

# New IRP Account External 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.

## IRP Requirements

You are required to have apportioned plates if you operate in two or more jurisdictions and your vehicle(s) meet one or more of the following requirements:

- the power unit licensing weight is 26,001 lbs., or heavier;
- the power unit has more than two axles regardless of licensed weight;
- the power unit is used in combination and the said combination is 26,001 lbs. or heavier; or
- the power unit performs commercial intrastate movements in another jurisdiction other than Missouri, regardless of licensed weight.

## Forms Needed

- Secretary of State Corporation or Fictitious Name papers (if applicable)
- Title or validated titling receipt
- Lease agreement, if vehicle is leased
- Heavy highway vehicle use tax receipt (IRS-form 2290) for power units being licensed at 55,000 lbs. or higher
- Missouri county personal property tax receipt or tax waiver for the prior tax year
- Actual miles traveled in each jurisdiction, during current reporting period, with an apportioned plate regardless of the base jurisdiction.

## Process

1. On the MoDOT Carrier Express webpage, enter in the User ID and password and click on the “Log In” Button.



⚠ 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.

- From the landing pad, click on the credentiaing button. This will bring you to your customer dashboard.



Welcome to MoDOT Carrier Express!

Programs

Oversize/Overweight

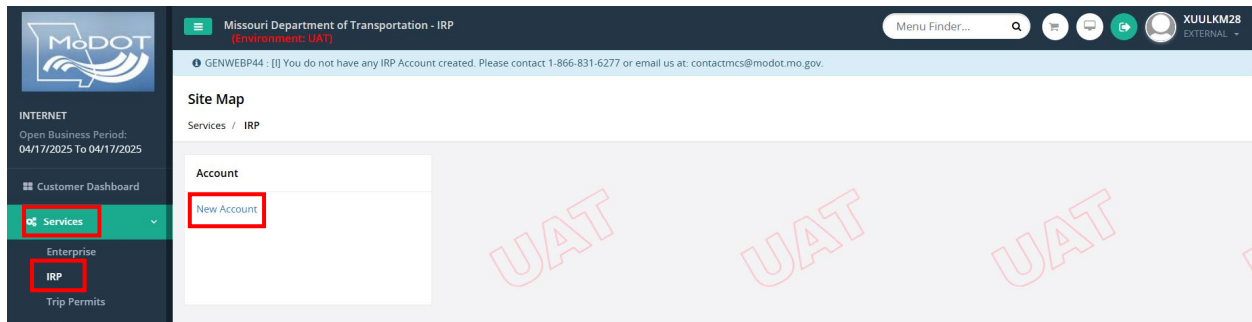
Credentiaing

Haz Waste/Waste Tire

Account Management

☒ My customer profile

- From the customer dashboard 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 customer id is defaulted and can't be changed. Select proceed to move forward to the customer details page.

- 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.

- 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

Proceed

Back

7. On the fleet details page verify the populated information is correct and then enter in the required information in the white fillable fields.
8. Select proceed to move to the verification page. Once the information is verified, select proceed to move to the distance page.
  - 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 be changed 30 days within the future.

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

?

9. On the distance page, the distance is defaulted to estimated distance. If you have actual apportioned mileage for the reporting period, select the yes radio button and enter in your actual distance by state. Once the distance is entered, select proceed to move to the verification page.

Missouri Department of Transportation - IRP

(Environment: UAT)

Menu Finder...

XUULKM28

EXTERNAL

ACCOUNT

FLEET

DISTANCE

WGTGROUP

VEHICLE

BILLING

PAYMENT

CREDENTIALS

MAINMENU

INQUIRIES Q

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

Do you have actual distance for the reporting period?

☐ Yes
☒ No

Distance Type

E - Estimated

Show Map

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

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Updated: May 8, 2025

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
^

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

## 10. 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 your 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 plate weights.
- 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

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

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

11. On the weight group selection details page, additional weight group 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)
Menu Finder...

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES

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
First
Previous
1
Next
Last

Add Weight Group
Done
Cancel
Quit

12. On the vehicle details page, enter the full VIN and select search. The system will search your 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 your 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 your 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 your Motor Carrier Responsible for Safety (MCRS). You will indicate yes or no if that MCRS is expected to change within your current registration period.

ACCOUNT FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

IRPVEH375 : [1] 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 <input style="width: 95%;" type="text" value="1XPBBDP9X8ND800212"/>	*Unit No. <input style="width: 95%;" type="text" value="12"/>	*Weight Group No. <input style="width: 95%;" type="text" value="1-80000"/>	*Year <input style="width: 95%;" type="text" value="2022"/>
*Body Type <input style="width: 95%;" type="text" value="TT - Truck Tractor"/>	*Make <input style="width: 95%;" type="text" value="PETERBILT - PTRB"/>	*Axles <input style="width: 95%;" type="text" value="3"/>	*Combined Axles <input style="width: 95%;" type="text" value="5"/>
*Fuel Type <input style="width: 95%;" type="text" value="D - Diesel"/>	Seats <input style="width: 95%;" type="text"/>	Vehicle Color <input style="width: 95%;" type="text"/>	*Unladen Weight <input style="width: 95%;" type="text" value="18000"/>
Base Jurisdiction Gross Weight <input style="width: 95%;" type="text" value="80000"/>	*Purchase Date <input style="width: 95%;" type="text" value="04/15/2025"/>	*Purchase Price <input style="width: 95%;" type="text" value="55000"/>	Factory Price <input style="width: 95%;" type="text" value="55000"/>
<div style="border: 1px solid #00728f; padding: 2px;"> <input checked="" type="checkbox"/> TVR         </div>	TVR No. of Days <input style="width: 95%;" type="text" value="45"/>	*Title Jurisdiction <input style="width: 95%;" type="text" value="MO - MISSOURI"/>	*Title No. <input style="width: 95%;" type="text" value="Applied"/>
In-State Plate Type <input style="width: 95%;" type="text"/>	In-State Plate Weight <input style="width: 95%;" type="text"/>	In-State Expiration Date <input style="width: 95%;" type="text"/>	In-State Plate <input style="width: 95%;" type="text"/>
In-State Fee <input style="width: 95%;" type="text"/>	*Owner Name <input style="width: 95%;" type="text" value="DAWNS MCS TEST ACCT"/>	Owner Phone No. <input style="width: 95%;" type="text"/>	Safety Responsibility <input style="width: 95%;" type="text" value="O - Owner"/>
<div style="border: 1px solid #00728f; padding: 2px;"> <input type="checkbox"/> Lease         </div>	*Safety USDOT <input style="width: 95%;" type="text" value="236236236"/>	Safety TPID <input style="width: 95%;" type="text" value="236236236"/>	*Safety Change <input style="width: 95%;" type="text" value="N - NO"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> Second Plate

Click proceed to display the verification page, once verification is complete, select proceed to get to the vehicle details page.

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.

### 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 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.
- 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.
  - 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

### 3. 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 Tiding 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

First

Previous

1

Next

Last

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

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 to exit web processing.

Once the application is reviewed and approved, you will receive an email with your invoice. Supplement will remain in an open status until MoDOT Carrier Services approves and emails a copy of the invoice.

GENWEBP00 - [i] 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 your customer dashboard under pending transactions.



Missouri Department of Transportation - Enterprise  
(Environment: 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

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

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

First Previous Next Last

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	INVOICE DATE	INVOICE AMT
SEP	PHL	251269	MCS TEST 11	AAC # 33750 # 001 # 03/2026 # 0000	Open/In Process	04/25/2025		

First Previous 1 Next Last