

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

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Tips and Tricks - How To Navigate and Use the ATIOS  
Prorate Application

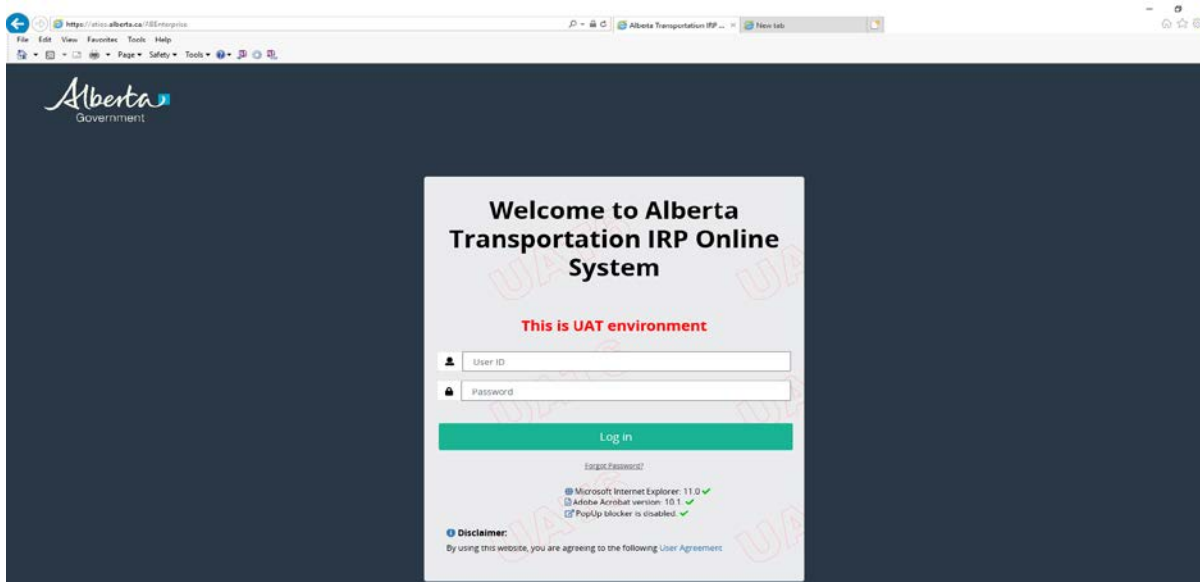
# Topics

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1. Logging in to ATIOS
2. Supplement status and error messages
3. Tips for common supplements
4. Specialty supplements
5. Questions

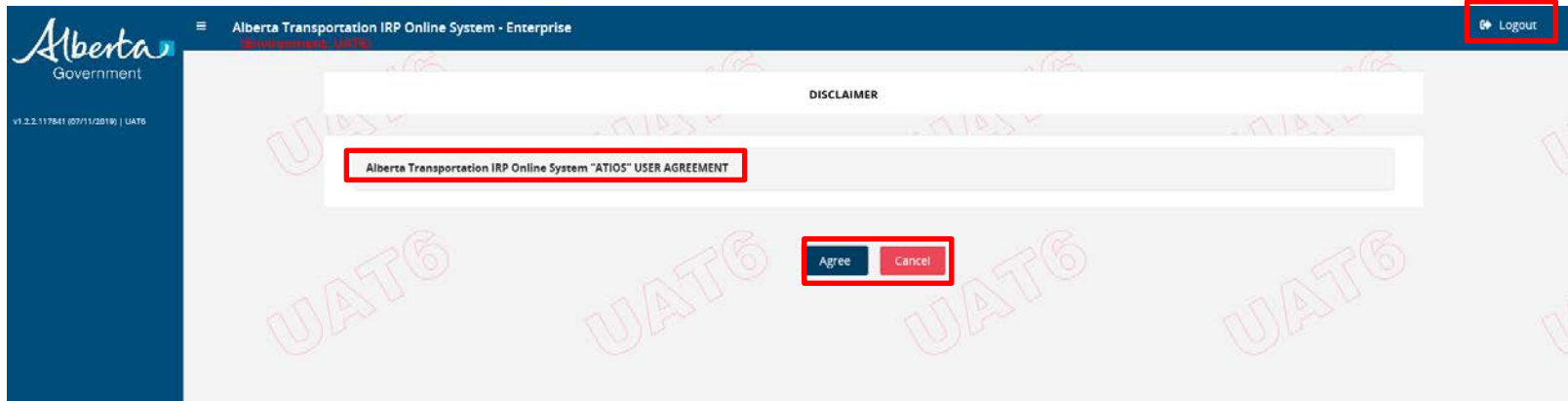
# Logging in to ATIOS

To log in to ATIOS, open a browser and navigate to <https://atios.alberta.ca>. As an existing Prorate client, your client information will already be imported into ATIOS. New users are to contact the Prorate office.



# Logging in to ATIOS

Review the ATIOS User Agreement which is available by clicking on “Alberta Transportation IRP Online System “ATIOS” USER AGREEMENT”, then either click on Agree or Cancel. To use ATIOS, you must agree to the terms and conditions in the ATIOS User Agreement. You can also choose to log out by clicking the Logout button in the top right-hand corner of the page.



# ATIOS – Supplement status

To view your supplement status:

- Go to Customer Dashboard on the left-hand side of the page. You will see that the account number will be automatically filled out, click 'Search':

The screenshot displays the 'Customer Dashboard' of the 'Alberta Transportation IRP Online System - Enterprise' (Environment: UAT6). The left sidebar shows the user is logged in as 'ABCDEZ COMPANY LTD' with account number '[ AB16535 ]'. The main content area has a 'Search Customer Here' section with the following fields:

Search Customer Here	
Account No.:	16535
MVID:	
NSC:	
Owner Name:	

Below the search fields are two buttons: 'Search' (highlighted with a red box) and 'Refresh'.

# ATIOS – Supplement status

- You will see a line appear. Click on the account number:

Alberta Government

V3.4.119988 (09/12/2019) | UAT6

ABCDEZ COMPANY LTD [ AB16535 ]

Web Office EXTERNAL

Customer Dashboard

Services

Support

Alberta Transportation IRP Online System - Enterprise (Environment: UAT6)

Menu Finder... Q

Logout

Customer Dashboard

Search Customer Here

Account No.: 16535 MVID: NSC: Owner Name:

Search Refresh

Search Details

Account No.	MVID	NSC	Owner Name	Application Type
16535	0878-00504		ABCDEZ COMPANY LTD	IRP

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

# ATIOS – Supplement status

- You should see your company information and pending transactions. If you don't see that information, click on the wrench on the right-hand side of the screen. Make sure all 3 options are turned on, and click 'Save'

Alberta Government

Alberta Transportation IRP Online System - Enterprise  
(Environment: UAT6)

Menu Finder... Logout

Customer Dashboard

v3.4.119988 (09/12/2019) | UAT6

ABCDEZ COMPANY LTD [AB16535]

Web Office EXTERNAL

Customer Dashboard

Services

Support

Back To Search

CUSTOMER VIEW

Customer Summary ☒ ON

IRP Summary ☒ ON

Pending Transactions ☒ ON

Save

# ATIOS – Supplement status

At the bottom of the page, there is a section called “Pending Transactions”. There is a column titled “Status”:

Next slide will address these.

Alberta Government

v3.4A-120688 (09/27/2019) | UAT6

ABCDEZ COMPANY LTD  
[ AB16535 ]

Web Office  
EXTERNAL

Customer Dashboard

Services

Support

Alberta Transportation IRP Online System - Enterprise  
(Environment: UAT6)

Menu Finder... [Search Icon] [Mobile Icon] [Logout]

Customer Dashboard

[Back To Search](#)

Customer Summary

ABCDEZ COMPANY LTD

Account No.: 16535  
DBA Name: -  
MVID: 0878-00504  
NSC: -  
Registrant Type: ORGANIZATION  
Last Updated User ID: DGRUBER

Customer Status: ACTIVE  
Email: SARA.HOPPE@G.OV.AB.CA  
Phone No.: 403-297-2920  
Ext.: -  
Alternate Phone: -  
Fax: -  
Last Updated On: 26/09/2019 01:58:49 PM

Physical Address | Mailing Address

803 MANNING ROAD  
NE  
CALGARY, AB, T2E7M8

Last Updated On: 26/09/2019 01:55:28 PM  
Last Updated User ID: DGRUBER

IRP Summary

Account No.: 16535  
Account Status: Active  
Old Account No.: 0

Fleet No.	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	01 / 2020		Active	1

First Previous 1 Next Last

Pending Transactions ?

Resume Service	Account No.	Owner Name	Trans Desc ?	Status ?	Trans Date
IRP	16535	ABCDEZ COMPANY LTD	AVE # 001 # 01/2020 # 001	Open/In Process	27/09/2019

First Previous 1 Next Last



# ATIOS – Supplement status

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- Definitions of the statuses:
  - **Open/In Process** – You have started a supplement, but have not submitted it.
  - **Open/Pending** – You have submitted a supplement, but the prorate office has not finished processing it yet.
  - **Open/Action Required** – You have submitted the supplement, the prorate office has reviewed it, but a correction is needed. You will receive an email indicating what corrections are needed. You will then have access to the supplement again. Once corrections are made, click “Submit” again to send it back to the prorate office for processing.
  - **Invoiced** – the prorate office has finished processing the supplement and has created an invoice. You should receive an email with your invoice (fee notice). If you have misplaced the email, you can re-print the invoice by going to Services – IRP – Reprint – Invoice.

# ATIOS – Supplement abbreviations

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AFL	NEW FLEET
AVE	ADD VEHICLE
AXF	ADD / DELETE VEHICLE - FROM VEHICLE
AXT	ADD / DELETE VEHICLE - TO VEHICLE
AXV	ADD / DELETE VEHICLE
CMB	COMBINED
CVF	MODIFY VEHICLE
CWT	CHANGE WEIGHT GROUP
DEV	DELETE VEHICLE
EOU	ERROR CORR-UNDO VEHICLE/FULL CANCEL
RCC	DOCUMENT REPLACEMENT
RTG	REPLACE PLATE
RWC	RENEW FLEET

# ATIOS – Error messages

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Messages in ATIOS are displayed at the top of the screen for most transactions. There are three types of messages: Information, Warning, and Error. Each message type has an indicator to designate the type of message. Errors will normally prevent the transaction from continuing; however informational and warning messages will allow the transactions to continue.

- “I” – Information messages usually appear in blue font
- “W” – Warning messages appear with an exclamation mark and are usually in a yellow font
- “E” – Error messages appear in red font


Information:

 IRPVEH375 : [I] Please search the VIN first to process a vehicle.

Warning:

-  IRPWGTGRP08 : (W) The Weight entered exceeds the maximum allowable weight for the Jurisdiction: NB, NL, NS, PE.
-  IRPWGTGRP27 : (W) Maximum allowable weight for the Jurisdiction: NB-62500, NL-62500, NS-62500, PE-62500

Error:

 GEN01 : [E] Fuel Type is required.

# ATIOS – Navigation from screen to screen

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The navigation from screen to screen in ATIOS is performed by selecting push buttons at the bottom of the screen in the command line. The following five push buttons are common to most screens in ATIOS and control the navigation:

**PROCEED** – Performs edits on data entered on the screen and if information passes edits, ATIOS proceeds to the next screen

**CANCEL** – Cancels the transaction/supplement ( Backout transaction )

**QUIT** – User will exit the transaction; however the transaction is not cancelled. The transaction can be continued using the WIP feature.

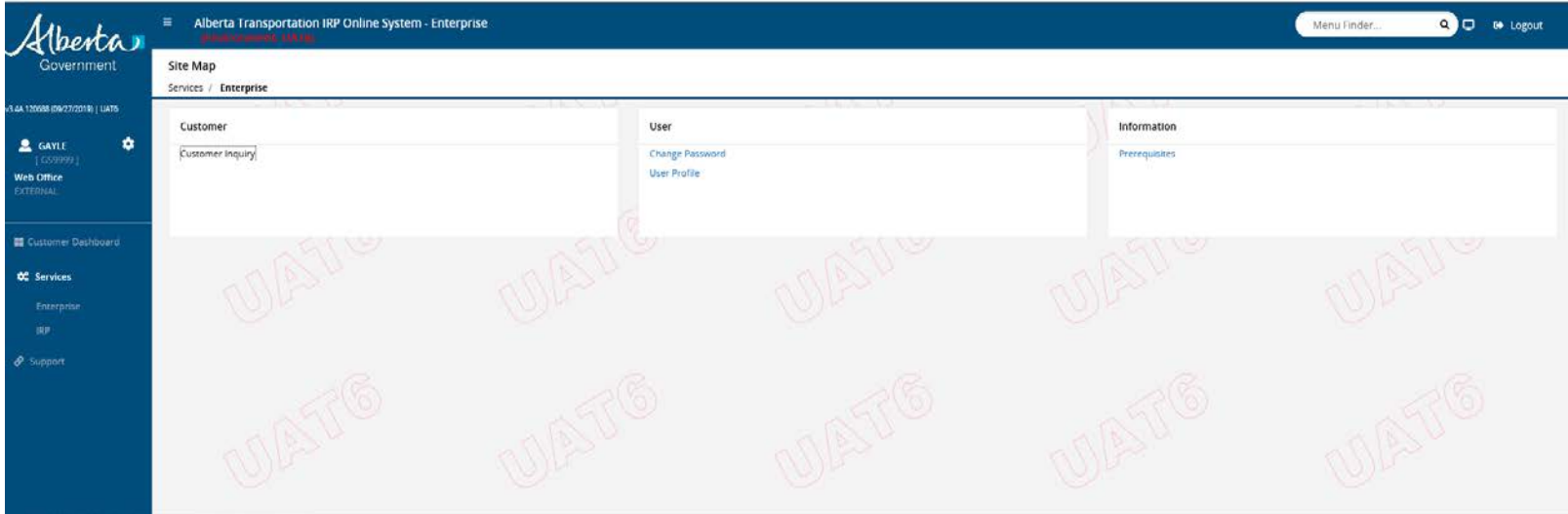
**REFRESH** – Refreshes the screen (removes all data entered) to look the same way as when the user entered the screen

**“?” (Encircled question mark)** - Displays a pop-up screen with help information to assist the user in entering the correct information on the screen



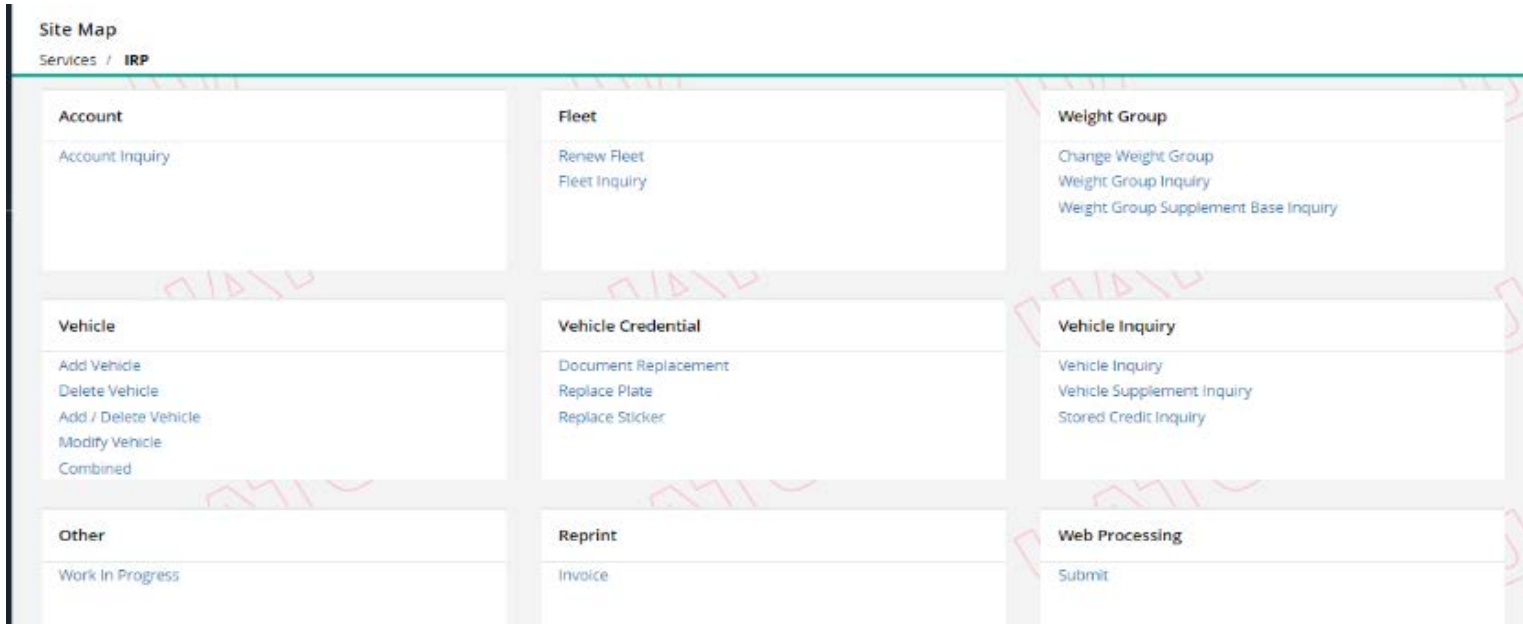
# ATIOS – Enterprise – Administration Menu

- On the left-hand side of the page, click on “Services – Enterprise”
- Ensure information is correct on Customer Inquiry and User profile



# ATIOS – Main menu of IRP Services

- Click on “Services – IRP”
- Inquiries, Process Supplements, WIP and Reprint invoices

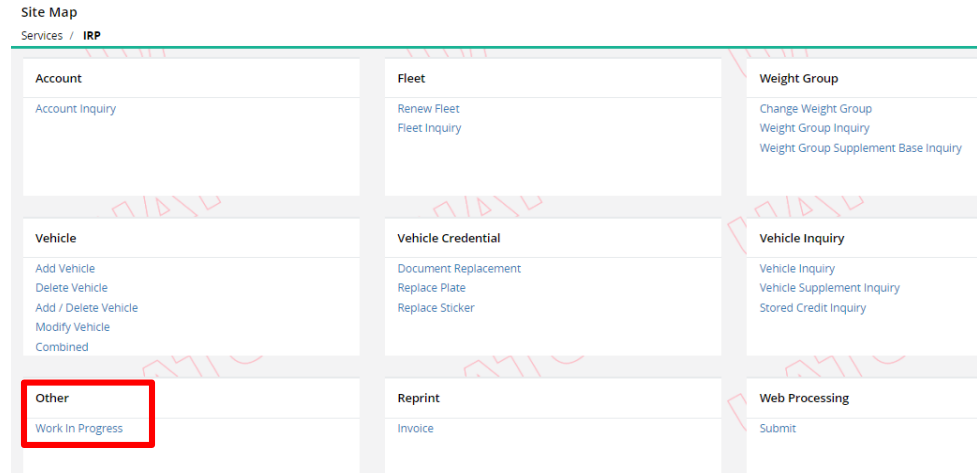


# ATIOS – Open supplements

If you start a transaction, and need to get out of it, there are options to go back in and finish or delete it.

- 1) Go into your “Customer Dashboard” (see previous Supplement Status slides)
  - Click on the ‘IRP’ button under “Resume Service”

2) Go to “Services”,  
“IRP”, under “Other”  
click on ‘Work In Progress’:



# ATIOS – Open supplements

- Your account number will be filled in, click 'Proceed'.
- If you have only 1 open supplement, it will bring you straight into the supplement. If you have multiple supplements open, click 'Select' on the one that you want to change. Please delete unwanted open supplements.

Other Work In Progress

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**Search Supplement**

Account No.:  Fleet No.:

Fleet Expiration Year:  Fleet Expiration Month:

Supplement No.:

[Proceed](#) [Refresh](#) [Quit](#) [?](#)

	Account No.	Fleet No.	Fleet Expiration Year	Fleet Expiration Month	Supplement No.	Fleet Type	Supplement Type	Supplement Status
<a href="#">Select</a>	16535	001	2020	01	001	FOR	AVE	O - OPEN
<a href="#">Select</a>	16535	001	2020	01	002	FOR	AVE	O - OPEN

Showing 1 to 2 of 2 entries First Previous 1 Next Last

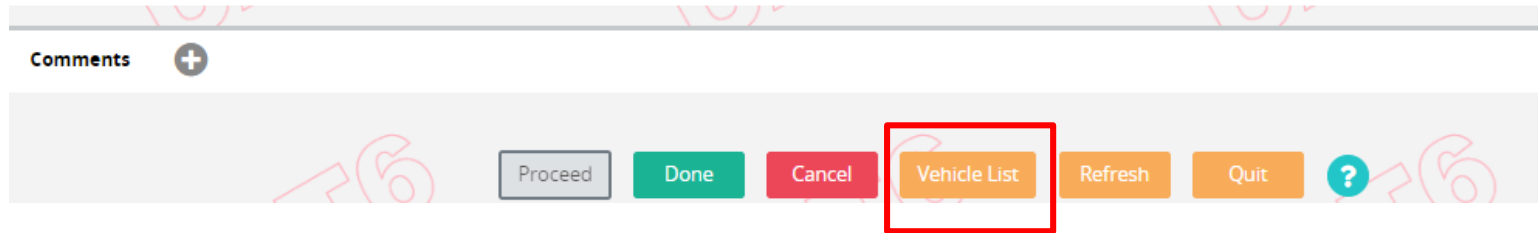


# ATIOS – Open supplements

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Once you are in the supplement, you can either finish the supplement or delete it.

- If you want to delete it and if you have a vehicle listed on it, you need to cancel the vehicle first, then click 'Cancel' on the new search screen.
- To remove a vehicle from an open supplement, click on 'Vehicle List' at the bottom of the screen.



# ATIOS – Open supplements

- A list of vehicles that are on the supplement will show. Click 'Select' on the vehicle that you want to delete.

**Vehicle Selection Details**Add Vehicle

**Supplements Details**

Account No.:	16535	Fleet No.:	001	Supplement No.:	002
Registrant Name:	ABCDEZ COMPANY LTD	DBA Name:		No. of Vehicles:	1
Expiration Month / Year:	01/2020	Supp. Eff. Date:	27/09/2019	Supplement Desc.:	ADD VEHICLE
MVID:	087800504	NSC:			

**Vehicle Search**

Unit No.:	VIN:	Plate No.:	Search
-----------	------	------------	--------

Select	Unit No.	VIN	Plate No.	Service Type Ind.
	113	11COOKIES1MILK444		ADD VEHICLE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back

# ATIOS – Open supplements

- You will need to click 'Cancel Vehicle' then click 'Ok' on the pop-up confirmation.

The screenshot displays the 'Alberta Transportation IRP Online' web application. A confirmation pop-up window is open, asking 'Are you sure you want to proceed with cancellation?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. Below the pop-up, the vehicle details form is visible, with the 'Cancel Vehicle' button at the bottom highlighted with a red box. The form includes fields for Year, Axles, Seats, Tare Weight, Vehicle Colour, Base Jurisdiction Gross Weight, Purchase Date, and various pricing and identification numbers. The left sidebar shows the user's profile and navigation options. The bottom of the page features a row of action buttons: Proceed, Done, Cancel Vehicle, Vehicle List, Refresh, and Quit.

Alberta Transportation IRP Online

atios-uat.alberta.ca/ABIRP/VEHICLE/ProcessRequest/VehicleDetails?VehicleId=ZX8saWtdK8Q%3D&SeqNo=hR8vDAdH8lw%3D

Apps

Alberta Government

v3.4A.120688 (09/27/2019) | UAT6

ABCDEZ COMPANY LTD [AB16535]

Web Office EXTERNAL

Customer Dashboard

Services

Enterprise

IRP

Support

Alberta Transportation IRP Online (Environment: UAT6)

\*Year: 2001

\*Axles: 2

Seats:

\*Tare Weight: 7000

Set Effective Date to Purchase Date:

\*CA Purchase Price: 63794

VAC Number: 00000-0000

Owner Operator:

Safety MVID:

Use Existing Plate:

Wrecker:

\*Vehicle Colour: MBN - Medium Brown

Base Jurisdiction Gross Weight: 63500

\*Purchase Date: 09/09/2019

\*US Purchase Price: 47941.19

Vehicle Leasing Company:

Owner Phone No.:

Safety Change:

Existing Plate:

\*Make: INTERNATIONAL - INTN

\*Fuel Type: D - Diesel

Model: 4000 SERIES

Factory Price: 38093

Regulation Code:

Safety Responsibility:

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator: Y - YES

New Vehicle: N - NO

Colorado Trailer: N - NO

CO Special Truck: N - NO

Utah Special Truck: N - NO

Comments +

Proceed Done Cancel Vehicle Vehicle List Refresh Quit

# ATIOS – Open supplements

- The system will bring you back to a blank search. To delete the whole supplement, delete each individual vehicle then go the bottom of the blank search and click on

The screenshot displays the ATIOS (Alberta Transportation Information System) interface. A confirmation pop-up window is centered on the screen, asking "Are you sure you want to proceed with cancellation?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. Below the pop-up, the "Vehicle Details" form is visible, containing various fields for vehicle information such as VIN, Year, Axles, Seats, Tare Weight, Purchase Date, and Price. At the bottom of the form, there is a "Comments" section and a row of buttons: "Proceed", "Done", "Cancel", "Vehicle List", "Refresh", and "Quit". The "Cancel" button is highlighted with a red box.

'Cancel' and 'Ok' on the pop-up confirmation.

Please note: The Prorate office will need to cancel submitted supplements.

# ATIOS – Action required supplements

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Once a supplement has been submitted and reviewed, the prorated office will change the status of a request to Action Required when you (the carrier/service provider) need to correct or update information.

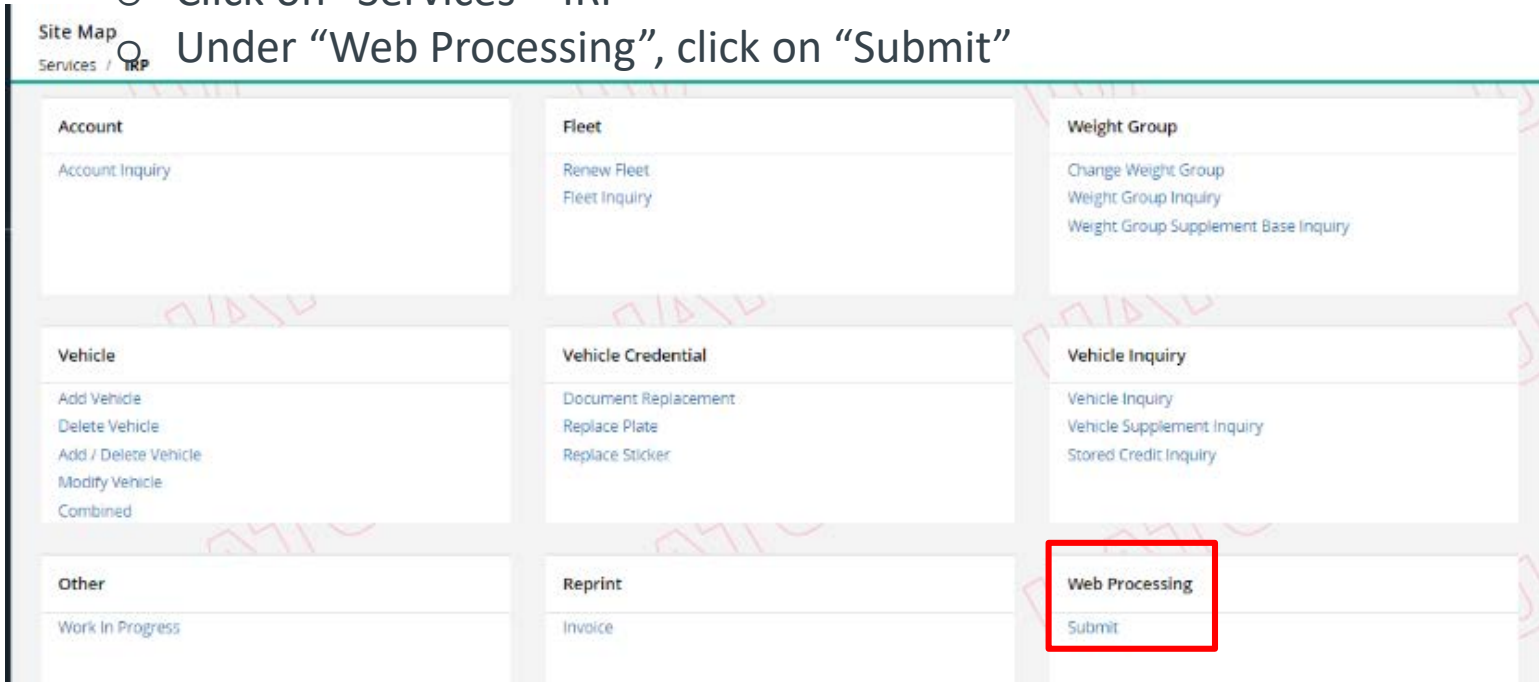
You may be required to: update distances, provide an explanation, correct some vehicle information, send additional documents or remove and re-submit an incorrect document.

You will receive an email indicating what corrections need to be made.

- To make changes to information, follow the instructions for the Open Supplements as in previous slides.

# ATIOS – Action required supplements

- To remove/add documents follow these steps;
- Click on “Services – IRP”
- Under “Web Processing”, click on “Submit”



# ATIOS – Action required supplements

- A list of open supplements appears that you can select from or you can use the search function at the top right-hand corner of the page.

Web Processing Submit

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**Web Processing Search**

\*Account No.:

\*Fleet Expiration Year:

Status: PEN - Pending ▼

\*Fleet No.:

\*Fleet Expiration Month:

Registrant Name:

\*Supplement No.:

**Comments** +

Submit View List Refresh Quit ?

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
<a href="#" style="color: #00a090; text-decoration: underline;">Select</a>	16535	001	01/2020	001	O - OPEN	FOR		INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

# ATIOS – Action required supplements

- Once in, delete any rejected documents and upload the outstanding ones.
- Only click 'Submit' once you are all done deleting and adding documents.

Web Processing

Submit

**Web Processing Search**

\*Account No.: 16535

\*Fleet No.: 001

Registrant Name: ABCDEZ COMPANY LTD

\*Fleet Expiration Year: 2020

\*Fleet Expiration Month: 01

\*Supplement No.: 001

Status: PEN - Pending ▼

**Comments** +

Submit

View List

Refresh

Quit

?

To check which document needs to Upload [Click Here](#)

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select	16535	001	01/2020	001	O - OPEN	FOR		INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

\*VIN:

Vehicle Document Type: AVSF - Authorization for Vehicle Services Form ▼

Choose File No file chosen

Upload

**Vehicle Document**

VIN	Document Type	File Name	Document Status	Delete
4FROGS17TREE55461	BOS - Bill of Sale	<a href="#">16535 1 2020 1 14FROGS17TREE55461 BOS.JPG</a>	P - Pending ▼	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last



# ATIOS – Add vehicle

- Start at the top of page, under the “New Vehicle Search Criteria”, fill in **ONLY** the VIN number and click ‘Search’.
- If you fill in the unit number or plate number or if you don’t click search under “New Vehicle Search Criteria”, you won’t be able to proceed.
- In VIN numbers, please remember: no “i”; or “o” (letter), only “0” (number).
- Please note: digits may look alike: B and 8; S and 5; Z and 2; L and 1; H, Y and 4.
- Standard VIN numbers are 17 digits long.

The screenshot displays the 'Alberta Transportation IRP Online System - IRP' interface. The left sidebar shows the 'Alberta Government' logo and user information for 'ABCDEZ COMPANY LTD' with a 'Web Office EXTERNAL' role. The top navigation bar includes a 'Menu Finder...' search bar and a 'Logout' link. The main content area features a breadcrumb trail: 'WgtGroup > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries'. Below this, the 'Vehicle Details' section has an 'Add Vehicle' link. The 'New Vehicle Search Criteria' form contains three input fields: 'Unit No.', 'VIN: 4FROGS17TREES5461', and 'Plate No.:'. The 'VIN' field and the 'Search' button are highlighted with red boxes.

# ATIOS – Add vehicle

- Please make sure to use the correct purchase/lease date (day/month/year) and price.
- If the truck is hauling a trailer, the vehicle style is “Truck Tractor”.
- “Axles” are the number of axles on just the truck; “Combined Axles” are the number of axles of the truck and trailer together; if the truck isn’t pulling a trailer, the combined axles should be the same as just the axles.
- If the vehicle is brand new (never been registered anywhere), select “Yes” next to “New Vehicle”.

The screenshot shows the 'Vehicle Details' form in the ATIOS system. Red boxes highlight the following fields:

- VIN:** 4FROGS17TREES461
- \*Year:** (empty)
- \*Axles:** (empty)
- \*CA Purchase Price:** (empty)
- \*Purchase Date:** DD/MM/YYYY (empty)
- \*Body Type:** (empty)
- \*Combined Axles:** (empty)
- Colorado New Vehicle:** N - NO (selected)

Other visible fields include:

- \*Weight Group No.:** (empty)
- \*Make:** (empty)
- \*Fuel Type:** (empty)
- Model:** (empty)
- Factory Price:** (empty)
- Regulation Code:** (empty)
- Safety Responsibility:** (empty)
- Base Jurisdiction:** (empty)
- Vehicle Colour:** (empty)
- Vehicle Leasing Company:** (empty)
- Owner Phone No.:** (empty)
- Safety Change:** (empty)
- Existing Plate:** (empty)
- Use Existing Plate:** (checkbox)
- Wrecker:** (checkbox)
- Colorado Trailer:** N - NO (selected)
- CO Special Truck:** N - NO (selected)
- Utah Special Truck:** N - NO (selected)

# ATIOS – Add vehicle

- Once you fill out the vehicle information, click on 'Proceed'. You will see a preview screen. Click 'Proceed' again. The system will then bring you back to a new search screen where you can add another vehicle.

Vehicle Details		
VIN : 4FROGS17TREES5461	Unit No. : 112	Weight Group No. : 1
Year : 2008	Body Type : TT - Truck Tractor	Make : MACK - MACK
Axles : 2	Combined Axles : 8	Fuel Type : D - Diesel
Seats :	Vehicle Colour : BRZ - Bronze	
Tare Weight : 9000	Base Jurisdiction Gross Weight : 63500	Model : 40s
Set Effective Date to Purchase Date : N	Purchase Date : 05/09/2019	
CA Purchase Price : \$76349.75	US Purchase Price : \$57376.84	Factory Price : \$66428.00
VAC Number :	Vehicle Leasing Company :	Regulation Code :
Owner Operator :	Owner Phone No. :	Safety Responsibility :
Safety MVID :	Safety Change :	
Use Existing Plate : N	Existing Plate :	
Wrecker : N		
Documentation Requirements For Admin Fee and Fee Calculation		
Colorado 10K Indicator : Y - YES	Colorado Trailer : N - NO	Utah Special Truck : N - NO
New Vehicle : N - NO	CO Special Truck : N - NO	
<div><div>Proceed</div><div>Back</div></div>		

# ATIOS – Add vehicle

- If you don't have another vehicle to add, scroll to the bottom of the page and click 'Done' to bring you to the document upload ("Web Processing") screen.

Alberta Government

v3.4A.120688 (09/27/2019) | UAT6

ABCDEZ COMPANY LTD [ AB16535 ]

Web Office EXTERNAL

Customer Dashboard

Services

Enterprise

IRP

Support

Alberta Transportation IRP Online System - IRP (Environment: UAT6)

Menu Finder...

Logout

month/year:

\*CA Purchase Price:

VAC Number:

Owner Operator:

Safety MVID:

Use Existing Plate: ☐

Wrecker: ☐

\*US Purchase Price:

Vehicle Leasing Company:

Owner Phone No.:

Safety Change:

Existing Plate:

Factory Price:

Regulation Code:

Safety Responsibility:

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator:  ?

New Vehicle:

Colorado Trailer:  ?

CO Special Truck:  ?

Utah Special Truck:  ?

Comments +

Process Done Cancel Vehicle List Refresh Quit ?

# ATIOS – Add vehicle

- Each document can only be a maximum of 10 MB.
- Click on the blank box next to 'VIN' and select the VIN number of the vehicle you are uploading the document for.
- Include all required ownership documents and required authorization forms.
- Ensure that all ownership documents are filled out properly (names, signatures, etc.).

**i** GEN1285 : (I) Please select and upload one document at a time. The maximum size for the document to be uploaded must be 10MB.

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
<a href="#">Select</a>	16535	001	01/2020	001	O - OPEN	FOR		INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

\*VIN:

Vehicle Document Type: AVSF - Authorization for Vehicle Services Form ▼

Choose File No file chosen Upload

# ATIOS – Add vehicle

- Make sure to upload the correct document under the correct document type. It is best practice to upload each type of document separately because if one document is incorrect, you can remove that one document and upload the correct one.
- Select the document type; select the file from your computer and click on 'Upload'.
- Once done uploading documents, make sure you click on 'Submit'.

Submit View List Refresh Quit ?

To check which document needs to Upload [Click Here](#)

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
<a href="#">Select</a>	16535	001	01/2020	001	O - OPEN	FOR		INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

\*VIN:  Vehicle Document Type: 

AVSF - Authorization for Vehicle Services Form  
AVSF - Authorization for Vehicle Services Form  
PS - Photos  
POW - Other  
TTL - Commercial Vehicle Inspection Form  
BOS - Bill of Sale  
SRF - Lease Agreement  
OPR - Plating Letter

Choose File No file chosen Upload

Vehicle Document

VIN	Document Type	Document Status	Delete

# ATIOS – Add/delete

- See previous “Add Vehicle” slides.
- Default is set up as Transfer, which means the plate that was on the deleted vehicle is being put onto the “Add Vehicle”.
- If you have a different plate you want to use (that is not already on a prorated vehicle), click the “Use Existing Plate” and fill in the plate number (Exchange Transaction).

The screenshot displays a web form for adding a vehicle. It is divided into three main sections. The left section contains fields for 'VAC Number:', 'Owner Operator:', 'Safety MVID:', and a checkbox for 'Use Existing Plate:' which is checked and highlighted with a red box. Below this are checkboxes for 'New Plate Required:' and 'Wrecker:'. The middle section contains fields for 'Vehicle Leasing Company:', 'Owner Phone No.:', and a dropdown for 'Safety Changes:' which is also highlighted with a red box. The right section contains a dropdown for 'Regulation Code:' and a dropdown for 'Safety Responsibility:'. The form is set against a light gray background with a subtle pattern of red circles.

Documentation Requirements For Admin Fee and Fee Calculation

# ATIOS – Add/delete

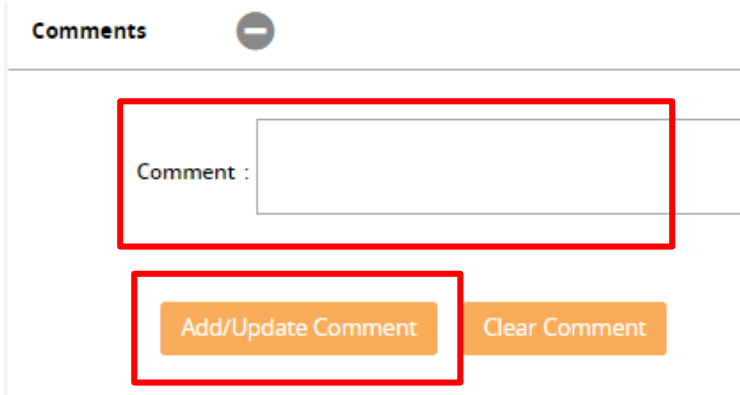
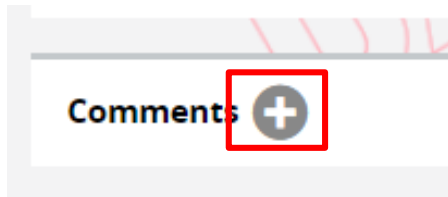
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- You cannot have two vehicles with the same unit number (even if you are removing one vehicle from the prorate fleet).
- For example: the company has a truck indicated as Unit 1; you are deleting that truck from prorate and are adding another truck in its place. You cannot have the unit number of the new truck as Unit 1; you must pick a new unit number.



# ATIOS – Modify vehicle

- It is required that carriers put in the comment box everything that has been modified. Select the '+' icon in the Comments section at the bottom of the page. Enter in your explanation and select 'Add/Update Comment'. Then select 'Proceed'
- If changing ownership (adding or removing leasing company, purchase date, price, etc.), make sure to attach all required documents on the document upload "Web Process" screen at the end (before you click 'Submit').

A screenshot of the ATIOS interface showing the 'Comments' section. The word 'Comments' is displayed in a bold, black font. To its right is a circular icon containing a white minus sign. Below this, there is a text input field labeled 'Comment :'. Below the input field, there are two orange buttons: 'Add/Update Comment' and 'Clear Comment'. The 'Add/Update Comment' button is highlighted with a red rectangular box.

# ATIOS – New weight group in Add or Modify

- To create a new weight group, at the top of page, click on the progression arrow that says “Weight Group” (shown as WgtGroup). Here you can view your weight groups and create a new one if necessary.

Weight Group Selection Details Modify Vehicle

**Supplements Details**

Account No.: 16535 Fleet No.: 001 Supplement No.: 001

Registrant Name: ABCDEZ COMPANY LTD DBA Name: NSC:

Expiration Month / Year: 01 / 2020 Supplement Desc.: MODIFY VEHICLE

Fleet Type: FOR - FOR HIRE

**Weight Group List**

	Weight Group No.	Base Jurisdiction Weight	CA Max Gross Weight(kgs)	US Max Gross Weight(lbs)
<a href="#">Select</a>	1	63500	63500	80000

Showing 1 to 1 of 1 entries First Previous 1 Next Last

**Add Weight Group** **Done** **Cancel** **Quit** **?**

# ATIOS – New weight group in Add or Modify

- Once you are done creating the weight group, it will show in the list. Click 'Done' to continue to the vehicle screen again.

WgtGroup Vehicle Billing Payment Credentials MainMenu Inquiries

Weight Group Selection Details Modify Vehicle

Supplements Details

Account No.: 16535

Fleet No.: 001

Supplement No.: 002

Registrant Name: ABCDEZ COMPANY LTD

DBA Name:

NSC:

Expiration Month / Year: 01 / 2020

Supplement Desc.: MODIFY VEHICLE

Fleet Type: FOR - FOR HIRE

Weight Group List

	Weight Group No.	Base Jurisdiction Weight	CA Max Gross Weight(kgs)	US Max Gross Weight(lbs)
<a href="#">Select</a>	1	63500	63500	80000
<a href="#">Select</a>	2	46500	46500	80000

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Add Weight Group

Done

Cancel

Quit

?

# ATIOS – New weight group in Add or Modify

- You will now see the new weight group as an option.

Supplements Details					
Account No.:	16535	Fleet No.:	001	Supplement No.:	002
Registrant Name:	ABCDEZ COMPANY LTD	DBA Name:		No. of Vehicles:	0
Expiration Month / Year:	01 / 2020	Effective Date:	27/09/2019	Supplement Desc.:	MODIFY VEHICLE
Fleet Type:	FOR - FOR HIRE	MVID:	087800504	NSC:	

Vehicle Details					
VIN:		*Unit No.:		*Weight Group No.:	
*Year:		*Body Type:		*Make:	1
*Axles:		*Combined Axles:		*Fuel Type:	2
Seats:		*Vehicle Colour:			



# ATIOS – Delete vehicle/full cancel

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Full cancels are not shown in the system and must be submitted.

- A 'Full Cancel' is to be used when you've paid for the fleet renewal and want to delete a vehicle before the new fleet year starts.
  - This will require an email with a Form 2 indicating the vehicle information and a very clear note that this transaction is a 'Full Cancel'.
- Once the new fleet year starts and you want to delete a vehicle, you will be required to process the 'Delete Vehicle' supplement online through the ATIOS system.

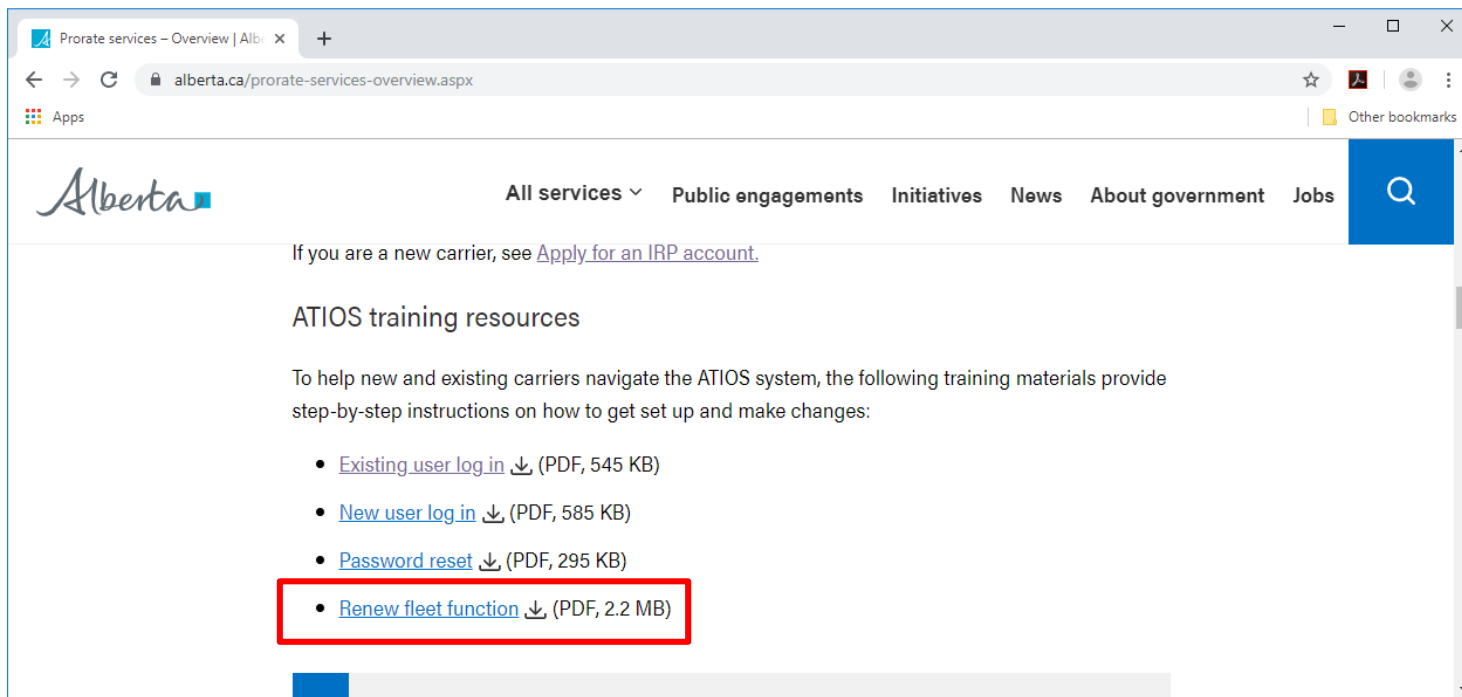
# ATIOS – Changing company address

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- The following documentation must be submitted as soon as possible after a move and **before** starting a renewal.
- Need to send:
  - Established Place of Business Questionnaire
  - Form 1
  - Supporting document examples (provide one of the following)
    - Utility bill (electricity, gas or water)
    - Property tax document
    - Mortgage statement
    - Property lease agreement

# ATIOS - Renewals

- On our website you will find step-by-step instructions on how to do a renewal:  
<https://www.alberta.ca/prorate-services-overview.aspx>. The PDF is downloadable.



Prorate services - Overview | Alberta.ca

alberta.ca/prorate-services-overview.aspx

Apps

Other bookmarks

Alberta

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If you are a new carrier, see [Apply for an IRP account](#).

### ATIOS training resources

To help new and existing carriers navigate the ATIOS system, the following training materials provide step-by-step instructions on how to get set up and make changes:

- [Existing user log in](#) ⬇ (PDF, 545 KB)
- [New user log in](#) ⬇ (PDF, 585 KB)
- [Password reset](#) ⬇ (PDF, 295 KB)
- [Renew fleet function](#) ⬇ (PDF, 2.2 MB)

# Questions?

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Contact Prorate Services

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

403-297-2920

