MoDOT Carrier Express – IRP User Guide

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>07/20/2021</td>
<td>Celtic Systems</td>
<td>First Draft</td>
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MoDOT User Guide, Version 1.0

Document release date:

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Celtic Systems
8961 E. Bell Road, Suite 101
Scottsdale, AZ 85260
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1 Overview

The objective of the User Guide is to provide a step-by-step description of the new system flow with various screen prints.

1.1 MoDOT Carrier Express Navigation
Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.

1.2 Home
Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.1.

1.3 IRP

IRP processing includes the following Supplements:

<table>
<thead>
<tr>
<th>Supplement Abbreviation</th>
<th>Supplement Description</th>
<th>Vehicle Service Abbreviation</th>
<th>Vehicle Description Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVE</td>
<td>Add Vehicle</td>
<td>AVE</td>
<td>Add Vehicle</td>
</tr>
<tr>
<td>CVF</td>
<td>Amend Vehicle with Fee</td>
<td>CVF</td>
<td>Change/ Amend Vehicle with Fee</td>
</tr>
<tr>
<td>CVN</td>
<td>Cab Card Correction</td>
<td>CVN</td>
<td>Cab Card Correction</td>
</tr>
<tr>
<td>AXV</td>
<td>Add / Delete Vehicle</td>
<td>AXV</td>
<td>Delete Vehicle</td>
</tr>
<tr>
<td>RTG</td>
<td>Replace Plate</td>
<td>RTG</td>
<td>Replace Plate</td>
</tr>
<tr>
<td>RWC</td>
<td>Renewal</td>
<td>CVF</td>
<td>Renewal – Amend Vehicle</td>
</tr>
<tr>
<td>RWC</td>
<td>Renewal</td>
<td>DEV</td>
<td>Renewal – Delete Vehicle</td>
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<tr>
<td>RWC</td>
<td>Renewal</td>
<td>AVE</td>
<td>Renewal – Add Vehicle</td>
</tr>
</tbody>
</table>

1.3.1 Supplement Continuance

When a user initiates a supplement and exits it midway, the Supplement Continuance functionality allows to resume the supplement later. This function retains all the information the user entered earlier.

To continue processing a supplement:

- Enter the required search fields apart from the Account no. and MCE Customer ID as it will be populated and protected.
  - Click the PROCEED button to display a list of available supplements.
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- If only one supplement exists, the system will automatically navigate to the supplement details screen.
- If multiple supplements exist, a list of them will display and the user can select the desired supplement to continue.
- A user cannot resume a supplement if its account/fleet status is Locked or Suspended.
1.3.2 Supplement Functions

The various supplement transactions can be accessed by clicking a link within the associated menu tile on the IRP Application main menu screen. For example, the Renew Fleet supplement is located within the Fleet menu tile, while the Add Vehicle supplement is located within the Vehicle menu tile. Supplements such as Replace Plate are located within the Vehicle Credential menu tile.

**TVR NOTICE**

A Temporary Vehicle Registration document (TVR) must be requested BEFORE payment for a supplement is processed.

To request a TVR:

1. On the Add Vehicle page, in the Vehicle Details section, click the TVR checkbox. This will generate a TVR document for the single vehicle listed.
2. To request a TVR for ALL new vehicles, check the TVR checkbox on the Billing Page. This generates TVR documents for all new vehicles added within the supplement.

The user can click the desired supplement option and then a supplement search screen will appear. At the supplement search screen the user must:

- Enter the required search criteria such as Fleet No. and/or Fleet Expiration Year. Note that the Account No., MCE Customer ID and Supplement Effective Date are default and protected.

![Vehicle Credential](image)

### 1.3.2.1 Renew Fleet Function

The IRP Renewal process involves the following steps:

- The fleet information/operations must be verified.
- The fleet distance must be entered.
- Vehicles must be processed including add (after reinstatement), change and delete.
Missouri and other jurisdiction fees must be computed.
Payment is recorded.
Credentials are issued.

To begin the renewal, the user must perform the following steps:
- Select RENEW FLEET option from the fleet menu tile at the IRP application level.
- The Account No. is defaulted and protected.
- Enter the Fleet Number and Fleet Expiration Year being renewed. If there is more than one fleet and the number is not entered, a selection list of the available fleets appears.
- Select PROCEED to display the Account screen.

1.3.2.1.1 Update IRP Account
- Verify the account information.
After reviewing the account information:

- Select PROCEED to display the Account Verification screen.
- Select PROCEED at the verification screen to update the account information and proceed to the Fleet Detail screen.
1.3.2.1.2 Update Fleet

The registrant can update certain fleet information during renewals such as contact information, mailing address, and fleet type/commodity class, if needed.

The fleet information populates with the information from the previous year. The Legal name and business address populate with the most current information from the customer record.
The following information will default based on the renewal period (12 months) and cannot be changed:

- **Fleet Effective Date**
  - Will default to the effective date for the next year registration period.
- **Fleet Expiration Date**
  - Will default to the expiration date for the next year registration period.
- **First Operated Date**
  - Will default to the previous year.

Updates for the Fleet Screen:

- **From the Fleet Detail screen:**
  - Review the fleet information.
  - Update the values, as necessary.
  - The ‘Use IFTA Distance’ checkbox is defaulted to unchecked and is used to populate the distance (mileage) on the Distance Details page. If the account has more than one fleet, the user must enter this information manually.
  - Click PROCEED to display the Fleet Verification screen.
  - Click PROCEED again to update the fleet information in the database and proceed to the Distance Detail screen.

### 1.3.2.1.3 Jurisdiction Distance

At fleet renewal time, the Distance Details screen displays with all the jurisdictions listed. The distance type will default to Actual for the following conditions:

- IFTA distance exists for the reporting period.
- IFTA distance does not reflect MO distance.
- IFTA distance only shows MO distance.
- Carrier had actual distance in any IRP Jurisdiction in the previous registration period (in this case the jurisdiction code will display in RED font).
- If the carrier reported estimated distance in the previous year, but according to IRP plan rules, the carrier does not qualify for a second year of estimated mileage.

If the carrier has no distance to report, the user can click the ‘No’ radio button and the Average Per Vehicle Distance Chart is used.

If the ‘Use IFTA Distance’ checkbox on the fleet screen was checked and the account only has one power unit fleet, the IFTA distance will pre-populate with the mileage reported Type set to ‘A’. The distance field is enabled for the user to make changes if needed.
The Comment section must be used to add a comment regarding the carrier’s scope of operations.

When the user has entered all the jurisdiction information:

- Enter the totals for Total Estimated Distance or Total Actual Distance, and Total Distance, if required.
- If actual distance is entered, check the “We certify that the actual distance submitted is accurate” checkbox.
- Click the PROCEED button on the command line and the system will:
  - Perform edits including verifying contiguous jurisdictions.
  - Calculate percentages, and populate estimated distance.
  - Calculate the Total Estimated Distance or Total Actual Distance.
  - Display the verification screen.

![Distance Details](image-url)
While reporting Actual Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>DISTANCE (MILES)</th>
<th>PERCENT</th>
<th>JURISDICTION</th>
<th>DISTANCE (MILES)</th>
<th>PERCENT</th>
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<tbody>
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<td>AL - ALABAMA</td>
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<tr>
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<td>OR - OREGON</td>
<td>863</td>
<td>0.09581</td>
</tr>
</tbody>
</table>
If the distance is correct, select PROCEED to display the Weight Group Selection screen.
1.3.2.1.4 Weight Group

The Weight Group Selection screen for fleet renewal allows the user to perform the following actions:

- Add a new weight group to the fleet. To enter a weight group for the fleet:
  - Select the maximum gross weight for the weight group from the drop down. MO has three weight group types, namely, Power Unit, Trailer and Bus.
    - Power Unit – The maximum gross weight for power unit is 80,000.
- Bus – The maximum gross weight for bus is 80,000. However, a user can select “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.
- Trailer – The maximum gross weight for trailer is 34,000 and the user cannot change it.
  - If any of the jurisdictions have a different weight, enter the weight for that jurisdiction
  - Click the PROCEED button on the command line to populate the weight for the remaining jurisdictions and the verification screen will display. If a weight is outside the 10% variance, a warning message will display in the message area at the top of the verification screen. A comment must be entered to explain the variance.
  - The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system automatically sets the weight to the maximum allowed and displays a warning message in the message area at the top of the verification screen.
  - If any of the weights need to be changed, click the BACK button and the system will display the Jurisdiction weights for changes.
- View/update the weight for any existing weight group
  - Select the weight group to process, by selecting the SELECT link next to the weight group number.
  - Update the weights required and select PROCEED to go to the verification screen.
  - From the validation screen, select PROCEED to save the change.
- If no changes are required, select Go To Weight Group Selection.
Select DONE when you are finished with weight groups. The Vehicle Processing screen appears.

1.3.2.1.5 Process Vehicle

The vehicle processing on a renewal provides the ability to perform the following vehicle functions:

- Update from the Previous Year.
  - After the renewal is open and is not invoiced, supplement information can be automatically updated in the renewed fleet by clicking the UPDATE FROM THE PREVIOUS YEAR button on the command line and then either:
    - Delete Vehicle.
    - Update Vehicle Information.
  - If the renewal is invoiced (not paid), cancel the invoice first, and then click the UPDATE FROM THE PREVIOUS YEAR button from the Vehicle Processing screen.
  - If the renewal is paid, the user must create the supplement in the renewal year.

The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.
The user must execute the UPDATE FROM PREVIOUS YEAR, if required, prior to adjustments to existing vehicles.

If no changes are required to any vehicle:
- Click the DONE button.

To update vehicle information:
- The user can select the MODIFY VEHICLE radio button and then select PROCEED to display the Vehicle Detail screen.
The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number.

After the user selects the vehicle, the existing vehicle information will display.

The user should update the information as necessary for renewal.

Once the information is changed, click the PROCEED button to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display.

From the Verification screen, review the vehicle information and click on the PROCEED button to save the changes to the vehicle.

- To delete a vehicle from the fleet:

  The user can select the DELETE VEHICLE and then select PROCEED to display the Delete Vehicle screen. This is a list of all the active vehicles in the fleet not updated during the renewal process.
To select a vehicle to delete, check the box next to the unit number you want to delete.

For each delete vehicle the following information must be provided:

- PLATE STATUS defaults to Deleted, which is the only option available.
- Delete/Inactive Date – enter a date.
- A comment can be added if necessary.

Once all the vehicles you want to delete are selected, select PROCEED to display the verification screen. The verification screen will display only those vehicles you have deleted.

Click the PROCEED button to save the information.

Click the DONE button after completing all deletions.

The Vehicle Processing screen will redisplay.

To change/cancel information on vehicles that have already been processed during the renewal:

Select VEH LIST to display a list of vehicles that have been changed or deleted.

The Vehicle List screen will display a list of the vehicles that were added, changed, or deleted during the renewal.

The user can do the following:

- Select BACK to return to the Vehicle Processing screen.
- Select a vehicle from the list by clicking the “Select” link to the left of the UNIT No.
  
  This will display a screen depending on the SERVICE TYPE for the vehicle (i.e. change or delete).

  When a user selects a vehicle, the vehicle information will display on the Vehicle Details screen. The user can do one of the following:

  - If the user deletes the vehicle from the renewal, the Vehicle Details screen are protected and the only action you can take is to CANCEL VEHICLE, which will undo the deletion and will add the vehicle back to the renewal.
  - If the vehicle was added or changed from the vehicle screen, the user can either make additional changes or cancel the action
    
    - To make changes, update the information and select PROCEED. Then select PROCEED from the verification screen to save the changes.
    
    - To cancel an added vehicle from the renewal, select CANCEL VEHICLE to delete it from the renewal
    
    - To cancel a change vehicle from the renewal, select CANCEL VEHICLE. The vehicle will process on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.
• To update information on a previously deleted vehicle:
  o The user should select DELETE VEHICLE, then select PROCEED.
  o From the Delete Vehicle screen, the user should select DELETE VEHICLE to display a
    list of vehicles deleted during the renewal.
  o When the changes are finished, select UPDATE to display the verification screen.
  o From the verification screen, select PROCEED to save the changes to the deleted
    vehicles.

• To end the vehicle processing, the user selects DONE from the Vehicle Processing
  screen. The system will display the Web Processing - Submit screen.

1.3.2.1.6 Web Processing – Submit

The system navigates to the Web Processing – Submit screen. The user must provide the
required documents on this screen and submit them to the internal review queue for approval.
Perform the following steps to submit the documents:

- Look below the Vehicle Document section. Click on the folder icon for a given document (for example, Property Tax).
A new pop up window appears, allowing the user to browse and select the document from their local computer. Select the document and click Upload. The uploaded file will appear in the grid below. If needed, the user can delete the uploaded document and upload again by clicking the Delete icon from the grid.

Click Done after uploading the documents to return to the Web Processing – Submit screen.

Likewise, upload all the required vehicle documents.
• For fleet-level documents, select the preferred document from the Fleet Document Type drop down, click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. If needed, the user can click the Delete icon on the far right of the grid to delete the document, if required.
• Similarly, upload all the required fleet documents.
• Once all the vehicle and fleet-level documents are uploaded, click Submit from the command line.

Once the documents are submitted, an internal user will review the submitted documents and approve them. Once the agent approves and invoices the transaction, the external user will be able to continue the supplement via Supplement Continuance and proceed with Payment.

1.3.2.1.7 Billing Process

Once the documents are approved, the user can continue the supplement from Billing process via Supplement Continuance. The following screen will display:
Review the fee details on the billing screen. Click Proceed to move to the Payment screen.
1.3.2.1.8 Payment Details

The next step in the transaction is to process the payment.

```
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Payment Details

Account: SUCCESS TRUCK LEASING INC
Fleet: 27210
Fleet Month/Year: 09/2022
Supplement: 000

Payment Details

Supplement Details

Enterprise System Credit
IRP System Credit
Invoice Date
Invoice No.
0.00
0.00
07/12/2021
2020001

Payment Receipt Date
07/21/2021

Fees

Batch Credit
0.00

Fee Type
Fee Amount

MO Schedule I
3.83
MO Schedule II
0.63
MO Schedule I Credit Applied
0.00
MO Schedule II Credit Applied
0.00
Foreign Jurisdiction Fees
10.24
Foreign Jurisdiction Credit Applied
0.00
In-State Credit Schedule I
0.00
In-State Credit Schedule II
0.00
Biennial Fee
0.00
Grade Crossing Fee
0.15
Replacement Plate Fee
0.00
Second Plate Fee
0.00
Late Filing Penalty
0.00
Late Pay Penalty
0.00
Transfer Fee
0.00
```
Click Proceed from the command line to complete the payment.

1.3.2.2 Add Vehicle

Perform the following steps to process an ADD VEHICLE supplement:

- From the IRP application level menu, select ADD VEHICLE from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
  - Enter the Fleet and Fleet Expiration Year; Account No. is prepopulated and protected.
  - The supplement date defaults to the current date and cannot be changed.
  - Select PROCEED to display the vehicle detail screen.

The Vehicle Detail screen captures the information for each vehicle the user wants to add to the fleet and register into MoDOT Carrier Express. Mandatory fields have a red asterisk “*” beside them.

At the top of the Vehicle Detail screen there is a feature allowing the user to find an existing vehicle in the database.
- Enter the VIN and click the SEARCH button. The system will search for the information and populates the vehicle information fields on the Vehicle Detail screen.
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![Add Vehicle Screen](image)

**Vehicle Details**

<table>
<thead>
<tr>
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<th>Value</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Copy Unit Number</td>
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<tr>
<td>Plate No.</td>
<td></td>
</tr>
<tr>
<td>Search</td>
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**New Vehicle Search Criteria**

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</tr>
<tr>
<td>Copy Unit Number</td>
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<tr>
<td>Plate No.</td>
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<td>Search</td>
<td></td>
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**Supplements Details**

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</tr>
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<td>Carrier Type</td>
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**Vehicle Details**

<table>
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<td>TVR</td>
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<tr>
<td>Title Jurisdiction</td>
<td></td>
</tr>
<tr>
<td>Title No.</td>
<td></td>
</tr>
<tr>
<td>Safety Responsibility</td>
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<tr>
<td>Owner Name</td>
<td>SUCCESS TRUCK LEASING INC</td>
</tr>
<tr>
<td>Safety USDOT</td>
<td>000339745</td>
</tr>
<tr>
<td>Safety TPD</td>
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</tr>
<tr>
<td>In-State Plate Type</td>
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<tr>
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<td></td>
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<tr>
<td>In-State Fee</td>
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<tr>
<td>Lease</td>
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<tr>
<td>Use Existing Plate</td>
<td></td>
</tr>
<tr>
<td>Change Name &amp; Address on USDOT</td>
<td></td>
</tr>
<tr>
<td>Second Plate</td>
<td></td>
</tr>
</tbody>
</table>
Click the PROCEED button on the command line to save the vehicle information. The Vehicle Detail screen is displayed with empty fields for the creation of another vehicle if required. Refer to the screen and paragraphs referenced above for details.

If some of the vehicle information is wrong, must be changed or needs to be deleted, perform the following steps:

- Click the VEHICLE LIST button on the command line and a selection list of vehicles will be displayed.
- Click any “Select” link to the left of the unit number in the selection list and the vehicle details appear.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are complete, click PROCEED and the verification screen will appear. Click the PROCEED button on the verification screen and the Vehicle Details screen will appear.

If you need to add a weight group for the IRP vehicles, select the WTG GROUP tab at the top, in the navigation flow.

- Select ADD WTG GROUP, select the weight and then select PROCEED. After selecting PROCEED from the verification screen, the system displays the Vehicle Details screen so the user can add the vehicle.

When all of the vehicles have been entered correctly into the system, click the DONE button and the Web Processing - Submit screen will be displayed.

### 1.3.2.2.1 Web Processing – Submit

After the vehicle and/or weight group is added as desired, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for the details on submitting required documents to the review queue.
1.3.2.2 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.2.3 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.3 Add/Delete Vehicle (Add with Transfer)

MoDOT Carrier Express allows a user to add a new vehicle, delete an existing vehicle and issue a new plate using the Add/Delete Vehicle supplement. The transfer vehicle must be in the same account and fleet.

Perform the following steps to process an ADD/DELETE VEHICLE supplement:

- From the IRP application level menu, select Add/Delete Vehicle from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
  - The Account No. and MCE Customer ID are populated and protected.
  - Enter Fleet No. and Fleet Expiration Year to narrow down the search.
  - The supplement effective date defaults to the current date and cannot be changed. The credit is calculated from the supplement effective date. Refer to Section 1.3.2 for MO business rules on supplement dates.
- Select the PROCEED button and the Vehicle Screen displays...
The Vehicle Details screen allows the following actions:

**For IRP, to review or add a new weight group**

To review or add a weight group, select the WTG GROUP tab. Only new weight groups can be added. Existing weight groups can be viewed but cannot be changed.

- Existing weight groups and their associated base jurisdiction and maximum gross weight are displayed.
- To view the detail per jurisdiction, click the “Select” link of the weight group number to be viewed.
To add a new vehicle

The Vehicle Details screen displays. The Vehicle Detail screen is used to enter the information for each replacement vehicle the user wants to add using an existing vehicle plate in the fleet.

At the top of the Vehicle Detail screen there is a feature allowing the user to find the “NEW” vehicle in the database.

Enter the VIN and click on the SEARCH button. The system will search for the information and, if found, will populate the vehicle information fields on the Vehicle Detail screen.

- The Vehicle Details screen captures all information about the new vehicle and some required information about the old vehicle.
- If you want a temporary vehicle registration document for the new vehicle, be certain to check the TVR check box BEFORE moving to the payment page.

To enter the “Old” (Deleted Vehicle Details) vehicle information, perform the following:

- The Unit number, VIN, and Plate No. fields contain the information for the vehicles currently registered to the account.
- The user can select from the list (click inside on of the fields to display the list) or type either the Unit No., VIN, or Plate – only one of the values should be entered.
- Select the SEARCH button in this section to display the remaining information about the old vehicle.
- DELETION DATE defaults to the supplement effective date.
- Select the DELETE REASON from the drop down.

To enter the “NEW” vehicle information, perform the following:

- Refer to Section 1.3.2.1.5 for the IRP vehicle detail screen.

After entering the information, click PROCEED. The system performs edits to ensure all mandatory fields are filled and correct. The validation screen appears.

Click the PROCEED button to save the vehicle information. The Vehicle Detail screen displays with empty fields for creation of another vehicle, if required.

If some of the vehicle information is wrong and needs to be changed or vehicles need to be deleted after being stored in the system, complete the following steps:

- Click the VEHICLE LIST button on the command line. A selection list of vehicles appears.
Click the SELECT link to the left of the unit number in the selection list and the vehicle details will be displayed.

Update the vehicle information as required and click the PROCEED button.

Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are made, click PROCEED and the verification screen will appear. At the Verification screen, click the PROCEED button and the “VEHICLE DETAILS” screen appears.

When all of the vehicles are entered correctly into the system, click the DONE button on the command line. The Web Processing - Submit screen appears.

1.3.2.3.1 Web Processing – Submit

After this, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for details on submitting the required documents to the review queue.

1.3.2.3.2 Billing Process

After this, the billing process starts. To get the details of the billing process, refer to Section 1.3.2.1.7.

1.3.2.3.3 Payment Details

After this Payment details process starts. To get the details of the payment process, refer to Section 1.3.2.1.8.

1.3.2.4 Amend Vehicle With Fee

This supplement is performed when a vehicle needs to be amended and IRP fees are due based on the changes. Perform the following steps to process an Amend Vehicle With Fees supplement:

- From the IRP application level menu, select AMEND VEHICLE WITH FEES from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
  - 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 and cannot be changed. Refer to Section 1.3.2 for Missouri business rules on supplement dates.
  - Select PROCEED to display the Amend Vehicle Details Screen (see below).
The Amend Vehicle Details screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
  - To review, select the weight group number from the list.
    - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
    - Select GO TO WGT SELECTION to return to the list.
  - To add a weight group, select ADD WGT GRP.
    - Enter the information and select PROCEED to validate.
    - Click the PROCEED button from the validation screen to save.
  - Select DONE to return to the Vehicle Details screen.

- Select a vehicle to amend.
  - Enter either the Unit No., VIN or Fleet No. in the CHANGE VEHICLE DETAILS section.
  - Click the SEARCH button to populate the vehicle information in the VEHICLE DETAILS area.
MoDOT Carrier Express populates the screen with the vehicle information from the system. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. If the fleet type of the added vehicle is different than the existing vehicle in the fleet, a new plate will be issued.
To amend the vehicle:

- 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 the vehicles requiring changes.

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

Select the vehicle you need to update or review by clicking the “Select” link 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 appears, 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 to the Web Processing – Submit screen to submit the required documents.

### 1.3.2.4.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

### 1.3.2.4.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

### 1.3.2.5 Cab Card Correction

This supplement allows a user to correct cab card details. Perform the following steps to process Cab Card Correction supplement:

- From the IRP application level menu, select CAB CARD CORRECTION from the Vehicle menu tile
- From the search screen, enter the following:
  - Fleet No., and Fleet Expiration Year; The Account No. and MCE Customer ID are defaulted and protected.
  - The supplement effective date defaults to the current date and cannot be changed. Refer to Section 1.3.2 for MO business rules on supplement dates.
  - Select PROCEED to display the cab card correction screen (see below).
The Cab Card Correction screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
  - To review, select the weight group number from the list.
    - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
    - Select GO TO WGT SELECTION to return to the list.
  - To add a weight group, select ADD WGT GRP.
    - Enter the information and select PROCEED to validate.
- Click the PROCEED button from the validation screen to save.
  - Select DONE to return to the Vehicle Details screen.
- Select a vehicle to correct the cab card.
  - Enter either the Unit No., VIN or Fleet No. in the CHANGE VEHICLE DETAILS section.
  - Click the SEARCH button to populate the vehicle information in the VEHICLE DETAILS area.
MoDOT Carrier Express populates the screen with the vehicle information. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. MCE issues a new plate if the user changes the weight group or requests for issue of a new plate from the vehicle screen.

To change a cabcard:

- 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 the 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 a vehicle selection list.
Select the vehicle you need to update or review by clicking the “Select” link 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. 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 the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

### 1.3.2.5.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

### 1.3.2.5.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

### 1.3.2.6 Replace Plate

Perform the following steps to process a Replace Plate supplement:

- From the IRP application level menu, select REPLACE PLATE from the Vehicle Credential menu tile.
- From the Supplement Search screen, enter the following:
  - Fleet No., and Fleet Expiration Year; Account No. is defaulted and protected.
  - The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for MO business rules on supplement dates.
  - Click PROCEED to display the Replace Plate Vehicle Selection Details screen.
Replace Plate Vehicle Details screen allows the following actions:

- Indicate the vehicle(s) to receive a replacement plate by doing one of the following:
  - Click the check box next to the unit number for the vehicle.
  - For large fleets, the user may enter the Unit No., VIN or Plate number and click the SEARCH button. Once the vehicle information is found it will display in the selection list.
- Click PROCEED when you are finished to display a screen with the selected vehicles.

On the Replace Plate screen:

- Select a REASON from the available dropdown list, which include:
  - OTHR – Other
  - DMGD – Damaged
  - LILW – License Law
  - LOST – Lost
  - STLN – Stolen
- The Plate checkbox will default to checked and cannot be changed.
- A comment box is available to add text, if desired.
• The TVR and Remanufacture checkboxes can be checked, if required. Be certain to check the TVR box to request a temporary vehicle registration document BEFORE processing payment.

• Select PROCEED to complete the process. You will return to the active list of vehicles in case you want to replace plates on additional vehicles.

MoDOT Carrier Express displays the list of active vehicles that were not selected for replacement plates. From this screen the user can do the following:

• Click the VEHICLE LIST button to display a list of vehicles processed in this supplement. You can change the information on any vehicle or cancel the vehicle from the supplement.

• Select additional vehicles for replacement plates by clicking the check box next to the vehicle and then click PROCEED.

• Click the DONE button when you are finished to display the Billing Details screen.
Select VEHICLE LIST to update or cancel a vehicle from the supplement and the list of vehicles processed in the supplement will be displayed.

You can do the following from this screen:

- Click the BACK button to go back to the previous screen.
- Update a vehicle(s)
  - Update the vehicle information.
  - Check the Update check box.
o Click UPDATE.

- Cancel a vehicle from the supplement.
  o Click the “SELECT” link to the left of the vehicle.
  o MCE displays the vehicle detail screen.

After you have completed the updates, the replace plate screen reappears.

- Click DONE when you are finished to display the Billing Details screen.

1.3.2.6.1 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.6.2 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.
1.3.2.7 Web Processing
The MoDOT Carrier Express system allows users to submit a number of supplements for review at any point of time during the transaction. MoDOT agents will access the transactions for review, processing and approval.

The limitations for Web Processing by External users include:

- Access to only their assigned account – When processing a transaction, the account number will be auto-populated and protected on all screens.
- The Account/Fleet status must be Active.
  - If the Account/Fleet status is Suspended, an External User has the ability only to make payments.
- Only one supplement can be open at a time – A supplement must be in invoiced status before an external user can open another supplement.
- External web users cannot perform a supplement in the current year if the renewal for the next year is opened.

When an external user is done adding vehicles, the system displays the Web Processing – Submit screen.

1.3.2.7.1 Web Submit Process
To submit the transaction to the internal review queue, the external user must perform the following steps:
Click Proceed from the Vehicle Details screen and the system will navigate to Web Processing – Submit screen.

The Submit screen will autopopulate and disable the following required fields:

- Account No.
- Registrant Name
- Fleet No.
- Fleet Expiration Year
- Fleet Expiration Month
- Supplement No.
- Status will default to Pending and cannot be changed.

Select SUBMIT to have all the documents submitted for internal review.

Click the “SELECT” link for the appropriate supplement to upload the necessary documents to support the transaction submitted.

Use the Browse option to select a file to be uploaded, then click the Upload button to ensure the file is attached to the transaction.

External users must:

- Upload one file at a time.
- Ensure the file size is less than 4 MB.

External users should ensure a valid email address exists on the fleet record in order to receive email notifications when a supplement is ready to be paid or if additional action is required.

The following supplements can be completed by external users all the way through payment without internal user’s review/approval, unless a plate needs to be issued. If a plate must be issued, the supplement will go to the queue for internal user to process:

- Replace Plate

NOTE: External Web users can only open supplements with a status of “Pending”, “Action required” or “Approved”.
1.3.2.7.2 Billing Process

After the external user submits a transaction for review, the internal user will review the queued documents and if approved, initiate the billing process. The supplement status will change to “INVOICED” from “OPEN”.

The external user will receive an email regarding the document review and approval.
1.3.2.7.3 Payment Details

The external user must perform the following steps to process the payment:

- Select Supplement Continuance from Others menu tile under IRP main menu.
- The user navigates to the Payment Details screen to complete the payment process.
The Cab Card Delivery Type field defaults to PDF.

The screen displays the “View Invoice Report” link on the command line for the user to view the detailed invoice report.

Click DONE from the command line on the Payment Details screen.
1.3.3 Inquiry Function

The system allows users to inquire on all IRP-related information using the tree structure. The various inquiry options are available in the corresponding menu tile at the IRP application level menu. Below is a list of available inquiries from the IRP application level menu.

- From the Account menu tile:
  - Account Inquiry
- From the Fleet menu tile:
  - Fleet Inquiry
- From the Weight Group menu tile:
  - Weight Group Inquiry
  - Weight Group Supplement Base Inquiry
- From the Vehicle Inquiry menu tile:
  - Vehicle Inquiry
  - Vehicle Supplement Inquiry
- From the Additional Inquiries menu tile:
  - Supplement Inquiry
  - Comment Inquiry

To generate an inquiry related to a specific account or fleet, the user will perform the following steps:

- At a minimum, one search criteria must be entered. Usually the Account No. and MCE Customer ID are defaulted and protected prior to selecting PROCEED.
- The grid displays the search results based on the search criteria entered.
- Page numbering is available on the screen. If more than one page of results are found, the buttons at the bottom right of the list will be enabled and allow the user to navigate by clicking the First, Previous, (Page Number), Next or Last links.

- Select the VIEW link on the right to review the details of a specific inquiry/supplement.
  - For the example, the Fleet Level details are displayed.
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- Click the CLOSE button to return to the search result screen or click the PRINT button on the view screen to print the account/fleet/vehicles details.
- Click the QUIT button on the search result screen to close the Inquiry screen and return to the IRP Level menu.

<table>
<thead>
<tr>
<th>Account No.</th>
<th>NCD Customer ID</th>
<th>Fleet No.</th>
<th>Fleet Expiration Year</th>
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<tr>
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<td>899379000</td>
<td></td>
<td></td>
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</table>

- Fleet History
- Distance
- High Group
- Subjacent

Showing 1 to 2 of 2 entries
To view the structure of the entire account, click the TREE link to the left of the Account No. in the grid.

- The account structure appears on the left side of the result screen, including all registration years, as well as fleets and supplements, within the registration year.
- If multiple fleets exist within a registration year, they appear as a separate lines under the Fleet List.
- Each level with a “+” can be expanded or if a “-” is displayed can be collapsed.
- The expansion of the Supplement will display all supplements that have taken place for the associated fleet within a given registration year.
- The expansion of the supplement reveals the vehicles associated with the supplement.
- To view details at any level, select the link and a detail screen will display. For this example, the Fleet link was accessed to display detailed Fleet information. Use the scroll bar to the right of the screen to view additional details for this supplement.
### SUPPLEMENT INQUIRY

**Supplements Details**

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<th>Account No.</th>
<th>MCE Customer ID</th>
<th>Fleet No.</th>
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<td>03/2022</td>
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<tr>
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<th>Effective Date</th>
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<tbody>
<tr>
<td>SUCCESS TRUCK LEASING INC</td>
<td>SUCCESS NATIONLEASE</td>
<td>000</td>
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<td>C - CLOSED</td>
<td>FOR - FOR HIRE (FH)</td>
<td>C - CARRIER</td>
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| No. of Vehicles | 2 |

**Payment Information**

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**PAYMENT TYPE**

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[Print] [Close]
1.3.4 Reprint Functionality
The system provides the ability to reprint the following:

- Invoice
- Cab card
- Renewal

To reprint, select one of the items listed above from the Reprint menu tile at the IRP application level menu.

1.3.4.1 Reprint Invoice
Perform the following steps to reprint an invoice:

- Select INVOICE from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.

- Select PROCEED to display a list of invoiced supplements for the entered search parameters.
• Select the INVOICE REPORT TYPE from the drop down list which includes the following:
  o Summary Invoice
  o Detail Fees for each unit (default)
  o Detail Fees for each unit by Jurisdiction
• The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
• Select an invoiced supplement by clicking the “SELECT” link to the left of the Account No.
• Select PROCEED to generate the invoice.

1.3.4.2 Reprint Cab Cards

Perform the following steps to reprint a cab card:
• Select CAB CARD from the reprint menu tile at the IRP application level menu.
• The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.
Select SEARCH to display a list of supplements for the entered search parameters.

Enter the additional parameters to narrow down the search:
- Fleet Expiration Month
- Supplement No.
- Plate No.
- VIN
- Unit No.

Reprint All Vehicle – checking this checkbox will include all vehicle in the given fleet.

The ELECTRONIC DELIVERY TYPE is defaulted to PDF.

Select GENERATE from the command line.

1.3.4.3 Reprint Renewal Notice

Perform the following steps to reprint a cab card:
- Select CAB CARD from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No., Fleet Expiration Month and Fleet Expiration Year to narrow down the search.
• Select PROCEED to display a list of supplements for the entered search parameters.

• Select the preferred supplement from the grid results to generate the Renewal document.
• The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
## Appendix A – Acronyms

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Descriptions</th>
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<tbody>
<tr>
<td>MoDOT</td>
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