

Customer Profile Requesting Additional Users External Procedure

Overview

The following procedure will focus upon requesting additional users for the Customer Profile.

Process

1. From the landing pad, click on 'my customer profile' button.

MoDOT Carrier Express Applications ▾ Customer Profile User Profile Logout

Welcome to MoDOT Carrier Express!

Programs

Oversize/Overweight Credentialing Haz Waste/Waste Tire

Account Management

My customer profile

Your Pending Requests

There are no pending changes for your account

2. The profile tab will display. Click on the 'users' tab.

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Home / Profile

Customer Profile

Profile Addresses Contacts Activity **Users**

LEGAL NAME 11 LLC USDOT: Cust ID: **251251**

[Edit profile](#)

Customer Status:	ACTIVE	Customer ID:	251251
Legal Name:	LEGAL NAME 11 LLC	USDOT No:	
DBA Name:		Tax ID:	110000000
Business Type:	Limited Liability Company	IRP No:	
State Incorporated:	MO	Charter Number:	LC110000000
Date Incorporated:	4/22/2025	Fict Name Registration No:	
		EPA No:	

3. The users tab will display. If an additional User ID is being requested for an authorized contact on the account, click the 'request a new user id' button.

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Customer Profile

Profile Addresses Contacts Activity **Users**

LEGAL NAME 11 LLC USDOT: Cust ID: **251251**

⊕ Request a new user id

Users with access to your customer profile

User Id	Escrow	Name	Email
CGABAW89	251251901	FIRST NAME LAST NAME	TESTEMAIL11@TESTING.ORG
LMXMPW62	251251901	FIRST NAME LAST NAME	TESTEMAIL112@TESTING.ORG

- a. Complete the fields and click the 'submit' button.

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Customer Profile

Profile Addresses Contacts Activity **Users**

LEGAL NAME 11 LLC USDOT: Cust ID: **251251**

User ID Request Form

Please fill out and submit the form below to request a new Userid for your customer account. The form details should contain the information of whoever you are requesting this for, not your contact information.

After the system has validated the data you entered, a new userid and password will be emailed to the specified email address on this request.

New User's Email

New User's First Name New User's Last Name

New User's Phone Number

Submit

4. An additional User ID will be created and assigned to the contact. An email will be sent to the customer with their UserID and temporary password which will allow them to log into MoDOT Carrier Express.

Customer Profile

[Profile](#) [Addresses](#) [Contacts](#) [Activity](#) [Users](#)

LEGAL NAME 11 LLC USDOT: Cust ID: **251251**

[Request a new user id](#)

Successfully added the new user. Credentials have been emailed to the email specified.

Users with access to your customer profile

User Id	Escrow	Name	Email
CGABAW89	251251901	NAME NAME	TESTEMAIL11@TESTING.ORG
LMXMPW62	251251901	FIRST NAME LAST NAME	TESTEMAIL112@TESTING.ORG