



# **MOTOR CARRIER SERVICES**

## **MoDOT CARRIER EXPRESS**

### ***International Registration Plan***

How to

Reprint a Cab Card

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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 renewal 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, use a Form MCS 150 – update electronically at [www.safersys.org](http://www.safersys.org). MCS-150s must be updated biennially 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)

### HOW TO REPRINT AN (ADOBE) PDF COPY OF YOUR CAB CARD.

ADOBE READER MUST BE INSTALLED ON YOUR COMPUTER. ADOBE READER IS A FREE PROGRAM AVAILABLE FOR FREE DOWNLOAD.

<http://www.adobe.com/products/acrobat/readstep2.html>

Required Supporting Documents –

- None

1. Log on - [www.modot.org/mce](http://www.modot.org/mce)

**Sign in to begin using MoDOT Carrier Express.**

User ID:

Password:

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

**Welcome to MoDOT Carrier Express**

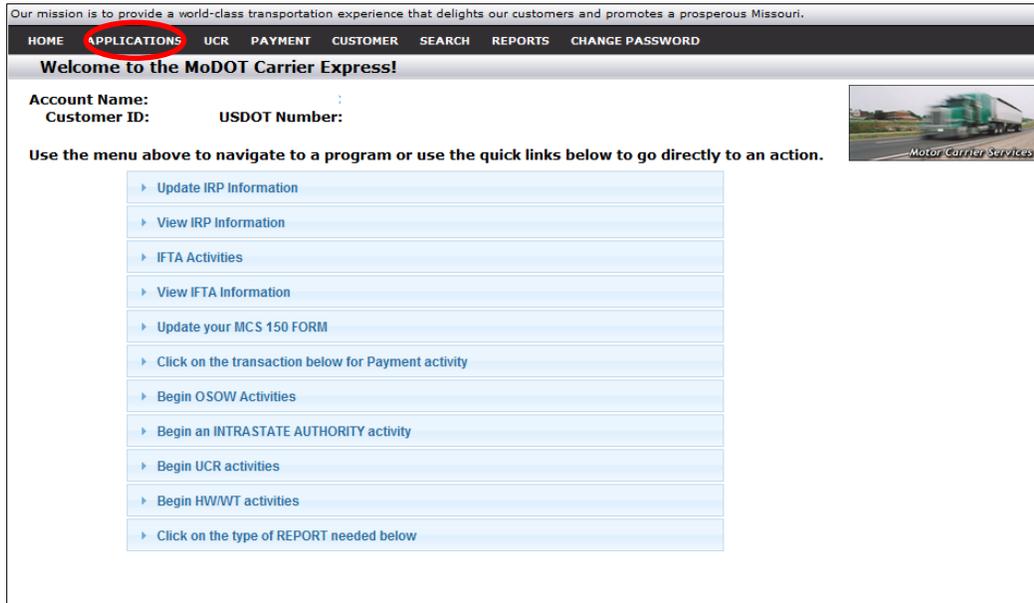
- Don't have a Customer ID and password? Visit [www.modot.org/mcs/MotorCarrierExpress.htm](http://www.modot.org/mcs/MotorCarrierExpress.htm) to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6, 7 and 8.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance 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)

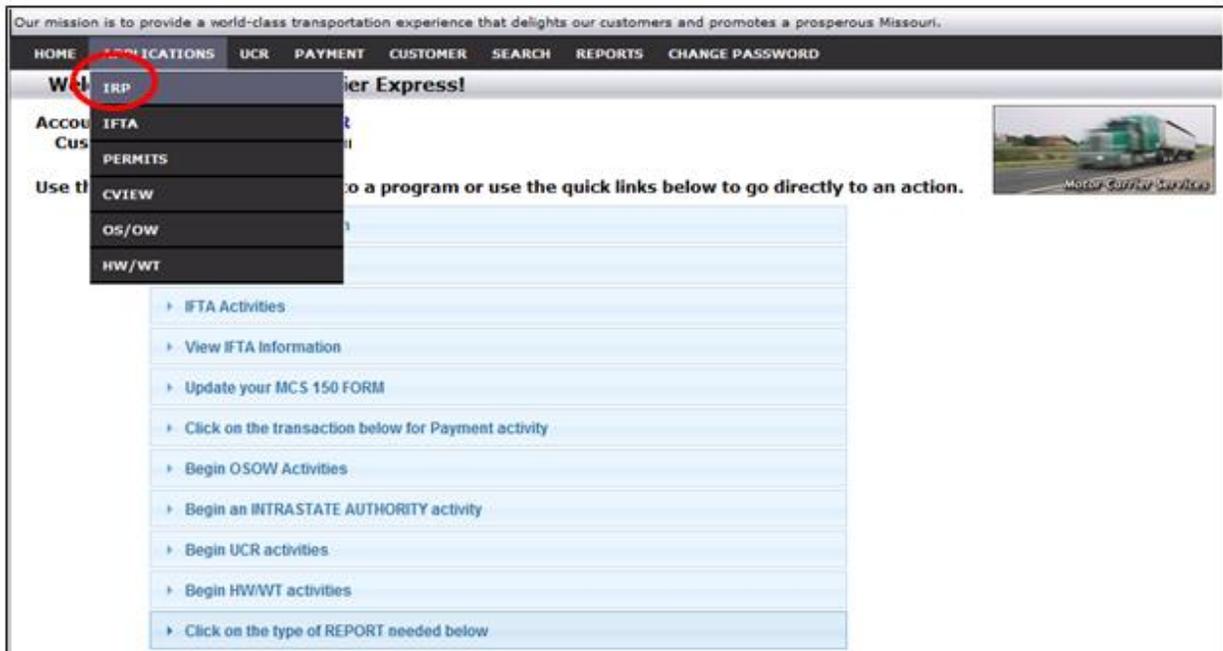
a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears  
This page contains links for various activities and information pages

a. To proceed with your reprint, click on **APPLICATIONS**



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 **REPRINT** and complete the requested screen information

Reprint

**Cab Card**

ACCOUNT NBR: 1  
FLEET NBR: [input]  
EXP MM/YR: [input]  
SUPP NBR: [input]  
VIN: [input]  
UNIT NBR: [input]

Delivery Options: V - Preview ▾

CONTINUE Submit Return Refresh Help

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Choose only one, either supplement number, VIN, or unit number. If more than one field is entered you will receive an error message.
- Select **DELIVERY OPTIONS** from the drop down box
  - 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 for printing (find in the REPORTS tab)

**Note: The cab card(s) will be sent to you via the delivery option you chose.**