
TRIP PERMITS – NEW PERMIT

- Trip Permit
 - Identify Account
 - External users – Self Issuance option
- Permit Screen
 - Select Permit type
 - IFTA Decal Permit - 30 days
 - IFTA 72 - Hour Permit
 - Combination IFTA/IRP Trip Permit - 72 Hours
 - IRP 72 - Hour Permit
 - OPA 72 - Hour Permit
 - Unladen Hunters Permit - 30 days
 - Enter information based on the permit type selected
 - All **RED *** fields are required and will be different based on the permit selected
 - Number of Blank Permits
 - VIN validation – VINtelligence
 - Enter remaining vehicle information as required

TRIP PERMITS – MAINTAIN PERMIT

- Work In Progress
 - Search by: Permit Category, MCE
Customer ID/Service Provider ID, etc.
 - Resume processing of an unpaid transaction
- Inquiry
 - Search by: Permit Category, MCE
Customer ID/Service Provider ID, etc.
- Reprint Permit
 - Search by: Permit Category, MCE
Customer ID/Service Provider ID, etc.

Self-Issue Trip Permits (No Log in Required)

1. Select the self-issue permits link on the MCS Website, or through the link on the MCE log in page.
2. Enter the carriers USDOT and/or TPID Number.
3. Enter the Email address for permit delivery (x2).
4. Click the 'reCAPTCHA' selection box.
5. Click 'Proceed'.
6. A popup will appear asking to verify the Email. Click 'OK' to proceed.

The screenshot shows the 'IRP/IFTA Self Issued Trip Permits' web interface. On the left is a dark blue sidebar with the MoDOT logo and text: 'Missouri Department of Transportation', '© 2020 Celtic Systems', and version information. The main content area has a white background with a 'Customer Search' header. Below the header are four input fields: 'TPID', 'USDOT No.', '*Email Address:', and '*Re-enter Email Address:'. A reCAPTCHA widget is located below the email fields, featuring a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'Privacy - Terms' links. At the bottom of the form are three buttons: 'Proceed' (green), 'Refresh' (orange), and 'Quit' (orange), followed by a small blue circular icon with a white question mark.

7. Permit Details Screen displays.
8. Verify the customer details, address details and business customer details are correct.

The screenshot shows the 'Permit Details' screen for a 'Trip Permit'. The page header includes 'Missouri Department of Transportation - Enterprise (Environment: UAT)' and a breadcrumb trail: 'IRPACC22 - [0] Business Address - Jurisdiction is other than MISSOURI'. The main content area is titled 'Permit Details' and is divided into three sections: 'Customer Details', 'Address Details', and 'Business Customer Details'. The 'Business Address' sub-section is highlighted in green. The 'Customer Details' section shows 'MCE Customer ID' as '0', 'Legal Name' as 'THOMAS D BLOCK LLC', and 'DBA Name' as an empty field. The 'Address Details' section shows 'Business Address' and 'Mailing Address' tabs, with 'Business Address' selected. Fields include 'Street' (17442 KINCHELOE RD), 'Zip Code' (72761), 'Jur' (AR - ARKANSAS), 'City' (SILOAM SPRINGS), 'Country' (US). The 'Business Customer Details' section shows 'TPID' (empty), 'USDOT No.' (002945417), 'Primary Contact Name' (empty), 'Email' (tina.thurman@moadot.mo.gov), and 'Primary Phone' (empty).

9. Enter permit details.

The screenshot shows a form titled "Permit Details" with the following fields:

- Permit Type: IFTA - COMBINATION IFTA/IRP TRIP PERMITS
- Transaction Type: NPMT - NEW PERMIT
- Permit No.: 000002012
- Duration: H - 72 hours
- No. Of Blank Permits: (empty)
- Permit Status: A - Active
- Effective Date: 01/17/2022 12:56:44 PM
- Expiration Date: 01/20/2022 12:56:44 PM

10. Verify permit fees.

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IFTA 72-Hour Permits		10.00
IRP 72-Hour Permits		10.00
Total		20.00

11. Enter the VIN and select 'Find'. The system will retrieve the VIN and vehicle details.

- a. Vehicle information can be added manually if no details are returned.

The screenshot shows a form titled "New Vehicle Search Criteria" with a VIN input field containing "1XXYDP9X2J202046" and "Find" and "Refresh Vehicle" buttons. Below the input field, it says "Enter the VIN and select Find."

12. Enter details that were not returned in the VIN search in step 11.

- a. Unit Number
- b. Plate Number
- c. Plate Jurisdiction

The screenshot shows a form titled "Vehicle Details" with the following fields:

- VIN: 1XXYDP9X2J202046
- Unit No.: TEST
- Plate No.: TEST
- Body Type: TT - Truck Tractor
- Make: KENWORTH - KW
- Model Year: 2018
- Plate Jurisdiction: KY - KENTUCKY

13. Delivery type defaults to PDF and cannot be changed.

The screenshot shows a form titled "Delivery Type" with an "Electronic Delivery Type" dropdown menu set to "D - PDF". Below the dropdown is a "Comments" section. At the bottom, there are "Proceed", "Refresh", and "Quit" buttons.

14. Click 'Proceed'.

15. Permit Details Verification screen displays. Click 'Pay Now' to proceed.

Missouri Department of Transportation - Enterprise (Environment: UAT) Trip Permit

Payment

Payment

Payer MCE Customer ID: 900018 Legal Name: THOMAS D BLOCK LLC DBA Name: Enterprise System Credit: 0.00

IRP System Credit: 0.00 IFTA System Credit: 0.00 OPA System Credit: 0.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3264319	01/17/2022	THOMAS D BLOCK LLC	PMT;AC#900018;PMT#:0000002014;COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	Credit Card		

Delete Add Credit Card

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: SYSTEM CREDIT REFUND

Total	0.00
Remaining Balance	20.00
Change	0.00

16. Select 'Credit Card' to proceed to make payment.

17. The user will be redirected to an external credit card payment vendor for payment.

- a. NOTE: After credit card payment is complete, the user is directed back to this screen to get credentials.
- b. Credentials are NOT issued until 'proceed' is selected.

Missouri Department of Transportation - Enterprise (Environment: UAT) Trip Permit

Payment

ENTPAY83 : [!] click the Proceed button To complete the payment process.Total amount charged to your Credit Card is \$ 20.00 (PaymentReceiptConfirmation : 20001614).
 ENTPAY131 : [!] For Electronic Payment: Please wait while the confirmation No. populates after the Electronic Payment. Please do not close this browser and proceed to complete the transaction after the confirmation no. is populated.

Payment

Payer MCE Customer ID: 900018 Legal Name: THOMAS D BLOCK LLC DBA Name: Enterprise System Credit: 0.00

IRP System Credit: 0.00 IFTA System Credit: 0.00 OPA System Credit: 0.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3264321	01/17/2022	THOMAS D BLOCK LLC	PMT;AC#900018;PMT#:0000002015;COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	20.00
Total Amount Due				20.00

Payment Details

Proceed

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	Credit Card	20001614	20.00

Delete Add Credit Card

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

18. Click 'Proceed' to get permit(s).

Missouri Department of Transportation
Motor Carrier Services
 830 McDOT Drive, P.O. Box 270
 Jefferson City, MO 65102-0270
 (866) 831-6277 or (873) 751-7100

Payment Receipt

Legal Name : THOMAS D BLOCK LLC Cart Id :4171
 DBA Name : Payer MCE Customer ID :900018

PO BOX 672 Payment Date :01/17/2022
 SILOAM SPRINGS, AR 72761 Location :INTERNET

INVOICE DETAIL:

Invoice No.	Name	Transaction Detail	Amount
3264321	Carrier: THOMAS D BLOCK LLC DBA:	PMT ACH 900018:PMT#-000 0002015:COMBINATION IFTA/IRP TRIP PERMITS-NEW PERMIT	\$20.00
Total			\$20.00

*Total amount includes all original invoice balances and excludes any payments.

PAYMENT DETAIL (USD):

Payments	Payment Date	Amount
Credit Card-20001614	01/17/2022	\$20.00
Total Paid		\$20.00

Electronic Payment Processing Detail:

Payments	Order Id #	Payment Date	Card Type	Amount
Credit Card-20001614	20001614	01/17/2022	VISA	\$20.00
Total Paid				\$20.00

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Missouri Department of Transportation
Motor Carrier Services
 Jefferson City, Missouri
 1-866-831-6277

PERMIT NUMBER
0000002015

MCS Temporary Permit

ISSUED TO		TYPE OF PERMIT	
WGNH417 THOMAS D BLOCK LLC		<input checked="" type="checkbox"/> 72-Hour Reciprocity Trip	\$10
BUSINESS STREET ADDRESS PO BOX 672		<input checked="" type="checkbox"/> 72-Hour Fuel Trip	\$10
BUSINESS CITY, STATE, ZIP SILOAM SPRINGS, AR 72761		<input type="checkbox"/> 72-Hour Trip (in lieu of stamp or sticker)	\$5
		<input type="checkbox"/> 30 Day Hunter Permit	\$25
		Total Collected	\$20

VEHICLE MAKE	VEH NUMBER	YEAR	BEGINNING:	01	/	17	/	2022	
KW	1NKYD9X2J202046	2018	MONTH	DAY	YEAR				
LICENSE NO (Leave Blank for Hunter Permit) TEST	LICENSE STATE (Leave Blank for Hunter Permit) KY	HOUR:	01:31	<input type="checkbox"/> A.M.	<input checked="" type="checkbox"/> P.M.				



This permit is non-transferable and must be in the possession of vehicle operator at all times. This license is valid for the duration and commencing with the time of the permit as shown above for the vehicle described herein. Any alteration voids the permit. If further information is needed, please contact Motor Carrier Service, 830 McDOT Drive, Jefferson City, MO 65102, Phone 573-751-7100

Movement on the 30-Day Unladen/Hunter's Permit authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessee if the approved plate has been surrendered to the motor carrier lessee.

This 72-Hour Reciprocity Trip Permit is deemed void if the Motor Carrier Responsible for Safety has been placed Out of Service by FMCSA

Issued at 830 McDOT Drive
 Post Office Box 270
 Jefferson City, MO 65102-0270
 On January 17, 2022

Jerica Holtscaw

Jerica Holtscaw
 Motor Carrier Services Director

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19. A PDF of the payment receipt and permit automatically displays. The credentials can be printed from here if necessary.
20. A copy of the permit and payment receipt is also sent to the Email address provided at the start of the permit.