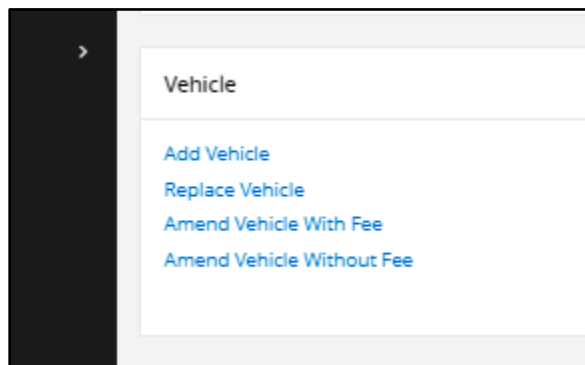


Vehicle Processing

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**:



17 Vehicle

Procedure: Vehicle Processing

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

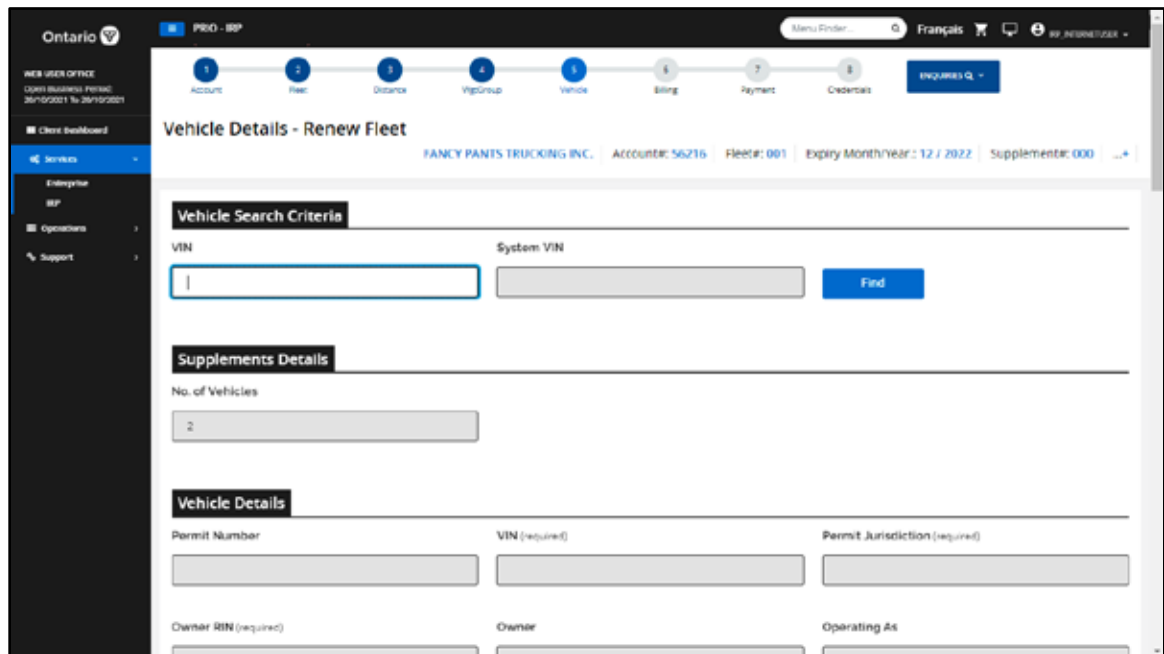
23 *Renewal Vehicle Processing*

Add Vehicle

- 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:



Ontario PRO - BP

Account Fee License Vigorosa **Vehicle** Billing Payment Credentials

Vehicle Details - Renew Fleet

FANCY PANTS TRUCKING INC. Account: 56216 Fleet: 001 Expiry Month/year: 12 / 2022 Supplements: 000 ...

Vehicle Search Criteria

VIN System VIN

Find

Supplements Details

No. of Vehicles

2

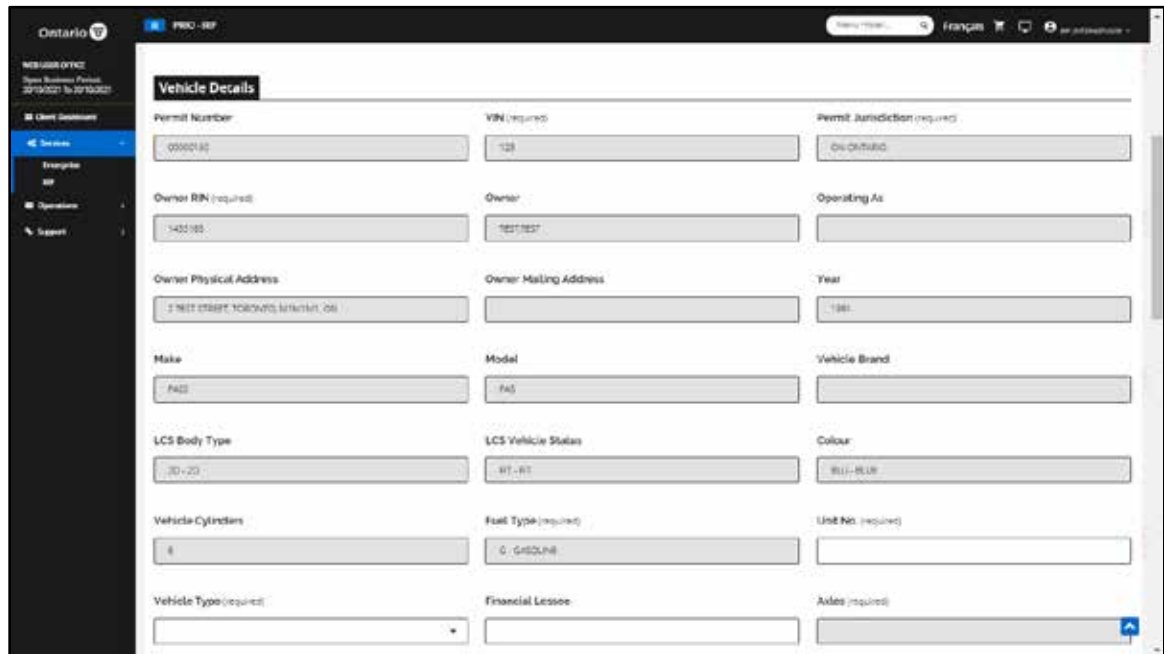
Vehicle Details

Permit Number VIN (required) Permit Jurisdiction (required)

Owner RIN (required) Owner Operating As

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

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



Vehicle Details		
Permit Number	VIN (required)	Permit Jurisdiction (required)
0000130	123	ON-OUTRIG
Owner RIN (required)	Owner	Operating As
1433183	TESTTEST	
Owner Physical Address	Owner Mailing Address	Year
1 TEST STREET, TORONTO, ONTARIO, ON		1981
Make	Model	Vehicle Brand
F432	F43	
LCS Body Type	LCS Vehicle Status	Colour
20+20	RT-RT	BLU-BLU
Vehicle Cylinders	Fuel Type (required)	Unit No. (required)
8	G-GASOLINE	
Vehicle Type (required)	Financial Lessee	Axles (required)

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 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

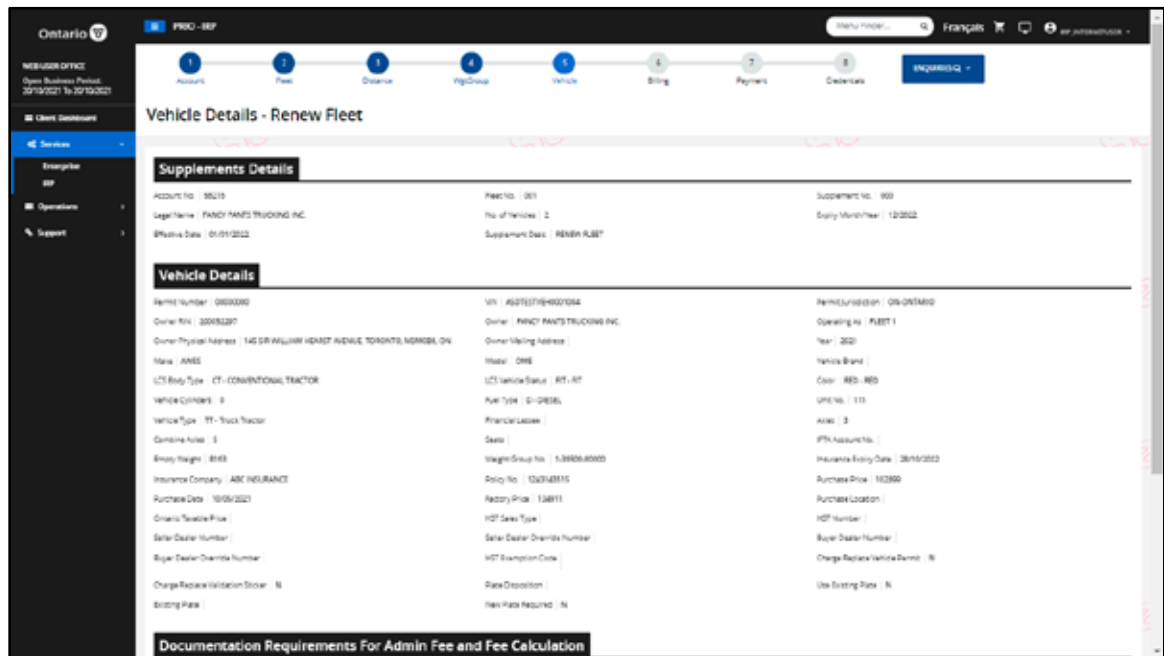
Number of axles and combined axles

- Axles – populates automatically
- Combined Axles – is populated based on the values for Vehicle Type (for Bus and Truck) and Axles. User must

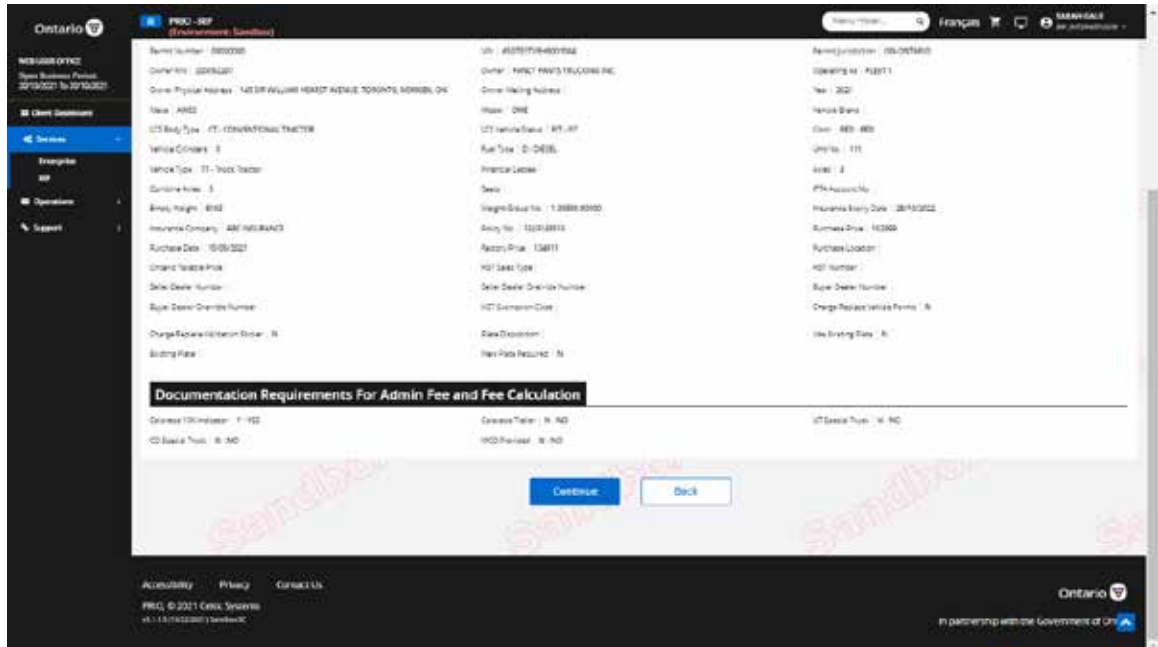
enter the value manually if the Vehicle Type is Truck Tractor.

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:



13 Vehicle Details Validation screen



The screenshot shows a web application interface for vehicle registration. The main content area is a form titled 'Vehicle Details Validation'. It contains several columns of input fields and labels, including:

- Vehicle Identification:** VIN (4J31F1H4000000000), Make (FIAT), Model (PANDA), Year (2011).
- Physical Address:** 4420 WILLOW HURST AVENUE TORONTO, ONTARIO, M3J 1K7.
- Vehicle Specifications:** Body Type (CONVENTIONAL TRACTOR), Vehicle Class (T1 - Tractor), Engine Power (3), Gross Weight (8162).
- Purchase Information:** Purchase Date (10/05/2011), Original Invoice Price, Sales Dealer Number, Super Dealer Certificate Number.
- Registration & Fees:** Licence Plate (N3481), Licence Class (T1), Licence Fee (111), Admin Fee (2), Licence Expiry Date (2015/02/02), Renewal Price (14300).
- Other Fields:** Licence Type (W-ND), Licence Status (N-ND), Licence Renewal (N-ND), Licence Fee (N-ND).

At the bottom of the form, there are two buttons: 'Continue' and 'Back'. The footer of the page includes 'Accessibility', 'Privacy', 'Contact Us', 'PRO, © 2011 Celsi Systems v.1.1.1 (1/12/2011) | 14664002', and 'Ontario' logo with the text 'in partnership with the Government of Ontario'.

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:

1 Account 2 Fleet 3 Distance 4 Registered 5 **Vehicle** 6 Billing 7 Payment 8 Credentials **INQUIRIES**

Vehicle Details Renewal

KELSEY, CHASE | Account#: 41875 | Fleet#: 002 | Expiry Month/Year.: 09 / 2022 | Supplement#: 000 | ...+

Change Vehicle Details

Unit No. VIN Plate No.

System VIN

Supplements Details

No. of Vehicles

1

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 <input type="text" value="0"/>	Fuel Type (required) <input type="text"/>	Unit No. (required) <input type="text"/>
Vehicle Type (required) <input type="text"/>	Financial Lessee <input type="text"/>	Axles (required) <input type="text"/>
Combine Axles (required) <input type="text"/>	Seats <input type="text"/>	IFTA Account No. <input type="text"/>
Empty Weight (required) <input type="text"/>	Weight Group No. (required) <input type="text"/>	Insurance Expiry Date (required) <input type="text" value="30/09/2021"/>
Insurance Company (required) <input type="text" value="ALLEN INSURANCE"/>	Policy No. (required) <input type="text" value="L364495464998"/>	Purchase Price (required) <input type="text"/>

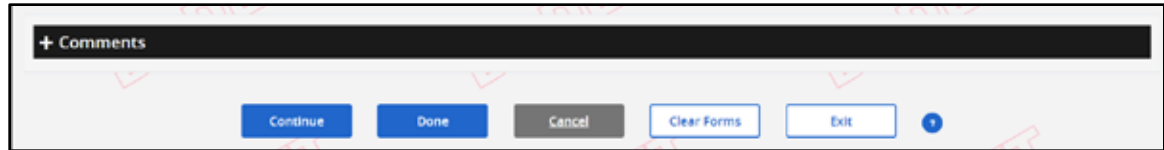
03 Vehicle Details screen

Purchase Date (required) <input type="text" value="DD/MM/YYYY"/>	Factory Price <input type="text"/>	Purchase Location <input type="text"/>
Ontario Taxable Price <input type="text"/>	HST Sales Type <input type="text"/>	HST Number <input type="text"/>
Seller Dealer Number <input type="text"/>	Seller Dealer Override Number <input type="text"/>	Buyer Dealer Number <input type="text"/>
Buyer Dealer Override Number <input type="text"/>	HST Exemption Code <input type="text"/>	<input type="checkbox"/> Charge Replace Vehicle Permit
<input type="checkbox"/> Charge Replace Validation Sticker	Plate Disposition <input type="text"/>	<input type="checkbox"/> Use Existing Plate

04 Vehicle Details screen

Existing Plate <input type="text"/>	<input type="checkbox"/> New Plate Required	
Documentation Requirements For Admin Fee and Fee Calculation		
Colorado Distance <input type="text" value="Y - YES"/>	Colorado Trailer <input type="text" value="N - NO"/>	UT Special Truck <input type="text" value="N - NO"/>
CO Special Truck <input type="text" value="N - NO"/>	MCO Provided <input type="text" value="N - NO"/>	
Documentation Requirement Tracking		
<input type="text"/>	<input type="button" value="Add"/>	

05 Vehicle Details screen

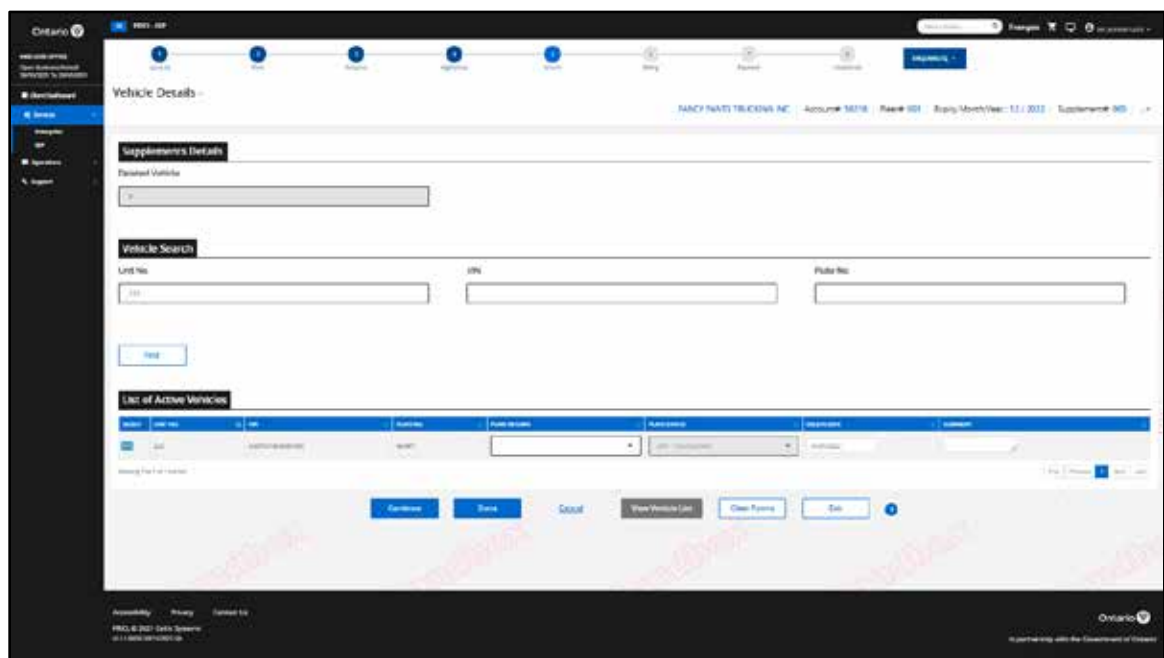


06 Vehicle Details screen

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.



15 Vehicle Details

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**.

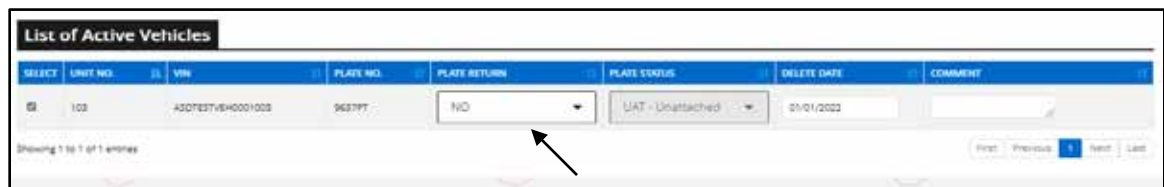
3. Select the vehicles to delete by using the checkbox to the left.

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



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):



Click **Continue**.

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



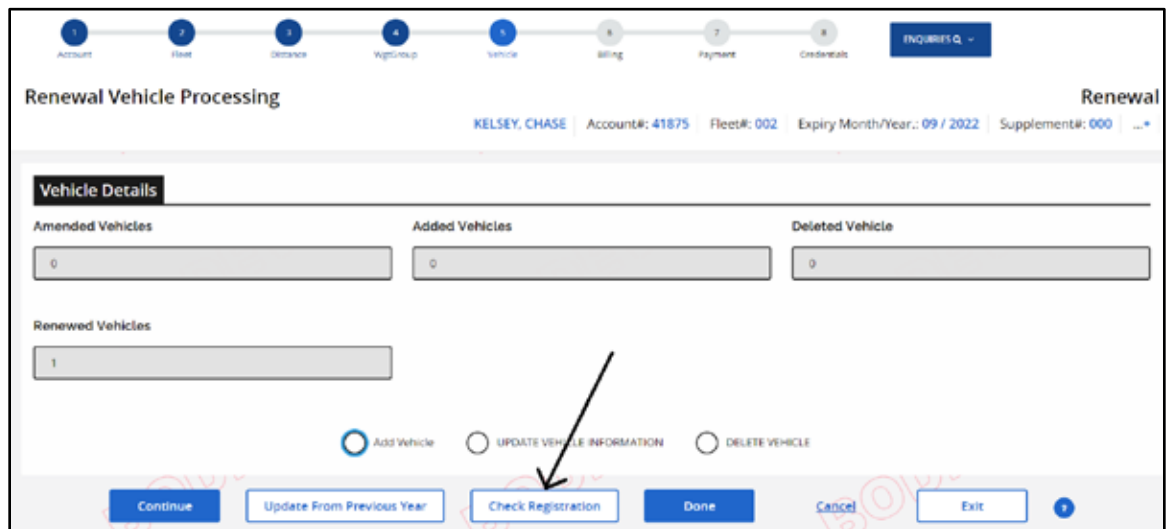
Review list and click **Continue**.

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:



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.:**



	UNIT NO.	VIN	PERMIT NUMBER	SYSTEM VIN	SERVICE TYPE IND.
	113	A52T8TVEH0001008	00000000	800084079	AMBI/VEHICLE (RTR/RES)

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



	UNIT NO.	VIN	PERMIT NUMBER	SYSTEM VIN	SERVICE TYPE IND.
	113	A52T8TVEH0001008	00000000	800084079	AMBI/VEHICLE (RTR/RES)

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**.