# **Billing and Payment**

There are two tasks:

- Billing
- Payment

## Billing

1. On the billing Screen, click **PROCEED** to generate fees.

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	Account Fleet	Distance WgtGroup Vehicle Billi	ng Payment C	Credentials MainMenu Enquiries		
• IRP	FLT100 : [W] ON gross weight	is greater than 4500 for some vehicle in	his exempted fle	et.		
Billing D	etailc				Renew Elect	
	Account No. : 37856	Fleet No.: 001		Legal Name : TEST CARF	UER TRAINING	
Expir	y Month / Year : 12/2016	Supplement No.: 0		Supplement Desc. : RENEW FLE	ET	
	Reg. Month : 12	Supplement Effective Date : 01/01/2	016	Supplement Status : O - OPEN		
	* Invoice Date : 25/11/2015	* Application Receipt Date : 25/11/2	015	Payment Date :		
1	No. of Vehicles : 1					
CA Fees						
	IRP Fee :	Credit Applied :				
Pla	te Transfer Fee :	Replace Permit :		Replace Validation Sticker :		
Replac	e Cab Card Fee :	Replace Plate Fee :		Admin Fees :		
	HST :	RST :				
	Denial Fees :	NSF Fees :				
	Total Due :			Net Amount Due :		
10.5	Pre-Paid : 0.0	Stored Credit :	0.00			
US Fees	IRD Fee :	Credit Applied :	_			
	NSE Fees :	Total Due :		Net Amount Due :		
	Pre-Paid : 0.0	Stored Credit :	0.00			
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2. Click **PROCEED** to generate the IRP Fee Notice.

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		Account	Fleet	Distance WgtGroup Vehicle	Billing Pa	ayment Crede	ntials MainMenu Enqui	ries	
	• IRPFLT100 : [	W] ON gross (	weight is	greater than 4500 for some veh	icle in this exer	mpted fleet.		_	1
	MESSAGE FRO	M LCS : E25	(ENQUIR	Y) INF04F: [W] NO DENIALS EXIS	ST AGAINST TH	HIS REGISTRA	NT		
	Billing Details							Renew Flee	
	Account	No.: 37856		Fleet No. :	001		Legal Name : TE	ST CARRIER TRAINING	
	Expiry Month / Y	ear : 12/2016		Supplement No. :	)		Supplement Desc. : RE	NEW FLEET	
	Reg. Mor	nth : 12		Supplement Effective Date : 0	01/01/2016		Supplement Status : I -	INVOICED	
	* Invoice D	ate : 25/11/20	015	* Application Receipt Date :	25/11/2015		Payment Date :		
	No. of Vehic	les : 1	_						
	CA Fees	5 m 4	760.00	On the second			_	_	
	IRP	Fee: 1,	,768.00	Credit Applied	: 0.0	00			
	Plate transfer	Fee:	0.00	Replace Permit		.00 Ke	admin Sucker		
	Replace Cab Card	HET.	0.00	Replace Place Pee		00	Admin Fees	:  25.00	
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	Total	Due: 1	.793.00	10011665		00	Net Amount Due	: 1.793.00	
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	US Fees		_		1				
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The Fee Notice will open in a new tab or window:

**Note:** Verify bottom of Fee Notice to ensure if certified cheques are required.

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<i>D</i> <b>4</b>	ONTAR	IO IRP FEE NO	TICE		Page 1 of 1	
Ontario	MOTO	R CARRIER SERVIC	ES			
INVOICE #: 332877 INVOICE DATE: 25/11/2015 TO: TEST CARRIER TRAINING OPERATING AS: FLEET 1 ADDR: 1355 JOHN COUNTER BLVD KINGSTON ON K7K 0E5				ACCOUNT NUMBER: FLEET NUMBER: FLEET RIN: SUPPLEMENT NUMBER: REGISTRATION YEAR: NUMBER REG MONTHS: NO. VEHICLE: SUPPLEMENT EFF DATE: FLEET EXP DATE: OFFICE:	37856 001 184415201 0 2016 12 1 01/01/2016 31/12/2016 V52	
SUPPLEMENT TRANSACT	ION TYPE:	RENEW FL	EET			
	DIAN FEES	AMOUNT		TOTAL		
ļ į	ADMIN FEE:	\$25.00				
REPLACE F	PLATE FEE:	\$0.00	i			
REPLACE PI	ERMIT FEE:	\$0.00				
REPLACE CAB	CARD FEE:	\$0.00				
REPLACE VA	ALTAG FEE:	\$0.00				
	HST (1%):	\$0.00				
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DEN	IAL FEES:			/ Linknown Zone   Prote	sted Mode: Off	-

**Note:** Make sure your web browser is not blocking pop-ups.

3. Save and/or print the Fee Notice, then return to the previous tab/window to continue.

The payment Details screen will display with a message the Fee Notice was generated successfully.

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	Acco	unt Fleet	Distance WgtGroup Veh	icle Billing	Payment Credentials MainMe	enu Enquiries	
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	IRP Payment Details					Renew F	leet
	Account No. : 37	856	Fleet No.	001	Legal Name	TEST CARRIER TRAINING	
	Expiry Month / Year : 12	2/2016	Supplement No.	0	Supplement Desc.	RENEW FLEET	1
	Invoice Date : 25	/11/2015	Invoice No.	332877	Supplement	I - INVOICED	
	Payment Receipt Date : 25	5/11/2015	1		Status		
	CA Fees						
	Base Jurisdiction Fees :	1,389.00	Administration Fees :	25.00	CA Jurisdiction Fees	379.00	
	HST :	0.00	RST :	0.00	Denial Fees :	0.00	
	NSF Fees :	0.00			NET DUE :	1,793.00	
	US Fees	0.00	NSE Fees :	0.00	NET DUE :	0.00	-
	Cab Card Delivery Type						
	Pickup Location :	896-UAT/SIT Tes	ing Office				
	Mailing Method :	P - PICKUP	<ul> <li>Couri</li> </ul>	er No. :	Cou	urier Name :	
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4. If you only have Canadian fees and wish to pay online or have set up a U.S. pre-paid account and have enough funds or have enough funds in your U.S. stored credit, click **Proceed** and continue below on to payment.

**Note:** If you have both Canadian and U.S. fees without a U.S. pre-paid account set up or sufficient funds in your U.S. stored credit, you must pay at the IRP office. Click **Quit** and submit the supplement to an IRP office through "Web Processing".

### Payment

1. On the payment screen, click **Proceed**.

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Account No. : 37856 Fleet No. : 00	1 Legal N	ame : TEST CARRIER TRAINING	et
Expiry Month / Year: 12/2016 Supplement No. : 0	Suppler	ment : RENEW FLEET	
	Suppler	ment	
Invoice Not. 153	St	atus 11 - INVOICED	
Payment Receipt Date :  25/11/2015			
Base Jurisdiction Fees : 1.389.00 Administration Fees :	25.00 CA Jurisdic	tion : 379.00	-
HST · 0.00 BST ·	0.00 Denial E	ees 0.00	
NSE Fees : 0.00	NET	DUE : 1.793.00	
US Fees			
US Jurisdiction Fees : 0.00 NSF Fees :	0.00 NET I	DUE : 0.00	_
Cab Card Delivery Type			
Mailing Method : C - COURIER C Courier N	0 : 13131531	* Courier Name : Fed-Ex	
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Proceed Refresh Quit	Help Show Hand Log Vie	w Fee Notice	
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You will be taken to the IRP Payment Verification screen.

#### 2. Click Proceed.

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	Account Fleet	Distance WgtGroup Vehicle Billing	Payment Credentials MainMenu Enquiries	
	MESSAGE FROM LCS : E25 (ENQUI	RY) INF04F: [W] NO DENIALS EXIST AGAINST	THIS REGISTRANT	
	IRP Payment Verification			Renew Fleet
	Account No.: 37856 Expiry Month / Year: 12/2016	Fleet No.:001 Supplement No.:0	Legal Name : TEST CARRIER TI Supplement Desc. : RENEW FLEET	RAINING
	Invoice Date : 25/11/2015	Invoice No. : 332877	Supplement Status : I - INVOICED	
	Payment Receipt Date : 25/11/2015			
	CA Fees Base Jurisdiction Fees : 1.389.00	Administration Fees : 25.00	CA Jurisdiction Fees : 379.00	
	HST: 0.00	RST : 0.00	Denial Fees : 0.00	
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	Cab Card Delivery Type	103 1003 0.00	NET BOLLOUD	
	Pickup Location : 991-DOWNSVIE	N		
	Mailing Method : C - COURIER	Courier No. : 13131531	Courier Name : Fed-Ex	
		Proceed Add To Cart	Back	
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You will be taken to the Cart Payment screen.

3. Click Proceed.

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	Cart View								Cart Payment	
	Cart Management -Selected Transaction Verification									
	Payer Name/Account No. : TEST CARRIER TRAINING-37856 Receipt Date : 25/11/2015									
	Account No.	Name	Invoice No.	Invoice Date	Transaction Details	Priority	CAD Invoice Amount	USD Invoice Amount	USD Invoice Amount (Cash Only)	
	37856	TEST CARRIER TRAINING	332877	25/11/2015	IRP; AC#:37856; FL#:001; FLYR:2016; SUPP#:0	1	1793.00	0.00	0.00	
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- 4. There are three payment options for Canadian Funds:
  - IRP Stored Credit

Or

• IRP Pre-Paid

#### Or

• Credit Card

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		Electronic fund transfer *				
		Credit Card				
				Total :	0.00	
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5. Check off the payment method you would like to use. For Credit Card, click **Process Card Payment**.

**Note:** The system will auto-fill the amount for you. A pop-up window will come up for you to enter your credit card information.



6. Enter your credit card information and click **Pay Now**.

A confirmation message will appear and a general receipt will generate in a new window.

- 7. Save and/or print the general receipt and close window.
- 8. You will be taken back to the Payment Details screen.

If applicable, check off the payment method for U.S. funds (PRE-PAID OR STORED CREDIT).

- 9. Click **Proceed** to complete the payment.
- 10. The Payment Verification screen will appear, click **Complete** to finalize payment.