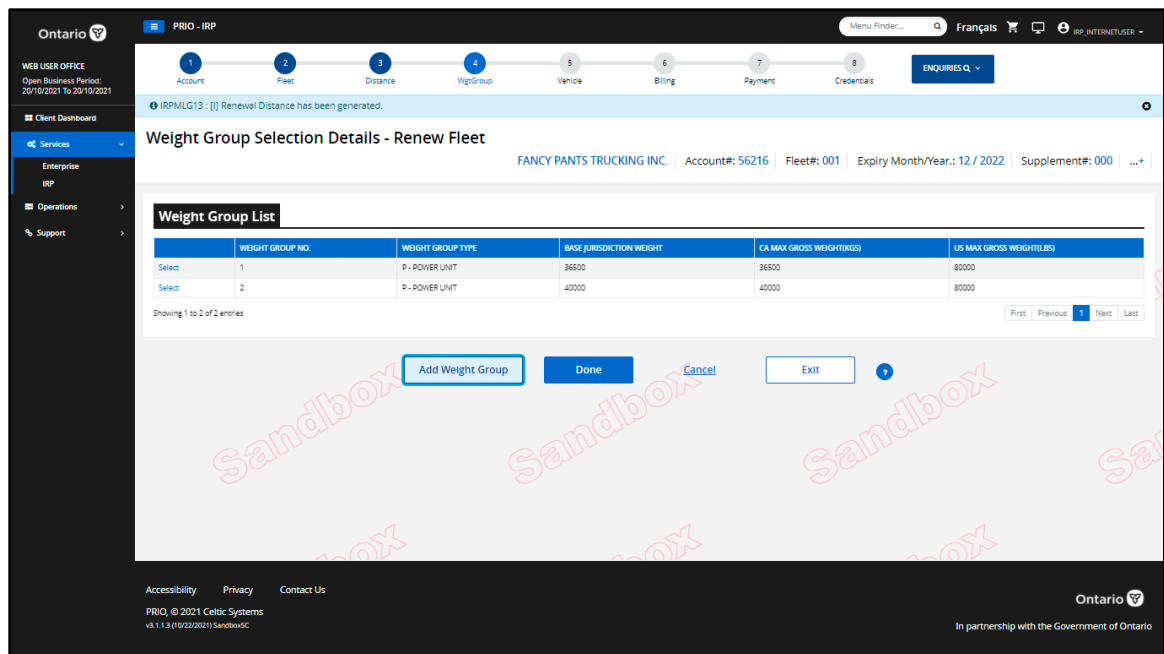


Add or Change a Weight Group

In an IRP transaction, the **Weight Group Selection Details screen** may appear where you can add or delete a weight group, or change weight group information. All vehicles in each weight group will be affected.

1. The **Weight Group Selection Details screen** appears in several transactions:

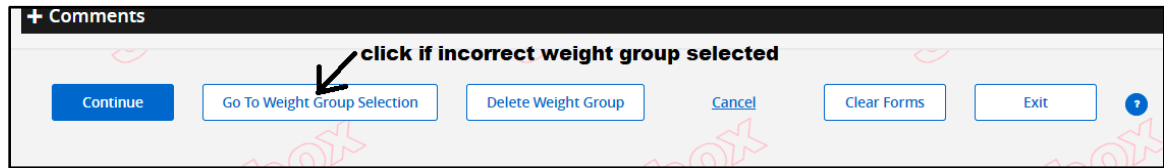


17 Weight Group Selection Details screen

Change Weight Group

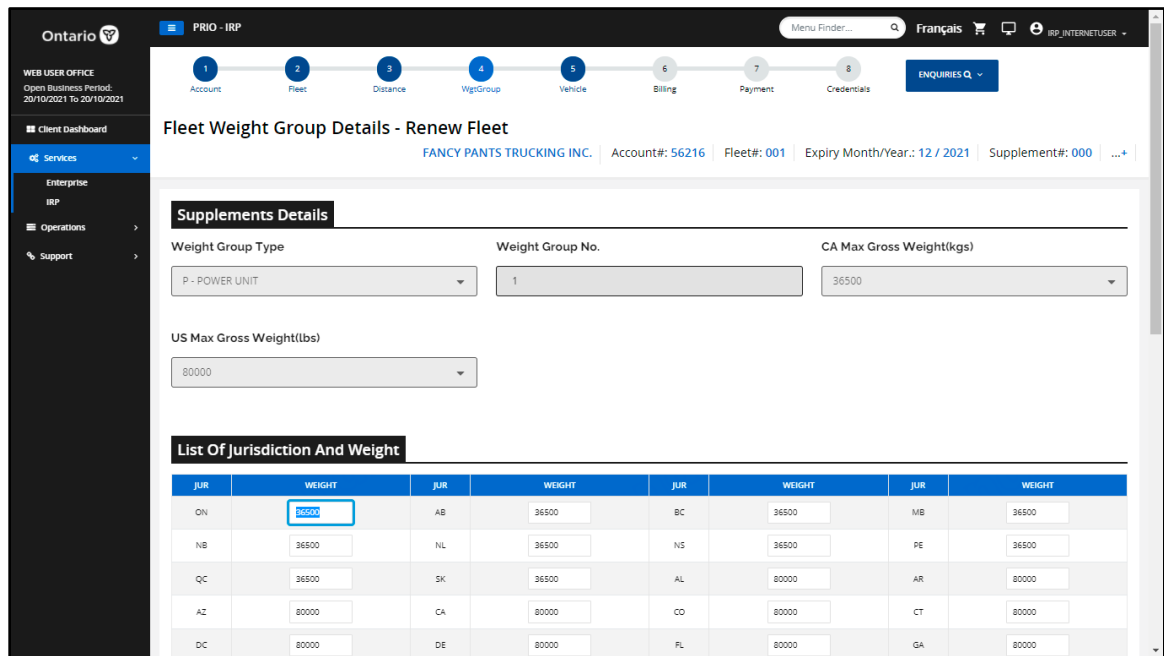
1. Review the weight groups listed at the bottom of the **Weight Group Selection Details screen**.
Click **Select** to the left of the weight group you wish to change.
2. **Fleet Weight Group Details screen** appears.
 - If you have selected the **incorrect** weight group, **do not click Continue** but instead click the **Go To Weight Group Selection button** at the bottom of the screen to return to the **Weight Group Selection Details Screen**. Clicking **Continue**

will inform the system that changes have been made, even if nothing was changed:

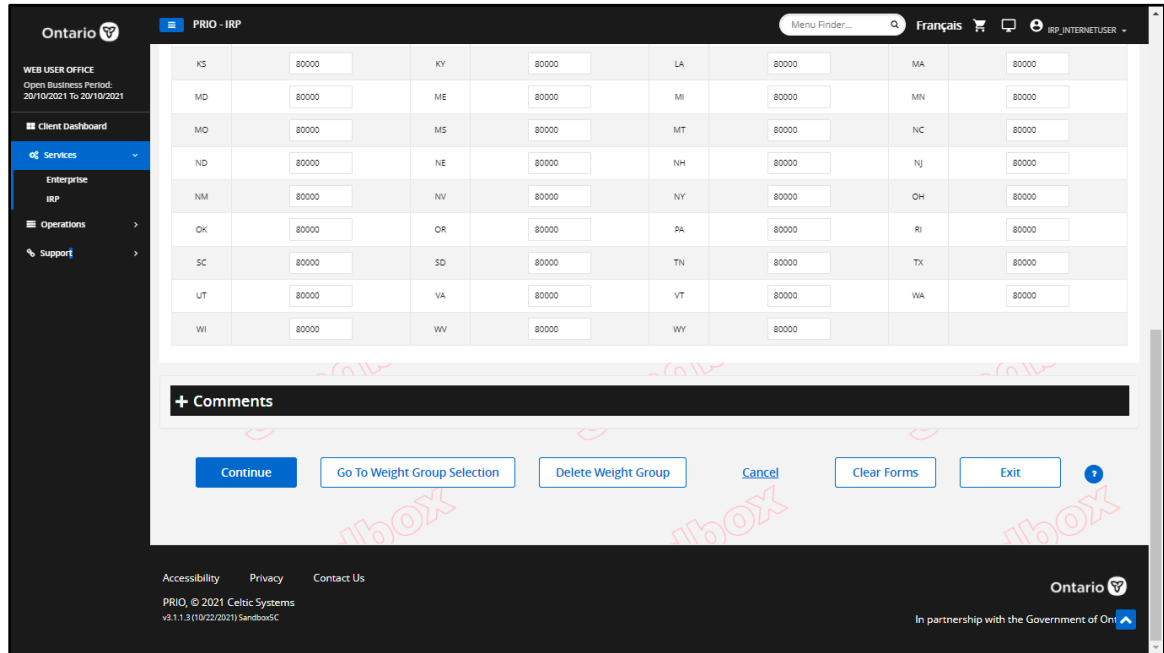


07 Incorrect Weight Group

Fleet Weight Group Details screen:



01 Weight Group Details screen



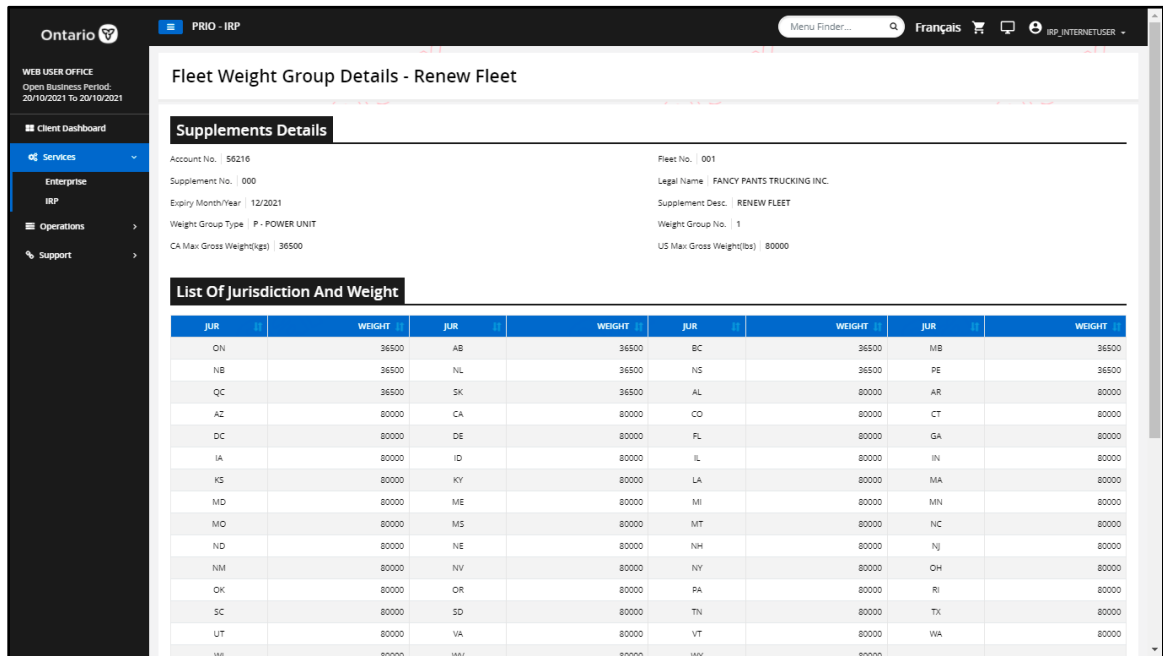
02 Weight Group Details screen

3. Change the jurisdiction weights as required.

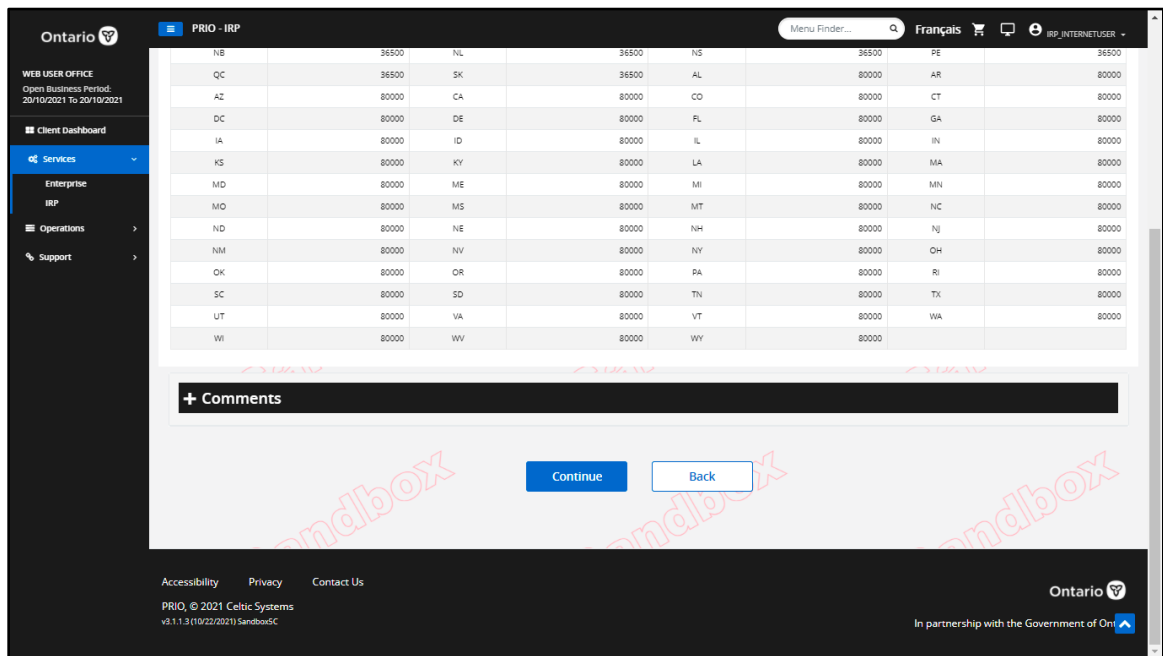
- If a weight is outside the 10% variance, a warning message displays in the message area at the top of the verification screen. Enter a comment to explain the variance by clicking **+Comment**.
- Comments explaining a 10% weight variance will be reviewed by IRP staff and must be a valid reason for approving the weight group.

Click **Continue**.

4. **Fleet Weight Group Details screen** reappears showing updated weights:



03 Fleet Weight Group Details screen



04 Fleet Weight Group Details screen

When finished, click **Continue** to return to the **Weight Group Selection Details screen**.

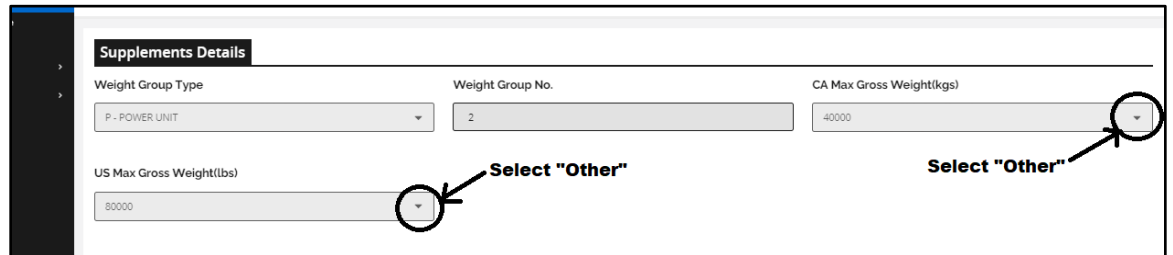
5. Click **Done** to proceed to **Renewal Vehicle Processing screen** (or whichever screen is next in your originating transaction).

Add Weight Group

- Review Weight Group Selection Details screen and if you require a new weight group, click Add Weight Group button at the bottom of the screen.

Fleet Weight Group Details screen appears (see page 1 for illustration).

- Select the maximum gross weight for the weight group from the drop down list (either CA or US).
 - If the weight is not listed, select **Other** from the dropdown menu for CA Max Gross Weight (kgs) and/or US Max Gross Weight (lbs) and enter the required weight in the new blank field that appears:



The screenshot shows the 'Supplements Details' screen with the following fields:

- Weight Group Type: P - POWER UNIT
- Weight Group No.: 2
- CA Max Gross Weight(kgs): 40000
- US Max Gross Weight(lbs): 80000

Arrows point to the dropdown menus for CA Max Gross Weight(kgs) and US Max Gross Weight(lbs) with the label "Select 'Other'".



CA Max Gross Weight(kgs)

Other



US Max Gross Weight(lbs)

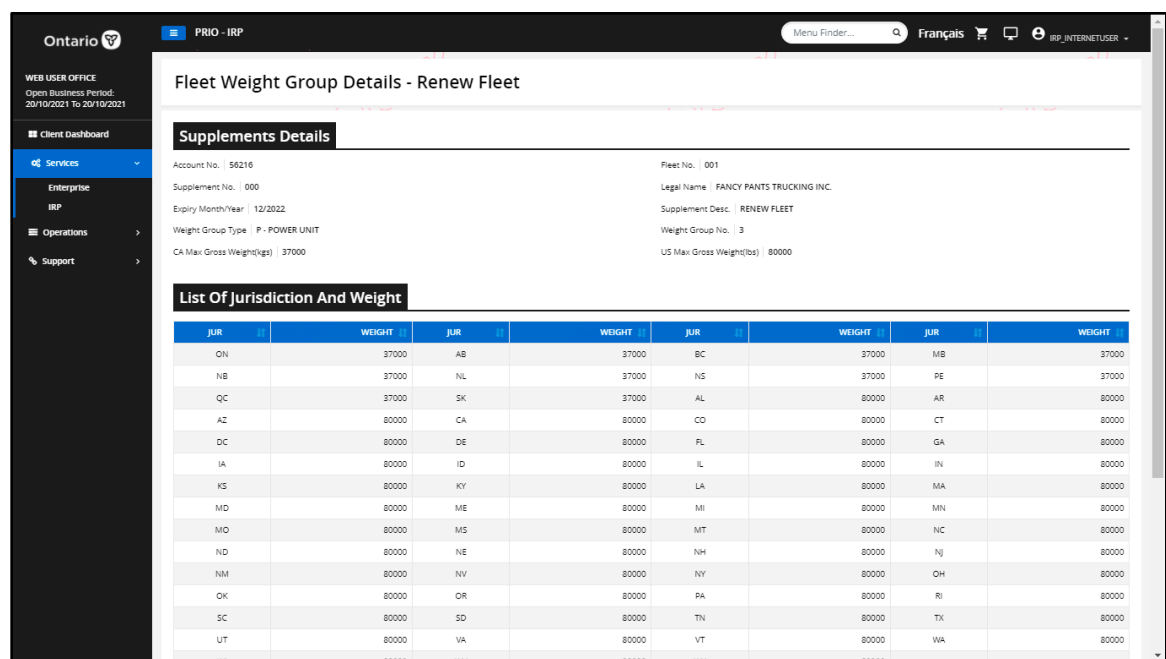
Other

- If any of the jurisdictions have a different weight, enter the weight for that jurisdiction in the jurisdiction list.
- Click **Continue** to populate the weights for the remaining jurisdictions. Change as necessary.
 - If a weight is outside the 10% variance, a warning message displays in the message area at the top of the verification

screen. Enter a comment to explain the variance by clicking **+Comment**.

- Comments explaining a 10% weight variance will be reviewed by IRP staff and must be a valid reason for approving the weight group.
- If the weight exceeds the maximum allowed in that jurisdiction, the system automatically sets the weight to the maximum allowed and displays a warning message.

9. **Fleet Weight Group Details screen** reappears showing details for new weight group:



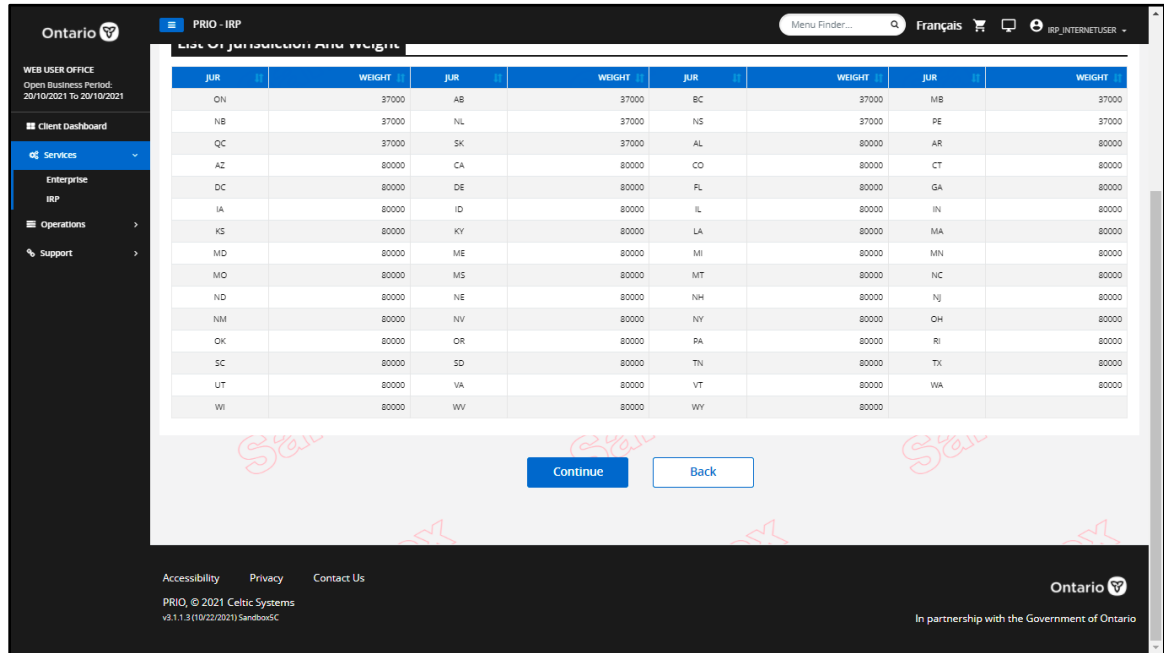
Supplements Details

Account No. | 56216 Fleet No. | 001
 Supplement No. | 000 Legal Name | FANCY PANTS TRUCKING INC.
 Expiry Month/Year | 12/2022 Supplement Desc. | RENEW FLEET
 Weight Group Type | P - POWER UNIT Weight Group No. | 3
 CA Max Gross Weight(kgs) | 37000 US Max Gross Weight(lbs) | 80000

List Of Jurisdiction And Weight

| JUR | WEIGHT | JUR | WEIGHT | JUR | WEIGHT | JUR | WEIGHT |
|-----|--------|-----|--------|-----|--------|-----|--------|
| ON | 37000 | AB | 37000 | BC | 37000 | MB | 37000 |
| NB | 37000 | NL | 37000 | NS | 37000 | PE | 37000 |
| QC | 37000 | SK | 37000 | AL | 80000 | AR | 80000 |
| AZ | 80000 | CA | 80000 | CO | 80000 | CT | 80000 |
| DC | 80000 | DE | 80000 | FL | 80000 | GA | 80000 |
| IA | 80000 | ID | 80000 | IL | 80000 | IN | 80000 |
| KS | 80000 | KY | 80000 | LA | 80000 | MA | 80000 |
| MD | 80000 | ME | 80000 | MI | 80000 | MIN | 80000 |
| MO | 80000 | MS | 80000 | MT | 80000 | NC | 80000 |
| ND | 80000 | NE | 80000 | NH | 80000 | NJ | 80000 |
| NM | 80000 | NV | 80000 | NY | 80000 | OH | 80000 |
| OK | 80000 | OR | 80000 | PA | 80000 | RI | 80000 |
| SC | 80000 | SD | 80000 | TN | 80000 | TX | 80000 |
| UT | 80000 | VA | 80000 | VT | 80000 | WA | 80000 |

05 Fleet Weight Group Details screen



06 Fleet Weight Group Details screen

10. Click **Continue** again.
11. **Weight Group Selection Details screen** reappears. Review the information and click **Done** to proceed with your transaction (e.g., Vehicle Processing, if you are in Renewal).