IRP/BPR Renewal Guides

Medium Carriers (100-299 Vehicles)

Indiana Department of Revenue

Renewal User Guide – Medium Carriers

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Carrier Types and Renewal Options

Small carriers have less than 100 vehicles, medium carriers have 100-300 vehicles, and large carriers have over 300 vehicles. The table below shows carrier options for renewal. Instructions for a manual upload will be provided in this user guide.

User Type	Vehicle Count	Manual	Upload
Small Carrier	<100	Yes	No
Medium Carrier	100-300	Yes	Yes
Large Carrier	>300	No	Yes

If you are a medium carrier, you have the option to upload manually or via a spreadsheet. Instructions for uploads via spreadsheet are provided on page 8. Instructions for manual updates are provided on page 12. Continue with the steps below to navigate to your account and fleet.

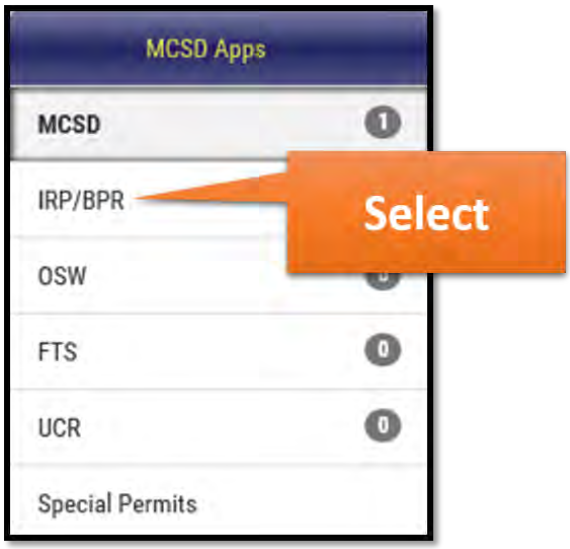
Navigating to the Fleet

Navigate to https://motorcarrier.dor.in.gov/loginHome.html

Select the Log In button.

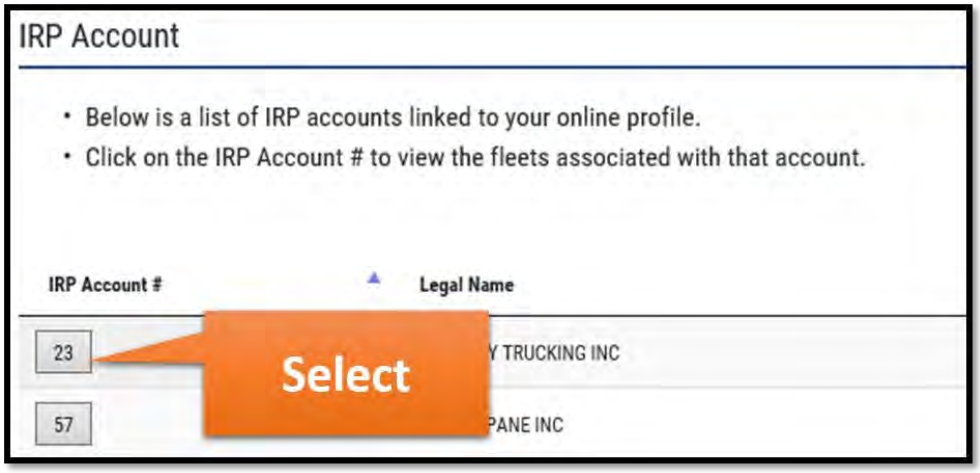
Enter your username and password. Select the Login button.

Select IRP/BPR in the MCSD section.

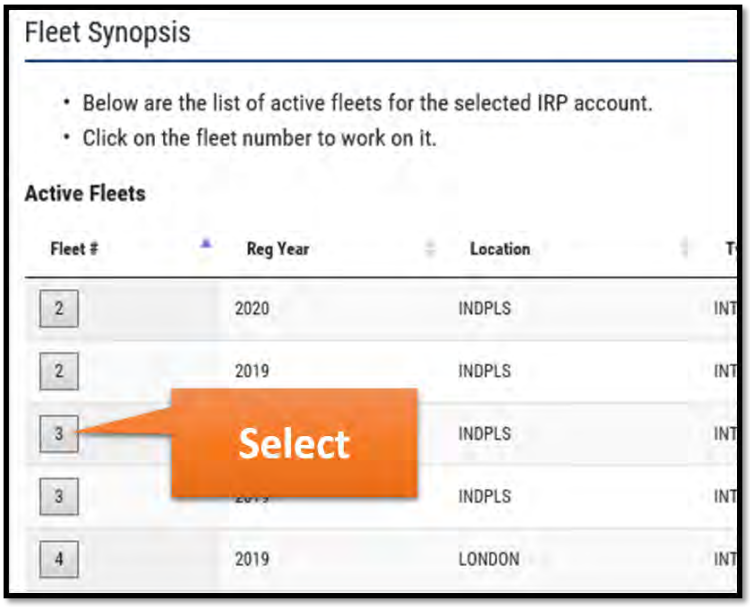


Select the IRP/BPR button in the IRP/BPR section.

A list of IRP accounts linked to your profile will appear. Select the IRP account associated with the renewal.



A list of active fleets associated with the account will appear below. Select the fleet associated with the renewal.

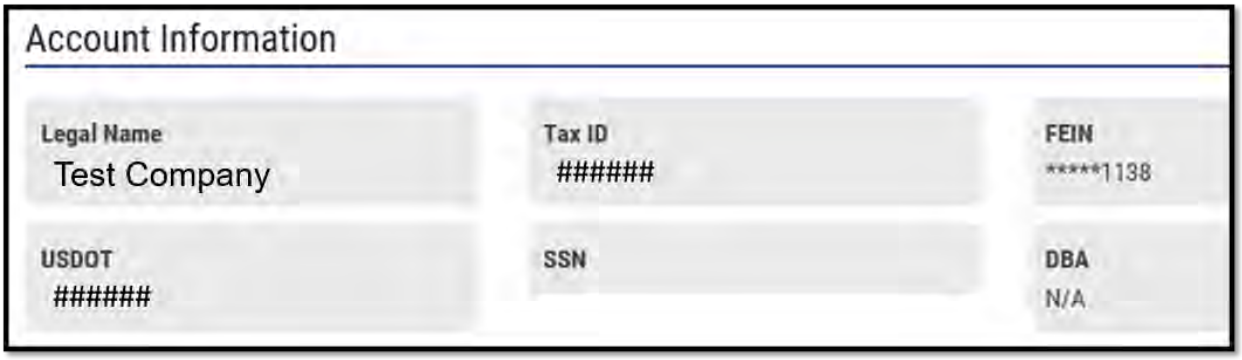


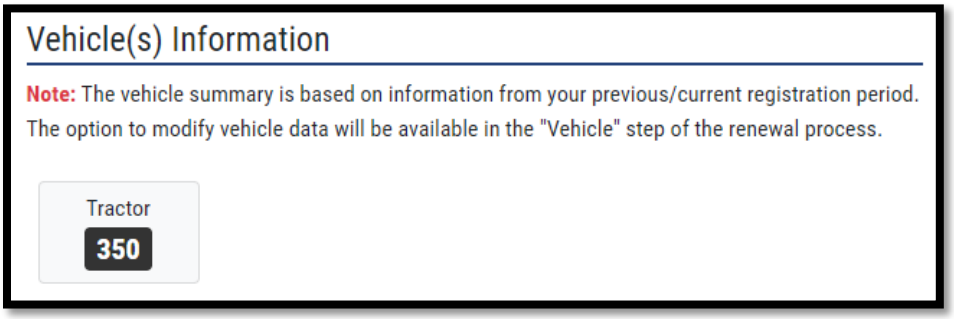
Select the Renewal button.

Select the Proceed button.

Pre-Renewal Summary

The Pre-Renewal Summary screen will appear with the account information and vehicle information for the fleet. You have the option to download a PDF of your fleet vehicles by selecting the PDF button.

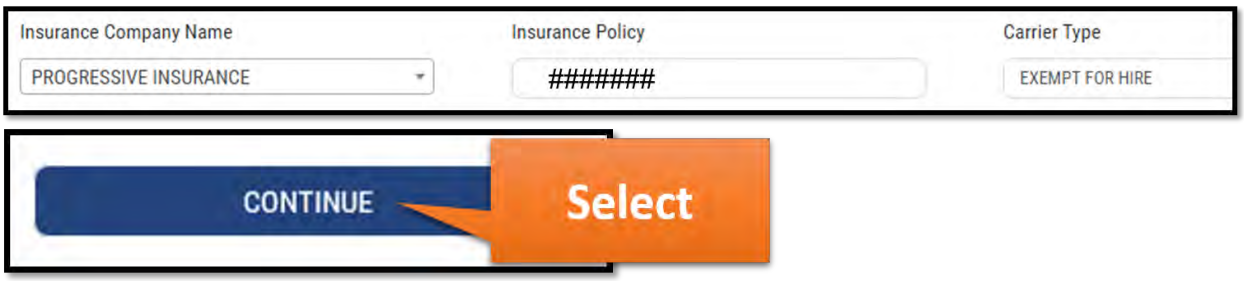




Select the Continue button.

Fleet

The Fleet screen will appear. Review the insurance information and update if necessary. Select Continue.



Address

The Address screen will appear. Review the information and update if necessary by selecting Edit in the Mailing Address, Credential Address (if used), and Contact Information. The Physical Address can be updated only by an MCS employee. Select Continue.

Mileage

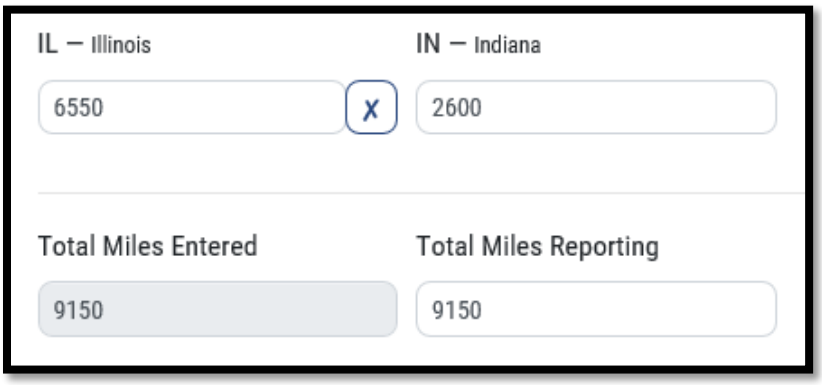
The Mileage screen will appear. If you are eligible to use estimated miles for billing, select No in the "Do you have actual miles?" dropdown. You will see a message appear stating "You are eligible to use the estimated miles for billing. If you have the actual miles to report please select Actual miles as yes and enter all the miles traveled in each jurisdiction.

If you selected Yes in the "Do you have actual miles?" dropdown, you have the option to add jurisdictions individually or to view all jurisdictions at once. Add the mileage for all jurisdictions you have traveled in.

To add jurisdictions individually, select each from the dropdown menu and select the add button.

To view all jurisdictions at once, select the Show All Jurisdictions button.

Enter the mileage for each jurisdiction as well as the Total Miles Reporting field.



Select the Next button.

Vehicle

The Vehicle screen will appear. You have the option to update vehicles manually or via a spreadsheet template. Continue to the next step if you prefer to use the template. Continue to page 12 if you prefer to update manually.

Option 1: Upload Template Instructions

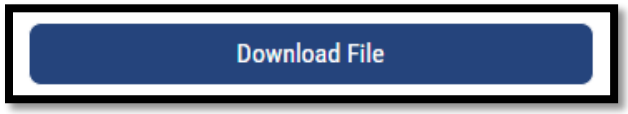
Please note that if you would rather update manually, skip to page 12. On this screen you have the option to refresh vehicle data. You also have the option to download the template for vehicle additions, updates, and deletions that can then be uploaded after making the necessary updates.

Use the Refresh button to bring any changes made in the previous registration period to renew.

After selecting Refresh, the Refresh Vehicle Data button will appear. Select it if you would like to refresh your vehicle data.

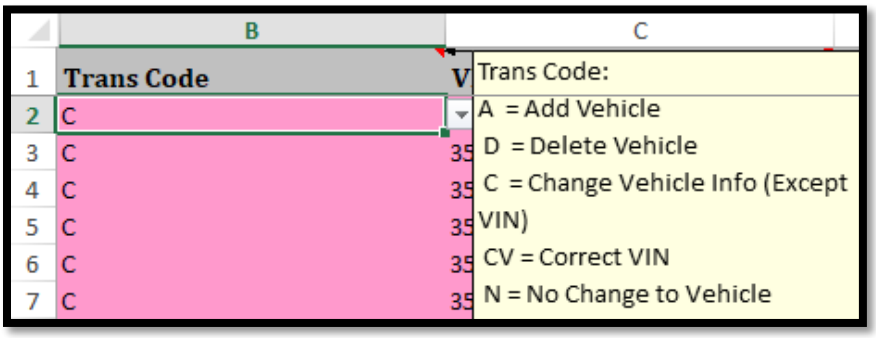
If you would like to add, delete, and/or update vehicles, select the Download button for the template that will be used.

Select the Download File button that appears.



Open the Excel file. The vehicle data in your fleet will appear. Hover over the titles in the first row for tips regarding how to complete the spreadsheet. When hovering over the title "Trans Code," the box below will appear. Use the Transaction Codes shown for all vehicle updates and enter the corresponding transaction code in the Trans Code column of the spreadsheet in the row of the vehicle being updated. See below for instructions regarding each transaction code.

Please Note: For new vehicles, the vehicle code/record code should be blank. For existing vehicles, do not edit the vehicle code/record code columns.



A – Add vehicle. If you would like to add a new vehicle, scroll down to the next empty row of the spreadsheet and place A in the first cell. Enter the rest of the information corresponding to the new vehicle in the rest of the fields in the row. Repeat for each new vehicle.

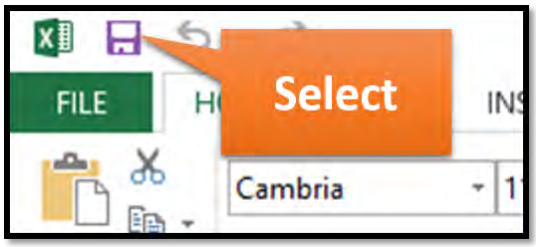
D – Delete vehicle. Locate the vehicle(s) you would like to delete in the spreadsheet. Update the transaction code in the corresponding row to D. **Do NOT delete the vehicle information from the spreadsheet if you would like to delete the vehicle – ensure you are leaving the vehicle information and placing D in the first column.**

C – Change vehicle info. **Do not use this option if you are changing the VIN – see the next code if you are changing the VIN.** Locate the vehicle(s) you would like to update in the spreadsheet. Update the transaction code in the corresponding row to C, then update the information for the vehicle(s) in the same row.

CV – Correct VIN. Locate the vehicle(s) that need an updated VIN in the spreadsheet. Update the transaction code in the corresponding row to CV, then update the VIN number in the next column.

N – No change to vehicle. For all vehicles that are not being updated, deleted, or added, place N in the transaction code column.

After updates have been made to the spreadsheet, select the Save icon in the top left corner.



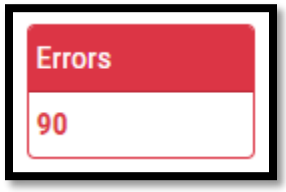
Select the Choose File button.

Select the file you saved with the updates. It will be the most recent file in your Downloads folder.

Select the Upload button.

Errors

If there are errors, you will see the amount in the Errors section. If there are no errors, you will see 0 in the Errors section. If there are errors to correct, continue to the next step. If there are no errors to correct, select the Next button and continue to the Review section on page 15.



To see the error details, select the Download Errors button.

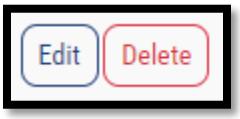
A spreadsheet will open with the errors. The descriptions of the errors will be provided in the last column of the spreadsheet in the Error Message column. You have the option to fix the errors manually, update the spreadsheet and upload the corrections, or skip the errors.

To fix the errors manually or via spreadsheet, see one of the next two sections on this page. To skip the errors, continue to page 12.

Fixing Errors Manually

Select the Fix Manually button. **Please note that manual corrections should not be used if you need to update the transaction code on the spreadsheet.**

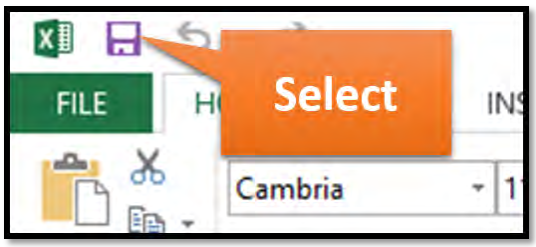
A list of errors will appear. Select the Edit or Delete button for each error and make the necessary updates.



Select the Next button and continue to the Review section on page 15.

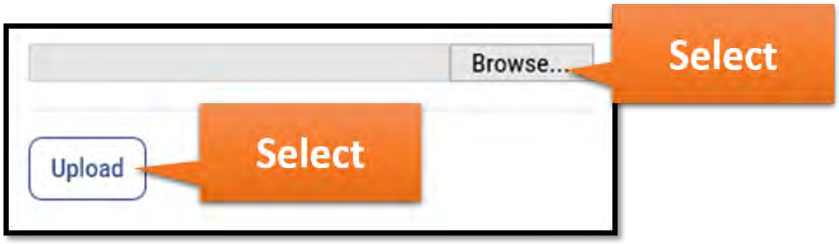
Fixing Errors via Spreadsheet Upload

To fix the errors by updating the spreadsheet, correct the errors and save the spreadsheet by selecting the Save icon in the top left corner.



Select the Upload Error Fixes button.

Select the Browse button and locate the file with your corrections. It should be the most recent file in your Downloads folder. Select the Upload button.



After all errors have been fixed, you will see 0 in the Failed and Errors section. The updates made when fixing the errors will show in the Last Upload Summary section and the full updates made will be shown in the Overall Renewal Vehicle Summary section.

Select the Next button and continue to the Review section on page 15.

Skipping Errors

If you would like to skip the errors, select the Skip Errors button. Please note that vehicles skipped with errors will be considered as deleted and will not be renewed. Please add them again using the Add Vehicle transaction. Continue with the steps in the Review section on page 15 after selecting the Skip Errors button.

Option 2: Manual Update Instructions

The Vehicle screen will appear. **Please note if you would rather upload via spreadsheet, go back to Option 1 on page 8.** On this screen you have the option to refresh vehicle data. You also have the option to add, edit, and/or delete vehicles.

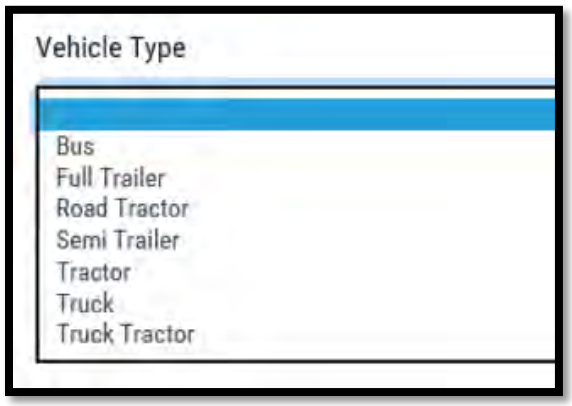
Use the Refresh Vehicle Data button to bring any changes made in the previous registration period to renew.

To add a vehicle, continue to the next step. To edit or delete a vehicle, continue to page 14. If you do not need to add, edit, or delete vehicles, continue to the Review section on page 15.

Add Vehicle

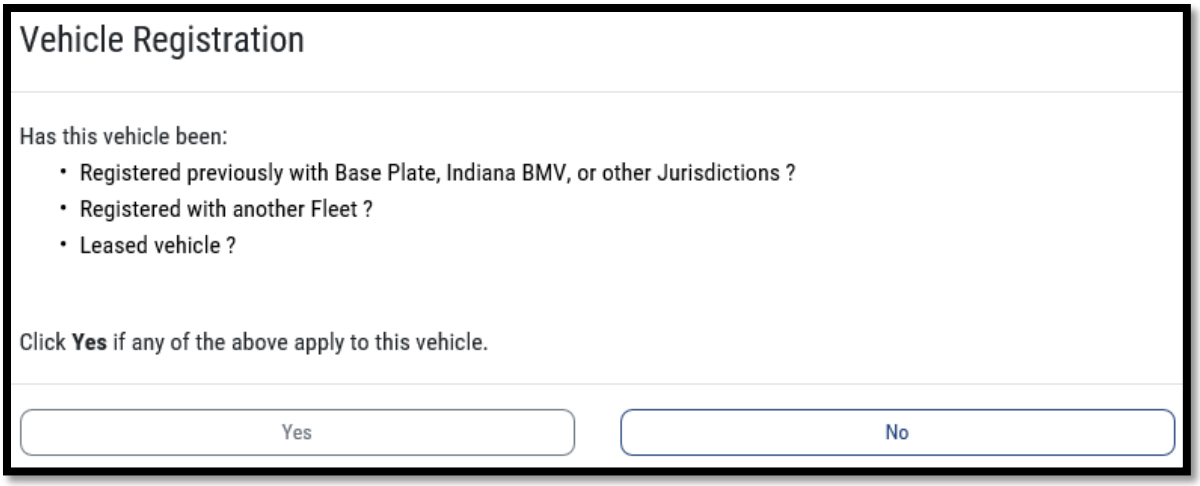
To add a vehicle, select the Add Vehicle button.

Select the vehicle type from the dropdown. The fields that appear after this step will depend on the selection made.



Complete the fields that appear. Select the Submit button.

The message below will appear if the purchase date is past 45 days. Review and select Yes or No.



You will see a screen showing the jurisdictional weights for the vehicle. Weights shown in this screen can be updated as required. After reviewing and updating if needed, select the Submit button.

Continue to page 15 for instructions on the Review screen.

Edit Vehicle

To edit a vehicle, select the Edit button next to the vehicle you would like to update.

Review the fields that appear on the following screen and make the necessary updates. Select the Submit button.

Continue to page 15 for instructions on the Review screen.

Delete Vehicle

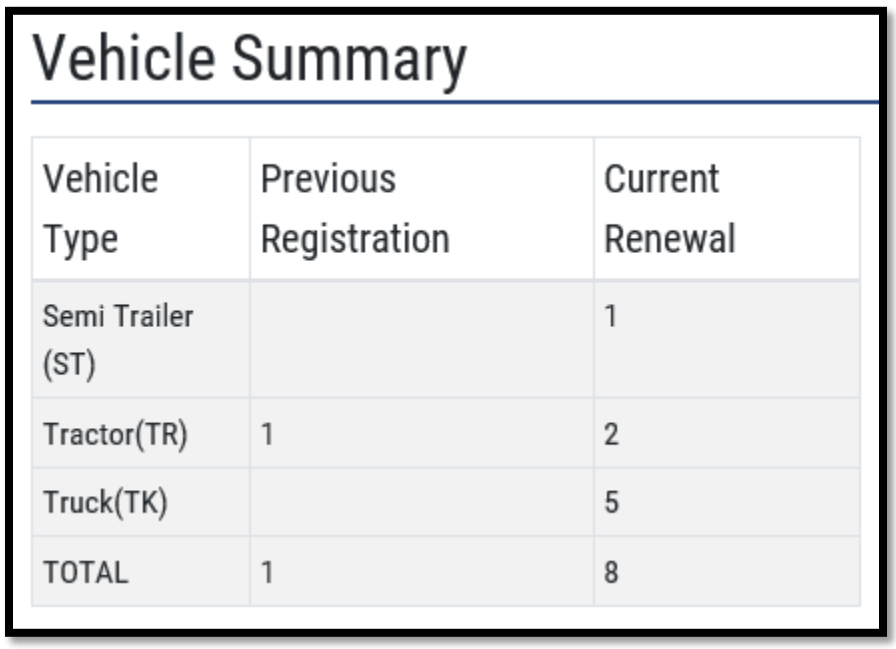
To delete a vehicle, select the Delete button next to the vehicle you would like to delete.

The status of the vehicle will be "deleted" and a Re-Activate button will appear if you would like to undo the vehicle deletion.

Review

Select the Continue button after all updates have been made on the Vehicle screen.

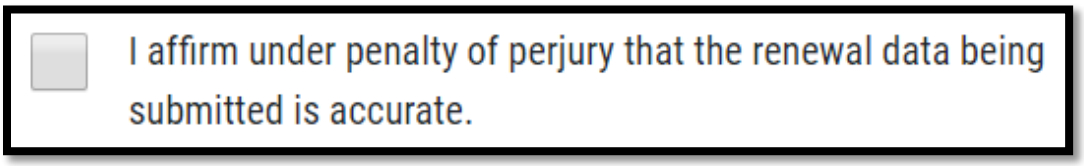
The Review screen will appear. The Vehicle Summary section is shown. You have the option to download a complete summary of vehicle information for the account by selecting the Download Summary button.



Vehicle Summary

Vehicle Type	Previous Registration	Current Renewal
Semi Trailer (ST)		1
Tractor(TR)	1	2
Truck(TK)		5
TOTAL	1	8

There will be a Bill Summary section. Review the statement and select the checkbox if you agree.



Select the Calculate Bill button.

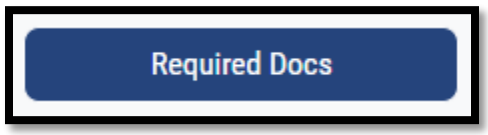
A snapshot of your bill will be displayed at the bottom of the screen, as well as the options to download, view, and/or pay your bill. You have the options to pay now or later.

Bill as of 09/18/2019	
Total Apportioned Fee	$9,836.31
Cab Card Fee	$35.00
Commercial Vehicle Excise Tax	$517.71
County Wheel Tax	$72.47
Municipal Wheel Tax	$90.96
Late registration Fee	$94.10
Trailer Fee	$82.00
Transportation Infrastructure Improvement Fee	$8.52
Total Amount Due	**$10,737.07**
Total Amount Due after **May 15, 2020** (Includes 10% penalty unless waived)	**$10,884.36**

To download the details of your bill, select the Excel or PDF button.

To view the complete bill and review how to make a payment by mail, select the View Bill button. After selecting this button, a new window will appear with details regarding your bill.

If additional documents are required, you will see a message explaining what is needed next to the Required Docs button. Select the Required Docs button to download a document outlining what is needed.



To pay now, select the Pay Now button. See page 18 for the transaction billing process.

To Pay Later, select the Pay Later button. You will be directed to IRP Home. You can access the bill later by selecting the Bills & Payments button. See page 18 for the transaction billing process.

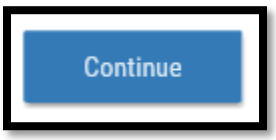
Transaction Billing Process

In the Transaction screen, select a transaction number in the dropdown and select the Next button.

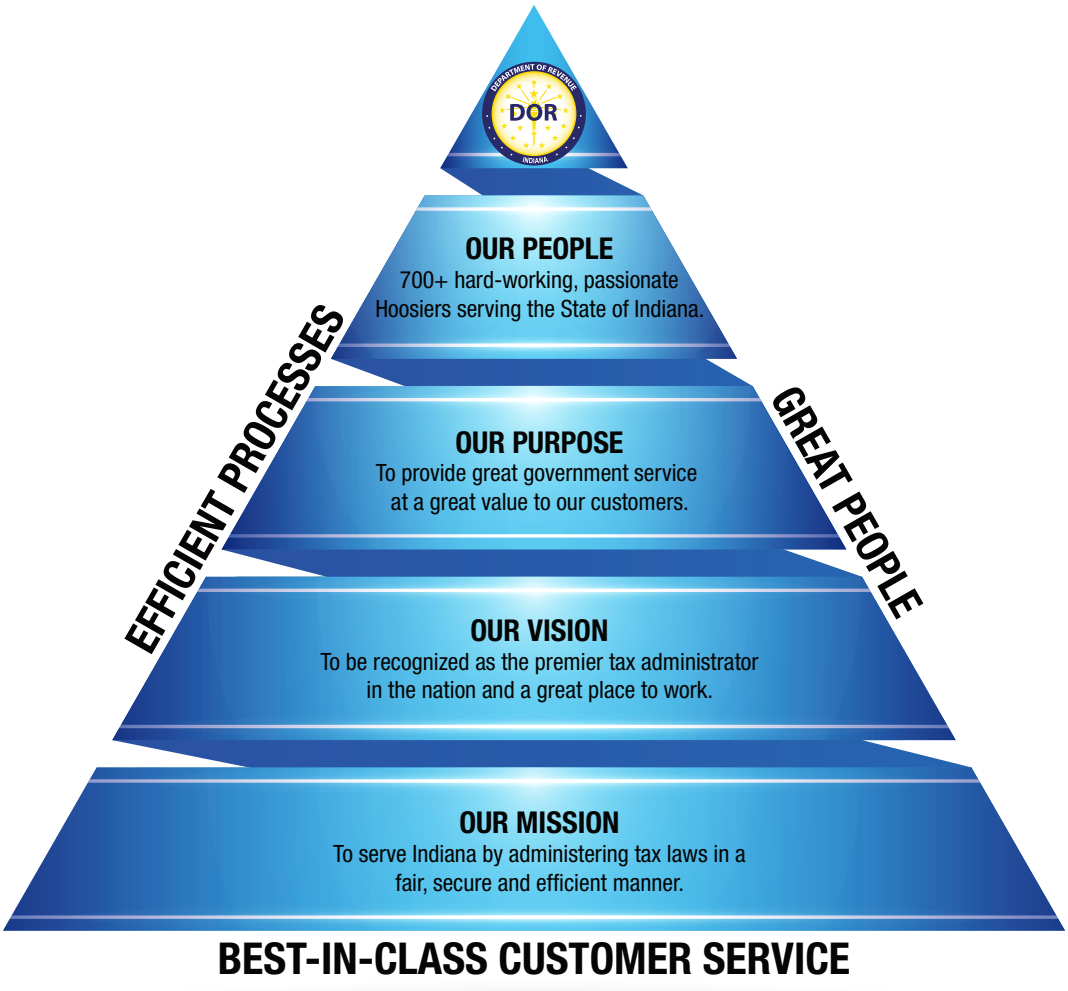
The Fees due will be displayed as well as the options to Pay Now, Pay at EOD (if eligible), or Print the bill.

Select the Continue button, then select an option in the Pay By dropdown.

Select the Continue button.



Enter the payment information requested and select the Pay Now button. A renewal summary will appear.

TOP WORK PLACES 2019

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