

Iowa Department of Transportation International Registration Plan

WEB Transactions Quick Reference



TABLE OF CONTENTS

Getting Started	3
Browser Settings	3
Pop-Up Settings	3
Adobe Reader Software Required	3
Account and Password Maintenance	3
Validation Screens.....	3
Standard Button Selections	3
Sign In Screen.....	4
Main Menu	6
Enterprise Level for Registrants.....	6
Transaction Processing Chart.....	7
IRP Main Menu	8
Inquiry Function	8
Supplement Functions	9
Renewals	9
Distance Detail Tab in the Renewal	12
Weight Group Tab in the Renewal	14
Vehicle Tab in the Renewal.....	16
Add Vehicle	23
Add Vehicle with <i>Transfer</i> Plate.....	26
Delete Vehicle.....	27
Duplicate Cab Card.....	29
Duplicate Plate and Duplicate Sticker.....	32
Change Carrier Type/Commodity Class	34
Add/Change Weight Group.....	35
Amend Vehicle with Fee	37
Ownership Update	39
Web Processing Submit	43
Update/Cancel Vehicle	44
Reprint	44
Reprint TA	45
Online Payment (E-Pay & Escrow)	45
Paying with escrow	45
Paying with E-Pay.....	47
Processing Agents Only.....	49

Security Settings and Pop-Ups51
Adobe Reader Software.....53

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>

Enterprise A&A Sign In Create An Account Forgot Password Forgot Id

DOT Motor Carrier Services

Enter your Account Id and Password and press sign in to continue.

Account ID: mary.guillaume@dot.iowa.gov

Password:

Select User Type: External User

Sign In

Account Details

What is A&A?
Help
Report Issue to State Service Desk

Account Id Examples

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.

DOT Motor Carrier Services

Enter your Account Id and Password and press sign in to continue.

Account ID: mary.guillaume@dot.iowa.gov

Password:

Select User Type: External User

Sign In

Account Details

What is A&A?
Help
Report Issue to State Service Desk

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:

Self Service Password Change - DOT Motor Carrier Services

Identity Baseline for 1183

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Identity Baseline missing

Question 1:
-- Select Question --
Answer 1: [] Confirm: []

Question 2:
-- Select Question --
Answer 2: [] Confirm: []

Question 3:
-- Select Question --
Answer 3: [] Confirm: []

Question 4 (Create your own question.):
Answer 4: [] Confirm: []

Question 5 (Create your own question.):
Answer 5: [] Confirm: []

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

You are looking at SSO Initialize Account Transaction Id: EUF7NI

Enterprise A&A

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

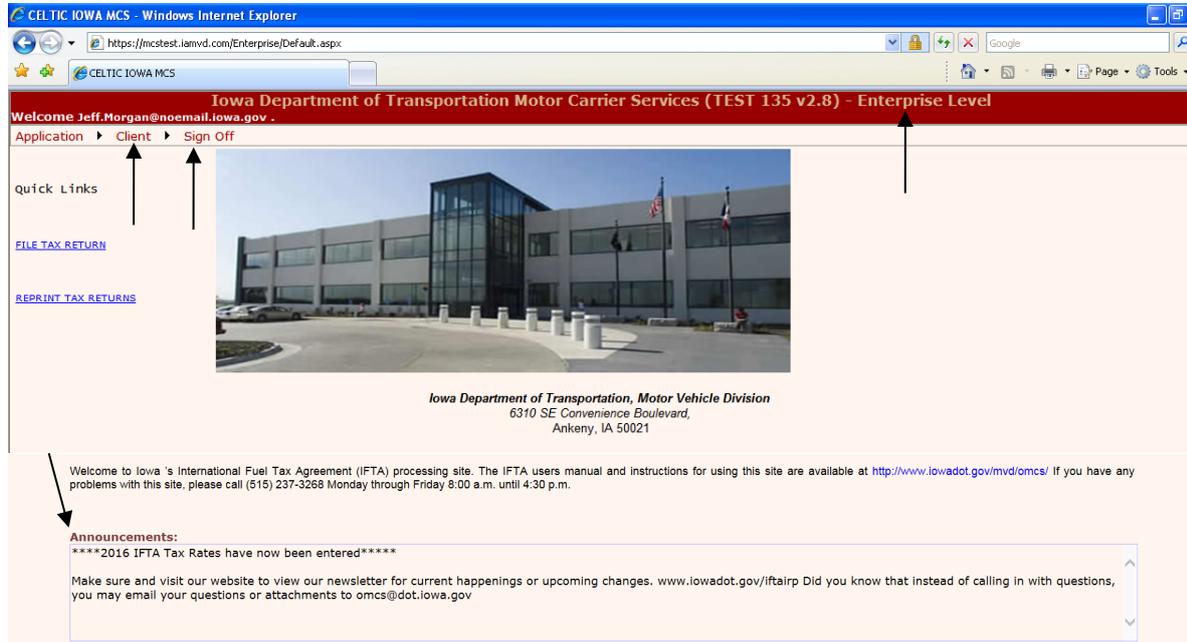
In the event the user cannot proceed and needs help they should contact the [Office](#) of Vehicle & Motor Carrier services at 515-237-3268 or email omcs@iowadot.us.

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:

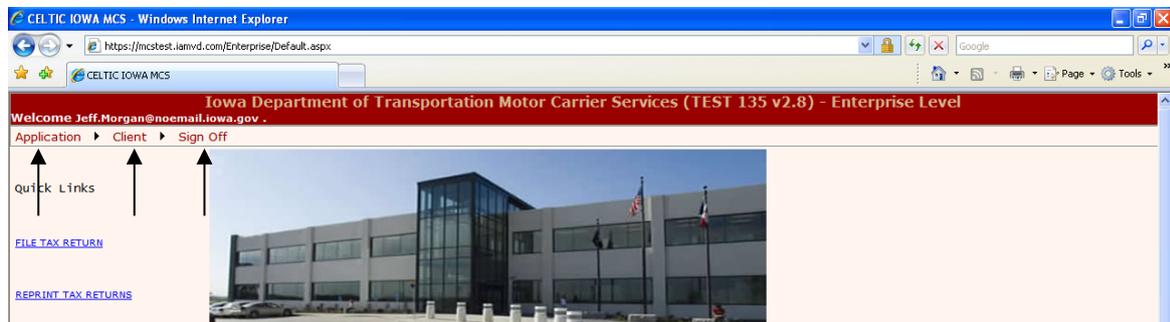
- Access to the main IRP & IFTA applications.
- Access to your CLIENT information through Inquiry.
- DOT Announcements.
- Sign Off function.



Enterprise Level for Registrants

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

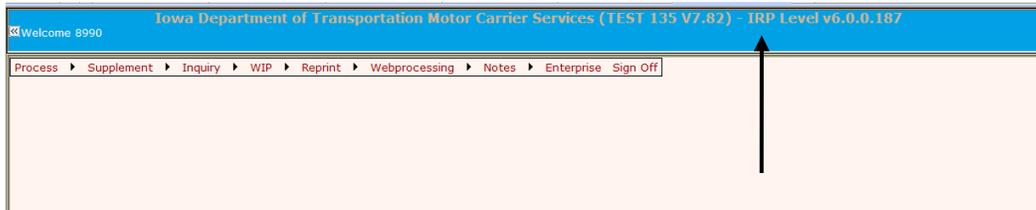
Supplements provided in the IRP system include:

*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.

A screenshot of the 'Fleet Search' form. The breadcrumb trail at the top is: Process > Supplement > Inquiry > WIP > Reprint > Webprocessing > Notes > Enterprise Sign Off. The form contains three input fields: 'Client ID' (with a red asterisk), 'Fleet Expiration Year', and 'Fleet No.'. Below the input fields are three buttons: 'Proceed', 'Refresh', and 'Quit'. The text 'Renew Fleet' is located in the top right corner of the form area. Arrows point to the 'Client ID' and 'Fleet No.' fields.

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

IRPFLT01: Renewal fleet has been generated

Distance Details RENEW FLEET

Client ID: [] Registrant Name: [] Fleet No.: 1
 Expires In: 4 / 2017 Supplement No.: 0 Supplement Desc.: RENEW FLEET
 Fleet Effective Date: 05/01/2016 Reporting Period From: 07/01/2014 Reporting Period To: 06/30/2015
 Avg. Per Vehicle Distance Chart: Override Contiguous Jur.:

Estimated Distance: [] Show Map
 Actual Distance: []
 Total Fleet Distance: []

Jurisdiction List: -- Select --
 Distance: [] Type: A
 Jurisdiction: [] Add
 No. of Jurisdictions: [] Add Blank

Do you have actual distance for the reporting period? Yes No

Jur	Distance	Type	Month	Year	Percent	Jur	Distance	Type	Month	Year	Percent		
<input type="checkbox"/> AR	248	A	▼	1	1998	0.00000	<input type="checkbox"/> ND	1335	A	▼	1	1998	0.00000
<input type="checkbox"/> AZ	5354	A	▼	1	1998	0.00000	<input type="checkbox"/> NE	151422	A	▼	1	1998	0.00000
<input type="checkbox"/> CA	10343	A	▼	1	1998	0.00000	<input type="checkbox"/> NM	5407	A	▼	1	1998	0.00000
<input type="checkbox"/> CO	3241	A	▼	1	1998	0.00000	<input type="checkbox"/> NV	2665	A	▼	1	1998	0.00000
<input type="checkbox"/> IA	194587	A	▼	1	1998	0.00000	<input type="checkbox"/> OH	76	A	▼	1	1998	0.00000
<input type="checkbox"/> ID	7684	A	▼	1	1998	0.00000	<input type="checkbox"/> OK	3288	A	▼	1	1998	0.00000
<input type="checkbox"/> IL	3515	A	▼	1	1998	0.00000	<input type="checkbox"/> OR	3436	A	▼	1	1998	0.00000
<input type="checkbox"/> IN	1118	A	▼	1	1998	0.00000	<input type="checkbox"/> SD	13918	A	▼	1	1998	0.00000
<input type="checkbox"/> KS	132195	A	▼	1	1998	0.00000	<input type="checkbox"/> TN	0	A	▼	1	1998	0.00000
<input type="checkbox"/> KY	199	A	▼	1	1998	0.00000	<input type="checkbox"/> TX	1876	A	▼	1	1998	0.00000
<input type="checkbox"/> MI	0	A	▼	1	1998	0.00000	<input type="checkbox"/> UT	10162	A	▼	1	1998	0.00000
<input type="checkbox"/> MN	1304	A	▼	1	1998	0.00000	<input type="checkbox"/> WA	3442	A	▼	1	1998	0.00000
<input type="checkbox"/> MO	14225	A	▼	1	1998	0.00000	<input type="checkbox"/> WI	1255	A	▼	1	1998	0.00000
<input type="checkbox"/> MT	7921	A	▼	1	1998	0.00000	<input type="checkbox"/> WY	25295	A	▼	1	1998	0.00000

Proceed Refresh Quit Cancel Remove Help

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.

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

- IRPMLG07 : Mismatch between actual distance and system calculated actual distance
- IRPMLG11 : Mismatch between total fleet distance and system calculated total fleet distance

Distance Details RENEW FLEET

Client ID: [] Registrant Name: [] Fleet No.: 1
 Expires In: 4 / 2017 Supplement No.: 0 Supplement Desc.: RENEW FLEET
 Fleet Effective Date: 05/01/2016 Reporting Period From: 07/01/2014 Reporting Period To: 06/30/2015
 Avg. Per Vehicle Distance Chart: Override Contiguous Jur.:

Estimated Distance: 0 Show Map
 Actual Distance: 605511
 Total Fleet Distance: 605511

Jurisdiction List: -- Select --
 Distance: [] Type: A
 Jurisdiction: [] Add
 No. of Jurisdictions: [] Add Blank

Do you have actual distance for the reporting period?: Yes No

Jur	Distance	Type	Month	Year	Percent	Jur	Distance	Type	Month	Year	Percent
<input type="checkbox"/> AR	248	A	1	1998	0.04100	<input type="checkbox"/> ND	1335	A	1	1998	0.22000
<input type="checkbox"/> AZ	5354	A	1	1998	0.88400	<input type="checkbox"/> NE	151422	A	1	1998	25.00700
<input type="checkbox"/> CA	10343	A	1	1998	1.70800	<input type="checkbox"/> NM	5407	A	1	1998	0.89300
<input type="checkbox"/> CO	3241	A	1	1998	0.53500	<input type="checkbox"/> NV	2665	A	1	1998	0.44000
<input type="checkbox"/> IA	194587	A	1	1998	32.13700	<input type="checkbox"/> OH	76	A	1	1998	0.01300
<input type="checkbox"/> ID	7684	A	1	1998	1.26900	<input type="checkbox"/> OK	3288	A	1	1998	0.54300
<input type="checkbox"/> IL	3515	A	1	1998	0.58000	<input type="checkbox"/> OR	3436	A	1	1998	0.56800
<input type="checkbox"/> IN	1118	A	1	1998	0.18500	<input type="checkbox"/> SD	13918	A	1	1998	2.29900
<input type="checkbox"/> KS	132195	A	1	1998	21.83200	<input type="checkbox"/> TN	0	A	1	1998	0.00000
<input type="checkbox"/> KY	199	A	1	1998	0.03300	<input type="checkbox"/> TX	1876	A	1	1998	0.31000
<input type="checkbox"/> MI	0	A	1	1998	0.00000	<input type="checkbox"/> UT	10162	A	1	1998	1.67800
<input type="checkbox"/> MN	1304	A	1	1998	0.21500	<input type="checkbox"/> WA	3442	A	1	1998	0.56800
<input type="checkbox"/> MO	14225	A	1	1998	2.34900	<input type="checkbox"/> WI	1255	A	1	1998	0.20700
<input type="checkbox"/> MT	7921	A	1	1998	1.30800	<input type="checkbox"/> WY	25295	A	1	1998	4.17800

Proceed Refresh Quit Cancel Remove Help

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".

Welcome mary.guillaume@dot.iowa.gov Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IRP Lev

Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Distance Details RENEW FLEET

Client ID: [] Registrant Name: []
 Fleet No.: 1 Expires In: 4 / 2017
 Fleet Effective Date: 05/01/2016 Reporting Period To: 06/30/2015
 Reporting Period From: 07/01/2014 Supplement Description: RENEW FLEET
 Supplement No.: 0 Estimated Distance: []
 Avg. Per Vehicle Distance Chart: Y Actual Distance: 605,511
 Override Contiguous Jur.: N Total Fleet Distance: 605,511
 Do you have actual distance for the reporting period?: Y

Jur	Distance	Type	Month	Year	Percent	Jur	Distance	Type	Month	Year	Percent
AR	248	A	1	1998	0.04100	ND	1,335	A	1	1998	0.22000
AZ	5,354	A	1	1998	0.88400	NE	151,422	A	1	1998	25.00700
CA	10,343	A	1	1998	1.70800	NM	5,407	A	1	1998	0.89300
CO	3,241	A	1	1998	0.53500	NV	2,665	A	1	1998	0.44000
IA	194,587	A	1	1998	32.13700	OH	76	A	1	1998	0.01300
ID	7,684	A	1	1998	1.26900	OK	3,288	A	1	1998	0.54300
IL	3,515	A	1	1998	0.58000	OR	3,436	A	1	1998	0.56800
IN	1,118	A	1	1998	0.18500	SD	13,918	A	1	1998	2.29900
KS	132,195	A	1	1998	21.83200	TN	0	A	1	1998	0.00000
KY	199	A	1	1998	0.03300	TX	1,876	A	1	1998	0.31000
MI	0	A	1	1998	0.00000	UT	10,162	A	1	1998	1.67800
MN	1,304	A	1	1998	0.21500	WA	3,442	A	1	1998	0.56800
MO	14,225	A	1	1998	2.34900	WI	1,255	A	1	1998	0.20700
MT	7,921	A	1	1998	1.30800	WY	25,295	A	1	1998	4.17800

Total Percentage: 100.00000

Proceed **Back** Back With Refresh

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”.

Weight Group Selection Details

Client ID _____ Registrant Name _____ Supplement No. 0

Fleet No. 1 Effective From 5 / 2017 Supplement Desc. RENEW FLEET

	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	1	P-Power Unit	80000	80000
Select	2	T-Trailer	34000	34000
Select	3	P-Power Unit	86000	80000
Select	4	P-Power Unit	96000	80000
Select	5	P-Power Unit	59500	59500
Select	6	P-Power Unit	90000	90000

Add Wgt Grp Done Cancel Quit

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,

Weight Group Selection Details

Client ID _____ Registrant Name _____ Supplement No. 0

Fleet No. 1 Effective From 5 / 2017 Supplement Desc. RENEW FLEET

	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	1	P-Power Unit	80000	80000
Select	2	T-Trailer	34000	34000
Select	3	P-Power Unit	86000	80000
Select	4	P-Power Unit	96000	80000
Select	5	P-Power Unit	59500	59500
Select	6	P-Power Unit	90000	90000

Add Wgt Grp Done Cancel Quit

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".

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.)

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Account Fleet Distance WgtGroup Vehicle Billing Payment MainMenu Inquiries

Fleet Weight Group Details RENEW FLEET

Client ID: Registrant Name: Supplement No.:

Fleet No.: Effective from: / Supplement Desc.:

Weight Group No.: Weight Group Type: Max. Gross Weight:

"List Of Jurisdiction And Weights"

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL	<input type="text" value="80000"/>	AR	<input type="text" value="80000"/>	AZ	<input type="text" value="80000"/>	CA	<input type="text" value="80000"/>
CO	<input type="text" value="80000"/>	CT	<input type="text" value="80000"/>	DC	<input type="text" value="80000"/>	DE	<input type="text" value="80000"/>
FL	<input type="text" value="80000"/>	GA	<input type="text" value="80000"/>	IA	<input type="text" value="85000"/>	ID	<input type="text" value="80000"/>
IL	<input type="text" value="80000"/>	IN	<input type="text" value="80000"/>	KS	<input type="text" value="80000"/>	KY	<input type="text" value="80000"/>
LA	<input type="text" value="80000"/>	MA	<input type="text" value="80000"/>	MD	<input type="text" value="80000"/>	ME	<input type="text" value="80000"/>
MI	<input type="text" value="80000"/>	MN	<input type="text" value="80000"/>	MO	<input type="text" value="80000"/>	MS	<input type="text" value="80000"/>
MT	<input type="text" value="80000"/>	NC	<input type="text" value="80000"/>	ND	<input type="text" value="80000"/>	NE	<input type="text" value="80000"/>
NH	<input type="text" value="80000"/>	NJ	<input type="text" value="80000"/>	NM	<input type="text" value="80000"/>	NV	<input type="text" value="80000"/>
NY	<input type="text" value="80000"/>	OH	<input type="text" value="80000"/>	OK	<input type="text" value="80000"/>	OR	<input type="text" value="80000"/>
PA	<input type="text" value="80000"/>	RI	<input type="text" value="80000"/>	SC	<input type="text" value="80000"/>	SD	<input type="text" value="80000"/>
TN	<input type="text" value="80000"/>	TX	<input type="text" value="80000"/>	UT	<input type="text" value="80000"/>	VA	<input type="text" value="80000"/>
VT	<input type="text" value="80000"/>	WA	<input type="text" value="80000"/>	WI	<input type="text" value="80000"/>	WV	<input type="text" value="80000"/>
WY	<input type="text" value="80000"/>	AB	<input type="text" value="80000"/>	BC	<input type="text" value="80000"/>	MB	<input type="text" value="80000"/>
NB	<input type="text" value="80000"/>	NL	<input type="text" value="80000"/>	NS	<input type="text" value="80000"/>	ON	<input type="text" value="80000"/>
PE	<input type="text" value="80000"/>	QC	<input type="text" value="80000"/>	SK	<input type="text" value="80000"/>		

Comment:

Proceed Cancel Quit Refresh Help GoToWgtGroupSelection

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.

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.4)

Welcome mary.guillaume@dot.iowa.gov

Account Fleet Distance **WgtGroup** Vehicle Billing Payment MainMenu Inquiries

Client ID : _____ Registrant Name : _____ Supplement No. : 0
 Fleet No. : 1 Effective from : 5 / 1998 Supplement Desc. : RENEW FLEET
 Weight Group No. : 1 Weight Group Type : P-Power Unit Max. Gross Weight : 80000

"List Of Jurisdiction And Weights"

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AL	80000	AR	80000	AZ	80000	CA	80000
CO	80000	CT	80000	DC	80000	DE	80000
FL	80000	GA	80000	IA	85000	ID	80000
IL	80000	IN	80000	KS	80000	KY	80000
LA	80000	MA	80000	MD	80000	ME	80000
MI	80000	MN	80000	MO	80000	MS	80000
MT	80000	NC	80000	ND	80000	NE	80000
NH	80000	NJ	80000	NM	80000	NV	80000
NY	80000	OH	80000	OK	80000	OR	80000
PA	80000	RI	80000	SC	80000	SD	80000
TN	80000	TX	80000	UT	80000	VA	80000
VT	80000	WA	80000	WI	80000	WV	80000
WY	80000	AB	80000	BC	80000	MB	80000
NB	80000	NL	80000	NS	80000	ON	80000
PE	80000	QC	80000	SK	80000		

Comment :

Proceed Back

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

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.4)

Welcome mary.guillaume@dot.iowa.gov

Account Fleet Distance **WgtGroup** Vehicle Billing Payment MainMenu Inquiries

Weight Group Selection Details RENEW FLEET

Client ID _____ Registrant Name _____ Supplement No. 0
 Fleet No. 1 Effective From 5 / 2017 Supplement Desc. RENEW FLEET

"Weight Group List"

Select	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
Select	1	P-Power Unit	85000	80000
Select	2	T-Trailer	34000	34000
Select	3	P-Power Unit	86000	80000
Select	4	P-Power Unit	96000	80000
Select	5	P-Power Unit	59500	59500
Select	6	P-Power Unit	90000	90000

Add Wgt. Grp Done Cancel Quit

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".

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IRP Level v6.0.0.187

Account Fleet Distance **WgtGroup** **Vehicle** Billing Payment MainMenu Inquiries

Registrant Name _____ Supplement No. _____
 Expires in 4 / 2017 Supplement Desc. _____
 Amended Vehicles : 0 Deleted Vehicles : _____

ADD VEHICLE CHANGE FLEET VEHICLE DELETE VEHICLE

Proceed Update from Previous year Done Cancel Quit

Deleting a vehicle on the renewal

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

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IRP Level v6.0.0.187

Account Fleet Distance WgtGroup **Vehicle** Billing Payment MainMenu Inquiries

Registrant Name: [Text Field]
 Expires In: 4/2017
 Amended Vehicles: 0

Supplement No.: [Text Field]
 Supplement Desc.: [Text Field]
 Deleted Vehicles: [Text Field]

ADD VEHICLE CHANGE FLEET VEHICLE DELETE VEHICLE

Proceed Update from Previous year Done Cancel Quit

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.

Welcome_mary.guillaume@dot.iowa.gov

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IRP Level v6.0.0.187

Account Fleet Distance WgtGroup **Vehicle** Billing Payment MainMenu Inquiries

Delete Equipment

Account Details

Client ID: [Text Field] Registrant Name: [Text Field] Fleet No.: 1
 Expires In: 4/2017 Supplement No.: 0 Supplement Desc.: RENEW FLEET Deleted Vehicles: [Text Field]
 Unit No.: [Text Field] VIN: [Text Field] Plate No.: [Text Field] Find

List of Active Vehicles

[First Page] [Previous Page] [Next Page] [Last Page]
 Page 1 of 3

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date
<input type="checkbox"/>	10			▼	▼	
<input checked="" type="checkbox"/>	114			P ▼	S - SOLD ▼	07/31/2016
<input type="checkbox"/>	18			▼	▼	
<input checked="" type="checkbox"/>	25			P ▼	O - OTHER ▼	07/31/2016
<input type="checkbox"/>	26			▼	▼	
<input checked="" type="checkbox"/>	27			P ▼	T - TRADED ▼	07/31/2016
<input type="checkbox"/>	28			▼	▼	
<input type="checkbox"/>	29			▼	▼	
<input type="checkbox"/>	2H			▼	▼	
<input type="checkbox"/>	30			▼	▼	

Proceed Done Refresh Cancel Del Veh Help

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](#).

Iowa Department of Transportation Motor Carrier Services (TEST 20 V)

Welcome: mary.guillaume@dot.iowa.gov

Account Fleet Distance WgtGroup **Vehicle** Billing Payment MainMenu Inquiries

RENEW FLEET

Copy From This Vehicle Unit No. VIN Title No. Find

Account Details

Client ID Fleet No. 1 Registrant Name

Expires On 4 / 2017 Supplement No. 0 Description RENEW FLEET No of Vehicles 27

Vehicle Details

* Unit No. * Owner * Year

Permanent Plate * Body Style * Make

Fuel Type * Axles * Combine Axles

Seats * VIN * Title State

* Title No. * Unladen Wgt. * Weight Group No.

* Purchase Price * Factory Price * Fee Comp Ind

Lease Date * Purchase Date * First Operated Date

Deal Date * Other Date * Private / Dealer

Personalized Flag Plate

Back Fee

Fetch Back Fee Weight No. of Months

County Credit

County Plate County Details Weight No. Of Months

Documentation Requirements For Admin Fee and Fee Calculation

Distance Y UT Special Truck N MCO Provided N Trailer N

Registration Details

TA Ind Days 0

Documentation Requirement Tracking

2290 O-Outstanding Title Doc O-Outstanding More Docs N-Not Required

* Safety Changes During Registration Year * USDOT No * TIN

Comments

Proceed Done Refresh Cancel Quit Help

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”.

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8,46) - IRP Level v6.0.0.187

Welcome: mary.guillaume@dot.iowa.gov

Account Fleet Distance WgtGroup **Vehicle** Billing Payment MainMenu Inquiries

Renewal Vehicle Processing

Client ID Registrant Name Supplement No.

Fleet No. 1 Expires in 4 / 2017 Supplement Desc.

Added Vehicles : 0 Amended Vehicles : 0 Deleted Vehicles :

ADD VEHICLE CHANGE FLEET VEHICLE DELETE VEHICLE

Proceed Update from Previous year Done Cancel Quit

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.

Amend Vehicle - Fee Related RENEW FLEET

Amend Vehicle Details

Unit No. VIN Plate No.

Account Details

Client ID Fleet No. Registrant Name

Expires On / Supplement No. Description No of Vehicles

Vehicle Details

* Unit No. * Owner * Year

Permanent Plate * Body Style * Make

Fuel Type * Axles Combine Axles

Seats * VIN * Title State

* Title No. * Unladen Wgt. * Weight Group No.

* Purchase Price * Factory Price * Fee Comp Ind

Lease Date * Purchase Date First Operated Date

Deal Date Other Date

Personalized Flag Plate New Plate Required

Documentation Requirements For Admin Fee and Fee Calculation

Distance UT Special Truck MCO Provided Trailer

Registration Details

TA Ind Days

Plate Sticker

Documentation Requirement Tracking

2290 Title Doc More Docs

* Safety Changes During Registration Year * USDOT No * TIN

Comments

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.

Billing Details RENEW FLEET

Client ID Client Name

Fleet No. Expires In

Reg. Months No. of Vehicles

Supplement No. Supplement Desc.

Supplement Status Supplement Status Desc.

Supplement Effective Date * Invoice Date

* Application Receipt Date Payment Date

Remittance Date Escrow Balance

IRP Fee Mailing Fee

Cab Card Fee Administration Fees

Penalty Fee Replace Plate Fee

Credit Applied Manual Adj. Base Jur.

Total Due

Net Amount Due

Prepayment Amount

TA required TA No. of Days F-Fax

TA Issue Date Batch Billing

Invoice Report Type Electronic Delivery Type

Comment

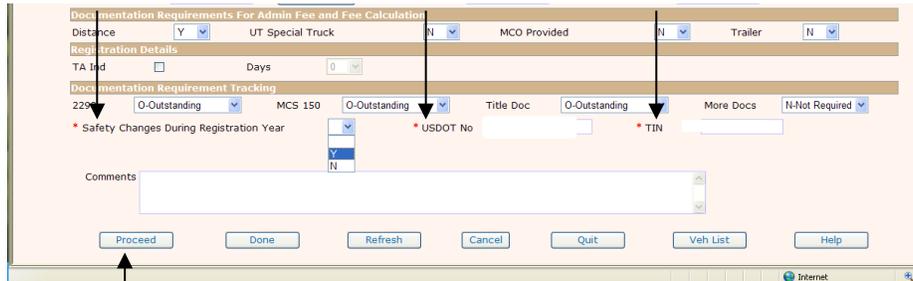
Safety Changes on the renewal

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.

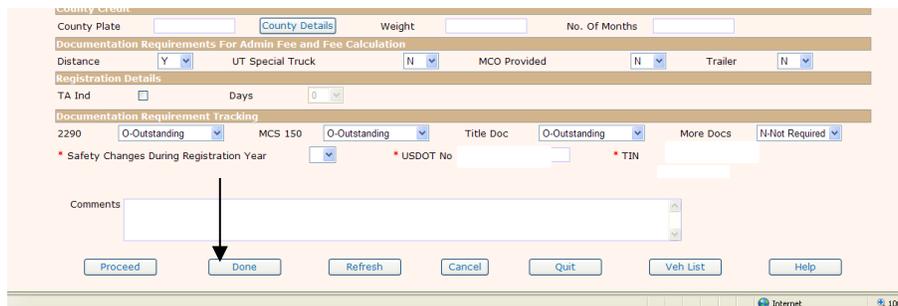


The screenshot shows a web form for vehicle registration. The 'Documentation Requirement Tracking' section is active, showing a table with columns for '2290', 'O-Outstanding', 'MCS 150', 'O-Outstanding', 'Title Doc', 'O-Outstanding', 'More Docs', and 'N-Not Required'. Below this table are fields for 'Safety Changes During Registration Year', 'USDOT No', and 'TIN'. A 'Comments' text area is also present. At the bottom of the form, there are several buttons: 'Proceed', 'Done', 'Refresh', 'Cancel', 'Quit', 'Veh List', and 'Help'. An arrow points to the 'Proceed' button.

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.

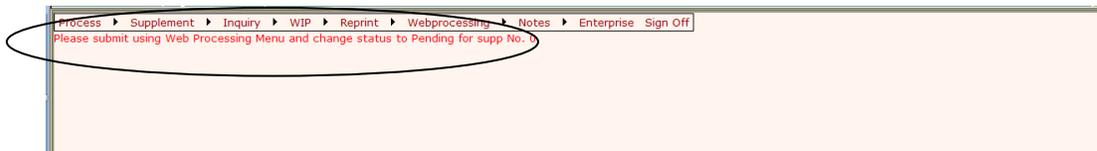
From the validation screen, verify the information was entered correctly then select the “Proceed” button to save the vehicle information. If you need to make changes, select the “back” button.

Select “Done” when all vehicles have been entered.



This screenshot is similar to the previous one, showing the same vehicle registration form. In this instance, an arrow points to the 'Done' button at the bottom of the form.

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.

The screenshot shows the 'Vehicle Details' form with the following fields and values:

* Unit No.	10	* Owner		* Year	1995
Permanent Sticker	<input type="checkbox"/>	* Body Style	ST - SEMI TRAILER	* Make	WILX - WILSON
Fuel Type		* Axles	2	Combine Axles	0
Seats	0	* VIN		* Title State	IA-IOWA
* Title No.		* Unladen Wgt.	12000	* Weight Group No.	
* Purchase Price	30500	* Factory Price	19592	* Fee Comp Ind	P-Purchase Date
Lease Date		* Purchase Date	07/28/1999	First Operated Date	01/01/2000
Deal Date		Other Date		* Private / Dealer	
Personalized Flag		Plate			

- 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.

This screenshot shows the 'Vehicle Details' form with the 'Private / Dealer' dropdown menu open, showing options for 'P-PRIVATE' and 'D-DEALER'. Arrows point to the 'Private / Dealer' field and the 'Fetch Back Fee' button.

- 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.***

The screenshot shows a vehicle registration form with the following sections and fields:

- Title No.:** [Empty]
- Purchase Price:** 30500
- Lease Date:** [Empty]
- Deal Date:** [Empty]
- Personalized Flag:** [Dropdown]
- Unladen Wgt.:** 12000
- Factory Price:** 19592
- Purchase Date:** 07/28/1999
- Other Date:** [Empty]
- Plate:** [Empty]
- Weight Group No.:** [Dropdown]
- Fee Comp Ind:** P-Purchase Date
- First Operated Date:** 01/01/2000
- Private / Dealer:** [Dropdown]
- Back Fee:** [Fetch Back Fee] Weight [] No. of Months []
- County Credit:** County Plate [] County Details [] Weight [] No. Of Months []
- Documentation Requirements For Admin Fee and Fee Calculation:** Distance [Y] UT Special Truck [N] MCO Provided [N] Trailer [N]
- Registration Details:** TA Ind [] Days [0]
- Documentation Requirement Tracking:** 2290 [O-Outstanding] MCS 150 [O-Outstanding] Title Doc [O-Outstanding] More Docs [N-Not Required]
- Safety Changes During Registration Year:** [Dropdown] USDOT No [] TIN []

- 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.

This screenshot is identical to the one above, but includes arrows pointing to the following fields:

- Distance [Y]
- UT Special Truck [N]
- MCO Provided [N]
- Trailer [N]
- TA Ind []

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.

The screenshot shows the 'Add Vehicle W/ Transfer' screen. The 'Old Vehicle Details' section is highlighted. The 'Unit No.' field is highlighted with a red arrow, and the 'Find' button is also highlighted with a red arrow. The 'Deletion Date' and 'Deletion Code' fields are also visible.

Under “Old Vehicle Details” move your cursor 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.

The screenshot shows the 'Add Vehicle W/ Transfer' screen. The 'Old Vehicle Details' section is highlighted. The 'Unit No.' field is highlighted with a red arrow, and the 'Find' button is also highlighted with a red arrow. The 'Deletion Date' and 'Deletion Code' fields are also visible.

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”

Vehicle Details

Account Details

Client ID : [] Registrant Name : [] Fleet No. : 1
 Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 0

List of Active Vehicles

Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
10	[]	[]	N	SOLD	10/29/2010	Sending plate today 10/29/10

Buttons: Proceed, Back, Quit

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

Vehicle Details

Account Details

Client ID : [] Registrant Name : [] Fleet No. : 1
 Expires In : 7/2016 Supplement No. : 1 Supplement Desc : Delete Equipment Deleted Vehicles : 0

List of Active Vehicles

Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
105	[]	[]	P	OTHER	07/25/2016	

Buttons: Proceed, Back, Quit

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

Vehicles successfully deleted.

Vehicle Details

Account Details

Client ID : [] Registrant Name : [] Fleet No. : 1
 Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 1

List of Deleted Vehicles

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	12	[]	[]	[]	[]	[]	[]

Buttons: Proceed, Done, Refresh, Cancel, Del Veh, Help, Quit

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.

Vehicle Details

Account Details

Client ID : [] Registrant Name : [] Fleet No. : 1
 Expires In : 12/2010 Supplement No. : 2 Supplement Desc : Delete Equipment Deleted Vehicles : 1

Deleted Vehicles

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	10	[]	[]	N	S - SOLD	10/29/2010	Sending plate today 10

Buttons: Update, Back, Quit

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.

Vehicle Details

Account Details

Client ID : [] Registrant Name : [] Fleet No. : 1
 Expires On : 12/2010 Supplement No. : 2 Description : DELETE EQUIPMENT

Vehicle Details

Unit No. : 10 Owner : [] Year : 1995
 Permanent Sticker : N Body Style : SEMI TRAILER Make : WILX-WILSON
 Fuel Type : [] Axles : 2 Combine Axles : 0
 Seats : 0 VIN : [] Title State : IA
 Title No. : [] Unladen Wgt. : 12000 Weight Group No. : 2-34000
 Purchase Price : 30500 Factory Price : 19592 Fee Comp Ind : P
 Lease Date : [] Purchase Date : 07/28/1999 First Operated Date : 01/01/2000
 Deal Date : [] Other Date : [] Private/Dealer : []
 Personalized flag : N Plate : []

Back Fee

Weight : 0 No. of Months : 0

County Credit

County Plate : [] Weight : 0 No. of Months : 0

Documentation Requirements For Admin Fee and Fee Calculation

Distance : N UT Special Truck : N MCO Provided : N Trailer : N

Registration Details

TA Ind : N Days : 0

Documentation Requirement Tracking

2290 : N MCS 150 : C Title Doc : C
 More Docs : N

Safety Changes During Registration Year : N USDOT No. : [] TIN : []
 Comments : Sending plate today 10/29/10

Cancel Vehicle Back Quit

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

Vehicles successfully updated.

Vehicle Details

Account Details

Client ID [] Registrant Name [] Fleet No. 1
 Expires In 12/2010 Supplement No. 2 Supplement Desc Delete Equipment Deleted Vehicles 1
 Unit No. [] VIN [] Plate No. [] Find

List of Active Vehicles

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Select	Unit No	VIN	Plate No	Plate Returned	Delete Reason	Delete Date	Comment
<input type="checkbox"/>	12						

Proceed Done Refresh Cancel Del Veh Help Quit

Duplicate Cab Card

From the [IRP menu](#), select “Duplicate Cab Card” from the [supplement tab](#).

Welcome 8990 Iowa Department of Transportation Motor Carrier Services (TEST 135 V7.82) - IRP Level v6.0.0.187

Process Supplement Inquiry WIP Reprint Webprocessing Notes Enterprise Sign Off

- Add Vehicle
- Add With Transfer Vehicle
- Delete Vehicle
- Add Jurisdiction
- Duplicate Cab Card**
- Duplicate Plate
- Duplicate Sticker
- Amend Vehicle with Fee
- Change Carrier Type
- Change DBA Name
- Update Weight Group Weight
- Fleet To Fleet Transfer
- New Fleet
- Renewal
- Supplement Inquiry

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.

The screenshot shows the 'Fleet Search' interface with the following fields and buttons:

- Client ID: []
- Fleet No.: []
- Fleet Expiration Year: []
- Supplement Effective Date: []
- Buttons: Proceed, Refresh, Quit

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.

The screenshot shows the 'Fleet Search' interface with a table of vehicle units:

Unit No	VIN	Plate No
<input type="checkbox"/> 123		
<input type="checkbox"/> 4568		

Buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, Help

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

The screenshot shows the 'Fleet Search' interface with the 'Done' button highlighted. The table from the previous screenshot is still visible.

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".

The first screenshot shows the navigation menu with 'WIP' highlighted. The second screenshot shows the 'Search Supplement' screen with input fields for Client ID, Fleet No., Fleet Expiration Year, and Supplement No., and a 'Proceed' button.

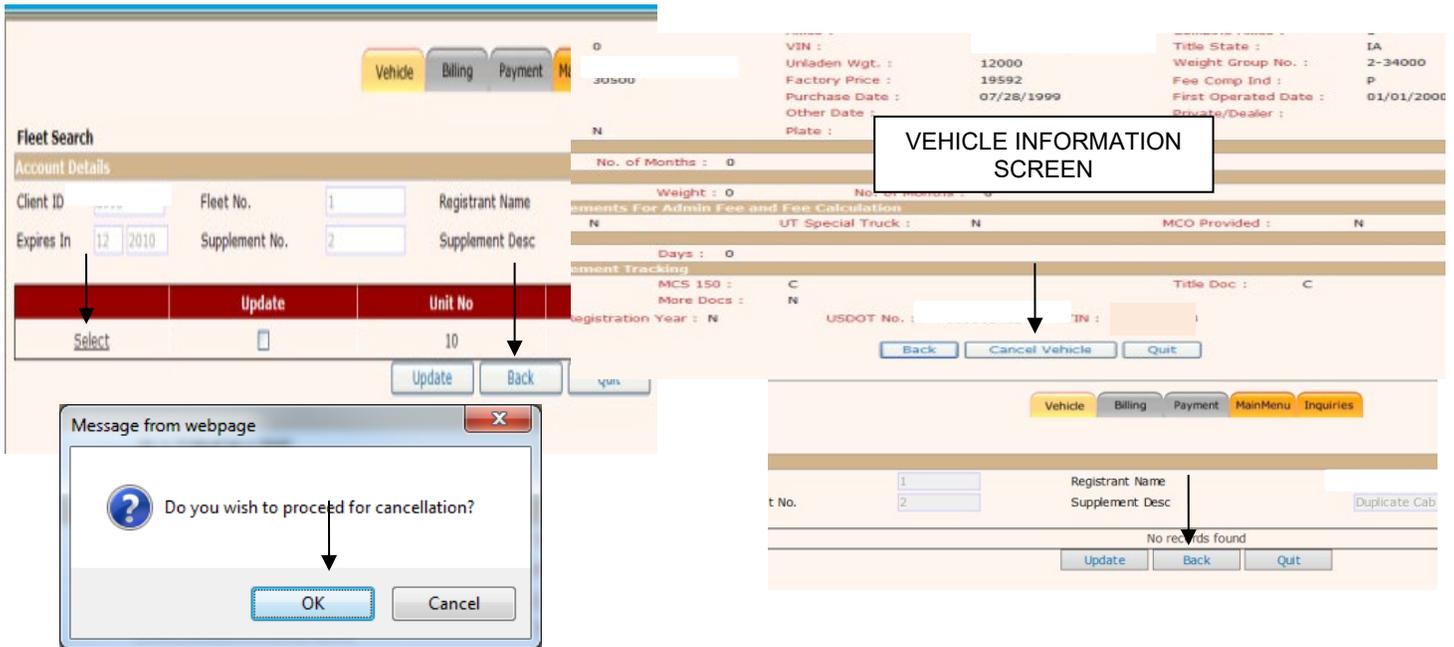
Select "Veh List" and the system will automatically display the list of vehicles in this supplement.

The screenshot shows the 'Fleet Search' interface with the 'Veh List' button highlighted. The table shows one unit selected:

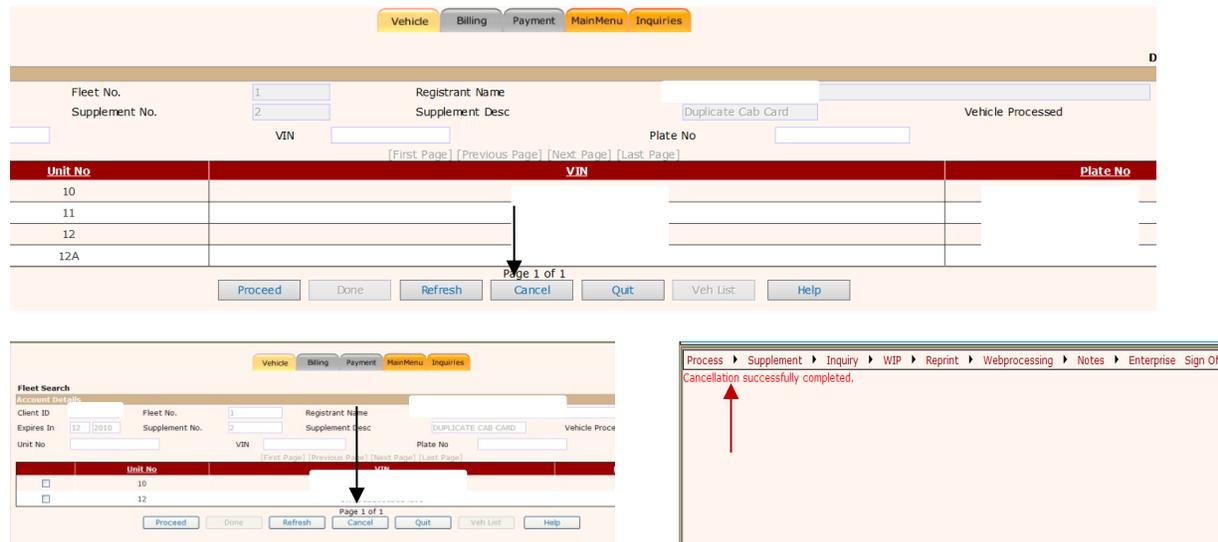
Unit No	VIN	Plate No
<input type="checkbox"/> 12		

Buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, Help

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.

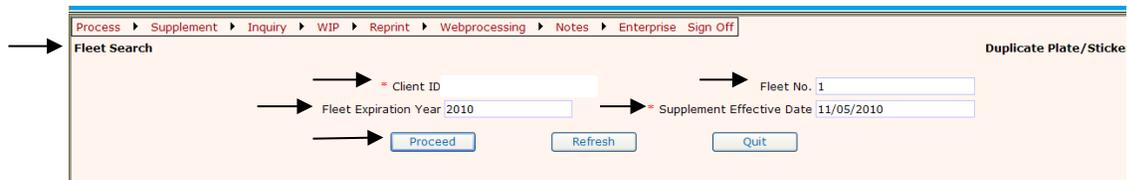
Duplicate Plate and Duplicate Sticker

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.

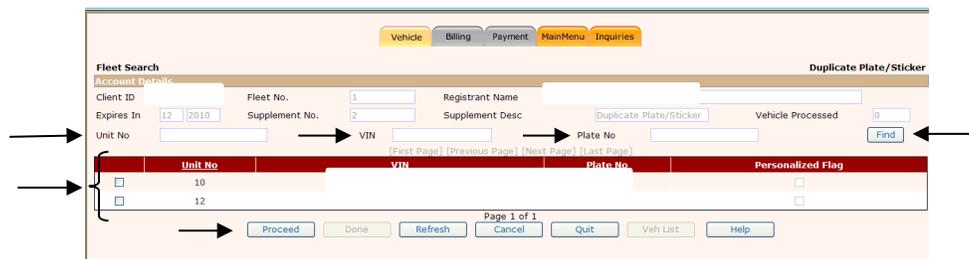
From the IRP menu, select “Duplicate Plate” or “Duplicate Sticker” from the supplement tab.



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.



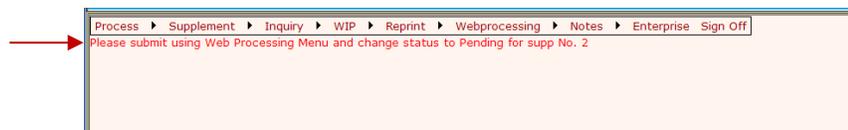
Select “Proceed” to display the “Duplicate Plate Vehicle Selection Details” Screen. Indicate the vehicle(s) for the duplicate plate by checking the check box next to the unit number for the vehicle. (The Next and Previous buttons are for paging through a vehicle list if the fleet has a large number of 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.



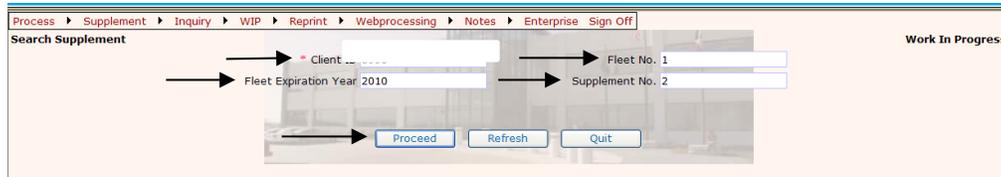
Enter the “Reason” for each vehicle from the drop down list. Select “Done” when you are finished. Submit via Web Processing.



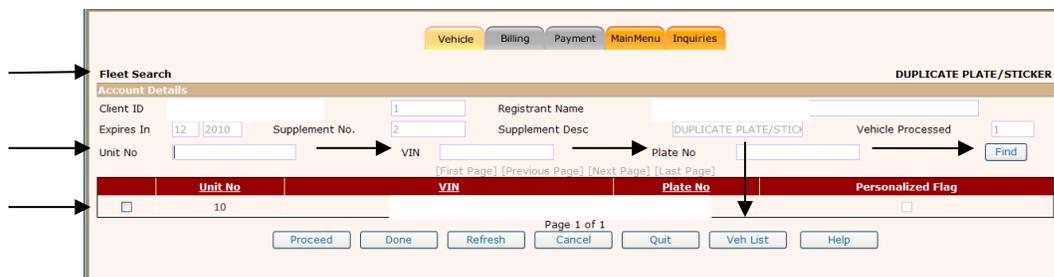
To cancel a previous selected vehicle, select “WIP” then “search supplement”.



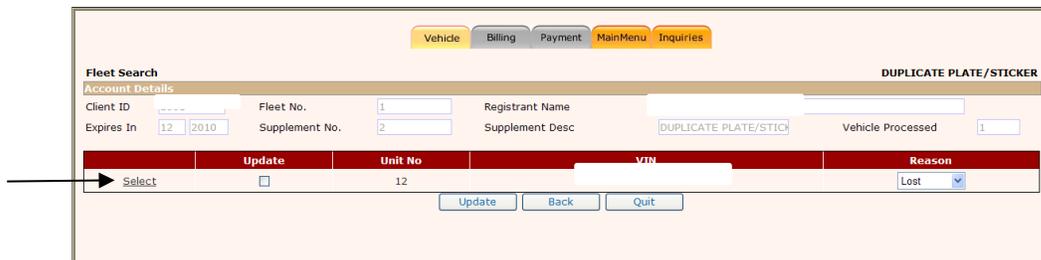
Enter the client ID, fleet no. fleet expiration year and supplement no, then select “Proceed”.



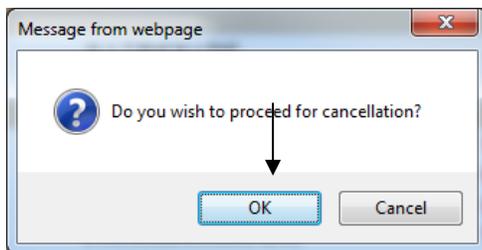
This will take you to the “fleet search” screen. You can either check the box next to the unit(s) showing or type in “unit No.” VIN or Plate No, and select “find”. Click on “Veh List” to display a list of vehicles processed during this supplement.



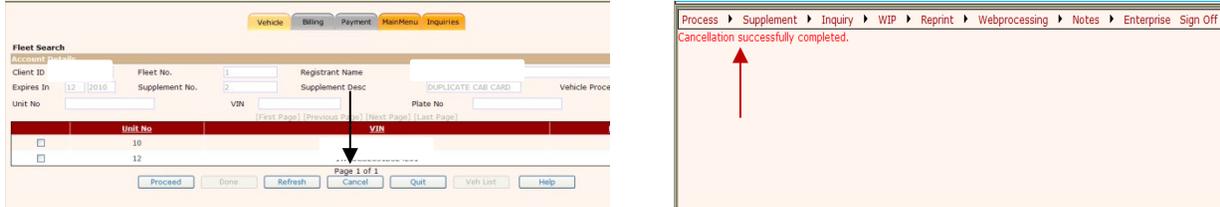
Select the vehicle you want to “cancel” from this supplement and the system will automatically display the vehicle information.



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



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



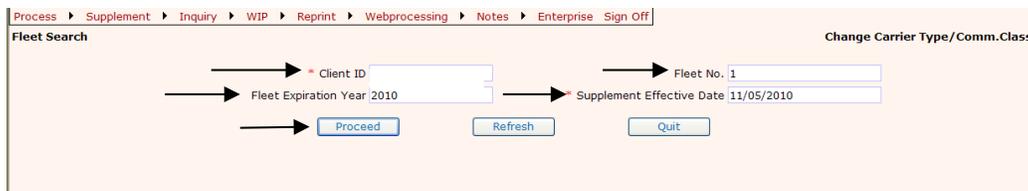
To update a previous selected vehicle, select the “Veh List” button to display a list of vehicles processed during this supplement.

Change Carrier Type/Commodity Class

From the [IRP menu](#), select “Change Carrier Type/Commodity Class” from the [supplement tab](#).

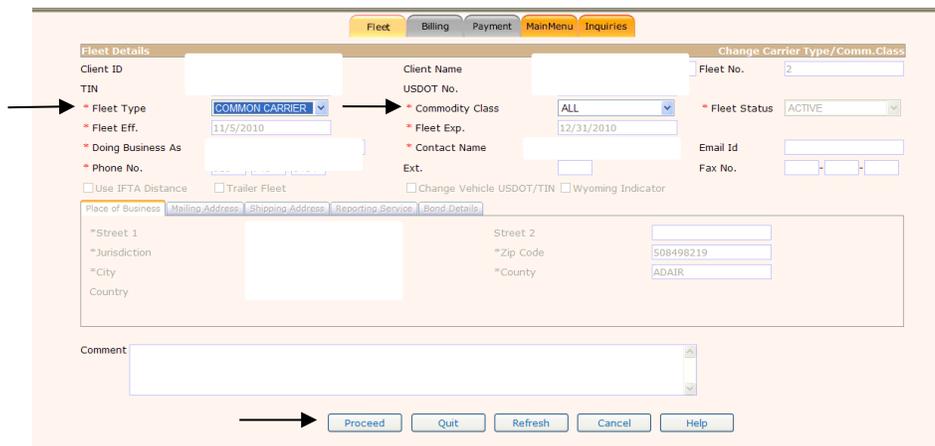


From the Fleet Search screen, enter the client ID, fleet, and fleet expiration year and the supplement effective date. Select “Proceed” to display the “Fleet Details” Screen.



“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.

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
IA		IL		MN		MO	
NE		SD		WI			

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

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
IA		IL		MN		MO	
NE		SD	75600	WI			

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.

Client ID : Registrant Name : Supplement No. : 0
 Fleet No. : 3 Effective from : 10 / 2010 Supplement Desc. : NEW FLEET
 Weight Group No. : 1 Weight Group Type : P-Power Unit Max. Gross Weight : 80000

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
IA	80000	IL	80000	MN	80000	MO	80000
NE	80000	SD	75600	WI	80000		

Comment :

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.

Weight Group Selection Details NEW FLEET

Client ID Registrant Name Supplement No.
 Fleet No. Effective From / Supplement Desc.

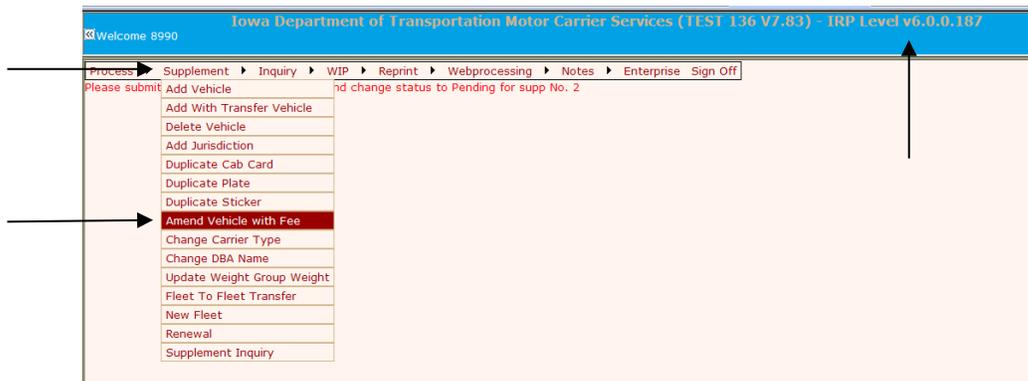
Select	Wgt.Group No	Wgt.Group Type	Base Jur Wgt	Max.Gross Weight
<input type="button" value="Select"/>	1	P-Power Unit	80000	80000

Amend Vehicle with Fee

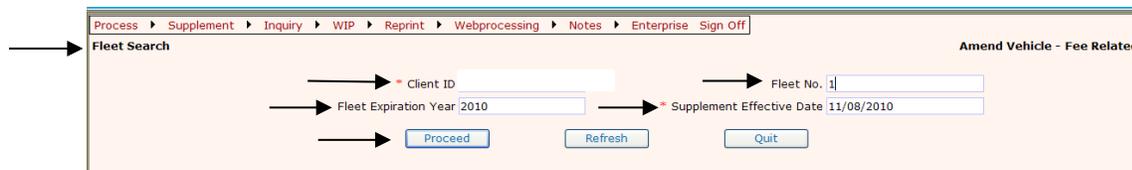
The following processes can be performed using the Amend Vehicle with Fee supplement:

- [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.

The screenshot displays the 'Amend Vehicle - Fee Related' interface. At the top, there are navigation tabs: WgtGroup, Vehicle, Billing, Payment, MainMenu, and Inquiries. Below this is a header bar with 'Vehicle Details' on the left and 'Amend Vehicle - Fee Related' on the right. The main section is titled 'Amend Vehicle Details' and contains several input fields: 'Unit No.' (with an arrow pointing to it from the left), 'VIN' (with an arrow pointing to it from the left), and 'Plate No.' (with an arrow pointing to it from the right). A 'Find' button is located to the right of the 'Plate No.' field. Below these fields is an 'Account Detail' section with a blue header and the number '103'. This section includes fields for 'Client ID', 'Exp No.', 'Reg No.', 'Regist. Name', 'Expires On' (9 / 2016), 'Supplement No.' (2), 'Description' (Amend Vehicle - Fee Related), and 'No of Vehicles' (0). The 'Vehicle Details' section follows, with a blue header and a grid of fields for various vehicle attributes: Unit No., Permanent Plate, Fuel Type, Seats, Title No., Purchase Price, Lease Date, Deal Date, Personalized Flag, Owner, Body Style, Axles, VIN, Unladen Wgt., Factory Price, Purchase Date, Other Date, Plate, Year, Make, Combine Axles, Title State, Weight Group No., Fee Comp Ind, First Operated Date, and Private / Dealer. Below this is the 'Documentation Requirements For Admin Fee and Fee Calculation' section, which includes dropdowns for 'Distance' (Y), 'UT Special Truck' (N), 'MCO Provided' (N), and 'Trailer' (N). The 'Registration Details' section has a 'TA Ind' checkbox and a 'Days' dropdown (0). The 'Documentation Requirement Tracking' section includes dropdowns for '2290' (O-Outstanding), 'Title Doc' (O-Outstanding), and 'More Docs' (N-Not Required), along with checkboxes for 'Safety Changes During Registration Year' and 'USDOT No', and input fields for 'TIN'. At the bottom, there is a 'Comments' text area and a row of buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, and Help.

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.

The screenshot shows the 'Amend Vehicle - Fee Related' window with the following data and settings:

- Vehicle Details:** Unit No. 103, VIN [blank], Plate No. [blank].
- Account Details:** Client ID [blank], Title No. 1, Registrant Name [blank], Expires On 9/2016, Supplement No. 2, Description Amend Vehicle - Fee Related, No of Vehicles 0.
- Vehicle Details (Secondary):**
 - * Unit No. 103, * Owner TEST TRANSPORTATION, * Year 2006
 - Permanent Plate [checkbox], * Body Style TR - TRACTOR, * Make PTRB - PETERBILT
 - * Fuel Type D-Diesel, * Axles 3, * Combine Axles 6
 - Seats 0, * VIN [blank], * Title State IA-IOWA
 - * Title No. NITI, * Unladen Wgt. 17500, * Weight Group No. 1-80000
 - * Purchase Price 15325, * Factory Price 15325, * Fee Comp Ind P-Purchase Date
 - Lease Date [blank], * Purchase Date 07/25/2016, First Operated Date [blank]
 - Deal Date [blank], Other Date [blank], Private / Dealer P-PRIVATE
 - Personalized Flag E - Existing Plate, * Plate [blank]
- Other State Plate Details:** * Plate No. [blank], * Plate State IA-IOWA, * Plate Expiry Date 08/31/2016
- Documentation Requirements For Admin Fee and Fee Calculation:** Distance Y, UT Special Truck N, MCO Provided N, Trailer Y
- Registration Details:** TA Ind [checkbox], Days 0, Plate [blank], Sticker [blank]
- Documentation Requirement Tracking:** 2290, C-Collected, Title Doc O-Outstanding, More Docs N-Not Required
- * Safety Changes During Registration Year N, * USDOT No [blank], * TIN [blank]
- Comments [text area]
- Buttons: Proceed, Done, Refresh, Cancel, Quit, Veh List, Help

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](#).

Account Details
 Client ID : _____ Registrant Name : _____ Fleet No. : 1
 Expires On : 9/2016 Supplement No. : 2 Description : Amend Vehicle - Fee Related No of Vehicles : 0

VehicleDetails
 Unit No. : 103 Owner : TEST TRANSPORTATION Year : 2006
 Permanent Plate : N Body Style : TR-TRACTOR Make : PTRB-PETERBILT
 Fuel Type : D-Diesel Axles : 3 Combine Axles : 6
 Seats : 0 VIN : _____ Title State : IA-IOWA
 Title No. : NITI Unladen Wgt. : 17500 Weight Group No. : 1-80000
 Purchase Price : 15325 Factory Price : 15325 Fee Comp Ind : P-Purchase Date
 Lease Date : _____ Purchase Date : 07/25/2016 First Operated Date :
 Deal Date : _____ Other Date : _____ Private / Dealer : P
 Personalized Flag : E Plate : _____

Other State Plate Details
 Plate : _____ Plate State : IA Plate Expiry Date : 08/31/2016

Documentation Requirements For Admin Fee and Fee Calculation
 Distance : Y UT Special Truck N MCO Provided : N Trailer : Y

Registration Details
 TA Ind : N Days : _____
 Plate : _____ Sticker : _____

Documentation Requirement Tracking
 2290 : C-Collected Title Doc : O-Outstanding More Docs : N-Not Required
 Safety Changes During Registration Year : N USDOT No : _____ TIN : _____
 Comments : _____

→ Proceed Back

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](#).

• IRPVEH004 : Vehicle amended

Vehicle Details Amend Vehicle - Fee Related

Amend Vehicle Details
 Unit No. _____ VIN _____ Plate No. _____ Find

Account Details
 Client ID _____ No. 2 Registrant Name _____
 Expires On 12 / 2010 Supplement No. 3 Description Amend Vehicle - Fee Related No of Vehicles 1

Vehicle Details
 * Unit No. _____ * Owner _____ * Year _____
 Permanent Sticker * Body Style _____ * Make _____
 Fuel Type _____ * Axles _____ Combine Axles _____
 Seats _____ * VIN _____ * Title State _____
 * Title No. _____ * Unladen Wgt. _____ * Weight Group No. _____
 * Purchase Price _____ * Factory Price _____ * Fee Comp Ind _____
 Lease Date _____ * Purchase Date _____ First Operated Date _____
 Deal Date _____ Other Date _____ Private / Dealer _____
 Personalized Flag _____ Plate _____

Documentation Requirements For Admin Fee and Fee Calculation
 Distance Y UT Special Truck N MCO Provided N Trailer N

Registration Details
 TA Ind Days 0

Plate _____ Sticker _____

Documentation Requirement Tracking
 2290 O-Outstanding MCS 150 O-Outstanding Title Doc O-Outstanding More Docs N-Not Required

* Safety Changes During Registration Year * USDOT No _____ * TIN _____

Comments _____

Proceed Done Refresh Cancel Quit Veh List Help

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

Proceed Done Refresh Cancel Quit → Veh List Help

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

Process > Payment > Document > Supplement > Inquiry > WMP > Reprint > Admin > Webprocessing > Notes > Enterprise > Sign Off

Vehicle Selection Details

Client ID: [] Registrant Name: []
 Fleet No.: 1 Expiry Month/Year: 9/2016
 Supplement No.: 2 Description: Amend Vehicle - Fee Related

Unit No: [] VIN: [] Title No: []

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 of 1

Unit No.	VIN	Title No	Service Type Indicator
103			CVF

Back

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.

WgtGroup Vehicle Billing Payment MainMenu Inquiries

Vehicle Details Amend Vehicle - Fee Related

Account Details

Client ID: [] Fleet No.: 1 Registrant Name: []
 Expires On: 9 / 2016 Supplement No.: 2 Description: Amend Vehicle - Fee Related No of Vehicles: 1

Vehicle Details

* Unit No.: 103 * Owner: TEST TRANSPORTATION * Year: 2006
 Permanent Plate: [] * Body Style: TR - TRACTOR * Make: PTRB - PETERBILT
 * Fuel Type: D-Diesel * Axles: 3 * Combine Axles: 6
 Seats: 0 * VIN: [] * Title State: IA-IOWA
 * Title No.: NITI * Unladen Wgt.: 17500 * Weight Group No.: 1-80000
 * Purchase Price: 15325 * Factory Price: 15325 * Fee Comp Ind: P-Purchase Date
 Lease Date: [] * Purchase Date: 07/25/2016 First Operated Date: []
 Deal Date: [] Other Date: [] Private / Dealer: P-PRIVATE
 Personalized Flag: E - Existing Plate * Plate: []

Other State Plate Details

* Plate No: [] * Plate State: IA-IOWA * Plate Expiry Date: 08/31/2016

Documentation Requirements For Admin Fee and Fee Calculation

Distance: Y UT Special Truck: N MCO Provided: N Trailer: Y

Registration Details

TA Ind: [] Days: 0
 Plate: [] Sticker: []

Documentation Requirement Tracking

2290 C-Collected Title Doc: O-Outstanding More Docs: N-Not Required
 * Safety Changes During Registration Year: N * USDOT No: [] * TIN: []

Comments: []

Proceed Done Refresh Cancel Vehicle Quit Veh List Help

Message from webpage

Do you wish to proceed for cancellation?

OK 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:

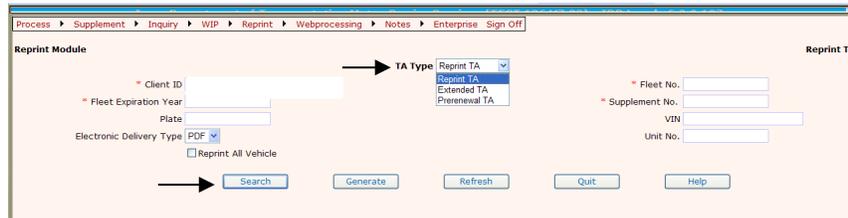
- Renewal notice.
- Invoice.
- TA

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

Reprint TA

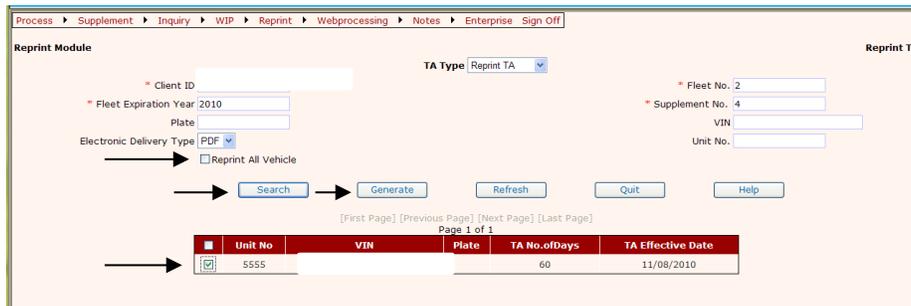
To reprint an existing TA perform the following:

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.



Unit No	VIN	Plate	TA No.ofDays	TA Effective Date
5555			60	11/08/2010

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.

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.51) - IRP Level v6.0.0.187

nt Inquiry WIP Reprint Admin Webprocessing Notes Enterprise Sign Off

* Client ID
Fleet Expiration Year

Fleet No.
Supplement No.

Proceed Refresh Quit

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

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.51) - IRP Level

Welcome mary.guillaume@dot.iowa.gov

WgtGroup Vehicle Billing Payment MainMenu Inquiries

IRP Payment Details ADD VEHICLE

Client ID 5599 Registrant Name
Fleet No. 1 Expires In 12/2017
Supplement No. 66 Description ADD VEHICLE
Invoice No. 955520 Supplement Status Desc. INVOICED
Invoice Date 07/07/2017 Payment Receipt Date 9/25/2017

Fees Section

Base Jurisdiction Fees	1,200.00	Foreign Jurisdiction Fees	0.00	Administration Fees	0.00
Mailing Fee	3.15	Late Payment Penalty	120.00	Late filing Penalty	0.00
Total Due	1,323.15	- Prepayment Amt	00.00	= NET DUE	1,323.15

Payment Type Full Year Payment Set Appeal Flag

Cab Card Type

Electronic Delivery Type P-Print Printer Destination Mailing Method M-Mail

Proceed Refresh Quit Help Show Hand Log Display Invoice Display TA

Click on proceed again.

Fleet No. : 1 Expires In : 12/2017
Supplement No. : 66 Description : ADD VEHICLE
Invoice No. : 955520 Supplement Status Desc : INVOICED
Invoice Date : 07/07/2017 Payment Receipt Date : 9/25/2017

Fees Section

Base Jurisdiction Fees :	\$1,200.00	Foreign Jurisdiction Fees :	\$0.00	Administration Fee :	\$0.00
Mailing Fee :	\$3.15	Late Payment Penalty :	\$120.00	Late filing Penalty :	\$0.00
Total Due :	\$1,323.15	- Prepayment Amt :	\$0.00	= Net Due :	\$1,323.15

Payment Type : Full Year Payment Set Appeal Flag : N

Cab Card Type

Electronic Delivery Type : D-PDF Mailing Method : M-Mail

Proceed Back

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

Payment Id: 928464 Payment Date: 9/25/2017

Fees Section

Total Due: 1323.15 Escrow Balance: 1411.65

Payment Section

Payment Type	Amount	Check/Receipt Number
Wire Transfer		
Cash		
Check		
Escrow Funds		

Override Escrow for Refund

Buttons: Proceed, Refresh, Quit, Help, Display Invoice, Add Payment Type

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

Fees Section

Total Due : \$1323.15 Escrow Balance : \$1411.65 Current Escrow Balance :

Payment Section

Payment Type	Amount	Check/Receipt N
Escrow Funds	\$1323.15	44978

Override Escrow for Refund : Y
Overpayment Amount : \$0.00

Buttons: Proceed, 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.

Iowa Department of Transportation Motor

Welcome mary.guillaume@dot.iowa.gov

Process ▶ Payment ▶ Document ▶ Supplement ▶ Inquiry ▶ WIP ▶ Reprint ▶ Admin ▶ Webprocessing ▶ No

Search Supplement

Audit/Error Correction Payment

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

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.51) - IRP Level v6.0.0.187

nt Inquiry WIP Reprint Admin Webprocessing Notes Enterprise Sign Off

* Client ID
Fleet Expiration Year

Fleet No.
Supplement No.

Proceed Refresh Quit

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

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.51) - IRP Level

Welcome mary.guillaume@dot.iowa.gov

WgtGroup Vehicle Billing Payment MainMenu Inquiries

IRP Payment Details ADD VEHICLE

Client ID 5599 Registrant Name
Fleet No. 1 Expires In 12/2017
Supplement No. 66 Description ADD VEHICLE
Invoice No. 955520 Supplement Status Desc. INVOICED
Invoice Date 07/07/2017 Payment Receipt Date 9/25/2017

Fees Section

Base Jurisdiction Fees	1,200.00	Foreign Jurisdiction Fees	0.00	Administration Fees	0.00
Mailing Fee	3.15 <input type="checkbox"/>	Late Payment Penalty	120.00 <input type="checkbox"/>	Late filing Penalty	0.00
Total Due	1,323.15	- Prepayment Amt	00.00	= NET DUE	1,323.15

Payment Type Full Year Payment Set Appeal Flag

Cab Card Type

Electronic Delivery Type P-Print Printer Destination \\TestDmzPrt21\MD_Mcs_Cabcard_Fri Mailing Method M-Mail

Proceed Refresh Quit Help Show Hand Log Display Invoice Display TA

Click on proceed again.

Fleet No. : 1 Expires In : 12/2017
Supplement No. : 66 Description : ADD VEHICLE
Invoice No. : 955520 Supplement Status Desc : INVOICED
Invoice Date : 07/07/2017 Payment Receipt Date : 9/25/2017

Fees Section

Base Jurisdiction Fees :	\$1,200.00	Foreign Jurisdiction Fees :	\$0.00	Administration Fee :	\$0.00
Mailing Fee :	\$3.15	Late Payment Penalty :	\$120.00	Late filing Penalty :	\$0.00
Total Due :	\$1,323.15	- Prepayment Amt :	\$0.00	= Net Due :	\$1,323.15

Payment Type : Full Year Payment Set Appeal Flag : N

Cab Card Type

Electronic Delivery Type : D-PDF Mailing Method : M-Mail

Proceed Back

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](#).

Payment Collection

Client ID [REDACTED] Business Name [REDACTED]
 Payment Id [REDACTED] Payment Date 3/30/2018

Fees Section

Total Due 445.22 Escrow Balance 0.00
 Convenience Fee 1.50

Payment Section

Payment Type	Amount	Check/Receipt Number	Delete
ePayment			

Buttons: Add Payment Type, Delete Checked Payment, ePayment

Override Escrow for Refund

Buttons: Proceed, Refresh, Quit, Help, Display Invoice

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:



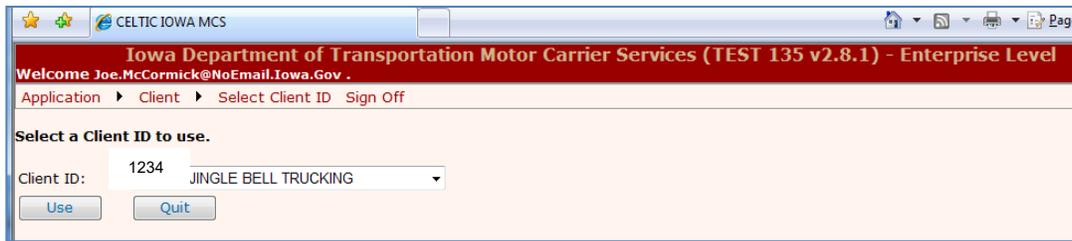
The Office of Vehicle & Motor Carrier Services will allow Processing Agents access to authorized carrier accounts.

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.

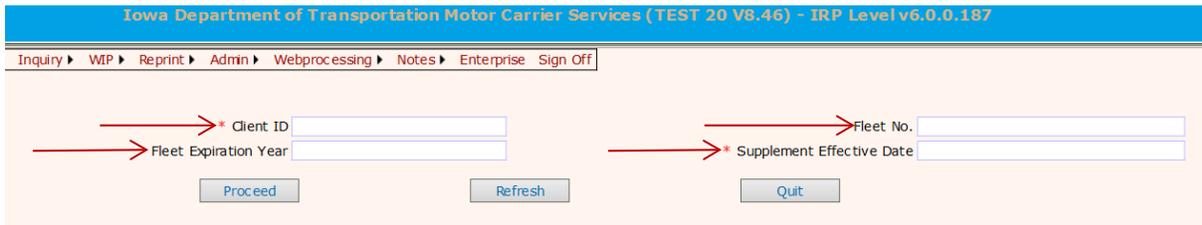
All of the clients this Agent is authorized to process are listed in the drop-down list. **Note:** under the Fleet column, a Fleet 0 indicates IFTA access; Fleets 1 or greater correspond to the IRP Fleet.

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.

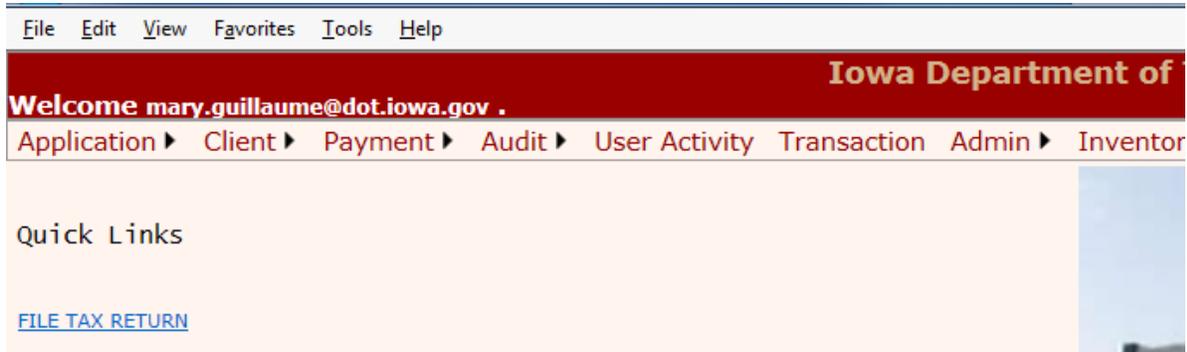
- **As a reporting agency** you will enter the Client ID #, fleet #, fleet expiration year and supplement effective date.



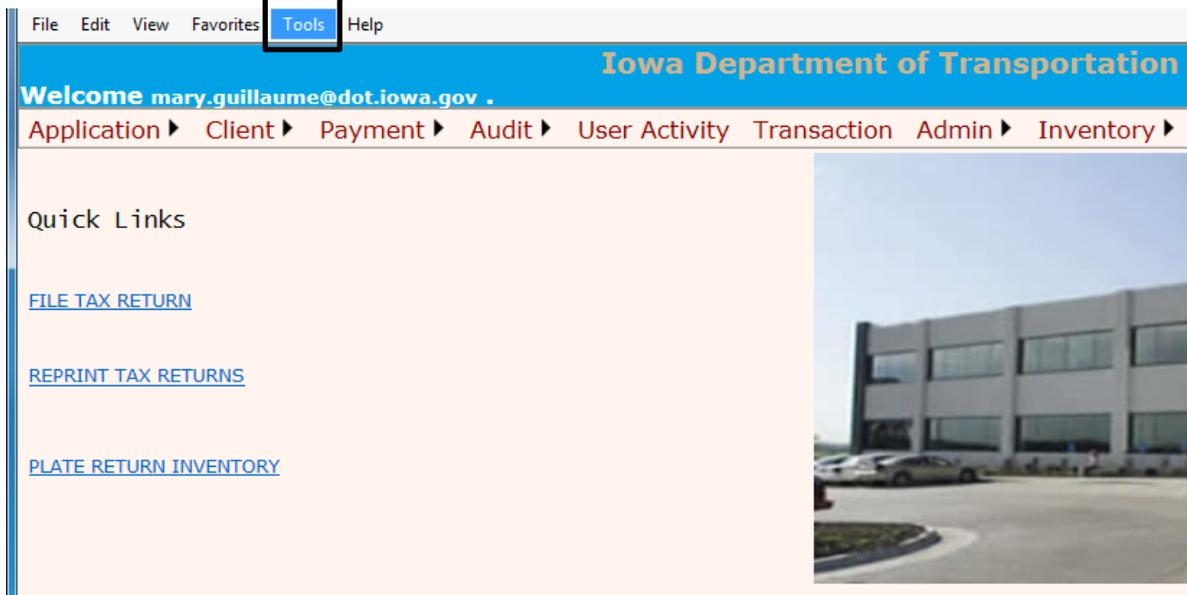
SECURITY SETTINGS AND POP-UPS

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.

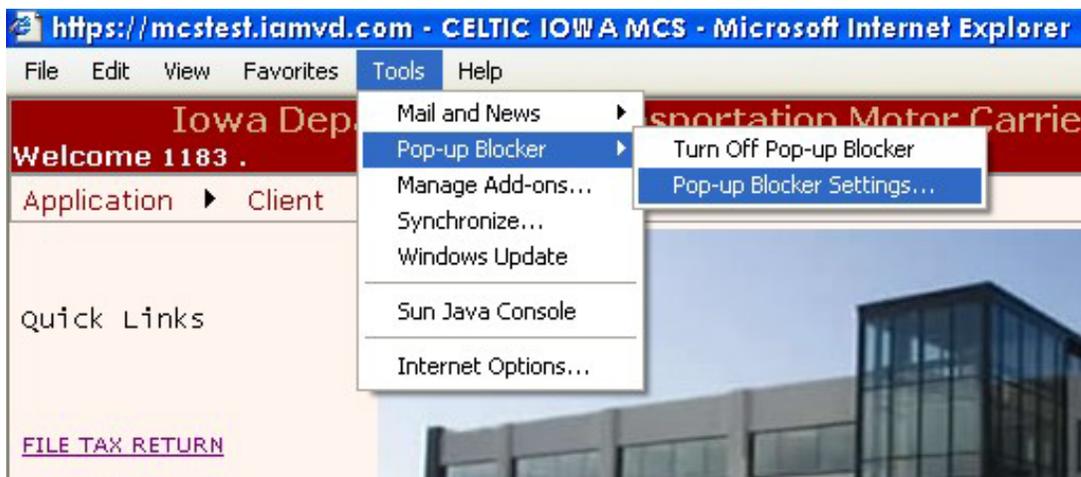
1. Log on to the Enterprise Level.



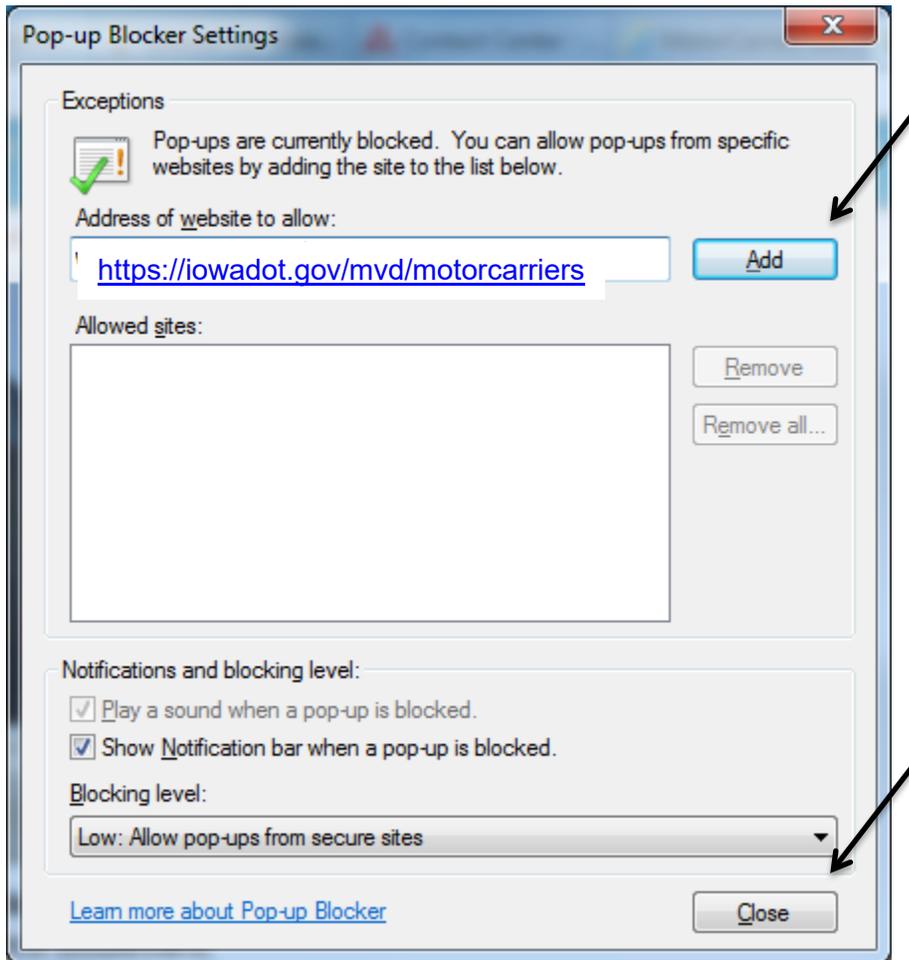
2. Select Tools, then select Pop-Up Blocker



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.

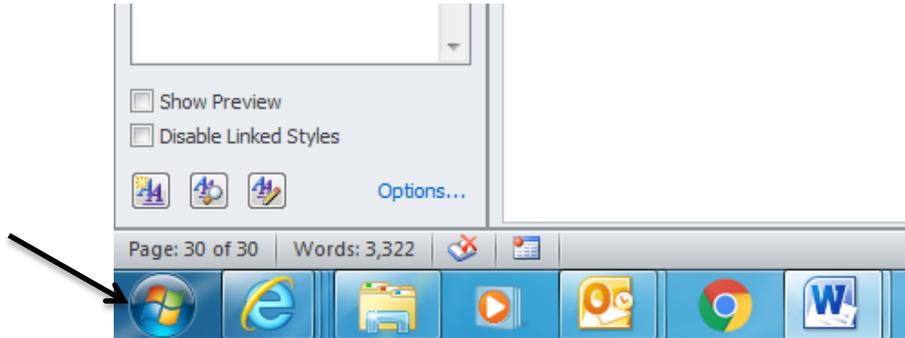


ADOBE READER SOFTWARE

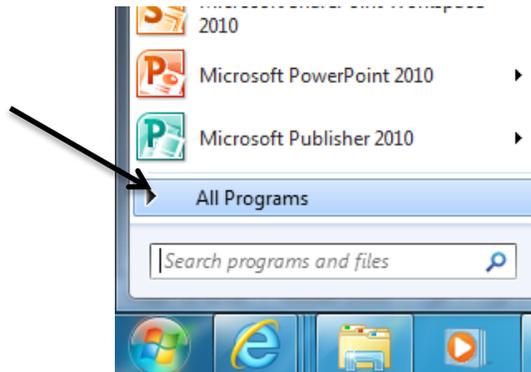
Adobe Reader is required to view forms and documents that are created within the application in PDF formats.

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

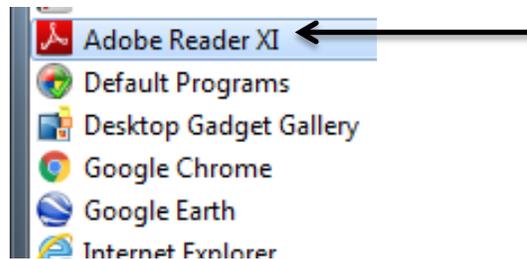
1. Click the Start button on your desktop.



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.