

# New IFTA Account External Procedure

## Overview

Carriers who qualify for IFTA must apply for an account with MoDOT Motor Carrier Services. All required information and copies of documents must be received and reviewed by MCS prior to establishing a carrier account in the MoDOT Carrier System.

## IFTA Requirements

You are required to have an IFTA license if you operate in two or more jurisdictions and the power unit:

- Has two axles and a gross vehicle weight or registered gross vehicle weight of 26,001 lbs. or heavier.
- Has three or more axles regardless of weight; or
- Is used in combination and the said combination is 26,001 lbs. or heavier.

## Supporting Documents needed

Carriers must have a Missouri-issued license plate. If their company is incorporated and/or operates under a fictitious name, it must be properly registered with Missouri Secretary of State's Office at [www.sos.mo.gov](http://www.sos.mo.gov) before submitting an IFTA application.

## Process

1. On the MoDOT Carrier Express webpage, enter in the User ID and password and click on the "Log In" Button.

 Missouri Department of Transportation **SIT**

MoDOT Carrier Express   72 Hour Trip & Fuel Permits   New Customer Application   Contact

⚠ This is the System Integration Testing system

Sign in to **MoDOT Carrier Express**

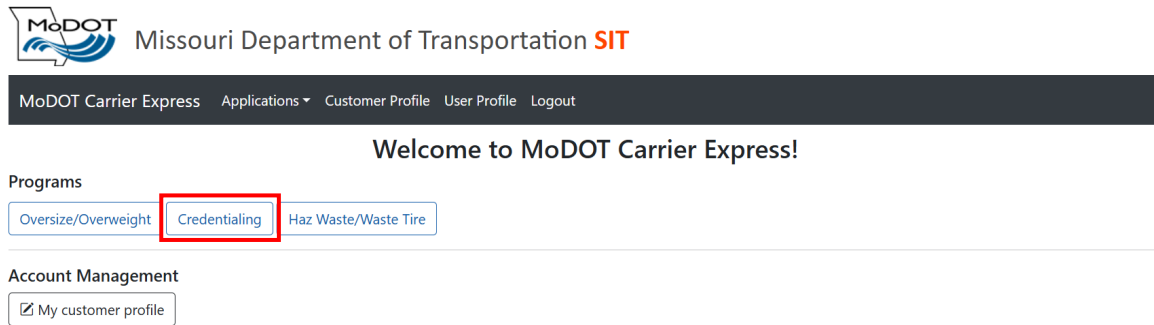
[Forgot User ID?](#)

[Forgot Password?](#)

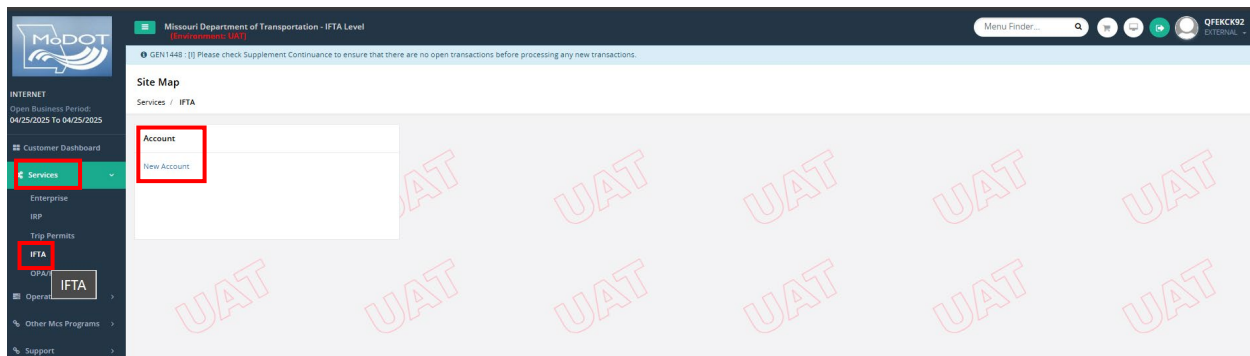
Log In

**System Terms of Use.** By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

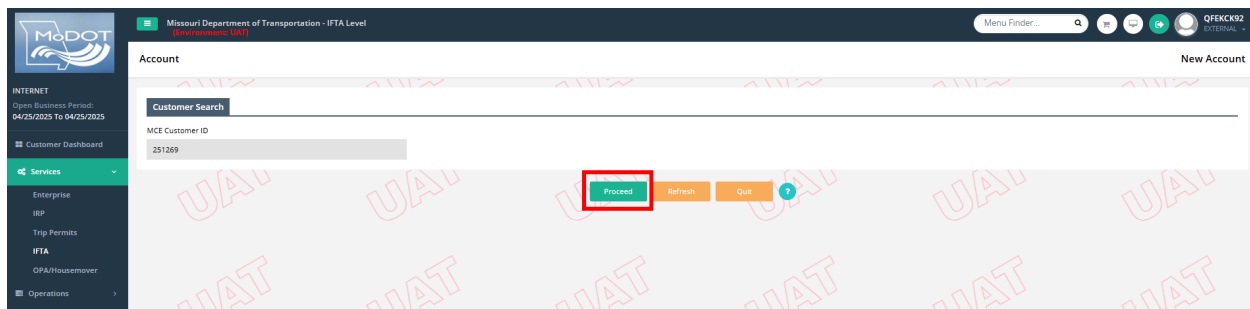
2. From the landing pad, click on the credentialing button. This will bring you to your customer dashboard.



3. From the customer dashboard, select services on the left-hand side and then select IFTA. You will then be directed to the IFTA sitemap where you can select new account.



4. The account number will default. Click proceed to move forward to the account page.



5. On the account page, verify the information is correct. If the account information is incorrect, contact our office for further assistance.

Missouri Department of Transportation - IFTA Level  
(Environment: UAT)

Menu Finder...

ACCOUNT LICENSE JURISDICTION BILLING PERMIT PAYMENT CREDENTIAL MAINMENU INQUIRIES Q

Account

MCS TEST 11 | MCE Customer ID: 251269 | Fleet#: 000 | License Year: 0 | Supplement#: 0 | ...

New Account

Customer Details

Customer Status: A - ACTIVE Carrier Type: O - OTHER

Business Customer Details

Contact Name: MCS AGENT Phone No.: 111-111-1111 Fax No.: Email: MCSTEST11@TEST.ORG

Address Details

Business Address Mailing Address

Street: 830 MODOT DRIVE Zip Code: 65109 Jur: MO - MISSOURI City: JEFFERSON CITY

County: COLE Country: US

Account Details

Business Type: I - INDIVIDUAL

Account Status: A - ACTIVE \*Status Effective Date: 04/25/2025 Docket No:

Owner 1

Name: MCS TEST 11 Title: Phone No.: 111-111-1111 DL No.:

DL Jurisdiction: Email: MCSTEST11@TEST.ORG Street: 830 MODOT DRIVE Zip Code: 65109

Jur: MO - MISSOURI City: JEFFERSON CITY Country: COLE US

Comments

Proceed Refresh Quick ?

6. Click proceed to move to the verification page. Once verification is complete, click proceed to move forward to the license details page.

Missouri Department of Transportation - IFTA Level  
(Environment: UAT)

Menu Finder...

Street: 830 MODOT DRIVE Zip Code: 65109 Jur: MO - MISSOURI City: JEFFERSON CITY

County: COLE Country: US

Account Details

Business Type: L - LLC Account Status: A - ACTIVE Status Effective Date: 04/25/2025 Docket No:

Owner 1

Name: Title: Phone No.: DL No.:

DL Jurisdiction: Email: Street: Zip Code:

Jur: City: Country: Country:

Owner 2

Name: Title: Phone No.: DL No.:

DL Jurisdiction: Email: Street: Zip Code:

Jur: City: Country: Country:

Owner 3

Name: Title: Phone No.: DL No.:

DL Jurisdiction: Email: Street: Zip Code:

Jur: City: Country: Country:

Proceed Back

7. On the license details page, verify the auto populated information is correct. In the license details section complete the white fillable fields.

- All fields marked with a red asterisk need to be completed.

- License effective date can be futured dated up to 30 days.
- Review contact information for accuracy
- Checkmark the “Application Signed” box
- Address defaults and can not be changed.
- Under operation info – fuel type, select all applicable fuel type.
- Select the applicable plate type – If plate type other than apportioned is checked, you will need to upload a copy of the plate registration.
- Number of IFTA decal sets required – number of qualified vehicles needing decals.

License Details

MCS TEST 15 LLC | MCE Customer ID: 251270 | Fleet#: 001 | License Year: 0 | Supplement#: 0 | ...+ | New Account

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**License Details**

License Status: A - ACTIVE ✓ | \*Status Effective Date: 04/25/2025 | \*License Effective Date: 04/25/2025 | \*License Expiration Date: 12/31/2025

\*Contact Name: MCS AGENT | ☒ Electronic Filer | \*Email: MCSTEST15@TEST.ORG | \*Primary Phone: 111-111-1111

Alternate Phone: | Fax No: | ☐ \*Application Signed

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**Address Details**

Business Address | Mailing Address | Shipping Address | Location of Record | Service Provider | Power of Attorney

Street: 830 MODOT DRIVE | Zip Code: 65109 | Jur: MO - MISSOURI | City: JEFFERSON CITY

County: COLE | Country: US

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**Operation Info**

**Fuel Type**

☐ Diesel Quarterly  
☐ Diesel Annual Filer  
☐ Methanol Quarterly  
☐ Methanol Annual Filer  
☐ Ethanol Quarterly  
☐ Ethanol Annual Filer  
☐ Electricity Quarterly  
☐ Electricity Annual Filer

☐ Propane Quarterly  
☐ Propane Annual Filer  
☐ Gasohol Quarterly  
☐ Gasohol Annual Filer  
☐ E-85 Quarterly  
☐ E-85 Annual Filer  
☐ Hydrogen Quarterly  
☐ Hydrogen Annual Filer

☐ A-55 Quarterly  
☐ A-55 Annual Filer  
☐ M-85 Quarterly  
☐ M-85 Annual Filer  
☐ BioDiesel Quarterly  
☐ BioDiesel Annual Filer

☐ CNG Quarterly  
☐ CNG Annual Filer  
☐ LNG Quarterly  
☐ LNG Annual Filer  
☐ Gasoline Quarterly  
☐ Gasoline Annual Filer

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**\*Plate Type**

☐ Apportioned  
☒ Beyond Local  
☐ Leased  
☐ Local  
☐ Farm  
☐ Dealer

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No. of IFTA Decal Sets Required: 2 | \*Liability Date: 04/25/2025

- If an error message appears indicating the number of decal sets required does not match with the system, leave a comment and proceed to move to the verification.
  - The number of decals issued must reconcile with the number of trucks licensed and will be subject to audit.

ACCOUNT LICENSE JURISDICTION BILLING PERMIT PAYMENT CREDENTIAL MAINMENU INQUIRIES Q

IFTAWEBP07: [E] No. of IFTA Decal Sets Required does not match with the system allowance decal limit [0]. Comment is required with valid reason.

License Details

MIDWEST MCS HAULING LLC | MCE Customer ID: 251403 | Fleet#: 001 | License Year: 0 | Supplement#: 0 | ...+

Comments

Comment

Explanation for the number of decals.

Add/Update Comment Clear Comment

Proceed Cancel Refresh Quit ?

9. Once verification is complete click proceed to move forward to the jurisdiction page.

IRP Information

Proceed Back

10. If you have bulk storage located in Missouri, click on the bulk checkbox. If your bulk storage is outside of Missouri, you will select the jurisdiction where the bulk storage is located from the drop-down list and then click on the add button.

- If there is no bulk storage, proceed to verification page.

LICENSE JURISDICTION MAINMENU INQUIRIES Q

Jurisdiction

MCS TEST 15 LLC | MCE Customer ID: 251270 | Fleet#: 001 | License Year: 2025 | Supplement#: 0 | ...+

Jurisdiction Details

Jurisdiction List --Select--

Show Map

Jurisdiction

Bulk Storage

Add

|                          | IFTA OPERATIONS          | BULK                                | JURISDICTION |                                     | IFTA OPERATIONS          | BULK                                | JURISDICTION |
|--------------------------|--------------------------|-------------------------------------|--------------|-------------------------------------|--------------------------|-------------------------------------|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | MO           | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AR           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | AR           |

Remove Remove All

Proceed Refresh Quit ?

11. Once verification is complete, click proceed again to move forward to the web processing page.

Jurisdiction

Update License

Jurisdiction Details

MCE Customer ID: 251270 Legal Name: MCS TEST 15 LLC DBA Name: Fleet No.: 001

TPID: 523523523 USDOT No.: License Year: 2025 Supplement No.: 000

Supplement Desc: Update License Supp. Eff. Date: 04/25/2025

| IFTA OPERATIONS | BULK | JURISDICTION | IFTA OPERATIONS | BULK | JURISDICTION |
|-----------------|------|--------------|-----------------|------|--------------|
| Y               | N    | MO           | Y               | Y    | AR           |

Proceed Back

## Web Processing

Under document type from the drop-down list, select the required document

- Select Proof of registration
- Select browse and locate your file you wish to attach and double click the file name.
- Select Upload.

**Please Note: The total size for each file uploaded should not exceed 4 MB. Only one document can be uploaded per document type. Only JPG, PDF, JPEG, PNG, BMP or GIF Files can be uploaded.**

Web Processing Submit

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**Submit Process**

|                             |                         |                               |                                     |
|-----------------------------|-------------------------|-------------------------------|-------------------------------------|
| *MCE Customer ID<br>251270  | *Fleet No.<br>001       | Legal Name<br>MCS TEST 15 LLC | DBA Name                            |
| *License Year<br>2025       | *Supplement No.<br>0    | Return Year                   | Return Quarter                      |
| Amendment No.               | Status<br>PEN - Pending | Fuel Type                     | <input type="checkbox"/> Tax Return |
| License Type<br>IFTA - IFTA | Location No.            |                               |                                     |

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+ Comments

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| EXEMPTION LETTER | MCE CUSTOMER ID | FLEET NO. | FUEL TYPE | SUPPLEMENT NO. | SUBMIT DATE | STATUS | APPLICATION |
|------------------|-----------------|-----------|-----------|----------------|-------------|--------|-------------|
| DOC1 - POA       |                 | 001       |           | 000            | 04/25/2025  | INP    | F           |

DOC2 - Verification File for Supporting Documents

DOC3 - Proof of Registration

DOC1 - POA

Select appropriate file

Choose file... Browse

Upload

You will know your document was uploaded successfully when you can view the file name under the document section. If you realize you have uploaded the wrong document, you can click on the trash can icon by the file you wish to delete and then upload the correct document.

Documents

| DOCUMENT TYPE                | FILE NAME                  | DELETE |
|------------------------------|----------------------------|--------|
| DOC3 - Proof of Registration | 251270_1_2025_0_0_DOC3.PDF |        |

Showing 1 to 1 of 1 entries

Submit View List Refresh Quit

Once all documents are uploaded, select submit for MoDOT Motor Carrier Services to review. Your New IFTA application will remain in an open status during the review process. Watch for an email notification indicating any required/corrections, or that the application has been approved. Credentials will be issued via mail.

| Documents                    |                            |        |
|------------------------------|----------------------------|--------|
| DOCUMENT TYPE                | FILE NAME                  | DELETE |
| DOC3 - Proof of Registration | 251270_1_2025_0_0_DOC3.PDF |        |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Submit View List Refresh Quit ?

Once you receive the blue message at the top, the application has been submitted to MoDOT Motor Carriers for review. You can select quit to exit web processing.

GENWEBP00 - [?] Request submitted successfully.
Submit

Web Processing
Submit

### Submit Process

|                             |                         |                               |                                     |
|-----------------------------|-------------------------|-------------------------------|-------------------------------------|
| *MCE Customer ID<br>251270  | *Fleet No.<br>1         | Legal Name<br>MCS TEST 15 LLC | DBA Name                            |
| *License Year<br>2025       | *Supplement No.<br>0    | Return Year                   | Return Quarter                      |
| Amendment No.               | Status<br>PEN - Pending | Fuel Type                     | <input type="checkbox"/> Tax Return |
| License Type<br>IFTA - IFTA | Location No.            |                               |                                     |

+ Comments

Submit View List Refresh Quit ?

You can check the status from your customer dashboard under pending transactions.

Customer Dashboard

Services

Operations

Other MCS Programs

Support

Missouri Department of Transportation  
© 2025 Cetic Systems  
v5.32.0 7/18/2021 130  
(04/17/2025) 10476

0012025Active

FirstPrevious1NextLast

No data available in table

FirstPreviousNextLast

Pending Transactions

| RESUME SERVICE | FLEET TYPE | MCE CUSTOMER ID | LEGAL NAME      | TRANS DESC           | STATUS       | TRANS DATE | INVOICE DATE | INVOICE AMT |
|----------------|------------|-----------------|-----------------|----------------------|--------------|------------|--------------|-------------|
| IFTA           |            | 251270          | MCS TEST 15 LLC | AAC # 001#2025 # 000 | Open/Pending | 04/25/2025 |              |             |

FirstPrevious1NextLast

Comments