MoDOT CARRIER EXPRESS

*International Registration Plan*

How to

Retrieve Account Information
Run Reports

Revised – 2014
INQUIRY PROCESS

This process allows you to search (inquire/view) information in your account. You can review a supplement status, view the active vehicles in a fleet, view weight groups, etc.

You cannot process additional functions from the inquiry function. You must return to the APPLICATIONS menu to process additional functions.

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

   a. Enter your userID and password. Click on SIGN IN

2. The Welcome to the MoDOT Carrier Express page appears

   This page contains links and lists of various activities

   a. Click the SEARCH tab
3. The IRP Inquiry Menu page will display

Click on IRP SEARCH

Choose the option from the menu on the left side of the page. You will be prompted to provide the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEET NBR</td>
<td>Enter the fleet number for the supplement you wish to continue.</td>
</tr>
<tr>
<td>EXP MM/YR</td>
<td>Enter the month and year of the fleet's registration period.</td>
</tr>
<tr>
<td>ALL OTHER FIELDS</td>
<td>Enter only one search option at a time.</td>
</tr>
</tbody>
</table>

Click on SUBMIT to continue. From here you can filter through the screens as needed. Choose from drop down lists such as RETURN to go back to a previously viewed screen. Do not use your browser’s “back” button.

REPORTS

In addition to looking at the above inquiries, reports are available to be generated on the REPORTS TAB.
Choose the PDF report you wish to generate and select the delivery option.