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

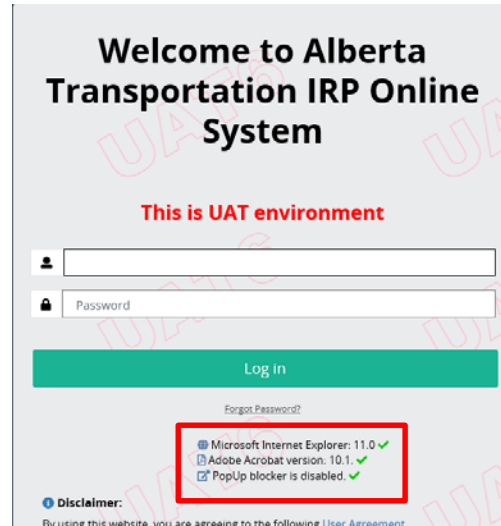## Logging in to ATIOS – Existing Users

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ATIOS – existing users log in

- ATIOS log in process for existing Prorate clients

ATIOS – browser requirements

- 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
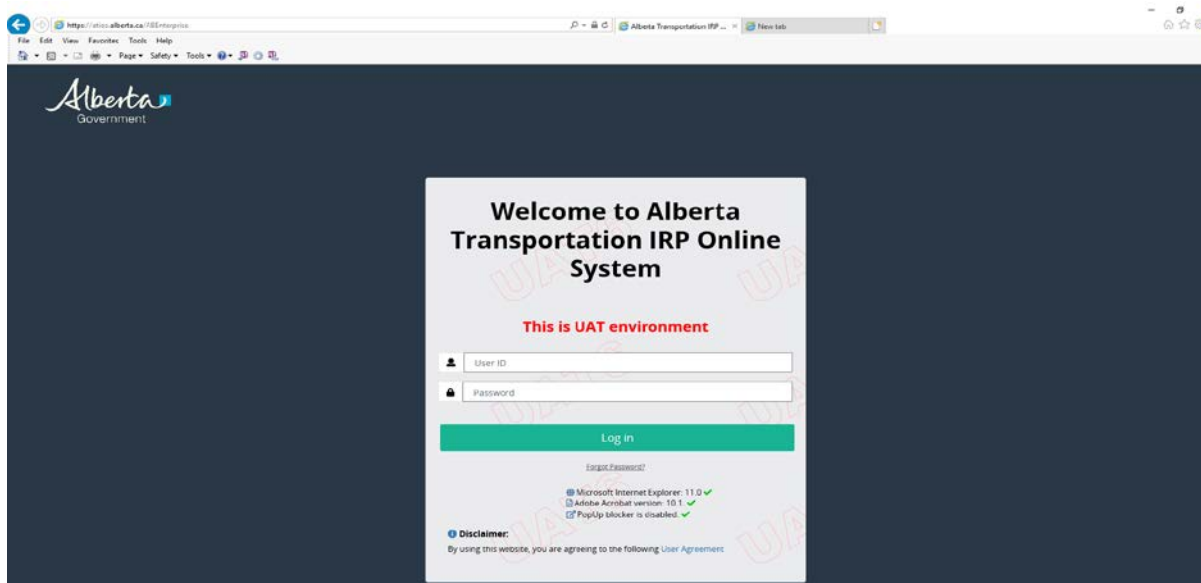
ATIOS – browser requirements

- 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)

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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

- 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:

  o 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

- 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
  - o 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 <u>Search</u> button to bring up your company information

ATIOS – customer dashboard

- Click on the <u>Account number</u>

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

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

ATIOS – services - IRP

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

Questions?

Contact Prorate Services
Prorate@gov.ab.ca

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