Amend Vehicle With Fee

Use this transaction to update the vehicle weight information for an existing vehicle in a fleet.

Note: You may only update a vehicle in an online transaction that is registered in the current owner’s name. If a vehicle requires an owner change (transfer)—including a lease buyout—, contact the IRP office to process the Amend Vehicle transaction.

To add a weight group, follow the procedure in Add or Change a Weight Group (separate document).

Procedure

1. From the Vehicle Tile on the IRP Site Map, click Amend Vehicle With Fee:

   ![Vehicle Tile](image-url)
Screen displays message “You may quit from any point in the transaction. Go to Web Processing, Submit menu option, and press Submit if you want to submit the supplement for review by MTO. After selecting Submit, you will not be able to change supplement and information without contacting MTO.”

2. Enter the fleet search information that you have available:

- Account number
- Fleet number
- Fleet expiry year
- Supplement Effective date.

The supplement effective date defaults to the current date. Change if necessary.
3. Click **Continue**. List of fleets appears at bottom of screen:

Click selection button of the required fleet.

4. **Vehicle Details screen** appears:

01 Amend Vehicle with Fee
02 Amend Vehicle with Fee

03 Amend Vehicle with Fee
04 Amend Vehicle with Fee

5. On the **Vehicle Details screen**, select the vehicle by entering the unit number, VIN, or plate number. Click **Find**.

Vehicle information appears. Confirm that correct vehicle is selected.
6. You may update one or more of the following fields (white fields) if required:

   • Unit no.
   • Combined axles (only if the vehicle type is truck tractor)
   • Weight group no.
   • IFTA account no.
   • Insurance expiry date
   • Insurance company
   • Policy no.

7. To change weight group, from the drop-down list in the **Weight Group No.** field, select the new weight group:

8. Click **Continue**.

9. **Vehicle Details Validation screen** appears. Review all vehicle information and click **Continue** to save the updated vehicle.

10. Select another vehicle to update or click **Done** to proceed to **Emissions screen**.
Cancel an Update

In this transaction, you can cancel an update you have processed (and saved) on a vehicle from the supplement. To cancel an update:

1. Click **View Vehicle List** at bottom of **Vehicle Details screen** (step 4 above).
   
   A vehicle selection list appears.

2. Select the vehicle to cancel.

3. Once the vehicle is displayed, click **Cancel** to delete the update on that specific vehicle from the supplement.