Motor Vehicle Portal IRP Transactions

Creating Online MVP Account

1. Access the Motor Vehicle Portal (MVP) at https://mvp.tax.utah.gov/_/
2. Click the Business Login button located in the top right corner of the web page.
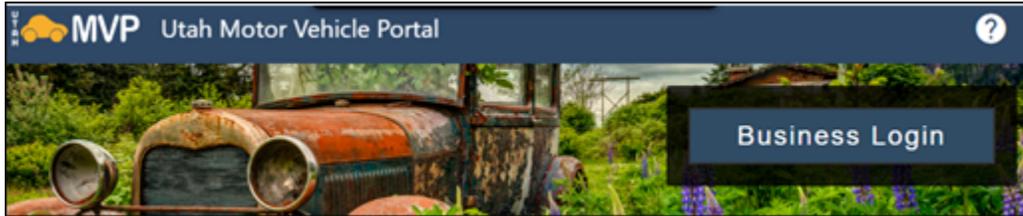
3. Click the **Sign Up** hyperlink located at the bottom of the login panel.
4. Select that you are a **Business**.
5. Select that you would like to manage **My IRP Account**, click **Next**.
6. Enter your account details. (**Please note: Details must match the IRP account on file**.)
   a. Business FEIN
   b. Account ID (IRP Account on file with the Motor Vehicle Division)
   c. PIN
7. Select Yes or No to receive mailed forms, click **Next**.
8. Create your desired username and password.
9. Select and answer the secret question, click **Next**.
10. Enter your name and contact details, click **Next**.
11. Review the Summary screen details, click **Submit**.
12. Once approved, you will be sent an email with confirmation.
13. Click the link in the email to create your username/password.
14. You may now login to MVP.

Two-Step Verification

Upon your initial login, you will be prompted to set up two-step verification via the following options-

● Authentication App
● Text Message
● Email

Click on the option you prefer to set up. Although recommended, if you prefer to not set up a two-step verification option, click the Disable hyperlink located under the options.

Account Home Screen

Below is an overview of the account home screen.
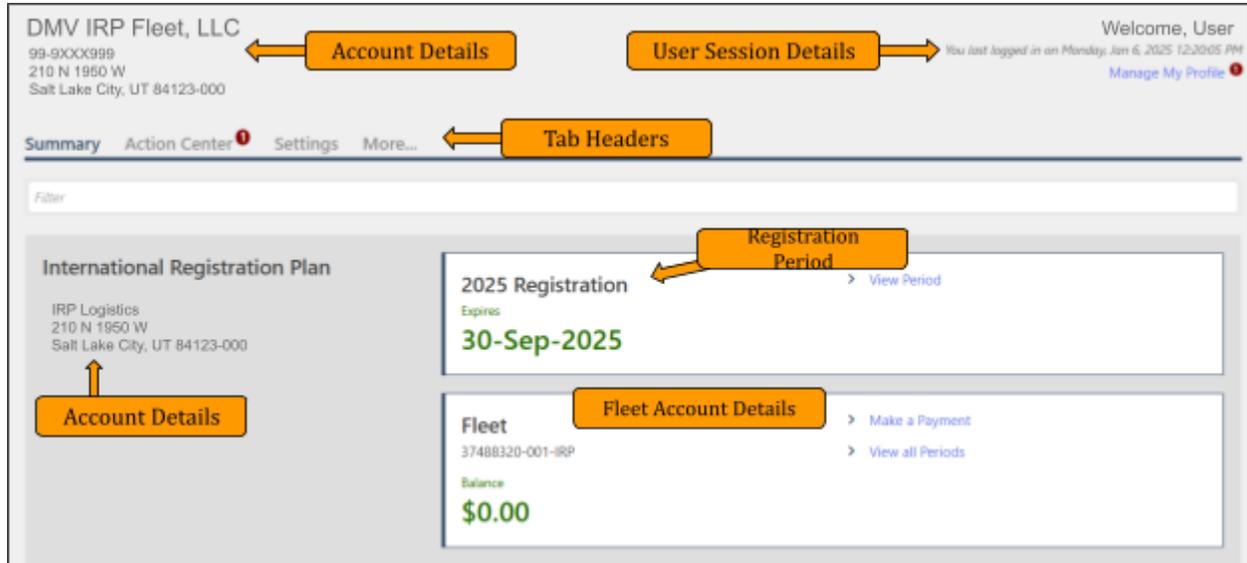
Tab Headers & Functions

- **Summary Tab**: Displays account details, Periods and current status.
- **Action Center**: Messages pertaining to your account are displayed here.
- **Settings**: Displays current access status and settings.
- **More**: View Submissions, Messages, Letters and Manage Access for your account.

Registration Period Screen

Action Tab Headers & Functions

- **Pending Tab**: Lists pending supplements that are waiting for actions.
- **Validations**: Displays all validations for each supplement (opened or closed) individually even if they are just informational validations.
- **Vehicles**: Displays current vehicles in the fleet for the registration period.
- **Reported Mileage**: Displays the mileage reported on the renewal for the start of the period.
- **Supplements**: Lists every supplement created in that period.
- **Period**: Displays a summary of the period activity and period payments.
- **More:** Gives access for all functions for transactions, such as; add vehicles, change vehicles or distances and make a payment. It also has training documents and where you would attach documents.

IRP Transactions

Add New Vehicle to Fleet

1. From the Home Screen, access the **Registration Period** of which you want to add the vehicle to by clicking the **View Period** hyperlink.
2. Click the **Add New Vehicle** hyperlink either from the quick links or from the **More** action tab.
3. Complete fields for vehicle details, such as;
   a. Unit number
   b. VIN (click Search to search VIN)
   c. Other vehicle information
   d. Owner name
4. Click **Next**.
5. Answer questions and complete fields related to:
   a. Lease information
   b. Carrier information
   c. Purchase information
6. Click **Next**.
7. Verify vehicle address
8. Answer questions for credentials, click **Next**.
9. Verify/enter weights, click **Next**.
10. Answer if you would like a permit, click **Next**.
11. Verify details, click **Submit**.
12. From the Period screen, click the **Submit** hyperlink.
13. Any amount due will be subtracted from your account balance. If you have no balance, you will need to make a payment prior to being able to print any credentials.
14. To print credentials, click the **View Letters** hyperlink located under the **More** tab.

**To finalize your transaction, all documents are required to be turned into the Motor Carrier Department.

Renew vehicles

1. From the Home Screen, access the **Pending Renewal option or Registration Period.**
2. Click the **Renew a Fleet** hyperlink.
3. Select the vehicles you want to renew. Vehicles are renewed using information from the previous registration period. Vehicles not selected now can be renewed later, as needed.
4. Click **Next**.
5. Review the list of vehicles, click **Submit**.
6. If any validations are needed, click on the validation type hyperlink and complete.
7. Review changes, click **Submit**.
8. If payment is due, click the **Make a Payment** hyperlink.
9. You may now print your credentials from the **More** action tab.
   a. Click the **View Letters** hyperlink.
   b. Locate the letters and print.

Other Transactions

The following transactions can all be accessed from the **Registration Period**.

- **Change Carrier information**- Access the **More** tab, click on **Change Vehicle**.
- **Change weight**- Access the **More** tab, click on **Change Vehicle**.
- **Plate replacements**- Access the **More** tab, click on **Change Vehicle**.
- **Delete a unit**- Access the **More** tab, click on **Change Vehicle**.
- **Make a payment**
- **Attach documents, such as;**
  - **Form 2290**
  - **Lease agreements**

**If you have any questions, please contact the Motor Carrier Department at 801-297-6800 or toll free at 888-251-9555.