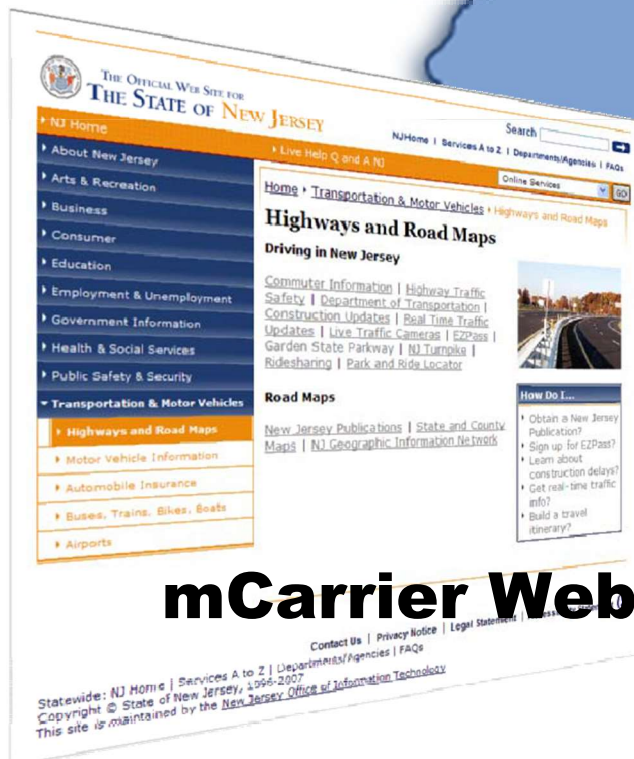# New Jersey

Motor Vehicle

Commission

mCarrier Web Site Instructions
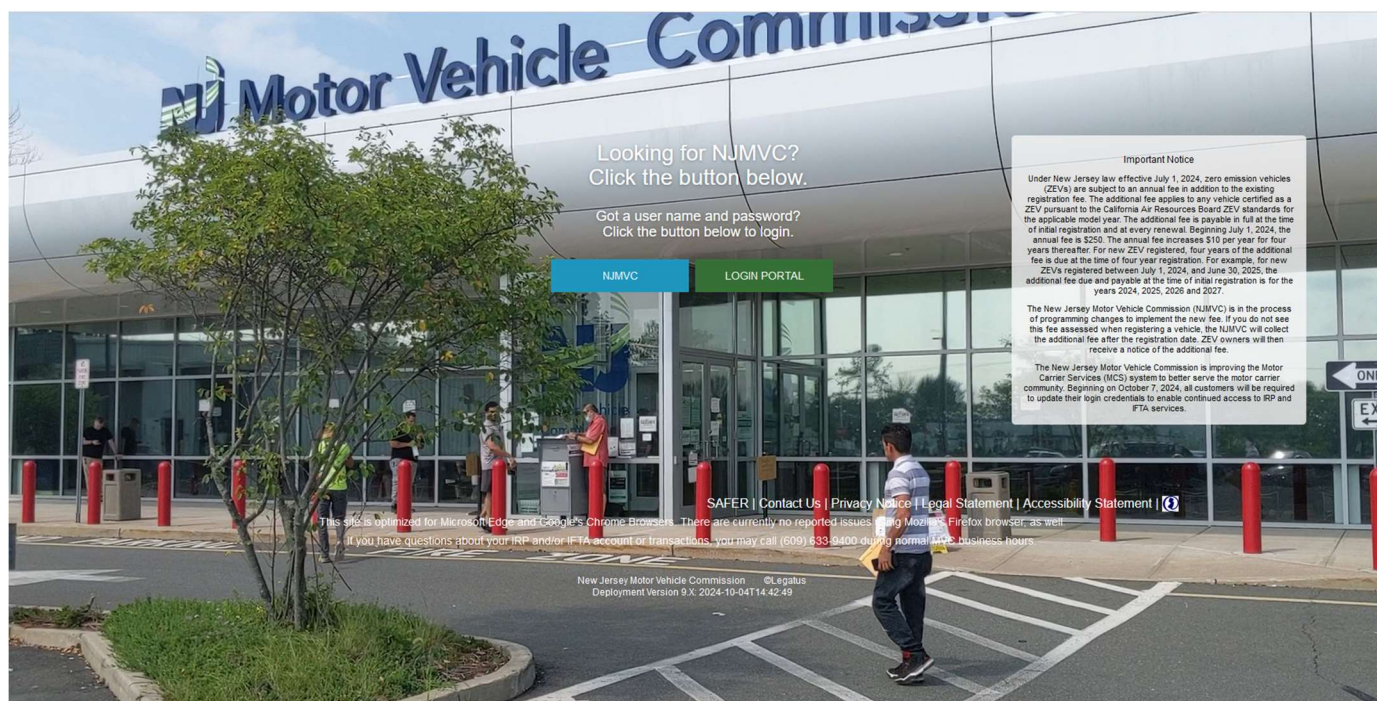
Table of Contents

Getting Started with mCarrier

Creating your mCarrier Profile.

STEP 1: To create a username and password, navigate to the IFTA or IRP login screen and select "New User."

STEP 2: Complete the registration form and submit your information.

Note: Shown side-by-side for illustrative purposes only
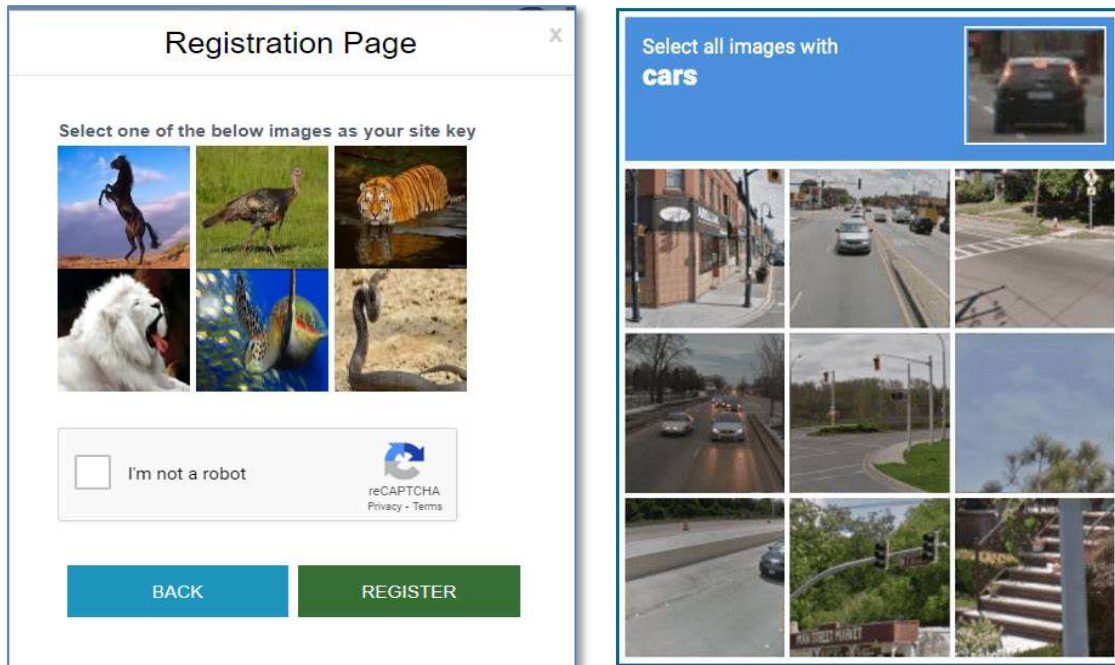
In this step the application user performs a security check, known as a "robot" challenge, to help avert automated scripts and programs from using the system.

MCS will receive an email notification to grant access to the system. Upon your account's approval, an email will be sent to the customer that looks like the below image. Customers can select "Add Process Agent." Provide the TIN or SSN and select the consultant to grant them access if they choose to. Use "Deactivate Agent" to remove their access.

INFORMATION: Access Granted

E   emailservices@mvc.state.nj.us
     To johndoe@johndoe.com
     Cc

From NJMVC

Access granted to a user associated with this email address.

This is an automated notice. Please do not reply.

If you have questions, contact
Motor Carrier Services (609) 633-9400.

NJMVC
New Jersey Motor Vehicle Commission
DRIVING **NJ** FORWARD
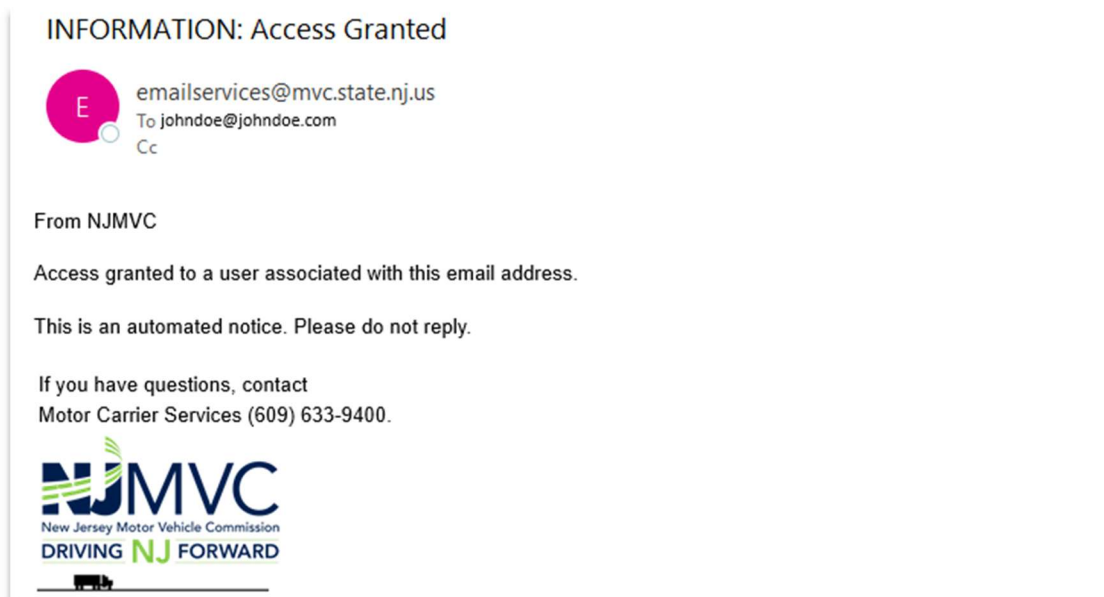
IF YOU HAVE QUESTIONS PLEASE CALL (609) 633-9400.

When the user has successfully logged in, the mCarrier Common Customer Profile (Figure 1-2) appears.

Figure 1-2. mCarrier Common Customer Profile

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

These IRP Functions Are Available to Web User

- Renew Fleet
- Replace Plate/Tow Truck Sticker Information
- Cab Card Correction
- Duplicate Cab Card
- Payment
- Reprint Cab Card
- Reprint Invoice
- Reprint Temporary Vehicle Registration
- Reprint Renewal Notice

> **NOTE: When processing the renewal** – The following sections emphasize "Renew Fleet" because that is the most common function needed by web users.

Processing an IRP Fleet Renewal

Processing the Renewal

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).

Figure 2-1. Common Customer Profile – Customer Activity selection

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

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.

Figure 2-5. IRP Renewal – Update Fleet

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.

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1   Complete all required fields. Complete optional fields, as appropriate. Mileage must be actual and not estimated. Click HELP to access field descriptions and other useful information.

Figure 2-6. IRP Renewal – Update Mileage

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.

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: Deletions may be completed here during the renewal.

Figure 2-8. IRP Renewal – Vehicle Selection Menu

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 deleted 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.

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

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).

Figure 2-10. IRP Renewal – sample renewal Billing screen – After Fees Are Computed

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.

Figure 2-11. Sample Invoice generated message

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 blue hyperlink lines 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).

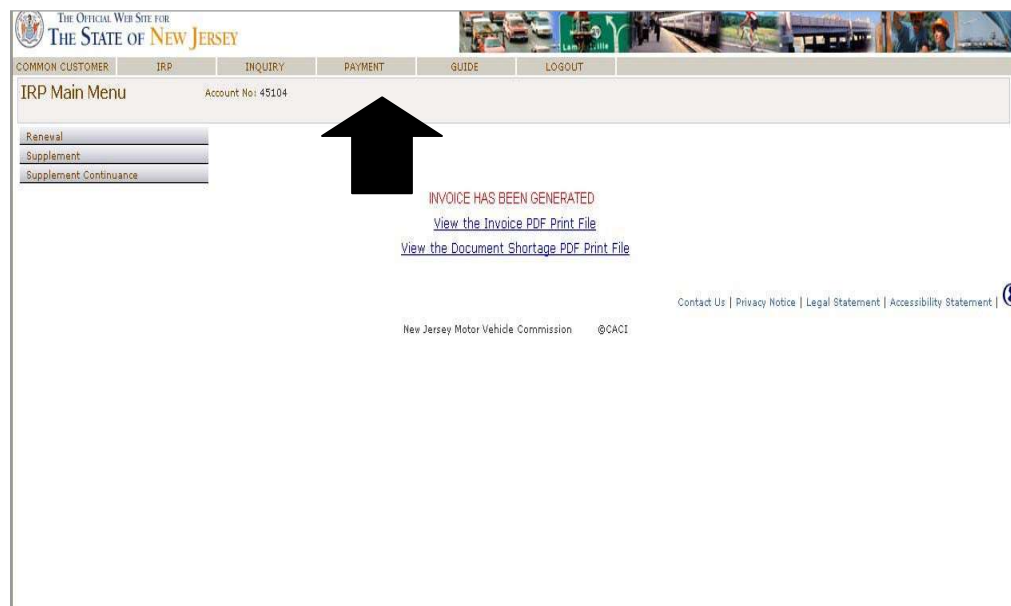**1** Select Payment from the horizontal menu (Figure 2-12).

Figure 2-12. IRP Main Menu – Payment selection

2 Payment Menu (Figure 2-13) appears. Select Payment Method by clicking on Credit Card or EFT (Online Checking).

Figure 2-13. Payment Menu

3 Click SUBMIT the Supplement Selection List (Figure 2-14) appears.

Figure 2-14. Supplement Selection List

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.

Figure 2-15. Payment screen

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).

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 other supplements.

Processing a Supplement with the Supplement Menu

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

- Replace Plate/Tow Truck Sticker Information
- Cab Card Correction
- 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.

IFTA Functions Available to Web User

IFTA Quarterly Tax Returns

1. Log into the customer's account application. Figure 3-1 shows the Customer Login screen.

Figure 3-1. Customer Login

We recommend an up-to- date Microsoft® Edge browser on this application.

2. Click Quarterly Tax Return listed on the welcome screen (Figure 3-2).

Figure 3-2. Welcome NJMVC IRP/IFTA Program

3. Select SUBMIT to begin the Quarterly Tax Return process (Figure 3-3).

Figure 3-3. Quarterly Tax Return

4. The next page is the Reporting Period Information screen (Figure 3-4).

Figure 3-4. Reporting Period Information

    a. Reporting Period Information
        i. Reporting Period: Select the quarter you're filing.
        ii. Year: Select the year for the quarter being filed.
        iii. In house: Leave unchecked.
        iv. No Operation: If there was no operation during the select quarter and year. Check this box.
        v. Amendment: Only select this if you have made a prior payment on the same quarter being filed.
    b. Fuel Types: Select the fuel type for the return. Note, only one type can be selected per tax return.

5. Click SUBMIT twice to continue

6. You'll now see the tax return input (Figure 3-5). This screen pops over the main window behind it. A customer must have the following to continue.

a. Total miles traveled and a breakdown for each jurisdiction driven in.
b. Total gallons purchased and where the fuel was purchased.

Figure 3-5 IFTA Quarterly Tax Return

7. Fill in the Total Miles Traveled and Total Gallons Purchased. Breakdown the total miles and gallons purchased for each jurisdiction, I.E., 1891 total miles, but 839 NJ and 1052 PA.

8. Select 'File Tax Return', verify the information is accurate, if everything looks good, click SUBMIT until you see that your invoice was generated.

9. Click on the blue invoice hyperlink, print out for your records or to mail in with your payment. (If the tax return gives credit, print the refund letter then sign and mail it in, only the customer can sign the letter, no consultants.)

10. To pay invoice online, select 'Payment' at the top of the screen.

Figure 3-6 Payment

11. Select your Payment Method then click SUBMIT.

12. Check the box next to the tax return then click SUBMIT again.

13. Once payment is complete. The tax return is finished.

Purchase Additional Decals

1. Log into the customer's account application. Figure below shows the Customer Login screen.

Figure 3-7 Customer Login

2. Once logged in, select "Additional Decals".

Figure 3-8. Welcome NJMVC IRP/IFTA Program

3. Enter the number of decals you wish to add into the box, then click SUBMIT twice to continue. Please note that you may only add a total of two (2) decals online. If you wish to have more added, you will need to reach out to the Motor Carrier Services department and submit the proper documentation when requested.

Figure 3-9 Additional Decals

4. Confirm the details of the screen and click SUBMIT to continue. You may need to press it again to confirm (Figure 3-10).

Figure 3-10 IFTA Billing

Continue a previously started IFTA Quarterly Tax Return

1. Log into the customer's account. Figure 3-11 shows the Customer Login screen.

Figure 3-11 Customer Login

2. Log into the customer's account. Figure 3-12 shows the Common Customer screen.

3. Select "Continue an Unfinished Transaction (Supplement Continuance)".

Figure 3-12. Welcome NJMVC IRP/IFTA Program

4. Select the Fleet Number to continue.

Figure 3-13. Customer Activity

5. Enter the year for the supplement and click SUBMIT.

Figure 3-14 Supplement Continuance

6. Select the Supplement Number to continue. If the supplement has been closed prior, you will not see it on this screen.

Figure 3-15 Supplement Selection

7. Once all adjustments have been made, click SUBMIT until it has been invoiced and select payment. At this point, go to Step 10 (see page 21, above) within Quarterly Tax Returns to continue with your payment.