



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,
[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

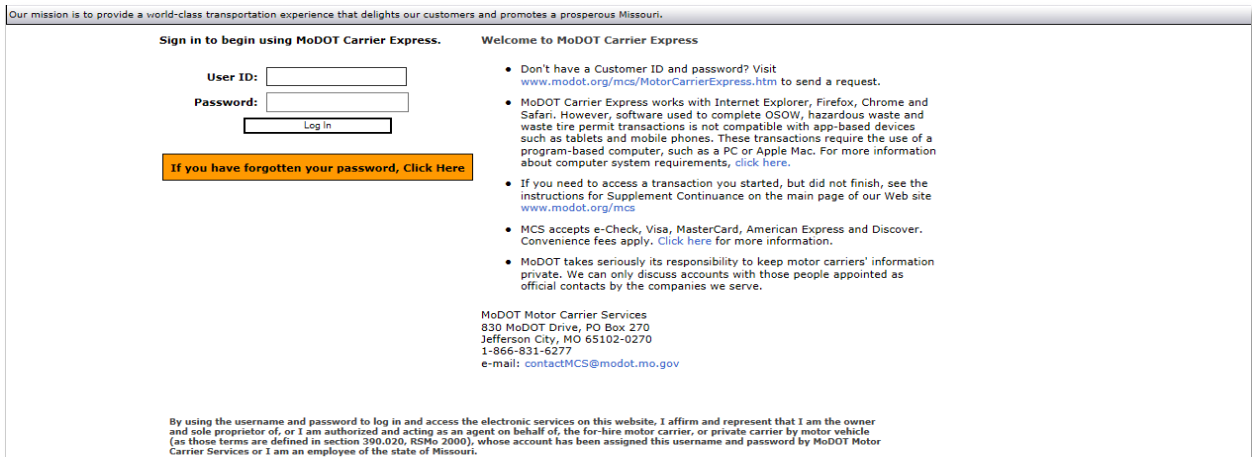
Toll-Free: 1-866-831-6277

Local: 573-751-7100

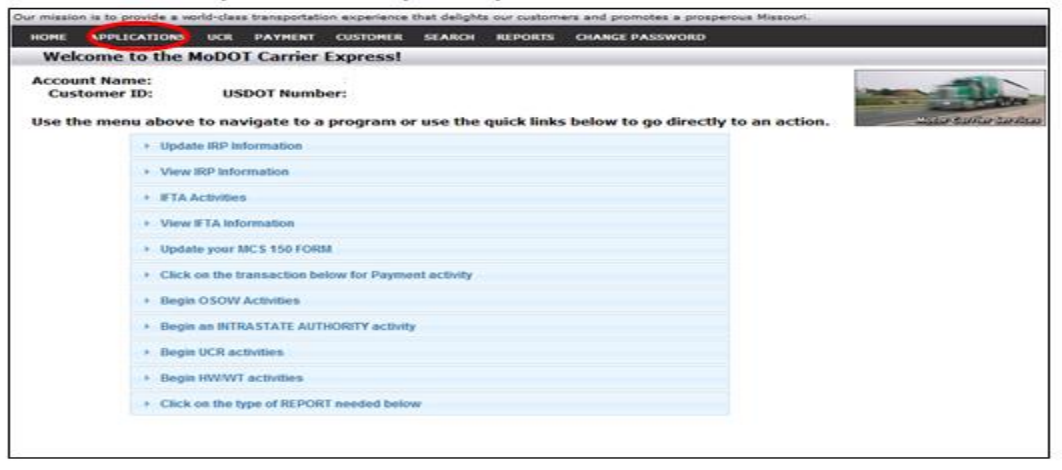
Fax: 573-751-0916

E-mail: contactmcs@modot.mo.gov

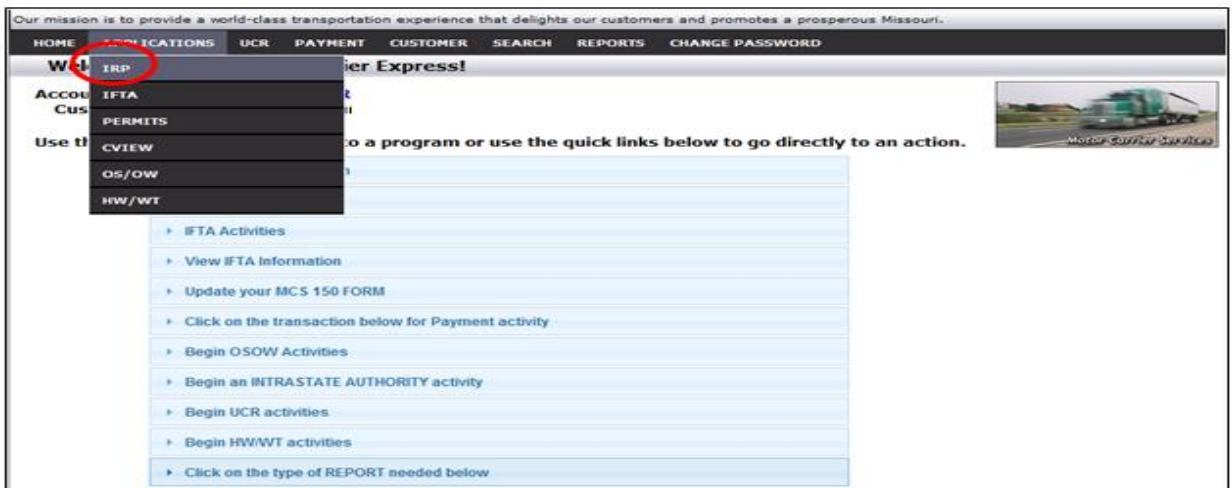
1. Log on - www.modot.org/mce
- a. Enter your userID and password. Click on **Log In**



2. The **Welcome to the MoDOT Carrier Express** page appears
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

IRP Main Menu

Account Nbr:
Customer Nbr:

Renewal
Supplement
Supplement Continuance
Reprint

CONTINUE Submit Refresh Help

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

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Supplement Menu

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

Add Vehicle
Add Jurisdiction
Replace Plate
Add Vehicle & Transfer
Cab Card Correction

Search Replace Plate Information

Account No
Fleet No:
Exp MM/YR:
Supp Effective Date:
TVR Required/No of Days:

CONTINUE Submit Return Refresh Help

5. The Replace Plate (Control Screen) appears

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Replace Plate

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

Fleet Status: Fleet Type: Commodity Class:

How Many Plates are you Replacing? You have Processed 0 of 0 Vehicles

Plate: -OR- VIN: -OR- Unit:

CONTINUE Submit Quit Refresh Help

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

6. The **Replace Plate** screen appears

', and 'Second Plate: '. At the bottom, there is a 'CONTINUE' dropdown, 'Submit', 'Quit', 'Refresh', and 'Help' buttons."/>

- 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 statute. 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:

 - OPEN', 'Effective Date:', 'Receipt Date:', 'Billing Date:', 'Invoice Date:', and 'TVR No of Days: 0'. A red circle highlights the 'Delivery Options' section, which includes a dropdown menu (set to 'Preview'), 'Fax No: (314) 209-1716', and 'Email: JAQ@EXPRESS-2000.COM'. At the bottom, there are 'CONTINUE', 'Submit', 'Quit', 'Refresh', and 'Help' buttons."/>

- 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.**