## Reprint Renewal Through IRP Online Services

To produce your renewal forms through IRP online services:

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

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	APPLICATIONS CLIENT PAYMENT ADMIN REPRINT SIGN OFF	
	Ontario Ministry of Transportation	
	Welcome to Ontario's Permitting and Registration for International Registration Plan and Oversize/Overweight System. Information related to the International Registration Plan (RB) in Ontario, such as the IRP Carrier Manual, is available at http://www.mto.aov.oc.alengiah/trucks/mr/l. Information related to the Oversize/Overweight (O/O) Permit Program in Ontario is available at <a href="http://www.mto.oov.oc.alengiah/trucks/weight">http://www.mto.oov.oc.alengiah/trucks/mr/l.</a>	
	For general IRP information, please contact the IRP Program Office at 416-235-3923 or 1-866-587-6770 (within Ontario) or e-mail enquiries to: <u>implexitations</u> . For general I/O information, please contact the 0/O Program Office at 1-800-387-7736 x6306 (Ontario only) or 416-247-2166 x6306 or mail enquiries to <u>commitigentences</u> .	
	Our office hours are Monday through Friday 8:30 AM - 5:00 PM EST.	
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The following screen appears:

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## 3. Hold mouse over **reprint**.

A drop-down menu appears.

4. Select **Renewal** from the drop-down menu.

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	PROCESS SUPPLEMENT ENQUIRIES WIP	REPRINT WEB PROCESSING INTERPRISE	
		FEE NOTICE	
https://www.prio.mto.gov.on.ca/ONIRP/Main.aspx#			

The following screen appears:

PR	OCESS SUPPLEMENT	ENQUIRIES   WIP	REPRINT WEB PROC		SE
SI	GN OFF int * Account No. : 37856 * Fleet Expiry Year: 2019		Fleet M	Reprin No. : 1 nel : D - PDF V	Renewal Notice
		Proceed Refre	sh Quit Help		

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



E.g. No E-mail on file

Electronic Delivery Channel : E - EMAIL V

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 <u>not</u> 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.