



**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES**

445 Minnesota Street, Suite 188, St. Paul, MN 55101-5188
Phone: (651) 205-4141 TTY: (651) 282-6555 Fax: (651) 215-0027
dvs.dps.mn.gov

IRP/IFTA Self-Service Web Entry Access Application Instructions

The Carrier, Carrier's employees, and Service Bureau/Licensing Agency requirements:

1. An active and valid personal email account (shared email accounts are not permitted).
2. Each user will assign their own User ID and unique password.
Sharing User ID's and passwords will result in denial and removal of online access.
3. Submit completed form to DVS by postal mail.

FORM 1: COMPLETED, SIGNED AND SUBMITTED BY THE CARRIER

Page 1: Carrier authorized representative agrees to the terms and conditions of the contract by signing Section 1 on page 1 (The online user agrees to the terms and conditions of the contract when they request internet access to the system and each time they log into the system).

Page 2: Carrier completes Section 2, 3, and 5. Carrier completes Section 4 if requesting online access for their designated Service Bureau/Agent.

FORM 2: COMPLETED AND SUBMITTED BY THE SERVICE BUREAU/LICENSING AGENT

Completed by the authorized representative of Service Bureau/licensing Agency requesting access to the IRP/IFTA system.

This form is a one-time application to set up the demographics of the service agency. Completion of this form is not necessary each time the Service Bureau/License Agency requires access to a particular IRP/IFTA account.

FORM 3: COMPLETED WHEN REQUESTING TO REMOVE AN ONLINE USER

Completed to request Driver and Vehicle Services to remove an online user or Service Bureau/Licensing Agency from the account.

Carrier and Carrier's Employee(s):

User access application is a two-step process:

1. Request online access to the IRP/IFTA system at <https://mnec.exploredata.com>. The website will display a message that the request has been received.
2. Complete, sign and mail the printed **Web Entry Access Application** (FORM 1) to DVS.
Upon receipt of the paper application and verification of the online request, the user will be notified by email regarding online status.
Please allow 1-3 weeks for processing.
 - If approved, the user will be notified by email. A temporary password will be sent in a second email. Failure to access the system within 6 months will deactivate the User ID and will require resubmitting an application.
 - If denied, the user will receive an email notifying the reason for denial.

*Complete FORM 3 **only** if requesting that Driver and Vehicle Services remove an online user from the account.*

Service Bureau/Licensing Agency:

First time or New Service Bureau/Licensing Agency Access:

The Service Bureau/Licensing Agency must be set up as an agency in the IRP/IFTA system **prior** to authorizing access to clients' IRP/IFTA accounts.

1. Complete and mail **Service Bureau/Agent IRP/IFTA Self-Service Web Entry Access Application** (FORM 2). FORM 2 is a one-time requirement. *Please allow 1-3 weeks for processing.*
2. When FORM 2 is processed, the primary contact for the Service Bureau/Licensing Agency is notified by email verifying the Agency is approved for next steps.
3. Once the agency is approved and has online access to the IRP/IFTA system, FORM 1 must be submitted for **each** client's IRP/IFTA account.
4. The Service Bureau/Licensing Agency is required to notify Driver and Vehicle Services **immediately** after an employee or carrier has left the company to request removal of the individual's access.

Service Bureau Licensing Agency Employee Access:

1. Request online access to the IRP/IFTA system at <https://mnec.exploredata.com>. The user indicates access is for a Licensing Agency, enter information and update.
2. The website will then display a message that the request has been received. *The user is notified by email regarding online status within 5 business days.*
3. If approved, the user will be notified by email. A temporary password will be sent in a second email. Failure to access the system within 6 months will deactivate the User ID and will require resubmitting an application. If denied, the user will receive an email notifying access denied and reason for the denial.

Submit applicable forms to:

Driver and Vehicle Services, 445 Minnesota Street, Ste. 188, St Paul, MN 55101



IRP/IFTA Self-Service Web Entry Access Application

Section 1

The application for online access is a two-step process:

1. Complete applicable **Sections 1** through **5** of the Web Entry Access Application and submit to DVS.
2. Complete self-service request for online access to the IRP/IFTA system at <https://mnec.exploredata.com>.

Upon receipt of the paper application and online request user will be notified by email. Please allow 1-3 weeks for processing.

User Eligibility and Requirements:

The Carrier, Carrier's employees, and Service Bureau/Agent user requirements:

1. User must have an active and valid personal email account; shared email accounts are not permitted.
2. Each Carrier/Agent's employee(s) will assign their own personal login identification code and password, the Carrier/Agent user agrees the password information will not be shared with others. Sharing User ID's will result in denial of online access.

Terms and Conditions:

1. Carrier is responsible for all fees associated with the filing of any transaction.
2. When using the IRP/IFTA self-service web application the Carrier/Agent is required to complete and submit within ten (10) days of payment of the transaction all necessary and associated documentation related to establishing registration, title and ownership of a vehicle. Driver and Vehicle Services (DVS) is not required to provide permanent operating credentials until all pertinent vehicle documentation has been received and validated by DVS.
3. The Carrier/Agent will notify DVS immediately when a Carrier/Agent's employee has left the company or service bureau and that the Carrier/Agent's employee's access should be deleted.
4. The improper use or release of the data information contained on the DVS web entry applications will result in loss of DVS web entry access as well as possible civil and criminal penalties under both state and federal laws.
5. The Carrier/Agent will indemnify, save, and hold DVS, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by DVS, arising from the performance of this application by the Carrier/Agent or the Carrier/Agent's employees. This clause will not be construed to bar any legal remedies the Carrier/Agents may have for DVS' failure to fulfill its obligations under this application.
6. The Carrier/Agent and DVS must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and 18 USC § 2721, as they apply to all data provided by DVS under this application, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Carrier/Agent under this application. The civil and criminal remedies of Minn. Stat. § 13.08 and 13.09, and 18 USC § 2721-2725 apply to the release of the data referred to in this clause by either the Carrier/Agent or DVS.
7. DVS may terminate this application at any time, with or without cause, upon written notice to the other parties, which will result in the termination of Carrier/Agent's access to the DVS web entry application.
8. Under Minn. Stat. § 16C.05, subd. 5, the Carrier/Agent's books, records, documents, and accounting procedures and practices relevant to this application are subject to examination by DVS and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this application.

Data Privacy Notification/Tennessee Warning

Information collected to issue IRP/IFTA registration is used to: Identify the motor carrier, identify the owner of the vehicle, and identify the motor vehicle to which the registration is issued. You are not required to submit the information. However, if you do not submit the information the Department of Public Safety cannot process or issue the IRP/IFTA registration information. Personal information (name and address of individuals) is classified as private data. The Department of Public Safety releases this information only as authorized or required by state and federal law. Access to motor vehicle records is governed by: Minnesota Statutes, chapter 168.346, United States code title 18, sections 2721-2725, and Minnesota Statutes, chapter 13.

Carrier:

(The Carrier certifies that the appropriate person(s) have executed the application on behalf of the Carrier as required by applicable articles, bylaws, resolutions, or ordinances)

Signature: _____

Print Name: _____

Title: _____

Date: _____

State Agency:

Signature: _____

Title: _____

Date: _____

Section 2

IRP/IFTA Carrier Account Name: _____

IRP/IFTA Carrier Account Number: _____

IRP/IFTA Carrier Contact Name (not agent) First: _____ Last: _____

IRP/IFTA Carrier Contact Phone Number (not service bureau agent): _____

IRP/IFTA Carrier Contact Email Address (not service bureau agent): _____

Section 3

Complete this section if access is being requested for carrier and or carrier's employee(s).

1. Name (please print) First: _____ Last: _____

A. Is carrier/employee authorized to process IRP transactions? Yes No

B. Is carrier/employee authorized to process IFTA transactions? Yes No

2. Name (please print) First: _____ Last: _____

A. Is carrier/employee authorized to process IRP transactions? Yes No

B. Is carrier/employee authorized to process IFTA transactions? Yes No

3. Name (please print) First: _____ Last: _____

A. Is carrier/employee authorized to process IRP transactions? Yes No

B. Is carrier/employee authorized to process IFTA transactions? Yes No

4. Name (please print) First: _____ Last: _____

A. Is carrier/employee authorized to process IRP transactions? Yes No

B. Is carrier/employee authorized to process IFTA transactions? Yes No

Section 4

Complete this section if access is being requested for carrier's designated Service Bureau/Agent.

Service Bureau Company/Agent Name: _____

Carrier Acting as Agent for Owner Operator: _____

Service Bureau/Agent Contact Name: _____

Is Service Bureau/Agent authorized to process IRP transactions? Yes No

Is Service Bureau/ Agent authorized to process IFTA transactions? Yes No

Section 5

To be completed and signed by the carrier (not service bureau agent or employee).

Carrier's Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Mail application to:

Driver and Vehicle Services
445 Minnesota Street, Ste. 188
St Paul, MN 55101



Service Bureau/Agent IRP/IFTA Self-Service Web Entry Access Application

This form is only required to be completed **once** by the Service Bureau/Licensing Agency to request online access for a carrier and does not need to be filled out for each additional request. *Please allow 1-3 weeks for processing.*

Business Type: (check one) Service Bureau/Licensing Agent Carrier acting as agent for owner operators

Legal Name: _____

Doing Business As (DBA): _____

Federal Employee Identification Number: _____

Email Address: _____

Physical Location (not a P.O. Box):

Street: _____

City: _____ State: _____ Zip Code: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Primary Contact Name: First: _____ Last: _____

Primary Contact Email Address: _____

Primary Contact Phone Number: _____ Ext. _____ Main Fax Number: _____

Service Bureau/Licensing Agent:

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

NEXT STEPS:

1. Submit completed **Form 2** to: Driver and Vehicle Services, 445 Minnesota Street, Ste. 188, St Paul, MN 55101
2. Once received, DVS will process **Form 2**. *Please allow 1-3 weeks for processing.*
3. The primary contact will receive an email from DVS regarding online access status.
4. After receiving an email stating approval for online access, each user for the service bureau agency may then apply online for a username.
5. To apply for a username, go to: <https://mnc.exploredata.com>, and then select "**Maintain the IRP/IFTA accounts**"
Each user must apply for a username and will receive an email with notification of status.

REMINDER:

- Form 1 is required for **each** IRP/IFTA account that the service bureau/licensing agency needs to add to their online access.
- Form 2 is **only** required to be submitted **one time** for the Service Bureau company.

<p>Mail FORM 2 to: Driver and Vehicle Services 445 Minnesota Street, Ste. 188 St Paul, MN 55101</p>



IRP/IFTA Self-Service Web Entry Access User Removal

Complete and submit Form 3 to remove online access for a carrier, carrier's employee, carrier's service bureau/licensing agent or service bureau/licensing agency employee.

Section 1

Complete this section if requesting to remove access from carrier's IRP/IFTA account.

IRP/IFTA Carrier Account Name: _____

IRP/IFTA Carrier Account Number: _____

Section 2

Carrier: Complete this section if requesting to remove access for carrier/carrier's employee(s).

Carrier/Carrier's employee(s) to be removed:

1. Name (please print) First: _____ Last: _____

A. Remove access to IRP transactions? Yes No

B. Remove access to IFTA transactions? Yes No

2. Name (please print) First: _____ Last: _____

A. Remove access to IRP transactions? Yes No

B. Remove access to IFTA transactions? Yes No

Carrier's Signature: _____ Date: _____

Print Name: _____ Title: _____

Section 3

Carrier: Complete this section if requesting access to remove for carrier's Service Bureau/Licensing Agent.

Service Bureau/Agent Company Name: _____

Business Type: (check one) Service Bureau/Licensing Agent Carrier acting as agent for owner operators

A. Remove access to process IRP transactions? Yes No

B. Remove access to process IFTA transactions? Yes No

Carrier's Signature: _____ Date: _____

Print Name: _____ Title: _____

Section 4

Service Bureau/Licensing Agent: Complete this section if requesting to remove Service Bureau/Licensing Agent employee.

Service Bureau/Licensing Agency employee(s) to be removed:

1. Name (please print) First: _____ Last: _____

2. Name (please print) First: _____ Last: _____

Service Bureau/Licensing Agent Signature: _____ Date: _____

Print Name: _____ Title: _____

Mail FORM 3 to:
Driver and Vehicle Services
445 Minnesota Street, Ste. 188
St Paul, MN 55101