IRP/BPR
Renewal Guides

Small Carriers (Fewer than 100 Vehicles)

Indiana Department of Revenue

Renewal User Guide – Small 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.

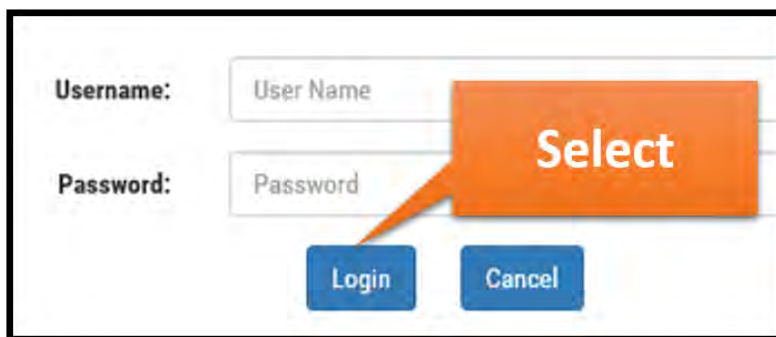| User Type	Vehicle Count	Manual	Upload
Small Carrier	<100	Yes	No
Medium Carrier	100-300	Yes	Yes
Large Carrier	>300	No	Yes

Navigating to the Fleet

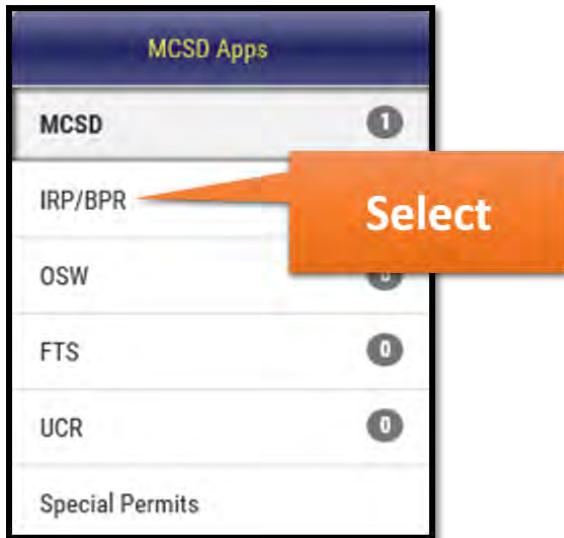Navigate to https://motorcarrier.dor.in.gov/loginHome.html

Select the Log In button.
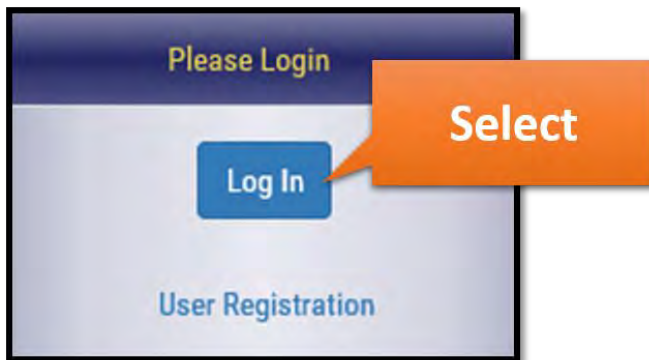
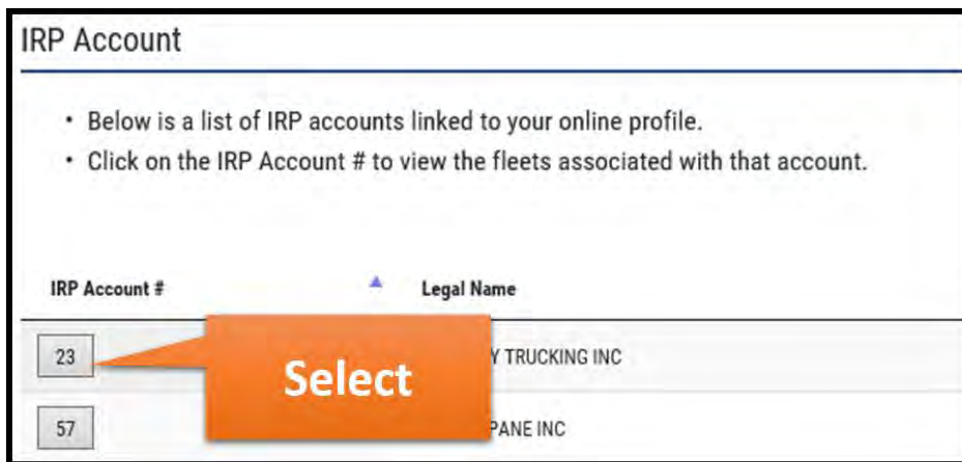Enter your username and password. Select the Login button.

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.
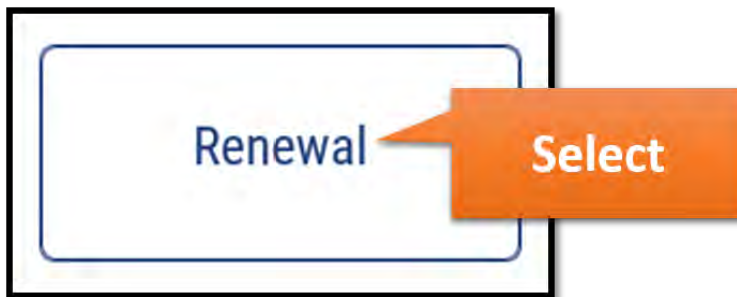

Select the Renewal button.

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.

Account Information

Legal Name	Tax ID	FEIN
BELLE WAY TRUCKING INC	######	*****1138

USDOT	SSN	DBA
######		N/A

Vehicle(s) Information

Note: 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.

Tractor
1

Download a PDF file of your fleet vehicles:

PDF

Select the Continue button.

CONTINUE **Select**

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

Add Vehicle

To add a vehicle, select the Add Vehicle button.
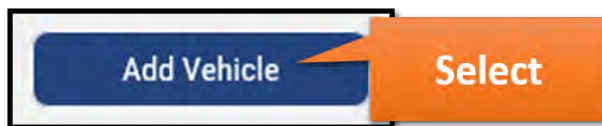
Select the vehicle type from the dropdown. The fields that appear after this step will depend on the selection made.
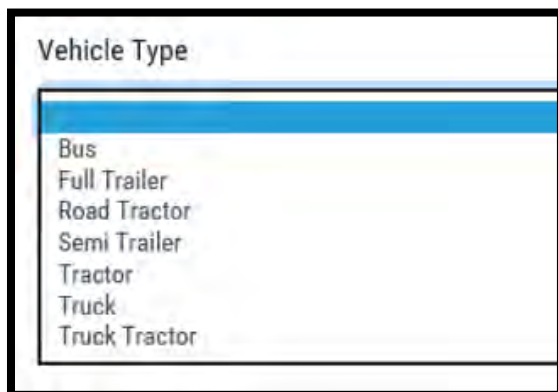
Complete the fields that appear. Select the Submit button.

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 in this screen can be updated as required. After reviewing and updating if needed, select the Submit button. Continue to page 10 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 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.

Select

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:

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.

To pay now, select the Pay Now button. See page 13 for the transaction billing process.
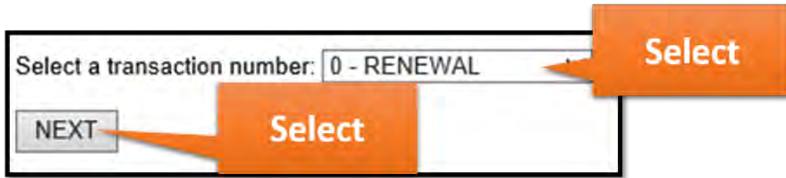

To Pay Later, select the Pay Later button. You will be directed to IRP Home. You can access the bill later by selecting the Bills & Payments button. See page 13 for the transaction billing process.

Transaction Billing Process

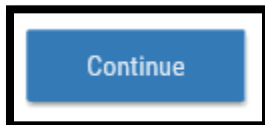In the Transaction screen, select a transaction number in the dropdown and select the Next button.

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.

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700+ hard-working, passionate
Hoosiers serving the State of Indiana.

OUR PURPOSE
To provide great government service
at a great value to our customers.

OUR VISION
To be recognized as the premier tax administrator
in the nation and a great place to work.

OUR MISSION
To serve Indiana by administering tax laws in a
fair, secure and efficient manner.

EFFICIENT PROCESSES

GREAT PEOPLE

BEST-IN-CLASS CUSTOMER SERVICE