

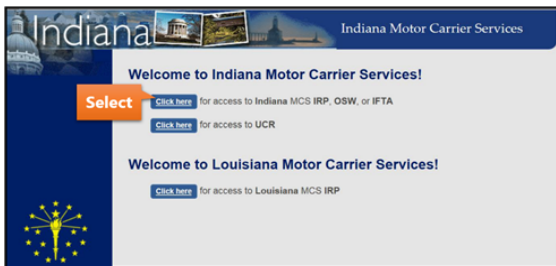


Effective June 1, 2021, all transactions related to the International Registration Plan (IRP) and Base Plate Registration (BPR) must be conducted electronically per IC 9-18.1-13-4(b) and 9-18.1-13-3(b). The MCS online transaction portal can be accessed through [motorcarrier.dor.in.gov](http://motorcarrier.dor.in.gov). You must register online prior to performing transactions. Follow the steps below to set up your online account. For additional information, visit [dor.in.gov/mcs](http://dor.in.gov/mcs).

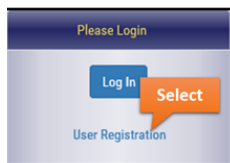
## Steps for IRP Account Registration

*Please ensure you are using Google Chrome, Firefox or Microsoft Edge.*

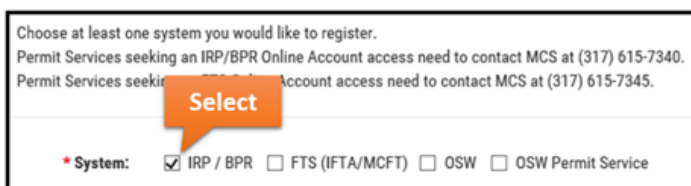
1. Go to [motorcarrier.dor.in.gov](http://motorcarrier.dor.in.gov)
2. Select the Click here button for Indiana IRP.



3. Select the User Registration link under the blue Log In button.



4. Select the IRP/BPR box.



5. Complete the required fields shown below and select the Submit button.

6. Complete the required fields shown and select the Next button.

7. Select three security questions and complete the Answer fields. Select the Submit button.

A form with three security questions. Each question has a dropdown menu for selection and a text input field for the answer. A red 'Select' callout points to the dropdown of the first question. A blue 'Submit' button is at the bottom right.

8. Read the Disclaimer that appears and select the box next to "I agree to the above terms and conditions." Select the Create Account button.

A disclaimer text block followed by a checkbox labeled "I agree to the above terms and conditions" which is checked. A red 'Select' callout points to the checkbox. Below it is a blue "Create Account" button.

9. Once your account is registered, you will receive the confirmation below.

A registration confirmation email template with a title "Registration Confirmation" and a "Next steps:" section containing a list of instructions for activating the account.

10. To log in, repeat steps 1 and 2 or go to [motorcarrier.dor.in.gov/loginHome.html](http://motorcarrier.dor.in.gov/loginHome.html) and select the Log in button.

The login page for the Indiana Department of Revenue Motor Carrier Services. A red "Select" callout points to the "Log In" button.

11. Select IRP/BPR from the menu on the left.

The main menu of the MCSD Apps. A red "Select" callout points to the "IRP/BPR" option in the left-hand menu.

12. Any new alerts for your account will be shown in the middle of the screen. Select the IRP/BPR button that appears on the right.

The "New Alerts" section of the application, showing a list of alerts. A red "Select" callout points to the "IRP/BPR" button in the right-hand navigation area.

13. Select the button with your IRP account, then select the corresponding fleet that will appear below in the Fleet Synopsis section. The fleet number or Select buttons will take you to the fleet's menu and the View button will open a window with fleet information.

The "IRP Account" section showing a table with one account entry. A red "Select" callout points to the account number. Below it is the "Fleet Synopsis" section with a table of active fleets. A red "Select" callout points to the "Select" button for the first fleet.

14. Select the desired option from the menu that appears.

A menu titled "Select a function from the menu to proceed" with several buttons: Renewal, Transactions, Bills & Payments, Credentials, Reports, Required Docs, and Inquiry.

Customers can call 317-615-7200, Monday through Friday, 8 a.m. - 4:30 p.m. EST, for assistance or email [IndianaIRP@dor.in.gov](mailto:IndianaIRP@dor.in.gov) (for IRP-related transactions) or [IndianaBPR@dor.in.gov](mailto:IndianaBPR@dor.in.gov) (for Base Plate-related transactions).