Replacement Plate – 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 Replacement Plate.

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.


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.

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

If you have over 300 vehicles registered, use the Vehicle Search tool to find the vehicle whose plate you need to replace.

If you have over 300 vehicles registered, use the Vehicle Search tool to find the vehicle whose plate you need to replace.
After locating the vehicle of the plate you need to replace, select the Edit button.

![Select Edit]

Select the plate status from the dropdown, then select the Submit button.

![Select Plate Status]

You will have the option to replace other plates in the Vehicles in Fleet section by selecting the Edit 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.
A Vehicle Summary section will appear at the top of the screen.

![Vehicle Summary](image1)

Read the Transaction Summary section carefully. Select the checkbox if you agree with the statement provided.

![Transaction Summary](image2)

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](image3)

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

![Bill Options](image4)
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.