

How to Renew an Operating Period:

1. Log in to the NRDE Registration System

<https://apps.metrovancouver.org/NRDE/Security/Login.aspx>

2. Your home page will look similar to the screen shot below once you have logged in:

The screenshot shows the Metro Vancouver website interface for Non-Road Diesel Online Registration. At the top left is the Metro Vancouver logo with the tagline "SERVICES AND SOLUTIONS FOR A LIVABLE REGION". To the right, the page title is "NON-ROAD DIESEL ONLINE REGISTRATION". Below the header is a navigation bar with links for "HOME", "FIND ANY ENGINE", and "PAYMENT HISTORY". On the right side of the navigation bar are links for "Help", "Contact", a user profile "John", and a shopping cart "Cart (0 items)". Below the navigation bar is a search bar with the text "Search all Metro Vancouver Registered Engines". A yellow warning banner at the top of the main content area states: "You have 1 invoice for which we have not yet received payment." Below the banner is the "MY ENGINE LISTING" section, which includes a table of engine details and an "Add New Engine" button.

MY ENGINE LISTING		Add New Engine	
Tier 1	3677	Forklift View details -- 6544	Pending Dec 01, 2015 - Dec 01, 2015 Get \$ Back ✕ Retire Apply ERM
Tier 1	3678	Generator View details -- 565	Not Authorized Buy Operating Period Get \$ Back ✕ Retire Apply ERM

3. Click the "Buy Operating Period" for the engine you are wanting to renew. This button will only appear if the machine is currently Not Authorized to Operate.

If the machine is currently Authorized, then you will need to click "View Details" to purchase an operating period on the next screen.



4. The screen shot will look similar to this:

Tier 1	3678	Generator	Remove From My Engine List	Not Authorized Buy Operating Period
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Step 1	Select Operating Period Type: <input type="radio"/> Annual (365 days) <input checked="" type="radio"/> Monthly (30 days) <input type="radio"/> Daily <input type="radio"/> Low Use Annual (max 200 hrs.)	WANT TO REDUCE OR ELIMINATE FEES? Apply an ERM or Retire your engine for savings & money back.
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Step 2	Select Start Date: Select Date
Months: <input type="text" value="4"/>	
Start Date: December 07, 2015	End Date: April 04, 2016

Using >5% biodiesel fuel will **reduce** your operating period cost.

* Will this engine be using **greater than 5%** of biodiesel fuel for the entire operating period?

[Calculate Operating Period Fee](#)

5. Select the operating period type (e.g. Monthly)
6. Click the "Select Date" button to choose the date which the operating period will begin. For Daily and Monthly operating periods, select the Start Date and the Number of Days/Months the operating period will be used for.
7. Click "Calculate Operating Period Fee". This will show the estimated cost of operating the machine for the period selected.
8. Click "Add to Cart". You are able to add multiple operating periods prior to checking out using the "Add Another Operating Period".
9. Then Click "Proceed to Checkout"
10. Select your payment method (Credit Card or Cheque)
*** If paying by credit card click the "Pay Now"
*** If paying by cheque click the "Generate Cheque Payment Invoice"

