Add Vehicle
External Procedure

Overview

This supplement allows an addition of a power unit or a trailer. Motor Carriers may call and request an MCS agent to process the add vehicle supplement on their behalf. If adding a glider kit, this must be added internally by an MCS agent.

Regulation

7 CSR 10-25.030 Apportion Registration pursuant to the International Registration Plan

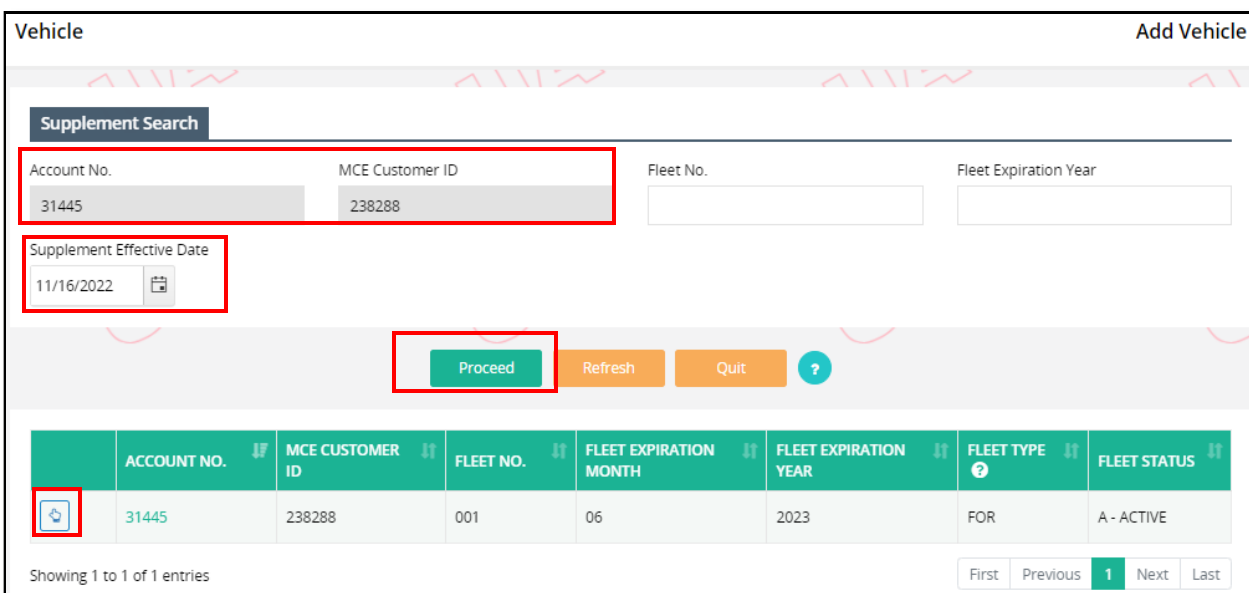
- (A) Add vehicle—addition of a power unit

  or trailer to the fleet that has not been previously registered.

Process

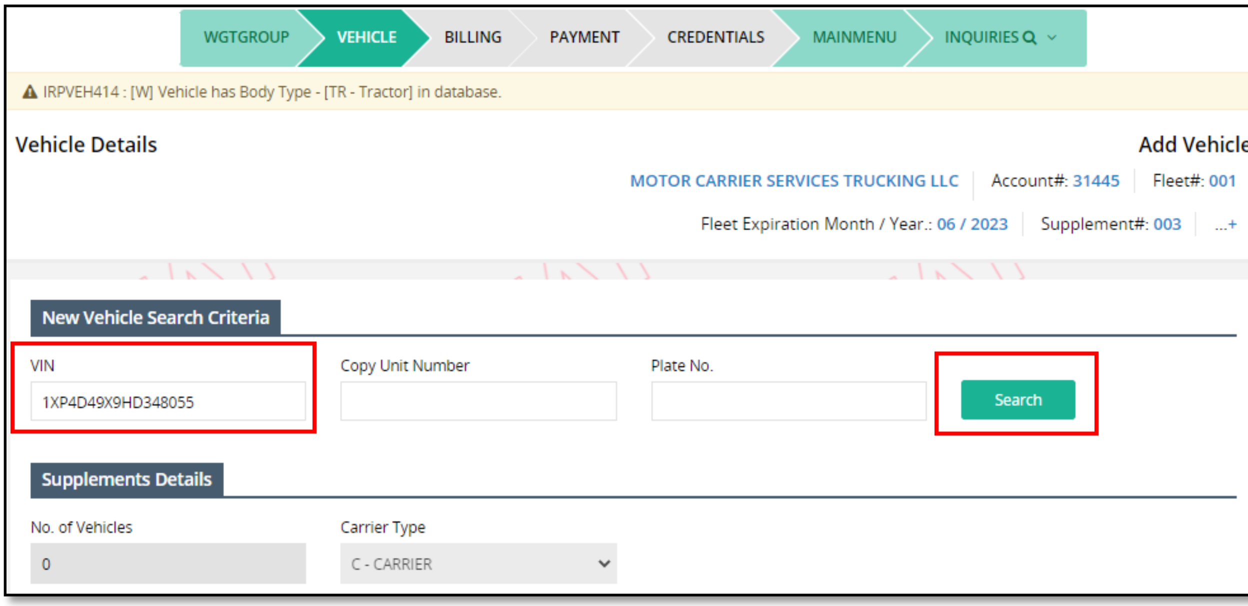
From the IRP application site map, select add vehicle from the vehicle menu tile.

- From the fleet search screen, enter the following:
  - Enter the fleet no. and fleet expiration year if desired; account no. is prepopulated and protected
  - The supplement effective date defaults to the current date
  - Select proceed to display the vehicle detail screen
    - If nothing is entered in the fleet no. and fleet expiration year, you must select the correct one by clicking on the pointer finger button.

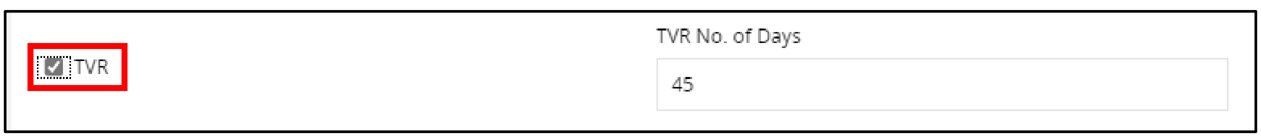


The vehicle detail screen captures the information for each vehicle the user wants to add to the fleet and register into the MoDOT system. Mandatory fields have a red asterisk beside them. At the top of the vehicle detail screen the user can find an existing vehicle in the MoDOT database.

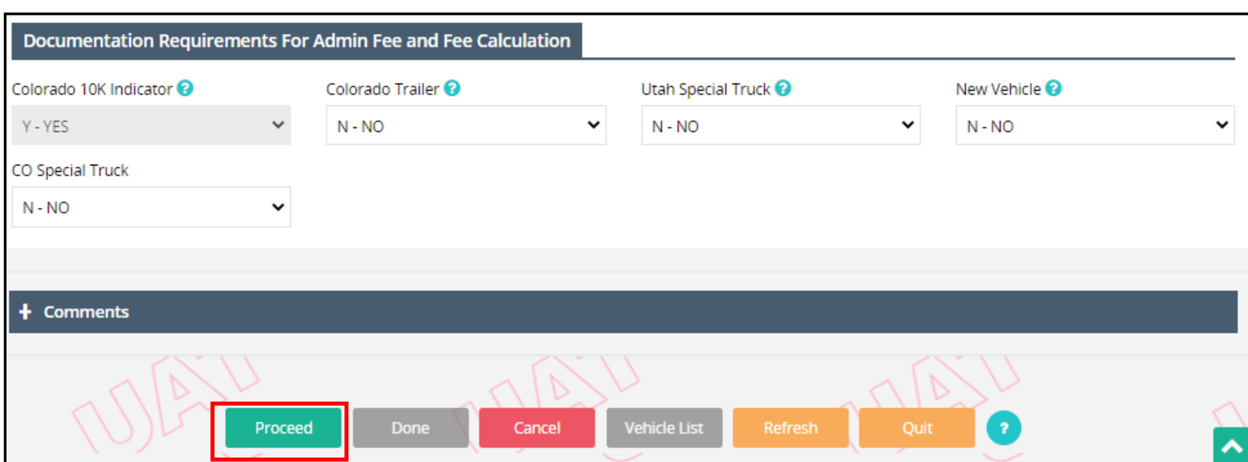
- Enter the VIN and click the search button. The system will search for the information and populate some of the vehicle information fields on the vehicle detail screen.



- Complete the remaining required fields and indicate whether a TVR is desired



- 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. Repeat steps to add another vehicle

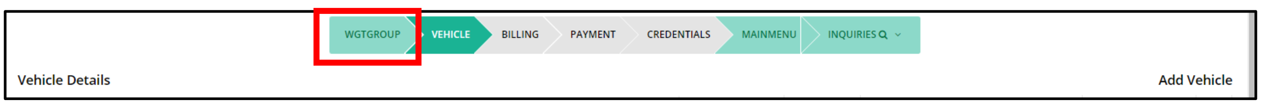


If some of the vehicle information is wrong, needs to be updated or vehicles need to be deleted after the vehicle has been stored in the system, perform the following steps:

1. Click the vehicle list button on the command line and a selection list of vehicles will be displayed
2. Click any “Select” link to the left of the unit number in the selection list and the vehicle details will be displayed
3. Update the vehicle information as required and click the proceed button
4. Delete the vehicle from the supplement by clicking the cancel vehicle button

When all vehicle updates have been made, click proceed and the verification screen will be displayed. Click the proceed button on the verification screen and the vehicle details screen will be displayed.

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



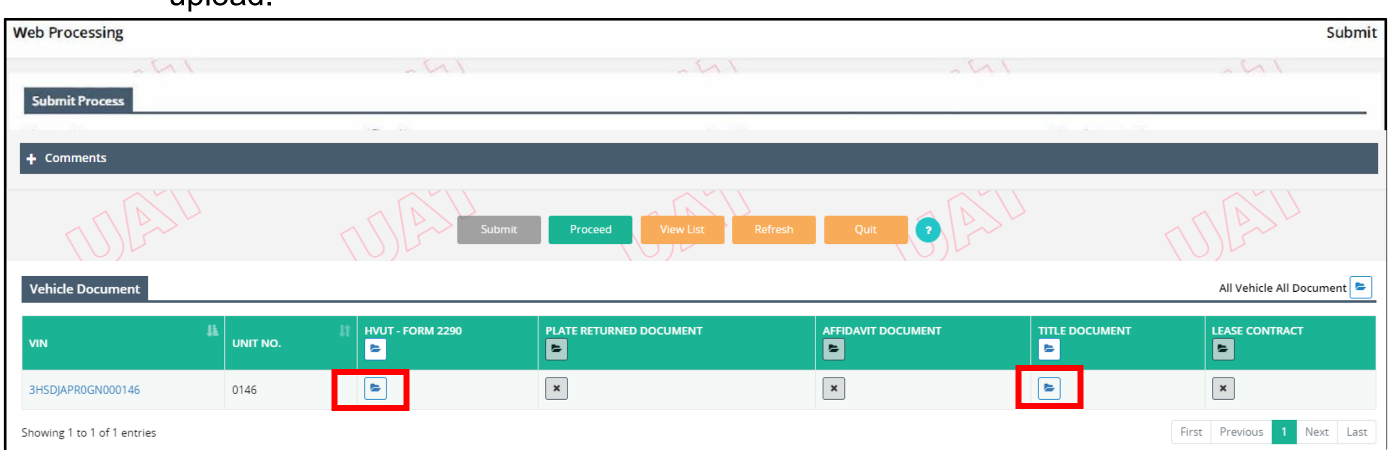
- Select add weight group, select the desired weight, and then select proceed. After selecting proceed from the verification screen, the system displays the vehicle details screen so the user can add the vehicle.

When all vehicles have been entered correctly into the system, click the done button and the web processing - Submit screen will be displayed.

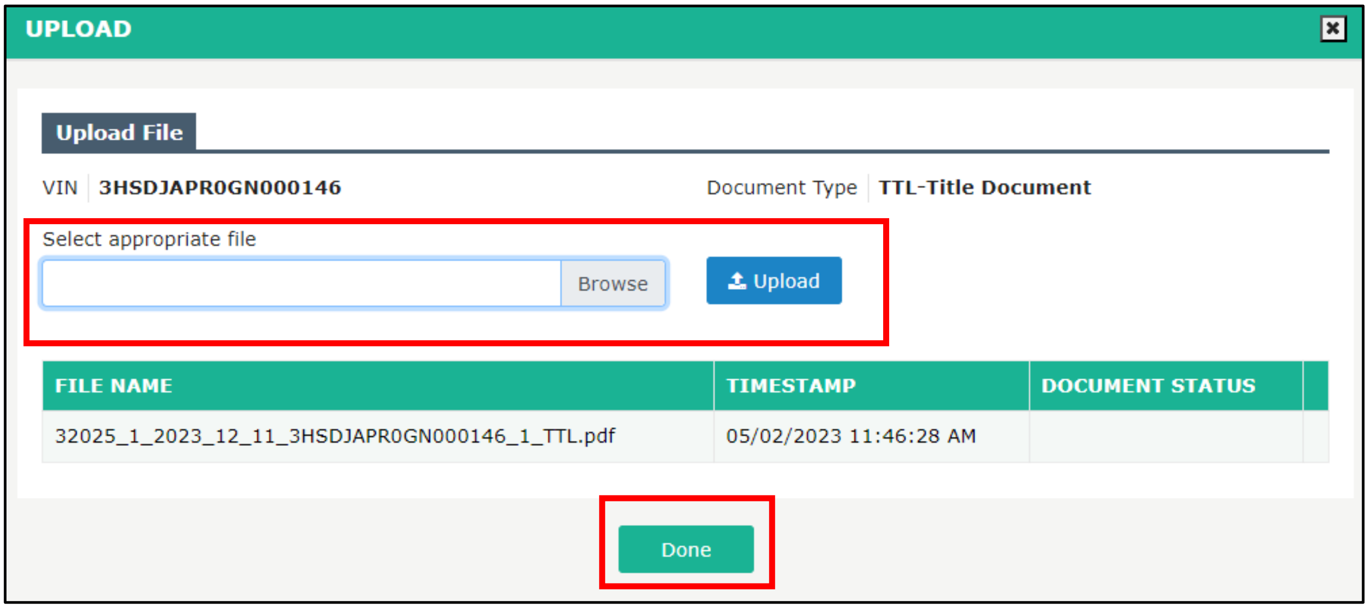
Web Processing

MCS must approve supporting documents prior to issuing credentials.

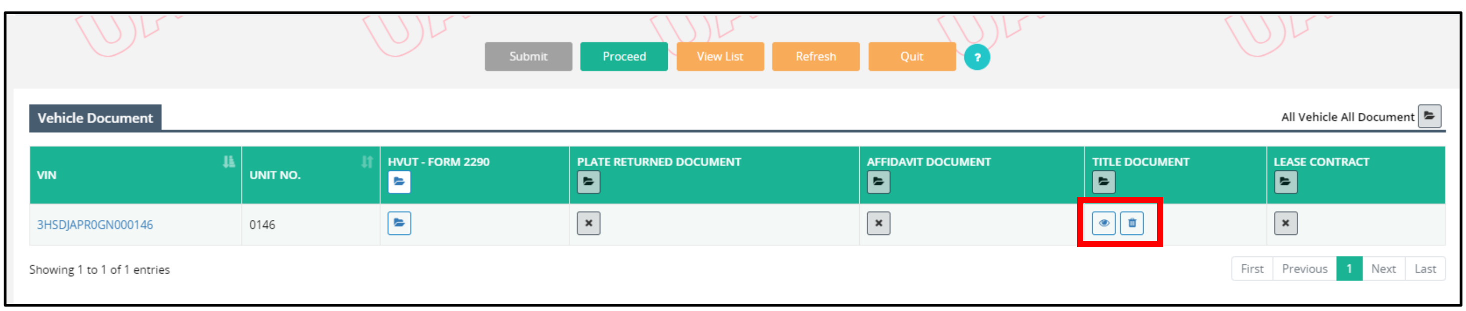
- To upload documents within the supplement, under the vehicle document section, the user must click the blue file folder for the document type they wish to upload.



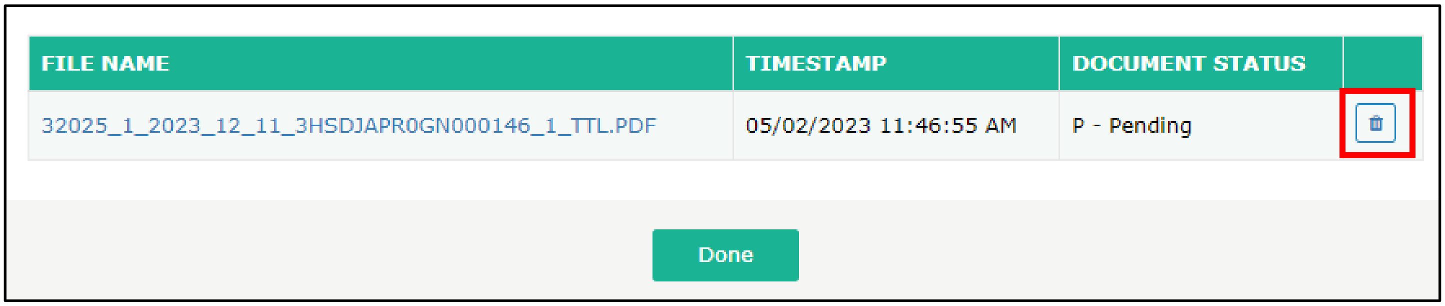
- Once the file button is selected, a new pop up window will populate to browse the documents saved to the computer. User will select the desired document and select ‘Upload’.
    - Only JPG, PDF, JPEG, PNG, BMP, or GIF files can be uploaded.
    - Files cannot be greater than 4MB in size.
- Once all the desired documents are uploaded, select done.



- Repeat this process until all file types required have been uploaded.
    - If user does not have all required documents available, they may upload documents through IRP web processing after the supplement is submitted.
- User can view and delete uploaded documents by selecting the eye or trash can buttons.



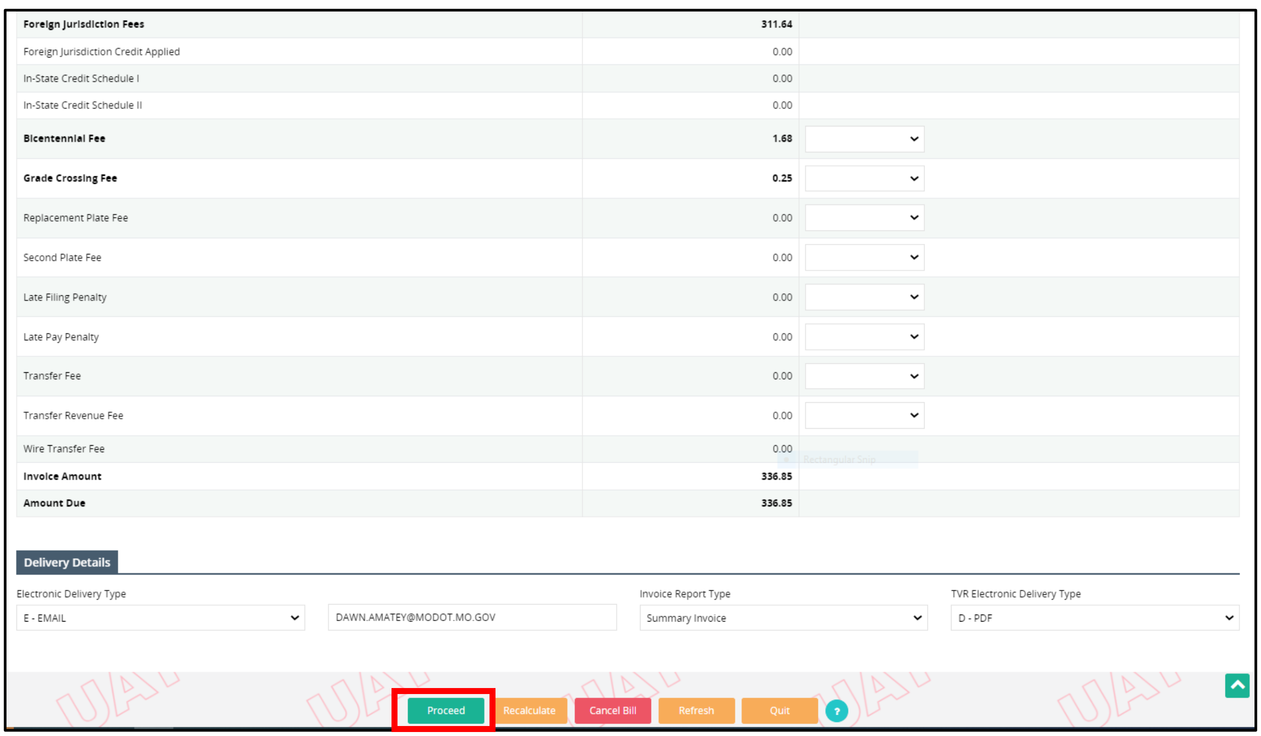
    - If documents need to be deleted, select the trash can button. A new pop-up window will populate, and the trash can must be selected again.
    - Select done once the document is deleted.



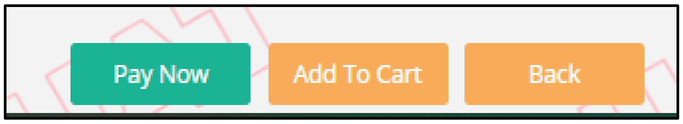
- Once the documents are uploaded, select proceed to continue to the billing screen.

Billing Process

- Billing details will generate once user selects proceed.
- A confirmation screen will appear, select the desired invoice report type, then proceed again.
    - This will generate a PDF pop-up of the selected invoice report.
    - Select proceed to continue to the verification page.

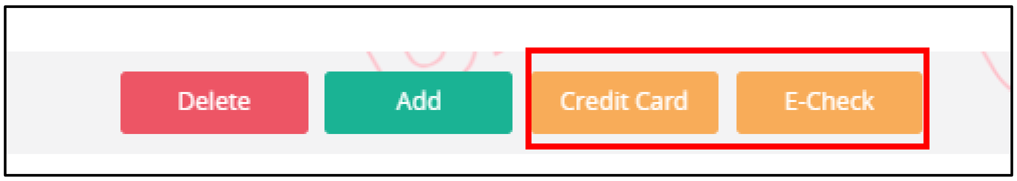


- To pay supplement now select pay now
    - To pay invoice later select add to cart

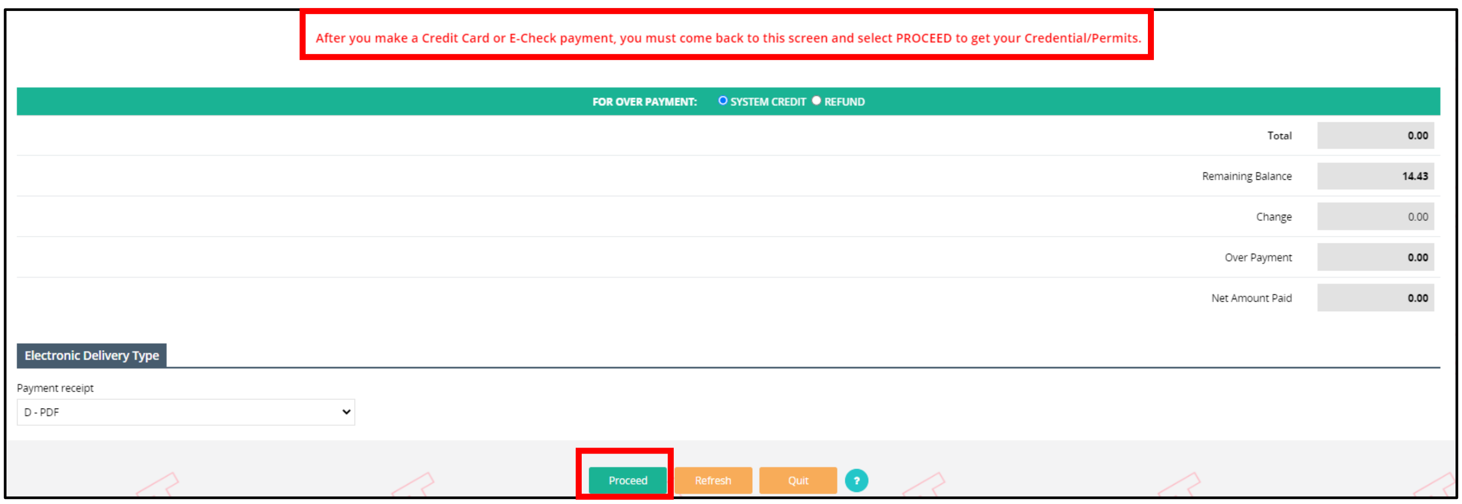


Payment Process

- The user will select the credit card or e-check button to make payment.
  - This will open a pop-up window to the payment vendor where user will enter payment information.



- Once payment information is entered and completed with the vendor, the user will be brought back to the credentialing solutions.
  - **User must select proceed to apply payment to their transaction.**



- Once payment is received and MCS approves documents, credentials will issue.