Web Processing

*Web Processing* is the last portion of the transaction—prior to internal review—where you

- upload documents and
- submit the transaction.

You may have left the transaction unfinished to gather documents. Use this procedure to pick up the transaction from that point.

Already Submitted

You cannot add any more documents once you have completed Web Processing and submitted your transaction. You can email additional documents to your local IRP Office. Please provide account, fleet and supplement information, in the body of the email, so the IRP office knows what transaction the documents belong to.
Step 1: Adding Documents

To return to a transaction and add documents:

1. Choose the method that applies to you:

<table>
<thead>
<tr>
<th>Method</th>
<th>How you started the transaction:</th>
<th>How you will finish the transaction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If you completed the transaction up to and including “vehicles” and then exited the transaction to gather documents,</td>
<td>use Continue IRP Transaction or Client Dashboard to return where you left off.*</td>
</tr>
<tr>
<td>2</td>
<td>If you completed the transaction up to the Web Processing screen before exiting to gather documents,</td>
<td>from the IRP Site Map, select Submit from the Web Processing tile menu:</td>
</tr>
</tbody>
</table>

* See separate walkthrough documents for details.
2. Web Processing – Submit screen appears:
03 Web Processing - Submit screen

Review the messages in pale blue at the top of the screen and take any action required. Note any information regarding billing and payment.

3. In the Service Location field, select the service location you wish to use from the drop-down list if different from the default location. Choose the office closest to you so you can pick up your cab cards.

4. Click +Comments to add any comments you may have for the IRP Office about the transaction.

5. If applicable to the transaction, upload documents as necessary in the Vehicle Document and Fleet Document panels.

For vehicle documents, you may submit documents for all vehicles, or for only specific vehicles:

**To submit documents for all vehicles:**

1. In the Vehicle Document panel, click Update all document type for all vehicles:
2. Select document type from the drop-down list:

3. Click the **Upload button**: Click **Browse**.

4. The **Upload File pop-up window** appears:

   Click **Browse**.
5. The **Browse Search pop-up window** appears:

![Image of Browse Search pop-up window]

Locate the file you wish to upload (remember, you are uploading this document for *all* vehicles).

6. The **Upload File pop-up window** reappears:

![Image of Upload File pop-up window]

Click **Upload**, and repeat to add more documents. Click **Done** when no more documents.
To submit documents for specific vehicles:

1. In the Vehicle Document panel, click Upload selected document type by selected vehicles:

   ![Image of Vehicle Document panel]

   A list of VINs appears: In the Vehicle Document panel, click Upload selected document type by selected vehicles that requires the document, or enter it in the VIN Search field:

   ![Image of Vehicle Document panel with VIN search field]

2. Select document type from the drop-down list:
3. Click **Browse** to select the file (see detailed steps above), and then click **Upload**:

![Upload Document Image]

Repeat the process to add more documents for this vehicle or another vehicle. Click **Done** when no more documents.

**Step 2: Submitting the Transaction**

7. When finished adding documents, click **Submit** (above the **Vehicle Document panel**) to finish the transaction:

![Submit Transaction Image]

The IRP Office will invoice you by email.

When you receive your invoice, proceed to the **Payment** walkthrough document.

If you are not making payment online, please contact the IRP office you submitted your transaction to and make arrangements for payment and to receive your credentials (e.g. cab card, plates, etc.).