



IRP Account Registration

October 2021



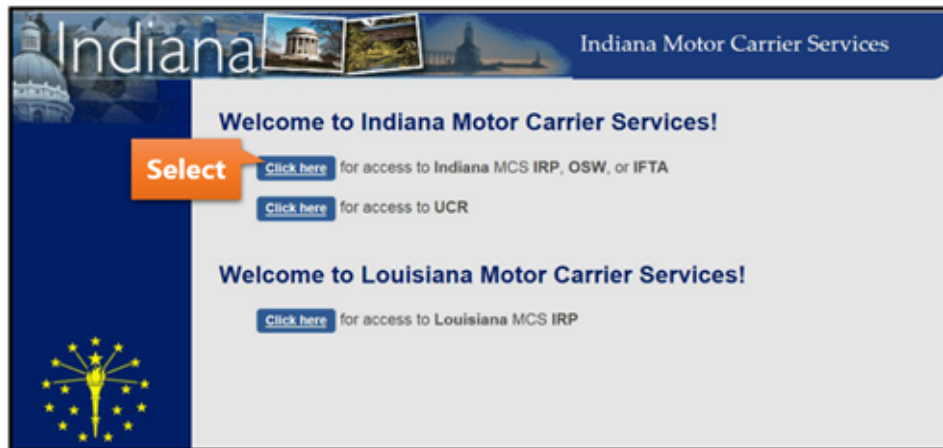
Indiana Department of Revenue

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.

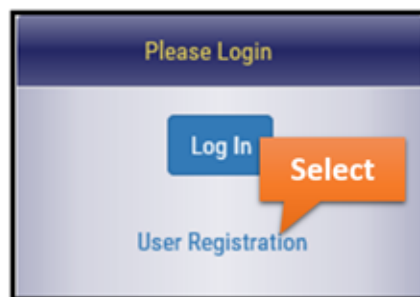
Steps for IRP Account Registration

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.

*** Legal Name:**

Enter the legal name exactly as it is registered with the Motor Carrier Services Division. Do not use punctuation.

*** IRP Account Number:**

*** FEIN SSN :**

Enter FEIN or SSN with no dashes or spaces (Ex: 9999999999)

USDOT:

Select

Submit

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.

* First Name:

* Last Name:

* User Name:

* Password:

* Confirm Password:

* Phone Number:

Phone Extension:

* Email Address:

* Confirm Email Address:

Select

Next

Back

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 has a dropdown menu for selection and a text input field for the answer. The questions are labeled "Security Question 1:", "Security Question 2:", and "Security Question 3:". Below the questions is a "Submit" button. An orange callout bubble with the word "Select" points to the dropdown menu for Security Question 2.

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" section with a paragraph of text regarding U.S. and Indiana Government information, unauthorized access, and penalties. Below the disclaimer is a checkbox labeled "I agree to the above terms and conditions" which is checked. To the right of the checkbox is a green checkmark. Below the checkbox is a "Cancel" button and a "Create Account" button. An orange callout bubble with the word "Select" points to the "Create Account" button.

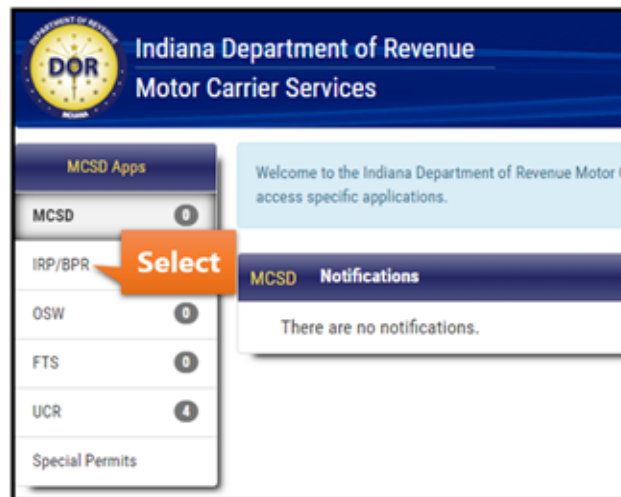
9. Once your account is registered, you will receive the confirmation below.

The screenshot shows a "Registration Confirmation" email. It starts with "Thank you for registering with Indiana Motor Carrier Services." followed by "Next steps:" and a list of four steps: 1. An email from "IndianaMotorCarrier@dor.in.gov" with an activation link will be sent to the registered email. 2. Login to your email account and click on the activation link to complete the registration process. 3. 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. 4. 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.

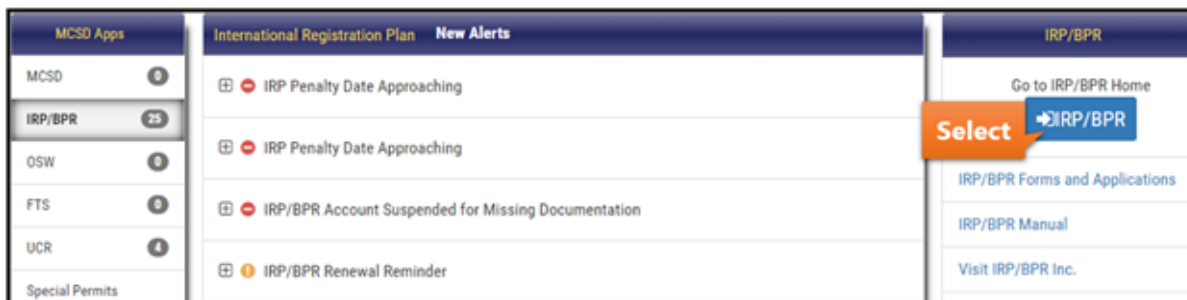
10. To log in, repeat steps 1 and 2 or go to motorcarrier.dor.in.gov/loginHome.html and select the Log In button.



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.

The screenshot shows two parts of a web interface. The top part, titled "IRP Account", has a search bar and a table with columns: IRP Account #, Legal Name, USDOT, and Status. The first row shows "0" and "Example Company", with a blue "Select" button next to the account number. An orange callout bubble with the word "Select" points to this button. The bottom part, titled "Fleet Synopsis", includes instructions and a list of active fleets. The "Active Fleets" table has columns: Fleet #, Location, Type, Staggered Month, and Reg Period. The first row shows "15", "INDIANAPOLIS", "INTER", "MAY", and "04/01/2020 to 04/30/2021". There are blue "View" and "Select" buttons at the end of the row. An orange callout bubble with the word "Select" points to the "15" in the Fleet # column.

IRP Account #	Legal Name	USDOT	Status
0	Example Company		

Search:

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

Search:

View Select

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

The screenshot shows a menu titled "Select a function from the menu to proceed". Below the title is a link "Change the account/fleet/registration period" and a button "Change Account". The menu contains six buttons arranged in two rows: "Renewal", "Transactions", "Bills & Payments" in the first row, and "Credentials", "Reports", "Required Docs", "Inquiry" in the second row.

Select a function from the menu to proceed

Change the account/fleet/registration period [Change Account](#)

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 IndianalRP@dor.in.gov (for IRP-related transactions) or IndianaBPR@dor.in.gov (for Base Plate-related transactions).