IFTA Additional Decals
External Procedure

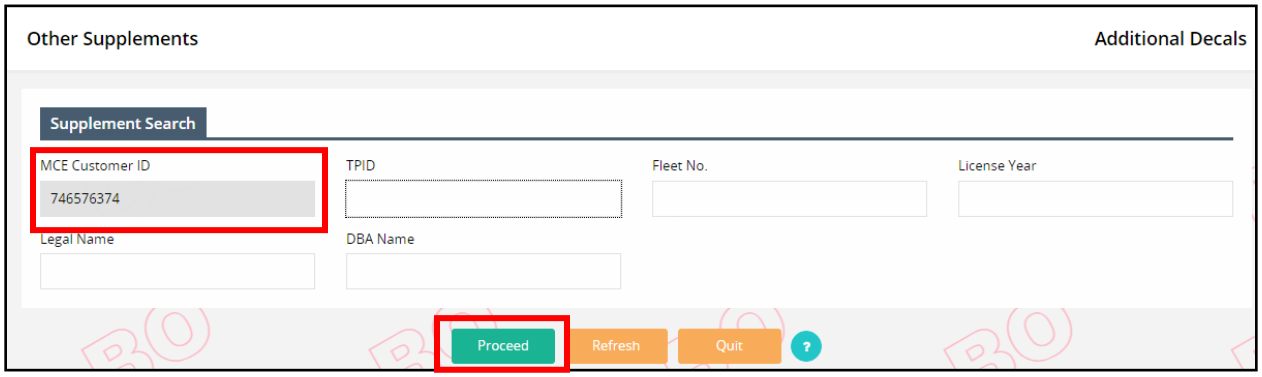
Overview
The additional decal supplement allows the user to request additional IFTA decals for the license year.

Regulation
IFTA Agreement: Article VI R605 Identification Requirement
The base jurisdiction shall issue a license and two decals per vehicle. The license and decals shall qualify the licensee to operate in all member jurisdictions without further licensing or identification requirements regarding motor fuel use taxes.

Process
- In the credentialing system select:
  - applications - credentialing - services - IFTA - other supplements - additional decals.
- The MCE customer ID is prepopulated and protected
  - Enter additional search parameters (TPID, fleet no., license year, legal name, dba name) to narrow down the search.

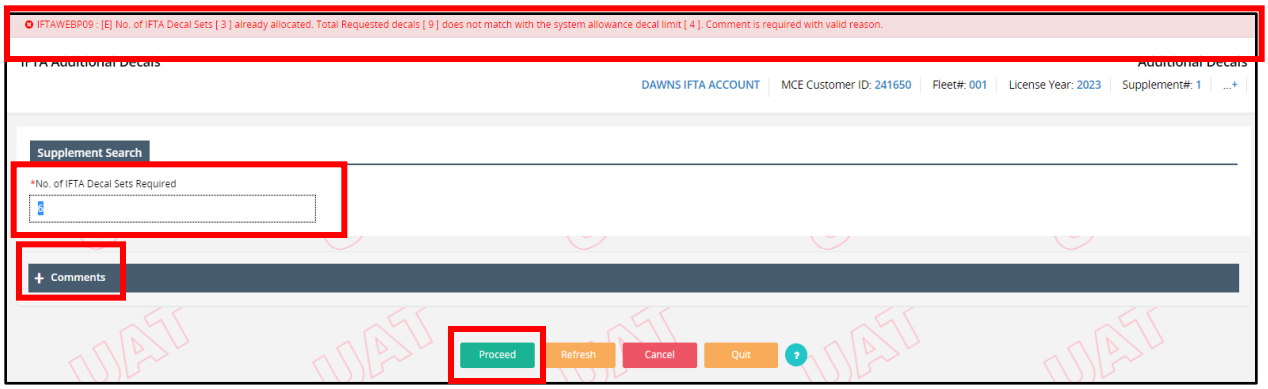
NOTE: The IFTA account status must be active. If the IFTA account is in noncompliant or canceled status, an error message will display refraining the user to perform the supplement.

- Click proceed to view the search results. The system will display the results in a grid. Select the preferred record by clicking the select icon on the left of the MCE customer ID in the grid. The additional decal screen will display.



On the additional decal screen, enter the number of IFTA decal sets required

- The number of decals issued must reconcile with the number of trucks licensed. IFTA license holders are subject to audit review.
- Enter a comment if the number of decals exceed the number of power units listed on the account. If the user has leased units, a copy of the lease agreement may be requested.



- Click proceed to view the verification screen.
- Click proceed again from the verification screen if all information is accurate.

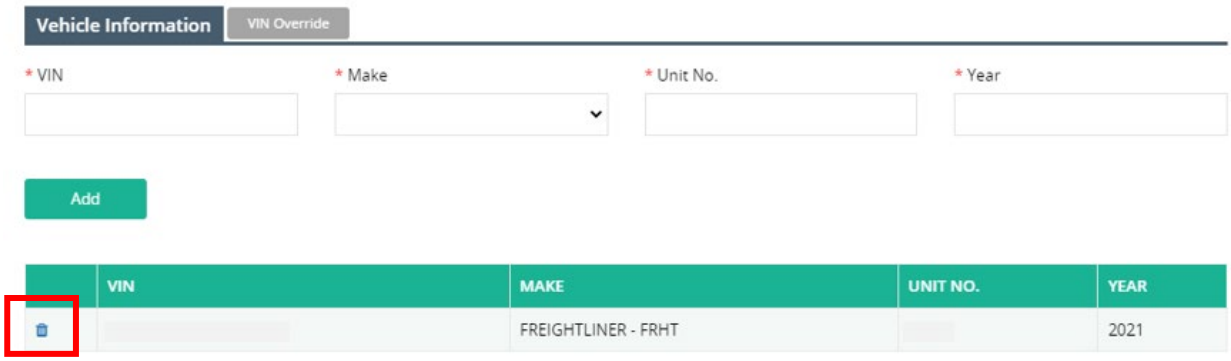
If a 30-day IFTA temporary permit is needed you can check mark the box under supplement details, this will open the vehicle information boxes. The user is required to enter the VIN, make, unit number and year of the vehicle the permit is for. Select add.

- If a 30-day temporary permit is not required, click proceed to navigate to the

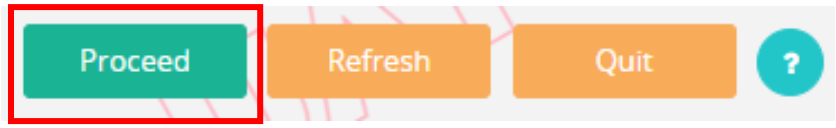


payment details screen.

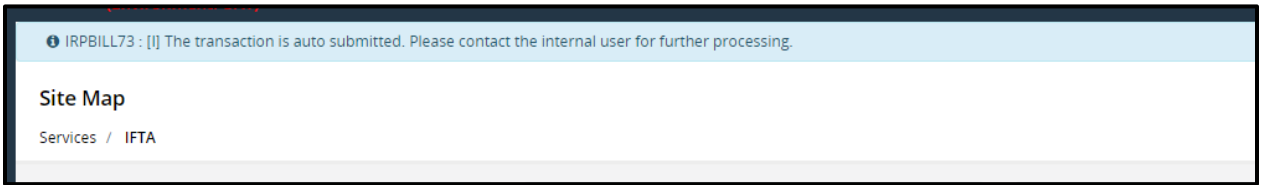
The user can see the unit added to the permit. If it is determined the vehicle is incorrect, the user can select the trash can to delete the unit and re-enter the correct vehicle.
Additional vehicles can be entered for more permits, as needed.



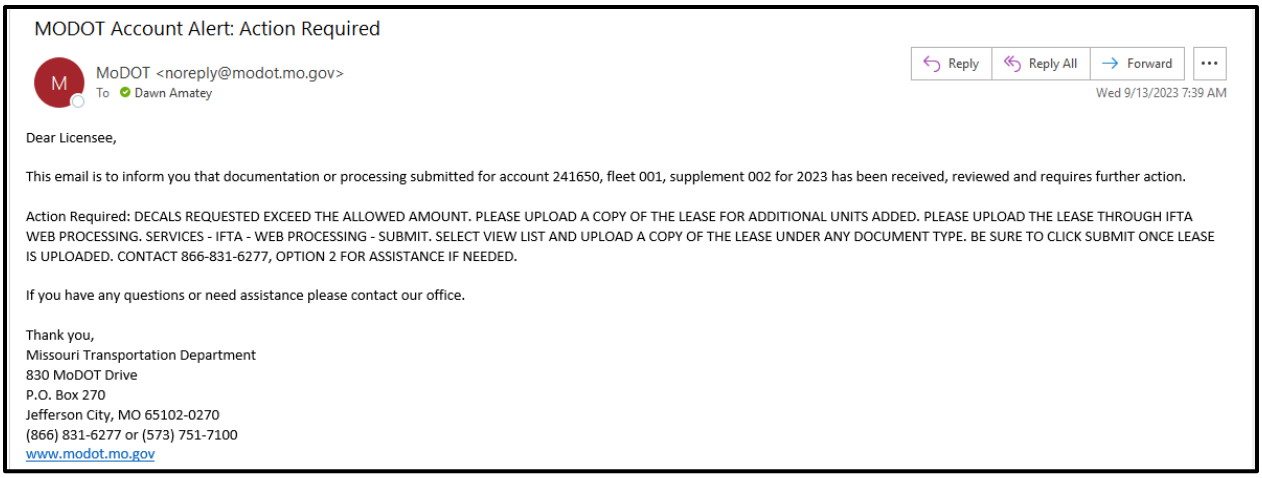
Once the user has input all the required vehicles, select proceed to go to the verification page, and select proceed again after verifying the 30-day IFTA temporary information.



- User will be able to proceed all the way through to billing long as the user does not exceed the decal allotment.
    - There is no charge for additional decals, but the user will need to complete the billing process to close the supplement. User will see $0 as the fee charge.
- If a comment was required, the supplement is auto submitted to the internal review queue. Once the supplement is reviewed/approved internally, user will get an email.



- If the supplement is not approved, an email will be sent explaining the reason and what action needs to be completed. The user will be instructed on how to proceed via email.



MODOT Account Alert: Action Required

MoDOT <noreply@modot.mo.gov>
To Dawn Amatey

Reply | Reply All | Forward | ...
Wed 9/13/2023 7:39 AM

Dear Licensee,

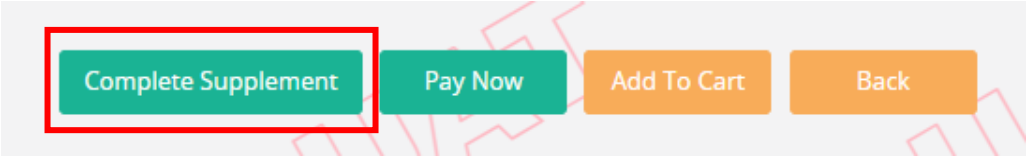
This email is to inform you that documentation or processing submitted for account 241650, fleet 001, supplement 002 for 2023 has been received, reviewed and requires further action.

Action Required: DECALS REQUESTED EXCEED THE ALLOWED AMOUNT. PLEASE UPLOAD A COPY OF THE LEASE FOR ADDITIONAL UNITS ADDED. PLEASE UPLOAD THE LEASE THROUGH IFTA WEB PROCESSING. SERVICES - IFTA - WEB PROCESSING - SUBMIT. SELECT VIEW LIST AND UPLOAD A COPY OF THE LEASE UNDER ANY DOCUMENT TYPE. BE SURE TO CLICK SUBMIT ONCE LEASE IS UPLOADED. CONTACT 866-831-6277, OPTION 2 FOR ASSISTANCE IF NEEDED.

If you have any questions or need assistance please contact our office.

Thank you,
Missouri Transportation Department
830 MoDOT Drive
P.O. Box 270
Jefferson City, MO 65102-0270
(866) 831-6277 or (573) 751-7100
www.modot.mo.gov

- Click proceed on the payment detail screen
- On the payment verification screen click complete supplement.



- Credentials including shipping document and decal assignment will generate unless the supplement has gone to internal review que. If the supplement has to be reviewed once it is approved by an MCS agent the shipping document and decal will be assigned upon approval.
- Carrier will receive decals by mail typically within 3-5 business days.