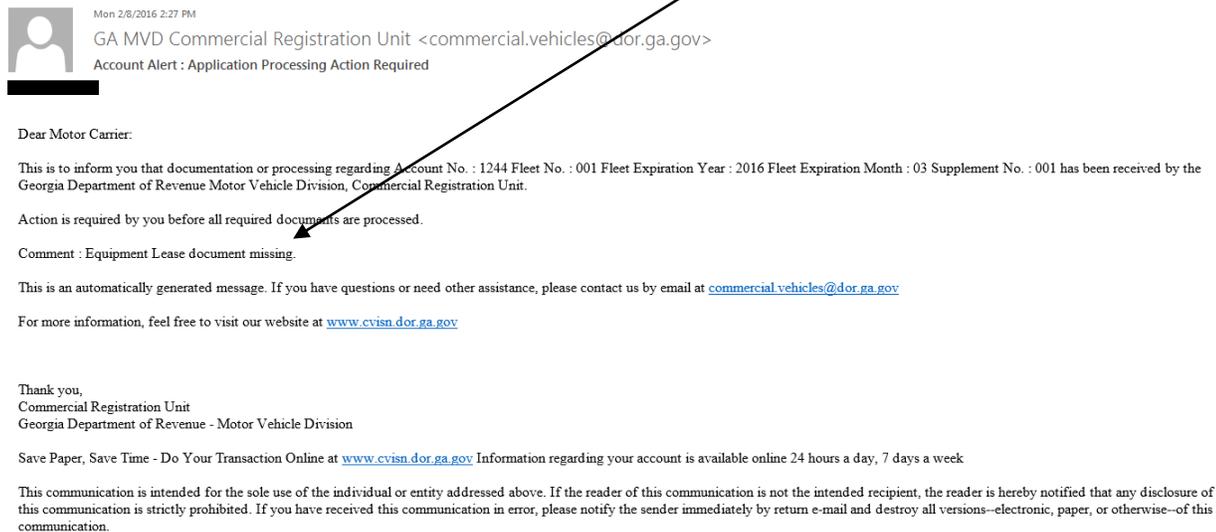


Adding Missing Required Documents

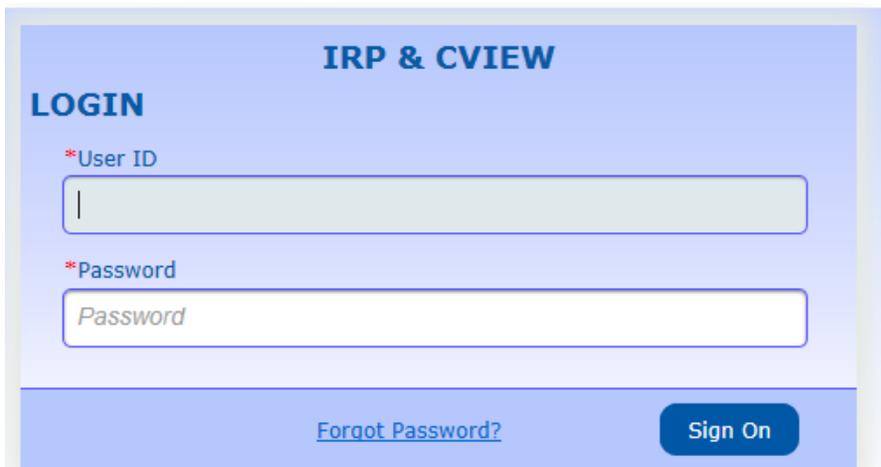
If all required documents have not been submitted for a supplement, you should receive an email from the Commercial Registration Unit.

The email subject is **Account Alert: Application Processing Action Required**.

The email should state which document(s) is missing in the Comment line:

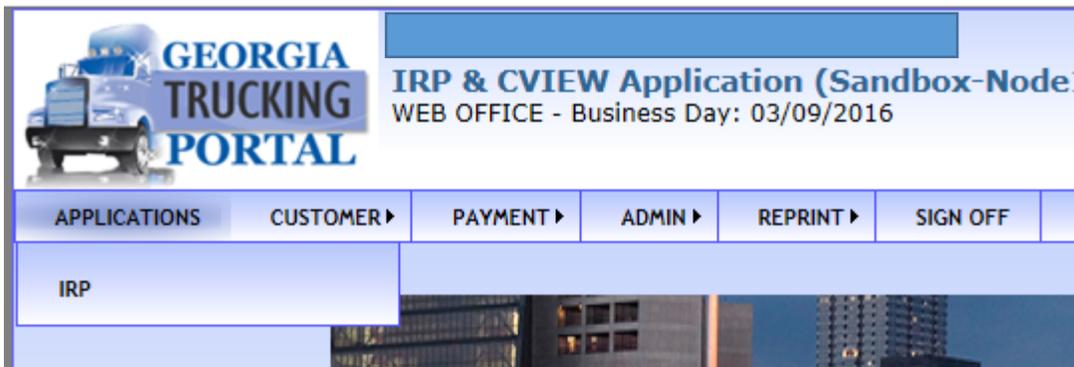


1. Once you receive the Account Alert email, log into IRP.

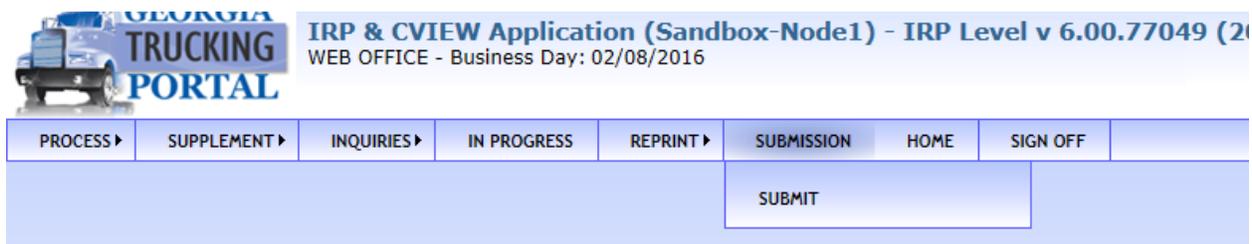


Adding Missing Required Documents

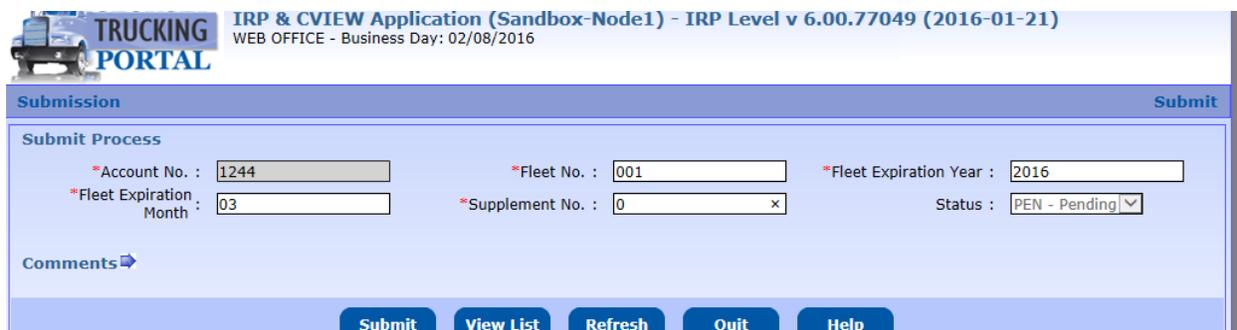
- From main menu, select Applications > IRP.



- On the IRP menu, select **SUBMISSION > SUBMIT**



- Submission screen displays.
- Enter required fields designated by a red asterisk *.
- Click View List.



Adding Missing Required Documents

7. Click the **Select** hyperlink on the appropriate record.

IRPWEBP00 [I] Request submitted successfully.

Submission Submit

Submit Process

*Account No. : 43590 *Fleet No. : 001 *Fleet Expiration Year : 2016
 *Fleet Expiration Month : 03 *Supplement No. : 003 Status : PEN - Pending

Comments

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select	43590	001	03/2016	003	O - OPEN	FOR	03/15/2016	PEN	AVE

Showing 1 to 1 of 1 entries First Previous 1 Next Last

8. The Submission page displays.

GEORGIA TRUCKING PORTAL

IRP & CVIEW Application (Sandbox-Node1) - IRP Level v 6A.00.77746 (2016-02-16)
 WEB OFFICE - Business Day: 03/15/2016

IRPGEN285: [I] Please select and upload one document at a time. The document to be uploaded must be less than 4 MB in size.

Submission Submit

Submit Process

*Account No. : 43590 *Fleet No. : 001 *Fleet Expiration Year : 2016
 *Fleet Expiration Month : 03 *Supplement No. : 003 Status : PEN - Pending

Comments

	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select	43590	001	03/2016	003	O - OPEN	FOR	03/15/2016	PEN	AVE

Showing 1 to 1 of 1 entries First Previous 1 Next Last

* VIN : Document Type : LINS - Liability Insurance

Vehicle Document

VIN	Document Type	File Name	Delete
1FUJA6CK39DAG9585	LINS - Liability Insurance	43590_1_2016_3_3_1FUJA6CK39DAG9585_LINS.PDF	Delete

Showing 1 to 1 of 1 entries First Previous 1 Next Last

9. Click in ***VIN** field to select the VIN.

10. In **Document Type** use the pull down arrow to select the document type.

* VIN : 1FUJA6CK39DAG9585 Document Type : LINS - Liability Insurance
 LSC - Equipment / Lease Contract

Adding Missing Required Documents

11. Click in the **Browse...** field and select the file.
12. Click **Upload**.
13. Vehicle Document information displays in the Vehicle Document section.

Submission Submit

Submit Process

*Account No. : *Fleet No. : *Fleet Expiration Year :
 *Fleet Expiration Month : *Supplement No. : Status :

Comments ➔

Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select 43590	001	03/2016	003	O - OPEN	FOR	03/15/2016	PEN	AVE

Showing 1 to 1 of 1 entries First Previous 1 Next Last

* VIN : Document Type :

Vehicle Document

VIN	Document Type	File Name	Delete
1FUJA6CK39DAG9585	LINS - Liability Insurance	43590 1 2016 3 3 1FUJA6CK39DAG9585_LINS.PDF	Delete
1FUJA6CK39DAG9585	LSC - Equipment / Lease Contract	43590 1 2016 3 3 1FUJA6CK39DAG9585_LSC.PDF	Delete

Showing 1 to 2 of 2 entries First Previous 1 Next Last

14. To add more required documents, repeat steps 10 through 12.
15. Click **Submit**.

 **IRP & CVIEW Application (Sandbox-Node1) - IRP Level v 6A.00.77746 (2016-02-16)**
 WEB OFFICE - Business Day: 03/16/2016

IRPWEBP00 : [1] Request submitted successfully.

Submission Submit

Submit Process

*Account No. : *Fleet No. : *Fleet Expiration Year :
 *Fleet Expiration Month : *Supplement No. : Status :

Comments ➔

Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select 43590	001	03/2016	003	O - OPEN	FOR	03/16/2016	PEN	AVE

Showing 1 to 1 of 1 entries First Previous 1 Next Last

16. Information message displays at top of screen, Request submitted successfully.
17. Click **Quit**.

Adding Missing Required Documents

Once all required documents are received by the Commercial Registration Unit, your request will be processed. If all documents are approved, you will receive an email with subject, **Account Alert: Application Processing Approved**.



Wed 3/16/2016 10:47 AM

GA MVD Commercial Registration Unit <commercial.vehicles@dor.ga.gov>

Account Alert : Application Processing Approved



Dear Motor Carrier:

This is to inform you that documentation or processing regarding Account No. : 43590 Fleet No. : 002 Fleet Expiration Year : 2016 Fleet Expiration Month : 03 Supplement No. : 000 has been received by the Georgia Department of Revenue Motor Vehicle Division, Commercial Registration Unit.

If all required documents are received, documents should be reviewed and credentials mailed and received within 5 business days.

Comment : Request is approved. Login to IRP and go to Work in Progress to finish the Supplement.

This is an automatically generated message. If you have questions or need other assistance, please contact us by email at commercial.vehicles@dor.ga.gov

For more information, feel free to visit our website at www.cvisn.dor.ga.gov

Thank you,
Commercial Registration Unit
Georgia Department of Revenue - Motor Vehicle Division