

# Alberta Transportation International Registration Plan (IRP) Online System—ATIOS

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Logging in to ATIOS – Existing Users

# ATIOS – existing users log in

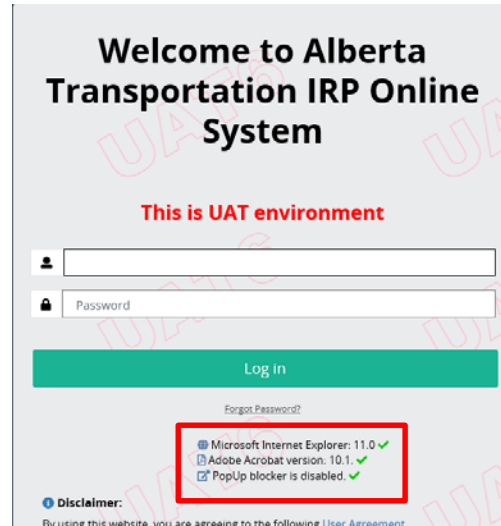
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- ATIOS log in process for existing Prorate clients

# ATIOS – browser requirements

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- At the login page, ATIOS will perform a check and notify you if you need to make any changes to use the application
  - For example, you may need to disable your computer's PopUp blocker, update your Adobe Acrobat, or use another web browser in order to successfully use ATIOS



The screenshot shows the login page for the Alberta Transportation IRP Online System. The page title is "Welcome to Alberta Transportation IRP Online System". Below the title, it says "This is UAT environment". There are two input fields: one for the username (with a person icon) and one for the password (with a lock icon). A green "Log in" button is below the password field. A "Forgot Password?" link is also present. At the bottom, there is a "Disclaimer" section with a red box highlighting the browser requirements:

- Microsoft Internet Explorer: 11.0 ✓
- Adobe Acrobat version: 10.1 ✓
- PopUp blocker is disabled. ✓

Below the disclaimer, it says "By using this website, you are agreeing to the following [User Agreement](#)".

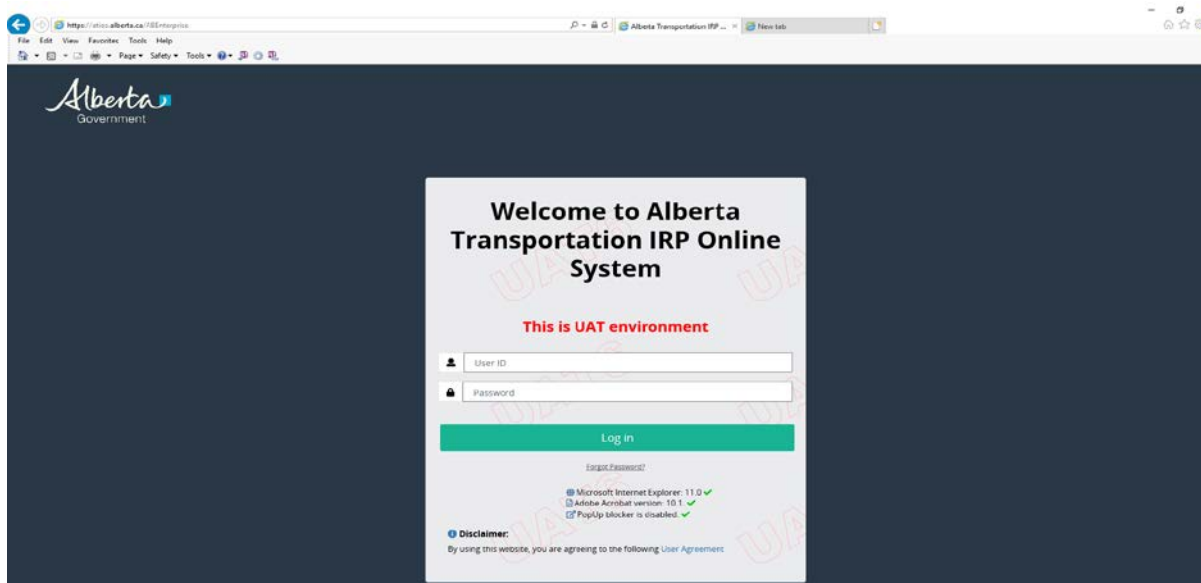
# ATIOS – browser requirements

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- ATIOS will work with current versions of the following browsers:
  - Internet Explorer
  - Microsoft Edge
  - Google Chrome
  - Firefox
- Additional requirements:
  - Adobe Acrobat
  - Your computer's Pop-up blocker must be disabled (Please refer to your browser's help system for instructions on disabling Pop-ups)

# ATIOS – existing users log in

- To log in to ATIOS for the first time, go to <https://atios.alberta.ca>
- As an existing Prorate client, your client information will have already been imported into ATIOS



# ATIOS – existing users log in

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**Welcome to Alberta  
Transportation IRP Online  
System**

**This is UAT environment**

User ID

Password

Log in

[Forgot Password?](#)

Microsoft Internet Explorer: 11.0 ✓  
Adobe Acrobat version: 10.1 ✓  
PopUp blocker is disabled ✓

**Disclaimer:**  
By using this website, you are agreeing to the following [User Agreement](#)

- Enter your user ID in the user ID field
- You will use the same user ID for ATIOS as you currently use to log into [Alberta Transportation Online Services](#):
  - Exception: If your user ID in Online Services contains a space or a dash it will be removed when it is converted over to ATIOS
    - For example, if your user ID is Steve Smith or Steve-Smith it will be changed to SteveSmith.

# ATIOS - user ID and password

Welcome to Alberta  
Transportation IRP Online  
System

This is UAT environment

User ID

Password

Log in

[Forgot Password?](#)

Microsoft Internet Explorer: 11.0 ✓  
Adobe Acrobat version: 10.1 ✓  
PopUp blocker is disabled ✓

**Disclaimer:**  
By using this website, you are agreeing to the following [User Agreement](#)

- Enter your temporary password in the password field
- For your first log in to ATIOS you will use a temporary password:
  - Your temporary password will be: P@ssword4 plus the last 5 digits of your MVID as it appears in your user profile in Online Services
  - For example, if your user ID in Online Services is Steve Smith and your MVID in Online Services is 0003-25864, your user ID in ATIOS will be SteveSmith and your temporary password will be P@ssword425864
- After your initial login, you will be prompted to reset your password to one of your choice, and provide security questions and answers so you can reset/recover your password in the future if required

# ATIOS - user agreement

- Click on the Alberta Transportation IRP Online System “ATIOS” USER AGREEMENT to review the user agreement
- Click on Agree or Cancel
  - To use ATIOS, you must Agree to the terms and conditions in the ATIOS User Agreement
- At this time, you may also choose to logout by clicking the Logout tab





# ATIOS – customer dashboard

- When you login this is the first screen you will see
- Your account number automatically populates for you
- Click on the Search button to bring up your company information

The screenshot displays the ATIOS Customer Dashboard. The top navigation bar includes the Alberta Government logo, the system name "Alberta Transportation IRP Online System - Enterprise (Environment: UAT6)", a search bar, and a "Logout" button. The left sidebar shows the user profile "GAYLE EXT [gs9999]", the role "WEB OFFICE EXTERNAL", and a menu with "Customer Dashboard", "Services", "Enterprise", "IRP", and "Support". The main content area is titled "Customer Dashboard" and features a "Search Customer Here" section. This section contains four input fields: "Account No.:" with the value "17942", "NSC:", "MVID:", and "Owner Name:". Below these fields are two buttons: "Search" (highlighted with a red box) and "Refresh". The background of the main content area is watermarked with "UAT6".

# ATIOS – customer dashboard

- Click on the Account number

The screenshot displays the ATIOS Customer Dashboard interface. At the top, the header includes the Alberta Government logo, the system name "Alberta Transportation IRP Online System - Enterprise (Environment: UAT6)", a menu finder, and a logout button. The left sidebar shows the user's name "GAYLE EXT [GS9999]" and navigation options for "Customer Dashboard", "Services", and "Support".

The main content area is titled "Customer Dashboard" and features a "Search Customer Here" section with input fields for "Account No." (containing 17942), "MVID", "NSC", and "Owner Name". Below these fields are "Search" and "Refresh" buttons. The "Search Details" section contains a table with one entry:

Account No.	MVID	NSC	Owner Name	Application Type
17942	00 [REDACTED]		ROGER TRAIL SERVICE INC	IRP

Below the table, it indicates "Showing 1 to 1 of 1 entries" and provides navigation controls: "First", "Previous", "1", "Next", "Last".

# ATIOS – customer dashboard

- This page has your company information including phone number, email address, physical and mailing address
- It also includes your pending transactions at the bottom of the page

The screenshot shows the 'Customer Dashboard' for 'ROGER TRAIL SERVICE INC'. The page is titled 'Alberta Transportation IRP Online System - Enterprise' and includes a 'Menu Finder' and 'Logout' button in the top right. The left sidebar shows the user 'GAYLE EXT' and navigation options like 'Customer Dashboard', 'Services', and 'Support'. The main content area is divided into three sections: 'Customer Summary', 'IRP Summary', and 'Pending Transactions'.

**Customer Summary**

**ROGER TRAIL SERVICE INC**

Account No.: 17942  
DBA Name: -  
MVID: 000-  
NSC: -  
Registrant Type: ORGANIZATION  
Last Updated User ID: LPOTTER

Customer Status: ACTIVE  
Email: @GOV.AB.CA  
Phone No.: 403-297-2520  
Ext.: -  
Alternate Phone: -  
Fax: -  
Last Updated On: 09/07/2019 01:59:18 PM

Physical Address: 10365 97 ST NW, EDMONTON, AB, T5J3W7  
Mailing Address: -  
Last Updated On: 09/07/2019 01:54:00 PM  
Last Updated User ID: LPOTTER

**IRP Summary**

Account No.: 17942  
Account Status: Active  
Old Account No.: 0

Fleet No.	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	08 / 2019		Active	4

Navigation: First Previous Next Last

**Pending Transactions**

Resume Service	Account No.	Owner Name	Trans Desc	Status	Trans Date
	17942	ROGER TRAIL SERVICE INC	AVV # 001 # 08/2019 # 008	Open/In Process	25/07/2019
	17942	ROGER TRAIL SERVICE INC	AVV # 001 # 08/2019 # 009	Open/In Process	25/07/2019

# ATIOS – customer dashboard

- Once you are done reviewing your company information, and want to begin a transaction, on the left hand side of the screen, click on Services and then IRP

The screenshot shows the 'Customer Dashboard' for 'ROGER TRAIL SERVICE INC'. The left sidebar contains navigation options: 'Services' (highlighted with a red box) and 'IRP' (also highlighted with a red box). The main content area is divided into two sections: 'Customer Summary' and 'IRP Summary'. The 'Customer Summary' section displays various account details, including Account No. 17942, DBA Name, MVID, NSC, Registrant Type (ORGANIZATION), and Last Updated User ID (LPOTTER). The 'IRP Summary' section shows Account No. 17942, Account Status (Active), and a table with Fleet No. 001 and Expiration Month / Year 08 / 2019. The bottom of the page shows the physical address: 10365 97 ST NW, EDMONTON, AB, T5J3W7, and the last updated time: 09/07/2019 01:54:00 PM.

Alberta Government  
v2.5.118369 (07/24/2019) | UAT6  
GAYLE EXT [GS9999]  
WEB OFFICE EXTERNAL  
Customer Dashboard  
Services  
Enterprise  
IRP  
Support

Alberta Transportation IRP Online System - Enterprise  
(Environment: UAT6)  
Customer Dashboard  
Back To Search

Customer Summary

ROGER TRAIL SERVICE INC

Account No.: 17942  
DBA Name: -  
MVID: 0006-  
NSC: -  
Registrant Type: ORGANIZATION  
Last Updated User ID: LPOTTER

Customer Status: ACTIVE  
Email: @GOV.AB.CA  
Phone No.: 403 - 297 - 2920  
Ext.: -  
Alternate Phone: -  
Fax: -  
Last Updated On: 09/07/2019 01:59:18 PM

IRP Summary

Account No.: 17942  
Account Status: Active

Fleet No.	Expiration Month / Year
001	08 / 2019

Physical Address Mailing Address

10365 97 ST NW  
EDMONTON, AB, T5J3W7

Last Updated On: 09/07/2019 01:54:00 PM  
Last Updated User ID: LPOTTER

# ATIOS – services - IRP

- From here you have the ability to select the kind of transaction you would like to process

Alberta Government  
Alberta Transportation IRP Online System - IRP  
[Enhancement: UATG]

Menu Finder... Logout

GEN1448 - (0) Please check Work in Progress to ensure that there are no open transactions before processing any new transactions.

Site Map  
Services / IRP

Account  
Account Inquiry

Fleet  
New Fleet  
Renew Fleet  
Fleet Inquiry

Weight Group  
Change Weight Group  
Weight Group Inquiry  
Weight Group Supplement Base Inquiry

Vehicle  
Add Vehicle  
Delete Vehicle  
Add / Delete Vehicle  
Modify Vehicle  
Combined

Vehicle Credential  
Document Replacement  
Replace Plate

Vehicle Inquiry  
Vehicle Inquiry  
Vehicle Supplement Inquiry  
Stored Credit Inquiry

Other  
Work In Progress

Reprint  
Invoice

Web Processing  
Submit

Error Correction  
Error Correction Undo Vehicle

Additional Inquiries  
Supplement Inquiry

Customer Dashboard  
Services  
Enterprise  
IRP  
Support

GAYLE EXT  
[ ps999 ]  
Web Office  
EXTERNAL

V1.2.2.117941 (2/11/2019) | UATG

# Questions?

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Contact Prorate Services  
[Prorate@gov.ab.ca](mailto:Prorate@gov.ab.ca)

