

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:

- Under **New Vehicle Search Criteria**, enter the **VIN**.
- 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**.

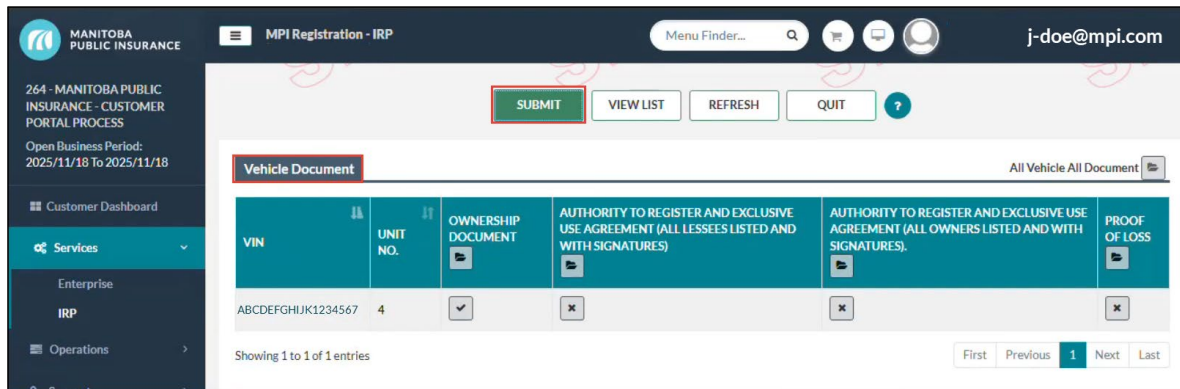
- The system redirects you to the Vehicle Details page to add another vehicle if required. Repeat the steps above for any remaining vehicles.
- If any of the information is incorrect, select **Vehicle List** to show a list of added vehicles. Click the Select icon  next to the vehicle that must be corrected, 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.



The screenshot shows the MPI Registration - IRP web application. The left sidebar contains the Manitoba Public Insurance logo, user information (264 - MANITOBA PUBLIC INSURANCE - CUSTOMER PORTAL PROCESS, Open Business Period: 2025/11/18 To 2025/11/18), and navigation links (Customer Dashboard, Services, Enterprise, IRP, Operations, Support). The main content area is titled 'MPI Registration - IRP' and features a 'Menu Finder...' search bar. Below the search bar are buttons for 'SUBMIT', 'VIEW LIST', 'REFRESH', and 'QUIT'. The 'Vehicle Document' section is highlighted with a red box. It contains a table with columns: VIN, UNIT NO., OWNERSHIP DOCUMENT, AUTHORITY TO REGISTER AND EXCLUSIVE USE AGREEMENT (ALL LESSEES LISTED AND WITH SIGNATURES), AUTHORITY TO REGISTER AND EXCLUSIVE USE AGREEMENT (ALL OWNERS LISTED AND WITH SIGNATURES), and PROOF OF LOSS. The table has one row with the following data: VIN: ABCDEFGHIJK1234567, UNIT NO.: 4, OWNERSHIP DOCUMENT: [upload icon], AUTHORITY TO REGISTER AND EXCLUSIVE USE AGREEMENT (ALL LESSEES LISTED AND WITH SIGNATURES): [upload icon], AUTHORITY TO REGISTER AND EXCLUSIVE USE AGREEMENT (ALL OWNERS LISTED AND WITH SIGNATURES): [upload icon], and PROOF OF LOSS: [upload icon]. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls (First, Previous, 1, Next, Last).

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.

The screenshot shows the 'MPI Registration - IRP' portal. The sidebar on the left contains the following links: 264 - MANITOBA PUBLIC INSURANCE - CUSTOMER PORTAL PROCESS, Open Business Period: 2025/11/18 To 2025/11/18, Customer Dashboard, Services (selected), Enterprise, IRP, Operations, and Support. The main content area has a 'Supporting Documents' section with a dropdown menu, a 'Select appropriate file' section with a 'Choose file...' button and a 'Browse' button, and an 'UPLOAD' button. Below this is a table of existing documents.

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS	DELETE
INSF - Insurance Document	71_12_2026_10_0_INSF.PDF		P - Pending	
INR - Inspection Document	71_12_2026_10_0_INR.PDF		P - Pending	
BSD - Bill of Sale	71_12_2026_10_0_BSD.PDF		P - Pending	

- 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.