Create a New IRP Fleet

Use this procedure to add a new fleet to your IRP account.

Before You Begin

- Ensure the following required documents are available for uploading, if applicable:
  - Established Place of Business & Residence Questionnaire

> **Tip**: If you're adding new vehicles to a fleet, supporting documents may be required. Refer to the Supporting Documents checklist for document requirements.

  - Bill of sale
  - Certificate of Inspection (COI)

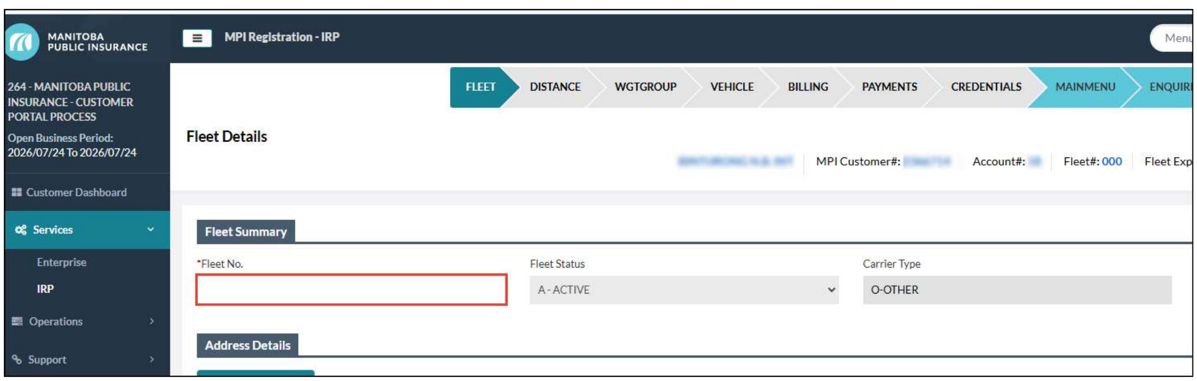
Steps

Begin in MPI Registration – IRP.

1. From the left-hand Services > IRP menu, on the **Fleet** menu tile, select **New Fleet**.
   - Under **Fleet**, 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. In the lower left corner, select the disclaimer checkbox, then select **Proceed**.
3. Under **Fleet Summary**, enter your **Fleet No**.



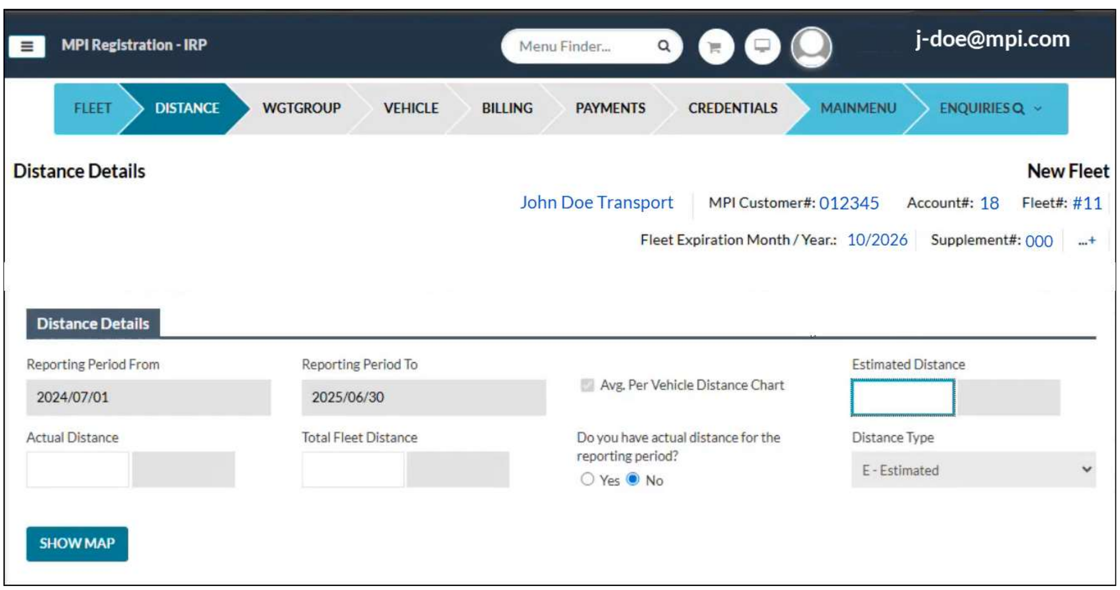
4. Under **Fleet Details**, if you're adding a new contact or updating contact information, do the following:
   - Enter the **Contact Name**.
   - Enter the contact's **Email** and **Primary Phone** number.
   - Select **Add** or **Update**.

> **Note**: If you are a consultant, enter your information as the contact name, email, and phone number.

5. Enter the **Fleet Type** and **Commodity Class**. The possible fleet types and commodity class combinations include:

Fleet Type	**Commodity Class**
Rental	All
For Hire	All Household Goods
Private	All

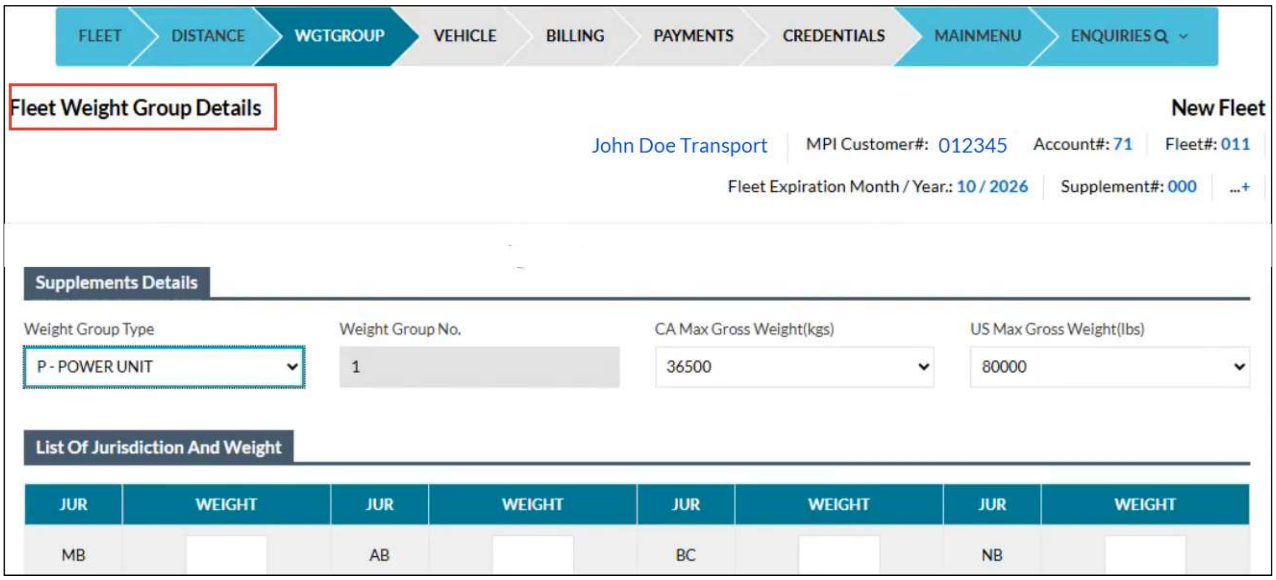
6. Select **Proceed**.
7. On the verification screen, review the information.
    - If any of the information is incorrect, select **Back** to make the corrections.
    - If the information is correct, select **Proceed**.
8. On the **Distance** tab, the system defaults to showing the Average Per Vehicle Distance Chart distances for each jurisdiction.



- If you have actual distances to report, select **Yes** for the question "Do you have the actual distance for the reporting period?" then enter the distance.

9. Select **Proceed**.
    - The system will check for any missing information and calculate the percentage of distance traveled for each jurisdiction.

10. On the verification screen, review the information.
    - If any of the information is incorrect, select **Back** to make the corrections.
    - If the information is correct, select **Proceed**.
11. On the **Fleet Weight Group Details** page, complete the following fields to add a weight group:



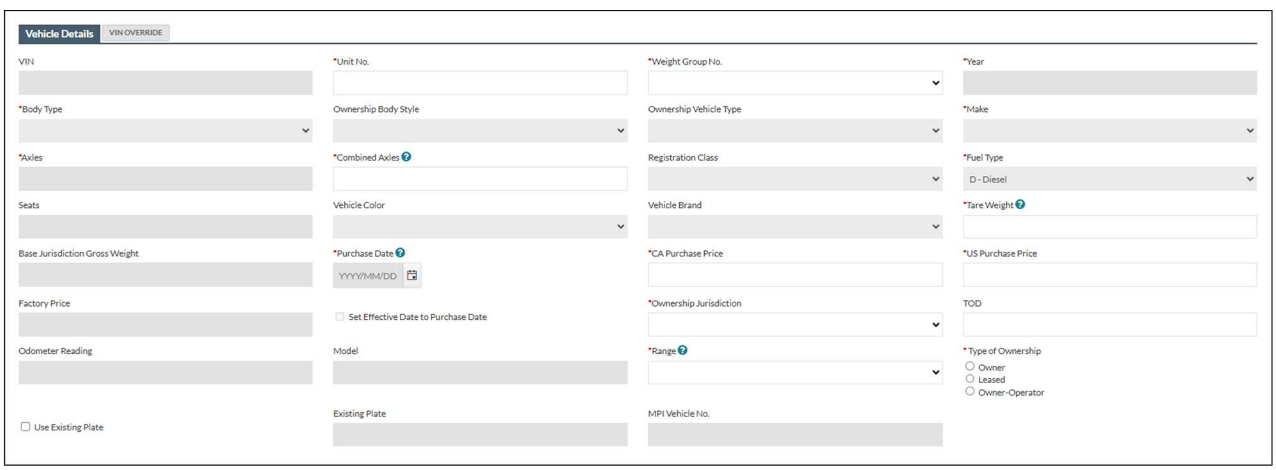
- **Weight Group Type**: This field defaults to **Power Unit**.
- **Weight Group Number**: This field will auto-populate with a number, but it can be changed if required.
- **CA Max Gross Weight (kgs)**: Select the maximum gross weight for the weight group in Canada (in kilograms). Select Other to enter a custom maximum gross weight.
- **US Max Gross Weight (lbs)**: Select the maximum gross weight for the weight group in the United States (in pounds). Select **Other** to enter a custom maximum gross weight.
- **List of Jurisdiction and Weight**: If any of the jurisdictions have different weights, enter the weight for that jurisdiction to override the default weight.

12. Select **Proceed**.
    - The system will populate the remaining jurisdictions.
    - If a weight is outside of the 10% variance, a warning message appears at the top of the screen, and you must enter a comment explaining the variance.

13. On the verification screen, review the information.
    - If any of the information is incorrect, select **Back** to make the corrections.
    - If the information is correct, select **Proceed**. The weight group you created will appear in a list.
14. After you have finished adding weight groups and making changes, select **Done**.
15. On the Vehicle tab, under **New Vehicle Search Criteria**, enter the MPI Vehicle Number, **VIN**, or **Plate No**.
16. Select **Copy From**. The vehicle's information will populate in the **Vehicle Details** section.

> **Note:** If the **Copy From** option does not populate the vehicle information under the **Vehicle Details** section, Manitoba ownership may not have been set up. To add the vehicle:
>
> 1. Under New Vehicle Search Criteria, enter the VIN.
>
> 2. Next to **Vehicle Details**, select **VIN Override.**
>
> • The system allows you to manually complete the fields in the **Vehicle Details** section.
>
> The IRP Prorate Office will confirm your vehicle's information and set up ownership.

17. Complete the missing required details (indicated by a red asterisk *).



- **Unit Number**: Enter the vehicle's unit number.
- **Weight Group No.**: From the dropdown, select the available weight group number.

- **Combined Axles:** The combined axles must be greater than or equal to the vehicle axles.
- **Tare Weight:** Enter the empty weight of the vehicle, excluding cargo and fuel.
- **Purchase Date:** Manually update the purchase date if the auto-populated date is not correct.
- **CA Purchase Price** or **US Purchase Price:** Enter the purchase price of the vehicle in CDN$ or USD$. The system automatically converts the price into the other currency.
- **Range:** From the dropdown, select the applicable range for the vehicle.
- **Type of Ownership:** Select the appropriate ownership type (Owner, Leased, Owner-Operator).
- **Use Existing Plate:** If you would like to use a plate you already own, select this checkbox. Enter the **Existing Plate** number.

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

18. Under **Documentation Requirements for Admin Fee and Fee Calculation**, indicate whether these special circumstances apply to the vehicle.
    - If you have questions about whether any of the fields apply to your fleet, hover over the **?** by the field for an explanation.
19. Select **Proceed**.
20. On the **Vehicle Details** verification page, confirm any details you added or updated, then select **Proceed**.
    - The system redirects you to the **Vehicle Details** page to add another vehicle if required.
    - If any of the information is incorrect, select **Vehicle List** to show a list of recently added 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 added incorrectly, select **Cancel Vehicle**.
        - To save the changes, select **Proceed**.
21. After you have finished adding vehicles, select **Done.**

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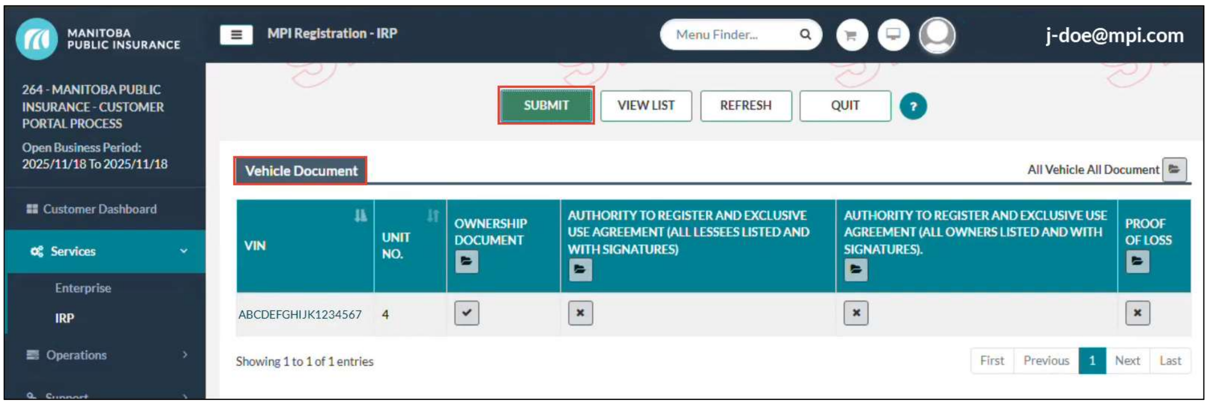
Upload Documents

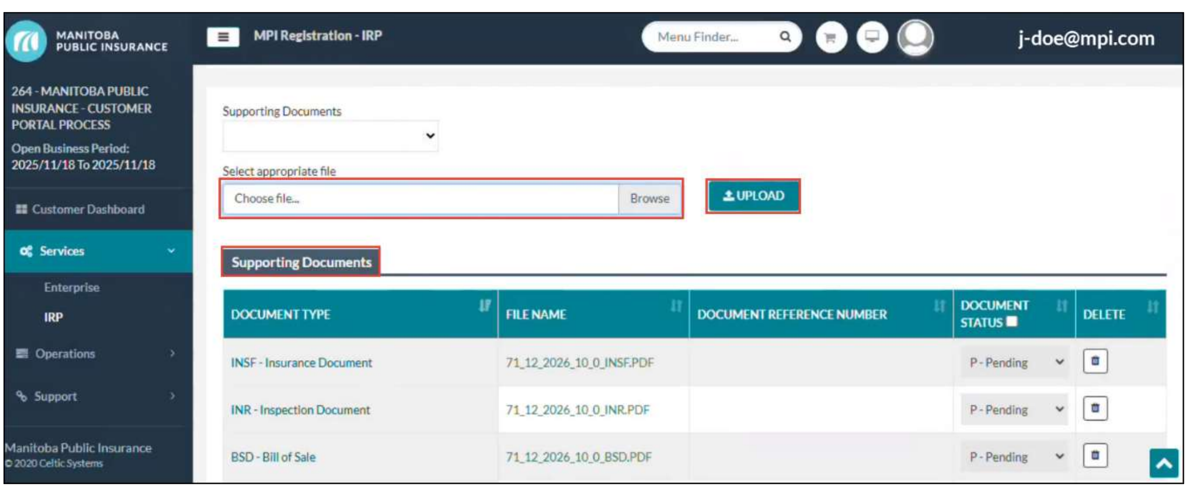
On the **Web Processing** page, go to the **Vehicle Document** section and upload the required documents.

> **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).

22. On the **Supporting Documents** drop down, select the document you want to upload.
    - This field also allows you to upload multiple documents.
23. Select **Browse** to search your device for the document to be uploaded.
24. 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.

25. 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 .
26. When you are done selecting the applicable file(s) for uploading, select **Submit**.
    - A message displays indicating **Request Submitted Successfully**.
27. 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.