# IRP Renewals

### Introduction

IRP renewals can be processed beginning December 1st for the upcoming year, with a grace period through March 1st.

IRP Carriers must have actual reporting mileage for the current reporting year June-July.

### Learning Objectives

After completing this chapter, you will be able to:

* Identify Documents Needed for IRP Renewal
* Reprint an IRP Renewal Packet
* Look Up USDOT in SAFER
* Complete an IRP Renewal
* Update and Delete Vehicles during an IRP Renewal

### Lab 3-1 Instructor Notes:

Renewals can be processed beginning December 1st, follow your business process, some counties choose to wait until January 1 to begin processing renewals.

## Lab 4-1: Reprinting an IRP Renewal Packet

A renewal packet is required when a customer is renewing their fleet or fleets. You will need to print the renewal packet for each fleet and review all their information and notate any changes (customer or vehicle information).

1. Click the **Select Customer** menu.

The **Customer** window displays

1. Click the **Account No:** drop-down list and select the correct account number.
2. Click the **Fleet No. – Fleet Expiration Year** drop-down list and select the correct fleet.
3. Click the **Proceed** button.
4. Click the **Applications** menu, and then select **IRP & CMV**.
5. Click the **Reprint** menu, and then select **Renewal**.

The **Reprint Renewal Notice** search window displays.

**Note:** The information is pre-populated from your customer search.

1. Click the **Proceed** button.

The Renewal Application PDF form displays.

Make a note of the weight group information within the account, if any vehicles are 54,001 pounds or more, you will need to collect the HVUT-2290 form. The vehicle or vehicles must be listed on the 2290 form.

1. Print the documents and close the window.

Repeat steps 6-8 for additional fleets.

1. Click the **Quit** button on the **Reprint Renewal Notice** window.

**Notes:**

## Lab 4-2: Look Up USDOT in SAFER

You will need to verify your customer’s USDOT number on the Safety and Fitness Electronic Records System (SAFER) website prior to renewing their IRP vehicle.

1. Launch your Internet browser and go to the SAFER website.

(<https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>)

The **Company Snapshot** window opens. A snapshot is a condensed view of the company’s profile. It includes information on the company’s location, identification numbers, entity type, cargo carried or shipped, inspection summary, crash summary, and safety rating.

1. Type the **USDOT** number in the **Enter Value** field.

**Note:** If the customer is a **Registrant Only**, use the Motor Carriers DOT number in your search (Registrant Only is covered in a later lab).

1. Click the **Search** button.

The **Company Snapshot** page displays.

1. Verify the **Operating Status** is **Active** or **Authorized For**.

**Note:** If the Operating Status is **Inactive** or **Out of Service**, the customer must contact the Federal Motor Carrier Safety Administration (FMCSA) or the Kansas Corporation Commission (KCC) to resolve the issue. If the status is **Not Authorized**, contact KCoVRS support for authorization to continue.

**FYI:** You can click the field name links to see helpful definitions.

1. Verify the **USDOT#** and **Name** match the customer’s documentation.
2. Verify **MCS-150 Form Date**.

**Note:** The Motor Identification Report (MCS-150) must be updated every two years in Kansas. If the date is close to expiration remind the customer that their renewal is coming up.

1. Close your internet browser.

**Notes:**

## Lab 4-3: IRP Renewal, Updating and Deleting a Vehicle

IRP renewals can be processed beginning December 1st for the upcoming year, with a grace period through March 1st. Verify all customer information and the validity of their DOT before performing the renewal. Each fleet within an account must be renewed separately.

Vehicles can be updated or deleted during an IRP renewal. The only time a vehicle can be deleted from an account by a county representative is during a renewal. If a vehicle needs to be deleted at any time other than at renewal this must be done by state personnel.

Customer information cannot be changed during a renewal. If there is a change to the customer name or DBA, you will need to have a county IRP/state office make those changes prior to performing the renewal supplement.

**Important: Only IRP county offices or the state can review and verify documentation for IRP renewals you perform.**

**Documentation:**

Renewal documents:

* HVUT 2290
* MCS-150
* Unified Carrier Registration (UCR)
* Insurance
* Signed invoice

1. Click the **Applications** menu, and then select **IRP & CMV**
2. Click the **Supplement** menu, and then select **Renew Fleet.**

The **Fleet Search** window displays. The **Account Number**, **Fleet Number**, and **Fleet Expiration** year fields will auto-populate.

1. Click the **Proceed** button.

The **Customer Details** window displays.

1. Click the **Proceed** button.

The **Customer Details Verification** window displays.

1. Click the **Proceed** button.

The **Fleet Details** window displays.

1. Click the **Proceed** button.

The **Fleet Details Verification** window displays.

1. Click the **Proceed** button.

The **Distance Details** window displays. Enter in the table the mileage for each state traveled.

**Note**: For accounts that have reported the mileage to Kansas IFTA, your mileage will auto populate upon clicking the first Proceed button. If the account’s mileage does not populate, you will need to manually enter the miles that they recorded on their renewal packet.

If your company was not in business for the previous IFTA mileage reporting period, you will need to contact KDOR or your local county to request estimated mileage.

1. Click the **Proceed** button.

The **Distance Details Verification** window displays.

1. Click the **Proceed** button.

The **Weight Group Selection Details** window displays. Verify the information.

1. Click the **Done** button.

The **Renewal Vehicle Processing** window displays.

**Updating a Vehicle**

1. Click the **Update Vehicle Information** radio button.
2. Click the **Proceed** button.

The **Change Vehicle Details** window displays.

1. Select the applicable VIN from the **VIN:** drop-down list.

**Note:** If the VIN is not on the list, type the first few letters/numbers in the VIN field.

1. Click the **Find** button.

Update the applicable information. For training, we will increase the weight group.

1. In the **Comments** section, make note of the change being made.
2. Click the **Add/Update Comment** button.
3. Click the **Proceed** button.

The **Vehicle Details Verification** window displays.

1. Verify the vehicle information and if any changes are required, click the **Back** button; otherwise proceed.
2. Click the **Proceed** button.

The **Change Vehicle Details** window displays.

1. Click the **Done** button.

The **Renewal Vehicle Processing** window displays.

**Deleting a Vehicle**

1. Click the **Delete Vehicle** radio button.
2. Click the **Proceed** button.

The **Vehicle Details** window displays.

1. Select the **Check Box** for the vehicle to be deleted.
2. Click the **Proceed** button.

**Important:** Verify the correct vehicle has been deleted.

1. If changes are required, click the **Back** button; otherwise proceed.
2. Click the **Proceed** button.

The **Vehicle Details** window displays.

1. Click the **Done** button.

The **Renewal Vehicle Processing** window displays.

1. Click the **Done** button.

The **Billing Details** window displays.

1. Click the **Quarterly Payment** checkbox, if applicable.

**Note:** Trailer fleets or amounts less than $300 cannot select quarterly pay.

1. Click the **Proceed** button.

The **Billing Details** window displays. Verify the billing information.

1. Click the **Proceed** button.

The **Billing PDF** window displays with itemized bills, and vouchers.

**Note:** Temporary credentials are not available for renewals. Payment in full or quarterly pay are the only options for renewal payments.

1. Print the billing, and then close the **Billing PDF** window. – customer needs to sign the invoice.
2. Click the **Proceed** button.

The **Payment Verification** window displays.

1. Click the **Proceed** button.

The **Cart View** window displays.

1. Click the **Proceed** button.

The **Payment Details** window displays.

1. In the **Payment Type** drop-down list, select **CMV-Escrow Credit Available.**
2. Click the **Proceed** button.

The **Payment Details** window displays. Verify the payment by escrow information.

1. Click the **Complete** button.

The **Payment Receipt** window displays. Print the receipt and close the window.

Submit the documentation to the state or and IRP county for review and verification. Credentials will be issued after the final review.

**You have completed Chapter 4 on IRP Renewals. You may now complete the summary exercise questions for this chapter.**