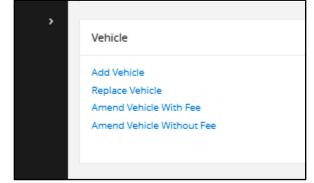
# Vehicle Processing

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 <u>and</u> 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**:



17 Vehicle

Ministry of Transportation Ontario

# Procedure: Vehicle Processing

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

Activat	2 Floor	Dittance Wgt	- Croup	Sencia	area a	7 Payment	Credentials	INQUIRIES Q		
Renewal Vehic	cle Processi	ng		KELSEY, CHASE	Account#: 41875	Fleet#: 002	Expiry Month	Near.: 09 / 2022		Renewal
Vehicle Details	5									
Amended Vehicles			Added V	ehicles			0	le		
Renewed Vehicles										
		O Add	Wehicle (	UPDATE VEHICL	E INFORMATION	O DELETE VE	HCLE			
	ntinue	Update From Previou	s Year	Check Registra		lone	Cancel	Exit	•	

23 Renewal Vehicle Processing

# 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:

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Clerit bestioned	Vehicle Details - Re	new Fleet							
et sonta 🔹 🔹			NCY PANTS TRUCKIN	IG INC. Accountil: 56210	Fleet#: 001	Expiry Monthry	68r.: 12 / 2022	Supplement#: 000	+
Enterprise BP	Vehicle Search Criter	ia							
A Support >	VIN		System VI	N					
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	Supplements Details								_
	No. of Vehicles								
	2								
	Vehicle Details								_
	Permit Number		VIN (require	*0		Permit Juris	diction (required)		
	Owner RIN (required)		Owner			Operating A	les.		

Ministry of **Transportation Ontario** 

3. Enter VIN and click **Find**.

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

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NE Arrest 2010/2021	Vehicle Details		
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	Owner RIN (required)	Owner	Operating As
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	Vehicle Cylindlers	Fast Type(replied)	Unit No. (require)
	4	0 GISSING	
	Vehicle Type (equies)	Financial Lesson	Axles (regulated)
	ſ	•	

- 12 Vehicle Details screen
- 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 dropdown

- o Bus
- o Truck
- o 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

Ministry of **Transportation Ontario** 

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:

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13 Vehicle Details Validation screen



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- 14 Vehicle Details Validation screen
- 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:

Account	2 Fast	Distance Region		3 Millio	s print	7 Payment	E Crestentais	BNQUEBES Q +	
Vehicle Details	5		KEL	SEY, CHASE	Account#: 41875	Fleet#: 002	Expiry Month	Year.: 09 / 2022	Renewal Supplement#: 000  +
Change Vehicle	e Details								
Unit No.			VIN				Plate No.		
9 9									
System VIN			Find						
Supplements D	Details								
No. of Vehicles									

01 Vehicle Details screen

Vehicle Details		
Permit Number	VIN (required)	Permit Jurisdiction (required)
Owner RIN (required)	Owner	Operating As
Owner Physical Address	Owner Mailing Address	Year
Make	Model	Vehicle Brand
LCS Body Type	LCS Vehicle Status	Colour

02 Vehicle Details screen



Vehicle Cylinders	Fuel Type (required)	Unit No. (required)
Vehicle Type (required)	Financial Lessee	Axles (required)
Combine Axles (required)	Seats	IFTA Account No.
Empty Weight (required)	Weight Group No. (required)	Insurance Expiry Date (required) 30/09/2021
Insurance Company (required) ALLEN INSURANCE	Policy No. (required)	Purchase Price (required)

#### 03 Vehicle Details screen

Purchase Dat		Factory Price	Purchase Location
Ontario Taxat	sle Price	HST Sales Type	HST Number
Seller Dealer	Number	Seller Dealer Override Number	Buyer Dealer Number
Buyer Dealer	Override Number	HST Exemption Code	Charge Replace Vehicle Permit
Charge Re	place Validation SEcker	Plate Disposition	Use Existing Place

#### 04 Vehicle Details screen

Documentation Requirements Fo	Colorado Traile	UT Special Truck	k
Y-YES	▼ N·ND	• N · NO	
CO Special Truck	MCO Provided		
N - NO	▼ N - NO	•	

#### 05 Vehicle Details screen



Ministry of

Transportation Ontario

- 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.

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15 Vehicle Details

<sup>06</sup> Vehicle Details screen

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

If the list contains <u>many</u> 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.

List of Active Vehicles								
sucr	UNITING II VIN		I PLATENO.	II PLATE KENARN III PLATE SIANUS III		DELETE DATE	U COMMONT	
ó.	103	ASCTESTVE-DODTODS	942197		URT-Unattached +	\$1.91/2022		

18 List of Active Vehicles

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

stuter	UNIT NO.	n we	TI PLATENO	T PLATE RETURN (1)	PLATE STATUS	DILETE DATE	COMMENT
a	Hos	+307ESTVE+000+008	963797	NO +	UAT - Unattached ·	01/01/2023	

Click Continue.

5. List of Active Vehicles displays:

NT NO.	VIN	PLATE NO.	PLATE RETURN	PLATE STATUS	DELETE DATE	COMMENT	
1.	ASD1837VEH0001003	PAILINT	10	U47 - Unattached	01/01/2022	10	

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:

Account	2 Floot	Dittance	WgtGroup	S Service	a strat	7 Payment	Credentials	INQUIRIES Q. +	
Renewal Vel	hicle Proce	ssing		KELSEY, CHASE	Account#: 41875	Fleet#: 002	Expiry Month	/Year.: 09 / 2022	Renewal
Vehicle Deta	ails								
Amended Vehic	les		Added	Vehicles			Deleted Vehic	ie	
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Renewed Vehicl	es								
1					/				
			_	~	/	0			
			Add Wehicle	O UPDATE VEH	LE INFORMATION	O DELETE VER	OCLE		
<	Continue	Update From	Previous Year	Check Registre	ntion D	Done	Cancel	Exit	•

- 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 <u>only</u> 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 <u>not</u> 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.**:



 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**.