



Correct a Cab Card

Use this procedure to correct an IRP vehicle's cab card non-fee related transactions (for example, updating a unit number or processing a lease buyout).

Before You Begin

- Ensure the following required documents are available for uploading, if applicable:
 - For a lease buyout:
 - Final Bill of Sale from Leasing Company
 - Transfer of Ownership Document (if available)
 - Authority to Register/Exclusive Use Agreement (for owner/operator)
 - Lease agreement
 - Power of Attorney/Letter of Authorization
 - Driver's licence of new owner

Tip: For vehicle changes that do involve a fee, use the [Change Vehicle Information](#) procedure.

Steps

Begin in MPI Registration – IRP.

1. From the left-hand Services > IRP menu, on the **Vehicle** menu tile, select **Cab Card Correct**.
 - 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**.
2. On the **Vehicle Details** page, under **Change Vehicle Details**, enter your MPI Vehicle No., Unit No., VIN or Plate No.
4. Select **Search**. The vehicle's information will populate.
 - If the vehicle's information is not found, confirm the vehicle information and then try again.



5. Make any changes to the vehicle information required. The only fields that can be changed are:

- **Unit No:** Enter the new unit number.
- **Type of Ownership:** Select the appropriate ownership type. Refer to the supporting documents if needed.
- **Use Existing Plate:** If you would like to replace a plate with one you already own, select this checkbox, then enter the **Existing Plate** number.

Tip: Do not enter a space between the letters and numbers of the existing plate number.

- **New Plate Required:** If you would like to use a new plate, select this checkbox.

6. Select **Proceed**.
7. On the **Vehicle Details** verification page, confirm the details you updated, then select **Proceed**.
 - A notification appears at the upper screen, indicating the vehicle has been amended successfully.
8. If you wish to correct the cab card for additional vehicles, repeat the steps above; otherwise, scroll down the page and select **Done**.
9. On the **Billing Details** tab, you can make additional changes, if required.



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 generates an invoice.

12. On the **Payment Verification** page, review the details then select **Proceed**.

13. Select **Pay**.

14. The system generates an updated cab card, which can be printed or saved.

Tip: For a lease buyout, the system submits the change request to the IRP Prorate Office for review. You cannot proceed with viewing and/or printing the cab card.