



**CELTIC**  
Systems

**MoDOT Carrier Express  
Enterprise User Guide  
Volume 1  
External Users**

Prepared for

**Missouri Department of  
Transportation**

**February 22, 2022**

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## Revision History

Version	Date	Name	Description
1.0	07/20/2021	Celtic Systems	First Draft

MoDOT User Guide, Version 1.0

Document Release Date:

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# 1 Overview

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

Refer to Appendix A – Acronyms when you need an explanation of abbreviations in the user guide.

## 1.1 MoDOT Carrier Express Navigation

The user must have access to the Internet, the MoDOT Carrier Express URL, an assigned role that is associated with current responsibilities and MCE transactions.

### 1.1.1 Enterprise

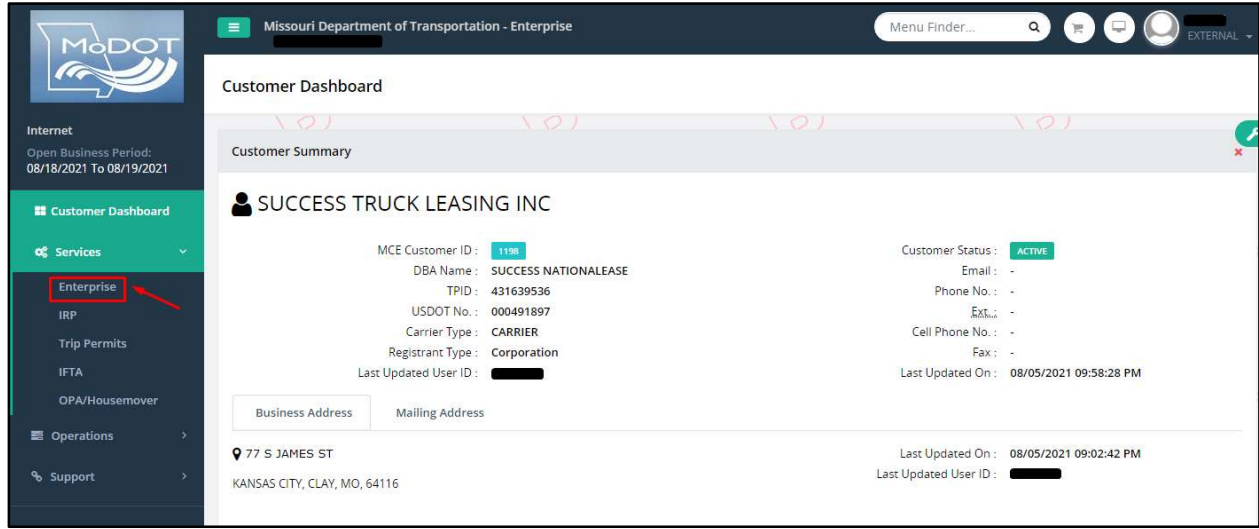
MoDOT Carrier Express has various modules/sections in the system which can all be accessed using the section headers located on the left column of the screen. Three of the section headers, when selected, will display additional subsections within them. A user can maneuver easily through the various MCE sections by clicking the section header icon to expand it and see the available options in that section.

The ENTERPRISE Level Customer Dashboard screen is the first screen the user will see when they successfully log into MCE. The applications and corresponding menu options displayed will depend on the role the user is assigned in MCE.

Below are the various sections that can be accessed by selecting or expanding one of the headers:

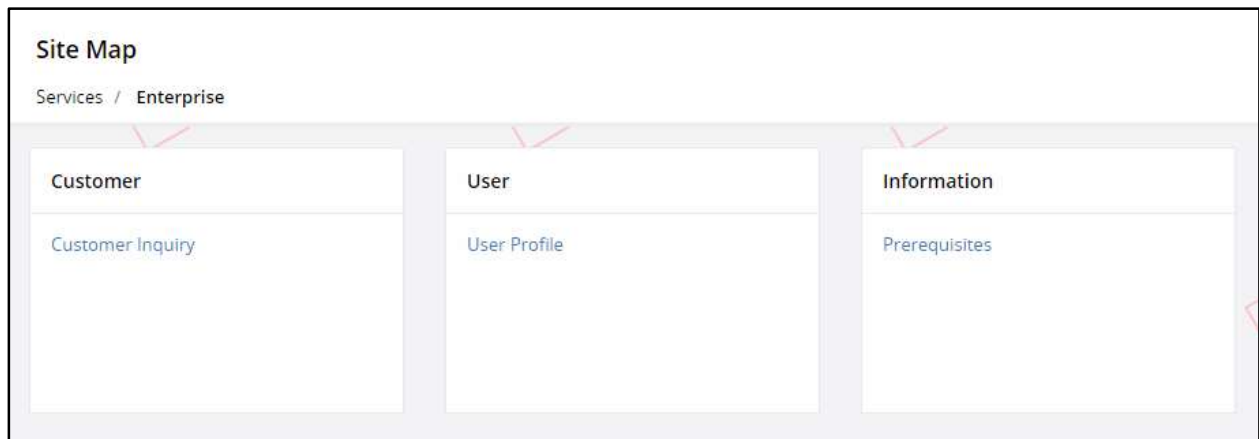
- Customer Dashboard – Provides a snapshot of the customer displaying various sections that will display based on the sections enabled from the Customer View panel on the top right of the Customer Dashboard screen. The sections include:
  - Customer Summary
  - Comments
  - Delinquent Return
  - System Credit Balances
  - IFTA Summary (If an IFTA account exists)
  - IFTA Quick Links
  - Tax Return Quick Links
  - IFTA Tax Return Summary
  - IRP Summary (If there is an associated IRP Account)
  - IRP Quick Links
  - Outstanding Balances
  - Pending Transactions (associated with the selected Customer)
- Services – This section contains the various applications available in MoDOT Carrier Express (depending on a user's role). Those applications include Enterprise, IRP, IFTA, Trip Permits, and OPA/Housemover.
- Operations – This section contains other system functions such as Finance.
- Support – This section contains the following options:
  - FAQ: A link to commonly asked questions and answers
  - MoDOT IFTA Forms:
  - UCR

The “ENTERPRISE” is designated at the top of the list beneath the Services header.

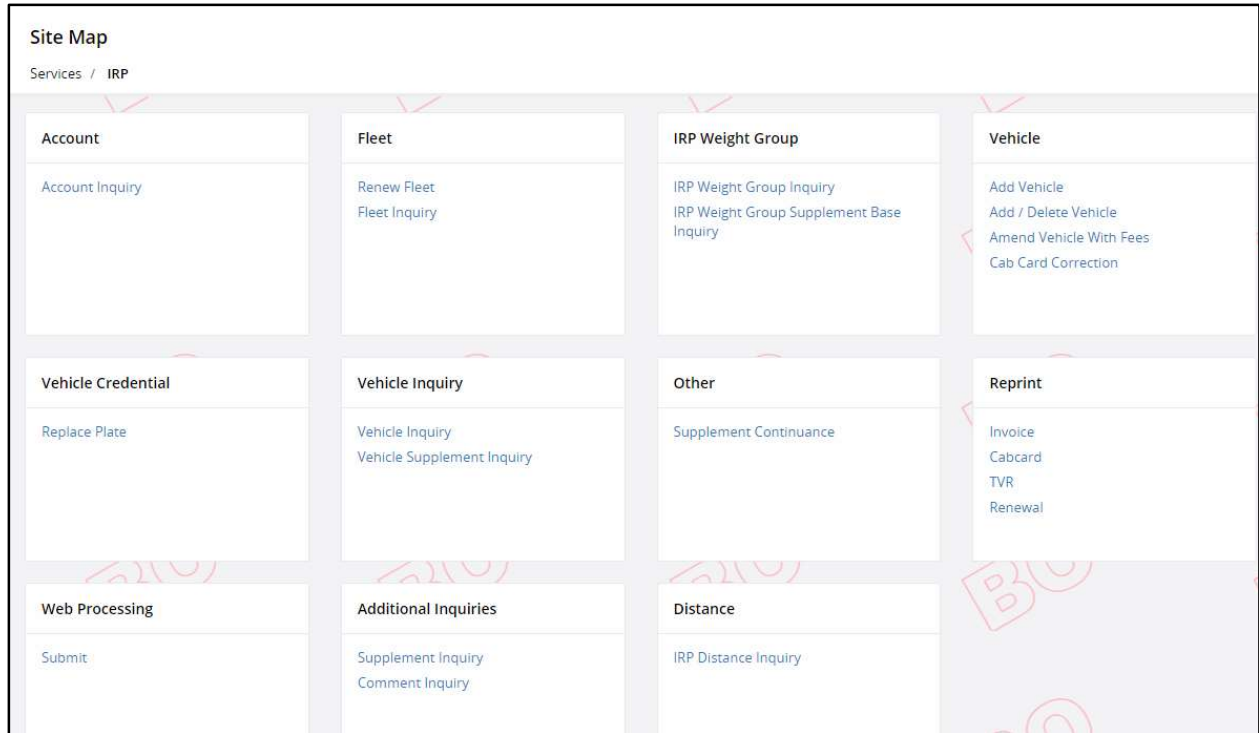


### 1.1.2 Application Level

From the ENTERPRISE level of MCE, the user can expand the SERVICES header on the left side of the screen to select either Enterprise or any other application module and the associated menu will display.

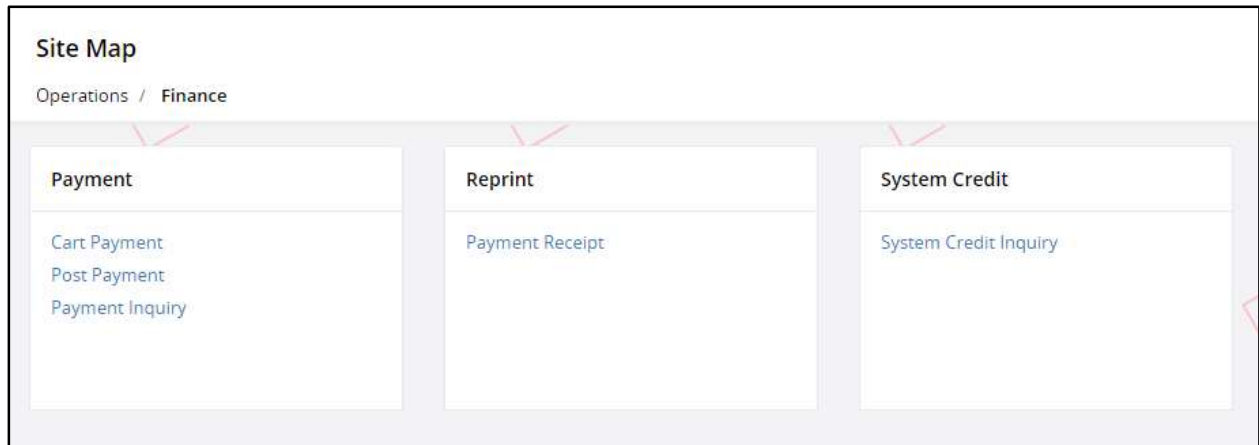


For example, selecting IRP from the Services submenu will display the IRP level screen and menu. The menu items displayed depend on the user role in MCE.



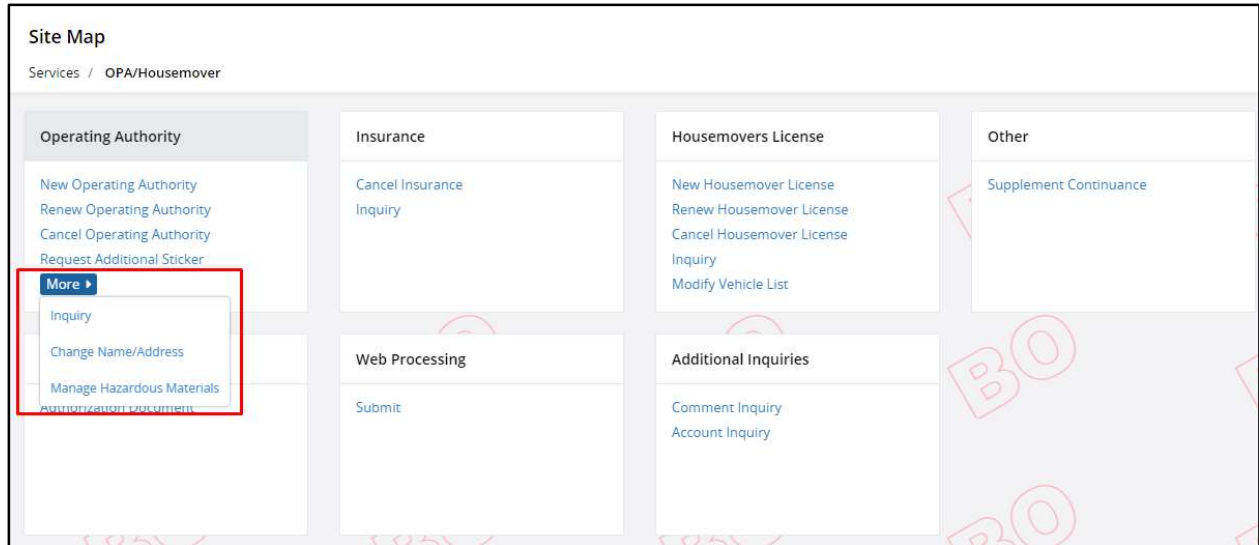
### 1.1.3 Main Menu Screens

Each MCE module has its own menu options which are specific to the application functionality. After the application is selected, the menu options will display. The menu options displayed are dependent on the user's role in MCE.



### 1.1.4 Sub Menus

Some menus in MoDOT Carrier Express have options within a menu tile that exceed the display area so a "More" option is available. To see the additional menu options within a menu tile, the user must click "More", and the additional options will appear.

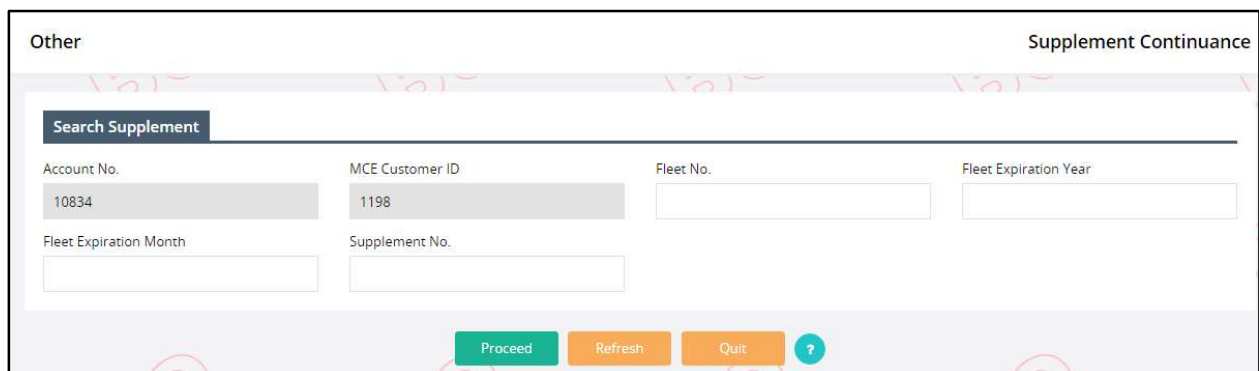


### 1.1.5 Search and Selection

Some MCE screens have a search and selection feature. All Inquiry screens have this, as do some transactions such as “Supplement Continuance”. On all screens having the search and selection feature, the Account No. and/or MCE Customer ID is prepopulated and protected.

On Inquiry screens, the user enters search criteria and a grid will display the search results. The information in the grid differs depending on the object being searched. The user can then select one item from the grid to view additional detail or select the record for processing.

For example, on “Supplement Continuance”, the Account No. and/or MCE Customer ID is already populated, and the user would click the Proceed button to get to the supplement screen directly. If more than one supplement exists for the account, the information grid will display all that exist. Based on the information in the grid, the user can select the supplement to process by clicking the SELECT icon located on the left of the supplement line.



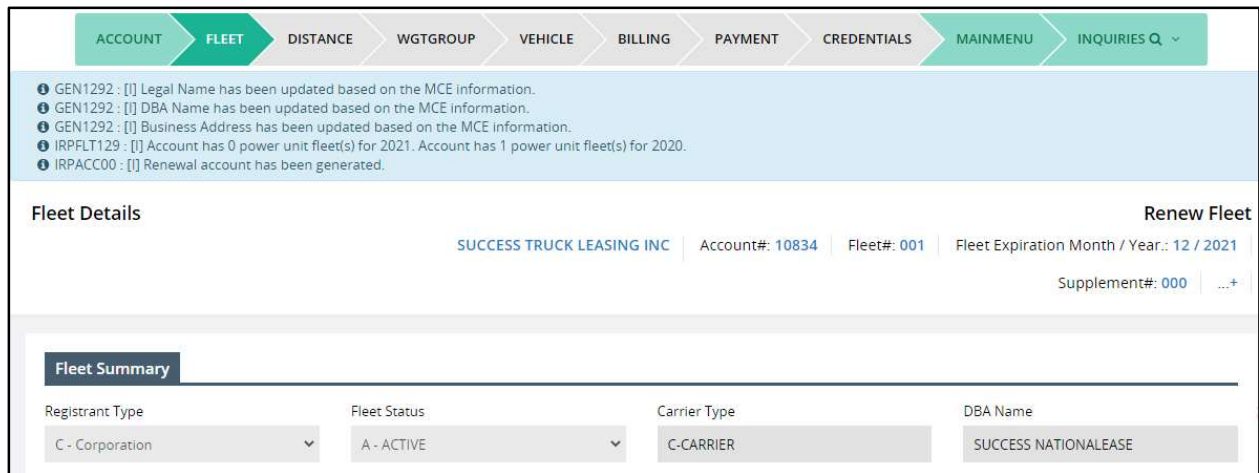
### 1.1.6 Transaction Tabs



Once the user processes a transaction/supplement, the tabs at the top of the screen indicate a transaction’s progress by colors/shading. These tab color indicators vary depending on the application and the selected supplement/transaction within the application.

The tab color indicator schema is as follows: Tab items in a light blue/green (turquoise) color (Account) indicate screens the user has navigated through. The highlighted tab in the darker turquoise color (Fleet) indicates the transaction step currently being processed. The remaining tabs in a grey color (Distance, WgtGroup, Vehicle, Billing, Payment, and Credentials) indicate processing yet to happen. The user may navigate back to a previous tab by selecting the desired tab. The MAIN MENU and INQUIRIES tab are there for all transactions.

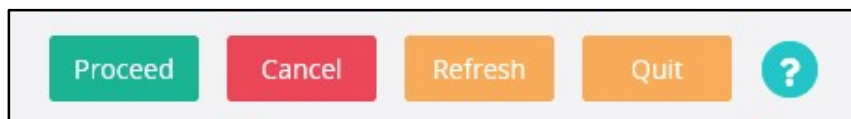
MAIN MENU returns the user to the MAIN MENU of the application and INQUIRIES displays a pop-up screen. The Inquiry screen may be used at any time and does not interrupt the transaction/supplement being processed.



### 1.1.7 Navigation from Screen to Screen

The navigation from screen to screen in MoDOT Carrier Express is performed by selecting push buttons at the bottom of the screen in the command line. The following five push buttons are common to most screens in MCE and control the navigation:

- **PROCEED** – Performs edits on data entered on the screen and if information passes edits, MoDOT proceeds to the next screen
- **CANCEL** – Cancels the transaction/supplement (Backout transaction)
- **QUIT** – User will exit the transaction; however, the transaction is not cancelled. The transaction can be continued using the Supplement Continuance feature.
- **REFRESH** – Refreshes the screen (removes all data entered) to look the same way as when the user entered the screen
- **“?” (Encircled question mark)** - Displays a pop-up screen with help information to assist the user in entering the correct information on the screen

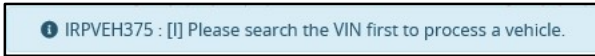


### 1.1.8 Error Messages

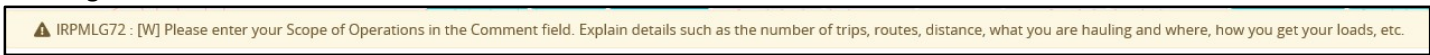
Messages in MoDOT Carrier Express are displayed at the top of the screen for most transactions. There are three types of messages: Information, Warning, and Error. Each message type has an indicator to designate the type of message. Errors will normally prevent the transaction from continuing; however informational and warning messages will allow the transactions to continue.

- “I” – Information messages usually appear in blue font
- “W” – Warning messages appear with an exclamation mark and are usually in a yellow hue
- “E” – Error messages appear in red font

Information:



Warning:



Error:



### 1.1.9 Verification Screens

In MoDOT Carrier Express, all data entry screens have a verification screen. The verification screen is displayed once all the edits are passed for the initial entry screen. Normally the only push buttons on the verification screen are PROCEED and BACK. PROCEED saves the information to the database. BACK allows the user to go back and update the information as required and proceed forward.

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

**Customer Details Verification** Renew Fleet

---

**Customer Details**

Account No.   10834	MCE Customer ID   1198	Registrant Type   C - Corporation	Carrier Type   C - CARRIER
Legal Name   SUCCESS TRUCK LEASING INC	IFTA Account No.   1198	Customer Status   A - ACTIVE	DBA Name   SUCCESS NATIONALEASE

---

**Business Address**

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

---

**Mailing Address**

Street   PO BOX 2346	Zip Code   64116	Jur   MO - MISSOURI	City   KANSAS CITY
County   CLAY	Country   US		

The screenshot shows two sections of a web form. The first section, titled "Business Customer Details", contains the following information: USDOT No. 000491897, TPID 431639536, Contact Name AMBER WOODROME, Email [REDACTED], Primary Phone 913-321-1716, Alternate Phone 913-321-1025, and Fax No. 913-321-1025. The second section, titled "Account Details", shows Email Notification N and Fax Notification N. At the bottom of the form are two buttons: "Proceed" (green) and "Back" (orange).

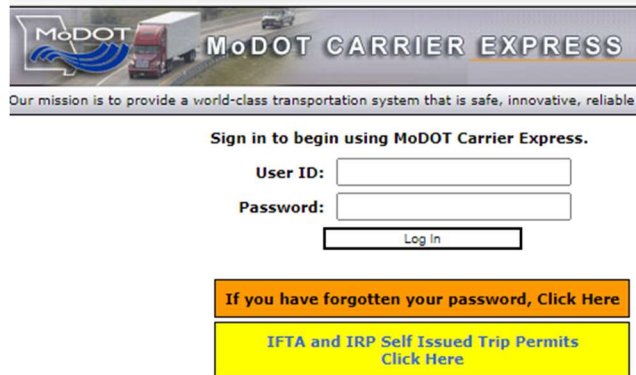
### 1.1.10 IRP/IFTA Self-Issued Trip Permits for those who do not have an MCE account.

Self-Issued Trip Permit module allows a user to apply for and issue the following IFTA or IRP trip permits:

- IFTA 72- Hour Permits
- Combination IFTA/IRP Trip Permits
- IRP 72- Hour Permits

Perform the following steps to self-issue a trip permit:

- Click on IRP/IFTA SELF-ISSUED TRIP PERMITS from the Login screen.



- On the next screen, enter the following information:
  - TPID or USDOT No.
  - Email Address
  - Re-enter Email Address
  - Captcha
  - The system displays a pop-up message requiring user to confirm the email address. Click OK to confirm.
- Click PROCEED to navigate to the Trip Permit screen.

Permit Details
Trip Permit

---

Customer Details

MCE Customer ID:       Legal Name:       DBA Name:

---

Address Details

Business Address
Mailing Address

Street:       Zip Code:       Jur:       City:

Country:       Country:

---

Business Customer Details

TPID:       USDOT No.:       Primary Contact Name:       Email:

Primary Phone:

---

Permit Details

\* Permit Type:       Transaction Type:       Permit No.:       Duration:

No. Of Blank Permits:       Permit Status:       \* Effective Date:       Expiration Date:

---

Fees Details

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
No data available in table		

---

New Vehicle Search Criteria

Unit No.:       VIN:       Plate No.:

Enter either the VIN or Plate No. and select Find.

The screenshot displays a web form with the following sections:

- Vehicle Details:** Contains input fields for VIN, Unit No., Plate No., Body Type, Make, Model Year, and Plate Jurisdiction. The Body Type, Make, and Plate Jurisdiction fields are dropdown menus.
- Delivery Type:** Contains a dropdown menu for Electronic Delivery Type, currently set to "D - PDF".
- Comments:** A section with a plus icon and the text "+ Comments".
- Command Line:** Located at the bottom, it includes buttons for "Proceed", "Refresh", "Quit", and a help icon (question mark), along with a green arrow icon on the right.

The Customer, Address and Business Customer Details are prepopulated and protected on the trip permit screen. The user can enter the required details on the following sections:

- Permit Details:
  - Permit Type – select one of the following permit types:
    - IFTA 72- Hour Permits
    - Combination IFTA/IRP Trip Permits
    - IRP 72- Hour Permits
  - Permit No. – auto-populates on selecting the Permit Type.
  - Effective Date – defaults to the current date and can be changed.
  - Expiration Date – prepopulates based on the selected Permit Type and entered Effective Date.
- New Vehicle Search Criteria
  - Enter Unit No., VIN or Plate No. and click Find to look the details up for the entered Vehicle.
    - Refresh Vehicle will reset the Unit No, VIN and Plate No. fields.
- Vehicle Details – the details associated with the searched vehicle will prepopulate on this section. User must enter the following details:
  - Unit No.
  - Plate No.
  - Body Type
  - Make
  - Model Year
  - Plate Jurisdiction
- Delivery Type – the Electronic Delivery Type defaults to PDF and cannot be changed.
- Comments – enter any required comments in the comment section.
- Click PROCEED from the command line to view the verification screen.
- Click PAY NOW from the verification screen to process the payment.

Payment
Trip Permit

---

Payment

Payer MCE Customer ID	Legal Name	DBA Name	Enterprise System Credit
233518	BJ PRIMMER INC		0.00
IRP System Credit	IFTA System Credit	OPA System Credit	
0.00	0.00	0.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3184911	11/07/2021	BJ PRIMMER INC	PMT;AC#:233518;PMT#:0000002024;IFTA 72 HOUR PERMITS-NEW PERMIT	10.00
<b>Total Amount Due</b>				<b>10.00</b>

Payment Details

DELETE		PAYMENT NO.	PAYMENT AMOUNT (\$)
E-check Credit Card			

---

Delete
Add
Credit Card
E-Check

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	10.00
	Change	0.00
	Over Payment	0.00
	Net Amount Paid	0.00

Electronic Delivery Type

Payment receipt

D - PDF

Proceed
Refresh
Quit
?

- On the Payment screen, the user can process the payment via E-Check or Credit Card. A third-party interface will open up to process the credit card/e-check payment.
- Once the payment is made, the system redirects to the login screen indicating the payment was successful, then issues the required trip permits in a PDF format and emails them to the registered email address.



Self-Issued Trip Permit.pdf

## 1.2 Enterprise

### 1.2.1 Customer

#### 1.2.1.1 Customer Inquiry

Perform the following these steps for customer inquiry:

- From the Enterprise level menu, select CUSTOMER INQUIRY from the CUSTOMER menu tile and a new Customer Inquiry pop-up screen will display
- On the Customer Inquiry screen, the MCE Customer ID is prepopulated and disabled. Enter search parameters such as Legal Name, TPID, USDOT No., DBA Name, and Customer Type to narrow down the search
- History Check checkbox - If the user checks this checkbox, the system will look into past records

The screenshot shows the 'Customer Inquiry' search interface. It features a 'Customer Search' header and several input fields: 'MCE Customer ID' (pre-filled with 1198), 'Legal Name', 'TPID', 'USDOT No.', 'DBA Name', and a 'Customer Type' dropdown menu. A 'History Check' checkbox is located below the DBA Name field. At the bottom of the form, there are three buttons: 'Proceed' (green), 'Refresh' (orange), and 'Quit' (orange), along with a help icon (question mark).

- Select PROCEED to display a list of customers that match the search criteria

The screenshot shows the results of the search. The search form is at the top, and below it is a table of results. The table has the following columns: MCE CUSTOMER ID, TPID, USDOT NO., LEGAL NAME, DBA NAME, APPLICATION TYPE, BUSINESS CITY, BUSINESS JUR, and MAILING CITY. The first row of data shows: 1198, 431639536, 000491897, SUCCESS TRUCK LEASING INC, SUCCESS NATIONALEASE, IRP, IFTA, KANSAS CITY, MO-MISSOURI, KANSAS CITY. To the left of the table is a 'Tree' view showing a history of changes for the customer ID 1198, with dates and times listed.

MCE CUSTOMER ID	TPID	USDOT NO.	LEGAL NAME	DBA NAME	APPLICATION TYPE	BUSINESS CITY	BUSINESS JUR	MAILING CITY
1198	431639536	000491897	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	IRP, IFTA	KANSAS CITY	MO-MISSOURI	KANSAS CITY

Showing 1 to 1 of 1 entries

- Click the TREE link on the left of the customer result grid to display the Inquiry tree
  - Any node on the Inquiry tree can be selected for detail information
  - “+” can be expanded
  - “-” can be compressed
  - History Check checkbox provides historical information on the customer
  - Date and time listed is when the customer was changed

- Select VIEW link on the far right of the customer entry to display detailed information about the Customer

**CUSTOMER INQUIRY**
✕

**Customer Details**

MCE Customer ID   <b>1198</b>	Legal Name   <b>SUCCESS TRUCK LEASING INC</b>	DBA Name   <b>SUCCESS NATIONALEASE</b>	Carrier Type   <b>C - CARRIER</b>
Registrant Type   <b>C - Corporation</b>	Customer Status   <b>A - ACTIVE</b>	AP Vendor ID	AP Address ID
Credential Language Preference   <b>ENGLISH</b>	System Credit Allowed   <b>Y</b>	Minimum System Credit Balance Amount   <b>\$0.00</b>	

**Business Address**

Street   <b>77 S JAMES ST</b>	Zip Code   <b>64116</b>	Jur   <b>MO - MISSOURI</b>	City   <b>KANSAS CITY</b>
County   <b>CLAY</b>	Country   <b>US</b>	Address Overridden   <b>N</b>	

**Mailing Address**

Street   <b>PO BOX 2346</b>	Zip Code   <b>64116</b>	Jur   <b>MO - MISSOURI</b>	City   <b>KANSAS CITY</b>
County   <b>CLAY</b>	Country   <b>US</b>	Address Overridden   <b>N</b>	

**Business Customer Details**

TPID   <b>431639536</b>	USDOT No.   <b>000491897</b>	Primary Contact Name   <b>AMBER WOODROME</b>	Email   <span style="background-color: black; color: black;">[REDACTED]</span>
-------------------------	------------------------------	--	--

Print
Close

## 1.2.2 User

### 1.2.2.1 User Profile

A user can update their profile using the user profile function. Perform the following steps to update your user profile:

- From the Enterprise level menu, select USER PROFILE from the USER menu tile.
- The User ID and User Name fields are pre-populated and disabled.
- Email – enter a valid email address.
- The Address section displays with previously entered information and is enabled to allow changes. User can add the address if it does not appear.
- Make any appropriate updates and click PROCEED. Then click PROCEED from the verification page to apply the changes.



The screenshot displays two sections of a user profile form. The 'User Details' section includes fields for \*User ID (MO1198), \*User Name (redacted), \*Email (empty), User Preference (dropdown), and Language Preference (ENGLISH). There is an 'Upload Image' button and an 'Upload' button. The 'Address' section includes fields for Street (89 JAMES ST.), Zip Code (63011), Jur (MO - MISSOURI), City (BALLWIN), County (SAINT LOUIS), and Country (US). At the bottom of the address section are 'Proceed', 'Refresh', 'Quit', and a help icon.

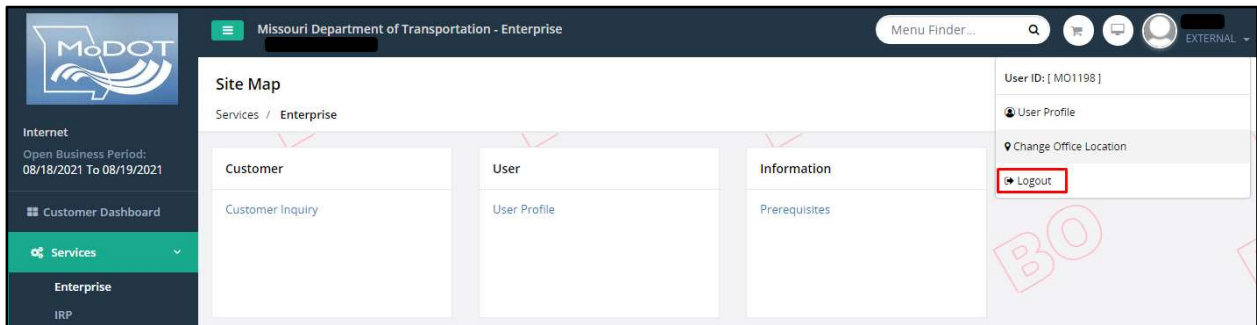
### 1.2.3 Information

#### 1.2.3.1 Prerequisites

Pop-Up blockers must be disabled for the system to function properly.

### 1.2.4 Logout

Logout will close current session and re-direct the user to the sign on page.



### 1.3 Trip Permits

The Trip Permit module allows users to apply, issue and manage trip permits.

#### 1.3.1 New Permit

##### 1.3.1.1 Trip Permit

This function lets a user apply for a new trip permit. Perform the following steps to apply for a new permit:

- From the Trip Permit level menu, click TRIP PERMIT from the NEW PERMIT menu tile

**New Permit** Trip Permit

Search By

MCE Customer ID: 1198 | TPID: | USDOT No.: | Legal Name: | DBA Name: |

Proceed Refresh Quit ?

- On the search screen, the MCE Customer ID is prepopulated and protected.
- Enter the USDOT No., TPID, Legal Name and DBA Name, if required
- Click PROCEED to view the trip permit screen

**Permit Details** Trip Permit

Customer Details

MCE Customer ID: 1198 | Legal Name: SUCCESS TRUCK LEASING INC | DBA Name: SUCCESS NATIONALEASE

Address Details

Business Address | Mailing Address

Street: 77 S JAMES ST | Zip Code: 64116 | Jur: MO - MISSOURI | City: KANSAS CITY

Country: CLAY | Country: US

Business Customer Details

TPID: 431639536 | USDOT No.: 000491897 | Primary Contact Name: AMBER WOODROME | Email: TEST@CELTIC.COM

Primary Phone: 913-321-1716

The screenshot displays a web application interface for MoDOT Carrier Express. It is divided into several sections:

- Permit Details:** Contains fields for Permit Type (dropdown), Transaction Type (text: NPMT - NEW PERMIT), Permit No. (text), Duration (dropdown), No. Of Permits (text), Permit Status (dropdown: A - Active), Effective Date (text: 08/24/2021 01:54:48 AM), and Expiration Date (text: MM/DD/YYYY HH:MM:SS).
- Fees Details:** A table with columns FEE TYPE, NO. OF PERMITS, and FEE AMT(\$). The table is currently empty with the message "No data available in table".
- New Vehicle Search Criteria:** Includes input fields for Unit No., VIN, and Plate No., with "Find" and "Refresh Vehicle" buttons. A note below reads: "Enter either the VIN or Plate No. and select Find."
- Vehicle Details:** Includes input fields for VIN, Unit No., Plate No., Body Type, Make, Model Year, and Plate Jurisdiction.
- Delivery Type:** Includes a dropdown for Electronic Delivery Type (currently set to "D - PDF").
- Comments:** A section with a "+" icon and a text area.
- Footer:** Contains "Proceed", "Refresh", "Quit", and a help icon.

- On the trip permit screen, the customer, address, and business customer details will populate from MCE and cannot be changed. Enter the following details on the following sections:
  - Permit Details:
    - Permit Type – select one of the following permit types from the drop-down:
      - IFTA Decal Permits
      - IFTA 72-Hour Permits
      - Combination IFTA/IRP Trip Permits
      - IRP 72-Hour Permits
      - OPA 72-Hour Permits
      - Unladen Hunters Permit
    - Transaction Type – defaults to New Permit and cannot be changed.
    - Permit No. –populates once the Permit Type is selected and is disabled.
    - Duration –populates once the Permit Type is selected and is disabled.
    - No. of Permits – this field enables on selecting IFTA 72-Hour Permits, Combination IFTA/IRP Trip Permits, or IRP 72-Hour Permits from the Permit Type drop-down. Enter required number of permits for the selected permit type.
    - Permit Status – defaults to Active and cannot be changed.
    - Effective Date – defaults to current date and time and is changeable.
    - Expiration Date – populates based on the selected Permit Type and Effective Date and is protected.
  - New Vehicle Search Criteria – this section lets you find an existing vehicle in the system. Enter Unit No., VIN, or Plate No, and click FIND to search for the vehicle.

- Vehicle Details – if the searched vehicle is found, the fields within this section will prepopulate. If the information is unavailable, user can enter the following information:
  - Unit No.
  - Plate No.
  - Body Type
  - Make
  - Model Year
  - Plate Jurisdiction
- Electronic Delivery Type defaults to PDF and cannot be changed.
- Comments – enter any comments in the comment section, if necessary.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to process the payment. Refer to section 1.4.1.2 for details on Payment. The system will generate a payment receipt and trip permit credentials once the payment is complete.

### 1.3.2 Maintain Permit

#### 1.3.2.1 Work in Progress

This function enables users to resume incomplete permit supplements. When a user initiates a supplement and exits it before completion, the Work in Progress functionality allows them to resume that supplement later. Work in Progress retains all the information the user entered previously.

Perform the following steps to continue a transaction from Work In Progress:

- From the Trip Permit level menu, click WORK IN PROGRESS from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
- Permit Category – defaults to Trip Permit and is the only option available.
- MCE Customer ID – is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.
- Click PROCEED to view the search results in a grid.

- Click the Select icon for the preferred record from the grid the system lets you continue the supplement from where you quit earlier.

#### 1.3.2.2 Inquiry

This function lets a user perform an inquiry on the existing permit details. Perform the following steps for permit inquiry:

- From the TRIP PERMIT level menu, click INQUIRY from the MAINTAIN PERMIT menu tile
- On the search screen, enter the following details:
  - Permit Category – defaults to Trip Permit and is the only available option.

- MCE Customer ID – is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type, Previous Permit Type and Unit No. to narrow down the search results.
- Click PROCEED to view the search results in a grid

Maintain Permit Inquiry

---

**Search By**

Permit Category:  MCE Customer ID:  Legal Name:  Permit No.:

Permit Year:  Permit Type:  Previous Permit No.:  Unit No.:

Proceed Refresh Quit ?

MCE CUSTOMER ID	LEGAL NAME	PERMIT CATEGORY	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	TRANSACTION STATUS	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE	PERMIT ISSUE DATE	NO. OF PERMITS	VIN	PLATE NO.	UNIT NO.
1198	SUCCESS TRUCK LEASING INC	TRIP PERMIT	IHP	0000003110		2021	A - Active	NPMT - NEW PERMIT	C - CLOSED	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM	08/24/2021	0	JF25H63659H737604	A4526	02

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Click the View icon from the left of the grid to view the detailed permit information.

**PERMIT INQUIRY**
✕

**Permit Details**

MCE Customer ID	1198	Legal Name	SUCCESS TRUCK LEASING INC	DBA Name	SUCCESS NATIONALEASE
-----------------	------	------------	------------------------------	----------	----------------------

**Business Address**

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

**Mailing Address**

Street	PO BOX 2346	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US				

**Business Customer Details**

TPID	431639536	USDOT No.	000491897	Primary Contact Name	AMBER WOODROME	Email	TEST@CELTIC.COM
Primary Phone	913-321-1716						

**Permit Details**

Permit Category	Permit Type	Transaction Type	Permit No.	0000003110			
TRIP PERMIT	IHP - IRP 72 HOUR PERMITS	NPMT - NEW PERMIT					
Duration	H - 72 hours	No. Of Permits	0	Permit Status	A - Active	Effective Date	08/24/2021 02:01:12 AM
Expiration Date	Transaction Status		C - CLOSED				
08/27/2021 02:01:12 AM							

Print
Close

- Click PRINT to print the permit details or click CLOSE to exit from the screen.

### 1.3.2.3 Reprint Permit

This function lets a user reprint an issued trip permit. Perform the following steps to reprint a trip permit:

- From the TRIP PERMIT level menu, click REPRINT PERMIT from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
  - MCE Customer ID – is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.
  - Electronic Delivery Type – this drop-down defaults to PDF and is the only available option.

Maintain Permit Reprint Permit

---

**Reprint**

MCE Customer ID: 1198      Legal Name:       Permit No.:       Permit Year:


Permit Type:       Previous Permit No.:       Electronic Delivery Type: D - PDF

[Proceed](#)   [Refresh](#)   [Quit](#)   [?](#)

	MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE
<input type="checkbox"/>	1198	SUCCESS TRUCK LEASING INC	IHP	0000003110		2021	A - Active	NPMT - NEW PERMIT

Showing 1 to 1 of 1 entries First Previous **1** Next Last


- Click PROCEED to view the search results in a grid.
- Click the Select icon from the left of the grid to reprint the trip permit for the desired carrier account.



**Missouri Department of Transportation**  
**Motor Carrier Services**  
 Jefferson City, Missouri  
 1-866-831-6277  
**MCS Temporary Permit**

PERMIT NUMBER  
**0000003110**

USDOT NUMBER 000491897		TYPE OF PERMIT	
ISSUED TO SUCCESS TRUCK LEASING INC		<input checked="" type="checkbox"/>	72-Hour Reciprocity Trip \$10
BUSINESS STREET ADDRESS PO BOX 2346		<input type="checkbox"/>	72-Hour Fuel Trip \$10
BUSINESS CITY, STATE, ZIP KANSAS CITY, MO 64116		<input type="checkbox"/>	72-Hour Trip (In lieu of stamp or sticker) \$5
		<input type="checkbox"/>	30 Day Hunter Permit \$25
		Total Collected	
VEHICLE MAKE SUBA	VIN NUMBER JF2SH63659H737604	YEAR 2009	BEGINNING: 08 / 24 / 2021 MONTH DAY YEAR
LICENSE NO (Leave Blank for Hunter Permit) A4526	LICENSE STATE (Leave Blank for Hunter Permit) MO	HOUR: 02:01 <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	



This permit is non-transferable and must be in the possession of vehicle operator at all times. This license is valid for the duration and commencing with the time of the permit as shown above for the vehicle described heron. Any alternation voids the permit. If further information is needed, please contact Motor Carrier Service, 830 MoDOT Drive, Jefferson City, MO 65102, Phone 573-751-7100

Movement on the 30-Day Unladen/Hunter's Permit authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessor if the apportioned plate has been surrendered to the (motor carrier) lessee.

This 72-Hour Reciprocity Trip Permit is deemed void if the Motor Carrier Responsible for Safety has been placed Out of Service by FMCSA

**Issued at 830 MoDOT Drive**  
**Post Office Box 270**  
**Jefferson City, MO 65102-0270**  
**On August 24, 2021**

### 1.3.3 Permit Administration

#### 1.3.3.1 Update

This function lets a user update information on an existing trip permit. Perform the following steps to update a trip permit:

- From the TRIP PERMIT level menu, click UPDATE from the PERMIT ADMINISTRATION menu tile
- On the search screen, the MCE Customer ID is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.



- Click PROCEED to view the search results in a grid.

Permit Administration Update


---

**Search By**

MCE Customer ID:  Legal Name:  Permit No.:  Permit Year:

Permit Type:  Previous Permit No.:

Proceed Refresh Quit ?

MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE
 1198	SUCCESS TRUCK LEASING INC	IHP	000003110		2021	A - Active	NPMT - NEW PERMIT	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM

Showing 1 to 1 of 1 entries First Previous **1** Next Last

- Click the Select icon for the preferred record from the grid.

Permit Details Update

---

**Customer Details**

MCE Customer ID:  Legal Name:  DBA Name:

**Address Details**

**Business Address** | Mailing Address

Street:  Zip Code:  Jur:  City:

Country:  Country:

**Business Customer Details**

TPID:  USDOT No.:  Primary Contact Name:  Email:

Primary Phone:

**Permit Details**

\* Permit Type:  Transaction Type:  Permit No.:  Duration:

The screenshot displays the permit details interface. At the top, there are fields for 'No. Of Blank Permits' (0), 'Permit Status' (A - Active), 'Effective Date' (08/24/2021 02:01:12 AM), and 'Expiration Date' (08/27/2021 02:01:12 AM). Below this is the 'Fees Details' section, which contains a table:

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IRP 72-Hour Permits	0	0.00
<b>Total</b>		<b>0.00</b>

The 'New Vehicle Search Criteria' section includes input fields for 'Unit No.', 'VIN', and 'Plate No.', along with 'Find' and 'Refresh Vehicle' buttons. Below this is the 'Vehicle Details' section, which features dropdown menus for 'VIN' (JF25H63659H737604), '\* Unit No.' (02), '\* Plate No.' (A4526), '\* Body Type' (TK - Straight Truck), '\* Make' (SUBARU - SUBA), '\* Model Year' (2009), and '\* Plate Jurisdiction' (MO - MISSOURI). The 'Delivery Type' section has a dropdown menu set to 'D - PDF'. At the bottom, there is a 'Comments' section and a navigation bar with 'Proceed', 'Refresh', 'Quit', and a help icon.

- On the permit details screen, the system prepopulates all the information in customer, address, and business customer details sections. The user can modify information on the following sections:
  - Permit Details – all the information on this section is prepopulated and protected. However, user can update the Effective Date for the permit.
  - Fees Details – the fees will update automatically based on the permit type and MO business rules.
    - If the fees are calculated and charged, user can check the Waive checkbox to waive off the fees, if required.
  - Vehicle Details – user can update the following vehicle details:
    - VIN – enter VIN and click FIND on the New Vehicle Search Criteria section to change the VIN populated on the screen
    - Unit No.
    - Plate No.
    - Body Type
    - Make
    - Model Year
    - Plate Jurisdiction
  - Delivery Type – the Electronic Delivery Type drop-down defaults to PDF and is disabled.
  - Comments – add comments pertinent to changes made to the trip permit details.
- Click PROCEED to view the verification screen.
- Click PROCEED from the verification screen to save the updates and process payment. Refer to section 1.4.1.2 for details on payment.
- On the search screen, the MCE Customer ID is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.

- Click PROCEED to view the search results in a grid.

Permit Administration Delete

---

**Search By**

MCE Customer ID: 1198      Legal Name:       Permit No.:       Permit Year:

Permit Type:       Previous Permit No.:

Proceed Refresh Quit ?

MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE
1198	SUCCESS TRUCK LEASING INC.	IHP	0000003110		2021	A - Active	NPMT - NEW PERMIT	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Click the Select icon for the preferred permit to be deleted.

Permit Details Delete

---

**Customer Details**

MCE Customer ID: 1198      Legal Name: SUCCESS TRUCK LEASING INC      DBA Name: SUCCESS NATIONALEASE

---

**Address Details**

**Business Address**      Mailing Address

Street: 77 S JAMES ST      Zip Code: 64116      Jur: MO - MISSOURI      City: KANSAS CITY

Country: CLAY      Country: US

---

**Business Customer Details**

TPID: 431639536      USDOT No.: 000491897      Primary Contact Name: AMBER WOODROME      Email:

Primary Phone: 913-321-1716

---

**Permit Details**

\* Permit Type: IHP - IRP 72- HOUR PERMITS      Transaction Type: DPMT - DELETE PERMIT      Permit No.: 0000003110      Duration: H - 72 hours

No. Of Blank Permits  
0

Permit Status  
I - Inactive

\* Effective Date  
08/24/2021 02:01:12 AM

Expiration Date  
08/27/2021 02:01:12 AM

**Fees Details**

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IRP 72-Hour Permits	0	0.00
<b>Total</b>		<b>0.00</b>

**New Vehicle Search Criteria**

Unit No.

VIN

Plate No.

Enter either the VIN or Plate No. and select Find.

**Vehicle Details**

VIN  
JFZ5H63659H737604

\* Unit No.  
02

\* Plate No.  
A4526

\* Body Type  
TK - Straight Truck

\* Make  
SUBARU - SUBA

\* Model Year  
2009

\* Plate Jurisdiction  
MO - MISSOURI

**Delivery Type**

Electronic Delivery Type  
D - PDF

+ Comments

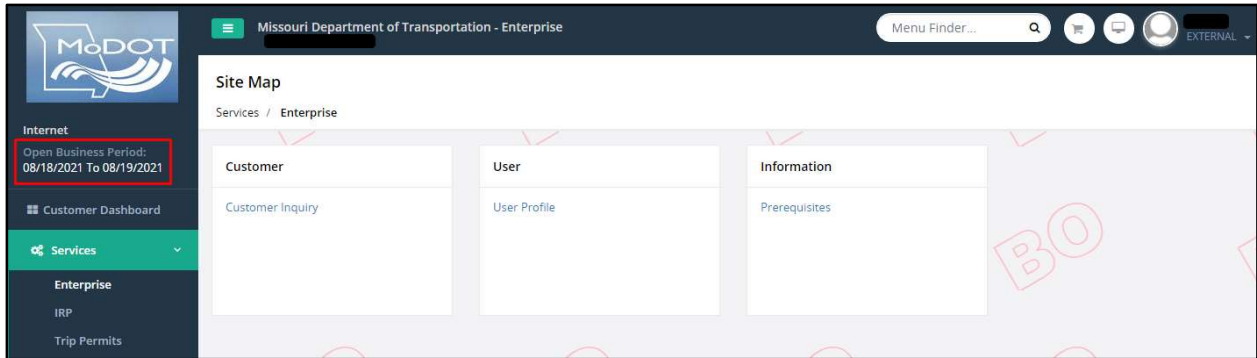
- On the permit details screen, all the information is prepopulated and protected.
- Add comments to the Comment section stating the reason for deleting the permit.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to proceed payment and close the supplement. Refer to section 1.4.1.2 for details related to payment.

## 1.4 Operations

### 1.4.1 Financial Elements

#### 1.4.1.1 Business Period in header

Upon sign on to the application, the user will be able to see the available business period in the upper left corner.



#### 1.4.1.2 Payment

##### 1.4.1.2.1 Cart Payment

Transactions/supplements are added to a cart for payment. Access the payment function by doing the following:

- From the Finance application-level menu under the Operations header, select CART PAYMENT from the PAYMENT menu tile.
- If a cart with added transactions exists, the cart will be listed on the screen.
- Otherwise, you can search using the information at the top of the screen.
  - MCE Customer ID – is prepopulated and disabled.
  - Invoice No.
  - Invoice Date From/To
  - Cart ID
  - Legal Name
  - Click SEARCH to search for carts matching the criteria.

The screenshot shows the 'Payment' interface with the following elements:

- Search for Transaction:** Fields for MCE Customer ID (1198), Invoice No., Invoice Date (MM/DD/YYYY), Cart Id, and Legal Name. Includes an 'All Transaction' checkbox.
- Buttons:** Search, Refresh, Quit, and a help icon.
- Selected Transaction:** Fields for Payer Name, Payer MCE Customer ID, and Receipt Date (MM/DD/YYYY).
- Action Buttons:** Pay and Save & Quit.

After a cart is selected:

- To remove a transaction from the cart:
  - Select the check box next to the transaction.
  - Click the REMOVE button.
- To continue to add additional transactions to the cart, click the SAVE & QUIT button
- Click PAY to perform the edits and display the validation screen.
- A shopping cart icon appears at the top left corner of the screen to indicate if there are transactions in the cart and how many.

This screenshot shows the 'Payment' interface with a transaction selected. The 'Selected Transaction' section is populated with:

- Payer Name:** SUCCESS TRUCK LEASING INC
- Payer MCE Customer ID:** 1198
- Receipt Date:** 08/18/2021

The 'Search for Transaction' section also shows the 'Invoice Date' range updated to 08/01/2021 to 08/19/2021.

REMOVE	MCE CUSTOMER ID	LEGAL NAME	INVOICE NO.	INVOICE DATE	TRANSACTION TYPE	PRIORITY	AMOUNT DUE (\$)
<input checked="" type="checkbox"/>	1198	SUCCESS TRUCK LEASING INC	3160041	08/17/2021	AC#:1198;ENTERPRISE SYSTEM CREDIT DEPOSIT	1	1000.00
<b>Total</b>							1000.00

Showing 1 to 1 of 1 entries

Remove

Pay Save & Quit

#### 1.4.1.2.1.1 Payment Collection

Click the PROCEED button to process the payment from the validation screen. The screen displays the invoices ready for payment.

MCE CUSTOMER ID	LEGAL NAME	INVOICE NO.	INVOICE DATE	TRANSACTION TYPE	PRIORITY	AMOUNT DUE (\$)
1198	SUCCESS TRUCK LEASING INC	3160041	08/17/2021	AC#:1198; ENTERPRISE SYSTEM CREDIT DEPOSIT	1	1000.00
<b>Total</b>						1000.00

On the cart payment screen, enter the payment types.

To enter a payment type:

- Select the PAYMENT TYPE:
  - Process electronic payments only by clicking the Credit Card or E-Check button from the Payment Details section.
  - Process Credit Card or E-Check payment via NCR system in the electronic payment window.
  - When the electronic payment is approved, it will populate the details on the payment screen to allow generation of a receipt and credentials.

Refund:

- The system automatically transfers any overpayment of certified funds to Enterprise System Credit.

Payment
Cart Payment

---

Payment

Payer MCE Customer ID <b>1198</b>	Legal Name <b>SUCCESS TRUCK LEASING INC</b>	DBA Name <b>SUCCESS NATIONALEASE</b>	Enterprise System Credit 0.00
IRP System Credit 0.00	IFTA System Credit 50.00	OPA System Credit 0.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3160041	08/17/2021	SUCCESS TRUCK LEASING INC	AC#:1198;ENTERPRISE SYSTEM CREDIT DEPOSIT	1000.00
<b>Total Amount Due</b>				<b>1000.00</b>

---

Payment Details

DELETE	PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
<input type="checkbox"/>	▼		

Delete
Add
Credit Card
E-Check

After you make 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	1000.00
Change	0.00
Over Payment	0.00
Net Amount Paid	0.00

---

Electronic Delivery Type

Payment receipt:

D - PDF

Proceed
Refresh
Quit
?
▲

**Payment:**

- Click PROCEED to perform the edits and display the validation screen.
- Click PAY on the validation screen to finalize the payment and proceed to creation of credentials.
- Payment Receipt displays
- Payment receipt is produced.



1.4.1.2.2 Post Payment

The Post Payment menu option is used to continue with credential assignment if errors occur after payment was collected.

Perform the following steps to process a post payment:

- From the Finance menu under the Operations header, click POST PAYMENT from the PAYMENT menu tile.
- On the search screen, the MCE Customer ID is prepopulated and disabled. Enter the additional search parameters to narrow down the search.
- Click SEARCH to view the search results.

- Click on the Cart ID link from the far left of the grid to select the preferred record

CART ID	MCE CUSTOMER ID	CART STATUS	PAYMENT DATE	TRANSACTION TYPE	INVOICE NO.	INVOICE DATE	TRANSACTION STATUS	APPLICATION TYPE
2192	1198	PAID	08/05/2021	IFTA;CAN#:1198;FL#:001;YR:2020;QTR#:2;FUEL:GAS;AMD#:0	3159520	08/05/2021	PAID	IFTA
2193	1198	PAID	08/05/2021	IFTA;CAN#:1198;FL#:001;YR:2020;QTR#:3;FUEL:GAS;AMD#:0	3159521	08/05/2021	PAID	IFTA

- The system assigns the inventory against the supplement and display the success message at the top of the screen.
- The generated credentials will open in a pop-up window and the status of the supplement is changed from Paid to Closed.

1.4.1.2.3 Payment Inquiry

Users can check payment details for the amount paid. This inquiry provides a breakout of each fee charged for a particular transaction. Perform the following steps for Payment Inquiry:

- From the Finance application-level menu under the Operations header, click PAYMENT INQUIRY from the PAYMENT menu tile.
- On Payment Inquiry page, the MCE Customer ID is prepopulated and protected. Enter any of the additional search criteria to narrow down the search.
- Click on SEARCH button and the application will fetch a list of the payment records matching the search criteria.

CART ID	MCE CUSTOMER ID	INVOICE NO.	LEGAL NAME	DBA NAME	BUSINESS DATE	TRANSACTION TYPE	FIN TRANS DATA	PAYMENT AMOUNT (\$)	INVOICE AMOUNT (\$)
2476	1198	3159793	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALLEASE	08/11/2021	RENEW LICENSE	IFTA; CAN#:1198; FL#:001; YR:2022; SUPP#:000	0.00	0.00

- Click on the Cart Id link from the left of the grid and a pop-up screen containing the payment details will open.

**TRANSACTION DETAILS** ✕

**Cash Drawer Details**

MCE Customer ID	1198	Legal Name	Financial Location
		SUCCESS TRUCK LEASING INC	BATCH OFFICE

**Cash Drawer Details**

Cash Drawer User ID	MCE Customer ID
BATCHOFFICE	1198

MCE CUSTOMER ID	INVOICE NO.	SESSION NO.	EFFECTIVE DATE OF TRANSACTION	PAYMENT DATE	TRANSACTION DESCRIPTION
1198	3159793	3560	08/11/2021	08/11/2021	RENEW LICENSE

**GL Code Distribution**

INVOICE NO.	GL CODE DESC	FEE TYPE	DESCRIPTION	FEE AMOUNT (\$)

**MODOT Fees Distribution**

FEE TYPE	ACCOUNT DESCRIPTION	ACCOUNT	FUND	FEE AMOUNT (\$)

Print
Close

- Click CLOSE from the command line to close the window or click PRINT to print the payment details.

### 1.4.1.3 Reprint

#### 1.4.1.3.1 Payment Receipt

The Payment Receipt Reprint option allows a user to reprint a payment receipt. Perform the following steps to reprint a payment receipt:

- From the Finance application-level menu under the Operations header, select PAYMENT RECEIPT from the REPRINT menu tile.
- On the search screen, the MCE Customer ID is prepopulated and protected. Enter additional search criteria such as Payment Date to narrow the search results.
- The Electronic Delivery Type is defaulted to PDF and cannot be changed.
- Click PROCEED.

Reprint Payment Receipt

---

**Reprint**

MCE Customer ID:  Payment Date:   Cart Id:  Legal Name:

Electronic Delivery Type:

- A list of records matching the search parameters appears.
- Click the Cart ID link for the payment receipt to reprint.
- The payment receipt which was originally produced is generated in the selected electronic delivery type.

Reprint Payment Receipt

---

**Reprint**

MCE Customer ID:  Payment Date:   Cart Id:  Legal Name:

Electronic Delivery Type:

CART ID	PAYMENT DATE	MCE CUSTOMER ID	LEGAL NAME	CUSTOMER TYPE	INVOICE NO.	TRANSACTION DETAILS
2459	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159778	IFTA;CAN#:1198;FL#:001;YR:2021;QTR#:2;FUEL:DSL;AMD#:0
2465	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159782	IFTA;CAN#:1198;FL#:001;YR:2021;QTR#:2;FUEL:DSL;AMD#:1
2476	08/11/2021	1198	SUCCESS TRUCK LEASING INC	Corporation	3159793	IFTA;CAN#:1198;FL#:001;YR:2022;SUPP#:000




**Missouri Department of Transportation**  
**Motor Carrier Services**  
 830 MoDOT Drive, P.O. Box 270  
 Jefferson City, MO 65102-0270  
 (866) 831-6277 or (573) 751-7100

**Payment Receipt**

**Legal Name :** SUCCESS TRUCK LEASING INC  
**DBA Name :** SUCCESS NATIONALEASE  
 PO BOX 2346  
 KANSAS CITY, MO 64116

**Cart Id :** 2459  
**Payer MCE Customer ID :** 1198  
**Payment Date :** 08/11/2021  
**Location :** HIGHWAY PATROL



**INVOICE DETAIL :**

Invoice No.	Name	Transaction Detail	Amount
3159778	<b>Carrier:</b> SUCCESS TRUCK LEASING INC <b>DBA:</b> SUCCESS NATIONALEASE	IFTA;CAN#: 1198;FL#:001;Y R:2021;QTR#:2;FUEL:DSL;A MD#:0	\$67.51
<b>Total</b>			<b>*\$67.51</b>

\*Total amount includes all original invoice balances and excludes any payments.

**PAYMENT DETAIL (USD) :**

Payments	Payment Date	Amount
Cash	08/11/2021	\$67.51
<b>Total Paid</b>		<b>\$67.51</b>

#### 1.4.1.4 System Credit

##### 1.4.1.4.1 System Credit Inquiry

A System Credit Inquiry allows the user to see system credit activity and balances. Perform the following steps for System Credit Inquiry:

- From the Finance application-level menu under the Operations header, select SYSTEM CREDIT INQUIRY from the SYSTEM CREDIT menu tile.
- On the search screen, the MCE Customer ID is prepopulated and protected. Enter additional selection criteria as required.
  - System Credit Type
  - TPID
  - USDOT No.
  - Legal Name
  - DBA Name
- Click PROCEED when the selection criteria are entered.
- The system displays the available balance for a system credit account in the grid.

System Credit
System Credit Inquiry

System Credit

MCE Customer ID

System Credit Type

TPID

USDOT No.

Legal Name

DBA Name

Proceed
Refresh
Quit
?

**Tree**

- 1198-SUCCESS TRUCK LEASING INC
  - Available Balance
  - IRP Payment Plan
  - System Credit**
    - Enterprise System Credit
    - IRP System Credit
    - IFTA System Credit
    - OPA System Credit

	MCE CUSTOMER ID	USDOT NO.	LEGAL NAME	DBA NAME	SYSTEM CREDIT TYPE	AVAILABLE BALANCE (\$)	FLEET NO.	FLEET EXP. MM/YYYY	SUPP. NO.
	1198	000491897	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALELEASE	UIESCIFT - IFTA System Credit	50.00			

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

## Appendix A - Acronyms

<b>Acronyms</b>	<b>Descriptions</b>
MoDOT	Missouri Department of Transportation
MO	Missouri
URL	Uniform Resource Locator
FAQ	Frequently Asked Questions
UCR	Unified Carrier Registration
MCE	MoDOT Carrier Express
ID	Identification
MO	Missouri
IRP	International Registration Plan
USDOT	United States Department of Transportation
DBA	Doing Business As
IFTA	International Fuel Tax Agreement
OPA	Operating Authority
TPID	Taxpayer Identification
No.	Number
PDF	Portable Document Format