

Make a Payment for an IRP Invoice

After initiating a transaction that requires payment, the IRP Prorate Office reviews your request and sends you an invoice. Use this procedure to make payment for an IRP invoice.

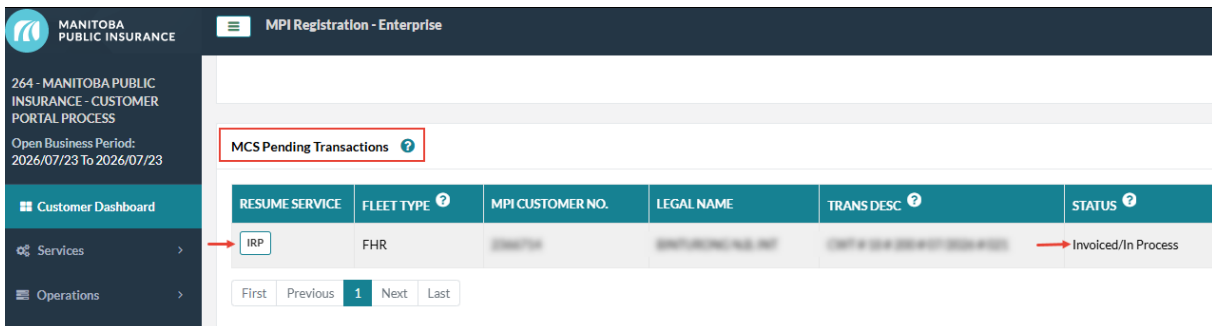
Tip: Payments can only be made in full. If you want to finance your payment, you must visit a service centre.

Steps

Begin in MPI Registration – IRP.

1. Locate the **MCS Pending Transactions** widget to view transactions that have been invoiced and are ready for payment.
2. Under **Resume Service**, select **IRP** for the transaction you want to pay for.

Tip: Supplements that have been prepared for payment will have a status of **Invoiced/Approved**, and the **Invoice Amount** appears on the far right of the screen.



RESUME SERVICE	FLEET TYPE	MPI CUSTOMER NO.	LEGAL NAME	TRANS DESC	STATUS
IRP	FHR				Invoiced/In Process

3. On the **Payment Details** page, verify the invoice information, then select **Proceed**.
 - The system generates an invoice.
4. On the **Payment Verification** page, review the invoice details, then select **Pay Now**.
 - Under **Payment Details**, select your payment method (Visa, Mastercard, or Enterprise Credit).

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

5. If paying by credit card, select **Electronic Payment**. Review the important information in the popup window, then select **OK**.

Tip: Paying with a credit card will pay your invoice in full.



6. On the **Payment Method** screen, enter the cardholder and card details, then select **Pay**.
7. At the bottom of the payment page, select **Proceed**.
 - The system displays the payment receipt and Credit Card Receipt.
 - If applicable, the cab card will also be generated.

Tip: If your transaction requires collecting a licence plate, visit an MPI service centre.

To speed up your visit, please bring a copy of your invoice with you. Please note that if a plate is required, a cab card will not be generated until you pick up your plate.