OPA Renewal Procedures

External Procedure

Overview

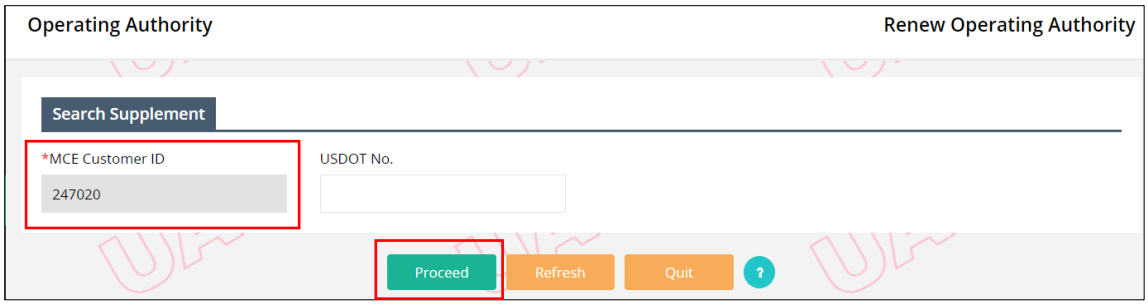
Motor Carriers who hold Missouri Intrastate Authority and do not operate in Interstate Commerce are required to renew their Missouri Intrastate Authority annually. The renewal consists of issuance of a certificate and decal at $10 per decal. This is done by filing electronically through www.modot.org/MCE by December 31st of every year.

Regulation

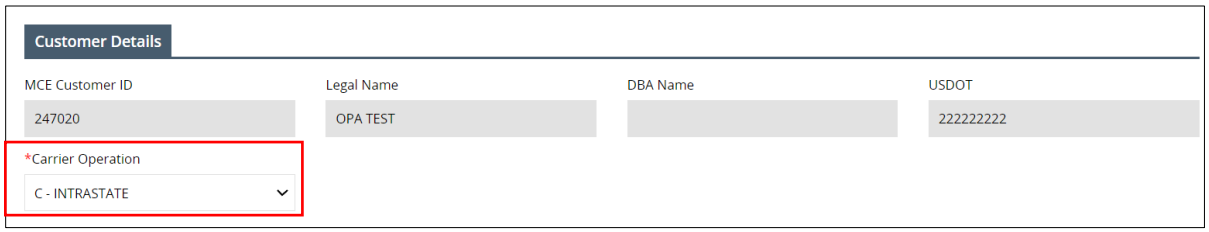
7 CSR 265-10 (3) Expiration of Regulatory Licenses. All annual regulatory licenses issued pursuant to this rule shall be effective from January 1 through December 31 of the year for which they are issued, and shall expire at 12:01 A.M. on the first day of January in the next year succeeding the year for which they were issued. Seventy-two (72) hour licenses expire seventy-two (72) hours from the issued time of the license.
(5) Failure to Purchase an Annual License—The commission may immediately suspend the intrastate authority of the motor carrier in accordance with the commission's applicable procedures for suspension, for failure to purchase an annual license. Any further operation by the motor carrier of any motor vehicle upon the public highways in this state shall be unlawful until compliance with this rule and a reinstatement by the commission has been issued.
7 CRS 265-10.030 Insurance.
(1) Proof of Coverage and Minimum Limits of Public Liability for Intrastate Carriers. Every motor carrier operating any motor vehicle in intrastate commerce by authority of the commission shall at all times have on file with and approved by the commission proof of public liability insurance or bond for the limits of liability as required by the commission. The proof of public liability insurance shall state that the insurer has issued to the motor carrier a policy of insurance which by endorsement provides automobile bodily injury and property damage liability insurance covering the obligations imposed upon the motor carrier by the provisions of the laws of this state. A completed and executed endorsement shall be attached to the public liability insurance policy and form a part of it and amends the insurance policy to which it is attached to assure compliance with this rule by the motor carrier. A true copy of the insurance policy with the endorsement attached shall be maintained at the motor carrier's principal place of business and produced upon request for inspection by the commission. An executed surety bond may be accepted in lieu of a certificate of public liability insurance.

Process

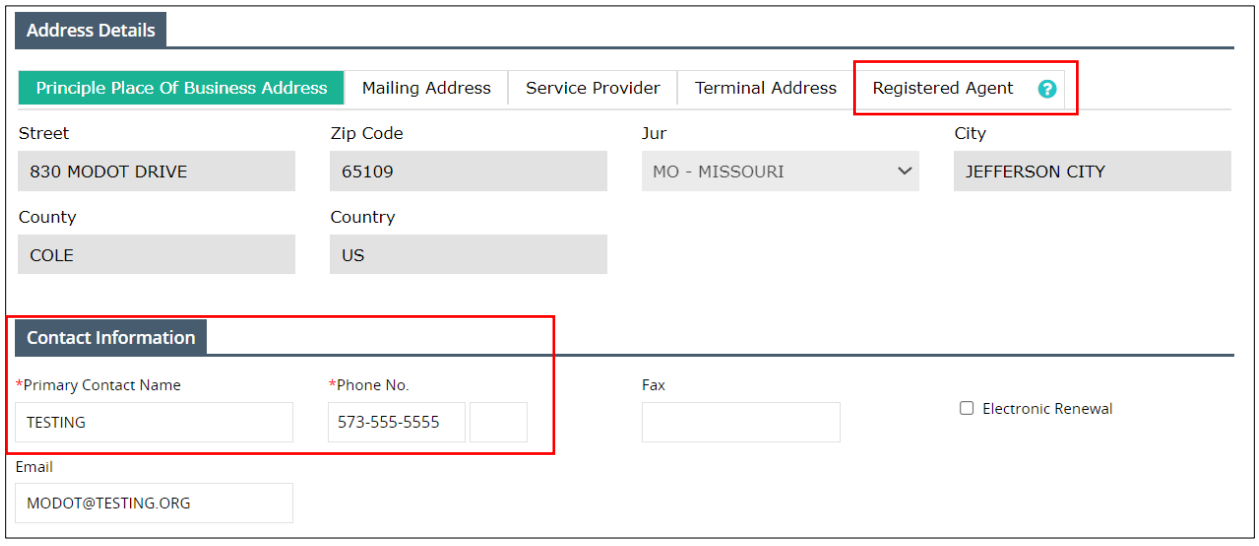
- In the credentialing system under services select OPA/Housemover.
- Select renew operating authority.
    - On the supplement search screen, the MCE customer ID is prepopulated. Select proceed to view the search results.



- On the account screen under the customer details, the carrier operation should show Intrastate.



- On the account screen, the customer name and principle place of business address will prepopulate and is protected.
    - If this information needs to be updated, email Motor Carrier Services a name and address change form. contactmcs@modot.gov
- Registered agent and contact information will need to be updated if applicable.



- Select proceed to view the verification page and then proceed again if all information is correct.

- The Operating Authority screen will list the operating authority details and active authorities. This is prepopulated from the previous year.

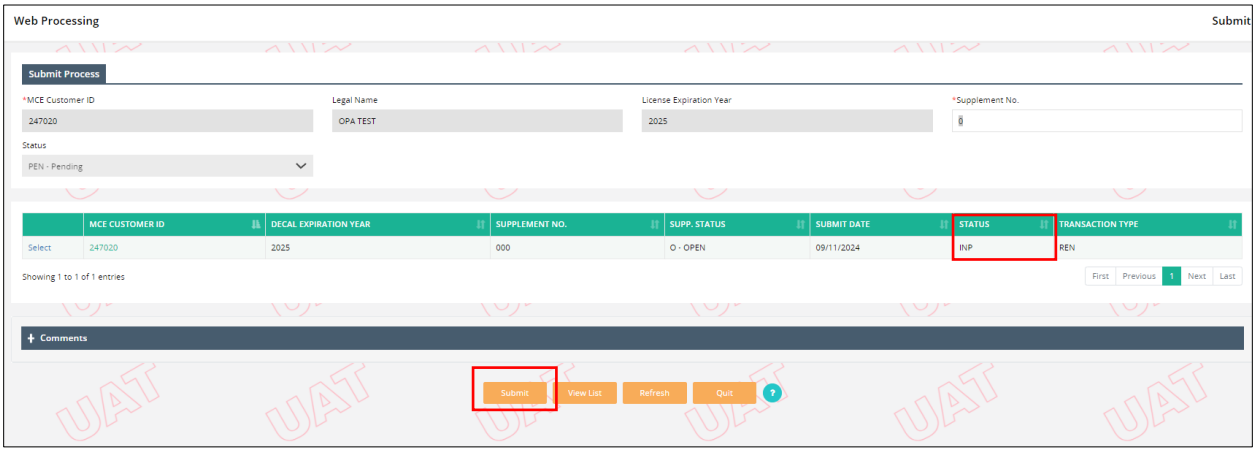
- Enter the number of door decals or window decals (6-12 passenger vehicles only) required.



- Comments – add any comments, if necessary.
- Select Proceed to view the verification screen and proceed again to web processing.

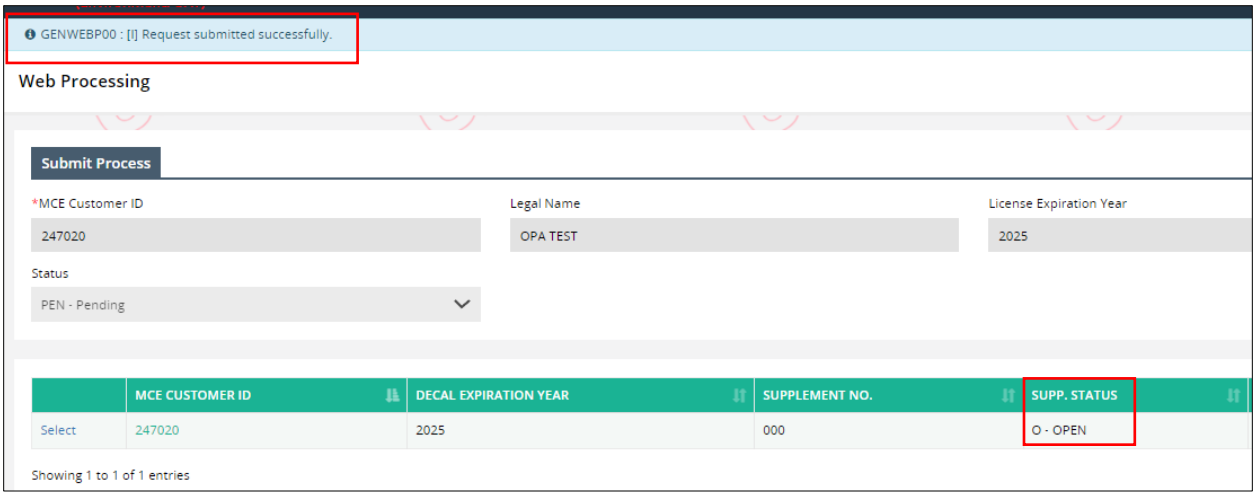
Web Processing

Select submit on the web processing page to update the status from in process to pending. This will send the renewal for internal review prior to payment.



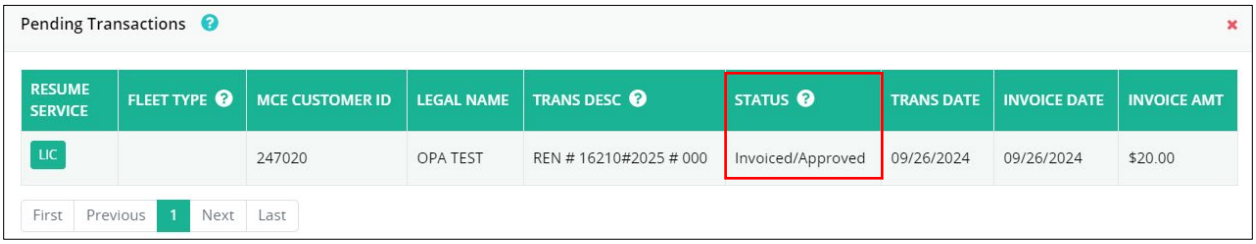
Once the renewal has been submitted, the user will receive a message at the top left-hand corner indicating that the “request submitted successfully”.

- The renewal will be left open until reviewed internally.

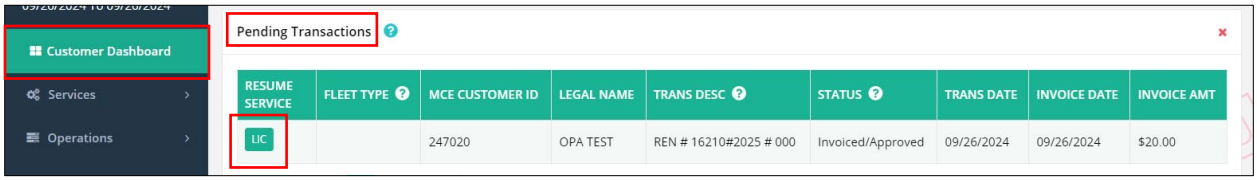


Billing:

- The supplement status is set to approved or action required.
    - Invoice will generate once status is changed to approved.



- The user will receive an email with their invoice once the renewal is approved.
- On the customer dashboard the user will resume services under pending transactions to proceed to billing.
- Select LIC under pending transactions.



- Review the fee details and select proceed on the billing page to get to payment screen.