

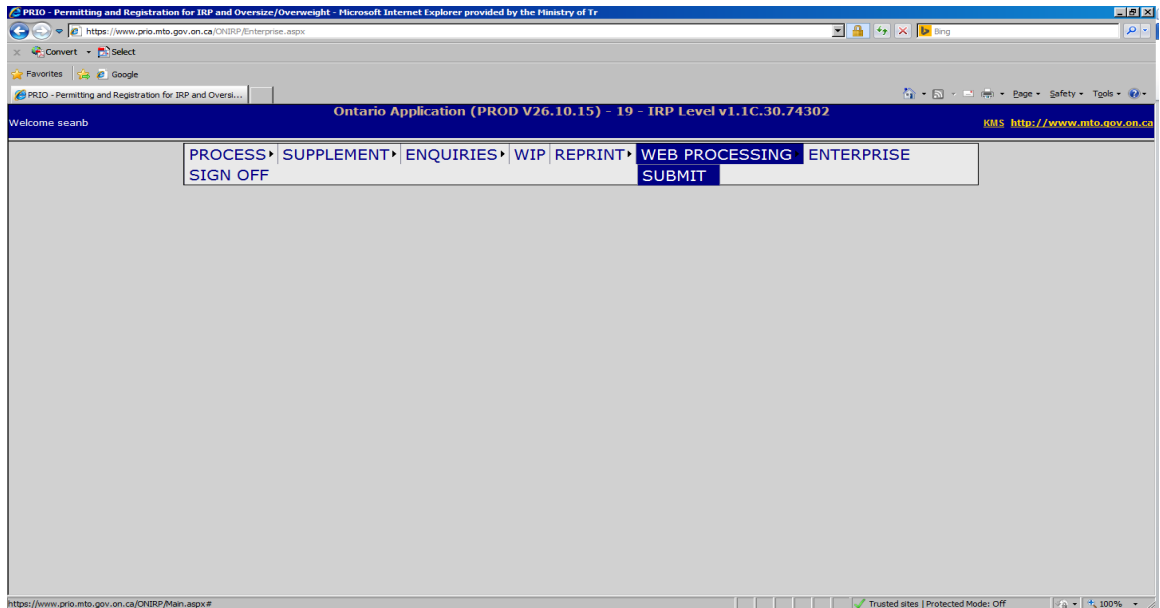
Web Processing

Once you have invoiced and/or paid your supplement online, you must submit it to an IRP office through the web processing menu.

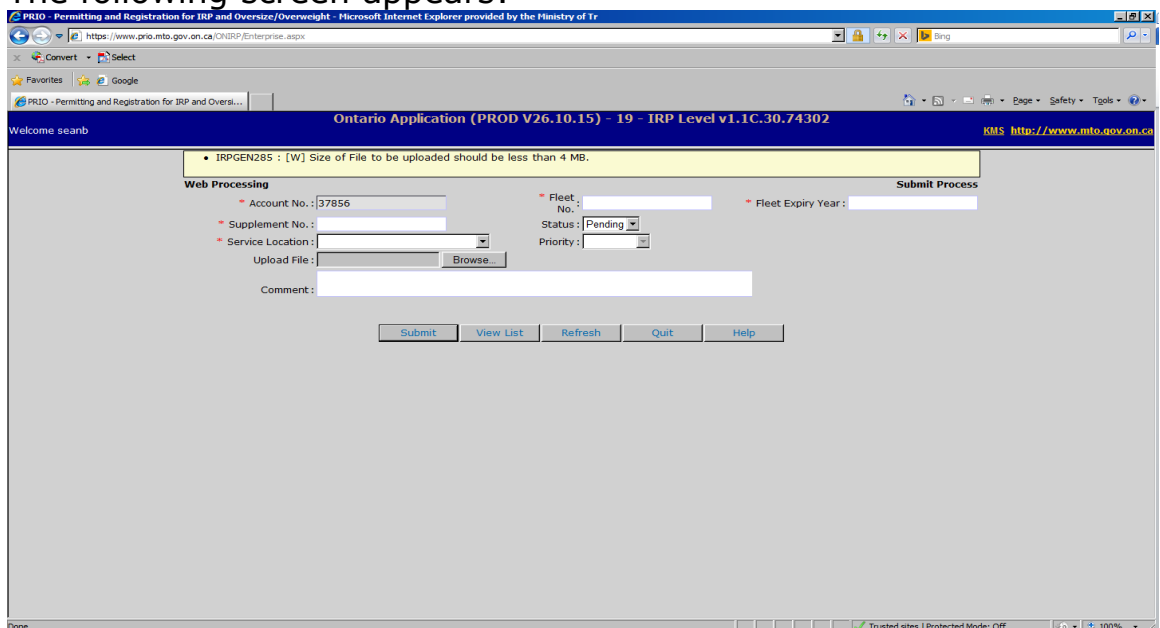
1. Hold mouse over **WEB PROCESSING**.

A drop-down menu appears.

2. From the menu, click **SUBMIT**.



The following screen appears:



3. Enter the FLEET NO., FLEET EXPIRY YEAR, AND SUPPLEMENT NO. where indicated.
4. Select a SERVICE LOCATION from the drop-down menu.
5. Click **Browse** and a pop up will appear to select your document.

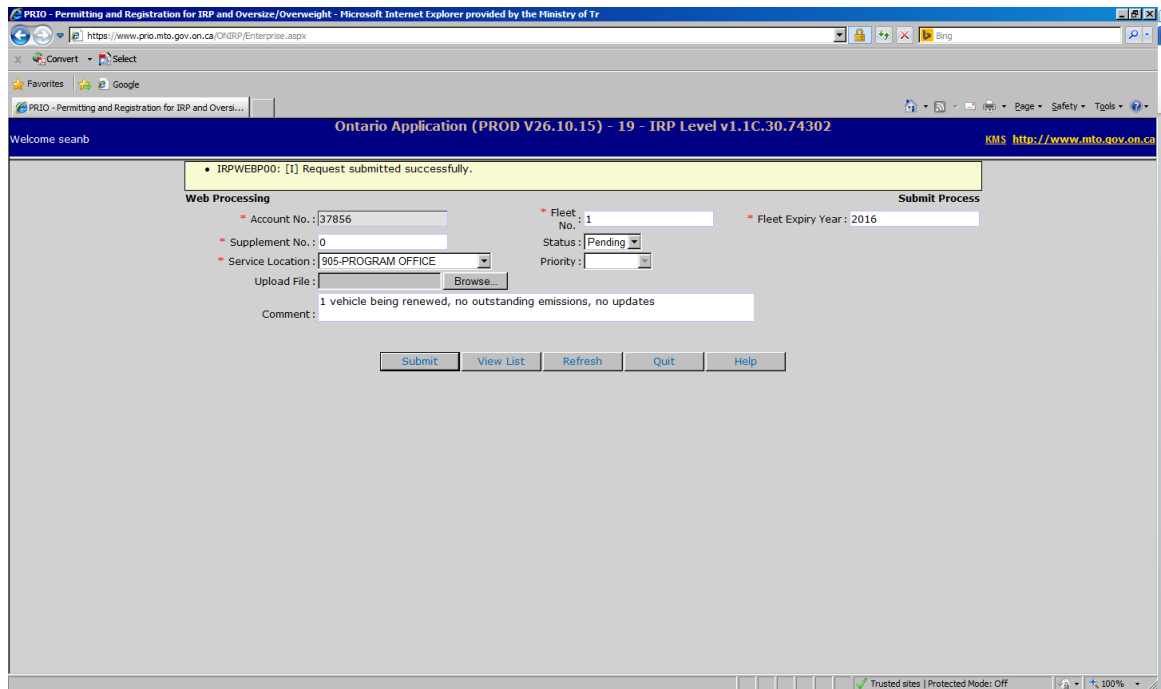
Note: There is an upload restriction of 4 MB and only one document can be selected. You can scan multiple documents into one PDF document and upload it (e.g. Bill of sale, lease agreement, etc.)

6. Enter pertinent information in the comment section.

You may include any changes that were made, number of vehicles being renewed, or any outstanding documents.

7. Click **Submit** when all information has been correctly entered.

A confirmation message will appear. You may call the IRP office to make an appointment to pick up your credentials.



8. Click **Quit** to exit.