



Department of
Motor Vehicles

International Registration Plan (IRP)

Topics: Performance and Registration Information Systems
Management (PRISM) MCRS Requirement
IRB Updates/News
OSCAR – IRP On-Line Updates

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PRISM

The Performance and Registration Information Systems Management program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population.

PRISM Reporting Requirement

Motor Carrier Responsible for Safety (MCRS)

All account holders must notify the IRB office within 10 calendar days if the motor carrier responsible for safety (MCRS) changes.

The requirement only applies to account holders who provide a MCRS DOT Number that is **NOT** expected to change during the registration year.

PRISM (cont.)



How do I make the change?

- Process and Amend Vehicle Transaction on-line via OSCAR
- Complete the Schedule A & C (IRP-6)
- Be sure to **sign** and **date** the form, and forward to NYS IRB by the following means:
 - **Email** the completed form to irb@dmv.ny.gov
 - The cost associated with obtaining updated registration credentials is \$2.50

International Registration Bureau Updates

- Renewal Applications, IRP and Audit Invoices are now available electronically
- To better serve our customers, and maintain timely communication you are required to provide a valid and current email address. If your email address changes, or if you have not provided your email address to IRB, please contact the IRB office at (518) 473-5834, or email irb@dmv.ny.gov.
- All packages are mailed via United Parcel Service (UPS) to expedite the shipping process and ensure a timelier delivery of your package. However, UPS does not deliver to a post office box (POB), therefore your items are mailed via the United States Postal Service (USPS). If you have a POB listed as your mailing address and would like to utilize UPS, you can update your mailing address by completing the Schedule A & C.

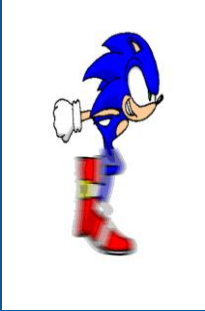
International Registration Bureau Updates

International Registration Plan (IRP)

- Effective January 1, 2019, motor carriers will have the ability to carry IRP cab cards as an electronic image. Regardless of the format presented, the document must be accurate, accessible and readable.
 - New York is continuing to print the cab card until further notice

IRP Audit Recordkeeping

- IRP distance records are required to be maintained for 6 years
 - See IRP Audit Record Keeping Suggestions document



Save Time Process IRP On Line

OSCAR

One Stop Credentialing and Registration

What transactions can be processed on-line?

1. **Add Vehicle (Temporary Authority issued)**
 2. **Transfer Plates (Temporary Authority issued)**
 3. **Replace Plates (Temporary Authority issued)**
 4. **Replace Cab Card (Temporary Authority issued)**
 5. **Amend Vehicle with fee (Temporary Authority issued) – Weight increase/decrease **NEW****
 6. **Amend Vehicle w/out fee(Temporary Authority issued) – Safety DOT# amendments **NEW****
 7. **Renewal (NO Temporary Authority issued)**
- All OSCAR transactions can be paid via Credit Card on line.

Reminders:

Mileage: You are required to enter ACTUAL mileage, rounded mileage is not accepted, and may delay processing.

Required Documents: You must provide required documents to complete the online transaction, for which you can upload directly from the on-line application, or email irb@dmv.ny.gov.

Documents sent via email must include the IRP Account Number and be labeled OSCAR transaction in the subject line of the email.

IRB On-Line Processing Updates

Upload Supporting Documents **NEW**

The following types of transactions require follow-up documentation be submitted to complete the permanent registrations.

- Add Vehicle(s)
- Transfer plates
- Renewals
- Amend Vehicle

To access this feature hover over “Web Processing” and click on “Submit”.

Click on “View List”

Click on “Select” next to the transaction with the status of “INP” (In Process)

OSCAR (cont.)

- Use drop down and select the document type you want to upload
- Click on Browse and select your document then click on “Upload”
- Use drop down and select the next document to upload
- When you are finished uploading your supporting documents, click on “Quit”.

Do not click on “Submit” unless you would like the IRB office to review your uploads before you continue to the payment screens.

Web Processing
Submit Process

* Account No.:

* Supplement No.:

Service Location:

Comment:

* Fleet No.:

Status:

Priority:

* Fleet Expiration Year:

	Account No.	Fleet No.	Fleet Expiration Year	Supplement No.	Submit Date	Status	Comment
Select	1004711	001	2017	1	09/08/2016	CLS	
Select	1004711	001	2019	1	12/03/2018	INP	
Select	1004711	002	2019	2	10/04/2018	CLS	

Vehicle Document

VIN : Document Type :

HUT - NY Highway Use Tax
 HVUT - HVUT- 2290
 INCO - NY Insurance Coverage
 MV215 - MV215
 MV78B - MV78B/Plate
 OWP - Overweight Permit
 POA - Power of Attorney
 POW - Proof Of OwnerShip
 SCHA - Schedule A & C/MV-95

Upload Document:

Billing Document

CTS-Tour

OSCAR (cont.)

IRP On-Line Training Tool **NEW**

- The Training Tool is designed to facilitate the use of the IRP system.
- The Training Tool uses a series of interactive pop-ups to guide users through the next steps to complete your transactions.
- To access the Tool, select the desired transaction, ex. Add Vehicle, Select the Play This Button.
- The Tool will then begin guiding you through the field required to complete the selected transaction

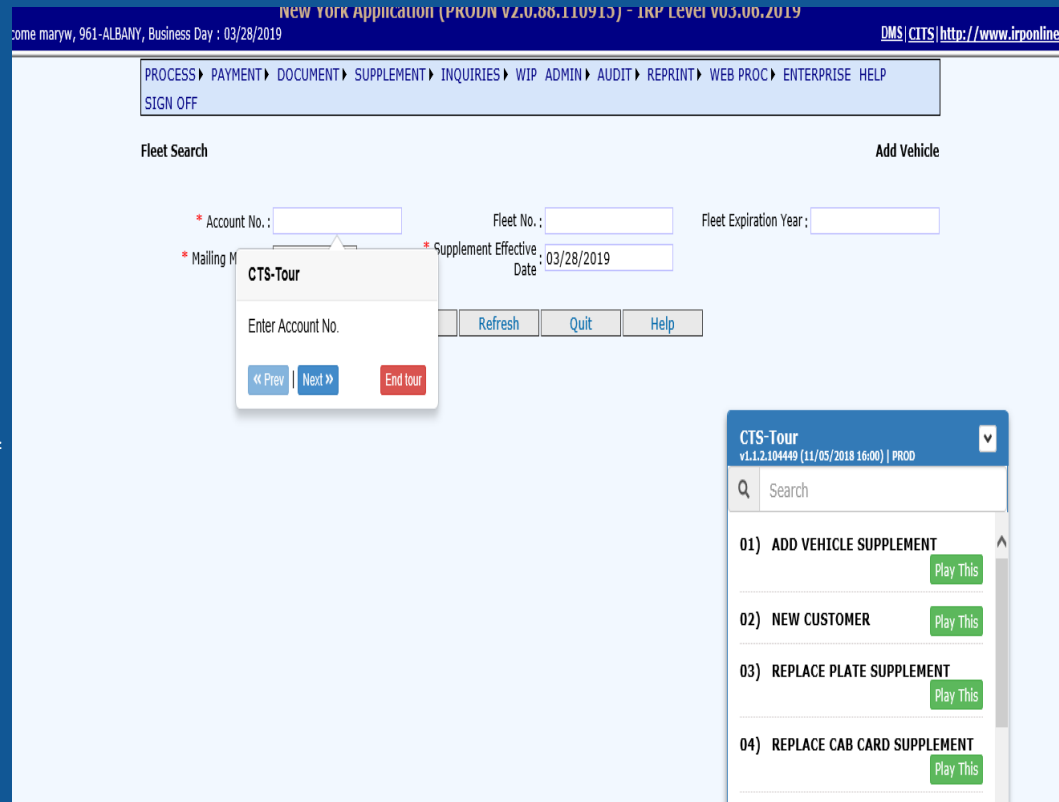
IRP On-Line User Guide

The guide is also designed to walk you through the entry process step by step from logging in to OSCAR, explaining the IRP operating system, through each transaction entry, and provide you with a list of required documents you will need to submit to IRB.

Coming Soon:

IRP On-Line Registrant Only Access

Registrants with a Registrant Only status will be able to enroll in OSCAR for IRP processing only.



The screenshot displays the OSCAR web application interface. At the top, a blue header contains the text "new York Application (PRODIN v2.0.88.110915) - IRP Level v03.06.2019" and "DMS | CTS | http://www.irponline.". Below the header is a navigation menu with options: PROCESS, PAYMENT, DOCUMENT, SUPPLEMENT, INQUIRIES, WIP, ADMIN, AUDIT, REPRINT, WEB PROC, ENTERPRISE, HELP, and SIGN OFF.

The main content area is titled "Fleet Search" and "Add Vehicle". It contains several input fields: "Account No.:", "Fleet No.:", "Fleet Expiration Year:", "Mailing M...", and "Supplement Effective Date: 03/28/2019". There are also "Refresh", "Quit", and "Help" buttons.

A "CTS-Tour" pop-up window is overlaid on the form, containing the text "Enter Account No." and navigation buttons: "<< Prev", "Next >>", and "End tour".

On the right side, there is a sidebar titled "CTS-Tour" with version information "v1.1.2.104449 (11/05/2018 16:00) | PROD". It features a search bar and a list of four items, each with a "Play This" button:

- 01) ADD VEHICLE SUPPLEMENT
- 02) NEW CUSTOMER
- 03) REPLACE PLATE SUPPLEMENT
- 04) REPLACE CAB CARD SUPPLEMENT

OSCAR (cont.)

You can access the guide at:

- [OSCAR carrier homepage: IRP Processing Instructions](http://www.oscar.ny.gov/OSCR/OSCRCarrierHome)
www.oscar.ny.gov/OSCR/OSCRCarrierHome

[IRP processing system page](#) - Assistance with processing IRP on Oscar is available [here](#).

IRP.dmv.ny.gov/IRP. Assistance with processing IRP on Oscar is available [here](#). For general IRP information, please contact the IRB Office at (516)473-5834. Our walk-in office hours are 8:00AM-3:45PM. The IRB office phone hours are 8:30AM to 4:00PM. You can also contact the IRP office by email at IRB@dmv.ny.gov.' Below this, there is a 'PRE-REQUISITES' section stating 'Adobe Reader: Adobe Acrobat with version: 11 is installed.' and 'Browser: Microsoft Internet Explorer : 11.0 - Compatibility View is on. Pop-Up Blocker: PopUp blocker is disabled.'"/>

Important Contact Information

International Registration Bureau:

New York State Department of Motor Vehicles
International Registration Bureau
PO Box 2850-ESP
Albany, NY 12220-0850

Phone: (518) 473-5834, FAX: 518) 486-6579

Email: irb@dmv.ny.gov

DMV Website: dmv.ny.gov/motor-carriers/international-registration-plan-irp

OSCAR On-Line processing: Oscar.ny.gov/OSCR/OSCRCarrierHome

IRP Inc.: irponline.org