

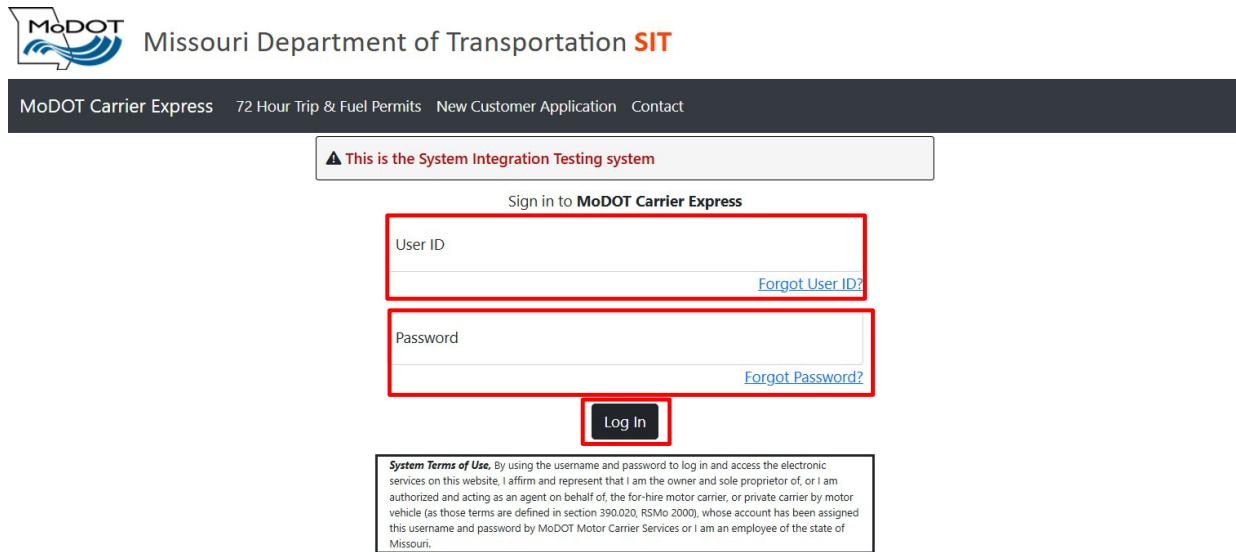
New IRP Account Service Provider Procedure

Overview

Carriers who qualify for IRP must apply for an account with Motor Carrier Services. All required information and copies of documents must be received and reviewed by MCS prior to establishing a carrier account in the MoDOT Carrier Express.

Process

1. On the MoDOT Carrier Express webpage, enter your user id and password and click on “Log In” button.



MoDOT Missouri Department of Transportation SIT

MoDOT Carrier Express 72 Hour Trip & Fuel Permits New Customer Application Contact

⚠ This is the System Integration Testing system

Sign in to MoDOT Carrier Express

User ID [Forgot User ID?](#)

Password [Forgot Password?](#)

Log In

System Terms of Use. By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

2. On the Welcome to MoDOT Carrier Express page, select ‘Credentialing – as someone else’.
 - **Credentialing – as someone else.** This feature is used to enter a new IRP application on behalf of the carrier you have a POA on file with. This option will be available for 30 days from the approval requested for the carrier.

Note – You will have 30 days to complete this application. After 30 days the process will start over with a new POA uploaded.

Welcome to MoDOT Carrier Express!

Programs

Oversize/Overweight Credentialing **↳ Credentialing - as someone else** Haz Waste/Waste Tire

Account Management

My customer profile

Service Provider

Pending Requests **2** Search for a customer New customer application Upload a new power of attorney

- Select the 'go to Credentialing' button next to the carriers name you would like to create an IRP account for.

Credentialing - As Another User

Use this page to enter the Credentialing application as a user other than your own.

This should be used only to set up new IFTA/IRP/OPA accounts in Credentialing for a carrier.

You are only allowed to do this on behalf of carriers who you submitted a power of attorney document for in our system. You have 30 days from the approval of that request to use this feature for that carrier.

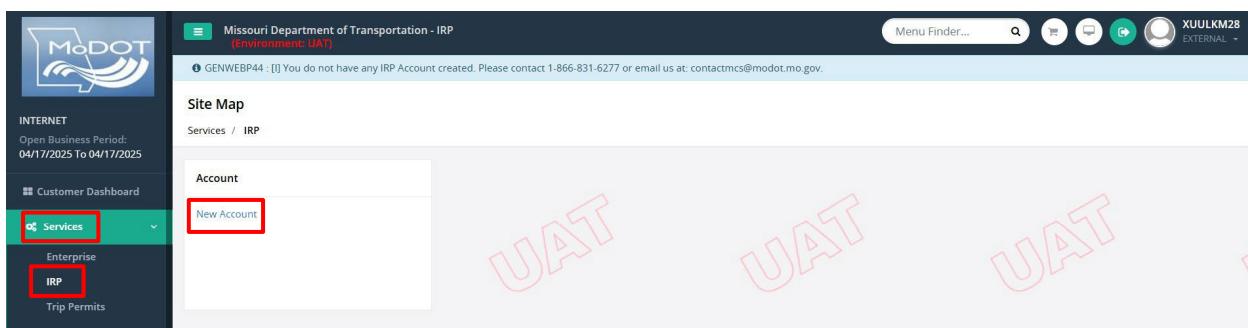
List of carriers you can enter Credentialing on behalf of

Carrier	
MCS TEST	<input type="button"/> Go to Credentialing 
DAWN OSOW	<input type="button"/> Go to Credentialing 

Back to MCE home

- You will be directed to the carrier's customer dashboard under that carriers USER ID.

3. Select services on the left-hand side and then select IRP. You will then be directed to the IRP sitemap to select new account.



The screenshot shows the MoDOT Carrier Express interface. On the left, a sidebar menu includes 'INTERNET' (Open Business Period: 04/17/2025 To 04/17/2025), 'Customer Dashboard', 'Services' (selected), 'Enterprise', 'IRP' (selected), and 'Trip Permits'. The main content area has a 'Site Map' header and a 'Services / IRP' link. Below is a 'Account' section with a 'New Account' button. The browser address bar shows 'Missouri Department of Transportation - IRP (Environment: UAT)'. The URL is GENWEBP44: [] You do not have any IRP Account created. Please contact 1-866-831-6277 or email us at: contactmcs@modot.mo.gov.

4. The customer id is defaulted and can't be changed. Select proceed to move forward to the customer details page.

Missouri Department of Transportation - IRP
(Environment: UAT)

GENWEBP13 : [I] You may quit this transaction anytime. However, note that it may not be saved.

Account New Account

Customer Search

MCE Customer ID 251257	TPID	USDOT No.
---------------------------	------	-----------

Proceed Refresh Quit ?

5. The first page is the account information and is not editable. Verify that the account information is correct and checkmark the email notification box to ensure email communication in the future. Select proceed to move to the verification page.

Business Customer Details

USDOT No. 236236236	TPID 236236236	Contact Name DAWN	Email DAWNTEST21@TEST.ORG
Primary Phone 111-111-1111	Alternate Phone	Fax No.	

Account Details

<input checked="" type="checkbox"/> Records Retention	Account Status A - ACTIVE	<input type="checkbox"/> Email Notification	<input type="checkbox"/> Fax Notification
<input type="checkbox"/> Self Issuance Inventory			

+ Comments

Proceed Refresh Quit ?

6. From the verification page, select proceed to move to the fleet page

Business Address			
Street 830 MODOT DRIVE	Zip Code 65109	Jur MO - MISSOURI	City JEFFERSON CITY
County COLE	Country US		
Mailing Address			
Street 830 MODOT DRIVE	Zip Code 65109	Jur MO - MISSOURI	City JEFFERSON CITY
County COLE	Country US		
Business Customer Details			
USDOT No. 236236236	TPID 236236236	Contact Name DAWN	Email DAWNTEST21@TEST.ORG
Primary Phone 111-111-1111	Alternate Phone	Fax No.	
Account Details			
Records Retention Y	Account Status A - ACTIVE	Email Notification N	Fax Notification N
Self Issuance Inventory N			
<input style="background-color: #008000; color: white; border: 1px solid black; padding: 5px 10px; margin-right: 10px;" type="button" value="Proceed"/> <input style="background-color: #FFA500; color: black; border: 1px solid black; padding: 5px 10px;" type="button" value="Back"/>			
<input style="border: none; background-color: inherit; color: inherit;" type="button" value="ACCOUNT"/> <input style="border: none; background-color: inherit; color: inherit; background-color: #008000; border: 2px solid #008000; padding: 0 10px;" type="button" value="FLEET"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="DISTANCE"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="WGTGROUP"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="VEHICLE"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="BILLING"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="PAYMENT"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="CREDENTIALS"/> <input style="border: none; background-color: inherit; color: inherit; background-color: #008000; border: 2px solid #008000; padding: 0 10px;" type="button" value="MAINMENU"/> <input style="border: none; background-color: inherit; color: inherit;" type="button" value="INQUIRIES Q"/>			
[i] GEN5003 : [] Please sign off and log back to view other accessible menus. [i] [] MCE: IRP Number successfully updated.			

Fleet Details

New Account

7. On the fleet details page, verify the populated information is correct and then enter in the required information in the white fillable fields.
 - Contact name, email and phone number
 - Fleet Type and commodity class

Fleet Type		Commodity Class
FHE	For Hire Exempt	Exempt
FHL	For Hire Lease	All, Bus
FHR	For Hire Rental Carrier	All, Exempt
FOR	For Hire	All, Bus, Exempt, Household Goods, Logs
PVR	Private Rental	All, Logs
PVT	Private Carrier	All, Logs

- First Operated Date – Will default to the current date and can be changed 30 days within the future.

8. Select proceed to move to the verification page. Once information is verified, select proceed to move to the distance page

Fleet Details

*Contact Name DAWN	Email DAWNTTEST21@TEST.ORG	*Primary Phone 111-111-1111	Alternate Phone
Fax No.	TPID 236236236	USDOT No. 236236236	<input type="checkbox"/> Change Vehicle USDOT / TPID
*Fleet Type	*Commodity Class	*Effective Date 04/17/2025	*Expiration Date 03/31/2026
<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> Wyoming Indicator	<input checked="" type="checkbox"/> Use IFTA Distance	
<input type="checkbox"/> Mobile Notification	*First Operated 04/17/2025		
<p>Comments</p> <p>DAWNT</p>			
<input type="button" value="Proceed"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> <input type="button" value="Quit"/> <input style="background-color: #0070C0; color: white; border-radius: 50%; width: 20px; height: 20px;" type="button" value="?"/>			

9. On the distance page, the distance is defaulted to estimated distance. If the carrier has actual apportioned mileage for the reporting period listed on top of the page, select the yes radio button and enter in the actual distance by state. Once the distance is entered, select proceed to move to the verification page.

Missouri Department of Transportation - IRP
(Environment: UAT)

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

❶ [i] MCE: IRP status successfully updated.

Distance Details

New Account

DAWNS MCS TEST ACCT | Account#: 33745 | Fleet#: 001 | Fleet Expiration Month / Year:: 03 / 2026 | Supplement#: 000 | ...+

DAWNT

Distance Details

Reporting Period From 07/01/2023	Reporting Period To 06/30/2024	USDOT No. 236236236	<input type="checkbox"/> Avg. Per Vehicle Distance Chart
Estimated Distance	Actual Distance	Total Fleet Distance	<input type="checkbox"/> Do you have actual distance for the reporting period? <input type="radio"/> Yes <input checked="" type="radio"/> No
Distance Type E - Estimated		<input type="button" value="Show Map"/>	

DAWNT

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

SC - SOUTH CAROLINA	710	01.03800	SD - SOUTH DAKOTA	241	00.35200
TN - TENNESSEE	2069	03.02300	TX - TEXAS	5042	07.36800
UT - UTAH	746	01.09000	VA - VIRGINIA	1093	01.59700
VT - VERMONT	64	00.09400	WA - WASHINGTON	517	00.75600
WI - WISCONSIN	524	00.76600	WV - WEST VIRGINIA	454	00.66300
WY - WYOMING	933	01.36300	AB - ALBERTA	12	00.01800
BC - BRITISH COLUMBIA	17	00.02500	MB - MANITOBA	2	00.00300
NB - NEW BRUNSWICK	17	00.02500	NL - NEWFOUNDLAND AND LABRADOR	9	00.01300
NS - NOVA SCOTIA	9	00.01300	ON - ONTARIO	32	00.04700
PE - PRINCE EDWARD ISLAND	7	00.01000	QC - QUEBEC	12	00.01800
SK - SASKATCHEWAN	8	00.01200			

Proceed
Cancel
Refresh
Quit
?

10. Once verification is complete, select proceed to move to the weight group page.

11. IRP Weight Group

- Missouri has three weight group types: Power Unit, Trailer, and Bus.
- Select the maximum gross weight for the weight group from the drop down. The max gross weight will be the same as the plate weight.
 - If you need increased weights in other jurisdictions, you can enter the requested weight increase next to that specific jurisdiction. This can only be requested on 80K.
- Comment will be required for any variance over 10% of that specific jurisdiction base weight.
 - The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction.
- Click the proceed button to populate the weight for the remaining jurisdictions and the verification screen will display. Proceed through the verification page if information is accurate.

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

Fleet Weight Group Details New Account

DAWNS MCS TEST ACCT | Account#: 33745 | Fleet#: 001 | Fleet Expiration Month / Year.: 03 / 2026 | Supplement#: 000 | ...+

Supplements Details

Weight Group Type P - POWER UNIT	Weight Group No. 1	Max Gross Weight 80000
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List Of Jurisdiction And Weight

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
MO		AL		AR		AZ	
CA		CO		CT		DC	
DE		FL		GA		IA	
ID		IL		IN		KS	
KY		LA		MA		MD	
ME		MI		MN		MS	
MT		NC		ND		NE	
NH		NJ		NM		NV	
NY		OH		OK		OR	
PA		RI		SC		SD	
TN		TX		UT		VA	
VT		WA		WI		WV	
WY		AB		BC		MB	
NB		NL		NS		ON	
PE		QC		SK			

Comments

Proceed Go To Weight Group Selection Delete Weight Group Cancel Refresh Quit ?

12. On the weight group selection details page, additional weight groups can be created by selecting the “Add Weight Group” button. If additional weight groups are not needed, select “Done” to move forward to vehicle details page.

Missouri Department of Transportation - IRP
(Environment: UAT)

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

Weight Group Selection Details New Account

DAWNS MCS TEST ACCT | Account#: 33745 | Fleet#: 001 | Fleet Expiration Month / Year.: 03 / 2026 | Supplement#: 000 | ...+

Weight Group List

	WEIGHT GROUP NO.	WEIGHT GROUP TYPE	BASE JURISDICTION WEIGHT	MAX GROSS WEIGHT	JUR WITH DIFFERENT WEIGHTS
Select	1	P - POWER UNIT	80000	80000	

Showing 1 to 1 of 1 entries

Add Weight Group Done Cancel Refresh ?

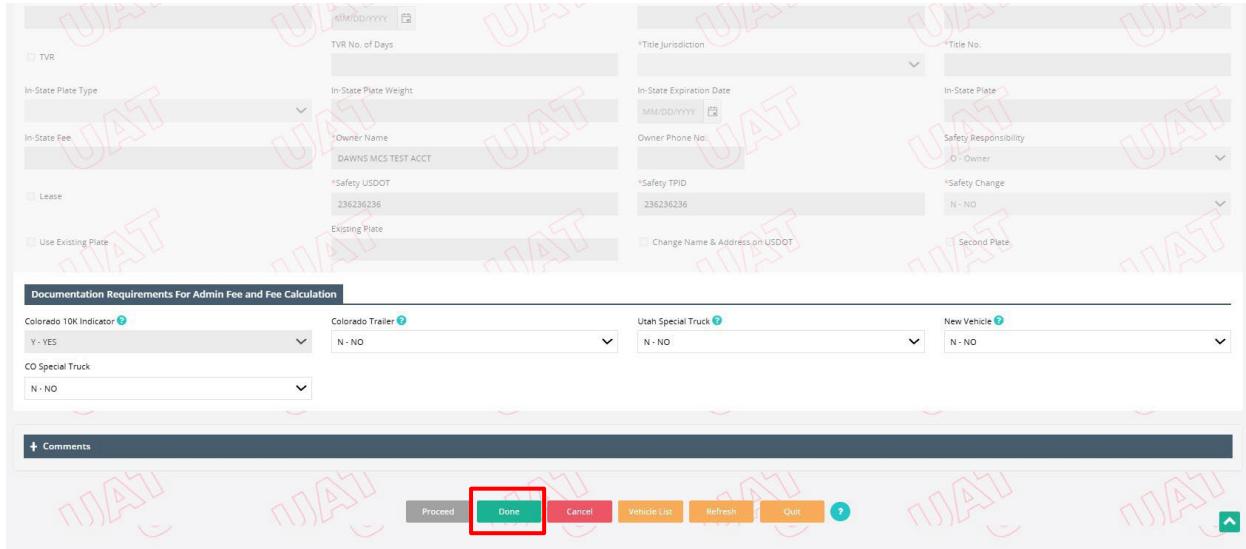
13. On the vehicle details page, enter the full VIN and select search. The system will search the vehicle within a VIN decoder program and complete some of the fields. Enter in the remaining fields that are marked with a red asterisk

- You will have the option to select the Temporary Vehicle Registration (TVR) box. This will be sent once payment has been made and you will need to contact our office to have the TVR emailed.
- If you only have a copy of the title receipt, enter “Applied” in the title field box. Motor Carrier Services will not accept signed over titles, or salvage titles. You must obtain a valid title or title receipt from the Missouri Department of Revenue prior to completing this application.
- The owner field will need to match the name listed on the title or title receipt. If the vehicle is registered to anyone else, checkmark the “lease” box and enter the title owner name as it appears on the title or title receipt.
- The safety USDOT and TPID fields should reflect the Motor Carrier Responsible for Safety (MCRS). You will indicate yes or no if that MCRS is expected to change within the current registration period.

The screenshot shows the 'Vehicle Details' page with a navigation bar at the top. The 'ACCOUNT' tab is active. Below the navigation bar, a message says 'IRPVEH375 : [I] Please search the VIN first to process a vehicle.' The 'Vehicle Details' section has tabs for 'New Vehicle Search Criteria' and 'Supplements Details'. The 'New Vehicle Search Criteria' tab is active, showing fields for 'VIN' (1KWPB09X8ND800212), 'Copy Unit Number', 'Plate No.', and a 'Search' button. The 'Supplements Details' tab is shown below. The 'Vehicle Details' section contains various input fields for vehicle information, many of which are marked with a red asterisk. These include 'Body Type' (TT - Truck Tractor), 'Fuel Type' (D - Diesel), 'Base Jurisdiction Gross Weight' (80000), 'TVR' checkbox (marked with a red box), 'Purchase Date' (04/15/2025), 'Purchase Price' (55000), 'Title Jurisdiction' (MO - MISSOURI), 'Owner Name' (DAWNS MCS TEST ACCT), 'Safety USDOT' (236236236), and 'Safety TPID' (236236236). Other fields like 'Unladen Weight' (18000), 'Title No.' (Applied), 'Safety Responsibility' (O - Owner), and 'Safety Change' (N - NO) are also present.

Click proceed to display the verification page. Once verification is complete, click proceed to move to the vehicle details page. You can add additional units by entering in the next VIN and selecting search.

Once all units are added, click “DONE” to proceed to the web processing page.



The screenshot shows a web-based vehicle registration form. The 'Done' button is highlighted with a red box. Other buttons visible include 'Proceed', 'Cancel', 'Vehicle List', 'Refresh', and 'Quit'. The form includes sections for TVR, In-State Plate Type, In-State Fee, Lease, Use Existing Plate, Title Jurisdiction, In-State Expiration Date, In-State Plate, Safety Responsibility, Safety Change, and a 'Documentation Requirements For Admin Fee and Fee Calculation' section. The 'Done' button is located at the bottom of the main form area.

Web Processing

On the web processing page, you will be required to upload supporting documents in three different sections.

First section - vehicle documents. The required documents will be indicated by blue file folders.

Vehicle Documents required:

2290 – Federal Heavy Vehicle Use Tax Receipt Required. Qualified vehicles that have a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more are required to show proof of payment of Federal Heavy Vehicle Use Tax or that no tax is due as a prerequisite to the registration of a qualified vehicle. 2290 will need to show a visible E-file watermark.

Lease Agreement – A copy of all lease agreement(s), if applicable, will be required for all vehicles under the control and possession of the registrant. Lease agreement will need to include the vehicle information, VIN, year and make and signatures from both parties involved.

Titles – Proof of certificate of ownership is required for all vehicles. When the vehicle is owned by the registrant, a Missouri certificate of ownership in the legal name of the registrant will be required. When a vehicle is owned by another entity other than the registrant, the certificate of ownership from the entity's resident jurisdiction will be accepted. State issued title or title receipts are required. MCS does not accept signed over titles or salvage titles.

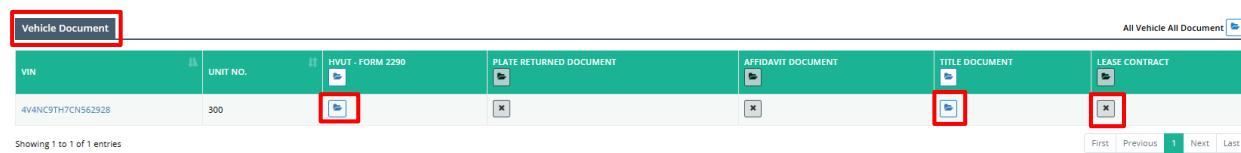
- Select the blue file folder next to the VIN for each document type.
- Click browse

- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done

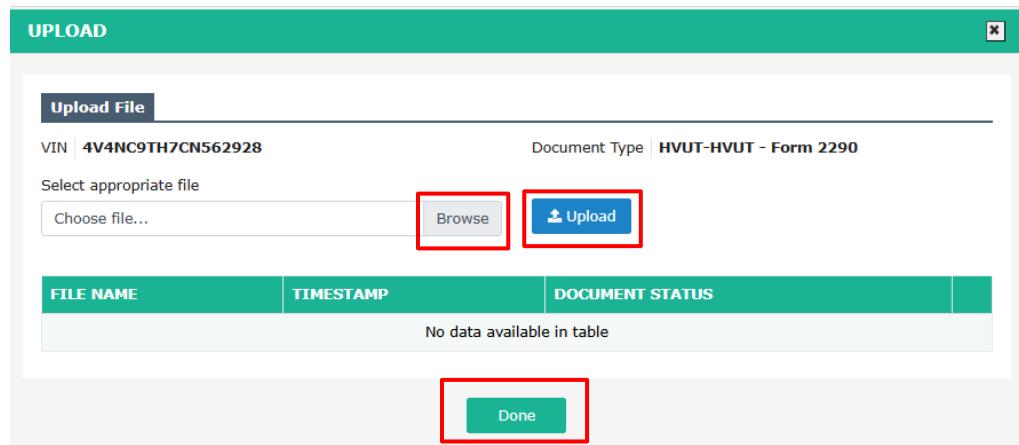
Repeat this step for each document type for each individual vehicle.

If you realize you have uploaded the wrong file, click on the trash can icon by the file you wish to delete and then upload the correct document.

Please Note: The total size for each file uploaded should not exceed 4 MB. Only JPG, PDF, JPEG, PNG, BMP or GIF Files can be uploaded.



Vehicle Document							All Vehicle All Document
VIN	UNIT NO.	HVUT - FORM 2290	PLATE RETURNED DOCUMENT	AFFIDAVIT DOCUMENT	TITLE DOCUMENT	LEASE CONTRACT	
4V4NC9TH7CN562928	300						



FILE NAME	TIMESTAMP	DOCUMENT STATUS
No data available in table		

Second section – Fleet documents

Fleet Documents Required

Personal Property Tax Receipt (Trailers excluded from verification)

- A copy of the prior year's tax receipt in the name of the titled owner or registrant for all power units (owned and leased) must be submitted.
- A county issued waiver may be submitted if the carrier has not been assessed any property tax.
- Generally, the tax receipt is in the name of the registrant/applicant who applies for or renews license plates, the account holder. However, in some cases when the unit is leased and the owner is a Missouri resident, the tax receipt will be under the unit owner's name and a copy of the owner's Missouri county personal property tax receipt may be submitted.

- If the property tax receipt doesn't contain complete vehicle information, at a minimum of year and make, then a detailed vehicle listing may be requested to uniquely identify the vehicle.

Upload Documentation

- Select the blue file folder next to the VIN for each document type.
- Click browse
- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done

Fleet Document Type

PPTR - Personal Property Tax Receipt

Select appropriate file

Choose file...

Browse Upload

Third Section – Account Documents

You must checkmark three proofs of residency. All three proofs of residency must be combined and uploaded in the same file.

Proof of Residency (PO Box not acceptable)

The address listed on the applications must match at least one proof of residency. MCS has the prerogative to request additional proofs.

- Federal Income Tax returns
- State Income Tax returns
- Personal or Real Estate Property Tax returns
- Utility bill – Needs to show the service address
- Missouri Title

Account Documents

Missouri Driver's License Federal Income Tax filed from an address in Missouri Missouri Personal/Real Estate Tax Receipt Utility Bills

Missouri Title or Validated Titling Receipt

Account

POR - Proof Of Residency

Select appropriate file

POA Test.docx

Browse Upload

Account

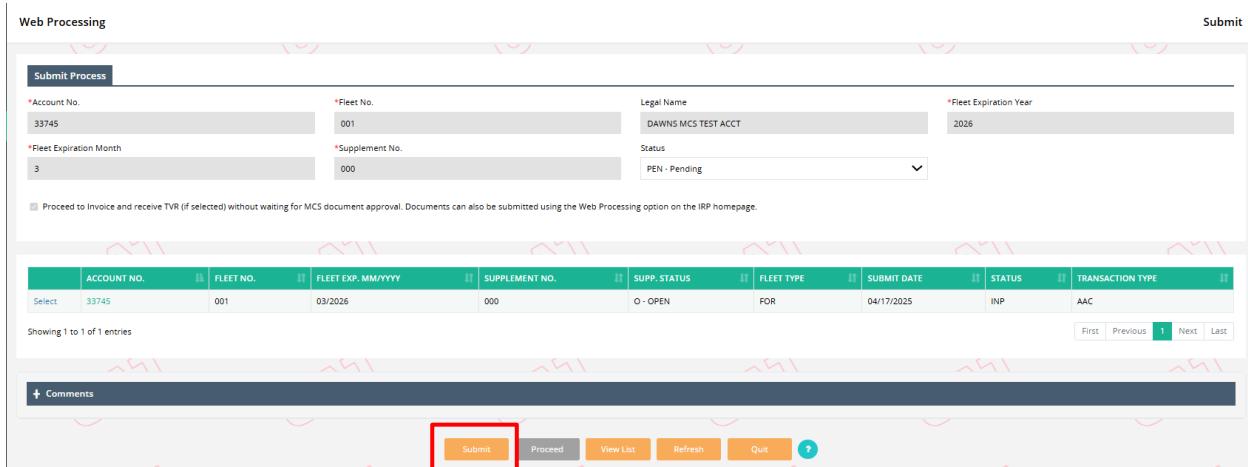
DOCUMENT TYPE	FILE NAME	DOCUMENT STATUS	DELETE
POR - Proof Of Residency	251257_POR.PDF	P - Pending	

No data available in table

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

14. Once the correct vehicle documents, fleet documents and proof of residency are uploaded, you will need to select submit. Scroll up above vehicle documents and select submit for MoDOT Motor Carrier Services to review the application.



Web Processing

Submit Process

Account No.	Fleet No.	Legal Name	Fleet Expiration Year
33745	001	DAWNS MCS TEST ACCT	2026
Fleet Expiration Month	Supplement No.	Status	
3	000	PEN - Pending	

Proceed to Invoice and receive TVR (if selected) without waiting for MCS document approval. Documents can also be submitted using the Web Processing option on the IRP homepage.

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 33745	001	03/2026	000	O - OPEN	FOR	04/17/2025	INP	AAC

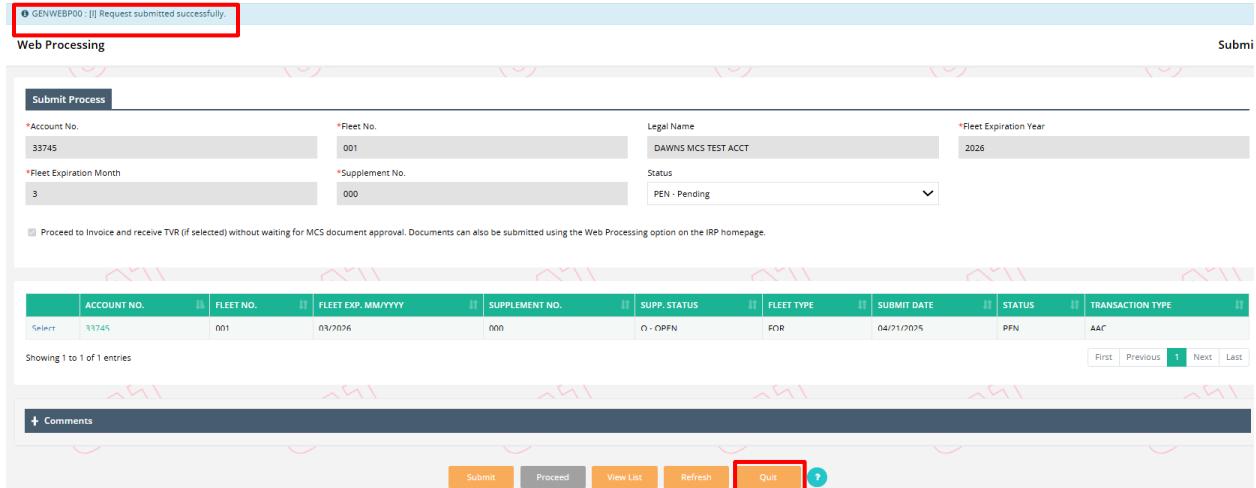
Showing 1 to 1 of 1 entries

Comments

Submit Proceed View List Refresh Quit

Once you receive the blue message at the top, the application has been submitted to MoDOT Motor Carriers for review. You can select Quit to exit web processing.

Once the application is reviewed and approved, an email will be sent to the email on file. Supplement will remain in an open status until MoDOT Carrier Services approves and emails a copy of the invoice.



GENWEBP00 : [] Request submitted successfully.

Web Processing

Submit Process

Account No.	Fleet No.	Legal Name	Fleet Expiration Year
33745	001	DAWNS MCS TEST ACCT	2026
Fleet Expiration Month	Supplement No.	Status	
3	000	PEN - Pending	

Proceed to Invoice and receive TVR (if selected) without waiting for MCS document approval. Documents can also be submitted using the Web Processing option on the IRP homepage.

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 33745	001	03/2026	000	O - OPEN	FOR	04/21/2025	PFN	AAC

Showing 1 to 1 of 1 entries

Comments

Submit Proceed View List Refresh Quit

You can check the status from the customer dashboard under pending transactions.

Missouri Department of Transportation - Enterprise
(Environment: UAT)

Account Status: **Open**
Old MCE Customer ID: **251269**
DBA Name: **MCS TEST 11**

FLEET NO. LICENSE YEAR LICENSE STATUS

No data available in table

AUTHORITY TYPE AUTHORITY EFFECTIVE DATE AUTHORITY STATUS STATUS EFFECTIVE DATE EXPIRATION DATE

No data available in table

Pending Transactions

RESUME SERVICE	FLEET TYPE	MCE CUSTOMER ID	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
MP	PHL	251269	MCS TEST 11	AAC # 33750 # 001 # 03/2026 # 0000	Open/In Process	04/25/2025		