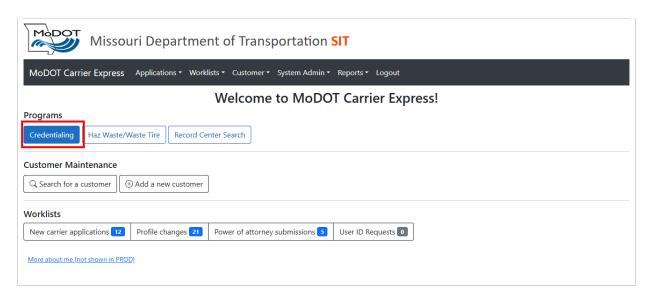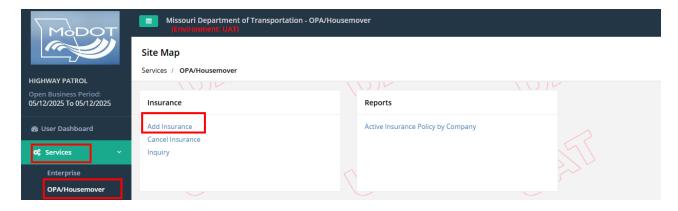# Processing New Insurance

After logging into MoDOT Carrier Express click Credentialing. You will be directed to our credentialing system which is where you can view, file and cancel insurance filings.

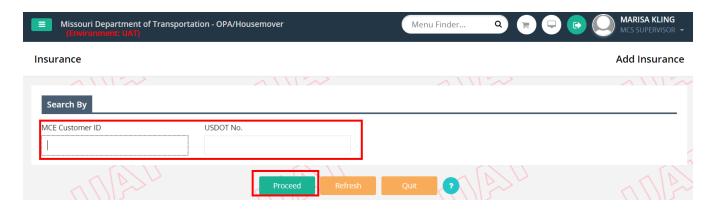Once you are in the credentialing system, the Insurance Quick Links menu will be displayed.

You can also access the same options by selecting Services and the OPA/Housemover option.
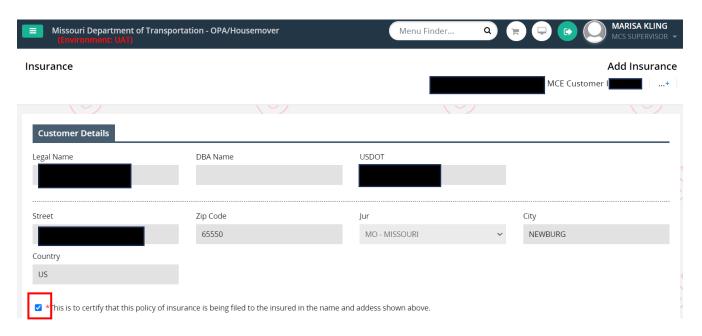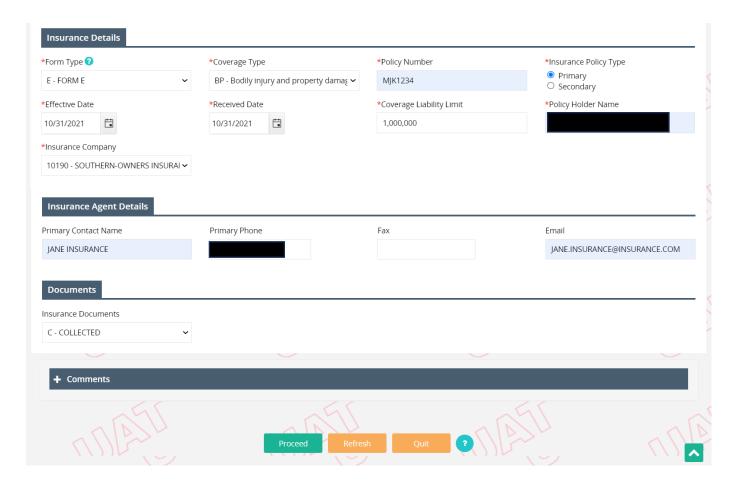
To add a policy, click Add Insurance and enter the carrier's Customer ID or USDOT number, then click Proceed.

After clicking Proceed the insurance form will pull up pre-filled with the carrier's legal name and address. The certification statement must be checked acknowledging the name and address of the carrier are correct. Complete the filing by entering the policy information.
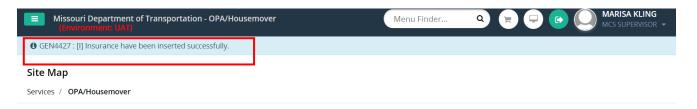
Insurance Details

Form Type ❓
E - FORM E

Coverage Type
BP - Bodily injury and property damage

Policy Number
MJK1234

Insurance Policy Type
- ⦿ Primary
- ○ Secondary

Effective Date
10/31/2021 🗓

Received Date
10/31/2021 🗓

Coverage Liability Limit
1,000,000

Policy Holder Name
[REDACTED]

Insurance Company
10190 - SOUTHERN-OWNERS INSURAI

Insurance Agent Details

Primary Contact Name
JANE INSURANCE

Primary Phone
[REDACTED]

Fax

Email
JANE.INSURANCE@INSURANCE.COM

Documents

Insurance Documents
C - COLLECTED

+ Comments

[Proceed] [Refresh] [Quit] ❓ 🔼

Once the information is entered, click Proceed.

Insurance   Add Insurance

Customer Details

| MCE Customer ID | [REDACTED] | Legal Name | [REDACTED] | DBA Name | | USDOT No. | [REDACTED] |

| Street | [REDACTED] | Zip Code | 65550 | Jur | MO - MISSOURI | City | NEWBURG |

Country | US

This is to certify that this policy of insurance is being filed to the insured in the name and address shown above. | Y

Insurance Details

| Form Type | E - FORM E | Coverage Type | BP - Bodily injury and property damage | Policy Number | MJK1234 | Insurance Policy Type | PRIMARY |

| Effective Date | 10/31/2021 | Received Date | 10/31/2021 | Coverage Liability Limit | 1,000,000 | Policy Holder Name | [REDACTED] |

Company Name
10190 - SOUTHERN-OWNERS INSURANCE COMPANY

On the review screen verify the information you've entered and click Proceed. If you need to make changes, click the Back button and make your updates before moving forward.
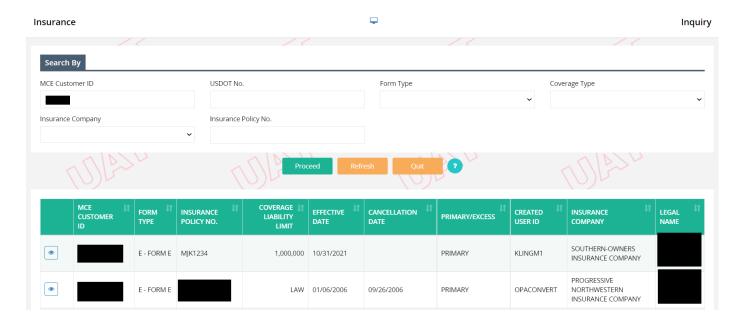

After submitting the policy, you should see a message indicating it was successfully filed.

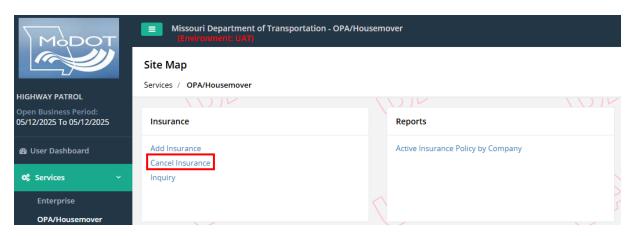You can also perform an inquiry to verify what policies are on file.

From the menu options select Inquiry and enter the carrier's Customer ID or USDOT number. All policies on file for that carrier will appear with the most current on top.

Updated: May 27, 2025

	MCE CUSTOMER ID	FORM TYPE	INSURANCE POLICY NO.	COVERAGE LIABILITY LIMIT	EFFECTIVE DATE	CANCELLATION DATE	PRIMARY/EXCESS	CREATED USER ID	INSURANCE COMPANY	LEGAL NAME
👁	▓▓▓	E - FORM E	MJK1234	1,000,000	10/31/2021		PRIMARY	KLINGM1	SOUTHERN-OWNERS INSURANCE COMPANY	▓▓▓
👁	▓▓▓	E - FORM E	▓▓▓	LAW	01/06/2006	09/26/2006	PRIMARY	OPACONVERT	PROGRESSIVE NORTHWESTERN INSURANCE COMPANY	▓▓▓

You have the ability to cancel insurance policies. Select Cancel Insurance from the menu options.
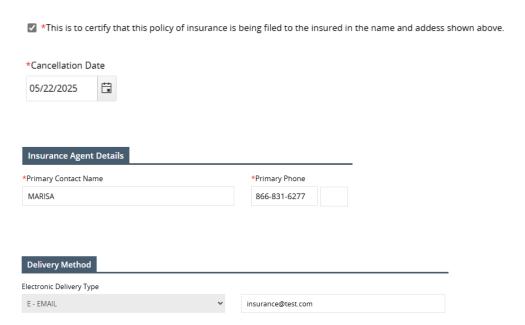

Enter the carrier's Customer ID or USDOT number.

The carrier's policies will be displayed. Select the policy you wish to cancel. Please note that policies cannot be cancelled less than 10 days from the date you are processing the request.

Make sure to check the certification box, enter the Cancellation Date, enter your name, phone number, and email before clicking Proceed. On the next page verify the information you entered and click Proceed.

☑ *This is to certify that this policy of insurance is being filed to the insured in the name and addess shown above.

*Cancellation Date

05/22/2025

Insurance Agent Details

*Primary Contact Name

MARISA

*Primary Phone

866-831-6277

Delivery Method

Electronic Delivery Type

E - EMAIL

insurance@test.com

You will be redirected to the main menu options and receive a message the insurance policy has been cancelled successfully. You will also receive confirmation via email.

ℹ LICGEN069 : [I] Insurance has been cancelled successfully.

Site Map

Services / **OPA/Housemover**

Insurance	Reports
Add Insurance	Active Insurance Policy by Company
Cancel Insurance	
Inquiry	