

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Before you begin

MoDOT Carrier Express is designed to work with Google Chrome, Microsoft Edge, iOS Safari and Firefox internet browsers. (We suggest either [Google Chrome](#) or [Microsoft Edge](#).)

As you work with Missouri’s permitting and routing system, you will encounter a variety of pages. However, there are interface fundamentals that remain consistent throughout. On nearly every page, you will find the [Main Link Bar](#), [Command Buttons](#), [Entry Fields](#), and the [Status Bar](#).

Please Note: Using your browser’s forward and back buttons will cause you to lose information entered on the page unless you are careful to save your work before going to the next or previous page.

Sign on to the Motor Carrier Services System

Access the MoDOT Carrier Express site: <https://mcs.modot.mo.gov/mce/login.htm>

Consider saving this site as a favorite.

<p>Sign in to begin using MoDOT Carrier Express.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p style="background-color: #f4a460; padding: 5px; text-align: center;">If you have forgotten your password, Click Here</p> <p>SECURITY ENHANCEMENT: Customers must create a user profile to gain access to MoDOT Carrier Express. Please see www.modot.org/UsingMCE for details.</p> <p>NEW CUSTOMERS: Please visit www.modot.org/MCResources and complete a New Customer Form to establish an account before attempting to log in.</p>	<p>Welcome to MoDOT Carrier Express</p> <ul style="list-style-type: none">• Click here to obtain a Customer ID and password.• Every program in MoDOT Carrier Express now works with any Internet browser.• MCS accepts eChecks, debit and credit card payments. Convenience fees apply. Visit www.modot.org/mcs for details.• MoDOT takes seriously its responsibility to keep motor carriers' information private. We can discuss accounts only with those on record as official contacts, appointed by the companies we serve. <p>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</p>
--	---

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.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Login

The Username and Password will be sent to you from MoDOT Motor Carrier Services.

1. Enter your **Username**
2. Enter your **Password**
3. Press enter or click **Log In**

If you have forgotten your MoDOT Carrier Express password , visit www.modot.org/mce and click on "If you have forgotten your password".

If you have forgotten your password, Click Here

- Enter the information requested.
- Check your email for a temporary password.

If you have forgotten your userID, click "If you have forgotten your password;" then follow the directions for userID reminders on the screen.

If you receive an error message or encounter an issue when resetting a password or userID,

- send an email to ContactMCS@modot.mo.gov.
- In the subject line, write "Password Reset for (company name)" or "UserID Assistance for (company name)"
- In the email, write your full name and job title, the company name, your telephone and USDOT numbers and the contact information for the person who is authorized to make decisions regarding your account if the authorized person is not you.

If your business has multiple employees or locations and you need an additional userID, log in normally at www.modot.org/mce and follow the [Add a UserID to your MCE Account](#) directions.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

When you are logged into your MCE account, there are two ways to enter the OSOW program.

1. Choose Applications on the black ribbon at the top of the page, then choose OSOW; OR

MoDOT CARRIER EXPRESS (KLEFFL1)

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS DATA ADMIN UPDATE PROFILE S & C LOGOUT

Welcome to MoDOT Carrier Express!

Use the quick links below to go directly to an action.

- IRP
- IFTA
- PERMITS
- CVIEW
- OS/OW
- HW/WT
- WORKLIST
- PENDING INSURANCE

2. Choose Begin OSOW Activities from the blue quick link menu.

- ▶ Update IRP Information
- ▶ View IRP Information
- ▶ IFTA Activities
- ▶ View IFTA Information
- ▶ Update your MCS 150 FORM
- ▶ Click on the transaction below for Payment activity
- ▼ **Begin OSOW Activities**
 - New permit (Select New)
 - Recall or view last saved permit (Select Open Last)
 - Update Vehicle Information (Select Vehicle Units)
 - View open permit applications
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities
- ▶ Begin HW/WT activities
- ▶ Click on the type of REPORT needed below

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Entering a New Permit

MCE will automatically open the “Application” page to start a new permit. Your company information, USDOT # and company escrow account number will appear automatically.

Select the type of permit. Choose from the “Single Trip Permits” options, or, if you need a blanket permit, choose from the “Multi-Trip Permits” section.

The first page of the application requires:

- the start and ending date for the move
- load information/dimensions (before it is loaded onto the trailer or dolly/dollies)
- indication of whether the carrier is for hire
- truck/trailer or dolly information (power unit + unit [trailer or dollies])
- overall dimensions (when building is loaded onto the trailer or dollies), and
- total number of axles and the gross vehicle weight.

Permit type, permittee information (account number and name of company), and contact name and phone number are listed at the bottom of the application.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Travel dates

Click on the “From Date” to choose the first desired day for the load movement. The “To Date” will automatically change, providing a 7-day window to move.

Please Note: Loads over 14’ wide are not allowed to move on weekends. If a weekend date is chosen for a 14’+ wide load start date, the system will change it to the first available date of movement - Monday. The system also allows extra travel days if and when weekend or holiday restrictions prevent movement.

Step 1 Travel Dates

From Date* 10/02/2021 To Date* 10/08/2021 Override Date

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Monday, September 27, 2021

Conveyance*
Hauled

when moving any loads unc

Conveyance and load dimensions (before loaded)

Choose how the load will be moved from the drop down list under Load Information.

Hauled – load hauled on a trailer

Under Own Power – self-propelled vehicle – e.g. crane, concrete pump truck, drill rig

Towed – load or equipment pulled behind the truck or truck/tractor (example – mobile/manufactured home, conveyor, sealed ocean container towed on a chassis)

Haul/Tow – used for moving modular home frames back to company

Commodity information

Use the drop down list under Description and choose the commodity to haul. If the commodity is not listed, choose Other, then write the commodity type in a box that will appear.

Next, enter:

- The number of pieces to be hauled (if more than one oversized piece)
- The make and serial number (last 4 digits) on all farm implements, construction equipment, boats, etc.
- The width, length, and height (**before** it is loaded on the trailer) of each oversize piece to be hauled.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Load Information[-]
Conveyance*
Hauled

Load Pieces* **Total How Many?**
1

Description*	How Many?*	Serial Number*	Width*	Length*	Height*	Make*
Piece 1 - Select From List... AIR CONDITIONER AIR HANDLING UNIT BEAM BOAT - BOAT - HOUSE BOAT - LIFT BOAT - POWER BOAT - YACHT						

For Hire
Is the permittee a for-hire motor carrier when moving any loads under this permit?
Yes

Vehicle
Vehicle Ty
PowerUn

Power Un
License State* VIN* Model Year* Type*

For Hire

Click the drop down arrow and choose YES or NO.

For Hire Check[-]
Is the permittee a for-hire motor carrier when moving any loads under this permit?
Yes

Travel
Interstate commerce crossing state line
Interstate commerce crossing state line
Intrastate travel within MO

Choose “Yes” if the hauler is paid to move the load.

Next, choose between “Interstate commerce crossing state line” (starting or ending at the Missouri state line from an adjoining state) or “Intrastate travel within MO”. If the trip is made wholly within Missouri, the company must have or obtain Intrastate Operating Authority. See www.modot.org/MOPA for information.

Choose “No” – if the hauler is not paid to move the load (private move).

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Truck and dolly information

Choose the Vehicle Type that corresponds with the configuration.

Please Note: If you choose PowerUnit + 2 Units, a “Do you have a booster unit?” will populate on the application. If you have a booster unit, choose yes and enter the booster information in the line that starts with “Unit Three Make”.

Enter the following for each vehicle involved in the move

- license plate number and state,
- full VIN
- model year and type (make)

Vehicle Information[-]

Vehicle Type*	Do you have a booster unit?*				
PowerUnit + 2 Units	<input type="checkbox"/>				
PowerUnit	License Number*	License State*	VIN*	Model Year*	Type*
PowerUnit + 1 Unit	<input type="text"/>	MO	<input type="text"/>	<input type="text"/>	<input type="text"/>
PowerUnit + 2 Units	License Number*	License State*	VIN*	Model Year*	Type*
PowerUnit + 3 Units	<input type="text"/>	MO	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Three Make*	License Number*	License State*	VIN*	Model Year*	Type*
<input type="text"/>	<input type="text"/>	MO	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall vehicle dimensions (when the commodity is loaded onto the trailer)

Enter the full dimensions and gross vehicle weight of the vehicle while under load.

After entering the gross vehicle weight, choose whether to enter Legal Axle Weight (Yes or No).

If you choose Yes, enter the number of axles, then change the drop down arrow from YES to NO. The system will then allow you to enter the individual axle weights and spacings.

Refer to the Missouri OSOW Permit Regulation Book – specifically the Overweight load regulations and gross weight charts - for additional information – www.modot.org/OSOW

Overall Vehicle Dimensions[-]

Width*	Length*	Height*	GVW*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Axle Information[-]

Number of Axles	<input type="text"/>	Legal Axle Weight	Yes
------------------------	----------------------	--------------------------	-----

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Overall Vehicle Dimensions[-]

Width*	Length*	Height*	GVW*
33' 0"	74' 0"	19' 0"	132000

Axle Information[-]

Number of Axles*	7	Legal Axle Weight	No ▾
-------------------------	---	--------------------------	------

Axle Configuration	Truck Display						
Total Axle Weight	132000	Total Axle Spacing	67' 1"	Clear			
	1	2	3	4	5	6	7
Axle Weight*	12000	20000	20000	20000	20000	20000	20000
Axle Spacing*	14' 1"	4' 6"	4' 6"	35' 0"	4' 6"	4' 6"	

Save

Click the “Save” button. Choose “OK” to save and receive an application number. Choose “Cancel” to move to the Trip page to evaluate a route without creating a permit.

<input type="checkbox"/> Override Evaluation						
Permit Type: House Move	Permittee	Contact Name: N/A	Phone : N/A			
Continue	Save For Completion	Save	Actions ▾	Return To Applicant	Go To ▾	Cancel

“Yes” assigns an application number to the information.

Application 3417541 has been saved successfully.				Close
<input type="checkbox"/> Override Evaluation				
Permit Type: House Move	Application ID: 3417541	Permittee:	Contact Name: N/A	Phone : N/A

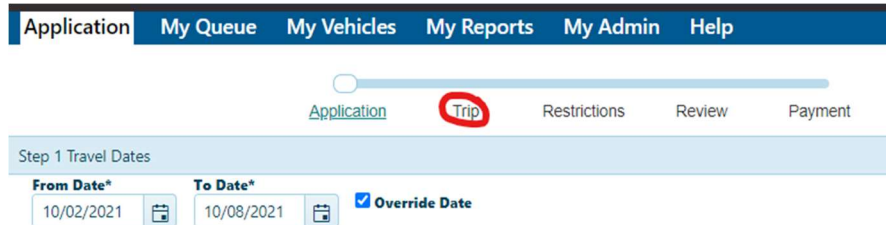
USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Trip or Continue

Choose “Trip” to evaluate possible routes before submitting a permit request.
Choose “Continue” to move to the next section of a permit application.

Choose “Trip”

TOP OF APPLICATION PAGE

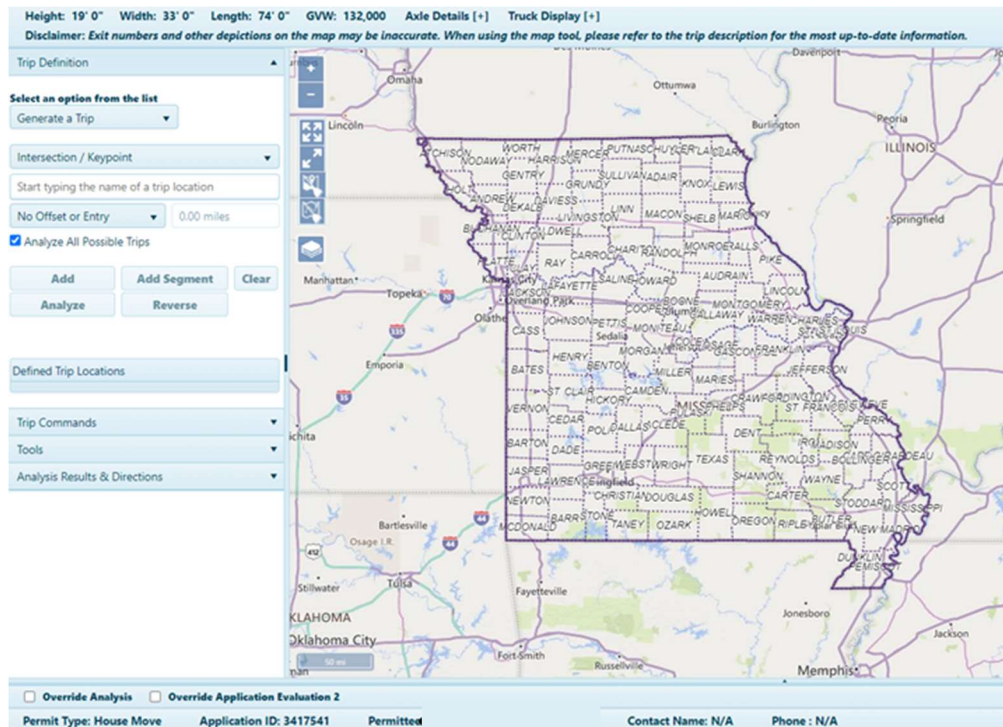


Choose “Continue”

BOTTOM OF APPLICATION PAGE



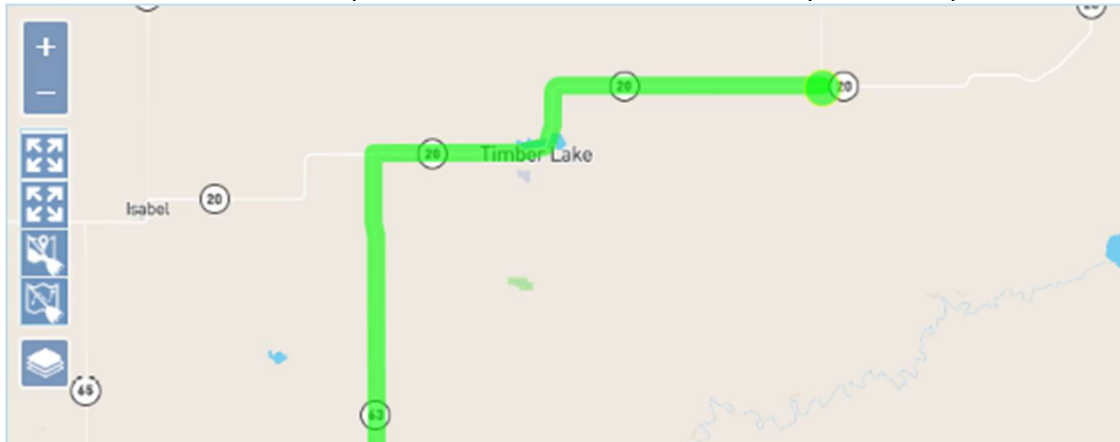
Using the system map to evaluate a route – Trip Page





USER GUIDE – ORDERING MISSOURI OSOW PERMITS


The map panel is an interactive display. It features conventional controls like dragging to pan and mouse scrolling to zoom


Note: Use the icons in the panel's frame to make the most of your workspace:




 Zoom In – click this icon to increase the magnification level by one increment; you can also scroll the middle mouse button up to zoom in

 Zoom Out – click this icon to decrease the magnification level by one increment; you can also scroll the middle mouse button down to zoom out

 Fit Features – click this icon to zoom and focus the map on your route

 Clear Features – click this icon to remove the segments of an unfinished trip from the map

 Clear Trip – click this icon to remove and complete trip from the map

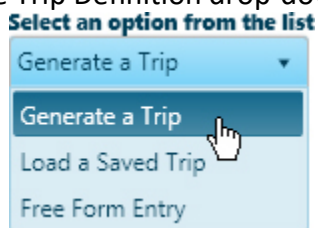
 Base Map – hover your cursor over this icon to choose from a list of map presentation options



USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Generate a Trip

From the Trip Definition drop-down, choose the Generate a Trip option.



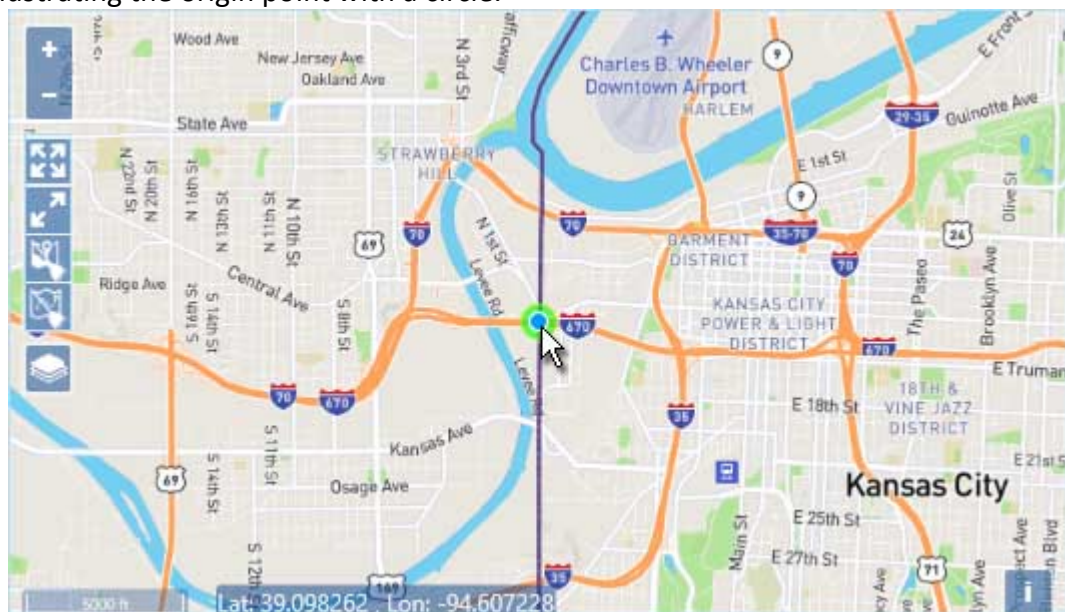
The Trip Definition pane will change, reconfiguring to allow you to define your trip by choosing a start location, identifying points of transition along the way, and designating your destination.

To designate a starting point, click into the map, enter a recognized location or enter a street address. Deselect by choosing any item from the defined trip locations list then click the “Clear” button. The location and its marker will disappear from the map

Click into the Map:

Your cursor is already equipped to select Start and End locations on the map.

- Click and drag on the map to the desired area then use your mouse wheel to zoom in on the location. Be aware that you can zoom in close enough to choose a particular onramp. It isn't essential that you zoom in to that degree, but it may be helpful.
- Left-click to set the Start point. When you click, the map panel will center on the location, illustrating the origin point with a circle.

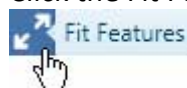


- Pan and zoom the map to the End point of your route then left-click.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS



- d. Click the Fit Features icon on the Map's toolbar to view the whole route.



Enter a General Location or Specific Address:

- a. Designate a Start point by entering a location (for example, I-70 & Kansas border) in the field provided. You need only enter the first few numbers or letters in the name before the system presents you with options; choose the desired location from those options then click the Add button.

Click the box "Enter location by address" if using a specific address.

Select an option from the list

Generate a Trip

Enter location by address

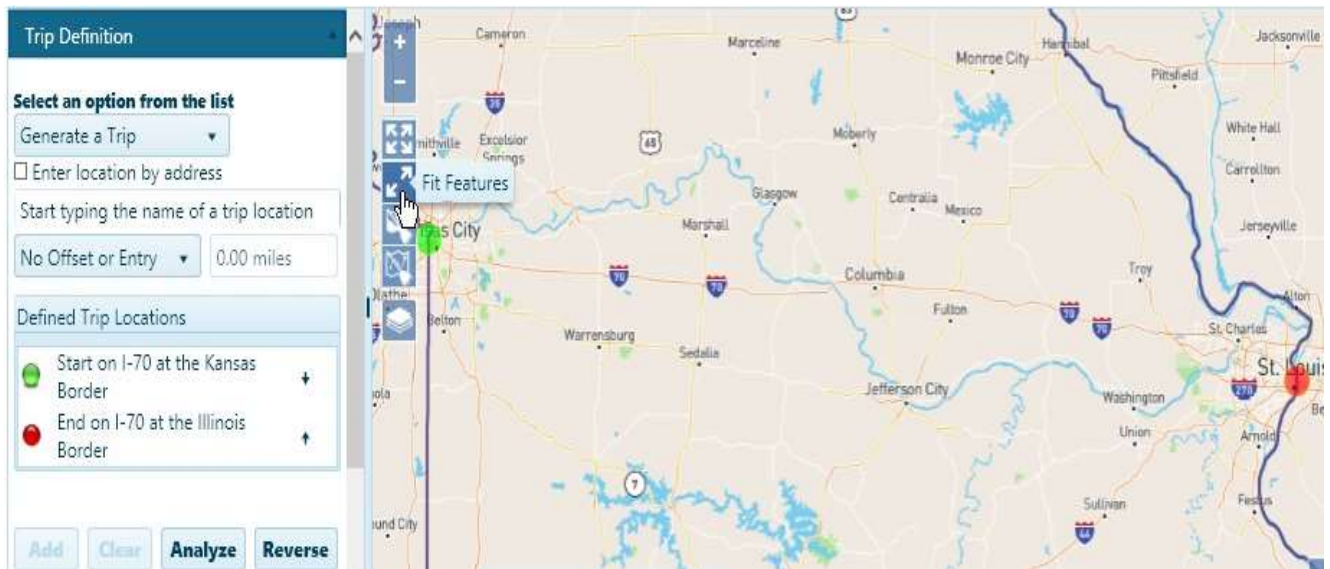
I-70 & Kansas Border

No Offset or Entry 0.00 miles

Defined Trip Locations

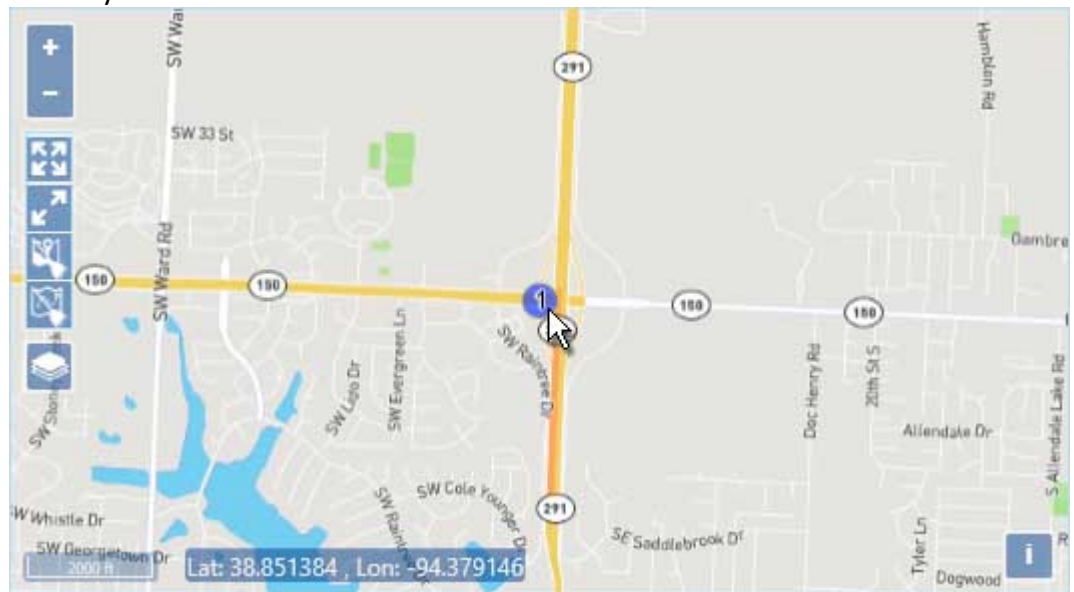
- b. Designate an End point by entering a location (for example, I-70 & Illinois border) in the field provided. You need only enter the first few numbers or letters in the name before the system presents you with options; choose the desired location from those options then click the Add button.
- c. Click the Fit Features icon on the Map's toolbar to view the whole route.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

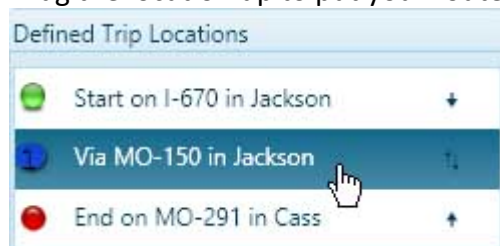


Mark Transitions on the Map:

- Your cursor remains equipped to add points of transition to your route, so you can click on the map to identify a location.



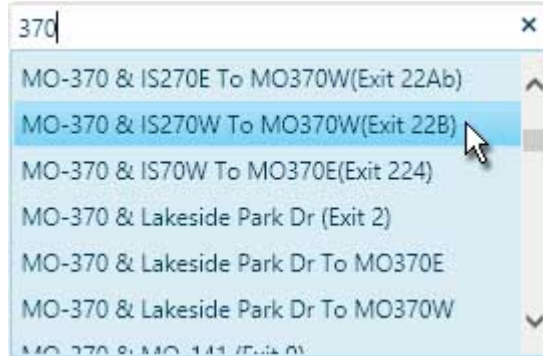
- You will notice that the newly chosen point was added to the bottom of the Defined Trip Locations list. Drag the location up to put your route in the correct order.



USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Location:

- a. Identify a point of transition by entering a location (e.g., I-70 Kansas border) in the field provided. Choose the desired location from the options then click the Add button.



- b. When the newly chosen point appears at the bottom of the Defined Trip Locations list, drag the location up to put your route in the correct order.



4. Click the Analyze button to have the system generate your trip.



5. Review the results on the Analysis Results & Directions pane.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Analysis Results & Directions

Analysis Passed with Restrictions

The highlighted trip has been analyzed without any clearance, load, or restriction failures.

This trip request does encounter restrictions that do not cause the trip to fail. Use the Restrictions link to view those restrictions that affect this trip request.

Designation: Designated

Trip Description
START ON I-670 E at MM 0.00 JACKSON(STATE BORDER OF KANSAS), I-70 E, (EXIT 8A), I-435 S, (EXIT 71A), I-49 S, (EXIT 160), END ON IS49S TO MO291S(EXIT 160) at MO-291 Intersection at MM 0.20 CASS

Trip Length
39.88 miles

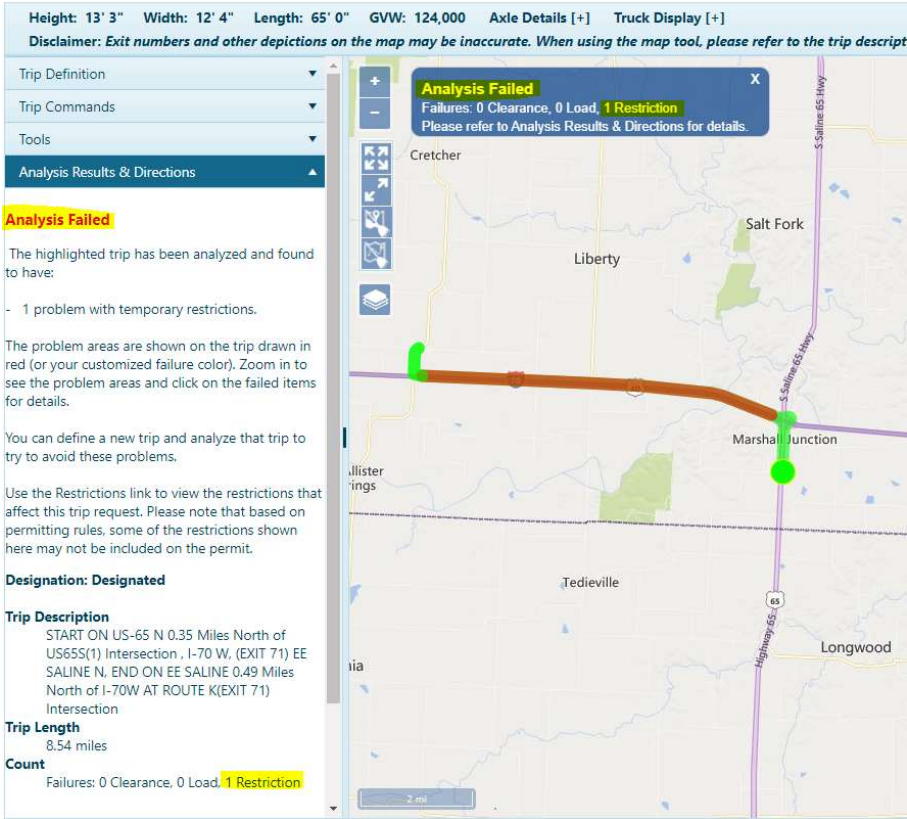
Count
Failures: 0 Clearance, 0 Load, 0 Restrictions

Report Name	View in
Summary	Tab Bottom Right
Clearance	Tab Bottom Right
Restriction	Tab Bottom Right

6. If you see “Analysis Failed,” check the restriction or failed portion of the route. This message can appear because of a work zone, vertical clearance or because the load cannot use a weight restricted bridge. You can use the following steps to learn more about these situations.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

WORK ZONE FAILURE

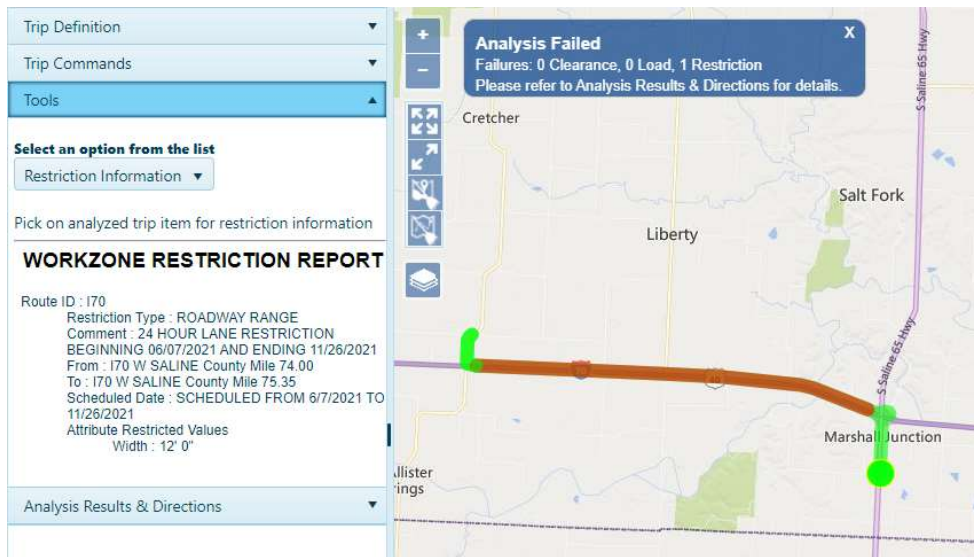


If you receive a trip failure message, place your cursor on the red section and right click. A box titled "Get Restriction Information" will appear.

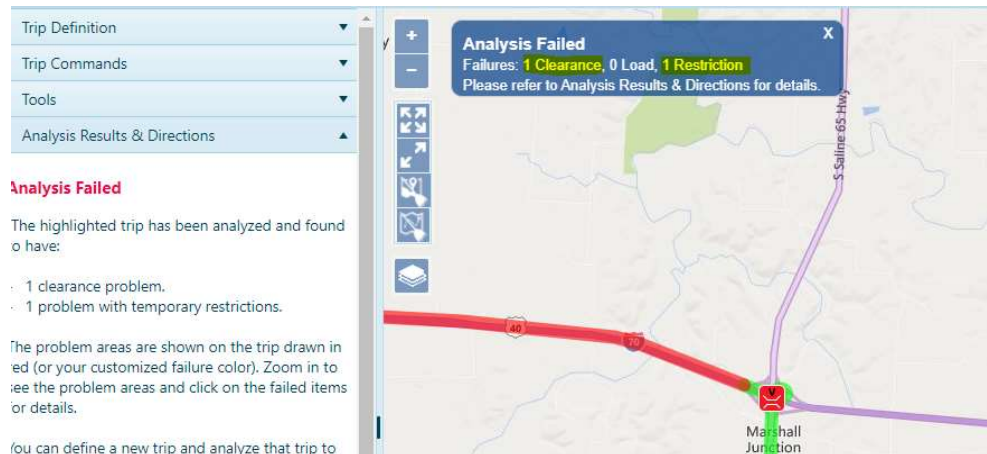


Click the blue box and look to the left side of the page to find a Work Zone Restriction Report. It reports the time frame, dates and the allowable dimensions for the work zone.

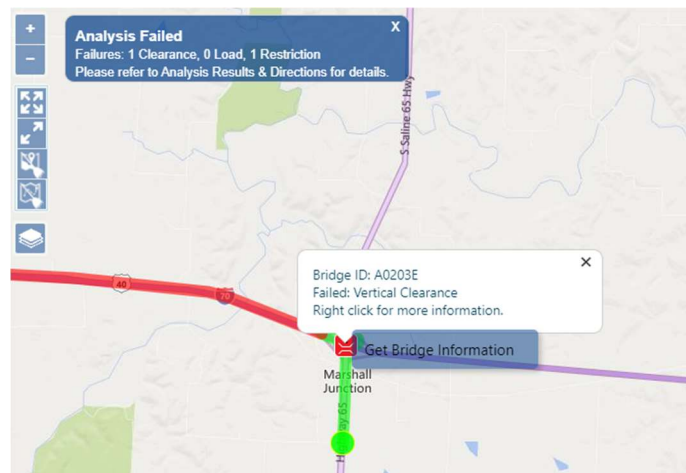
USER GUIDE – ORDERING MISSOURI OSOW PERMITS



VERTICAL CLEARANCE FAILURE



If you receive a trip failure message, place your cursor on the red section and right click.



USER GUIDE – ORDERING MISSOURI OSOW PERMITS

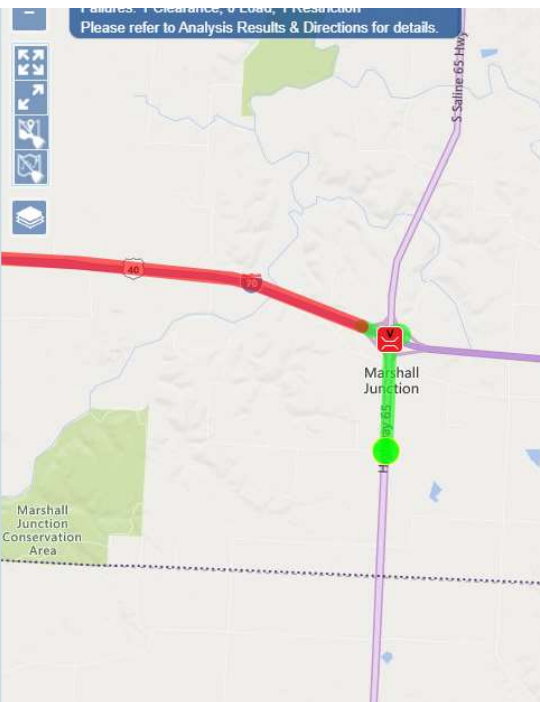
Click the blue box a to access information on the structure(s) that prompted the failure.

Select an option from the list
Find Bridge

A0203E

Under 1 of 2

Attribute	Value
Route	US-65 (N)
County	Saline
MilePoint	181.88 Miles
Direction	Right
Vertical Clearance - North	15' 1"
Vertical Clearance - South	Unlimited
Horizontal Clearance - North	Unlimited
Horizontal Clearance - South	Unlimited
Culvert	No
Feature Intersected	US 65
Facility Carried	U65



BRIDGE FAILURE

Trip Definition

Trip Commands

Tools

Analysis Results & Directions

Analysis Failed

The highlighted trip has been analyzed and found to have:

- 1 load analysis failure.

The problem areas are shown on the trip drawn in red (or your customized failure color). Zoom in to see the problem areas and click on the failed items for details.

You can define a new trip and analyze that trip to try to avoid these problems.

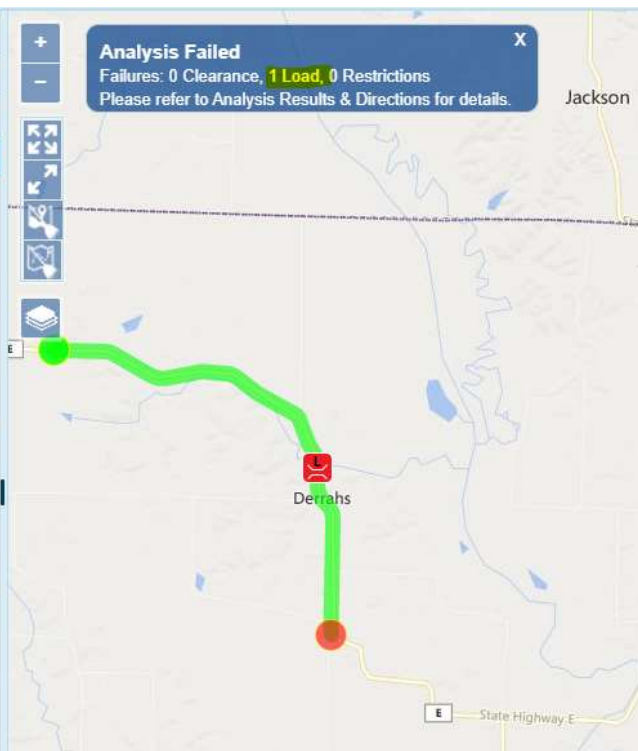
Designation: Designated

Trip Description
START ON E LEWIS E 3.27 Miles East of M LEWIS Intersection , END ON E LEWIS 1.56 Miles West of F LEWIS Intersection

Trip Length
3.46 miles

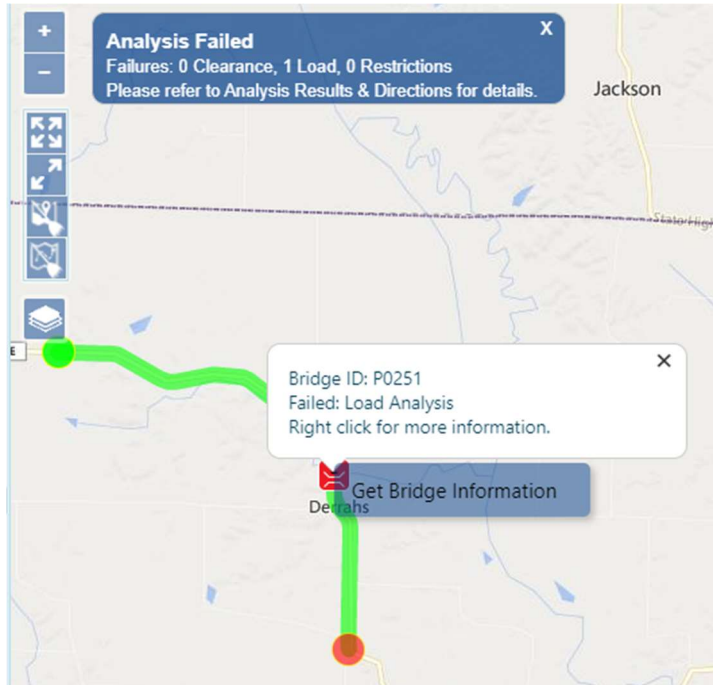
Count
Failures: 0 Clearance, 1 Load, 0 Restrictions

Analysis Failed
Failures: 0 Clearance, 1 Load, 0 Restrictions
Please refer to Analysis Results & Directions for details.



USER GUIDE – ORDERING MISSOURI OSOW PERMITS

If you receive a trip failure message, place your cursor on the red icon and right click. Click Get Bridge Information to learn more about the reasons for the failure.



Payment

Use the Payment page to establish a delivery method for the permit and to make payment.

Payment Information

State Fees

Permit Fee **Override Permit Fee**

Total Fee*

Contact* **Transmittal*** **Email Address***

Payment Method* **Account Name** **Account ID**

1. Enter the Contact's name in the field provided then choose a delivery method from the Transmittal drop-down.
 - If you chose Fax, enter the fax number in the field provided.
 - If you chose Email, enter the delivery email address in the field provided.
2. Expand the Payment Method drop-down and choose from the available options then supply the account or receipt information. Your companies Account name and Account ID will automatically fill in.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

3. If you choose Credit Card or ECheck – once you confirm that you want to issue the permit, you will see message at the top of the screen with your application number.
 - Go to “My Queue” (blue tab at the top),
 - Search for the application number,
 - Click search, your application should come up in the display box,
 - Highlight the application,
 - Click on the “Actions” tab at the bottom of the screen,
 - Choose “Make Payment”, and
 - Follow the directions to the payment screen to pay for your permit.

TO ADD FUNDING TO ESCROW ACCOUNT:

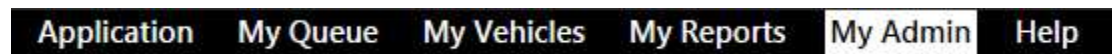
Log into your Missouri account on the Motor Carrier Express website.

Under “Applications” – choose **OS/OW**

Go to “My Queue”



Go to “My Admin”



In Account Maintenance, go to Escrow



You can use “Replenish/Deposit to Escrow” to add funds or pay for a superload permit using your preferred payment method.

USER GUIDE – ORDERING MISSOURI OSOW PERMITS

Find Additional OSOW Permitting System Help


Visit <https://www.modot.org/mcs>

Click on **Using MoDOT Carrier Express** from the menu on the left

EXPLORE THIS TOPIC

- Home
- Hazardous Waste Transport
- Household Goods Transport
- International Fuel Tax Agreement
- International Registration Plan
- Missouri Operating Authority
- Motor Carrier Resources
- New Credentialing System 2022
- Oversize/Overweight
- Safety & Compliance
- Safety & Credentials Training
- Unified Carrier Registration
- Using MoDOT Carrier Express**
- Waste Tire Transport

MoDOT CARRIER EXPRESS



MoDOT CARRIER EXPRESS
MoDOT Carrier Express, our online system, provides 24-hour access to your account. Complete your business with MoDOT anytime, from anywhere.

If this is the first time your company will work with MoDOT Motor Carrier Services, complete and submit the Motor Carrier Application on our page, www.modot.org/mcresources

If you have forgotten your MoDOT Carrier Express password, visit www.modot.org/mce and click on "If you have forgotten your password"

- Enter the information requested.
- Check your email for a temporary password.

If you have forgotten your userID, click "If you have forgotten your password;" then follow the directions for userID reminders on the screen.









If you receive an error message or encounter an issue when resetting a password or userID,

- send an email to ContactMCS@modot.mo.gov.
- In the subject line, write "Password Reset for (company name)" or "UserID Assistance for (company name)"
- In the email, write your full name and job title, the company name, your telephone and USDOT numbers and the contact information for who is authorized to make decisions regarding your account if the authorized person is not you.









Scroll down the page to **USER GUIDES** and click on **OVERSIZE OVERWEIGHT PERMIT**.

USER GUIDES

IRP - APPORTIONED PLATE

- [Add a vehicle to an existing account](#) 
- [Add a vehicle by transferring a plate](#) 
- [Renew apportioned plates](#) 
- [Reprint a Cab Card](#) 
- [Replace a plate that has been lost, stolen or damaged](#) 
- [Supplement Continuance](#) 
- [Retrieve Account Information](#) 
- [Order a 72 hour Missouri trip permit](#) 

IFTA - FUEL TAX

- [File an IFTA Quarterly Tax Return](#) 
- [File an IFTA Annual Tax Return](#) 
- [Amend IFTA Return](#) 
- [Request a 30-Day Temporary IFTA Decal Permit](#) 
- [IFTA Search](#) 
- [Request Additional IFTA Decals](#) 
- [Order a 72 hour Missouri trip permit](#) 
- [Supplement Continuance](#) 

INTRASTATE OPERATING AUTHORITY

- [Apply for Intrastate Operating Authority Online](#) 
- [Add Intrastate Decals During a Registration Year](#) 
- [Add Hazardous Materials to Intrastate Operating Authority](#) 
- [Renew Operating Authority \(B-1R\) Form](#) 

OVERSIZE OVERWEIGHT PERMIT

- [OSOW Permit - MoDOT Carrier Express Guide](#)

HOUSEMOVERS

- [Apply for a Housemover License](#) 
- [Renew a Housemover License](#) 

HAZARDOUS WASTE-WASTE TIRE

- [Hazardous Waste License Instructions](#) 
- [Waste Tire License Instructions](#) 

When the guide opens, you will see "About the Permitting and Routing System" on the screen. Look left and note the side menu. Click on "Getting Started" in the index to find several pages that describe elements in the OSOW permit ordering system.