WASHINGTON STATE DEPARTMENT OF

Adding Vehicles

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

These instructions are for Washington Prorated (IRP) customers adding vehicles to an existing weight group or creating new weight groups. These instructions outline the process for only one transaction type. Multiple transaction types can be requested in one supplement.

If the vehicle you are attempting to add was in your fleet the previous year but not renewed, please use the "Renewal" transaction type and instructions. Previously used vehicles can be added only after 1 full registration year without active IRP registration.

Add Vehicle Process

Once submitted, please allow at least two business days for Motor Carrier Services (MCS) staff to review and process your request. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once payment is posted.

Documents/Information needed

- ✓ WA vehicle truck registration (Validated Copy of Record)
- ✓ Current stamped copy of the Federal Heavy Vehicle Use Tax form (2290) from the IRS for all vehicles running combination 55,000 lbs gross vehicle weight or more with a purchase date 60 days or more in the past.
- ✓ New lease agreement and a <u>Leased Vehicle Listing</u> form if the motor carrier responsible for safety (USDOT) has changed.
- \checkmark WA IFTA account number, or state information if not WA.

Instructions for adding Vehicles

Log into Taxpayer Access Point (TAP).

Note: For more information on how to log into your TAP account, see <u>How to log into TAP</u>.

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dol.wa.gov <u>Contact Us</u> <u>Abo</u>	out Us <u>Survey</u> <u>More</u>	About TAP Copyrig	ht © 2015				

Under Account ID, select your IPR Fleet Account hyperlink.

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Under Actions, click Create New Supplement hyperlink and confirm to create a new application.

Note: *Vehicles can be added at initial account application or on a supplement following your original application or annual renewal. Add transactions are not available on fleet renewals.*

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lenu Log Off	Attention: Use the	"Attachments" section	on the left hand side	of the screen to include doc	cumentation with yo	ur application.	
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		Vehicle Use Tax Receip h a purchase date grea		to be submitted for all vehic	les running combina	ation 55,000 lbs gross ve	nicle weight
Back			· · · · · ·	other carriers LICDOT num	har as the corrier re-	anonaible for the eafety o	fucur
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avigation	Fleet	0022307-0101	-	Effective	02-Oct-2018	View Accounts	
	Created	02-Oct-2018		Apportioned Fees	\$0.00	View Profile	
ly Accounts	Reported Jurisdiction	is 3		Base Fees	\$0.00		
RP Fleet	Registered Groups	1		Net Fees	\$0.00		
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ttachments Add	Group TT-105500-002	Group Type Truck Tractor	Default Weight 105,500	Base Weight Activity 105,500	Mes	sages	Active

Note: For this example we are adding the vehicle to the only existing weight group 105,500. You may have multiple weight groups/vehicle types listed.

Click on the Vehicles tab to display current weight groups under Vehicles and Weights.

To add vehicles to one of the weight groups listed, select the Weight Group hyperlink.

Note: To create new weight groups different than existing *Weight Groups* or *Group Types* (example TT for Truck Tractor) click the hyperlink for instructions "<u>Creating Weight Groups</u>".

IRP		0 8 ×
Weight Groups		
Weights Vehicles Group Vehicles		
Vehicles		
	🚽 (Add / Change Vehicle
Vehicles		Filter
Transaction Type Unit Year Vehicle Make VIN	USDOT	VehicleType
🙀 Add / Change Vehicle 💘		
	Save	Cancel

Select the Vehicles tab, then click the Add/Change Vehicle hyperlink.

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leight Groups					
Weights Ovehic	les Group Vehicles				
• Vehicles • Unit:)				
Unit:			🙀 Remove Vehic	le 🛛 👚 Copy row	🔒 Add / Change Vehicle
Transaction Type	(A) Required	Rec	quired		
ransaction Informati	on		Vehicle Information		
Unit	(B)		Vehicle Make	(1)	
VIN	(C)		Model Year	(J)	0
TPO Number / Base Pla	^{te} (D)		Fuel Type	(К)	
Current Plate Number	(E)		Unladen Weight	(L)	0
Weight of Plate Turned I	n (F)	0	Purchase Price	(M)	0.00
Registration Credit Mont	hs <mark>(G)</mark>	0	Purchase Date	(N)	
	(H)	0.00000	Number of Axles/Seats	(0)	0
WA Apportionment	(11)				

Note: Information needed to complete this section is retrieved from the Validated Copy of Record (shown on the next page) when registering your vehicle.

Transaction Information:

- (A) Transaction Type Select Add Vehicle from the drop down menu
- (B) Unit Recorded on Validated Copy of Record provided by customer or number displayed on vehicle
- (C) VIN Carefully enter the alpha and numeric characters
- (D) TPO Number/Base Plate If the current WA base plate has remaining gross weight/tonnage, contact <u>MCS</u> staff for guidance completing fields (F) through (H)
- (E) Current Plate number No entry allowed in this field
- (F) Weight of Plate Turned In Refer to (D) above
- (G) Registration Credit Months Refer to (D) above
- (H) WA Apportionment Refer to (D) above

Vehicle Information:

- (I) Vehicle Make Select using the drop down menu
- (J) Model Year Enter year shown
- (K) Fuel Type Select using the drop down menu
- (L) Unladen Weight Enter the scale weight
- (M) Purchase Price Enter the price shown
- (N) **Purchase Date -** Enter date shown
- (O) Number of Axles/Seats Enter # of axles for power unit/seat option is for buses
- (P) MSO Manufacturing State of Origin

Model Year M	lake (I)	Model (K)	Body Style		Vehicle identificati (C)	on number (VIN)	Scale Weight (L)
late/Tag no		Primary vehicle us Combination (No		Issue date	Exp date		
late/Tag no 1	Tab/Decal No	Vehicle use type		Issue date	Exp date		
Gross Weight (F)	Gr wt start	date Gross	weight exp date (G)	Fleet no	Equip no (B)		
Purchase Date	e Purchase (M)	Price	Ser File				

Is This Vehicle Running Under a Lease? (Q) No Ye	Owner/Lessor (if applicable(R)	
Carrier FEIN	IFTA Jurisdiction (S)	
USDOT	IFTA Account Number (T)	
Carrier Name	IFTA Account Name (U)	
	No IFTA Account/Fuel Permit	(V)

Motor Carrier Responsible for Safety:

(Q) Is this Vehicle Running Under a Lease, select Yes or No.

- No Carrier FEIN, USDOT# and Carrier Name will autofill.
- Yes Enter the USDOT# you are leased to. The Carrier FEIN and Carrier Name will autofill. Later you will be required to attach a copy of a completed leased vehicle listing form and the lease agreement.
- (R) **Owner/Lessor** This field is not required, however it can be used if Legal Owner is different than registered owner.
- (S) IFTA Jurisdiction Enter the base jurisdiction that issued the decal that will be applied to your vehicle. If base jurisdiction is not WA, fields (T) and (U) will not open for entry.
- (T) **IFTA Account Number -** If this field does not auto populate enter the WA based jurisdiction's IFTA license number you will be operating under.
- (U) IFTA Account Name Will autofill.
- (V) No IFTA Account/Fuel Permit If you will not be operating under the IFTA agreement (no IFTA decal or license) check this box.

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Weight Groups			
Weights Vehicles	Group Vehicles		
Vehicles Unit: 2			
Unit: 2		🙀 Remove Vehicle 🥤	🖹 Copy row 🛛 🔒 Add / Change Vehicle
Transaction Type	Add Vehicle		
I'm adding a new vehicle that	has not been registered in this fleet in the	current or previous registration year	r.
Transaction Information		Vehicle Information	
Unit	2	Vehicle Make	INTL - International
VIN	111111111111111	Model Year	2010
TPO Number / Base Plate		Fuel Type	Diesel
Current Plate Number		Unladen Weight	18,010
Weight of Plate Turned In	0	Purchase Price	28,000.00
Registration Credit Months	0	Purchase Date	01-Jun-2018 💼
WA Apportionment	0.00000	Number of Axles/Seats	3
		MSO (Manufacturing State of	Origin) No Yes 🥐
Motor Carrier Responsible	e for Safety		
Is This Vehicle Running Unde	er a Lease? No Yes	Owner/Lessor (if applicable)	
Carrier FEIN	11111111	IFTA Jurisdiction	
USDOT	1111111	IFTA Account Number	
Carrier Name	IRP TEST	IFTA Account Name	
		No IFTA Account/Fuel Permit	
Registrant Requests			
Select Additional Options	Temporary Authority 🖌	_	
		🙀 Remove Vehicle 🥤	Copy row 📑 Add / Change Vehicle
			Save Cancel

Review all entries for accuracy.

In the **Registrant Requests** section, if you would like to request **Temporary Authority**, click the box.

Note: Temporary Authority is available when adding vehicles in an existing fleet. An account must be in "good standing status" for two years to qualify for Temporary Authority. The Temporary Authority will be located in your TAP Letters tab for printing once processed and approved by MCS staff.

If you have additional vehicles to add to the weight group you selected, click Add/Change Vehicle.

Click Save when you have completed adding vehicles.

For instructions to create another weight group to add vehicles to, click the hyperlink "<u>Creating Weight</u> <u>Groups</u>".

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lenu Log Off	Attention: Use the "At	achments" section on the le	ft hand side of the screen to incl	ude documentation with you	ur application.
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Back		icle Use Tax Receipt (2290 purchase date greater than		II vehicles running combina	tion 55,000 lbs gross vehicle weight
View Support ID	A current Lease Agreevenicle(s).	ement is required when you	are using another carriers USDC	T number as the carrier re	sponsible for the safety of your
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lavigation	Fleet	0022307-0101	Effective	02-Oct-2018	View Accounts
My Accounts	Created	02-Oct-2018	Apportioned Fees	\$835.98	View Profile
Ty Accounts	Reported Jurisdictions	3	Base Fees	\$30.50	
RP Fleet	Registered Groups	1	Net Fees	\$866.48	
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AP Frequently Asked	Application Fees	Messages ¹ Letters	1		
Questions	Jurisdictions ³ Vel	hicles ¹ Validations ¹			
	Vehicles and Weights	;		Add	d Weight Group Hide History Filte
Attachments Add	Group Gro	Dup Type Def	ault Weight Base Weight	ctivity Mes	sages Active
	TT-105500-002 Tru	ck Tractor	105,500 105,500 1	Add	4

Note: Under the Activity column you will see the number of vehicles being added.

Click the Attention Needed hyperlink to view a list of required documentation to attach.

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ttachments	Add Validations Ne	eding Attention				Filte
laciments	Type		Message			
	2290 Attachmen			Tax Receipt (2290) is required for with a purchase date greater th		combination 55,000 lbs gross vehicle
	N					

Required documents that need to be attached will be listed under **Validations Needing Attention**. Other documents that may be required, Registration, Signed Cab Card, or Lease Agreement.

• Click Add to attach attachment.

tach	×		
Heavy Vehicle Use Tax Receipt	•		
Description IRS 2290			
No file chosen			
Save	Cancel		
	IRS 2290 No file chosen		

- Select "Heavy Vehicle Use Tax Receipt" from the **Type** drop down list menu to attach the current stamped 2290.
- Enter the **Description** of the document, for example "IRS 2290".
- Click Choose File, locate the document on your computer to upload and open.
- Click Save.

Note: Each attachment must be added one at a time. Make sure to change the Type and Description as appropriate.

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Menu Log Off	Attention: Use the "Atta	chments" section on the left ha	and side of the screen to include d	ocumentation with you	ir application.
Home		registration or title is required from or title must match the name		ider the International F	Registration Plan (IRP). The name
Back		cle Use Tax Receipt (2290) is r ourchase date greater than 60 (icles running combina	tion 55,000 lbs gross vehicle weight
View Support ID	A current Lease Agreen vehicle(s).	ment is required when you are	using another carriers USDOT nu	mber as the carrier re	sponsible for the safety of your
Nevigation	2018 Supplement 4	C	ancel Fee Summary		I Want To
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ny needanto	Reported Jurisdictions	3	Base Fees Net Fees	\$30.50 \$866.48	
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Attachments Add	Туре	Message			
	2290 Attachment Require		e Tax Receipt (2290) is required for ore with a purchase date greater th		combination 55,000 lbs gross vehicle
S 2290.pdf X S 2290		\mathbf{X}			

Note: Once the document is attached, it will be listed under *Attachments*. Click on the X to the right of the attached file, to remove a file if necessary.

Select the 2290 Attachment Required hyperlink to confirm attachment has been added

Detail					0 2 ×
	ment Required				
Filter					
Unit	VIN	Vehicle Type	Make	Model Year	USDOT
				ок	Cancel

A popup box will appear, click OK.

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Menu Log Off	Attention: Use the "A	Attachments" section	on the left hand sid	le of the screen to include of	documentation with yo	ur application.
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Back	(GVW) or more with	a purchase date gre	ater than 60 days.		Ŭ	ation 55,000 lbs gross vehicle weight
View Support ID	A current Lease Agree vehicle(s).	eement is required w	/hen you are using a	another carriers USDOT nu	imber as the carrier re	sponsible for the safety of your
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IRP Fleet	Registered Groups	1		Net Fees	\$866.48	
	Vehicles in Application Pending Validations	0	\mathbf{i}			
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TAP How-To Videos	Click Here to Learn Me	ore About the Tabs B	Below			
	Application Fee	es Messages ¹	Letters ¹			
TAP Frequently Asked Questions	Jurisdictions ³ Ve	ehicles ¹ Validatio	ns ¹			
Attachments Add	Validations Needing	Attention				Filter
Attachments Add	Туре	Messag	ge			
RS 2290.pdf X						

Note: Pending Validations should now show zero, the *Attention Needed* hyperlink should no longer be visible and the *Submit* tab should appear. If *Submit* is not visible, contact <u>MCS</u>.

Click Submit.



Click Yes to confirm submission and that you have attached all required documents.

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enu	Log Off	2018 Supplement 4		Cancel Fee Summary		l Want To	
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me		Created	03-Oct-2018	Apportioned Fees	\$835.98	View Profile	
		Submitted	03-Oct-2018	Base Fees	\$30.50		
ick		Reported Jurisdictions	3	Net Fees	\$866.48		
		Registered Groups	1	Pending Payments	\$0.00		
ew Support ID		Vehicles in Application	1	Pay Effective Balance	\$866.48		
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vigation	(Application Status: Su	bmitted				
y Accounts		Your application has been Click Here to Learn More		State Department of Licensing for proce	essing. No changes o	an be made.	
P Fleet			Messages ¹ Letters	1			
IRP		Jurisdictions ³ Vehi	cles ¹ Validations ¹				
P Help		Validations Needing A					Fil
		Туре	Message				
	05	HVUT (Form 2290) Docu		tation must be provided for one or mor cumentation must be provided for some			
P How-To Vide	55	Registration Documents 2 Rows	Registration do	comentation must be provided for some	e or your vehicles.		
P How-To Vide							

Note: Validations Needing Attention on this screen are for the MCS staff to resolve when the request is reviewed.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS 360-664-1858 or MotorCarrierServices@dol.wa.gov.

Reminder: Allow at least two business days for MCS staff to review and process your request. Credentials will not be mailed until your request is approved and your payment has posted.

Invoice will process overnight and will be available to view or print the following day.

Additional Instruction Links

- How to view or print an invoice (after overnight process)
- How to Make a TAP payment for IFTA and IRP

Instructions for Creating Weight Groups

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enu Log Off	Attention: Use the	"Attachments" section of	on the left hand side	of the screen to include	documentation with yo	ur application.	
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	Vehicles and Weig Group	Group Type	Default Weight	Base Weight Activity	y wice	sayes	ACTIV

From the Vehicles tab, select the Add Weight Group tab.

For questions regarding IRP registration, weight requirements, jurisdiction weights, or other questions, visit International Registration Plan, Inc. (IRP Inc) website. If unable to find answers to your questions on the IRP website, please contact MCS.

Note: Weight groups can only be added on original applications and supplements. Weight groups cannot be added to a renewal transaction.

IRP				(i e	3
Weight Groups						
• Weights Vehicles Group	Vehicles					
Weight Group Information						
				_	_	
Vehicle Type Required		Default Weight Require		r 002		
Commercial 🔵 Combinati	on Ό	Group Name	Required			
Set all weights to default weight	Set all weights to n	aximum allowed (below def	fault)			
-		aximum anowed (below der	auty			
 Edit weights 						
Weights Override Weig	ht Variance Rule Filter					
🗔 < 1 of 3 🍺 🖬 Show Err	rors 1 - 20 of 59					
Jurisdiction	Weight					
AB - Alberta	0					
AL - Alabama	0					
AR - Arkansas	0					
AZ - Arizona	0					
BC - British Columbia	0					
CA - California	0					
CO - Colorado	0					
CT - Connecticut	0					
DC - District of Columbia	0					
DE - Delaware	0					
FL - Florida	0					
GA - Georgia	0					
IA - Iowa	0					
ID - Idaho	0					
IL - Illinois	0					
IN - Indiana	0					
KS - Kansas	0					
KY - Kentucky	0					
LA - Louisiana	0					
MA - Massachusetts	0					
🗔 🔜 1 of 3 🍽 🖬 Show Err	ors 1 - 20 of 59					
			Save	()	Cance	AI .

Note: Definitions for vehicle type, information regarding a jurisdiction's maximum operating weight, and commercial or combination use can be found at <u>IRP Inc.</u>

For Vehicle Type, from the drop down menu make the appropriate selection:

- Bus (BU)
- Dump Truck (DT)
- Log Truck (LG)
- Road Tractor (RT)
- Tractor (TR)
- Truck (TK)
- Truck Tractor (TT)

Note: All vehicles added to this weight group must be of the Vehicle Type selected.

IRP				0 a ×
Weight Groups				
• Weights Vehicles Group Ve	hicles			
Weight Group Information				
		\frown		
Vehicle Type Tractor	-	Default Weight	80,000 Group	Number 002
Commercial Combination	0	Group Name	TR-80000-002	
Set all weights to default weight	Set all weights to m	naximum allowed (b	elow default)	
Edit weights				
Weights Override Weight				
Verights Override Weight	Variance Rule Filter			
Jurisdiction	Weight			
AB - Alberta	80,000			
AL - Alabama	80.000			
AR - Arkansas	80.000			
AZ - Arizona	80.000			
BC - British Columbia	80,000			
CA - California	80.000			
CO - Colorado	80,000			
CT - Connecticut	80,000			
DC - District of Columbia	80,000			
DE - Delaware	80,000			
FL - Florida	80,000			
GA - Georgia	80,000			
IA - Iowa	80,000			
ID - Idaho	80,000			
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MA - Massachusetts	80,000			
🗔 🔜 1 of 3 🍺 🖬 Show Errors	s 1 - 20 of 59			
			Sav	e Cancel
			Sav	Cancel

For **Default Weight**, enter your WA Gross Vehicle Weight (GVW). This is the combined weight of the vehicle, passengers, and cargo.

Select Commercial or Combination, whichever is applicable.

- **Commercial** Power units that *do not run* in combination with a trailing unit. (TK, BU, RT, LG)
- Combination Power units that *do run* in combination with a trailing unit. (TR, TT, DT)

Pages 16-18 include examples for jurisdiction weight options. Please review and select the option that best suits your business needs.

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Veight Groups							
• Weights Vehicles Group	Vehicles						
Veight Group Information							
Vehicle Type Tractor	-	Default Weight	105,500	Group Number	002		Ī
		-					
Commercial O Combinat	ion 💽	Group Name	TR-105500-002				
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		to maximum allowed (b	elow default)				
Edit weights							
Weights Override Weights	ht Variance Rule Filter						
📧 < 1 of 3 🎫 🖬 Show En	rors 1 - 20 of 59						
Jurisdiction	Weight						
AB - Alberta	105,500						
AL - Alabama	105,500						
AR - Arkansas Greater tha	n maximum weight allowa	nce [80,000]					
AZ - Arizona	105,500						
BC - British Columbia	105,500						
CA - California	105,500						
CO - Colorado	105,500						
CT - Connecticut	105,500						
DC - District of Columbia	105,500						
DE - Delaware	105,500						
FL - Florida	105,500						
GA - Georgia	105,500						
A - Iowa	105,500						
ID - Idaho	105,500						
IL - Illinois	105,500						
IN - Indiana	105,500						
KS - Kansas	105,500						
KY - Kentucky	105,500						
,	105,500						
LA - Louisiana	,						
•	105,500						
LA - Louisiana	105,500						

Set all weights to default weight

All jurisdictions will be set at the weight entered as the WA default weight.

If this option meets your business needs, click on the Vehicles tab and Add/Change Vehicle hyperlink.

Click on hyperlink to complete process for adding vehicle.

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Weight Groups							
Weights Vehicles Group	Vehicles						
Weight Group Information							
					_		
Vehicle Type Tractor	*	Default Weight	105,500	Group Number	002		
Commercial O Combination	n 🖲	Group Name	TR-105500-002				
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Jurisdiction	Weight						
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AL - Alabama	80,000						
AR - Arkansas	80,000						
AZ - Arizona	80,000						
BC - British Columbia	105,500						
CA - California	80,000						
CO - Colorado	80,000						
CT - Connecticut	105,500						
DC - District of Columbia	80,000						
DE - Delaware	80,000						
FL - Florida	80,000						
GA - Georgia	80,000						
IA - Iowa	105,500						
ID - Idaho	105,500						
IL - Illinois	80,000						
IN - Indiana	80,000						
KS - Kansas	85,500						
KY - Kentucky	80,000						
LA - Louisiana	88,000						
	105,500						
MA - Massachusetts	,						
MA - Massachusetts							

Set all weights to maximum allowed (below default)

The default weight for each jurisdiction will autofill.

If this option meets your business needs, click on the Vehicles tab and Add/Change Vehicle hyperlink.

Click on hyperlink to complete process for adding vehicle.

Windows Concurrence University Construction Commercial Combination Commercial Topo Conterado Topo Contera	IRP						i) (8 ×
Weight Group Information	Weight Groups							
Vehicle Type Tractor Image: Commercial Combination Commercial Combination Commercial Combination Combinatin Combinatin Combination Combination Combination Combin	• Weights Vehicles Group	Vehicles						
Vehicle Type Tractor Image: Commercial Combination Commercial Combination Commercial Combination Combinatin Combinatin Combination Combination Combination Combin	Weight Group Information							
Commercial Combination Group Name TR-105500-002 Set all weights to default weight Set all weights to maximum allowed (below default) Edit weights Meights Override Weight Variance Rule Ihr Invisiticition Weights Override Weight Variance Rule Ihr AL - Alabama Alabama Alabama Alabama Alabama Antansas Alabama <li< td=""><td></td><td></td><td></td><td></td><td></td><td>_</td><td>_</td><td></td></li<>						_	_	
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Veights Override Weight Variance Rule Filer I = 4 < 1 of 3 >> >1 Show Errors 1 - 20 of 59 Jurisdiction Weight AB - Alberta 105,500 AL - Alabama 80,000 AZ - Arizona 80,000 BC - British Columbia 105,500 CA - California 80,000 CC - Colorado 80,000 DC - District of Columbia 80,000 DC - District of Columbia 80,000 DC - District of Columbia 80,000 DC - Delavare 80,000 DL - Iotaho 160,000 IL - Illinois 190,000 KS - Kansas 85,500 KY - Kentucky 80,000 LA - Lousiana 88,000 MA - Massachusetts 105,500 I < 4 1013 *> *1 Show Errors 1 - 20 of 59	Commercial O Combinati	on 🔘	Group Name	TR-105500-002				
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I ≪ 1 of 3 [*] → → Show Errors 1 - 20 of 59	LA - Louisiana	88,000						
	MA - Massachusetts	105,500						
Save Cancel	i ◄ <4 1 of 3 [*] ►> ►i Show Err	ors 1 - 20 of 59						
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Edit Weights allows you to adjust the displayed weight shown for each jurisdiction.

When editing weights you may see one of the two following errors:

(1) Greater than maximum weight allowance.

The weight table will display the jurisdiction's maximum weight allowance or refer to <u>IRP Inc.</u> Enter an appropriate weight.

(2) Weight is more than 10% heavier than the WA weight. Adjust weight or click on the Override Weight Variance tab. Enter an explanation in the variance comment box if appropriate weight, tab to exit comment box.

If this option meets your business needs, click the Vehicles tab and the Add/Change Vehicle hyperlink.

Click on hyperlink to complete process for adding vehicle.