Iowa Department of Transportation
International Registration Plan

WEB Transactions
Quick Reference

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GETTING STARTED

Browser Settings

The IFTA/IRP application was built to be compatible with Internet Explorer v6.0 and higher. However, with advancements in technology this system is now compatible with Microsoft® Internet Explorer® (IE), Google Chrome™, and Mozilla® Firefox®. New IE versions may need to run in the compatibility mode. It is important that your computer security settings be set to allow the IFTA application to run.

Pop-Up Settings

The application makes use of pop-up windows to display certain documents created in a PDF format. You will have to make some setting adjustments on your computer to allow these pop-up windows as described in Security Settings and Pop-Ups.

Adobe Reader Software Required

The system makes extensive use of PDF-type documents and this will require you to install the latest version of Adobe Acrobat Reader on your computer. It is free, and you can get the latest version on the internet by following the instructions in Adobe Reader Software.

Account and Password Maintenance

If you are a new carrier, your temporary password was sent to you when your account was processed, if you are an existing customer, you will need to email the Office of Vehicle & Motor Carrier Services (OVMCS) at omcs@iowadot.us. You will need to include your Client ID, and we will send you a temporary password, good for 24-hours, to the email we have on file. Once you receive the temporary password, you will need to go to https://iowadot.gov/mvd/motorcarriers to set up your account for online processing. Your client ID and password will be the same for both IFTA and IRP.

If you have problems signing on after you have created your new password, you will need to contact our office at 515-237-3268.

Validation Screens

After data entry for a particular function is complete, a validation screen will provide an opportunity to validate the information before it is stored. The validation screen is presented to allow an unrestricted view of the information you have entered. The following functions are available on the validation screens:

- **"Back"** – Select this button to return to the data-entry screen and correct the information as needed.
- **"Proceed"** – Select this button to continue navigation to the next logical step of the transaction. ***Note:*** *The information entered will be saved once you proceed.*
- **"Quit"** – Select this button to exit the validation screen and return to the appropriate menu. The information that was entered on the screen will **not** be saved if you have not "Proceeded past the validation screen.
- **"Cancel"** – By selecting this option, you will delete this supplement and you will need to start over.

Standard Button Selections

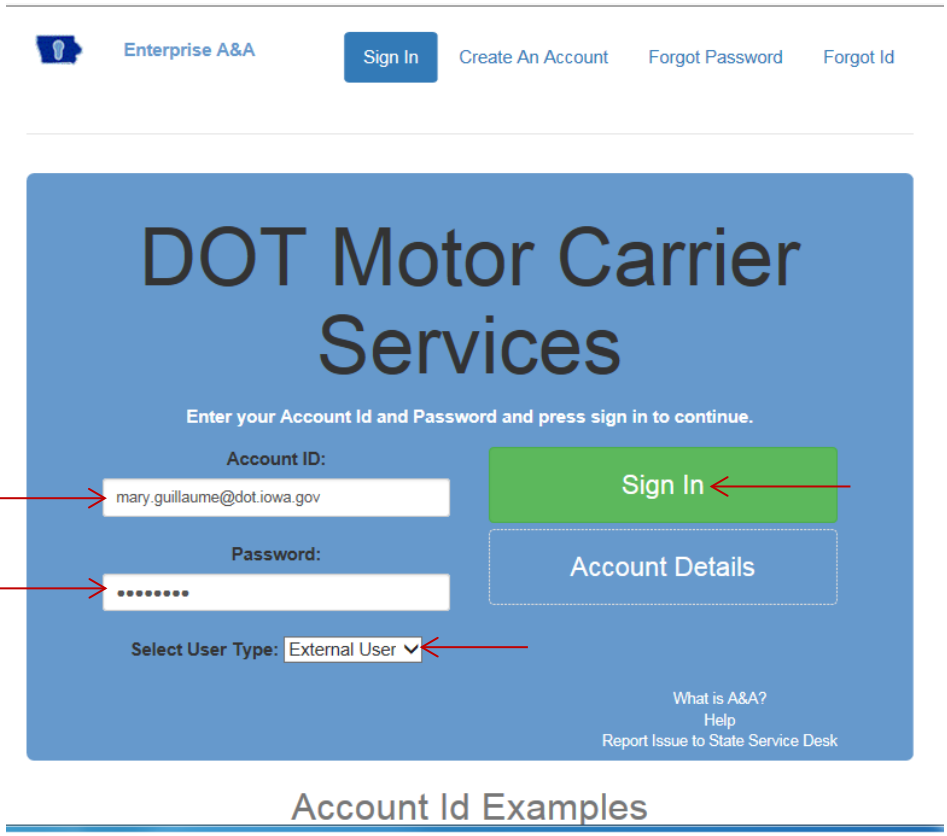
This IRP Internet program uses a set of standard button selections that are displayed at the bottom of the various screens when performing a business transaction.

- ***"Proceed"*** – Continues transaction processing to the next logical step in the process. ***Note:*** *The information entered will be saved once you proceed.*
- ***"Refresh"*** – Restores all screen fields to their original values when you entered the screen, allowing you to start over.
- ***"Quit"*** – Exits to the appropriate menu and **does not save** the information on the current screen. From an inquiry pop-up, selecting quit will close the pop-up.

- ***"Back"*** – Returns to previous screen.
- ***"Cancel"*** – Returns to the menu and deletes (backs out) all information associated with the transaction.
- ***"Help"*** – Provides assistance regarding the use of the current screen.

Sign In Screen

This is the screen where you will sign on to the system, which is accessed from https://entaa.iowa.gov/entaa

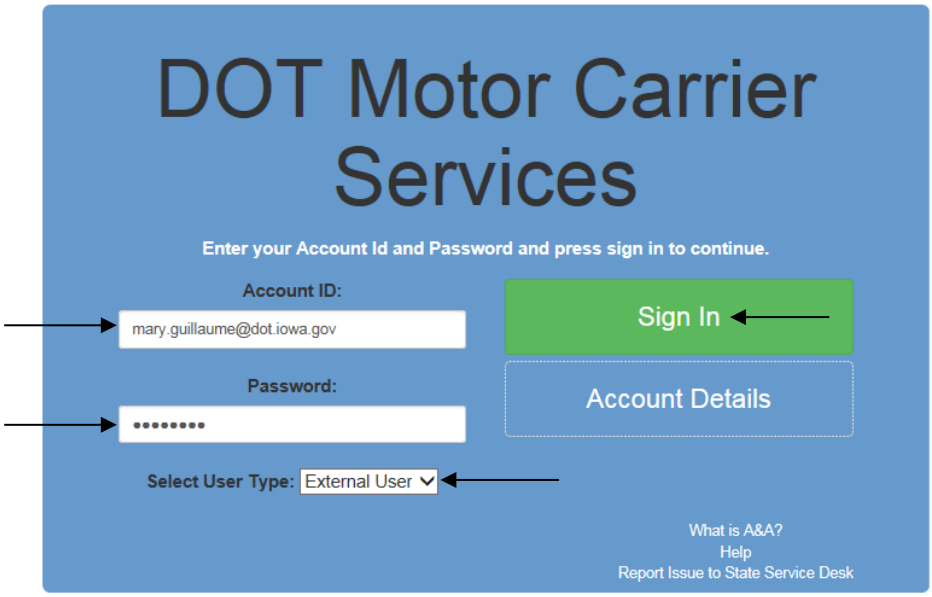


Enter your Client ID in the Account Id field. (They are the same.)

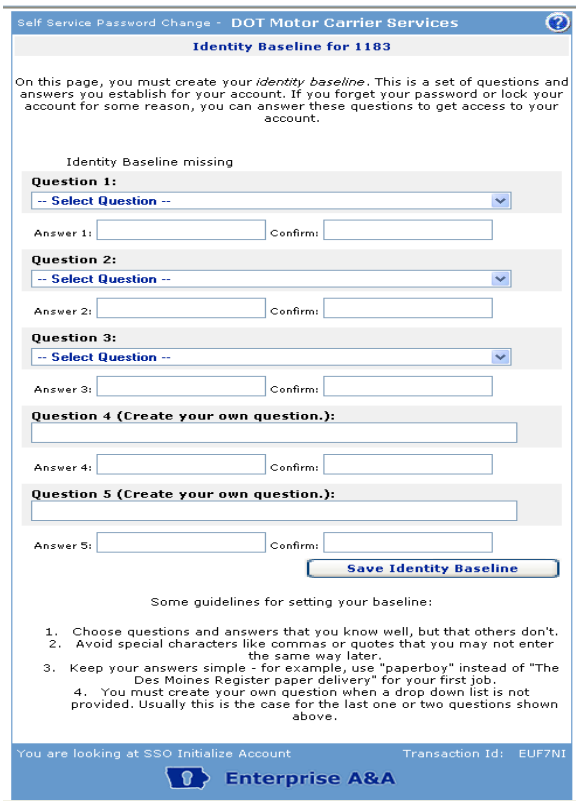
- Enter your password.

  If you forget your password, click the link at the bottom of the screen and you will be guided through resetting your password. If you have trouble, call the Office of Vehicle & Motor Carrier services at 515-237-3268 or email omcs@iowadot.us.

- User Type should be set to "External User" from the user type drop-down list.
- Click the "Sign In" button.



Note. If this is the first time signing in, the user will need to use the temporary password sent to them (this password is only good for 24-hours), answer the security questions on the following screen and change their password to one of their choice:



If the user forgets their password in the future, they will need to know the answers to the security questions to reset the password.

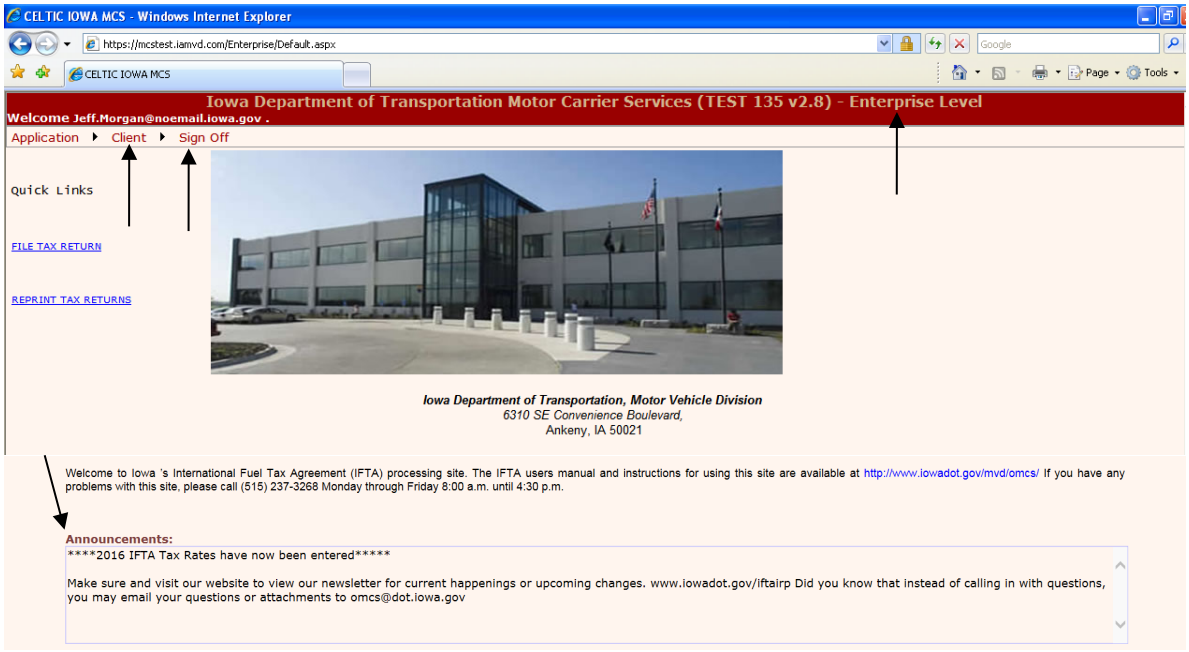
In the event the user cannot proceed and needs help they should contact the Office of Vehicle & Motor Carrier services at 515-237-3268 or email omcs@iowadot.us.

Once the user has signed on to the system, the Main Menu will be displayed. Processing Agents will have additional functionality to access approved Client Accounts.

MAIN MENU

The Main Menu (AKA Enterprise Level) and the functionality includes:

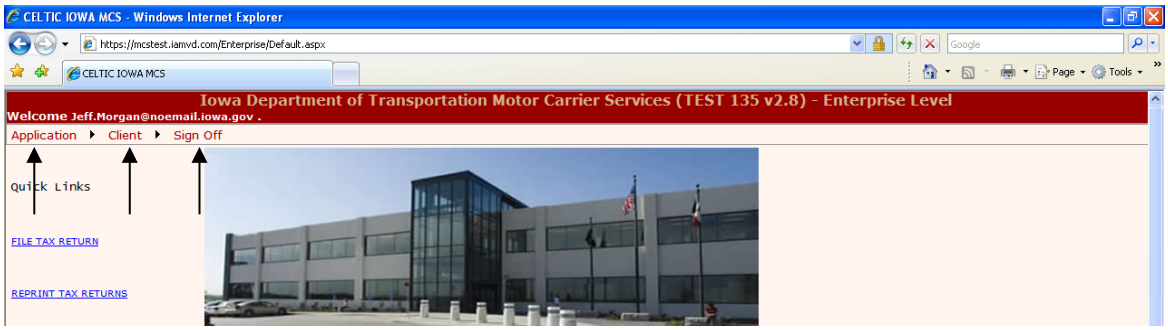
- Access to the main IRP & IFTA applications.
- Access to your CLIENT information through Inquiry.
- DOT Announcements.
- Sign Off function.



Enterprise Level for <u>Registrants</u>

Enterprise Level features:

- Click the “Application” option and a dropdown list will be provided. Select “IRP” from this dropdown list and the IRP Main Menu will be displayed.
- Click the “Client” option and the Client Inquiry will be displayed.
- Click “Sign Off” to exit the system, and the Sign in Screen will be displayed.



Transaction Processing Chart

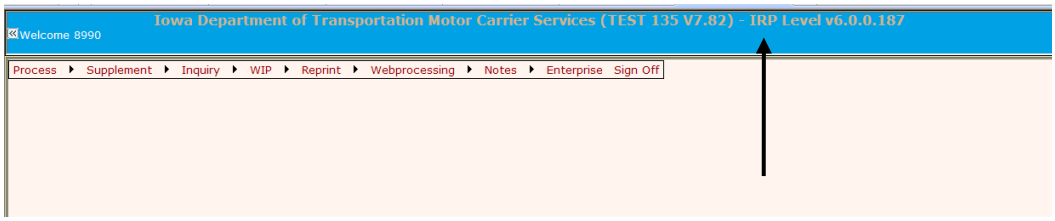
Supplements provided in the IRP system include:

**AAC*	*NEW ACCOUNT*
AFL	NEW FLEET
AVE	ADD VEHICLE
AXV	ADD VEHICLE W/ TRANSFER
CFF	CHANGE CARRIER TYPE/COMM.CLASS
CFN	CHANGE DBA/FLEET NAME
CVF	AMEND VEHICLE - FEE RELATED
**CVN*	*AMEND VEHICLE - NO-FEE RELATED*
CWT	WEIGHT GROUP CHANGE
DEV	DELETE EQUIPMENT
RCC	DUPLICATE CAB CARD
RST	DUPLICATE STICKER
RTG	DUPLICATE PLATE
**REI*	*REINSTATEMENT*
RWC	RENEWAL

**These supplement types are not available for external users.*

IRP Main Menu

The Main Menu for IRP is the navigation center that allows the user to access multiple functions without having to always stop current processing to get to a different function or do an inquiry or change previously entered data. The following is a sample of the IRP Main Menu; this menu will list all of the functions available to the web user.



Inquiry Function

The system will provide the user with the capability to inquire on all of the IRP related information. All of the inquiries will be grouped and presented in the Inquiry Tab on the IRP Main Menu. The following is a brief description of what is found on each inquiry option.

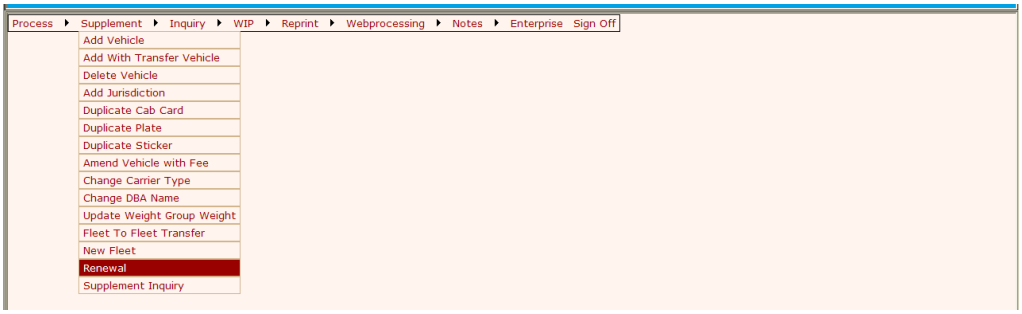


- **Account** provides the most current account information. For history, select from the tree structure.
- **Fleet** provides the most current fleet information. For history, select from the tree structure.
- **Distance** provides the most current distance information for the selected account, fleet and registration year.
- **Wgt Group** provides the most current information for the selected account, fleet and weight group. The most current weight from each jurisdiction will display as well as the number of vehicles in each weight group when a registration year is entered.
- **Wgt Group Supplement Base** displays weights for all jurisdictions based on the supplement.
- **Vehicle Transactions** displays information on the vehicle for a specific supplement.
- **Vehicle** provides the most current information on a vehicle registration.
- **Supplement** provides the supplement information including supplement dates and payment information.

SUPPLEMENT FUNCTIONS

To begin a supplement transaction, follow these steps:

- Select the supplement type from the “Supplement” menu selection.



- **If you are the registrant**, your Client ID # will appear in the “Client ID” space, you will need to enter the fleet #, fleet expiration year and supplement effective date.

Renewals

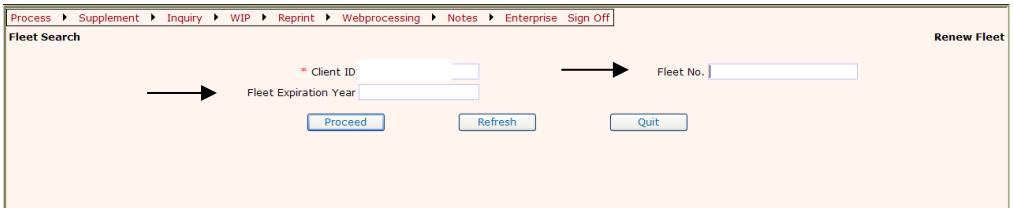
To begin your annual renewal, do the following:

- Go to the IRP level screen.
- Click on Supplement and select Renewal

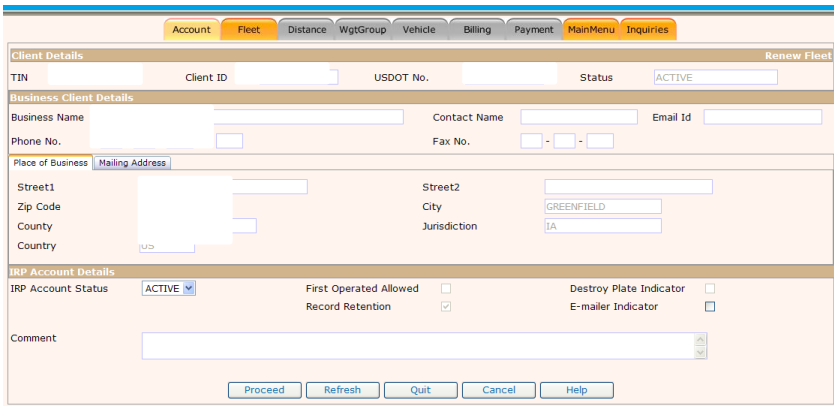


The following screen will appear:

- Enter the fleet number and fleet expiration year.



Check the following screen to make sure everything is correct. If it is not, make notes so you can add them to the comments prior to submitting. When you are finished reviewing, select “Proceed”.



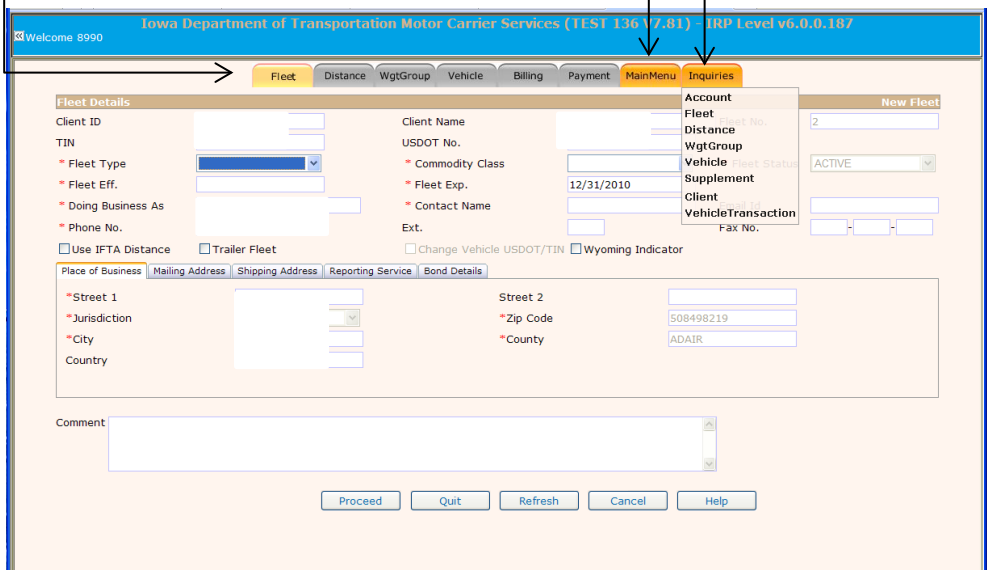
Take special notice of the colors on the tabs at the top of the screen.

The Supplement Menu tab to the far right is a yellow color. This means you have come from the Main Menu screen and you can go back by clicking the tab.

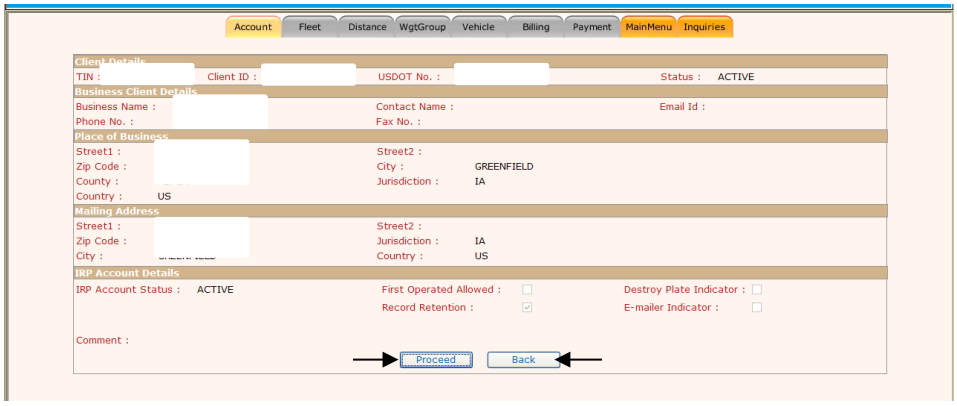
You can also select to perform an inquiry by selecting the Inquiries tab.

The Fleet Tab is highlighted which means that you are currently on this screen.

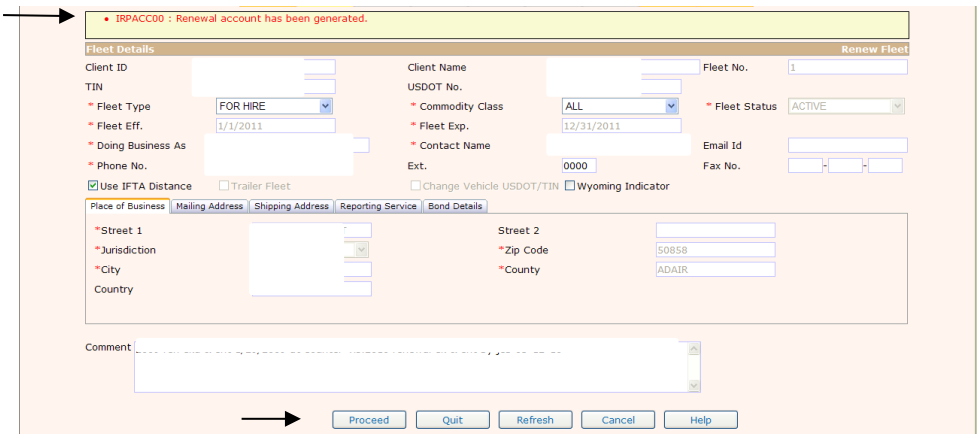
The rest of the tabs are gray in color which means that you have not done any processing under that tab and you cannot go there by clicking on the tab.



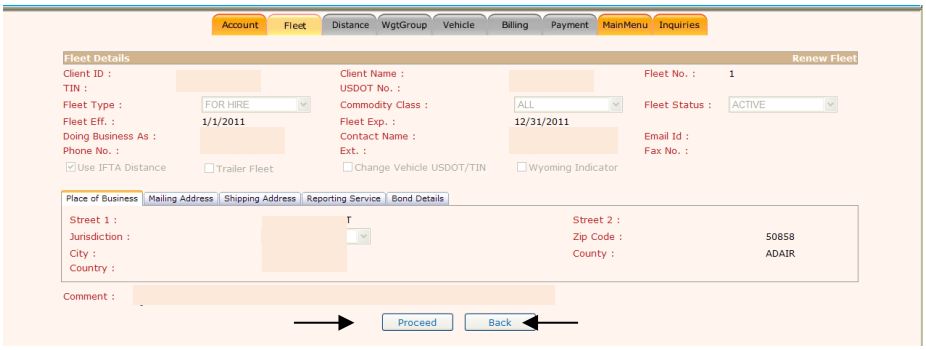
You will get the following confirmation screen, if all is correct, select “Proceed” if you need to make any changes, select “back”.



Once you select proceed you will be taken to the “Fleet Details” screen. The following message will appear at the top *“renewal account has been generated”.*

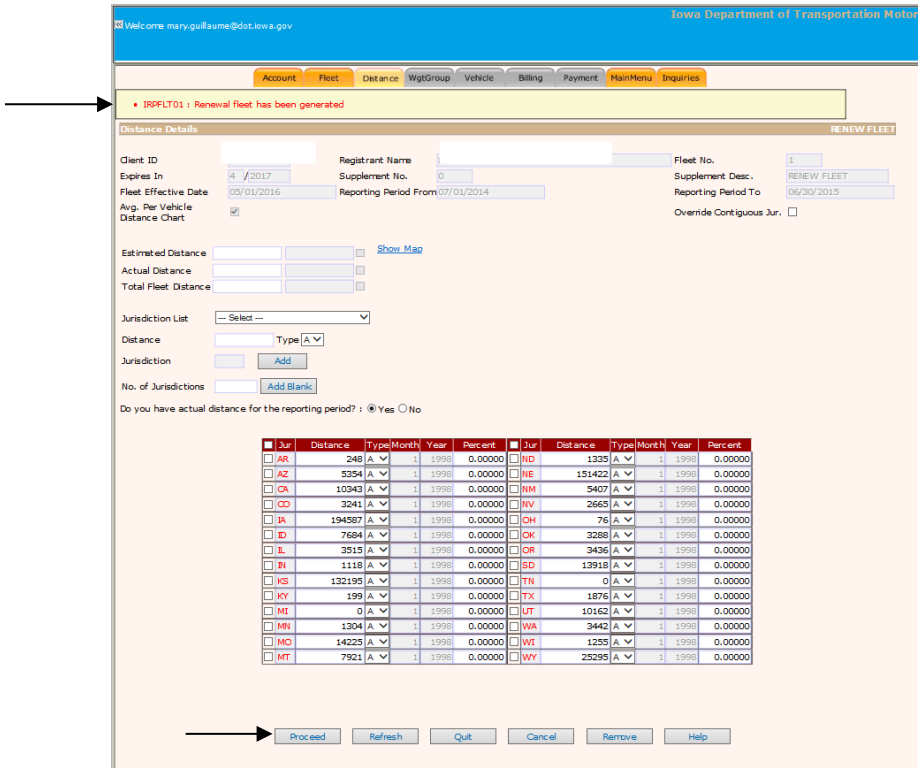


Review the below screen, once you have made changes (if needed) or if everything is correct, select “Proceed”. The following screen will appear, if all is correct, select “Proceed” again, if you need to make changes or corrections, select “Back”. If you need to add a new fleet, see the “New Fleet” section of this document.

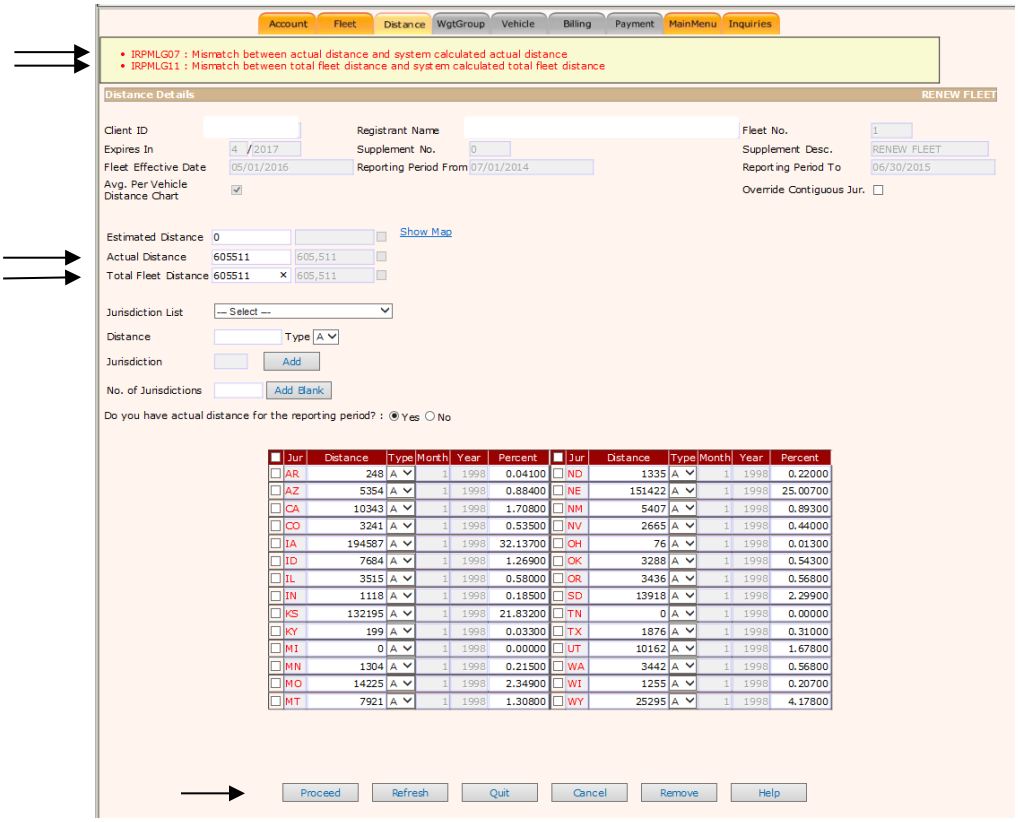


Distance Detail Tab in the Renewal

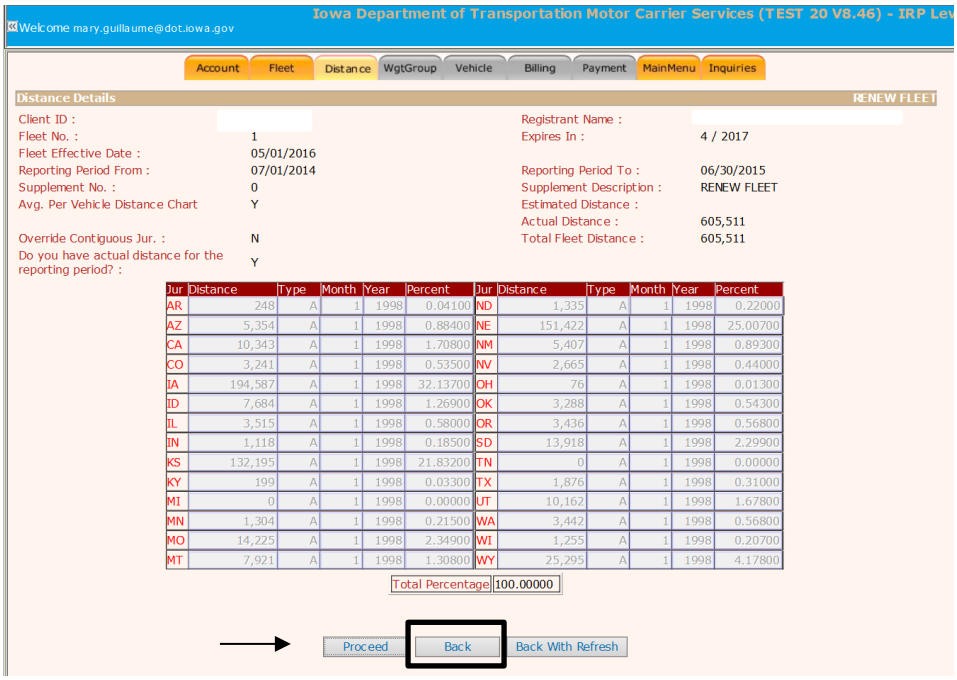
From this screen you will be taken to the “Distance Details” screen (following) with a confirmation message at the top. Review the information; make changes if needed, select “Proceed



Once you select “Proceed” the next screen will display messages at the top. You will need to fill in the cells next to Estimated or Actual Distance and total Fleet Distance to proceed.



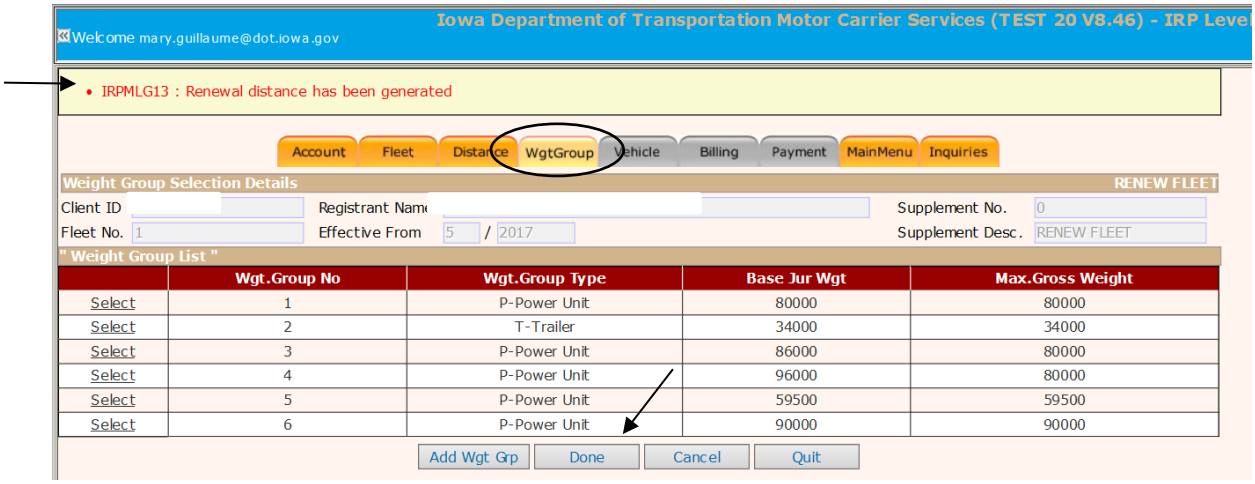
The following confirmation screen will appear. If everything is correct, select “Proceed” if you need to make changes, select “back”. If you have “actual” distance, and you have not selected “Use IFTA Distance”, you need to manually enter those distances next to the jurisdictions in which you accrued actual distance. Once you are done entering & checking your numbers, select “Proceed”.



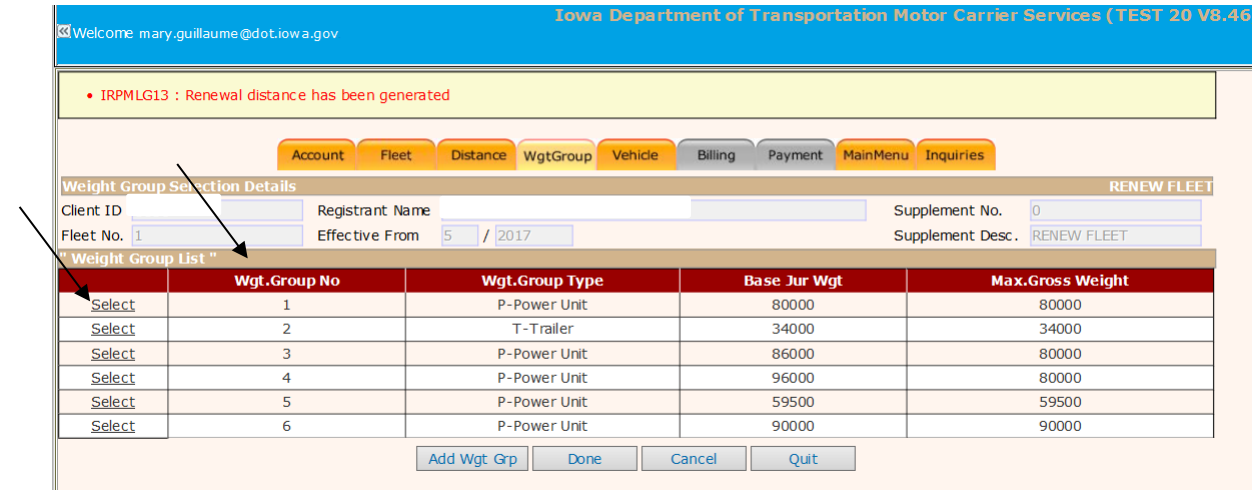
After checking and verifying everything is correct, select “Proceed” you will be taken to the Wgt Group tab, and a message at the top will tell you the “*Renewal Distance has been generated”*.

Weight Group Tab in the Renewal

If you have no changes to your weight groups, select “Done”.

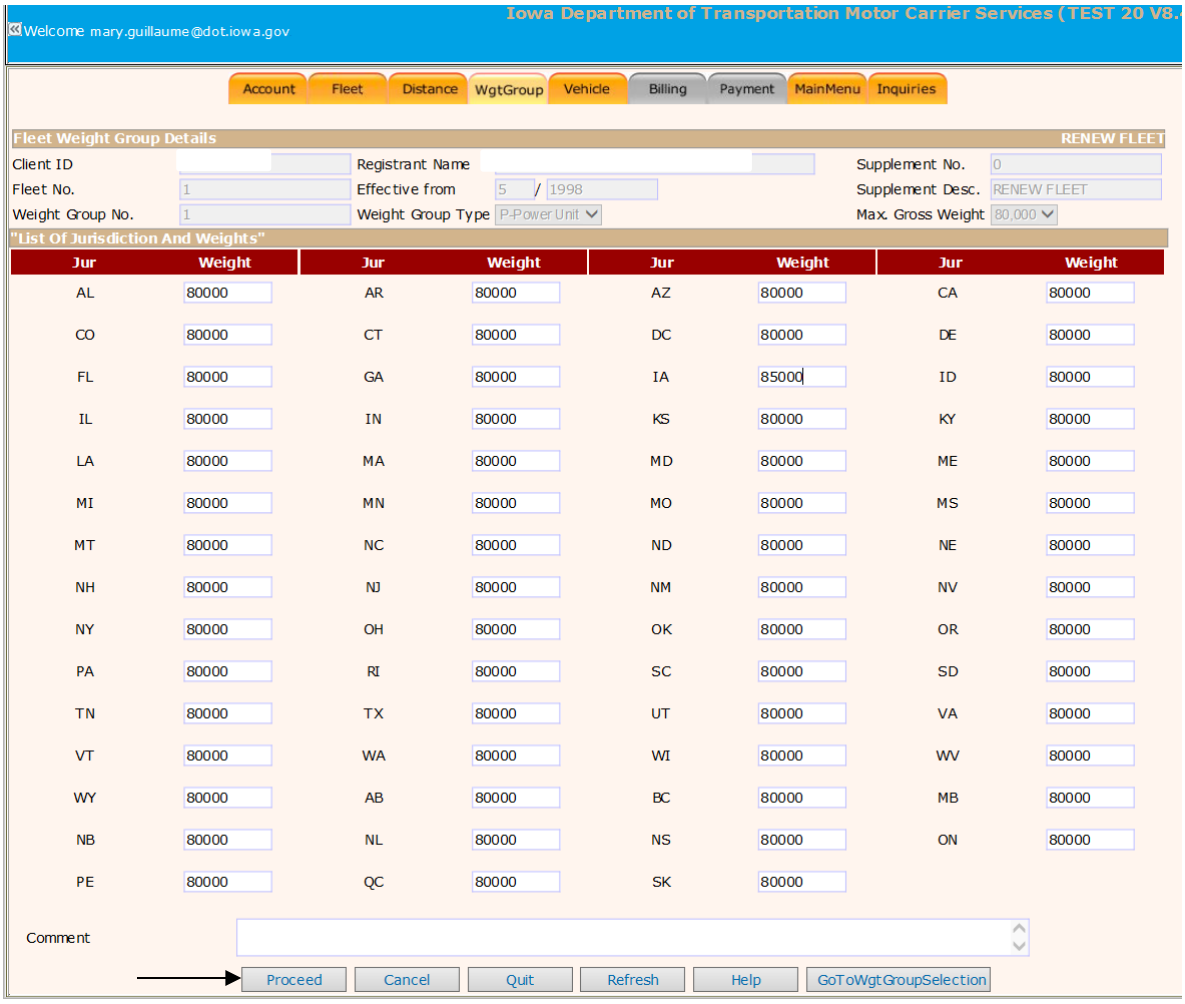


If you **do** have changes to any of your weight groups, you will click on “Select” next to the weight group you want to edit,

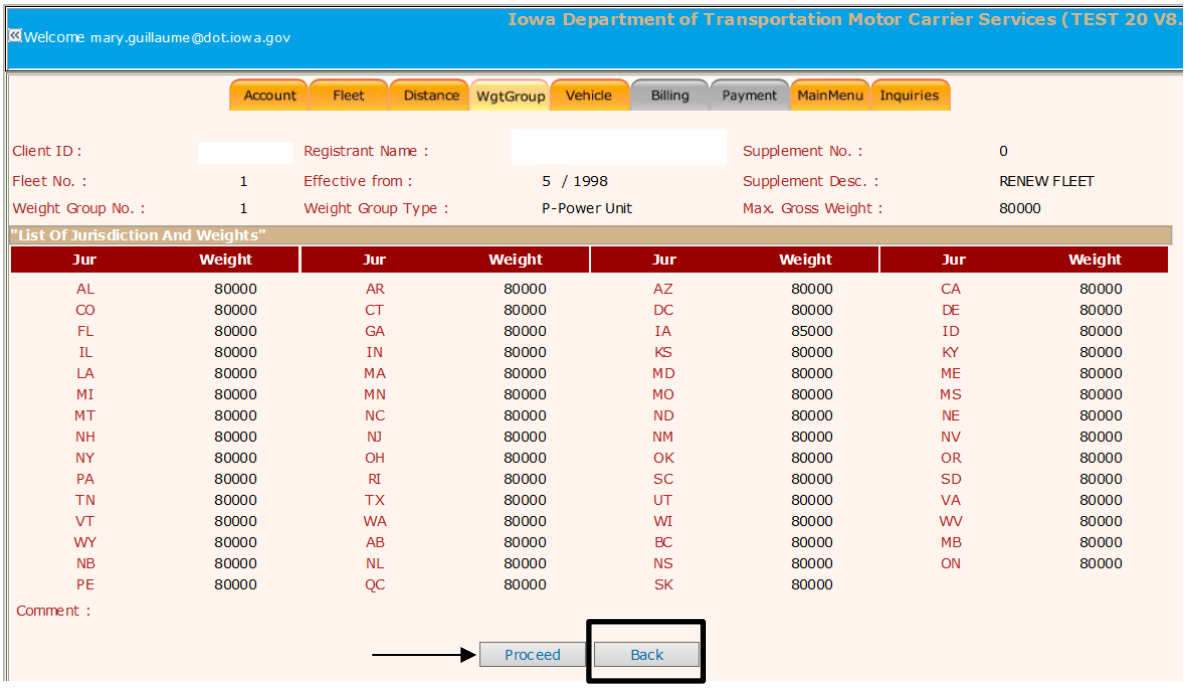


Changes can now be made to the weights in the affected jurisdictions. Note: if there is a 10% or more variance, you will not be able to change the weights.

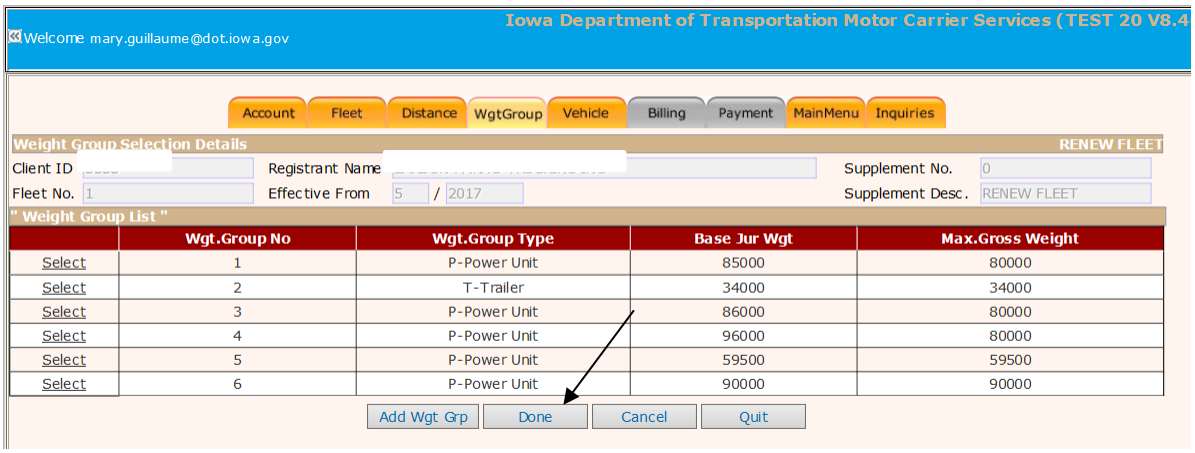
Once you have made all of your changes, click on “Proceed”.



The next screen will allow you to verify the weights are correct, if they are okay select proceed, if you need to make a correction, select back.

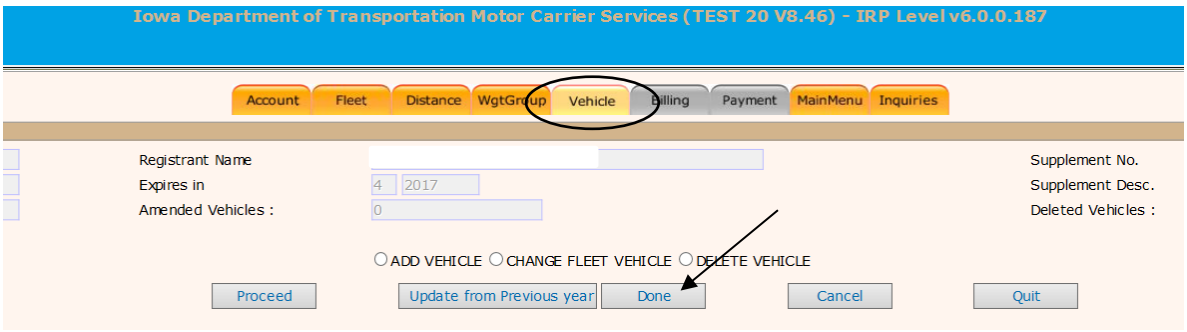


If you are finished with the weight groups, select “Done” and this will take you to the Vehicle tab.



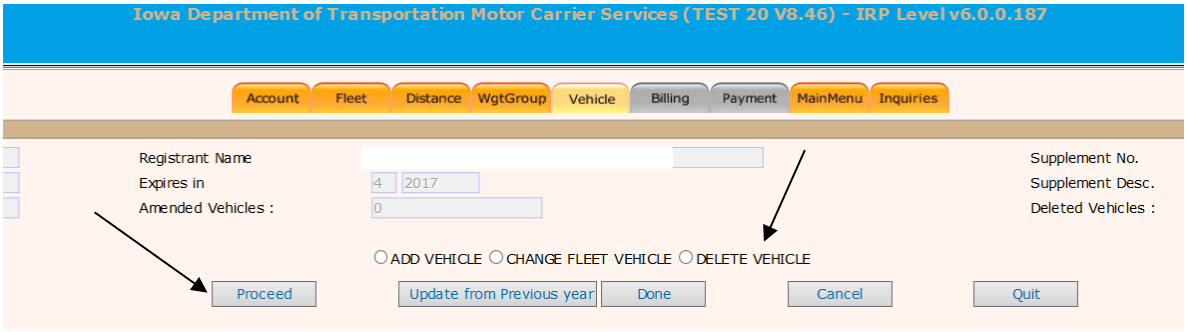
Vehicle Tab in the Renewal

If you do not have any changes to any of your vehicles or are not adding any new vehicles, select “Done”.



Deleting a vehicle on the renewal

If you need to delete any vehicles from your fleet on the renewal, select Delete Vehicle and proceed.

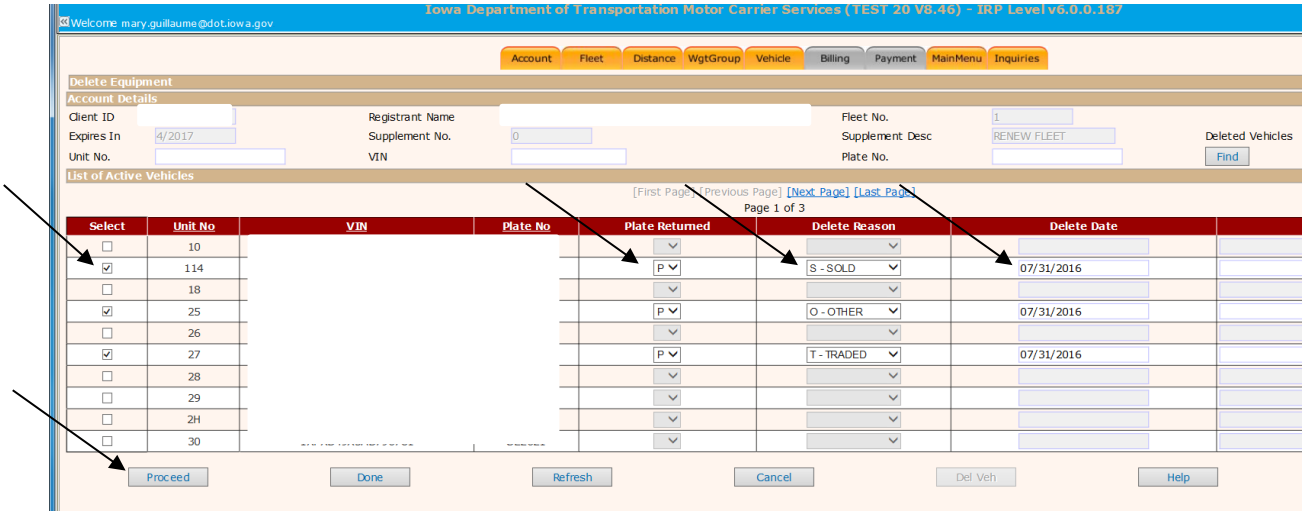


A list of your active vehicles will be displayed, you will select the vehicles you want to delete and mark the "plate returned" as "P", select the delete reason and enter the delete date. The delete date will be the last day of your renewal month (i. e., for July renewals you will enter 7/31/2016).

If your plates are "**PERMANENT**" you need to return them to our office on or before the last day of your renewal month. If you do not have your permanent plate(s) to return, we will ask you why, and we may deny the deletion of these vehicle(s). If deletion is denied, registration renewal fees for deleted units shall be assessed.

If your plates are "**ANNUAL**" you do not need to return them during renewal time.

Once you have all of your vehicles selected and information selected/entered, click on proceed.

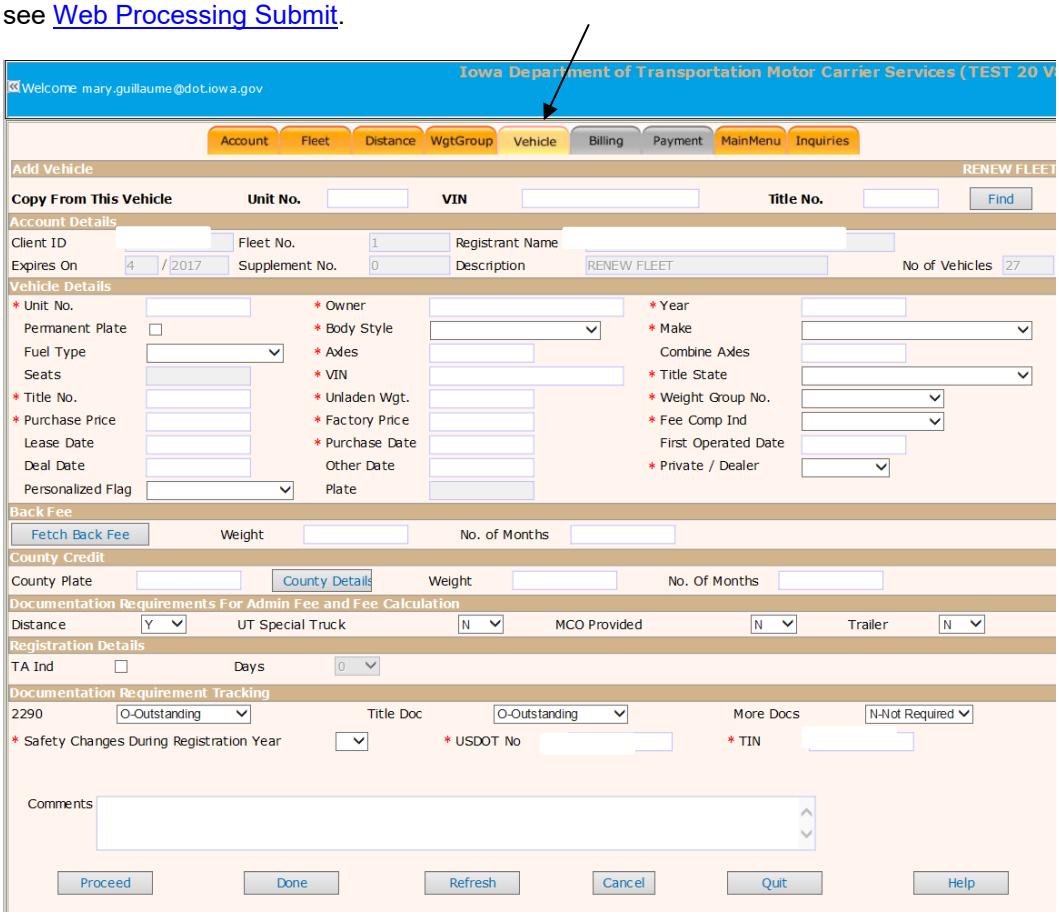


If you are finished with your vehicles click on "Done", then see web processing submit.

Adding a vehicle on the renewal

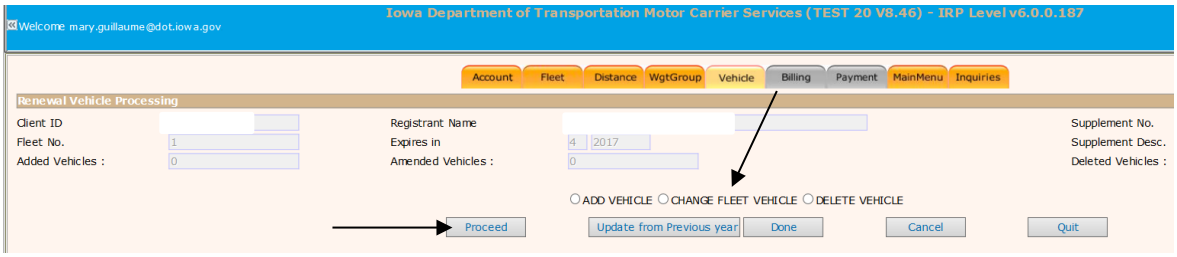
If you are adding a vehicle to your renewal, you will select “add vehicle” at the vehicle tab and click on proceed.

Once you are at the following screen, see Add Vehicle for instructions on how to add a vehicle. Once you are finished with adding your vehicle and have no more changes, you are ready to submit your renewal, see Web Processing Submit.

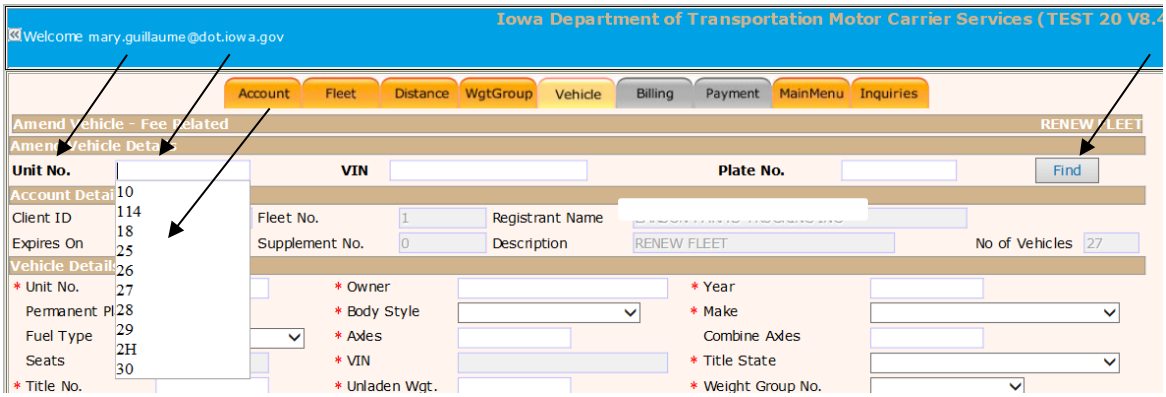


Amending a vehicle on the renewal

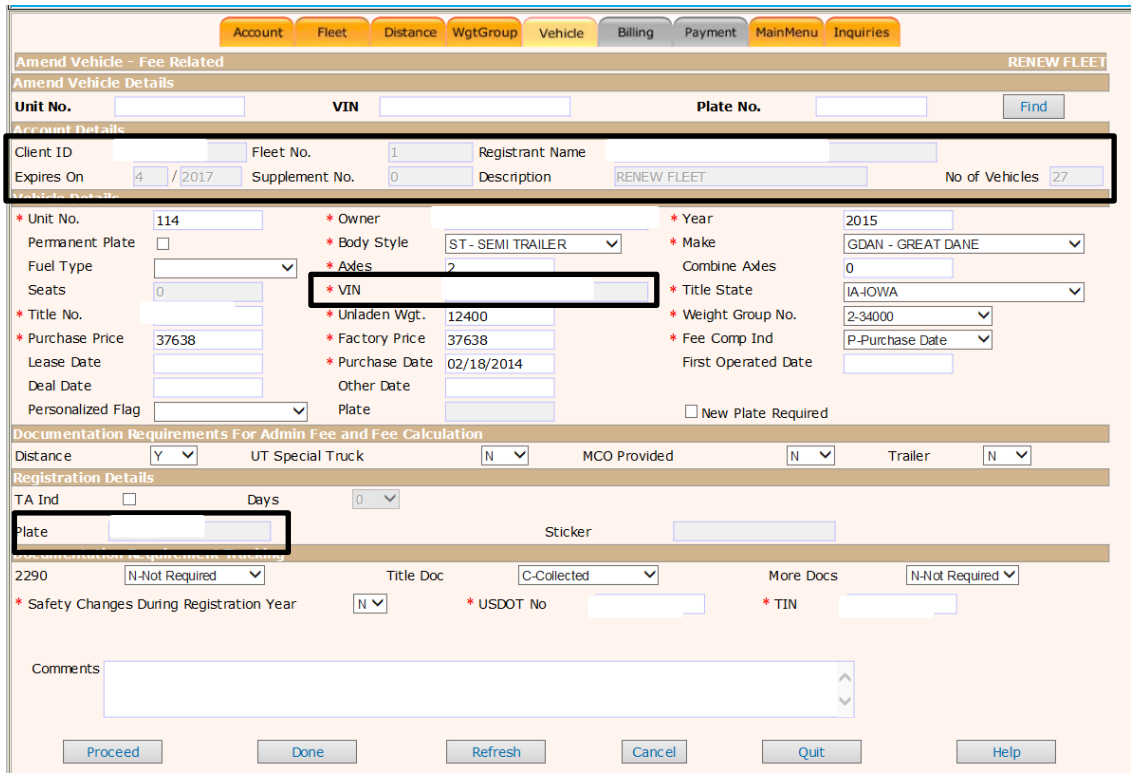
If you have any amendments to any of your existing vehicles, you need to select Change Fleet Vehicle and “Proceed”.



If you hover over the cell next to Unit No., a list of your fleet vehicles will drop down, and you can select one, or you can just type in the unit number and click on “Find”.



After you have clicked on Find, the detail screen for that vehicle will pop up. This is the screen you will make any changes (except for the details that are grayed out) to the vehicle you selected. The details that have boxes around them, you cannot change.



From the above screen, you will make your changes, so for this example we will do an ownership update and unit number change.

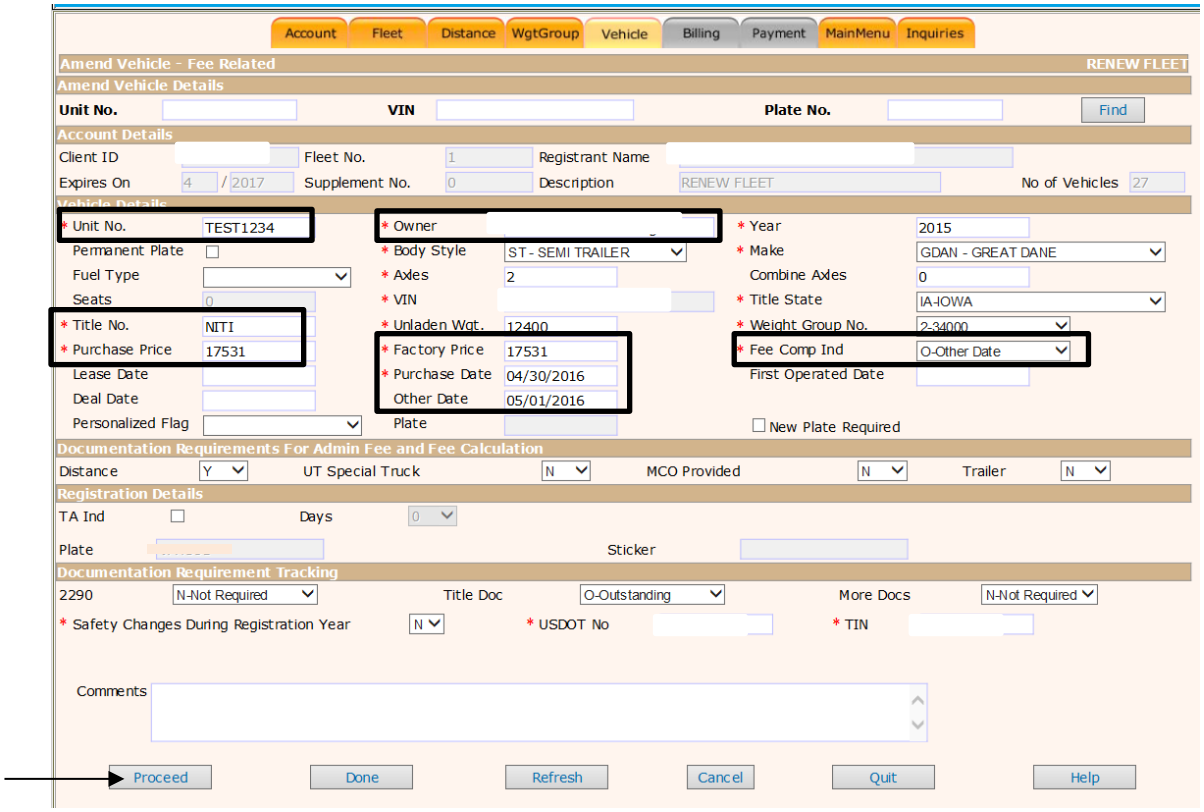
For the unit number change, you will enter the new unit number. The unit number must be original and not used on any other vehicle in your fleet.

To do an ownership update, you will need to submit either a new title in the new owner’s name, or a signed title application showing the new owners name.
For the ownership update, enter the following:

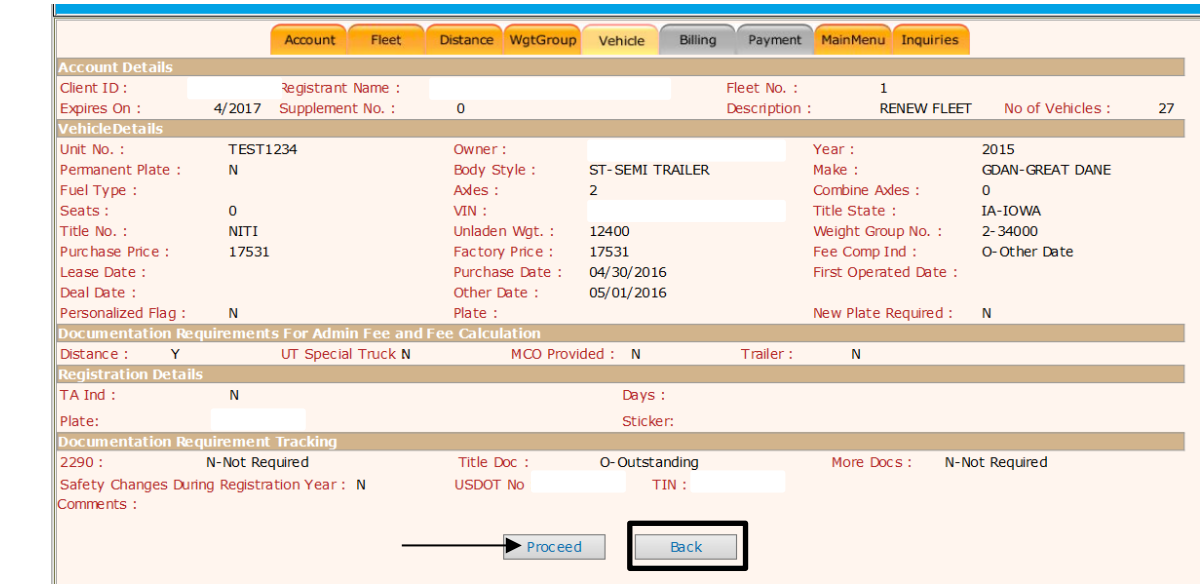
1. New owner name
2. If you don’t have the new title, you need to change the title no. to **NITI**

3. New purchase Price
4. New factory price
5. Fee comp indicator. For this example, we used Other because the plate on the unit was currently registered and did not expire until 4/30/2016, so we used 5/1/2016 (the first day following the last day of the renewal expiration month).

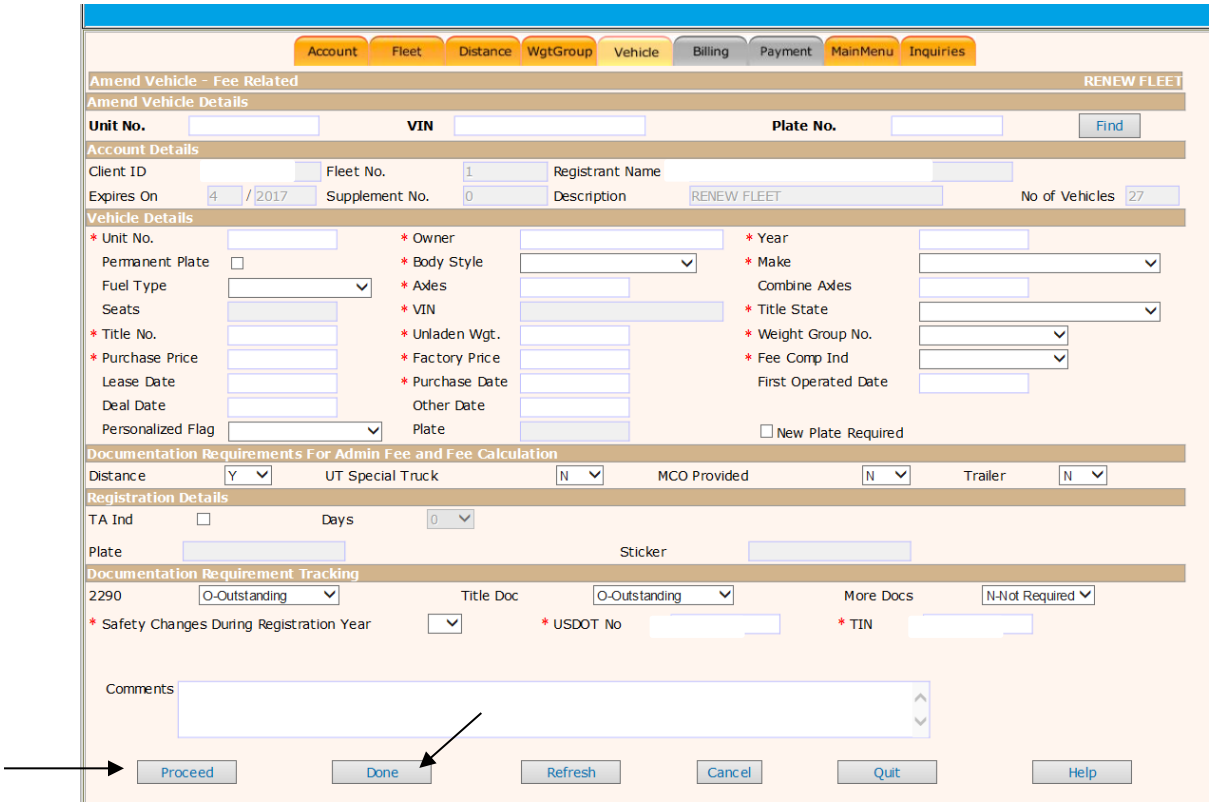
After you have entered all of your information, click on proceed. The next screen will allow you to verify all of your information and select back if you need to make any changes.



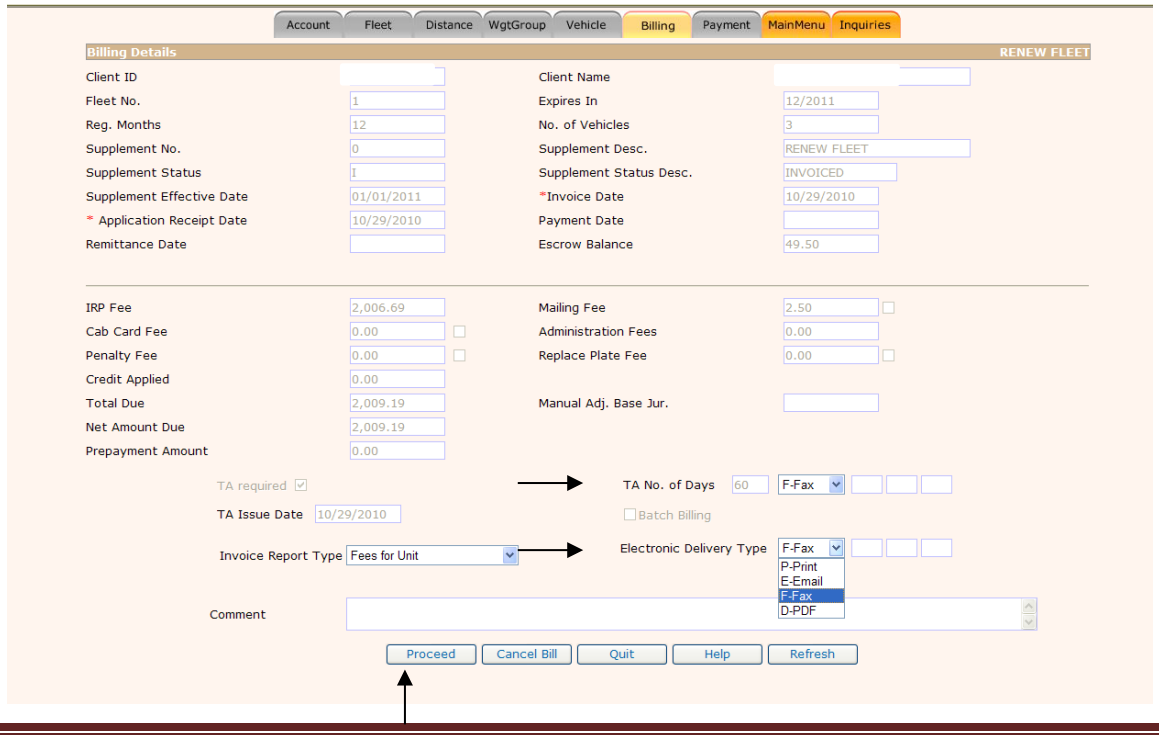
Check the information on this screen, and if you need to make changes, select back, otherwise select proceed.



After selecting proceed, the following screen will appear, if you are finished with your vehicles, you will click on “Done”, if you have other vehicles you need to make changes on, you will follow the same steps as outlined above.



Once you have submitted your renewal (see web processing submit), the Iowa DOT staff will process it and send it to you using your email or fax on file, or if you don’t have an email or fax it will be printed and sent to you using USPS mail. **Note**: the **only** time you will receive a temporary on a renewal is if you have added a new vehicle.



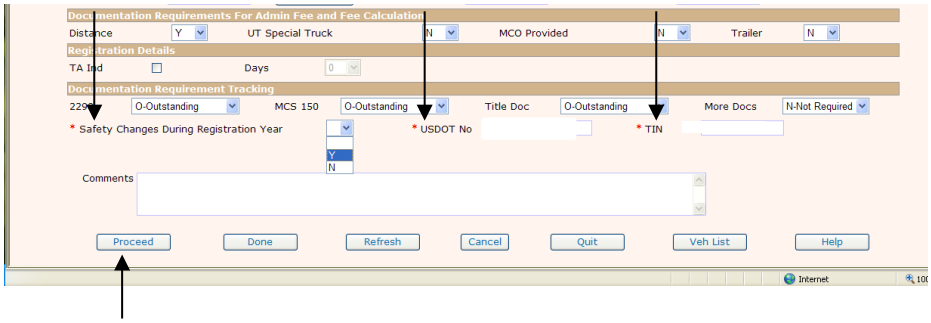
Safety Changes on the renewal

Safety changes made on the renewal will be completed by selecting "Change Fleet Vehicle" on the Vehicle Tab - Indicate if the carrier responsible for safety will change during the registration year.

USDOT number – Provide the USDOT of the carrier responsible for safety.

TIN – Provide the tax identification number of the carrier responsible for safety.

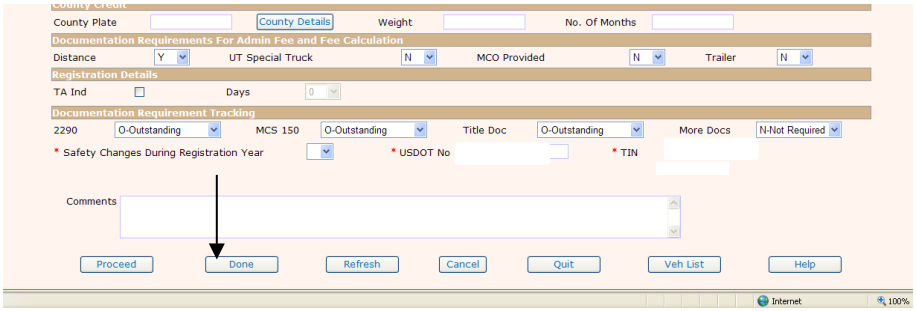
Comment – Enter comments as necessary.



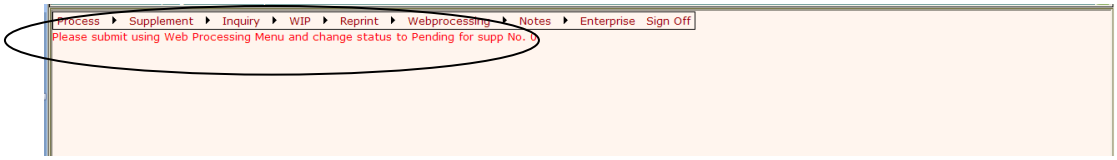
Select the "Proceed" button to perform validations. If the system finds an error or missing field you will receive a message at the top of the screen. A message with a {W} is a warning and will let you proceed. Otherwise the message will indicate a hard stop forcing a correction to be made before proceeding.

From the validation screen, verify the information was entered correctly then select the "Proceed" button to save the vehicle information. If you need to make changes, select the "back" button.

Select "Done" when all vehicles have been entered.



The following message will be displayed: "Please submit using Web Processing Menu and change status to Pending for Supp No. "0" on the IRP main menu."



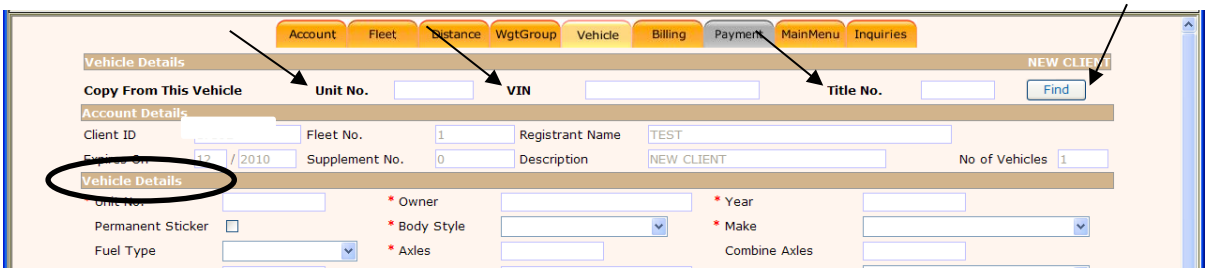
Add Vehicle

The vehicle detail screen is used to enter the information for each vehicle the user wants to register into the IRP system. Required fields have an "*" beside them

At the top of the vehicle detail screen there is a feature allowing the user to copy information from an existing vehicle to the screen work area, if desired, this way, they can update only the fields that are different, saving data entry time.

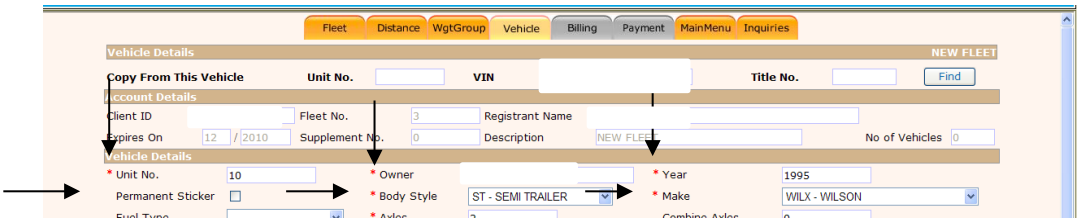
To copy another vehicle you can enter either the unit number, VIN or title number of the vehicle to be copied at the top of the page and click on "Find" to populate the information.

If you don't copy another vehicle, you will go to the "Vehicle Details" section.

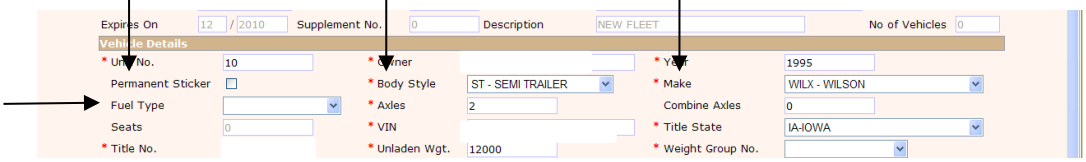


Enter the following information for the vehicle:

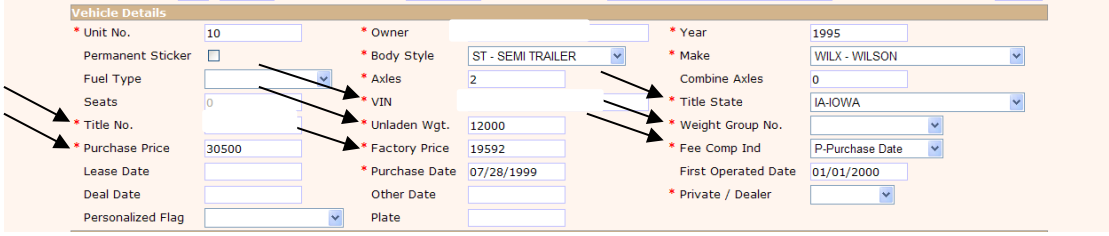
- Unit number,
- Owner – Enter the name of the owner.
- Year – The model year of the vehicle.



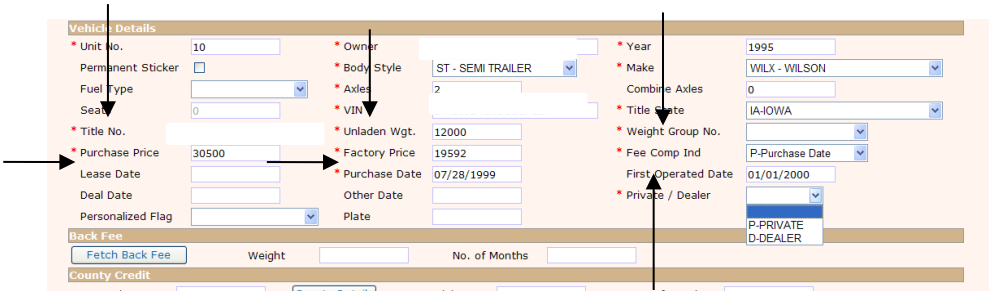
- Permanent sticker –This box may be checked and/or protected depending on the body style. If it is checked, a permanent plate will be issued.
- Body style – Select the body style from the drop-down list.
- Make – Select from the drop-down list.
- Fuel type – Select the fuel type from the drop-down list.
- Enter the number of axles and combined axles.



- If the body style is a bus, enter the number of seats.
- VIN – Enter the VIN for the vehicle.
- Title State.
- Title number – Enter the title number for the vehicle, if the new title has not been issued, enter **NITI** (No Iowa Title Issued).
- Enter the unladen weight.



- Select the weight group number – The drop-down list shows the valid weight groups for the fleet. Each weight group will have the declared gross vehicle weight displayed beside the weight group number. If the user needs to add a weight group, click the "Wgt Group" tab at the top of the screen and the Weight Group Selection screen will be displayed.
- Purchase price of the vehicle.
- Factory price - The factory price of the vehicle is required information for the IRP fee computation. If the factory price is not provided, the system will try to retrieve the factory price from the factory price table. The table will be accessed with the vehicle year, axles, and body style.
- Fee comp indicator – Chose a date from which to calculate the fees from the drop-down list.
- Lease date – The date the lease is effective.
- Enter the purchase date
- First operated date – The date the vehicle was first operated.
- Deal date – The date of purchase from the dealer.
- Other date – Any other date in reference to the vehicle transaction.

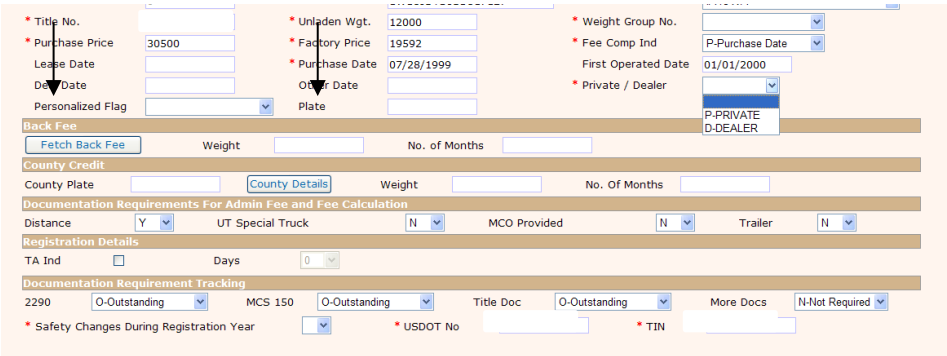


- Private/Dealer

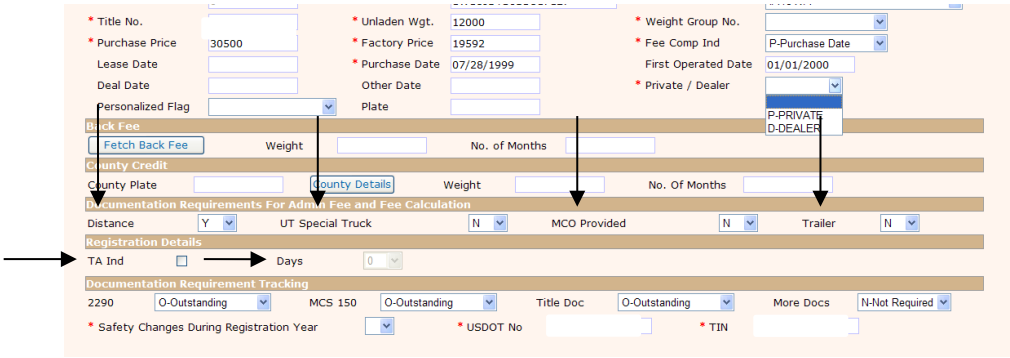
If vehicle was purchased from a dealer, the dealer name and state must be provided.

If not purchased from a dealer, the current plate number, state and plate expiration date must be provided.

- Personalize information/existing plate – If checked; enter the personalized plate to be assigned to the vehicle. ***This option will not be used on a new vehicle being added to the fleet.***



- Distance – Click "Y" on the Distance box if this vehicle travels 10,000 miles nationally a year. "N" if the unit travels 10,000 miles or less nationally a year (power unit only).
- Utah special truck - If licensed in Utah, check the Utah Special Truck box if this vehicle is a cement pump, well boring unit or crane.
- MCO provided - If the vehicle is a new vehicle, select Y or N for this. A copy of the manufacturer's certificate of origin must be provided.
- Trailer – If registering a power unit, will it be pulling a trailer?
- TA – To request a Temporary Evidence of Apportioned Registration (TEAR) select the box. Number of days defaults to 60 days and allows the Office of Vehicle & Motor Carrier Services to change as required.



Documentation Requirements:

Before credentials can be issued to a vehicle, the registrant must provide certain documents.

- Heavy Vehicle Use Tax Form 2290
- Title Documentation if needed

Add Vehicle with *Transfer* Plate

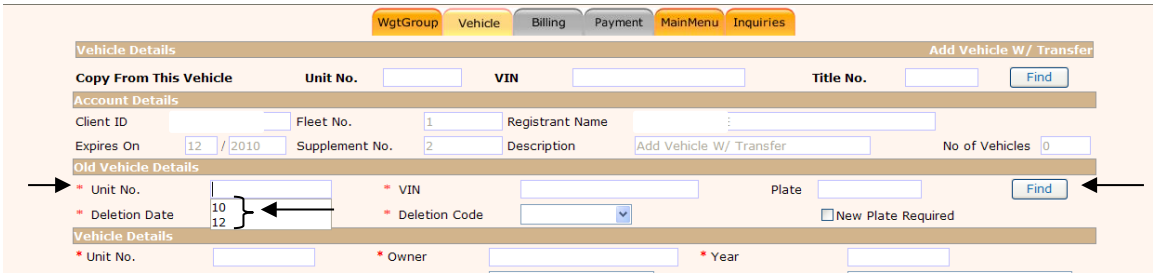
Perform the following steps to process an "Add with Transfer Vehicle" supplement:

From the IRP menu, select "Add with Transfer Vehicle" from the supplement tab.

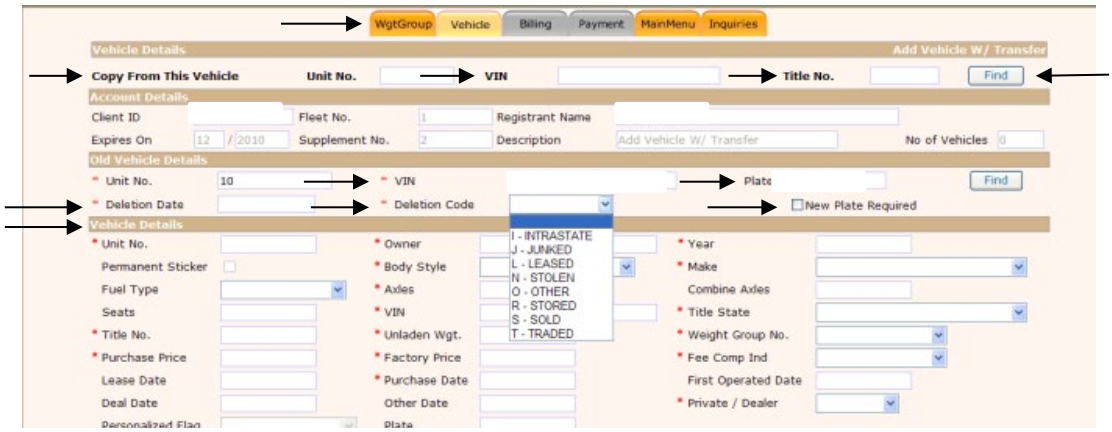
From the Fleet Search screen, enter the following:

Enter the account, if you have more than one fleet, enter the fleet number you want to do the add/transfer.

The supplement effective date is defaulted to the current date. The user can change the date based on Iowa business rules. The credit will be calculated from the supplement effective date, not the deletion date of the vehicle. Select "Proceed" to display the "Vehicle Details" Screen.



Under "Old Vehicle Details" move your curser on or around the "Unit No. space" and the units in that fleet will show in a drop down, select the unit you want to delete, and click "Find" and the VIN and Plate number will populate.



You will need to enter the Deletion Date and Deletion Code from the drop down list. If you need a new plate, you will need to do a Duplicate Plate Supplement either before the AXT or after the AXT, whichever one is done first, you will need to pay that supplement before the next supplement is processed.

If you have a VIN or Iowa Title for the unit you are adding, you can put one of those numbers in under "Copy From this Vehicle" and click "Find". If it is found, it will populate some of the fields under "Vehicle Details".

To add the new vehicle, refer to the "Add Vehicle" section in this manual.

This screen will also allow you to change the Weight Group by clicking on the “Wgt Group” tab. To change or add a weight group, refer to the “Add/Change Weight Group” section in this manual.

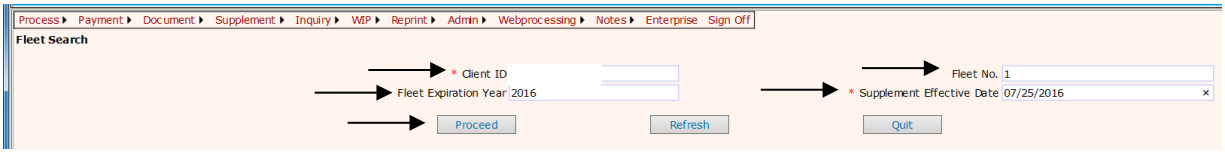
You will need to submit documentation for the new unit, see Documentation Requirements for detailed information.

Delete Vehicle

Perform the following steps to process a “Delete Vehicle” supplement that is NOT on the renewal:

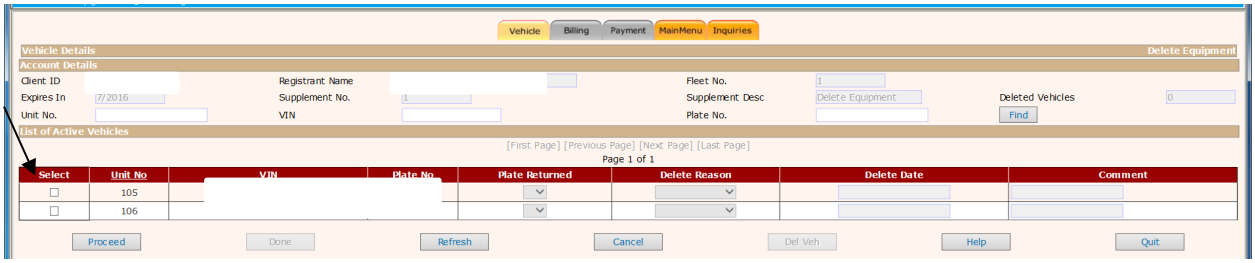
From the IRP menu, select “Delete Vehicle” from the supplement option.

From the Fleet Search screen, enter the fleet number, the fleet expiration year and the supplement effective date. Select “Proceed” to display the “Delete Vehicle Selection Details” Screen.

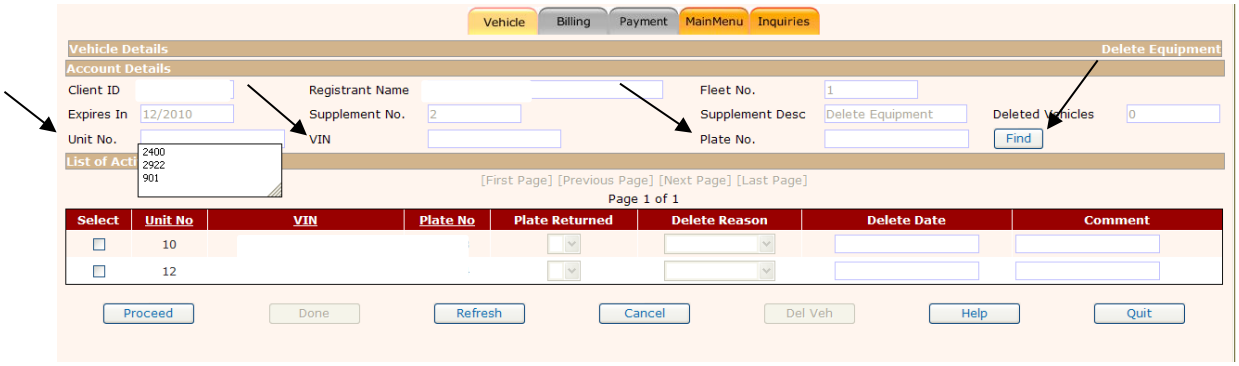


Select the vehicle to be deleted.

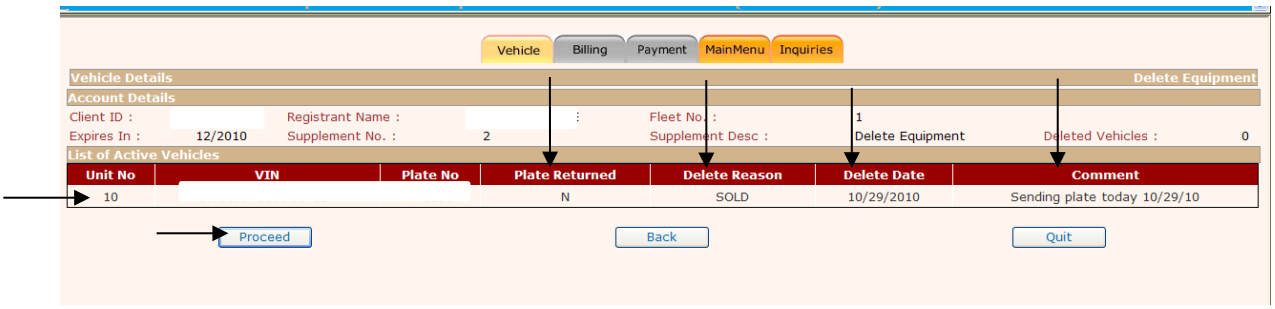
Click in the “Select” column next to the vehicle to be deleted from the list of active vehicles



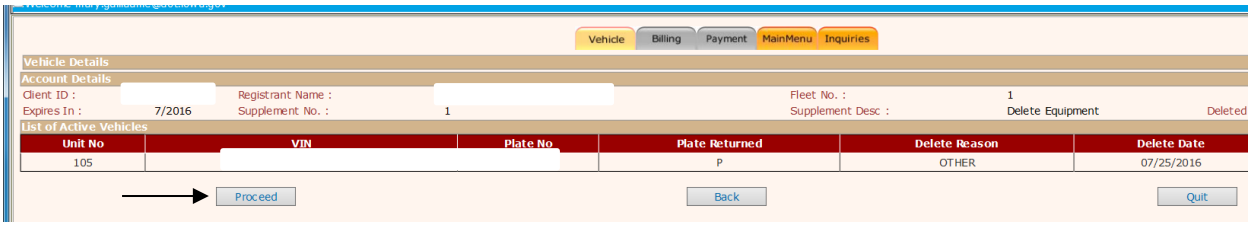
If you have a large fleet, you can select a unit number, VIN, or plate number from the drop down lists at the top, and click on Find.



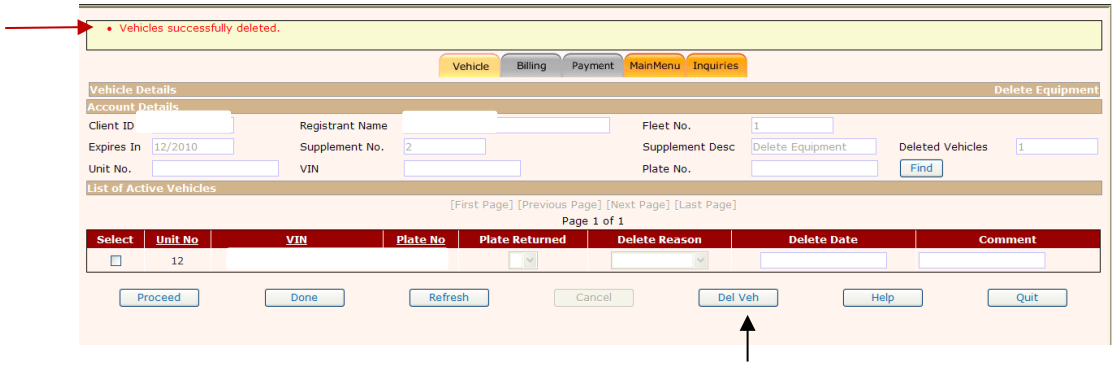
Once a vehicle is found and selected, the information will populate in the list for verification. Indicate if the plate is being returned by selecting “P” for pending, this tells us you will be sending the plate back to us or you can select “N” for no, indicating you will not be returning the plate, but you must give us a reason why it is not being returned and you will be charged a fee. Select the deletion reason. Validate the deletion date and change as necessary. Add any comments applicable to this supplement. Select “Proceed”



The selected vehicle will be displayed in a validation screen, select “Proceed”.

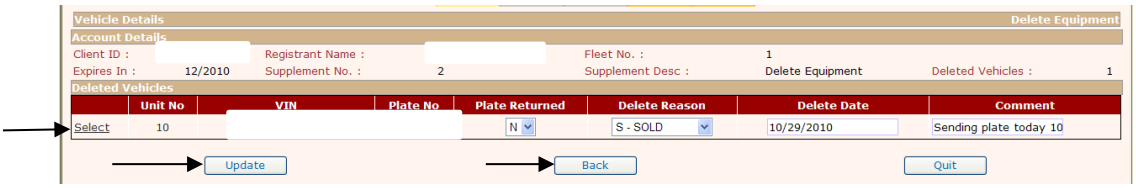


To cancel the deletion, select the “Del Veh” button to display a list of vehicles deleted during this supplement.



From the deleted vehicle list, you can also update the deletion information. (The plate return indicator, delete reason, delete data and/or comment) on any vehicle in the list.

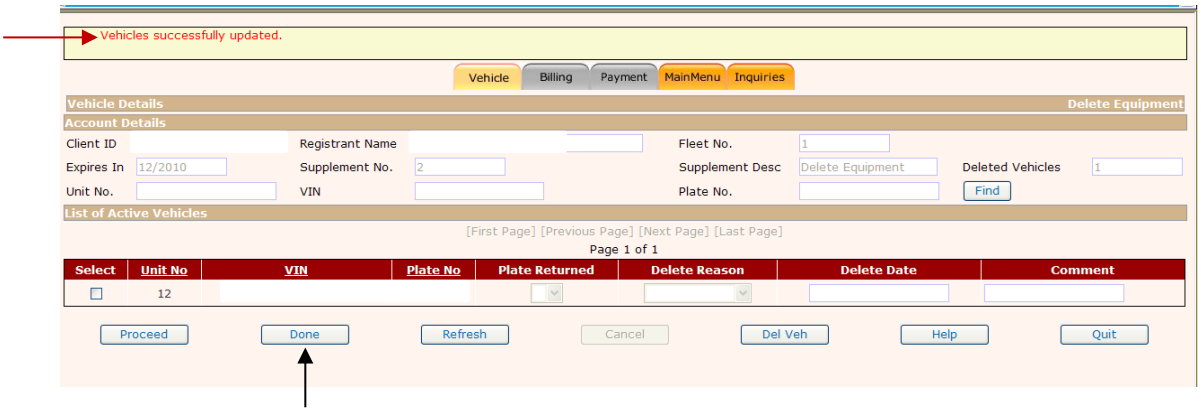
Select “Update” to save the updated information. Select “Back” to return to the active vehicle list.



Select the vehicle you want to cancel and the system will automatically display the vehicle information. If you want to cancel the deletion of this vehicle, select “Cancel Vehicle” at the bottom of the screen.

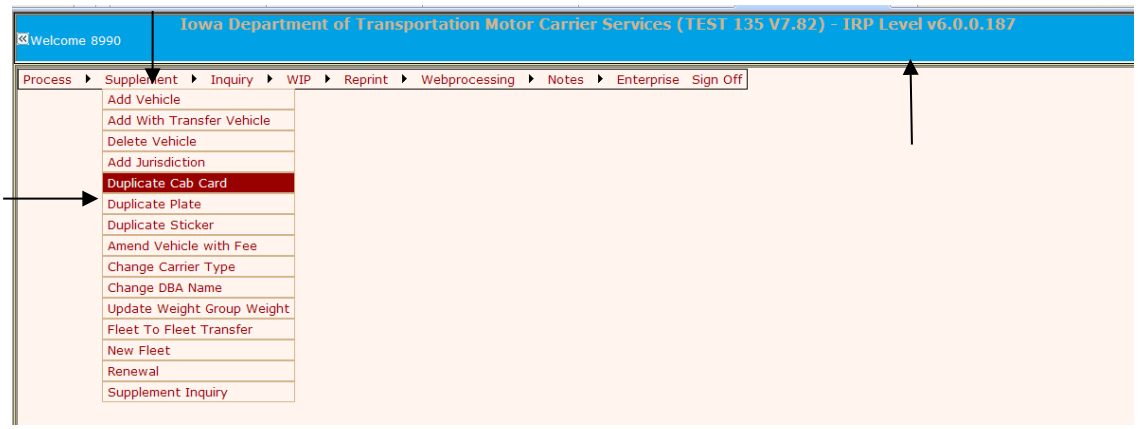


When all the vehicles to be deleted have been selected, select “Done” and follow instructions to submit through web processing.

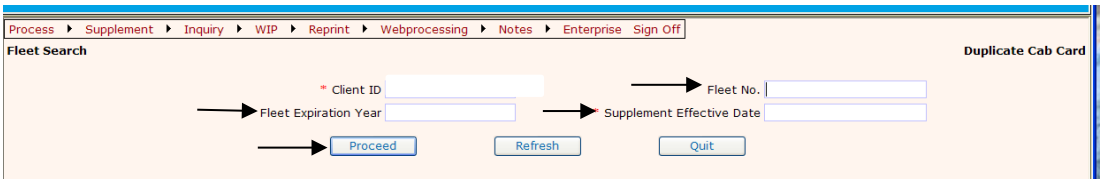


Duplicate Cab Card

From the IRP menu, select “Duplicate Cab Card” from the supplement tab.

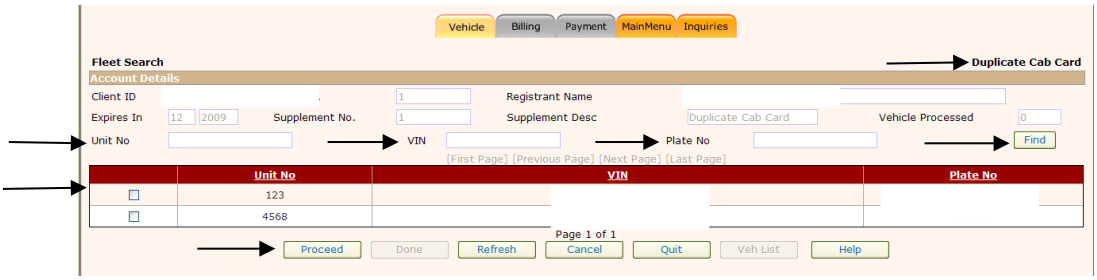


From the Fleet Search screen, enter the fleet number, fleet expiration year and supplement effective date. Select “Proceed” to display the “Duplicate Cab Card” selection screen.

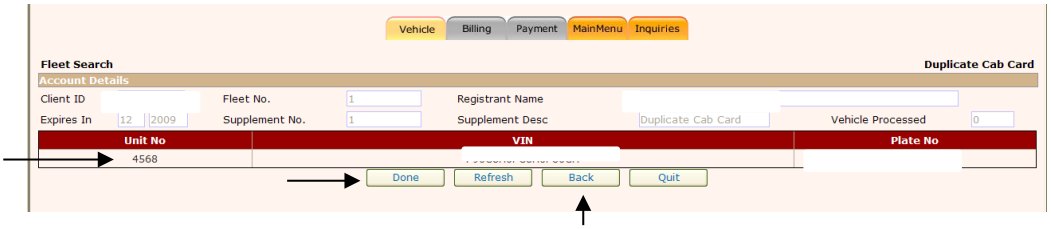


Indicate the vehicle(s) for the duplicate cab card by selecting the check box next to the unit number for the vehicle(s), or you can enter the Unit No, VIN or Plate number and select “Find”. **Note**: if you have a large fleet, you will have the option to select “next page” to see the next ten units, or “Previous Page” to go back a page.

Select “Proceed” when you are finished.

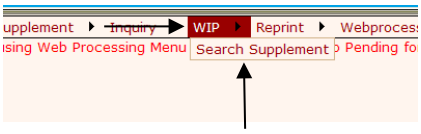


This screen will display the selected vehicles you requested for a duplicate cab card.



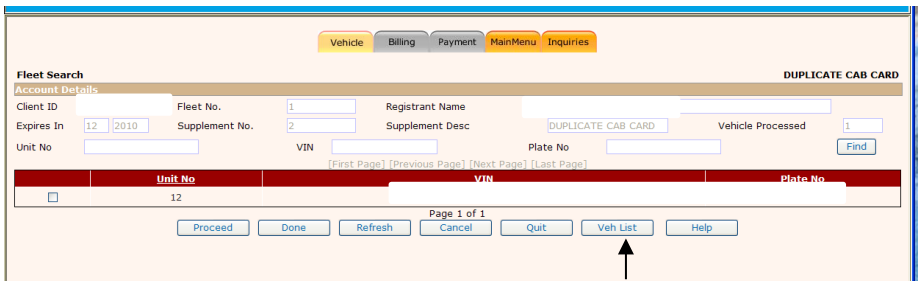
Select “Done” when you are finished to display the message to “submit using web processing”.

To cancel a previous selected vehicle, select “WIP”, “Search Supplement”, enter the Fleet No., if more than one fleet, fleet expiration year and supplement no. and then “Proceed”.

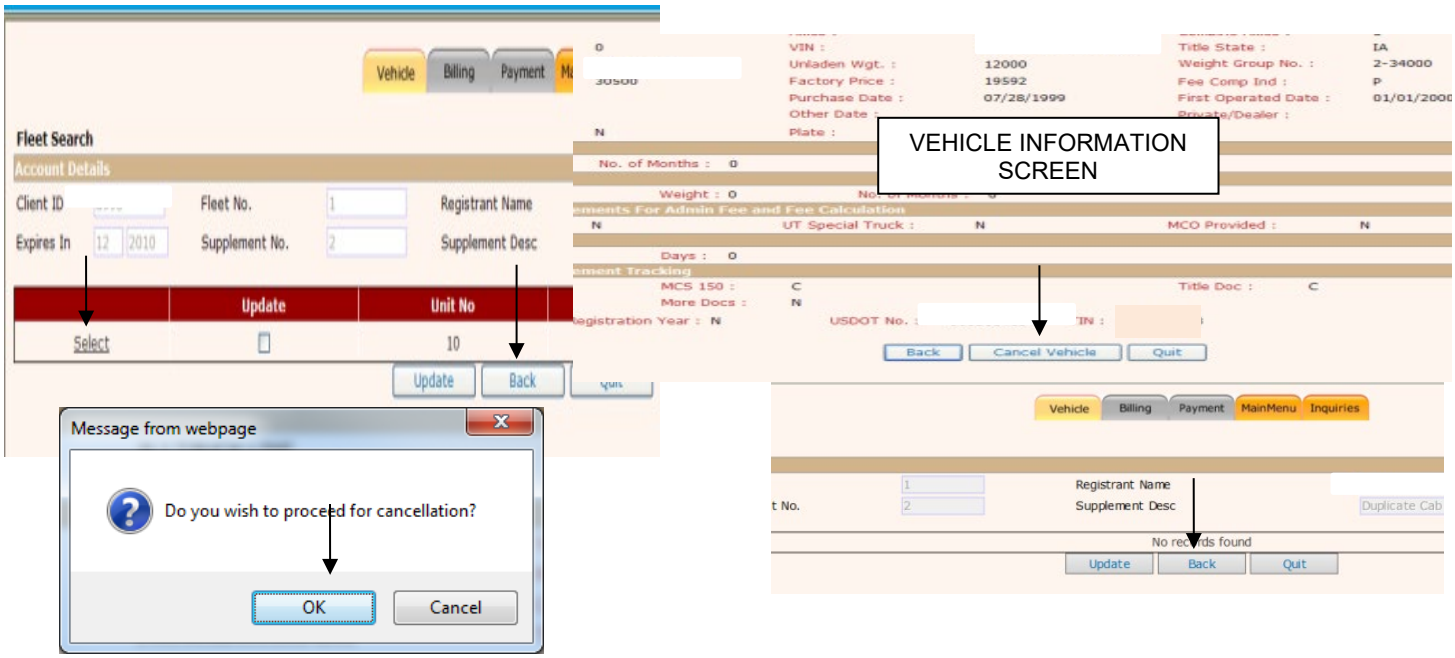




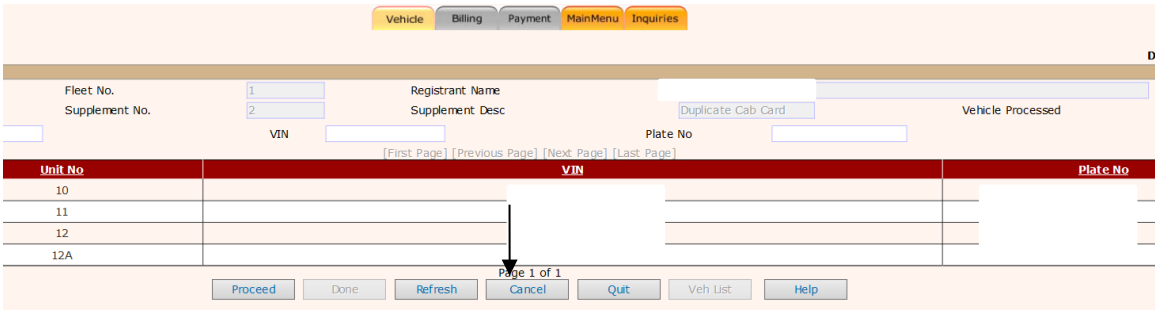
Select “Veh List” and the system will automatically display the list of vehicles in this supplement.

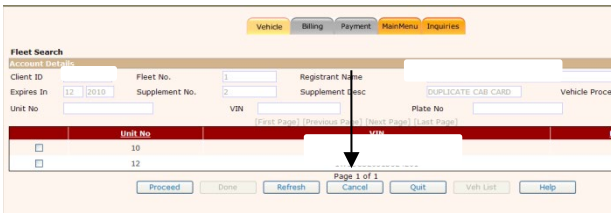


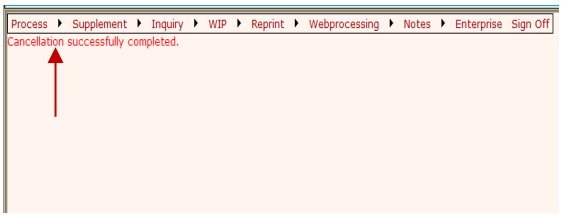
Select the vehicle(s) you wish to cancel, and the vehicle information screen will be displayed. Select “Cancel Vehicle”, a popup box will appear asking if you wish to proceed for cancellation, select “OK” then select “Back” on the next screen.



The following screen will show, select “cancel” then “OK”, you should receive a cancellation successful confirmation on the next screen.







To update a previous selected vehicle, select the “Veh List” button to display a list of vehicles processed during this supplement.

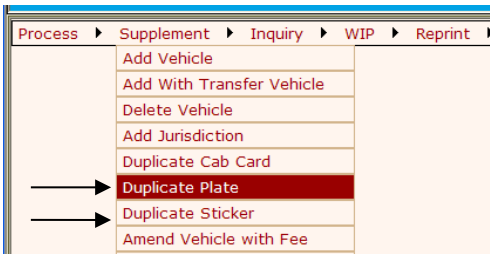
Update the information on the appropriate vehicle(s) as required.

Select “Update” and then “Proceed” to save the updated information.

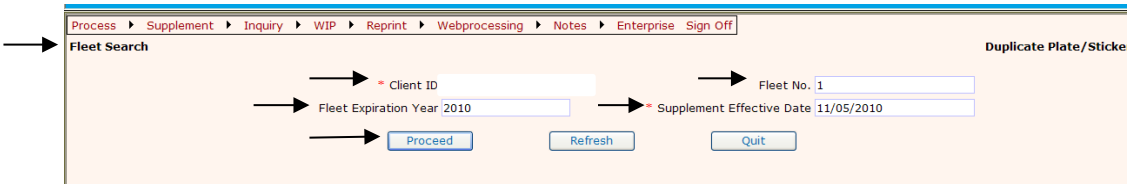
Duplicate Plate and Duplicate Sticker

When ordering a “Duplicate Plate” or “Duplicate Sticker”, you will follow the same instructions except you will select “Duplicate Plate” OR “Duplicate Sticker” from the Supplement tab.

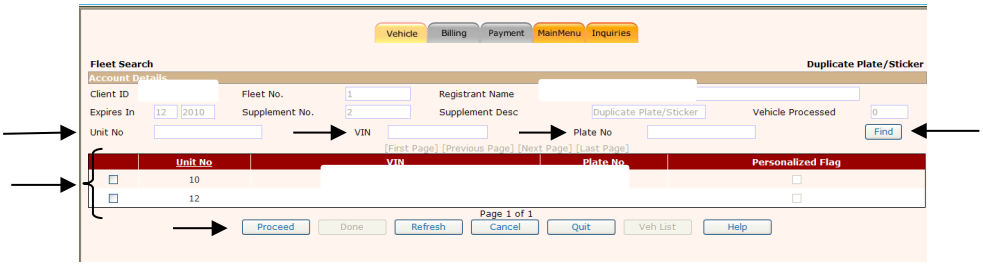
From the IRP menu, select “Duplicate Plate” or “Duplicate Sticker” from the supplement tab.



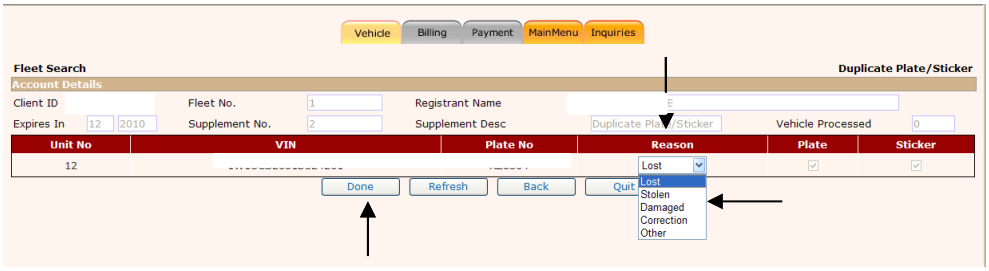
From the Fleet Search screen, enter the fleet number if you have more than one fleet and fleet expiration year. The supplement effective date is defaulted to the current date. The user can change the date based on business rules.



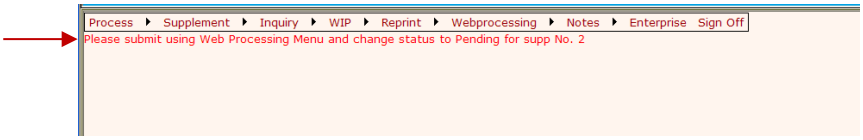
Select “Proceed” to display the “Duplicate Plate Vehicle Selection Details” Screen. Indicate the vehicle(s) for the duplicate plate by checking the check box next to the unit number for the vehicle. (The Next and Previous buttons are for paging through a vehicle list if the fleet has a large number of vehicles), or enter the Unit No, VIN or Plate number and select “Find”.



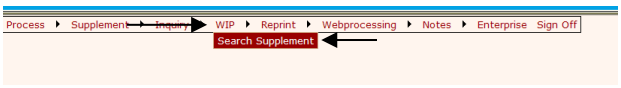
Select “Proceed” when you are finished to display a screen with the selected vehicles.



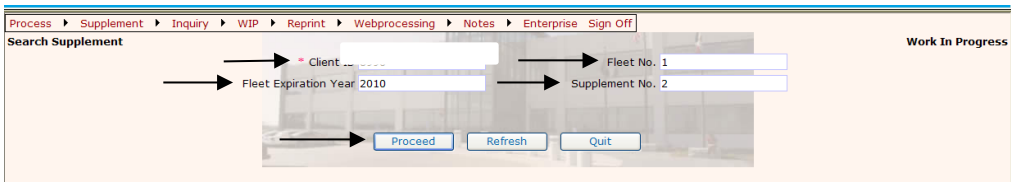
Enter the “Reason” for each vehicle from the drop down list. Select “Done” when you are finished. Submit via Web Processing.



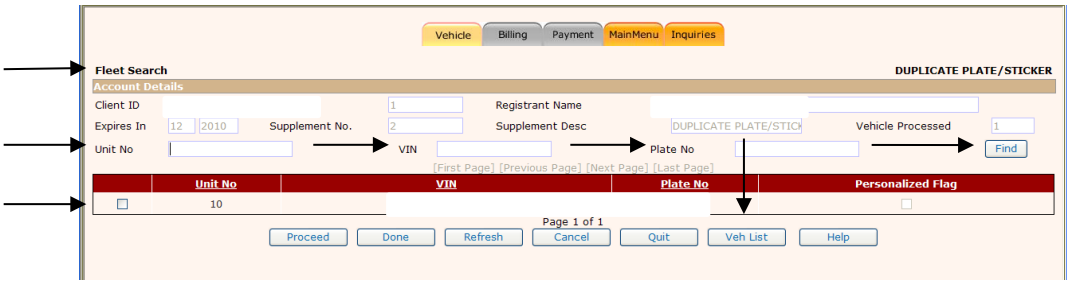
To cancel a previous selected vehicle, select “WIP” then “search supplement”.



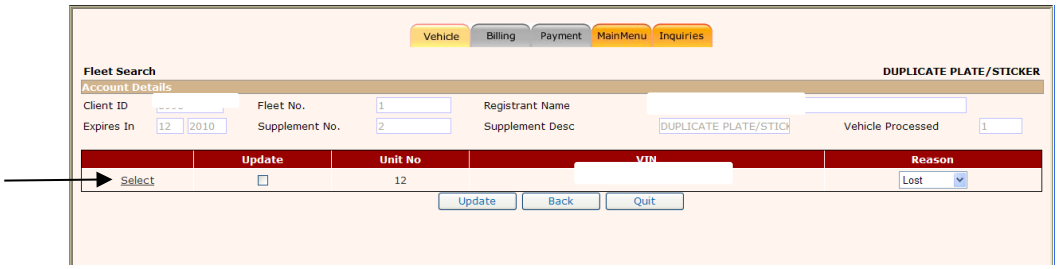
Enter the client ID, fleet no. fleet expiration year and supplement no, then select “Proceed”.



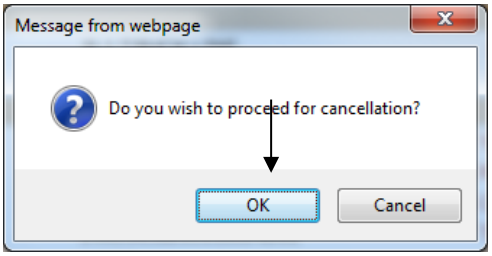
This will take you to the “fleet search” screen. You can either check the box next to the unit(s) showing or type in “unit No.” VIN or Plate No, and select “find”. Click on “Veh List” to display a list of vehicles processed during this supplement.



Select the vehicle you want to “cancel” from this supplement and the system will automatically display the vehicle information.

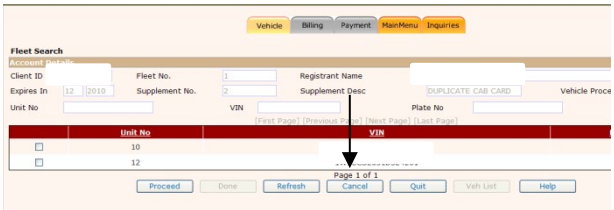


From this screen, select “Cancel Vehicle”, “OK”, and “back”.





Select Vehicle, click on “Cancel” then “OK”. You will then get a cancellation successful screen.





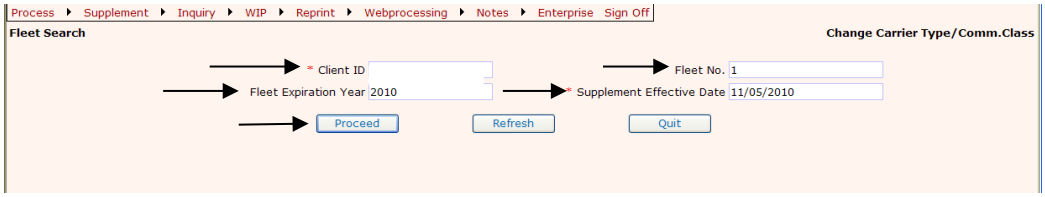
To update a previous selected vehicle, select the “Veh List” button to display a list of vehicles processed during this supplement.

Change Carrier Type/Commodity Class

From the IRP menu, select “Change Carrier Type/Commodity Class” from the supplement tab.

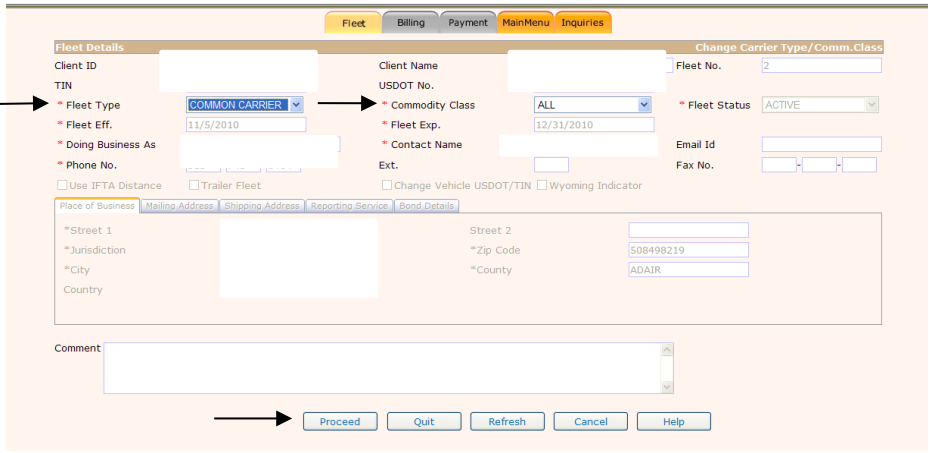


From the Fleet Search screen, enter the client ID, fleet, and fleet expiration year and the supplement effective date. Select “Proceed” to display the “Fleet Details” Screen.

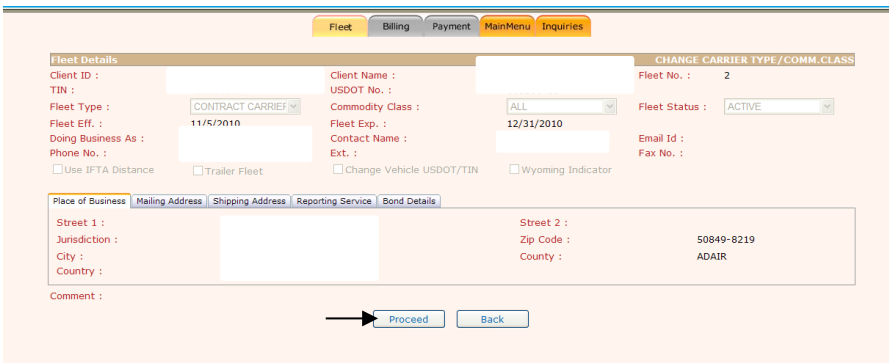


“Fleet Detail” screen allows the following actions:

The screen indicates the current values of the Fleet type and commodity class. The user should update them as needed by selecting the fleet type and commodity class from the drop down list.



Select “Proceed” and validate the changes.

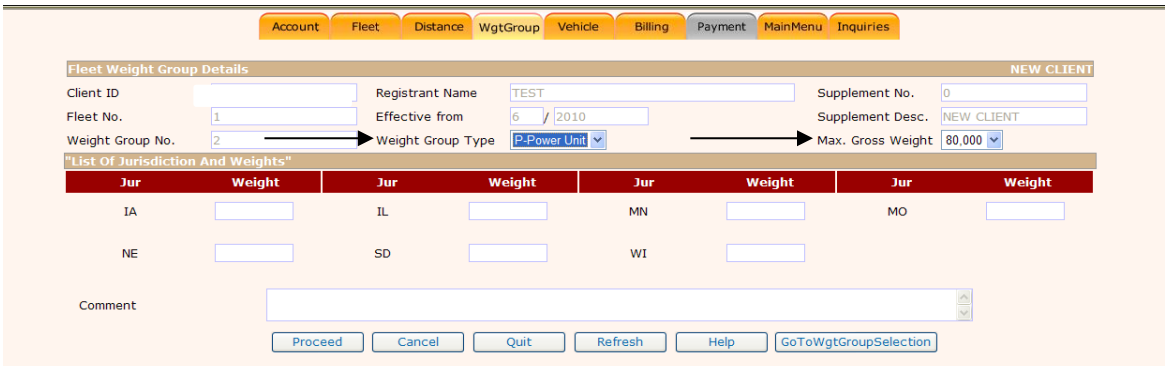


Select “Proceed” when you are finished to “Submit using Web Processing”. For more details on this, see the “Submit Using Web Processing” section of this manual.

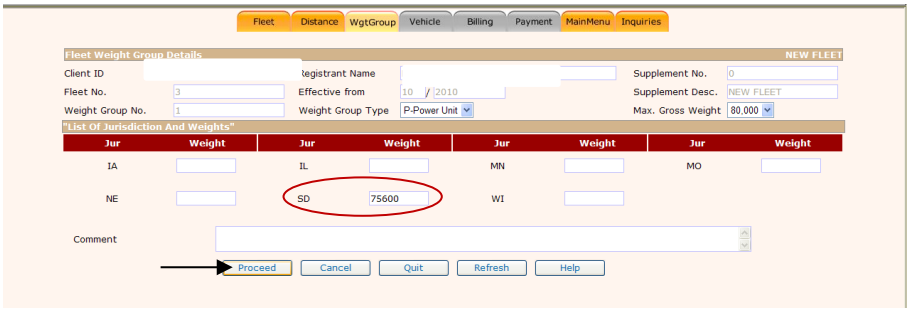
Add/Change Weight Group

Select the weight group type from the drop-down list, either “Power Unit” or “Trailer”. A bus is considered a “Power Unit”.

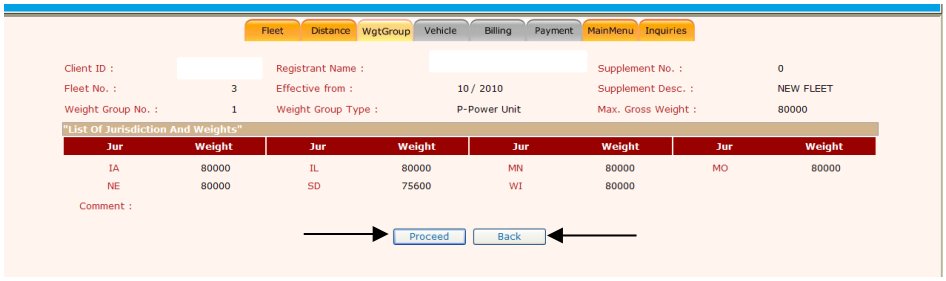
Select the maximum gross weight for the weight group from the drop-down list. If “Other” is selected, enter the weight in the field provided.



Enter the weight for any jurisdiction in which you need to change the weight and click on “Proceed”.



The system will populate the weight for the remaining jurisdictions. If a weight is outside the 10% tolerance, a warning message will display at the top of the validation screen, and you will not be able to proceed. Instead you will need to fill out a Vehicle Schedule and fax, email or mail it in for our staff to process.



The system will check to ensure the maximum combined gross weight does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system will automatically set the weight to the maximum allowed and will display a warning message.

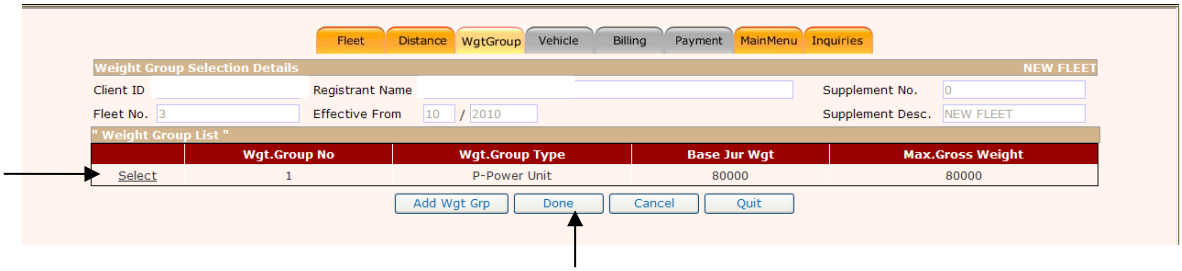
Select the “Back” button if any of the weights need to be changed

Select the “Proceed” button if the weight information is correct. The Weight Group Selection screen will display the new weight group as well as any weight group created previously.

To create another weight group, click the “Add Wgt Grp” button and follow the same steps.

To update a weight group, select the weight group by double clicking on “Select” next to the weight group number.

Click the “Done” button to proceed to the Vehicle Detail screen.

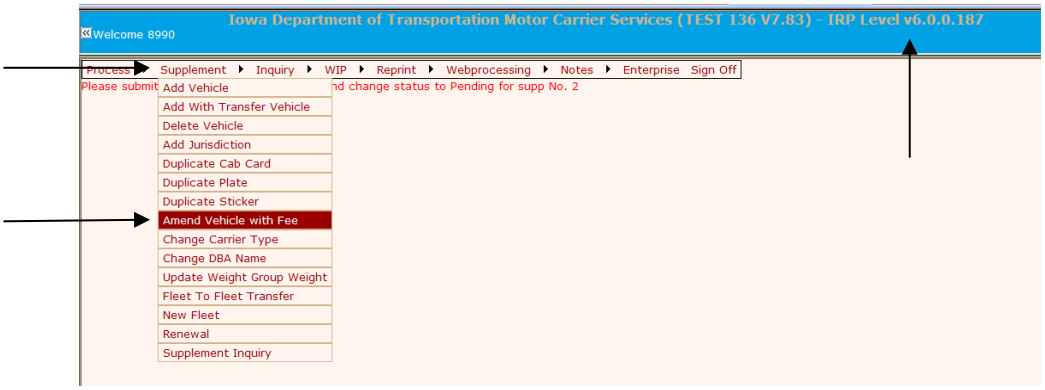


Amend Vehicle with Fee

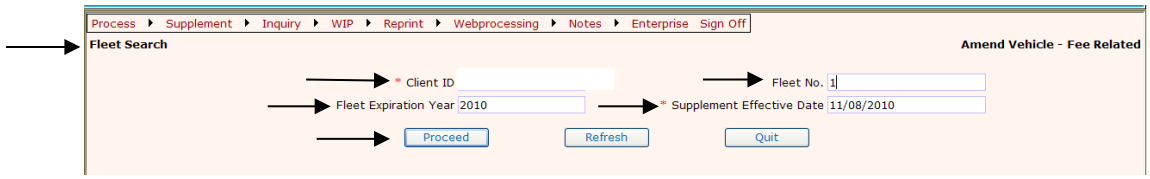
The following processes can be performed using the Amend Vehicle with Fee supplement:

- Ownership Update
- Add/Change Weight Group
- Update title number
- Change unit number
- Change axles
- Change combined axles
- Change fleet type
- Motor Carrier Responsible for the Safety of the Vehicle Change

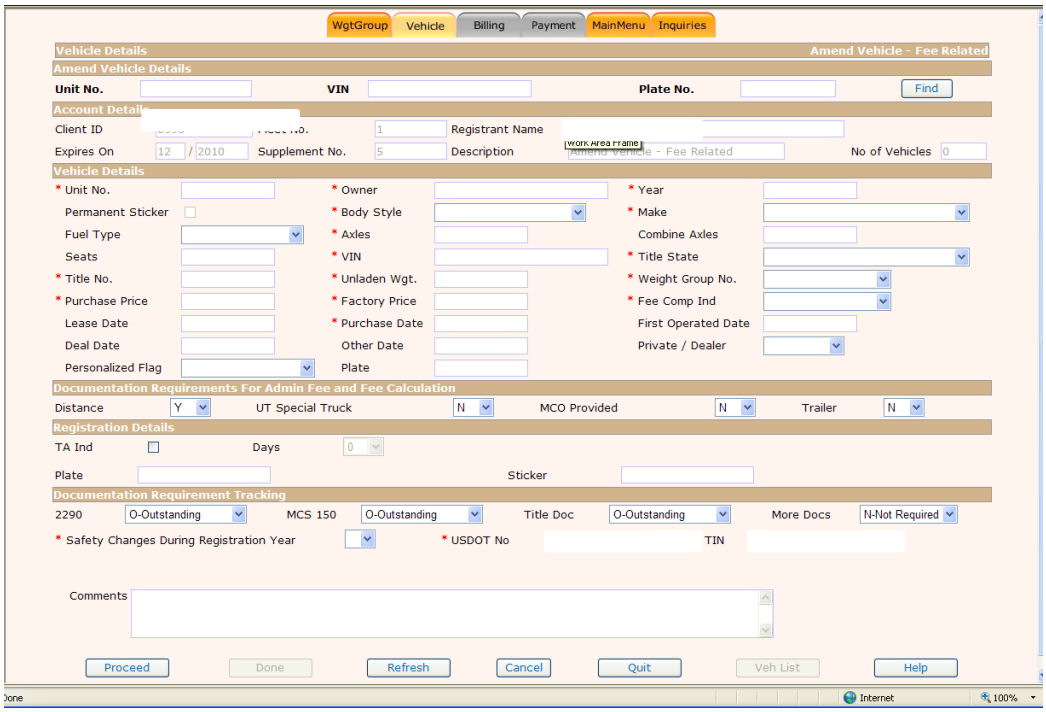
From the IRP menu, select “Amend Vehicle with Fee” from the supplement tab.



From the Fleet Search screen enter the fleet, and fleet expiration year and supplement effective date. Select ““Proceed””.



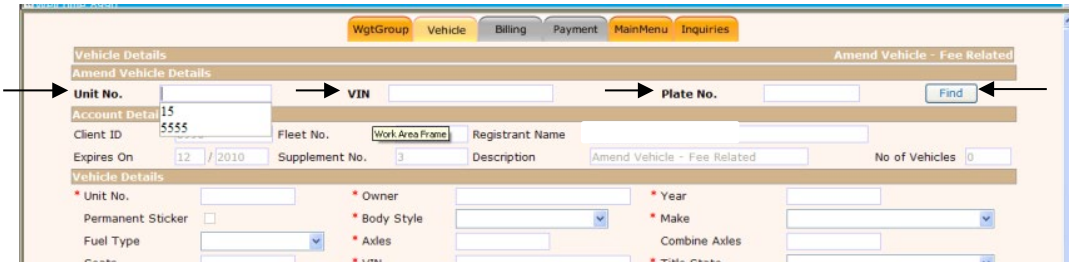
The following displays the “Amend Vehicle Details” Screen.



System will display the “Vehicle Details” screen.

The vehicle detail screen captures all information about the vehicle(s) that require a change

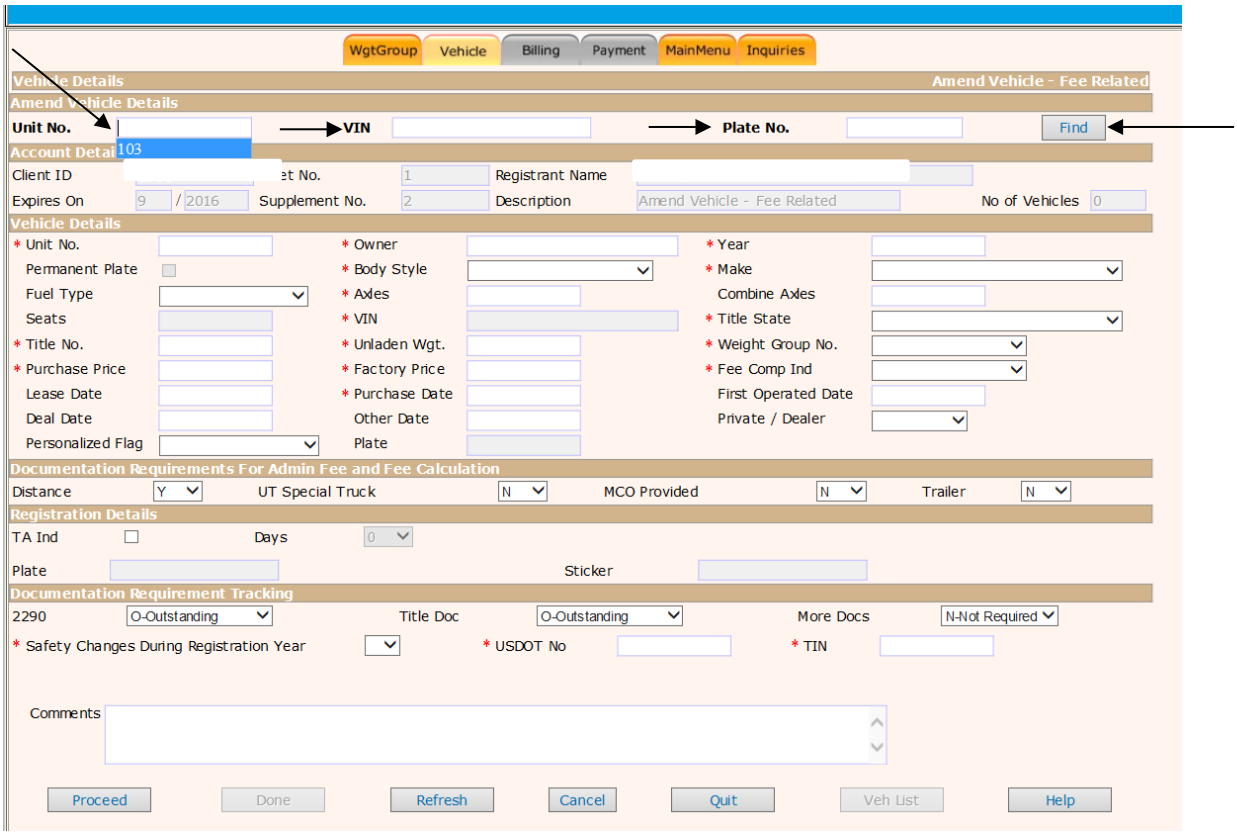
Identify the vehicle to be changed by entering the unit number, OR VIN, OR plate number then select “Find”.



Once you have selected an item, the current vehicle information will be populated, and you can update any fields that are not grayed out as required. If a VIN needs to be corrected, you will need to submit a Vehicle Schedule for the Iowa DOT staff to process.

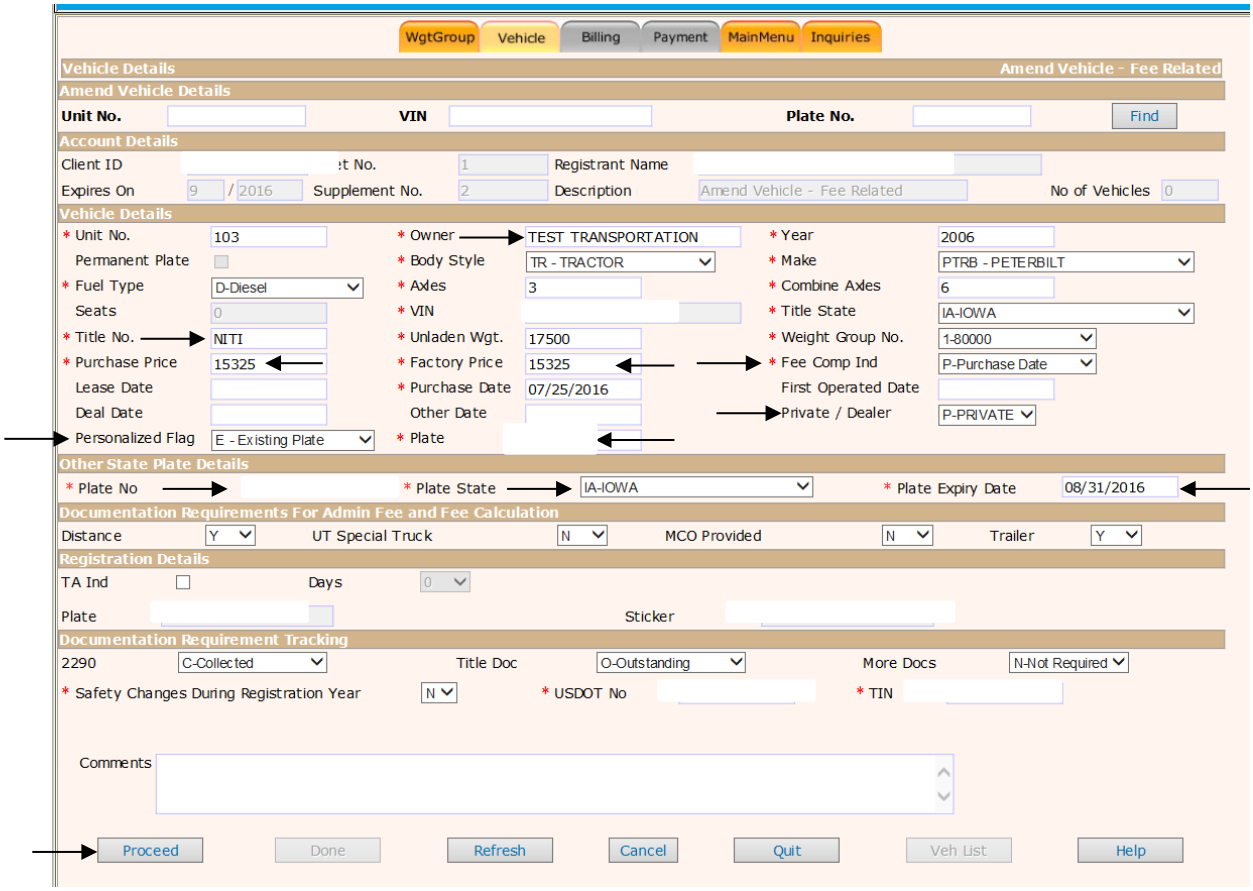
Ownership Update

To begin your ownership update, start at the Amend Vehicle with Fee, once you are at the Amend Vehicle Detail screen (see Amend Vehicle with Fee), enter the unit number, or VIN, or plate number to bring up the vehicle you are amending and select Find.

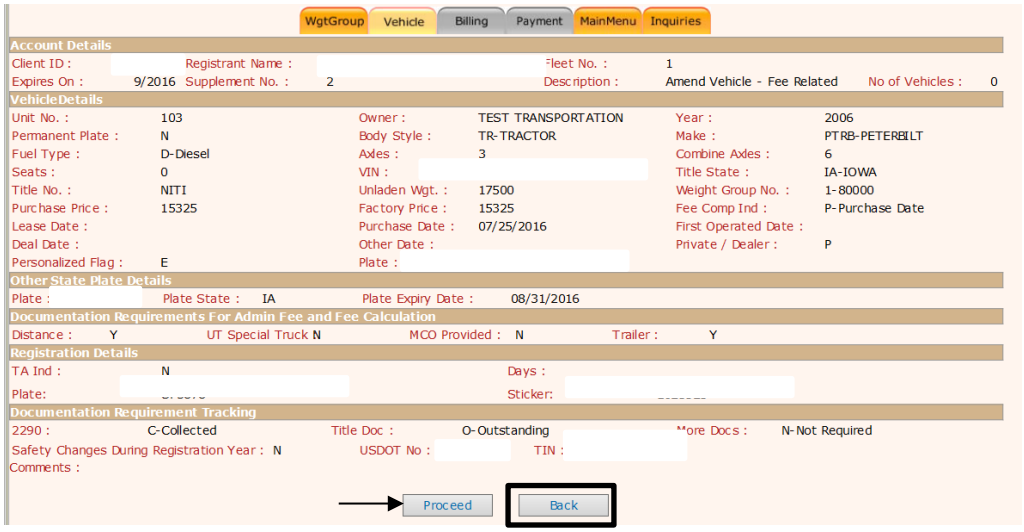


From this screen, you will change the Owner, Purchase Price, Factory Price, Purchase Date, *Title Number, Private/Dealer (you will use private), then in the “Other State Plate Details, enter the current plate number, plate state (IA), and plate expiry date. You also want to change the Personalized Flag to Existing Plate and enter the plate number so a new plate is not issued. Once all of this is entered, select “Proceed”.

If you do not have a title showing the changes, you will enter **NITI** for the Title No. You will need to submit a signed title application to our office showing the change of ownership or if you do have a title showing the change, you will enter the title number and if it is an Iowa title, our staff will verify prior to processing.



After proceeding, you will come to a verification screen that will allow you to go back if you have any corrections to make, otherwise you can select “Proceed” to make changes to more vehicles or submit using web processing.

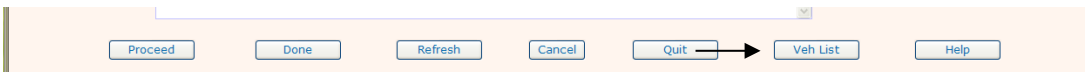


Select “PROCEED” from the verification screen to save the vehicle information.

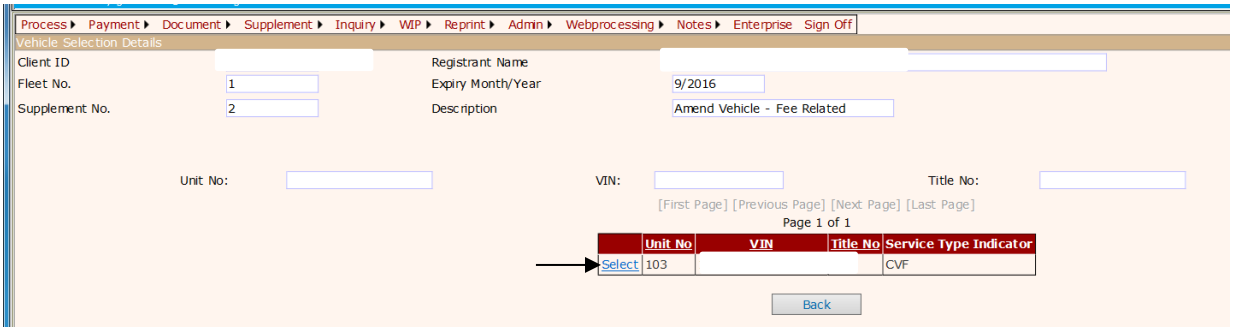
Follow the same procedure for the vehicles requiring any changes. If you are finished, click on “Done” and proceed to web processing to submit.



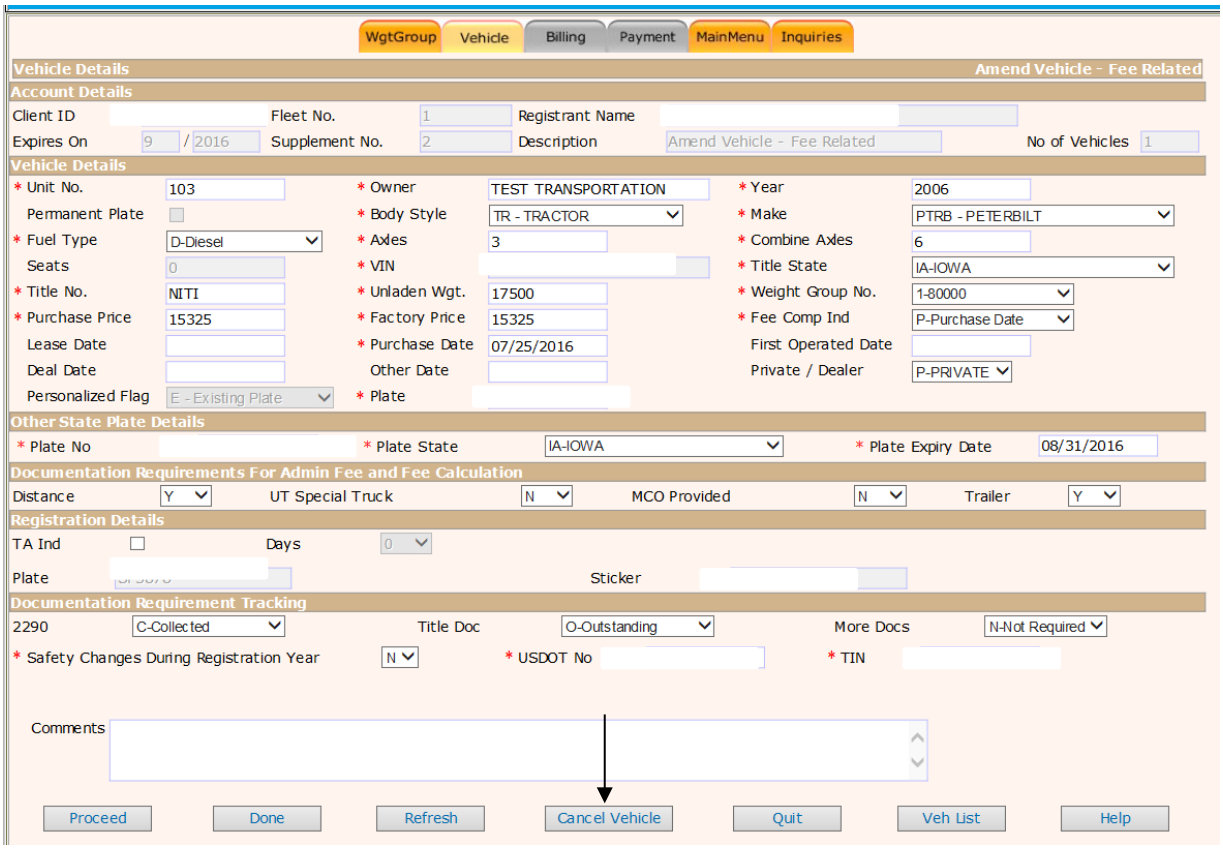
If you need to update or cancel a vehicle from the supplement, then select “Veh List”, this will display a vehicle selection list.

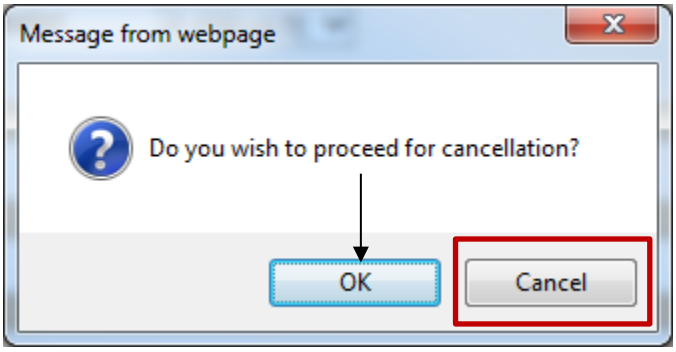


Select the vehicle you need to update or cancel. To update, make your changes and proceed as before.



If you are canceling a vehicle, select Cancel Vehicle to delete. A message box will pop up asking you if you wish to proceed for cancellation, if you want to proceed, click OK, if you don't, click Cancel.

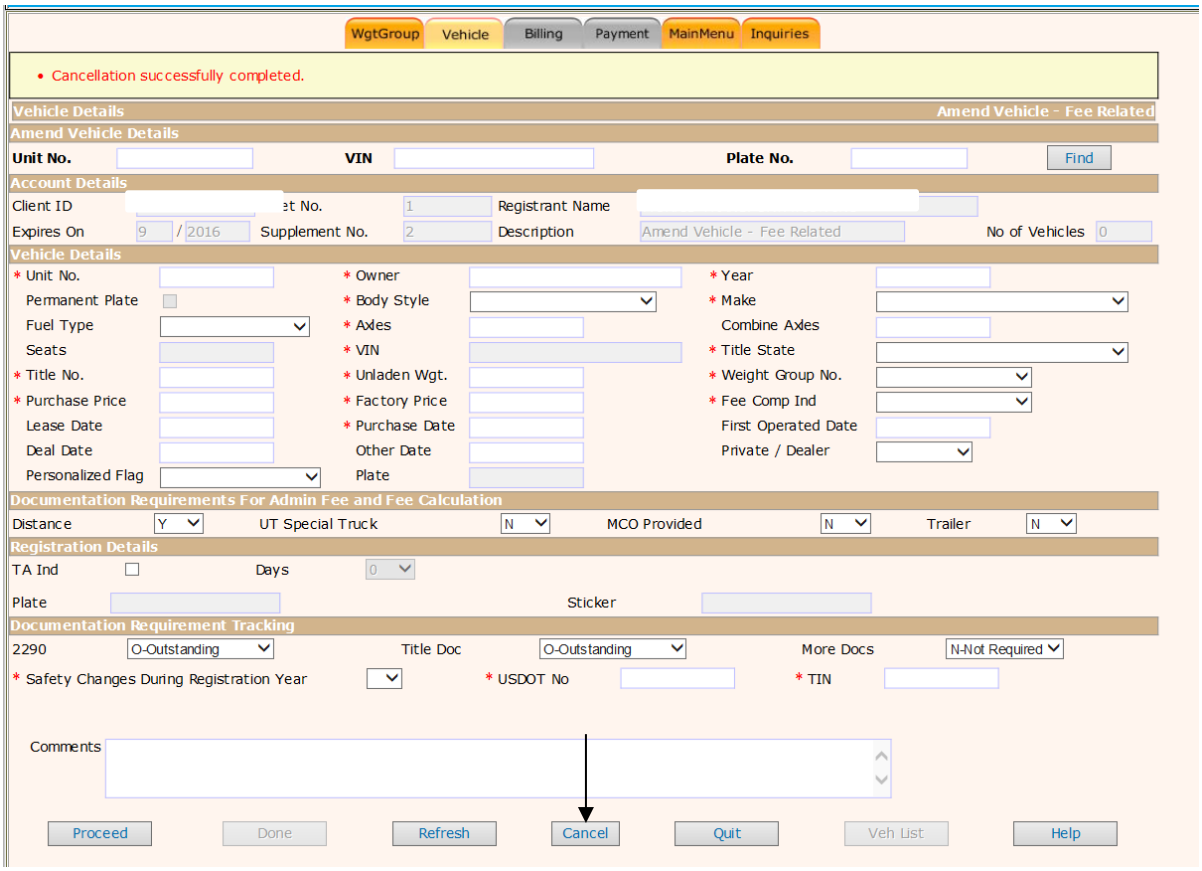




If you want to proceed for cancellation, click on OK.

If you decide not to cancel the vehicle, click on Cancel.

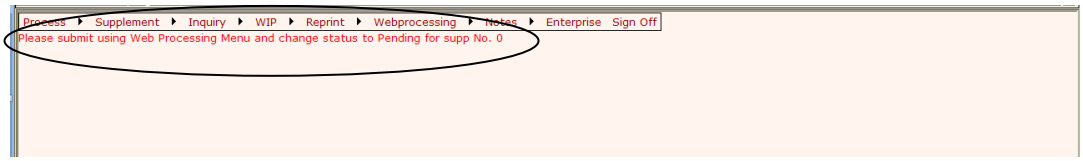
If you selected OK (see above), the following screen will come up with a message saying “Cancellation successfully completed. At this point you will select Cancel at the bottom of the page to cancel that supplement.



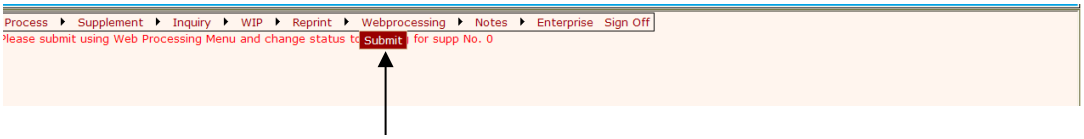
When all vehicles requiring change are processed, select “Done” and proceed to submit through web processing. For more information on submitting, see the “Web Processing Submit”.

WEB PROCESSING SUBMIT

After you have completed your work and receive the message on the following screen, you are ready to complete your web processing.



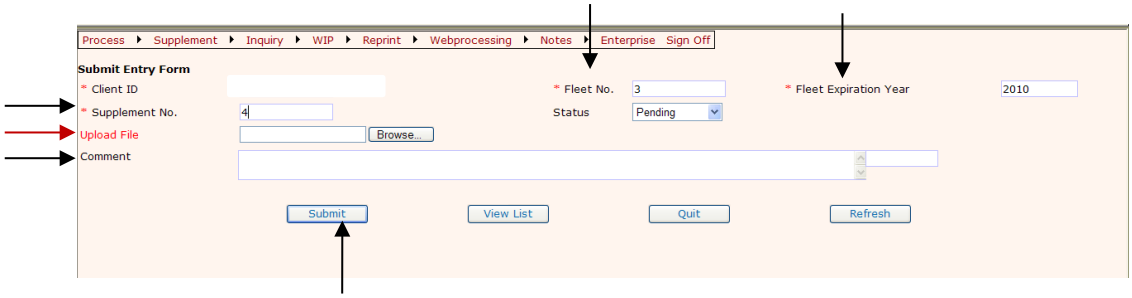
After submitting, the following screen will appear. You will need to know what fleet No., expiration year and supplement no. If you have files to upload, select “Browse” and select your documents. When you have completed this screen, select “Submit”.



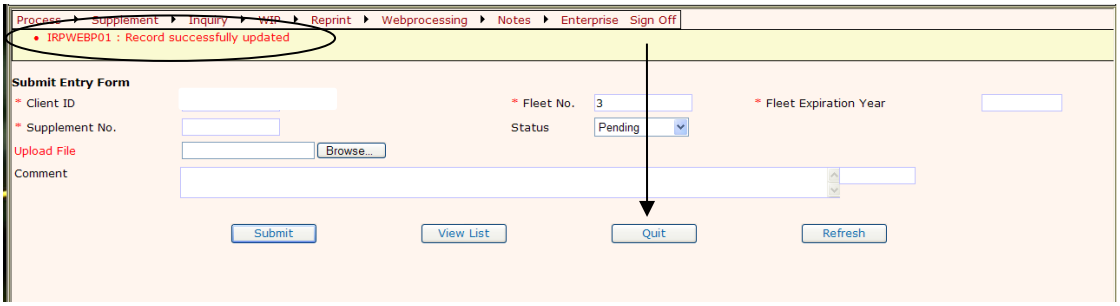
You may upload any scanned JPEG documents (copies of 2290, title, etc), pertaining to this supplement. Click the “Proceed” button.

View list of all submitted supplements and the status of each.

You may enter any comments to help the staff process your supplement.



Once this has been submitted you will receive a message at the top of the screen confirming if your submission was successful or not. If it was successful, select “Quit”.



UPDATE/CANCEL VEHICLE

Using WIP (Work In Process) a vehicle that has already been entered as part of this supplement can be updated or canceled.

Click the “Veh List” button on the **vehicle** screen to get a selection list of the vehicles entered.

Click on any vehicle in the selection list to view the details. The vehicle screen will appear.

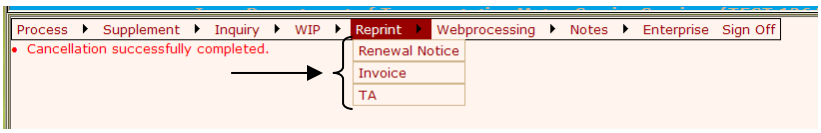
Update the vehicle information as required and select the “Proceed” button.

Delete the vehicle from the supplement by selecting the “Cancel Vehicle” button.

Click the “Done” button when all the vehicles have been entered.

Reprint

The system provides the user the ability to reprint the following items:



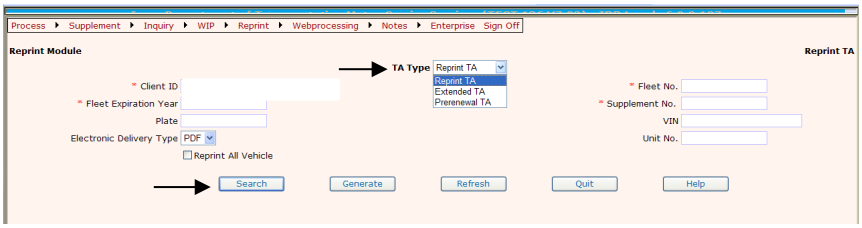
- Renewal notice.
- Invoice.
- TA

The Reprint function for the TA has some additional functionality other than just reprint.

Reprint TA

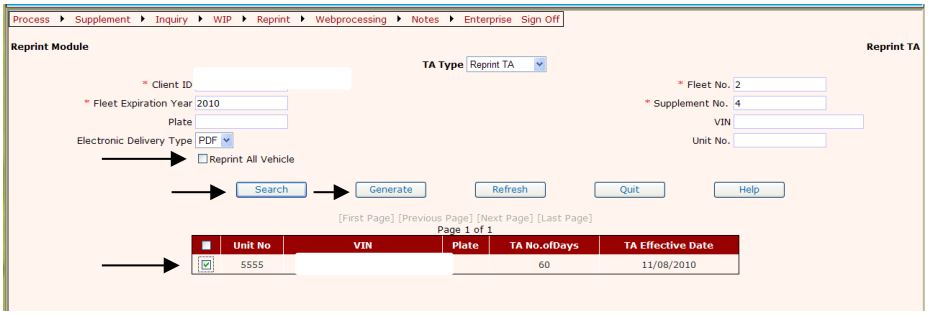
To reprint an existing TA perform the following:

Select “Reprint TA” for the TA type. Enter the client ID, fleet number, fleet expiration year, and supplement number.



If the specific plate, VIN or Unit number is known, the user may enter it. If not then select “Search” to display a list of available TA’s for the supplement.

The delivery type will be in PDF format. Check “Reprint All Vehicle” to reprint all the TA’s for all the vehicles listed. Select “Generate” to reprint the selected TA’s.



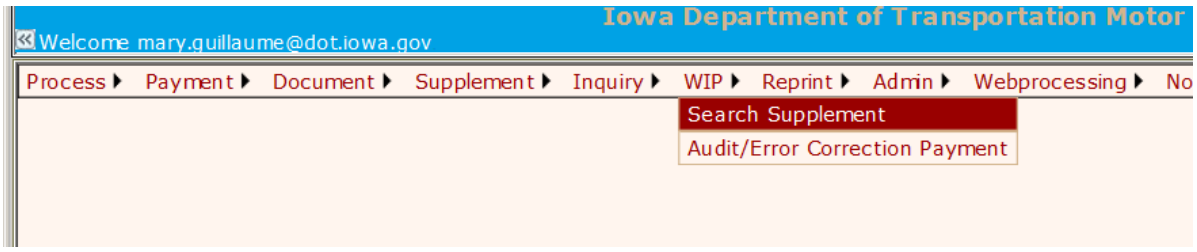
Online Payment (E-Pay & Escrow)

You can pay your supplements online using E-Pay or your Escrow account. However, you must submit them using webprocessing.

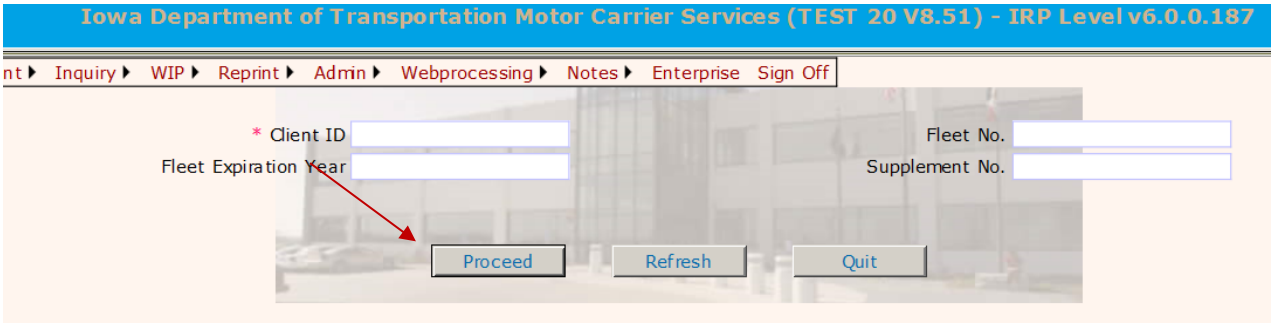
Paying with escrow

Once you have submitted your supplement and have received your invoice and temporary (if applicable), you can go back into your account under WIP.

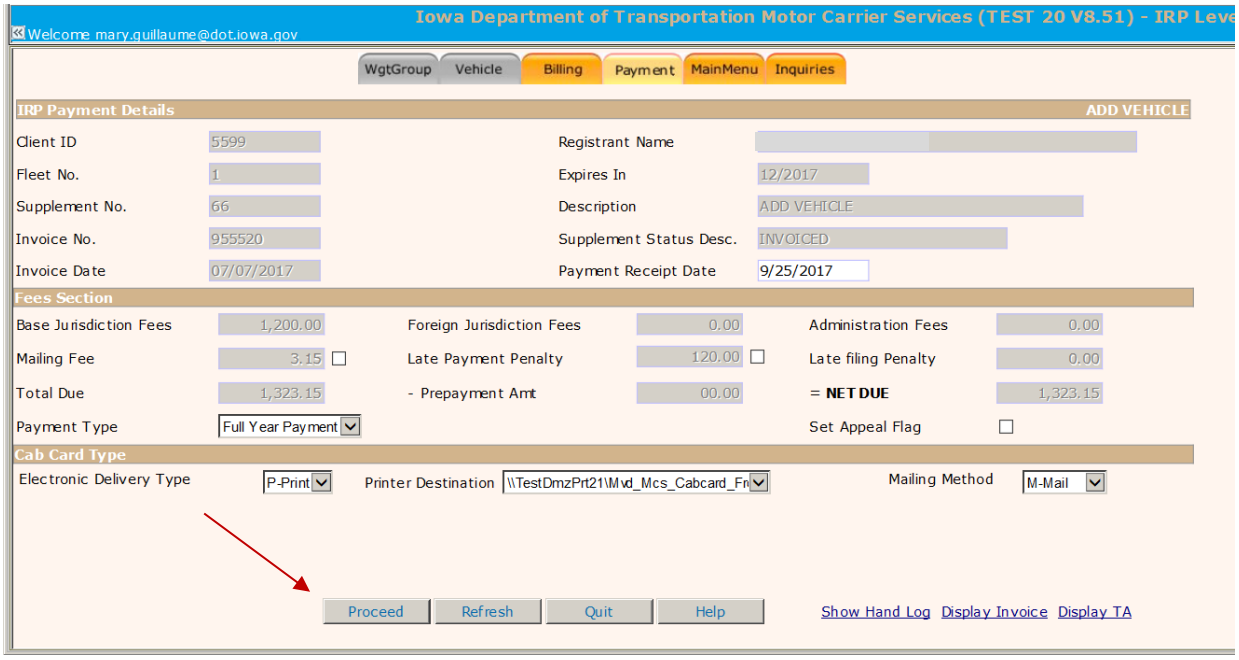
Hover over WIP, select Search Supplement.



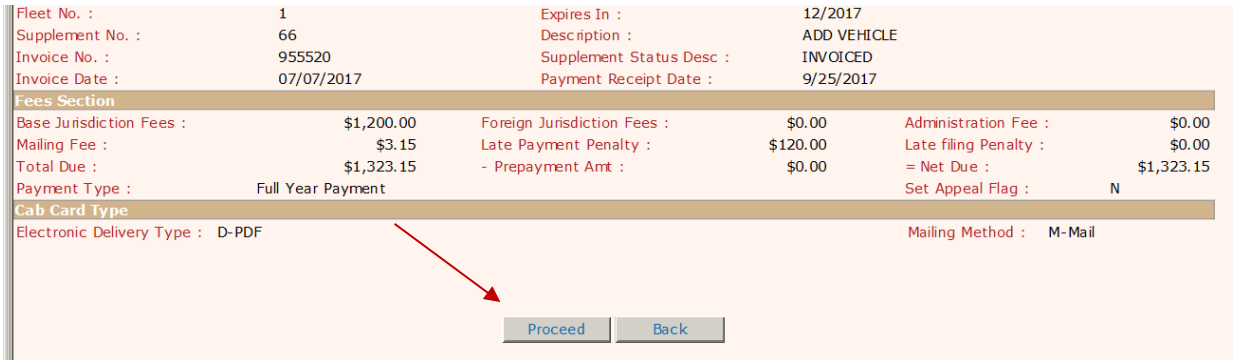
Enter the fleet no., expiration year and supplement no.



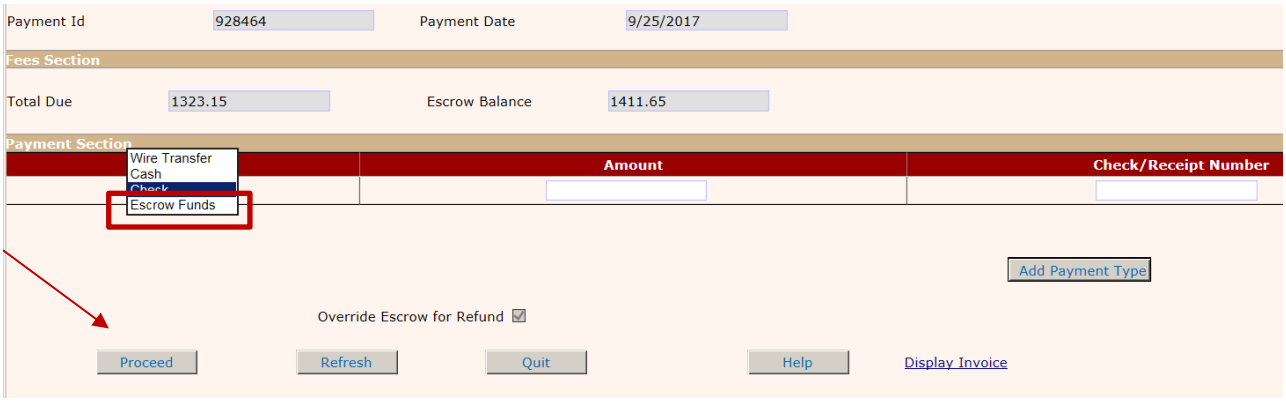
When it opens, it will open at the Payment screen. Click on Proceed.



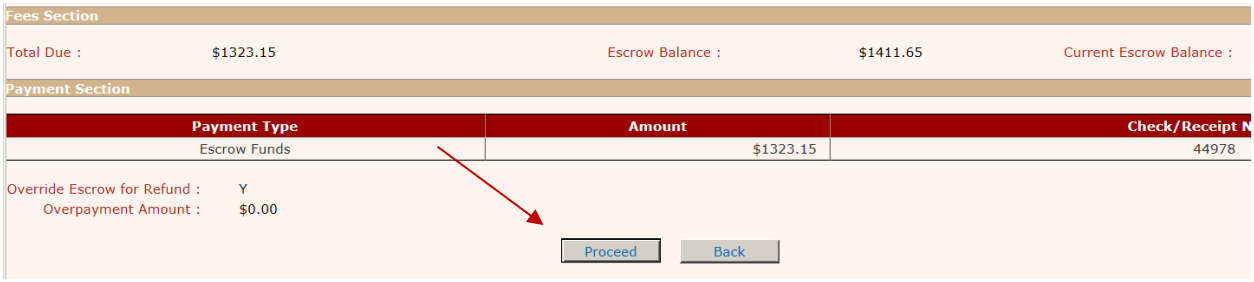
Click on proceed again.



Under Payment Type, select Escrow Funds, enter the amount and click on Proceed. (The Check/Receipt Number will automatically fill in.)



Click Proceed on the next screen if everything is okay, otherwise select Back.

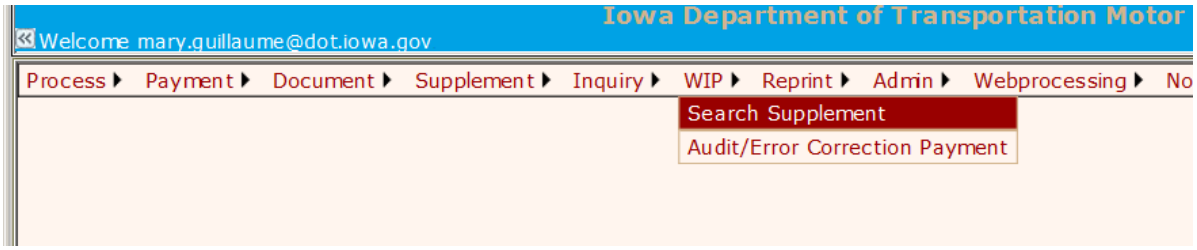


Once you have selected Proceed on the previous screen, and all documents have been collected, the cab card(s) will print on the printers in the MCS office for processing and mailing.

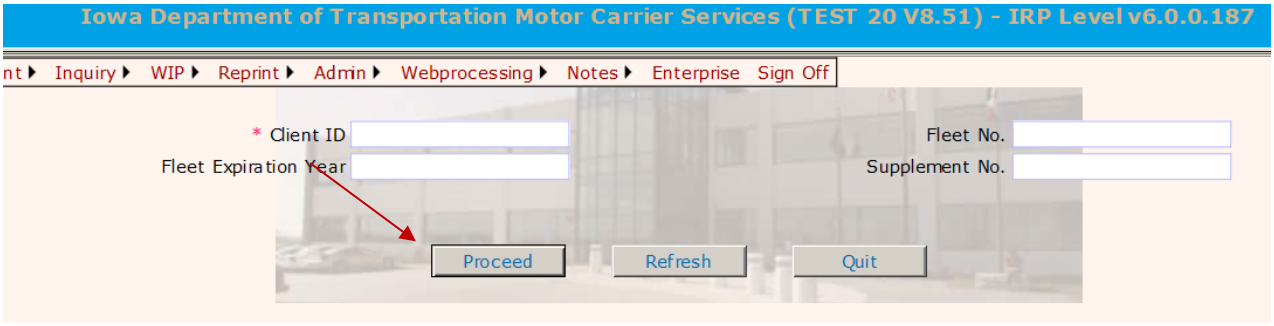
Paying with E-Pay

Once you have submitted your supplement and have received your invoice and temporary (if applicable), you can go back into your account under WIP.

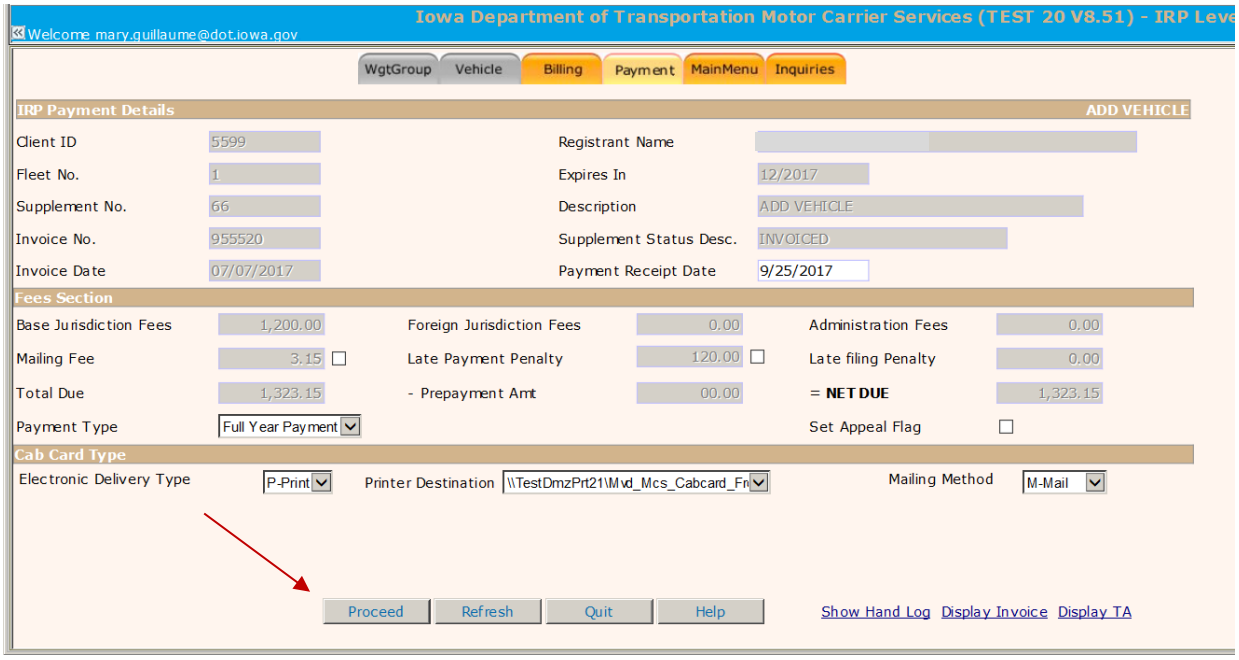
Hover over WIP, select Search Supplement.



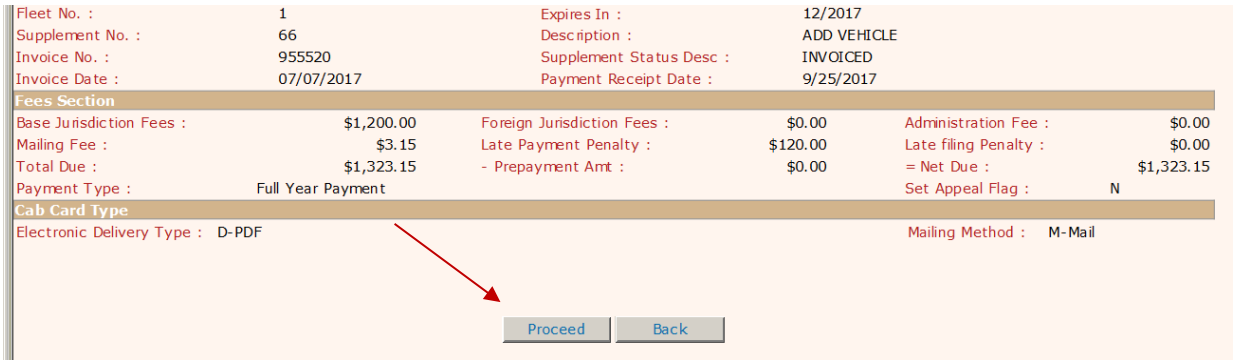
Enter the fleet no., expiration year and supplement no.



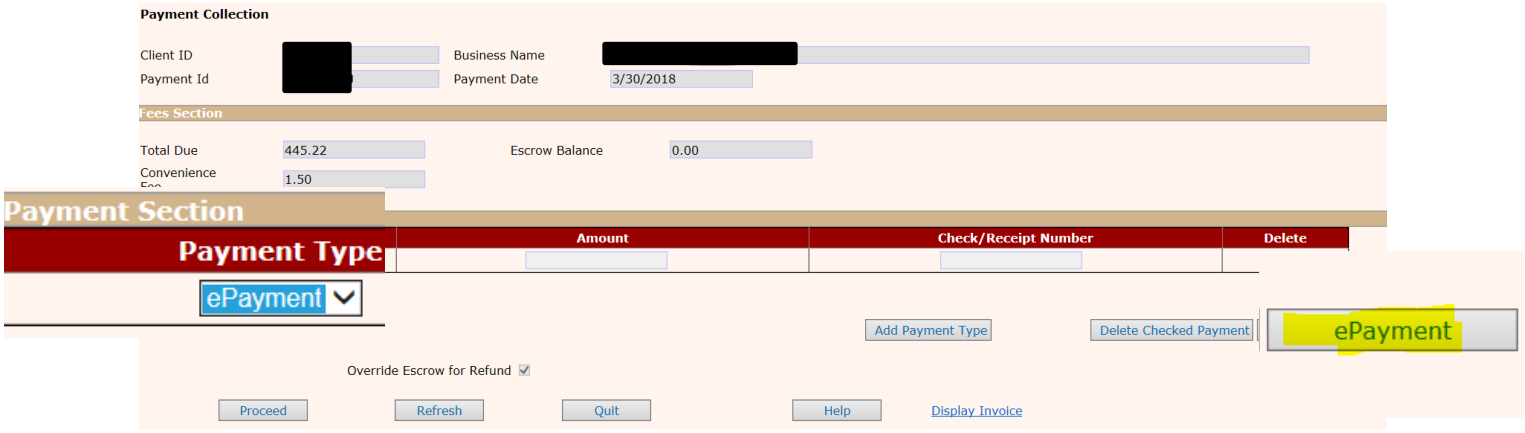
When it opens, it will open at the Payment screen. Choose your Mailing Method, then click on Proceed.



Click on proceed again.

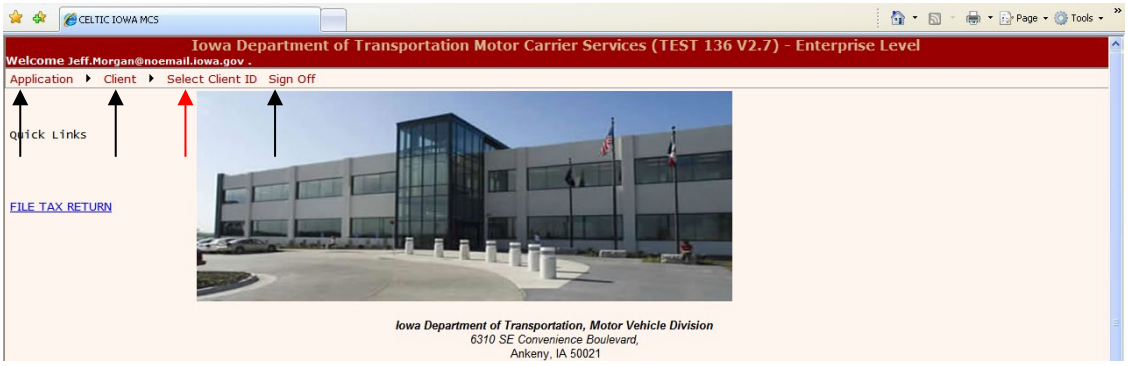


On the lower right hand side of the next screen, is a button you will click to pay with E-Pay. Click on E-Pay Payment, it will take you to the Electronic Payment Solutions (E-Pay) screen, you will enter all of your information, choose your payment method, enter your payment method information, review your payment information, click the box in front of I accept the Terms and Conditions and then click confirm and the system will submit payment. You can now print the confirmation page information by clicking on print this page.



Processing Agents Only

Processing Agents have additional functionality to access authorized Client Accounts. When a Processing Agent signs in, the Agent will have the same system access as a motor carrier but will have an additional option called Select Client ID. The Main Menu for Processing Agents Screen will be displayed as follows:



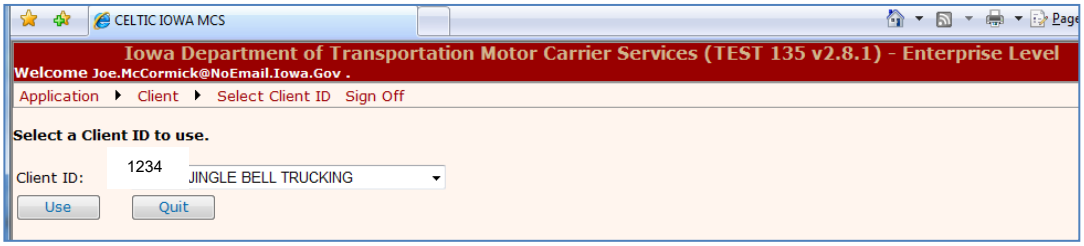
The Office of Vehicle & Motor Carrier Services will allow Processing Agents access to authorized carrier accounts.

After the Agent signs on to the system, the Main Menu for Processing Agents are displayed, the agent must select the client they want to process as follows:

Click the “SELECT CLIENT ID” option and the Select Client ID screen will be displayed.

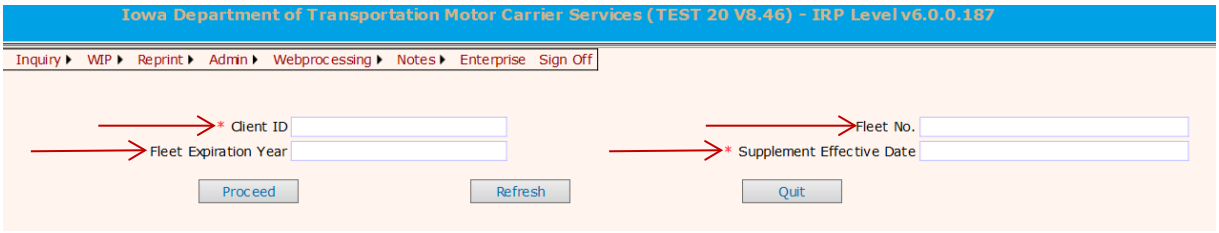
All of the clients this Agent is authorized to process are listed in the drop-down list. **Note**: under the Fleet column, a Fleet 0 indicates IFTA access; Fleets 1 or greater correspond to the IRP Fleet.

Select the client for processing from the drop-down list.



When processing a supplement in IRP you will do the following to access the client in which you are working.

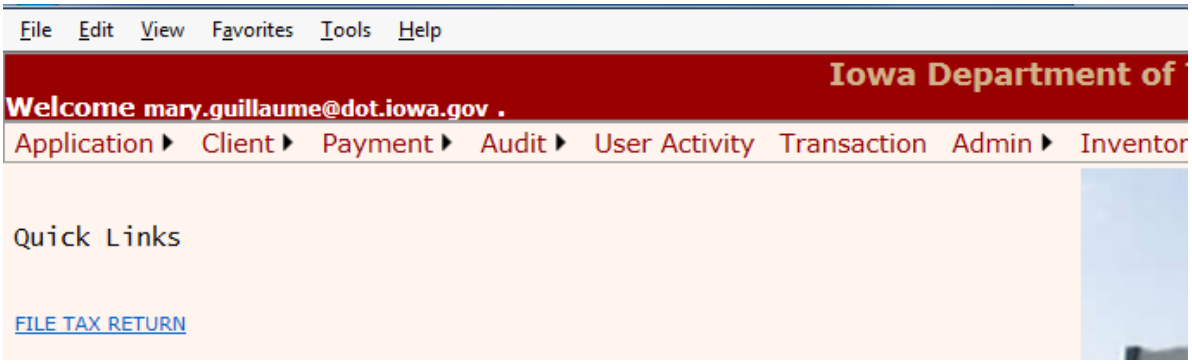
- **As a reporting agency** you will enter the Client ID #, fleet #, fleet expiration year and supplement effective date.



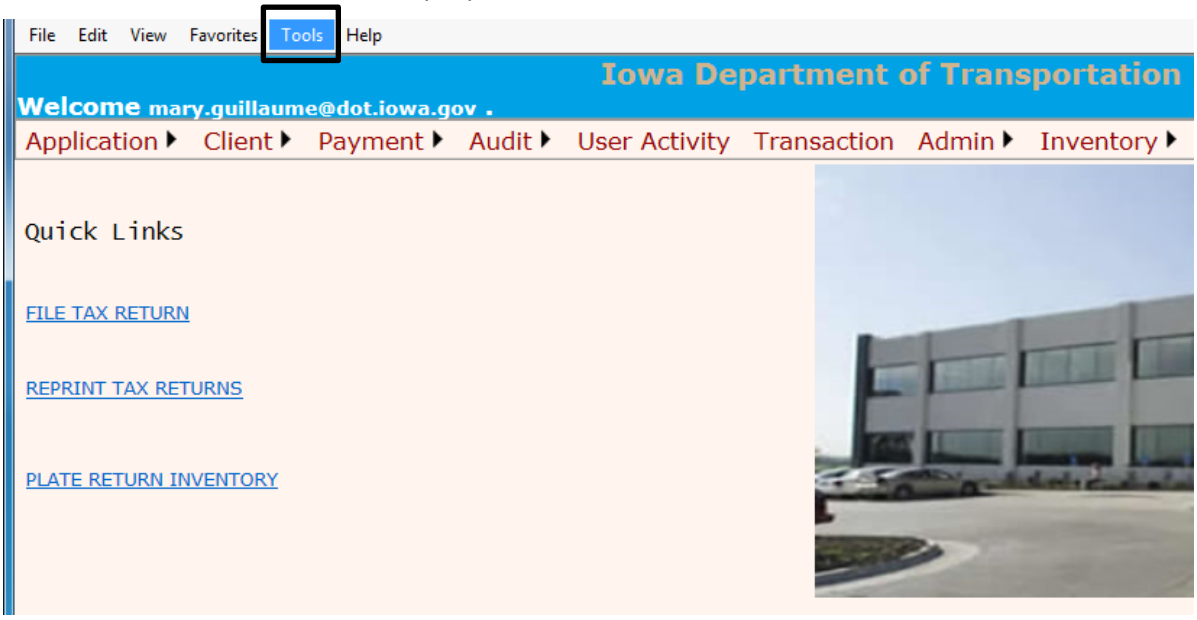
SECURITY SETTINGS AND POP-UPS

The application makes use of pop-up windows to display certain documents created in a PDF format. You may need to make some setting adjustments on your computer to allow these windows to pop-up.

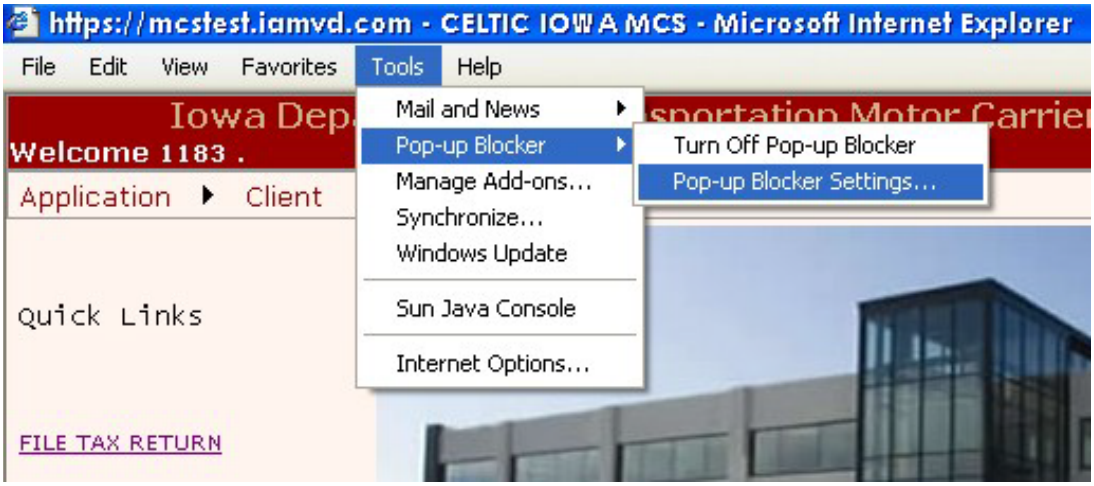
1. Log on to the Enterprise Level.



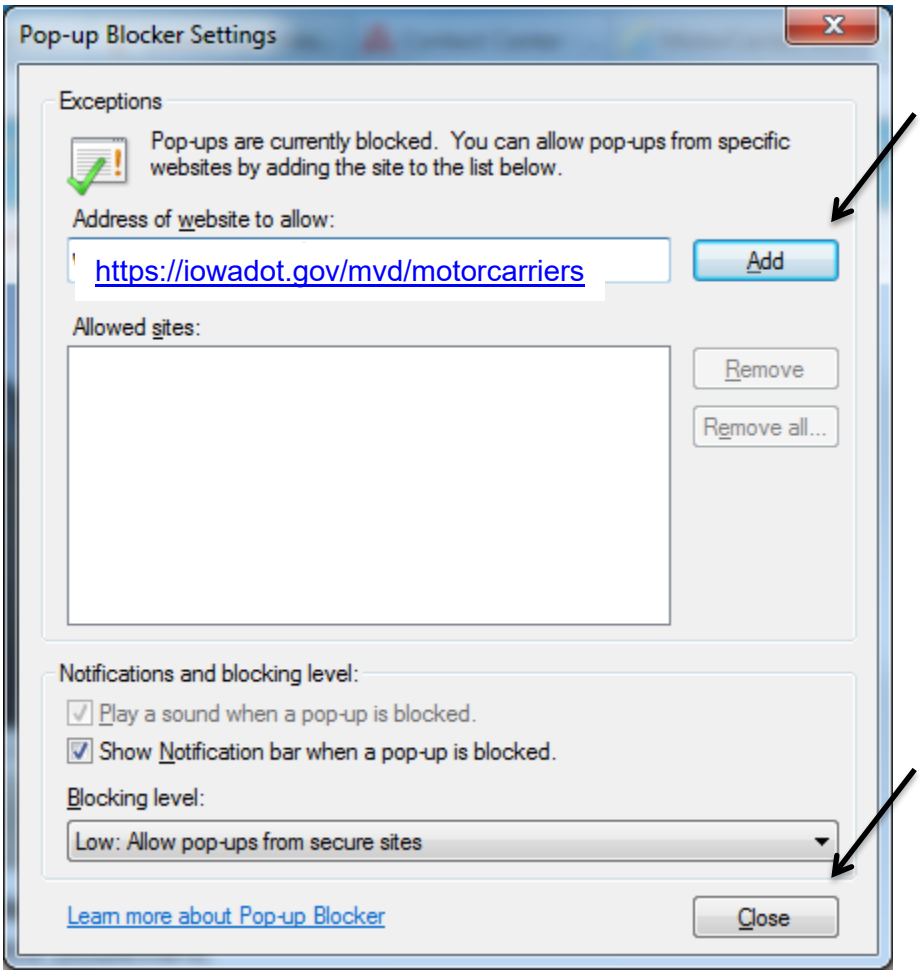
2. Select Tools, then select Pop-Up Blocker



3. You will then click on "Pop-Up Blocker Settings"



4. In the Address of the Web Site to allow field, enter the following web site address: https://iowadot.gov/mvd/motorcarriers and click on Add and then Close.

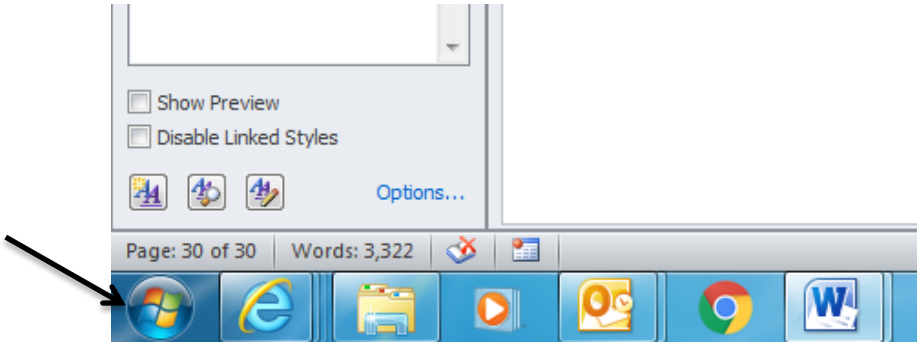


ADOBE READER SOFTWARE

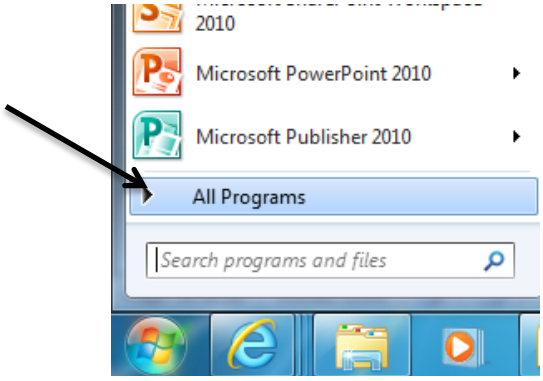
Adobe Reader is required to view forms and documents that are created within the application in PDF formats.

You can check to see if you have Adobe Reader by doing the following:

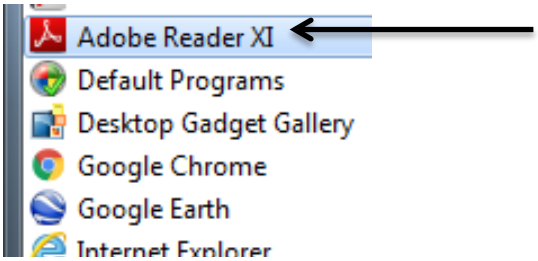
1. Click the Start button on your desktop.



2. Select "All Programs"



3. Look at the list to see if Adobe Reader is an option.



4. If Adobe Reader is not on your list, you can go to https://get.adobe.com/reader to download it at no cost.