Modify Vehicle Housemover License - Online Procedures

During the course of a registration year the vehicle information listed on the Housemover License can be modified or changed. A vehicle modification can be requested by filling out an HML-2 form located on the MO Operating Authority tab of our website, www.modot.org/mcs, or online through MoDOT Carrier Express.

To modify a vehicle on a housemover license online follow the procedures below:

1. Access MoDOT Carrier Express (MCE) by clicking 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 on Begin an INTRASTATE AUTHORITY activity:
 - Begin an INTRASTATE AUTHORITY activity
- 5. Select House Movers:



6. Select Supplement



7. Select Modify Vehicle

Modify Vehicle

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8. Enter the Registration Year of the license you are modifying (current year)

Search Operating Authority Information		
USDOT No: 2302118 Reg Year:		

9. Click Submit

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- 10. **EQUIPMENT** Enter the following information for each vehicle that operates in house movement:
 - a. Make
 - b. Year
 - c. VIN
 - d. License Number
 - e. Annual Inspection check this box to verify that the vehicle is inspected on an annual basis



11. Click Submit (2 times)



Your application is complete. MoDOT MCS will contact you once your authority has been issued. If you have not received your Housemover License with updated vehicle information within 7 business days contact MoDOT MCS for further information.