

FAQ for KYTC's "New" IRP Online System

Start from your IRP account dashboard to complete any of the below transactions/Supplements

How do I print out my permanent cab cards?

- 1 - Click on [Fleet Listing](#) on the left navigation tool
- 2 - Click on the [Fleet Description](#)
- 3 - Click on [View Current Fleet Status](#) at the top on the page
- 4 - Click on [Other Actions](#) on the right hand corner of the page
- 5 - Click on either [Print All Temporary Cab Cards](#) or [Print All Permanent Cab Cards](#)

How do I exchange units?

- 1 - From your dashboard, click on [Exchange Unit](#). (located under the IRP suggested actions menu)
 - 2 - From the [Units](#) section of this page and then select [Exchange Units](#) (on the right side in a dark blue box)
 - 3 - Next select the VIN that you'd like to remove from your registration.
 - 4 - Now enter the title number in the [Vehicle Search](#) field, and then click [Search](#).
 - 5 - Enter the vehicle details on [Maintain Unit](#) page. Only the fields with the * next to it are required to be filled out. Be sure to tab over [QC Axels](#), as this field will autofill automatically when tabbed over. Also, be sure to press the [Factory Default](#) button.
 - 6 - Scroll down to "Plate Actions". "Transfer Plate" is preselected which allows you to transfer the existing plate to the new vehicle. If you select "Issue Plate" a new plate will be assigned to the new vehicle you are adding to the fleet. The existing plate would have to be mailed back to our office before a new plate can be issued. If you do not have the existing plate, then a notarized affidavit would need to be completed and uploaded to this transaction for approval by our office. Scroll down to the bottom and click on [Save Unit](#).
 - 7 - You will now be back at the [Weights and Units](#) page. Scroll down to the units, and confirm that you see the + and - symbol, along with the exchange symbol next to the two VINs. (See below)
 - 8 - Next, click [Validate and Calculate Fees](#) at the bottom
 - 9 - Now review the [Fee Summary](#). If you have any documents to upload (2290 or a lease), you will do it here by clicking on the "Maintain Required Materials".
- *Note:** the message that you have documents will not disappear once they are uploaded, but you can check the documents by clicking "Other actions" menu on the upper right side") and then click "File application" at the bottom.
- 10 - Apply the payment and click [Finish](#).
 - 11 - Once the payment has posted, you will be able to print your cab cards from the [Receive Credentials](#) page of the transaction.

What are required materials?

Required materials are documents that must be uploaded directly to your transaction. These documents could either be a 2290, a operational lease agreement or an affidavit. Once you have uploaded your documents, the message **Required materials are missing** will remain until your documents are reviewed and approved by our office however you may continue with completing your transaction. You can check the documents by clicking [Other Actions](#) menu on the upper right side.

How do I get a plate replacement?

- 1 - From your dashboard, click on [Start a supplement](#).
- 2 - Scroll down to the [Units](#) part of the page and click on the VIN# of the vehicle you need a plate replacement on
- 3 - You'll now be on the [Maintain Unit](#) page - scroll down to the bottom of this page - and select [replace plate](#) - then save unit.
- 4 - You will be brought back to the "Weights and Units" page, scroll down to the very bottom of the screen (on your right) and click on the "Validate and calculate fees" button.
- 5 - This will take you to the "Application Fee Summary" page in which you will click on "File Application" and then make your payment. The existing plate would have to be mailed back to our office before a new plate can be issued. If you do not have the existing plate then a notarized affidavit would need to be completed and uploaded to this transaction for approval by our office.
- 6 - Once you have paid, you will receive a confirmation number, and then click - "Finish"
- 7 - Now you will be on the "Receive Credentials" tab of the supplement, where you will be able to print out a copy of the temporary cab card. Once your plate is assigned from our office, and you receive it, you can come back to this transaction - and print out the permanent cab card.

How do I add a unit to my fleet?

- 1 - Click on "Start a supplement"
- 2 - This will bring you to a [Weights and Units](#) page. Scroll down to the Units section and click [Add Unit](#).
- 3 - Next, enter the title number of the vehicle in the search field and click [search](#)
- 4 - Now you are at the [Maintain Unit](#) page, where you will enter the vehicle details. (Be sure to tab over [QC Axels](#), as this field will autofill when tabbed over. Also, be sure to press the "Factory Default" and that info will autofill). Now save the unit.
- 5 - You will now be back at the to the [Weights and Units](#) page of the transaction. Scroll down to the units section and make sure you see the + symbol next to the VIN # that you added.
- 6 - Click [Validate and Calculate Fees](#).
- 7 - Next you will review the fee summary. If you have any documents to upload (2290 or a lease), you will do it here by clicking on the [Maintain Required Materials](#). Once you've done that, click [File Application](#) at the bottom.
- 8 - Apply the payment and click "Finish"
- 9 - Once the payment has posted, you will be able to print your cab cards from the "receive credentials" page of the transaction.

Contact information for KYTC/IRP is below:

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