

# ATIOS

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

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### International Registration Plan (IRP)

The [International Registration Plan \(IRP\)](#) is a reciprocity agreement among states of the U.S., the District of Columbia and provinces of Canada that recognizes the registration of commercial motor vehicles issued by other jurisdictions. Motor carriers register with and pay fees to their home jurisdiction.

The prorate fees are based on the percentage of the total distance traveled in each IRP jurisdiction, according to that jurisdiction's fee schedule. These fees are then distributed to the appropriate jurisdictions.

Registered motor carriers receive a licence plate and cab cards which allow their fleets to travel through all IRP member jurisdictions.

### ATIOS

ATIOS is the new **Alberta Transportation IRP Online System**. ATIOS launched on July 29, 2019.

The system is used to administer, calculate, and disburse fees to national and international jurisdictions through the International Registration Plan (IRP). It is also used for maintaining and verifying vehicle, fleet, and carrier information, as well as receiving and tracking applications from Alberta carriers.

Alberta Transportation is moving to this new system to meet information standardization and compliance requirements mandated by the IRP agreement.

#### **ATIOS access**

You can access ATIOS at this web address: <https://atios.alberta.ca>

#### **ATIOS web requirements**

To use ATIOS you will need to use one of the following web browsers:

- Internet Explorer
- Edge
- Chrome
- Firefox

You will also need:

- Adobe Acrobat
- to make sure that the Pop-up blocker on your computer is disabled

ATIOS will perform a check when you log in and indicate if you are missing any of these requirements.

## ATIOS functions

Using ATIOS, a carrier or service provider can process the following supplements:

- fleet renewal
- add/delete vehicle from fleet
- transfer vehicle
- amend vehicle information
- change fleet details
- replace licence plate
- replace cab card

## ATIOS log in

Existing clients and any third party service providers have been emailed a link to ATIOS with information about your ATIOS user name and temporary password. Once you sign in, you can create a permanent password of your choice.

If for some reason you did not receive this email, access ATIOS here: <https://atios.alberta.ca> and follow these steps to sign in:

### User ID:

Use the same user name for ATIOS as you currently use to log in to [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.

### Password:

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 Motor Vehicle Identification (MVID) number 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.

Upon your initial log in you will be prompted to reset your password to one of your choice, and asked to provide security questions and answers so you can reset or recover your password in the future if required.

### Log in issues

If you run into any problems logging in to ATIOS for the first time, please review the log in information in the email sent by Prorate Service. Ensure that you are using the User ID and MVID that are linked to your [Alberta Transportation Online Services](#) account as this was the information pulled over to ATIOS.

New carriers can follow the [steps online](#) to create an IRP account and get started with ATIOS.

## Client profiles

Carriers that already have an existing Prorate IRP – Online Services account with Prorate Services will have their profiles, including fleet information, automatically moved over to ATIOS.

## Fleet year

In ATIOS, your fleet year will likely change:

- ATIOS will always go by the fleet expiry year; the previous system, Prorate IRP – Online Services (PIRPS) portal went by fleet year. In other words, ATIOS will use the end of the effective year (fleet expiry) versus PIRPS, which used the beginning of the effective fleet year.
  - For example:
    - ATIOS - July 2019 renewals will have a 2020 Fleet Expiration Year, as it expires in 2020
    - PIRPS - July 2019 renewal would have had a 2019 Fleet Year, as it is effective in 2019.

## Alberta Transportation Online Services

While the Prorate IRP – Online Services (PIRPS) portal is being replaced by ATIOS, all other systems on the Alberta Transportation Online Services page will remain the same and can be accessed as usual from the [Alberta Transportation Online Services](#) page. Your log in and profile information will not change on any of the other systems you may use on Alberta Transportation Online Services, such as the Transportation Routing and Vehicle Information System (TRAVIS).

## Emailing supplement requests

Fleet applications and Address and/or Name change forms will continue to be accepted by email.

**All other transactions must be done through ATIOS.**

## Fee notice payment

Fee notices must be paid at an Alberta registry office that processes Prorate registrations. They cannot be paid online.

Use the [Find a Registry Agent](#) page to find a registry agent in your area, and then inquire whether they offer Prorate registration services—not all registries do.

The registry agent will collect the full amount of the fee notice, in addition to their service fee.

**Effective July 29, 2019, all fee notice payments must be paid in full.** Partial fee notice payments were previously accepted, however, to be compliant with the IRP agreement, partial payments are no longer admissible and will no longer be approved.

This aligns with the practices of all other IRP jurisdictions, meets the IRP agreement requirements and ensures that Alberta's transfers to IRP jurisdictions are done in a timely manner.

Registry agent offices will not be able to process partial fee notice payments after July 29, 2019. Please contact Prorate Services for a revised fee notice/invoice if required.

Prorate Services  
Alberta Transportation  
Phone: (403) 297-2920  
Toll-free: Dial 310-0000 before the phone number (in Alberta)  
Email: [Prorate@gov.ab.ca](mailto:Prorate@gov.ab.ca)

## Outstanding fee notices

Any outstanding fee notices that were due prior to ATIOS' launch on July 29 had to be paid by July 25 at a registry office. If payment was not been completed by this time, the unpaid supplement will need to be resubmitted online through the ATIOS system after the launch on July 29, 2019.

## Fee notice documentation

The supporting documentation requirements to pay your fee notice have not changed.

To pay your fee notice, you must provide the following to the registry agent:

- Proof of acceptable identification (see [Acceptable Identification](#))
- Proof of vehicle ownership (such as lease, bill of sale, probated will or letters of administration)
- A summary of fees or your Prorate Fee Notice
  - A Fleet Summary Report must be printed from MOVES to ensure the vehicle(s) has been processed through the Prorate office
- A Safety Fitness Certificate (for vehicles with a Gross Vehicle Weight of 11,794 kg or more) (see [Safety Fitness Certificate](#))

## Prorate services documentation

The supporting documentation that carriers are required to provide to Prorate Services for new fleets and/or change of address remain the same. Carriers must provide:

- Proof of Established Place of Business or Residency
- Proof of acceptable identification
- Proof of ownership
- Proof of insurance

You can email this documentation for new fleets or change of address to [prorate@gov.ab.ca](mailto:prorate@gov.ab.ca).

## Stored credit

Jurisdictions in the United States do not refund fees, however, many U.S. jurisdictions will “store credit” for future use. Should you have a vehicle that ceases to be part of your IRP fleet during a registration period, you may be eligible for a stored credit for the fees accrued from the vehicle, to use towards any future U.S. fees and taxes. These credits are stored within the IRP system. Every IRP jurisdiction has their own rules and regulations governing the generation and use of credits and refunds. Because of this, the application of a credit may be restricted to a vehicle, to a fleet, or to a carrier. In addition, some jurisdictions do not offer refunds or stored credits at all. Refunds or stored credits are not a requirement of the IRP agreement.

### Stored credit in ATIOS

Providing stored credit to carriers is not a requirement of the IRP agreement, but Alberta does offer this service to carriers and is making every effort to continue this service with the transition to ATIOS. However, stored credit will be limited with the new system.

- Stored credit will only be available for Vehicle Delete supplements (the most commonly generated stored credit by Alberta carriers), and only for those U.S. jurisdictions that allow stored credit.

- This stored credit will be applied to subsequent Add Vehicle supplements.
- This stored credit will be applied on a per vehicle basis. For example, if vehicles 1 and 2 are deleted, stored credit from vehicle 1 will be applied to the addition of new vehicle 3, and stored credit from vehicle 2 will be applied to the addition of new vehicle 4.
- Please note: any unused portions of stored credit from vehicles 1 and 2, once applied to an Add Vehicle, will be lost.

If you have any questions about stored credit, contact Prorate Services:

Alberta Transportation  
Phone: (403) 297-2920  
Toll-free: Dial 310-0000 before the phone number (in Alberta)  
Email: [prorate@gov.ab.ca](mailto:prorate@gov.ab.ca)

## International Fuel Tax Agreement

The International Fuel Tax Agreement (IFTA) simplifies the reporting and payment of fuel taxes. Prorate Services does not administer IFTA, it is administered by Alberta Treasury Board and Finance, through Tax and Revenue Administration.

Additional information about IFTA can be found at <https://www.alberta.ca/international-fuel-tax-agreement.aspx>

To connect with Tax and Revenue Administration, Alberta Treasury Board and Finance, contact:

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Phone: [780-427-3044](tel:780-427-3044)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: [tra.revenue@gov.ab.ca](mailto:tra.revenue@gov.ab.ca)

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