



# **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](mailto:contactmcs@modot.mo.gov)

If you have forgotten your password, go to the log in page [www.modot.org/mce](http://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](http://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](mailto:contactmcs@modot.mo.gov)

1. Log on - [www.modot.org/mce](http://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.**      **Welcome to MoDOT Carrier Express**

User ID:

Password:

**If you have forgotten your password, Click Here**

- Don't have a Customer ID and password? Visit [www.modot.org/mcs/MotorCarrierExpress.htm](http://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 Continuation on the main page of our Web site [www.modot.org/mcs](http://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](mailto: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
- 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 HW/WT activities
- ▶ Click on the type of REPORT needed below

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

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HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

**W** **IRP** **er Express!**

Account IFTA  
 Cus PERMITS

Use th to a program or use the quick links below to go directly to an action.

- ▶ 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 HW/WT activities
- ▶ Click on the type of REPORT needed below

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

- Verify that the vehicle information displayed is correct
- 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 1<sup>st</sup> replacement plate under this reason
  - Other (O) – For any other reason not listed in the drop down box
  - Stolen (S) – Plate is stolen
- Click **SUBMIT**. Confirm that all information is correct and click on **SUBMIT** again
- 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.
- Proceed to billing, by completing all entries and submitting.

7. The **IRP Billing** page appears without invoiced totals. To complete the invoice process:

- 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.**