# Straight Renewal

The IRP Renewal process involves the following steps:

- Verify fleet information

- Enter fleet distance

- Add, change and delete vehicles

- Make payment (online or at IRP Office).

You can return to the account, fleet, distance, or weight group process by selecting the button on the navigation tab at the top of the screen at any time before invoicing. Double-click the word underneath the circle:

| 1	2	3	4	5	6	7	8
Account	Fleet	Distance	WgtGroup	Vehicle	Billing	Payment	Credentials
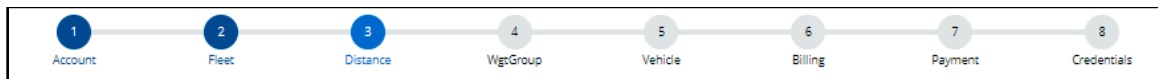
No Distance To Report

Renewals can only be completed through IRP online services if actual distance was accrued during the reporting period. If you do not have actual distance, please submit the renewal application forms to the IRP office with a statement explaining why your fleet doesn't have actual distance.
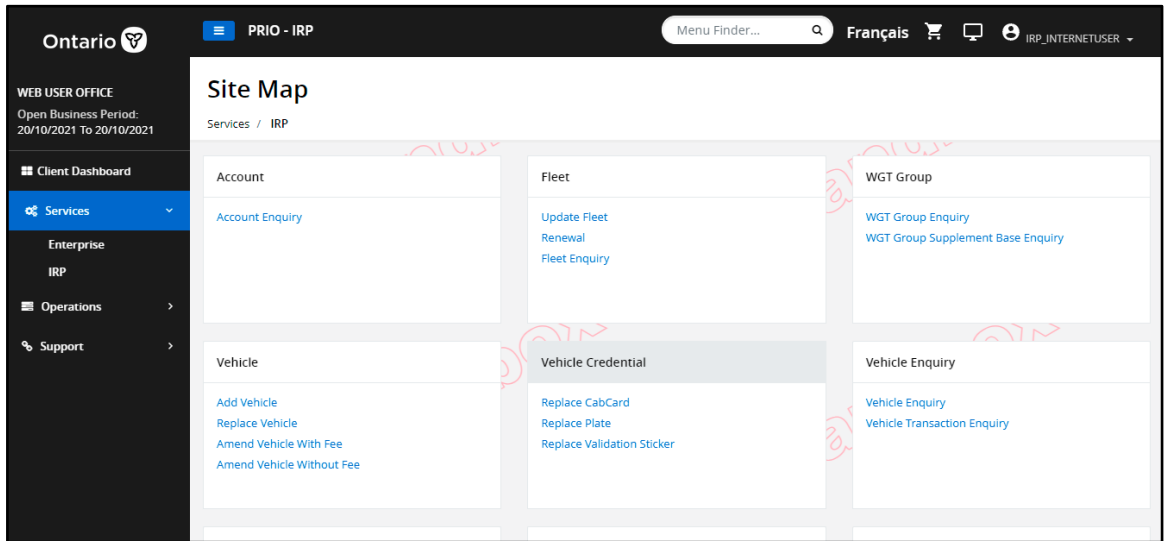
Straight Renewal

1. Log on to **PRIO**. The **PRIO Client Dashboard** appears:
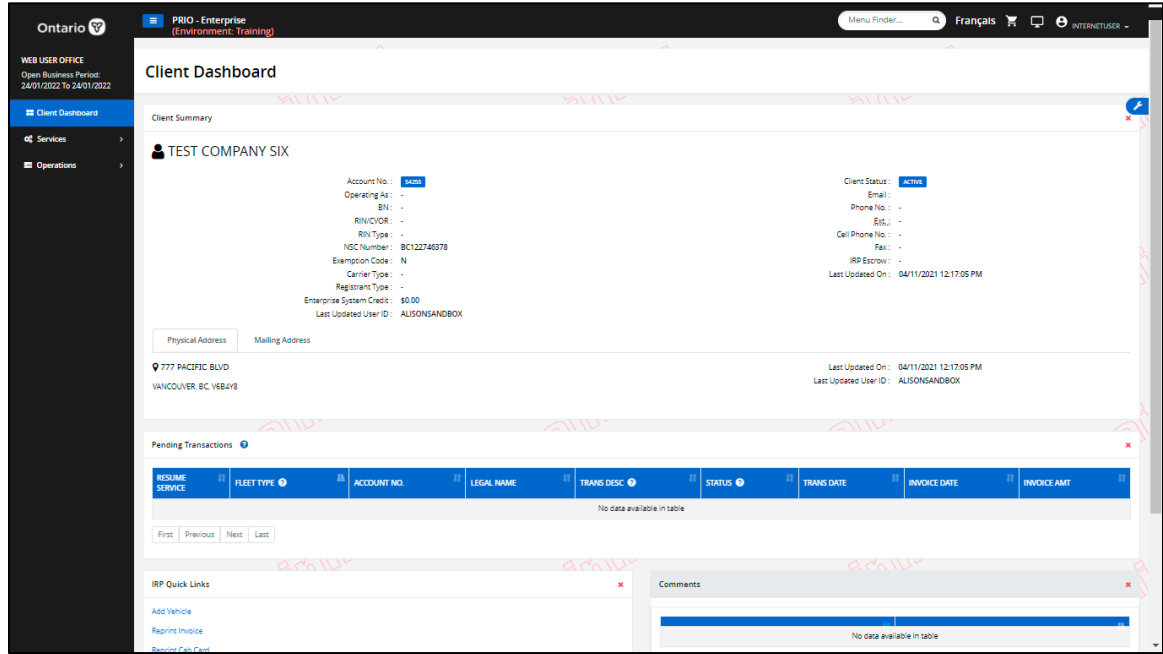
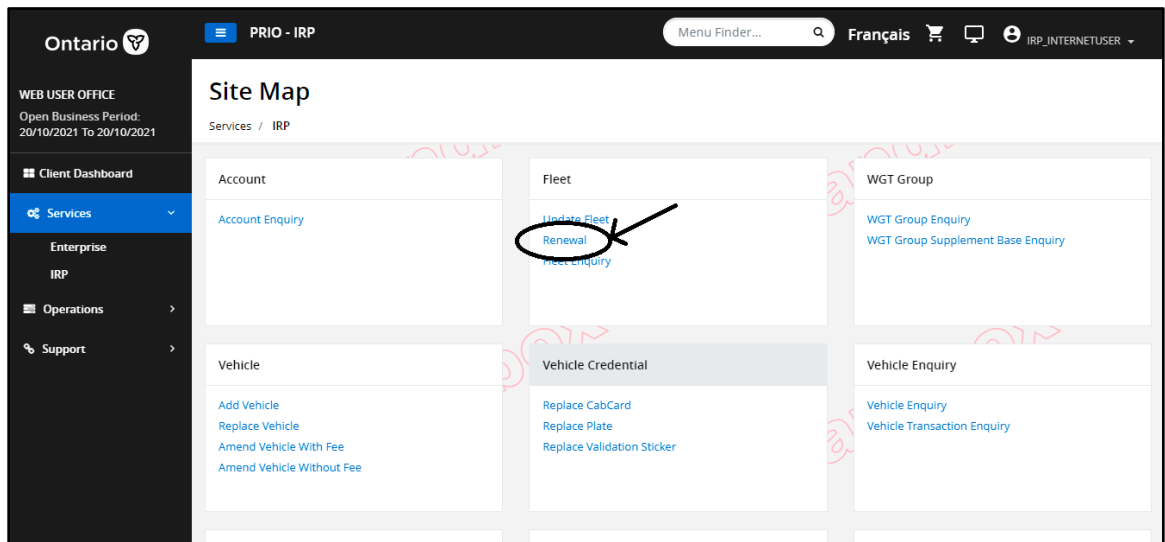2. From the **Services** menu, click **IRP**:
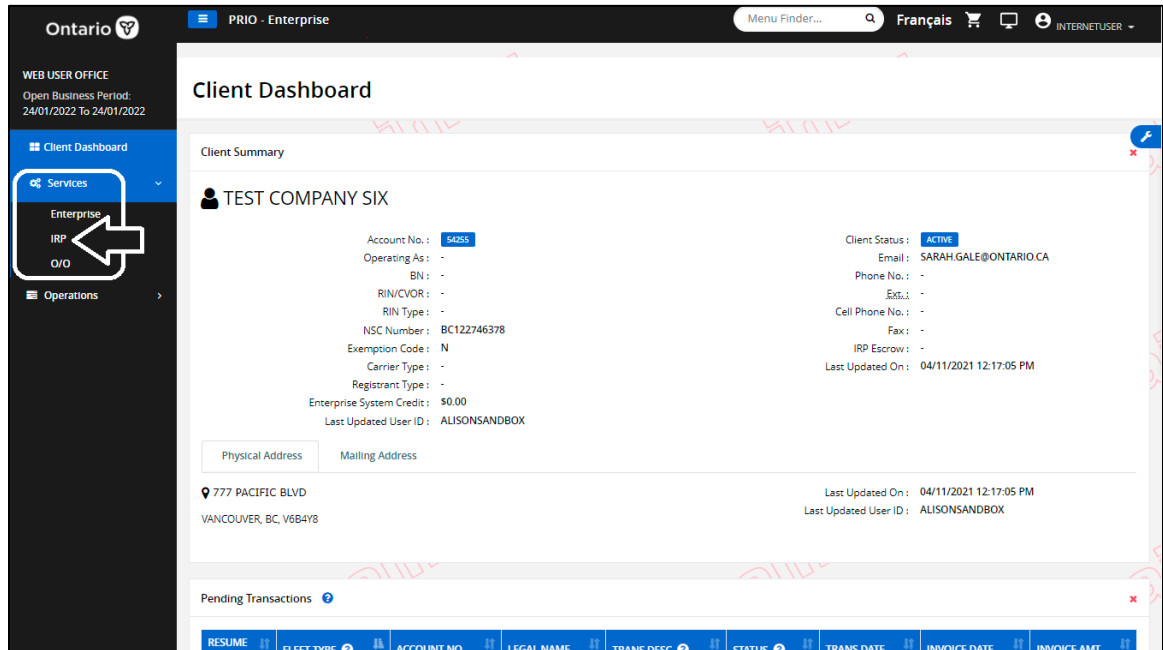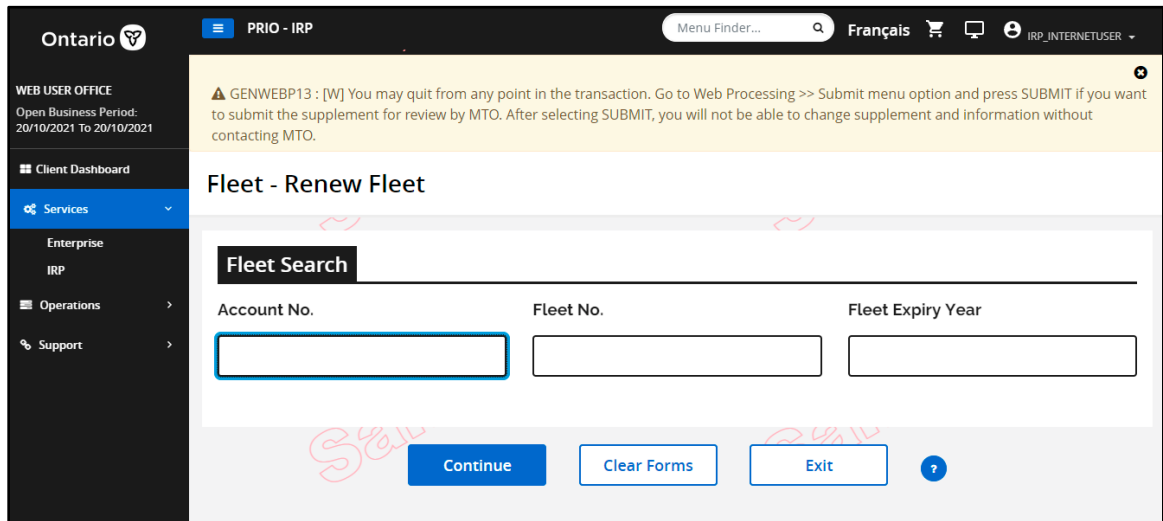
The **IRP Site Map** appears:

03 IRP Site Map

3. Select **Renewal** from the **Fleet menu tile**:

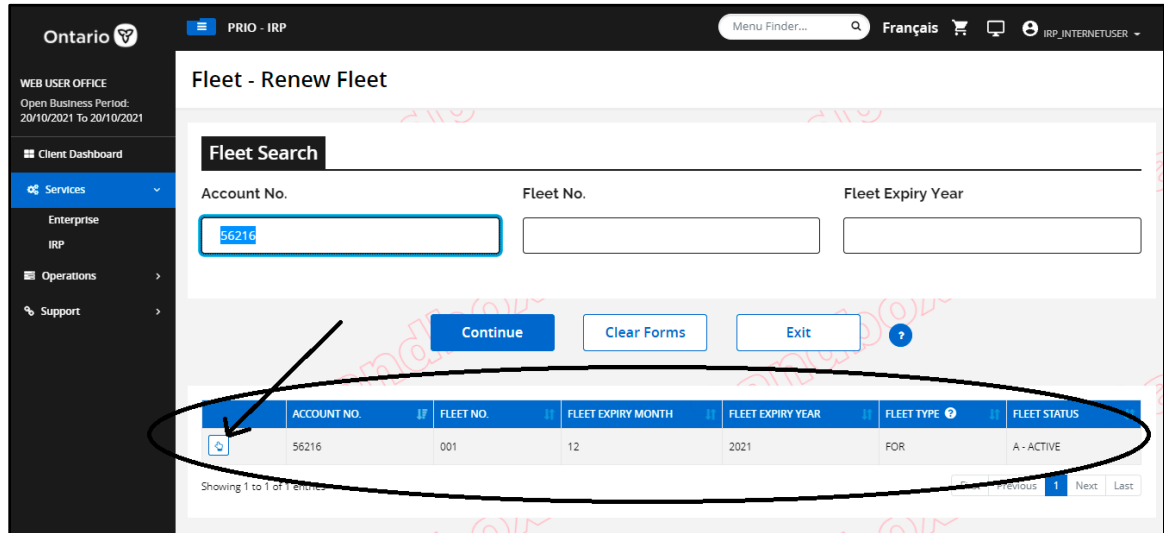*04 Select Renewal*

Fleet Search window appears:

05 Fleet Search Window

Select a Fleet

4. To select a fleet, in the **Fleet Search Window**, enter

- Account number

- Fleet number (optional)

- Fleet Expiry Year (the year that is being renewed—not the current year) (optional)

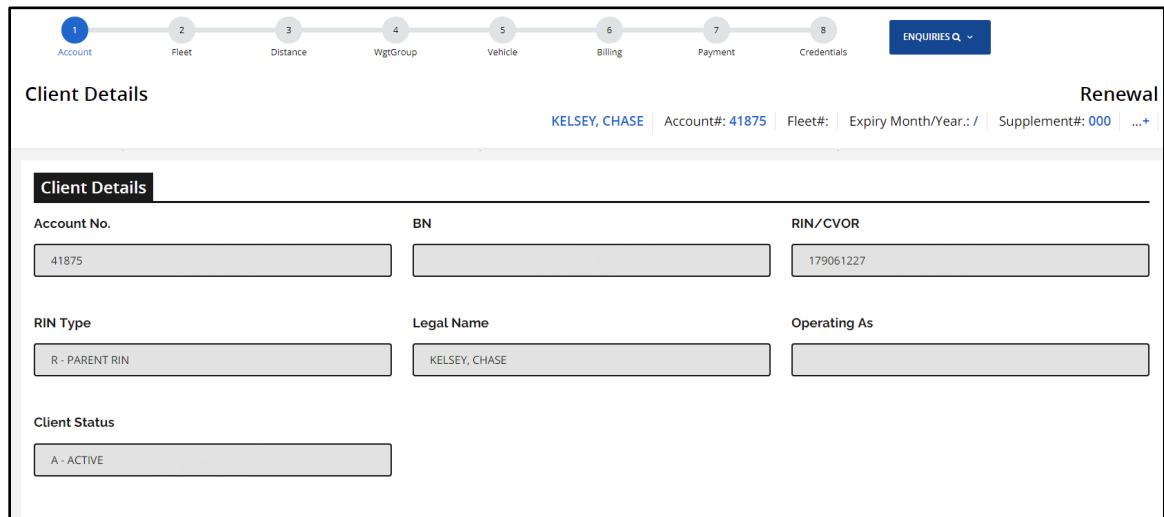and click **Continue**.

5. The **Fleet List** appears:

06 Fleet List

Select the required fleet and click **Continue**.

Client Information

6. After selecting a fleet, the **Client Details screen** appears:

01 Client Details

Address Details

Physical Address   Mailing Address

Address Line 1	Address Line 2	City
78 S JAMES ST.		TORONTO

Jurisdiction	Postal/Zip Code	Country
ON - ONTARIO	M1R0E9	CA

Business Client Details

Primary Contact Name	Business Phone	Fax No.
KELSEY		

Email

████████████

Cell Phone No.

02 Client Details

Account Details

IRP Account Status

A - ACTIVE   ☐ Email Indicator

+ Comments

Continue   Clear Forms   Exit   ?
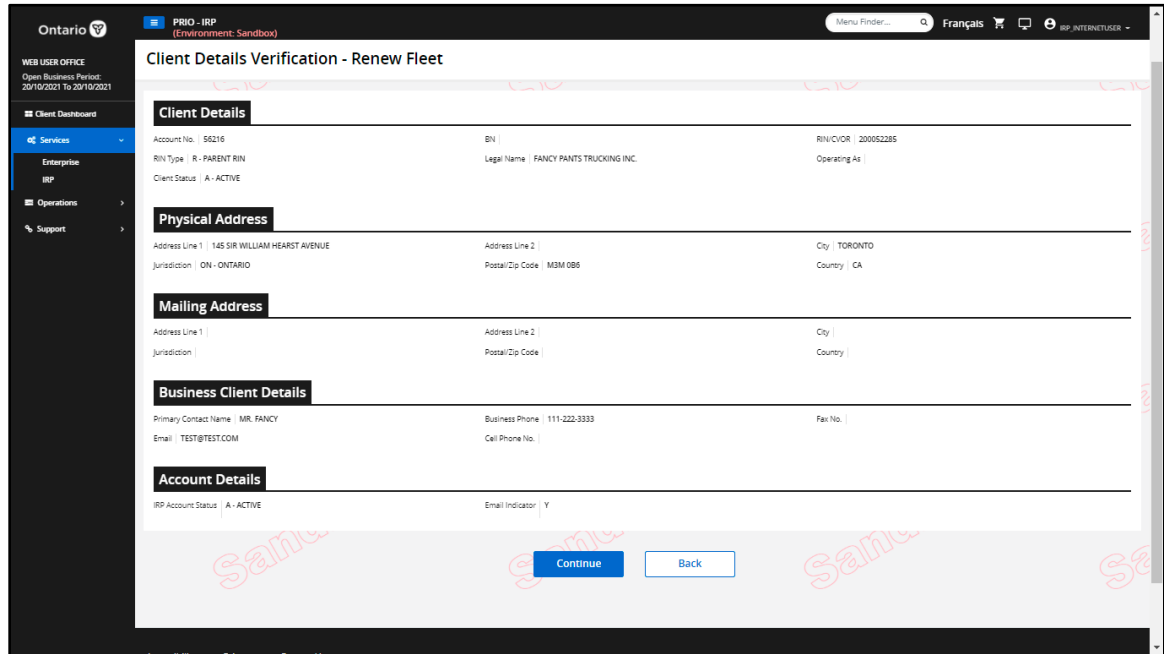
03 Client Details

If any information is incorrect, contact Commercial Vehicle Operator's Registration (CVOR) office at

cvor@ontario.ca

1 800-387-7736 or 416-246-7166

7. If all information is correct, click **Continue** to proceed with the renewal.

   Client Details Verification screen appears:

04 Client Details Verification screen

8. Click **Continue**.

Fleet Details

9. After clicking **Continue** on the **Client Verification screen,** the **Fleet Details screen** appears.

   The screen displays fleet information from the previous year (except legal name and physical address, which are taken from the customer record):
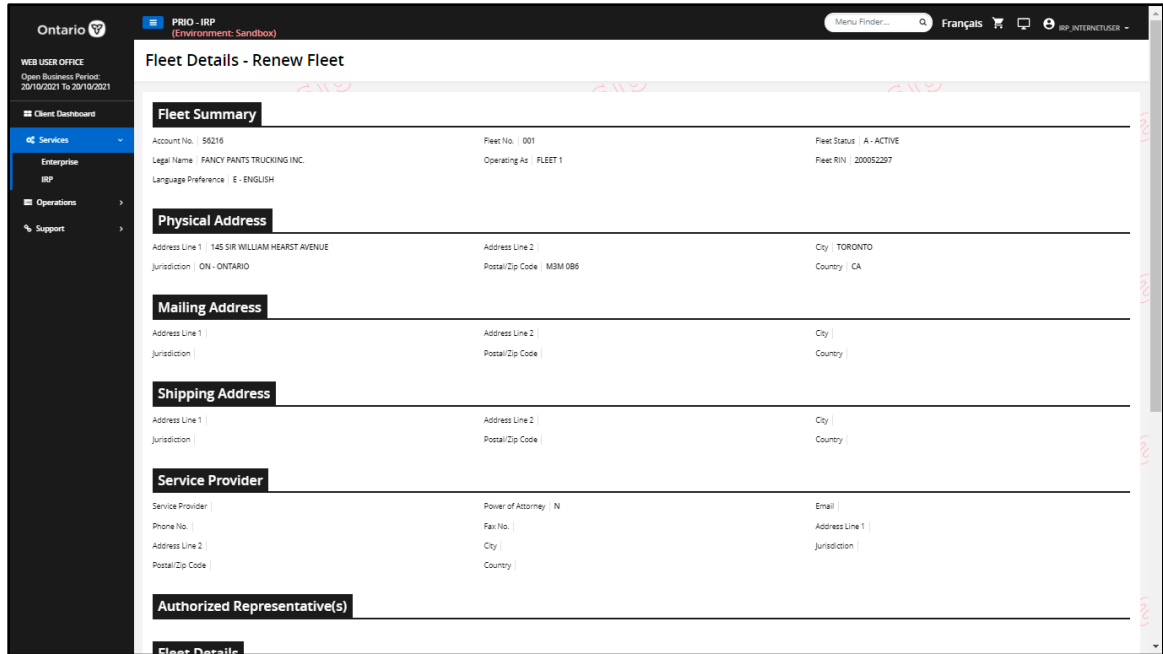

05 Fleet Details

06 Fleet Details

07 Fleet Details

08 Fleet Details

10. Review the fleet information. Note that in this tutorial/walkthrough, most information will not need to be changed but please verify insurance and expiry date. Click **Continue**.

11. A message regarding insurance will most likely appear. Update insurance information and proceed.

12. When the fleet information is correct, click **Continue.**

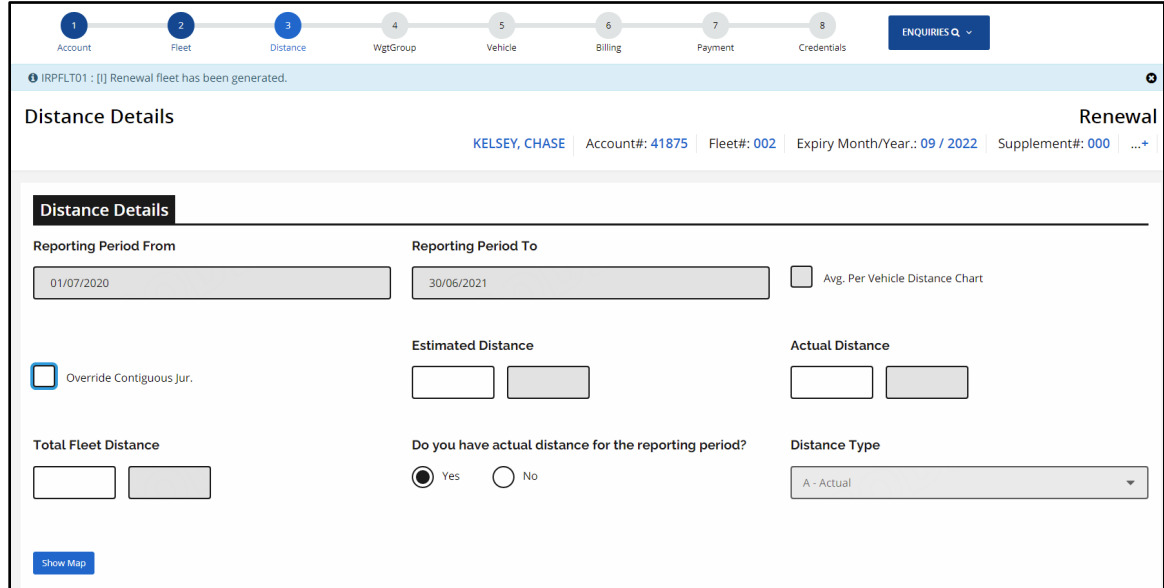**Fleet Details Verification screen** appears:

09 Fleet Verification Details

10 Fleet Verification Details

13. Review information and click **Continue**.

Distance

14. After clicking **Continue** on the **Fleet Verification screen,** the **Distance Details screen** appears:

11 Distance Details

12 Distance Details

MI - MICHIGAN	0	00.00000	MN - MINNESOTA	0	00.00000
MO - MISSOURI	0	00.00000	MS - MISSISSIPPI	0	00.00000
MT - MONTANA	0	00.00000	NC - NORTH CAROLINA	0	00.00000
ND - NORTH DAKOTA	0	00.00000	NE - NEBRASKA	0	00.00000
NH - NEW HAMPSHIRE	0	00.00000	NJ - NEW JERSEY	0	00.00000
NM - NEW MEXICO	0	00.00000	NV - NEVADA	0	00.00000
NY - NEW YORK	0	00.00000	OH - OHIO	0	00.00000
OK - OKLAHOMA	0	00.00000	OR - OREGON	0	00.00000
PA - PENNSYLVANIA	0	00.00000	RI - RHODE ISLAND	0	00.00000
SC - SOUTH CAROLINA	0	00.00000	SD - SOUTH DAKOTA	0	00.00000
TN - TENNESSEE	0	00.00000	TX - TEXAS	0	00.00000
UT - UTAH	0	00.00000	VA - VIRGINIA	0	00.00000
VT - VERMONT	0	00.00000	WA - WASHINGTON	0	00.00000
WI - WISCONSIN	0	00.00000	WV - WEST VIRGINIA	0	00.00000
WY - WYOMING	0	00.00000			

13 Distance Details

Document Collection

○ Scan Now   ○ Scan Later (processed later from queue)   ● No Scan Required
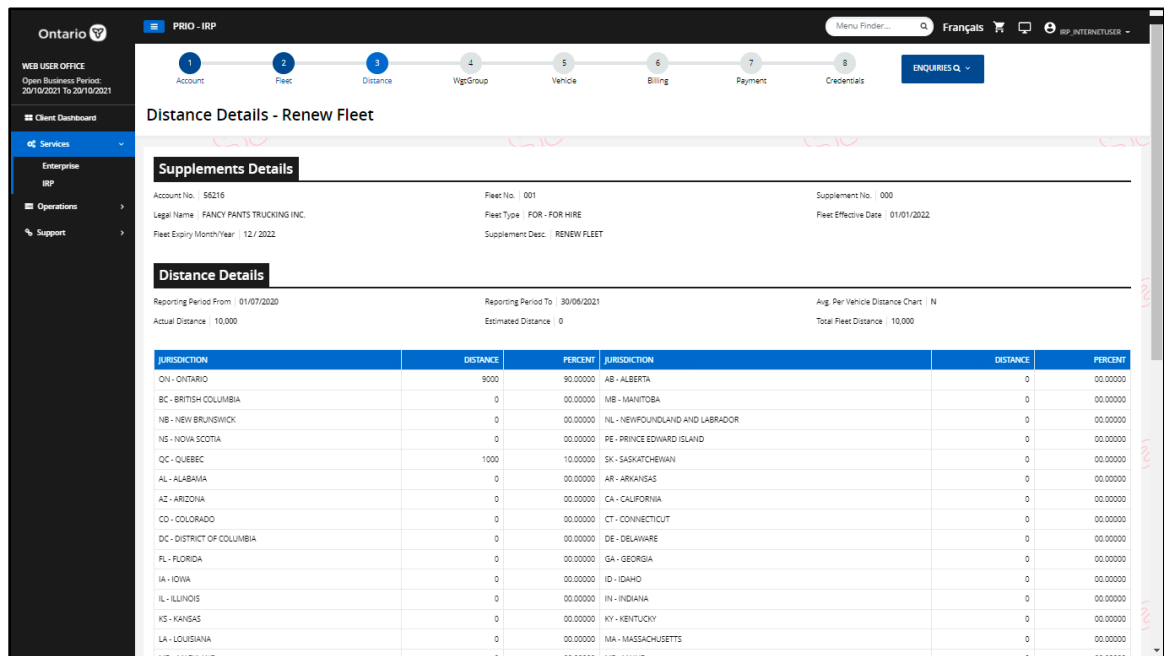
Estimated Distance Declaration

N - NOT REQUIRED ▼

Initial Registration Distance Declaration

N - NOT REQUIRED ▼

Continue   Cancel   Clear Forms   Exit   ?

14 Distance Details

15. Review and update distance information as necessary:

- If you have <u>no</u> distance to report, click **Cancel** to cancel the renewal and contact IRP Office.

- If you <u>have</u> actual distance to report, click **Yes** for "Do you have actual distance for the reporting period?" (button defaults to **Yes**)

16. Enter actual distance ***in kilometers*** in each jurisdiction field and press **Enter**. Note that the system calculates total distance.

- If any error messages appear below the Navigation Tab at the top of the screen, correct distance information as necessary.

17. Review individual distances for all jurisdictions and ensure that all is correct.

- Your fees are based on distance and errors that require correction can result in delays, and possibly an audit.

18. When the distance information is correct, click **Continue.**

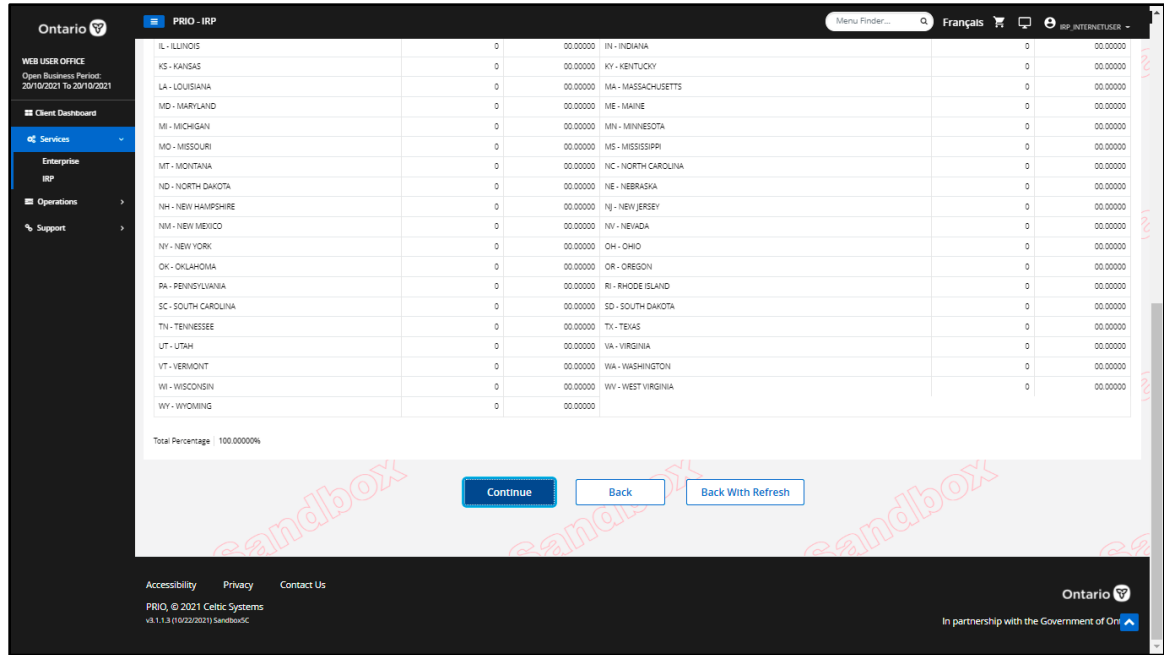   **Distance Details Verification screen** appears:

15 Distance Details Verification

16 Distance Details Verification

Review distance information and click **Continue** to proceed to weight.

Weight Group

19. **Weight Group Selection Details screen** appears:
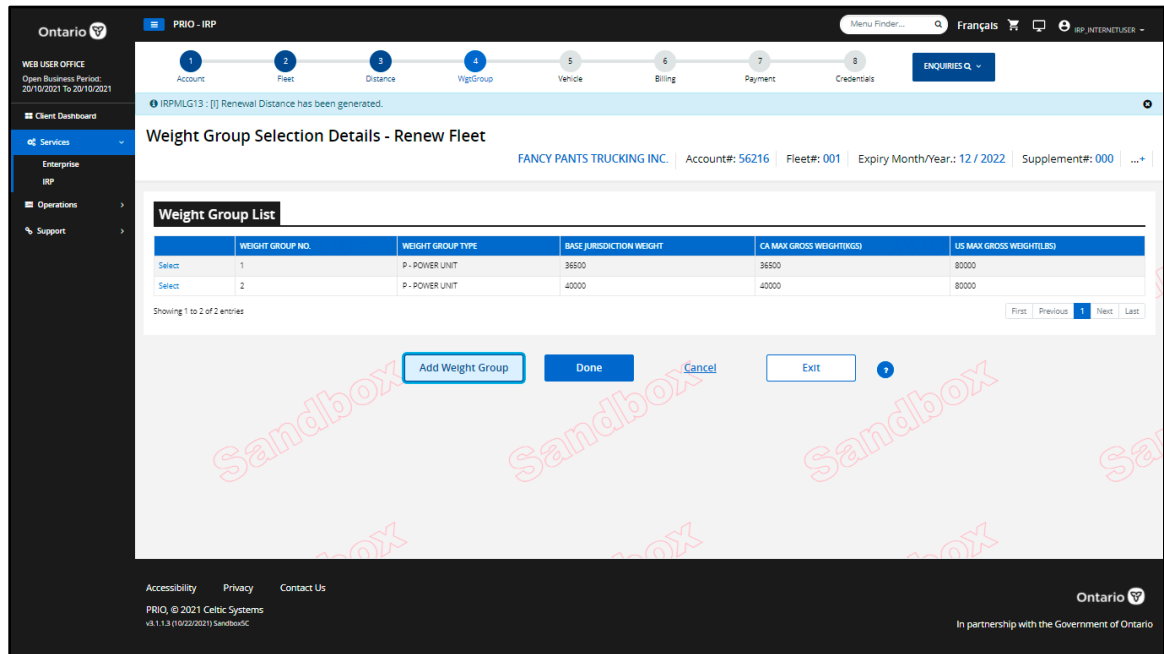
17 Weight Group Selection Details screen

Click **Done** to proceed to **Renewal Vehicle Processing screen**.

- No action is required in Weight Group to complete a renewal transaction.

Vehicles

20. **Renewal Vehicle Processing screen** appears:

18 Renewal Vehicle Processing

Click **Done**.

- No action is required in Vehicles to complete a renewal transaction.

21. **Confirm Vehicle Emissions Test screen** appears:

19 Confirm Vehicle Emissions Test screen

20 Confirm Vehicle Emissions Test screen

Review information. Click **Acknowledgement** button at bottom of screen and then click **Continue**.

If emissions tests are required for any vehicles, you must provide them to the IRP office with your payment, otherwise credentials (validation stickers and cab cards) will not be issued for those vehicles.

Web Processing

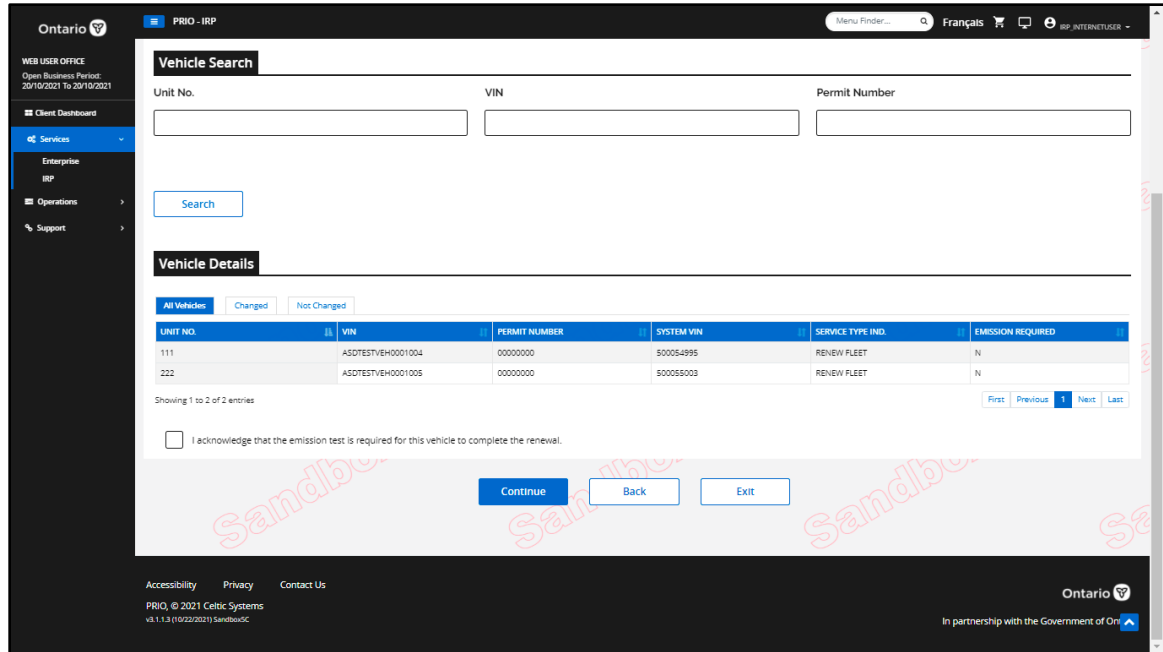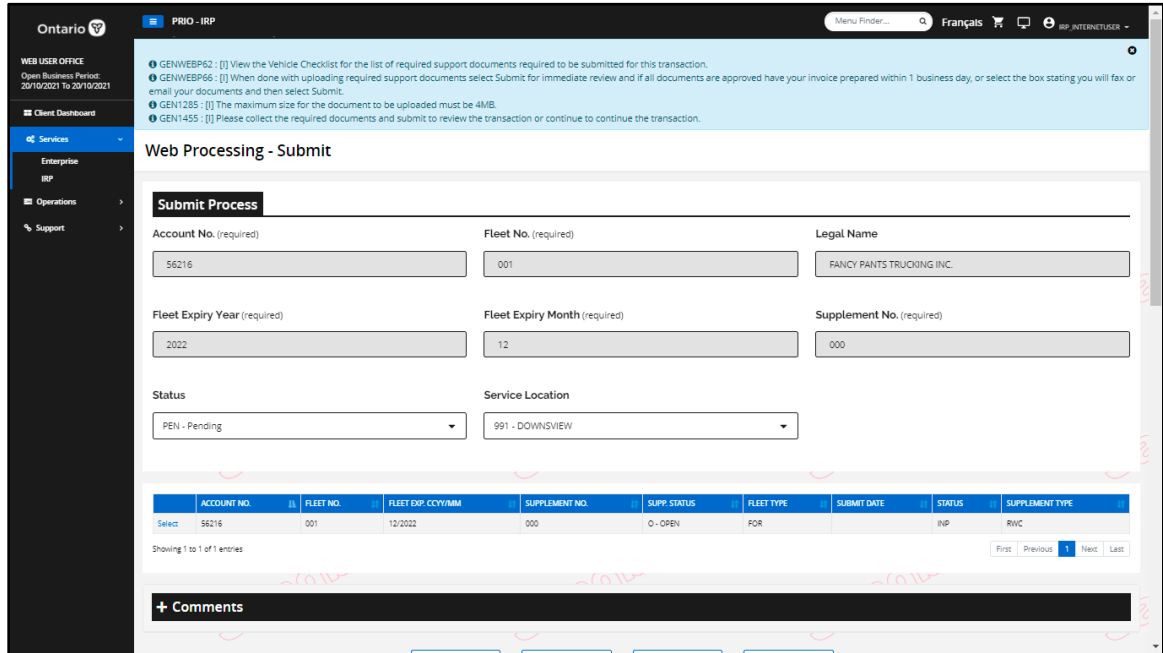**Web Processing** is the last step prior to internal review by MTO's IRP staff. Once submitted, your transactions are locked. If all information is correct and all required documents have been submitted, IRP staff will generate your fee notice and unlock your transaction for payment and arrangements can be made to obtain your validation stickers and cab cards. If any information needs to be corrected or any documents are missing, you will be notified via comment and you will also receive an email.

When you are ready, use **Web Processing** to attach documents and submit your renewal application to MTO's IRP Office. You may exit the application at this point to submit later (and your work will be saved) or you can submit now.

See the separate walkthrough document *Web Processing* if you wish to leave the renewal and submit later.

22. **Web Processing – Submit screen** appears:

01 Web Processing – Submit screen

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.

23. In the the **Service Location** field, select the service location you wish to use from the drop-down list if different from the defaut location. Choose the office closest to you so you can pick up your cab cards.

24. Click **+Comments** to add any comments you may have for the IRP Office about the renewal.

25. In the **Vehicle Document** and **Fleet Document** panels, upload documents as necessary.

    For vehicle documents, you may submit documents for *all* vehicles, or for only specific vehicles:
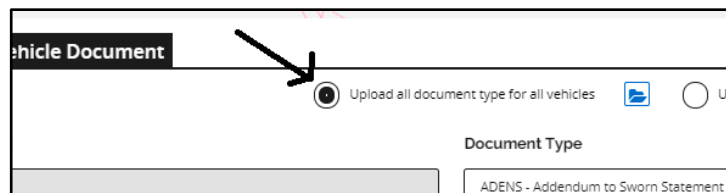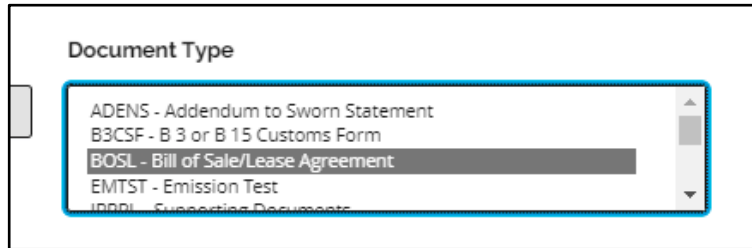
    To submit documents for <u>all</u> vehicles:
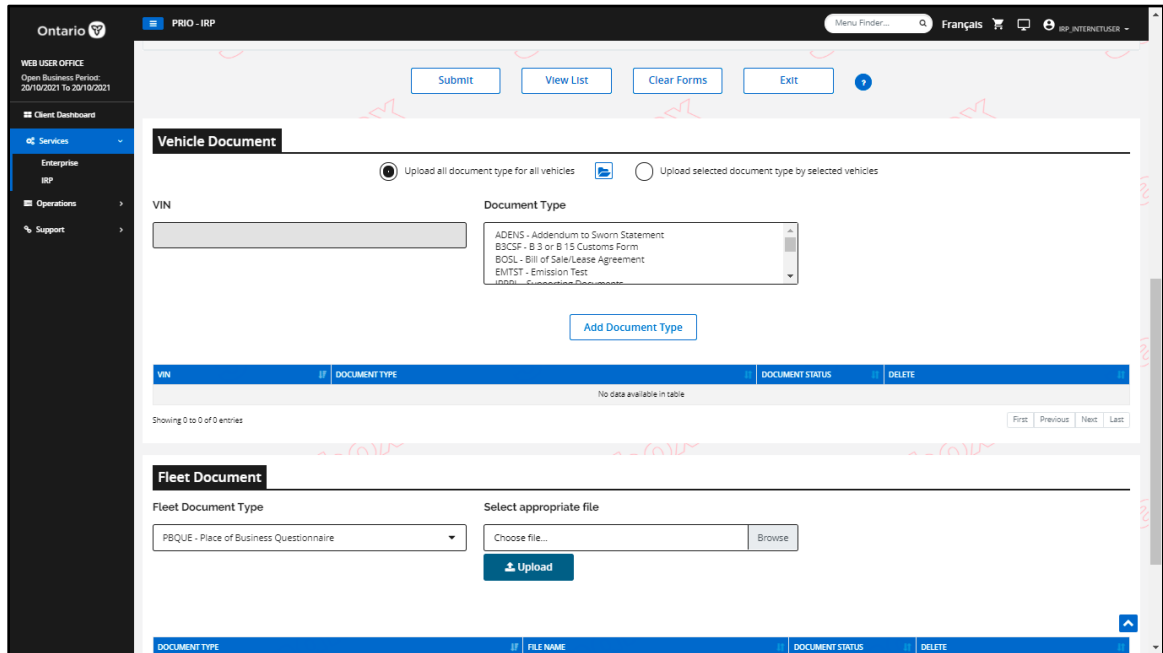
    1. In the **Vehicle Document panel**, click **Update all document type for all vehicles**:

06 Web

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

Document Type

ADENS - Addendum to Sworn Statement
B3CSF - B 3 or B 15 Customs Form
BOSL - Bill of Sale/Lease Agreement
EMTST - Emission Test
IPPRI - Supporting Documents
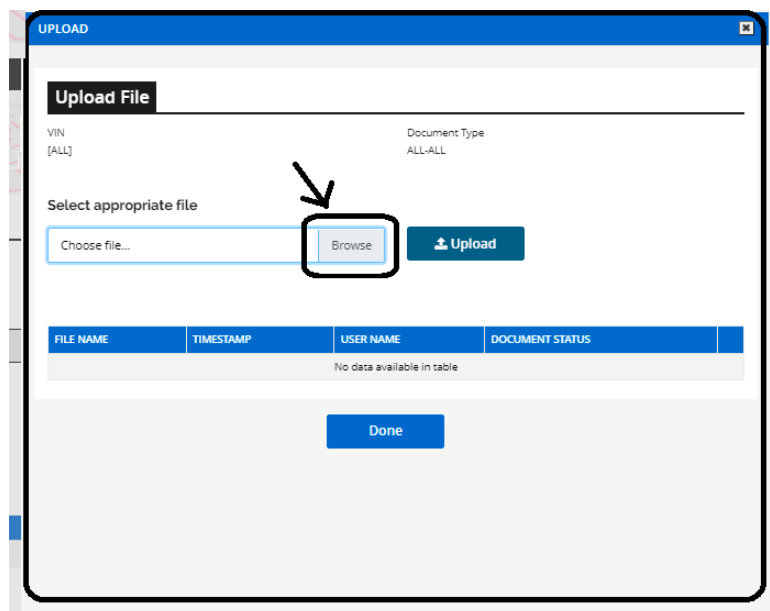
14 Web

3. Click the **Upload button**:
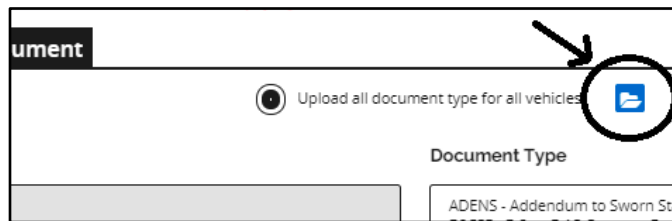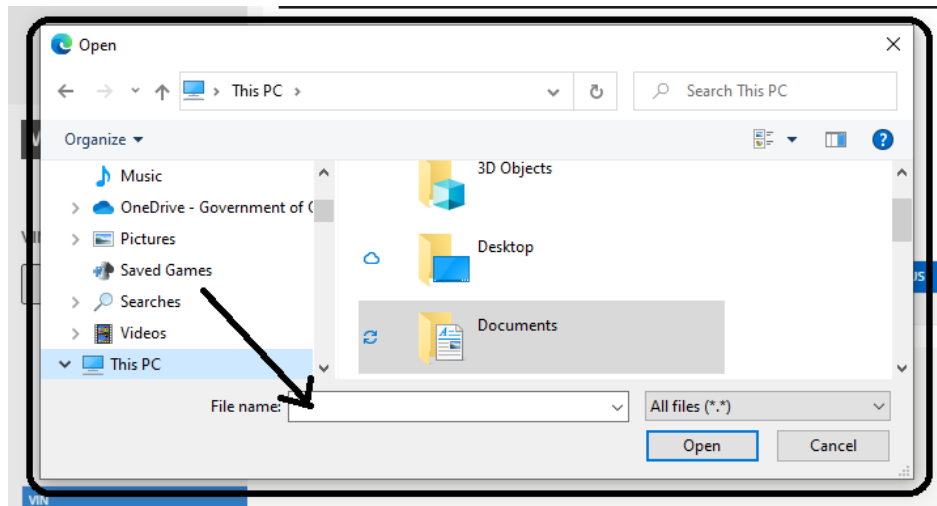

07 Web

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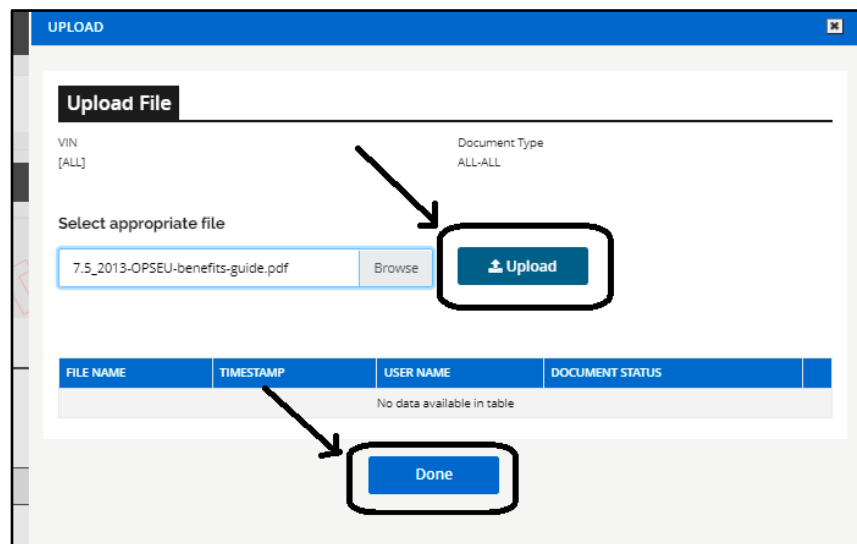

08 Web

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.
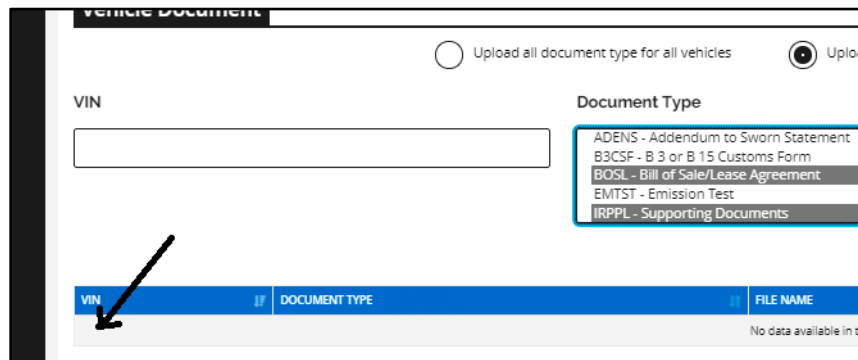
To submit documents for <u>specific</u> vehicles:

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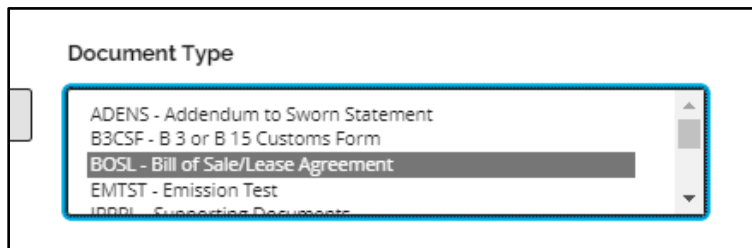

11 Web

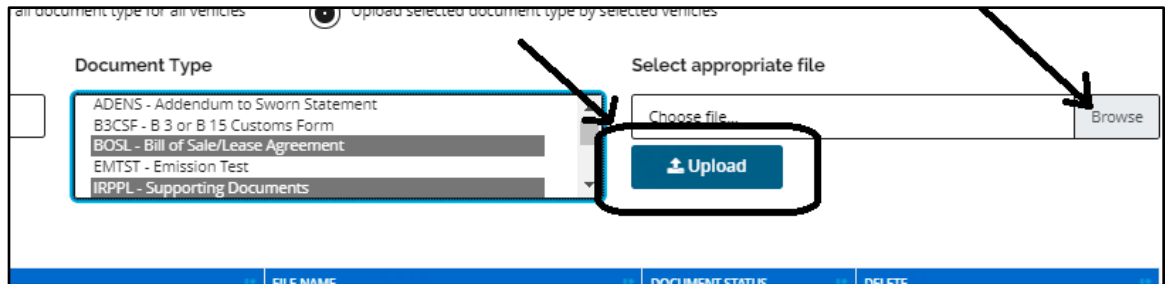- A list of VINs appears: click the VIN that requires documents, or enter it in the VIN Search field:

13 Web

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

14 Web

3. Click **Browse** to select the file (as given above), and then click **Upload**:
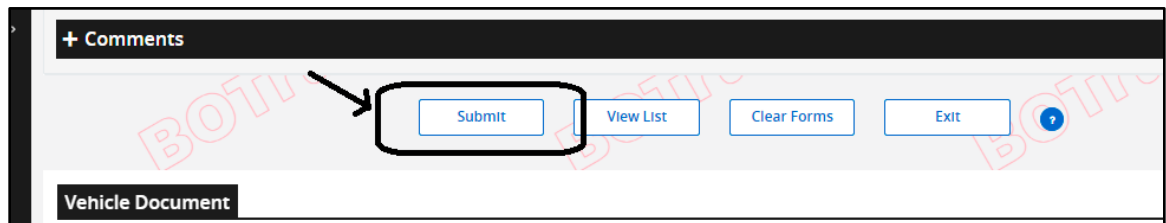

12 Web

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

Submitting the Renewal

26. When finished adding documents, click **Submit** (above the **Vehicle Document panel**) to finish the renewal:

Web 15

The IRP Office will invoice you by email.

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

If you are <u>not</u> 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.).