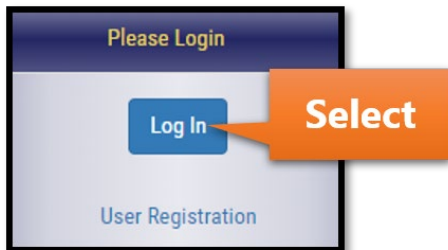


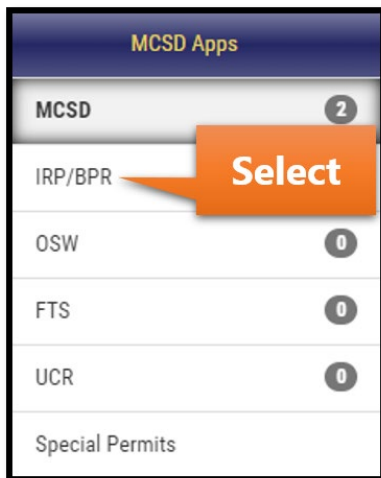
Add Vehicle – Manual Transaction Steps

IRP Transactions Homepage

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



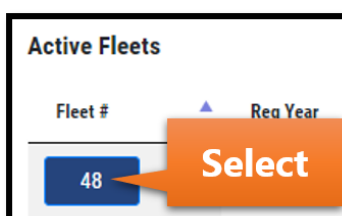
Select IRP/BPR from the left menu.



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



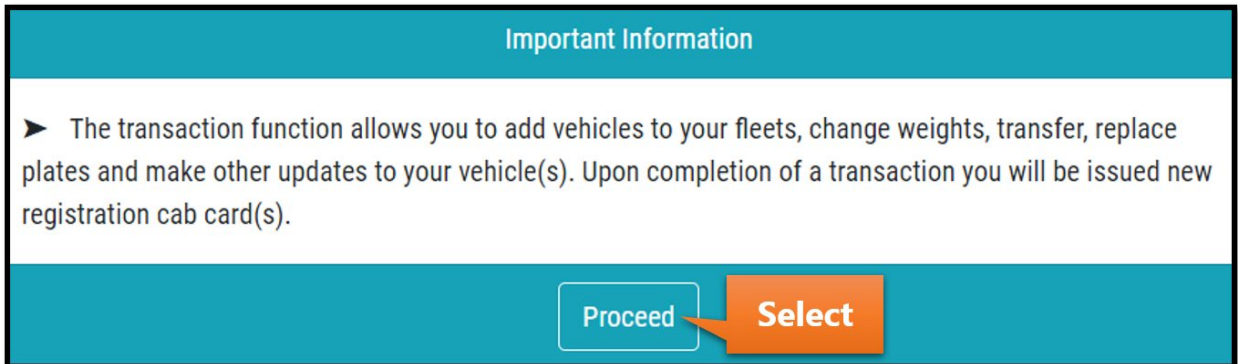
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



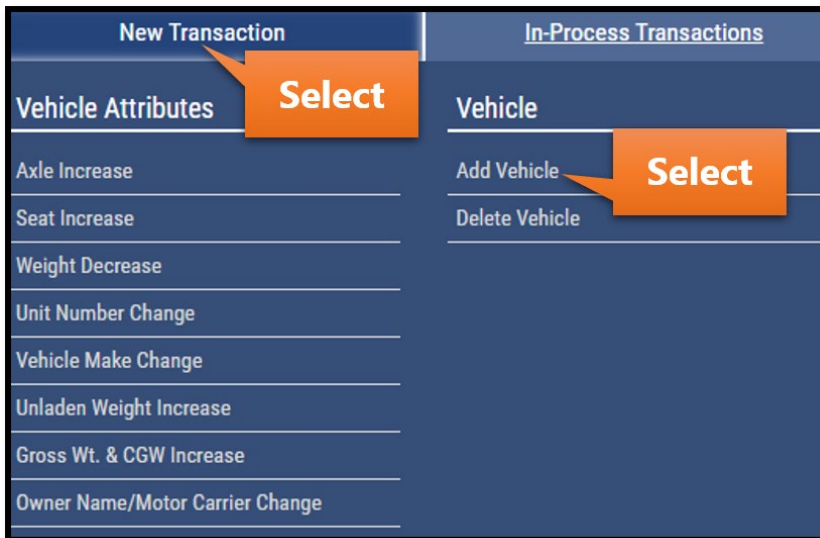
Select the Transactions button that appears in the menu.



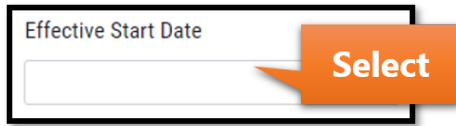
The message shown in the Important Information section will vary. Select the Proceed button.



Hover over the New Transaction button and select Add Vehicle.

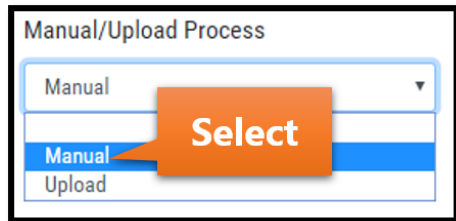


Select the Effective Start Date field and a calendar will appear. Enter the Effective Start Date. Changes will be active on the cab card from this date forward.



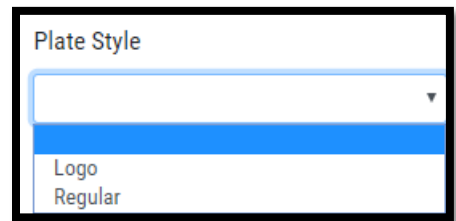
A screenshot of a form field labeled "Effective Start Date". The field is empty and has a light gray border. An orange callout box with the word "Select" in white text points to the field.

Select Manual from the Manual/Upload Process dropdown.



A screenshot of a dropdown menu titled "Manual/Upload Process". The menu is open, showing three options: "Manual", "Manual", and "Upload". The first "Manual" option is highlighted in blue. An orange callout box with the word "Select" in white text points to the highlighted option.

If you have the Plate Style dropdown, select accordingly. Note that Logo plates are available only for rental vehicles. If you do not have the Plate Style dropdown, continue to the next step.



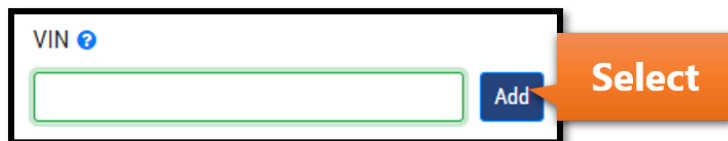
A screenshot of a dropdown menu titled "Plate Style". The menu is open, showing two options: "Logo" and "Regular". The "Logo" option is highlighted in blue.

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



A screenshot of a blue button labeled "Submit". An orange callout box with the word "Select" in white text points to the button.

Enter the VIN of the vehicle and select the Add button.



A screenshot of a form field labeled "VIN" with a question mark icon. The field is empty and has a light gray border. To the right of the field is a blue button labeled "Add". An orange callout box with the word "Select" in white text points to the "Add" button.

If a match is found in the MCS database, vehicle information will be populated. If so, review the populated information and make changes, if needed.

If a match is not found, fields will appear to manually enter the vehicle's information. Select an option from the Vehicle Type dropdown.

Vehicle Info

Vehicle Type

- Bus
- Full Trailer
- Road Tractor
- Semi Trailer
- Tractor
- Truck
- Truck Tractor

The fields shown depends on the vehicle type selected. Below is an example of the types of fields you will see.

Vehicle Info

Vehicle Type	Make	Model Year	Axles
<input type="text" value="Truck"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fuel Type	Factory Price	Purchase Price	Purchase Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Plate Info

Plate Type

Weight/Seats Info

Unladen Weight	Gross Weight	Combined Gross Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Info

Unit Number	Location Code	Title Owner Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are using your own DOT, select Yes in the Motor Carrier Info section.

Motor Carrier Info

Are you the motor carrier responsible for safety?

Yes

If you are using a DOT that is not your own, **No** will need to be selected in the Motor Carrier Info dropdown. If **No** is selected, enter the required information for the motor carrier responsible for safety.

Motor Carrier Info

Are you the motor carrier responsible for safety?

No ✓✓

Lease duration less than 30 days? Motor Carrier DOT Motor Carrier FEIN/SSN

If the message below appears, read the questions and select the appropriate button.

Vehicle Registration

Has this vehicle been:

- Registered previously with Base Plate, Indiana BMV, or other Jurisdictions ?
- Registered with another Fleet ?
- Leased vehicle ?

Click **Yes** if any of the above apply to this vehicle.

On the Jurisdiction Weights screen, the combined gross weight of the vehicle will populate for each jurisdiction. Jurisdiction weights can be changed as required. Additional information can be found at the top of the screen.

Combined Gross Weight from Vehicle level is duplicated across all jurisdictions by default. Jurisdiction level weights below can be changed as required. As per the Full Reciprocity Plan, vehicle will be registered in all jurisdictions.

- As per FRP rules all jurisdictions will be printed on Cab cards.
- Quebec requires the combined axle total of the power unit and the trailer in the weight field. The number of axles entered will appear in the weight field for QC on the cab card for this vehicle.
- Maximum weight allowed for NJ jurisdiction is 82000 pounds for fuel types CNG, LNG and Propane. For all other fuel types weight will be maxed at 80000 and the same will be reflected on cab card.
- All Weights are represented in Pounds.
- Any changes made will be effective after submitting the changes.
- Any jurisdiction weight with a 10% or more variance (higher or lower) from the weight registered at the vehicle level, may require valid documentation to demonstrate the validity of the variance (ex: Bill of Laden or similar).

Jurisdiction Weights for VIN : 53534534534

AB – ALBERTA (1 ~ 140018) 64000	AL – ALABAMA (1 ~ 999999) 64000	AR – ARKANSAS (1 ~ 80000) 64000	AZ – ARIZONA (1 ~ 80000) 64000
BC – BRITISH COLUMBIA (1 ~ 139994) 64000	CA – CALIFORNIA (11001 ~ 80000) 64000	CO – COLORADO (11001 ~ 80000) 64000	CT – CONNECTICUT (1 ~ 300000) 64000

Note that the QC (Quebec) field will automatically populate the number of axles instead of the weight. Depending on the vehicle type, additional axles will be automatically added.

Select the Submit button.

QC – QUEBEC (2 ~ 20) 2	RI – RHODE ISLAND (1 ~ 80000) 64000	SC – SOUTH CAROLINA (1 ~ 80000) 64000	SD – SOUTH DAKOTA (1 ~ 999999) 64000
SK – SAKATCHEWAN (1 ~ 303767) 64000	TN – TENNESSEE (1 ~ 80000) 64000	TX – TEXAS (1 ~ 80000) 64000	UT – UTAH (1 ~ 80000) 64000
VA – VIRGINIA (7501 ~ 80000) 64000	VT – VERMONT (1 ~ 80099) 64000	WA – WASHINGTON (1 ~ 106343) 64000	WI – WISCONSIN (1 ~ 80000) 64000
WV – WEST VIRGINIA (1 ~ 80000) 64000	WY – WYOMING (1 ~ 117000) 64000		

Select
Back Submit

If you need to add other vehicles, select the Add Vehicle button. You also have the option to edit or remove any vehicles currently in the transaction via the corresponding buttons.

To proceed, select the Review & Calculate button.

Click **Add Vehicle** to add another vehicle to this transaction **Add Vehicle**

Vehicle changes are updated successfully and added to transaction.

Vehicles in Transaction ADD VEHICLE

- Below is the list of vehicles added/modified in the transaction.
- Once all the vehicle edits are completed click on **[Review & Calculate]** to view the transaction summary and calculate the bill.

Show entries Search:

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number
53534534534	10	TK	PWR	DOD	2	25000	64000	64000	
67697867896768	10	TK	PWR	DOD	2	25000	64000	64000	

Showing 1 to 2 of 2 entries Previous Next

Back **Select** **Review & Calculate**

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 entries Search:

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number
53534534534	10	TK	PWR	DOD	2	25000	64000	64000	
67697867896768	10	TK	PWR	DOD	2	25000	64000	64000	

Showing 1 to 2 of 2 entries Previous Next

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

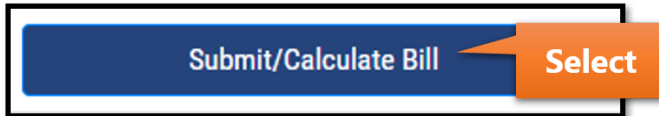
Transaction Summary

Extremely Important: 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	01/18/2022
Transaction Type	ADD VEHICLE

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.

Bill as of 01/31/2022		Download Detail Bill		Download vehicle level detail bill by clicking the excel/pdf icons.	
Total Apportioned Fee	\$353.89	View Bill		Excel	PDF
Cab Card Fee	\$10.00	Pay Now		View the complete bill & instructions for making a payment by mail.	
Commercial Vehicle Excise Tax	\$3.06	Pay Later		Will redirect to payment service page for processing payment. After payment, you will be redirected to summary page where you may print credentials.	
County Wheel Tax	\$4.66	Pay at EOD		You will be redirected to IRP Home.	
Total Amount Due	\$371.61			*Note: Transactions cannot be added to EOD Payments after 8.00 PM EST.	

[Edit/Continue Transaction](#) [Delete Transaction](#)

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.

Notification ×

This transaction is eligible to be auto created in your next registration period as your renewal is paid. Please look at more information and instruction at the top of this page.

[Select](#) [close](#)

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.

Confirmation x

As next registration period renewal is paid, you have the option to allow the system to auto create a transaction in your next registration period with changes from below transaction.

- If you choose **No** below, you can always navigate to the next registration period and perform the changes manually.
- By choosing **Yes** below, system will auto create a transaction in next registration period. You agree to navigate to next registration period, review the auto created transaction, edit/delete as required, bill, and pay for the fee due.