

OPA Renewal Procedures

External Procedure

Overview

Motor Carriers who hold Missouri Intrastate Authority and do not operate in Interstate Commerce are required to renew their Missouri Intrastate Authority annually. The renewal consists of issuance of a certificate and decal at \$10 per decal. This is done by filing electronically through www.modot.org/MCE by December 31st of every year.

Regulation

7 CSR 265-10 (3) Expiration of Regulatory Licenses. All annual regulatory licenses issued pursuant to this rule shall be effective from January 1 through December 31 of the year for which they are issued, and shall expire at 12:01 A.M. on the first day of January in the next year succeeding the year for which they were issued. Seventy-two (72) hour licenses expire seventy-two (72) hours from the issued time of the license. (5) Failure to Purchase an Annual License—The commission may immediately suspend the intrastate authority of the motor carrier in accordance with the commission's applicable procedures for suspension, for failure to purchase an annual license. Any further operation by the motor carrier of any motor vehicle upon the public highways in this state shall be unlawful until compliance with this rule and a reinstatement by the commission has been issued.

7 CRS 265-10.030 Insurance.

(1) Proof of Coverage and Minimum Limits of Public Liability for Intrastate Carriers. Every motor carrier operating any motor vehicle in intrastate commerce by authority of the commission shall at all times have on file with and approved by the commission proof of public liability insurance or bond for the limits of liability as required by the commission. The proof of public liability insurance shall state that the insurer has issued to the motor carrier a policy of insurance which by endorsement provides automobile bodily injury and property damage liability insurance covering the obligations imposed upon the motor carrier by the provisions of the laws of this state. A completed and executed endorsement shall be attached to the public liability insurance policy and form a part of it and amends the insurance policy to which it is attached to assure compliance with this rule by the motor carrier. A true copy of the insurance policy with the endorsement attached shall be maintained at the motor carrier's principal place of business and produced upon request for inspection by the commission. An executed surety bond may be accepted in lieu of a certificate of public liability insurance.

Process

- In the credentialing system under services select OPA/Housemover.
- Select renew operating authority.
 - On the supplement search screen, the MCE customer ID is prepopulated. Select proceed to view the search results.

Operating Authority Renew Operating Authority

Search Supplement

*MCE Customer ID: 247020 USDOT No.

Proceed
Refresh
Quit
?

- On the account screen under the customer details, the carrier operation should show Intrastate.

Customer Details

MCE Customer ID	Legal Name	DBA Name	USDOT
247020	OPA TEST		222222222

*Carrier Operation: C - INTRASTATE ▼

- On the account screen, the customer name and principle place of business address will prepopulate and is protected.
 - If this information needs to be updated, email Motor Carrier Services a name and address change form. contactmcs@modot.gov
- Registered agent and contact information will need to be updated if applicable.

Address Details

Principle Place Of Business Address
Mailing Address
Service Provider
Terminal Address
Registered Agent ?

Street	Zip Code	Jur	City
830 MODOT DRIVE	65109	MO - MISSOURI	JEFFERSON CITY
County	Country		
COLE	US		

Contact Information

*Primary Contact Name: TESTING *Phone No.: 573-555-5555 Fax: Electronic Renewal

Email: MODOT@TESTING.ORG

- Select proceed to view the verification page and then proceed again if all information is correct.
- The Operating Authority screen will list the operating authority details and active authorities. This is prepopulated from the previous year.

- Enter the number of door decals or window decals (6-12 passenger vehicles only) required.

Operating Authority Details

*OPA/HML Effective Date
01/01/2025

*Decal Expiration Date
12/31/2025

Worker Compensation
▼

Route
E - ENTIRE STATE ▼

No. of Door Decals

No. of Window Decals

List of Active Authorities

TYPE OF AUTHORITY	AUTHORITY STATUS	AUTHORITY EFFECTIVE DATE
PCR - PROPERTY CARRIER REGISTRATION	ACT - ACTIVE	09/06/2024

Showing 1 to 1 of 1 entries

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- Comments – add any comments, if necessary.
- Select Proceed to view the verification screen and proceed again to web processing.

Web Processing

Select submit on the web processing page to update the status from in process to pending. This will send the renewal for internal review prior to payment.

Web Processing
Submit

Submit Process

*MICE Customer ID
247020

Legal Name
OPA TEST

License Expiration Year
2025

*Supplement No.

Status
 PEN - Pending ▼

MICE CUSTOMER ID	DECAL EXPIRATION YEAR	SUPPLEMENT NO.	SUPP. STATUS	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select 247020	2025	000	O - OPEN	09/11/2024	INP	REN

Showing 1 to 1 of 1 entries

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+ Comments

Submit
View List
Refresh
Quit
?

Once the renewal has been submitted, the user will receive a message at the top left-hand corner indicating that the “request submitted successfully”.

- The renewal will be left open until reviewed internally.

GENWEBP00 : [I] Request submitted successfully.

Web Processing

Submit Process

*MCE Customer ID: 247020 Legal Name: OPA TEST License Expiration Year: 2025

Status: PEN - Pending

	MCE CUSTOMER ID	DECAL EXPIRATION YEAR	SUPPLEMENT NO.	SUPP. STATUS
Select	247020	2025	000	O - OPEN

Showing 1 to 1 of 1 entries

Billing:

- The supplement status is set to approved or action required.
 - Invoice will generate once status is changed to approved.

Pending Transactions

RESUME SERVICE	FLEET TYPE	MCE CUSTOMER ID	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
LIC		247020	OPA TEST	REN # 16210#2025 # 000	Invoiced/Approved	09/26/2024	09/26/2024	\$20.00

First Previous 1 Next Last

- The user will receive an email with their invoice once the renewal is approved.
- On the customer dashboard the user will resume services under pending transactions to proceed to billing.
- Select LIC under pending transactions.

Customer Dashboard

Pending Transactions

RESUME SERVICE	FLEET TYPE	MCE CUSTOMER ID	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
LIC		247020	OPA TEST	REN # 16210#2025 # 000	Invoiced/Approved	09/26/2024	09/26/2024	\$20.00

- Review the fee details and select proceed on the billing page to get to payment screen.