1 Overview

The objective of the User Guide is to provide a step-by-step description of the new system flow with various screen prints.

1.1 MoDOT Carrier Express Navigation
Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.

1.2 Home
Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.1.

1.3 IRP

IRP processing includes the following Supplements:

<table>
<thead>
<tr>
<th>Supplement Abbreviation</th>
<th>Supplement Description</th>
<th>Vehicle Service Abbreviation</th>
<th>Vehicle Description Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVE</td>
<td>Add Vehicle</td>
<td>AVE</td>
<td>Add Vehicle</td>
</tr>
<tr>
<td>CVF</td>
<td>Amend Vehicle with Fee</td>
<td>CVF</td>
<td>Change/ Amend Vehicle with Fee</td>
</tr>
<tr>
<td>CVN</td>
<td>Cab Card Correction</td>
<td>CVN</td>
<td>Cab Card Correction</td>
</tr>
<tr>
<td>AXV</td>
<td>Add / Delete Vehicle</td>
<td>AXV</td>
<td>Delete Vehicle</td>
</tr>
<tr>
<td>RTG</td>
<td>Replace Plate</td>
<td>RTG</td>
<td>Replace Plate</td>
</tr>
<tr>
<td>RWC</td>
<td>Renewal</td>
<td>CVF</td>
<td>Renewal – Amend Vehicle</td>
</tr>
<tr>
<td>RWC</td>
<td>Renewal</td>
<td>DEV</td>
<td>Renewal – Delete Vehicle</td>
</tr>
<tr>
<td>RWC</td>
<td>Renewal</td>
<td>AVE</td>
<td>Renewal – Add Vehicle</td>
</tr>
</tbody>
</table>

1.3.1 Supplement Continuance
When a user initiates a supplement and exits it midway, the Supplement Continuance functionality allows to resume the supplement later. This function retains all the information the user entered earlier.

To continue processing a supplement:

- Enter the required search fields apart from the Account no. and MCE Customer ID as it will be populated and protected.
  - Click the PROCEED button to display a list of available supplements.
If only one supplement exists, the system will automatically navigate to the supplement details screen.

If multiple supplements exist, a list of them will display and the user can select the desired supplement to continue.

- A user cannot resume a supplement if its account/fleet status is Locked or Suspended.
1.3.2 Supplement Functions

The various supplement transactions can be accessed by clicking a link within the associated menu tile on the IRP Application main menu screen. For example, the Renew Fleet supplement is located within the Fleet menu tile, while the Add Vehicle supplement is located within the Vehicle menu tile. Supplements such as Replace Plate are located within the Vehicle Credential menu tile.

**TVR NOTICE**

A Temporary Vehicle Registration document (TVR) must be requested BEFORE payment for a supplement is processed.

To request a TVR:

1. On the Add Vehicle page, in the Vehicle Details section, click the TVR checkbox. This will generate a TVR document for the single vehicle listed.

2. To request a TVR for ALL new vehicles, check the TVR checkbox on the Billing Page. This generates TVR documents for all new vehicles added within the supplement.

The user can click the desired supplement option and then a supplement search screen will appear. At the supplement search screen the user must:

- Enter the required search criteria such as Fleet No. and/or Fleet Expiration Year. Note that the Account No., MCE Customer ID and Supplement Effective Date are defaulted and protected.

![](image.png)

1.3.2.1 Renew Fleet Function

The IRP Renewal process involves the following steps:

- The fleet information/operations must be verified.
- The fleet distance must be entered.
- Vehicles must be processed including add (after reinstatement), change and delete.
- Missouri and other jurisdiction fees must be computed.
- Payment is recorded.
- Credentials are issued.

To begin the renewal, the user must perform the following steps:
- Select RENEW FLEET option from the fleet menu tile at the IRP application level.
- The Account No. is defaulted and protected.
- Enter the Fleet Number and Fleet Expiration Year being renewed. If there is more than one fleet and the number is not entered, a selection list of the available fleets appears.
- Select PROCEED to display the Account screen.

1.3.2.1.1 Update IRP Account
- Verify the account information.
After reviewing the account information:

- Select PROCEED to display the Account Verification screen.
- Select PROCEED at the verification screen to update the account information and proceed to the Fleet Detail screen.
1.3.2.1.2 Update Fleet

The registrant can update certain fleet information during renewals such as contact information, mailing address, and fleet type/commodity class, if needed.

The fleet information populates with the information from the previous year. The Legal name and business address populate with the most current information from the customer record.
The following information will default based on the renewal period (12 months) and cannot be changed:

- Fleet Effective Date
  - Will default to the effective date for the next year registration period.
- Fleet Expiration Date
  - Will default to the expiration date for the next year registration period.
- First Operated Date
  - Will default to the previous year.

Updates for the Fleet Screen:

- From the Fleet Detail screen:
  - Review the fleet information.
  - Update the values, as necessary.
    - The ‘Use IFTA Distance’ checkbox is defaulted to unchecked and is used to populate the distance (mileage) on the Distance Details page. If the account has more than one fleet, the user must enter this information manually.
  - Click PROCEED to display the Fleet Verification screen.
  - Click PROCEED again to update the fleet information in the database and proceed to the Distance Detail screen.

1.3.2.1.3 Jurisdiction Distance

At fleet renewal time, the Distance Details screen displays with all the jurisdictions listed. The distance type will default to Actual for the following conditions:

- IFTA distance exists for the reporting period.
- IFTA distance does not reflect MO distance.
- IFTA distance only shows MO distance.
- Carrier had actual distance in any IRP Jurisdiction in the previous registration period (in this case the jurisdiction code will display in RED font).
- If the carrier reported estimated distance in the previous year, but according to IRP plan rules, the carrier does not qualify for a second year of estimated mileage.

If the carrier has no distance to report, the user can click the ‘No’ radio button and the Average Per Vehicle Distance Chart is used.

If the ‘Use IFTA Distance’ checkbox on the fleet screen was checked and the account only has one power unit fleet, the IFTA distance will pre-populate with the mileage reported Type set to ‘A’. The distance field is enabled for the user to make changes if needed.
The Comment section must be used to add a comment regarding the carrier’s scope of operations.

When the user has entered all the jurisdiction information:

- Enter the totals for Total Estimated Distance or Total Actual Distance, and Total Distance, if required.
- If actual distance is entered, check the “We certify that the actual distance submitted is accurate” checkbox.
- Click the PROCEED button on the command line and the system will:
  - Perform edits including verifying contiguous jurisdictions.
  - Calculate percentages, and populate estimated distance.
  - Calculate the Total Estimated Distance or Total Actual Distance.
  - Display the verification screen.

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**MoDOT Carrier Express – IRP User Guide**

**距級段足**

“距級段足”必須被用作添加有關承運商營業範圍的備註。

當使用者已輸入所有管轄區信息時：

- 輸入總數的總估計距離或總實際距離，以及總距離，若需要。
- 若輸入實際距離，請選中“我們確認所提交的實際距離是準確的”選項。
- 點擊命令行上的“繼續”按鈕，系統將：
  - 執行編輯，包括驗證連接的管轄區。
  - 計算百分比，並填充估計距離。
  - 計算總估計距離或總實際距離。
  - 顯示驗證屏幕。

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**Distance Details**

**距級段足**

**距級段足**

```
REPORTING PERIOD FROM: 07/01/2021  
REPORTING PERIOD TO: 06/30/2021  
USDOT NO: 080397745  

Estimated Distance:  
Actual Distance:  
Total Fleet Distance:  
```

**Distances Details**

**距級段足**

```
Distance Details

REPORTING PERIOD FROM: 07/01/2021  
REPORTING PERIOD TO: 06/30/2021  
USDOT NO: 080397745  
```

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**Av. Per Vehicle Distance Chart**

**距級段足**

**Av. Per Vehicle Distance Chart**

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**MoDOT Carrier Express – IRP User Guide**

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- 若輸入實際距離，請選中“我們確認所提交的實際距離是準確的”選項。
- 點擊命令行上的“繼續”按鈕，系統將：
  - 執行編輯，包括驗證連接的管轄區。
  - 計算百分比，並填充估計距離。
  - 計算總估計距離或總實際距離。
  - 顯示驗證屏幕。

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**Distance Details**

**距級段足**

```
REPORTING PERIOD FROM: 07/01/2021  
REPORTING PERIOD TO: 06/30/2021  
USDOT NO: 080397745  

Estimated Distance:  
Actual Distance:  
Total Fleet Distance:  
```

**Distances Details**

**距級段足**

```
Distance Details

REPORTING PERIOD FROM: 07/01/2021  
REPORTING PERIOD TO: 06/30/2021  
USDOT NO: 080397745  
```

---

**Av. Per Vehicle Distance Chart**

**距級段足**

**Av. Per Vehicle Distance Chart**

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

<table>
<thead>
<tr>
<th>JURISDICTION</th>
<th>DISTANCE (MILES)</th>
<th>PERCENT</th>
<th>JURISDICTION</th>
<th>DISTANCE (MILES)</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO - MISSOURI</td>
<td>15356</td>
<td>0.67594</td>
<td>AL - ALABAMA</td>
<td>1173</td>
<td>0.42567</td>
</tr>
<tr>
<td>AR - ARKANSAS</td>
<td>1795</td>
<td>0.00006</td>
<td>AZ - ARIZONA</td>
<td>2695</td>
<td>0.27552</td>
</tr>
<tr>
<td>CA - CALIFORNIA</td>
<td>2115</td>
<td>0.00004</td>
<td>CO - COLORADO</td>
<td>1016</td>
<td>0.13485</td>
</tr>
<tr>
<td>CT - CONNECTICUT</td>
<td>398</td>
<td>0.04873</td>
<td>DC - DISTRICT OF COLUMBIA</td>
<td>6</td>
<td>0.000729</td>
</tr>
<tr>
<td>DE - DELAWARE</td>
<td>65</td>
<td>0.00700</td>
<td>FL - FLORIDA</td>
<td>1545</td>
<td>0.18780</td>
</tr>
<tr>
<td>GA - GEORGIA</td>
<td>1205</td>
<td>0.02966</td>
<td>IA - IOWA</td>
<td>1186</td>
<td>0.020718</td>
</tr>
<tr>
<td>ID - IDAHO</td>
<td>584</td>
<td>0.00980</td>
<td>IL - ILLINOIS</td>
<td>5837</td>
<td>0.08776</td>
</tr>
<tr>
<td>IN - INDIANA</td>
<td>3125</td>
<td>0.03245</td>
<td>KS - KANSAS</td>
<td>2916</td>
<td>0.035730</td>
</tr>
<tr>
<td>KY - KENTUCKY</td>
<td>1664</td>
<td>0.02344</td>
<td>LA - LOUISIANA</td>
<td>604</td>
<td>0.009779</td>
</tr>
<tr>
<td>MA - MASSACHUSETTS</td>
<td>496</td>
<td>0.00628</td>
<td>MD - MARYLAND</td>
<td>464</td>
<td>0.005695</td>
</tr>
<tr>
<td>ME - MAINE</td>
<td>490</td>
<td>0.00675</td>
<td>MI - MICHIGAN</td>
<td>606</td>
<td>0.011679</td>
</tr>
<tr>
<td>MN - MINNESOTA</td>
<td>482</td>
<td>0.00615</td>
<td>MS - MISSISSIPPI</td>
<td>970</td>
<td>0.017994</td>
</tr>
<tr>
<td>MT - MONTANA</td>
<td>461</td>
<td>0.00560</td>
<td>NC - NORTH CAROLINA</td>
<td>1167</td>
<td>0.014193</td>
</tr>
<tr>
<td>ND - NORTH DAKOTA</td>
<td>199</td>
<td>0.00241</td>
<td>NE - NEBRASKA</td>
<td>113</td>
<td>0.164609</td>
</tr>
<tr>
<td>NH - NEW HAMPSHIRE</td>
<td>115</td>
<td>0.00139</td>
<td>NJ - NEW JERSEY</td>
<td>566</td>
<td>0.008792</td>
</tr>
<tr>
<td>NM - NEW MEXICO</td>
<td>1763</td>
<td>0.02170</td>
<td>NV - NEVADA</td>
<td>534</td>
<td>0.0064903</td>
</tr>
<tr>
<td>NY - NEW YORK</td>
<td>1087</td>
<td>0.01321</td>
<td>OH - OHIO</td>
<td>323</td>
<td>0.005308</td>
</tr>
<tr>
<td>OK - OKLAHOMA</td>
<td>2916</td>
<td>0.03544</td>
<td>OR - OREGON</td>
<td>663</td>
<td>0.008551</td>
</tr>
</tbody>
</table>
If the distance is correct, select **PROCEED** to display the Weight Group Selection screen.
1.3.2.1.4 Weight Group

The Weight Group Selection screen for fleet renewal allows the user to perform the following actions:

- Add a new weight group to the fleet. To enter a weight group for the fleet:
  - Select the maximum gross weight for the weight group from the drop down. MO has three weight group types, namely, Power Unit, Trailer and Bus.
    - Power Unit – The maximum gross weight for power unit is 80,000.
• Bus – The maximum gross weight for bus is 80,000. However, a user can select “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.

• Trailer – The maximum gross weight for trailer is 34,000 and the user cannot change it.

o If any of the jurisdictions have a different weight, enter the weight for that jurisdiction

o Click the PROCEED button on the command line to populate the weight for the remaining jurisdictions and the verification screen will display. If a weight is outside the 10% variance, a warning message will display in the message area at the top of the verification screen. A comment must be entered to explain the variance.

o The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system automatically sets the weight to the maximum allowed and displays a warning message in the message area at the top of the verification screen.

o If any of the weights need to be changed, click the BACK button and the system will display the Jurisdiction weights for changes.

• View/update the weight for any existing weight group

  o Select the weight group to process, by selecting the SELECT link next to the weight group number.

  o Update the weights required and select PROCEED to go to the verification screen.

  o From the validation screen, select PROCEED to save the change.

• If no changes are required, select Go To Weight Group Selection.
Select DONE when you are finished with weight groups. The Vehicle Processing screen appears.

1.3.2.1.5 Process Vehicle

The vehicle processing on a renewal provides the ability to perform the following vehicle functions:

- Update from the Previous Year.
  - After the renewal is open and is not invoiced, supplement information can be automatically updated in the renewed fleet by clicking the UPDATE FROM THE PREVIOUS YEAR button on the command line and then either:
    - Delete Vehicle.
    - Update Vehicle Information.
  - If the renewal is invoiced (not paid), cancel the invoice first, and then click the UPDATE FROM THE PREVIOUS YEAR button from the Vehicle Processing screen.
  - If the renewal is paid, the user must create the supplement in the renewal year.

The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.
- The user must execute the UPDATE FROM PREVIOUS YEAR, if required, prior to adjustments to existing vehicles.
- If no changes are required to any vehicle:
  - Click the DONE button.
- To update vehicle information:
  - The user can select the MODIFY VEHICLE radio button and then select PROCEED to display the Vehicle Detail screen.
o The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number.
o After the user selects the vehicle, the existing vehicle information will display.
o The user should update the information as necessary for renewal.
o Once the information is changed, click the PROCEED button to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display.
o From the Verification screen, review the vehicle information and click on the PROCEED button to save the changes to the vehicle.

- To delete a vehicle from the fleet:
  o The user can select the DELETE VEHICLE and then select PROCEED to display the Delete Vehicle screen. This is a list of all the active vehicles in the fleet not updated during the renewal process.
To select a vehicle to delete, check the box next to the unit number you want to delete.

For each delete vehicle the following information must be provided:

- PLATE STATUS defaults to Deleted, which is the only option available.
- Delete/Inactive Date – enter a date.
- A comment can be added if necessary.

Once all the vehicles you want to delete are selected, select PROCEED to display the verification screen. The verification screen will display only those vehicles you have deleted.

Click the PROCEED button to save the information.

Click the DONE button after completing all deletions.

The Vehicle Processing screen will redisplay.

To change/cancel information on vehicles that have already been processed during the renewal:

Select VEH LIST to display a list of vehicles that have been changed or deleted.

The Vehicle List screen will display a list of the vehicles that were added, changed, or deleted during the renewal.

The user can do the following:

- Select BACK to return to the Vehicle Processing screen.
- Select a vehicle from the list by clicking the “Select” link to the left of the UNIT No.

This will display a screen depending on the SERVICE TYPE for the vehicle (i.e. change or delete).

When a user selects a vehicle, the vehicle information will display on the Vehicle Details screen. The user can do one of the following:

- If the user deletes the vehicle from the renewal, the Vehicle Details screen are protected and the only action you can take is to CANCEL VEHICLE, which will undo the deletion and will add the vehicle back to the renewal.
- If the vehicle was added or changed from the vehicle screen, the user can either make additional changes or cancel the action
  - To make changes, update the information and select PROCEED. Then select PROCEED from the verification screen to save the changes.
  - To cancel an added vehicle from the renewal, select CANCEL VEHICLE to delete it from the renewal
  - To cancel a change vehicle from the renewal, select CANCEL VEHICLE. The vehicle will process on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.
• To update information on a previously deleted vehicle:
  o The user should select DELETE VEHICLE, then select PROCEED.
  o From the Delete Vehicle screen, the user should select DELETE VEHICLE to display a list of vehicles deleted during the renewal.
  o When the changes are finished, select UPDATE to display the verification screen.
  o From the verification screen, select PROCEED to save the changes to the deleted vehicles.

• To end the vehicle processing, the user selects DONE from the Vehicle Processing screen. The system will display the Web Processing - Submit screen.

1.3.2.1.6 Web Processing – Submit

The system navigates to the Web Processing – Submit screen. The user must provide the required documents on this screen and submit them to the internal review queue for approval.
Perform the following steps to submit the documents:

- Look below the Vehicle Document section. Click on the folder icon for a given document (for example, Property Tax).
A new pop up window appears, allowing the user to browse and select the document from their local computer. Select the document and click Upload. The uploaded file will appear in the grid below. If needed, the user can delete the uploaded document and upload again by clicking the Delete icon from the grid.

Click Done after uploading the documents to return to the Web Processing – Submit screen.

Likewise, upload all the required vehicle documents.
For fleet-level documents, select the preferred document from the Fleet Document Type drop down, click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. If needed, the user can click the Delete icon on the far right of the grid to delete the document, if required.

Similarly, upload all the required fleet documents.

Once all the vehicle and fleet-level documents are uploaded, click Submit from the command line.

Once the documents are submitted, an internal user will review the submitted documents and approve them. Once the agent approves and invoices the transaction, the external user will be able to continue the supplement via Supplment Continuance and proceed with Payment.

1.3.2.1.7 Billing Process

Once the documents are approved, the user can continue the supplement from Billing process via Supplement Continuance. The following screen will display:
Review the fee details on the billing screen. Click Proceed to move to the Payment screen.
1.3.2.1.8 Payment Details

The next step in the transaction is to process the payment.