Add Vehicle Supplement

**Note:** The effective date of a supplement is the same date that it is created by the online users and cannot be changed.

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

To create Add Vehicle Supplement:

1. On the IRP Level Screen, hold mouse over **SUPPLEMENT**. A drop-down menu appears.
2. From the menu, click **Add Vehicle**.
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.

**Note:** A vehicle **cannot** be added if the vehicle is coming from Out of Province/Country, the vehicle owner is being transferred or the vehicle is new and has not yet been registered in Ontario. If you are the plate and vehicle owner a transfer is required by the IRP office to put the vehicle in the prorate (IRP) RIN.
6. On the Vehicle Details screen, under the heading, **VEHICLE SEARCH CRITERIA** type the VIN in the VIN field.

7. Click **Find**.

   The system will populate most of the vehicle information.
8. Enter the information in the remaining required fields indicated by a red asterix. These fields include:

- **UNIT NO.**
- **VEHICLE TYPE (TT = TRUCK AND TRAILER, TR = TRUCK)**
- **COMBINED AXLES (ONLY IF THE VEHICLE TYPE IS TRACTOR-TRAILER)**
- **WEIGHT GROUP NO.**
- **PURCHASE PRICE (USE THE TAXABLE VALUE FROM THE BILL OF SALE, THIS IS TOTAL PRICE OF THE VEHICLE BEFORE TAXES)**
- **PURCHASE DATE**
9. When all information has been entered, click **Proceed**.

The Vehicle Details Verification screen appears (please verify information):
10. To complete adding the vehicle, click the **Proceed** button.

   The blank vehicle screen appears:

11. If required, you may add more vehicles. Once all vehicles have been added, click **Done** to move on to Billing.