New Jersey
Motor Vehicle
Commission

mCarrier Web Site Instructions
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Accessing the mCarrier™ Application

The web browser installed on the user’s personal computer provides access the mCarrier application. Users must have a valid IRP Account Number, PIN Number and the URL for the mCarrier application. Figure 1-1 shows the User Login screen. The IRP system does not work well with all web browsers: We recommend an up-to-date Microsoft® Internet Explorer browser on this application.

![User Login screen](image)
When the user has successfully logged in, the mCarrier Common Customer Profile (Figure 1-2) appears.

![mCarrier Common Customer Profile](image)

To log out of the mCarrier application, select Logout from the horizontal menu (Figure 1-2). The User Login screen again appears.

**Functions Available to Web User**

1. Renew Fleet
2. Add Jurisdiction
3. Duplicate Cab Card
4. Reprint Invoice
NOTE: When processing the renewal — The Supplement Continuance feature allows users to stop at any point during a supplement transaction without canceling the transaction and having to start all over at later time. Using the supplement continuance feature, the user may quickly access unfinished supplement transaction at the point where the last work was completed and resume processing.

1. Select Customer Activity from the Common Customer Profile (Figure 2-1).
2. Select IRP Fleet (click on the Fleet No blue line) from the Common Customer Activity Information (Figure 2-2).

![Figure 2-2. Common Customer Activity Information – IRP Fleet selection]

3. Select Renewal from the IRP Main Menu (Figure 2-3).

![Figure 2-3. IRP Main Menu – Renewal selection]

4. Click SUBMIT. The Account screen (Figure 2-4) appears.
Update Account Contact Information

The Account screen (Figure 2-4) allows users to update account contact information while processing the fleet renewal.

**NOTE:** When processing the renewal – For the changes to business address, mailing address, and name(s) please contact NJMVC IRP unit.

1. Complete all required fields. Complete optional fields, as appropriate. Click HELP to access field descriptions and other useful information.

![Figure 2-4. IRP Renewal – Update Account](image)

2. Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The Renew Fleet screen (Figure 2-5) appears.
Renew Fleet Information

The Renew Fleet screen (Figure 2-5) allows users to update fleet contact information, insurance information and registrant’s phone number for the fleet while processing the renewal.

1. Complete all required fields. Complete optional fields, as appropriate. Click HELP to access field descriptions and other useful information.

2. Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The Mileage screen (Figure 2-6) appears.
Update Jurisdiction Mileage

The Mileage screen (Figure 2-6) allows users to update jurisdiction mileage information.

**NOTE:** If you choose to provide your own estimates, you will need to estimate the miles for year of operations and give a detailed explanation of how you estimated the operation. A Comments screen will be displayed for you, so that you may enter this explanation.

Per Section 315 of International Registration Plan (IRP), NJ may reject an Applicant’s estimates of distance due to inadequate documentation.

1 Complete all required fields. Complete optional fields, as appropriate. Click HELP to access field descriptions and other useful information.

2 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The Weight Group Selection screen (Figure 2-7) appears.
Weight Group Selection

The Weight Group Selection screen (Figure 2-7).

**NOTE:** To update a weight group, or to add a new weight group, please contact NJMVC IRP unit.

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**Figure 2-7. IRP Renewal – Weight Group Selection**

1. Click SUBMIT to continue to the Vehicle Selection Menu (Figure 2-8).
Process Vehicle Information

The Vehicle Selection Menu (Figure 2-8) allows the user to select the desired renewal: Straight Renewal is the only option available to you.

![Figure 2-8. IRP Renewal – Vehicle Selection Menu](image)

**Straight Renewal**

Select the Straight Renewal option if the renewal *does not* include delete, amend or add vehicle changes.

**NOTE:** If vehicle(s) need to be changed (amended), added, or not renewed please contact NJMVC IRP Unit.
Generating an Invoice with the IRP Billing Screen

Regardless of the type of renewal, the Billing screen (Figure 2-9) appears once the user completes the renewal process.

![Image of IRP Billing screen]

Figure 2-9. IRP Renewal – sample renewal Billing screen – Before fees are computed

**NOTE:** To request Temporary Vehicle Registration click on TVR box. TVRs are issued for 15 days only.

Before Cab Cards can be issued, you must supply all required documentation to the NJMVC IRP Unit.

The Billing screen computes fees for the renewal and generates an invoice. *When the Billing screen appears, the system has not yet computed the fees.*

1. Click SUBMIT to compute the fees (Figure 2-10).
2 Select a Delivery Option for delivering the resulting invoice. Click Help for details.

3 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The system generates an Invoice Statement along with the Invoice and a Document Shortage letter, which lists documentation that is still needed (if applicable to your renewal), which the user may view by clicking the link(s) as shown in Figure 2-11.

4 The IRP System generates the following items: Click SUBMIT. If there are no errors, click SUBMIT again to confirm.
• Invoice
• Document Shortage

Click on the “hyperlink” BLUE LINE(S) to view each document. These are links to the documents, and you may save the document on your own hard drive.

Recording Payments and Issuing Temporary Vehicle Registration (TVR)

This section describes how the user applies a typical payment to the carrier account for a specific supplement, resulting in the issuing of Temporary Vehicle Registration (TVR).

1. Select Payment from the horizontal menu (Figure 2-12).

![Figure 2-12. IRP Main Menu – Payment selection](image-url)

2. Payment Menu (Figure 2-13) appears. Select Payment Method by clicking on Credit Card.
3 Click SUBMIT the Supplement Selection List (Figure 2-14) appears.

4 Select the supplement to apply the payment. The Payment screen (Figure 2-15) appears.

**NOTE:** In this case, there is only one supplement because it is a renewal supplement. If there were more than one supplement to pay, the system would automatically determine the one to pay first. All supplements must be paid in the same order in which they were created.
5 Complete the credit card information.

6 Select a Delivery Option for the resulting Temporary Authorization if one request at billing time.

7 Click SUBMIT. If there are no errors, click SUBMIT again to confirm. The IRP Main Menu again appears (Figure 2-16).

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**Figure 2-15. Payment screen**

**Figure 2-16. Payment and Temporary Vehicle Registration successfully processed**
The IRP system generates the Temporary Vehicle Registration (TVR). Click on the *BLUE LINE* to view TVR. This is a link to the document, and you may save the document on your own hard drive.
Processing IRP Supplements

In addition to registering new accounts, fleets and processing renewals, the IRP System performs a variety of supplemental transactions. The external user (carrier) can perform two supplements: Add Jurisdiction and Duplicate Cab Card.

Processing a Supplement with the Supplement Menu

From the Supplement Menu, users can process the following supplements:

- Add Jurisdiction
- Duplicate Cab Card

NOTE: Remember when processing a supplement – The Supplement Continuance feature allows the user to stop at any point during the processing of a supplement transaction without having to cancel the transaction and start again. Using supplement continuance, the user may quickly access the unfinished supplement transaction at the point where the user completed the last work, and resume processing.

IF YOU HAVE QUESTIONS PLEASE CALL (609) 633-9399.