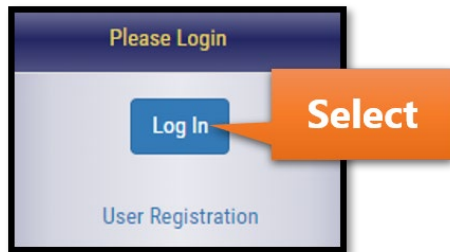


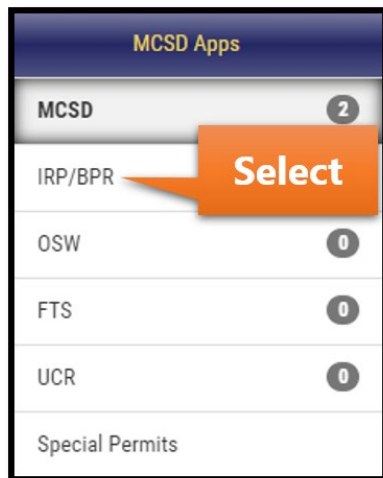
Plate Transfer – Manual Transaction Steps

IRP Transactions Homepage

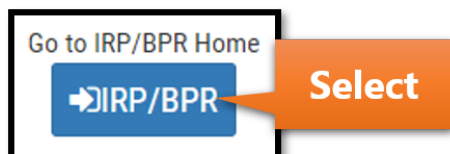
Navigate to the [IRP Internet](#) using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.



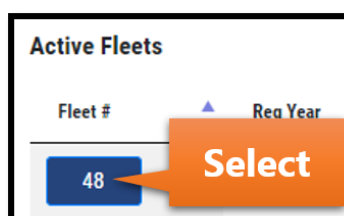
Select IRP/BPR from the left menu.



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



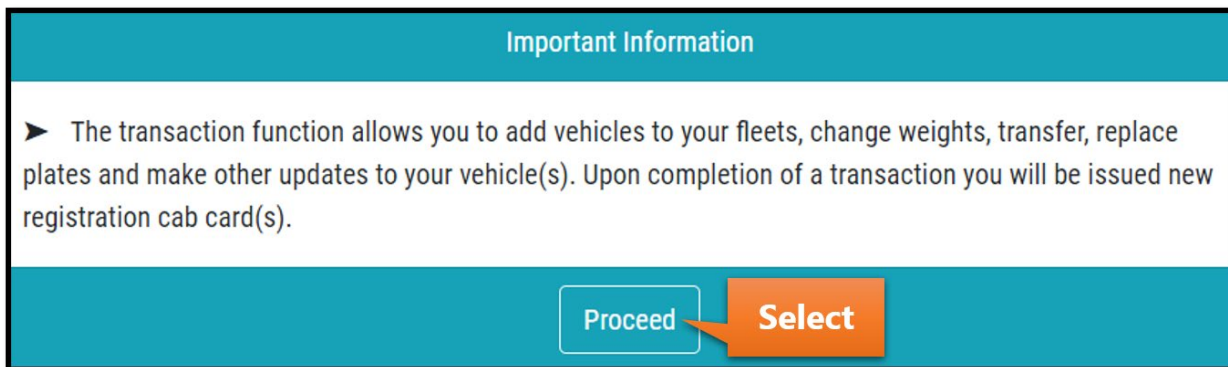
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



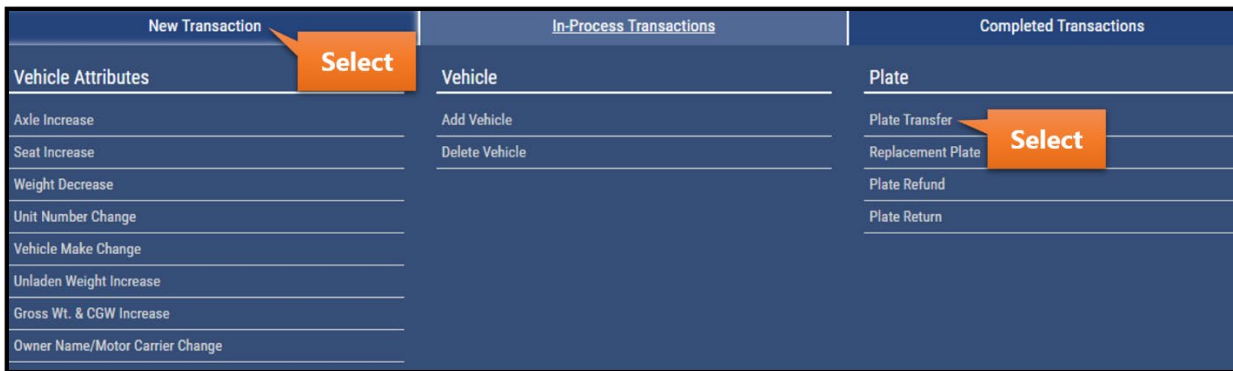
Select the Transactions button that appears in the menu.



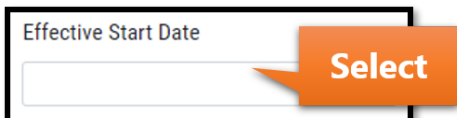
The message shown in the Important Information section will vary. Select the Proceed button.



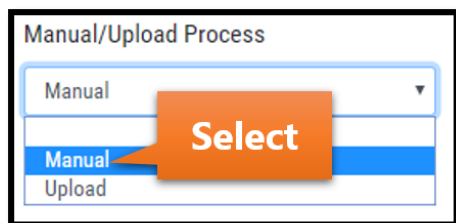
Hover over the New Transaction button and select Plate Transfer.



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.



Manual/Upload Process

Manual

Manual

Upload

Select

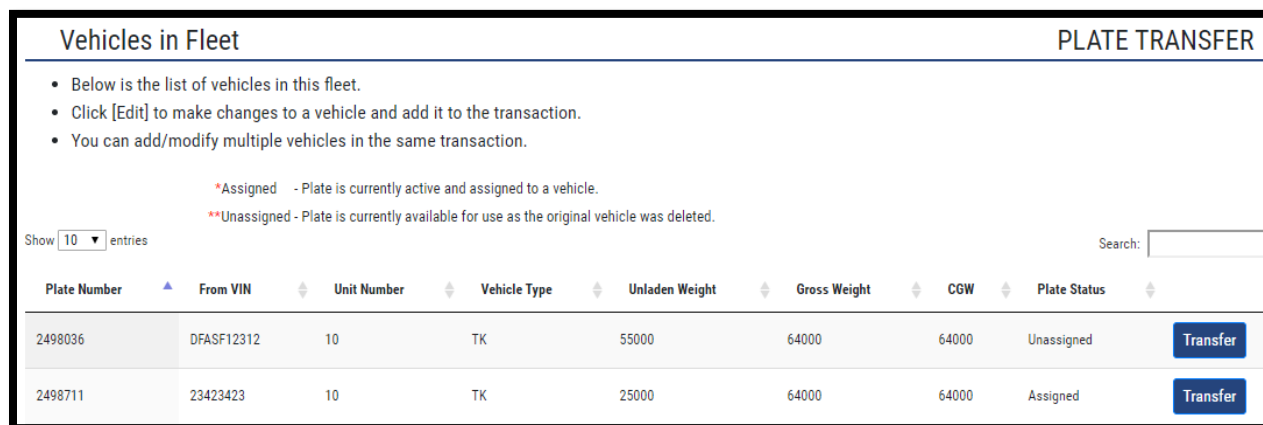
Enter any comments in the Comments section and select the Submit button.



Submit

Select

If you have 1-300 vehicles registered, a list of vehicles in the fleet will appear as shown below.



Vehicles in Fleet PLATE TRANSFER

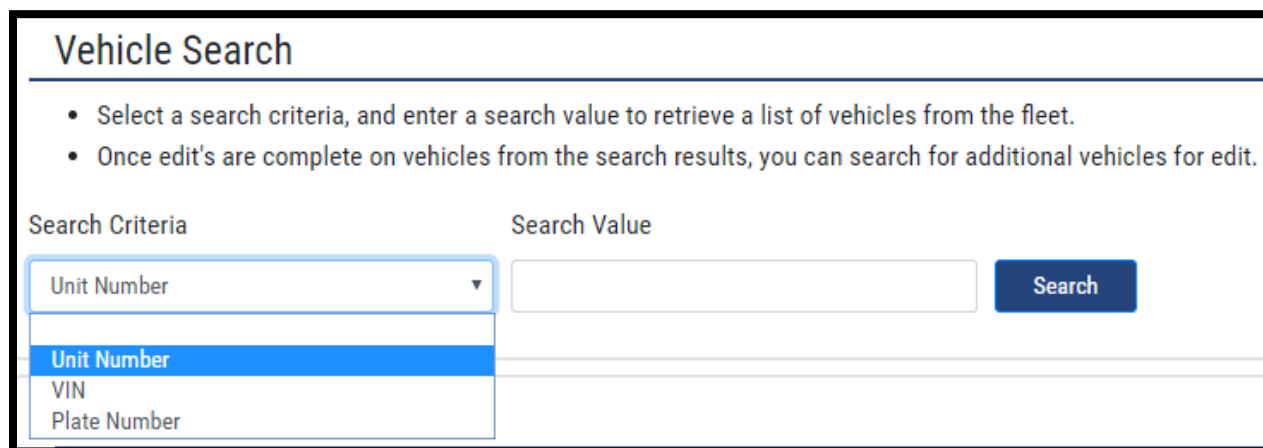
- Below is the list of vehicles in this fleet.
- Click [Edit] to make changes to a vehicle and add it to the transaction.
- You can add/modify multiple vehicles in the same transaction.

*Assigned - Plate is currently active and assigned to a vehicle.
**Unassigned - Plate is currently available for use as the original vehicle was deleted.

Show entries Search:

Plate Number	From VIN	Unit Number	Vehicle Type	Unladen Weight	Gross Weight	CGW	Plate Status	
2498036	DFASF12312	10	TK	55000	64000	64000	Unassigned	<button>Transfer</button>
2498711	23423423	10	TK	25000	64000	64000	Assigned	<button>Transfer</button>

If you have over 300 vehicles registered, use the Vehicle Search tool to find the vehicle whose plate you would like to transfer.



Vehicle Search

- Select a search criteria, and enter a search value to retrieve a list of vehicles from the fleet.
- Once edit's are complete on vehicles from the search results, you can search for additional vehicles for edit.

Search Criteria Search Value

Unit Number

Unit Number

VIN

Plate Number

Search

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.

A form with a label 'VIN' and a blue question mark icon. Below it is a text input field. To the right of the input field is a blue button labeled 'Add'. An orange callout bubble with the word 'Select' in white text points to 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.

A form titled 'Vehicle Info' with a 'Vehicle Type' dropdown menu. The dropdown menu is open, showing a list of vehicle types: Bus, Full Trailer, Road Tractor, Semi Trailer, Tractor, Truck, and Truck Tractor. The 'Bus' option is highlighted with a blue background.

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
<input type="text"/>

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.

Yes

No

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.

2499329AA11AA1710TK250006400064000AssignedTransfer

Showing 1 to 10 of 105 entriesPrevious12345...11Next

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 10 entriesSearch:

Plate Number	To VIN	Unit Number	Vehicle Type	Unladen Weight	Gross Weight	CGW	
2498969	NEWTRUCK11	10	TK	30000	80000	80000	EditRemove

Showing 1 to 1 of 1 entriesPrevious1Next

BackSelectReview & Calculate

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

ExcelPDFPrint

Search:

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

Previous1Next

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

☒

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.

Submit/Calculate Bill

Select

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

Bill as of 02/01/2022

Plate Transfer Fee	\$9.50
Total Amount Due	\$9.50

Download Detail Bill

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

ExcelPDF

View Bill

Pay Now

Pay Later

Pay at EOD

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

Will redirect to payment service page for processing payment. After payment, you will be redirected to summary page where you may print credentials.

You will be redirected to IRP Home.

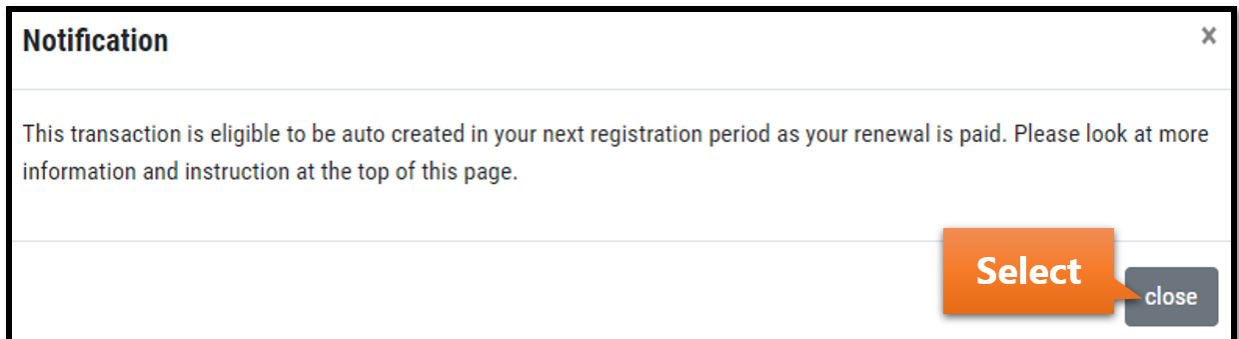
*Note: Transactions cannot be added to EOD Payments after 8:00 PM EST.

Edit/Continue Transaction

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.

This transaction is eligible to be auto created in your next registration period as your renewal is paid. The option to auto create will not be available once you leave this page. You can always navigate to your next registration period and manually create the transaction anytime. Please click on Proceed button to make a choice.

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.

