

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)

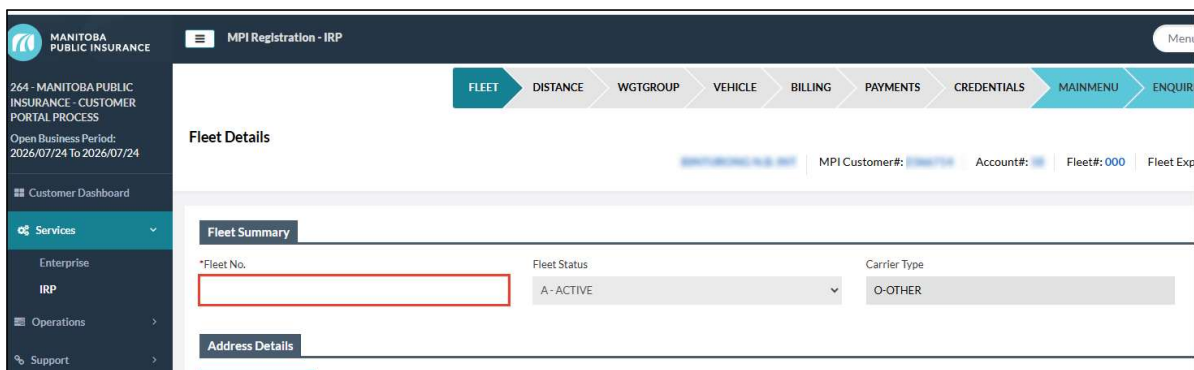
Steps

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.**



The screenshot shows the MPI Registration - IRP portal. The left sidebar contains the 'Services' menu with 'Enterprise', 'IRP', 'Operations', and 'Support' options. The main content area is titled 'Fleet Details' and includes a 'Fleet Summary' section. In the 'Fleet Summary' section, there is a text input field for '*Fleet No.' which is highlighted with a red border. To the right of this field are dropdown menus for 'Fleet Status' (currently set to 'A - ACTIVE') and 'Carrier Type' (currently set to 'O - OTHER'). Above these fields, there are labels for 'MPI Customer #' and 'Account #'. The top navigation bar includes tabs for 'FLEET', 'DISTANCE', 'WGTGROUP', 'VEHICLE', 'BILLING', 'PAYMENTS', 'CREDENTIALS', 'MAINMENU', and 'ENQUIRY'.

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.

MPI Registration - IRP

Menu Finder...

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FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENTS CREDENTIALS MAINMENU ENQUIRIES

Distance Details

John Doe Transport MPI Customer#: 012345 Account#: 18 Fleet#: #11

Fleet Expiration Month / Year: 10/2026 Supplement#: 000

Distance Details

Reporting Period From: 2024/07/01 Reporting Period To: 2025/06/30

Actual Distance: Total Fleet Distance:

☐ Avg. Per Vehicle Distance Chart

Do you have actual distance for the reporting period?

☐ Yes ☒ No

Estimated Distance:

Distance Type: E - Estimated

SHOW MAP

- 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:

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
MB		AB		BC		NB	

- **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 *).

The screenshot shows the 'Vehicle Details' form with a 'VIN OVERRIDE' tab selected. The form is organized into four columns of input fields. Fields marked with a red asterisk (*) are required. The fields include:

- VIN** (text input)
- *Unit No.** (text input)
- *Weight Group No.** (dropdown menu)
- *Year** (text input)
- *Body Type** (dropdown menu)
- Ownership Body Style** (dropdown menu)
- Ownership Vehicle Type** (dropdown menu)
- *Male** (dropdown menu)
- *Axes** (text input)
- *Combined Axes** (text input)
- Registration Class** (dropdown menu)
- *Fuel Type** (dropdown menu)
- Seats** (text input)
- Vehicle Color** (dropdown menu)
- Vehicle Brand** (dropdown menu)
- *Tare Weight** (text input)
- Base Jurisdiction Gross Weight** (text input)
- *Purchase Date** (text input with a calendar icon)
- *CA Purchase Price** (text input)
- *US Purchase Price** (text input)
- Factory Price** (text input)
- ☐ Set Effective Date to Purchase Date
- *Ownership Jurisdiction** (dropdown menu)
- TOD** (text input)
- Odometer Reading** (text input)
- Model** (text input)
- *Range** (dropdown menu)
- *Type of Ownership** (radio buttons: Owner, Leased, Owner-Operator)
- ☐ Use Existing Plate
- Existing Plate** (text input)
- MPI Vehicle No.** (text input)

- **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**.

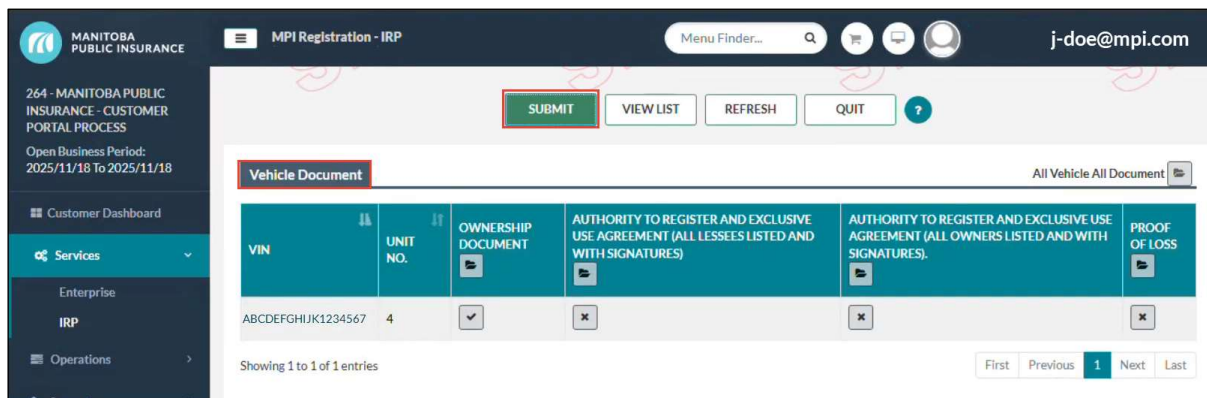
- The system redirects you to the **Vehicle Details** page to add another vehicle if required.
- If any of the information is incorrect, select **Vehicle List** to show a list of recently added vehicles. Click the Select icon  next to the vehicle that must be corrected, then correct the information on 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**.

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.



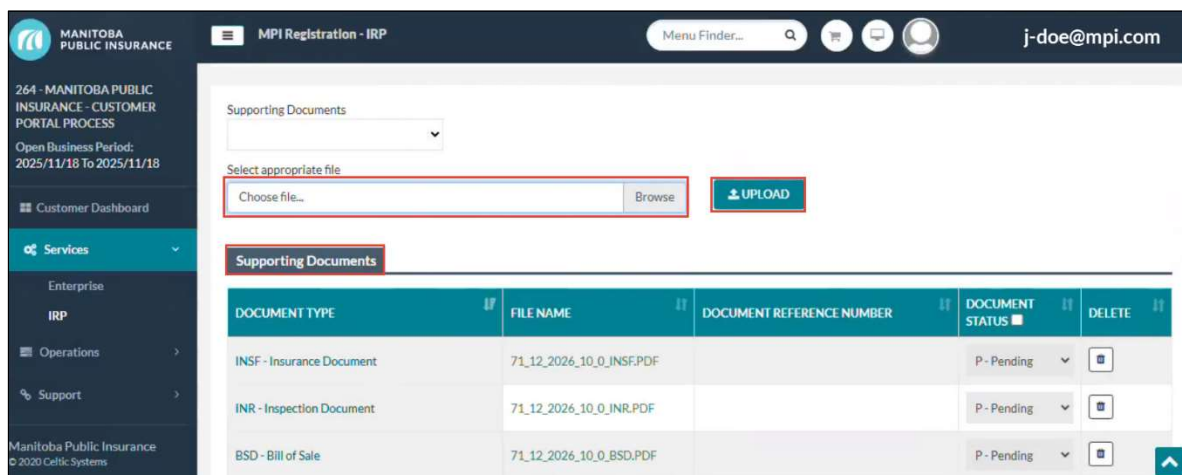
Tip: If you're unsure which documents to upload, select **Submit**, then **OK**, without attaching any files. A notification will appear at the top of the screen listing the required document(s).

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.