



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS ***International Registration Plan***

How to Reprint a Detail Billing Invoice

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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,
[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, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially 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 and information pages
- a. To proceed with your supplement, click on **APPLICATIONS** or **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!

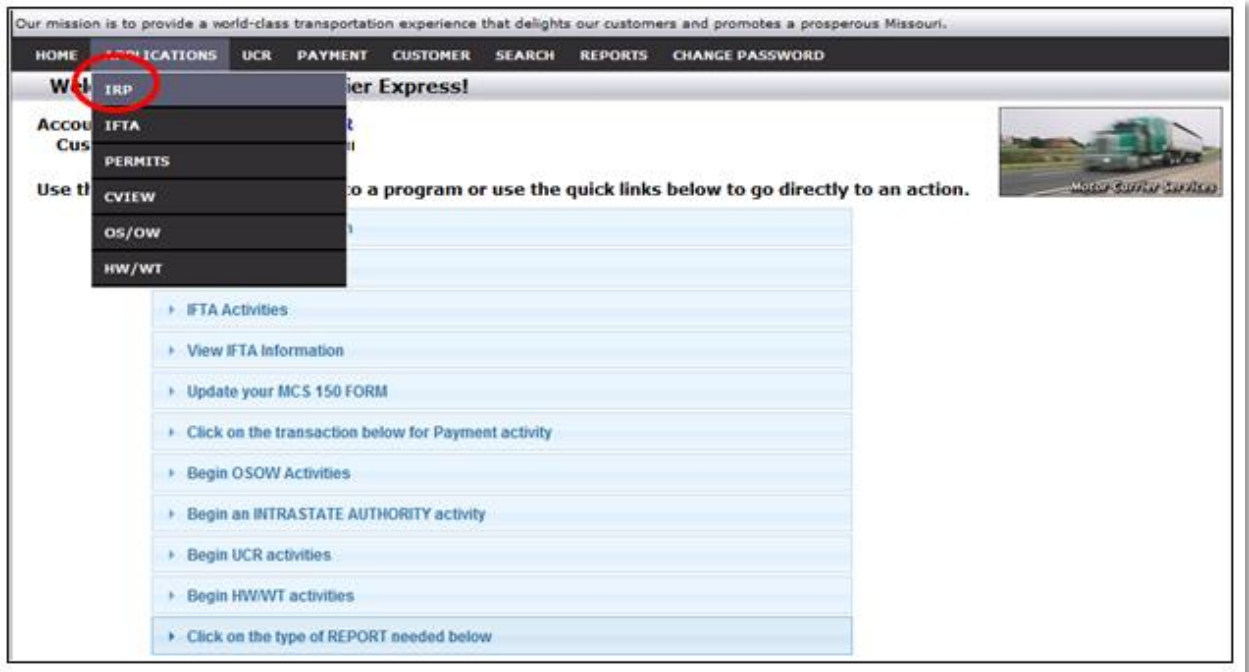
Account Name: _____
Customer ID: _____ USDOT Number: _____

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

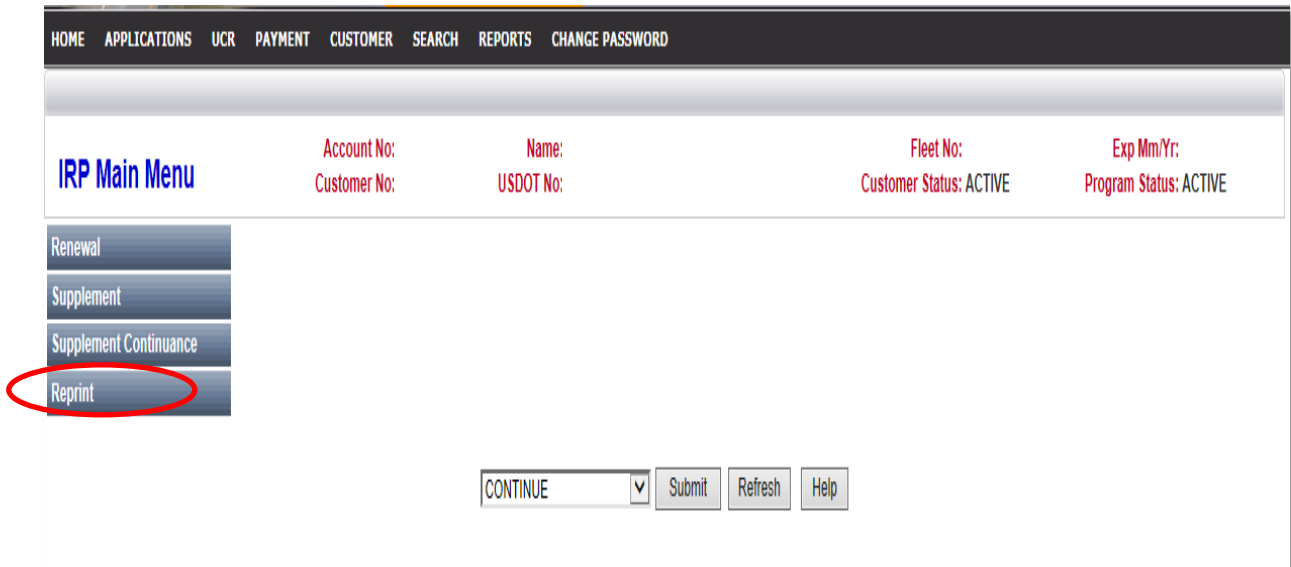
- Update IRP Information
- View IRP Information
- IFTA Activities
- View IFTA Information
- Update your MCS 150 FORM
- Click on the transaction below for Payment activity
- Begin OSOW Activities
- Begin an INTRASTATE AUTHORITY activity
- Begin UCR activities
- Begin HWWT activities
- Click on the type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



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



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



a. Click on **REPRINT**

5. Select DETAIL BILLING INVOICE

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

Reprint

Billing Detail Invoice
Cap Card
Renewal Notice

Search Billing Detail Invoice Information

Account No: _____
Fleet No: _____
Exp MM/YR: _____
Supp No: _____
Mlg Pct And Fees By Jur:
Fees for Unit:
Fees For Unit By Jur:
Delivery Options: V - Preview
EMAIL: _____
FAX No: (____) ____ - ____

CONTINUE Submit Return Refresh Help

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Choose supplement number (required)
- Select the type of Detail Billing Option
 - Mlg Pct and Fees by Jur – shows the apportion percentage and amount of money allocated to each jurisdiction
 - Fees for Unit - shows the apportion percentage and amount of money allocated to each jurisdiction plus grand total of fees for unit
 - Fees For Unit By Jur – complete detailed breakdown of all jurisdictional and supplemental unit fees
- Select DELIVERY OPTIONS from the drop down box
 - Fax – Sends documents/credentials to your fax number indicated.
 - Email – Sends documents/credentials to your email address indicated.
 - Preview – Sends documents/credentials to Report List for printing (find in the Reports Tab).

Note: The detail billing invoice will be sent via the delivery option selected