

Taxpayer Access Point step-by-step introduction IRP Accounts

What to know before you begin:

What you will need in order to gain access to your IRP TAP accounts:

- IRP account number (example #####-###-IRP) Provided by Motor Carrier Services
- Zip Code associated with account, and Utah miles from original supplement or Fleet Renewal.



Do not use your browser's back or forward buttons while logged into TAP, please use the links provided on each TAP screen to navigate. Abuse of TAP privileges may result in the revocation of TAP access.

Review carefully all IRP applications before submitting. Submitted applications are final and you will be held responsible for any fees due. Submitted applications cannot be reversed.

Due to the processes used to view and print IRP invoices, Temporary Permits and Cab Cards, you will need to have Adobe Reader installed on your computer. This free program is available for download at [HTTP://get.adobe.com/reader](http://get.adobe.com/reader). IRP invoices, permits and cab cards will open in a new tab or a pop up window; to allow pop-up windows you will need to set your browser to allow pop ups from the TAP system.

Gaining Access to TAP:

Access TAP at <http://taxexpress.utah.gov/>. Once the screen pops up you will see several tax types to choose from. Click the "Sign Up" (International Registration Plan) button; choose type of access from drop-down menu, then click continue.

Fill in required fields, click "Ok". Fill in Login information, click "Submit". Record your confirmation number. Check your email for a message from TAPSupport@utah.gov. This message will contain a web link and authorization code you will need the first time you log in to TAP. Click the blue "Click here to log into TAP" link. Your browser will open to the TAP login page. Enter your password and click the "Login" button. Click the "Select account type" drop down box, and choose the account type. Click "Ok". Click the "IRP account information" link. Enter your account number, Zip Code and Utah miles from Original application or Fleet Renewal. Click "Submit". Record your confirmation number then click "Ok" on the confirmation screen. Your account number will appear as a blue hyperlink. You can then also add access to your IFTA and/or SFU accounts. (You may need to click the "Home" button if you do not immediately see your account number.)

Self-plating and Reporting Agents (3rd party) access will require additional verification through Motor Carriers. If you already have a TAP Login, go to <https://tap.tax.utah.gov/TaxExpress> and click the "Log In" button as a returning user.

Main Page:

From this screen you can access each account you have set up for TAP access. You can also see the outstanding (Red) balance for each account and/or Credit (Green). Through the “My Profile” box you may change your Login Profile, Change password and Cancel Your online access. The “Add access to another account” box is to add additional accounts to your TAP access. The “Make Multiple Payments” box is so you are able to make one payment, but have it go to different accounts and/or applications. The “Requests” link allows you to see the applications and payments you have made to your accounts that have been submitted, but not yet processed by the USTC, and those that have been recently completed.

IRP Account Summary:

After clicking the link to your IRP account from the main page, you will arrive at the Account Summary. You will find here a list of all IRP applications, their status, and any fees due. You will also find the links (blue) to “Create New Supplement “for each available registration period. At the beginning of a renewal period, a “Create Renewal Application” link will appear to allow the online filing of your IRP renewal.

Please note: All applications submitted through TAP will not be finalized by Motor Carrier Services until necessary paperwork is received by our office. (ie: IRS2290, emissions, safety inspections and MCS150 form).



Please review all applications carefully before clicking the Submit button. And always watch for a Red Exclamation Point (!) or any “Show Errors” links on the “Manage My Jurisdictions link, or on any weight group. These indicate there are errors that need to be corrected before submitting an application.

Printing:

If you would like to print an invoice, temporary permit or cab card for the application you just created, please make sure to close the application and go back into it, then click the “My Letters” box and the letters for that application will appear. If you would like to view all letters for that account, just click the “My Letters” box without closing the application you are in.

Filing an IRP supplemental Application or Original Fleet Renewal:**Original Fleet Renewal:**

After you receive your renewal packet in the mail, the new registration period will be available in TAP. Click the “Create Renewal Application” link in the new registration period.

Under the Blue “Schedules” bar, you will select the “Manage My Jurisdictions” (blue link)

And enter how many power units you are renewing in the “Number of Power Units” field. Then, click on the blue “Jurisdiction Information” link, where you can enter all your miles for each jurisdiction and/or select “Base Est” by clicking on the box for that jurisdiction in the base estimates row. (**Note:** If you put in your own estimated miles,

please make sure you change the Estimated Box to 1st year, and fill in explanation for estimated miles on main page of schedule).

Go back to main page and enter mileage in the “Total Miles Reported” box. Click “Save”. You will need to go into each weight group to calculate fees and to make any changes to your units. Once inside the weight group, you can edit the Weight Group Default Weight. (please see weight increase).

Click on the “Vehicles” tab to make any changes to your units, Renew, Don’t Renew, and Plate replacements. Make sure to add all Emissions, Safety Inspections and HVUT (2290) where needed. Once you have made all changes to your units, click the “Save” button on the bottom of the screen. You will follow this step for each weight group. Back on the Main Page of your renewal, you will then click the “Submit” box. Once your application has been submitted, you can click on the “My Letters” box to print the invoice. If you choose to pay for your renewal on the TAP system, you then click the “Make a Payment” box.

Please note: Once you have filed your renewal on TAP you must turn in all necessary paperwork in order for Motor Carrier Services to process the renewal.

Reinstate Vehicle:

Click the blue “Create New Supplement” link.

Click the correct weight group for which you are renewing the unit.

Once in the weight group, click the vehicle tab. In the drop down box, click renew, then tab to unit # field and type in unit #. It should populate the vehicle information. Add all emissions, safety and certificates and IRS2290 that are needed. After all units are entered you want to renew click the “Save” button at the bottom of the screen.

Click “Submit”.

Click on the “My Letters” box to print invoice, and if you want to make a payment, click on the “Make a Payment” box.

Add a Vehicle:

If the vehicle you are adding is going into a weight group you already have, then click on that weight group after creating the supplement. If not, you will need to set up a new weight group. (See Adding a Weight Group”.

Once you are in the weight group, click on the “Vehicle” tab. Select “Add Vehicle” from the drop down box and enter the VIN (Vehicle Identification Number). Enter the unit #, and follow the flow down the list. **Note:** Tap will generate some information. Please make sure to check it over to make sure all information is correct. After all information has been filled in, click the “Save” button at the bottom of the screen. If permits are required, click the “Validations” link, then click the “Permits Required” link and mark the box for all units needing a temporary permit.

Click the “Submit” box.

Click on the “My Letters” box to print the invoice and temporary permit.

Note: If property tax should be exempt please contact Motor Carrier Services to have the application re-billed. And while entering the vehicle information, if there are any “Stars” or Vin Validation states “Internal Error” this indicates a problem with the VIN entered, any you need to verify that the VIN entered is correct and not missing any characters. Correct if necessary. If the unit is brand new and

purchased in the current year, make sure to mark the “Purchased New” box and the “Property Tax Exempt” box, and property tax should be exempted by the system.

Delete Vehicle and Transfer Fees:

Fees can only be transferred from a deleted power unit to an added or renewed power unit on the same fleet. The credit will stay on the account for 10 day. The same steps apply to adding a unit as stated before; you will need to create an application and enter the added unit to the power unit weight group for which you would like it to be registered. To delete a power unit, go into the weight group that the deleted unit was in, then choose “Delete” from the drop down box. Tab down to the unit number field and type in your unit number and tab out. It should automatically pull the information for the unit # entered. Once all information for the Added & Deleted units is entered, click “Save” at the bottom of the screen. Back at the main screen, you will be able to select temporary permits (if needed).

Click the “Submit” box.

Click on the “My Letters” box to print invoice and temporary permits.

Note: Plate and cab card for deleted unit must be turned in to Motor Carrier Services within 10 days of the supplement being billed, or fees will not be transferred.

Change a Vehicle, Plate or Decal Replacement and Duplicate Cab Cards:

To make a change to any of your units, you will “Create a Supplement” and select the weight group in which the unit is located.

In your trans list drop down box, select “Change Vehicle”. Tab to Unit # box and type in the unit # of the vehicle you are changing.

Plate Replacement: You will select “New Plate” and select which plate type from the drop down box. A decal will automatically be issued as well.

Decal Replacement: Repeat the steps above, but don’t select “New Plate”, just mark the new decal box.

Duplicate Cab Card: Repeat steps above, but don’t mark “New Plate” or “New Decal” then Click “Save” at the bottom of the screen.

Click “Submit”.

Click on the “My Letters” box to print invoice.

Note: You are unable to change a Unit #; the only time a Unit # can be changed is at the time your renewal is billed.

Add, Modify a Weight Group:

Add a Weight Group: Select the blue “Add New Weight Group” link. Once inside, you will select the “Vehicle Group Type” i.e.: Power Unit, Trailer or Bus).

Give it a group name (example: 080 for 80,000 lbs).

Then select the “Weight/Axles” and make sure all the jurisdictions say the correct weight.

If you need certain jurisdictions at a higher weight (like Idaho for example), click the “Weights” tab, and click the override box on the right of the jurisdiction, then enter the

higher weight in the “GVW” box. (Example 106,000 for Idaho). Click “Vehicles” tab, select “Trans” and on the drop down box choose “Move”, then tab to the Unit # box and type in the Unit # of the vehicle you want at the new weight.

Click “Save”. Click “Validations”, then “Permits Required” and mark the box for any units you want a permit for.

If you are changing a current weight group, you will select the weight group you wish to modify. Make necessary changes in GVW after clicking on the override box, to higher weights as shown in example above.

Note: When changing an existing weight group, it will affect all units already in that weight group. If you need the changes to affect only 1 unit, then you should make a new weight group. Also, Do Not add a new weight group for a unit if you already have a weight group with the same “Weight Group Name” or same weights, as it will cause a “Duplicate Weight Group” error, and won’t allow the application to be submitted.

Click “Submit”.

Click the “My Letters” box and print invoice and temporary permits.

Note: You are able to get a 30 day Temporary Permit for a weight change.

Add a Jurisdiction:

Click the “Create a Supplement” link.

Select the blue “Manage My Jurisdictions” (TC-899B) link.

Once inside, you have many options. You can “Select All Jurisdictions”, which will mark all jurisdictions including Canadian Jurisdictions. “Select US Jurisdictions & DC” which will select all US Jurisdictions and Washington DC, or “Select Canadian Jurisdictions” which will select all Canadian Jurisdictions. If you are adding jurisdictions and using your own estimated miles, you will need to explain in detail in the “Estimated Miles Explanation” box on the main page of this schedule. Or, you can use Base Estimates by marking the “Base Est” box on the Main Page for all the jurisdictions, or mark the “Base Est” box for each jurisdiction individually inside the “Schedule B”. Click on the “Main” tab, and enter “Total Miles”, which are the total miles for all the jurisdictions.

You will then need to open each weight group to calculate fees, then click “Save” on each weight group.

Click “Save”.

Click “Validations” and “Permits Required” and select and units you need permits for.

Click “Submit”.

Click the “My Letters” box and print invoice and temporary permits (if needed).

***Note: Once you are in an application, you can click on “Fee Summary” to see the breakdown of the fees for that application, and fees per vehicle. Please make sure you go over all the information you have entered to verify everything is correct before submitting the application through the TAP system.**

Detailed line-by-line instructions are included with all IRP forms, and can be accessed by clicking on the following link: <http://motorcarrier.utah.gov/>.

If you have further questions about gaining access to TAP please go to <http://taxexpress.utah.gov> and follow the Tax Training and Tutorials, Taxpayer Access Point (TAP) Tutorials.