

FAQ KYTC'S IRP Online System

Start with your IRP dashboard to complete any of the transactions/supplements.

How do I print a Permanent Cab Card?

1. On the left side under “Quick Links”, Click on “Fleet”.
2. When it drops open, click on Fleet Listing.
3. Under “Fleet-Description” on the left, click on your Fleet Name (typically it is the name on the account but has a 1 in front of it – Example: 1-Fleet Name).
4. On the next screen, click on View Current Fleet Status at the top.
5. On the next screen, click the “Other Actions” click on the dropdown on the right.
6. Click Force Vehicle Data Lookup (it will look like nothing happens, but it is refreshing the data).
7. Once it has refreshed, click “Other Actions” again, then Print All Permanent Cab Cards.
8. It will generate a report and pull up your cab card.

How do I complete a Vehicle Exchange?

1. From the “Account Dashboard” under “Suggested Actions – IRP”, click on Start a Supplement.
2. This will bring you to the “Weights & Units” page. Scroll down to the “Units” section of this page, and click the “Exchange Units” button (dark blue widget in top right corner).
3. Click on the Underlined VIN that you’d like to remove.
4. It will take you to a screen that says “Vehicle Search”. Enter the title number of the vehicle you want to add to your registration, choose the appropriate Weight Group/Vehicle Type from the dropdown, and click “Search”.
5. Enter the vehicle details.
 - Unladen Weight: Empty weight of unit only – no trailer, no load (or combination thereof)
 - QC Axles (QC for Quebec, Canada): Tab over this field (it will autofill)
 - Factory Price: Click “Default Factory Price” widget to the right of this field

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 assigned to the 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 supplement for approval by our office.
7. Click “Save Unit” at the bottom of the page.
8. It will bring you back to the “Weights & Units” page of the supplement. Scroll down to the units, make sure you see the + and – symbol, along with the exchange symbol next to the two VINs.
9. Scroll to the bottom of the page and click “Validate and Calculate Fees” at the bottom right.
10. Review the Application Fee Summary. If you have any documents to upload (2290/Lease Agreement/Plate Affidavit), you will do it here by clicking on the “Maintain Required Materials”. Then click “File Application” at the bottom, then click “Continue” (Note: The message that you have required documents will not disappear once they are uploaded because they must be reviewed by our office, but you can move forward with the supplement).
11. Click the “Electronic Payment” radio button at the bottom, then click “Process Payment” at the bottom and wait for the new website to open.
12. Enter your payment information. When it says “Thank you for your payment”, make sure you click “Finish”.
13. Once the payment has posted and we have approved your documents, you will be able to print your cab cards from the “Receive Credentials” page of the supplement.

How do I complete a Plate Replacement?

1. From the “Account Dashboard” under “Suggested Actions – IRP”, click on Start a Supplement.
2. This is the “Weights & Units” page. Scroll down to “Units” section and click on the Underlined VIN of the vehicle you need a plate replacement on.
3. It will open the “Maintain Unit” page. Scroll down to the bottom of the page to the “Plate Actions” section and click the “Replace Plate” radio button. Then click “Save Unit” at the bottom of the page.
4. You will be brought back to the “Weights & Units” page. Scroll to the bottom of the page and click “Validate and Calculate Fees” at the bottom right.

5. This is the “Application Fee Summary” page. You will be assessed a \$3 fee for each plate replaced. For the Required Materials, the existing plate would have to be mailed back to our office before a new plate can be issued. Alternatively, if you do not have the existing plate then a notarized affidavit would need to be completed and uploaded to this supplement for approval by our office. Once you have uploaded your documents, click on “File Application”, then “Continue”.
6. Click the “Electronic Payment” radio button at the bottom, then click “Process Payment” at the bottom and wait for the new website to open.
7. Enter your payment information. When it says “Thank you for your payment”, make sure you click “Finish”.
8. Once the payment has posted and we have approved your documents, you will be able to print your cab cards from the “Receive Credentials” page of the supplement.

How to add a unit to the fleet?

1. From the “Account Dashboard” under “Suggested Actions – IRP”, click on Start a Supplement.
2. This will bring you to the “Weights & Units” page. Click on Add Unit under the Weight Group/Vehicle Type that you are needing on the far right under the “Actions” column.
3. It will take you to a screen that says “Vehicle Search”. Enter the Title Number of the vehicle you want to add to your registration and click “Search”.
4. Enter the vehicle details.
 - Unladen Weight: Empty weight of unit only – no trailer, no load (or combination thereof)
 - QC Axles (QC for Quebec, Canada): Tab over this field (it will autofill)
 - Factory Price: Click “Default Factory Price” widget to the right of this field
5. Click “Save Unit” at the bottom.
6. It will bring you back to the “Weights & Units” page of the supplement. Scroll down to the units, make sure you see the + symbol next to the VIN that you added.
7. Scroll to the bottom of the page and click “Validate and Calculate Fees” at the bottom right.
8. Review the Application Fee Summary. If you have any documents to upload (2290/Lease Agreement), you will do it here by clicking on the “Maintain Required Materials” (note: the message that you have required documents will not disappear once they are uploaded because they must be

reviewed by our office, but you can move forward with the supplement). Then click “File Application” at the bottom, then click “Continue” on the next page.

9. Click the “Electronic Payment” radio button at the bottom, then click “Process Payment” at the bottom and wait for the new website to open.
10. Enter your payment information. When it says “Thank you for your payment”, make sure you click “Finish”.
11. Once the payment has posted and we have approved your documents, you will be able to print your cab cards from the “Receive Credentials” page of the supplement.

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.

Contact information for KYTC/IRP is below:

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