



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.

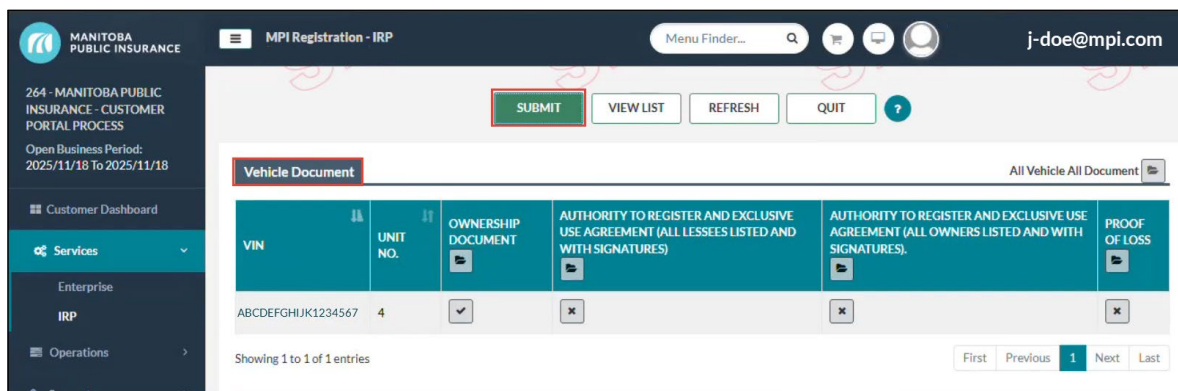
- The vehicle's information populates in the Vehicle Details section below.
5. Make the required changes, then select **Proceed**.
 - If required, leave a comment in the supplement. To leave a comment, select the + symbol in the **Comments** section, and **Add/Update** the comment after entering it.

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.



The screenshot shows the MPI Registration - IRP web interface. The left sidebar contains the Manitoba Public Insurance logo, navigation links for Customer Dashboard, Services, Enterprise, IRP, and Operations, and contact information. The main content area is titled 'Vehicle Document' and features a table with columns for VIN, UNIT NO., OWNERSHIP DOCUMENT, and three document types: 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. A 'SUBMIT' button is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 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).

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

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**.

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.