



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS

International Registration Plan

How to

Complete a Cab Card Correction

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IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, go to www.safersys.org. MCS-150s must be updated biennial according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, Click Here

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6, 7 and 8.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-0270
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

a. Enter your userID and password. Click on **LOG IN**

2. The **Welcome to the MoDOT Carrier Express** page appears
This page contains links for various activities and information pages

a. To proceed with your cab card correction, click on **APPLICATIONS**

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!

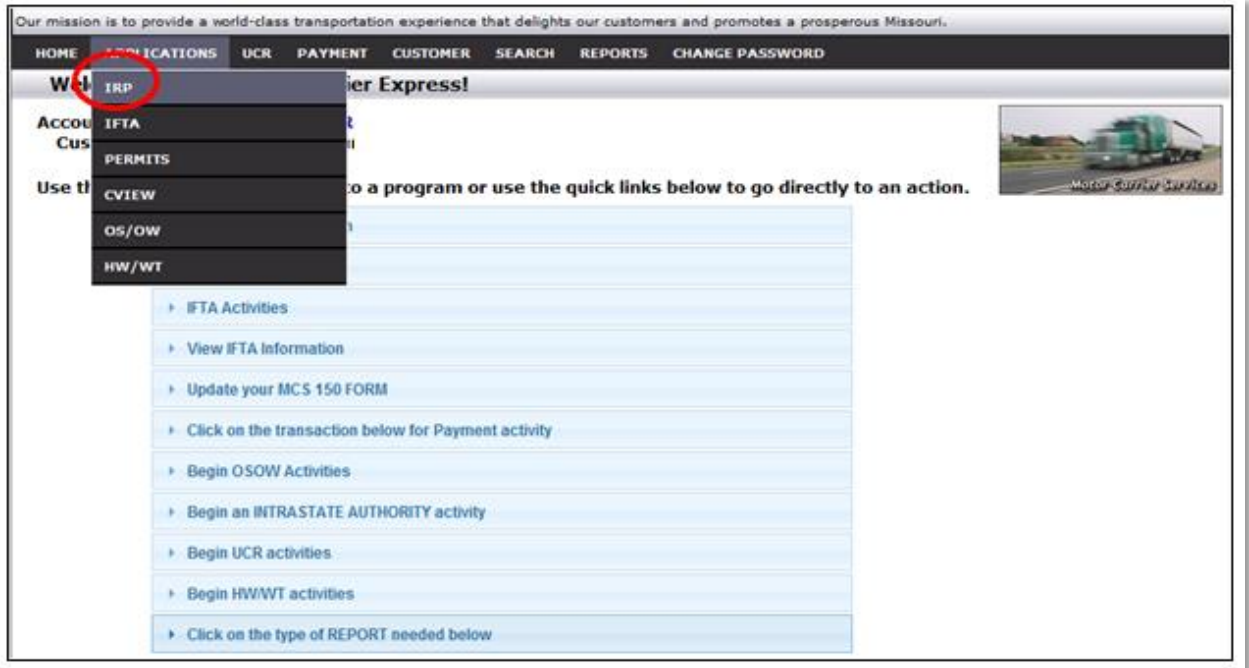
Account Name: _____
Customer ID: _____ USDOT Number: _____

Use the menu above to navigate to a program or use the quick links below to go directly to an action.

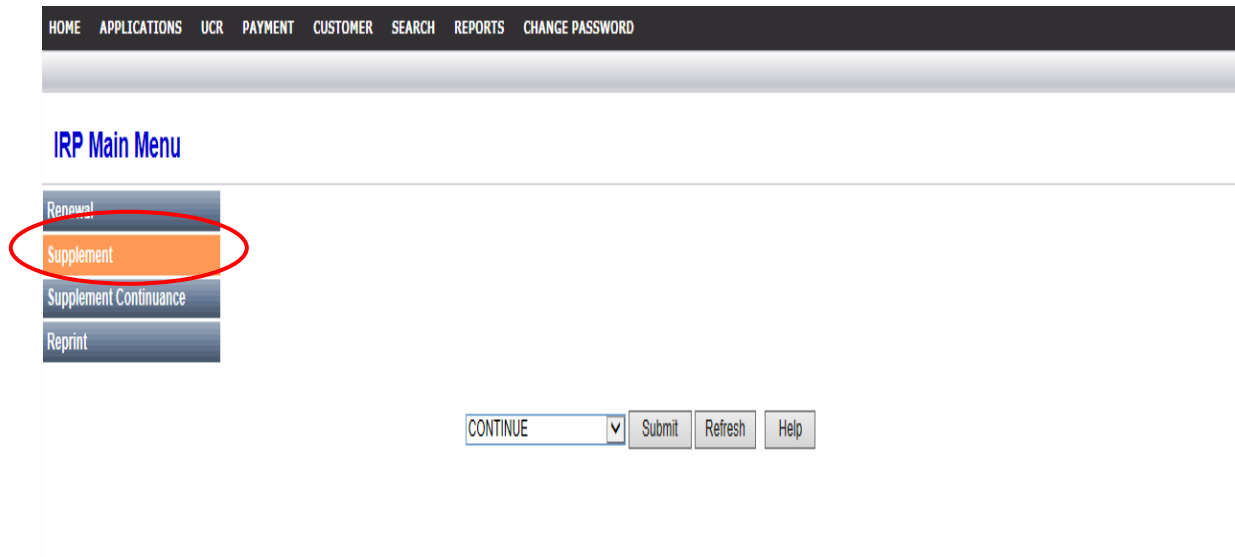
- ▶ Update IRP Information
- ▶ View IRP Information
- ▶ IFTA Activities
- ▶ View IFTA Information
- ▶ Update your MCS 150 FORM
- ▶ Click on the transaction below for Payment activity
- ▶ Begin OSOW Activities
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities
- ▶ Begin HW/WT activities
- ▶ Click on the type of REPORT needed below

Motor Carrier Services

3. Choose **IRP** from the drop down menu.



1. Click **APPLICATIONS – IRP**
2. Click **SUPPLEMENT**



HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Supplement Menu

- Add Vehicle
- Add Jurisdiction
- Replace Plate
- Add Vehicle & Transfer
- Cab Card Correction**

Search Cab Card Correction Information

Account No: _____

Fleet No:

Exp MM/YR:

Supp Effective Date: 2016

TVR Required/No of Days:

CONTINUE

- SUPP EFF DATE: Defaults to current date. You can change if necessary.
- TVR REQUIRED: Only check this box if the carrier is requesting temporary vehicle registration (TVR) to operate. This supplement issues a new cab card so TVR is usually not issued.
- TVR NBR OF DAYS: Defaults to 45 days but can be changed for fewer days if necessary.

1. Click on **CAB CARD CORRECTION**.
2. Click on **SUBMIT**
3. Click on **SUBMIT** to confirm.

This screen controls the number of vehicles to be corrected. The control feature verifies that a vehicle was not missed, which is useful when correcting multiple vehicles at one time. The system does not allow billing until the control number matches the number of vehicles corrected.

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Cab Card Correction

Account No: _____ Name: _____ Fleet No: . Exp Mm/Yr: _____
 Customer No: _____ USDOT No: _____ Customer Status: ACTIVE Program Status: ACTIVE

How Many Vehicles are you Amending? You have Processed 0 of 0 Vehicles

Plate: -OR- VIN: -OR- Unit:

CONTINUE [Click Here to Access SAFER](#)

4. Enter how many vehicles you are amending
5. Enter either the plate number, VIN, or unit number of the first unit. (Only use one identifier)

6. Click **SUBMIT**

7. Update the Unit Number and/or Motor Carrier Responsible for Safety.

8. Click **SUBMIT** – review entries for correctness.

9. Click **SUBMIT** to confirm.

Note: If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle. If necessary you can change the vehicle control number.

10. Select a **DELIVERY OPTION** - Complete the requested information.

11. Click **SUBMIT twice**– There are no fees associated with a Cab Card Correction. You will receive a document collection letter if documents are required.