

Additional Decal Request

External Procedure

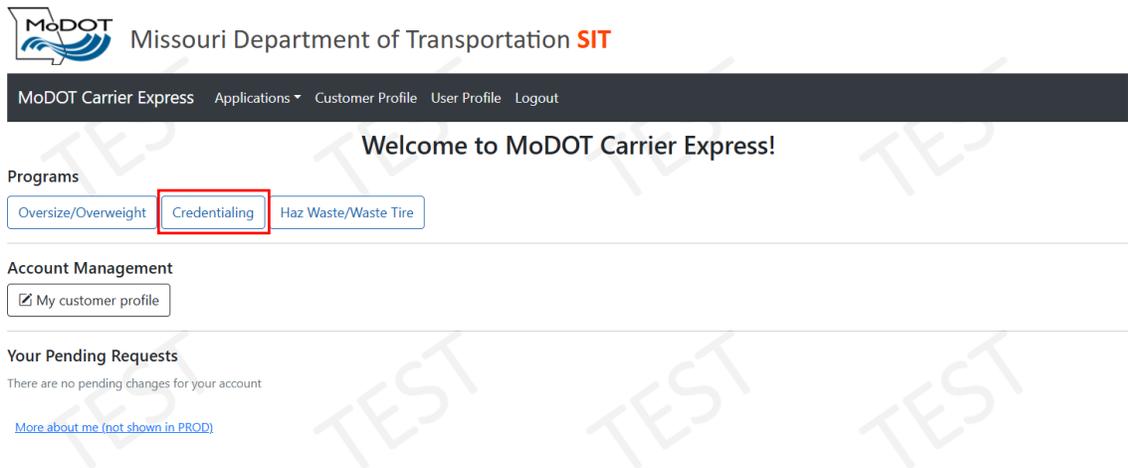
Overview

Intrastate only motor carriers who hold Missouri intrastate operating authority can purchase door/window decals for additional vehicles being added to their fleet during their registration year.

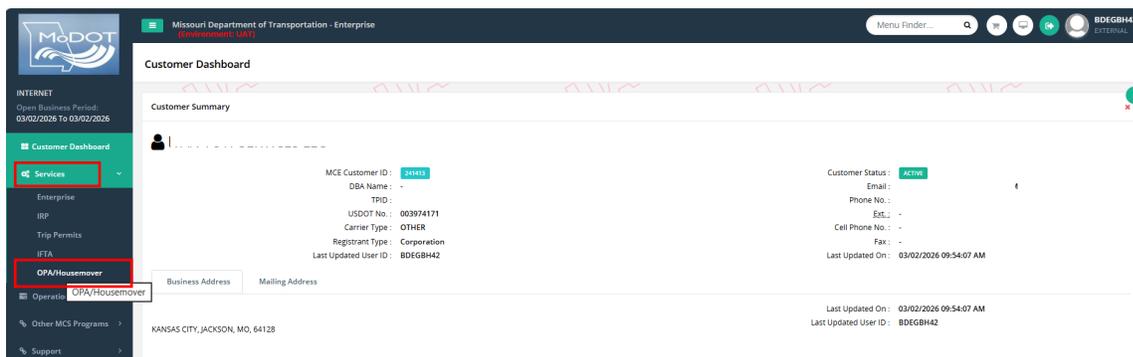
Process

From the home screen, login to your MCE portal with your assigned USER ID and password.

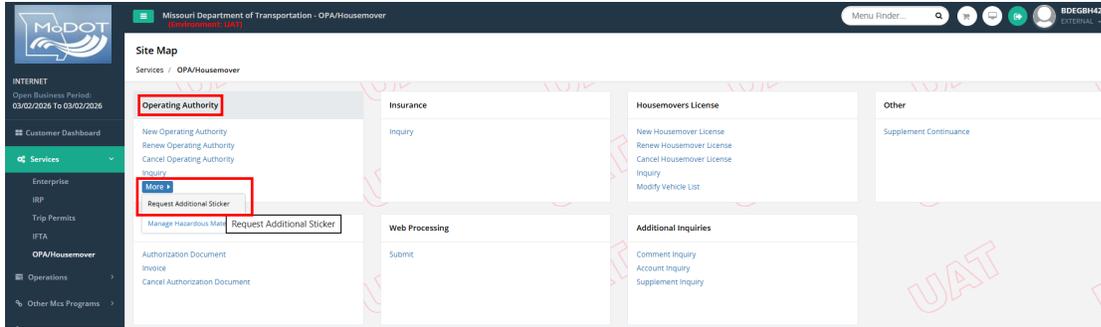
- Select credentialing.



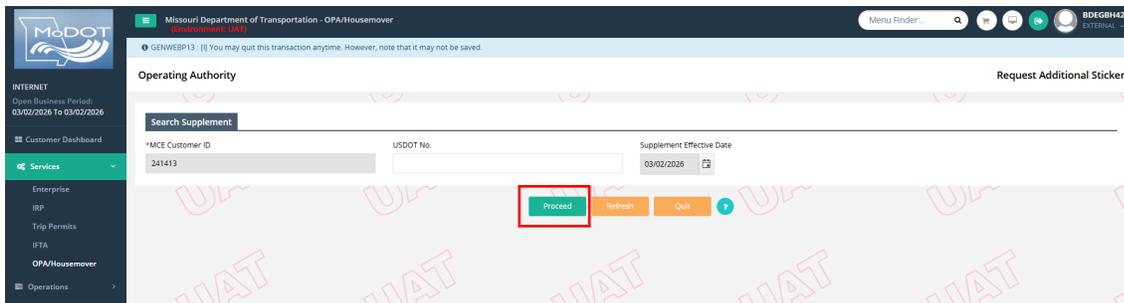
- 1) In the credentialing system under services select OPA/Housemover.



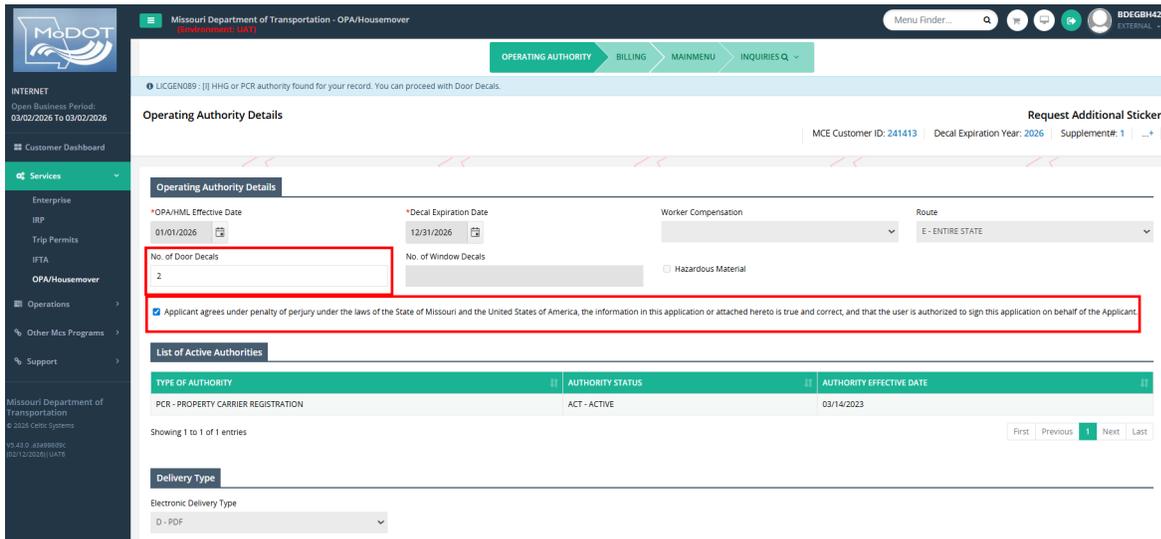
- 2) On the Operating Authority tile, under more, select request additional sticker.



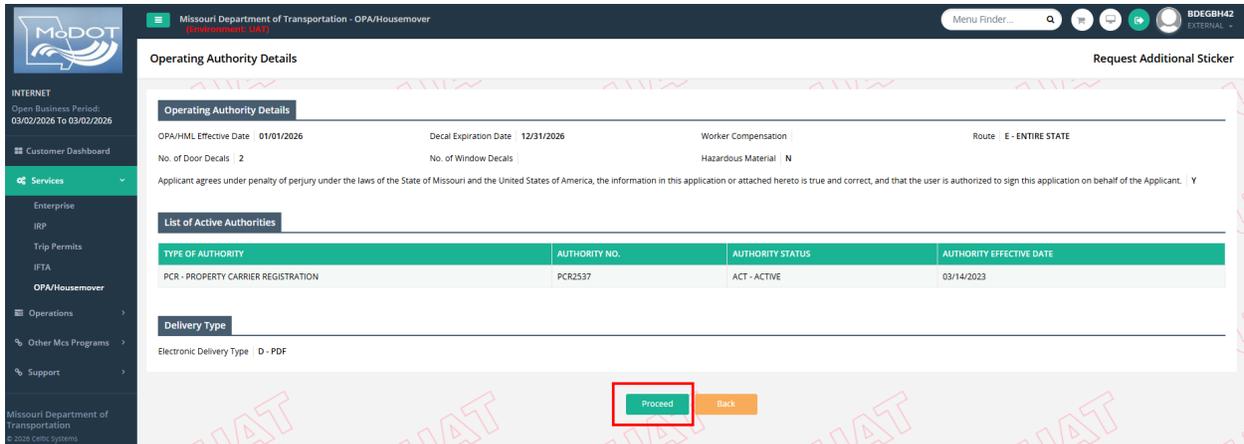
- 3) The MCE customer id and supplement effective date is prepopulated and cannot be changed. Select proceed to move to the operating authority page.
- The supplement effective date can't be changed.



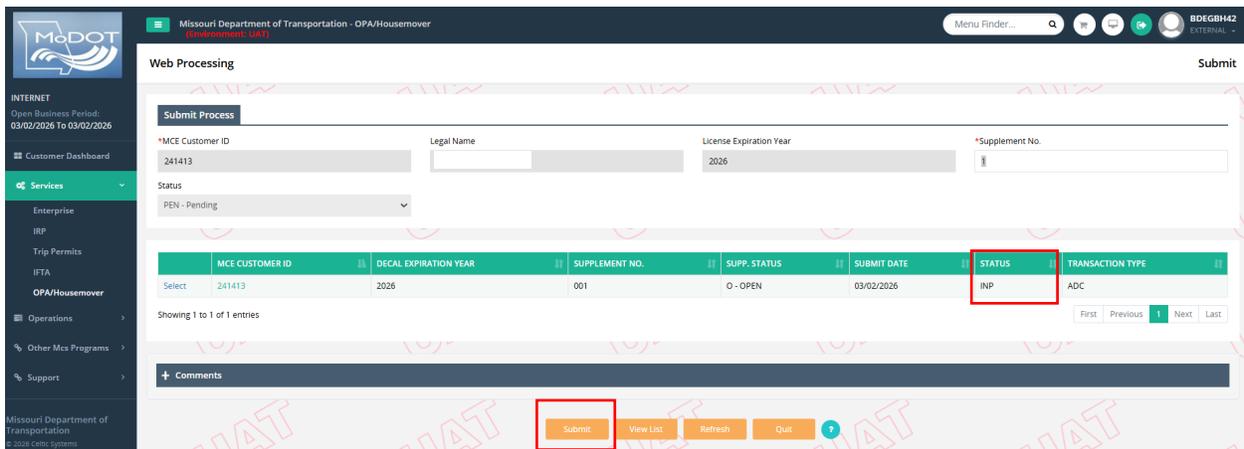
- 4) On the operating authority page, enter the number of door decals or window decals (6-12 passenger vehicles only) required and select the consent box.
- 5) Select proceed to view the verification page



- 6) From the verification page select proceed to move to web processing.



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



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

- The supplement will be left open until reviewed internally.
- Once internal review is complete the supplement status is set to approved or action required.
- Approved – your invoice will be emailed to you. The additional decals will be mailed once payment is made.
- Action required – Our office needs additional information.