MOTOR CARRIER SERVICES

MoDOT Carrier Express

24-Hour Online System

STEP – BY – STEP INSTRUCTIONS

OVERSIZE OVERWEIGHT PERMITS

Revised January 2014

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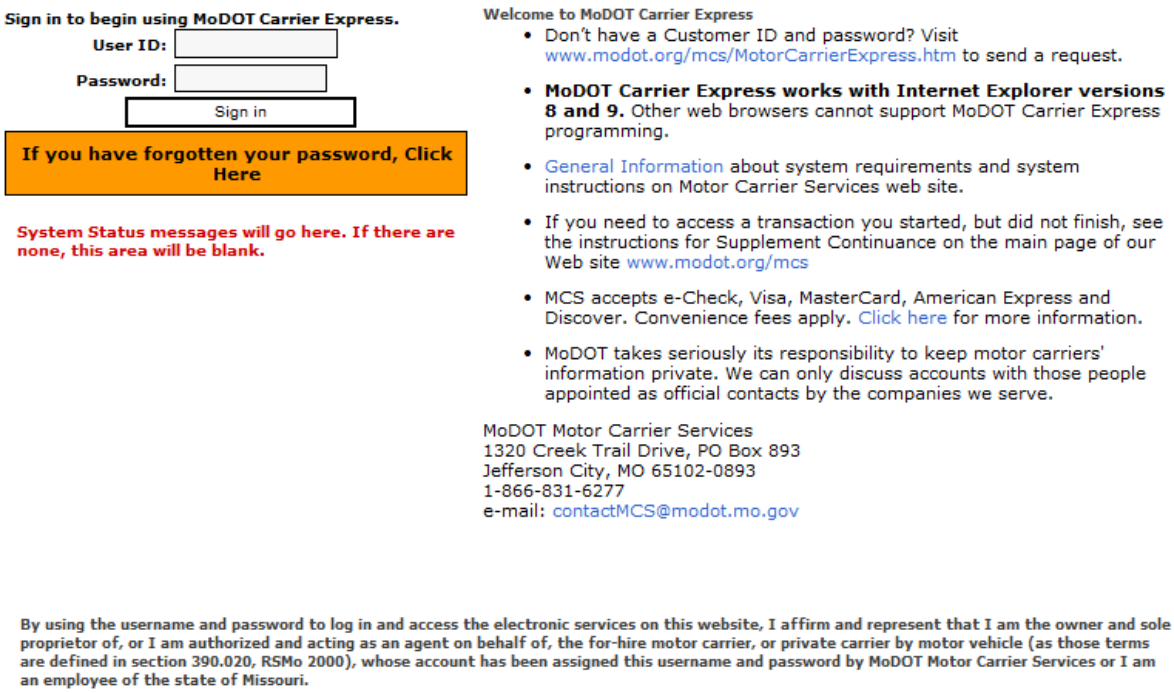
Signing on to the Motor Carrier Services System

Access the Internet site: https://mcs.modot.mo.gov/mce
(It is recommended you save this as a favorite)



Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

Sign in

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 versions 8 and 9.** 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 takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

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

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

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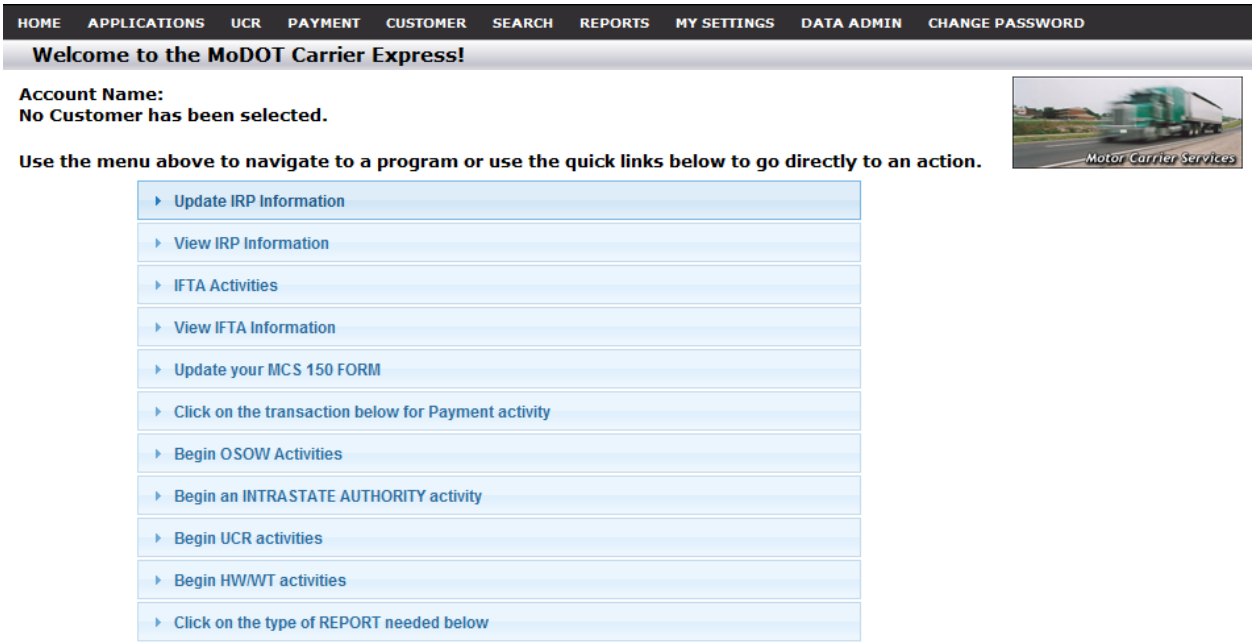
Login

The Username and Password will be sent to you after you have completed and sent the Customer Information Form to our office by fax 573.751.7408 or attach the completed form to an email and send to contactMCS@modot.mo.gov.

1. Enter your **Username**
2. Enter you **Password**
3. Press enter or click **Login**

The following home page will appear.



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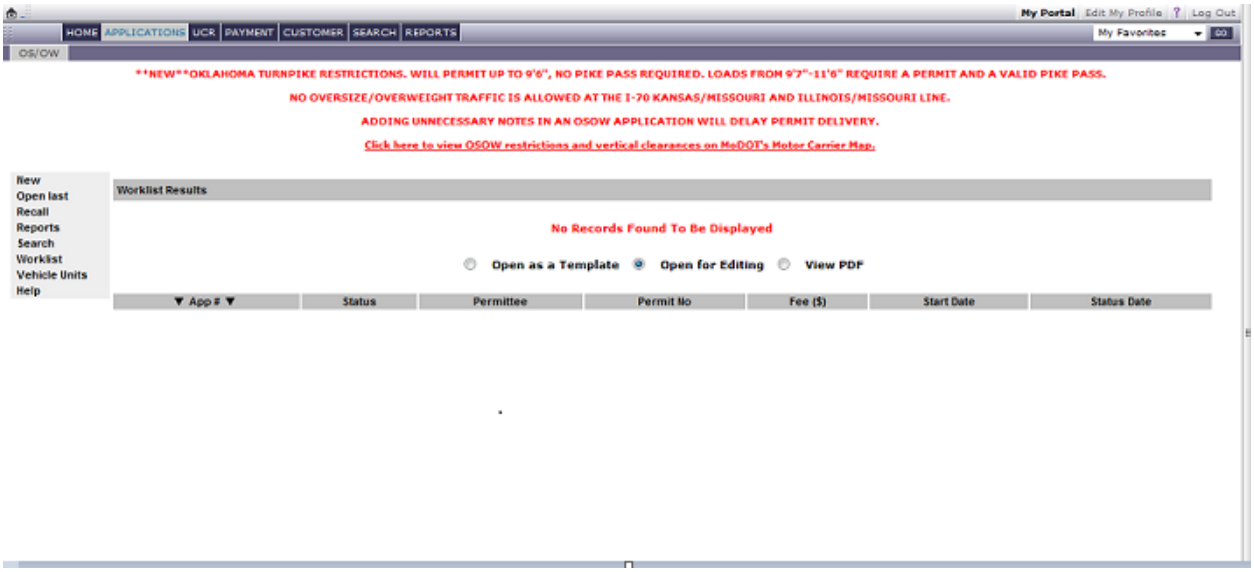
Accessing OSOW Permit Applications

There are 2 options, from the home page click on ***Applications*** and the click on ***OSOW,*** if you have more than 1 option. Or you can click on the blue link "Click here to begin any of the OSOW activities below"

The following screen will appear.



If there are any applications with a "Status" of pending, approved, routed, evaluated or held, these will be displayed in your "worklist". You can always get to your worklist, by clicking on the link on the left side. If a status of "Held" appears in your worklist, this indicates that MCS has a question about your application. To open any applications showing in your worklist, click on the application number. If the application had been returned to you because of questions, a window will appear where we have indicated the questions we have about your application. Click "OK", enter the application and make any corrections, or click on "Add Notes" and answer any questions we may have asked you.

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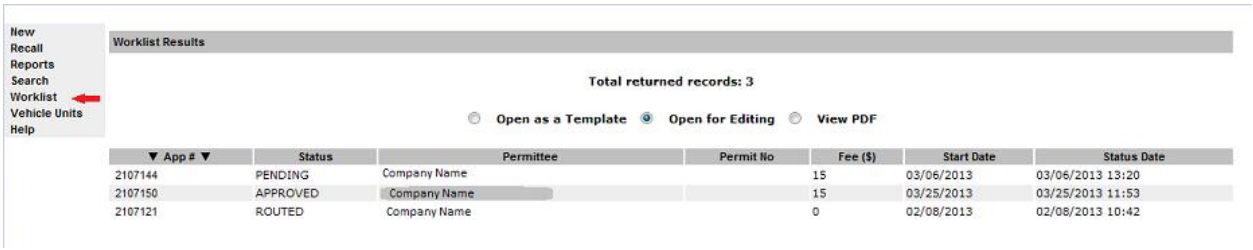
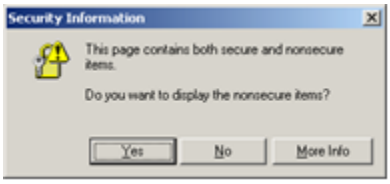
Entering a New Permit

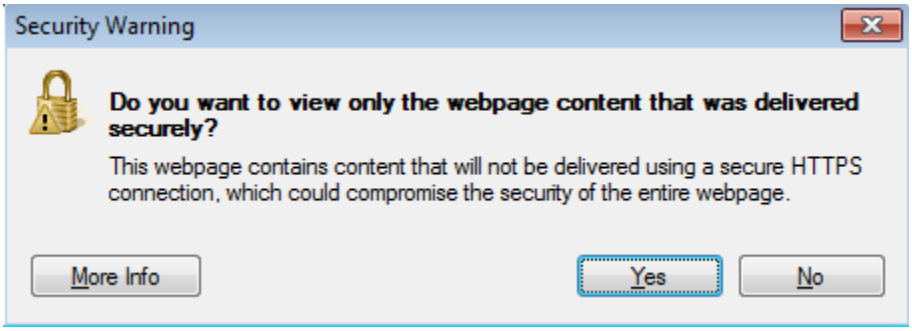
Java version 1.6_29 is required to be installed on the computer being used to order Missouri OSOW permits. If this free software isn't detected, you will be prompted to download the correct version at this time. Newer versions aren't certified to work with the MCS on line system at this time.



Click on ***New*** on the left side of the screen**.** The following screen will appear. Click on "Yes" at the Security Information pop up screen, if your IE version is 6 or earlier.



If your version of IE is 7 or newer you will click "No" at the Security Warning pop us screen.



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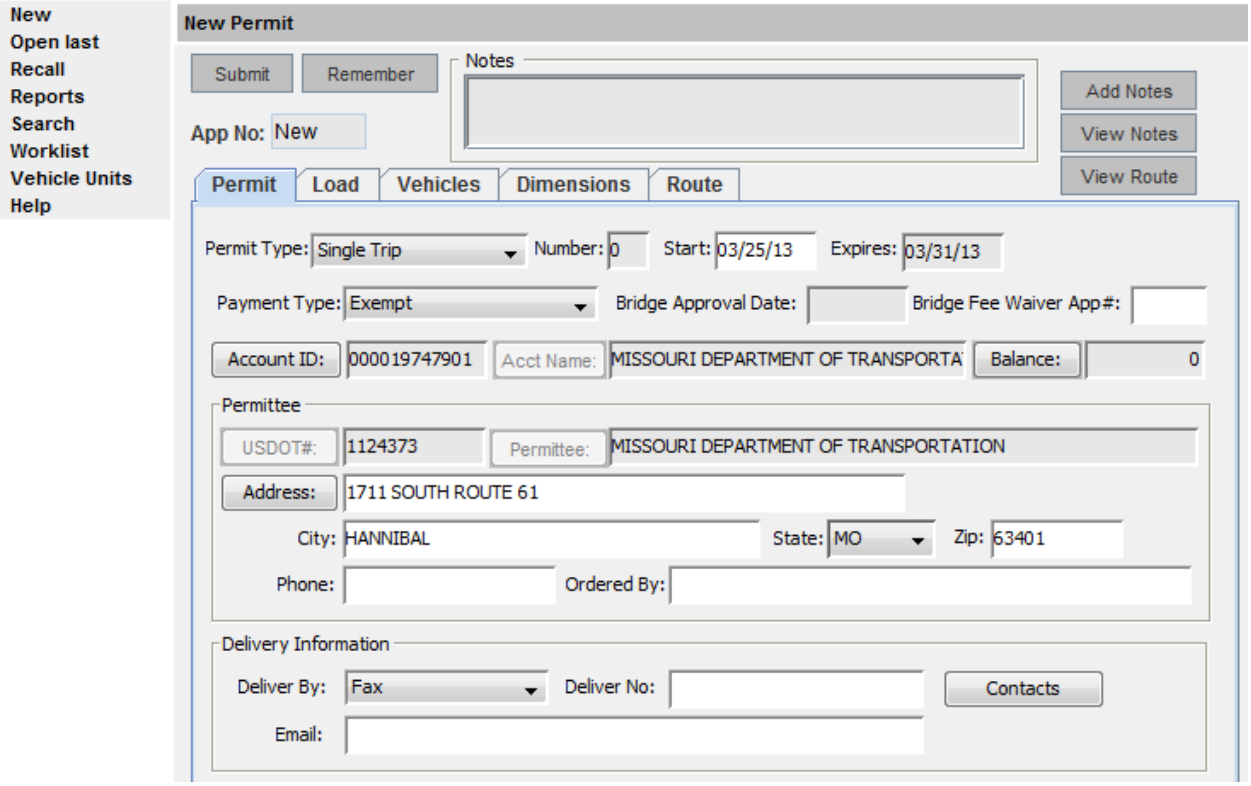
Entering a New Permit – Permit Tab

Five separate tab-screens make up the new permit application; the Permit tab-screen comes up first. Your company name and address will automatically populate. If you do not see your information in the fields labeled, **Acct ID** or **Acct Name**, please contact our office to correct this before you begin entering the information for your permit.



(Note: From this point forward all typing must be done with "CAPS" on)

- **Permit Type** (drop-down menu): Choices are Single Trip, Blanket, Superload, Pre-Issue, Multistate, 30-Day Blanket, House Move and Multi-Stop. Some of these choices may not be available to you depending on your user group.
- **Number:** Only available for certain permit types.
- **Start:** Date when the permit becomes valid. Default is today's date. Enter the date in the dd/mm/yy format.
- **Expires:** Date when the permit expires. This date is automatically filled in depending on the Start date and the type of permit chosen.
- **Payment Type** (drop-down menu): Choices can be Escrow Account, Cash, E-Check, Check/MO, Credit Card, and Exempt. Some of these choices may not be available to you depending on your user group. We accept Visa, MasterCard, Discover and American Express. If credit card is selected as the payment type, you will instructed on the final Evaluation screen, how to proceed.
- **Account ID**: The ID of the escrow account for transactions associated with the permit is displayed (auto-populated.). If this is blank, contact MCS before beginning the application.
- **Acct Name:** The name associated with the account.
- **Balance:** Account balance, when payment type selected is Escrow. (Click button to refresh to the current account balance.)
- **USDOT#:** Entering the USDOT# will fill in many of the fields on the screen if the Permittee is already in the system.
- **Permittee:** If a public account, you can fill in the Permittee name by searching for it. THIS IS A REQUIRED FIELD.
- **Address:** This will auto-populate. If more than one address has been entered in the database, you may select a different one by clicking on address.
- **City, State, Zip, Phone:** Include your area code with your phone number.
- **Ordered By:** The name of the person requesting permit.
- **Deliver By** (drop-down menu): Choices are Fax, Mail, Pick Up, Express Delivery, Web, Self Issue, Email, and Fax & Email
- **Deliver No:** The number associated with the delivery method (e.g., fax number). Include your area code.

- **Email:** The system will check the address entered to make sure it contains a @ and a period.
- **Contacts:** Click to display available contact information

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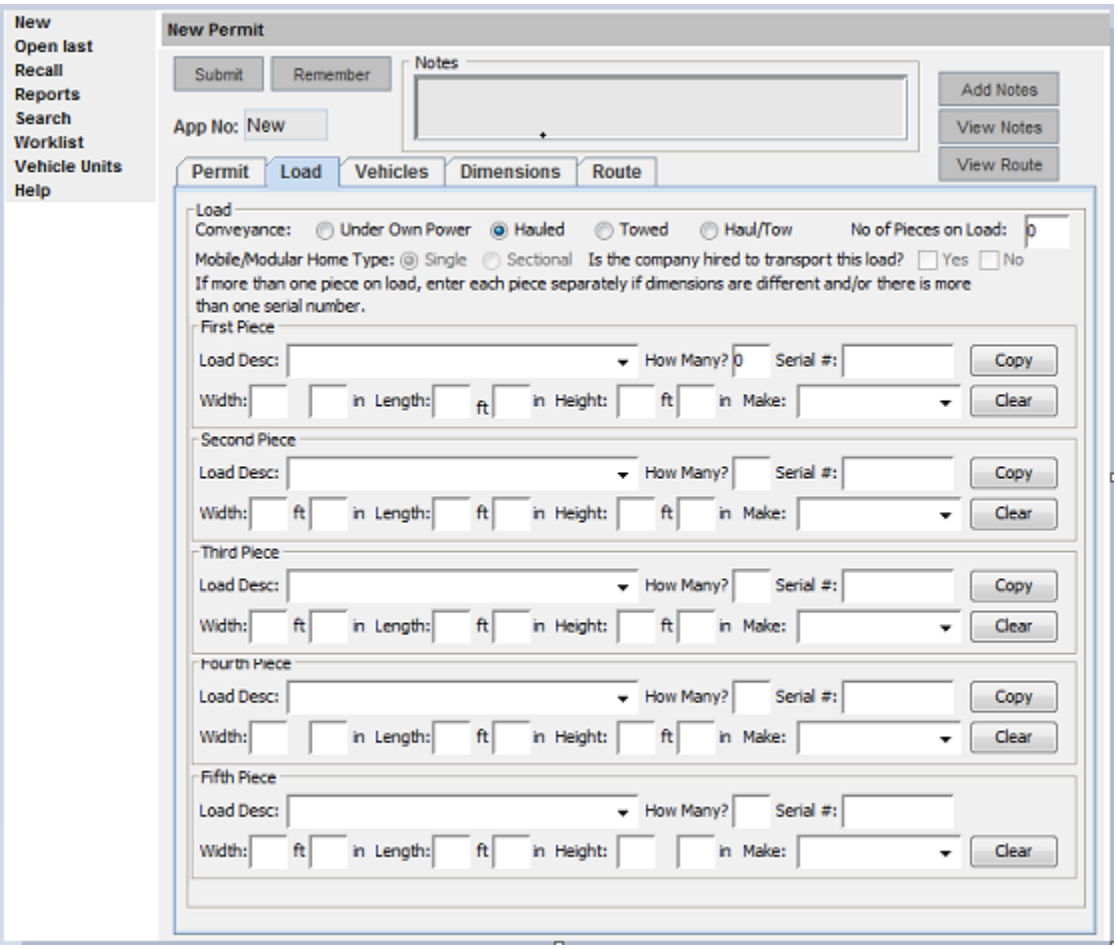
Entering a New Permit – Insurance

When prompted, please enter enter your insurance information on the Permit tab. Type in the name of the insurance company, not the agent, and then click on the "Company" button. This will bring up a list of the insurance companies that are on file with the Department of Insurance. Choose your coverage amount, $750,000 for a single or blanket permit and $2,000,000 for a superload or housemove. These are the minimum amounts required by law to move OSOW loads. Enter the policy number and then the effective and expiration dates of the policy.

Entering a New Permit - Load Tab

Once you have entered all of the required information in the Permit tab-screen, click on the Load tab to start filling in data about the load for which the permit is being requested. The following screen comes up:



- **Under Own Power, Hauled, Towed, Haul/Tow options:** Select the option that describes the conveyance method that will be used to transport the load.
- No of Pieces on Load: Indicate the total number of pieces will be transported that require an OSOW permit.
- **Single/Sectional:** Used only if the load is a manufactured home; indicates whether there are multiple units with similar serial numbers.
- **Is the company hired to transport his load:** Yes or No
- **Load Description:** You must choose a load from the drop-down menu. You can also type an additional description of your load after an entry that has a dash followed by a blank (example, for Power Boat select Boat -, then type "Power" after the dash).
- **How Many:** Enter how many pieces fit the description and dimensions that are being transported with this permit. The sum of all "How Many" fields must total the "No of Pieces on Load" field.
- **Serial #:** Required for certain Load Descriptions.

- **Width, Length, and Height:** Enter these values for the load itself in feet and inches.
- **Make:** This is the make of the load. Choose the make from the drop-down menu or type it in if it doesn't appear in the menu.

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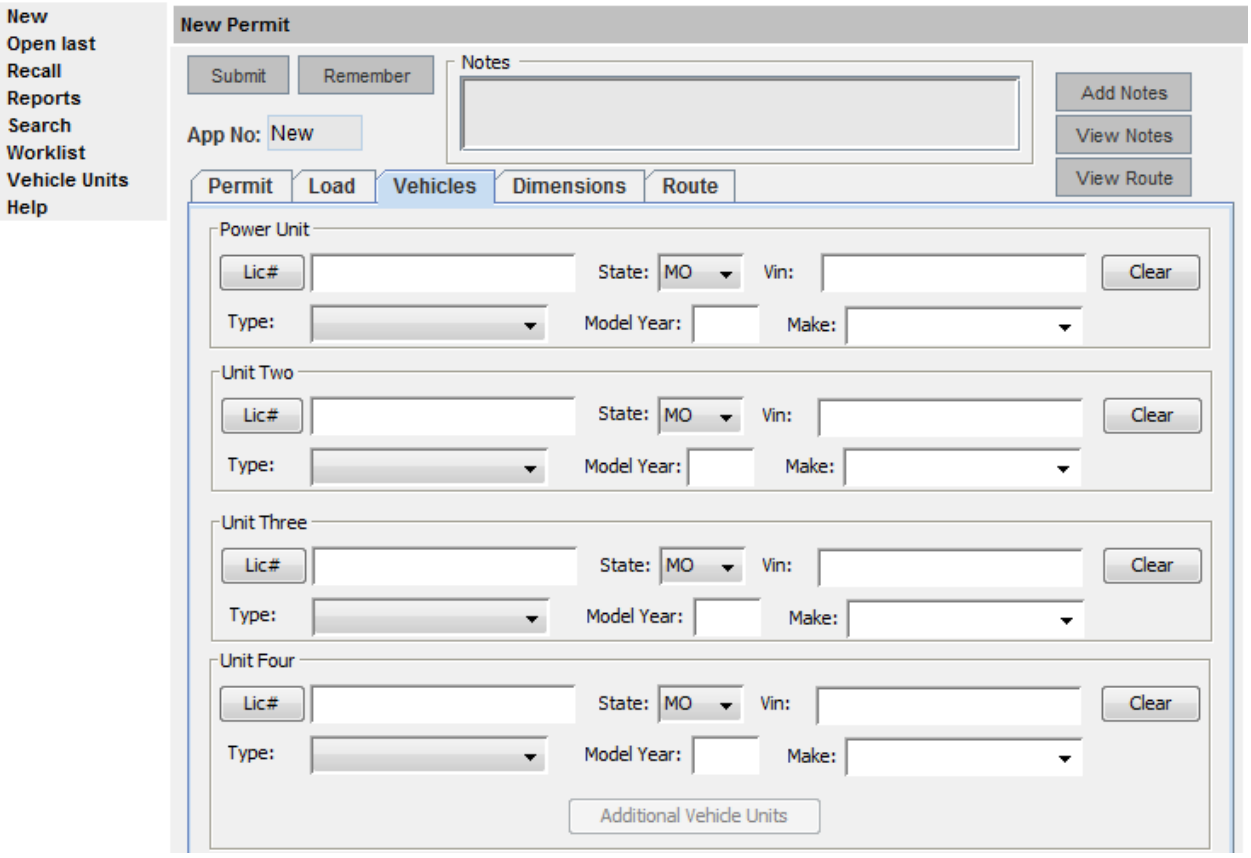
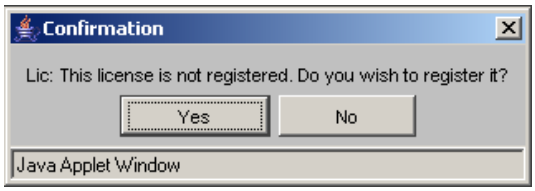
Entering a New Permit – Vehicles Tab

Next you will enter information about the vehicles on the Vehicles tab.



- **Power Unit— Lic#:** Enter the license number of the main vehicle. If the license number you enter is not recognized by the system, you will be given the option to register it, as per the pop-up window below:



Click "Yes" to register the license and save it to the database, or "No" to return to the application without saving it.

- **Power Unit—State:** Note that the State field defaults to MO. Be sure to change this if your vehicle is licensed in a different state.
- **Power Unit—Vin:** Vehicle Identification Number
- **Power Unit—Type:** Choose the vehicle type from the drop-down menu.
- **Power Unit—Model Year:** Enter a 4-digit number (2005), not a 2-digit number (05).
- **Power Unit—Make:** Choose the power unit's make from the drop-down menu or type it in if it doesn't appear in the menu.
- **Units Two-Three-Four:** Enter the above information for up to three more units such as jeep, trailer and booster. For Superload vehicle types <u>only</u> the **Additional Vehicle** button is available to enter up to five additional units.

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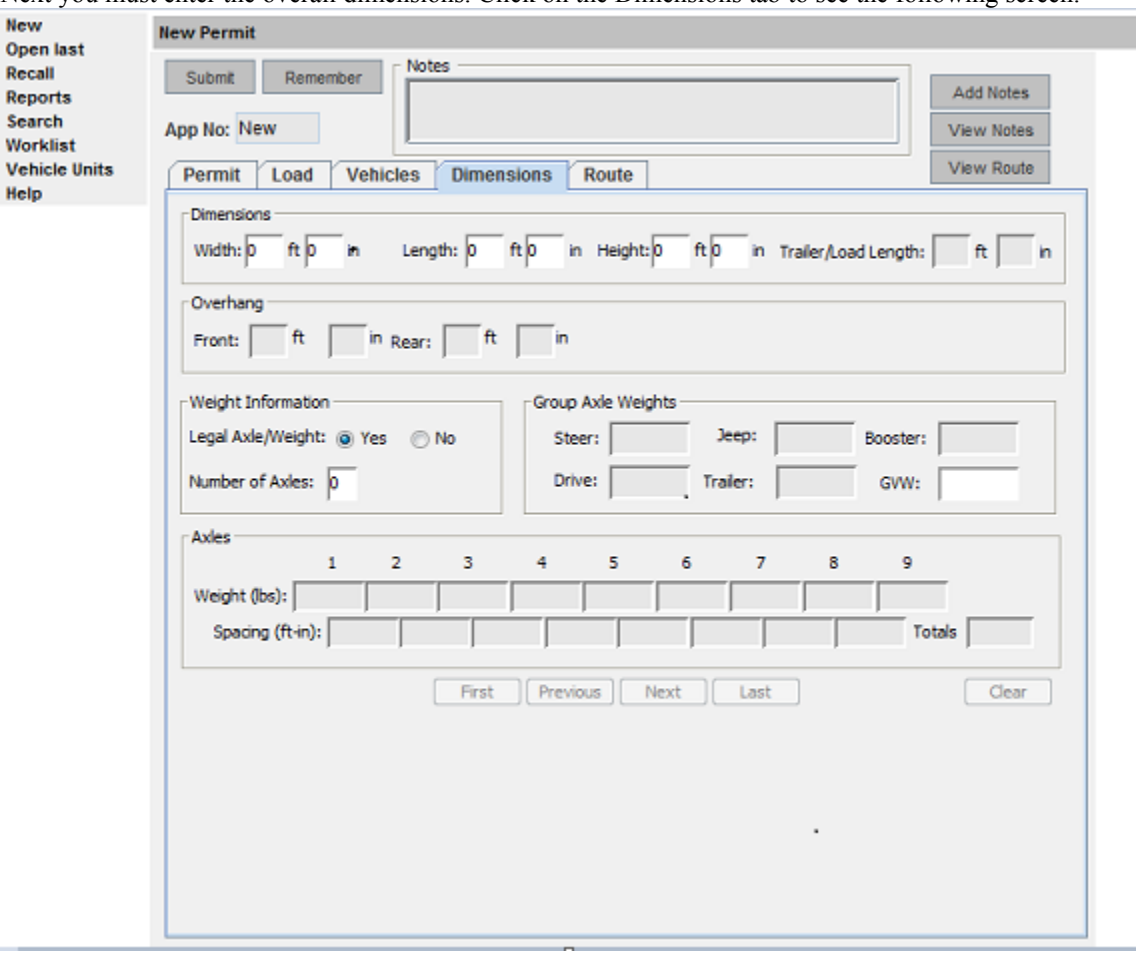
Entering a New Permit – Dimensions Tab

Next you must enter the overall dimensions. Click on the Dimensions tab to see the following screen:



- **Width, Length, Height, and Trailer/Load Length** (in feet and inches).
- **Front and Rear Overhang** (in feet and inches). Only available if vehicle units and trailer/load length require it.
- **Legal Axle Weight:** Defaults to Yes, click No, if you are not legal weight and the Group Axle Weights fields will become available.
- **Number of Axles**: The number of axles entered determines how many axle weight and spacing fields are made active.
- **Steer, Drive, Trailer, and Booster Group Axle Weights** (in lbs.)
    - Use these fields for routine tractor-trailer configurations.
    - The vehicle's GVW will be totaled automatically, based on what you enter for each of the Group Axle Weights.
- **Axle Weights** (in lbs.): Use these fields to enter individual axle weights for specialized equipment and superloads.
- **Axle Spacing** (enter as ft-in): Enter each individual spacing amount in the Spacing field beneath the Axle Weight fields.
    - If you have more than 9 axles, you can shuffle through the axles by clicking the "First," "Previous," "Next"," and "Last" buttons. "First will take you directly to Axle 1; "Last" will take you directly to the last axle.
    - The vehicle's total axle spacing will be totaled automatically based on what you enter.
    - Total spacing cannot exceed overall length.

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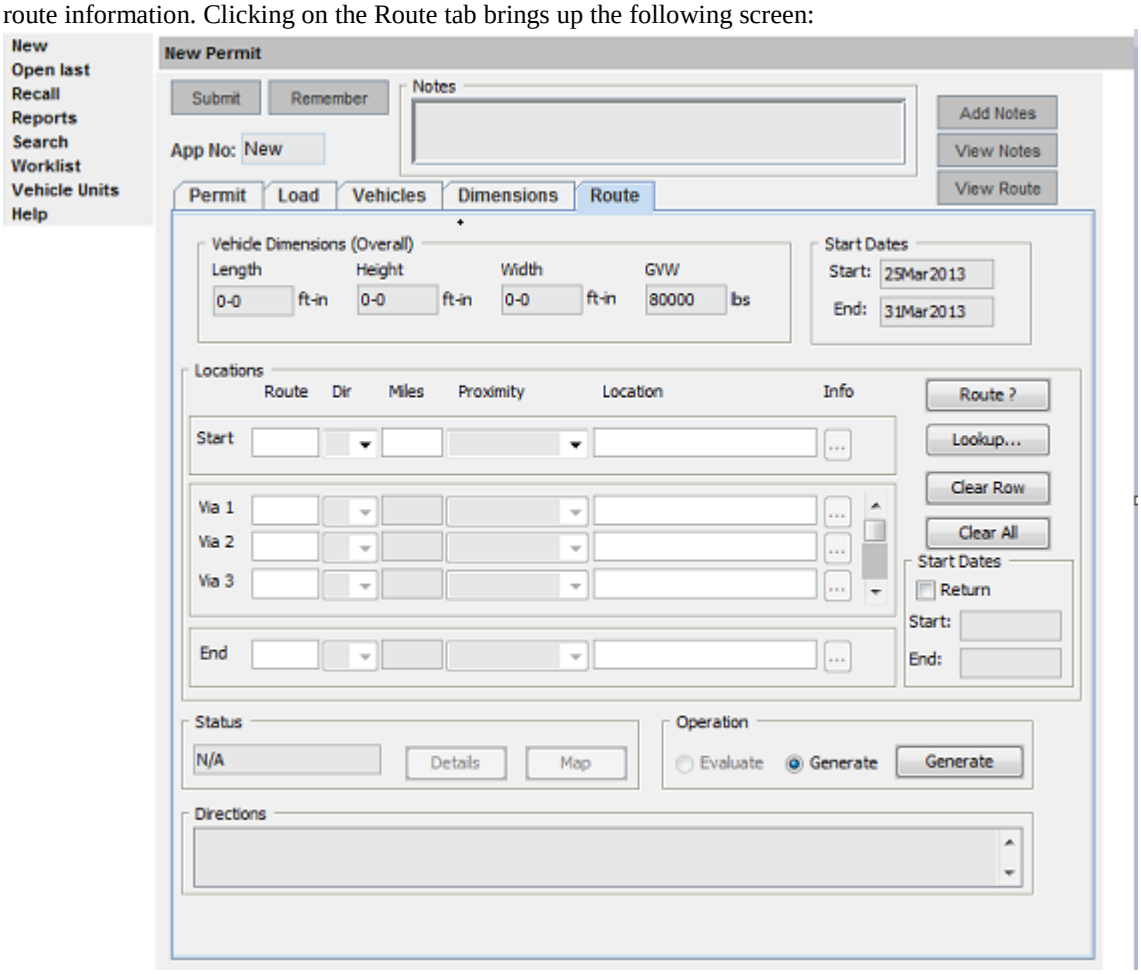
Entering a New Permit – Route Tab

If you are applying for a Blanket other than a 30-day or longer combination vehicle, you need not click on the Route tab. However, if you are applying for a Single-trip, Superload, Multistate, Multi-stop, 30-Day, or Longer Combination Vehicle, you must fill out the route information. Clicking on the Route tab brings up the following screen:



- **Start –** enter the Missouri state maintained route where you are beginning.
- **Location –** enter the state line, city, exit number or nearest state maintained route from where you are starting
- **End –** enter the Missouri state maintained route where you are ending.
- **Location –** enter the state line, city, exit number or nearest state maintained route where you are ending.
- **Directions** – the system will generate a route based on the starting and ending locations entered above.

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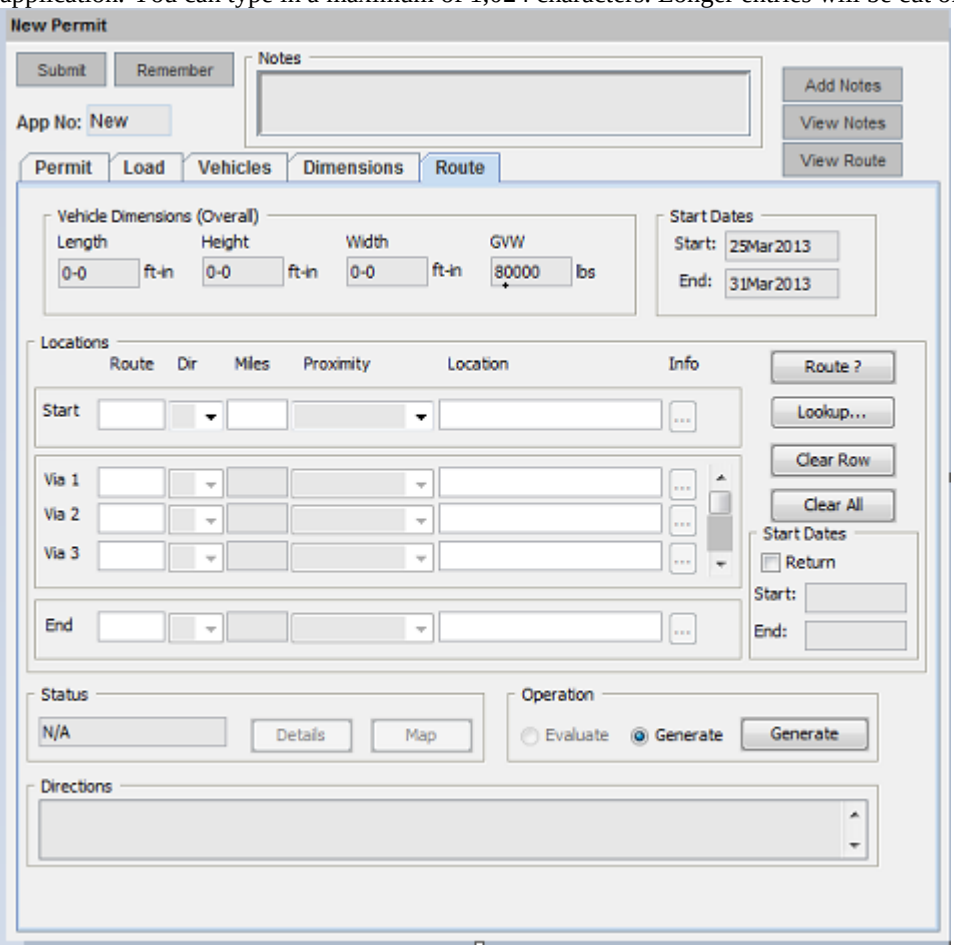
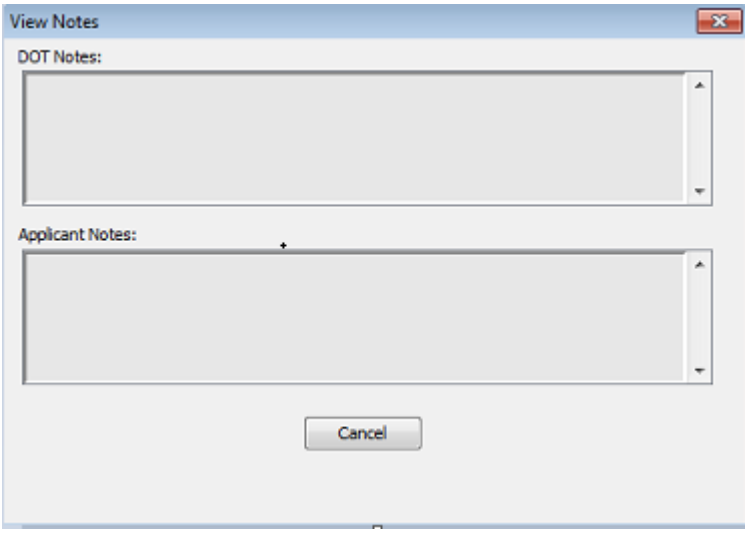
Entering a New Permit – Add Notes

Once you have entered all the necessary information and if you need to add notes to this application, click the Add Notes button. *Be aware that if new Notes are entered, this negates the auto-issue function.* The permit will be submitted to the MCS office for review before being issued.

The Notes section will become enabled. The Notes field is fully editable. Enter any additional information that needs to be part of this application. You can type in a maximum of 1,024 characters. Longer entries will be cut off when you leave the tab-screen.



The DOT notes are entered by the State users to communicate with the industry users when the application is put on-hold, for the industry user to update. To view notes, click "View Notes." This will bring up the following window:



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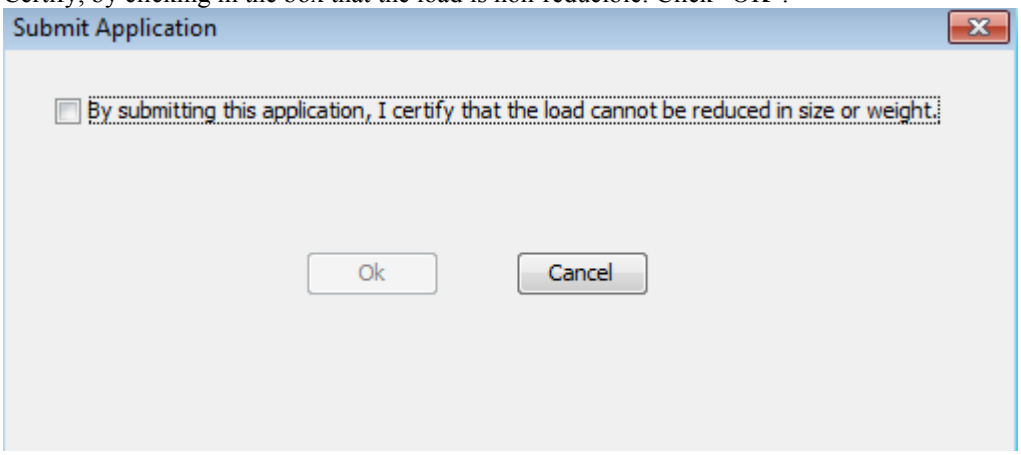
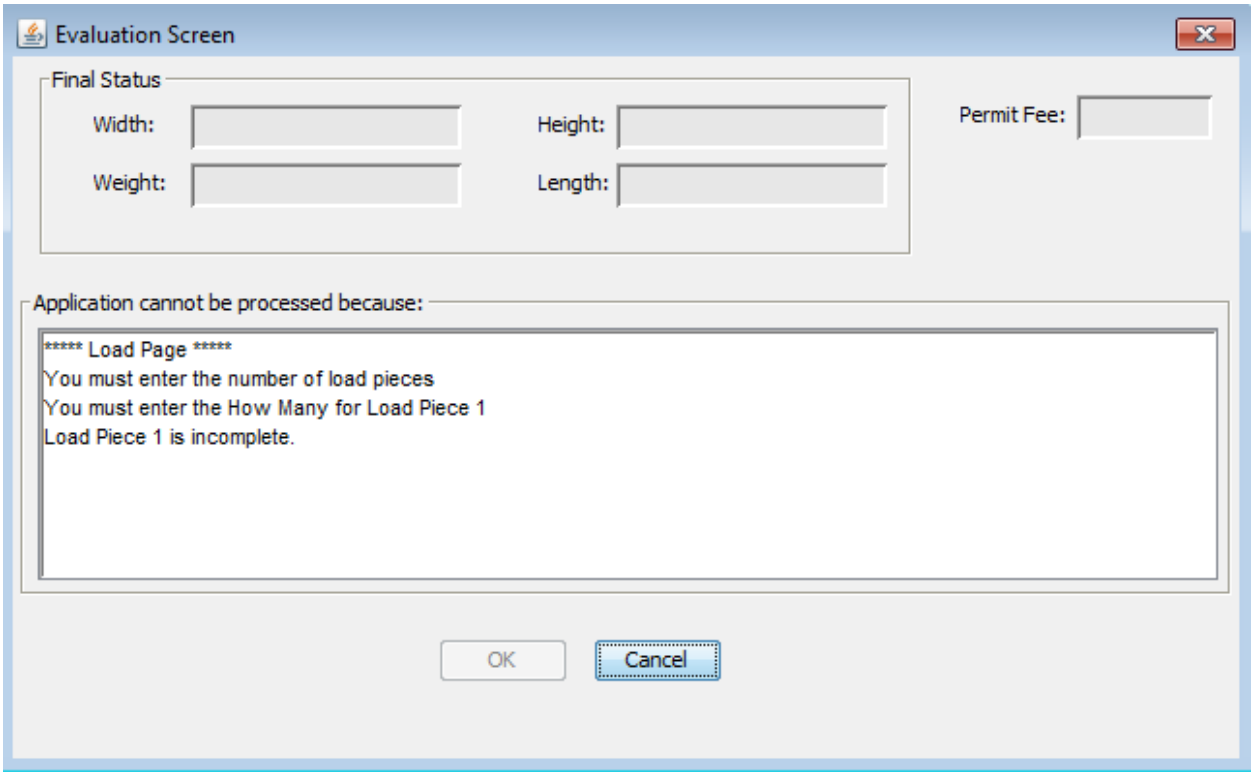
Entering a New Permit – Submitting the App

To submit an application for processing, click Submit.

Certify, by clicking in the box that the load is non-reducible. Click "OK".



If the application has errors or is incomplete, the following screen comes up:
Note what page the errors are on, click "Cancel" to go back to the app and make the corrections.



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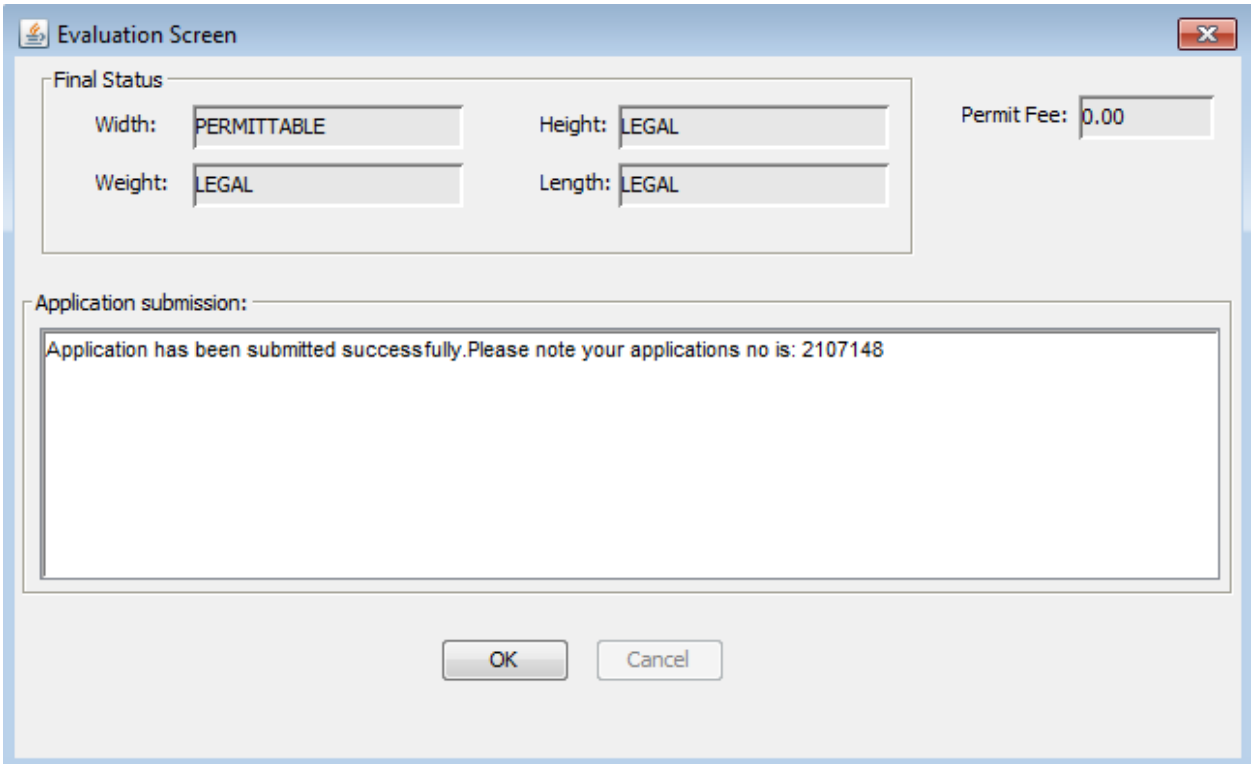
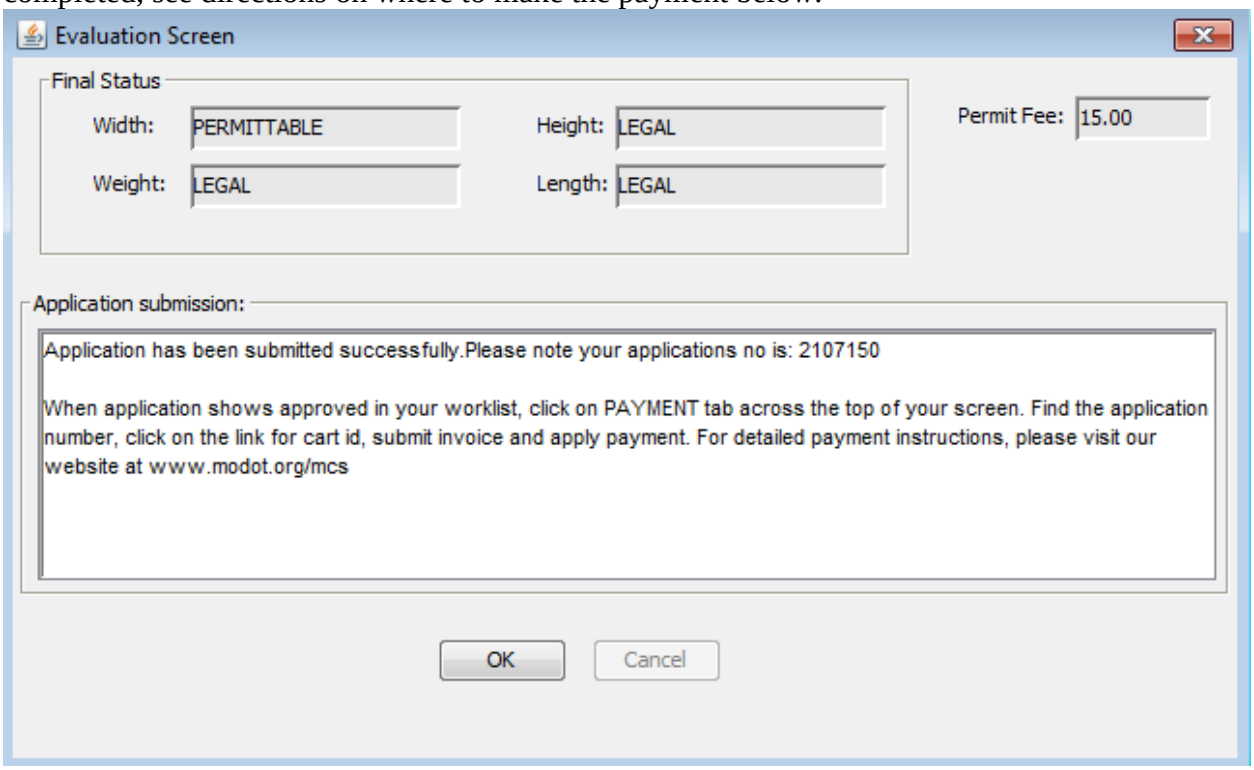
Entering a New Permit – Evaluating the App

If the application is submitted with no errors, the following screen comes up:

Click “OK”, this shows an application paid by escrow.



This shows an application paid by credit card. The permit will not be issued until the payment transaction is completed, see directions on where to make the payment below.



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Open as a Template

New
Open last
Recall
Reports
Search
Worklist
Vehicle Units
Help

Worklist Results

Page: 1 of 7 Records: 1 - 10 of 61

Open as a Template **Open for Editing** **View PDF**

▼ App # ▼	Status	Permittee	Permit No	Fee ($)	Start Date	Status Date
1751637	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	10102200121	0	10/22/2010	10/22/2010 07:13
1790449	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	11013102501	0	01/31/2011	01/31/2011 14:10
1790454	REVISED	MISSOURI DEPARTMENT OF TRANSPORTATION	11013102521	0	01/31/2011	01/31/2011 14:14
1901929	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	11101704361	0	10/17/2011	10/17/2011 14:22
1933417	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	11123000141	0	12/30/2011	12/30/2011 07:26
2005781	REVISED	MISSOURI DEPARTMENT OF TRANSPORTATION	12061304211	0	06/13/2012	06/13/2012 14:27
2013706	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	12062904151	0	07/02/2012	06/29/2012 13:58
2024180	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	12072503481	0	07/26/2012	07/25/2012 12:53
1732320	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	10090800461	0	09/08/2010	09/08/2010 07:42
1740921	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	10092800902	0	09/28/2010	09/28/2010 10:15

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When you have an application already in the MCE system and you want to duplicate it or you are moving the same equipment with the same load but to a different location, you can open the application as a template and which creates a new application. The majority of the information is already entered on the application, verify the Ordered By on the permit tab is correct and answer the question on the load tab about whether you were hired to transport this load and any other changes necessary.

You would first do a search for the application by clicking on Search in the left hand pane, and then you have the option of entering the application or permit number, the license plate of either the power unit or the trailer, adjust the dates for the time frame you are looking for and then either hit your Enter key on your computer keyboard or click on Search on the screen.

Search for Applications

Check the status of submitted applications, view data on existing permits, or copy existing permits then submit them as a new application for processing.

1. Search by number

Enter an application or permit number and open as a template: Search Copy New

2. Search by permit type, application status and dates, or permittee name, or power unit license, or trailer unit license, or by the USDOT Number.

Permit Type: SINGLE TRIP

Status: ALL

Status dates (mm/dd/yyyy): 08/21/2013 **To** 09/05/2013

Permittee Name:

Escrow Account ID

MCS Account No:

Account Name:

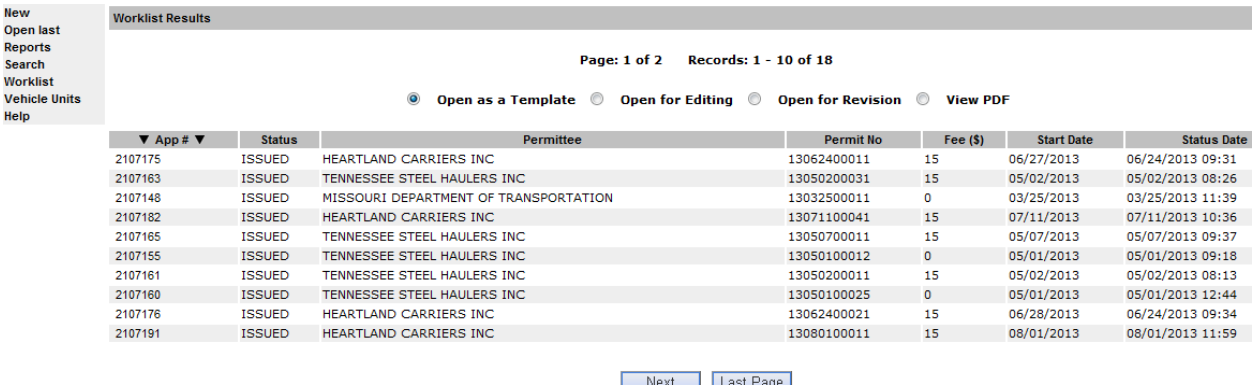
Power Unit License:

Trailer License:

USDOT:

10 **records per page** **All records in one page**

Once the application that you are looking for in in your worklist, you would click on the radio button to the left of Open as Template, that is located above the Permittee column of your worklist, then click on the App# that you want to duplicate.



App #	Status	Permittee	Permit No	Fee ($)	Start Date	Status Date
2107175	ISSUED	HEARTLAND CARRIERS INC	13062400011	15	06/27/2013	06/24/2013 09:31
2107163	ISSUED	TENNESSEE STEEL HAULERS INC	13050200031	15	05/02/2013	05/02/2013 08:26
2107148	ISSUED	MISSOURI DEPARTMENT OF TRANSPORTATION	13032500011	0	03/25/2013	03/25/2013 11:39
2107182	ISSUED	HEARTLAND CARRIERS INC	13071100041	15	07/11/2013	07/11/2013 10:36
2107165	ISSUED	TENNESSEE STEEL HAULERS INC	13050700011	15	05/07/2013	05/07/2013 09:37
2107155	ISSUED	TENNESSEE STEEL HAULERS INC	13050100012	0	05/01/2013	05/01/2013 09:18
2107161	ISSUED	TENNESSEE STEEL HAULERS INC	13050200011	15	05/02/2013	05/02/2013 08:13
2107160	ISSUED	TENNESSEE STEEL HAULERS INC	13050100025	0	05/01/2013	05/01/2013 12:44
2107176	ISSUED	HEARTLAND CARRIERS INC	13062400021	15	06/28/2013	06/24/2013 09:34
2107191	ISSUED	HEARTLAND CARRIERS INC	13080100011	15	08/01/2013	08/01/2013 11:59

The application will open and will be identical to the previous application with the exceptions of the start date will always open on a new permit as the current date, on the Load tab you will have to enter the No of Pieces on Load, answer the question "Is the company hired to transport this load?" and under the Load Description, you will have to enter how many pieces of each description listed will be on this load. Everything else will be exactly as the original permit. You are allowed to make any changes to this application that you want, the system will treat this as a new application, this is just a quick way to order permits that may be going to the same location quickly.

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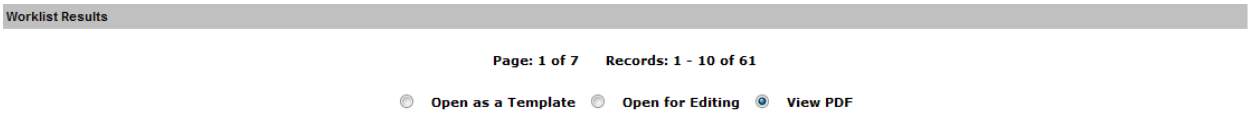
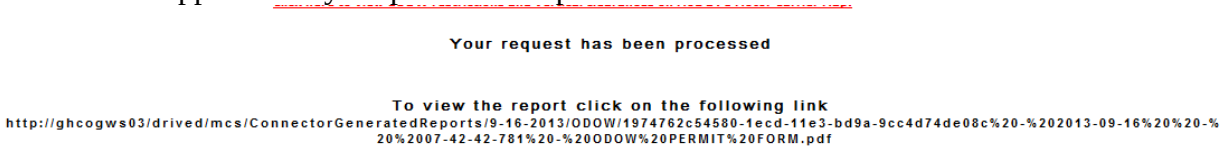
View PDF



You can always open an **issued** permit as a PDF and print it and then resend it 24 hours a day, 7 days a week. If you discover that the permit you need has been misplaced, or never received, you can search for the permit using the search function on the left hand pane of your worklist. When the permit has been located, click into the radio button to the left of "View PDF" that is located above the Fee ($) column on your worklist. Click on the URL that appears and your permit will open.



Print the permit and then you can fax the permit to a driver or

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Search for Applications

Check the status of submitted applications, view data on existing permits, or copy existing permits then submit them as a new application for processing.

1. Search by number

Enter an application or permit number and open as a template: [ ] Search Copy New

2. Search by permit type, application status and dates, or permittee name, or power unit license, or trailer unit license, or by the USDOT Number.

Permit Type: SINGLE TRIP

Status: ALL

Status dates (mm/dd/yyyy): 08/21/2013 **To** 09/05/2013

Permittee Name:

Escrow Account ID

MCS Account No:

Account Name:

Power Unit License:

Trailer License:

USDOT:

(●) 10 **records per page** ( ) **All records in one page**

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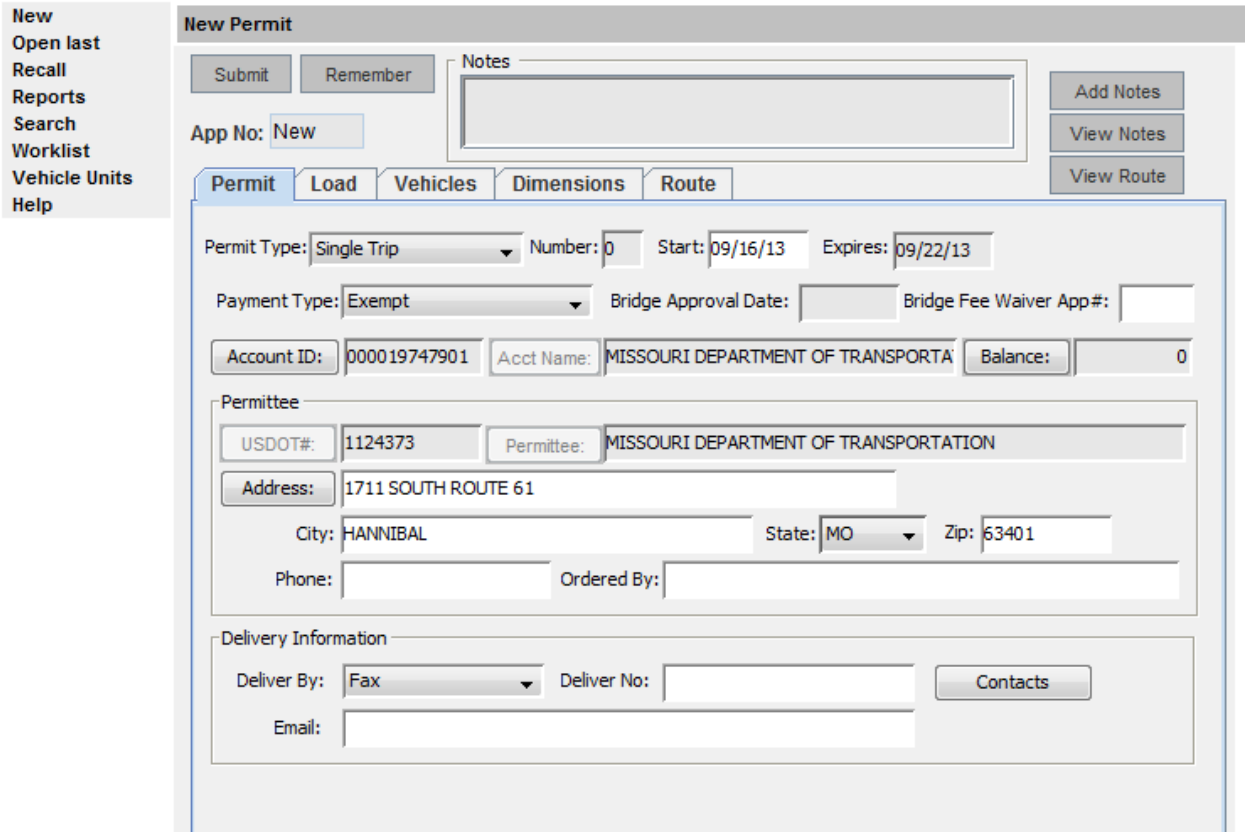
Remember and Recall

If you need to leave your computer, you may click on ***Remember*** to save the information you have already entered.



When you click on ***Remember***, the following screen will appear:

To retrieve the "*Remembered*" application, click on ***Recall*** when you return.

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