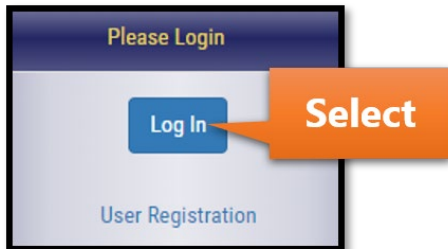


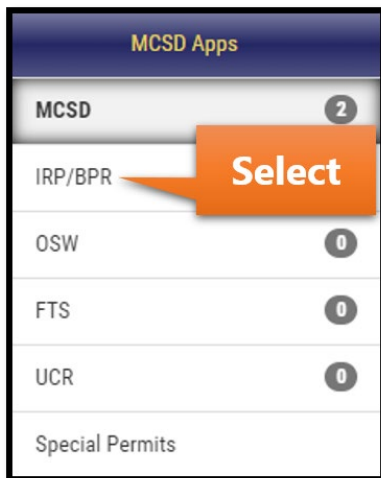
Add Vehicle – Upload Transaction Steps

IRP Transactions Homepage

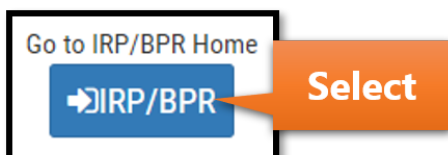
Navigate to the [IRP Internet](#) using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.



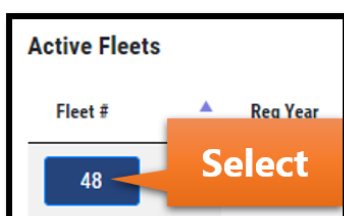
Select IRP/BPR from the left menu.



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



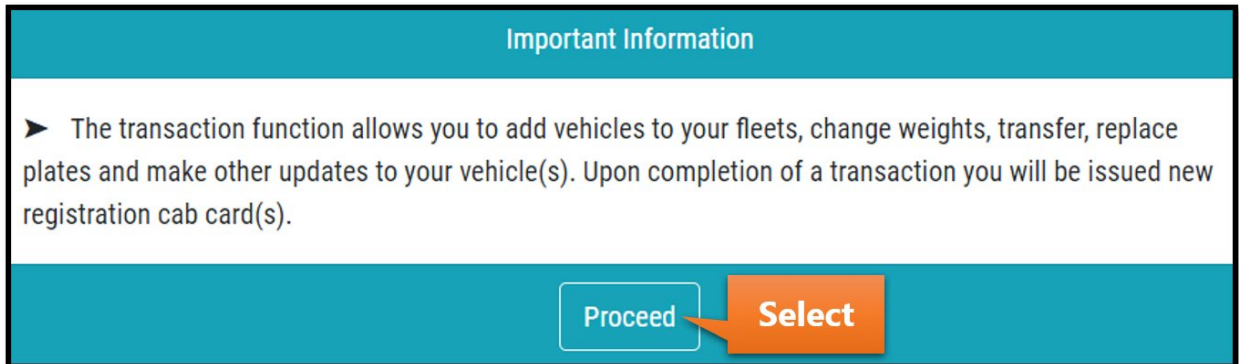
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



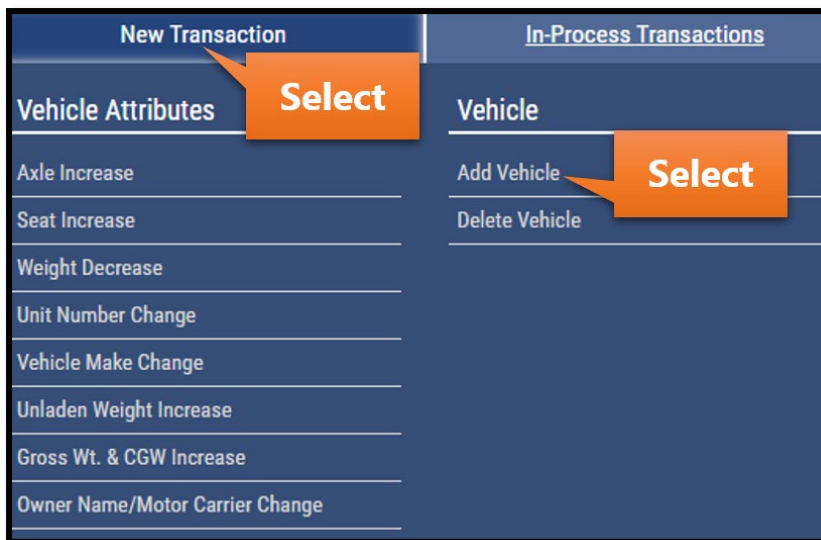
Select the Transactions button that appears in the menu.



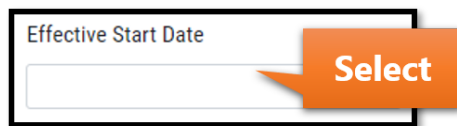
The message shown in the Important Information section will vary. Select the Proceed button.



Hover over the New Transaction button and select Add Vehicle.

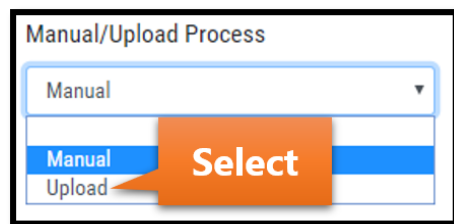


Select the Effective Start Date field and a calendar will appear. Enter the Effective Start Date. Changes will be active on the cab card from this date forward.



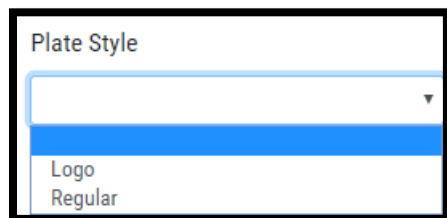
A screenshot of a form field labeled "Effective Start Date". Below the label is an empty text input box. An orange callout bubble with the word "Select" in white text points to the input box.

Select Upload from the Manual/Upload Process dropdown.



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



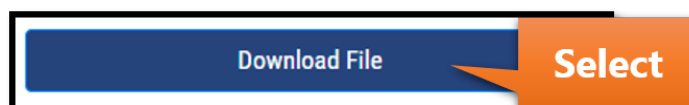
A screenshot of a dropdown menu titled "Plate Style". The menu is open, showing two options: "Logo" and "Regular". The "Logo" option is highlighted with a blue background.

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



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

Select the Download File button. Note that the format of the file provided by the system must be used during uploads. Use this file to enter your vehicle information and do not change the file name when saving.



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

Open the downloaded xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.



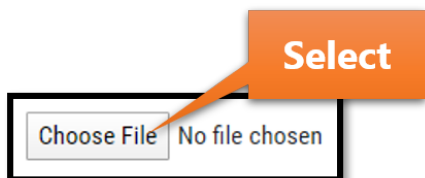
A blank template will appear where you can place all information for the vehicles being added. We will use **A** in the Trans Code column for **adding vehicles**.

You can hover over each column's title to read additional information and instruction regarding the template fields. An example is provided in the image below.

A	B	C	D
Trans Code	Description: This field represents the transaction type. Required: True Valid Values: A = Add Vehicle D = Delete Vehicle	Unit Number	Vehicle Location

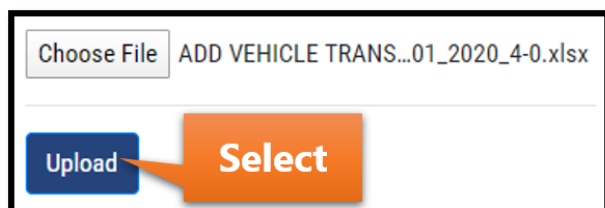
After all information is listed in the template, save it **without updating the file name**. Keep a note of where the file is saved on your computer. Close the file and return to the IRP application.

Select the Choose File button.



Select the downloaded file with your updates – if you did not change the location, it is likely the most recently modified file in your downloads folder.

Select the Upload button.



Upload with Errors

If there are no errors, continue to the “Upload with No Errors” section on the next page.

If there are errors in the Failed/Errors fields, you can view them by selecting the Download Errors button as shown in the image below. In this example, one of the four total vehicles has an entry error. Errors can also be fixed manually (without a spreadsheet) using the Fix Manually button.

File Name	Upload Date	Total Uploaded	Added	Passed	Failed
ADD_VEHICLE_TRANSACT...	06/03/2020	3	2	3	1

Total Uploaded	Added	Deleted	Skipped	ManualFix	Passed *	Errors
3	2	0	0	0	3	1

* Total Passed vehicles count reflects sum of Added and Manually fixed vehicles.

[Fix Manually](#) [Download Errors](#) [Skip Errors](#)

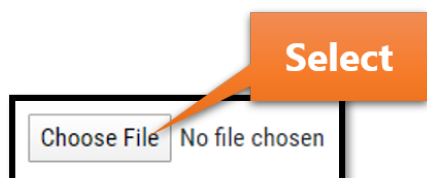
Open the downloaded.xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.



The vehicles with errors will be listed. Error descriptions are in the last column of the spreadsheet. A new file will need to be uploaded with correct information if the error message states that a new file with corrections is needed. If the error message does not state this, the errors can be corrected in the same spreadsheet.

After correcting all errors, save the new or updated file and navigate back to the IRP application.

Select the Choose File button.



Select the file with your corrections – if you did not change the location, it is likely the most recently modified file in your downloads folder.

Select the Upload button.

Choose File

ADD VEHICLE TRANS...01_2020_4-0.xlsx

Upload

Select

Upload with No Errors

An upload with zero errors will resemble the red Failed and Errors fields below. If you do not have errors, continue to the next step. If you have errors, follow the steps in the previous section until there is a zero in the Failed and Errors fields shown.

Last Upload Summary

File Name	Upload Date	Total Uploaded	Added	Passed	Failed
ADD VEHICLE TRANSACT...	06/03/2020	3	3	3	0

Overall Transactions Upload Summary

Total Uploaded	Added	Deleted	Skipped	ManualFix	Passed *	Errors
4	3	0	0	1	4	0

* Total Passed vehicles count reflects sum of Added and Manually fixed vehicles.

A record of all uploads will appear in the Upload History section. Select the Next button when all vehicles have been added via upload.

Upload History

Search:

File Name	Upload Date	Total Vehicles	Vehicles Added	Vehicles Deleted	Passed	Errors
ADD VEHICLE TRANSACTION_45604_47_06_01_2020_4-0.xlsx	06/03/2020	3	3	0	3	0
ADD VEHICLE TRANSACTION_45604_47_06_01_2020_4-0.xlsx	06/03/2020	3	2	0	2	1

Showing 1 to 2 of 2 entries

Back

Next

Select

Review the vehicles added in the Vehicle Summary section. If you can affirm all data is accurate, select the check box next to the "I affirm" statement. Select the Submit/Calculate Bill button.

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:

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	COW	Plate Number
NTVIN112288	10	TK	PWR	DOD	2	25000	64000	64000	
NTVIN776644	10	TK	PWR	DOD	2	25000	64000	64000	
NTVIN776645	10	TK	PWR	DOD	2	25000	64000	64000	
NTVIN882211	10	TK	PWR	DOD	2	25000	64000	64000	

Showing 1 to 4 of 4 entries
Previous
1
Next

Bill Summary

☒
I affirm under penalty of perjury that the renewal data being submitted is accurate.

Submit/Calculate Bill
Select

The last screen before payment resembles the image below. The options for viewing the bill and payment are provided.

Bill as of 06/03/2020

Total Apportioned Fee	\$2,515.44
Cab Card Fee	\$20.00
Commercial Vehicle Excise Tax	\$38.48
County Wheel Tax	\$9.32
Total Amount Due	\$2,583.24

Download Detail Bill

Download vehicle level detail bill by clicking the excel/pdf icons.
Excel
PDF

View Bill
View the complete bill & instructions for making a payment by mail.

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.

Pay Later
You will be redirected to IRP Home.

Pay at EOD
Transactions cannot be added to EOD Payments after 7.00 AM EST, if you have any unpaid EOD transactions from the previous day in the cart.

Edit/Continue Transaction
Delete Transaction