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:

6. Click on Begin an INTRASTATE AUTHORITY activity:

7. Click on Intrastate Regulatory:

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

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).

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.

13. Click Submit

14. On the Billing Information Screen enter the number of door or window decals you need
   a. Window decals are only available to Passenger Carriers with a seating capacity of 6 to 12 passengers.
   b. You will need to purchase a decal for every vehicle that operates in intrastate commerce. You will be charged $10 per decal.
15. In the Delivery Options field enter how you would like to receive your invoice: Preview, Fax, or E-mail

**Delivery Options:**
- Preview
- E-mail
- Fax
- 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-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

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

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.

<table>
<thead>
<tr>
<th>Carrier Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCR – Property</td>
</tr>
<tr>
<td>HHG – Household Goods</td>
</tr>
<tr>
<td>POC – Passengers No Charter</td>
</tr>
<tr>
<td>PC – Passengers Charter</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Name</th>
<th>Create Date</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>September 23, 2014</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>August 13, 2014</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>CUSTOMER SUMMARY INVOICE</td>
<td>August 13, 2014</td>
<td>✗</td>
</tr>
</tbody>
</table>

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.