



CELTIC
Systems

**MoDOT Carrier Express
IRP User Guide
IRP Supplement Processing
External Users**

Prepared for the

**Missouri Department of
Transportation**

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Celtic Systems

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1 Overview

The objective of the User Guide is to provide a step-by-step description of the new system flow with various screen prints.

1.1 MoDOT Carrier Express Navigation

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.

1.2 Home

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.1.

1.3 IRP

IRP processing includes the following Supplements:

Supplement Abbreviation	Supplement Description	Vehicle Service Abbreviation	Vehicle Description Abbreviation
AVE	Add Vehicle	AVE	Add Vehicle
CVF	Amend Vehicle with Fee	CVF	Change/ Amend Vehicle with Fee
CVN	Cab Card Correction	CVN	Cab Card Correction
AXV	Add / Delete Vehicle	AXV	Delete Vehicle
RTG	Replace Plate	RTG	Replace Plate
RWC	Renewal	CVF	Renewal – Amend Vehicle
RWC	Renewal	DEV	Renewal – Delete Vehicle
RWC	Renewal	AVE	Renewal – Add Vehicle

1.3.1 Supplement Continuance

When a user initiates a supplement and exits it midway, the Supplement Continuance functionality allows to resume the supplement later. This function retains all the information the user entered earlier.

To continue processing a supplement:

- Enter the required search fields apart from the Account no. and MCE Customer ID as it will be populated and protected.
 - Click the PROCEED button to display a list of available supplements.

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- If only one supplement exists, the system will automatically navigate to the supplement details screen.
- If multiple supplements exist, a list of them will display and the user can select the desired supplement to continue.
- A user cannot resume a supplement if its account/fleet status is Locked or Suspended.

The screenshot shows a web form titled "Supplement Continuance" with a breadcrumb "Other". The form includes a "Search Supplement" button and several input fields:

Account No. 27015	MCE Customer ID 898979800	Fleet No. <input type="text"/>	Fleet Expiration Year <input type="text"/>
Fleet Expiration Month <input type="text"/>	Supplement No. <input type="text"/>		

At the bottom of the form, there are four buttons: "Proceed" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a white question mark).

1.3.2 Supplement Functions

The various supplement transactions can be accessed by clicking a link within the associated menu tile on the IRP Application main menu screen. For example, the Renew Fleet supplement is located within the Fleet menu tile, while the Add Vehicle supplement is located within the Vehicle menu tile. Supplements such as Replace Plate are located within the Vehicle Credential menu tile.

TVR NOTICE

A Temporary Vehicle Registration document (TVR) must be requested BEFORE payment for a supplement is processed.

To request a TVR:

1. On the Add Vehicle page, in the Vehicle Details section, click the TVR checkbox. This will generate a TVR document for the single vehicle listed.
2. To request a TVR for ALL new vehicles, check the TVR checkbox on the Billing Page. This generates TVR documents for all new vehicles added within the supplement.

The user can click the desired supplement option and then a supplement search screen will appear. At the supplement search screen the user must:

- Enter the required search criteria such as Fleet No. and/or Fleet Expiration Year. Note that the Account No., MCE Customer ID and Supplement Effective Date are defaulted and protected.

The screenshot shows a web interface for a 'Vehicle Credential' supplement search. The page has a title bar with 'Vehicle Credential' on the left and 'Replace Plate' on the right. Below the title bar is a 'Supplement Search' section. It contains four input fields: 'Account No.' with the value '27015', 'MCE Customer ID' with the value '898979800', 'Fleet No.' which is empty, and 'Fleet Expiration Year' which is empty. Below these fields is a 'Supplement Effective Date' field with the value '07/15/2021' and a calendar icon. At the bottom of the form are four buttons: 'Proceed' (green), 'Refresh' (orange), 'Quit' (orange), and a help icon (blue circle with a white question mark).

1.3.2.1 Renew Fleet Function

The IRP Renewal process involves the following steps:

- The fleet information/operations must be verified.
- The fleet distance must be entered.
- Vehicles must be processed including add (after reinstatement), change and delete.

- Missouri and other jurisdiction fees must be computed.
- Payment is recorded.
- Credentials are issued.

Fleet **Renew Fleet**

Supplement Search

Account No. MCE Customer ID Fleet No. Fleet Expiration Year

Proceed
Refresh
Quit

To begin the renewal, the user must perform the following steps:

- Select RENEW FLEET option from the fleet menu tile at the IRP application level.
- The Account No. is defaulted and protected.
- Enter the Fleet Number and Fleet Expiration Year being renewed. If there is more than one fleet and the number is not entered, a selection list of the available fleets appears. .
- Select PROCEED to display the Account screen.

1.3.2.1.1 Update IRP Account

- Verify the account information.

Fleet **Renew Fleet**

Supplement Search

Account No. MCE Customer ID Fleet No. Fleet Expiration Year

Proceed
Refresh
Quit

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	27210	252569	001	09	2021	FHL	A - ACTIVE
	27210	252569	001	09	2022	FHL	A - ACTIVE
	27210	252569	002	09	2021	FHE	A - ACTIVE

Showing 1 to 3 of 3 entries First Previous **1** Next Last

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Customer Details
Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: | Fleet Expiration Month / Year.: / | Supplement#: 000 | ...+

Customer Details

MCE Customer ID	Registrant Type	Carrier Type	IFTA Account No.
252569	S - Limited Partnership	C - CARRIER	
Customer Status			
A - ACTIVE			

Address Details

Business Address

Mailing Address

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI ▾	KANSAS CITY
County	Country		
CLAY	US		

Business Customer Details

USDOT No.	TPID	Contact Name	Email
000339745	440648226	AMBER WOODROME	TEST@CELTIC.COM
Primary Phone	Alternate Phone	Fax No.	
913-321-1716	913-321-1025	913-321-1025	

Account Details

Email Notification
 Fax Notification

+ Comments

Proceed

Refresh

Quit

?

↑

After reviewing the account information:

- Select PROCEED to display the Account Verification screen.
- Select PROCEED at the verification screen to update the account information and proceed to the Fleet Detail screen.

1.3.2.1.2 Update Fleet

The registrant can update certain fleet information during renewals such as contact information, mailing address, and fleet type/commodity class, if needed.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q v

i IRPFLT129 : [] Account has 1 power unit fleet(s) for 2022. Account has 2 power unit fleet(s) for 2021.

i IRPACCO0 : [] Renewal account has been generated.

Fleet Details
Renew Fleet

SUCCESS TRUCK LEASING INC
|
Account#: 27210
|
Fleet#: 002
|
Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 ...+

Fleet Summary

Registrant Type S - Limited Partnership v	Fleet Status A - ACTIVE v	Carrier Type C-CARRIER	DBA Name SUCCESS NATIONALEASE
---	---	---	--

Address Details

Business Address
Mailing Address
Service Provider
One-Time Mailing Address

Street 77 S JAMES ST	Zip Code 64116	Jur MO - MISSOURI v	City KANSAS CITY
County CLAY	Country US	<input type="checkbox"/> Non Deliverable Address	

Fleet Details

*Contact Name AMBER WOODROME	*Email [REDACTED]	*Primary Phone 913-321-1716 [REDACTED]	Alternate Phone 913-321-1025
Fax No. 913-321-1025	TPID 440648226	USDOT No. 000339745	<input type="checkbox"/> Change Vehicle USDOT / TPID
*Fleet Type FHE - FOR HIRE EXEMPT (FH) v	*Commodity Class E - EXEMPT v	*Effective Date 10/01/2021 [calendar]	*Expiration Date 09/30/2022 [calendar]

<input type="checkbox"/> Change Name & Address on USDOT	*First Operated 07/08/2021 [calendar]	<input type="checkbox"/> Wyoming Indicator	<input checked="" type="checkbox"/> Use IFTA Distance
<input type="checkbox"/> Mobile Notification			

+
Comments

Proceed
Cancel
Refresh
Quit
?

^

The fleet information populates with the information from the previous year. The Legal name and business address populate with the most current information from the customer record.

The following information will default based on the renewal period (12 months) and cannot be changed:

- Fleet Effective Date
 - Will default to the effective date for the next year registration period.
- Fleet Expiration Date
 - Will default to the expiration date for the next year registration period.
- First Operated Date
 - Will default to the previous year.

Updates for the Fleet Screen:

- From the Fleet Detail screen:
 - Review the fleet information.
 - Update the values, as necessary.
 - The 'Use IFTA Distance' checkbox is defaulted to unchecked and is used to populate the distance (mileage) on the Distance Details page. If the account has more than one fleet, the user must to enter this information manually.
 - Click PROCEED to display the Fleet Verification screen.
 - Click PROCEED again to update the fleet information in the database and proceed to the Distance Detail screen.

1.3.2.1.3 Jurisdiction Distance

At fleet renewal time, the Distance Details screen displays with all the jurisdictions listed. The distance type will default to Actual for the following conditions:

- IFTA distance exists for the reporting period.
- IFTA distance does not reflect MO distance.
- IFTA distance only shows MO distance.
- Carrier had actual distance in any IRP Jurisdiction in the previous registration period (in this case the jurisdiction code will display in RED font).
- If the carrier reported estimated distance in the previous year, but according to IRP plan rules, the carrier does not qualify for a second year of estimated mileage.

If the carrier has no distance to report, the user can click the 'No' radio button and the Average Per Vehicle Distance Chart is used.

If the 'Use IFTA Distance' checkbox on the fleet screen was checked and the account only has one power unit fleet, the IFTA distance will pre-populate with the mileage reported Type set to 'A'. The distance field is enabled for the user to make changes if needed.

The Comment section must be used to add a comment regarding the carrier’s scope of operations.

When the user has entered all the jurisdiction information:

- Enter the totals for Total Estimated Distance or Total Actual Distance, and Total Distance, if required.
- If actual distance is entered, check the “We certify that the actual distance submitted is accurate” checkbox.
- Click the PROCEED button on the command line and the system will:
 - Perform edits including verifying contiguous jurisdictions.
 - Calculate percentages, and populate estimated distance.
 - Calculate the Total Estimated Distance or Total Actual Distance.
 - Display the verification screen.

The screenshot displays the 'Distance' tab in the MoDOT Carrier Express IRP system. The navigation bar at the top includes: ACCOUNT, FLEET, DISTANCE (active), WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. Below the navigation bar, there are three messages: 1) IRPFLT01: Renewal fleet has been generated. 2) IRPMLG73: IFTA distance could not be populated as multiple IRP fleets exist for this account. 3) IRPMLG72: Please enter your Scope of Operations in the Comment field. Explain details such as the number of trips, routes, distance, what you are hauling and where, how you get your loads, etc.

The main section is titled 'Distance Details' and includes a 'Renew Fleet' button. Below this, the account information is displayed: SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022 | Supplement#: 000 | ...+

The 'Distance Details' form contains the following fields:

Reporting Period From	Reporting Period To	USDOT No.	<input checked="" type="checkbox"/> Avg. Per Vehicle Distance Chart
07/01/2020	06/30/2021	000339745	
Estimated Distance	Actual Distance	Total Fleet Distance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	15366	18.67594	AL - ALABAMA	1173	01.42567
AR - ARKANSAS	1795	02.18165	AZ - ARIZONA	2695	03.27552
CA - CALIFORNIA	2852	03.46634	CO - COLORADO	1016	01.23485
CT - CONNECTICUT	398	00.48373	DC - DISTRICT OF COLUMBIA	6	00.00729
DE - DELAWARE	65	00.07900	FL - FLORIDA	1545	01.87780
GA - GEORGIA	1925	02.33966	IA - IOWA	1816	02.20718
ID - IDAHO	584	00.70980	IL - ILLINOIS	5831	07.0870 
IN - INDIANA	3145	03.82245	KS - KANSAS	2940	03.57330
KY - KENTUCKY	1664	02.02244	LA - LOUISIANA	804	00.97719
MA - MASSACHUSETTS	496	00.60284	MD - MARYLAND	464	00.56395
ME - MAINE	360	00.43755	MI - MICHIGAN	960	01.16679
MN - MINNESOTA	462	00.56152	MS - MISSISSIPPI	970	01.17894
MT - MONTANA	461	00.56030	NC - NORTH CAROLINA	1167	01.41838
ND - NORTH DAKOTA	199	00.24187	NE - NEBRASKA	1356	01.64809
NH - NEW HAMPSHIRE	115	00.13977	NJ - NEW JERSEY	566	00.68792
NM - NEW MEXICO	1783	02.16707	NV - NEVADA	534	00.64903
NY - NEW YORK	1087	01.32115	OH - OHIO	3234	03.93060 
OK - OKLAHOMA	2916	03.54413	OR - OREGON	663	00.80581

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PA - PENNSYLVANIA	2857	03.47242	RI - RHODE ISLAND	38	00.04619
SC - SOUTH CAROLINA	687	00.83498	SD - SOUTH DAKOTA	276	00.33545
TN - TENNESSEE	2404	02.92184	TX - TEXAS	6117	07.43464
UT - UTAH	876	01.06470	VA - VIRGINIA	1299	01.57881
VT - VERMONT	79	00.09602	WA - WASHINGTON	528	00.64173
WI - WISCONSIN	744	00.90426	WV - WEST VIRGINIA	489	00.59433
WY - WYOMING	1155	01.40379	AB - ALBERTA	55	00.06685
BC - BRITISH COLUMBIA	18	00.02188	MB - MANITOBA	31	00.03768
NB - NEW BRUNSWICK	8	00.00972	NL - NEWFOUNDLAND AND LABRADOR	48	00.05834
NS - NOVA SCOTIA	12	00.01458	ON - ONTARIO	202	00.24551
PE - PRINCE EDWARD ISLAND	810	00.98448	QC - QUEBEC	37	00.04497
SK - SASKATCHEWAN	94	00.11425			

[+ Comments](#)

[↑](#)

Proceed
Cancel
Refresh
Quit
?

- If the distance is correct, select PROCEED to display the Weight Group Selection screen.

Distance Details				Renew Fleet	
Supplements Details					
Account No.	27210	Fleet No.	002	Supplement No.	000
DBA Name	SUCCESS NATIONALEASE	Fleet Type	FHE - FOR HIRE EXEMPT (FH)	Fleet Effective Date	10/01/2021
Supplement Desc.	RENEW FLEET				
Legal Name	SUCCESS TRUCK LEASING INC				
Fleet Expiration Month / Year	09 / 2022				
Distance Details					
Reporting Period From	07/01/2020	Reporting Period To	06/30/2021	USDOT No.	000339745
Actual Distance	0	Estimated Distance	82,277	Total Fleet Distance	82,277
Avg. Per Vehicle Distance Chart	Y				
JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	15366	18.67594	AL - ALABAMA	1173	01.42567
AR - ARKANSAS	1795	02.18165	AZ - ARIZONA	2695	03.27552

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CA - CALIFORNIA	2852	03.46634	CO - COLORADO	1016	01.23485
CT - CONNECTICUT	398	00.48373	DC - DISTRICT OF COLUMBIA	6	00.00729
DE - DELAWARE	65	00.07900	FL - FLORIDA	1545	01.87780
GA - GEORGIA	1925	02.33966	IA - IOWA	1816	02.20718
ID - IDAHO	584	00.70980	IL - ILLINOIS	5831	07.08704
IN - INDIANA	3145	03.82245	KS - KANSAS	2940	03.57330
KY - KENTUCKY	1664	02.02244	LA - LOUISIANA	804	00.97719
MA - MASSACHUSETTS	496	00.60284	MD - MARYLAND	464	00.56395
ME - MAINE	360	00.43755	MI - MICHIGAN	960	01.16679
MN - MINNESOTA	462	00.56152	MS - MISSISSIPPI	970	01.17894
MT - MONTANA	461	00.56030	NC - NORTH CAROLINA	1167	01.41838
ND - NORTH DAKOTA	199	00.24187	NE - NEBRASKA	1356	01.64809
NH - NEW HAMPSHIRE	115	00.13977	NJ - NEW JERSEY	566	00.68792
NM - NEW MEXICO	1783	02.16707	NV - NEVADA	534	00.64903
NY - NEW YORK	1087	01.32115	OH - OHIO	3234	03.93068
OK - OKLAHOMA	2916	03.54413	OR - OREGON	663	00.80581
PA - PENNSYLVANIA	2857	03.47242	RI - RHODE ISLAND	38	00.04619
SC - SOUTH CAROLINA	687	00.83498	SD - SOUTH DAKOTA	276	00.33545
TN - TENNESSEE	2404	02.92184	TX - TEXAS	6117	07.43464
UT - UTAH	876	01.06470	VA - VIRGINIA	1299	01.57881
VT - VERMONT	79	00.09602	WA - WASHINGTON	528	00.64173
WI - WISCONSIN	744	00.90426	WV - WEST VIRGINIA	489	00.59433
WY - WYOMING	1155	01.40379	AB - ALBERTA	55	00.06685
BC - BRITISH COLUMBIA	18	00.02188	MB - MANITOBA	31	00.03768
NB - NEW BRUNSWICK	8	00.00972	NL - NEWFOUNDLAND AND LABRADOR	48	00.05834
NS - NOVA SCOTIA	12	00.01458	ON - ONTARIO	202	00.24551
PE - PRINCE EDWARD ISLAND	810	00.98448	QC - QUEBEC	37	00.04497
SK - SASKATCHEWAN	94	00.11425			

Total Percentage 100.000%

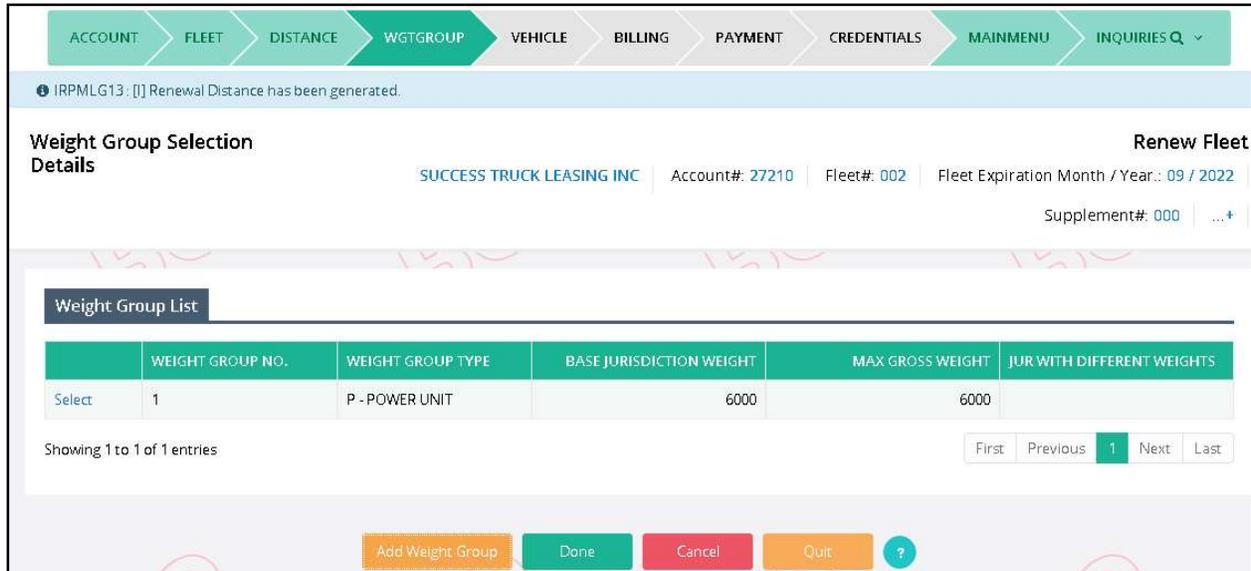
Proceed Back

1.3.2.1.4 Weight Group

The Weight Group Selection screen for fleet renewal allows the user to perform the following actions:

- Add a new weight group to the fleet. To enter a weight group for the fleet:
 - Select the maximum gross weight for the weight group from the drop down. MO has three weight group types, namely, Power Unit, Trailer and Bus.
 - Power Unit – The maximum gross weight for power unit is 80,000.

- Bus – The maximum gross weight for bus is 80,000. However, a user can select “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.
- Trailer – The maximum gross weight for trailer is 34,000 and the user cannot change it.
- If any of the jurisdictions have a different weight, enter the weight for that jurisdiction
- Click the PROCEED button on the command line to populate the weight for the remaining jurisdictions and the verification screen will display. If a weight is outside the 10% variance, a warning message will display in the message area at the top of the verification screen. A comment must be entered to explain the variance.
- The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system automatically sets the weight to the maximum allowed and displays a warning message in the message area at the top of the verification screen.
- If any of the weights need to be changed, click the BACK button and the system will display the Jurisdiction weights for changes.
- View/update the weight for any existing weight group
 - Select the weight group to process, by selecting the SELECT link next to the weight group number.
 - Update the weights required and select PROCEED to go to the verification screen.
 - From the validation screen, select PROCEED to save the change.
- If no changes are required, select Go To Weight Group Selection.



Select DONE when you are finished with weight groups. The Vehicle Processing screen appears.

1.3.2.1.5 Process Vehicle

The vehicle processing on a renewal provides the ability to perform the following vehicle functions:

- Update from the Previous Year.
 - After the renewal is open and is not invoiced, supplement information can be automatically updated in the renewed fleet by clicking the UPDATE FROM THE PREVIOUS YEAR button on the command line and then either:
 - Delete Vehicle.
 - Update Vehicle Information.
 - If the renewal is invoiced (not paid), cancel the invoice first, and then click the UPDATE FROM THE PREVIOUS YEAR button from the Vehicle Processing screen.
 - If the renewal is paid, the user must create the supplement in the renewal year.

The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.

ACCOUNT FLEET DISTANCE WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Renewal Vehicle Processing Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Renewal Details

Amended Vehicles	Added Vehicles	Deleted Vehicle	Renewed Vehicles
0	0	0	1

AMEND VEHICLE DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?

- The user must execute the UPDATE FROM PREVIOUS YEAR, if required, prior to adjustments to existing vehicles.
- If no changes are required to any vehicle:
 - Click the DONE button.
- To update vehicle information:
 - The user can select the MODIFY VEHICLE radio button and then select PROCEED to display the Vehicle Detail screen.

ACCOUNT FLEET DISTANCE WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Vehicle Details Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Change Vehicle Details

Unit No. VIN Plate No. Search

Supplements Details

No. of Vehicles Carrier Type

1 C - CARRIER

Vehicle Details

VIN	*Unit No.	**Weight Group No.	*Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Body Type	*Make	*Axles	*Combined Axles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Fuel Type	Seats	Vehicle Color	*Unladen Weight ?
D - Diesel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Base Jurisdiction Gross Weight	*Purchase Date ?	*Purchase Price	Factory Price
<input type="text"/>	MM/DD/YYYY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
<input type="text"/>	<input type="text"/>	MM/DD/YYYY	<input type="text"/>
In-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
<input type="text"/>	SUCCESS TRUCK LEASING INC	<input type="text"/>	O - Owner
<input type="checkbox"/> Lease	*Safety USDOT	*Safety TPID	*Safety Change
<input type="checkbox"/>	000339745	440648226	N - NO

Documentation Requirements For Admin Fee and Fee Calculation			
Colorado 10K Indicator ?	Colorado Trailer ?	Utah Special Truck ?	New Vehicle ?
Y - YES	N - NO	N - NO	N - NO
CO Special Truck			
N - NO			

+ Comments				
------------	--	--	--	--

Proceed	Done	Cancel	Refresh	Quit	?	↑
---------	------	--------	---------	------	---	---

- The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number.
- After the user selects the vehicle, the existing vehicle information will display.
- The user should update the information as necessary for renewal.
- Once the information is changed, click the PROCEED button to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display.
- From the Verification screen, review the vehicle information and click on the PROCEED button to save the changes to the vehicle.
- To delete a vehicle from the fleet:
 - The user can select the DELETE VEHICLE and then select PROCEED to display the Delete Vehicle screen. This is a list of all the active vehicles in the fleet not updated during the renewal process.

- To select a vehicle to delete, check the box next to the unit number you want to delete.
- For each delete vehicle the following information must be provided:
 - PLATE STATUS defaults to Deleted, which is the only option available.
 - Delete/Inactive Date – enter a date.
 - A comment can be added if necessary.
- Once all the vehicles you want to delete are selected, select PROCEED to display the verification screen. The verification screen will display only those vehicles you have deleted.
- Click the PROCEED button to save the information.
- Click the DONE button after completing all deletions.
 - The Vehicle Processing screen will redisplay.
- To change/cancel information on vehicles that have already been processed during the renewal:
 - Select VEH LIST to display a list of vehicles that have been changed or deleted.

The Vehicle List screen will display a list of the vehicles that were added, changed, or deleted during the renewal.

The user can do the following:

- Select BACK to return to the Vehicle Processing screen.
- Select a vehicle from the list by clicking the “Select” link to the left of the UNIT No.
 - This will display a screen depending on the SERVICE TYPE for the vehicle (i.e. change or delete).
 - When a user selects a vehicle, the vehicle information will display on the Vehicle Details screen. The user can do one of the following:
 - If the user deletes the vehicle from the renewal, the Vehicle Details screen are protected and the only action you can take is to CANCEL VEHICLE, which will undo the deletion and will add the vehicle back to the renewal.
 - If the vehicle was added or changed from the vehicle screen, the user can either make additional changes or cancel the action
 - To make changes, update the information and select PROCEED. Then select PROCEED from the verification screen to save the changes.
 - To cancel an added vehicle from the renewal, select CANCEL VEHICLE to delete it from the renewal
 - To cancel a change vehicle from the renewal, select CANCEL VEHICLE. The vehicle will process on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.

- To update information on a previously deleted vehicle:
 - The user should select DELETE VEHICLE, then select PROCEED.
 - From the Delete Vehicle screen, the user should select DELETE VEHICLE to display a list of vehicles deleted during the renewal.
 - When the changes are finished, select UPDATE to display the verification screen.
 - From the verification screen, select PROCEED to save the changes to the deleted vehicles.
- To end the vehicle processing, the user selects DONE from the Vehicle Processing screen. The system will display the Web Processing - Submit screen.

1.3.2.1.6 Web Processing – Submit

The system navigates to the Web Processing – Submit screen. The user must provide the required documents on this screen and submit them to the internal review queue for approval.

Web Processing
Submit

Submit Process

*Account No.
27210

*Fleet No.
002

Legal Name
SUCCESS TRUCK LEASING INC

*Fleet Expiration Year
2022

*Fleet Expiration Month
9

*Supplement No.
000

Status
PEN - Pending

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	27210	002	09/2022	000	O - OPEN	FHE	07/21/2021	INP	RWC

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

+ Comments

MoDOT Carrier Express – IRP User Guide

The screenshot displays the MoDOT Carrier Express IRP User Guide interface. At the top, there are navigation buttons: Submit, View List, Refresh, and Quit, along with a help icon. The main content is divided into two sections: Vehicle Document and Fleet Document.

Vehicle Document Section:

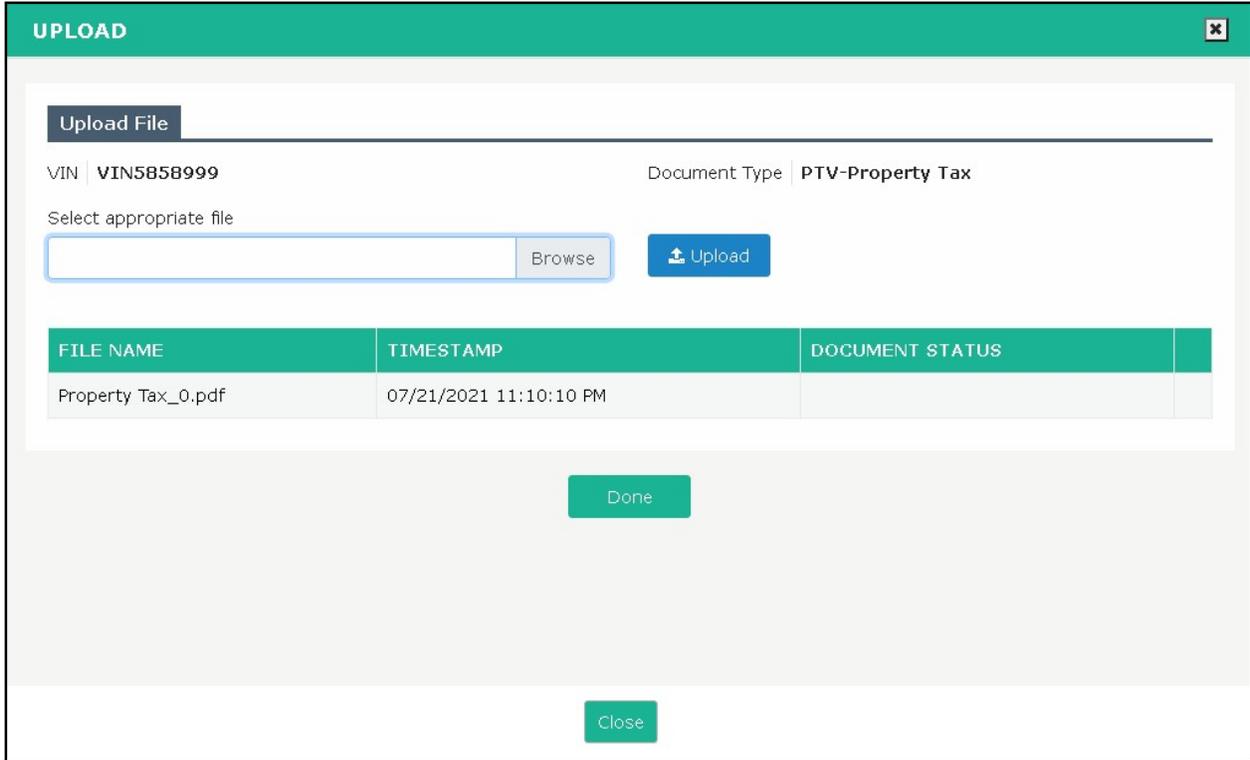
- Header: Vehicle Document (left), All Vehicle All Document (right)
- Table with columns: VIN, UNIT NO., HVUT - FORM 2290, PROPERTY TAX, TITLE DOCUMENT, LEASE CONTRACT.
- Row 1: VIN5858999, VIN25255, [X icon], [Folder icon], [Checkmark icon], [Checkmark icon].
- Footer: Showing 1 to 1 of 1 entries. Navigation: First, Previous, 1, Next, Last.

Fleet Document Section:

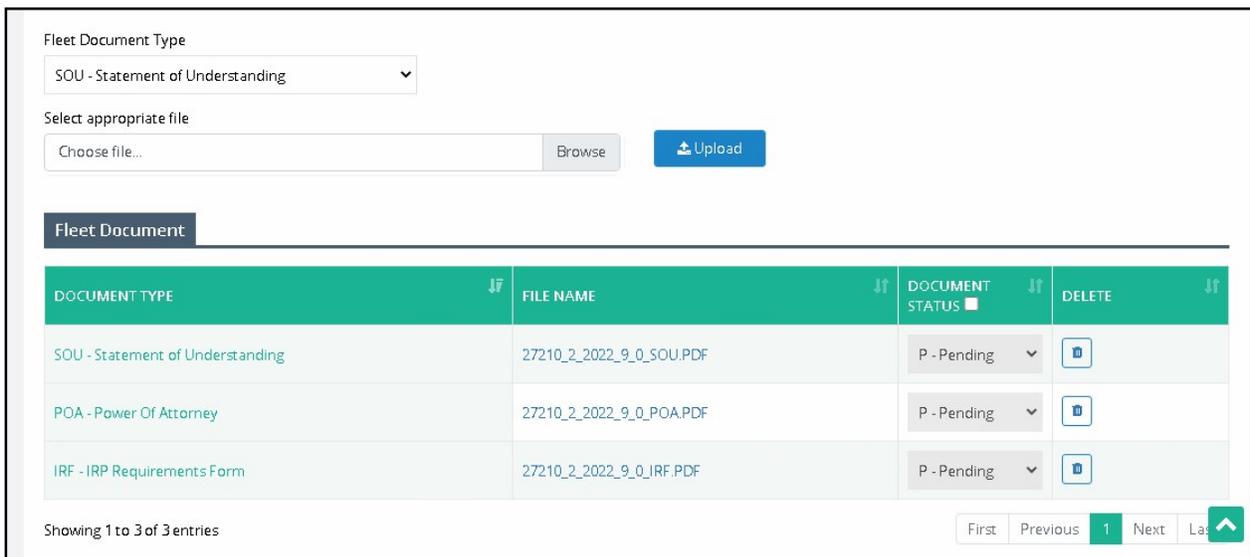
- Header: Fleet Document
- Form: Fleet Document Type (POA - Power Of Attorney), Select appropriate file (Choose file...), Browse, Upload.
- Table with columns: DOCUMENT TYPE, FILE NAME, DOCUMENT STATUS, DELETE.
- Message: No data available in table.
- Footer: Showing 0 to 0 of 0 entries. Navigation: First, Previous, Next, Last, Up arrow.

Perform the following steps to submit the documents:

- Look below the Vehicle Document section. Click on the folder icon for a given document (for example, Property Tax).



- A new pop up window appears, allowing the user to browse and select the document from their local computer. Select the document and click Upload. The uploaded file will appear in the grid below. If needed, the user can delete the uploaded document and upload again by clicking the Delete icon from the grid.
- Click Done after uploading the documents to return to the Web Processing – Submit screen.
- Likewise, upload all the required vehicle documents.



- For fleet-level documents, select the preferred document from the Fleet Document Type drop down, click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. If needed, the user can click the Delete icon on the far right of the grid to delete the document, if required.
- Similarly, upload all the required fleet documents.
- Once all the vehicle and fleet-level documents are uploaded, click Submit from the command line.

Once the documents are submitted, an internal user will review the submitted documents and approve them. Once the agent approves and invoices the transaction, the external user will be able to continue the supplement via Supplement Continuance and proceed with Payment.

1.3.2.1.7 Billing Process

Once the documents are approved, the user can continue the supplement from Billing process via Supplement Continuance. The following screen will display:

Billing Details Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Supplements Details

Reg. Month	No. of Veh in Supp	Supplement Status	Enterprise System Credit
12	1	I - INVOICED	0.00
IRP System Credit	*Renewal Fee Effective Date	Invoice Date	*Application Receipt Date
0.00	10/01/2021	07/21/2021	07/21/2021
Payment Date	Exchange Rate		
MM/DD/YYYY	0.786100		

MoDOT Carrier Express – IRP User Guide

Manual Adj. Base Jur.

Batch Billing

TVR

Use One-Time Mailing Address

TVR No. of Days

FEE TYPE	FEE AMT(\$)
MO Schedule I	3.83
MO Schedule II	0.93
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	90.32
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00 ▲
Bicentennial Fee	0.00

Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Invoice Amount	95.33
Amount Due	95.33

Electronic Delivery Type

Invoice Report Type

▲

Review the fee details on the billing screen. Click Proceed to move to the Payment screen.

1.3.2.1.8 Payment Details

The next step in the transaction is to process the payment.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Payment Details

SUCCESS TRUCK LEASING INC

Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Renew Fleet

Supplements Details

Enterprise System Credit

IRP System Credit

Invoice Date

Invoice No.

0.00

0.00

07/21/2021

3202201

*Payment Receipt Date

07/21/2021

Fees

Manual Adj. Base Jur.

Batch Credential

0.00

FEE TYPE	FEE AMT(\$)
MO Schedule I	3.83
MO Schedule II	0.93
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	90.32
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
Grade Crossing Fee	0.25
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00

Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Amount Due	95.33

Cab Card Delivery Type

Electronic Delivery Type

D - PDF

Proceed Refresh Quit ? [View Invoice Report](#)

Click Proceed from the command line to complete the payment.

1.3.2.2 Add Vehicle

Perform the following steps to process an ADD VEHICLE supplement:

- From the IRP application level menu, select ADD VEHICLE from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
 - Enter the Fleet and Fleet Expiration Year; Account No. is prepopulated and protected.
 - The supplement date defaults to the current date and cannot be changed.
 - Select PROCEED to display the vehicle detail screen.

Vehicle Add Vehicle

Supplement Search

Account No. MCE Customer ID Fleet No. Fleet Expiration Year

Supplement Effective Date

Proceed Refresh Quit ?

The Vehicle Detail screen captures the information for each vehicle the user wants to add to the fleet and register into MoDOT Carrier Express. Mandatory fields have a red asterisk “*” beside them.

At the top of the Vehicle Detail screen there is a feature allowing the user to find an existing vehicle in the database.

- Enter the VIN and click the SEARCH button. The system will search for the information and populates the vehicle information fields on the Vehicle Detail screen.

MoDOT Carrier Express – IRP User Guide

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

IRPVEH375 : [1] Please search the VIN first to process a vehicle.

Vehicle Details Add Vehicle

SUCCESS TRUCK LEASING INC |
 Account#: 27015 |
 Fleet#: 001 |
 Fleet Expiration Month / Year.: 03 / 2022
 Supplement#: 002 | ...+

New Vehicle Search Criteria

VIN <input style="width: 90%;" type="text"/>	Copy Unit Number <input style="width: 90%;" type="text"/>	Plate No. <input style="width: 90%;" type="text"/>	<input type="button" value="Search"/>
---	--	---	---------------------------------------

Supplements Details

No. of Vehicles <input style="width: 90%;" type="text" value="0"/>	Carrier Type C - CARRIER ▾
---	-------------------------------

Vehicle Details

VIN <input style="width: 90%;" type="text"/>	*Unit No. <input style="width: 90%;" type="text"/>	*Weight Group No. <input style="width: 90%;" type="text"/>	*Year <input style="width: 90%;" type="text"/>
---	---	---	---

*Body Type <input style="width: 90%;" type="text"/>	*Make <input style="width: 90%;" type="text"/>	*Axles <input style="width: 90%;" type="text"/>	*Combined Axles <input style="width: 90%;" type="text"/>
*Fuel Type D - Diesel ▾	Seats <input style="width: 90%;" type="text"/>	Vehicle Color <input style="width: 90%;" type="text"/>	*Unladen Weight ? <input style="width: 90%;" type="text"/>
Base Jurisdiction Gross Weight <input style="width: 90%;" type="text"/>	*Purchase Date ? <input style="width: 90%;" type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>	*Purchase Price <input style="width: 90%;" type="text"/>	Factory Price <input style="width: 90%;" type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days <input style="width: 90%;" type="text"/>	*Title Jurisdiction <input style="width: 90%;" type="text"/>	*Title No. <input style="width: 90%;" type="text"/>
In-State Plate Type <input style="width: 90%;" type="text"/>	In-State Plate Weight <input style="width: 90%;" type="text"/>	In-State Expiration Date <input style="width: 90%;" type="text" value="MM/DD/YYYY"/> <input type="button" value="📅"/>	In-State Plate <input style="width: 90%;" type="text"/>
In-State Fee <input style="width: 90%;" type="text"/>	*Owner Name <input style="width: 90%;" type="text" value="SUCCESS TRUCK LEASING INC"/>	Owner Phone No. <input style="width: 90%;" type="text"/>	Safety Responsibility O - Owner ▾
<input type="checkbox"/> Lease	*Safety USDOT <input style="width: 90%;" type="text" value="000339745"/>	*Safety TPID <input style="width: 90%;" type="text" value="440648226"/>	*Safety Change N - NO ▾
<input type="checkbox"/> Use Existing Plate	Existing Plate <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> Second Plate

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ?
Y - YES

Colorado Trailer ?
N - NO

Utah Special Truck ?
N - NO

New Vehicle ?
N - NO

CO Special Truck
N - NO

+ Comments

Proceed Done Cancel Vehicle List Refresh Quit ?

Click the PROCEED button on the command line to save the vehicle information. The Vehicle Detail screen is displayed with empty fields for the creation of another vehicle if required. Refer to the screen and paragraphs referenced above for details.

If some of the vehicle information is wrong, must be changed or needs to be deleted, perform the following steps:

- Click the VEHICLE LIST button on the command line and a selection list of vehicles will be displayed.
- Click any “Select” link to the left of the unit number in the selection list and the vehicle details appear.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are complete, click PROCEED and the verification screen will appear. Click the PROCEED button on the verification screen and the Vehicle Details screen will appear.

If you need to add a weight group for the IRP vehicles, select the WTG GROUP tab at the top, in the navigation flow.

- Select ADD WTG GROUP, select the weight and then select PROCEED. After selecting PROCEED from the verification screen, the system displays the Vehicle Details screen so the user can add the vehicle.

When all of the vehicles have been entered correctly into the system, click the DONE button and the Web Processing - Submit screen will be displayed.

1.3.2.2.1 Web Processing – Submit

After the vehicle and/or weight group is added as desired, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for the details on submitting required documents to the review queue.

1.3.2.2.2 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.2.3 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.3 Add/Delete Vehicle (Add with Transfer)

MoDOT Carrier Express allows a user to add a new vehicle, delete an existing vehicle and issue a new plate using the Add/Delete Vehicle supplement. The transfer vehicle must be in the same account and fleet.

Perform the following steps to process an ADD/DELETE VEHICLE supplement:

- From the IRP application level menu, select Add/Delete Vehicle from the Vehicle menu tile..
- From the Fleet Search screen, enter the following:
 - The Account No. and MCE Customer ID are populated and protected.
 - Enter Fleet No. and Fleet Expiration Year to narrow down the search.
 - The supplement effective date . defaults to the current date and cannot be changed. The credit is calculated from the supplement effective date. Refer to Section 1.3.2 for MO business rules on supplement dates.
- Select the PROCEED button and the Vehicle Screen displays

WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

IRPVEH375 : [] Please search the VIN first to process a vehicle.

Vehicle Details Add / Delete Vehicle

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 | ...+

New Vehicle Search Criteria

VIN Copy Unit Number Plate No. Search

Supplements Details

No. of Vehicles Carrier Type

Deleted Vehicle Details

*Unit No. *VIN Plate No. Search

***Deletion Date**
07/15/2021

***Delete Reason**
[Dropdown]

Vehicle Details

VIN
[Text]

***Unit No.**
[Text]

***Weight Group No.**
[Dropdown]

***Year**
[Text]

***Body Type**
[Dropdown]

***Make**
[Dropdown]

***Axles**
[Text]

***Combined Axles**
[Text]

***Fuel Type**
D - Diesel [Dropdown]

Seats
[Text]

Vehicle Color
[Dropdown]

***Unladen Weight** ?
[Text]

Base Jurisdiction Gross Weight
[Text]

***Purchase Date** ?
MM/DD/YYYY [Calendar]

***Purchase Price**
[Text]

Factory Price
[Text]

TVR

TVR No. of Days
[Text]

***Title Jurisdiction**
[Dropdown]

***Title No.**
[Text]

***Owner Name**
SUCCESS TRUCK LEASING INC

Owner Phone No.
[Text]

Safety Responsibility
O - Owner [Dropdown]

Lease

***Safety USDOT**
000339745

***Safety TPID**
440648226

***Safety Change**
N - NO [Dropdown]

Use Existing Plate

Existing Plate
[Text]

Change Name & Address on USDOT

Second Plate

New Plate Required

Remanufacture

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ?
Y - YES [Dropdown]

Colorado Trailer ?
N - NO [Dropdown]

Utah Special Truck ?
N - NO [Dropdown]

New Vehicle ?
N - NO [Dropdown]

CO Special Truck
N - NO [Dropdown]

+ Comments

Proceed
Done
Cancel
Vehicle List
Refresh
Quit
?

↑

The Vehicle Details screen allows the following actions:

For IRP, to review or add a new weight group

To review or add a weight group, select the WTG GROUP tab. Only new weight groups can be added. Existing weight groups can be viewed but cannot be changed.

- Existing weight groups and their associated base jurisdiction and maximum gross weight are displayed.
- To view the detail per jurisdiction, click the “Select” link of the weight group number to be viewed.

- Select the GO TO WEIGHT GROUP SELECTION button to return to the list.
- To return to the Vehicle Details screen, select DONE.
- To add a weight group, click the ADD WEIGHT GROUP button.
 - Enter the information and select PROCEED to validate.
 - Select PROCEED from the verification screen to save.

To add a new vehicle

The Vehicle Details screen displays. The Vehicle Detail screen is used to enter the information for each replacement vehicle the user wants to add using an existing vehicle plate in the fleet.

At the top of the Vehicle Detail screen there is a feature allowing the user to find the “NEW” vehicle in the database.

Enter the VIN and click on the SEARCH button. The system will search for the information and, if found, will populate the vehicle information fields on the Vehicle Detail screen.

- The Vehicle Details screen captures all information about the new vehicle and some required information about the old vehicle.
- If you want a temporary vehicle registration document for the new vehicle, be certain to check the TVR check box BEFORE moving to the payment page.

To enter the “Old” (Deleted Vehicle Details) vehicle information, perform the following:

- The Unit number, VIN, and Plate No. fields contain the information for the vehicles currently registered to the account.
- The user can select from the list (click inside on of the fields to display the list) or type either the Unit No., VIN, or Plate – only one of the values should be entered.
- Select the SEARCH button in this section to display the remaining information about the old vehicle.
- DELETION DATE defaults to the supplement effective date.
- Select the DELETE REASON from the drop down.

To enter the “NEW” vehicle information, perform the following:

- Refer to Section 1.3.2.1.5 for the IRP vehicle detail screen.

After entering the information, click PROCEED. The system performs edits to ensure all mandatory fields are filled and correct. The validation screen appears.

Click the PROCEED button to save the vehicle information. The Vehicle Detail screen displays with empty fields for creation of another vehicle, if required.

If some of the vehicle information is wrong and needs to be changed or vehicles need to be deleted after being stored in the system, complete the following steps:

- Click the VEHICLE LIST button on the command line. A selection list of vehicles appears.

- Click the SELECT link to the left of the unit number in the selection list and the vehicle details will be displayed.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are made, click PROCEED and the verification screen will appear. At the Verification screen, click the PROCEED button and the “VEHICLE DETAILS” screen appears.

When all of the vehicles are entered correctly into the system, click the DONE button on the command line. The Web Processing - Submit screen appears.

1.3.2.3.1 Web Processing – Submit

After this, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for details on submitting the required documents to the review queue.

1.3.2.3.2 Billing Process

After this, the billing process starts. To get the details of the billing process, refer to Section 1.3.2.1.7.

1.3.2.3.3 Payment Details

After this Payment details process starts. To get the details of the payment process, refer to Section 1.3.2.1.8.

1.3.2.4 Amend Vehicle With Fee

This supplement is performed when a vehicle needs to be amended and IRP fees are due based on the changes. Perform the following steps to process an Amend Vehicle With Fees supplement:

- From the IRP application level menu, select AMEND VEHICLE WITH FEES from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
 - Fleet No., and Fleet Expiration Year; The Account No. and MCE Customer ID are defaulted and protected.
 - The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for Missouri business rules on supplement dates.
 - Select PROCEED to display the Amend Vehicle Details Screen (see below).

Vehicle
Amend Vehicle With Fees

Supplement Search

Account No.

MCE Customer ID

Fleet No.

Fleet Expiration Year

Supplement Effective Date

Proceed
Refresh
Quit
?

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
↕	27015	898979800	001	03	2022	FOR	A - ACTIVE
↕	27015	898979800	002	03	2022	FOR	A - ACTIVE

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

The Amend Vehicle Details screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
 - To review, select the weight group number from the list.
 - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
 - Select GO TO WGT SELECTION to return to the list.
 - To add a weight group, select ADD WGT GRP.
 - Enter the information and select PROCEED to validate.
 - Click the PROCEED button from the validation screen to save.
 - Select DONE to return to the Vehicle Details screen.
- Select a vehicle to amend.
 - Enter either the Unit No., VIN or Fleet No. in the CHANGE VEHICLE DETAILS section.
 - Click the SEARCH button to populate the vehicle information in the VEHICLE DETAILS area.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES

IRPVEH375 : [] Please search the VIN first to process a vehicle.

Vehicle Details

Amend Vehicle With Fees

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022
 Supplement#: 001 | ...+

Change Vehicle Details

Unit No.	VIN	Plate No.	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Search

Supplements Details

No. of Vehicles	Carrier Type
<input type="text" value="0"/>	<input type="text" value="C - CARRIER"/>

Vehicle Details

VIN	*Unit No.	*Weight Group No.	*Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Body Type	*Make	*Axles	*Combined Axles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Fuel Type	Seats	Vehicle Color	*Unladen Weight
<input type="text" value="D - Diesel"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	Factory Price
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
In-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
<input type="text"/>	<input type="text" value="SUCCESS TRUCK LEASING INC"/>	<input type="text"/>	<input type="text" value="O - Owner"/>
<input type="checkbox"/> Lease	*Safety USDOT	*Safety TPID	*Safety Change
<input type="checkbox"/>	<input type="text" value="000339745"/>	<input type="text" value="440648226"/>	<input type="text" value="N - NO"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator	Colorado Trailer	Utah Special Truck	New Vehicle
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

+ Comments

Proceed	Done	Cancel	Vehicle List	Refresh	Quit		
---------	------	--------	--------------	---------	------	--	--

MoDOT Carrier Express populates the screen with the vehicle information from the system. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. If the fleet type of the added vehicle is different than the existing vehicle in the fleet, a new plate will be issued.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Vehicle Details
Amend Vehicle With Fees

SUCCESS TRUCK LEASING INC
Account#: 27015
Fleet#: 002
Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 ...+

Change Vehicle Details

Unit No.

VIN

Plate No.

Search

Supplements Details

No. of Vehicles

Carrier Type

Vehicle Details

VIN <input type="text" value="5XXGN4A72FG356816"/>	*Unit No. <input type="text" value="90"/>	*Weight Group No. <input type="text" value="1-36000"/>	*Year <input type="text" value="2015"/>
*Body Type <input type="text" value="TT - Truck Tractor"/>	*Make <input type="text" value="KIA - KIA"/>	*Axles <input type="text" value="2"/>	*Combined Axles <input type="text" value="5"/>

*Fuel Type <input type="text" value="G - Gasoline"/>	Seats <input type="text"/>	Vehicle Color <input type="text"/>	*Unladen Weight ? <input type="text" value="3272"/>
Base Jurisdiction Gross Weight <input type="text" value="36000"/>	*Purchase Date ? <input type="text" value="07/10/2015"/>	*Purchase Price <input type="text" value="76000"/>	Factory Price <input type="text" value="20938"/>
<input type="checkbox"/> TVR	TVR No. of Days <input type="text"/>	*Title Jurisdiction <input type="text" value="MO - MISSOURI"/>	*Title No. <input type="text" value="8788798980"/>
In-State Plate Type <input type="text"/>	In-State Plate Weight <input type="text"/>	In-State Expiration Date <input type="text" value="MM/DD/YYYY"/>	In-State Plate <input type="text"/>
In-State Fee <input type="text"/>	*Owner Name <input type="text" value="JESSICA"/>	Owner Phone No. <input type="text"/>	Safety Responsibility <input type="text" value="O - Owner"/>
<input type="checkbox"/> Lease	*Safety USDOT <input type="text" value="000339745"/>	*Safety TPID <input type="text" value="440648226"/>	*Safety Change <input type="text" value="N - NO"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate <input type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ?	Colorado Trailer ?	Utah Special Truck ?	New Vehicle ?
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

+ Comments

Proceed
Done
Cancel
Vehicle List
Refresh
Quit
?
↑

To amend the vehicle:

- Update the information on the screen as required.
- Select PROCEED to execute edits and display the validation screen.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

Vehicle Details
Amend Vehicle With Fees

Supplements Details

Account No. 27015	Fleet No. 002	Supplement No. 001	Legal Name SUCCESS TRUCK LEASING INC
DBA Name SUCCESS NATIONALEASE	No. of Vehicles 0	Expiration Month / Year 03/2022	Effective Date 07/15/2021
Supplement Desc. AMEND VEHICLE WITH FEES	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 000339745

Vehicle Details

VIN SXXGN4A72FG356816	Unit No. 90	Weight Group No. 1-36000	Year 2015
Body Type TT - Truck Tractor	Make KIA - KIA	Axles 2	Combined Axles 5
Fuel Type G - Gasoline	Seats	Vehicle Color	Unladen Weight 3272
Base Jurisdiction (Gross Weight) 36000	Purchase Date 07/10/2015	Purchase Price \$76000.00	Factory Price \$20938.00
TVR N	TVR No. of Days	Title Jurisdiction MO - MISSOURI	Title No. 8788798980
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
In-State Fee \$0.00	Owner Name JESSICA	Owner Phone No.	Safety Responsibility O - Owner
Lease N	Safety USDOT 000339745	Safety TPID 440648226	Safety Change N - NO

Use Existing Plate N	Existing Plate	Change Name & Address on USDOT N	New Plate Required N
------------------------	----------------	------------------------------------	------------------------

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			

Proceed
Back

- Select PROCEED from the verification screen to save the vehicle information.

Follow the same procedure for the vehicles requiring changes.

The screenshot shows the 'Amend Vehicle With Fees' interface. At the top, there is a navigation bar with tabs: WGTGROUP, VEHICLE (highlighted), BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. Below the navigation bar, there are two status messages: 'IRPVEH004 : [] Vehicle amended successfully.' and 'IRPVEH375 : [] Please search the VIN first to process a vehicle.' The main header area includes 'Vehicle Details' on the left and 'Amend Vehicle With Fees' on the right. Below this, there is a breadcrumb trail: 'SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022 | Supplement#: 001 | ...+'. The 'Change Vehicle Details' section contains three input fields: 'Unit No.', 'VIN', and 'Plate No.', followed by an orange 'Search' button.

If you need to update a previously updated vehicle, click the VEHICLE LIST button on the command line to display a vehicle selection list.

The screenshot shows the 'Vehicle Selection Details' interface. At the top, there is a navigation bar with tabs: WGTGROUP, VEHICLE LIST (highlighted), BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. Below the navigation bar, there are two status messages: 'IRPVEH004 : [] Vehicle amended successfully.' and 'IRPVEH375 : [] Please search the VIN first to process a vehicle.' The main header area includes 'Vehicle Selection Details' on the left and 'Amend Vehicle With Fees' on the right. Below this, there is a breadcrumb trail: 'SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022 | Supplement#: 001 | ...+'. The 'Supplements Details' section shows 'No. of Vehicles' as 1. The 'Vehicle Search' section contains three input fields: 'Unit No.', 'VIN', and 'Plate No.', followed by an orange 'Search' button. Below the search fields is a table with one entry:

	UNIT NO.	VIN	PLATE NO.	SERVICE TYPE IND.
	90	5XXGN4A72FG356816	21AA6A	AMEND VEHICLE WITH FEE

Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1 (highlighted), Next, Last. At the bottom of the screen, there is an orange 'Back' button.

Select the vehicle you need to update or review by clicking the “Select” link and proceed as before.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

Vehicle Details

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 | ...+

Amend Vehicle With Fees

Supplements Details

No. of Vehicles	Carrier Type
<input type="text" value="1"/>	<input type="text" value="C - CARRIER"/>

Vehicle Details

VIN	*Unit No.	*Weight Group No.	*Year
<input type="text" value="5XXGN4A72FG356816"/>	<input type="text" value="90"/>	<input type="text" value="1-36000"/>	<input type="text" value="2015"/>
*Body Type	*Make	*Axles	*Combined Axles
<input type="text" value="TT - Truck Tractor"/>	<input type="text" value="KIA - KIA"/>	<input type="text" value="2"/>	<input type="text" value="5"/>
*Fuel Type	Seats	Vehicle Color	*Unladen Weight ?
<input type="text" value="G - Gasoline"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3272"/>
Base Jurisdiction Gross Weight	*Purchase Date ?	*Purchase Price	Factory Price
<input type="text" value="36000"/>	<input type="text" value="07/10/2015"/>	<input type="text" value="76000"/>	<input type="text" value="20938"/>

<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
<input type="text"/>	<input type="text"/>	<input type="text" value="MO - MISSOURI"/>	<input type="text" value="8788798980"/>
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
In-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
<input type="text"/>	<input type="text" value="JESSICA"/>	<input type="text"/>	<input type="text" value="O - Owner"/>
<input type="checkbox"/> Lease	*Safety USDOT	*Safety TPID	*Safety Change
<input type="checkbox"/> Use Existing Plate	<input type="text" value="000339745"/>	<input type="text" value="440648226"/>	<input type="text" value="N - NO"/>
	Existing Plate	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required
	<input type="text"/>		

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ?	Colorado Trailer ?	Utah Special Truck ?	New Vehicle ?
<input type="text" value="Y - YES"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>	<input type="text" value="N - NO"/>
CO Special Truck			
<input type="text" value="N - NO"/>			

+ Comments

Proceed
Done
Cancel Vehicle
Vehicle List
Refresh
Quit
?

↑

If you need to delete a vehicle from the supplement, select VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle appears, select CANCEL VEHICLE on the command line to delete the vehicle from the supplement.

When all the required changes are processed, click DONE to proceed to the Web Processing – Submit screen to submit the required documents.

1.3.2.4.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.4.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.5 Cab Card Correction

This supplement allows a user to correct cab card details. Perform the following steps to process Cab Card Correction supplement:

- From the IRP application level menu, select CAB CARD CORRECTION from the Vehicle menu tile
- From the search screen, enter the following:
 - Fleet No., and Fleet Expiration Year; The Account No. and MCE Customer ID are defaulted and protected.
 - The supplement effective date defaults to the current date and cannot be changed. Refer to Section 1.3.2 for MO business rules on supplement dates.
 - Select PROCEED to display the cab card correction screen (see below).

The screenshot displays the 'Cab Card Correction' interface. At the top, a navigation bar includes 'WGTGROUP', 'VEHICLE' (highlighted), 'BILLING', 'PAYMENT', 'CREDENTIALS', 'MAINMENU', and 'INQUIRIES Q'. Below the navigation bar, a search bar contains the text 'IRPVEH 375 : [] Please search the VIN first to process a vehicle.' The main content area is divided into two sections: 'Vehicle Details' and 'Supplements Details'. The 'Vehicle Details' section shows 'SUCCESS TRUCK LEASING INC' in blue, followed by 'Account#: 27210', 'Fleet#: 003', and 'Fleet Expiration Month / Year.: 09 / 2021'. Below this, 'Supplement#: 001' is visible with a '+' icon. The 'Change Vehicle Details' section has input fields for 'Unit No.', 'VIN', and 'Plate No.', along with a 'Search' button. The 'Supplements Details' section shows 'No. of Vehicles' as 0 and 'Carrier Type' as 'C - CARRIER' with a dropdown arrow.

Vehicle Details

VIN <input style="width: 100%;" type="text"/>	*Unit No. <input style="width: 100%;" type="text"/>	*Weight Group No. <input style="width: 100%;" type="text"/>	*Year <input style="width: 100%;" type="text"/>
*Body Type <input style="width: 100%;" type="text"/>	*Make <input style="width: 100%;" type="text"/>	*Axles <input style="width: 100%;" type="text"/>	*Combined Axles <input style="width: 100%;" type="text"/>
*Fuel Type D - Diesel <input style="width: 100%;" type="text"/>	Seats <input style="width: 100%;" type="text"/>	Vehicle Color <input style="width: 100%;" type="text"/>	*Unladen Weight ? <input style="width: 100%;" type="text"/>
Base Jurisdiction Gross Weight <input style="width: 100%;" type="text"/>	*Purchase Date ? MM/DD/YYYY <input style="width: 100%;" type="text"/>	*Purchase Price <input style="width: 100%;" type="text"/>	Factory Price <input style="width: 100%;" type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days <input style="width: 100%;" type="text"/>	*Title Jurisdiction <input style="width: 100%;" type="text"/>	*Title No. <input style="width: 100%;" type="text"/>
In-State Plate Type <input style="width: 100%;" type="text"/>	In-State Plate Weight <input style="width: 100%;" type="text"/>	In-State Expiration Date MM/DD/YYYY <input style="width: 100%;" type="text"/>	In-State Plate <input style="width: 100%;" type="text"/>
In-State Fee <input style="width: 100%;" type="text"/>	*Owner Name SUCCESS TRUCK LEASING INC <input style="width: 100%;" type="text"/>	Owner Phone No. <input style="width: 100%;" type="text"/>	Safety Responsibility O - Owner <input style="width: 100%;" type="text"/>

Lease

*Safety USDOT 000339745 <input style="width: 100%;" type="text"/>	*Safety TPID 440648226 <input style="width: 100%;" type="text"/>	*Safety Change N - NO <input style="width: 100%;" type="text"/>
--	---	--

 Use Existing Plate

Existing Plate <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT <input type="checkbox"/> New Plate Required
---	---

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ? Y - YES <input style="width: 100%;" type="text"/>	Colorado Trailer ? N - NO <input style="width: 100%;" type="text"/>	Utah Special Truck ? N - NO <input style="width: 100%;" type="text"/>	New Vehicle ? N - NO <input style="width: 100%;" type="text"/>
CO Special Truck N - NO <input style="width: 100%;" type="text"/>			

+ Comments

Proceed
Done
Cancel
Vehicle List
Refresh
Quit
?
↑

The Cab Card Correction screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
 - To review, select the weight group number from the list.
 - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
 - Select GO TO WGT SELECTION to return to the list.
 - To add a weight group, select ADD WGT GRP.
 - Enter the information and select PROCEED to validate.

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The screenshot shows a web form for vehicle registration. At the top, there are input fields for *Safety USDOT (000339745), *Safety TPID (440648226), and *Safety Change (N - NO). Below these are checkboxes for Lease, Use Existing Plate, Change Name & Address on USDOT, and New Plate Required. A section titled "Documentation Requirements For Admin Fee and Fee Calculation" contains dropdown menus for Colorado 10K Indicator (Y - YES), Colorado Trailer (N - NO), Utah Special Truck (N - NO), New Vehicle (N - NO), and CO Special Truck (N - NO). At the bottom, there is a "Comments" section and a navigation bar with buttons: Proceed, Done, Cancel, Vehicle List, Refresh, Quit, and a help icon.

MoDOT Carrier Express populates the screen with the vehicle information. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. MCE issues a new plate if the user changes the weight group or requests for issue of a new plate from the vehicle screen.

To change a cabcard:

- Update the information on the screen as required.
- Select PROCEED to execute edits and display the validation screen.

The screenshot shows the "Cab Card Correction" screen. At the top is a navigation menu with tabs: WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. The main content area is divided into two sections: "Supplements Details" and "Vehicle Details".

Supplements Details			
Account No. 27210	Fleet No. 003	Supplement No. 001	Legal Name SUCCESS TRUCK LEASING INC
DBA Name SUCCESS NATIONALEASE	No. of Vehicles 0	Expiration Month / Year 09/2021	Effective Date 07/22/2021
Supplement Desc. CAB CARD CORRECTION	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 000339745

Vehicle Details			
VIN 2C8GM68455R496678	Unit No. 89	Weight Group No. 1-36000	Year 2005
Body Type TK - Straight Truck	Make CHRYSLER - CHRY	Axles 2	Combined Axles 5
Fuel Type G - Gasoline	Seats	Vehicle Color	Unladen Weight 4361
Base Jurisdiction Gross Weight 36000	Purchase Date 02/02/2019	Purchase Price \$65000.00	Factory Price \$18014.00

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TVR N	TVR No. of Days	Title Jurisdiction MO - MISSOURI	Title No. 465566546
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
In-State Fee \$0.00	Owner Name JOHN	Owner Phone No.	Safety Responsibility O - Owner
Lease N	Safety USDOT 000339745	Safety TPID 440648226	Safety Change N - NO
Use Existing Plate N	Existing Plate	Change Name & Address on USDOT N	New Plate Required N

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			

- Select PROCEED from the verification screen to save the vehicle information.

Follow the same procedure for the vehicles requiring cab card correction.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

🔍 IRPVEH004: [] Vehicle amended successfully.
🔍 IRPVEH375: [] Please search the VIN first to process a vehicle.

Vehicle Details **Cab Card Correction**

SUCCESS TRUCK LEASING INC | Account#: **27210** | Fleet#: **003** | Fleet Expiration Month / Year.: **09 / 2021**
 Supplement#: **001** | ...+

Change Vehicle Details

Unit No. VIN Plate No.

If you need to update a previously updated vehicle, click the VEHICLE LIST button on the command line to display a vehicle selection list.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Vehicle Selection Details **Cab Card Correction**

SUCCESS TRUCK LEASING INC | Account#: **27210** | Fleet#: **003** | Fleet Expiration Month / Year.: **09 / 2021**
 Supplement#: **001** | ...+

Supplements Details

No. of Vehicles

1

Vehicle Search

Unit No.

VIN

Plate No.

Search

	UNIT NO.	VIN	PLATE NO.	SERVICE TYPE IND.
	89	2C8GM68455R496678	21AA8A	Cab Card Correction

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Back

Select the vehicle you need to update or review by clicking the “Select” link and proceed as before.

WGTGROUP

VEHICLE

BILLING

PAYMENT

CREDENTIALS

MAINMENU

INQUIRIES Q

Vehicle Details

Cab Card Correction

SUCCESS TRUCK LEASING INC

Account#: 27210

Fleet#: 003

Fleet Expiration Month / Year.: 09 / 2021

Supplement#: 001 | ...*

Supplements Details

No. of Vehicles

Carrier Type

Vehicle Details

VIN <input type="text" value="2C8GM68455R496678"/>	*Unit No. <input type="text" value="89"/>	*Weight Group No. <input type="text" value="1-36000"/>	*Year <input type="text" value="2005"/>
*Body Type <input type="text" value="TK - Straight Truck"/>	*Make <input type="text" value="CHRYSLER - CHRY"/>	*Axles <input type="text" value="2"/>	*Combined Axles <input type="text" value="5"/>

*Fuel Type <input type="text" value="G - Gasoline"/>	Seats <input type="text"/>	Vehicle Color <input type="text"/>	*Unladen Weight <input type="text" value="4361"/>
Base Jurisdiction Gross Weight <input type="text" value="36000"/>	*Purchase Date <input type="text" value="02/02/2019"/>	*Purchase Price <input type="text" value="65000"/>	Factory Price <input type="text" value="18014"/>
<input type="checkbox"/> TVR	TVR No. of Days <input type="text"/>	*Title Jurisdiction <input type="text" value="MO - MISSOURI"/>	*Title No. <input type="text" value="465566546"/>
In-State Plate Type <input type="text"/>	In-State Plate Weight <input type="text"/>	In-State Expiration Date <input type="text" value="MM/DD/YYYY"/>	In-State Plate <input type="text"/>
In-State Fee <input type="text"/>	*Owner Name <input type="text" value="JOHN"/>	Owner Phone No. <input type="text"/>	Safety Responsibility <input type="text" value="O - Owner"/>
<input type="checkbox"/> Lease	*Safety USDOT <input type="text" value="000339745"/>	*Safety TPID <input type="text" value="440648226"/>	*Safety Change <input type="text" value="N - NO"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate <input type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required

If you need to delete a vehicle from the supplement, select VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Select CANCEL VEHICLE on the command line to delete the vehicle from the supplement.

When all the required changes are processed, click DONE to proceed. If the required documents are outstanding or a comment is added, the system will navigate to the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

1.3.2.5.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.5.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.6 Replace Plate

Perform the following steps to process a Replace Plate supplement:

- From the IRP application level menu, select REPLACE PLATE from the Vehicle Credential menu tile.
- From the Supplement Search screen, enter the following:
 - Fleet No., and Fleet Expiration Year; Account No. is defaulted and protected.
 - The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for MO business rules on supplement dates.
 - Click PROCEED to display the Replace Plate Vehicle Selection Details screen.

Vehicle Details **Replace Plate**

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 | ...+

Supplements Details

Vehicle Processed
0

Vehicle Search

Unit No. VIN Plate No. Search

	UNIT NO.	VIN	PLATE NO.
<input type="checkbox"/>	87	1FAHP3F25CL230571	21AA1A
<input type="checkbox"/>	90	5XXGN4A72FG356816	21AA6A

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Proceed Done Refresh Cancel Quit Vehicle List ?

Replace Plate Vehicle Details screen allows the following actions:

- Indicate the vehicle(s) to receive a replacement plate by doing one of the following:
 - Click the check box next to the unit number for the vehicle.
 - For large fleets, the user may enter the Unit No., VIN or Plate number and click the SEARCH button. Once the vehicle information is found it will display in the selection list.
- Click PROCEED when you are finished to display a screen with the selected vehicles

On the Replace Plate screen:

- Select a REASON from the available dropdown list, which include:
 - OTHR – Other
 - DMGD – Damaged
 - LILW – License Law
 - LOST – Lost
 - STLN – Stolen
- The Plate checkbox will default to checked and cannot be changed.
- A comment box is available to add text, if desired.

- The TVR and Remanufacture checkboxes can be checked, if required.
Be certain to check the TVR box to request a temporary vehicle registration document BEFORE processing payment.
- Select PROCEED to complete the process. You will return to the active list of vehicles in case you want to replace plates on additional vehicles.

Vehicle Details

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 | ...+

Replace Plate

Supplements Details

Vehicle Processed

0

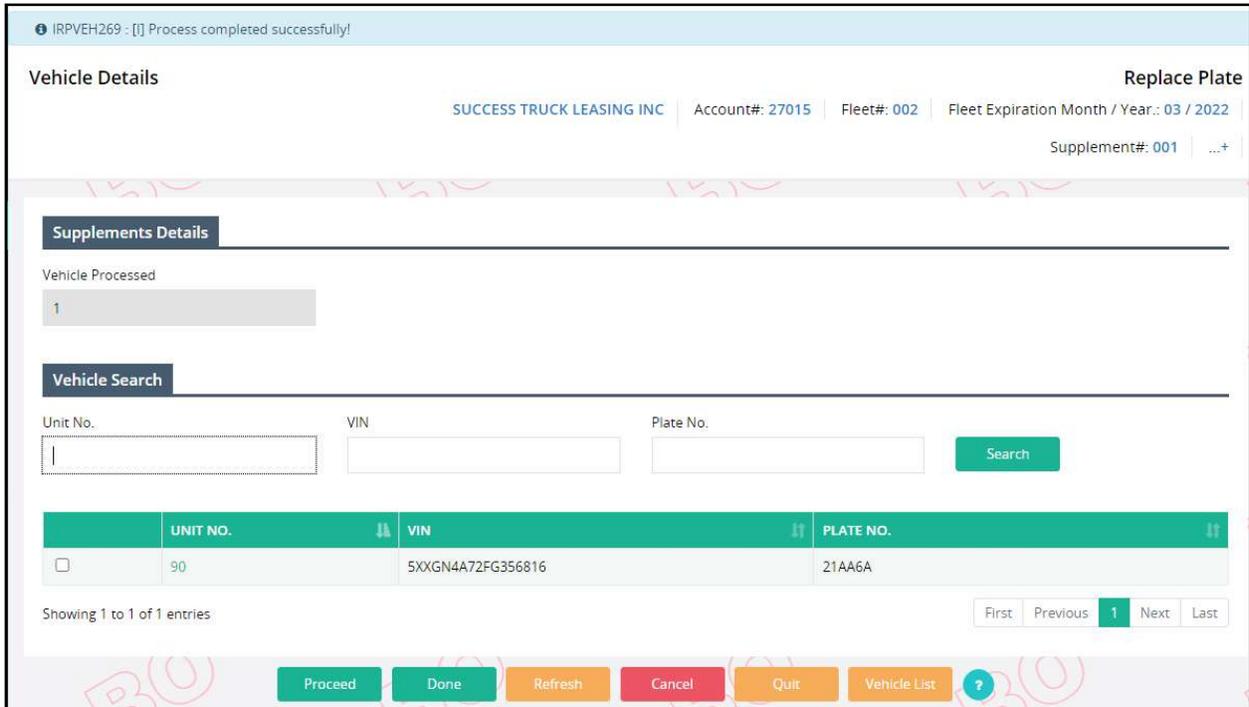
UNIT NO.	VIN	PLATE NO.	REASON	REMANUFACTURE	PLATE	TVR	COMMENT
87	1FAHP3F25CL230571	21AA1A	<input type="text" value="▼"/> <ul style="list-style-type: none"> OTHR - Other DMGD - Damaged LILW - License Law LOST - Lost STLN - Stolen 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Showing 1 to 1 of 1 entries

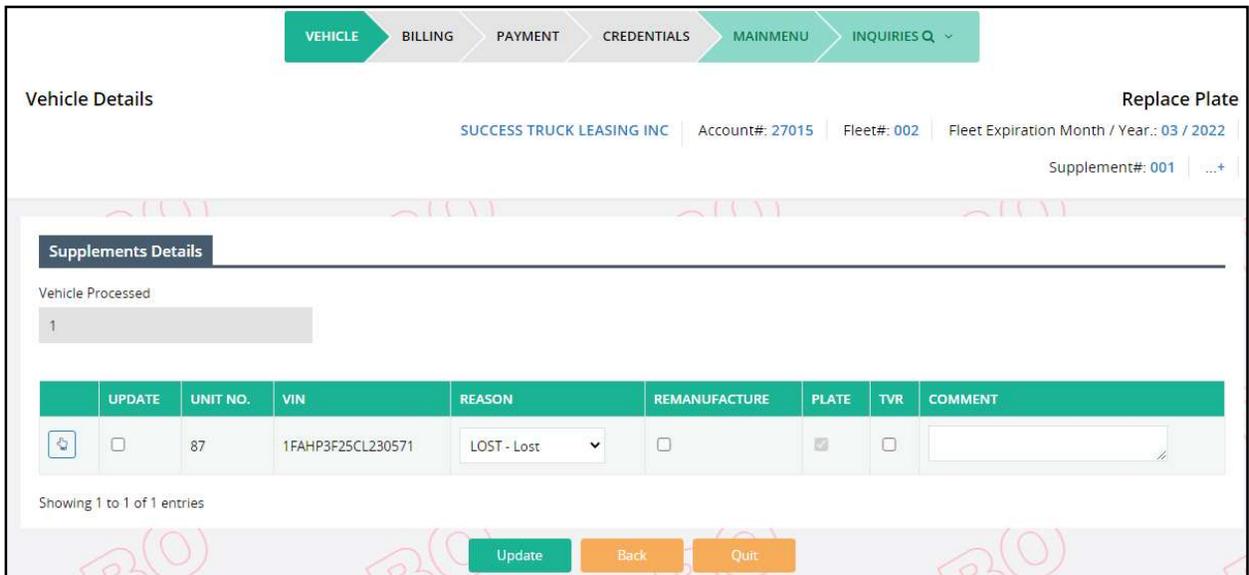
Refresh Back Quit

MoDOT Carrier Express displays the list of active vehicles that were not selected for replacement plates. From this screen the user can do the following:

- Click the VEHICLE LIST button to display a list of vehicles processed in this supplement. You can change the information on any vehicle or cancel the vehicle from the supplement.
- Select additional vehicles for replacement plates by clicking the check box next to the vehicle and then click PROCEED.
- Click the DONE button when you are finished to display the Billing Details screen.



Select VEHICLE LIST to update or cancel a vehicle from the supplement and the list of vehicles processed in the supplement will be displayed.



You can do the following from this screen:

- Click the BACK button to go back to the previous screen.
- Update a vehicle(s)
 - Update the vehicle information.
 - Check the Update check box.

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- Click UPDATE.
- Cancel a vehicle from the supplement.
 - Click the “SELECT” link to the left of the vehicle.
 - MCE displays the vehicle detail screen.

Vehicle Details			Replace Plate
Supplements Details			
Account No. 27015	Fleet No. 002	Supplement No. 001	Legal Name SUCCESS TRUCK LEASING INC
DBA Name SUCCESS NATIONALEASE	No. of Vehicles 1	Expiration Month / Year 03/2022	Effective Date 07/15/2021
Supplement Desc. REPLACE PLATE	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 000339745
Vehicle Details			
VIN 1FAHP3F25CL230571	Unit No. 87	Weight Group No. 2-54000	Year 2012
Body Type RT - Road Truck	Make FORD - FORD	Axles 2	Combined Axles 5
Fuel Type D - Diesel	Seats	Vehicle Color	Unladen Weight 2918
Base Jurisdiction Gross Weight 54000	Purchase Date 07/11/2012	Purchase Price \$76000.00	Factory Price \$19330.00
TVR N	Title Jurisdiction MO - MISSOURI	Title No. 878687988	In-State Plate Type
In-State Plate Weight	In-State Expiration Date	In-State Plate	In-State Fee \$0.00
Owner Name JESSICA	Owner Phone No.	Safety Responsibility O - Owner	Lease N
Safety USDOT 000339745	Safety TPID 440648226	Safety Change N - NO	Use Existing Plate N
Existing Plate	Change Name & Address on USDOT N	Second Plate N	New Plate Required Y
Remanufacture N			
Documentation Requirements For Admin Fee and Fee Calculation			
Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			
<p>Back Cancel Vehicle Quit</p>			

- Select CANCEL VEHICLE at the bottom of the screen to remove the vehicle from the supplement or select BACK to go back to the previous screen

After you have completed the updates, the replace plate screen reappears.

- Click DONE when you are finished to display the Billing Details screen.

1.3.2.6.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.6.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.7 Web Processing

The MoDOT Carrier Express system allows users to submit a number of supplements for review at any point of time during the transaction. MoDOT agents will access the transactions for review, processing and approval.

The limitations for Web Processing by External users include:

- Access to only their assigned account – When processing a transaction, the account number will be auto-populated and protected on all screens.
- The Account/Fleet status must be Active.
 - If the Account/Fleet status is Suspended, an External User has the ability only to make payments.
- Only one supplement can be open at a time – A supplement must be in invoiced status before an external user can open another supplement.
- External web users cannot perform a supplement in the current year if the renewal for the next year is opened.

When an external user is done adding vehicles, the system displays the Web Processing – Submit screen.

1.3.2.7.1 Web Submit Process

To submit the transaction to the internal review queue, the external user must perform the following steps:

Web Processing
Submit

Submit Process

*Account No.
27015

*Fleet No.
001

Legal Name
SUCCESS TRUCK LEASING INC

*Fleet Expiration Year
2022

*Fleet Expiration Month
03

*Supplement No.
002

Status
PEN - Pending

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	27015	001	03/2022	002	O - OPEN	FOR	07/19/2021	INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

+ Comments

Submit
View List
Refresh
Quit
?



- Click Proceed from the Vehicle Details screen and the system will navigate to Web Processing – Submit screen.
- The Submit screen will autopopulate and disable the following required fields:
 - Account No.
 - Registrant Name
 - Fleet No.
 - Fleet Expiration Year
 - Fleet Expiration Month
 - Supplement No.
 - Status will default to Pending and cannot be changed.
- Select SUBMIT to have all the documents submitted for internal review.
- Click the “SELECT” link for the appropriate supplement to upload the necessary documents to support the transaction submitted.
- Use the Browse option to select a file to be uploaded, then click the Upload button to ensure the file is attached to the transaction.
- External users must:
 - Upload one file at a time.
 - Ensure the file size is less than 4 MB.

External users should ensure a valid email address exists on the fleet record in order to receive email notifications when a supplement is ready to be paid or if additional action is required.

The following supplements can be completed by external users all the way through payment without internal user’s review/approval, unless a plate needs to be issued. If a plate must be issued, the supplement will go to the queue for internal user to process:

- Replace Plate

NOTE: External Web users can only open supplements with a status of “Pending”, “Action required” or “Approved”.

1.3.2.7.2 Billing Process

After the external user submits a transaction for review, the internal user will review the queued documents and if approved, initiate the billing process. The supplement status will change to “INVOICED” from “OPEN”.

The external user will receive an email regarding the document review and approval.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Billing Details
Add Vehicle

SUCCESS TRUCK LEASING INC |
 Account#: 27015 |
 Fleet#: 001 |
 Fleet Expiration Month / Year.: 03 / 2022
 Supplement#: 002 | ...+

Supplements Details

Reg. Month	No. of Veh in Supp	Supplement Status	Enterprise System Credit
9	1	O - OPEN	0.00
IRP System Credit	Invoice Date	*Application Receipt Date	Payment Date
93.44	07/19/2021	07/19/2021	MM/DD/YYYY
Exchange Rate	0.786100		

Fees

Manual Adj. Base Jur. Batch Billing TVR Add Supplement to Renewal Year

Use One-Time Mailing Address TVR No. of Days

FEE TYPE	FEE AMT(\$)
MO Schedule I	0.00
MO Schedule II	0.00
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	0.00
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
Grade Crossing Fee	0.00
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00

Delivery Details

Electronic Delivery Type
D - PDF

Invoice Report Type
Summary Invoice

+ Comments

Proceed
Refresh
Quit
?
↑

1.3.2.7.3 Payment Details

The external user must perform the following steps to process the payment:

- Select Supplement Continuance from Others menu tile under IRP main menu.
- The user navigates to the Payment Details screen to complete the payment process.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

GEN24 : [1] Invoice report generated successfully.

IRPREP28 : [1] Billing completed successfully.

GEN1239 : [1] TVR generated successfully.

Payment Details Add Vehicle

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 001 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 002 | ...+

Supplements Details

Enterprise System Credit	IRP System Credit	Invoice Date	Invoice No.
0.00	93.44	07/19/2021	3201983

*Payment Receipt Date

07/19/2021

Fees

Manual Adj. Base Jur.

0.00 Batch Credential

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FEE TYPE	FEE AMT(\$)
MO Schedule I	4.10
MO Schedule II	1.00
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	67.28
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	1.68
Grade Crossing Fee	0.25
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Amount Due	74.31

Cab Card Delivery Type

Electronic Delivery Type

D - PDF

Proceed
Refresh
Quit
?
[View Invoice Report](#)
[View TVR](#)

- The Cab Card Delivery Type field defaults to PDF.
- The screen displays the “View Invoice Report” link on the command line for the user to view the detailed invoice report.
- Click DONE from the command line on the Payment Details screen.

1.3.3 Inquiry Function

The system allows users to inquire on all IRP-related information using the tree structure. The various inquiry options are available in the corresponding menu tile at the IRP application level menu. Below is a list of available inquiries from the IRP application level menu.

- From the Account menu tile:
 - Account Inquiry
- From the Fleet menu tile:
 - Fleet Inquiry
- From the Weight Group menu tile:
 - Weight Group Inquiry
 - Weight Group Supplement Base Inquiry
- From the Vehicle Inquiry menu tile:
 - Vehicle Inquiry
 - Vehicle Supplement Inquiry
- From the Additional Inquiries menu tile:
 - Supplement Inquiry
 - Comment Inquiry

To generate an inquiry related to a specific account or fleet, the user will perform the following steps:

- At a minimum, one search criteria must be entered. Usually the Account No. and MCE Customer ID are defaulted and protected prior to selecting PROCEED.
- The grid displays the search results based on the search criteria entered.
- Page numbering is available on the screen. If more than one page of results are found, the buttons at the bottom right of the list will be enabled and allow the user to navigate by clicking the First, Previous, (Page Number), Next or Last links.

The screenshot shows a web application interface for a 'Fleet Inquiry'. At the top left, the word 'Fleet' is displayed, and at the top right, 'Fleet Inquiry' is shown. Below the header is a 'Fleet Search' section. It contains a grid of input fields for search criteria: 'Account No.' (with the value '27015'), 'MCE Customer ID' (with the value '898979800'), 'Fleet No.', 'Fleet Expiration Year', 'TPID', 'USDOT No.', 'Legal Name', and 'DBA Name'. At the bottom of the form, there are four buttons: 'Proceed' (green), 'Refresh' (orange), 'Quit' (orange), and a help icon (blue circle with a question mark).

- Select the VIEW link on the right to review the details of a specific inquiry/supplement.
 - For the example, the Fleet Level details are displayed.

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- Click the CLOSE button to return to the search result screen or click the PRINT button on the view screen to print the account/fleet/vehicles details.
- Click the QUIT button on the search result screen to close the Inquiry screen and return to the IRP Level menu.

Fleet
Fleet Inquiry

Fleet Search

Proceed
Refresh
Quit
?

Tree

- Account No. - 27015
 - History
 - Years
 - Year-2022
 - FleetList
 - Fleet-001
 - Fleet-002
 - Fleet History
 - Distance
 - WgtGroup
 - Supplement

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXP. MM/YYYY	LEGAL NAME	DBA NAME	FLEET TYPE ?	USDOT NO.
[icon] [icon]	27015	898979800	002	03/2022	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	FOR	000339745
[icon] [icon]	27015	898979800	001	03/2022	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	FOR	000339745

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

FLEET INQUIRY
✕

Fleet Summary

Account No. 27015	MCE Customer ID 898979800	Registrant Type C - Corporation	Fleet No. 001
Fleet Status A - ACTIVE	Carrier Type C - CARRIER	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE
Old MCE Customer ID 0	Old Fleet No. 000		

Business Address

Street 77 S JAMES ST	Zip Code 64116	Jur MO - MISSOURI	City KANSAS CITY
County CLAY	Country US	Non Deliverable Address N	Address Overridden N

Mailing Address

Street PO BOX 2346	Zip Code 64116	Jur MO - MISSOURI	City KANSAS CITY
County CLAY	Country US	Non Deliverable Address N	Attention To
Address Overridden N			

Service Provider

Service Provider	Legal Name	DBA Name	Power of Attorney Effective Date
------------------	------------	----------	----------------------------------

Print
Close

To view the structure of the entire account, click the TREE link to the left of the Account No. in the grid.

- The account structure appears on the left side of the result screen, including all registration years, as well as fleets and supplements, within the registration year.
- If multiple fleets exist within a registration year, they appear as a separate lines under the Fleet List.

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ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXP. MM/YYYY	LEGAL NAME	DBA NAME	FLEET TYPE ?	USDOT NO.
27015	898979800	002	03/2022	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	FOR	000339745
27015	898979800	001	03/2022	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	FOR	000339745

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

- Each level with a “+” can be expanded or if a “-” is displayed can be collapsed.
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a given registration year.
- The expansion of the supplement reveals the vehicles associated with the supplement.
- To view details at any level, select the link and a detail screen will display. For this example, the Fleet link was accessed to display detailed Fleet information. Use the scroll bar to the right of the screen to view additional details for this supplement.

SUPPLEMENT INQUIRY
✕

Supplements Details
⌵

Account No. 27015	MCE Customer ID 898979800	Fleet No. 002	Expiration Month / Year 03/2022
Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE	Supplement No. 000	Effective Date 05/17/2021
Supplement Description NEW FLEET	Supplement Status C - CLOSED	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER
No. of Vehicles 2			

Payment Information
⌵

Bill Date 05/17/2021	Invoice Date 05/17/2021	Invoice No. 3085882	Remitted Date
Orig. Invoice Date 05/17/2021	Orig. Invoice No. 3085882	Payment Receipt Date 05/17/2021	Cart Id 3238
Payer MCE Customer ID 898979800	Payment Date 05/17/2021	Financial Trans Id 3044	Exchange Rate 0.765200
Invoices Paid Together 3085882	Total Amount Paid For All Invoices \$1,428.90		

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
Cash		1428.90

Print
Close

1.3.4 Reprint Functionality

The system provides the ability to reprint the following:

- Invoice
- Cab card
- Renewal

To reprint, select one of the items listed above from the Reprint menu tile at the IRP application level menu.

1.3.4.1 Reprint Invoice

Perform the following steps to reprint an invoice:

- Select INVOICE from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.

The screenshot shows a web form titled "Reprint Invoice". At the top left is the word "Reprint" and at the top right is "Invoice". Below the title is a "Reprint" button. The form contains several input fields and dropdown menus:

- Account No.: A text box containing the value "27015".
- Fleet No.: An empty text box.
- Fleet Expiration Year: An empty text box.
- Fleet Expiration Month: An empty text box.
- Supplement No.: An empty text box.
- Invoice Report Type: A dropdown menu with "Detail Fees for each unit" selected.
- Invoice No.: An empty text box.
- Electronic Delivery Type: A dropdown menu with "D - PDF" selected.

At the bottom of the form, there are four buttons: "Proceed" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a white question mark).

- Select PROCEED to display a list of invoiced supplements for the entered search parameters.

Reprint
Invoice

Account No.

Fleet No.

Fleet Expiration Year

Fleet Expiration Month

Supplement No.

Invoice Report Type

Invoice No.

Electronic Delivery Type

Proceed Refresh Quit ?

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	FLEET TYPE	SUPPLEMENT NO.	SUPP. TYPE	INVOICE NO.
<input type="button" value="SELECT"/>	27015	001	03/2022	FOR	0000	AAC	3085875
<input type="button" value="SELECT"/>	27015	001	03/2022	FOR	0001	EOU	3085892

- Select the INVOICE REPORT TYPE from the drop down list which includes the following:
 - Summary Invoice
 - Detail Fees for each unit (default)
 - Detail Fees for each unit by Jurisdiction
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
- Select an invoiced supplement by clicking the “SELECT” link to the left of the Account No.
- Select PROCEED to generate the invoice.

1.3.4.2 Reprint Cab Cards

Perform the following steps to reprint a cab card:

- Select CAB CARD from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.

The screenshot shows a web form for reprinting a cabcard. The form is titled "Reprint" and "Cabcard". It has a header with "Reprint" on the left and "Cabcard" on the right. Below the header, there are several input fields: "Account No." (27015), "*Fleet No.", "*Fleet Expiration Year", "Fleet Expiration Month", "Supplement No.", "Plate No.", "VIN", and "Unit No.". There is also a checkbox for "Reprint All Vehicles" and a dropdown menu for "Electronic Delivery Type" set to "D - PDF". At the bottom, there are buttons for "Search", "Generate", "Refresh", "Quit", and a help icon.

- Select SEARCH to display a list of supplements for the entered search parameters
- Enter the additional parameters to narrow down the search:
 - Fleet Expiration Month
 - Supplement No.
 - Plate No.
 - VIN
 - Unit No.
- Reprint All Vehicle – checking this checkbox will include all vehicle in the given fleet.
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
- Select GENERATE from the command line.

1.3.4.3 Reprint Renewal Notice

Perform the following steps to reprint a cab card:

- Select CAB CARD from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No., Fleet Expiration Month and Fleet Expiration Year to narrow down the search.

Reprint Renewal

Reprint

Account No. Fleet No. Fleet Expiration Year Fleet Expiration Month

Electronic Delivery Type

- Select PROCEED to display a list of supplements for the entered search parameters.

Reprint Renewal

Reprint

Account No. Fleet No. Fleet Expiration Year Fleet Expiration Month

Electronic Delivery Type

	ACCOUNT NO.	FLEET NO.	FLEET EXPIRATION YEAR	FLEET EXPIRATION MONTH	LEGAL NAME	FLEET TYPE
	27015	001	2022	03	SUCCESS TRUCK LEASING INC	FOR

Showing 1 to 1 of 1 entries

- Select the preferred supplement from the grid results to generate the Renewal document.
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.

Appendix A – Acronyms

Acronyms	Descriptions
MoDOT	Missouri Department of Transportation
IRP	International Registration Plan
MCE	MoDOT Carrier Express
ID	Identification
No.	Number
IFTA	International Fuel Tax Agreement
MO	Missouri
VIN	Vehicle Identification Number
TVR	Temporary Vehicle Registration