

Renew a Fleet

When an account has an eligible fleet ready to renew, the Renew IRP Fleet widget appears in the account dashboard *Suggested Actions* list which directs users to the *Fleet Listing* page (where fleets that meet renewal eligibility requirements display).

- 1. Select **Renew IRP Fleet**. The *Renew Fleet* page displays.
- Each account fleet is listed indicating whether it is eligible to renew. Eligible fleets are noted by green checkmarks, and a *Fleet Number/Description* link. Select the link to initiate renewal.



A. Select the **Check-In** link to check in the renewal.

The IRP Renewal App initiates, and the *Fleet Year Settings* page displays.

Renew Fleet					
Select the desired fleet to s	tart a renewal.				
CSV Print				Filter records:	
↓≟ Fleet-Description	↓† Туре	↓ ↑ Expires	$\downarrow \uparrow$ Eligible for Renewal	↓↑ Renewal Form	
1 - IRP001	Apportioned-For Hire	12/31/2020	×		
2-IRP002	Apportioned-For Hire	12/31/2017		Check-In A	
Display 10 🗸 records				1 - 2 of 2	← →
				Cancel	

Review Your Fleet Settings

- 3. Review Fleet Type. Previous year settings pre-fill.
- 4. Review Fleet Use. Previous year settings pre-fill.
- 5. Enter whether a Wyoming Intrastate Operating Authority Permit is held.
- 6. Select whether the fleet had any actual miles in any IRP member jurisdiction during the prior year reporting.
- 7. Click + Save. The *Fleet Identification* section displays.

IRP Renewal App	Start Renewal	
Fleet Year Settings	A ITEM: 2124	Fleet Type:
leet Identification	User Maintained Text. To be updated by the jurisdictions	Apportioned-Private
Fleet Addresses	ITEM: 2125	Fleet Use: Standard
Fleet Contacts	by the jurisdictions	Housenoid Goods
Fleet Options	ITEM: 2126 User Maintained Text. To be updated	Does the carrier hold a Wyoming Intrastate Operating Authority Permit?
Jurisdictions	by the jurisdictions	
Weights & Units	ITEM: 2127 User Maintained Text. To be updated by the jurisdictions	Did this fleet have any actual miles in any of the <u>IRP Member Jurisdictions</u> during the 7/1/2018 - 6/30/2019 reporting period?
Fee Summary	Effective	Expiration Date: 3/31/2021 (12 months)
Payment	4/9/2020	
Receive Credentials	-	+ Save × Cancel

Review Fleet Identification

- 8. Enter necessary updates to Name, Phone, and Fax.
- 9. Select + Save and Continue. The IRP Fleet Addresses section displays.

IRP Renewal App Fleet 2 2021 App 0 In Progress (4/21/2020) Notes	Fleet Identification First Established: 4/9/2020 Name April's Showers - Plumbing and R	temodeling - Fleet 2	8	
Fleet Year Settings	Phone * 584-059-0395	Ext.	Phone Country * United States	•
Fleet Identification	Fax		Fax Country United States	-
Fleet Addresses			+ Save and Cont	inue
Fleet Contacts				

Review Your Fleet Addresses

- 10. Review and make necessary changes to *Fleet Physical*, *Mailing*, or *Shipping Address*.
- 11. Select + Save and Continue. The IRP Fleet Contacts section displays.

IRP Renewal App Fleet 2	IRP Fleet Addresses
2021 App 0 In Progress (4/21/2020) <u>Notes</u>	Fleet Physical
Fleet Year Settings	Select from Address Book LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County
Fleet Identification	Or Add Address ~
Fleet Addresses	
Fleet Contacts	Fleet Mailing Select from Address Book LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County
Fleet Options	Or Add Address V
Jurisdictions	
Weights & Units	Fleet Shipping
Fee Summary	LV - 1234 The Strip, N Las Vegas, NV, 89030, Clark County
Payment	Or Add Address ~
Receive Credentials	+ Save and Continue

Review Your Fleet Contacts

- 12. Review and make necessary changes.
- 13. Select + **Save and Continue**. The *Jurisdictions* page displays. All jurisdiction miles are populated with zeroes.

Fleet 2	Contact Book for Accou	int 1000	
2021 App 0	Filter Contact Book		
n Progress (4/21/2020) <u>Notes</u>		Account Contact TEST	
Fleet Year Settings	+	1234 The Strip N Las Vegas, NV 89030 123-455-7890 kelvinmorenww@gmail.com	
leet Identification	Add Contact	IRP REG Primary Contact 17981	
Fleet Addresses		Relationships Edit	13
leet Contacts			✓ Save and Complete
leat Ontions			

Enter Jurisdiction Mileage

i.

- 14. Enter all miles for the jurisdictions travelled in the prior registration year.
- 15. Complete the **Enter total distance** field. (You may choose to auto-populate this field by using the Generate from IFTA button).
- 16. Select + **Save and Continue**. The *Weights & Units* page displays. All weight groups with units and all registered units display.

IRP Renewal App Fleet 2 2021 App 0 In Progress (4/21/2020) Notes	Jurisdictions Enter all US and Canadia Actual distance for t	an distance in MI the renewal m	LES ust be based on th	e distance that this fleet traveled b	petween 7/1/	2018 and 6/30/2019.
Fleet Year Settings	Enter the actual dist	ance traveled nce below. Thi	in each jurisdictior is number must ma	n (this may be 0). atch the total of the individual juris	dictions.	
Fleet Identification	Jurisdiction AL - Alabama	Distance 0	Apportioned 0.000%	NJ - New Jersey	0	0.000%
Fleet Addresses	AB - Alberta	0	0.000%	NM - New Mexico	0	0.000%
	AZ - Arizona	0	0.000%	NY - New York	0	0.000%
Fleet Contacts	BC - British Columbia	0	0.000%	NL - Newfoundland and Labrador	0	0.000%
Fleet Options	CA - California	0	0.000%	NC - North Carolina	0	0.000%
	CO - Colorado	0	0.000%	ND - North Dakota	0	0.000%
Jurisdictions	CT - Connecticut	0	0.000%	NS - Nova	0	0.000%
	DE - Delaware	0	0.000%	Scotia		
Weights & Units	Columbia	0	0.000%	OH - Ohio	0	0.000%
	NV - Nevada	0	0.000%	WI - Wisconsin	0	0.000%
	NB - New Brunswick	0	0.000%	WY - Wyoming	0	0.000%
	NH - New Hampshire	0	0.000%			
	15 Enter total distance	e:	0			
	16 + Save	and Continue		+ Generate from IFTA		Shelve for Later

1

Enter Weight and Unit Changes

- 17. Add any new weight groups as needed.
- 18. Add, edit, or delete existing vehicles.
- 19. Select + Save and Continue. The Application Fee Summary page displays.

Fleet 2	weights &									00	
2021 App 0	ITEM: 2123										
Notes	User Maintai	ned Text.	To be update	ed by the juri	sdiction.						
Fleet Year Settings	Weight Group	s			17						
Fleet Identification	🗷 Hide use	es and juri	sdictions	Filter: Show All	•	+ Add W	/eight Grou	ıp	Filter red	cords:	
Eleat Addresses	Group #		Vehicle Typ	ie l	Description	Units		Weight	t	Actions	
Fieer Audresses	1 %		Crane	Cri	ane crane	1		80000 Lt	s	Add Unit Ed	<u>sit</u>
Fleet Contacts	Display 10	• re	cords				1 - 1 of 1 (fi	iltered from 51	total entries)		← →
Fleet Options	Weight Grou ADD UNIT + EDIT /	p Legend									
Iurisdictions	NON-STANDA	D USE									
eights & Units	Units	indated. 0 rest	18	Filter:							
reights & Units ee Summary	Units (1: 0 added, 0 deleted, 0 d	pdated, 0 rest	18 ricted)	Filter: Show All			~	Filt	er records:		
elights & Units ee Summary ayment	Units (1: 0 added, 0 deleted, 0 t	pdated, 0 resti	18 ricted)	Filter: Show All	+ Add Units		×	Filf	Temporary		
teights & Units ee Summary syment ecceive Credentials	Units (1: 0 added, 0 deleted, 0 d 11 Group # 11 Type 1 Truck	pdated, 0 restr 11 Unit # 55	18 inteed) IF VIN IEMZUT2X6VZC2276	Filter: Show All	+ Add Units	IT Plate 100085A	✓ History	Filt Permanent 11 Cab Card	Temporary T Cab Card	11 Actions Deiste	
teights & Units ee Summary ayment eceive Credentials	Units (1: 0 added, 0 deleted, 0 to 1 Group # IF Type 1 Truck Display 10 v recor	pdated, 0 restr 11 Unit # 55	18 icted) 17 VIN 18M2U72X6YZC2278	Filter: Show All	+ Add Units IF Make IF USDOT ABC 3	IT Plate 100085A	 ✓ ✓ ✓ ✓ ✓ ✓ 	Filf Permanent j Cao Card 1-1 o	Temporary Temporary	II Actions Baiete ← →	
ee Summary ayment eeceive Credentials	Units (1: 0 added, 0 deleted, 0 t II Group # II Type 1 Truck Display to v recor	pdated, 0 restr 11 Unit # 55 ds	18 icted) IF VIN IFMZUT2X6YZCZZZE	Filter: Show All	+ Add Units	I Plate 100085A	History √	Filf Permanent Cab Card 1-1 o	er records:	II Actions Deists ← →	
ee Summary ayment ecceive Credentials	Units (1: 0 added, 0 deleted, 0 t (1: 0 roup # 11 Type 1 Truck Display 10 recor Units Legend ADDED *	pdated, 0 restr 11 Unit # 55	IF VIN IFMZUT2X6VZCZZFE	Show All	+ Add Units If Make If USDOT ABC 3	II Plate 100055A	V II History	Filt Permanent Ceb Card 1-1 o	er records:	II Actions Raista ← →	
ee Summary ayment ecceive Credentials	Units (1: 0 added, 0 deleted, 0 t (1: 0 added, 0 deleted, 0 t 1 Truck 1 Truck Display 10 recor Units Legend ADDED+ DELETE= EDITE= EDITE=	pdated, 0 restr 11 Unit # 55 ds	18 icted) IF VIN IFMZUT2X6YZCZZ78	Show All	+ Add Units	11 Plate 300055A	v II History IS	Filf Permanent Cab Card 1-1 o	er records:	I⊺ Actions Raiete ← →	
ee Summary ayment eeceive Credentials	Units (1: 0 added, 0 deleted, 0 t (1: 0 added, 0 deleted, 0 t 1 Truck 1 Truck Display 10 v recor Units Legend ADDED + DELETK= EDITED + REGROUPED 5 UNTESSEE 0	pdated, 0 restr 11 Unit # 55 ds	18 icted) IF VIN IFMZUT2X6YZCZZZE	Show All	+ Add Units	13 Plate 10005A	v ∏ History ⊴	Filt Permanent I Cab Card 1-1 o	er records:	I⊺ Actions Datete ← →	
Veights & Units ee Summary tayment exceive Credentials	Units (1: 0 added, 0 deleted, 0 t (1: 0 added, 0 deleted, 0 t (1: Type 1 Truck Display 10 recor Units Legend ADDE0 + OELETK = ECONTED >	pdated, 0 restr 11 Unit # 55 ds	18 icted) IF VIN IFM2U72X6YZC2278	Show All	+ Add Units If Make If USDOT ABC 1	11 Plate 100055A	I History	Filf Permanent J Cab Card 1-1 o	er records:	II Actions Baiste ← →	
teights & Units ee Summary syment exceive Credentials	Units (1: 0 added, 0 deleted, 0 d (1: 0 added, 0 deleted, 0 d 1 Truck Display 1 Truck Display 10 recor Units Legend ADDED - OLLETE - EOTED - SUFFERSE SUFFE	pdated, 0 restr 11 Unit # 55 ds	IF VIN IFMZUT2X6VZC227H	Filter: Show All	+ Add Units I Make II USOOT ABC 1	1) Plate 100055A	L History	Filt Permanent Ji Cab Card 1-1 o	er records:	II Actions Delete ← →	
Veights & Units ee Summary ayment ecceive Credentials	Units (1: 0 added, 0 deleted, 0 d (1: 0 added, 0 deleted, 0 d (1: Type 1 Truck Display 10 recor Units Legend ADBED + OKLETK- EDITED > REENOUPD \ SUFERSEED 0 CREDENTALS = UNNAID 0 WEIGHT CHANGE* REENTICTS UNIT 1 SHLEVED	pdated, 0 restr 11 Unit # 55. ds	IF VIN IFM2U72X6YZC2278	Filter: Show All	+ Add Units	1 Plate	History	Filt Permanent [] Gab Card 1-1 o	er records:	II Actions Delete ← →	
Velghts & Units ee Summary ayment eceive Credentials	Units (1: 0 added, 0 deleted, 0 d (1: 0 added, 0 deleted, 0 d (1: 1 Type 1 Type 1 Truck Display 10 v recor Units Legend ADDED - OULTE - EOTED - EUTED	pdated, 0 restr 11 Unit # 55 55	IF VIN IFMZU72X4Y2C2276	Filter: Show All	+ Add Units	1 Plate 3000554	v II History ⊘	Filt Permanent J Gab Gard 1-1 o	er records:	ii Actions Deiste ← →	
Velghts & Units ee Summary syment eceive Credentials	Units (1: 0 added, 0 deleted, 0 u (1: 0 added, 0 deleted, 0 u (1: 0 u) (1: 0 u) (1: 1 Truck Display 10 v recor Units Legend ADDED + OSLUTE - EOTED > MESTACTS UNIT 1 MESTACTS	pdated, 0 restr 11 Unit # 55 55 55	IF VIN IF VIN IFMOJ72X4YZC2276	Filter: Show All	+ Add Units	100055A	History	Filt Permanent JI Cao Card 1 - 1 o	er records:	II Actions Delete ← →	
Veights & Units ee Summary rayment eceive Credentials	Units (1: 0 added, 0 deleted, 0 t (1: 0 added, 0 deleted, 0 t 1 Type 1 Type 1 Type 1 Truck Display 10 recor Units Legend ADDES SUFFRATES CREDETIALS UNFAILS WEIGHT CHARGE SETIFICTS UNIT SHELVED The Postmark date is used f Application Postmark DI	pdated, 0 restr 11 Unit # 55 ds	IF VIN IF VIN IFM2UJ2X6VZC22Z6	Filter Show All	Add Units If Make If USDOT ABC 1	I Plate 100055A	eld is used to cak	Filt Permanent J Cab Card 1 - 1 o Lulate late fees for po ation Due Date: \$/1	er records:	II Actions Delate ← →	

Review Application Fee Summary

- 20. Select the **Billing Statement** link to view the billing statement.
- 21. Select the **Unit Billing Statement** link to generate billing statements broken down by unit.
- 22. If required materials are missing, Select **Maintain Required Materials** and provide necessary materials.
 - a. All outstanding required materials are listed.
 - b. Upload required documents to attach to the application to view and validate (phase 2).

- c. At this time no changes will show on the maintain required materials page.
- d. After uploading a copy click on the other options button
- e. Click on Required Materials Report and print and mail with the titles for new vehicles

IRP Renewal App	Application Fee Summary					Other Actions-
In Progress (4/21/2020)	Required materials are missing. Please con Maintain Required Materials	mplete before fi	ling application.			
Fleet Year Settings	Application Summary					
Fleet Identification	Registration Effective Date 5/1/2020 Update Registration Date	Reg 5/1	istration Expiration Date /2020	Number of Months 12	Fee Amount \$1,823.82 <u>Billing Statement</u> Unit Billing Statement	20
Fleet Addresses					Unit Dinning Stateme	
Fleet Contacts	Application Unit Summary Units Adding or Renewing		Other Unit Updates		Unit Exceptions	
Fleet Options	Added Renewed Brought Forward	0 1 0	Edited Deleted Exchange Deletes	0 0 0	Restricted Units Units with Special Uses Units with Weight Exceptions	0 1 0
Jurisdictions	Fleet Transfers Exchange Adds Total Units Registering	0 0 1	Weight Changes	0		
Weights & Units						
	Delivery Preference					
Fee Summary	 Ship plates/cab cards to Fle Pick up plates/cab cards at 	et Physical S Office	Shipping Address			
Payment					+ File Applicati	on

IRP Renewal App Fleet 2 2021 App 0 In Progress (4/21/2020)	Maintain Required Materials - Ap Fleet 2, Reg.Year 2021, In Progress Return to Previous Page	View Required Materials His	tory.				
Notes	Vehicle Material Verification						
Fleet Year Settings	CSV Print					Filter Records	
Fleet Identification	11 Material Description	⊥† Unit #	11 VIN	11 Make	Plate	11 Additional Information	[† Image
	A Proof of HVUT/2290 Payment	69696	5TEWN72N63Z275910	J&L	00004A	В	Upload
Fleet Addresses						1.10	1
Elect Contacts			C	ubmit Dequired	Materiala	1-10	

File Application

- 23. Select + File Application. The Application Fee Summary page displays.
- 24. **Click + Continue** to confirm filing the application. The *Payment* page displays after the agent has verified the required materials. This may take a few days and you will receive an email from the system when ready to pay.

-	Delivery Preference		
Weights & Units	Ship plates/cab cards to Fleet Physical Shipping Address Pick up plates/cab cards at Office	23	
Fee Summary			+ File Application

IRP Renewal App	Application Fee Summary	Other Actions-
In Progress (4/21/2020) Notes	Select Continue to confirm that you wish to File the Application. Otherwise select Cancel to return to the Fee Summary	<u>.</u>
Fleet Year Settings	24 + Continue	× Cancel

Before payment has been made you will be able to print any temporary cab cards for added units

Once payment has been made you will be able to print permanent cab cards after the plates are assigned.

Receive Credentials	↓≞ VIN	🕼 Unit Number	↓ ↑ Туре	Jî Make	.↓† Year	.↓† Plate	↓↑ Plate Type	$\downarrow\uparrow$ Apportioned Plate	Permanent ↓↑ Cab Card	Temporary ↓† Cab Card
	1MT2N5334JH025748	330T	ST	MERI	2018	24120P		-		7
•	Display 10 v reco	ords						1-	1 of 1	$\left(\leftarrow \right)$

Additional Questions?

Contact your carrier representative directly or call (605)773-3314 Email: <u>sdmotorcarrier@state.sd.us</u>