

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.

Vehicle

Add Vehicle

Supplement Search

Account No.
31445

MCE Customer ID
238288

Fleet No.

Fleet Expiration Year

Supplement Effective Date
11/16/2022

ProceedRefreshQuit?

	ACCOUNT NO.	MCE CUSTOMER ID	FLEET NO.	FLEET EXPIRATION MONTH	FLEET EXPIRATION YEAR	FLEET TYPE	FLEET STATUS
	31445	238288	001	06	2023	FOR	A - ACTIVE

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

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Updated: 05/03/2023

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

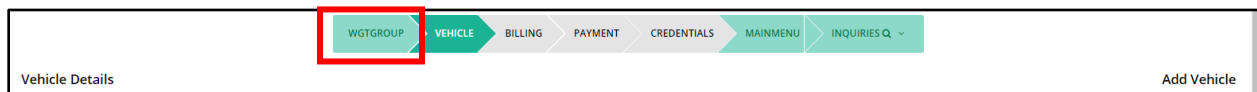
- Click the proceed button on the command line to save the vehicle information. The vehicle detail screen is displayed with empty fields for the creation of another vehicle if required. Repeat steps to add another vehicle

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.



The screenshot shows a navigation bar with several tabs: WGTGROUP, VEHICLE, BILLING, PAYMENT, CREDENTIALS, MAINMENU, and INQUIRIES Q. The 'WGTGROUP' tab is highlighted with a red box. Below the tabs, the text 'Vehicle Details' is on the left and 'Add Vehicle' is on the right.

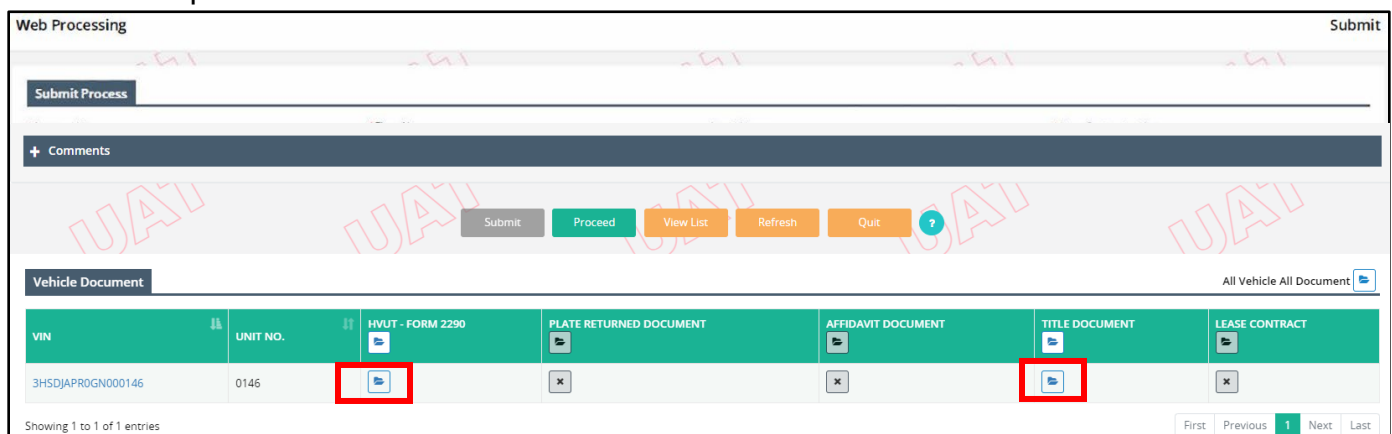
- Select add weight group, select the desired weight, and then select proceed. After selecting proceed from the verification screen, the system displays the vehicle details screen so the user can add the vehicle.

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.



The screenshot shows the 'Web Processing' screen. At the top, there's a 'Submit Process' button and a 'Comments' section. Below that, there's a row of buttons: Submit, Proceed, View List, Refresh, Quit, and a help icon. The 'Vehicle Document' section is highlighted, showing a table with columns for VIN, UNIT NO., HVUT - FORM 2290, PLATE RETURNED DOCUMENT, AFFIDAVIT DOCUMENT, TITLE DOCUMENT, and LEASE CONTRACT. The 'HVUT - FORM 2290' column has a blue file folder icon highlighted with a red box. The 'TITLE DOCUMENT' column also has a blue file folder icon highlighted with a red box. At the bottom, there's a 'Showing 1 to 1 of 1 entries' message and a pagination bar with 'First', 'Previous', '1', 'Next', and 'Last' buttons.

- UPLOAD

Upload File

VIN3HSDJAPR0GN000146Document TypeTTL-Title Document

Select appropriate file

Browse

Upload

FILE NAME	TIMESTAMP	DOCUMENT STATUS
32025_1_2023_12_11_3HSDJAPR0GN000146_1_TTL.pdf	05/02/2023 11:46:28 AM	

Done

- Submit Proceed View List Refresh Quit ?

Vehicle Document

All Vehicle All Document

VIN	UNIT NO.	HVUT - FORM 2290 	PLATE RETURNED DOCUMENT 	AFFIDAVIT DOCUMENT 	TITLE DOCUMENT 	LEASE CONTRACT
3HSDJAPR0GN000146	0146					

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Updated: 05/03/2023

FILE NAME	TIMESTAMP	DOCUMENT STATUS	
32025_1_2023_12_11_3HSDJAPR0GN000146_1_TTL.PDF	05/02/2023 11:46:55 AM	P - Pending	

Done

- 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.

Foreign Jurisdiction Fees	311.64	
Foreign Jurisdiction Credit Applied	0.00	
In-State Credit Schedule I	0.00	
In-State Credit Schedule II	0.00	
Bicentennial Fee	1.68	
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	
Transfer Revenue Fee	0.00	
Wire Transfer Fee	0.00	
Invoice Amount	336.85	
Amount Due	336.85	

Rectangular Sign

Delivery Details

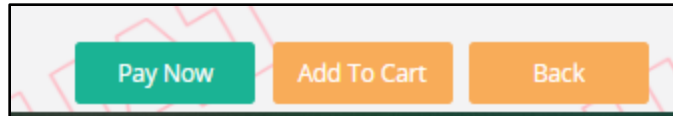
Electronic Delivery Type: E - EMAIL

Invoice Report Type: Summary Invoice

TVR Electronic Delivery Type: D - PDF

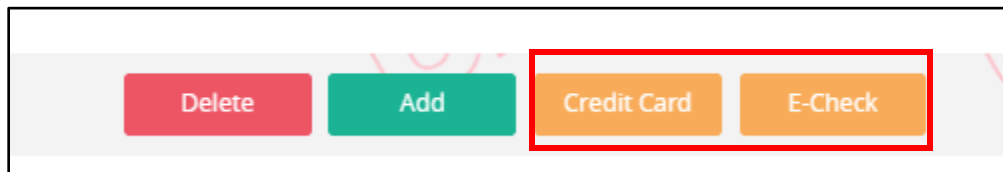
Proceed Recalculate Cancel Bill Refresh Quit

- 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.**

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: ☐ SYSTEM CREDIT ☒ REFUND

Total	0.00
Remaining Balance	14.43
Change	0.00
Over Payment	0.00
Net Amount Paid	0.00

Electronic Delivery Type

Payment receipt

D - PDF

Proceed Refresh Quit ?

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