Processing Payments in MCE

The MCE payment portal provides a direct connection to process payments through a third-party processor.

Once credit/debit card or electronic check (echeck) is selected as the payment type and the payment amount is entered, you'll be automatically directed through a secure connection in order to enter payment information.

Convenience fees apply. Find a table of the fees below.

Expect to enter card or checking account information every time you process a payment. MoDOT does not retain any banking or credit/debit card information.

The payment system will allow multiple payment types to pay an invoice, such as more than one credit/debit card or a combination of electronic check and credit/debit cards. Use the links below to access information and instructions. Please note: bulk payments are not an option within the OSOW system and e-payment history can no longer be viewed for OSOW transactions.

- Convenience Fees
- Locating Invoices
- Single Invoice Payments
- Bulk Invoice Payments
- Escrow Funding
- E-Payment History

Convenience Fees

Transaction Amount	Convenience Fee
$0 - $50	$1.25
$50.01 - $75.00	$1.75
$75.01 - $100	$2.15
$100.01 and more	2.15% of the invoiced amount

[Convenience Fees]
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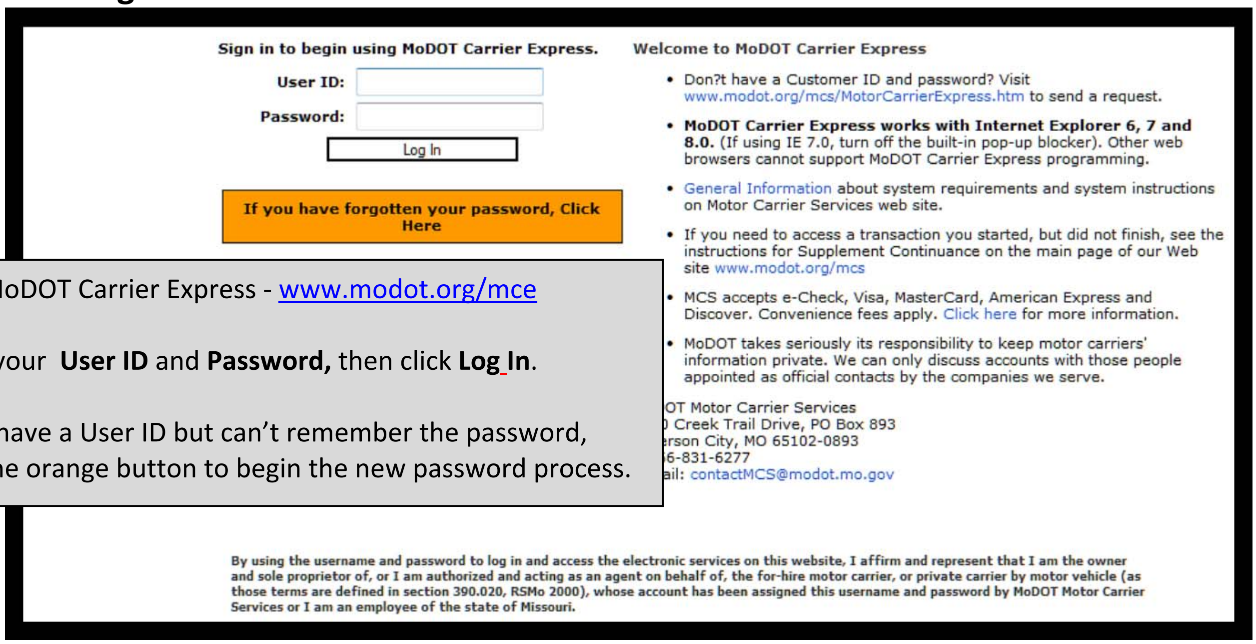
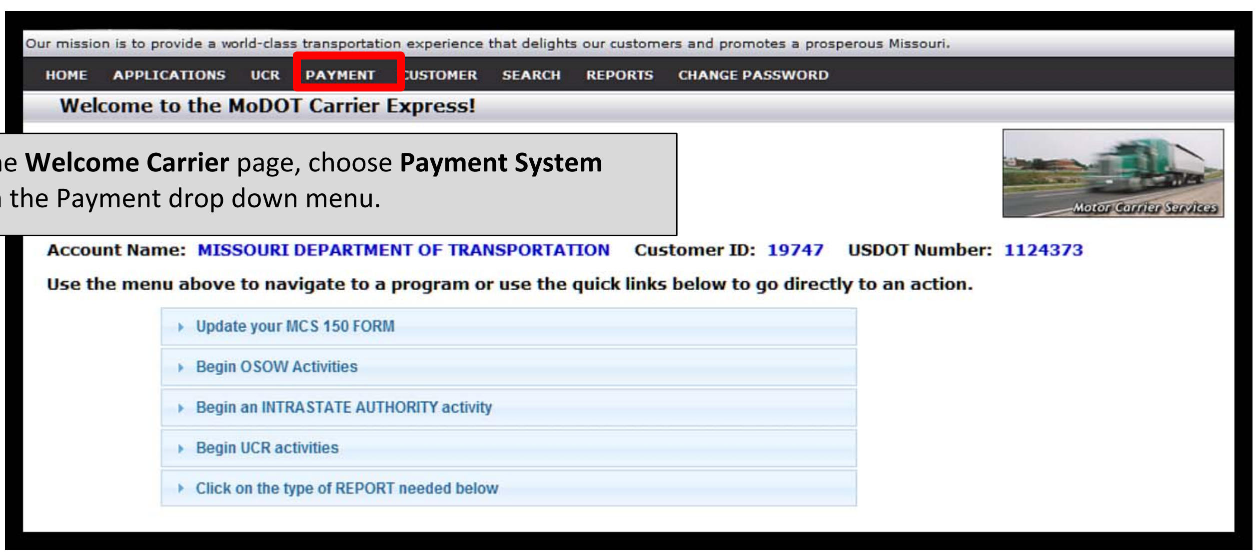
Locating Invoices



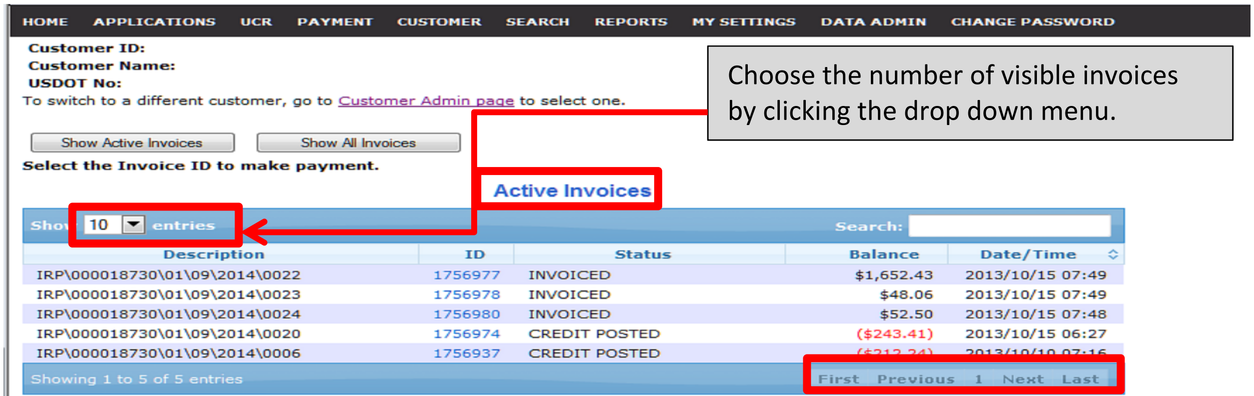
Visit MoDOT Carrier Express - www.modot.org/mce

Enter your **User ID** and **Password,** then click **Log In**.

If you have a User ID but can't remember the password, click the orange button to begin the new password process.



At the **Welcome Carrier** page, choose **Payment System** from the Payment drop down menu.



Description	ID	Status	Balance	Date/Time
IRP\000018730\01\09\2014\0022	1756977	INVOICED	$1,652.43	2013/10/15 07:49
IRP\000018730\01\09\2014\0023	1756978	INVOICED	$48.06	2013/10/15 07:49
IRP\000018730\01\09\2014\0024	1756980	INVOICED	$52.50	2013/10/15 07:48
IRP\000018730\01\09\2014\0020	1756974	CREDIT POSTED	($243.41)	2013/10/15 06:27
IRP\000018730\01\09\2014\0006	1756937	CREDIT POSTED	[illegible]	[illegible]

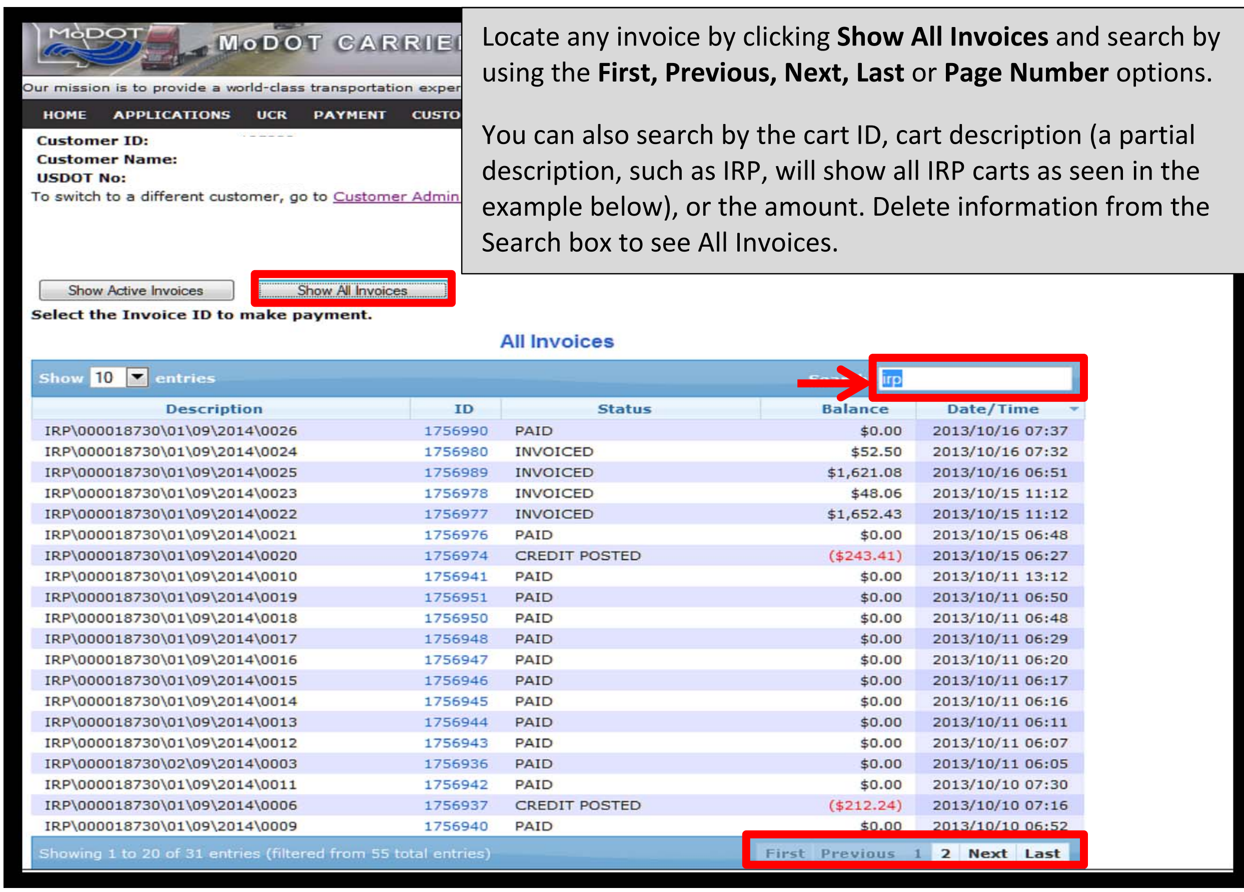
Choose the number of visible invoices by clicking the drop down menu.

Active Invoices are automatically displayed.

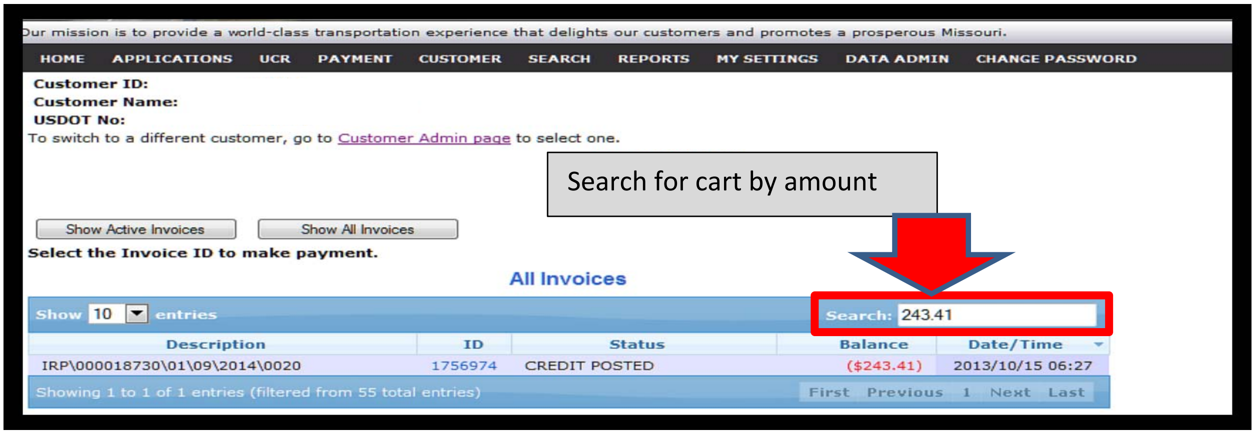
Active Invoices are invoices with a status of invoiced, partially paid, credit posted, pending payment, pending invoice, pending bulk, error, or credit/debit declined. If there are a large number of Active Invoices, you can click on **First**, **Previous**, **Next**, or **Last**, to view another page.

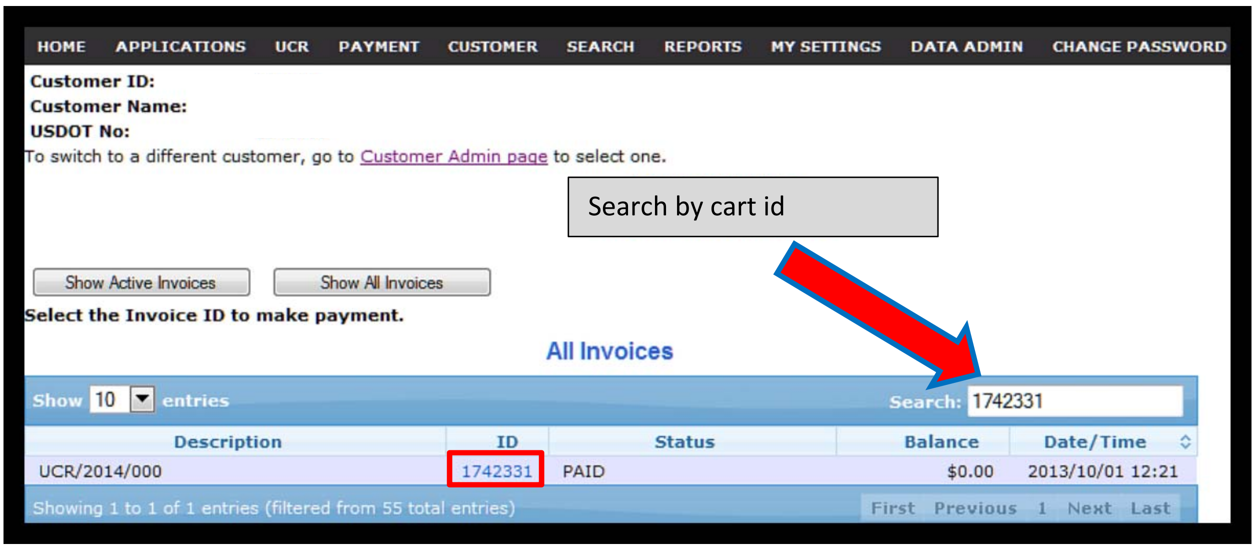
Locate any invoice by clicking **Show All Invoices** and search by using the **First, Previous, Next, Last** or **Page Number** options.

You can also search by the cart ID, cart description (a partial description, such as IRP, will show all IRP carts as seen in the example below), or the amount. Delete information from the Search box to see All Invoices.



Description	ID	Status	Balance	Date/Time
IRP\000018730\01\09\2014\0026	1756990	PAID	$0.00	2013/10/16 07:37
IRP\000018730\01\09\2014\0024	1756980	INVOICED	$52.50	2013/10/16 07:32
IRP\000018730\01\09\2014\0025	1756989	INVOICED	$1,621.08	2013/10/16 06:51
IRP\000018730\01\09\2014\0023	1756978	INVOICED	$48.06	2013/10/15 11:12
IRP\000018730\01\09\2014\0022	1756977	INVOICED	$1,652.43	2013/10/15 11:12
IRP\000018730\01\09\2014\0021	1756976	PAID	$0.00	2013/10/15 06:48
IRP\000018730\01\09\2014\0020	1756974	CREDIT POSTED	($243.41)	2013/10/15 06:27
IRP\000018730\01\09\2014\0010	1756941	PAID	$0.00	2013/10/11 13:12
IRP\000018730\01\09\2014\0019	1756951	PAID	$0.00	2013/10/11 06:50
IRP\000018730\01\09\2014\0018	1756950	PAID	$0.00	2013/10/11 06:48
IRP\000018730\01\09\2014\0017	1756948	PAID	$0.00	2013/10/11 06:29
IRP\000018730\01\09\2014\0016	1756947	PAID	$0.00	2013/10/11 06:20
IRP\000018730\01\09\2014\0015	1756946	PAID	$0.00	2013/10/11 06:17
IRP\000018730\01\09\2014\0014	1756945	PAID	$0.00	2013/10/11 06:16
IRP\000018730\01\09\2014\0013	1756944	PAID	$0.00	2013/10/11 06:11
IRP\000018730\01\09\2014\0012	1756943	PAID	$0.00	2013/10/11 06:07
IRP\000018730\02\09\2014\0003	1756936	PAID	$0.00	2013/10/11 06:05
IRP\000018730\01\09\2014\0011	1756942	PAID	$0.00	2013/10/10 07:30
IRP\000018730\01\09\2014\0006	1756937	CREDIT POSTED	($212.24)	2013/10/10 07:16
IRP\000018730\01\09\2014\0009	1756940	PAID	$0.00	2013/10/10 06:52





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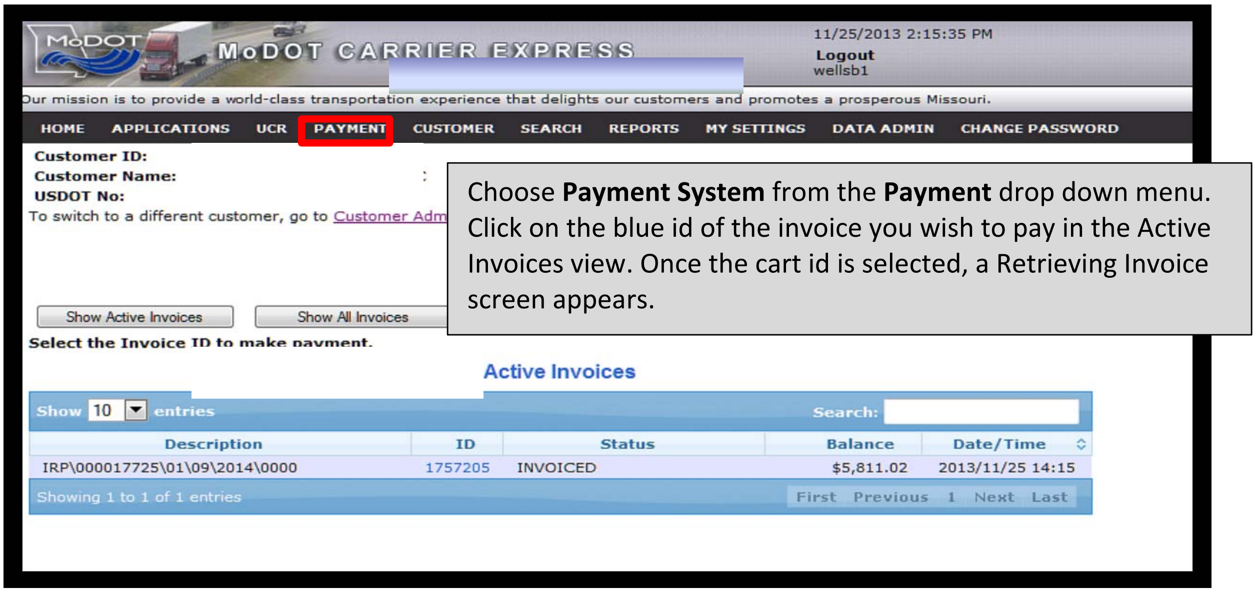
Processing Single Invoice payments

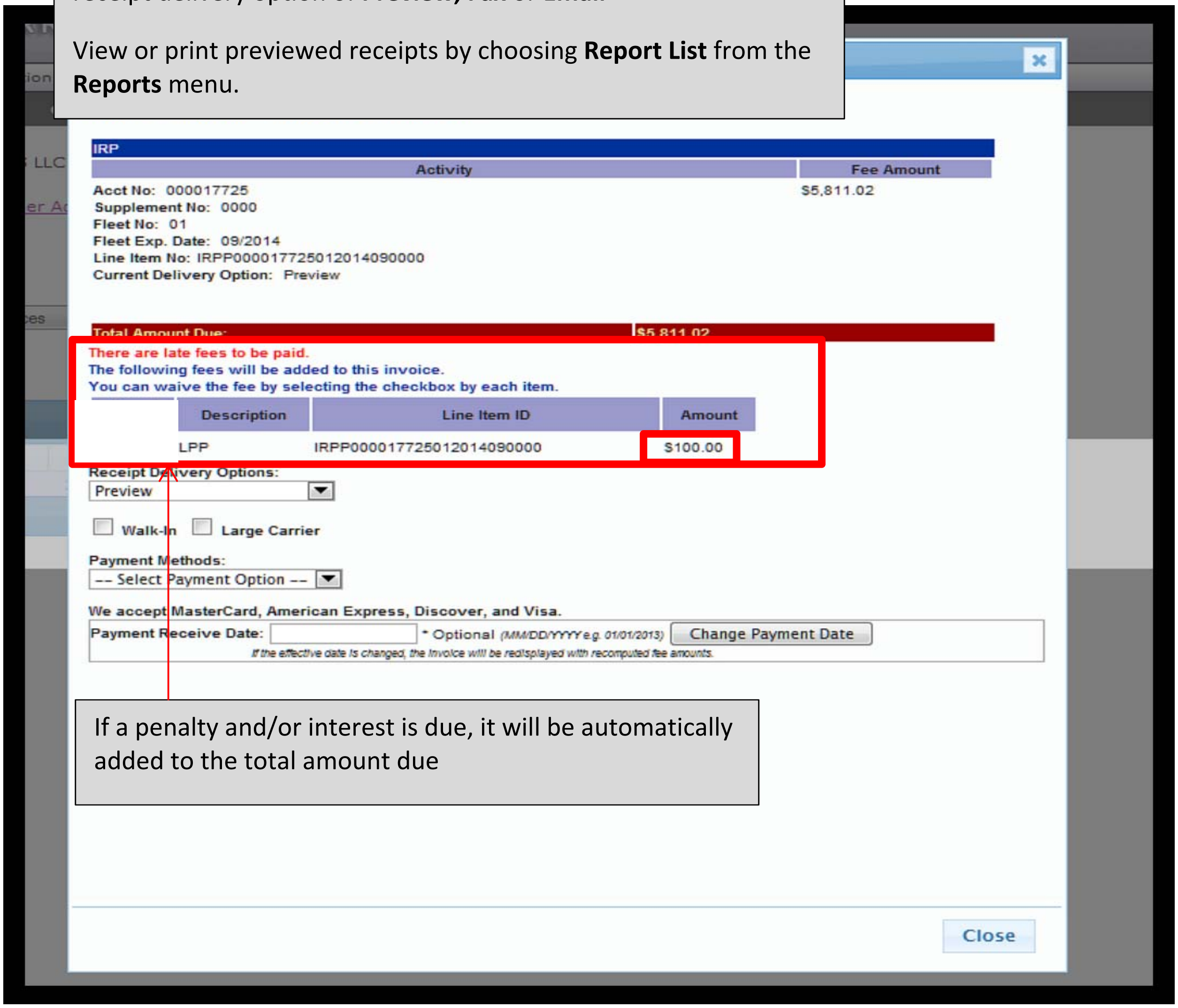
Convenience Fees for online payments

Processing fees charged by a third party processor apply to all electronic payments. The e-check processing fee is 50 cents – regardless of the invoiced amount. When using a credit/debit card, a fee will be charged based on the invoiced amount and added to the invoice(s) by the processing company. Convenience fees will not display on the MoDOT invoice. Please make note of the fee when it appears on the payment processing screen.



A new window displays when the invoice is opened. Choose the receipt delivery option of **Preview, Fax** or **Email**

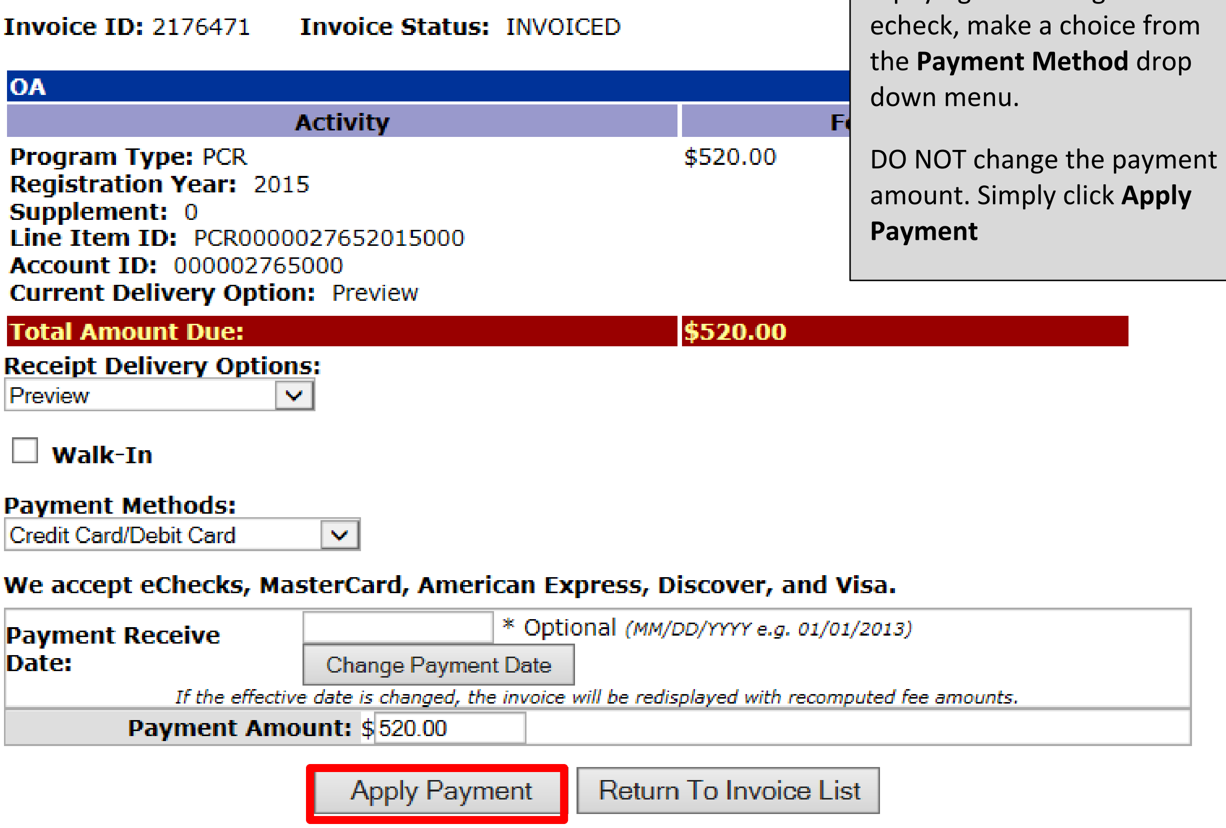
View or print previewed receipts by choosing **Report List** from the **Reports** menu.

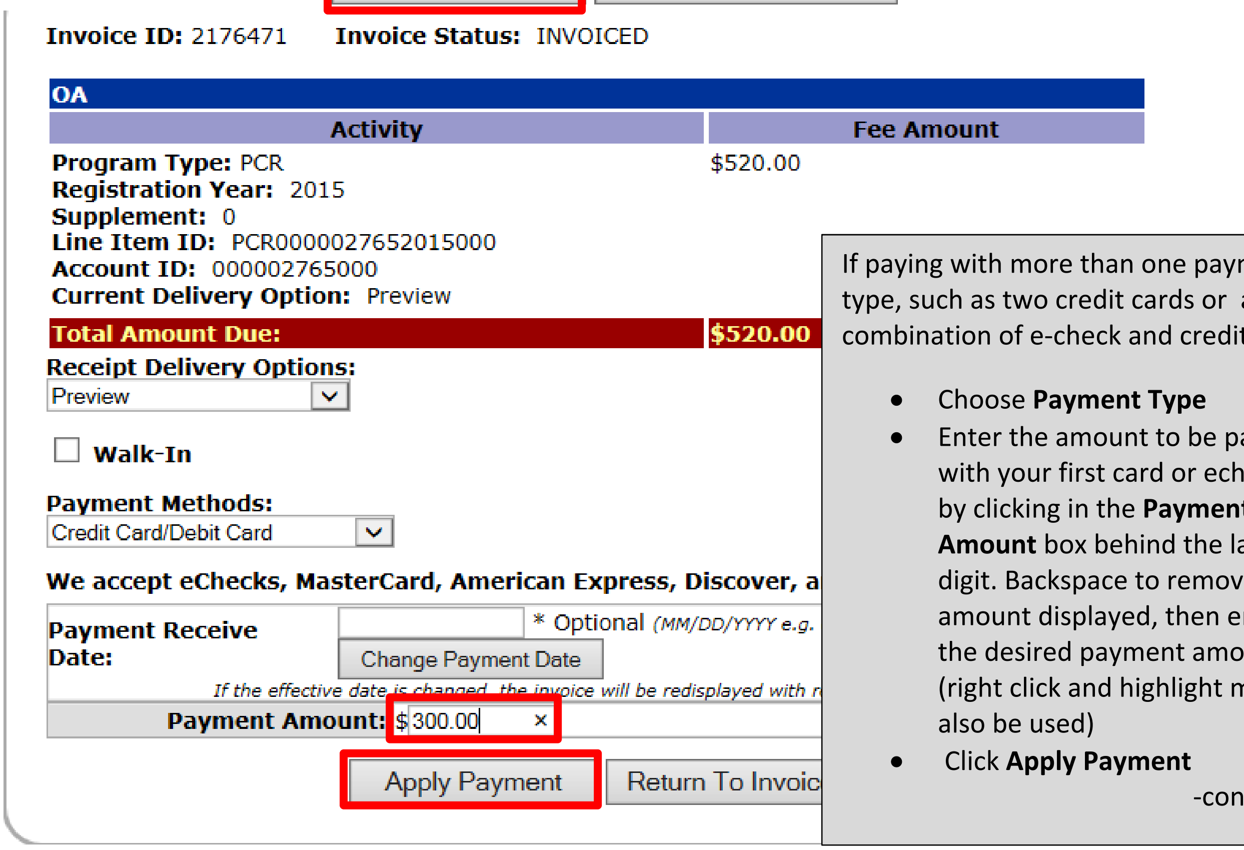


If a penalty and/or interest is due, it will be automatically added to the total amount due

If paying with a single card or echeck, make a choice from the **Payment Method** drop down menu.

DO NOT change the payment amount. Simply click **Apply Payment**



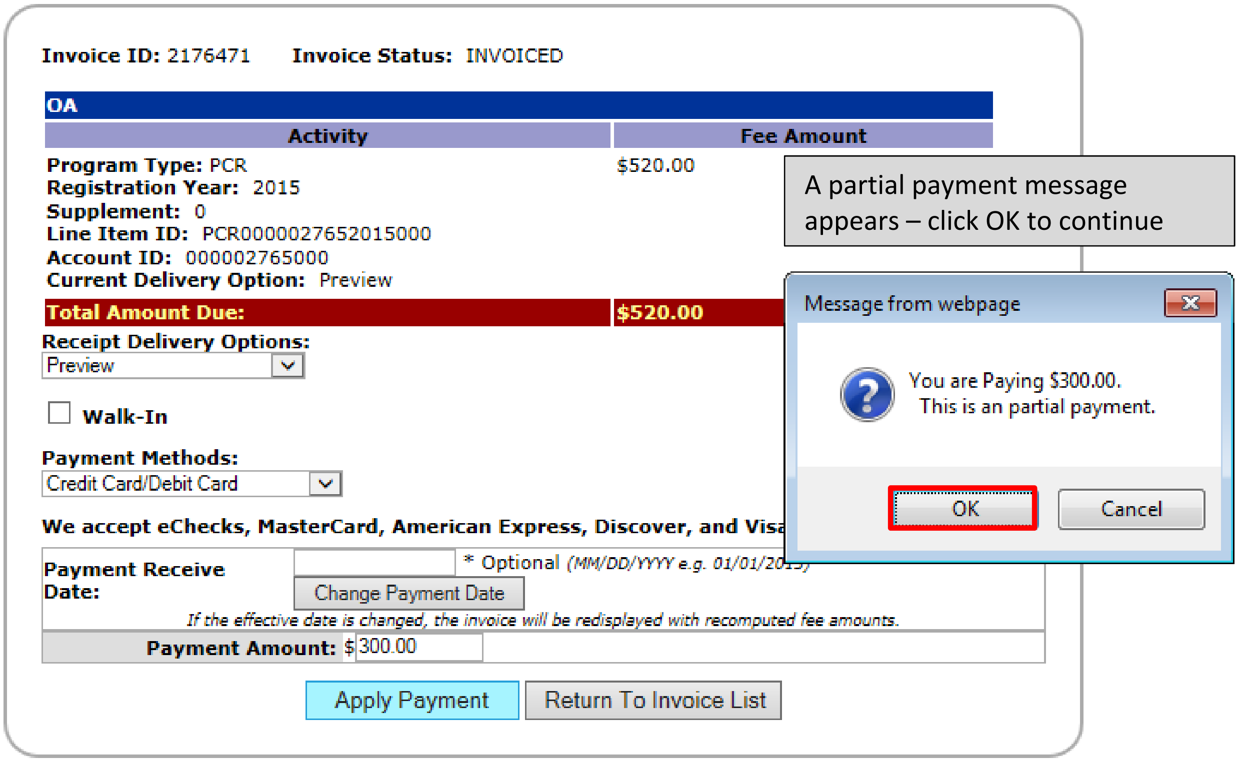


If paying with more than one payment type, such as two credit cards or a combination of e-check and credit card,

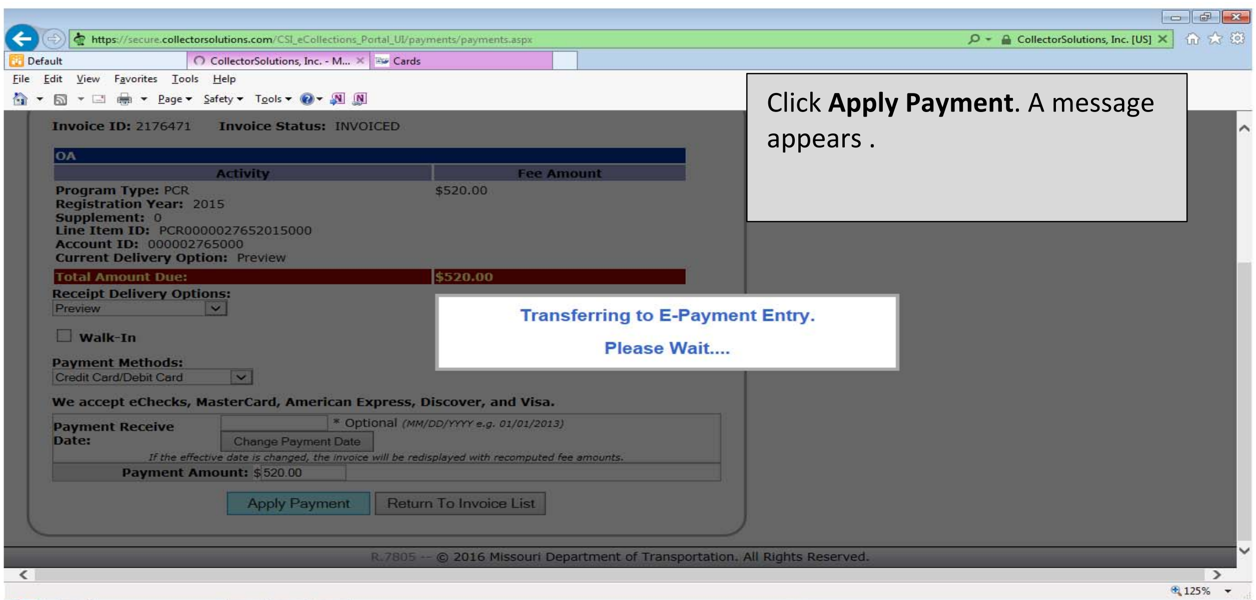
- Choose **Payment Type**
- Enter the amount to be paid with your first card or echeck by clicking in the **Payment Amount** box behind the last digit. Backspace to remove the amount displayed, then enter the desired payment amount (right click and highlight may also be used)
- Click **Apply Payment**

-continue-

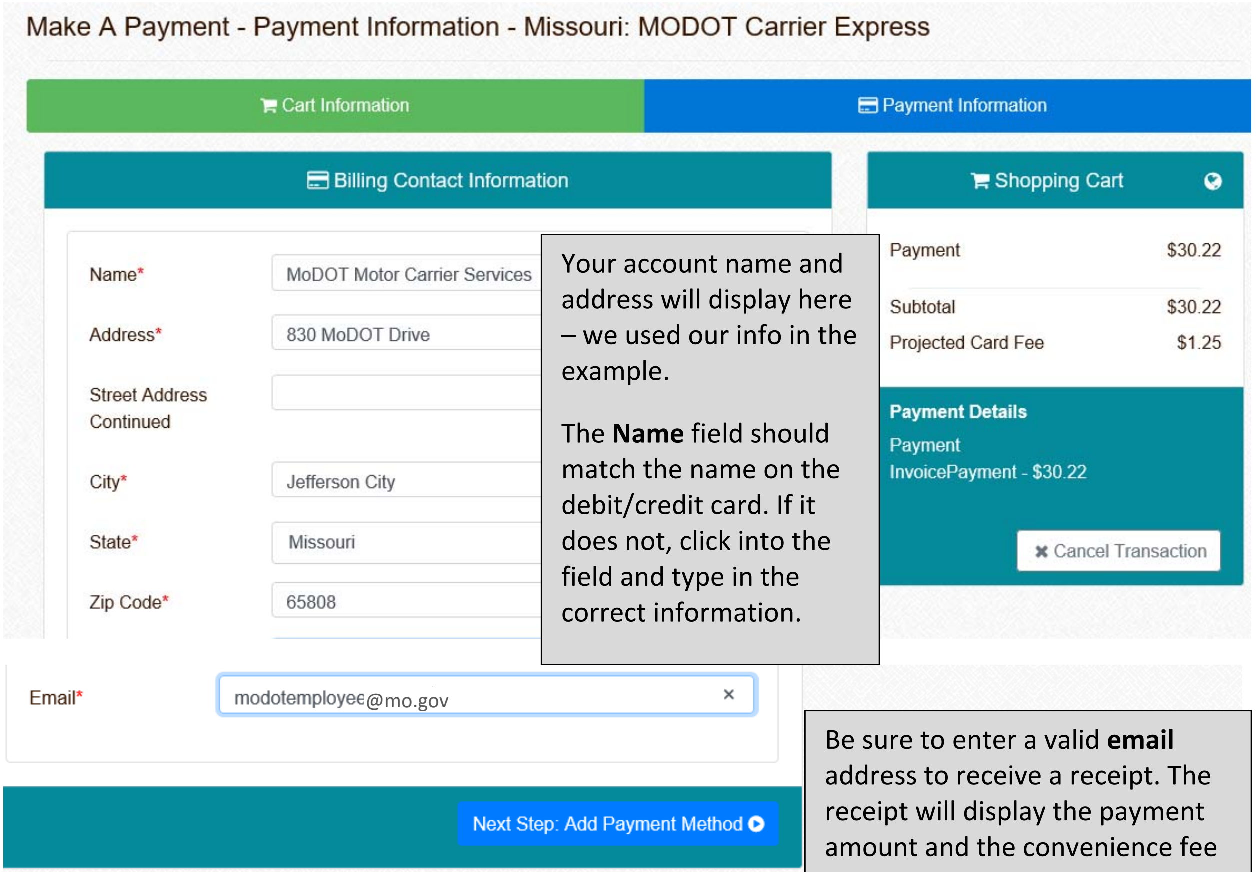
A partial payment message appears – click OK to continue



Click **Apply Payment**. A message appears .



CREDIT or DEBIT CARD PAYMENT



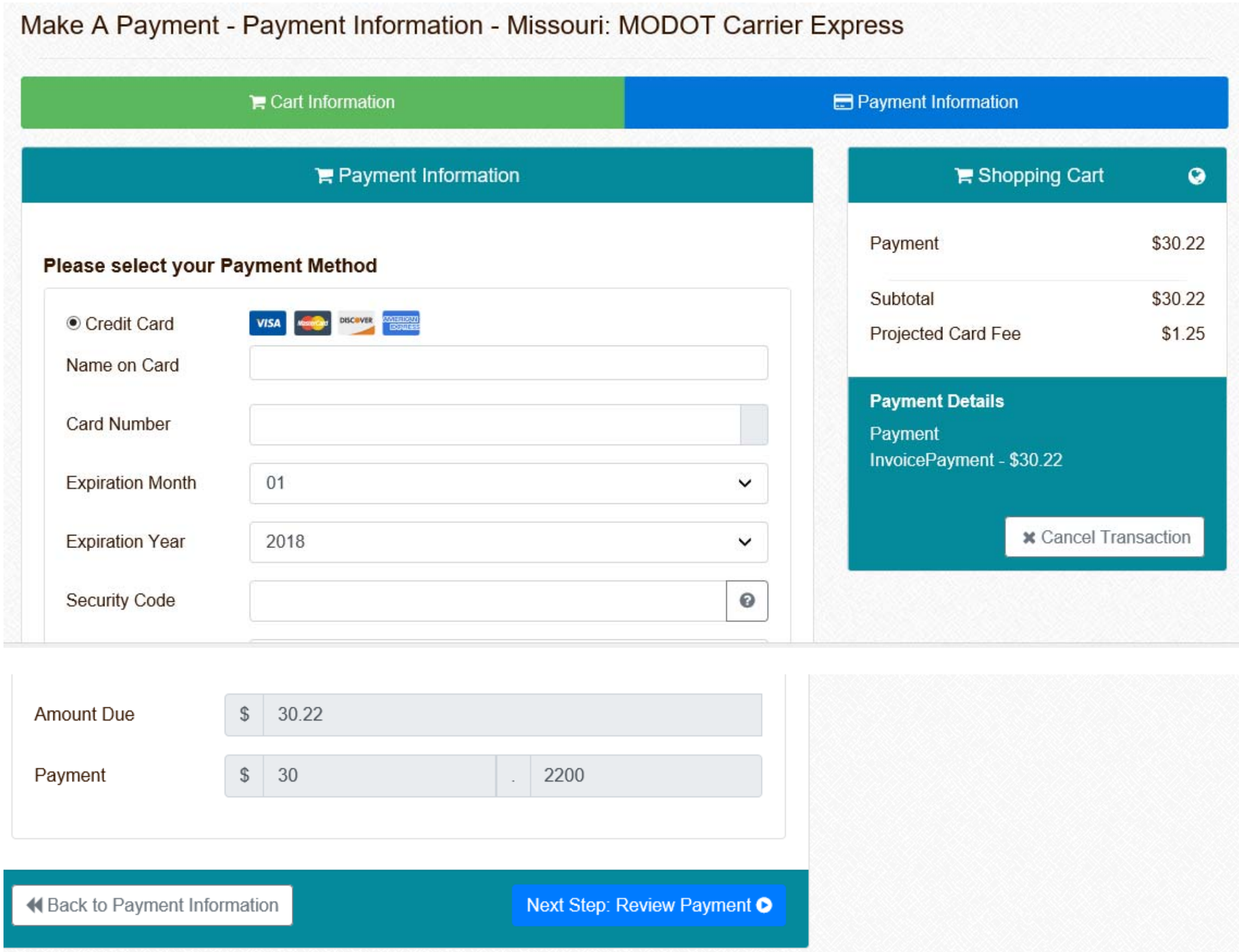
Your account name and address will display here – we used our info in the example.

The **Name** field should match the name on the debit/credit card. If it does not, click into the field and type in the correct information.

Be sure to enter a valid **email** address to receive a receipt. The receipt will display the payment amount and the convenience fee paid to the third-party processor.

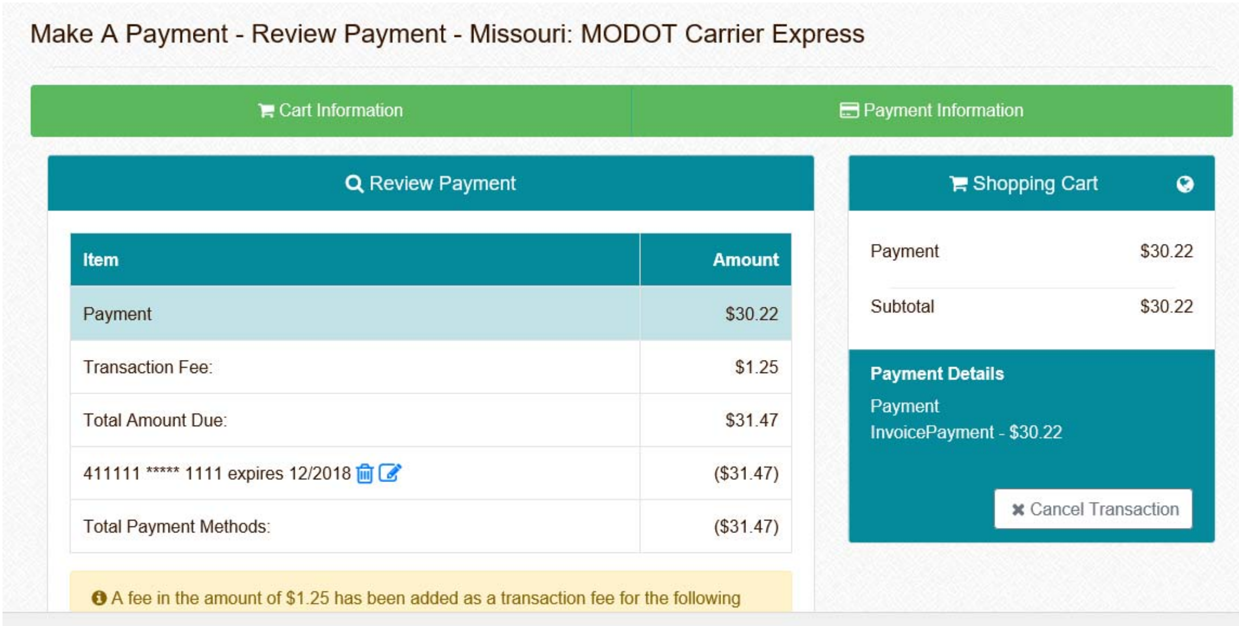
Click **Next Step :Add Payment Method**

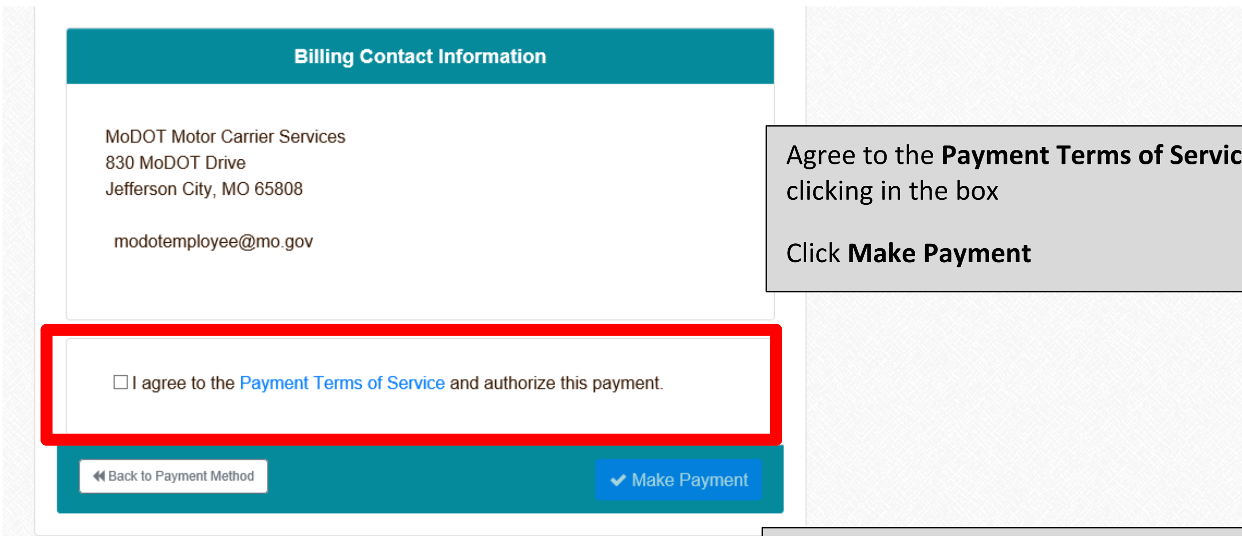
CREDIT or DEBIT CARD PAYMENT



If you encounter any issues during payment processing,
please contact Motor Carrier Services **1-866-831-6277 option 4.**

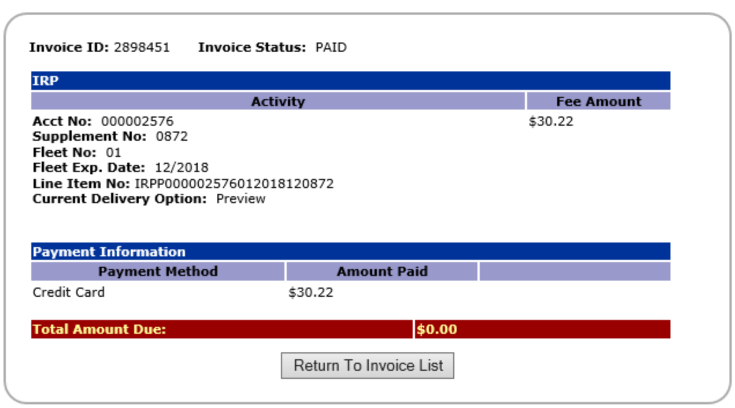
CREDIT or DEBIT CARD PAYMENT





Agree to the **Payment Terms of Service** by clicking in the box

Click **Make Payment**



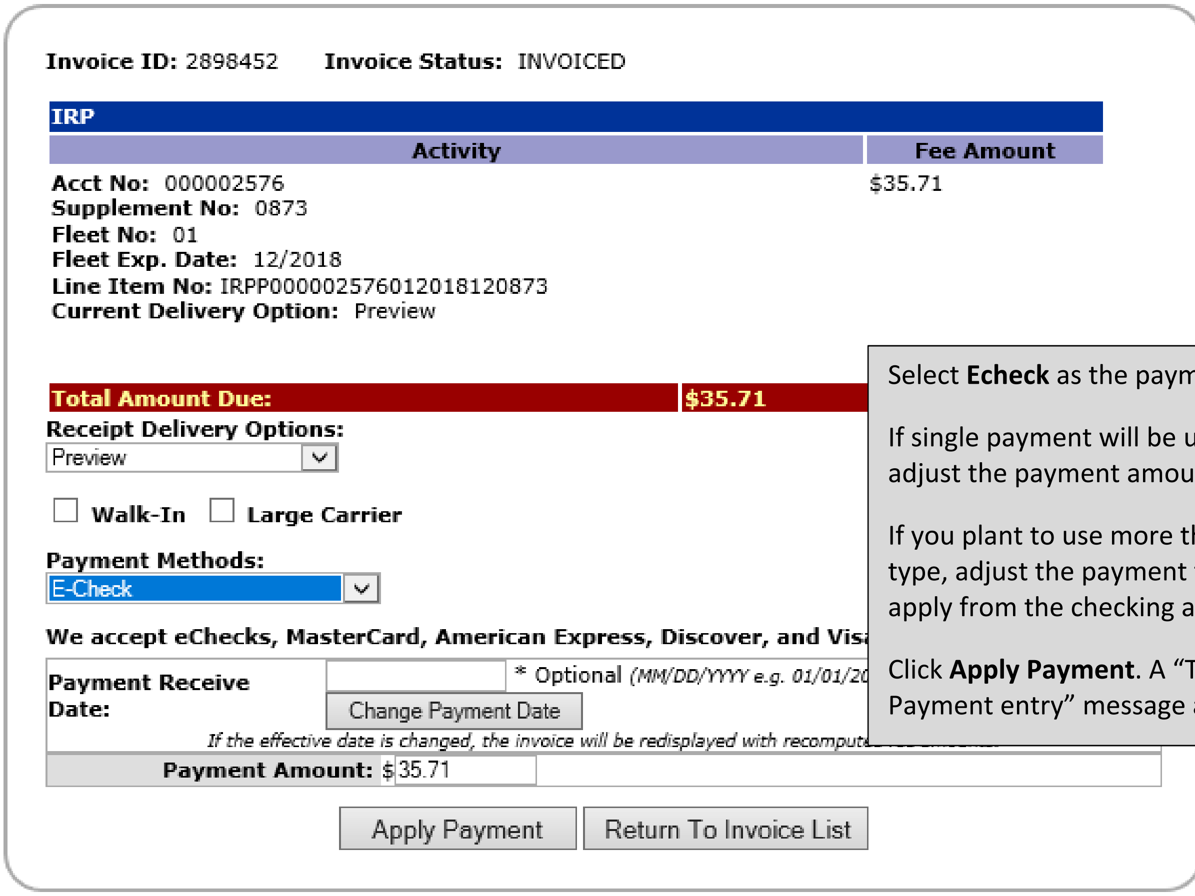
When a payment is successfully completed, you will be redirected back to MCE.

The invoice will now show a total amount due of $0.00 if a complete payment was made.

Partial payments resulting in a balance will display the remaining amount due.

Select the next payment type and process the next payment. Multiple credit/debit cards or echeck entries may be used to pay a single invoice. Each will incur a convenience fee.

ECHECK PAYMENT

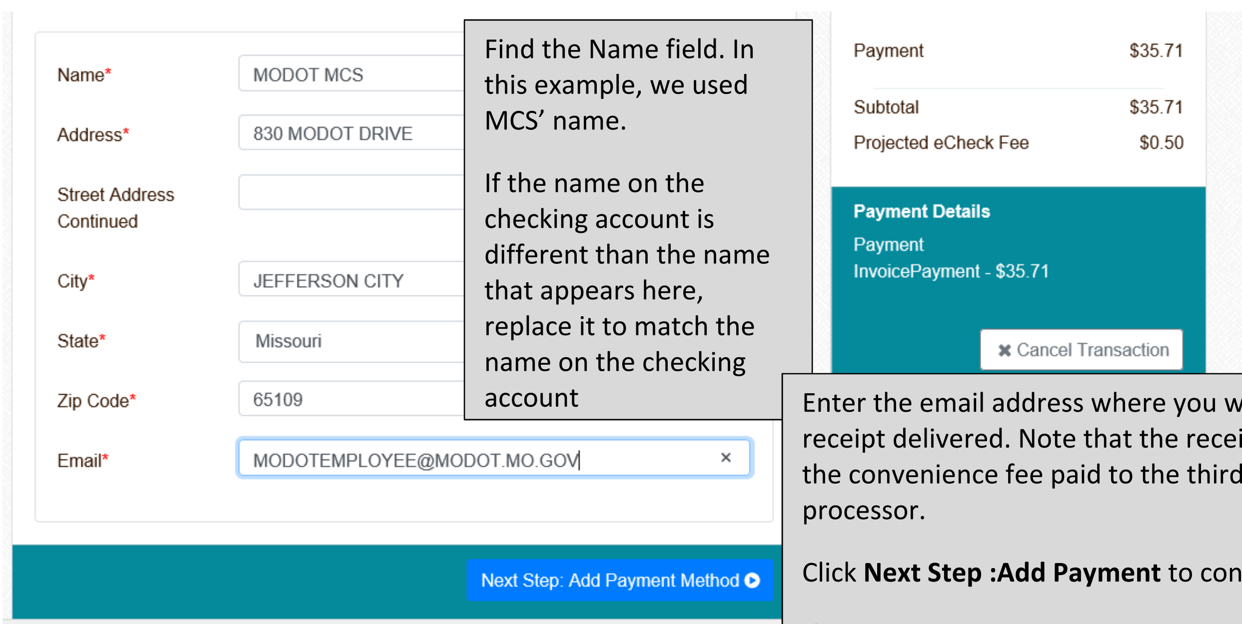


Select **Echeck** as the payment method

If single payment will be used, do not adjust the payment amount.

If you plant to use more than one payment type, adjust the payment to the amount to apply from the checking account.

Click **Apply Payment**. A "Transferring to E-Payment entry" message appears.



Find the Name field. In this example, we used MCS' name.

If the name on the checking account is different than the name that appears here, replace it to match the name on the checking account

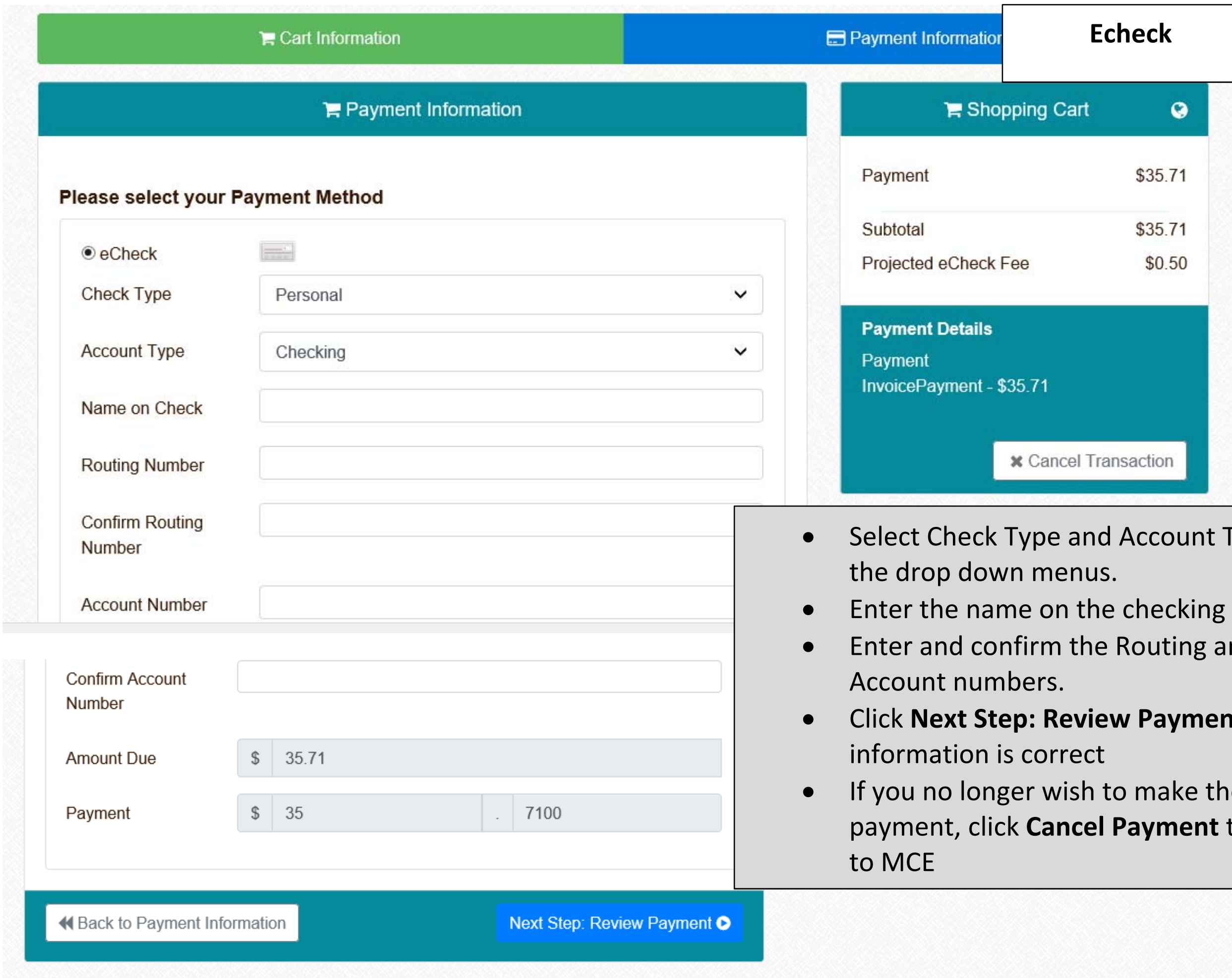
Enter the email address where you would like the receipt delivered. Note that the receipt will show the convenience fee paid to the third-party processor.

Click **Next Step :Add Payment** to continue

If you do not wish to continue with the payment, click **Cancel Transaction** to return to MCE.

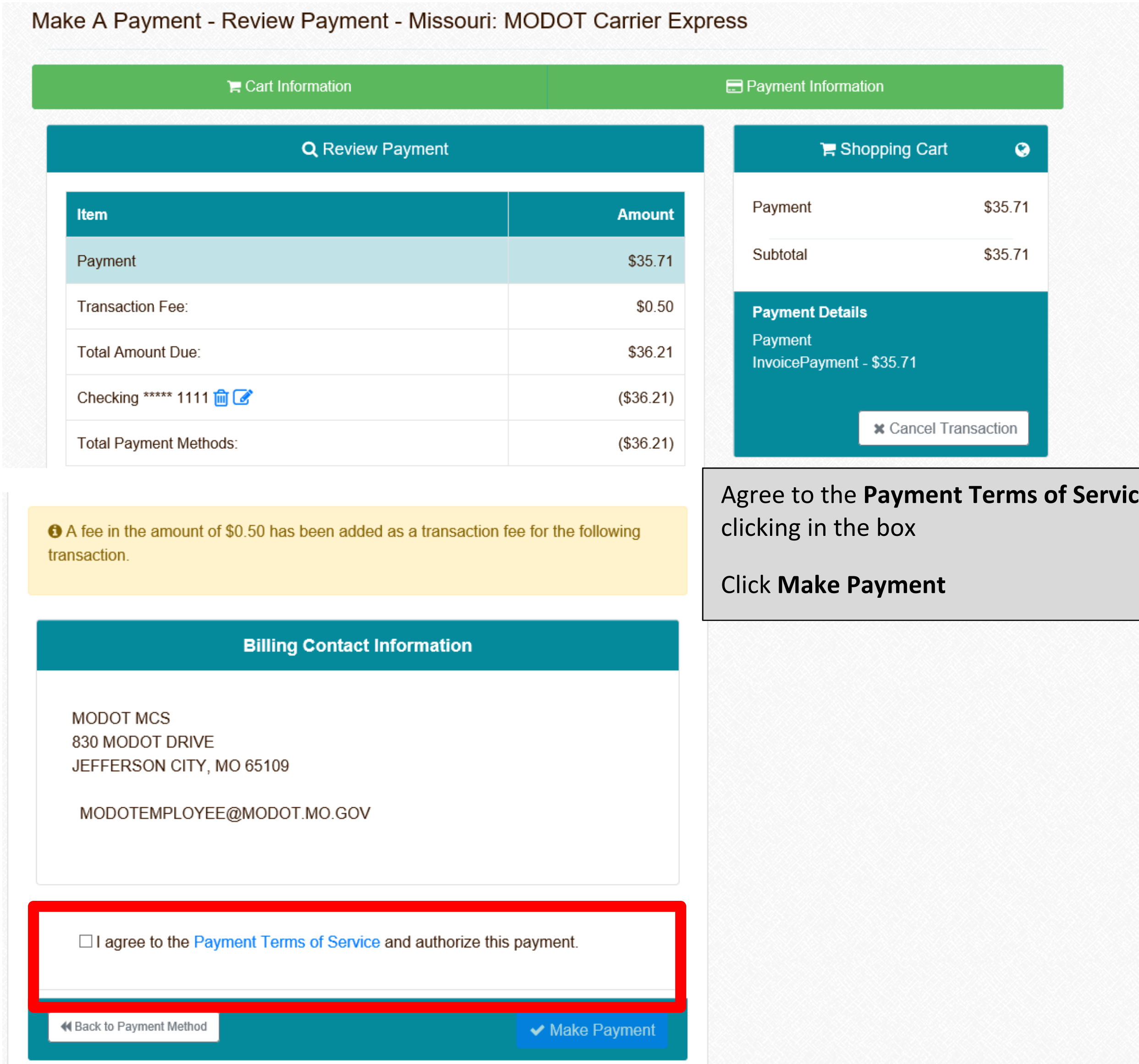
ECHECK PAYMENT

Echeck



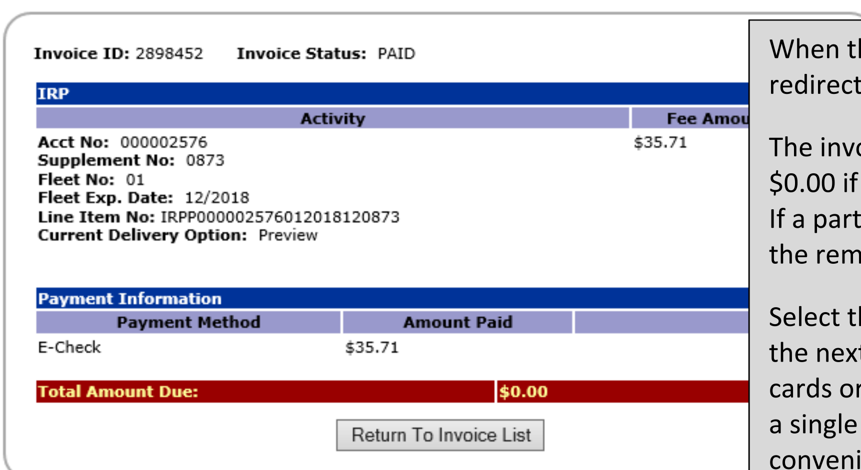
- Select Check Type and Account Type from the drop down menus.
- Enter the name on the checking account.
- Enter and confirm the Routing and Account numbers.
- Click **Next Step: Review Payment** if all information is correct
- If you no longer wish to make the payment, click **Cancel Payment** to return to MCE

MoDOT MCS



Agree to the **Payment Terms of Service** by clicking in the box

Click **Make Payment**



When the payment completes, you will be redirected back to MCE.

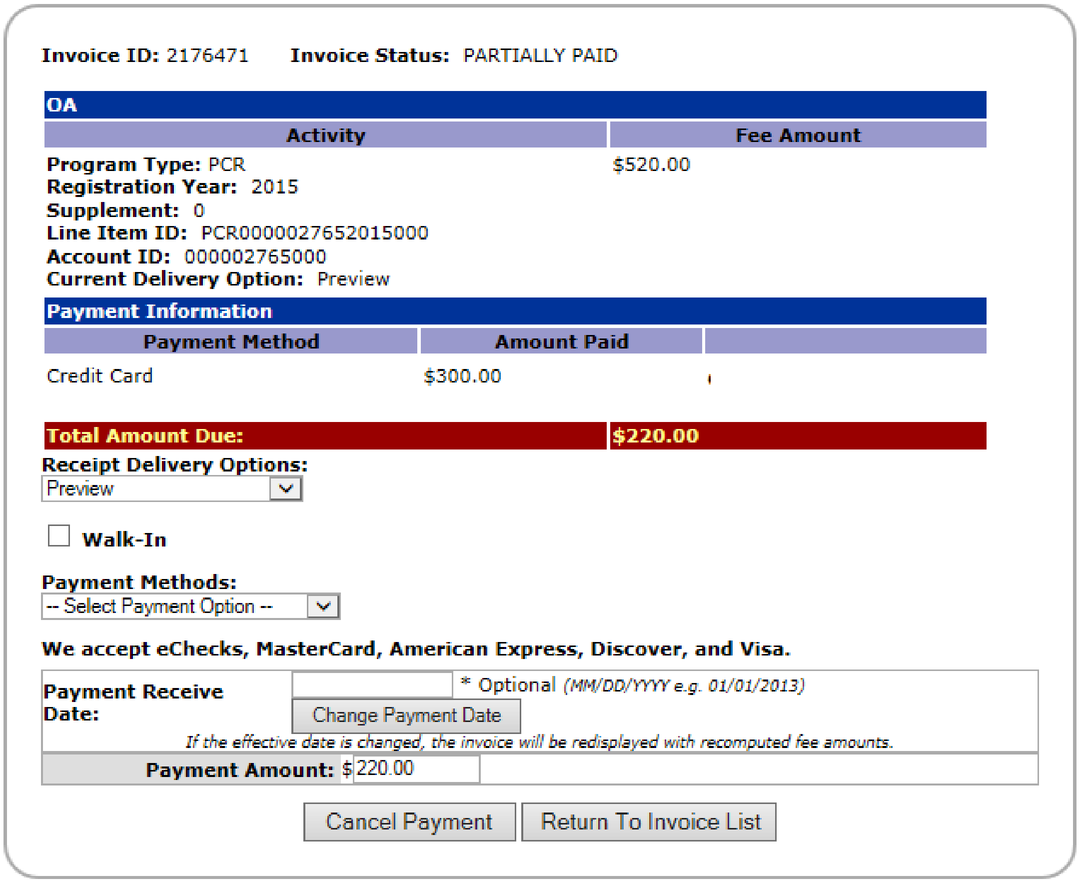
The invoice will show an amount due of $0.00 if complete payment has been made. If a partial payment was made, it will display the remaining amount due.

Select the next payment type and process the next payment. Multiple credit/debit cards or echeck entries may be used to pay a single invoice. Each will incur a convenience fee.

PLEASE DO NOT LEAVE INVOICES PARTIALLY PAID.

MoDOT will not issue credentials or complete registration until full payment is received.

Accounts with partially paid invoices past deadline for IRP renewals, IRP/IFTA audits and IFTA quarterly or annual returns will incur late payment penalties and/or interest, until paid in full.



Invoice ID: 2176471 **Invoice Status:** PARTIALLY PAID

OA

Activity	Fee Amount
Program Type: PCR **Registration Year:** 2015 **Supplement:** 0 **Line Item ID:** PCR0000027652015000 **Account ID:** 000002765000 **Current Delivery Option:** Preview	$520.00

Payment Information

Payment Method	Amount Paid	
Credit Card	$300.00	

Total Amount Due:	**$220.00**

Receipt Delivery Options:
Preview

Walk-In

Payment Methods:
-- Select Payment Option --

We accept eChecks, MasterCard, American Express, Discover, and Visa.

Payment Receive Date: * Optional *(MM/DD/YYYY e.g. 01/01/2013)*
Change Payment Date
If the effective date is changed, the invoice will be redisplayed with recomputed fee amounts.

Payment Amount: $ 220.00

Cancel Payment | Return To Invoice List

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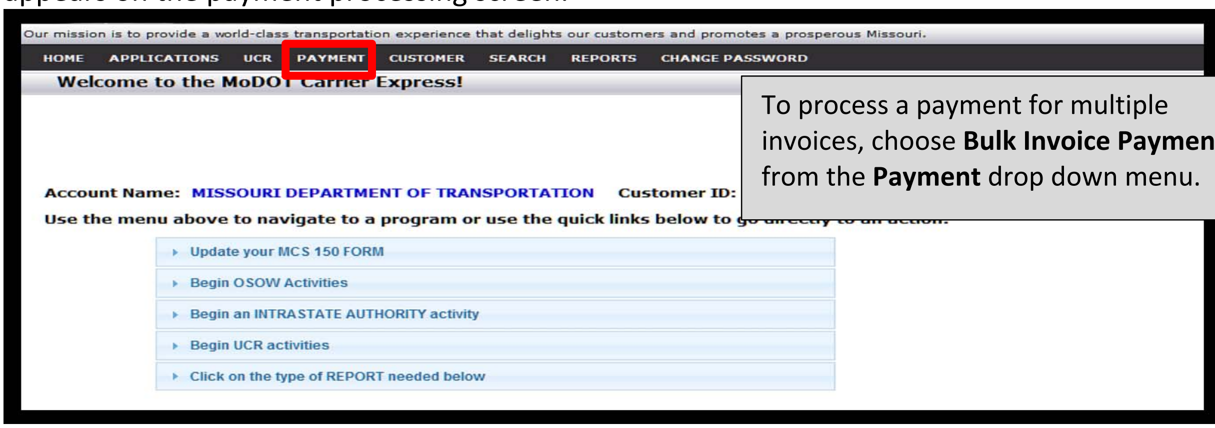
BULK INVOICE PAYMENTS

Bulk invoice creation allows you to pay multiple invoices with one payment entry. Any payment errors that occur during bulk processing will be readily visible in the Active Invoices view.

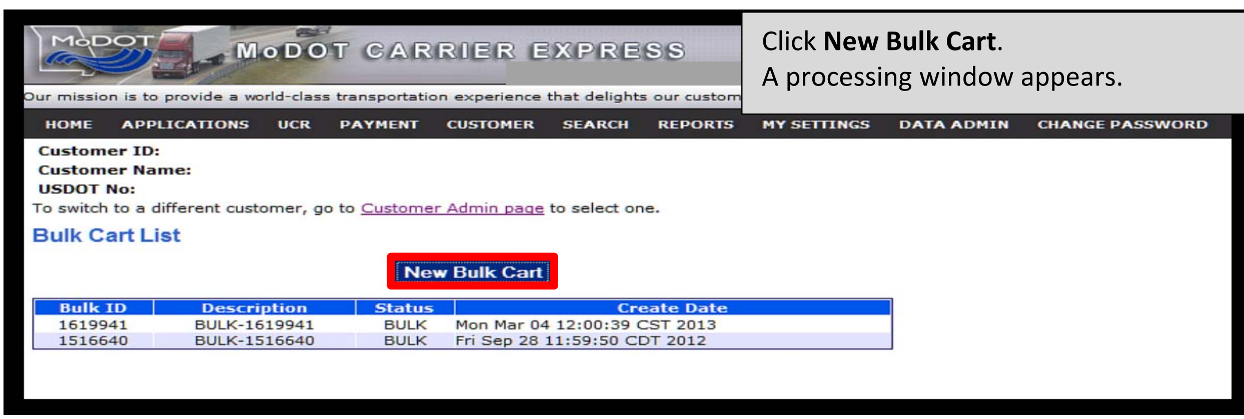
<u>Convenience Fees for online payments</u>

Processing fees charged by our third party processor will apply.

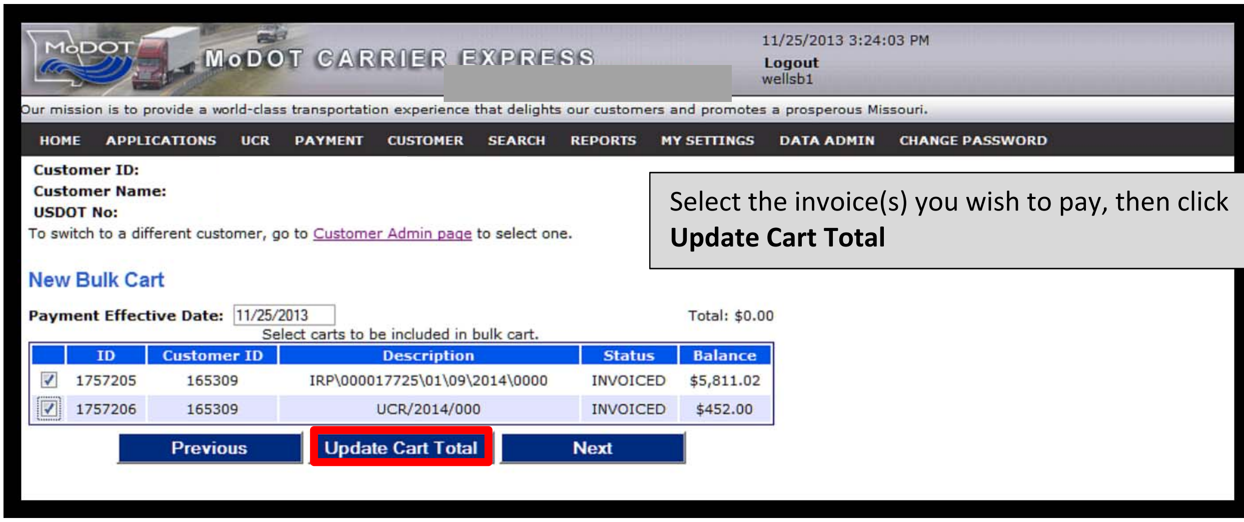
Convenience fees do not display on the MoDOT invoice. Please make note of the fee when it appears on the payment processing screen.



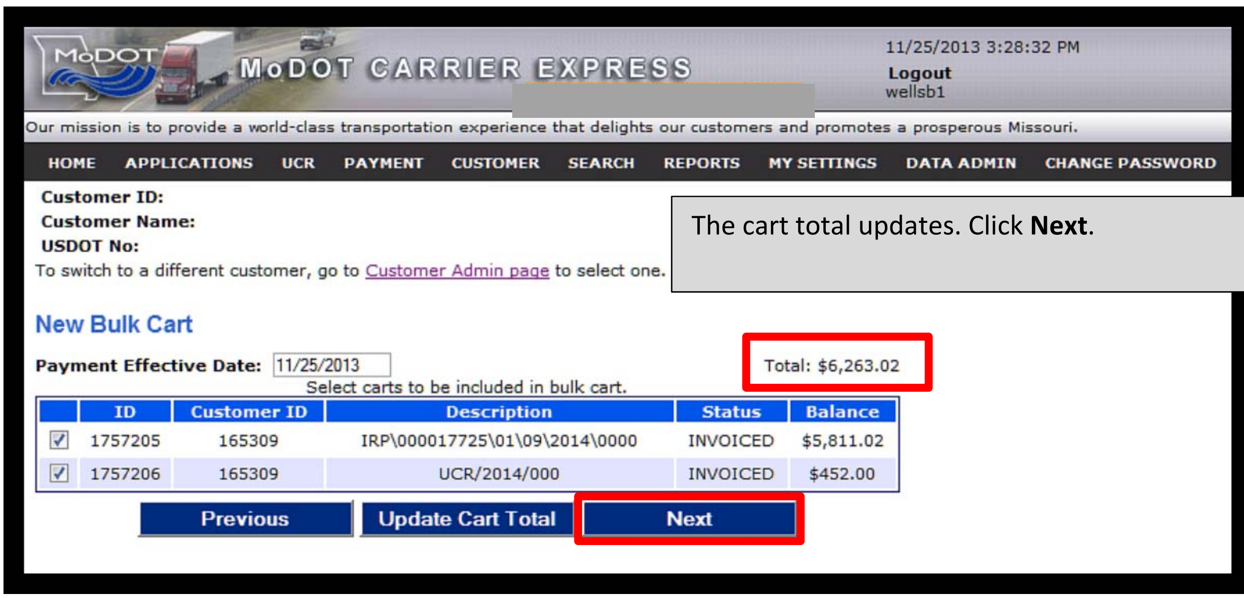
To process a payment for multiple invoices, choose **Bulk Invoice Payment** from the **Payment** drop down menu.



Click **New Bulk Cart**.
A processing window appears.



Select the invoice(s) you wish to pay, then click **Update Cart Total**

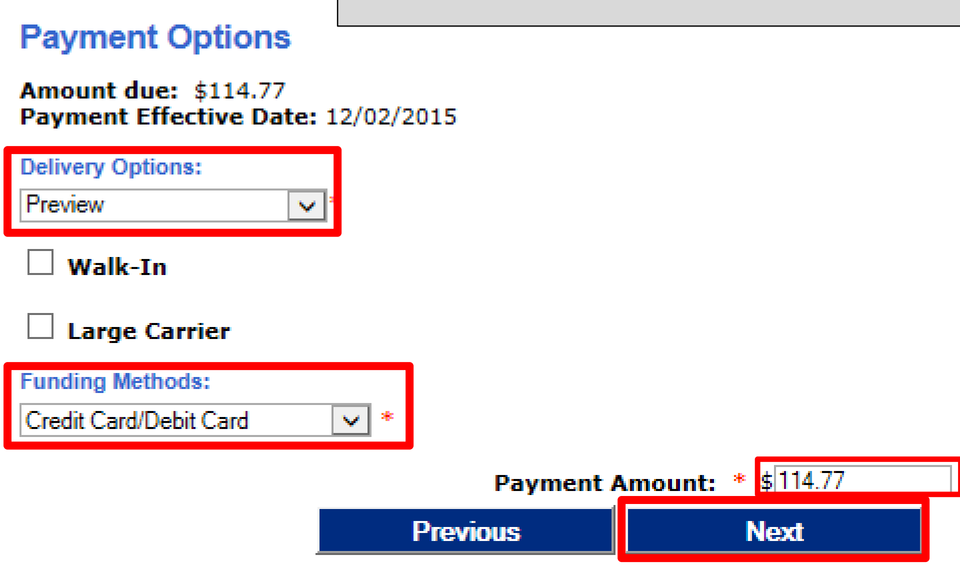


The cart total updates. Click **Next**.

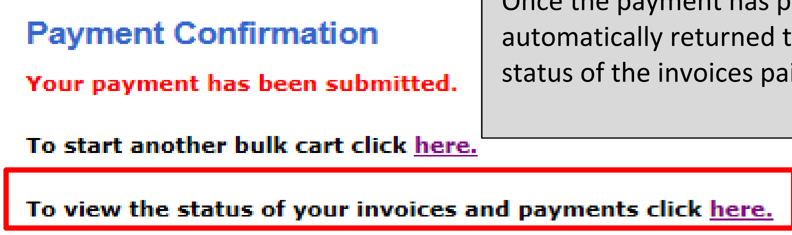
Notice that any penalties or interest are added. The total is updated. Click **Next**.

Choose the **Receipt Delivery option** (fax, email or preview) and select the **Funding Method**.

Enter the payment amount, and then click **Next** to be directed to the third-party processor for payment.

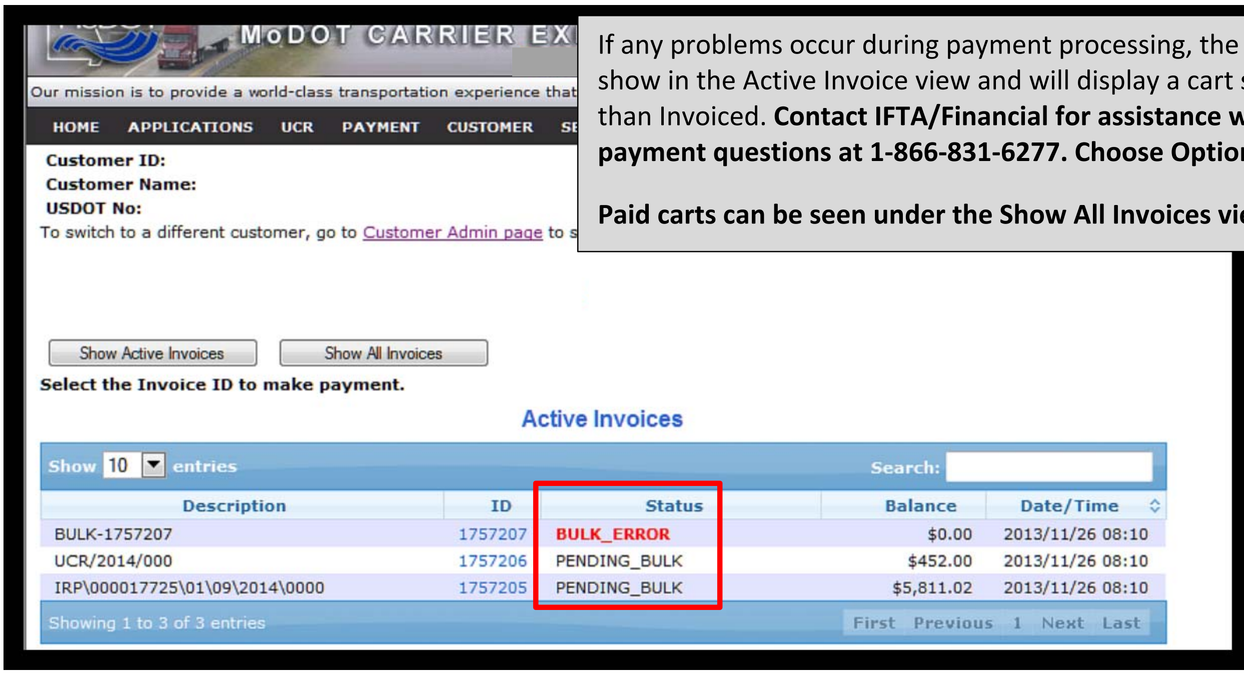


Once the payment has processed, the submitter will be automatically returned to MCE. Click "here" to review the status of the invoices paid with bulk as indicated below



If any problems occur during payment processing, the invoices will show in the Active Invoice view and will display a cart status other than Invoiced. **Contact IFTA/Financial for assistance with any payment questions at 1-866-831-6277. Choose Option 4.**

Paid carts can be seen under the Show All Invoices view.



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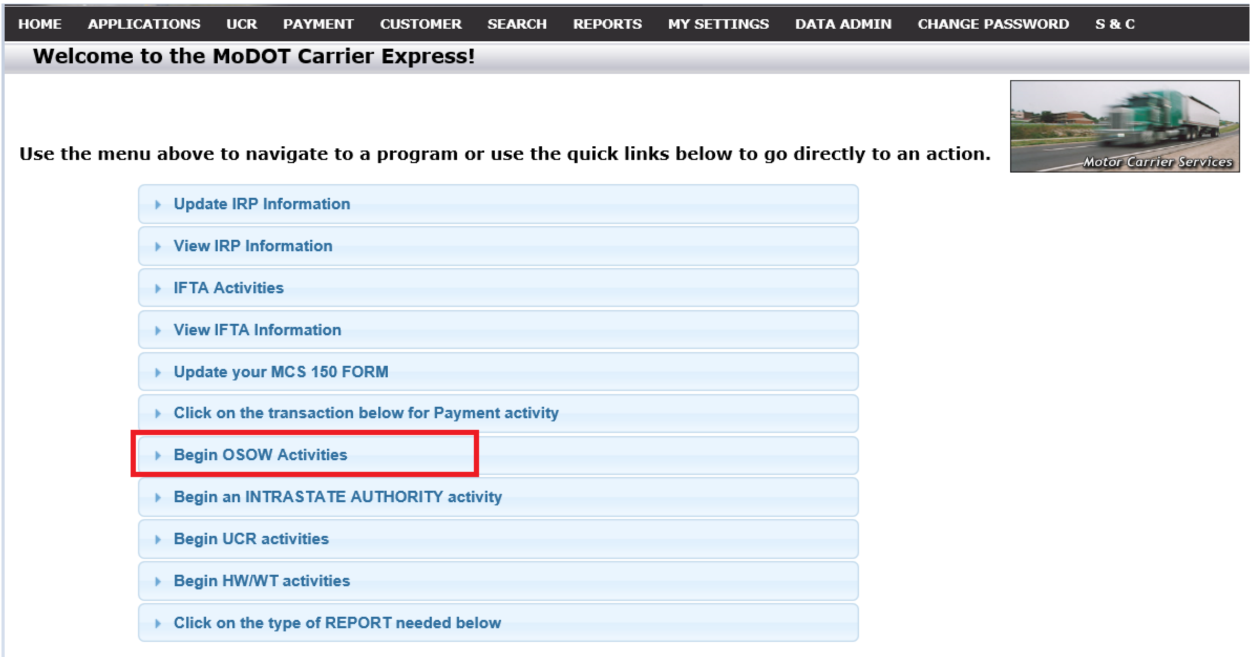
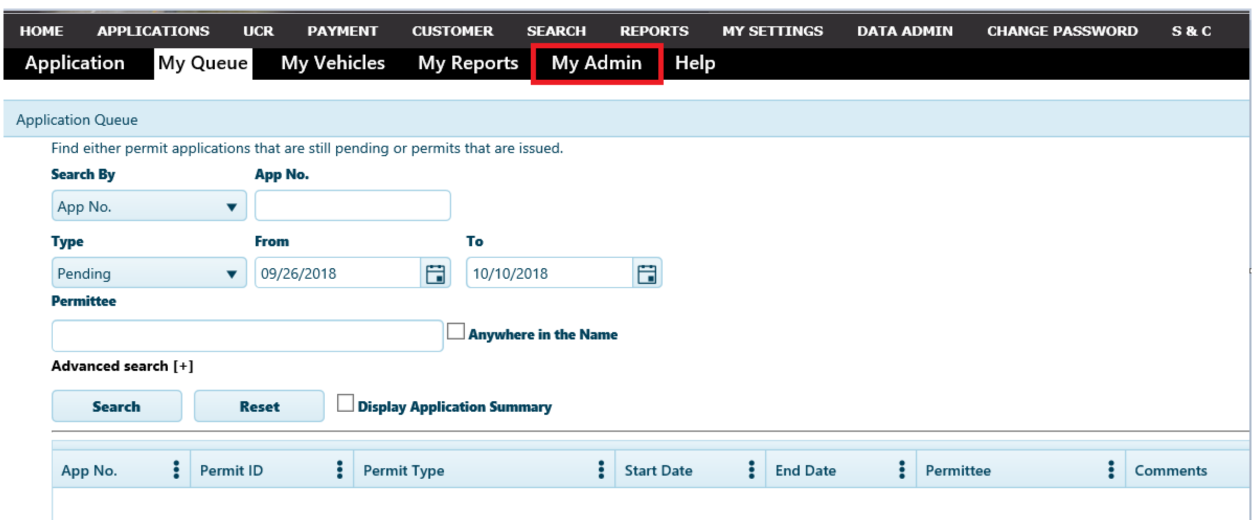
Escrow Funding

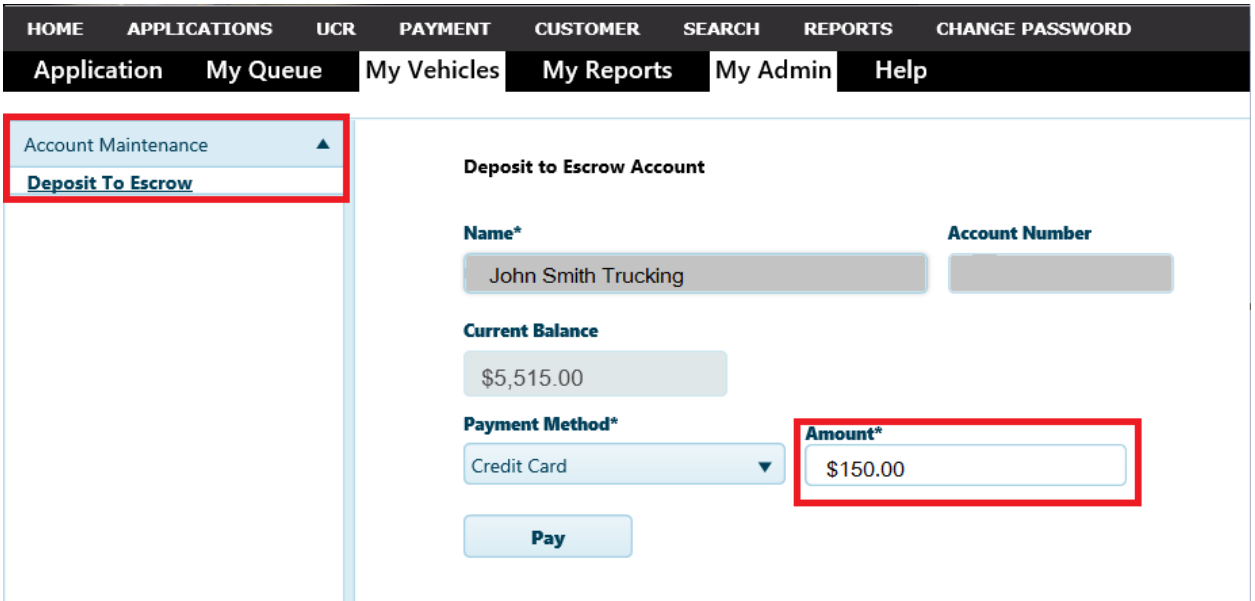
1. Click **Begin OSOW Activities**.



2. Click **My Admin** once you land on the My Queue page.



3. Under **Account Maintenance**, click on **Deposit To Escrow**. Under **Payment Method** drop down box choose **credit card or e-check,** enter the amount you are depositing and click the **Pay** button. This will direct you to JetPay.



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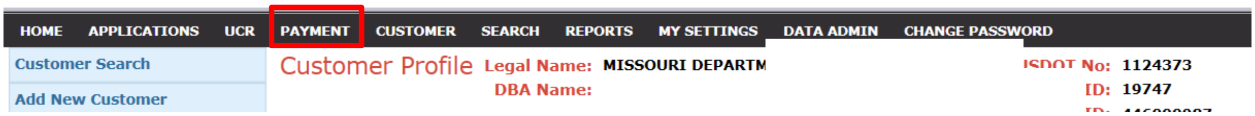
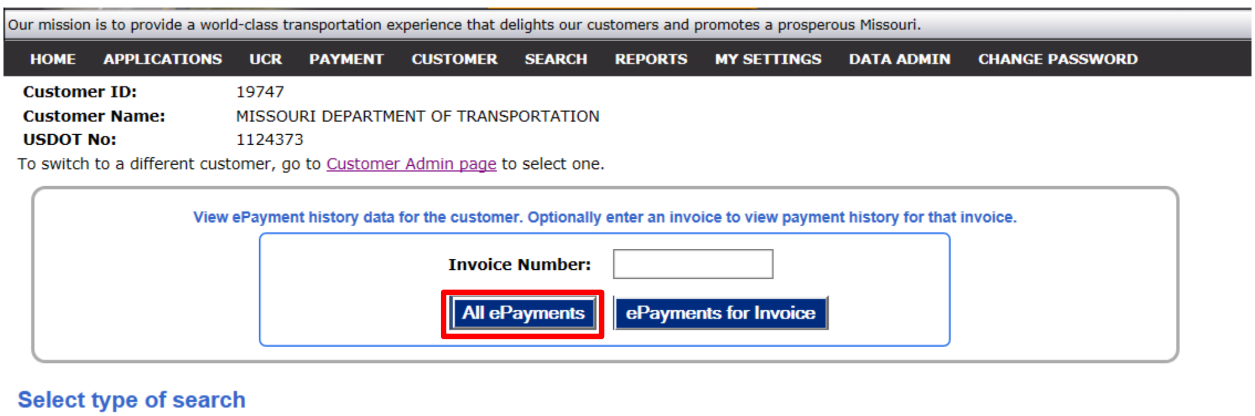
E-Payment History

***E-Payment history will not display payment information from the OSOW Superload system**

1. To review payment history for electronic payments, select **E-Payment History** from the **Payment** menu.



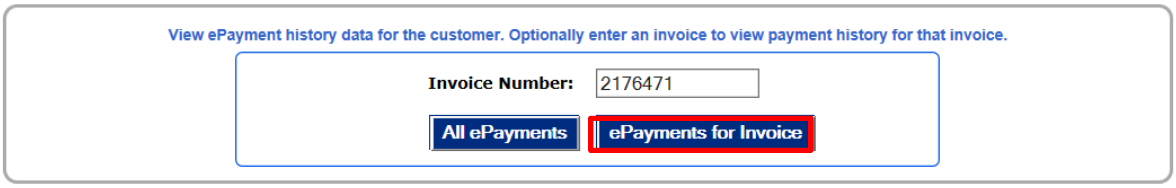
2. To see all epayments, click All ePayments.



3. A listing of all epayments displays. Payments with a status of APPROVED will include additional details. A status of CANCELLED or INCOMPLETE in this listing indicates payments were already attempted and were either cancelled or could not be completed. No additional information will display.

Trans ID	Trans Type	Status	Pay Type	Amount	Fee	Entered	Posted	CC / Acct
104	Invoice Payment	CANCELLED						
	Invoice(s)	2176356						
103	Invoice Payment	APPROVED	Visa	220.00	$4.73	12/07/2015 03:25 PM	12/07/2015 03:26 PM	4 XXXX 1111
	Invoice(s)	2176471						
102	Invoice Payment	CANCELLED						
	Invoice(s)	2176471						
101	Invoice Payment	INCOMPLETE						
	Invoice(s)	2176471						
63	Invoice Payment	APPROVED	Visa	300.00	$6.45	12/02/2015 11:46 PM	12/02/2015 11:46 PM	4 XXXX 1111
	Invoice(s)	2176471						
62	Invoice Payment	APPROVED	eCheck	520.00	$0.50	12/02/2015 10:53 PM	12/02/2015 11:28 PM	XXXX 0944
	Invoice(s)	2176471						
61	Invoice Payment	INCOMPLETE						
	Invoice(s)	2176471						

4. If information for a specific invoice is needed and the invoice number is known, enter the invoice number and click ePayments for Invoice to view.



Select type of search

5. All payment attempts for this invoice will display.

Trans ID	Trans Type	Status	Pay Type	Amount	Fee	Entered	Posted	CC / Acct
103	Invoice Payment	APPROVED	Visa	220.00	$4.73	12/07/2015 03:25 PM	12/07/2015 03:26 PM	4 XXXX 1111
	Invoice(s)	2176471						
102	Invoice Payment	CANCELLED						
	Invoice(s)	2176471						

6. Contact IFTA/Financial for questions or assistance at 1-866-831-6277 then choose Option 4.

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