

# Owner Name/Motor Carrier Change Steps

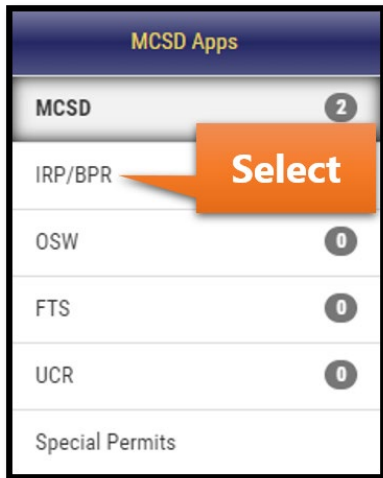
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## IRP Transactions Homepage

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



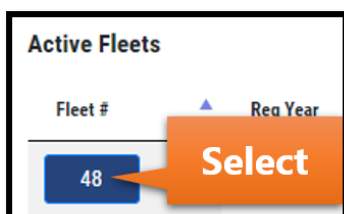
Select IRP/BPR from the left menu.



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



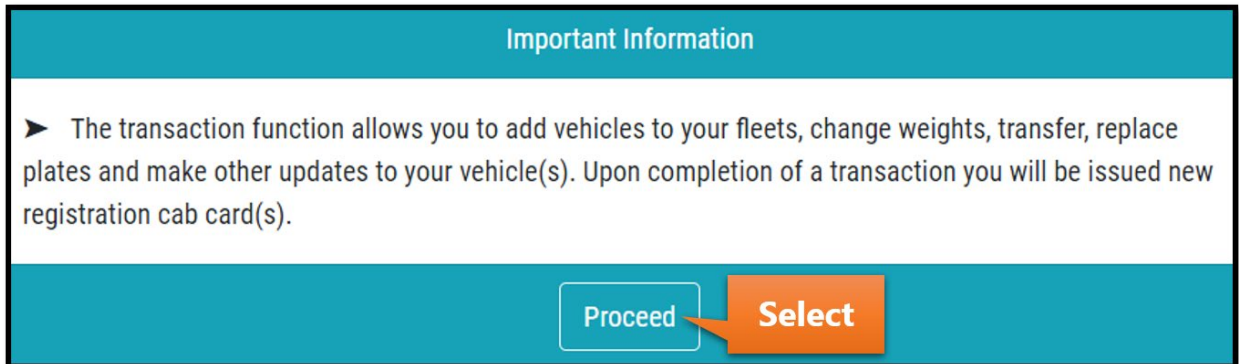
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



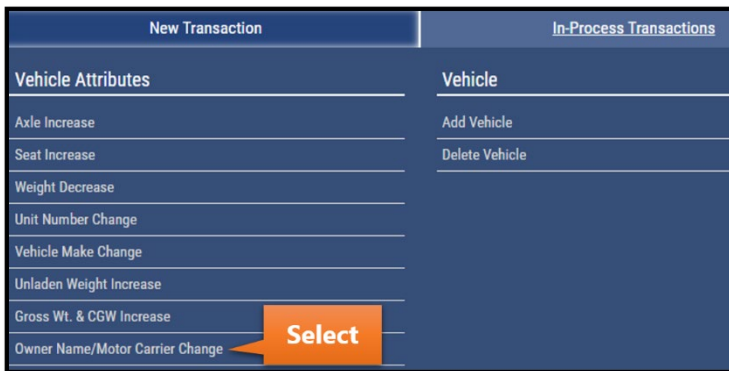
Select the Transactions button that appears in the menu.



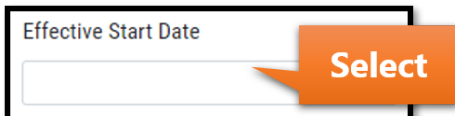
The message shown in the Important Information section will vary. Select the Proceed button.



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	
<ul style="list-style-type: none"><li>Below is the list of vehicles in this fleet.</li><li>Click [Edit] to make changes to a vehicle and add it to the transaction.</li><li>You can add/modify multiple vehicles in the same transaction.</li></ul>											
Show 10 entries										Search: <input type="text"/>	
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
<input type="text"/>	<input type="text"/>
Current Unit Number	New Unit Number
<input type="text" value="10"/>	<input type="text" value="10"/>
Current Purchase Price	New Purchase Price
<input type="text" value="25000"/>	<input type="text" value="25000"/>
Current Purchase Date	New Purchase Date
<input type="text" value="05/04/2020"/>	<input type="text" value="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.

**Motor Carrier Info**  
Are you the motor carrier responsible for safety?  
Yes  
Yes  
No

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

**Motor Carrier Info**  
Are you the motor carrier responsible for safety?  
No ✓  
Lease duration less than 30 days? [dropdown]  
Motor Carrier DOT: 123 ✓  
Motor Carrier FEIN/SSN: 000000000 ✓  
Buttons: Cancel, Submit, Select

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.

Vehicle changes are updated successfully and added to transaction.

**Vehicles in Transaction** OWNER NAME

- Below is the list of vehicles added/modified in the transaction.
- Once all the vehicle edits are completed click on **[Review & Calculate]** to view the transaction summary and calculate the bill.

Show 10 entries Search: [input]

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axes	Unladen Wt.	Gross Wt.	CGW	Plate Number	
123VIN	10	TK	PWR	MCK	2	30000	68000	68000	2499322	Edit Remove

Showing 1 to 1 of 1 entries Previous 1 Next

Buttons: Back, Select, Review & Calculate

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.

Transaction Summary	
<small><b>Extremely Important:</b> Information listed below pertains to the transaction you are ready to bill. Please review carefully and acknowledge that this information, along with all vehicle data is accurate before calculating your bill. For editing any information that is not correct, use the Edit/Continue Transaction button to navigate back and make corrections.</small>	
Effective Start Date	12/09/2021
Transaction Type	OWNER NAME
<input checked="" type="checkbox"/>	I affirm under penalty of perjury that all transaction, vehicle, and above displayed information is accurate. I understand that no changes can be made to the transaction once paid and any adjustments after payment will only be effective from the day of the change.
Bill Summary	
<span>Submit/Calculate Bill</span> <span>Select</span>	

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