

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

Logging in to ATIOS – New Users

ATIOS – new users log in

- ATIOS log in process for new users

ATIOS - IRP account creation

- To apply for an International Registration Plan (IRP) account, carriers must:
 - review the [new client package](#)
 - complete all required forms and collect supporting documentation
 - submit the completed forms and supporting documents in one email to prorate@gov.ab.ca

More information can be found at:

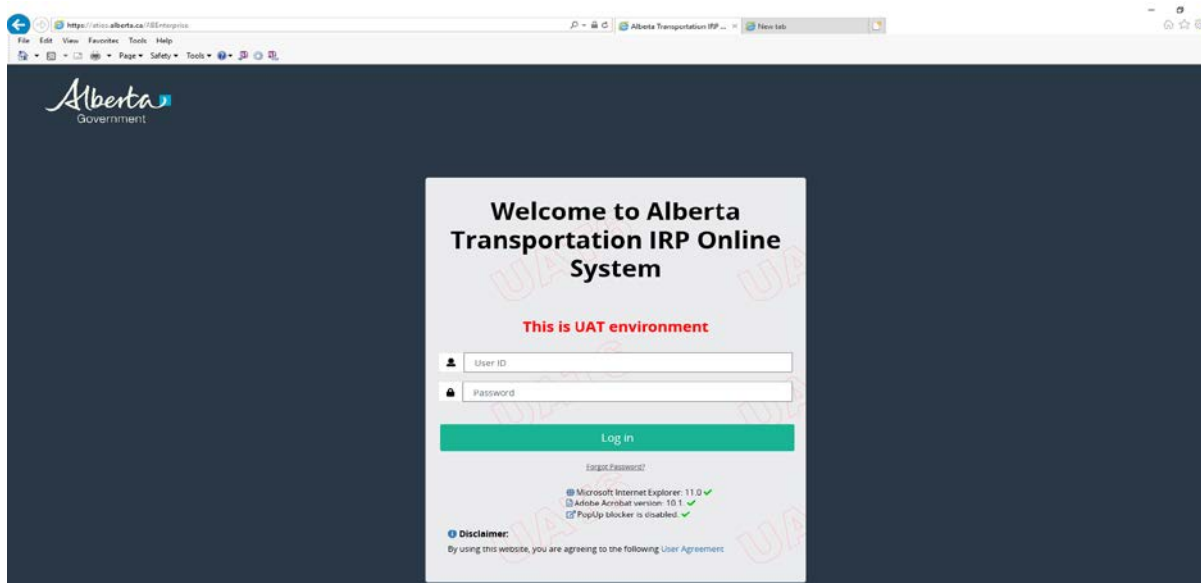
<https://alberta.ca/prorate-services-forms-instructions-and-guide.aspx>

ATIOS - IRP account creation

- Once received, the completed documentation will be reviewed by Prorate Services staff
- If complete and accurate, your account will be created and you will be emailed a user ID and temporary password for ATIOS
 - Upon your first log in to ATIOS you will be given the opportunity to create a permanent password of your choice
- **Incomplete applications will not be processed**
 - You will be notified by return email that your application has been rejected
 - You will need to resubmit it with all forms completed and supporting documents included
 - Your resubmitted application will then go to the back of the service queue for review

ATIOS – new users log in

- To log in to ATIOS, go to <https://atios.alberta.ca>



ATIOS – browser requirements

- At the login page, ATIOS will perform a check and notify you if you need to make any changes to use the application
 - For example, you may need to disable your computer's PopUp blocker, update your Adobe Acrobat, or use another web browser in order to successfully use ATIOS



The screenshot shows the login page for the Alberta Transportation IRP Online System. The page title is "Welcome to Alberta Transportation IRP Online System". Below the title, it says "This is UAT environment". There are two input fields: one for the username (with a person icon) and one for the password (with a lock icon). A green "Log in" button is below the password field. Below the button, there is a "Forgot Password?" link. A red box highlights a section of the page that lists browser requirements:

- Microsoft Internet Explorer: 11.0 ✓
- Adobe Acrobat version: 10.1 ✓
- PopUp blocker is disabled. ✓

At the bottom of the page, there is a "Disclaimer:" section with a link to the "User Agreement".

ATIOS – browser requirements

- ATIOS will work with current versions of the following browsers:
 - Internet Explorer
 - Microsoft Edge
 - Google Chrome
 - Firefox
- Additional Requirements
 - Adobe Acrobat
 - Your computer's Pop-up blocker must be disabled (Please refer to your browser's help system for instructions on disabling Pop-ups)

ATIOS – user ID and password

**Welcome to Alberta
Transportation IRP Online
System**

This is UAT environment

User ID

Password

Log in

[Forgot Password?](#)

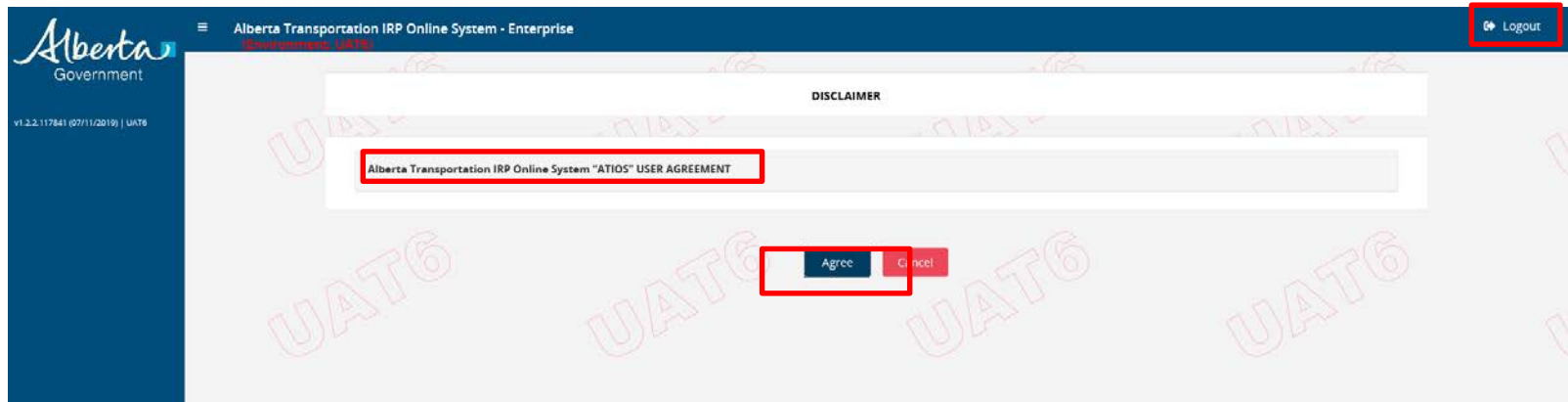
Microsoft Internet Explorer: 11.0 ✓
Adobe Acrobat version: 10.1 ✓
PopUp blocker is disabled. ✓

Disclaimer:
By using this website, you are agreeing to the following [User Agreement](#)

- Enter the user ID and the temporary password that you were emailed by Prorate Services
- After your initial login, you will be prompted to reset your password to one of your choice, and provide security questions and answers so you can reset/recover your password in the future if required

ATIOS - user agreement

- Click on the [Alberta Transportation IRP Online System “ATIOS” USER AGREEMENT](#) to review the user agreement
- Click on [Agree](#) or [Cancel](#)
 - To use ATIOS, you must [Agree](#) to the terms and conditions in the ATIOS User Agreement
- At this time, you may also choose to logout by clicking the [Logout](#) tab



ATIOS – customer dashboard

- When you login this is the first screen you will see
- Your account number automatically populates for you
- Click on the Search button to bring up your company information

The screenshot displays the ATIOS Customer Dashboard. The top navigation bar includes the Alberta Government logo, the system name "Alberta Transportation IRP Online System - Enterprise (Environment: UAT6)", a menu finder, and a logout button. The left sidebar shows the user profile "GAYLE EXT [gs9999]", the role "WEB OFFICE EXTERNAL", and a menu with "Customer Dashboard", "Services", "Enterprise", "IRP", and "Support". The main content area is titled "Customer Dashboard" and features a "Search Customer Here" section with input fields for "Account No.:" (pre-filled with "17942"), "NSC:", "MVID:", and "Owner Name:". Below these fields are "Search" and "Refresh" buttons. A large "UAT6" watermark is visible across the page.

ATIOS – customer dashboard

- Click on the Account number

Alberta Government

v2.5.118369 (07/24/2019) | UAT6

GAYLE EXT [GS9999]

WEB OFFICE EXTERNAL

Customer Dashboard

Services

Support

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

Menu Finder... Logout

Customer Dashboard

Search Customer Here

Account No.: 17942 MVID: NSC: Owner Name:

Search Refresh

Search Details

Account No.	MVID	NSC	Owner Name	Application Type
17942	00		ROGER TRAIL SERVICE INC	IRP

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

ATIOS – customer dashboard

- This page has your company information including phone number, email address, physical and mailing address
- It also includes your pending transactions at the bottom of the page

The screenshot shows the ATIOS Customer Dashboard for Roger Trail Service Inc. The page is titled "Customer Dashboard" and includes a navigation sidebar on the left with options like "Customer Dashboard", "Services", and "Support". The main content area is divided into several sections:

- Customer Summary:** Displays company information for Roger Trail Service Inc. Account No. is 17942, DBA Name is [REDACTED], MVID is 000 [REDACTED], NSC is [REDACTED], and Registrant Type is ORGANIZATION. The last updated user ID is LPOTTER.
- IRP Summary:** Shows Account No. 17942, Account Status: Active, and Old Account No.: 0. It includes a table of fleet information:

Fleet No.	Expiration Month / Year	DBA Name	Fleet Status	Total Vehicles
001	08 / 2019		Active	4

Navigation links: First, Previous, Next, Last

- Physical Address:** 10365 97 ST NW, EDMONTON, AB, T5J3W7. Last Updated On: 09/07/2019 01:54:00 PM. Last Updated User ID: LPOTTER.
- Pending Transactions:** A table showing two pending transactions:

Resume Service	Account No.	Owner Name	Trans Desc	Status	Trans Date
	17942	ROGER TRAIL SERVICE INC	AVV # 001 # 08/2019 # 008	Open/In Process	25/07/2019
	17942	ROGER TRAIL SERVICE INC	AVV # 001 # 08/2019 # 009	Open/In Process	25/07/2019

ATIOS – customer dashboard

- Once you are done reviewing your company information, and want to begin a transaction, on the left hand side of the screen, click on Services and then IRP

The screenshot shows the 'Customer Dashboard' for 'ROGER TRAIL SERVICE INC'. The left sidebar contains navigation options: 'Services' (highlighted with a red box) and 'IRP' (also highlighted with a red box). The main content area is divided into two sections: 'Customer Summary' and 'IRP Summary'.

Customer Summary

ROGER TRAIL SERVICE INC

Account No.: 17942
DBA Name: -
MVID: 000 [REDACTED]
NSC: -
Registrant Type: ORGANIZATION
Last Updated User ID: LPOTTER

Customer Status: ACTIVE
Email: [REDACTED]@GOV.AB.CA
Phone No.: 403 - 297 - 2920
Ext.: -
Alternate Phone: -
Fax: -
Last Updated On: 09/07/2019 01:59:18 PM

Physical Address | Mailing Address

10365 97 ST NW
EDMONTON, AB, T5J3W7

Last Updated On: 09/07/2019 01:54:00 PM
Last Updated User ID: LPOTTER

IRP Summary

Fleet No.	Expiration Month / Year
001	08 / 2019

ATIOS – services - IRP

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

Alberta Government

Alberta Transportation IRP Online System - IRP

Menu Finder... Logout

GEN1448 : (0) Please check Work In Progress to ensure that there are no open transactions before processing any new transactions.

Site Map
Services / IRP

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

Vehicle Inquiry
Vehicle Inquiry
Vehicle Supplement Inquiry
Stored Credit Inquiry

Other
Work In Progress

Reprint
Invoice

Web Processing
Submit

Error Correction
Error Correction Undo Vehicle

Additional Inquiries
Supplement Inquiry

Questions?

Contact Prorate Services

Prorate@gov.ab.ca

