

# Cab Card Correction

## External Procedure

### Overview

Cab card correction supplements allows an authorized user to update non-fee related cab card details such as unit number, MCRS DOT and TPID number.

### Regulation

#### 7 CSR 10-25.030

### Process

- From the IRP application site map, select cab card correction from the Vehicle menu tile.
- From the search screen, enter the following information if desired:
  - Fleet No. and Fleet Expiration Year.
    - The Account No. and MCE Customer ID are defaulted and protected.
  - The supplement effective date is defaulted to the current date.
  - Select proceed to display the cab card correction screen.
    - If nothing is entered in the Fleet No. and Fleet Expiration Year, you must select the correct one by clicking on the pointer finger button.

The screenshot shows the 'Cab Card Correction' interface. At the top, it says 'Vehicle' on the left and 'Cab Card Correction' on the right. Below this is a 'Supplement Search' section with input fields for 'Account No.' (31445), 'MCE Customer ID' (238288), 'Fleet No.', and 'Fleet Expiration Year'. There is also a 'Supplement Effective Date' field set to 11/16/2022. Below the search fields are three buttons: 'Proceed' (green), 'Refresh' (orange), and 'Quit' (orange), along with a help icon (blue circle with a question mark). At the bottom, there is a table with columns: ACCOUNT NO., MCE CUSTOMER ID, FLEET NO., FLEET EXPIRATION MONTH, FLEET EXPIRATION YEAR, FLEET TYPE, and FLEET STATUS. The table contains one entry with a pointer finger icon in the first column. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	31445	238288	001	06	2023	FOR	A - ACTIVE

The Cab Card Correction screen allows the following actions:

- Select a vehicle to correct the cab card.
  - Enter either the Unit No., VIN or Plate No. in the CHANGE VEHICLE DETAILS section.
  - Click the search button to populate some of the vehicle information in the VEHICLE DETAILS area.

Vehicle Details

Cab Card Correction

MOTOR CARRIER SERVICES TRUCKING LLC | Account#: 31445 | Fleet#: 001

Fleet Expiration Month / Year.: 06 / 2023 | Supplement#: 003 | ...+

Change Vehicle Details

Unit No. 
 VIN 
 Plate No.

Supplements Details

No. of Vehicles 
 Carrier Type

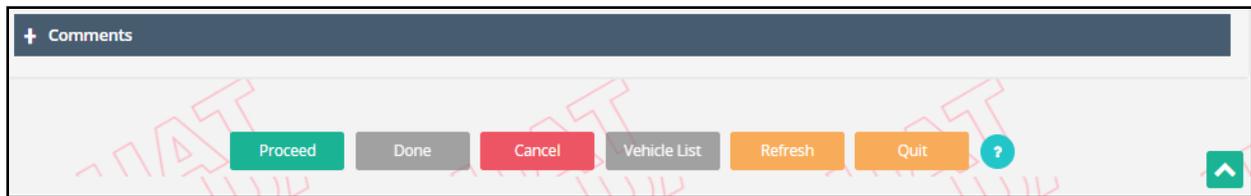
Vehicle Details

VIN 1XTP4TX3DD186560	*Unit No. 1XP	*Weight Group No. 1-80000	*Year 2013
*Body Type TT - Truck Tractor	*Make PETERBILT - PTRB	*Axles 4	*Combined Axles 6
*Fuel Type D - Diesel	Seats	Vehicle Color	*Unladen Weight 25000
Base Jurisdiction Gross Weight 80000	*Purchase Date 08/26/2022	*Purchase Price 10000	Factory Price 113399
<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction MO - MISSOURI	*Title No. APPLIED
In-State Plate Type	In-State Plate Weight	In-State Expiration Date MM/DD/YYYY	In-State Plate
In-State Fee	*Owner Name MOTOR CARRIER SERVICES TRUCKING	Owner Phone No.	Safety Responsibility O - Owner
<input type="checkbox"/> Lease	*Safety USDOT 009876543	*Safety TPID 878998877	*Safety Change N - NO
<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required

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			





To change a cab card:

- Update the information on the screen as required.
- Select proceed to execute edits and display the validation screen.
- Select proceed from the verification screen to save the vehicle information.

Follow the same procedure for any additional vehicles requiring cab card correction.

If you need to update a previously updated vehicle, click the vehicle list button on the command line to display the vehicle selection list.

Select the vehicle you need to update or review by clicking the Pointer Finger button and proceed as before.

If you need to delete a vehicle from the supplement, select vehicle list to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle is displayed, you may select cancel vehicle on the command line to delete the vehicle from the supplement.

When all the required changes are processed, click done to proceed. If the required documents are outstanding or a comment is added, the system will navigate to web processing, otherwise, the system will redirect to billing screen.

Continue to the billing page and payment process to complete the supplement and receive your updated cab card or have it submitted to Web Processing for review and processing by MCS.