

## [Paying Unified Carrier Registration \(UCR\) – External User](#)

All motor carriers, freight forwarders, brokers, and leasing companies that operate in **interstate commerce\*** are required to pay Unified Carrier Registration (UCR) fees on an annual basis. UCR fees can be paid by filling out a UCR form located on the Unified Carrier Registration tab of our website, [www.mcs.modot.mo.gov](http://www.mcs.modot.mo.gov), or online through MoDOT Carrier Express.

**\*INTERSTATE COMMERCE:** commerce between a point in this state and a point outside this state, or between points outside this state when such commerce moves through the state whether such commerce moves wholly by motor vehicle or partly by motor vehicle and partly by another regulated means of transportation where the commodity does not come to rest or change its identity during the movement (section [390.020](#), RSMo).

1. Access MoDOT Carrier Express (MCE) by clicking on the following button from the MCS homepage:  
([www.mcs.modot.mo.gov/mcs](http://www.mcs.modot.mo.gov/mcs)).



2. Enter the Username and Password provided to you by MoDOT Motor Carrier Services
  - If you don't remember your password you can reset it from the log-in screen by clicking on the "forgotten password" button. In order to reset your password you must know your User ID and have your IRP Number, last 4-digits of your Tax ID Number, or your MCS Customer ID.  
*Note: Only one username and password is created per company, so make sure no other company official has the correct username and password before resetting it.*
  - If you don't have a user id or password, visit [www.modot.org/mcs/MotorCarrierExpress.htm](http://www.modot.org/mcs/MotorCarrierExpress.htm) to request one.
3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

**Account Name: QUALITY CARRIERS INC**  
**Customer ID: 3606 USDOT Number: 76600**

4. Click on Begin UCR Activities:

▶ [Begin UCR activities](#)

5. Click on New or Renewal Registration:

[New or Renewal Registration](#)

6. Enter the 4-digit year you are registering for:

**ENTER REGISTRATION YEAR:**

*Note: The Registration year may not be the current year. Yearly fees are due December 31 of the previous year (example: Registration for 2014 is due on December 31, 2013)*

7. Click Submit:

8. Review your Principal Place of Business Address, Mailing Address, and Other Contact Information. Make changes if necessary:

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(if information needs to be changed permanently contact MoDOT MCS)

Principal Place of Business Address			
Street Address:	1320 CREEK TRAIL DR		
City:	JEFFERSON CITY	State:	MO Zip Code: 65101
Mailing Address			
Street Address:	PO BOX 893		
City:	JEFFERSON CITY	State:	MO Zip Code: 65102
Other Contact Information			
Phone Number:	(123)555-5555	Fax Number:	(123)555-5555 E-Mail: QUALITY@GMAIL.COM

9. Under the Classification section, check the box that applies to your carrier type:

Classification - Check all that apply				
<input type="checkbox"/> Motor Carrier	<input type="checkbox"/> Motor Private Carrier	<input type="checkbox"/> Broker	<input type="checkbox"/> Freight Forwarder	<input type="checkbox"/> Leasing Company

### Steps 10 & 11 are for MOTOR CARRIER & MOTOR PRIVATE CARRIER ONLY

(Brokers, Leasing Companies, and Freight Forwarders skip to Step 12)

10. Under the Vehicle Source section, select the box indicating how you will be counting your vehicles:

Check Only One - Vehicle Source	
<input checked="" type="radio"/>	The number of vehicles shown below have been taken from section 26 of your last reported MCS-150 form.
<input type="radio"/>	The number of vehicles shown below is the total number owned and operated for the last 12 month period ending June 30, 2013.

When filing for UCR, it is recommended that you choose the first option, and report the same number of vehicles as appears on your federal MCS-150 form. If the second option is chosen and a different number used, it must be explained through the use of one of the following forms:

- **UCR-1 Form:** when number of vehicles is less than listed on the MCS-150 because the vehicle(s) are used exclusively in intrastate (Missouri-Only) service.
- **UCR-2 Form:** when number of vehicles during the reporting period ending June 30, 2013 is used AND is less than listed on the MCS-150.

More information, and UCR-1 and UCR-2 Forms can be found at <http://www.modot.org/mcs/UCR/index.htm>.

11. Vehicle Information:

- This information will automatically populate based upon the number of vehicles you registered with FMCSA on your MCS-150 Form.
- NOTE: You CANNOT change this information if the first radio button is selected in Step 10.
- If you selected the second radio button in Step 10.
  1. In the table, enter the number of straight trucks and tractors owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Do not include any trailer counts.
  2. Trailers are no longer counted in determining fees under this program.
  3. In the table, enter the number of Motor Coaches, School Busses, Mini-Busses, vans, and limousines owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Do not include any trailer counts.
  4. Enter the number of vehicles in 1 and 3 that are used only in intrastate commerce that you want to delete OR the number of vehicles that have a vehicle capacity of 10 or less passengers, including the driver.

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5. Enter the number of vehicles in 1 and 3 that are commercial motor vehicles operating solely in intrastate commerce OR used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
6. **TOTAL:** The total will calculate based upon your answers to 1-5 above (Line 1 plus 2 plus 3, minus Line 4, plus Line 5).

For further information see the federal UCR instructions at: <http://www.modot.org/mcs/UCR/index.htm>

Vehicle Information - Cannot modify numbers when current vehicle count option is selected	
<input type="text" value="0"/>	1. Number of Straight Trucks and Tractors.
<input type="text" value=""/>	2. Number of Trailers.
<input type="text" value="0"/>	3. Number of Motor Coaches, School Buses, Mini-Buses, Vans and Limousines.
<input type="text" value="0"/>	4. Number of vehicles in 1 that are used only in intrastate commerce that you want to <u>delete</u> OR number of vehicles that have a vehicle capacity of 10 or less passengers, including the driver.
<input type="text" value="0"/>	5. Number of vehicles not shown in line 1 that are commercial motor vehicles operating solely in intrastate commerce OR used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less or a passenger capacity of 10 or less, including the driver.
<input type="text" value="0"/>	Total Number of Vehicles.

### 12. Under Certification:

- Check the Certification Box stating that all information entered above is true and that you are authorized to execute and file this document for your company.
- Enter your Title with the Company and your Name

Certification	
<input type="checkbox"/> I the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant.	
Title: <input type="text"/>	Name: <input type="text"/>

### 13. SUBMIT

### 14. The UCR Billing Screen will appear showing the fees to be charged for UCR:

UCR Billing		
PLEASE PUSH THE SUBMIT BUTTON TO INVOICE THE APPLICATION.		
Total Number of Vehicles:	1	Application Status: Open
Fee Amount:	\$ 76.00	Expiration Year: 2015
<b>Created By:</b> rickaa1	<b>Created Date:</b> 12/18/2013	<b>Cancel Application</b> <input type="checkbox"/>
<b>Last Updated By:</b> rickaa1	<b>Last Updated Date:</b> 12/18/2013	<b>Cart ID:</b>
		<b>Filed Date:</b>

### 15. SUBMIT to invoice

### 16. You will receive the following message:

**Application has been successfully invoiced. Please click on PAYMENT tab to pay invoice.**

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17. Click on the PAYMENT Icon

**PAYMENT**

18. All active invoices for your company will show. Click on the **Blue** Invoice ID of the invoice you want to pay:

Show 10 entries		Search:		
Description	ID	Status	Balance	Date/Time
UCR/2014/000	1757266	INVOICED	\$76.00	2013/12/18 15:21

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

19. Select the link at the top of the page “Payment Processing Instructions – Updated” for instructions on making a payment in MCE:

**Customer ID:** 5926  
**Customer Name:** JACK'S TRUCK RENTAL INC  
**USDOT No:** 234567

To switch to a different customer, go to [Customer Admin page](#) to select one.

**Payment Processing Instructions - Updated**

Show Active Invoices Show All Invoices

Select the Invoice ID to make payment.

### Active Invoices

Show 10 entries		Search:		
Description	ID	Status	Balance	Date/Time
No Invoices found.				

Showing 0 to 0 of 0 entries

First Previous Next Last