Ministry of
Transportation

Amend Vehicle With Fee Supplement

This supplement changes the vehicle weight information for an existing vehicle in a fleet.

Note: The effective date of a supplement is the same date that it is created by the online users and cannot be changed.
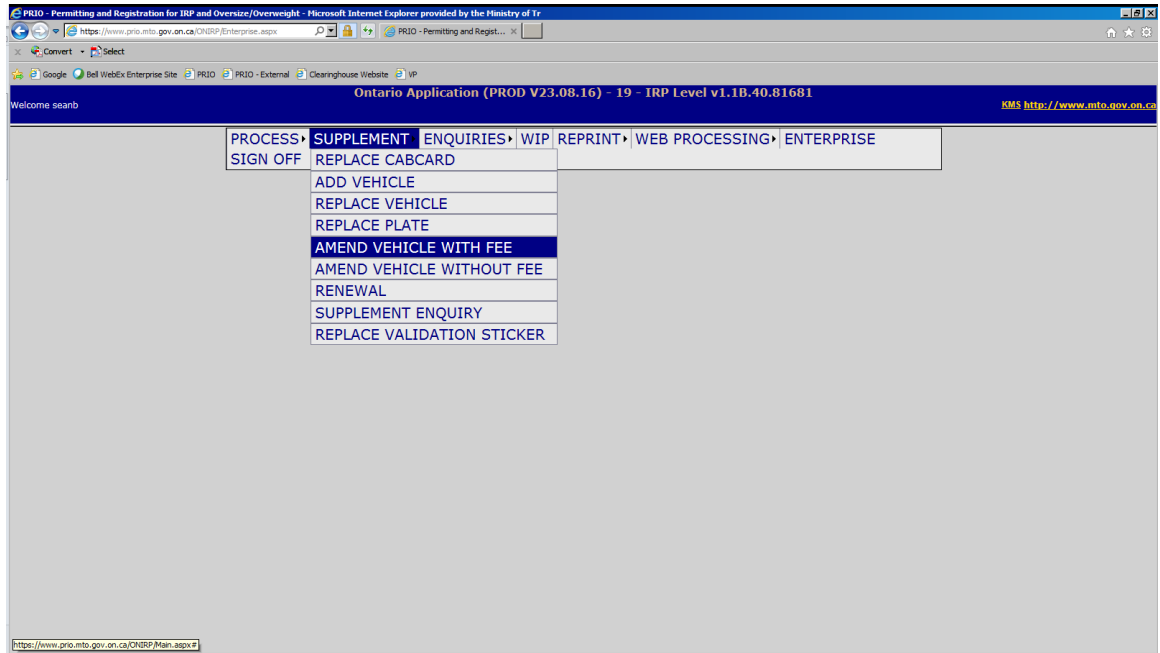
There are two things you need to do:

- Creating the Amend Vehicle With Fee Supplement

- Amending the Vehicle

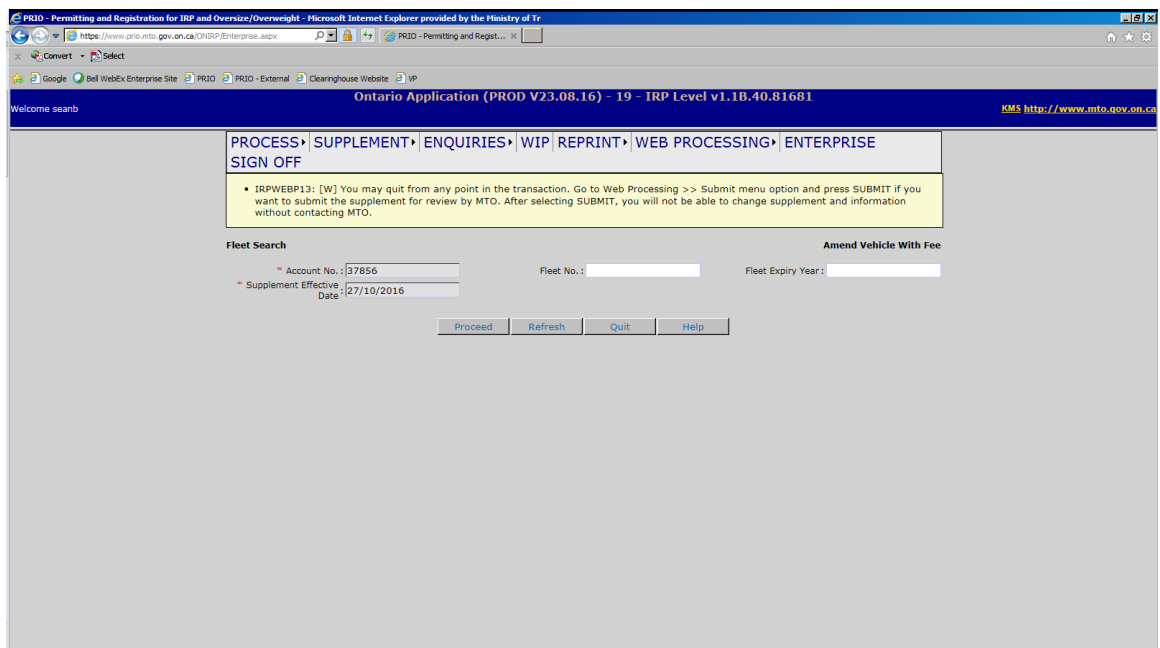## Creating the Amend Vehicle With Fee Supplement

To create the Amend Vehicle With Fee Supplement:

1. On the IRP Level Screen, hold mouse over **SUPPLEMENT**.
   A drop-down menu appears.

2. From the menu, click **AMEND VEHICLE WITH FEE**.

The following screen appears:

3. In the FLEET NO. field, type the fleet number.

4. In the FLEET EXPIRY YEAR field, type the year of fleet expiry.

5. Click the **Proceed** button.

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Amending a Vehicle

Note: If a new weight group is required, please refer to the "Adding a Weight Group" training module.

To amend a vehicle:

1. On the Vehicle Details screen, under the heading, CHANGE VEHICLE DETAILS type a:

   - unit number in the UNIT NO. field

     Or

   - VIN in the VIN field

     Or

   - Plate number in the PLATE NO. field

   Note: Place your cursor in one of the three searchable fields, a list of vehicles in your fleet will show and can be selected. If applicable, you may select the "New Plate Required" checkbox if you require a new plate.

2. Click **Find.**

The system displays the information for the vehicle that you requested:

3. You may update one or more of the following fields:

    *   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.

4. After updating the appropriate fields, click the **Proceed** button at the bottom of the screen:

The Vehicle Details Verification screen appears (please verify information):

5. To complete amending the vehicle, click the **Proceed** button.

The blank vehicle screen appears:

If required, you may amend more vehicles. Once you have amended all vehicles that need to be amended, click the **Done** button to move on to Billing.