

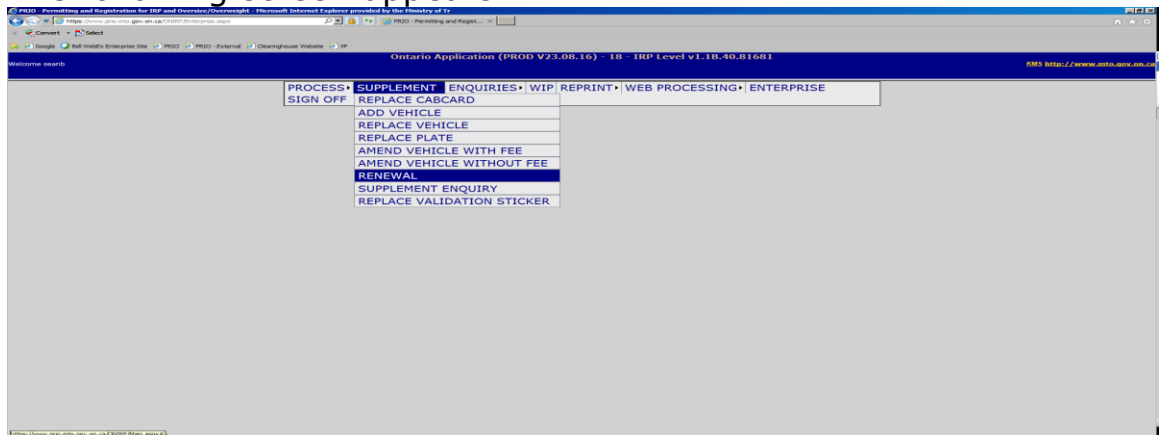
Straight Renewal

To complete a Straight Renewal:

1. On the Enterprise Screen, mouse over **APPLICATIONS**.
A drop-down menu appears.
2. From the menu, click **IRP**.

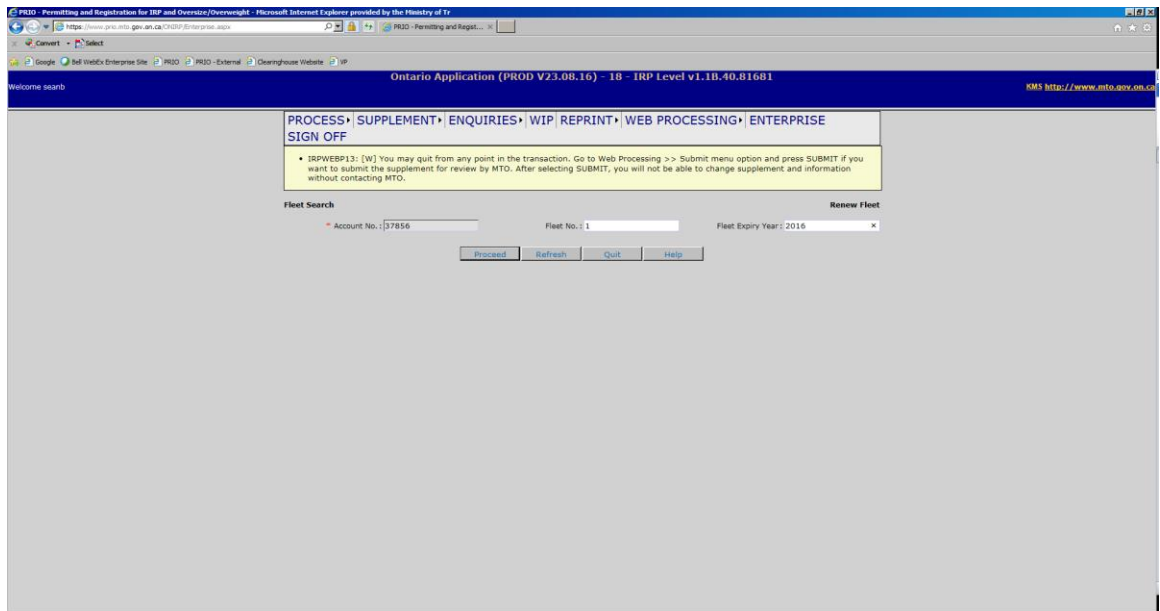


The following screen appears:



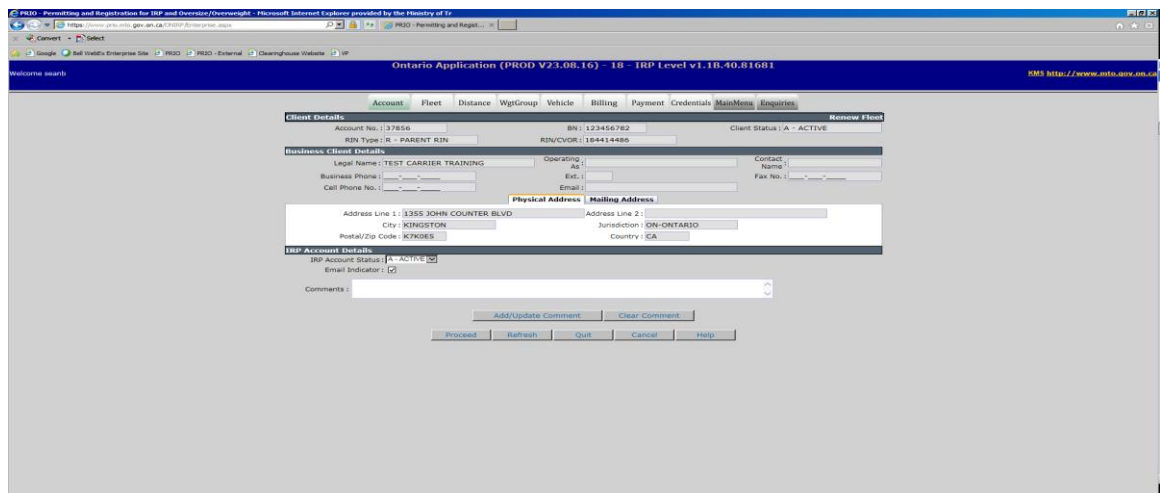
3. Hold mouse over **SUPPLEMENTS**.
A drop-down menu appears.
4. From the menu, click **RENEWAL**.

5. In the FLEET No. field, type the fleet number.
6. In the FLEET EXPIRY YEAR field, type the year of the current fleet expiry.



7. Click the **Proceed** button.

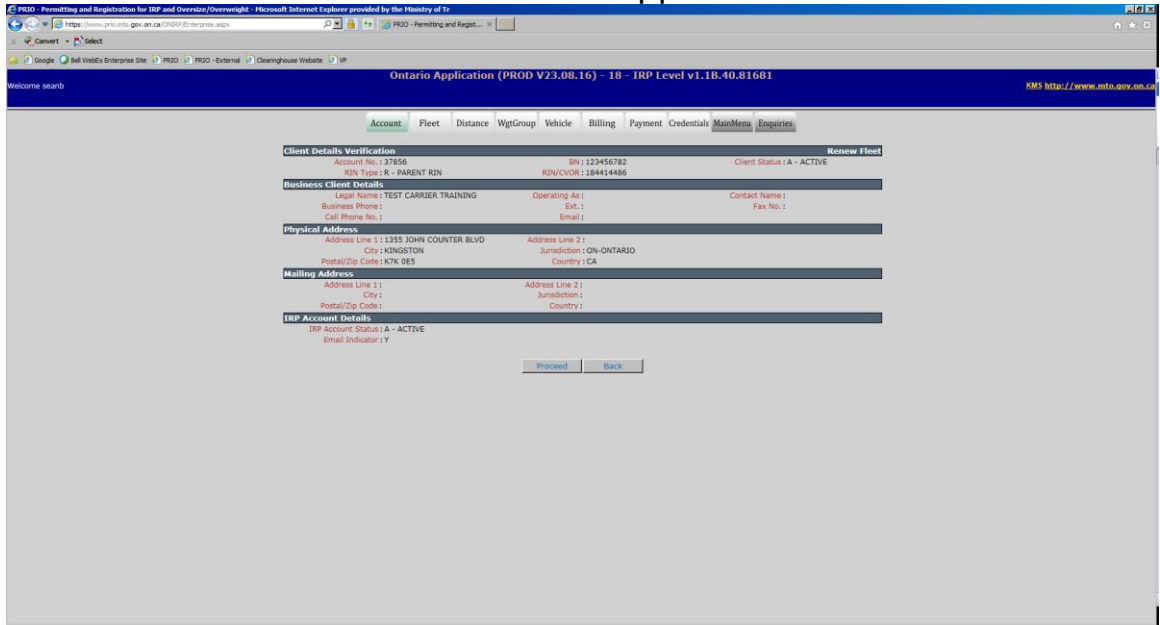
Note: Your IRP account number will be displayed in a protected field.



8. Click **Proceed**.

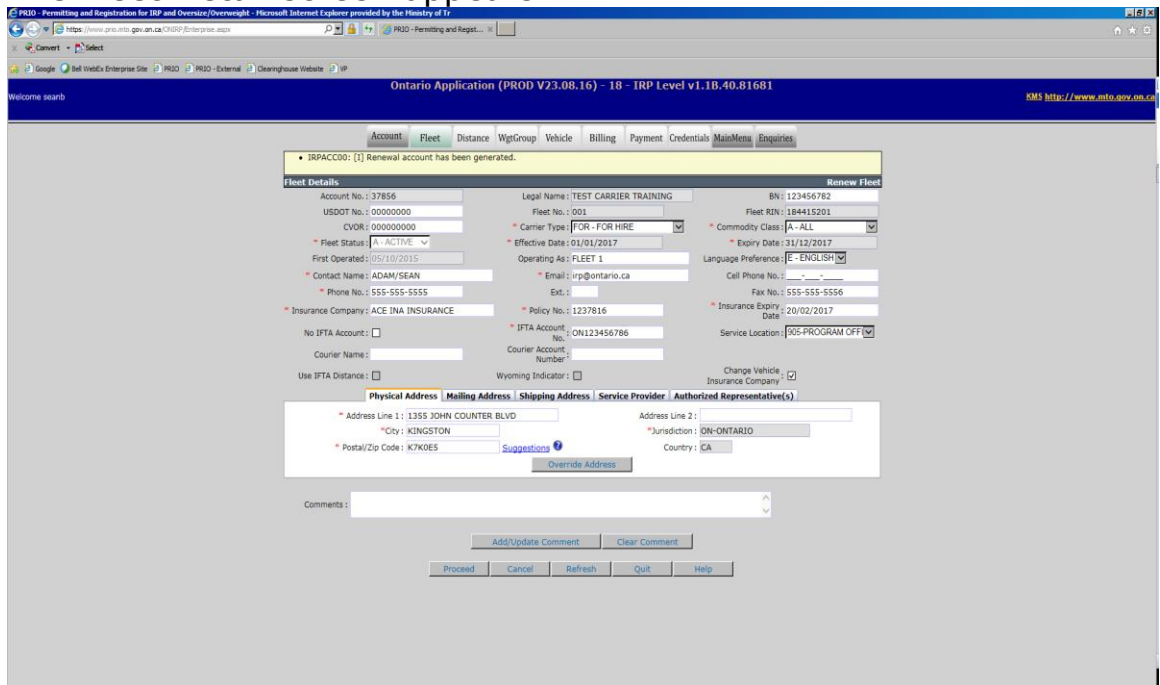
Note: Your Client (CVOR) information will be displayed in protected fields. The tabs in the menu will turn green to let you know what process you are performing.

The Client Detail Verification screen appears:



9. Click **Proceed** to continue.

The Fleet Detail screen appears:



Informational messages will appear at the top of the page.

- Update the appropriate fields, click the **Proceed** button at the bottom of the screen:

Note: If you receive an error message (PC Lookup), verify your address is correct. If applicable, click on Mailing Address and Shipping Address tabs to check additional addresses. If your address does not need to be corrected, click on the "Address Override button."

The Client Detail Verification screen appears (please verify information):

The screenshot shows a web application interface for 'Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.18.40.61681'. The main content area is titled 'Fleet Details Verification' and contains several sections:

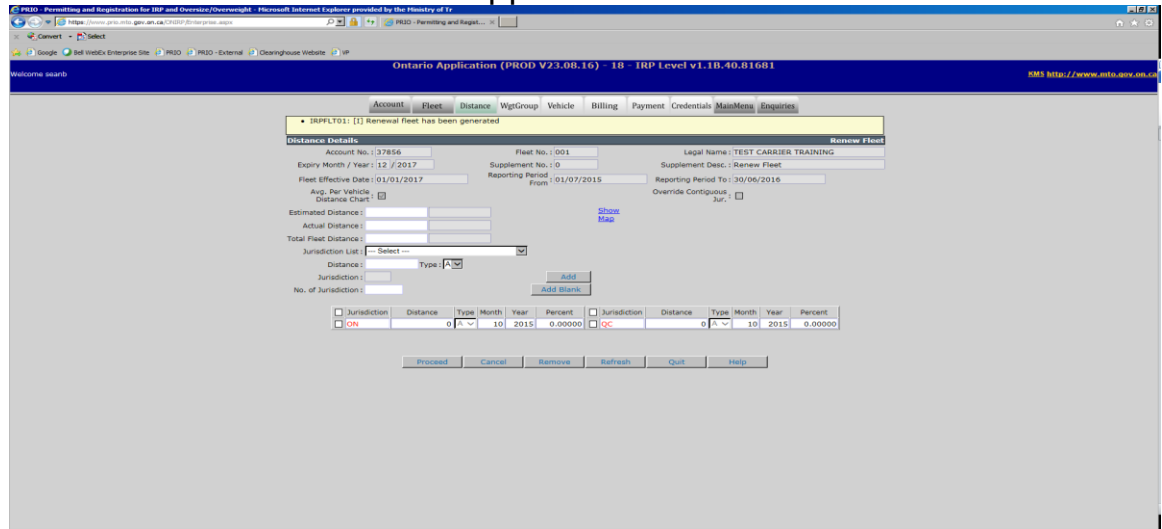
- Account:** Account No.: 37836, UICOTT No.: 10000000, CVOR: 00000000, Fleet Status: A - ACTIVE, First Operated: 05/10/2013, Contact Name: ADAM/SEAN, Phone No.: 555-555-5555, Insurance Company: ACE INA INSURANCE, No. IFTA Account: N, Counter Name: Use IFTA Distance: N.
- Legal Name:** TEST CARRIER TRAINING, Fleet No.: 001, Carrier Type: FOR - FOR HIRE, Effective Date: 01/01/2017, Operating As: FLEET 1, Email: t1p@ontario.ca, Ext.:
- Renewal Fleet:** BN: 123456782, Fleet No.: 18441201, Commodity Class: A - ALL, Expiry Date: 31/12/2017, Language Preference: E - ENGLISH, Cell Phone No.: , Fax No.: 555-555-5556, Insurance Expiry Date: 20/02/2017, Service Location: BUS-PROGRAM OFFICE, Change Vehicle Insurance Company: Y.
- Physical Address:** Address Line 1: 1355 JOHN COUNTER BLVD, City: KINGSTON, Postal/Zip Code: K7N 0S5, Jurisdiction: ON-ONTARIO, Country: CA.
- Mailing Address:** Address Line 1: , City: , Postal/Zip Code: , Jurisdiction: , Country: .
- Shipping Address:** Address Line 1: , City: , Postal/Zip Code: , Jurisdiction: , Country: .
- Service Provider:** Selected Provider: , Power of Attorney: N, Phone No.: , Ext.: , Email: , Fax No.: , Address Line 1: , City: , Postal/Zip Code: , Jurisdiction: , Country: .
- Authorized Representative(s):** A table with columns: Name, Email, Phone No., Ext.

At the bottom of the screen, there are 'Proceed' and 'Back' buttons.

11. Click **Proceed** to continue.

Note: From this point forward, you can click “**Quit**” to exit the renewal without losing progress on all prior screens, however, “**Cancel**” will delete the entire renewal.

The Distance Detail screen appears:



12. Update individual Jurisdiction mileage as well as ACTUAL DISTANCE and TOTAL FLEET DISTANCE, click **Proceed**.

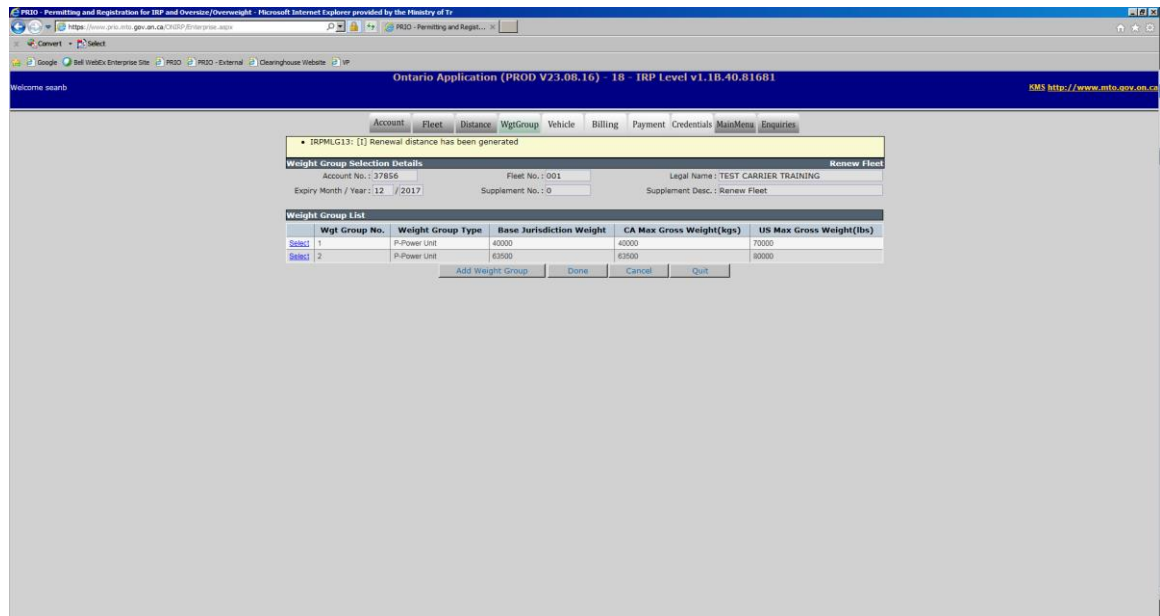
Note: Last year’s jurisdictions will appear in red.

The Distance Detail Verification screen appears:

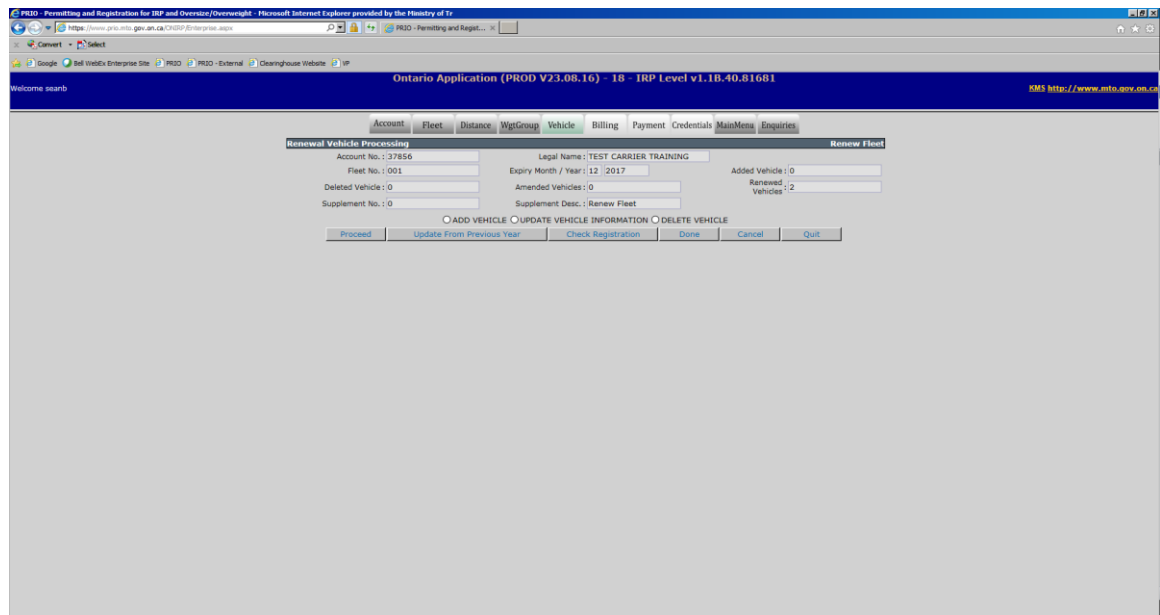


13. Click **Proceed** to continue.

14. The Weight Group Detail screen appears, click **Done**.



The Renewal Vehicle Processing screen appears:



Note: Clicking on the “Check Registration” button will inform you if there are any plates that are unattached.

15. Click **Done** to move on to billing.

You have now completed a Straight Renewal. Please see Billing and Payment as well as Web Processing walkthrough modules for information on those steps.

Note: Changes made to any of the address fields or any of the vehicles in the renewal will result in a new ownership(s) being required and the current ownership(s) must be submitted to the IRP Office.