



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

- You must have access to IRP Online Registration system in order to make online payments:

To Request Access to IRP Online Registration System:

1. Please visit our Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. Click on the hyperlink called **"IRP Registration Instructions."**
3. Click on appropriate hyperlink for details on items to submit to receive access.

IRP Online E-Check or Credit Card Payment Instructions: (Pop up blockers must be disabled.)

- Follow instructions below in order to print electronic credentials and payment receipt.
1. Login to the IRP application from the Georgia Trucking Portal at 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.
 5. Pop-up of invoice will generate. Print & save for your records.
 6. Once documents are saved, close invoice pop-up 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 you to the "Official Payments" website which will open in a new window).
 12. Complete payment information on Official Payments website- and click "Continue" until payment is completed.
 13. You will receive a confirmation number which you should keep for your records until credentials are received.
 14. Close Official Payments window and then click "Close" in IRP system in order to return to the payment screen.
 15. Click "Proceed" to continue to Payment Summary page.
 16. Click "Proceed" to apply Official Payments payment information to IRP system.
 17. This will complete renewal payment process & generate payment receipt, electronic apportioned Cab Card.
 18. Hard copy of paper Cab Card with renewal decal/sticker will ship via the United States Postal Service (USPS).

(*If payment/invoice has been placed in **"Cart"**, follow below instructions for making a **"Cart Payment"**)

- From Home/Start screen, click on **"Payment"** tab and select **"Cart Payment"** option.
- Click **"Search"** button, and then click the **Checkbox** next to the invoice you would like to pay from Cart.
- Click the **"Add"** button, and then the **"Pay"** tab.
- Click on the **"Proceed"** button to confirm.
- From here, follow from the **"Payment Details"** instructions listed above under IRP Online Payments instructions.

Payment may be submitted via mail: (CASHIER'S CHECKS OR MONEY ORDERS):

Georgia Department of Revenue, Motor Vehicle Division
Attn: Commercial Registrations Unit
PO Box 740382
Atlanta, GA 30374-0382



For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.