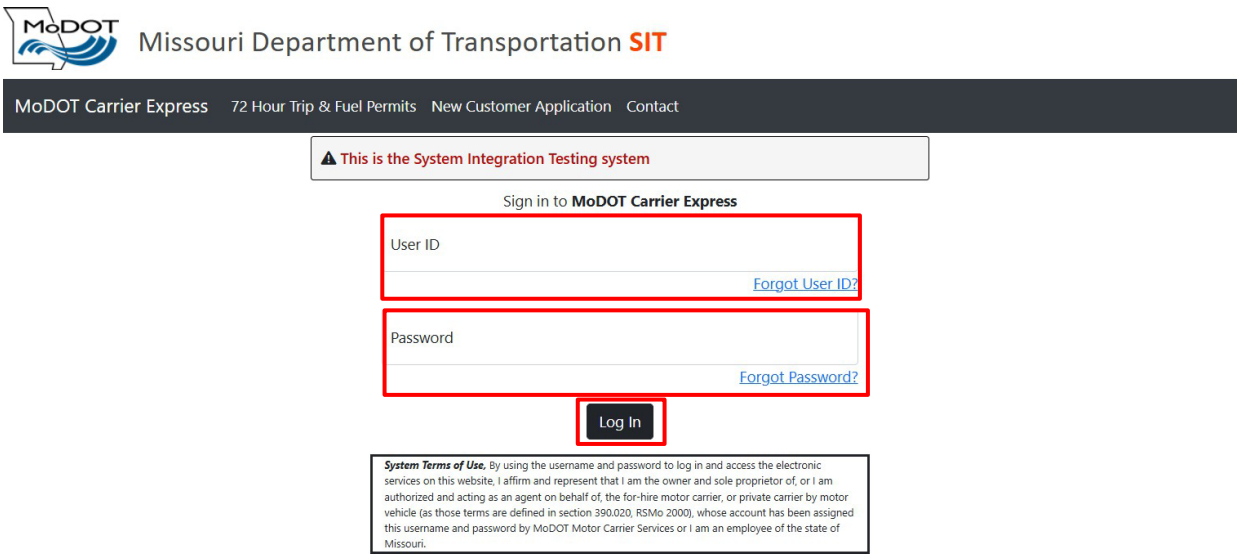
New IRP Account
Service Provider Procedure

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.

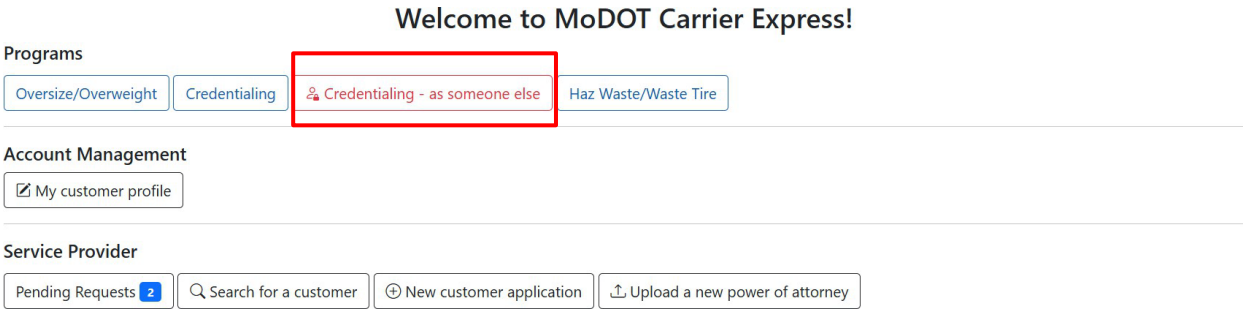
Process

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

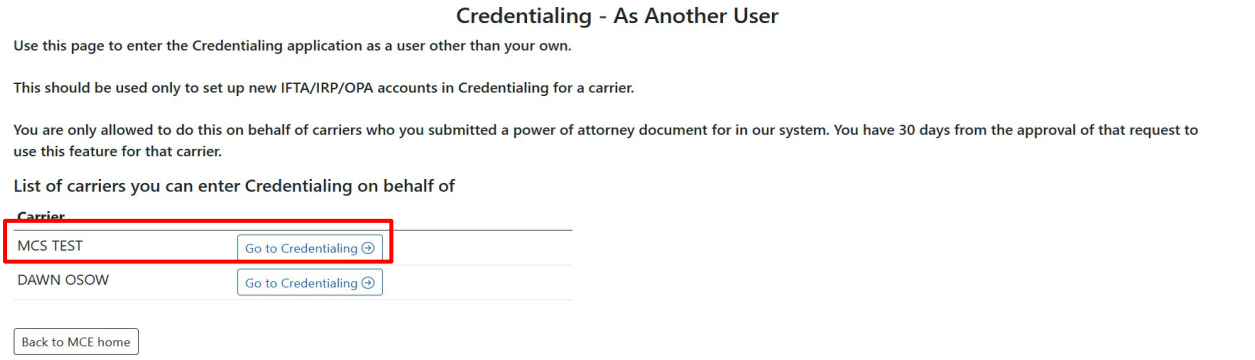


2. On the Welcome to MoDOT Carrier Express page, select ‘Credentialing – as someone else’.
    - **Credentialing – as someone else**. This feature is used to enter a new IRP application on behalf of the carrier you have a POA on file with. This option will be available for 30 days from the approval requested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

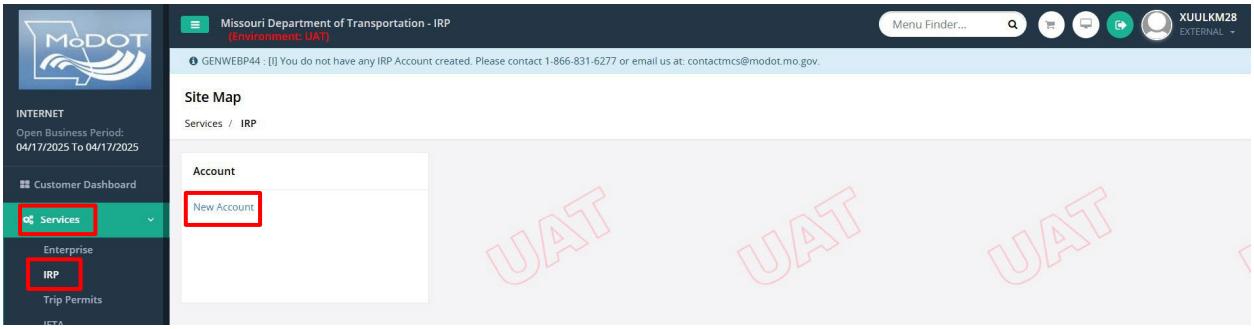


- Select the ‘go to Credentialing’ button next to the carriers name you would like to create an IRP account for.

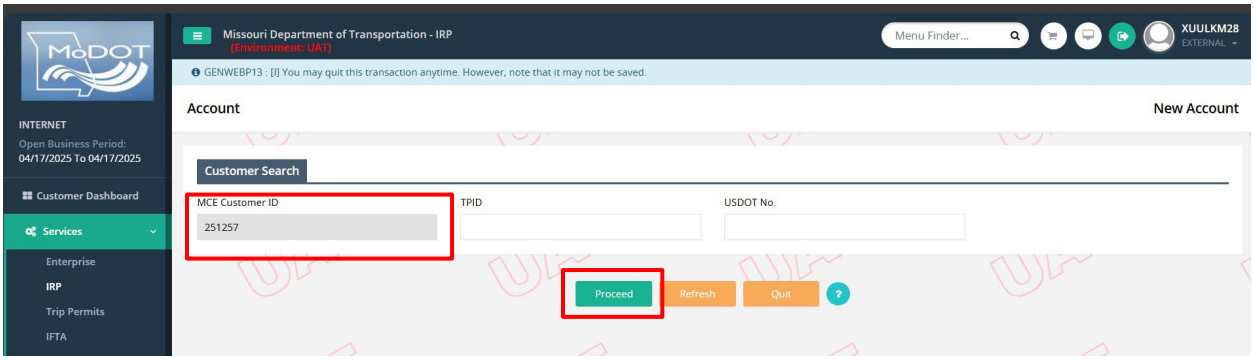


- You will be directed to the carrier’s customer dashboard under that carriers USER ID.

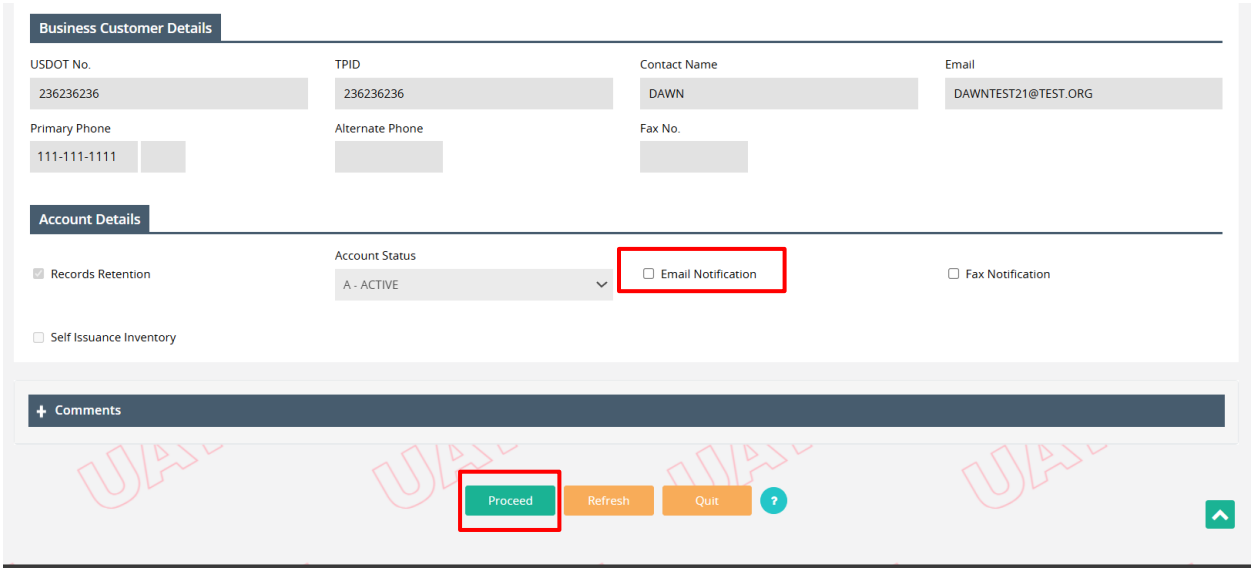
3. Select services on the left-hand side and then select IRP. You will then be directed to the IRP sitemap to select new account.



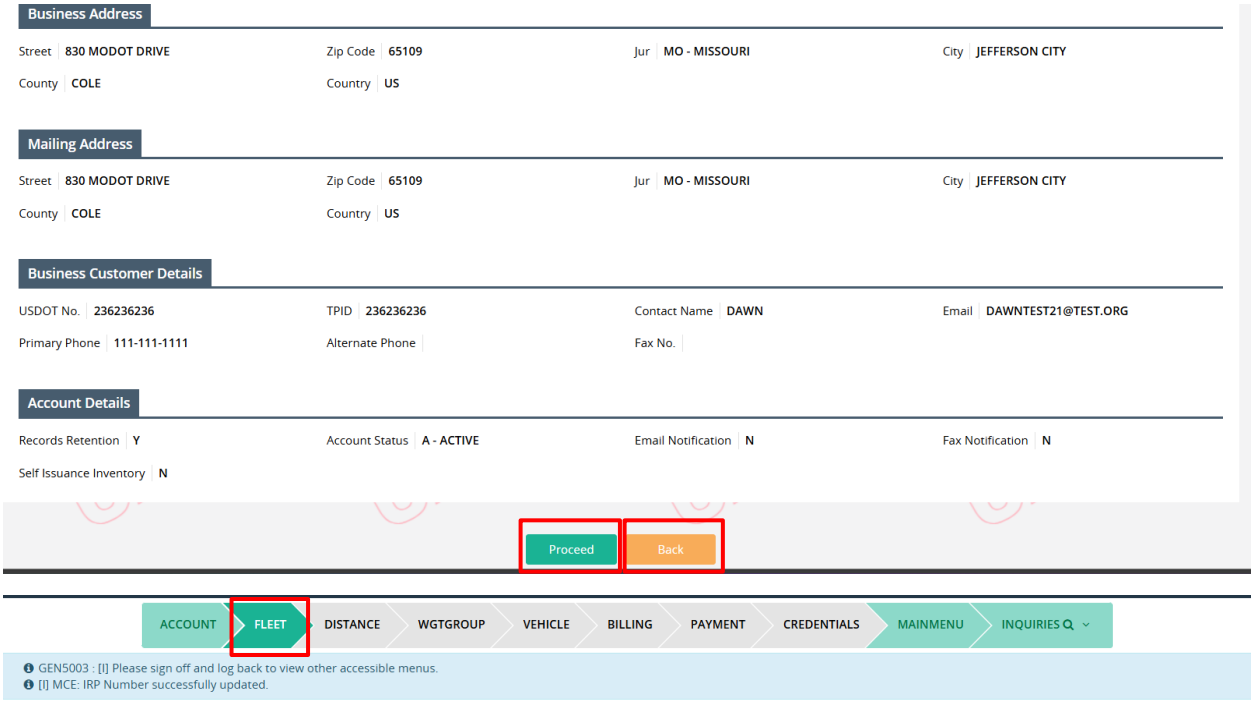
4. The customer id is defaulted and can’t be changed. Select proceed to move forward to the customer details page.



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.



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

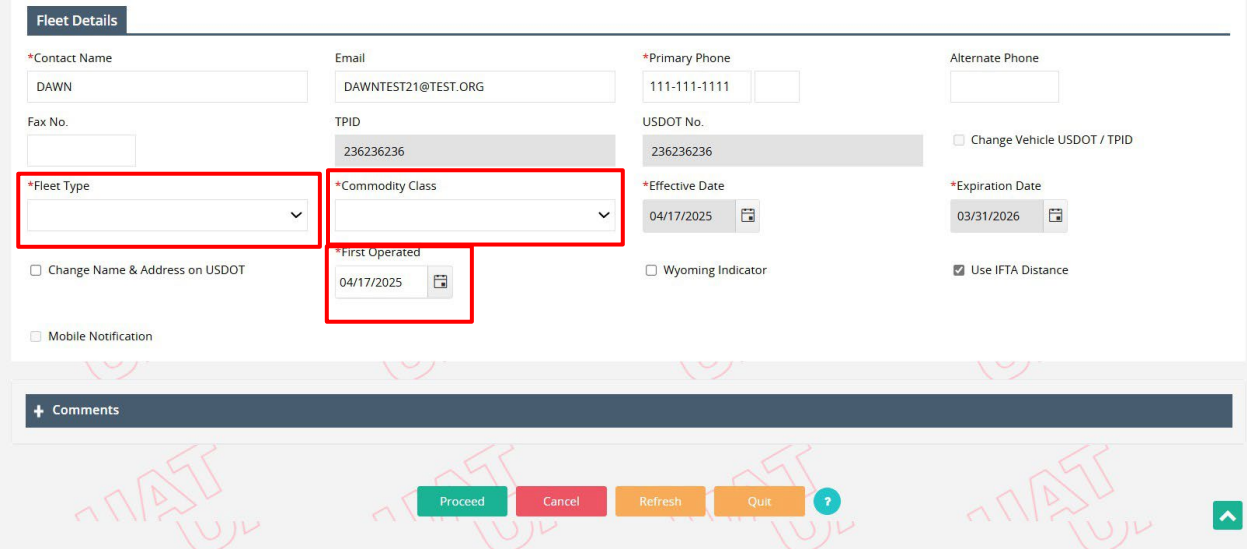


7. On the fleet details page, verify the populated information is correct and then enter in the required information in the white fillable fields.
    - Contact name, email and phone number
    - Fleet Type and commodity class

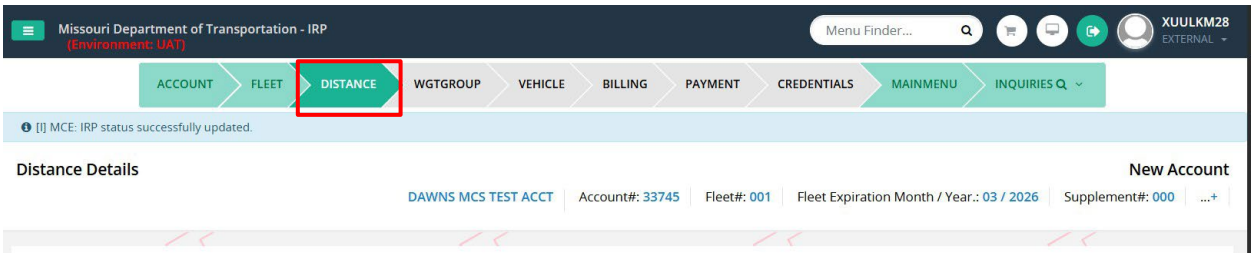
Fleet Type		**Commodity Class**
FHE	For Hire Exempt	Exempt
FHL	For Hire Lease	All, Bus
FHR	For Hire Rental Carrier	All, Exempt
FOR	For Hire	All, Bus, Exempt, Household Goods, Logs
PVR	Private Rental	All, Logs
PVT	Private Carrier	All, Logs

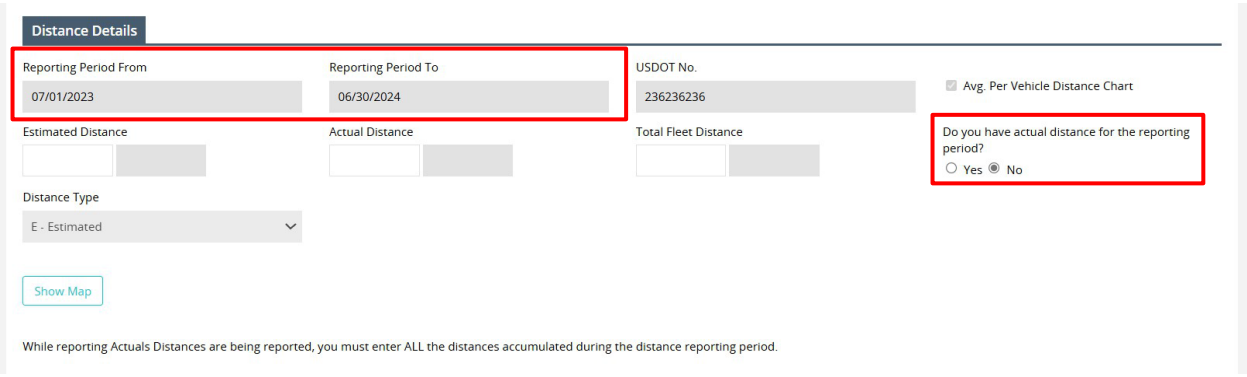
    - First Operated Date – Will default to the current date and can be changed 30 days within the future.

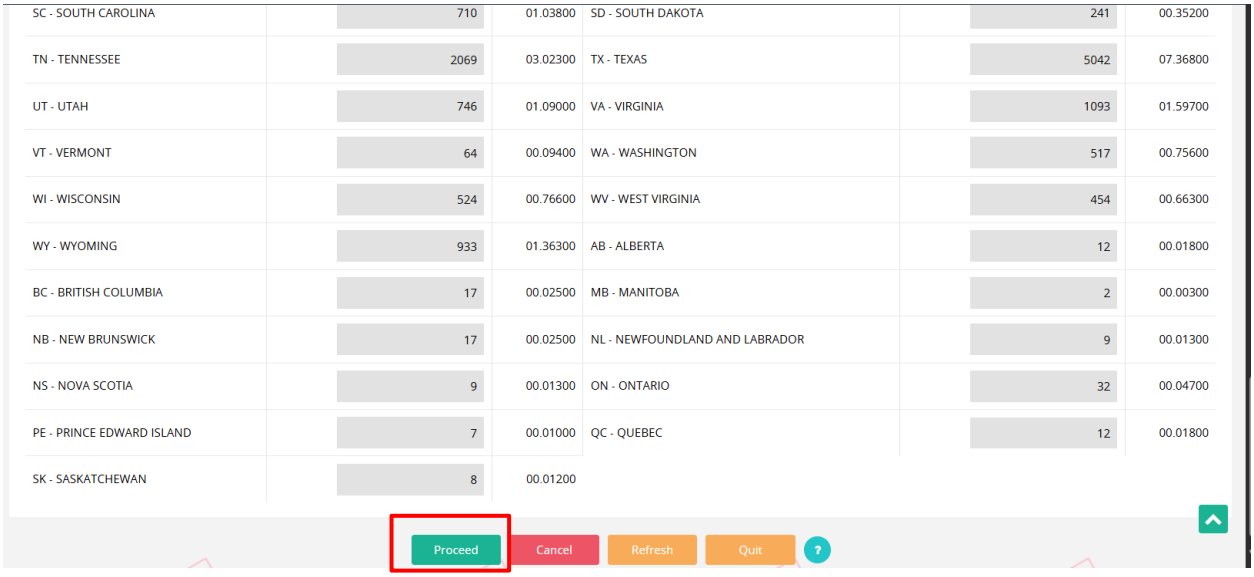
8. Select procced to move to the verification page. Once information is verified, select proceed to move to the distance page



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.

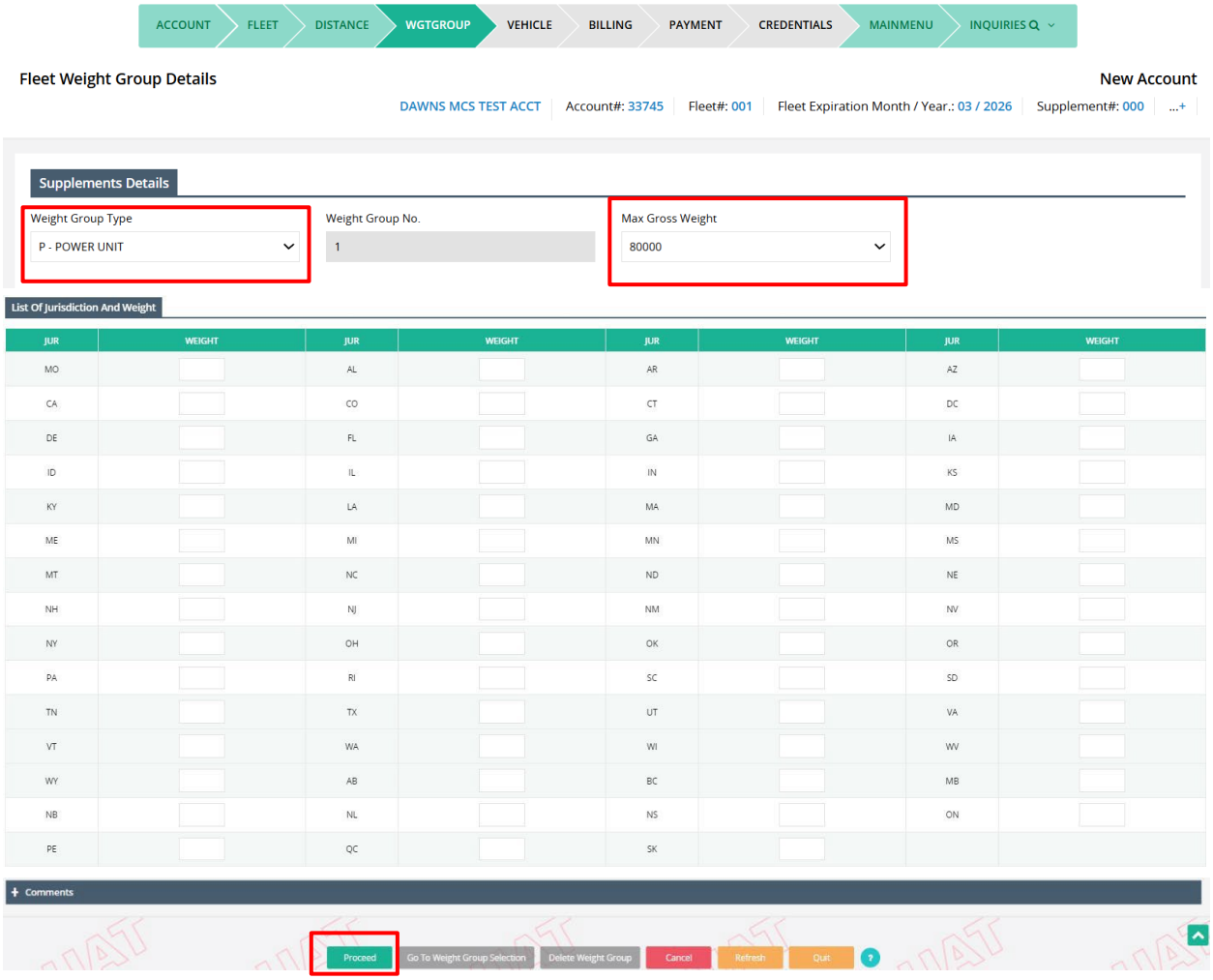




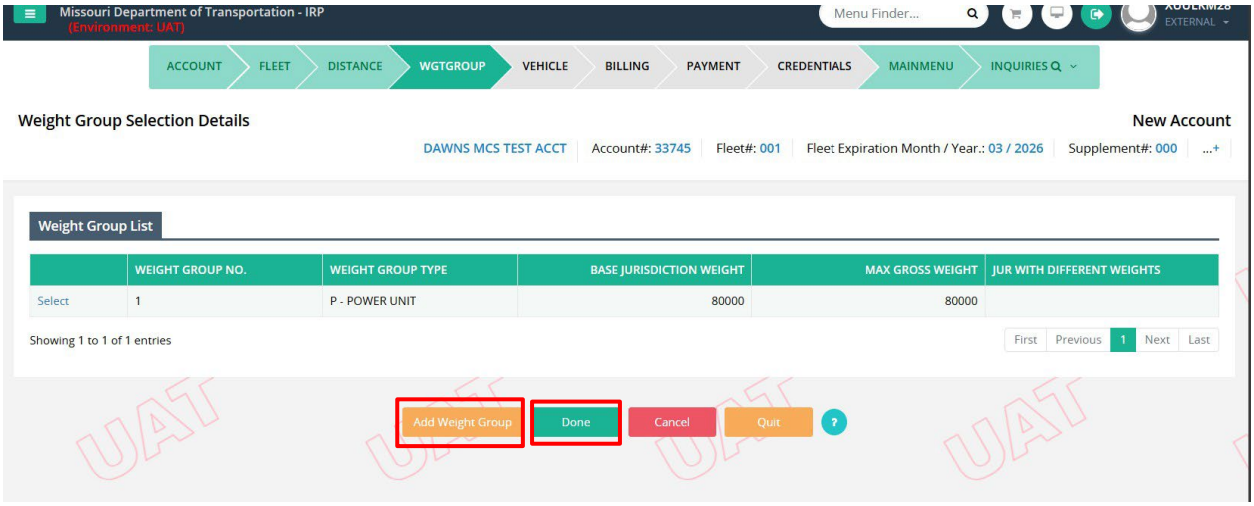


10. Once verification is complete, select proceed to move to the weight group page.
11. IRP Weight Group

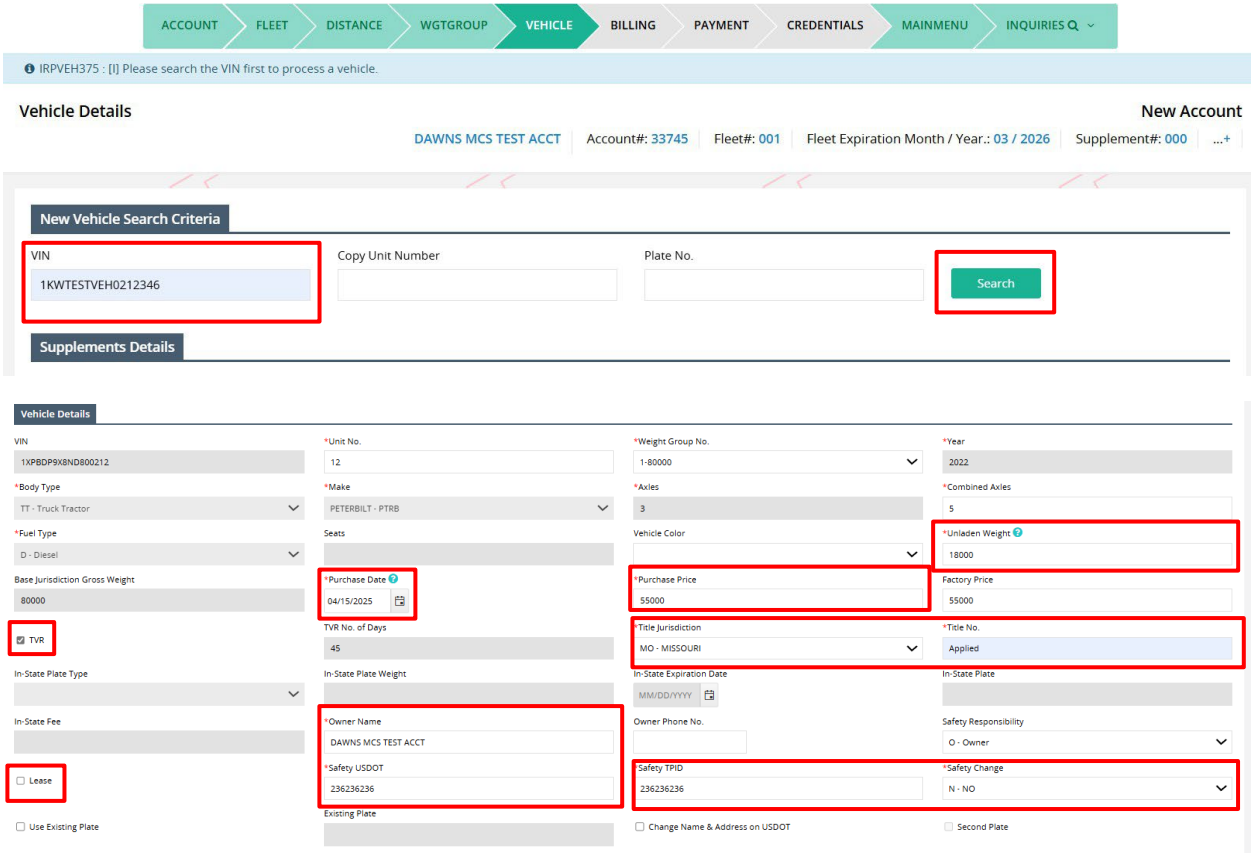
- Missouri has three weight group types: Power Unit, Trailer, and Bus.
- Select the maximum gross weight for the weight group from the drop down. The max gross weight will be the same as the plate weight.
    - If you need increased weights in other jurisdictions, you can enter the requested weight increase 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.



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.

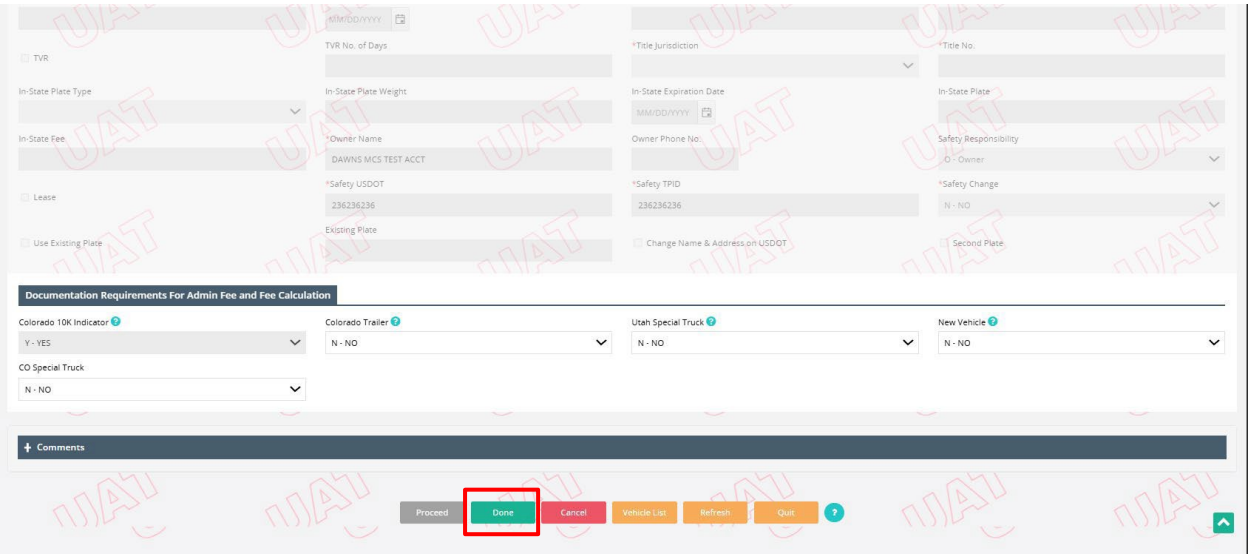


13. On the vehicle details page, enter the full VIN and select search. The system will search the vehicle within a VIN decoder program and complete some of the fields. Enter in the remaining fields that are marked with a red asterisk
    - You will have the option to select the Temporary Vehicle Registration (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.



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.



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.

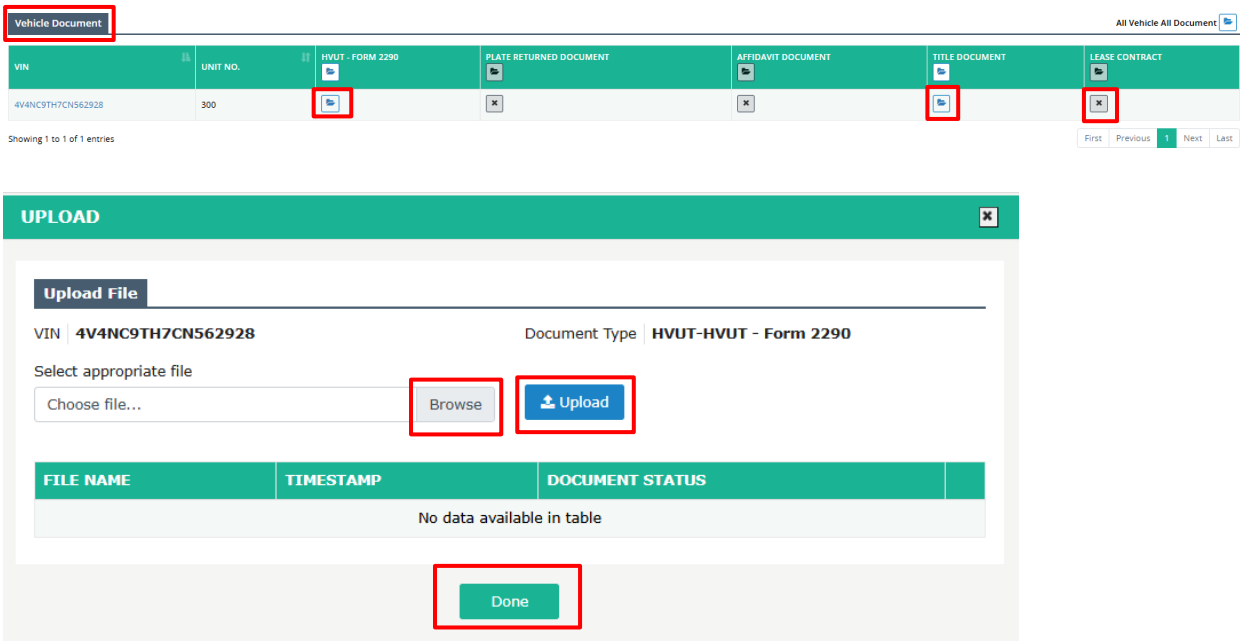
- Select the blue file folder next to the VIN for each document type.
- Click browse

- 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.



Second section – Fleet documents

Fleet Documents Required

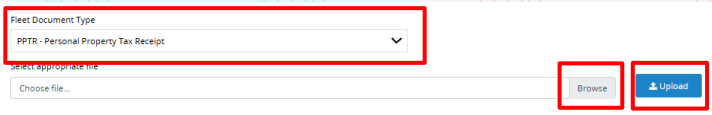
Personal Property Tax Receipt (Trailers excluded from verification)

- 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



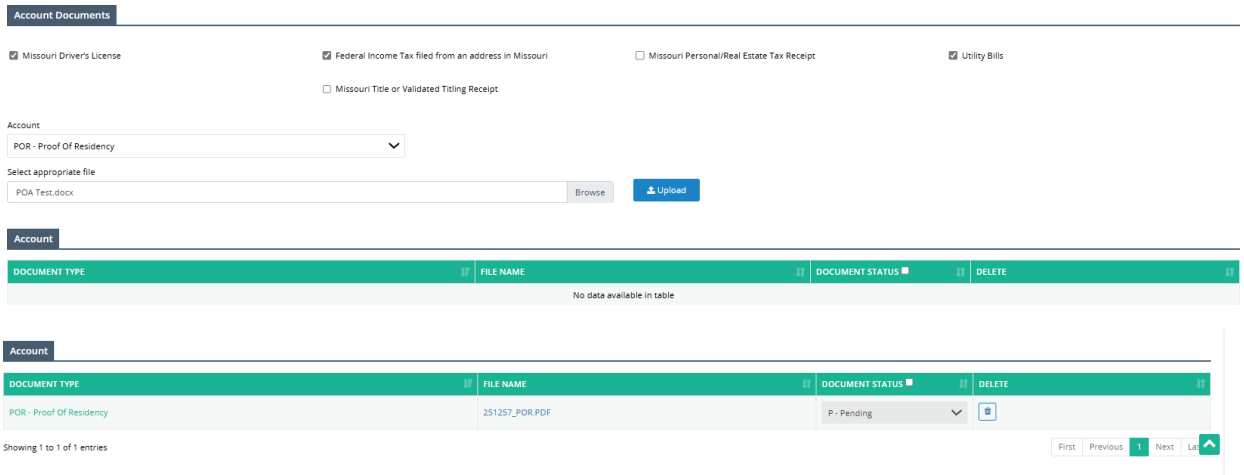
Third Section – Account Documents

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

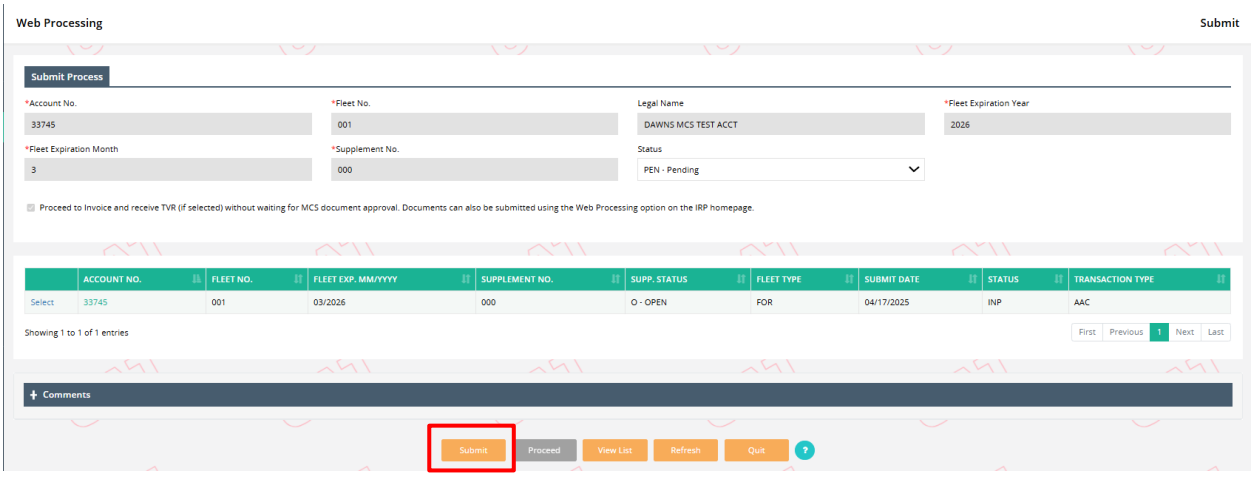
Proof of Residency (PO Box not acceptable)

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

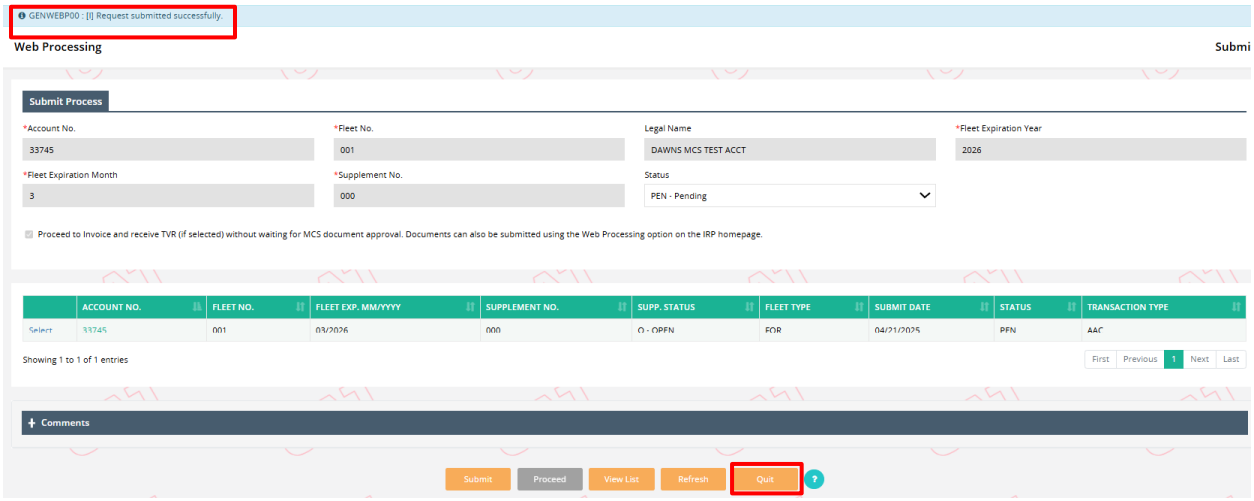


14. Once the correct vehicle documents, fleet documents and proof of residency are uploaded, you will need to select submit. Scroll up above vehicle documents and select submit for MoDOT Motor Carrier Services to review the application.

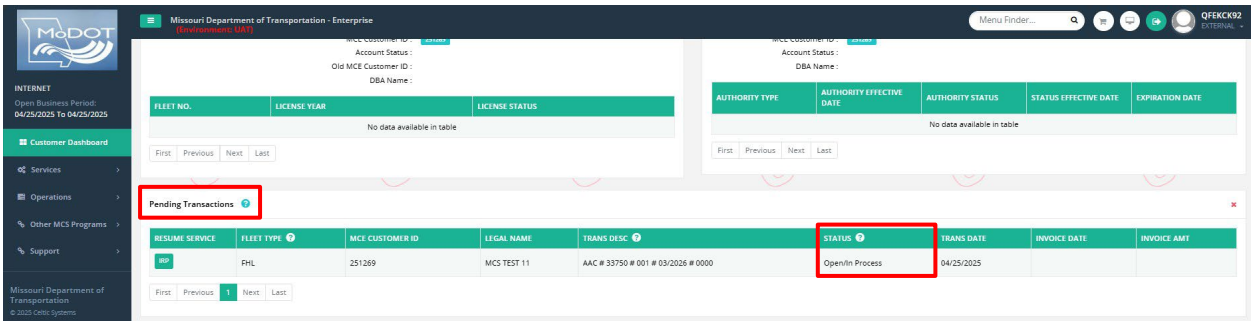


Once you receive the blue message at the top, the application has been submitted to MoDOT Motor Carriers for review. You can select Quit to exit web processing.

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.



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


Missouri Department of Transportation - Enterprise
(Environment: UAT)
Menu Finder...
QFEKCK92
EXTERNAL
INTERNET
Open Business Period:
04/25/2025 To 04/25/2025
Customer Dashboard
Services
Operations
Other MCS Programs
Support
Missouri Department of Transportation
© 2025 Celtic Systems
Account Status :
Old MCE Customer ID :
DBA Name :
FLEET NO.
LICENSE YEAR
LICENSE STATUS
No data available in table
First
Previous
Next
Last
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
MCE CUSTOMER ID
LEGAL NAME
TRANS DESC
STATUS
TRANS DATE
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INVOICE AMT
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251269
MCS TEST 11
AAC # 33750 # 001 # 03/2026 # 0000
Open/In Process
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First
Previous
1
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