



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS *International Registration Plan*

How to Add a vehicle to an established fleet

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Revised – 2016

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, go to 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

1. Log on - 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 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
- 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

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

This page contains links and lists of various activities

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

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 CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!

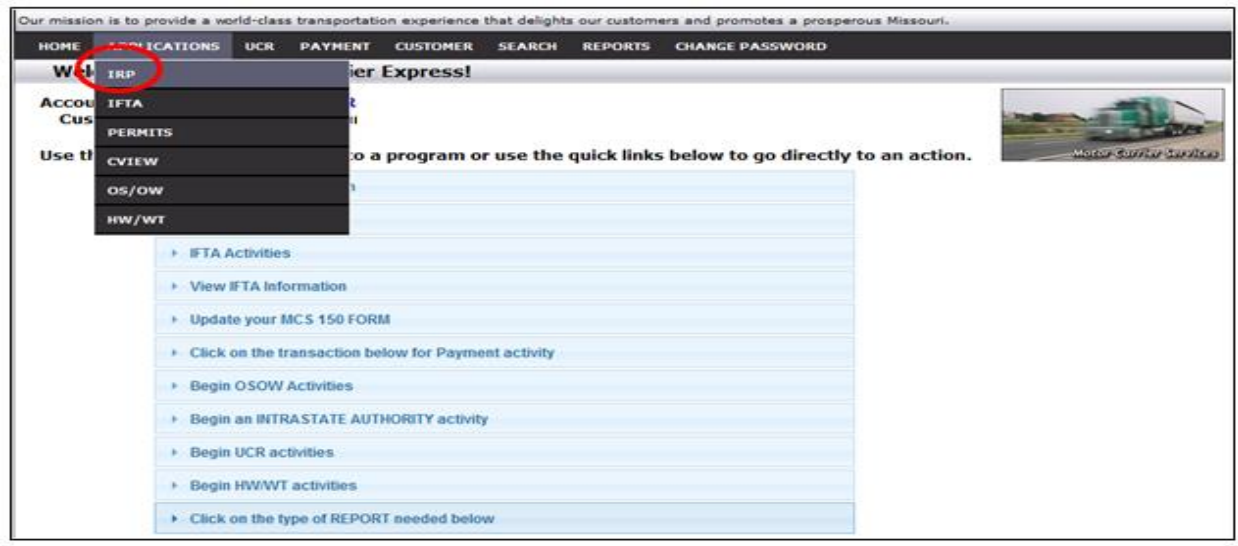
Account Name: _____
Customer ID: _____ USDOT Number: _____

Use the menu above to navigate to a program or use the quick links below to go directly to an action.

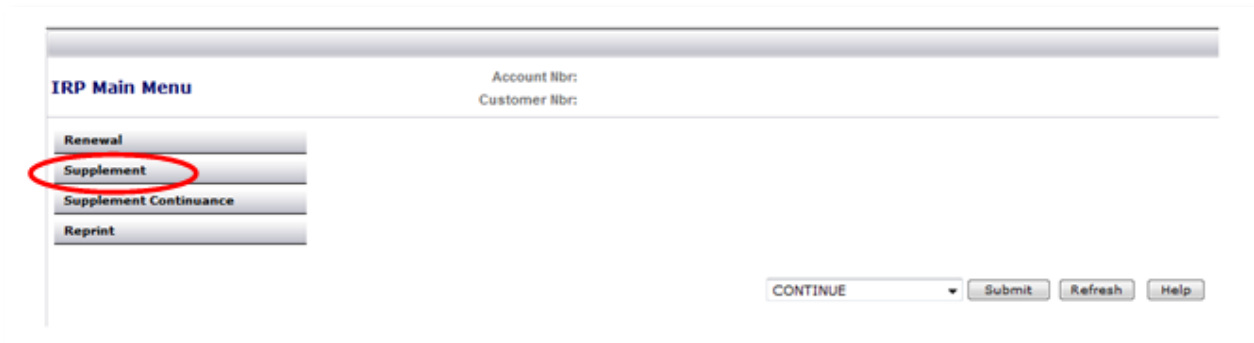
- + Update IRP Information
- + View IRP Information
- + IFTA Activities
- + View IFTA Information
- + Update your MCS 150 FORM
- + Click on the transaction below for Payment activity
- + Begin OSOW Activities
- + Begin an INTRASTATE AUTHORITY activity
- + Begin UCR activities
- + Begin HWWT activities
- + Click on the type of REPORT needed below



3. Choose **IRP** from the drop down menu



4. The **IRP Main Menu** page appears



a. Click on **SUPPLEMENT** and complete the requested screen information

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed

b. Click **SUBMIT** - Click **SUBMIT** to confirm

5. The IRP Menu page appears

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Supplement Menu

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

Add Vehicle (circled in red)

Add Jurisdiction
Replace Plate
Add Vehicle & Transfer
Cab Card Correction

Search Add Vehicle Information

Account No: / 84u
Fleet No:
Exp MM/YR:
Supp Effective Date:
TVR Required/No of Days:

CONTINUE

- Click on **SUPPLEMENT** and complete the requested screen information. Choose ADD VEHICLE
- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed

6. The Add Vehicle (Control Screen) appears

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Add Vehicle

Account No: Name Fleet No: Exp Mm.
Customer No: USDOT No Customer Status: ACTIVE Program Status: ACTIVE

Fleet Status: 0 - ACTIVE Fleet Type: FOR - FOR HIRE Commodity Class: A - ALL

How Many Vehicles are you Adding? You have Processed 0 of 0 Vehicles

VIN: -OR- Copy Unit:

CONTINUE | [Click Here to Access SAFER](#)

NOTE: Copy unit is only used when multiple identical vehicles are being added.

- Enter how many vehicles you are adding
- Enter the VIN of the unit
- Click on **SUBMIT**

7. The Add Vehicle (Vehicle Detail) screen appears

The screenshot shows the 'Add Vehicle' screen with the following sections and fields:

- Account Information:** Account No, Customer No, Name, USDOT No, Fleet No., Customer Status, Exp Mm/Y, Program Status.
- Registration Summary:** Fleet Status: 0 - ACTIVE, Fleet Type, Vehicle Control: 0001, VIN, Vehicles Added: 0, Copy Unit, Commodity Class: A - ALL.
- Vehicle/Registration Information:** Unit, Vin, Seats, Unladen Wt, Purchase Price, Purchase Date, Owner, TVR Ind, Year, Body Style, Fuel, Wgt Grp, Factory Price, Leased, Title State, TVR Nbr Of Days, Make, Axles, Comb, Color, Title Nbr.
- County Information:** County Credit.
- Motor Carrier Responsible for Safety (MCRS) Information:** USDOT, TIN, MCS150 Date, Is MCRS expected to change during the registration year? (Yes/No).
- Documentation:** Documents.
- Footer:** CONTINUE dropdown, Submit, Quit, Refresh, Help buttons, and a red message: 'VEHICLE INFORMATION FOUND IN IRP - VERIFY OR REFRESH' with a link to 'Click Here to Access SAFER'.

- a. Enter vehicle information (some data fields may auto-fill, verify each field)

DEFINITIONS FOR THE VEHICLE DETAIL SCREEN

1. Unit – the number you have assigned to the vehicle
2. VIN – Enter the Vehicle Identification Number as shown on the owner's title. If you used the copy unit function, change the VIN for the new vehicle
3. Year – Enter vehicle manufacturing year
4. Make – Enter the vehicle's make by selecting from the drop down list
5. Body Style – Enter vehicle's body style by selecting from the drop down list
6. Axles – Enter the number of axles the vehicle has
7. Comb – Combined axles. The number of combined axles is automatically displayed after entering axes. Required if the vehicle is registered in Quebec, Canada. If the default is incorrect, change the number
8. Seats – Only required when the vehicle being registered is a bus
9. Fuel – Defaults to diesel. Enter the type of fuel (D- Diesel, G – Gas, P – Propane, E – Electric, N – Natural Gas) being used by the power unit (If trailer, leave blank), select the correct type from the drop down list. Enter the actual seating capacity for buses including driver.
10. Unladen Weight – Enter the empty weight which is the weight of the vehicle when it is empty
11. Wgt Grp – Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), and click on Weight Group Selection. The list of weight groups will be displayed. To review a weight group, check the box next to it.
12. Purchase Price – Enter the price paid for the vehicle
13. Factory Price – Enter the factory price for the vehicle
14. Purchase Date – The month, day and year the vehicle was purchased by the current owner
15. Leased – Click on this box if the name on the title differs from the name on the account
16. Owner – Enter the owner name from title

17. Title State – Using the dropdown, enter the state where the vehicle is titled
18. Title Number – Enter the number from the title. If title is being applied for and no title number has been issued enter the word Applied.
19. TVR Ind/TVR Nbr of Days – If you failed to request temporary vehicle registration at the beginning of the transaction, and wish to do so now, check the TVR box.
20. Safety Indicator – Check only if the motor carrier responsible for safety will change during the registration year.
21. USDOT – Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
22. TIN – Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.

- When all information is entered, click **SUBMIT** - Review entries for accuracy and click **SUBMIT** to confirm
- If you are processing more than one vehicle, the # of vehicles is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
- Once all vehicles are processed, the IRP billing screen will display

8. The **IRP Billing** page appears without invoiced totals. To complete the invoice process:

The screenshot shows the IRP Billing interface with the following sections:

- Account Information:** Account No, Customer No, Name, USDOT No, Fleet No, Customer Status (ACTIVE), Exp Mm/Yr, Program Status (ACTIVE).
- Billing Fee Information:** IRP Fee: 0.00, Mo Schedule I Fee: 0.00, Mo Schedule II Fee: 0.00, Cab Card Fee: 0.00, Replace Plate Fee: 0.00, Second Plate Fee: 0.00, Grade Crossing Fee: 0.00, Transfer Fee: 0.00, Revenue Transfer Fee: 0.00, Late Filing Penalty: 0.00, Late Pay Penalty: 0.00, Total Due: 0.00, Credit Applied: 0.00, Net Amount Due: 0.00.
- Billing Dates:** Supplement Status: O - OPEN, Effective Date, Receipt Date, Billing Date, Invoice Date, TVR Ind: TVR No of Days: 0.
- Delivery Options:** A dropdown menu set to 'V - Preview', a 'Fax No:' field, and an 'Email:' field.

- a. Select a delivery option for your credentials or documents
- b. Fax – Sends documents/credentials to your fax number indicated – number can be changed
- c. Email –Sends documents/credentials to your email address indicated – email can be changed
- d. Preview – Sends documents/credentials to Report List (find in the REPORTS tab)
- e. Click **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**



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.