

Paying Unified Carrier Registration (UCR) – External User

1. Access MoDOT Carrier Express (MCE) using the following link: <https://mcs.modot.mo.gov/portal/wps/myportal/>

2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services

- If you don't have a user id or password, or you do not remember it and cannot reset it electronically, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one or have it reset.

Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.

3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name: QUALITY CARRIERS INC
Customer ID: 3606 USDOT Number: 76600

4. Click on Begin UCR Activities:

▶ **Begin UCR activities**

5. Click on New or Renewal Registration:

New or Renewal Registration

6. Enter the 4-digit year you are registering for:

ENTER REGISTRATION YEAR:

Note: The Registration year may not be the current year. Yearly fees are due December 31 of the previous year (example: Registration for 2014 is due on December 31, 2013)

7. Click Submit:

Submit

8. Review your Principal Place of Business Address, Mailing Address, and Other Contact Information. Make changes if necessary:

Principal Place of Business Address		
Street Address:	<input type="text" value="1320 CREEK TRAIL DR"/>	
City:	<input type="text" value="JEFFERSON CITY"/>	State: <input type="text" value="MO"/> Zip Code: <input type="text" value="65101"/>
Mailing Address		
Street Address:	<input type="text" value="PO BOX 893"/>	
City:	<input type="text" value="JEFFERSON CITY"/>	State: <input type="text" value="MO"/> Zip Code: <input type="text" value="65102"/>
Other Contact Information		
Phone Number:	<input type="text" value="(123)555-5555"/>	Fax Number: <input type="text" value="(123)555-5555"/> E-Mail: <input type="text" value="QUALITY@GMAIL.COM"/>

9. Under the Classification section, check the box that applies to your carrier type:

Classification - Check all that apply				
<input type="checkbox"/> Motor Carrier	<input type="checkbox"/> Motor Private Carrier	<input type="checkbox"/> Broker	<input type="checkbox"/> Freight Forwarder	<input type="checkbox"/> Leasing Company

Steps 10 & 11 are for MOTOR CARRIER & MOTOR PRIVATE CARRIER ONLY

(Brokers, Leasing Companies, and Freight Forwarders skip to Step 12)

10. Under the Vehicle Source section, select the box indicating how you will be counting your vehicles:

Check Only One - Vehicle Source
<input type="radio"/> The number of vehicles shown below have been taken from section 26 of your last reported MCS-150 form.
<input type="radio"/> The number of vehicles shown below is the total number owned and operated for the last 12 month period ending June 30, 2013.

When filing for UCR, it is recommended that you choose the first option, and report the same number of vehicles as

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appears on your federal MCS-150 form. If the second option is chosen and a different number used, it must be explained through the use of one of the following forms:

- **UCR-1 Form:** when number of vehicles is less than listed on the MCS-150 because the vehicle(s) are used exclusively in intrastate (Missouri-Only) service.
- **UCR-2 Form:** when number of vehicles during the reporting period ending June 30, 2013 is used AND is less than listed on the MCS-150.

More information, and UCR-1 and UCR-2 Forms can be found at <http://www.modot.org/mcs/UCR/index.htm>.

11. Vehicle Information:

- This information will automatically populate based upon the number of vehicles you registered with FMCSA on your MCS-150 Form.
- NOTE: You CANNOT change this information if the first radio button is selected in Step 10.
- If you selected the second radio button in Step 10.
 1. In the table, enter the number of straight trucks and tractors owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Do not include any trailer counts.
 2. Trailers are no longer counted in determining fees under this program.
 3. In the table, enter the number of Motor Coaches, School Busses, Mini-Busses, vans, and limousines owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Do not include any trailer counts.
 4. Enter the number of vehicles in 1 and 3 that are used only in intrastate commerce that you want to delete OR the number of vehicles that have a vehicle capacity of 10 or less passengers, including the driver.
 5. Enter the number of vehicles in 1 and 3 that are commercial motor vehicles operating solely in intrastate commerce OR used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
 6. **TOTAL:** The total will calculate based upon your answers to 1-5 above (Line 1 plus 2 plus 3, minus Line 4, plus Line 5).

For further information see the federal UCR instructions at: <http://www.modot.org/mcs/UCR/index.htm>

Vehicle Information - Cannot modify numbers when current vehicle count option is selected	
<input type="text" value="0"/>	1. Number of Straight Trucks and Tractors.
<input type="text" value=""/>	2. Number of Trailers.
<input type="text" value="0"/>	3. Number of Motor Coaches, School Buses, Mini-Buses, Vans and Limousines.
<input type="text" value="0"/>	4. Number of vehicles in 1 that are used only in intrastate commerce that you want to <u>delete</u> OR number of vehicles that have a vehicle capacity of 10 or less passengers, including the driver.
<input type="text" value="0"/>	5. Number of vehicles not shown in line 1 that are commercial motor vehicles operating solely in intrastate commerce OR used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
<input type="text" value="0"/>	Total Number of Vehicles.

12. Under Certification:

- Check the Certification Box stating that all information entered above is true and that you are authorized to execute and file this document for your company.
- Enter your Title with the Company and your Name

Certification	
<input type="checkbox"/> I the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant.	
Title: <input type="text"/>	Name: <input type="text"/>

13. SUBMIT

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14. The UCR Billing Screen will appear showing the fees to be charged for UCR:

UCR Billing
PLEASE PUSH THE SUBMIT BUTTON TO INVOICE THE APPLICATION.

Application Status: Open
 Expiration Year: 2015
Cancel Application

Total Number of Vehicles:	1	
Fee Amount:	\$ 76.00	
Created By: rickaa1	Created Date: 12/18/2013	Cart ID:
Last Updated By: rickaa1	Last Updated Date: 12/18/2013	Filed Date:

15. SUBMIT to invoice



16. You will receive the following message:

Application has been successfully invoiced. Please click on PAYMENT tab to pay invoice.

17. Click on the PAYMENT Icon



18. All active invoices for your company will show. Click on the **Blue** Invoice ID of the invoice you want to pay:

Description	ID	Status	Balance	Date/Time
UCR/2014/000	1757266	INVOICED	\$76.00	2013/12/18 15:21

Showing 1 to 1 of 1 entries First Previous 1 Next Last

19. The Payment Management Screen will appear:

Payment Management

Legal Name: QUALITY CARRIERS INC
 Invoice ID: 1757273 Invoice Status: INVOICED

UCR	Activity	Fee Amount
Registration Year: 2014		\$76.00
Application Number: 0		
Line Item ID: UCR 0000036062014000		
Account ID: 000003606300		
Total Amount Due:		\$76.00

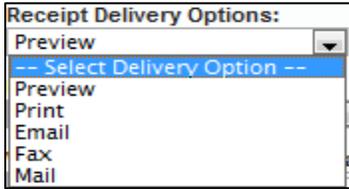
Receipt Delivery Options:
 Preview

Payment Methods:
 -- Select Payment Option --

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

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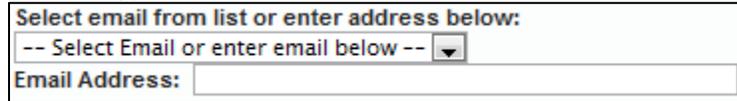
20. Receipt Delivery Options: Select how you would like to receive your receipt:



The screenshot shows a dropdown menu titled "Receipt Delivery Options:". The menu is open, displaying several options: "Preview", "-- Select Delivery Option --", "Print", "Email", "Fax", and "Mail". The "-- Select Delivery Option --" option is currently selected and highlighted in blue.

- You can select from information that is retained for your company from the drop down box
OR

You can type in a location to send the invoice:



The screenshot shows a form with the text "Select email from list or enter address below:". Below this text is a dropdown menu with "-- Select Email or enter email below --" selected. Underneath the dropdown is a text input field labeled "Email Address:".

21. Payment Methods: Select your Payment Method:

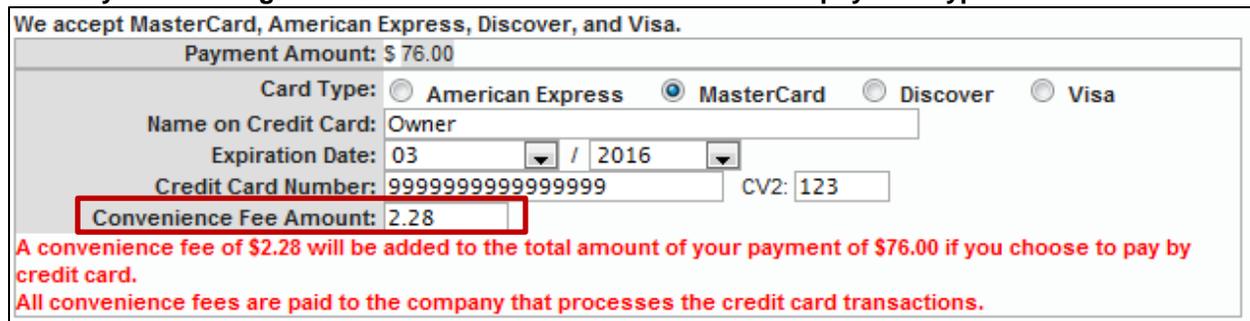


The screenshot shows a dropdown menu titled "Payment Methods:". The menu is open, displaying several options: "-- Select Payment Option --", "Credit Card/Debit Card", and "E-Check". The "-- Select Payment Option --" option is currently selected and highlighted in blue.

CREDIT CARD/DEBIT CARD – enter the following information

- Payment Amount
- Card Type
- Name on Card
- Expiration Date
- Credit Card Number
- CV2 – Security Code (from back of card)
- Convenience Fee – A convenience fee is an amount predetermined and collected by the company that processes the card transaction. The fee will automatically calculate when the type of card is chosen (Discover, MasterCard, Visa, American Express) and the amount will be added to the total amount due.

If you do not agree to the convenience fee choose another payment type or click close.



The screenshot shows a payment form titled "We accept MasterCard, American Express, Discover, and Visa." The form displays a "Payment Amount: \$ 76.00". Below this, there are radio buttons for "Card Type:" with "American Express", "MasterCard", "Discover", and "Visa" options. The "MasterCard" option is selected. The form also includes fields for "Name on Credit Card:" (Owner), "Expiration Date:" (03 / 2016), "Credit Card Number:" (9999999999999999), and "CV2:" (123). A "Convenience Fee Amount:" field is highlighted with a red box, showing a value of 2.28. Below the form, there is a red warning message: "A convenience fee of \$2.28 will be added to the total amount of your payment of \$76.00 if you choose to pay by credit card. All convenience fees are paid to the company that processes the credit card transactions."

E-CHECK – enter the following information:

- Payment Amount
- E-Check Type
- E-Check Account Type
- Name on Check
- Bank Routing Number
- Account Number
- Re-Enter Account Number
- Convenience Fee – A convenience fee is an amount predetermined and collected by the company that processes the E-Check transaction. The fee will automatically calculate and the amount will be added to the total amount due.

If you do not agree to the convenience fee choose another payment type or click close.

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Payment Amount:	\$76.00
E-Check Type:	<input checked="" type="radio"/> Company Check <input type="radio"/> Personal Check
E-Check Account Type:	<input checked="" type="radio"/> Checking Acct <input type="radio"/> Savings Acct
Name on Check:	Owner
Bank Routing Number:	0000000
Account Number:	9999999
Re-Enter Number:	9999999
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.	
Having trouble finding Bank Routing Number and/or Account Number on your check? Click Here for some help.	

22. Once your payment information is entered, Click APPLY PAYMENT

Apply Payment

23. A screen will display showing that the amount due is now zero \$0.00

Total Amount Due:	\$0.00
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24. CLOSE

Close

25. The invoice will disappear from the active invoices screen.

Active Invoices				
Show	10	entries	Search:	
Description	ID	Status	Balance	Date/Time
No Invoices found.				
Showing 0 to 0 of 0 entries			First Previous Next Last	

26. Your transaction is complete and you can log out of the MoDOT Carrier Express system.

Logout