

New Design TRP *Dealers*

IL Secretary of State Training

New TRP Essentials

- ❑ 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 and 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

Ordering & Receiving TRPs

- Log on to the TRP Website using username and password
- Click on Request TRP Stock

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH

[Log Out](#)

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. This 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.

Ordering & Receiving TRPs

- Using the down arrow under the Vehicle Type, you can choose Passenger or Motorcycle Permits
- You can also use the down arrow under the Quantity to choose how many packages you want.
- Minimum order is 1 package and maximum is 24 packages

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH
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Request TRP Stock

Vehicle Type

Passenger/Truck ▼

Quantity

1 - 25 TRPs ▼

[Print 7-Day / 30-Day Request Form](#)

Order

Reset

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Receiving TRPs

- Once you receive your packages, go back to the TRP Website click on your TRP Boxes tab and Receive Stock.

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

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as **JSMITH**

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

Box ID	Date Received	Date Shipped	Vehicle Type	Issued To	Quantity Issued
100KK225	Receive Stock	08/17/2020	Passenger/Truck	Not Allocated	0 / 25
100KK200	08/14/2020	08/14/2020	Passenger/Truck	Szara4	0 / 25
16AA00	08/14/2020	08/14/2020	Motorcycle	Svemuri1	4 / 25
100KK000	08/10/2020	08/10/2020	Passenger/Truck	Szara4	22 / 25

Assigning TRPs to Employees

- If you have multiple users, the Super User 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) Logged in as **JSMITH**
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[Edit a User](#)

Manager Jon Adams

Username JSMITH

First Name * **Middle Initial** **Last Name ***

Telephone Number 555-555-5555

E-mail Address **TRP Training Type** N/A **Training Date** N/A

Privileges

Assign TRPs - Starting TRP Number

[Reset Password](#) [TRP Users](#)

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Issuing TRPs

- Access the TRP website and click on “Issue TRP.”
- Enter the document number from the ERT/PERT application completed previously Click on “Search.”
- The system will populate the same owner/vehicle information from the ERT/PERT application and cannot be altered.
- Once the information is on the screen, click on “Submit” to complete the TRP transaction.

TEMPORARY REGISTRATION PERMIT (TRP) Logged in **JSMITH**
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TRP Issuing Information

TRP
The lowest number TRP should be used first

VSD190 Document Number *
6219983079

TRP Number * **Date Issued**
100KK020 08/24/2020

[Search](#)

Owner 1

First Name	Middle Initial	Last Name
DEBRA		DURBIN

Driver's License Number

Address
PO BOX 456

City	State	ZIP Code	County
TAYLORVILLE	IL	62568	11

Owner 2

First Name	Middle Initial	Last Name
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Driver's License Number

Vehicle

VIN
5TBRT3415YS103340

Year	Make	Model
2000	TOYT	TUNDRA

Issuing TRPs

- 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

TEMPORARY REGISTRATION PERMIT (TRP) Logged in: **JSMITH**
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TRP Issuing Information

The TRP was successfully registered in the system.
The CONFIRMATION NUMBER for the TRP just entered is: 21964975

[Click here to view your TRP.](#)

TRP

The lowest number TRP should be used first

VSD190 Document Number *
6219983079

TRP Number *	Date Issued
100KK020	08/24/2020

Owner 1

First Name	Middle Initial	Last Name
DEBRA		DURBIN

Driver's License Number

Address
PO BOX 456

City	State	ZIP Code	County
TAYLORVILLE	IL	62568	11

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN
6T8PT2415YS102240

Printing TRPs

- When loading the TRP in the printer, put it face down with the perforation on left
- Print

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

ILLINOIS TEMPORARY PERMIT

2C3CDXBG1CH286613 2012 Dodge Charger

100-KK-126

Exp: 11/23/2020

CHICAGO NORTH FACILI 303 08/25/2020

2C3CDXBG1CH286613	2012	2C3CDXBG1CH286613	2012
Dodge	Charger	Dodge	Charger
CHICAGO NORTH FACILITY 303	08/25/2020	CHICAGO NORTH FACILITY 303	08/25/2020
3856 W 124th St Apt 2e, Alsip, IL 60803		3856 W 124th St Apt 2e, Alsip, IL 60803	
M Griff	11/23/2020	M Griff	11/23/2020

Load TRP in manual feeder, face down with perforation on left

After printing,
enter/Scan the
TRP# and click
Submit

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH
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TRP Issuing Information

The TRP was successfully registered in the system.
The CONFIRMATION NUMBER for the TRP just entered is: 21965108

[Click here to view your TRP.](#)

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660285

TRP Number *

100KK128

Date Issued
08/26/2020

Confirm Printed TRP Number *

100kk128

Owner 1

First Name	Middle Initial	Last Name
W		Y

Driver's License Number

Address
1111 CHICAGO

City	State	ZIP Code	County
CHICAGO	IL	60606	COOK

Owner 2

First Name	Middle Initial	Last Name
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Driver's License Number

Vehicle

VIN
2CNFLNEC6B6313559

Year	Make	Model
2011	CHEV	EQUINOX

Secretary of State Fee

Fee Paid
301.00

* Required

Submit

Clear

TRP printed/
updated
successfully

SOS USE ONLY

JESSE WHITE
SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as: JSMITH |
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Issuing Agent - CHICAGO NORTH FACILITY

User Admin

- Confirm printed trp number updated successfully.

TRPs

- [Issue TRP](#)
- [Issue 7-day Permit](#)
- [TRP Boxes](#)
- [Search for a TRP](#)
- [Print 7-Day / 30-Day Request Form](#)

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Tear off bottom portions and give the Owner Copy to customer and keep Agent Copy for your records

+ +

ILLINOIS TEMPORARY PERMIT

XXX-AA-XXX

Exp:

+ +

FOLD ON PERFS PRIOR TO TEARING

 <p style="text-align: center;">Owner Copy – Remove and Keep In Vehicle</p> <p style="text-align: center;">ILLINOIS TEMPORARY PERMIT</p>	 <p style="text-align: center;">Agent Copy – Remove and Retain</p> <p style="text-align: center;">ILLINOIS TEMPORARY PERMIT</p>
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Users can
“Search for a
TRP” ONLY by
VIN

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as: JSMITH
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Search for a TRP

Search by VIN Number

Search

Reset

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Users must select the reason for void and enter a detailed description then submit

TRP Number 100KK051

Confirmation Number 21965156

Date Issued 08/17/2020

Document Number 6219982948

Issued By BILL SMITH

Issuing Agency RAYMOND CHEVROLET INC.

Expiration Date 11/15/2020

Owner 1 JOHN DOE

Address 123 ADDRESS RD
CHICAGO, IL 60606

Driver's License Number

Type of Plate Passenger/Truck

VIN JT4RN93P3N5061584

Vehicle Year 1992

Vehicle Make TOYT

Vehicle Model HALFTONPI

Vehicle Weight 8000

Secretary of State Fee 301.00

TRP has been
Voided

Reason

Submit Reset Print

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After voiding,
this screen
appears to
confirm TRP
status

TEMPORARY REGISTRATION PERMIT (TRP)

Logged in **JSMITH**
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TRP Number **100KK126**

You have recorded that TRP# 100KK126 has been Stolen
Click 'Submit' to Confirm this TRP status update.

Confirmation Number 21965106 [Print Receipt](#)

Date Issued 08/25/2020

Document Number 8748660251

Issued By BILL SMITH

Issuing Agency CHICAGO NORTH FACILITY

Expiration Date 11/23/2020

Owner 1 M GRIFF

Address 3856 W 124TH ST APT 2E
ALSIP, IL 60803

Driver's License Number

Type of Plate Passenger/Truck

VIN 2C3CDXBG1CH286613

Vehicle Year 2012

Vehicle Make DODG

Vehicle Model CHARGER

Vehicle Weight 0

Secretary of State Fee 328.00

TRP has been

Stolen

Reason

Customer noticed his TRP was missing from vehicle and assuming it is stolen

Storage & Voids

- 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 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

SOS USE ONLY

JESSE WHITE
SECRETARY OF STATE 

TEMPORARY REGISTRATION PERMIT (TRP) Logged in **JSMITH**
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TRP Number 100KK125

- Status is required.
- Reason is required.

Confirmation Number	21965105	Print Receipt
Date Issued	08/20/2020	
Document Number	8748660243	
Issued By	JSMITH	
Issuing Agency	CHICAGO NORTH FACILITY	
Expiration Date	11/18/2020	
Owner 1	JOSE M SANCHEZ	
Address	9130 FAIRVIEW AVE UNIT 1 BROOKFIELD, IL 60513	
Driver's License Number		
Type of Plate	Passenger/Truck	
VIN	1GNEC16Z32J132957	
Vehicle Year	2002	
Vehicle Make	CHEV	
Vehicle Model	SUBURBAN	
Vehicle Weight	0	
Secretary of State Fee	301.00	

TRP has been

Reason

Troubleshooting Error Message

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SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as JSMITH |
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TRP Issuing Information

- A TRP is already assigned to this document number.(16)

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660251

TRP Number *

100kk126

Date Issued

08/25/2020

Owner 1

First Name	Middle Initial	Last Name
M		GRIFF

Driver's License Number

Address

3856 W 124TH ST APT 2E

City	State	ZIP Code	County
ALSIP	IL	60803	COOK

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN

2C3CDXBG1CH286613

Year	Make	Model
2012	DODG	CHARGER

Secretary of State Fee

Fee Paid

328.00

* Required

Other Error Messages

SOS USE ONLY

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SECRETARY OF STATE



TEMPORARY REGISTRATION PERMIT (TRP)

Logged in as tdiantzi

[Menu](#) | [Log Out](#)

TRP Issuing Information

- TRP number 100KK125 was not confirmed after being printed. You must call 217-524-4329 to get this resolved. (21)

TRP

The lowest number TRP should be used first

VSD190 Document Number *

8748660251

TRP Number *

100KK126

Date Issued

08/25/2020

Owner 1

First Name	Middle Initial	Last Name
M		GRIFF

Driver's License Number

Address

3856 W 124TH ST APT 2E

City	State	ZIP Code	County
ALSIP	IL	60803	COOK

Owner 2

First Name	Middle Initial	Last Name

Driver's License Number

Vehicle

VIN

2C3CDXBG1CH286613

Year	Make	Model
2012	DODG	CHARGER

Secretary of State Fee

Fee Paid

328.00

Questions &
Concerns

TRP Hotline:

217-524-4329