

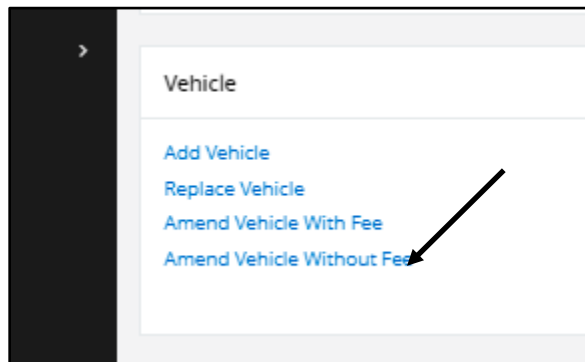
# Amend Vehicle Without Fee

Use this transaction to update a vehicle and charge only base jurisdiction administrative fees (IRP fee-related changes are not made). Changes allowed in this transaction are changes to unit number and vehicle insurance information.

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.

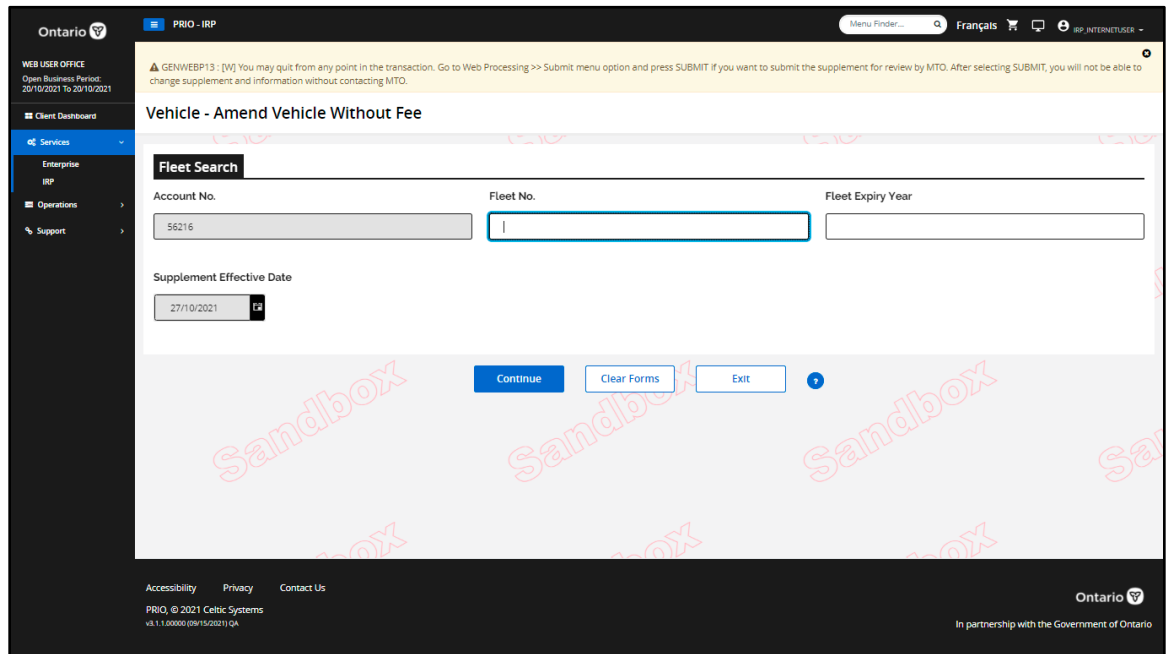
## Procedure





1. From the **Vehicle Tile** on the **IRP Site Map**, click **Amend Vehicle Without Fee**:



**Amend Vehicle Without Fee screen** appears displaying 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.”



Ontario  Prio - IRP Menu Finder... Français    IRP\_INTERMUTUSER

WEB USER OFFICE  
Open Business Period:  
20/10/2021 To 20/10/2021

Client Dashboard

Services

Enterprise  
IRP  
Operations  
Support

Vehicle - Amend Vehicle Without Fee

Fleet Search


Account No. 55216 Fleet No. 1 Fleet Expiry Year

Supplement Effective Date 27/10/2021

Continue Clear Forms Exit

Accessibility Privacy Contact Us

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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:

The screenshot shows the 'Vehicle - Amend Vehicle Without Fee' interface. It includes a 'Fleet Search' section with input fields for 'Account No.' (56216), 'Fleet No.', and 'Fleet Expiry Year'. Below these is a 'Supplement Effective Date' field set to 27/10/2021. At the bottom of the form are 'Continue', 'Clear Forms', and 'Exit' buttons. A table below displays search results:

|                          | ACCOUNT NO. | FLEET NO. | FLEET EXPIRY MONTH | FLEET EXPIRY YEAR | FLEET TYPE | FLEET STATUS |
|--------------------------|-------------|-----------|--------------------|-------------------|------------|--------------|
| <input type="checkbox"/> | 56216       | 001       | 12                 | 2021              | FOR        | A-ACTIVE     |
| <input type="checkbox"/> | 56216       | 001       | 12                 | 2022              | FOR        | A-ACTIVE     |

Showing 1 to 2 of 2 entries. Navigation: First, Previous, 1, Next, Last.

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Click selection button of the required fleet.



4. **Vehicle Details** screen appears:

The screenshot shows the 'Vehicle Details' screen. At the top, a progress bar indicates steps: 1. WgtGroup, 2. Vehicle, 3. Billing, 4. Payment, 5. Credentials. The current step is 'Vehicle'. The page title is 'Amend Vehicle Without Fees'. Below the title, user information is displayed: KELSEY, CHASE | Account#: 41875 | Fleet#: 001 | Expiry Month/Year: 08 / 2022 | Supplement#: 003. The main section is titled 'Change Vehicle Details' and contains input fields for 'Unit No.', 'VIN', and 'Plate No.'. Below these is a 'System VIN' field with a 'Find' button. The 'Supplements Details' section shows 'No. of Vehicles' with a value of 0.

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| Vehicle Details                |                       |                                |
|--------------------------------|-----------------------|--------------------------------|
| Permit Number                  | VIN (required)        | Permit Jurisdiction (required) |
| <input type="text"/>           | <input type="text"/>  | <input type="text"/>           |
| Owner RIN (required)           | Owner                 | Operating As                   |
| <input type="text" value="0"/> | <input type="text"/>  | <input type="text"/>           |
| Owner Physical Address         | Owner Mailing Address | Year                           |
| <input type="text"/>           | <input type="text"/>  | <input type="text"/>           |
| Make                           | Model                 | Vehicle Brand                  |
| <input type="text"/>           | <input type="text"/>  | <input type="text"/>           |
| LCS Body Type                  | LCS Vehicle Status    | Colour                         |
| <input type="text"/>           | <input type="text"/>  | <input type="text"/>           |

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|  |                             |  |
|--|-----------------------------|--|
| Vehicle Cylinders  | Fuel Type (required)        | Unit No. (required)  |
| <input type="text" value="0"/>   | <input type="text"/>        | <input type="text"/>   |
| Vehicle Type (required)  | Financial Lessee            | Axles (required)   |
| <input type="text"/>   | <input type="text"/>        | <input type="text"/>   |
| Combine Axles (required)   | Seats                       | IFTA Account No.   |
| <input type="text"/>   | <input type="text"/>        | <input type="text"/>   |
| Empty Weight (required)  | Weight Group No. (required) | Insurance Expiry Date (required)   |
| <input type="text"/>   | <input type="text"/>        | 16/06/2022  |
| Insurance Company (required)   | Policy No. (required)       | Purchase Price (required)  |
| ALLEN INSURANCE  | K5454X66989898              | <input type="text"/>   |
| Purchase Date (required)   | Factory Price               | Purchase Location  |
| DD/MM/YYYY  | <input type="text"/>        | <input type="text"/>   |

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|  |   |  |
|--|---|--|
| Ontario Taxable Price<br><input type="text"/>              | HST Sales Type<br><input type="text"/>                | HST Number<br><input type="text"/>                     |
| Seller Dealer Number<br><input type="text"/>               | Seller Dealer Override Number<br><input type="text"/> | Buyer Dealer Number<br><input type="text"/>            |
| Buyer Dealer Override Number<br><input type="text"/>       | HST Exemption Code<br><input type="text"/>            | <input type="checkbox"/> Charge Replace Vehicle Permit |
| <input type="checkbox"/> Charge Replace Validation Sticker | Plate Disposition<br><input type="text"/>             | <input type="checkbox"/> Use Existing Plate            |
| Existing Plate<br><input type="text"/>                     | <input type="checkbox"/> New Plate Required           |  |

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**Documentation Requirements For Admin Fee and Fee Calculation**

|   |  |  |
|---|--|--|
| Colorado Distance<br><input type="text"/> | Colorado Trailer<br><input type="text"/> | UT Special Truck<br><input type="text"/> |
| CO Special Truck<br><input type="text"/>  | MCO Provided<br><input type="text"/>     |  |

**Documentation Requirement Tracking**

**+ Comments**

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5. Select the vehicle by entering the unit number, VIN, or plate number. Click **Find**.

6. Vehicle information displays.

Update vehicle information as necessary (white fields only).  
 Remember that in this transaction you can only make “no fee” changes.

**Vehicle Details**
**Amend Vehicle Without Fees**

KELSEY, CHASE | Account#: 41875 | Fleet#: 001 | Expiry Month/Year.: 08 / 2022 | Supplement#: 003 | ...

**Change Vehicle Details**

Unit No.

VIN

Plate No.

System VIN  

Find

**Supplements Details**

No. of Vehicles

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**Vehicle Details**

**Permit Number**

**VIN (required)**

**Permit Jurisdiction (required)**

**Owner RIN (required)**

**Owner**

**Operating As**

**Owner Physical Address**

**Owner Mailing Address**

**Year**

**Make**

**Model**

**Vehicle Brand**

**LCS Body Type**

**LCS Vehicle Status**

**Colour**

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|  |   |   |
|--|---|---|
| <b>Vehicle Cylinders</b><br>0                          | <b>Fuel Type (required)</b><br>D - DIESEL           | <b>Unit No. (required)</b><br>12                      |
| <b>Vehicle Type (required)</b><br>TT - Truck Tractor   | <b>Financial Lessee</b>                             | <b>Axes (required)</b><br>3                           |
| <b>Combine Axes (required)</b><br>5                    | <b>Seats</b>  | <b>IFTA Account No.</b>                               |
| <b>Empty Weight (required)</b><br>8182                 | <b>Weight Group No. (required)</b><br>1-37000-80000 | <b>Insurance Expiry Date (required)</b><br>16/06/2022 |
| <b>Insurance Company (required)</b><br>ALLEN INSURANCE | <b>Policy No. (required)</b><br>K5454K66989898      | <b>Purchase Price (required)</b><br>65000             |
| <b>Purchase Date (required)</b><br>01/01/2016          | <b>Factory Price</b><br>106922                      | <b>Purchase Location</b>                              |

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|  |   |  |
|--|---|--|
| <b>Ontario Taxable Price</b>                               | <b>HST Sales Type</b>                       | <b>HST Number</b>                                      |
|  |   |  |
| <b>Seller Dealer Number</b>                                | <b>Seller Dealer Override Number</b>        | <b>Buyer Dealer Number</b>                             |
|  |   |  |
| <b>Buyer Dealer Override Number</b>                        | <b>HST Exemption Code</b>                   | <input type="checkbox"/> Charge Replace Vehicle Permit |
|  |   |  |
| <input type="checkbox"/> Charge Replace Validation Sticker | <b>Plate Disposition</b>                    | <input type="checkbox"/> Use Existing Plate            |
|  |   |  |
| <b>Existing Plate</b>                                      | <input type="checkbox"/> New Plate Required |  |
|  |   |  |

10 Amend Vehicle Without Fee

| Documentation Requirements For Admin Fee and Fee Calculation   |                                   |                                    |
|--|-----------------------------------|------------------------------------|
| <b>Colorado Distance</b><br>Y - YES  | <b>Colorado Trailer</b><br>N - NO | <b>UT Special Truck</b><br>N - NO  |
| <b>CO Special Truck</b><br>N - NO  | <b>MCO Provided</b><br>N - NO     |                                    |
| Documentation Requirement Tracking   |                                   |                                    |
| <input type="radio"/> Scan Now <input type="radio"/> Scan Later (processed later from queue) <input checked="" type="radio"/> No Scan Required |                                   |                                    |
| <input type="text"/>   |                                   | <input type="button" value="Add"/> |

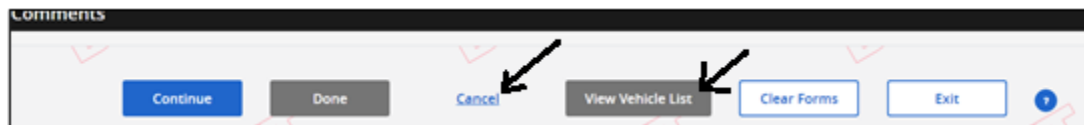
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7. When you have made all required changes, click **Continue**.
8. **Vehicle Details Validation screen** appears. Review and ensure that all information is correct.
9. Click **Continue**.  
 Repeat for all vehicles requiring no-fee changes and click **Done** when finished.

## Delete Vehicle

To cancel an update you've done on a vehicle in the supplement,

1. Click **View Vehicle List** at bottom of **Vehicle Details screen** to display a vehicle selection list:



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