

Customer Profile/Address Updates External Procedure

Overview

Updating the profile to reflect a change or correction of the address, legal name and/or Tax ID.

Documents Required

If carrier has IRP:

- New title required if the unit needs to be retitled in the new business name. E.g., company changes from an LLC to an INC. A new title will need to be applied for since the LLC no longer exists.
- Lease will be needed if vehicle is owned by anything other than the new name.

A processing agent will contact you if documents are required. The documents will need to be emailed to Contactmcs@modot.mo.gov

Process

Profile updates

1. From the landing pad, click the 'my customer profile' button.

MoDOT Carrier Express Applications Customer Profile User Profile Logout

Welcome to MoDOT Carrier Express!

Programs

Oversize/Overweight Credentialing Haz Waste/Waste Tire

Account Management

My customer profile

Your Pending Requests

There are no pending changes for your account

[More about me \(not shown in PROD\)](#)

2. The profile tab will display. Click the 'edit profile' button.

Home / Profile

Customer Profile

Profile Addresses Contacts Activity Users

DAWN TEST USDOT: Cust ID: **251279**

[Edit profile](#)

Customer Status: ACTIVE	Customer ID: 251279
Legal Name: DAWN TEST	USDOT No:
DBA Name:	Tax ID: 789578957
Business Type: Sole Proprietorship	IRP No: 33755
State Incorporated:	Charter Number:
Date Incorporated:	Fict Name Registration No:
	EPA No:

3. Change the necessary fields and click 'save'.

Home / Profile / Edit Profile

Customer Profile

Profile Addresses Contacts Activity Users

DAWN TEST USDOT: Cust ID: **251279**

Legal Name:	<input type="text" value="DAWN TEST"/>	USDOT No:	<input type="text"/>
DBA Name:	<input type="text"/>	Tax ID:	<input type="text" value="789578957"/>
Business Type:	<input type="text" value="Sole Proprietorship"/>	Charter Number:	<input type="text"/>
State Incorporated:	<input type="text"/>	Fict Name Registration No:	<input type="text"/>
Date Incorporated:	<input type="text"/>	EPA No:	<input type="text"/>

This will submit your profile update request to Motor Carrier Services for review and approval. No additional profile changes can be made to the profile until your initial request has been approved.

Home / Profile

Customer Profile

Profile Addresses Contacts Activity Users

MORRI TRUCKING LLC USDOT: **444444422** Cust ID: **251255**

Successfully submitted profile change

Your profile has a change which is pending MoDOT Motor Carrier Services Approval

Customer Status: ACTIVE	Customer ID: 251255
Legal Name: MORRI TRUCKING LLC	USDOT No: 444444422
DBA Name:	Tax ID: 444444422
Business Type: Limited Liability Company	IRP No: 33751
State Incorporated: MO	Charter Number: LC5678
Date Incorporated:	Fict Name Registration No:
	EPA No:

Created By: MORRIS2 (4/16/2025 2:28:11 PM)

Last Updated By: MORRIS2 (4/16/2025 2:28:11 PM)

Please allow time for processing as items are worked in the order they are received.

Address Updates

1. From the customer profile page, click the 'address' tab.

[Home](#) / [Profile](#) / [Addresses](#)

Customer Profile

Profile **Addresses** Contacts Activity Users

DANIELS TRUCKING 01 USDOT: Cust ID: 251308

Add new address

Business Location Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: COLE

Principal Place of Business Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: COLE

2. The addresses tab will display. Click the blue pencil to change an address. Click the trash can to delete an address.
 - Click the 'add new address' button to add an address. Complete the fields and click the 'submit' button.

Add new address

Business Location Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: COLE

Principal Place of Business Address

830 MODOT DRIVE
JEFFERSON CITY, MO 65109
County: COLE

3. Once the address is updated, select submit.

Address Type: Business Location Address Copy From:

Street: 830 MODOT DRIVE Apt, Suite Number (Optional):

City: JEFFERSON CITY State: MO : MISSOURI Zip: 65109

County: COLE

Address changes to non-terminal addresses will have to be approved by MoDOT Motor Carrier Services staff before taking effect unless the carrier is OS/OW only.

Submit Cancel

This will submit your address update request to Motor Carrier Services for review and approval. No additional address changes can be made until your initial request has been approved.

Please allow time for processing as items are worked in the order they are received.

Customer Profile

[Profile](#) [Addresses](#) [Contacts](#) [Activity](#) [Users](#)

TEST ACCT 12

USDOT:

Cust ID: **251305**

Successfully submitted address change