

## Request Access - New IRP Customer

Follow the instructions below if you **DO NOT** have an existing IRP Account in Georgia.

You will need a USERID and password established before access is granted to the IRP Online system.

After successful completion of the following steps, a USERID and temporary password will be provided.

Complete the New Account Application, also known as Schedule G (Form T-239).

Use a valid e-mail address to send the documents requested in the Schedule G.

DOR - Motor Vehicle Division will use this e-mail address to correspond with you.

It is your responsibility to maintain a valid e-mail address with the Department at all times, and to notify of any changes as soon as possible.

Non-business owners and Service Providers must provide a copy of a notarized Power of Attorney.

If you are the business owner completing this application, this is not required.

E-mail all documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov).

DOR - Motor Vehicle Division will review your application and documents submitted.

If there are any questions or incomplete information, you will be contacted through the e-mail address used to submit the documents.

If the application and documents are complete, DOR - Motor Vehicle Division will establish your IRP Account and e-mail you your USERID and temporary password within 2 to 3 business days.

Use the USERID and temporary password provided to log into the IRP Online system.

Lastly, Change the password following the instructions provided in the Change Password video or document.

You are now ready to log into the IRP Online system!