New Design TRP

Dealers

IL Secretary of State Training
2020
Old TRPs are being discontinued November 3, 2020.

TRPs will be printed by users.

Expirations will remain the same at 90 days.

Only SOS facilities can issue second or additional TRPs.

Superusers will assign packages of 25 to each user. These cannot be shared or reallocated.
Permit Abuse

- Each lost, missing, stolen or destroyed TRP will result in a $151 fee.
- Misuse of any permit will result in a $175 fee per instance, possible loss of system access and/or criminal charges.
• Log on to the TRP website using username and password.
• Click on “Request TRP Stock”.

TEMPORARY REGISTRATION PERMIT (TRP)

Issuing Agent - LANDMARK FORD, INC.
User Admin

TRPs
• Issue TRP
• Issue 7-day Permit
• TRP Boxes
• Request TRP Stock
• Search for a TRP
• Print 7-Day / 30-Day Request Form

Users
• Add a User
• TRP Users
• Change Password
• Change Agency E-mail Address

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• Using the down arrow under the Vehicle Type, you can choose Passenger or Motorcycle Permits.

• You can also use the down arrow under Quantity to select how many packages you want.

• The minimum order is one package and the maximum is 24 packages.

TEMPORARY REGISTRATION PERMIT (TRP)

Request TRP Stock

Vehicle Type
Passenger/Truck

Quantity
1 - 25 TRPs

Print 7-Day / 30-Day Request Form

Order  Reset

Logged in as JSMITH
Menu | Log Out

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Once you receive your packages, go back to the TRP website and click on your “TRP Boxes” tab and “Receive Stock”.

Superusers must “Receive Stock” within 48 hours in the system.

<table>
<thead>
<tr>
<th>Box ID</th>
<th>Date Received</th>
<th>Date Shipped</th>
<th>Vehicle Type</th>
<th>Issued To</th>
<th>Quantity Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>100KK225</td>
<td>Receive Stock</td>
<td>08/17/2020</td>
<td>Passenger/Truck</td>
<td>Not Allocated</td>
<td>0 / 25</td>
</tr>
<tr>
<td>100KK200</td>
<td>08/14/2020</td>
<td>08/14/2020</td>
<td>Passenger/Truck</td>
<td>Szara4</td>
<td>0 / 25</td>
</tr>
<tr>
<td>100KK100</td>
<td>08/14/2020</td>
<td>08/14/2020</td>
<td>Motorcycle</td>
<td>Svenur1</td>
<td>4 / 25</td>
</tr>
<tr>
<td>100KK1000</td>
<td>08/10/2020</td>
<td>08/10/2020</td>
<td>Passenger/Truck</td>
<td>Szara4</td>
<td>22 / 25</td>
</tr>
</tbody>
</table>
If you have multiple users, the Superuser will need to assign each user a package of TRPs in the designated area.

Enter the first TRP number in package and click “Submit”.

Assigning TRPs to Employees
• Access the TRP website and click on “Issue TRP”.

• Enter the document number from the previously completed ERT/PERT application and click on “Search”.

• The system will populate the same owner/vehicle information from the ERT/PERT application. The information cannot be altered.

• Once the information is on the screen, click on “Submit” to complete the TRP transaction.
• In the orange box, you should see a message that says “the TRP was successfully registered in the system, along with a confirmation number”.

• Under that, you will click on the “Click here to view your TRP” button.
When loading the TRP in the printer, put it face down with the perforation on left.

Print the TRP.
This screen will appear in a new tab when you confirm the TRP on the prior screen. Load the correct TRP into manual feed, print and then close the tab.

Load TRP in manual feeder, face down with the perforation on the left.
After printing, enter/scan the TRP # and click “Submit”.
TRP printed/updated successfully.
Tear off bottom portions and give the owner copy to customer and keep the agent copy for your records.
Users can “Search for a TRP” ONLY by VIN.
Users must select the reason for a void and enter a detailed description then select “Submit”.

<table>
<thead>
<tr>
<th>TRP Number</th>
<th>100KK051</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation Number</td>
<td>21965156</td>
</tr>
<tr>
<td>Date Issued</td>
<td>08/17/2020</td>
</tr>
<tr>
<td>Document Number</td>
<td>6219902948</td>
</tr>
<tr>
<td>Issued By</td>
<td>BILL SMITH</td>
</tr>
<tr>
<td>Issuing Agency</td>
<td>RAYMOND CHEVROLET INC.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>11/15/2020</td>
</tr>
<tr>
<td>Owner 1</td>
<td>JOHN DOE</td>
</tr>
<tr>
<td>Address</td>
<td>123 ADDRESS RD CHICAGO, IL 60606</td>
</tr>
<tr>
<td>Driver’s License Number</td>
<td></td>
</tr>
<tr>
<td>Type of Plate</td>
<td>Passenger/Truck</td>
</tr>
<tr>
<td>VIN</td>
<td>JTHKNP3PB0S061584</td>
</tr>
<tr>
<td>Vehicle Year</td>
<td>1992</td>
</tr>
<tr>
<td>Vehicle Make</td>
<td>TOYOTA</td>
</tr>
<tr>
<td>Vehicle Model</td>
<td>HILFTONPI</td>
</tr>
<tr>
<td>Vehicle Weight</td>
<td>8000</td>
</tr>
<tr>
<td>Secretary of State Exp</td>
<td>301.00</td>
</tr>
</tbody>
</table>

TRP has been **VOIDED**

Reason

Submit  Reset  Print
After voiding, this screen appears to confirm the TRP status.
• Prepare a manila envelope for each package of 25 to store receipts and voided TRPs to assist with inventory/audits.
• TRPs must be stored in a secure area.
• Superuser must confirm that DAILY TRPs are issued in sequential order and voided properly.
• Management must return all voided TRPs **MONTHLY** to:

  Howlett Building  
  Room 414  
  Springfield, IL 62756  
  217-524-4329
Troubleshooting error messages

- Status Required
- Reason Required
- TRP already assigned to doc ###
- TRP was not confirmed
- Printer problems
Troubleshooting error messages

**TEMPORARY REGISTRATION PERMIT (TRP)**

<table>
<thead>
<tr>
<th>TRP Number</th>
<th>100KK724</th>
</tr>
</thead>
</table>

- Status is required.
- Reason is required.

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>21965105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued</td>
<td>08/20/2020</td>
</tr>
<tr>
<td>Document Number</td>
<td>674868243</td>
</tr>
<tr>
<td>Issued By</td>
<td>JSMITH</td>
</tr>
<tr>
<td>Issuing Agency</td>
<td>CHICAGO NORTH FACILITY</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>11/18/2020</td>
</tr>
<tr>
<td>Owner 1</td>
<td>JOSE M SANCHEZ</td>
</tr>
<tr>
<td>Address</td>
<td>9130 FAIRVIEW AVE UNIT 1, BROOKFIELD, IL 60513</td>
</tr>
</tbody>
</table>

**Driver’s License Number**

- Type of Plate: Passenger/Truck
- VIN: 1GNEC16Z2J132967
- Vehicle Year: 2002
- Vehicle Make: CHEV
- Vehicle Model: SUBURBAN
- Vehicle Weight: 0
- Secretary of State Fee: 361.00

**TRP has been**

- Select One

**Reason**
Troubleshooting error messages
### Other error messages

Other error messages:
• Users must complete the issuance process by confirming the TRP twice in the system.

• If the process gets bypassed erroneously, Superusers must confirm before the user can issue the next TRP.

• Superuser must search the unconfirmed TRP, open the file, check the “Confirm printed TRP #” checkbox, enter a reason, and then click “Submit”.
Superuser Confirmation
Questions & Concerns

TRP Hotline: 217-524-4329