Plate Transfer – Manual Transaction Steps
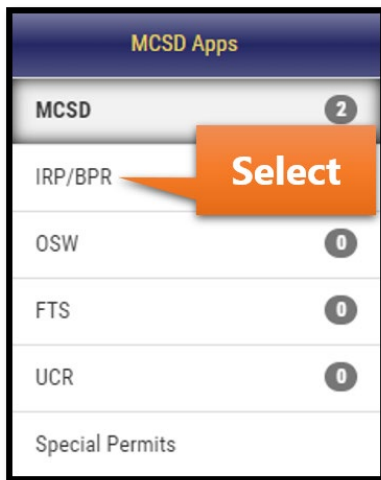
IRP Transactions Homepage

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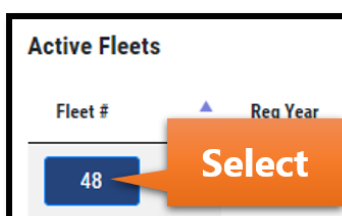

Select IRP/BPR from the left menu.

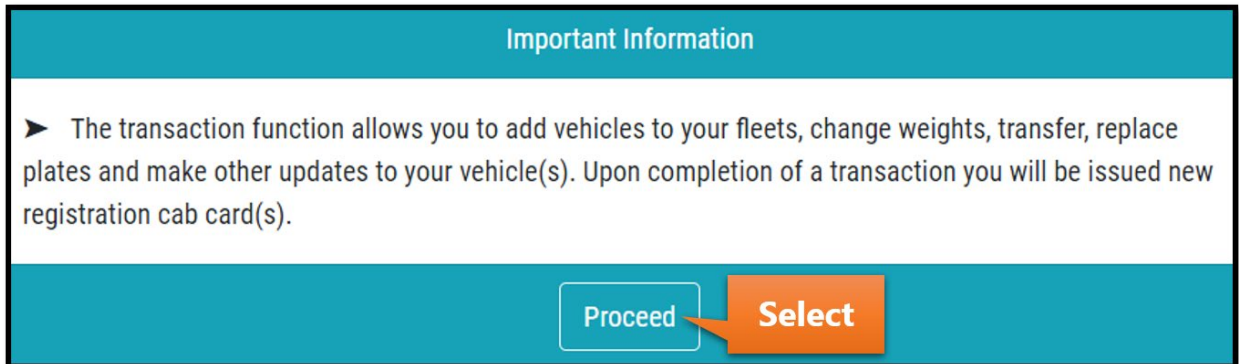Select the IRP/BPR button that appears on the right.

After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.
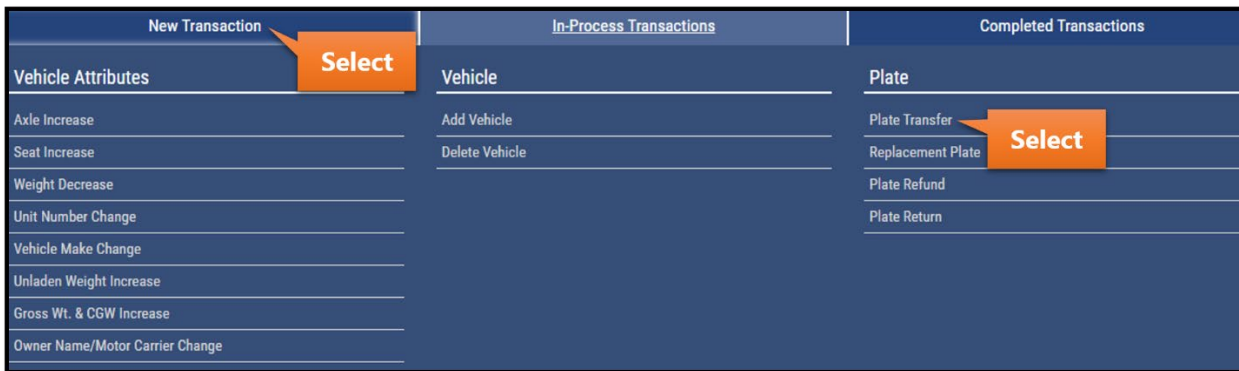
Select the Transactions button that appears in the menu.

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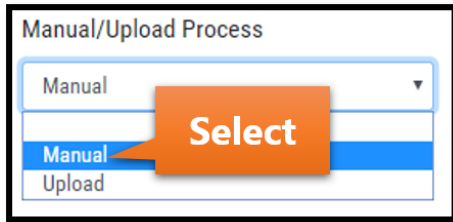

Hover over the New Transaction button and select Plate Transfer.

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.
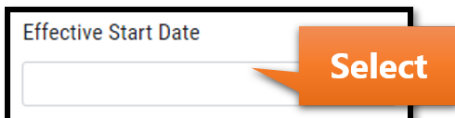
Select Manual from the Manual/Upload Process dropdown.

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 — PLATE TRANSFER

- 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.

*Assigned - Plate is currently active and assigned to a vehicle.
**Unassigned - Plate is currently available for use as the original vehicle was deleted.

Show 10 entries   Search:

Plate Number	From VIN	Unit Number	Vehicle Type	Unladen Weight	Gross Weight	CGW	Plate Status	
2498036	DFASF12312	10	TK	55000	64000	64000	Unassigned	Transfer
2498711	23423423	10	TK	25000	64000	64000	Assigned	Transfer

If you have over 300 vehicles registered, use the Vehicle Search tool to find the vehicle whose plate you would like to transfer.

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 transfer, select the Transfer button.
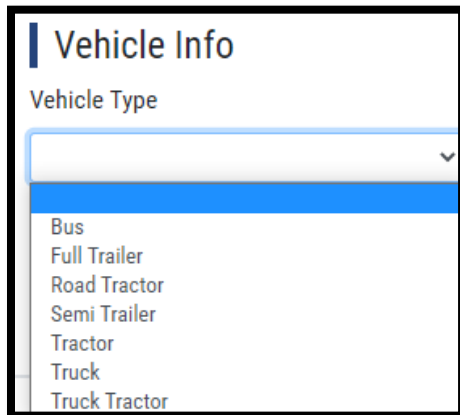

Enter the VIN of the new vehicle on the next screen and select the Add button.

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.

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
Truck			

Fuel Type	Factory Price	Purchase Price	Purchase Date

Plate Info

Plate Type

Weight/Seats Info

Unladen Weight	Gross Weight	Combined Gross Weight

Other Info

Unit Number	Location Code	Title Owner Name

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.

You will have the option to transfer other plates in the Vehicles in Fleet section by selecting the Transfer 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.

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

Select the Submit/Calculate Bill button.
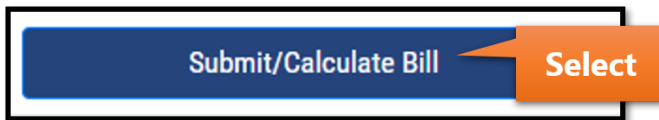
This is the last screen before payment. Options for viewing the bill and payment are shown here.

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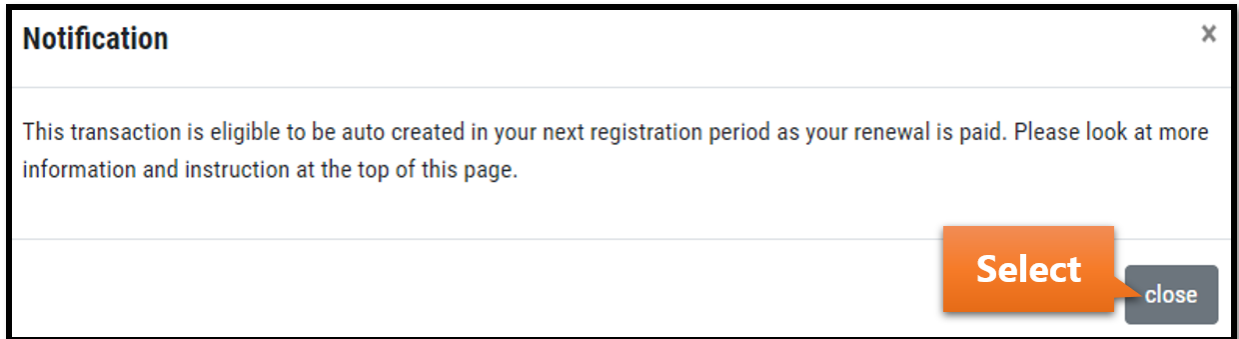
Read the information shown.
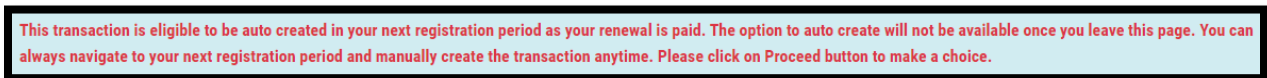
Select the Proceed button if you would like to take this option.

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