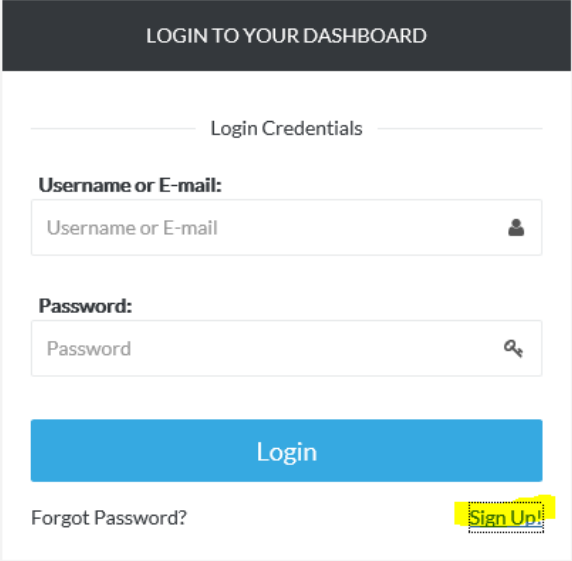


# 5310 Annual Vehicle Usage Report

## BASIC INSTRUCTIONS

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

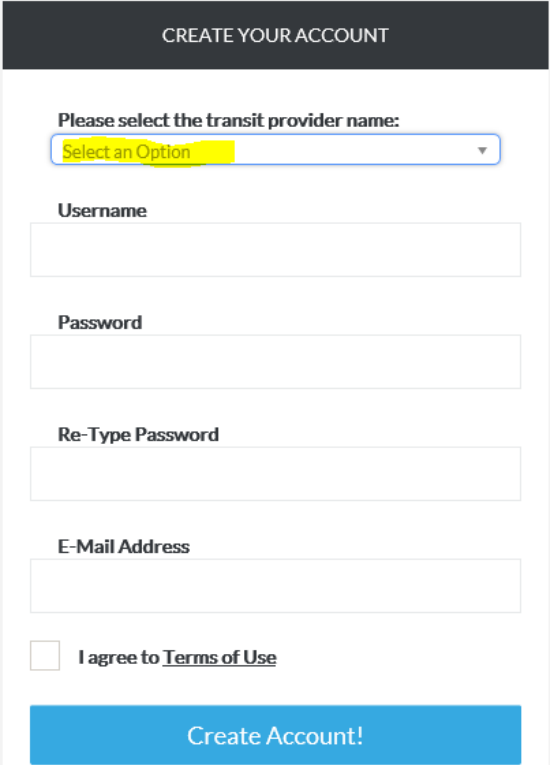
1a. Click on Sign Up!



The screenshot shows a login form titled "LOGIN TO YOUR DASHBOARD". It includes a section for "Login Credentials" with fields for "Username or E-mail:" and "Password:". Below these fields is a blue "Login" button. At the bottom left, there is a link for "Forgot Password?", and at the bottom right, there is a yellow "Sign Up!" button.

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

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



The screenshot shows a registration form titled "CREATE YOUR ACCOUNT". It starts with a dropdown menu labeled "Please select the transit provider name:" with "Select an Option" as the current selection. Below this are fields for "Username", "Password", and "Re-Type Password". There is also an "E-Mail Address" field. At the bottom, there is a checkbox for "I agree to Terms of Use" and a blue "Create Account!" button.

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


 **5310 Annual Vehicle Inventory Report   Year:2019   AFE No.: A5310**


1

2

3

 Prev

Next 

 **SPONSOR/APPLICANT INFORMATION**

**Organization:**  
5310 transit Admin

**Person Preparing Inventory Report:**  
xxx

**Title:**  
xxx

**Address:**  
xxx


**Phone No.:**  
xxx

**Email Address:**  
xxx

Save Worksheet

## 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

 5310 Annual Vehicle Inventory Report Year:2019 AFE No.: A5310


1





2

3

← Prev

Next →

 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 	excellen 	22222
NE-16-0000	4815329846513	ford	Small bus	2011	2	good 	excellen 	22222

Showing 1 to 2 of 2 entries


NOTE: If vehicles above are incorrect, contact Kari Ruse at: [kari.ruse@nebraska.gov](mailto:kari.ruse@nebraska.gov)

Notes (if any)


T


B


I





U





















xxxxx

**\*\*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](mailto: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.


 **5310 Annual Vehicle Inventory Report   Year:2019   AFE No.: A5310**

1

2

3

[< Prev](#) [Summary >](#)

 **Submission**

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:**

**Date:**  **\***

[Save Worksheet](#)

## 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

		5310 Annual Vehicle Inventory Report						
For any questions please email:						<a href="mailto:wayne.masek@nebraska.gov">wayne.masek@nebraska.gov</a>		
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	2C7WDGGBG9GR313696	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