



## **MOTOR CARRIER SERVICES**

### MoDOT CARRIER EXPRESS International Registration Plan

#### How to Renew Annual License Plate

- Important Notes
- Log On
- IRP Account Information
- Renew Fleet
- IRP Mileage
- Weight Group
- Vehicle Selection Menu
  - Go to IRP billing to compute fees
  - Renew and Remove Vehicle(s)
  - Renew and Amend Vehicle(s)
- Required Supporting Documents
- Contact Us
- IRP Renewal Dates

## IMPORTANT NOTES

### USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

If you have forgotten your password, go to the log in page [www.modot.org/mce](http://www.modot.org/mce) and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,  
[Click Here](#)

### GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the supplement is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



### BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

### PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, go to [www.safersys.org](http://www.safersys.org). MCS-150s must be updated biennial according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

### OUR CONTACT INFORMATION

MoDOT Motor Carrier Services  
830 MoDOT Drive  
PO Box 270  
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277

Local: 573-751-7100

Fax: 573-751-0916

E-mail: [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

1. Log on - [www.modot.org/mce](http://www.modot.org/mce)

a. Enter your userID and password. Click on **Log In**

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

**Sign in to begin using MoDOT Carrier Express.**

User ID:

Password:

**If you have forgotten your password, Click Here**

**Welcome to MoDOT Carrier Express**

- Don't have a Customer ID and password? Visit [www.modot.org/mcs/MotorCarrierExpress.htm](http://www.modot.org/mcs/MotorCarrierExpress.htm) to send a request.
- MoDOT Carrier Express works with Internet Explorer, Firefox, Chrome and Safari. However, software used to complete OSOW, hazardous waste and waste tire permit transactions is not compatible with app-based devices such as tablets and mobile phones. These transactions require the use of a program-based computer, such as a PC or Apple Mac. For more information about computer system requirements, [click here](#).
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site [www.modot.org/mcs](http://www.modot.org/mcs)
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services  
830 MoDOT Drive, PO Box 270  
Jefferson City, MO 65102-0270  
1-866-831-6277  
e-mail: [contactMCS@modot.mo.gov](mailto:contactMCS@modot.mo.gov)

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

2. The **Welcome to the MoDOT Carrier Express** page appears.

a. This page contains links for various activities and information pages.

b. To proceed with your IRP renewal, click on **APPLICATIONS**

c. Select **IRP**

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

**HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CONTACT**

**Welcome to MoDOT Carrier Express!**

**Account Information** TRANSPORTATION LLC **Customer ID: 9319**

Use the navigation menu to a program or use the quick links below

- ▶ IFTA Activities
- ▶ View IFTA Information
- ▶ Update your MCS 150 FORM
- ▶ Click on the transaction below for Payment activity
- ▶ Begin OSOW Activities
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities

3. The **IRP Main Menu** appears

**IRP Main Menu** Account Nbr: \_\_\_\_\_

**Renewal** (circled in red)

Supplement

Supplement Continuance

Reprint

ACCOUNT NBR:

FLEET NBR:

EXP MM/YR:

CONTINUE

- a. Click on **RENEWAL**
- b. Fill in **IRP ACCOUNT NUMBER**
- c. Enter the **FLEET NUMBER**
- d. Enter the **current EXPIRATION MONTH AND YEAR** (not the coming registration year)
- e. Click **SUBMIT**; click **SUBMIT** to confirm

4. The **IRP Account** page appears

**Note:** Proceed from field to field with the **TAB** button on your keyboard

**Account** Account Nbr:   Supp Nbr: 0000 **RENEW FLEET**

**USDOT Information**

USDOT NBR:  TPID:  MCS150 DATE:

USDOT/TIN Mismatch Override:  Carrier Operation Type Override:

**Account Information**

CARRIER NAME:  ACCOUNT STATUS: 0 - ACTIVE/OPEN ▾

DBA Name: \_\_\_\_\_

BUSINESS ADDR:   ZIP:

CITY:  STATE: MO - MISSOURI ▾ COUNTY:

MAILING ADDR:   ZIP:

CITY:  STATE: MO - MISSOURI ▾

CONTACT NAME:

PHONE NBR:  T:  FAX NBR: (  )  -

E-MAIL ADDR:

IFTA ACCOUNT:

CONTINUE    [Click Here to Access SAFER](#)

- a. Update with changes as needed. For further information see definitions below. Update contact info.

|                |   |        |  |       |                        |
|----------------|---|--------|--|-------|------------------------|
| US DOT NBR     | The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. <b>If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.</b>  |        |  |       |                        |
| TPID           | The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. <b>If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed.</b><br>Types of the TAX ID:<br><table border="1" data-bbox="509 428 1016 529"> <tr> <td>E-FEIN</td> <td>Federal Employment Identification Number</td> </tr> <tr> <td>S-SSN</td> <td>Social Security Number</td> </tr> </table> | E-FEIN | Federal Employment Identification Number | S-SSN | Social Security Number |
| E-FEIN         | Federal Employment Identification Number  |        |  |       |                        |
| S-SSN          | Social Security Number  |        |  |       |                        |
| ACCOUNT STATUS | The current status of the account.  |        |  |       |                        |
| CARRIER NAME   | Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. <b>Please stop processing and contact Motor Carrier Services if changes are needed.</b>   |        |  |       |                        |
| BUSINESS ADDR  | Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.  |        |  |       |                        |
| MAILING ADDR   | Enter the address for correspondence and other documents. Include 4 digit zip code  |        |  |       |                        |
| CONTACT NAME   | Enter the name of the person to contact concerning this account.  |        |  |       |                        |
| PHONE NBR      | Enter the contact's phone number.   |        |  |       |                        |
| FAX NBR        | Enter a fax number if applicable.   |        |  |       |                        |
| E-MAIL ADDR    | Enter an email address if applicable.   |        |  |       |                        |

- b. Click **SUBMIT**

- c. Check for errors, click **SUBMIT** to confirm

5. The **Renew Fleet** page appears. Again, be sure all contact information is current.

**Note:** Proceed from field to field with the **TAB** button on your keyboard

- a. Update with changes as needed. For further information see definitions below:

| New Fleet  |  | Account No<br>Customer No                                 | Name:<br>USDOT No:  | Fleet No:<br>Customer Status      | Exp Mm/Yr:<br>Program Status |
|--|--|---|---|-----------------------------------|------------------------------|
| <b>USDOT Information</b>                                 |  |   |   |                                   |                              |
| USDOT No: <input type="text"/>                           |  | TPID: <input type="text"/>                                |   | MCS150 DATE: <input type="text"/> |                              |
| USDOT/TIN Mismatch Override: <input type="checkbox"/>    |  | Carrier Operation Type Override: <input type="checkbox"/> |   |                                   |                              |
| <b>Fleet Information</b>                                 |  |   |   |                                   |                              |
| Fleet No: <input type="text"/>                           | Fleet Status: 0 - ACTIVE                                     |   |   |                                   |                              |
| Effective Date: <input type="text"/>                     | Expiration Date: <input type="text"/>                        |   | Commodity Class: <input type="text"/>                               |                                   |                              |
| Fleet Type: <input type="text"/>                         | Lease Rental No: <input type="text"/>                        |   | Registrant Phone No: <input type="text"/> EXT: <input type="text"/> |                                   |                              |
| Registrant Name: <input type="text"/>                    | WY Intrastate Authority: <input checked="" type="checkbox"/> |   |   |                                   |                              |
| DBA Name: <input type="text"/>                           |  |   |   |                                   |                              |
| Business Address: <input type="text"/>                   |  | City: <input type="text"/>                                |   | State: MO - MISSOURI              |                              |
| Mailing Address: <input type="text"/>                    |  | City: <input type="text"/>                                |   | State: <input type="text"/>       |                              |
| City: <input type="text"/>                               |  | State: <input type="text"/>                               |   | Zip Code: <input type="text"/>    |                              |
| City: <input type="text"/>                               |  | State: <input type="text"/>                               |   | Zip Code: <input type="text"/>    |                              |
| <b>Alt Shipping Address</b>                              |  |   |   |                                   |                              |
| Shipping Address: <input type="text"/>                   |  | City: <input type="text"/>                                |   | State: <input type="text"/>       |                              |
| City: <input type="text"/>                               |  | State: <input type="text"/>                               |   | Zip Code: <input type="text"/>    |                              |
| <b>Contact Information</b>                               |  |   |   |                                   |                              |
| Contact Name: <input type="text"/>                       |  | FAX NBR: <input type="text"/>                             |   |                                   |                              |
| Phone No: <input type="text"/> EXT: <input type="text"/> |  |   |   |                                   |                              |
| Email Address: <input type="text"/>                      |  |   |   |                                   |                              |
| <b>One-Way Rental</b>                                    |  |   |   |                                   |                              |
| <b>Establish Place of Business Documents</b>             |  |   |   |                                   |                              |

| EFFECTIVE DATE                       | Defines the beginning of the fleet's registration year.  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
|--------------------------------------|--|------------|-----------------|---------------|----------------------|-----------------------|--------|----------------|---------------------------------|-----------------------|-------------|-----------------------|-----|----------------------|-----|
| EXPIRATION DATE                      | Defines the ending of the fleet's registration year.   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FLEET TYPE                           | Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul.<br><table border="1"> <thead> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> </thead> <tbody> <tr> <td>PVT = Private</td> <td>ALL, LOGS, PASSENGER</td> </tr> <tr> <td>FHE = For Hire Exempt</td> <td>EXEMPT</td> </tr> <tr> <td>FOR = For Hire</td> <td>ALL, PASSENGER, HOUSEHOLD GOODS</td> </tr> <tr> <td>FHR = For Hire Rental</td> <td>ALL, EXEMPT</td> </tr> <tr> <td>FHL = For Hire Leased</td> <td>ALL</td> </tr> <tr> <td>PVR = Private Rental</td> <td>ALL</td> </tr> </tbody> </table> | FLEET TYPE | COMMODITY CLASS | PVT = Private | ALL, LOGS, PASSENGER | FHE = For Hire Exempt | EXEMPT | FOR = For Hire | ALL, PASSENGER, HOUSEHOLD GOODS | FHR = For Hire Rental | ALL, EXEMPT | FHL = For Hire Leased | ALL | PVR = Private Rental | ALL |
| FLEET TYPE                           | COMMODITY CLASS  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| PVT = Private                        | ALL, LOGS, PASSENGER   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHE = For Hire Exempt                | EXEMPT   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FOR = For Hire                       | ALL, PASSENGER, HOUSEHOLD GOODS  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHR = For Hire Rental                | ALL, EXEMPT  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHL = For Hire Leased                | ALL  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| PVR = Private Rental                 | ALL  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| COMMODITY CLASS                      | Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul.<br><table border="1"> <thead> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> </thead> <tbody> <tr> <td>PVT</td> <td>ALL, LOGS, PASSENGER</td> </tr> <tr> <td>FHE</td> <td>EXEMPT</td> </tr> <tr> <td>FOR</td> <td>ALL, PASSENGER, HOUSEHOLD GOODS</td> </tr> <tr> <td>FHR</td> <td>ALL, EXEMPT</td> </tr> <tr> <td>FHL</td> <td>ALL</td> </tr> <tr> <td>PVR</td> <td>ALL</td> </tr> </tbody> </table>  | FLEET TYPE | COMMODITY CLASS | PVT           | ALL, LOGS, PASSENGER | FHE                   | EXEMPT | FOR            | ALL, PASSENGER, HOUSEHOLD GOODS | FHR                   | ALL, EXEMPT | FHL                   | ALL | PVR                  | ALL |
| FLEET TYPE                           | COMMODITY CLASS  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| PVT                                  | ALL, LOGS, PASSENGER   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHE                                  | EXEMPT   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FOR                                  | ALL, PASSENGER, HOUSEHOLD GOODS  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHR                                  | ALL, EXEMPT  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| FHL                                  | ALL  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| PVR                                  | ALL  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| RGSTRNT PHONE NBR                    | Enter the Registrants phone number. <b>Must be a Missouri number</b>   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| BUSINESS ADDR                        | Enter the Missouri address where the registrant/motor carrier has an established place of business.  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| MAILING ADDR                         | Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| CONTACT INFO                         | Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| ALT SHIPPING ADDR - optional         | Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.   |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |
| ONE-WAY RENTAL – One Way Fleets Only | If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.  |            |                 |               |                      |                       |        |                |                                 |                       |             |                       |     |                      |     |

- b. **\*Wyoming Intrastate Authority** – Carriers must mark box if they have Intrastate operating authority in Wyoming. Keep box unmarked if they do not have Wyoming Intrastate operating authority.

c. Click **SUBMIT**; If there are no errors, click **SUBMIT** to confirm

6. **The IRP Mileage** page appears

a. On the mileage screen enter all actual miles that was accumulated during the reporting period (July 1, xxxx- June 30, xxxx). If there were no miles to report in a jurisdiction, leave the box blank (do not enter a 1 or a 0). Also do not enter unrealistic miles as these miles need to be actual miles and not appear to be rounded. If there are no actual miles to report during the reporting period call Motor Carrier Services at 1 866 831 6277

**Does this fleet have reportable actual distance?**

If creating a new fleet and the vehicles in this fleet accrued actual distance during the distance reporting period (July 1, 2014 through June 30, 2015) , actual distance must be reported and will be used to determine the apportionment fees.

By answering "YES" you are indicating that the registrant **did** have actual distance accumulated during the distance reporting period, and actual distance will be reported.

By answering "NO" you are indicating that the registrant **did not** have actual distance accumulated during the distance reporting period, and the base jurisdiction's average distance chart will be applied.

Note the base jurisdiction may audit the registrant's records.

Yes     No

**IRP Distance**

Account No: \_\_\_\_\_ Name: \_\_\_\_\_ Fleet No: 1 Exp Mm/Yr: \_\_\_\_\_  
 Customer No: \_\_\_\_\_ USDOT No: \_\_\_\_\_ Customer Status: ACTIVE Program Status: ACTIVE

Report the actual distance accrued during the distance reporting period (July 1, 2013 through June 30, 2014) in each jurisdiction.

Check To Verify If States Are Contiguous To Each Other

| JUR | Mileage | Percentage | JUR | Mileage | Percentage | JUR | Mileage | Percentage |
|-----|---------|------------|-----|---------|------------|-----|---------|------------|
| AL  |         |            | MO  | 176559  | 91.41646%  | VT  |         |            |
| AR  |         |            | MS  |         |            | WA  |         |            |
| AZ  |         |            | MT  |         |            | WI  |         |            |
| CA  |         |            | NC  |         |            | WV  |         |            |
| CO  |         |            | ND  |         |            | WY  |         |            |
| CT  |         |            | NE  |         |            | AB  |         |            |
| DC  |         |            | NH  |         |            | BC  |         |            |
| DE  |         |            | NJ  |         |            | MB  |         |            |
| FL  |         |            | NM  |         |            | NB  |         |            |
| GA  |         |            | NV  |         |            | NL  |         |            |
| IA  |         |            | NY  |         |            | NS  |         |            |
| ID  |         |            | OH  |         |            | ON  |         |            |
| IL  |         |            | OK  |         |            | PE  |         |            |
| IN  |         |            | OR  |         |            | QC  |         |            |
| KS  | 16578   | 8.58354%   | PA  |         |            | SK  |         |            |
| KY  |         |            | RI  |         |            |     |         |            |
| LA  |         |            | SC  |         |            |     |         |            |
| MA  |         |            | SD  |         |            |     |         |            |
| MD  |         |            | TN  |         |            |     |         |            |
| ME  |         |            | TX  |         |            |     |         |            |
| MI  |         |            | UT  |         |            |     |         |            |
| MN  |         |            | VA  |         |            |     |         |            |

Total Fleet Distance: 193137

7. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**. Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and click **SUBMIT**. The Vehicle Selection menu appears (See page 6).

**Weight groups** –all our office if you have questions about changing a weight group on the renewal



All the weight groups are listed here. All weights that are different and/or have different weights are listed out.

| Weight Group Selection   |              | Account No:<br>Customer No:1 | Name:<br>USDOT No:   | Fleet No:<br>Customer Status: ACTIVE | Exp Mm/Yr:<br>Program Status: ACTIVE |        |
|--------------------------|--------------|------------------------------|--|--------------------------------------|--------------------------------------|--------|
| SEL                      | Weight Group | Missouri Weight              | Other Gross Weight   | Weight Group Type                    | No of Vehicles                       | Remove |
| <input type="checkbox"/> | 1            | 80000                        | ALL THE SAME   | P - Power Unit                       |                                      |        |
| <input type="checkbox"/> | 2            | 34000                        | ALL THE SAME   | T - Trailer                          |                                      |        |
| <input type="checkbox"/> | 3            | 54000                        | AL - 55000; AZ - 55000; CA - 54999; FL - 54999; GA - 54999; IL - 54999; KY - 55000; MN - 57000; PA - 56000; TN - 56000; VA - 54499; VT - 54099 | P - Power Unit                       |                                      |        |

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTs - PAGE 1 OF 1

CONTINUE

On this example below notice the trash cans. This indicates the account has not had active power units in weight group # 1 or weight group #2 in the last 7 years. If a trash can is visible delete the unused weight group by clicking on the trash can.

| Weight Group Selection   |              | Account No:<br>Customer No: | Name:<br>USDOT No:   | Fleet No:<br>Customer Status: ACTIVE | Exp Mm/Yr:<br>Program Status: |   |
|--------------------------|--------------|-----------------------------|--|--------------------------------------|-------------------------------|---|
| SEL                      | Weight Group | Missouri Weight             | Other Gross Weight   | Weight Group Type                    | No of Vehicles                | Remove  |
| <input type="checkbox"/> | 1            | 42000                       | VT - 42099   | P - Power Unit                       |                               |  |
| <input type="checkbox"/> | 2            | 80000                       | AL - 80000; AR - 80000; CO - 80000; DC - 80000; DE - 80000; FL - 80000; GA - 80000; IA - 80000; IL - 80000; IN - 80000; KS - 80000; KY - 80000; LA - 80000; MD - 80000; MI - 80000; MN - 80000; MS - 80000; NC - 80000; NE - 80000; NJ - 80000; NY - 80000; OH - 80000; OK - 80000; PA - 80000; SC - 80000; SD - 80000; TN - 80000; TX - 80000; VA - 80000; VT - 42099; WI - 80000; WV - 80000; WY - 80000 | P - Power Unit                       |                               |  |
| <input type="checkbox"/> | 3            | 80000                       | ALL THE SAME   | P - Power Unit                       |                               |   |

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTs - PAGE 1 OF 1

CONTINUE

- a. Select weight groups to update weights. All weights should be entered in pounds. Ex: If Missouri weight is 80,000 lbs. all other jurisdictions should be 80,000 lbs. unless additional weight is required. Click **Submit** to continue
  - b. Click **SUBMIT** to confirm
8. The Vehicle Selection Menu screen appears

| Vehicle Selection Menu  |  | Account No:<br>Customer No:                       | Name:<br>DOT No: | Fleet No:<br>Customer Status: ACTIVE | Exp Mm/Yr:<br>Program Status: ACTIVE |
|---|--|---|------------------|--------------------------------------|--------------------------------------|
| <b>Your Renewal Options</b>   |  | <b>Ready to Invoice</b>                           |                  |                                      |                                      |
| <a href="#">Remove Units</a><br><a href="#">Amend (Change) Units</a>  |  | <a href="#">Go to IRP billing to compute fees</a> |                  |                                      |                                      |
| CONTINUE <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> |  | <a href="#">Click Here to Access SAFER</a>        |                  |                                      |                                      |

**Go to IRP billing to compute fees** - This process is used when there are absolutely no changes or deletions to any of the vehicles listed on the renewal.

**Remove Units** - This process is used when equipment no longer needs to be renewed for the upcoming registration year.

**Amend (Change) Units** - This process is used to enter the correct USDOT and TAX ID Numbers of the motor carrier responsible for the safety of each individual vehicle and when equipment requires any type of updates such as unit numbers, ownership, title number, unladen weight, purchase dates or prices, weight changes, etc.

The **IRP Billing** screen appears

- a. Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field or choose from dropdown menu. Verify typed information is correct
- b. To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- c. Click **Submit** to calculate the fees due
- d. Click **Submit** to confirm

The screenshot shows the IRP Billing interface. At the top, it displays account information: Account No: 7840, Customer No: 13103, Name: EXPRESS 2000 INC, USDOT No: 700205, Fleet No: 1, Customer Status: ACTIVE, Exp Mm/Yr: 6/2017, and Program Status: ACTIVE. The main area is divided into two panels. The left panel, 'Billing Fee Information', lists various fees such as IRP Fee, Mo Schedule I Fee, Mo Schedule II Fee, Cab Card Fee, Replace Plate Fee, Second Plate Fee, Grade Crossing Fee, Transfer Fee, Revenue Transfer Fee, Late Filing Penalty, and Late Pay Penalty, all with values of 0.00. It also includes a 'Waive Trailer Fee' checkbox. The right panel, 'Billing Dates', shows Supplement Status: O - OPEN, Effective Date: 07/01/2016, Receipt Date: 09/01/2016, Billing Date, Invoice Date, and TVR Ind: TVR No of Days: 0. It also displays 'Reg Months: 12' and 'No Of Vehicles: 31'. A red circle highlights the text 'Choose your delivery option and submit to compute fees' and the 'Delivery Options' dropdown menu, which is currently set to 'V - Preview'. Below this, there are input fields for Fax No: (314) 209-1716 and an Email field. At the bottom, there is a 'CONTINUE' dropdown menu and buttons for 'Submit', 'Quit', 'Refresh', and 'Help'.

**NOTE:** Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

9. Remove unit from the fleet:

- a. Click on **REMOVE UNIT**

10. The Delete Vehicle selection menu appears

| HOME                                  | APPLICATIONS | UCR                                    | PAYMENT                                    | CUSTOMER                                | SEARCH                                      | REPORTS          | CHANGE PASSWORD |                          |                          |                  |                          |
|---------------------------------------|--------------|--|--|---|---|------------------|-----------------|--------------------------|--------------------------|------------------|--------------------------|
| <b>Delete Vehicle</b>                 |              | Account No: 7840<br>Customer No: 13103 | Name: EXPRESS 2000 INC<br>USDOT No: 700205 | Fleet No: 1<br>Customer Status: ACTIVE  | Exp Mm/Yr: 6/2017<br>Program Status: ACTIVE |                  |                 |                          |                          |                  |                          |
| Delete Vehicle Information            |              |  |  |   |   |                  |                 |                          |                          |                  |                          |
| Vehicle Control: <input type="text"/> |              |  |  | Vehicle Processed: <input type="text"/> |   |                  |                 |                          |                          |                  |                          |
| SEL                                   | Unit No      | Plate                                  | VIN  | Year                                    | Make  | Owner            | Delete Reason   | Plate Surrendered        | Written Statement        | Refund Letter    | No Credit                |
| <input type="checkbox"/>              | T33          | 53AD8J                                 | 1HTMMAAP84H672745                          | 2004                                    | INTL  | EXPRESS 2000 INC | O - Other       | <input type="checkbox"/> | <input type="checkbox"/> | U - Vehicle Used | <input type="checkbox"/> |
| <input type="checkbox"/>              | T42          | 21AHZH                                 | 2FWWHZYB9YAG66810                          | 2000                                    | STRG  | EXPRESS 2000 INC | O - Other       | <input type="checkbox"/> | <input type="checkbox"/> | U - Vehicle Used | <input type="checkbox"/> |

Complete screen as follows:

|                        |  |
|------------------------|--|
| <b>VEHICLE CONTROL</b> | Enter the number of vehicles to be deleted   |
| <b>SELECT (SEL)</b>    | Check only the boxes next to the units to be deleted   |
| <b>DELETE REASON</b>   | Select one of the following delete reasons:<br><b>J</b> – Junked<br><b>L</b> - Leased<br><b>S</b> - Sold<br><b>W</b> - Wrecked<br><b>R</b> - Repossession<br><b>T</b> - Out of Service<br><b>O</b> - Other |

Click **SUBMIT** to continue

- a. When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu
- b. Click **SUBMIT**

11. **The IRP Billing page appears**

a. **AMEND (CHANGE) VEHICLE RENEWAL PROCESSING**

Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

- b. Click on **AMEND (CHANGE) VEHICLE**

12. **The Amend Vehicle Selection page appears**

Complete the screen using the information in this table:

- a. Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
- b. Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

**Amend Vehicle** Account No: Customer No: Name: USDOT No: Fleet No: Customer Status: ACTIVE Exp Mm/Yr: Program Status: ACTIVE

Vehicle Control:  Plate:  Vel es Amended: 0 VIN:  Unit:

CONTINUE     [Click Here to Access SAFER](#)

- c. Click **SUBMIT** to continue
- d. The **Amend Vehicle** page appears. Update the information on the vehicle
- e. Click **SUBMIT**
- f. If there are no errors, click **SUBMIT** to confirm

**NOTE:** If you are processing more than one vehicle, the amend screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.

- ✓ When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**

### 13. The IRP Billing page appears

**IRP Billing** Account No: 7840 Customer No: 13103 Name: EXPRESS 2000 INC USDOT No: 700205 Fleet No: 1 Customer Status: ACTIVE Exp Mm/Yr: 6/2017 Program Status: ACTIVE

| Billing Fee Information                             | Billing Dates                                       |
|---|---|
| IRP Fee: 0.00                                       | Supplement Status: <input type="radio"/> - OPEN     |
| Mo Schedule I Fee: 0.00                             | Effective Date: 07/01/2016                          |
| Mo Schedule II Fee: 0.00                            | Receipt Date: 09/01/2016                            |
| Cab Card Fee: 0.00 <input type="checkbox"/>         | Billing Date:                                       |
| Replace Plate Fee: 0.00 <input type="checkbox"/>    | Invoice Date:                                       |
| Second Plate Fee: 0.00 <input type="checkbox"/>     | TVR Ind: <input type="checkbox"/> TVR No of Days: 0 |
| Grade Crossing Fee: 0.00 <input type="checkbox"/>   |   |
| Transfer Fee: 0.00 <input type="checkbox"/>         |   |
| Revenue Transfer Fee: 0.00 <input type="checkbox"/> |   |
| Late Filing Penalty: 0.00 <input type="checkbox"/>  |   |
| Late Pay Penalty: 0.00 <input type="checkbox"/>     |   |
|   | <b>Reg Months: 12</b>                               |
|   | <b>No Of Vehicles: 31</b>                           |
| Total Due: 0.00                                     |   |
| Credit Applied: 0.00                                |   |
| Net Amount Due: 0.00                                |   |

Waive Trailer Fee:

Choose your delivery option and submit to compute fees

Delivery Options:

Fax No: (314) 209-1716

Email:

CONTINUE

- a. Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field or choose from the drop down menu. Verify typed information is correct
- b. To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents by date

- c. Click **SUBMIT** to calculate the fees due
- d. Click **SUBMIT** to confirm

**NOTE:** Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

**Note:** You may display plate and new cab card upon issuance. Previously issued cab card must be carried until the new registration year begins.

## **REQUIRED SUPPORTING DOCUMENTS FOR RENEWALS:**

### **Personal Property Tax Receipt or Waiver**

Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all owned and leased vehicles. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

**Indicate the unit numbers on the receipts.**

### **Heavy Highway Vehicle Use Tax**

Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

### **Titles and Leases**

Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

#### **Mailing address**

MoDOT Motor Carrier Services  
P O Box 270  
Jefferson City, MO 65102

#### **Physical Address (for shipping by UPS, FedEx, DHL, etc.)**

MoDOT Motor Carrier Services  
830 MoDOT Drive  
Jefferson City, MO 65109

#### **Phone**

Toll-free 1-866-831-6277 or (573) 751-7100

#### **e-mail**

[contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

#### **MoDOT Motor Carrier Services Website**

[www.modot.org/mcs](http://www.modot.org/mcs)