

MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to Order a replacement plate

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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,

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.



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

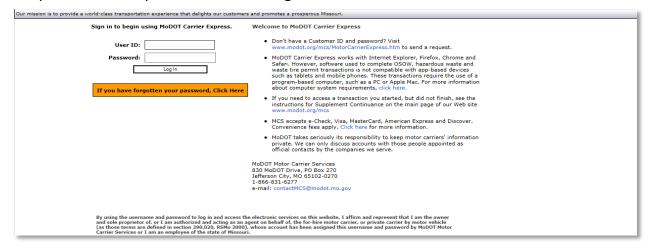
MoDOT Motor Carrier Services 830 MoDOT Drive PO Box 270 Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277 Local: 573-751-7100

Fax: 573-751-0916

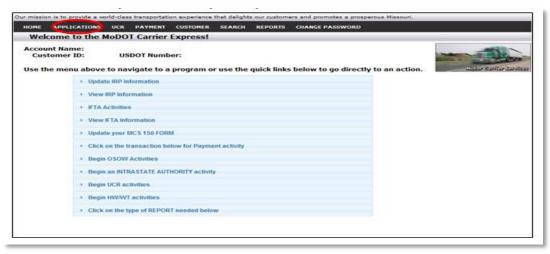
E-mail: contactmcs@modot.mo.gov

- 1. Log on www.modot.org/mce
- a. Enter your userID and password. Click on Log In

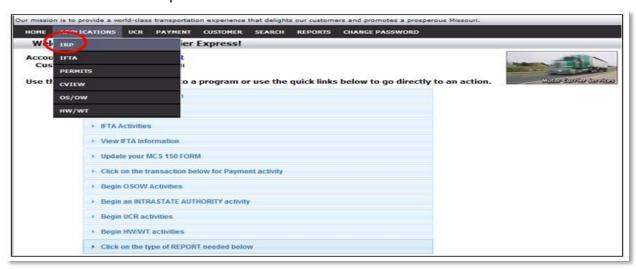


2. The **Welcome to the MoDOT Carrier Express** page appears This page contains links and lists of various activities

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



3. Choose IRP from the drop down menu

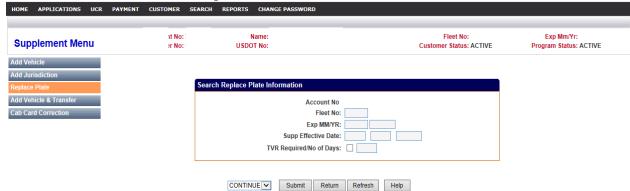


4. The IRP Main Menu page appears

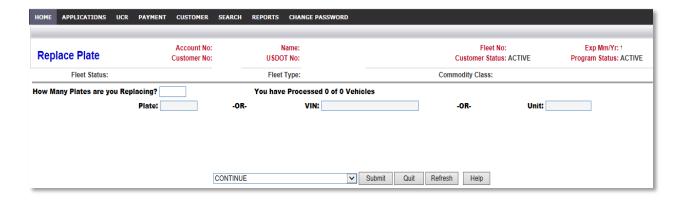


- a. Click on **SUPPLEMENT** and complete the requested screen information
- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
-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

b. Click SUBMIT - Click SUBMIT again to confirm

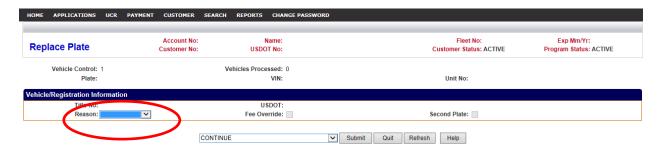


5. The Replace Plate (Control Screen) appears

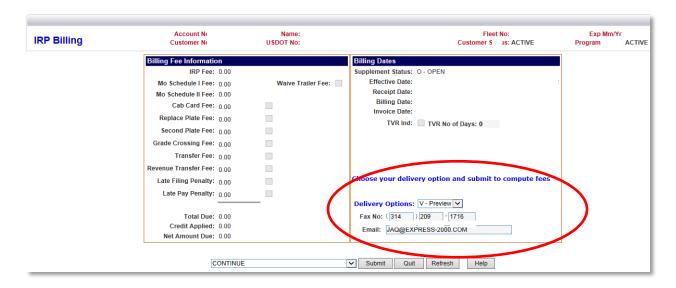


- a. Enter how many plates you are replacing
- b. Enter the plate number being replaced. Leave VIN and UNIT blank
- c. Click on SUBMIT

6. The **Replace Plate** screen appears



- a. Verify that the vehicle information displayed is correct
- b. Select reason for plate replacement from the drop down box
 - Damaged (D) Plate has received damage and is unreadable or unusable
 - Lost (L) Plate has been lost
 - License Law (N) Plate is being reissued due to change of design and/or configuration by state statue. No fee is assessed on 1st replacement plate under this reason
 - Other (O) For any other reason not listed in the drop down box
 - Stolen (S) Plate is stolen
- c. Click SUBMIT. Confirm that all information is correct and click on SUBMIT again
- d. If you are processing more than one vehicle, # of plates being replaced 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.
- e. Proceed to billing, by completing all entries and submitting.
- 7. The IRP Billing page appears without invoiced totals. To complete the invoice process:



- a. Select a delivery option for your credentials or documents
- Fax Sends documents/credentials to your fax number indicated number can be changed
- Email –Sends documents/credentials to your email address indicated email can be changed
- Preview Sends documents/credentials to Report List (find in the REPORTS tab)

b. 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.

NOTE: The replacement plate will not be ordered until payment is received.

Remaking the plate takes several weeks.