

# Replacement Plate – Manual Transaction Steps

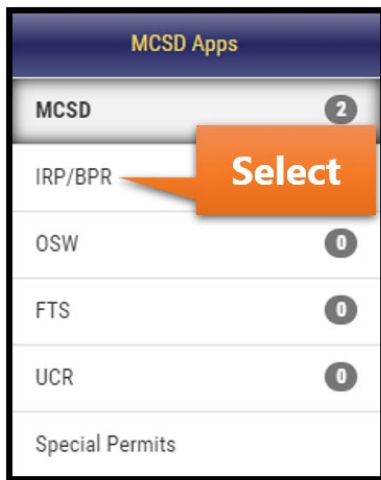
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## IRP Transactions Homepage

Navigate to the [IRP Internet](#) using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.



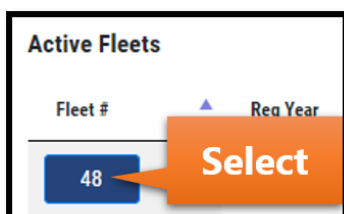
Select IRP/BPR from the left menu.



Select the IRP/BPR button that appears on the right.



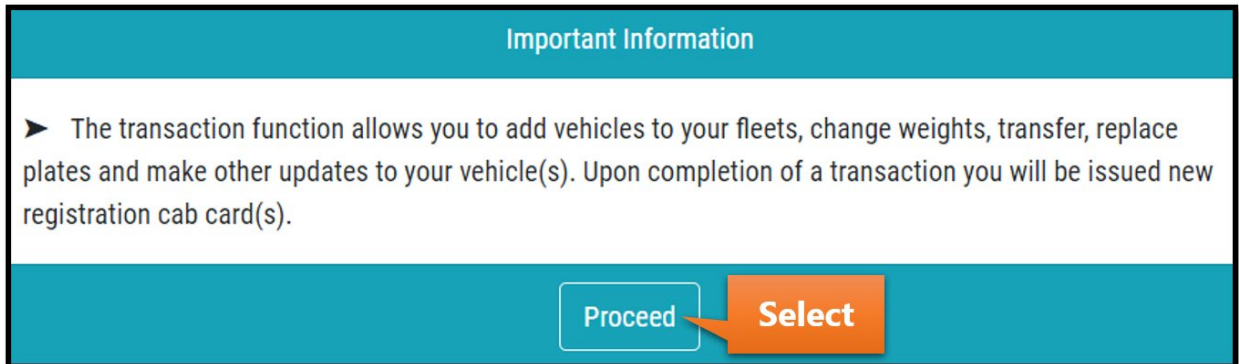
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



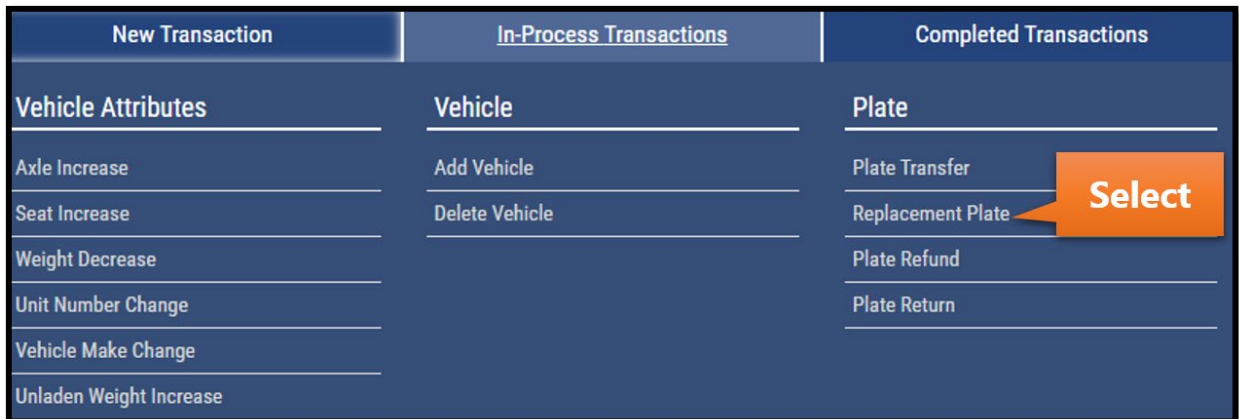
Select the Transactions button that appears in the menu.



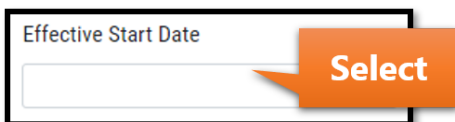
The message shown in the Important Information section will vary. Select the Proceed button.



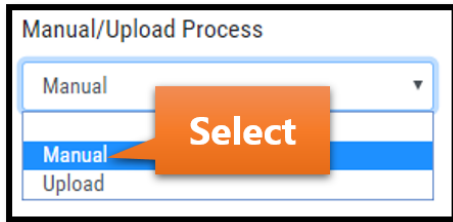
Hover over the New Transaction button and select Replacement Plate.



Select the Effective Start Date field and a calendar will appear. Enter the Effective Start Date. Changes will be active on the cab card from this date forward.



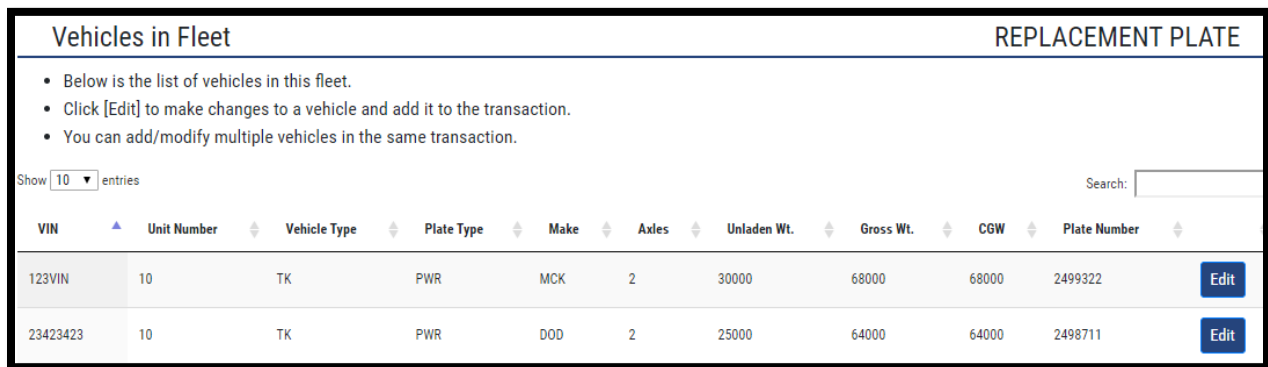
Select Manual from the Manual/Upload Process dropdown.



Enter any comments in the Comments section and select the Submit button.



If you have 1-300 vehicles registered, a list of vehicles in the fleet will appear as shown below.



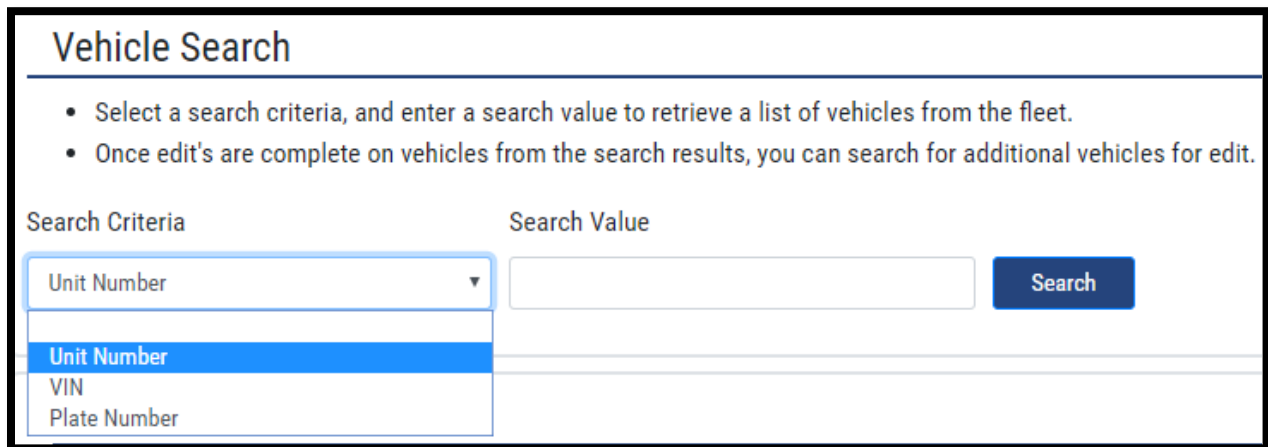
**Vehicles in Fleet** REPLACEMENT PLATE

- Below is the list of vehicles in this fleet.
- Click [Edit] to make changes to a vehicle and add it to the transaction.
- You can add/modify multiple vehicles in the same transaction.

Show  entries Search:

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axes	Unladen Wt.	Gross Wt.	CGW	Plate Number	
123VIN	10	TK	PWR	MCK	2	30000	68000	68000	2499322	<a href="#">Edit</a>
23423423	10	TK	PWR	DOD	2	25000	64000	64000	2498711	<a href="#">Edit</a>

If you have over 300 vehicles registered, use the Vehicle Search tool to find the vehicle whose plate you need to replace.



**Vehicle Search**

- Select a search criteria, and enter a search value to retrieve a list of vehicles from the fleet.
- Once edit's are complete on vehicles from the search results, you can search for additional vehicles for edit.

Search Criteria:  Search Value:

Unit Number  
Unit Number  
VIN  
Plate Number

After locating the vehicle of the plate you need to replace, select the Edit button.

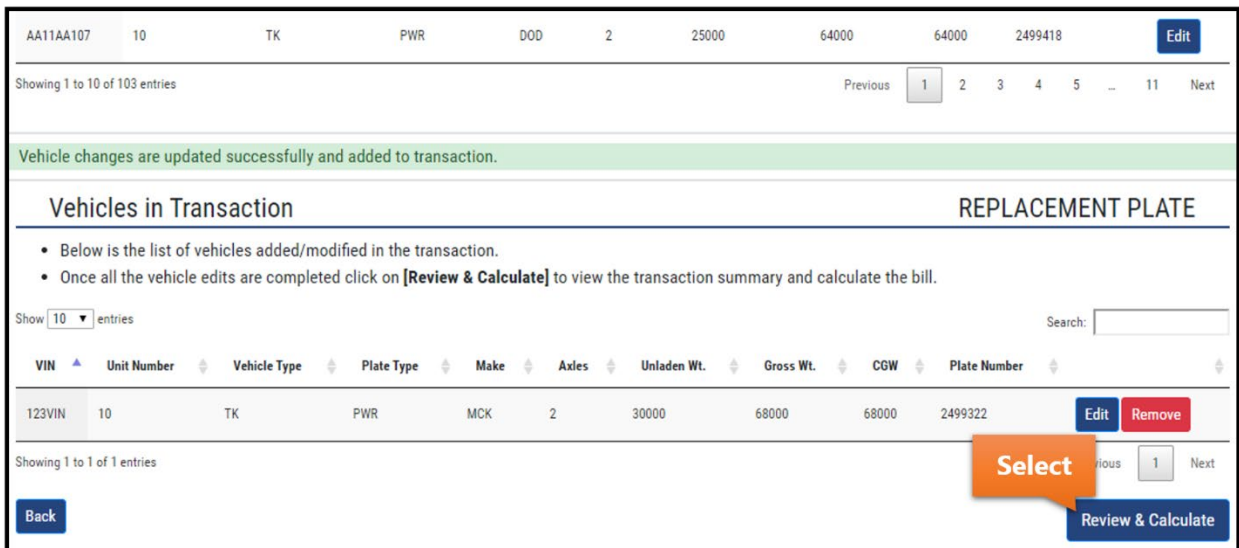


Select the plate status from the dropdown, then select the Submit button.



You will have the option to replace other plates in the Vehicles in Fleet section by selecting the Edit button, if needed. You also have the option to edit or remove any vehicles currently in the transaction by using the corresponding buttons in the Vehicles in Transaction section.

Select the Review & Calculate button to proceed.



A Vehicle Summary section will appear at the top of the screen.

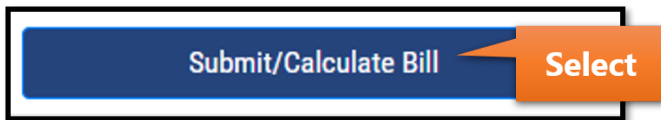
Vehicle Summary										
Below is the list of vehicles added/modified in this transaction. Please review carefully, before calculating the bill.										
Show 10 entries	Excel	PDF	Print	Search:						
VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number	
444444TRNC202	10	TK	PWR	DOO	2	25000	64000	64000	2381094	

Showing 1 to 1 of 1 entries

Read the Transaction Summary section carefully. Select the checkbox if you agree with the statement provided.

Transaction Summary	
<b>Extremely Important:</b> Information listed below pertains to the transaction you are ready to bill. Please review carefully and acknowledge that this information, along with all vehicle data is accurate before calculating your bill. For editing any information that is not correct, use the Edit/Continue Transaction button to navigate back and make corrections.	
Effective Start Date	02/01/2022
Transaction Type	REPLACEMENT PLATE
<input checked="" type="checkbox"/>	I affirm under penalty of perjury that all transaction, vehicle, and above displayed information is accurate. I understand that no changes can be made to the transaction once paid and any adjustments after payment will only be effective from the day of the change.

Select the Submit/Calculate Bill button.

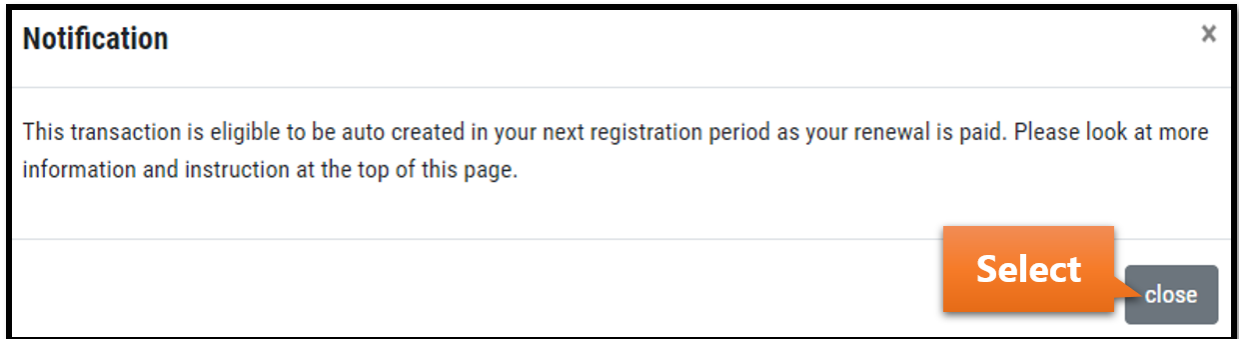


This is the last screen before payment. Options for viewing the bill and payment are shown here.

<b>Bill as of 02/01/2022</b>	<b>Download Detail Bill</b>	Download vehicle level detail bill by clicking the excel/pdf icons. <a href="#">Excel</a> <a href="#">PDF</a>
Replacement Plate Fee	<a href="#">View Bill</a>	View the complete bill & instructions for making a payment by mail.
<b>Total Amount Due</b> \$9.50	<a href="#">Pay Now</a>	Will redirect to payment service page for processing payment. After payment, you will be redirected to summary page where you may print credentials.
	<a href="#">Pay Later</a>	You will be redirected to IRP Home.
	<a href="#">Pay at EOD</a>	*Note: Transactions cannot be added to EOD Payments after 8.00 PM EST.
<a href="#">Edit/Continue Transaction</a>		<a href="#">Delete Transaction</a>

If eligible, you might receive the message below to copy the transaction over to the next registration period. This option is available if the transaction you made a payment for is in the current registration period and you have already paid the renewal for the future registration period.

If you receive this message, select the Close button.



Read the information shown.

This transaction is eligible to be auto created in your next registration period as your renewal is paid. The option to auto create will not be available once you leave this page. You can always navigate to your next registration period and manually create the transaction anytime. Please click on Proceed button to make a choice.

Select the Proceed button if you would like to take this option.



Review the information shown and select Yes or No depending on the option you are taking.

