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:

![Weight Group Selection Details screen](image)

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
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:

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

6. 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).

7. 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:

   ![Image of Weight Group Selection Details screen with CA and US Max Gross Weight fields]

   - If any of the jurisdictions have a different weight, enter the weight for that jurisdiction in the jurisdiction list.

8. 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:

![Fleet Weight Group Details - Renew Fleet](image)

Fleet Weight Group Details - Renew Fleet

Supplements Details

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</tr>
</tbody>
</table>

05 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).