

# 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.

- 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 1XP4D49X9HD348055	*Unit No. <input type="text"/>	*Weight Group No. <input type="text"/>	*Year 2017
*Body Type TR - Tractor	*Make PETERBILT - PTRB	*Axles 3	*Combined Axles 5
*Fuel Type D - Diesel	Seats <input type="text"/>	Vehicle Color <input type="text"/>	*Unladen Weight 14000
Base Jurisdiction Gross Weight <input type="text"/>	*Purchase Date MM/DD/YYYY	*Purchase Price <input type="text"/>	Factory Price <input type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days <input type="text"/>	*Title Jurisdiction <input type="text"/>	*Title No. <input type="text"/>
In-State Plate Type <input type="text"/>	In-State Plate Weight <input type="text"/>	In-State Expiration Date MM/DD/YYYY	In-State Plate <input type="text"/>
In-State Fee <input type="text"/>	*Owner Name MODOT TEST 55	Owner Phone No. <input type="text"/>	Safety Responsibility O - Owner
<input type="checkbox"/> Lease	*Safety USDOT <input type="text"/>	*Safety TPID <input type="text"/>	*Safety Change <input type="text"/>
<input type="checkbox"/> Use Existing Plate	Existing Plate <input type="text"/>	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> 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  Colorado Trailer  Utah Special Truck  New Vehicle

CO Special Truck

---

**+ Comments**

---

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

**Supplements Details**

Account No.	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   3HSDJAPROGN00146	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			

- 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   
001 MCS MODOT TEST LLC 2023

\*Fleet Expiration Month  \*Supplement No.  Status   
12 011 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	12/2023	011	D - 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.	INVUT - 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.

**UPLOAD** ✕

---

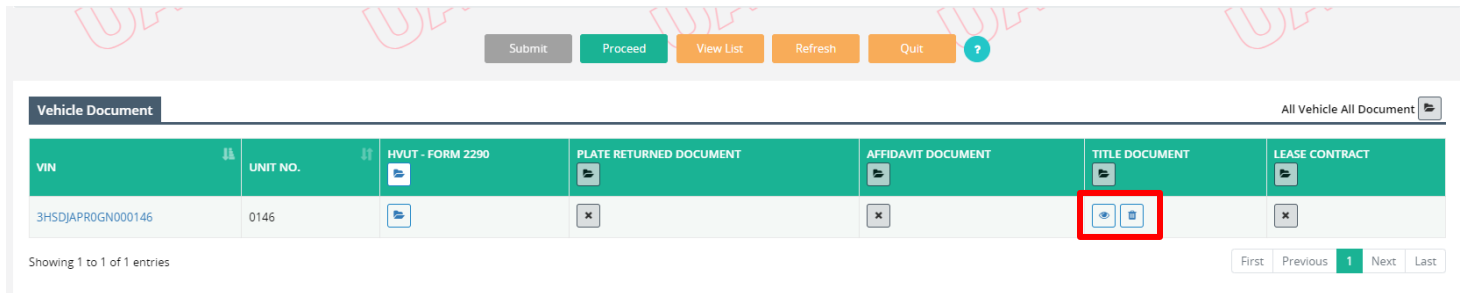
**Upload File**

VIN  3HSDJAPR0GN000146 Document Type  TTL-Title Document

Select appropriate file

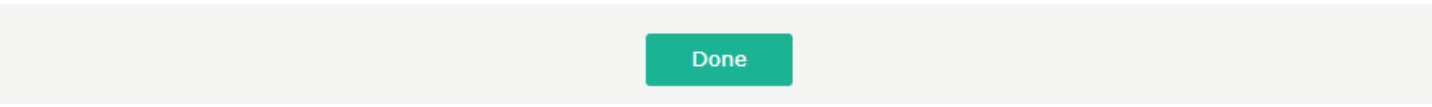
FILE NAME	TIMESTAMP	DOCUMENT STATUS
32025_1_2023_12_11_3HSDJAPR0GN000146_1_TTL.pdf	05/02/2023 11:46:28 AM	

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



- 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	



- 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 I - 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		

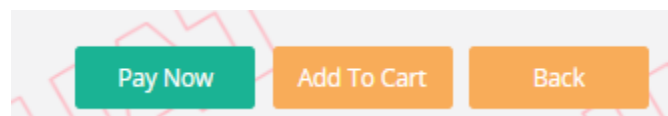
FEE TYPE	FEE AMT(S)
MO Schedule I	14.61
MO Schedule II	9.30
MO Schedule I Credit Applied	14.61
MO Schedule II Credit Applied	9.30
Foreign Jurisdiction Fees	1015.81
Foreign Jurisdiction Credit Applied	1015.81
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	1.68
Grade 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
-------------------------------------	--

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:  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 ?

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