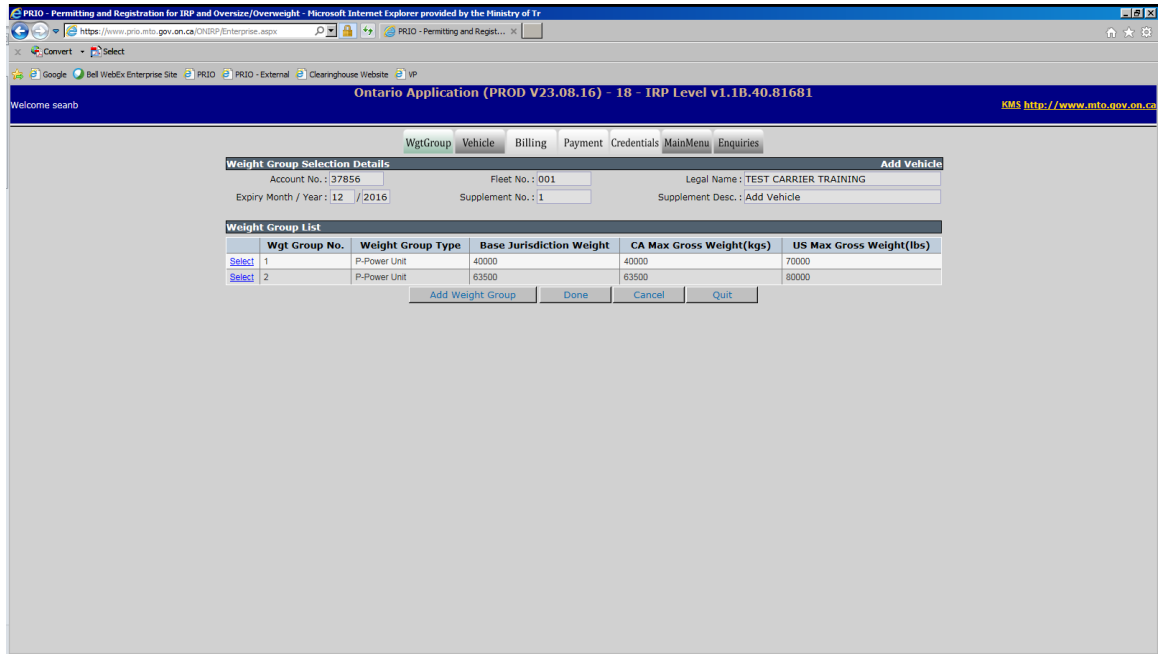*Ministry of*
Transportation
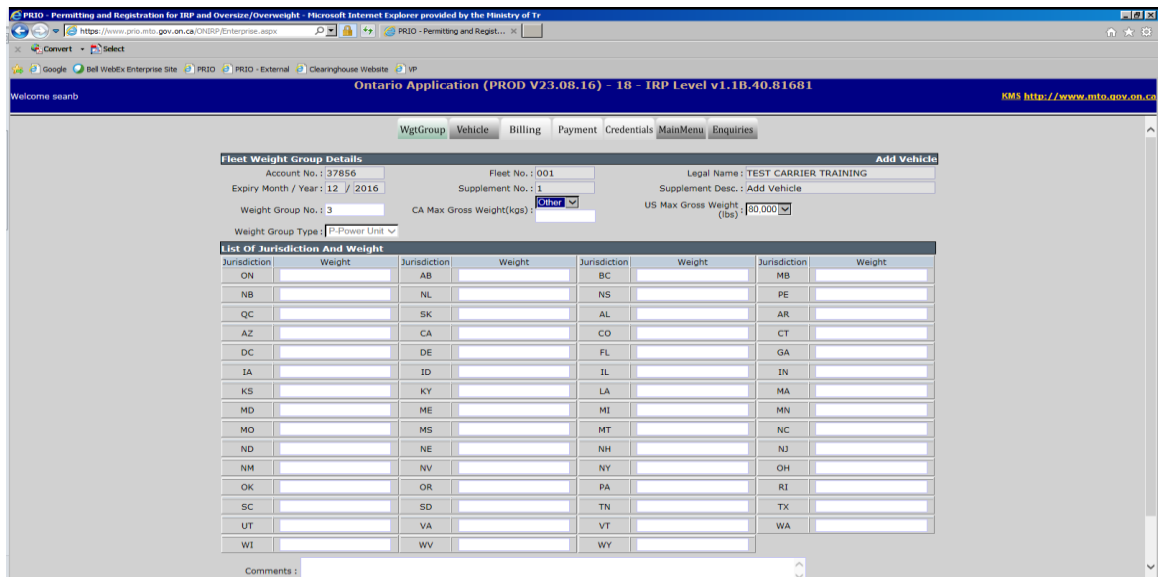
Adding a Weight Group

To create a new weight group:

1. Click **WGTGROUP** tab.

2. Click **Add Weight Group**.

Note: This is available for Add Vehicle, Replaced Vehicle, Amend Vehicle With Fees and Renewal Supplements.

The following screen appears:

3. Enter the Maximum Gross Weight for Canada and the U.S.

You can enter one of the available weights listed or click **Other** to enter a unique weight.

Note: You cannot have more than one weight group with the same defaults.

4. Click the **Proceed** button to create the weight group.

Note: If any jurisdictions require a different weight than the default you have entered, you must manually enter that weight in the List of Juridictions and Weight field accordingly.
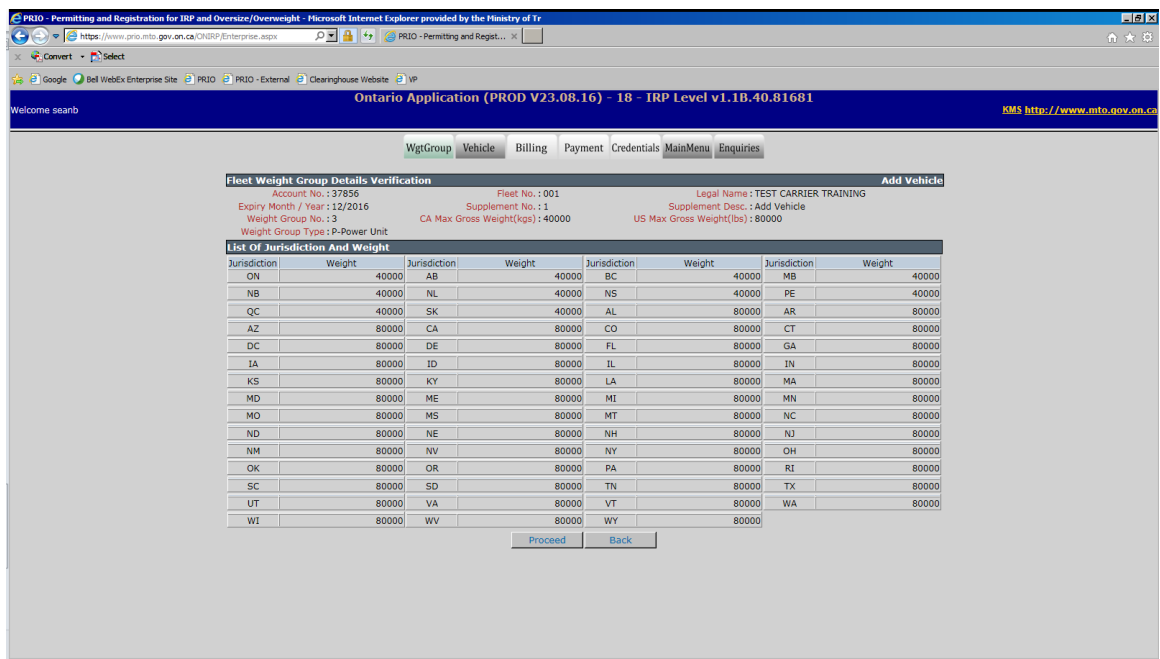

If there is a 10% variance between Ontario and any other jurisdiction, you will receive an error message. If there is not a 10% variance, skip to step 7 (Details Verification Screen).

5. Before you can create the new weight group and continue in the supplement, you must enter the reason for the 10% variance in the **Comments** box then click **Add/Update Comment** to save that comment.

6. Click **Save and Submit**. This information will be sent to the IRP office and requires to be reviewed and approved.
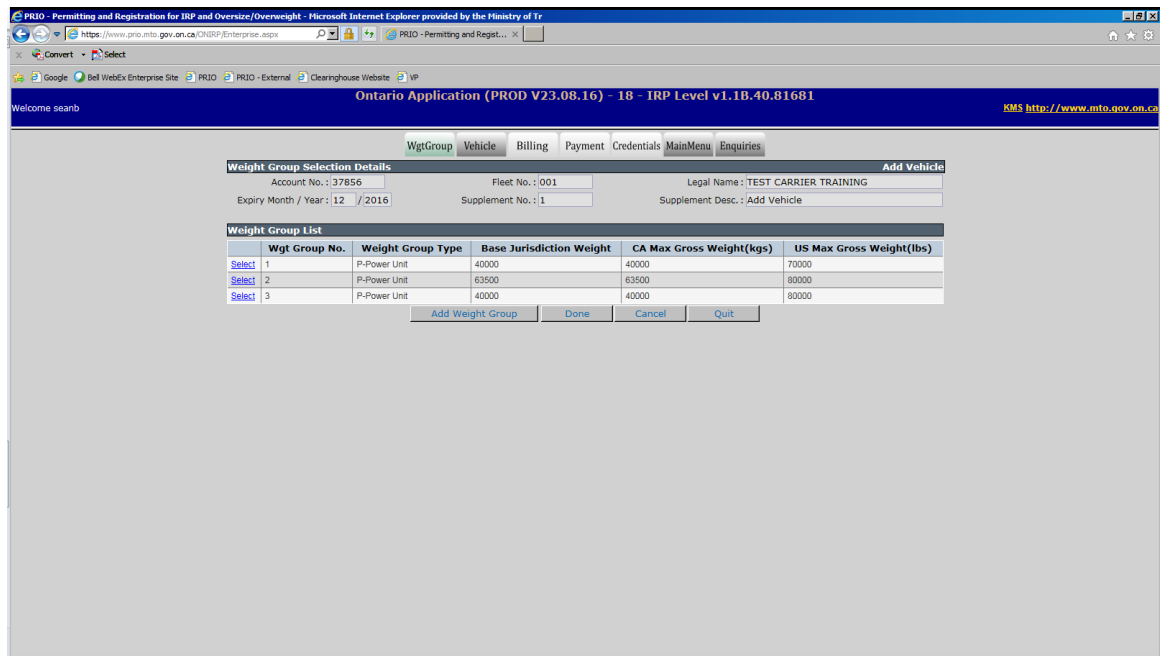
   Note: You will not be able to proceed any further in the supplement until you receive approval from the IRP office. You must click **Quit**. Please contact the IRP office by phone or email to inform them that you have submitted something for them to review. Once you've received approval you may continue through Work In Progress (WIP). The weight group will have been created and you may select it on the vehicle screen.

   The fleet weight group details verfication screen appears:

7. To save the weight group, click the **Proceed** button.

Transportation

The main weight group screen appears (please verify information):

8. The new weight group will be shown in the Weight Group List.

   Click **Done** to move on to the vehicle tab.