

# Web Processing

*Web Processing* is the last portion of the transaction—prior to internal review—where you

- upload documents and
- submit the transaction.

You may have left the transaction unfinished to gather documents. Use this procedure to pick up the transaction from that point.

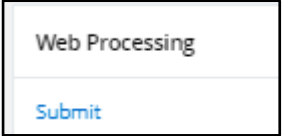
## Already Submitted

You cannot add any more documents once you have completed Web Processing and submitted your transaction. You can email additional documents to your local IRP Office. Please provide account, fleet and supplement information, in the body of the email, so the IRP office knows what transaction the documents belong to.

## Step 1: Adding Documents

To return to a transaction and add documents:

1. Choose the method that applies to you:

Method	How you started the transaction:	How you will finish the transaction:
1	If you completed the transaction up to and including “vehicles” and then exited the transaction to gather documents,	use <b>Continue IRP Transaction</b> or <b>Client Dashboard</b> to return where you left off.*
2	If you completed the transaction up to the <b>Web Processing screen</b> before exiting to gather documents,	from the <b>IRP Site Map</b> , select <b>Submit</b> from the <b>Web Processing tile menu</b> :  <i>05 Web</i>

\* See separate walkthrough documents for details.

## 2. Web Processing – Submit screen appears:

**Submit Process**

Account No. (required): 56216

Fleet No. (required): 001

Legal Name: FANCY PANTS TRUCKING INC.

Fleet Expiry Year (required): 2022

Fleet Expiry Month (required): 12

Supplement No. (required): 000

Status: PEN - Pending

Service Location: 991 - DOWNSVIEW

	ACCOUNT NO.	FLEET NO.	FLEET EXP. CCYYMM	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	SUPPLEMENT TYPE
Select	56216	001	12/2022	000	O - OPEN	FOR		INP	RWC

Showing 1 to 1 of 1 entries

+ Comments

01 Web Processing – Submit screen

**Vehicle Document**

Upload all document type for all vehicles
  Upload selected document type by selected vehicles

VIN: [Empty field]

Document Type:
 

- ADENS - Addendum to Sworn Statement
- B3CSF - B 3 or B 15 Customs Form
- BOLS - Bill of Sale/Lease Agreement
- EMITST - Emission Test
- IPDS - Fueling Device

Add Document Type

VIN	DOCUMENT TYPE	DOCUMENT STATUS	DELETE
No data available in table			

Showing 0 to 0 of 0 entries

**Fleet Document**

Fleet Document Type: PBQUE - Place of Business Questionnaire

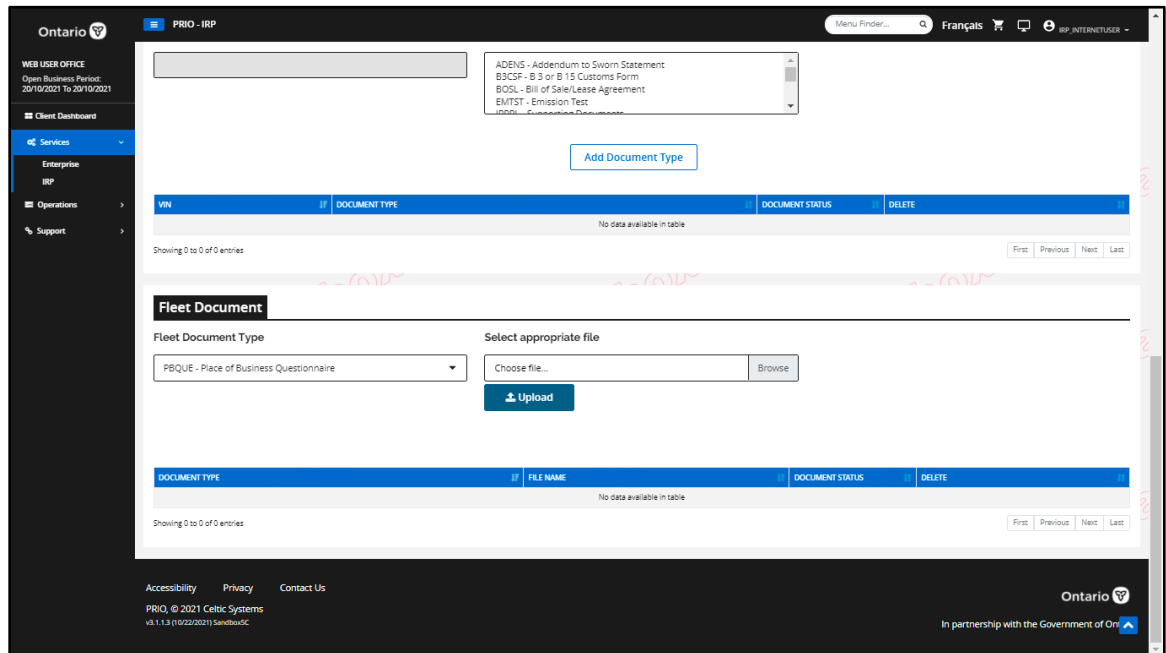
Select appropriate file

Choose file... [Browse]

Upload

DOCUMENT TYPE	FILE NAME	DOCUMENT STATUS	DELETE
---------------	-----------	-----------------	--------

02 Web Processing – Submit screen



03 Web Processing - Submit screen

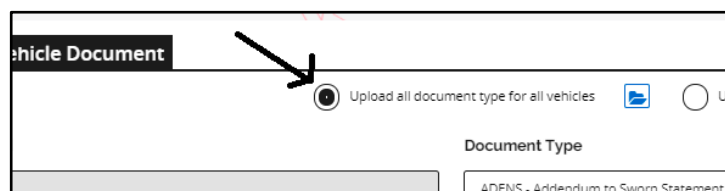
Review the messages in pale blue at the top of the screen and take any action required. Note any information regarding billing and payment.

3. In the the **Service Location** field, select the service location you wish to use from the drop-down list if different from the default location. Choose the office closest to you so you can pick up your cab cards.
4. Click **+Comments** to add any comments you may have for the IRP Office about the transaction.
5. If applicable to the transaction, upload documents as necessary in the **Vehicle Document** and **Fleet Document** panels.

For vehicle documents, you may submit documents for *all* vehicles, or for only specific vehicles:

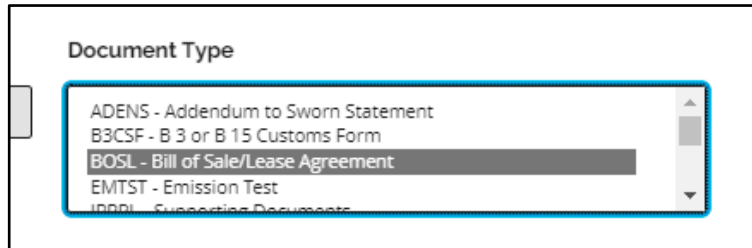
**To submit documents for all vehicles:**

1. In the **Vehicle Document** panel, click **Update all document type for all vehicles**:



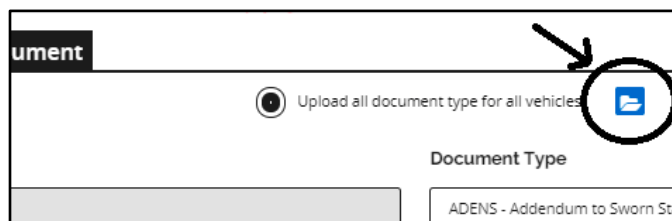
06 Web

2. Select document type from the drop-down list:



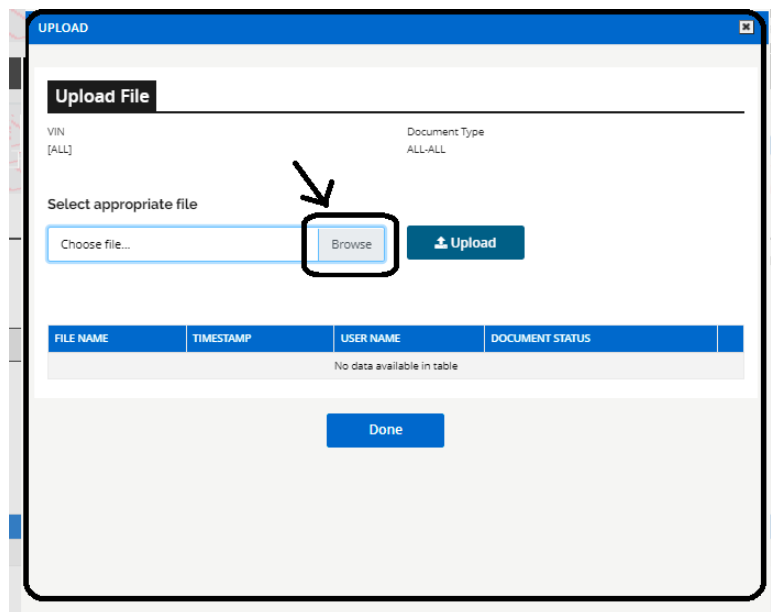
14 Web

3. Click the **Upload** button:



07 Web

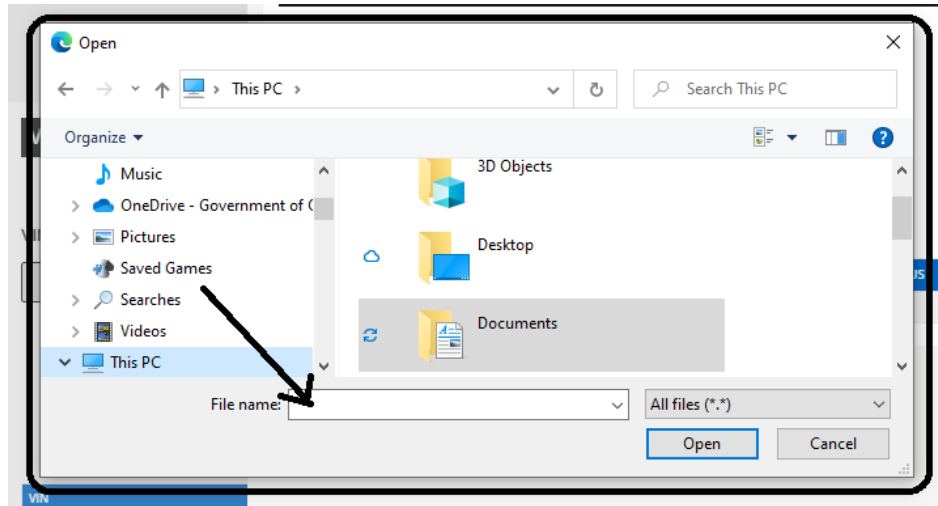
4. The **Upload File pop-up window** appears:



08 Web

Click **Browse**.

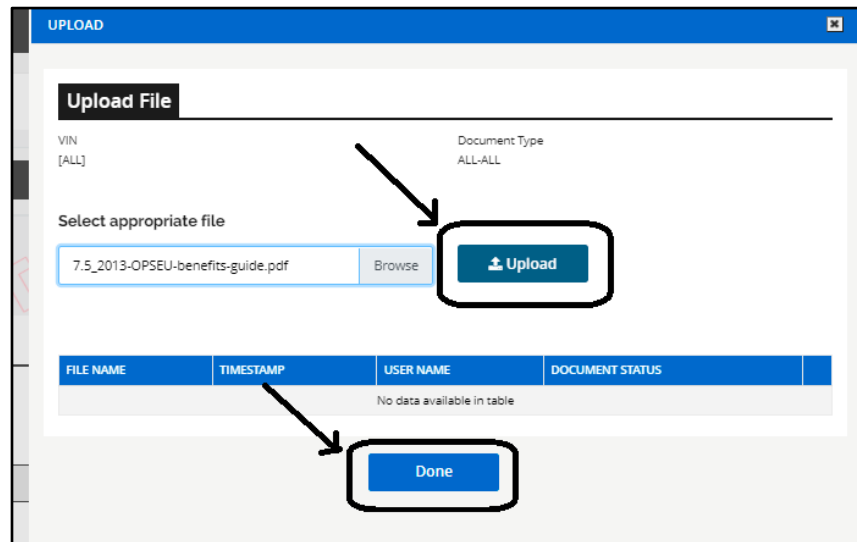
5. The **Browse Search pop-up window** appears:



09 Web

Locate the file you wish to upload (remember, you are uploading this document for all vehicles).

6. The **Upload File pop-up window** reappears:

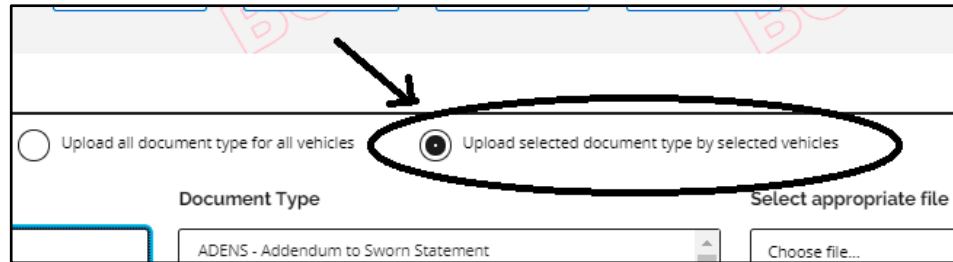


10 Web

Click **Upload**, and repeat to add more documents. Click **Done** when no more documents.

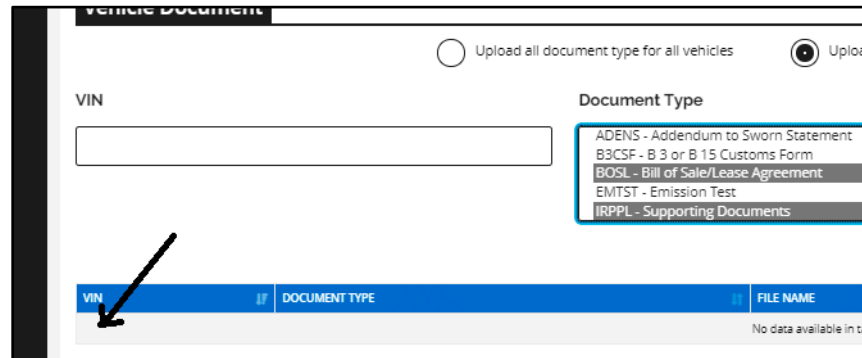
**To submit documents for specific vehicles:**

1. In the **Vehicle Document panel**, click **Upload selected document type by selected vehicles**:



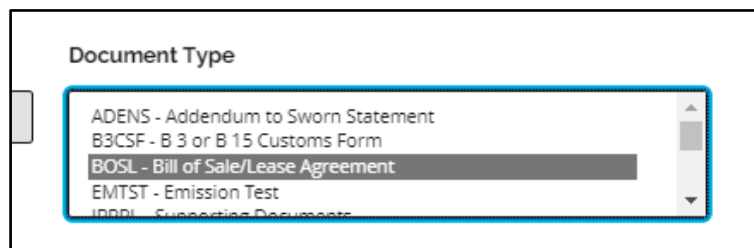
11 Web

- A list of VINs appears: In the **Vehicle Document panel**, click **Upload selected document type by selected vehicles** that requires the document, or enter it in the VIN Search field:



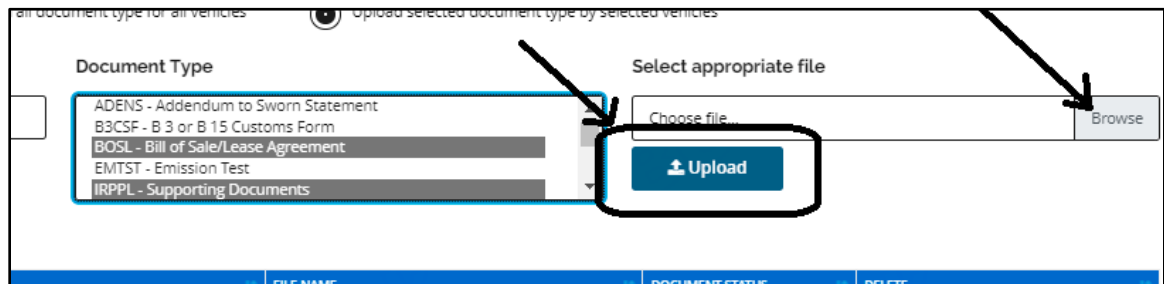
13 Web

2. Select document type from the drop-down list:



14 Web

- Click **Browse** to select the file (see detailed steps above), and then click **Upload**:

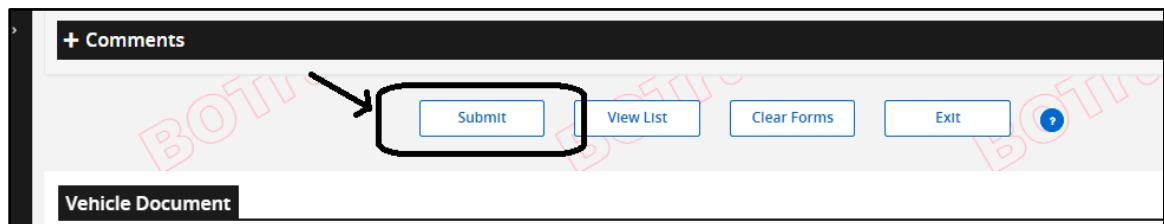


12 Web

Repeat the process to add more documents for this vehicle or another vehicle. Click **Done** when no more documents.

## Step 2: Submitting the Transaction

- When finished adding documents, click **Submit** (above the **Vehicle Document panel**) to finish the transaction:



Web 15

The IRP Office will invoice you by email.

When you receive your invoice, proceed to the *Payment* walkthrough document.

If you are not making payment online, please contact the IRP office you submitted your transaction to and make arrangements for payment and to receive your credentials (e.g. cab card, plates, etc.).