# Straight Renewal

To complete a Straight Renewal:

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

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	Ontario Ministry of Transportation	
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	For general IBB information, please contact the IBP Angrain Office at 416-235-3922 or 1-866-987-6370 (within Ontario) or a mail enquines to: <a href="https://www.communication.com">https://www.communication.com</a> or 416-246-7106 dot300 or email enquines to oggoerningsmenning	
	Our office hours are Monday through Friday 8:30 AM – 5:00 PM EST.	
	Announcements	
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#### The following screen appears:

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- 3. Hold mouse over **SUPPLEMENTS.** 
  - A drop-down munu 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.

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	Fleet Search Renew Fleet	
	* Account No.: 37856 Fleet No.: 1 Fleet Expiry Year: 2016 ×	
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7. Click the **Proceed** button.

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

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	Account Fleet Distance Wg	tGroup Vehicle Billing Payment Credent	tials MainMenu Enquiries	
	Client Details		Renew Fleet	
	Account No. : 37850	BN: 123456782	Client Status : A - ACTIVE	
	RIN Type: R - PARENT RIN	RIN/CVOR: 184414486		
	Instances Chent Dotails	Operating	Contact	
	Legis Name. Test CARATER TRAINING	As	Name 1	
	Call Phone No. 1	Email	Park No. 1	
		Physical Address   Mailing Address		
	Address Line 1 : 12EE JOHN COUNTED BLVD	Address Line 21		
	City: KINGSTON	Jurisdiction : ON-ONTABIO	2	
	Postal/Zip Code : K7K0E5	Country : CA		
	IRP Account Details			
	IRP Account Status : A - ACTIVE			
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## 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:

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	Account Fleet Distance	WgtGroup Vehicle Billing Payment Cr	edentials MainMenu Enquiries	
	Client Details Verification		Renew Fleet	
	Account No. : 37856	BN : 123456782	Client Status : A - ACTIVE	
	Business Client Details	KDQCVOK: 184414480		
	Legal Name : TEST CARRIER TRAINING	Operating As :	Contact Name :	
	Business Phone :	Ext. :	Fax No. :	
	Cell Phone No. :	Email:		
	Address Line 1:13355 JOHN COUNTER BLVD	Address Line 2 :		
	City : KINGSTON	Jurisdiction : ON-ONTARIO		
	Postal/Zip Code : K7K 0E5	Country : CA		
	Mailing Address	Address Line 7		
	City :	Jurisdiction :		
	Postal/Zip Code :	Country :		
	IRP Account Details			
	IRP Account Status : A - ACTIVE			
		Proceed Back		

9. Click **Proceed** to continue.

#### The Fleet Detail screen appears:

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	Fleet Details	Logi Name TEST CARDIES TRAINING	Renew Fleet	
	ACCOUNT NO. 2 37850	Elect No + 001	BN: 123450762	
	CVDR: 00000000	* Carrier Type: FOR - FOR HIRF	Commodity Class: A-AII	
	Fleet Status: A - ACTIVE	* Effective Date: 01/01/2017	Expiry Date: 31/12/2017	
	First Operated : 05/10/2015	Operating As: FLEET 1	Language Preference : E - ENGLISH	
	Contact Name: ADAM/SEAN	Email: irp@ontario.ca	Cell Phone No.:	
	* Phone No. : 555-555-5555	Ext.:	Fax No.: 555-555-5556	
	" Insurance Company: ACE INA INSURANCE	Pelicy No.: 1237816	<ul> <li>Insurance Expiry 20/02/2017</li> </ul>	
	No IFTA Account:	* IFTA Account : ON123456786	Service Location : 905-PROGRAM OFF	
	Courier Name :	Courier Account		
	Use IFTA Distance : 🔲	Wyoming Indicator : 🔲	Change Vehicle :	
	Physical Address Mailing	Address Shipping Address Service Provider	Authorized Representative(s)	
	Address Line 1: 1355 JOHN COUN	ITER BLVD Address L	ine 2 :	
	"City: KINGSTON	"Jurisdi	ction : ON-ONTARIO	
	* Postal/Zip Code : K7K0E5	Suggestions 🕑 Col	untry : CA	
		Override Address		
	Comments :		0	
		Add/Update Comment Clear Commen	s [	
	-			
	Proceed	Cancel Refresh Quit	Help	

Informational messages will appear at the top of the page.

10. 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):

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	Account two: 137856 - USDOTT ho: 00000000 CVOR: 000000000 Prest Status: A - ACTIV First Downable: 001/10/2015 Contact Name: ADAM/SEAN Priora No: 135-353-355 Instrance Commenty: ACE INA INSURANCE	Legar Name: TEST CARRIER TRAINING Filest No: 1001 Carrier Type: FOR - FOR HIRE Effective Date: 10/01/2017 Operating As: FLEET Effective Date: 10/01/2017 Operating As: FLEET Effective Date: 10/01/2017 Filest Processing Statement Filest Processing Statement	Bit 123495/82 File: Rit: 124415201 Commonly Class & A. Al. Exploy Date: 21/12/2017 Language Preference: E + ENGLISH Cell Phone No: Prax No: 1553-155-5556 Insurance Exploy Date: 28/02/2017	
	Courier Name :	Counter Account Number :	Service couston : POPPROUND OFFICE	
	Use IFTA Distance / N	Wyoming Indicator : N	Change Vehicle Insurance	
	Physical Address		Company	
	Address Line 1 : 1355 JOHN COUNTER BLV City : KINGSTON Postal/Zip Code : K7K 0E5	D Address Line 2 : Jurisdiction : ON-ONTARIO Country : CA		
	Mailing Address			
	Postal/Zip Code :	Jurisdiction : Country t		
	Shipping Address			
	Address Line 1 ; City r Postal/Zip Code :	Address Une 2 : Juriediction t Country t		
	Service Provider Service Provider I Power of Attorney : N Phone No. 1 Ext. 1	Email : Fax No. 1		
	Address Line 11	Address Line		
	City : Postal/Zip Code 1	Junisdiction : Country (		
	Kumunzen Representative(s)	mail Phon	No. Ext	
		Phone	Ext.	
		Proceed Back		

### 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.



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• IRF	LTO1: [I] Renewal fleet has been generated	
Distance	Details Renew Fleet	
	Account No. : 37856 Fleet No. : 001 Legal Name : TEST CARRIER TRAINING	
Expiry	onth / Year : 12 / 2017 Supplement No.: 0 Supplement Desc. : Renew Fleet	
Fleet E	ective Date: 01/01/2017 Reporting Period To: 30/06/2016 From 101/07/2015 Reporting Period To: 30/06/2016	
Av; D	Per Vehicle Override Contiguous :	
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12. Update individual Jurisdiction mileage as wells as ACTUAL DISTANCE and TOTAL FLEET DISTANCE, click **Proceed**.

**Note:** Last year's jurisdictions will appear in red.

The Distance Detail Verification screen appears:

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	Distance Details Renew Fleet	
	Account No.: 37856 Filet No.: 001 Legal Name: TEST CARRIER TRAINING Evining Month / Vesser 10 / 2017 Simplement No.: 0 Simplement Desr / Beard Filet	
	Fleet Effective Date: 01/01/2017 Reporting Period From: 01/07/2015 Reporting Period To: 30/06/2016	
	Avg. Per Vehicle Distance Chart Y Override Contiguous Jur. N	
	Actual Distance : 68,493 Estimated Distance : 0	
	Total Fleet Distance : 68,493	
	Jurisdiction Distance Type Month Year Percent Jurisdiction Distance Type Month Year Percent	
	UN 00,495 A 10 2015 65.2200 C 7,996 A 10 2015 11.07700	
	Proceed Back back with kerresh	

- 13. Click **Proceed** to continue.
- 14. The Weight Group Detail screen appears, click **Done**.



The Renewal Vehicle Processing screen appears:

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	Renewal Vehicle Processing Renew Fleet	
	Account No. : 37856 Legal Name : TEST CARIER TRAINING	
	Preet No. 1001 Expiry Homm / Tear 12 2017 Addeed Vences 0 Renewed	
	Dentered Venicies: 0 Americaes Venicies: 0 Vehicles: 2 Vehicles: 2	
	aupprement, no. 10 aupprement, Des. 1, Kenney Heet	
	Proceed Lindate From Provides Year Check Registration Done Cancel Quit	

**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.