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:

![Vehicle Tile]

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.”

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:

![Vehicle - Amend Vehicle Without Fee](image)

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Click selection button of the required fleet.

4. **Vehicle Details screen** appears:

![Vehicle Details](image)

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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.
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:

   ![](image)

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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.