

**E-FILING  
QUICK  
REFERENCE  
GUIDE  
PART 3  
IRP ADD VEHICLES**

[Log Out](#)

### IRP Main Menu

**Customer Profile**

Customer Name: CHLOE'S TRUCKING      FEI #: [REDACTED]  
 Mailing Address: 123 HOLLY RD      Physical Address: 123 HOLLY RD  
 TALLAHASSEE FL 32317-0000      TALLAHASSEE FL 32317-0000

**Shopping Cart**

Items: 0

**Type in Year**

**Select transaction type of "Add Vehicle"**

**Account Information**

Show 10 entries      Search: [ ]

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type
260351	3	Sep	Active	29770	[REDACTED]	Year: [Inquiry] <input type="button" value="Start"/>
260351	2	Sep	Active	29970	[REDACTED]	Year: [Inquiry] <input type="button" value="Start"/>
260351	1	Sep	Active	89970	[REDACTED]	Year: 2015 <input type="button" value="Add Vehicle"/> <input type="button" value="Start"/>

Showing 1 to 3 of 3 entries

◀ First | Previous | Next | Last ▶

[Click here for more information about USDOT numbers](#)

Then you will be directed to the IRP Account Renewal Menu:

**FLORIDA** A SAFER HIGHWAY SAFETY AND MOTOR VEHICLES

**TERRY L. RHODES**  
EXECUTIVE DIRECTOR

**OFFICIAL WEBSITE** SERVICE \* INTEGRITY \* COURTESY \* PROFESSIONALISM \* INNOVATION \* EXCELLENCE

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### IRP Account Renewal Menu

**Customer Profile**

Customer Name: CHLOE'S TRUCKING      FEI #: [REDACTED]  
 Mailing Address: 123 HOLLY RD      Physical Address: 123 HOLLY RD  
 TALLAHASSEE FL 32317-0000      TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260351	1	Sep	2015

**Supplement Profile**

USDOT Number: [REDACTED]  
 Tax Identification Number: [REDACTED]  
 Contact Name: SHERI QUICK  
 Phone Number: (0 ) 0      Phone Extension: 0  
 Power of Attorney: NONE  
 Insurance Number: POL123456789      Insurance Status: Active  
 Insurance Effective Date: Aug 1, 2014      Insurance Expiration Date: Aug 1, 2015

**Click Continue**

If you have any questions about taxes or procedures, please contact our [MCS Helpdesk](#).

  
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Then you will be directed to the IRP Supplement Menu:

Florida Department of Highway Safety and Motor Vehicles

Home | Español | Driver License | Vehicle Tags & Titles | Florida Highway Patrol | Contact Us | Forms | Office Locations

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### IRP Supplement Menu

**Customer Profile**

Customer Name: CHLOE'S TRUCKING      FEI #: [REDACTED]  
Mailing Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000      Physical Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260351	1	Sep	2015

**Supplement Profile**

Supplement Number: 2      Effective Date:   
Operation Type: FOR HIRE      Wyoming Authority: No

[Previous](#)   [Save](#)   [IRP Main Menu](#)   [Continue](#)

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Then you will be directed to the IRP Add Vehicle Menu:

Florida Department of Highway Safety and Motor Vehicles

Home | Español | Driver License | Vehicle Tags & Titles | Florida Highway Patrol | Contact Us | Forms | Office Locations

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### IRP Add Vehicle Menu

**Customer Profile**

Customer Name: CHLOE'S TRUCKING      FEI #: [REDACTED]  
Mailing Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000      Physical Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260351	1	Sep	2015

**Vehicle Profile**

Show 5 entries      Search:

Unit Number	VIN	Vehicle Type	Weight Group	Status
No data available in table				

Showing 0 to 0 of 0 entries      First Previous Next Last

Total number of Units: 0

[Add Vehicle](#)   [Apply USDOT and TIN Numbers to Vehicles](#)   [Add New Weight Group](#)   [Modify Existing Weight Group](#)

(Once weight group details are complete, choose an action item below.)

[Previous](#)   [Save](#)   [Cancel Changes](#)   [Save and Calculate Bill](#)   [IRP Main Menu](#)

If you have any questions about taxes or procedures, please contact our [MCS Helpdesk](#).

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You will then receive the following popup:

The page at <https://betaservices.flhsmv.gov> says:

Please enter in the Vehicle Identification Number (VIN):

**CLICK OK** →

Type in the Vehicle Identification Number

Then you will be directed to the IRP Vehicle Details Menu:

Florida Department of Highway Safety and Motor Vehicles  
**FLORIDA** A SAFER HIGHWAY SAFER AND MOTOR VEHICLES  
OFFICIAL WEBSITE SERVICE \* INTEGRITY \* COURTESY \* PROFESSIONALISM \* INNOVATION \* EXCELLENCE  
Home | [Español](#) | [Driver License](#) | [Vehicle Tags & Titles](#) | [Florida Highway Patrol](#) | [Contact Us](#) | [Forms](#) | [Office Locations](#)  
TERRY L. RHODES EXECUTIVE DIRECTOR

Log Out

### IRP Vehicle Details Menu

**Customer Profile**  
Customer Name: CHLOE'S TRUCKING  
Mailing Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000  
FEI #: [REDACTED]  
Physical Address: 123 HOLLY RD, TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260351	1	Sept	2015

**Vehicle Profile**

USDOT Number: 0  
Tax Identification Number: 0  
VIN: SMOKEYMVTEST1  
Empty Weight: 32000  
Gross Weight: 80000  
Purchase Date: 10/01/2013  
Purchase Price: \$10,000.00  
Factory Price: \$110,849.00  
Will the Carrier Responsible for Safety change this year?: No  
Weight Group: --SELECT ONE-- Add  
Bus Seats: 0  
Trailer Axles: 0

Unit Number: 001  
Vehicle Type: TRUCK  
Body Type: TRACTOR TRUCK  
Owner/Lessee Name:  
Model Year: 2012  
Major Color: BLUE  
Minor Color: WHITE  
IRP Vehicle Type: TRACTOR  
Fuel Types: DIESEL  
Power Unit Axles: 3  
Make: INTERNATIONAL

Will the Carrier Responsible for Safety change this year?: No

Weight Group: --SELECT ONE-- Add

Bus Seats: 0  
Trailer Axles: 0

If you have any questions about taxes or procedures, please contact our [MCS Helpdesk](#).

**CLICK HERE TO CONTINUE** →

You can select the weight group here. Click on add to add a new weight group. See example on page 4

Input DOT & TIN numbers  
Check that all information is filled in for the vehicle details.

This is where Trailer axles are added.

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Then you will be directed to the IRP Add Vehicle Menu:

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EXECUTIVE DIRECTOR

Log Out

### IRP Add Vehicle Menu

**Customer Profile**

Customer Name	CHLOE'S TRUCKING	FEI #	[REDACTED]
Mailing Address	123 HOLLY RD TALLAHASSEE FL 32317-0000	Physical Address	123 HOLLY RD TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260351	1	Sep	2015

**Vehicle Profile**

Show 5 entries

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	SMOKEYMVTST1	TR	-SELECT ONE-	

Showing 1 to 1 of 1 entries

Total number of Units: 1

[Add Vehicle](#) [Apply USDOT and TIN Numbers to Vehicles](#) [Add New Weight Group](#) [Modify Existing Weight Group](#)

(Once weight group details are complete, choose an action item below.)

[Previous](#) [Save](#) [Cancel Changes](#) [Save and Calculate Bill](#) [IRP Main Menu](#)

You can also select a Weight Group here.

If weight group is not listed click Add New Weight Group. (See below for example.)

This is what will pop up when you click on the add new weight group button:

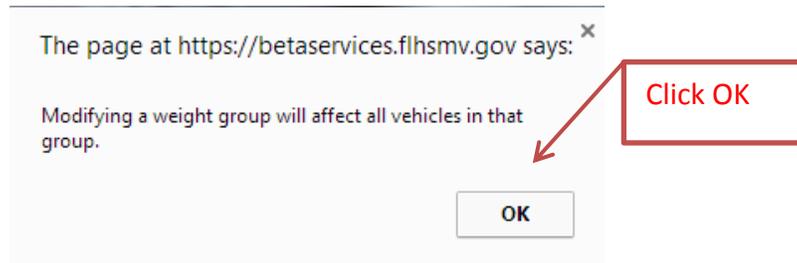
The page at <https://betaservices.flhsmv.gov> says:

Please enter in the Florida Weight:

[OK](#) [Cancel](#)

Type in weight (i.e. 80000) and click OK

If you select Modify Existing Weight Group you will get the following popup:  
**(Customers cannot modify a weight group for an Add Vehicle Transaction)**



And once you click ok you get the following screen:

Florida Department of Highway Safety and Motor Vehicles

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### IRP Weight Group Menu

**Customer Profile**

Customer Name	CHLOE'S KITCHEN DESIGN	FEI #	
Mailing Address	2010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260851	1	Feb	2016

**Weight Group Profile**

Show 5 entries Search:

Group Number	Sequence Number	Gross Weight			
1	2	80000	Edit Group	Delete Group	View Vehicles

Showing 1 to 1 of 1 entries

◀ First Previous Next Last ▶

(Once weight group details are complete, choose an action item below.)

Previous IRP Main Menu Continue

Edit group is not available on Add Vehicle Transactions.

Once the vehicle information is created and you click continue (see page 3) then you will get this page:

[Log Out](#)

### IRP Add Vehicle Menu

**Customer Profile**  
Customer Name: CHLOE'S KITCHEN DESIGN      FEI #: ██████████  
Mailing Address: 2010 PUPPY LN      Physical Address: 2010 PUPPY LN  
TALLAHASSEE FL 32317-0000      TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260851	1	Feb	2016

 You must enter the number of axles for both your power units and trailers, if applicable, so the total number of axles will be reflected on your cab card. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.

**Vehicle Profile**

Show 5 entries      Search: \_\_\_\_\_

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	TESTINGSTUFF12345	TR	1-2-80000	DELETE

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

Total number of Units: 1

**Click Apply USDOT and TIN numbers to Vehicles button.**

[Add Vehicle](#)   [Apply USDOT and TIN Numbers to Vehicles](#)   [Add New Weight Group](#)   [Modify Existing Weight Group](#)

(Once weight group details are complete, choose an action item below.)

[Previous](#)   [Save](#)   [Cancel Changes](#)   [Save and Calculate Bill](#)   [IRP Main Menu](#)

Then you will come to this page:

Florida Department of Highway Safety and Motor Vehicles

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### Update USDOT Number and Tax Identification Number

#### IRP Add Vehicle Menu

**Customer Profile**  
Customer Name: CHLOE'S KITCHEN DESIGN      FEI #: ██████████  
Mailing Address: 2010 PUPPY LN      Physical Address: TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260851	1	Feb	2016

Please enter the USDOT Number and Tax Identification Number to apply to the vehicles

USDOT Number: ██████████  
Tax Identification Number: ██████████

**Check the USDOT number and Tax Identification Number to be sure they are correct and then click CONTINUE.**

[Previous](#)   [Continue](#)

## Once you click continue you will get the following screen:

[Log Out](#)

### IRP Add Vehicle Menu

**Customer Profile**

<b>Customer Name</b>	CHLOE'S KITCHEN DESIGN	<b>FEI #</b>	██████████
<b>Mailing Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000	<b>Physical Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000

**Account Profile**

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260851	1	Feb	2016

You must enter the number of axles for both your power units and trailers, if applicable, so the total number of axles will be reflected on your cab card. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.

**Vehicle Profile**

Show 5 entries      Search:

Unit Number	VIN	Vehicle Type	Weight Group	Delete	INSERT	Status
001	TESTINGSTUFF12345	TR	1-2-80000	Delete	INSERT	

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

**Total number of Units:**      1

Add Vehicle
Apply USDOT and TIN Numbers to Vehicles
Add New Weight Group
Modify Existing Weight Group

(Once weight group details are complete, check an action item below.)

Previous
Save
Cancel Changes
Save and Calculate Bill
IRP Main Menu

Click Save and Calculate Bill

## You will get the IRP Billing Notice Preview:

[Log Out](#)

### IRP Billing Notice Preview

**Customer Profile**

<b>Customer Name</b>	CHLOE'S KITCHEN DESIGN	<b>FEI #</b>	██████████
<b>Mailing Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000	<b>Physical Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000

**Account Profile**

<b>IRP Account Number:</b>	260851	<b>Fleet Number:</b>	1	<b>Fleet Created:</b>	Jan 27, 2015
<b>Registration Year:</b>	2016	<b>Supplement Number:</b>	4	<b>Supplement Type:</b>	IRP ADD VEHICLE
<b>Effective Date:</b>	Jan 1, 2016	<b>Renewal Month:</b>	Feb	<b>Months:</b>	2

FL (33.3340 %) \$122.20	GA (33.3330 %) \$55.55	MS (33.3330 %) \$149.28
TOTAL PERCENTAGE: <span style="float: right;">100%</span>		
IRP fees due if paid on or before Jan 10, 2016 <span style="float: right;">**Certified Funds Only** \$327.03</span>		
AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALK-IN SERVICE CENTERS.		
Enforcement begins Jan 01, 2016		
If payment not received before Jan 11, 2016, penalty will be the amount of: <span style="float: right;">\$0.00</span>		
Please make all payments payable to: FLORIDA DIVISION OF MOTORIST SERVICES		
Submit all payments to:		
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES 2900 APALACHEE PARKWAY, M562 TALLAHASSEE, FL 32399-0625		

Show 5 entries      Search:

Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
001	TESTINGSTUFF12345	TR	80,000	\$327.03

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

PLEASE VERIFY THAT THE STATES LISTED ABOVE AND THE ATTACHED VEHICLE LISTING ARE CORRECT.

Previous
Print
IRP Main Menu
Submit For Approval

You can Print the bill by clicking Print and then click the Submit for Approval Button.

Next you will get a pop up of the Online IRP Checklist to print for your information: At this point you would need to fax your supporting documents to the Bureau of Commercial Vehicle and Driver Services at Fax number 850-617-3932 or email paperwork to [cvdsefile@flhsmv.gov](mailto:cvdsefile@flhsmv.gov).



State of Florida  
**Division of Motorist Services**  
Bureau of Commercial Vehicle & Driver Services

<http://www.flhsmv.gov>

### ONLINE IRP CHECKLIST

May 18, 2015

CHLOE'S KITCHEN DESIGN  
2010 PUPPY LN  
TALLAHASSEE FL 32317-0000

Account #: 260851                      Registration Year: 2016  
FEID\SSN: ██████████              Fleet Number: 1              Supplement #: 4

Based on the information you have entered on our website, the following documentation was determined to be required. Upon examination by the Bureau of Commercial Vehicle & Driver Services, it is possible that additional information may be requested. If any of the requested documents have been previously submitted, you may disregard this notice.

*If you have any questions, please call (850)617-3711. Please mail this notice along with the requested documents to:*

**NEIL KIRKMAN BUILDING, ROOM A-110, MS62  
TALLAHASSEE, FLORIDA 32399-0626**

### VEHICLE REQUIREMENTS

- A VIN verification form is required for out-of-state titled vehicles. A copy of the out-of-state title along with a letter from the lien holder must also be submitted.
- Previous registration or a non-use affidavit must be included if the vehicle was purchased more than 30 days ago.

It will then show in the Pending Web Transactions section until it has been approved by the Bureau of Commercial Vehicles and Driver Services (CVDS):

[Log Out](#)

## IRP Main Menu

### Customer Profile

<b>Customer Name</b>	CHLOE'S KITCHEN DESIGN	<b>FEI #</b>	██████████
<b>Mailing Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000	<b>Physical Address</b>	2010 PUPPY LN TALLAHASSEE FL 32317-0000

### Account Information

Show 10 entries Search:

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type	
260851	4	Feb	Active	89970	██████████	Year: <input type="text"/> Inquiry	<a href="#">Start</a>
260851	3	Feb	Active	89970	██████████	Year: <input type="text"/> Inquiry	<a href="#">Start</a>
260851	2	Feb	Active	89970	██████████	Year: <input type="text"/> Inquiry	<a href="#">Start</a>
260851	1	Feb	Active	89970	██████████	Year: <input type="text"/> Inquiry	<a href="#">Start</a>

Showing 1 to 4 of 4 entries ◀ First Previous Next Last ▶

[Click here for more information about USDOT numbers](#)

### Incomplete Web Transactions

Show 5 entries Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
No data available in table					

Showing 0 to 0 of 0 entries ◀ First Previous Next Last ▶

### Pending Web Transactions

Show 5 entries Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	
1	2016	4	IRP ADD VEHICLE	REVIEW PENDING	May 18, 2015	<a href="#">Complete Transaction</a>

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

### Completed Web Transactions

Show 5 entries Search:

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	Payment
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**SEE SECTION 6 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.**