MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS
International Registration Plan

How to
Renew Annual License Plate

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**

2. The **Welcome to the MoDOT Carrier Express** page appears.
   a. This page contains links for various activities and information pages.
   b. To proceed with your IRP renewal, click on **APPLICATIONS**
   c. Select **IRP**
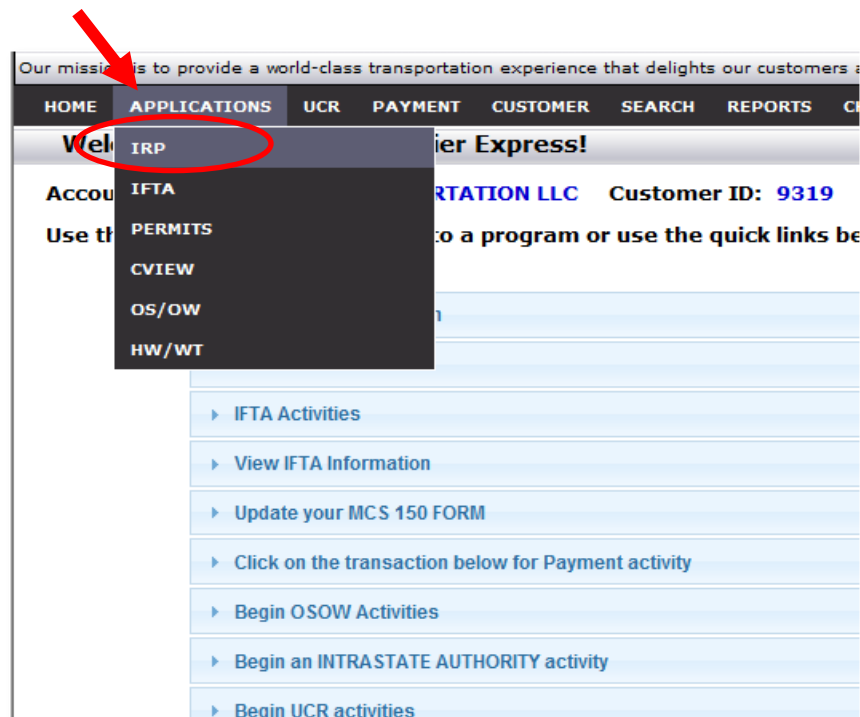
3. The **IRP Main Menu** appears

a. Click on **RENEWAL**
b. Fill in **IRP ACCOUNT NUMBER**
c. Enter the **FLEET NUMBER**
d. Enter the current **EXPIRATION MONTH AND YEAR** (not the coming registration year)
e. Click **SUBMIT;** click **SUBMIT** to confirm
4. The **IRP Account** page appears

Note: Proceed from field to field with the TAB button on your keyboard

a. Update with changes as needed. For further information see definitions below. Update contact info.

US DOT NBR	The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. **If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.**
TPID	The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. **If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed.** Types of the TAX ID: <table><tr><td>E-FEIN</td><td>Federal Employment Identification Number</td></tr><tr><td>S-SSN</td><td>Social Security Number</td></tr></table>
ACCOUNT STATUS	The current status of the account.
CARRIER NAME	Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. **Please stop processing and contact Motor Carrier Services if changes are needed.**
BUSINESS ADDR	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.
MAILING ADDR	Enter the address for correspondence and other documents. Include 4 digit zip code
CONTACT NAME	Enter the name of the person to contact concerning this account.
PHONE NBR	Enter the contact's phone number.
FAX NBR	Enter a fax number if applicable.
E-MAIL ADDR	Enter an email address if applicable.

b. Click **SUBMIT**

c. Check for errors, click **SUBMIT** to confirm

5. The **Renew Fleet** page appears. Again, be sure all contact information is current.
Note: Proceed from field to field with the TAB button on your keyboard

    a. Update with changes as needed. For further information see definitions below:

New Fleet

Account No
Customer No

Name:
USDOT No:

Fleet No:
Customer Status

Exp Mm/Yr:
Program Statu

USDOT Information

USDOT No: [ ]   TPID: [ ]   MCS150 DATE: [ ]
USDOT/TIN Mismatch Override: ☐   Carrier Operation Type Override: ☐

Fleet Information

Fleet No: [ ]
Fleet Status: 0 - ACTIVE
Effective Date: [ ]   Expiration Date: [ ]
Fleet Type: [▼]   Lease Rental No: [ ]   Commodity Class: [▼]
Registrant Name: [ ]   WY Intrastate Authority: ☑   Registrant Phone No: [ ] EXT: [ ]
• DBA Name: [ ]

Business Address: [ ] [ ]   Zip Code: [ ]
City: [▼]   State: MO - MISSOURI [▼]   County: [ ]
Mailing Address: [ ] [ ]   Zip Code: [ ]
City: [ ]   State: [▼]

- Alt Shipping Address

Shipping Address: [ ] [ ]   Zip Code: [ ]
City: [ ]   State: [▼]

- Contact Information

Contact Name: [ ]
Phone No: ([ ]) EXT: [ ]   FAX NBR: ([ ]) [ ] - [ ]
Email Address: [ ]

- One-Way Rental

- Establish Place of Business Documents

EFFECTIVE DATE	Defines the beginning of the fleet's registration year.
EXPIRATION DATE	Defines the ending of the fleet's registration year.
FLEET TYPE	Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul.
	FLEET TYPE PVT = Private; FHE = For Hire Exempt; FOR = For Hire; FHR = For Hire Rental; FHL = For Hire Leased; PVR = Private Rental
COMMODITY CLASS	Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul.
	FLEET TYPE / COMMODITY CLASS: PVT = ALL, LOGS, PASSENGER; FHE = EXEMPT; FOR = ALL, PASSENGER, HOUSEHOLD GOODS; FHR = ALL, EXEMPT; FHL = ALL; PVR = ALL
RGSTRNT PHONE NBR	Enter the Registrants phone number. **Must be a Missouri number**
BUSINESS ADDR	Enter the Missouri address where the registrant/motor carrier has an established place of business.
MAILING ADDR	Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.
CONTACT INFO	Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.
ALT SHIPPING ADDR - optional	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.
ONE-WAY RENTAL – One Way Fleets Only	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.

b. *Wyoming Intrastate Authority – Carriers must mark box if they have Intrastate operating authority in Wyoming. Keep box unmarked if they do not have Wyoming Intrastate operating authority.

    c. Click **SUBMIT;** If there are no errors, click **SUBMIT** to confirm

6. **The IRP Mileage** page appears
    a. On the mileage screen enter all actual miles that was accumulated during the reporting period (July 1, xxxx- June 30, xxxx). If there were no miles to report in a jurisdiction, leave the box blank (do not enter a 1 or a 0). Also do not enter unrealistic miles as these miles need to be actual miles and not appear to be rounded. If there are no actual miles to report during the reporting period call Motor Carrier Services at 1 866 831 6277

Does this fleet have reportable actual distance?

If creating a new fleet and the vehicles in this fleet accrued actual distance during the distance reporting period (July 1, 2014 through June 30, 2015), actual distance must be reported and will be used to determine the apportionment fees.

By answering "YES" you are indicating that the registrant **did** have actual distance accumulated during the distance reporting period, and actual distance will be reported.

By answering "NO" you are indicating that the registrant **did not** have actual distance accumulated during the distance reporting period, and the base jurisdiction's average distance chart will be applied.

Note the base jurisdiction may audit the registrant's records.

             [Yes]   [No]

IRP Distance — Account No: — Name: — USDOT No: — Fleet No: 1 — Customer Status: ACTIVE — Exp Mm/Yr: — Program Status: ACTIVE

Report the actual distance accrued during the distance reporting period (July 1, 2013 through June 30, 2014) in each jurisdiction.

☐ Check To Verify If States Are Contiguous To Each Other

JUR	Mileage	Percentage	JUR	Mileage	Percentage	JUR	Mileage	Percentage
AL			MO	176559	91.41646%	VT		
AR			MS			WA		
AZ			MT			WI		
CA			NC			WV		
CO			ND			WY		
CT			NE			AB		
DC			NH			BC		
DE			NJ			MB		
FL			NM			NB		
GA			NV			NL		
IA			NY			NS		
ID			OH			ON		
IL			OK			PE		
IN			OR			QC		
KS	16578	8.58354%	PA			SK		
KY			RI					
LA			SC					
MA			SD					
MD			TN					
ME			TX					
MI			UT					
MN			VA					

Total Fleet Distance: 193137

7. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT.**
Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and click **SUBMIT.** The Vehicle Selection menu appears (See page 6).

Weight groups –all our office if you have questions about changing a weight group on the renewal

All the weight groups are listed here. All weights that are different and/or have different weights are listed out.

On this example below notice the trash cans. This indicates the account has not had active power units in weight group # 1 or weight group #2 in the last 7 years. If a trash can is visable delete the unused weight group by clicking on the trash can.

    a. Select weight groups to update weights. All weights should be entered in pounds. Ex: If Missouri weight is 80,000 lbs. all other jurisdictions should be 80,000 lbs. unless additional weight is required. Click **Submit** to continue

    b. Click **SUBMIT** to confirm

8. The Vehicle Selection Menu screen appears

Go to IRP billing to compute fees - This process is used when there are absolutely no changes or deletions to any of the vehicles listed on the renewal.

Remove Units - This process is used when equipment no longer needs to be renewed for the upcoming registration year.

Amend (Change) Units - This process is used to enter the correct USDOT and TAX ID Numbers of the motor carrier responsible for the safety of each individual vehicle and when equipment requires any type of updates such as unit numbers, ownership, title number, unladen weight, purchase dates or prices, weight changes, etc.

The **IRP Billing** screen appears

    a. Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field or choose from dropdown menu. Verify typed information is correct

    b. To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.

    c. Click **Submit** to calculate the fees due

    d. Click **Submit** to confirm

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.

   9. Remove unit from the fleet:

     a. Click on **REMOVE UNIT**

  10. The Delete Vehicle selection menu appears

Delete Vehicle

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

Delete Vehicle Information

Vehicle Control: [   ]   Vehicle Processed:

SEL	Unit No	Plate	VIN	Year	Make	Owner	Delete Reason	Plate Surrendered	Written Statement	Refund Letter	No Credit
☐							O - Other ▾	☐	☐	U - Vehicle Used ▾	☐
☐							O - Other ▾	☐	☐	U - Vehicle Used ▾	☐

Complete screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be deleted
SELECT (SEL)	Check only the boxes next to the units to be deleted
DELETE REASON	Select one of the following delete reasons: **J** – Junked **L** - Leased **S** - Sold **W** - Wrecked **R** - Repossession **T** - Out of Service **O** - Other

Click **SUBMIT** to continue

    a. When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu

    b. Click **SUBMIT**

11. **The IRP Billing** page appears

    a. **AMEND (CHANGE) VEHICLE RENEWAL PROCESSING**
Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

    b. Click on **AMEND (CHANGE) VEHICLE**

12. The **Amend Vehicle Selection** page appears

    Complete the screen using the information in this table:

    a. Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.

    b. Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields

c. Click **SUBMIT** to continue

d. The **Amend Vehicle** page appears. Update the information on the vehicle

e. Click **SUBMIT**

f. If there are no errors, click **SUBMIT** to confirm

NOTE: If you are processing more than one vehicle, the amend screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.

✓ When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**

13. **The IRP Billing** page appears

a. Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field or choose from the drop down menu. Verify typed information is correct

b. To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents by date

c. Click **SUBMIT** to calculate the fees due
   d. Click **SUBMIT** to confirm

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.

Note: You may display plate and new cab card upon issuance. Previously issued cab card must be carried until the new registration year begins.

REQUIRED SUPPORTING DOCUMENTS FOR RENEWALS:

Personal Property Tax Receipt or Waiver
Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all <u>owned and leased vehicles</u>. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

Indicate the unit numbers on the receipts.

Heavy Highway Vehicle Use Tax
Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

Titles and Leases
Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

Mailing address
MoDOT Motor Carrier Services
P O Box 270
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEX, DHL, etc.)
MoDOT Motor Carrier Services
830 MoDOT Drive
Jefferson City, MO 65109

Phone
Toll-free 1-866-831-6277 or (573) 751-7100

e-mail
contactmcs@modot.mo.gov

MoDOT Motor Carrier Services Website
www.modot.org/mcs