New IFTA Account
External Procedure

Overview

Carriers who qualify for IFTA must apply for an account with MoDOT 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 System.

IFTA Requirements

You are required to have an IFTA license if you operate in two or more jurisdictions and the power unit:

- Has two axles and a gross vehicle weight or registered gross vehicle weight of 26,001 lbs. or heavier.
- Has three or more axles regardless of weight; or
- Is used in combination and the said combination is 26,001 lbs. or heavier.

Supporting Documents needed

Carriers must have a Missouri-issued license plate. If their company is incorporated and/or operates under a fictitious name, it must be properly registered with Missouri Secretary of State's Office at www.sos.mo.gov before submitting an IFTA application.

Process

1. On the MoDOT Carrier Express webpage, enter in the User ID and password and click on the "Log In" Button.
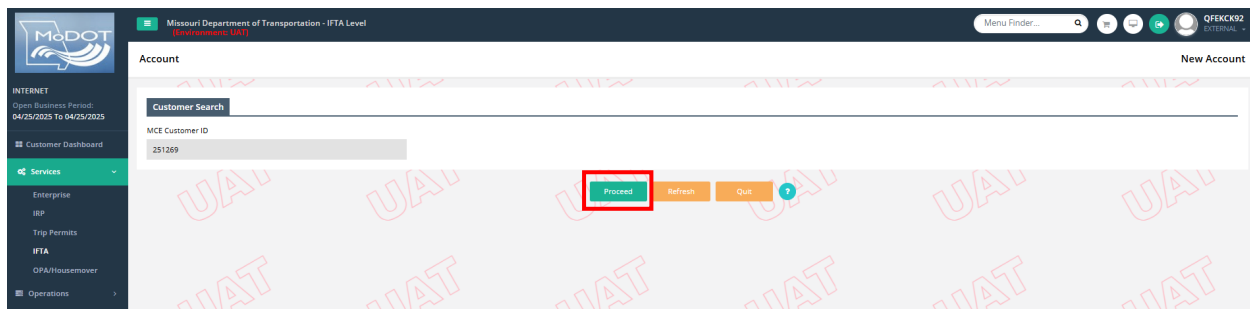
2. From the landing pad, click on the credentialing button. This will bring you to your customer dashboard.
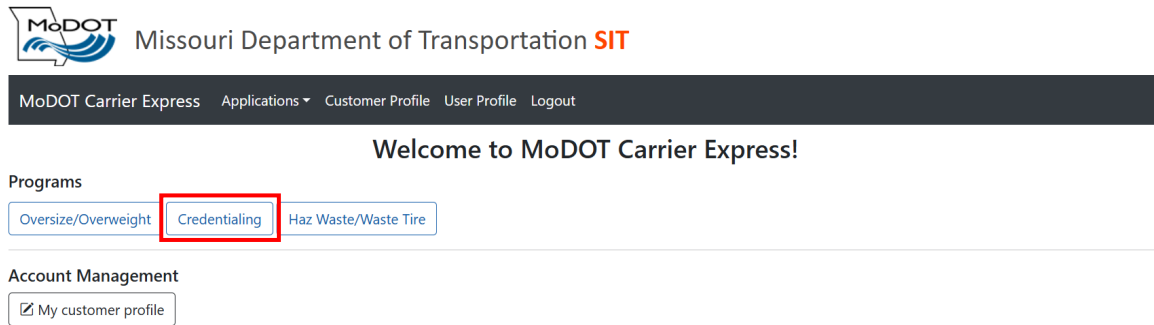
3. From the customer dashboard, select services on the left-hand side and then select IFTA. You will then be directed to the IFTA sitemap where you can select new account.
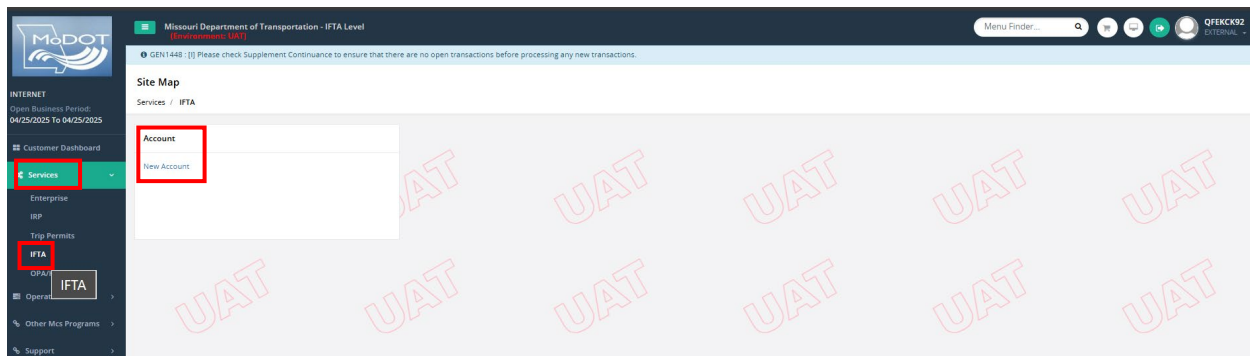
4. The account number will default. Click proceed to move forward to the account page.

5. On the account page, verify the information is correct. If the account information is incorrect, contact our office for further assistance.

6. Click proceed to move to the verification page. Once verification is complete, click proceed to move forward to the license details page.

7. On the license details page, verify the auto populated information is correct. In the license details section complete the white fillable fields.
   - All fields marked with a red asterisk need to be completed.

- License effective date can be futured dated up to 30 days.
- Review contact information for accuracy
- Checkmark the "Application Signed" box
- Address defaults and can not be changed.
- Under operation info – fuel type, select all applicable fuel type.
- Select the applicable plate type – If plate type other than apportioned is checked, you will need to upload a copy of the plate registration.
- Number of IFTA decals sets required – number of qualified vehicles needing decals.

8. If an error message appears indicating the number of decal sets required does not match with the system, leave a comment and proceed to move to the verification.
   - The number of decals issued must reconcile with the number of trucks licensed and will be subject to audit.

| ACCOUNT | LICENSE | JURISDICTION | BILLING | PERMIT | PAYMENT | CREDENTIAL | MAINMENU | INQUIRIES Q ∨ |

⊗ IFTAWEBP07 : [E] No. of IFTA Decal Sets Required does not match with the system allowance decal limit [0]. Comment is required with valid reason.

License Details   **New Account**

MIDWEST MCS HAULING LLC | MCE Customer ID: 251403 | Fleet#: 001 | License Year: 0 | Supplement#: 0 | ...+

— Comments

Comment

Explanation for the number of decals.

[Add/Update Comment] [Clear Comment]

[Proceed] [Cancel] [Refresh] [Quit] [?]

9. Once verification is complete click proceed to move forward to the jurisdiction page.

+ IRP Information

[Proceed] [Back]

10. If you have bulk storage located in Missouri, click on the bulk checkbox. If your bulk storage is outside of Missouri, you will select the jurisdiction where the bulk storage is located from the drop-down list and then click on the add button.

- If there is no bulk storage, proceed to verification page.

| LICENSE | JURISDICTION | MAINMENU | INQUIRIES Q ∨ |

Jurisdiction   **Update License**

MCS TEST 15 LLC | MCE Customer ID: 251270 | Fleet#: 001 | License Year: 2025 | Supplement#: 0 | ...+

Jurisdiction Details

Jurisdiction List
--Select--

Jurisdiction

☑ Bulk Storage

[Add]

[Show Map]

☐	IFTA OPERATIONS	BULK	JURISDICTION	☐	IFTA OPERATIONS	BULK	JURISDICTION
☐	☑	☐	MO	☑	☑	☑	AR

[Remove] [Remove All]

[Proceed] [Refresh] [Quit] [?]

11. Once verification is complete, click proceed again to move forward to the web processing page.

Jurisdiction   **Update License**

Jurisdiction Details

MCE Customer ID	251270	Legal Name	MCS TEST 15 LLC	DBA Name		Fleet No.	001
TPID	523523523	USDOT No.		License Year	2025	Supplement No.	000
Supplement Desc.	Update License	Supp. Eff. Date	04/25/2025				

IFTA OPERATIONS	BULK	JURISDICTION	IFTA OPERATIONS	BULK	JURISDICTION
Y	N	MO	Y	Y	AR

[Proceed] [Back]

Web Processing

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

- Select Proof of registration
- Select browse and locate your 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.

You will 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.

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.

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.

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

Updated: May 20, 2025