



IRP Account Registration

October 2021



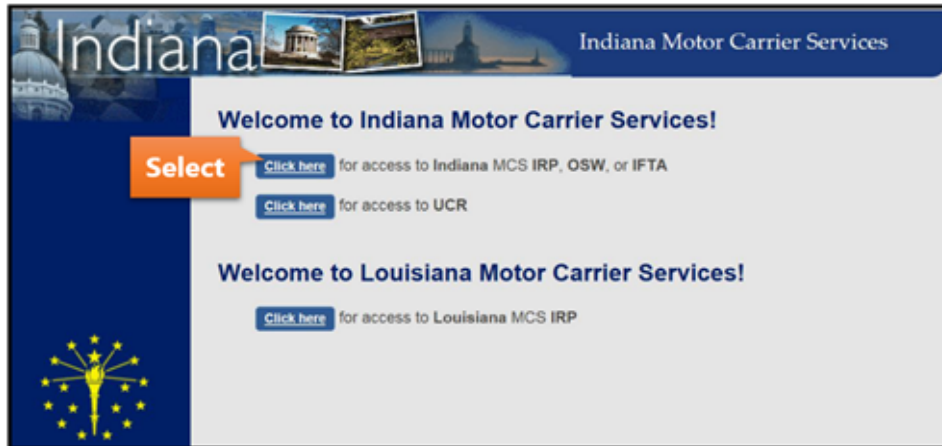
Indiana Department of Revenue

Effective June 1, 2021, all transactions related to the International Registration Plan (IRP) and Base Plate Registration (BPR) must be conducted electronically per IC 9-18.1-13-4(b) and 9-18.1-13-3(b). The MCS online transaction portal can be accessed through motorcarrier.dor.in.gov. You must register online prior to performing transactions. Follow the steps below to set up your online account. For additional information, visit dor.in.gov/mcs.

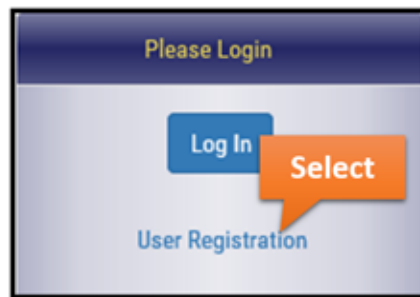
Steps for IRP Account Registration

Please ensure you are using Google Chrome, Firefox or Microsoft Edge.

1. Go to motorcarrier.dor.in.gov
2. Select the Click here button for Indiana IRP.



3. Select the User Registration link under the blue Log In button.



4. Select the IRP/BPR box.

Choose at least one system you would like to register.
Permit Services seeking an IRP/BPR Online Account access need to contact MCS at (317) 615-7340.
Permit Services seeking an IFTA/MCFT Online Account access need to contact MCS at (317) 615-7345.

Select

*System: IRP / BPR FTS (IFTA/MCFT) OSW OSW Permit Service

5. Complete the required fields shown below and select the Submit button.

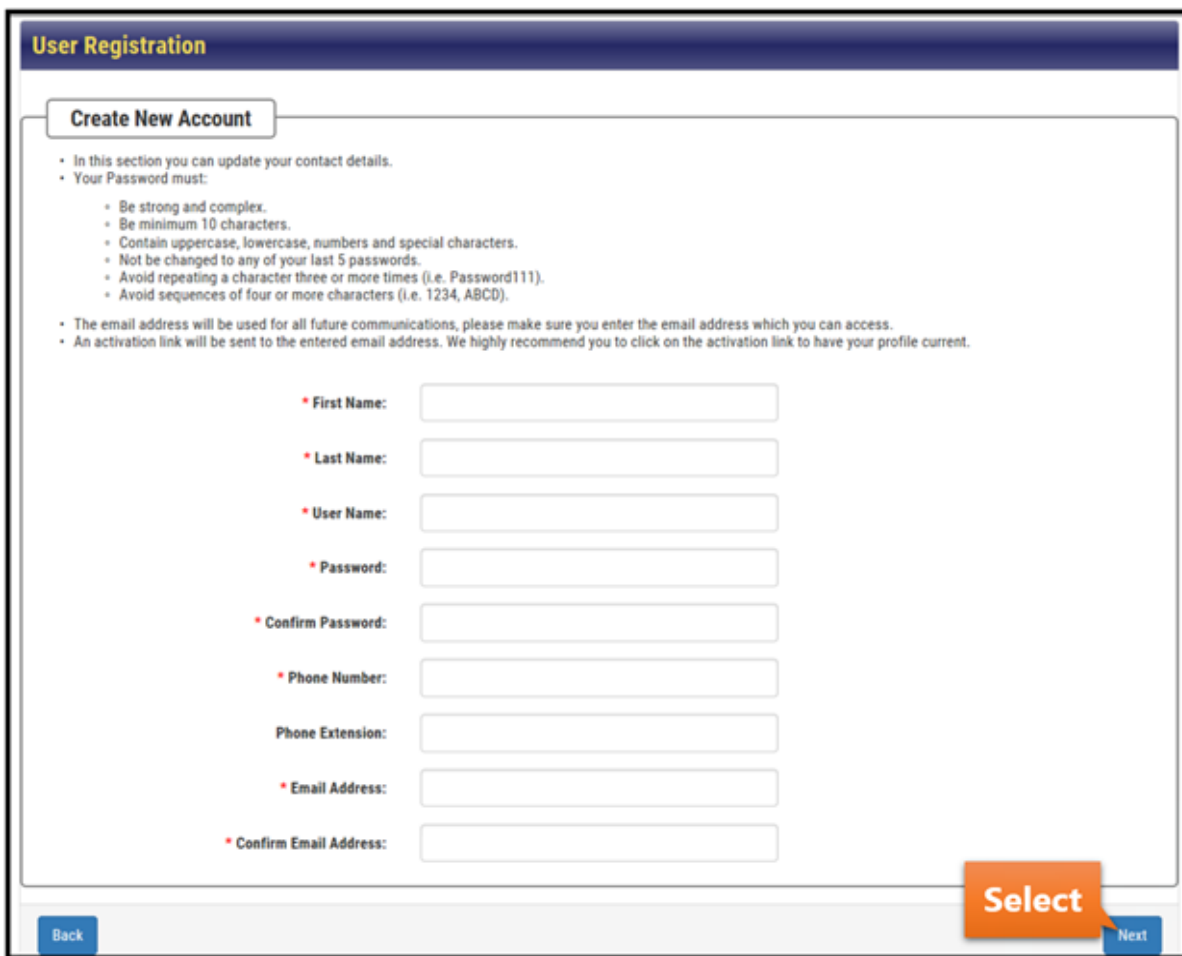


A registration form with the following fields and instructions:

- * Legal Name:** [Text input field]
Enter the legal name exactly as it is registered with the Motor Carrier Services Division. Do not use punctuation.
- * IRP Account Number:** [Text input field]
- * FEIN SSN :** [Text input field]
Enter FEIN or SSN with no dashes or spaces (Ex: 9999999999)
- USDOT:** [Text input field]

Buttons: **Submit** (blue), **Select** (orange callout pointing to the USDOT field)

6. Complete the required fields shown and select the Next button.



User Registration

Create New Account

- In this section you can update your contact details.
- Your Password must:
 - Be strong and complex.
 - Be minimum 10 characters.
 - Contain uppercase, lowercase, numbers and special characters.
 - Not be changed to any of your last 5 passwords.
 - Avoid repeating a character three or more times (i.e. Password111).
 - Avoid sequences of four or more characters (i.e. 1234, ABCD).
- The email address will be used for all future communications, please make sure you enter the email address which you can access.
- An activation link will be sent to the entered email address. We highly recommend you to click on the activation link to have your profile current.

Fields:

- * First Name:** [Text input field]
- * Last Name:** [Text input field]
- * User Name:** [Text input field]
- * Password:** [Text input field]
- * Confirm Password:** [Text input field]
- * Phone Number:** [Text input field]
- Phone Extension:** [Text input field]
- * Email Address:** [Text input field]
- * Confirm Email Address:** [Text input field]

Buttons: **Back** (blue), **Select** (orange callout pointing to the Next button), **Next** (blue)

7. Select three security questions and complete the Answer fields. Select the Submit button.

The screenshot shows a registration form with three security questions. Each question is followed by a dropdown menu for selecting a question and a text input field for the answer. The questions are labeled "Security Question 1:", "Security Question 2:", and "Security Question 3:". An orange callout bubble labeled "Select" points to the dropdown menu of the first question. A blue "Submit" button is located at the bottom right of the form.

8. Read the Disclaimer that appears and select the box next to "I agree to the above terms and conditions." Select the Create Account button.

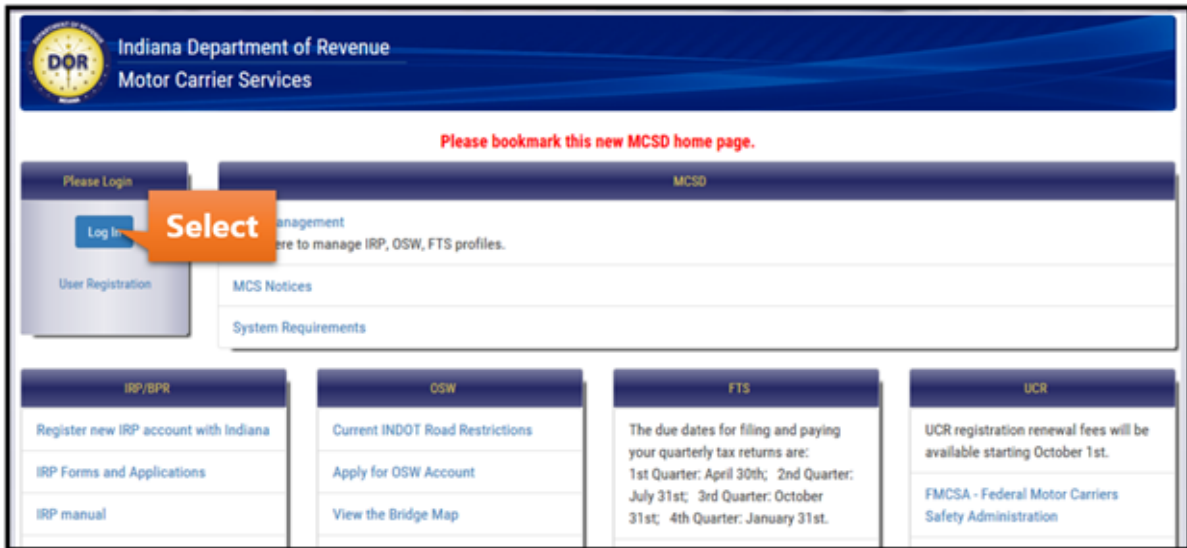
The screenshot shows a disclaimer page. The text reads: "This system may contain U.S. and Indiana Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. It is also prohibited by Indiana Code 35-43-2-3 which states that whoever knowingly, or intentionally accesses a computer, computer system, or computer network without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a class A misdemeanor punishable by a penalty of imprisonment for a fixed term of up to one (1) year and a fine of up to \$5,000.00. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel." Below this text, it states: "Online user accounts that are inactive for more than 2 years will be deleted for security purposes. Users need to re-register to get online access." At the bottom, there is a checkbox labeled "I agree to the above terms and conditions" which is checked. An orange callout bubble labeled "Select" points to the checkbox. To the right of the checkbox is a green checkmark. Below the checkbox are "Cancel" and "Create Account" buttons. An orange callout bubble labeled "Select" points to the "Create Account" button.

9. Once your account is registered, you will receive the confirmation below.

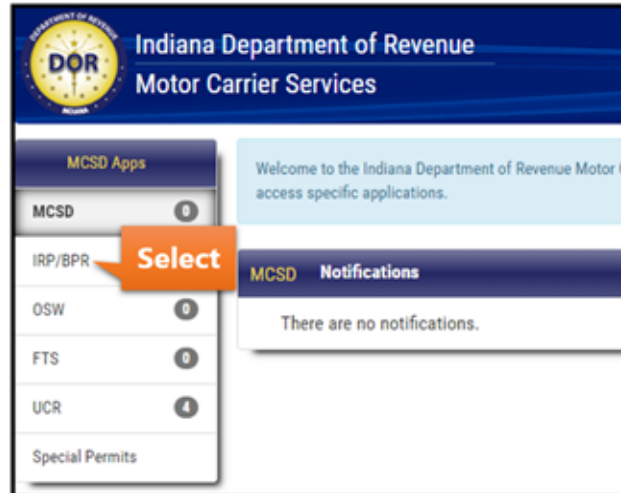
The screenshot shows a registration confirmation email. The subject is "Registration Confirmation". The text says: "Thank you for registering with Indiana Motor Carrier Services." Below this, it lists "Next steps:"

- An email from "IndianaMotorCarrier@dor.in.gov" with an activation link will be sent to the registered email
- Login to your email account and click on the activation link to complete the registration process.
- Check your email's spam folder in case you did not receive the email, can add the email address to your contact list to ensure that you receive all future emails.
- If you don't receive the email in next 10 minutes, you can login to [MCS application](#) and request to re-send the activation link.

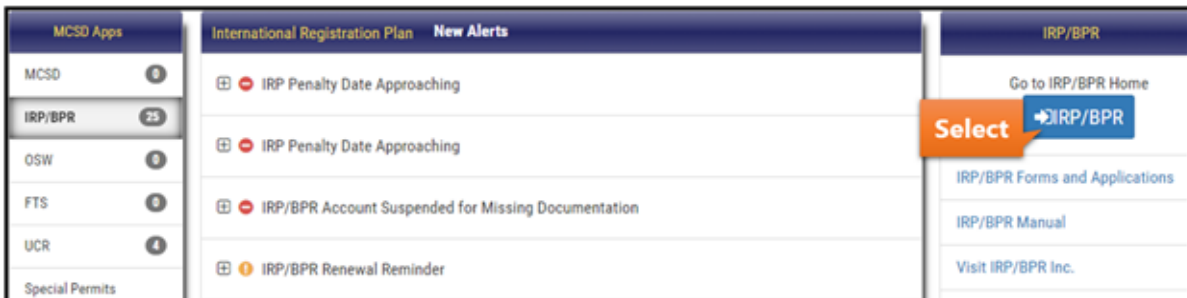
10. To log in, repeat steps 1 and 2 or go to motorcarrier.dor.in.gov/loginHome.html and select the Log In button.



11. Select IRP/BPR from the menu on the left.



12. Any new alerts for your account will be shown in the middle of the screen. Select the IRP/BPR button that appears on the right.



13. Select the button with your IRP account, then select the corresponding fleet that will appear below in the Fleet Synopsis section. The fleet number or Select buttons will take you to the fleet's menu and the View button will open a window with fleet information.

IRP Account #	Legal Name	USDOT	Status
0	Example Company		

Fleet Synopsis (Click on Fleet Number or Select button to work on desired fleet.)

- Below are the list of active fleets for the selected IRP account.
- Click on the fleet number or Select button to work on the desired fleet.

Active Fleets

Fleet #	Location	Type	Staggered Month	Reg Period
15	INDIANAPOLIS	INTER	MAY	04/01/2020 to 04/30/2021

14. Select the desired option from the menu that appears.

Select a function from the menu to proceed

Change the account/fleet/registration period

Renewal Transactions Bills & Payments

Credentials Reports Required Docs Inquiry

Customers can call 317-615-7200, Monday through Friday, 8 a.m. - 4:30 p.m. EST, for assistance or email IndianaIRP@dor.in.gov (for IRP-related transactions) or IndianaBPR@dor.in.gov (for Base Plate-related transactions).