

Amend Vehicle With Fee

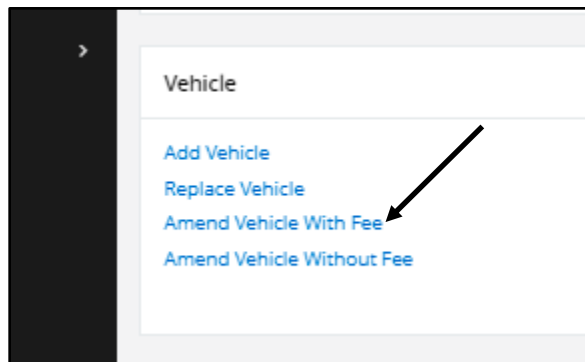
Use this transaction to update the vehicle weight information for an existing vehicle in a fleet.

Note: You may only update a vehicle in an online transaction that is registered in the current owner's name. If a vehicle requires an owner change (transfer)—including a lease buyout—, contact the IRP office to process the *Amend Vehicle* transaction.

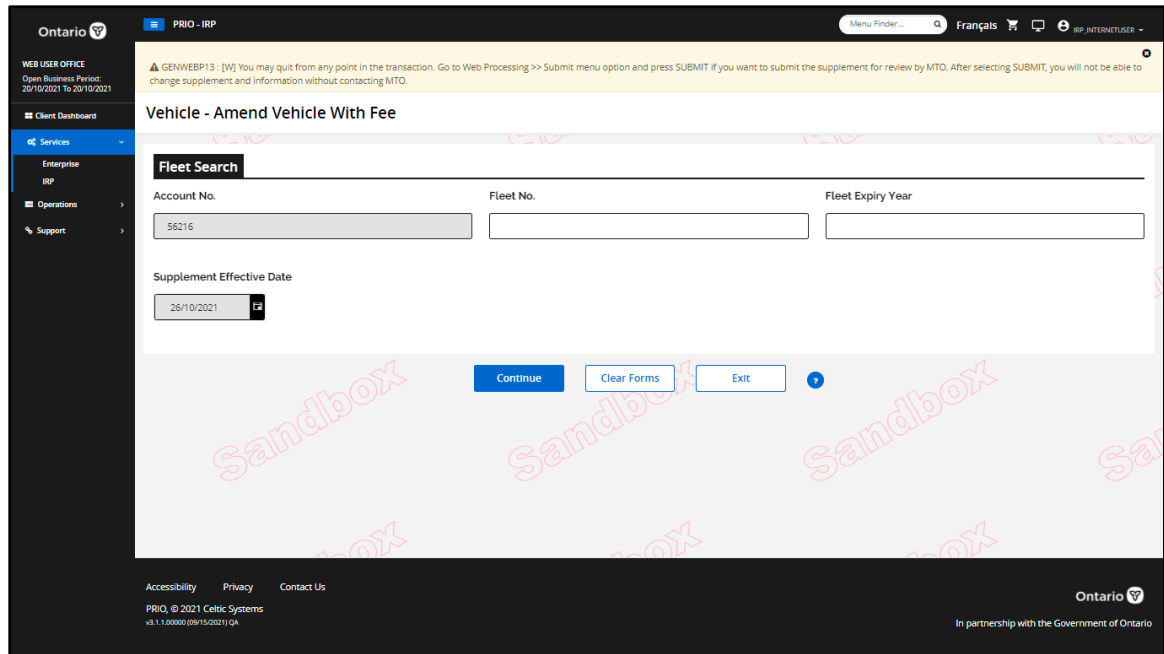
To add a weight group, follow the procedure in *Add or Change a Weight Group* (separate document).

Procedure

1. From the **Vehicle Tile** on the **IRP Site Map**, click **Amend Vehicle With Fee**:



Amend Vehicle with Fee screen appears:



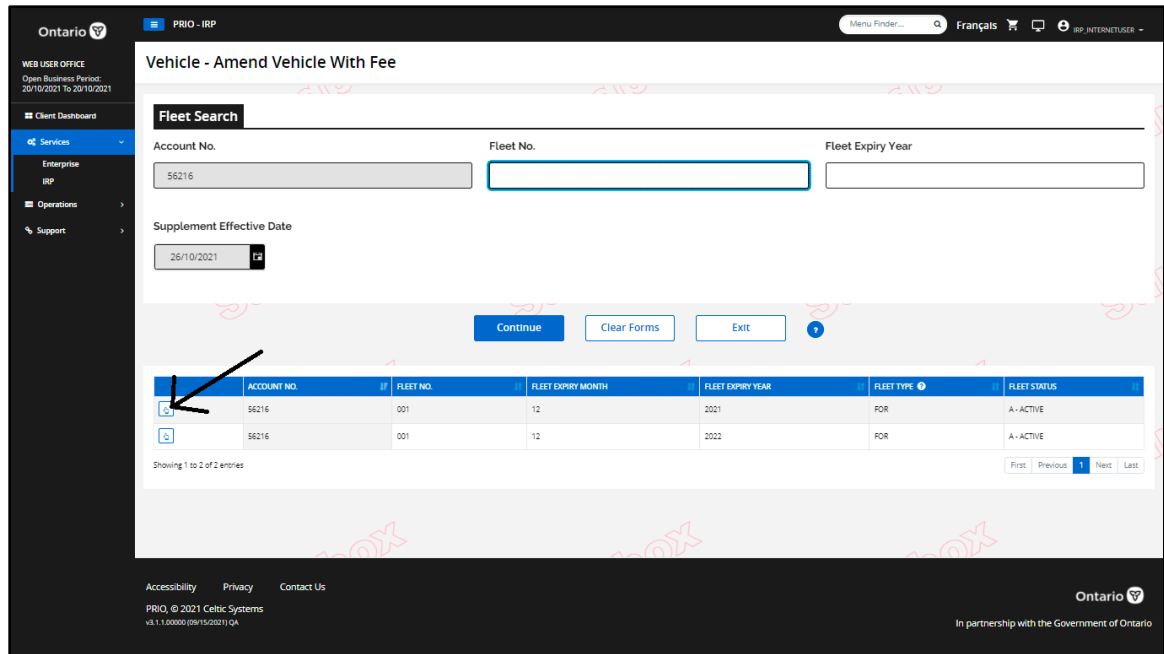
Screen displays message "You may quit from any point in the transaction. Go to Web Processing, Submit menu option, and press Submit if you want to submit the supplement for review by MTO. After selecting Submit, you will not be able to change supplement and information without contacting MTO."

2. Enter the fleet search information that you have available:

- Account number
- Fleet number
- Fleet expiry year
- Supplement Effective date.

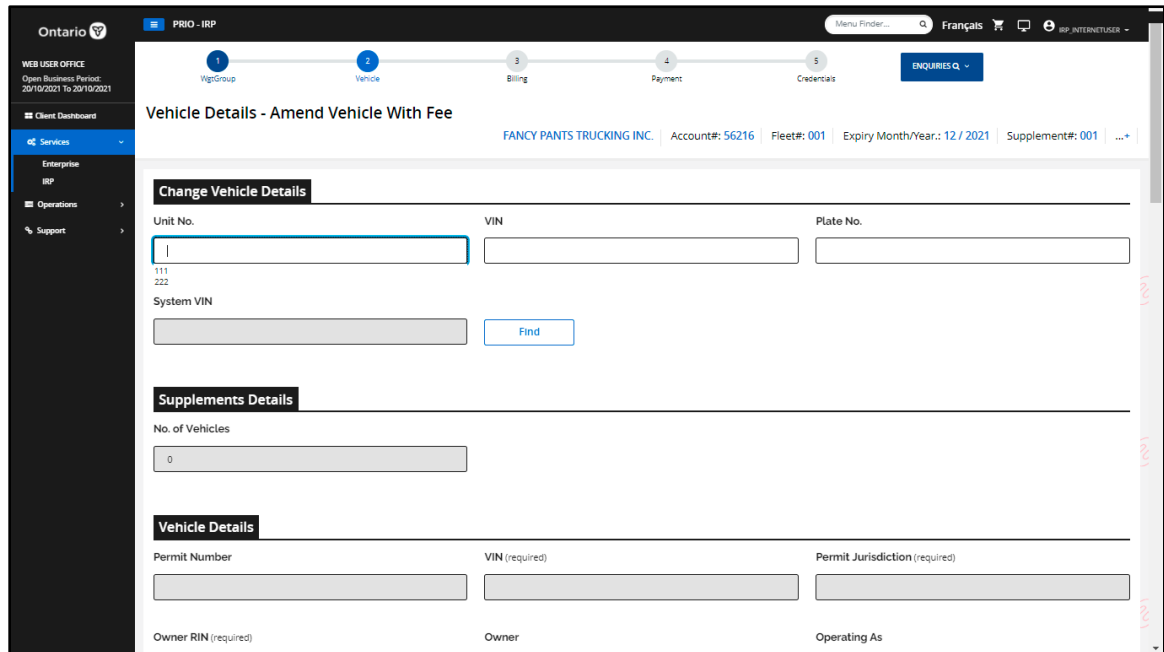
The supplement effective date defaults to the current date. Change if necessary.

3. Click **Continue**. List of fleets appears at bottom of screen:



Click selection button of the required fleet.

4. **Vehicle Details screen** appears:



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Ontario Prio - IRP

Menu Finder... Français IRP - INTERNETUSER

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

Client Dashboard

Services

- Enterprise
- IRP
- Operations
- Support

Owner RIN (required) 0

Owner

Operating As FLEET 1

Owner Physical Address

Owner Mailing Address

Year

Make

Model

Vehicle Brand

LCS Body Type

LCS Vehicle Status

Colour

Vehicle Cylinders 0

Fuel Type (required)

Unit No. (required)

Vehicle Type (required)

Financial Lessee

Axles (required)

Combine Axles (required)

Seats

IFTA Account No.

Empty Weight (required)

Weight Group No. (required)

Insurance Expiry Date (required) 28/10/2022

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Ontario Prio - IRP

Menu Finder... Français IRP - INTERNETUSER

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

Client Dashboard

Services

- Enterprise
- IRP
- Operations
- Support

Vehicle Type (required)

Financial Lessee

Axles (required)

Combine Axles (required)

Seats

IFTA Account No.

Empty Weight (required)

Weight Group No. (required)

Insurance Expiry Date (required) 28/10/2022

Insurance Company (required) ABC INSURANCE

Policy No. (required) 1243143515

Purchase Price (required)

Purchase Date (required) DD/MM/YYYY

Factory Price

Purchase Location

Ontario Taxable Price

HST Sales Type

HST Number

Seller Dealer Number

Seller Dealer Override Number

Buyer Dealer Number

Buyer Dealer Override Number

HST Exemption Code

Plate Disposition

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The screenshot shows a web application interface for the Ontario Ministry of Transportation. The main content area is titled "Documentation Requirements For Admin Fee and Fee Calculation". It contains several form fields:

- Buyer Dealer Override Number (text input)
- HST Exemption Code (dropdown menu)
- Plate Disposition (dropdown menu)
- Existing Plate (checkbox "Use Existing Plate" and text input)
- New Plate Required (checkbox)
- Colorado Distance (dropdown menu with "Y - YES" selected)
- Colorado Trailer (dropdown menu with "N - NO" selected)
- UT Special Truck (dropdown menu with "N - NO" selected)
- CO Special Truck (dropdown menu with "N - NO" selected)
- MCO Provided (dropdown menu with "N - NO" selected)
- Comments (text area with a "+" icon)

At the bottom of the form, there are several buttons: "Continue", "Done", "Cancel", "View Vehicle List", "Clear Forms", and "Exit". The footer of the page includes "Accessibility", "Privacy", "Contact Us", "PRIO, © 2021 Celtic Systems v3.1.1.00000 (09/15/2021) QA", and "Ontario In partnership with the Government of Ontario".

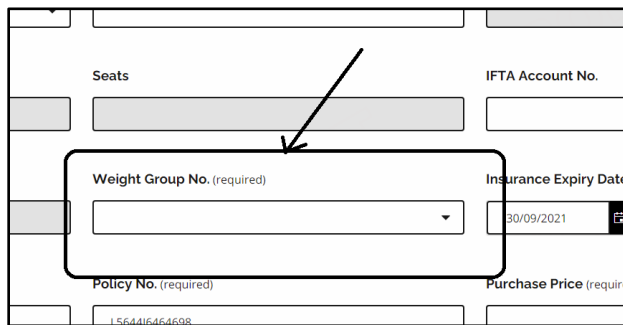
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5. On the **Vehicle Details screen**, select the vehicle by entering the unit number, VIN, or plate number. Click **Find**.
Vehicle information appears. Confirm that correct vehicle is selected.

6. You may update one or more of the following fields (white fields) if required:

- Unit no.
- Combined axles (only if the vehicle type is truck tractor)
- Weight group no.
- IFTA account no.
- Insurance expiry date
- Insurance company
- Policy no.

7. To change weight group, from the drop-down list in the **Weight Group No.** field, select the new weight group:



The screenshot shows a portion of a web form with several input fields. A callout box with a black border and a white background highlights the 'Weight Group No. (required)' field, which is a dropdown menu. An arrow points from the top of the callout box to the dropdown arrow. Other visible fields include 'Seats', 'IFTA Account No.', 'Insurance Expiry Date' (with the value '30/09/2021'), 'Policy No. (required)', and 'Purchase Price (required)'. The form is partially obscured by a grey bar at the top.

8. Click **Continue**.

9. **Vehicle Details Validation screen** appears. Review all vehicle information and click **Continue** to save the updated vehicle.

10. Select another vehicle to update or click **Done** to proceed to **Emissions screen**.

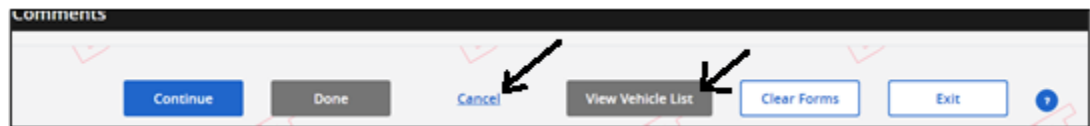
Cancel an Update

In this transaction, you can cancel an update you have processed (and saved) on a vehicle from the supplement. To cancel an update:

1. Click **View Vehicle List** at bottom of **Vehicle Details screen** (step 4 above).

A vehicle selection list appears.

2. Select the vehicle to cancel.
3. Once the vehicle is displayed, click **Cancel** to delete the update on that specific vehicle from the supplement.



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