# Cab Card Correction

## External Procedure

## Overview

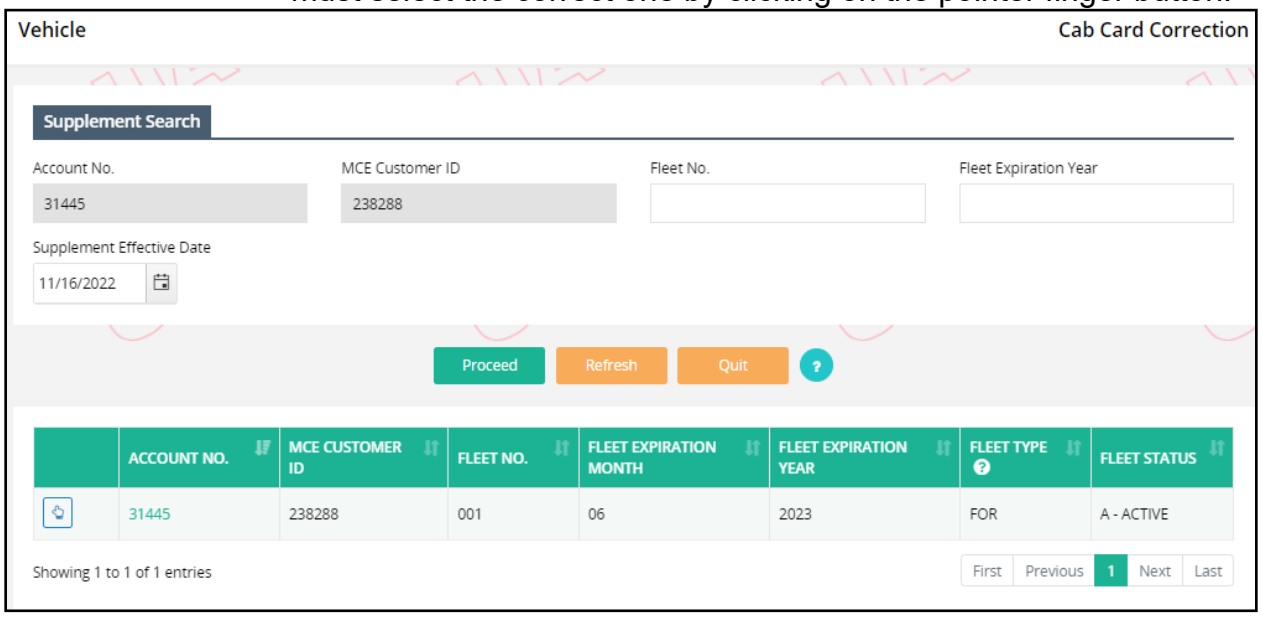
Cab card correction supplements allows an authorized user to update non-fee related cab card details such as unit number, MCRS DOT and TPID number.

## Regulation

**7 CSR 10-25.030**

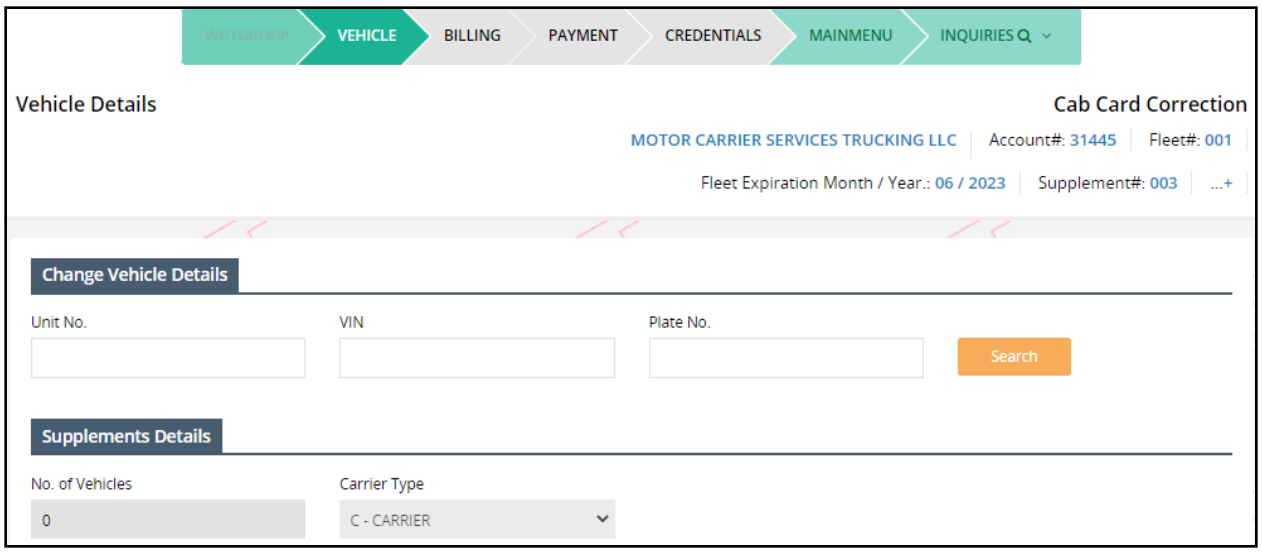
## Process

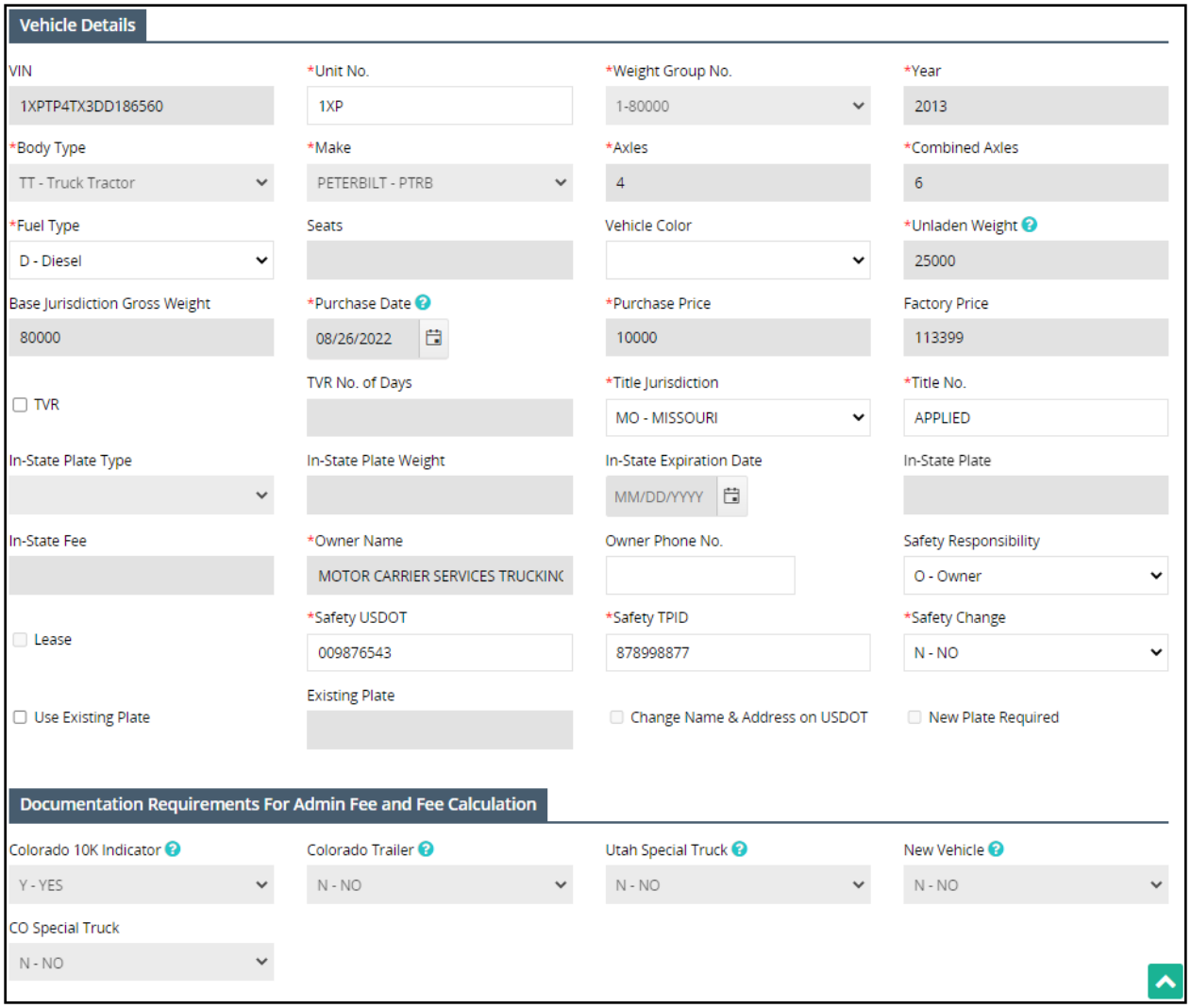
- From the IRP application site map, select cab card correction from the Vehicle menu tile.
- From the search screen, enter the following information if desired:
  - Fleet No. and Fleet Expiration Year.
    - The Account No. and MCE Customer ID are defaulted and protected.
  - The supplement effective date is defaulted to the current date.
  - Select proceed to display the cab card correction screen.
    - If nothing is entered in the Fleet No. and Fleet Expiration Year, you must select the correct one by clicking on the pointer finger button.

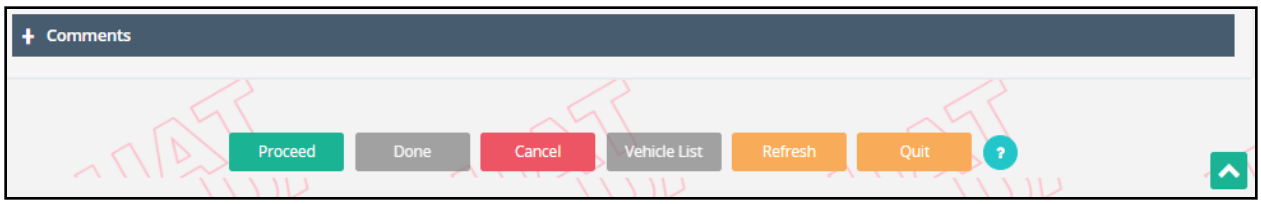



The Cab Card Correction screen allows the following actions:

- Select a vehicle to correct the cab card.
  - Enter either the Unit No., VIN or Plate No. in the CHANGE VEHICLE DETAILS section.
  - Click the search button to populate some of the vehicle information in the VEHICLE DETAILS area.


WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES
Vehicle Details
Cab Card Correction
MOTOR CARRIER SERVICES TRUCKING LLC
Account#: 31445
Fleet#: 001
Fleet Expiration Month / Year.: 06 / 2023
Supplement#: 003
...+
Change Vehicle Details
Unit No.
VIN
Plate No.
Search
Supplements Details
No. of Vehicles
0
Carrier Type
C - CARRIER


Vehicle Details
VIN
1XPTP4TX3DD186560
*Unit No.
1XP
*Weight Group No.
1-80000
*Year
2013
*Body Type
TT - Truck Tractor
*Make
PETERBILT - PTRB
*Axles
4
*Combined Axles
6
*Fuel Type
D - Diesel
Seats
Vehicle Color
*Unladen Weight
25000
Base Jurisdiction Gross Weight
80000
*Purchase Date
08/26/2022
*Purchase Price
10000
Factory Price
113399
TVR
TVR No. of Days
*Title Jurisdiction
MO - MISSOURI
*Title No.
APPLIED
In-State Plate Type
In-State Plate Weight
In-State Expiration Date
MM/DD/YYYY
In-State Plate
In-State Fee
*Owner Name
MOTOR CARRIER SERVICES TRUCKINC
Owner Phone No.
Safety Responsibility
O - Owner
Lease
*Safety USDOT
009876543
*Safety TPID
878998877
*Safety Change
N - NO
Use Existing Plate
Existing Plate
Change Name & Address on USDOT
New Plate Required
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




To change a cab card:

- Update the information on the screen as required.
- Select proceed to execute edits and display the validation screen.
- Select proceed from the verification screen to save the vehicle information.

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

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

Select the vehicle you need to update or review by clicking the Pointer Finger button and proceed as before.

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 is displayed, you may 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 web processing, otherwise, the system will redirect to billing screen.

Continue to the billing page and payment process to complete the supplement and receive your updated cab card or have it submitted to Web Processing for review and processing by MCS.