

Change Carrier Type

Use this procedure to change the carrier type for an IRP fleet.

Before You Begin

- Ensure the following required documents are available for uploading, if applicable:
 - Proof of Third-Party Liability Insurance

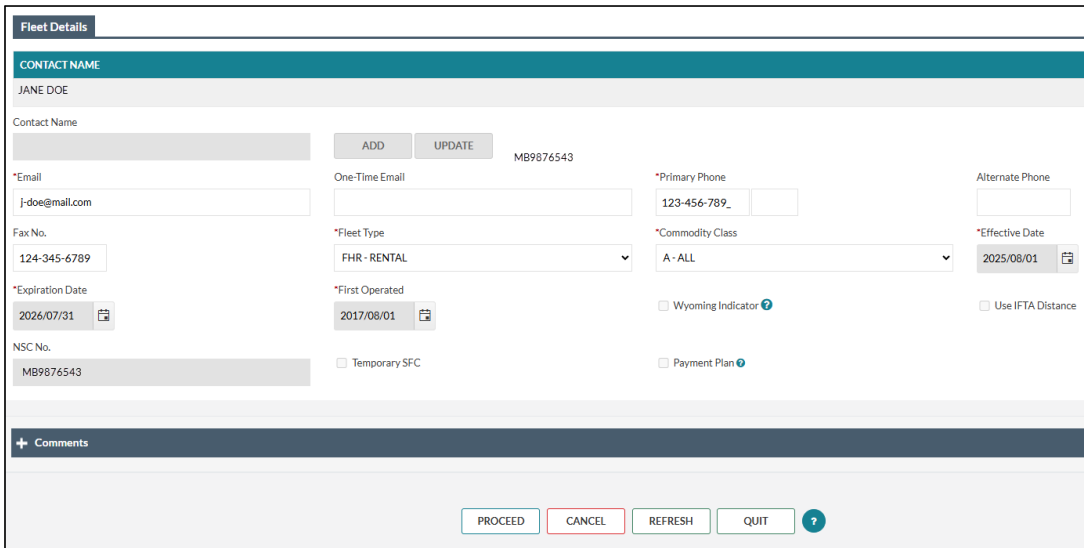
Steps

Begin in MPI Registration – IRP.

1. From the left-hand Services > IRP menu, on the **Fleet** menu tile, select **Change Carrier Type**.
 - 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 **Fleet Details** page, under **Fleet Details**, update the **Fleet Type**, **Commodity Class**, and other fields as required.



Fleet Details

CONTACT NAME
JANE DOE

Contact Name: [Text Field] ADD UPDATE MB9876543

*Email: j-doe@mail.com One-Time Email: [Text Field] *Primary Phone: 123-456-789_ Alternate Phone: [Text Field]

Fax No.: 124-345-6789 *Fleet Type: FHR - RENTAL *Commodity Class: A - ALL *Effective Date: 2025/08/01

*Expiration Date: 2026/07/31 *First Operated: 2017/08/01 ☐ Wyoming Indicator ☐ Use IFTA Distance

NSC No.: MB9876543 ☐ Temporary SFC ☐ Payment Plan

+ Comments

PROCEED CANCEL REFRESH QUIT ?

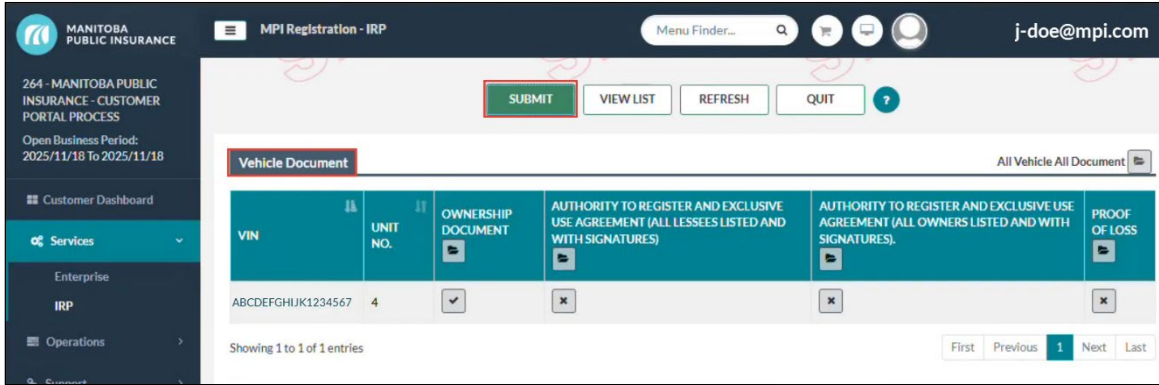
5. Select **Proceed**.
6. On the **Fleet Details** verification page, confirm the details are accurate, then select **Proceed**.

Upload Documents

If required, upload documents.

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

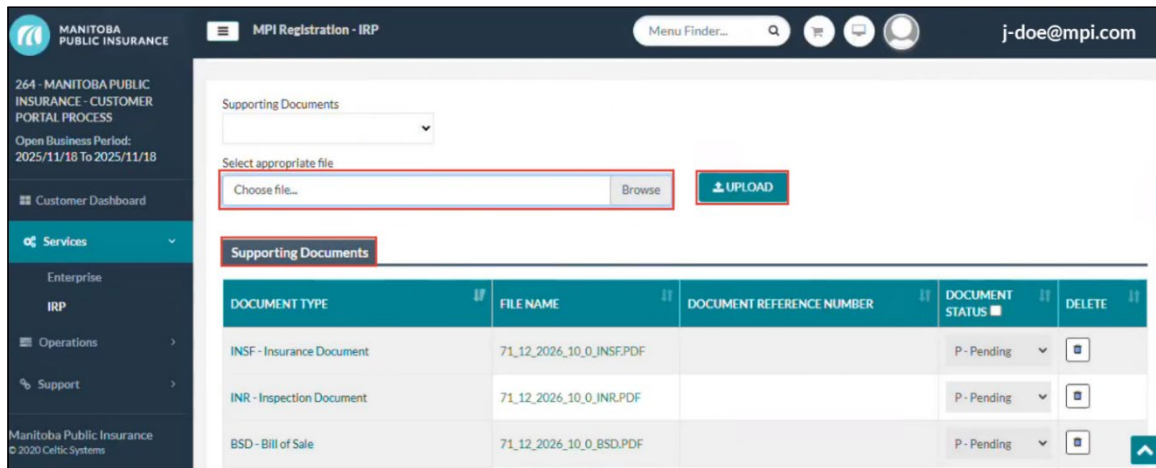
Note: The system only allows one upload of 4 MB per required document type.



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).

8. On the **Supporting Documents** drop down, select the document you want to upload.
 - This field also allows you to upload multiple documents.
9. Select **Browse** to search your device for the document to be uploaded.

10. Select Upload.



Supporting Documents

Select appropriate file

Choose file... Browse **UPLOAD**

Supporting 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.

11. 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  .

12. When you are done selecting the applicable file(s) for uploading, select **Submit**.

- A message displays indicating **Request Submitted Successfully**.

13. 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.