

Delete a Vehicle from an IRP Fleet

Vehicles may be deleted from an existing fleet at any time during the registration year.

Important: Only use this procedure to delete an IRP vehicle if you do not have proof of loss for the vehicle.

If you have proof of loss and you would like to delete a vehicle, send a Delete Vehicle request to the Prorate Office using the [IRP Prorate Vehicle application](#).

Steps

Begin in MPI Registration – IRP.

- From the left-hand Services > IRP menu, on the **Vehicle** menu tile, select **Delete Vehicle**.
 - 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 vehicles in the fleet displays.
 - If needed, you can search for a specific vehicle by entering vehicle information (for example, the VIN), then selecting **Search**.
- Select the checkbox next to the unit number of the vehicle to be deleted.

List of Active Vehicles									
SELECT	UNIT NO.	VIN	MPI VEHICLE NO.	PLATE NO.	PLATE STATUS	DELETE / INACTIVE DATE	DELETION TYPE ?	COMMENT	
☒	099				DEL - DELETI▼	2026/01/07	S - Short Rate		
☐	3595				DEL - DELETI▼	YYYY/MM/DD	S - Short Rate		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

- Select **Proceed**.



6. On the verification screen, confirm the changes you made, then select **Proceed**.
 - You return to the Vehicle tab to delete another vehicle if required.
 - If any of the information is incorrect, select **Vehicle List** to show a list of recently deleted vehicles. Select **Update** to make the required changes.
 - To remove a vehicle from the list of vehicles, click the Select icon  next to the vehicle that must be removed, then select **Confirm Cancel**.
 7. When you have finished deleting the vehicle(s), select **Done**.
 8. From the **Invoice Report Type** drop-down, select **Detail Fees and Credits for Each Unit by Jurisdiction**.
 - If required, leave a comment in the supplement. To leave a comment, select the + symbol in the **Comments** section.
 9. After you have made any required changes, 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.
10. Review the calculated fees to ensure that the correct amount is being invoiced, then select **Proceed** to generate the invoice.

Invoice Amount	-143.00
US Fees Converted To CAD	0.00
Amount Due	-143.00

US Fees

FEE TYPE	FEE AMT(\$)
IRP Non-MB US Fees	0.00
IRP Non-MB US Fees Credit Applied	0.00
Invoice Amount (USD)	0.00
Exchange Rate USD to CAD	99.000000
US Fees Converted To CAD	0.00

Delivery Details

Electronic Delivery Type

D - PDF

☐ One Time Email

Invoice Report Type

Detail fees and credits for each unit by juri

+

 Comments

PROCEED

REFRESH

QUIT

?

^



11. Select **Proceed**.

- The system creates the invoice in your account where you can save or print it.

12. On the **Payment Verification** screen, select **Pay Now**.

13. On the verification screen, confirm the information, then select **Proceed**.

14. Select **Pay**.

- If your transaction will result in a credit, a message appears advising that the money will be saved as a credit.
- The payment receipt is generated.