## **Processing New Insurance**

After logging into MoDOT Carrier Express click Credentialing. You will be directed to our credentialing system which is where you can view, file and cancel insurance filings.

Missouri Department of Transportation SIT						
MoDOT Carrier Express Applications • Worklists • Customer • System Admin • Reports • Logout						
Welcome to MoDOT Carrier Express!						
Programs       Credentialing       Haz Waste/Waste Tire       Record Center Search						
Customer Maintenance         Q Search for a customer         ⊕ Add a new customer						
Worklists						
New carrier applications         Profile changes         Power of attorney submissions         User ID Requests         Image: The second s						
More about me (not shown in PROD)						

Once you are in the credentialing system, the Insurance Quick Links menu will be displayed.

MODOT	Missouri Department of Transportation - Ent (Environment: UAT)	erprise		Menu Finder Q	E 🕞 🕞 💿 🔘 Klingm1 Insurance agent 🗸
	User Dashboard				
HIGHWAY PATROL Open Business Period: 05/12/2025 To 05/12/2025	Insurance Quick Links		×		م سنال
<ul> <li>User Dashboard</li> </ul>	Add Insurance				
<b>0</b> ¢ Services →	Inquiry				
% Other MCS Programs →	Active Insurance Policy by Company Report				

You can also access the same options by selecting Services and the OPA/Housemover option.

MODOT	Missouri Department of Transportation - OPA/Ho (Environment: UAT)	busemover
	Site Map	
	Services / OPA/Housemover	
HIGHWAY PATROL		
Open Business Period: 05/12/2025 To 05/12/2025	Insurance	Reports
🍘 User Dashboard	Add Insurance	Active Insurance Policy by Company
රදී Services ~	Inquiry	
Enterprise		
OPA/Housemover		

To add a policy, click Add Insurance and enter the carrier's Customer ID or USDOT number, then click Proceed.

Missouri Department of Transportat	ion - OPA/Housemover	Menu Finder Q 📻 🖵	MARISA KLING     MCS SUPERVISOR +	
Insurance			Add Insurance	
	~\\\!~~	~ \ \ \ ! ~~	~\\\!~	
Search By				
MCE Customer ID	USDOT No.			
an Alu	Proceed Refresh	Quit	ALLA	

After clicking Proceed the insurance form will pull up pre-filled with the carrier's legal name and address. The certification statement must be checked acknowledging the name and address of the carrier are correct. Complete the filing by entering the policy information.

Missouri Department (Environment: UAT)	of Transportation - OPA/Housemover	Menu Finder	۹ (۱		-
Insurance				Add Insuranc	e
			1		
Customer Details					
Legal Name	DBA Name	USDOT			
Street	Zip Code	Jur		City	
	65550	MO - MISSOURI	~	NEWBURG	
Country					
US					
* This is to certify that this	policy of insurance is being filed to the insured in the nar	ne and addess shown above.			

Form Type 😮	*Coverage Type	*Policy Number	*Insurance Policy Type
E - FORM E 🗸	BP - Bodily injury and property damaş $\checkmark$	MJK1234	<ul> <li>Primary</li> <li>Secondary</li> </ul>
Effective Date	*Received Date	*Coverage Liability Limit	*Policy Holder Name
10/31/2021	10/31/2021	1,000,000	
Insurance Company			
10190 - SOUTHERN-OWNERS INSURAL			
Insurance Agent Details			
rimary Contact Name	Primary Phone	Fax	Email
JANE INSURANCE			JANE.INSURANCE@INSURANCE.COM
Documents			
nsurance Documents			
C - COLLECTED 🗸			
$\smile$	$\smile$	$\smile$	$\smile$
+ Comments			
	Proceed	sh Quit 📀	

## Once the information is entered, click Proceed.

Insurance			Add Insurance
~\\\'~~	~\\\'~~	~\\\'~~	~\\\!
Customer Details			
MCE Customer ID	Legal Name	DBA Name	USDOT No.
Street	Zip Code 65550	Jur MO - MISSOURI	City NEWBURG
Country US			
This is to certify that this policy of insurance	is being filed to the insured in the name and ad	dess shown above. Y	
Insurance Details			
Form Type E - FORM E	Coverage Type BP - Bodily injury and property damage	Policy Number MJK1234	Insurance Policy Type <b>PRIMARY</b>
Effective Date 10/31/2021	Received Date 10/31/2021	Coverage Liability Limit 1,000,000	Policy Holder Name
Company Name 10190 - SOUTHERN-OWNERS INSURANCE COMPANY			

none	Fax	ł	mail ANE.INSURANCE@INSURANCE.COM
			TS)
	Proceed	Fax Fax	Fax E

On the review screen verify the information you've entered and click Proceed. If you need to make changes, click the Back button and make your updates before moving forward.

Missouri Department of Transportation - OPA/Housemover (Environment: UAT)		Menu Finder	Q 🕞 🖵 🗈 🔘 MARISA KLING MCS SUPERVISOR 🚽
GEN4427 : [I] Insurance have been inserted successfully.			
Site Map	1		
Services / OPA/Housemover			

After submitting the policy, you should see a message indicating it was successfully filed.

You can also perform an inquiry to verify what policies are on file.

MODOT	Missouri Department of Transportation - OPA/Hor (Environment: UA T)	usemover	Menu Finder Q	
	Site Map			
HIGHWAY PATROL	Services / OPA/Housemover			
Open Rusiness Period				
05/12/2025 To 05/12/2025	Insurance	Reports		
🕸 User Dashboard	Add Insurance	Active Insurance Policy by Company		
🕫 Services 🗸 🗸	Inquiry			
Enterprise				
OPA/Housemover				

From the menu options select Inquiry and enter the carrier's Customer ID or USDOT number. All policies on file for that carrier will appear with the most current on top.

Insurance		<b>P</b>			Inquiry
Search By	/ (		/ {		
MCE Customer ID	USDOT No.	Form Type		Coverage Type	
			``	~	~
Insurance Company	Insurance Policy No.				
TJ AL	Pro	ceed Refresh Quit	2	NALU	
MCE CUSTOMER ID ID	URANCE II COVERAGE II LIABILITY LICY NO.	EFFECTIVE IT CANCELLATION DATE	PRIMARY/EXCESS	ATED IT INSURANCE IT COMPANY	LEGAL <sup>Î</sup> Î NAME
E - FORM E MJ	(1234 1,000,000	10/31/2021	PRIMARY KLIN	IGM1 SOUTHERN-OWNERS INSURANCE COMPANY	
👁 E - FORM E	LAW	01/06/2006 09/26/2006	PRIMARY OPAG	PROGRESSIVE CONVERT NORTHWESTERN INSURANCE COMPANY	

You have the ability to cancel insurance policies. Select Cancel Insurance from the menu options.

MODOT	E Missouri Department of Transportation - OPA/Housemover (Environmeni: UAT)					
	Site Map					
HIGHWAY PATROL	Services / OPA/Housemover					
Open Business Period: 05/12/2025 To 05/12/2025	Insurance	Reports				
🚳 User Dashboard	Add Insurance Cancel Insurance	Active Insurance Policy by Company				
🕫 Services 🗸 🗸	Inquiry					
Enterprise		$\overline{\gamma}$	7			

Enter the carrier's Customer ID or USDOT number.

د المنافع و منافع المنافع المن منافع المنافع منافع م			Menu Finder Q 📻 🖵 🕞 🔘 KLINGM1 INSURANCE AGENT -		
Insurance				Cancel Insurance	
	~ \ \ \ ! ~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Search By					
MCE Customer ID	USDOT No.	Legal Name	Ir	nsurance Policy No.	
nDA	nDAL	Proceed Refresh Quit ?	nnall		

The carrier's policies will be displayed. Select the policy you wish to cancel. Please note that policies cannot be cancelled less than 10 days from the date you are processing the request.

Missouri Department of Transportation - (Environment: UAT)	OPA/Housemover		Menu Finder	
Insurance				Cancel Insurance
Search By				
MCE Customer ID	USDOT No.	Legal Name	Insura	ince Policy No.
		Proceed Refresh Quit ?		
MCE CUSTOMER ID	JF LEGAL NAME J† FOR	RM TYPE	INSURANCE COMPANY	INSURANCE POLICY NO.
\$ •	E - F	FORM E BP - Bodily injury and property damage	ARTISAN AND TRUCKERS CASUALTY COMP	ANY
Showing 1 to 1 of 1 entries				First Previous 1 Next Last
MCE Customer ID MCE CUSTOMER ID Showing 1 to 1 of 1 entries	USDOT No.	Proceed Refresh Quit 2 Proceed Refresh Quit 1 Proceed BP - Bodily injury and property damage	Insurance COMPANY ARTISAN AND TRUCKERS CASUALTY COMP	II INSURANCE POLICY NO.

Make sure to check the certification box, enter the Cancellation Date, enter your name, phone number, and email before clicking Proceed. On the next page verify the information you entered and click Proceed.

*This is to certify that this policy of insural	nce is being filed to the insured in	n the name and addess shown above.
*Cancellation Date 05/22/2025		
Insurance Agent Details		-
*Primary Contact Name	*Primary Phone	
MARISA	866-831-6277	
Delivery Method		
Electronic Delivery Type		
E - EMAIL	✓ insurance@test.com	

You will be redirected to the main menu options and receive a message the insurance policy has been cancelled successfully. You will also receive confirmation via email.

0	LICGEN069 : [I] Insurance has been cancelled successfully.

## Site Map

Services / OPA/Housemover

Insurance		Reports	
Add Insurance Cancel Insurance Inquiry	7	Active Insurance Policy by Company	
$\checkmark$			