

Add / Transfer Vehicle Supplement External Procedure

Overview

- This supplement allows a user to transfer plates from one vehicle, deleting that truck, and transferring that plate to a new vehicle within the same account and fleet.

Regulation

7 CSR 10-25.030 Apportion Registration pursuant to the International Registration Plan

- (B) Add vehicle and transfer- The removal of a vehicle from service in a registered fleet to be replaced with another vehicle whether the registered gross weight is the same, to be increased, or to be decreased.

Process

In the credentialing system

- From the IRP application site map, select add/transfer vehicle from the vehicle menu tile
- When the vehicle search screen comes up, enter the following:
 - Account number and MCE customer ID are populated and protected
 - Fleet number and fleet expiration year to narrow the search, if desired
 - The supplement effective date is defaulted to the current date and can be future dated, within 30 days.
 - Select proceed to display the vehicle details screen.
 - If nothing is entered in the fleet no. and fleet expiration year, you must select the correct fleet by clicking on the pointer finger button.

Vehicle Add / Transfer Vehicle

Supplement Search

Account No.

MCE Customer ID

Fleet No.

Fleet Expiration Year

Supplement Effective Date
05/01/2023

Proceed

Refresh

Quit

?

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
			001	12	2023	FOR	A - ACTIVE

- Use one of the following criteria in the new vehicle search to add the new vehicle:
 - VIN, copy unit number or plate number
 - Select search to search the information provided.

New Vehicle Search Criteria

VIN	Copy Unit Number	Plate No.	Search

- Enter the following in the deleted vehicle details to delete the old vehicle:
 - Unit number, VIN and delete reason of the vehicle the user is transferring the plate from.
 - Select search, this will generate the deleted vehicle information

Deleted Vehicle Details

*Unit No.	*VIN	Plate No.	Search
*Deletion Date	*Delete Reason		
05/01/2023			

- Enter the following in the vehicle details
 - Unit number, weight group, combined axles, unladen weight, purchase date, purchase price, title jurisdiction, title number, lease box if owner is different than account name, owner name, safety responsibility, safety USDOT, safety TPID and safety change set to yes or no to indicate if MCRS is expected to change.
 - TVR box is selected if the user wants to have a temporary vehicle registration

Vehicle Details		VIN Override	
VIN	*Unit No.	*Weight Group No.	*Year
4V4NCFH6CN540418			
*Body Type	*Make	*Axles	*Combined Axles
*Fuel Type	Seats	Vehicle Color	*Unladen Weight
D - Diesel			
Base Jurisdiction Gross Weight	*Purchase Date	*Purchase Price	Factory Price
	MM/DD/YYYY		
☐ TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
☐			
*Owner Name	Owner Phone No.	Safety Responsibility	☐ Lease
NEW PRIME INC		O - Owner	☐ Use Existing Plate
*Safety USDOT	*Safety TPID	*Safety Change	☐ Override Bicentennial Fee
000003706	431396933		☐ Remanufacture
Existing Plate	☐ Change Name & Address on USDOT	☐ Override Grade Crossing Fee	
	☐ Override Second Plate Fee	☐ New Plate Required	
☐ Second Plate			

- Documentation requirements for admin fee and fee calculation
 - No changes are needed in these fields
- Select proceed

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator ?
Y - YES

Colorado Trailer ?
N - NO

Utah Special Truck ?
N - NO

New Vehicle ?
N - NO

CO Special Truck
N - NO

+ Comments

Proceed

Done

Cancel

Vehicle List

Refresh

Quit

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- The verification screen will populate with all information that was added on the previous screen. Select proceed if information is correct.

Supplements Details

Account No. 12345	Fleet No. 001	Supplement No. 011	Legal Name MCS MODOT TEST LLC
DBA Name	No. of Vehicles 0	Expiration Month / Year 12/2023	Effective Date 05/01/2023
Supplement Desc. ADD / TRANSFER VEHICLE	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 008431587

Deleted Vehicle Details

Unit No. 8311	VIN 4V4ND4TH2YN238311	Plate No. 60K51Z	Deletion Date 05/01/2023
Delete Reason VS - VEHICLE SOLD			

Vehicle Details

VIN 3HSDJAPROGN000146	Unit No. 0146	Weight Group No. 1-80000	Year 2016
Body Type TT - Truck Tractor	Make INTERNATIONAL - INTL	Axes 3	Combined Axes 5
Fuel Type D - Diesel	Seats	Vehicle Color	Unladen Weight 17500
Base Jurisdiction Gross Weight 80000	Purchase Date 04/30/2023	Purchase Price \$64589.00	Factory Price \$121872.00
TVR N	TVR No. of Days	Title Jurisdiction MO - MISSOURI	Title No. APPLIED
Owner Name MCS MODOT TEST LLC	Owner Phone No.	Safety Responsibility O - Owner	Lease N
Safety USDOT 9999999	Safety TPID 999999999	Safety Change N - NO	Use Existing Plate N
Existing Plate	Change Name & Address on USDOT N	Second Plate N	New Plate Required N
Remanufacture N			

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator | Y - YES

Colorado Trailer | N - NO

Utah Special Truck | N - NO

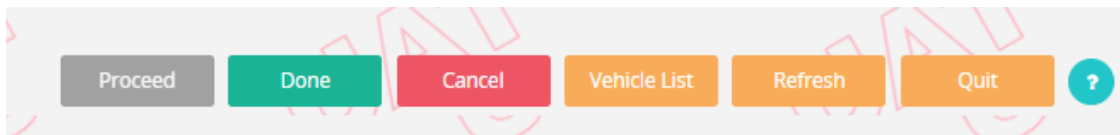
New Vehicle | N - NO

CO Special Truck | N - NO

Proceed

Back

- If there is another vehicle to transfer begin at the top of the page with entering vehicle information for the second vehicle. If there is not another vehicle to process, select done.



Web Processing

MCS must approve supporting documents prior to issuing credentials.

- In order to upload documents within the supplement, under the vehicle document section, the user must click the blue file folder for the document type they wish to upload.

Web Processing Submit

Submit Process

*Account No. 	*Fleet No. 001	Legal Name MCS MODOT TEST LLC	*Fleet Expiration Year 2023
*Fleet Expiration Month 12	*Supplement No. 011	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	001	001	12/2023	011	O - OPEN	FOR	05/01/2023	INP	AXV

Showing 1 to 1 of 1 entries First Previous 1 Next Last

+ Comments

Submit Proceed View List Refresh Quit ?

Vehicle Document All Vehicle All Document

VIN	UNIT NO.	HVUT - FORM 2290	PLATE RETURNED DOCUMENT	AFFIDAVIT DOCUMENT	TITLE DOCUMENT	LEASE CONTRACT
3HSDJAPR0GN000146	0146					

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Once the file button is selected, a new pop up window will populate to browse the documents saved to the computer. User will select the desired document and select 'Upload'.
 - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded.
 - Files cannot be greater than 4MB in size.

- Once all of the desired documents are uploaded, select done.

UPLOAD

Upload File

VIN

3HSDJAPR0GN000146

Document Type

TTL-Title Document

Select appropriate file

Browse

Upload

FILE NAME	TIMESTAMP	DOCUMENT STATUS
32025_1_2023_12_11_3HSDJAPR0GN000146_1_TTL.pdf	05/02/2023 11:46:28 AM	

Done

- Repeat this process until all file types required have been uploaded.
 - If user does not have all required documents available, they may upload documents through IRP web processing after the supplement is submitted.
- User can view and delete uploaded documents by selecting the eye or trash can buttons.

Submit

Proceed

View List

Refresh

Quit

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Vehicle Document

All Vehicle All Document

VIN	UNIT NO.	HVUT - FORM 2290	PLATE RETURNED DOCUMENT	AFFIDAVIT DOCUMENT	TITLE DOCUMENT	LEASE CONTRACT
3HSDJAPR0GN000146	0146					

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

- If documents need to be deleted, select the trash can button. A new pop up window will populate and the trash can must be selected again.
- Select done once the document is deleted.

FILE NAME	TIMESTAMP	DOCUMENT STATUS	
32025_1_2023_12_11_3HSDJAPR0GN000146_1_TTL.PDF	05/02/2023 11:46:55 AM	P - Pending	

Done

- Once the documents are uploaded, select proceed to continue to the billing screen.

Billing Process

- Billing details will generate once user selects proceed.
- A confirmation screen will appear, select the desired invoice report type, then proceed again.
 - This will generate a PDF pop-up of the selected invoice report.
 - Select proceed to continue to the verification page.

Supplements Details

Reg. Month

8

No. of Veh in Supp

1

Supplement Status

1 - INVOICED

Enterprise System Credit

0.00

IRP System Credit

0.00

Invoice Date

05/02/2023

*Application Receipt Date

05/01/2023

Payment Date

MM/DD/YYYY

Exchange Rate

0.746100

Fees

Manual Adj. Base Jur.

0.00

☐ Batch Billing

☐ TVR

☐ Add Supplement to Renewal Year

☐ Use One-Time Mailing Address

TVR No. of Days

Delivery Details

Electronic Delivery Type

D - PDF

Invoice Report Type

Summary Invoice

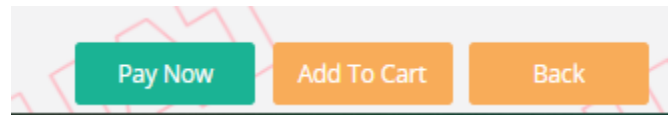
Proceed

Refresh

Quit

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- To complete the supplement:
 - To pay supplement now select pay now
 - To pay invoice at a later date select add to cart



Payment Process

- The user will select the credit card or e-check button to make payment.
 - This will open a pop up window to the payment vendor where user will enter payment information.



- Once payment information is entered and completed with the vendor, the user will be brought back to Credentiaing Solutions.
 - **User must select proceed to apply payment to their transaction.**

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: ☐ SYSTEM CREDIT ☒ REFUND	
Total	0.00
Remaining Balance	14.43
Change	0.00
Over Payment	0.00
Net Amount Paid	0.00

Electronic Delivery Type

Payment receipt

D - PDF

Proceed

Refresh

Quit

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- Once payment is received and MCS approves documents, credentials will issue.