Transfer Revenue Fee							0.00
Wire Transfer Fee							0.00
Amount Due							95.33
Cab Card Delivery Type							
Electronic Delivery Type							
D - PDF	~						
~		4			~	~	
		Proceed	Refresh	Quit	View Invoice Repo	<u>irt</u>	

Click Proceed from the command line to complete the payment.

1.3.2.2 Add Vehicle

Perform the following steps to process an ADD VEHICLE supplement:

- From the IRP application level menu, select ADD VEHICLE from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
 - Enter the Fleet and Fleet Expiration Year; Account No. is prepopulated and protected.
 - The supplement date defaults to the current date and cannot be changed.
 - Select PROCEED to display the vehicle detail screen.

Vehicle			Add Vehicle
W.			
Supplement Search	MCE Customer ID	Fleet No.	Fleet Expiration Year
27015	898979800		
Supplement Effective Date 07/15/2021			
0	Proceed	Refresh Quit ?	0

The Vehicle Detail screen captures the information for each vehicle the user wants to add to the fleet and register into MoDOT Carrier Express. Mandatory fields have a red asterisk "*" beside them.

At the top of the Vehicle Detail screen there is a feature allowing the user to find an existing vehicle in the database.

• Enter the VIN and click the SEARCH button. The system will search for the information and populates the vehicle information fields on the Vehicle Detail screen.

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WGTGI	ROUP VEHICLE BILLING PAYM	ENT CREDENTIALS MAINMENU	NQUIRIES Q 👻
IRPVEH375 : [I] Please search the VIN	first to process a vehicle.		
/ehicle Details	SUCCESS TRUCK LEA	SING INC Account#: 27015 Fleet#: 001	Add Vehic Fleet Expiration Month / Year.: 03 / 2022 Supplement#: 002+
1510	1510	1510	
New Vehicle Search Criteria			
VIN	Copy Unit Number	Plate No.	Search
Supplements Details	Carrier Type		
0	C - CARRIER	~	
Vehicle Details	*Unit No.	*Weight Group No.	*Year
*Body Type	*Make	*Axles	*Combined Axles
*Fuel Type	Seats	Vehicle Color	*Unladen Weight 🝞
D - Diesel	*	v	
Base Jurisdiction Gross Weight	*Purchase Date 🕢	*Purchase Price	Factory Price
TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
In-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
	SUCCESS TRUCK LEASING INC		O - Owner 🗸
	*Safety USDOT	*Safety TPID	*Safety Change
🗋 Lease	000339745	440648226	N - NO
Use Existing Plate	Existing Plate	Change Name & Address on USDOT	Second Plate

Colorado 10K Indicator 🕜		Colorado Trailer 🕜		Utah Special Truck 😮		New Vehicle 😧	
Y - YES	~	N - NO	~	N - NO	~	N - NO	
O Special Truck							
N - NO	~						
Comments							
+ Comments							
+ Comments		1050		102		104	

Click the PROCEED button on the command line to save the vehicle information. The Vehicle Detail screen is displayed with empty fields for the creation of another vehicle if required. Refer to the screen and paragraphs referenced above for details.

If some of the vehicle information is wrong, must be changed or needs to be deleted, perform the following steps:

- Click the VEHICLE LIST button on the command line and a selection list of vehicles will be displayed.
- Click any "Select" link to the left of the unit number in the selection list and the vehicle details appear.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are complete, click PROCEED and the verification screen will appear. Click the PROCEED button on the verification screen and the Vehicle Details screen will appear.

If you need to add a weight group for the IRP vehicles, select the WTG GROUP tab at the top, in the navigation flow.

• Select ADD WTG GROUP, select the weight and then select PROCEED. After selecting PROCEED from the verification screen, the system displays the Vehicle Details screen so the user can add the vehicle.

When all of the vehicles have been entered correctly into the system, click the DONE button and the Web Processing - Submit screen will be displayed.

1.3.2.2.1 Web Processing – Submit

After the vehicle and/or weight group is added as desired, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for the details on submitting required documents to the review queue.

1.3.2.2.2 Billing Process

After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.2.3 Payment Details

After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.3 Add/Delete Vehicle (Add with Transfer)

MoDOT Carrier Express allows a user to add a new vehicle, delete an existing vehicle and issue a new plate using the Add/Delete Vehicle supplement. The transfer vehicle must be in the same account and fleet.

Perform the following steps to process an ADD/DELETE VEHICLE supplement:

- From the IRP application level menu, select Add/Delete Vehicle from the Vehicle menu tile..
- From the Fleet Search screen, enter the following:
 - \circ $\;$ The Account No. and MCE Customer ID are populated and protected.
 - Enter Fleet No. and Fleet Expiration Year to narrow down the search.
 - The supplement effective date . defaults to the current date and cannot be changed. The credit is calculated from the supplement effective date. Refer to Section 1.3.2 for MO business rules on supplement dates.
- Select the PROCEED button and the Vehicle Screen displays

,		PAYMENT CREDENTIALS	MAINMENU INQUIRIES Q ~	
IRPVEH375 : [I] Please search th	ne VIN first to process a vehicle.			
Vehicle Details	SUCCESS	TRUCK LEASING INC Account#: 2	27015 Fleet#: 002 Fleet Expiral	Add / Delete Vehicle tion Month / Year.: 03 / 2022 Supplement#: 001
New Vehicle Search Criter	ia	1510	15)	
VIN	Copy Unit Number	Plate No.	Search	
Supplements Details				
No. of Vehicles	Carrier Type			
0	C - CARRIER	~		
Deleted Vehicle Details				
*Unit No.	*VIN	Plate No.	Search	

Deletion Date	*Delete Reason		
07/15/2021	•		
Vehicle Details			
/IN	*Unit No.	*Weight Group No.	*Year
		2	•
Body Type	*Make	*Axles	*Combined Axles
	~		
Fuel Type	Seats	Vehicle Color	*Unladen Weight 🕜
D - Diesel	~		•
Base Jurisdiction Gross Weight	*Purchase Date 📀	*Purchase Price	Factory Price
	MM/DD/YYYY		
	TVR No. of Days	*Title Jurisdiction	*Title No.
TVR			•
'Owner Name	Owner Phone No.	Safety Responsibility	
SUCCESS TRUCK LEASING INC		0 - Owner	Lease
	*Safen/ TPID	*Safaty Change	
000339745	440648226	N - NO	Use Existing Plate
Existing Plate			
	Change Name & Address on USDOT	Second Plate	New Plate Required
Remanufacture			
Documentation Requirements	For Admin Fee and Fee Calculation		
Colorado 10K Indicator 😯	Colorado Trailer ?	Utah Special Truck 🕜	New Vehicle 😮
	colorado trailer		
Y - YES	✓ N-NO ✓	N - NO	N - NO
Y - YES CO Special Truck	 ✓ N-NO 	N - NO 🗸	N - NO
Y - YES IO Special Truck N - NO	 N-NO 	N-NO V	N - NO
Y - YES CO Special Truck N - NO	 N-NO 	N-NO V	N - NO
Y - YES CO Special Truck N - NO	 N-NO 	N-NO 🗸	N - NO
Y - YES CO Special Truck N - NO + Comments	 ✓ N-NO ✓ 	N-NO V	N - NO
Y - YES CO Special Truck N - NO + Comments	 N-NO 	N-NO ~	N - NO

The Vehicle Details screen allows the following actions:

For IRP, to review or add a new weight group

To review or add a weight group, select the WTG GROUP tab. Only new weight groups can be added. Existing weight groups can be viewed but cannot be changed.

- Existing weight groups and their associated base jurisdiction and maximum gross weight are displayed.
- To view the detail per jurisdiction, click the "Select" link of the weight group number to be viewed.

- Select the GO TO WEIGHT GROUP SELECTION button to return to the list.
- To return to the Vehicle Details screen, select DONE.
- To add a weight group, click the ADD WEIGHT GROUP button.
 - Enter the information and select PROCEED to validate.
 - \circ Select PROCEED from the verification screen to save.

To add a new vehicle

The Vehicle Details screen displays. The Vehicle Detail screen is used to enter the information for each replacement vehicle the user wants to add using an existing vehicle plate in the fleet.

At the top of the Vehicle Detail screen there is a feature allowing the user to find the "NEW" vehicle in the database.

Enter the VIN and click on the SEARCH button. The system will search for the information and, if found, will populate the vehicle information fields on the Vehicle Detail screen.

- The Vehicle Details screen captures all information about the new vehicle and some required information about the old vehicle.
- If you want a temporary vehicle registration document for the new vehicle, be certain to check the TVR check box BEFORE moving to the payment page.

To enter the "Old" (Deleted Vehicle Details) vehicle information, perform the following:

- The Unit number, VIN, and Plate No. fields contain the information for the vehicles currently registered to the account.
- The user can select from the list (click inside on of the fields to display the list) or type either the Unit No., VIN, or Plate only one of the values should be entered.
- Select the SEARCH button in this section to display the remaining information about the old vehicle.
- DELETION DATE defaults to the supplement effective date.
- Select the DELETE REASON from the drop down.

To enter the "NEW" vehicle information, perform the following:

• Refer to Section 1.3.2.1.5 for the IRP vehicle detail screen.

After entering the information, click PROCEED. The system performs edits to ensure all mandatory fields are filled and correct. The validation screen appears.

Click the PROCEED button to save the vehicle information. The Vehicle Detail screen displays with empty fields for creation of another vehicle, if required.

If some of the vehicle information is wrong and needs to be changed or vehicles need to be deleted after being stored in the system, complete the following steps:

• Click the VEHICLE LIST button on the command line. A selection list of vehicles appears.

- Click the SELECT link to the left of the unit number in the selection list and the vehicle details will be displayed.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are made, click PROCEED and the verification screen will appear. At the Verification screen, click the PROCEED button and the "VEHICLE DETAILS" screen appears.

When all of the vehicles are entered correctly into the system, click the DONE button on the command line. The Web Processing - Submit screen appears.

1.3.2.3.1 Web Processing – Submit

After this, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for details on submitting the required documents to the review queue.

1.3.2.3.2 Billing Process

After this, the billing process starts. To get the details of the billing process, refer to Section 1.3.2.1.7.

1.3.2.3.3 Payment Details

After this Payment details process starts. To get the details of the payment process, refer to Section 1.3.2.1.8.

1.3.2.4 Amend Vehicle With Fee

This supplement is performed when a vehicle needs to be amended and IRP fees are due based on the changes. Perform the following steps to process an Amend Vehicle With Fees supplement:

- From the IRP application level menu, select AMEND VEHICLE WITH FEES from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
 - Fleet No., and Fleet Expiration Year; The Account No. and MCE Customer ID are defaulted and protected.
 - The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for Missouri business rules on supplement dates.
 - Select PROCEED to display the Amend Vehicle Details Screen (see below).

Vehicle						Amenc	l Vehicle With Fee
13		\~n)		(3)-		(n)-	
Supplem	ent Search						
Account No.		MCE Customer ID		Fleet No.		Fleet Expiration Year	
27015		898979800					
Supplement	Effective Date						
07/15/2021							
			Proceed	Refresh Quit	?	FLEET TYPE	current of
	ACCOUNT NO.	MCE COSTOMER ID	FLEET NO.	MONTH	YEAR	0	FLEET STATUS
	27015	898979800	001	03	2022	FOR	A - ACTIVE
2	27015	898979800	002	03	2022	FOR	A - ACTIVE
Showing 1 to) 2 of 2 entries					First Previou	is <mark>1</mark> Next Last

The Amend Vehicle Details screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
 - To review, select the weight group number from the list.
 - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
 - Select GO TO WGT SELECTION to return to the list.
 - To add a weight group, select ADD WGT GRP.
 - Enter the information and select PROCEED to validate.
 - Click the PROCEED button from the validation screen to save.
 - Select DONE to return to the Vehicle Details screen.
- Select a vehicle to amend.
 - Enter either the Unit No., VIN or Fleet No. in the CHANGE VEHICLE DETAILS section.
 - Click the SEARCH button to populate the vehicle information in the VEHICLE DETAILS area.

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IRPVEH375 : [I] Please search the VIN	l first to process a vehicle.		
hicle Details			Amend Vehicle With
	SUCCESS TRUCK LE	ASING INC Account#: 27015 Fleet#: 002	Fleet Expiration Month / Year.: 03 / 2 Supplement#: 001
ード		ころう	1510
Change Vehicle Details			
Jnit No.	VIN	Plate No.	
			Search
Supplements Details			
lo. of Vehicles	Carrier Type		
0	C - CARRIER	~	
Vehicle Details			
/IN	*Unit No.	*Weight Group No.	*Year
		~	
Body Type	*Make	*Axles	*Combined Axles
	•	~	
Fuel Type	Seats	Vehicle Color	*Unladen Weight 🕜
D - Diesel	v	~	
ase Jurisdiction Gross Weight	*Purchase Date 🕜	*Purchase Price	Factory Price
	MM/DD/YYYY		
	T/P No. of Dave	*Title lurisdiction	*Title No
] TVR	TVK NO. OF Days	■ The jurisdiction	The No.
State Plate Tupe	In State Plate Weight	In State Evolution Date	In State Plate
Potate riate Type	v		in-state i late
	10		
n-State Fee	*Owner Name	Owner Phone No.	Sarety Responsibility
			o owner
] Lease	*Safety USDOT	*Safety IPID	*Safety Change
	000339745	440040220	N-140
Use Existing Plate	Existing Plate	Change Name & Address on USDOT	New Plate Required
Documentation Requirements	For Admin Fee and Fee Calculation		
alarada 10K ladicator 2	Colorado Trailor 2	Litab Special Truck	Now Vabida 2
Y - YES	V N-NO	 N - NO 	N - NO
O Special Truck			
N - NO	~		
shah na na na 2010.			
+ comments			
1050	102	1000	102

MoDOT Carrier Express populates the screen with the vehicle information from the system. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. If the fleet type of the added vehicle is different than the existing vehicle in the fleet, a new plate will be issued.

v		VEHICLE BILLING PAYME	NT CREDENTIALS MAINMENU IN	QUIRIES Q 🗸
Vehicle Details		SUCCESS TRUCK LEAS	SING INC Account#: 27015 Fleet#: 002	Amend Vehicle With Fees Fleet Expiration Month / Year.: 03 / 2022 Supplement#: 001+
Change Vehicle Details		\sim	\sim (())	\sim (())
Unit No.	VIN		Plate No.	Search
Supplements Details No. of Vehicles 0 Vehicle Details	Car	rier Type - CARRIER	~	
VIN 5XXGN4A72FG356816 *Body Type TT - Truck Tractor	*Ur 9(*M; ~ Ki	nit No.) ake A - KIA	*Weight Group No 1-36000 *Axles 2	*Year 2015 *Combined Axles 5
*Fuel Type G - Gasoline Base Jurisdiction Gross Weight 36000	Sea ✓ *PL 07	rts urchase Date 🕖 /10/2015	Vehicle Color	*Unladen Weight 🕢 3272 Factory Price 20938
TVR In-State Plate Type	TVF In-S	R No. of Days State Plate Weight	*Title Jurisdiction MO - MISSOURI	*Title No. 8788798980 In-State Plate
In-State Fee	↓ •0\ JE	wner Name SSICA	MM/DD/YYYY	Safety Responsibility O - Owner
🗍 Lease	*Sa	ifety USDOT 00339745	*Safety TPID 440648226	*Safety Change N - NO
Use Existing Plate	Exis	sting Plate	Change Name & Address on USDOT	New Plate Required

Iolorado 10K Indicator 😨		Colorado Trailer 🕜		Utah Special Truck 🕜		New Vehicle 📀	
Y - YES	~	N - NO	~	N - NO	~	N - NO	
IO Special Truck							
N - NO	~						
		\checkmark				\checkmark	
Comments							

To amend the vehicle:

- Update the information on the screen as required.
- Select PROCEED to execute edits and display the validation screen.

WGTGROUP	P VEHICLE BILLING PAYMENT		NQUIRIES Q 👒
Vehicle Details			Amend Vehicle With Fees
Supplements Details			
Account No. 27015	Fleet No. 002	Supplement No. 001	Legal Name SUCCESS TRUCK LEASING INC
DBA Name SUCCESS NATIONALEASE	No. of Vehicles 0	Expiration Month / Year 03/2022	Effective Date 07/15/2021
Supplement Desc. AMEND VEHICLE WITH FEES	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 000339745
Vehicle Details			
VIN 5XXGN4A72FG356816	Unit No. 90	Weight Group No. 1-36000	Year 2015
Body Type TT - Truck Tractor	Make KIA - KIA	Axles 2	Combined Axles 5
Fuel Type G - Gasoline	Seats	Vehicle Color	Unladen Weight 3272
Base Jurisdiction Gross Weight 36000	Purchase Date 07/10/2015	Purchase Price \$76000.00	Factory Price \$20938.00
TVR N	TVR No. of Days	Title Jurisdiction MO - MISSOURI	Title No. 8788798980
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
In-State Fee \$0.00	Owner Name JESSICA	Owner Phone No.	Safety Responsibility O - Owner
Lease N	Safety USDOT 000339745	Safety TPID 440648226	Safety Change N - NO
Use Existing Plate N	Existing Plate	Change Name & Address on USDOT N	New Plate Required N
Documentation Requirements For	Admin Fee and Fee Calculation		
Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			
	Proceed	Back	100

• Select PROCEED from the verification screen to save the vehicle information.

Follow the same procedure for the vehicles requiring changes.

	WGTGROUP VEHICLE BILL	LING PAYMENT CREDENTIALS MA	INMENU INQUIRIES Q 👻	
IRPVEH004 : [I] Vehicle am IRPVEH375 : [I] Please sea	nended successfully. rch the VIN first to process a vehicle.			
Vehicle Details	SUCC	CESS TRUCK LEASING INC Account#: 27015	Ame Fleet#: 002 Fleet Expiration S	nd Vehicle With Fees Month / Year.: 03 / 2022 upplement#: 001+
Change Vehicle Detail	Is	Plate No.		
		Flate NO.	Search	

If you need to update a previously updated vehicle, click the VEHICLE LIST button on the command line to display a vehicle selection list.

Vehicle Selection D	etails			Amend Vehicle With Fees
		SUCCESS TRUCK LEASIN	IG INC Account#: 27015 Fleet#:	002 Fleet Expiration Month / Year.: 03 / 2022
				Supplement#: 001+
~ 10	1	$\sim ((1))$	$\sim (1)$	
Supplements Detai	ls			
No. of Vehicles				
1				
Vehicle Search				
Unit No.	VIN		Plate No.	
				Search
	The second s			
	UNIT NO.	IE VIN	PLATE NO.	SERVICE TYPE IND.
	90	5XXGN4A72FG35681	6 21AA6A	AMEND VEHICLE WITH FEE
Showing 1 to 1 of 1 entri	es			First Previous 1 Next Last
20)	20	Back	20

Select the vehicle you need to update or review by clicking the "Select" link and proceed as before.

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hicle Details	SUCCESS TRUCK LE	EASING INC Account#: 27015 Fleet#: 002	Amend Vehicle With Fleet Expiration Month / Year.: 03 / 2 Supplement#: 001
$\sim (\langle \rangle)$	$\sim (())$	$\sim (1)$	
o. of Vehicles	Carrier Type C - CARRIER	~	
	*Unit No.	*Weight Group No.	*Year
5XXGN4A72FG356816	90	1-36000	2015
Body Type	*Make	*Axles	*Combined Axles
TT - Truck Tractor	← KIA - KIA	✓ 2	5
Fuel Type	Seats	Vehicle Color	*Unladen Weight 🕜
G - Gasoline	•	2	3272
ase Jurisdiction Gross Weight	*Purchase Date 🕜	*Purchase Price	Factory Price
36000	07/10/2015	76000	20938
	TVR No. of Days	*Title Jurisdiction	*Title No.
TVR		MO - MISSOURI	· 8788798980
n-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
	*	MM/DD/YYYY	
n-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
	JESSICA		O - Owner
	*Safety USDOT	*Safety TPID	*Safety Change
Lease	000339745	440648226	N - NO
Use Existing Plate	Existing Plate	Change Name & Address on USDOT	New Plate Required
Documentation Requirements F	or Admin Fee and Fee Calculation		
olorado 10K Indicator 🕜	Colorado Trailer 🕜	Utah Special Truck 🕜	New Vehicle 🕜
Y - YES	✓ N - NO	✓ N - NO	N - NO
O Special Truck N - NO	•		
Comments			
	2 11 1 12		

If you need to delete a vehicle from the supplement, select VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle appears, select CANCEL VEHICLE on the command line to delete the vehicle from the supplement.