

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
<input type="text"/>	<input type="text"/>	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.

- 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.

*Deletion Date *Delete Reason

- 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

*Unit No. *Weight Group No.

*Body Type *Make *Axles *Year

*Fuel Type Seats Vehicle Color *Combined Axles

Base Jurisdiction Gross Weight *Purchase Date *Purchase Price *Unladen Weight

TVR TVR No. of Days *Title Jurisdiction Factory Price

*Owner Name Owner Phone No. Safety Responsibility *Title No.

*Safety USDOT *Safety TPID *Safety Change

Existing Plate

Second Plate Change Name & Address on USDOT Override Grade Crossing Fee Override Bicentennial Fee

Override Second Plate Fee New Plate Required Remanufacture

- 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 ?

- 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. 8311	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 Axles 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. Legal Name *Fleet Expiration Year

*Fleet Expiration Month *Supplement No. Status

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	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
3HSDJAPROGN000146	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**

Select appropriate file

Browse

📁 Upload

Document Type | **TTL-Title Document**

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
?

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	<input type="checkbox"/> Batch Billing	<input type="checkbox"/> TVR	<input type="checkbox"/> Add Supplement to Renewal Year
<input type="checkbox"/> Use One-Time Mailing Address	TVR No. of Days		

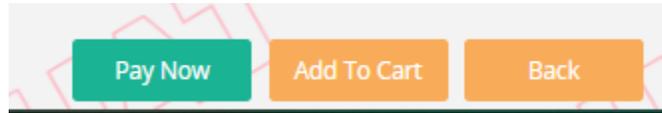
FEE TYPE	FEE AMT(\$)
MO Schedule I	14.61
MO Schedule II	9.30
MO Schedule I Credit Applied	14.61
MO Schedule II Credit Applied	9.30
Foreign Jurisdiction Fees	1015.81
Foreign Jurisdiction Credit Applied	1015.81
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	1.68
Grade Crossing Fee	0.25
Replacement Plate Fee	8.50
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	2.00
Transfer Revenue Fee	2.00
Wire Transfer Fee	0.00
Invoice Amount	14.43
Amount Due	14.43

Delivery Details

Electronic Delivery Type D - PDF	Invoice Report Type Summary Invoice
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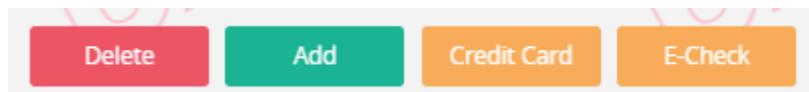
Proceed
Refresh
Quit
?

- 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 Credentialing 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: <input type="radio"/> SYSTEM CREDIT <input checked="" type="radio"/> 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 ?

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