

Motor Vehicle Portal IRP Transactions

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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.

DMV IRP Fleet, LLC 99-9XXX999 210 N 1950 W Salt Lake City, UT 84123-000	etails Welcome, User User Session Details You kast lagged in an Monday, Jan 6, 2023 12:22005 PM Manage My Profile
Summary Action Center Settings More	Tab Headers
International Registration Plan IRP Logistics 210 N 1950 W Salt Lake City, UT 84123-000	2025 Registration Expires 30-Sep-2025
Account Details	Fleet > Make a Payment 37488320-001-IRP > View all Periods Balance \$0.00

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

< DMV IRP Fleet, LLC			
31-Mar-2025	Balance (\$1,383.23) Account Balance	Make a Payment Submit Documents Transaction Quick	
210 N 1550 W Salt Lake City, UT 84123-000 Balance: (\$1 383.23)	•	Add a New Vehicle Links Renew a Fleet	
Pending Validations Vehicles	Reported Mileage Supplements Period	More Action Tab Headers	
Q Filter			
Registration			
Add a New Vehicle	Add a vehicle to your fleet.		
Change a Vehicle	Change a vehicle registration.		
Change Distances	Change reported distance for jurisdictions.		
> Renew a Registration	Renew a vehicle registration.		
Payment			
Make a Payment	Make a Payment		
Training			
Training Videos	IRP Training Videos		
Documents			
Submit Documents	Submit documents for vehicles in your fleet.		
Letters			
> View Letters	View letters sent by the agency		

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.