



BPR Migrating Registration User Guide

**Indiana Department of Revenue
Motor Carrier Services**



Last revised: December 2024

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Overview of BPR Registration Migration

Effective March 1, 2025, owners of five or more qualifying, commercial motor vehicles registered with the Indiana Bureau of Motor Vehicles are required by legislation to register their vehicles with the Indiana Department of Revenue's Motor Carrier Services (MCS) under the Base Plate Registration program (BPR). Qualifying carriers were notified of this requirement by mail.

For more information about the 2025 migration to BPR, you can [find details and FAQs](https://motorcarrier.dor.in.gov/BasePlateMigration.html) at motorcarrier.dor.in.gov/BasePlateMigration.html

This guide walks through the entire process of migrating registration to DOR-MCS. This includes three required steps for customers:

1. Registering your company information with MCS,
2. Creating an online User ID and
3. Completing a BPR renewal.

You will also find instructions on how to print your **registration cab cards** and manage your fleet online.

Company Registration for Migrating BPR Customers

Navigate to <https://motorcarrier.dor.in.gov/BasePlateMigration.html> and select Start Registration. This will bring you to the Company Lookup page.

Upcoming Legislative Changes for Commercial Motor Vehicle Owners beginning March 1, 2025

Effective **March 1, 2025**, owners of five or more qualifying commercial motor vehicles currently registered with the Indiana Bureau of Motor Vehicles (BMV) are required to register their qualifying vehicles with Indiana Department of Revenue's (DOR) Motor Carrier Services (MCS), under the Base Plate Registration Program (BPR). This legislative change comes from the enactment of House Bill 1162 in 2024.

Existing commercial vehicle registrations with a Feb. 28, 2025 expiration date must register with MCS (and not through the BMV) to ensure they are active **by March 1, 2025**. Registering prior to this date will ensure credentials will be processed in a timely manner. [Base Plate Registrations](#) can be completed **online with MCS**. Upon completing the registrations with MCS, owners will be issued new base plates for their vehicles. Future renewals will be done through MCS.

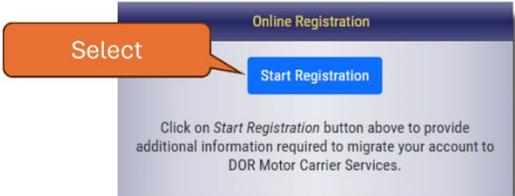
Carriers that qualify

You qualify if you own five or more of the following commercial power units:

- Trucks, semi-tractors, and recovery vehicles with a registered weight of 11,001 lbs. or greater

If you qualify based on the above terms, the registration for the below vehicles will also transfer to DOR-MCS:

- Full trailers with a registered weight of 9,001 lbs. or greater
- Semitrailers



Click on *Start Registration* button above to provide additional information required to migrate your account to DOR Motor Carrier Services.

Company Lookup

Enter the Company Name, FEIN or SSN, and Letter ID exactly as it was printed on the letter you received from DOR-MCS. Select Search. If the information entered has been matched, the Company Information screen will appear.

Didn't receive a letter? Call us at 317-615-7200, option 2.

Company Lookup

Company Name ?

FEIN ?

SSN ?

Letter ID ?

Enter your *Company Name* as per BMV records

Enter your *Federal Identification Number* as per BMV records if you have one.

Enter your *SSN* as per BMV records.

Enter *Letter ID* printed on Motor Carrier Services letter.

Company Information

Some fields will be filled with data provided by the BMV. Enter your company information into the remaining fields.

Company Information

- Below FEIN/SSN, TAXID information is from BMV.

Legal Name: TRUCKING COMPANY LLC

FEIN *****1234	SSN NA	Indiana Tax ID *****5678
USDOT # <input type="text"/> <small>If you do not have a USDOT, please check the need support check box below for additional help.</small>	Registrant <input type="text"/>	Business Type <input type="text"/>
Doing Business As <input checked="" type="checkbox"/>		

Check this if information displayed is not matching/required update.

If any of the information is incorrect and cannot be changed, check the Need Support check box at the bottom of the page.



If you do not have a Tax ID, leave this field blank.

If you do not have a USDOT number, check the Need Support check box at the bottom of the page.

Select Next.

Company Information Match (for returning customers)

If you have interacted with MCS before, the system may recognize the information entered. If so, you will receive a pop-up display of your company's BMV records and DOR records.

Company Information Match ✕

- Based on the FEIN/SSN, we found an active account in DOR Motor Carrier Systems. Please see below for your account information that is available in MCS systems.
- We found that there are some differences between your BMV and MCS information. Review the differences below and accept currently existing MCS account info or request support if do not want to accept information available with MCS systems.

<u>BMV Information</u>	<u>DOR Information</u>
Name : Trucking Company Inc.	Name : Trucking Company Inc.
USDOT: N/A	USDOT: 123456
FEIN : *****7777	FEIN : *****7777
SSN : NA	SSN : NA
TaxID: 9876543	TaxID: 9876543
Registrant : N/A	Registrant : N
Business Type: N/A	Business Type: CORPORATION
Doing Business As: N/A	Doing Business As: N/A

You have selected need support. Please contact Motor Carrier Services support at (317) 615-7200, option 2 or via email at baseplatemigration@dor.in.gov with details on support required.

If the DOR information on the right side is correct, select Accept DOR Info and proceed.

If the DOR information is incorrect, select Need Support and contact us.

Company Address Information

The company's physical address will be filled with BMV data. If this address is incorrect, select the Need Support checkbox and reach out to us. DOR-MCS will require proof of address documentation to change the physical address.

Company Address Information

Physical Address		Mailing Address		Contact Information	
Country	<input type="text" value="USA"/>	Country	<input type="text" value="USA"/>	First Name	<input type="text"/>
Address	<input type="text" value="123 Address St"/>	Address	<input type="text" value="PO Box 19"/>	Email	<input type="text" value="email@address.com"/>
Address line 2 (optional)	<input type="text"/>	Address line 2 (optional)	<input type="text"/>	Primary Phone #	<input type="text" value="3171234567"/>
City	<input type="text" value="GOSHEN"/>	City	<input type="text" value="GOSHEN"/>	Fax # (optional)	<input type="text"/>
State	<input type="text" value="INDIANA"/>	State	<input type="text" value="INDIANA"/>	Confirm Email	<input type="text"/>
Zipcode	<input type="text" value="465281148"/>	Zipcode	<input type="text" value="465270118"/>	Confirm Phone #	<input type="text"/>
County	<input type="text"/>	County	<input type="text"/>		

Address represents information received from BMV. If the address needs updates or corrections, check this box. DOR Motor Carrier support will contact you for proof of address and updates.

Select the county from the dropdown menu.

Edit or add mailing address and contact information.

For active customers who already have an IRP/BPR account, all fields for company level information will be filled with their registered data. This information can be edited through a transaction in your online BPR account. Refer to [Managing your BPR Fleet through the Fleet Menu](#) section. Then select Next.

Officers Information

DOR-MCS requires responsible officer information for all business types except Sole Proprietor. Officer information must be registered with the Indiana Secretary of State (SOS).

Review the officer information provided by the Indiana Secretary of State. If the information is not accurate, you must update your company's registered data with SOS. You will not be able to edit officer information on this page. Then select Next.

Officers Information

- Officer information is required for all business types except Sole Proprietor. If you need to add or change your officers, please do so by visiting the Office of the Secretary of State. <https://www.in.gov/sos/business/>

Officer Name	Title	Address
John Doe	President	123 Semi Dr, Indianapolis, IN, 46222
Jane Doe	Secretary	123 Semi Dr, Indianapolis, IN, 46222
Jerry Doe	Treasurer	123 Semi Dr, Indianapolis, IN, 46222

Power of Attorney Information

If you would like to grant a POA to discuss your account with MCS, follow the directions to obtain a POA-1 form. Then select Next.

Power of Attorney

Power of Attorney (POA) grants a chosen authority access to an individual's personal information and the ability to act on their behalf in certain capacities.

To elect a POA representative, an individual is required to submit a Form POA-1 to the Indiana Department of Revenue (DOR) by uploading an electronic Power of Attorney (ePOA) on INTIME or by mailing or faxing in a copy of the original paper form. Please follow this URL for further instructions and access to the Form

[POA-1](#)

Fleet Address Information

The fleet physical address will be filled. If your physical address is located within certain cities, you may be required to indicate whether your physical address is within city limits. Select Yes or No.

Edit or enter mailing address and contact information for your fleet.

Select Next.

Fleet Address Information

- A fleet represents a group of vehicles registered under a company or an individual. All vehicles that will be transferred from BMV to DOR MCS will be registered under one fleet. Fleet mailing address is used to ship plates, credentials, or other notifications.
- Address displayed below is defaulted to the company address above. You cannot edit the physical address. You can edit the mailing address or retain what is displayed. DOR MCS also requires County, Municipality, and if your address is within the city limits of your physical address.

Physical Address		Mailing Address		Contact Information	
Address		Address		First Name	Last Name
<input type="text" value="123 Business St"/>		<input checked="checked" type="text" value="123 Business St"/>		<input checked="checked" type="text" value="John"/>	<input checked="checked" type="text" value="Doe"/>
Address line 2 (optional)		Address line 2 (optional)		Email	Primary Phone #
<input type="text"/>		<input type="text"/>		<input checked="checked" type="text" value="e@mail.com"/>	<input checked="checked" type="text" value="3171234567"/>
City	State	City	Country	Fax # (optional)	
<input type="text" value="INDIANAPOLIS"/>	<input type="text" value="INDIANA"/>	<input type="text" value="INDIANAPOLIS"/>	<input type="text" value="USA"/>	<input type="text"/>	
Zipcode	County	State	Zipcode		
<input type="text" value="46204"/>	<input type="text" value="MARION"/>	<input type="text" value="INDIANA"/>	<input checked="checked" type="text" value="46204"/>		

Fleet Information

Select Carrier Type and enter Fleet Location.

Fleet Information

- DOR MCS allows for customers ability to choose their renewal month on an annual basis. Below additional fleet information section allows for selection of a billing month, and provide us with your current active insurance information.
- If you do not find the insurance company you have a policy with, contact Motor Carrier Services support at (317) 615-7200, option 2.

Carrier Type
FOR HIRE ✓ ⓘ

Fleet Location
Goshen ✓ ⓘ

Staggered Month
May ✓ ⓘ

You have selected May month as your registration start month. Your first renewal with DOR Motor Carrier Services will begin March 1st, 2025, and will expire 04/30/2026. After the first renewal, your registration period will always be for a 12-month period and begin on 5/1/2026.

Insurance Company Information

Insurance Company Name: STATE FARM
Policy Number:

If you do not find the insurance company you have a policy with, contact Motor Carrier Services support at (317) 615-7200, option 2.

Select the Staggered Month of your choice. Once a month has been selected, a message will appear informing you of important dates based on your selection. For more staggered month information, select the help icon.

You cannot change your Staggered Month again after making this selection.

Staggered Month

May ✓ ⓘ

You have selected May month as your registration start month. Your first renewal with DOR Motor Carrier Services will begin March 1st, 2025, and will expire 04/30/2026. After the first renewal, your registration period will always be for a 12-month period and begin on 5/1/2026.

Info

Enter your Insurance Company Name and Policy Number. Select Submit to complete your company registration.

Company Registration Summary

Once your company is registered, you will receive a summary. Take note of your BPR account number. You will need this information to access your BPR fleet.

Select Create Online User ID to access and manage your fleet online.

Company Registration Summary

Your have successfully completed your Base Plate Registration (**BPR**) account with DOR Motor Carrier Services!

You can now create an online user ID to access your account online to register/renew/modify your fleets.
You will need information in the below table to self-register for an online access user ID.

You will receive a letter communication from DOR Motor Carrier Services when your vehicles are ready for renewal. You will be required to login to [Motor Carrier Website](#) , and complete renewal of your vehicles after you receive this letter during 1st week of January 2025.

Field	Value
Legal Name	TRUCKING COMPANY INC
IRP/BPR Account Number	12345
FEIN	*****5678
SSN	NA
USDOT	654321

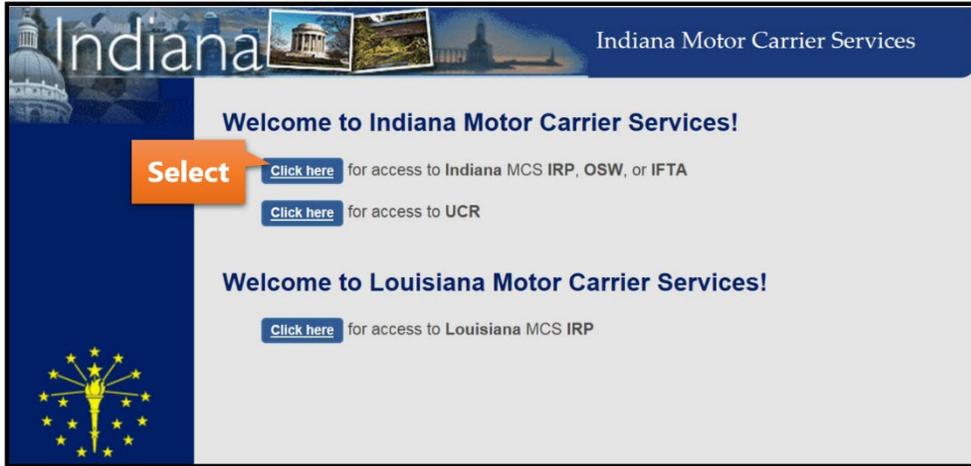
[Create Online UserID](#)

Create Online User ID / BPR Account Registration

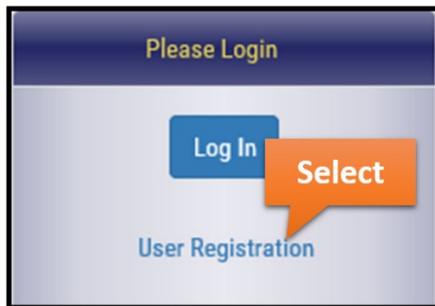
Please ensure you are using the Chrome, Firefox, or Edge browser.

Go to <https://motorcarrier.dor.in.gov>

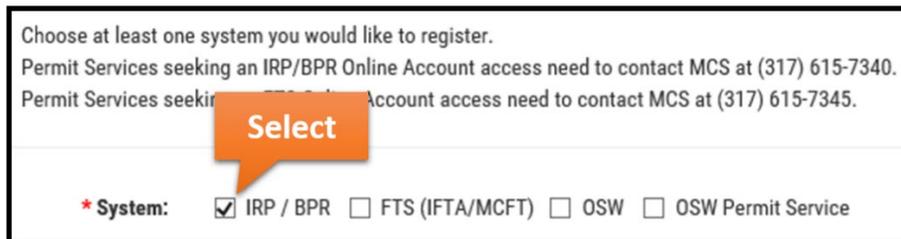
Select the Click here button for Indiana IRP/BPR.



Select the User Registration link under the blue Log In button.



Check the IRP/BPR checkbox.



Complete the required fields shown below and select the Submit button.

*** Legal Name:**
Enter the legal name (including special characters) exactly as it is registered with the Motor Carrier Services Division.

*** IRP / BPR Account Number:**

*** FEIN / SSN :**
Enter FEIN or SSN with no dashes or spaces (Ex: 999999999)

USDOT:
Enter USDOT if you are not a registrant.

Select

Complete the required fields and select the Next button.

User Registration

Create New Account

- In this section you can update your contact details.
- Your Password must:
 - Be strong and complex.
 - Be minimum 10 characters.
 - Contain uppercase, lowercase, numbers and special characters.
 - Not be changed to any of your last 5 passwords.
 - Avoid repeating a character three or more times (i.e. Password111).
 - Avoid sequences of four or more characters (i.e. 1234, ABCD).
- The email address will be used for all future communications, please make sure you enter the email address which you can access.
- An activation link will be sent to the entered email address. We highly recommend you to click on the activation link to have your profile current.

*** First Name:**

*** Last Name:**

*** User Name:**

*** Password:**

*** Confirm Password:**

*** Phone Number:**

Phone Extension:

*** Email Address:**

*** Confirm Email Address:**

Select

Select three security questions and complete the Answer fields. Select the Submit button.

The screenshot shows a form with three security questions. Each question is followed by a dropdown menu and an answer field. The questions are labeled "Security Question 1:", "Security Question 2:", and "Security Question 3:". There are orange callout boxes with the word "Select" pointing to the dropdown menus. At the bottom right, there is a blue "Submit" button.

Read the Disclaimer that appears and select the box next to "I agree to the above terms and conditions." Select the Create Account button.

The screenshot shows a "Disclaimer" section with a long paragraph of text. Below the text, there is a checkbox labeled "I agree to the above terms and conditions" which is checked. There are orange callout boxes with the word "Select" pointing to the checkbox and a green checkmark. At the bottom, there are three buttons: "Cancel", "Create Account", and a blue "Create Account" button.

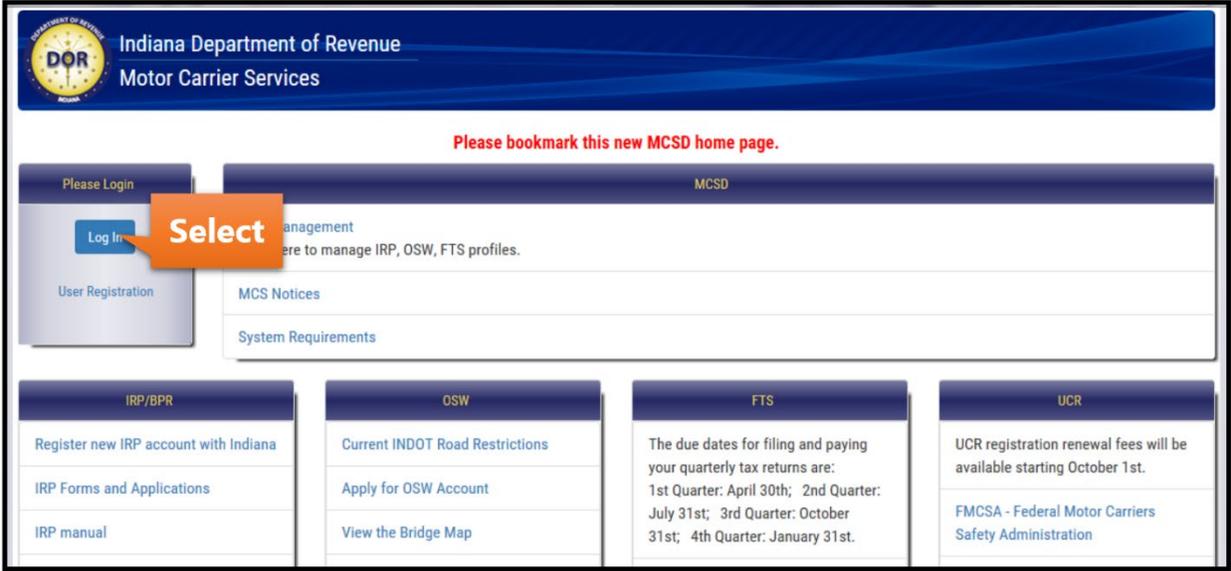
Once your account is registered, a confirmation message will appear on screen. Follow the instructions to activate.

The screenshot shows a "Registration Confirmation" message. It starts with "Thank you for registering with Indiana Motor Carrier Services." followed by "Next steps:" and a bulleted list of instructions: "An email from 'IndianaMotorCarrier@dor.in.gov' with an activation link will be sent to the registered email", "Login to your email account and click on the activation link to complete the registration process.", "Check your email's spam folder in case you did not receive the email, can add the email address to your contact list to ensure that you receive all future emails.", and "If you don't receive the email in next 10 minutes, you can login to MCS application and request to re-send the activation link."

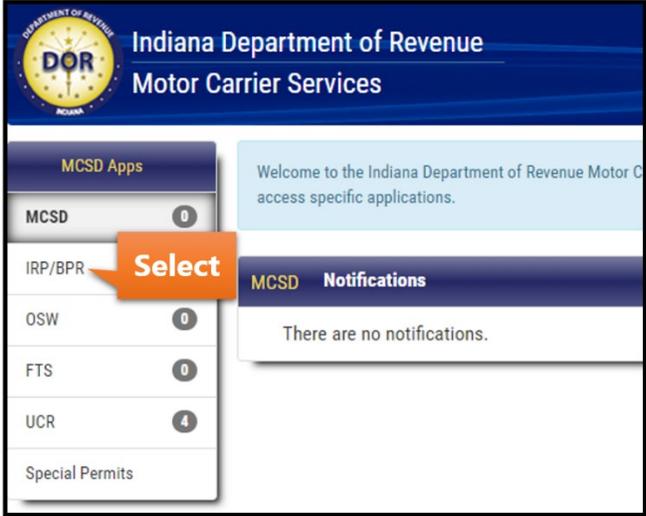
BPR Renewal

Navigating to the Fleet

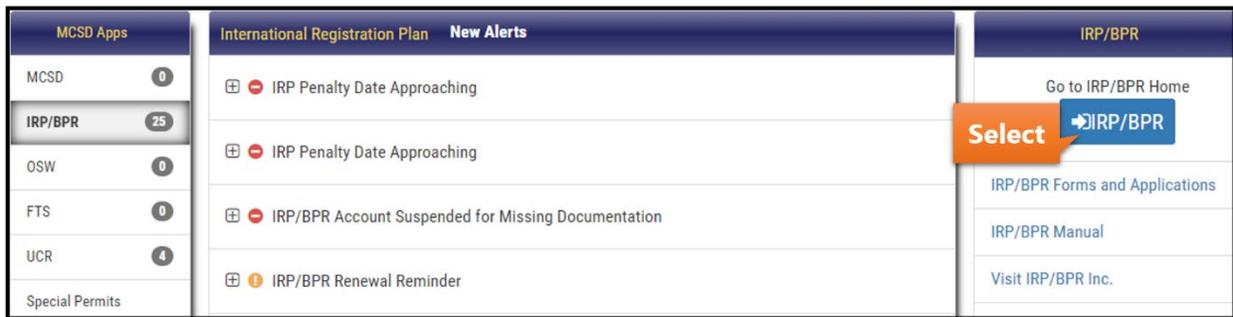
Navigate to <https://motorcarrier.dor.in.gov/loginHome.html> and Log In.



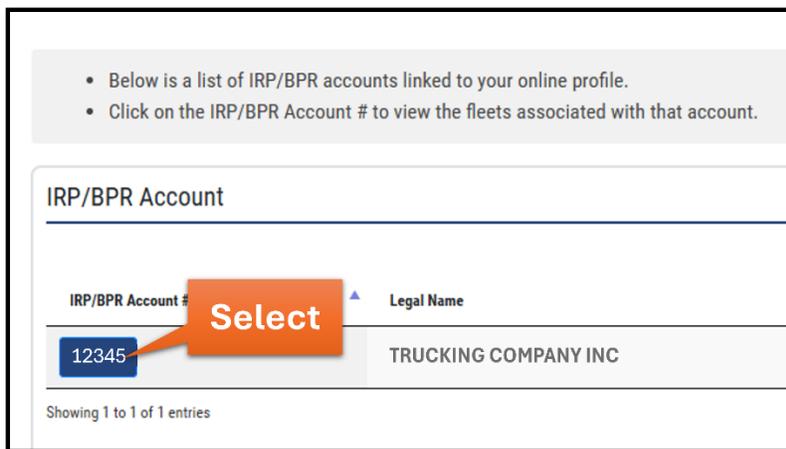
Select IRP/BPR from the menu on the left.



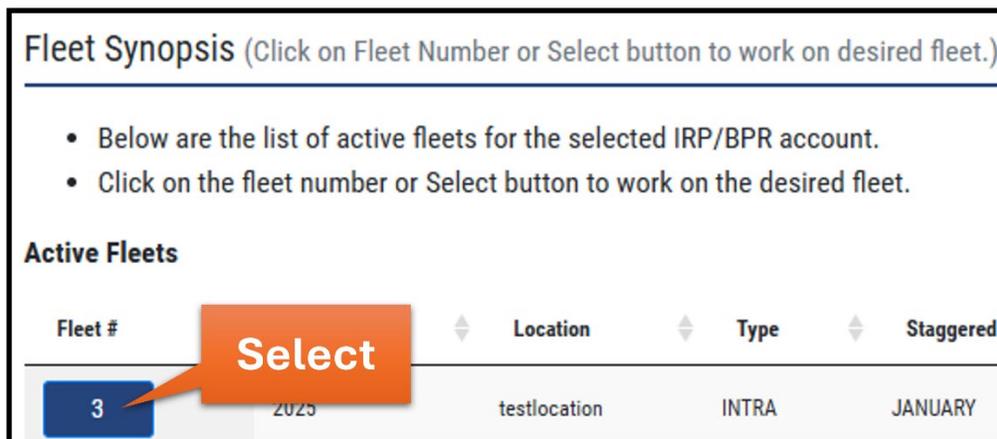
Any new alerts for your account will be shown in the middle of the screen. Select the IRP/BPR button that appears on the right.



A list of IRP or BPR accounts linked to your profile will appear. Select the BPR account associated with the renewal.



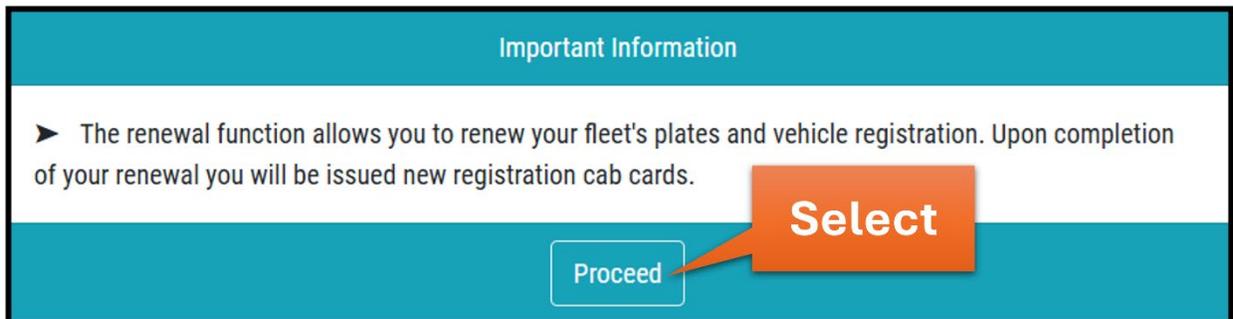
A list of active fleets associated with the account will appear below. The Fleet Number or Select buttons will take you to the fleet's menu and the View button will open a window with fleet information. Select the fleet associated with the renewal.



A menu will appear with options to manage your fleet. Select the Renewal button.



Select the Proceed button.



Pre-Renewal Summary

The Pre-Renewal Summary screen will appear with the account information and vehicle information for the fleet.

Account Information		
Legal Name TRUCKING COMPANY INC	Tax ID 0000100200	FEIN *****9876
USDOT 1234567	SSN	DBA N/A
IRP/BPR Account Physical Address 5678 DRIVE WAY INDIANAPOLIS, IN, 46000 USA		

Select the Continue button.



Fleet

The Fleet screen will appear. Review the insurance information and update if necessary.

Insurance Company Name PROGRESSIVE INSURANCE	Insurance Policy #####	Carrier Type EXEMPT FOR HIRE
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Select the Continue button.



Address

The Address screen will appear. Review the information and make any necessary changes by selecting Edit in the Mailing Address and Contact Information sections. If the Physical Address needs updated, contact us.

Select the Continue button.

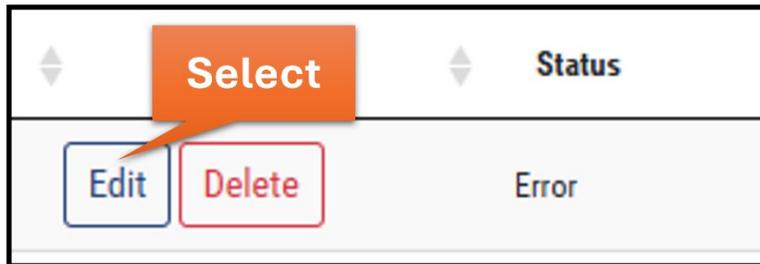
Contact Information TEST USER TEST@TEST.COM 7654455667 Edit	Select
Save & Exit	Continue

Vehicle

The Vehicle screen will appear, containing your vehicle data. Review the important messages that appear at the top of the screen. If you are migrating from BMV and this is your first time renewing with DOR-MCS, take the time to closely review the data associated with each vehicle. Here you have the option to edit, add, or delete vehicles.

Edit Vehicle

If there is an Error message listed under a vehicle's Status, it will need to be fixed before you can proceed. Select the Edit button next to each vehicle to update the necessary vehicle data.



Review the fields that appear on the following screen and make the necessary changes. Select the Submit button.



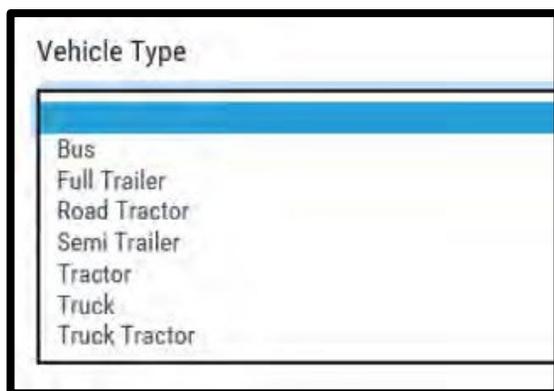
Here you also have the option to add or delete vehicles from your fleet.

Add Vehicle

To add a vehicle, select the Add Vehicle button.



Enter the VIN number and select the vehicle type from the dropdown. The fields that appear after this step will depend on the selection made.



Complete the fields that appear. Select the Submit button.



Delete Vehicle

To delete a vehicle, select the Delete button next to the vehicle you would like to delete.



The status of the vehicle will be "deleted" and a Reactivate button will appear. You can select the Reactivate button to undo the vehicle deletion.



Review

Select the Continue button after all updates have been made on the Vehicle screen.



The Review screen will appear, displaying the Vehicle Summary section.

Vehicle Summary		
Vehicle Type	Previous Registration	Current Renewal
Semi Trailer (ST)		1
Tractor(TR)	1	2
Truck(TK)		5
TOTAL	1	8

You have the option to download a complete summary of vehicle information for the account by selecting the Download Summary button.

There will be a Fleet Summary and Bill Summary section. Review the affirmation statement and select the checkbox if you agree.

<input type="checkbox"/>	I affirm under penalty of perjury that all transaction, vehicle, and above displayed information is accurate. I understand that no changes can be made to the transaction once paid and any adjustments after payment will only be effective from the day of the change.
--------------------------	--

Select the Submit/Calculate Bill button.



A snapshot of your bill will be displayed at the bottom of the screen, as well as important messages and the options to download, view, and pay your bill.

Example Snapshot:

Bill as of 12/16/2024	
Indiana Registration Fee	\$19,410.00
Commercial Vehicle Excise Tax	\$6,441.71
County Wheel Tax	\$905.00
Trailer Fee	\$246.00
Transportation Infrastructure Improvement Fee	\$135.00
Total Amount Due	\$27,137.71

To download the details of your bill, select the Excel or PDF button.



To view the complete bill and review how to make a payment by mail, select the View Bill button. After selecting this button, a new window will appear with details regarding your bill.



To pay now, select the Pay Now button and enter your payment information.



To Pay later, select the Pay Later button. You will be directed to IRP Home. Your renewal will not be processed until the bill is paid.



You can access the bill later by selecting the Bills & Payments button from the Fleet menu.



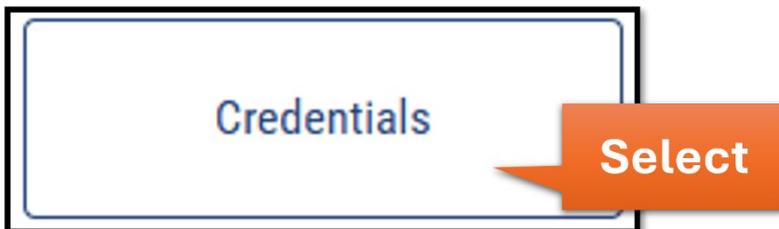
Managing your BPR Fleet through the Fleet Menu

Print Credentials

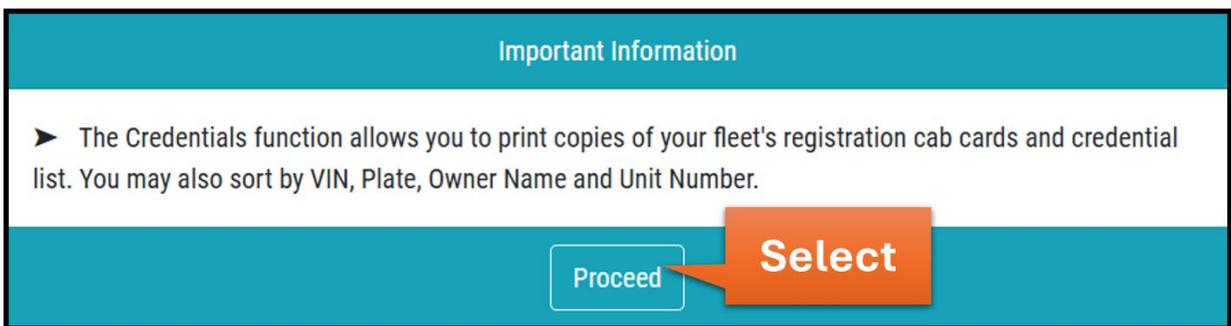
Once your BPR renewal is complete, you will need to print your credentials (cab cards) to place in your vehicles during travel. To locate your cab cards, navigate to the Fleet menu by selecting IRP Home, then selecting the associated fleet.



From the Fleet menu, select the Credentials button.



Select Proceed.

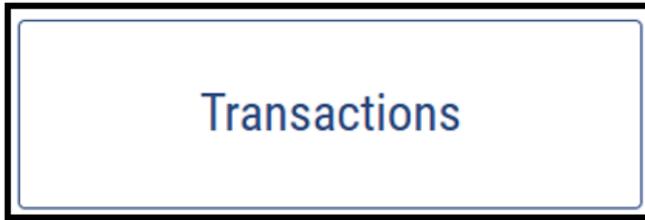


To print all cab cards that are currently active, select the Print Active Cab Cards button. A new window will appear with a PDF of all cab cards.

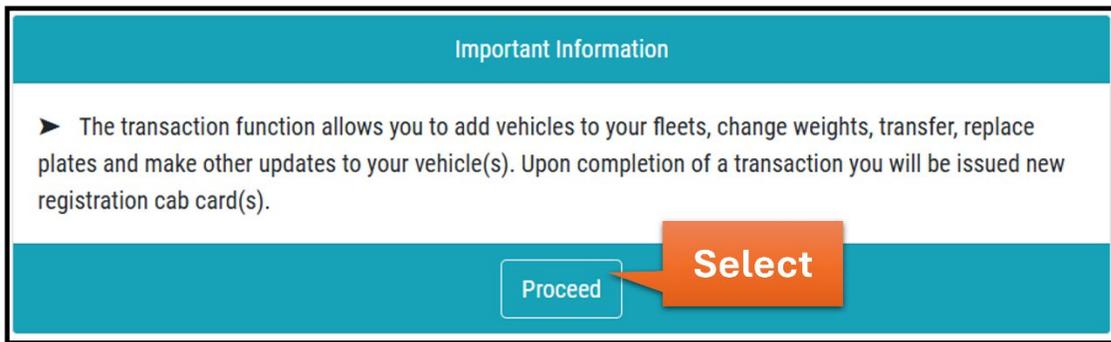


Transactions

You can make changes to your fleet and registered vehicles, such as adding, deleting, or amending vehicles, by going online at any time. From the Fleet menu, select the Transactions button.



Select Proceed.



This will bring you to the in-process transactions screen. Here you can access a previously started transaction, including submission and payment. To create a new transaction, select New Transaction.



A menu will appear with options to add, delete, or make changes to registered vehicles, plates, and fleet information. Select the Transaction you would like to complete and follow the prompts on the screen.



Need assistance?

You can contact our Motor Carrier Services office via email at baseplatemigration@dor.in.gov or by phone at 317-615-7200 option 2.