Renewal Procedure
External Procedure

Overview
The Renew Fleet function allows customers to file, pay, and upload renewal information for MCS review and processing.

Regulation
RSMo 301.025
RSMo 301.041
7 CSR 10-25.030
https://cdn.ymaws.com/www.irponline.org/resource/resmgr/publications/the_plan.pdf

IRP Plan Article VIII: Section 805 – Determination of Distance
The Apportionable Fees of a Fleet that is involved in a Pool may be calculated using Apportionment Percentages or, in the alternative, at the option of the Applicant, the Apportionment Percentage may be calculated by dividing (a) the scheduled route distance operated in the Member Jurisdiction by the Vehicles in the Pool by (b) the sum of the scheduled route distances operated in all the Member Jurisdictions by the Vehicles in the Pool. Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the Pool. If a Registrant has used this method to register its Fleet initially for a Registration Year, it shall also use this same method to register any Apportionable Vehicles it may add to its Fleet during the year.

Required Supporting Documents
Personal Property Tax Receipt
A copy of the preceding year's Missouri personal property tax receipt for all power units, owned and leased, or a statement certified by the Missouri county or township collector showing no tax is due.

- If the property tax receipt doesn't contain complete vehicle information, then a detailed vehicle listing may be requested to uniquely identify the vehicle.
    - Whether a vehicle will be listed or not on the preceding year's tax receipt is determined by the Purchase or Lease date.
- A Missouri county issued waiver or affidavit affirming no Missouri distance traveled may be submitted in lieu of a personal property tax receipt.

Heavy Vehicle Use Tax Receipt (IRS Form 2290 Schedule 1)
Proof of payment of Federal Heavy Vehicle Use Tax, or that such tax is not owed, for every qualifying vehicle that has a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more.

- A copy of the electronic filing (E-File) showing all VIN's, category, and the watermark; or the IRS stamped copy of the Schedule 1.

- A front and back copy of the cancelled check (the bank acct number must be blacked out) along with the Schedule 1 listing the VIN's.
- Trailers not applicable.
- No proof of payment is required for newly purchased vehicles if the purchase date is within the last 60 days.

Surrendered License Plate(s)
For any vehicles being removed from the fleet and not being renewed, the customer shall return the plates to MCS at the end of the current registration period.

- If the license plate cannot be surrendered, then a notarized statement with the plate listed and the reason why it can't be surrendered shall be submitted to MCS.

Pre-Renewal Requirements

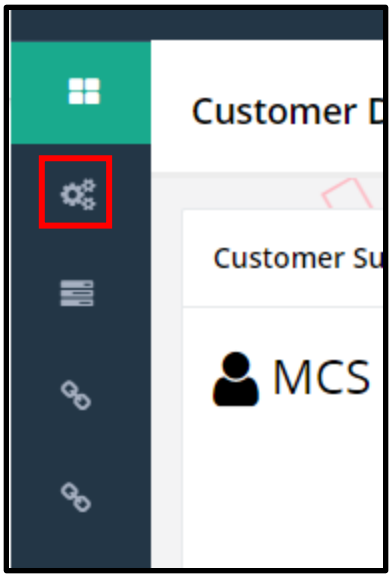
- Credentialing Solutions utilizes pop-up windows. Add our website as an exception or temporarily disable the pop-up blocker.
- If operating on your own authority, USDOT information must be current and correct with the FMCSA.
- UCR registration for the current year and prior year must be paid if applicable.
- If doing business under a name other than your legal name, then the company must be registered with the SOS and in good standing.
    - DBA fictious names should be registered and active if applicable.
- Actual miles for the fleet from July 1st through June 30th for the current reporting period.
    - Trip logs and/or IFTA records may need referenced to obtain this information.
- All supplements must be paid prior to the renewal supplement being filed. A message will appear at the top of the page if there is an unpaid supplement upon attempting to file the renewal if there is one.
- All supplements must be closed prior to paying the renewal invoice. A message will appear at the top of the page if there is a supplement that isn't closed upon attempting to pay the renewal if there is one.

Process

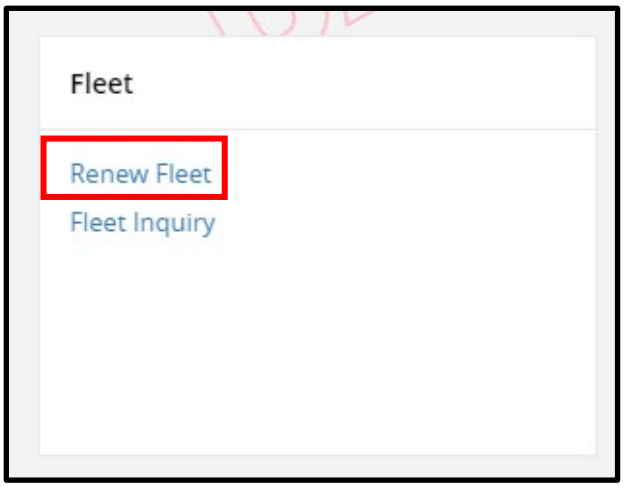
After signing into Common Customer, hover on Applications and click on Credentialing.

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

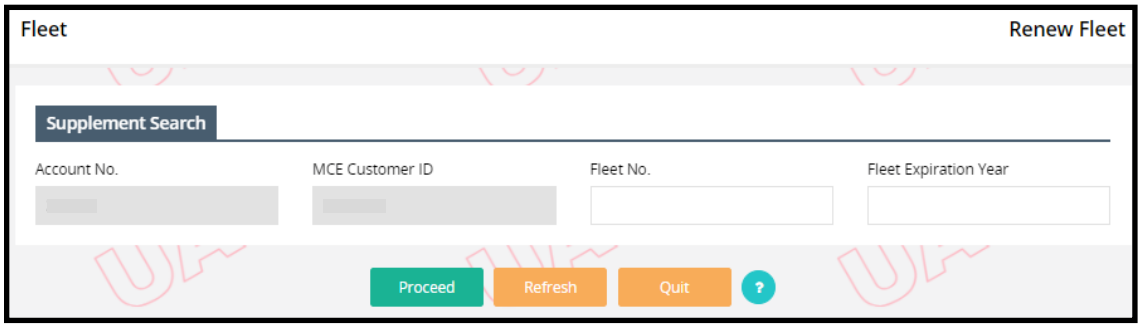
- Navigate to the IRP sitemap by selecting services, then select IRP from the left-hand side menu. The services option may be seen as a "gears" icon.


Customer D
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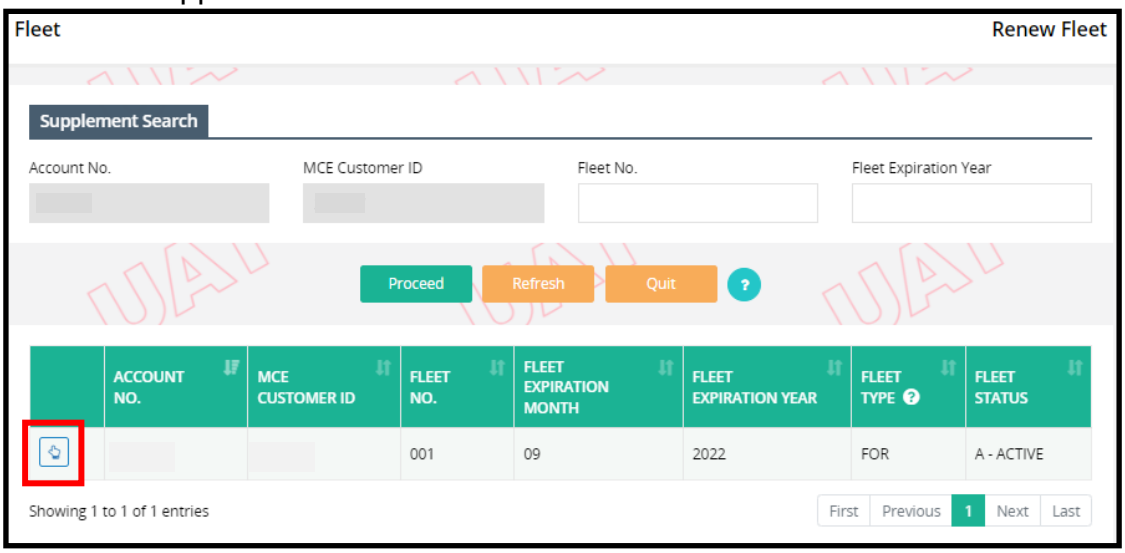
- Select renew fleet option from the fleet menu tile at the IRP application level



- The Account No. is defaulted and protected.



- Enter the current fleet number and current fleet expiration year being renewed. (If the fleet number is not entered, a selection list of the available fleets will appear).
- Select proceed to display the account screen or;
- Select the correct fleet/year you are renewing by clicking on the “pointer finger” button if applicable.

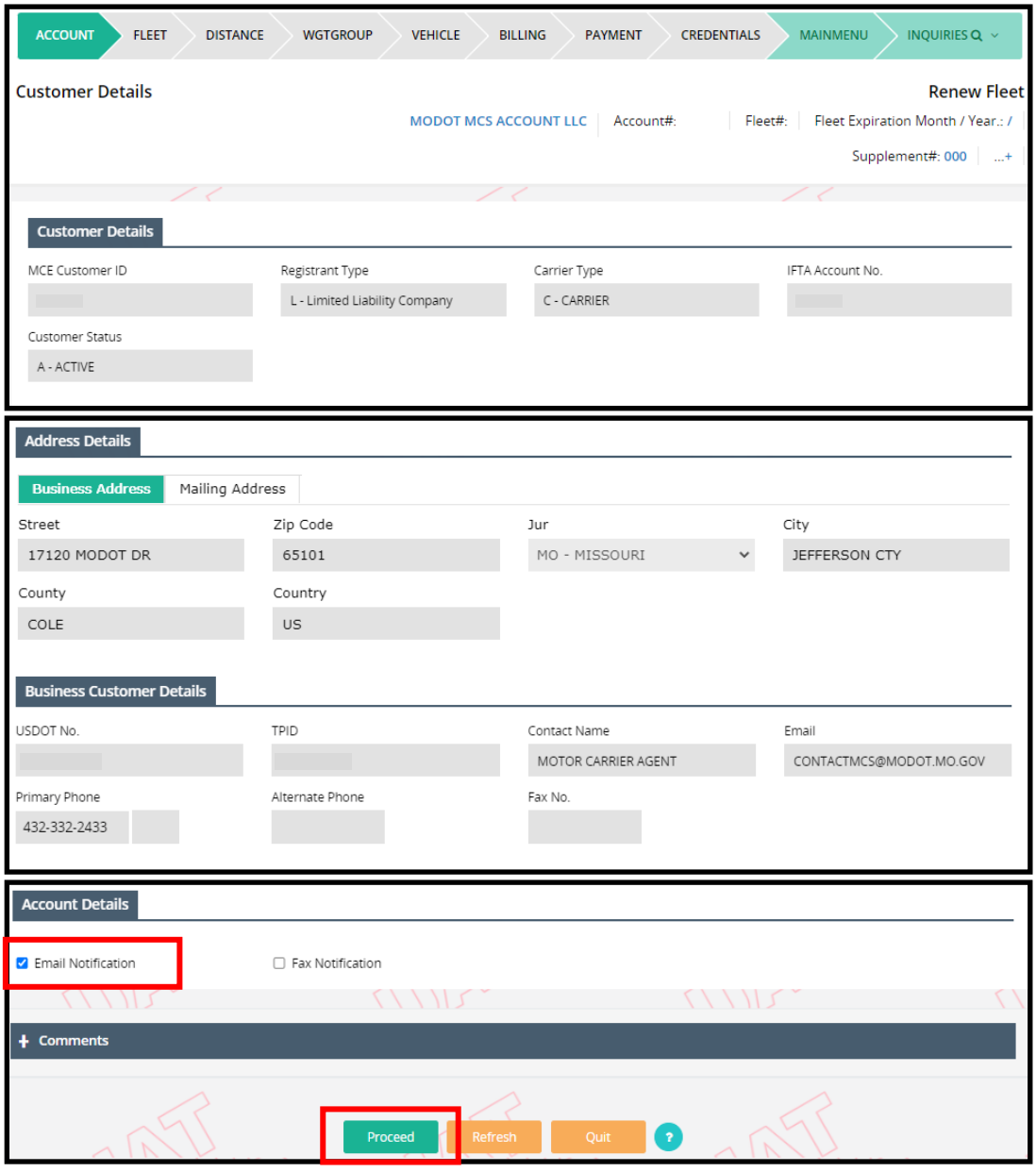


Update IRP Account

- Verify the account information (This information is not editable)
    - If the account information is incorrect, contact MCS for specific instruction.

After reviewing the account information:

- Check the radio button for email notification.
- 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.



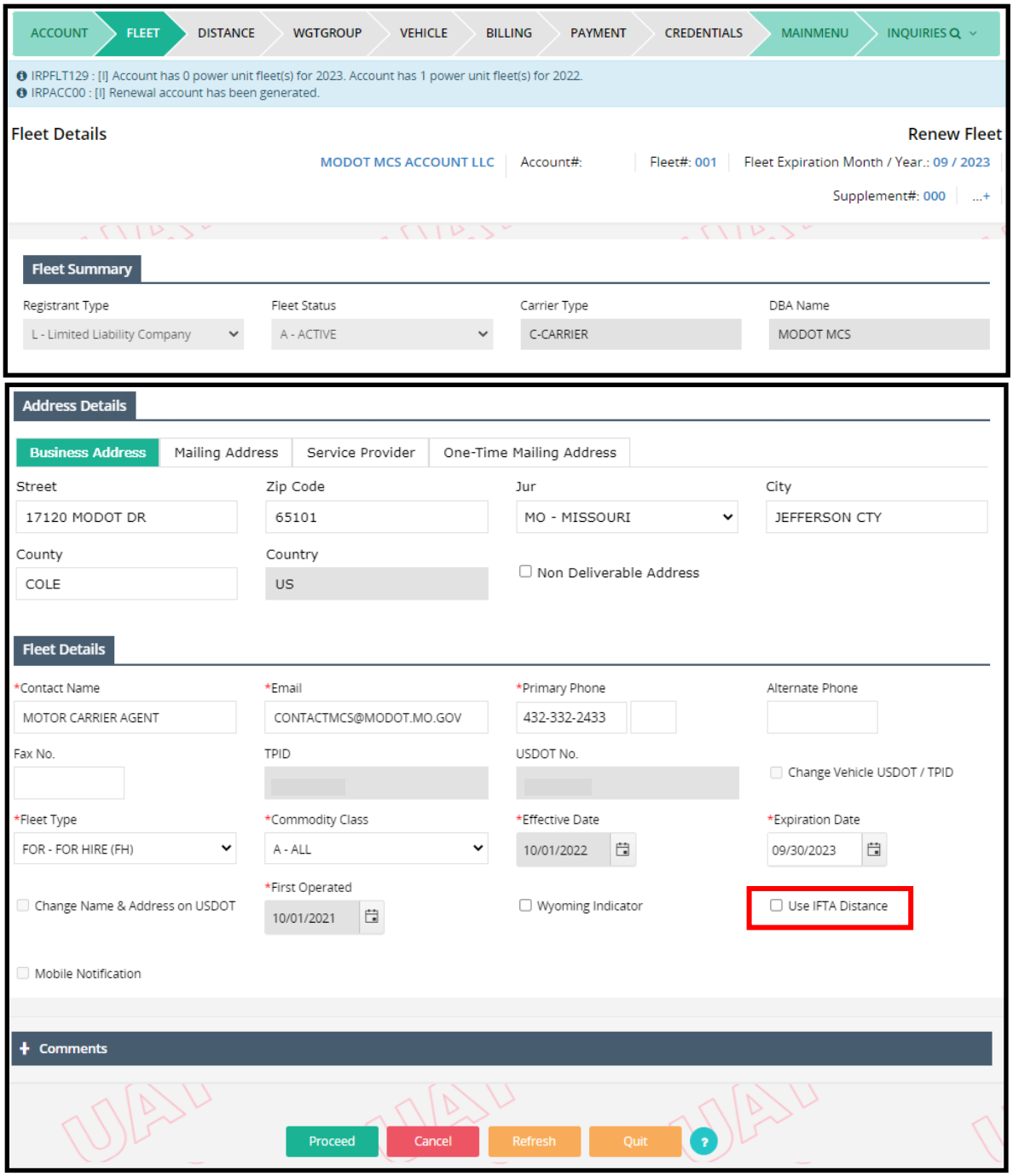
Update Fleet

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

The registrant can update certain fleet information during renewals such as contact information, email address, etc., if needed.

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 from the previous year.
- Updates for the fleet screen:
- From the fleet detail screen:
    - Review the fleet information and update the values as necessary
        - The ‘use IFTA distance’ checkbox is defaulted to unchecked and will be used to populate the distance (mileage) on the distance details page if checked using the customer’s IFTA if available.
            - If the account has more than one fleet or leased vehicles being reported on their IFTA but not on IRP, the user will need to enter (edit) the mileage information in manually on the following page since it won’t be accurate.
            - If the account doesn’t have IFTA, this should be left unchecked.
    - 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



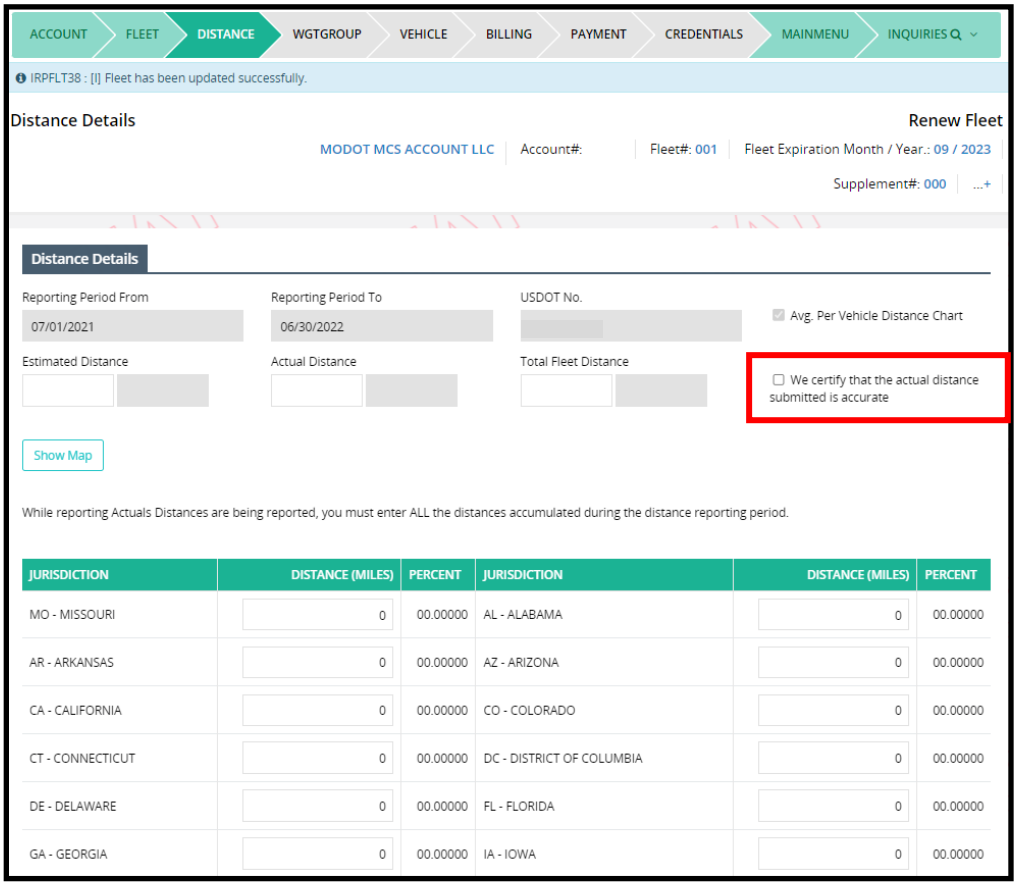
Jurisdiction Distance Details

- The distance details screen will display 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

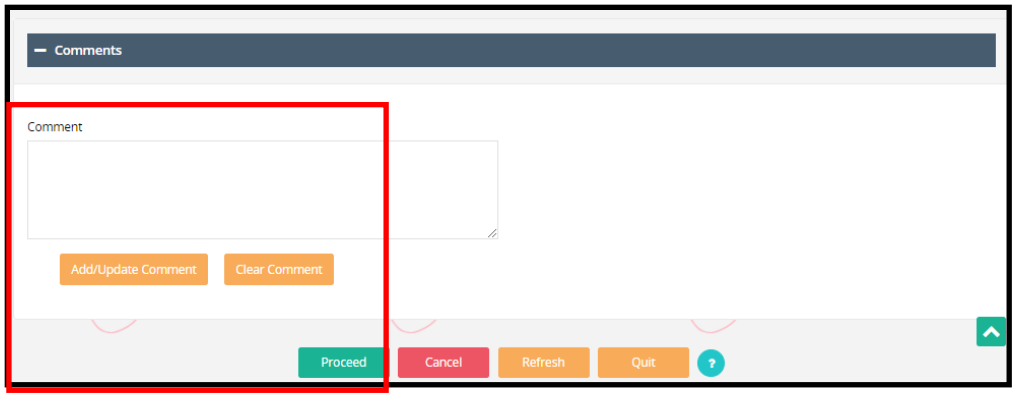
- Carrier had actual distance in any IRP Jurisdiction in the previous registration period
- Carrier had active IRP in the previous registration period
- If the ‘Use IFTA Distance’ checkbox on the fleet screen was checked, the IFTA distance will be pre-populate with the mileage reported type set to ‘A’. The distance fields are enabled for the user to make changes if needed.
- The comment section may be used to add a comment regarding the carrier’s distance declaration.

Once the user has entered all the jurisdiction information:

- 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 distances
    - Display the verification screen
        - Some conditions may require the customer to add a comment before advancing



- Verify the distance and then select proceed to display the weight group selection screen

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	34172	28.50000	AL - ALABAMA	0	00.00000
AR - ARKANSAS	27631	23.04500	AZ - ARIZONA	0	00.00000
CA - CALIFORNIA	0	00.00000	CO - COLORADO	0	00.00000
CT - CONNECTICUT	0	00.00000	DC - DISTRICT OF COLUMBIA	0	00.00000
DE - DELAWARE	0	00.00000	FL - FLORIDA	0	00.00000
GA - GEORGIA	0	00.00000	IA - IOWA	16758	13.97700
ID - IDAHO	0	00.00000	IL - ILLINOIS	9746	08.12800
IN - INDIANA	0	00.00000	KS - KANSAS	31593	26.35000
KY - KENTUCKY	0	00.00000	LA - LOUISIANA	0	00.00000
MA - MASSACHUSETTS	0	00.00000	MD - MARYLAND	0	00.00000
ME - MAINE	0	00.00000	MI - MICHIGAN	0	00.00000
MN - MINNESOTA	0	00.00000	MS - MISSISSIPPI	0	00.00000
MT - MONTANA	0	00.00000	NC - NORTH CAROLINA	0	00.00000
ND - NORTH DAKOTA	0	00.00000	NE - NEBRASKA	0	00.00000
NH - NEW HAMPSHIRE	0	00.00000	NJ - NEW JERSEY	0	00.00000
NM - NEW MEXICO	0	00.00000	NV - NEVADA	0	00.00000
NY - NEW YORK	0	00.00000	OH - OHIO	0	00.00000
OK - OKLAHOMA	0	00.00000	OR - OREGON	0	00.00000
PA - PENNSYLVANIA	0	00.00000	RI - RHODE ISLAND	0	00.00000
SC - SOUTH CAROLINA	0	00.00000	SD - SOUTH DAKOTA	0	00.00000
TN - TENNESSEE	0	00.00000	TX - TEXAS	0	00.00000
UT - UTAH	0	00.00000	VA - VIRGINIA	0	00.00000

VT - VERMONT	0	00.00000	WA - WASHINGTON	0	00.00000
WI - WISCONSIN	0	00.00000	WV - WEST VIRGINIA	0	00.00000
WY - WYOMING	0	00.00000	AB - ALBERTA	0	00.00000
BC - BRITISH COLUMBIA	0	00.00000	MB - MANITOBA	0	00.00000
NB - NEW BRUNSWICK	0	00.00000	NL - NEWFOUNDLAND AND LABRADOR	0	00.00000
NS - NOVA SCOTIA	0	00.00000	ON - ONTARIO	0	00.00000
PE - PRINCE EDWARD ISLAND	0	00.00000	QC - QUEBEC	0	00.00000
SK - SASKATCHEWAN	0	00.00000			

Total Percentage 100.000%

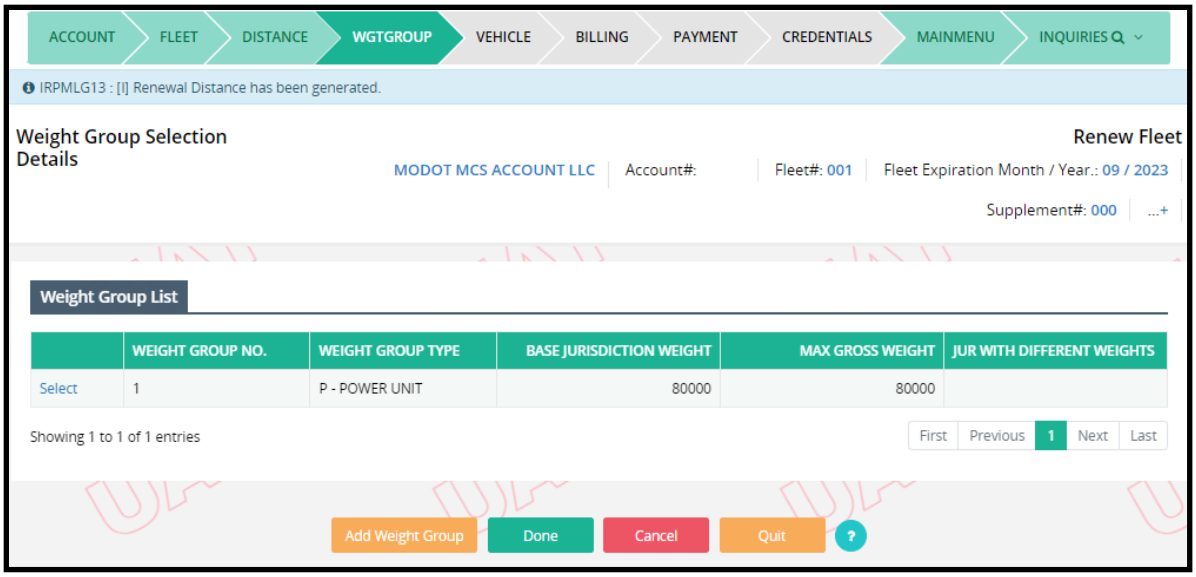
Proceed Back

Weight Group

If no changes are required with the weight groups, click done.

The weight group selection screen for fleet renewal allows the following actions:

- Add a new weight group to the fleet.
    - Click on add weight group from the command line
        - Select the maximum gross weight for the weight group from the drop down you are creating. MO has three weight group types:
            i. Power Unit – The maximum gross weight for power unit is 80,000 lbs from the drop-down menu.
            ii. Bus – The maximum gross weight for bus is 80,000 lbs. However, user can select “other” option from the max gross weight drop-down menu and enter the desired maximum gross weight.
            iii. Trailer – The maximum gross weight for trailer is 34,000 lbs.
    - If any of the jurisdictions have a different weight, enter the weight for that jurisdiction.
    - Click the proceed button 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. To explain the variance, a comment must be entered.
    - 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 will automatically set the weight to the maximum allowed and will display 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 weight for any existing weight group
    - Select the weight group to view or update by clicking the word select in blue next to the weight group number.
    - Update the weights required and select proceed to go to the verification screen.
    - From the verification screen, select proceed to save the change(s).
- If no additional changes are required, select go to weight group selection.



Click done when you are finished with weight groups and the Vehicle Processing screen will display.

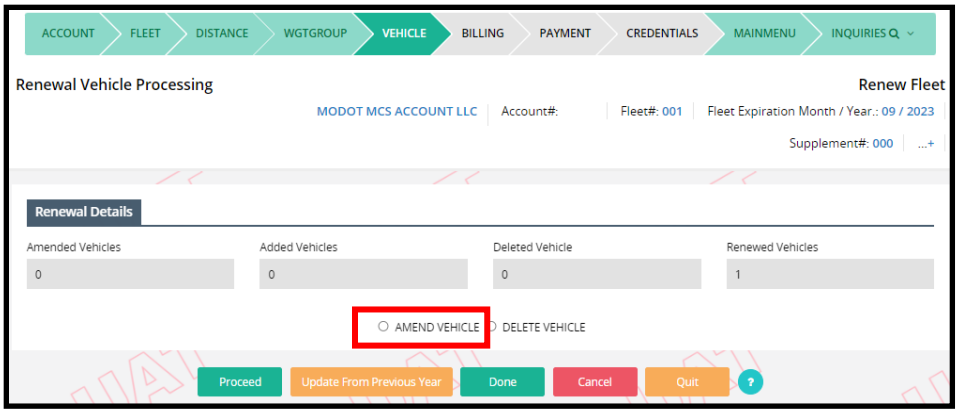
Renewal Vehicle Processing

If no vehicles require change, then click done.

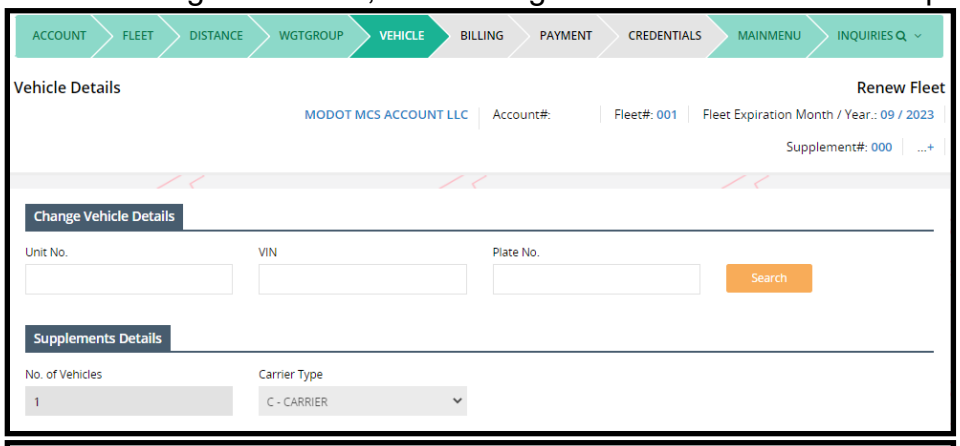
- The vehicle processing on a renewal provides the ability to perform the following vehicle functions:
- Update from the previous year
    - If the renewal is open and is not invoiced, certain supplement information can be automatically updated in the renewal supplement by clicking the update from the previous year button on the command line.
    - This is rarely used by external users.
- Delete vehicle
    - Used when a vehicle is being removed from the fleet and not being renewed.
- Amend vehicle
    - Used when vehicle or registration information needs updated.

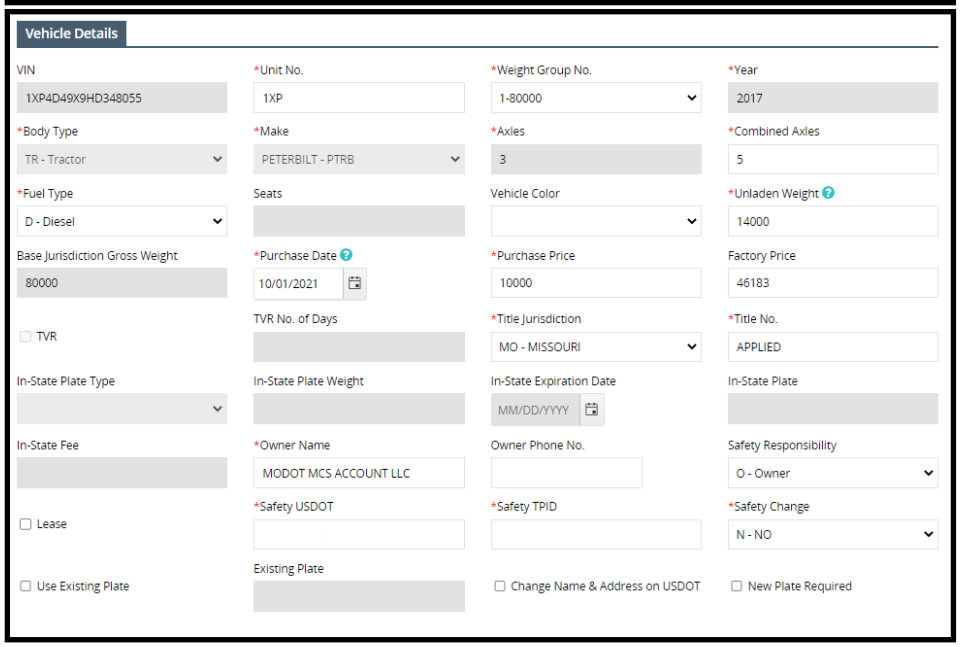
Note: The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.

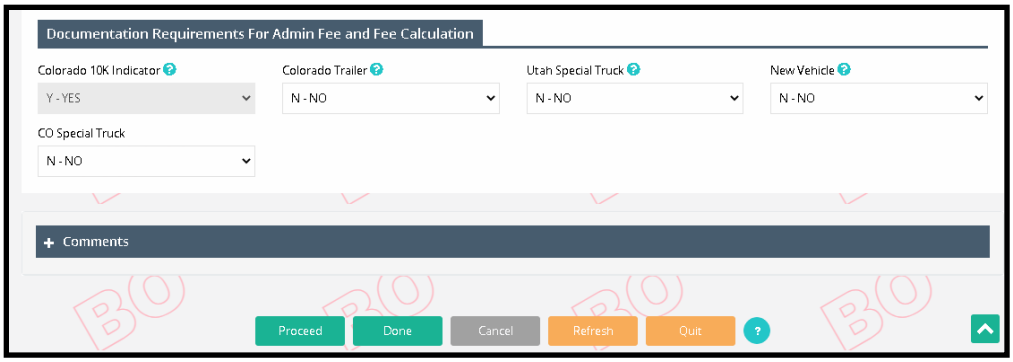
- The user may execute the update from previous year, if required, prior to adjustments to existing vehicles.
- To amend vehicle information:
    - Select the amend vehicle radio button and then select proceed to display the vehicle detail screen.



- Select the vehicle to change by entering the unit number, VIN, or plate number and click search.
- After selecting the vehicle, the existing vehicle information will display.

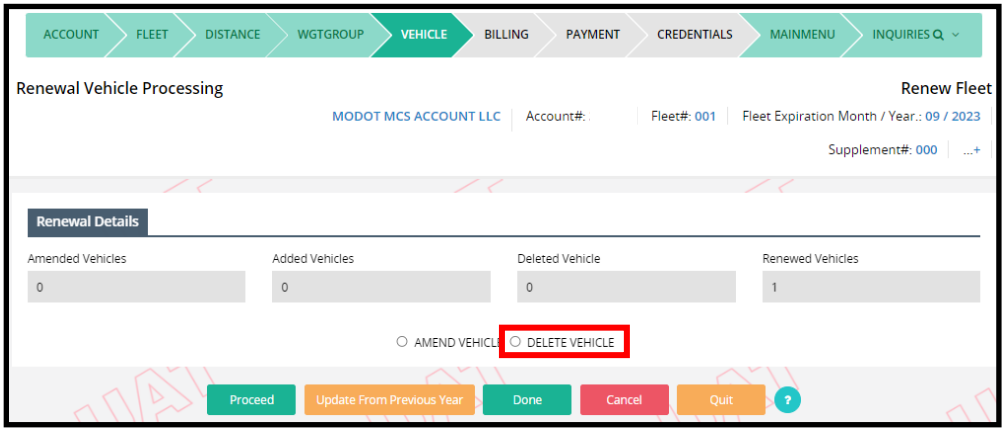




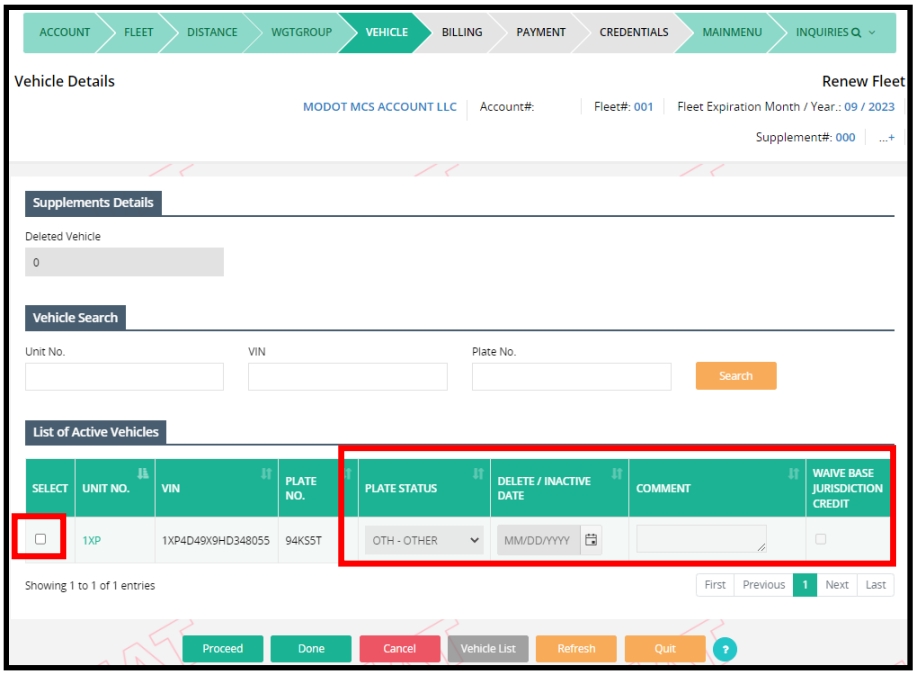


- Update the information as necessary for renewal.
- Once the information is updated, click the proceed button to perform the edits. If the vehicle information passes the edits, the vehicle details verification screen will display.
- From the verification screen, review the vehicle information and click on the proceed button to save the changes to the vehicle.

- To delete a vehicle from the fleet:
  - Select the delete vehicle radio button 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.
    - Delete/inactive date – enter the date the vehicle is deleted/inactive from fleet.
    - A comment can be added and could be required.



- Once you have selected all the vehicles you want to delete, select proceed to display the verification screen. The verification screen will only display those vehicles you have deleted.
- After verifying you are deleting the correct vehicle(s) click the proceed button to save the information.
- Click done after completing all deletions. The vehicle processing screen will redisplay.

To change/cancel information on amended or deleted vehicles that have already been processed inside the renewal supplement (There is a new button on the Renewal Vehicle Processing page named Vehicle List):

- Select Vehicle List to display a list of vehicles that have been amended or deleted.
- Select a vehicle from the list by clicking the “pointer finger” button to the left of the unit no.
  - This will display a screen depending on the service type for the vehicle (i.e. amend 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 actions:
    - If the user deleted the vehicle from the renewal, the vehicle details screen will be protected and the only action you can take is to cancel vehicle, which will undo the deletion and will add the vehicle back on the renewal.
    - If the vehicle was amended from the vehicle screen, the user can either make additional changes or cancel the action.

i. To make changes, update the information and select proceed and then select proceed from the verification screen to save the changes.

ii. To cancel an amend vehicle from the renewal, select cancel vehicle and the vehicle is processed on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.

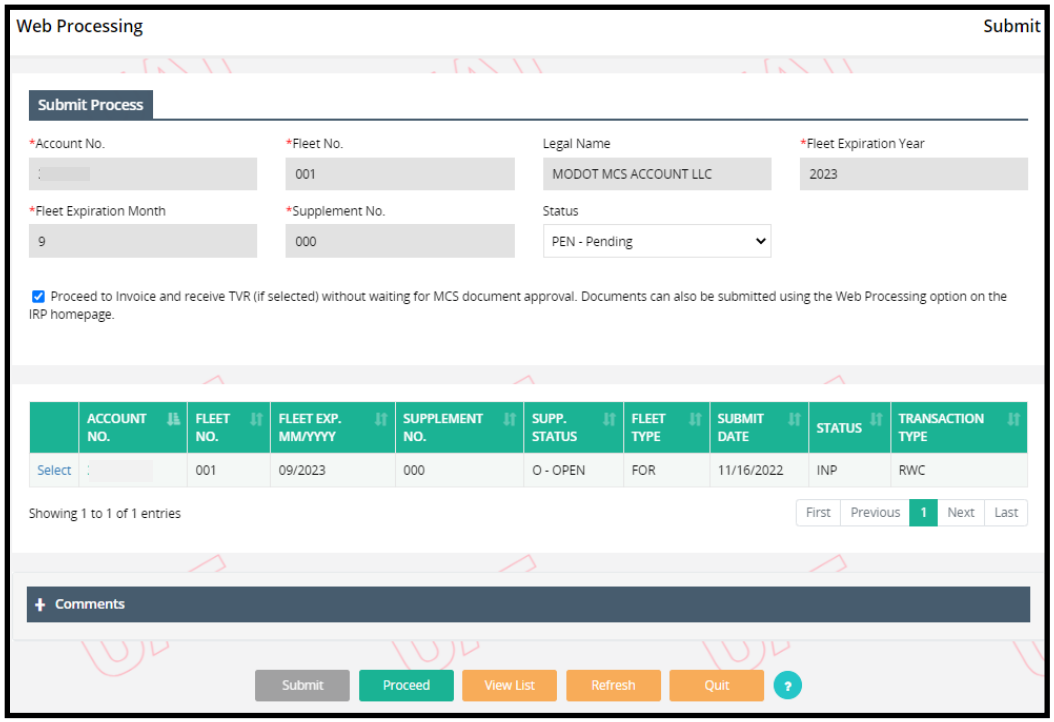
- To end the vehicle processing, click done from the vehicle processing screen. The system will display the web processing - submit screen.

Web Processing – Submit

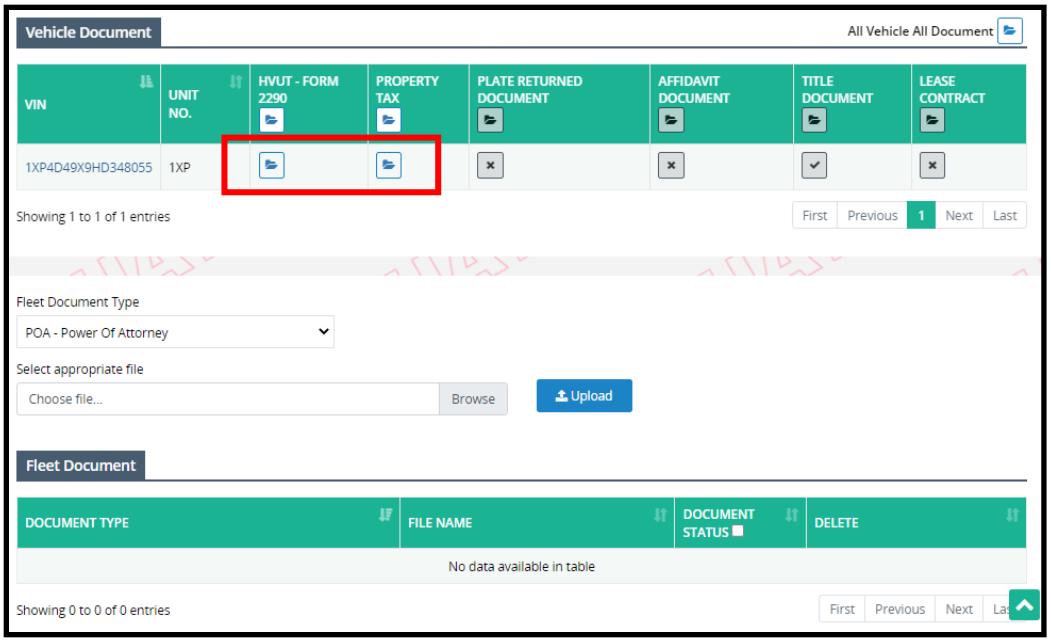
The system navigates to the Web Processing – Submit screen. The user may provide the required documents on this screen and submit it to the internal review queue for approval.

If applicable, clicking proceed will advance the user onto the billing process screen.

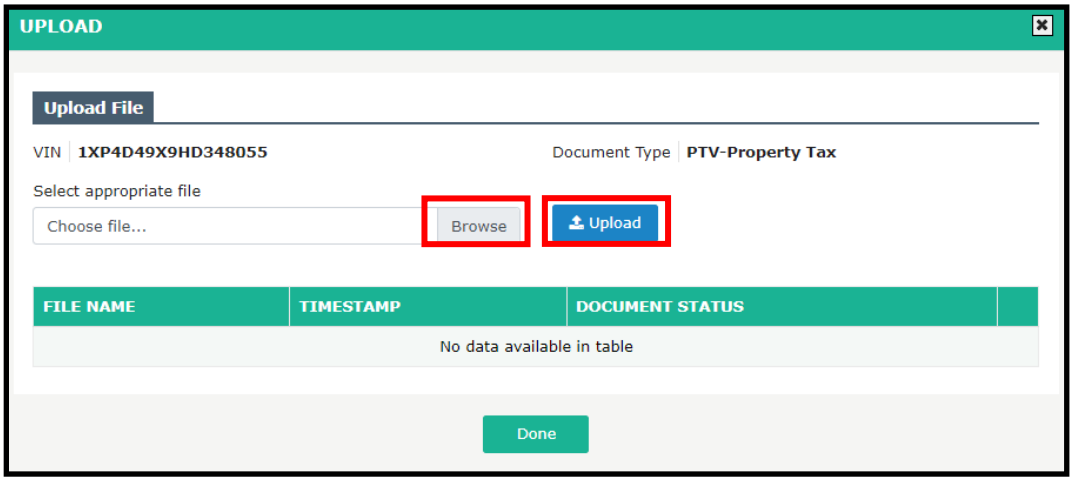
Perform the following steps to submit the documents:



- Under the vehicle document section, click on the “folder” button for the appropriate VIN number which documents are required.
    - The “folder” button indicates that MCS is requesting a document type to be uploaded for the vehicle(s).
    - The “X” and the checkmark indicate we are not requesting those type of documents.



- A new pop-up window displays allowing the user to browse and select the document from their local computer. Select browse to locate the document. Once the document is located on your computer, click upload. The system will display the upload in the grid underneath.
    - Upload one file at a time
    - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded
    - Only file sizes less than 4MB may be uploaded
    - Up to 4 files can be uploaded for a specific document type
    - To delete the uploaded document and reupload it, click the delete icon from the grid.

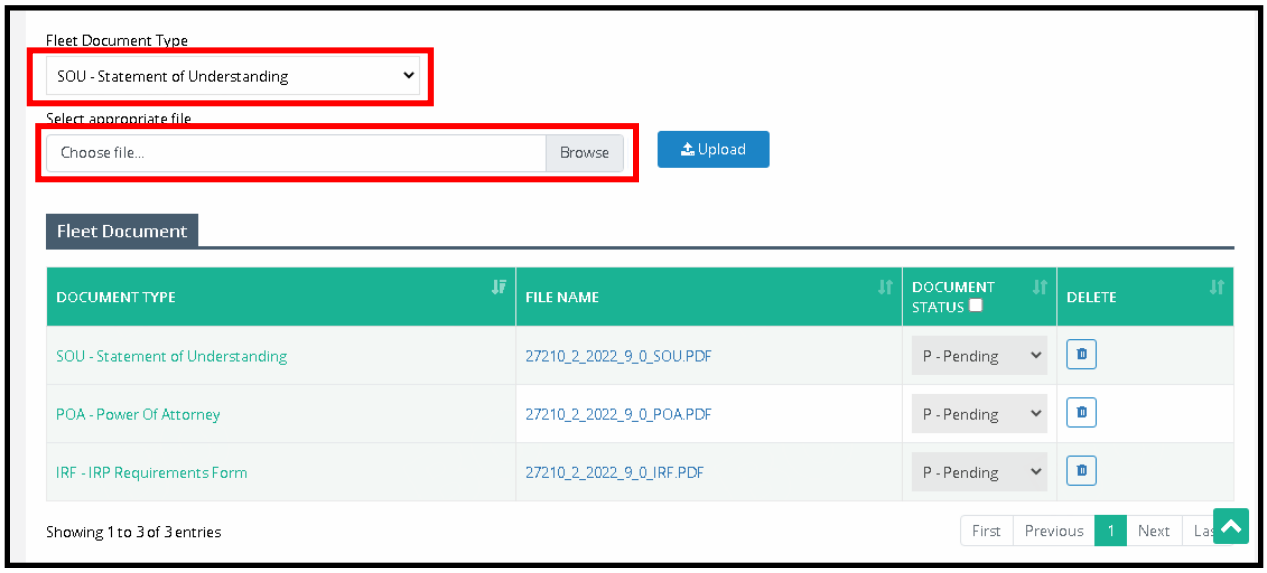


- Click Done after uploading the documents to return to the web processing – submit screen.
- Upload all the requested vehicle documents.

- Documents can be uploaded to supplements after invoicing if necessary.

Fleet documents are not requested to process a renewal on the web processing – submit page. There are situations where this area can be utilized to upload additional documents on an as-needed basis.

- 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 then click upload. The uploaded document will display in the grid underneath.



  - To delete a document, click the delete icon on the far right of the grid. The system will then allow the user to reupload the correct document.

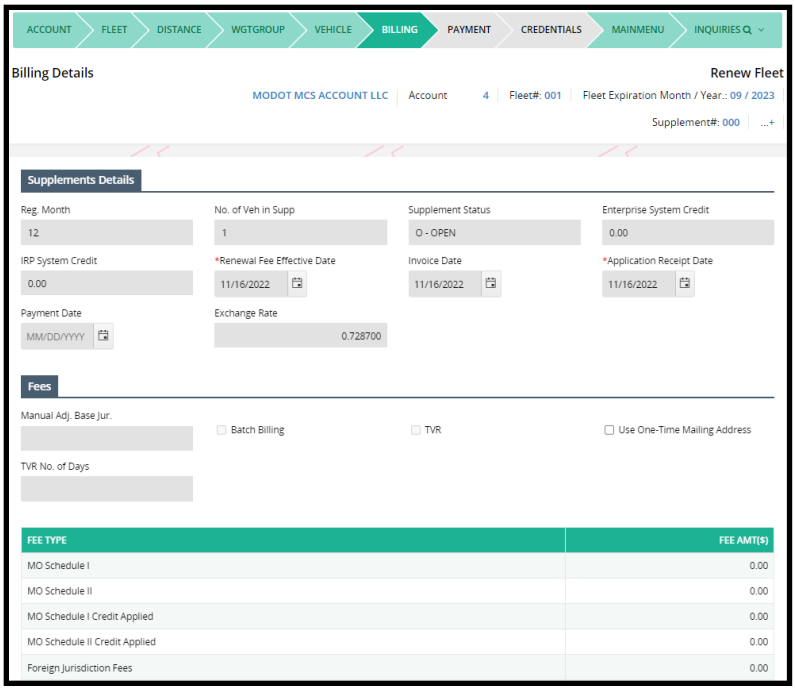
- Once finished with the web processing - submit page, click proceed from the command line. The billing process screen will display.

There are circumstances when a renewal supplement must be reviewed and approved by MCS prior to an invoice being generated. For those, the user will click the submit button. The queue status will update to pending and the user may safely click quit if needed. An internal user will review the submitted documents or comments and invoice the supplement.

- Clicking proceed doesn't change the queue status for the supplement to pending, it only advances the supplement progression to the billing process screen.

Billing Process

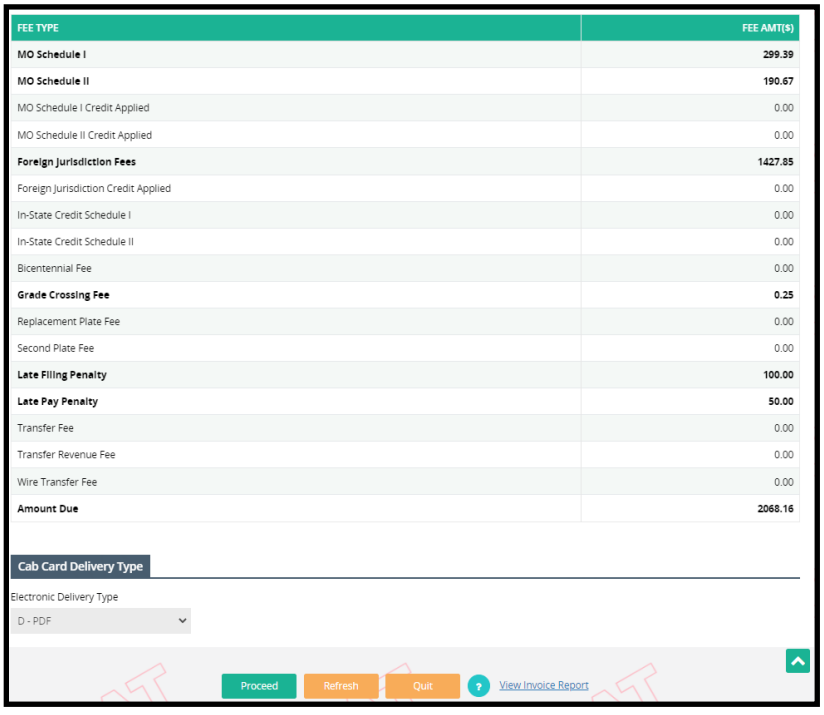
The following screen will display with $0 fees due because the supplement is still open and not calculated yet after clicking proceed from the web processing – submit page:



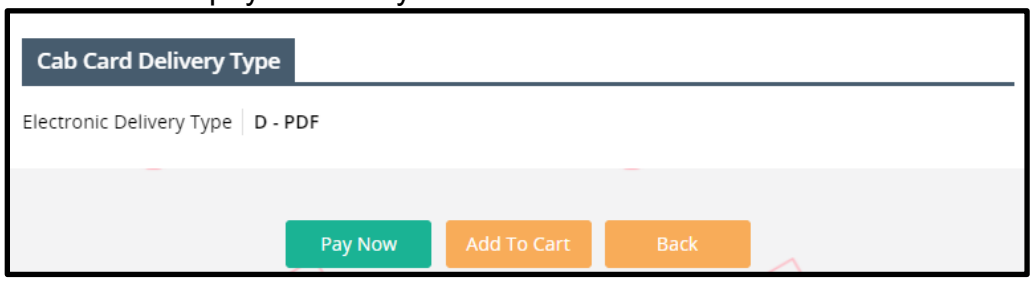
Click proceed. The payment screen will generate the invoice along with the document collection letter in a separate pop up window. The document collection letter will inform the user what documents are being requested to finish processing the renewal. Save and close the pop up window so the payment details screen is displayed.

Payment Details

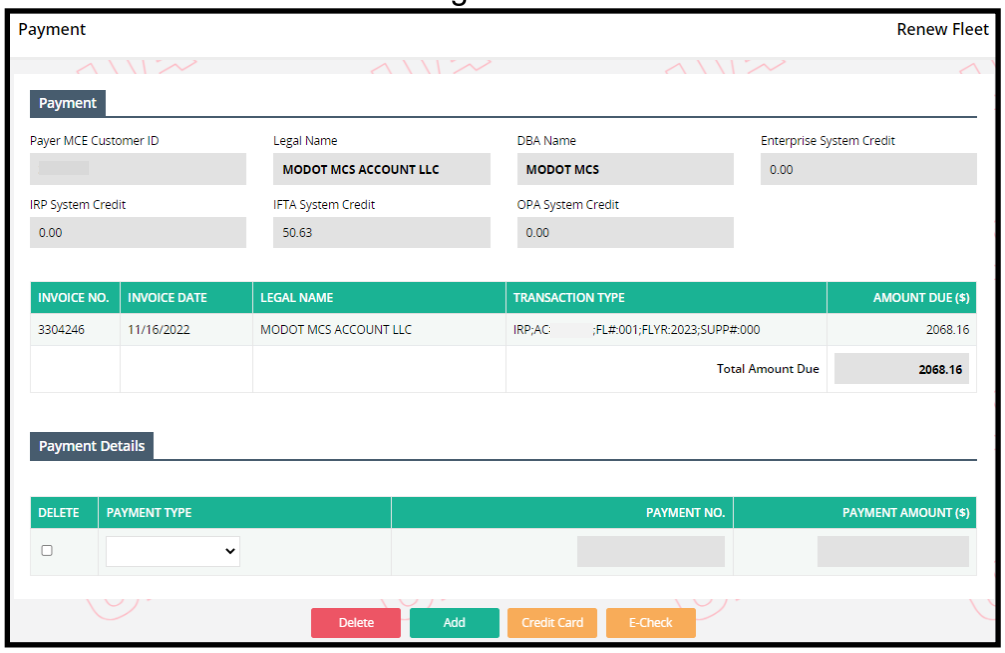
The next step in the transaction is to process the payment.



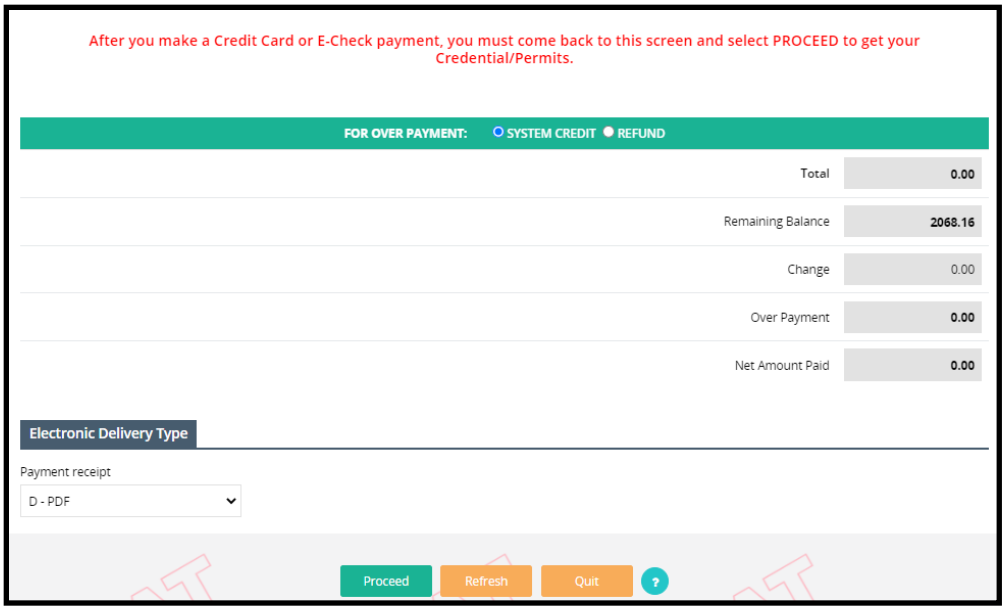
- On the payment details screen, click proceed from the command line to advance to the payment verification screen.
- Click Pay Now from the command line on the payment verification screen to advance to the payment entry screen.



- On the payment screen, the customer may click on the credit card or e-check buttons to make a payment. This will open a pop-up window to the payment vendor where the system will ask for credit card or e-check information. After completing the information and clicking on make a payment, it will bring the customer back to the Credentialing Solutions website.



- Click proceed on the payment screen to apply the payment to the supplement.



If the queue status of the supplement is approved prior to making payment, cab cards will issue and be generated in a separate pop up window.

If the queue status of the supplement is not approved prior to making payment, then the queue status will update to pending for MCS review and approval.