

New Operating Authority

External Procedure

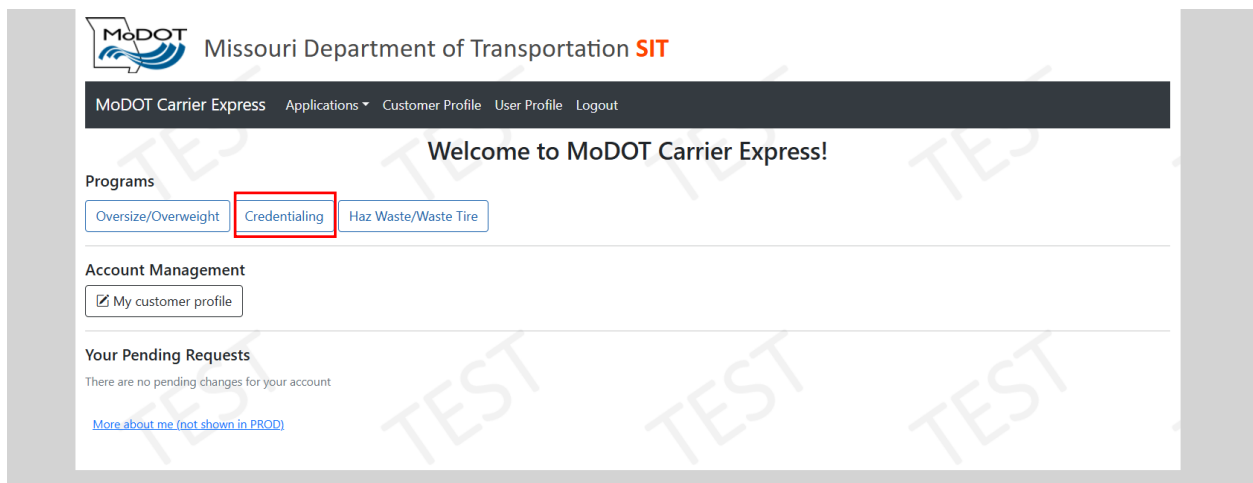
Overview

Transporting property or passengers for-hire wholly within Missouri is regulated by our office. All motor carriers who operate for hire in intrastate commerce are required to obtain intrastate operating authority, unless their vehicle or specific operations are exempted. Intrastate operating authority is permanent until cancelled or revoked. Carriers must maintain insurance on file with MCS in the liability amount required by law and file a yearly renewal, if applicable.

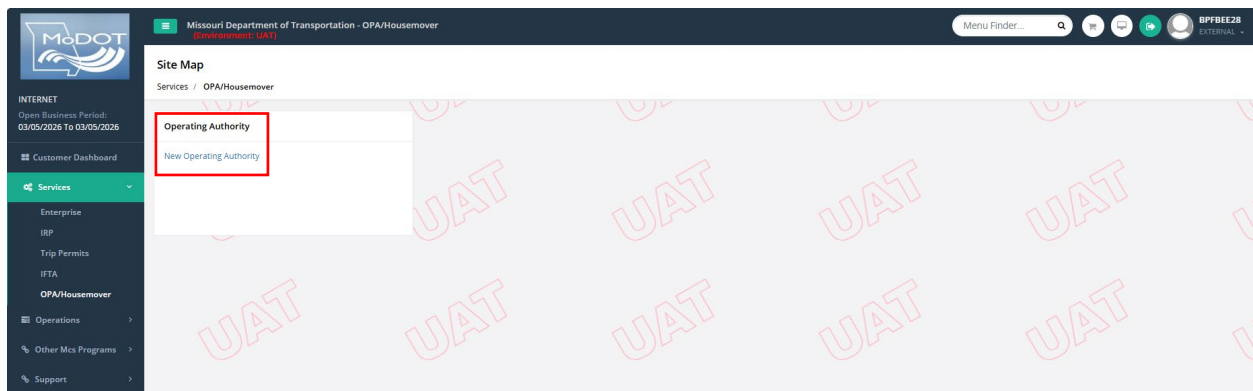
Process

From the home screen, login to your MCE portal with your assigned user id and password.

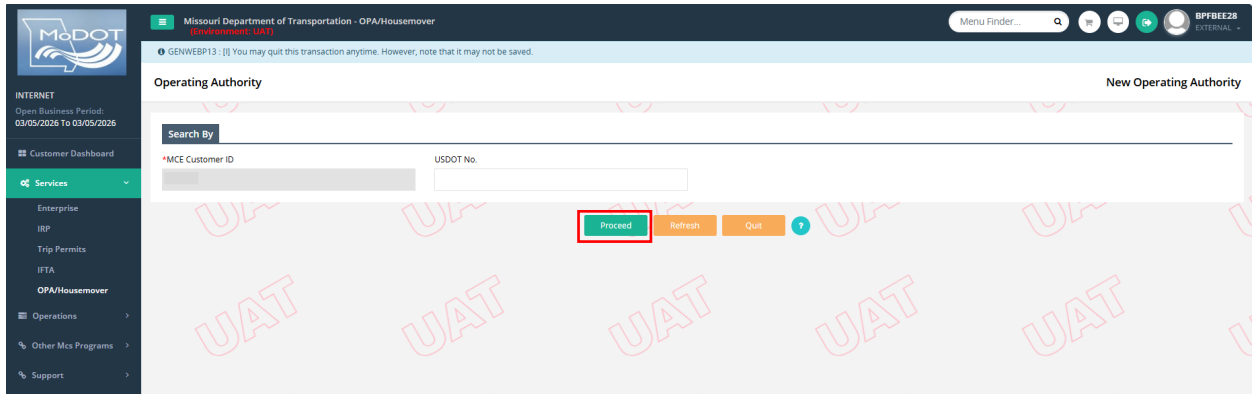
- Select credentialing



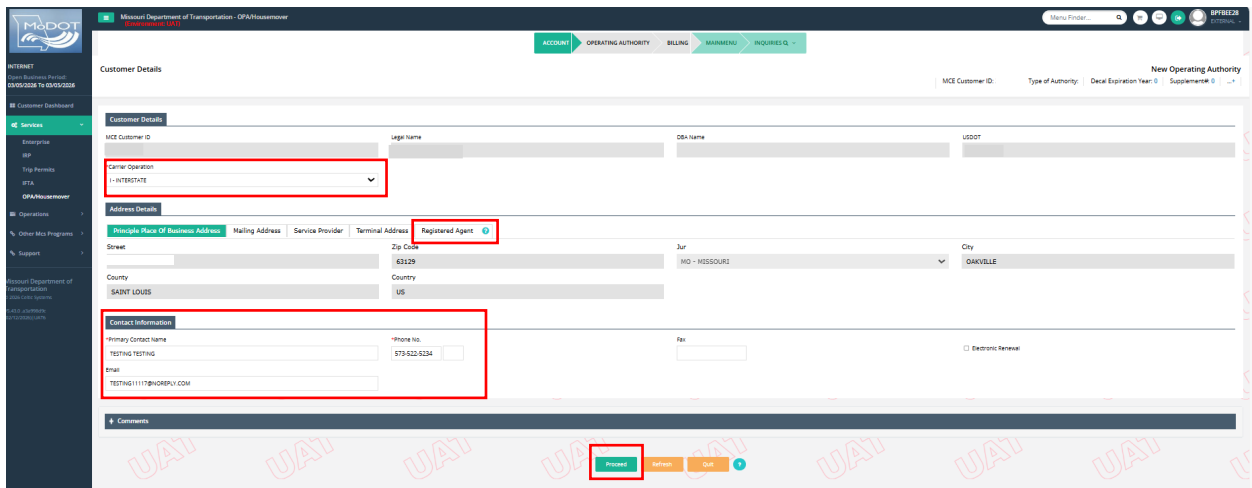
- 1) In the credentialing system under services, select OPA/Housemover.
- 2) On the operating authority tile, select new operating authority



- 3) The MCE customer id is prepopulated. Select proceed to move to the customer details page.



- 4) Carrier operation defaults to match your USDOT number.
 - If you've updated your USDOT profile, you may change this to match.
 - Interstate carriers will file and pay UCR fees at www.ucr.gov
- 5) Enter or update the contact information.
- 6) Out-of-state carriers must provide a registered agent.
 - Enter the name and physical address for the individual or company that can accept legal documents on behalf of the legal business.
- 7) Select proceed to move to the verification page. Verify all information is correct then select proceed to move to the operating authority page.



PCR - Property Carrier Registration

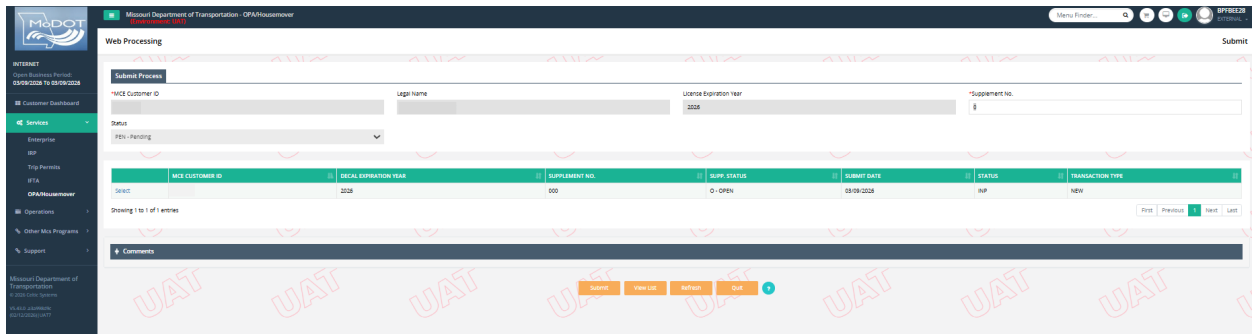
Transports any property (except household goods).

- On the operating authority tab, select PCR - property carrier registration in the drop-down box under type of authority.
- Intrastate only carriers will also need to enter the number of door decals.

- If transporting hazardous materials point-to-point within Missouri, you will need to checkmark the box for hazardous materials and click the + sign to choose classes and divisions of the hazardous materials you are hauling.

- Read and then select the box under certificate of closure.

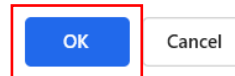
- Select proceed to review the verification page.
- If all information is correct, select proceed to move to the web processing page.



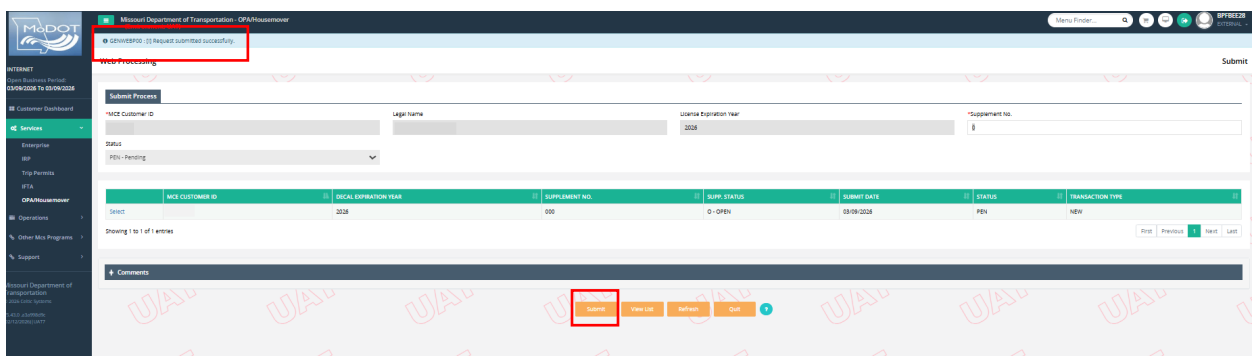
- Select submit to submit the application to MCS for review.
 - You will get a notification that insurance will need to be filed, select ok.

mccsit2.modot.mo.gov says

GENWEBP69 : [W] Your insurance company must file the required insurance form(s) before authority can be granted. Please contact your insurance company.



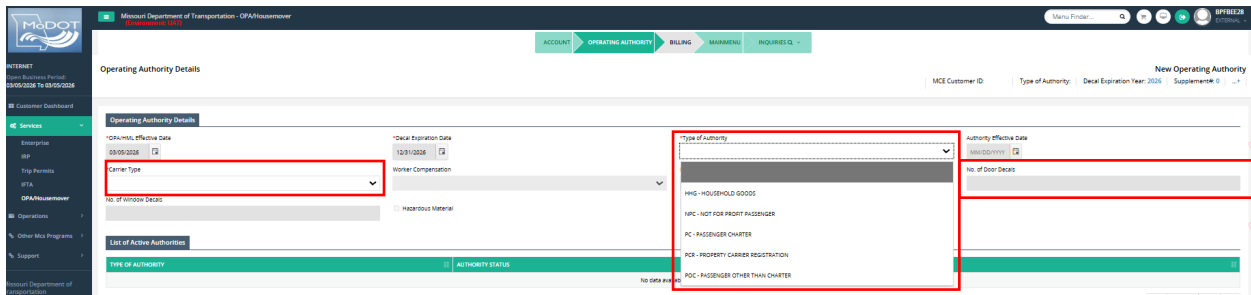
- You will receive a message at the top left-hand corner indicating the “request submitted successfully”.
 - The supplement will remain open until reviewed internally.
 - Once reviewed internally, the supplement status is set to approved or action required.
 - Approved – an email including your invoice or updated certificate will be sent to you.
 - Action required – our office will need corrections/insurance before approving your request. An email will be generated to advise what is needed.



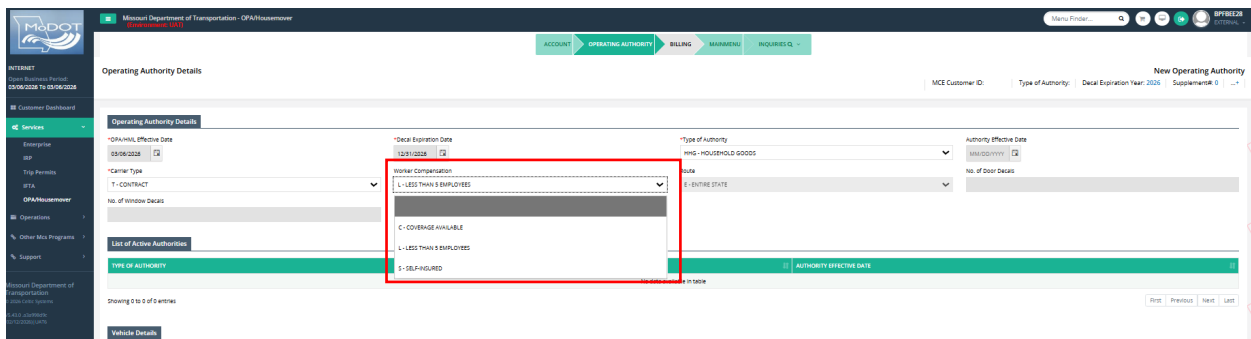
Missouri Operating Authority - Household Goods, Not for Profit Passengers, Passenger Charter, Passenger Other than in Charter. (Starting on the Operating Authority Tab)

HHG - Household Goods. Transports personal effects & property to be used in a dwelling, store, office, or institution; or articles that require specialized handling and equipment used in moving household goods.

- On the operating authority page, select household goods for type of authority.
- Carrier type must be selected for household goods authority type.
 - Common Carrier – any person who hauls for the general public to transport passengers or property for hire or compensation.
 - Contract Carrier – any person who contracts with an entity to transport passengers or property for hire or compensation, must provide a copy of the contract.
- Intrastate only carriers will also need to enter the number of door decals.



- HHG – Household Goods must enter worker compensation information.
 - Coverage available
 - Less than 5 employees
 - Self – Insured



- If you are hauling hazardous materials, select the hazardous materials box and then the + sign to choose classes and divisions of the hazardous materials you are hauling. This information should also be listed on your USDOT registration.

- Next, complete the vehicle details section. Be sure to click add/update to save vehicle information.

- Check the box for certificate of closure. Then select proceed to move to the verification page.

- Review the verification page and if all information is correct, select proceed to move to the web processing page.

PC - Passenger Charter. Transports passenger groups from beginning to end at a fixed charge for the vehicle.

POC - Passenger Other than in Charter. Transports passengers for-hire at a per passenger rate.

NPC-Not for Profit Passengers. Transports exclusively the elderly, handicapped, preschool disadvantaged.

- Carrier type must be selected for passenger authority types.
 - Common Carrier – any person who hauls for the general public to transport passengers or property for hire or compensation.
 - Contract Carrier – any person who contracts with an entity to transport passengers or property for hire or compensation, must provide a copy of the contract.
- Intrastate only carriers will also need to enter the number of door decals (more than 12 passenger capacity) or window decals (6-12 passenger capacity).

- The vehicle details section must be completed. Be sure to click Add/Update to save vehicle information.

VIN	VEHICLE TYPE	YEAR	MAKE	MODEL	VALUE	SEATS	OWNERSHIP
3E0A1448547901	85 - Bus	2018	ACR	ACR	\$9000	45	O - OWNED

- Check the box for certificate of closure. Then select proceed to move to the verification page.

- Review the verification page and if all information is correct, select proceed to move to the web processing page.

Web Processing

Authority Types that require document uploads

HHG – Household Goods – Financial statement.

PC – Passenger Charter – Statement of rates and financial statement

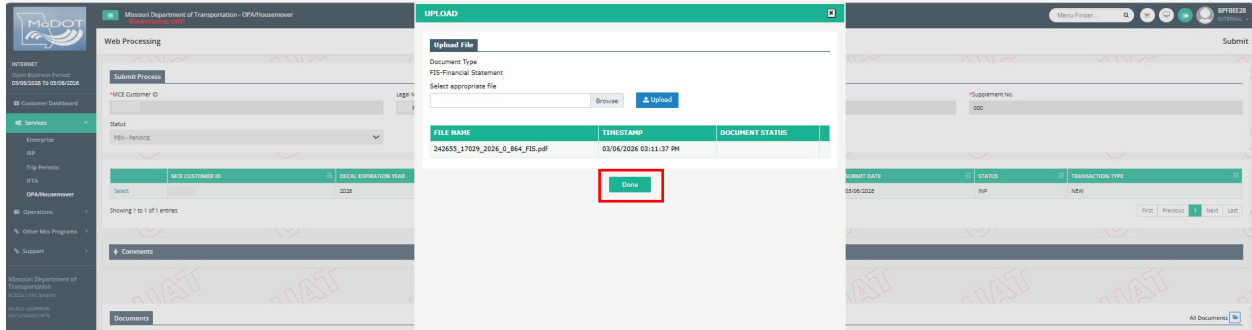
POC – Passenger Other than in Charter – Statement of rates and financial statement – tariff if intrastate only.

These blank forms are located on our website at www.modot.org/MOPA under apply for Missouri operating authority. These documents will need to be completed, saved to your device and then uploaded into the credentialing system.

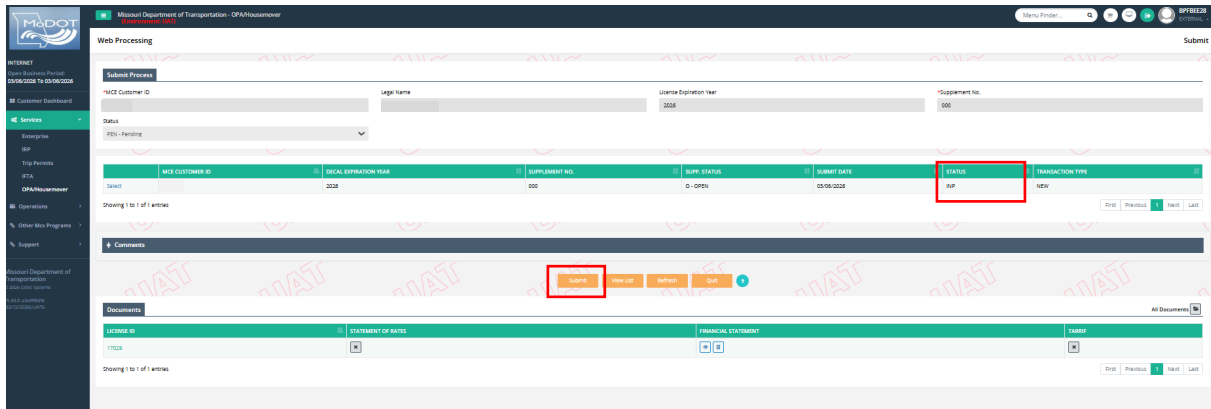
- Within the document section, select the file folder for the document you wish to upload. Within the upload pop-up box, click browse to select the file from your device to be uploaded, then click the upload button to ensure the file is attached to the transaction.

- Only upload one file at a time
- Ensure the file size is less than 4 MB
- Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded
- Up to 4 files can be uploaded for a specific document type

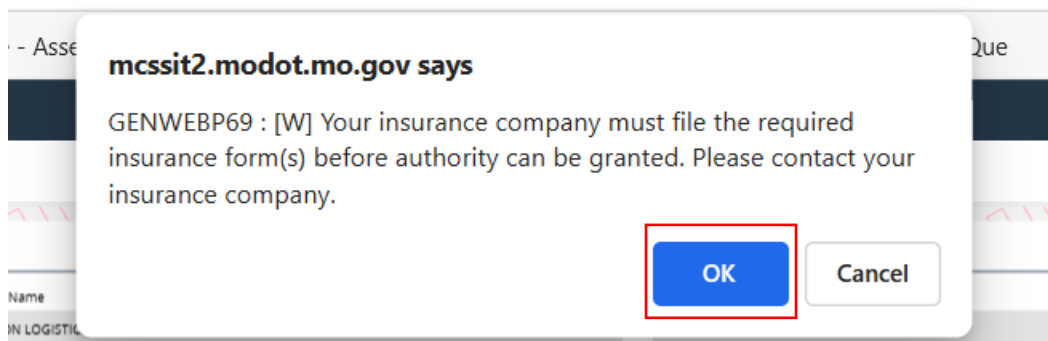
Click done when ready to close the pop-up window.



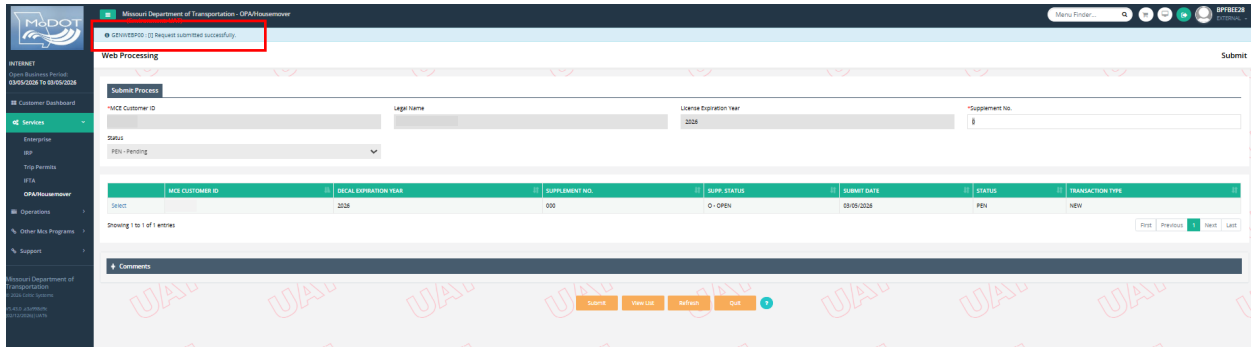
Once all documents are uploaded, select submit to update the status from in process to pending. This will send the request for internal review prior to invoicing.



NOTE - Insurance will need to be filed by the insurance company.



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COMMODITY TRANSPORTED	FORM TYPE	INSURANCE AMOUNT REQUIRED
Property or Household Goods (No Hazardous Materials)	Form E or G	\$100,000 for injury or death of 1 person; \$300,000 for 1 accident; <u>and</u> \$50,000 property damage for 1 accident Minimum Liability Limit: \$350,000
Passenger – Twelve (12) or less capacity	Form E or G	\$100,000 for injury or death of 1 person; \$300,000 for 1 accident; <u>and</u> \$50,000 property damage for 1 accident Minimum Liability Limit: \$350,000
Passenger – More than twelve (12) capacity	Form E or G	\$100,000 for injury or death of 1 person; \$500,000 for 1 accident; <u>and</u> \$50,000 property damage for 1 accident Minimum Liability Limit: \$550,000
Household Goods	Form H or J	\$2,500 loss or damage to property carried on any 1 motor vehicle. \$5,000 loss or damage to or aggregate of losses or damages of or to property occurring at any 1 time and place.

<p>Hazardous Materials (Bulk Only – GVWR of 10,001 or more pounds)</p> <ul style="list-style-type: none"> Oil listed in 49 CFR 172.010 Hazardous waste, materials, and substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101 not mentioned below. 	Form E or G	\$1,000,000
<p>Hazardous Materials (GVWR of 10,001 or more pounds)</p> <ul style="list-style-type: none"> Hazardous substances as defined in CFR 171.8, transported in cargo tanks or hopper-type vehicles with capacities in excess of 3,500 water gallons. In Bulk Division 1.1, 1.2, and 2.3 material Division 2.3 Hazard Zone A material Division 6.1, Packing Group I, Hazard Zone A material In Bulk Division 2.1 or 2.2 material Highway route controlled quantities of a Class 7 material, as defined in 49 CFR 173.403 	Form E or G	\$5,000,000
<p>Hazardous Materials (GVWR less than 10,001 pounds)</p> <ul style="list-style-type: none"> Zone A material. Highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403 	Form E or G	\$5,000,000
Housemovers	Certificate of Liability	\$2,000,000