Before you begin
MoDOT Carrier Express is designed to work with Google Chrome, Microsoft Edge, iOS Safari and Firefox internet browsers. (We suggest either Google Chrome or Microsoft Edge.)

As you work with Missouri’s permitting and routing system, you will encounter a variety of pages. However, there are interface fundamentals that remain consistent throughout. On nearly every page, you will find the Main Link Bar, Command Buttons, Entry Fields, and the Status Bar.

Please Note: Using your browser’s forward and back buttons will cause you to lose information entered on the page unless you are careful to save your work before going to the next or previous page.

Sign on to the Motor Carrier Services System

Access the MoDOT Carrier Express site: https://mcs.modot.mo.gov/mce/login.htm
Consider saving this site as a favorite.

Welcome to MoDOT Carrier Express
- Click here to obtain a Customer ID and password.
- Every program in MoDOT Carrier Express now works with any Internet browser.
- MCS accepts eChecks, debit and credit card payments. Convenience fees apply. Visit www.modot.org/mcs for details.
- MoDOT takes seriously its responsibility to keep motor carriers’ information private. We can discuss accounts only with those on record as official contacts, appointed by the companies we serve.

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 396.020, 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.
Login
The Username and Password will be sent to you from MoDOT Motor Carrier Services.

1. Enter your Username
2. Enter your Password
3. Press enter or click Log In

If you have forgotten your MoDOT Carrier Express password, visit www.modot.org/mce and click on "If you have forgotten your password".

If you have forgotten your password, click on "If you have forgotten your password". Then follow the directions for password reminders on the screen.

If you receive an error message or encounter an issue when resetting a password or userID,

- send an email to ContactMCS@modot.mo.gov.
- In the subject line, write "Password Reset for (company name)" or "UserID Assistance for (company name)"
- In the email, write your full name and job title, the company name, your telephone and USDOT numbers and the contact information for the person who is authorized to make decisions regarding your account if the authorized person is not you.

If your business has multiple employees or locations and you need an additional userID, log in normally at www.modot.org/mce and follow the Add a UserID to your MCE Account directions.
USER GUIDE – ORDERING MISSOURI OSOW PERMITS

When you are logged into your MCE account, there are two ways to enter the OSOW program.

1. Choose Applications on the black ribbon at the top of the page, then choose OSOW; OR

2. Choose Begin OSOW Activities from the blue quick link menu.
Entering a New Permit

MCE will automatically open the “Application” page to start a new permit. Your company information, USDOT # and company escrow account number will appear automatically.

Select the type of permit. Choose from the “Single Trip Permits” options, or, if you need a blanket permit, choose from the “Multi-Trip Permits” section.

The first page of the application requires:

- the start and ending date for the move
- load information/dimensions (before it is loaded onto the trailer or dolly/dollies)
- indication of whether the carrier is for hire
- truck/trailer or dolly information (power unit + unit [trailer or dollies])
- overall dimensions (when building is loaded onto the trailer or dollies), and
- total number of axles and the gross vehicle weight.

Permit type, permittee information (account number and name of company), and contact name and phone number are listed at the bottom of the application.
Travel dates
Click on the “From Date” to choose the first desired day for the load movement. The “To Date” will automatically change, providing a 7-day window to move.

Please Note: Loads over 14’ wide are not allowed to move on weekends. If a weekend date is chosen for a 14’+ wide load start date, the system will change it to the first available date of movement - Monday. The system also allows extra travel days if and when weekend or holiday restrictions prevent movement.

Conveyance and load dimensions (before loaded)
Choose how the load will be moved from the drop down list under Load Information.
  - **Hauled** – load hauled on a trailer
  - **Under Own Power** – self-propelled vehicle – e.g. crane, concrete pump truck, drill rig
  - **Towed** – load or equipment pulled behind the truck or truck/tractor (example – mobile/manufactured home, conveyor, sealed ocean container towed on a chassis)
  - **Haul/Tow** – used for moving modular home frames back to company

Commodity information
Use the drop down list under Description and choose the commodity to haul. If the commodity is not listed, choose Other, then write the commodity type in a box that will appear.
Next, enter:
  - The number of pieces to be hauled (if more than one oversized piece)
  - The make and serial number (last 4 digits) on all farm implements, construction equipment, boats, etc.
  - The width, length, and height (before it is loaded on the trailer) of each oversize piece to be hauled.
For Hire
Click the drop down arrow and choose YES or NO.

Choose “Yes” if the hauler is paid to move the load.
Next, choose between “Interstate commerce crossing state line” (starting or ending at the Missouri state line from an adjoining state) or “Intrastate travel within MO”. If the trip is made wholly within Missouri, the company must have or obtain Intrastate Operating Authority. See www.modot.org/MOPA for information.

Choose “No” – if the hauler is not paid to move the load (private move).
Truck and dolly information
Choose the Vehicle Type that corresponds with the configuration.

Please Note: If you choose PowerUnit + 2 Units, a “Do you have a booster unit?” will populate on the application. If you have a booster unit, choose yes and enter the booster information in the line that starts with “Unit Three Make”.

Enter the following for each vehicle involved in the move
- license plate number and state,
- full VIN
- model year and type (make)

Overall vehicle dimensions (when the commodity is loaded onto the trailer)
Enter the full dimensions and gross vehicle weight of the vehicle while under load. After entering the gross vehicle weight, choose whether to enter Legal Axle Weight (Yes or No). If you choose Yes, enter the number of axles, then change the drop down arrow from YES to NO. The system will then allow you to enter the individual axle weights and spacings.

Refer to the Missouri OSOW Permit Regulation Book – specifically the Overweight load regulations and gross weight charts - for additional information – www.modot.org/OSOW
Save
Click the “Save” button. Choose “OK” to save and receive an application number. Choose “Cancel” to move to the Trip page to evaluate a route without creating a permit.

“Yes” assigns an application number to the information.
USER GUIDE – ORDERING MISSOURI OSOW PERMITS

**Trip or Continue**
Choose “Trip” to evaluate possible routes before submitting a permit request. Choose “Continue” to move to the next section of a permit application.

**Choose “Trip”**

**TOP OF APPLICATION PAGE**

**Choose “Continue”**

**BOTTOM OF APPLICATION PAGE**

**Using the system map to evaluate a route – Trip Page**
The map panel is an interactive display. It features conventional controls like dragging to pan and mouse scrolling to zoom.

**Note:** Use the icons in the panel's frame to make the most of your workspace:

- **Zoom In** – click this icon to increase the magnification level by one increment; you can also scroll the middle mouse button up to zoom in.
- **Zoom Out** – click this icon to decrease the magnification level by one increment; you can also scroll the middle mouse button down to zoom out.
- **Fit Features** – click this icon to zoom and focus the map on your route.
- **Clear Features** – click this icon to remove the segments of an unfinished trip from the map.
- **Clear Trip** – click this icon to remove and complete trip from the map.
- **Base Map** – hover your cursor over this icon to choose from a list of map presentation options.
Generate a Trip
From the Trip Definition drop-down, choose the Generate a Trip option.

The Trip Definition pane will change, reconfiguring to allow you to define your trip by choosing a start location, identifying points of transition along the way, and designating your destination.

To designate a starting point, click into the map, enter a recognized location or enter a street address. Deselect by choosing any item from the defined trip locations list then click the “Clear” button. The location and its marker will disappear from the map.

**Click into the Map:**
Your cursor is already equipped to select Start and End locations on the map.

a. Click and drag on the map to the desired area then use your mouse wheel to zoom in on the location. Be aware that you can zoom in close enough to choose a particular onramp. It isn’t essential that you zoom in to that degree, but it may be helpful.

b. Left-click to set the Start point. When you click, the map panel will center on the location, illustrating the origin point with a circle.

c. Pan and zoom the map to the End point of your route then left-click.
d. Click the Fit Features icon on the Map’s toolbar to view the whole route.

![Fit Features icon](image)

**Enter a General Location or Specific Address:**

a. Designate a Start point by entering a location (for example, I-70 & Kansas border) in the field provided. You need only enter the first few numbers or letters in the name before the system presents you with options; choose the desired location from those options then click the Add button.

Click the box “Enter location by address” if using a specific address.

```
Select an option from the list
Generate a Trip ▼
[
 ENTER location by address
I-70 & Kansas Border X
No Offset or Entry ▼ 0.00 miles
 Defined Trip Locations
```

b. Designate an End point by entering a location (for example, I-70 & Illinois border) in the field provided. You need only enter the first few numbers or letters in the name before the system presents you with options; choose the desired location from those options then click the Add button.

c. Click the Fit Features icon on the Map’s toolbar to view the whole route.
Mark Transitions on the Map:

a. Your cursor remains equipped to add points of transition to your route, so you can click on the map to identify a location.

b. You will notice that the newly chosen point was added to the bottom of the Defined Trip Locations list. Drag the location up to put your route in the correct order.
Location:

a. Identify a point of transition by entering a location (e.g., I-70 Kansas border) in the field provided. Choose the desired location from the options then click the Add button.

b. When the newly chosen point appears at the bottom of the Defined Trip Locations list, drag the location up to put your route in the correct order.

4. Click the Analyze button to have the system generate your trip.

5. Review the results on the Analysis Results & Directions pane.
6. If you see “Analysis Failed,” check the restriction or failed portion of the route. This message can appear because of a work zone, vertical clearance or because the load cannot use a weight restricted bridge. You can use the following steps to learn more about these situations.
If you receive a trip failure message, place your cursor on the red section and right click. A box titled “Get Restriction Information” will appear.

Click the blue box and look to the left side of the page to find a Work Zone Restriction Report. It reports the time frame, dates and the allowable dimensions for the work zone.
VERTICAL CLEARANCE FAILURE

If you receive a trip failure message, place your cursor on the red section and right click.
Click the blue box a to access information on the structure(s) that prompted the failure.

BRIDGE FAILURE
If you receive a trip failure message, place your cursor on the red icon and right click. Click Get Bridge Information to learn more about the reasons for the failure.

**Payment**

Use the Payment page to establish a delivery method for the permit and to make payment.

1. Enter the Contact’s name in the field provided then choose a delivery method from the Transmittal drop-down.
   - If you chose Fax, enter the fax number in the field provided.
   - If you chose Email, enter the delivery email address in the field provided.
2. Expand the Payment Method drop-down and choose from the available options then supply the account or receipt information. Your companies Account name and Account ID will automatically fill in.
3. If you choose Credit Card or ECheck – once you confirm that you want to issue the permit, you will see message at the top of the screen with your application number.
   o Go to “My Queue” (blue tab at the top),
   o Search for the application number,
   o Click search, your application should come up in the display box,
   o Highlight the application,
   o Click on the “Actions” tab at the bottom of the screen,  
   o Choose “Make Payment”, and
   o Follow the directions to the payment screen to pay for your permit.

TO ADD FUNDING TO ESCROW ACCOUNT:

Log into your Missouri account on the Motor Carrier Express website.
Under “Applications” – choose OS/OW
Go to “My Queue”

Go to “My Admin”

In Account Maintenance, go to Escrow

You can use “Replenish/Deposit to Escrow” to add funds or pay for a superload permit using your preferred payment method.
Find Additional OSOW Permitting System Help

Visit  [https://www.modot.org/mcs](https://www.modot.org/mcs)
Click on Using MoDOT Carrier Express from the menu on the left

Scroll down the page to USER GUIDES and click on OVERSIZE OVERWEIGHT PERMIT.

When the guide opens, you will see “About the Permitting and Routing System” on the screen.
Look left and note the side menu. Click on “Getting Started” in the index to find several pages that describe elements in the OSOW permit ordering system.