

## IRP Renewals through the IRP Portal

IRP renewal applications are mailed to IRP customers starting in April. Please read all the instructions on your application thoroughly. The renewal application you receive contains all the carrier and vehicle information currently on file for your account and includes instructions for completing the application. The renewal application is organized by fleet, with a vehicle equipment list and weight table for each vehicle. You will need to complete a renewal application for each fleet in your account. The account number appears at the top of each page of the renewal application.

### IRP Portal Access

If you already have access to the [IRP Portal](#)<sup>1</sup>, log on and follow the directions in this document to complete the renewal process.



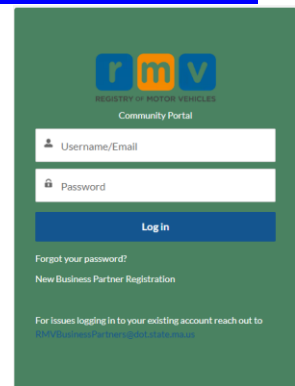
If you have not logged into the portal for over 360 days, your access will become inactive, and you will see the message "This Username is no longer active" when you attempt to log into your account.

You should contact your eServices Portal Administrator for assistance. If you are the Administrator, you can email [RMVBusinessPartners@dot.state.ma.us](mailto:RMVBusinessPartners@dot.state.ma.us) requesting to be reactivated. Please include your Username (email address) in your email.

### New IRP Portal Users

To obtain online access to your **IRP Fleet Account**, visit the [International Registration Plan \(IRP\) Portal Access](#)<sup>2</sup> webpage, then scroll down the screen to the **Next Steps** heading. You must register for access as a new Business Partner on RMV's Community Portal.

Follow the directions under Next Steps, **Register for a Community Portal** and complete the **RMV Business Partner Contact Form** and the **eService Administrator Access Form**. All IRP applicants are strongly encouraged to utilize the IRP Online Portal.



<sup>1</sup> <https://atlas-myrmv.massdot.state.ma.us/eServices>

<sup>2</sup> <https://www.mass.gov/info-details/international-registration-plan-irp-portal-access>

## IRP Renewals through the IRP Portal

### Validation Errors


During the renewal process you may encounter a validation error that must be resolved before you can move forward. Here are some common validation messages you may see, along with possible resolution paths.

Validation Errors	Explanation
Incomplete Vehicle Data	One or more vehicles in your fleet are missing information. <ul style="list-style-type: none"> <li>To resolve this, please contact the RMV's IRP Unit.</li> </ul>
Invalid USDOT	Your USDOT is out-of-service or an out-of-service order exists for one or more vehicles. <ul style="list-style-type: none"> <li>This must be resolved with FMCSA.</li> </ul>
Missing Miles	Mileage has not been reported for your supplement. <ul style="list-style-type: none"> <li>To resolve this, change the distances for the jurisdictions.</li> </ul>
Non-Contiguous Jurisdictions	The jurisdictions (states / provinces) where distances were reported do not border one another. <ul style="list-style-type: none"> <li>To resolve this, change the distances for the appropriate jurisdictions.</li> </ul>
Non-Renew Vehicle	One or more vehicles in your fleet have a non-renew status. <ul style="list-style-type: none"> <li>To resolve this, resolve any outstanding obligations such as EZ Pass, Pay by Plates, Bridge tolls or excise tax. If you are unsure what the mark is, contact the RMV's Contact Center at 857-368-8000.</li> <li>Additionally, if needed the vehicle can be removed from the fleet and re-added after the renewal is complete.</li> </ul>
Pending Balance Exists	A balance exists that must be paid before a supplement can be completed. <ul style="list-style-type: none"> <li>To resolve this, make a payment for the debt. This may include debt resulting from any submitted supplement.</li> </ul>
Recycled Miles: Carrier has used the same miles as the previous registration period in one or more jurisdictions	You have keyed the same mileage for a jurisdiction as your previous registration period. <ul style="list-style-type: none"> <li>To resolve this, change the distances for the jurisdictions. Ensure you are reporting the correct period. If it is correct, contact the RMV's IRP Unit.</li> </ul>
Same Miles for Jurisdiction	You have reported the same mileage for two or more jurisdictions. <ul style="list-style-type: none"> <li>To resolve this, change the distances for the jurisdictions. If it is correct, contact RMV's IRP Unit.</li> </ul>
Unverified Documents	The documents you have submitted must be reviewed by the RMV's IRP Unit before this validation is satisfied. Once reviewed and approved you will receive notice to complete the payment. If there is a problem, you will be notified. Please allow 5 days during peak renewal times.

## IRP Renewals through the IRP Portal

### Step-by-Step Directions

This document provides step-by-step directions to complete your IRP Renewals through the RMV's IRP Portal.


 For more resources and training videos on how to use the portal visit <https://www.mass.gov/info-details/rmv-system-atlas-training-materials> and scroll down to IRP Carriers.

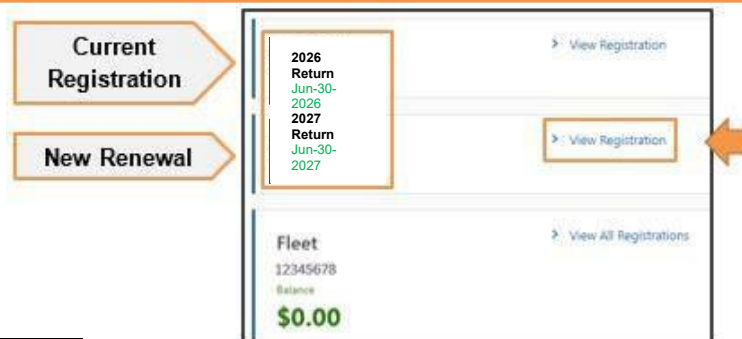
**1** Navigate to [myRMV](#)<sup>4</sup>, then select the **Business Services** button.



**2** Select the **IRP Fleet Renewal** button to access the [IRP Portal](#)<sup>5</sup>, then log in to your account.



**3** Select the **View Registration** hyperlink for the **2027 Return**.  
 Both the 2026 Return (Current Registration) and 2027 Return (New Renewal) displays on the screen.

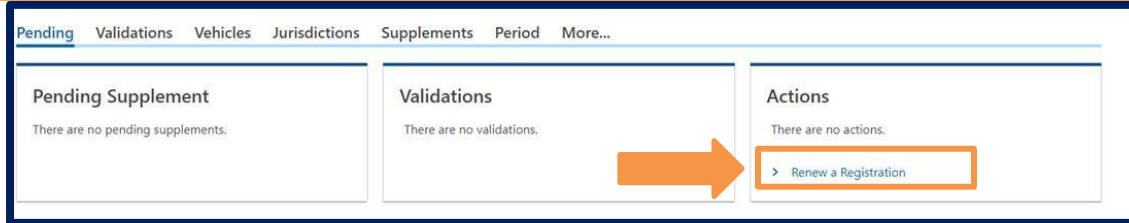


<sup>3</sup> <https://www.mass.gov/info-details/rmv-system-atlas-training-materials>

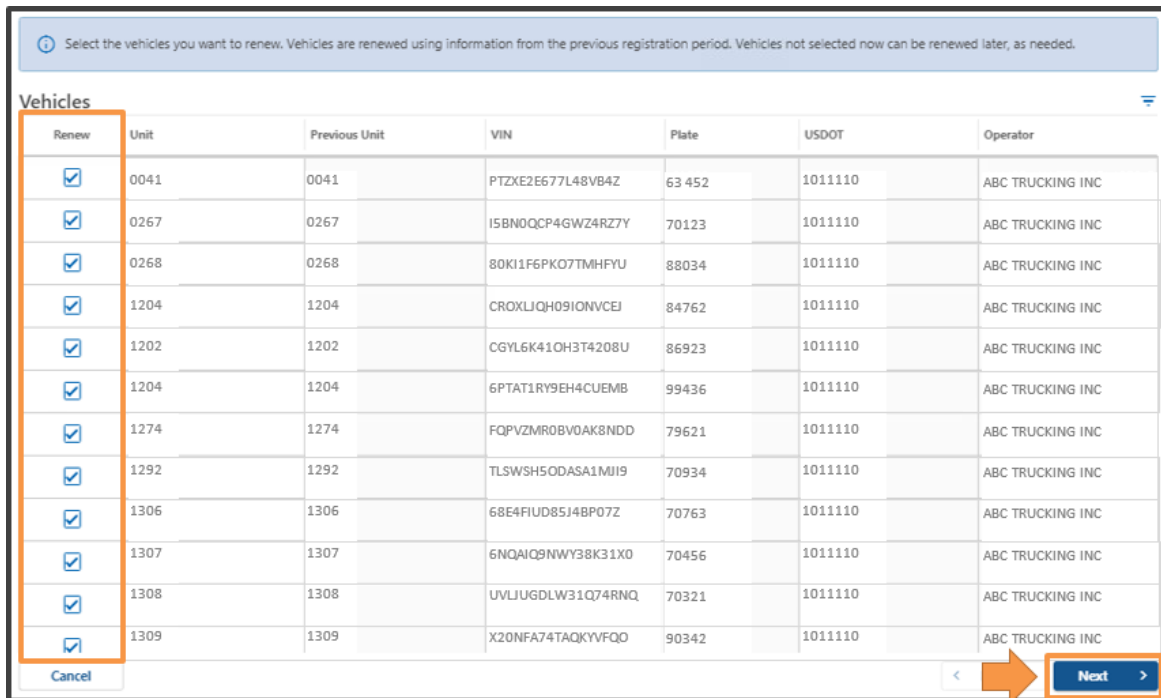
<sup>5</sup> <https://atlas-myrmv.massdot.state.ma.us/eservices/>

## IRP Renewals through the IRP Portal

4 Under the Actions box select Renew a Registration.



5 Review the list of current **Vehicles** in the fleet that have been automatically selected for renewal.  
Uncheck the **Renew Checkbox** for any vehicles in the fleet that you do not want to renew, then click the **Next** button.



## IRP Renewals through the IRP Portal

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Review the list of **Inactive Vehicles** that have been removed from the fleet during the prior registration period.

Select the **Renew Checkbox** for any of inactive vehicles that you want to add to this renewal period, then click the **Next** button.

Inactive vehicles in the prior registration period can be renewed now. Select the inactive vehicles that you want to renew. Vehicles not selected now can be renewed later, as needed.

**Inactive Vehicles**

Renew	Unit	Previous Unit	VIN	Plate	USDOT	Operator
<input checked="" type="checkbox"/>	409	409	J9Y15G7PDWGX3DL3	77352	1011110	ABC TRUCKING INC
<input type="checkbox"/>	205	205	ZRZDGJ5UX4ZN93XN	81903	1011110	ABC TRUCKING INC
<input type="checkbox"/>	405	405	DGS8KB7SP9G5K4OQM	79134	1011110	ABC TRUCKING INC
<input type="checkbox"/>	407	407	YXHA205AO60P4AU8Z	77849	1011110	ABC TRUCKING INC
<input type="checkbox"/>	204	204	D4O1OIHADWMQYIU8	76134	1011110	ABC TRUCKING INC
<input type="checkbox"/>	144	144	FC9P1FXXY00NMJ5RC	87543	1011110	ABC TRUCKING INC
<input type="checkbox"/>	145	145	H5570QH24VDT0ZMMI	87034	1011110	ABC TRUCKING INC

Cancel < **Next** >

7

Review the list of **Renewing Vehicles** selected to renew.

Click the **Submit** button and click the **OK** button.



If any adjustments need to be made to the renewal list, click the **Previous** button to return to prior screens and edit the information accordingly.

Please review the list of vehicles before clicking the Submit button. Vehicles are renewed using information from the previous registration period.

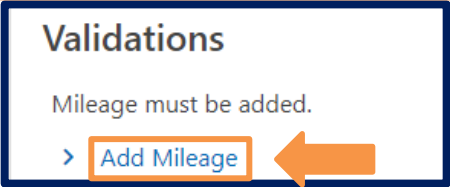
**Renewing Vehicles**

Unit	Previous Unit	VIN	Plate	USDOT	Operator
0041	0041	PTZXE2E677L48VB4Z	63452	1011110	ABC TRUCKING INC
0267	0267	I5BN0QCP4GWZ4RZ7Y	70123	1011110	ABC TRUCKING INC
0268	0268	80K11F6PKO7TMHFYU	88034	1011110	ABC TRUCKING INC
1204	1204	CROXLJQH09I0NVCEJ	84762	1011110	ABC TRUCKING INC
1202	1202	CGYL6K41OH3T4208U	86923	1011110	ABC TRUCKING INC
1204	1204	6PTAT1RY9EH4CUEMB	99436	1011110	ABC TRUCKING INC
1274	1274	FQPVMR08V0AK8NDD	79621	1011110	ABC TRUCKING INC
1292	1292	TLSWSH50DASA1MIJ9	70934	1011110	ABC TRUCKING INC
1306	1306	68E4FIUD85J4BP07Z	70763	1011110	ABC TRUCKING INC
1307	1307	6NQAIQ9NWWY38K31X0	70456	1011110	ABC TRUCKING INC
1308	1308	UVLJUGDLW31Q74R9NQ	70321	1011110	ABC TRUCKING INC
1309	1309	X20NFA74TAQKYVFQO	90342	1011110	ABC TRUCKING INC


Cancel < **Submit** >

## IRP Renewals through the IRP Portal

8 Under **Validations**, select **Add Mileage** hyperlink to bring you to the Jurisdictions tab,



9 Add your **actual distances** (in miles) in the **Distance Column** for each jurisdiction or use **Average Estimate Distance** for a 1<sup>st</sup> time renewal only. Select the **Next** button when all the miles have been added.

 **Reporting Period** is for the previous year, **July 1<sup>st</sup>, 2024 - June 30<sup>th</sup>, 2025**.

Reporting Period: Jul-01-2024 to Jun-30-2025

Add Your Actual Distances (in miles) in the Distance Column for Each Jurisdiction

Use Estimate Distance  Filter

Jurisdiction	Apportioned	Estimate Type	Distance
Alabama	<input checked="" type="checkbox"/>	Actual	0
Alberta	<input checked="" type="checkbox"/>	Actual	0
Arizona	<input checked="" type="checkbox"/>	Actual	0
Arkansas	<input checked="" type="checkbox"/>	Actual	0

10 Verify that the distances (in miles) were entered correctly.  
Click the **Submit** button, then click the **OK** button.

Jurisdictions


Filter

Jurisdiction	Apportioned	Estimate Type	Distance
Connecticut	<input checked="" type="checkbox"/>	Actual	194
Maine	<input checked="" type="checkbox"/>	Actual	2,345
Massachusetts	<input checked="" type="checkbox"/>	Actual	2,234
New Hampshire	<input checked="" type="checkbox"/>	Actual	11,430
			6,203

Cancel < Previous **Submit**

## IRP Renewals through the IRP Portal

**11** Review the **Validations** section and click the name highlighted in blue to resolve each validation. Resolve any remaining requirements that are required to submit your renewal.

 **View Unverified Documents** hyperlink indicates there are documents that need to be submitted and reviewed by the RMV's IRP Unit.

### Validations


Proof of insurance is required for this transaction. You must upload a Schedule E or Registration and Title Application that has been stamped by your insurance company/agent. If you do not have either to upload, contact your insurance carrier/agent for the completed, stamped form.

[View Missing Insurance](#)

One or more documents must be uploaded. IRP department must approved all uploaded documents to clear this validation. Please upload the documents listed below via the Submit Documents link.

[View Unverified Documents](#)

**12** Review the **Documents** list and note the required documentation for each Unit

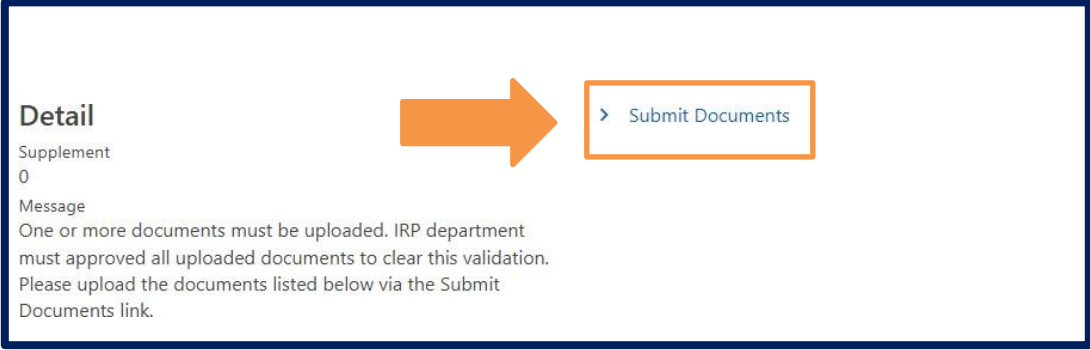
 Proof of the Heavy Vehicle Use Tax payment (Form 2290) should be dated:

- **July 1<sup>st</sup>, 2025-June 30<sup>th</sup>, 2026**

Validation	
<b>Documents</b>	
Unit 1203	
Heavy Vehicle Use Tax (Form 2290)	US federal tax form for heavy highway vehicle use tax on vehicles with GVW 55,000+ lbs.
Unit 1207	
Heavy Vehicle Use Tax (Form 2290)	US federal tax form for heavy highway vehicle use tax on vehicles with GVW 55,000+ lbs.
Unit 1270	
Heavy Vehicle Use Tax (Form 2290)	US federal tax form for heavy highway vehicle use tax on vehicles with GVW 55,000+ lbs.
Proof of Lease	Form certifying that a lease agreement exists with the registered owner (lessor) of the vehicle.

## IRP Renewals through the IRP Portal


13 Select the **Submit Documents** hyperlink at the top of the screen



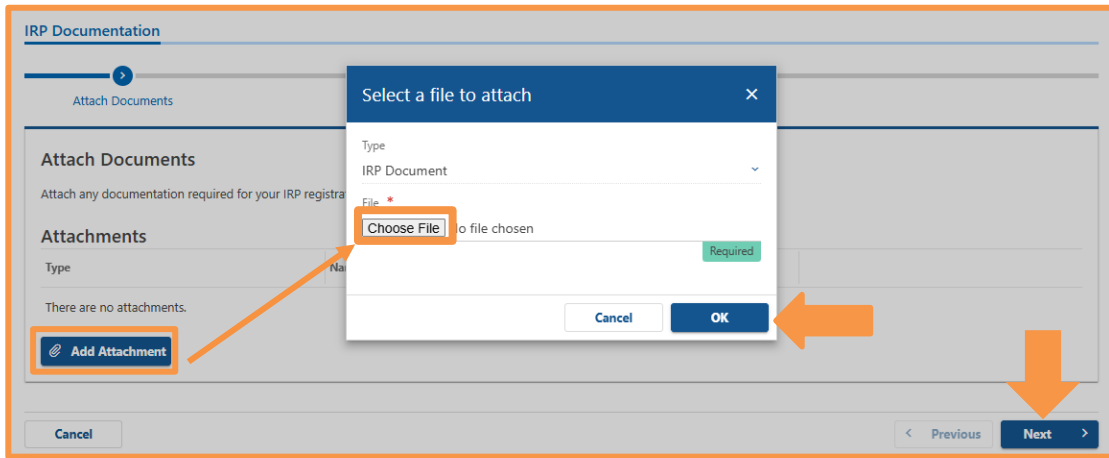
14 Select the **Attach Document** hyperlink, then select the **Choose File** button in the **Select a file to attach** window.

Locate the **PDF document(s)** on your computer that you want to attach, then click the **OK** button.

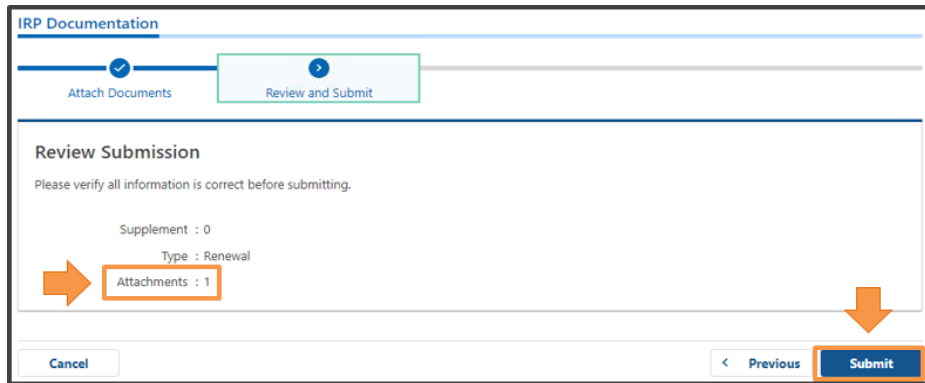
Click **Next** when all documents have been uploaded.

 The RMV **only** accepts PDF files, do not attach images or Microsoft document types.

## IRP Renewals through the IRP Portal

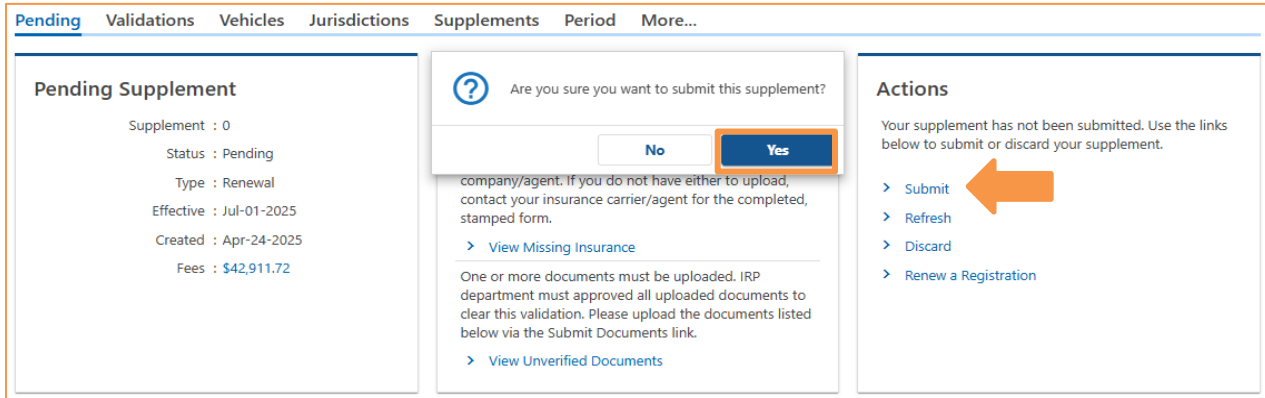
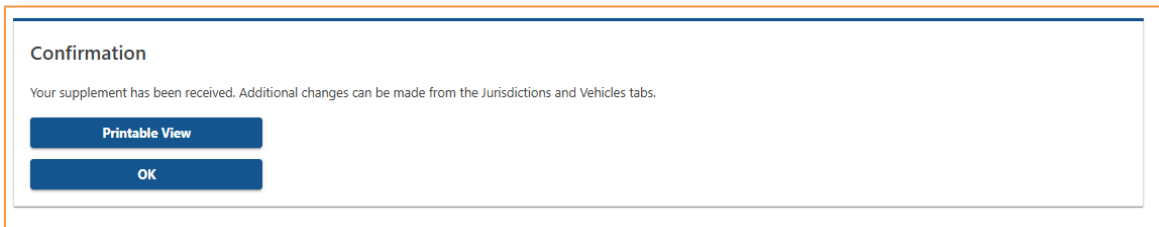


15 Verify that all the required documents have been attached by reviewing the total number of attachments, then click the **Submit** button and the **OK** button.





16 Select the **Pending** tab. Click the **Submit** hyperlink in the **Actions** panel, then click the **Yes** button. A confirmation page will appear after the renewal has been submitted.

## IRP Renewals through the IRP Portal

## Make a Payment

The RMV's IRP Unit needs to review any remaining **Validations** before CAB Cards will be issued. Once the documents have been reviewed and approved you no longer see any validations, the payment can be made. You will be notified if there is a problem. Please allow 5 days during peak renewal times.

-  If the Unverified Documents Validation has been removed, you can pay your renewal fees through your IRP Account.
-  If the Unverified Documents Validation remains and it has been over 7 business days since you submitted your documents, you can contact the IRP Unit for a status update.


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Review the **Balance** due, then select the **Make a Payment** hyperlink. Follow the payment instructions on the screen and click the Next button to proceed through the payment process.

-  The maximum payment allowed on a credit card is \$999,999

## IRP Renewals through the IRP Portal

**18** Once the payment is complete, you will receive a **Confirmation** notice. At this point, there is no further action required.

 You will receive your IRP Cab cards and decals in the mail.


**Do not** go to the service center for decals. If there are any issues with your submission, you will be contacted by the RMV's IRP Unit directly.


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The screenshot shows the IRP Portal interface for a fleet account. At the top left, it displays the date 'Jun-30-2025' and the account name 'IRP Fleet' with ID '12345678' and company 'ABC TRUCKING INC'. In the center, a 'Balance' box shows '\$25,853.84'. On the right, there are four menu items: '> Make a Payment', '> Submit Documents', '> Update Garage Address', and '> Request Duplicate Cab Card/Plate Swap'. The 'Make a Payment' option is highlighted with an orange arrow. Below the menu items is a navigation bar with tabs: 'Pending', 'Period', 'Supplements', 'Validations', 'Vehicles', 'Jurisdictions', and 'More...'. The 'Pending' tab is currently selected.

## Questions or Issues

 For IRP Renewal or portal related questions, contact us at 857-368-8120 or email [RmvMaIRP@dot.state.ma.us](mailto:RmvMaIRP@dot.state.ma.us).

 For issues logging into the portal, password resets or any other log in issues, contact us at 857-368-7930 or email [RMVBusinessPartners@dot.state.ma.us](mailto:RMVBusinessPartners@dot.state.ma.us).