



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to add a jurisdiction to a cab card

- Important Notes
- Log On
- Process Add Jurisdiction supplement
- Pay Online
- Supplement Continuance
(How to get back where you left off)
- Inquiry Process
(Get information about your account)
- Estimated IRP Miles Fee Calculation Changed in Mo.
(Scope of Operation)

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

Toll-Free: 1-866-831-6277
Local: 573-751-7100

THE ADD JURISDICTION SUPPLEMENT ADDS ONE OR MORE JURISIDCTIONS TO THE CURRENT FLEET. A JURISDICTION IS USUALLY ADDED DUE TO EXPANDING OPERATIONS OR BECAUSE IT WAS LEFT OUT DURING THE INITIAL REGISTRATION OR RENEWAL. NO SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED WHEN ADDING JURISDICTIONS.

1. Log on - www.modot.org/mce

MoDOT CARRIER EXPRESS

mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, [Click Here](#)

System Status messages will go here. If there are none this area will be blank.

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

- a. Enter your userID and password. Click on **SIGN IN**
2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links for various activities and information pages

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS My Favorites GO

Welcome to the MoDOT Carrier Express!

Account Name: Customer ID USDOT Number:

Click on the link below to take you to the appropriate tab to begin a transaction.

Click here to begin any of the IRP activities below:

- Add a vehicle to your fleet (Select Supplement, Add Vehicle)
- Transfer a plate (Select Supplement, Add Vehicle & Transfer)
- Replace a plate (Select Supplement, Replace Plate)
- Renew your plates (Select, Renewal)
- Reprint a cab card (Select, Reprint)
- Correct cab card info (Select, Supplement, Cab Card Correction)
- Continue an unfinished transaction (Select Supplement Continuance)

Click here to View IRP information below:

- Active vehicles (Select Fleet Active Vehicles)
- Deleted vehicles (Select Fleet Deleted Vehicles)
- Information for a specific vehicle (Select Vehicle)
- Weight groups (Select Weight Group)
- Status of your current license year transactions (Select Supplement)
- Current license year jurisdictions/mileage (Select Fleet Mileage)

Click here to begin any of the IFTA activities below:

- File or amend a quarterly tax return (Select Quarterly Tax Return)

Click on the transaction below for Payment activity:

- [Pay bill](#)
- [View your account balances](#)
- [Reprint an open bill](#)

Click here to begin any of the OSOW activities below:

- New permit (Select New)
- Recall or view last saved permit (Select Open Last)
- Update Vehicle Information (Select Vehicle Units)
- View open permit applications

Click here to begin an INTRASTATE AUTHORITY activity:

- Renew to obtain intrastate decals (Select Intrastate Regulatory, Renewal)

Click here to begin any of the UCR activities below:

- New or renewal registration
- Continue an unfinished registration

a. To proceed with your supplement, click on **APPLICATIONS** or the **IRP ACTIVITIES LINK**

3. The **Motor Carrier Services Program Information** page appears. Click on the **IRP** tab

State of Missouri
Motor Carrier Services

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Information **IRP** IFTA PERMITS OS/OW HW/WT

WELCOME CARRIERS!

This portal is your gateway to Missouri state requirements, forms and information for businesses and individuals interested in commercial operations of trucks, tractor-trailers, buses, limousines, or other commercial motor vehicles, on public highways in Missouri.



4. The IRP Main Menu page appears

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OS/OW HW/WT

Account Nbr:

IRP Main Menu

- Renewal
- Supplement**
- Supplement Continuance
- Reprint

CONTINUE

- a. Click on **SUPPLEMENT** and complete the requested screen information. Choose **ADD JURISDICTION** and click on **SUBMIT**.

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OS/OW HW/WT

Supplement Menu

- Add Jurisdiction**
- Add Vehicle
- Replace Plate
- Add Vehicle & Transfer
- Cab Card Correction

ACCOUNT NBR: 2576

FLEET NBR:

EXP MM/YR:

SUPP EFF DATE: 7 14 2011

TVR REQUIRED: TVR NBR OF DAYS:

CONTINUE

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed. At the end of a registration period, when renewal has been started, the TVR number of days default may change depending on whether or not the supplement is to be carried over to the new registration year.

- b. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **IRP Mileage** screen appears.

IRP Mileage Account Nbr: 440 DENNIS H. GRANT
 Supp Nbr: 0001 ADD JURISDICTION

Check When

Use MO Estimated Miles for Estimated Jurisdictions # of Power Units: Apply for

Check To Verify If States Are Contiguous To Each Other

Mileage Types: A=Actual E=MO Estimated/Scope N=No Operation

JUR	Type	Mileage	Percentage	JUR	Type	Mileage	Percentage
AR	N	41					
IA	N	258					
IL	A	524	8.91308%				
IN	N						
MO	A	5355	91.08692%				
OK	N	527					
TN	N	669					

- Enter the desired jurisdictions(s).
- If actual miles exist in the system, user can only change mileage type from N (No) to A (Actual).
- If a new jurisdiction is added the only type of miles that can be added are E (Estimated). Estimated mileage will be generated from the Missouri Estimated Mileage chart.
- If the next year's renewal has been started and jurisdiction is added in the current year, a message will appear asking if the jurisdictions being added in the current year are wanted for the coming year. Indicate YES or NO if the jurisdiction(s) should be carried over to the next year. This is done at the top of the mileage page.

Actual Miles: 67580
 Estimated Miles: 27597
 Total Fleet Miles: 95177

SELECT YES OR NO IF YOU WANT THESE JURISDICTIONS TO APPEAR ON NEXT YEARS REGISTRATION

CONTINUE

NOTE: If the jurisdiction is NOT desired for the coming year, any TVR issued will expire at the end of the current registration period. If the jurisdiction IS desired for the coming registration year, the system will generate a supplement to add that jurisdiction for the upcoming registration year.

10. At the top of the page you will see checkboxes.

- USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS** - Check when MO estimated miles are to be used. The system will generate estimated mileage.

- **APPLY FOR SCOPE OF OPERATION APPROVAL - DETAIL ROUTE INFORMATION REQUIRED –**
See document at end of this procedure for a detailed description of Scope of Operation. If APPLY FOR SCOPE OF OPERATION was checked the system will take you to the Scope of Operations screen to complete. See instructions below.

A pop up message will appear to validate that a valid mileage resource was used to determine distances. User must click **OK** to proceed. If a reasonable description and distance of route is not provided, MCS has the authority to change from Scope of Operation to MO estimated miles.

- **CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER - By default, the system verifies that all the jurisdictions create a path to all selected jurisdictions.**

Scope of Operation Screen

IRP Mileage Scope																	
Account Hbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Hbr: 1 Exp MM/YR: 6/2009																	
Supp Hbr: 000 RENEW FLEET																	
JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR
AL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		NE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
FL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
IA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
IN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
KS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
KY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													

- Enter the **Description of Route** for all estimated jurisdictions. Maximum characters allowed are 60.
- Enter the **Distance** of one trip for that jurisdiction to be traveled.
- Enter the **No (#) of Vehicles** that will be making that trip.
- Enter the **No (#) of Trips** that will be made in the up coming registration period.

After desired jurisdictions have been added:

1. Click **SUBMIT**
2. Click **SUBMIT** (repeat) to confirm until IRP Billing page appears

11. The IRP Billing page appears without invoiced amounts

IRP Billing	Account Ilbr: 13196 Supp Ilbr: 0003	TMS TRUCKING LLC ADD JURISDICTION	Fleet Ilbr: 1 USDOT Ilbr: 1716954	Exp MM/YR: 12/2008
IRP Fee: 0.00	Waive Trailer Fee: <input type="checkbox"/>	Supplement Status: O - OPEN	Effective Date: 02 / 05 / 2008	REG MONTHS: 11
Mo Schedule I Fee: 0.00		Receipt Date: 02/05/2008	Billing Date:	NBR OF VEHICLES: 2
Mo Schedule II Fee: 0.00		Invoice Date:	TVR Ind: <input checked="" type="checkbox"/> TVR Ilbr of Days: 45	
Cab Card Fee: 0.00 <input type="checkbox"/>				
Replace Tag Fee: 0.00 <input type="checkbox"/>				
Grade Crossing Fee: 0.00 <input type="checkbox"/>				
Transfer Fee: 0.00 <input type="checkbox"/>				
Revenue Transfer Fee: 0.00 <input type="checkbox"/>				
Late Filing Penalty: 0.00 <input type="checkbox"/>				
Late Pay Penalty: 0.00 <input type="checkbox"/>				
Total Due: 0.00				
Credit Applied: 0.00				
Net Amount Due: 0.00				

Delivery Options: V - Preview

CONTINUE Submit Quit Refresh Inquiry Help

- a. Select a delivery option for your credentials or documents
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- b. Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**



NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01 and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

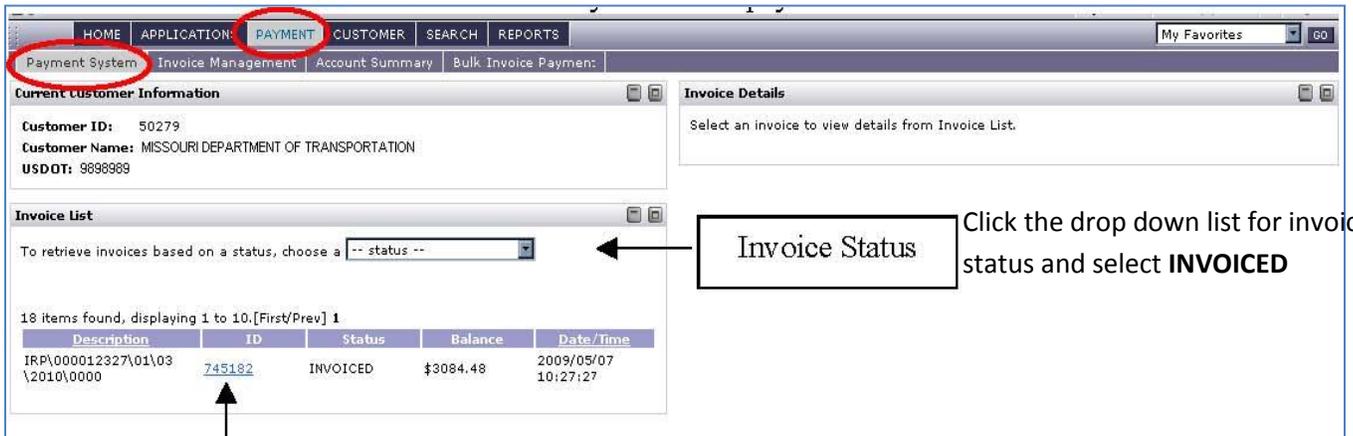
Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

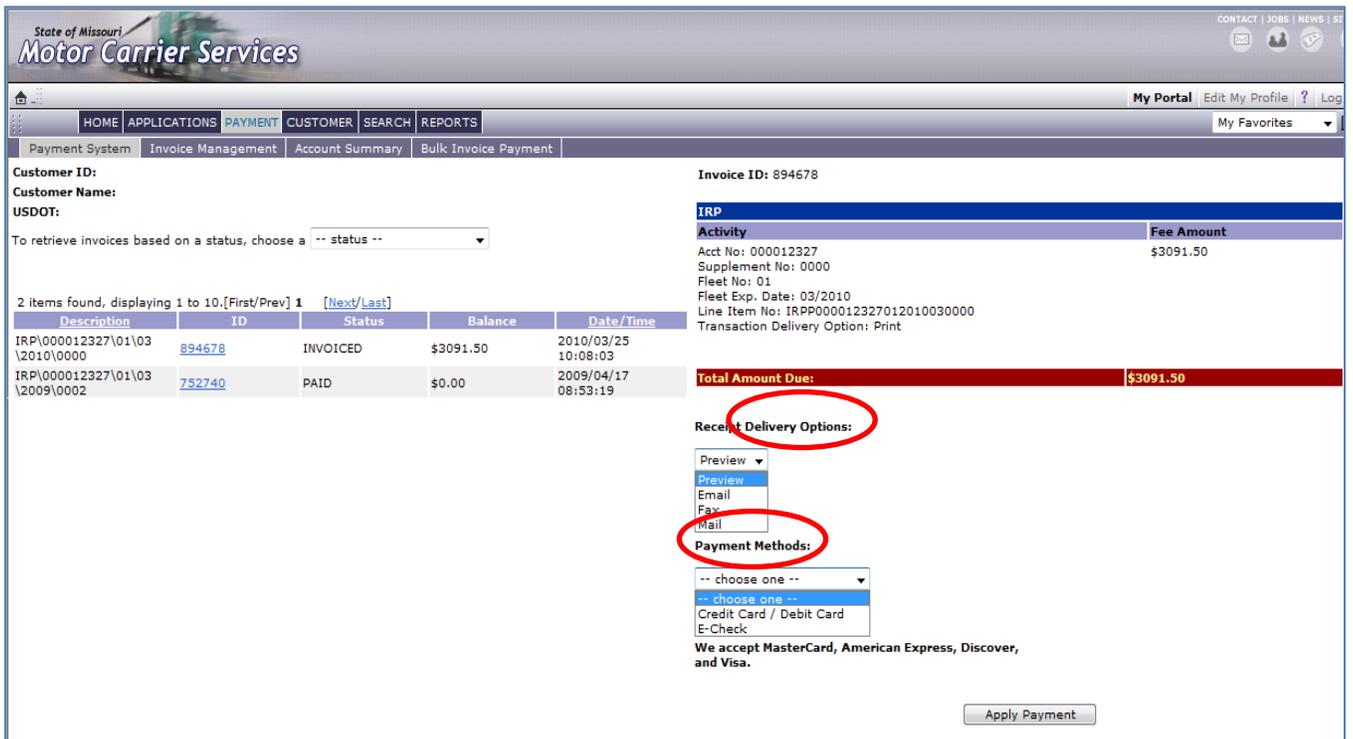
Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**



1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.



2. Choose a delivery option
 - Fax – Sends documents/credentials to your fax number indicated – number can be changed
 - Email –Sends documents/credentials to your email address indicated – email can be changed
 - Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

3. Choose a payment method

E-check

Payment Methods:

E-Check ▾

We accept MasterCard, American Express, Discover, and Visa.

Check Type: Company Check Personal Check

Account Type: Checking Acct Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.
All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Credit/Debit Card

Payment Methods:

Credit Card / Debit Card ▾

We accept MasterCard, American Express, Discover, and Visa.

Card Type: American Express Master Discover
 Visa

Name on Credit Card:

Expiration Date: -- month -- ▾ -- year -- ▾

Credit Card Number: CV2:

- Fill in the requested information (include CV2 security code from the back if using a card) and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to **PAID** when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Credentials will be issued when payment is made in full and all supporting documents are received

HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.

MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**

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Information IRP IFTA PERMITS OS/OW HW/WT

IRP Main Menu Account Nbr: 947 CALLAWAY CARRIERS INC

Renewal
Supplement
Supplement Continuation
Reprint

CONTINUE Submit Refresh Help

ACCOUNT NBR:	1
FLEET NBR:	<input type="text"/>
EXP MM/YR:	<input type="text"/> <input type="text"/>
SUPP EFF DATE:	5 6 2008
TVR REQUIRED:	<input type="checkbox"/>
TVR NBR OF DAYS:	<input type="text"/>

2. Account information will be requested. Complete the screen as follows:

ACCOUNT NBR	IRP Account Number
FLEET NBR	Fill in the fleet number if needed
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to resume. If you do not know the number, leave blank and click on SUBMIT. A list of supplements will appear. Choose the one you wish to continue.

3. Click **SUBMIT**. The renewal will open where you left off
4. Continue processing the application

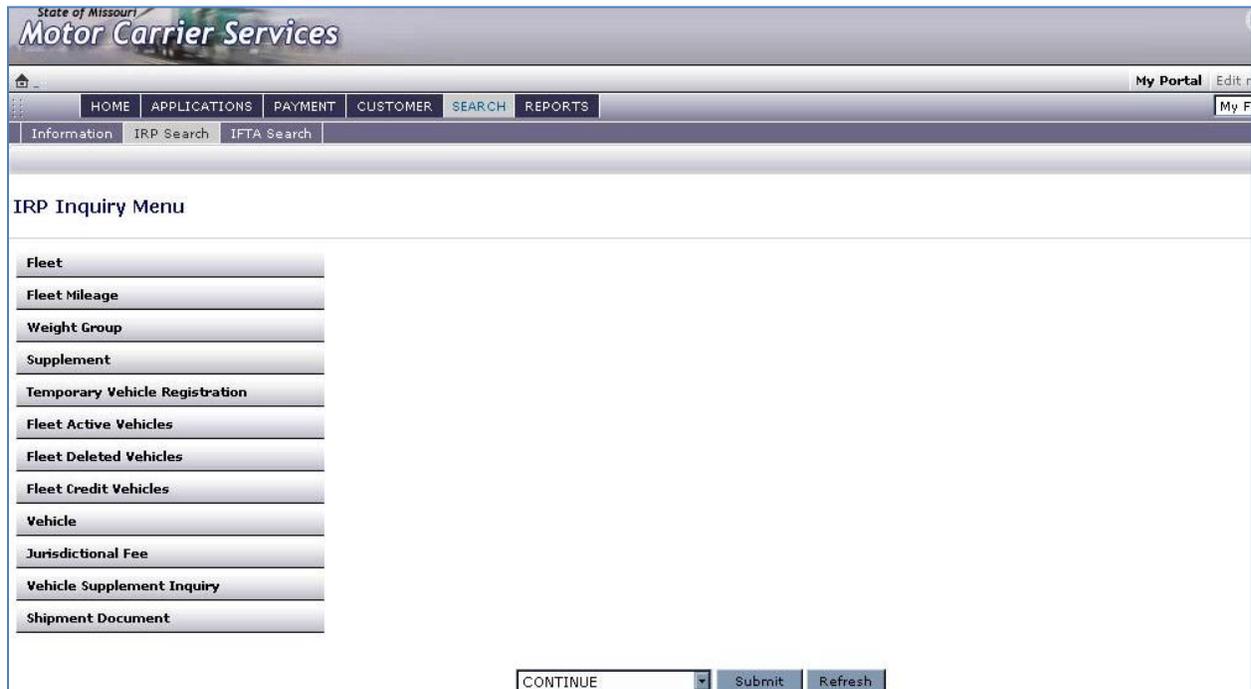
INQUIRY PROCESS

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the **APPLICATIONS** tab to process additional functions.

Click the **SEARCH** tab

The **IRP Inquiry Menu** page will display



Click on **IRP SEARCH**

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

FLEET NBR	Enter the fleet number for the supplement you wish to continue.
EXP MM/YR	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS	Enter only one search option at a time.

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then be required to log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

Estimated IRP Miles Fee Calculation Changed in Mo.

MCS Urges Scope of Operation Form Use

MoDOT Motor Carrier Services was audited by the International Registration Plan recently. The major finding of the study affects all multiple-unit carriers who wish to estimate miles when they start or renew an account using estimates or add states to a cab card.

Missouri had calculated the fee based on the estimated miles for each unit individually. The auditors informed MCS that is not correct. When estimated miles are used, fees are to be multiplied by the number of units in the entire fleet. That increases the bottom line significantly, especially in higher fee states.

To keep your IRP bill as low as possible, MCS recommends that carriers file a Scope of Operation report that describes the route, the number of trucks and the number of trips expected in the following year. What is the quickest way to do this? Current IRP customers can access MoDOT Carrier Express and find a checkbox that will open a Scope of Operation page on the IRP mileage screen. Fill it out and submit online for the fastest service.

Carriers who don't use MoDOT Carrier Express or who apply for a new account can find a fillable form on the MCS website, www.modot.org/mcs, on the IRP program page. It can be printed and faxed or mailed; or it can be saved electronically and e-mailed to contactMCS@modot.mo.gov.

MCS will review the Scope of Operation information, and if the miles are considered reasonable, will figure the fees based on the route miles multiplied by the number of trucks and trips.

Depending on the details, a Scope of Operations form can take as few as five minutes. It could save hundreds, if not thousands, of dollars.

Let's look at an example.

Bags O' Cash Trucking is adding the State of Bliss to its cab card. The estimated miles chart for Bliss lists 2,000 miles.

BOC estimates they'll make ten, 100 round-trip miles. BOC has 10 trucks. Only five trucks will make trips into Bliss.

USING A SCOPE OF OPERATION, and the facts above, IRP calculates:

10 trips X 100 miles X 5 trucks = **5,000 miles**

USING THE ESTIMATED MILES CHART and the facts above, IRP calculates:

2,000 miles X 10 trucks = **20,000 estimated miles**.

BOTH approaches are acceptable; however, if the company spent a few minutes to fill out a Scope of Operations, BOC Trucking could pay for 15,000 fewer miles to add the State of Bliss to its cab card.