



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to add a vehicle and transfer the plate from another vehicle

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(Get information about your account)

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 renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) 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 or download a paper copy at www.modot.org/mcs/irp/index and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. 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
1320 Creek Trail Drive
PO Box 893
Jefferson City, MO 65102-0893

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE ADD VEHICLE SUPPLEMENT REGISTERS ADDITIONAL VEHICLE(S) TO AN ESTABLISHED FLEET BY TRANSFERRING A PLATE FROM ANOTHER UNIT IN THE FLEET

Qualified Vehicle –

- A power unit having 2 axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
- A power unit having 3 or more axles, regardless of weight, or
- A vehicle used in combination when the weight of such combination exceeds 26,000 lbs.

There are three ways plates can be transferred -

- Even Transfer – For example, active plate @ 80,000lbs. transferred to another vehicle at 80,000 pounds
- Transfer Increasing Weight – For example, active plate @ 54,000lbs. transferred to another vehicle at 80,000 pounds
- Transfer Decreasing Weight – For example, active plate @ 80,000lbs. transferred to a new vehicle at 60,010 pounds

Trailers –

- Apportioned trailer plates are not transferable or refundable

Required Supporting Documents –

- Cab card for deleted unit
- Owner's title or validated titling application receipt
- Lease agreement when equipment is leased
- Federal Heavy Vehicle Use Tax Receipt (Form 2290) showing VIN if licensing in excess of 54,000 lbs. (not required for trailers)

1. Log on - www.modot.org/mce

MoDOT CARRIER EXPRESS

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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](#)

System Status messages will go here. If there are none this area will be blank.

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 6.0 and 7.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- 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 Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

- a. Enter your userID and password. Click on **SIGN IN**

- The **Welcome to the MoDOT Carrier Express** page appears
This page contains links for various activities and information pages

State of Missouri
Motor Carrier Services

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My Portal Edit My Profile ? Log Out

HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS

My Favorites GO

Welcome to the MoDOT Carrier Express!

Account Name: CA [redacted] Customer ID: 9 [redacted] USDOT
Number: 51 [redacted]

Click on the link below to take you to the appropriate tab to begin a transaction.

Click here to begin any of the IRP activities below:

- Add a vehicle to your fleet (Select Supplement, Add Vehicle)
- Transfer a plate (Select Supplement, Add Vehicle & Transfer)
- Replace a plate (Select Supplement, Replace Plate)
- Renew your plates (Select, Renewal)
- Reprint a cab card (Select, Reprint)
- Correct cab card info (Select, Supplement, Cab Card Correction)
- Continue an unfinished transaction (Select Supplement Continuance)

Click here to View IRP information below:

- Active vehicles (Select Fleet Active Vehicles)
- Deleted vehicles (Select Fleet Deleted Vehicles)
- Information for a specific vehicle (Select Vehicle)
- Weight groups (Select Weight Group)
- Status of your current license year transactions (Select Supplement)
- Current license year jurisdictions/mileage (Select Fleet Mileage)

Click here to begin any of the IFTA activities below:

- File or amend a quarterly tax return (Select Quarterly Tax Return)

Click on the transaction below for Payment activity:

- Pay bill
- View your account balances
- Reprint an open bill

Click here to begin any of the OSOW activities below:

- New permit (Select New)
- Recall or view last saved permit (Select Open Last)
- Update Vehicle Information (Select Vehicle Units)
- View open permit applications

Click here to begin an INTRASTATE AUTHORITY activity:

- Renew to obtain intrastate decals (Select Intrastate Regulatory, Renewal)

Click here to begin any of the UCR activities below:

- New or renewal registration
- Continue an unfinished registration

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

- The **Motor Carrier Services Program Information** page appears. Click on the IRP tab

State of Missouri
Motor Carrier Services

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My Portal Edit My Profile ? Log Out

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information **IRP** IFT PERMITS OS/OW HW/WT

WELCOME CARRIERS!

This portal is your gateway to Missouri state requirements, forms and information for businesses and individuals interested in commercial operations of trucks, tractor-trailers, buses, limousines, or other commercial motor vehicles, on public highways in Missouri.

Motor Carrier Services

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

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OS/OW HW/WT

Account Nbr: 947

IRP Main Menu

Renewal

Supplement

Supplement Continuance

Reprint

CONTINUE Submit Refresh Help

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

My Portal

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

Supplement Menu

Add Vehicle

Replace Plate

Add Vehicle & Transfer

ACCOUNT NBR: 1

FLEET NBR:

EXP MM/YR:

SUPP EFF DATE: 5 6 2008

TVR REQUIRED: TVR NBR OF DAYS:

CONTINUE Submit Return Refresh Help

- 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. Temporary Vehicle Registrations cannot be voided after five working days of TVR being issued.

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

5. The **Add Vehicle With Transfer (Control Screen)** appears

Add Vehicle With Transfer		Account Nbr: 1 Supp Nbr: 0002	ADD VEHICLE WITH TRANSFER	Fleet Nbr: 1 USDOT Nbr:	Exp MM/YR: 12/2008
VEHICLE CONTROL: 1	VEHICLES ADDED: 0				
VIN: <input type="text"/>	COPY UNIT: <input type="text"/>				
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/> <input type="button" value="Help"/>					

NOTE: This screen controls the number of vehicles to be added. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of units added with transfers. The vehicle control number may be changed if needed.

- a. In the vehicle control field, enter total number of units being added (required)
- b. Enter the VIN of the first unit (required) Do not use copy unit for the first unit added
- c. When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle in the Copy Unit box, instead of the next VIN. Enter VIN or copy unit, but not both. Adjust the data on the vehicle detail screen for the new vehicle.

6. The **Add Vehicle With Transfer (Vehicle Detail)** screen appears

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS My Favorites					
Information IRP IFTA PERMITS CVIEW OS/OW HW/WT WORKLIST Pending Insurance					
Add Vehicle With Transfer		Account Nbr: 1 Supp Nbr: 0001	ADD VEHICLE WITH TRANSFER	Fleet Nbr: 1 USDOT Nbr:	Exp MM/YR: 12/2010
Fleet Status: 0 - ACTIVE		Fleet Type: PVR - PRIVATE		Commodity Class: A - ALL	
Vehicle Control: 0001		Vehicles Added: 0			
VIN: 1FUJA6CK48L259685		Copy Unit:			
Vehicle/Registration Information					
Unit: <input type="text" value="102"/>	Year: <input type="text" value="2008"/>	Make: FRHT - FREIGHTLINER			
Vin: 1FUJA6CK48L259685	Body Style: TR - TRACTOR	Axles: <input type="text" value="3"/> Comb: <input type="text" value="5"/>		Color: <input type="text"/>	
Seats: <input type="text"/>	Fuel: D - Diesel	Wgt Grp: 1 - 80000			
Unladen Wt: <input type="text" value="17500"/>	Factory Price: <input type="text" value="105900"/>	Leased: <input checked="" type="checkbox"/>			
Purchase Price: <input type="text" value="105900"/>	Purchase Date: <input type="text" value="2"/> / <input type="text" value="1"/> / <input type="text" value="2009"/>	Title State: MO - MISSOURI		Title Nbr: <input type="text" value="applied"/>	
Owner: <input type="text" value="Title owner name"/>	TVR Ind: <input checked="" type="checkbox"/>	TVR Nbr Of Days: <input type="text" value="45"/>		Replace Tag: <input type="checkbox"/>	
Transfer Tag: <input type="text" value="00aa0a"/>	Lost / Stolen / Destroyed: <input type="checkbox"/>	Delete Date: <input type="text" value="04"/> / <input type="text" value="07"/> / <input type="text" value="2010"/>		Delete Reason: O - OTHER	
Motor Carrier Responsible for Safety (MCRS) Information					
USDOT: <input type="text"/>	TIN: <input type="text"/>	MCS150 Date: 09/21/2009			
Is MCRS expected to change during the registration year? Yes <input type="radio"/> No <input checked="" type="radio"/>					
Documentation					
Documents: <input type="checkbox"/>					
<input type="button" value="CONTINUE"/> <input type="button" value="Submit"/> <input type="button" value="Quit"/> <input type="button" value="Refresh"/> <input type="button" value="Inquiry"/> <input type="button" value="Help"/> Click Here to Access SAFER					

- a. Enter vehicle information (see next page for more information)

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 axles. 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. If the vehicle uses a different fuel type, select the correct type from the drop down list
10. Unladen Weight – Enter the empty weight which is the weight of the vehicle when it is empty
11. Wght 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 – The system provides this information based on a Factory Price Table
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 name of the current owner as shown on the title or title application
17. Title State – Using the dropdown, enter the state where the vehicle is titled
18. 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.
19. Safety Indicator – Check only if the motor carrier responsible for safety will change during the registration year.
20. USDOT – Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
21. TIN – Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.
22. Transfer Tag – Enter the plate number you are transferring
23. Delete Date – Enter the date the transfer is effective
24. Delete Reason – Select from drop down menu
25. Cab Card Lost/Stolen/Destroyed-check if card is lost, stolen, or if you plan on destroying the cab card.
 - b. When all information is entered, click on **SUBMIT** - Review entries for accuracy and click **SUBMIT** again to confirm
 - c. If you are processing more than one vehicle, the control screen 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.
 - d. Once all vehicles are processed, the IRP billing screen will display

7. The **IRP Billing** page appears without invoiced amounts

- 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. Clicks **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.

WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

Mailing address

MoDOT Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction Dollar Amount	Convenience Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01 and up	2.60%

Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "**CV2**". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

Get Fee

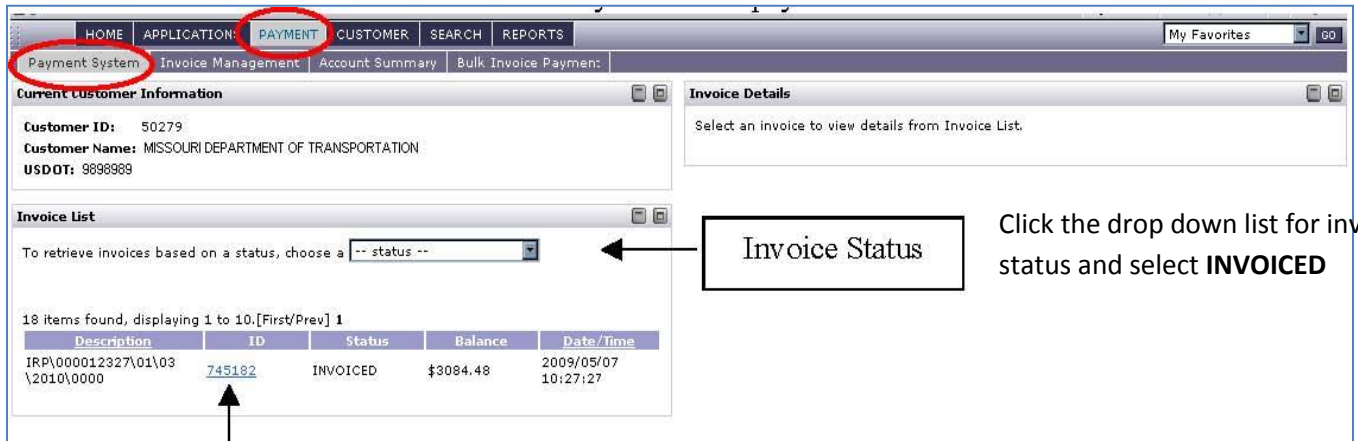
Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

Using e-check

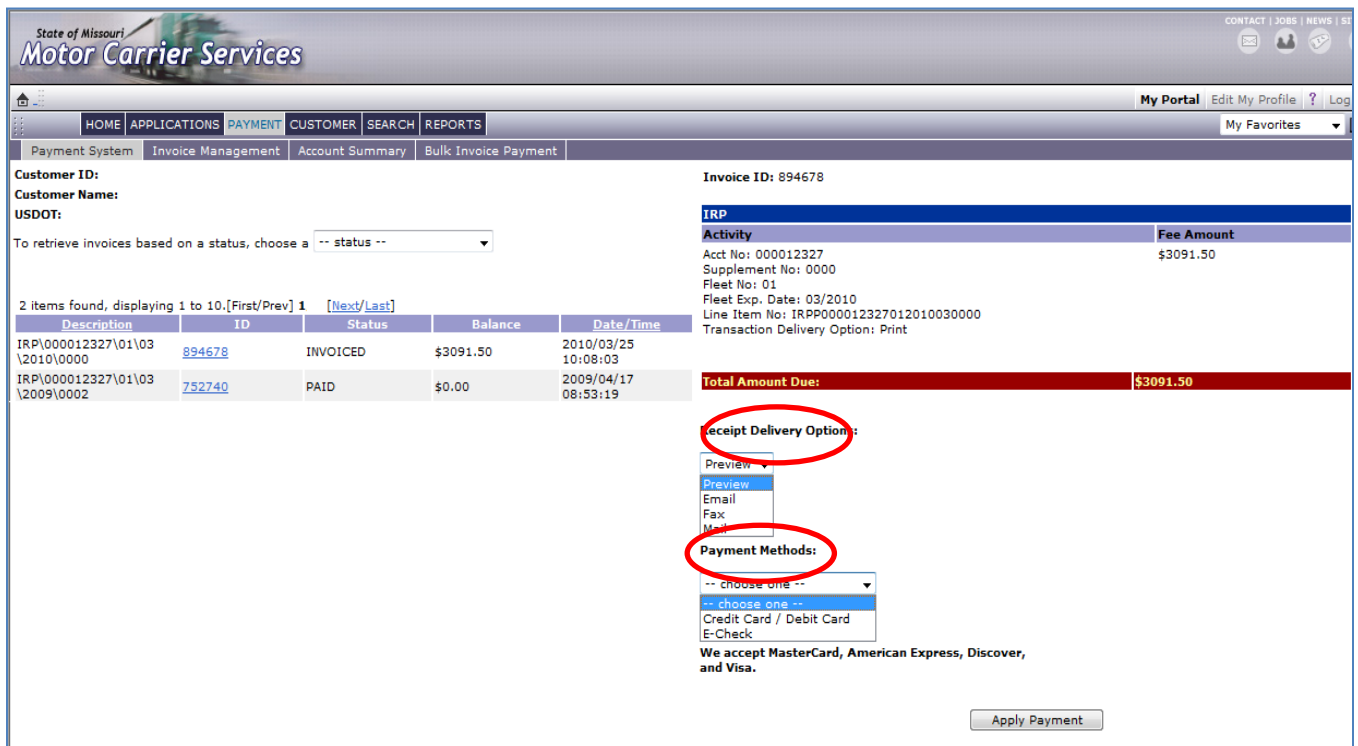
Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

PROCESSING AN ONLINE PAYMENT

Click on the **PAYMENT** tab and choose **PAYMENT SYSTEM**



1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.



2. Choose a delivery option
 - 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)

3. Choose a payment method

E-check

Payment Methods:
E-Check

We accept MasterCard, American Express, Discover, and Visa.

Check Type: Company Check Personal Check

Account Type: Checking Acct Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

**A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check.
All convenience fees are paid to the company that processes the E-Check transactions.**

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Credit/Debit Card

Payment Methods:
Credit Card / Debit Card

We accept MasterCard, American Express, Discover, and Visa.

Card Type: American Express Master Discover
 Visa

Name on Credit Card:

Expiration Date: -- month -- -- year --

Credit Card Number: CV2:

- Fill in the requested information (include CV2 security code from the back if using a card)
- and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to **PAID** when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Credentials will be issued when payment is made in full and all supporting documents are received

HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.

MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**

The screenshot shows the 'IRP Main Menu' for account 947, CALLAWAY CARRIERS INC. The menu items are Renewal, Supplement, Supplement Continuation (highlighted with a red circle), and Reprint. Below the menu is a 'CONTINUE' dropdown menu, a 'Submit' button, a 'Refresh' button, and a 'Help' button.

ACCOUNT NBR: 1
 FLEET NBR:
 EXP MM/YR:
 SUPP EFF DATE: 5 6 2008
 TVR REQUIRED: TVR NBR OF DAYS:

2. Account information will be requested. Complete the screen as follows:

ACCOUNT NBR	IRP Account Number
FLEET NBR	Fill in the fleet number if needed
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to resume. If you do not know the number, leave blank and click on SUBMIT. A list of supplements will appear. Choose the one you wish to continue.

3. Click **SUBMIT**. The renewal will open where you left off
4. Continue processing the application

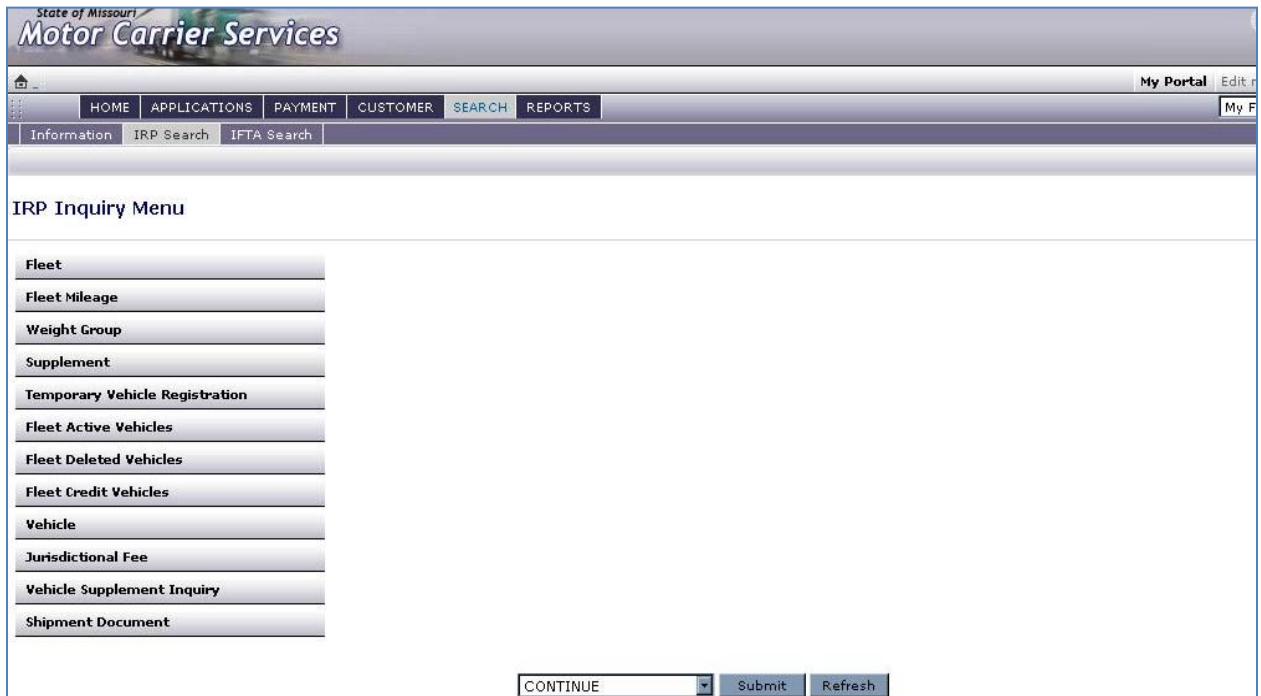
INQUIRY PROCESS

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the **APPLICATIONS** tab to process additional functions.

Click the **SEARCH** tab

The **IRP Inquiry Menu** page will display



The screenshot shows the 'Motor Carrier Services' web application interface. At the top, there is a navigation bar with tabs for HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, and REPORTS. Below this, there are sub-tabs for Information, IRP Search, and IFTA Search. The main content area is titled 'IRP Inquiry Menu' and contains a vertical list of menu items: Fleet, Fleet Mileage, Weight Group, Supplement, Temporary Vehicle Registration, Fleet Active Vehicles, Fleet Deleted Vehicles, Fleet Credit Vehicles, Vehicle, Jurisdictional Fee, Vehicle Supplement Inquiry, and Shipment Document. At the bottom of the menu, there is a 'CONTINUE' dropdown menu, a 'Submit' button, and a 'Refresh' button.

Click on **IRP SEARCH**

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

FLEET NBR	Enter the fleet number for the supplement you wish to continue.
EXP MM/YR	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS	Enter only one search option at a time.

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then be required to log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.