

OHIO COMMERCIAL REGISTRATION ONLINE SYSTEM (OHCORS)

USER GUIDE

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WHAT IS THE OHIO COMMERCIAL REGISTRATION SYSTEM (OHCORS)

The Ohio Commercial Registration System (OHCORS) is an online self-service portal provided by the Ohio Bureau of Motor Vehicles (BMV) for IRP (International Registration Plan) accountholders registered in Ohio to submit and pay apportioned registration transactions.

Transactions available at OHCORS include:

- Annual Fleet Renewal Supplements
- Add New Vehicle to your Fleet Supplements
- Transfer Registration to New Vehicle Supplements
- Amend Vehicle Registration Weight Increase
- Amend Vehicle Cab Card Info Ex. MCRS/ USDOT (Motor Carrier Responsible for Safety) changes
- Replace Plate Requests (for Lost, Stolen, or Damaged Plates)
- Re-Print Active Cab Cards, Temporary Authorities, Receipts, and Renewal Applications
- IRP Invoice Payment via Credit Card and E-Check (convenience fees apply)

While completing IRP Transactions on OHCORS you have the ability to upload required support documents.

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LOGGING INTO THE OHCORS WEBSITE

The website can be found at <u>www.ohcors.com</u>, where you select the button for "IRP Transactions" or "Pay IRP Invoices" to find the secure sign-on screen.

	IRP ACCOUNT HOLDERS: If you are logging in for the first time, your user id and temporal UserID: OH##### (##### - This is your IRP Account Number with leading zeros if your acco Password: July@123	y password are as follows: unt number is less than 5 digits)
Welcome to Ohio Coi	Ohio IRP (Apportioned) Registration System User ID Pessword 	System – OHCORS 2.0
	Log in Forget Password? Get UseriD Get	
Ohio Bureau of Motor Vehicles in partnership with Celtic Systems		tet margin a

The OCHORS System does support versions of Microsoft Edge, Internet Explorer, Google Chrome, and Safari, web browsers. For full functionality your browser's Pop-Up Blocker must be turned off for this site, and Adobe Acrobat Reader engaged. You can tell if your software is compatible with OHCORS if you see three green checks below the "Log-In" button. If there are any red "Xs" that component is not compatible and you may not have full functionality or access to OHCORS until it is resolved.

Each IRP Account has a default User ID to gain access to OHCORS. All default user ID's begin with OH and end with your IRP Account Number. If your IRP Account number is less than five digits you will need to add zeros between the OH and your account number to create a seven character User ID.

Ex. IRP Account 11's default User Id would have to add 3 zeros between the OH and the account number making the User ID: OH00011

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Each OHCORS User ID has a unique password. If you have not already established one you may have received an e-mail with a temporary password that you will use with the default User ID to login to OHCORS. Once logged in you will be immediately prompted to create a new password as well as a Security Question and Answer. Once this information is submitted, you will be directed back to the sign-on screen where you will use the default User ID and your newly created password to gain access to the OHCORS system.

Note: If you have not received a temporary password e-mail and have never logged into the OHCORS system your default Password will be July@123.

If you have forgotten your password you can select "Forgot Password" and follow the instructions on the screen.

	Forgot Password
	*User ID : *Secret Question :
s a composis no, proces	*Secret Answer :
	Proceed Refresh Quit ?

You will need to read and agree to the Disclaimer prior to proceeding.

	Ohio IRP System - Enterprise					
NEW CONTRACTOR	DISCLAIMER					
	Security Notification and Privacy Policy					
	Security Notification This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorize use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly pro be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is go U.S. law and Ohio law and policies. You have no expectation of privacy in any material placed or viewed on this system except where O Pederal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose the internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources, in accordan federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitte processed or stored in this system by a user. The State of Ohio compiles with state and federal law regarding legally portected confider information but may not treat any other use as private or confidential. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING. Privacy Policy links to https://publicsafety.ohio.gov/wps/portal/gov/odps/home/privacy-notice-and-policies	d access, hibited, may verned by hio or se activities se activities ce with st, rtial				
	Agree Cancel					

Once logged in to OHCORS you will be at your Customer Dashboard screen.

NOTE: If you select the "Wrench" Icon in the upper right side of the screen you will have the option of customizing this page by "turning on" the Customer Summary and Pending Transaction views and saving your selection.

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All navigation other than "Logging Out" will occur from the navigation column on the left hand side by selecting the link to the activity you wish to complete.

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FLEET RENEWAL SUPPLEMENTS

After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left

column of the screen and select "IRP"

from the drop down menu.

Customer Dashboard

Custo

On the next screen, select the "Renew Fleet" option from the "Fleet" menu box.

Fleet New Fleet Update Fleet Renew Fleet Fleet Inquiry More +

Select "Proceed" for the information to populate in the grid and click on "Select" from the left side of the grid to display the Customer Details Screen.

	Chio IRP	System - IRP				Menu Finder	9 H D	G+ Logout
10000				101		717		
Color NOTOP STATE	Fleet							Renew Fleet
10/11 NUMBER / DATE				/				
La senser 🌣	Supplement Sea	arch						
INTERNET OFFICE		Ad	count No.: VPNM		Fleet No.:			
Open Business Period:		Fleet Expira	ation Year :					
Contraction of the Infaction					UP			
Customer Dashboard				Proceed Refresh	Quit ?			
🕫 Services		Account No.	Figer No.	Floot Exercition Month	Float Expiration Year	Floor Tune	Floor Protect	
	Select	Account No.	Inter No.	Pieer expiration wonth	Diete Expiration real	Piece Type	A GUN	
Enterprise	are to to		~					
IRP	Showing 1 to 1 o	f 1 entries					First Previous	1 Next Last
⊞ Operations								

OCHOR	S – User (Guide				
		Account Fleet Dis	stance WgtGroup Vehicle	Billing Payment	Credentials MainMenu Inqui	ries
Customer l	Details					Renew Fleet
Customer De	ataile					
	Account No.: Legal Name : DBA Name :	RLAR. A. E DOMESSI LLC	Entity Type	: <mark>V - CIII. C</mark>	Carrier Type : Customer Status :	t preced A-ACT+C
Address Det	ails					
Physical Addi	ress Mailing Add	ress				
	Street : City :	TOULDO	ZIP Code County		Jur: Country:	CH 2411 🗸
Business Cu	stomer Details					
	USDOT No.: Contact Name : Alternate Phone :	SCHEMINE REALIZE AREA CONTRART REPORTS VIE	TIN Email Fax No.	 Categories Source device outs (Symmology) And an applied 	Primary Phone :	A. 62-5 Az
Comments	0					
			Proceed Refresh	Quit Cancel		

Customer Details Screen

- Verify that the account information is correct.
- If the Account Name or Physical Address has changed, the user must contact OHBMV for instructions on how to update this information.
- After reviewing the account information, select "Proceed" to display the Customer Details Verification Screen.
- Select "Proceed" at the verification screen to proceed to the Fleet Detail screen.

OCHORS – User Guide		
Account Fleet Distance	e WgtGroup Vehicle Billing Payment Cred	
IRPFLT129 : [I] Account has 0 power unit fleet(s) for [10]: Account h IRPACC00 : [I] Renewal account has been generated.	ias 1 power unit fleet(s) for 고파파.	
Fleet Details		Renew Flee
Fleet Summary		
Account No.:	Entity Type: D DT TT	Fleet No.: 00
Fleet Status : 📶 🐨 🗤 🗹	Carrier Type : T TARE T	Customer TIN: DURING
Legal Name :	DBA Name :	
Address Details		
Physical Address Mailing Address Third Party Processor G	araged Address	
Street: 1 The Love - 5 A SHELLAR +	Zip Code :	
	County: INFIGU	Country:
Non Deliverable Address :		,
Fleet Details		
*Contact Name: elements of the analysis	*Email: UvyHLsLib. 5245 25 TAI IAO DA	*Primary Phone : 567-560-5025
Alternate Phone : 🔐 🗉 🖉 🖓 👘	Fax No.: an is two closes of	Change Address on USDOT :
*Safety TIN : Dian tolenation	*Safety USDOT: DC (SHIRE	Change Vehicle USDOT / TIN :
*Fleet Type: 💵 🕬 🖬 🕴	Commodity Class: 🛆 📲	County Distribution :
*Effective Date: Dia n 🛗	*Expiration Date: 08/71100000 🗒	First Operated : 💷 🐨 🖼
Wyoming indicator : 🗌 😮	Registration Year:	
Use IFTA Distance :	Mobile Notification :	Owner Operator : 🗌
Comments 🕒		
	Proceed Cancel Refresh Quit ?	

Fleet Detail Screen

- The fleet information will populate with the information from the previous year.
- Legal name and physical address will be populated with the most current information from the Enterprise level in protected fields.
- The carrier can update certain fleet information during renewals such as contact information, mailing address, and fleet type and commodity class, if needed.
- The Fleet Effective date, Fleet expiration date, and First Operated Date will default based on the renewal period and cannot be changed.
- Select "Proceed" to display the Fleet Verification screen
- Click the "Proceed" button again to update the fleet information and continue to the Distance Detail screen.

OCHORS – User Gu	uide				
	Account Fleet Dist	ance WgtGroup Vehicle	Billing Payment Credentials	MainMenu Inquiries	
IRPFLT01 : []] Renewal fleet has been ge	nerated.				
Distance Details					Renew Fleet
					a MI
Supplements Details					
Account No. : Legal Name : Legal Name : T	205 - 410 000 - 0 561 0010	Fleet No. : DBA Name : Fleet Expiration Month / Year :		Supplement No.: 🔟 Fleet Type: 📶 Supplement Desc.: 👔	
Distance Details					
Reporting Period From : 🔳 Avg. Per Vehicle Distance Chart : 📝	24142617	Reporting Period To:	26.004010	USDOT No.:	Del F.
We certify that the actual distance submitt	Actual Distance:		Show Map		
While reporting Actuals Distances are being	g reported, you must enter ALL the distant	ces accumulated during the distance re	porting period.		
Jurisdiction	Distance (miles)	Percent	Jurisdiction	Distance (miles)	Percent
OH - OHIO	1651	00.0000	AL - ALABAMA	0	00.00000
AR - ARKANSAS	0	00.0000	AZ - ARIZONA	0	00.00000
CA - CALIFORNIA	0	00.00000	CO - COLORADO	0	00.0000
CT - CONNECTICUT	0	00.0000	DC - DISTRICT OF COLUMBIA	0	00.0000
DE - DELAWARE	0	00.00000	FL - FLORIDA	0	00.00000
GA - GEORGIA	0	00.00000	IA - IOWA	0	00.00000
ID - IDAHO	0	00.00000	IL - ILLINOIS	0	00.00000
IN - INDIANA	41651	00.00000	KS - KANSAS	0	00.00000
KY - KENTUCKY	0	00.0000	LA - LOUISIANA	0	00.00000
MA - MASSACHUSETTS	0	00.00000	MD - MARYLAND	0	00.00000
ME - MAINE	0	00.00000	MI - MICHIGAN	1651	00.00000
MAL - MINNESOTA	0	00.00000	MO - MISSOURI	0	00.00000

Distance Detail Screen

- The Distance Detail screen will display all of the IRP jurisdictions, and the distance type will be defaulted to Actual. Jurisdictions displayed in red are jurisdictions traveled in during the last renewal period.
- The user must manually enter the actual distance traveled by the fleet during the "Reporting Period From" to the "Reporting Period To" pre-populated dates shown in the Distance Details section in each jurisdiction's data field. Complete the Actual Distance and Total Fleet Distance, and then certify that the actual distance entered is accurate by clicking the checkbox for the certification statement in red font.
- There is a 'Show Map' link in the middle of the screen that when clicked, will display a map of the available IRP jurisdictions which can be used for reference. Just click the 'Hide Map' link once it is no longer needed or you can keep it on the screen if you prefer.
- Click on "Proceed" to display the Distance Verification screen.
- If the distance is correct, click on "Proceed" again to display the Weight Group Selection Details screen.

Note: You will need to contact OHBMV for assistance with completing the Distance Detail Screen if during the "Reporting Period From" to the "Reporting Period To" dates the fleet: accrued actual miles for Ohio only; did not accrue any actual mileage; or accrued mileage in non-contiguous jurisdictions due to business operations.

HORS	– User Guide						
	Ac	count $ ightarrow$ Fleet $ ightarrow$ Distance $ ightarrow$ W	tGroup Vehicle Bi	ling Payment	Credentials MainMenu	Inquiries	
IRPMLG GEN145	13 : []] Renewal Distance has been generated. 2 : []] If you are not creating any new weight gr	oups, select 'DONE'.					
Weight G	roup Selection Details						Renew F
	CZ D			11/1			(1 / 3
Supplement	nts Details						
_	Account No.: 10065		Fleet No.: 107			Supplement No. : 🛄	1
	Legal Name : 🔥 💷 🕬	Δ	DBA Name :			USDOT No.:	LAND CAL
	Expiration Month / Year : 🚺 / 💷		Supplement Desc. : 🖡	621 —			
	Fleet Type:	•					
_		~///)			2////		
Weight Gro	oup List						
	Weight Group No.	Weight Group Type			Base Jurisdiction Weight		Max Gross Weight
Select	80	P - POWER UNIT			80000		80000
Showing 1	to 1 of 1 entries						First Previous 1 Next La

Weight Group Selection Details Screen

- The user has the ability to update any existing weight groups or create a new weight group if needed.
- You can select the weight group to process, by clicking on the "Select" link next to the weight group number that should be modified.
- Update the weights required and continue through to the verification screen.
- Note: Weights can only be lowered in a jurisdiction during a renewal period. If there is a variance of 10% or more between any two jurisdictions the weight group must be completed by OHBMV after receiving a written statement explaining the business operational need for the weight variance.
- Select "Done" when you are finished modifying the weight groups and the Vehicle Processing screen will display.

Account	Fleet Distance WgtGroup Vehicle	Billing Payment Credentials	MainMenu Inquiries	
IRPVEH466 : [1] Please select the desired radio button to process	Amend or Delete vehicle supplement.			
Renewal Vehicle Processing				Renew Fleet
		~ M \		~ M \
Renewal Details				
Account No.:	Legal Name :	A1306/235_L0	DBA Name:	
Fleet No.: 30*	Expiration Month / Year :	200 0000	Supplement No.:	300
Supplement Desc.: INTHINK T TT	Fleet Type :	POR BOX HER HE	USDOT No.:	118 G4 R
Amended Vehicles :	Deleted Vehicle:	0	Renewed Vehicles:	C
	Update From Previous Year Dom	e Vehicle List Cancel	Quit	

Vehicle Processing Screen

- On the Vehicle processing screen for the Renewal supplement, the user can see how many vehicles are set to be renewed.
- You may Click "Vehicle List" to view a list of vehicles in your fleet that are eligible for renewal.
- Click "Done" if all vehicles in the fleet will be renewed with no changes, this will take you to the Web Processing Screen (page 12).

- If changes are required to the vehicles that have been included in the fleet renewal you may modify your fleet by AMENDING Vehicle(s) or DELETING Vehicle(s). Amending the vehicle includes requesting a replacement plate for a lost, stolen, or damaged plate, and updating Unit#, Weight Group, Safety USDOT#, assignment.
- Whether AMENDING or DELETING, only one action can be performed at a time so you can click the corresponding radio button and then click "Proceed" to perform that action.
- For Amending the Vehicle, Select "Amend Vehicle" radio button and click on "Proceed".

	Account Fleet	Distance WgtGroup Vehicle	Billing Payment Cred	sentials MainMenu Inquiries	
Vehicle Details					Renew Fleet
			A NI		~ ~ ~
Change Vehicle Details					
Unit No.:		VIN:	Plate No.:		Search
DI					V VIE
Supplements Details					
Account No. :	62365	Fleet No.:	001	Supplement No.	100
Legal Name :	A DOMESTIC	DBA Name:		No. of Vehicles	E
Expiration Month / Year :	Vel / 2022	Effective Date:	G201 G210	Supplement Desc.	NDNDATACT
Fleet Type :	108-709 ICTI	Carrier Type:	D+ CAPITI CH	USDOT No.	59° 664 RC
	rilly		(1)		
Vehicle Details VIN Override					
VIN:		•Unit No. :		*Weight Group No.:	\checkmark
*Year:		*Body Type :	\checkmark	*Make:	\checkmark
*Axles:		*Combined Axles:		*Fuel Type :	T Thread
Seats:		Vehicle Color:	~	Luggage :	
OH Bus Inspection #:		OH Bus Inspection Expiry Date :	MM/DD/YYYY	*Odometer:	
*Unladen Weight:	•	Base Jurisdiction Gross Weight:		Model:	
*Purchase/Lease Date:	MM/DD/YYYY	*Purchase Price :		Factory Price :	
		TA:		TA No. of Days :	
Title Jurisdiction:	:+ :H: ¥	*Title No.:		Document Control No.:	
*Safety USDOT :	0.100-100	*Safety TIN :	600-0636 %	*Safety Change :	
Owner Name :		Owner Phone No.:		Owner Code :	
Owner TIN :		In-State Plate :		In-State Weight:	
In-State Credit Month:		In-State Credit :			
Use Existing Plate:		Existing Plate :		Logo Plate :	1
Change Address on USDOT:		Autonomous Vehicle :			
New Plate Required :		New Plate Required Reason :	\checkmark		

- This displays the Change Vehicle Details screen where an existing vehicle can be updated.
- A "Search" must be completed first to populate the existing data for the vehicle you wish to amend. Place your cursor in either the Unit No., VIN, or Plate No., field, a drop-down list will appear with a list of available vehicle records. If the unit that needs to be amended does not appear in the list, start typing either the Unit No., VIN, or Plate No., in the applicable Field and it will appear.
- Click on the Unit No, VIN, or Plate No., from the drop-down list and select "Search".
- Make any required changes to any field that is not "grayed-out" or request a replacement plate by selecting the New Plate Required box and click on "Proceed" to continue to the verification screen.
- After the information is verified click on "Proceed" again.
- This displays the Vehicle Details screen again and additional changes can be made to other units as needed.

- Once finished amending vehicles, click on "Done".
- This returns the user to the Vehicle Processing tab where you can make additional changes to the unit(s).
- If a vehicle has already been amended and needs something else done to it, the user must refer to the Vehicle List button. This will give us a list of vehicles that have been worked on within the supplement. Click on "Select" to bring the vehicle information back to the Vehicle Details screen.

		Account	Fleet Distance	WgtGroup Vehicle B	IIIng Payment Credentials	MainMenu Inquiries	
Vehicle Det	ails						Renew Fleet
							<u> </u>
Account Deta	ails						
	Account	No.: Sainte		Fleet No. : 🖬		Legal Name	Z. S-© Z-S ⊂
Fleet E	xpiration Month / Y	fear: Cui 250		Supplement No.:		Supplement Desc.	NNUME
	DELETE VEHI	CLE: 1		Fleet Type: 111		USDOT NO.	OFT WE BS
List of Active	Vehicles						
Select	<u>Unit No.</u>	VIN	Plate No.	Plate Status	Delete / Inactive Date	Comment	Waive Base Jurisdiction Credit
Select	н	TO CALCENDE DE LA	-0.0%	DEL - DELETED	SPACE OF IN	107-110	
Showing 1	to 1 of 1 entries						First Previous 1 Next Last
				Update Back	Quit		

- To delete unit(s) select the "Delete Vehicle" radio button, then click "Proceed".
- Click the box under 'Select' to the left of any unit that should be deleted, enter any comments as needed. (Ex. Unit Totaled)

Note: Adding a vehicle to a fleet after it has been deleted on the fleet renewal application will result in a full year registration fee calculation and late fees if applicable.

			Fleet Distance V	IgtGroup Vehicle Billing	Payment Credentials	MainMenu Inquiries	
Vehicle D	etails						Renew Fleet
Supplemen	nts Details	7 / VI					
	Account N Expiration Month / Ye Deleted Vehic	io.: "10945 ar: 14. 2002 de: 10		Fleet No.: COI Supplement No.: IIII Fleet Type: COI	() ++ ()+6	Legal Na Supplement De USDOT I	me: # •••################################
Vehicle Sea	arch						
	Unit No.:]	VIN:		Plate No.:	Search
List of Acti	ve Vehicles				G		
Select	<u>Unit No.</u>	VIN	<u>Plate No.</u>	<u>Plate Status</u>	Delete / Inactive Date	<u>Comment</u>	Waive Base Jurisdiction Credit
	13	DIFFE SHO SCIENCE	Peerson	DEL - DELETED	AC 2 10001 2	- eta 1 :	
Showing 1	to 1 of 1 entries						First Previous 1 Next Last
			Proceed Done	Cancel Vehicle List	Refresh Quit	0	

- Click "Proceed" to review the units that have been selection for Deletion, click "Proceed" to confirm. If no additional units should be deleted click "Done".
- Click "Done" on the Vehicle Processing Screen when finished amending or deleting vehicles for this supplement.

OCHORS – User Guide GENWEBP58 : []] View the Vehicle Checklist for the list of required support documents required to be submitted for this transaction. GENWEBP59 : []] When done with uploading required support documents select Submit for immediate review and if all documents are ap en select Submit GEN1285: [] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB GEN1455: [] Please collect the required documents and submit to review the transaction or proceed to continue the transaction. Web Processing Submit Support Documents for Transaction Submit Process Account No.: *Fleet No.: III Legal Name : 📲 🛛 🖓 💷 🗆 *Fleet Expiration Year : *Fleet Expiration Month : 🚦 Supplement No. : 💷 Status: 🎫 💌 I will fax or email my support documents for this transaction to the IRP Processing center 0 Comments Proceed Submit Fleet Exp Showing 1 to 1 of 1 entries First Previous 1 Next La *VIN: Venicle Document Type : 📭 - 👯 🗸 All Vehicles All Documents Browse... D 200 064730850046 Vehicle Document No data avallable in table Showing 0 to 0 of 0 entries First Previous Next Las

Web Processing Screen

- On the Web Processing screen any required or necessary documents may be uploaded.
- Please read the instructions at the top of the screen to ensure you are performing the steps as directed.
- You can either enter the VIN number directly in the required field, or you can simply place your cursor there and click in the empty VIN field. The system will display a list of available VINs for you to choose from, then select the required vehicle document type if there is more than one. OR, you can click the "All Vehicles" checkbox if the vehicle document type is required for all vehicles in the supplement.
 - Choose the document type from the drop down and click on the "Browse" button.
 - This will open another window for you to select your document. Click on "Upload" once the document has been selected. Each document has to be uploaded to the system one at a time and must be in a PDF format.
 - Once you click on "Upload", the Vehicle document will show in the grid below.
- You can select the "Delete Link" next to any document uploaded if you believe it was done in error and repeat the steps above to locate and upload any other document(s).
- Additionally, you have the option to fax or e-mail supporting documents but the checkbox towards the upper part of the screen must be checked.
- Click on "Proceed" button to navigate to the Billing Details Screen.

		wgcoroop venicle binning	Payment Credentials	MainMenu In	quiries	
ng Details						Renew
plements Details						
Account No.: Expiration Month / Year: Fleet Type: Supplement Effective Date: No. of Veh in Supp:	10044	Fleet No. : Supplement No. : Carrier Type : Supplement Dtest. : Supplement Status :	201 CANAN LE NENDATION C. 1991		Legal Name: A CIKOP on DBA Name: Reg. Month: C USDOT No.: CO 201 ISC	a. :
Invoice Date :	E1720 N	*Application Receipt Date:	Gen Albert 🛱		Payment Date : MM/DD/YYY Exchange Rate : Kini 107	Y 🗄
	. (((()))		. (11.)	14		
		Batch Billing:		TA for All Vehicles (F	f New Plate is requested) 'A No. of Days:	
	Fee Type		Fee Amt(\$)			
	Save our Sight Donation			0.00		
	Total			0.00		
	Fee Type		Fee Amt(\$)			
	Registration Fee			0.00		
	Registration Fee Credit Applie	ed		0.00		
	Foreign Jurisdiction Fee			0.00		
	Foreign Jurisdiction Credit Ap	plied		0.00		
	BMV Fee			0.00		
	Temporary Authority Fee			0.00		
	License Plate Fee - Reflect			0.00		
	Postage Fee Transfer Eee			0.00		
	License Plate Replacement Fe	e		0.00		
	Logo Plate Fee			0.00		
	Late Renewal Fee			0.00		
	Local Permissive Tax			0.00		
very Details						
Electropic Delivery Type	D - PDF 🗸	Invoice Report Type : Summar	y Invoice			

Billing Details Screen

- Verify the information and change the Invoice Report Type, if desired. Otherwise leave the options that default.
- Users can click the plus sign next to the header "Comments" to add any notes you wish to have OH BMV review for this transaction.
- Just make sure to click the "Add/Update Comment" button after typing your comment to ensure that it is added to the transaction.
- If you would like to donate to Save Our Sight, enter the donation amount in the 'Save Our Sight Donation' text box.
- Click "Proceed" to have the system perform the necessary calculation at which point you will see the total due for the supplement.

PREP28 : [I] Billing completed successfu EN24 : [I] Invoice report generated succ		oup Vehicle Billing Paym	nent Credentials MainMenu	nquiries
	lly. essfully.			
/ment Details				Rener
173		$\langle X \rangle$	}	
upplements Details				
Account No. :	27.	Fleet No.: 01		Legal Name: 🖉 NEW YORK I - C
Expiration Month / Year : 🛄	220	Supplement No.: 10		DBA Name :
Fleet Type :	C-1440 BB.(118	Supplement Desc.:		USDOT No.: DETE L' M
Supplement Effective Date : 🎞	n na 🛱	Supplement Status :		
	n service da		*2	
Invoice Date :		Invoice No.: Prime war	-Payl	nent Receipt Date:
	A A A A A A A A A A A A A A A A A A A			
	Registration Fee Registration Fee Credit Applied Foreign jurisdiction Fees Eoreien Lurisdiction Credit Applied		51,24 0.00 2189,41 0.00	
	BMV Fee		3.50	
	Temporary Authority Fee		0.00	
	License Plate Fee - Reflect		0.00	
	Postage Fee Transfer Fee		0.05	
	Postage Fee Transfer Fee License Plate Replacement Fee		0.00	
	Postage Fee Transfer Fee License Plate Replacement Fee Logo Plate Fee		0.00 0.00 0.00	
	Postage Fee Transfer Fee License Plate Replacement Fee Logo Plate Fee Late Renewal Fee		0.55 0.00 0.00 0.00 10.00	
	Postage Ree Transfer Fee License Plate Replacement Fee Logo Plate Fee Late Renewal Fee Local Permissive Tax		0.05 0.00 0.00 0.00 10.00	
	Postage Fee Transfer Fee License Plate Replacement Fee Logo Plate Fee Late Renewal Fee Local Permissive Tax Save our Signt Donation		0.00 0.00 0.00 10.00 0.00 0.00 0.00	

Payment Details Screen

- You will see a confirmation message at the top of the screen indicating the Billing completed successfully and the Invoice Report generated successfully.
- The Invoice should generate in a separate pop-up window.
- If it didn't, check to make sure your pop-up blockers are off and click the "View Invoice Report" link at the bottom of the screen to generate the invoice report again.
- Click "Proceed" to go to the Payment Verification Screen.

Payment Verification Screen

- The Payment Verification Screen will display with a standard warning message for the renewal supplement.
- Confirm the information is correct and then click "Pay" to process payment for the transaction

OCHORS -	User Guide					
Payment						Customer Dashboard
	1	(())				5
Cart Management -Se	lected Transaction Verification					
	Payer Name: # 18 ** **** 18		Payer Account No.:	73%	Receipt Date: 🚛	-201)
Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
- 104 -	 A presente 	850255	311 750 B	REACHER PLACE AND A MERCENT		2254.70
					Total	2254.70
			Proceed	Quit		

Cart Management Screen

- Before the payment is made, the system displays the transaction that will be added to the cart for payment.
- Again, confirm you want to proceed with payment by clicking the "Proceed" button.

Payment Verification Screen

- Please read the instructions at the top of the screen to ensure you are performing the steps as directed
- On the Payment screen, external users must click "Pay" then, "Proceed", and "Make Electronic Payment" button to process payment.
- Once clicked, they'll be taken to the LexisNexis payment portal to enter either Credit Card information or routing and bank account number information. Make sure that the pop-up blocker is turned off.
 - Follow the steps in the payment portal and enter all the required information.
 - Click the "here" button to close the LexisNexis Payment window to be returned to the OHBMV IRP page to complete your transaction.

	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34
illing Address		Payment Information
Address Type		Payment Type
© Domestic (US and O Militar Puerto Rico) (APO/FP	ry O International (including VO) Canada, Mexico)	Credit Card O Personal Check O Business Check
Billing First Name*		Card Number*
Jilling Last Name*		Expiration Month*
3illing Zip Code*		Expiration Year'
3illing Address Line1*		
Billing Address Line2		We've provided this sample credit MeetwCard, View, Discover card to assist you in finding the security code,
3illing City*		Careforder Water Control Contr
3illing State [*]	AL 💌	
i-mail*		Captcha*
Confirm E-mail*		
		Enter Captcha
Phone Number*	(999) 999-9999	
Phone Number*	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34
Phone Number*	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34
Phone Number* illing Address	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information
Phone Number* illing Address Villing First Name Villing Last Name	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card
Phone Number* illing Address Silling First Name Silling Last Name Silling Zip Code	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number ('1 \#1 - C A.T.')
Phone Number* illing Address Silling First Name Silling Last Name Silling Zip Code Silling Address Line1	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount (11 [1970]AV Article Production Article Production (11 [1970]AV Article Production	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number (\not \not \not \not \not \not \not \not
Phone Number* illing Address Silling First Name Silling Last Name Silling Zip Code Silling Address Line1 Silling Address Line2	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number (\not \not \not \not \not \not \not \not
Phone Number* illing Address Silling First Name Silling Last Name Silling Zip Code Silling Address Line1 Silling Address Line2 Silling City	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number (\not \not \not \not \not \not \not \not
Phone Number* illing Address illing First Name Silling Last Name Silling Zip Code Silling Address Line1 Silling Address Line2 Silling City Silling State	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount did (1987) M did	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number (\square \square 1.5) Expiration Date Payment Authorization Total Amount \$2,322.34
Phone Number* illing Address illing First Name illing Last Name illing Zip Code illing Address Line1 illing Address Line2 illing City illing State illing Country	(999) 999-9999 Agency Amount LexisNexis Service Fee Total Amount UI (1997) Market All (1997) Market UI (1997) Market UI (1997) Market UI (1997) Market UI (1997) Market UI (1997) Market UI (1997) Market UI (1997) Market UI	Continue \$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number (\not \not \not \not \not \not \not \not

Back to the Payment Screen

- You'll notice that the Payment Type, Payment No, and Payment Amount were all automatically populated based on the financial data entered when paying.
- Click "Apply Payment/Generate Credentials" button to complete the transaction

ENTPAY83 : Authorization ENTPAY131 : omplete the tr	[I] Click the code	Proceed 1000). ronic Payr ter the co	button To complete the p ment: Please wait while the nfirmation no. is populated	oayment process. Total amount confirmation No. populates after d.	t charged to your Credit Ca r the Electronic Payment. Ple	rd is \$ 2254.70 p ase do not close	plus E-payment service fees this browser and proceed to
ayment							Customer Dashbo
avment		\sim				\sim	
Paver A	ccount No. :	52062		Legal Name : 🖉 🐄	19700 C	DBA N	lame :
nterprise Sys	stem Credit :	0.00					
Invoice No	Invoice Da	ate	Legal Name	Transacti	ion Type		Amount Due (\$)
2002.101	00475245	:	 Desterval v 	105-72 P	west Accur disconding	-866	2254.70
					Tot	al Amount Due	2254.70
yment Deta	iils			Apply Payment/Generate C	redentials		
Delete	Payment T	уре		Apply Payment/Generate C	redentials Payment N	lo.	Payment Amount (\$)
Delete	Payment T	уре		Apply Payment/Generate C	Payment N	lo.	Payment Amount (\$) 2254.70
yment Deta Delete Make Electri	Payment T Credit Card	ype		Apply Payment/Generate C	Payment N	Io.	Payment Amount (\$) 2254.70
Delete Make Electr	Payment T Credit Card	ype Int		Apply Payment/Generate C	Payment M	Io.	Payment Amount (\$) 2254.70 otal: 2254.70
Delete Make Electr	ronic Payment	ype		Apply Payment/Generate C	Payment N	Io.	Payment Amount (\$) 2254.70 otal: 2254.70
Make Electr	ronic Payment	ype Int		Apply Payment/Generate C	Payment N	lo. To Remaining Balau Char	Payment Amount (\$) 2254.70 otal: 2254.70 nce: 0.00 nge: 0.00
Delete	ronic Payment	ype int		Apply Payment/Generate C	Payment N	Io. II Remaining Balai Chai Over Paym	Payment Amount (\$) 2254.70 otal: 2254.70 nce: 0.00 nge: 0.00
Delete Make Electr	ronic Payment	ype Int		Apply Payment/Generate C	redentials Payment N	Io. To Remaining Balan Char Over Paym Net Amount P	Payment Amount (\$) 2254.70 otal : 2254.70 nce : 0.00 nge : 0.00 ient : 0.00 2aid : 2254.70
Delete Make Electr	ronic Payment T	ype Int		Apply Payment/Generate C	Payment N	Io. To Remaining Balau Char Over Paym Net Amount P	Payment Amount (\$) 2254.70 otal : 2254.70 nce : 0.00 nge : 0.00 ent : 0.00 Paid : 2254.70
Delete	ronic Payment T	ype int	Payn	Apply Payment/Generate C	type: D-PDF Y	Io. II Remaining Balau Char Over Paym Net Amount P	Payment Amount (\$) 2254.70 otal : 2254.70 nce : 0.00 nge : 0.00 ient : 0.00 'aid : 2254.70
Ayment Deta	iils Payment Ty Credit Card ronic Payme	ype Int	Payn	Apply Payment/Generate C	type : D - PDF	Io. II Remaining Balau Char Over Paym Net Amount P	Payment Amount (\$) 2254.70 otal : 2254.71 nce : 0.01 nge : 0.01 ent : 0.02 Paid : 2254.71

Complete Transaction

- A pop-up window is displayed containing the payment receipt from the IRP application as well as any credentials, if applicable.
- The user is returned to the IRP main menu selection page with confirmation messages and/or warning or error messages if there were any issues with the transactions.
- Note: If you have received an emailed payment receipt from the LexisNexis payment portal and did not receive the pop-up window containing the payment receipt from the IRP application as well as any credentials requested, you will need to return to the IRP System and "Post Payment". Using the left navigation expand the "Operations" header and select "Finance" that appears. Select "Post Payment" option form the "Payment" menu box. Click "Search", and then click "Select" from the left side of the grid to "post" your payment. The pop-up window containing receipt and credentials should appear. Contact the IRP Unit if you require additional assistance with this step.

ADDING A VEHICLE TO YOUR FLEET SUPPLEMENT

After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.



On the next screen, select the "Add Vehicle" option from the "Vehicle" menu box.

Vehicle
Add Vehicle
Transfer Registration to New Vehicle
Amend Vehicle Registration – Weight Increase
Amend Vehicle Cab Card Info - Ex. MCRS
More •
$\langle \rangle \rangle \langle \rangle$

Select "Proceed" for the information to populate in the grid and click on "Select" for which fleet you wish to add the vehicle to from the left side of the grid to display the Vehicle Details Screen.

Supplement Sea	arch					
	Acc	ount No.: 2011			Fleet No.:	
	Fleet Expirat	ion Year:		*Supplem	hent Effective Date:	
			UU			
			Proceed Refresh	Quit ?		
	Account No.	Fleet No.	Proceed Refresh	Quit ?	FleetType	Fleet Status
<u>Select</u>	Account No.	Fleet No.	Proceed Refresh Fleet Expiration Month	Quit ?	Fleet Type Pil	Fleet Status
Select Showing 1 to 1 o	Account No.	<u>Fleet No.</u>	Proceed Refresh Fleet Expiration Month	Quit ? Eless Expiration Year XEX	Fleet Type Pal	Fleet Status X: G. First Previous 1 Next La
Select Showing 1 to 1 o	Account No.	Fleet No.	Proceed Refresh	Quit ? Fleet Expiration Year 72*	<u>FleetType</u> Fil	Fleet Status Xi, Tr. First Previous 1 Next: La

OCHORS – User Guide

On the "Vehicle Details" page enter the title number and the document control number (Ohio Titles Only), and select the issuing Title Jurisdiction from the drop down menu and then click the "Copy From" button. On an Ohio title the document control number is located in the bottom left hand corner. It is the number after the %. (Example %1234567. The control number would be 1234567)

	WgtGroup Vehicle Billing Payment Credential	Is MainMenu Inquiries	
IRPVEH375 : [I] To process the vehicle – If Ohio titled, er	ter the Title No, Document Control No, and the Title Jurisdiciton as Ohio. If not titled in Ohio, ent	ter the Title number and Title Jurisdiction.	
Vehicle Details			Add Vehicle
^ MI	~ M I		
New Vehicle Search Criteria			
Title No.:	Document Control No.:	Title Jurisdiction : OH - OHIO	Copy From

For an Ohio title, Information will populate in greyed out boxes that is pulled from Ohio's title system. Required information is marked by a red asterisk. Enter all required information. For an out of state title you will need to enter all information. Note: To get a Temporary Authority make sure the "TA" box is checked.

Vehicle Details VIN Override						
VIN: UNICON	(1540-166-167)	*Unit No.:	14W	*Weight Group No. :	- 304 - OC	~
*Year: 171.		*Body Type :	t- Inetta	Make:	HILK ICH	~
*Axles:		*Combined Axles:	3	*Fuel Type:	D Da -	~
Seats :		Vehicle Color:	~	Luggage :	1. BD Y	
OH Bus Inspection #:		OH Bus Inspection Expiry Date:	MM/DD/YYYY	*Odometer :	584514	
*Unladen Weight: 39339	0	Base Jurisdiction Gross Weight:	20000	Model :		
*Purchase/Lease Date: 11 GUGU	or 🛱 🕜	*Purchase Price:	11250.00	Factory Price :		
		TA:	×	TA No. of Days :	25	
*Title Jurisdiction: 41 1	1	*Title No.:	-30-70-10	Document Control No. :	802.007	
*Safety USDOT: 💷 🖓 📲		*Safety TIN:	1923-525	*Safety Change :	III M	
*Owner Name: A TOT M	A STATE I	Owner Phone No.:		Owner Code :	V-is = M	
Owner TIN: *****	27	In-State Plate:		In-State Weight :		
In-State Credit Month:		In-State Credit :		1		
Use Existing Plate :		Existing Plate:		Logo Plate :		
Change Address on USDOT.		Autonomous Vehicle				

Enter the "Garaged Address" and the "Owner Address" For Ohio titles, the owners address will automatically populate. For an out-of-state title you will need to enter the owner address manually. Do not include punctuation. The Garaged Address is either your Ohio Physical Business Address on record or another Ohio location where the vehicle will be "garaged" at.

Address Details				
Garaged Address Owner Address				
*Street :	25 (% site and set	*Zip Code:	6°, 7°	*jur: 💷 🖽 🖬 🗸 🗸
*City:	DO BELIS	County:	MARK .	Country:
Tax District:		Confidence Code:		
Address Details		\frown		\wedge
Address Details Garaged Address Owner Address				<u></u>
Address Details Garaged Address Owner Address Street:	*******	*Zip Code:	Held.	*jur: [: 2800: ▼
Address Details Garaged Address Owner Address Street: *City:	:	*Zp Code County	HeX	*]ur: 1: 1:882: ✓ Country: 88
Address Details Garaged Address Owner Address Street. *City:		*2jp Code: County:	H-M	*jur: :: 1888: ▼ Country: #8
Address Details Garaged Address Owner Address Street. *City:	: ************************************	*2p Code County		")ur: [: 1400: [♥] County: 400

OCHORS - User Guide

After you enter the address click on "Proceed" at the bottom of the screen. On the next page is a vehicle details page showing the information of the vehicle you entered. Please verify that the information is correct and then click on "Proceed" at the bottom of the page.

You will return to a blank "Vehicle Details" page with a blue message at top of the page.

IRPVEH001 : [I] New Vehicle generated. IRPVEH375 : [I] To process the vehicle - IRPVEH478 : [I] If no More Vehicles to Ar	If Ohio titled, enter the Title No, Doo dd Select Done Button found Below.	cument Control No, and the Title Jurisdiciton as Ohio. I	f not titled in Ohio, enter the Title	number and Title Jurisdiction.		
Vehicle Details						Add Vehic
CLIPN	5	\sim	$D \setminus r$	<	110 2 -	
New Vehicle Search Criteria						
Title No.:		Document Control No.:		Title Jurisdiction : OH - OHIO	Copy From	1
Supplements Details						
Account No.	0.214	Fleet No.	401	Supplement N		
Legal Name :	T THE RECEIPT	DBA Name	n -	No. of Vehicle	IS: 11	
Expiration Month / Year	16 / 2120	Effective Date	10/08/2018	Supplement Des	C HAR IST	
Fleet Type:	MIN PROVIDE CARDEROPIC	Carrier Type	C DAT HE	USDOT N	distantic	
			N * 1 1	-	~~\\	
Vehicle Details VIN Override						
VIN		*Unit No.:		*Weight Group No.:	×	-
*Year:		*Body Type	×	*Make:	×	1
*Axles:		*Combined Axles		*Fuel Type:	De Jace 🗸	1
Seats :		Vehicle Color:	~	Luggage	1	
OH Bus Inspection #:		OH Bus Inspection Expiry Date :	MM/DD/YYYY	*Odometer:		
*Unladen Weight:	0	Base Jurisdiction Gross Weight :		Model		
*Purchase/Lease Date :	MM/DD/YYYY	*Purchase Price:		Factory Price:		

If you have more vehicles to add you will enter the new vehicles information and repeat this process until you are done adding vehicles. You can check and edit your vehicle details by clicking the "Vehicle List" button at the bottom of the page. You would select the vehicle you wish to edit by clicking the "Select Button." To go back to the blank vehicle details page click the "Back" button.

	Pro	ceed Done	Cancel	Vehicle List	Refresh	Quit	0		
ehicle Selection De	tails								Add Ve
unniamente Dataile		$ \land (\land) \land $	3.5			4(()))2			<u> </u>
Evolentie	Account No. : Legal Name :	60415 BOLEFICKURETIC		Fleet No. DBA Name Supp. Eff. Dato	31			Supplement No.:	
Capitolo	USDOT No.:	6 (B) (P)		Supp. cn. Succ.				Supported Desc.	
hicle Search									
			VIN:			Plate No.:			Search
ι	UNIT NO.:								
ι	Jnit No.:	Unit No.		VIN		Plate No.		Service Type Ind.	

Once you are done adding vehicles, click the "Done" button at the bottom of the page.

OCHORS – User Guide

On the "Web Processing" page you will upload all required documents. Select which "Vehicle Document Type" you wish to upload and then click "Browse" to select the file from your computer. Once you select the file click "Upload." Continue this process until all "Vehicle Document Types" are uploaded. You can select "All Vehicles" to upload a document type for all vehicles. You can select "All Documents" to upload all documents at once. You can populate

 GENWEE GENWEE documents GEN128 GEN145 	BP58 : [1] View the V BP59 : [1] When dor and then select So 5 : [1] Please select 5 : [1] Please collect	Vehicle Checklist for the list a with uploading required ubmit. and upload one document t the required documents a	of required support documents support documents select Subm at a time. The maximum size for ind submit to review the transact	required to be submitted for it for immediate review and the document to be upload ion or proceed to continue t	r this transaction. if all documents are approved ed must be 4MB. he transaction.	d have your invoice prepa	red within 1 business day	/, or select the bo	x stating you will fax or email your
Web Proc	essing							Submit Supp	ort Documents for Transaction
Submit Pro		1014			AIRIM				<u> </u>
Subint Pro	*Acc *Fleet Expira	ount No. :		*Fle *Fleet Expiration	eet No.: IT Month:		*Supp	Legal Name : 🔳 blement No. : 📼	6 (J. +1820) <u>III.</u> C
	🗌 l will fax	or email my support doc	uments for this transaction to t	he IRP Processing center					
Comments	•								1
			Submi	t Proceed Ven	icle Checklist Refresh	Quit	1		
	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
Select	1010 ·	20	242.329	000	0.1015	PCI.	1.5.1.2510.1	100	101
Showing 1	to 1 of 1 entries								First Previous 1 Next Last
	*VIN :	D PCE SEMPLE DESIGN	Vehicle Documen	t Type: 📭 – 🕂 🛄 🌱		All Venicles All Do	cuments		Browse Upload
Vehicle Do	cument								
VIN	Docume	ent Type	Eile Name	Document Reference	Number	Docume	ent Status 📕 🛛 🖪	leject Code	Delete
				No	data avallable in table				
Showing 0	to 0 of 0 entries								First Previous Next Last

Once you upload the documents it will show under "Vehicle Document" The Document status will show "P- Pending" Documents will be reviewed within 48 -72 hours.

If approved you will be sent an Invoice via e-mail that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

TRANSFERING A REGISTRATION TO A NEW VEHICLE SUPPLEMENT



After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.

On the next screen, select the "Transfer Registration to New Vehicle" option from the "Vehicle" menu box.

Vehicle	
· cincle	
Add Vehicle	
Transfer Registration to New Vehicle	
Amend Vehicle Registration – Weight Increase	
Amend Vehicle Cab Card Info - Ex. MCRS	
More •	
$(\vee \land $	

Select "Proceed" for the information to populate in the grid and click on "Select" for which fleet you wish to transfer the vehicle to from the left side of the grid to display the Vehicle Details Screen.

HOF	RS – User Gu	ide				
ement Sea	arch					
	Fleet E	Account No.: 💌 💷 🗤		*Supplen	Fleet No.:	
			Proceed Refresh	Quit		
	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status
ect	242 N	540 S	x	20 ¹⁰	151	X. N.
ving 1 to 1 o	f 1 entries					First Previous 1 Next Li

On the "Vehicle Details" page enter the title number and the document control number (Ohio Titles Only), and select the issuing Title Jurisdiction from the drop down menu and then click the "Copy From" button. On an Ohio title the document control number is located in the bottom left hand corner. It is the number after the %. (Example %1234567. The control number would be 1234567)

	WgtGroup Vehicle Billing Payment Credent	iais MainMenu Inquiries	
IRPVEH375 : [I] To process the vehicle – If Ohio titled, enter the Title No, Documer	nt Control No, and the Title Jurisdiciton as Ohio. If not titled in Ohio, e	enter the Title number and Title Jurisdiction.	
Vehicle Details			
~ M \	~ M I		~ M \
New Vehicle Search Criteria			
Title No.:	Document Control No.:	Title Jurisdiction : OH - OHIO	Copy From

For an Ohio title, Information will populate in greyed out boxes that is pulled from Ohio's title system. Required information is marked by a red asterisk. Enter all required information. For an out of state title you will need to enter all information. If you need a new plate, select the box marked "New Plate Required" and then select the "New Plate Required Reason"

Vehicle Details VIN Override					
VIN :		*Unit No.:		*Weight Group No.:	v
*Year :		*Body Type :		Make:	×
*Axles:		*Combined Axles:		*Fuel Type:	D - Diesel 💙
Seats:		Vehicle Color:	~	Luggage:	N - NO 🗸
OH Bus Inspection #:		OH Bus Inspection Expiry Date :	MM/DD/YYYY	*Odometer:	
*Unladen Weight :		Base Jurisdiction Gross Weight:		Model:	
*Purchase/Lease Date : 1	MM/DD/YYYY 🛗 😮	*Purchase Price :		Factory Price:	
		TA:		TA No. of Days :	
*Title Jurisdiction : C	OHO - OHIO	*Title No.:		Document Control No. :	
*Safety USDOT:		*Safety TIN :		*Safety Change:	N - NO 🔽
*Owner Name:		Owner Phone No.:		Owner Code:	0 - Owner 💙
*Owner TIN:		In-State Plate :		In-State Weight:	
In-State Credit Month :		In-State Credit :			
Use Existing Plate :		Existing Plate :		Logo Plate:	
Change Address on USDOT:		Autonomous Vehicle :			
New Plate Required :]	New Plate Required Reason :	×		

OCHORS – User Guide

Enter the "Garaged Address" and the "Owner Address" For Ohio titles, the owners address will automatically populate. For an out-of-state title you will need to enter the owner address manually. Do not include punctuation. The Garaged Address is either your Ohio Physical Business Address on record or another Ohio location where the vehicle will be "garaged" at.

Address Details		
Garaged Address Owner Address		
*Street: ***************	4 * Zip Code: ■**	*jur: 💷 🕫 🖬 🖬 🖉 🗸
*City: Cital Beaching	County: County:	Country:
Tax District :	Confidence Code :	
	\frown	\frown
Address Details		
Garaged Address Owner Address		
Street: ************	*Zip Code: H+L+	*jur: 🕫 ####: 🗸
*City:	County:	Country:

To complete the "Deleted Vehicle Details" section a "Search" must be completed to populate the existing data for the vehicle you wish to transfer the registration from. Place your cursor in either the unit No., VIN, or Plate No, field a drop-down list will appear with a list of available vehicle records. If the unit the registration is transferring from does not appear in the list, start typing either the Unit No., VIN, or Plate No., in the applicable Field and it will appear. Select the applicable Unit No, VIN, or Plate No., from the drop down and click the "search" button.

Deleted Vehicle Details			
*Unit No.:	*VIN:	Plate No.:	Search
*Deletion Date: 10/09/2019	Delete Reason:	V Waive Base Jurisdiction Credit:	

After you enter the deleted vehicle information click on "Proceed" at the bottom of the screen. On the next page is a vehicle details page showing the information of the vehicle you entered. Please verify that the information is correct and then click on "Proceed" at the bottom of the page.

You will return to a blank "Vehicle Details" page with a blue message at top of the page.

If you have more vehicles to add you will enter the new vehicles information and repeat this process until you are done adding vehicles. You can check and edit your vehicle details by clicking the "Vehicle List" button at the bottom of the page. You would select the vehicle you wish to edit by clicking the "Select Button." To go back to the blank vehicle details page click the "Back" button.

CHORS – U	ser Guide			
	Proceed Done	Cancel Vehicle List Refree	sh Quit ?	
/ehicle Selection Details	a(()))2			aton
fehicle Selection Details	int No.: [524]5	Fleet No. 🏾 🕽 *		Supplement No:: 1
ehicle Selection Details upplements Details Acco Lega	Int No.: [524]5 Name: [51_21 L121321 L	Fleet No. 3 * DDA Name		Supplement No.: 🗶 I No. of Vehicles i 🖌
Tehicle Selection Details upplements Details Acco Expiration Mont	Int No.: [524]5 Name [MHT LUJA 21 L	Fleet No. 🔉 🗡 DBA Name Supp. Eff. Date: 👔 🗤 👘 🖓	A(()))2	Supplement No.: 66.1 No. of Venicles: 6 Supplement Desc.: 8411
Tehicle Selection Details upplements Details Lega Expiration Montu USD	Int No.: [<u>526]5</u> Name [J.L.21 ⁻ LUJ/21 L /Vear: [<u>555252</u> 0 OT No.: [E JBS.1 ²	Fleet No. 3 * DBA Name : Supp. Eff. Date : T1. #4/17	×(())>	Supplement No.: KI No. of Vehicles : K Supplement Desc. : AIR 311 K11
Vehicle Selection Details upplements Details Accor Lega Expiration More USD Vehicle Search	Int No.: [524/5 Name [bst] Lai/Lai/21 L// Vear: [372020 OT No.: E IND .1*	Fleet No. : : : : : : : : : : : : : : : : : : :	A(())>	Supplement No.: 💌 I No. of Vehicles : 💪 Supplement Desc. : 📈(E ST K11
Vehicle Selection Details upplements Details Expiration Montt USD Vehicle Search Unit No.	Int No.: [624]5 Name [M21 TL3/2 T L /Year: [35:2020] OT No.: [6 mp_1*	Fleet No. 5 * DBA Name Supp. Eff. Date 5 s He. 7 *	Plate No.	Supplement No.: No. of Ventucles, Supplement Desc. : Supplement De
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Once you are done adding vehicles, click the "Done" button at the bottom of the page.

On the "Web Processing" page you will upload all required documents. Select which "Vehicle Document Type" you wish to upload and then click "Browse" to select the file from your computer. Once you select the file click "Upload." Continue this process until all "Vehicle Document Types" are uploaded. You can select "All Vehicles" to upload a document type for all vehicles. You can select "All Documents" to upload all documents at once. You can populate

 GENWEBPS GENWEBPS documents an GEN1285 : GEN1455 : 	58 : [I] View the V 59 : [I] When don nd then select Su [I] Please select [I] Please collect	ehicle Checklist for the list of e with uploading required s bmit. and upload one document a the required documents ar	of required support documents re support documents select Submit at a time. The maximum size for t nd submit to review the transactio	equired to be submitted fo for immediate review and he document to be upload on or proceed to continue t	r this transaction. if all documents are approved led must be 4MB. the transaction.	l have your invoice prepar	red within 1 business day, or select t	he box stating you will fax or email your
Web Proces	ssing						Submit	Support Documents for Transaction
Submit Proce	ess	1V/h			21012			2101 M
	*Acco *Fleet Expirat	ount No. :	1	*Fiet Expiration	eet No.: IIF Month:		Legal Name *Supplement No	: ■18 (120 () :: 200
	🗆 I will fax o	or email my support docu	ments for this transaction to th	e IRP Processing center				
Comments	0	(11())>			(())	>	1
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	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date State	<u>IS Supplement Type</u>
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Once you upload the documents it will show under "Vehicle Document" The Document status will show "P- Pending" Documents will be reviewed within 48-72 hours.

If approved you will be sent an Invoice that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

OCHORS – User Guide

IRP INVOICE PAYMENT VIA CREDIT CARD AND E-CHECK

IRP Invoices having total balances due less than \$90,001.00 may be paid online at <u>www.ohcors.com</u> using a major credit card, or via E-Check using your Bank Routing Number and Banking Account Number. A service fee will be charged by the payment processor on all online payments.

Note: IRP Invoices with balances greater than \$90,000.00 may be paid in person at a Limited IRP Service Deputy Registrar Location. A list of current limited IRP service Deputy Registrar locations can be found at <u>www.ohcors.com</u> by selecting the "IRP Contact Info" tab.

To find an IRP Invoice in your Customer Dashboard:

Log into the Ohio OHCORS 2.0.

Select from the Pending Transactions Queue the "IRP" Box to resume service for the Transaction that has an Invoices/In Process status in your Customer Dashboard to navigate to the Invoices Payment Details Page.

Note: You may need to expand your Customer Dashboard by selecting the "Wrench Icon" on the top left of the log-in page if it is "blank"

omer Dashboard			×1 (\ 1\ 5		ALCAN
ending Transactions	0				
Resume Service	Account No.	Legal Name	Trans Desc 😮	Status 🚱	Trans Date
IRP 00000		******	CVN # 003 # 07/2020 # 011	Invoiced/In Process	10/18/2019
IRP 00000			RTG # 023 # 07/2020 # 012	Open/in Process	10/09/2019
					First Previous 1 Next Last
ustomer Summary					

You can also reach your "Customer Dashboard" by selecting its link on the left column of the screen.

OCHORS – User Guide

To find an IRP Invoice in your Work In Progress Queue



After logging into the Ohio OHCORS 2.0, expand the "Services" header on the left column of the screen and select "IRP" from the drop down menu.

On the next screen, select the "Work In Progress" option from the "Other" menu box.

< \ \ \ \ Z = 2	
Other	
Work In Progress	
	$\neg(\bigcirc)\rangle$

Select "Proceed" to navigate to the Payment Details page.

PREP23: [] Billing completed successfully. Invoice report generated successfully. Invoice report generated successfully. Invoice Total IS Account No.: Image: Supplement No.: Expiration Month / Year: Supplement Desc.: Freet Type: Image: Supplement Desc.: Supplement Effective Date: Image: Supplement Desc.: Invoice Date: Image: Supplement Desc.: Image: Date III Image: Supplement Desc.: Image: Date IIII Supplement Desc.: Image: Supplement Desc.: Image: Date IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Account Fleet Dist	ance WgtGroup Vehicle Billing	Payment Credentials MainMenu	Inquiries
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SAVE OUT SIZE LONGON	Local Permissive Tax		0.00	
Amount Due 2254 70	Amount Due	20	2254 70	
Amount Dee 2254.70	Amount Due		2254.70	
Cab Card Delivery Type	гу Туре			

Payment Details Screen

OCHORS - User Guide

- If you would like to re-print your invoice click the "View Invoice Report" link at the bottom of the screen to generate the invoice report
 - The Invoice should generate in a separate pop-up window.
 - If it didn't, check to make sure your pop-up blockers are off and click the "View Invoice Report" link at the bottom of the screen to generate the invoice report again.
- Click "Proceed" to go to the Payment Verification Screen.

Payment Verification Screen

- The Payment Verification Screen will display with a standard warning message for the renewal supplement.
- Confirm the information is correct and then click "Pay" to process payment for the transaction

CHORS – U	ser Guide					
0						
Payment						Customer Dashbo
	11	()				
Cart Management -Se	ected Transaction Verification					
	Payer Name: #18-+ 1000-11		Payer Account No.:-	2216	Receipt Date: 💵	2011
Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
	< NORMOUS	85035	OP170218	100 ACREATE 1000341 V (122025-11/00/1202		2254.70
					Total	2254.70
			_			
			Proceed	Quit		

Cart Management Screen

- Before the payment is made, the system displays the transaction that will be added to the cart for payment.
- Again, confirm you want to proceed with payment by clicking the "Proceed" button.

Payment Verification Screen

- Please read the instructions at the top of the screen to ensure you are performing the steps as directed.
- On the Payment screen, external users must click "Pay" then, "Proceed", and "Make Electronic Payment" button to process payment.

		$ \land (\land) $	17.		11(
ayment						
Paye	r Account No. : 👫		Legal Name	KIN HANSAOR I K	DBA Name :	
Enterprise S	System Credit : 0.00					
Invoice No.	Involce Date	Legal Name		Transaction Type		Amount Due (\$)
123425	C1.64/2000	CHERRISOLUE:		10,20250,0200,0122300,519500		5.55
					Total Amount Due	5.55
syment Deta	lls					
Delete	Payment Type			Payment I	No.	Payment Amount (\$)
	L					
Make Electro	onic Payment					
					Total:	0.0
					Remaining Balance :	5.5
					Change :	0.0
					Over Payment :	0.0
					Net Amount Paid :	0.0

- Once clicked, they'll be taken to the LexisNexis payment portal to enter either Credit Card information or routing and bank account number information. Make sure that the pop-up blocker is turned off.
 - Follow the steps in the payment portal and enter all the required information.
 - Click the "here" button to close the LexisNexis Payment window to be returned to the OHBMV IRP page to complete your transaction.

	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34
illing Address		Payment Information
Address Type		Payment Type
Domestic (US and O Milita Puerto Rico) (APO/Fi	ary O International (including PO) Canada, Mexico)	Credit Card O Personal Check O Business Check
Billing First Name*		Card Number*
Billing Last Name [*]		Expiration Month*
Billing Zip Code* Billing Address Line1*		Security Code*
Billing Address Line2		We've provided this sample credit Card to assist you in finding the
Billing City*		Security code.
Billing State [*]	AL 💌	
E-mail*		Captcha*
Confirm E-mail*		Fata Catha
Phone Number [*]	(999) 999-9999	
		Continue
	Agency Amount	\$2,254.70
	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34
3illina Address	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34 Payment Information
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Billing Address Billing First Name Billing Last Name	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card
Billing Address Billing First Name Billing Last Name Billing Zip Code	Agency Amount LexisNexis Service Fee Total Amount	\$2,254.70 \$67.64 \$2,322.34 Payment Information Credit Card Card Number ('1 ₩1 -⊂ 1.4E')
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Back to the Payment Screen

- You'll notice that the Payment Type, Payment No, and Payment Amount were all automatically populated based on the financial data entered when paying.
- Click "Apply Payment/Generate Credentials" button to complete the transaction

OCHORS -	- User Guid	e				
ENTPAY83 : (Authorization ENTPAY131 : complete the tr	[I] Click the Procee code JIII In XOI). : [I] For Electronic P ansaction after the	ed button To complete the pa ayment: Please wait while the o confirmation no. is populated.	ayment process. Total a	mount charged to your Credit Ca es after the Electronic Payment. Ple	rd is \$ 2254.70 plus E-pa ase do not close this bro	ayment service fees
Payment						Customer Dashboard
Payment	($\langle \rangle$ \rangle	
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Invoice No.	Invoice Date	Legal Name	Tra	insaction Type		Amount Due (\$)
2002-001	0072010	 Inscretzents 	02 02	ana salah taoloh dalah sa	Hello	2254.70
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Delete	Payment Type Credit Card			Payment M	No.	Payment Amount (\$) 2254.70
Make Electr	onic Payment)
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					Remaining Balance:	0.00
					Change:	0.00
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					/ / [_]	
Electronic Del	ivery Type					
		Paym	ent receipt Electronic De	ivery type : D - PDF 🔽		
		Apply Payment	Generate Credentials	Refresh Quit	0	ante

Complete Transaction

- A pop-up window is displayed containing the payment receipt from the IRP application as well as any credentials requested, if applicable.
- The user is returned to the IRP main menu selection page with confirmation messages and/or warning or error messages if there were any issues with the transactions.
- Note: If you have received an emailed payment receipt from the LexisNexis payment portal and did not receive the pop-up window containing the payment receipt from the IRP application as well as any credentials requested, you will need to return to the IRP System and "Post Payment". Using the left navigation expand the "Operations" header and select "Finance" that appears. Select "Post Payment" option form the "Payment" menu box. Click "Search", and then click "Select" from the left side of the grid to "post" your payment. The pop-up window containing receipt and credentials should appear. Contact the IRP Unit if you require additional assistance with this step.

OCHORS - User Guide

AMEND MOTOR CARRIER RESPONSIBLE FOR SAFETY (MCRS)

Once logged in to the Ohio IRP System, click the "Amend Vehicle Cab Card Info – Ex. MCRS" from the 'Vehicle' tile.

Vehicle
Add Vehicle
Transfer Registration to New Vehicle
Amend Vehicle Registration – Weight Increase
Amend Vehicle Cab Card Info - Ex. MCRS
More 🕨

Click "Proceed" to start the transaction.

Vehicle	Amend Vehicle Without Fees
Supplement Search	
Account No.:	Fleet No.:
Fleet Expiration Year:	*Supplement Effective Date: 03/24/2020
Proceed	Refresh Quit ?

Click the "Select" button next to the fleet which contains the unit that requires the update.

ipplement S	Search			
	Acc	count No.:		
	Fleet Expira	ition Year:		
			Proceed Refre	ch Ouir 🧑
			Proceed Refre	sh Quit ?
			Proceed Refre	sh Quit
	Account No.	Fiest No.	Proceed Refre	sh Quit ?

Select the unit number from the drop down or type it in, then click "Search" to fill the vehicle information.

OCHORS – User Guide						
Vehicle Details Amend Vehicle Without Fees						
		. 41				
Change Vehicle Details						
Unit No.: 973	VIN:	Plate No.:		Search		
Supplements Details						
Account No.: Sul	Fleet No.:	611	Supplement No.:	10°		
Legal Name: Griff Burlin, Bill B.	DBA Name :		No. of Vehicles:	0		
Expiration Month / Year:	Effective Date :	Marydall.	Supplement Desc.:	AMERICAN STREET, SATURATION OF THE		
Fleet Type: BOH-BOH-BBI (HE	Carrier Type :	×	USDOT No.:	000.08		

Next, enter the Safety DOT and TIN provided by the new Motor Carrier Responsible for Safety, then click "Proceed" to verify the information entered and again to accept the changes, if an error needs corrected, click "Back" and update the required information.

You will receive a blue informational message letting you know that the unit was successfully amended.

IRPVEH004 : [I] Vehicle amended successfully.
IRPVEH486 : [I] To process the vehicle – enter the Unit No, VIN or the Plate No.
IRPVEH478 : [I] If no More Vehicles to Amend Select Done Button found Below.

If additional units need to be updated, repeat the previous steps for each additional unit. When completed, click "Done" at the bottom of the page.

Click "Proceed" once to calculate the invoice, and again to invoice the supplement.



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