



IRP Online Transaction Guide

June 2020



Indiana Department of Revenue

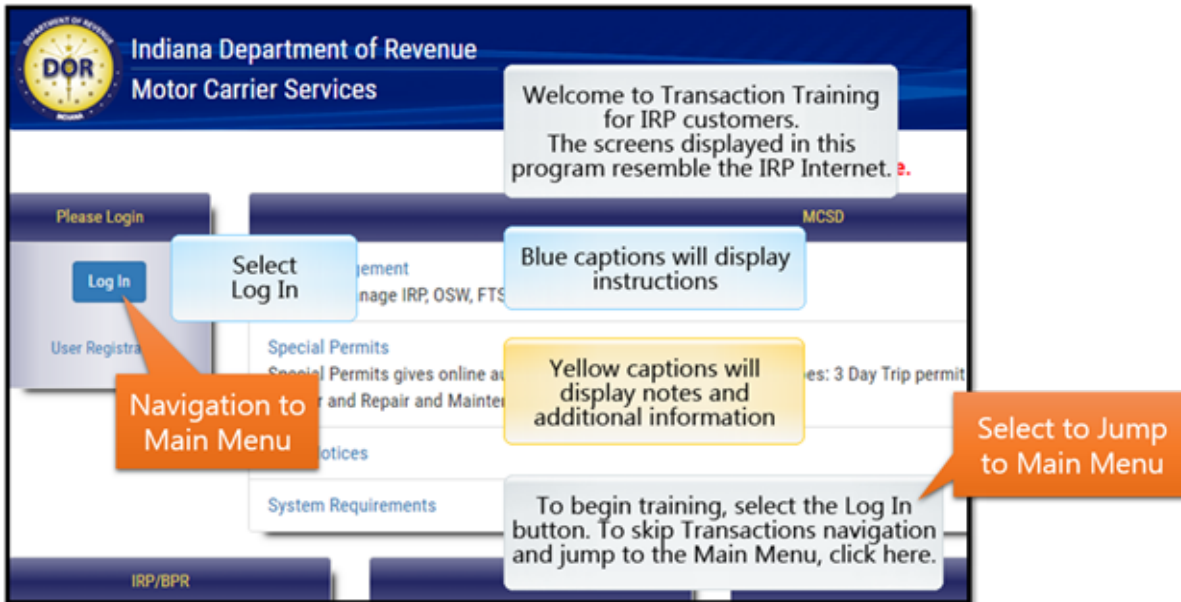
Table of Contents

Navigation	2
Main Menu	3
Training Link	3
Additional Notes	3
General	3
Carrier Types	3
Vehicle Search for Large Carriers	4
Copy Transaction Feature	4
Uploads	4
Billing	4

Navigation

The training program for IRP Transactions is a simulation located via URL. Please see below for instructions regarding general navigation, notes, and prompts you will see in the material.

The image below is taken from the first slide you will see. There are three separate types of notes throughout the training slides: grey notes contain general navigation instructions, yellow notes contain additional notes and information regarding the content on the slide, and blue notes contain prompts to guide you through each process.



There will be a bar shown at the bottom of each slide. Please refrain from using this bar unless you are going back, rewinding, or selecting Play at the beginning of a transaction section. Do not use the fast forward button – follow the blue prompts to progress. The Play button is located at the beginning of each section in two places. Select either option to begin.

Bottom Bar:



Main Play button:

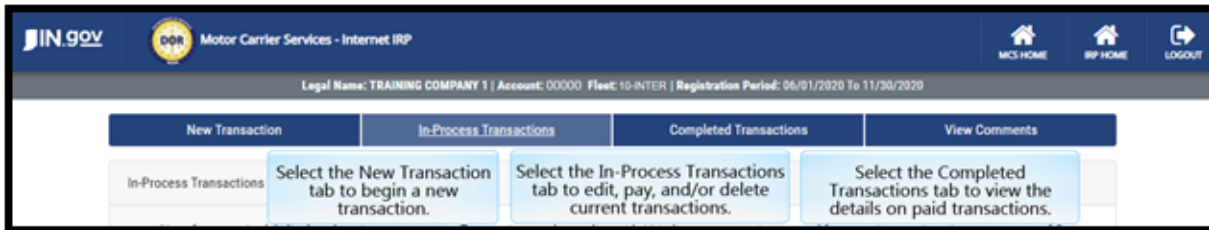


After playing each section, read all notes in the order they appear. You will be unable to progress until the blue prompt appears and gives instructions for the next step. Please note there is no audio in the training simulation.

Main Menu

Please note that some sections in the Main Menu and New Transactions screens shown below will open in a new browser window. After completing the different sections, you can always close the browser and use the training link provided in the next section to reopen the main menu if needed.

Main Menu Image



New Transactions Menu Image



Training Link

[Click here to open the training in a new browser window.](#)

Please review the additional notes added to this guide in the section below.

Additional Notes

General

Transactions need to be billed and paid in sequential order.

Vehicles in a Manual Add Vehicle or Plate Transfer transaction will have the vehicle details pre-filled if they are already available in the MCS database.

Carrier Types

Small carriers have less than 100 vehicles, medium carriers have 100-300 vehicles, and large carriers have over 300 vehicles. The table below shows the manual and upload options for each carrier type.

User Type	Vehicle Count	Manual	Upload
Small Carrier	< 100	Yes	No
Medium Carrier	100-300	Yes	Yes
Large Carrier	> 300	No	Yes

Vehicle Search for Large Carriers

Large carriers will need to search for the specific vehicle(s) when completing transactions. They will not see a list of vehicles appear as it would with small and medium carriers. Vehicles can be found using the unit number, VIN, or plate number as shown in the image below.

Vehicle Search

- Select a search criteria, and enter a search value to retrieve a list of vehicles from the fleet.
- Once edit's are complete on vehicles from the search results, you can search for additional vehicles for edit.

Search Criteria Search Value

Unit Number [Text Input] Search

Unit Number
VIN
Plate Number

Copy Transaction Feature

There is a feature that allows you to copy the transaction to the next registration period if your renewal is paid. The transaction will be automatically created in the next registration period. This is only available for manual transactions, not uploads.

You may see this appear in delete vehicle, add vehicle, plate transfer, replacement plate, and weight increase transactions if the transactions are eligible and if the transaction is manual, not an upload.

Uploads

Please note that each upload simulation purposely includes an error in the data that is populated during the first upload so that error correction can be demonstrated afterward.

Always use the template file available in the system and keep the same filename of the template that you download. The current file version is 4-0. To avoid errors, do not change the filename of the template you are uploading – simply save it and note the location where it is saved on your computer prior to uploading.

Skipped errors will not be a part of the transaction.

Billing

Billing options vary depending on carrier sizes.

You are eligible for live, immediate billing if you have 500 vehicles or less.

Carriers with 501-2000 vehicles will receive a dashboard alert regarding batch billing, which takes 1-3 days.

Carriers with 2001-4000 vehicles will receive a dashboard alert regarding batch billing, which takes 3-5 days.

Carriers with over 4000 vehicles will need to call the IRP section at 317-615-7340 in order to schedule the bill.