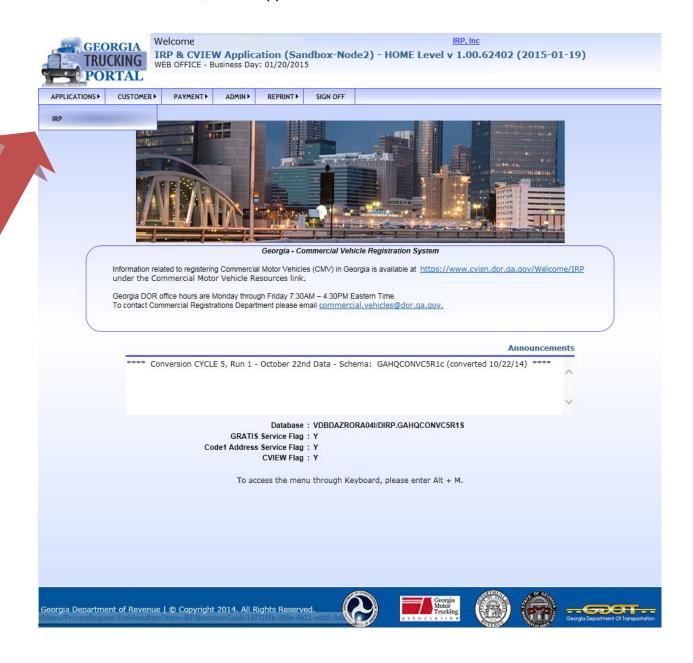
Add Vehicle Supplement

From the Home screen, select Applications and click IRP.

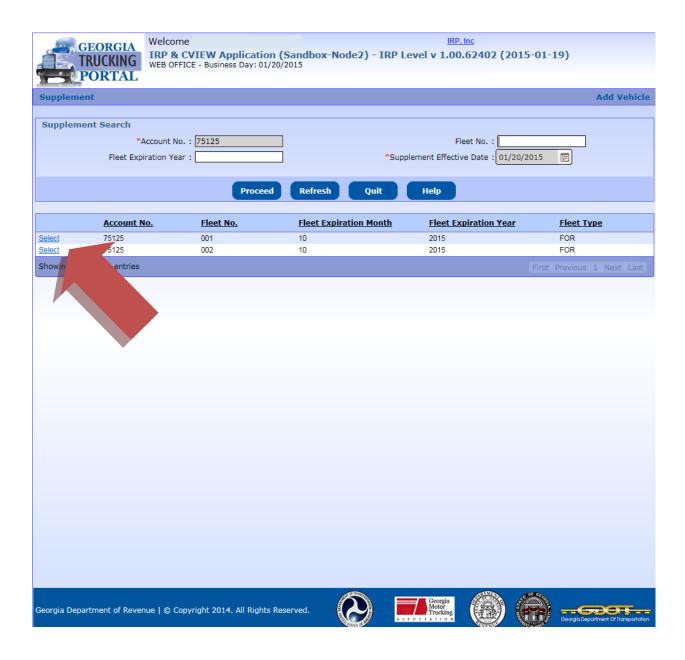




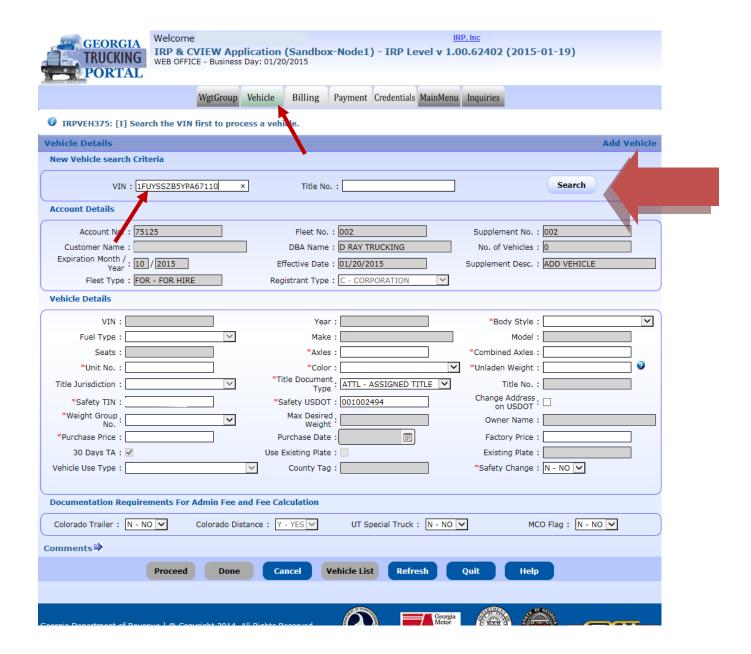
Select the Supplement tab and click Add Vehicle.



The Supplement screen will display with your IRP Account number and the Supplement Effective date in protected fields.

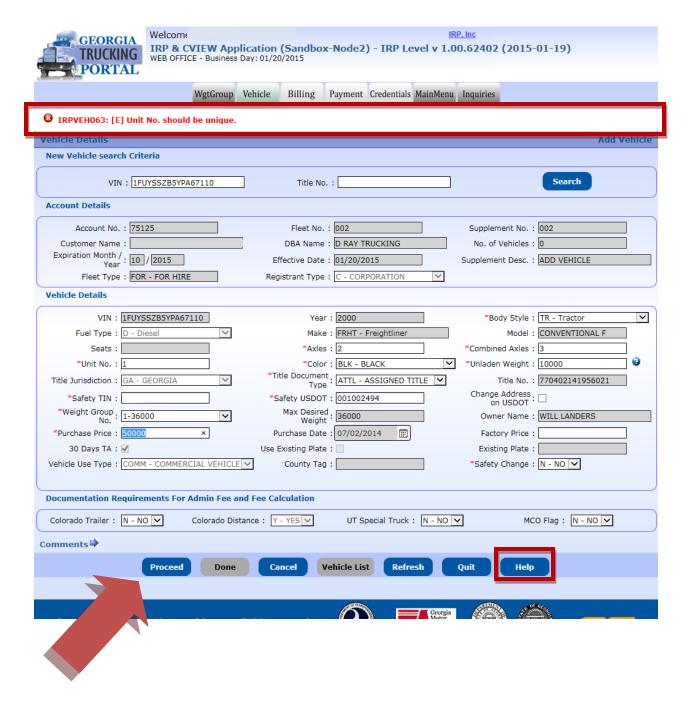


A list of your fleets will display. Select the fleet that you will be adding the new vehicle to.



The Vehicle Details screen will display with the Vehicle Tab at the top in green. This screen will display your account information and limited vehicle details. The protected fields cannot be changed.

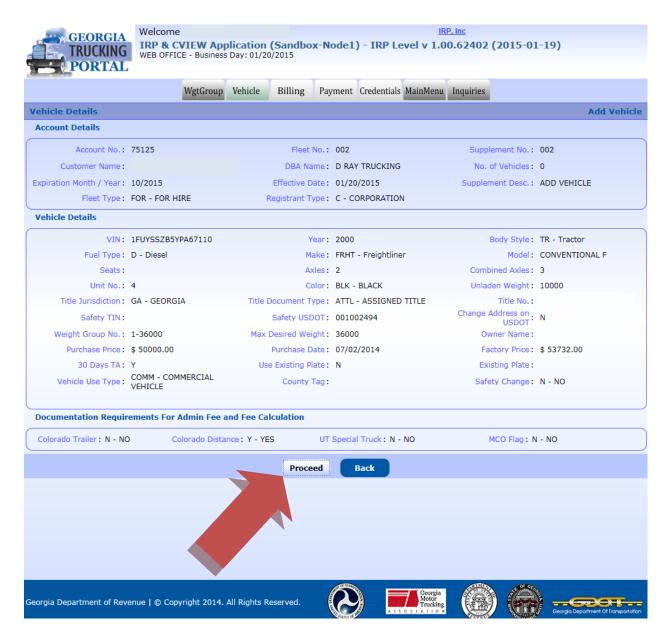
Enter the Vehicle Identification Number of the vehicle you are adding to this fleet and click Search.



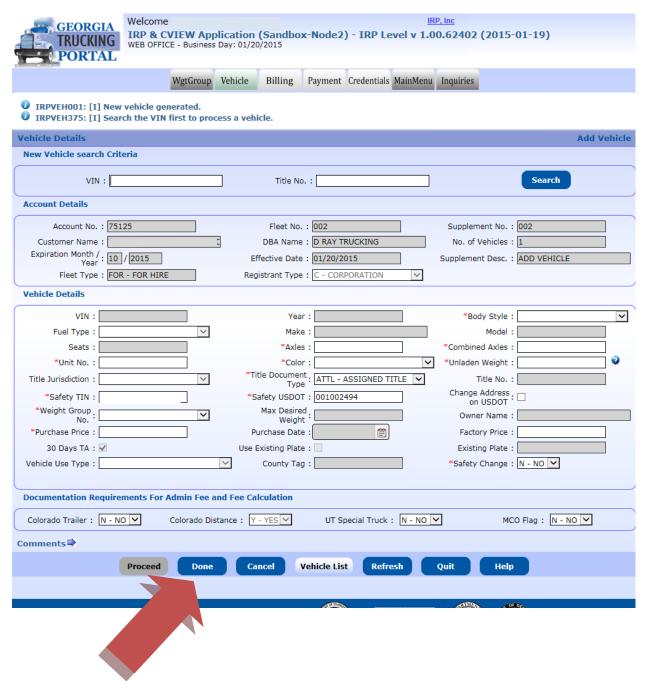
The Georgia Registration and Titling System (GRATIS) will be searched and populate the fields with the information found. Some information retrieved from GRATIS can be changed if the field is not protected. You must complete the required fields that were not populated. If you are unsure what to enter in the field, click the Help button at the bottom for an explanation.

After you have entered all of the required information, click Proceed.

If there are any errors, a message will display at the top. If there are no errors, a confirmation page will display.



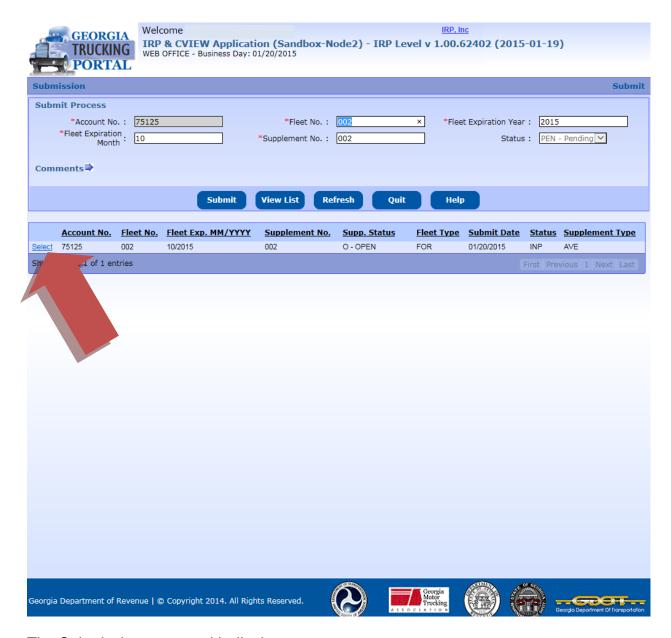
If you identify any errors, click the Back button and change the information. If the information is correct, click Proceed.



You will return to the Vehicle screen where you can add another vehicle or continue the process.

You can also look at the Vehicle List that displays all the vehicles you have added. You can loop through this process until you have completed adding your vehicles.

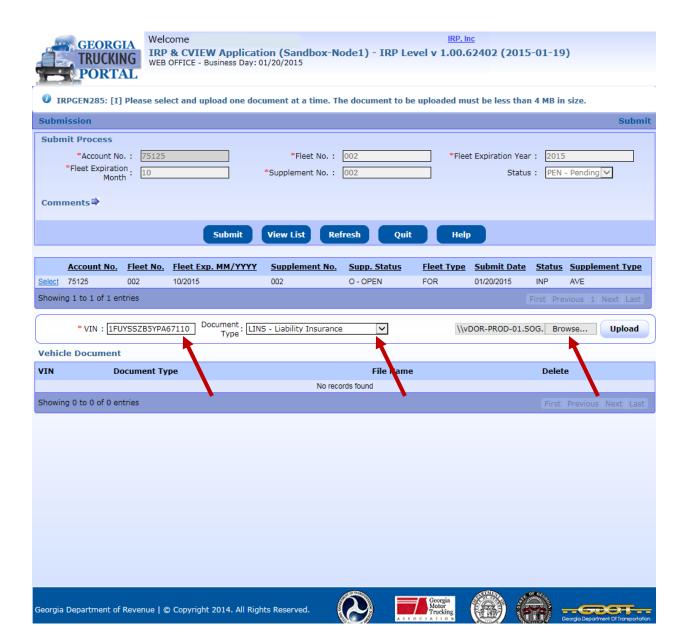
When you are through, click Done.



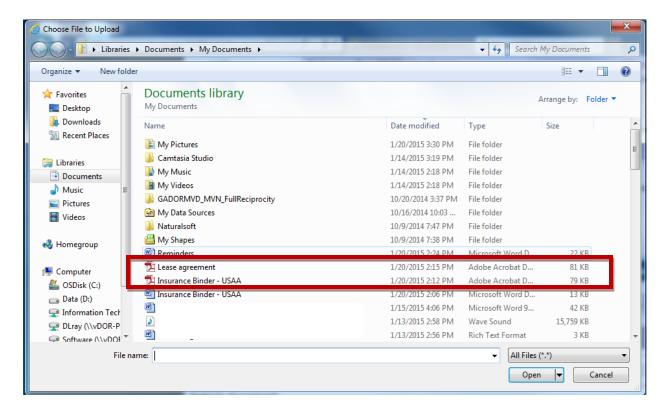
The Submission screen with display.

The Submission screen allows you to attach all the required documents that are needed to receive credentials.

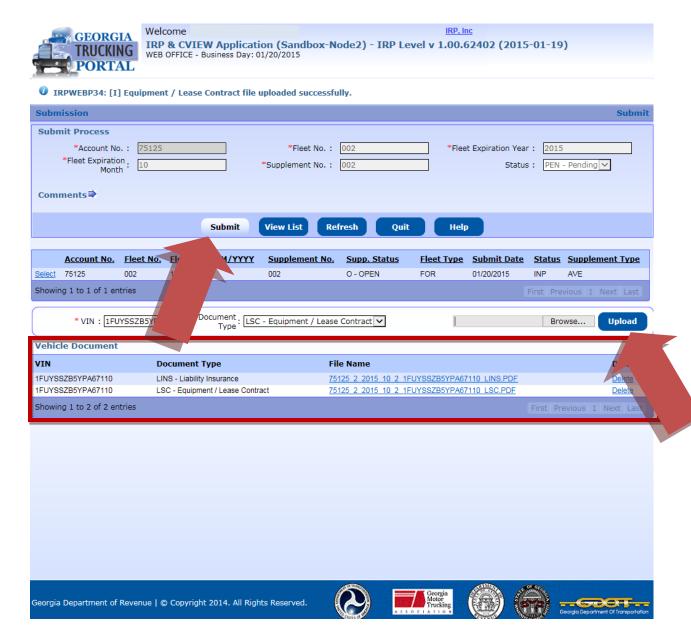
Select the fleet that you will be submitting documents for.



Enter the VIN and select the document type. This drop-down will list all the documents required for this vehicle. Click Browse to find the document, for example; liability insurance; lease contract, etc.



These documents must be PDF or image files.



Click Upload.

The document file will appear in the Vehicle Document section.

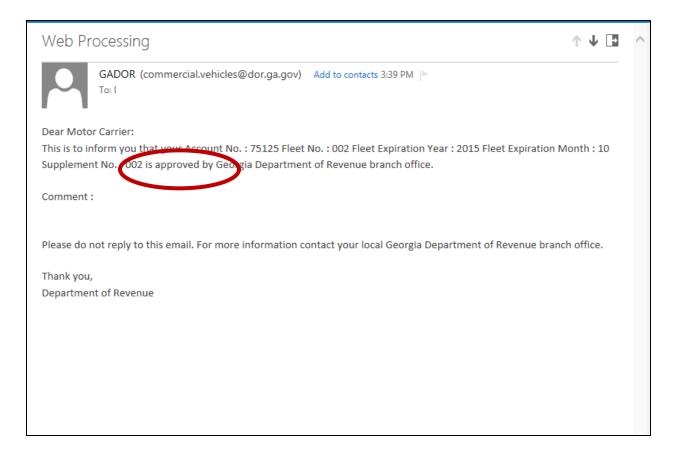
After all documents have been uploaded, Click Submit.

This will send your document to the Georgia Department of Motor Vehicle; IRP Section for review and approval.



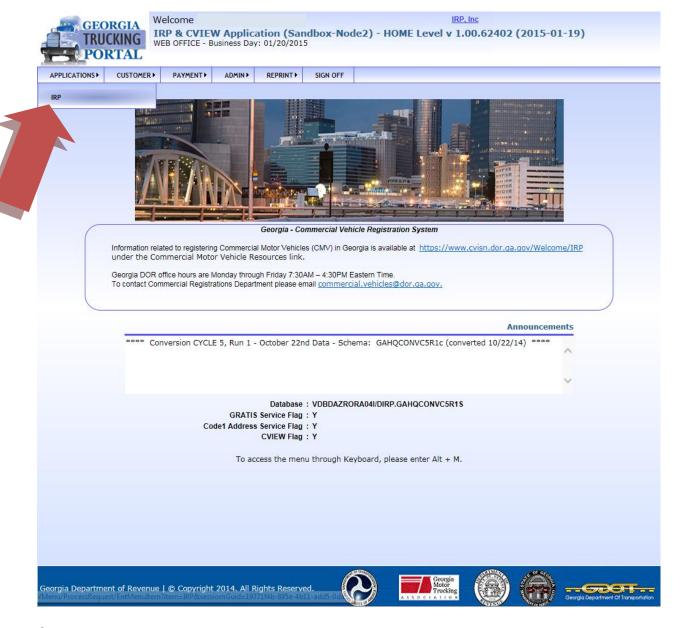
This is Very Important! Once the documents are submitted, there is nothing else for you to do at this time.

Click Quit.



After the documents have been reviewed and approved, you will receive an email in 2 to 3 business days, informing you that your Supplement has been approved.

Once you received the email, you can log back into the system to complete the process.

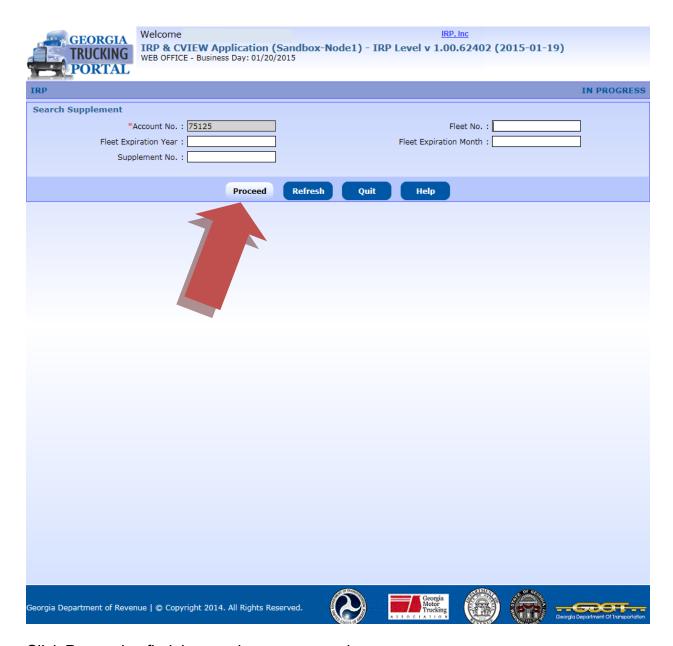


Select Applications tab.

Click IRP.



Click the In Progress tab.



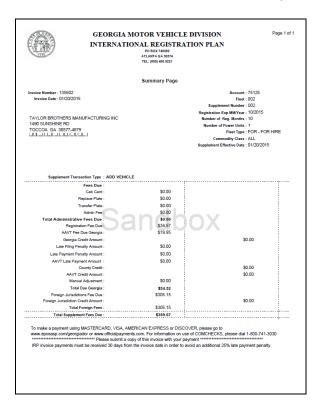
Click Proceed to find the supplement to complete.



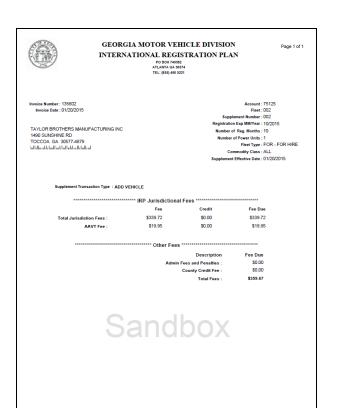
Now you are in the Billing screen and the Billing tab will be green. All fields are protected so click Proceed.

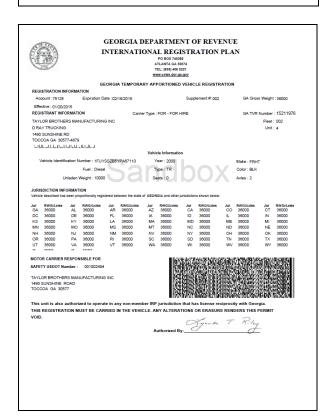
Your bill will be calculated. This may take a minute so be patient. After the system populates the fields with the fee amounts, click Proceed.

This will generate a Summary Page, Fees by Jurisdiction, an Invoice, and a 30-day Georgia Temporary Apportioned Vehicle Registration. These are PDF documents and should be saved and printed for your files.

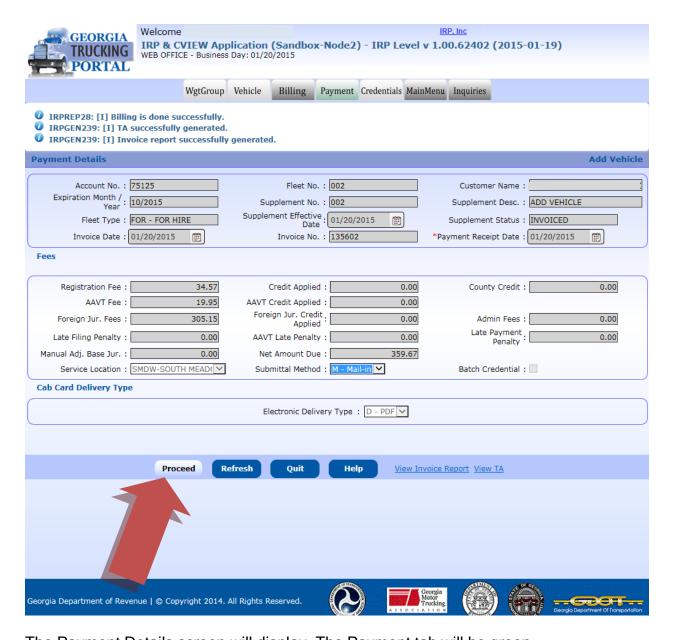


			OTOR VEHIC NAL REGISTI PO BOX 746382 ATLANTA GA 36374 TEL: (855) 406 5221			Page 1 of	
		F	ees By Jurisdictio	n			
Invoice Number : 135602 Invoice Date : 01/20/2015 TAYLOR BROTHERS MANUFACTURING INC 1490 SUNSHINE RD			Account: 75125 First: 1002 Supplement Number Georgia Congression State (1000) Registration Exp MMYrex: 1002015 Mumber of Reg. Months: 10				
TOCCOA GA 30:	577-4879			Number of Power Units: 1 Fleat Type: FOR - FOR HIRE Commodity Class: ALL Supplement Effective Date: 01/20/2015			
Su	pplement Transaction Ty	pe : ADD VEHIC	LE				
Jurisdiction	Distance Type	Distance	Percentage	Fee	Credit	Fee Due	
AL	E1	10,046	6.17400%	\$26.75	\$0.00	\$26.75	
AR	E1	2,098	1.28900%	\$3.26	\$0.00	\$3.26	
AZ	E1	2,856	1.75500%	\$17.03	\$0.00	\$17.03	
CA	E1	3,926	2.41300%	\$27.00	\$0.00	\$27.00	
co	E1	460	0.28300%	\$0.50	\$0.00	\$0.50	
CT DC	E1 E1	422	0.25900%	\$1.68 \$0.14	\$0.00 \$0.00	\$1.68 \$0.14	
DE	E1	248	0.01400%	\$0.14	\$0.00	\$0.14	
FI	E1	13.248	8.14200% 8.14200%	\$0.76	\$0.00	\$27.48	
IA .	E1	674	8.14200% 0.41400%	\$27.46	\$0.00	\$27.40	
ID.	E1	754	0.46300%	\$1.13	\$0.00	\$1.13	
		2.414	1.48400%	\$16.67	\$0.00	\$16.67	
-	F1						
L	E1	2.560			\$0.00	\$9.21	
-	E1 E1 E1	2,560 684	1.57300%	\$9.21 \$3.26	\$0.00 \$0.00	\$9.21 \$3.26	
L N	E1			\$9.21			
IL IN KS	E1 E1	684	1.57300% 0.42000%	\$9.21 \$3.26	\$0.00	\$3.26	
IL IN KS KY	E1 E1 E1	684 3,274	1.57300% 0.42000% 2.01200%	\$9.21 \$3.26 \$11.18	\$0.00 \$0.00	\$3.26 \$11.18	
IL IN KS KY LA	E1 E1 E1	684 3,274 3,496	1.57300% 0.42000% 2.01200% 2.14900%	\$9.21 \$3.26 \$11.18 \$3.87	\$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87	
IL IN KS KY LA MA	E1 E1 E1 E1	684 3,274 3,496 486	1.57300% 0.42000% 2.01200% 2.14900% 0.29900%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79	\$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79	
IL IN KS KY LA MA MD	E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154	1.57300% 0.42000% 2.01200% 2.14900% 0.29900% 0.70900%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96	
IL IN KS KY LA MA MD ME	E1 E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154 160	1.57300% 0.42000% 2.01200% 2.14900% 0.29900% 0.70900% 0.09800%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44	
IL IN KS KY LA MA MD ME MI	E1 E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154 160 952	1.57300% 0.42000% 2.01200% 2.14900% 0.29900% 0.70900% 0.09800% 0.58500%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63	
IL IN KS KY LA MA MD ME MI	E1 E1 E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154 160 952 810	1.57300% 0.42000% 2.01200% 2.14900% 0.79900% 0.09900% 0.99800% 0.58500% 0.49800%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48	
IL IN KS KY LA MA MD ME MI MN MO	E1 E1 E1 E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154 160 952 810 2,514	1.57300% 0.42000% 2.01200% 2.14900% 0.29900% 0.70900% 0.9800% 0.58500% 0.48800% 1.54500%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48 \$4.26	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48 \$4.26	
IL IN KS KY LA MA MD ME MI MN MN MO MS	E1 E1 E1 E1 E1 E1 E1 E1 E1	684 3,274 3,496 486 1,154 160 952 810 2,514 3,800	1.57300% 0.42000% 2.01200% 2.14900% 0.29900% 0.70900% 0.09800% 0.58500% 0.49800% 1.54500% 2.33500%	\$9.21 \$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48 \$4.26 \$7.91	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$3.26 \$11.18 \$3.87 \$1.79 \$5.96 \$0.44 \$3.63 \$1.48 \$4.26 \$7.91	

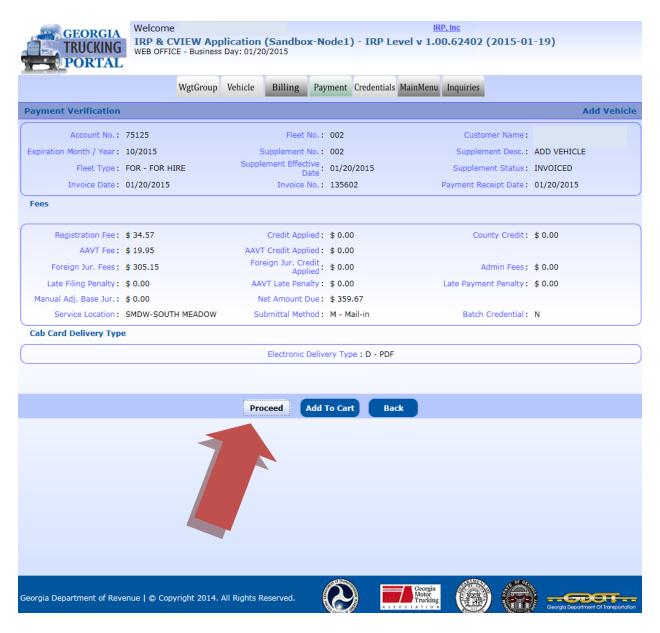




Close the documents.

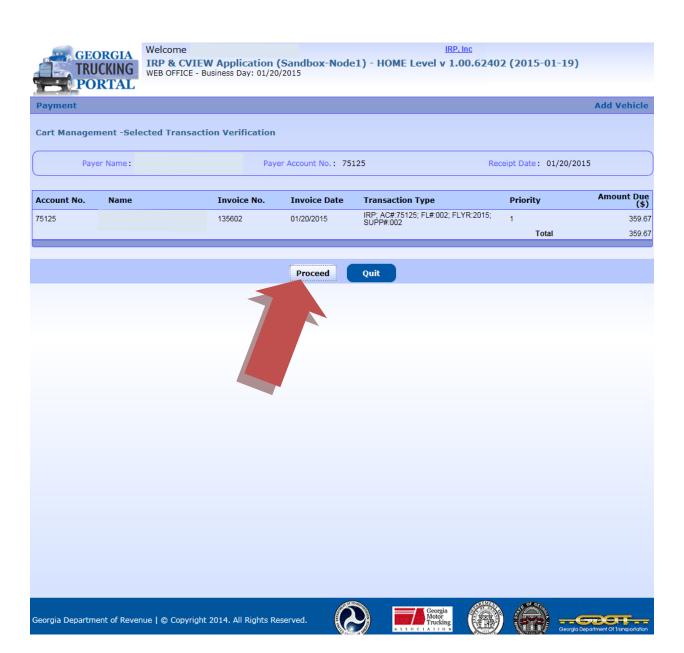


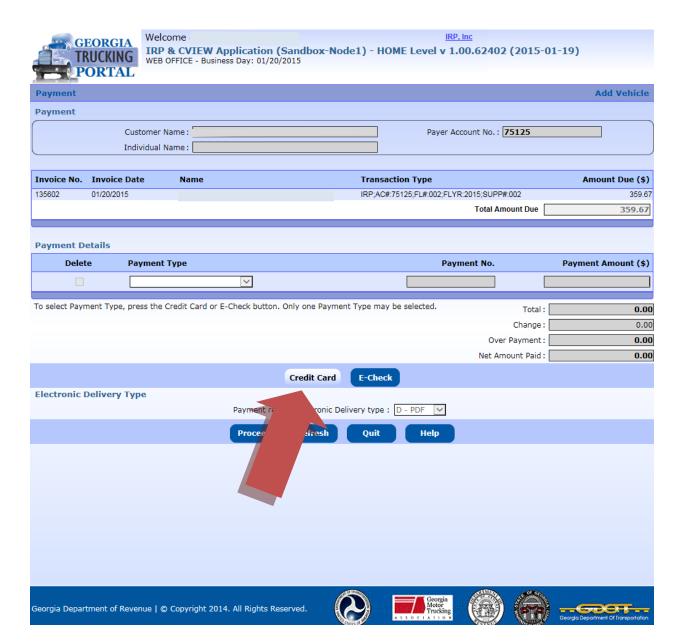
The Payment Details screen will display. The Payment tab will be green.



From the Payment Verification screen, you can continue with the payment or add to the cart. Both options add to the cart but if you click Add To Cart, you can return later to complete the payment.

You will not get your credentials until the payment is complete. This example will continue with the payment.

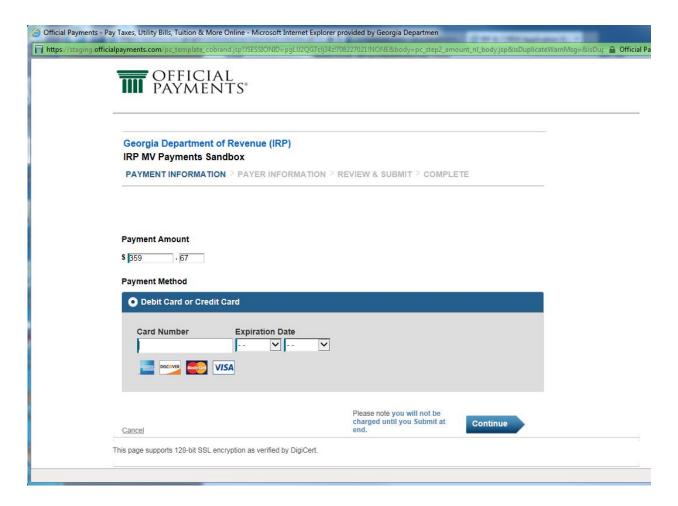




Credit Card and E-Check are the acceptable forms of payment for web customers. This example will demonstrate a credit card payment.

Click Credit Card.

You will now be transferred to Official Payments site that will open in a new window.

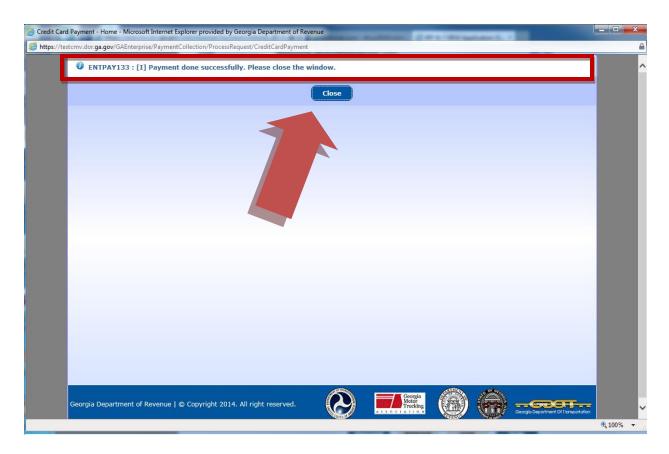


Complete your credit card information and continue until the process is complete.

After the payment has been processed, you can print the receipt.

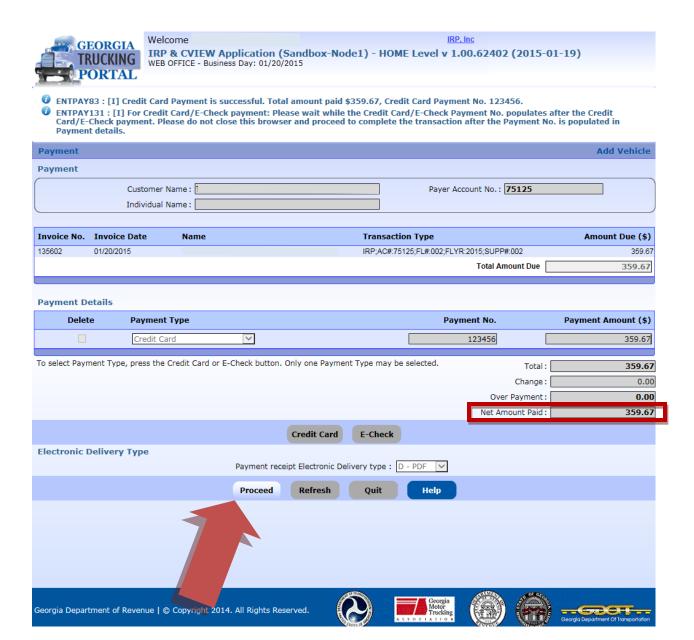
Official Payments will also send you an email.

Click Continue.

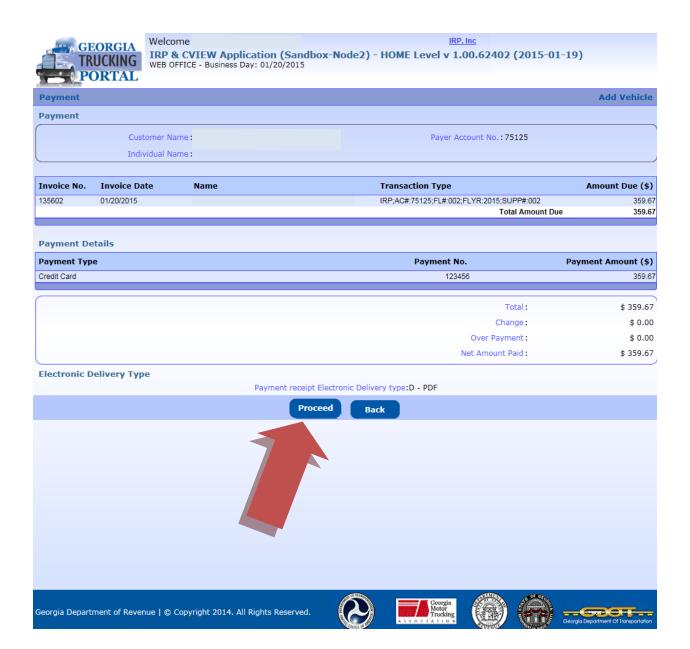


You will return to the IRP System with a message that your credit card payment was successfully done.

Close the window.



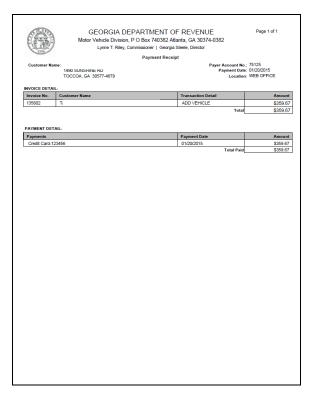
You are now back on the Payment screen that shows your amount paid.

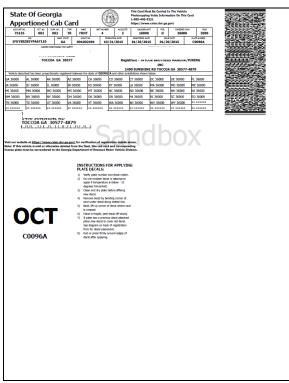


The Payment Summary page will display. Click Proceed to apply the credit card payment to the supplement. .

This will complete the process and generate your credentials.

You will get a Payment Receipt and an Apportioned Cab Card.





Close the window and return to the screen with a display of informational messages letting you know when to expect your remaining credentials.



You have now completed the Add Vehicle Supplement.