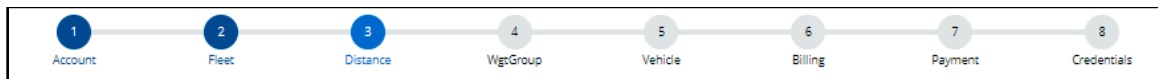


Straight Renewal

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:

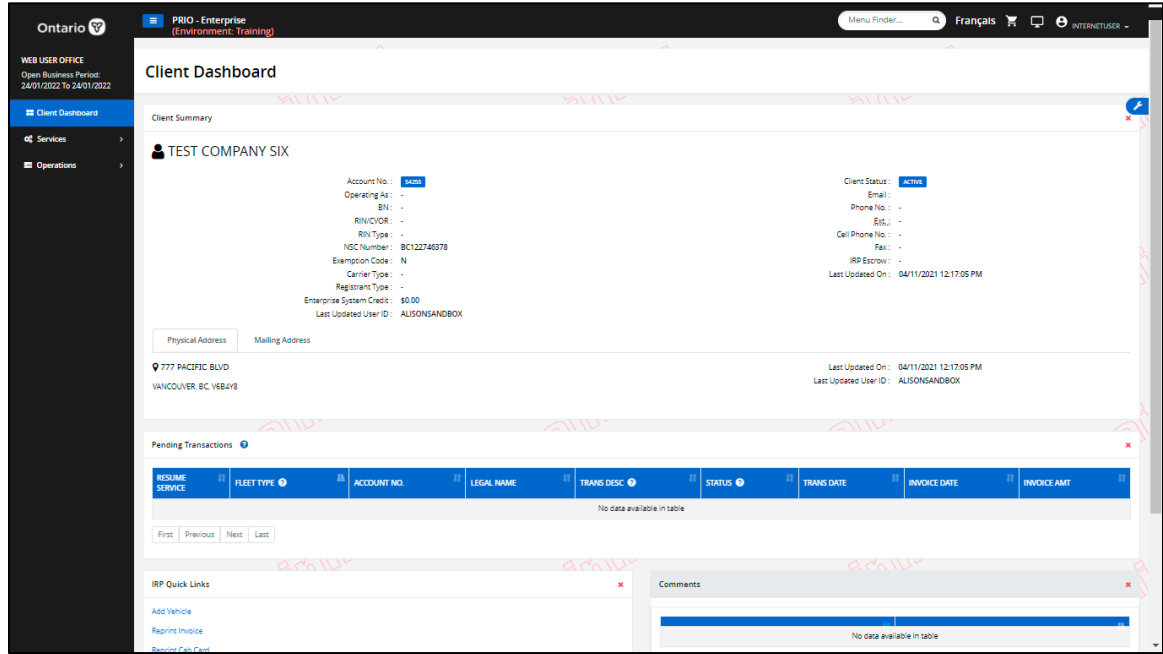


No Distance To Report

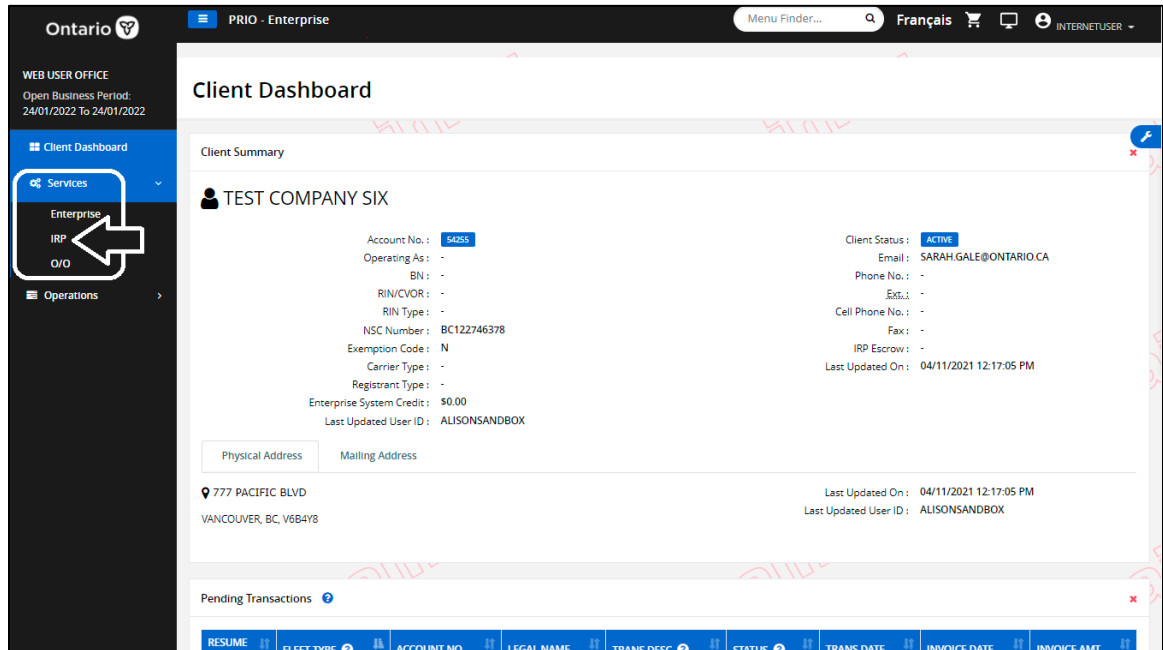
Renewals can only be completed through IRP online services if actual distance was accrued during the reporting period. If you do not have actual distance, please submit the renewal application forms to the IRP office with a statement explaining why your fleet doesn't have actual distance.

Straight Renewal

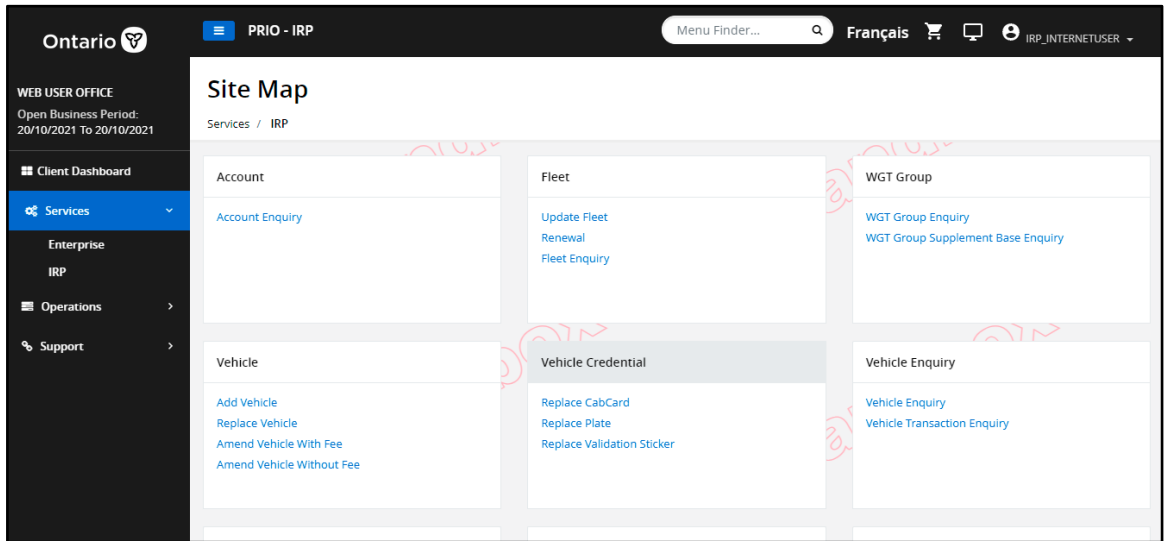
1. Log on to **PRIO**. The **PRIO Client Dashboard** appears:



2. From the **Services** menu, click **IRP**:

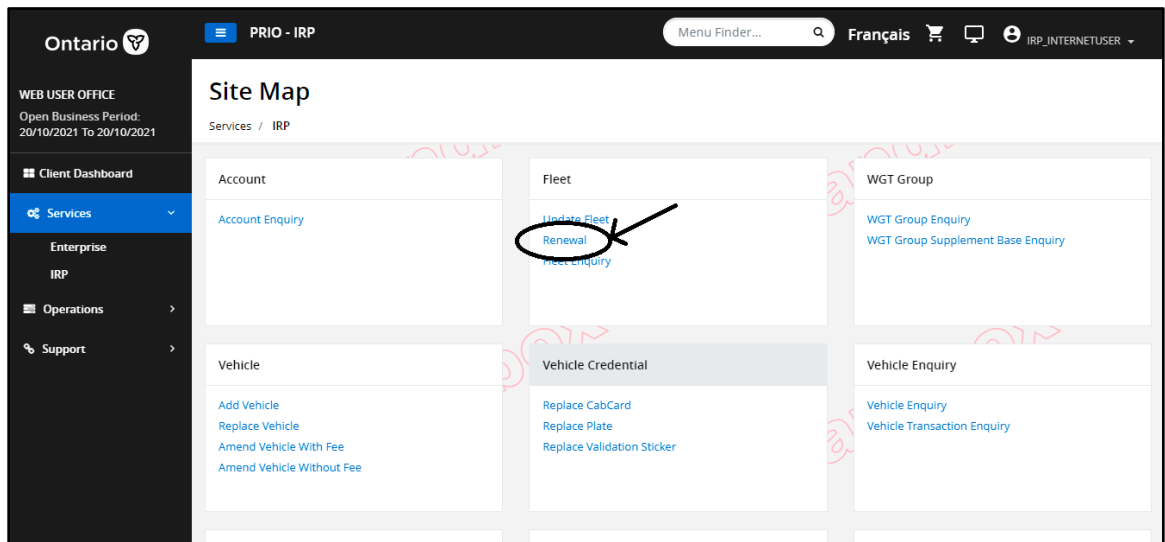


The **IRP Site Map** appears:



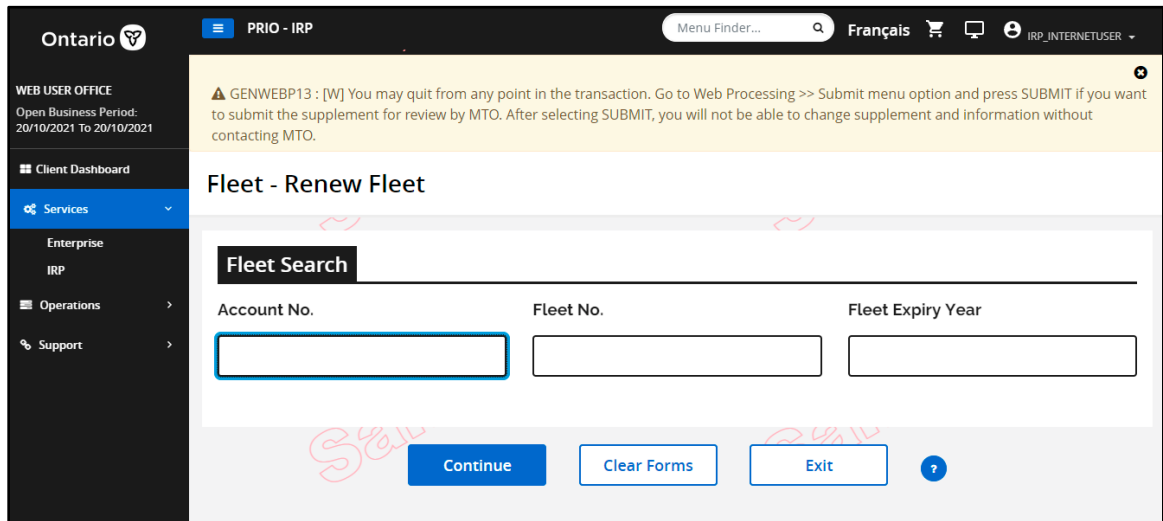
03 IRP Site Map

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



04 Select Renewal

Fleet Search window appears:

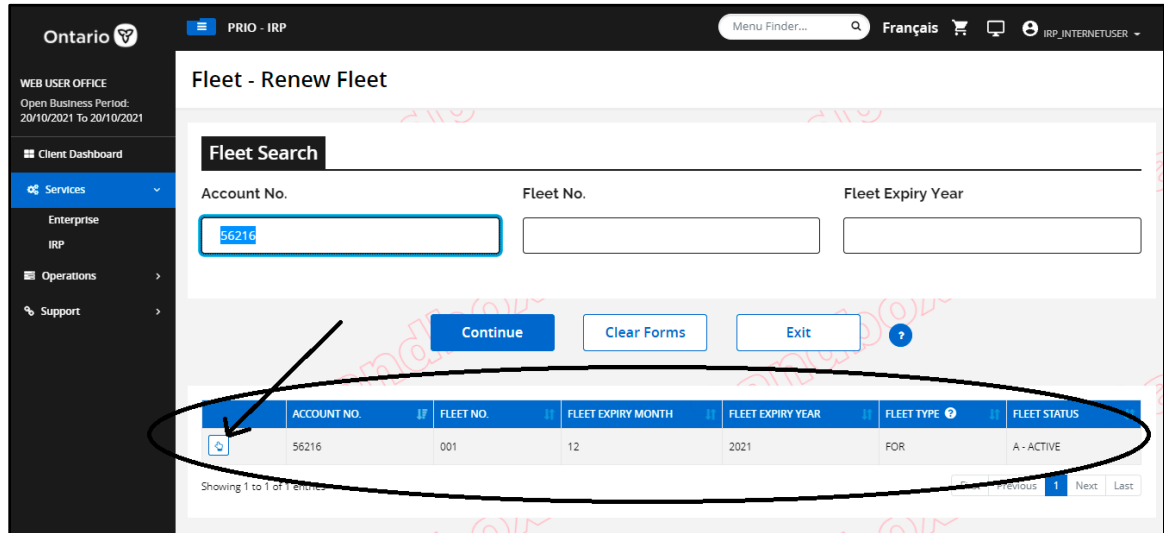


05 Fleet Search Window

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:

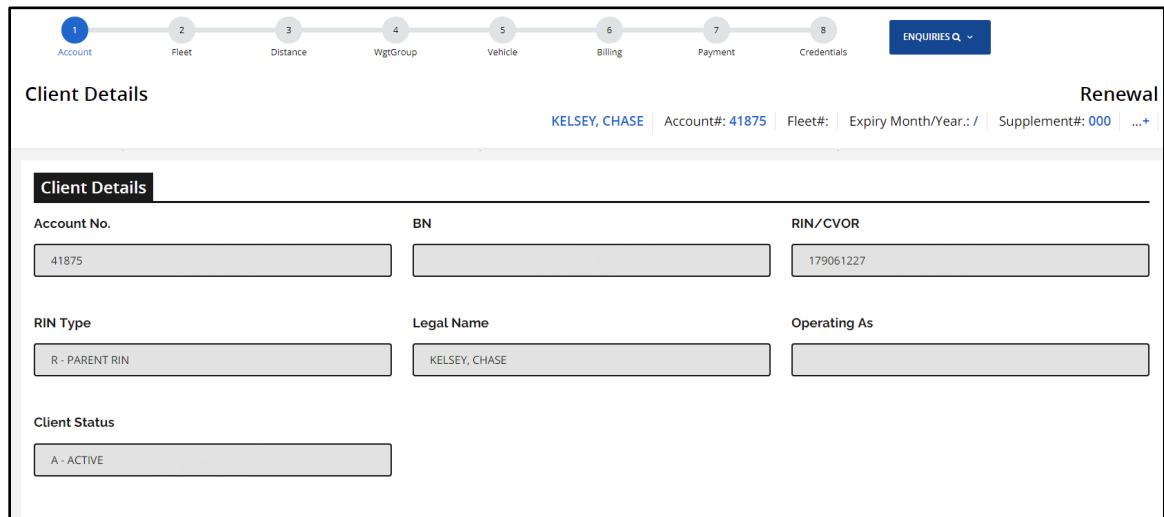


06 Fleet List

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

Jurisdiction

Postal/Zip Code

Country

Business Client Details

Primary Contact Name

Business Phone

Fax No.

Email

Cell Phone No.

02 Client Details

Account Details

IRP Account Status

Email Indicator

+ Comments

03 Client Details

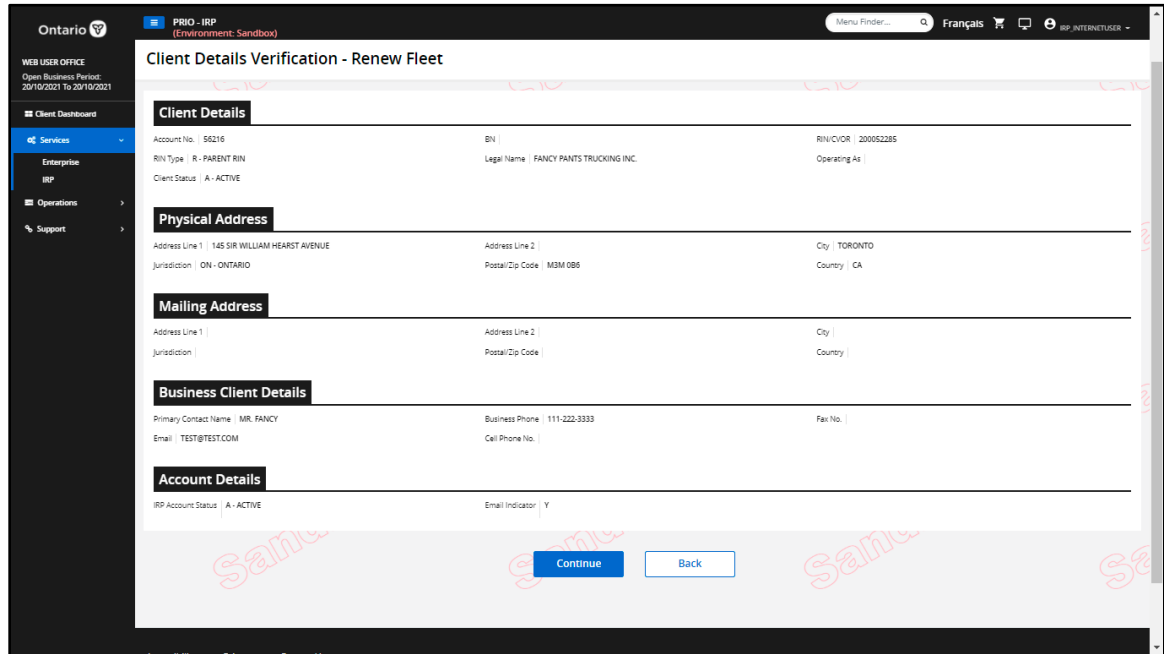
If any information is incorrect, contact Commercial Vehicle Operator's Registration (CVOR) office at

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:



Client Details Verification - Renew Fleet

Client Details

Account No. 55216	BN	RIN/CVDR 200052285
RIN Type R - PARENT RIN	Legal Name FANCY PANTS TRUCKING INC.	Operating As
Client Status A - ACTIVE		

Physical Address

Address Line 1 145 SIR WILLIAM HEARST AVENUE	Address Line 2	City TORONTO
Jurisdiction ON - ONTARIO	Postal/Zip Code M3M 0B6	Country CA

Mailing Address

Address Line 1	Address Line 2	City
Jurisdiction	Postal/Zip Code	Country

Business Client Details

Primary Contact Name MR. FANCY	Business Phone 111-222-3333	Fax No.
Email TEST@TEST.COM	Cell Phone No.	

Account Details

IRP Account Status A - ACTIVE	Email Indicator Y
---------------------------------	---------------------

[Continue](#) [Back](#)

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

IFTA Account No.	Courier Name	Courier Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Details Addr Override		
<input checked="" type="radio"/> Physical Address <input type="radio"/> Mailing Address <input type="radio"/> Shipping Address <input type="radio"/> Service Provider <input type="radio"/> Authorized Representative(s)		
Address Line 1 (required)	Address Line 2	City (required)
<input type="text" value="78 S JAMES ST."/>	<input type="text"/>	<input type="text" value="TORONTO"/>
Jurisdiction (required)	Postal/Zip Code (required)	Country (required)
<input type="text" value="ON - ONTARIO"/>	<input type="text" value="M1R0E9"/>	<input type="text" value="CA"/>
Document Collection		
<input type="radio"/> Scan Now <input type="radio"/> Scan Later (processed later from queue) <input checked="" type="radio"/> No Scan Required		
Place of Business Questionnaire	Letter of Authorization	Business Registration Document
<input type="text" value="N - NOT REQUIRED"/>	<input type="text" value="N - NOT REQUIRED"/>	<input type="text" value="N - NOT REQUIRED"/>

07 Fleet Details

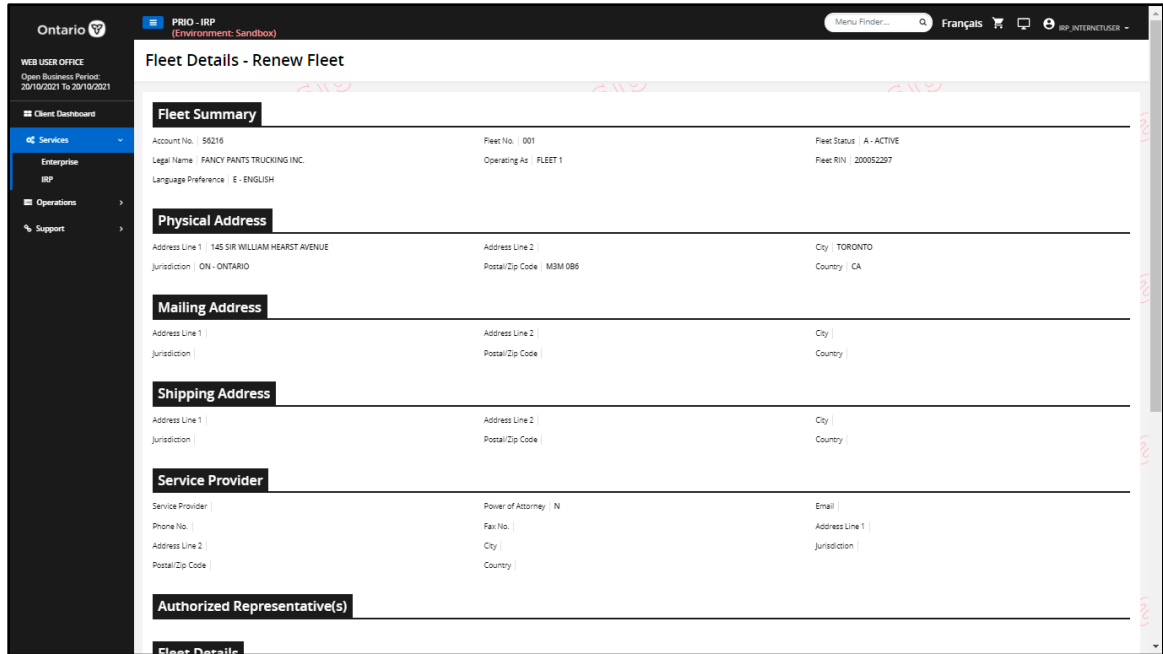
+ Comments			
<input type="text"/>			
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>	<input type="button" value="Clear Forms"/>	<input type="button" value="Exit"/>

08 Fleet Details

- 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**.
- 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:



Fleet Summary

Account No. 55216	Fleet No. 001	Fleet Status A - ACTIVE
Legal Name FANCY PANTS TRUCKING INC.	Operating Ac FLEET 1	Fleet RIN 20052207
Language Preference E - ENGLISH		

Physical Address

Address Line 1 145 SIR WILLIAM HEARST AVENUE	Address Line 2	City TORONTO
Jurisdiction ON - ONTARIO	Postal/Zip Code M3M 0B6	Country CA

Mailing Address

Address Line 1	Address Line 2	City
Jurisdiction	Postal/Zip Code	Country

Shipping Address

Address Line 1	Address Line 2	City
Jurisdiction	Postal/Zip Code	Country

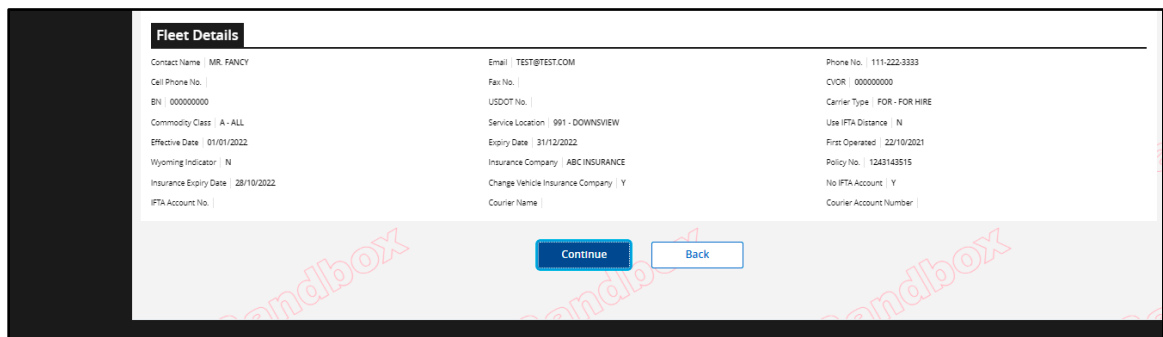
Service Provider

Service Provider	Power of Attorney N	Email
Phone No.	Fax No.	Address Line 1
Address Line 2	City	Jurisdiction
Postal/Zip Code	Country	

Authorized Representative(s)

Fleet Details

09 Fleet Verification Details



Fleet Details

Contact Name MR. FANCY	Email TEST@TEST.COM	Phone No. 111-222-3333
Cell Phone No.	Fax No.	CVOR 00000000
BN 000000000	USDOT No.	Carrier Type FOR - FOR HIRE
Commodity Class A - ALL	Service Location 991 - DOWNSVIEW	Use IFTA Distance N
Effective Date 01/01/2022	Expiry Date 31/12/2022	First Operated 22/10/2021
Wyoming Indicator N	Insurance Company ABC INSURANCE	Policy No. 1243143515
Insurance Expiry Date 28/10/2022	Change Vehicle Insurance Company Y	No IFTA Account Y
IFTA Account No.	Courier Name	Courier Account Number

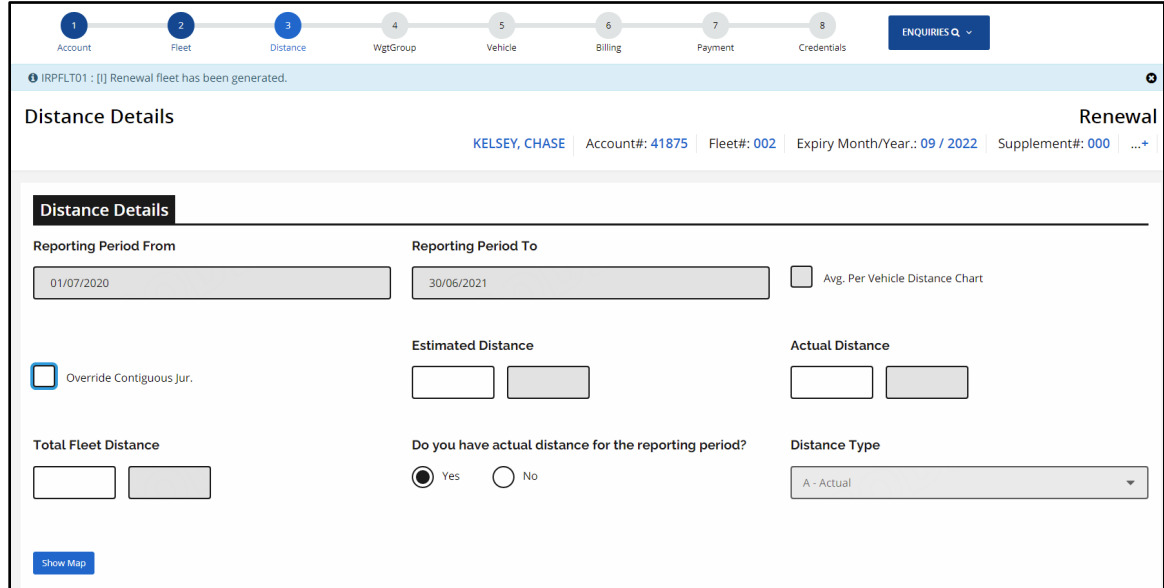
Continue **Back**

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:



The screenshot shows the 'Distance Details' screen with a progress bar at the top (Account, Fleet, Distance, WgtGroup, Vehicle, Billing, Payment, Credentials) and an 'ENQUIRIES' button. A notification banner reads 'IRPFLT01: [0] Renewal fleet has been generated.' The main title is 'Distance Details' with a 'Renewal' status. User information includes 'KELSEY, CHASE', 'Account#: 41875', 'Fleet#: 002', 'Expiry Month/Year.: 09 / 2022', and 'Supplement#: 000'. The 'Reporting Period From' is 01/07/2020 and 'Reporting Period To' is 30/06/2021. There are checkboxes for 'Avg. Per Vehicle Distance Chart' and 'Override Contiguous Jur.'. Input fields for 'Estimated Distance' and 'Actual Distance' are present. A 'Total Fleet Distance' section has two input fields. A radio button selection for 'Do you have actual distance for the reporting period?' is set to 'Yes'. A 'Distance Type' dropdown is set to 'A - Actual'. A 'Show Map' button is at the bottom left.

11 Distance Details

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
ON - ONTARIO	0	00.00000	AB - ALBERTA	0	00.00000
BC - BRITISH COLUMBIA	0	00.00000	MB - MANITOBA	0	00.00000
NB - NEW BRUNSWICK	0	00.00000	NL - NEWFOUNDLAND AND LABRADOR	0	00.00000
NS - NOVA SCOTIA	0	00.00000	PE - PRINCE EDWARD ISLAND	0	00.00000
QC - QUEBEC	0	00.00000	SK - SASKATCHEWAN	0	00.00000
AL - ALABAMA	0	00.00000	AR - ARKANSAS	0	00.00000
AZ - ARIZONA	0	00.00000	CA - CALIFORNIA	0	00.00000
CO - COLORADO	0	00.00000	CT - CONNECTICUT	0	00.00000
DC - DISTRICT OF COLUMBIA	0	00.00000	DE - DELAWARE	0	00.00000
FL - FLORIDA	0	00.00000	GA - GEORGIA	0	00.00000
IA - IOWA	0	00.00000	ID - IDAHO	0	00.00000
IL - ILLINOIS	0	00.00000	IN - INDIANA	0	00.00000
KS - KANSAS	0	00.00000	KY - KENTUCKY	0	00.00000
LA - LOUISIANA	0	00.00000	MA - MASSACHUSETTS	0	00.00000
MD - MARYLAND	0	00.00000	ME - MAINE	0	00.00000

12 Distance Details

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	OH - OHIO	<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			

13 Distance Details

Document Collection

Scan Now
 Scan Later (processed later from queue)
 No Scan Required

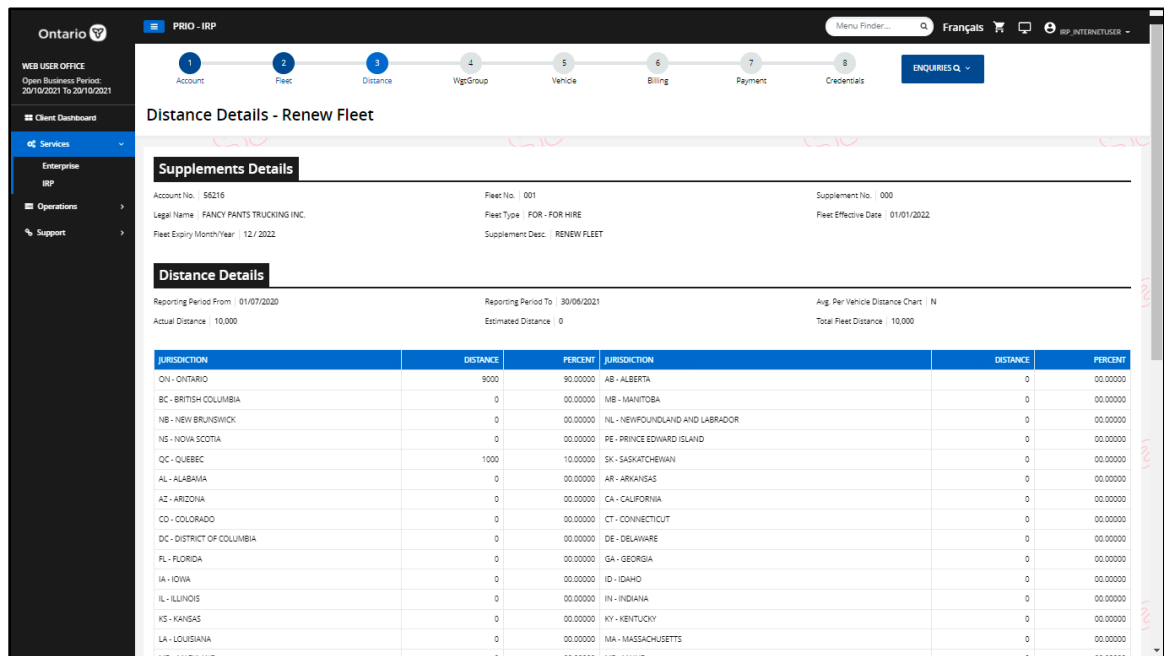
Estimated Distance Declaration
 Initial Registration Distance Declaration

 ?

14 Distance Details

15. Review and update distance information as necessary:
 - If you have no distance to report, click **Cancel** to cancel the renewal and contact IRP Office.
 - If you have 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:



Supplements Details

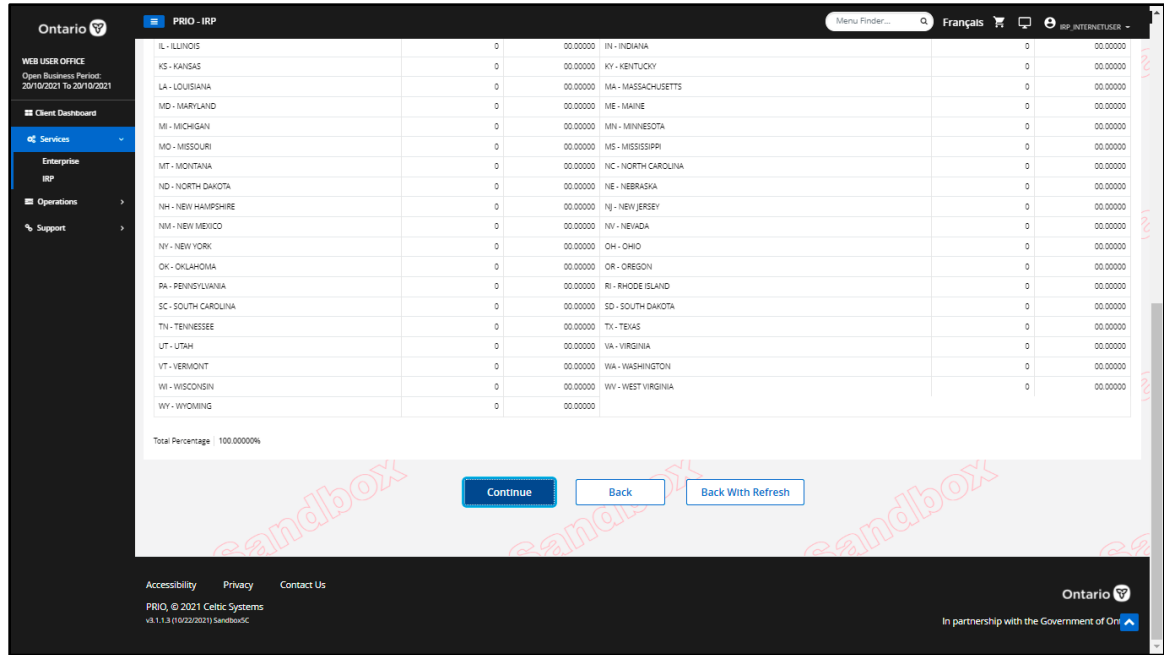
Account No: 55216 Fleet No: 001 Supplement No: 000
 Legal Name: FANCY PAINTS TRUCKING INC. Fleet Type: FOR - FOR HIRE Fleet Effective Date: 01/01/2022
 Fleet Expiry Month/Year: 12 / 2022 Supplement Desc: RENEW FLEET

Distance Details

Reporting Period From: 01/07/2020 Reporting Period To: 30/06/2021 Avg. Per Vehicle Distance Chart: N
 Actual Distance: 10,000 Estimated Distance: 0 Total Fleet Distance: 10,000

JURISDICTION	DISTANCE	PERCENT	JURISDICTION	DISTANCE	PERCENT
ON - ONTARIO	9000	90.00000	AB - ALBERTA	0	00.00000
BC - BRITISH COLUMBIA	0	00.00000	MB - MANITOBA	0	00.00000
NB - NEW BRUNSWICK	0	00.00000	NL - NEWFOUNDLAND AND LABRADOR	0	00.00000
NS - NOVA SCOTIA	0	00.00000	PE - PRINCE EDWARD ISLAND	0	00.00000
QC - QUEBEC	1000	10.00000	SK - SASKATCHEWAN	0	00.00000
AL - ALABAMA	0	00.00000	AR - ARKANSAS	0	00.00000
AZ - ARIZONA	0	00.00000	CA - CALIFORNIA	0	00.00000
CO - COLORADO	0	00.00000	CT - CONNECTICUT	0	00.00000
DC - DISTRICT OF COLUMBIA	0	00.00000	DE - DELAWARE	0	00.00000
FL - FLORIDA	0	00.00000	GA - GEORGIA	0	00.00000
IA - IOWA	0	00.00000	ID - IDAHO	0	00.00000
IL - ILLINOIS	0	00.00000	IN - INDIANA	0	00.00000
KS - KANSAS	0	00.00000	KY - KENTUCKY	0	00.00000
LA - LOUISIANA	0	00.00000	MA - MASSACHUSETTS	0	00.00000

15 Distance Details Verification



Ontario PRIQ - IRP

Menu Finder... Français RP_INTERNETUSER

WEB USER OFFICE
Open Business Period:
20/10/2021 To 20/10/2021

Client Dashboard

Services

Enterprise

IRP

Operations

Support

IL - ILLINOIS	0	00.00000	IN - INDIANA	0	00.00000
KS - KANSAS	0	00.00000	KY - KENTUCKY	0	00.00000
LA - LOUISIANA	0	00.00000	MA - MASSACHUSETTS	0	00.00000
MD - MARYLAND	0	00.00000	ME - MAINE	0	00.00000
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			

Total Percentage: 100.00000%

Continue Back Back With Refresh

Accessibility Privacy Contact Us

PRIQ © 2021 Celtic Systems
v1.1.3 (10/22/2021) SandboxSC

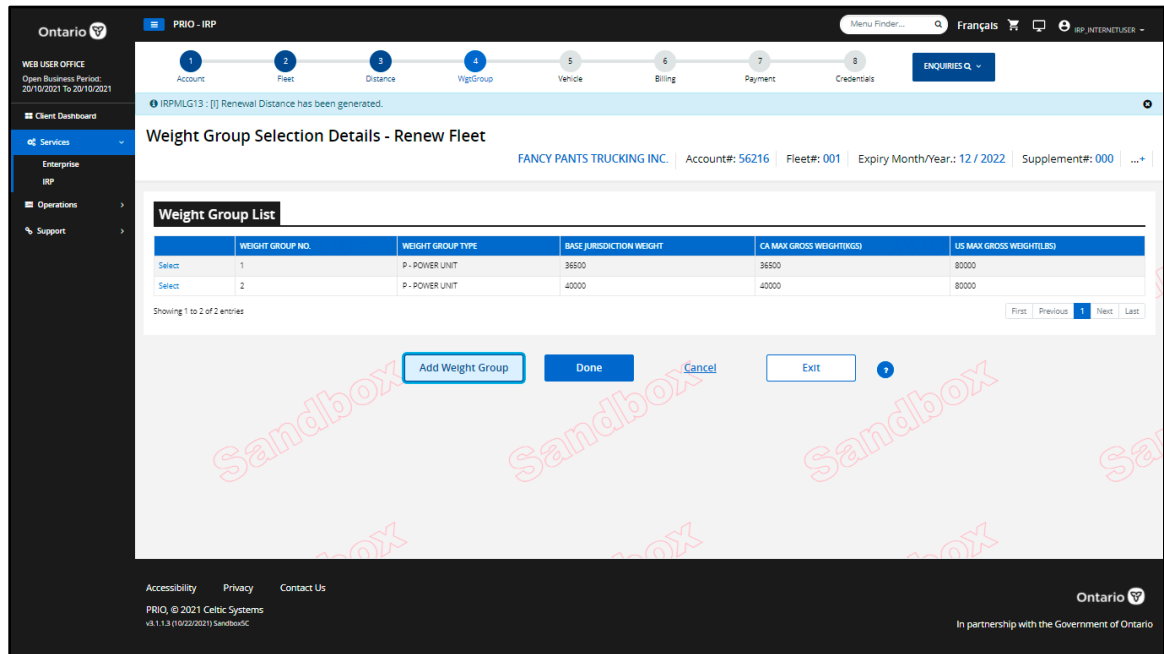
Ontario
In partnership with the Government of Ontario

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

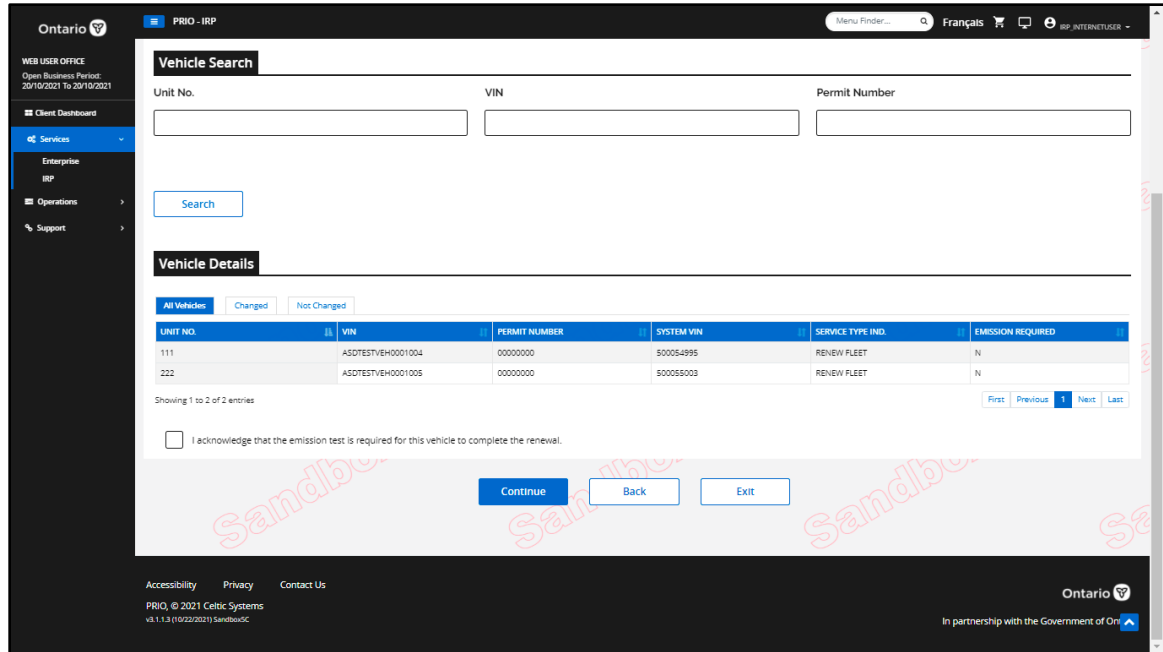
Click **Done**.

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

21. Confirm Vehicle Emissions Test screen appears:

UNIT NO.	VIN	PERMIT NUMBER	SYSTEM VIN	SERVICE TYPE IND.	EMISSION REQUIRED
111	ASDFESTVEH0001004	00000000	500054995	RENEW FLEET	N
222	ASDFESTVEH0001005	00000000	500055003	RENEW FLEET	N

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.

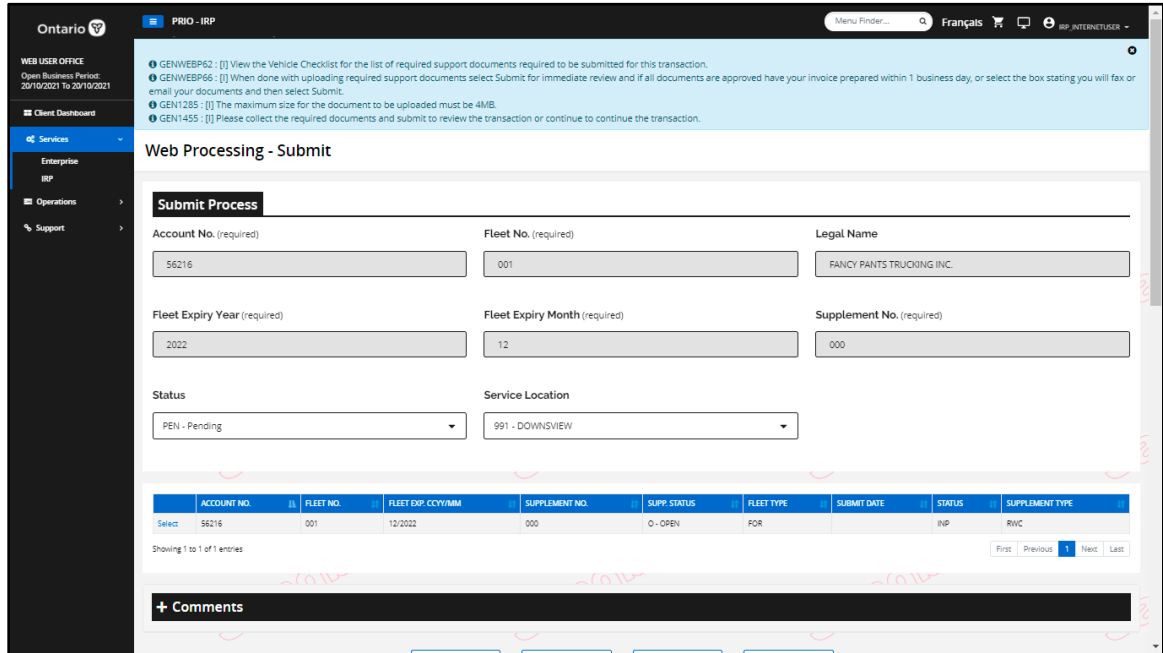
Web Processing

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:



Web Processing - Submit

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

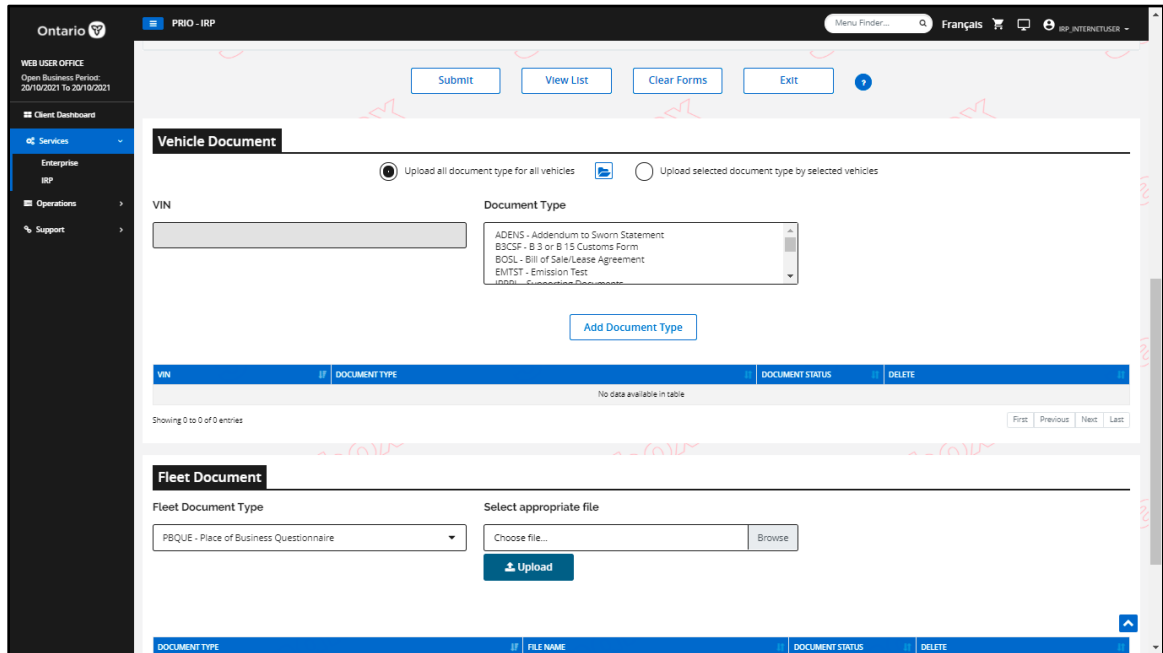
Service Location: 991 - DOWNSVIEW

	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	RVC

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: [Input Field]

Document Type: [Dropdown Menu]

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: [Dropdown Menu]

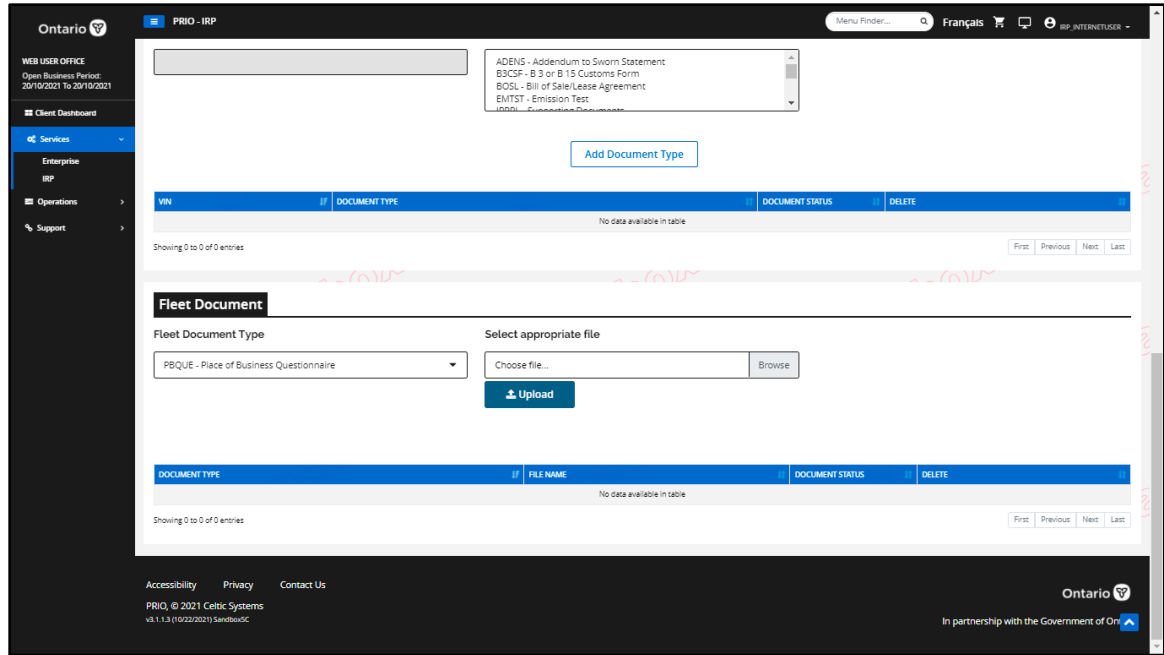
Select appropriate file

Choose file... [Browse]

Upload

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

02 Web Processing – Submit screen



03 Web Processing - Submit screen

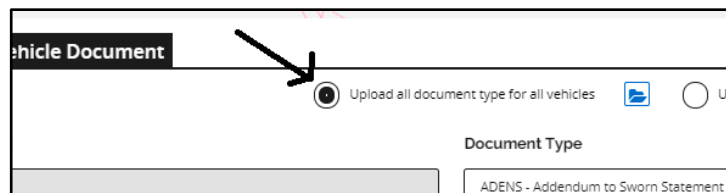
Review the messages in pale blue at the top of the screen and take any action required. Note any information regarding billing and payment.

23. 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.
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:

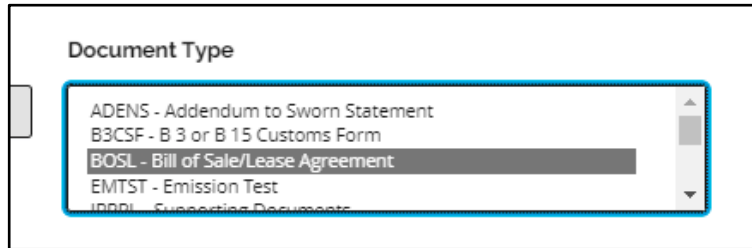
To submit documents for all vehicles:

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



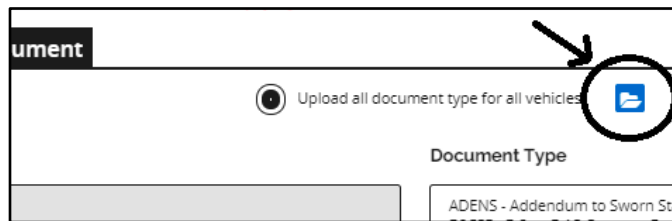
06 Web

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



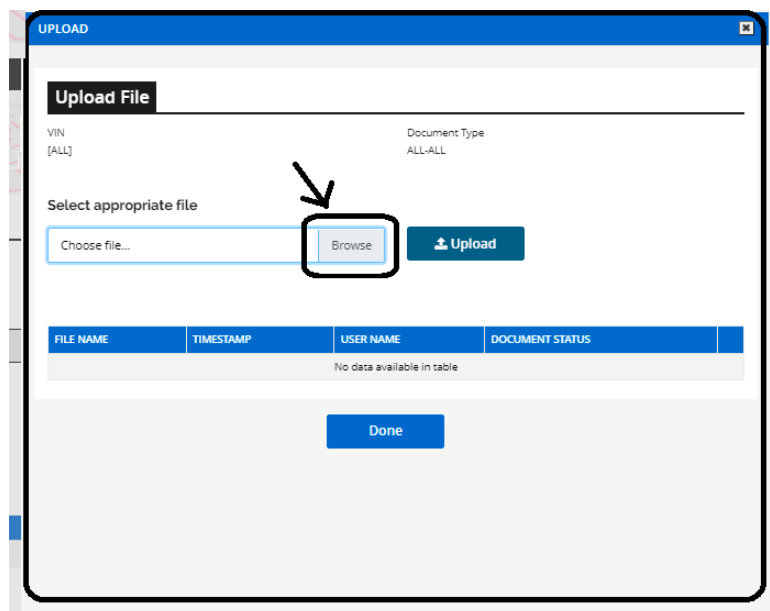
14 Web

3. Click the **Upload** button:



07 Web

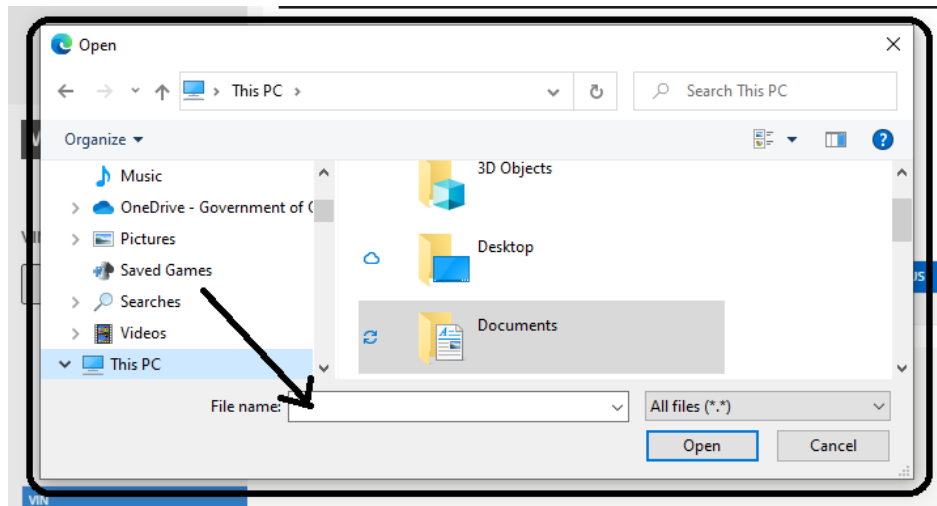
4. The **Upload File pop-up window** appears:



08 Web

Click **Browse**.

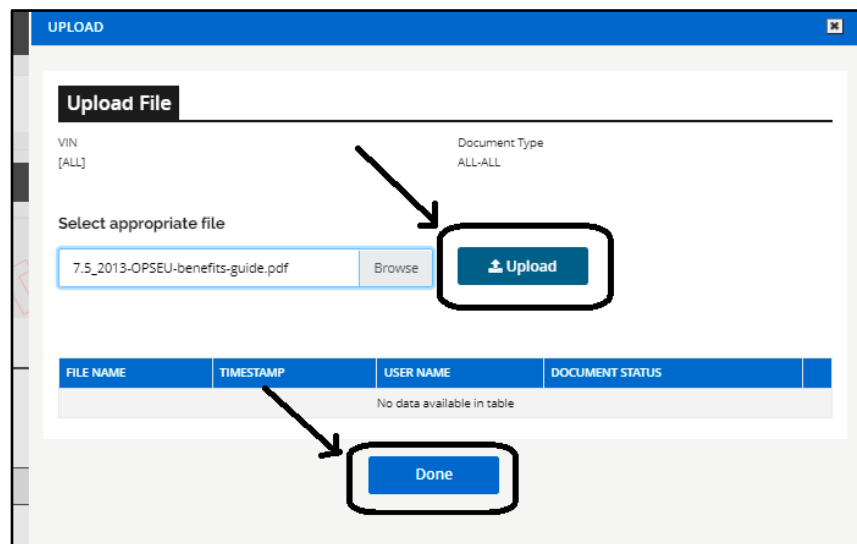
5. The **Browse Search pop-up window** appears:



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.

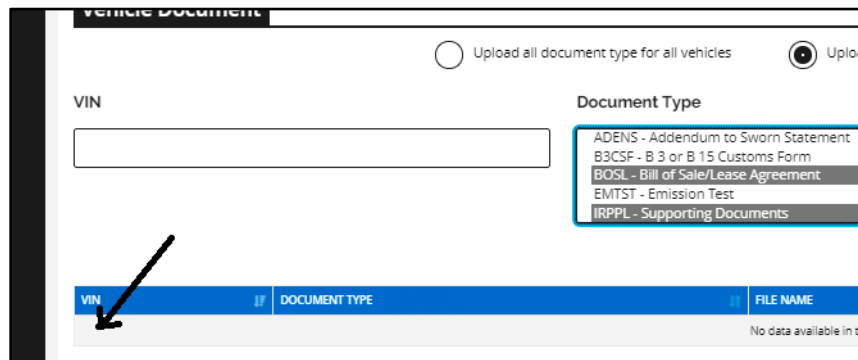
To submit documents for specific vehicles:

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



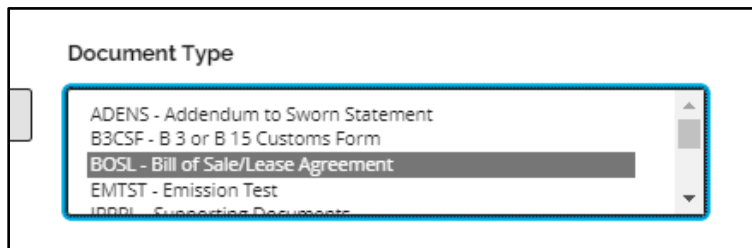
11 Web

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



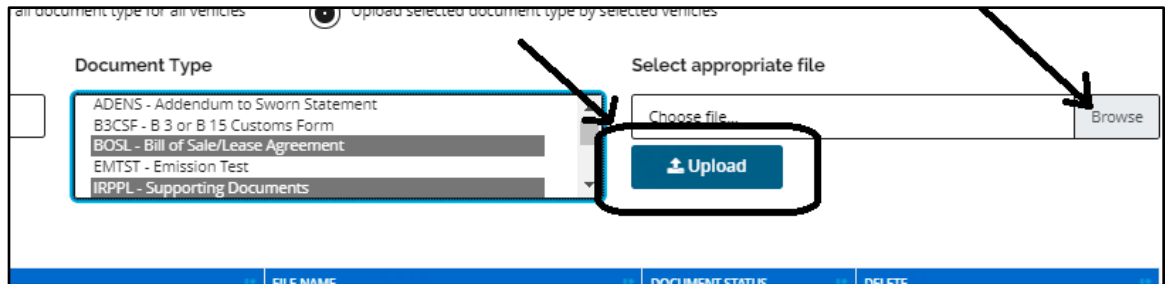
13 Web

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**:

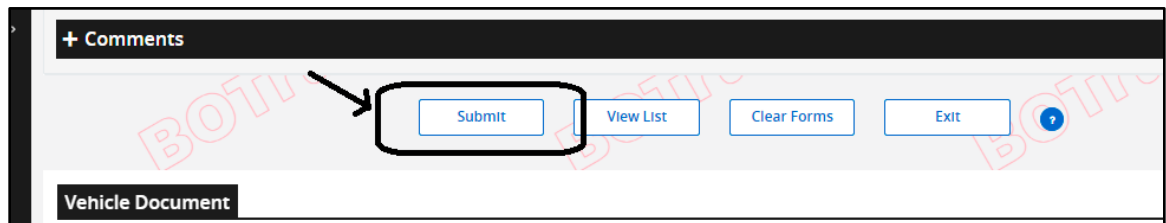


12 Web

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 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.).