Vehicle Processing

In an IRP renewal, the **Renewal Vehicle Processing screen** appears where you can optionally add one or more vehicles, update one or more existing vehicles, or delete vehicles from a fleet.

To add a vehicle in an online transaction, the vehicle must be registered in Ontario and in the current owners name. If you wish to add a vehicle that requires an owner change (transfer) or is coming from out of province or country, contact the IRP Office.

Vehicle processing outside a renewal may be accessed through the **Vehicle menu tile** on the **IRP Site Map**:

```
<table>
<thead>
<tr>
<th>Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Vehicle</td>
</tr>
<tr>
<td>Replace Vehicle</td>
</tr>
<tr>
<td>Amend Vehicle With Fee</td>
</tr>
<tr>
<td>Amend Vehicle Without Fee</td>
</tr>
</tbody>
</table>
```

17 Vehicle
1. In the renewal transaction, the **Renewal Vehicle Processing screen** appears:
Add Vehicle

2. To add a vehicle, select Add Vehicle button (at the bottom of the screen) and click Continue.

Note: This is the same flow for the Add Vehicle Supplement.

Vehicle Details screen prompting for VIN search appears:
3. Enter VIN and click **Find**.

If the VIN is valid, **Vehicle Details screen** populated with the vehicle information:

![Vehicle Details screen](image)

4. Enter vehicle information in the following fields (in white) (you may use **Tab** key):

- **Vehicle Unit No** – Company identifier for the vehicle
- **Vehicle Type** - Select one of the following options from the drop-down
  - Bus
  - Truck
  - Truck Tractor
- **Financial Lessee** – enter, if exists
- **Seats** – entered for Vehicle Type – Bus only
- **IFTA Account No** – enter if different from the Fleet IFTA Account No.
- **Weight Group No** – The drop-down lists the valid/available weight group number(s) and associated max gross weight for the fleet. If you need to add a weight group, select **Weight Group** in the navigation bar/“breadcrumbs” at the top of the screen and the
Weight Group Selection screen will display. When you have updated weight groups, the system will return to the Vehicle Detail screen. See the tutorial/walkthrough document on weight group for more detailed instructions.

Insurance Expiry Date – enter the expiry date of the vehicle insurance, if expired, if different from fleet insurance

Insurance Company – enter the name of the insurance company, if different from fleet insurance

Policy No. – enter the policy number of the vehicle insurance, if different from fleet insurance

Purchase Price – enter the purchase price of the vehicle (full cost of the vehicle before tax)

Purchase Date – enter the purchase date of the vehicle
Combined axles (total number of axles on truck and trailer) - does not apply to bus or truck but will open up if “Truck Tractor” is selected

The following fields populate by the MTO internal system/application and cannot be changed (in blue):

Permit Number
VIN
Permit Jurisdiction
Owner RIN
Owner
Operating As
Owner Physical Address
Owner Mailing Address
Year
Make
Model
Vehicle Brand
LCS Body type
LCS Vehicle Status
Colour
Vehicle Cylinders
Fuel Type
Number of axles and combined axles
  - Axles – populates automatically
  - Combined Axles – is populated based on the values for Vehicle Type (for Bus and Truck) and Axles. User must
enter the value manually if the Vehicle Type is Truck Tractor.

Empty Weight

5. Add a comment using the **Comment button** if necessary.

6. When vehicle information is complete, click **Proceed**.

7. **Vehicle Details Validation screen** appears with completed vehicle information. Review vehicle information:
8. Click **Continue** to save the added vehicle.

9. Add more vehicles if required or click **Done** to return to the **Renewal Vehicle Processing screen**.

**Update Vehicle**

1. On the **Renewal Vehicle Processing screen** (see page 2 for illustration), click the **Update Vehicle Information button** and then click **Continue**.
2. **Vehicle Details screen** appears:

![Vehicle Details screen](image)

01 Vehicle Details screen

![Vehicle Details screen](image)

02 Vehicle Details screen
03 Vehicle Details screen

04 Vehicle Details screen

05 Vehicle Details screen
06 Vehicle Details screen

3. Select the vehicle by entering the unit number, VIN, or plate number. Click **Find**.

4. Vehicle information displays. Update vehicle information as necessary (white fields only, as in Add Vehicle above) and click **Continue**.

5. **Vehicle Details Validation screen** appears (see step 7 in Add Vehicle above for illustration). Review all vehicle information and click **Continue** to save the updated vehicle.

6. Select another vehicle to update or click **Done**.

**Delete Vehicle**

1. On the **Renewal Vehicle Processing screen** (see page 2 for illustration), click the **Delete Vehicle button** and then **Continue**.

2. **Vehicle Details screen** appears.
A list of vehicles appears in the **List of Active Vehicles** at the bottom of the screen.

If the list contains many vehicles, you may search for the required vehicle by entering the unit number, VIN, or plate number and clicking **Find**.

3. Select the vehicles to delete by using the checkbox to the left.

More than one vehicle can be deleted at the same time as long as they are both displayed on the same screen.

4. **Plate return field** opens up. Select **No** from the drop-down list in the **Plate Return field** (the only option):

Click **Continue**.

5. **List of Active Vehicles** displays:

Review list and click **Continue**.

6. Delete another vehicle, or click **Done** when you are finished.
Check Registration

Use **Check Registration** button to determine if any of the vehicles you are renewing have an unattached plate in the MTO system:

1. **Check Registration** button appears on the **Renewal Vehicle Processing** screen:

![Renewal Vehicle Processing Screen](image)

2. Click **Check Registration** to determine if any of the vehicles you are renewing have an unattached plate in the MTO system.

3. List appears.

   If any vehicles have an unattached plate, determine if they should be deleted from the renewal.

   If the plates should be renewed, make note of the unattached plate(s) and inform the IRP Office.

Update from Previous Year

On the **Renewal Vehicle Processing screen** (see page 1 for illustration), there is a button: **Update from Previous Year**. This feature may save you time, but you should understand how the feature works before you use it.
The **Update from Previous Year button** is only to be used if you have started your renewal and then created a transaction in the current renewal period (prior to the effective date of the renewal) and require to update the renewal with that transaction. Please ensure the transaction is closed before clicking **Update from Previous Year** in your renewal to prevent system issues and delays in completing your renewal.

If the Update from Previous Year is successful (if a closed transaction was completed after creating the renewal), you will receive a confirmation message.

If the Update from Previous Year is not successful, you will receive the message "**No update found from the previous year.**"

**Corrections**

To see a list of the vehicles that have been changed or deleted during a renewal, select **Veh List** on **Vehicle Selection Details Validation screen**. Change or cancel the updates as necessary:

1. To select a vehicle, click link to the left of **Unit No.**:

2. Screen populates with vehicle information. The transaction type (add/update/delete) is displayed under **Service Type IND** (last column):

3. Make changes as required:

   Once you have selected a vehicle that has been added, amended or changed, you can make further changes to that vehicle.

   You can also cancel the change altogether by clicking **Cancel Vehicle**. This button cancels the change (an added vehicle will be
removed, an updated vehicle will no longer be updated, a deleted vehicle will be added back to the renewal)

4. Click **Continue**.

5. Verification screen appears. Click **Continue**, and process more vehicles if required.

6. When finished, click **Done**.