Change Vehicle Information

Use this procedure to make changes to a vehicle that involve a fee.

> **Tip:** For changes that do not involve a fee, use the Correct a Cab Card procedure.

Before You Begin

- Ensure the following required documents are available for uploading, if applicable:
  - Bill of sale
  - Transfer of Ownership Document (for vehicles with previous owner[s])
  - Authority to Register/Exclusive Use Agreement (for owner/operator)
  - Out-of-Province Driver Licence/Articles of Incorporation (for vehicles whose ownership is not set up in Manitoba)

Steps

Begin in MPI Registration – IRP.

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

> **Tip:** Consultants are required to enter 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 **Change Vehicle Details**, enter a vehicle identifier, then select **Search**.

> **Tip:** Click into the MPI Vehicle No, Unit No., VIN, or Plate No. box, and select the correct vehicle from the list that appears.

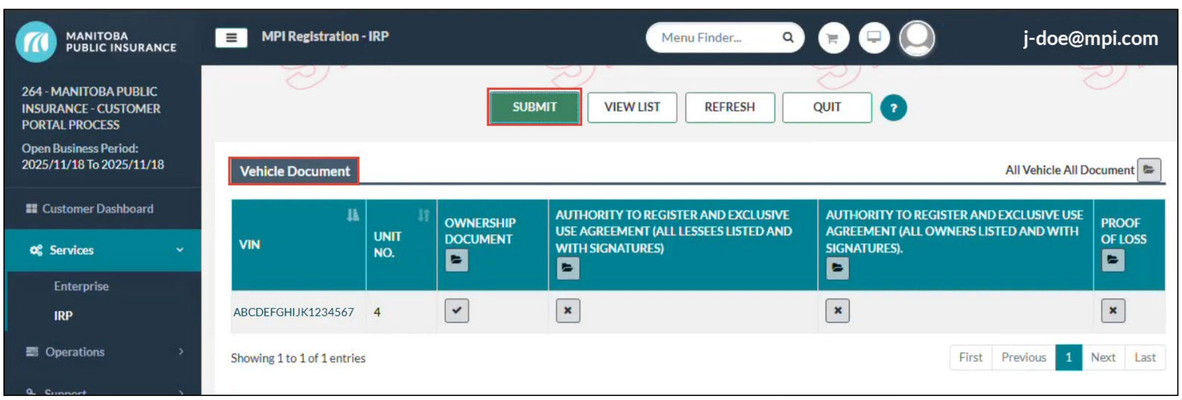
   - The vehicle's information populates in the Vehicle Details section below.
5. Make the required changes, then select **Proceed**.
   - If required, leave a comment in the supplement. To leave a comment, select the **+** symbol in the **Comments** section, and **Add/Update** the comment after entering it.

6. On the verification page, confirm any details you added or updated. Select **Proceed**.
    - The system redirects you to the Vehicle Details page to change another vehicle if required.
    - If any of the information is incorrect, select **Vehicle List** to show a list of recently updated 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 changed incorrectly, select **Cancel Vehicle**. To save the changes, select **Proceed**.
7. When you are finished entering vehicles, select **Done**.

Upload Documents

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

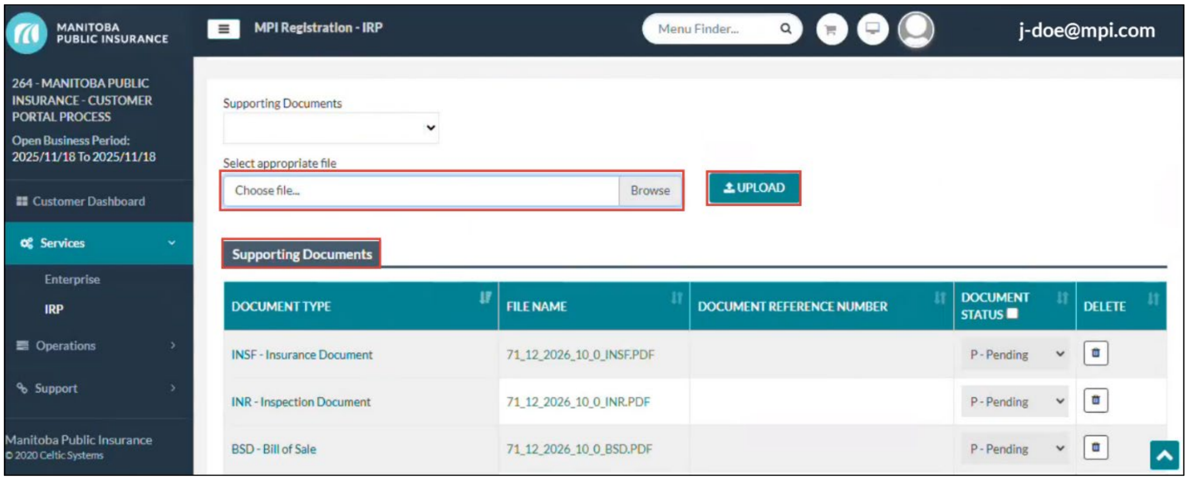
> **Note:** The system only allows one upload of 4 MB per required document type.



> **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).

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**.



- 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**.
14. 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.