



CELTIC
Systems

MODOT OPA User Guide
Volume 4
External Users

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Celtic Systems

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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 Navigation

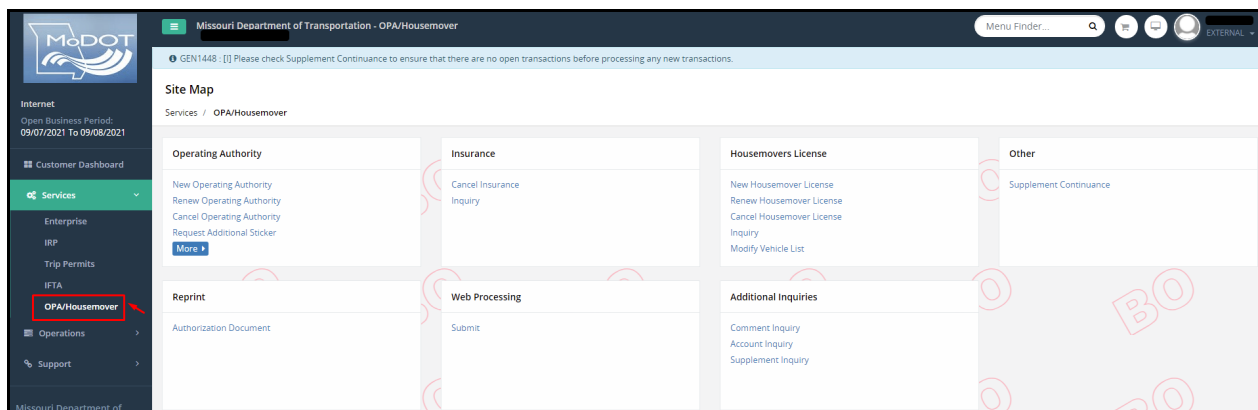
Please refer to the MoDOT Enterprise User Guide, Volume 1, Section 1.1.

1.2 Home

Please refer to the MoDOT Enterprise User Guide, Volume 1, Section 1.1.1.

1.3 OPA/Housemover Navigation

The user must have access to OPA/Housemover and an assigned role that is associated with the current responsibilities and OPA/Housemover transactions.



User can access OPA/Housemover from the Services-level menu on the left side in the application.

1.4 Operating Authority

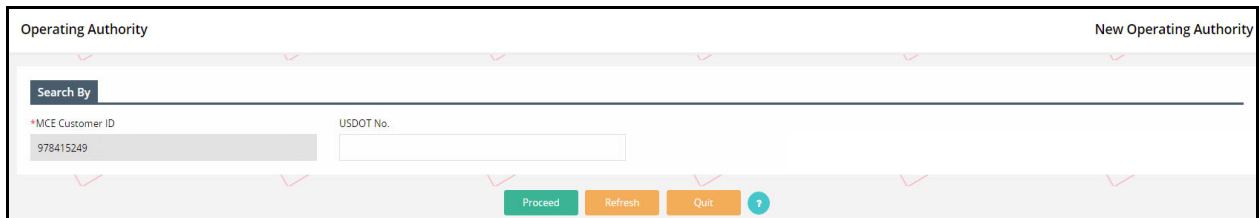
CTS-OPA is an intrastate licensing program that registers motor carriers operating wholly within the jurisdiction to transport property or passengers in intrastate while maintaining applicable insurance filings. Special permits are required for the movement of loads that exceed the established oversize and overweight permit limits.

1.4.1 New Operating Authority

A customer must have an existing Credentialing account, which includes OPA, IRP or IFTA in order to apply for a new or additional Missouri Operating Authority. If no Credentialing account exists, the customer must apply by using the paper application available on our website.

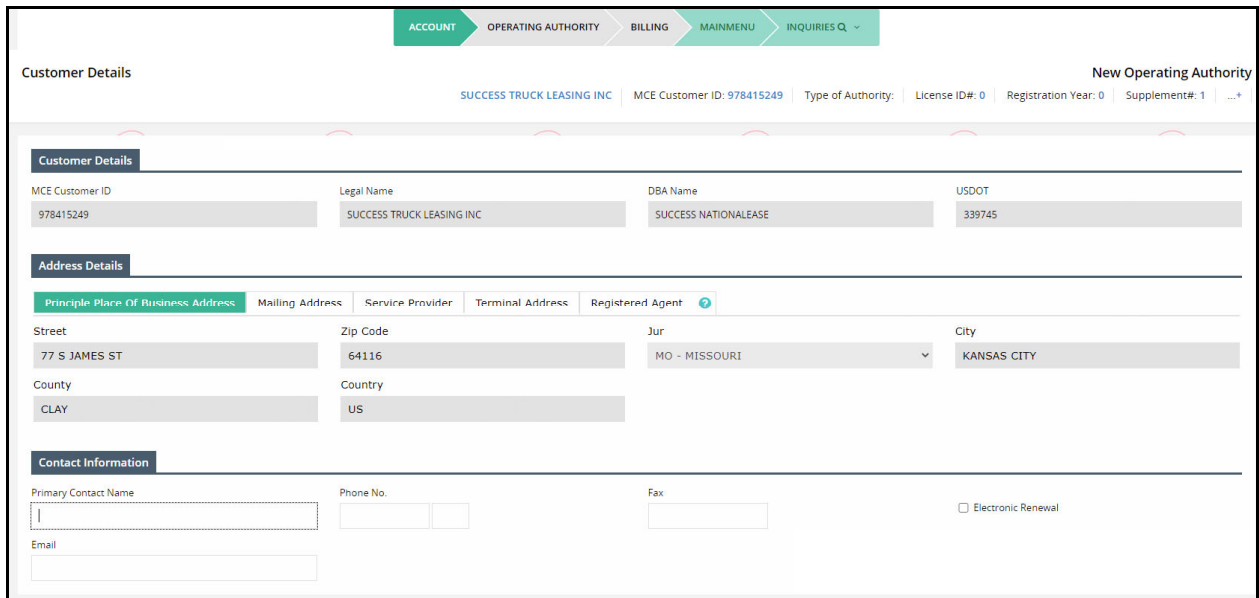
Perform the following steps to apply for a new operating authority:

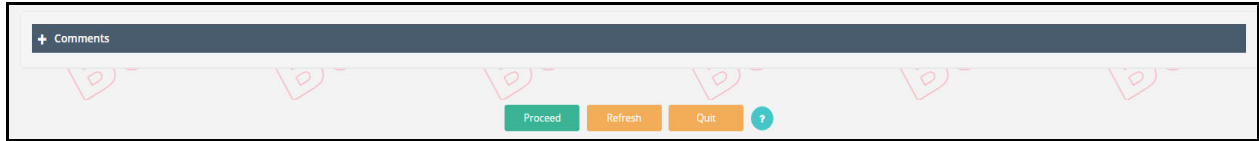
- From the OPA/Housemover menu, click NEW OPERATING AUTHORITY from the OPERATING AUTHORITY menu tile



1.4.1.1 Account

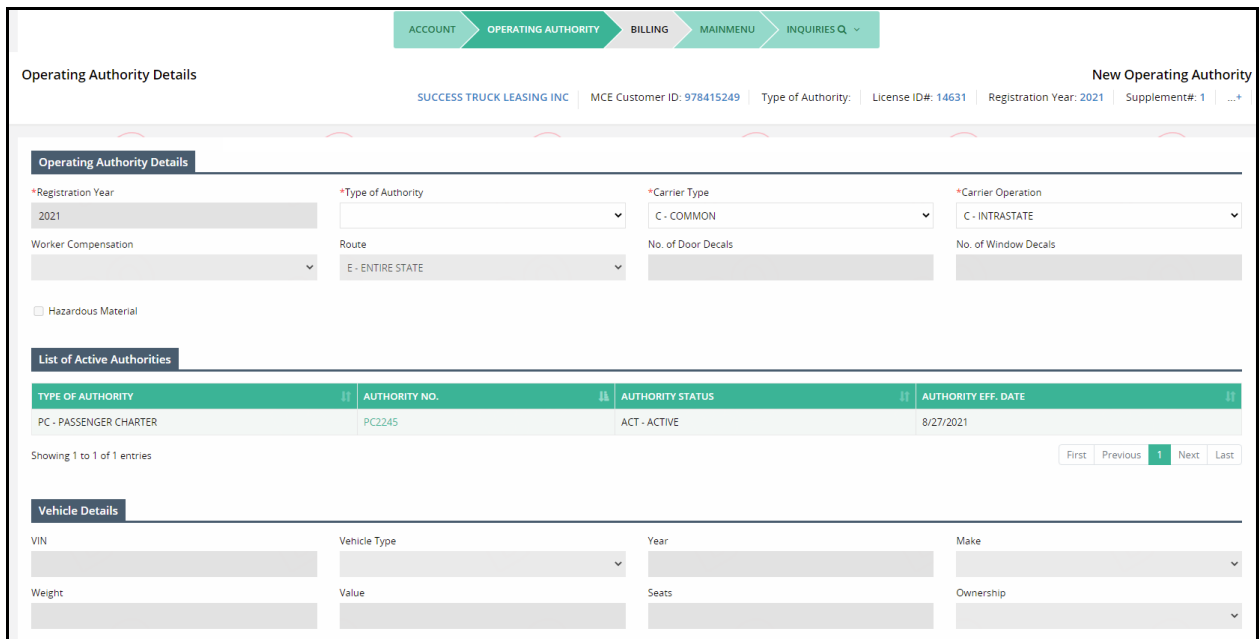
- On the search screen, the MCE Customer ID is prepopulated and protected
- Click PROCEED to view the New Operating Authority screen





- The system will populate the available customer information based on the MCE Customer ID.
- User can modify the following information, if required:
 - Mailing Address
 - Terminal Address
 - Registered Agent – required if the principal place of business is not based in Missouri, the provide the name and address of the registered agent
 - Primary Contact Name
 - Phone No.
 - Fax
 - Electronic Renewal – checking this checkbox requires an Email address be entered.
 - Comments - click the plus (+) or minus (-) icon to expand this section and add free-form comments in this area. After adding text to the comments box, the user must click on the ADD/UPDATE button to save the comment in the account record
- Click the PROCEED button to execute the application’s edits and display the verification screen.
- Click PROCEED from the verification screen to view the Operating Authority screen.

1.4.1.2 Operating Authority



The screenshot displays a web application interface. At the top, there is a table with columns: VIN, VEHICLE TYPE, YEAR, MAKE, WEIGHT, VALUE, SEATS, and OWNERSHIP. The table is currently empty, showing the message "No data available in table". Below the table is a "Certificate of Closure" section containing a checkbox with the text: "By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant." Below this is a "Delivery Type" section with a dropdown menu currently set to "D - PDF". At the bottom of the form is a "Comments" section with a plus sign icon. The footer of the interface contains five buttons: "Proceed" (green), "Cancel" (red), "Refresh" (orange), "Quit" (yellow), and a help icon (blue circle with a question mark).

- Operating authority details screen:
 - Operating Authority Details:
 - Registration Year – defaults to the current year and cannot be changed
 - Type of Authority – the following authority types are available for selection:
 - Household Goods (HHG)
 - Not for Profit Passenger (NPC)
 - Passenger Charter (PC)
 - Property Carrier Registration (PCR)
 - Passenger Other Than Charter (POC)
 - Carrier Type – select one of the following if you apply for HHG, PC or POC :
 - Common and Contract
 - Common
 - Contract
 - Carrier Operation – defaults to match your USDOT registration
 - Worker Compensation – select one of the following if you are applying for HHG authority:
 - Coverage Available
 - Less Than 5 Employees
 - Self-Insured
 - Route – defaults to Entire State and cannot be changed
 - No. of Door Decals – enter number of decals only if Carrier Operation Intrastate
 - No. of Window Decals – available for passenger authorities with 6-12 passenger capacity. Enter number of decals only if Carrier Operation is set to Intrastate
 - Hazardous Material checkbox – check this checkbox if you are hauling Hazardous Materials:
 - A list of Classes and Division for hazardous material will display when the checkbox is checked. Select the appropriate classes and divisions of hazardous materials from the list
 - List of Active Authority – this section will display a list of active authorities under the carrier’s account
 - Vehicle Details – only required for HHG, PC, POC and NPC authorities, provide the following details:
 - VIN

- Vehicle Type – select from the drop-down
- Year
- Make
- Weight (HHG only)
- Value
- Seats (PC, POC or NPC)
- Ownership

Click ADD/UPDATE and the entered vehicle details will display in a grid

- Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox
- Delivery Type – the Electronic Delivery Type defaults to PDF
- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to navigate to Web Processing - Submit screen.

1.4.1.3 Web Processing – Submit

- Refer to section 1.9.1 for details on submitting required documents to the review queue.

1.4.1.4 Billing

User can continue a supplement from Supplement Continuance after the submitted documents are approved. Refer to section 1.7.1 for details on Supplement Continuance.

- On resuming the transaction, the system displays the Billing screen. Note: The supplement status is set to Invoiced from Open.

The screenshot shows the 'Billing' screen for a 'New Operating Authority'. The breadcrumb navigation includes ACCOUNT, OPERATING AUTHORITY, BILLING (highlighted), MAINMENU, and INQUIRIES Q. The account name is 'SUCCESS TRUCK LEASING INC' with MCE Customer ID: 978415249. The license ID is 14631 and the registration year is 2021. The supplement number is 1.

Billing Details

MCE Customer ID	Legal Name	DBA Name	License No.
978415249	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALELEASE	14631
USDOT No.	Registration Year	Supplement No.	Supplement Desc.
339745	2021	001	NEW OPERATING AUTHORITY
Supp. Eff. Date	Supplement Status	Invoice Date	
09/10/2021	INVOICED	09/10/2021	

Fees Details

Enterprise System Credit	OPA System Credit	No. of Door Decals	No. of Window Decals
0.00	0.00	1	
Manual Adj. Base Jur.			
0.00			

FEE TYPE	FEE AMOUNT (\$)
Door Decals	10.00
Windows Decals	0.00
Invoice Amt	10.00
Total Amount	10.00

- Review the Fee details and click PROCEED to go to the payment screen.

1.4.1.5 Payment

- On the Payment screen, all the details are prepopulated and protected. Review the payment information and click PROCEED.
- The Electronic Delivery Type defaults to PDF.

Payment New Operating Authority

Payment

Payer MCE Customer ID: 978415249 Legal Name: SUCCESS TRUCK LEASING INC DBA Name: SUCCESS NATIONALLEASE Enterprise System Credit: 0.00

IRP System Credit: 0.00 IFTA System Credit: 0.00 OPA System Credit: 1000.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3161131	09/10/2021	SUCCESS TRUCK LEASING INC	LIC,AC#978415249,LICNO#:14631,YR:2022,SUPP#001	10.00
Total Amount Due				10.00

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	OPA System Credit	3926	10.00

Delete Add Credit Card E-Check

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	10.00
	Remaining Balance	0.00
	Change	0.00
	Over Payment	0.00
	Net Amount Paid	10.00

Electronic Delivery Type

Payment receipt: D - PDF

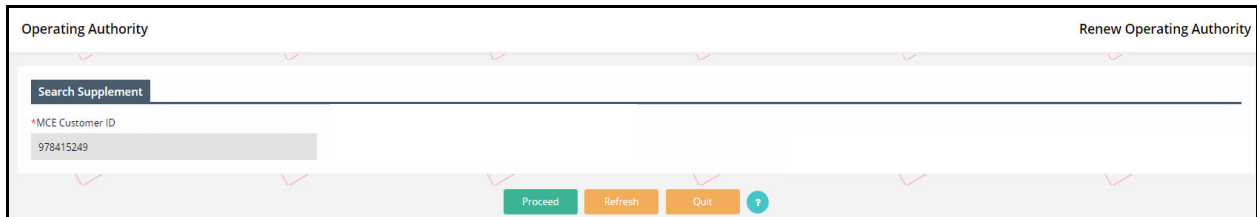
Proceed Refresh Quit ?

- Refer to Enterprise User Guide, Volume 1, section 1.4.1.2.1 for details on Cart Payment.
- A payment receipt is generated in the PDF format at the completion of the payment.

1.4.2 Renew Operating Authority

This function allows carriers to renew expiring OPA decals. Perform the following steps to renew operating authority:

- From the OPA/Housemove menu, click RENEW OPERATING AUTHORITY from the OPERATING AUTHORITY menu tile
- On the supplement search screen, the MCE Customer ID is prepopulated
- Click PROCEED to view the search results in a grid



- Click the Select icon for the preferred record to be renewed from the grid and the system will display the Account screen for renewal.

1.4.2.1 Account

- On the Account screen, the Customer and Address will prepopulate and be protected. Update the following information, if required
 - Mailing Address
 - Service Provider
 - Terminal Address
 - Registered Agent
 - Verify or update the contact information including Primary Contact Name, Phone No., Fax, and Email

The screenshot displays a web application interface for Missouri's MoDOT OPA. At the top, a navigation bar includes 'ACCOUNT', 'OPERATING AUTHORITY', 'BILLING', 'MAINMENU', and 'INQUIRIES Q'. The main content area is titled 'Customer Details' and features a 'Renew Operating Authority' button. Below this, a summary bar shows 'SUCCESS TRUCK LEASING INC' with associated IDs: MCE Customer ID: 978415249, License ID#: 14631, Registration Year: 0, and Supplement#: 7. The interface is divided into three main sections: 'Customer Details', 'Address Details', and 'Contact Information'. The 'Customer Details' section contains fields for MCE Customer ID (978415249), Legal Name (SUCCESS TRUCK LEASING INC), DBA Name (SUCCESS NATIONALEASE), and USDOT (339745). The 'Address Details' section includes tabs for 'Principle Place Of Business Address', 'Mailing Address', 'Service Provider', 'Terminal Address', and 'Registered Agent'. The 'Principle Place Of Business Address' tab is active, showing fields for Street (77 S JAMES ST), Zip Code (64116), Jurisdiction (MO - MISSOURI), City (KANSAS CITY), County (CLAY), and Country (US). The 'Contact Information' section has fields for Primary Contact Name, Phone No., Fax, and Email, along with an 'Electronic Renewal' checkbox. At the bottom, there is a '+ Comments' section and a navigation bar with 'Proceed', 'Refresh', 'Quit', and a help icon.

- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to navigate to the Operating Authority screen.

1.4.2.2 Operating Authority

- On the Operating Authority screen, the operating authority details and list of active authorities will populate from the previous year. The user can update the prepopulated information, as needed:
 - Carrier Type (for HHG, PC & POC)
 - Worker Compensation (HHG only)
 - No. of Door Decals / No. of Window Decals (6-12 passenger vehicles only)
 - Comments – add any comments, if necessary.

ACCOUNT OPERATING AUTHORITY BILLING MAINMENU INQUIRIES Q

Operating Authority Details **Renew Operating Authority**

SUCCESS TRUCK LEASING INC |
 MCE Customer ID: 978415249 |
 License ID#: 14631 |
 Registration Year: 2022 |
 Supplement#: 7 |
 ...+

Operating Authority Details

*Registration Year	*Carrier Type	*Carrier Operation	Worker Compensation
<input type="text" value="2022"/>	<input type="text" value="C - COMMON"/>	<input type="text" value="I - INTERSTATE"/>	<input type="text"/>
Route	No. of Door Decals	No. of Window Decals	
<input type="text" value="E - ENTIRE STATE"/>	<input type="text"/>	<input type="text"/>	

List of Active Authorities

TYPE OF AUTHORITY	AUTHORITY NO.	AUTHORITY STATUS	AUTHORITY EFF. DATE
HHG - HOUSEHOLD GOODS	HHG2303	ACT - ACTIVE	9/10/2021
NPC - NOT FOR PROFIT PASSENGER	NPC2324	ACT - ACTIVE	9/20/2021
PC - PASSENGER CHARTER	PC2245	ACT - ACTIVE	9/20/2021
PCR - PROPERTY CARRIER REGISTRATION	PCR2311	ACT - ACTIVE	9/17/2021
POC - PASSENGER OTHER THAN CHARTER	POC2323	ACT - ACTIVE	9/20/2021

Showing 1 to 5 of 5 entries First Previous **1** Next Last

Delivery Type

Electronic Delivery Type

+ Comments

Proceed
Cancel
Refresh
Quit
?

- Click PROCEED from the command line to view the verification screen

1.4.2.3 Billing

User can continue a supplement from Supplement Continuance after the submitted documents are approved. Refer to section 1.7.1 for details on Supplement Continuance.

- On resuming the transaction, the system displays the Billing screen.
 - Note: The supplement status is set to Invoiced from Open.
- Review the Fee details and click PROCEED to go to the payment screen.

1.4.2.4 Payment

On the Payment screen, all the details are prepopulated and protected. Review the payment information and click PROCEED.

- Refer to Enterprise User Guide, Volume 1, section 1.4.1.2.1 for details on Cart Payment.

1.4.3 Cancel Operating Authority

This function allows motor carriers to cancel an issued operating authority. Perform the following steps to cancel operating authority:

- From the OPA/Housemover menu, click CANCEL OPERATING AUTHORITY from the OPERATING AUTHORITY menu tile
- On the search screen, MCE Customer ID is prepopulated and protected
- Supplement Effective Date – defaults to the current date and cannot be changed
- Click PROCEED

- On the Cancel Operating Authority screen, all the details will prepopulate and be disabled.
- User must enter the following information:
 - List of Active Authorities – if active operating authorities exist on the carrier account, check the checkbox against the preferred authority from the list
 - Notice of Cancellation – select one of the following options from the drop-down:
 - Collected
 - Not Required
 - Outstanding
 - System Collected
 - Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox
 - Select the preferred Electronic Delivery Type from the drop-down

OPERATING AUTHORITY
BILLING
MAINMENU
INQUIRIES Q

Operating Authority Details
Cancel Operating Authority

SUCCESS TRUCK LEASING INC
MCE Customer ID: 978415249
License ID#: 14631
Registration Year: 2021

Supplement#: 2

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT
978415249	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745

Operating Authority Details

*Registration Year	*Carrier Type	*Carrier Operation	Worker Compensation
2021	C - COMMON	C - INTRASTATE	C - COVERAGE AVAILABLE

Route

E - ENTIRE STATE

List of Active Authorities

SELECT	TYPE OF AUTHORITY	AUTHORITY NO.	AUTHORITY STATUS	AUTHORITY EFF. DATE
<input type="checkbox"/>	HHG - HOUSEHOLD GOODS	HHG2303	ACT - ACTIVE	9/10/2021
<input type="checkbox"/>	PC - PASSENGER CHARTER	PC2245	SUS - SUSPENDED	8/27/2021

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Certificate of Closure

*By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant

Delivery Type

Electronic Delivery Type

D - PDF

+ Comments

Proceed
Cancel
Refresh
Quit
?

- Click PROCEED from the command line to go the verification screen.
- Click PROCEED from the verification to view the Billing screen. Refer to section 1.4.1.3 for details on Billing.

1.4.4 Request Additional Sticker

This function lets a user process request for additional door or window decals. Additional decals can only be requested if the carrier operation is Intrastate. Perform the following steps to request additional stickers:

- From the OPA/Housemover menu, click REQUEST ADDITIONAL STICKER from the OPERATING AUTHORITY menu tile

- On the search screen, MCE Customer ID is prepopulated and protected
- Supplement Effective Date – defaults to the current date and cannot be changed
- Click PROCEED to view the Request Additional Decal screen

- On the Request Additional Sticker screen, the operating authority details and list of active authorities will prepopulate.
- Enter the required number of Door or Window Decals, as applicable
- Check the “Applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox
- The Electronic Delivery Type defaults to PDF and is protected
- Comments – enter any comments, if necessary
- Click PROCEED from the command line to move to the next screen
- Click PROCEED from the verification screen to navigate to Billing screen. Refer section 1.4.1.3 for details on billing.

Operating Authority
Inquiry

Search By

*MCE Customer ID 978415249	License ID <input style="width: 90%;" type="text"/>	Registration Year <input style="width: 90%;" type="text"/>	Supplement No. <input style="width: 90%;" type="text"/>
Legal Name <input style="width: 90%;" type="text"/>	DBA Name <input style="width: 90%;" type="text"/>	USDOT No. <input style="width: 90%;" type="text"/>	Type of Authority <input style="width: 90%;" type="text"/>

Show all Transactions

Proceed
Refresh
Quit
?

	MCE CUSTOMER ID	LICENSE ID	TYPE OF AUTHORITY	REGISTRATION YEAR	SUPPLEMENT NO.	SUPP. TYPE	SUPPLEMENT STATUS	LICENSE STATUS	LEGAL NAME	DBA NAME	USDOT NO.
🔍	978415249	14631	HHG - HOUSEHOLD GOODS	2021	1	NEW	C - CLOSED	A - ACTIVE	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745
🔍	978415249	14631	PC - PASSENGER CHARTER	2021	0	NEW	C - CLOSED	A - ACTIVE	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745

1.4.5 Inquiry

This feature allows a user to perform an inquiry and view details associated with an Operating Authority.

Perform the following steps for inquiry:

- From the OPA/Housemover menu, click INQUIRY from the OPERATING AUTHORITY menu tile
- On the search screen, the MCE Customer ID is prepopulated and protected
- Click PROCEED to view the search results

Operating Authority Inquiry

Search By

*MCE Customer ID: License ID: Registration Year: Supplement No.:

Legal Name: DBA Name: USDOT No.: Type of Authority:

Show all Transactions

Proceed Refresh Quit ?

	MCE CUSTOMER ID	LICENSE ID	TYPE OF AUTHORITY	REGISTRATION YEAR	SUPPLEMENT NO.	SUPP. TYPE	SUPPLEMENT STATUS	LICENSE STATUS	LEGAL NAME	DBA NAME	USDOT NO.
	965895689	14625	HHG - HOUSEHOLD GOODS	2021	0	NEW	C - CLOSED	C - CITED	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALLEASE	339745

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

- Click the View icon from the left of the grid to view the inquired information

OPERATING AUTHORITY INQUIRY ✕

Operating Authority Details

Registration Year | **2021** Type of Authority | **HHG - HOUSEHOLD GOODS** Worker Compensation | **C - COVERAGE AVAILABLE** Hazardous Material | **N**

Customer Insurance Map With Authority

FORM TYPE	COVERAGE TYPE	INSURANCE OWNER NAME	POLICY NUMBER	EFFECTIVE DATE	RECEIVED DATE	CANCELLATION DATE	COVERAGE LIABILITY LIMIT
E - FORM E	BP - Bodily injury and property damage	JENI	L5446J564346	02/06/2020	09/14/2021	09/24/2021	5,000,000.00
H - FORM H	CA - Cargo	JENI	798878565254	02/07/2019	09/10/2021		5,000,000.00

Vehicle Details

VIN	VEHICLE TYPE	YEAR	MAKE	WEIGHT	VALUE	SEATS	VERIFY OWNERSHIP
2HGFA1F59BH530368	TR - Tractor	2018	ACR	1000	56000.00		O - OWNED

Print Close

- Click PRINT to print the OPA inquiry details or click CLOSE to exit from the screen.

1.4.6 Manage Hazardous Materials

This function allows users to update the classes and divisions of hazardous materials for a given operating authority. Perform the following steps to manage hazardous material:

- From the OPA/Housemover level menu, click MANAGE HAZARDOUS MATERIALS from OPERATING AUTHORITY menu tile

- On the search screen, enter MCE Customer ID and License ID
 - Supplement Effective Date – defaults to the current date and can be changed based on the business rules
- Click PROCEED to view the Manage Hazardous Materials screen.

TYPE OF AUTHORITY	AUTHORITY NO.	AUTHORITY STATUS	AUTHORITY EFF. DATE
HHG - HOUSEHOLD GOODS	HHG2303	ACT - ACTIVE	9/10/2021

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

Vehicle Details

VIN Vehicle Type Year Make

Weight Value Seats Ownership

VIN	VEHICLE TYPE	YEAR	MAKE	WEIGHT	VALUE	SEATS	OWNERSHIP
2HGFA1F59BH530368	TR - Tractor	2018	ACR	1000	56000.00		O - OWNED

Delivery Type

Electronic Delivery Type

+ Comments

- On the manage hazardous material screen, all the operating authority specific details are prepopulated.
- Check the Hazardous Materials checkbox on the Operating Authority Details section and the list of Classes and Divisions for hazardous materials will display
 - Click "+" sign on the Classes and Division to expand the list
 - Check the checkbox against the preferred hazardous material
 - Select Bulk or Non Bulk radio button of the preferred hazardous material, if applicable
- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to navigate to Billing screen. Refer to section 1.4.1.3 for details on Billing screen.

1.5 Insurance

Every motor carrier operating motor vehicle within the jurisdiction must at all times have on file and approved a surety bond or a certificate of public liability and property damage insurance. Operating Authority credentials are generated only after the customer provides the insurance information.

1.5.1 Inquiry

This function allows a user to perform an inquiry to view the insurance details associated with an operating authority or a Housemover license. Perform the following steps for insurance inquiry:

- From the OPA/Housemover level menu, click INQUIRY from the INSURANCE menu tile
- On the search screen, enter MCE Customer ID.
 - Enter additional search parameters like Form Type, Coverage Type, Insurance company, and Insurance Policy No. to narrow down the search results
- Click PROCEED to view the search results

	MCE CUSTOMER ID	FORM TYPE	INSURANCE POLICY NO.	COVERAGE LIABILITY LIMIT	EFFECTIVE DATE	CANCELLATION DATE	PRIMARY/EXCESS	CREATED USER ID	LETTER CREATED DATE	INSURANCE COMPANY	LEGAL NAME
	978415249	E - FORM E	151514	5,000,000	12/30/2020	09/14/2021	PRIMARY	SUPARNA	8/27/2021 2:10:17 AM	XL REINSURANCE AMERICA INC	SUCCESS TRUCK LEASING INC
	978415249	E - FORM E	L5446J564346	5,000,000	02/06/2020	09/24/2021	PRIMARY	SUPARNA	9/10/2021 2:33:08 AM	XL SPECIALTY INSURANCE COMPANY	SUCCESS TRUCK LEASING INC

- Select the View icon from the search results to view the insurance details.

INSURANCE INQUIRY							
Insurance							History
	MCE CUSTOMER ID	FORM TYPE	INSURANCE POLICY NO.	REPLACEMENT POLICY NO.	COVERAGE LIABILITY LIMIT	EFFECTIVE DATE	CANCELLATION DATE
	978415249	E - FORM E	151514	151514	5,000,000	12/30/2020	09/14/2021
	978415249	E - FORM E	151514	151514	5,000,000	12/30/2020	09/23/2021
	978415249	E - FORM E	151514	151514	5,000,000	12/30/2020	09/23/2021
	978415249	E - FORM E	5656559	151514	5,000,000	12/30/2020	
	978415249	E - FORM E	5656559	151514	5,000,000	12/30/2020	

Print Close

INSURANCE HISTORY INQUIRY

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT No.
978415249	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI	KANSAS CITY
County	Country		
CLAY	US		

Insurance Details

Form Type	Insurance Policy Type	Policy Number	Replacement Policy Number
E - FORM E	PRIMARY	151514	151514
Effective Date	Received Date	Created By	Insurance Company
12/30/2020	09/13/2021	[REDACTED]	9101 - XL REINSURANCE AMERICA INC
Coverage Liability Limit	Letter Created Date		
5,000,000	08/27/2021 02:10:17 AM		

Insurance Cancellation Information

Cancellation Form Type	Form Type	Cancellation Date
K - Form K	E - FORM E	09/14/2021

[Print](#) [Close](#)

- Click PRINT to print the insurance details or click CLOSE to exit from the inquiry screen.

1.6 Housemover License

All motor carriers moving a house for-hire on the public highways of a jurisdiction must have a Housemover license. If a carrier is transporting a house for hire outside of a commercial zone, it is mandatory to obtain an intrastate operating authority in addition to the Housemover License.

As a prerequisite, a user must have an existing MCE Customer ID to apply for a Housemover License.

1.6.1 New Housemover License

This function allows a user to apply for a new Housemover License. Perform the following steps for new Housemover license:

- From the OPA/Housemover level menu, click NEW HOUSEMOVER LICENSE from the HOUSEMOVER LICENSE menu tile
- On the search screen, enter the MCE Customer ID and USDOT No.
- Click PROCEED from the command line to apply for a Housemover license

Housemover License New Housemover License

Search By

*MCE Customer ID USDOT No.

[Proceed](#) [Refresh](#) [Quit](#) [?](#)

1.6.1.1 Account

- The system displays the account screen. All the details will be pulled and populated from MCE. User can modify the contact information, if required.
- Comments – add any comments related to updating information, if necessary
- Click PROCEED to move to the verification screen
- Click PROCEED to move to the Housemover License screen.

1.6.1.2 Housemover License

- On the Housemover License screen, user must provide the required information on the following sections:
 - Housemover License Details:
 - Operation Type – select one of the two following options:
 - Commercial Zone
 - Public roads and highways
 - Worker Compensation – select the appropriate option from the drop-down:
 - Organization Information:
 - Base Jurisdiction – select the base jurisdiction from the drop-down
 - Date of Organized – enter a valid date
 - Charter Number – enter the charter number of the organization
 - Housemover Qualification:
 - Is Eighteen Year Old? – select YES/NO from the drop-down as applicable
 - Valid Commercial Driving License - select YES/NO from the drop-down as applicable

- Have 24 month Experience - select YES/NO from the drop-down as applicable
 - Vehicle Details – add a vehicle by entering the following vehicle information:
 - VIN
 - Make
 - Year
 - License No.
 - Annual Inspection – check this checkbox if annual inspection is applicable
 - Click ADD/UPDATE to add the vehicle information. The entered vehicle details will display in a grid
 - Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox mandatorily
 - Delivery Type – defaults to PDF. Select the appropriate delivery option from the Electronic Delivery Type drop-down
 - Comments – The user clicks the plus (+) or minus (-) icon to expand this section and add free-form comments in this area. After adding text to the comments box, the user must click on the ADD/UPDATE button to save the comment in the account record
- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to navigate to the Web Processing - Submit screen.

ACCOUNT HOUSEMOVER LICENSE BILLING MAINMENU INQUIRIES Q

Housemover License Details New Housemover License

SUCCESS TRUCK LEASING INC | MCE Customer ID: 978415249 | License ID#: 14704 | Registration Year: 2021
Supplement#: 2 | ...+

Housemover License Details

*Operation Type *Worker Compensation

Organization Information

*Base Jurisdiction *Date of Organized *Charter Number

Housemover Qualification

*Is Eighteen Year Old *Valid Commercial Driving License *Have 24 month Experience

Vehicle Details

VIN Make Year License No.

Annual Inspection Add / Update

VIN	MAKE	YEAR	LICENSE NO.	ANNUAL INSPECTION
No data available in table				

Certificate of Closure

*By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant

Delivery Type

Electronic Delivery Type

+ Comments

Proceed
Cancel
Refresh
Quit
?
↑

1.6.1.3 Web Processing - Submit

Refer to section 1.9.1 for details on submitting required documents to the review queue.

Web Processing
Submit

Submit Process

*MCE Customer ID License ID Legal Name License Expiration Year

*Supplement No. Status

Select	MCE CUSTOMER ID	LICENSE ID	LICENSE EXPIRATION YEAR	SUPPLEMENT NO.	SUPP. STATUS	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	978415249	14704	2022	002	O - OPEN	09/16/2021	INP	NEWH

Showing 1 to 1 of 1 entries

+ Comments

Submit
View List
Refresh
Quit
?

The user must complete the payment (refer to Enterprise User Guide, Volume 1 for Cart Payment and Payment Collection) and the system will generate the payment receipt and required credentials.

1.6.1.4 Billing

User can continue a supplement from Supplement Continuance after the submitted documents are approved. Refer to section 1.7.1 for details on Supplement Continuance.

- On resuming the transaction, the system displays the Billing screen. Note: The supplement status is set to Invoiced from Open.

Billing New Housemover License

SUCCESS TRUCK LEASING INC2 | MCE Customer ID: 978415249 | License ID#: 14709 | Registration Year: 2021
 Supplement#: 4 | ...+

Billing Details

MCE Customer ID	Legal Name	DBA Name	License No.
978415249	SUCCESS TRUCK LEASING INC2	SUCCESS NATIONALEASE	14709
USDOT No.	Registration Year	Supplement No.	Supplement Desc.
339745	2021	004	NEW HOUSEMOVER LICENSE
Supp. Eff. Date	Supplement Status	Invoice Date	
09/17/2021	INVOICED	09/17/2021	

Fees Details

Enterprise System Credit	OPA System Credit	Manual Adj. Base Jur.
0.00	980.00	0.00

FEE TYPE	FEE AMOUNT (\$)
HML Annual License Fee	100.00
Invoice Amt	100.00
Total Amount	100.00

Electronic Delivery Type

*Electronic Delivery Type
 D - PDF

Proceed Add To Cart Refresh View Invoice Quit ?

- Review the Fee details and click PROCEED to go to the payment screen.

1.6.1.5 Payment

- On the Payment screen, all the details are prepopulated and protected. Review the payment information and click PROCEED.

- The Electronic Delivery Type defaults to PDF.

Payment
Cart Payment

Payment

Payer MCE Customer ID	Legal Name	DBA Name	Enterprise System Credit
978415249	SUCCESS TRUCK LEASING INC2	SUCCESS NATIONALEASE	0.00
IRP System Credit	IFTA System Credit	OPA System Credit	
0.00	0.00	980.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3161405	09/17/2021	SUCCESS TRUCK LEASING INC2	LIC;AC#:978415249;LICNO#:14709;YR:2022;SUPP#:004	100.00
Total Amount Due				100.00

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	OPA System Credit	4011	100.00

Delete
Add
Credit Card
E-Check

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	100.00
Remaining Balance	0.00
Change	0.00
Over Payment	0.00
Net Amount Paid	100.00

Electronic Delivery Type

Payment receipt

D - PDF

Proceed
Refresh
Quit
?

- Refer to Enterprise User Guide, Volume 1, section 1.4.1.2.1 for details on Cart Payment.
- A payment receipt is generated in the PDF format at the completion of the payment.

1.6.2 Renew Housemover License

This function allows to renew a Housemover License due for an expiration. Perform the following steps to renew Housemover license:

- From the OPA/Housemover level menu, click RENEW HOUSEMOVER LICENSE from the HOUSEMOVER LICENSE menu tile

Housemover License Renew Housemover License

Search By

*MCE Customer ID: 978415249 USDOT No.:

Proceed Refresh Quit ?

- On the search screen, the MCE Customer ID is prepopulated and protected
 - Enter the USDOT No., if required
- Click PROCEED from the command line and the system displays the account screen.

ACCOUNT HOUSEMOVER LICENSE BILLING MAINMENU INQUIRIES Q

Customer Details Renew Housemover License

SUCCESS TRUCK LEASING INC | MCE Customer ID: 978415249 | License ID#: 14709 | Registration Year: 2022 | Supplement#: 0 | ...+

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT
978415249	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745

Address Details

Principle Place Of Business Address | Mailing Address | Service Provider | Terminal Address | Registered Agent ?

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI	KANSAS CITY
County	Country		
CLAY	US		

Contact Information

Primary Contact Name: | Phone No.: | Fax: | Electronic Renewal

Email: |

+ Comments

Proceed Refresh Quit ?

- The information on the account screen is prepopulated and protected. Update the contact information, if required,
- Click PROCEED to go to the verification screen.
- Click PROCEED from the verification screen to view the Housemover License screen.

ACCOUNT HOUSEMOVER LICENSE BILLING MAINMENU INQUIRIES Q

Housemover License DetailsRenew Housemover License

SUCCESS TRUCK LEASING INC | MCE Customer ID: 978415249 | License ID#: 14709 | Registration Year: 2022
Supplement#: 0 | ...+

Housemover License Details

***Operation Type**
C - Commercial Zone

***Worker Compensation**
C - Applicant has coverage in place to c

Organization Information

***Base Jurisdiction**
MO - MISSOURI

***Date of Organized**
01/07/2021

***Charter Number**
098090909009889

Housemover Qualification

***Is Eighteen Year Old**
N - No

***Valid Commercial Driving License**
Y - Yes

***Have 24 month Experience**
Y - Yes

Vehicle Details

VIN: Make: Year: License No.: 14709

Annual Inspection Add / Update

	VIN	MAKE	YEAR	LICENSE NO.	ANNUAL INSPECTION
<input type="checkbox"/> <input type="checkbox"/>	KM8JU3AG2EU872360	ACR	2008	J9898K787878	N

Certificate of Closure

*By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant

Delivery Type

Electronic Delivery Type
D - PDF

+ Comments

Proceed Cancel Refresh Quit ?

- On the Housemover License, all the details are prepopulated from the previous year.

- Update the Housemover license details, as required. Refer to section 1.6.1.2 for details on fields for Housemover License screen.
 - Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox mandatorily
- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to go to the Web Processing – Submit screen. Refer section 1.9.1 for details on Web Processing - Submit screen.
- Once the submitted documents are approved, the system displays the Billing screen. Refer section 1.4.1.3 for details on Billing screen.
- User must process payment after the supplement is invoiced. Refer to Enterprise User Guide, Volume 1, section 1.4.1.2.1 for details on Cart Payment.

1.6.3 Cancel Housemover License

This function allows a user to undo an existing Housemover license transaction. Perform the following steps to cancel Housemover license:

- From the OPA/Housemover level menu, click CANCEL HOUSEMOVER LICENSE from the HOUSEMOVER LICENSE menu tile
- On the search screen, enter the MCE Customer ID and USDOT No.
- Click PROCEED from the command line and the system displays the account screen.

- The information on the account screen is prepopulated and protected.
- Click PROCEED to go to the verification screen.
- Click PROCEED from the verification screen to view the Housemover License screen.

ACCOUNT HOUSEMOVER LICENSE BILLING MAINMENU INQUIRIES Q

Customer Details Cancel Housemover License

SUCCESS TRUCK LEASING INC2 | MCE Customer ID: 978415249 | License ID#: 14709 | Registration Year: 2021 | Supplement#: 5

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT
978415249	SUCCESS TRUCK LEASING INC2	SUCCESS NATIONALEASE	339745

Address Details

Principle Place Of Business Address | Mailing Address | Service Provider | Terminal Address | Registered Agent ?

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI	KANSAS CITY
County	Country		
CLAY	US		

Contact Information

Primary Contact Name	Phone No.	Fax	<input type="checkbox"/> Electronic Renewal
Email			

Proceed Refresh Quit ?

- On the Housemover License, all the details are prepopulated and protected.
- Enter a Cancellation Date on the Housemover License Details section
- Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox mandatorily

ACCOUNT HOUSEMOVER LICENSE BILLING MAINMENU INQUIRIES Q

Housemover License Details Cancel Housemover License

SUCCESS TRUCK LEASING INC2 | MCE Customer ID: 978415249 | License ID#: 14709 | Registration Year: 2021
Supplement#: 5

Housemover License Details

*Operation Type: C - Commercial Zone
*Worker Compensation: C - Applicant has coverage in place to c
*Cancellation Date: MM/DD/YYYY

Organization Information

*Base Jurisdiction: MO - MISSOURI
*Date of Organized: 01/07/2021
*Charter Number: 098090909009889

Housemover Qualification

*Is Eighteen Year Old: N - No
*Valid Commercial Driving License: Y - Yes
*Have 24 month Experience: Y - Yes

Vehicle Details

VIN: [] Make: [] Year: [] License No.: 14709
 Annual Inspection Add / Update

VIN	MAKE	YEAR	LICENSE NO.	ANNUAL INSPECTION
KM8JU3AG2EU872360	ACR	2008	J9898K787878	N

Certificate of Closure

*By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant

Delivery Type

Electronic Delivery Type: D - PDF

+ Comments

Proceed Cancel Refresh Quit ?

- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to go to the Billing screen. Refer section 1.4.1.3 for details on Billing screen.

1.6.4 Inquiry

This function allows a user to perform an inquiry to view details associated with a Housemover license. Perform the following steps for Housemover license inquiry:

- From the OPA/Housemover level menu, click INQUIRY from the HOUSEMOVER LICENSE menu tile
- On the search screen, enter the MCE Customer ID
 - Enter the additional search parameters to refine the search
- Click PROCEED from the command line to view the search results

Housemover License Inquiry

Search By

*MCE Customer ID: 978415249

License ID:

Registration Year:

Supplement No.:

Legal Name:

DBA Name:

USDOT No.:

Show all Transactions

Proceed Refresh Quit ?

	MCE CUSTOMER ID	LICENSE ID	REGISTRATION YEAR	SUPPLEMENT NO.	SUPP. TYPE	SUPPLEMENT STATUS	LICENSE STATUS	LEGAL NAME	DBA NAME	USDOT NO.
	978415249	14709	2021	4	NEWH	C - CLOSED	A - ACTIVE	SUCCESS TRUCK LEASING INC2	SUCCESS NATIONALLEASE	339745

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Click the View icon from the left of the grid to view information for the preferred Housemover license.

HOUSEMOVER INQUIRY
✕

Housemover License Details

Operation Type C - Commercial Zone Cancellation Date	Worker Compensation C - Applicant has coverage in place to comply with the worker's compensation insurance requirement.
--	---

Organization Information

Base Jurisdiction	Date of Organized	Charter Number
MO - MISSOURI	01/07/2021	098090909009889

Housemover Qualification

Is Eighteen Year Old	Valid Commercial Driving License	Have 24 month Experience
N - No	Y - Yes	Y - Yes

Supplement Details

Supplement Desc.	License Status Active	Supplement Status	Last Updated User ID
NEW HOUSEMOVER LICENSE		C - CLOSED	██████████
Last Updated TimeStamp	Office ID WOFC	Create UserID	Create Timestamp
09/17/2021 09:45:03 AM		██████████	09/17/2021 08:27:30 AM

Print
Close

- Click PRINT to print the Housemover license details or click CLOSE to exit the screen.

1.6.5 Modify Vehicle List

This function lets users add new vehicles, modify, and delete the existing vehicles. Perform the following steps to modify a vehicle list:

- From the OPA/Housemover level menu, click MODIFY VEHICLE LIST from the HOUSEMOVER LICENSE menu tile
- On the search screen, enter the MCE Customer ID and USDOT No.
- Click PROCEED from the command line to the modify vehicle list screen

HOUSEMOVER LICENSE
BILLING
MAINMENU
INQUIRIES Q

Housemover License Details
Modify Vehicle List

SUCCESS TRUCK LEASING INC2
MCE Customer ID: 978415249
License ID#: 14709
Registration Year: 2021

Supplement#: 5
...

Housemover License Details

***Operation Type**

C - Commercial Zone

***Worker Compensation**

C - Applicant has coverage in place to c

Organization Information

***Base Jurisdiction**

MO - MISSOURI

***Date of Organized**

01/07/2021

***Charter Number**

098090909009889

Housemover Qualification

***Is Eighteen Year Old**

N - No

***Valid Commercial Driving License**

Y - Yes

***Have 24 month Experience**

Y - Yes

Vehicle Details

VIN

Make

Year

License No.

14709

Annual Inspection
 Add / Update

	VIN	MAKE	YEAR	LICENSE NO.	ANNUAL INSPECTION
<input type="checkbox"/> <input type="checkbox"/>	KM8JU3AG2EU872360	ACR	2008	J9898K787878	N

Certificate of Closure

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Delivery Type

Electronic Delivery Type

D - PDF

+ Comments

Proceed
Cancel
Refresh
Quit
?
^

- On the modify vehicle list screen, all the details are prepopulated and protected.
- Modify the following details on the vehicle details section:
 - A list of active vehicles will display in a grid.
 - Click the Edit icon from the grid to modify details on an existing vehicle
 - Click the Delete from the grid to delete that vehicle

- Add a new vehicle to the list by entering the following details on the Vehicle Details section:
 - VIN
 - Make
 - Year
 - License No.
 - Annual Inspection – check this checkbox is annual inspection of the vehicle is applicable
 - Click ADD/UPDATE button to add the vehicle details
- Certificate of Closure checkbox – check the “By checking this consent box, applicant agrees under penalty of perjury under the laws of the State of Missouri and the United States of America, the information in this application or attached hereto is true and correct, and that the user is authorized to sign this application on behalf of the Applicant” checkbox mandatorily
- Click PROCEED from the command line to view the verification screen
- Click PROCEED from the verification screen to Billing screen. Refer to section 1.4.1.3 for details on Billing screen.

1.7 Other

1.7.1 Supplement Continuance

It may be necessary, due to other business requirements, to discontinue an OPA or Housemover License transaction and finish it later. The users can select Quit from any screen after any given transaction has been started. This process allows the user to continue the transaction where they left off.

Perform the following steps for supplement continuance:

- From the OPA/Housemover menu, click SUPPLEMENT CONTINUANCE from the OTHER menu tile
- Enter the MCE Customer ID (additional search fields are available for use)
- Click the PROCEED button to display a list of available supplements
 - If only one supplement exists, the system will automatically continue to the supplement details.
 - If multiple supplements exist, a list of supplements will display, and the user will select the desired supplement to continue processing.

Other Supplement Continuance

Search By

*MCE Customer ID: 978415249
USDOT No.:
License ID:
Year:
Supplement No.:

Proceed Refresh Quit ?

	MCE CUSTOMER ID	USDOT NO.	LICENSE ID	YEAR	TYPE	TRANSACTION TYPE	SUPPLEMENT NO.	SUPPLEMENT STATUS
	978415249	339745	14704	2021	HML	NEWH	2	O - OPEN

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

1.8 Reprint

1.8.1 Authorization Document

This function allows to reprint an authorized document for the following transaction types:

- Operating Authority
 - New Operating Authority
 - Amend Operating Authority
 - Renew Operating Authority
- Housemover License
 - New Housemover License
 - Amend Housemover License
 - Renew Housemover License

Perform the following steps to generate authorization document:

- From the OPA/Housemover menu, click AUTHORIZATION DOCUMENT from the REPRINT menu tile
- Enter the MCE Customer ID mandatorily.
 - Enter the License ID and Registration Year to narrow down the search results
- Select the preferred Electronic Delivery Type from the drop-down (PDF, Email, Print)
- Click the PROCEED button to display a list of available supplements

Reprint
Authorization Document

Reprint

*MCE Customer ID

License ID

Registration Year

Electronic Delivery Type

Proceed
Refresh
Quit
?

	MCE CUSTOMER ID	LICENSE ID	REGISTRATION YEAR	LICENSE TYPE
👉	978415249	14631	2021	OPA

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

- Click the Select icon for the preferred record from the search result and the authorization document is generated



Missouri Department of Transportation
Motor Carrier Services
830 MoDOT Drive, P.O. Box 270
Jefferson City, MO 65102-0270
(866) 831-6277 or (573) 751-7100

CERTIFICATE

File No: USDOT/339745
Name: SUCCESS TRUCK LEASING INC
D/B/A: SUCCESS NATIONALEASE
City: KANSAS CITY
State: MO

BO

Expiration Date: Not Applicable
Effective Date: 08/27/2021

The Department of Transportation has determined that the above-named carrier is qualified to be a motor carrier as provided in, Sections 390.250-390.350 and 662.600-622.620, RSMo, and is in compliance with the applicable requirements for the issuance of this document. Beginning on the effective date shown above, this carrier may engage in transportation for hire as follows:

INTRASTATE: Certificate

Household Goods:

Operations as a common carrier by motor vehicle upon the public highways of Missouri in intrastate commerce, transporting household goods to, from and between all points within Missouri.

Opportunity for Hearing: Unless they have waived a hearing, affected persons may request a hearing on the validity of this grant of operating authority. Requests for hearing shall be filed in writing, not later than 30 days after the effective date shown above, with the Missouri Administrative Hearing Commission, Truman Building, Room 640, 301 W. High St., P.O. Box 1557, Jefferson City, MO 65102-1557. Telephone (573) 751-2422. Fax (573) 751-5018.

**Issued at 830 MoDOT Drive
Post Office Box 270
Jefferson City, MO 65102-0270
On September 10, 2021**

1.9 Web Processing

The MoDOT system provides external users the ability to perform a number of supplements for submission to an internal review queue at any point of time during the transaction. Internal users at MoDOT will then access these 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 MoDOT screens
- The Account/OPA/Housemover license status must be Active
- If the Account/OPA/Housemover license status is Suspended, an external user is allowed to process payments only
- 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 entering OPA and Housemover license information, the system displays the Web Processing – Submit screen.

1.9.1 Submit

Perform the following steps to submit a transaction to the internal review queue:

GENWEBP70 : [i] View the Checklist for the list of required support documents required to be submitted for this transaction.
GENWEBP66 : [i] When done with uploading required support documents select Submit for immediate review and if all documents are approved have your invoice prepared within 1 business day, or select the box stating you will fax or email your documents and then select Proceed.
GEN1285 : [i] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.
GEN1455 : [i] Please collect the required documents and submit to review the transaction or proceed to continue the transaction.

ADMREP14 : [W] Total size for the files uploaded should not exceed 4 MB.

Web Processing
Submit

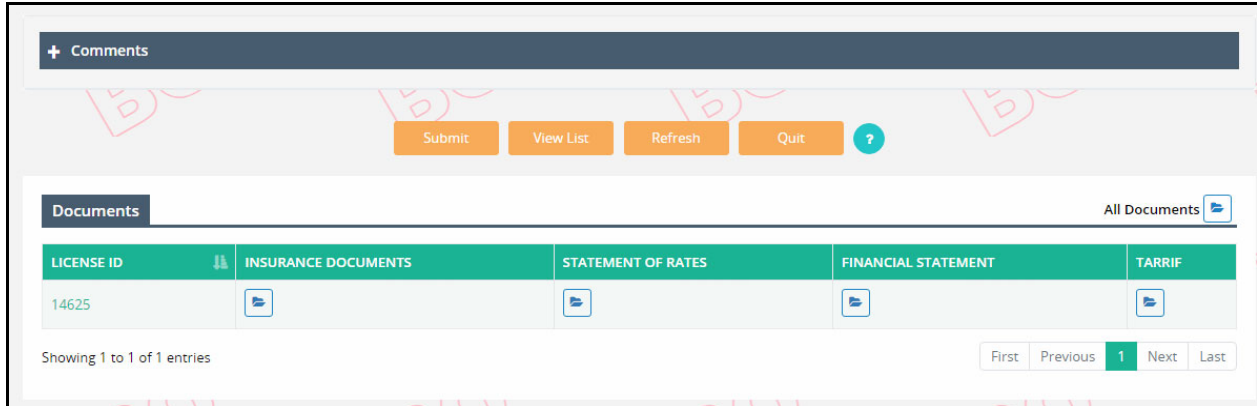
Submit Process

*MCE Customer ID	License ID	Legal Name	License Expiration Year
965895689	14625	SUCCESS TRUCK LEASING INC	2022
*Supplement No.	Status		
000	PEN - Pending		

	MCE CUSTOMER ID	LICENSE ID	LICENSE EXPIRATION YEAR	SUPPLEMENT NO.	SUPP. STATUS	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	965895689	14625	2022	000	O - OPEN	08/26/2021	INP	NEW

Showing 1 to 1 of 1 entries

First Previous 1 Next Last



- Click PROCEED from the OPA/Housemover license screen and the system will navigate to Web Processing – Submit screen
- The Submit screen will autopopulate and disable the following required fields:
 - MCE Customer ID
 - License ID
 - Legal Name
 - License Expiration Year
 - Supplement No.
 - Status will default to Pending and cannot be changed
- Click the “SELECT” link for the appropriate supplement to upload the necessary documents to support the transaction submitted
- On the Documents section, a grid containing the License ID along with the required documents for that license will display. Click the folder icon beneath each document to select a file to be uploaded.

UPLOAD
✕

Upload File

Document Type
INS-Insurance Document

Select appropriate file

FILE NAME	TIMESTAMP	DOCUMENT STATUS	
No data available in table			

- A pop-up window opens up where the user must upload the required document.
- Click Browse button to select the required file and then click the Upload button to ensure the file is attached
- Once the file is uploaded, its details (File Name, Timestamp, and Document Status) will display in a grid beneath
- Click DONE to complete the file upload and return to the Web Processing – Submit screen.
 - If you do not wish to upload a document, click CLOSE.
- External users must:
 - Upload one file at a time
 - Ensure the file size is less than 4 MB
- Comments – enter any comments in the comment box, if necessary
- Click SUBMIT from the command line on the Web Processing – Submit screen to submit the transaction to internal review queue.

External users should ensure a valid email address exists on the OPA/Housemover license to receive email notifications advising that the supplement is ready to be paid online or to receive alerts 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 license needs to be issued, at which point the supplement will go to the queue for internal user to review:

- Replace Plate

NOTE: External Web users can only open supplements with a status of “Pending”, “Action required” or “Approved”. They will not be able to open any supplement with a status of “In Process.”

1.10 Additional Inquiries

1.10.1 Comment Inquiry

Perform the following steps for comment inquiry:

- From the OPA/Housemove level menu, click COMMENT INQUIRY from the ADDITIONAL INQUIRIES menu tile
- Enter the MCE Customer ID, License ID, Registration Year, Legal Name, DBA Name, and USDOT No. on the search screen
- Click PROCEED to view the search results in a grid

The screenshot shows the 'Additional Inquiries' web application interface. At the top right, it says 'Comment Inquiry'. Below the header is a search form with the following fields:

- MCE Customer ID:** 978415249
- License ID:** (empty)
- Registration Year:** (empty)
- Legal Name:** (empty)
- DBA Name:** (empty)
- USDOT No.:** (empty)

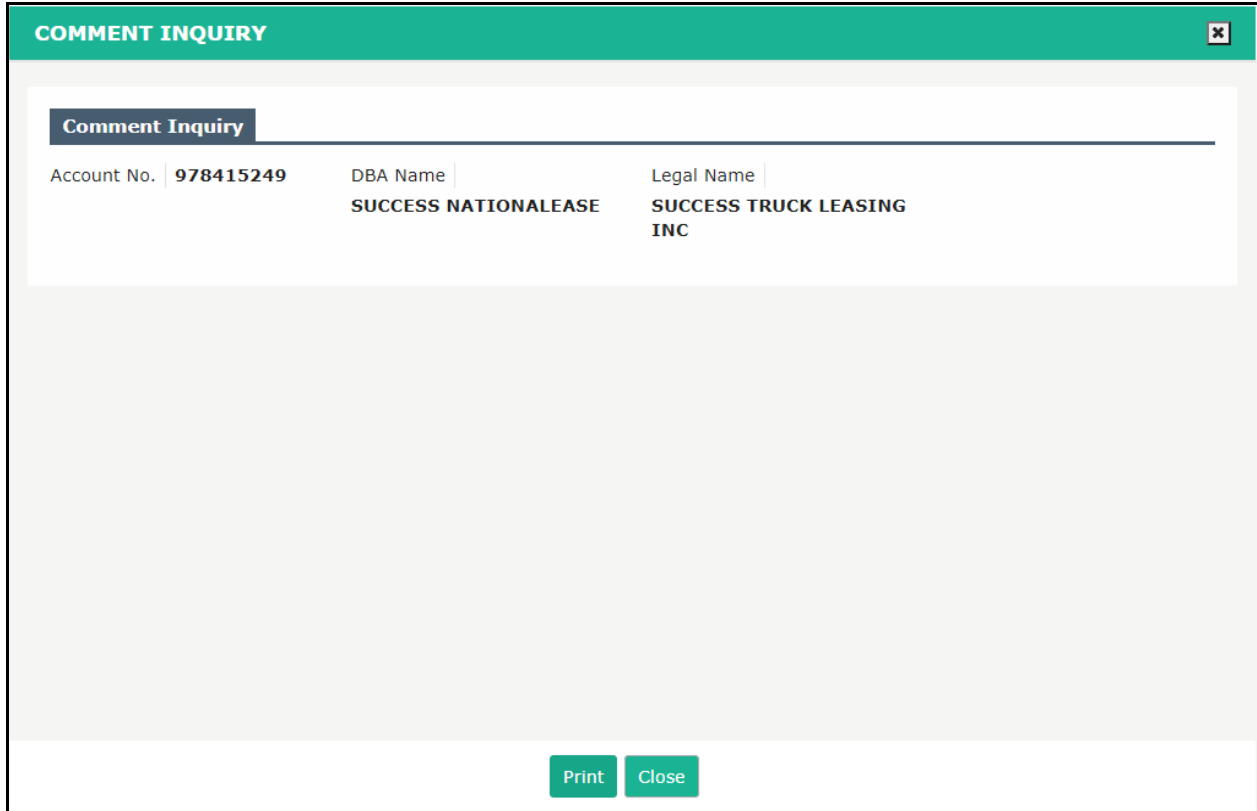
Below the search form are three buttons: 'Proceed' (green), 'Refresh' (orange), and 'Quit' (orange). There is also a help icon (question mark in a blue circle).

Below the buttons is a table with the following data:

MCE CUSTOMER ID	LICENSE ID	REGISTRATION YEAR	LICENSE TYPE	LEGAL NAME	DBA NAME	USDOT NO.
978415249	14631	2021	OPA	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALELEASE	339745

At the bottom left, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'.

- Click the View icon from the grid to view the comment inquiry screen.

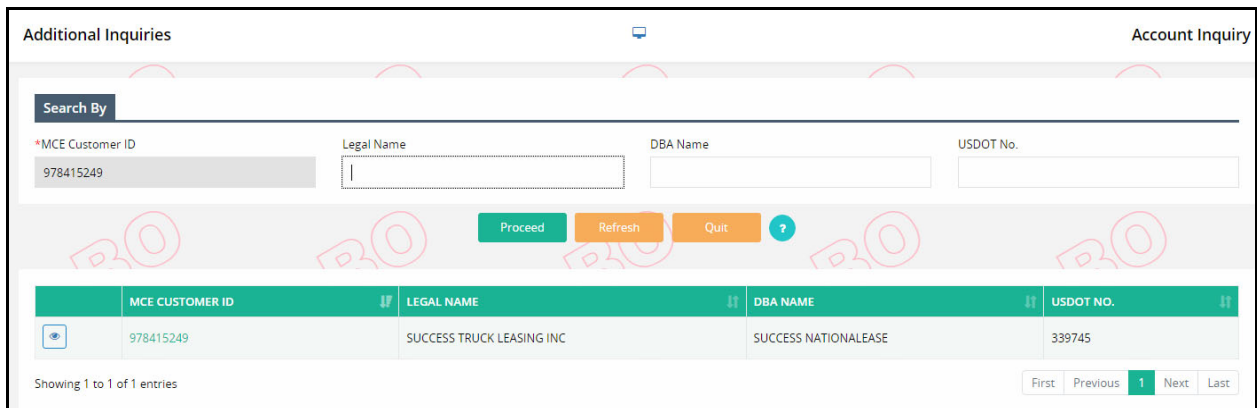


- The comment inquiry screen will display the Account No., DBA Name and Legal Name.
- Click PRINT to print the details or click CLOSE to exit the screen.

1.10.2 Account Inquiry

This function lets you inquire information on a given carrier account. Perform the following steps for account inquiry:

- From the OPA/Housemover level menu, click ACCOUNT INQUIRY from the ADDITIONAL INQUIRIES menu tile
- Enter the MCE Customer ID, Legal Name, DBA Name, and USDOT No. on the search screen
- Click PROCEED to view the search results in a grid



- Click the View icon from the grid to view the account information

ACCOUNT INQUIRY ✕

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT
978415249	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	339745

Principle Place Of Business Address

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI	KANSAS CITY
County	Country		
CLAY	US		

Mailing Address

Street	Zip Code	Jur	City
PO BOX 2346	64116	MO - MISSOURI	KANSAS CITY
County	Country		
CLAY	US		

Service Provider

Service Provider	Legal Name	DBA Name	Power of Attorney Effective Date

Print
Close

- Click PRINT to print the account information or click CLOSE to exit from the screen.

1.10.3 Supplement Inquiry

This function lets you inquire information on a given supplement for OPA or HML. Perform the following steps for supplement inquiry:

- From the OPA/Housemover level menu, click SUPPLEMENT INQUIRY from the ADDITIONAL INQUIRIES menu tile
- Enter the MCE Customer ID, License ID, Registration Year, Supplement No., Invoice No., USDOT No., USDOT No., Supplement Status and Transaction Type on the search screen
- Click PROCEED to view the search results in a grid

Additional Inquiries
Supplement Inquiry

Search By

*MCE Customer ID 978415249	License ID <input type="text"/>	Registration Year <input type="text"/>	Supplement No. <input type="text"/>
Invoice No. <input type="text"/>	USDOT No. <input type="text"/>	Supplement Status <input type="text"/>	Transaction Type <input type="text"/>

Proceed
Refresh
Quit
?

	MCE CUSTOMER ID	LICENSE ID	REGISTRATION YEAR	LICENSE TYPE	SUPP. NO.	SUPPLEMENT EFF. DATE	SUPP. STATUS	SUPP. TYPE	INVOICE AMOUNT(USD)
	978415249	14631	2021	OPA	0	08/27/2021	C - CLOSED	NEW - NEW OPERATING AUTHORITY	10.00
	978415249	14631	2021	OPA	1	09/10/2021	C - CLOSED	NEW - NEW OPERATING AUTHORITY	10.00

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

- Click the View icon from the grid to view the detailed supplement information

SUPPLEMENT INQUIRY ✕

Customer Details

MCE Customer ID 978415249	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE
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Supplements Details

Supplement No. 0	Effective Date 08/27/2021	Supplement Description NEW - NEW OPERATING AUTHORITY	Supplement Status C - CLOSED
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Payment Information

Invoice Date 08/27/2021	Invoice No. 3160732	Orig. Invoice Date 08/27/2021	Orig. Invoice No. 3160732
Cart Id 3414	Payer MCE Customer ID 978415249	Payment Date 08/27/2021	Financial Trans Id 3312
Invoices Paid Together 3160732	Total Amount Paid For All Invoices \$10.00		

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
Cash		10.00

Print
Close

- Click PRINT to print the account information or click CLOSE to exit from the screen.

Appendix A - Acronyms

Acronyms	Definition
MoDOT	Missouri Department of Transportation
OPA	Operating Authority
HML	Housemover License
USDOT No.	U.S. Department of Transportation Number
VIN	Vehicle Identification Number
PDF	Portable Document Format
DBA	Doing Business As
NSF	Non-Sufficient Funds