

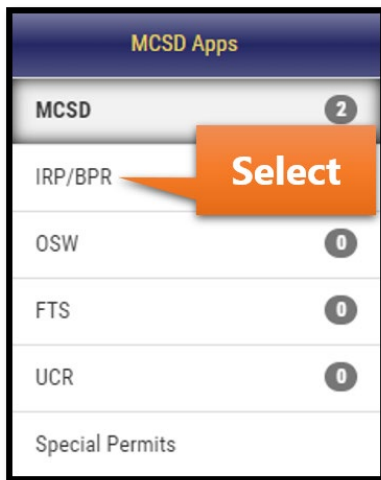
Plate Transfer – Manual Transaction Steps

IRP Transactions Homepage

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



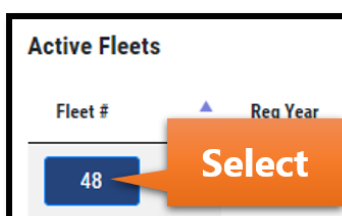
Select IRP/BPR from the left menu.



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



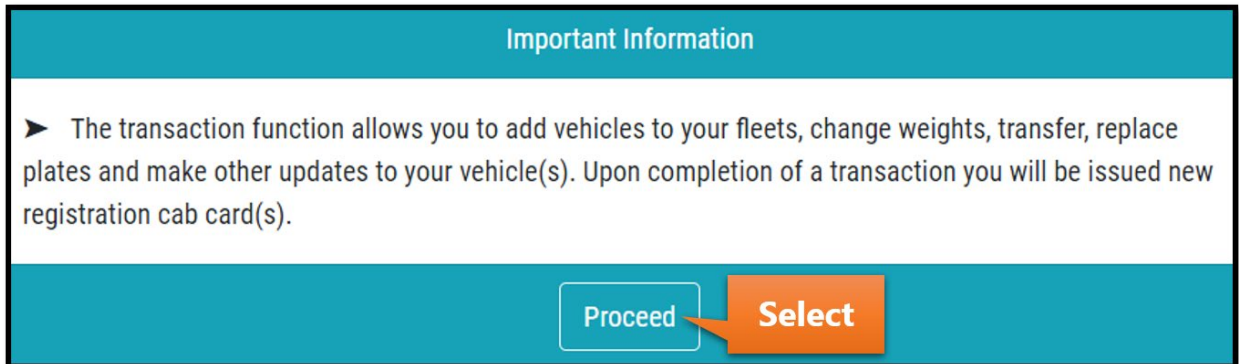
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



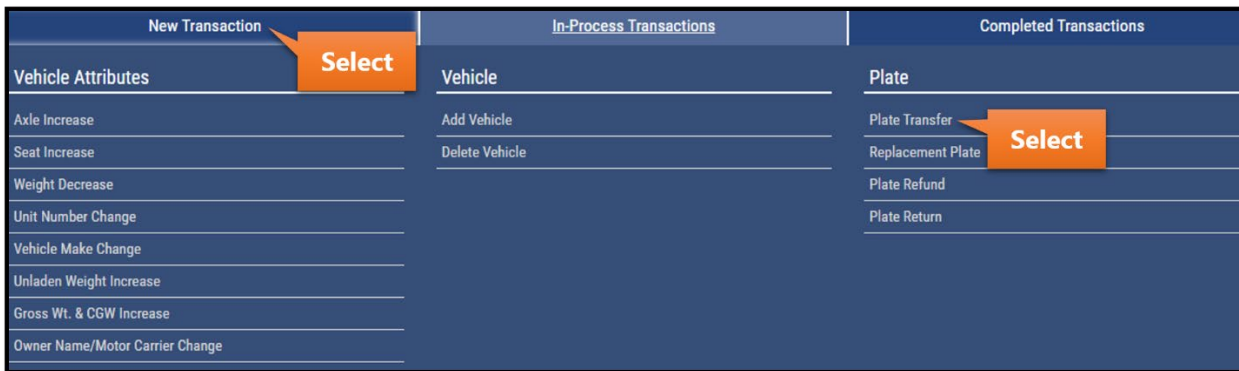
Select the Transactions button that appears in the menu.



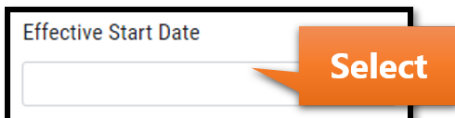
The message shown in the Important Information section will vary. Select the Proceed button.



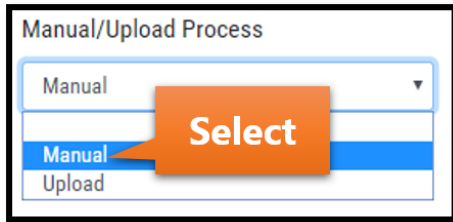
Hover over the New Transaction button and select Plate Transfer.



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.

The screenshot shows a section titled "Vehicles in Fleet" with a "PLATE TRANSFER" header. It includes instructions and a table of vehicles. The table has columns for Plate Number, From VIN, Unit Number, Vehicle Type, Unladen Weight, Gross Weight, CGW, and Plate Status. Two vehicles are listed: one with Plate Number 2498036 and another with Plate Number 2498711. Both have a "Transfer" button next to them.

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.

The screenshot shows a "Vehicle Search" section with instructions and a search form. The form has a "Search Criteria" dropdown menu with "Unit Number" selected, a "Search Value" input field, and a "Search" button. The dropdown menu is open, showing options: "Unit Number", "VIN", and "Plate Number".

After locating the vehicle of the plate you need to transfer, select the Transfer button.

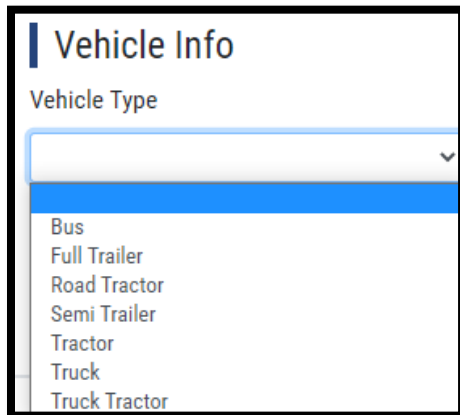


Enter the VIN of the new vehicle on the next screen and select the Add button.



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
<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?

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?

 ✓

Lease duration less than 30 days?	Motor Carrier DOT	Motor Carrier FEIN/SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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.

2499329	AA11AA17	10	TK	25000	64000	64000	Assigned	<input type="button" value="Transfer"/>
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Showing 1 to 10 of 105 entries Previous 2 3 4 5 ... 11 Next

Vehicle changes are updated successfully and added to transaction.

Vehicles in Transaction PLATE TRANSFER

- 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:

Plate Number	To VIN	Unit Number	Vehicle Type	Unladen Weight	Gross Weight	CGW	
2498969	NEWTRUCK11	10	TK	30000	80000	80000	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Showing 1 to 1 of 1 entries Previous Next

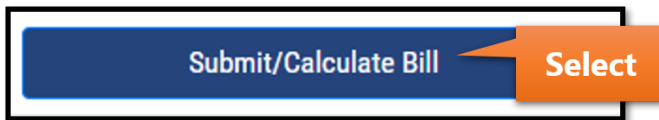
A Vehicle Summary section will appear at the top of the screen.

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: <input type="text"/>
VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number		
6454564654	10	TK	PWR	DOD	2	45000	64000	64000	2281093		
Showing 1 to 1 of 1 entries										Previous <input type="button" value="1"/> 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	02/01/2022
Transaction Type	PLATE TRANSFER
<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.

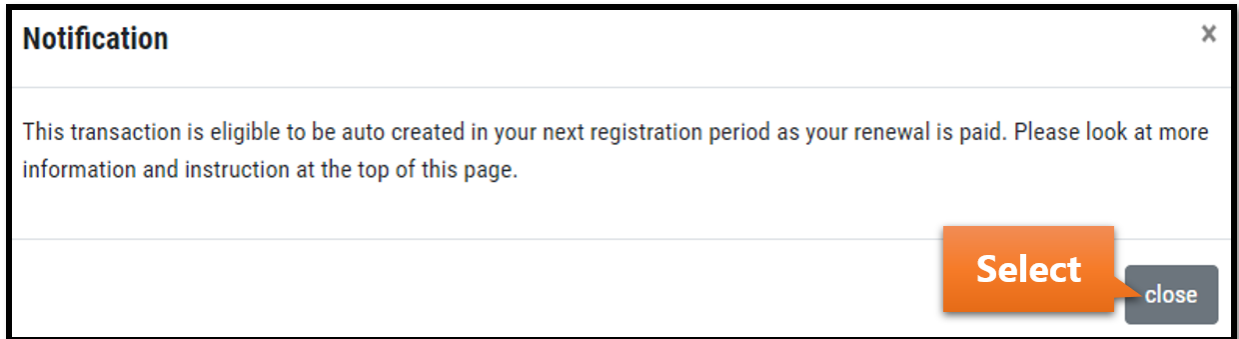


This is the last screen before payment. Options for viewing the bill and payment are shown here.

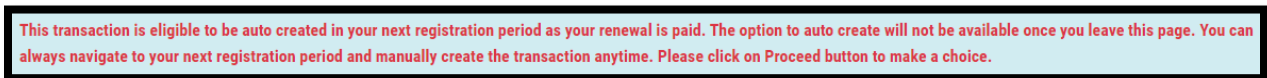
Bill as of 02/01/2022		Download Detail Bill		Download vehicle level detail bill by clicking the excel/pdf icons.	
Plate Transfer Fee	\$9.50	<input type="button" value="View Bill"/>	<input type="button" value="Excel"/>	<input type="button" value="PDF"/>	View the complete bill & instructions for making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



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.

