Straight Renewal

The IRP Renewal process involves the following steps:

- Verify fleet information
- Enter fleet distance
- Add, change and delete vehicles
- Make payment (online or at IRP Office).

You can return to the account, fleet, distance, or weight group process by selecting the button on the navigation tab at the top of the screen at any time before invoicing. Double-click the word underneath the circle:

No Distance To Report

Renewals can only be completed through IRP online services if actual distance was accrued during the reporting period. If you do not have actual distance, please submit the renewal application forms to the IRP office with a statement explaining why your fleet doesn’t have actual distance.
Straight Renewal

1. Log on to **PRIO**. The **PRIO Client Dashboard** appears:

2. From the **Services** menu, click **IRP**:

---

**Image:**

- PRIO Client Dashboard
- IRP Client Dashboard
The **IRP Site Map** appears:

![IRP Site Map](image)

**03 IRP Site Map**

3. Select **Renewal** from the **Fleet menu tile**:

![Renewal in Fleet menu](image)

**04 Select Renewal**
Fleet Search window appears:

05 Fleet Search Window

Select a Fleet

4. To select a fleet, in the Fleet Search Window, enter

- Account number
- Fleet number (optional)
- Fleet Expiry Year (the year that is being renewed—not the current year) (optional)

and click Continue.
5. The **Fleet List** appears:

![Fleet List Image]

Select the required fleet and click **Continue**.

### Client Information

6. After selecting a fleet, the **Client Details screen** appears:

![Client Details Image]
If any information is incorrect, contact Commercial Vehicle Operator's Registration (CVOR) office at

**cvor@ontario.ca**

1 800-387-7736 or 416-246-7166
7. If all information is correct, click **Continue** to proceed with the renewal.

**Client Details Verification screen** appears:

8. Click **Continue**.
Fleet Details

9. After clicking **Continue** on the **Client Verification screen**, the **Fleet Details screen** appears.

The screen displays fleet information from the previous year (except legal name and physical address, which are taken from the customer record):

![Fleet Details Screen](image-url)

**05 Fleet Details**

- **Cell Phone No.**
- **Fax No.**
- **CVOR**
- **BN**
- **USDOT No.**
- **Commodity Class**
- **Service Location**
- **Effective Date**
- **Expiry Date**
- **First Operated**
- **Wyoming Indicator**
- **Insurance Expiry Date**

**06 Fleet Details**

- **Change Vehicle Insurance Company**
- **No IFTA Account**
10. Review the fleet information. Note that in this tutorial/walkthrough, most information will not need to be changed but please verify insurance and expiry date. Click Continue.

11. A message regarding insurance will most likely appear. Update insurance information and proceed.
12. When the fleet information is correct, click **Continue**.

**Fleet Details Verification screen** appears:

![Fleet Details Verification screen image]

09 **Fleet Verification Details**

13. Review information and click **Continue**.
Distance

14. After clicking **Continue** on the **Fleet Verification screen**, the **Distance Details screen** appears:

![Distance Details Screenshot]

**Distance Details**

- **Reporting Period From**: 01/07/2020
- **Reporting Period To**: 30/06/2021
- **Estimated Distance**
- **Actual Distance**
- **Total Fleet Distance**
- **Do you have actual distance for the reporting period?**
  - Yes
  - No
- **Distance Type**
  - A - Actual

**11 Distance Details**

Entries reporting actual distances are being reported, you must enter all the distances accumulated during the distance reporting period.

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<th>DISTANCE (MILES)</th>
<th>PERCENT</th>
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**12 Distance Details**

Entries reporting actual distances are being reported, you must enter all the distances accumulated during the distance reporting period.
### 13 Distance Details

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</tbody>
</table>

### 14 Distance Details

- **Document Collection**
  - [ ] Scan Now
  - [ ] Scan Later (processed later from queue)
  - [ ] No Scan Required

- **Estimated Distance Declaration**
  - N: NOT REQUIRED

- **Initial Registration Distance Declaration**
  - N: NOT REQUIRED
15. Review and update distance information as necessary:
   - If you have no distance to report, click **Cancel** to cancel the renewal and contact IRP Office.
   - If you have actual distance to report, click **Yes** for “Do you have actual distance for the reporting period?” (button defaults to **Yes**)

16. Enter actual distance **in kilometers** in each jurisdiction field and press **Enter**. Note that the system calculates total distance.
   - If any error messages appear below the Navigation Tab at the top of the screen, correct distance information as necessary.

17. Review individual distances for all jurisdictions and ensure that all is correct.
   - Your fees are based on distance and errors that require correction can result in delays, and possibly an audit.

18. When the distance information is correct, click **Continue**.

**Distance Details Verification screen** appears:
16 Distance Details Verification

Review distance information and click **Continue** to proceed to weight.
Weight Group

19. **Weight Group Selection Details screen** appears:

![](image)

*17 Weight Group Selection Details screen*

Click **Done** to proceed to **Renewal Vehicle Processing screen**.

- No action is required in Weight Group to complete a renewal transaction.
Vehicles

20. **Renewal Vehicle Processing screen** appears:

![Renewal Vehicle Processing screen]

18 **Renewal Vehicle Processing**

- **Click Done.**

- No action is required in Vehicles to complete a renewal transaction.

21. **Confirm Vehicle Emissions Test screen** appears:

![Confirm Vehicle Emissions Test screen]

19 **Confirm Vehicle Emissions Test screen**
Review information. Click **Acknowledgement** button at bottom of screen and then click **Continue**.

If emissions tests are required for any vehicles, you must provide them to the IRP office with your payment, otherwise credentials (validation stickers and cab cards) will not be issued for those vehicles.

**Web Processing**

**Web Processing** is the last step prior to internal review by MTO’s IRP staff. Once submitted, your transactions are locked. If all information is correct and all required documents have been submitted, IRP staff will generate your fee notice and unlock your transaction for payment and arrangements can be made to obtain your validation stickers and cab cards. If any information needs to be corrected or any documents are missing, you will be notified via comment and you will also receive an email.

When you are ready, use **Web Processing** to attach documents and submit your renewal application to MTO’s IRP Office. You may exit the application at this point to submit later (and your work will be saved) or you can submit now.
See the separate walkthrough document *Web Processing* if you wish to leave the renewal and submit later.

22. **Web Processing – Submit screen** appears:
Review the messages in pale blue at the top of the screen and take any action required. Note any information regarding billing and payment.

23. 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.

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


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:

![Document Type]

3. Click the **Upload button**:  

![Upload button]

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

![Upload File pop-up window]

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

![Browse Search pop-up window](image1)

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

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

![Upload File pop-up window](image2)

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](image1.png)

   - A list of VINs appears: click the VIN that requires documents, or enter it in the VIN Search field:
     ![Image](image2.png)

2. Select document type from the drop-down list:
   ![Image](image3.png)
3. Click **Browse** to select the file (as given above), and then click **Upload**: 

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

**Submitting the Renewal**

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

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.).