

## Request IRP Credentials

Welcome to the Washington State Department of Licensing, Prorate and Fuel Tax Services, Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

*These instructions are for Washington Prorated (IRP) customers who would like to request:*

- ✓ *replacement of cab cards*
- ✓ *replacement plates*
- ✓ *mm/yy tabs*
- ✓ *change of Motor Carrier responsible for safety*
- ✓ *correction or change to vehicle information*

*These instructions will outline the process for the replacement of cab cards. Multiple transaction types can be requested in one supplement.*

**Per WAC 308-91-040**

(2) General Provisions: The original cab card must be carried in or on the vehicle to which it has been issued. If you have renewed for a subsequent registration year but are still operating in the current registration year, you are required to carry both cab cards.

(3) Photocopies or other facsimiles (fax) of any cab card cannot be used for the power unit.

### **Request Credentials Process**

Once submitted, allow at least two business days for Motor Carrier Services (MCS) staff to process your request and for the payments to post to your account. You may be contacted for missing or inaccurate information. Credentials will be sent via USPS mail once your request is approved and your payment has posted.

### **Documents/Information needed**

Lease Agreement if changing Motor Carrier Responsible for Safety.

## Instructions for Request Credentials

Log into Taxpayer Access Point (TAP).

*Note:* For more information on how to log into your TAP account, see [How to log into TAP](#).

The screenshot displays the Taxpayer Access Point (TAP) interface for the Washington State Department of Licensing. The header includes the TAP logo and the text "Prorate and Fuel Tax Services" and "WASHINGTON STATE DEPARTMENT OF LICENSING". The main content area is divided into several sections:

- Menu:** Includes "Log Off", "Home", "Back", and "View Support ID".
- Navigation:** Includes "» My Accounts".
- TAP Help:** Includes "TAP How-To Videos" and "TAP Frequently Asked Questions".
- IRP TEST:** Displays Federal Employer ID (11-1111111), My Balance (\$3,249.41), Legal Name (IRP TEST), Physical Address (1661 ANTHEM LN SW TUMWATER WA), and Mailing Address (Add).
- Names And Addresses:** Displays the same information as the IRP TEST section.
- I Want To...:** Includes links for "View Profile", "Make a Payment", and "Register a New Account".
- Accounts:** A table showing account details. The "Account ID" column is circled in red, and the "0022307-0101" link is highlighted in blue with a red arrow pointing to it.

Account ID	Account Type	Name	Frequency	Address	Balance	Status
<a href="#">0022307</a>	IFTA	IRP TEST	Quarterly	1661 ANTHEM LN SW TUMW	0.00	Active
<a href="#">0022307-0101</a>	IRP Fleet	IRP TEST	Prorate Fisc	1661 ANTHEM LN SW TUMW	3,249.41	Active

2 Rows

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Under **Account ID**, select your **IPR Fleet Account** hyperlink.

**Taxpayer Access Point** Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home Back View Support ID

**Navigation**

My Accounts  
» IRP Fleet

**TAP Help**

TAP How-To Videos  
TAP Frequently Asked Questions

**IRP Fleet**

Federal Employer ID 11-1111111  
Prorate Fiscal Annual 0022307-0101  
My Balance **\$3,249.41**  
Pending **\$-3,249.41**  
Payment Source [Setup](#)

**Names And Addresses**

Legal Name IRP TEST  
Physical Address 1661 ANTHEM LN SW TUMWATER WA  
Mailing Address [Add](#)

**I Want To...**

[View Accounts](#)  
[View Profile](#)  
[Request Good Standing Letter](#)  
[Register a New Account](#)  
[Close Account](#)

**Recent Applications**

Filing Period	Application	Status	Jurisdictions	Vehicles	Fees	Balance	Actions
31-Dec-2018	<a href="#">2018 Renewal</a>	Finalized	59	1	3,249.41	0.00	<a href="#">Create New Supplement</a>

[Show History](#) [Filter](#)

[Recent Applications<sup>1</sup>](#) [Prior Applications](#) [Jurisdictions<sup>3</sup>](#) [Weight Groups<sup>1</sup>](#) [Vehicles<sup>1</sup>](#)

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Under **Actions**, click **Create New Supplement** hyperlink and **confirm**.

**Taxpayer Access Point** Prorate and Fuel Tax Services  
WASHINGTON STATE DEPARTMENT OF LICENSING

**Menu** Log Off

Home Back View Support ID

**Navigation**

My Accounts  
IRP Fleet  
» IRP

**TAP Help**

TAP How-To Videos  
TAP Frequently Asked Questions

**Attachments** Add

**2018 Supplement 2** [Submit](#) [Cancel](#) **Fee Summary**

Effective	20-Nov-2018
Apportioned Fees	\$0.00
Base Fees	\$0.00
Net Fees	\$0.00

**I Want To...**

[View Accounts](#)  
[View Profile](#)

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About The Tabs Below](#)

**Application** [Fees](#) [Messages<sup>0</sup>](#) [Letters<sup>1</sup>](#)

[Jurisdictions<sup>3</sup>](#) [Vehicles<sup>1</sup>](#) [Validations<sup>0</sup>](#)

**Vehicles and Weights** [Add Weight Group](#) [Hide History](#) [Filter](#)

Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active
TT-105500-002	Truck Tractor	105,500	105,500			<input checked="" type="checkbox"/>

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Click on the **Vehicles** tab to display current weight groups under **Vehicles and Weights**.

To request credentials, select the **Group** hyperlink the vehicle is in.

**IRP**

**Attention:** In order to receive credit for a deleted vehicle, the cab card must be signed and attached to your request. Use the Attachments section on the left hand side of the screen to attach your Signed Cab Card for credit.

**Weight Groups**

Weights **Vehicles** Group Vehicles

**Vehicles** Add / Change Vehicle

**Vehicles** Filter

Transaction Type	Unit	Year	Vehicle Make	VIN	USDOT	VehicleType
+ Add / Change Vehicle						

Save Cancel

Select the **Vehicles** tab, then click the **Add/Change Vehicle** hyperlink.

**IRP**

**Attention:** In order to receive credit for a deleted vehicle, the cab card must be signed and attached to your request. Use the Attachments section on the left hand side of the screen to attach your Signed Cab Card for credit.

**Weight Groups**

Weights **Vehicles** Group Vehicles

**Vehicles** Unit: 003 Remove Vehicle Copy row Add / Change Vehicle

**Transaction Information** **Vehicle Information**

Transaction Type	Change Vehicle	Vehicle Make	FORD - Ford
Unit	003	Model Year	2014
VIN	1FU654A6S54F6AS4D	Fuel Type	Diesel
TPO Number / Base Plate		Unladen Weight	16,900
Current Plate Number	11113RP	Purchase Price	25,000.00
Weight of Plate Turned In	0	Purchase Date	27-May-2017
Registration Credit Months	0	Number of Axles/Seats	3
WA Apportionment	0.00000	MSO (Manufacturing State of Origin)	No Yes

**Note:** Each vehicle will show on a separate Unit subtab.

In the **Transaction Information** section, select **Change Vehicle** for **Transaction Type**.

For **Unit**, enter the unit number you are requesting credentials for and tab once. All data fields will autofill. If you want to change the unit number, click into the field and enter the new Unit number.

In the **Vehicle Information** section, no changes should be made.

**Note:** If not making changes to Motor Carrier Responsible for Safety section, skip to [Page 6](#).

Motor Carrier Responsible for Safety			
Is This Vehicle Running Under a Lease?	<input checked="" type="radio"/> No	<input type="radio"/> Yes	Owner/Lessor (if applicable)
Carrier FEIN	111111111		IFTA Jurisdiction
USDOT	11111111		IFTA Account Number
Carrier Name	IRP TEST		IFTA Account Name
			No IFTA Account/Fuel Permit

In the **Motor Carrier Responsible for Safety** section, Lease and/or IFTA information can be changed.

**Lease information:**

Select **Yes** or **No** as appropriate for **Is This Vehicle Running Under a Lease?**

- **No** - Carrier FEIN, USDOT# and Carrier Name will autofill.
- **Yes** - Enter new USDOT# you are leased to. The Carrier FEIN and Carrier Name will autofill. Later you will be required to attach a copy of a completed leased vehicle listing form and the lease agreement.

**Owner/Lessor** - This field is not required, however it can be used if Legal Owner is different than registered owner.

**IFTA information:**

- **IFTA Jurisdiction** - Enter the base jurisdiction that issued the decal that will be applied to your vehicle. If base jurisdiction is not WA, IFTA account name and number fields will not open for entry.
- **IFTA Account Number** - If this field does not auto populate enter the WA based jurisdiction's IFTA license number you will be operating under.
- **IFTA Account Name** - Will autofill.
- **No IFTA Account/Fuel Permit** - If you will not be operating under the IFTA agreement (no IFTA decal or license) check this box.

**Registrant Requests**

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Select Additional Options

Temporary Authority

Replacement License Plate

Replacement Tabs

Replacement Cab Card

Remove Vehicle
 Copy row
 Add / Change Vehicle

Save
Cancel

In the **Registrant Requests** section:

- Select **Temporary Authority**. This allows operation of a vehicle pending issuance of permanent credentials.

*Note: For Temporary Authority eligibility see [WAC 308-91-050](#). The Temporary Authority will be located in your TAP Letters tab for printing once processed and approved by MCS staff.*

- Select **Replacement Cab Card**.
- If applicable, **Replacement Tabs** can be selected.
- If applicable, select **Replacement Plate**. If selected, **Replacement Tabs** and **Replacement Cab Card** will auto select as well. A reason for plate replacement must be selected from the drop down menu.

If you have additional vehicles to request credentials for, click **Add/Change Vehicle**.

When you have completed your request, click **Save**.

- Menu** [Log Off](#)
- [Home](#)
  - [Back](#)
  - [View Support ID](#)

**Attention:** Use the "Attachments" section on the left hand side of the screen to include documentation with your application.

A copy of your vehicle registration or title is required for all vehicles you are licensing under the International Registration Plan (IRP). The name listed on your registration or title must match the name on your IRP application.

A stamped Heavy Vehicle Use Tax Receipt (2290) is required to be submitted for all vehicles running combination 55,000 lbs gross vehicle weight (GVW) or more with a purchase date greater than 60 days.

A current Lease Agreement is required when you are using another carriers USDOT number as the carrier responsible for the safety of your vehicle(s).

- Navigation**
- [My Accounts](#)
  - [IRP Fleet](#)
  - [» IRP](#)

**2018 Supplement 12** [Submit](#) [Cancel](#)

Fleet	0022307-0101
Created	03-Dec-2018
Reported Jurisdictions	3
Registered Groups	1
Vehicles in Application	1
Pending Validations	0

**Fee Summary**

Effective	03-Dec-2018
Apportioned Fees	\$0.00
Base Fees	\$2.00
Net Fees	\$2.00

- I Want To...**
- [View Accounts](#)
  - [View Profile](#)

- TAP Help**
- [TAP How-To Videos](#)
  - [TAP Frequently Asked Questions](#)

**Application Status: Created**

To complete your application, use the tabs below to enter and/or view your information. Fees are calculated once jurisdiction, vehicle and weight information is entered.

[Click Here to Learn More About the Tabs Below](#)

[Application](#) | [Fees](#) | [Messages<sup>0</sup>](#) | [Letters<sup>1</sup>](#)  
[Jurisdictions<sup>3</sup>](#) | [Vehicles<sup>1</sup>](#) | [Validations<sup>0</sup>](#)

- Attachments** [Add](#)

**Vehicles and Weights** [Add Weight Group](#) [Hide History](#) [Filter](#)

Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active
TT-105500-002	Truck Tractor	105,500	105,500	1 Change		<input checked="" type="checkbox"/>

Click **Submit**.

Confirmation

Are you sure you want to submit this application? Please make sure you have attached all required documents (example: vehicle registration, 2290, lease agreement document etc.) before continuing.


Yes
No

Click **Yes** to confirm submission, and if applicable, that you have attached all required documents.

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Point

Prorate and Fuel Tax Services



WASHINGTON STATE DEPARTMENT OF  
**LICENSING**

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**Menu** Log Off

Home

Back

View Support ID

**2018 Supplement 12** Cancel

Fleet	0022307-0101
Created	03-Dec-2018
Submitted	03-Dec-2018
Reported Jurisdictions	3
Registered Groups	1
Vehicles in Application	1
Pending Validations	0

**Application Status: Submitted**

Your application has been sent to the Washington State Department of Licensing for processing. No changes can be made.

[Click Here to Learn More About the Tabs Below](#)

**Fee Summary**

Effective	03-Dec-2018	
Apportioned Fees	\$0.00	
Base Fees	\$2.00	
Net Fees	\$2.00	
Pending Payments	\$0.00	
<b>Pay Effective Balance</b>	<b>\$2.00</b>	

**I Want To...**

[View Accounts](#)

[View Profile](#)

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**Navigation**

My Accounts

IRP Fleet

» IRP

**Vehicles and Weights** Hide History | Filter

Group	Group Type	Default Weight	Base Weight	Activity	Messages	Active
TT-105500-002	Truck Tractor	105,500	105,500	1 Change		<input checked="" type="checkbox"/>

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**TAP Help**

TAP How-To Videos

TAP Frequently Asked Questions

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Your request is now submitted.

This concludes our instructions. Thank you.

If you need further assistance, contact MCS staff 360-664-1858 or [MotorCarrierServices@dol.wa.gov](mailto:MotorCarrierServices@dol.wa.gov).

*The Invoice will process overnight and will be available to view or print the following day.*

**Reminder:** Allow at least two business days for MCS staff to review and process your request. **Payments** may take two business days to post to your account. Credentials will not be mailed until your request is approved and your payment has posted.

Click the link for Additional [TAP instructions](#).