



# GEORGIA DEPARTMENT OF REVENUE

## ▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740382, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

**Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director**

### IRP-Adding, Deleting, or Modifying Vehicles

- 425 (a) A Registrant may add Vehicles to its Fleet **after the beginning of the Registration Year.**
- The apportioned fees for such added vehicles shall be calculated according to the Apportionment Percentages from the Registrant's initial application for the registration of its Fleet for the year, subject to such adjustments as may have been necessary since registration was issued to the Fleet.
- (b) The apportioned fees for Vehicles added to a Fleet during the Registration Year shall be determined according to the requirements of each Member Jurisdiction.

\*In Summary; additions to an IRP fleet should occur prior to annual fleet renewal and vehicles are only added to current registrations. **Additions cannot be completed during the time period after annual renewal is completed and prior to the effective date of renewed registration.**

- ✓ **Review "IRP-Required Supporting Documents" instruction prior to the start of transaction.**
- ✓ **Required Supporting Documents must be saved to computer prior to start of transaction.**
- ✓ **Submit Documents that have multiple pages as one upload.**

**[For questions or concerns related to online processing, please contact: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov) ]**

### INSTRUCTIONS: TWO-PART PROCESS TO ADD VEHICLES TO IRP FLEETS

#### **Part #1:** (Adding Vehicle Details and Submitting Request)

1. Login to the IRP application from the Georgia Trucking Portal at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov)
2. From the "Applications" tab, select "IRP." Then from the "Supplement" tab, select "Add Vehicle."
3. Click "Proceed", and then click "Select" icon next to fleet registration year you are adding vehicle to.
4. Vehicle Details Screen: enter VIN of vehicle and then click "Search" button which will populate title data.
5. (All fields marked with a red asterisk are required to be filled in/completed.)
6. (If unsure of how to complete a required field, click "Help" button located at bottom of page.)
7. Click "Proceed" button to move to "Vehicle Verification" screen, if information is correct, Click "Proceed" again.
8. You will be returned to "Vehicle Screen" where you may either add additional vehicles or click "Done."
9. Submission Screen: click "Select" icon next to the fleet your added vehicle(s) supporting documents belong.
10. To upload & submit added vehicle supporting documents: enter VIN of vehicle in the "VIN" field.
11. From the "Document Type" drop down menu, select a document type to upload from your computer.
12. Click "Choose File" in order to search your computer's files for the pdf document to upload.
13. Once document is found, click "Upload" button to upload selected document.
14. Repeat "browse & upload" process for each document type you are required to submit to add vehicle(s).
15. When all required documents are successfully uploaded, click "Submit" button to transmit request for approval.
16. You should see an on screen notification stating "Request Submitted Successfully," then click "Quit" button.
17. After submittal is reviewed and approved you will receive emailed confirmation to complete Part #2 of process.



**For more information, please visit the Georgia Trucking Portal at [www.cvisn.dor.ga.gov/Home](http://www.cvisn.dor.ga.gov/Home) or scan the QR code.**

**Part #2:** (Billing Invoice, Credentials, & Payment)

1. Login to the IRP application from the Georgia Trucking Portal at [www.cvisn.dor.ga.gov](http://www.cvisn.dor.ga.gov)
2. From the "Applications" tab, select "IRP." Click on the "In Progress" tab and then click "Proceed."
3. Billing Details Screen: review vehicle information and then click "Proceed" in order to calculate bill/invoice.
4. You may adjust "Invoice Report Type" if necessary, then click "Proceed" to receive invoice and TAs.
5. Pop-up of invoice & 30 temporary apportioned registrations (TA) will generate. Print & save for your records.
6. Once documents are saved, close invoice & TA screen by clicking on "X" in upper right corner of screen.
7. Payment Details Screen: click "Proceed" to begin payment process.
8. Payment Verification Screen: click "Proceed" to make payment or "Add to Cart" to make payment later.
9. Payment/Cart Management: review and verify transaction and then click "Proceed" to continue.
10. Click either the "Credit Card" or "E-Check" button in order to choose preferred method of payment.
11. (A pop-up will appear, transferring to the "Official Payments" website which will open in a new window).
12. (Complete payment information on Official Payments website- and click "Continue" until completed.)
13. Close Official Payments window and click "Close" in IRP system in order to return to the payment screen.
14. Click "Proceed" to continue to Payment Summary page.
15. Click "Proceed" to apply payment to IRP supplement. This will complete process & generate credentials.