



Renew IRP Fleet

Use this procedure to renew your IRP fleet.

Important: This procedure is only for customers renewing their fleet prior to the renewal date. If it is after your renewal date, you cannot use the online system. Instead, submit your renewal application to the IRP Prorate Office.

Before You Begin

- Ensure the following documents are available for uploading, if applicable:

Note: The documents are only required when adding vehicles due for renewal.

- Bill of sale
- Out-of-Province Driver Licence/Articles of Incorporation (for vehicles whose ownership is not set up in Manitoba)
- Lease agreement and Power of Attorney letter (for leased vehicles)
- New Vehicle Information Statement ([NVIS] for new or never-been-registered vehicles)
- Certificate of Inspection (COI)
- Authority to Register/Exclusive Use Agreement (for owner/operator)
- Transfer of Ownership Document (for vehicles with previous owner[s])
- Proof of Third-Party Liability Insurance
- Renewed Safety Fitness Certificate (SFC)

Steps

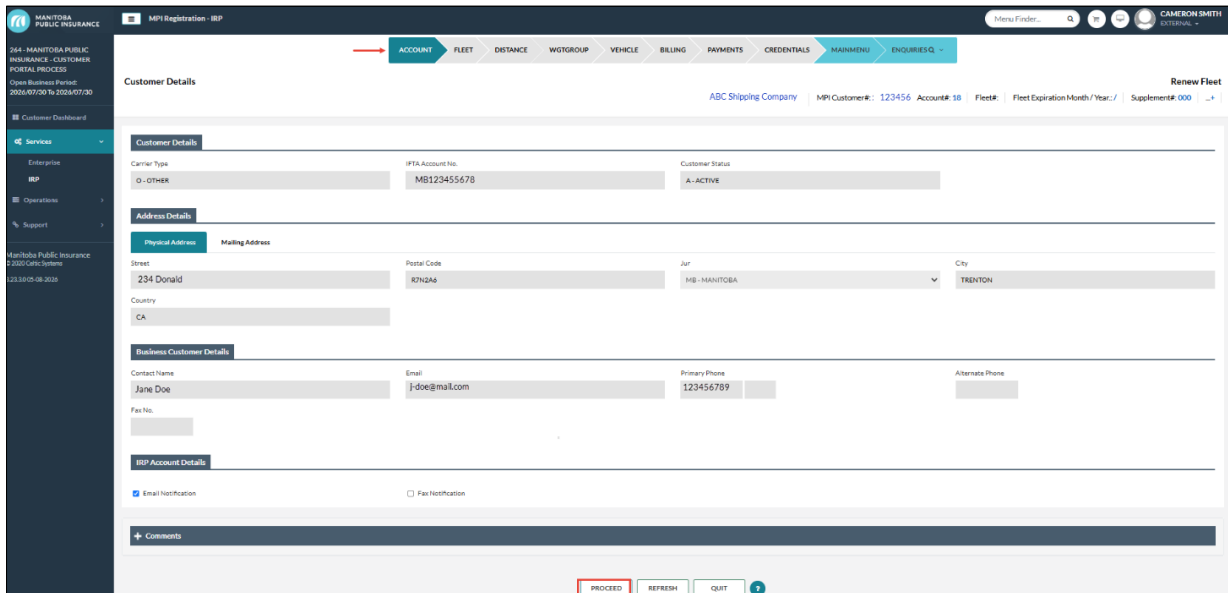
Begin in MPI Registration – IRP.

1. From the left-hand Services > IRP menu, on the **Fleet** menu tile, select **Renew Fleet**.
 - Under **Supplement Search**, the system auto populates your **Account No.** and **MPI Customer No.**

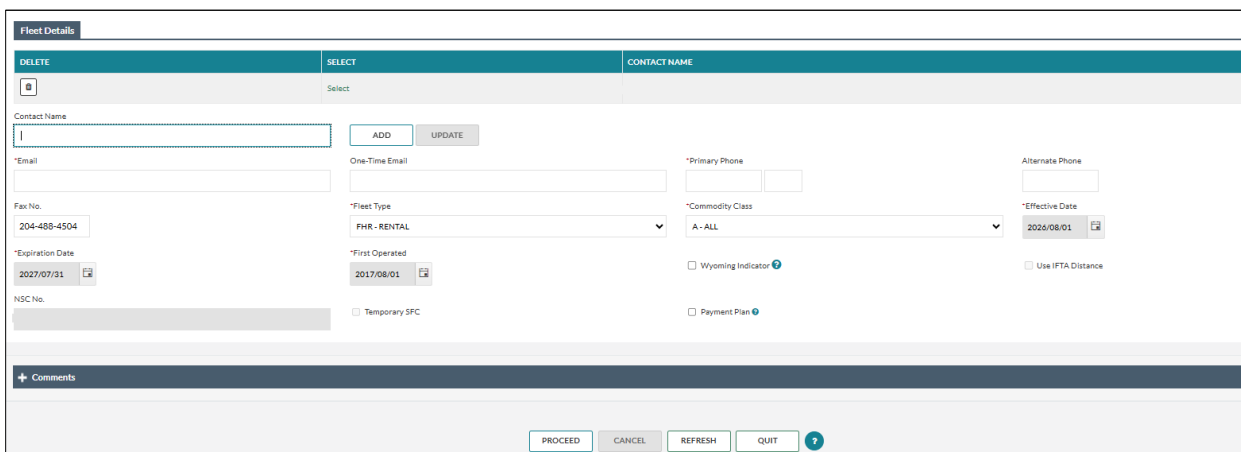
Tip: Consultants are required to complete the **MPI Account No** and/or **MPI Customer No** fields.

2. Enter your **Fleet No.** and **Fleet Expiration Year**.
3. Scroll down to accept the disclaimer checkbox, then select **Proceed**.

- On the **Account** tab, review your account information. If changes are required, contact the IRP Office; otherwise, select **Proceed**.



- On the verification screen, confirm the information. Select **Proceed**.
- On the **Fleet** tab, if any changes are required (such as contact name, mailing address, or phone number), make the changes, then select **Proceed**.



- On the verification screen, confirm any details you added or updated. Select **Proceed** again.



8. On the **Distance** tab, enter the applicable details.

- If you have an actual distance within the reporting period, select Yes to the question “Do you have actual distance for the reporting period?”
 - Enter the distance provided for each jurisdiction.
- If you do not have actual distance within the reporting period, select No to the question “Do you have actual distance for the reporting period?”
 - The system populates the distance values for all jurisdictions using the Average Per Vehicle Distance Chart

9. Select **Proceed**.

10. On the verification screen, confirm the distance totals entered. If you need to make any changes, select **Back**. If the information is correct, select **Proceed**?

11. On the **Wgtgroup** tab, the IRP weight group from the previous year is shown. If required, you can add or change a weight group for the fleet.

- To update an existing weight group, select the  icon next to the correct weight group number. On the Fleet Weight Group Details page, update the weight group for the correct jurisdiction, then select **Proceed**.
- To add a weight group, select **Add Weight Group**. Select the Weight Group Type, CA Max Gross Weight, and US Max group weights from the drop-down menus. Select **Proceed**. On the verification screen, confirm the details you added, then select **Proceed**.

12. Once you are finished verifying the weight group information, select **Done**.

If you do not have vehicle changes for your renewal, continue at step 32.



Add Vehicle(s)

13. On the **Renewal Vehicle Processing** tab, select the **Add Vehicle** button, then select **Proceed**.

14. On the **Vehicle Details** tab, under **New Vehicle Search Criteria**, enter the **VIN**.

15. 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.

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

- Unit No.:** Enter the unit number assigned to your vehicle.
- Weight Group No.:** From the dropdown, select one of the available weight groups applicable to your vehicle.
- Combined Axles:** Enter the number of axles for your vehicle Refer to the corresponding Quebec weight information.
- Tare Weight:** Enter the tare weight for your vehicle.
- Purchase Date:** Select the date the vehicle was purchased.



- **CA Purchase Price or US Purchase Price:** Enter the purchase price of the vehicle in CDN\$ or USD\$ (whichever currency the vehicle was purchased in). 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 for the vehicle.
- **Use Existing Plate:** If you would like to use a plate you already own, select this checkbox, and enter the **Existing Plate** number.

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

17. Under **Documentation Requirements for Admin Fee and Fee Calculation**, indicate whether special circumstances apply to your vehicle.

- If you have questions about whether any of the fields apply to your fleet, hover over the ? by the field for an explanation.

18. Select **Proceed**.

19. On the verification screen, confirm the details on the **Vehicle Details** screen are accurate, then select **Proceed**.

- The system redirects you to the Vehicle Details page to add another vehicle, if required. Repeat the steps above for any remaining vehicles.
- 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**.

20. When you are finished adding vehicles, select **Done**.

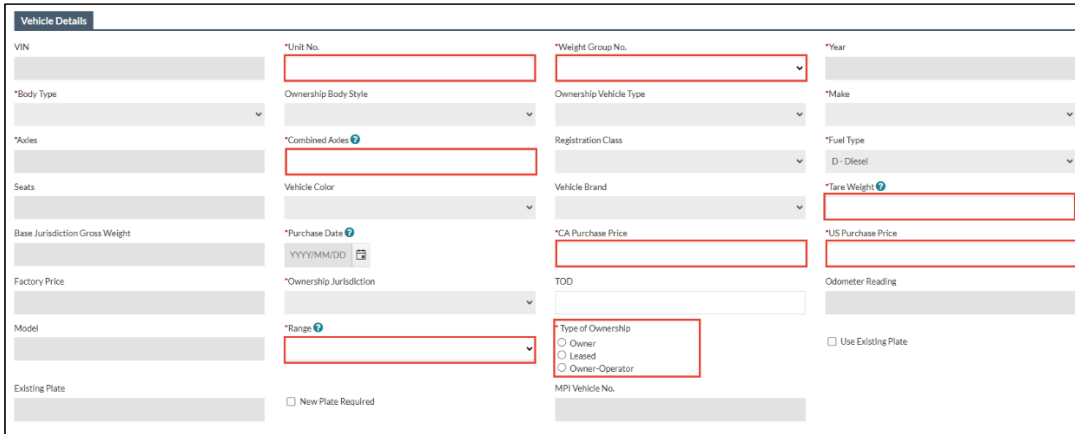
Change Vehicle(s)

Tip: If ownership has changed, you will be prompted to upload documents supporting the change (for example, lease buyout documentation or bill of sale).

21. On the **Renewal Vehicle Processing** tab, select the **Change Vehicle** button, then select **Proceed**.
22. On the **Vehicle** tab, search for the vehicle to be changed by entering vehicle information, then select **Search**.

Tip: Click into the MPI Vehicle No, Unit No., VIN, or Plate No. box, and select the correct vehicle from the list that appears. _

- The vehicle's information populates in the Vehicle Details section below.
23. Make the required changes to the vehicle information. The only fields that can be changed are:



The screenshot shows the 'Vehicle Details' form with the following fields and their current states:

- VIN:** A text input field.
- *Unit No.:** A text input field with a red border.
- *Weight Group No.:** A dropdown menu with a red border.
- *Year:** A dropdown menu.
- *Body Type:** A dropdown menu.
- Ownership Body Style:** A dropdown menu.
- Ownership Vehicle Type:** A dropdown menu.
- *Make:** A dropdown menu.
- *Axles:** A dropdown menu.
- *Combined Axles:** A text input field with a red border.
- Registration Class:** A dropdown menu.
- *Fuel Type:** A dropdown menu.
- Seats:** A dropdown menu.
- Vehicle Color:** A dropdown menu.
- Vehicle Brand:** A dropdown menu.
- *Tare Weight:** A text input field with a red border.
- Base Jurisdiction Gross Weight:** A text input field.
- *Purchase Date:** A date picker field.
- *CA Purchase Price:** A text input field with a red border.
- *US Purchase Price:** A text input field with a red border.
- Factory Price:** A text input field.
- *Ownership Jurisdiction:** A dropdown menu.
- TOD:** A text input field.
- Odometer Reading:** A text input field.
- Model:** A dropdown menu.
- *Range:** A dropdown menu with a red border.
- Type of Ownership:** A radio button group with options: Owner, Leased, Owner-Operator.
- Use Existing Plate:** A checkbox.
- Existing Plate:** A text input field.
- New Plate Required:** A checkbox.
- MPI Vehicle No.:** A text input field.

- **Unit No:** Enter the new unit number.
- **Weight Group No.:** Select one of the available weight group numbers established for the fleet.
- **Combined Axles:** Enter the number of axles.
- **Tare Weight:** Enter the new tare weight.
- **CA Purchase Price or US Purchase Price:** Enter the purchase price of the vehicle in CDN\$ or USD\$ (whichever currency the vehicle was purchased in). 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.



- **Use Existing Plate:** If you would like to use a plate they 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.

- **New Plate Required:** If you need a new plate for the vehicle, select this checkbox.

24. Select **Proceed**.

25. On the verification screen, confirm any details you added or updated. Select **Proceed**.

- The system redirects you to the **Change Vehicle** page to change another vehicle if required.
- If any of the information is incorrect, select **Vehicle List** to show a list of changed vehicles. Click the Select  icon next to the vehicle that must be corrected, then correct the information on the next page. Select **Proceed** to save the changes.

26. When you have finished changing vehicles, select **Done**.

Delete Vehicle(s)

27. On the **Renewal Vehicle Processing** tab, select the **Delete Vehicle** button, 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**.

28. 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 - DELET	2026/01/07	S - Short Rate		
☐	3595				DEL - DELET	YYYY/MM/DD	S - Short Rate		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

29. Select **Proceed**.

30. On the verification screen, confirm the changes you made. Select **Proceed**.

- The system redirects you to the Vehicle tab to delete another vehicle if required.
- If any information is incorrect, select **Vehicle List** to show a list of recently deleted vehicles. Select **Update** to make the required changes.

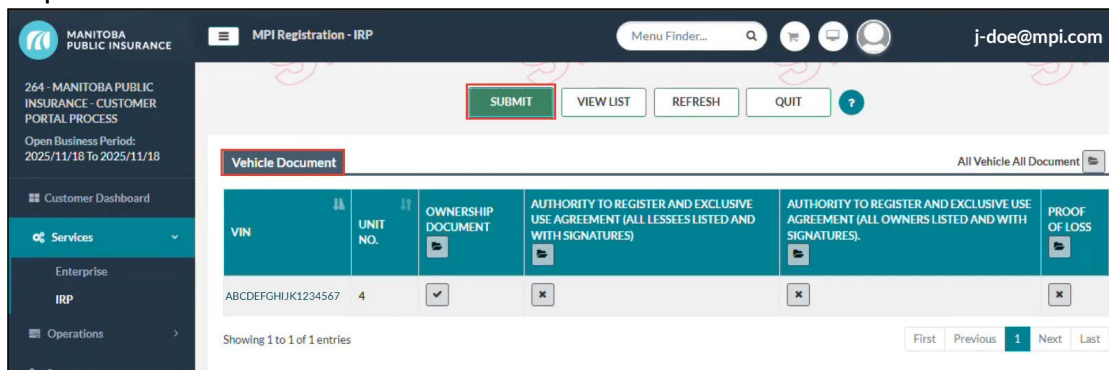
- To remove a vehicle from the list of vehicles to be deleted, click the Select  next to the vehicle that must be removed from the list, then select **Confirm Cancel**.

31. When you have finished deleting vehicles, select **Done**.

Finalize the Renewal

32. Confirm the renewal details on the **Renewal Vehicle Processing** screen, then select **Done**.

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



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).

34. On the **Supporting Documents** drop down (see the [Supporting Documents checklist](#)), select the document you want to upload.

- This field also allows you to upload multiple documents.

Note: The system only allows one upload of 4 MB per required document type.

35. Select **Browse** to search your device for the document to be uploaded.



36. Select Upload.

The screenshot shows the MPI Registration - IRP portal. The sidebar on the left contains the Manitoba Public Insurance logo, the user's name (j-doe@mpi.com), and navigation links for Customer Dashboard, Services, Enterprise, IRP, Operations, and Support. The main content area has a 'Supporting Documents' section with a dropdown menu, a 'Choose file...' button, a 'Browse' button, and an 'UPLOAD' button. Below this is a table of existing documents.

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS	DELETE
INSF - Insurance Document	71_12_2026_10_0_INSF.PDF		P - Pending	
INR - Inspection Document	71_12_2026_10_0_INR.PDF		P - Pending	
BSD - Bill of Sale	71_12_2026_10_0_BSD.PDF		P - Pending	

- 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.

37. 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

15. When you are done selecting the applicable file(s) for uploading, select **Submit**.

- A message displays indicating **Request Submitted Successfully**.

16. 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.

Once a renewal has been initiated or completed, any additional transactions for the current term must be submitted via email for manual processing by the IRP Office.