MANITOBA PUBLIC INSURANCE

Add a Vehicle to an IRP Fleet

Use this procedure to add an IRP vehicle to your fleet.

Before You Begin

- Ensure the following required documents are available for uploading, if applicable:
  - Bill of sale
  - Out-of-Province Driver Licence/Articles of Incorporation (for vehicles whose ownership is not set up in Manitoba)
  - Lease agreement and Power of Attorney letter (for leased vehicles)
  - New Vehicle Information Statement ([NVIS] for new or never-been-registered vehicles)
  - Certificate of Inspection (COI)
  - Authority to Register/Exclusive Use Agreement (for owner/operator)
  - Transfer of Ownership Document (for vehicles with previous owner[s])
  - Proof of Third-Party Liability Insurance

Steps

Begin in MPI Registration – IRP.

1. From the left-hand Services > IRP menu, on the **Vehicle** menu tile, select **Add Vehicle**.
   - Under **Supplement Search**, the system auto populates your **Account No.** and **MPI Customer No.**

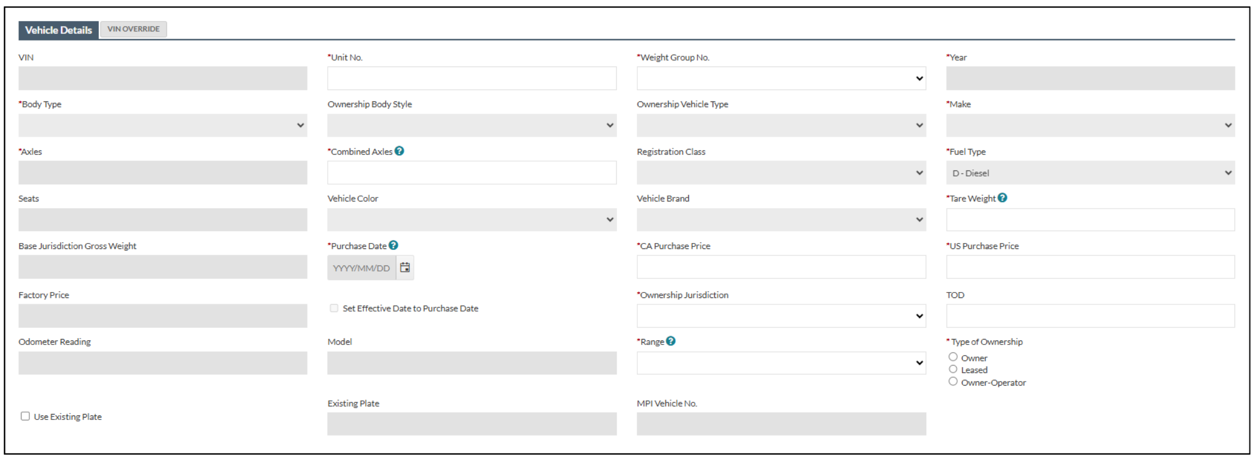
> **Tip:** Consultants are required to complete the **MPI Account No**. and/or **MPI Customer No**. fields.

2. Enter your **Fleet No.** and **Fleet Expiration Year**.
3. In the lower left corner, select the disclaimer checkbox, then select **Proceed**.
4. On the **Vehicle Details** page, under **New Vehicle Search Criteria**, search for the vehicle to be added by entering the **VIN**.

5. Select **Copy From**.
    - The vehicle's information will populate in the **Vehicle Details** section.

> **Note:** If the **Copy From** option does not populate the vehicle information under the **Vehicle Details** section, Manitoba ownership may not have been set up. To add the vehicle:
>
> 1. Under **New Vehicle Search Criteria**, enter the **VIN**.
>
> 2. Next to **Vehicle Details**, select **VIN Override**.
>
> - The system allows you to manually complete the fields in the **Vehicle Details** section.
>
> The IRP Prorate Office will confirm your vehicle's information and set up ownership.

6. Complete the missing required details (indicated by a red asterisk (*)).

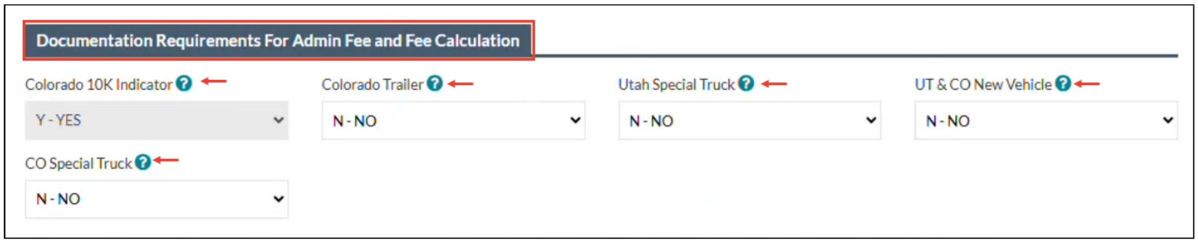


- **Unit No.**: Enter the unit number assigned to your vehicle.
- **Weight Group No.**: From the dropdown, select one of the available weight groups applicable to your vehicle.
- **Combined Axles:** Enter the number of axles for your vehicle Refer to the corresponding Quebec weight information.
- **Tare Weight:** Enter the tare weight for your vehicle.
- **Purchase Date:** Select the date the vehicle was purchased.
- **CA Purchase Price** or **US Purchase Price:** Enter the purchase price of the vehicle in CDN$ or USD$ (whichever currency the vehicle was purchased in). The system automatically converts the price into the other currency.
- **Range**: From the dropdown, select the applicable range for the vehicle.
- **Type of Ownership:** Select the appropriate ownership type for the vehicle.

- **Use Existing Plate:** If you would like to use a plate you already own, select this checkbox, and enter the **Existing Plate** number.

> **Important:** Do not enter a space between the letters and numbers of the existing plate number.

7. Under **Documentation Requirements for Admin Fee and Fee Calculation**, indicate whether special circumstances apply to your vehicle.
    - If you have questions about whether any of the fields apply to your fleet, hover over the **?** by the field for an explanation.

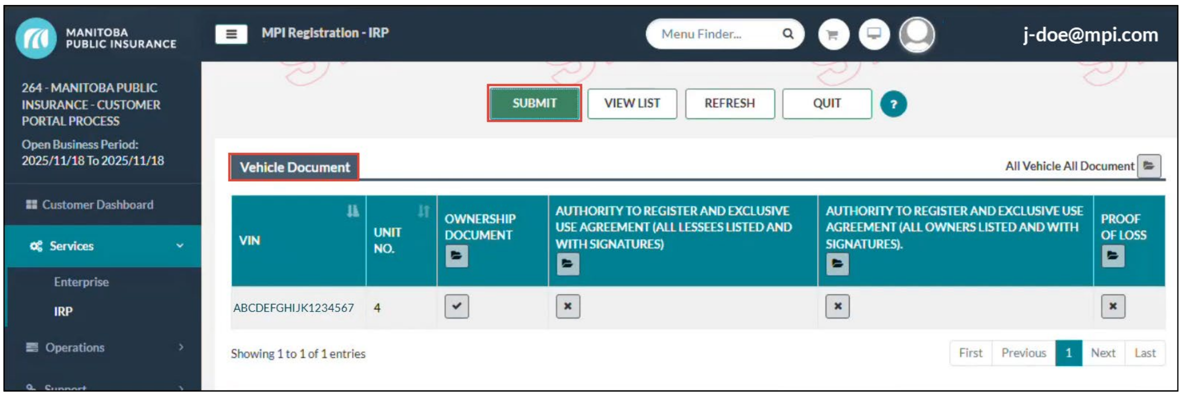


8. Select **Proceed**.
9. On the **Vehicle Details** verification page, confirm the details are accurate, then select **Proceed**.
    - The system redirects you to the Vehicle Details page to add another vehicle if required. Repeat the steps above for any remaining vehicles.
    - If any of the information is incorrect, select **Vehicle List** to show a list of added vehicles. Click the Select icon next to the vehicle that must be corrected, then correct the information on the next page.
        - To delete a vehicle that was added incorrectly, select **Cancel Vehicle**.
        - To save the changes, select **Proceed**.
10. When you are done entering vehicles, select **Done**.

Upload Documents

11. On the **Web Processing** page, go to the **Vehicle Document** section and upload the required documents.

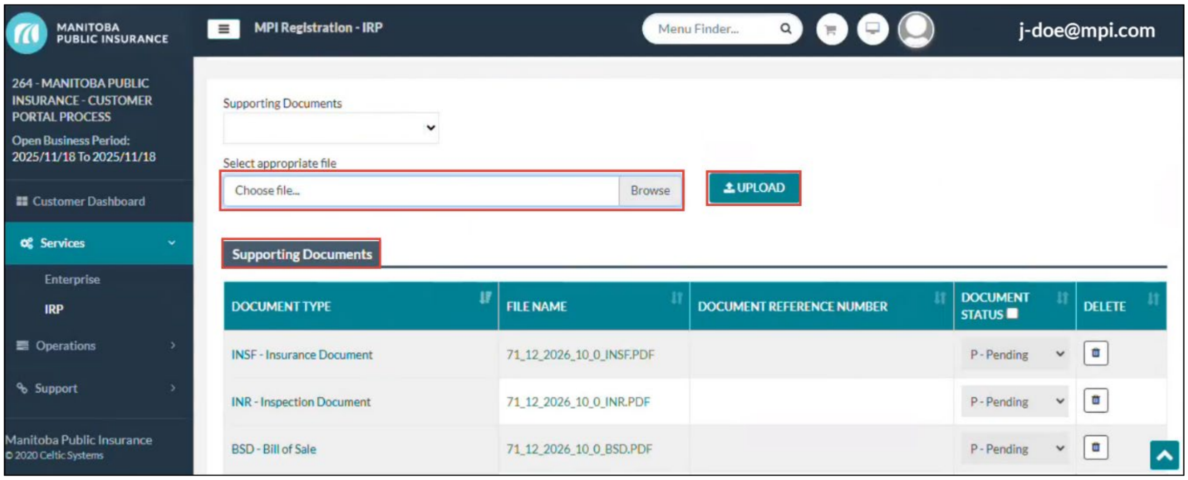
> **Note:** The system only allows one upload of 4 MB per required document type.



> **Tip:** If you're unsure which documents to upload, select **Submit**, then **OK**, without attaching any files. A notification will appear at the top of the screen listing the required document(s).

12. On the **Supporting Documents** drop down (see the Supporting Documents checklist), select the document you want to upload.
    - This field also allows you to upload multiple documents.
13. Select **Browse** to search your device for the document to be uploaded.

14. Select **Upload**.



- If your list of uploads is missing a required document, a notification appears to inform you of the missing document.
- If you are uploading more than one document, select the **Supporting Documents** drop-down option, then upload the applicable documents for that transaction.

15. In the **Supporting Documents** section, verify the uploaded documents are correct.
    - The Document Status reads **Pending**.
    - If you would like to delete a file from the list, select the **Delete** icon .
16. When you are done selecting the applicable file(s) for uploading, select **Submit.**
    - A message displays indicating **Request Submitted Successfully**.
17. Select **Quit**.
    - You will receive an email stating your transaction has been submitted successfully, and that it will be reviewed by the IRP Prorate Office.

Note: After submitting an application, you can no longer make changes to that application.