

Common Customer External Procedure

Overview

Common customer is the starting point for all customer accounts. This creates a foundation of account information to build off of for all programs overseen by Motor Carrier Services.

Process

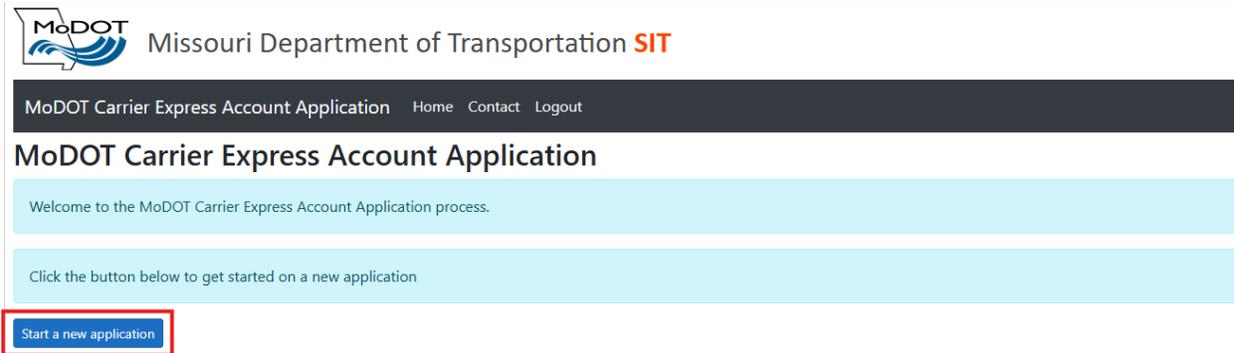
To create a new customer application for the first time, you will click on “New Customer Application.”

Note this is for setting up a customer profile only. Once approved you will receive log in credentials and be able to submit your application for the program(s) you are applying for and upload the required supporting documentation.

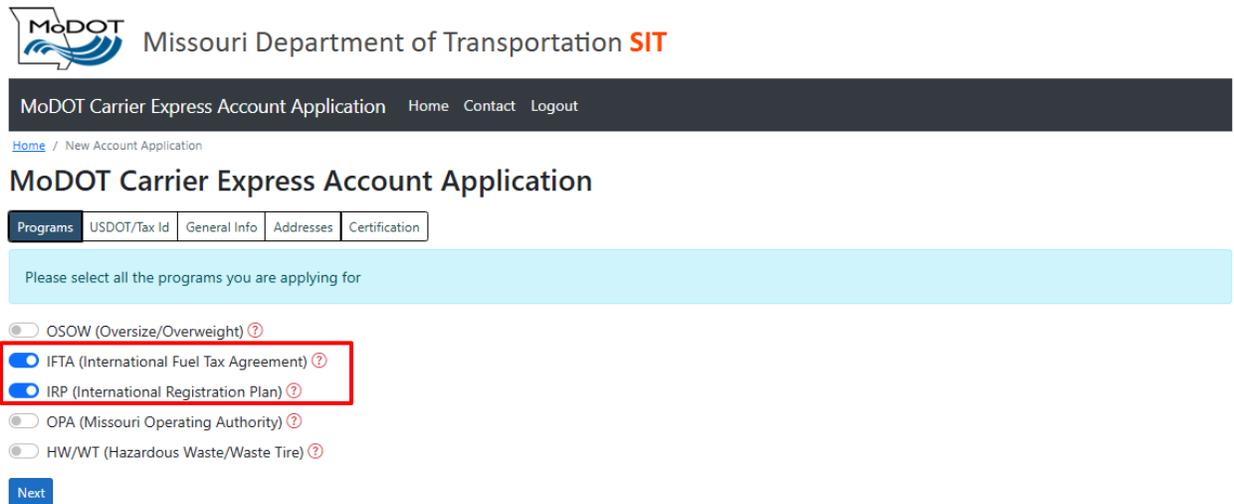
The screenshot shows the MoDOT Missouri Department of Transportation SIT login page. At the top left is the MoDOT logo. To its right is the text "Missouri Department of Transportation SIT". Below this is a dark navigation bar with four items: "MoDOT Carrier Express", "72 Hour Trip & Fuel Permits", "New Customer Application" (highlighted with a red box), and "Contact". Below the navigation bar is a warning box with a triangle icon and the text "This is the System Integration Testing system". Underneath is the heading "Sign in to MoDOT Carrier Express". There are two input fields: "User ID" and "Password". To the right of the "User ID" field is a blue link "Forgot User ID?". To the right of the "Password" field is a blue link "Forgot Password?". Below the input fields is a dark "Log In" button. At the bottom of the page is a box containing the "System Terms of Use" text.

The screenshot shows the MoDOT Carrier Express Account Application page. At the top left is the MoDOT logo. To its right is the text "Missouri Department of Transportation SIT". Below this is a dark navigation bar with two items: "MoDOT Carrier Express Account Application" and "Contact". Below the navigation bar is the heading "MoDOT Carrier Express Account Application". Below the heading is a yellow box with the text "Attention: If you are an existing customer that needs access to additional programs in MCE or are an existing permit service that needs to add an additional customer please [log in](#) using your existing account". Below the yellow box is a red-bordered box containing the text "Enter your email address to get started" above an input field. Below the input field is the text "If you have an in progress application you will be able to access it after verifying your email". At the bottom of the red-bordered box is a blue "Next" button.

The system will take you to a new screen to enter your email address and click next. You will be directed to the account application page. To start the application, click on the “Start a new application” button.



Next you will select the program(s) you are applying for by clicking on the toggle in front of the program. If you are unsure what the program is and would like more information you can click on the red question mark inside the circle and a pop-up window will appear with a link to visit our website. Once you have selected all programs you are applying for, click next.



On the USDOT/Tax id tab, indicate if you have been assigned a USDOT number.



MoDOT Carrier Express Account Application

Programs **USDOT/Tax Id** General Info Addresses Certification

Have you been assigned a USDOT number?

Yes No

Check no if you are a for hire lease carrier

If you are a For-Hire/Private Carrier you will select yes and provide your USDOT Number and FEIN/SSN. Once you have provided your information, click next.



MoDOT Carrier Express Account Application

Programs **USDOT/Tax Id** General Info Addresses Certification

Have you been assigned a USDOT number?

Yes No

Check no if you are a for hire lease carrier

Please enter your USDOT number:

Please enter your FEIN/SSN: ⓘ

Back

Next

If you are For-Hire Lease (driving under someone else's authority) you will select no and enter your FEIN/SSN and click next.



MoDOT Carrier Express Account Application

Programs **USDOT/Tax Id** General Info Addresses Certification

Have you been assigned a USDOT number?

Yes No

Check no if you are a for hire lease carrier

Please enter your FEIN/SSN: ⓘ

Back

Next

On the General Info tab you will fill out all information that pertains to you. Once you are done filling out the fields, click next.



[Home](#) / [New Account Application](#)

MoDOT Carrier Express Account Application

[Programs](#) [USDOT/Tax Id](#) [General Info](#) [Addresses](#) [Certification](#)

USDOT Number

FEIN/SSN

Legal Name [?]

DBA Name [?]

Person to Contact

Contact Phone Number

Contact Email

This information should be for your primary contact. After your account has been created you will have the option to add more contacts.

Business Type

State Incorporated

Charter Number

Fictitious Name Reg No. [?]

[Back](#)

[Next](#)

On the address tab fill out your addresses. Depending on the program(s) you selected you may have more address fields to fill out such as a terminal address. After you fill out your Principal Place of Business address, if your other addresses are the same you can click on “same as Principal Address” and the system will fill it in for you.

MoDOT Carrier Express Account Application

Programs USDOT/Tax Id General Info **Addresses** Certification

All addresses displayed on this page are required. You will have the option of adding more addresses after your account has been created.

Principal Place of Business Address ⓘ

Street Apt, Suite Number (Optional)

City State Zip

Business Location Address ⓘ

Same as Principal Address

Street Apt, Suite Number (Optional)

City State Zip

Mailing Address ⓘ

Same as Principal Address Same as Business Location Address

Street Apt, Suite Number (Optional)

City State Zip

Once all complete,

addresses are click next.

On the certification screen you will need to read the following statements and complete the consent form at the bottom of the page by clicking the box in front of "I have read, understood and agreed to the above statements" and type in your first and last name under Consenter Name. Once completed, click the "Submit Application" button.

MoDOT Carrier Express Account Application

[Programs](#) [USDOT/Tax Id](#) [General Info](#) [Addresses](#) [Certification](#)

Please read the following statements and complete the consent form at the bottom of the page.

Quarterly filings and record keeping acknowledgement

I hereby declare to comply with quarterly reporting, payment, record keeping supported by four (4) years of records, and license display requirements as specified in the INTERNATIONAL FUEL TAX AGREEMENT (IFTA), [IFTA, Inc. International Fuel Tax Association \(ifta.org\)](#).

Refund, delinquent tax, and revocation acknowledgement

The applicant authorizes the state of Missouri to refund any overpayment or withhold any refund of overpayment, if delinquent amounts are due any IFTA member jurisdiction. Failure to comply with these provisions shall be grounds for revocation of the IFTA license in all member jurisdictions.

Mileage acknowledgement

I hereby declare that if the jurisdiction boxes are not complete under the Mileage Registration section that I have no actual miles to report and agree to the Average Per Vehicle (APVD) mileage chart used by Motor Carrier Services to figure my registration fees.

Record keeping requirement acknowledgement

I understand that I am required to preserve the individual vehicle distance records and source documents on which my International Registration Plan filings are based for three years.

Refund acknowledgement

The applicant authorizes the state of Missouri to remove power unit(s) in my INTERNATIONAL REGISTRATION PLAN fleet upon request, that is/are licensed in excess of 54,000 pounds and process the remaining Missouri portion of fees as a refund.

Penalty of perjury and insurance acknowledgement

The undersigned, under oath, swears under penalty of perjury of the laws of the state of Missouri in regard to making a false declaration to a public official, that all vehicle registration information will be true and correct, and that vehicle financial responsibility required by state law will be in effect and maintained on vehicles bearing a Missouri apportioned license plate.

FMCSR acknowledgement

I hereby declare that I have knowledge of the Federal Motor Carrier Safety Regulations (49 CFR parts 40, 382, 386, and 388-399) including highway related portions of the Federal Hazardous Materials Regulations (49 CFR 107, 171 - 173, 177 and 178) or compatible state rules, regulations, standards, and orders applicable to motor carrier safety including highway transportation and hazardous materials.

Investigation consent

The applicant consents on behalf of itself, its affiliates and other persons or entities under its control to be investigated by MoDOT in relationship to the applicant's safety fitness or insurance coverage. This consent extends to a search for and recovery of all evidence relating to compliance with federal, state, and local laws.

Penalty of perjury

Under penalty of perjury under the laws of the state of Missouri and the United States of America, the information in this application or attached here to is true, correct, and complete to the best of my knowledge.

Authorization acknowledgement

I hereby declare that I am authorized to submit this application on behalf of the applicant, and the authorizing party is the applicant, or legal representative and no other person.

I have read, understood and agreed to the above statements.

Consenter Name (first and last name)

[Submit Application](#)

[Back](#)

A pop-up will appear asking if you are sure you want to submit the application as you are not able to edit the application until Motor Carrier Services reviews it. You can also include any comments you would like to provide with your application for Motor Carrier Service agents. Once the application is ready to be submitted click on the "Submit Application" button.

upon request, that is/are licensed in excess of 54,000 pounds and process the remaining Missouri portion of fees as a refund.

Penalty of perjury and ins

The undersigned, under oath
declaration to a public offic
responsibility required by st

FMCSR acknowledgement

I hereby declare that I have
399) including highway relat
178) or compatible state rul
transportation and hazardou

Investigation consent

The applicant consents on b
MoDOT in relationship to th
recovery of all evidence rela

Penalty of perjury

Under penalty of perjury under the laws of the state of Missouri and the United States of America, the information in this application or attached here to is true, correct, and complete to the best of my knowledge.

Authorization acknowledgement

I hereby declare that I am authorized to submit this application on behalf of the applicant, and the authorizing party is the applicant, or legal representative and no other person.

Are you sure you want to submit this application?

You will not be able to edit this application again until MoDOT Motor Carrier Services reviews it.

Comments to include with your application (Optional)

I have read, understood and agreed to the above statements.

Consenter Name (first and last name)

Sarah Morri

On the next screen you will receive notification that your application has been submitted successfully. You can view your application by clicking the "View Application" button.



MoDOT Carrier Express Account Application

Your application has successfully been submitted

Your application is currently being reviewed by MoDOT staff. We will notify you by email whenever action is needed on your application.

In Progress Application

Programs	Status	Last Updated	
IFTA, IRP	submitted	04/16/2025 08:45 AM	View Application

Applications are worked in the order they are received. If corrections need to be made to your application you will receive an email. You will click on the link which will take you to Motor Carrier Express Account Application where you will enter your email and click next.

The application you submitted for a MoDOT Carrier Express account for **MORRI TRUCKING LLC** needs to be revised. Please make any required changes at the link below and resubmit your application.

<https://mcstest.modot.mo.gov/MceNewApplicant>

This email was system generated. Please do not reply directly to email@modot.mo.gov as responses to this address are not monitored.



MoDOT Carrier Express Account Application

Attention: If you are an existing customer that needs access to additional programs in MCE or are an existing permit service that needs to add an additional customer please [log in](#) using your existing account

Enter your email address to get started

If you have an in progress application you will be able to access it after verifying your email

[Next](#)

The system will take you to your "In Progress Application(s)". Click on Open



MoDOT Carrier Express Account Application

Welcome to the MoDOT Carrier Express Account Application process.

MoDOT staff has asked you to revise your application and resubmit it. Please click the button below to edit your application.

In Progress Application

Programs	Status	Last Updated	
IFTA, IRP	returned	04/16/2025 01:55 PM	Open

You will receive a pop-up asking you to choose a flagged tab to open. Click the flagged tab to review the needed corrections.

MoDOT Missouri Department of Transportation **SIT**

MoDOT Carrier Express Account Application

MoDOT Carrier Express Account Application

Welcome to the MoDOT Carrier Express Account Application process.

MoDOT staff has asked you to revise your application and resubmit it. Please click the button below to edit your application.

In Progress Application

Programs	Status	Last Updated	
IFTA, IRP	returned	04/16/2025 01:55 PM	Open

The item(s) needing corrections will be highlighted in red and a comment will be listed below. Once corrections have been completed, click next.



MoDOT Carrier Express Account Application

[Programs](#) [General Info](#) [Addresses](#) [Certification](#)

This page has one or more fields that have been flagged by MoDOT Motor Carrier Services for you to review. Those fields have been highlighted below. Please review those comments, make changes if necessary and resubmit this application.

USDOT Number <input type="text" value="444444422"/>	FEIN/SSN <input type="text" value="444444422"/>	Tax Type <input type="text" value="FEIN"/>
Legal Name [?] <input type="text" value="MORRI TRUCKING LLC"/>	DBA Name [?] <input type="text"/>	
<small>Contact Secretary of State to register the Legal Name of your company.</small>		
Person to Contact <input type="text" value="SARAH MORRI"/>	Contact Phone Number <input type="text" value="(555) 555-5555"/>	Contact Email <input type="text" value="morritruckingllc@test.org"/>
<small>This information should be for your primary contact. After your account has been created you will have the option to add more contacts.</small>		
Business Type <input type="text" value="Limited Liability Company"/>		
State Incorporated <input type="text" value="MO : MISSOURI"/>	Charter Number <input type="text" value="LC5678"/>	Fictitious Name Reg No. [?] <input type="text"/>
<input type="button" value="Back"/>	<input type="button" value="Next"/>	

Once all corrections have been made, you must check the box in front of "I have read, understood and agreed to the above statements" and type in your first and last name under the consenter name.

Resubmit the application for MCS review.

Once an agent approves your application you will receive an email with your User ID and Password and the link to MoDOT Carrier Express.

The application you submitted for a MoDOT Carrier Express account has been approved.

Please use the following userid/password to sign in to MCE.

Userid: XXXXXXXXXX

Password: XXXXXXXXXX

Link to MoDOT Carrier Express: <https://mcstest.modot.mo.gov/MceWeb>

This email was system generated. Please do not reply directly to email@modot.mo.gov as responses to this address are not monitored.

After clicking on the link from your approval email you will use your User Id and Password to log in.



Sign in to **MoDOT Carrier Express**

User ID

[Forgot User ID?](#)

Password

[Forgot Password?](#)

Log In

System Terms of Use. By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

As this will be your first time logging in, you will be prompted to reset your password. Once you have created a password and confirmed the password, click submit



Password Reset

Please change your password. Your password must be changed before continuing.

New Password

Confirm New Password

Submit

View Password Requirements

On the next screen you will enter in your user email address along with the user first name and user last name. Once all fields are filled out, click submit.



User Profile Update

Please fill out the information below to complete the user profile.

User Email Address

User First Name

User Last Name

Submit

You are now logged in to MoDOT Carrier Express. Please refer to the New Account Procedures for which program(s) you are applying for step by step instructions.