preparing this Report:	xxx		Title:	xxx	
Address:	xxx				
Phone No.:	xxx		Email:	xxx	

VEHICLES: Information

Project No.	VIN	Make	Model	Year	Wheel Chair Positions	Condition of Vehicle	Condition of Lift (if applicable)	Mileage
NE 16-0040	2C7WDGBG9GR313696	Dodge	Lowered Floor Minivan	2011	2	good	excellent	22222
NE-16-0000	4815329846513	ford	Small bus	2011	2	good	excellent	22222

By signing this document(electronically) you certify that the vehicle(s) is being used for the purpose stated in the original application and agreement.

Authorized Signature:	xxxxx	Date:	02/22/2017

SUBMIT REPORT RETURN TO DASHBOARD DOWNLOAD PDF