

Renewing Operating Authority – Online Procedures

Carriers who operate wholly in intrastate commerce (do not cross the state lines) and do not pay UCR fees must renew their Operating Authority on an annual basis and obtain decals for the renewal year.

Operating Authority can be renewed by filling out a B-1R form located on the MO Operating Authority tab of our website, www.mcs.modot.mo.gov/mcs, or online through MoDOT Carrier Express.

To renew Operating Authority online follow the procedures below:

1. Access MoDOT Carrier Express (MCE) using the following link: www.modot.mo.gov/mce , or click on the following button from the MCS homepage (www.mcs.modot.mo.gov/mcs).



2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
3. If you don't remember your password you can reset it from the log-in screen by clicking on the "forgotten password" button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
4. If you don't have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.

5. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name: QUALITY CARRIERS INC
Customer ID: 3606 USDOT Number: 76600

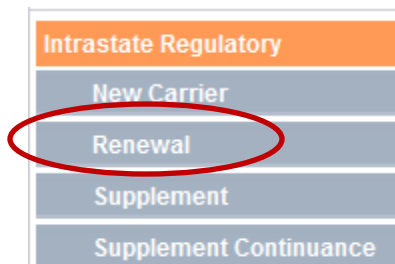
6. Click on Begin an INTRASTATE AUTHORITY activity:

▶ [Begin an INTRASTATE AUTHORITY activity](#)

7. Click on Intrastate Regulatory:



8. Click on Renewal



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9. Select the type of authority you wish to renew: Property, Household Goods, Passengers no Charter, or Passengers Charter

Renewal
Property
Household Good
Passengers No Charter
Passengers Charter

← **SELECT ONE**

10. Enter the Registration Year

NOTE: The Registration Year is for the year preceding the year you want to register for, not the renewal year (i.e. if you are renewing for the year 2015 you will enter 2014 in this field).

Search Operating Authority Information
USDOT No: 76600
Reg Year: <input type="text"/>

11. Click Submit

12. On the Renewal Screen enter a Contact Name and Phone Number

NOTE: to change information listed here you must contact MoDOT MCS.

General Information	
DBA Name: QUALITY CARRIERS Registration Year: 2015	
Principal Address Address: 4041 PARK OAKS BLVD SUITE 200 TAMPA, FL 33610	Mailing Address Address 1: 102 PICKERING Address 2: SUITE 105 City: EXTON State: PA - PENNSYLVANIA Zip: 19341
Terminal Address Address 1: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Contact Information Name: <input type="text"/> Phone: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/> Electronic Renewal: <input type="checkbox"/> Email: <input type="text"/>

13. Click Submit

14. On the Billing Information Screen enter the number of door or window decals you need

- Window decals are only available to Passenger Carriers with a seating capacity of 6 to 12 passengers.
- You will need to purchase a decal for every vehicle that operates in intrastate commerce. You will be charged \$10 per decal.

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Fee Details

SSRS MO Vehicles: 0 Interstate Stamps: 0 Intrastate Door Stickers: 0 Intrastate Window Stickers: 0 House Movers:	SSRS MO Requested: 0 Stamps Requested: Door Stickers Requested: <input type="text"/> Window Stickers Requested:
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15. In the Delivery Options field enter how you would like to receive your invoice: Preview, Fax, or E-mail

Delivery Options: V - Preview ▼

E - Email

F - Fax

V - Preview

Note: If you select Fax or e-mail you will need to enter a fax number or e-mail address in the designated field.

Delivery Options: E - Email ▼

FAX No: - -

E-mail:

If you select Preview your invoice can be viewed in the Reports List once your transaction is complete. Instructions to access the Reports List are included below.

16. Click Submit

Submit

17. You will see the following message if the supplement processed successfully

SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT

NOTE: If you do not see this message contact MoDOT MCS for further information.

18. Click on the PAYMENT Tab to pay the invoice

PAYMENT

19. All active invoices for your company will show.

- a. The invoice description will be titled as your carrier type.
- b. Click on the **Blue** Invoice ID in the column to the right of the description.

Carrier Types

PCR – Property

HHG – Household Goods

POC – Passengers No Charter

PC – Passengers Charter

Description	ID	Status	Balance	Date/Time
PCR/2015/0	1939083	INVOICED	\$20.00	2014/09/23 10:19

20. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

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Customer ID: 5926
Customer Name: JACK'S TRUCK RENTAL INC
USDOT No: 234567

To switch to a different customer, go to [Customer Admin page](#) to select one.

[Payment Processing Instructions - Updated](#)

Select the Invoice ID to make payment.

Active Invoices

Show entries Search:

Description	ID	Status	Balance	Date/Time
No Invoices found.				

Showing 0 to 0 of 0 entries

MoDOT MCS staff will process your renewal and send your decals in the mail. If you have not received your decals within 7 business days contact MoDOT MCS for further information.

CONTACT US

Address: 830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-270

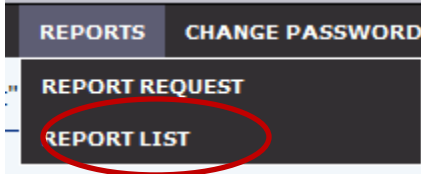
Phone: 866.831.6277, option 3

Fax: 573.522.6708




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HOW TO VIEW THE REPORTS LIST

1. From the main menu hover your mouse over the Reports Tab and click on Reports List



2. You will see a list of all reports that have been generated by your User ID

Report	<u>Report Name</u>	<u>Create Date</u>	Delete
	CUSTOMER SUMMARY INVOICE	September 23, 2014	X
	CUSTOMER SUMMARY INVOICE	August 13, 2014	X
	CUSTOMER SUMMARY INVOICE	August 13, 2014	X

3. To view a report click on the icon to the left of the report name



4. **You must have Adobe Reader installed on your computer to view a report.**

To install adobe reader visit www.adobe.com.