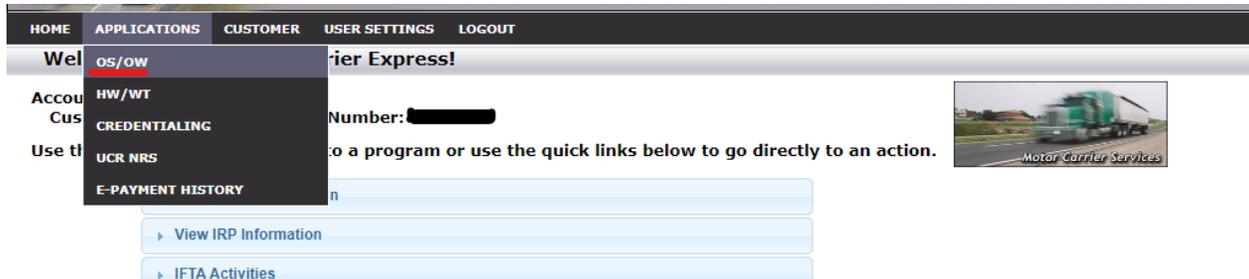


# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

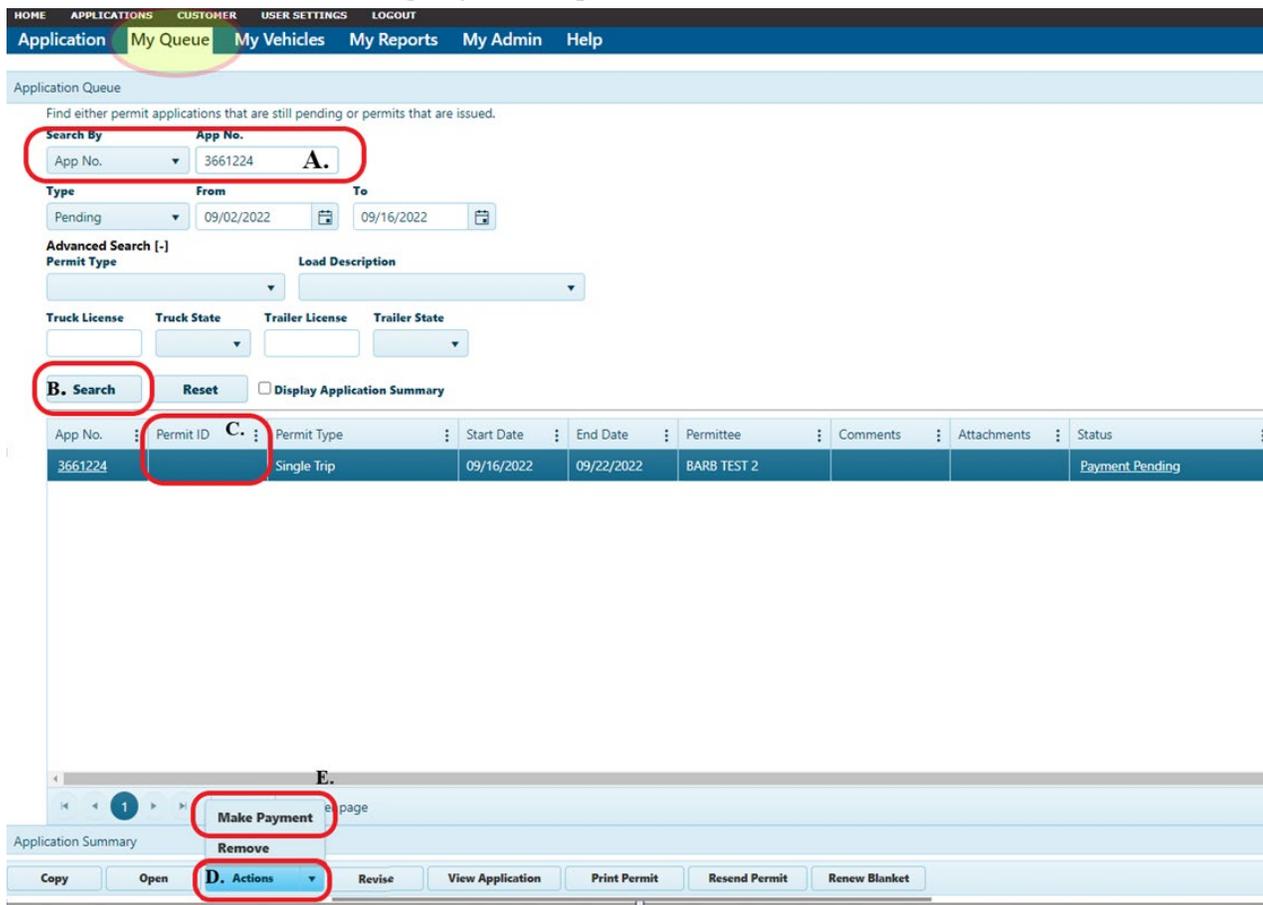
## PENDING PAYMENT FOR A PERMIT

Log into your Missouri account on the MoDOT Carrier Express website, [www.modot.org/mce](http://www.modot.org/mce)

1. Under “Applications” – choose OS/OW

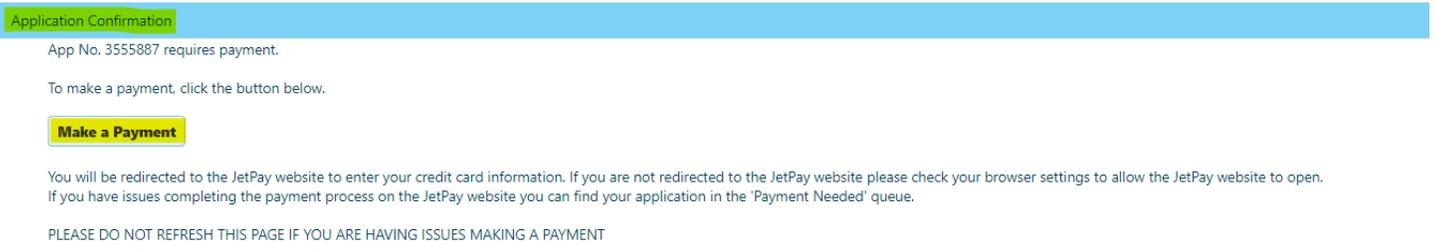


2. Go to “My Queue” and type in the application number that was given to you when you received your “pending payment” email.
  - a. Type in your application number
  - b. Click on the Search button
  - c. Click under “Permit ID:”, to turn the area blue.
  - d. Click the “Actions” tab at the bottom the screen
  - e. Choose “Pending Payment” option



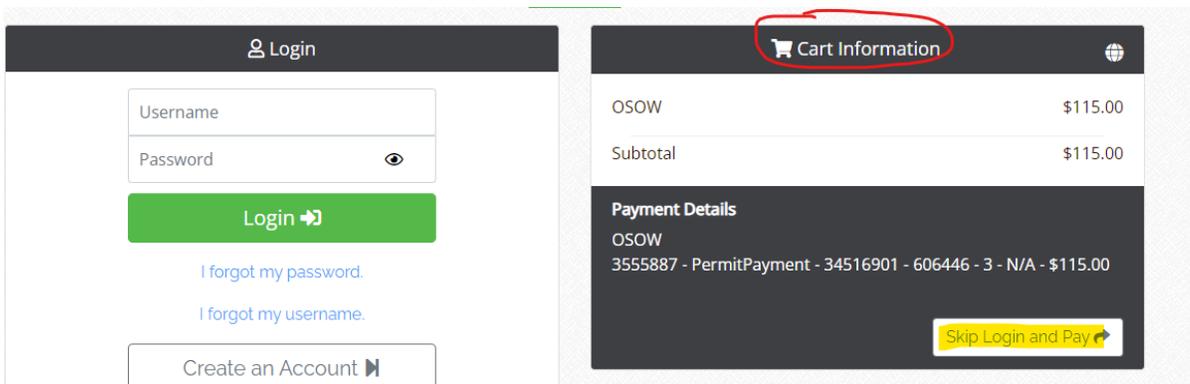
# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

3. At the “Application Confirmation” page, click on “Make A Payment” button.



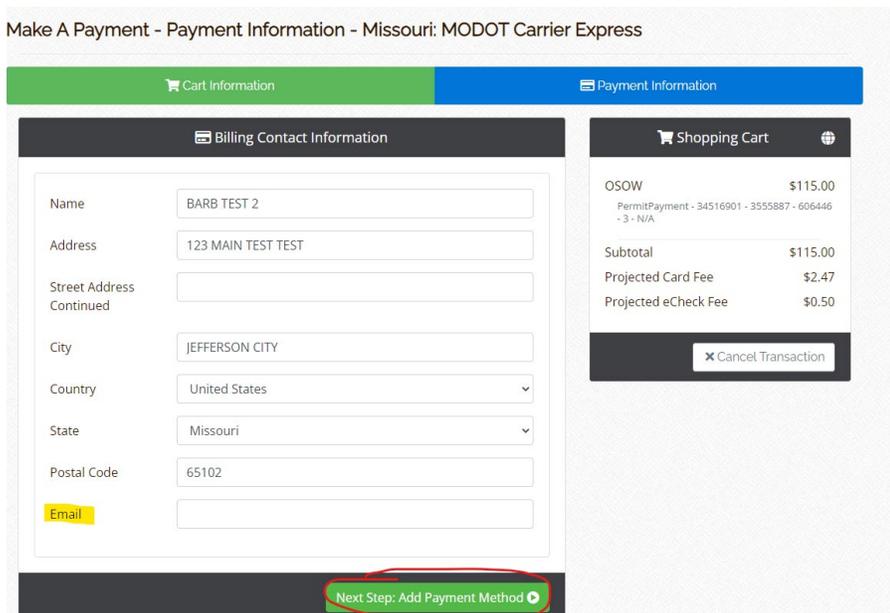
4. Click on “Pay.” The MoDOT Carrier Express payment site appears.

5. Go to Cart Information, and click on “Skip Login and Pay”



6. You will see “Make A Payment – Payment Information”,

- Ensure the address information is correct.
- Enter an email address for the receipt delivery.



7. Click the “Next Step: Add Payment Method” button.

# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

8. Fill in the payment information and click on “Next Step: Review Payment”.
  - a. Note the credit card fee or E-check fee for your deposit into the escrow account.
  - b. Choose “**Make Payment**”. Once payment has been made you will receive a confirmation number. A receipt will be sent to the email address that you provided. Please keep a copy of the emailed receipt for your records.

Item	Amount
OSOW	\$115.00
Transaction Fee:	\$2.47
<b>Total Amount Due:</b>	<b>\$117.47</b>
411111 ***** 1111 expires 07/2022	(\$117.47)
Total Payment Method:	(\$117.47)

A Transaction Fee has been included in the total amount paid for this transaction.

**Billing Contact Information**

BARB TEST 2  
123 MAIN TEST TEST  
JEFFERSON CITY, MO 65102

LEANN.KLEFFNER@MODOT.MO.GOV

◀ Back to Payment Method    **Make Payment**

Once you click “Make Payment,” the OSOW Queue screen appears and displays an “**Application Confirmation**” notice. A receipt is emailed to the account you provided.

[Application](#)   [My Queue](#)   [My Vehicles](#)   [My Reports](#)   [My Admin](#)   [Help](#)

## Application Confirmation

\$115.00 has been charged against your card. The permit number is 22194000101.

[View Permit](#)

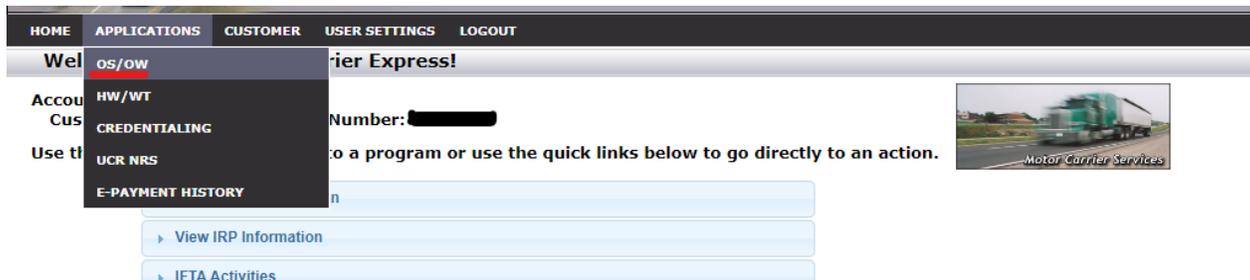
Permit Emailed to [REDACTED]

# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

## ESCROW DEPOSIT INSTRUCTIONS

Log into your Missouri account on the MoDOT Carrier Express website, [www.modot.org/mce](http://www.modot.org/mce)

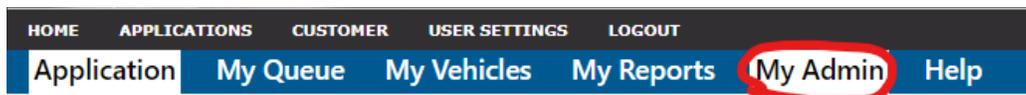
1. Under “Applications” – choose OS/OW.



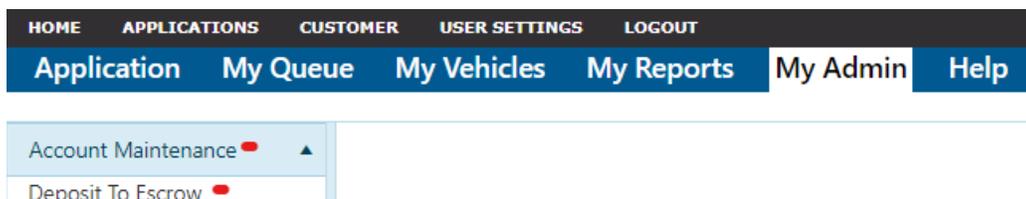
2. Click either “Application” or “My Queue.”



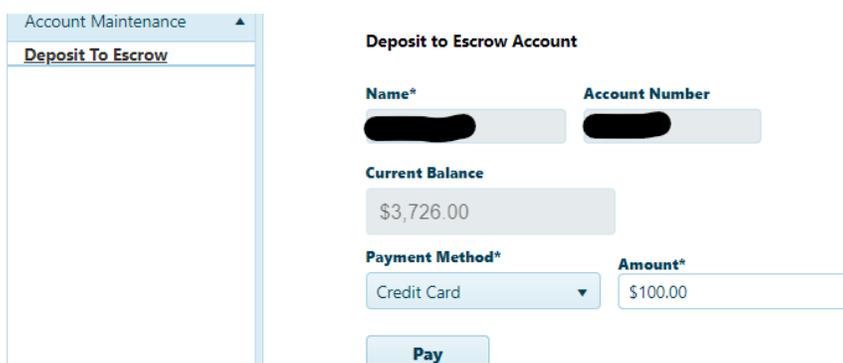
3. Go to “My Admin”



4. Look to the left-hand side to find “Account Maintenance.” Click “Deposit To Escrow”



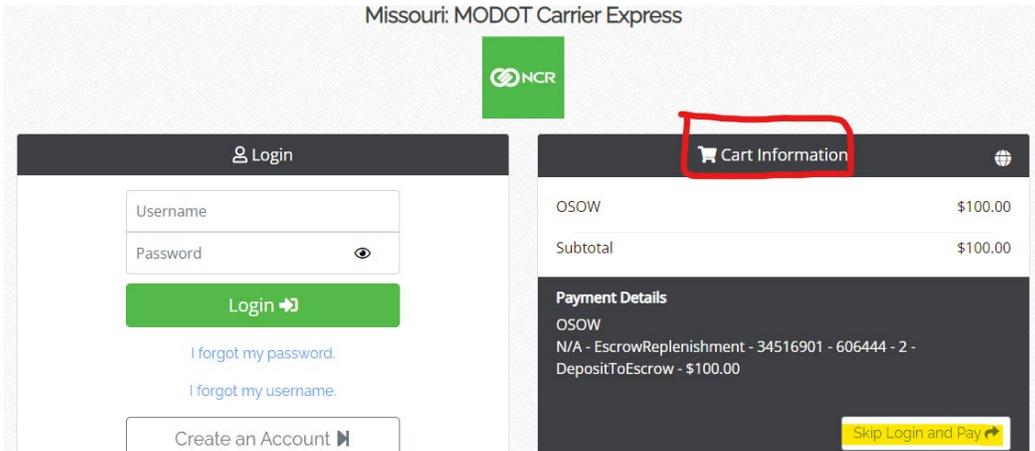
A “Deposit to Escrow Account” screen appears. Verify that the company name and account number are correct and note the current balance. Choose the payment method (credit card or e-check) and enter the amount you wish to deposit, then click on “Pay”.



# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

The MODOT Carrier Express payment site appears.

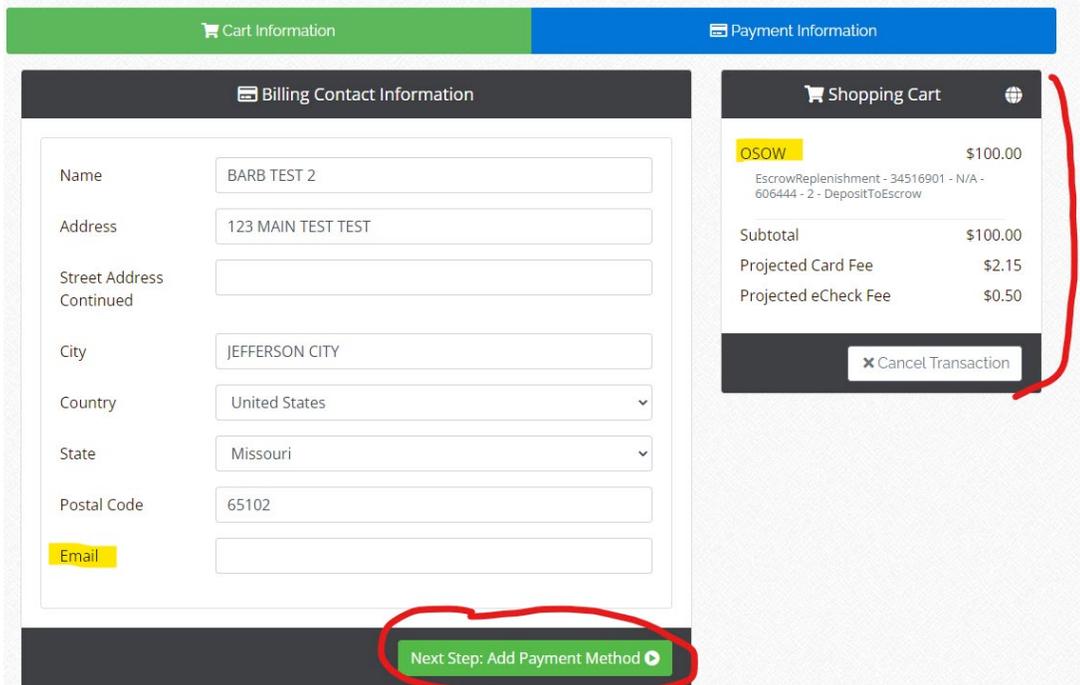
5. Click on **“Cart Information”**, then click on **“Skip Login and Pay”**



The **“Make A Payment – Payment Information”** screen appears.

6. Verify that the address information is correct and enter an email address for receipt delivery.
7. Click the **“Next Step: Add Payment Method”** button.

Make A Payment - Payment Information - Missouri: MODOT Carrier Express



# PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

8. Fill in the payment information and click on **“Next Step: Review Payment”**.
  - a. Note the credit card fee or E-check fee for your deposit into the escrow account.
  - b. Choose **“Make Payment”**. Once payment has been made you will receive a confirmation number. A receipt will be sent to the email address that you provided. Please keep a copy of the emailed receipt for your records.

The screenshot displays a payment review interface. On the left, a table lists items and their amounts:

Item	Amount
OSOW	\$100.00
Transaction Fee:	\$2.15
Total Amount Due:	\$102.15
411111 **** 1111 expires 07/2022	(\$102.15)
Total Payment Method:	(\$102.15)

Below the table, a yellow notification states: "A Transaction Fee has been included in the total amount paid for this transaction." Underneath is the "Billing Contact Information" section with the following details:

BARB TEST 2  
123 MAIN TEST TEST  
JEFFERSON CITY, MO 65102  
leann.kleffner@modot.mo.gov

At the bottom, there are two buttons: "Back to Payment Method" and "Make Payment". The "Make Payment" button is highlighted with a red circle.

On the right side, a "Shopping Cart" summary shows:

- OSOW \$100.00
- EscrowReplenishment - 34516901 - N/A - 606444 - 2 - DepositToEscrow
- Subtotal \$100.00

A "Cancel Transaction" button is also visible below the shopping cart summary.

A confirmation appears.

## Payment confirmation

The deposit was successful.

Reference: 20001986  
Account ID: 34516901  
Amount: \$100.00