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

Fleet Renewals

Fleet renewals

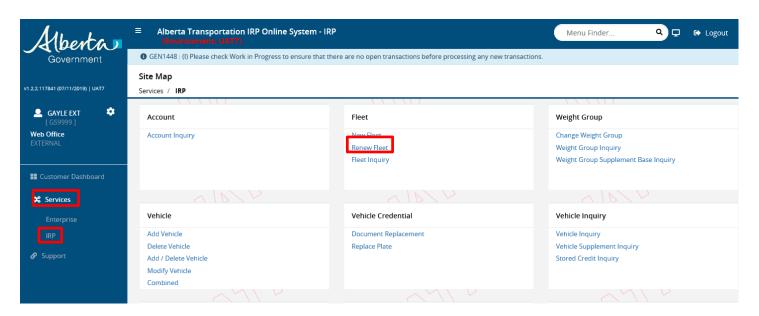- The International Registration Plan (IRP) renewal process

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

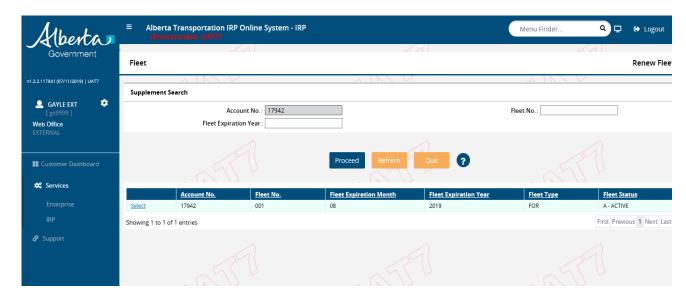Alberta

ATIOS – renew fleet

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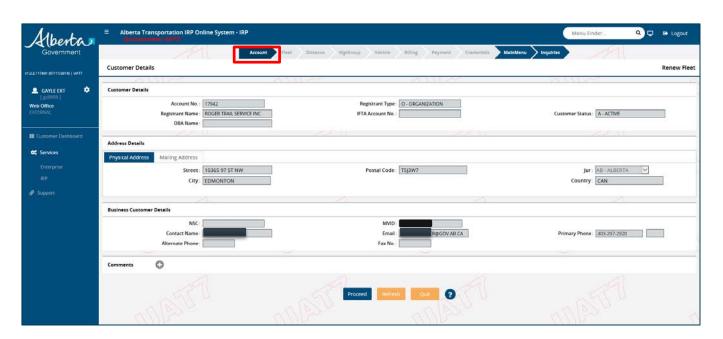
ATIOS – renew fleet – account

- 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
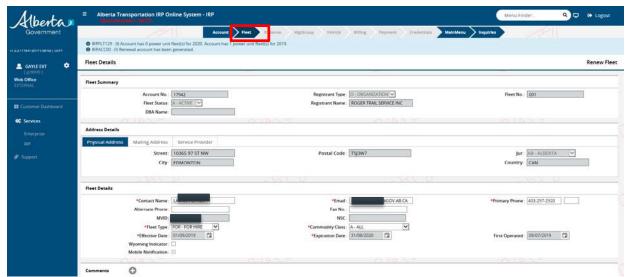
ATIOS – account

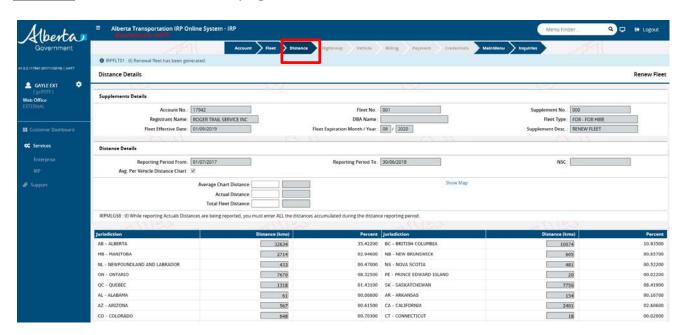- Click <u>Proceed</u> to display the Account screen

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
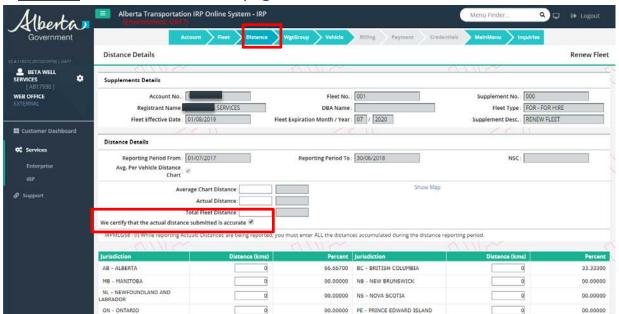- Click Proceed on the following page as well

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
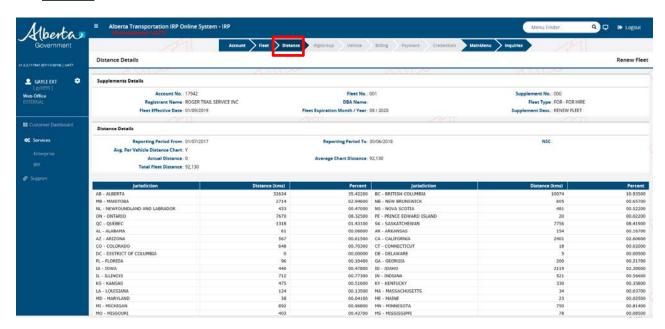
ATIOS – distance

- 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 <u>We certify that the actual distance submitted is accurate</u> tab
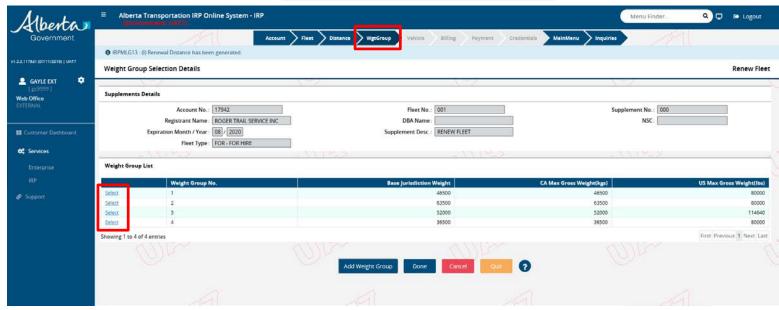- Click <u>Proceed</u> at the bottom of the page

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

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, <u>select the appropriate weight group</u>
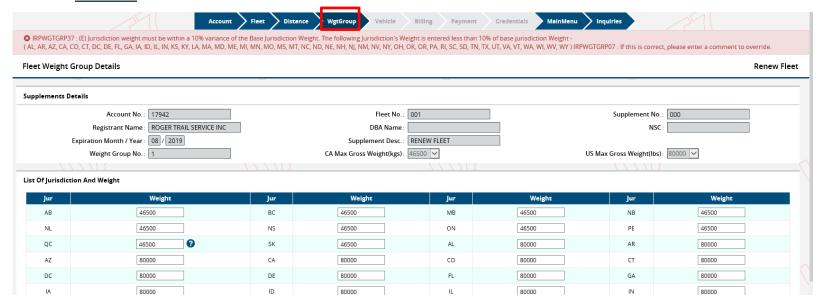
ATIOS – weight groups

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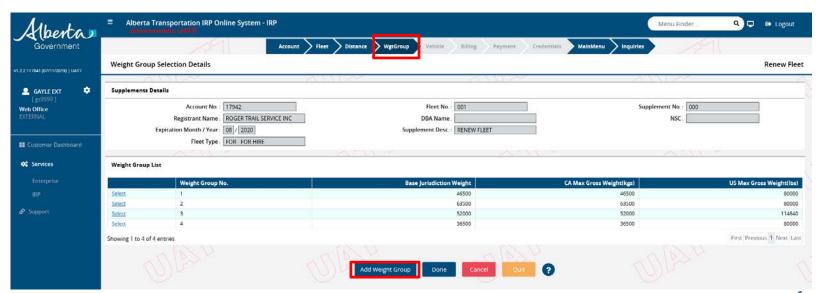
ATIOS – weight groups

- 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
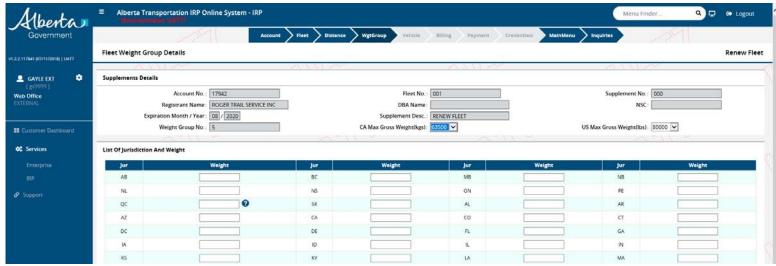- Click Proceed to continue

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	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(kgs):	46500	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

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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
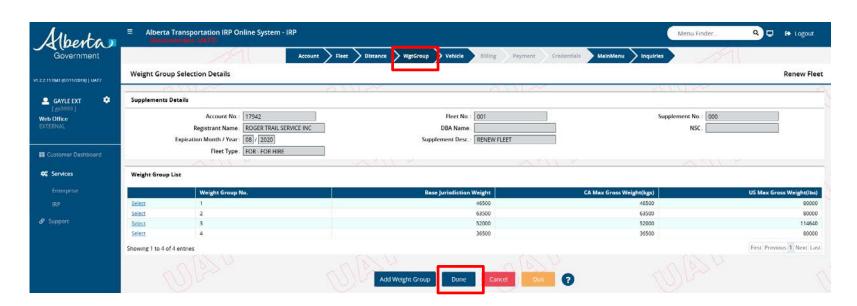
ATIOS – weight groups

- 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

ATIOS – weight groups

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

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

ATIOS – vehicle processing

- Click on the <u>Inquiries</u> tab
- Click on <u>Supplement </u>in the drop down menu

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

ATIOS – vehicle processing

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

ATIOS – vehicle processing

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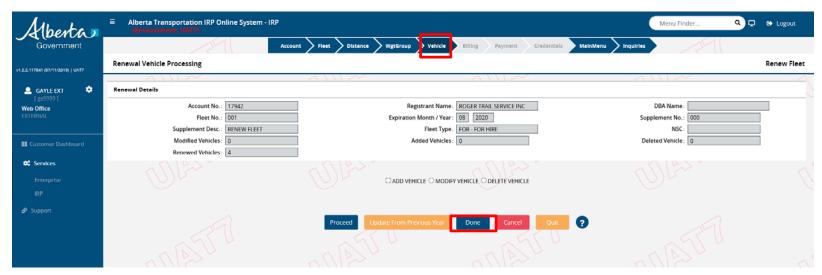- Click Close to return to the previous fleet search results

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.

ATIOS – vehicle processing

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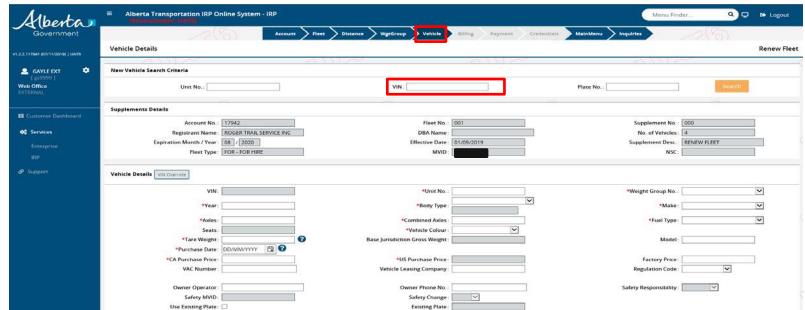
ATIOS – add a vehicle

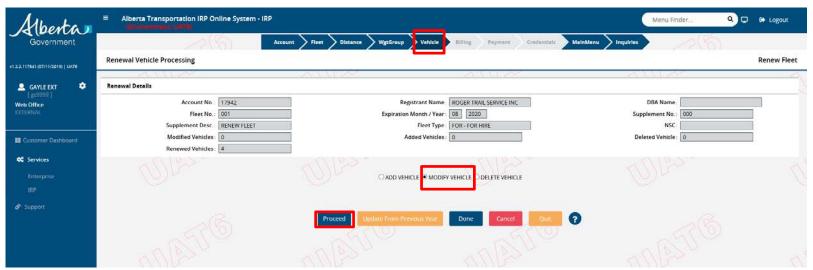- To add a vehicle select <u>Add Vehicle</u>
- Click <u>Proceed</u>

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
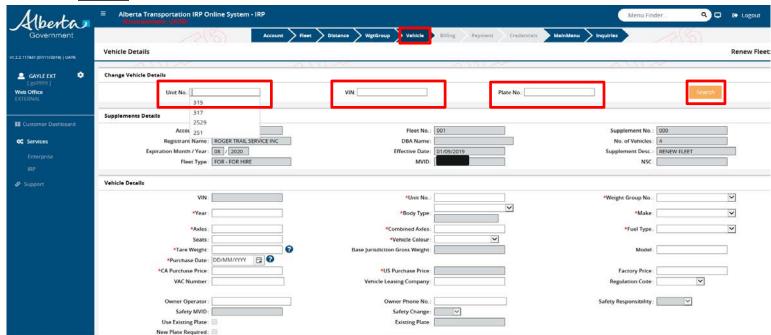- When complete, click Done at the bottom of the page

ATIOS – modify existing vehicle

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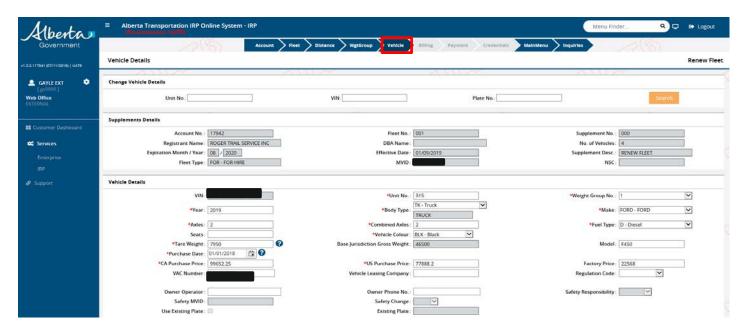- Click Proceed

ATIOS – modify existing vehicle

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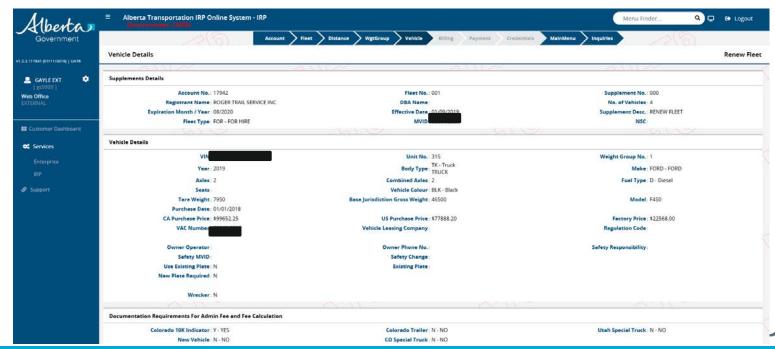- Click Search

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
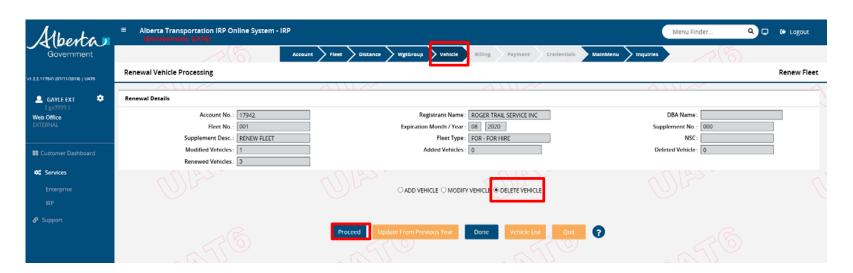
ATIOS – modify existing vehicle

- 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
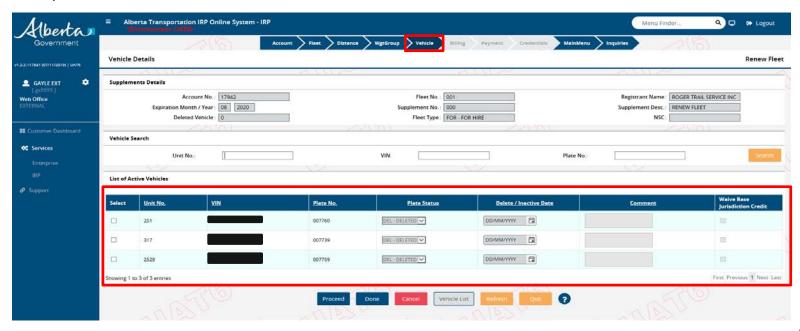
ATIOS – delete vehicle

- To delete a vehicle from the fleet, select <u>Delete Vehicle</u>
- Click <u>Proceed</u>

ATIOS – delete a vehicle

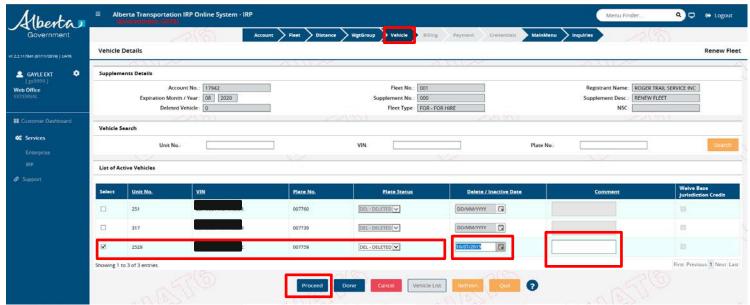- You will be given a list of active vehicles that have not been updated as part of the renewal process
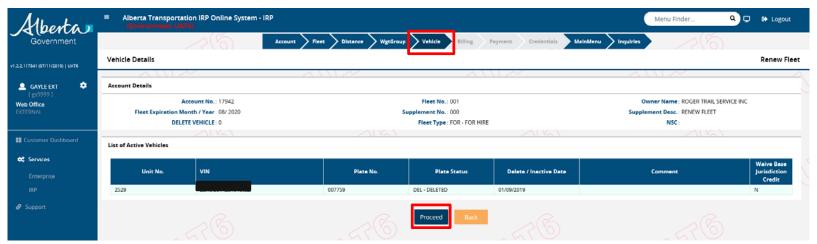
ATIOS – delete a vehicle

- 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
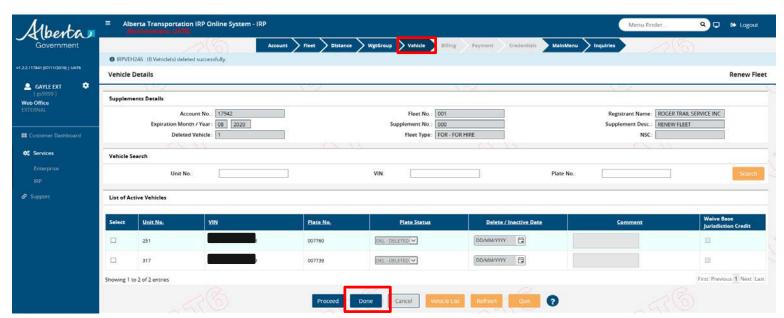
ATIOS – delete a vehicle

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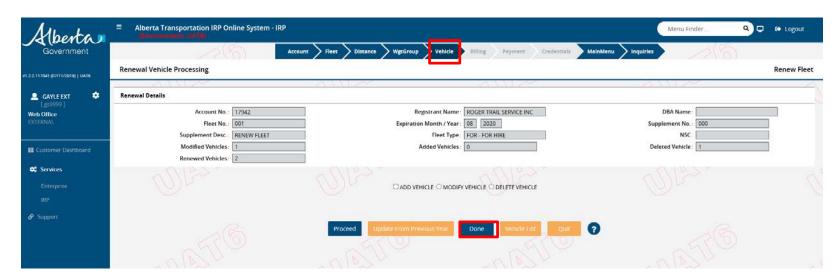
ATIOS – delete a vehicle

- Confirm the vehicle(s) you deleted are no longer present on the Vehicle Details page
- If the information is correct, click <u>Done</u> to return to the Vehicle Processing page
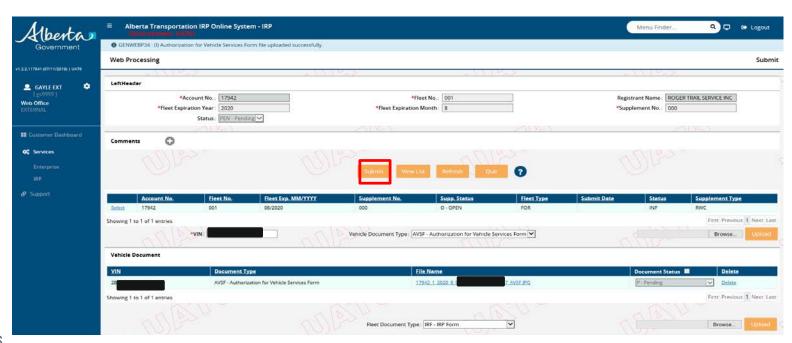
ATIOS – vehicle processing

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

ATIOS – document upload

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

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

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