



MOTOR CARRIER SERVICES
INTERNATIONAL REGISTRATION PLAN

(Revised – January 18, 2008)

Online Processing Manual
For
IRP Annual License Plate Renewal

Table of Contents

Getting Started	Page 1 – 4
Supplement Continuance	Page 5
Mileage Reporting	Page 6
Weight Groups	Page 7
Types of IRP Renewals	Page 8
Straight Renewal	Page 9-11
Amending Vehicles on the Renewal	Page 12-16
Deleting Vehicles on the Renewal	Page 17-21
On-Line Credit/Debit Card Payments	Page 22-24
Required Supporting Documents	Page 25
Supplement Continuance	Page 26
Account Inquiry	Page 27
IRP Outstanding Supplement Activity Report	Page 28

File online contactmcs@modot.mo.gov
For User Id and password

IMPORTANT NOTE:

In a case where you have stopped (at any point during a transaction) prior to completion of your renewal you will be required to use the **SUPPLEMENT CONTINUANCE** tab in order to continue.

(See page 5 or 24 for instructions)

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.

Processing an Annual IRP Renewal

This manual describes how to process your annual IRP Renewal online using the MoDOT Carrier Express System.

Internet web address: <https://mcs.modot.mo.gov/portal/wps/myportal/>

Log into MoDOT Carrier Express System

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:

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

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, phone number and your name to start the application process.
- Are we compatible? [Click here](#) to see the minimum requirements you must have for our computers to work together.
- Ready to start? Find instructions on using the MoDOT Carrier Express IRP and OD/OW functions [here](#).
- The Single State Registration Program expired Jan. 1, 2007. No renewal is required but a new program is on the way. Read more [here](http://www.modot.org/mcs/WhatsNew.htm) (www.modot.org/mcs/WhatsNew.htm).
- MCS accepts MasterCard, American Express and Discover credit and debit cards. The credit card companies charge a 2.5% convenience fee. We DO NOT accept Visa credit or debit cards.
- Get a free subscription to e-Updates! Choose from several motor carrier topics – including OD/OW and registration programs, major highway incidents and safety news. To get started, visit www.modot.org/eupdate.

MoDOT Motor Carrier Services
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

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

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WELCOME CARRIERS!

Welcome **HULL TRUCKING INC!**
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. **No Customer ID in database for this Internet User**

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.

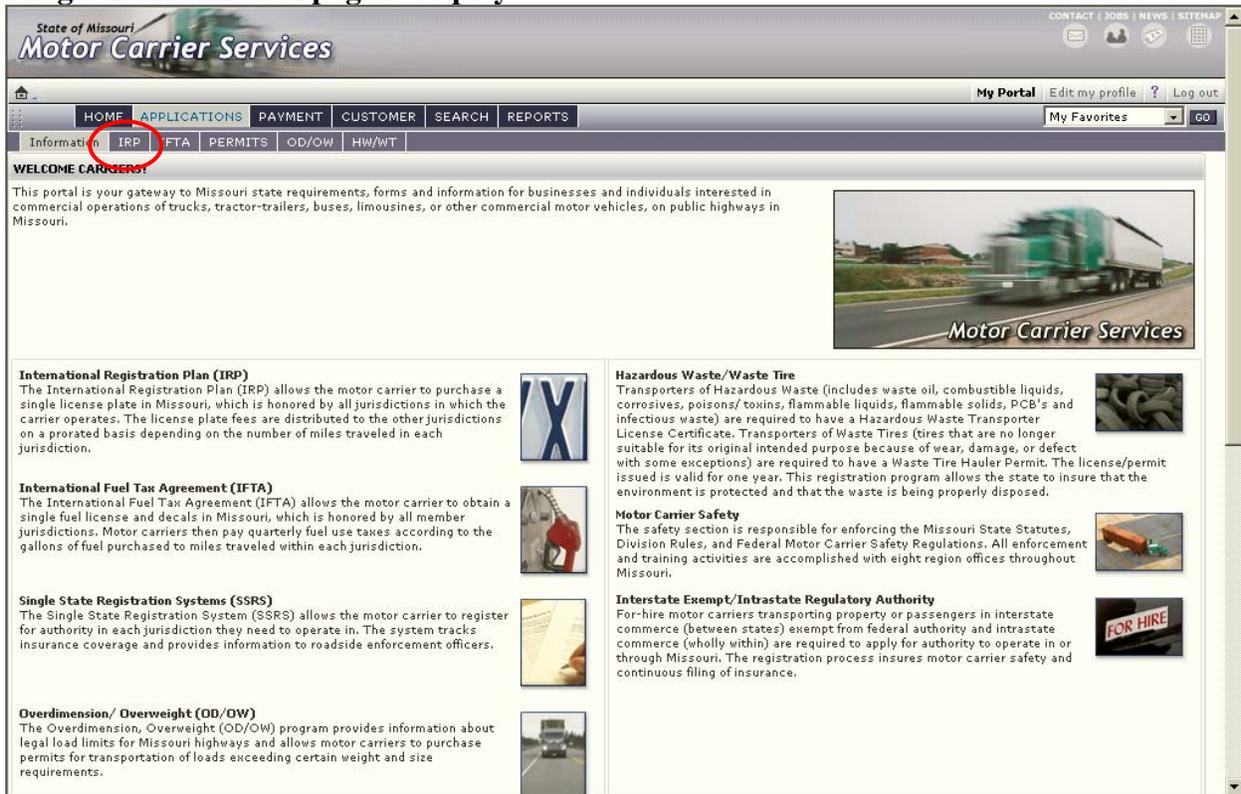
International Fuel Tax Agreement (IFTA)
The International Fuel Tax Agreement (IFTA) allows the motor carrier to obtain a single fuel license and decals in Missouri, which is honored by all member jurisdictions. Motor carriers then pay quarterly fuel use taxes according to the gallons of fuel purchased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

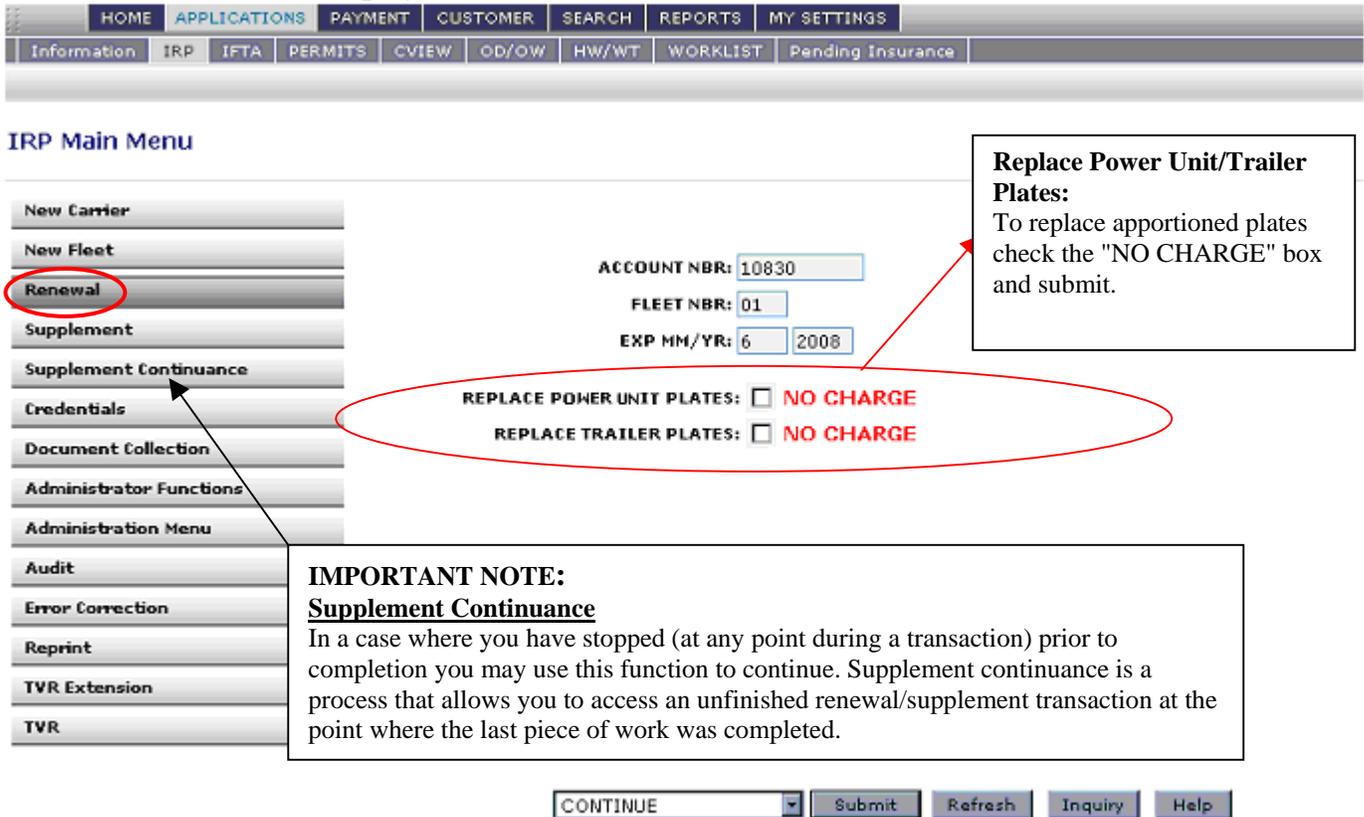
1. Click on **APPLICATIONS**.

The Program Information page is displayed.



2. Click on **IRP**.

The IRP Main Menu is displayed.



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.

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS My Favorites GO

Information IRP IFTA PERMITS OD/OW HW/WT

Account Account Nbr: 10830 Missouri Department of Transportation
Supp Nbr: 0000 RENEW FLEET

USDOT NBR: 3523751 TPID: 866831627 ACCOUNT STATUS: 0 - ACTIVE/OPEN

CARRIER NAME: MISSOURI DEPARTMENT OF TRANSPORTATION
- DBA Name: MOTOR CARRIER SERVICES

BUSINESS ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65109
CITY: 65109 026 725 JEFFERSON CITY STATE: MO - MISSOURI COUNTY: 026 - COLE

MAILING ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65109
CITY: JEFFERSON CITY STATE: MO - MISSOURI

CONTACT NAME: JAN SKOUBY
PHONE NBR: (866) 831 - 6277 EXT: FAX NBR: (573) 751 - 0916
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"> <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.

State of Missouri
Motor Carrier Services

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

My Portal Edit my profile Log out

My Favorites GO

Renew Fleet Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION
Supp Nbr: 0000 RENEW FLEET

USDOT NBR: 3523751 MCS150 LAST UPDATE: TIN: 866831627 - FEIN FLEET STATUS: 0 - ACTIVE
FLEET NBR: 1 EFFECTIVE DATE: 01/01/2007 EXPIRATION DATE: 12/31/2007

FLEET TYPE: FOR - FOR HIRE COMMODITY CLASS: A - ALL

RGSTRNT NAME: MISSOURI DEPARTMENT OF TRANSPORTATION
DBA Name: MOTOR CARRIER SERVICES RGSTRNT PHONE NBR: (573) 751 - 6433 EXT:

BUSINESS ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65109
CITY: 65109 026 725 JEFFERSON CITY STATE: MO - MISSOURI COUNTY: 026 - COLE
MAILING ADDR: 1320 CREEK TRAIL DRIVE ZIP: 65109
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:
BONDHOLDER:

CONTINUE Submit Refresh Help

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"> <thead> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> </thead> <tbody> <tr> <td>PVT = Private</td> <td>ALL, LOGS, PASSENGER</td> </tr> <tr> <td>FHE = For Hire Exempt</td> <td>EXEMPT</td> </tr> <tr> <td>FOR = For Hire</td> <td>ALL, PASSENGER, HOUSEHOLD GOODS</td> </tr> <tr> <td>FHR = For Hire Rental</td> <td>ALL, EXEMPT</td> </tr> <tr> <td>FHL = For Hire Leased</td> <td>ALL</td> </tr> <tr> <td>PVR = Private Rental</td> <td>ALL</td> </tr> </tbody> </table>	FLEET TYPE	COMMODITY CLASS	PVT = Private	ALL, LOGS, PASSENGER	FHE = For Hire Exempt	EXEMPT	FOR = For Hire	ALL, PASSENGER, HOUSEHOLD GOODS	FHR = For Hire Rental	ALL, EXEMPT	FHL = For Hire Leased	ALL	PVR = Private Rental	ALL
FLEET TYPE	COMMODITY CLASS														
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PVR = Private Rental	ALL														
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"> <thead> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> </thead> <tbody> <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> </tbody> </table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
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FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
RGSTRNT 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 6 unless you have stopped processing or gotten out of the renewal process.

At any point past the “Renew Fleet” screen information you will not be able to go back into the renewal from the renewal tab. You will have to access the unfinished renewal through

SUPPLEMENT CONTINUANCE

This feature allows you to continue processing the unfinished transaction at the point where the last piece of work was completed.

The screenshot shows the Missouri Motor Carrier Services web portal. The 'Supplement Continuation' menu item is circled in red. The form contains the following fields:

- ACCOUNT NBR: 6240
- FLEET NBR: 01
- EXP MM/YR: 12 2008
- SUPP NBR: 0

A callout box points to the 'EXP MM/YR' field with the text: "Enter the month and year that the 'renewed' license will expire."

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	CVIEW	OD/OW	HW/WT	WORKLIST	Pending Insurance

IRP Mileage

Account Hbr: **MISSOURI DEPARTMENT OF TRANSPORTATION**
 Supp Hbr: **0000** **RENEW FLEET**

Fleet Hbr: **1** Exp MM/YR: **6/2009**
 USDOT Hbr: **3523751**

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.

Note: If **Apply for Scope of Operation approval - Detail Route Information Required** is selected the following screen will appear.

IRP Mileage Scope

Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 6/2009
Supp Nbr: 000 RENEW FLEET

JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR	JUR	Description of Route	Distance	No Vehicles	No Trips	Total Estimated Miles Per JUR
AL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		NE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
FL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
GA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
IA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		OH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
IN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
KS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		PA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
KY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													

CONTINUE

- Enter the **Description of Route** for all estimated jurisdictions. Maximum characters allowed are 60.
- Enter the **Distance** of one trip for that jurisdiction to be traveled.
- Enter the **No (#) of Vehicles** that will be making that trip.
- Enter the **No (#) of Trips** that will be made in the up coming registration period.

16. Click **SUBMIT**.

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

The Vehicle Selection Menu is displayed.

Types of IRP Renewal Processes available

<p>STRAIGHT RENEWAL Instructions on Page 9-11</p>	<p>This process is used when there are absolutely no amendments (changes) or deletions to any of the vehicles listed on the renewal.</p>
<p>AMEND VEHICLE(S) Instructions on Page 12-16</p>	<p>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.</p>
<p>DELETE VEHICLE(S) Instructions on Page 17-21</p>	<p>This process is used when equipment no longer needs to be renewed for the upcoming registration year.</p>

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 12 and follow the Amend Vehicle Process and then to page 17 to the Delete Vehicle process.
 - If you said **no** to both then proceed to page 9 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.

Vehicle Selection Menu

Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 9/2009
 Supp Nbr: 0000 RENEW FLEET USDOT Nbr: 3523751

Documentation

DOCUMENTS:

REPLACE TRAILER PLATES: **NO CHARGE**
 MO STATUTE 301.130.9 REQUIRES A NEW TRAILER PLATE DESIGN TO BE ISSUED

Straight Renewal

Delete Vehicle(s)

Amend Vehicle(s)

CONTINUE Submit Quit Refresh Inquiry

1. Click on **STRAIGHT RENEWAL**.

The IRP Billing screen is displayed.

State of Missouri Motor Carrier Services

IRP Billing

Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 12/2007
 Supp Nbr: 0000 STRAIGHT RENEWAL USDOT Nbr: 3523751

IRP Fee: 0.00 Waive Trailer Fee:

Mo Schedule I Fee: 0.00 Effective Date: 01/01/2007 REG MONTHS: 12

Mo Schedule II Fee: 0.00 Receipt Date: 08/06/2007 NBR OF VEHICLES: 13

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

Delivery Options: V - Preview

CONTINUE Submit Quit Refresh Help

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.

The IRP Main Menu is displayed with the following message.

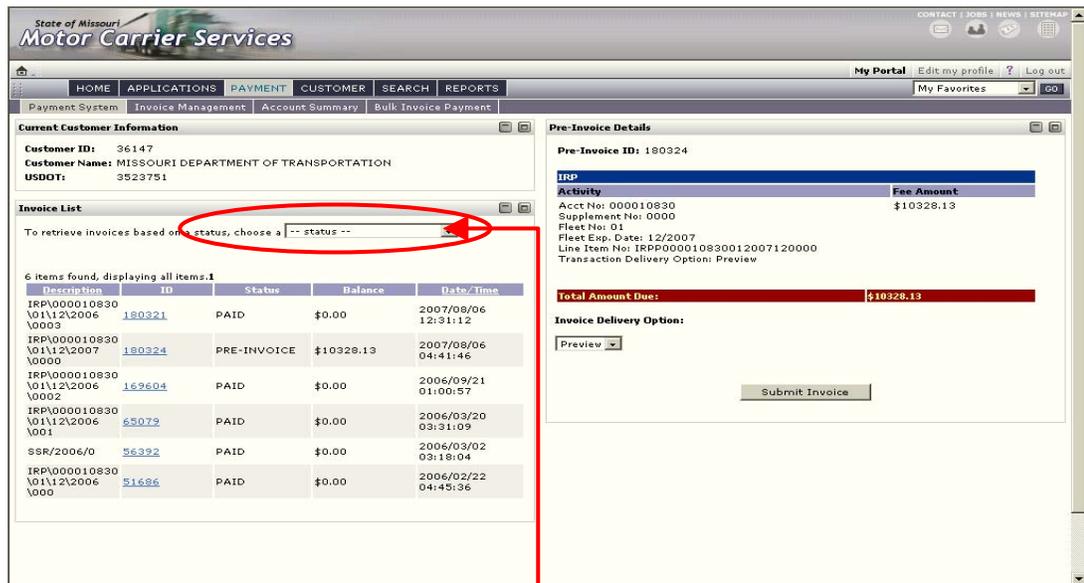


~~ PLEASE CONTINUE ~~

YOU HAVE NOT COMPLETED THE BILLING PROCESS.

5. Click the **PAYMENT** tab at the top of this screen.

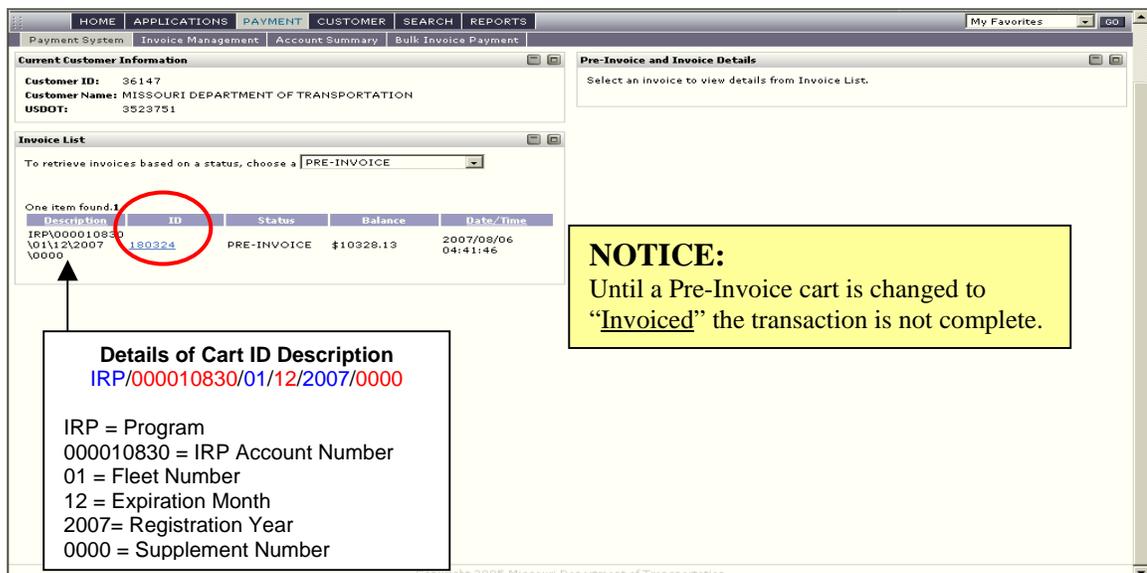
The Payment System screen is displayed. This screen will display the “status” of all program invoices.



8. Click on the drop-down arrow for invoice status.

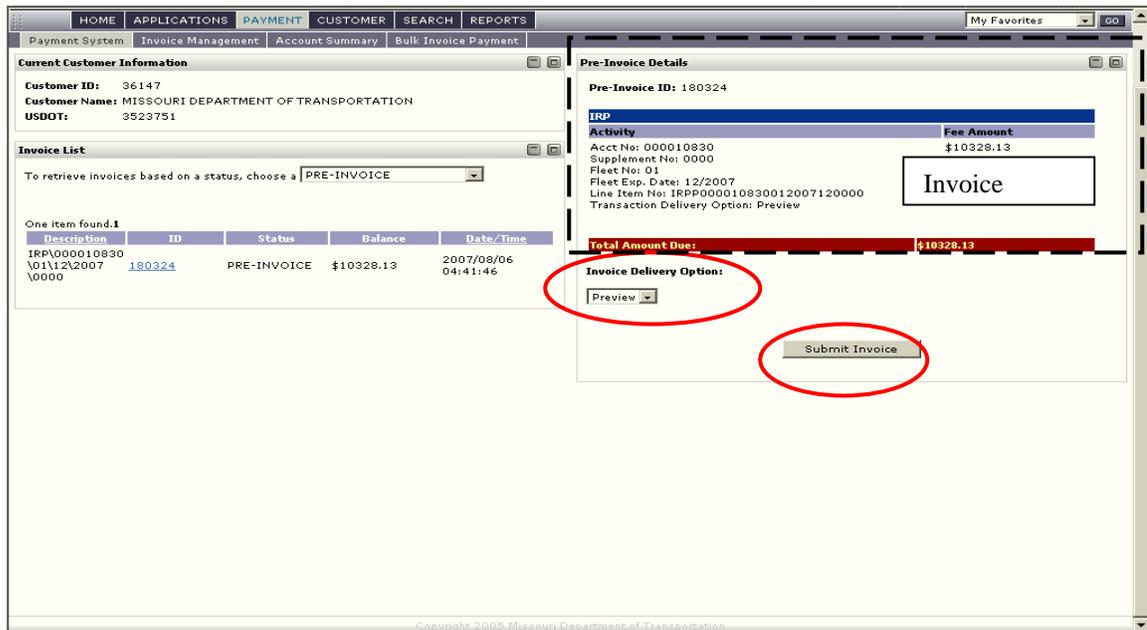
9. Select **PRE-INVOICE**.

The Payment System screen will now display only the carts that require invoicing.



8. Click on the **BLUE ID** number.

The Payment Screen will now display the Pre-Invoice Details on the right side of the screen.



9. Choose an INVOICE DELIVERY OPTION.

FAX	Select and enter FAX number to receive the billing and invoice by fax.
EMAIL	Select and enter an e-mail address to receive billing and invoice over the Internet.
PREVIEW	Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review.

10. Click SUBMIT INVOICE and the Blue ID cart status will change to invoiced.

The IRP Renewal is now processed and invoiced. You can retrieve a copy of the invoice via the "Invoice Delivery Option" you chose.

Note: To retrieve or view invoices based on status, choose a status from the drop down.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or you may mail your payment with a copy of the invoice. Refer to page 22-23 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.

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HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

My Portal Edit my profile ? Log out

Information IRP IFTA PERMITS OD/OW HW/WT

Vehicle Selection Menu Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 12/2007
Supp Nbr: 0000 RENEW FLEET USDOT Nbr: 3523751

Straight Renewal
Delete Vehicle(s)
Amend Vehicle(s)

CONTINUE Submit Quit Refresh

1. Click on **AMEND VEHICLE**.

The Amend Vehicle screen is displayed.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS

My Portal Edit my profile ? Log out

Information IRP IFTA PERMITS OD/OW HW/WT

Amend Vehicle Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 12/2007
Supp Nbr: 0000 STRAIGHT RENEWAL USDOT Nbr: 3523751

VEHICLE CONTROL: 2 VEHICLES AMENDED: 0

PLATE: VIN: UNIT: 10001

CONTINUE Submit Quit Refresh Help

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.

State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal | Edit my profile | ? | Log out

HOME | APPLICATIONS | PAYMENT | CUSTOMER | SEARCH | REPORTS

Information | IRP | IFTA | PERMITS | OD/OW | HW/WT

Amend Vehicle Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: Supp Nbr: 0000 STRAIGHT RENEWAL USDOT Nbr: 3523751

VEHICLE CONTROL: 2 VEHICLES AMENDED: 0

Vehicle/Registration Information

UNIT: 10001 YEAR: 1986 MAKE: MACK - MACK
 VIN: 1M2T559Y7GM002875 BODY STYLE: TR - TRACTOR AXLES: 03 COMB: 06
 SEATS: 00 FUEL: D - Diesel COLOR:
 UNLADEN WT: 18000 WGT GRP: 002 80000
 PURCHASE PRICE: 008000 FACTORY PRICE: 026000
 PURCHASE DATE: 08 / 06 / 2006 LEASED:
 OWNER: ROLL OFF SERVICE INC TITLE STATE: MO - MISSOURI TITLE NBR: APPLIED
 SAFETY IND: USDOT: 1448028 TIN: 731603722 PLATE: A4582
 MCS150 LAST UPDATE: MCS150:

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 17 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.

State of Missouri
Motor Carrier Services

CONTACT | JOBS | NEWS | SITEMAP

My Portal Edit my profile ? Log out

HOME APPLICATIONS **PAYMENT** CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

IRP Billing Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 12/2007
Supp Nbr: 0000 STRAIGHT RENEWAL USDOT Nbr: 3523751

IRP Fee: 0.00 Supplement Status: O - OPEN
Mo Schedule I Fee: 0.00 Waive Trailer Fee: Effective Date: 01/01/2007 REG MONTHS: 12
Mo Schedule II Fee: 0.00 Receipt Date: 08/06/2007 NBR OF VEHICLES: 13
Cab Card Fee: 0.00 Billing Date:
Replace Tag Fee: 0.00 Invoice Date:
Grade Crossing Fee: 0.00 TVR Ind: TVR Nbr of Days: 0
Transfer Fee: 0.00
Revenue Transfer Fee: 0.00 Delivery Options: V - Preview
Late Filing Penalty: 0.00
Late Pay Penalty: 0.00

Total Due: 0.00
Credit Applied: 0.00
Net Amount Due: 0.00

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.

The IRP Main Menu is displayed with the following message.

HOME APPLICATIONS **PAYMENT** CUSTOMER SEARCH REPORTS

Information IRP IFTA PERMITS OD/OW HW/WT

IRP Main Menu Account Nbr: 10830 MISSOURI DEPARTMENT OF TRANSPORTATION

Renewal
Supplement
Supplement Continuance

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

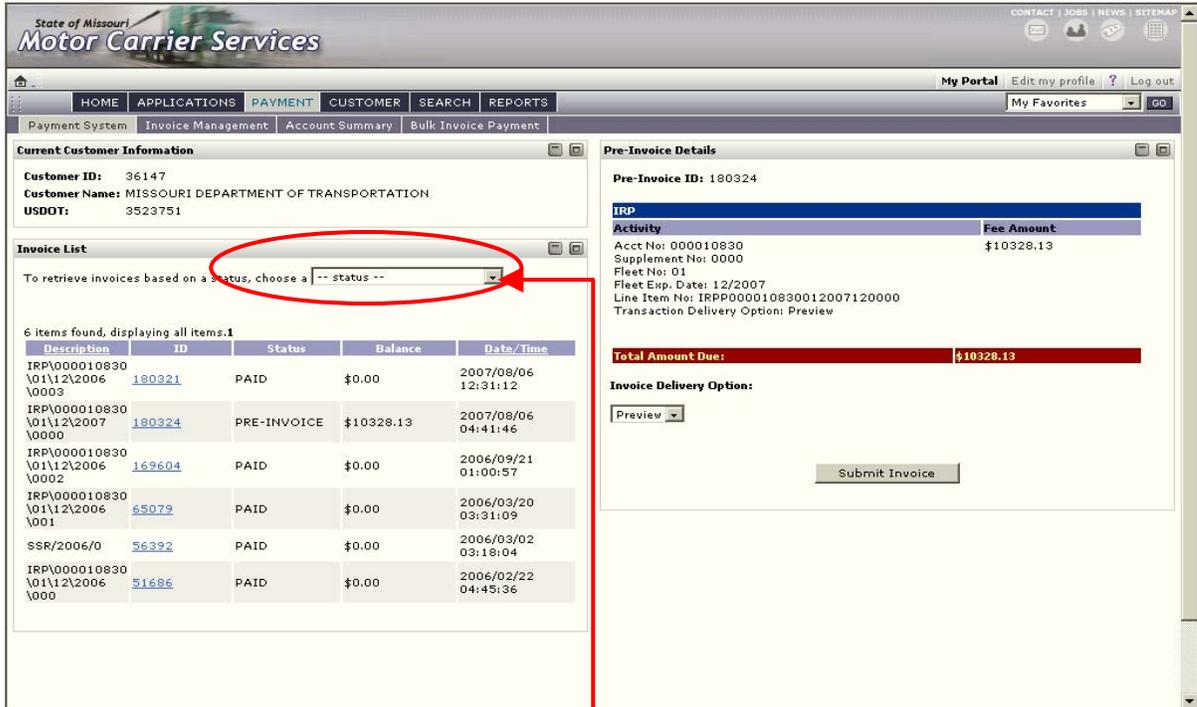
CONTINUE Submit Refresh Help

~~ PLEASE CONTINUE ~~

YOU HAVE NOT COMPLETED THE BILLING PROCESS.

13. Click the **PAYMENT** tab at the top of this screen.

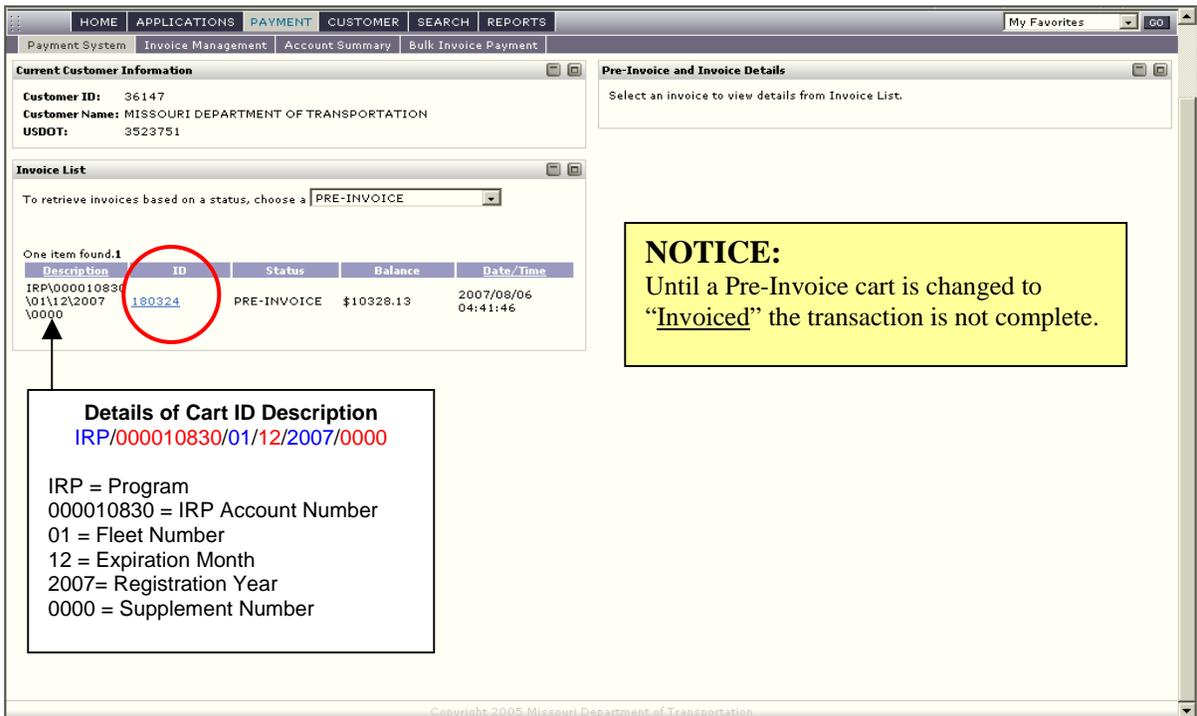
The Payment System screen is displayed. This screen will display the “status” of all program invoices.



14. Click on the drop-down arrow for invoice status.

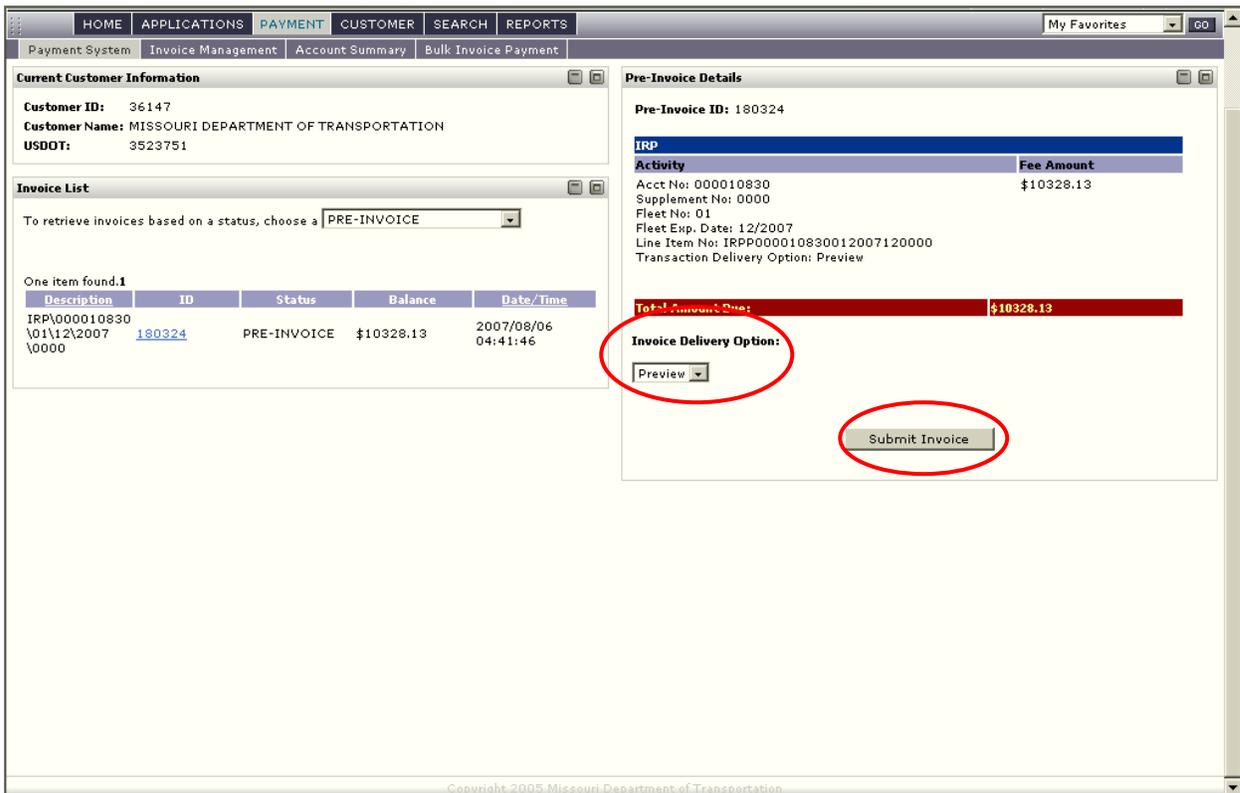
15. Select **PRE-INVOICE**.

The Payment System screen will now display only the carts that require invoicing.



16. Click on the **BLUE ID** number.

The Payment Screen will now display the Pre-Invoice Details on the right side of the screen.



17. Choose an **INVOICE DELIVERY OPTION**.

FAX	Select and enter FAX number to receive the billing and invoice by fax.
EMAIL	Select and enter an e-mail address to receive billing and invoice over the Internet.
PREVIEW	Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review.

18. Click **SUBMIT INVOICE** and the Blue ID cart status will change to invoiced.

The IRP Renewal is now processed and invoiced. You can retrieve a copy of the invoice via the "Invoice Delivery Option" you chose.

Note: To retrieve or view invoices based on status, choose a status from the drop down.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or you may mail your payment with a copy of the invoice. Refer to page 22-23 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.

The screenshot shows the Missouri Motor Carrier Services portal. At the top, there is a navigation bar with links for HOME, APPLICATIONS, PAYMENT, CUSTOMER, SEARCH, and REPORTS. Below this, there is a sub-navigation bar with links for Information, IRP, IFTA, PERMITS, OD/OW, and HW/WT. The main content area is titled "Vehicle Selection Menu" and displays account information: Account Nbr: 10830, Supp Nbr: 0000, MISSOURI DEPARTMENT OF TRANSPORTATION, RENEW FLEET, Fleet Nbr: 1, Exp MM/YR: 12/2007, and USDOT Nbr: 3523751. On the left side, there are three buttons: "Straight Renewal", "Delete Vehicle(s)" (circled in red), and "Amend vehicle(s)". At the bottom, there is a "CONTINUE" dropdown menu and buttons for "Submit", "Quit", and "Refresh".

1. Click on **DELETE VEHICLE**.

The Delete Vehicle Screen is displayed.

The screenshot shows the "Delete Vehicle" screen. At the top, there is a navigation bar with links for Information, IRP, IFTA, PERMITS, OD/OW, and HW/WT. Below this, there is a sub-navigation bar with links for Information, IRP, IFTA, PERMITS, OD/OW, and HW/WT. The main content area is titled "Delete Vehicle" and displays account information: Account Nbr: 10830, Supp Nbr: 0000, MISSOURI DEPARTMENT OF TRANSPORTATION, STRAIGHT RENEWAL, Fleet Nbr: 1, Exp MM/YR: 12/2007, and USDOT Nbr: 3523751. The screen contains several input fields: "VEHICLE CONTROL: 2", "VEHICLES PROCESSED: 0", "PLATE: []", "VIN: []", and "UNIT: 1001". At the bottom, there is a "CONTINUE" dropdown menu and buttons for "Submit", "Quit", "Refresh", and "Help".

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 Delete Vehicle Screen 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

Information IRP IFTA PERMITS OD/OW HW/WT

Delete Vehicle Account Nbr: **10830** MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: **1** Exp MM/YR: **12/2007**
Supp Nbr: **0000** STRAIGHT RENEWAL USDOT Nbr: **3523751**

VEHICLE CONTROL: VEHICLES PROCESSED: **0**
PLATE: **A22292** VIN: **1M2P296C35M022967** UNIT: **221**

Vehicle/Registration Information

TTL NBR: **APPLIED** USDOT: **3523751**
DELETION DATE: / / DELETE REASON:

Documentation

DOCUMENTS: PLATE RETURNED:

4. Verify that the correct vehicle and plate number is displayed.
5. Choose a **DELETE REASON** from the drop-down list.
6. Click **SUBMIT**
7. 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: VEHICLES PROCESSED:

PLATE: VIN: UNIT:

8. If you also have amendments to process on your renewal, refer to page 12 for instructions.
9. If all vehicles have been deleted and there are no amendments to be processed select “billing” from the drop-down and click **SUBMIT**.
10. If there are no errors, the IRP billing screen is displayed.

The IRP Billing screen is displayed.

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.

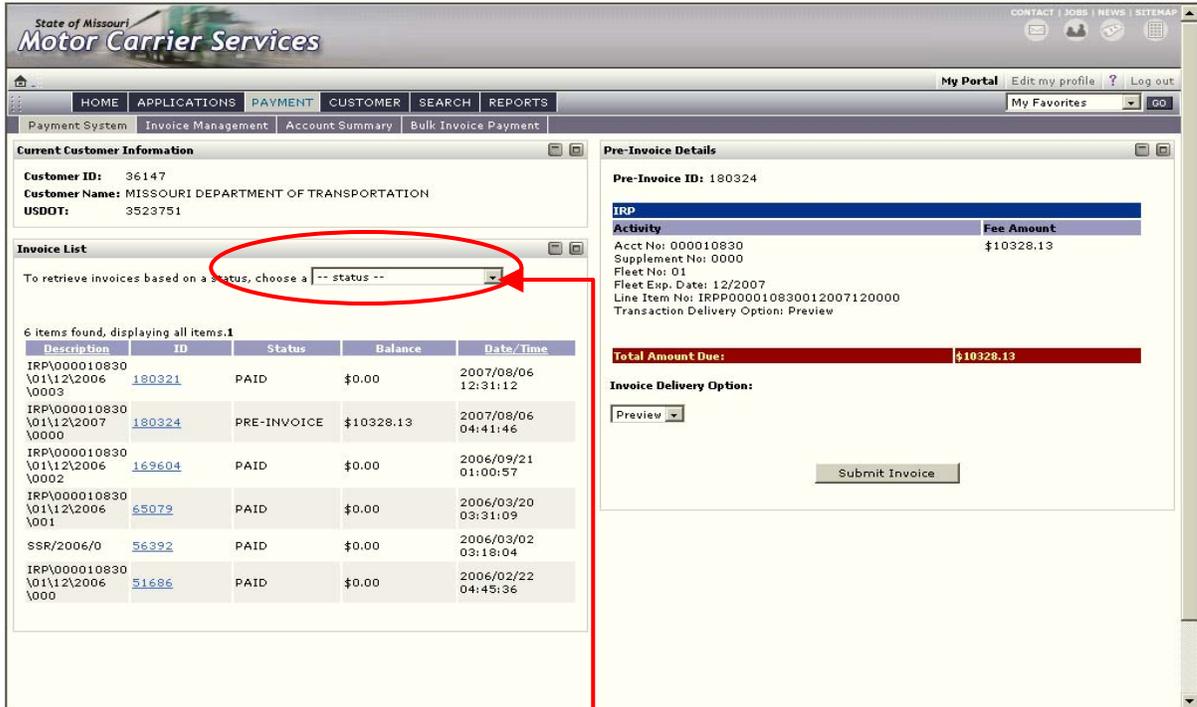
The IRP Main Menu is displayed with the following message.

~~ PLEASE CONTINUE ~~

YOU HAVE NOT COMPLETED THE BILLING PROCESS.

13. Click the **PAYMENT** tab at the top of this screen.

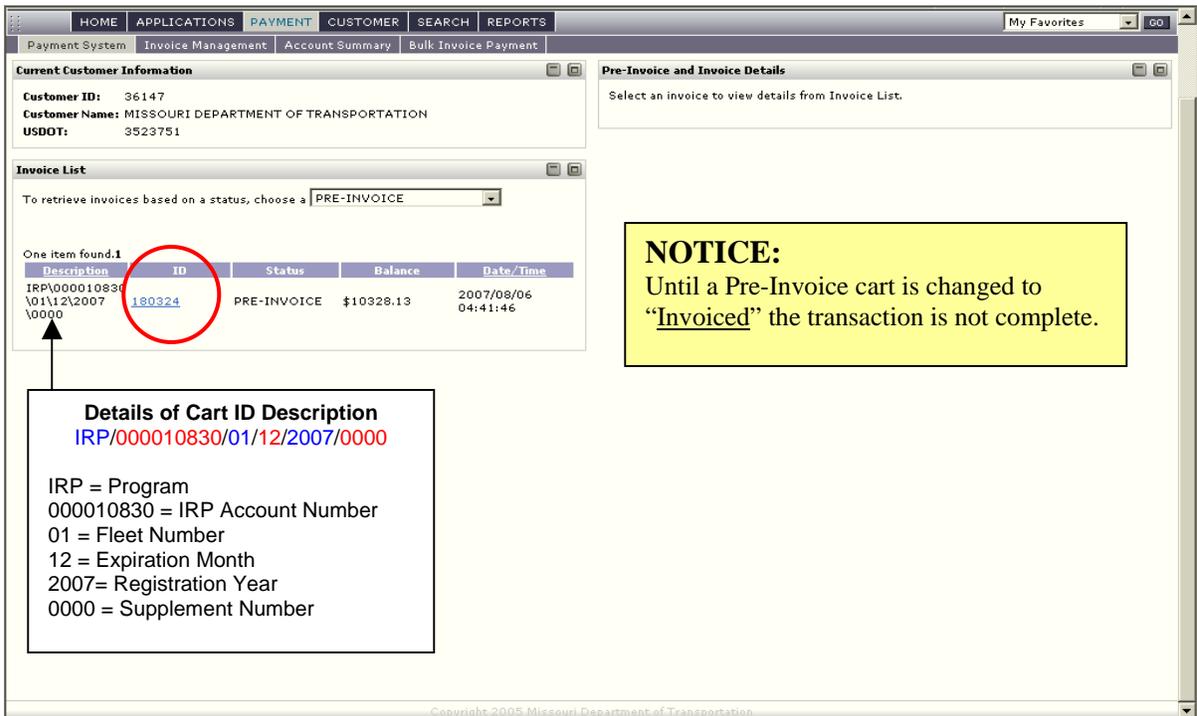
The Payment System screen is displayed. This screen will display the “status” of all program invoices.



15. Click on the drop-down arrow for invoice status.

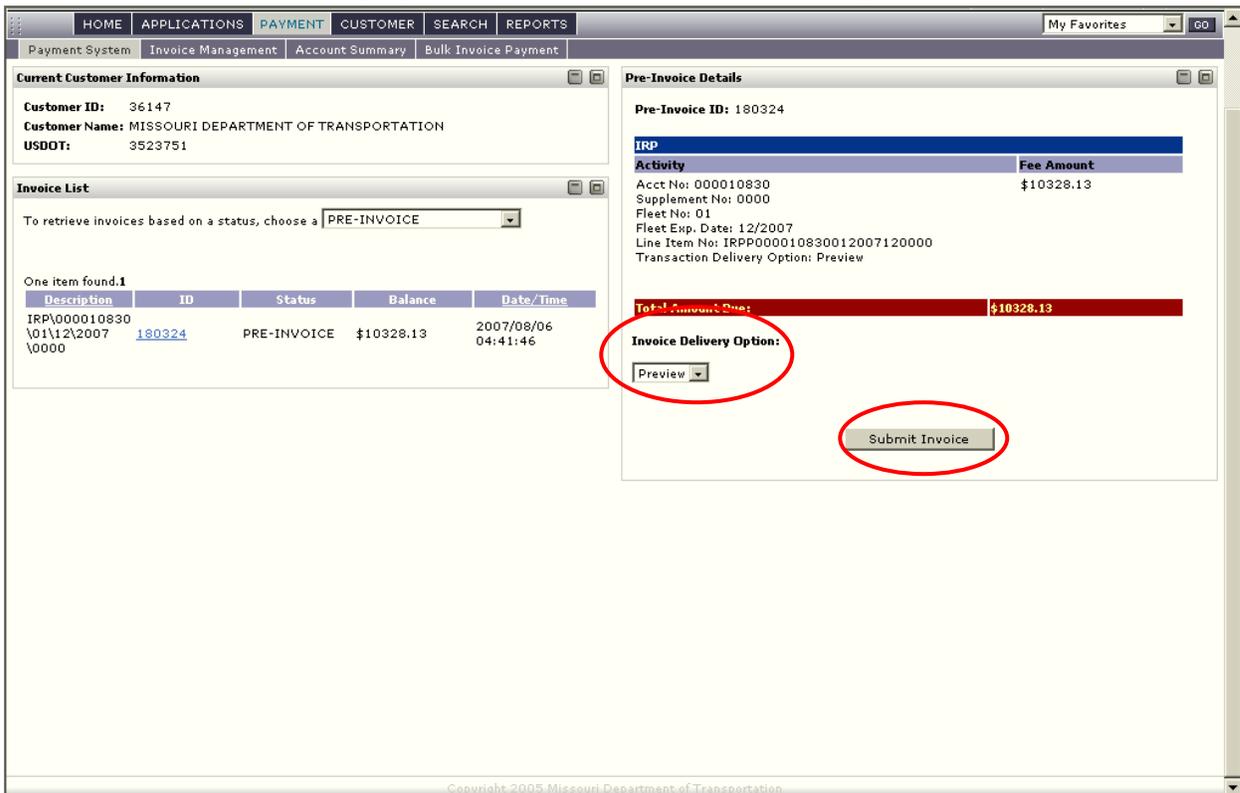
15. Select **PRE-INVOICE**.

The Payment System screen will now display only the carts that require invoicing.



16. Click on the **BLUE ID** number.

The Payment Screen will now display the Pre-Invoice Details on the right side of the screen.



19. Choose an **INVOICE DELIVERY OPTION**.

FAX	Select and enter FAX number to receive the billing and invoice by fax.
EMAIL	Select and enter an e-mail address to receive billing and invoice over the Internet.
PREVIEW	Select to send the billing and invoice to the REPORT LIST (A tab at the top of your screen) for review.

20. Click **SUBMIT INVOICE** and the Blue ID cart status will change to invoiced.

The IRP Renewal is now processed and invoiced. You can retrieve a copy of the invoice via the "Invoice Delivery Option" you chose.

Note: To retrieve or view invoices based on status, choose a status from the drop down.

Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or you may mail your payment with a copy of the invoice. Refer to page 22-23 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 by 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.

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)

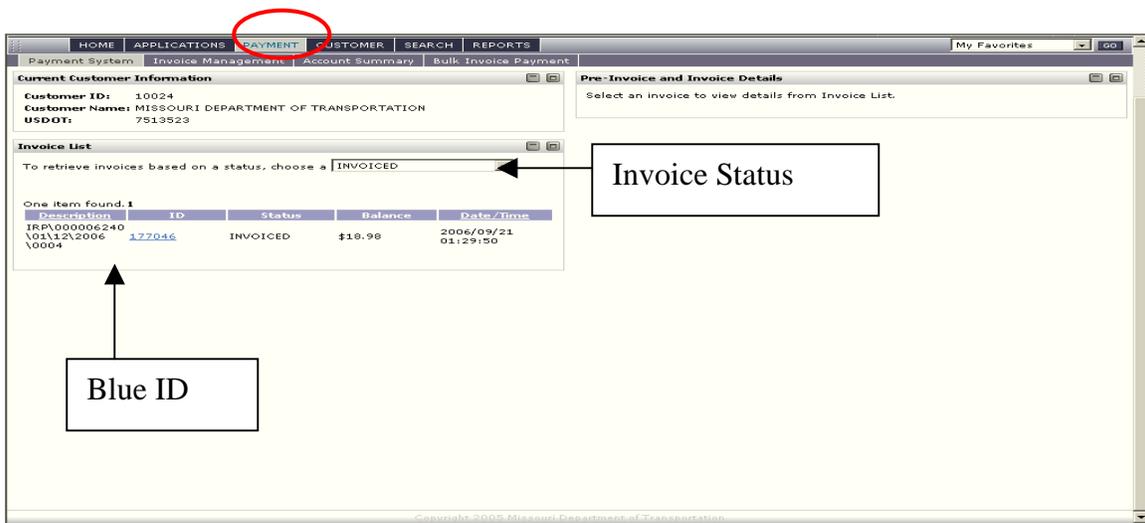
The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Payments cannot be made without the security code.

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.

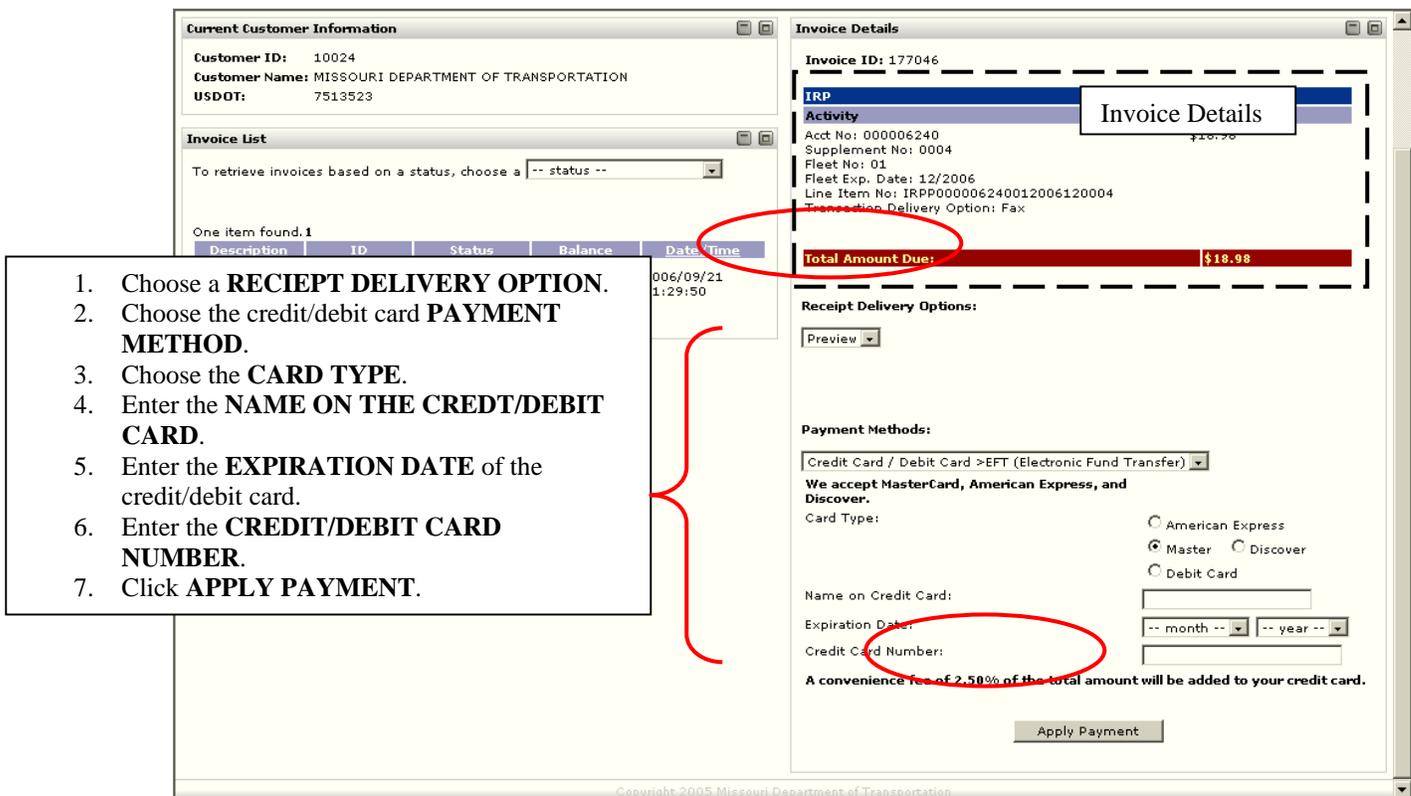
Get Fee

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



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.

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, 2008 the last update cannot be older than January 1, 2007.
- New registration year begins April 1, 2008 the last update cannot be older than April 1, 2007
- New registration year begins July 1, 2008 the last update cannot be older than July 1, 2007.
- New registration year begins October 1, 2008 the last update cannot be older than October 1, 2007.

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.

The screenshot shows the Missouri Motor Carrier Services web portal. The page title is "Motor Carrier Services" and the user is logged in as "My Portal". The main menu includes "Renewal", "Supplement", and "Supplement Continuance", with the latter highlighted by a red circle. The form fields are: ACCOUNT NBR: 6240, FLEET NBR: 01, EXP MM/YR: 12 2008, and SUPP NBR: 0. A red bracket points to the expiration date field with a callout box that says "Enter the month and year that the 'renewed' license will expire." At the bottom, there are buttons for "CONTINUE", "Submit", "Refresh", and "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.

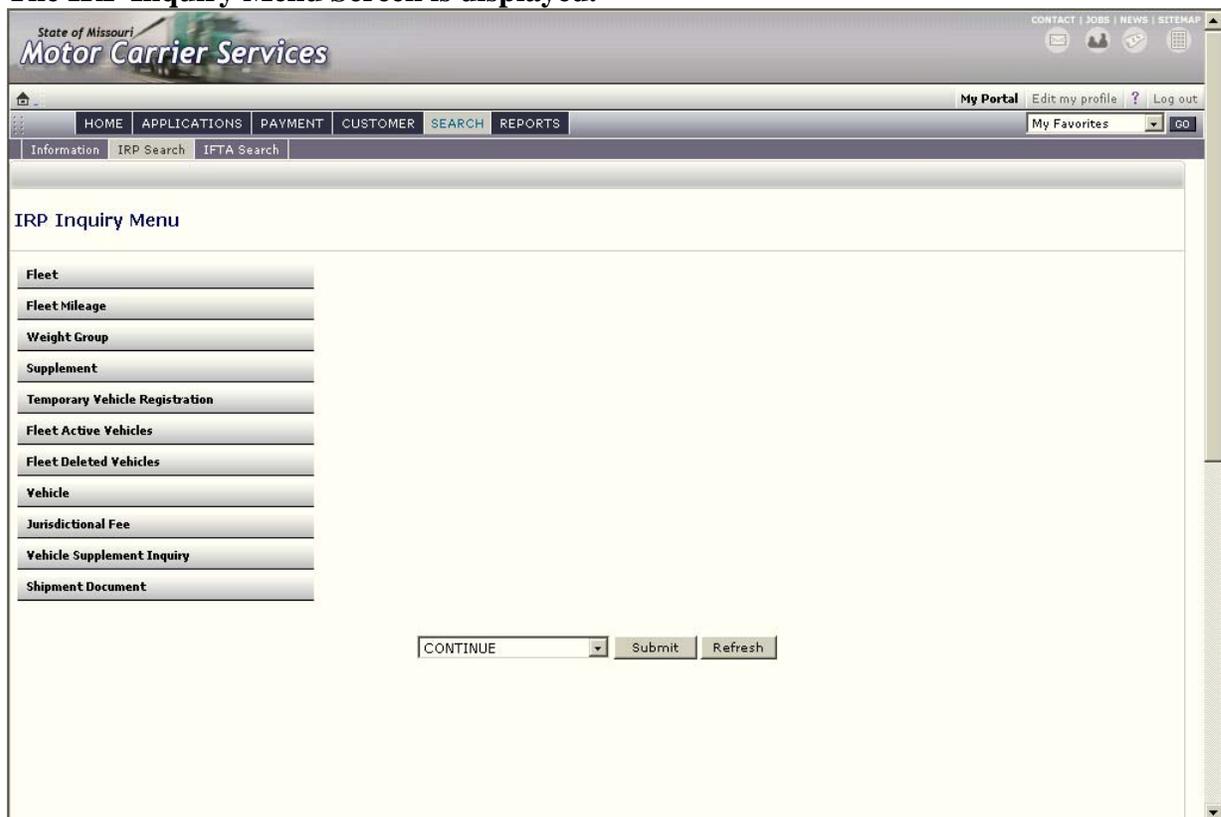
3. Click **SUBMIT**.
4. Continue processing the application at the point where the last piece of work was completed.

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.



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 on **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)
Account No.: 10830 *

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

Print
 Email
 Fax
 US Mail
 Preview

Submit Report Clear

2. Insert your **IRP ACCOUNT NUMBER**.
3. Choose **PREVIEW** as your document delivery option.
4. Click **SUBMIT REPORT**.

Request New Report

Report submitted Successfully.

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

Report List for [redacted]

Actions	Report Name	Report Date	Requested Date
delete view	IRP OUTSTANDING SUPPLEMENT ACTIVITY REPORT	8/9/2007 0:0:0	2007-08-09 10:54:05.0
delete view	IRP OUTSTANDING SUPPLEMENT ACTIVITY REPORT	8/9/2007 0:0:0	2007-08-09 10:41:51.0

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