



# IRP/BPR Renewal Guide

Small Carriers (Fewer than 100 Vehicles)



Last revised: November 2025

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# Carrier Types and Renewal Options

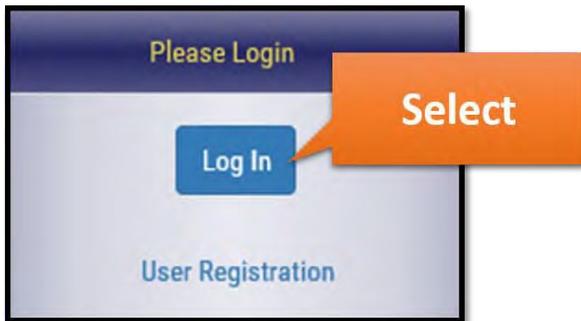
Small carriers have less than 100 vehicles, medium carriers have 100-300 vehicles, and large carriers have over 300 vehicles. The table below shows carrier options for renewal. Instructions for a manual upload will be provided in this user guide.

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

## Navigating to the Fleet

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

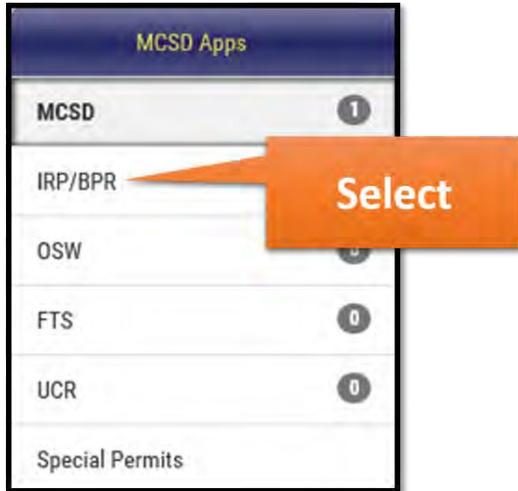
Select the Log In button.



Enter your username and password. Select the Login button.



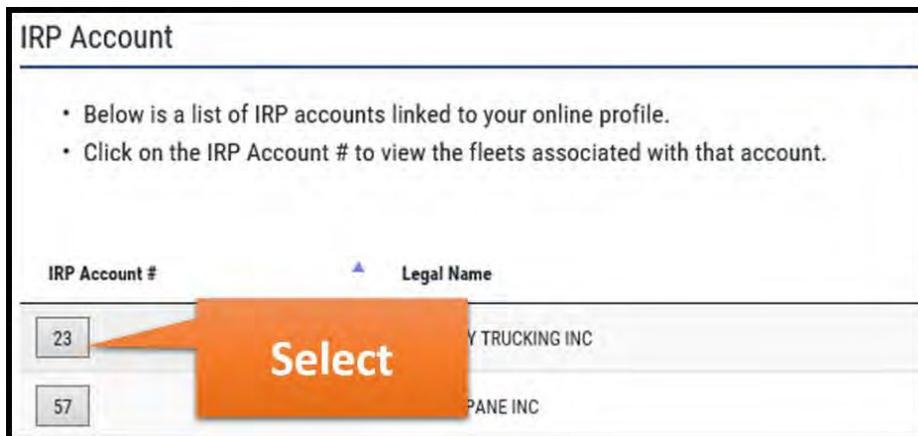
Select IRP/BPR in the MCSD section.



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 number associated with the renewal.



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

**Fleet Synopsis**

- Below are the list of active fleets for the selected IRP account.
- Click on the fleet number to work on it.

**Active Fleets**

Fleet #	Reg Year	Location	T
2	2020	INDPLS	INT
2	2019	INDPLS	INT
3	2019	INDPLS	INT
3	2019	INDPLS	INT
4	2019	LONDON	INT



Select the Renewal button.



Select the Proceed button.

**Important Information**

The renewal function allows you to renew your fleet's plates and vehicle registration. Upon completion of your renewal you will be issued new registration cab cards.

**Proceed**



# 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.

Account Information		
<b>Legal Name</b> BELLE WAY TRUCKING INC	<b>Tax ID</b> #####	<b>FEIN</b> *****1138
<b>USDOT</b> #####	<b>SSN</b>	<b>DBA</b> N/A

Vehicle(s) Information
<p><b>Note:</b> The vehicle summary is based on information from your previous/current registration period. The option to modify vehicle data will be available in the "Vehicle" step of the renewal process.</p>
<p>Tractor</p> <p><b>1</b></p>

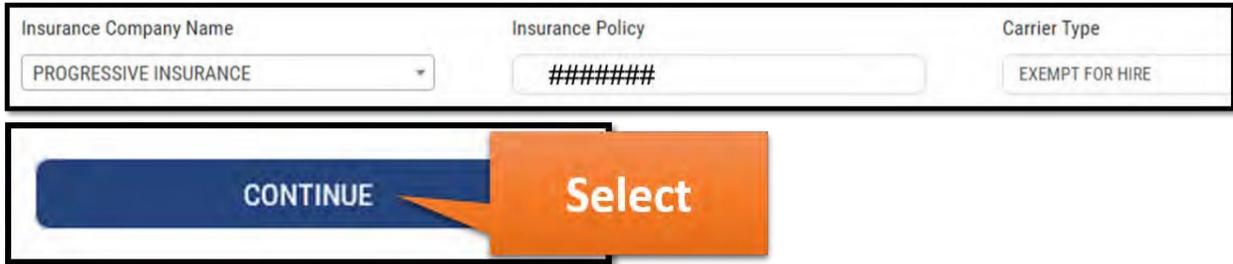
<p>Download a PDF file of your fleet vehicles:</p> <p>PDF</p>
---------------------------------------------------------------

Select the Continue button.



# Fleet

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



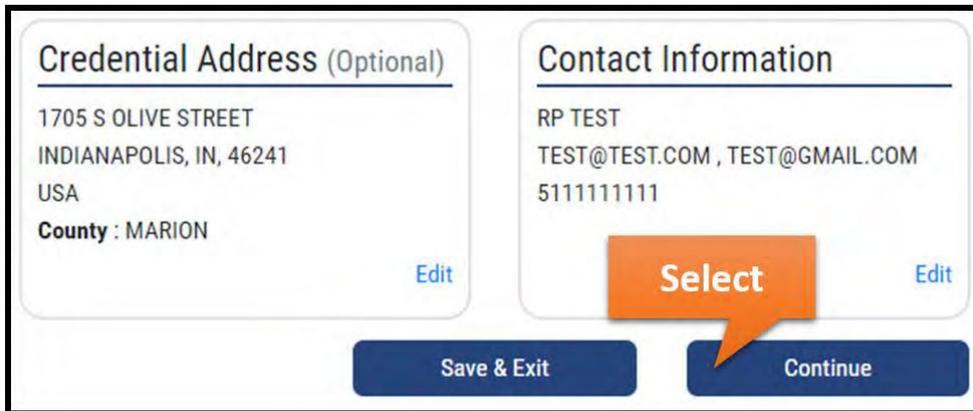
The screenshot shows the Fleet screen with the following fields:

Insurance Company Name	Insurance Policy	Carrier Type
PROGRESSIVE INSURANCE	#####	EXEMPT FOR HIRE

Below the form is a blue button labeled "CONTINUE". An orange callout bubble with the word "Select" points to the "CONTINUE" button.

# 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 only be updated by an MCS employee. Select Continue.



The screenshot shows the Address screen with two main sections:

- Credential Address (Optional)**: 1705 S OLIVE STREET, INDIANAPOLIS, IN, 46241, USA, County : MARION. An "Edit" button is located at the bottom right of this section.
- Contact Information**: RP TEST, TEST@TEST.COM , TEST@GMAIL.COM, 5111111111. An "Edit" button is located at the bottom right of this section.

At the bottom of the screen are two buttons: "Save & Exit" and "Continue". An orange callout bubble with the word "Select" points to the "Continue" button.

# Mileage

For carriers who register buses, there are additional options for determining distance. Details on determining distance for buses are available on the [International Registration Plan website](#), in section 805 of [The Plan](#) document.

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 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.

The image shows a form with four input fields. The first two are for "IL - Illinois" (6550) and "IN - Indiana" (2600). The last two are for "Total Miles Entered" (9150) and "Total Miles Reporting" (9150). There is a small "X" button between the first two fields.

Select the Next button.



# Vehicle

The Vehicle screen will appear. 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.



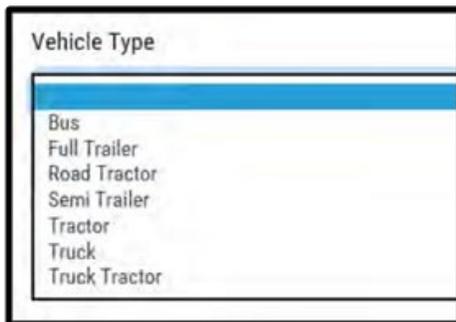
To add a vehicle, continue to the next step. To edit a vehicle, continue to page 10. To delete a vehicle, continue to page 11. If you do not need to add, edit, or delete vehicles, continue to page 11's Review section.

## Add Vehicle

To add a vehicle, select the Add Vehicle button.



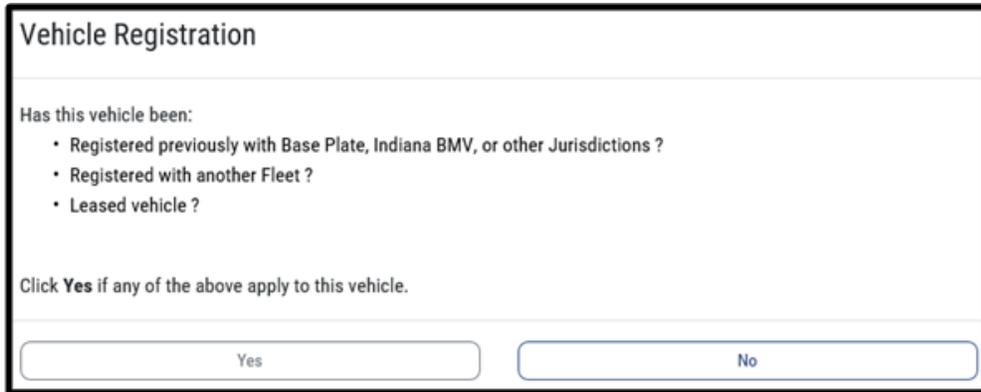
Select the vehicle type from the dropdown. The fields that appear after this step will depend on the selection made.



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.



**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 see a screen showing the jurisdictional weights for the vehicle. Weights shown on this screen can be updated as required. After reviewing and updating if needed, select the Submit button. Continue to page 11 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 the Review section below 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 the 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.

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



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.

Example Snapshot:

<b>Bill as of 09/18/2019</b>	
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
<b>Total Amount Due</b>	<b>\$10,737.07</b>
<b>Total Amount Due after May 15, 2020</b> (Includes 10% penalty unless waived)	<b>\$10,884.36</b>

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 14 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 14 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 End of Day (if eligible), or Print 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.