

# Renewal Procedure

## External Procedure

### Overview

The Renew Fleet function allows customers to file, pay, and upload renewal information for MCS review and processing.

### Regulation

RSMo 301.025

RSMo 301.041

7 CSR 10-25.030

[https://cdn.ymaws.com/www.irponline.org/resource/resmgr/publications/the\\_plan.pdf](https://cdn.ymaws.com/www.irponline.org/resource/resmgr/publications/the_plan.pdf)

### IRP Plan Article VIII: Section 805 – Determination of Distance

The Apportionable Fees of a Fleet that is involved in a Pool may be calculated using Apportionment Percentages or, in the alternative, at the option of the Applicant, the Apportionment Percentage may be calculated by dividing (a) the scheduled route distance operated in the Member Jurisdiction by the Vehicles in the Pool by (b) the sum of the scheduled route distances operated in all the Member Jurisdictions by the Vehicles in the Pool. Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the Pool. If a Registrant has used this method to register its Fleet initially for a Registration Year, it shall also use this same method to register any Apportionable Vehicles it may add to its Fleet during the year.

### Required Supporting Documents

#### Personal Property Tax Receipt

A copy of the preceding year's Missouri personal property tax receipt for all power units, owned and leased, or a statement certified by the Missouri county or township collector showing no tax is due.

- If the property tax receipt doesn't contain complete vehicle information, then a detailed vehicle listing may be requested to uniquely identify the vehicle.
  - Whether a vehicle will be listed or not on the preceding year's tax receipt is determined by the Purchase or Lease date.
- A Missouri county issued waiver or affidavit affirming no Missouri distance traveled may be submitted in lieu of a personal property tax receipt.

#### Heavy Vehicle Use Tax Receipt (IRS Form 2290 Schedule 1)

Proof of payment of Federal Heavy Vehicle Use Tax, or that such tax is not owed, for every qualifying vehicle that has a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more.

- A copy of the electronic filing (E-File) showing all VIN's, category, and the watermark; or the IRS stamped copy of the Schedule 1.

- A front and back copy of the cancelled check (the bank acct number must be blacked out) along with the Schedule 1 listing the VIN's.
- Trailers not applicable.
- No proof of payment is required for newly purchased vehicles if the purchase date is within the last 60 days.

### **Surrendered License Plate(s)**

For any vehicles being removed from the fleet and not being renewed, the customer shall return the plates to MCS at the end of the current registration period.

- If the license plate cannot be surrendered, then a notarized statement with the plate listed and the reason why it can't be surrendered shall be submitted to MCS.

### **Pre-Renewal Requirements**

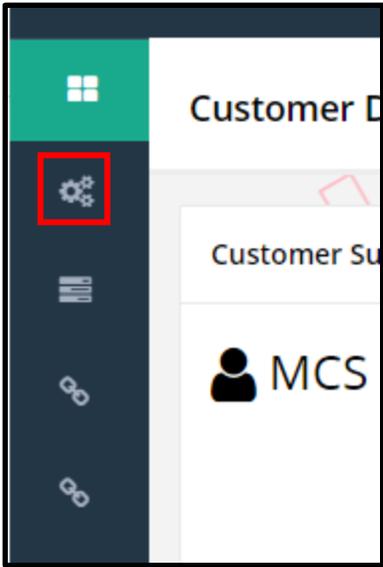
- Credentialing Solutions utilizes pop-up windows. Add our website as an exception or temporarily disable the pop-up blocker.
- If operating on your own authority, USDOT information must be current and correct with the FMCSA.
- UCR registration for the current year and prior year must be paid if applicable.
- If doing business under a name other than your legal name, then the company must be registered with the SOS and in good standing.
  - DBA fictitious names should be registered and active if applicable.
- Actual miles for the fleet from July 1<sup>st</sup> through June 30<sup>th</sup> for the current reporting period.
  - Trip logs and/or IFTA records may need referenced to obtain this information.
- All supplements must be paid prior to the renewal supplement being filed. A message will appear at the top of the page if there is an unpaid supplement upon attempting to file the renewal if there is one.
- All supplements must be closed prior to paying the renewal invoice. A message will appear at the top of the page if there is a supplement that isn't closed upon attempting to pay the renewal if there is one.

### **Process**

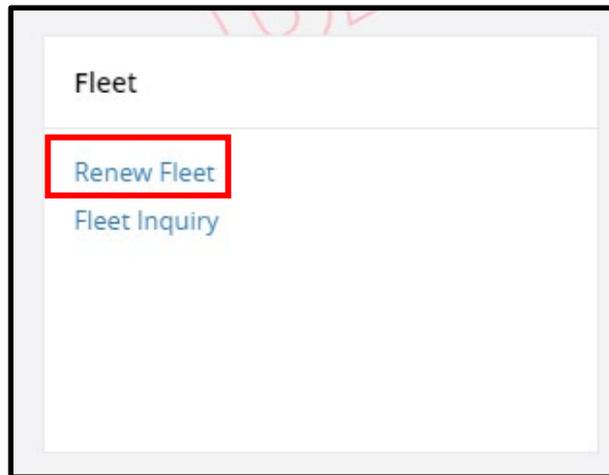
After signing into Common Customer, hover on Applications and click on Credentialing.

To begin the renewal, the user must perform the following steps:

- Navigate to the IRP sitemap by selecting services, then select IRP from the left-hand side menu. The services option may be seen as a "gears" icon.



- Select renew fleet option from the fleet menu tile at the IRP application level



- The Account No. is defaulted and protected.

The screenshot shows the 'Renew Fleet' form with the following fields and values:

Account No.	MCE Customer ID	Fleet No.	Fleet Expiration Year
31444	238287		

Buttons: Proceed, Refresh, Quit, ?

- Enter the current fleet number and current fleet expiration year being renewed. (If the fleet number is not entered, a selection list of the available fleets will appear).
- Select proceed to display the account screen or;
- Select the correct fleet/year you are renewing by clicking on the “pointer finger” button if applicable.

The screenshot shows the 'Renew Fleet' form with a table of available fleets. The first row is highlighted with a red box, indicating the selected fleet.

ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
31444	238287	001	09	2022	FOR	A - ACTIVE

Showing 1 to 1 of 1 entries

Navigation: First, Previous, 1, Next, Last

## Update IRP Account

- Verify the account information (This information is not editable)
  - If the account information is incorrect, contact MCS for specific instruction.

After reviewing the account information:

- Check the radio button for email notification.
- 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.

The screenshot displays the MODOT MCS Account Management interface. At the top, a navigation bar includes tabs for ACCOUNT, FLEET, DISTANCE, WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES. The main content area is divided into three sections: Customer Details, Address Details, and Account Details.

**Customer Details:** Shows account information for MODOT MCS ACCOUNT LLC. Account#: 31444, Fleet#: [blank], Fleet Expiration Month / Year: / [blank]. Supplement#: 000. A "Renew Fleet" link is visible in the top right.

**Customer Details (Form Fields):**

MCE Customer ID	Registrant Type	Carrier Type	IFTA Account No.
238287	L - Limited Liability Company	C - CARRIER	238287
Customer Status			
A - ACTIVE			

**Address Details:** Shows business address information.

**Business Address (Form Fields):**

Street	Zip Code	Jur	City
17120 MODOT DR	65101	MO - MISSOURI	JEFFERSON CTY
County	Country		
COLE	US		

**Business Customer Details (Form Fields):**

USDOT No.	TPID	Contact Name	Email
008431586	333113333	MOTOR CARRIER AGENT	CONTACTMCS@MODOT.MO.GOV
Primary Phone	Alternate Phone	Fax No.	
432-332-2433			

**Account Details:** Shows notification preferences.

Email Notification  Fax Notification

**Comments:** A section for adding comments, currently empty.

**Buttons:** At the bottom, there are three buttons: "Proceed" (highlighted with a red box), "Refresh", and "Quit". A help icon (?) is also present.

## Update Fleet

The fleet information populates with the information from the previous year. Legal name and business address will be populated with the most current information from the customer record.

The registrant can update certain fleet information during renewals such as contact information, email address, etc., if needed.

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 from the previous year.
- Updates for the fleet screen:
- From the fleet detail screen:
  - Review the fleet information and update the values as necessary
    - The 'use IFTA distance' checkbox is defaulted to unchecked and will be used to populate the distance (mileage) on the distance details page if checked using the customer's IFTA if available.
      - If the account has more than one fleet or leased vehicles being reported on their IFTA but not on IRP, the user will need to enter (edit) the mileage information in manually on the following page since it won't be accurate.
      - If the account doesn't have IFTA, this should be left unchecked.
  - 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

ACCOUNT FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

IRPFLT129 : [I] Account has 0 power unit fleet(s) for 2023. Account has 1 power unit fleet(s) for 2022.  
 IRPACC00 : [I] Renewal account has been generated.

**Fleet Details** Renew Fleet

MODOT MCS ACCOUNT LLC | Account#: 31444 | Fleet#: 001 | Fleet Expiration Month / Year.: 09 / 2023

Supplement#: 000 | ...+

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**Fleet Summary**

Registrant Type	Fleet Status	Carrier Type	DBA Name
L - Limited Liability Company	A - ACTIVE	C-CARRIER	MODOT MCS

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**Address Details**

Business Address | Mailing Address | Service Provider | One-Time Mailing Address

Street: 17120 MODOT DR | Zip Code: 65101 | Jur: MO - MISSOURI | City: JEFFERSON CTY

County: COLE | Country: US |  Non Deliverable Address

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**Fleet Details**

*Contact Name	*Email	*Primary Phone	Alternate Phone
MOTOR CARRIER AGENT	CONTACTMCS@MODOT.MO.GOV	432-332-2433	
Fax No.	TPID	USDOT No.	<input type="checkbox"/> Change Vehicle USDOT / TPID
	333113333	008431586	
*Fleet Type	*Commodity Class	*Effective Date	*Expiration Date
FOR - FOR HIRE (FH)	A - ALL	10/01/2022	09/30/2023
<input type="checkbox"/> Change Name & Address on USDOT	*First Operated	<input type="checkbox"/> Wyoming Indicator	<input type="checkbox"/> Use IFTA Distance
	10/01/2021		
<input type="checkbox"/> Mobile Notification			

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+ Comments

Proceed Cancel Refresh Quit ?

### Jurisdiction Distance Details

- The distance details screen will display 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
- Carrier had active IRP in the previous registration period
- If the 'Use IFTA Distance' checkbox on the fleet screen was checked, the IFTA distance will be pre-populate with the mileage reported type set to 'A'. The distance fields are enabled for the user to make changes if needed.
- The comment section may be used to add a comment regarding the carrier's distance declaration.

Once the user has entered all the jurisdiction information:

- If actual distance is entered, check the "We certify that the actual distance submitted is accurate" checkbox

Distance Details

MODOT MCS ACCOUNT LLC | Account#: 31444 | Fleet#: 001 | Fleet Expiration Month / Year.: 09 / 2023

Supplement#: 000 | ...+

Reporting Period From: 07/01/2021 | Reporting Period To: 06/30/2022 | USDOT No.: 008431586

Estimated Distance: [ ] | Actual Distance: [ ] | Total Fleet Distance: [ ]

We certify that the actual distance submitted is accurate

Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	[ 0 ]	00.00000	AL - ALABAMA	[ 0 ]	00.00000
AR - ARKANSAS	[ 0 ]	00.00000	AZ - ARIZONA	[ 0 ]	00.00000
CA - CALIFORNIA	[ 0 ]	00.00000	CO - COLORADO	[ 0 ]	00.00000
CT - CONNECTICUT	[ 0 ]	00.00000	DC - DISTRICT OF COLUMBIA	[ 0 ]	00.00000
DE - DELAWARE	[ 0 ]	00.00000	FL - FLORIDA	[ 0 ]	00.00000
GA - GEORGIA	[ 0 ]	00.00000	IA - IOWA	[ 0 ]	00.00000

- Click the Proceed button on the command line and the system will:
  - Perform edits including verifying contiguous jurisdictions
  - Calculate percentages and populate distances
  - Display the verification screen
    - Some conditions may require the customer to add a comment before advancing

← Comments

Comment

Add/Update Comment
Clear Comment

Proceed
Cancel
Refresh
Quit
?

- Verify the distance and then select proceed to display the weight group selection screen

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	34172	28.50000	AL - ALABAMA	0	00.00000
AR - ARKANSAS	27631	23.04500	AZ - ARIZONA	0	00.00000
CA - CALIFORNIA	0	00.00000	CO - COLORADO	0	00.00000
CT - CONNECTICUT	0	00.00000	DC - DISTRICT OF COLUMBIA	0	00.00000
DE - DELAWARE	0	00.00000	FL - FLORIDA	0	00.00000
GA - GEORGIA	0	00.00000	IA - IOWA	16758	13.97700
ID - IDAHO	0	00.00000	IL - ILLINOIS	9746	08.12800
IN - INDIANA	0	00.00000	KS - KANSAS	31593	26.35000
KY - KENTUCKY	0	00.00000	LA - LOUISIANA	0	00.00000
MA - MASSACHUSETTS	0	00.00000	MD - MARYLAND	0	00.00000
ME - MAINE	0	00.00000	MI - MICHIGAN	0	00.00000
MN - MINNESOTA	0	00.00000	MS - MISSISSIPPI	0	00.00000
MT - MONTANA	0	00.00000	NC - NORTH CAROLINA	0	00.00000
ND - NORTH DAKOTA	0	00.00000	NE - NEBRASKA	0	00.00000
NH - NEW HAMPSHIRE	0	00.00000	NJ - NEW JERSEY	0	00.00000
NM - NEW MEXICO	0	00.00000	NV - NEVADA	0	00.00000
NY - NEW YORK	0	00.00000	OH - OHIO	0	00.00000
OK - OKLAHOMA	0	00.00000	OR - OREGON	0	00.00000
PA - PENNSYLVANIA	0	00.00000	RI - RHODE ISLAND	0	00.00000
SC - SOUTH CAROLINA	0	00.00000	SD - SOUTH DAKOTA	0	00.00000
TN - TENNESSEE	0	00.00000	TX - TEXAS	0	00.00000
UT - UTAH	0	00.00000	VA - VIRGINIA	0	00.00000

VT - VERMONT	0	00.00000	WA - WASHINGTON	0	00.00000
WI - WISCONSIN	0	00.00000	WV - WEST VIRGINIA	0	00.00000
WY - WYOMING	0	00.00000	AB - ALBERTA	0	00.00000
BC - BRITISH COLUMBIA	0	00.00000	MB - MANITOBA	0	00.00000
NB - NEW BRUNSWICK	0	00.00000	NL - NEWFOUNDLAND AND LABRADOR	0	00.00000
NS - NOVA SCOTIA	0	00.00000	ON - ONTARIO	0	00.00000
PE - PRINCE EDWARD ISLAND	0	00.00000	QC - QUEBEC	0	00.00000
SK - SASKATCHEWAN	0	00.00000			

Total Percentage | 100.0000%

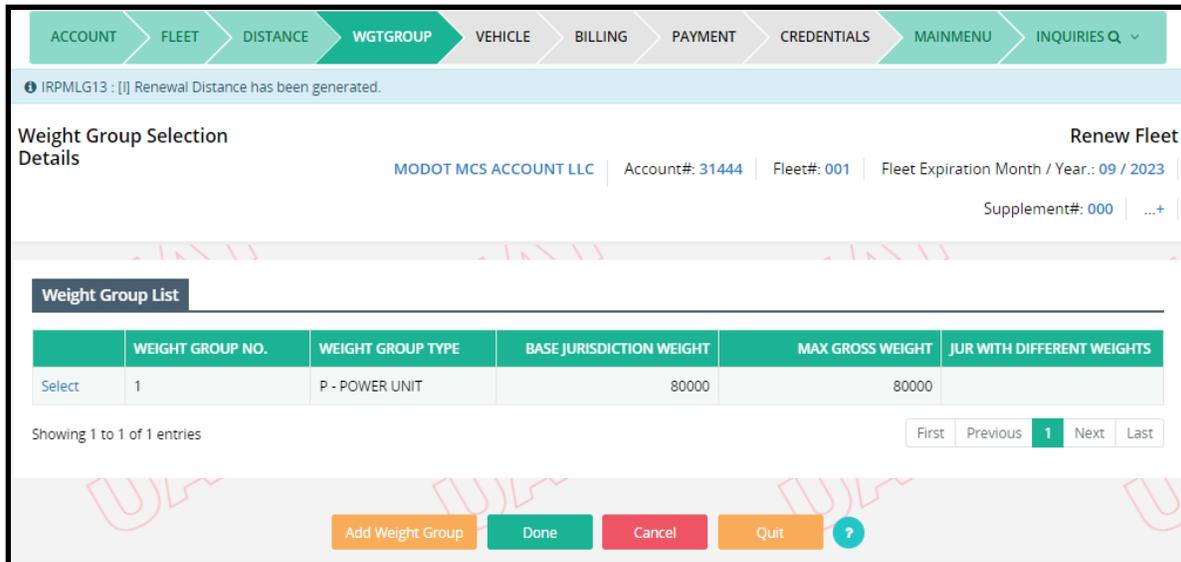
Proceed
Back

## Weight Group

If no changes are required with the weight groups, click done.

The weight group selection screen for fleet renewal allows the following actions:

- Add a new weight group to the fleet.
  - Click on add weight group from the command line
    - Select the maximum gross weight for the weight group from the drop down you are creating. MO has three weight group types:
      - i. Power Unit – The maximum gross weight for power unit is 80,000 lbs from the drop-down menu.
      - ii. Bus – The maximum gross weight for bus is 80,000 lbs. However, user can select “other” option from the max gross weight drop-down menu and enter the desired maximum gross weight.
      - iii. Trailer – The maximum gross weight for trailer is 34,000 lbs.
  - If any of the jurisdictions have a different weight, enter the weight for that jurisdiction.
  - Click the proceed button 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. To explain the variance, a comment must be entered.
  - 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 will automatically set the weight to the maximum allowed and will display 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 weight for any existing weight group
  - Select the weight group to view or update by clicking the word select in blue next to the weight group number.
  - Update the weights required and select proceed to go to the verification screen.
  - From the verification screen, select proceed to save the change(s).
- If no additional changes are required, select go to weight group selection.



Click done when you are finished with weight groups and the Vehicle Processing screen will display.

## Renewal Vehicle Processing

If no vehicles require change, then click done.

- The vehicle processing on a renewal provides the ability to perform the following vehicle functions:
- Update from the previous year
  - If the renewal is open and is not invoiced, certain supplement information can be automatically updated in the renewal supplement by clicking the update from the previous year button on the command line.
  - This is rarely used by external users.
- Delete vehicle
  - Used when a vehicle is being removed from the fleet and not being renewed.
- Amend vehicle
  - Used when vehicle or registration information needs updated.

Note: 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 may execute the update from previous year, if required, prior to adjustments to existing vehicles.
- To amend vehicle information:
  - Select the amend vehicle radio button and then select proceed to display the vehicle detail screen.

ACCOUNT FLEET DISTANCE WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Renewal Vehicle Processing Renew Fleet

MODOT MCS ACCOUNT LLC | Account#: 31444 | Fleet#: 001 | Fleet Expiration Month / Year.: 09 / 2023  
Supplement#: 000 | ...+

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**Renewal Details**

Amended Vehicles	Added Vehicles	Deleted Vehicle	Renewed Vehicles
0	0	0	1

AMEND VEHICLE  DELETE VEHICLE

- Select the vehicle to change by entering the unit number, VIN, or plate number and click search.
- After selecting the vehicle, the existing vehicle information will display.

ACCOUNT FLEET DISTANCE WGTGROUP **VEHICLE** BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Vehicle Details Renew Fleet

MODOT MCS ACCOUNT LLC | Account#: 31444 | Fleet#: 001 | Fleet Expiration Month / Year.: 09 / 2023  
Supplement#: 000 | ...+

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**Change Vehicle Details**

Unit No.  VIN  Plate No.

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**Supplements Details**

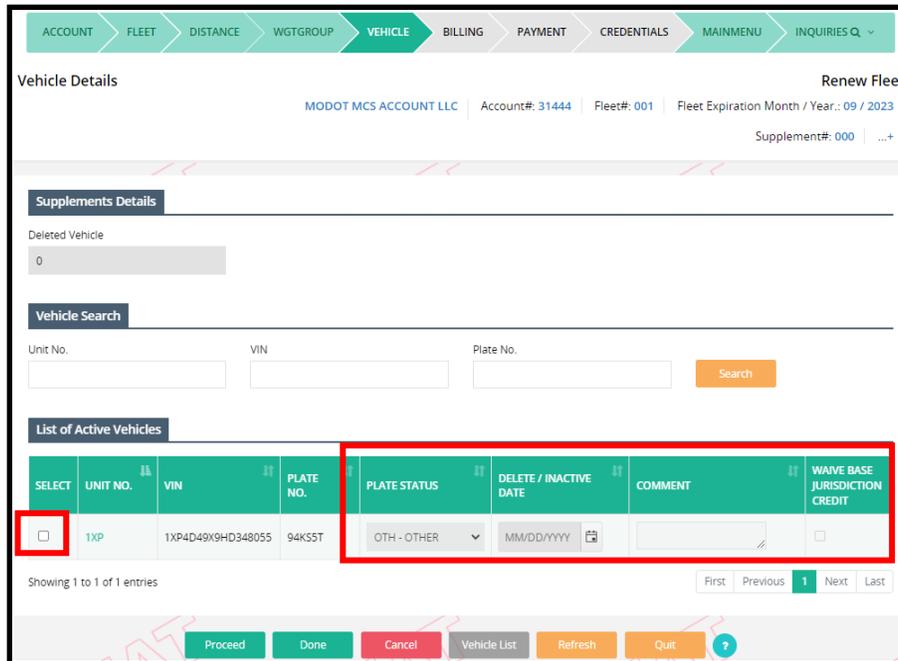
No. of Vehicles  Carrier Type

**Vehicle Details**

VIN 1XP4D49X9HD348055	*Unit No. 1XP	*Weight Group No. 1-80000	*Year 2017
*Body Type TR - Tractor	*Make PETERBILT - PTRB	*Axles 3	*Combined Axles 5
*Fuel Type D - Diesel	Seats	Vehicle Color	*Unladen Weight 14000
Base Jurisdiction Gross Weight 80000	*Purchase Date 10/01/2021	*Purchase Price 10000	Factory Price 46183
<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction MO - MISSOURI	*Title No. APPLIED
In-State Plate Type	In-State Plate Weight	In-State Expiration Date MM/DD/YYYY	In-State Plate
In-State Fee	*Owner Name MODOT MCS ACCOUNT LLC	Owner Phone No.	Safety Responsibility O - Owner
<input type="checkbox"/> Lease	*Safety USDOT 008431586	*Safety TPID 333113333	*Safety Change N - NO
<input type="checkbox"/> Use Existing Plate	Existing Plate	<input type="checkbox"/> Change Name & Address on USDOT	<input type="checkbox"/> New Plate Required

- Update the information as necessary for renewal.
- Once the information is updated, click the proceed button to perform the 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:
  - Select the delete vehicle radio button 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.
  - Delete/inactive date – enter the date the vehicle is deleted/inactive from fleet.
  - A comment can be added and could be required.



- Once you have selected all the vehicles you want to delete, select proceed to display the verification screen. The verification screen will only display those vehicles you have deleted.
- After verifying you are deleting the correct vehicle(s) click the proceed button to save the information.
- Click done after completing all deletions. The vehicle processing screen will redisplay.

To change/cancel information on amended or deleted vehicles that have already been processed inside the renewal supplement (There is a new button on the Renewal Vehicle Processing page named Vehicle List):

- Select Vehicle List to display a list of vehicles that have been amended or deleted.
- Select a vehicle from the list by clicking the “pointer finger” button to the left of the unit no.
  - This will display a screen depending on the service type for the vehicle (i.e. amend 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 actions:
    - If the user deleted the vehicle from the renewal, the vehicle details screen will be protected and the only action you can take is to cancel vehicle, which will undo the deletion and will add the vehicle back on the renewal.
    - If the vehicle was amended from the vehicle screen, the user can either make additional changes or cancel the action.

- i. To make changes, update the information and select proceed and then select proceed from the verification screen to save the changes.
  - ii. To cancel an amend vehicle from the renewal, select cancel vehicle and the vehicle is processed on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.
- To end the vehicle processing, click done from the vehicle processing screen. The system will display the web processing - submit screen.

## Web Processing – Submit

The system navigates to the Web Processing – Submit screen. The user may provide the required documents on this screen and submit it to the internal review queue for approval.

If applicable, clicking proceed will advance the user onto the billing process screen.

Perform the following steps to submit the documents:

**Web Processing** Submit

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**Submit Process**

\*Account No. 31444      \*Fleet No. 001      Legal Name MODOT MCS ACCOUNT LLC      \*Fleet Expiration Year 2023

\*Fleet Expiration Month 9      \*Supplement No. 000      Status PEN - Pending

Proceed to Invoice and receive TVR (if selected) without waiting for MCS document approval. Documents can also be submitted using the Web Processing option on the IRP homepage.

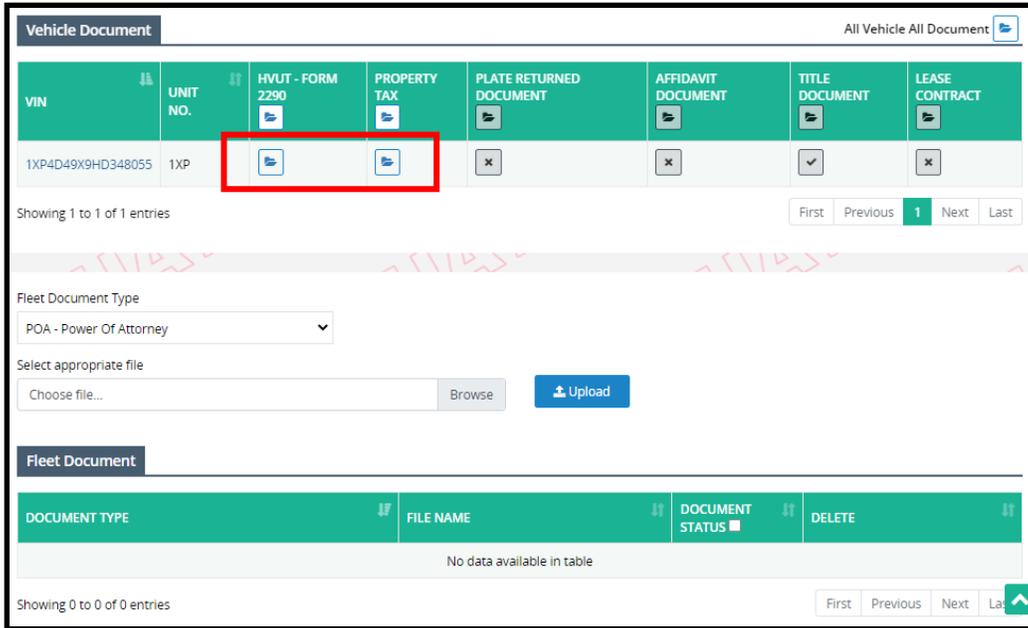
	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	31444	001	09/2023	000	O - OPEN	FOR	11/16/2022	INP	RWC

Showing 1 to 1 of 1 entries First Previous 1 Next Last

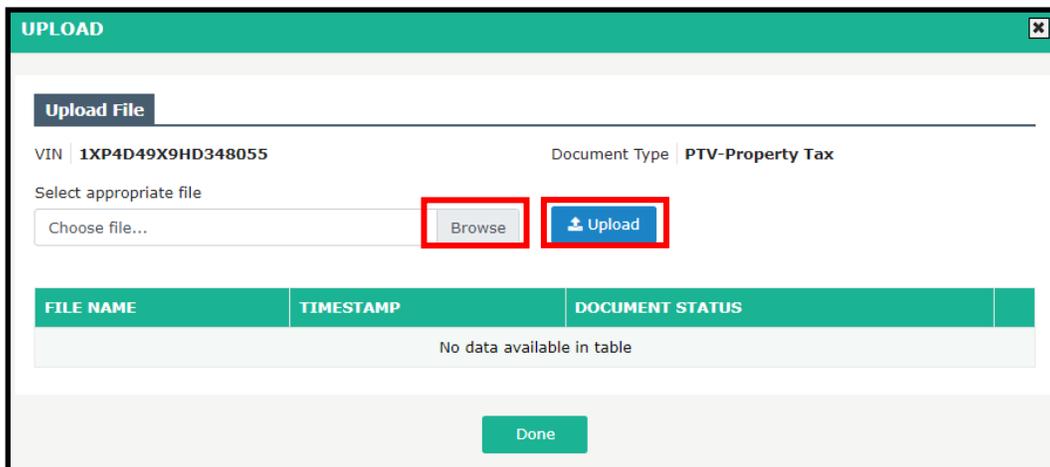
**Comments**

Submit Proceed View List Refresh Quit ?

- Under the vehicle document section, click on the “folder” button for the appropriate VIN number which documents are required.
  - The “folder” button indicates that MCS is requesting a document type to be uploaded for the vehicle(s).
  - The “X” and the checkmark indicate we are not requesting those type of documents.



- A new pop-up window displays allowing the user to browse and select the document from their local computer. Select browse to locate the document. Once the document is located on your computer, click upload. The system will display the upload in the grid underneath.
  - Upload one file at a time
  - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded
  - Only file sizes less than 4MB may be uploaded
  - Up to 4 files can be uploaded for a specific document type
  - To delete the uploaded document and reupload it, click the delete icon from the grid.



- Click Done after uploading the documents to return to the web processing – submit screen.
- Upload all the requested vehicle documents.

- Documents can be uploaded to supplements after invoicing if necessary.

Fleet documents are not requested to process a renewal on the web processing – submit page. There are situations where this area can be utilized to upload additional documents on an as-needed basis.

- 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 then click upload. The uploaded document will display in the grid underneath.

Fleet Document Type

SOU - Statement of Understanding

Select appropriate file

Choose file... Browse Upload

Fleet Document

DOCUMENT TYPE	FILE NAME	DOCUMENT STATUS	DELETE
SOU - Statement of Understanding	27210_2_2022_9_0_SOU.PDF	P - Pending	[Delete Icon]
POA - Power Of Attorney	27210_2_2022_9_0_POA.PDF	P - Pending	[Delete Icon]
IRF - IRP Requirements Form	27210_2_2022_9_0_IRF.PDF	P - Pending	[Delete Icon]

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- To delete a document, click the delete icon on the far right of the grid. The system will then allow the user to reupload the correct document.
- Once finished with the web processing - submit page, click proceed from the command line. The billing process screen will display.

There are circumstances when a renewal supplement must be reviewed and approved by MCS prior to an invoice being generated. For those, the user will click the submit button. The queue status will update to pending and the user may safely click quit if needed. An internal user will review the submitted documents or comments and invoice the supplement.

- Clicking proceed doesn't change the queue status for the supplement to pending, it only advances the supplement progression to the billing process screen.

## Billing Process

The following screen will display with \$0 fees due because the supplement is still open and not calculated yet after clicking proceed from the web processing – submit page:

ACCOUNT FLEET DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

**Renew Fleet**

MODOT MCS ACCOUNT LLC Account#: 31444 Fleet#: 001 Fleet Expiration Month / Year: 09 / 2023  
Supplement#: 000

**Supplements Details**

Reg. Month 12	No. of Veh in Supp 1	Supplement Status O - OPEN	Enterprise System Credit 0.00
IRP System Credit 0.00	*Renewal Fee Effective Date 11/16/2022	Invoice Date 11/16/2022	*Application Receipt Date 11/16/2022
Payment Date MM/DD/YYYY	Exchange Rate 0.728700		

**Fees**

Manual Adj. Base Jur.  Batch Billing  TVR  Use One-Time Mailing Address

TVR No. of Days

FEE TYPE	FEE AMT(\$)
MO Schedule I	0.00
MO Schedule II	0.00
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	0.00

Click proceed. The payment screen will generate the invoice along with the document collection letter in a separate pop up window. The document collection letter will inform the user what documents are being requested to finish processing the renewal. Save and close the pop up window so the payment details screen is displayed.

## Payment Details

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

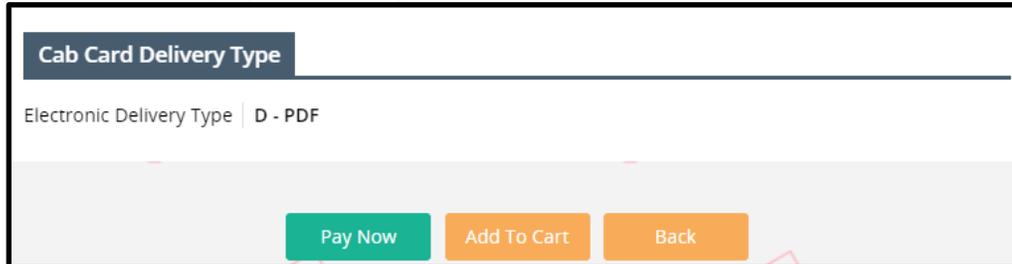
FEE TYPE	FEE AMT(\$)
MO Schedule I	299.39
MO Schedule II	190.67
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
<b>Foreign Jurisdiction Fees</b>	<b>1427.85</b>
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
<b>Grade Crossing Fee</b>	<b>0.25</b>
Replacement Plate Fee	0.00
Second Plate Fee	0.00
<b>Late Filing Penalty</b>	<b>100.00</b>
<b>Late Pay Penalty</b>	<b>50.00</b>
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
<b>Amount Due</b>	<b>2068.16</b>

**Cab Card Delivery Type**

Electronic Delivery Type  
D - PDF

Proceed Refresh Quit View Invoice Report

- On the payment details screen, click proceed from the command line to advance to the payment verification screen.
- Click Pay Now from the command line on the payment verification screen to advance to the payment entry screen.

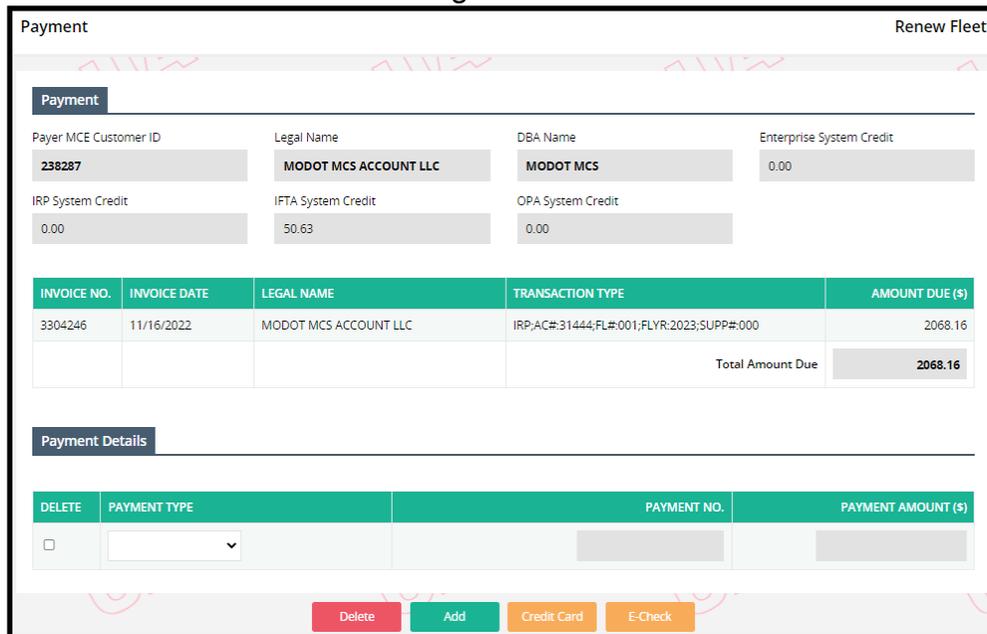


**Cab Card Delivery Type**

Electronic Delivery Type | D - PDF

Pay Now Add To Cart Back

- On the payment screen, the customer may click on the credit card or e-check buttons to make a payment. This will open a pop-up window to the payment vendor where the system will ask for credit card or e-check information. After completing the information and clicking on make a payment, it will bring the customer back to the Credentialing Solutions website.



Payment Renew Fleet

**Payment**

Payer MCE Customer ID: 238287    Legal Name: MODOT MCS ACCOUNT LLC    DBA Name: MODOT MCS    Enterprise System Credit: 0.00

IRP System Credit: 0.00    IFTA System Credit: 50.63    OPA System Credit: 0.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3304246	11/16/2022	MODOT MCS ACCOUNT LLC	IRP;AC#:31444;FL#:001;FLYR:2023;SUPP#:000	2068.16
Total Amount Due				2068.16

**Payment Details**

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>			

Delete Add Credit Card E-Check

- Click proceed on the payment screen to apply the payment to the supplement.

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT:    SYSTEM CREDIT    REFUND

Total	0.00
Remaining Balance	2068.16
Change	0.00
Over Payment	0.00
Net Amount Paid	0.00

**Electronic Delivery Type**

Payment receipt

D - PDF ▼

Proceed
Refresh
Quit
?

If the queue status of the supplement is approved prior to making payment, cab cards will issue and be generated in a separate pop up window.

If the queue status of the supplement is not approved prior to making payment, then the queue status will update to pending for MCS review and approval.