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.


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.

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

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

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.

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

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.
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.

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.

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**Confirmation**

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.