

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.

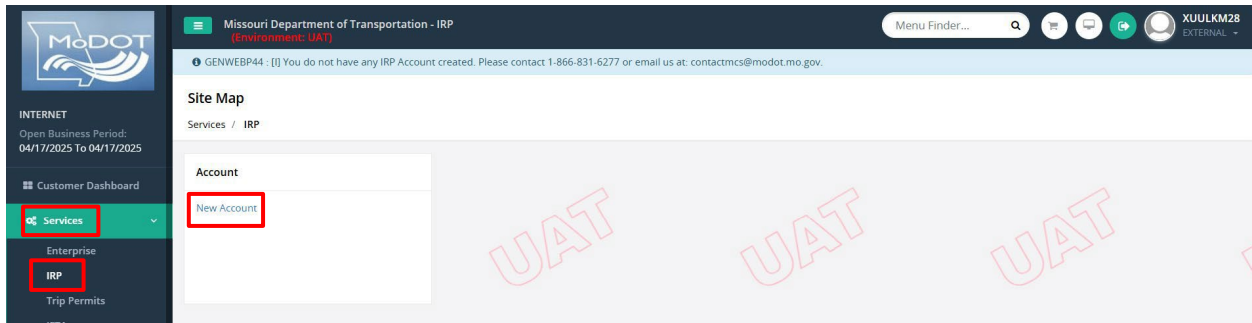
You are only allowed to do this on behalf of carriers who you submitted a power of attorney document for in our system. You have 30 days from the approval of that request to use this feature for that carrier.

List of carriers you can enter Credentialing on behalf of

| Carrier | |
|-----------|-------------------------------------|
| MCS TEST | Go to Credentialing |
| DAWN OSOW | 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.



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)

Menu Finder...

GENWEBP13 : [J] 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 ?

- 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

☒ Records Retention

Account Status: A - ACTIVE

☒ Email Notification

☐ Fax Notification

☐ Self Issuance Inventory

+ Comments

Proceed Refresh Quit ?

- 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

Country | COLE

Country | US

Mailing Address

Street | 830 MODOT DRIVE

Zip Code | 65109

Jur | MO - MISSOURI

City | JEFFERSON CITY

Country | 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

Proceed

Back

ACCOUNT

FLEET

DISTANCE

WGTGROUP

VEHICLE

BILLING

PAYMENT

CREDENTIALS

MAINMENU

INQUIRIES Q

GEN5003 : [] Please sign off and log back to view other accessible menus.

MCE: IRP Number successfully updated.

Fleet Details

New Account

- 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.

- 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

DAWNTEST21@TEST.ORG

*Primary Phone

111-111-1111

Alternate Phone

Fax No.

TPID

236236236

USDOT No.

236236236

☐ Change Vehicle USDOT / TPID

*Fleet Type

*Commodity Class

*Effective Date

04/17/2025

*Expiration Date

03/31/2026

☐ Change Name & Address on USDOT

*First Operated

04/17/2025

☐ Wyoming Indicator

☒ Use IFTA Distance

☐ Mobile Notification

+ Comments

Proceed

Cancel

Refresh

Quit

?

- 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

Menu Finder...

XUULKM28

EXTERNAL

ACCOUNT

FLEET

DISTANCE

WGTGROUP

VEHICLE

BILLING

PAYMENT

CREDENTIALS

MAINMENU

INQUIRIES

[i] MCE: IRP status successfully updated.

Distance Details

DAWN MCS TEST ACCT

Account#: 33745

Fleet#: 001

Fleet Expiration Month / Year.: 03 / 2026

Supplement#: 000

...

New Account

Distance Details

Reporting Period From

07/01/2023

Reporting Period To

06/30/2024

USDOT No.

236236236

☒ Avg. Per Vehicle Distance Chart

Estimated Distance

Actual Distance

Total Fleet Distance

Distance Type

E - Estimated

Show Map

Do you have actual distance for the reporting period?

☐ Yes
☒ No

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

Fleet Weight Group Details

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

New Account

Supplements Details

Weight Group Type
P - POWER UNIT

Weight Group No.
1

Max Gross Weight
80000

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
Menu Finder...

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES

Weight Group Selection Details

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

New Account

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

First
Previous
1
Next
Last

Add Weight Group
Done
Cancel
Quit

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.

ACCOUNT FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

1 IRPVEH375 : [] Please search the VIN first to process a vehicle.

Vehicle Details
New Account

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

New Vehicle Search Criteria

VIN

Copy Unit Number

Plate No.

Search

Supplements Details

Vehicle Details

| | | | |
|---|---|--|---|
| VIN 1XPBBDP9X8ND800212 *Body Type TT - Truck Tractor *Fuel Type D - Diesel Base Jurisdiction Gross Weight 80000 <input checked="" type="checkbox"/> TVR In-State Plate Type In-State Fee <input type="checkbox"/> Lease <input type="checkbox"/> Use Existing Plate | *Unit No. 12 *Make PETERBILT - PTRB Seats <div style="border: 1px solid red; padding: 2px;">*Purchase Date 04/15/2025</div> TVR No. of Days 45 In-State Plate Weight <div style="border: 1px solid red; padding: 2px;">*Owner Name DAWNS MCS TEST ACCT</div> *Safety USDOT 236236236 Existing Plate | *Weight Group No. 1-80000 *Axles 3 Vehicle Color <div style="border: 1px solid red; padding: 2px;">*Purchase Price \$5000</div> *Title Jurisdiction MO - MISSOURI In-State Expiration Date MM/DD/YYYY Owner Phone No. Safety TPID 236236236 <input type="checkbox"/> Change Name & Address on USDOT | *Year 2022 *Combined Axles 5 <div style="border: 1px solid red; padding: 2px;">*Unladen Weight 18000</div> Factory Price \$5000 <div style="border: 1px solid red; padding: 2px;">*Title No. Applied</div> In-State Plate Safety Responsibility O - Owner <div style="border: 1px solid red; padding: 2px;">*Safety Change N - NO</div> <input type="checkbox"/> Second Plate |
|---|---|--|---|

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 form for vehicle registration. It includes fields for VIN, TVR No. of Days, In-State Plate Type, In-State Plate Weight, In-State Expiration Date, In-State Plate, Owner Name, Owner Phone No., Safety Responsibility, Safety TPID, Safety Change, and Second Plate. There is a section for 'Documentation Requirements For Admin Fee and Fee Calculation' with dropdowns for Colorado 10K Indicator, Colorado Trailer, Utah Special Truck, and New Vehicle. A 'Comments' section is at the bottom. At the very bottom, there are buttons: 'Proceed', 'Done' (highlighted with a red box), 'Cancel', 'Vehicle List', 'Refresh', and 'Quit'.

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 | | | | | | |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Upload File

VIN | 4V4NC9TH7CN562928

Document Type | HVUT-HVUT - Form 2290

Select appropriate file

Choose file...

Browse

Upload

| FILE NAME | TIMESTAMP | DOCUMENT STATUS |
|----------------------------|-----------|-----------------|
| No data available in table | | |

Done

Second section – Fleet documents

Fleet Documents Required

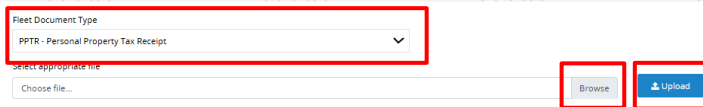
Personal Property Tax Receipt (Trailers excluded from verification)

- 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



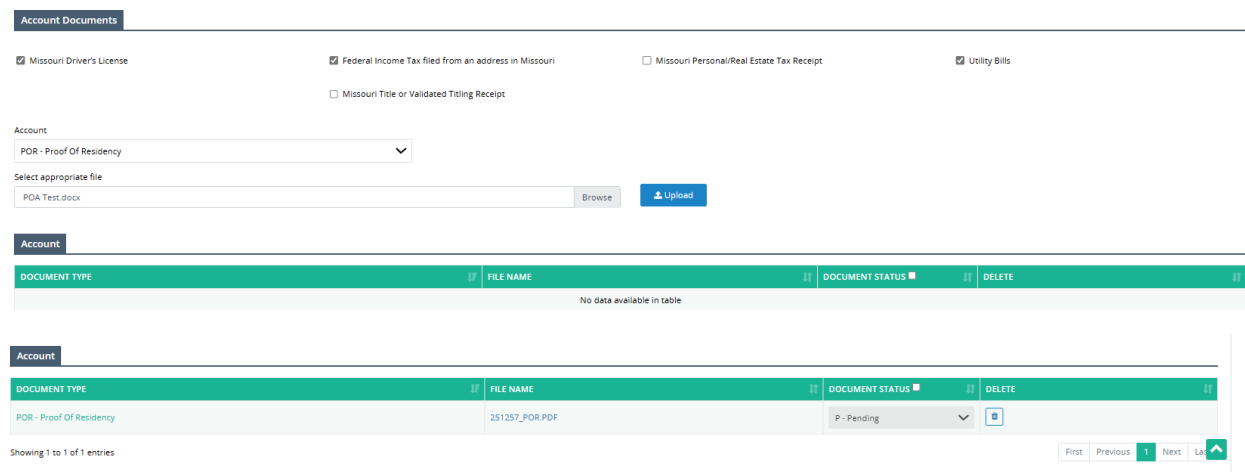
Third Section – Account Documents

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



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

Submit Process

*Account No. 33745 *Fleet No. 001 Legal Name DAWNS MCS TEST ACCT *Fleet Expiration Year 2026

*Fleet Expiration Month 3 *Supplement No. 000 Status 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/YYYY | 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 First Previous 1 Next Last

+ 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

Submit Process

*Account No. 33745 *Fleet No. 001 Legal Name DAWNS MCS TEST ACCT *Fleet Expiration Year 2026

*Fleet Expiration Month 3 *Supplement No. 000 Status 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/YYYY | 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 First Previous 1 Next Last

+ Comments

Submit Proceed View List Refresh Quit

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



Missouri Department of Transportation - Enterprise
(Business Units: UAT)

INTERNET

Open Business Period:
04/25/2025 To 04/25/2025

Customer Dashboard

Services

Operations

Other MCS Programs

Support

Missouri Department of Transportation

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Menu Finder...

QFEKCK92
EXTERNAL

MCS Customer ID:
Account Status:
Old MCS Customer ID:
DBA Name:

| FLEET NO. | LICENSE YEAR | LICENSE STATUS |
|----------------------------|--------------|----------------|
| No data available in table | | |

First Previous Next Last

MCS Customer ID:
Account Status:
DBA Name:

| AUTHORITY TYPE | AUTHORITY EFFECTIVE DATE | AUTHORITY STATUS | STATUS EFFECTIVE DATE | EXPIRATION DATE |
|----------------------------|--------------------------|------------------|-----------------------|-----------------|
| No data available in table | | | | |

First Previous Next Last

Pending Transactions

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

First Previous 1 Next Last