

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

---

Fleet Renewals

# Fleet renewals

---

- The International Registration Plan (IRP) renewal process

# ATIOS – renew fleet

---

The IRP renewal process involves the following steps:

1. verifying fleet information/operations
2. entering the fleet distance
3. processing vehicles including adding, changing, and deleting vehicles in a fleet
4. computing Alberta and foreign jurisdiction fees
5. payment
6. issuing credentials

# ATIOS – renew fleet

- To begin a renewal log in to ATIOS and select Renew Fleet from the Services>>IRP screen

The screenshot shows the Alberta Transportation IRP Online System interface. The header includes the Alberta Government logo, the system name "Alberta Transportation IRP Online System - IRP (Environment: UAT7)", a menu finder, and a logout button. A notification bar states: "GEN1448 : (I) Please check Work in Progress to ensure that there are no open transactions before processing any new transactions." The left sidebar contains the user profile "GAYLE EXT [GS9999]", the "Web Office EXTERNAL" link, and a "Services" menu with "Enterprise" and "IRP" options. The "IRP" option is highlighted with a red box. The main content area displays a "Site Map" for "Services / IRP" with a grid of categories: "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), and "Vehicle Inquiry" (Vehicle Inquiry, Vehicle Supplement Inquiry, Stored Credit Inquiry). The "Renew Fleet" link in the Fleet category is highlighted with a red box.

# ATIOS – renew fleet – account

- Your account number (Account No.) will be automatically populated
- If you leave the fleet number (Fleet No.) and/or Fleet Expiration Year fields blank and click Proceed, you will be given a list of all your fleets
- If you enter a fleet number (Fleet No.) and/or Fleet Expiration Year and click Proceed you will be given information specific to those vehicles

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Environment: UAT7)

Menu Finder... Logout

Fleet Renew Fleet

Supplement Search

Account No.: 17942 Fleet No.: Fleet Expiration Year:

Proceed Refresh Quit ?

	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status
Select	17942	001	08	2019	FOR	A - ACTIVE

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

# ATIOS – account

- Click Proceed to display the Account screen

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Customer Portal - UAT75)

Menu Finder... Q Logout

Account | Fleet | Distance | WgtGroup | Vehicle | Billing | Payment | Credentials | MainMenu | Inquiries

Customer Details Renew Fleet

Customer Details

Account No.: 17942 Registrant Type: O - ORGANIZATION  
Registrant Name: ROGER TRAIL SERVICE INC IFTA Account No.:  
DBA Name: Customer Status: A - ACTIVE

Address Details

Physical Address Mailing Address

Street: 10365 97 ST NW Postal Code: T5J3W7 Jur: AB - ALBERTA  
City: EDMONTON Country: CAN

Business Customer Details

NSC: MVID: [REDACTED]  
Contact Name: [REDACTED] Email: [REDACTED]@GOV.AB.CA Primary Phone: 403-297-2520  
Alternate Phone: Fax No.:

Comments +

Proceed Refresh Quit ?

# ATIOS – account

- Click Proceed
- The Fleet page will open with details of your fleet
- Review the information, update as required
  - If an address change is needed, please contact Prorate Services
- If all information is correct, click Proceed
- Click Proceed on the following page as well

**Alberta Government** | Alberta Transportation IRP Online System - IRP (Access level: 44271)

Menu Finder... | Logout

Account > **Fleet** > Service > MgrGroup > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries

Account No: 17942 | Registrant Type: ORGANIZATION | Fleet No: 001  
Fleet Status: ACTIVE | Registrant Name: ROGER TRAIL SERVICE INC  
DOB Name: [Redacted]

**Address Details**

Physical Address | Mailing Address | Service Provider

Street: 10365 97 ST NW | Postal Code: T5J3W7 | Jur: AB - ALBERTA | Country: CAN  
City: EDMONTON

**Fleet Details**

\*Contact Name: [Redacted] | \*Email: [Redacted]@GOV.AB.CA | \*Primary Phone: 403-297-2920  
Alternate Phone: [Redacted] | Fax No: [Redacted] | NSC: [Redacted]  
MVID: [Redacted] | \*Fleet Type: FOR - FOR HIRE | \*Commodity Class: A - ALL | \*Expiration Date: 31/08/2020  
\*Effective Date: 01/09/2019 | First Operated: 09/07/2019  
Wyoming Indicator: [ ] | Mobile Notification: [ ]

Comments +

# ATIOS – distance

- New carriers won't have distances to enter because you weren't prorated in the reporting period
- The system will automatically enter the Average Per Vehicle Distance (APVD) chart for you
- Click Proceed at the bottom of the page

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Environment: 128175)

Menu Finder... Logout

Account > Fleet > **Distance** > IRP Group > Vehicle > Billing > Payment > Credentials > Main Menu > Inquiries

IRPFLT01: (I) Renewal fleet has been generated.

Distance Details Renew Fleet

Supplements Details

Account No.: 17942 Fleet No.: 001 Supplement No.: 000  
Registrant Name: ROGER TRAIL SERVICE INC DBA Name: Fleet Type: FOR - FOR HIRE  
Fleet Effective Date: 01/09/2019 Fleet Expiration Month / Year: 08 / 2020 Supplement Desc: RENEW FLEET

Distance Details

Reporting Period From: 01/07/2017 Reporting Period To: 30/06/2018 NSC:   
Avg. Per Vehicle Distance Chart: ☒

Average Chart Distance:   
Actual Distance:   
Total Fleet Distance:   
[Show Map](#)

IRPMLG58: (I) While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

Jurisdiction	Distance (kms)	Percent	Jurisdiction	Distance (kms)	Percent
AB - ALBERTA	32634	35.42200	BC - BRITISH COLUMBIA	10074	10.93500
MB - MANITOBA	2714	02.94600	NB - NEW BRUNSWICK	605	00.65700
NL - NEWFOUNDLAND AND LABRADOR	433	00.47000	NS - NOVA SCOTIA	481	00.52200
ON - ONTARIO	7670	08.32500	PE - PRINCE EDWARD ISLAND	20	00.02200
QC - QUEBEC	1318	01.43100	SK - SASKATCHEWAN	7756	08.41900
AL - ALABAMA	61	00.06600	AR - ARKANSAS	154	00.16700
AZ - ARIZONA	567	00.61500	CA - CALIFORNIA	2401	02.60600
CO - COLORADO	648	00.70300	CT - CONNECTICUT	18	00.02000



# ATIOS – distance

- Later on, when you have your own distances, enter them for the jurisdictions you travelled in
- Once you have entered your distances, you need to click the We certify that the actual distance submitted is accurate tab
- Click Proceed at the bottom of the page

Alberta Government

Alberta Transportation IRP Online System - IRP (Environment: UAT7)

Menu Finder... Logout

Account > Fleet > **Distance** > WgtGroup > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries

Distance Details Renew Fleet

Supplements Details

Account No.: [REDACTED] Fleet No.: 001 Supplement No.: 000

Registrant Name: [REDACTED] SERVICES DBA Name: [REDACTED] Fleet Type: FOR - FOR HIRE

Fleet Effective Date: 01/08/2019 Fleet Expiration Month / Year: 07 / 2020 Supplement Desc.: RENEW FLEET

Distance Details

Reporting Period From: 01/07/2017 Reporting Period To: 30/06/2018 NSC: [REDACTED]

Avg. Per Vehicle Distance Chart ☒

Average Chart Distance: [REDACTED] Actual Distance: [REDACTED] Total Fleet Distance: [REDACTED] Show Map

**We certify that the actual distance submitted is accurate ☒**

IRP/MLG58 : (I) While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

Jurisdiction	Distance (kms)	Percent	Jurisdiction	Distance (kms)	Percent
AB - ALBERTA	0	66.66700	BC - BRITISH COLUMBIA	0	33.33300
MB - MANITOBA	0	00.00000	NB - NEW BRUNSWICK	0	00.00000
NL - NEWFOUNDLAND AND LABRADOR	0	00.00000	NS - NOVA SCOTIA	0	00.00000
ON - ONTARIO	0	00.00000	PE - PRINCE EDWARD ISLAND	0	00.00000

# ATIOS – distance

- ATIOS will calculate percentages, verify contiguous jurisdictions, populate estimated distances, calculate Total Estimated Distance or Total Actual Distance and display a Verification screen
- Click Proceed at the bottom of the screen

**Distance Details**

**Supplements Details**

Account No.: 17942  
Registrant Name: ROGER TRAIL SERVICE INC.  
Fleet Effective Date: 01/09/2019

Fleet No.: 001  
DBA Name:  
Fleet Expiration Month / Year: 08 / 2020

Supplement No.: 000  
Fleet Type: FOR - FOR HIRE  
Supplement Desc.: RENEW FLEET

**Distance Details**

Reporting Period From: 01/07/2017  
Reporting Period To: 30/06/2018  
Avg. Per Vehicle Distance Chart: Y  
Actual Distance: 0  
Total Fleet Distance: 92,130

Average Chart Distance: 92,130

Jurisdiction	Distance (kms)	Percent	Jurisdiction	Distance (kms)	Percent
AB - ALBERTA	32634	35.42200	BC - BRITISH COLUMBIA	10074	10.93500
MB - MANITOBA	2714	02.94600	NB - NEW BRUNSWICK	605	00.65700
NL - NEWFOUNDLAND AND LABRADOR	433	00.47000	NS - NOVA SCOTIA	481	00.52200
ON - ONTARIO	7670	08.32500	PE - PRINCE EDWARD ISLAND	20	00.02200
QC - QUEBEC	1318	01.43100	SK - SASKATCHEWAN	7756	08.41900
AL - ALABAMA	61	00.06600	AR - ARKANSAS	154	00.16700
AZ - ARIZONA	567	00.61500	CA - CALIFORNIA	2401	02.60600
CO - COLORADO	648	00.70300	CT - CONNECTICUT	18	00.02000
DC - DISTRICT OF COLUMBIA	0	00.00000	DE - DELAWARE	5	00.00500
FL - FLORIDA	96	00.10400	GA - GEORGIA	260	00.21700
IA - IOWA	440	00.47800	ID - IDAHO	2119	02.30000
IL - ILLINOIS	712	00.77300	IN - INDIANA	521	00.56600
KS - KANSAS	475	00.51600	KY - KENTUCKY	330	00.35800
LA - LOUISIANA	124	00.13500	MA - MASSACHUSETTS	34	00.03700
MD - MARYLAND	38	00.04100	ME - MAINE	23	00.02500
MI - MICHIGAN	892	00.96800	MN - MINNESOTA	750	00.81400
MO - MISSOURI	403	00.43700	MS - MISSISSIPPI	78	00.08500

# ATIOS – weight groups

- On the Weight Group page, you can edit an existing weight group or add a new weight group as required
- To edit an existing weight group, select the appropriate weight group

Alberta Government

Alberta Transportation IRP Online System - IRP

Menu Finder

Logout

Account Fleet Distance **WgtGroup** Vehicle Billing Payment Credentials MainMenu Inquiries

IRPMLG13 : (I) Renewal Distance has been generated.

Weight Group Selection Details

Supplements Details

Account No.: 17942 Fleet No.: 001 Supplement No.: 000

Registrant Name: ROGER TRAIL SERVICE INC DBA Name: NSC:

Expiration Month / Year: 08 / 2020 Supplement Desc: RENEW FLEET

Fleet Type: FOR - FOR HIRE

Weight Group List

	Weight Group No.	Base Jurisdiction Weight	CA Max Gross Weight(kgs)	US Max Gross Weight(lbs)
Select	1	46500	46500	80000
Select	2	63500	63500	80000
Select	3	52000	52000	114640
Select	4	36500	36500	80000

Showing 1 to 4 of 4 entries

Add Weight Group Done Cancel Quit ?

# ATIOS – weight groups

- Edit the weight for the jurisdiction as required
- Click Proceed at the bottom of the page

Alberta Government

Alberta Transportation IRP Online System - IRP

Menu Finder

Account No.: 17942 Fleet No.: 001 Supplement No.: 000

Registrant Name: ROGER TRAIL SERVICE INC DBA Name: NSC:

Expiration Month / Year: 08 / 2019 Supplement Desc.: RENEW FLEET

Weight Group No.: 1 CA Max Gross Weight(kg): 46500 US Max Gross Weight(lbs): 80000

Web Office EXTERNAL

Customer Dashboard

Services

Enterprise

IRP

Support

List Of Jurisdiction And Weight

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AB	46500	BC	46500	MB	46500	NB	46500
NL	46500	NS	46500	ON	46500	PE	46500
QC	46500	SK	46500	AL	80000	AR	80000
AZ	80000	CA	80000	CO	80000	CT	80000
DC	80000	DE	80000	FL	80000	GA	80000
IA	80000	ID	80000	IL	80000	IN	80000
KS	80000	KY	80000	LA	80000	MA	80000
MD	80000	ME	80000	MI	80000	MN	80000
MO	80000	MS	80000	MT	80000	NC	80000
ND	80000	NE	80000	NH	80000	NJ	80000
NM	80000	NV	80000	NY	80000	OH	80000
OK	80000	OR	80000	PA	80000	RI	80000
SC	80000	SD	80000	TN	80000	TX	80000
UT	80000	VA	80000	VT	80000	WA	80000
WI	80000	WV	80000	WY	80000		

# ATIOS – weight groups

- ATIOS will process the entered weights and notify you if any entered weights fall outside of a 10% variance
- Adjust as needed or enter a comment to override
- Click Proceed to continue

Account

Fleet

Distance

WgtGroup

Vehicle

Billing

Payment

Credentials

MainMenu

Inquiries

⚠ IRPWGTGRP37 : (E) Jurisdiction weight must be within a 10% variance of the Base Jurisdiction Weight. The following Jurisdiction's Weight is entered less than 10% of base jurisdiction Weight - (AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV, WY) IRPWGTGRP07 : If this is correct, please enter a comment to override.

Fleet Weight Group Details

Renew Fleet

Supplements Details

Account No.: 17942

Registrant Name: ROGER TRAIL SERVICE INC

Expiration Month / Year: 08 / 2019

Weight Group No.: 1

Fleet No.: 001

DBA Name:

Supplement Desc.: RENEW FLEET

CA Max Gross Weight(kgs): 46500

Supplement No.: 000

NSC:

US Max Gross Weight(lbs): 80000

List Of Jurisdiction And Weight

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AB	46500	BC	46500	MB	46500	NB	46500
NL	46500	NS	46500	ON	46500	PE	46500
QC	46500	SK	46500	AL	80000	AR	80000
AZ	80000	CA	80000	CO	80000	CT	80000
DC	80000	DE	80000	FL	80000	GA	80000
IA	80000	ID	80000	IL	80000	IN	80000

# ATIOS – weight groups

- You can also add a new weight group on the Weight Group page
- To add a new weight group, click the Add Weight Group tab

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Subaccount: UAT7)

Menu Finder

Logout

Account > Fleet > Distance > **WgtGroup** > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries

Weight Group Selection Details

Renew Fleet

Supplements Details

Account No.: 17942  
Fleet No.: 001  
Supplement No.: 000  
Registrant Name: ROGER TRAIL SERVICE INC  
DBA Name:  
Expiration Month / Year: 08 / 2020  
Supplement Desc.: RENEW FLEET  
NSC:  
Fleet Type: FOR - FOR HIRE

Weight Group List

	Weight Group No.	Base Jurisdiction Weight	CA Max Gross Weight(kgs)	US Max Gross Weight(lbs)
Select	1	46500	46500	80000
Select	2	63500	63500	80000
Select	3	52000	52000	114640
Select	4	36500	36500	80000

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Add Weight Group Done Cancel Quit ?

# ATIOS – weight groups

- You will be presented with a new Fleet Weight Group Details page, which has been automatically populated with a weight group number (Weight Group No.)
- Enter the weights per jurisdiction as required
- Click Proceed at the bottom of the page
- Variances will be calculated and anything outside of a 10% variance will be noted at the top of the page

Alberta Government

Alberta Transportation IRP Online System - IRP (Dashboard) (ATIOS)

Menu Finder ... Logout

Account Fleet Distance WgtGroup Vehicle Billing Payment Credentials MainMenu Inquiries

Fleet Weight Group Details Renew Fleet

Supplements Details

Account No.: 17942 Fleet No.: 001 Supplement No.: 000

Registrant Name: ROGER TRAIL SERVICE INC DBA Name: NSC:

Expiration Month / Year: 08 / 2020 Supplement Desc.: RENEW FLEET

Weight Group No.: 5 CA Max Gross Weight(kgs): 63500 US Max Gross Weight(lbs): 80000

List Of Jurisdiction And Weight

Jur	Weight	Jur	Weight	Jur	Weight	Jur	Weight
AB		BC		MB		NB	
NL		NS		ON		PE	
QC		SK		AL		AR	
AZ		CA		CO		CT	
DC		DE		FL		GA	
IA		ID		IL		IN	
KS		KY		LA		MA	

# ATIOS – weight groups

- When you are done working with Weight Groups, click Done to move to Vehicle Processing

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Environment: UAT77)

Menu Finder

Logout

Account Fleet Distance **WgtGroup** Vehicle Billing Payment Credentials MainMenu Inquiries

Weight Group Selection Details

Renew Fleet

Supplements Details

Account No.: 17942  
Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08 / 2020  
Fleet Type: FOR - FOR HIRE  
Fleet No.: 001  
DBA Name:  
Supplement Desc.: RENEW FLEET  
Supplement No.: 000  
NSC:

Weight Group List

	Weight Group No.	Base Jurisdiction Weight	CA Max Gross Weight(kgs)	US Max Gross Weight(lbs)
Select	1	46500	46500	80000
Select	2	63500	63500	80000
Select	3	52000	52000	114640
Select	4	36500	36500	80000

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Add Weight Group Done Cancel Quit ?



# ATIOS – vehicle processing

- Before proceeding with your renewal, you may wish to review the vehicles in your fleet
- This list can be generated on the Inquiries page

Alberta Government

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

Menu Finder...

Account > Fleet > Distance > WgtGroup > Vehicle > Billing > Payment > Credentials > MainMenu > **Inquiries**

Renewal Vehicle Processing

Renew Fleet

Renewal Details

Account No.: 17942 Registrant Name: ROGER TRAIL SERVICE INC DBA Name:

Fleet No.: 001 Expiration Month / Year: 08 2020 Supplement No.: 000

Supplement Desc.: RENEW FLEET Fleet Type: FOR - FOR HIRE NSC:

Modified Vehicles: 0 Added Vehicles: 0 Deleted Vehicle: 0

Renewed Vehicles: 4

☐ ADD VEHICLE ☐ MODIFY VEHICLE ☐ DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?

# ATIOS – vehicle processing

- Click on the Inquiries tab
- Click on Supplement in the drop down menu

The screenshot shows the ATIOS web application interface. The top navigation bar includes tabs for Account, Fleet, Distance, WgtGroup, Vehicle, Billing, Payment, Credentials, MainMenu, and Inquiries. The Inquiries tab is selected, and a dropdown menu is open, showing options for Account, Fleet, Distance, WgtGroup, Vehicle, Supplement, Vehicle Supplement, Wgt Group Supplement Base, and Deleted Vehicle. The Vehicle Supplement option is highlighted. The main content area displays the 'Renewal Vehicle Processing' screen, which includes a 'Renewal Details' section with the following information:

Field	Value
Account No.	17942
Fleet No.	001
Supplement Desc.	RENEW FLEET
Modified Vehicles	0
Renewed Vehicles	4
Registrant Name	ROGER TRAIL SERVICE INC
Expiration Month / Year	08 / 2020
Fleet Type	FOR - FOR HIRE
Added Vehicles	0

Below the details section, there are radio buttons for ADD VEHICLE, MODIFY VEHICLE, and DELETE VEHICLE. At the bottom of the screen, there are buttons for Proceed, Update From Previous Year, Done, Cancel, and Quit.

# ATIOS – vehicle processing

- A window will pop up
- Enter an Account No. and Fleet Expiration Year
  - If you leave the Fleet No. field empty, all fleets numbers will be provided in the results.
  - If you enter a fleet number and a fleet expiration year, you will be given information specific to those vehicles
- Click Proceed at the bottom of the page

Vehicle Transaction - IRP - Internet Explorer provided by Government of Alberta

— □ ×

**Vehicle Inquiry**

**Vehicle Supplement Inquiry**

**Fleet Search**

Account No.:

Fleet No.:

Fleet Expiration Year:

Supplement No.:

Unit No.:

VIN:

Plate No.:

Weight Group No.:

Proceed

Refresh

Quit

?

# ATIOS – vehicle processing

- A results window will pop up
- Click View to see the details of a particular vehicle

Alberta Government

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

Menu Finder...

Vehicle Transaction - IRP - Internet Explorer provided by Government of Alberta

Vehicle Inquiry Vehicle Supplement Inquiry

**Fleet Search**

Account No.:  Fleet No.:

Fleet Expiration Year:  Supplement No.:

Unit No.:  VIN:

Plate No.:  Weight Group No.:

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supp. No.	Service Type	Supp. Status	VIN	Plate No.	Unit No.	Body Type	Weight Group No.	Srv. Trans. Id	
<a href="#">Tree</a>	17942	001	08/2020	000	RWC	O - OPEN	2 [REDACTED]	007636	315	Truck	1	3048	<a href="#">View</a>
<a href="#">Tree</a>	17942	001	08/2020	000	RWC	O - OPEN	2 [REDACTED]	007739	317	Truck Tractor	2	3048	<a href="#">View</a>
<a href="#">Tree</a>	17942	001	08/2020	000	RWC	O - OPEN	2 [REDACTED]	007759	2529	Bus	3	3048	<a href="#">View</a>
<a href="#">Tree</a>	17942	001	08/2020	000	RWC	O - OPEN	2 [REDACTED]	007760	251	Tractor	4	3048	<a href="#">View</a>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Alberta

# ATIOS – vehicle processing

- Scroll to view the details of this vehicle and supplement
- Print the page if desired
- Click Close to return to the previous fleet search results

**VEHICLE SUPPLEMENT INQUIRY**

**Supplements Details**

Account No.: 17942	Fleet No.: 001	Supplement No.: 000
Registrant Name: ROGER TRAIL SERVICE INC	DBA Name:	No. of Fleet Vehicles: 0
Expiration Month / Year: 08/2020	Effective Date: 01/09/2019	Supplement Desc.: RENEW FLEET
Fleet Type: FOR - FOR HIRE	MVID: [REDACTED]	NSC:

**Vehicle Details**

VIN: [REDACTED]	Unit No.: 315	Weight Group No.: 1-46500-80000
Year: 2019	Body Type: TK - Truck TRUCK	Make: FORD - FORD
Axles: 2	Combined Axles: 2	Fuel Type: D - Diesel
Seats:	Vehicle Colour: BLK - Black	Model: F450
Tare Weight: 7950	Base Jurisdiction Gross Weight: 46500	
Set Effective Date to Purchase Date: N	Purchase Date: 01/01/2018	
CA Purchase Price: \$99652.25	US Purchase Price: \$77888.20	Factory Price: \$22568.00
VAC Number: [REDACTED]	Vehicle Leasing: [REDACTED]	Regulation Code:

Print

Close

# ATIOS – vehicle processing

- Vehicle Processing allows you to Add a Vehicle, Modify a Vehicle and Delete a Vehicle
- You can also update details of a vehicle from a previous year by clicking the Update From Previous Year tab
  - For example, if you made a change to one of your vehicles in the current year after initiating the renewal, such as colour, unit number, etc.

Alberta Government

Alberta Transportation IRP Online System - IRP (Environment: UAT7)

Menu Finder... Logout

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Renewal Vehicle Processing Renew Fleet

Renewal Details

Account No.:	17942	Registrant Name:	ROGER TRAIL SERVICE INC	DBA Name:	
Fleet No.:	001	Expiration Month / Year:	08 / 2020	Supplement No.:	000
Supplement Desc.:	RENEW FLEET	Fleet Type:	FOR - FOR HIRE	NSC:	
Modified Vehicles:	0	Added Vehicles:	0	Deleted Vehicle:	0
Renewed Vehicles:	4				

☐ ADD VEHICLE ☐ MODIFY VEHICLE ☐ DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?

# ATIOS – vehicle processing

- If no changes are required for any vehicle, click Done
- The vehicles will be processed and if required documents are missing, a message will be displayed at the top of the page

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Environment: UAT7)

Menu Finder... Logout

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Renewal Vehicle Processing Renew Fleet

Renewal Details

Account No.:	17942	Registrant Name:	ROGER TRAIL SERVICE INC	DBA Name:	
Fleet No.:	001	Expiration Month / Year:	08 2020	Supplement No.:	000
Supplement Desc.:	RENEW FLEET	Fleet Type:	FOR - FOR HIRE	NSC:	
Modified Vehicles:	0	Added Vehicles:	0	Deleted Vehicle:	0
Renewed Vehicles:	4				

☐ ADD VEHICLE ☐ MODIFY VEHICLE ☐ DELETE VEHICLE

Proceed Update From Previous Year **Done** Cancel Quit ?

# ATIOS – add a vehicle

- To add a vehicle select Add Vehicle
- Click Proceed

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Environment: UAT7)

Menu Finder...

Logout

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Renewal Vehicle Processing

Renew Fleet

Renewal Details

Account No.: 17942  
Fleet No.: 001  
Supplement Desc.: RENEW FLEET  
Modified Vehicles: 0  
Renewed Vehicles: 4

Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08 | 2020  
Fleet Type: FOR - FOR HIRE  
Added Vehicles: 0

DBA Name:   
Supplement No.: 000  
NSC:   
Deleted Vehicle: 0

☒ ADD VEHICLE ☐ MODIFY VEHICLE ☐ DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?



# ATIOS – add a vehicle

- Enter the new vehicle's Vehicle Identification Number (VIN) in the applicable New Vehicle Search Criteria field
- Click Search
- Enter the vehicle information in the Vehicle Details section. A red \* indicates required information
- When complete, click Done at the bottom of the page

The screenshot displays the 'Alberta Transportation IRP Online System - IRP' interface. The 'Vehicle' tab is selected in the top navigation bar. The 'New Vehicle Search Criteria' section is active, showing fields for Unit No., VIN (highlighted with a red box), and Plate No., with a 'Search' button. Below this, the 'Supplements Details' section contains fields for Account No., Fleet No., Supplement No., Registrant Name, DBA Name, Expiration Month / Year, Effective Date, MVID, and NSC. The 'Vehicle Details' section is also visible, featuring a 'VIN Override' button and various fields for vehicle information, including VIN, Year, Axles, Seats, Tare Weight, Purchase Date, CA Purchase Price, VAC Number, Owner Operator, Safety MVID, Use Existing Plate, Unit No., Body Type, Combined Axles, Vehicle Colour, Base Jurisdiction Gross Weight, US Purchase Price, Vehicle Leasing Company, Weight Group No., Make, Fuel Type, Model, Factory Price, Regulation Code, and Safety Responsibility. The left sidebar shows the user 'GAYLE EXT' and various system links.

# ATIOS – modify existing vehicle

- To modify an existing vehicle, select Modify Vehicle
- Click Proceed

The screenshot displays the 'Alberta Government' logo and the 'Alberta Transportation IRP Online System - IRP' header. The 'Vehicle' tab is highlighted in the top navigation bar. The 'Renewal Vehicle Processing' section is active, showing 'Renewal Details' for 'ROGER TRAIL SERVICE INC'. The details include Account No. 17942, Fleet No. 001, Supplement Desc. RENEW FLEET, Modified Vehicles: 0, Renewed Vehicles: 4, Expiration Month / Year: 08 | 2020, Fleet Type: FOR - FOR HIRE, Added Vehicles: 0, DBA Name, Supplement No.: 000, NSC, and Deleted Vehicle: 0. The 'MODIFY VEHICLE' radio button is selected and highlighted with a red box. The 'Proceed' button is also highlighted with a red box. The left sidebar shows the user 'GAYLE EXT' and various navigation options like 'Customer Dashboard', 'Services', 'Enterprise', 'IRP', and 'Support'.

Alberta Government

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

Menu Finder... Logout

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Renewal Vehicle Processing Renew Fleet

Renewal Details

Account No.: 17942  
Fleet No.: 001  
Supplement Desc.: RENEW FLEET  
Modified Vehicles: 0  
Renewed Vehicles: 4

Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08 | 2020  
Fleet Type: FOR - FOR HIRE  
Added Vehicles: 0

DBA Name:  
Supplement No.: 000  
NSC:  
Deleted Vehicle: 0

☐ ADD VEHICLE ☒ **MODIFY VEHICLE** ☐ DELETE VEHICLE

**Proceed** Update From Previous Year Done Cancel Quit ?

# ATIOS – modify existing vehicle

- Enter or select the unit number you wish to modify
- Click Search

The screenshot displays the 'Alberta Transportation IRP Online System - IRP' interface. The 'Vehicle' tab is selected in the top navigation bar. The 'Change Vehicle Details' form is visible, with the 'Unit No.' field containing '315'. The 'VIN' field is empty. The 'Plate No.' field is empty. The 'Search' button is highlighted. The 'Supplements Details' section shows 'Accou' as '251', 'Fleet No.' as '001', 'DBA Name' as 'ROGER TRAIL SERVICE INC', 'Expiration Month / Year' as '08 / 2020', 'Effective Date' as '01/09/2019', 'MVID' as '000', 'Supplement No.' as '4', 'No. of Vehicles' as '4', 'Supplement Desc.' as 'RENEW FLEET', and 'NSC' as 'RENEW FLEET'. The 'Vehicle Details' section at the bottom contains various fields for vehicle information, including VIN, Year, Axes, Seats, Tare Weight, Purchase Date, CA Purchase Price, VAC Number, Owner Operator, Safety MVID, Use Existing Plate, New Plate Required, Unit No., Body Type, Combined Axes, Vehicle Colour, Base Jurisdiction Gross Weight, US Purchase Price, Vehicle Leasing Company, Owner Phone No., Safety Change, Existing Plate, Weight Group No., Make, Fuel Type, Model, Factory Price, Regulation Code, and Safety Responsibility.

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Development: UATB)

Menu Finder

Logout

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Vehicle Details

Renew Fleet

Change Vehicle Details

Unit No.: 315

VIN:

Plate No.:

Search

Supplements Details

317

2529

Accou: 251

Registrant Name: ROGER TRAIL SERVICE INC

DBA Name:

Expiration Month / Year: 08 / 2020

Effective Date: 01/09/2019

Fleet Type: FOR - FOR HIRE

MVID: 000

Supplement No.: 000

No. of Vehicles: 4

Supplement Desc.: RENEW FLEET

NSC: RENEW FLEET

Vehicle Details

VIN:

\*Year:

\*Axes:

Seats:

\*Tare Weight:

\*Purchase Date: DD/MM/YYYY

\*CA Purchase Price:

VAC Number:

Owner Operator:

Safety MVID:

Use Existing Plate:

New Plate Required:

\*Unit No.:

\*Body Type:

\*Combined Axes:

\*Vehicle Colour:

Base Jurisdiction Gross Weight:

\*US Purchase Price:

Vehicle Leasing Company:

Owner Phone No.:

Safety Change:

Existing Plate:

\*Weight Group No.:

\*Make:

\*Fuel Type:

Model:

Factory Price:

Regulation Code:

Safety Responsibility:

# ATIOS – modify existing vehicle

- The vehicle's information will be retrieved
- Modify the information as required
- When complete, click Proceed at the bottom of the page. A summary page will be displayed

Alberta Government  
Alberta Transportation IRP Online System - IRP  
Menu Finder ... Logout

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Vehicle Details Renew Fleet

Change Vehicle Details

Unit No. [ ] VIN [ ] Plate No. [ ] Search

Supplements Details

Account No. [17942] Fleet No. [001] Supplement No. [000]  
Registrant Name: [ROGER TRAIL SERVICE INC] DBA Name: [ ] No. of Vehicles: [4]  
Expiration Month / Year: [08 / 2020] Effective Date: [01/09/2019] Supplement Desc: [RENEW FLEET]  
Fleet Type: [FOR - FOR HIRE] MVID: [ ] NSC: [ ]

Vehicle Details

VIN [ ] \*Unit No. [315] \*Weight Group No. [1]  
\*Year: [2019] \*Body Type: [TK - Truck] \*Make: [FORD - FORD]  
\*Axles: [2] \*Combined Axles: [2] \*Fuel Type: [D - Diesel]  
Seats: [ ] \*Vehicle Colour: [BLK - Black] Model: [F450]  
\*Tare Weight: [7950] Base Jurisdiction Gross Weight: [46500]  
\*Purchase Date: [01/01/2018] \*US Purchase Price: [77888.2]  
\*CA Purchase Price: [99652.25] Vehicle Leasing Company: [ ]  
VAC Number [ ] Owner Operator: [ ]  
Owner Phone No.: [ ]  
Safety MVID: [ ] Safety Change: [ ]  
Use Existing Plate: [ ] Existing Plate: [ ]  
Factory Price: [22568]  
Regulation Code: [ ]  
Safety Responsibility: [ ]

# ATIOS – modify existing vehicle

- Review the information on the Vehicle Details summary page
- When complete, click Proceed at the bottom of the page
- Repeat this process if additional vehicles in the fleet require modification

Alberta Government

Alberta Transportation IRP Online System - IRP (Environment) (1470)

Menu Finder... Logout

Account > Fleet > Distance > WgtGroup > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries

Vehicle Details

Supplements Details

Account No.: 17942  
Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08/2020  
Fleet Type: FOR - FOR HIRE

Fleet No.: 001  
DBA Name:  
Effective Date: 01/09/2018  
MVID: [REDACTED]

Supplement No.: 000  
No. of Vehicles: 4  
Supplement Desc.: RENEW FLEET  
NSC:

Vehicle Details

VIN: [REDACTED]  
Year: 2019  
Axles: 2  
Seats:  
Tare Weight: 7950  
Purchase Date: 01/01/2018  
CA Purchase Price: \$99652.25  
VAC Number: [REDACTED]

Unit No.: 315  
Body Type: TK - Truck  
TRUCK  
Combined Axles: 2  
Vehicle Colour: BLK - Black  
Base Jurisdiction Gross Weight: 46500  
US Purchase Price: \$77888.20  
Vehicle Leasing Company:

Weight Group No.: 1  
Make: FORD - FORD  
Fuel Type: D - Diesel  
Model: F450  
Factory Price: \$22568.00  
Regulation Code:  
Safety Responsibility:

Owner Operator:  
Safety MVID:  
Use Existing Plate: N  
New Plate Required: N

Owner Phone No.:  
Safety Change:  
Existing Plate:

Wrecker: N

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

Alberta

# ATIOS – delete vehicle

- To delete a vehicle from the fleet, select Delete Vehicle
- Click Proceed

Alberta Government

Alberta Transportation IRP Online System - IRP (Environment UAT6)

Menu Finder... Logout

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Renewal Vehicle Processing Renew Fleet

Renewal Details

Account No.:	17942	Registrant Name:	ROGER TRAIL SERVICE INC	DBA Name:	
Fleet No.:	001	Expiration Month / Year:	08 / 2020	Supplement No.:	000
Supplement Desc.:	RENEW FLEET	Fleet Type:	FOR - FOR HIRE	NSC:	
Modified Vehicles:	1	Added Vehicles:	0	Deleted Vehicle:	0
Renewed Vehicles:	3				

☐ ADD VEHICLE ☐ MODIFY VEHICLE ☒ **DELETE VEHICLE**

**Proceed** Update From Previous Year Done Vehicle List Quit ?

# ATIOS – delete a vehicle

- You will be given a list of active vehicles that have not been updated as part of the renewal process

Alberta Government  
Alberta Transportation IRP Online System - IRP  
(Development - UATB)

Menu Finder... Logout

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Vehicle Details Renew Fleet

Supplements Details

Account No.: 17942 Fleet No.: 001 Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08 2020 Supplement No.: 000 Supplement Desc.: RENEW FLEET  
Deleted Vehicle: 0 Fleet Type: FOR - FOR HIRE NSC:

Vehicle Search

Unit No.: VIN: Plate No.: Search

List of Active Vehicles

Select	Unit No.	VIN	Plate No.	Plate Status	Delete / Inactive Date	Comment	Waive Base Jurisdiction Credit
<input type="checkbox"/>	251		007760	DEL - DELETED	DD/MM/YYYY		
<input type="checkbox"/>	317		007739	DEL - DELETED	DD/MM/YYYY		
<input type="checkbox"/>	2520		007759	DEL - DELETED	DD/MM/YYYY		

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Proceed Done Cancel Vehicle List Refresh Quit ?

# ATIOS – delete a vehicle

- Select the check box next to the vehicle you want to delete from the fleet
- The plate status will default to DEL-Deleted
- Enter a Delete/Inactive Date and comments if required
- Multiple vehicles may be selected
- Click Proceed to proceed to the verification screen

The screenshot displays the 'Vehicle Details' page in the Alberta Transportation IRP Online System. The 'Vehicle' tab is selected in the top navigation bar. The 'Supplements Details' section shows fields for Account No., Expiration Month / Year, Deleted Vehicle, Fleet No., Supplement No., Fleet Type, Registrant Name, Supplement Desc., and NSC. The 'Vehicle Search' section includes fields for Unit No., VIN, and Plate No. The 'List of Active Vehicles' table shows three vehicles. The third vehicle, with Unit No. 2529, is selected (checked box), and its 'Delete / Inactive Date' is set to 11/07/2011. The 'Proceed' button is highlighted in the bottom navigation bar.

Alberta Government  
v1.2.2.117841 (07/11/2019) | UAT6

GAYLE EXT [259999] Web Office EXTERNAL

Customer Dashboard Services Enterprise IRP Support

Alberta Transportation IRP Online System - IRP

Menu Finder... Logout

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Vehicle Details Renew Fleet

Supplements Details

Account No.: 17942 Fleet No.: 001 Registrant Name: ROGER TRAIL SERVICE INC  
Expiration Month / Year: 08 | 2020 Supplement No.: 000 Supplement Desc.: RENEW FLEET  
Deleted Vehicle: 0 Fleet Type: FOR - FOR HIRE NSC:

Vehicle Search

Unit No.: VIN: Plate No.: Search

List of Active Vehicles

Select	Unit No.	VIN	Plate No.	Plate Status	Delete / Inactive Date	Comment	Waive Base Jurisdiction Credit
<input type="checkbox"/>	251		007760	DEL - DELETED	DD/MM/YYYY		<input type="checkbox"/>
<input type="checkbox"/>	317		007739	DEL - DELETED	DD/MM/YYYY		<input type="checkbox"/>
<input checked="" type="checkbox"/>	2529		007759	DEL - DELETED	11/07/2011		<input type="checkbox"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Proceed Done Cancel Vehicle List Refresh Quit ?



# ATIOS – delete a vehicle

- The verification screen will display the vehicle(s) that have been deleted
- Review and confirm the information
- Click Proceed to save the deletion
- You will return to the page listing your active vehicles
- Confirm the vehicle(s) you deleted are no longer present

Alberta Government

Alberta Transportation IRP Online System - IRP (Environment, UATG)

Menu Finder... Logout

Account Fleet Distance WgtGroup **Vehicle** Billing Payment Credentials MainMenu Inquiries

Vehicle Details Renew Fleet

Account Details

Account No.: 17942 Fleet No.: 001 Owner Name: ROGER TRAIL SERVICE INC  
Fleet Expiration Month / Year: 08/2020 Supplement No.: 000 Supplement Desc.: RENEW FLEET  
DELETE VEHICLE: 0 Fleet Type: FOR - FOR HIRE NSC:

List of Active Vehicles

Unit No.	VIN	Plate No.	Plate Status	Delete / Inactive Date	Comment	Waive Base Jurisdiction Credit
2529	[REDACTED]	007759	DEL - DELETED	01/09/2019		N

Proceed Back

# ATIOS – delete a vehicle

- Confirm the vehicle(s) you deleted are no longer present on the Vehicle Details page
- If the information is correct, click Done to return to the Vehicle Processing page

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Development: 0470)

Menu Finder

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

IRPVEH246 : (0) Vehicle(s) deleted successfully.

Vehicle Details Renew Fleet

Supplements Details

Account No.: 17942  
Expiration Month / Year: 08 2020  
Deleted Vehicle: 1

Fleet No.: 001  
Supplement No.: 000  
Fleet Type: FOR - FOR HIRE

Registrant Name: ROGER TRAIL SERVICE INC  
Supplement Desc.: RENEW FLEET  
NSC:

Vehicle Search

Unit No.: VIN: Plate No.: Search

List of Active Vehicles

Select	Unit No.	VIN	Plate No.	Plate Status	Delete / Inactive Date	Comment	Waive Base Jurisdiction Credit
<input type="checkbox"/>	291		007760	DEL - DELETED	DD/MM/YYYY		
<input type="checkbox"/>	317		007739	DEL - DELETED	DD/MM/YYYY		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Proceed Done Cancel Vehicle List Refresh Quit ?

# ATIOS – vehicle processing

- If there are no further vehicle modifications, additions or deletions to be performed, click Done to move on to Billing

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Renewables, UAT6)

Menu Finder

Account > Fleet > Distance > WgtGroup > **Vehicle** > Billing > Payment > Credentials > MainMenu > Inquiries

Renewal Vehicle Processing Renew Fleet

Renewal Details

Account No.:	17942	Registrant Name:	ROGER TRAIL SERVICE INC	DBA Name:	
Fleet No.:	001	Expiration Month / Year:	08 2020	Supplement No.:	000
Supplement Desc:	RENEW FLEET	Fleet Type:	FOR - FOR HIRE	NSC:	
Modified Vehicles:	1	Added Vehicles:	0	Deleted Vehicle:	1
Renewed Vehicles:	2				

☐ ADD VEHICLE ☐ MODIFY VEHICLE ☐ DELETE VEHICLE

# ATIOS – document upload

- If any additional documents are required, upload them
- When all required documentation is uploaded click the Submit tab

The screenshot displays the 'Web Processing' page of the Alberta Transportation IRP Online System. The page includes a left sidebar with the user profile 'GAYLE EXT' and navigation links for 'Customer Dashboard', 'Services', and 'Support'. The main content area shows a success message for a file upload, followed by a 'Web Processing' section with a 'Submit' button. Below this is a 'Comments' section with a 'Submit' button highlighted by a red box. A table lists the submitted document, and a 'Vehicle Document' section shows the document details and a 'Delete' button.

Alberta Government

Alberta Transportation IRP Online System - IRP  
(Unauthorized Users)

Menu Finder... Logout

GENWEBF34: (0) Authorization for Vehicle Services Form file uploaded successfully

Web Processing Submit

LeftHeader

\*Account No.: 17942 \*Fleet No.: 001 Registrant Name: ROGER TRAIL SERVICE INC  
\*Fleet Expiration Year: 2020 \*Fleet Expiration Month: 8 \*Supplement No.: 000  
Status: PEN - Pending

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
Select	17942	001	08/2020	000	O - OPEN	FOR		INP	RWC

Showing 1 to 1 of 1 entries

\*VIN: [REDACTED] Vehicle Document Type: AVSF - Authorization for Vehicle Services Form Browse... Upload

Vehicle Document

VIN	Document Type	File Name	Document Status	Delete
2E [REDACTED]	AVSF - Authorization for Vehicle Services Form	17942_1_2020_8 [REDACTED].AVSF.JPG	P - Pending	Delete

Showing 1 to 1 of 1 entries

Fleet Document Type: IRF - IRP Form Browse... Upload

# ATIOS – renew fleet

---

- Once you have completed your renewal, ATIOS will submit it to Prorate Services for verification.
- Once verified, a Fee Notice will be sent to you, the carrier.
- Payment for the Fee Notice can be made at an Alberta Registry Agent.
  - Not all registry offices process prorate. Call the registry office to verify that they conduct prorate services.

# Questions?

---

Contact Prorate Services

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

