

Customer Profile/Address Updates External Procedure

Overview

Updating the profile to reflect a change or correction of the address, legal name and/or Tax ID.

Documents Required

If carrier has IRP:

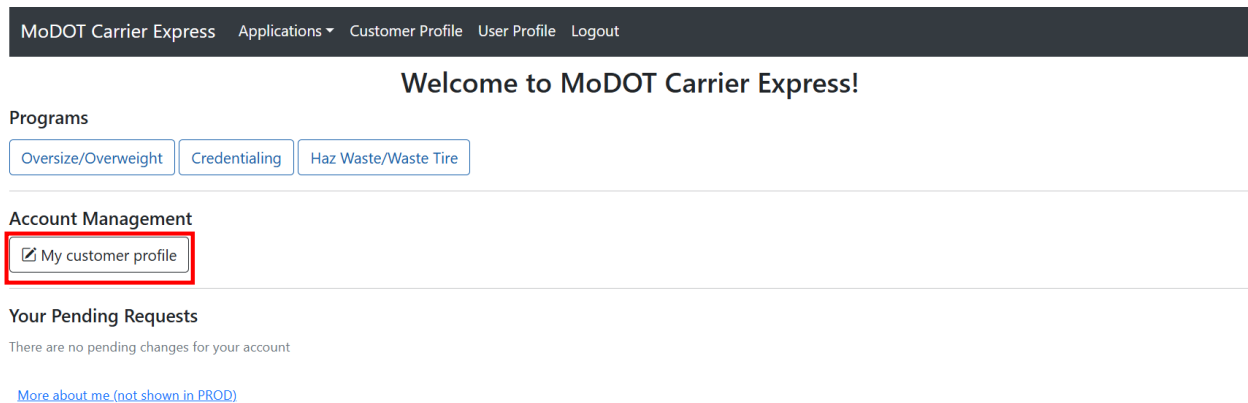
- New title required if the unit needs to be retitled in the new business name. E.g., company changes from an LLC to an INC. A new title will need to be applied for since the LLC no longer exists.
- Lease will be needed if vehicle is owned by anything other than the new name.

A processing agent will contact you if documents are required. The documents will need to be emailed to Contactmcs@modot.mo.gov

Process

Profile updates

1. From the landing pad, click the 'my customer profile' button.



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Welcome to MoDOT Carrier Express!

Programs

Oversize/Overweight Credentialing Haz Waste/Waste Tire

Account Management

☒ My customer profile

Your Pending Requests

There are no pending changes for your account

[More about me \(not shown in PROD\)](#)

2. The profile tab will display. Click the 'edit profile' button.

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DAWN TEST

USDOT:

Cust ID: 251279

Edit profile

Customer Status: **ACTIVE**
Legal Name: **DAWN TEST**
DBA Name:
Business Type: **Sole Proprietorship**
State Incorporated:
Date Incorporated:

Customer ID: **251279**
USDOT No:
Tax ID: **789578957**
IRP No: **33755**
Charter Number:
Fict Name Registration No:
EPA No:

3. Change the necessary fields and click ‘save’.

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DAWN TEST

USDOT:

Cust ID: 251279

Legal Name: DAWN TEST
DBA Name:
Business Type: Sole Proprietorship
State Incorporated:
Date Incorporated:

USDOT No:
Tax ID: 789578957
Charter Number:
Fict Name Registration No:
EPA No:

This will submit your profile update request to Motor Carrier Services for review and approval. No additional profile changes can be made to the profile until your initial request has been approved.


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MORRI TRUCKING LLC

USDOT: 444444422

Cust ID: 251255

Successfully submitted profile change

Your profile has a change which is pending MoDOT Motor Carrier Services Approval ⓘ

Customer Status: **ACTIVE**
Legal Name: **MORRI TRUCKING LLC**
DBA Name:
Business Type: **Limited Liability Company**
State Incorporated: **MO**
Date Incorporated:

Customer ID: **251255**
USDOT No: **444444422**
Tax ID: **444444422**
IRP No: **33751**
Charter Number: **LC5678**
Fict Name Registration No:
EPA No:

Created By: MORRIS2 (4/16/2025 2:28:11 PM)
Last Updated By: MORRIS2 (4/16/2025 2:28:11 PM)

Please allow time for processing as items are worked in the order they are received.

Address Updates

1. From the customer profile page, click the 'address' tab.

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Customer Profile

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DANIELS TRUCKING 01 USDOT: Cust ID: **251308**

+ Add new address

Business Location Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: **COLE**

Principal Place of Business Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: **COLE**

2. The addresses tab will display. Click the blue pencil to change an address. Click the trash can to delete an address.

- Click the 'add new address' button to add an address. Complete the fields and click the 'submit' button.

+ Add new address

Business Location Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: **COLE**

Principal Place of Business Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: **COLE**

3. Once the address is updated, select submit.

Address Type: **Business Location Address** Copy From:

Street: **830 MODOT DRIVE** Apt, Suite Number (Optional):

City: **JEFFERSON CITY** State: **MO : MISSOURI** Zip: **65109**

County: **COLE**

Address changes to non-terminal addresses will have to be approved by MoDOT Motor Carrier Services staff before taking effect unless the carrier is OS/OW only.

Submit **Cancel**

This will submit your address update request to Motor Carrier Services for review and approval. No additional address changes can be made until your initial request has been approved.

Please allow time for processing as items are worked in the order they are received.

Customer Profile

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TEST ACCT 12

USDOT:

Cust ID: **251305**

Successfully submitted address change