



IRP, IFTA, Trip/ Fuel/ Hunters Permits  
E-Mail: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)

UCR & GIMC/UCR-GA  
E-Mail: [ucr.gimc@gsp.net](mailto:ucr.gimc@gsp.net)

Oversize/Overweight Truck Permits  
E-Mail: [gapermits@promiles.com](mailto:gapermits@promiles.com)

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## Topics

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## (New IRP Customer)

- Follow the steps in this section if you **DO NOT** have an existing IRP Account.
  - You will need a USER ID and PASSWORD before access is granted to the IRP Online system.
  - After completion of the following steps, a USER ID and PASSWORD will be provided.
  - It is your responsibility to maintain a valid email address with the Department.
1. Use a valid email address to send all required documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)
  2. Complete name of Applicant applying for IRP system access.
  3. Email address of Applicant applying for IRP system access.
  4. Proof of a [Georgia Established Place of Business or three proofs of Georgia Residence](#).
  5. Proof of valid Georgia title and/or Notarized Lease if leasing.
  6. Complete [T-239 \(Schedule "G"\)](#), [T-138 \(Vehicle Schedule "A"\)](#), [T-139 \(Distance Schedule "B"\)](#).
  7. Proof of Liability Insurance (insurance card, insurance binder, or certificate of insurance).
  8. Copy of Applicant's current driver's license.
  9. If Applicable: [IRS form 2290 \(for vehicles with weights more than 54,999lbs\)](#).
  10. If Applicable: Employment Lease/Contract w/USDOT # if not operating under own authority.
  11. The Department will email USER ID and PASSWORD within 2-3 business days.
  12. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.

## (Existing IRP Customer)

- Follow the steps in this section if you **DO NOT** have an existing IRP Account.
  - You will need a USER ID and PASSWORD before access is granted to the IRP Online system.
  - After completion of the following steps, a USER ID and PASSWORD will be provided.
  - It is your responsibility to maintain a valid email address with the Department.
1. Use a valid email address to send all required documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)
  2. Business name
  3. IRP account number
  4. TIN on the account number (Taxpayer Identification Number)
  5. Non-Business Owners and Service Providers must provide a copy of a notarized Power of Attorney. If you are the business owner completing this application, this is not required.
  6. The Department will email USER ID and PASSWORD within 2-3 business days.
  7. Use USERID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.

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## (Service Providers)

- Follow steps in this section if you are a Service Provider for a new or existing IRP Account(s).
- You will need a USER ID and PASSWORD before access is granted to the IRP Online system.
- After completion of the following steps, a USER ID and PASSWORD will be provided.
- It is your responsibility to maintain a valid email address with the Department.
- Surety Bonds & Power of Attorneys must be updated prior to expiration dates to maintain access.

### Setting up Service Provider Accounts:

1. Use a valid email address to send all required documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)
2. [Notarized Surety Bond form](#) which includes bond number, \$50,000 minimum, and effective date.
3. [Notarized Service Provider Application Form](#).
4. The Department will email USER ID and PASSWORD within 2-3 business days.
5. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in the [Change Password](#) section.

### Adding a New IRP Customer to a Service Provider Account:

1. Use a valid email address to send all required documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)
2. Service Provider Business Name.
3. Service Provider Account Number.
4. Notarized Power of Attorney.
5. New IRP [Proof of a Georgia Established Place of Business or three proofs of Georgia Residence](#).
6. New IRP Proof of valid Georgia title and/or Notarized Lease if leasing.
7. New IRP Account Business Name.
8. New IRP Account TIN (Taxpayer Identification Number).
9. Complete [T-239 \(Schedule "G"\)](#), [T-138 \(Vehicle Schedule "A"\)](#), [T-139 \(Distance Schedule "B"\)](#).
10. Proof of Liability Insurance (insurance card, insurance binder, or certificate of insurance).
11. If Applicable: [IRS form 2290 \(for vehicles with weights more than 54,999lbs\)](#).
12. If Applicable: Employment Lease/Contract w/USDOT # if not operating under own authority.
13. The Department will email USER ID and PASSWORD within 2-3 business days.
14. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.

## **Adding an Existing IRP Customer to a Service Provider Account:**

15. Use a valid email address to send all required documents to: [commercial.vehicles@dor.ga.gov](mailto:commercial.vehicles@dor.ga.gov)
16. Service Provider Business Name.
17. Service Provider Account Number.
18. Notarized Power of Attorney.
19. Existing IRP Account Business Name.
20. Existing IRP Account TIN on the account number (Taxpayer Identification Number).
21. The Department will email USER ID and PASSWORD within 2-3 business days.
8. Use USER ID and PASSWORD provided to immediately change password following the instructions provided in [Change Password](#) section.

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## **(Log In To IRP Online)**

After you have received your USERID and temporary password, you can log into the IRP Online system [here](#). There are several How To videos available if you need instructions on accessing and navigating the IRP Online system. [YouTube Video List](#).

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## **(DPS and DOT)-Log In To CVIEW**

The CVIEW application will be available to external agencies through a direct link. The Department of Public Safety (DPS) and the Department of Transportation (DOT) will submit a request to DOR-Motor Vehicle Division to add users for their agency. A USERID and password will be provided within 2-3 business days. This is not a temporary password and cannot be changed by the user.

1. Log into the CVIEW Online system with USERID and password [here](#).
2. It is recommended that you create a shortcut on your desktop for easy access.

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## **(Change Password)**

The temporary password emailed to you is valid for the initial login only. When you have logged into the IRP Online system for the first time, your password must be changed since you will not be able to use the temporary password again. Once you change your password, it will be active for 90 days.

1. Log in by entering your USERID and temporary password
2. Click on the ADMIN tab
3. Click USER
4. Click CHANGE PASSWORD
5. Enter Old Password, New Password and Confirm Password
  - a. Passwords must contain 3 of these 4 (Lowercase, Uppercase, Number, Special Character)
6. Select a security question and answer
  - a. This will be required if you need to have your USERID emailed to you or forgot your password and cannot log into the system.
7. Click Proceed
8. You will get a message that your password was successfully changed
9. Click on the link to log into the IRP Online system
9. Enter your USERID and new password to log into the IRP Online system.

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