



MOTOR CARRIER SERVICES
MoDOT Online Express

**Step-By-Step Instructions For Filing
Operating Authority Renewal**

August 2008

www.modot.org/mcs
1-866-831-6277
contactMCS@modot.mo.gov

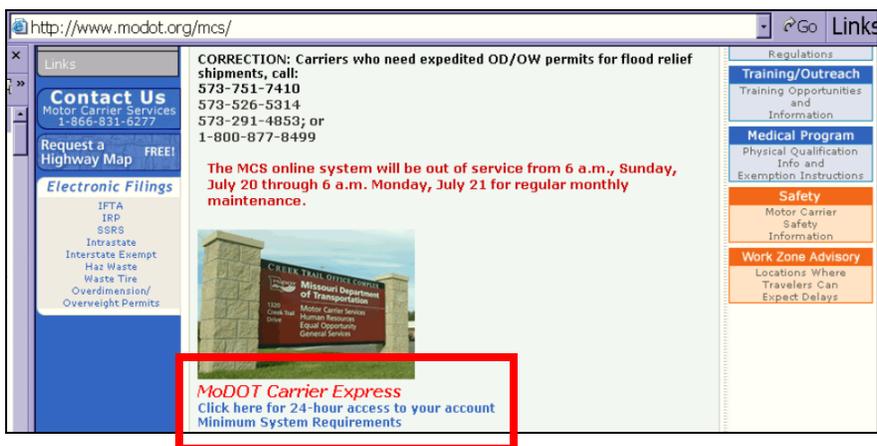
INTRASTATE OPERATING AUTHORITY RENEWAL INSTRUCTIONS

Renewal Requirements

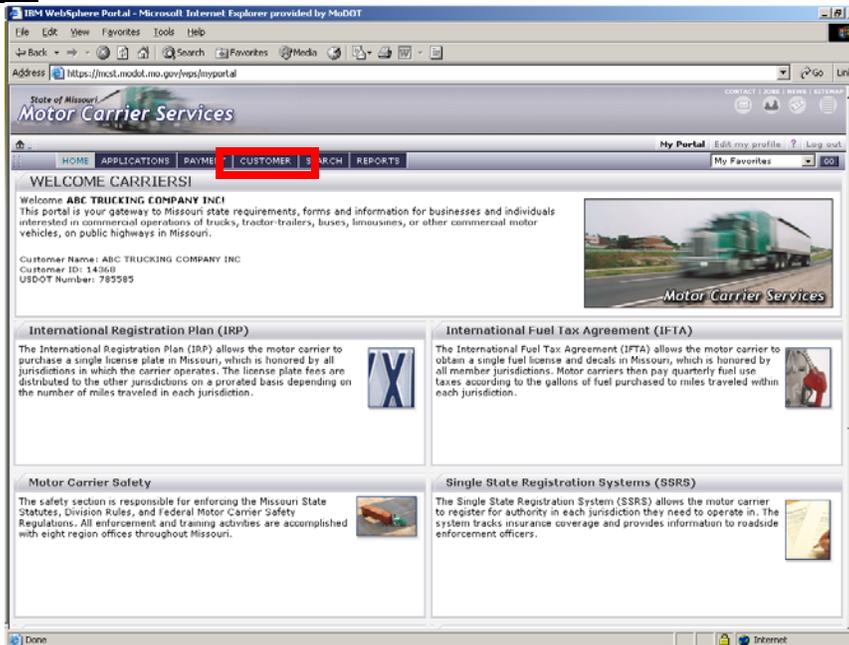
- Submit an online renewal application or a completed B-1R application form.
- Payment of \$10 per sticker (one sticker is required for each vehicle).
- Operating authority status must be in good standing – not suspended.
- Properly registered with the Missouri Secretary of State's office if using a fictitious name, or operating as a corporation, LLC, LP, or LLP. Registration status must be active.
 - Visit www.sos.mo.gov/BusinessEntity/soskb/csearch.asp to verify your registration status.
- Properly registered with the United States Department of Transportation and in good standing. Verify online at www.safer.fmcsa.dot.gov.

Getting Started With MoDOT Carrier Express

1. Visit the MoDOT Motor Carrier Services Web site: www.modot.org/mcs
2. Select **MoDOT Carrier Express**.
3. Enter your userID and password to access the system.
 - If you do not have an userID and password, send an e-mail to: contactMCS@modot.mo.gov. Your userID and password should arrive within two business days.



Renew Online



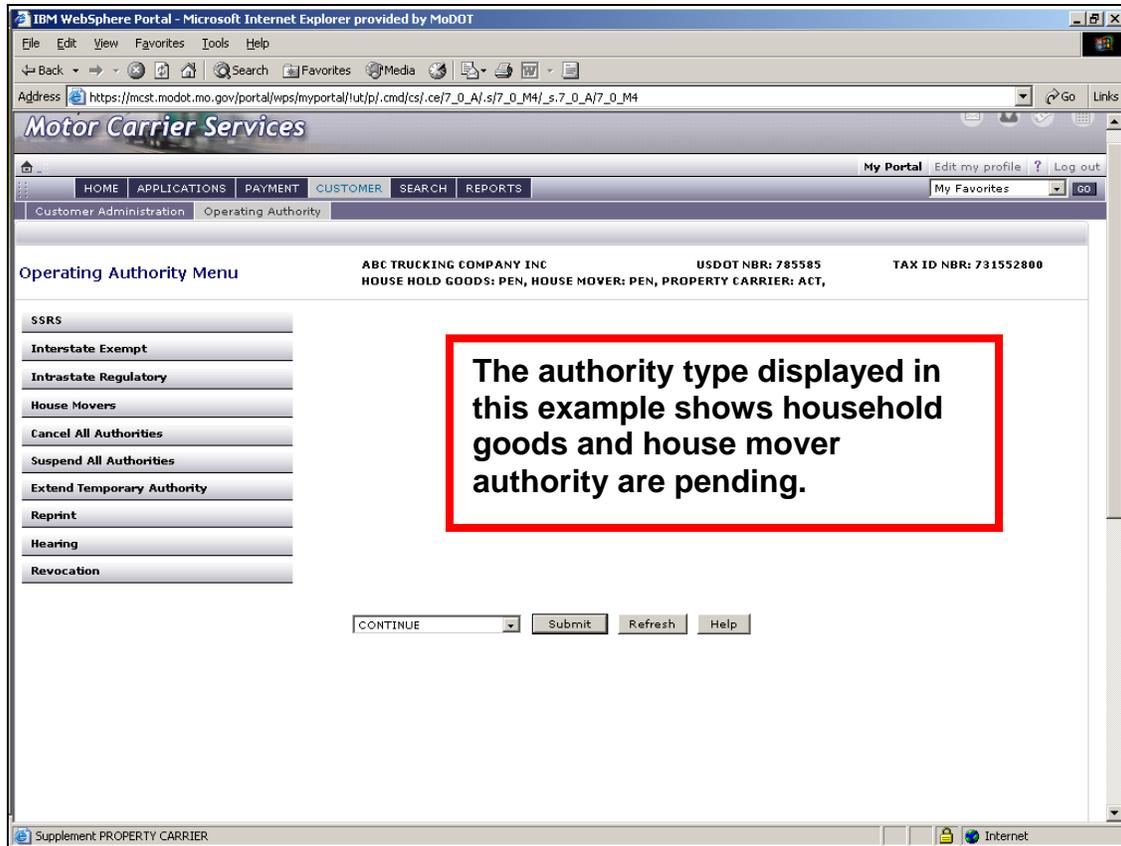
Your customer profile will appear. If any of the information displayed on this screen is incorrect,

1. Select the **CUSTOMER TAB**. Your customer profile will appear. Carefully review your company's information.
2. Click **CONTACT LIST** on the left side of the screen and check to ensure data is correct.

If any information is incorrect, contact Motor Carrier Services at 1-866-831-6277 or by e-mail at contactmcs@modot.mo.gov to make corrections..

Customer Profile		Legal Name: MISSOURI DEPARTMENT OF TRANSPORTATION	USDOT No: 1124373
		DBA Name:	Customer ID: 19747
Customer Status:	ACTIVE	Date Incorporated:	
Customer ID:	19747	State Incorporated:	MO
USDOT No:	1124373	SOS Registration No:	999999999999
Legal Name:	MISSOURI DEPARTMENT OF TRANSPORTATION	SOS Expiration Date:	
DBA Name:		Certificate Good Standing:	
Business Type:	State/Government	DBA SOS Registration No:	
Tax Type:	E - FEIN	DBA SOS Expiration Date:	
FMCSA MC No:		Partnership Agreement:	
IRP No:		Returned Mail:	
EPA No:	MOD985771377	Comments Available:	YES
Created By:	CONVERT	Last Updated By:	stickd
Created On:	09/23/2005 09:09:49 AM	Last Updated On:	04/15/2008 10:04:52 AM
Physical [Safety]			
Address 1:	1511 MISSOURI BLVD	City:	JEFFERSON CITY
Address 2:		Zip:	651010000
County:		Jurisdiction:	MO
		Country:	USA
Business Location			
Address 1:	105 W CAPITOL	City:	JEFFERSON CITY
Address 2:		Zip:	65102
County:	COLE	Jurisdiction:	MO
		Country:	USA
Principle Place of Business			
Address 1:	105 W CAPITOL	City:	JEFFERSON CITY
Address 2:		Zip:	65101
County:	COLE	Jurisdiction:	MO
		Country:	USA
Mailing Address			
Address 1:	P O BOX 270	City:	JEFFERSON CITY
Address 2:		Zip:	65102
County:	COLE	Jurisdiction:	MO
		Country:	USA

3. Select the **OPERATING AUTHORITY TAB**. The Operating Authority screen displays all types of authority your company holds and the status of the authority.



4. Select **INTRASTATE REGULATORY** and then select **RENEWAL**.





Types of Authority

- **Property Carrier Registration** for carriers of property other than household goods or passengers. May include hazardous materials.
- **Household Goods** for carriers of household goods only. May include hazardous materials.
- **Passengers Non-Charter** for those who transport passengers in non-charter service.
- **Passengers Charter** for those who transport passengers in charter service.

Status Indicators

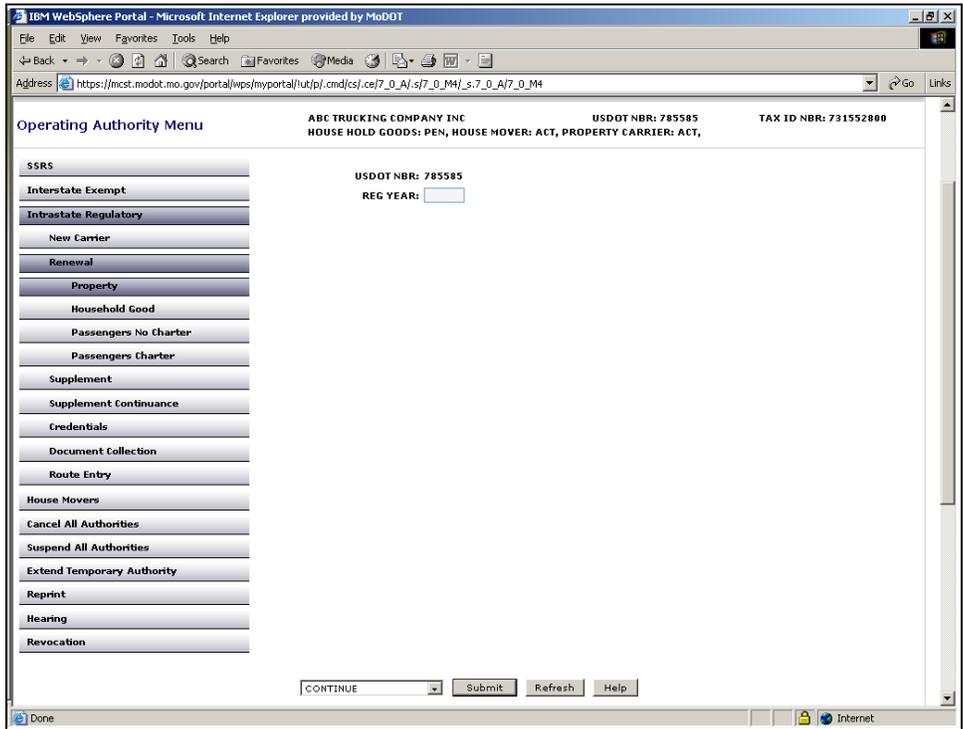
- **PEN** – an application for authorization is pending.
- **ACT** – authorization is active and in good standing.
- **SUS** – authorization is suspended - please contact MoDOT MCS.
- **REI** – authorization is reinstated.

5. Select the appropriate **AUTHORITY RENEWAL TYPE**.

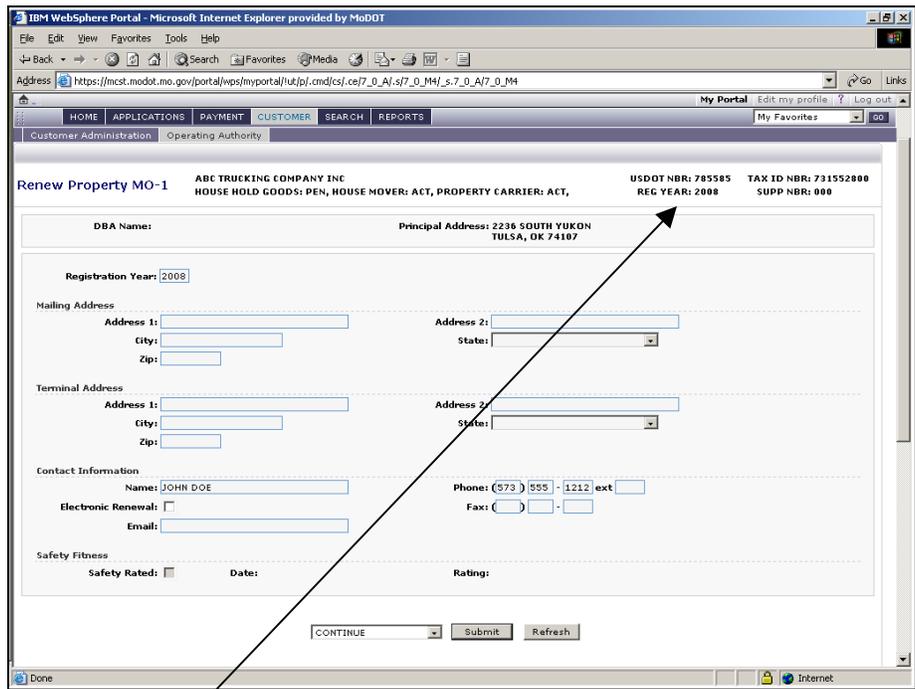
- If you are authorized as both a household goods and property carrier, you may renew under either program.
- If you are authorized as both a passengers charter and non-charter carrier, renew under either program, but remember to select window sticker/sticker if you use a vehicle that has a seating capacity of 6 to 12 passengers.
- If you are authorized for both passengers and property, renew both if you use different vehicles for each purpose. If using the same vehicle to haul property and passengers, renew under one authority type.

Property Carrier	Door Stickers
Household Goods	Door Stickers
Passenger Charter 13 passengers or more	Door Stickers
Passenger Charter 6 to 12 passengers	Window Stickers
Passenger Non Charter 13 passengers or more	Door Stickers
Passenger Non Charter 6 to 12 passengers	Window Stickers

6. Enter the current year to renew your license for the next licensing period.
 - For example, if you are renewing for the 2009-year, enter 2008.



9. Complete the **RENEW PROPERTY MO-1** .



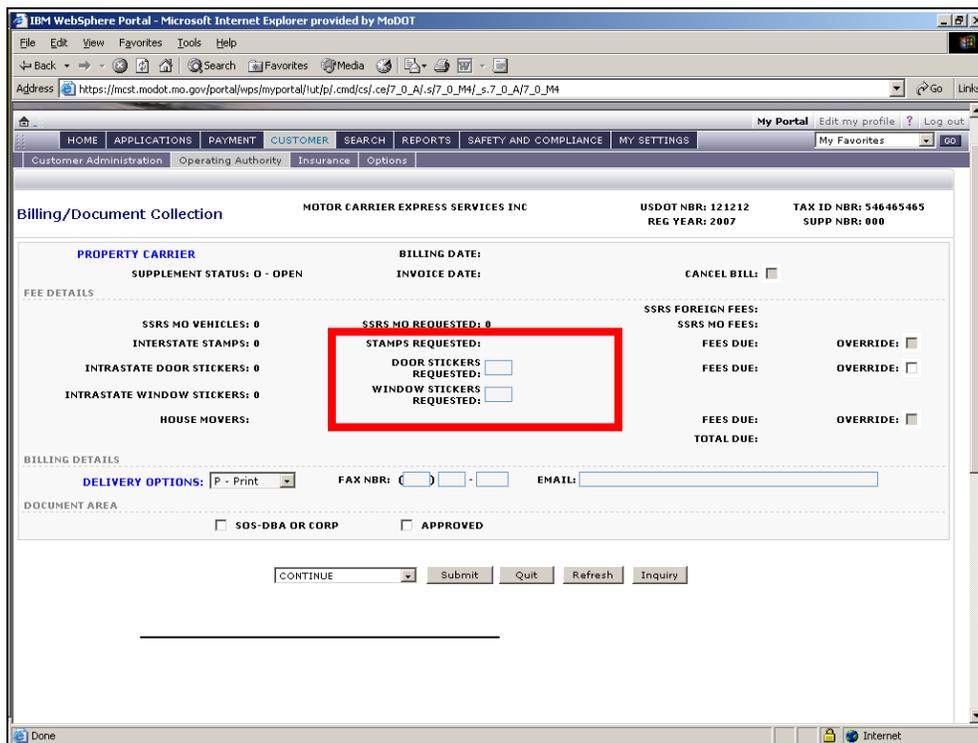
- The **Registration Year** will default to the next registration year. For example, if you want 2009 stickers, please ensure 2009 is listed in the Registration Year.

- Enter your **Mailing Address** (street/post office box, city, state and zip) if it is different than your principal place of business address.
- Enter your **Terminal Address**, if applicable.
- Enter your **Contact Information** An e-mail address is required.
- **Electronic Renewal** – select this box under the contact name if you wish to renew electronically in the future.

10. Select **SUBMIT**.

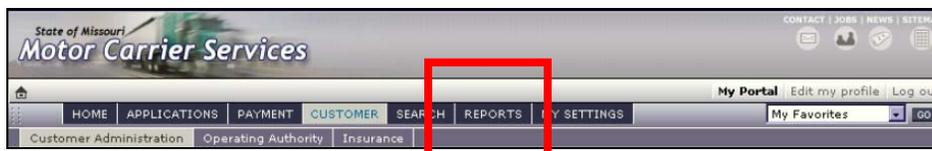
11. Enter the number of stickers needed. The cost is \$10 per vehicle.

- Door stickers - for commodity carriers and passenger carriers using vehicles with a seating capacity of 13 or more passengers.
- Window stickers - for passenger carriers using vehicles with a seating capacity of 6 to 12 passengers.



12. Select your preferred delivery option. Remember, the stickers will be mailed to you; only the shipping document will be faxed or e-mailed to you by the method of delivery you choose.

- **Do NOT choose Print**. This is an option for MoDOT employees only.
- **Preview** will deliver your shipping document to the **REPORTS** tab after MoDOT MCS processes your request.
- If choosing **fax** or **e-mail**, be sure to enter a fax number and/or e-mail address.



13. Select **SUBMIT** and then select **SUBMIT TO CONFIRM**.
14. **VERIFY** the calculated fee - *\$10 per sticker*.
15. Select **SUBMIT**.
16. **INVOICE** your transaction.
17. Select the **PAYMENT** tab, followed by **PAYMENT SYSTEM**.
18. Select the **blue cart ID** associated with your transaction. The status will be **PRE-INVOICE**.

MCS Intrastate Program Descriptions

- PCR - Intrastate Property Carrier Registration
- POC - Intrastate Passenger Non-Charter
- PC - Intrastate Passenger Charter
- HHG - Intrastate Household Goods

Description	ID	Status	Balance	Date/Time
PCR/2007/3	180197	PRE-INVOICE	\$10.00	2007/07/03 09:39:11
HM/2008/0	180123	PENDING INVOICE	\$100.00	2007/07/02 09:45:07
PCR/2008/0	180126	PENDING INVOICE	\$20.00	2007/07/02 03:05:17
HM /2007/0	180186	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	180190	PAID	\$0.00	2007/06/29 02:22:34
PCR/2007/0	180182	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	177753	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	177751	PAID	\$0.00	2006/09/22 12:50:41
ODOW\1128966	177555	PAID	\$0.00	2006/09/22 10:36:19
ODOW\1128006	176080	PAID	\$0.00	2006/09/20 10:59:30

19. Select the preferred **DELIVERY OPTION** for your invoice.

Description	ID	Status	Balance	Date/Time
HM /2007/0	180186	PAID	\$0.00	2007/06/29 10:50:08
PCR/2007/1	180190	PRE-INVOICE	\$20.00	2007/06/29 01:00:06
PCR/2007/0	180182	PAID	\$0.00	2007/06/27 12:02:46
ODOW\1129146	177753	PAID	\$0.00	2006/09/22 12:51:30
ODOW\1129152	177751	PAID	\$0.00	2006/09/22 12:50:41
ODOW\1128966	177555	PAID	\$0.00	2006/09/22 10:36:19
ODOW\1129006	176080	PAID	\$0.00	2006/09/20 10:59:30
ODOW\1127986	176063	PAID	\$0.00	2006/09/20 10:47:44
ODOW\1127403	175252	PAID	\$0.00	2006/09/19 10:48:47
ODOW\1126790	174471	PAID	\$0.00	2006/09/18 11:40:07

Pre-Invoice Details

Pre-Invoice ID: 180190

OA	Fee Amount
Activity	\$20.00

Program Type: PCR
 Registration Year: 2007
 Supplement 1
 Line Item ID: PCR000014982007001
 Account ID: 000014388000
 Current Delivery Option: Preview

Total Amount Due: \$20.00

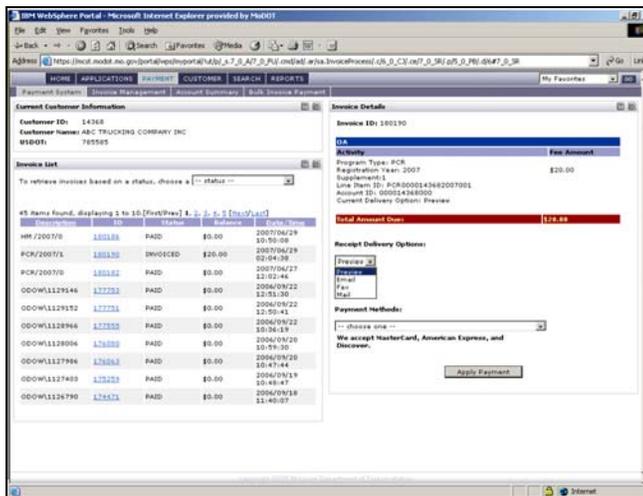
Delivery Option: Preview
 Submit Invoice

20. Select **SUBMIT**. The cart status changes to **INVOICED**.

- You can pay by **mail**. Print the invoice, attach a check and mail to MoDOT Motor Carrier Services. If you choose to pay by mail, you do not need to continue with these instructions.
- You can pay by **eCheck**, using funds directly from your account. A processing fee of 60 cents applies. To use eCheck, have the following information ready:
 - The bank routing number – a 9-digit number printed at the bottom of a check.
 - Your account number – also located at the bottom of a check.
 - Your name or the company name printed on the check.
 - The payment amount.
- You can pay by **credit card**. MoDOT can accept MasterCard, Visa, American Express or Discover. Find your security code (CV2), located on the back of your card in the signature section. Payments cannot be made without this number.
 - The credit card processing company assesses a convenience fee. Fees are based on the amount of the transaction – see below:

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 - \$1,000	2.80%
\$1,000.01 - \$1,500	2.75%
\$1,500.01 - \$2,000	2.70%
\$2,000.01 and up	2.60%

24. Click the blue number of the invoice you would like to pay online.



24. Select the preferred **DELIVERY OPTION** for your receipt.

25. Select the preferred **payment method**.

26. Select the **CARD TYPE** or **E-CHECK**

CREDIT/DEBIT CARD

6 items found, displaying all items. 1

Description	ID	Status	Balance	Date/Time
PCR/2008/1	479452	INVOICED	\$10.00	2008/07/28 02:46:34
IRP\000013220 \01\06\2009 \0001	479392	PAID	\$0.00	2008/07/15 12:55:37
IRP\000013220 \01\06\2009 \0000	479391	PAID	\$0.00	2008/07/15 12:55:35
IRP\000013220 \01\06\2009 \0003	479394	INVOICED	\$0.00	2008/07/15 01:47:06
PCR/2008/0	479365	PAID	\$0.00	2008/07/09 01:42:24
HWWT\1000361	134755	PAID	\$0.00	2006/07/14 08:47:40

Receipt Delivery Options:

Preview ▾

Walk-In

Payment Methods:

Credit Card / Debit Card ▾

We accept MasterCard, American Express, Discover, and Visa.

Card Type:

American Express
 Master Discover
 Visa

Name on Credit Card:

Expiration Date: -- month -- ▾ -- year -- ▾

Credit Card Number:

CV2:

Payment Receive Date: * Optional
 (MM/dd/YYYY e.g. 01/01/2005)

Apply Payment Get Fee

- Enter the name on the credit card as it is displayed.
- Enter the expiration month and year.
- Enter the credit card number.
- Enter the security code (CV2), a three-digit number printed on the signature section on the back of the card.
- Select **GET FEE** - It displays the convenience fee. When the fee is displayed, you can apply payment.

E-CHECK

Receipt Delivery Options:

Preview ▾

Walk-In
 Large Carrier

Payment Methods:

E-Check ▾

We accept MasterCard, American Express, Discover, and Visa.

Check Type: Company Check Personal Check

Account Type: Checking Acct Savings Acct

Name on Check:

Bank Routing Number:

Account Number:

Re-Enter Account Number:

Payment Amount: \$

Payment Receive Date: * Optional
 (MM/dd/YYYY e.g. 01/01/2005)

A convenience fee of \$0.60 will be added to the total amount of your payment if you choose to pay by E-Check. All convenience fees are paid to the company that processes the E-Check transactions.

Trouble finding Bank Routing Number and/or Account Number on your check? [Click Here for some help.](#)

Apply Payment

- Select the check type and account type.
- Enter the name as it appears on the check.
- Enter the bank routing number and account number.
- Re-enter the account number.
- Enter the payment amount.

30. Select APPLY PAYMENT.

31. Your online renewal is now submitted to MoDOT MCS for processing.

Upon approval of the online renewal, stickers will be sent to the mailing address or principal place of business address listed in your file.

Your credit card and bank account information is secure when using MoDOT Carrier Express. The account information is not stored on our computer.

Help MoDOT-MCS protect your financial information:

- Do NOT type your credit card information on any online page other than the payment page
- Do NOT type your credit card or bank account information in a comment or note field
- Do NOT write/type your credit card/bank account information on any faxes



**Motor Carrier Services
PO Box 893
1320 Creek Trail Drive
Jefferson City, MO**

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