

Add Intrastate Decals – Online Procedures

If an intrastate carrier adds vehicles during a registration year they must request additional intrastate decals. In order to add decals the carrier must have an active renewal on file for the current registration year.

Additional decals can be requested by filling out a B-1R form located on the MO Operating Authority tab of our website, www.mcs.modot.mo.gov/mcs, or online through MoDOT Carrier Express.

To request additional decals online follow the procedures below:

1. Access MoDOT Carrier Express (MCE) using the following link: www.modot.mo.gov/mce , or click on the following button from the MCS homepage (www.mcs.modot.mo.gov/mcs).



2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
 - If you don't remember your password you can reset it from the log-in screen by clicking on the "forgotten password" button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.
Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.
 - If you don't have a user id or password, visit www.modot.org/mcs/MotorCarrierExpress.htm to request one.
3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name: QUALITY CARRIERS INC
Customer ID: 3606 USDOT Number: 76600

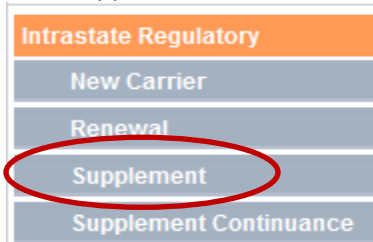
4. Click Begin an INTRASTATE AUTHORITY activity:

▶ [Begin an INTRASTATE AUTHORITY activity](#)

5. Click Intrastate Regulatory:



6. Click Supplement



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7. Select the type of authority you hold:

NOTE: if you hold multiple types of authority you only need to request decals for one type. You do not need separate decals for different types of authority.

Renewal
Property
Household Good
Passengers No Charter
Passengers Charter

← SELECT ONE

8. Click Add Stickers

Add Stickers

9. Enter the Registration Year you are requesting decals for (current year).

Search Operating Authority Information

USDOT No: 76600

Reg Year:

10. Click Submit

Submit

11. On the Billing/Document Collection screen enter the number of door or window decals you need
- Window decals are only available to Passenger Carriers with a seating capacity of 6 to 12 passengers.
 - You will need to purchase a decal for every additional vehicle that operates in intrastate commerce. You will be charged \$10 per decal.

Fee Details

SSRS MO Vehicles: 0	SSRS MO Requested: 0
Interstate Stamps: 0	Stamps Requested:
Intrastate Door Stickers: 0	Door Stickers Requested: <input type="text"/>
Intrastate Window Stickers: 0	Window Stickers Requested:
House Movers:	

12. In the Delivery Options field enter how you would like to receive your invoice: Preview, Fax, or E-mail

Delivery Options:

E - Email

F - Fax

V - Preview

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13. Note: If you select Fax or e-mail you will need to enter a fax number or e-mail address in the designated field.

Delivery Options: E - Email FAX No: () - E-mail:

If you select Preview your invoice can be viewed in the Reports List once your transaction is complete. Instructions to access the Reports List are included below.

14. Click Submit 2 times

15. You will see the following message if the supplement processed successfully

SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT

NOTE: If you do not see this message contact MoDOT MCS for further information.

16. Click on the PAYMENT Tab to pay the invoice

17. All active invoices for your company will show.

- a. The invoice description will be titled as your carrier type.
- b. Click on the **Blue** Invoice ID in the column to the right of the description.

Carrier Types
 PCR – Property
 HHG – Household Goods
 POC – Passengers No Charter
 PC – Passengers Charter

Description	ID	Status	Balance	Date/Time
PCR/2015/0	1939083	INVOICED	\$20.00	2014/09/23 10:19

18. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

Customer ID: 5926
 Customer Name: JACK'S TRUCK RENTAL INC
 USDOT No: 234567
 To switch to a different customer, go to [Customer Admin page](#) to select one.

Payment Processing Instructions - Updated

Select the Invoice ID to make payment.

Active Invoices

Show 10 entries Search:

Description	ID	Status	Balance	Date/Time
No Invoices found.				

Showing 0 to 0 of 0 entries

MoDOT MCS staff will process your renewal and send your decals in the mail. If you have not received your decals within 7 business days contact MoDOT MCS for further information.

CONTACT US

Address: 830 MoDOT Drive, PO Box 270

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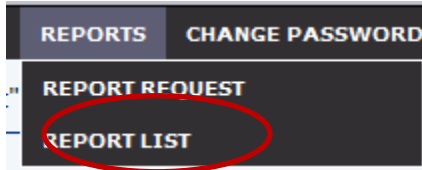
Jefferson City, MO 65102-270

Phone: 866.831.6277, option 3




Fax: 573.522.6708

HOW TO VIEW THE REPORTS LIST

1. From the main menu hover your mouse over the Reports Tab and click on Reports List



2. You will see a list of all reports that have been generated by your User ID

Report	Report Name	Create Date	Delete
	CUSTOMER SUMMARY INVOICE	September 23, 2014	X
	CUSTOMER SUMMARY INVOICE	August 13, 2014	X
	CUSTOMER SUMMARY INVOICE	August 13, 2014	X

3. To view a report click on the icon to the left of the report name



4. **You must have Adobe Reader installed on your computer to view a report.**

To install adobe reader visit www.adobe.com.