PENDING PAYMENT / ESCROW FUNDING INSTRUCTIONS

PENDING PAYMENT FOR A PERMIT

Log into your Missouri account on the MoDOT Carrier Express website, [www.modot.org/mce](http://www.modot.org/mce)

1. Under “Applications” – choose OS/OW

2. Go to “My Queue” and type in the application number that was given to you when you received your “pending payment” email.
   a. Type in your application number
   b. Click on the Search button
   c. Click under “ Permit ID:”, to turn the area blue.
   d. Click the “Actions” tab at the bottom the screen
   e. Choose “Pending Payment” option
3. At the “Application Confirmation” page, click on “Make A Payment” button.

4. Click on “Pay.” The MoDOT Carrier Express payment site appears.

5. Go to Cart Information, and click on “Skip Login and Pay”

6. You will see “Make A Payment – Payment Information”,
   a. Ensure the address information is correct.
   b. Enter an email address for the receipt delivery.

7. Click the “Next Step: Add Payment Method” button.
8. Fill in the payment information and click on “Next Step: Review Payment”.
   a. Note the credit card fee or E-check fee for your deposit into the escrow account.
   b. Choose “Make Payment”. Once payment has been made you will receive a confirmation number. A receipt will be sent to the email address that you provided. Please keep a copy of the emailed receipt for your records.

Once you click “Make Payment,” the OSOW Queue screen appears and displays an “Application Confirmation” notice. A receipt is emailed to the account you provided.
ESCROW DEPOSIT INSTRUCTIONS

Log into your Missouri account on the MoDOT Carrier Express website, [www.modot.org/mce](http://www.modot.org/mce).

1. Under “Applications” – choose OS/OW.

2. Click either “Application” or “My Queue.”

3. Go to “My Admin”

4. Look to the left-hand side to find “Account Maintenance.” Click “Deposit To Escrow”

A “Deposit to Escrow Account” screen appears. Verify that the company name and account number are correct and note the current balance. Choose the payment method (credit card or e-check) and enter the amount you wish to deposit, then click on “Pay.”
5. Click on “Cart Information”, then click on “Skip Login and Pay”

6. Verify that the address information is correct and enter an email address for receipt delivery.
7. Click the “Next Step: Add Payment Method” button.
8. Fill in the payment information and click on **Next Step: Review Payment**.
   a. Note the credit card fee or E-check fee for your deposit into the escrow account.
   b. Choose **Make Payment**. Once payment has been made you will receive a confirmation number. A receipt will be sent to the email address that you provided. Please keep a copy of the emailed receipt for your records.

A confirmation appears.

**Payment confirmation**

The deposit was successful.

Reference: 20001986
Account ID: 34516901
Amount: $100.00