# New IFTA Account Service Provider Procedure

### Overview

Carriers who qualify for IFTA must apply for an account with MoDOT Motor Carrier Services. All required information and copies of documents must be received and reviewed by MCS prior to establishing a carrier account in the MoDOT Carrier Express.

### **IFTA Requirements**

Carriers are required to have an IFTA license if they operate in two or more jurisdictions and the power unit:

- Has two axles and a gross vehicle weight or registered gross vehicle weight of 26,001 lbs. or heavier;
- Has three or more axles regardless of weight; or
- Is used in combination and the said combination is 26,001 lbs. or heavier.

### **Supporting Documents needed**

Carriers must have a Missouri-issued license plate. If their company is incorporated and/or operates under a fictitious name, it must be properly registered with Missouri Secretary of State's Office at www.sos.mo.gov before submitting an IFTA application.

#### **Process**

1. On the MoDOT Carrier Express webpage, enter in the user id and password and click the "Log In" button.

Missouri Department of Transportation SIT									
MoDOT Carrier Express 72 Hour Trip &	Fuel Permits New Customer Application Contact								
	This is the System Integration Testing system								
	Sign in to MoDOT Carrier Express								
	User ID								
	Forgot User ID?								
	Password								
	Eorgot Password2								
	System Terms of Use. By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of the for-time motoc rarrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDIOT Motor Carrier Services or I am an employee of the state of Missouri.								

- 2. On the Welcome to MoDOT Carrier Express page, select 'Credentialing as someone else'.
  - **Credentialing as someone else**. This feature is used to enter a new IFTA application on behalf of the carrier you have a POA on file with. This option will be available for 30 days from the approval requested for the carrier.

**Note –** You will have 30 days to complete this application. After 30 days the process will start over with a new POA uploaded.

Programs				
Oversize/Overweight Credentialing	$\mathcal{L}_{a}$ Credentialing - as someone else	Haz Waste/Waste Tire		
Account Management				
Service Provider				
Pending Requests 2	customer 🕀 New customer applicat	tion Lupload a new power of attorney	]	

#### Welcome to MoDOT Carrier Express!

• Select the 'go to Credentialing' button next to the carrier's name you would like to create an IFTA account for.

Credentialing - As Another User							
Use this page to enter the Creder	ntialing application as a	user other than your own	n.				
This should be used only to set u	p new IFTA/IRP/OPA ac	counts in Credentialing fo	or a carrier.				
You are only allowed to do this o use this feature for that carrier.	n behalf of carriers who	you submitted a power o	of attorney document for in our system. You have 30 days from the approval of that requ	iest to			
List of carriers you can enter	r Credentialing on b	ehalf of					
Carrier			_				
MCS TEST	Go to Credentialing →						
DAWN OSOW	Go to Credentialing $\ni$						
Back to MCE home							

- You will be directed to the carrier's customer dashboard under that carriers USER ID.
- 3. Select services on the left-hand side and then select IFTA. You will then be directed to the IFTA sitemap to select new account.



4. The customer is will default – Click to move forward to the account page.

Морот	Missouri Department of Transportatio	n - IFTA Level			Menu Finder	Q 🕞 🖵 🕒 💽 QFEKCK92
	Account					New Account
INTERNET						
Open Business Period: 04/25/2025 To 04/25/2025	Customer Search					
Customer Dashboard	MCE Customer ID 251269					
o; Services ~						
Enterprise			Proceed Refrest	Quit 2		
IRP Trip Permits						
IFTA						
OPA/Housemover						
Operations						

5. On the account page, verify the information is correct. If the account information is incorrect, contact MCS for further assistance.

MODOT	Missouri Department of Transportation - IFTA Level [Environment: UK1]					Menu Finder Q 😿 🖵 🕞 🔘 OFEKCK92
			BILLING PERMIT	PAYMENT CREDENTIA	ML MAINMENU INQUIRIES Q ~	
INTERNET Open Business Period: 04/25/2025 To 04/25/2025	Account				MCS TEST 11 MCE Customer ID: 2	New Account           251269         Fleet#: 000         License Year: 0         Supplement#: 0        +
E Customer Dashboard						
0\$ Services ~	Customer Details					
Enterprise	Customer Status	Carrier Type				
IRP	A - ACTIVE	O · OTHER				
Trip Permits	Publicano Cuntarros Datalla					
IFTA	business Customer Details					
OPA/Housemover	Contact Name	Phone No.		Fax No.		Email
Operations >	MCS AGENT	111-111-1111				MCSTEST11@TEST.ORG
% Other Mcs Programs →	Address Details					
% Support >	Business Address Mailing Address					
Minner Department of	Street	Zip Code		Jur		City
Transportation	830 MODOT DRIVE	65109		MO - MISSOURI	~	JEFFERSON CITY
v5 32.0 716221150	County	Country				
(04/17/2025) UAT6	COLE	US				

Account Details					
Business Type					
I - INDIVIDUAL	$\sim$				
Account Status		*Status Effective Date	Docket No		
A - ACTIVE	~	04/25/2025			
Owner 1					
Name		Title	Phone No.	DL No.	
MCS TEST 11			111-111-1111 -		
DL Jurisdiction		Email	Street	Zip Code	
	$\sim$	MCSTEST11@TEST.ORG	830 MODOT DRIVE	65109	
Jur		City	County	Country	
MO - MISSOURI	$\sim$	JEFFERSON CITY	COLE	US	
+ Comments					
		Proceed	Que OATI		255

6. Select proceed to move to the verification page. Proceed from the verification page to move forward to the license details page.

	Missouri Department of Transportation - IFTA Level			Menu Finder Q 🕞 🖵 💿 🔘 HPMSHF54
(a)	Street 830 MODOT DRIVE	Zip Code   65109	Jur MO - MISSOURI	City JEFFERSON CITY
	County COLE	Country US		
INTERNET Open Business Period:				
04/25/2025 To 04/25/2025	Account Details			
E Customer Dashboard	Business Type L - LLC	Account Status A - ACTIVE	Status Effective Date 04/25/2025	Docket No
o‡ Services ~	Owner 1			
Enterprise	Name	Title	Phone No.	DL No.
IRP	DL Jurisdiction	Email	Street	Zip Code
Trip Permits	Jur	City	County	Country
OPA/Housemover				
Operations	Owner 2			
9. Other Mcc Destrome	Name	Title	Phone No.	DL No.
To Other Mcs Programs >	DL Jurisdiction	Email	Street	Zip Code
% Support →	Jur	City	County	Country
lissouri Department of	Owner 3			
2025 Celtic Systems	Name	Title	Phone No.	DL No.
5.32.0.716221150 W/17/2025\UU4T6	DL Jurisdiction	Email	Street	Zip Code
	Jur	City	County	Country
		Proceed	Back	

- 7. On the license details page, verify the auto populated information is correct. In the license details section complete the white fillable fields.
  - All fields marked with a red asterisk need to be completed.
    - $_{\odot}$  License effective date can be futured dated up to 30 days.
    - Review contact information is correct
    - o Checkmark the box next to "Application Signed"
    - Address defaults and can not be changed.
    - Under operation info fuel type, select all applicable fuel type.
    - Select the applicable plate type If plate type other than apportioned is checked, you will need to upload a copy of the plate registration.
    - Number of IFTA decals sets required number of qualified vehicles needing decals.

The number of decals issued must reconcile with the number of trucks licensed and will be subject to audit.

License Details		MCS TEST 15 LLC MCE Customer ID:	New Account 251270 Fleet#: 001 License Year: 0 Supplement#: 0+
Liconse Details			
	*Contrac Ellegitico Date	Hissass Effective Date	ti isaase Evolution Date
A - ACTIVE	04/25/2025	04/25/2025	12/31/2025
*Contact Name		*Email	*Primary Phone
MCS AGENT	Electronic Filer	MCSTEST15@TEST.ORG	111-111-1111
Alternate Phone	Fax No.		
		*Application Signed	
Address Details			
Address Details			
Business Address Mailing Address Shipping Address	Location of Record Service Provider Power of Attorney		
Street	Zip Code	Jur	City
830 MODOT DRIVE	65109	MO - MISSOURI	JEFFERSON CITY
County	Country		
COLE	US		
Operation Info			
Fuel Type			
Diesel Quarterly	Propage Quarterly	A-55 Quarterly	CNG Quarterly
Diesel Annual Filer	Propane Annual Filer	A-55 Annual Filer	CNG Annual Filer
Methanol Quarterly	Gasohol Quarterly	M-85 Quarterly	LNG Quarterly
Methanol Annual Filer	Gasohol Annual Filer	M-85 Annual Filer	LNG Annual Filer
Ethanol Quarterly	E-85 Quarterly	BioDiesel Quarterly	Gasoline Quarterly
Ethanol Annual Filer	E-85 Annual Filer	BioDiesel Annual Filer	Gasoline Annual Filer
Electricity Quarterly	Hydrogen Quarterly		
Electricity Annual Filer	Hydrogen Annual Filer		
*Plate Type			
Apportioned	Leased		
🖬 Beyond Local	Local	Li Farm	U Dealer
No. of IETA Decal Sets Required	*Liability Date		
2	04/25/2025 🛱		

- 8. If an error message appears indicating the number of decal sets required does not match with the system, leave a comment and proceed to move to the verification.
  - The number of decals issued must reconcile with the number of trucks licensed and will be subject to audit.

		JURISDICTION BILLI		PAYMENT	CREDENTIAL	INQUIRIES Q 👻		
• IFTAWEBP07 : [E] No. of IFTA Decal Sets Required does not match with t	he system allowance decal limit	[ 0 ]. Comment is required wit	h valid reason.					
License Details					MIDWEST MCS HAULING LLC	MCE Customer ID: 25140	03 Fleet#: 001 License Year: 0	New Account Supplement#: 0+
- Comments								
Comment								
Explanation for the number of decals.								
Add/Update Comment Clear Comment				11				
		Proc	eed Cancel	Re	fresh Quit <b>?</b>	R		

9. Once verification is complete click proceed to move forward to the jurisdiction page.



- 10. If the carrier has bulk storage located in Missouri, click on the bulk checkbox. If their bulk storage is outside of Missouri, select the jurisdiction where the bulk storage is located from the drop-down list and then click on the add button.
- If there is no bulk storage, proceed to verification page.

11. Once verification is complete, click proceed again to move forward to the web processing page.

Jurisdiction					Update License	
Jurisdiction Details						
MCE Customer ID 251270	Legal Name MCS	TEST 15 LLC	DBA Name	Fleet No. 001		
TPID 523523523	USDOT No.		License Year 2025	Supplement No. 000		
Supplement Desc. Update License	Supp. Eff. Date 04	4/25/2025				
IFTA OPERATIONS	BULK	JURISDICTION	IFTA OPERATIONS	BULK	URISDICTION	
Y	N	мо	Y	Y J	R	
		Procee	Back			

## Web Processing

Under documents type, select the required document

- a. Select Proof of registration
- b. Select browse and locate the file you wish to attach and double click the file name.
- c. Select Upload.

Please Note: The total size for each file uploaded should not exceed 4 MB. Only one document can be uploaded per document type. Only JPG, PDF, JPEG, PNG, BMP or GIF Files can be uploaded.

Web Processing								Submit
Submit Process								
*MCE Customer ID		*Fleet No.			Legal Name		DBA Name	
251270		001			MCS TEST 15 LLC			
*License Year		*Supplement No.			Return Year		Return Quarter	
2025		0						
Amendment No.		Status			Fuel Type			
		PEN - Pending		~		~	Tax Return	
License Type		Location No.						
IFTA - IFTA	~							
+ Comments								
EXEMPTION LETTER	MCE CUSTOMER II	<b>&gt;</b> 1	FLEET NO.	FUEL TYPE	IT SUPPLEMENT NO.	1 SUBMIT DATE	.↓† STATUS	11 APPLICATION 11
DOC1 - POA			001		000	04/25/2025	INP	F
DOC2 - Verification File for Supporting Documents								First Previous 1 Next Last
DOC3 - Proof of Registration		Colore and an elizabella						
DOC1 - POA	~	Choose file				Browse	± Upload	
L		1						

You will know the document was uploaded successfully when you can view the file name under the document section. If you realize you have uploaded the wrong document, you can click on the trash can icon by the file you wish to delete and then upload the correct document.

Documents			
DOCUMENT TYPE	II FILE NAME	IT DELETE	lî.
DOC3 - Proof of Registration	251270_1_2025_0_0_DOC3.PDF		
Showing 1 to 1 of 1 entries			First Previous 1 Next Last
	Submit View List Refresh Quit ?		

12. Once all documents are uploaded, select submit for MoDOT Motor Carrier Services to review. The new IFTA application will remain in an open status during the review process. Watch for an email notification indicating any required/corrections, or that the application has been approved. Credentials will be issued via mail.

Documents					
DOCUMENT TYPE	IF.	FILE NAME	li li	DELETE	lt.
DOC3 - Proof of Registration		251270_1_2025_0_0_DOC3.PDF			
Showing 1 to 1 of 1 entries				First Previo	us 1 Next Last
		Submit View List Refresh Quit 🗘			

Once you receive the blue message at the top, the application has been submitted to MoDOT Motor Carriers for review. You can select quit to exit web processing.

• GENWEBP00 : [I] Request submitted successfully.					
Web Processing	1				Submit
Submit Process					
*MCE Customer ID	*Fleet No.		Legal Name	DBA Name	
251270	1		MCS TEST 15 LLC		
*License Year	*Supplement No.		Return Year	Return Quarter	
2025	0				
Amendment No.	Status		Fuel Type	Tax Patiura	
	PEN - Pending	~			
License Type	Location No.				
IFTA - IFTA	~				
+ Comments					
		Submit View List	Refresh Quit 2		

You can check the status from the carrier's customer dashboard under pending transactions.

Customer Dashboard	001 2025		Acti	Active		No data available in table					
0° Services >	First Previous 1	Next Last				First Previous N	ext Last				
Operations >											
% Other MCS Programs >	Pending Transactions	0									×
% Support >	RESUME SERVICE	FLEET TYPE 🔞	MCE CUSTOMER ID	LEGAL NAME	TRANS DESC		status	TRANS DATE	INVOICE DATE	INVOICE AMT	
	IFTA		251270	MCS TEST 15 LLC	AAC # 001#2025 #	:000	Open/Pending	04/25/2025			
Missouri Department of Transportation © 2025 Celtic Systems	First Previous 1	Next Last									
V5.32.0.716221150 (04/17/2025)]UAT6	Comments				*						