



# **FLHSMV IRP User Guide for External Users**

**Version 1.0**

**June 2024**



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## 1 Overview

The objective of the User Guide is to provide a step-by-step description of the new system flow with various screen prints.

### 1.1 FLHSMV Navigation

Please refer to the FLHSMV Enterprise User Guide, Volume 1, Section 1.1.

### 1.2 Home

Please refer to the FLHSMV Enterprise User Guide, Volume 1, Section 1.1.1.

### 1.3 IRP

IRP processing includes the following Supplements:

Supplement Abbreviation	Supplement Description	Vehicle Service Abbreviation	Vehicle Description Abbreviation
<b>AFL</b>	New Fleet	AFL	New Fleet (Only for External User)
<b>AVE</b>	Add Vehicle	AVE	Add Vehicle
<b>CVF</b>	Amend Vehicle – Weight Change	CVF	Change/ Amend Vehicle with Fee
<b>CVN</b>	Change Cab Card	CVN	Cab Card Correction
<b>AXV</b>	Plate Transfer	AXV	Add/Delete Vehicle
<b>RTG</b>	Replace Plate	RTG	Replace Plate
<b>RWC</b>	Renewal	CVF	Renewal – Amend Vehicle
<b>RWC</b>	Renewal	DEV	Renewal – Delete Vehicle

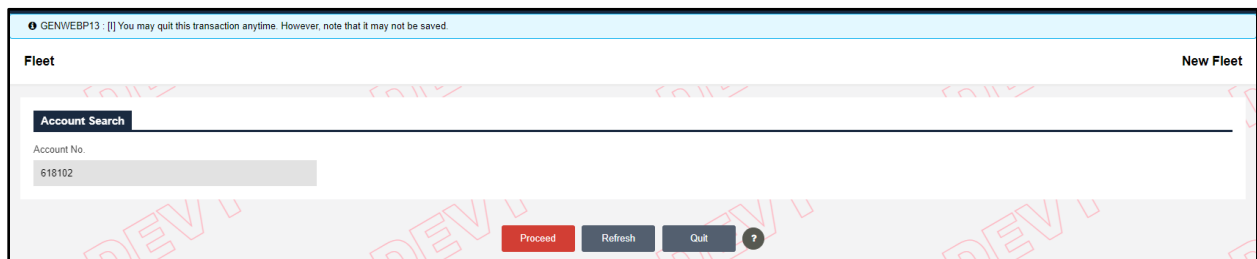
<b>RWC</b>	Renewal	AVE	Renewal – Add Vehicle
<b>RCC</b>	Replace Cab Card	RCC	Replace Cab Card
<b>CWT</b>	Change Weight Group	CWT	Change Weight Group with Fee

### 1.3.1 New Fleet

New Fleet is the functionality to add a fleet to an existing account.

The New Fleet process involves the following steps.

- The fleet information/operations must be verified.
- The fleet distance must be entered.
- Vehicles must be processed.
- Supporting documentation must be uploaded/submitted.
- FL and foreign jurisdiction fees must be computed.
- Payment is recorded.
- Credentials are issued.



To begin the New Fleet, you must perform the following steps:

- For Authorized Agent: The Account No. must be entered as the Account No. field is not prepopulated or disabled.
- For External Users:
  - Account No. will be prepopulated and disabled.
- Click PROCEED to display the Account screen.

### 1.3.1.1.1 Add Fleet

- On the Fleet screen, the system displays Account No. assigned to you at the top of the screen.
- Several of the fleet information fields will default to the values from the customer account information. If the information displayed is incorrect, select QUIT from the options at the bottom of the screen and contact FLHSMV for assistance.

- Provide information in the following sections as instructed below:
  - Fleet Summary:



- Registrant Type – Populates from the customer level and cannot be changed.
- Fleet Status – Defaults to Active and cannot be changed.
- Carrier Type – Populates from the customer level and cannot be changed.
- DBA Name – Populates from the customer level if available and cannot be changed.
- Address Details:
  - Physical Address - Populates from the customer level and cannot be changed.
    - Non-Deliverable Address checkbox – Select this checkbox to indicate if the physical address is non-deliverable for mail delivery.
  - Mailing Address - Populates from the customer level and cannot be changed.
    - Non-Deliverable Address checkbox – Select this checkbox to indicate if the mailing address is non-deliverable for mail delivery.
    - Attention To – Enter a name if the mail must be addressed to a particular person.
  - Shipping Address – Populates from the customer level if available or you may enter the Street, Zip Code, Jurisdiction, City, and County.
    - Non-Deliverable Address checkbox – Select this checkbox to indicate if the shipping address is non-deliverable for mail delivery.
    - Attention To – Enter a name if the mail must be addressed to a particular person.
  - Authorized Agent(s) – You may assign up to three Authorized Agents to your account. To assign an Authorized Agent:

- Authorized Agent – Select an appropriate authorized agent from the drop-down.
  - The rest of the fields for the authorized agent will auto-populate on the screen depending on the authorized agent selected and cannot be changed.
- Power of Attorney checkbox – Select this checkbox to assign Power of Attorney to the selected authorized agent.
  - Power of Attorney Effective Date – Enter a date on which the power of attorney assigned to the authorized agent will be in effect.
  - Power of Attorney Expiration Date – Enter a date on which the power of attorney assigned to the authorized agent will expire.
  - Power of Attorney – Enter the following to add a power of attorney to your account.
    - Name – Enter the name of the authorized agent on the power of attorney.
    - Phone No. – Enter the number for the authorized agent on the power of attorney.
    - Click ADD to save the details of the power of attorney to the account record.
- One-Time Mailing Address – Add a one-time mailing address if required. Enter the fields including Street, Zip Code, Jurisdiction, City, County, and Attention To (if required).
- Fleet Details:
  - Contact Name – Populates from the customer level and can be changed.
  - Primary Email - Populates from the customer level and can be changed.

- Secondary Email – Provide the secondary email address if required.
- Primary Phone - Populates from the customer level and can be changed.
- Cell Phone No. – Enter the cell phone number if available.
- Fax No. – Enter the fax number if required.
- FEID - Populates from the customer level and cannot be changed.
- Suffix - Populates from the customer level and cannot be changed.
- ORION Customer Number - Populates from the customer level and cannot be changed.
- USDOT - Populates from the customer level and cannot be changed.
- Change Vehicle USDOT/FEID checkbox – Only enabled in Update Fleet Details of Renewals.
- Fleet Type - There are two types of fleets available, all of which are allowed on the same account.
  - For Hire
  - Private.
- Commodity Class – The values in the Commodity Class drop-down populate after selecting the fleet type.
  - The following is the list of acceptable Commodity Classes for each fleet type:

Fleet Type		Commodity Class
FOR	For Hire	All, EXEMTP, Household Goods (HG)
PVT	Private	All

- Effective Date - The Effective Date defaults to the first day of the current month and cannot be changed.
- Expiration Date – Auto-populates to the same expiration month and year as the current fleet.

- Change Address on USDOT – Stores the value of a changed address on USDOT. Only valid for the supplement where it is added.
- First Operated Date – Will default to the same date as the effective date of the fleet and cannot be changed. This date is used for informational purposes only.
- Wyoming Indicator – Select this checkbox if the Intrastate Authority for Wyoming applies for a carrier.
- Use IFTA Distance – This checkbox is disabled and indicates that IFTA distance will be used as the basis for the distance on the Distance screen.
- Mobile Notification- This checkbox is disabled.
- Proof of Insurance
  - Policy Number – Stores the Fleet Insurance policy number.
    - Insurance Policy Type – Stores the Fleet Insurance policy type in a drop-down menu.
    - Any Own Insurance
    - Any With Lease
    - Scheduled Own Insurance
    - Scheduled With Lease
  - Insurance Policy Issue Date – Stores insurance policy issue date.
  - Insurance Policy Expiration Date – Stores insurance policy expiration date.
  - Insurance Policy Cancellation Date – Stores insurance policy cancellation date.
- Comments – The user clicks the plus (+) or minus (-) icon to expand/Collapse this section and has the ability to add free-form comments in this area. After adding text to the comments box, the user must click ADD/UPDATE to save the comment in the fleet record.
  - Click ADD/UPDATE COMMENT to save the comment to the account record.

- Click CLEAR COMMENT to clear the comments entered in the Comment text box.
- After the user enters the fleet information, click PROCEED to execute the edits and display the validation screen. The user should verify the fleet information and click PROCEED from the command line at the bottom of the screen to save the Fleet information. The “Distance Details” screen will be displayed next.

### 1.3.1.1.2 Add IRP Jurisdiction Distance

- The navigation tabs at the top of the screen will indicate that the user is now at the “Distance” screen of the New Fleet supplement.

FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

▲ IRPMLG72 : [W] Please enter your Scope of Operations in the Comment field. Explain details such as the number of trips, routes, distance, what you are hauling and where, how you get your loads, etc.

**Distance Details**
**New Fleet**

RUFUS ADD JURIS TEST 12-24-08
Account#: 618102
Fleet#: 16
Fleet Expiration Month / Year.: 10 / 2023
Supplement#: 000

Distance Details

Reporting Period From  
07/01/2021

Estimated Distance

Distance Type  
E - Estimated

Reporting Period To  
06/30/2022

Actual Distance

USDOT No.  
01194597

Total Fleet Distance

Avg. Per Vehicle Distance Chart

Do you have actual distance for the reporting period?

 Yes  No

Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
FL - FLORIDA	1000	01.69500	AL - ALABAMA	1000	01.69500
AR - ARKANSAS	1000	01.69500	AZ - ARIZONA	1000	01.69500
CA - CALIFORNIA	1000	01.69500	CO - COLORADO	1000	01.69500
CT - CONNECTICUT	1000	01.69500	DC - DISTRICT OF COLUMBIA	1000	01.69500

DE - DELAWARE	1000	01.69500	GA - GEORGIA	1000	01.69500
IA - IOWA	1000	01.69500	ID - IDAHO	1000	01.69500
IL - ILLINOIS	1000	01.69500	IN - INDIANA	1000	01.69500
KS - KANSAS	1000	01.69500	KY - KENTUCKY	1000	01.69500
LA - LOUISIANA	1000	01.69500	MA - MASSACHUSETTS	1000	01.69500
MD - MARYLAND	1000	01.69500	ME - MAINE	1000	01.69500
MI - MICHIGAN	1000	01.69500	MN - MINNESOTA	1000	01.69500
MO - MISSOURI	1000	01.69500	MS - MISSISSIPPI	1000	01.69500
MT - MONTANA	1000	01.69500	NC - NORTH CAROLINA	1000	01.69500
ND - NORTH DAKOTA	1000	01.69500	NE - NEBRASKA	1000	01.69500
NH - NEW HAMPSHIRE	1000	01.69500	NJ - NEW JERSEY	1000	01.69500
NM - NEW MEXICO	1000	01.69500	NV - NEVADA	1000	01.69500
NY - NEW YORK	1000	01.69500	OK - OKLAHOMA	1000	01.69500
OR - OREGON	1000	01.69500	PA - PENNSYLVANIA	1000	01.69500
RI - RHODE ISLAND	1000	01.69500	SC - SOUTH CAROLINA	1000	01.69500

SD - SOUTH DAKOTA	1000	01.69500	TN - TENNESSEE	1000	01.69500
TX - TEXAS	1000	01.69500	UT - UTAH	1000	01.69500
VA - VIRGINIA	1000	01.69500	VT - VERMONT	1000	01.69500
WA - WASHINGTON	1000	01.69500	WI - WISCONSIN	1000	01.69500
WV - WEST VIRGINIA	1000	01.69500	WY - WYOMING	1000	01.69500
AB - ALBERTA	1000	01.69500	BC - BRITISH COLUMBIA	1000	01.69500
MB - MANITOBA	1000	01.69500	NB - NEW BRUNSWICK	1000	01.69500
NL - NEWFOUNDLAND AND LABRADOR	1000	01.69500	NS - NOVA SCOTIA	1000	01.69500
ON - ONTARIO	1000	01.69500	PE - PRINCE EDWARD ISLAND	1000	01.69500
QC - QUEBEC	1000	01.69500	SK - SASKATCHEWAN	1000	01.69500

+ Comments

Proceed
Cancel
Refresh
Quit
?

- The Account Name, Account #, Fleet #, Fleet Expiration Month and Year will populate from the Fleet screen. In the Distance Details section, the Reporting Period From/To fields are auto populated and based on the Fleet Effective Date. The USDOT is auto populated from the fleet level. The Avg. per Vehicle Distance Chart checkbox is selected by default with the Distance Type populated with “E” (Estimated) and the Distance Type field is protected. All IRP jurisdictions will be displayed with the mileage defaulted to estimated mileage figures for each jurisdiction. The estimated mileage figures are obtained from the Avg. per

Vehicle Distance Chart. Enter your scope of business in the comment field, select Add/Update Comment, then select PROCEED to continue processing.

- In some cases, the registrant will provide the actual distance for a new fleet. If the carrier provides actual distance, the user can enter this information by:
  - Select the “Yes” radio button next to the question – “Do you have actual distance for the reporting period?”
  - The Distance field for each jurisdiction will be enabled (available for data entry) and the Distance Type will change to “A” (Actual).
  - Select the box “We certify that the actual distance submitted is accurate”.
  - After the user enters the Actual Mileage figures, adds their scope of business, selects the button Add/Update Comment, and then selects PROCEED, the system will ensure a carrier has included all the jurisdictions necessary to create a path to the base jurisdiction. If the system cannot find a contiguous path for all jurisdictions specified, an error message will be displayed. If an error is returned, verify the jurisdictions and mileage figures. If correct, select QUIT and contact FLHSMV for assistance in processing. If incorrect, make corrections, then select PROCEED.
- The system will calculate the Total distance fields (Estimated Distance or Actual Distance, and Total Fleet Distance) and automatically populate them. If the user enters the distance figures in the Total distance fields (Estimated Distance or Actual Distance and Total Fleet Distance), the system will compare the calculated totals to the “user entered” totals. If the totals do not match the distances entered by the user, the system will display an error message.
- After all the distance information is entered, and the Scope of Business entered in the comment field, click PROCEED on the command line at the bottom of the screen. The system will check for any missing information and calculate the percentage of distance travelled for each jurisdiction. This information will be displayed on the verification screen along with the rest of the jurisdiction information. If there are any changes required, the user can click BACK to make the necessary changes and continue processing.

- Once the distance information has been entered and verified, click PROCEED and the Fleet Weight Group Detail screen will be displayed.

FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

**Distance Details**
New Fleet

**Supplements Details**

Account No.   618102	Fleet No.   16	Supplement No.   000	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	Fleet Type   FOR - FOR HIRE (FH)	Fleet Effective Date   03/01/2023	Fleet Expiration Month / Year   10 / 2023
Supplement Desc.   NEW FLEET			

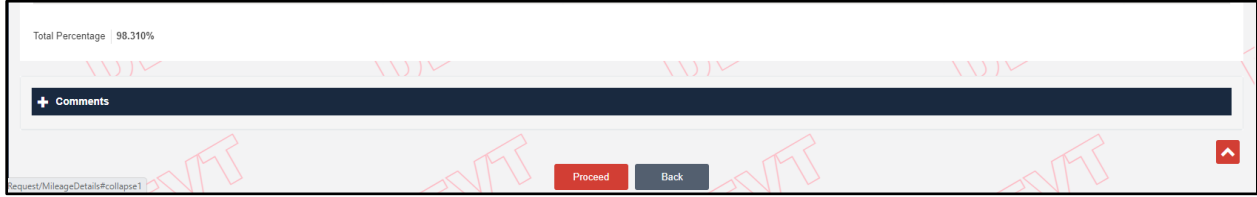
**Distance Details**

Reporting Period From   07/01/2021	Reporting Period To   06/30/2022	USDOT No.   01194597	Avg. Per Vehicle Distance Chart   Y
Actual Distance   0	Estimated Distance   58,000	Total Fleet Distance   58,000	Do you have actual distance for the reporting period?   N
Distance Type   E - Estimated			

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
FL - FLORIDA	1000	01.69500	AL - ALABAMA	1000	01.69500
AR - ARKANSAS	1000	01.69500	AZ - ARIZONA	1000	01.69500
CA - CALIFORNIA	1000	01.69500	CO - COLORADO	1000	01.69500
CT - CONNECTICUT	1000	01.69500	DC - DISTRICT OF COLUMBIA	1000	01.69500
DE - DELAWARE	1000	01.69500	GA - GEORGIA	1000	01.69500
IA - IOWA	1000	01.69500	ID - IDAHO	1000	01.69500
IL - ILLINOIS	1000	01.69500	IN - INDIANA	1000	01.69500
KS - KANSAS	1000	01.69500	KY - KENTUCKY	1000	01.69500
LA - LOUISIANA	1000	01.69500	MA - MASSACHUSETTS	1000	01.69500
MD - MARYLAND	1000	01.69500	ME - MAINE	1000	01.69500

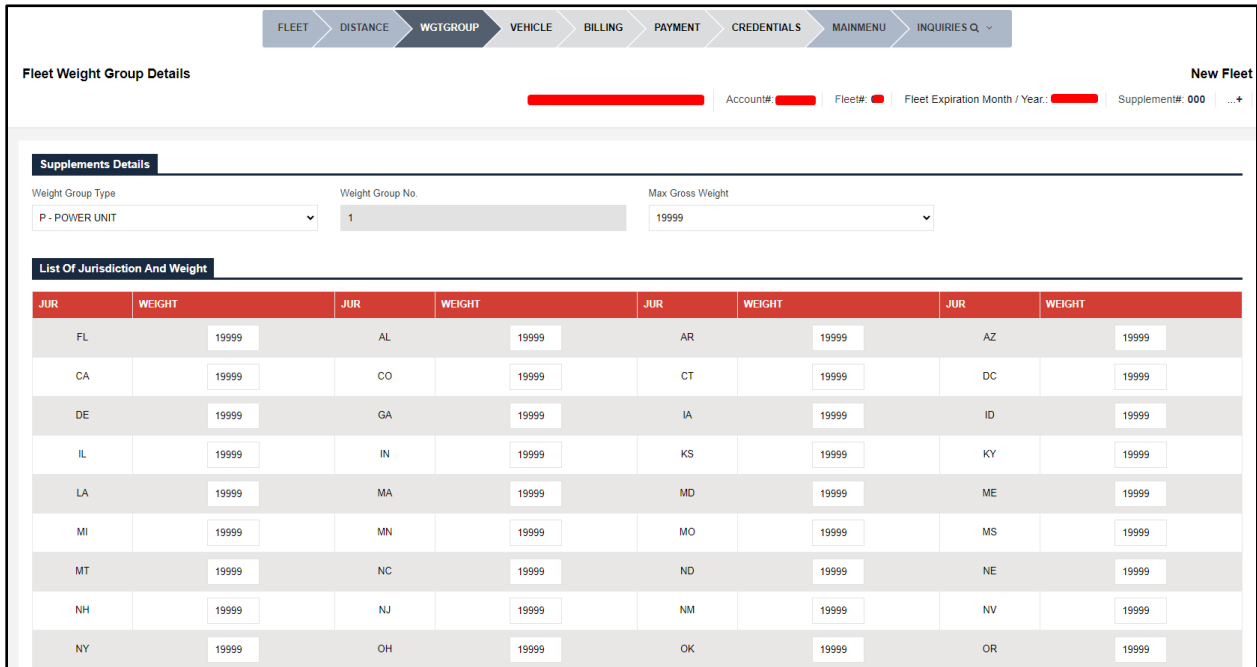
IL - ILLINOIS	1000	01.69500	IN - INDIANA	1000	01.69500
KS - KANSAS	1000	01.69500	KY - KENTUCKY	1000	01.69500
LA - LOUISIANA	1000	01.69500	MA - MASSACHUSETTS	1000	01.69500
MD - MARYLAND	1000	01.69500	ME - MAINE	1000	01.69500
MI - MICHIGAN	1000	01.69500	MN - MINNESOTA	1000	01.69500
MO - MISSOURI	1000	01.69500	MS - MISSISSIPPI	1000	01.69500
MT - MONTANA	1000	01.69500	NC - NORTH CAROLINA	1000	01.69500
ND - NORTH DAKOTA	1000	01.69500	NE - NEBRASKA	1000	01.69500
NH - NEW HAMPSHIRE	1000	01.69500	NJ - NEW JERSEY	1000	01.69500
NM - NEW MEXICO	1000	01.69500	NV - NEVADA	1000	01.69500
NY - NEW YORK	1000	01.69500	OK - OKLAHOMA	1000	01.69500
OR - OREGON	1000	01.69500	PA - PENNSYLVANIA	1000	01.69500
RI - RHODE ISLAND	1000	01.69500	SC - SOUTH CAROLINA	1000	01.69500
SD - SOUTH DAKOTA	1000	01.69500	TN - TENNESSEE	1000	01.69500
TX - TEXAS	1000	01.69500	UT - UTAH	1000	01.69500
VA - VIRGINIA	1000	01.69500	VT - VERMONT	1000	01.69500
WA - WASHINGTON	1000	01.69500	WI - WISCONSIN	1000	01.69500
WV - WEST VIRGINIA	1000	01.69500	WY - WYOMING	1000	01.69500
AB - ALBERTA	1000	01.69500	BC - BRITISH COLUMBIA	1000	01.69500
MB - MANITOBA	1000	01.69500	NB - NEW BRUNSWICK	1000	01.69500
NL - NEWFOUNDLAND AND LABRADOR	1000	01.69500	NS - NOVA SCOTIA	1000	01.69500
ON - ONTARIO	1000	01.69500	PE - PRINCE EDWARD ISLAND	1000	01.69500
QC - QUEBEC	1000	01.69500	SK - SASKATCHEWAN	1000	01.69500





### 1.3.1.1.3 Add IRP Weight Group

- The navigation tabs at the top of the screen will indicate that the user is now at the “Weight Group Details” step in the supplement.
- The Weight Group Selection screen for new fleet allows the user to perform the following actions:



NY	19999	OH	19999	OK	19999	OR	19999
PA	19999	RI	19999	SC	19999	SD	19999
TN	19999	TX	19999	UT	19999	VA	19999
VT	19999	WA	19999	WI	19999	WV	19999
WY	19999	AB	19999	BC	19999	MB	19999
NB	19999	NL	19999	NS	19999	ON	19999
PE	19999	QC	19999	SK	19999		

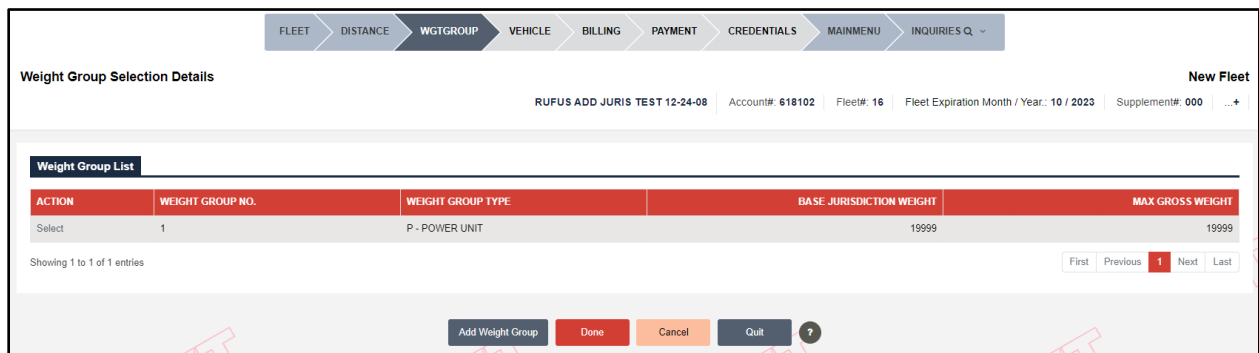
+ Comments

Proceed Go To Weight Group Selection Delete Weight Group Cancel Refresh Quit ?

- Add a new weight group to the fleet. To enter a weight group for the fleet, do the following:
  - FL has two weight group types - Power Unit and Bus.
    - Power Unit – The maximum gross weight for the power unit is 80,000 pounds.
    - Bus – The maximum gross weight for the bus is 80,000 pounds.
  - Select the maximum gross weight for the weight group from the drop-down. If the required weight group is not displayed in the dropdown, the user can select the “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.
  - If any of the jurisdictions have a different weight, enter the weight for that jurisdiction in the weight box next to the corresponding jurisdiction.
  - Click PROCEED on the command line to populate the weight for the remaining jurisdictions and the verification screen will display. If a weight is outside the 10% variance, a warning message will be displayed in the message area at the top of the verification screen. To explain the variance, a comment must be entered.
  - The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific

jurisdiction. If it does, the system will automatically set the weight to the maximum allowed and will display a warning message in the message area at the top of the verification screen.

- If any of the weights need to be changed, click BACK and the system will display the Jurisdiction weights for changes.
- If you need to View/update a weight group previously created, select the weight group to process, by selecting the SELECT link next to the weight group number.
- Update the weights required and click PROCEED to go to the verification screen.
- From the validation screen, click PROCEED to save the changes.



- If no changes are required, click DONE from the command line at the bottom of the screen and the Vehicle Processing screen will display.

### 1.3.1.1.4 Add Vehicle

- The Vehicle Detail screen will gather the information for each vehicle added to the fleet. Mandatory fields are indicated by a red asterisk “\*”.
- At the top of the Vehicle Detail screen, there is a feature allowing the user to find an existing vehicle in Orion.
  - Enter the VIN and click Copy From. The system will search for the information in Orion and will populate the vehicle information fields on the

Vehicle Detail screen. If the vehicle is not found, select cancel and contact the FLHSMV office for assistance.

FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

IRPVEH375 : [] Please search the VIN first to process a vehicle.

**Vehicle Details**
**New Fleet**

RUFUS ADD JURIS TEST 12-24-08
Account#: 618102
Fleet#: 16
Fleet Expiration Month / Year: 10 / 2023
Supplement#: 000

**New Vehicle Search Criteria**

Unit No.	VIN	ORION Vehicle No.	Title No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate No.	<span style="background-color: #c00; color: white; padding: 2px 5px;">Copy From</span>		
<input type="text"/>			

**Supplements Details**

No. of Vehicles	Carrier Type
<input type="text" value="0"/>	<input type="text" value="C - CARRIER"/>

**Vehicle Details**

VIN	ORION Owner ID	ORION Vehicle Type	ORION Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Unit No.	*Weight Group No.	*Year	*IRP Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Make	*Axles	*Combined Axles	*Fuel Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="D - Diesel"/>
Seats	Major Color	Minor Color	*Unladen Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

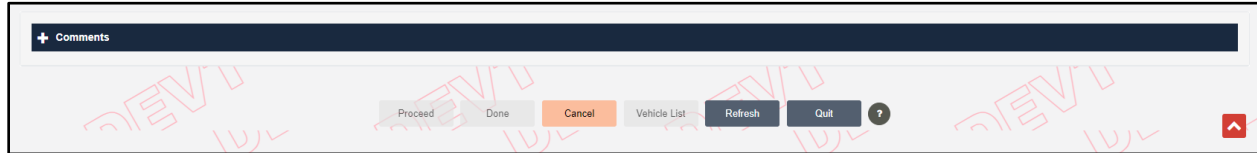
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	*Verification on Purchase Price
<input type="text"/>	<input type="text" value="MMDDYYYY"/>	<input type="text"/>	<input type="text"/>
Factory Price	<input type="checkbox"/> Set Effective Date to Purchase Date	<input type="checkbox"/> TOP	TOP No. of Days
<input type="text"/>			<input type="text"/>
*Title Jurisdiction	*Title No.	In-State Plate	In-State Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Owner Name	Safety Responsibility	*Safety USDOT	*Safety FEID
<input type="text"/>	<input type="text" value="O - Owner"/>	<input type="text" value="01194597"/>	<input type="text" value="784674346"/>
*Safety Change	<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Address on USDOT
<input type="text"/>		<input type="text"/>	

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
<input type="text" value="567566768789789"/>	<input type="text" value="AWL - Any With Lease"/>	<input type="text" value="03/01/2023"/>	<input type="text" value="10/31/2023"/>
Insurance Policy Cancellation Date			
<input type="text" value="MMDDYYYY"/>			



- If the vehicle match exists in the system, some information will be populated either from the ORION lookup or from previous information entered in FLHSMV. The following fields are available for vehicle information:
  - Vehicle Details:
    - VIN – Entered by the User and confirmed using ORION upon search and cannot be changed.
    - ORION Owner ID – Auto filled by the system based on information returned from the ORION system.
    - ORION Vehicle Type – Auto filled by system based on information returned from the ORION system.
    - ORION Body Type – Auto filled by system based on information returned from the ORION system.
    - Unit No – Company identifier for the vehicle.
    - Weight Group No – The drop-down lists the valid/available weight group number(s) and associated max gross weight for the fleet. If the user needs to add an additional weight group, select the WGT GROUP tab at the top of the screen (Navigation tabs) and the Weight Group Selection screen will display. When the weight groups have been completed, the system will return to the Vehicle Detail screen.
    - Year – Auto filled by the system based on information returned from the ORION system.
    - IRP Body Type - Auto filled by the system based on information returned from the ORION system.
    - Make – Auto filled by the system based on information returned from the ORION system.

- Axles – Auto filled by the system based on information returned from the ORION system, or you can add if not available in ORION.
- Combined Axles – The user must data enter the value which must be greater than or equal to the vehicle axles.
- Fuel Type – Auto filled by the system based on information returned from the ORION system.
- Seats – Auto filled by the system based on information returned from the ORION system, can be changed if required or not returned from ORION.
- Major and Minor Color – Auto filled by the system based on information returned from the ORION system, can be changed if required.
- Unladen Weight - Auto filled by the system based on information returned from the ORION system, can be changed if required.
- Base Jurisdiction Gross Weight – Is populated based on the weight group selected and is in disabled mode.
- Purchase Date – Auto filled by the system based on information returned from the ORION system.
- Purchase Price – Auto filled by the system based on information returned from the ORION system.
- Verification on Purchase Price – The user can select one of two options, Y-Yes or N-No.
- Factory Price - The factory price of the vehicle is required information for the IRP fee computation. If a registrant does not provide the factory price, the system will try to retrieve the factory price from the factory price table.
- Set Effective Date to Purchase Date – This field is disabled for external users.
- TOP – This checkbox is disabled for external users.
- Title Jurisdiction - The user can select one from the drop-down list.

- Title No. – Populated from ORION if available and user can change if required.
  - In-State Plate – Populated from the ORION and cannot be changed.
  - In-State Fee – Populated from ORION after proceeding if available.
  - Owner Name – Populated from ORION and cannot be changed.
  - Safety Responsibility – The user can select one of two options, L- Leased or O-Owner.
  - Safety USDOT - USDOT responsible for safety – prepopulates with the values from the fleet if available. Safety DOT information can be entered if not returned from the fleet or if the Safety DOT is different from the fleet DOT information.
  - Safety FEID – FEID associated with the USDOT responsible for safety – prepopulates with the values from the fleet if available. Safety FEID information can be entered if not returned from the fleet, or if the safety FEID information is different from the fleet FEID.
  - Safety Change – The user must select if the vehicle responsible for safety is to change during the registration period. Select “N” if Safety DOT information will not change and “Y” if safety DOT information will change during the registration period.
  - Use Existing Plate – In some rare occasions, an existing IRP plate may be used when adding a vehicle. The user should check the checkbox indicator and the plate number will display if data is present in FLHSMV or the user can enter the plate in the Existing Plate field.
  - Change address on USDOT – Allows the user to change the address for the USDOT for this transaction for the credential printing.
- Documentation Requirements

- The Documentation Requirements for Admin Fees and Fee Calculations consist of several indicators that must be set to calculate fees correctly. They are as follows:
  - Colorado Trailer indicator – For vehicles traveling to Colorado - If it is a straight truck pulling a trailer and the empty weight of the truck is less than 16,000 pounds, the carrier must indicate a “Y”. The system will be defaulted to ‘N’.
  - Colorado 10K indicator – Defaulted to ‘Y’ and can be changed.
  - The fee structure for CO is a two-tier schedule calculated according to the total national distance travelled by each power unit.
    - If the vehicle travels 10,000 miles or less nationally, the user will enter an ‘N’ in the space provided.
    - If the vehicle travels over 10,000 miles, the default “Y” will use the over-10,000 miles scheduled.
  - Utah Special Truck indicator - For vehicles traveling to Utah - If the truck type is a cement pump, well boring unit, or crane, the user will check the Utah special truck flag. The system will default this field to ‘N’.
  - New Vehicle - If the vehicle is new, a copy of the manufacturer’s certificate of origin is required to have the fee calculation used in the new vehicle fees table. The system will be defaulted to ‘N’.
  - Co Special Truck – This field is being used for CO Fee calculation. The system will be defaulted to ‘N’. If the vehicle is a Mobile Mixing Concrete Truck, Trash Compacting Truck, or Concrete Pumping Truck, then this flag should be selected as Y by the user.



- Proof of Insurance consists of the information related to vehicle insurance and the values of fields are auto populated from the fleet level also user can update its value.
  - Policy Number
  - Insurance Policy Type
  - Insurance Policy Issue Date
  - Insurance Policy Expiration Date
  - Insurance Policy Cancellation Date
- Comments – Use the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area. Click ADD/UPDATE COMMENT to apply comments to the record.
- After you have entered the information, click PROCEED on the command line and the system will perform edits to ensure that you have entered all the mandatory fields and that they are correct to the extent possible. The validation screen will display.
- Click PROCEED to save the vehicle information. A new Vehicle Detail screen will display empty fields for adding another vehicle if required.

- If some of the information needs to be updated after the vehicle has been stored in the system:
  - Click VEHICLE LIST on the command line and a selection list of vehicles added in this supplement will display.
  - Click the “Select” link to the left of the unit number in the selection list and the vehicle details will display.
  - Update the vehicle information as required and click PROCEED.
  - To delete the vehicle from the supplement click CANCEL VEHICLE on the command line.
- When vehicle updates are complete, click PROCEED and the verification screen will display.
- Confirm the information and then click PROCEED from the verification screen and the “Vehicle Details” screen will be displayed.
- When you have entered all the vehicles correctly into the system, click DONE and this will display the “Web Submit” screen.

#### **1.3.1.1.5 Web Processing – Submit**

The system navigates to the Web Processing – Submit screen. The user must provide the required documents on this screen and submit them to the internal review queue for approval.

GENWEBP62: [i] View the Vehicle Checklist for the list of required support documents required to be submitted for this transaction.  
 GEN1285: [i] Size of file to be uploaded should not exceed 4 MB.  
 GEN1455: [i] Please collect the required documents and submit to review the transaction or proceed to continue the transaction.

**Web Processing** Submit

**Submit Process**

\*Account No.  \*Fleet No.  Legal Name  \*Fleet Expiration Year   
 \*Fleet Expiration Month  \*Supplement No.  Status

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	618102	16	10/2023	000	O - OPEN	FOR	03/09/2023	INP	AFL

Showing 1 to 1 of 1 entries First Previous **1** Next Last

**+ Comments**

Submit View List Refresh Quit ?

**Vehicle Document** All Vehicle All Document

VIN	UNIT NO.	HVUT FROM 2290	CAB CARD	FLORIDA REGISTRATION DOCUMENT	FLORIDA TITLE RECEIPT	HSMV FORM 82042 (VIN VERIFICATION)	HSMV FORM NON-USE AFFIDAVIT	LIEN HOLDER STATEMENT / EQUIPMENT LEASE	MCRS LEASE AGREEMENT	OUT OF STATE TITLE / E-TITLE RECEIPT	REGISTRATION DOCUMENT	CERTIFICATE OF INSURANCE	HSMV FORM 85100	POLICE REPORT	OTHER
6786867UJ16776878	67678	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Fleet Document Type

Select appropriate file

Choose file... Browse Upload

**Fleet Document**

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS	DELETE
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

Perform the following steps to submit the documents.

- From beneath the Vehicle Document section, click the folder icon for a given document (for example, Cab Card).

**UPLOAD**

**Upload File**

VIN | 6786867UJT6776878 Document Type | CBCRD-Cab card

Select appropriate file

FILE NAME	TIMESTAMP	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS
618102_16_2023_10_0_6786867UJT6776878_1_CBCRD.pdf	03/09/2023 12:29:27 PM		

- A new pop-up window will be displayed allowing the user to browse and select the document from their local computer. After selecting the document, click Upload. The system will display the uploaded document in the grid underneath. Users can delete the uploaded document and re-upload it, if required, by clicking the Delete icon from the grid.
- Click Done after uploading the documents to return to the Web Processing – Submit screen.
- Continue this process until all the required vehicle documents are uploaded.

Fleet Document Type

IRF - IRP Application

Select appropriate file

Choose file... Browse Upload

**Fleet Document**

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS	DELETE
IRF - IRP Application	618102_16_2023_10_0_IRF.PDF		P - Pending	[Delete Icon]

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- For fleet-level documents, select the preferred document from the Fleet Document Type drop-down list. Click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. Users can click the Delete icon on the far right of the grid to delete and upload the same or corrected document, if required.
- Continue the process until all required fleet documentation is uploaded.
- Once all the vehicle and fleet-level documents are uploaded, click Submit from the command line.
- Once the documents are submitted, an internal user will review the submitted documents. Once the internal user has approved the documents and invoiced the transaction, the external user will receive a notification by email that the transaction is available for payment. The external user can continue the supplement from the customer dashboard or by navigating to the IRP menu tile labeled Other and selecting Work in Progress.

#### 1.3.1.1.6 Billing Process

- Once the documents are approved, the user can continue the supplement from the Billing process. The following screen will display.

FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

**Billing Details**
**New Fleet**

RUFUS ADD JURIS TEST 12-24-08 | 
 Account#: 618102 | 
 Fleet#: 16 | 
 Fleet Expiration Month / Year: 10 / 2023 | 
 Supplement#: 000 | 
 ...

**Supplements Details**

Reg. Month 8	No. of Veh in Supp 1	Supplement Status O - OPEN	IRP System Credit 1058.53
Invoice Date 03/09/2023	*Application Receipt Date 03/09/2023	Payment Date MM/DD/YYYY	Exchange Rate 0.781600

**Fees**

Manual Adj. Base Jur.	<input type="checkbox"/> Batch Billing	<input type="checkbox"/> TOP	TOP No. of Days
-----------------------	--	------------------------------	-----------------

FEE TYPE	FEE AMT(\$)
Base Fee FPT	0.00
Base Fee FPT Credit Applied	0.00
Base Fee FPX	0.00
Base Fee FPX Credit Applied	0.00
Base Fee FPY	0.00
Base Fee FPY Credit Applied	0.00
Base Fee FPZ	0.00
Base Fee FPZ Credit Applied	0.00

In-State Credit	0.00
Foreign Jurisdiction Fee	0.00
Foreign Jurisdiction Fee Credit Applied	0.00
Total Admin Fees	0.00

**Delivery Details**

Electronic Delivery Type D - PDF	Invoice Report Type Summary Invoice
-------------------------------------	--

+
Comments

Proceed
Refresh
Quit
?
↑

- Review the fee details on the billing screen. Click Proceed to move to the Payment screen.

### 1.3.1.1.7 Payment Details

- The next step in the transaction is to process the payment.

FLEET DISTANCE WGTGROUP VEHICLE BILLING **PAYMENT** CREDENTIALS MAINMENU INQUIRIES Q

GEN24: [1] Invoice report generated successfully.  
IRPREP26: [1] Billing completed successfully.

**Payment Details** New Fleet  
RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 16 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 000 | ...+

**Supplements Details**

IRP System Credit	Invoice Date	Invoice No.	*Payment Receipt Date
1058.53	03/09/2023	1491560	03/09/2023

**Fees**

Manual Adj. Base Jur.  Add Donation  Batch Credential

FEE TYPE	FEE AMT(\$)
Base Fee FPT	1.48
Base Fee FPT Credit Applied	0.00
Base Fee FPX	0.00
Base Fee FPX Credit Applied	0.00
Base Fee FPY	0.52
Base Fee FPY Credit Applied	0.00
Base Fee FPZ	0.00
Base Fee FPZ Credit Applied	0.00

In-State Credit	0.00
Foreign Jurisdiction Fee	234.09
Foreign Jurisdiction Fee Credit Applied	0.00
<b>Total Admin Fees</b>	<b>802.57</b>
<b>Amount Due</b>	<b>1038.66</b>

**TOP/Cab Card Delivery Type**

Electronic Delivery Type

**+ Comments**

Proceed Refresh Quit View Invoice Report

- Add Donation – Click Add Donation button, and a pop-up window will open. The pop-up contains the field mentioned below:
  - Organization – List of organizations.
  - Donation Amount – The user can enter the amount for donation.
  - Add – Click Add and the selected organization and its amount will be added to the grid.
  - Proceed – Click Proceed and the changes will be reflected in the total amount of the invoice.
  - Quit – Click Quit and the pop-up window will close without making any changes to the invoice.

ACTION	ORGANIZATION NAME	DONATION AMOUNT

- Click Proceed from the command line to continue with the payment.

### 1.3.2 Work In Progress

When a user initiates a supplement and quits it midway, the Work In Progress functionality allows them to resume the supplement at a later time. This functionality also retains all the information the user entered at the time of processing the supplement for the first time.

To continue processing a supplement:

- From the left side of the screen Select Menu item “Services” – “IRP” and then “Work In Progress” from the OTHER menu tile.
- Enter the required search fields:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. will be prepopulated and disabled.
- Click PROCEED to display a list of available supplements.
- If only one supplement exists, the system will automatically navigate to the supplement details screen.



- If multiple supplements exist, a list of supplements will be displayed, and the user can select the desired supplement to continue.
- A user cannot resume a supplement if its account/fleet status is Locked or Suspended.

The screenshot shows a web form titled "Search Supplement" within a "Work In Progress" session. The form includes the following fields and controls:

- Account No.:** A text input field containing the value "618102".
- Fleet No.:** An empty text input field.
- Fleet Expiration Year:** An empty text input field.
- Fleet Expiration Month:** An empty text input field.
- Supplement No.:** An empty text input field.
- Buttons:** "Proceed" (red), "Refresh" (grey), "Quit" (grey), and a help icon (grey circle with a question mark).

### 1.3.3 Supplement Functions

The various supplement transactions can be accessed by clicking a link within the associated menu tile on the IRP Site Map main menu screen. For example, the Renew Fleet supplement is located within the Fleet menu tile, while Add Vehicle supplement is located within the Vehicle menu tile. Supplements like Replace Plate are in the Vehicle Credential menu tile.

You must click the desired supplement option and then a supplement search screen will appear. At the supplement search screen, the user must enter appropriate inputs and proceed with the supplement function.

#### Supplement Effective Date

- Renewals can be done up to 90 days in advance of the fleet expiration date.
- The supplement effective date of the renewal is the same as the fleet effective date.

#### 1.3.3.1 Renewals Function

- The IRP Renewal process involves the following steps.
  - The fleet information/operations must be verified.

- The fleet distance must be entered.
- Vehicles must be processed including add (after reinstatement), amend, and delete.
- FL and foreign jurisdiction fees must be computed.
- Payment is recorded.
- Credentials are issued.

The screenshot shows a web application interface for fleet management. At the top left, the word "Fleet" is displayed, and at the top right, "Renewals" is shown. Below this is a "Supplement Search" section. It contains three input fields: "Account No." with the value "618102", "Fleet No." (which is currently empty and has a red border), and "Fleet Expiration Year". At the bottom of the search area, there are three buttons: "Proceed" (in red), "Refresh", and "Quit". A small help icon (a question mark in a circle) is also visible next to the "Quit" button.

To begin the renewal, the user must perform the following steps.

- From the left side of the screen Select SERVICES – IRP, then RENEW FLEET option from the FLEET menu tile at the IRP application level (Site Map).
  - For Authorized Agent: The Account No. field will need to be entered as it is not prepopulated.
  - For External Users: Enter the following search parameters:
    - Account No. – The Account No. is prepopulated and disabled.
    - Fleet No.
    - Fleet Expiration Year
  - If the fleet number is not entered, a selection list of the available fleets will be displayed, if there are more than one fleet.
- Click PROCEED to display the Account screen.

#### 1.3.3.1.1 Update IRP Account

- Verify the account information. If corrections need to be made, select Quit from the available options at the bottom of the screen and contact FLHSMV for assistance.

The screenshot displays the 'Customer Details' page in the Florida IRP system. At the top, a navigation bar includes 'ACCOUNT', 'FLEET', 'DISTANCE', 'WGTGROUP', 'VEHICLE', 'BILLING', 'PAYMENT', 'CREDENTIALS', 'MAINMENU', and 'INQUIRIES Q'. Below the navigation bar, a status message reads: 'GEN6048 : [!] Your demographics are fetched and populated based on the information available in ORION.' The page title is 'Customer Details' with a 'Renewals' link on the right. The account information shown is for 'RUFUS ADD JURIS TEST 12-24-08' with 'Account#: 618102'. The 'Customer Details' section includes fields for Registrant Type (C - CORPORATION), Carrier Type (C - CARRIER), IFTA Account No., and Customer Status (A - ACTIVE). The 'Address Details' section has tabs for 'Physical Address' and 'Mailing Address'. The physical address fields include Street (123 N MONROE), Zip Code (32303), Jurisdiction (FL - FLORIDA), and City (TALLAHASSEE). Other fields include Country (LEON), US Residence Address (checked), and Business Address (checked). The 'Business Customer Details' section includes USDOT No. (01194597), FEID (784674346), Suffix (1), and ORION Customer Number (1234567890). Contact information includes Contact Name (RUFUS ADD JURIS TEST 12-24-08), Email (TESTCONTACT@CELTIC.BZ), Primary Phone (850-555-1212), and Cell Phone No. (empty). A Fax No. field is also present. At the bottom of the page, there are buttons for 'Proceed', 'Refresh', and 'Quit', along with a help icon.

- After reviewing the account information, click PROCEED to display the Account Verification screen.
- Click PROCEED at the verification screen to update the account information and proceed to the Fleet Detail screen.

### 1.3.3.1.2 Update Fleet

- The registrant can update certain fleet information during renewals such as contact information, mailing address, and fleet type/commodity class, if needed.

ACCOUNT FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

● IRPF129 : [i] Account has 0 fleet(s) for 2023. Account has 1 fleet(s) for 2022.  
● IRPAC00 : [i] Renewal account has been generated.  
● GEN1292 : [i] FEID has been updated based on the Common Customer information.

**Fleet Details** Renewals

Account#: [REDACTED] Fleet#: 01 Fleet Expiration Month / Year: 10 / 2023 Supplement#: 000 ...

---

**Fleet Summary**

Registrant Type	Fleet Status	Carrier Type	DBA Name
A-LIMITED COMPANY	A-ACTIVE	C-CARRIER	

---

**Address Details**

Physical Address	Mailing Address	Shipping Address	Authorized Agent 1	Authorized Agent 2	Authorized Agent 3	Power of Attorney	One-Time Mailing Address
Street		Zip Code		Jur		City	
123 N MONROE		[REDACTED]		FL - FLORIDA		TALLAHASSEE	
Country		Country		<input type="checkbox"/> Non Deliverable Address			
[REDACTED]		US					

---

**Contact Details**

*Contact Name	Primary Email	Secondary Email	*Primary Phone
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Cell Phone No.	Fax No.	FEID	Suffix
		[REDACTED]	54
ORION Customer Number	USDOT No.	<input type="checkbox"/> Change Vehicle USDOT / FEID	
[REDACTED]	[REDACTED]	*Fleet Type	
		FOR - FOR HIRE (FH)	

---

*Commodity Class	*Effective Date	*Expiration Date	<input type="checkbox"/> Change Address on USDOT
A - ALL	11/01/2022	10/31/2023	
*First Operated	<input type="checkbox"/> Wyoming Indicator	<input type="checkbox"/> Use IFTA Distance	<input type="checkbox"/> Mobile Notification
03/01/2022			

\*Records Keeping Attestation  
 I acknowledge that as a carrier registered under IRP, I am subject to the requirements outlined in the International Registration Plan and am required to maintain detailed distance records for each individual vehicle credentialed. These records must substantiate the information filed with the Department and are subject to audit. Please access the Department's website at <https://www.flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/irp-ifta-audit-services/record-keeping-requirements/> for more information concerning your responsibility under IRP.

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**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
58678678678678	AOI - Any Own Insurance	03/01/2022	10/31/2022
Insurance Policy Cancellation Date	<input type="checkbox"/> Change Insurance on Vehicle		
MMDD/YYYY			

---

**Comments**

Proceed Cancel Refresh Quit ?

- The fleet information will populate with the information from the previous year. Legal name and business address will be populated with the most current information from the customer record.
- The following information will default based on the renewal period (12 months) and cannot be changed.
  - Fleet Effective Date
    - Will default to the effective date for the next year's registration period.

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- Fleet Expiration Date
  - Will default to the expiration date for the next year's registration period.
- First Operated Date
  - Will default from the previous year.
- Updates for the Fleet Screen:
  - From the Fleet Detail screen:
    - Review the fleet information.
    - Update the values, as necessary.
- The “Use IFTA Distance” checkbox is defaulted to unchecked. If the account has an IFTA account, check the “Use IFTA Distance” checkbox and the system will populate the distance (mileage) on the Distance Details page. If the account has more than one fleet, do not check the “Use IFTA Distance” checkbox. The user will need to enter the distance information for each fleet manually.
- The user needs to check the Records Keeping Attestation before proceeding.
- Click PROCEED to display the Fleet Verification screen.
- Click PROCEED again to update the fleet information in the database and proceed to the Distance Detail screen.

#### **1.3.3.1.3 Jurisdiction Distance**

- At fleet renewal time the Distance Details screen will display all the jurisdictions. The distance type will default to Actual for the following conditions:
  - IFTA distance exists for the reporting period.
  - Carrier had actual distance in any IRP Jurisdiction in the previous registration period.
  - If the carrier reported an estimated distance in the previous year, but according to IRP plan rules, the carrier does not qualify for a second year of estimated mileage.

- If the 'Use IFTA Distance' checkbox on the fleet screen was checked and the account only has one power unit fleet, the IFTA distance will be pre-populated with the mileage reported Type set to 'A'. The distance fields are available for the user to make changes if needed.
- The Comment section must be used to add a comment regarding the carrier's scope of operations.
- When the user has entered all the jurisdiction information:
  - Enter the totals for Total Estimated Distance or Total Actual Distance, and Total Distance, if required.
  - If the actual distance is entered, check the "We certify that the actual distance submitted is accurate" checkbox.
  - Click PROCEED on the command line and the system will:
    - Perform edits including verifying contiguous jurisdictions.
    - Calculate percentages and populate estimated distance.
    - Calculate the Total Estimated Distance or Total Actual Distance.
    - Display the verification screen.

Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
FL - FLORIDA	<input type="text" value="0"/>	00.00000	AL - ALABAMA	<input type="text" value="0"/>	00.00000
AR - ARKANSAS	<input type="text" value="0"/>	00.00000	AZ - ARIZONA	<input type="text" value="0"/>	00.00000
CA - CALIFORNIA	<input type="text" value="0"/>	00.00000	CO - COLORADO	<input type="text" value="0"/>	00.00000
CT - CONNECTICUT	<input type="text" value="0"/>	00.00000	DC - DISTRICT OF COLUMBIA	<input type="text" value="0"/>	00.00000
DE - DELAWARE	<input type="text" value="0"/>	00.00000	GA - GEORGIA	<input type="text" value="0"/>	00.00000
IA - IOWA	<input type="text" value="0"/>	00.00000	ID - IDAHO	<input type="text" value="0"/>	00.00000
IL - ILLINOIS	<input type="text" value="0"/>	00.00000	IN - INDIANA	<input type="text" value="0"/>	00.00000
KS - KANSAS	<input type="text" value="0"/>	00.00000	KY - KENTUCKY	<input type="text" value="0"/>	00.00000
LA - LOUISIANA	<input type="text" value="0"/>	00.00000	MA - MASSACHUSETTS	<input type="text" value="0"/>	00.00000
MD - MARYLAND	<input type="text" value="0"/>	00.00000	ME - MAINE	<input type="text" value="0"/>	00.00000
MI - MICHIGAN	<input type="text" value="0"/>	00.00000	MN - MINNESOTA	<input type="text" value="0"/>	00.00000
MO - MISSOURI	<input type="text" value="0"/>	00.00000	MS - MISSISSIPPI	<input type="text" value="0"/>	00.00000
MT - MONTANA	<input type="text" value="0"/>	00.00000	NC - NORTH CAROLINA	<input type="text" value="0"/>	00.00000
ND - NORTH DAKOTA	<input type="text" value="0"/>	00.00000	NE - NEBRASKA	<input type="text" value="0"/>	00.00000
NH - NEW HAMPSHIRE	<input type="text" value="0"/>	00.00000	NJ - NEW JERSEY	<input type="text" value="0"/>	00.00000
NM - NEW MEXICO	<input type="text" value="0"/>	00.00000	NV - NEVADA	<input type="text" value="0"/>	00.00000
NY - NEW YORK	<input type="text" value="0"/>	00.00000	OK - OKLAHOMA	<input type="text" value="0"/>	00.00000
OR - OREGON	<input type="text" value="0"/>	00.00000	PA - PENNSYLVANIA	<input type="text" value="0"/>	00.00000
RI - RHODE ISLAND	<input type="text" value="0"/>	00.00000	SC - SOUTH CAROLINA	<input type="text" value="0"/>	00.00000
SD - SOUTH DAKOTA	<input type="text" value="0"/>	00.00000	TN - TENNESSEE	<input type="text" value="0"/>	00.00000
TX - TEXAS	<input type="text" value="0"/>	00.00000	UT - UTAH	<input type="text" value="0"/>	00.00000
VA - VIRGINIA	<input type="text" value="0"/>	00.00000	VT - VERMONT	<input type="text" value="0"/>	00.00000
WA - WASHINGTON	<input type="text" value="0"/>	00.00000	WI - WISCONSIN	<input type="text" value="0"/>	00.00000
WV - WEST VIRGINIA	<input type="text" value="0"/>	00.00000	WY - WYOMING	<input type="text" value="0"/>	00.00000
AB - ALBERTA	<input type="text" value="0"/>	00.00000	BC - BRITISH COLUMBIA	<input type="text" value="0"/>	00.00000
MB - MANITOBA	<input type="text" value="0"/>	00.00000	NB - NEW BRUNSWICK	<input type="text" value="0"/>	00.00000
NL - NEWFOUNDLAND AND LABRADOR	<input type="text" value="0"/>	00.00000	NS - NOVA SCOTIA	<input type="text" value="0"/>	00.00000
ON - ONTARIO	<input type="text" value="0"/>	00.00000	PE - PRINCE EDWARD ISLAND	<input type="text" value="0"/>	00.00000
QC - QUEBEC	<input type="text" value="0"/>	00.00000	SK - SASKATCHEWAN	<input type="text" value="0"/>	00.00000

+ Comments

Proceed
Cancel
Refresh
Quit
?

- If the distance is correct, click **PROCEED** to display the Weight Group Selection screen.

### 1.3.3.1.4 Weight Group

The previously added weight group(s) from the new fleet flow will be displayed in a grid in the Weight Group Selection details page. You can add more weight groups according to your requirement or select any weight group from the grid to make changes.

**Weight Group Selection Details**

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 13 | Fleet Expiration Month / Year: 10 / 2023 | Supplement#: 000 | ...+

**Weight Group List**

ACTION	WEIGHT GROUP NO.	WEIGHT GROUP TYPE	BASE JURISDICTION WEIGHT	MAX GROSS WEIGHT
Select	1	P - POWER UNIT	19999	19999

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Add Weight Group Done Cancel Quit ?

The Weight Group Selection screen for fleet renewal allows the user to perform the following actions:

- View/update weight for any existing weight group.
  - Select the weight group to process, by selecting the SELECT link next to the weight group number.
  - Update the weights required and click PROCEED to go to the verification screen.
  - From the validation screen, click PROCEED to save the changes.
- Add a new weight group to the fleet.
  - Click ADD WEIGHT GROUP from the command line in the Weight Group Selection Details page.
  - Select the Weight Group Type from the drop-down list. FL has two weight group types: Power Unit, and Bus.
    - Power Unit – The maximum gross weight for the power unit is 80,000 pounds.
    - Bus – The maximum gross weight for the bus is 80,000 pounds.



- Select the maximum gross weight for the weight group from the drop-down list. If any of the jurisdictions have a different weight, enter the weight for that jurisdiction. If the required weight group is not listed in the drop-down, select the “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.
- Click PROCEED on the command line to populate the weight for the remaining jurisdictions and the verification screen will be displayed. If a weight is outside the 10% variance, a warning message will be displayed in the message area at the top of the verification screen. To explain the variance, a comment must be entered.
- The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system will automatically set the weight to the maximum allowed and will display a warning message in the message area at the top of the verification screen.
- If any of the weights need to be changed, click BACK and the system will display the Jurisdiction weights for changes.
- If no changes are required, click PROCEED to return to the Weight Group Selection Details screen.
- Click DONE when you are finished with weight groups and the Vehicle Processing screen will display.

#### **1.3.3.1.5 Process Vehicle**

- Vehicle processing on a renewal provides the ability to perform the following vehicle functions.
- Update from the Previous Year
  - After the renewal is open and is not invoiced, supplement information can be automatically updated in the renewed fleet. Click UPDATE FROM THE PREVIOUS YEAR on the command line to pull forward changes then continue processing the renewal.

- If the renewal is invoiced (not paid), cancel the invoice first, and click UPDATE FROM THE PREVIOUS YEAR from the Vehicle Processing screen.
- If the renewal is paid, the user must create the supplement in the renewal year.
- The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.

Renewal Vehicle Processing

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 13 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 000 | ...+

**Renewal Details**

Amended Vehicles	Added Vehicles	Deleted Vehicle	Renewed Vehicles
0	0	0	1

ADD VEHICLE  AMEND VEHICLE  DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?

- The user must execute the “UPDATE FROM PREVIOUS YEAR”, if required, before adjustments to existing vehicles.
- If no changes are required to any vehicle:
  - Click DONE.
- To update vehicle information:
  - The user can select AMEND VEHICLE radio button and click PROCEED to display the Vehicle Detail screen.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

IRPVEH375: [!] Please search the VIN first to process a vehicle.

**Vehicle Details**

RUFUS ADD JURIS TEST 12-24-08    Account#: 618102    Fleet#: 13    Fleet Expiration Month / Year.: 10 / 2023    Supplement#: 000    ...+

**Renewals**

**Change Vehicle Details**

Unit No.	VIN	Plate No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

**Supplements Details**

No. of Vehicles	Carrier Type	
<input type="text" value="1"/>	<input type="text" value="C - CARRIER"/>	<input type="checkbox"/> Change Weight Group

**Vehicle Details**

VIN	ORION Owner ID	ORION Vehicle Type	ORION Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Unit No.	*Weight Group No.	*Year	*IRP Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Make	*Axes	*Combined Axes	*Fuel Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="D - Diesel"/>
Seats	Major Color	Minor Color	*Unladen Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	Verification on Purchase Price
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>

Factory Price	<input type="checkbox"/> TOP	TOP No. of Days	
<input type="text"/>		<input type="text"/>	
*Title No.	In-State Plate	In-State Fee	*Title Jurisdiction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Responsibility	*Safety USDOT	*Safety FEID	*Owner Name
<input type="text" value="O - Owner"/>	<input type="text" value="01194597"/>	<input type="text" value="784674346"/>	<input type="text"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Address on USDOT	<input type="checkbox"/> New Plate Required
	<input type="text"/>		

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
<input type="text" value="58678678678678"/>	<input type="text" value="AOI - Any Own Insurance"/>	<input type="text" value="03/01/2022"/>	<input type="text" value="12/31/2023"/>
Insurance Policy Cancellation Date			
<input type="text" value="MM/DD/YYYY"/>			

**+ Comments**

- The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number.
- After the user selects the vehicle, the existing vehicle information will be displayed.
- The user should update the information as necessary for renewal.

- Once the information is changed, click PROCEED to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will be displayed.
- From the Verification screen, review the vehicle information and click PROCEED to save the changes to the vehicle.
- To delete a vehicle from the fleet:
  - The user can click DELETE VEHICLE and click PROCEED to display the Delete Vehicle screen. There is a list of all the active vehicles in the fleet that have not been updated during the renewal process.
  - To select a vehicle to delete, check the box next to the unit number you want to delete.
  - For each deleted vehicle the following information must be provided:
    - PLATE STATUS defaults to OTHER. Use dropdown to enter current plate status.
    - Delete/Inactive Date – Defaults to renewal effective date and a date prior to the renewal date cannot be entered.
    - A comment can be added if necessary.
  - Once you have selected all the vehicles you want to delete, click PROCEED to display the verification screen.
  - Click PROCEED to save the information.
  - Click DONE after completing all deletions.
  - The Renewal Vehicle Processing screen will be displayed.
- To change/cancel information on vehicles that have already been processed during the renewal:
  - Click VEHICLE LIST to display a list of vehicles that have been changed or deleted.
- The Vehicle List screen will display a list of the vehicles that have been either added, changed, or deleted during the renewal.
- The user can do the following:
  - Click BACK to return to the Vehicle Processing screen.

- Select a vehicle from the list by clicking the “Select” link to the left of UNIT No.
  - This will display a screen depending on the SERVICE TYPE for the vehicle (add vehicle, amend vehicle, or delete vehicle).
  - When a user selects a vehicle, the vehicle information will display on the Vehicle Details screen.
- The user can do one of the following actions:
  - If the user deletes the vehicle from the renewal, the Vehicle Details screen will be protected and the only action you can take is to CANCEL the VEHICLE. This will undo the deletion and will add the vehicle back on the renewal.
  - If the vehicle was added or changed, from the vehicle screen the user can either make additional changes or cancel the action.
    - To make changes, update the information and click PROCEED. Click PROCEED again from the verification screen to save the changes.
    - To cancel an added vehicle from the renewal, click CANCEL VEHICLE to delete the vehicle from the renewal.
    - To cancel an amended vehicle from the renewal, click CANCEL VEHICLE and the vehicle is processed on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.
- To update information on a previously deleted vehicle:
  - The user should click VEHICLE LIST from the options at the bottom of the screen. A list of previously processed vehicles will be displayed.
  - From the list select the previously deleted vehicle to be updated. Select CONFIRM CANCEL, then select OK from the pop-up message to continue. System returns to Vehicle Selection Details screen. Select BACK to return to Renewal Vehicle Processing.
  - Select Delete Vehicle option and enter the deletion with updated information. Select PROCEED to navigate to the verification screen.

- From the verification screen, click PROCEED to save the changes to the deleted vehicles.
- To end the vehicle processing, the user clicks DONE from the Vehicle Processing screen. The system will display the Web Processing - Submit screen.

### 1.3.3.1.6 Add Vehicle

- The user can click ADD VEHICLE and click PROCEED to display the Add Vehicle screen.
- To Add a vehicle, Refer to section **Error! Reference source not found.**

### 1.3.3.1.7 Web Processing – Submit

- The system navigates to the Web Processing – Submit screen. The user must provide the required documents on this screen and submit them to the internal review queue for approval.

● GENWEBP62 : [?] View the Vehicle Checklist for the list of required support documents required to be submitted for this transaction.

● GEN1205 : [?] Size of file to be uploaded should not exceed 4 MB.

● GEN1455 : [?] Please collect the required documents and submit to review the transaction or proceed to continue the transaction.

▲ ADMREP14 : [?] If you are uploading a document, the total size for each file uploaded should not exceed 4MB.

**Web Processing**
Submit

Submit Process

*Account No. 618102	*Fleet No. 13	Legal Name RUFUS ADD JURIS TEST 12-24-08	*Fleet Expiration Year 2023
*Fleet Expiration Month 10	*Supplement No. 000	Status PEN - PENDING	

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 618102	13	10/2023	000	O - OPEN	FOR	03/09/2023	INP	RWC

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

+ Comments

Submit
View List
Refresh
Quit
?

**Vehicle Document** All Vehicle All Document

VIN	UNIT NO.	INV. FROM 2290	CAB CARD	FLORIDA REGISTRATION DOCUMENT	FLORIDA TITLE RECEIPT	HSMV FORM 82042 (VIN VERIFICATION)	HSMV FORM NON USE AFFIDAVIT	LIEN HOLDER STATEMENT / EQUIPMENT LEASE	MCRS LEASE AGREEMENT	OUT OF STATE TITLE / E-TITLE RECEIPT	REGISTRATION DOCUMENT	CERTIFICATE OF INSURANCE	HSMV FORM 85100	POLICE REPORT	OTHER
FGHRTRYRYRYTYRY	678678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Fleet Document Type  
 IRF - IRP Application

Select appropriate file  
 Choose file...

**Fleet Document**

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENT STATUS	DELETE
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

Account Document Type  
 POR - Proof of FL Residency

Florida Driver's License   
  Other   
  Property Tax Bill   
  IRS Tax Receipt  
 Utility Bills   
  Florida Title   
  Bank Account Statements

Select appropriate file  
 Choose file...

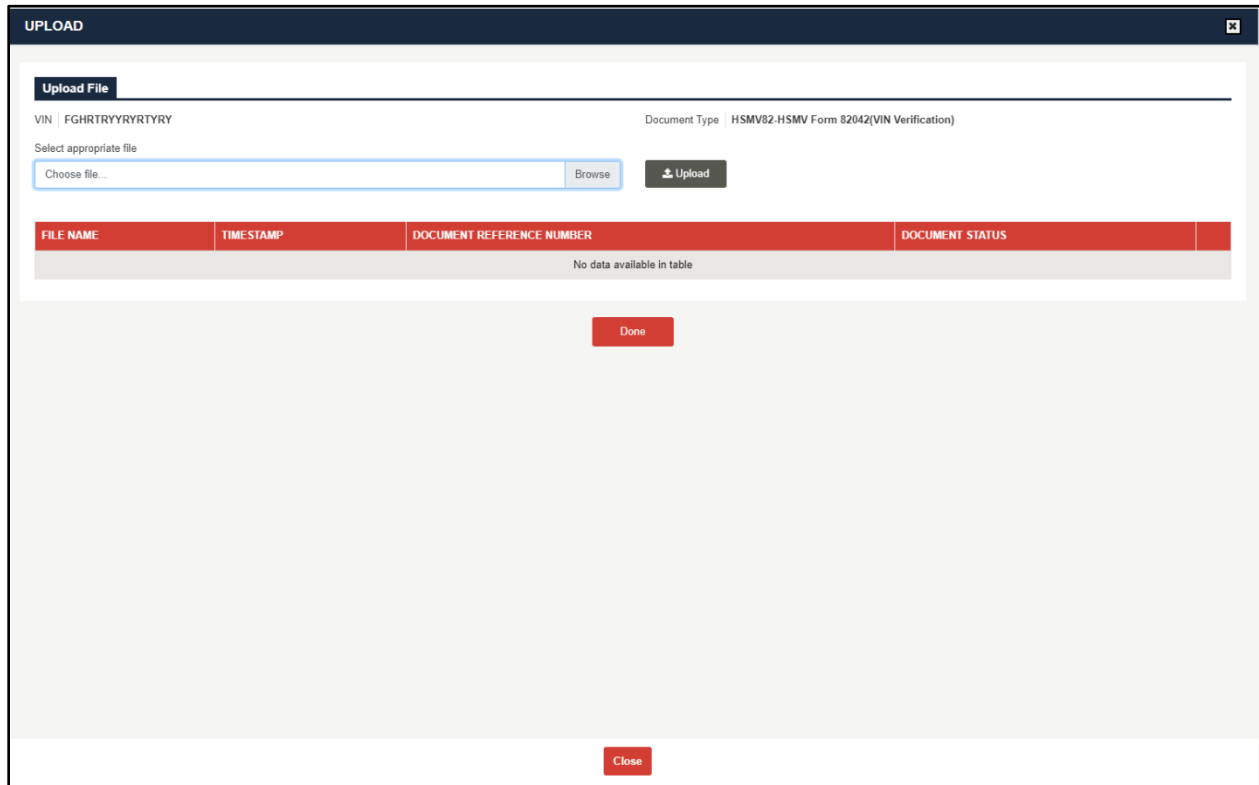
**Account Document**

DOCUMENT TYPE	FILE NAME	DOCUMENT REFERENCE NUMBER	DOCUMENTS	DOCUMENT STATUS	DELETE
No records to display					

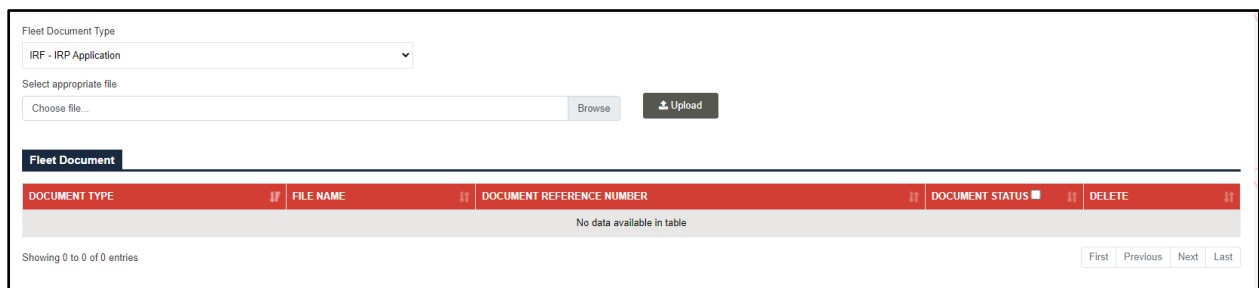
Showing 0 to 0 of 0 entries First Previous Next Last

Perform the following steps to submit the documents.

- From beneath the Vehicle Document section, click the folder icon for a given document (for example, Certificate of Insurance).



- A new pop-up window will be displayed allowing the user to browse and select the document from their local computer. After selecting the document, click Upload. The system will display the uploaded document in the grid underneath. Users can delete the uploaded document and re-upload it, if required, by clicking the Delete icon from the grid.
- Click Done after uploading the documents to return to the Web Processing – Submit screen.
- Upload all the required vehicle documents.





- For fleet-level documents, select the preferred document from the Fleet Document Type drop-down list. Click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. Users can click the Delete icon on the far right of the grid to delete and reupload the same document if required.
- Upload all the required Account documents.

- For Account-level documents, select the preferred document from the Account Document Type drop-down list. Click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. Users can click the Delete icon on the far right of the grid to delete and reupload the same document if required.
- Once all the vehicle, fleet, and account level documents are uploaded, click Submit from the command line.
- Once the documents are submitted, an internal user will review the submitted documents for approval. Once the internal user has approved and invoiced the transaction, the external user will be notified by email. The external user will then be able to continue the supplement via Customer Dashboard or Work in Progress and proceed with Payment.

### 1.3.3.1.8 Billing Process

- Once the documents are approved, the user can continue the supplement from the Billing Details screen via Customer Dashboard or Work in Progress option. The following screen will display:

FEE TYPE	FEE AMT(\$)
Base Fee FPT	26.20
Base Fee FPT Credit Applied	0.00
Base Fee FPX	0.00
Base Fee FPX Credit Applied	0.00
Base Fee FPY	9.20
Base Fee FPY Credit Applied	0.00
Base Fee FPZ	0.00
Base Fee FPZ Credit Applied	0.00
In-State Credit	0.00
Foreign Jurisdiction Fee	180.80
Foreign Jurisdiction Fee Credit Applied	0.00
<b>Total Admin Fees</b>	<b>802.57</b>
<b>Invoice Amount</b>	<b>1018.77</b>
<b>Amount Due</b>	<b>1018.77</b>

**Delivery Details**

Electronic Delivery Type: D - PDF

Invoice Report Type: Summary Invoice

Proceed
Refresh
Quit
?

- Review the fee details on the billing screen. Click Proceed to move to the Payment screen.

### 1.3.3.1.9 Payment Details

- The next step in the transaction is to process the payment.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
**PAYMENT**
CREDENTIALS
MAINMENU
INQUIRIES Q

GEN24 : [ ] Invoice report generated successfully.  
 IRPREP28 : [ ] Billing completed successfully.

**Payment Details**
Renewals

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 13 | Fleet Expiration Month / Year: 10 / 2023 | Supplement#: 000 | ...+

**Supplements Details**

IRP System Credit	Invoice Date	Invoice No.	*Payment Receipt Date
117.05	03/09/2023	1491567	03/09/2023

**Fees**

Manual Adj. Base Jur. 0.00 [Add Donation](#)  Batch Credential

FEE TYPE	FEE AMT(S)
Base Fee FPT	26.20
Base Fee FPT Credit Applied	0.00
Base Fee FPX	0.00
Base Fee FPX Credit Applied	0.00
Base Fee FPY	9.20
Base Fee FPY Credit Applied	0.00
Base Fee FPZ	0.00
Base Fee FPZ Credit Applied	0.00
In-State Credit	0.00
Foreign Jurisdiction Fee	180.80
Foreign Jurisdiction Fee Credit Applied	0.00
<b>Total Admin Fees</b>	<b>802.57</b>
<b>Amount Due</b>	<b>1018.77</b>

**TOP/Cab Card Delivery Type**

Electronic Delivery Type

[+ Comments](#)

[Proceed](#)
[Refresh](#)
[Quit](#)
[View Invoice Report](#)

- Click Proceed from the command line to complete the payment.

### 1.3.3.2 Audit Function

#### 1.3.3.2.1 Payment Details

- If the audit record is already approved, the user can proceed to the payment from the Customer Dashboard or Work in Progress option.

#### 1.3.3.3 Change Weight Group

Perform the following steps to process a Change Weight Group supplement.

- Select SERVICES – IRP from the menu option on the left side of the screen.
- From the IRP application-level menu, click the CHANGE WEIGHT GROUP link from the IRP Weight Group menu tile.

The screenshot shows the 'Weight Group' application interface. At the top right, it says 'Change Weight Group'. Below that is a 'Supplement Search' section with the following fields:

- Account No.: 618102
- Fleet No.: 1
- Fleet Expiration Year: (empty)
- Supplement Effective Date: 03/01/2023

Below the search fields are three buttons: 'Proceed', 'Refresh', and 'Quit'. A help icon (?) is also present.

Below the buttons is a table with the following columns and data:

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	618102	01	10	2023	PVT	A - ACTIVE

At the bottom left, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'.

- On the Weight Group Search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users: Enter the following search parameters.
    - Account No. – The Account No. is prepopulated and disabled.
    - Fleet No.
    - Fleet Expiration Year
    - Supplement Effective Date - The supplement's effective date defaults to the first day of the month and cannot be changed.
  - Click PROCEED from the command line on the screen to display the Weight Group Selection Details screen.

WGTGROUP BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Weight Group Selection Details** Change Weight Group

RUFUS ADD JURIS TEST 12-24-08 Account#: 618102 Fleet#: 01 Fleet Expiration Month / Year: 10 / 2023 Supplement#: 020

**Weight Group List**

ACTION	WEIGHT GROUP NO.	WEIGHT GROUP TYPE	BASE JURISDICTION WEIGHT	MAX GROSS WEIGHT
Select	1	P - POWER UNIT	19999	19999
Select	2	P - POWER UNIT	26000	26000
Select	3	P - POWER UNIT	80000	80000

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Done Cancel Quit

- The Weight Group Selection Details screen allows the following actions:
  - The user can select only one weight group per supplement to change. Select the weight group number you wish to change by clicking the “SELECT” link next to the weight group number.
  - The current weight group information will be displayed on the Fleet Weight Group Details screen.

WGTGROUP BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Fleet Weight Group Details** Change Weight Group

RUFUS ADD JURIS TEST 12-24-08 Account#: 618102 Fleet#: 01 Fleet Expiration Month / Year: 10 / 2023 Supplement#: 020

**Supplements Details**

Weight Group Type: P - POWER UNIT Weight Group No: 1 Max Gross Weight: 19999

**List Of Jurisdiction And Weight**

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
FL	19999	AL	19999	AR	19999	AZ	19999
CA	19999	CO	19999	CT	19999	DC	19999
DE	19999	GA	19999	IA	19999	ID	19999
IL	19999	IN	19999	KS	19999	KY	19999
LA	19999	MA	19999	MD	19999	ME	19999
MI	19999	MN	19999	MO	19999	MS	19999
MT	19999	NC	19999	ND	19999	NE	19999
NH	19999	NJ	19999	NM	19999	NV	19999
NY	19999	OK	19999	OR	19999	PA	19999

RI	19999	SC	19999	SD	19999	TN	19999
TX	19999	UT	19999	VA	19999	VT	19999
WA	19999	WI	19999	WV	19999	WY	19999
AB	19999	BC	19999	MB	19999	NB	19999
NL	19999	NS	19999	ON	19999	PE	19999
QC	19999	SK	19999				

+ Comments

Proceed Go To Weight Group Selection Delete Weight Group Cancel Refresh Quit ?

- Change the weights for the jurisdiction(s).
- The system will run a check to ensure the maximum combined gross weight does not exceed the maximum weight allowed in a specific jurisdiction.
- The system will verify if the declared weight for all jurisdictions is within, or less than a 10% variance compared to the Base jurisdiction's weight. If the weights entered exceed the 10% variance, a message will be displayed. The system will provide a comment field to explain weights that exceed the 10% variance. If the registrant does not provide the necessary information, the supplement cannot proceed.
- Click PROCEED to display the verification screen.
- Click PROCEED from the verification screen to return to the Weight Group Selection Details screen.
- If after selecting a weight group you decide you do not want to change any weights, click GO TO WEIGHT GROUP SELECTION to return to the Weight Group Selection Details screen.
- When all the required changes are processed, click DONE to proceed. If supporting documents are required, the system will navigate to the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

### 1.3.3.3.1 Web Processing – Submit

- After the vehicle and/or Change Weight Group is completed as desired, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get the details on submitting the required documents to the review queue.

### 1.3.3.3.2 Billing Process

- After this, the billing process starts. To get the details of the billing process please refer to Section 1.3.1.1.6.

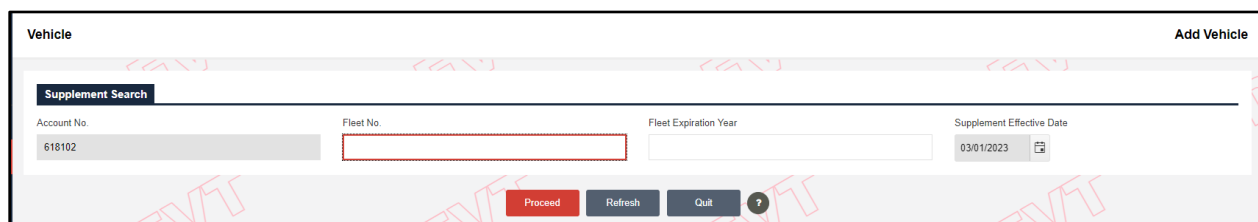
### 1.3.3.3.3 Payment Details

- After this Payment details process starts. To get the details of the payment process, please refer to Section 1.3.1.1.7.

### 1.3.3.4 Add Vehicle

Perform the following steps to process an ADD VEHICLE supplement:

- From the IRP application-level menu, select ADD VEHICLE from the VEHICLE menu tile.



The screenshot displays the 'Vehicle' search interface. At the top left is the label 'Vehicle' and at the top right is 'Add Vehicle'. Below this is a 'Supplement Search' header. The form contains four input fields: 'Account No.' with the value '618102', 'Fleet No.' which is empty and highlighted with a red border, 'Fleet Expiration Year' which is empty, and 'Supplement Effective Date' with the value '03/01/2023' and a calendar icon. At the bottom of the form are three buttons: 'Proceed' (red), 'Refresh' (grey), and 'Quit' (grey), followed by a help icon (question mark in a circle).

- On the Vehicle Search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.

- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No.
  - Fleet Expiration Year
  - Supplement Effective Date - The supplement date defaults to the first day of the month of the processing date and cannot be changed.
- Click PROCEED to display the vehicle detail screen.
- The Vehicle Detail screen captures the information for each vehicle the user wants to add to the fleet and register into the FLHSMV system. At the top of the Vehicle Detail screen, there is a feature allowing the user to find an existing vehicle in the ORION database.
  - Enter the VIN and click COPY FROM. The system will search for the information and will populate the vehicle information fields on the Vehicle Detail screen.
  - Mandatory fields have a red asterisk "\*" beside them. Complete/verify the mandatory fields. Refer to section 1.3.1.1.4



WGTGROUP
**VEHICLE**
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

IRPVEH075 - [!] Please search the VIN first to process a vehicle.

**Vehicle Details**
**Add Vehicle**

RUFUS ADD JURIS TEST 12-24-08
Account#: 618102
Fleet#: 01
Fleet Expiration Month / Year: 10 / 2023
Supplement#: 020
...

**New Vehicle Search Criteria**

Unit No.	VIN	ORION Vehicle No.	Title No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plate No.	<input type="button" value="Copy From"/>		
<input type="text"/>			

**Supplements Details**

No. of Vehicles	Carrier Type
<input type="text" value="0"/>	<input type="text" value="C - CARRIER"/>

**Vehicle Details**

VIN	ORION Owner ID	ORION Vehicle Type	ORION Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Unit No.	*Weight Group No.	*Year	*IRP Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Make	*Axles	*Combined Axles	*Fuel Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="D - Diesel"/>
Seats	Major Color	Minor Color	*Unladen Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	*Verification on Purchase Price
<input type="text"/>	<input type="text" value="MMDDYYYY"/>	<input type="text"/>	<input type="text"/>
Factory Price	<input type="checkbox"/> Set Effective Date to Purchase Date	<input type="checkbox"/> TOP	TOP No. of Days
<input type="text"/>			<input type="text"/>
*Title Jurisdiction	*Title No.	In-State Plate	In-State Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Owner Name	Safety Responsibility	*Safety USDOT	*Safety FEID
<input type="text"/>	<input type="text" value="O - Owner"/>	<input type="text" value="01194597"/>	<input type="text" value="784674346"/>
*Safety Change	<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Address on USDOT
<input type="text"/>		<input type="text"/>	

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
<input type="text" value="4847654654"/>	<input type="text" value="AOI - Any Own Insurance"/>	<input type="text" value="01/01/2022"/>	<input type="text" value="05/31/2023"/>
Insurance Policy Cancellation Date			
<input type="text" value="MMDDYYYY"/>			

**Comments**

Proceed
Done
Cancel
Vehicle List
Refresh
Quit

- o Click PROCEED on the command line to navigate to the verification screen. Click PROCEED from the verification screen to save the vehicle

information. The Vehicle Detail screen is displayed with empty fields to add another vehicle if required. Refer to the screen and paragraphs referenced above for details.

- If some of the vehicle information needs to be changed or vehicles need to be deleted after the vehicle has been stored in the system, perform the following steps:
  - Click VEHICLE LIST on the command line and a selection list of vehicles will be displayed.
  - Click the “Select” link to the left of the unit number in the selection list and the vehicle details will be displayed.
  - Update the vehicle information as required and click PROCEED. Verify the information and click PROCEED to save the information.
  - To delete the vehicle from the supplement, click CANCEL VEHICLE.
  - When all vehicle updates are completed, click DONE and the Vehicle Details screen will be displayed.
  - If you need to add a weight group for the IRP vehicles, select the WTGGROUP tab at the top of the screen to navigate to the Weight Group Detail screen.
  - Click ADD WTG GROUP, select the weight, and click PROCEED. A verification screen will be displayed. Click PROCEED and the system displays the Weight Group Details screen. Select DONE and the Vehicle Details screen is displayed so the user can add the vehicle.
- When all the vehicles are entered correctly into the system, click DONE and the Web Processing-Submit screen will be displayed.

### 1.3.3.4.1 Web Processing – Submit

- After the vehicle and/or weight group change is processed, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get the details on submitting the required documents to the review queue.

### 1.3.3.4.2 Billing Process

- After this, the billing process starts. To get the details of the billing process please refer to Section 1.3.1.1.6.

### 1.3.3.4.3 Payment Details

- After this Payment details process starts. To get the details of the payment process please refer to Section 1.3.1.1.7.

### 1.3.3.5 Plate Transfer

FLHSMV provides the ability to add a new vehicle, delete an existing vehicle, and issue a new plate using the Plate Transfer supplement. The transfer vehicle must be in the same account and fleet.

Perform the following steps to process a Plate Transfer supplement.

- From the IRP application-level menu, select Plate Transfer from the Vehicle menu tile.

The screenshot shows a web interface for 'Vehicle Supplement Search'. At the top left is the label 'Vehicle' and at the top right is 'Plate Transfer'. Below this is a search bar with the text 'Supplement Search'. Underneath the search bar are four input fields: 'Account No.' with the value '620806', 'Fleet No.' (empty), 'Fleet Expiration Year' (empty), and 'Supplement Effective Date' with the value '06/01/2023' and a calendar icon. At the bottom of the form are three buttons: 'Proceed' (red), 'Refresh' (grey), and 'Quit' (grey), followed by a help icon (question mark in a circle). The background of the screenshot has a faint 'DL' watermark.

- On the Vehicle Supplement Search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No.
  - Fleet Expiration Year
  - Supplement Effective Date - The supplement effective date is defaulted to the first date of the current month and cannot be changed. The credit will be calculated from the supplement's effective date.
- Click PROCEED and the Vehicle Details screen displays.
- The Vehicle Details screen allows the following actions:

The screenshot displays the 'Vehicle Details' interface. At the top, there is a navigation bar with tabs: WGTGROUP, VEHICLE (selected), BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. Below the navigation bar, a light blue banner contains the text: 'IRPVEH375 : [ ] Please search the VIN first to process a vehicle.' The main content area is titled 'Vehicle Details' and includes a 'Plate Transfer' link on the right. A breadcrumb trail shows: RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 020 | ... The interface is divided into several sections:
 

- New Vehicle Search Criteria:** Contains input fields for Unit No., VIN, ORION Vehicle No., Title No., and Plate No. A red 'Copy From' button is located below the Plate No. field.
- Supplements Details:** Shows 'No. of Vehicles' as 0 and 'Carrier Type' as C - CARRIER.
- Deleted Vehicle Details:** Includes fields for \*Unit No., \*VIN, and Plate No. with a 'Search' button. Below these are fields for \*Deletion Date (03/01/2023) and \*Delete Reason.
- Vehicle Details:** Shows fields for VIN, ORION Owner ID, ORION Vehicle Type, and ORION Body Type.

*Unit No.	*Weight Group No.	*Year	*IRP Body Type
*Make	*Axles	*Combined Axles	*Fuel Type
Seats	Major Color	Minor Color	D - Diesel
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	*Unladen Weight
Factory Price	MM/DD/YYYY		*Verification on Purchase Price
*Title Jurisdiction	<input type="checkbox"/> Set Effective Date to Purchase Date	<input type="checkbox"/> TOP	TOP No. of Days
*Safety USDOT	*Title No.	*Owner Name	Safety Responsibility
Existing Plate	*Safety FEID	*Safety Change	O - Owner
	<input type="checkbox"/> Change Address on USDOT	<input type="checkbox"/> New Plate Required	<input type="checkbox"/> Use Existing Plate

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
Y - YES	N - NO	N - NO	N - NO
CO Special Truck			
N - NO			

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
Y - YES	N - NO	N - NO	N - NO
CO Special Truck			
N - NO			

**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
4847654654	AOI - Any Own Insurance	01/01/2022	05/31/2023
Insurance Policy Cancellation Date			
MM/DD/YYYY			

**+ Comments**

Proceed Done Cancel Vehicle List Refresh Quit

- For IRP, to review or add a new weight group:
  - To view an existing weight group or add a weight group, select the WTGGROUP tab. New weight groups can be added. Existing weight groups can be viewed but cannot be changed.
  - Existing weight groups and their associated base jurisdiction and maximum gross weight will be displayed.
  - To view the detail per jurisdiction, click the “Select” link of the weight group number to be viewed.

- Click GO TO WEIGHT GROUP SELECTION to return to the list.
- To add a weight group, click ADD WEIGHT GROUP.
- Enter the information and click PROCEED to validate.
- Click PROCEED from the verification screen to save.
- To return to the Vehicle Details screen, click DONE.
- To add a new vehicle
  - The Vehicle Details screen will be displayed. The Vehicle Detail screen is used to enter the information for each replacement vehicle the user wants to add using an existing vehicle plate in the fleet.
  - Enter the VIN and click COPY FROM. The system will search for the information and populate the vehicle information fields on the Vehicle Detail screen.
  - The Vehicle Details screen captures all information about the new vehicle and some required information about the old vehicle.
- To enter the “Old” (Deleted Vehicle Details) vehicle information, perform the following:
  - The Unit number, VIN, and Plate No. fields contain the information for the vehicles currently registered to the account.
  - The user can select from the list (click inside one of the fields to display the list) or type either the Unit No., VIN, or Plate. Only one of the values should be entered.
  - Click SEARCH in this section to display the remaining information about the old vehicle.
  - DELETION DATE defaults to the supplement effective date.
  - Select the DELETE REASON from the drop-down list.
  - To enter the “NEW” vehicle information, perform the following:

- Enter the New vehicle information. Refer to Section 1.3.1.1.4 for the IRP vehicle detail screen.
  - After you have entered the information, click PROCEED on the command line. The system will perform edits to ensure that you have entered all the mandatory fields. If the entry has passed the edits, the verification screen will be displayed.
  - Click PROCEED on the verification screen to save the vehicle information. The Vehicle Detail screen will be displayed with empty fields for the user to enter another plate transfer if required.
  - If during processing of the supplement some of the vehicle information needs to be changed/updated or vehicles processed within the supplement need to be deleted, the following steps are to be followed:
    - Click VEHICLE LIST on the command line and a selection list of vehicles will be displayed.
    - Click any SELECT link to the left of the unit number in the selection list and the vehicle details will be displayed.
    - Update the vehicle information as required and click PROCEED. The verification screen will be displayed. Click PROCEED again to save the changes.
    - To delete the vehicle from the supplement, click CANCEL VEHICLE.
- When all vehicle updates are made, click PROCEED and the verification screen will be displayed. At the Verification screen, click PROCEED and the “VEHICLE DETAILS” screen will be displayed.
- When all the vehicles are entered correctly into the system, click DONE on the command line and the Web Processing Submit screen will be displayed.

### 1.3.3.5.1 Web Processing – Submit

- After this, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get details on submitting the required documents to the review queue.

### 1.3.3.5.2 Billing Process

- After this, the billing process starts. To get the details of the billing process please refer to Section 1.3.1.1.6.

### 1.3.3.5.3 Payment Details

- After this Payment details process starts. To get the details of the payment process please refer to Section 1.3.1.1.7.

### 1.3.3.6 Amend Vehicle - Weight Change

This supplement is performed when a vehicle needs to be amended and IRP fees are due based on the changes.

Perform the following steps to process an Amend Vehicle – Weight Change supplement:

- From the IRP application-level menu, select AMEND VEHICLE - WEIGHT CHANGE from the VEHICLE menu tile.

- On the Vehicle Search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.



- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No.
  - Fleet Expiration Year
  - Supplement Effective Date - The supplement effective date is defaulted to the first date of the current month and cannot be changed.
- Click PROCEED to display the Amend Vehicle – Weight Group Vehicle Details Screen.

The screenshot shows the 'Amend Vehicle - Weight Change' interface. At the top, there are navigation tabs: WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES. Below the tabs, a message reads: 'IRPVEH375 - [!] Please search the VIN first to process a vehicle.' The main title is 'Amend Vehicle - Weight Change'. Below the title, there is a breadcrumb trail: RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 020 | ...+.

The form is organized into three sections:

- Change Vehicle Details:** Contains input fields for 'Unit No.', 'VIN', and 'Plate No.', along with a 'Search' button.
- Supplements Details:** Contains a 'No. of Vehicles' field (value: 0), a 'Carrier Type' dropdown menu (value: C - CARRIER), and a 'Change Weight Group' checkbox.
- Vehicle Details:** A grid of fields including:
  - VIN, ORION Owner ID, ORION Vehicle Type, ORION Body Type
  - \*Unit No., \*Weight Group No. (dropdown), \*Year, \*IRP Body Type (dropdown)
  - \*Make (dropdown), \*Axles, \*Combined Axles, \*Fuel Type (dropdown, value: D - Diesel)
  - Seats, Major Color, Minor Color, \*Unladen Weight (with help icon)
  - Base Jurisdiction Gross Weight, \*Purchase Date (MM/DD/YYYY), \*Purchase Price, and Verification on Purchase Price (dropdown)

- The Amend Vehicle Details screen allows the following actions:
  - Select the WGTGROUP tab, review existing weight groups, or add a new weight group.
  - To review, select the weight group number from the list.
  - Existing weight groups and their associated base jurisdiction and declared gross weight will be displayed.
  - Click GO TO WGT SELECTION to return to the list.
    - To add a weight group, click ADD WGT GRP.
  - Enter the information and click PROCEED to validate.
- Click PROCEED from the validation screen to save.
- Click DONE to return to the Vehicle Details screen.
- Select a vehicle to amend.

- Enter either Unit No., VIN, or Fleet No. in the CHANGE VEHICLE DETAILS section.
- Click SEARCH to populate the vehicle information in the VEHICLE DETAILS area.
- FLHSMV will populate the screen with the vehicle information from the system.
- Refer to Section 1.3.1.1.4 IRP Add Vehicle for detailed field information on IRP vehicles.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

● ORION Vehicle Service VIND01: [!] VIN [65656756756546345] decoded successfully.  
● IRPVEH547: [!] The changes in the following vehicle details [Owner Name] have been populated from ORION and updated on the screen.

**Vehicle Details** **Amend Vehicle - Weight Change**

Account# 618102 | Fleet#: | Fleet Expiration Month / Year.: / 2023 | Supplement#: | ...+

---

**Change Vehicle Details**

Unit No.  VIN  Plate No.  Search

**Supplements Details**

No. of Vehicles  Carrier Type   Change Weight Group

**Vehicle Details**

VIN <input type="text" value="65656756756546345"/>	ORION Owner ID <input type="text" value="96249359"/>	ORION Vehicle Type <input type="text" value="TR"/>	ORION Body Type <input type="text" value="TR"/>
*Unit No. <input type="text" value="45645645"/>	*Weight Group No. <input type="text" value="1-19999"/>	*Year <input type="text" value="1990"/>	*IRP Body Type <input type="text" value="TR - Tractor"/>
*Make <input type="text" value="INTERNATIONAL - INTL"/>	*Axes <input type="text" value="2"/>	*Combined Axes <input type="text" value="3"/>	*Fuel Type <input type="text" value="D - Diesel"/>
Seats <input type="text"/>	Major Color <input type="text"/>	Minor Color <input type="text"/>	*Unladen Weight <input type="text" value="12000"/>

Base Jurisdiction Gross Weight 19999	*Purchase Date 06/01/1989	*Purchase Price 35050.0	Verification on Purchase Price N - NO
Factory Price 18014	<input type="checkbox"/> Set Effective Date to Purchase Date	<input type="checkbox"/> TOP	TOP No. of Days
*Title Jurisdiction FL - FLORIDA	*Title No. 47284327	In-State Plate	In-State Fee
*Owner Name RUFUS ADD JURIS TEST 12-24-08	Safety Responsibility O - Owner	<input type="checkbox"/> USDOT Change	*Safety USDOT 01194597
*Safety FEID 784674346	*Safety Change N - NO	<input type="checkbox"/> Use Existing Plate	Existing Plate
<input type="checkbox"/> Change Address on USDOT	<input type="checkbox"/> New Plate Required		
<b>Documentation Requirements For Admin Fee and Fee Calculation</b>			
Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			
<b>Proof of Insurance</b>			
*Policy Number 4847654654	*Insurance Policy Type AOI - Any Own Insurance	*Insurance Policy Issue Date 01/01/2022	*Insurance Policy Expiration Date 05/31/2023
Insurance Policy Cancellation Date MM/DD/YYYY			
<b>+ Comments</b>			
<p style="text-align: center;"> <span style="background-color: red; color: white; padding: 2px 10px;">Proceed</span> <span style="padding: 2px 10px;">Done</span> <span style="background-color: orange; color: white; padding: 2px 10px;">Cancel</span> <span style="padding: 2px 10px;">Vehicle List</span> <span style="padding: 2px 10px;">Refresh</span> <span style="padding: 2px 10px;">Quit</span> <span style="background-color: #333; color: white; padding: 2px 10px;">?</span> </p>			

- To amend the vehicle:
  - Update the Weight Group. Update additional information on the screen such as Safety USDOT, Safety FEID, Title Jurisdiction, or Proof of Insurance details, if required.
  - Click PROCEED to execute edits and display the verification screen.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

▲ IRPVEH526 [V] Please provide at least one Proof of Prior Registration document at the vehicle-level, or else you cannot process the payment for this transaction.  
 ▲ IRPDOCT27 [V] Documents for the Vehicle with VIN [65656756756546345] are required at the Vehicle Level. Please PROCEED to the next page and click DONE and submit the required documents.

**Vehicle Details**
**Amend Vehicle - Weight Change**

**Supplements Details**

Account No.   618102	Fleet No.   01	Supplement No.   020	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	No. of Vehicles   0	Expiration Month / Year   10/2023	Effective Date   03/01/2023
Supplement Desc.   <b>AMEND VEHICLE - WEIGHT CHANGE</b>	Fleet Type   PVT - PRIVATE CARRIER (PC)	Carrier Type   C - CARRIER	USDOT No.   01194597
Change Weight Group   <b>N</b>			

**Vehicle Details**

VIN   65656756756546345	ORION Owner ID   96249339	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   45645645	Weight Group No.   1-19999	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL - INTL	Axles   2	Combined Axles   3	Fuel Type   D - Diesel
Seats	Major Color	Minor Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   19999	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   <b>N - NO</b>
Factory Price   \$18014.00	Set Effective Date to Purchase Date   <b>N</b>	TOP   <b>N</b>	TOP No. of Days
Title Jurisdiction   FL - FLORIDA	Title No.   47284327	In-State Plate	In-State Fee   \$0.00
Owner Name   RUFUS ADD JURIS TEST 12-24-08	Safety Responsibility   O - Owner	USDOT Change   <b>N</b>	Safety USDOT   01194597
Safety FEID   784674346	Safety Change   <b>N - NO</b>	Use Existing Plate   <b>N</b>	Existing Plate
Change Address on USDOT   <b>N</b>	New Plate Required   <b>N</b>		

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator   Y - YES	Colorado Trailer   <b>N - NO</b>	Utah Special Truck   <b>N - NO</b>	New Vehicle   <b>N - NO</b>
CO Special Truck   <b>N - NO</b>			

**Proof of Insurance**

Policy Number   4847654654	Insurance Policy Type   AOI - Any Own Insurance	Insurance Policy Issue Date   01/01/2022	Insurance Policy Expiration Date   05/31/2023
Insurance Policy Cancellation Date			

Proceed
Back

- Click PROCEED from the verification screen to save the vehicle information.
  - Follow the same procedure for additional vehicles requiring Weight Group changes.
  - If you need to update a vehicle previously updated in the same supplement, click VEHICLE LIST on the command line to display a vehicle selection list.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Vehicle Selection Details** Amend Vehicle - Weight Change

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year: 10 / 2023 | Supplement#: 020 | ...+

---

**Supplements Details**

No. of Vehicles:

---

**Vehicle Search**

Unit No.  VIN  Plate No.  Search

---

ACTION	UNIT NO.	VIN	PLATE NO.	SERVICE TYPE IND.
<input type="button" value="Select"/>	45645645	65656756756546345	JC30XY	AMEND VEHICLE - WEIGHT CHANGE

Showing 1 to 1 of 1 entries First Previous **1** Next Last

- Select the vehicle you need to update or review by clicking the “Select” link, enter the changes and select PROCEED. Verify changes and select PROCEED.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Vehicle Details** Amend Vehicle - Weight Change

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year: 10 / 2023 | Supplement#: 020 | ...+

---

**Supplements Details**

No. of Vehicles:  Carrier Type:   Change Weight Group

---

**Vehicle Details**

VIN: <input type="text" value="65656756756546345"/>	ORION Owner ID: <input type="text" value="96249359"/>	ORION Vehicle Type: <input type="text" value="TR"/>	ORION Body Type: <input type="text" value="TR"/>
*Unit No.: <input type="text" value="45645645"/>	*Weight Group No.: <input type="text" value="1-19999"/>	*Year: <input type="text" value="1990"/>	*IRP Body Type: <input type="text" value="TR - Tractor"/>
*Make: <input type="text" value="INTERNATIONAL - INTL"/>	*Axles: <input type="text" value="2"/>	*Combined Axles: <input type="text" value="3"/>	*Fuel Type: <input type="text" value="D - Diesel"/>
Seats: <input type="text"/>	Major Color: <input type="text"/>	Minor Color: <input type="text"/>	*Unladen Weight: <input type="text" value="12000"/>
Base Jurisdiction Gross Weight: <input type="text" value="19999"/>	*Purchase Date: <input type="text" value="06/01/1989"/>	*Purchase Price: <input type="text" value="35050"/>	Verification on Purchase Price: <input type="text" value="N - NO"/>
Factory Price: <input type="text" value="18014"/>	<input type="checkbox"/> Set Effective Date to Purchase Date	<input type="checkbox"/> TOP	TOP No. of Days: <input type="text"/>
*Title Jurisdiction: <input type="text" value="FL - FLORIDA"/>	*Title No.: <input type="text" value="47284327"/>	In-State Plate: <input type="text"/>	In-State Fee: <input type="text"/>

*Owner Name RUFUS ADD JURIS TEST 12-24-08	Safety Responsibility O - Owner	<input type="checkbox"/> USDOT Change	*Safety USDOT 01194597
*Safety FEID 784674346	*Safety Change N - NO	<input type="checkbox"/> Use Existing Plate	Existing Plate [Redacted]
<input type="checkbox"/> Change Address on USDOT	<input type="checkbox"/> New Plate Required		
<b>Documentation Requirements For Admin Fee and Fee Calculation</b>			
Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			
<b>Proof of Insurance</b>			
*Policy Number 4847654654	*Insurance Policy Type AOI - Any Own Insurance	*Insurance Policy Issue Date 01/01/2022	*Insurance Policy Expiration Date 05/31/2023
Insurance Policy Cancellation Date MM/DD/YYYY			
<b>+ Comments</b>			
<div style="text-align: right;"> <span>Proceed</span> <span>Done</span> <span>Cancel Vehicle</span> <span>Vehicle List</span> <span>Refresh</span> <span>Quit</span> <span>?</span> </div>			

- If you need to delete a vehicle from the supplement, click VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle is displayed, you may click CANCEL VEHICLE on the command line to delete the vehicle from the supplement.
- When all the required changes are processed, click DONE to proceed further. If the required documents are outstanding or a comment is added, the system will navigate to the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

### 1.3.3.6.1 Web Processing – Submit

- After this, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get details on submitting the required documents to the review queue.

### 1.3.3.6.2 Billing Process

- After this, the billing process starts. To get the details of the billing process please refer to Section 1.3.1.1.6.

### 1.3.3.6.3 Payment Details

- After this Payment details process starts. To get the details of the payment process please refer to Section 1.3.1.1.7.

### 1.3.3.7 Change Cab Card

This supplement allows a user to correct cab card details that do not involve IRP fees.

The supplement is used to update the following information:

- Unit No., Major Color, Minor Color, Title Jurisdiction, Title No., Safety Responsibility, Safety USDOT, Safety FEID, Safety Change indicator (yes/no), and Insurance information.
- Perform the following steps to process the Change Cab Card supplement:
- From the IRP application-level menu, select CHANGE CAB CARD from the Vehicle menu tile.

The screenshot shows a web interface for searching cab card supplements. At the top, it says 'Vehicle' on the left and 'Change Cab Card' on the right. Below this is a 'Supplement Search' header. There are four input fields: 'Account No.' with the value '620806', 'Fleet No.' (empty), 'Fleet Expiration Year' (empty), and 'Supplement Effective Date' with the value '06/01/2023'. At the bottom of the search area are three buttons: 'Proceed' (red), 'Refresh', and 'Quit'. A small help icon is also present.

- On the search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users: Enter the following search parameters.
    - Account No. – The Account No. is prepopulated and disabled.



- Fleet No.
  - Fleet Expiration Year
  - Supplement Effective Date - The supplement effective date is defaulted to the first date of the current month and cannot be changed.
- Click PROCEED to display the change cab card screen (see below).

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

IRPVEH375 : [!] Please search the VIN first to process a vehicle.

**Vehicle Details**

**Change Cab Card**

**REFUS ADD JURIS TEST 12-24-08**    Account#: 618102    Fleet#: 01    Fleet Expiration Month / Year: 10 / 2023    Supplement#: 020    ...+

**Change Vehicle Details**

Unit No.	VIN	Plate No.	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Supplements Details**

No. of Vehicles	Carrier Type
<input type="text" value="0"/>	<input type="text" value="C - CARRIER"/>

**Vehicle Details**

VIN	ORION Owner ID	ORION Vehicle Type	ORION Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Unit No.	*Weight Group No.	*Year	*IRP Body Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Make	*Axles	*Combined Axles	*Fuel Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="D - Diesel"/>
Seats	Major Color	Minor Color	*Unladen Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

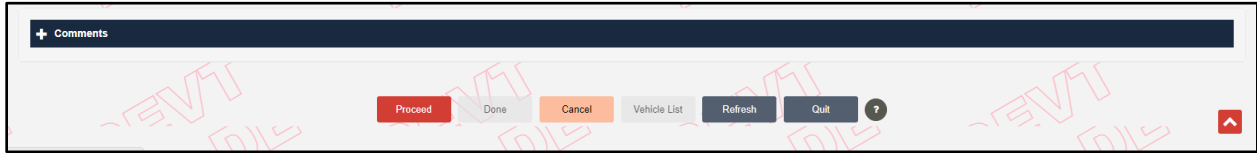
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	Verification on Purchase Price
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>
Factory Price	<input type="checkbox"/> TOP	TOP No. of Days	*Title Jurisdiction
<input type="text"/>		<input type="text"/>	<input type="text"/>
*Title No.	In-State Plate	In-State Fee	*Owner Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Responsibility	<input checked="" type="checkbox"/> USDOT Change	*Safety USDOT	*Safety FEID
<input type="text" value="O - Owner"/>		<input type="text" value="01194597"/>	<input type="text" value="784674346"/>
*Safety Change	<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Address on USDOT
<input type="text"/>		<input type="text"/>	
<input type="checkbox"/> New Plate Required			

**Documentation Requirements For Admin Fee and Fee Calculation**

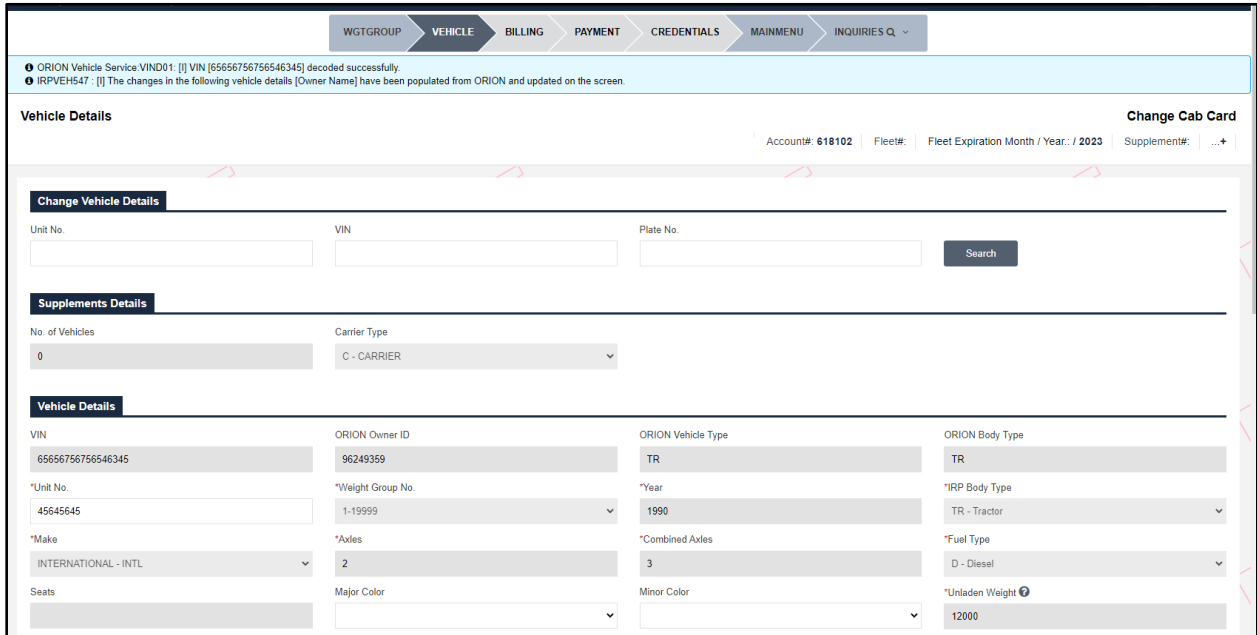
Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

**Proof of Insurance**

*Policy Number	*Insurance Policy Type	*Insurance Policy Issue Date	*Insurance Policy Expiration Date
<input type="text" value="4847654654"/>	<input type="text" value="AOI - Any Own Insurance"/>	<input type="text" value="01/01/2022"/>	<input type="text" value="05/31/2023"/>
Insurance Policy Cancellation Date			
<input type="text" value="MM/DD/YYYY"/>			



- Select a vehicle to correct the cab card.
  - Enter either Unit No., VIN, or Plate No. in the CHANGE VEHICLE DETAILS section.
- Click SEARCH to populate the vehicle information in the VEHICLE DETAILS area.



- FLHSMV will populate the screen with the vehicle information from the system. Once the vehicle information is populated on the screen, update the editable fields as required.
- Refer to Section [1.3.1.1.4](#) IRP Add Vehicle for detailed field information on IRP vehicles.
- Click PROCEED to execute edits and display the verification screen.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

▲ IRPVEH526 : [V] Please provide at least one Proof of Prior Registration document at the vehicle-level, or else you cannot process the payment for this transaction.  
 ▲ IRPDOCT27 : [W] Documents for the Vehicle with VIN [65656756756546345] are required at the Vehicle Level. Please PROCEED to the next page and click DONE and submit the required documents.

Vehicle Details
Change Cab Card

**Supplements Details**

Account No.   618102	Fleet No.   01	Supplement No.   020	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	No. of Vehicles   0	Expiration Month / Year   10/2023	Effective Date   03/01/2023
Supplement Desc.   CHANGE CAB CARD	Fleet Type   PVT - PRIVATE CARRIER (PC)	Carrier Type   C - CARRIER	USDOT No.   01194597

**Vehicle Details**

VIN   65656756756546345	ORION Owner ID   96249359	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   45645645	Weight Group No.   1-19999	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL - INTL	Axles   2	Combined Axles   3	Fuel Type   D - Diesel
Seats	Major Color	Minor Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   19999	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   N - NO
Factory Price   \$18014.00	TOP   N	TOP No. of Days	Title Jurisdiction   FL - FLORIDA
Title No.   47284327	In-State Plate	In-State Fee   \$0.00	Owner Name   RUFUS ADD JURIS TEST 12-24-08
Safety Responsibility   O - Owner	USDOT Change   N	Safety USDOT   01194597	Safety FEID   784674346
Safety Change   N - NO	Use Existing Plate   N	Existing Plate	Change Address on USDOT   N
New Plate Required   N			

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator   Y - YES	Colorado Trailer   N - NO	Utah Special Truck   N - NO	New Vehicle   N - NO
CO Special Truck   N - NO			

**Proof of Insurance**

Policy Number   4847654654	Insurance Policy Type   A01 - Any Own Insurance	Insurance Policy Issue Date   01/01/2022	Insurance Policy Expiration Date   05/31/2023
Insurance Policy Cancellation Date			

Proceed
Back

- Click PROCEED from the verification screen to save the vehicle information.
- Follow the same procedure for additional vehicles requiring cab card correction.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

● IRPVEH004 : [I] Vehicle amended successfully.  
 ● IRPVEH375 : [I] Please search the VIN first to process a vehicle.

Vehicle Details
Change Cab Card

RUFUS ADD JURIS TEST 12-24-08 | Account# 618102 | Fleet# 01 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement# 020 | ...+

**Change Vehicle Details**

Unit No.	VIN	Plate No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<span style="background-color: #3f51b5; color: white; padding: 5px 10px; border: 1px solid #ccc;">Search</span>

**Supplements Details**

- If you need to update a vehicle already processed within the same supplement, click VEHICLE LIST on the command line to display a vehicle selection list.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Vehicle Selection Details** Change Cab Card

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 020 | ...+

---

**Supplements Details**

No. of Vehicles  
1

---

**Vehicle Search**

Unit No.  VIN  Plate No.  Search

ACTION	UNIT NO.	VIN	PLATE NO.	SERVICE TYPE IND.
<input type="button" value="Select"/>	45645645	65656756756546345	JC30XY	CHANGE CAB CARD

Showing 1 to 1 of 1 entries First Previous **1** Next Last

Back

- Select the vehicle you need to update or review by clicking the “Select” link and proceed as before.

WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Vehicle Details** Change Cab Card

RUFUS ADD JURIS TEST 12-24-08 | Account#: 618102 | Fleet#: 01 | Fleet Expiration Month / Year.: 10 / 2023 | Supplement#: 020 | ...+

---

**Supplements Details**

No. of Vehicles  Carrier Type

---

**Vehicle Details**

VIN <input type="text" value="65656756756546345"/>	ORION Owner ID <input type="text" value="96249359"/>	ORION Vehicle Type <input type="text" value="TR"/>	ORION Body Type <input type="text" value="TR"/>
*Unit No. <input type="text" value="45645645"/>	*Weight Group No. <input type="text" value="1-19999"/>	*Year <input type="text" value="1990"/>	*IRP Body Type <input type="text" value="TR - Tractor"/>
*Make <input type="text" value="INTERNATIONAL - INTL"/>	*Axes <input type="text" value="2"/>	*Combined Axles <input type="text" value="3"/>	*Fuel Type <input type="text" value="D - Diesel"/>
Seats <input type="text"/>	Major Color <input type="text"/>	Minor Color <input type="text"/>	*Unladen Weight <input type="text" value="12000"/>
Base Jurisdiction Gross Weight <input type="text" value="19999"/>	*Purchase Date <input type="text" value="06/01/1989"/>	*Purchase Price <input type="text" value="35050"/>	Verification on Purchase Price <input type="text" value="N - NO"/>
Factory Price <input type="text" value="18014"/>	<input type="checkbox"/> TOP	TOP No. of Days <input type="text"/>	*Title Jurisdiction <input type="text" value="FL - FLORIDA"/>
*Title No. <input type="text" value="47284327"/>	In-State Plate <input type="text"/>	In-State Fee <input type="text"/>	*Owner Name <input type="text" value="RUFUS ADD JURIS TEST 12-24-08"/>

The screenshot displays a web form for vehicle registration. It is divided into several sections:

- Safety Responsibility:** Includes a dropdown for 'O - Owner', checkboxes for 'USDOT Change' and 'Use Existing Plate', a text field for '\*Safety USDOT' (01194597), a text field for '\*Safety FEID' (784674346), and a checkbox for 'Change Address on USDOT'.
- Documentation Requirements For Admin Fee and Fee Calculation:** Contains dropdowns for 'Colorado 10K Indicator' (Y - YES), 'Colorado Trailer' (N - NO), 'Utah Special Truck' (N - NO), 'New Vehicle' (N - NO), and 'CO Special Truck' (N - NO).
- Proof of Insurance:** Includes text fields for '\*Policy Number' (4847654654), '\*Insurance Policy Type' (AOI - Any Own Insurance), '\*Insurance Policy Issue Date' (01/01/2022), and '\*Insurance Policy Expiration Date' (05/31/2023). It also has a date picker for 'Insurance Policy Cancellation Date' (MM/DD/YYYY).
- Comments:** A dark blue bar with a '+' icon and the text 'Comments'.
- Navigation Buttons:** A row of buttons at the bottom: 'Proceed', 'Done', 'Cancel Vehicle', 'Vehicle List', 'Refresh', and 'Quit'. A help icon (?) is also present.

- If you need to delete the processing of a updated vehicle from the supplement, select VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle is displayed, you may click CANCEL VEHICLE on the command line to delete the vehicle from the supplement. This process only deletes the updates done to the vehicle in the supplement and does not delete the vehicle from the fleet.
- When all the required changes are processed, click DONE to proceed. If supporting documentation is required, the system will navigate to the Web Processing – Submit screen. If no documents are required, the system will redirect to the Billing screen.

#### 1.3.3.7.1 Web Processing – Submit

- After this, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get details on submitting the required documents to the review queue.

### 1.3.3.7.2 Billing Process

- After this, the billing process starts. To get details of the billing process, refer to Section 1.3.1.1.6.

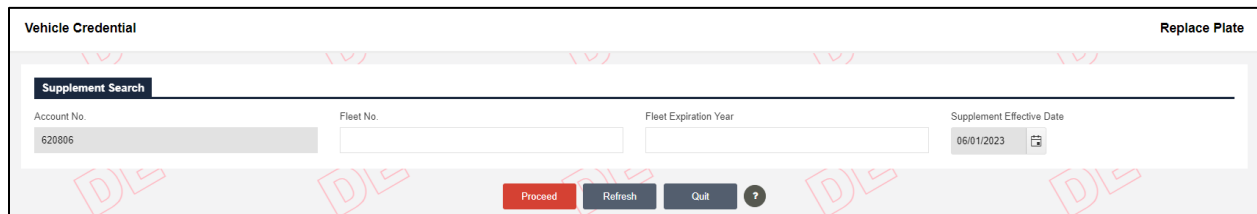
### 1.3.3.7.3 Payment Details

- After this Payment details process starts. To get the payment process details, refer to Section 1.3.1.1.7.

### 1.3.3.8 Replace Plate

Perform the following steps to process a Replace Plate supplement:

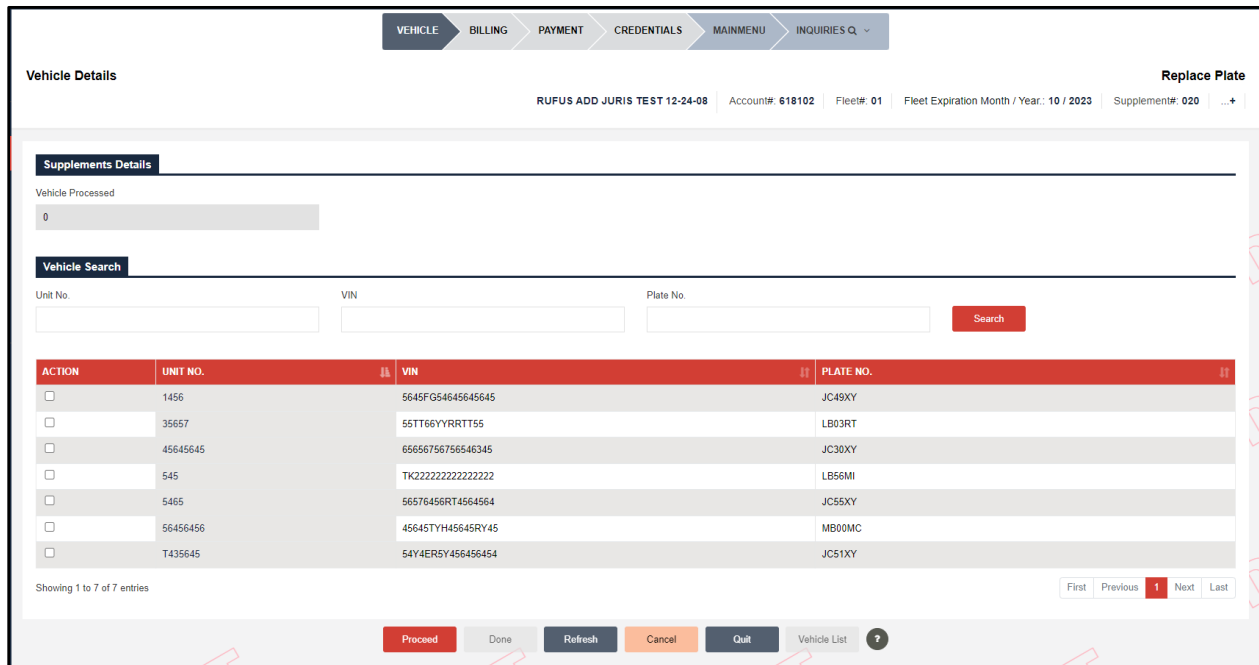
- From the IRP application-level menu, select REPLACE PLATE from the Vehicle Credential menu tile.



The screenshot shows a web interface for the 'Vehicle Credential' application, specifically the 'Replace Plate' section. At the top left, it says 'Vehicle Credential' and at the top right, 'Replace Plate'. Below this is a 'Supplement Search' header. The search form contains four fields: 'Account No.' with the value '620806', 'Fleet No.' (empty), 'Fleet Expiration Year' (empty), and 'Supplement Effective Date' with the value '06/01/2023'. At the bottom of the form are three buttons: 'Proceed' (red), 'Refresh' (grey), and 'Quit' (grey), along with a help icon (question mark in a circle). The background of the form has a faint 'DL' watermark.

- On the search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users: Enter the following search parameters.
    - Account No. – The Account No. is prepopulated and disabled.
    - Fleet No.
    - Fleet Expiration Year

- Supplement Effective Date - The supplement effective date is defaulted to the first date of the current month and cannot be changed.
- Click PROCEED to display the Replace Plate Vehicle Selection Details screen.



- Replace Plate Vehicle Details screen allows the following actions:
  - Indicate the vehicle(s) to receive a replacement plate by doing one of the following:
    - Click the check box next to the unit number for the vehicle.
    - For large fleets, the user may enter Unit No., VIN, or Plate number and click SEARCH. Once the vehicle information is found, it will display in the selection list.
  - Click PROCEED when you are finished to display a screen with the selected vehicles.
  - On the Replace Plate screen:



- Select a REASON from the available dropdown list, which include:
  - AD - ADMINISTRATIVE RECALL
  - CD - CANCELLED DISCONTINUED PLATE
  - CP - CORRECT PLATE
  - CR - CUSTOMER REQUEST
  - DD - DESTROYED/DAMAGED
  - DF - DEFACED
  - IP - INSURANCE PURPOSES
  - LS - LOST OR STOLEN
  - LT - LOST IN TRANSIT AUTHOR
  - RL - RELINQUISHMENT
  - RP - REMANUFACTURE OF PLATE
  - SP - STOLEN WITH POLICE REPORT
  - ST - STOLEN
- Note: Depending on the type of reason selected, you will be directed to the submit page for document collection. (For example – STOLEN)
- The Plate checkbox will default to checked and cannot be changed.
- A comment box is available to add text if desired.
- The TOP checkbox is disabled.
- Click PROCEED to complete the process. You will return to the active list of vehicles in case you want to replace plates on additional vehicles.

**Vehicle Details** **Replace Plate**

Account#: 618102 | Fleet#: | Fleet Expiration Month / Year: / 2023 | Supplement#: ...+

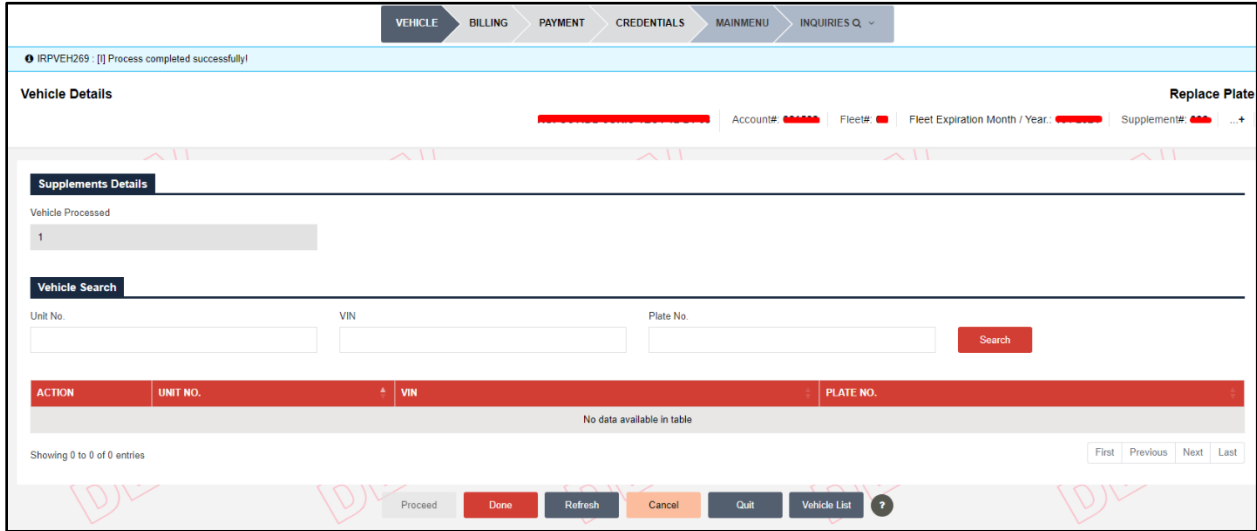
**Supplements Details**

Vehicle Processed  
0

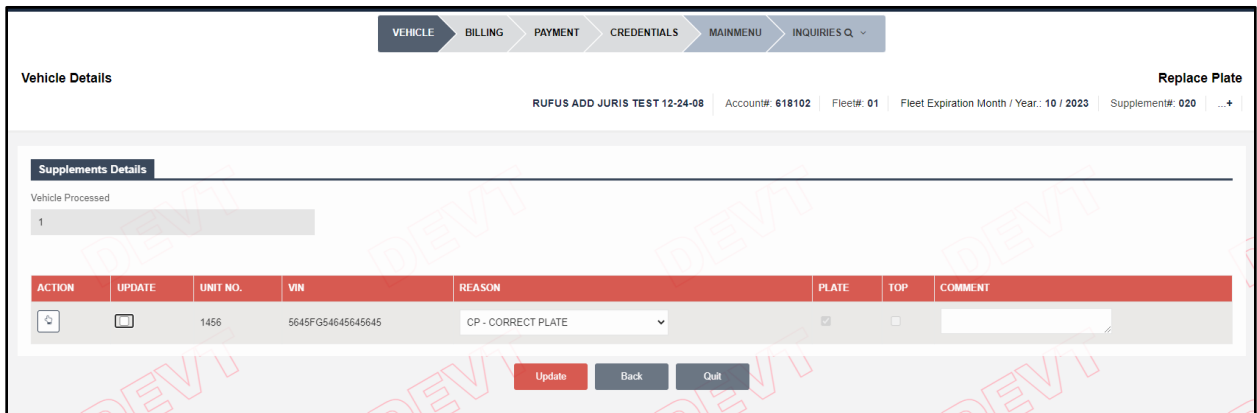
UNIT NO.	VIN	PLATE NO.	REASON	PLATE	TOP	COMMENT
1456	5645FG54645645645	JC49XY	<input type="text" value=""/> <ul style="list-style-type: none"> <li>AD - ADMINISTRATIVE RECALL</li> <li>CD - CANCELLED DISCONTINUED PLATE</li> <li>CP - CORRECT PLATE</li> <li>CR - CUSTOMER REQUEST</li> <li>DD - DESTROYED/DAMAGED</li> <li>DF - DEFACED</li> <li>IP - INSURANCE PURPOSES</li> <li>LS - LOST OR STOLEN</li> <li>LT - LOST IN TRANSIT AUTHOR</li> <li>RL - RELINQUISHMENT</li> <li>RP - REMANUFACTURE OF PLATE</li> <li>SP - STOLEN WITH POLICE REPORT</li> <li>ST - STOLEN</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Back Quit

- FLHSMV will display the list of active vehicles that have not been selected for replacement plates. From this screen the user can do the following:
- Select additional vehicles for replacement plates by clicking the check box next to the vehicle and clicking PROCEED.



- Select VEHICLE LIST to update or cancel a vehicle from the supplement and the list of vehicles processed in the supplement will be displayed.



- You can do the following from this screen:
  - Click BACK to go back to the previous screen.
  - Update a vehicle(s)
    - Update the vehicle information. Update reason code and/or comment.
      - Check the Update check box.
      - Click UPDATE.

- Cancel a vehicle from the supplement.
  - Click the “SELECT” link to the left of the vehicle.
  - FLHSMV will display the vehicle detail screen.

**Vehicle Details**
**Replace Plate**

---

**Supplements Details**

Account No.   618102	Fleet No.   01	Supplement No.   020	Legal Name   RUFUS ADD JURIS TEST 12.24.08
DBA Name	No. of Vehicles   1	Expiration Month / Year   10/2023	Effective Date   03/01/2023
Supplement Desc.   REPLACE PLATE	Fleet Type   PVT - PRIVATE CARRIER (PC)	Carrier Type   C - CARRIER	USDOT No.   01194597

---

**Vehicle Details**

VIN   5645FG54645645645	ORION Owner ID   96249359	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   1456	Weight Group No.   2-26000	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL - INTL	Axes   2	Combined Axles   3	Fuel Type   D - Diesel
Seats	Minor Color	Major Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   26000	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   N
Factory Price   \$18014.00	Set Effective Date to Purchase Date   N	TOP   N	TOP No. of Days   0
Title Jurisdiction   FL - FLORIDA	Title No.   47284327	In-State Plate	In-State Fee   \$0.00
Owner Name   BONDED TRANSPORTATION INC	Safety Responsibility   O - Owner	Safety USDOT   01194597	Safety FEID   784674346
Safety Change   N - NO	Use Existing Plate   N	Existing Plate	Change Address on USDOT   N
New Plate Required   Y	Reason   CP - CORRECT PLATE		

---

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator   Y - YES	Colorado Trailer   N - NO	Utah Special Truck   N - NO	New Vehicle   N - NO
CO Special Truck   N - NO			

**Proof of Insurance**

Policy Number   4847654654	Insurance Policy Type   AOI - Any Own Insurance	Insurance Policy Issue Date   01/01/2022	Insurance Policy Expiration Date   05/31/2023
Insurance Policy Cancellation Date			

Back
Cancel Vehicle
Quit

- Click CANCEL VEHICLE at the bottom of the screen to remove the vehicle from the supplement or click BACK to go back to the previous screen.
- After you have completed the updates, the replace plate screen will once again display.
- When all Replace Plates are processed, click DONE to proceed. If supporting documents are required, the system will navigate to the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

### 1.3.3.8.1 Web Processing – Submit

- After this, the Web Processing – Submit process begins. Refer to section 1.3.1.1.5 to get details on submitting the required documents to the review queue.

### 1.3.3.8.2 Billing Process

- After this, the billing process starts. To get the details of the billing process please refer to Section 1.3.1.1.6.

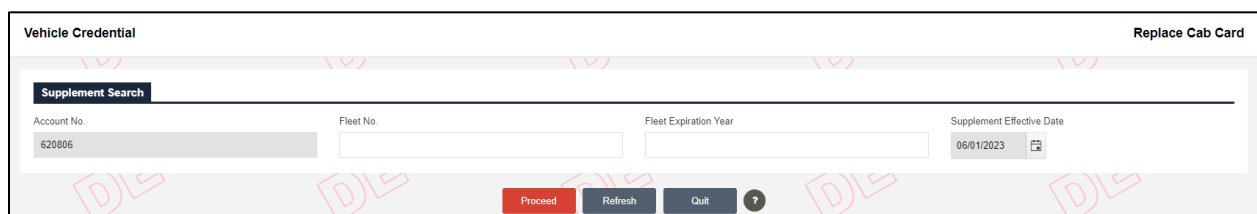
### 1.3.3.8.3 Payment Details

- After this Payment details process starts. To get the details of the payment process please refer to Section 1.3.1.1.7.

### 1.3.3.9 Replace Cab Card

Perform the following steps to process a Replace Cab Card supplement:

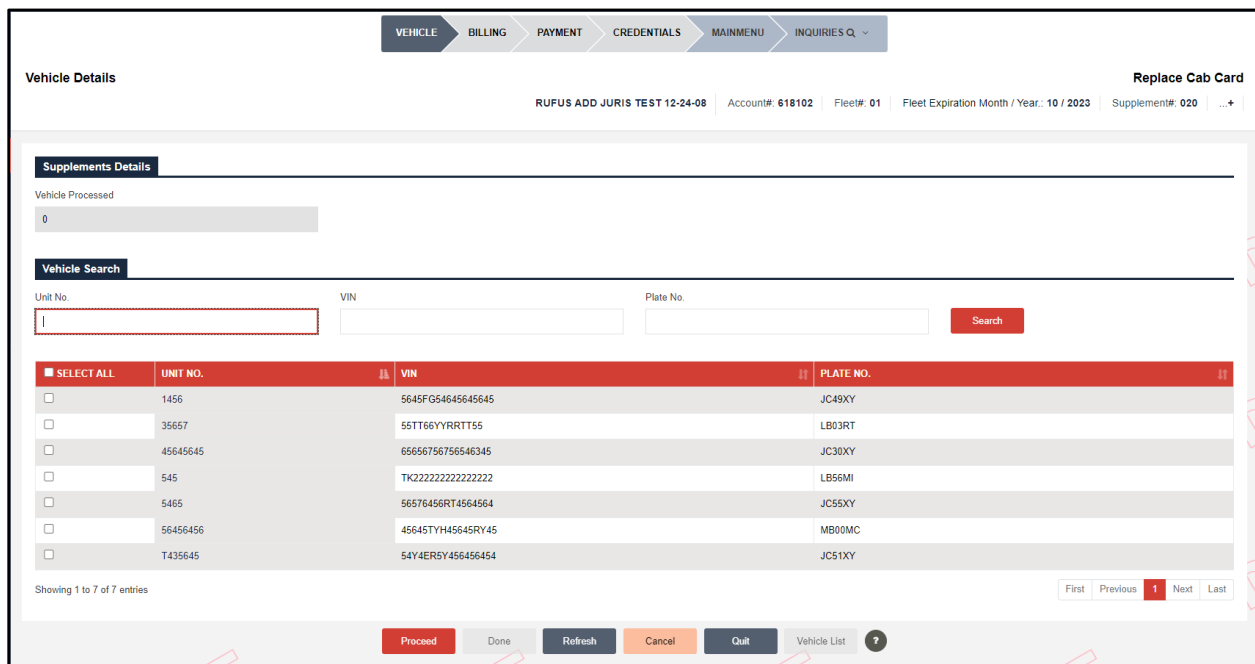
- From the IRP application-level menu, select REPLACE CAB CARD from the Vehicle Credential menu tile.



The screenshot shows a web application interface for 'Vehicle Credential' with a 'Replace Cab Card' option in the top right. Below the title bar is a 'Supplement Search' section. It contains four input fields: 'Account No.' with the value '620806', 'Fleet No.' (empty), 'Fleet Expiration Year' (empty), and 'Supplement Effective Date' with the value '06/01/2023' and a calendar icon. At the bottom of the search area are three buttons: 'Proceed' (red), 'Refresh' (grey), and 'Quit' (grey), followed by a help icon (question mark in a circle).

- On the Search screen, perform the following steps:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users: Enter the following search parameters.
    - Account No. – The Account No. is prepopulated and disabled.

- Fleet No.
  - Fleet Expiration Year
  - Supplement Effective Date - The supplement effective date is defaulted to the first date of the current month and cannot be changed.
- Click PROCEED to display the Replace Cab Card Vehicle Selection Details screen.



- Replace Cab Card Vehicle Details screen allows the following actions:
  - Indicate the vehicle(s) to receive a replacement cab card by doing one of the following:
    - Click the check box next to the unit number for the vehicle.
    - For large fleets, the user may enter Unit No., VIN, or Plate number and click SEARCH. Once the vehicle information is found it will display in the selection list. Click the check box next to the unit number for the vehicle.

- Click PROCEED after selecting the vehicle(s) to receive the replace cab card.
- On the Replace Cab Card screen:
  - Select a REASON from the available dropdown list, which include:
    - CR – CUSTOMER REQUEST
    - DF – DEFACED
    - LS – LOST OR STOLEN
    - LT - LOST IN TRANSIT
  - A comment box is available to add text if desired.
- Click PROCEED to complete the process. You will return to the active list of vehicles in case you want to replace cab cards on additional vehicles.

Vehicle Details Replace Cab Card

RUFUS ADD JURIS TEST 12-24-08 | Account# 620806 | Fleet# 01 | Fleet Expiration Month / Year: 10 / 2023 | Supplement# 001 | ...\*

**Supplements Details**

Vehicle Processed  
0

UNIT NO.	VIN	PLATE	REASON	TOP
55445	6541548	JC34ZZ	CR - CUSTOMER REQUEST DF - DEFACED LS - LOST OR STOLEN LT - LOST IN TRANSIT	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Proceed Refresh Back Quit

- FLHSMV will display the list of active vehicles that have not been selected for replacement cab cards. From this screen the user can do the following:
  - Click VEHICLE LIST to display a list of vehicles processed in this supplement. You can change the information on any vehicle or cancel the vehicle from the supplement.
  - Select additional vehicles for replacement cab cards by selecting the check box next to the vehicle and clicking PROCEED.

VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

IRPVEH269 : [1] Process completed successfully!

Vehicle Details Replace Cab Card

Account#: 618102 | Fleet#: | Fleet Expiration Month / Year.: / 2023 | Supplement#: ...+

**Supplements Details**

Vehicle Processed  
1

**Vehicle Search**

Unit No. VIN Plate No. Search

SELECT ALL	UNIT NO.	VIN	PLATE NO.
<input type="checkbox"/>	35657	55TT66YYRRTT55	LB03RT
<input type="checkbox"/>	45645645	65656756756546345	JC30XY
<input type="checkbox"/>	545	TK222222222222222	LB66MI
<input type="checkbox"/>	5465	56576456RT4564564	JC55XY
<input type="checkbox"/>	56456456	45645TYH45645RY45	MB00MC
<input type="checkbox"/>	T435645	54Y4ERSY456456454	JC51XY

Showing 1 to 6 of 6 entries First Previous 1 Next Last

Proceed Done Refresh Cancel Quit Vehicle List

- Click VEHICLE LIST to update or cancel a vehicle from the supplement and the list of vehicles processed in the supplement will be displayed.

VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Vehicle Details Replace Cab Card

Account#: 618102 | Fleet#: | Fleet Expiration Month / Year.: / 2023 | Supplement#: ...+

**Supplements Details**

Vehicle Processed  
1

ACTION	UPDATE	UNIT NO.	VIN	PLATE	REASON	TOP
<input type="checkbox"/>	<input type="checkbox"/>	1456	5645FG54645645645	JC49XY	CR - CUSTOMER REQUEST	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Update Back Quit

- You can do the following from this screen:
  - Click BACK to go back to the previous screen.
  - Update a vehicle(s).



- Update the vehicle information. Use the drop down to change the reason code.
- Check the Update checkbox.
- Click UPDATE.
- Cancel a vehicle from the supplement.
  - Click the “SELECT” link to the left of the vehicle.
  - FLHSMV will display the vehicle detail screen.

**Vehicle Details**
Replace Cab Card

---

**Supplements Details**

Account No.   618102	Fleet No.   01	Supplement No.   020	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	No. of Vehicles   1	Expiration Month / Year   10/2023	Effective Date   03/01/2023
Supplement Desc.   REPLACE CAB CARD	Fleet Type   PVT - PRIVATE CARRIER (PC)	Carrier Type   C - CARRIER	USDOT No.   01194597

---

**Vehicle Details**

VIN   5645FG54645645645	ORION Owner ID   96249359	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   1456	Weight Group No.   2-26000	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL - INTL	Axles   2	Combined Axles   3	Fuel Type   D - Diesel
Seats	Minor Color	Major Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   26000	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   N
Factory Price   \$18014.00	Set Effective Date to Purchase Date   N	TOP   N	TOP No. of Days   0
Title Jurisdiction   FL - FLORIDA	Title No.   47284327	In-State Plate	In-State Fee   \$0.00
Owner Name   BONDED TRANSPORTATION INC	Safety Responsibility   O - Owner	Safety USDOT   01194597	Safety FEID   784674346
Safety Change   N - NO	Use Existing Plate   N	Existing Plate	Change Address on USDOT   N
New Plate Required   N	Reason   CR - CUSTOMER REQUEST		

---

**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado 10K Indicator   Y - YES	Colorado Trailer   N - NO	Utah Special Truck   N - NO	New Vehicle   N - NO
CO Special Truck   N - NO			

**Proof of Insurance**

Policy Number   4847654654	Insurance Policy Type   AOI - Any Own Insurance	Insurance Policy Issue Date   01/01/2022	Insurance Policy Expiration Date   05/31/2023
Insurance Policy Cancellation Date			

Back
Cancel Vehicle
Quit

- Click CANCEL VEHICLE at the bottom of the screen to remove the vehicle from the supplement, click OK in the pop-up box to confirm the cancel, or click BACK to go back to the previous screen.
- After you have completed the updates/cancels, the replace cab card screen will once again display.

- When all the required changes are processed, click DONE to proceed to the Billing screen.

#### **1.3.3.9.1 Billing Process**

- After this, the billing process starts. To get details of the billing process, refer to Section 1.3.1.1.6.

#### **1.3.3.9.2 Payment Details**

- After this Payment details process starts. To get the payment process details, refer to Section 1.3.1.1.7.

#### **1.3.3.10 Web Processing**

The FLHSMV system provides external users the ability to perform several supplements for submission to an internal review queue. Internal users at FLHSMV will then access these transactions for review, approval, and processing.

The limitations for Web Processing by External users include:

- Access to only their assigned account – When processing a transaction, the account number will be auto-populated and protected on all FLHSMV screens.
- The Account/Fleet status must be Active.
- If the Account/Fleet status is Suspended, an External User has the ability only to make payments.
- Only one supplement in a Fleet can be opened at a time. A supplement must be in closed status before an external user can open another supplement in the same Fleet.
- When an external user is done adding vehicles, the system displays the Web Processing – Submit screen.

### 1.3.3.10.1 Web Submit Process

To submit the transaction to the internal review queue, the external user must perform the following steps:

**Web Processing** Submit

**Submit Process**

\*Account No.  \*Fleet No.  Legal Name  \*Fleet Expiration Year

\*Fleet Expiration Month  \*Supplement No.  Status

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 618102	01	10/2023	020	O - OPEN	PVT	03/09/2023	INP	CVF

Showing 1 to 1 of 1 entries First Previous **1** Next Last

**+ Comments**

**Vehicle Document** All Vehicle All Document

VIN	UNIT NO.	HVUT-FROM 2290	CAB CARD	FLORIDA REGISTRATION DOCUMENT	FLORIDA TITLE RECEIPT	HSMV FORM 82042 (VIN VERIFICATION)	HSMV FORM NON-USE AFFIDAVIT	LIEN HOLDER STATEMENT / EQUIPMENT LEASE	MCRS LEASE AGREEMENT	OUT OF STATE TITLE / E-TITLE RECEIPT	REGISTRATION DOCUMENT	CERTIFICATE OF INSURANCE	HSMV FORM 85100	POLICE REPORT	OTHER
65656756756546345	45645645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries First Previous **1** Next Last

- Click Proceed from the Vehicle Details screen and the system will navigate to Web Processing – Submit screen.
- The Submit screen has the following required fields:
  - Account No.
  - Fleet No.
  - Legal Name
  - Fleet Expiration Year

- Fleet Expiration Month
- Supplement No.
- The status will default to Pending and cannot be changed.
- Click the “SELECT” link for the appropriate supplement to upload the necessary documents to support the transaction submitted.
- Use the Browse option to select a file to be uploaded and click the Upload button to ensure the file is attached to the transaction.
- External users must:
  - Upload one file at a time.
  - Ensure the file size is less than 4 MB.
- Select SUBMIT to have all the documents submitted for internal review.
- External users should ensure a valid email address exists on the fleet record to receive email notifications advising that the supplement is ready to be paid online or to receive alerts if additional action is required.
- NOTE: External Web users can only open supplements with a status of “Pending,” “Action required,” or “Approved.” They will not be able to open any supplement with a status of “In Process.”

#### **1.3.3.10.2 Billing Process**

- After the external user submits the supplement for review, the internal user will review the documents. If approved the internal user will invoice the supplement. The supplement status will change from “OPEN” to “INVOICED”.
- The external user will receive an email notifying them about the status of the supplement. If approved and invoiced, the external user can continue with payment. If additional documents are needed, the external user can upload the additional documents for review and approval.

WGTGROUP VEHICLE **BILLING** PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Billing Details** Amend Vehicle - Weight Change

RUFUS ADD JURIS TEST 12-24-08    Account#: 618102    Fleet#: 01    Fleet Expiration Month / Year: 10 / 2023    Supplement#: 020

---

**Supplements Details**

Reg. Month 8	No. of Veh in Supp 1	Supplement Status O - OPEN	IRP System Credit 117.05
Invoice Date 03/09/2023	*Application Receipt Date 03/09/2023	Payment Date MM/DD/YYYY	Exchange Rate 0.781600

---

**Fees**

Manual Adj. Base Jur.  Emergency Fee Override  Batch Billing  TOP

TOP No. of Days

---

FEE TYPE	FEE AMT(\$)	[WAIVE]
Base Fee FPT	0.00	
Base Fee FPT Credit Applied	0.00	
Base Fee FPX	0.00	
Base Fee FPX Credit Applied	0.00	
Base Fee FPY	0.00	
Base Fee FPY Credit Applied	0.00	
Base Fee FPZ	0.00	

---

Base Fee FPZ Credit Applied	0.00
In-State Credit	0.00
Foreign Jurisdiction Fee	0.00
Foreign Jurisdiction Fee Credit Applied	0.00
Total Admin Fees	0.00

**+ Admin Fee Details** 0.00

---

**Documents**

Add

---

**Delivery Details**

Electronic Delivery Type:     Invoice Report Type:

---

**+ Comments**

Proceed Recalculate Refresh Quit ?

### 1.3.3.10.3 Payment Details

The external user must perform the following steps to process the payment:

- Select "IRP" under Resume Service from the Customer Dashboard screen or Select "Work in Progress" from the Other menu tile under the IRP main menu.

- The user will navigate to the Payment Details screen to complete the payment process.

**Payment Details** Amend Vehicle - Weight Change

RUFUS ADD JURIS TEST 12-24-08 Account#: 618102 Fleet#: 01 Fleet Expiration Month / Year.: 10 / 2023 Supplement#: 020

**Supplements Details**

IRP System Credit: 117.05 Invoice Date: 03/09/2023 Invoice No: 1491572 \*Payment Receipt Date: 03/09/2023

**Fees**

Manual Adj. Base Jur.: 0.00 [Add Donation](#)  Batch Credential

FEE TYPE	FEE AMT(\$)
Base Fee FPT	4.84
Base Fee FPT Credit Applied	4.84
Base Fee FPX	0.00
Base Fee FPX Credit Applied	0.00
Base Fee FPY	1.70
Base Fee FPY Credit Applied	1.70
Base Fee FPZ	0.00
Base Fee FPZ Credit Applied	0.00
In-State Credit	0.00
Foreign Jurisdiction Fee	186.64
Foreign Jurisdiction Fee Credit Applied	186.64
<b>Total Admin Fees</b>	<b>802.57</b>
<b>Amount Due</b>	<b>802.57</b>

**Admin Fee Details** 802.57

**TOP/Cab Card Delivery Type**

Electronic Delivery Type: D - PDF

**Comments**

Proceed Refresh Quit [Show Hand Log](#) [View Invoice Report](#)

- The Cab Card Delivery Type field is set as PDF type.
- The screen will display the “View Invoice Report” link on the command line for the user to view the detailed invoice report.
- Click PROCEED from the command line on the Payment Details screen.

### 1.3.4 Inquiry Function

The system will provide the user with the capability to perform inquiries on IRP related information using the tree structure. The various inquiry options are available in the corresponding menu tile at the IRP application-level menu. Below is a list of available inquiries from the IRP application-level menu.

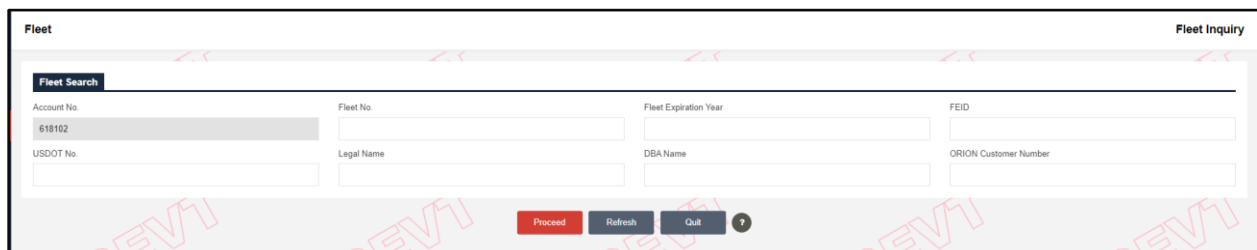
- From the Account menu tile:
  - Account Inquiry
- From the Fleet menu tile:
  - Fleet Inquiry
- From the Weight Group menu tile:
  - Weight Group Inquiry
  - Weight Group Supplement Base Inquiry
- From the Vehicle Inquiry menu tile:
  - Vehicle Inquiry
  - Vehicle Supplement Inquiry
- From the Additional Inquiries menu tile:
  - Supplement Inquiry
- From the Distance tile:
  - IRP Distance Inquiry

To perform any of the above inquiries refer section 1.3.4.1.

#### 1.3.4.1 Fleet Inquiry

To generate an inquiry related to a specific account or fleet, the user will perform the following steps:

- From the IRP application-level menu, select FLEET INQUIRY from the FLEET menu tile.
- At a minimum, one search criteria must be entered.
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users: Enter the following search parameters.
    - Account No. – The Account No. is prepopulated and disabled.
    - Fleet No.
    - Fleet Expiration Year
    - FEID
    - USDOT No.
    - Legal name
    - DBA Name
    - ORION Customer Number
- Click PROCEED to display a list of records in the grid based on the search criteria entered.
- Paging is available on the screen. If more than one page of results is found, the buttons at the bottom right of the list will be enabled and allow the user to navigate by clicking the First, Previous, (Page Number), Next, or Last links.



The screenshot shows a web application interface for a 'Fleet Inquiry'. At the top left, the word 'Fleet' is displayed, and at the top right, 'Fleet Inquiry' is shown. Below this is a 'Fleet Search' section with a grid of input fields. The first row contains 'Account No.' (with the value '618102' pre-filled), 'Fleet No.', 'Fleet Expiration Year', and 'FEID'. The second row contains 'USDOT No.', 'Legal Name', 'DBA Name', and 'ORION Customer Number'. At the bottom of the form, there are four buttons: 'Proceed' (red), 'Refresh' (grey), 'Quit' (grey), and a help icon (grey circle with a question mark). The background of the screenshot has a large, faint 'DEV71' watermark.

- Click the VIEW link on the right to review the Fleet details.



- A pop-up screen with the Fleet details is displayed.
- Click CLOSE to return to the search result screen or click PRINT on the view screen to print the fleet details.
- Click QUIT on the search result screen to close the Inquiry screen and return to the IRP Level menu.

**Fleet** **Fleet Inquiry**

---

**Fleet Search**

Account No.  Fleet No.  Fleet Expiration Year  FEID

USDOT No.  Legal Name  DBA Name  ORION Customer Number

**Tree**

- Account No. - 618102
  - History
  - Years
  - Year-2023
    - FleetList
      - Fleet-01
        - Fleet History
        - Distance
        - WgtGroup
        - Supplement
        - Fleet-02

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	LEGAL NAME	DBA NAME	FLEET TYPE	USDOT NO.	ORION CUSTOMER NUMBER
	618102	01	10/2023	RUFUS ADD JURIS TEST 12-24-08		PVT	01194597	1234567890

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

**FLEET INQUIRY**

---

**Fleet Summary**

Account No. | 618102      Registrant Type | C - CORPORATION      Fleet No. | 01      Fleet Status | A - ACTIVE

Carrier Type | C - CARRIER      Legal Name | RUFUS ADD JURIS TEST 12-24-08      DBA Name |      Old Account No. | 0

Old Fleet No. | 00

---

**Address Details**

**Physical Address**

Street | 123 N MONROE      Zip Code | 32303      Jur | FL - FLORIDA      City | TALLAHASSEE

County | LEON      Country | US      Non Deliverable Address | N      Address Overridden | N

**Mailing Address**

Street | PO BOX 123      Zip Code | 32303      Jur | FL - FLORIDA      City | TALLAHASSEE

County | LEON      Country | US      Non Deliverable Address | Y      Address Overridden | N

Attention To |

**Shipping Address**

Street | PO 103 REN      Zip Code | 32168      Jur | AR - ARKANSAS      City | TALAHAASE

County | LAZR      Country | US      Non Deliverable Address | Y      Address Overridden | N

Attention To |

- To view the structure of the entire account, click the TREE link to the left of Account No. in the grid.
  - The account structure will appear on the left side of the result screen including all registration years, fleets, and supplements within the registration year.
  - If multiple fleets exist within a registration year, they will appear as a separate line under the Fleet List.

The screenshot displays the Florida IRP system interface. On the left, a tree view shows the account structure for Account No. 618102, including History, Years (2020-2023), FleetList, and various Fleet (01-16) and Supplement entries. On the right, a table displays the details for the selected entry (Fleet 01, 10/2023).

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP MM/YYYY	LEGAL NAME	DBA NAME	FLEET TYPE	ISSDOT NO.	ORION CUSTOMER NUMBER
	618102	01	10/2023	RUFUS ADD JURIS TEST 12.24.08		PVT	01194597	1234567890

Showing 1 to 1 of 1 entries

Navigation: First Previous 1 Next Last

- Each level with a “+” can be expanded or if a “-” is displayed can be collapsed.
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a given registration year.
- The expansion of the supplement will reveal the vehicles associated with the supplement.
- To view details at any level, select the link, and a detailed screen will be displayed. For the below example, the Vehicle link was accessed which displays detailed Vehicle information. Use the scroll bar to the right of the screen to view additional details for this supplement.

VEHICLE SUPPLEMENT INQUIRY			
<b>Supplements Details</b>			
Account No.   618102	Fleet No.   01	Supplement No.   000	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	No. of Fleet Vehicles   10	Expiration Month / Year   10/2023	Effective Date   12/01/2022
Supplement Desc.   NEW ACCOUNT	Fleet Type   PVT - PRIVATE CARRIER (PC)	Carrier Type   C - CARRIER	USDOT No.   01194597
<b>Vehicle Details</b>			
VIN   846S6FD64G646G4	ORION Owner ID   96249359	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   TK2	Weight Group No.   1-19999	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL - INTL	Axes   2	Combined Axles   5	Fuel Type   D - Diesel
Seats	Minor Color	Major Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   19999	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   N
Factory Price   \$18014.00	Set Effective Date to Purchase Date   N	TOP   Y	TOP No. of Days   60
Title Jurisdiction   FL - FLORIDA	Title No.   47284327	In-State Plate   B0343P	In-State Fee   \$15.00
Owner Name   BONDED TRANSPORTATION INC	Safety Responsibility   O - Owner	Safety USDOT   65546620	Safety FEID   784674346
Safety Change   N - NO	Use Existing Plate   N	Existing Plate	Change Address on USDOT   N
New Plate Required   A			
<b>Registration Details</b>			
Registration Issue Date   12/19/2022	Registration Eff Date   12/19/2022	Registration Exp Date   10/31/2023	TOP Issue Date   12/16/2022
TOP Eff. Date   12/19/2022	TOP Exp. Date   02/16/2023	Plate No.   JC00PL	Plate Type   ITR
Plate Year   2025	Cab Card Issue Date   12/19/2022	TOP No.   2321000886	Plate Expiration Year
<input type="button" value="Print"/> <input type="button" value="Close"/>			

### 1.3.4.2 Account Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select ACCOUNT INQUIRY from the ACCOUNT menu tile.
- To perform the account inquiry, refer to section 1.3.4.1. for the detailed steps.

**Account**
**Account Inquiry**

---

**Account Search**

Account No.  FEID  USDOT No.  Legal Name

DBA Name  ORION Customer Number

Proceed
Refresh
Quit
?

**Tree**

- Account No. - 620520
  - History
  - Years
    - Year-2024

ACTION	ACCOUNT NO.	FEID	USDOT NO.	LEGAL NAME	DBA NAME	CUSTOMER TYPE	ACCOUNT STATUS	ORION CUSTOMER NUMBER
<div style="display: flex; gap: 5px;"> <span>+</span> <span>+</span> </div>	620520	454411154	01194597	RUFUS ADD JURIS TEST 12-24-08		A - LIMITED COMPANY	A - ACTIVE	1234567890

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**ACCOUNT INQUIRY**
✕

---

**Customer Details**

Account No. ██████ Registrant Type **A - LIMITED COMPANY** Carrier Type **C - CARRIER** Legal Name ██

IFTA Account No.  Customer Status **A - ACTIVE** DBA Name

**Physical Address**

Street **123 N MONROE** Zip Code **32303** Jur **FL - FLORIDA** City **TALLAHASSEE**

County **LEON** Country **US** Residence Address **Y** Business Address **N**

**Mailing Address**

Street **PO BOX 123** Zip Code **32303** Jur **FL - FLORIDA** City **TALLAHASSEE**

County **LEON** Country **US** Attention To

**Business Customer Details**

Print
Close

### 1.3.4.3 Weight Group Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select WEIGHT GROUP INQUIRY from the WEIGHT GROUP menu tile.

- To perform the weight group inquiry refer to section 1.3.4.1. for the detailed steps.

**Weight Group**
**Weight Group Inquiry**

---

**Weight Group Search**

Account No.  
620520

Fleet No.

Weight Group Effective Year

Weight Group No.

FEID

USDOT No.

ORION Customer Number

Proceed
Refresh
Quit
?

ACTION	ACCOUNT NO.	FLEET NO.	WEIGHT GROUP EFFECTIVE MONTH	WEIGHT GROUP EFFECTIVE YEAR	WEIGHT GROUP NO.	BASE JURISDICTION WEIGHT	MAX GROSS WEIGHT	NO. OF CURRENT ACTIVE VEHICLES	ORION CUSTOMER NUMBER
	620520	01	03	2024	1	34999	34999	8	1234567890
	620520	02	03	2024	1	43999	43999	1	1234567890

Showing 1 to 2 of 2 entries
First Previous **1** Next Last

**WEIGHT GROUP INQUIRY**
✕

---

**Supplements Details**

Account No. | 620520

Fleet No. | 01

Supplement No. | 000

Legal Name |

DBA Name |

USDOT No. | 01194597

Weight Group Effective Month/Year |

Supplement Desc. | NEW ACCOUNT

Weight Group Type | P - POWER UNIT

Weight Group No. | 1

Max Gross Weight | 34999

**List Of Jurisdiction And Weight**

JUR	WEIGHT	OLD WEIGHT	EFFECTIVE YEAR	JUR	WEIGHT	OLD WEIGHT	EFFECTIVE YEAR
FL	34999		2024	NM	34999		2024
AL	34999		2024	NV	34999		2024
AR	34999		2024	NY	34999		2024
AZ	34999		2024	OH	34999		2024
CA	34999		2024	OK	34999		2024
CO	34999		2024	OR	34999		2024
CT	34999		2024	PA	34999		2024

Print
Close

### 1.3.4.4 Weight Group Supplement Base Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select WEIGHT GROUP SUPPLEMENT BASE INQUIRY from the WEIGHT GROUP menu tile.
- To perform the weight group supplement base inquiry refer to section 1.3.4.1. for the detailed steps.

**Weight Group Supplement Base Inquiry**

**Fleet Search**

Account No.  Fleet No.  Fleet Expiration Year  Supplement No.

Weight Group No.  ORION Customer Number

**Proceed** **Refresh** **Quit** ?

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPP. NO.	WEIGHT GROUP NO.	ORION CUSTOMER NUMBER
	620520	02	03/2024	0000	1	1234567890
	620520	01	03/2024	0000	1	1234567890
	620520	01	03/2024	0001	1	1234567890
	620520	01	03/2024	0002	1	1234567890
	620520	01	03/2024	0003	1	1234567890

**WEIGHT GROUP SUPPLEMENT BASE INQUIRY**
✕

**Supplements Details**

Account No.   620520	Fleet No.   02	Supplement No.   000	Legal Name
			<b>RUFUS ADD JURIS TEST 12-24-08</b>
DBA Name	USDOT No.   01194597	Expiration Month / Year   03/2024	Supplement Desc.   <b>NEW FLEET</b>
Weight Group Type   <b>P - POWER UNIT</b>	Weight Group No.   1	Max Gross Weight   43999	

**List Of Jurisdiction And Weight**

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
FL	43999	AL	43999	AR	43999	AZ	43999
CA	43999	CO	43999	CT	43999	DC	43999
DE	43999	GA	43999	IA	43999	ID	43999
IL	43999	IN	43999	KS	43999	KY	43999
LA	43999	MA	43999	MD	43999	ME	43999
MI	43999	MN	43999	MO	43999	MS	43999
MT	43999	NC	43999	ND	43999	NE	43999
NY	43999	OH	43999	OK	43999	OR	43999
PA	43999	RI	43999	SC	43999	SD	43999
TX	43999	VA	43999	VT	43999	WA	43999
WV	43999	WY	43999				

Print
Close

### 1.3.4.5 Vehicle Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select VEHICLE INQUIRY from the VEHICLE INQUIRY menu tile.
- To perform the vehicle inquiry refer to section 1.3.4.1. for the detailed steps.

**Vehicle Inquiry**
**Vehicle Inquiry**

---

**Fleet Vehicle Search**

Account No.  
620520

Fleet No.

Fleet Expiration Year

VIN

Plate No.

Unit No.

Fuel Type

Vehicle Status  
ALL

Title No.

Fleet Type

ORION Customer Number

Proceed
Refresh
Quit
?

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	VIN	PLATE NO.	UNIT NO.	FUEL TYPE	BASE GROSS WEIGHT	FLEET TYPE	VEHICLE STATUS	ORION CUSTOMER NUMBER
	620520	02	03/2024	EXT1234555555555	JC54IT	34	D - Diesel	43999	FOR	ACT - ACTIVE	1234567890
	620520	01	03/2024	198797	JC51PB	198797	D - Diesel	34999	FOR	DEL - DELETED	1234567890
	620520	01	03/2024	N29844449	JC52PB	8798791	D - Diesel	34999	FOR	ACT - ACTIVE	1234567890

**VEHICLE INQUIRY**

---

**Supplements Details**

Account No. | 620520

Fleet No. | 02

Supplement No. | 000

Legal Name | RUFUS ADD JURIS TEST 12-24-08

DBA Name |

No. of Fleet Vehicles | 1

Expiration Month / Year | 03/2024

Effective Date | 04/01/2023

Supplement Desc. | NEW FLEET

Fleet Type | FOR - FOR HIRE (FH)

Carrier Type | C - CARRIER

USDOT No. | 01194597

---

**Vehicle Details**

VIN | EXT1234555555555

ORION Owner ID | 96249359

ORION Vehicle Type | TR

ORION Body Type | TR

Unit No. | 34

Weight Group No. | 1-43999

Year | 1990

IRP Body Type | TR - Tractor

Make | INTERNATIONAL HARVESTER CO - INTL

Axles | 2

Combined Axles | 5

Fuel Type | D - Diesel

Seats |

Minor Color |

Major Color |

Unladen Weight | 12000

Base Jurisdiction Gross Weight | 43999

Purchase Date | 06/01/1989

Purchase Price | \$35050.00

Verification on Purchase Price | N

Factory Price | \$18645.00

Set Effective Date to Purchase Date | N

TOP | N

TOP No. of Days | 0

Title Jurisdiction | AB - ALBERTA

Title No. | 47284327

In-State Plate | B0343P

In-State Fee | \$15.00

Owner Name |

Safety Responsibility | O - Owner

Safety USDOT | 01194597

Safety FEID | 454411154

Print
Close

### 1.3.4.6 Vehicle Supplement Inquiry



To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select VEHICLE SUPPLEMENT INQUIRY from the VEHICLE INQUIRY menu tile.
- To perform the vehicle supplement inquiry refer to section 1.3.4.1. for the detailed steps.

Vehicle Inquiry
Vehicle Supplement Inquiry

**Fleet Search**

Account No. <input type="text" value="620520"/>	Fleet No. <input type="text"/>	Fleet Expiration Year <input type="text"/>	Supplement No. <input type="text"/>
Unit No. <input type="text"/>	VIN <input type="text"/>	Plate No. <input type="text"/>	Weight Group No. <input type="text"/>
Transaction Type <input type="text"/>	ORION Customer Number <input type="text"/>		

Proceed
Refresh
Quit
?

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPP. NO.	SERVICE TYPE	SUPP. STATUS	VIN	PLATE NO.	UNIT NO.	WEIGHT GROUP NO.	BASE GROSS WEIGHT	FLEET TYPE	SRVC. TRANS. ID	ORION CUSTOM NUMBER
	620520	02	03/2024	0000	New Fleet	C - CLOSED	EXT1234555555555	JC54IT	34	1	43999	FOR	76282	1234567
	620520	01	03/2024	0000	New Account	C - CLOSED	198797	JC51PB	19665456	1	34999	FOR	75830	1234567
	620520	01	03/2024	0001	Add Vehicle	C - CLOSED	N29844449	JC52PB	2	1	34999	FOR	75873	1234567

**VEHICLE SUPPLEMENT INQUIRY**
✕

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**Supplements Details**

Account No.   620520	Fleet No.   02	Supplement No.   000	Legal Name   RUFUS ADD JURIS TEST 12-24-08
DBA Name	No. of Fleet Vehicles   1	Expiration Month / Year   03/2024	Effective Date   04/01/2023
Supplement Desc.   NEW FLEET	Fleet Type   FOR - FOR HIRE (FH)	Carrier Type   C - CARRIER	USDOT No.   01194597

---

**Vehicle Details**

VIN   EXT1234555555555	ORION Owner ID   96249359	ORION Vehicle Type   TR	ORION Body Type   TR
Unit No.   34	Weight Group No.   1-43999	Year   1990	IRP Body Type   TR - Tractor
Make   INTERNATIONAL HARVESTER CO - INTL	Axes   2	Combined Axles   5	Fuel Type   D - Diesel
Seats	Minor Color	Major Color	Unladen Weight   12000
Base Jurisdiction Gross Weight   43999	Purchase Date   06/01/1989	Purchase Price   \$35050.00	Verification on Purchase Price   N
Factory Price   \$18645.00	Set Effective Date to Purchase Date   N	TOP   N	TOP No. of Days   0
Title Jurisdiction   AB - ALBERTA	Title No.   47284327	In-State Plate   B0343P	In-State Fee   \$15.00
Owner Name	Safety Responsibility   O - Owner	Safety USDOT   01194597	Safety FEID   454411154

Print
Close

### 1.3.4.7 Supplement Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select SUPPLEMENT INQUIRY from the ADDITIONAL INQUIRIES menu tile.
- To perform the supplement inquiry refer to section 1.3.4.1. for the detailed steps.

**Additional Inquiries**
**Supplement Inquiry**

---

Customer Search

Account No. <input type="text" value="620520"/>	Fleet No. <input style="border: 2px solid red;" type="text" value="1"/>	Fleet Expiration Year <input type="text"/>	Fleet Expiration Month <input type="text"/>
Supplement No. <input type="text"/>	Invoice No. <input type="text"/>	FEID <input type="text"/>	USDOT No. <input type="text"/>
Fleet Type <input type="text"/>	Supplement Status <input type="text"/>	Transaction Type <input type="text"/>	ORION Customer Number <input type="text"/>

Proceed
Refresh
Quit
?

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPP. NO.	SUPPLEMENT EFF. DATE	SUPP. TYPE	FLEET TYPE	APPLICATION TYPE	SUPP. STATUS	INVOICE AMOUNT(USD)	ORION CUSTOMER NUMBER
	620520	01	03/2024	0012	04/01/2023	Add Vehicle	FOR	IRP	P - PAID	2669.82	1234567890
	620520	01	03/2024	0011	04/01/2023	Do Vehicle	FOR	IRP	C - CLOSED	853.96	1234567890
	620520	01	03/2024	0010	04/01/2023	Do Vehicle	FOR	IRP	C - CLOSED	1401.02	1234567890

**SUPPLEMENT INQUIRY**
✕

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Supplements Details

Account No.   620520	Fleet No.   01	Expiration Month / Year   03/2024	Legal Name   <b>RUFUS ADD JURIS TEST 12-24-08</b>
DBA Name	Supplement No.   012	Effective Date   04/01/2023	Supplement Description   <b>ADD VEHICLE</b>
Supplement Status   <b>P - PAID</b>	Fleet Type   <b>FOR - FOR HIRE (FH)</b>	Carrier Type   <b>C - CARRIER</b>	No. of Vehicles   2
Emergency Fee Override   N			

Payment Information

Bill Date   04/09/2023	Invoice Date   04/10/2023	Invoice No.   1497692	Remitted Date
Orig. Invoice Date   04/10/2023	Orig. Invoice No.   1497692	Payment Receipt Date   04/10/2023	Cart Id   17696
Payer Account No.   620520	Payment Date   04/10/2023	Financial Trans ID   16252	Exchange Rate   0.797800
Invoices Paid Together   1497692	Total Amount Paid For All Invoices   \$2,669.82		

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
IRP System Credit	6584	12.76
Credit Card	6EA7	2657.06

Print
Close

### 1.3.4.8 IRP Distance Inquiry

To generate an inquiry related to a specific account, the user will perform the following steps:

- From the IRP application-level menu, select IRP DISTANCE INQUIRY from the DISTANCE menu tile.
- To perform the IRP distance inquiry refer to section 1.3.4.1. for the detailed steps.

**Distance** IRP Distance Inquiry

---

**Fleet Search**

Account No.  Fleet No.  Fleet Expiration Year  FEID

USDOT No.  Legal Name  DBA Name  ORION Customer Number

Proceed
Refresh
Quit
?

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	USDOT NO.	LEGAL NAME	ORION CUSTOMER NUMBER
	620520	02	03/2024	01194597	RUFUS ADD JURIS TEST 12-24-08	1234567890
	620520	01	03/2024	01194597	RUFUS ADD JURIS TEST 12-24-08	1234567890

Showing 1 to 2 of 2 entries First Previous **1** Next Last

**IRP DISTANCE INQUIRY** ✕

---

**Distance Details**

Account No. **620520** Fleet No. **02** Expiration Month / Year **03/2024** Legal Name **RUFUS ADD JURIS TEST 12-24-08**

DBA Name  USDOT No. **01194597** Actual Distance **0** Estimated Distance **217,972**

Reporting Period From **07/01/2021** Reporting Period To **06/30/2022**

We certify that the actual distance submitted is accurate :

JUR	DISTANCE	TYPE	SUPP. NO.	PERCENT	JUR	DISTANCE	TYPE	SUPP. NO.	PERCENT
FL	10299	E	000	04.72500	AL	7231	E	000	03.31700
AR	9695	E	000	04.44800	AZ	7217	E	000	03.31100
CA	16583	E	000	07.60800	CO	25081	E	000	11.50600
CT	1951	E	000	00.89500	DC	1749	E	000	00.80200

Print
Close

### 1.3.5 Reprint Functionality

The system provides the ability to reprint the following:

- Invoice
- Cab Card
- TOP
- Renewal
- Delete Vehicle Letter

To reprint, select one of the items listed above from the Reprint menu tile at the IRP application-level menu.

#### 1.3.5.1 Reprint Invoice

Perform the following steps to reprint an invoice:

- From the IRP application-level menu, select INVOICE from the REPRINT menu tile.

The screenshot shows a web interface titled "Reprint" with a sub-header "Reprint" and a page title "Invoice". The form contains the following fields and controls:

- Account No.: 618102 (prepopulated and disabled)
- Fleet No.: [Empty text input]
- Fleet Expiration Year: [Empty text input]
- Fleet Expiration Month: [Empty text input]
- Supplement No.: [Empty text input]
- Invoice Report Type: [Dropdown menu with "Detail Fees for each unit" selected]
- Invoice No.: [Empty text input]
- Electronic Delivery Type: [Dropdown menu with "D - PDF" selected]

At the bottom of the form are four buttons: "Process" (red), "Refresh" (grey), "Quit" (grey), and a help icon (grey circle with a question mark).

- On the search screen, perform the following steps:
- For Authorized Agent: The Account No. field is not prepopulated or disabled.  
For External Users: The Account No. is prepopulated and disabled.
- Enter the following search parameters.
  - Fleet No.
  - Fleet Expiration Year
  - Fleet Expiration Month

- Supplement No.
- Invoice Report Type – Select appropriate type for the invoice report from the drop-down list which includes the following:
  - Summary Invoice
  - Detail Fees for each unit (default)
  - Detail Fees for each unit by Jurisdiction
- Invoice No.
- Electronic Delivery Type – The delivery type is set as PDF.
- Click PROCEED to display a list of invoiced supplements for the search parameters entered.

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	FLEET TYPE	SUPPLEMENT NO.	SUPP. TYPE	INVOICE NO.
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0000	AAC	1489958
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0001	AXV	1490278
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0002	CMB	1490385
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0003	CFN	1490535
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0004	AXV	1490539
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0005	AXV	1490545
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0006	AVE	1490562
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0007	AVE	1490570
<a href="#">SELECT</a>	618102	01	10/2023	PVT	0008	EOD	1490576

- Select an invoiced supplement by clicking the “SELECT” link to the left of Account No.

### 1.3.5.2 Reprint Cab Card

Perform the following steps to reprint a cab card:

- From the IRP application-level menu, select CABCARD from the REPRINT menu tile.

The screenshot shows the 'Reprint Cabcard' application interface. At the top left, the word 'Reprint' is displayed, and at the top right, 'Cabcard' is shown. Below this is a search form with the following fields and controls:

- Account No.:** A text input field containing the value '621539'.
- \*Fleet No.:** A text input field.
- \*Fleet Expiration Year:** A text input field.
- Fleet Expiration Month:** A text input field.
- Supplement No.:** A text input field.
- Plate No.:** A text input field.
- VIN:** A text input field.
- Unit No.:** A text input field.
- Electronic Delivery Type:** A dropdown menu with 'D - PDF' selected.
- Reprint All Vehicles:** A checkbox that is currently unchecked.

At the bottom of the form, there are four buttons: 'Search' (red), 'Generate', 'Refresh', and 'Quit' (dark grey). A small circular icon with a question mark is located to the right of the 'Quit' button.

On the search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No. – This is a mandatory field.
  - Fleet Expiration Year - This is a mandatory field.
  - Fleet Expiration Month
  - Supplement No.
  - Plate No.
  - VIN
  - Unit No.
  - Reprint All Vehicles checkbox - Checking this checkbox will include all vehicles in the given fleet.
  - Electronic Delivery Type – The delivery type is set as PDF.
- Click SEARCH to display a list of supplements for the entered search parameters.

The screenshot shows the 'Reprint Cabcard' interface. At the top, there are input fields for Account No. (621539), \*Fleet No. (1), \*Fleet Expiration Year (2024), and Fleet Expiration Month. Below these are fields for Supplement No., Plate No., VIN, and Unit No. There is a checkbox for 'Reprint All Vehicles' and a dropdown for 'Electronic Delivery Type' set to 'D - PDF'. A row of buttons includes Search, Generate, Refresh, and Quit. Below the buttons is a table with columns: UNIT NO., VIN, PLATE NO., FLEET EXP. MM/YYYY, SUPPLEMENT NO., and SUPP. TYPE. The table contains three rows of data for Unit No. 123. At the bottom right, there are navigation buttons: First, Previous, 1, Next, Last.

UNIT NO.	VIN	PLATE NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. TYPE
123	1HTSDZP4LH205945	LB12PQ	10 / 2024	0000	AFL
123	1HTSDZP4LH205945	LB12PQ	10 / 2024	0001	CVN
123	1HTSDZP4LH205945	JC19MH	10 / 2024	0002	RTG

- Select the box to the left of the Unit No. for the vehicle cab card to be reprinted, then click GENERATE from the command line to produce the PDF of the cab card for reprint.

### 1.3.5.3 Reprint TOP

Perform the following steps to reprint a TOP:

- From the IRP application-level menu, select TOP from the REPRINT menu tile.

The screenshot shows the 'Reprint TOP' interface. It has similar input fields to the previous screenshot, but includes a 'TOP Type' dropdown menu set to 'REP - REPRINT'. The 'Generate' button is highlighted in red. The rest of the interface, including the buttons and the table area, is partially visible.

On the search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.



- Fleet No. – This is a mandatory field.
- Fleet Expiration Year - This is a mandatory field.
- Fleet Expiration Month
- Supplement No.
- Plate No.
- VIN
- Unit No.
- TOP Type - Defaults to REPRINT.
- Reprint All Vehicles checkbox - Checking this checkbox will include all vehicles in the given supplement.
- Electronic Delivery Type – The delivery type is set as PDF.
- Click SEARCH to display a list of invoiced supplements for the entered search parameters.

The screenshot shows the 'Reprint' application interface. At the top, there is a 'Reprint' header and a 'TOP' button. Below this is a search form with several input fields: Account No. (621539), \*Fleet No. (1), \*Fleet Expiration Year (2024), Fleet Expiration Month, Supplement No., Plate No., VIN, and Unit No. There is also a dropdown for TOP Type (REP - REPRINT), a checkbox for 'Reprint All Vehicles', and a dropdown for Electronic Delivery Type (D - PDF). Below the form are buttons for Search, Generate, Refresh, and Quit. At the bottom, there is a table with columns: UNIT NO., VIN, PLATE NO., TOP NO. OF DAYS, TOP EFF. DATE, SUPPLEMENT NO., SUPP. TYPE, and FLEET TYPE. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

- Select the box to the left of the Unit No. of the vehicle TOP to be reprinted, then click GENERATE to view the PDF of the TOP to be reprinted.

### 1.3.5.4 Reprint Renewal Notice

Perform the following steps to reprint a Renewal:

- From the IRP application-level menu, select RENEWAL NOTICE from the REPRINT menu tile.

On the search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No.
  - Fleet Expiration Year
  - Fleet Expiration Month
  - Electronic Delivery Type – The delivery type is set as PDF.
- Click PROCEED to display a list of supplements for the search parameters entered.

ACTION	ACCOUNT NO.	FLEET NO.	FLEET EXPIRATION YEAR	FLEET EXPIRATION MONTH	LEGAL NAME	FLEET TYPE
	620806	001	2023	10	RUFUS ADD JURIS TEST 12-24-08	FOR
	620806	001	2022	10	RUFUS ADD JURIS TEST 12-24-08	FOR

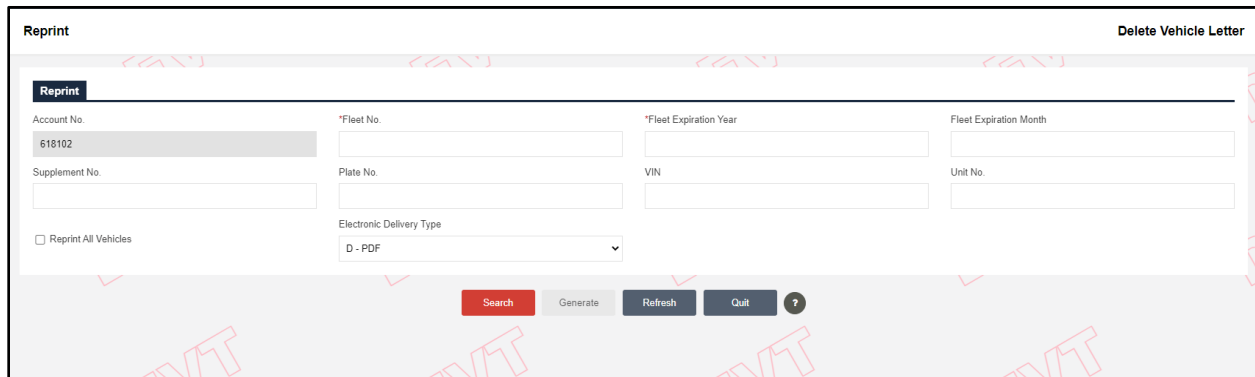
Showing 1 to 2 of 2 entries

- Select the preferred supplement from the grid results to generate the Renewal document.

### 1.3.5.5 Reprint Delete Vehicle Letter

Perform the following steps to reprint a deleted vehicle letter:

- From the IRP application-level menu, select DELETE VEHICLE LETTER from the REPRINT menu tile.



The screenshot shows a web application interface for reprinting a deleted vehicle letter. The page title is "Reprint" and the sub-header is "Delete Vehicle Letter". The form contains several input fields and a dropdown menu:

- Account No.:** 618102 (prepopulated and disabled)
- \*Fleet No.:** (mandatory field)
- \*Fleet Expiration Year:** (mandatory field)
- Fleet Expiration Month:** (field)
- Supplement No.:** (field)
- Plate No.:** (field)
- VIN:** (field)
- Unit No.:** (field)
- Electronic Delivery Type:** D - PDF (dropdown menu)
- Reprint All Vehicles:** (checkbox, currently unchecked)

At the bottom of the form, there are four buttons: "Search" (red), "Generate" (grey), "Refresh" (dark blue), and "Quit" (dark blue). A help icon (?) is also present.

On the search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No. – This is a mandatory field.
  - Fleet Expiration Year - This is a mandatory field.
  - Fleet Expiration Month
  - Supplement No.
  - Plate No.
  - VIN
  - Unit No.
  - Reprint All Vehicles checkbox - Checking this checkbox will include all vehicles in the given fleet.
  - Electronic Delivery Type – The delivery type is set as PDF.
- Click SEARCH to display a list of supplements for the search parameters entered.

- Select the preferred vehicle from the grid result and click GENERATE from the command line to produce the PDF of the Delete Vehicle Letter to reprint.

### 1.3.6 Administrative Functions

#### 1.3.6.1 Batch Credential

The Batch Credential process is used for fleets having more than 200 vehicles for which cab cards and TOPs need to be generated. If the batch credential check box was selected, the supplement is submitted to the “Batch Queue” and cab cards are generated in PDF files.

Perform the following steps to print the credentials and/or print the TOP.

- Select BATCH CREDENTIAL from the ADMINISTRATIVE menu tile at the IRP main menu.

On the Administrative search screen, perform the following steps:

- For Authorized Agent: The Account No. field is not prepopulated or disabled.
- For External Users: Enter the following search parameters.
  - Account No. – The Account No. is prepopulated and disabled.
  - Fleet No.
  - Fleet Expiration Year
  - Supplement No.
  - Credential Queue Status - Select the Credential Queue Status from the dropdown. Available options are:
    - All – Displays all records in the Batch Credential queue with their respective status.
    - Cancel Bill – Displays a list of supplements where the Batch Credential checkbox was checked but the bill was canceled.
    - Completed – Displays a list of records where the fee calculation and TOP generation were completed.
    - Failed – Displays a list of records where the batch job failed, and no TOPs were generated (the user can review the failure reason by selecting the “View Log” option for that batch.
    - Pending – Displays a list of records where the batch billing was submitted to the Queue.
    - Running – Displays a list of records where the fee calculation and TOP generation are still in process.
    - Deleted – Displays a list of records where the batch billing process was deleted.
  - Supplement Status - Select the Supplement Status, either All, Closed, or Paid.
- Click SEARCH to generate a list of records matching the search parameters entered.

- If credentials are available for printing, then a “View List” link will display next to the record. Click the link to generate a PDF copy of the cab cards.
- If TOPs are available for viewing and printing, a VIEW LIST link will display to the far right of the record. Click the link to generate a PDF copy of the TOP.

## Appendix A – Acronyms

Acronyms	Descriptions
FLHSMV	Florida Highway Safety and Motor Vehicles
IRP	International Registration Plan
ID	Identification
No.	Number
IFTA	International Fuel Tax Agreement
FL	Florida
VIN	Vehicle Identification Number
TOP	Temporary Operational Permit