Owner Name/Motor Carrier Change Steps
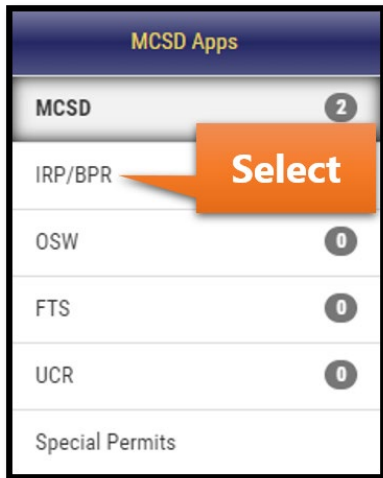
IRP Transactions Homepage

Navigate to the IRP Internet using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.
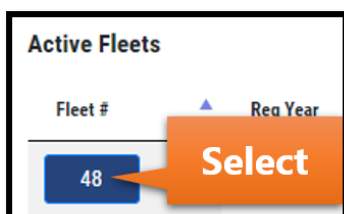

Select IRP/BPR from the left menu.

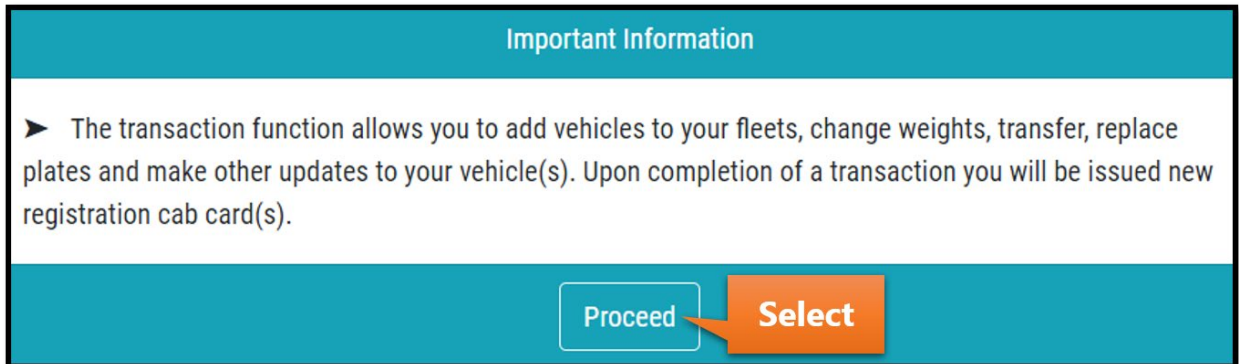Select the IRP/BPR button that appears on the right.

After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.
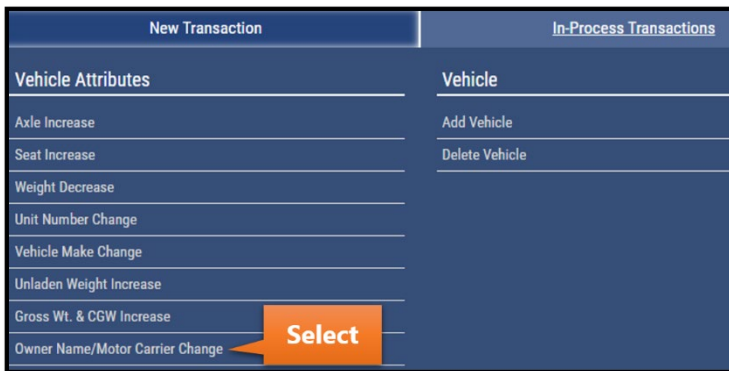
Select the Transactions button that appears in the menu.

The message shown in the Important Information section will vary. Select the Proceed button.

Hover over the New Transaction button and select Owner Name/Motor Carrier Change.

Select the Effective Start Date field and a calendar will appear. Enter the Effective Start Date. Changes will be active on the cab card from this date forward.
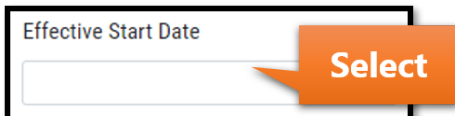
Enter any comments in the Comments section and select the Submit button.

A list of vehicles in the fleet will appear for small carriers (less than 100 vehicles) and medium carriers (100-300 vehicles). Large carriers (over 300 vehicles) can use the search tool to find the specific vehicle(s).

Select the Edit button for the appropriate vehicle(s).

Vehicles in Fleet   OWNER NAME

- Below is the list of vehicles in this fleet.
- Click [Edit] to make changes to a vehicle and add it to the transaction.
- You can add/modify multiple vehicles in the same transaction.

Show 10 ▼ entries   Search:

VIN ▲	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number	
123VIN	10	TK	PWR	MCK	2	30000	68000	68000	Select	Edit
23423423	10	TK	PWR	DOD	2	25000	64000	64000	2498711	Edit

Complete the New Owner Name field and make any necessary changes to the Unit Number, Purchase Price, or Purchase Date. A new title will be required when changing the owner name. If the owner name does not match the account's legal name, an equipment lease is also required.

Vehicle Details

VIN: **123VIN** / Unit Number: **10** / Plate Number: **2499322**

Current Owner Name	New Owner Name

Current Unit Number	New Unit Number
10	10

Current Purchase Price	New Purchase Price
25000	25000

Current Purchase Date	New Purchase Date
05/04/2020	05/04/2020

The motor carrier responsible for safety can be updated in the Motor Carrier Info section.

If selecting No, a new authority lease agreement is required if the motor carrier responsible for safety does not match the account's legal name.

Enter the required information for the motor carrier responsible for safety and select Submit.

You will have the option to add more vehicles to the transaction as needed by selecting the Edit button next to the corresponding vehicle(s) in the Vehicles in Fleet section.

You will also have the option to Edit or Remove vehicles that are currently included in the transaction in the Vehicles in Transaction section.

After all necessary vehicles are updated, select the Review & Calculate button.

Review the Vehicle Summary section and confirm all data is correct.

Read the extremely important notice provided on the screen and only select the affirming checkbox if you can acknowledge that all data is accurate. Select the Submit/Calculate Bill button.

Options for viewing the bill, making a payment, and a list of any required documentation will be provided on the next screen.