

## Overview - Illinois Online Motorist Report

Drivers that are involved in a motor vehicle crash in the state of Illinois must report the crash to the Illinois Department of Transportation (IDOT) within 10 days of the crash. See 625 ILCS 5/11-406 on the Illinois Compiled Statutes (ILCS) website <http://www.ilga.gov/legislation/ilcs/ilcs.asp>

In the case where the driver cannot complete the report, the vehicle owner or another related person is required to comply. This reporting is typically done via a paper report that is distributed by law enforcement when they respond to the crash.

The online motorist report is an additional way to comply with this state law. The online motorist report is a web application located at <https://motoristreport.illinois.gov/>. The site can be used to submit an electronic copy of the motorist report complete with a diagram and narrative OR it can generate a partially completed paper report that can then be completed and sent in as paper.

This document covers the basics of using the online motorist report.

## Online Wizard

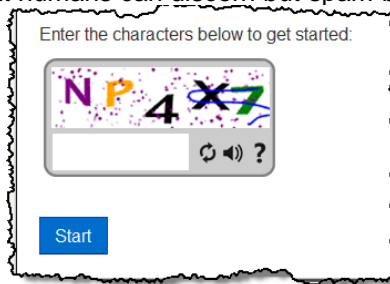
The Illinois Online Motorist Report application uses a wizard-like approach to collect all the information needed for a motorist report. Based on some of the answers given, additional screens and/or options may be provided. Each screen is self explanatory with \*red asterisks\* for the required fields.

Note: The motorist report must be completed within one session. Do not close the browser window or leave the browser unattended for more than 20 min, otherwise your session will be closed. There is no way to retrieve a previous report, a new one must be completed.

Below is a listing of the wizard screens with some key items explained more in depth.

## Captcha Login

The first screen protects the web application from spam-bots via a captcha login. The captcha login is a randomized image that humans can discern but spam-bots cannot.



The value of the letters and numbers on the image can be typed in upper or lowercase. If you cannot read that particular captcha image, the circular arrows allows you to refresh and generate a new image that you can attempt to read. Alternately you can click on the speaker icon and a different captcha value will be spoken via your audio settings and that value can be entered.

Note: You are required to submit the captcha value within 90 seconds of the screen loading. If not, just refresh and enter the new images value.

## Person Reporting Screen

YOUR INFORMATION (PERSON REPORTING)

First Name\*

Middle Name

Last Name\*

Street Address

City

State

Zip

Email Address

This email will be used to send a confirmation copy of the report to you after you have submitted it.

The email address is used to automatically send you a copy of the motorist report if and when you fully complete the wizard and narrative. You can also manually generate and save (or print) a PDF at most every step along the way. Please be advised that the emails generated are NOT to be replied to as no one is monitoring the sending mailbox.

## Crash Information Screen

CRASH INFORMATION

Report Bar Code\*

Agency Reported To\*

Agency Report Number

Crash Investigated By  
Police  Yes  No

Unit Number

Crash Date\*

County

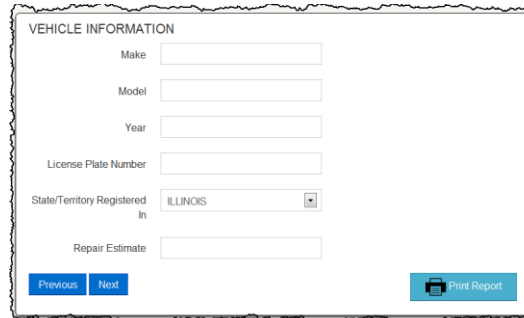
Crash Occurred In City

Township

This screen collects the main information on the crash.

**If you do not have a Report Bar Code value, this field is not required and may be left blank.**

## Vehicle Information Screen



VEHICLE INFORMATION

Make

Model

Year

License Plate Number

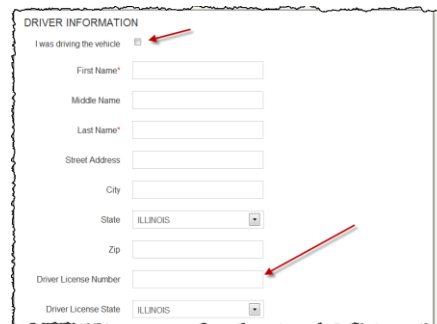
State/Territory Registered In

Repair Estimate

[Previous](#) [Next](#) [Print Report](#)

The vehicle information screen lists an estimate for the repair of your vehicle. Please enter the value that your body shop or insurance claims adjuster listed for the damage to your vehicle. Note: These fields are not required.

## Driver Information Screen



DRIVER INFORMATION

I was driving the vehicle

First Name\*

Middle Name

Last Name\*

Street Address

City

State

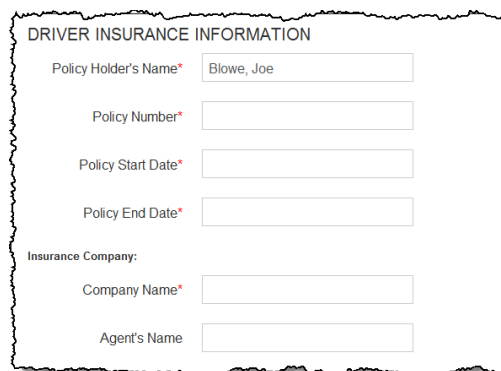
Zip

Driver License Number

Driver License State

If you were driving the vehicle at the time of the crash and entered values on the first screen, by clicking on the checkbox at the top, those values will be populated here as well. Please note that the driver's license number is not required, but if entered and is validated based on the state of issue.

## Driver Insurance Information Screen



DRIVER INSURANCE INFORMATION

Policy Holder's Name\*

Policy Number\*

Policy Start Date\*

Policy End Date\*

Insurance Company:

Company Name\*

Agent's Name

If you indicated you had insurance on the previous screen, this screen will appear. Please note that many of these fields are required. This is for the driver's insurance and a separate screen is used for the vehicle insurance.

## Vehicle Owner Information Screen

VEHICLE OWNER INFORMATION

Owner

If your vehicle is subject to the Federal Motor Carrier Safety Regulations, provide USDOT number

First Name\*

Middle Name

Last Name\*

On this screen you can select from several different ownership scenarios. Please select the one that best describes your situation. Based on this selection, other values will change.

## Vehicle Owner Insurance Information Screen

OWNER INSURANCE INFORMATION

Policy Holder's Name\*

Policy Number\*

Policy Start Date\*

Policy End Date\*

Insurance Company:

Company Name\*

If you indicated that the vehicle was insured, then you will see the above screen. Depending on how the liability of the crash is determined, different insurance companies may be involved. The motorist report form collects all this information.

## Property Damage Information Screen (optional)

**PROPERTY DAMAGE**

Add Property Damage (Other Than Vehicles)

Previous
Next

 Print Report

Depending on the type of crash, non-vehicle property may have been damaged as well. For example, if a vehicle leaves a roadway and hits a fence, a light pole, etc., then the fence, light pole, etc. would be non-vehicle property damage. This screen allows for the listing of several different owner's property damage. If your crash did have non-vehicle property damage, then click the button and the following screen will appear:

**Add Property Damage**

Estimated Repair Cost

Damage Description

**Property Owner:**

Owner Type  Person  Company or Other Entity

First Name\*

Middle Name

Last Name\*

Street Address

City

State

Zip

Please enter an estimated cost to repair as well as a brief description of the damage and also the person or entity that owns the property. Once completed, click save and it will be added to the list as shown below. Repeat these steps for additional non-vehicle property damaged by clicking the Add Property Damage (Other Than Vehicles) at the bottom of the list. If none, click Next.

**PROPERTY DAMAGE**

Damage Description	Owner	Cost to Repair	
Fence panel	Jane Smith 123 Main St Chicago IL 12345	\$100.00	<a href="#">Edit Delete</a>
Light pole knocked over	City of Chicago 123 Main St Chicago IL 12345	\$5,000.00	<a href="#">Edit Delete</a>

Add Property Damage (Other Than Vehicles)

Previous
Next

 Print Report

## Person Injury Information Screen (optional)

If there were any injuries in the crash, you can list them similarly here. Please be sure to associate which Unit number to the person involved (See below).

INJURIES

Name	Unit #	
Joe Blowe 123 Main St Chicago IL 12345	1	<a href="#">Edit</a> <a href="#">Delete</a>

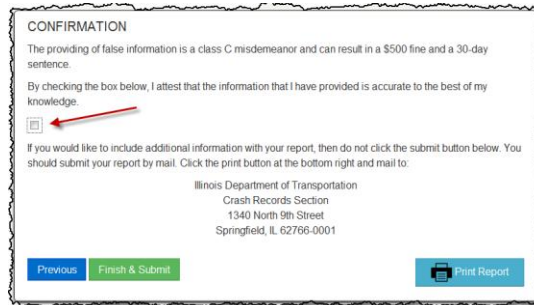
## Crash Narrative

Refer to the vehicles by their Unit Numbers on the diagram and explain what happened leading up to the crash and afterwards. You have a character count down so please do not exceed that amount.

Narrative (Refer to vehicle by Unit No.) (1217 characters left)

Unit 3 hit a patch of ice and ...

Once completed with the narrative you can click next and are presented with the final screen to “click-sign” the motorist form



CONFIRMATION

The providing of false information is a class C misdemeanor and can result in a \$500 fine and a 30-day sentence.

By checking the box below, I attest that the information that I have provided is accurate to the best of my knowledge.

←

If you would like to include additional information with your report, then do not click the submit button below. You should submit your report by mail. Click the print button at the bottom right and mail to:

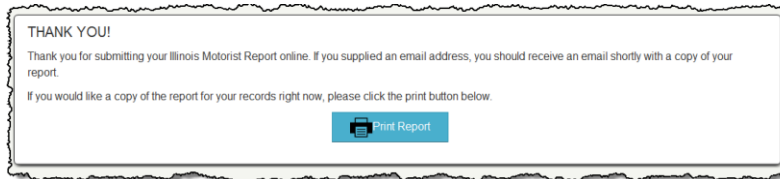
Illinois Department of Transportation  
Crash Records Section  
1340 North 9th Street  
Springfield, IL 62766-0001

Previous Finish & Submit Print Report

When you click the FINISH & SUBMIT button, the motorist report is delivered to IDOT and you have complied with the state law. The submission may take several seconds where you will see a dialog screen like the following



After which you will see a confirmation screen that also allows you to generate a PDF file to either save or print. If you supplied an email address, the PDF file is automatically generated and sent back to you.



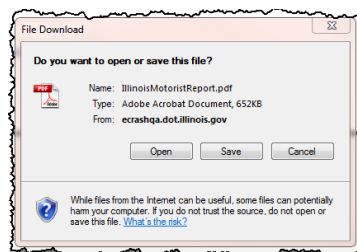
THANK YOU!

Thank you for submitting your Illinois Motorist Report online. If you supplied an email address, you should receive an email shortly with a copy of your report.

If you would like a copy of the report for your records right now, please click the print button below.

Print Report

If you click the PRINT REPORT the PDF file will be downloaded to your machine at which point you can either OPEN or SAVE the report.



NOTE: that this is the ONLY opportunity you have to save your report. If you come back a different day or close the browser window, there is no way to access and retrieve your motorist report.