

# RENEWING OPERATING AUTHORITY ONLINE

Motor carriers can renew intrastate property authority for the next calendar year beginning in August or upon notification from MoDOT Motor Carrier Services.

In order to renew, the carrier must complete a B1-R application or submit an application online and pay \$10 per decal– one decal is required per vehicle.

Applying online is easy. Here are step-by-step instructions.

## 1. Log into MoDOT Carrier Express – [www.modot.org/mce](http://www.modot.org/mce).

You will be directed to the Home page of MoDOT Motor Carrier Express. The home page provides a brief explanation of the programs MCS offers.

The screenshot shows the MoDOT Carrier Express login page. At the top, there is a navigation bar with the MoDOT logo and the text "MoDOT CARRIER EXPRESS". Below the navigation bar, there is a mission statement: "Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri." The main content area is divided into two columns. The left column contains a login form with the heading "Sign in to begin using MoDOT Carrier Express." and fields for "Customer ID:" and "Password:". Below these fields is a "Sign in" button. The right column contains a "Welcome to MoDOT Carrier Express" message followed by a list of bullet points providing information about the system, including contact information, compatibility requirements, and program updates. At the bottom of the right column, there is contact information for MoDOT Motor Carrier Services: "1-866-831-6277" and "e-mail: contactMCS@modot.mo.gov".

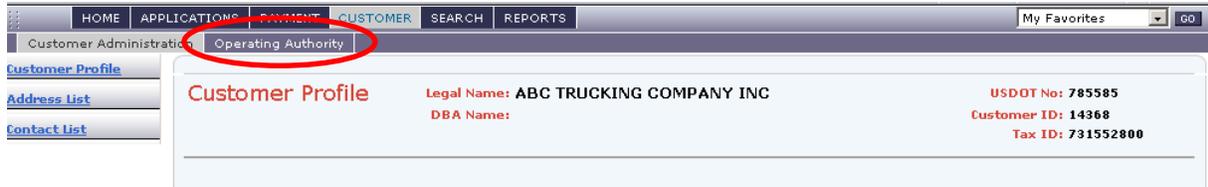
## 2. Click on the Customer Tab.

The screenshot shows the MoDOT Motor Carrier Services customer portal. At the top, there is a navigation bar with the State of Missouri logo and the text "Motor Carrier Services". Below the navigation bar, there is a menu with tabs for "HOME", "APPLICATIONS", "PAYMENT", "CUSTOMER", "SEARCH", and "REPORTS". The "CUSTOMER" tab is highlighted with a red circle. Below the menu, there is a "WELCOME CARRIERS!" section with a personalized welcome message for "ABC TRUCKING COMPANY INC!". The message includes the customer's name, ID, and USDOT number. To the right of the welcome message is a banner image of a truck with the text "Motor Carrier Services". Below the welcome message, there are two sections: "International Registration Plan (IRP)" and "International Fuel Tax Agreement (IFTA)". Each section includes a brief description of the program and a small image.

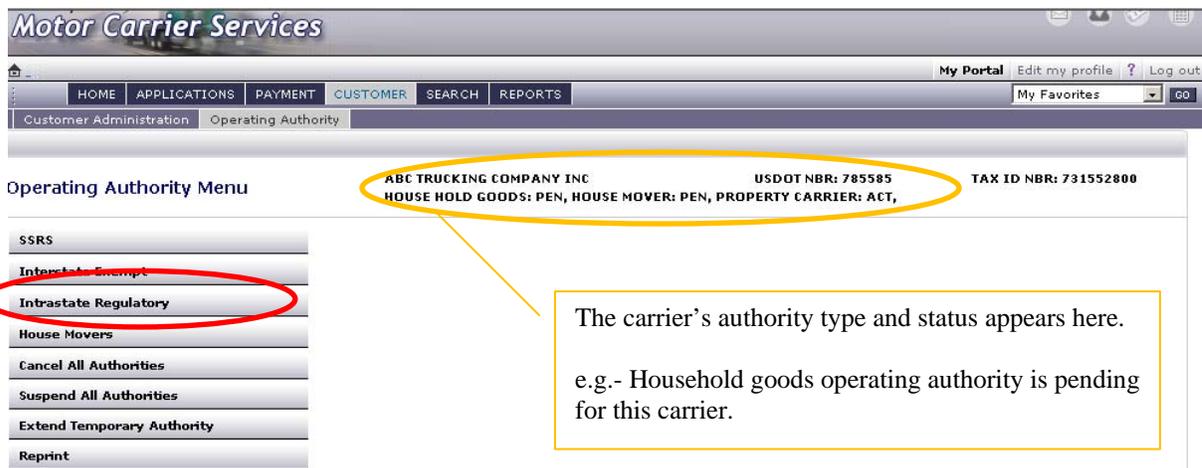
The customer profile appears. If any of the information displayed on this screen is incorrect, contact Motor Carrier Services at 1-866-831-6277 or by email at [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov).

### 3. Click the Operating Authority tab.

The top of the screen displays all types of operating authority held by the carrier and the status of those authorities.



### 4. Click Intrastate Regulatory.



### 5. Click Renewal, then Property.



**1. Enter the current year, then click Submit.**

The carrier will receive decals for the upcoming year.

Operating Authority Menu

ABC TRUCKING COMPANY INC  
HOUSE HOLD GOODS: PEN, HOUSE MOVER: ACT, PROPERTY CARRIER: ACT,

USDOT NBR: 785585  
TAX ID NBR: 731552800

USDOT NBR: 785585  
REG YEAR:

Enter the current year here.

**2. Complete the Intrastate Property Renewal form.**

Registration Year:	The registration year defaults to the next registration year.
Address 1:	Enter the mailing address (if different than principal address).
Address 2:	Continuation of the address 1 box.
City:	Enter the mailing city.
State:	Select the mailing state.
ZIP:	Enter the mailing zip code.
Address 1:	Enter the terminal street address (if different than principal address).
Address 2:	Continuation of the address 1 box.
City:	Enter the terminal city.
State:	Select the terminal state.
ZIP:	Enter the terminal zip code.
Name:	Enter the contact name.
Phone:	Enter the contact phone number.
Electronic Renewal:	Select this box if you wish to renew electronically in the future.
Fax:	Enter the contact fax number.
Email:	Enter the contact email address (required if renewing electronically).

Renew Property MO-1

ABC TRUCKING COMPANY INC  
HOUSE HOLD GOODS: PEN, HOUSE MOVER: ACT, PROPERTY CARRIER: ACT,

USDOT NBR: 785585  
REG YEAR: 2008

TAX ID NBR: 731552800  
SUPP NBR: 000

DBA Name: Principal Address: 2236 SOUTH YUKON TULSA, OK 74107

Registration Year:

Mailing Address

Address 1:   
City:   
Zip:

Address 2:   
State:

Terminal Address

Address 1:   
City:   
Zip:

Address 2:   
State:

Contact Information

Name: JOHN DOE  
Phone: (573) 555 - 1212 ext   
Electronic Renewal:   
Fax:  -   
Email:

**9. Click Submit.**

10. Enter the number of door stickers needed.
11. Choose the desired delivery option.
12. Enter the fax number or email address.
13. Click submit.

**Billing/Document Collection** MOTOR CARRIER EXPRESS SERVICES INC USDOT NBR: 121212 TAX ID NBR: 546465465  
REG YEAR: 2007 SUPP NBR: 000

**PROPERTY CARRIER** SUPPLEMENT STATUS: 0 - OPEN BILLING DATE: INVOICE DATE: CANCEL BILL:

**FEE DETAILS**

SSRS MO VEHICLES: 0	SSRS MO REQUESTED: 0	SSRS FOREIGN FEES:
INTERSTATE STAMPS: 0	STAMPS REQUESTED:	SSRS MO FEES:
INTRASTATE DOOR STICKERS: 0	DOOR STICKERS REQUESTED: <input type="text"/>	FEES DUE:
INTRASTATE WINDOW STICKERS: 0	WINDOW STICKERS REQUESTED: <input type="text"/>	FEES DUE:
HOUSE MOVERS:		FEES DUE:
		TOTAL DUE:

**BILLING DETAILS** DELIVERY OPTIONS: P - Print FAX NBR: ( ) - EMAIL:

**DOCUMENT AREA**  SOS-DBA OR CORP  APPROVED

*Enter the number of door stickers needed here.*

14. Verify the calculated fee.
  15. If there are no errors, click Submit again.
- The transaction is now submitted for invoice.

**Billing/Document Collection** MOTOR CARRIER EXPRESS SERVICES INC USDOT NBR: 121212 TAX ID NBR: 546465465  
REG YEAR: 2007 SUPP NBR: 000

**PROPERTY CARRIER** SUPPLEMENT STATUS: 0 - OPEN BILLING DATE: INVOICE DATE: CANCEL BILL:

**FEE DETAILS**

SSRS MO VEHICLES: 0	SSRS MO REQUESTED: 0	SSRS FOREIGN FEES:
INTERSTATE STAMPS: 0	STAMPS REQUESTED:	SSRS MO FEES:
INTRASTATE DOOR STICKERS: 0	DOOR STICKERS REQUESTED: 1	FEES DUE: 10.00
INTRASTATE WINDOW STICKERS: 0	WINDOW STICKERS REQUESTED: <input type="text"/>	FEES DUE:
HOUSE MOVERS:		FEES DUE:
		TOTAL DUE: 10.00

**BILLING DETAILS** DELIVERY OPTIONS: V - Preview FAX NBR: ( ) - EMAIL:

**DOCUMENT AREA**  SOS-DBA OR CORP  APPROVED

PRESS ENTER TO ACCEPT FEES

CONTINUE  **Submit** Quit Refresh Inquiry

## 16. Click the Payment Tab.

The screenshot shows the 'Motor Carrier Services' web application interface. The navigation menu at the top includes 'HOME', 'APPLICATIONS', 'PAYMENT', 'CUSTOMER', 'SEARCH', 'REPORTS', 'SAFETY AND COMPLIANCE', and 'MY SETTINGS'. The 'PAYMENT' tab is circled in red. Below the navigation, the 'Operating Authority Menu' is displayed for 'MOTOR CARRIER EXPRESS SERVICES INC' with 'PROPERTY CARRIER: PEN'. The menu includes options like 'SSRS', 'Interstate Exempt', 'Intrastate Regulatory', 'House Movers', and 'Cancel All Authorities'. The USDOT NBR is 121212 and the TAX ID NBR is 546465465.

## 17. Click the blue cart ID associated with the renewal transaction.

It should be in "pre-invoice" status.

The screenshot shows the 'Motor Carrier Services' web application interface for 'Current Customer Information' and 'Invoice List'. The customer information includes Customer ID: 14368, Customer Name: ABC TRUCKING COMPANY INC, and USDOT: 785585. The 'Invoice List' section shows a table of invoices with the following data:

Description	ID	Status	Balance	Date/Time
HM /2007/0	<a href="#">180186</a>	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	<a href="#">180190</a>	PRE-INVOICE	\$20.00	2007/06/29 01:08:06
PCR/2007/0	<a href="#">180182</a>	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	<a href="#">177753</a>	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	<a href="#">177751</a>	PAID	\$0.00	2006/09/22 12:50:41
ODOW\1128966	<a href="#">177555</a>	PAID	\$0.00	2006/09/22 10:36:19
ODOW\1128006	<a href="#">176080</a>	PAID	\$0.00	2006/09/20 10:59:30
ODOW\1127986	<a href="#">176063</a>	PAID	\$0.00	2006/09/20 10:47:44
ODOW\1127403	<a href="#">175259</a>	PAID	\$0.00	2006/09/19 10:48:47
ODOW\1126790	<a href="#">174471</a>	PAID	\$0.00	2006/09/18 11:40:07

The 'PRE-INVOICE' status in the second row is circled in red. A red box on the right side of the screenshot contains a legend for invoice descriptions:

**Descriptions of program invoices:**

- HM Housemover
- PCR Intrastate Property
- POC Intrastate Passenger, Non-Charter
- PC Intrastate Passenger, Charter
- HHG Intrastate Household Goods
- ODOW Oversize Overweight Permit
- IRP International Registration Plan
- IFTA International Fuel Tax Agreement
- HWWT Hazardous Waste/Waste Tire

18. Select the desired invoice delivery option.

19. Click Submit Invoice.

The cart status changes to invoiced.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS My Favorites GO

Payment System Invoice Management Account Summary Bulk Invoice Payment

**Current Customer Information**

Customer ID: 14368  
Customer Name: ABC TRUCKING COMPANY INC  
USDOT: 785585

**Invoice List**

To retrieve invoices based on a status, choose a

45 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Description	ID	Status	Balance	Date/Time
HM /2007/0	<a href="#">180186</a>	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	<a href="#">180190</a>	PRE-INVOICE	\$20.00	2007/06/29 01:08:06
PCR/2007/0	<a href="#">180182</a>	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	<a href="#">177753</a>	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	<a href="#">177751</a>	PAID	\$0.00	2006/09/22 12:50:41

**Pre-Invoice Details**

Pre-Invoice ID: 180190

**OA**

Activity	Fee Amount
Program Type: PCR Registration Year: 2007 Supplement:1 Line Item ID: PCR0000143682007001 Account ID: 000014368000 Current Delivery Option: Preview	\$20.00

**Total Amount Due:** \$20.00

**Invoice Delivery Option:**

Preview  
Email  
Fax  
Mail

20. Click the blue cart id to pay the invoice.

21. Click the desired receipt delivery option.

22. Click the desired payment method (credit card/debit card or echeck.)

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS My Favorites GO

Payment System Invoice Management Account Summary Bulk Invoice Payment

**Current Customer Information**

Customer ID: 14368  
Customer Name: ABC TRUCKING COMPANY INC  
USDOT: 785585

**Invoice List**

To retrieve invoices based on a status, choose a

45 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Description	ID	Status	Balance	Date/Time
HM /2007/0	<a href="#">180186</a>	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	<a href="#">180190</a>	INVOICED	\$20.00	2007/06/29 02:04:38
PCR/2007/0	<a href="#">180182</a>	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	<a href="#">177753</a>	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	<a href="#">177751</a>	PAID	\$0.00	2006/09/22 12:50:41
ODOW\1128966	<a href="#">177555</a>	PAID	\$0.00	2006/09/22 10:36:19
ODOW\1128006	<a href="#">176080</a>	PAID	\$0.00	2006/09/20 10:59:30
ODOW\1127986	<a href="#">176063</a>	PAID	\$0.00	2006/09/20 10:47:44
ODOW\1127403	<a href="#">175259</a>	PAID	\$0.00	2006/09/19 11:48:47

**Invoice Details**

Invoice ID: 180190

**OA**

Activity	Fee Amount
Program Type: PCR Registration Year: 2007 Supplement:1 Line Item ID: PCR0000143682007001 Account ID: 000014368000 Current Delivery Option: Preview	\$20.00

**Total Amount Due:** \$20.00

**Receipt Delivery Options:**

Preview  
Email  
Fax  
Mail

**Payment Methods:**

We accept MasterCard, American Express, and Discover.

If you use a credit or debit card, select the card type.

23. Enter the name on the credit/debit card.

24. Select the expiration date month and year.

25. Enter the credit card number.

26. Enter the CV2 number (3 digit code on the back of the card by the signature)

27. Click apply payment.

- **Note** - a convenience fee of 2.5% of the total amount will be added to your credit card.

For an electronic check payment, please choose the account type - business or personal.

28. Enter the routing number and account number.

29. Enter the payment amount (this is the amount of the invoice)

- **Note** - a convenience fee of 60 cents will automatically apply. Do not add .60 when entering your payment amount.

30. Click apply payment.

The screenshot shows a web application interface for invoice management. The top navigation bar includes 'Payment System', 'Invoice Management', 'Account Summary', and 'Bulk Invoice Payment'. The main content is divided into two panels: 'Current Customer Information' and 'Invoice Details'.

**Current Customer Information:**  
Customer ID: 14368  
Customer Name: ABC TRUCKING COMPANY INC  
USDOT: 785585

**Invoice List:**  
To retrieve invoices based on a status, choose a status from a dropdown menu. Below is a table of 45 items found, displaying 1 to 10.

Description	ID	Status	Balance	Date/Time
HM /2007/0	180186	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	180190	INVOICED	\$20.00	2007/06/29 02:04:38
PCR/2007/0	180182	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	177753	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	177751	PAID	\$0.00	2006/09/22 12:50:41
ODOW\1128966	177555	PAID	\$0.00	2006/09/22 10:36:19
ODOW\1128006	176080	PAID	\$0.00	2006/09/20 10:59:30
ODOW\1127986	176063	PAID	\$0.00	2006/09/20 10:47:44
ODOW\1127403	175259	PAID	\$0.00	2006/09/19 10:48:47
ODOW\1126790	174471	PAID	\$0.00	2006/09/18 11:40:07

**Invoice Details:**  
Invoice ID: 180190

Activity	Fee Amount
Program Type: PCR Registration Year: 2007 Supplement:1 Line Item ID: PCR0000143682007001 Account ID: 000014368000 Current Delivery Option: Preview	\$20.00

**Total Amount Due:** \$20.00

**Receipt Delivery Options:**  
Preview

**Payment Methods:**  
Credit Card / Debit Card >EFT (Electronic Fund Transfer)  
We accept MasterCard, American Express, and Discover.  
Card Type:  American Express  Master  Discover  Debit Card  
Name on Credit Card:   
Expiration Date: -- month -- -- year --  
Credit Card Number:   
A convenience fee of 2.50% of the total amount will be added to your credit card.  
Apply Payment

The cart status changes to paid. The transaction is complete.

The screenshot shows the same web application interface as above, but with the invoice status updated. The top navigation bar includes 'HOME', 'APPLICATIONS', 'PAYMENT', 'CUSTOMER', 'SEARCH', 'REPORTS', 'SAFETY AND COMPLIANCE', 'MY SETTINGS', and 'My Favorites'. The main content is divided into two panels: 'Current Customer Information' and 'Invoice Details'.

**Current Customer Information:**  
Customer ID: 14368  
Customer Name: ABC TRUCKING COMPANY INC  
USDOT: 785585  
To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

**Invoice List:**  
To retrieve invoices based on a status, choose a status from a dropdown menu. Below is a table of 45 items found, displaying 1 to 10.

Description	ID	Status	Balance	Date/Time
HM /2007/0	180186	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	180190	PAID	\$0.00	2007/06/29 02:22:34

**Invoice Details:**  
Invoice ID: 180190

Activity	Fee Amount
Program Type: PCR Registration Year: 2007 Supplement:1 Line Item ID: PCR0000143682007001 Account ID: 000014368000 Current Delivery Option: Preview	\$20.00

**Payment Information:**

Payment Method	Amount Paid
Cash	\$20.00

**Total Amount Due:** \$0.00

The renewal application is reviewed by MoDOT Motor Carrier Services. Upon approval, the decals are mailed to the mailing address (or principal place of business address) on file.