

MoDOT Carrier Express

INTERNATIONAL REGISTRATION PLAN Annual License Plate Renewal Instructions



Motor Carrier Services

(Revised – October 2, 2009)

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To file online, you must have a UserID and password. If you this information, send a note to contactmcs@modot.mo.gov

IMPORTANT NOTE:

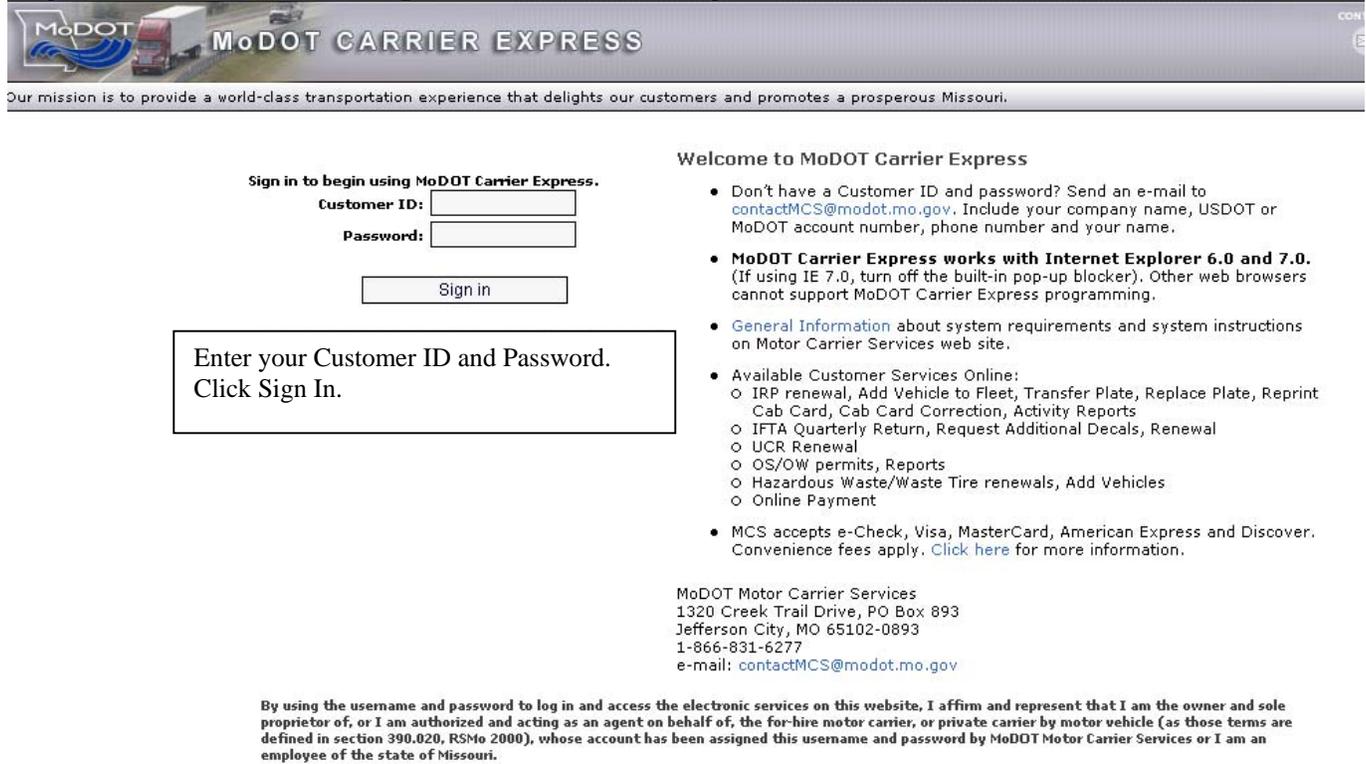
If you exit the program at any point during a transaction and do not complete the online renewal application, you must use the **SUPPLEMENT CONTINUANCE** function to continue.

(See page 7 or 22 for instructions)

Processing an Annual IRP Renewal

This manual describes how to process an annual IRP renewal online using MoDOT Carrier Express.

Log into MoDOT Carrier Express - www.modot.org/mce



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.

Customer ID:

Password:

Enter your Customer ID and Password.
Click Sign In.

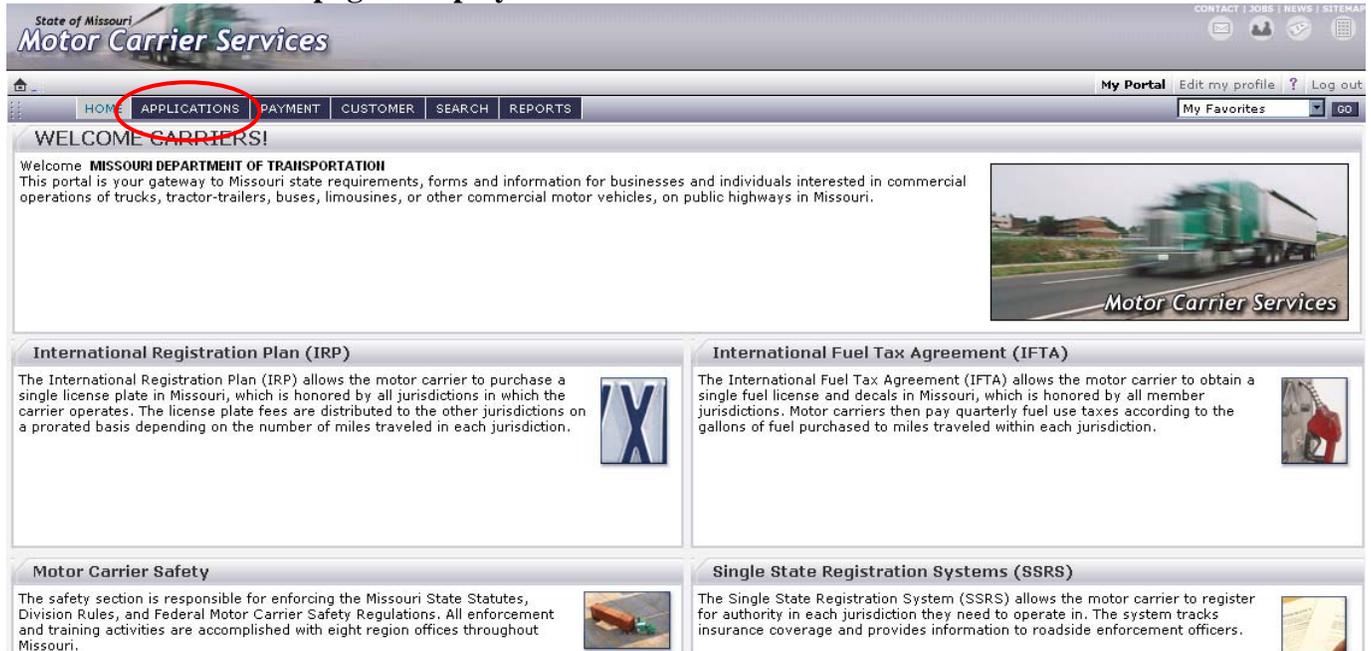
Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Send an e-mail to contactMCS@modot.mo.gov. Include your company name, USDOT or MoDOT account number, phone number and your name.
- **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.
- Available Customer Services Online:
 - IRP renewal, Add Vehicle to Fleet, Transfer Plate, Replace Plate, Reprint Cab Card, Cab Card Correction, Activity Reports
 - IFTA Quarterly Return, Request Additional Decals, Renewal
 - UCR Renewal
 - OS/OW permits, Reports
 - Hazardous Waste/Waste Tire renewals, Add Vehicles
 - Online Payment
- 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

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.

The Welcome Carrier page is displayed.



State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal Edit my profile ? Log out

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS My Favorites GO

WELCOME CARRIERS!

Welcome **MISSOURI DEPARTMENT OF TRANSPORTATION**
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.



International Registration Plan (IRP)

The International Registration Plan (IRP) allows the motor carrier to purchase a single license plate in Missouri, which is honored by all jurisdictions in which the carrier operates. The license plate fees are distributed to the other jurisdictions on a prorated basis depending on the number of miles traveled in each jurisdiction.



International Fuel Tax Agreement (IFTA)

The International Fuel Tax Agreement (IFTA) allows the motor carrier to obtain a single fuel license and decals in Missouri, which is honored by all member jurisdictions. Motor carriers then pay quarterly fuel use taxes according to the gallons of fuel purchased to miles traveled within each jurisdiction.



Motor Carrier Safety

The safety section is responsible for enforcing the Missouri State Statutes, Division Rules, and Federal Motor Carrier Safety Regulations. All enforcement and training activities are accomplished with eight region offices throughout Missouri.



Single State Registration Systems (SSRS)

The Single State Registration System (SSRS) allows the motor carrier to register for authority in each jurisdiction they need to operate in. The system tracks insurance coverage and provides information to roadside enforcement officers.



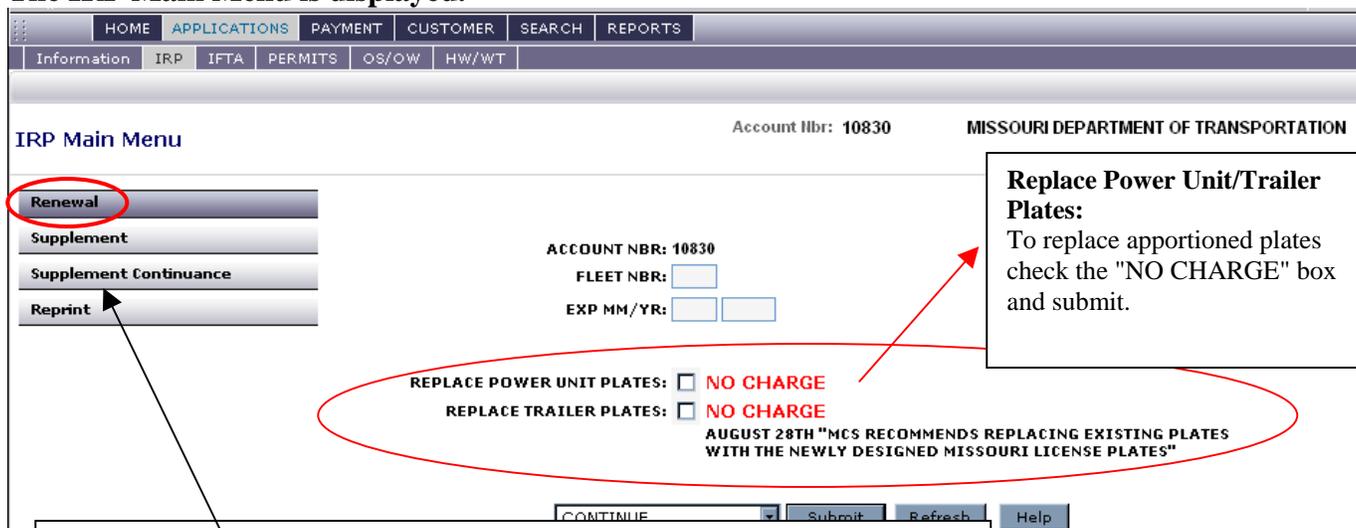
1. Click on **APPLICATIONS**.

The Program Information page is displayed.



2. Click on IRP.

The IRP Main Menu is displayed.



Replace Power Unit/Trailer Plates:
To replace apportioned plates check the "NO CHARGE" box and submit.

IMPORTANT NOTE:
Supplement Continuance
In a case where you have stopped at any point during a transaction prior to completion, you must use this function to continue. Supplement continuance is a process that allows you to access an unfinished renewal/supplement transaction at the point where the last piece of work was completed.

3. Click on **RENEWAL**.
4. Enter the **FLEET NUMBER**.
5. Enter the current **EXPIRATION MONTH AND YEAR**.
6. Click **SUBMIT**.

The IRP Account screen is displayed.

HOME	APPLICATIONS	PAYMENT	CUSTOMER	SEARCH	REPORTS	My Favorites
Information	IRP	IFTA	PERMITS	OS/OW	HW/WT	

Account Account lbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION
Supp lbr: 0000 RENEW FLEET

USDOT NBR: 9898989 TPID: 866831627 ACCOUNT STATUS: 0 - ACTIVE/OPEN

CARRIER NAME: MISSOURI DEPARTMENT OF TRANSPORTATION
 + DBA Name:

BUSINESS ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65102
 CITY: 65102 026 725 JEFFERSON CITY STATE: MO - MISSOURI COUNTY: 026 - COLE

MAILING ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65102
 CITY: JEFFERSON CITY STATE: MO - MISSOURI

CONTACT NAME: JAN SKOUBY
 PHONE NBR: (866) 831 - 6277 EXT: FAX NBR: -
 E-MAIL ADDR:
 IFTA ACCOUNT:

CONTINUE Submit Refresh

7. Complete the above IRP Account screen as follows:

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 border="1" style="width: 100%;"> <tr> <td>E-FEIN</td> <td>Federal Employment Identification Number</td> </tr> <tr> <td>S-SSN</td> <td>Social Security Number</td> </tr> </table>	E-FEIN	Federal Employment Identification Number	S-SSN	Social Security Number
E-FEIN	Federal Employment Identification Number				
S-SSN	Social Security Number				
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.				

8. Click **SUBMIT**.

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

The Renew Fleet screen is displayed.

HOME	APPLICATIONS	PAYMENT	CUSTOMER	SEARCH	REPORTS	My Favorites
Information	IRP	IFTA	PERMITS	OS/OW	HW/WT	

Renew Fleet	Account Hlbr: 10830 Supp Hlbr: 0000	MISSOURI DEPARTMENT OF TRANSPORTATION RENEW FLEET
USDOT NBR: 9898989 FLEET NBR: 1	MCS150 LAST UPDATE: 11/30/2006 EFFECTIVE DATE: 10/01/2009	TIN: 866831627 - FEIN EXPIRATION DATE: 09/30/2010
FLEET STATUS: 0 - ACTIVE		

FLEET TYPE: FOR - FOR HIRE	COMMODITY CLASS: A - ALL
REGSTRNT NAME: MISSOURI DEPARTMENT OF TRANSPORTATION	REGSTRNT PHONE NBR: (866) 831 - 6277 EXT:
DBA Name:	
BUSINESS ADDR: 1320 CREEK TRAIL DRIVE	ZIP: 65102
CITY: 65102 026 725 JEFFERSON CITY	STATE: MO - MISSOURI
COUNTY: 026 - COLE	
MAILING ADDR: 1320 CREEK TRAIL DRIVE	ZIP: 65102
CITY: JEFFERSON CITY	STATE: MO - MISSOURI

[Alt Shipping Addr:](#)
[Contact Info:](#)

CONTACT NAME: JAN SKOUBY	
PHONE NBR: (866) 831 - 6277 EXT:	FAX NBR: (573) 751 - 0916
E-MAIL ADDR:	

[One-Way Rental:](#)
 IFTA/IRP MILEAGE:

[Establish Place of Business Documents:](#)

CONTINUE

10. Complete the above Renew Fleet screen as follows:

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. <table border="1"> <tr><th>FLEET TYPE</th></tr> <tr><td>PVT = Private</td></tr> <tr><td>FHE = For Hire Exempt</td></tr> <tr><td>FOR = For Hire</td></tr> <tr><td>FHR = For Hire Rental</td></tr> <tr><td>FHL = For Hire Leased</td></tr> <tr><td>PVR = Private Rental</td></tr> </table>	FLEET TYPE	PVT = Private	FHE = For Hire Exempt	FOR = For Hire	FHR = For Hire Rental	FHL = For Hire Leased	PVR = Private Rental							
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. <table border="1"> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> <tr> <td>PVT</td> <td>ALL, LOGS, PASSENGER</td> </tr> <tr> <td>FHE</td> <td>EXEMPT</td> </tr> <tr> <td>FOR</td> <td>ALL, PASSENGER, HOUSEHOLD GOODS</td> </tr> <tr> <td>FHR</td> <td>ALL, EXEMPT</td> </tr> <tr> <td>FHL</td> <td>ALL</td> </tr> <tr> <td>PVR</td> <td>ALL</td> </tr> </table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
FLEET TYPE	COMMODITY CLASS														
PVT	ALL, LOGS, PASSENGER														
FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
REGSTRNT 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.														

11. Click **SUBMIT**.

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

Proceed to page 8 unless you wish to exit the application.

NOTE: After completing the Renew Fleet information, if you exit the online system, you cannot reenter the renewal application from the renewal tab. Access unfinished renewal applications through **SUPPLEMENT CONTINUANCE** .

Supplement Continuance allows you to continue processing at the point you exited the application.

Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION

IRP Main Menu

Renewal
Supplement
Supplement Continuance
Reprint

ACCOUNT NBR: 10830
FLEET NBR: 01
EXP MM/YR: 9 2010
SUPP NBR: 0

Enter the month and year that the renewed license will expire.

CONTINUE Submit Refresh Help

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

2. Complete the screen as follows:

ACCOUNT NBR	Enter the motor carrier's IRP account number.
FLEET NBR	Enter the carrier's fleet number.
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to continue processing. Enter "0" for the original/renewal.

3. Click **SUBMIT**.

The IRP Mileage screen is displayed.

HOME	APPLICATIONS	PAYMENT	CUSTOMER	SEARCH	REPORTS	MY SETTINGS	My Favorites	GO
Information	IRP	IFTA	PERMITS	VIEW	OD/OW	HW/WT	WORKLIST	Pending Insurance

Account Hbr: MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Hbr: 1 Exp MM/YR: 9/2009
 Supp Hbr: 0000 RENEW FLEET USDOT Hbr: 3523751

IRP Mileage

Check When

Use MO Estimated Miles for Estimated Jurisdictions Apply for Scope of Operation Approval - Detail Route Information Required
 Check To Verify If States Are Contiguous To Each Other

Mileage Types: A=Actual E=MO Estimated/Scope N=No Operation

JUR	Type	Mileage	Month	Year	Percentage	JUR	Type	Mileage	Month	Year	Percentage	JUR	Type	Mileage	Month	Year	Percentage
AL	E		01	03		MO	A		01	03		VT	N		01	03	
AR	A		01	03		MS	A		01	03		WA	N		01	03	
AZ	A		01	03		MT	N		01	03		WI	N		01	03	
CA	A		01	03		NC	N		01	03		WV	N		01	03	
CO	E		01	03		ND	N		01	03		WY	N		01	03	
CT	N		01	03		NE	E		01	03							
DC	N		01	03		NH	N		01	03							
DE	N		01	03		NJ	N		01	03							
FL	E		01	03		NM	A		01	03							
GA	E		01	03		NV	A		01	03							
IA	E		01	03		NY	N		01	03							
ID	N		01	03		OH	E		01	03							
IL	A		01	03		OK	A		01	03							
IN	E		01	03		OR	N		01	03							
KS	E		01	03		PA	E		01	03							
KY	E		01	03		RI	N		01	03							
LA	N		01	03		SC	N		01	03							
MA	N		01	03		SD	N		01	03							
MD	N		01	03		TN	A		01	03							
ME	N		01	03		TX	A		01	03							
MI	N		01	03		UT	N		01	03							
MN	N		01	03		VA	N		01	03							

Actual Miles:
 Estimated Miles:
 Total Fleet Miles:

CONTINUE Submit Quit Refresh Inquiry Help

13. Complete the mileage screen as follows.

JUR	This column represents the abbreviation of the jurisdiction, such as AZ for Arizona or BC for British Columbia. If additional jurisdictions are needed but not listed, you may add them in the blank boxes provided.
MILEAGE TYPES and MILEAGE	Select the mileage type for each listed jurisdiction by choosing from the drop-down list A = Actual miles – DO NOT ROUND TO NEAREST 5, 10, or 100 mile E = Estimated miles - System will automatically calculate the mileage if you check the Use Estimated Mileage box. N = No Travel Intended – if actual mileage was operated, it must still be reported in the mileage column.
Optional Fields	Description
USE MO ESTIMATED MILES FOR ESTIMATED JURISDICTIONS	Check to use estimated mileage when registration is desired but there are no actual miles to report for the specified reporting period.
APPLY FOR SCOPE OF OPERATION APPROVAL - DETAIL ROUTE INFORMATION REQUIRED	Check to use your own estimated mileage. Description and distance of the route is required with number of vehicles taking that route and how many times that route will be traveled. IF YOU DO NOT PROVIDE REASONABLE ESTIMATED MILEAGE, MISSOURI HAS THE AUTHORITY TO CHANGE YOUR MILEAGE.
CHECK TO VERIFY IF STATES ARE CONTIGUOUS TO EACH OTHER	By default, the system verifies that all the jurisdictions create a path to all selected jurisdictions. To override this feature, uncheck.

14. Click **SUBMIT**.

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

The Weight Group selection screen is displayed.

This screen is used to group declared jurisdiction weights together and assign an appropriate weight group number to each vehicle. Each vehicles assigned weight group number is displayed at the top of the Vehicle Information page of your renewal printout.

SEL	WEIGHT GROUP	MISSOURI WEIGHT	WEIGHT GROUP TYPE
<input checked="" type="checkbox"/>	1	80000	P - Power Unit

CONTINUE Submit Quit Refresh Inquiry Help

| JR WEIGHT |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| AL | CT | IA 24000 | KY 26000 | MI | ND | NV | PA | TX 24000 | WI | ME | OH | AK | |
| AR 24000 | DC | ID | LA | MN 26000 | NE | NZ | RI | UT | WV | MS | PE | MX | |
| AZ | DE | IL 26000 | MA | MS | NH | OH | SC | VA | WY | NL | QC | | |
| CA | FL | IN | MD | MT | NJ | OK 24000 | SD | VT | AB | NS | SK | | |
| CO | GA | KS 24000 | ME | NC | NM | OR | TN 26000 | WA | BC | NT | YT | | |

You have three options once this Weight Group Selection screen is displayed.

No Changes to any weight groups

1. Click **SUBMIT** to continue.
2. The Vehicle Selection Menu screen will display.
3. Continue to next page for instructions on what type of IRP Renewal to perform.

Amending/Changing a weight group

1. Select the weight group you want to amend by checking the appropriate box and click **SUBMIT**.
2. Change weights as needed for each jurisdiction.
3. Click **SUBMIT**.
4. If there are no errors, click **SUBMIT** to confirm.
5. The Weight Group Selection Screen is displayed again.
6. Click **SUBMIT** to continue.
7. The Vehicle Selection Menu screen will display.
8. Continue to next page for instructions on what type of IRP Renewal to perform.

Adding a new weight group

1. Choose from the drop-down list **ADD WEIGHT GROUP** and click **SUBMIT**.
2. Choose a Weight Group Type from the drop-down list by selecting P= power unit, T= trailer, B= bus.
3. Choose the appropriate Missouri Gross Weight from the drop-down list. The comparable weights for all other jurisdictions will automatically display and can be modified individually if needed.
4. Click **SUBMIT**.
5. If there are no errors, click **SUBMIT** to confirm.
6. The Weight Group Selection screen is displayed again.
7. Click **SUBMIT** to continue.
8. The Vehicle Selection Menu screen will display again.
9. Continue to next page for instructions on what type of IRP Renewal to perform.

The Vehicle Selection Menu is displayed.

Types of IRP Renewal Processes available

STRAIGHT RENEWAL Instructions on Page 11-13	This process is used when there are absolutely no amendments (changes) or deletions to any of the vehicles listed on the renewal.
AMEND VEHICLE(S) Instructions on Page 14-18	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.
DELETE VEHICLE(S) Instructions on Page 19-23	This process is used when equipment no longer needs to be renewed for the upcoming registration year.

Make sure all outstanding applications in the current year have been finalized before processing your renewal online. This includes supplying all supporting documents and payment to complete the transaction(s). Vehicle transactions that are not finalized at the time the renewal is “invoiced” will not be included in the renewal and will have to be invoiced separately.

Before processing ask yourself these questions:

1. Do you have any vehicles to delete or amend?
 - If you said **yes** to either one then proceed to page 13 and follow the Amend Vehicle Process and then to page 16 to the Delete Vehicle process.
 - If you said **no** to both then proceed to page 12 and follow the Straight Renewal process.

When processing a renewal online ask that requires both amended vehicles and deleted vehicles be sure to follow the instructions to process both types before billing the renewal.

Straight Renewal Processing

This process is used when there are **absolutely no amendments (changes) or deletions** to any of the vehicles listed on the renewal.

The Vehicle Selection Menu is displayed.

1. Click on **STRAIGHT RENEWAL**.

The IRP Billing screen is displayed.

2. Choose a delivery option for receiving the detailed billing and invoice.

FAX	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	Selecting Preview will send the billing and invoice to your Report List (A tab at the top of your screen) You will have to print it from there.

3. Click **SUBMIT** to calculate the fees due.
4. Click **SUBMIT** again.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card, E-check, or you may mail your payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process.

Please ensure payments are postmarked by the due date of the renewal payment in order to avoid any late payment penalties.

Amend Vehicle Renewal Processing

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, purchase dates, title number, unladen weight, or prices, weight changes, etc.

The Vehicle Selection Menu is displayed.

1. Click on **AMEND VEHICLE**.

The Amend Vehicle screen is displayed.

2. Complete the Amend Vehicle Control screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be amended.
ONLY KEY ONE OF THE FOLLOWING	DO NOT enter more than one of the below fields
PLATE	Enter the vehicle's registration plate number.
VIN	Enter the vehicle's Vehicle Identification Number (VIN).
UNIT	Enter the vehicle's unit number within the fleet.

3. Click **SUBMIT**.

The Amend Vehicle screen is displayed.

HOME	APPLICATIONS	PAYMENT	CUSTOMER	SEARCH	REPORTS	My Favorites
Information	IRP	IFTA	PERMITS	OS/OW	HW/WT	

Amend Vehicle Account Hbr: 10830 Missouri Department of Transportation Fleet Hbr: 1 Exp MM/YR:
Supp Hbr: 0000 STRAIGHT RENEWAL USDOT Hbr: 9898989

VEHICLE CONTROL: 1 VEHICLES AMENDED: 0

Vehicle/Registration Information

UNIT: 2207	YEAR: 1998	MAKE: WANC - WABASH NATIONAL CORP
VIN: 1JJJE48253WL382207	BODY STYLE: ST - SEMI TRAILER	AXLES: 02 COMB: 05
SEATS: 00	FUEL:	COLOR:
UNLADEN WT: 10500	WGT GRP: 2 - 34000	
PURCHASE PRICE: 020000	FACTORY PRICE: 020000	
PURCHASE DATE: 03 / 24 / 2006	LEASED: <input type="checkbox"/>	TITLE NBR: APPLIED
OWNER:	TITLE STATE: MO - MISSOURI	PLATE: 872277
SAFETY IND: <input type="checkbox"/>	USDOT: 9898989 TIN: 866831627	MCS150: <input type="checkbox"/>
	MCS150 LAST UPDATE: 11/30/2006	

Documentation

DOCUMENTS:

CONTINUE Submit Quit Refresh Help

4. Change any necessary information.
5. Click **SUBMIT**
6. If there are no errors, click **SUBMIT** to confirm.

NOTE: 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. In the example below, three vehicles will be processed; one vehicle has been processed so far. If necessary, you can change the vehicle control number whenever this screen appears.

VEHICLE CONTROL: 0003	VEHICLES PROCESSED: 1	
PLATE:	VIN: 9876543211	UNIT:

7. If you also have deletions to process from your renewal, refer to page 16 for instructions.
8. If all vehicles have been amended and there are no deletions to be processed select "billing" from the drop-down and click **SUBMIT**.
9. If there are no errors, the IRP billing screen is displayed.

The IRP Billing screen is displayed.

HOME	APPLICATIONS	PAYMENT	CUSTOMER	SEARCH	REPORTS
Information	IRP	IFTA	PERMITS	OS/OW	HW/WT

IRP Billing	Account Ibr: 10830 Supp Ibr: 0000	MISSOURI DEPARTMENT OF TRANSPORTATION STRAIGHT RENEWAL	Fleet Ibr: 1 USDOT Ibr: 9898989
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IRP Fee: 0.00	Waive Trailer Fee: <input type="checkbox"/>	Supplement Status: O - OPEN	Effective Date: 10/01/2009	REG MONTHS: 12
Mo Schedule I Fee: 0.00		Receipt Date: 05/04/2009	Billing Date:	NBR OF VEHICLES: 3
Mo Schedule II Fee: 0.00		Invoice Date:	TVR Ind: <input type="checkbox"/>	TVR Ibr of Days: 0
Cab Card Fee: 0.00 <input type="checkbox"/>				
Replace Tag Fee: 0.00 <input type="checkbox"/>				
Grade Crossing Fee: 0.00 <input type="checkbox"/>				
Transfer Fee: 0.00 <input type="checkbox"/>				
Revenue Transfer Fee: 0.00 <input type="checkbox"/>				
Late Filing Penalty: 0.00 <input type="checkbox"/>				
Late Pay Penalty: 0.00 <input type="checkbox"/>				
Total Due: 0.00				
Credit Applied: 0.00				
Net Amount Due: 0.00				

Delivery Options:

V - Preview
E - Email
F - Fax
V - Preview

CONTINUE

10. Choose a delivery option for receiving the detailed billing and invoice.

FAX	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	Selecting Preview will send the billing and invoice to your Report List (A tab at the top of your screen) You will have to print it from there.

11. Click **SUBMIT** to calculate the fees due.

12. Click **SUBMIT** again.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card, E-check, or you may mail your payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process.

Please ensure payments are postmarked by the due date of the renewal payment in order to avoid any late payment penalties.

Delete Vehicle(s) Renewal Processing

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

The Vehicle Selection Menu is displayed.

1. Click on **DELETE VEHICLE**.

The Delete Vehicle Screen is displayed.

SEL	Unit No	Plate	VIN	Year	Make	Owner	Delete Reason	Plate Surrendered	Written Statement	Approved	Refund Letter	No Credit
<input type="checkbox"/>	2207	872277	1JJE482S3WL382207	1998	WANC	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	4625	A49823	1FUYS7EB0YLB74625	2000	FRHT	TERRY P BROWN SR	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>
<input type="checkbox"/>	9703	872857	1GRAA9627PW029703	1992	GDAN	CONTRACT TRAILER	O - Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used	<input type="checkbox"/>

2. Complete the Delete Vehicle Control screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be amended.
SELECT (SEL)	Check only boxes of 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

3. Click **SUBMIT**.

The IRP Billing screen is displayed.

The screenshot shows the IRP Billing screen with the following details:

- Navigation:** HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, REPORTS
- Information:** IRP, IFTA, PERMITS, OS/OW, HW/WT
- Account Info:** Account Ibr: 10830, Supp Ibr: 0000
- Agency:** MISSOURI DEPARTMENT OF TRANSPORTATION, STRAIGHT RENEWAL
- Fleet Info:** Fleet Ibr: 1, USDOT Ibr: 9898989
- Fees:**
 - IRP Fee: 0.00
 - Mo Schedule I Fee: 0.00
 - Mo Schedule II Fee: 0.00
 - Cab Card Fee: 0.00
 - Replace Tag 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
- Waive Trailer Fee:**
- Supplement Status:** O - OPEN
- Effective Date:** 10/01/2009
- Receipt Date:** 05/04/2009
- REG MONTHS:** 12
- NBR OF VEHICLES:** 3
- TVR Ind:** **TVR Ibr of Days:** 0
- Delivery Options:**
 - V - Preview
 - E - Email
 - F - Fax
 - V - Preview
- Buttons:** CONTINUE, Submit, Quit, Refresh, Help

10. Choose a delivery option for receiving the detailed billing and invoice.

FAX	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	Selecting Preview will send the billing and invoice to your Report List (A tab at the top of your screen) You will have to print it from there.

11. Click **SUBMIT** to calculate the fees due.

12. Click **SUBMIT** again.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card, E-check, or you may mail your payment with a copy of the invoice. Refer to page 18-20 of this booklet for the online payment process.

Please ensure payments are postmarked by the due date of the renewal payment in order to avoid any late payment penalties.

Processing an Online Payment

Credit/Debit Card

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover to make online payments.

Convenience Fees

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

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. Payments cannot be made without the security code.

When entering card information in MoDOT Carrier Express, type the security code in the box marked "CV2".

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

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%
\$2000.01and up	2.60%

Get Fee

When using MoDOT Carrier Express, payment cannot be applied without the use of the Get Fee button. It calculates and displays the convenience fee so you are aware of the total charge to the card. Once the fee is displayed, you can apply payment.

1. Under the **Payment Tab**, click on the drop down list for invoice status and select **INVOICED**.
2. Click on the **BLUE ID** for the invoice you want to pay.

The screenshot shows the MoDOT Carrier Express web application interface. The 'PAYMENT' tab is selected in the top navigation bar. Below the navigation bar, there are several tabs: 'Payment System', 'Invoice Management', 'Account Summary', and 'Bulk Invoice Payment'. The 'Payment System' tab is active. The main content area is divided into two panes: 'Current Customer Information' and 'Invoice Details'. The 'Current Customer Information' pane displays: Customer ID: 50279, Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION, and USDOT: 9898989. The 'Invoice Details' pane contains the text: 'Select an invoice to view details from Invoice List.' Below these panes is the 'Invoice List' section. It features a dropdown menu for selecting an invoice status, currently set to '-- status --'. Below the dropdown, it says '18 items found, displaying 1 to 10.[First/Prev] 1'. A table lists the invoices with columns: Description, ID, Status, Balance, and Date/Time. The first row shows: IRP\000012327\01\03 \2010\0000, 745182, INVOICED, \$3084.48, and 2009/05/07 10:27:27. Two callout boxes with arrows point to the 'Invoice Status' dropdown and the '745182' ID in the table.

The Payment System screen will now display the Invoice Details on the right side of the screen.

Current Customer Information

Customer ID: 50279
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDOT: 9898989

Invoice List

To retrieve invoices based on a status, choose a

18 items found, displaying 1 to 10.[First/Prev] 1

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

Invoice Details

Invoice ID: 745182

IRP

Activity	Fee Amount
Acct No: 000012327	\$3084.48
Supplement No: 0000	
Fleet No: 01	
Fleet Exp. Date: 03/2010	
Line Item No: IRPP000012327012010030000	
Transaction Delivery Option: Preview	

Total Amount Due: \$3084.48

Receipt Delivery Options:

Payment Methods:

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

Card Type:

American Express Master
 Discover
 Visa

Name on Credit Card:

Expiration Date:

Credit Card Number:

CV2:

3. Choose a **RECIPT DELIVERY OPTION**.
4. Choose the credit/debit card **PAYMENT METHOD**.
5. Choose the **CARD TYPE**.
6. Enter the **NAME ON THE CREDIT/DEBIT CARD**.
7. Enter the **EXPIRATION DATE** of the credit/debit card.
1. Enter the **CREDIT/DEBIT CARD NUMBER**.
2. Click **GET FEE**.
3. Click **APPLY PAYMENT**

The IRP renewal is now paid and you can retrieve a copy of the receipt via the “Receipt Delivery Option” you chose.

- If paid in full the Blue ID cart will change to PAID and show a \$0.00 balance.
- If partially paid the Blue ID cart will change to PARTIALLY PAID and show the balance still due.

Electronic Check (E-Check)

MoDOT Motor Carrier Services accepts Electronic Check (E-Check) to make online payments.

Convenience Fees

Your financial institution for each transaction charges a convenience fee of \$0.60.

1. Under the **Payment Tab**, click on the drop down list for invoice status and select **INVOICED**.
2. Click on the **BLUE ID** for the invoice you want to pay.

HOME APPLICATIONS **PAYMENT** CUSTOMER SEARCH REPORTS

Payment System Invoice Management Account Summary Bulk Invoice Payment

Current Customer Information

Customer ID: 50279
Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
USDOT: 9898989

Invoice List

To retrieve invoices based on a status, choose a -- status --

18 items found, displaying 1 to 10.[First/Prev] 1

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

Invoice Details

Select an invoice to view details from Invoice List.

The Payment System screen will now display the Invoice Details on the right side of the screen.

HOME APPLICATIONS **PAYMENT** CUSTOMER SEARCH REPORTS

Payment System Invoice Management Account Summary Bulk Invoice Payment

Current Customer Information

Customer ID: 50279
Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
USDOT: 9898989

Invoice List

To retrieve invoices based on a status, choose a -- status --

18 items found, displaying 1 to 10.[First/Prev] 1

Description	ID	Status	Balance	Date/Time
IRP\000012327\01\03 \2010\0000	745182	INVOICED	\$3084.48	2009/05/07 10:27:27

Invoice Details

Invoice ID: 745182

IRP Activity Fee Amount
\$3084.48

Act No: 000012327
Supplement No: 0000
Fleet No: 01
Fleet Exp. Date: 03/2010
Line Item No: IRPP000012327012010030000
Transaction Delivery Option: Preview

Total Amount Due: \$3084.48

Receipt Delivery Options:
Preview

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.](#)

Apply Payment

3. Choose a **RECIPT DELIVERY OPTION**.
4. Choose the **E-Check PAYMENT METHOD**.
5. Choose the **CHECK & AMOUNT TYPE**.
6. Enter the **NAME ON CHECK**.
7. Enter the **BANK ROUTING NUMBER**.
8. Enter the **ACCOUNT NUMBER**.
9. Re-Enter the **ACCOUNT NUMBER**.
10. Enter the **PAYMENT AMOUNT**.
11. Click **APPLY PAYMENT**.

Required Supporting Documents

The following supporting documents are required to be submitted when renewing an apportioned license plate.

Personal Property Tax Receipt or Waiver

Submit a legible photocopy of the current year personal property tax receipt and/or waiver for all owned and leased vehicles. If vehicles are not individually addressed on the receipt, you must submit a copy of the assessment form. When submitting several receipts, you must indicate the unit numbers on the receipts and submit in the order of the units listed on the renewal.

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. When submitting several receipts, please indicate the unit numbers on the receipts and submit in the order of the units listed on the renewal.

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.

MCS-150 – If the last filing date of your USDOT census information is more than one year prior to the first day of your new registration period you will need to update this information directly online at www.safer.fmcsa.dot.gov or complete a MCS-150 Form and return to MCS for processing.

Examples:

- New registration year begins January 1, 2009 the last update cannot be older than January 1, 2008.
- New registration year begins April 1, 2009 the last update cannot be older than April 1, 2008.
- New registration year begins July 1, 2009 the last update cannot be older than July 1, 2008.
- New registration year begins October 1, 2009 the last update cannot be older than October 1, 2008.

When sending by regular U S Postal Service

Missouri Department of Transportation
Motor Carrier Services
P O Box 893
Jefferson City, MO 65102

When sending by Express Mail Service

Missouri Department of Transportation
Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

Contact Us

866-831-6277 or 573-751-7100
contactmcs@modot.mo.gov

Motor Carrier Services Website

www.modot.org/mcs

Supplement Continuance

Supplement continuance lets you stop at any point during a renewal or supplement transaction without having to cancel the transaction and start over. Using supplement continuance, you can access the unfinished transaction at the point where the last piece of work was completed.

Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION

IRP Main Menu

Renewal
Supplement
Supplement Continuance
Reprint

ACCOUNT NBR: 10830
FLEET NBR: 01
EXP MM/YR: 9 2010
SUPP NBR: 0

Enter the month and year that the “renewed” license will expire.

CONTINUE Submit Refresh Help

1. From the IRP Main Menu, select **SUPPLEMENT CONTINUANCE**.
2. Complete the screen as follows:

ACCOUNT NBR	Enter the motor carrier's IRP account number.
FLEET NBR	Enter the carrier's fleet number.
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to continue processing. Enter “0” for the original/renewal.

3. Click **SUBMIT**.
4. Continue processing the application at the point where the last piece of work was completed.

Inquiry Process

This allows you the option to search (inquire/view) information in your account. Here you can review supplement statuses, fleet active vehicles, weight groups, etc. You cannot process additional transactions from this function. In order to process you must go under the applications tab.

1. Click on the **SEARCH** tab at the top of the screen.
2. Click on **IRP SEARCH**

The IRP Inquiry Menu Screen is displayed.



IRP Inquiry Menu

- Fleet
- Fleet Mileage
- Weight Group
- Supplement
- Temporary Vehicle Registration
- Fleet Active Vehicles
- Fleet Deleted Vehicles
- Fleet Credit Vehicles
- Vehicle
- Jurisdictional Fee
- Vehicle Supplement Inquiry
- Shipment Document

3. Choose the option you want to inquire from the IRP Inquiry Menu.
4. Complete the screen as follows:

ACCOUNT NBR	Enter the motor carrier's IRP account number.
FLEET NBR	Enter the carrier's 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	DO NOT complete more than one other search option offered on the screen.

5. Click **SUBMIT**. From here you can filter through the screens as needed. You can choose from the drop-down list other options such as RETURN to go back to previous screen viewed.

IRP Outstanding Supplement Activity Report

This report is designed to keep you up to date on the status of each of your supplement transactions and what documentation or payments are still pending.

1. Click **REPORTS** on the top tool bar.

The Report Request screen will display.

Report Request

Data:

Report Name: IRP - IRP OUTSTANDING SUPPLEMENT ACTIVITY REPORT

Parameters:

(All fields marked with * are mandatory)

Document Delivery Type:

(At least one Document Delivery Type must be selected.)

Print

Email

Fax

US Mail

Preview

Submit Report Clear

2. Click **REPORT REQUEST**.
3. Choose **PREVIEW** as your document delivery option.
4. Click **SUBMIT REPORT**.

Report submitted Successfully - Please check the Report List later for generated reports.

[Request New Report](#)

5. Click on the **REPORT LIST** tab.

Report List

Report List for MISSOURI DEPARTMENT OF TRANSPORTATION

Actions	Report Name	Report Date	Requested Date
delete view	IRP OUTSTANDING SUPPLEMENT ACTIVITY REPORT	5/7/2009 0:0:0	2009-05-07 11:08:23.0
delete view	CUSTOMER SUMMARY INVOICE	5/7/2009 0:0:0	2009-05-07 10:27:45.0
delete view	12417100483449.pdf	5/7/2009 0:0:0	2009-05-07 10:27:29.0
delete view	12417100488609.pdf	5/7/2009 0:0:0	2009-05-07 10:27:29.0
delete view	CUSTOMER SUMMARY INVOICE	5/4/2009 0:0:0	2009-05-04 14:50:21.0
delete view	12414666076789.pdf	5/4/2009 0:0:0	2009-05-04 14:50:08.0
delete view	12414666072099.pdf	5/4/2009 0:0:0	2009-05-04 14:50:07.0
delete view	CUSTOMER SUMMARY INVOICE	2/11/2008 0:0:0	2008-02-11 13:35:35.0

6. Click on **VIEW** to review the report.