

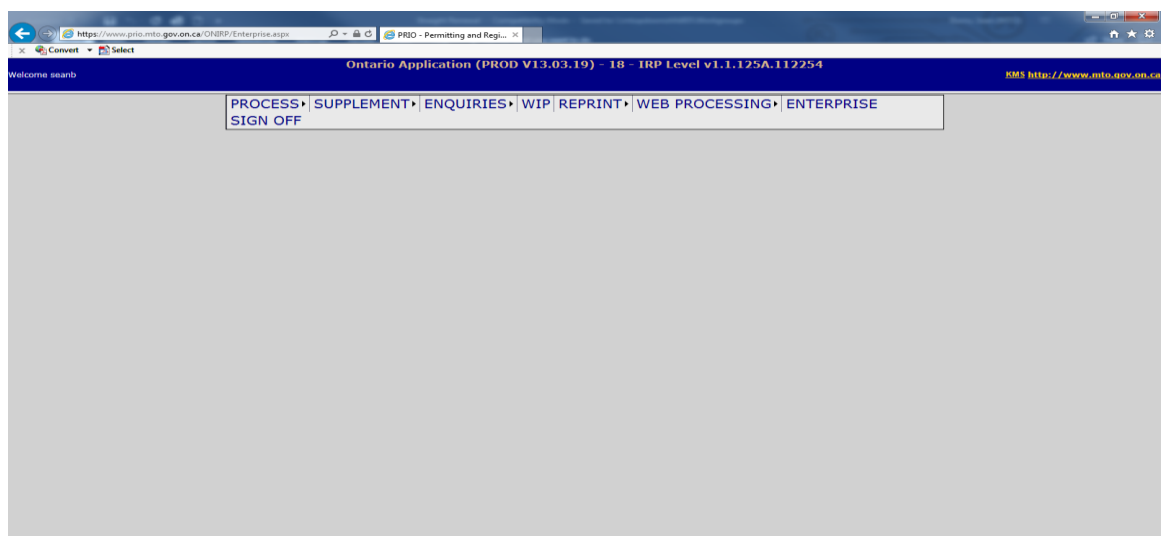
Reprint Renewal Through IRP Online Services

To produce your renewal forms through IRP online services:

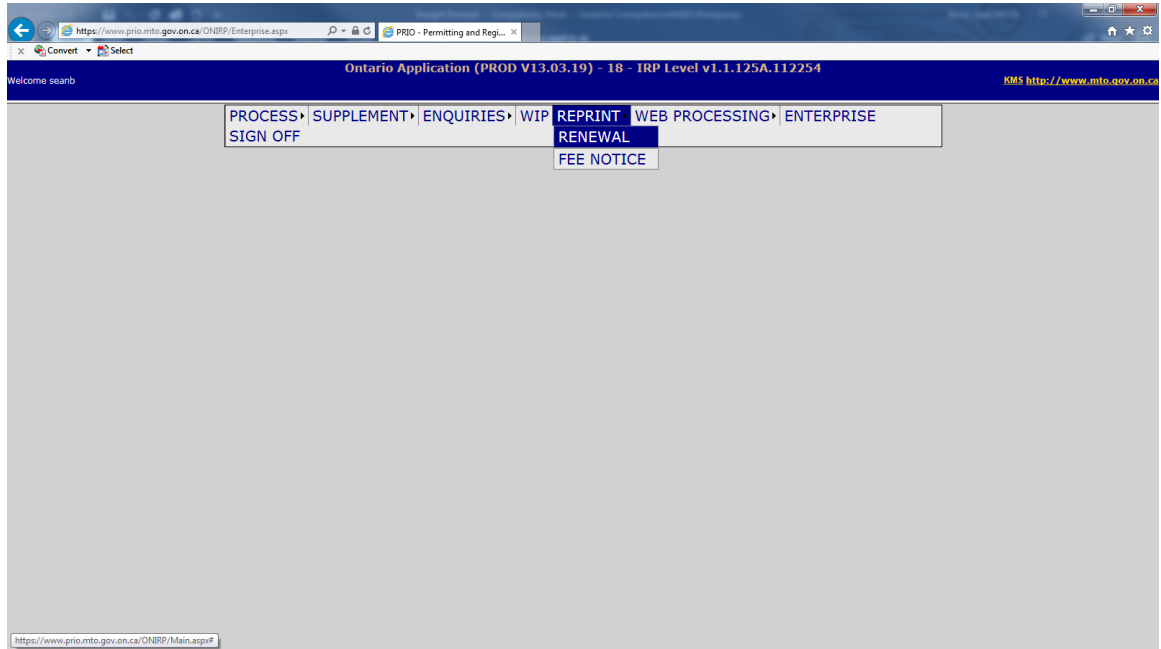
1. On the Enterprise Screen, mouse over **APPLICATIONS**.
A drop-down menu appears.
2. From the menu, click **IRP**.



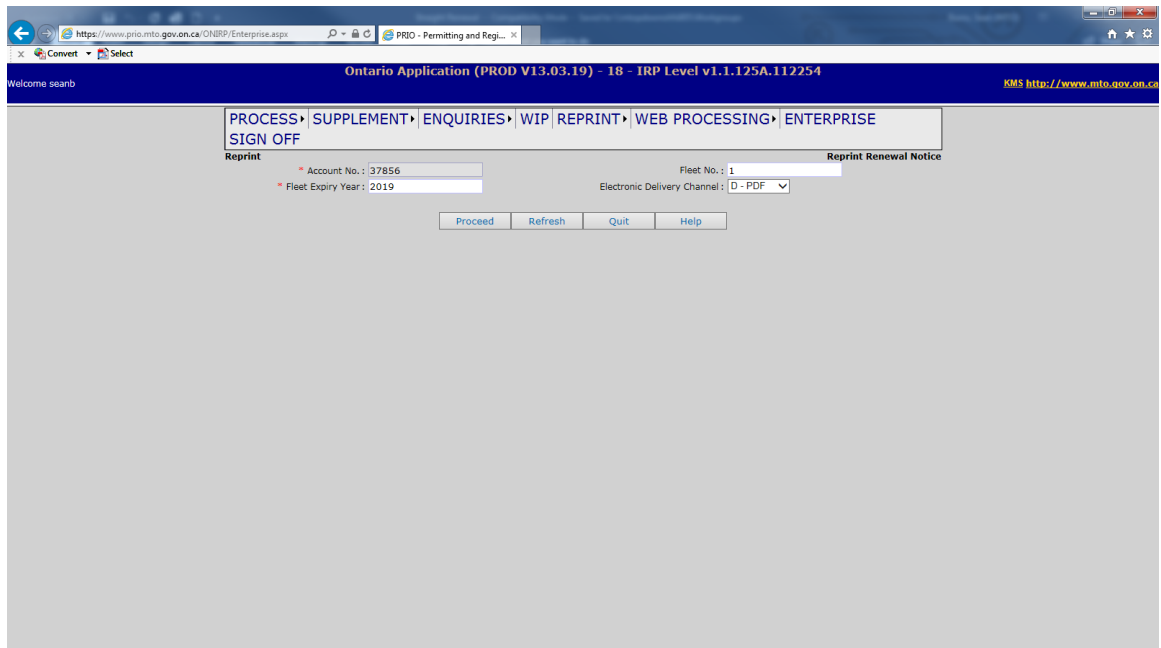
The following screen appears:



3. Hold mouse over **reprint**.
A drop-down menu appears.
4. Select **Renewal** from the drop-down menu.



The following screen appears:



5. Enter the **Fleet No.** and your current **Fleet Expiry Year**.

Note: You can select PDF or E-mail to obtain the renewal forms (listed as Electronic Delivery Channel). If choosing email, the email listed from your primary contact for the fleet will be automatically populated. You may manually type a different address if you choose. If no email is on file, you must manually type the email address.

E.g. E-mail pre-populated

Electronic Delivery Channel :

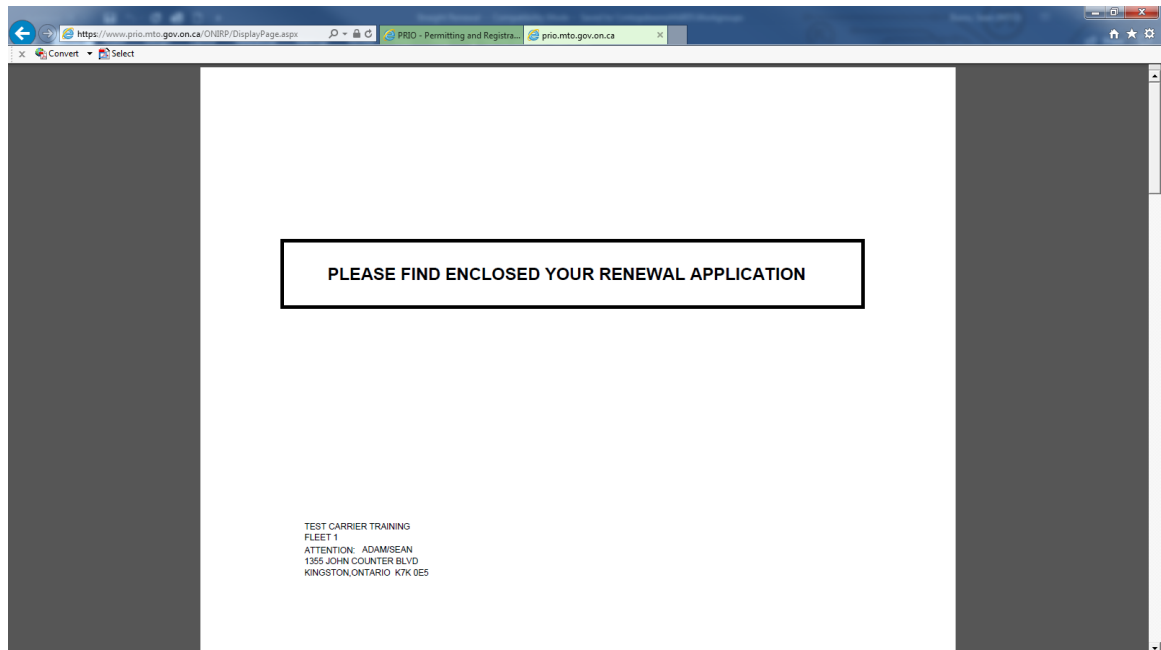
E.g. No E-mail on file

Electronic Delivery Channel :

6. Click **Proceed** when all information has been correctly entered.

If you chose PDF, the renewal forms will display in a new window (Note: this new window is considered a “pop-up”. Make sure you do not have pop-up blockers on your web browser or the renewal forms will not display). You may save and/or print your renewal forms then close the window.

If you chose E-mail, the renewal forms will be emailed to you in PDF format.



7. Click **Quit** to exit the reprint renewal screen.