

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.

MoDOT 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?](#)

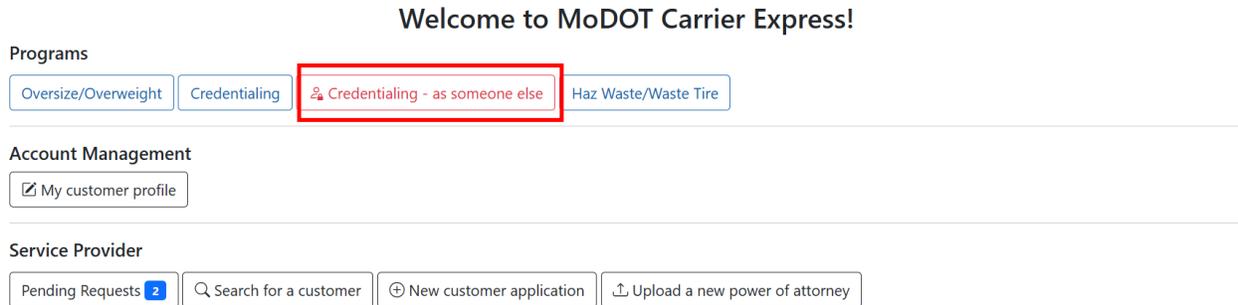
Password [Forgot Password?](#)

Log In

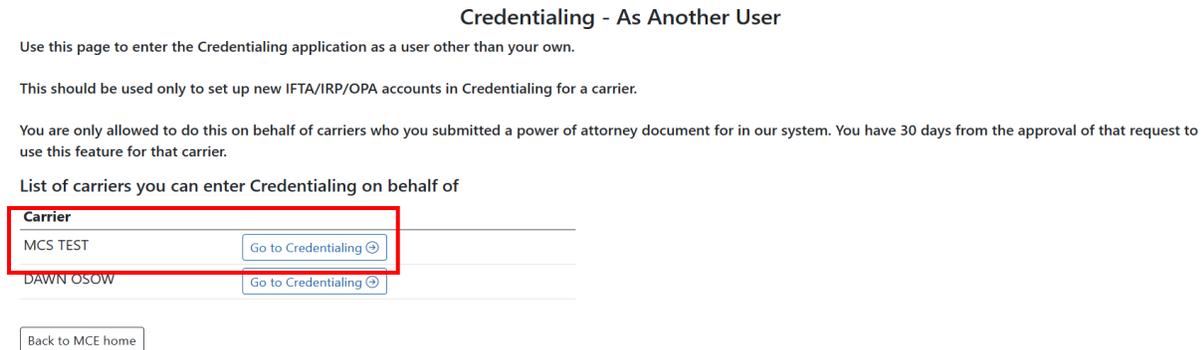
System Terms of Use. By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT 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.

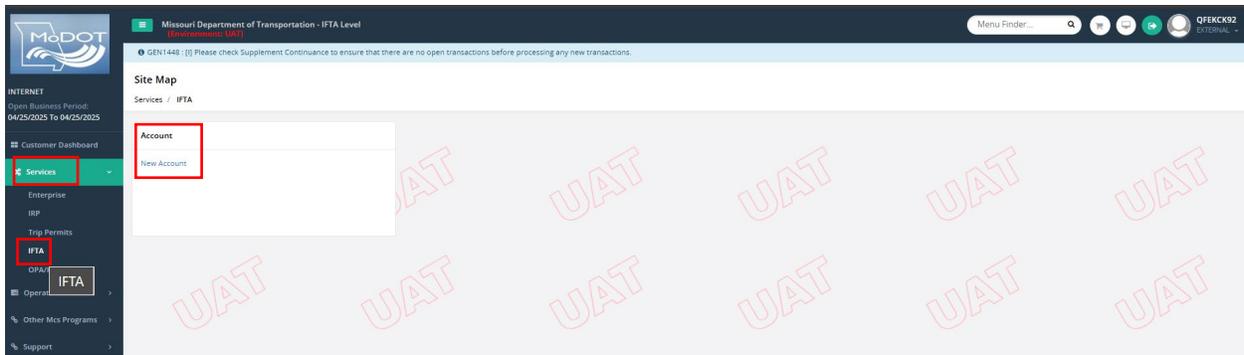
Note – You will have 30 days to complete this application. After 30 days the process will start over with a new POA uploaded.



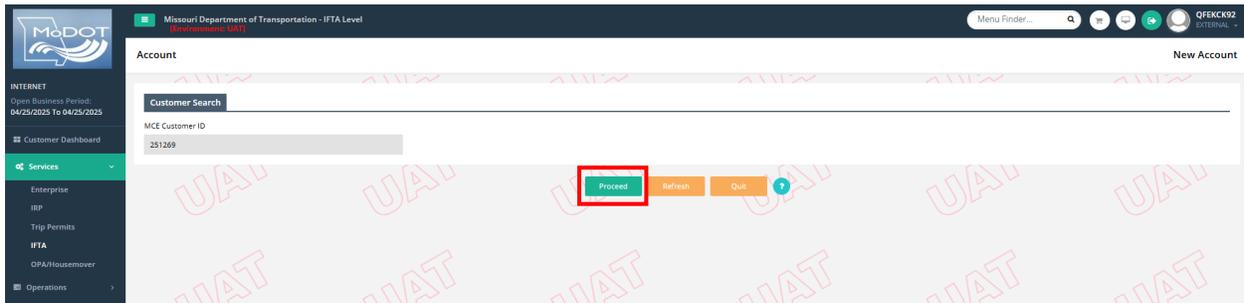
- Select the 'go to Credentialing' button next to the carrier's name you would like to create an IFTA account for.



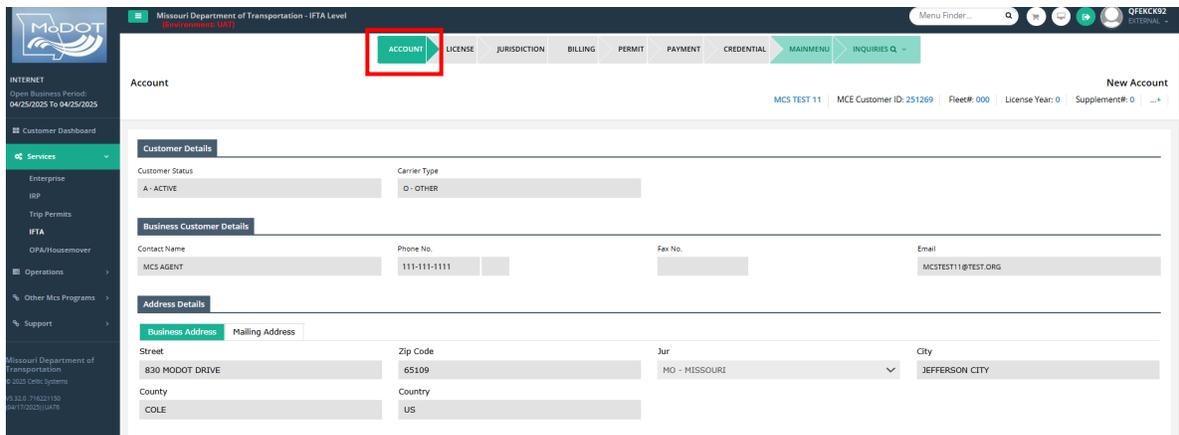
- You will be directed to the carrier's customer dashboard under that carriers USER ID.
3. Select services on the left-hand side and then select IFTA. You will then be directed to the IFTA sitemap to select new account.



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



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



Account Details

Business Type: I - INDIVIDUAL

Account Status: A - ACTIVE *Status Effective Date: 04/25/2025

Docket No: []

Owner 1

Name	Title	Phone No.	DL No.
MCS TEST 11		111-111-1111	
DL Jurisdiction	Email	Street	Zip Code
	MCSTEST11@TEST.ORG	830 MODOT DRIVE	65109
Jur	City	County	Country
MO - MISSOURI	JEFFERSON CITY	COLE	US

+ Comments

Proceed
Refresh
Quit
?

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

Street: 830 MODOT DRIVE Zip Code: 65109 Jur: MO - MISSOURI City: JEFFERSON CITY

County: COLE Country: US

Account Details

Business Type: L - LLC Account Status: A - ACTIVE Status Effective Date: 04/25/2025 Docket No: []

Owner 1

Name	Title	Phone No.	DL No.
DL Jurisdiction	Email	Street	Zip Code
Jur	City	County	Country

Owner 2

Name	Title	Phone No.	DL No.
DL Jurisdiction	Email	Street	Zip Code
Jur	City	County	Country

Owner 3

Name	Title	Phone No.	DL No.
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.
 - License effective date can be futured dated up to 30 days.
 - Review contact information is correct
 - 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 New Account

MCS TEST 15 LLC | MCE Customer ID: 251270 | Fleet#: 001 | License Year: 0 | Supplement#: 0 | ...+

License Details

License Status: A - ACTIVE *Status Effective Date: 04/25/2025 *License Effective Date: 04/25/2025 *License Expiration Date: 12/31/2025

*Contact Name: MCS AGENT Electronic Filer *Email: MCSTEST15@TEST.ORG *Primary Phone: 111-111-1111

Alternate Phone: Fax No.: *Application Signed

Address Details

Business Address	Mailing Address	Shipping Address	Location of Record	Service Provider	Power of Attorney
Street: 830 MODOT DRIVE			Zip Code: 65109	Jur: MO - MISSOURI	City: JEFFERSON CITY
County: COLE			Country: US		

Operation Info

Fuel Type

<input type="checkbox"/> Diesel Quarterly	<input type="checkbox"/> Propane Quarterly	<input type="checkbox"/> A-55 Quarterly	<input type="checkbox"/> CNG Quarterly
<input type="checkbox"/> Diesel Annual Filer	<input type="checkbox"/> Propane Annual Filer	<input type="checkbox"/> A-55 Annual Filer	<input type="checkbox"/> CNG Annual Filer
<input type="checkbox"/> Methanol Quarterly	<input type="checkbox"/> Gasohol Quarterly	<input type="checkbox"/> M-85 Quarterly	<input type="checkbox"/> LNG Quarterly
<input type="checkbox"/> Methanol Annual Filer	<input type="checkbox"/> Gasohol Annual Filer	<input type="checkbox"/> M-85 Annual Filer	<input type="checkbox"/> LNG Annual Filer
<input type="checkbox"/> Ethanol Quarterly	<input type="checkbox"/> E-85 Quarterly	<input type="checkbox"/> BioDiesel Quarterly	<input type="checkbox"/> Gasoline Quarterly
<input type="checkbox"/> Ethanol Annual Filer	<input type="checkbox"/> E-85 Annual Filer	<input type="checkbox"/> BioDiesel Annual Filer	<input type="checkbox"/> Gasoline Annual Filer
<input type="checkbox"/> Electricity Quarterly	<input type="checkbox"/> Hydrogen Quarterly		
<input type="checkbox"/> Electricity Annual Filer	<input type="checkbox"/> Hydrogen Annual Filer		

*Plate Type

<input type="checkbox"/> Apportioned	<input type="checkbox"/> Leased		
<input checked="" type="checkbox"/> Beyond Local	<input type="checkbox"/> Local	<input type="checkbox"/> Farm	<input type="checkbox"/> Dealer

No. of IFTA Decal Sets Required: 2 *Liability Date: 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.

ACCOUNT LICENSE JURISDICTION BILLING PERMIT PAYMENT CREDENTIAL MAINMENU INQUIRIES Q

IFTAWEBP07: [E] No. of IFTA Decal Sets Required does not match with the system allowance decal limit [0]. Comment is required with valid reason.

License Details New Account

MIDWEST MCS HAULING LLC | MCE Customer ID: 251403 | Fleet#: 001 | License Year: 0 | Supplement#: 0 | ...+

Comments

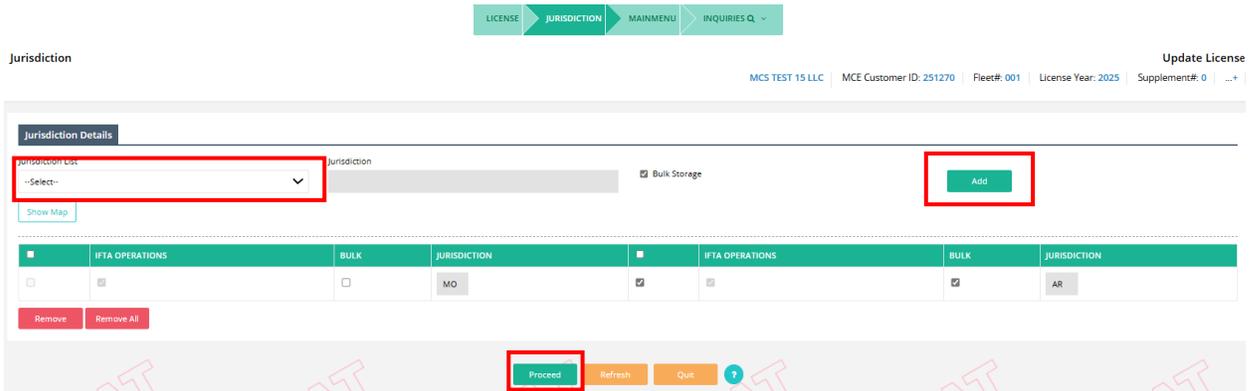
Comment:

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

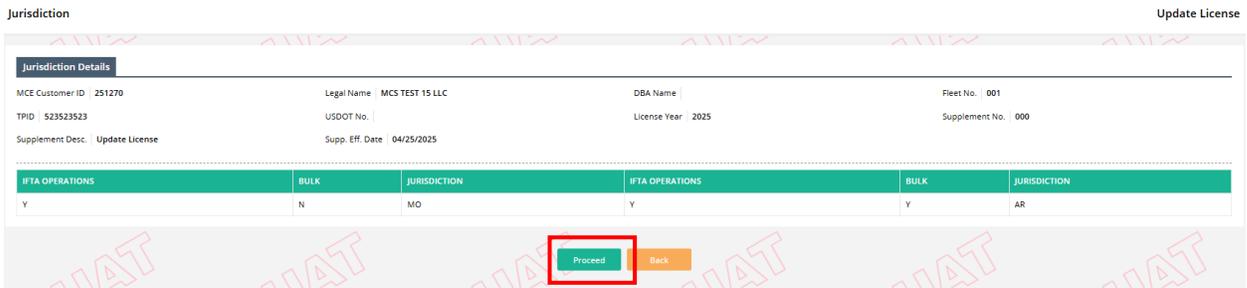


10. If the carrier has bulk storage located in Missouri, click on the bulk checkbox. If their bulk storage is outside of Missouri, select the jurisdiction where the bulk storage is located from the drop-down list and then click on the add button.

- 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.



Web Processing

Under documents type, select the required document

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

Submit Process

*MCE Customer ID 251270	*Fleet No. 001	Legal Name MCS TEST 15 LLC	DBA Name
*License Year 2025	*Supplement No. 0	Return Year	Return Quarter
Amendment No.	Status PEN - Pending	Fuel Type	<input type="checkbox"/> Tax Return
License Type IFTA - IFTA	Location No.		

+ Comments

EXEMPTION LETTER	MCE CUSTOMER ID	FLEET NO.	FUEL TYPE	SUPPLEMENT NO.	SUBMIT DATE	STATUS	APPLICATION
DOC1 - POA		001		000	04/25/2025	INP	F

DOC2 - Verification File for Supporting Documents

DOC3 - Proof of Registration

DOC1 - POA

Select appropriate file

Choose file... Browse Upload

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	FILE NAME	DELETE
DOC3 - Proof of Registration	251270_1_2025_0_0_DOC3.PDF	

Showing 1 to 1 of 1 entries

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	FILE NAME	DELETE
DOC3 - Proof of Registration	251270_1_2025_0_0_DOC3.PDF	

Showing 1 to 1 of 1 entries

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 - [1] Request submitted successfully.

Web Processing

Submit

Submit Process

*MCE Customer ID 251270	*Fleet No. 1	Legal Name MCS TEST 15 LLC	DBA Name
*License Year 2025	*Supplement No. 0	Return Year	Return Quarter
Amendment No.	Status PEN - Pending	Fuel Type	<input type="checkbox"/> Tax Return
License Type IFTA - IFTA	Location No.		

Comments

Submit View List Refresh **Quit** 1

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

Customer Dashboard

001 2025 Active

First Previous 1 Next Last

No data available in table

First Previous Next Last

Pending Transactions

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	

First Previous 1 Next Last

Comments