

# Billing and Payment

There are two tasks:

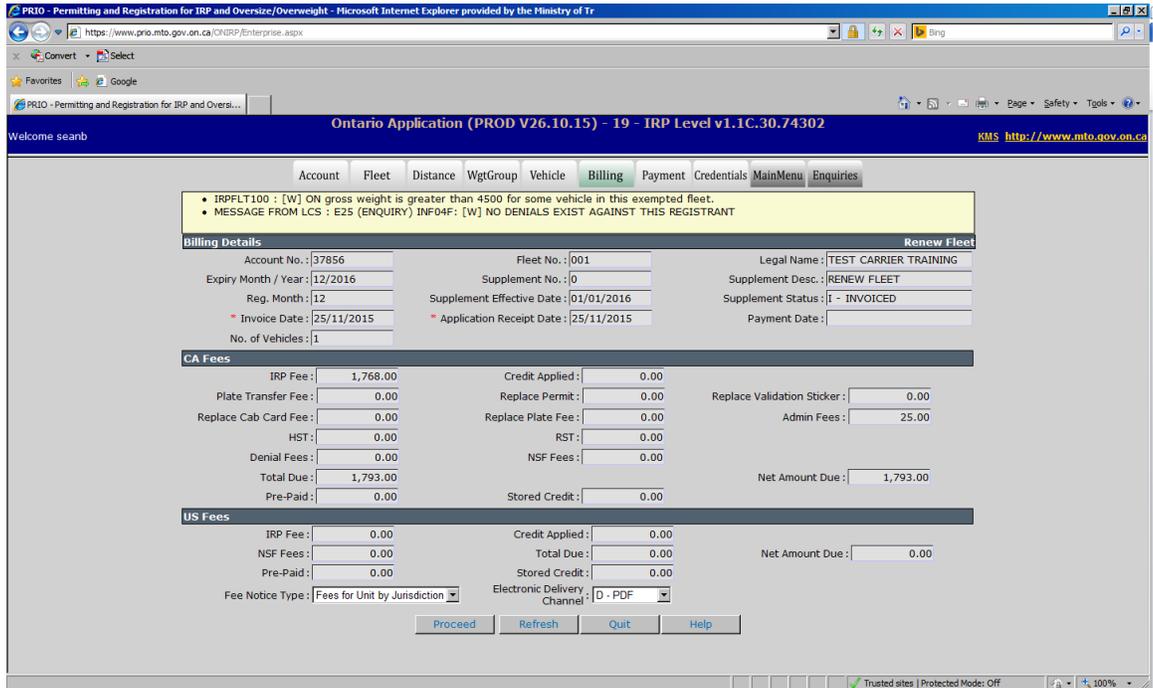
- Billing
- Payment

## Billing

1. On the billing Screen, click **PROCEED** to generate fees.

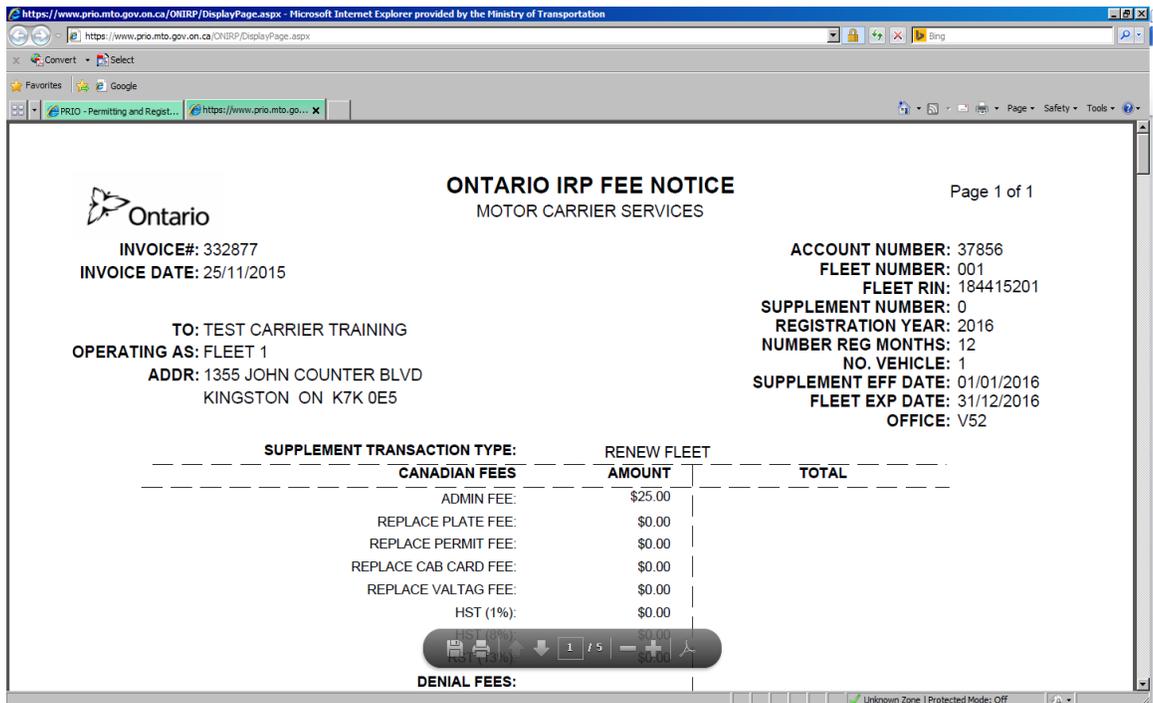
The screenshot shows a web application interface for 'PRIO - Permitting and Registration for IRP and Oversize/Overweight'. The browser title is 'PRIO - Permitting and Registration for IRP and Oversize/Overweight - Microsoft Internet Explorer provided by the Ministry of Transportation'. The URL is 'https://www.prio.mto.gov.on.ca/ONRRP/Enterprise.aspx'. The page title is 'Ontario Application (PROD V26.10.15) - 19 - IRP Level v1.1C.30.74302'. The page content includes a navigation menu with tabs: Account, Fleet, Distance, WgtGroup, Vehicle, Billing, Payment, Credentials, MainMenu, Enquiries. The 'Billing' tab is active, showing a 'Renew Fleet' section. A yellow warning message states: 'IRPFLT100 : [W] ON gross weight is greater than 4500 for some vehicle in this exempted fleet.' The 'Billing Details' section includes fields for Account No. (37856), Fleet No. (001), Legal Name (TEST CARRIER TRAINING), Expiry Month / Year (12/2016), Supplement No. (0), Supplement Desc. (RENEW FLEET), Reg. Month (12), Supplement Effective Date (01/01/2016), Supplement Status (O - OPEN), Invoice Date (25/11/2015), Application Receipt Date (25/11/2015), and Payment Date. The 'CA Fees' section includes fields for IRP Fee, Plate Transfer Fee, Replace Cab Card Fee, HST, Denial Fees, Total Due, Pre-Paid (0.00), Credit Applied, Replace Permit, Replace Plate Fee, RST, NSF Fees, and Net Amount Due. The 'US Fees' section includes fields for IRP Fee, NSF Fees, Pre-Paid (0.00), Credit Applied, Total Due, Stored Credit (0.00), and Net Amount Due. A 'Comments' field is present at the bottom. At the bottom of the page, there are buttons for 'Add/Update Comment', 'Clear Comment', 'Proceed', 'Refresh', 'Quit', and 'Help'. The status bar at the bottom indicates 'Done' and 'Trusted sites | Protected Mode: Off'.

2. Click **PROCEED** to generate the IRP Fee Notice.



The Fee Notice will open in a new tab or window:

**Note:** Verify bottom of Fee Notice to ensure if certified cheques are required.



**Note:** Make sure your web browser is not blocking pop-ups.

3. Save and/or print the Fee Notice, then return to the previous tab/window to continue.

The payment Details screen will display with a message the Fee Notice was generated successfully.

Ontario Application (PROD V26.10.15) - 19 - IRP Level v1.1C.30.74302

Account Fleet Distance WgtGroup Vehicle Billing **Payment** Credentials MainMenu Enquiries

- IRPGEN239: [I] Fee Notice generated successfully.
- IRPREP28: [I] Billing has been completed successfully.
- IRPWEBP11: [W] Carriers need to know that they must have all the documents needed to submit to MTO before paying for transactions. Refunds will not be allowed. Please verify before proceeding to payment.

**IRP Payment Details** **Renew Fleet**

Account No.: 37856 Fleet No.: 001 Legal Name: TEST CARRIER TRAINING  
 Expiry Month / Year: 12/2016 Supplement No.: 0 Supplement Desc: RENEW FLEET  
 Invoice Date: 25/11/2015 Invoice No.: 332877 Supplement Status: I - INVOICED  
 Payment Receipt Date: 25/11/2015

**CA Fees**

Base Jurisdiction Fees :	1,389.00	Administration Fees :	25.00	CA Jurisdiction Fees :	379.00
HST :	0.00	RST :	0.00	Denial Fees :	0.00
NSF Fees :	0.00			<b>NET DUE :</b>	<b>1,793.00</b>

**US Fees**

US Jurisdiction Fees :	0.00	NSF Fees :	0.00	<b>NET DUE :</b>	<b>0.00</b>
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**Cab Card Delivery Type**

Pickup Location: 896-UAT/SIT Testing Office  
 Mailing Method: P - PICKUP Courier No.: Courier Name:

[Proceed](#) [Refresh](#) [Quit](#) [Help](#) [Show Hand Log](#) [View Fee Notice](#)

4. If you only have Canadian fees and wish to pay online or have set up a U.S. pre-paid account and have enough funds or have enough funds in your U.S. stored credit, click **Proceed** and continue below on to payment.

**Note:** If you have both Canadian and U.S. fees without a U.S. pre-paid account set up or sufficient funds in your U.S. stored credit, you must pay at the IRP office. Click **Quit** and submit the supplement to an IRP office through "Web Processing".

# Payment

1. On the payment screen, click **Proceed**.

The screenshot shows a web application interface for the Ministry of Transportation. The browser window title is "PRIO - Permitting and Registration for IRP and Oversize/Overweight - Microsoft Internet Explorer provided by the Ministry of Tr". The URL is "https://www.prio.mto.gov.on.ca/ONRRP/Enterprise.aspx". The application title is "Ontario Application (PROD V26.10.15) - 19 - IRP Level v1.1C.30.74302". The "Payment" tab is selected, and the "Proceed" button is highlighted. The form displays the following information:

IRP Payment Details			Renew Fleet		
Account No. :	37856	Fleet No. :	001	Legal Name :	TEST CARRIER TRAINING
Expiry Month / Year :	12/2016	Supplement No. :	0	Supplement Desc. :	RENEW FLEET
Invoice Date :	25/11/2015	Invoice No. :	332877	Supplement Status :	I - INVOICED
Payment Receipt Date :	25/11/2015				

CA Fees					
Base Jurisdiction Fees :	1,389.00	Administration Fees :	25.00	CA Jurisdiction Fees :	379.00
HST :	0.00	RST :	0.00	Denial Fees :	0.00
NSF Fees :	0.00			<b>NET DUE :</b>	<b>1,793.00</b>

US Fees					
US Jurisdiction Fees :	0.00	NSF Fees :	0.00	<b>NET DUE :</b>	<b>0.00</b>

Cab Card Delivery Type					
Pickup Location :	991-DOWNSVIEW				
Mailing Method :	C - COURIER	* Courier No. :	13131531	* Courier Name :	Fed-Ex

Buttons: Proceed, Refresh, Quit, Help, Show Hand Log, View Fee Notice

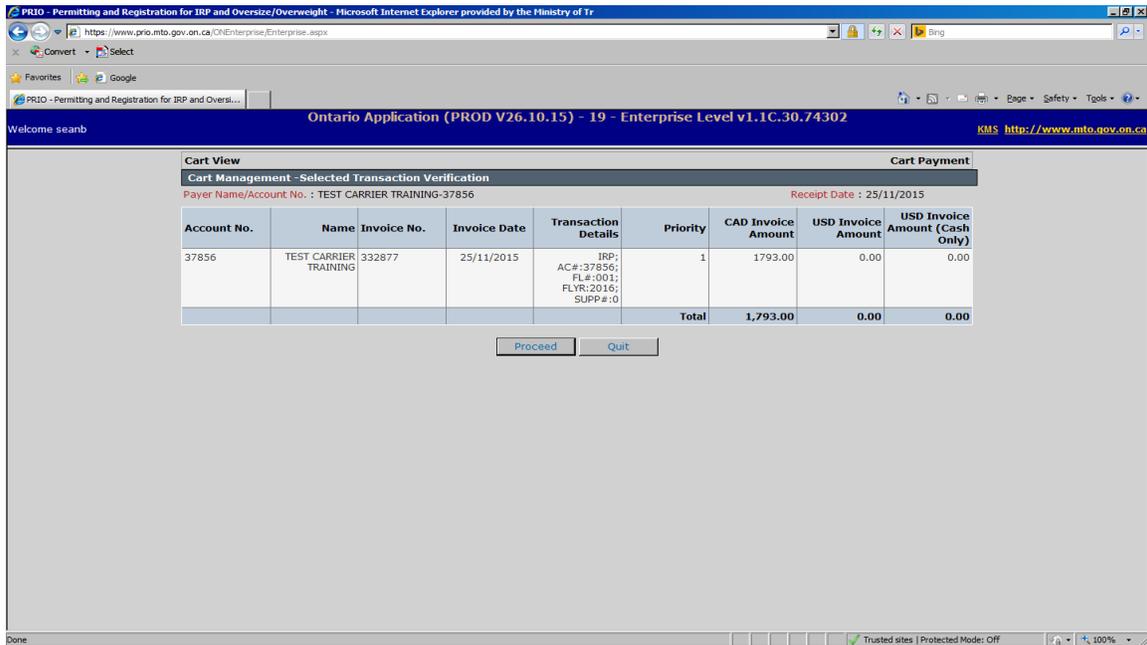
You will be taken to the IRP Payment Verification screen.

2. Click **Proceed**.



You will be taken to the Cart Payment screen.

3. Click **Proceed**.



4. There are three payment options for Canadian Funds:

- IRP Stored Credit

**Or**

- IRP Pre-Paid

**Or**

- Credit Card

The screenshot shows the PRIO web application interface. At the top, it displays the title "PRIO - Permitting and Registration for IRP and Oversize/Overweight" and the URL "https://www.prio.mto.gov.on.ca/ONEnterprise/Enterprise.aspx". The page header includes "Ontario Application (PROD V26.10.15) - 19 - Enterprise Level v1.1C.30.74302" and "KMS http://www.mto.gov.on.ca".

The main content area is titled "Payment Detail (CAD)" and contains a table with the following columns: "Select", "Payment Type", "Payment No.", and "Payment Amount (\$)". The table lists four payment options: "IRP Stored Credit", "IRP Pre-Paid", "Electronic fund transfer", and "Credit Card". Each option has a checkbox in the "Select" column and a corresponding "Payment Amount" of 0.00. Below the table, there are buttons for "Add" and "Process Card Payment".

Below the CAD section is a "Payment Detail (USD)" section with a similar table structure. It lists "IRP Stored Credit", "IRP Pre-Paid", and "Electronic fund transfer" with checkboxes and a "Payment Amount" of 0.00. There is an "Add" button below this table.

At the bottom of the form, there is an "Electronic Delivery Channel" section with a dropdown menu set to "D - PDF". Below this are buttons for "Proceed", "Refresh", "Quit", and "Help".

5. Check off the payment method you would like to use. For Credit Card, click **Process Card Payment**.

**Note:** The system will auto-fill the amount for you. A pop-up window will come up for you to enter your credit card information.

