

New IRP Account Service Provider Procedure

Overview

Carriers who qualify for IRP must apply for an account with 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.

Process

1. On the MoDOT Carrier Express webpage, enter your user id and password and click on “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 IRP 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.

Welcome to MoDOT Carrier Express!

Programs

[Oversize/Overweight](#) [Credentialing](#) [Credentialing - as someone else](#) [Haz Waste/Waste Tire](#)

Account Management

[My customer profile](#)

Service Provider

[Pending Requests 2](#) [Search for a customer](#) [New customer application](#) [Upload a new power of attorney](#)

- Select the 'go to Credentialing' button next to the carriers name you would like to create an IRP account for.

Credentialing - As Another User

Use this page to enter the Credentialing application as a user other than your own.

This should be used only to set up new IFTA/IRP/OPA accounts in Credentialing for a carrier.

You are only allowed to do this on behalf of carriers who you submitted a power of attorney document for in our system. You have 30 days from the approval of that request to use this feature for that carrier.

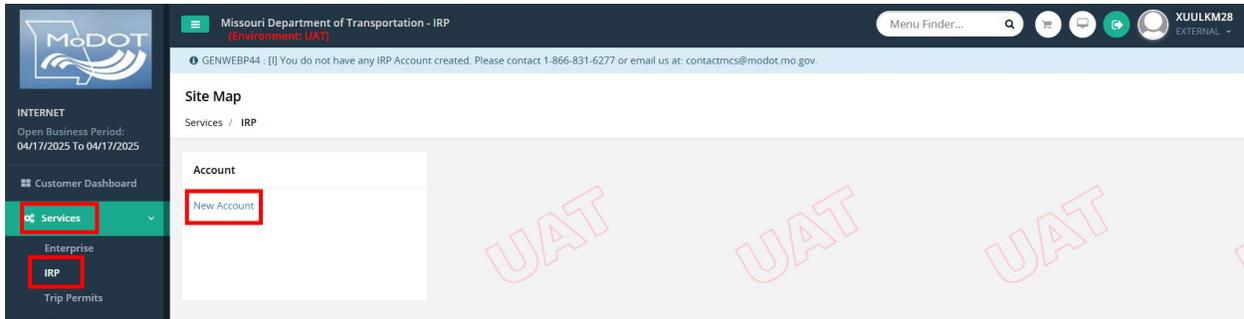
List of carriers you can enter Credentialing on behalf of

Carrier	
MCS TEST	Go to Credentialing
DAWN OSOW	Go to Credentialing

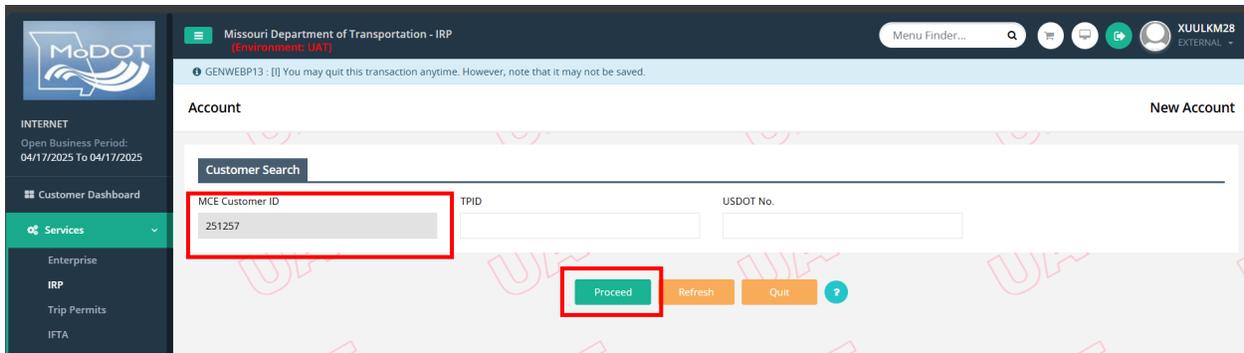
[Back to MCE home](#)

- You will be directed to the carrier's customer dashboard under that carriers USER ID.

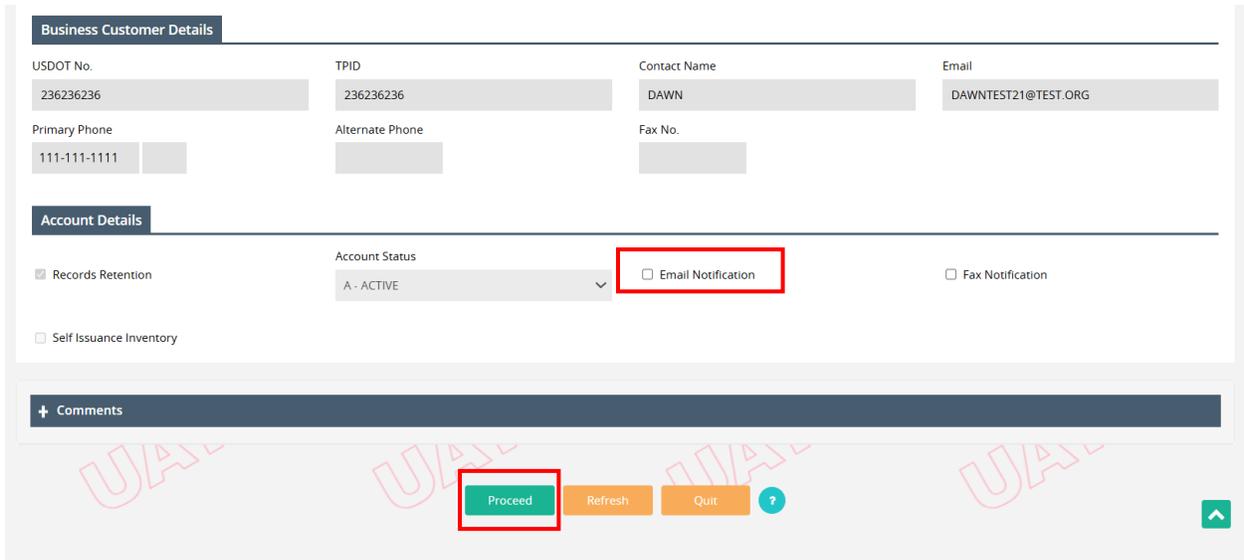
3. Select services on the left-hand side and then select IRP. You will then be directed to the IRP sitemap to select new account.



4. The customer id is defaulted and can't be changed. Select proceed to move forward to the customer details page.



5. The first page is the account information and is not editable. Verify that the account information is correct and checkmark the email notification box to ensure email communication in the future. Select proceed to move to the verification page.



6. From the verification page, select proceed to move to the fleet page

Business Address

Street | 830 MODOT DRIVE Zip Code | 65109 Jur | MO - MISSOURI City | JEFFERSON CITY
 County | COLE Country | US

Mailing Address

Street | 830 MODOT DRIVE Zip Code | 65109 Jur | MO - MISSOURI City | JEFFERSON CITY
 County | COLE Country | US

Business Customer Details

USDOT No. | 236236236 TPID | 236236236 Contact Name | DAWN Email | DAWNTEST21@TEST.ORG
 Primary Phone | 111-111-1111 Alternate Phone | Fax No. |

Account Details

Records Retention | Y Account Status | A - ACTIVE Email Notification | N Fax Notification | N
 Self Issuance Inventory | N

Proceed Back

ACCOUNT **FLEET** DISTANCE WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

GEN5003 : Please sign off and log back to view other accessible menus.
 MCE: IRP Number successfully updated.

Fleet Details

New Account

- On the fleet details page, verify the populated information is correct and then enter in the required information in the white fillable fields.
 - Contact name, email and phone number
 - Fleet Type and commodity class

Fleet Type		Commodity Class
FHE	For Hire Exempt	Exempt
FHL	For Hire Lease	All, Bus
FHR	For Hire Rental Carrier	All, Exempt
FOR	For Hire	All, Bus, Exempt, Household Goods, Logs
PVR	Private Rental	All, Logs
PVT	Private Carrier	All, Logs

- First Operated Date – Will default to the current date and can be changed 30 days within the future.
- Select proceed to move to the verification page. Once information is verified, select proceed to move to the distance page

Fleet Details

*Contact Name: DAWN
 Email: DAWNTEST21@TEST.ORG
 *Primary Phone: 111-111-1111
 Alternate Phone:

Fax No.:
 TPID: 236236236
 USDOT No.: 236236236
 Change Vehicle USDOT / TPID

*Fleet Type:
 *Commodity Class:
 *Effective Date: 04/17/2025
 *Expiration Date: 03/31/2026

Change Name & Address on USDOT
 *First Operated: 04/17/2025
 Wyoming Indicator
 Use IFTA Distance

Mobile Notification

+ Comments

Proceed Cancel Refresh Quit ?

9. On the distance page, the distance is defaulted to estimated distance. If the carrier has actual apportioned mileage for the reporting period listed on top of the page, select the yes radio button and enter in the actual distance by state. Once the distance is entered, select proceed to move to the verification page.

Missouri Department of Transportation - IRP
 (Environment: UAT)

Menu Finder...

XUULKM28
 EXTERNAL

ACCOUNT FLEET **DISTANCE** WGTGROUP VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

[i] MCE: IRP status successfully updated.

Distance Details New Account

DAWNS MCS TEST ACCT | Account#: 33745 | Fleet#: 001 | Fleet Expiration Month / Year.: 03 / 2026 | Supplement#: 000 | ...+

Distance Details

Reporting Period From: 07/01/2023
 Reporting Period To: 06/30/2024
 USDOT No.: 236236236
 Avg. Per Vehicle Distance Chart

Estimated Distance:
 Actual Distance:
 Total Fleet Distance:

Distance Type: E - Estimated

Do you have actual distance for the reporting period?
 Yes No

Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

SC - SOUTH CAROLINA	710	01.03800	SD - SOUTH DAKOTA	241	00.35200
TN - TENNESSEE	2069	03.02300	TX - TEXAS	5042	07.36800
UT - UTAH	746	01.09000	VA - VIRGINIA	1093	01.59700
VT - VERMONT	64	00.09400	WA - WASHINGTON	517	00.75600
WI - WISCONSIN	524	00.76600	WV - WEST VIRGINIA	454	00.66300
WY - WYOMING	933	01.36300	AB - ALBERTA	12	00.01800
BC - BRITISH COLUMBIA	17	00.02500	MB - MANITOBA	2	00.00300
NB - NEW BRUNSWICK	17	00.02500	NL - NEWFOUNDLAND AND LABRADOR	9	00.01300
NS - NOVA SCOTIA	9	00.01300	ON - ONTARIO	32	00.04700
PE - PRINCE EDWARD ISLAND	7	00.01000	QC - QUEBEC	12	00.01800
SK - SASKATCHEWAN	8	00.01200			

Proceed
Cancel
Refresh
Quit
↑

10. Once verification is complete, select proceed to move to the weight group page.

11. IRP Weight Group

- Missouri has three weight group types: Power Unit, Trailer, and Bus.
- Select the maximum gross weight for the weight group from the drop down. The max gross weight will be the same as the plate weight.
 - If you need increased weights in other jurisdictions, you can enter the requested weight increase next to that specific jurisdiction. This can only be requested on 80K.
- Comment will be required for any variance over 10% of that specific jurisdiction base weight.
 - The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction.
- Click the proceed button to populate the weight for the remaining jurisdictions and the verification screen will display. Proceed through the verification page if information is accurate.

Fleet Weight Group Details

New Account

DAWNS MCS TEST ACCT Account#: 33745 Fleet#: 001 Fleet Expiration Month / Year.: 03 / 2026 Supplement#: 000 ...+

Supplements Details

Weight Group Type: P - POWER UNIT
 Weight Group No.: 1
 Max Gross Weight: 80000

List Of Jurisdiction And Weight

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
MO	<input type="text"/>	AL	<input type="text"/>	AR	<input type="text"/>	AZ	<input type="text"/>
CA	<input type="text"/>	CO	<input type="text"/>	CT	<input type="text"/>	DC	<input type="text"/>
DE	<input type="text"/>	FL	<input type="text"/>	GA	<input type="text"/>	IA	<input type="text"/>
ID	<input type="text"/>	IL	<input type="text"/>	IN	<input type="text"/>	KS	<input type="text"/>
KY	<input type="text"/>	LA	<input type="text"/>	MA	<input type="text"/>	MD	<input type="text"/>
ME	<input type="text"/>	MI	<input type="text"/>	MN	<input type="text"/>	MS	<input type="text"/>
MT	<input type="text"/>	NC	<input type="text"/>	ND	<input type="text"/>	NE	<input type="text"/>
NH	<input type="text"/>	NJ	<input type="text"/>	NM	<input type="text"/>	NV	<input type="text"/>
NY	<input type="text"/>	OH	<input type="text"/>	OK	<input type="text"/>	OR	<input type="text"/>
PA	<input type="text"/>	RI	<input type="text"/>	SC	<input type="text"/>	SD	<input type="text"/>
TN	<input type="text"/>	TX	<input type="text"/>	UT	<input type="text"/>	VA	<input type="text"/>
VT	<input type="text"/>	WA	<input type="text"/>	WI	<input type="text"/>	WV	<input type="text"/>
WY	<input type="text"/>	AB	<input type="text"/>	BC	<input type="text"/>	MB	<input type="text"/>
NB	<input type="text"/>	NL	<input type="text"/>	NS	<input type="text"/>	ON	<input type="text"/>
PE	<input type="text"/>	QC	<input type="text"/>	SK	<input type="text"/>		

+ Comments

Proceed Go To Weight Group Selection Delete Weight Group Cancel Refresh Quit ?

12. On the weight group selection details page, additional weight groups can be created by selecting the "Add Weight Group" button. If additional weight groups are not needed, select "Done" to move forward to vehicle details page.

Missouri Department of Transportation - IRP (Environment: UAT) Menu Finder... XBOERIMZ8 EXTERNAL

ACCOUNT FLEET DISTANCE **WGTGROUP** VEHICLE BILLING PAYMENT CREDENTIALS MAINMENU INQUIRIES Q

Weight Group Selection Details New Account

DAWNS MCS TEST ACCT Account#: 33745 Fleet#: 001 Fleet Expiration Month / Year.: 03 / 2026 Supplement#: 000 ...+

Weight Group List

	WEIGHT GROUP NO.	WEIGHT GROUP TYPE	BASE JURISDICTION WEIGHT	MAX GROSS WEIGHT	JUR WITH DIFFERENT WEIGHTS
Select	1	P - POWER UNIT	80000	80000	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Add Weight Group Done Cancel Quit ?

13. On the vehicle details page, enter the full VIN and select search. The system will search the vehicle within a VIN decoder program and complete some of the fields. Enter in the remaining fields that are marked with a red asterisk

- You will have the option to select the Temporary Vehicle Registration (TVR) box. This will be sent once payment has been made and you will need to contact our office to have the TVR emailed.
- If you only have a copy of the title receipt, enter “Applied” in the title field box. Motor Carrier Services will not accept signed over titles, or salvage titles. You must obtain a valid title or title receipt from the Missouri Department of Revenue prior to completing this application.
- The owner field will need to match the name listed on the title or title receipt. If the vehicle is registered to anyone else, checkmark the “lease” box and enter the title owner name as it appears on the title or title receipt.
- The safety USDOT and TPID fields should reflect the Motor Carrier Responsible for Safety (MCRS). You will indicate yes or no if that MCRS is expected to change within the current registration period.

The screenshot shows the 'Vehicle Details' page of a registration application. At the top, a navigation bar includes 'ACCOUNT', 'FLEET', 'DISTANCE', 'WGTGROUP', 'VEHICLE', 'BILLING', 'PAYMENT', 'CREDENTIALS', 'MAINMENU', and 'INQUIRIES Q'. Below this, a message reads: 'IRPVEH375 : [] Please search the VIN first to process a vehicle.'

The 'Vehicle Details' section includes the following information: 'DAWNS MCS TEST ACCT', 'Account#: 33745', 'Fleet#: 001', 'Fleet Expiration Month / Year.: 03 / 2026', 'Supplement#: 000', and a 'New Account' link.

The 'New Vehicle Search Criteria' section contains a 'VIN' field with the value '1KWTESTVEH0212346' and a 'Search' button.

The 'Supplements Details' section is currently empty.

The 'Vehicle Details' section is a grid of fields, many of which are marked with a red asterisk (*):

- VIN:** 1XPBDP9X8ND800212
- *Unit No.:** 12
- *Weight Group No.:** 1-80000
- *Year:** 2022
- *Body Type:** TT - Truck Tractor
- *Make:** PETERBILT - PTRB
- *Axles:** 3
- *Combined Axles:** 5
- *Fuel Type:** D - Diesel
- Seats:** (field is empty)
- Vehicle Color:** (field is empty)
- *Unladen Weight:** 18000
- Base Jurisdiction Gross Weight:** 80000
- *Purchase Date:** 04/15/2025
- *Purchase Price:** \$5000
- Factory Price:** \$5000
- TVR:** TVR
- TVR No. of Days:** 45
- *Title Jurisdiction:** MO - MISSOURI
- *Title No.:** Applied
- In-State Plate Type:** (field is empty)
- In-State Plate Weight:** (field is empty)
- In-State Expiration Date:** (field is empty)
- In-State Fee:** (field is empty)
- *Owner Name:** DAWNS MCS TEST ACCT
- Owner Phone No.:** (field is empty)
- Safety Responsibility:** O - Owner
- *Safety USDOT:** 236236236
- Safety TPID:** 236236236
- *Safety Change:** N - NO
- Use Existing Plate
- Change Name & Address on USDOT
- Second Plate

Click proceed to display the verification page. Once verification is complete, click proceed to move to the vehicle details page. You can add additional units by entering in the next VIN and selecting search.

Once all units are added, click “DONE” to proceed to the web processing page.

The screenshot shows a web form with the following sections:

- Registration Information:** Fields for TVR, In-State Plate Type, In-State Fee, In-State Plate Weight, In-State Expiration Date, In-State Plate, Owner Name (DAWNS MCS TEST ACCT), Owner Phone No., Safety Responsibility (D - Owner), Safety US DOT (236236236), Safety TPID (236236236), Existing Plate, Change Name & Address on USDOT, and Second Plate.
- Documentation Requirements For Admin Fee and Fee Calculation:** Colorado 10K Indicator (Y - YES), Colorado Trailer (N - NO), Utah Special Truck (N - NO), New Vehicle (N - NO), and CO Special Truck (N - NO).
- Navigation Bar:** Buttons for Proceed, Done (highlighted with a red box), Cancel, Vehicle List, Refresh, and Quit.

Web Processing

On the web processing page, you will be required to upload supporting documents in three different sections.

First section - vehicle documents. The required documents will be indicated by blue file folders.

Vehicle Documents required:

2290 – Federal Heavy Vehicle Use Tax Receipt Required. Qualified vehicles that have a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more are required to show proof of payment of Federal Heavy Vehicle Use Tax or that no tax is due as a prerequisite to the registration of a qualified vehicle. 2290 will need to show a visible E-file watermark.

Lease Agreement – A copy of all lease agreement(s), if applicable, will be required for all vehicles under the control and possession of the registrant. Lease agreement will need to include the vehicle information, VIN, year and make and signatures from both parties involved.

Titles – Proof of certificate of ownership is required for all vehicles. When the vehicle is owned by the registrant, a Missouri certificate of ownership in the legal name of the registrant will be required. When a vehicle is owned by another entity other than the registrant, the certificate of ownership from the entity’s resident jurisdiction will be accepted. State issued title or title receipts are required. MCS does not accept signed over titles or salvage titles.

- Select the blue file folder next to the VIN for each document type.
- Click browse

- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done

Repeat this step for each document type for each individual vehicle.

If you realize you have uploaded the wrong file, click on the trash can icon by the file you wish to delete and then upload the correct document.

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

Vehicle Document		All Vehicle All Document				
VIN	UNIT NO.	HVUT - FORM 2290	PLATE RETURNED DOCUMENT	AFFIDAVIT DOCUMENT	TITLE DOCUMENT	LEASE CONTRACT
4V4NC9TH7CN562928	300					

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

UPLOAD

Upload File

VIN | 4V4NC9TH7CN562928 Document Type | HVUT-HVUT - Form 2290

Select appropriate file

Choose file... Browse Upload

FILE NAME	TIMESTAMP	DOCUMENT STATUS
No data available in table		

Done

Second section – Fleet documents

Fleet Documents Required

Personal Property Tax Receipt (Trailers excluded from verification)

- A copy of the prior year’s tax receipt in the name of the titled owner or registrant for all power units (owned and leased) must be submitted.
- A county issued waiver may be submitted if the carrier has not been assessed any property tax.
- Generally, the tax receipt is in the name of the registrant/applicant who applies for or renews license plates, the account holder. However, in some cases when the unit is leased and the owner is a Missouri resident, the tax receipt will be under the unit owner’s name and a copy of the owner’s Missouri county personal property tax receipt may be submitted.

- If the property tax receipt doesn't contain complete vehicle information, at a minimum of year and make, then a detailed vehicle listing may be requested to uniquely identify the vehicle.

Upload Documentation

- Select the blue file folder next to the VIN for each document type.
- Click browse
- Find the file you wish to attach and double click on the file name.
- Select upload
- Select done

Third Section – Account Documents

You must checkmark three proofs of residency. All three proofs of residency must be combined and uploaded in the same file.

Proof of Residency (PO Box not acceptable)

The address listed on the applications must match at least one proof of residency. MCS has the prerogative to request additional proofs.

- Federal Income Tax returns
- State Income Tax returns
- Personal or Real Estate Property Tax returns
- Utility bill – Needs to show the service address
- Missouri Title

14. Once the correct vehicle documents, fleet documents and proof of residency are uploaded, you will need to select submit. Scroll up above vehicle documents and select submit for MoDOT Motor Carrier Services to review the application.

Web Processing Submit

Submit Process

*Account No. 33745 *Fleet No. 001 Legal Name DAWNS MCS TEST ACCT *Fleet Expiration Year 2026

*Fleet Expiration Month 3 *Supplement No. 000 Status PEN - Pending

Proceed to Invoice and receive TVR (if selected) without waiting for MCS document approval. Documents can also be submitted using the Web Processing option on the IRP homepage.

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 33745	001	03/2026	000	O - OPEN	FOR	04/17/2025	INP	AAC

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

+ Comments

Submit
Proceed
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.

Once the application is reviewed and approved, an email will be sent to the email on file. Supplement will remain in an open status until MoDOT Carrier Services approves and emails a copy of the invoice.

GENWEBP00 : Request submitted successfully.

Web Processing Submit

Submit Process

*Account No. 33745 *Fleet No. 001 Legal Name DAWNS MCS TEST ACCT *Fleet Expiration Year 2026

*Fleet Expiration Month 3 *Supplement No. 000 Status PEN - Pending

Proceed to Invoice and receive TVR (if selected) without waiting for MCS document approval. Documents can also be submitted using the Web Processing option on the IRP homepage.

ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 33745	001	03/2026	000	O - OPEN	FOR	04/21/2025	PFN	AAC

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

+ Comments

Submit
Proceed
View List
Refresh
Quit
?

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

Missouri Department of Transportation - Enterprise

Menu Finder...

QFEKCK92 EXTERNAL

MCS CUSTOMER ID: **251269**
 Account Status:
 Orig MCS Customer ID:
 DBA Name:

FLEET NO.	LICENSE YEAR	LICENSE STATUS
No data available in table		

First Previous Next Last

AUTHORITY TYPE	AUTHORITY EFFECTIVE DATE	AUTHORITY STATUS	STATUS EFFECTIVE DATE	EXPIRATION DATE
No data available in table				

First Previous Next Last

Pending Transactions

RESUME SERVICE	FLEET TYPE	MCS CUSTOMER ID	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
PHL	PHL	251269	MCS TEST 11	AAC # 33750 # 001 # 03/2025 # 0000	Open/In Process	04/25/2025		

First Previous Next Last