New Design TRP
Remitters & Currencies

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.
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.
Ordering & Receiving TRPs

- 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

This system is to be used only for programs related to the Office of the Illinois Secretary Of State. The system contains proprietary and confidential information of the Office. Programs and information contained in the system are for official business only. Any unauthorized use or disclosure of the information, or any use of the system not in connection with the Office, is a violation of state and federal statutes and may result in civil and criminal penalties.
• 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
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.

### TEMPORARY REGISTRATION PERMIT (TRP)

**TRP Boxes for DL101 - LANDMARK FORD, INC. (4846)**

<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>16AA00</td>
<td>08/14/2020</td>
<td>08/14/2020</td>
<td>Motorcycle</td>
<td>Svenuri</td>
<td>4 / 25</td>
</tr>
<tr>
<td>100KK100</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”.

TEMPORARY REGISTRATION PERMIT (TRP)

Edit a User

Manager: Jon Adams
Username: JSMITH

First Name: TOM
Middle Initial: 
Last Name: STEVENS

Telephone Number: 555-555-5555
E-mail Address: JSMITH@ABC.gov

Privileges

Assign TRPs - Starting TRP Number

Reset Password: TRP Users

Submit | Inactivate
• 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. This 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.”

• Select the link, “Click here to view/print your TRP.”
Printing TRPs

• 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 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 for three years.
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.”
After voiding, this screen appears to confirm the TRP status.
Storage & Voids

- TRPs must be stored in a secure area.
- Superuser must confirm DAILY TRPs are issued in sequential order and voided properly.
- Auditors from the Accounting Revenue Department will pick up voids when necessary. Please contact your auditor for any questions.
Troubleshooting Error Messages

- Status Required
- Reason Required
- TRP already assigned to doc ###
- TRP was not confirmed
- Printer problems
Status or Reason is required error messages
TRP already assigned error message
TRP not confirmed error message
• 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.”
If a TRP did not print, if there is a paper jam, an incorrectly inserted TRP, or if any other printer problems occur, you must void the TRP and process again using the original document number and a NEW TRP.
Questions & Concerns

TRP Hotline:
217-524-4329