

1 Overview

The objective of the User Guide is to provide a step-by-step description of the new system flow with various screen prints.

1.1 MoDOT Carrier Express Navigation

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.

1.2 Home

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.1.

1.3 IRP

IRP processing includes the following Supplements:

Supplement Abbreviation	Supplement Description	Vehicle Service Abbreviation	Vehicle Description Abbreviation
AVE	Add Vehicle	AVE	Add Vehicle
CVF	Amend Vehicle with Fee	CVF	Change/ Amend Vehicle with Fee
CVN	Cab Card Correction	CVN	Cab Card Correction
AXV	Add / Delete Vehicle	AXV	Delete Vehicle
RTG	Replace Plate	RTG	Replace Plate
RWC	Renewal	CVF	Renewal – Amend Vehicle
RWC	Renewal	DEV	Renewal – Delete Vehicle
RWC	Renewal	AVE	Renewal – Add Vehicle

1.3.1 Supplement Continuance

When a user initiates a supplement and exits it midway, the Supplement Continuance functionality allows to resume the supplement later. This function retains all the information the user entered earlier.

To continue processing a supplement:

- Enter the required search fields apart from the Account no. and MCE Customer ID as it will be populated and protected.
 - Click the PROCEED button to display a list of available supplements.

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- If only one supplement exists, the system will automatically navigate to the supplement details screen.
- If multiple supplements exist, a list of them will display and the user can select the desired supplement to continue.
- A user cannot resume a supplement if its account/fleet status is Locked or Suspended.

The screenshot shows a web form titled "Supplement Continuance" with a breadcrumb "Other". At the top left is a "Search Supplement" button. Below it are five input fields: "Account No." (containing "27015"), "MCE Customer ID" (containing "898979800"), "Fleet No." (empty), "Fleet Expiration Year" (empty), "Fleet Expiration Month" (empty), and "Supplement No." (empty). At the bottom are four buttons: "Proceed" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a white question mark).

1.3.2 Supplement Functions

The various supplement transactions can be accessed by clicking a link within the associated menu tile on the IRP Application main menu screen. For example, the Renew Fleet supplement is located within the Fleet menu tile, while the Add Vehicle supplement is located within the Vehicle menu tile. Supplements such as Replace Plate are located within the Vehicle Credential menu tile.

TVR NOTICE

A Temporary Vehicle Registration document (TVR) must be requested BEFORE payment for a supplement is processed.

To request a TVR:

1. On the Add Vehicle page, in the Vehicle Details section, click the TVR checkbox. This will generate a TVR document for the single vehicle listed.
2. To request a TVR for ALL new vehicles, check the TVR checkbox on the Billing Page. This generates TVR documents for all new vehicles added within the supplement.

The user can click the desired supplement option and then a supplement search screen will appear. At the supplement search screen the user must:

- Enter the required search criteria such as Fleet No. and/or Fleet Expiration Year. Note that the Account No., MCE Customer ID and Supplement Effective Date are defaulted and protected.

Vehicle Credential Replace Plate

Supplement Search

Account No. MCE Customer ID Fleet No. Fleet Expiration Year

Supplement Effective Date

1.3.2.1 Renew Fleet Function

The IRP Renewal process involves the following steps:

- The fleet information/operations must be verified.
- The fleet distance must be entered.
- Vehicles must be processed including add (after reinstatement), change and delete.

- Missouri and other jurisdiction fees must be computed.
- Payment is recorded.
- Credentials are issued.

To begin the renewal, the user must perform the following steps:

- Select RENEW FLEET option from the fleet menu tile at the IRP application level.
- The Account No. is defaulted and protected.
- Enter the Fleet Number and Fleet Expiration Year being renewed. If there is more than one fleet and the number is not entered, a selection list of the available fleets appears. .
- Select PROCEED to display the Account screen.

1.3.2.1.1 Update IRP Account

- Verify the account information.

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	27210	252569	001	09	2021	FHL	A - ACTIVE
	27210	252569	001	09	2022	FHL	A - ACTIVE
	27210	252569	002	09	2021	FHE	A - ACTIVE

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q v

Customer Details
Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: | Fleet Expiration Month / Year.: / | Supplement#: 000 | ...+

Customer Details

MCE Customer ID	Registrant Type	Carrier Type	IFTA Account No.
252569	S - Limited Partnership	C - CARRIER	
Customer Status			
A - ACTIVE			

Address Details

Business Address

Mailing Address

Street	Zip Code	Jur	City
77 S JAMES ST	64116	MO - MISSOURI v	KANSAS CITY
County	Country		
CLAY	US		

Business Customer Details

USDOT No.	TPID	Contact Name	Email
000339745	440648226	AMBER WOODROME	TEST@CELTIC.COM
Primary Phone	Alternate Phone	Fax No.	
913-321-1716	913-321-1025	913-321-1025	

Account Details

Email Notification
 Fax Notification

+ Comments

Proceed

Refresh

Quit

?

^

After reviewing the account information:

- Select PROCEED to display the Account Verification screen.
- Select PROCEED at the verification screen to update the account information and proceed to the Fleet Detail screen.

1.3.2.1.2 Update Fleet

The registrant can update certain fleet information during renewals such as contact information, mailing address, and fleet type/commodity class, if needed.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q v

i IRPFLT129 : [] Account has 1 power unit fleet(s) for 2022. Account has 2 power unit fleet(s) for 2021.

i IRPACC00 : [] Renewal account has been generated.

Fleet Details
Renew Fleet

SUCCESS TRUCK LEASING INC
Account#: 27210
Fleet#: 002
Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 ...+

Fleet Summary

Registrant Type S - Limited Partnership	Fleet Status A - ACTIVE	Carrier Type C-CARRIER	DBA Name SUCCESS NATIONALEASE
--	--	---	--

Address Details

Business Address
Mailing Address
Service Provider
One-Time Mailing Address

Street <input style="width: 90%;" type="text" value="77 S JAMES ST"/>	Zip Code <input style="width: 90%;" type="text" value="64116"/>	Jur MO - MISSOURI	City <input style="width: 90%;" type="text" value="KANSAS CITY"/>
County <input style="width: 90%;" type="text" value="CLAY"/>	Country US	<input type="checkbox"/> Non Deliverable Address	

Fleet Details

*Contact Name <input style="width: 90%;" type="text" value="AMBER WOODROME"/>	*Email <input style="width: 90%;" type="text" value="[REDACTED]"/>	*Primary Phone <input style="width: 90%;" type="text" value="913-321-1716"/>	Alternate Phone <input style="width: 90%;" type="text" value="913-321-1025"/>
Fax No. <input style="width: 90%;" type="text" value="913-321-1025"/>	TPID <input style="width: 90%;" type="text" value="440648226"/>	USDOT No. <input style="width: 90%;" type="text" value="000339745"/>	<input type="checkbox"/> Change Vehicle USDOT / TPID
*Fleet Type FHE - FOR HIRE EXEMPT (FH)	*Commodity Class E - EXEMPT	*Effective Date <input style="width: 90%;" type="text" value="10/01/2021"/>	*Expiration Date <input style="width: 90%;" type="text" value="09/30/2022"/>

Change Name & Address on USDOT
 *First Operated

 Wyoming Indicator
 Use IFTA Distance

Mobile Notification

+ Comments

Proceed
Cancel
Refresh
Quit
?

The fleet information populates with the information from the previous year. The Legal name and business address populate with the most current information from the customer record.

The following information will default based on the renewal period (12 months) and cannot be changed:

- Fleet Effective Date
 - Will default to the effective date for the next year registration period.
- Fleet Expiration Date
 - Will default to the expiration date for the next year registration period.
- First Operated Date
 - Will default to the previous year.

Updates for the Fleet Screen:

- From the Fleet Detail screen:
 - Review the fleet information.
 - Update the values, as necessary.
 - The 'Use IFTA Distance' checkbox is defaulted to unchecked and is used to populate the distance (mileage) on the Distance Details page. If the account has more than one fleet, the user must to enter this information manually.
 - Click PROCEED to display the Fleet Verification screen.
 - Click PROCEED again to update the fleet information in the database and proceed to the Distance Detail screen.

1.3.2.1.3 Jurisdiction Distance

At fleet renewal time, the Distance Details screen displays with all the jurisdictions listed. The distance type will default to Actual for the following conditions:

- IFTA distance exists for the reporting period.
- IFTA distance does not reflect MO distance.
- IFTA distance only shows MO distance.
- Carrier had actual distance in any IRP Jurisdiction in the previous registration period (in this case the jurisdiction code will display in RED font).
- If the carrier reported estimated distance in the previous year, but according to IRP plan rules, the carrier does not qualify for a second year of estimated mileage.

If the carrier has no distance to report, the user can click the 'No' radio button and the Average Per Vehicle Distance Chart is used.

If the 'Use IFTA Distance' checkbox on the fleet screen was checked and the account only has one power unit fleet, the IFTA distance will pre-populate with the mileage reported Type set to 'A'. The distance field is enabled for the user to make changes if needed.

The Comment section must be used to add a comment regarding the carrier’s scope of operations.

When the user has entered all the jurisdiction information:

- Enter the totals for Total Estimated Distance or Total Actual Distance, and Total Distance, if required.
- If actual distance is entered, check the “We certify that the actual distance submitted is accurate” checkbox.
- Click the PROCEED button on the command line and the system will:
 - Perform edits including verifying contiguous jurisdictions.
 - Calculate percentages, and populate estimated distance.
 - Calculate the Total Estimated Distance or Total Actual Distance.
 - Display the verification screen.

The screenshot displays the 'Distance Details' section of the MoDOT Carrier Express IRP system. At the top, a navigation bar includes tabs for ACCOUNT, FLEET, DISTANCE (highlighted), WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES. Below the navigation bar, there are three informational messages: a blue message about fleet renewal, a blue message about IFTA distance, and a yellow warning message about the Scope of Operations comment field. The main content area is titled 'Distance Details' and includes a 'Renew Fleet' button. It displays account information for 'SUCCESS TRUCK LEASING INC' with Account# 27210, Fleet# 002, and a Fleet Expiration Month / Year of 09 / 2022. A 'Supplement#' field is set to 000. Below this, there is a 'Distance Details' sub-section with a dark header. It contains input fields for 'Reporting Period From' (07/01/2020), 'Reporting Period To' (06/30/2021), and 'USDOT No.' (000339745). A checkbox for 'Avg. Per Vehicle Distance Chart' is checked. At the bottom, there are input fields for 'Estimated Distance', 'Actual Distance', and 'Total Fleet Distance', each with a small grey box to its right.

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Show Map

While reporting Actuals Distances are being reported, you must enter ALL the distances accumulated during the distance reporting period.

JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	15366	18.67594	AL - ALABAMA	1173	01.42567
AR - ARKANSAS	1795	02.18165	AZ - ARIZONA	2695	03.27552
CA - CALIFORNIA	2852	03.46634	CO - COLORADO	1016	01.23485
CT - CONNECTICUT	398	00.48373	DC - DISTRICT OF COLUMBIA	6	00.00729
DE - DELAWARE	65	00.07900	FL - FLORIDA	1545	01.87780
GA - GEORGIA	1925	02.33966	IA - IOWA	1816	02.20718
ID - IDAHO	584	00.70980	IL - ILLINOIS	5831	07.0870 
IN - INDIANA	3145	03.82245	KS - KANSAS	2940	03.57330
KY - KENTUCKY	1664	02.02244	LA - LOUISIANA	804	00.97719
MA - MASSACHUSETTS	496	00.60284	MD - MARYLAND	464	00.56395
ME - MAINE	360	00.43755	MI - MICHIGAN	960	01.16679
MN - MINNESOTA	462	00.56152	MS - MISSISSIPPI	970	01.17894
MT - MONTANA	461	00.56030	NC - NORTH CAROLINA	1167	01.41838
ND - NORTH DAKOTA	199	00.24187	NE - NEBRASKA	1356	01.64809
NH - NEW HAMPSHIRE	115	00.13977	NJ - NEW JERSEY	566	00.68792
NM - NEW MEXICO	1783	02.16707	NV - NEVADA	534	00.64903
NY - NEW YORK	1087	01.32115	OH - OHIO	3234	03.93060 
OK - OKLAHOMA	2916	03.54413	OR - OREGON	663	00.80581

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PA - PENNSYLVANIA	2857	03.47242	RI - RHODE ISLAND	38	00.04619
SC - SOUTH CAROLINA	687	00.83498	SD - SOUTH DAKOTA	276	00.33545
TN - TENNESSEE	2404	02.92184	TX - TEXAS	6117	07.43464
UT - UTAH	876	01.06470	VA - VIRGINIA	1299	01.57881
VT - VERMONT	79	00.09602	WA - WASHINGTON	528	00.64173
WI - WISCONSIN	744	00.90426	WV - WEST VIRGINIA	489	00.59433
WY - WYOMING	1155	01.40379	AB - ALBERTA	55	00.06685
BC - BRITISH COLUMBIA	18	00.02188	MB - MANITOBA	31	00.03768
NB - NEW BRUNSWICK	8	00.00972	NL - NEWFOUNDLAND AND LABRADOR	48	00.05834
NS - NOVA SCOTIA	12	00.01458	ON - ONTARIO	202	00.24551
PE - PRINCE EDWARD ISLAND	810	00.98448	QC - QUEBEC	37	00.04497
SK - SASKATCHEWAN	94	00.11425			

[+ Comments](#)

Proceed
Cancel
Refresh
Quit
?

- If the distance is correct, select PROCEED to display the Weight Group Selection screen.

Distance Details				Renew Fleet	
Supplements Details					
Account No.	27210	Fleet No.	002	Supplement No.	000
DBA Name	SUCCESS NATIONALEASE	Fleet Type	FHE - FOR HIRE EXEMPT (FH)	Fleet Effective Date	10/01/2021
Supplement Desc.	RENEW FLEET				
Legal Name	SUCCESS TRUCK LEASING INC				
Fleet Expiration Month / Year	09 / 2022				
Distance Details					
Reporting Period From	07/01/2020	Reporting Period To	06/30/2021	USDOT No.	000339745
Actual Distance	0	Estimated Distance	82,277	Total Fleet Distance	82,277
Avg. Per Vehicle Distance Chart	Y				
JURISDICTION	DISTANCE (MILES)	PERCENT	JURISDICTION	DISTANCE (MILES)	PERCENT
MO - MISSOURI	15366	18.67594	AL - ALABAMA	1173	01.42567
AR - ARKANSAS	1795	02.18165	AZ - ARIZONA	2695	03.27552

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CA - CALIFORNIA	2852	03.46634	CO - COLORADO	1016	01.23485
CT - CONNECTICUT	398	00.48373	DC - DISTRICT OF COLUMBIA	6	00.00729
DE - DELAWARE	65	00.07900	FL - FLORIDA	1545	01.87780
GA - GEORGIA	1925	02.33966	IA - IOWA	1816	02.20718
ID - IDAHO	584	00.70980	IL - ILLINOIS	5831	07.08704
IN - INDIANA	3145	03.82245	KS - KANSAS	2940	03.57330
KY - KENTUCKY	1664	02.02244	LA - LOUISIANA	804	00.97719
MA - MASSACHUSETTS	496	00.60284	MD - MARYLAND	464	00.56395
ME - MAINE	360	00.43755	MI - MICHIGAN	960	01.16679
MN - MINNESOTA	462	00.56152	MS - MISSISSIPPI	970	01.17894
MT - MONTANA	461	00.56030	NC - NORTH CAROLINA	1167	01.41838
ND - NORTH DAKOTA	199	00.24187	NE - NEBRASKA	1356	01.64809
NH - NEW HAMPSHIRE	115	00.13977	NJ - NEW JERSEY	566	00.68792
NM - NEW MEXICO	1783	02.16707	NV - NEVADA	534	00.64903
NY - NEW YORK	1087	01.32115	OH - OHIO	3234	03.93068
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TN - TENNESSEE	2404	02.92184	TX - TEXAS	6117	07.43464
UT - UTAH	876	01.06470	VA - VIRGINIA	1299	01.57881
VT - VERMONT	79	00.09602	WA - WASHINGTON	528	00.64173
WI - WISCONSIN	744	00.90426	WV - WEST VIRGINIA	489	00.59433
WY - WYOMING	1155	01.40379	AB - ALBERTA	55	00.06685
BC - BRITISH COLUMBIA	18	00.02188	MB - MANITOBA	31	00.03768
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NS - NOVA SCOTIA	12	00.01458	ON - ONTARIO	202	00.24551
PE - PRINCE EDWARD ISLAND	810	00.98448	QC - QUEBEC	37	00.04497
SK - SASKATCHEWAN	94	00.11425			

Total Percentage 100.000%

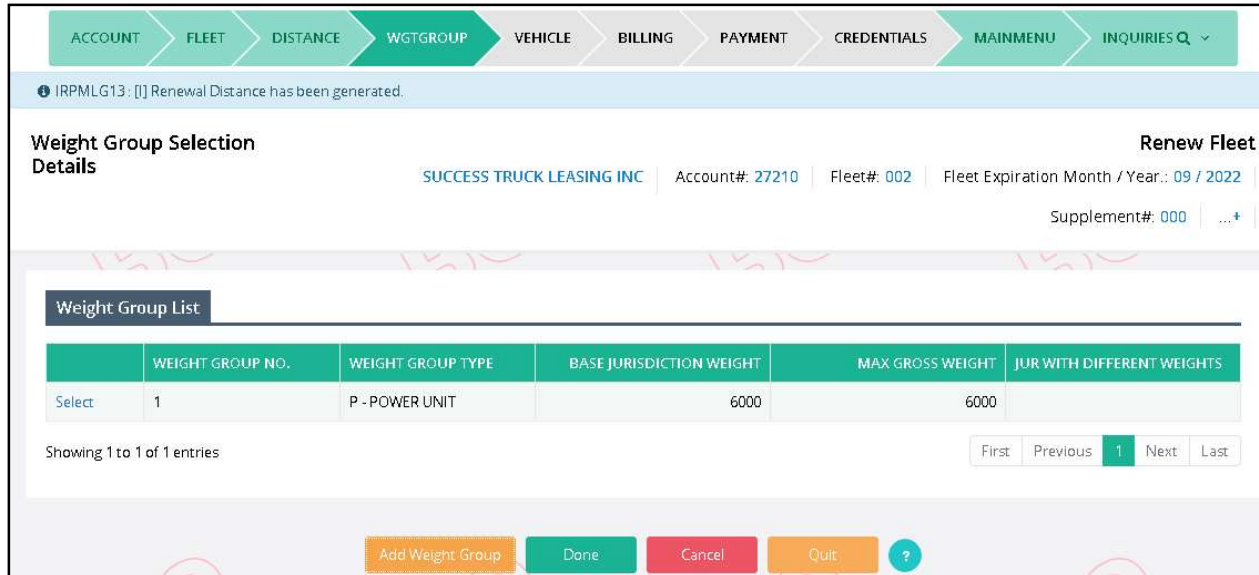
Proceed Back

1.3.2.1.4 Weight Group

The Weight Group Selection screen for fleet renewal allows the user to perform the following actions:

- Add a new weight group to the fleet. To enter a weight group for the fleet:
 - Select the maximum gross weight for the weight group from the drop down. MO has three weight group types, namely, Power Unit, Trailer and Bus.
 - Power Unit – The maximum gross weight for power unit is 80,000.

- Bus – The maximum gross weight for bus is 80,000. However, a user can select “Other” option from the Max Gross Weight drop-down and enter the desired maximum gross weight.
- Trailer – The maximum gross weight for trailer is 34,000 and the user cannot change it.
- If any of the jurisdictions have a different weight, enter the weight for that jurisdiction
- Click the PROCEED button on the command line to populate the weight for the remaining jurisdictions and the verification screen will display. If a weight is outside the 10% variance, a warning message will display in the message area at the top of the verification screen. A comment must be entered to explain the variance.
- The system will check to ensure the weight for each jurisdiction does not exceed the maximum weight allowed in the specific jurisdiction. If it does, the system automatically sets the weight to the maximum allowed and displays a warning message in the message area at the top of the verification screen.
- If any of the weights need to be changed, click the BACK button and the system will display the Jurisdiction weights for changes.
- View/update the weight for any existing weight group
 - Select the weight group to process, by selecting the SELECT link next to the weight group number.
 - Update the weights required and select PROCEED to go to the verification screen.
 - From the validation screen, select PROCEED to save the change.
- If no changes are required, select Go To Weight Group Selection.



Select DONE when you are finished with weight groups. The Vehicle Processing screen appears.

1.3.2.1.5 Process Vehicle

The vehicle processing on a renewal provides the ability to perform the following vehicle functions:

- Update from the Previous Year.
 - After the renewal is open and is not invoiced, supplement information can be automatically updated in the renewed fleet by clicking the UPDATE FROM THE PREVIOUS YEAR button on the command line and then either:
 - Delete Vehicle.
 - Update Vehicle Information.
 - If the renewal is invoiced (not paid), cancel the invoice first, and then click the UPDATE FROM THE PREVIOUS YEAR button from the Vehicle Processing screen.
 - If the renewal is paid, the user must create the supplement in the renewal year.

The user can return to the account, fleet, distance, or weight group process by selecting the tab at the top of the screen at any time before invoicing.

Renewal Vehicle Processing **Renew Fleet**

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Renewal Details

Amended Vehicles	Added Vehicles	Deleted Vehicle	Renewed Vehicles
0	0	0	1

AMEND VEHICLE DELETE VEHICLE

Proceed Update From Previous Year Done Cancel Quit ?

- The user must execute the UPDATE FROM PREVIOUS YEAR, if required, prior to adjustments to existing vehicles.
- If no changes are required to any vehicle:
 - Click the DONE button.
- To update vehicle information:
 - The user can select the MODIFY VEHICLE radio button and then select PROCEED to display the Vehicle Detail screen.

Vehicle Details **Renew Fleet**

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Change Vehicle Details

Unit No.	VIN	Plate No.	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Supplements Details

No. of Vehicles	Carrier Type
1	C - CARRIER

Vehicle Details

VIN	*Unit No.	**Weight Group No.	*Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Body Type	*Make	*Axes	*Combined Axles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Fuel Type	Seats	Vehicle Color	*Unladen Weight ?
D - Diesel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Base Jurisdiction Gross Weight	*Purchase Date ?	*Purchase Price	Factory Price
<input type="text"/>	MM/DD/YYYY	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> TVR	TVR No. of Days	*Title Jurisdiction	*Title No.
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In-State Plate Type	In-State Plate Weight	In-State Expiration Date	In-State Plate
<input type="text"/>	<input type="text"/>	MM/DD/YYYY	<input type="text"/>
In-State Fee	*Owner Name	Owner Phone No.	Safety Responsibility
<input type="text"/>	SUCCESS TRUCK LEASING INC	<input type="text"/>	O - Owner
<input type="checkbox"/> Lease	*Safety USDOT	*Safety TPID	*Safety Change
<input type="checkbox"/>	000339745	440648226	N - NO

Documentation Requirements For Admin Fee and Fee Calculation			
Colorado 10K Indicator ?	Colorado Trailer ?	Utah Special Truck ?	New Vehicle ?
Y - YES	N - NO	N - NO	N - NO
CO Special Truck			
N - NO			

+ Comments

<input type="button" value="Proceed"/>	<input type="button" value="Done"/>	<input type="button" value="Cancel"/>	<input type="button" value="Refresh"/>	<input type="button" value="Quit"/>	<input type="button" value="?"/>	<input type="button" value="↑"/>
--	-------------------------------------	---------------------------------------	--	-------------------------------------	----------------------------------	----------------------------------

- The user can select the vehicle to change by selecting either the Unit number, VIN, or plate number.
- After the user selects the vehicle, the existing vehicle information will display.
- The user should update the information as necessary for renewal.
- Once the information is changed, click the PROCEED button to perform edits. If the vehicle information passes the edits, the Vehicle Details Verification screen will display.
- From the Verification screen, review the vehicle information and click on the PROCEED button to save the changes to the vehicle.
- To delete a vehicle from the fleet:
 - The user can select the DELETE VEHICLE and then select PROCEED to display the Delete Vehicle screen. This is a list of all the active vehicles in the fleet not updated during the renewal process.

- To select a vehicle to delete, check the box next to the unit number you want to delete.
- For each delete vehicle the following information must be provided:
 - PLATE STATUS defaults to Deleted, which is the only option available.
 - Delete/Inactive Date – enter a date.
 - A comment can be added if necessary.
- Once all the vehicles you want to delete are selected, select PROCEED to display the verification screen. The verification screen will display only those vehicles you have deleted.
- Click the PROCEED button to save the information.
- Click the DONE button after completing all deletions.
 - The Vehicle Processing screen will redisplay.
- To change/cancel information on vehicles that have already been processed during the renewal:
 - Select VEH LIST to display a list of vehicles that have been changed or deleted.

The Vehicle List screen will display a list of the vehicles that were added, changed, or deleted during the renewal.

The user can do the following:

- Select BACK to return to the Vehicle Processing screen.
- Select a vehicle from the list by clicking the “Select” link to the left of the UNIT No.
 - This will display a screen depending on the SERVICE TYPE for the vehicle (i.e. change or delete).
 - When a user selects a vehicle, the vehicle information will display on the Vehicle Details screen. The user can do one of the following:
 - If the user deletes the vehicle from the renewal, the Vehicle Details screen are protected and the only action you can take is to CANCEL VEHICLE, which will undo the deletion and will add the vehicle back to the renewal.
 - If the vehicle was added or changed from the vehicle screen, the user can either make additional changes or cancel the action
 - To make changes, update the information and select PROCEED. Then select PROCEED from the verification screen to save the changes.
 - To cancel an added vehicle from the renewal, select CANCEL VEHICLE to delete it from the renewal
 - To cancel a change vehicle from the renewal, select CANCEL VEHICLE. The vehicle will process on the renewal as a no-change vehicle. The vehicle information for the renewal will be the same as the previous year.

- To update information on a previously deleted vehicle:
 - The user should select DELETE VEHICLE, then select PROCEED.
 - From the Delete Vehicle screen, the user should select DELETE VEHICLE to display a list of vehicles deleted during the renewal.
 - When the changes are finished, select UPDATE to display the verification screen.
 - From the verification screen, select PROCEED to save the changes to the deleted vehicles.
- To end the vehicle processing, the user selects DONE from the Vehicle Processing screen. The system will display the Web Processing - Submit screen.

1.3.2.1.6 Web Processing – Submit

The system navigates to the Web Processing – Submit screen. The user must provide the required documents on this screen and submit them to the internal review queue for approval.

Web Processing
Submit

Submit Process

***Account No.**

***Fleet No.**

Legal Name

***Fleet Expiration Year**

***Fleet Expiration Month**

***Supplement No.**

Status

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	27210	002	09/2022	000	O - OPEN	FHE	07/21/2021	INP	RWC

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First Previous 1 Next Last

+ Comments

MoDOT Carrier Express – IRP User Guide

The screenshot displays the MoDOT Carrier Express IRP User Guide interface. At the top, there are navigation buttons: Submit, View List, Refresh, and Quit, along with a help icon. Below this is the 'Vehicle Document' section, which includes a header 'All Vehicle All Document' and a table with columns: VIN, UNIT NO., HVUT - FORM 2290, PROPERTY TAX, TITLE DOCUMENT, and LEASE CONTRACT. The table contains one entry with VIN 5858999 and UNIT NO. 25255. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination buttons: First, Previous, 1, Next, Last. Below the table is a 'Fleet Document Type' dropdown menu set to 'POA - Power Of Attorney'. Below that is a 'Select appropriate file' section with a 'Choose file...' button, a 'Browse' button, and an 'Upload' button. Below this is the 'Fleet Document' section, which has a header and a table with columns: DOCUMENT TYPE, FILE NAME, DOCUMENT STATUS, and DELETE. The table is empty, with the text 'No data available in table' in the center. Below the table, it says 'Showing 0 to 0 of 0 entries' and has pagination buttons: First, Previous, Next, Last, and an up arrow button.

Perform the following steps to submit the documents:

- Look below the Vehicle Document section. Click on the folder icon for a given document (for example, Property Tax).

UPLOAD
✕

Upload File

VIN | VIN5858999
Document Type | PTV-Property Tax

Select appropriate file

FILE NAME	TIMESTAMP	DOCUMENT STATUS	
Property Tax_0.pdf	07/21/2021 11:10:10 PM		

- A new pop up window appears, allowing the user to browse and select the document from their local computer. Select the document and click Upload. The uploaded file will appear in the grid below. If needed, the user can delete the uploaded document and upload again by clicking the Delete icon from the grid.
- Click Done after uploading the documents to return to the Web Processing – Submit screen.
- Likewise, upload all the required vehicle documents.

Fleet Document Type

SOU - Statement of Understanding
▼

Select appropriate file

Fleet Document

DOCUMENT TYPE	FILE NAME	DOCUMENT STATUS	DELETE
SOU - Statement of Understanding	27210_2_2022_9_0_SOU.PDF	P - Pending ▼	🗑️
POA - Power Of Attorney	27210_2_2022_9_0_POA.PDF	P - Pending ▼	🗑️
IRF - IRP Requirements Form	27210_2_2022_9_0_IRF.PDF	P - Pending ▼	🗑️

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- For fleet-level documents, select the preferred document from the Fleet Document Type drop down, click Browse to select a document from your system and click Upload. The uploaded document will display in the grid underneath. If needed, the user can click the Delete icon on the far right of the grid to delete the document, if required.
- Similarly, upload all the required fleet documents.
- Once all the vehicle and fleet-level documents are uploaded, click Submit from the command line.

Once the documents are submitted, an internal user will review the submitted documents and approve them. Once the agent approves and invoices the transaction, the external user will be able to continue the supplement via Supplement Continuance and proceed with Payment.

1.3.2.1.7 Billing Process

Once the documents are approved, the user can continue the supplement from Billing process via Supplement Continuance. The following screen will display:

Billing Details Renew Fleet

SUCCESS TRUCK LEASING INC | Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Supplements Details

Reg. Month	No. of Veh in Supp	Supplement Status	Enterprise System Credit
12	1	I - INVOICED	0.00
IRP System Credit	*Renewal Fee Effective Date	Invoice Date	*Application Receipt Date
0.00	10/01/2021	07/21/2021	07/21/2021
Payment Date	Exchange Rate		
MM/DD/YYYY	0.786100		

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Fees

Manual Adj. Base Jur. Batch Billing TVR Use One-Time Mailing Address

TVR No. of Days

FEE TYPE	FEE AMT(\$)
MO Schedule I	3.83
MO Schedule II	0.93
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	90.32
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00 ▲
Bicentennial Fee	0.00
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Invoice Amount	95.33
Amount Due	95.33

Delivery Details

Electronic Delivery Type Invoice Report Type

Proceed
Refresh
Quit
?

▲

Review the fee details on the billing screen. Click Proceed to move to the Payment screen.

1.3.2.1.8 Payment Details

The next step in the transaction is to process the payment.

ACCOUNT
FLEET
DISTANCE
WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Payment Details

SUCCESS TRUCK LEASING INC

Account#: 27210 | Fleet#: 002 | Fleet Expiration Month / Year.: 09 / 2022

Supplement#: 000 | ...+

Renew Fleet

Supplements Details

Enterprise System Credit	IRP System Credit	Invoice Date	Invoice No.
0.00	0.00	07/21/2021	3202201

*Payment Receipt Date

07/21/2021

Fees

Manual Adj. Base Jur.

0.00 Batch Credential

FEE TYPE	FEE AMT(\$)
MO Schedule I	3.83
MO Schedule II	0.93
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	90.32
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
Grade Crossing Fee	0.25
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00