

Web Processing External Procedure

Overview:

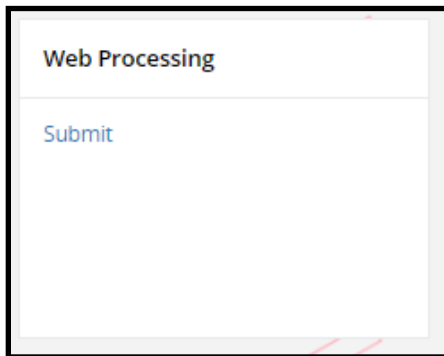
The Web Processing section allows external users to upload documents from within the initial supplement processing or after the supplement has been invoiced. It serves as a centralized location where MCS customers submit their documents to internal agents at MCS who will then access these transactions for review, processing, and approval.

IRP Web Processing

To begin, click submit from the web processing menu tile on the IRP application site map.

This section will cover how to upload vehicle documents for all supplements. For new IRP and IFTA account web processing, move to page 3.

- Credentialing, services – IRP - web processing - submit



- The submit screen will auto populate with the account number.
 - Service Providers will have the option to complete the account number field
- Click view list from the command line without entering any information in the submit process criteria.

Web Processing Submit

Submit Process

*Account No. *Fleet No. Legal Name *Fleet Expiration Year

*Fleet Expiration Month *Supplement No. Status

☐ 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.

+ Comments






- Click the select link for the supplement to upload the required documents.

| | ACCOUNT NO. | FLEET NO. | FLEET EXP. MM/YYYY | SUPPLEMENT NO. | SUPP. STATUS | FLEET TYPE | SUBMIT DATE | STATUS | TRANSACTION TYPE |
|--------|-------------|-----------|--------------------|----------------|--------------|------------|-------------|--------|------------------|
| Select | 31444 | 001 | 09/2023 | 000 | I - INVOICED | FOR | 11/16/2022 | INP | RWC |

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click the file folder for the document you wish to upload.

| Vehicle Document | | | | | | | All Vehicle All Document |
|------------------|----------|---|---|---|---|---|--------------------------|
| VIN | UNIT NO. | HVUT - FORM 2290 | PLATE RETURNED DOCUMENT | AFFIDAVIT DOCUMENT | TITLE DOCUMENT | LEASE CONTRACT | |
| 3AKJGLD55ESH3095 | 12 |  |  |  |  |  | |

- Click browse to select the file to be uploaded, then click the upload button. Click done when ready to close the pop-up window.
 - Only upload one file at a time
 - Ensure the file size is less than 4 MB
 - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded
 - Up to 4 files can be uploaded for a specific document type






- Click submit once all documents are uploaded to submit the supplement to MoDOT for review and processing. This will change the queue status of the supplement to pending.

New IRP Account Web Processing

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

1. First section vehicle documents.

The required documents will be indicated by blue file folders.

| Vehicle Document | | | | All Vehicle All Document | | | |
|-------------------|----------|---|---|---|---|---|--|
| VIN | UNIT NO. | HVUT - FORM 2290 | PLATE RETURNED DOCUMENT | AFFIDAVIT DOCUMENT | TITLE DOCUMENT | LEASE CONTRACT | |
| 3AKJGLD5SE5FH3095 | 12 |  |  |  |  |  | |






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 sign over titles or salvage titles.

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

| 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

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

UPLOAD

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

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.

2. 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.
- Whether a vehicle will be listed or not on the prior year's tax receipt is determined by the Purchase or Lease date.
 - The purchase or lease date can both be located by using Vehicle Supplement Inquiry. The lease date is when the vehicle was first added onto the account.
 - If the purchase or lease date of the vehicle is older than Jan 01 of the previous year, then it is required.
- Trailers do not have to be verified.
- A county issued waiver may be submitted if the carrier has not been assessed any property tax.
- An Affidavit Affirming No Missouri Distance Traveled may be submitted as well.

- 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.

Fleet Document Type
PPTR - Personal Property Tax Receipt

Select appropriate file
Choose file...

Browse Upload

3. Third Section – Account Documents

You must checkmark three proofs of residency. All three proofs of residency must be 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 Tinting Receipt

Account
POR - Proof Of Residency

Select appropriate file
POA Test.docx

Browse Upload

Account

| DOCUMENT TYPE | FILE NAME | DOCUMENT STATUS | DELETE |
|----------------------------|-----------|-----------------|--------|
| No data available in table | | | |

Account

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

Showing 1 to 1 of 1 entries

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- Click the submit button once the requested documents are uploaded to submit the supplement to MoDOT for review and processing.

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, your application has been submitted to MoDOT Motor Carriers for review. You can select Quit at the bottom of the page

Once the application is reviewed and approved, you will receive an email with your invoice. The 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 | 04/17/2025 | PPN | 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 your customer dashboard under pending transaction.

New accounts will be reviewed and approved prior to getting an invoice.


NOTE: External users can only pay Invoiced supplements with a queue status of "In Process" or "Approved".

If documents were rejected and the user is trying to upload the correct documents, they must first delete the previously uploaded document.

- Click on the trash can icon for the document needing deleted.

| Vehicle Document | | | |
|-------------------|----------|------------------|---|
| VIN | UNIT NO. | HVUT - FORM 2290 | PROPERTY TAX |
| 1XP4D49X9HD348055 | 1XP | |  |

- This will open a pop-up window, click on the trash can icon one more time.

| FILE NAME | TIMESTAMP | DOCUMENT STATUS | |
|--|------------------------|-----------------|---|
| 31444_1_2023_9_0_1XP4D49X9HD348055_1_PTV.PDF | 11/17/2022 07:50:26 AM | P - Pending |  |

- Once the document has been removed, click done to close the pop-up window.
- Now click the file folder for the document you wish to upload and continue uploading the required documents.
- Once done uploading the documents, click submit to send the supplement for MCS review.

IFTA Web Processing

To begin, click submit from web processing. Menu tile on the IFTA application site map.

- Credentialing, services - IFTA - web processing - submit

Web Processing

Submit

The submit screen will auto populate with the account Number.

- Service Providers will have the option to complete the customer ID number field.

There is a checkbox on this page which says, “Tax Return”. The user must check this box before clicking on “View List”.

- Click view list from the command line without entering any information in the submit process criteria

Submit Process

| | | | |
|-----------------------------|-------------------------|---------------------------------------|--|
| *MCE Customer ID 251352 | Fleet No. | Legal Name TEST RENEE TRUCKING LLC | DBA Name |
| License Year | Supplement No. | *Return Year | *Return Quarter |
| *Amendment No. | Status PEN - Pending | *Fuel Type | <input checked="" type="checkbox"/> Tax Return |
| License Type IFTA - IFTA | Location No. | | |

+ Comments

Submit View List Refresh Quit ?

- Select the pointer finger to enter the tax return requiring document upload.

+ Comments

| | EXEMPTION LETTER | MCE CUSTOMER ID | FLEET NO. | RETURN YEAR | RETURN QUARTER | FUEL TYPE | AMENDMENT NO. | SUBMIT DATE | STATUS | APPLICATION |
|--|------------------|-----------------|-----------|-------------|----------------|-----------|---------------|-------------|--------|-------------|
| | | 251352 | 001 | 2025 | 1 | DSL | 000 | 05/20/2025 | INP | F |

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First Previous 1 Next Last

Submit View List Refresh Quit ?


- Select the pointer finger to expand the document type and upload function.
- From here, the user can specify the document type to be any of the available options.
- Click “Browse” to locate your document in the popup window, double click the file, then click upload.
 - Only 1 document can be uploaded for each document type
 - Multiple document types may be necessary to upload the requested documents
 - Ensure the file size is less than 4 MB
 - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded
- This will submit the return to MCS for internal agents to review the return.

Web Processing Submit

Submit Process

| | | | |
|-----------------------------|-------------------------|---|-------------------------------------|
| *MCE Customer ID 241467 | Fleet No. 001 | Legal Name MCS MODOT TEST ACCOUNT LI | DBA Name |
| License Year | Supplement No. | *Return Year 2022 | *Return Quarter 4 |
| *Amendment No. 1 | Status PEN - Pending | *Fuel Type DSL - DIESEL | <input type="checkbox"/> Tax Return |
| License Type IFTA - IFTA | Location No. | | |

+ Comments

| EXEMPTION LETTER | MCE CUSTOMER ID | FLEET NO. | RETURN YEAR | RETURN QUARTER | FUEL TYPE | AMENDMENT NO. | SUBMIT DATE | STATUS | APPL |
|---|-----------------|-----------|-------------|----------------|-----------|---------------|-------------|--------|------|
|  | 241467 | 001 | 2022 | 4 | DSL | 001 | 03/17/2023 | PEN | F |

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Document Type: BULKSTOR - Bulk Storage Rec

Select appropriate file: Choose file... Browse Upload

Documents

| DOCUMENT TYPE | FILE NAME | DELETE |
|----------------------------|-----------|--------|
| No data available in table | | |

Showing 0 to 0 of 0 entries

First Previous Next Last

Submit View List Refresh Quit

New IFTA Account Web Processing

Under documents type from the drop-down list, select the required document

- Select Proof of registration
- Select browse and locate the file you wish to attach and double click the file name.
- Select Upload.

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

Submit Process

| | | | |
|-----------------------------|-------------------------|-------------------------------|-------------------------------------|
| *MCE Customer ID 251270 | *Fleet No. 001 | Legal Name MCS TEST 15 LLC | DBA Name |
| *License Year 2025 | *Supplement No. 0 | Return Year | Return Quarter |
| Amendment No. | Status PEN - Pending | Fuel Type | <input type="checkbox"/> Tax Return |
| License Type IFTA - IFTA | Location No. | | |

+ Comments

| EXEMPTION LETTER | MCE CUSTOMER ID | FLEET NO. | FUEL TYPE | SUPPLEMENT NO. | SUBMIT DATE | STATUS | APPLICATION |
|------------------|-----------------|-----------|-----------|----------------|-------------|--------|-------------|
| DOC1 - POA | | 001 | | 000 | 04/25/2025 | INP | F |

DOC2 - Verification File for Supporting Documents

DOC3 - Proof of Registration

DOC1 - POA

Select appropriate file

Choose file... Browse

Upload

You know your document was uploaded successfully when you can view the file name under the document section. If you realize you have uploaded the wrong document, you can click on the trash can icon by the file you wish to delete and then upload the correct document.

Documents

| DOCUMENT TYPE | FILE NAME | DELETE |
|------------------------------|----------------------------|--------|
| DOC3 - Proof of Registration | 251270_1_2025_0_0_DOC3.PDF | |

Showing 1 to 1 of 1 entries

Submit View List Refresh Quit

Once all documents are uploaded, select submit for MoDOT Motor Carrier Services to review. Your New IFTA application will remain in an open status during the review process. Watch for an email notification indicating any required/corrections, or that the application has been approved. Credentials will be issued via mail.

Documents

| DOCUMENT TYPE | FILE NAME | DELETE |
|------------------------------|----------------------------|--------|
| DOC3 - Proof of Registration | 251270_1_2025_0_0_DOC3.PDF | |

Showing 1 to 1 of 1 entries

Submit View List Refresh Quit

You can check the status from your customer dashboard under pending transaction.

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