

Change IRP Weight Group

Use this procedure to change the weight of an IRP vehicle.

Important: Changing a weight group will update the weight for all vehicles assigned to that weight group. To change the weight for only one vehicle, use the [Change Vehicle Information](#) procedure.

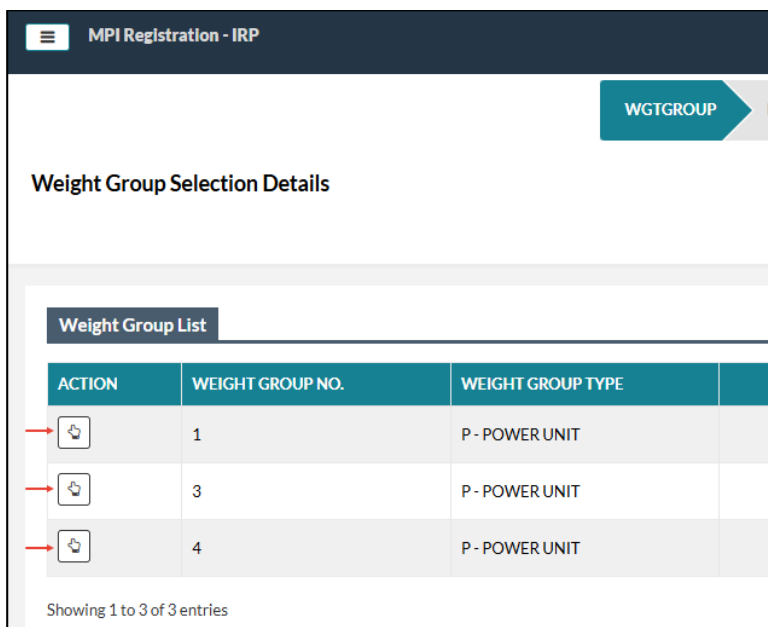
Steps

Begin in MPI Registration – IRP.

- From the left-hand Services > IRP menu, on the **IRP Weight Group** menu tile, select **Change IRP Weight Group**.
 - 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.

- Enter your **Fleet No.** and **Fleet Expiration Year**.
- In the lower left corner, select the disclaimer checkbox, then select **Proceed**.
 - A list of your fleet's weight group displays.
- Under **Weight Group List**, click the Select icon  next to the weight group number you want to change.



MPI Registration - IRP

WGTGROUP

Weight Group Selection Details

Weight Group List			
ACTION	WEIGHT GROUP NO.	WEIGHT GROUP TYPE	
	1	P - POWER UNIT	
	3	P - POWER UNIT	
	4	P - POWER UNIT	

Showing 1 to 3 of 3 entries



5. On the **Fleet Weight Group Details** page, under **List of Jurisdiction and Weight**, make the required changes to the weights for the jurisdictions. The system will confirm that the maximum combined gross weight does not exceed the maximum weight allowed for a specific jurisdiction.
 - The system will also verify whether the declared weight for each jurisdiction is within or less than a 10% variance of the base jurisdiction's weight. If any weight exceeds the 10% variance rule, you must submit your request via email to the IRP Prorate Office for processing.
6. Select **Proceed**.
7. On the verification page, confirm the details you updated, then select **Proceed**.
 - The system redirects you to **Weight Group Selection Details** page. You can make changes to another weight group if required.
8. After you have completed updating the weight groups, select **Done**.
9. On the **Billing Details** tab, you can make additional changes, if required.

Tip: No fee calculations have been done at this stage. It is normal to see 0.00 for all fees.

10. Select **Proceed**.

Important: After the supplement has been changed to **Invoiced**, you cannot update your fleet, vehicles, distance, or vehicle information.
If any changes are required, select **Cancel Bill**, then select the appropriate tab at the top of the screen to make any changes.

11. On the payment verification page, review the details, then select **Proceed**.
 - The system populates an invoice, displaying the fees due.
 - Download or print the invoice and close the invoice window.
12. On the **Payment Verification** page, review the details then select **Proceed**.
13. Select **Pay Now**.



14. On the **Payment** page, under **Payment Details**, select your payment method.

Note: Payments can be made by Visa or Mastercard, or by using Enterprise (system) Credit. Credit card payments can only be made in full.

15. If paying by credit card, select **Electronic Payment**.

- In the **Payment Method** pop-up window, enter your payment information, then select **Pay**.
- Your payment information and amount appear under **Payment Details**.

16. At the bottom of the payment page, select **Proceed**.

17. Your invoice receipt and updated cab card are generated and can be printed.

18. Once you have finished making payment, select **Quit**.