MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS
International Registration Plan

How to
   Reprint a Detail Billing Invoice

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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

If you have forgotten your password, go to the log in page 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, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially 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

1. Log on - www.modot.org/mce

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

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

This page contains links and lists of various activities and information pages

a. To proceed with your supplement, click on **APPLICATIONS or IRP ACTIVITIES LINK**

3. Choose **IRP** from the drop down menu
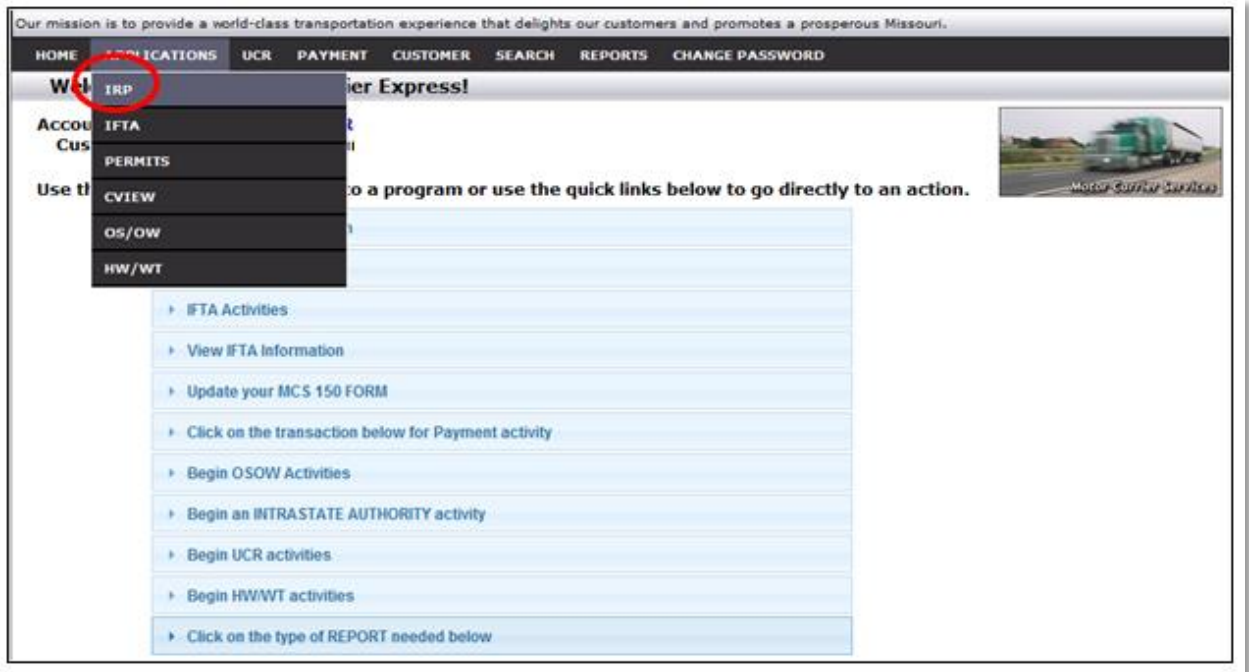
4. The **IRP Main Menu** page appears
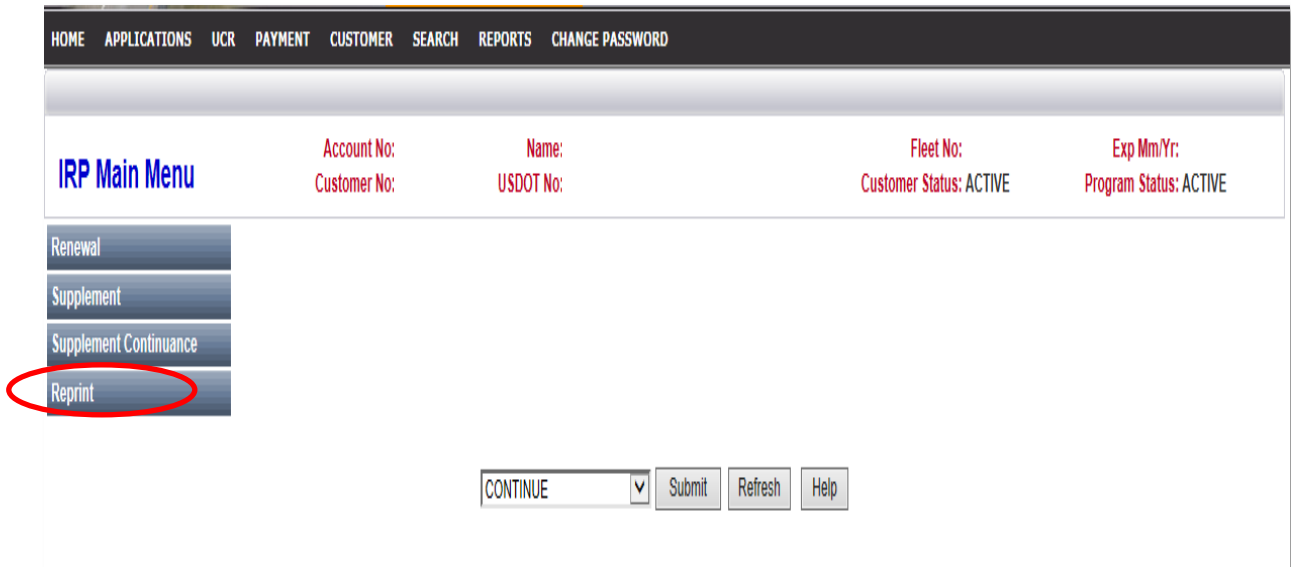
a. Click on **REPRINT**

5. Select **DETAIL BILLING INVOICE**

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Choose supplement number (required)
- Select the type of Detail Billing Option
  - o Mlg Pct and Fees by Jur – shows the apportion percentage and amount of money allocated to each jurisdiction
  - o Fees for Unit - shows the apportion percentage and amount of money allocated to each jurisdiction plus grand total of fees for unit
  - o Fees For Unit By Jur – complete detailed breakdown of all jurisdictional and supplemental unit fees
- Select DELIVERY OPTIONS from the drop down box
  - o Fax – Sends documents/credentials to your fax number indicated.
  - o Email – Sends documents/credentials to your email address indicated.
  - o Preview – Sends documents/credentials to Report List for printing (find in the Reports Tab).

Note: The detail billing invoice will be sent via the delivery option selected