

Replace Plate

Overview:

This procedure will cover how to replace an active plate within the carrier account

Regulation:

7 CSR 10-25.030

(F) Replace Plate – the reissuance of a lost, stolen, or destroyed plate

Process:

Perform the following steps to process a replace plate supplement:

- In Celtic select services, IRP, select replace plate from the vehicle credential menu tile
- Enter account number, fleet expiration year, and select proceed
- Select the hand

The screenshot shows the 'Vehicle Credential' interface with a 'Replace Plate' header. Below the header is a 'Supplement Search' section with input fields for Account No. (31445), MCE Customer ID (238288), Fleet No., and Fleet Expiration Year. A 'Supplement Effective Date' field is set to 11/16/2022. Below the form are buttons for 'Proceed', 'Refresh', 'Quit', and a help icon. A table below displays search results with columns: ACCOUNT NO., MCE CUSTOMER ID, FLEET NO., FLEET EXPIRATION MONTH, FLEET EXPIRATION YEAR, FLEET TYPE, and FLEET STATUS. The first row contains the values: 31445, 238288, 001, 06, 2023, FOR, and A - ACTIVE. A red box highlights a refresh icon in the first column of the table. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: First, Previous, 1, Next, Last.

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	31445	238288	001	06	2023	FOR	A - ACTIVE

Replace plate vehicle details screen allows the following actions:

- Indicate the vehicle(s) to receive a replacement plate by doing one of the following:
 - Click the check box next to the unit number for the vehicle
 - For large fleets, the user may enter the unit no., VIN or plate number and click the search button

Vehicle Details Replace Plate

MOTOR CARRIER SERVICES TRUCKING LLC | Account#: 31445 | Fleet#: 001 |
Fleet Expiration Month / Year.: 06 / 2023 | Supplement#: 003 | ...+

Supplements Details

Vehicle Processed
0

Vehicle Search

Unit No. VIN Plate No. Search

	UNIT NO.	VIN	PLATE NO.
<input checked="" type="checkbox"/>	1XP	1XPTP4TX3DD186560	94KS6T
<input type="checkbox"/>	1XPV	1XPVD09X59N779260	95KS0T
<input type="checkbox"/>	3C7	3C7WRMDL3MG613679	94KS9T

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Proceed Done Refresh Cancel Quit Vehicle List ?

- Select proceed when you are finished to display a screen with the selected vehicles

On the Replace Plate screen:

- Select a reason from the available dropdown list, which include:
 - OTHR – Other
 - DMGD – Damaged
 - LILW – License Law
 - LOST – Lost
 - STLN – Stolen

Vehicle Details

MOTOR CARRIER SERVICES TRUCKING LLC | Account#: 31445 | Fleet#: 001

Fleet Expiration Month / Year.: 06 / 2023 | Supplement#: 003 | ...+

Supplements Details

Vehicle Processed

0

UNIT NO.	VIN	PLATE NO.	REASON	REMANUFACTURE	PLATE TYPE	VEHICLE TYPE	SECOND PLATE	PLATE	TVR	COMMENT
1XP	1XPTP4TX3DD186560	94KS6T	▼	<input type="checkbox"/>	PWR	Truck Tractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries

Refresh Back Quit

Proceed Refresh Back Quit

- The plate checkbox will default to checked and cannot be changed
- A comment box is available to add text, if desired
- The TVR checkbox can be checked, if a temporary is desired and will come by email once payment is made
- Select proceed to complete the process. You will return to the active list of vehicles in case you want to replace plates on additional vehicles.
- Select done when you are finished to display the Billing Details screen

Proceed Done Refresh Cancel Quit Vehicle List ?

- On the billing details page enter an email address in the electronic delivery type to receive billing summary by email and select proceed twice. This will generate the fees by invoicing the supplement.

Billing Details Replace Plate

Registration Month / Year: 12 / 2023 Supplement#: 303

Supplements Details

Reg. Month	No. of Veh in Supp	Supplement Status	Enterprise System Credit
8	1	O - OPEN	0.00
IRP System Credit	Invoice Date	*Application Receipt Date	Payment Date
0.00	05/01/2023	05/01/2023	MM/DD/YYYY
Exchange Rate	0.746100		

Fees

Manual Adj. Base Jur. Batch Billing TVR Add Supplement to Renewal Year

Use One-Time Mailing Address TVR No. of Days

FEE TYPE	FEE AMT(S)	(WAIVE)
MO Schedule I	0.00	
MO Schedule II	0.00	
MO Schedule I Credit Applied	0.00	
MO Schedule II Credit Applied	0.00	

Grade Crossing Fee	0.00	
Replacement Plate Fee	0.00	
Second Plate Fee	0.00	
Late Filing Penalty	0.00	
Late Pay Penalty	0.00	
Transfer Fee	0.00	
Transfer Revenue Fee	0.00	
Wire Transfer Fee	0.00	

Delivery Details

Electronic Delivery Type: **E - EMAIL** Invoice Report Type: Summary Invoice

+ Comments

- Payment details will show the billing details. Cab card delivery type set to PDF and proceed twice.

FEE TYPE	FEE AMT(\$)
MO Schedule I	299.39
MO Schedule II	190.67
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	1427.85
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
Grade Crossing Fee	0.25
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	100.00
Late Pay Penalty	50.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Amount Due	2068.16

Cab Card Delivery Type

Electronic Delivery Type
D - PDF

Buttons: Proceed, Refresh, Quit, View Invoice Report

- On the payment verification screen, select with pay now or add to cart
 - Pay now will take you to the payment screen, select form of payment
 - Add to cart will allow for payment later

Note: Once payment is made the remanufacture process can take up to 3 week to receive the plate by UPS