PROCESSING IRP ON OSCAR
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IRP TRANSACTIONS AVAILABLE ON OSCAR

1. Add Vehicle (Temporary Authority issued)
2. Transfer Plates (Temporary Authority issued)
3. Replace Plates (Temporary Authority issued)
4. Replace Cab Card (Temporary Authority issued)
5. Renewal (NO Temporary Authority issued)
HOW IT WORKS

• IRP vehicle information is entered.
• Transaction is invoiced.
• Temporary Registration (TEAR) and Billing Invoice are produced.
• Payment is made by Credit Card.
• Follow-up paperwork is sent to the IRP office.
• IRP office mails your permanent registration and plates (if applicable).
LOG INTO OSCAR

• Enter in your **USDOT#**, **NYS Tax ID#**, and your **Password** in the “Log In” box then click on “Submit”.
Accessing the IRP system

After log-in, you will be brought to the screen shown. A list of your “Enrolled Programs” will be displayed. If IRP is not listed, you are not currently enrolled to use Oscar for IRP transactions. To enroll, complete the IRP Enrollment Form and email the completed form to IRPOutreach@dmv.ny.gov.

Click on “Obtain IRP Credentials” if you are already enrolled. This will forward you to the IRP system.
This is the IRP Home Page. This screen lists the pre-requisites needed in order for the system to function correctly.

- Browser: Microsoft Internet Explorer: 9.0 - compatibility View is on.
- Browser: Google Chrome Compatible.
- Pop-Up Blocker: Pop-Up blocker is disabled.
Customer Tab

By clicking on “Customer” tab, you can view customer information such as name, address, and contact information.
Customer Detail Screen

You do not have the ability to make changes to this information. If there is information that needs to be updated, contact IRB at (518) 473-5834 for assistance prior to continuing with processing.

After verifying your account information, click on “Back” or “Close” to return to the previous page.
Documentation/ Information Needed for Processing Add Vehicle and Transfer Plate Transactions

- Proof of ownership.
  - NYS Title Receipt (FS-6T) (information about the FS-6T on the IRP-23) or
  - Vehicle Title in the owner’s name or
  - Original certified copy of an out of state Title in the IRB account holder’s name (registrant) or owner’s name along with an original letter of permission from the lienholder authorizing the registrant to register in the state of New York (if applicable).

- NYS barcoded insurance card (FS-20) in the IRB account holder’s (registrant) name with an effective date of today or not more than 45 days prior to today’s date.

- If the Motor Carrier responsible for Safety is not the IRB account holder (registrant), you will need the US DOT number and FEIN (Federal Employee Identification Number) of the Motor Carrier responsible for Safety.
Documentation/ Information Needed for Processing Add Vehicle and Transfer Plate Transactions continued.

- Wheelbase Measurement if the vehicle is a truck with 3 or more axles and the max weight is more than 44,800 lbs.
- An Overweight permit if the max weight exceeds 80,000 lbs. or the legal weight allowed based on Federal Bridge Formula, or NYS Bridge Formula whichever is greater. For more information on NYS Bridge Formula visit: https://www.dot.ny.gov/nypermits/repository/DivisibleLoadPermitsCustomerGuide.pdf
- Purchase price and purchase date.
- Proof of HVUT (Heavy Vehicle Use Tax) IRS Form 2290 schedule 1 stamped received by the IRS if the vehicle has a max weight of 55,000 lbs. or higher and the purchase date of the vehicle is more than 60 days prior to your entry on OSCAR.
- Proof of HUT (NYS Highway Use Tax) Form MT-370.1.
• Titles that are reassigned are not acceptable proof of ownership. If you have a title that is signed over to you, you must apply for a Title receipt at your local NYS DMV office (see IRP-23). Do not continue with the IRP transaction if you have not obtained the Title receipt (FS-6T). If you have any questions regarding proof of ownership, please contact the IRP office prior to processing your IRB transaction at (518) 473-5834.

***IMPORTANT***
Processing Transactions

To process a transaction, place your mouse over the “Applications” tab and then click on “IRP”. This will bring you to the IRP supplement processing screen.
Place your mouse over the “Supplement” tab to display the types of transactions. Click on “Add Vehicle”.
Add Vehicle Processing
• Account number and supplement effective date are prefilled.
• Enter the “Fleet No.” you wish to add the vehicle to, then click on “Proceed”.
• If you are unsure of the fleet number, click on “Proceed” and a list of all of your fleets will display.
• Once you have identified the fleet you wish to add the vehicle to, select the fleet then click on “Proceed”.

Note: The effective date of the supplement defaults to the day of entry. This date cannot be changed. Insurance effective date cannot be after date of entry.
Entering Vehicle Information

1. “VIN” – enter the vehicle identification number (VIN) from your title or title receipt then click on “Find”.
   - For a NYS title or NYS title receipt (FS-6T), the vehicle information fields will pre-populate.
   - For an out-of-state title, the vehicle information will need to be entered. (see page 17)
When entering a vehicle with an out-of-state title in the owner's name (not a title signed over to the owner) you must enter the following additional information on the vehicle screen as this information will not pull from the NYS DMV records.

1. Vin
2. Year (enter 4 digit year)
3. Make (use drop down and select)
4. Vehicle type (use drop down and select)
5. Body style (use drop down and select)
6. Fuel (Use drop down and select)
7. Cylinders
8. Color
9. Owner’s name (Do not enter periods, apostrophe's, etc.)

***If the title is signed over to the new owner, please see page 12 for instructions.
Entering Vehicle Information

• (2)“Wheel Base” Trucks that have 3 or more axles with a gross weight that exceeds 44,800 lbs. need to enter the wheel base measurement. The Wheel Base measurement determines the max weight the vehicle is legally allowed to be registered. The wheel base measurement is measured from the center of the front most axle to the center of the rear most axle.
Entering Vehicle Information

- **(3)“Axles”** In the field marked “Axles” enter the number of axles on the tractor/truck only.
- **(4)“Combined Axles”** In the field marked “Combined Axles” enter the number of axles on the tractor/truck plus the axles on the trailer it may be pulling. If the tractor/truck is not pulling a trailer, enter the number of axles on the tractor/truck in this field.
(5) "Owner Name 1" If you already have a NYS Title or Title Receipt (FS-6T) the owner information will be pre-populated. If you do not have a NYS Title or Title Receipt (FS-6T), enter the name of the owner in this field.

(6) "Owner Name 2" If the name of the owner does not fit in the “Owner Name 1” field or there is a second owner continue the name in the “Owner Name 2” field.

Note: Do not enter special characters in these fields.
Entering Title Information

- **(7)** “Title Jurisdiction” – This box will default to “New York”. If Titled in another jurisdiction, click on the arrow and select the state where the vehicle is titled.

- **(8)** “Title Document Type” – Click on the arrow and choose the following:
  - For a FS-6T – “Pending”
  - NYS Title in the same name as the IRP account – “Same”
  - NYS Title in a different name then the IRP account – “Title Number” then go to **(9)** “Title Document Number” field and enter the title document number.
  - For out of state Titled vehicles enter “OUTSNT”.

- **(9)** “Title Document Number” field
Entering DOT Information

(10) “Safety TIN” - This field will default to the registrants Taxpayer Identification Number (Tin). If the registrant is not the carrier responsible for Safety, enter the Motor Carrier responsible for Safety’s “TIN” in this field.

(11) “Safety USDOT” - This field will default to the registrants “USDOT” number. If the registrant is not responsible for the Safety, enter the Motor Carrier responsible for Safety’s “USDOT” number in this field.
Entering DOT Information

• (12) “Safety Change” Click on the arrow and select “Yes” if your Safety Carrier USDOT number changes frequently through out the registration period.

*Please note that FMCSA and NYS DOT require accurate DOT information be displayed on your registration document. If your Safety Carrier DOT information is not correct, you must amend this information with the NYS IRP office.
Enter your Weight Group

• (13)“Weight Group No” Click on the arrow and select the Weight Group Number needed.

• If the Weight Group Number needed is not listed, click on the “WgtGroup” tab to create a weight group. See the “Weight Group Section” on page 132.
Enter Vehicle Information

- (14)“Unit No” - Enter the vehicle Unit No. This is a number you assign to your vehicle.
- (15)“Purchase Price” - Enter the Purchase Price of the vehicle. **Do not enter $ sign or cents.
- (16)“Purchase Date” - Enter the Purchase Date of the vehicle (mm/dd/yyyy) or use virtual calendar.
Enter Insurance Information

(17) “Insurance Company Code” - Enter the 3 digit code listed on your NYS Insurance ID card in this field.

**Please note that you **MUST** have a NYS Barcoded Insurance Card with an effective date of not more than 45 days prior to the date you are adding the vehicle to your fleet. Insurance **MUST** be in effect on the date of entry.
Converting NYS Registration Plates

- (18) “Intrastate Plate” If you currently have a NYS Registration on your vehicle, and the registration is in the same name as the IRP registrant – enter the current Intrastate Plate number in this field.

- (19) “Intrastate Plate Class” Enter the current Intrastate Plate Class in this field.
  - The class is listed on the NYS registration above the plate number (Ex.”TRC” for tractor, “COM” for commercial).

Failure to enter this information will result in no credit from the NYS Commercial or NYS Tractor plate being applied to your IRP invoice.
Enter HVUT (2290) Information

- **(20)**“HVUT” - Heavy Vehicle Use Tax (HVUT) is required on vehicles with a max weight of 55,000 lbs or more. If your vehicle meets this criteria, click on the arrow and select the status which applies to your vehicle.
  - If the vehicle is owned more than 60 days you must select “Paid” in this field.

**NOTE:** If you select “Paid” in this field, you will be required to provide schedule 1 of IRS Form 2290 stamped paid by the IRS for the current tax period.
Enter HVUT (2290) Information Continued.

• If the vehicle is owned less than 60 days, you may select “Exempt” in this field.

• If your vehicle does not qualify for HVUT, leave this field blank.
Enter Overweight Indicator

- (21)“Overweight Permit”- Click this box if you have an NYS Overweight Permit issued by NYS Department of Transportation for the vehicle you are registering.
- You must supply a copy of the NYS Overweight Permit or NYS Special Hauling Permit to the IRP office. DO NOT select weights that require a overweight permit, or indicate that you have a Overweight Permit if NYS DOT has not issued an Overweight permit for the vehicle.
Completing the IRP Transaction

Once you have entered all of the required fields, click on “Proceed” to continue to the verification page.
Verify Entry

- Verify that you have entered your vehicle information correctly.
- Read and accept “Insurance Warning” by clicking on “YES”.
- Read and accept “Overweight permit Warning” (if applicable) by clicking on “YES”.
- Click on “Proceed” to continue.
After clicking on “Proceed” on the verification page, you will be taken back to the vehicle page. This will allow optional entry of additional vehicles (refer back to pages 16-32). If you have no additional vehicles, click on “Done” to continue to the Billing Details Screen.
Invoicing your IRP Transaction

- Click on “Proceed” to continue to the billing screen.
Billing Invoice and TEAR (Temporary Evidence of Apportion Registration)

- Click on “Proceed” to produce the documents which will include both the Billing Invoice and 30 day Temporary Registration.
- After printing, close or save the document.

**Please note that the temporary registration is the last page of this billing invoice.
Paying out your Transaction

- Click on “Proceed” to continue to the payment screen.
Paying out your Transaction

• Click on “Proceed” to continue to the payment screen.
Paying out the Transaction

• Click on “Credit Card” to continue.
Paying out your IRP Transaction

- Click on “Continue”.

* Do not click on “Cancel Transaction” as this will not cancel the IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
Oscar Payment Screen.

- Enter your “Zip Code” and click “Pay by Credit Card”.

* Do no click on “Cancel Transaction” this will not cancel your IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
OSCAR PAYMENT

• Enter your “Cardholder Name”, “Credit Card Number”, “Expiration Date” and “CVC Number” then click on “Submit”.
• Read applicant agreement prior to submitting payment.

*You will receive a confirmation number when the transaction is complete.
Required documentation for Add vehicle/Transfer plates transaction.

The following items must be provided to the IRP office in order to complete your add vehicle/transfer plates transaction.

- **Proof of ownership:** A NYS FS-6T (title receipt), or NYS Title in the current owners name, or an original certified copy of an out-of-state Title in the current owners name, and an original letter of permission from the lienholder holding the out-of-state Title. This letter must authorize the registrant to register the vehicle in the State of New York. *Titles signed over to the current owner are not acceptable proof of ownership. All Title work must be processed prior to entry on the Oscar system. (see page 12)*

- **A New York State Barcoded Insurance Card.** Insurance cards must be in the registrants name. It must contain the vehicle identification number, year, and make of the vehicle being registered. The effective date on the insurance card **must** be the same date as entry on the IRB Oscar system or not more than 45 days prior to the entry of the transaction on the IRB Oscar system.
Required documentation for Add vehicle/Transfer plates transaction.

- **Proof of HUT:** If the vehicle has been previously registered in NY, you must provide a 370.1 from Tax and Finance. Tax and Finance’s phone number is (518)457-5735. (Can be faxed or emailed)

- **Proof of HVUT (2290):** If the vehicle qualifies for HVUT, and you have owned the vehicle for more than 60 days, you must provide proof of HVUT (Heavy Vehicle Use Tax) IRS form 2290 schedule 1 stamped received by the IRS. If you enter that the HVUT tax is paid on the OSCAR system, you will be required to provide proof of HVUT. (Can be faxed or emailed)

- **Different Owner Authorization:** If the vehicle is owned by someone other than the registrant, you must submit the IRP-6 part 4, or the MV-95 for the different owner authorization and submit ID for the person signing the form. (Can be faxed or emailed and must follow up with the original)

- **Power of Attorney:** An original Power of Attorney must be submitted if anyone other that the registrant or an officer (President, Vice President, Comptroller, Treasurer, or Corporate Secretary) of the company is signing IRP applications or MV-95 form. (Can be faxed or emailed and must follow up with the original)

Fax – (518)486-6579  Email – IRB@dmv.ny.gov
If you have any questions regarding the required documentation, please contact the IRP office at (518)473-5834. Your permanent credentials will not be issued until the necessary documentation is received.

** Failure to comply with the requirements may result in your IRP privileges on the Oscar program to be removed, and possible suspension of all registrations associated with your account.
Transfer Plate Transaction

• Click on “IRP” under the “Applications” tab.

• Click on “Transfer Plate” under the “Supplement” tab.
TRANSFER PLATE

- “Account No.” and “Supplement Effective Date” will be prefilled.
- Enter the “Fleet No.” you wish to process the transfer plate transaction in, then click on “Proceed”.
- If you are unsure of the fleet number, click on “Proceed” and a list of all of your fleets will display.
- Select the fleet you wish to process the transfer plate transaction in, then click on “Proceed”.
TRANSFER PLATES

(1) “VIN” – enter the vehicle identification number (VIN) from your title or title receipt then click on “Find”.

- For a NYS title or NYS title receipt (FS-6T), the vehicle information fields will pre-populate.
- For an out-of-state title, the vehicle information will need to be entered.
When entering a vehicle with an out-of-state title in the owner's name (not a title signed over to the owner) you must enter the following additional information on the vehicle screen as this information will not pull from the NYS DMV records.

1. Vin
2. Year (enter 4 digit year)
3. Make (use drop down and select)
4. Vehicle type (use drop down and select)
5. Body style (use drop down and select)
6. Fuel (Use drop down and select)
7. Cylinders
8. Color
9. Owner's name (Do not enter periods, apostrophe's, etc.)

***If the title is signed over to the new owner, please see page 12 for instructions.
TRANSFER PLATES

(2) “Selecting the vehicle being deleted” – enter the unit number, vin number or plate number on the vehicle you wish to transfer plates from (Vehicle being deleted). Then click “Find”.

Click the “New Plate Required” box if you need to replace your current license plates that are being transferred.
• Entering Vehicle Information

(3)“Wheel Base” Trucks that have 3 or more axles with a gross weight that exceeds 44,800 lbs. need to enter the wheel base measurement. The Wheel Base measurement determines the max weight the vehicle is legally allowed to be registered. The wheel base measurement is measured from the center of the front most axle to the center of the rear most axle.

**“Seats”** are entered on buses only.
- **(4) “Axles”** In the field marked “Axles” enter the number of axles on the tractor/truck only.
- **(5) “Combined Axles”** In the field marked “Combined Axles” enter the number of axles on the tractor/truck plus the axles on the trailer it may be pulling. If the tractor/truck is not pulling a trailer, enter the number of axles on the tractor/truck in this field.
Entering Owner Information

- **(6)** "Owner Name 1" If you already have a NYS Title or Title Receipt (FS-6T), the owner information will be pre-populated. If you do not have a NYS Title or Title Receipt (FS-6T), enter the name of the owner in this field.

- **(7)** "Owner Name 2" If the name of the owner does not fit in the "Owner Name 1" field or there is a second owner, continue the name in the "Owner Name 2" field.

- Note: Do not enter special characters in these fields.
Entering Title Information

• **Title Jurisdiction** – This box will default to “New York”. If titled in another jurisdiction, click on the arrow and select the state where the vehicle is titled.

• **Title Document Type** – Click on the arrow and choose the following:
  - For a FS-6T – “Pending”
  - NYS Title in the same name as the IRP account – “Same”
  - NYS Title in a different name then the IRP account – “Title Number” then go to
  - For out of state Titled vehicles enter “OUTSNT”.

• **Title Document Number** field and enter the title document number.
Entering DOT Information

• (11)“Safety TIN” - This field will default to the registrants Taxpayer Identification Number (Tin). If the registrant is not the carrier responsible for Safety, enter the Motor Carrier responsible for Safety’s “TIN” in this field.

• (12)“Safety USDOT” - This field will default to the registrants “USDOT” number. If the registrant is not responsible for the Safety, enter the Motor Carrier responsible for Safety’s “USDOT” number in this field.
Entering DOT Information

• (13)“Safety Change” Click on the arrow and select “Yes” if your Safety Carrier USDOT number changes frequently through out the registration period.

• *Please note that FMCSA and NYS DOT require accurate DOT information be displayed on your registration document. If your Safety Carrier DOT information is not correct, you must amend this information with the NYS IRP office.
Enter your Weight Group

- **(14)**“Weight Group No”  Click on the arrow and select the Weight Group Number needed.
- If the Weight Group Number needed is not listed, click on the “WgtGroup” tab to create a weight group. See the “Weight Group Section” on page 132.
Enter Vehicle Information

• **(15)** “Unit No” - Enter the vehicle Unit No. This is a number you assign to your vehicle.

• **(16)** “Purchase Price” - Enter the Purchase Price of the vehicle. **Do not enter $ sign or cents.**

• **(17)** “Purchase Date” - Enter the Purchase Date of the vehicle (mm/dd/yyyy) or use virtual calendar.
Enter Insurance Information

• (18)“Insurance Company Code”- Enter the 3 digit code listed on your NYS Insurance ID card in this field.

• **Please note that you MUST have a NYS Barcoded Insurance Card with and effective date of not more than 45 days prior to the date you are adding the vehicle to your fleet. Insurance MUST be in effect on the date of entry.
Enter HVUT (2290) Information

- (19)“HVUT” - Heavy Vehicle Use Tax (HVUT) is required on vehicles with a max weight of 55,000 lbs or more. If your vehicle meets this criteria, click on the arrow and select the status which applies to your vehicle.
  - If the vehicle is owned more than 60 days you must select “Paid” in this field.

- **NOTE:** If you select “Paid” in this field, you will be required to provide schedule 1 of IRS Form 2290 stamped paid by the IRS for the current tax period.
Enter HVUT (2290) Information Continued.

• If the vehicle is owned less than 60 days, you may select “Exempt” in this field.

• If your vehicle does not qualify for HVUT, leave this field blank.
Enter Overweight Indicator

• (20) “Overweight Permit” - Click this box if you have an NYS Overweight Permit issued by NYS Department of Transportation for the vehicle you are registering.

• You must supply a copy of the NYS Overweight Permit or NYS Special Hauling Permit to the IRP office. DO NOT select weights that require an overweight permit, or indicate that you have a Overweight Permit if NYS DOT has not issued an Overweight permit for the vehicle.
Completing the IRP Transaction

• Once you have entered all of the required fields, click on “Proceed” to continue to the verification page.
Verify Entry

- Verify that you have entered your vehicle information correctly.
- Read and accept “Insurance Warning” by clicking on “YES”.
- Read and accept “Overweight permit Warning” (if applicable) by clicking on “YES”.
- Click on “Proceed” to continue.
Processing IRP Transactions

- After clicking on “Proceed” on the verification page, you will be taken back to the vehicle page. This will allow optional entry of additional Transfer Plate entry. If you have no additional entry, click on “Done” to continue to the Billing Details Screen.
Invoicing your IRP Transaction

• Click on “Proceed” to continue to the billing screen.
Billing Invoice and TEAR (Temporary Evidence of Apportion Registration)

• Click on “Proceed” to produce the documents which will include both the Billing Invoice and 30 day Temporary Registration.

• After printing, close or save the document.

**Please note that the temporary registration is the last page of this billing invoice.
Paying out your Transaction

• Click on “Proceed” to continue to the payment screen.
Paying out your Transaction

• Click on “Proceed” to continue to the payment screen.
Paying out the Transaction

- Click on “Credit Card” to continue.
Paying out your IRP Transaction

• Click on “Continue”.

* Do not click on “Cancel Transaction” as this will not cancel the IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
Oscar Payment Screen.

- Enter your “Zip Code” and click “Pay by Credit Card”.

*Do no click on “Cancel Transaction” this will not cancel your IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
OSCAR PAYMENT

• Enter your “Cardholder Name”, “Credit Card Number”, “Expiration Date” and “CVC Number” then click on “Submit”.

• Read applicant agreement prior to submitting payment.

• *You will receive a confirmation number when the transaction is complete.
SEE PAGES 42-44 FOR BACKUP DOCUMENTATION TO BE SUBMITTED TO THE IRB OFFICE TO COMPLETE YOUR ON-LINE TRANSACTION.
REPLACEMENT
PLATE/REPLACE CAB
CARD TRANSACTION

• Place your mouse over the “Supplement” tab and click on “Replace Cab Card” or “Replace Plate”.

*Both of these transactions are processed using the same steps on similar screens.
REPLACE CAB CARD/REPLACE PLATE

- Enter “Fleet No.” then click on “Proceed”.
- If you are unsure of the fleet number, click on “Proceed” and a list of all of your fleets will display.
- Select the fleet you wish to process the replace cab card or plates in, then click on “Proceed”.

![Image of the New York Application (UAT V2.0.42.72410) - IRP Level v09.11.2015](image-url)
REPLACE PLATE(S)/CAB CARDS

- A list of all vehicles in the fleet will appear.
- Select the vehicle(s) you wish to replace the plates/cab card for by checking the box next to the vehicle “Unit No.” You may select more than one vehicle.
- Click on “Proceed”.

![Image of the vehicle details screen with vehicle numbers and corresponding plates/cab cards listed. Click on “Proceed” to proceed with the replacement.]
REPLACE PLATE(S)/CAB CARDS

• Click on “Proceed” to continue to the billing page.
REPLACE PLATE(S)/CAB CARDS

• Verify the information is correct, then click on “Proceed”.

• Click on “Back” if wrong vehicle(s) selected.

• Click on “Done”. This will bring you to the billing page.
REPLACE PLATE/CAB CARDS

• Click on “Proceed”. This will bring you to the billing screen.
• Click on “Proceed” again. This will result in a document being produced which will contain both the Billing Invoice and Temporary Registration (TEAR).
REPLACE PLATE(S)/CAB CARDS

- Print your invoice and temporary registration (TEAR) then close out the document.

**Please note that in order to receive the Temporary Registration you must print the document. The Temporary Registration will be the last page of the document.
Paying out your Transaction

- Click on "Proceed" to continue to the payment screen.
Paying out your Transaction

• Click on “Proceed” to continue to the payment screen.
Paying out the Transaction

- Click on “Credit Card” to continue.
Paying out your IRP Transaction

• Click on “Continue”.

*Do not click on “Cancel Transaction” as this will not cancel the IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
Oscar Payment Screen.

- Enter your “Zip Code” and click “Pay by Credit Card”.

*Do no click on “Cancel Transaction” this will not cancel your IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
OSCAR PAYMENT

• Enter your “Cardholder Name”, “Credit Card Number”, “Expiration Date” and “CVC Number” then click on “Submit”.

• Read applicant agreement prior to submitting payment.

• *You will receive a confirmation number when the transaction is complete.
Required documentation for Replace Cab Cards or Replace Plate transaction

Upon successful completion of your Replace Cab Card or Replace Plate transaction, fax a copy of your credit card payment confirmation page and the first page of your billing notice to (518)486-6579. Please mark attention “Oscar”. Once you have received your new plates, mail back to the IRP office your damaged/remaining plates.
**Before attempting to process your renewal on Oscar you should have the following items ready as they will be needed in order to process.**

1. Check the mileage timeframe listed on the renewal application you received in the mail. Then calculate the actual mileage for each jurisdiction in which you traveled during the timeframe listed.

2. Check to make sure that you have valid/current or unexpired overweight permits for each vehicle which is registered overweight.

3. If your insurance company has changed since your last renewal, or your registration has been expired over 30 days, new NYS insurance ID cards will need to be submitted to IRB. Please verify on your renewal application that the insurance company code on the vehicle page is listed correctly.

4. If your vehicle is leased on to another carrier, check to make sure that the safety carrier information on the vehicle pages of your renewal application is listed correctly. If you have a new safety carrier, you will need to have your new safety carrier’s DOT# and FEIN# available to update the vehicle(s). Please also record this information on your renewal application.
RENEWAL TRANSACTION

• Place your mouse over the “Applications” tab and click on “IRP”.

New York State - Department Of Motor Vehicles


For general IRP information, please contact the IRP Office at (518)473-5834. Our walk-in office hours are 8:30AM to 4:00PM. You can also contact the IRP office by email at IRP@dmv.ny.gov.
RENEWAL TRANSACTION

- Place your mouse over the "Supplement" tab and then click "Renew Fleet".
• Enter your “Fleet” number then click on “Proceed”.

RENEWAL TRANSACTION
RENEWAL TRANSACTION

• Verify your customer information on this screen. If a correction needs to be made, contact the IRP office at (518)473-5834 before continuing. If the information is correct click on “Proceed”.

[Image of customer details form]
RENEWAL TRANSACTION

Verify information then click on “Proceed”.

[Image of a renewal transaction form]
RENEWAL TRANSACTION

- This screen will allow for changes to the “Contact Name”, “Email ID”, “Business phone”, “Cell Number”, “Fax Number”, “Fleet Type” and “Commodity Class”. Once you have verified and/or updated the information click on “Proceed”. 
RENEWAL TRANSACTION

- Verify Fleet information then click on “Proceed”.

*Clicking on “Back” will return you to the previous page.
RENEWAL TRANSACTION

• The distance page will show the reporting period for which mileage should be entered.

• Click on “Yes” for actual mileage or “No” for estimated mileage. (Only accounts opened up outside of the mileage reporting period can enter estimated mileage)

• Enter your actual mileage for each jurisdiction traveled during the Mileage Reporting Period requested.

• Click on “Proceed”.

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RENEWAL TRANSACTION

- Verify mileage entered along with Total Fleet Distance, then click on “Proceed”.
- If you need to make a correction click on “Back”.
- Contact IRB at (518)473-5834 if you need assistance.

*Clicking back with refresh will erase all mileage entry.

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</table>
RENEWAL TRANSACTION

• Click on “Done” if you have no changes to the weight groups.

*To view the weight group click on “Select” next to the “Weight Group No.” in which you wish to view.
• (1) If you have no changes click on “Done”.
• (2) To add a vehicle click the “Add Vehicle” circle and click on “Proceed”.
Entering Vehicle Information

(1) “VIN” – enter the vehicle identification number (VIN) from your title or title receipt then click on “Find”.

- For a NYS title or NYS title receipt (FS-6T), the vehicle information fields will pre-populate.
- For an out-of-state title, the vehicle information will need to be entered.
When entering a vehicle with an out-of-state title in the owners name (not a title signed over to the owner) you must enter the following additional information on the vehicle screen as this information will not pull from the NYS DMV records.

1. Vin
2. Year (enter 4 digit year)
3. Make (use drop down and select)
4. Vehicle type (use drop down and select)
5. Fuel (Use drop down and select)
6. Cylinders
7. Color
8. Owner’s name (Do not enter periods, apostrophe's, etc.)

***If the title is signed over to the new owner, please see page 12 for instructions.
Entering Vehicle Information

• (2) “Wheel Base” Trucks that have 3 or more axles with a gross weight that exceeds 44,800 lbs. need to enter the wheel base measurement. The Wheel Base measurement determines the max weight the vehicle is legally allowed to be registered. The wheel base measurement is measured from the center of the front most axle to the center of the rear most axle.

** “Seats” are entered on buses only.**
Entering Vehicle Information

- (3) “Axles” In the field marked “Axles” enter the number of axles on the tractor/truck only.
- (4) “Combined Axles” In the field marked “Combined Axles” enter the number of axles on the tractor/truck plus the axles on the trailer it may be pulling. If the tractor/truck is not pulling a trailer, enter the number of axles on the tractor/truck in this field.
Entering Owner Information

- **(5)** *Owner Name 1* If you already have a NYS Title or Title Receipt (FS-6T) the owner information will be pre-populated. If you do not have a NYS Title or Title Receipt (FS-6T), enter the name of the owner in this field.

- **(6)** *Owner Name 2* If the name of the owner does not fit in the “Owner Name 1” field or there is a second owner continue the name in the “Owner Name 2” field.

Note: Do not enter special characters in these fields.
Entering Title Information

(7) “Title Jurisdiction” – This box will default to “New York”. If Titled in another jurisdiction, click on the arrow and select the state where the vehicle is titled.

(8) “Title Document Type” – Click on the arrow and choose the following:
   - For a FS-6T – “Pending”
   - NYS Title in the same name as the IRP account – “Same”
   - NYS Title in a different name then the IRP account – “Title Number” then go to (9) “Title Document Number” field and enter the title document number.
   - For out of state Titled vehicles enter “OUTSNT”.

(9) “Title Document Number”
Entering DOT Information

• (10)“Safety TIN” - This field will default to the registrants Taxpayer Identification Number (Tin). If the registrant is not the carrier responsible for Safety, enter the Motor Carrier responsible for Safety’s “TIN” in this field.

• (11)“Safety USDOT” - This field will default to the registrants “USDOT” number. If the registrant is not responsible for the Safety, enter the Motor Carrier responsible for Safety’s “USDOT” number in this field.
Entering DOT Information

• (12)“Safety Change” Click on the arrow and select “Yes” if your Safety Carrier USDOT number changes frequently through out the registration period.

*Please note that FMCSA and NYS DOT require accurate DOT information be displayed on your registration document. If your Safety Carrier DOT information is not correct, you must amend this information with the NYS IRP office.
Enter your Weight Group

• (13)“Weight Group No” Click on the arrow and select the Weight Group Number needed.
• If the Weight Group Number needed is not listed, click on the “WgtGroup” tab to create a weight group. See the “Weight Group Section” on page 126.
Enter Vehicle Information

- (14) “Unit No” - Enter the vehicle Unit No. This is a number you assign to your vehicle.
- (15) “Purchase Price” - Enter the Purchase Price of the vehicle. **Do not enter $ sign or cents.
- (16) “Purchase Date” - Enter the Purchase Date of the vehicle (mm/dd/yyyy) or use virtual calendar.
Enter Insurance Information

• (17)“Insurance Company Code” - Enter the 3 digit code listed on your NYS Insurance ID card in this field.

**Please note that you **MUST** have a NYS Barcoded Insurance Card with and effective date of not more than 45 days prior to the date you are adding the vehicle to your fleet. Insurance **MUST** be in effect on the date of entry.
Converting NYS Registration Plates

• (18)“Intrastate Plate” If you currently have a NYS Registration on your vehicle, and the registration is in the same name as the IRP registrant – enter the current Intrastate Plate number in this field.

• (19)“Intrastate Plate Class” Enter the current Intrastate Plate Class in this field.
  ▪ The class is listed on the NYS registration above the plate number (Ex. “TRC” for tractor, “COM” for commercial).

Failure to enter this information will result in no credit from the NYS Commercial or NYS Tractor plate being applied to your IRP invoice.
Enter HVUT (2290) Information

• (20)“HVUT” - Heavy Vehicle Use Tax (HVUT) is required on vehicles with a max weight of 55,000 lbs or more. If your vehicle meets this criteria, click on the arrow and select the status which applies to your vehicle.
  • If the vehicle is owned more than 60 days you must select “Paid” in this field.

**NOTE: If you select “Paid” in this field, you will be required to provide schedule 1 of IRS Form 2290 stamped paid by the IRS for the current tax period.
Enter HVUT (2290) Information Continued.

• If the vehicle is owned less than 60 days, you may select “Exempt” in this field.

• If your vehicle does not qualify for HVUT, leave this field blank.
Enter Overweight Indicator

- **(21)**“Overweight Permit”- Click this box if you have an NYS Overweight Permit issued by NYS Department of Transportation for the vehicle you are registering.

- You must supply a copy of the NYS Overweight Permit or NYS Special Hauling Permit to the IRP office. DO NOT select weights that require an overweight permit, or indicate that you have an Overweight Permit if NYS DOT has not issued an Overweight permit for the vehicle.
Once you have entered all of the required fields, click on “Proceed” to continue to the verification page.
Verify Entry

- Verify that you have entered your vehicle information correctly.
- Read and accept “Insurance Warning” by clicking on “YES”.
- Read and accept “Overweight permit Warning” (if applicable) by clicking on “YES”.
- Click on “Proceed” to continue.
Processing IRP Transactions

• After clicking on “Proceed” on the verification page, you will be taken back to the vehicle page. This will allow optional entry of additional vehicles. If you have no additional vehicles, click on “Done” to continue to the Renewal Vehicle Processing Screen.
RENEWAL TRANSACTION

Update Vehicle Information

(3) To update information on your vehicle(s) select the “Update Vehicle Information” circle then click on “Proceed”.
RENEWAL TRANSACTION

Update Vehicle Information on Renewal

• Enter “Unit No.”, “Vin”, or “Plate No.” then click on “Find”.

• Enter updates, then click on “Proceed”.

• Once you have completed your updates click on “Done”.
RENEWAL TRANSACTION

Delete Vehicle

• (4) To delete a vehicle click the “Delete Vehicle” circle then click on “Proceed”.
• All vehicles will display.
Delete Vehicles on Renewal

- Select the box next to the vehicle you want to delete. Click on “Proceed”.

- Verify the information. Click on “Proceed”.

- If you have deleted a vehicle in error, contact the IRB office at (518) 473-5834 for assistance.
RENEWAL TRANSACTION

• Click on “Done” once all changes are entered.

• Click on “Proceed” to continue to the Billing Screen.
• Click on “Proceed” to produce billing invoice. Close or save the document.

• Click on “Proceed” from verification page to continue to payment.
RENEWAL TRANSACTION

- Click on Proceed to continue with payment.
Paying out your Transaction

- Click on “Proceed” to continue to the payment screen.
Paying out your Transaction

- Click on "Proceed" to continue to the payment screen.
Paying out the Transaction

• Click on “Credit Card” to continue.
Paying out your IRP Transaction

• Click on “Continue”.

*Do not click on “Cancel Transaction” as this will not cancel the IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
Oscar Payment Screen.

- Enter your “Zip Code” and click “Pay by Credit Card”.

*Do no click on “Cancel Transaction” this will not cancel your IRB transaction. Once the invoice for the IRB transaction has been generated, the required documentation and payment must be submitted to the IRB office.
OSCAR PAYMENT

- Enter your “Cardholder Name”, “Credit Card Number”, “Expiration Date” and “CVC Number” then click on “Submit”.
- Read applicant agreement prior to submitting payment.
- *You will receive a confirmation number when the transaction is complete.
The following items need to be submitted to the IRP office to complete your renewal process and receive your new permanent registration documents.

• Completed and signed renewal application. (can be faxed or emailed)

• Proof of ID for the individual signing the application. (Must be a NYS Driver’s License or 6 points of ID see MV44.1). (can be faxed or emailed)

• Copies of current overweight permits, if applicable. (can be faxed or emailed)

• Copy of the current MT370.2 (if issued in the registrant’s name) or MT370.1 (Vin specific) HUT Tax clearance. Forms MT370.2 and MT370.1 are obtainable from Tax and Finance (518)457-5735 (can be faxed or emailed)

• Copy of the current IRS Form 2290 schedule 1 (HVUT) if applicable. (This is for vehicles registered at 55,000 lbs or higher). (can be faxed or emailed)

• Copy of the current MC-300 (Bus inspection), if applicable. (can be faxed or emailed)

• Copy of the current NYS Barcoded insurance card, if your insurance company has changed, or your registration has been expired more than 30 days. (can be faxed or emailed)

• An original Power of Attorney, if applicable. (can be faxed or emailed but must follow up with original)

• Once the above documents are received and reviewed, the registration cab cards will be produced and mailed out to you.

• Some situations may require additional paperwork. If necessary the IRB office will contact you.
Weight Groups:

- When choosing a weight group, keep in mind that the vehicle must be legally capable of being registered at the weight you are selecting.
- Also, keep in mind that you are choosing a weight group for all jurisdictions involved with your fleet. If you need to view the weight groups, click the “WgtGroup” tab and click on select next to the weight group(s) to see how the weights will display on your registration. If necessary, create a new weight group to fit your needs. If you select a weight group that requires an overweight permit for NY, you MUST submit a copy of a valid, current, NYS Overweight Permit issued by NYS Department of Transportation at the weight you entered while processing this transaction.
- Selecting incorrect weight groups for the vehicle(s) you are registering may result in your IRB privileges to be removed from the Oscar Program. Contact the IRB office at (518) 473-5834 if you need assistance.

See next page for instruction and illustration.
On the “Add Vehicle” screen or “Update Vehicle” screen, click the **WgtGroup** tab to see current weight groups for your Fleet.
WEIGHT GROUPS

• Click on “Select” to see how the weights will show on your IRP registration cab card.
WEIGHT GROUPS

• When clicking select on a current weight group, you will see the weight as they will display on your Temporary Registration (TEAR), and also on your IRP registration cab card.

• Note: Temporary Registrations are not issued on Renewals.
WEIGHT GROUPS

• To add a weight group click “Add Weight Group”
WEIGHT GROUPS

To create a weight group, use the drop down arrow and select one of the weight options listed. If the weight required is not listed, click “Other”. Enter the “Max Gross Weight” needed in the box under the word “Other”. If you have jurisdictions that require different weights, fill in the desired weights in the box next to the jurisdiction. Click on “Proceed”.

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WEIGHT GROUPS

• Verify the weight group was created correctly.
• If corrections need to be made click on “Back”, make corrections, then click on “Proceed”.
• Verify then Click on “Proceed”.

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WEIGHT GROUPS

- Click "Done" once you have finished creating your weight group(s).
- The system will return you to the vehicle page. You can then use the drop down to pick your new weight group.
- Please contact IRB at (518)473-5834 if you need assistance.

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Cancelling open Transactions

If you have started but have not invoiced, you can cancel the transaction. ***YOU CANNOT CANCEL TRANSACTIONS THAT HAVE BEEN INVOICED

1. Click on Vehicle List. This will bring up all the vehicles that are currently being worked on.
2. Click on Select next to the vehicle you wish to cancel from the transaction. This will bring up the vehicle.
3. Click on Cancel Vehicle.
4. Click on OK to verify cancel. Once you do this you will be brought back to the vehicle list. Select the next vehicle you wish to cancel and follow the above steps.
5. Once you have removed all of the vehicles from the transaction, click on “Back”.
6. Click on “Cancel” and this will remove the transaction.

**** PLEASE KEEP IN MIND THAT YOU CAN ONLY CANCEL TRANSACTIONS THAT HAVE NOT BEEN INVOICED.
International Registration Bureau Contact Information

Mailing Address
NYS International Registration Bureau
Department of Motor Vehicles
PO Box 2850 ESP
Albany, NY  12220-0850

Overnight Address
NYS International Registration Bureau
Department of Motor Vehicles
6 Empire State Plaza
Room 136
Albany, NY  12228

Phone # (518) 473-5834
Fax #  (518) 486-6579
Email – IRB@dmv.ny.gov