



OHIO COMMERCIAL
REGISTRATION ONLINE
SYSTEM (OHCORS)
USER GUIDE

TABLE OF CONTENTS

Introduction to Ohio Commercial Registration System (OHCORS)

[What is the Ohio Commercial Registration System \(OHCORS?\)](#)

[Logging into the OCHORS web-site](#)

Instructions on how to complete IRP Supplements by transaction type via OHCORS

[Fleet Renewal Supplement](#)

[Adding a Vehicle to your Fleet Supplement](#)

[Transferring a Registration to a New Vehicle Supplement](#)

[Amend Motor Carrier Responsible for Safety \(MCRS\)](#)

Instructions on how to pay an IRP Invoice via OHCORS

[IRP Invoice Payment via Credit Card and E-Check](#)

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.

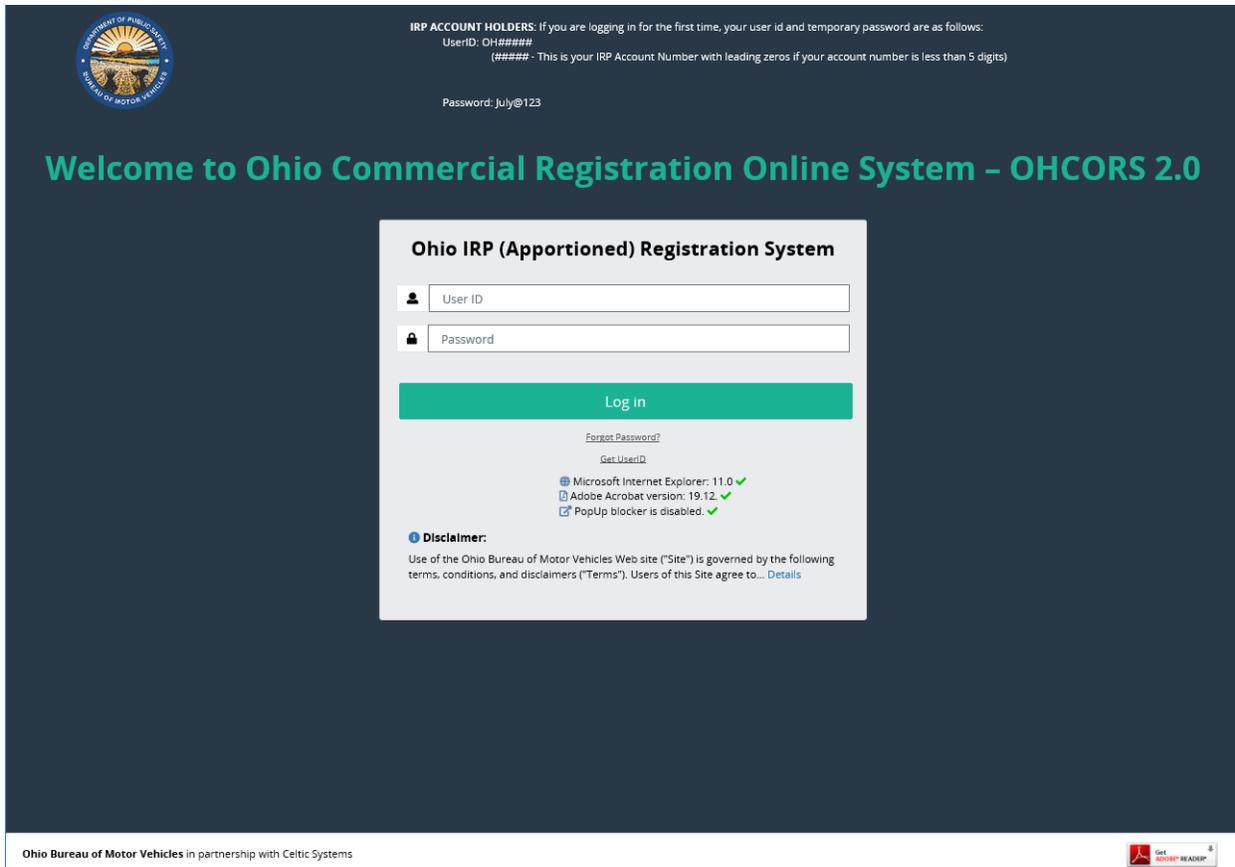
Transactions available at OHCORS include:

- 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.

LOGGING INTO THE OHCORS WEBSITE

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



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

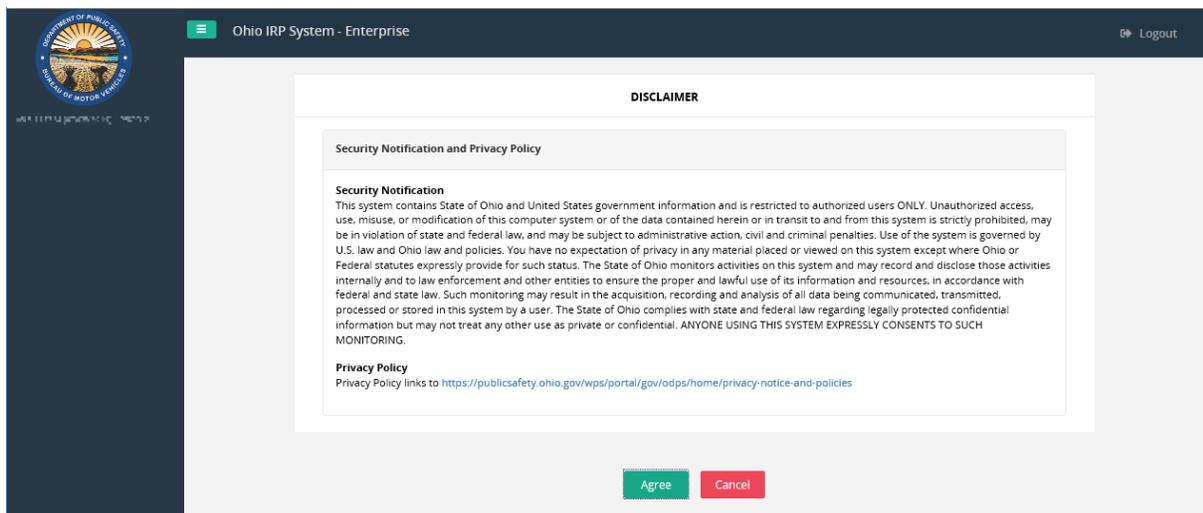
Each OHCORS User ID has a unique password. If you have not already established one you may have received an e-mail with a temporary password that you will use with the default User ID to login to OHCORS. Once logged in you will be immediately prompted to create a new password as well as a Security Question 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.



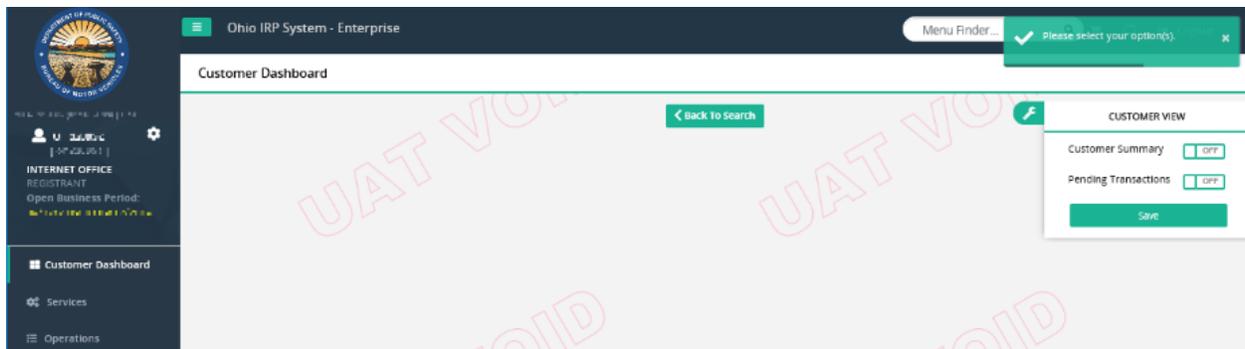
You will need to read and agree to the Disclaimer prior to proceeding.



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.

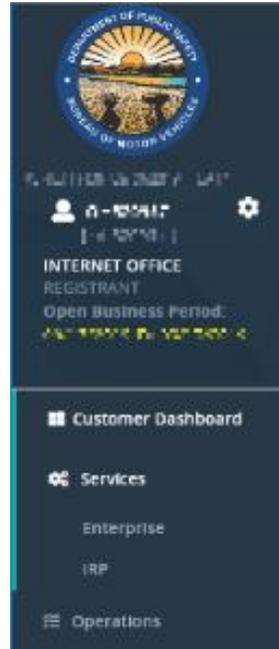
OCHORS – User Guide



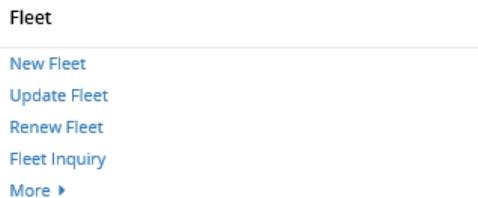
All navigation other than “Logging Out” will occur from the navigation column on the left hand side by selecting the link to the activity you wish to complete.

FLEET RENEWAL SUPPLEMENTS

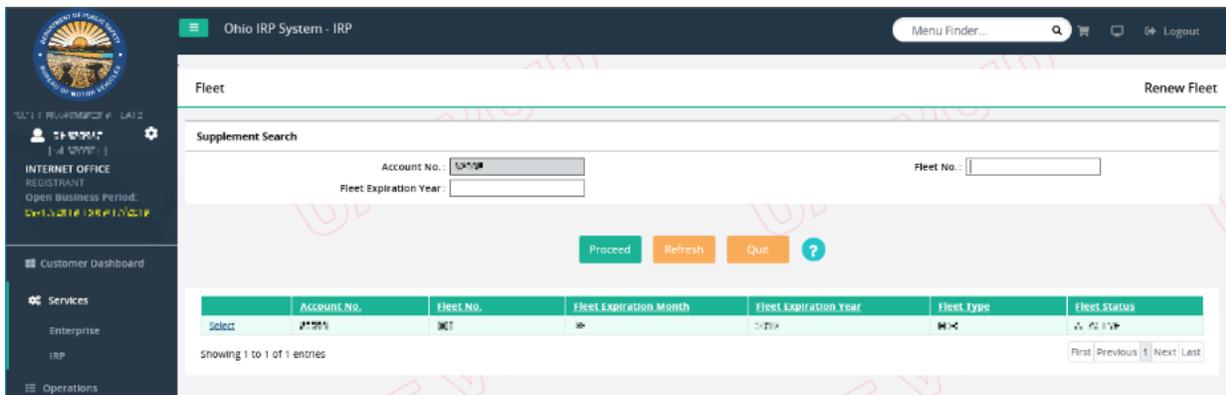
After logging into the Ohio OHCORS 2.0, expand the “Services” header on the left column of the screen and select “IRP” from the drop down menu.



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



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.



Account
Fleet
Distance
WgtGroup
Vehicle
Billing
Payment
Credentials
MainMenu
Inquiries

Renew Fleet

Customer Details Renew Fleet

Customer Details

Account No.: <input type="text"/>	Entity Type: <input type="text"/>	Carrier Type: <input type="text"/>
Legal Name: <input type="text"/>	IFTA Account No.: <input type="text"/>	Customer Status: <input type="text"/>
DBA Name: <input type="text"/>		

Address Details

Physical Address

Mailing Address

Street: <input type="text"/>	Zip Code: <input type="text"/>	Jur: <input type="text"/>
City: <input type="text"/>	County: <input type="text"/>	Country: <input type="text"/>

Business Customer Details

USDOT No.: <input type="text"/>	TIN: <input type="text"/>	Primary Phone: <input type="text"/>
Contact Name: <input type="text"/>	Email: <input type="text"/>	
Alternate Phone: <input type="text"/>	Fax No.: <input type="text"/>	

Comments +

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.

Account > Fleet > **Distance** > WgtGroup > Vehicle > Billing > Payment > Credentials > MainMenu > Inquiries

IRPFLT01 : [] Renewal fleet has been generated.

Distance Details Renew Fleet

Supplements Details

Account No.: [] Fleet No.: [] Supplement No.: []
 Legal Name: [] DBA Name: [] Fleet Type: []
 Fleet Effective Date: [] Fleet Expiration Month / Year: [] / [] Supplement Desc.: []

Distance Details

Reporting Period From: [] Reporting Period To: [] USDOT No.: []
 Avg. Per Vehicle Distance Chart: Show Map

Actual Distance: []
 Total Fleet Distance: []

We certify that the actual distance submitted is accurate

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

Jurisdiction	Distance (miles)	Percent	Jurisdiction	Distance (miles)	Percent
OH - OHIO	1651	00.00000	AL - ALABAMA	0	00.00000
AR - ARKANSAS	0	00.00000	AZ - ARIZONA	0	00.00000
CA - CALIFORNIA	0	00.00000	CO - COLORADO	0	00.00000
CT - CONNECTICUT	0	00.00000	DC - DISTRICT OF COLUMBIA	0	00.00000
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	00.00000	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
MN - 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.

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.

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”.

- 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.

The screenshot shows the 'Vehicle Details' screen with a navigation bar at the top containing 'Account', 'Fleet', 'Distance', 'WgtGroup', 'Vehicle', 'Billing', 'Payment', 'Credentials', 'MainMenu', and 'Inquiries'. The 'Vehicle' tab is active. Below the navigation bar, there are sections for 'Account Details' and 'List of Active Vehicles'. The 'Account Details' section includes fields for Account No., Fleet No., Legal Name, Fleet Expiration Month / Year, Supplement No., Supplement Desc., DELETED VEHICLE, and Fleet Type. The 'List of Active Vehicles' section contains a table with columns: Select, Unit No., VIN, Plate No., Plate Status, Delete / Inactive Date, Comment, and Waive Base Jurisdiction Credit. A single row is visible in the table with a 'DEL-DELETED' status. At the bottom, there are 'Update', 'Back', and 'Quit' buttons.

- **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.

This screenshot shows the 'Vehicle Details' screen with a different set of options. The navigation bar is the same. The 'Supplements Details' section includes fields for Account No., Fleet No., Legal Name, Expiration Month / Year, Supplement No., Supplement Desc., Deleted Vehicle, and Fleet Type. Below this is a 'Vehicle Search' section with input fields for Unit No., VIN, and Plate No., and a 'Search' button. The 'List of Active Vehicles' section contains a table with columns: Select, Unit No., VIN, Plate No., Plate Status, Delete / Inactive Date, Comment, and Waive Base Jurisdiction Credit. A single row is visible with a checked 'Select' box. At the bottom, there are 'Proceed', 'Done', 'Cancel', 'Vehicle List', 'Refresh', 'Quit', and a help icon buttons.

- 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.

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 approved have your invoice prepared within 1 business day, or select the box stating you will fax or email your documents and then 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.

Submit Support Documents for Transaction

Web Processing

Submit Process

*Account No.: *Fleet No.: 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

Comments

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
	JUL	JUL	07/2014	000					

Showing 1 to 1 of 1 entries First Previous 1 Next Last

*VIN: Vehicle Document Type: All Vehicles All Documents

Vehicle Document

VIN	Document Type	File Name	Document Reference Number	Document Status	Reject Code	Delete
No data available in table						

Showing 0 to 0 of 0 entries First Previous Next Last

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.

Account Fleet Distance WgtGroup Vehicle Billing Payment Credentials MainMenu Inquiries

Billing Details Renew Fleet

Supplements Details

Account No.: <input type="text"/>	Fleet No.: <input type="text"/>	Legal Name: <input type="text"/>
Expiration Month / Year: <input type="text"/>	Supplement No.: <input type="text"/>	DBA Name: <input type="text"/>
Fleet Type: <input type="text"/>	Carrier Type: <input type="text"/>	Reg. Month: <input type="text"/>
Supplement Effective Date: <input type="text"/>	Supplement Desc.: <input type="text"/>	USDOT No.: <input type="text"/>
No. of Veh in Supp: <input type="text"/>	Supplement Status: <input type="text"/>	
Invoice Date: <input type="text"/>	*Application Receipt Date: <input type="text"/>	Payment Date: <input type="text"/>
		Exchange Rate: <input type="text"/>

Fees

Batch Billing: TA for All Vehicles (If New Plate is requested):

TA No. of Days:

Fee Type	Fee Amt(\$)
Save our Sight Donation	<input type="text" value="0.00"/>
Total	0.00

Fee Type	Fee Amt(\$)
Registration Fee	0.00
Registration Fee Credit Applied	0.00
Foreign Jurisdiction Fee	0.00
Foreign Jurisdiction Credit Applied	0.00
BMV Fee	0.00
Temporary Authority Fee	0.00
License Plate Fee - Reflect	0.00
Postage Fee	0.00
Transfer Fee	0.00
License Plate Replacement Fee	0.00
Logo Plate Fee	0.00
Late Renewal Fee	0.00
Local Permissive Tax	0.00

Delivery Details

Electronic Delivery Type: Invoice Report Type:

Comments +

Proceed Refresh Quit ?

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.

Account
Fleet
Distance
WgtGroup
Vehicle
Billing
Payment
Credentials
MainMenu
Inquiries

IRPREP23 : [] Billing completed successfully.
 GEN24 : [] Invoice report generated successfully.

Payment Details
Renew Fleet

Supplements Details

Account No.:	Fleet No.:	Legal Name:
Expiration Month / Year:	Supplement No.:	DBA Name:
Fleet Type:	Supplement Desc.:	USDOT No.:
Supplement Effective Date:	Supplement Status:	
Invoice Date:	Invoice No.:	*Payment Receipt Date:

Fees

Batch Credential:

Fee Type	Fee Amt(\$)
Registration Fee	51.24
Registration Fee Credit Applied	0.00
Foreign Jurisdiction Fees	2189.41
Foreign Jurisdiction Credit Applied	0.00
BMV Fee	3.50
Temporary Authority Fee	0.00
License Plate Fee - Reflect	0.00
Postage Fee	0.55
Transfer Fee	0.00
License Plate Replacement Fee	0.00
Logo Plate Fee	0.00
Late Renewal Fee	10.00
Local Permissive Tax	0.00
Save our Sight Donation	0.00
Amount Due	2254.70

TA/Cab Card Delivery Type

Electronic Delivery Type: D - PDF

Proceed
Refresh
Quit
? View Invoice Report

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

Payment Customer Dashboard

Cart Management - Selected Transaction Verification

Payer Name: [REDACTED] Payer Account No.: [REDACTED] Receipt Date: [REDACTED]

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	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	\$2,254.70
LexisNexis Service Fee	\$67.64
Total Amount	\$2,322.34

Billing Address	Payment Information
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Address Type <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico) </div> <p> Billing First Name* <input type="text"/> Billing Last Name* <input type="text"/> Billing Zip Code* <input type="text"/> Billing Address Line1* <input type="text"/> Billing Address Line2 <input type="text"/> Billing City* <input type="text"/> Billing State* <input type="text" value="AL"/> <input type="button" value="v"/> E-mail* <input type="text"/> Confirm E-mail* <input type="text"/> Phone Number* <input type="text" value="(999) 999-9999"/> </p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Payment Type <input checked="" type="radio"/> Credit Card <input type="radio"/> Personal Check <input type="radio"/> Business Check </div> <p> Card Number* <input type="text"/> Expiration Month* <input type="text" value="v"/> Expiration Year* <input type="text" value="v"/> Security Code* <input type="text"/> </p> <p> We've provided this sample credit card to assist you in finding the security code. </p> <div style="text-align: center;">  </div> <p> Captcha*  </p> <p> Enter Captcha <input type="text"/> </p>
<input type="button" value="Continue"/>	

Agency Amount	\$2,254.70
LexisNexis Service Fee	\$67.64
Total Amount	\$2,322.34

Billing Address	Payment Information
<p> Billing First Name <input type="text"/> Billing Last Name <input type="text"/> Billing Zip Code <input type="text"/> Billing Address Line1 <input type="text"/> Billing Address Line2 <input type="text"/> Billing City <input type="text"/> Billing State <input type="text"/> Billing Country <input type="text"/> E-mail <input type="text"/> Phone Number <input type="text"/> </p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Credit Card Card Number <input type="text" value="***** *"/> (16 Digits) Expiration Date <input type="text" value="MM/YY"/> </div> <div style="border: 1px solid gray; padding: 5px;"> Payment Authorization Total Amount \$2,322.34 Acknowledgment <input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee. </div>
<input type="button" value="Previous Page"/>	<input type="button" value="Pay Now"/>

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 : [] Click the Proceed button To complete the payment process. Total amount charged to your Credit Card is \$ 2254.70 plus E-payment service fees (Authorization code 1234567890).

ENTPAY131 : [] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment
Customer Dashboard

Payment

Payer Account No.: Legal Name: DBA Name:

Enterprise System Credit:

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
12345678	2023-10-27	ABC COMPANY INC	RECEIVED PAYMENT	2254.70
Total Amount Due				2254.70

Payment Details

[Apply Payment/Generate Credentials](#)

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	Credit Card	1234567890	2254.70

[Make Electronic Payment](#)

Total:

Remaining Balance:

Change:

Over Payment:

Net Amount Paid:

Electronic Delivery Type

Payment receipt Electronic Delivery type:

[Apply Payment/Generate Credentials](#)
[Refresh](#)
[Quit](#)
?

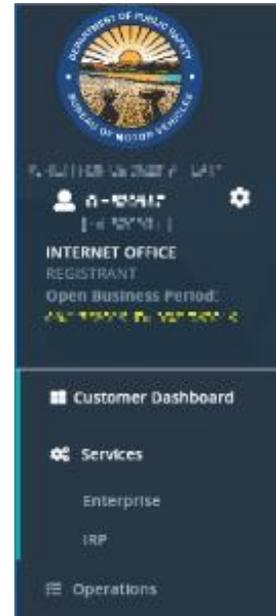
Complete Transaction

- 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.

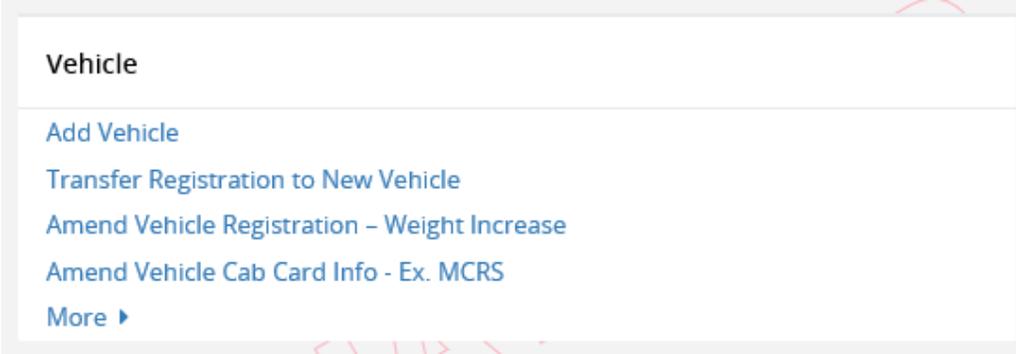
Note: If you have received an emailed payment receipt from the LexisNexis payment portal and did not receive the pop-up window containing the payment receipt from the IRP application as well as any credentials requested, you will need to return to the IRP System and “Post Payment”. Using the left navigation expand the “Operations” header and select “Finance” that appears. Select “Post Payment” option from 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

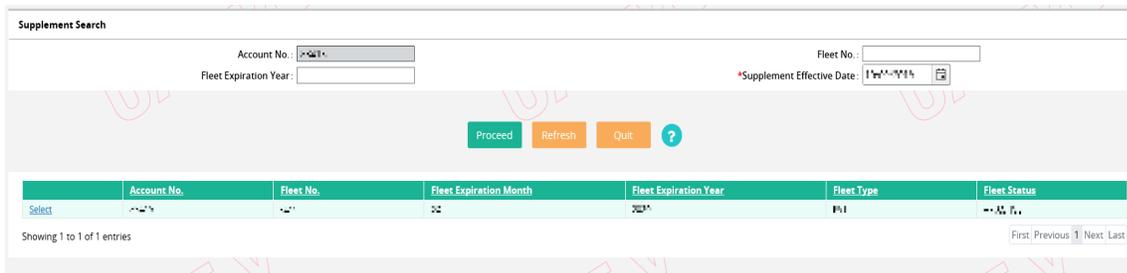
After logging into the Ohio OHCORS 2.0, expand the “Services” header on the left column of the screen and select “IRP” from the drop down menu.



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



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.



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)

The screenshot shows the 'Vehicle Details' page with a navigation bar at the top containing 'WgtGroup', 'Vehicle', 'Billing', 'Payment', 'Credentials', 'MainMenu', and 'Inquiries'. Below the navigation bar is a header with 'Vehicle Details' and 'Add Vehicle'. The main section is titled 'New Vehicle Search Criteria' and contains three input fields: 'Title No.', 'Document Control No.', and 'Title Jurisdiction' (set to 'OH - OHIO'). A green 'Copy From' button is located to the right of the 'Title Jurisdiction' field.

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.

The screenshot shows the 'Vehicle Details' page with a 'Title Overview' tab. The form is divided into several sections. The left section includes fields for VIN, Year, Axles, Seats, OH Bus Inspection #, Unladen Weight, Purchase/Lease Date, Title Jurisdiction, Safety USDOT, Owner Name, Owner TIN, In-State Credit Month, Use Existing Plate, and Change Address on USDOT. The middle section includes Unit No., Body Type, Combined Axles, Vehicle Color, OH Bus Inspection Expiry Date, Base Jurisdiction Gross Weight, Purchase Price, Title No., Safety TIN, Owner Phone No., In-State Plate, In-State Credit, Existing Plate, and Autonomous Vehicle. The right section includes Weight Group No., Make, Fuel Type, Luggage, Odometer, Model, Factory Price, TA No. of Days, Document Control No., Safety Change, Owner Code, In-State Weight, and Logo Plate. Required fields are marked with a red asterisk.

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.

The screenshot shows the 'Address Details' page with the 'Garaged Address' tab selected. The form contains fields for Street, City, Tax District, Zip Code, County, Confidence Code, and Jurisdiction. The 'City' field is populated with 'COLUMBUS, OH'. The 'Jurisdiction' dropdown is set to 'OH - OHIO'.

The screenshot shows the 'Address Details' page with the 'Owner Address' tab selected. The form contains fields for Street, City, Zip Code, County, and Jurisdiction. The 'City' field is populated with 'COLUMBUS, OH'. The 'Jurisdiction' dropdown is set to 'OH - OHIO'.

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.

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.

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

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 approved have your invoice prepared within 1 business day, or select the box stating you will fax or email your documents and then 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.:
 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

Comments +

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
	JUL15	111	12/2014	000	P	IRP	12/15/2014	P	000

Showing 1 to 1 of 1 entries First Previous 1 Next Last

*VIN:
 Vehicle Document Type:
 All Vehicles All Documents

Vehicle Document

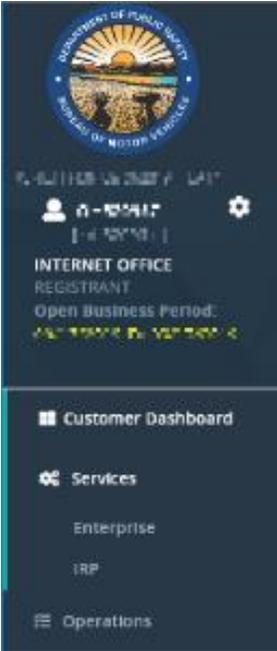
VIN	Document Type	File Name	Document Reference Number	Document Status	Reject Code	Delete
No data available in table						

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.

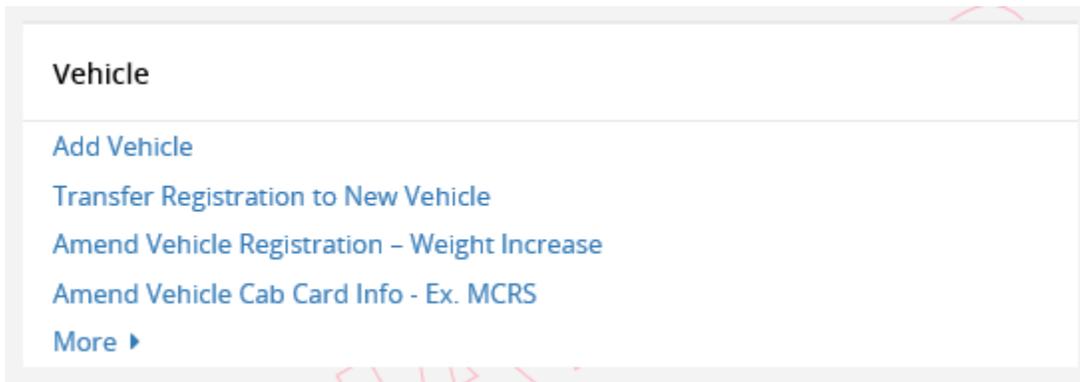
If approved you will be sent an Invoice via e-mail that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

TRANSFERRING 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.



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.

OCHORS – User Guide

Supplement Search

Account No.: Fleet No.:
 Fleet Expiration Year: *Supplement Effective Date:

Select	Account No.	Fleet No.	Fleet Expiration Month	Fleet Expiration Year	Fleet Type	Fleet Status
<input type="checkbox"/>						

Showing 1 to 1 of 1 entries First Previous 1 Next Last

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
Credentials
MainMenu
Inquiries

IRPVEH375 : [1] To process the vehicle - If Ohio titled, enter the Title No, Document Control No, and the Title Jurisdiction as Ohio. If not titled in Ohio, enter the Title number and Title Jurisdiction.

Vehicle Details

New Vehicle Search Criteria

Title No.: Document Control No.: Title Jurisdiction: OH - OHIO

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: <input type="text"/> *Year: <input type="text"/> *Axles: <input type="text"/> Seats: <input type="text"/> OH Bus Inspection #: <input type="text"/> *Unladen Weight: <input type="text"/> *Purchase/Lease Date: <input type="text"/> *Title Jurisdiction: OH - OHIO *Safety USDOT: <input type="text"/> *Owner Name: <input type="text"/> *Owner TIN: <input type="text"/> In-State Credit Month: <input type="text"/> Use Existing Plate: <input type="checkbox"/> Change Address on USDOT: <input type="checkbox"/> New Plate Required: <input type="checkbox"/>	*Unit No.: <input type="text"/> *Body Type: <input type="text"/> *Combined Axles: <input type="text"/> Vehicle Color: <input type="text"/> OH Bus Inspection Expiry Date: <input type="text"/> Base Jurisdiction Gross Weight: <input type="text"/> *Purchase Price: <input type="text"/> TA: <input type="checkbox"/> *Title No.: <input type="text"/> *Safety TII: <input type="text"/> Owner Phone No.: <input type="text"/> In-State Plate: <input type="text"/> In-State Credit: <input type="text"/> Existing Plate: <input type="text"/> Autonomous Vehicle: <input type="checkbox"/> New Plate Required Reason: <input type="text"/>	*Weight Group No.: <input type="text"/> *Make: <input type="text"/> *Fuel Type: D - Diesel Luggage: N - NO *Odometer: <input type="text"/> Model: <input type="text"/> Factory Price: <input type="text"/> TA No. of Days: <input type="text"/> Document Control No.: <input type="text"/> *Safety Change: N - NO Owner Code: O - Owner In-State Weight: <input type="text"/> Logo Plate: <input type="checkbox"/>
---	---	--

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: *Zip Code: *Jur:

*City: County: Country:

Tax District: Confidence Code:

Address Details

Garaged Address | Owner Address

Street: *Zip Code: *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: Delete Reason: 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.

Vehicle Selection Details

Supplements Details

Account No:
 Fleet No:
 Supplement No:

Legal Name:
 DBA Name:
 No. of Vehicles:

Expiration Month / Year:
 Supp. Eff. Date:
 Supplement Desc:

USDOT No:

Vehicle Search

Unit No:
 VIN:
 Plate No:

Select	Unit No.	VIN	Plate No.	Service Type Ind.
				ADD VEHICLE

Showing 1 to 1 of 1 entries First Previous Next Last

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

Web Processing Submit Support Documents for Transaction

Submit Process

*Account No:
 *Fleet No.:
 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

Comments

Select	Account No.	Fleet No.	Fleet Exp. MM/YYYY	Supplement No.	Supp. Status	Fleet Type	Submit Date	Status	Supplement Type
	02415	5	11/2015	101	Pending	ADDITIONAL	11/02/15	Pending	ADDITIONAL

Showing 1 to 1 of 1 entries First Previous Next Last

*VIN:
 Vehicle Document Type:
 All Vehicles All Documents

Vehicle Document

VIN	Document Type	File Name	Document Reference Number	Document Status	Reject Code	Delete
No data available 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 that you can then pay. Once you pay, you will print off your Cab Card and Temporary Authority.

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 www.ohcors.com 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.

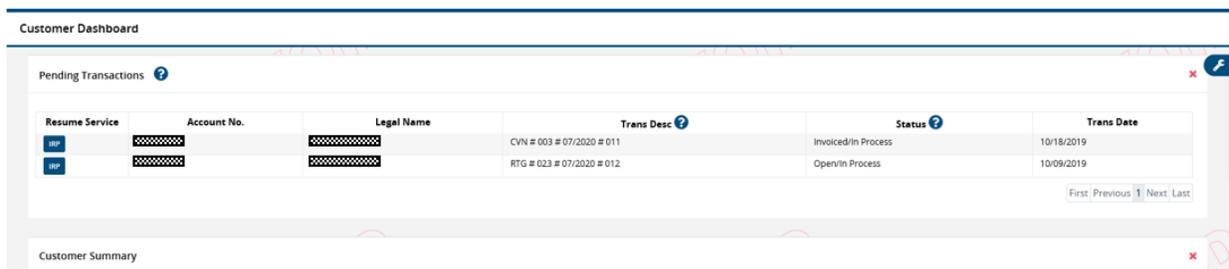
Note: IRP Invoices with balances greater than \$90,000.00 may be paid in person at a Limited IRP Service Deputy Registrar Location. A list of current limited IRP service Deputy Registrar locations can be found at www.ohcors.com by selecting the “IRP Contact Info” tab.

To find an IRP Invoice in your Customer Dashboard:

Log into the Ohio OHCORS 2.0.

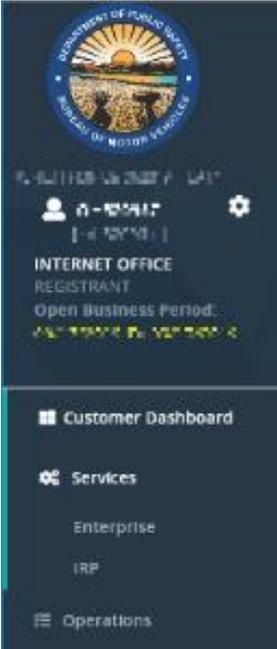
Select from the Pending Transactions Queue the “IRP” Box to resume service for the Transaction that has an Invoices/In Process status in your Customer Dashboard to navigate to the Invoices Payment Details Page.

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”



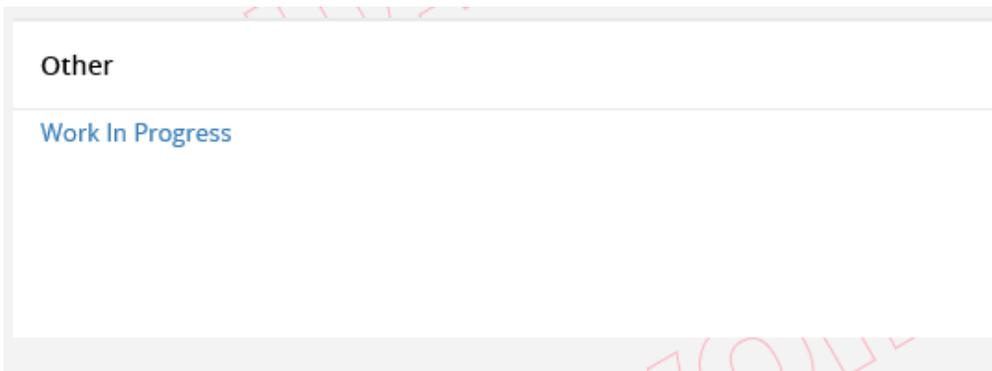
You can also reach your “Customer Dashboard” by selecting its link on the left column of the screen.

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.



Select “Proceed” to navigate to the Payment Details page.

Making your payment from the Payment Details screen

Account > Fleet > Distance > WgtGroup > Vehicle > **Billing** > **Payment** > Credentials > MainMenu > Inquiries

IRPREP28 : [] Billing completed successfully.
GEN24 : [] Invoice report generated successfully.

Payment Details Renew Fleet

Supplements Details

Account No.: [Text] Fleet No.: [Text] Legal Name: [Text]
 Expiration Month / Year: [Text] Supplement No.: [Text] DBA Name: [Text]
 Fleet Type: [Text] Supplement Desc.: [Text] USDOT No.: [Text]
 Supplement Effective Date: [Text] Supplement Status: [Text]
 Invoice Date: [Text] Invoice No.: [Text] *Payment Receipt Date: [Text]

Fees

Batch Credential:

Fee Type	Fee Amt(\$)
Registration Fee	51.24
Registration Fee Credit Applied	0.00
Foreign Jurisdiction Fees	2189.41
Foreign Jurisdiction Credit Applied	0.00
BMV Fee	3.50
Temporary Authority Fee	0.00
License Plate Fee - Reflect	0.00
Postage Fee	0.55
Transfer Fee	0.00
License Plate Replacement Fee	0.00
Logo Plate Fee	0.00
Late Renewal Fee	10.00
Local Permissive Tax	0.00
Save our Sight Donation	0.00
Amount Due	2254.70

TA/Cab Card Delivery Type

Electronic Delivery Type:

Payment Details Screen

- 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

Payment Customer Dashboard

Cart Management - Selected Transaction Verification

Payer Name: [REDACTED] Payer Account No.: [REDACTED] Receipt Date: [REDACTED]

Account No.	Legal Name	Invoice No.	Invoice Date	Transaction Type	Priority	Amount Due (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2254.70
Total						2254.70

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.

Payment Amend Vehicle Without Fees

Payment

Payer Account No.: [REDACTED] Legal Name: [REDACTED] DBA Name: [REDACTED]

Enterprise System Credit: [REDACTED]

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due (\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5.55
Total Amount Due				5.55

Payment Details

Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Total: [REDACTED] 0.00

Remaining Balance: [REDACTED] 5.55

Change: [REDACTED] 0.00

Over Payment: [REDACTED] 0.00

Net Amount Paid: [REDACTED] 0.00

Electronic Delivery Type

Payment receipt Electronic Delivery type: [REDACTED]

- 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	\$2,254.70
LexisNexis Service Fee	\$67.64
Total Amount	\$2,322.34

Billing Address	Payment Information
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Address Type <input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico) </div> <p>Billing First Name* <input type="text"/></p> <p>Billing Last Name* <input type="text"/></p> <p>Billing Zip Code* <input type="text"/></p> <p>Billing Address Line1* <input type="text"/></p> <p>Billing Address Line2 <input type="text"/></p> <p>Billing City* <input type="text"/></p> <p>Billing State* <input type="text" value="AL"/></p> <p>E-mail* <input type="text"/></p> <p>Confirm E-mail* <input type="text"/></p> <p>Phone Number* <input type="text" value="(999) 999-9999"/></p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Payment Type <input checked="" type="radio"/> Credit Card <input type="radio"/> Personal Check <input type="radio"/> Business Check </div> <p>Card Number* <input type="text"/></p> <p>Expiration Month* <input type="text" value="▼"/></p> <p>Expiration Year* <input type="text" value="▼"/></p> <p>Security Code* <input type="text"/></p> <p>We've provided this sample credit card to assist you in finding the security code.</p>  <p>Captcha* </p> <p>Enter Captcha <input type="text"/></p>
<input type="button" value="Continue"/>	

Agency Amount	\$2,254.70
LexisNexis Service Fee	\$67.64
Total Amount	\$2,322.34

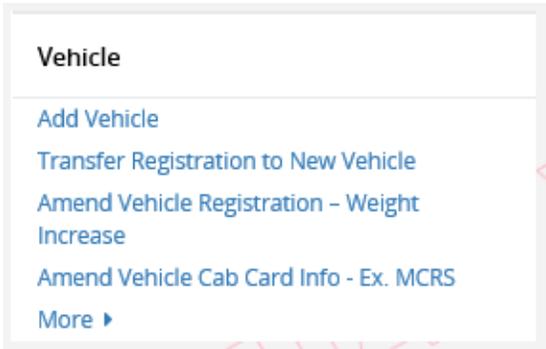
Billing Address	Payment Information
<p>Billing First Name <input type="text" value="AL"/></p> <p>Billing Last Name <input type="text" value="AL"/></p> <p>Billing Zip Code <input type="text" value="AL"/></p> <p>Billing Address Line1 <input type="text" value="AL"/></p> <p>Billing Address Line2 <input type="text" value="AL"/></p> <p>Billing City <input type="text" value="AL"/></p> <p>Billing State <input type="text" value="AL"/></p> <p>Billing Country <input type="text" value="AL"/></p> <p>E-mail <input type="text" value="AL"/></p> <p>Phone Number <input type="text" value="AL"/></p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Credit Card Card Number <input type="text" value="*****-****"/> Expiration Date <input type="text" value="MM/YY"/> </div> <div style="border: 1px solid gray; padding: 5px;"> Payment Authorization Total Amount \$2,322.34 Acknowledgment <input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee. </div>
<input type="button" value="Previous Page"/>	<input type="button" value="Pay Now"/>

Back to the Payment Screen

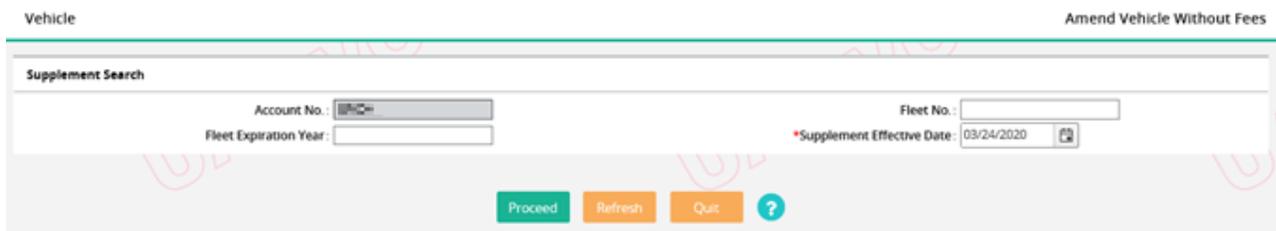
- You'll notice that the Payment Type, Payment No, and Payment Amount were all automatically populated based on the financial data entered when paying.
- Click "Apply Payment/Generate Credentials" button to complete the transaction

AMEND MOTOR CARRIER RESPONSIBLE FOR SAFETY (MCRS)

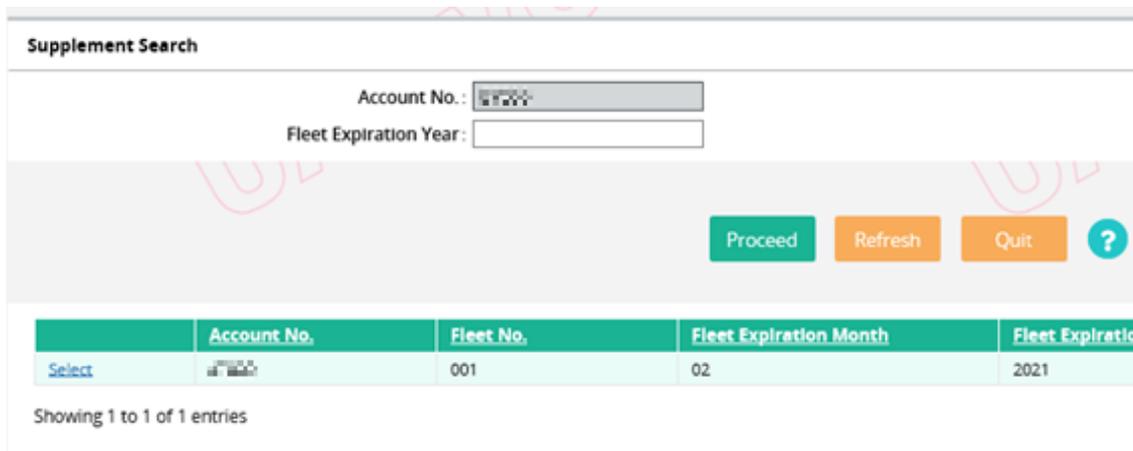
Once logged in to the Ohio IRP System, click the “Amend Vehicle Cab Card Info – Ex. MCRS” from the ‘Vehicle’ tile.



Click “Proceed” to start the transaction.



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



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

Vehicle Details Amend Vehicle Without Fees

Change Vehicle Details

Unit No.: VIN: Plate No.: Search

Supplements Details

Account No.: <input type="text" value="54"/>	Fleet No.: <input type="text" value="1111"/>	Supplement No.: <input type="text" value="111"/>
Legal Name: <input type="text" value="ABC COMPANY INC."/>	DBA Name: <input type="text" value=""/>	No. of Vehicles: <input type="text" value="0"/>
Expiration Month / Year: <input type="text" value="01 / 2020"/>	Effective Date: <input type="text" value="01/01/2018"/>	Supplement Desc.: <input type="text" value=""/>
Fleet Type: <input type="text" value="BUS - 15-45 SEAT"/>	Carrier Type: <input type="text" value="Truck"/>	USDOT No.: <input type="text" value=""/>

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.

- i IRPVEH004 : [!] Vehicle amended successfully.
- i IRPVEH486 : [!] To process the vehicle – enter the Unit No, VIN or the Plate No.
- i IRPVEH478 : [!] 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.



BMV 4841 5/20 [760-1066]